HRM TRAINING: Time/Leave & Employee Record Management

HRM Training Part B, "*Time/Leave & Employee Record Management,*" is now available at https://sbsapptraining.alabama.gov. Once registered and approved, administrators will see an HRM option for a selection of training courses. Please frequently check the website for training dates and other important information.

Reminder: You must complete HRM Training Part A, "*HRM Overview & Navigation*" before beginning HRM Training Part B, "*Time/Leave & Employee Record Management*."

Each training course will provide a class description, location, and the start and end dates. Please register for the class that works best with your schedule.

Once you complete the class registration, you will:

1. Receive a confirmation email with a calendar invite attached.

2. Receive an email before the scheduled training with all your training materials and important announcements. (You can also access training materials at any time by visiting the training website, selecting the HRM "See Training" button, and selecting the "View Job Aid" or "View Training Material" options.) Please check the website often for updated class offerings.

If you experience issues registering or are unable to login using your existing SBS training account (e.g., first.lastname@agency.alabama.gov) and network password, please contact the HRM Help Desk at HRMSupport@finance.alabama.gov.

HRM training must be completed by September 19, 2024.

(334) 353-9700

Mon-Fri | 8am-5pm CST

HRMSupport@finance.alabama.gov

ALHRM.ALABAMA.GOV