

SUPERVISOR 101 TRAINING

Supervisor 101 Training is held twice a month.

Topics covered during the training include the following:

- Hiring/onboarding
- Terminations / off-boarding
- Personnel transaction reports (PTR's) for other actions/add accounts
- Training – Employee Training Center
- Policies
- Payroll
- Workers' compensation
- Leave of Absence
- Many more

To check the most current training schedule and sign up, please use the following link [Supervisor 101 Training Sign up and Schedule](#).

**Note you must login with your @fullerton.edu account in order to access the sign-up link. If you have any questions or concerns, please contact Bertha Leon, Associate HR/Payroll Director at bleon@fullerton.edu.