

REGISTRATION

This page provides an overview of CWD courses. To register, visit the [Harvard Training Portal](#) and sign in using your HarvardKey. There you will also find detailed descriptions and any pre-course requirements. If you are interested in taking a course, please consult with your manager before registering.

LYNDA.COM

Lynda.com is an online training site with over 4,000 classes on Microsoft and Adobe products, business skills, web design, computer programming, audio and video tools, and much more. Lynda is available free of charge to Harvard staff, faculty, and students. For details, go to: <http://lynda.harvard.edu>.

Absence and Time Approving/Adjusting

This course covers the tasks of approving, requesting, and adjusting absences in Absence Management and approving, reporting, and adjusting hours worked in the timesheet. The course is for Absence Management and Time and Labor users who have the role of Approver, Adjuster, or Keeper in Manager Self Service. Participants must have access to their Manager Self Service role in the PeopleSoft production system for a minimum of one week prior to class.

Cost: Free (no cancellation fee)

Absence Management Administrator

This workshop is for Absence Administrators who use PeopleSoft's Global Payroll to adjust absence balances; void, modify, and delete absences on the Absence Event page; assign new work schedules; and assign absence entitlements. Participants must have access to their Administrator role in PeopleSoft for a minimum of one week prior to taking the class.

Cost: Free (no cancellation fee)

PeopleSoft Hiring Actions

This workshop is for new HR administrators who use Quick Hire forms (Monthly, Student, Temp, or LHT). The class provides an overview followed by exercises using the PeopleSoft training instance database. Participants must have access to their Quick Hire role(s) in PeopleSoft for a minimum of one week prior to taking the class.

Cost: Free (no cancellation fee)

PeopleSoft Personnel Actions

This workshop is for new HR administrators who use PeopleSoft 8.0 Harvard forms (Job Data Change, Payline Transaction Form, etc.) or upload processes (Additional Pay upload, Costing upload, etc.). The class will provide an overview followed by exercises using the PeopleSoft training instance database. Participants must have access to the forms and upload role(s) in PeopleSoft for a minimum of one week prior to taking the class.

Cost: Free (no cancellation fee)



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PeopleSoft ASIP

Participants will learn the steps to processing yearly merit increases for exempt staff.

Topics include extracting data from PeopleSoft, importing data into the SIP Excel template, uploading increase data into PeopleSoft, and verifying results.

Cost: Free (no cancellation fee)

Using ARIeS – Faculty Hiring

This course provides hands-on experience with Harvard's Academic Recruiting Information eSystem (ARIeS) for faculty hiring. Topics cover the life-cycle of the recruitment process, including creating and applying to a job posting; searching for, viewing, transitioning, and ranking candidates; sending email; completing the hiring process; and accessing EEO reports. It is intended for the roles of Search Administrator, Candidate Administrator, and Decanal Approver.

Cost: Free (no cancellation fee)

ARIeS Refresh – Faculty Hiring

This course provides a refresher on Harvard's Academic Recruiting Information eSystem (ARIeS) for faculty hiring. Topics include basic functionality, changes to the system, advanced tasks, and common questions. It is intended for the roles of Search Administrator, Candidate Administrator, and Decanal Approver.

Cost: Free (no cancellation fee)

Using ASPIRE – Staff Hiring

This course provides hands-on experience with Harvard's ASPIRE recruitment management system. Exercises cover the life-cycle of the recruitment process, including requisition creation, candidate tracking, eLinking forms, closing and hiring, and running basic reports

Cost: Free (no cancellation fee)