

Office of Human Resources

Training for HR Department Representatives, Supervisors, and Departments

Date	Training Class	Course Number	Time	Location
5/15	Form I-9, Guardian, E-Verify	COI92	10:00-12:00	Virtual
5/16	The Nole eRecruit Experience	BTREC1	1:00-3:30	Virtual
5/16	Attendance & Leave Policy & Procedures	COAL01	1:00-2:00	Virtual
5/16	eTime for Department Reps & Supervisors	BTTL01	2:30-4:00	Virtual
5/17	The OPS Hiring Express	BTREC2	9:00-11:00	Virtual
5/21	Family Medical Leave Act	COFML1	10:30-12:00	Training Center
5/22	Benefits Briefing Workshop	BTBEN1	8:30-11:30	Training Center

Register for training at fla.st/AJP4QHGS by searching the course number or name.

*Online, self-paced HR training courses are available for registration anytime. For course info, please see the Training Catalog's [Computer Based Training Human Resources](#) training section.