

Human Capital Management Learning Opportunities Recordings

Explore topics or refresh your memory with previously recorded ctcLink learning opportunities.

Recordings are located in corresponding Canvas courses or the ctcLink Pillar Work Session Information course. Register for the course(s) at the [ctcLink Training Registration](#) page. If you have not registered, you will receive an access denied message.

Visit the [ctcLink Training and Support Activities calendar](#) for future learning opportunities.

The captions provided with these recordings were auto generated. If additional assistance is needed to receive an increased level of access, please contact jlambert@sbctc.edu.

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Manager Self-Service Overview

Date: 11/15/2023

Recording Link: [Manager Self-Service Overview](#)

Canvas Course: [MS100 Manager Self-Service - All](#)

Data Prep for Year-End Reporting (W-2 Forms) - Part 1

Date: 10/25/2023

Recording Link: [Data Prep for Year-End Reporting \(W-2 Forms\) - Part 1](#)

Canvas Course: [PR100 Payroll](#)

Employee Self-Service Overview

Date: 10/18/2023

Recording Link: [Employee Self-Service Overview](#)

Canvas Course: [ES100 Employee Self-Service - All](#)

PTF LTD Report

Date: 10/11/2023

Recording Link: [PTF LTD Report](#)

Canvas Course: [BN100 Benefits](#)

Entering Manual Check Data

Date: 9/27/2023

Recording Link: [Entering Manual Check Data](#)

Canvas Course: [PR100 Payroll](#)

Negative Paylines in FWL

Date: 9/13/2023

Recording Link: [Negative Paylines in FWL](#)

Canvas Course: [FW100 Faculty Workload \(FWL Payroll, HCM\)](#)

Best Practices for Faculty Hires

Date: 9/6/2023

Recording Link: [Best Practices for Faculty Hires](#)

Canvas Course: [FW100 Faculty Workload \(FWL Payroll, HCM\)](#)

Pay Calendars

Date: 8/30/2023

Recording Link: [Pay Calendars](#)

Canvas Course: [PR100 Payroll](#)

Absence Balances

Date: 8/23/2023

Recording Link: [Absence Balances](#)

Canvas Course: [AB100 Absence Management](#)

TAM - Managing the HIRE through TAM

Date: 8/9/2023

Recording Link: [TAM -Managing the HIRE through TAM](#)

Canvas Course: [TM100 Talent Acquisition Manager \(TAM\)](#)

TAM - Posting Positions/Jobs

Date: 7/26/2023

Recording Link: [TAM - Posting Positions/Jobs](#)

Canvas Course: [TM100 Talent Acquisition Manager \(TAM\)](#)

Non-permanent/Permanent Part-Time Hourly Employees - Part 2

Date: 7/12/2023

Recording Link: [Non-permanent/Permanent Part-Time Hourly Employees - Part 2](#)

Canvas Course: [HR100 HCM Core](#)

Non-permanent/Permanent Part-Time Hourly Employees - Part 1

Date: 7/10/2023

Recording Link: [Non-permanent/Permanent Part-Time Hourly Employees - Part 1](#)

Canvas Course: [HR100 HCM Core](#)

Fiscal Year DRS Calendar Update/Creation

Date: 6/28/2023

Recording Link: [Fiscal Year DRS Calendar Update/Creation](#)

Canvas Course: [BN100 Benefits](#)

JEDI/Short Work Break

Date: 6/14/2023

Recording Link: [JEDI/Short Work Break](#)

Canvas Course: [HR100 HCM Core](#)

HCA Benefits Data Reconciliation/Balancing

Date: 5/31/2023

Recording Link: [HCA Benefits Data Reconciliation/Balancing](#)

Canvas Course: [BN100 Benefits](#)

Fiscal Year Comp Time Payoff

Date: 5/24/2023

Recording Link: [Fiscal Year Comp Time Payoff](#)

Canvas Course: [TL100 Time & Labor](#)

PSHUP Enhancements Holding Load and Holding Update

Date: 5/10/2023

Recording Link: [PSHUP Enhancements Holding Load and Holding Update](#)

Canvas Course: [PR100 Payroll](#)

Process Pre-Payments

Date: 4/26/2023

Recording Link: [Process Pre-Payments](#)

Canvas Course: [BN100 Benefits](#)

Balloon Payments

Date: 4/12/2023

Recording Link: [Balloon Payments](#)

Canvas Course: [PR100 Payroll](#)

Manager Self-Service

Date: 3/01/2023

Recording Link: [Manager Self-Service Training Session Recording](#)

Canvas Course: [MS100 Manager Self-Service - All Canvas Course](#)

Retirement Plan Setup and Its Impact on DRS Processing

Date: 2/8/2023

Recording Link: [Retirement Plan Setup and Its Impact on DRS Processing](#)

Canvas Course: [BN100 Benefits](#)

FIN/HCM Combo Codes Part 2

Date: 1/30/2023

Recording Link: [FIN/HCM Combo Codes Part 2 Training Session Recording](#)

Canvas Course: [Work Session Information Canvas Course](#)

Payroll Streamline Processes & M-045 (PSHUP) Enhancements

Date: 1/25/2023

Recording Link: [Payroll Streamline Processes & M-045 \(PSHUP\) Enhancements](#)

Canvas Course: [PR100 Payroll](#)

FIN/HCM Combo Codes Part 1

Date: 1/12/2023

Recording Link: [FIN/HCM Combo Codes Part 1 Training Session Recording](#)

