Training Program Overview

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Upcoming Training Dates & Resources

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

Live cadence: 3rd Wednesday of each month at 2:00 PM PST | 3:00 PM MST | 4 PM CST (Via 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:

February 2026 Paycom Essentials: Payroll & Timekeeping Video

Resources:

- February 2026 - Paycom Essentials - Payroll & Timekeeping Slide Deck.pdf

March – Performance Management & Coaching (HR)

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

HR

Required

Recording:

March 2026 Performance Management & Coaching Video

Resources:

- HR Learning Deck - Performance Management & Coaching Slide Deck

April – Onboarding & New Hire Experience (HR)

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

Recording:

April 2026 Onboarding & New Hire Experience Video

Resources:

- HR Learning Deck - Onboarding & New Hire Experience
- Welcome to The Team Flyer.pdf
- April HR Training - Onboarding & New Hire Day 1 Snapshot.pdf

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

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

Recording:

May 2026 ClearCo. Talent Acquisition: Recruiting & Hiring

Resources:

- Talent Acquisition: Recruiting & Hiring Slide Deck

June – Employee Relations 101 (HR)

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

Recording:

June 2026 Employee Relations 101

Resources:

- HR Learning Deck - Employee Relations.pdf
- SBI Model.pdf

July – Workers' Compensation & Injury Management (Benefits)

Required

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

Recording:

July 2026 Workers' Compensation & Injury Management

Resources:

- Workers' Comp & Safety Learning Deck

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

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

Required

Recording:

August 2026 FMLA & State Leave Laws

Resources:

- LOA & RETURN TO WORK TRAINING DECK.pdf

September – Benefits & Open Enrollment Preparation (Benefits)

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

Required

Recording:

September 2026 Benefits & Open Enrollment Video

Resources:

Benefits & Open Enrollment Preparation Training Deck

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.