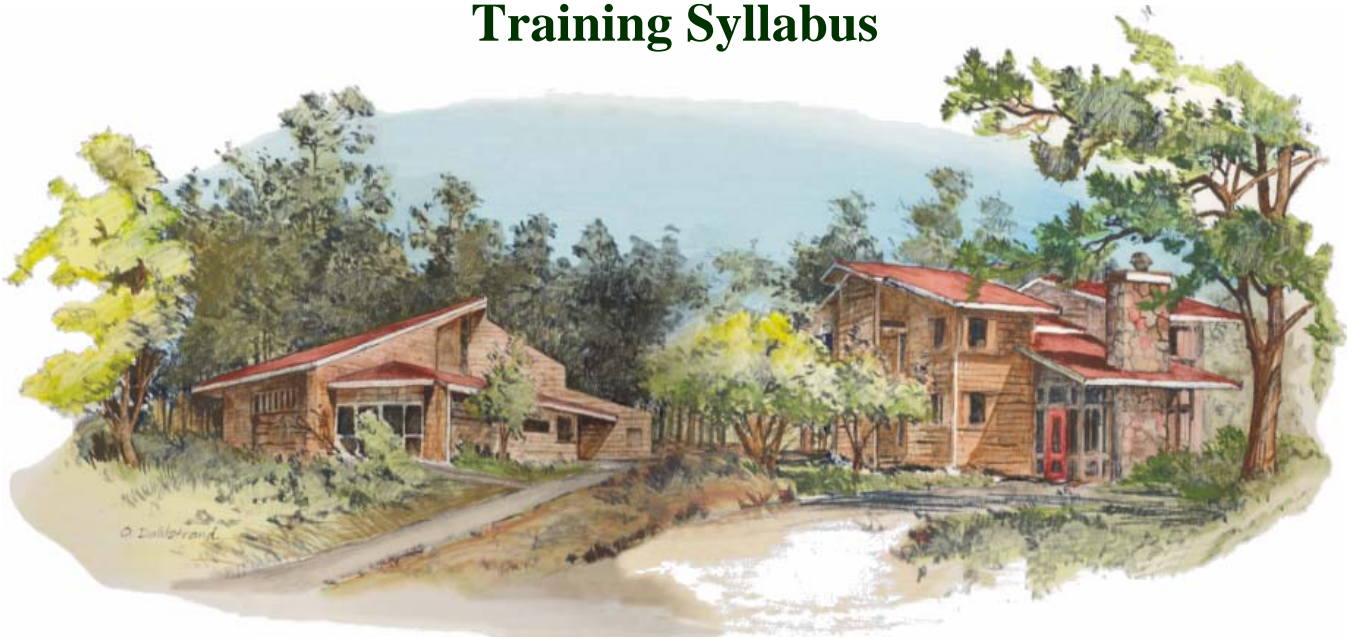


# Personnel Training – Attendance & Payroll

October 28 – November 1, 2007

## Training Syllabus



William Penn Mott Jr. Training Center



# Memorandum

**Date:** October 18, 2007

**To:** Supervisor

**From:** Department of Parks and Recreation  
William Penn Mott Jr. Training Center

**Subject:** Employee Attendance at Formal Training

An employee from your office will soon be attending the formal training program described in the attached. Please insure that the employee is fully prepared to attend the session and that the groundwork is laid for the employee's implementation of the training upon returning to work.

You can assist with capturing the full value of the training by taking the following steps:

### Prior to Training

1. Make sure that **specific** employee needs are identified and, if necessary, called immediately to the attention of the Training Coordinator.
2. Review with the employee the reason for the employee's attendance.
3. Review objectives and agenda with the employee.
4. Discuss objectives and performance expected after the training.

### Immediately Following Attendance

1. Discuss what was learned and intended uses of the training.
2. Review the employee's assessment of the training program for its impact at the workplace and review the due date of the Post-Training Evaluation form.
3. Support the employee's use of the training at the work place.

