

Office of Human Resources
 Training for HR Department Representatives, Supervisors, and
 Departments

Date	Training Class	Course Number	Time (EST)	Location
12/3	FACET Effort Certification	BTFAC6	1:30 – 3:00	Training Center
12/3	Workers Compensation	COWC01	2:30 – 3:30	Virtual
12/5	FACET Effort Certification	BTFAC6	10:00 – 11:30	Training Center
12/5	Anti-Sexual Misconduct	COSHP1	3:00 – 5:00	Virtual
12/9	Fraud and Internal Controls	COIC01	9:00-11:00	Training Center
12/10	ADA Training	COADA2	9:00 – 11:00	Virtual
12/12	Attendance & Leave Policy	COAL01	1:00 – 2:00	Virtual
12/12	eTime for Time & Labor Reps	BTTL01	2:30 – 4:00	Virtual
12/18	Form I-9, Guardian, E-Verify	COI92	10:00 – 12:00	Virtual

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.

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