SPARKROCK

Training Plan SAMPLE

Day & Length of Session	Topics	Scope	Attendees	Delivery Mode	Facilitator
March 21 - **8 am – 12 pm**	Time Entry	• Time Entry Units, Activities, Groups • How to enter a timecard in my Sparkrock. • Who approves and how does that work?	Payroll Analysts	Instructor Led session	Sara, Joan
March 21 - **1 pm – 4 pm**	Payroll Review	• Payroll review & deeper dive • Allowances & Additional Pay • HR Request – One Time Payment • Payment of absences (include Cause of Absence discussion)	Payroll Analysts	Instructor Led session	Sara, Joan
March 22 - **8 am – 12 pm**	HR Employee	• How do we look at Employees? • What is part of the Employee Card? • How to change information	HRAs	Instructor Led session	Mike, Melissa
March 22 - **1 pm – 4 pm**	Attendance Plans & Leave	• Review & deeper dive. • Absence Requests and end user expectations	HRAs	Instructor Led session	Mike, Melissa