

TRAINING OPPORTUNITIES

JANUARY - MAY

2025



UWinside People

This training calendar outlines opportunities geared towards building knowledge and skills that are essential for navigating the new **UWinside People** system. The sessions are divided into the streams by system User Group: Faculty & Academic, Administration & Staff, and Student Employees. Sessions are listed in alphabetical order within each stream. Please note, no training to be held on holidays. See full training schedule and register on: met.uwindsor.ca/hr/workshops

	Title	January	February	March	April	May
Faculty & Academic	Empowering Your Benefits Journey in UWinside People	Jan 22, 1 - 3			Apr 1, 9 - 11	
	From Posting to Placement: Hiring Research Student and Research Scholarships in UWinside People			Mar 6, 9 - 11	Apr 29, 1 - 3	
	From Posting to Placement: Hiring Student/GA/TA in UWinside People	Jan 29, 1 - 3		Mar 12, 9 - 11		
	From Posting to Placement: Sessional Hiring in UWinside People		Feb 13, 1 - 3		Apr 22, 9 - 11	
	From Posting to Placement: Staff Hiring in UWinside People		Feb 5, 9 - 11	Mar 20, 1 - 3		
	Managing Staff and Student Time in UWinside People	Jan 23, 9 - 10				May 7, 1 - 2
	Navigating UWinside People Employee Self-Service for Faculty	Jan 16, 9 - 11	Feb 4, 1 - 3			
	Navigating UWinside People Employee Self-Service for Sessional Instructors	Jan 17, 9 - 11		Mar 4, 1 - 3		
	Submitting Timecards in UWinside People	Jan 9, 9 - 10			Apr 30, 1 - 2	
	UWinside People Managers – Navigating UWinside People for Time, Labour and Absences		Feb 25, 9 - 11		Apr 24, 1 - 3	
UWinside People: Drop-in sessions		Jan 14, 9 - 11	Feb 11, 1 - 3	Mar 11, 9 - 11	Apr 8, 1 - 3	May 6, 9 - 11
		Jan 30, 1 - 3	Feb 27, 9 - 11	Mar 27, 1 - 3	Apr 24, 9 - 11	May 15, 1 - 3

	Title	January	February	March	April	May
Administration & Staff	Empowering Your Benefits Journey in UWinside People	Jan 10, 9 - 11		Mar 13, 1 - 3		
	From Posting to Placement: Staff Hiring in UWinside People		Feb 5, 9 - 11	Mar 20, 1 - 3		
	From Posting to Placement: Student Hiring (Co-op, Ignite and casual) in UWinside People		Feb 18, 9 - 11		Apr 3, 1 - 3	
	Managing Staff and Student Time in UWinside People	Jan 23, 9 - 10				May 7, 1 - 2
	Navigating UWinside People Employee Self-Service 101 for Staff	Jan 7, 9 - 11	Feb 12, 1 - 3			
	Navigating UWinside People for Staff Career Profile	Jan 24, 9 - 11				May 1, 1 - 3
	Submitting Timecards in UWinside People	Jan 9, 9 - 10			Apr 30, 1 - 2	
	Understanding Absences in UWinside People	Jan 21, 9 - 11			Apr 10, 1 - 3	
	UWinside People Managers – Navigating UWinside People Core HR	Jan 28, 9 - 11		Mar 11, 1 - 3		
	UWinside People Managers – Navigating UWinside People for Time, Labour and Absences	Jan 30, 9 - 11		Mar 18, 1 - 3		
UWinside People: Drop-in sessions		Jan 14, 9 - 11	Feb 11, 1 - 3	Mar 11, 9 - 11	Apr 8, 1 - 3	May 6, 9 - 11
		Jan 30, 1 - 3	Feb 27, 9 - 11	Mar 27, 1 - 3	Apr 24, 9 - 11	May 15, 1 - 3

	Title	January	February	March	April	May
Student	Navigating UWinside People Employee Self-Service 101	Jan 15, 1 - 3		Mar 19, 9 - 11		
	UWinside People: Drop-in sessions	Jan 14, 9 - 11 Jan 30, 1 - 3	Feb 11, 1 - 3 Feb 27, 9 - 11	Mar 11, 9 - 11 Mar 27, 1 - 3	Apr 8, 1 - 3 Apr 24, 9 - 11	May 6, 9 - 11 May 15, 1 - 3

	Title	
Self-Paced	Your Guide to Benefits tasks in UWinside People	Self-paced - Available online
	Your Guide to Career and Recruitment tasks in UWinside People	Self-paced - Available online
	Your Guide to Core HR tasks in UWinside People	Self-paced - Available online
	Your Guide to Payroll tasks in UWinside People	Self-paced - Available online
	Your Guide to Time, Labour and Absences tasks in UWinside People	Self-paced - Available online

For detailed description, location, facilitator & to register, visit: met.uwindsor.ca/hr/workshops

Please direct your inquiries to uwinsidepeople@uwindsor.ca