### Prior to Three Months Following Training

1. Employee after discussion with the supervisor login to the Employee Training Management System (ETMS) to complete the Post-Training Evaluation form.
2. Supervisor evaluates the effectiveness of the training on the employee's job performance and login to the ETMS to complete the Training Effectiveness Assessment form.

Thank you for your assistance in seeing that the full benefit of training is realized.



Michael D. Green  
Department Training Officer (Acting)

Attachment

cc: Participant

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***Mission Statement  
Training Office***

***The mission of the Training Office is to improve organizational and individual performance through consulting, collaboration, training and development.***

## TRAINING CENTER STAFF

Michael Green..... Department Training Officer (Acting)  
Pat Bost ..... Office Manager  
Joanne Danielson ..... Academy Coordinator  
Chuck Combs..... Training Specialist  
Dave Galanti ..... Training Specialist  
Sara Skinner ..... Training Specialist  
Summer Kincaid..... Training Specialist  
Michelle Gardner..... Cadet Training Officer  
Connie Breakfield..... Cadet Training Officer  
Pamela Yaeger ..... Assistant Program Coordinator  
Edith Alhambra..... Assistant Program Coordinator  
Bill Spencer ..... Assistant Program Coordinator  
Eric Marks ..... Assistant Program Coordinator

## THE MISSION

*of the California Department of Parks and Recreation is to provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation.*



## FORMAL TRAINING GUIDELINES

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Welcome to formal training, an essential component in your career development.

Since 1969, our Department has been providing a continuously changing number of diverse training programs at its main training facility, the William Penn Mott Jr. Training Center, and other locations including Marconi Conference Center and, most recently, the Two Rivers Training Facility in Sacramento. The Department strives to enhance your learning and job performance with formal training of the highest quality.

Our Department's dedication to training is only one aspect of its commitment to you and to the public. This commitment is costly and represents an important investment in you and your career. You and the Department realize a return on that investment by your positive participation in formal training itself and post training follow-through.

The program you will be participating in is described in this training syllabus. The syllabus outlines what you can expect from this training and what is expected of you. It also details what you should do before you leave for training; what to do when you arrive; what you will be doing while in training; and, importantly, what you should be able to do when you return to your work site. Specifically:

1. **TRAINING LOCATION:** The training for this program will occur at the Two Rivers Training Facility located at One Capitol Mall, Suite 350, Sacramento, CA 95814. One Capitol Mall is located on Capitol Mall (a street in downtown Sacramento), immediately east of the historic Tower Bridge. The building is immediately to the south of the Old Sacramento tourist area. Directions are provided on page 13 of the syllabus.
2. **SYLLABUS:** The syllabus is accessible on the Employee Training Management System (ETMS) and the Mott Training Center Home Page. Your copy of this syllabus is an important part of your training experience and should be brought with you to training. Read it before you arrive and review it following the program along with material you received at training.

3. **PRE-TRAINING ASSIGNMENTS:** Your completion of pre-training assignments is essential to the success of your training. You are responsible for all reading and other assignments in preparation for classroom sessions. Time will be provided during working hours to accomplish any assignments which involve either individual or group efforts and resources. (Pre-training assignments are listed in the "Training Attendance Requirements" section.)
4. **TRAVEL:** Arrange your travel to and from Sacramento through your District or Office. (No reimbursement for travel expense -- including per diem costs -- will be approved for travel not specifically authorized in advance by the District Superintendent.) Individuals may claim reimbursement for incidental expenses incurred as outlined in DAM 0410.1. The Training Office does not have the capability to provide transportation to or from the Sacramento International Airport.
5. **HOUSING:** The Training Office has reserved rooms at the Hawthorn Suites for individuals who reside outside of the Sacramento region only. You will need to call Summer Kincaid, Training Specialist, before **October 24th** to secure your lodging at (916) 319-9657 or [skincaid@parks.ca.gov](mailto:skincaid@parks.ca.gov) .

Your accommodations will be paid for by the Training Office. You may choose to stay in another facility; however, securing lodging at another location will be at the participant's own expense. Housing will be available from 3:00 p.m. on the date of arrival until 12:00 noon on the date of departure. If you need to cancel or change your reservation, you must contact Summer Kincaid directly. When you arrive at the Hawthorn Suites, go directly to the front desk for your room key.

