SAMPLE NEW EMPLOYEE TRAINING SCHEDULE

The below is a sample training schedule that may be implemented at a client's office for their new hires.

TUTORIAL	DAY #	# OF HOURS
*Pension Training		
• Pension Elements		7
• Pension Educator		14
Total Hours		**21**
**Relius Administration Basic Training		32
Total Hours		**32**
***Training Passport		
• New Learner Series		3.5
• Census Series		4
• Eligibility Series		5
• Takeover Series		1
• Transaction Processing Series		5
• Distributions and Forfeitures Series		4
• Loan Series		4
• Allocation Series		4
• Daily Valuation Series		5
• Managing System Activity Series		1.5
• Compliance Series		6
• Web Series		4.5
Total Hours		**47.5**
****Crystal Reports		
• Crystal Report Series (Training Passport)		7
• Report Writer Basic Training		16
Total Hours		**23**
Grand Totals		**123.5**

*Pension Training – Valuable as a refresher for experienced Pension Administrators as well as a training tool for new Pension Administrators.

**Relius Administration Basic Training – Hands on training in-house or in Jacksonville, Florida including Employer and Plan setup, investment table setup, census, data entry routines, processing transactions, reporting and compliance.

***Training Passport – A great follow up to Basic training as well as if it is not possible for a new employee to attend Basic Training. Some sessions are a refresher but others are important tools to continue their Relius training for the daily environment. Certification tests and continuing education credits are available for many of the sessions. Ideally, employees would come for Basic training, then follow-up with the Training Passport. In addition, the sessions should be done in the order they appear.

****Crystal Reports – Optional for those wanting to gain knowledge for custom reports.