

CHRIS 2007 Training Schedule

Cincinnati Human Resources Information System

The Cincinnati Human Resources Information System (CHRIS) manages and tracks essential information on City employees and the jobs that they perform. CHRIS uses information in all areas of human resources as well as in benefits and payroll.

Thanks to the CHRIS team, the following courses are available citywide for employees who use the CHRIS system. **All classes are scheduled upon sufficient request. All classes are located in Two Centennial Plaza, 1st floor CHRIS Training Room.**

INTRODUCTION TO CHRIS

Introduces users to the CHRIS software. Provides an overview of the functionality within CHRIS. Focuses on how to sign on, how to navigate to various pages, how to select criteria, and how to print CHRIS reports.

Training Hours: 4

CHRIS HUMAN RESOURCES PROCESSING

This course provides an overview of Human Resources processing in CHRIS. Course delivery is instructor lead with hands on training.

Prerequisite: Introduction to CHRIS.

HR JOB DATA PROCESSES (entries done on Job Data pages) – includes New Hires, Rehires, Promotions, Demotions, Pay Rate Changes, Organization Changes, Separations, etc.

Training Hours: 8

HR NON-JOB DATA PROCESSES – includes Name Changes, Address Changes, Phone Number Changes, Employee Reviews, General Absence, Employee Tax, Disciplinary, Licenses, Certificates, etc.

Training Hours: 4

CHRIS PAYROLL PROCESSING/TIME & LABOR

Payroll Processing - This course provides an overview of the payroll processing in CHRIS, including running the payroll attendance report, entering time, and running reports for the payroll process. Also included in this course is an overview of the time and labor processes for

the departments that use this payroll method.
Prerequisite: Introduction to CHRIS.

Training Hours: 3

CHRIS TRAINING ADMINISTRATION (Registrar)

Training Administration - This course is directed to the Department Training Registrars and others interested in the training registration and reporting processes. Topics covered in this course include training registration procedures, and generation of confirmation letters and reports pertaining exclusively to training.

Prerequisite: Introduction to CHRIS.

Training Hours: 3

CHRIS TRAINING ADMINISTRATION (Course Owner)

Training Administration - This course is directed to the Department Training Course Owners responsible for creating and managing individual department courses. Topics covered in this course include: creation of courses and sessions, and the procedures related to maintaining

and monitoring the course management process.
Prerequisites: Introduction to CHRIS and CHRIS Training Administration (Registrar).

Training Hours: 3