The hotel is located at 321 Bercut Drive, Sacramento 95814. Directions to the hotel are included on Page 20 of this syllabus.

6. **MEALS:** Meals are arranged at the discretion of the participant. There are numerous restaurants within walking distance of the Two Rivers Training Facility and elsewhere in the downtown Sacramento area. The Training Office will reimburse the cost of your meals at the current per diem rate. Send a Travel Expense Claim (Std. 262a) to Mott Training Center for approval and processing. (The Training Center will reimburse meals starting with dinner on the first day and ending with lunch on the last day.)
7. **PARKING:** There is a public lot (the Tower Bridge lot, operated by the City of Sacramento) located directly west of the One Capitol Mall building where your training will occur. Please see Page 19 of this syllabus for locations and cost. You will be reimbursed for parking by the Training Center via a Travel Expense Claim (Std. 262a).

8. CLOTHING: **Field Uniforms are not required.** Professional business attire may be worn.

One Capitol Mall houses both Department offices and offices of numerous private sector organizations. As such, the image we project as State Park employees is important. The clothing you wear should be appropriate.

9. BREAK TIMES: Participants will be given break times throughout the training day to visit the first-floor coffee kiosk, make telephone calls, etc. Please be considerate of your fellow Department employees and other groups working in adjoining office spaces by not requesting from them special use of telephones, copiers, fax equipment, etc. In addition, please be considerate of your fellow employees' work schedules by limiting your visitation to other Department offices during breaks or before or after formal training. Loud conversations, laughter, etc. should not be conducted in the hallway areas at any time.
10. COURSE LEADERS: The formal training you will attend is developed and, for the most part, conducted by experienced State Park employees in field and staff positions. Some courses will be conducted by qualified instructors from other agencies and educational institutions. Your course leaders have proven their ability and knowledge in their profession, and provide a level of expertise difficult to match.
11. TRAINING OFFICE STAFF: Summer Kincaid (916-319-9657) is your contact while attending the course and has been assigned responsibility for your training group as well as for your training program. During the program, you may be asked to assist Training Office staff in the logistics of your training program; please work with Training Staff to help make your training experience pleasant and meaningful.
12. TRAINING MATERIALS: Training materials may be made available to you at both your unit and the Two Rivers Training Facility. Handout materials issued at your unit should be brought to training for possible use. A conference binder or notebook will be issued to you at the training session for note taking and convenience in handling materials. Bring your own pens and pencils.
13. ATTENDANCE: Regular attendance is a critical course requirement and your participation is important to the success of this training. All absences, except those of an emergency nature, must be approved in advance by the Training Specialist.
14. CELL PHONES: As a courtesy to your fellow participants and course leaders ensure that your cell phone is turned off during classes. Participants should not be receiving or making cell phone calls during class time. Please limit those calls to your breaks.
15. FAX: The Two Rivers Training Facility's FAX number is (916) 319-9656.

16. TELEPHONE: Limit phone calls during classroom hours to urgent business or emergencies. Anyone wishing to contact you by telephone during working hours should call (916) 319-9657.
17. COLLEGE CREDIT: Most Training Office programs are accredited by Monterey Peninsula College for lower division credit. If you successfully complete an accredited program, you will receive either a letter grade or a credit/no-credit designation.
18. **MPC STUDENT ID:** If you have filled out an MPC application before, you have already been issued a student ID number to use in lieu of your SSN on future applications. You can obtain your MPC ID number by going to their secure website and providing your SSN number (no name required) and birth date.

<https://autobahn.mpc.edu/scripts/autobahn.exe/Execute?Application=WebReq&Program=REPORT-SR-FIND-SSN>

**Newcomers to training will still need to provide their SSN on the first MPC application only, after which a student ID number will be assigned and available at the web address above within a few weeks of the program's conclusion. You can store your MPC ID numbers in your ETMS Profile for future reference.**

19. POST-TRAINING ASSIGNMENTS: In connection with formal training, post-training assignments are to be completed under the direction of your supervisor.

