Video Coursework

1. Core and Time Management
2. Recruiting

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Videos with Sub-categories

**CORE AND TIME MANAGEMENT**

Approve time off request

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Change job, salary, AIP%, cost center, work location or scheduled hours

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Transfer an employee to a new manager

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Enter a special pay request

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Terminate an employee

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 | * (GUIDEBOOK: Step 11 = “We hope to correct this in a future phase.” |  |

Understanding Workflow

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

View and Search For Your Employees (Direct and Indirect)

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Delegate Workflow Approval When You're Out of Office

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

**RECRUITING**

Delegate Approval

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
|  | 1.0 |  |  |

Review Candidates

| Date | Version | Description of Changes & Time(s) | Author(s) |
| --- | --- | --- | --- |
| 1/9/14 | 1.0 | * Needs title narration @ 0:00 |  |

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