SAMPLE NEW EMPLOYEE TRAINING

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 |
| Pass rt |  |  |  |
| New Learner Series |  |  | 3.5 |
| Census Series |  |  |  |
| Eligibility Series |  |  | 5 |
| Takeover Series |  |  |  |
| Transaction Processing Series |  |  | 5 |
| Distributions and Forfeitures Series |  |  |  |
| Loan Series |  |  | 4 |
| Allocation Series |  |  | 4 |
| Daily Valuation Series |  |  |  |
| Mana in S stem Activity Series |  |  | 1 .5 |
| Compliance Series |  |  | 6 |
| Web Series |  |  | 4.5 |
| Total | Hours |  | 47.5 |
| \*\*\*Cristal Report |  |  |  |
| Cristal Report Series (Training Passport) |  |  | 7 |
| Report Writer Basic Training |  |  | 16 |
| Total | Hours |  | 23 |
| Gran Total |  |  | 123.5 |