## PROGRAM ATTENDANCE CHECKLIST

To assist you in your preparation for formal training session at the Two Rivers Training Facility, the following checklist is provided.

- Contact Summer Kincaid at (916) 319-9657 or [skincaid@parks.ca.gov](mailto:skincaid@parks.ca.gov) before October 24, 2007 to secure your lodging. Securing lodging at another location will be at participant's own expense.**
- Be sure you have read and understand the Personnel Training – Attendance and Payroll Group 5 Program Syllabus prior to the first scheduled session.
- Arrange your travel through your District/Section Office.
- Bring the following with you to training:
  - Personnel Training – Attendance and Payroll Group 5 Program Syllabus
  - Professional business attire (uniforms are not required for this program)
  - Pens and pencils

**If you have questions or need assistance, contact Summer Kincaid, Training Specialist:**

**Phone:** 916-319-9657  
**Fax:** 916-319-9656  
**Email:** [skincaid@parks.ca.gov](mailto:skincaid@parks.ca.gov)



## **POST-TRAINING ASSIGNMENT**

Prior to ninety days after the completion of this program, the employee and his/her supervisor should sit down and discuss the impact and assess the effectiveness this program has had on the employee. Then both the supervisor and employee should login to the Employee Training Management System (ETMS) and complete the Post-Training Evaluation form (an email will be sent to both employee and supervisor notifying them that the evaluation needs to be completed). Once you login to the ETMS, you will need to fill out the evaluation form before you will be able to do anything else.

The post-training evaluation process is intended to provide a bridge between classroom instruction and the on-the-job application of training. The information obtained through this process will assist the training participant, supervisor, and Training Center in providing a return on the investment the Department has on training.

**PERSONNEL TRAINING – ATTENDANCE AND PAYROLL GROUP 5**  
**October 28 – November 1, 2007**

**Sunday**

**October 28**

1500-      *Check in at the Hawthorn Suites  
 (for those who require housing)*

**Monday**

**October 29**

0800-0810	Welcome to Training	Kincaid
0810-0830	Introductions and Overview	Yowell/Rocha
0830-1030	Certifications/DPR 81	Ortiz
1030-1200	HRIS Training	Kershaw
1200-1300	Lunch	
1300-1400	Terminology/Control Agencies	Yowell/Rocha
1400-1500	Responsibilities	Yowell/Rocha
1500-1700	Types of Appointments	Yowell/Rocha
	Hire Forms	Yowell/Rocha
	NOPA	Yowell/Rocha
	Leave Cards	Yowell/Rocha

**Tuesday**

**October 30**

0800-0830	Timesheets	Yowell/Rocha
0830-1200	Cutoff Documents	Yowell/Rocha
	Dock	Yowell/Rocha
	Documenting Leave Credits	Yowell/Rocha
	Differentials	Yowell/Rocha
1200-1300	Lunch	
1300-1600	Positive Pay Exercises	Yowell/Rocha
1600-1700	Positive Pay Exercise Presentations	Yowell/Rocha

**Wednesday**

**October 31**

0800-1100	Negative Pay Exercises	Yowell/Rocha
1100-1200	Negative Pay Exercise Presentations	Yowell/Rocha
1200-1300	Lunch	
1300-1700	OPF Files	Yowell/Rocha
	Probation Reports/ADP	Yowell/Rocha
	SISA's/MSA's	Yowell/Rocha
	Range Change	Yowell/Rocha
	Decentralize Calendars	Yowell/Rocha
	Permanent Intermittent Extensions	Yowell/Rocha

**PERSONNEL TRAINING – ATTENDANCE AND PAYROLL GROUP 5**  
**October 28 – November 1, 2007**

**Wednesday**

**October 31** *continued*

1300-1700	Uniform Allowance	Yowell/Rocha
	Salary Advances	Yowell/Rocha
	Lost or Destroyed Warrants	Yowell/Rocha
	Duplicate Wage Statements	Yowell/Rocha
	Meet with Transaction Manager	Sechrist
	Separations	Yowell/Rocha
	Processing a Death	Yowell/Rocha
	Appendices	Yowell/Rocha
	Wrap Up	Sechrist