Canvas Course: [Work Session Information Canvas Course](#)

Process Sick Leave Buyout

Date: 1/11/2023

Recording Link: [Process Sick Leave Buyout](#)

Canvas Course: [PR100 Payroll](#)

Learning Opportunities Archives

Learning Opportunities (2022)



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22. [Absence Balances](#)
23. [Enrolling Employee in Benefit Plans](#)

Year End (W-2) - Part 2

Date: 12/14/2022

Recording Link: [Year End \(W-2\) - Part 2](#)

Canvas Course: [PR100 Payroll](#)

Employee Self-Service Overview

Date: 11/10/2022

Recording Link: [HCM Training - Employee Self-Service Overview](#)

Canvas Course: [ES100 Employee Self-Service - All](#)

Negative Paylines in FWL

Date: 11/10/2022

Recording Link: [Negative Paylines in FWL](#)

Canvas Course: [FW100 Faculty Workload \(FWL Payroll, HCM\)](#)

Absence Off-Cycle Processing

Date: 11/9/2022

Recording Link: [Absence Off-Cycle Processing](#)

Canvas Course: [AB100 Absence Management](#)

Entering Manual Check Data

Date: 10/26/2022

Recording Link: [Entering Manual Check Data](#)

Canvas Course: [PR100 Payroll](#)

PTF LTD Report Process

Date: 10/12/2022

Recording Link: [PTF LTD Report Process](#)

Canvas Course: [BN100 Benefits](#)

Data Preparation for Year-End Reporting (W-2 Forms)

Date: 9/28/2022

Recording Link: [Data Preparation for Year-End Reporting \(W-2 Forms\)](#)

Canvas Course: [PR100 Payroll](#)

Pay Calendars

Date: 8/24/2022

Recording Link: [Pay Calendars](#)

Canvas Course: [PR100 Payroll](#)

Employee Self Service (ESS) Transactions

Date: 8/10/2022

Recording Link: [Employee Self Service \(ESS\) Transactions](#)

Canvas Course: [ES100 Employee Self-Service - All](#)

Benefits Eligibility for PTF

Date: 7/13/2022

Recording Link: [Benefits Eligibility for PTF](#)

Canvas Course: [BN100 Benefits](#)

DRS Calendars

Date: 7/07/2022

Recording Link: [DRS Calendars](#)

Canvas Course: [BN100 Benefits](#)

Comp Time Fiscal Year-end

Date: 6/29/2022

Recording Link: [Comp Time Fiscal Year-end](#)

Canvas Course: [TL100 Time & Labor](#)

Terminations - Off-boarding an Employee

Date: 6/28/2022

Recording Link: [Terminations - Off-boarding an Employee](#)

Canvas Course: [HR100 HCM Core](#)

Secure in Security

Date: 6/15/2022

Recording Link: [Secure in Security](#)

Canvas Course:

Holiday Schedule - Time Reporting

Date: 6/14/2022

Recording Link: [Holiday Schedule - Time Reporting](#)

Canvas Course: [TL100 Time & Labor](#) and [MS100 Manager Self-Service - All](#)

Balloon Payment Processing

Date: 6/8/2022

Recording Link: [Balloon Payment Processing](#)

Canvas Courses: [PR100 Payroll](#) and [HR100 HCM Core](#)

Adjusting Balances (Earnings, Deductions, Taxes & Arrears)

Date: 6/01/2022

Recording Link: [Adjusting Balances \(Earnings, Deductions, Taxes & Arrears\)](#)

Canvas Course: [PR100 Payroll](#)

JEDI Process/Short Work Break/Faculty Accruals

Date: 5/24/2022

Recording Link: [JEDI Process/Short Work Break/Faculty Accruals](#)

Canvas Course: [HR100 HCM Core](#)

Balloon Payments

Date: 4/20/2022

Recording Link: [Balloon Payments](#)

Canvas Course: [PR100 Payroll](#)

Pre-Pay Processing

Date: 4/06/2022

Recording Link: [Pre-Pay Processing](#)

Canvas Course: [BN100 Benefits](#)

Offboarding Employees - Checklist

Date: 3/30/2022

Recording Link: [Offboarding Employees - Checklist](#)

Canvas Course: [HR100 HCM Core](#)

Check Reversal/Manual Check Entry

Date: 3/16/2022

Recording Link: [Check Reversal/Manual Check Entry](#)

Canvas Course: [PR100 Payroll](#)

Absence Balances

Date: 2/16/2022

Recording Link: [Absence Balances](#)

Canvas Course: [AB100 Absence Management](#)

Enrolling Employee in Benefit Plans

Date: 1/20/2022

Recording Link: [Enrolling Empl in Benefit Plans](#)

Canvas Course: [BN100 Benefits](#)

Learning Opportunities (2021)



The following recordings are included in the 2021 learning opportunities archives:

1. [DRS Calendar Set Up](#)
2. [Queries and Reporting](#)
3. [Payroll/Jedi Processing](#)

DRS Calendar Set Up

Date: 7/21/2021

Recording Link: [DRS Calendar Set Up](#)

Canvas Course: [BN100 Benefits](#)

Queries and Reporting

Date: 6/16/2021

Recording Link: [Queries and Reporting](#)

Canvas Course: [9.2 PeopleSoft Fundamentals](#)

Payroll/Jedi Processing

Date: 6/14/2021

Recording Link: [Payroll/Jedi Processing](#)

Canvas Course: [PR100 Payroll](#)