

HR Partnership Certificate Module Earn a certificate by completing the HR Partnership module and assessment. This certificate is awarded in recognition of your fundamental knowledge of key HR activities, staff and supervisor development resources, and University-wide policies and practices.	Adhoc Activities <ul style="list-style-type: none"> ▪ Hiring and onboarding, orientation of faculty, staff, and students ▪ Training and career development, progressive discipline ▪ Bravo awards ▪ Supervising Remote Teams 	Regularly Scheduled Activities <ul style="list-style-type: none"> ▪ Recording time and leave 	Biannual / Annual Activities <ul style="list-style-type: none"> ▪ Benefits open enrollment ▪ Goals management, annual review, and merit process ▪ Promotion processes
	Development Resources <p>Web Based</p> <ul style="list-style-type: none"> ▪ Business Book Summaries ▪ LinkedIn Learning <p>SuccessFactors</p> <ul style="list-style-type: none"> ▪ Performance and Goals Management System ▪ Learning Management System ▪ Learning Management System Tutorial (video) 	Earn College Degree <ul style="list-style-type: none"> ▪ Fee Remission Policy ▪ Fee Remission Processes ▪ Purdue Global Fee Remissions <p>Careers</p> <ul style="list-style-type: none"> ▪ Careers@Purdue ▪ Career Path Maker ▪ Career Stream Comparison Tool 	
	Policies and Practices <ul style="list-style-type: none"> ▪ Faculty Policies ▪ Staff Policies ▪ University Policy Website 		

Begin Module

Payroll Certificate Module Earn a certificate by completing the Payroll module and assessment. This certificate is awarded in recognition of your fundamental knowledge of recording leave time, recording time worked, and basic knowledge of the tools and resources needed to properly execute payroll.	Recording Leave Time <ul style="list-style-type: none"> ▪ Personal Leave ▪ FMLA and Paid Parental Leave ▪ Business Leaves ▪ Other Leaves ▪ University Holiday ▪ Leave Policy Grid ▪ Pay Calendars ▪ Training & Help Resources 	Recording Time Worked <ul style="list-style-type: none"> ▪ Wage & Hour Procedures ▪ Webclock ▪ Supervisor Resources 	Using SuccessFactors <ul style="list-style-type: none"> ▪ SuccessFactors Pay Statement QRG ▪ SuccessFactors Navigation Video
	<p>Begin Module</p>		

<p><u>Compensation Certificate Module</u></p> <p>Earn a certificate by completing the Compensation module and assessment.</p> <p>This certificate is awarded in recognition of your fundamental knowledge of Purdue's compensation philosophy, job family and pay structures, and compensation guidelines.</p> <p>Begin Module</p>	<p>Job Family Structure</p> <ul style="list-style-type: none"> ▪ Job Family Structure ▪ Career Stream Level Guide ▪ Career Path Maker 	<p>Pay Structure</p> <ul style="list-style-type: none"> ▪ Staff Pay Band Information 	<p>Compensation and Pay Guidelines</p> <ul style="list-style-type: none"> ▪ Compensation 101 ▪ New Hire Compensation Guidelines ▪ Determination of Merit and Promotion Increases ▪ Staff Promotion Guidelines ▪ Position Changes and Pay Band Impact ▪ Off Cycle Compensation Adjustments
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<p><u>Hiring and Onboarding Certificate Module</u></p> <p>Earn a certificate by completing the Hiring and Onboarding module and assessment.</p> <p>This certificate is awarded in recognition of your fundamental knowledge of recruiting talent, selecting talent, and onboarding and orientation of new hires.</p> <p>Begin Module</p>	<p>Recruiting</p> <ul style="list-style-type: none"> ▪ Recruiting Processes ▪ Position Description <p>Additional Resources</p> <ul style="list-style-type: none"> ▪ Advertising and Social Media ▪ SuccessFactors and the Purdue Hiring Process ▪ Organizational Structures and Positions ▪ Faculty Dual Career and Relocation Service 	<p>Selecting</p> <ul style="list-style-type: none"> ▪ Staff Recruitment and Selection Procedure Manual for Supervisors 	<p>Onboarding and Orientation</p> <ul style="list-style-type: none"> ▪ Hiring and Onboarding ▪ Onboarding Best Practices ▪ Onboarding Guide ▪ Onboarding Dashboard ▪ Frequently Asked Questions ▪ University-Wide Orientation ▪ Orientation Resources ▪ Supervisor's Guide to Onboarding and condensed online version
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