**Thursday**

**November 1**

0800-1000	Workers Compensation	Castillo
	Return to Work	Edwards
1000-1200	Benefits Overview	Edwards
	FMLA	Edwards
	NDI	Beauregard
	SDI, Catastrophic Leave	Beauregard
1200-1300	Lunch	
1300-1600	Health, Dental, Vision	Rose
	Cash Option	Rose
	COBRA	Rose
	Retirement	Rose
	EAP	Edwards
	Scenario/Case Study	Beauregard
	Wrap Up	Edwards
1600-1610	Evaluation	Kincaid

**Personnel Training – Attendance and Payroll Group 5**

**32 Hours**

<b><u>Program Outline</u></b>	<b><u>Hours</u></b>
Training Orientation and Program Objectives .....	0.5
Certifications/DPR 81 .....	2.0
HRIS.....	1.5
Control Agencies.....	1.0
Types of Appointments and Responsibilities.....	3.0
Documentation .....	4.0
Positive Pay Exercises and Presentations .....	4.0
Negative Pay Exercises and Presentations .....	4.0
Transactions .....	4.0
Workers Compensation .....	2.0
Benefits Overview .....	5.0
Discussion and Summary .....	1.0
<b>Total.....</b>	<b>32.0</b>

## **PERSONNEL TRAINING - ATTENDANCE AND PAYROLL**

### **DEFINING TIMEKEEPING**

Purpose: To develop clear understanding and standard procedures for timekeeping.

Performance Objectives: By the close of the session the participants will

1. Review Departmental Procedures, Rules and Regulations pertaining to timekeeping.
2. Present their knowledge of the leave accounting system.

### **HUMAN RESOURCE AND INFORMATION SYSTEM (HRIS) PROCESS**

Purpose: To learn how HRIS works, how to use it and what information it processes.

Performance Objectives: By the close of the session the participants will

1. Practice the correct way to post Employee Time Reports (DPR 921).
2. Review and navigate the HRIS system.
3. Obtain reports and leave balance information from the HRIS system.

### **RESPONSIBILITIES**

Purpose: To clearly define each person's roles and responsibilities.

Performance Objectives: By the close of the session the participants will

1. Distinguish the different roles and responsibilities of all individuals involved in the attendance process.

### **TYPES OF APPOINTMENTS AND HIRING PROCESS**

Purpose: To learn to recognize types and processes of appointments.

Performance Objectives: By the close of the session the participants will

1. Discuss the types of appointments that exist within DPR.
2. Practice the DPR 81 process to complete appointment packages.

3. Analyze a NOPA for content and accuracy.

### **COMPLETION OF EMPLOYEE TIME REPORT (DPR 921)**

Purpose: To learn to correctly complete the Employee Time Report (DPR 921).

Performance Objectives: By the close of the session the participants will

1. Complete an Employee Time Report and present their scenario to the class.
2. Review differentials on an Employee Time Report.

### **REPORTING LEAVE WITHOUT PAY (DOCK)**

Purpose: To learn to identify and promptly report DOCK.

Performance Objectives: By the close of the session the participants will

1. Discuss the importance of "Cutoff".
2. Review different situations when DOCK exists.
3. Complete and review the Absences Without Pay Report.

### **DIFFERENTIALS**

Purpose: To gain an understanding of Differentials.

Performance Objectives: By the close of the session the participants will

1. Review and identify employees who are entitled to differential pay.

### **ADVERSE ACTIONS**

Purpose: To understand the impact of Adverse Actions on payroll.

Performance Objectives: By the close of the session the participants will

1. Review and discuss the necessary steps to report Adverse Actions to the Personnel Specialist.

## **MISCELLANEOUS ACTIONS**

Purpose: To gain an understanding of various types of payroll actions.

Performance Objectives: By the close of the session the participants will

1. Discuss and complete a sample Probation Report.
2. Recognize through different examples when a SISA is due and practice completion of the form.
3. Recognize through different examples when a MSA is due and practice completion of the form.
4. Recognize through different examples when a Range Change is due and practice completion of the form.

