

HR Monthly Training

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Training Program Overview

Upcoming Training Dates & Resources

Recordings and resources will be posted here each month after the live session.

Live cadence: 3rd Wednesday of each month @ 2:00 PM PST (Teams).

Required attendance months: March, July, August, September, December.

2026 Videos

January – HR Foundations & Annual Compliance Refresh (HR)

Key topics: Employment law updates, required notices/postings, HR calendar & deadlines, documentation hygiene.

HR

Recording:

[January 2026 Compliance Training Video](#)

Resources:

- [January 2026 Compliance Training Slide Deck](#) 
- [January 2026 Printable Training Snapshot of Key Topics](#) 

February – Paycom Essentials: Payroll & Timekeeping (Payroll)

Key topics: Timecard approvals, PAFs, payroll communications, PTO requests, final pay basics.

Payroll

Recording:

Resources Coming Soon:

- Slides / Handout
- Paycom Job Aid

March – Performance Management & Coaching (HR)

Key topics: Coaching model feedback, documenting concerns, expectations & follow-up plans, avoiding documentation traps.

HR

Required

Recording:

Resources Coming Soon:

- Coaching / Documentation Template
- Slides / Handout

April – Onboarding & New Hire Experience (HR)

Key topics: Day 1 consistency, I-9 & Paycom workflow, first 90-day engagement.

Recording:**Resources Coming Soon:**

- New Hire Checklist
- I-9 / Paycom Job Aid

May – ClearCo Talent Acquisition: Recruiting & Hiring (Talent)

Key topics: Job postings, interview best practices, candidate experience, timely follow-up in ClearCo.

Recording:**Resources Coming Soon:**

- Interview Guide
- ClearCo SOP

June – Employee Relations 101 (HR)

Key topics: Handling complaints, professionalism & boundaries, escalation to HR, investigation basics.

Recording:**July – Workers' Compensation & Injury Management (Benefits)**

Required

Key topics: Responding to injuries, OSHA basics, claim process, light duty & return-to-work.

Recording:**August – FMLA and State Leave Laws (Benefits / HR)**

Key topics: Leave basics, AbsenceResource guides, return-to-work options.

Required

Recording:

September – Benefits & Open Enrollment Preparation (Benefits)

Key topics: Benefits basics, OE updates, Paycom enrollment workflow, common questions.

Required

Recording:

October – Relief Coverage & Referral Bonuses (Talent)

Key topics: Relief needs & access, internal vs external relief, market data, referral bonuses.

Recording:

November – Timekeeping, PAFs, Meal & Rest Period Compliance (Payroll)

Key topics: Meal/rest periods, timekeeping expectations, punch changes, PAFs.

Recording:

December – Offboarding, Terminations & Year-End Practices (Payroll / HR)

Key topics: Offboarding steps & Paycom workflows, corrective action vs termination, exit interviews, year-end reminders.

Required

Recording:

2025 Videos

Prior-year recordings shared here as needed.