HRIS Training Booking Form

This form must be completed by anyone wishing to book a place (for themselves or a colleague) on **Using CorePersonnel** courses.

1. **Ensure you/ your colleague, need to attend our standard classroom training.**

Enquiries from people include:

|  |  |
| --- | --- |
| * *“What do my team use CoreHR for?”* * *“I’m a Data Services user – what training*   *do I need?”* | * *“I will only be updating casual records.”* * *“Can I book a refresher course?”* |

In some cases attending our standard classroom training isn’t the best option.

Before requesting training, refer to the [Training and Access Checklist](https://hrsystems.web.ox.ac.uk/training-and-access-0) webpage. This provides an overview of the different types of CoreHR access and the required training.

If you have any questions or want to discuss any training requirements, please contact one of our HRIS trainers, Julie Hickman – 01865 (6)12303 / [julie.hickman@admin.ox.ac.uk](mailto:julie.hickman@admin.ox.ac.uk).

Please note, there is a 45 minute break for lunch on Using CorePersonnel training but lunch is **not** provided.

1. **Complete the following delegate information:**

|  |  |
| --- | --- |
| **Delegate information:** | |
| Name |  |
| Department |  |
| Job Title |  |
| Start date |  |
| Line Manager |  |

1. **Confirm the processes you (or the person attending the training) expect to use CoreHR for:**

|  |  |
| --- | --- |
| **Personnel processes** | **Y/N** |
| Record new starters |  |
| Record casuals |  |
| Record changes to personal details |  |
| Record contract changes |  |
| Record leavers |  |
|  |  |

1. **State your preferred training dates:**

Refer to the [Course Descriptions and Dates](https://www.admin.ox.ac.uk/personnel/usinghris/trainingandaccess/coursedescriptionsanddates/) webpage for our upcoming courses.

|  |  |
| --- | --- |
| **Course information:** | |
| **Course title** | **Preferred dates** |
| Using CorePersonnel: new starters, leavers and changes |  |
|  |  |

1. **Email completed form to hris.training@admin.ox.ac.uk.**