



Employee Navigator New User Training

Recorded Series

Print Materials

[Recorded Series Training with 9 modules](#)

[Company Workbook](#)

<p><u>MODULE 1</u> Agency & Company Setup</p>	<p><u>MODULE 2</u> Introduction to Plan Builds & Importing</p>
<p><u>MODULE 3</u> Group Life & AD&D Group & Vol Disability</p>	<p><u>MODULE 4</u> Voluntary Life</p>
<p><u>MODULE 5</u> Cafeteria, HSA/HRA, Universal & Communication Only</p>	<p><u>MODULE 6</u> Configuring Enrollment Settings, Open Enrollment, and Life Events</p>
<p><u>MODULE 7</u> Enrollment Mgmt: Reporting & Wall Notifications</p>	<p><u>MODULE 8</u> Company Branding & Customizations & the Employee Experience</p>
<p><u>MODULE 9</u> Employee Navigator's Automated Enrollment Options</p>	

HR Training Live Sessions

Basic HR Training

1st & 3rd Tuesdays of month @11am CST

In this training we will provide a brief tour of the system and we will take a detailed look into some of the most commonly used HR tools of the system including:

- Searching for Employee
- Adding an Employee
- Processing a Termination (and correcting a termination when necessary)
- Rehiring an Employee
- Approving Employee Changes (demographic data and/or enrollment data)
- Reviewing Insurability Requests
- Updating Employee Information
- Basic Reporting

Next up we will review the system from the employee perspective covering:

- Employee Registration
- Employee Login
- Employee Enrollment

Advanced HR Training

2nd & 4th Tuesdays of month @11am CST

This session explores more advanced HR features. Our course will cover tools including:

- Life Events
- Controlling Employee Required Information
- Customizing Communications
- Using the Document Library
- Asset Tracking
- The Wall
- Overriding Enrollment Data
- Import Tool
- Detailed Reporting
- COBRA Management
- PTO*
- ACA*
- Onboarding/Employee Tasks*