Training & Resources

To help you prepare for the changes ahead, several training sessions and resources are offered. You are encouraged to take advantage of these opportunities which are designed to help you successfully transition to a non-exempt position.

In-Person Training Sessions

Pre-registration is required for the following in-person training sessions. Register through the Emory Learning Management System (ELMS) at https://elmprod.emory.edu.

Emory Time Keeping for Employees
(Kronos and the Emory Timecard Adjustment System)

This course will provide an overview of how to record and edit clocked times and request leave using Kronos and the Emory Timecard Adjustment System.

**Location:** 1599 Clifton Rd., Room 5C

**Dates:**
- November 1, 1:30 pm - 3:00 pm
- November 10, 1:30 pm - 3:00 pm
- November 14, 1:30 pm - 3:00 pm

Personal Finances: Planning for a Change in Pay Frequency

Presented by Alok Deshpande of SmartPath Solutions, this course is designed to help you plan financially for the change in your pay frequency as you prepare to transition from a monthly pay schedule to a biweekly pay schedule.

**Dates and Locations:**
- October 21, 2016, 12:00 pm - 1:30 pm, Goizueta Business School, Auditorium, Room 103 (location change)
- November 18, 2016, 12:00 pm - 1:30 pm, School of Public Health, Room CRN 100

FLSA: Managing Change for Employees

Change is something we all encounter throughout our careers and personal lives. This is especially true for those who are impacted by the changes to the Fair Labor Standards Act (FLSA). The rapid pace of change in today’s world requires that we must learn new strategies in order to deal with change more effectively. This course will introduce participants to The Change Cycle, a research-based model of how people react to change. The training will provide practical guidance on how to recognize and better manage yourself, based upon six distinct stages of thoughts, feelings and behaviors associated with change. The training is designed to be informative, interactive and fun.

**Locations:** Specific locations for each session are listed in ELMS.

**Dates:**
- October 10, 9:00 am – 10:30 am
- October 12, 1:30 pm – 3:00 pm
- October 18, 9:00 am – 10:30 am
- October 18, 1:30 pm – 3:00 pm
- October 20, 9:00 am – 10:30 pm
- October 20, 1:30 pm – 3:00 pm

Online Training Sessions & Resources

Efficient Time Management
(on-line training in Lynda.com)

Learn the techniques the most efficient people use to manage their tasks and maximize their time. Get practical time management tips to increase your professional and personal productivity. This course can be accessed for free by going to http://it.emory.edu/lynda. Log in with your Emory login and password, then enter “Efficient Time Management” in the search box. Session lasts approximately 2 hours and can be taken at any time.

Online Personal Budgeting Resources

To help you with personal budgeting, several resources, tools and tips are available on the FLSA webpage located at www.hr.emory.edu/flsa-changes.