

IV. HRS Training Directory

This section lists the contact information for the corresponding unit of each class.

HRS Training Directory

This directory lists the corresponding unit should you have questions related to the topics or materials discussed in class.

Session A – Introduction to Personnel

HRS Employee Services Unit

✉ SFSEmployeeServices@laoe.edu

Session B – Tables – District Maintained

HRS Employee Services Unit

✉ SFSEmployeeServices@laoe.edu

Session C – Work Calendars

HRS Employee Services Unit

✉ SFSEmployeeServices@laoe.edu

Session D – Employee Data Base (EDB) Maintenance

HRS Employee Services Unit

✉ SFSEmployeeServices@laoe.edu

Session E – Time Reporting

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Session F – STRS Retirement Coding & Prior Period Adj.

STRS Retirement Unit

✉ Ornelas_Talina@laoe.edu

Session G – PERS Retirement Coding & Prior Period Adj.

PERS Retirement Unit

✉ Wiggan_Claudette@laoe.edu

Session H – District Benefits & SFS Table Maintenance

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Session I – Payroll Processing

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Session J – Position Control

HRS Employee Services Unit

✉ SFSEmployeeServices@laoe.edu

Session K – Cash Collections of Wage Overpayments

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Session P – Introduction to Payroll

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Session T – Introduction to Payroll Tax Reconciliation

SFS Payroll Unit

✉ SFS_Payroll_Requests@laoe.edu

Registration inquiries or cancellations

Lori Higa

HRS Employee Services Unit

☎ (562) 922-6274

✉ SFSEmployeeServices@laoe.edu