



Training Schedule (Employees)

Date	Time	Topic
Wednesday, August 27	2:15 PM - 3:45 PM	Absence Management & Substitute Scheduling
Thursday, August 28	7:15 AM - 8:45 AM	Absence Management & Substitute Scheduling
Friday, September 5	1:00 PM - 2:00 PM	Absence Management & Entering Timesheets Overview
Monday, September 8	2:15 PM - 3:45 PM	Entering timesheets
Tuesday, September 9	7:15 AM - 8:45 AM	Entering timesheets
Wednesday, September 10	8:00 AM - 9:00 AM	Absence Management & Entering Timesheets Overview
Friday, September 12	1:00 PM - 2:00 PM	Absence Management & Entering Timesheets Overview
Wednesday, September 17	8:00 AM - 9:00 AM	Absence Management & Entering Timesheets Overview
Friday, September 19	1:00 PM - 2:00 PM	Absence Management & Entering Timesheets Overview
Wednesday, September 24	8:00 AM - 9:00 AM	Absence Management & Entering Timesheets Overview
Wednesday, October 8	2:15 PM - 3:45 PM	Entering timesheets
Thursday, October 9	7:15 AM - 8:45 AM	Entering timesheets

Training Schedule (Substitutes)

Date	Time	Topic
Friday, August 29	2:00 PM - 3:00 PM	Accepting & Managing Sub Jobs
Tuesday, September 2	7:30 AM - 8:30 AM	Accepting & Managing Sub Jobs