## **SEPARATIONS**

Purpose: To gain an understanding of the various types of separations and the notification process.

Performance Objectives: By the close of the session the participants will

1. Discuss and practice completion of the proper paperwork for AB2410 Separations.
2. Discuss and practice completion of the proper paperwork for retirements.
3. Review the process for retirements with Lump-Sum Deferrals.

## **BENEFITS**

Purpose: To gain an understanding of the various types of benefits available to DPR Employees.

Performance Objectives: By the close of the session the participants will

1. Review and practice proper completion of the various forms to request benefits.
2. Review and practice proper documentation of Military Leave.
3. Review and practice proper reporting methods for Worker's Compensation/NDI.

**TWO RIVERS TRAINING FACILITY**  
**One Capitol Mall, Suite 350**  
**Sacramento, CA 95814**

**Directions**

Downtown Sacramento streets are labeled numerically and alphabetically. The Two Rivers Training Facility is located at One Capitol Mall, Suite 350, which is a private sector office building located on Capitol Mall (a street name) immediately east of the Tower Bridge (notable for its gold paint color).

Capitol Mall (the street) extends west from the steps of the State Capitol to the Tower Bridge. Although access to the building is possible from the west (across the bridge from West Sacramento) or east (from the Capitol and downtown Sacramento), access to the parking facility can only be gained going westbound (from downtown Sacramento and the Capitol).

Entrance to One Capitol Mall is on the south side of the building, across from the Embassy Suites hotel. Take the lobby elevators to the third floor and proceed all the way down the hallway (making a left turn as you go) to Suite 350.

One Capitol Mall is not directly served by Sacramento's light rail system.

**Driving Directions:**

From **Sacramento Airport:** Drive south on Interstate 5 (towards downtown Sacramento) about nine miles to the J Street exit. Keep to the far right as you exit the freeway. Turn right on 3<sup>rd</sup> Street (which is the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **north:** Use the Sacramento Airport directions from either southbound Interstate 5 or southbound Highway 99 (which runs into Interstate 5 north of downtown Sacramento).

From points **west:** Take Interstate 80 eastbound to Highway 50/Business Interstate 80. Continue east to Interstate 5, head north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **east:** Take Interstate 80 or Highway 50 to Interstate 5 (downtown Sacramento). Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at



the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From points **south**:

From northbound Highway 99, proceed to downtown Sacramento. Go west on Highway 50 to northbound Interstate 5. Head north on Interstate 5 to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

From northbound Interstate 5, head north to downtown Sacramento. Continue north to the J Street exit. Turn right on 3<sup>rd</sup> Street (the stoplight at the end of the exit ramp) and right again a couple of blocks later at Capitol Mall (towards San Francisco).

### **Parking**

Parking is at the Tower Bridge lot, operated by the City of Sacramento, located directly west of One Capitol Mall. Entrance to the parking lot is off of Front Street, which is the right turn between One Capitol Mall and the Tower Bridge. Access to Front Street can only be accomplished from westbound Capitol Mall (from downtown Sacramento). Participants traveling eastbound from West Sacramento need to make a “U” turn to come back westbound to enter Front Street.

Parking cost is \$15 per day, subject to change without notice. Parking fees will be reimbursed by the Training Office using a Travel Expense Claim (Std. 262a).

**DIRECTIONS TO THE HAWTHORN SUITES**  
**321 BERECUT DRIVE, SACRAMENTO, CA 95814**

**From the NORTH:**

Take I-5 South toward Sacramento/Yuba City  
Exit Richards Blvd.  
Turn LEFT onto Richards Blvd.  
Turn RIGHT onto Bercut Dr.  
End at 321 Bercut Drive, Sacramento, CA 95814

**From the SOUTH:**

Take I-5 North toward Redding  
Exit Richards Blvd.  
Turn RIGHT onto Richards Blvd.  
Turn LEFT onto Bercut Dr.  
End at 321 Bercut Drive, Sacramento, CA 95814