

## **SuccessFactors (University) Training Schedule**

*The class session is 3 hours long. Please choose one preferred time frame.*

### **September 2, 2009**

9:00 am – 12 noon  
1:00 pm – 4:00 pm

### **September 9, 2009**

9:00 am – 12 noon  
1:00 pm – 4:00 pm

### **September 16, 2009**

9:00 am – 12 noon  
1:00 am – 4:00 pm

### **October 7, 2009**

9:00 pm – 12 noon  
1:00 pm – 4:00 pm

### **October 14, 2009**

9:00 am – 12 noon  
1:00 pm – 4:00 pm

### **October 21, 2009**

9:00 am – 12 noon  
1:00 pm – 4:00 pm



\* All classes are held in **Harborview Office Tower, Room 405.**

\* Additional classes will be added based on necessity

**Participants:** Managers/Supervisors/designated administrator

To sign up for training, please register via email: [training@musc.edu](mailto:training@musc.edu)

- Please list your name, department, and class date and time selection

Or, use the online registration form:

[http://www.musc.edu/hrm2/training/MURegistration\\_oncampus\\_SE.htm](http://www.musc.edu/hrm2/training/MURegistration_oncampus_SE.htm)

- **Type in the preferred time by “course selected”.**
- You will receive an email confirmation regarding your selection

### **Please complete the following before attending your scheduled class:**

1. Ensure that you have created the Arbor Tree (reporting structure) Tree.  
<http://www.carc.musc.edu/arbor/>
2. If you will be helping your manager enter position descriptions and planning stages, please have your manager contact Patricia Kelly ([kellyp@musc.edu](mailto:kellyp@musc.edu)) or Edra Pinckney ([pinckned@musc.edu](mailto:pinckned@musc.edu)) for your proxy right access. Proxy rights for the Supervisor Tree are separate from proxy rights for SuccessFactors. Even if you have proxy rights for the Supervisor Tree, you still need to list the managers you need to proxy for in SuccessFactors.
3. **Email a position description and evaluation document in Word Format** of an employee you supervise OR your manager supervises (if you will be a proxy for them) to yourself so you will have for the hands-on part of the training class. Leave this message in your Inbox.