In-Service Training Log – Linden

Date: 7/18/2023

NOTE: INFORMATION IN GRAY SHADED AREAS MUST BE TYPED IN

Training Time	Trainer Name	Training ID	Area	Content/Description
.25	Maddy K			UKG check-in
.25	Maddy K			Training- Employee handbook review on training requirements

Make up Date	Initial	EE ID	Last Name
	KB		Bauch, Kia
	AC		Cox, Alice
	CG		Garcia, Carmen
	NJ		Johnson, Natalie
	FK		Kalu, Festus
	DL		Lepley, Deanne
			Mafi, Sommer
	CR		Rice, Colette
			Sales, Jill
	ES		Sandstrom, Erin

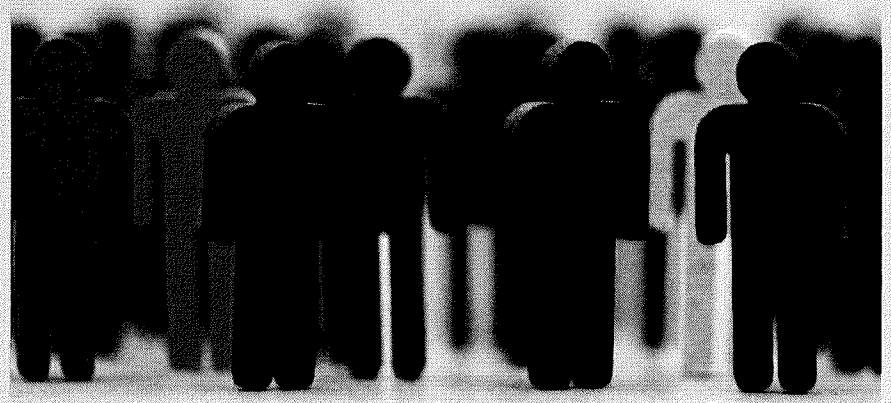
Make up Date	Initial	EE ID	Last Name
	AS		Sims, Aija
	LS		Stacken, Laura
	ET		Tieszen, Ellie
	LY		Yang, Lisa
	RY		Yekaldo, Ralph
	SR		Ranweiler, Sara

Make Up Date	Initial	EE ID	Admin Staff
	MK		Kessler, Madeline

Make up Date	Initial	EE ID	Admin Staff

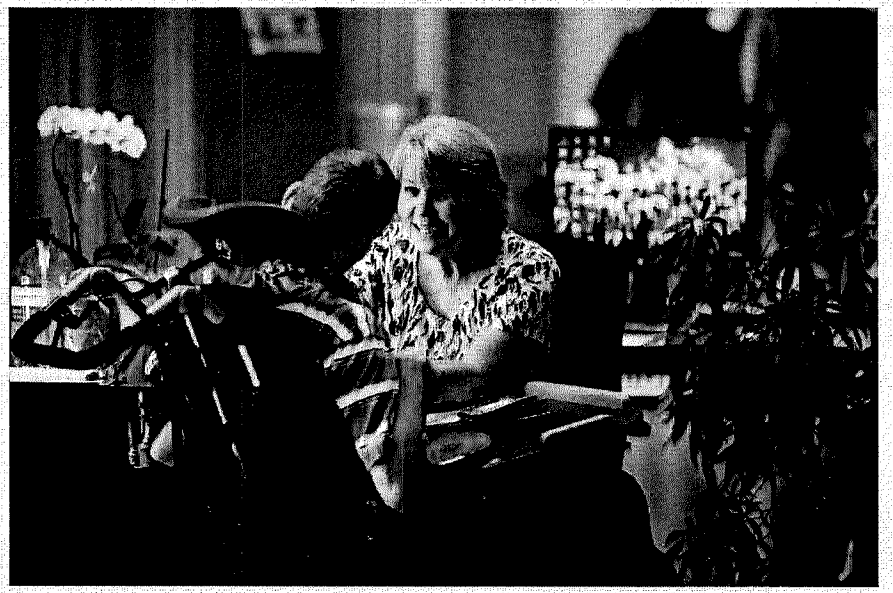
PAI-Linden Team Meeting

7/18/2023



Site-Specific Updates

Any last-minute things we need for the Linden Bash?



Week of 7/17/2023

Reminder:

- When balancing your timesheet, your day's totals need to match your scheduled hours for that day (unless previously discussed with your supervisor)
- Your weekly and pay period hours need to balance to the correct total:
  - DSP's = 66 hours
  - Lead DSP's = 80 hours

App issues: will need to refresh the app to login.

- If you have not, it will try to open from previously opened page
  - (which is a logged in and timed out page)

Employee Handbook Review

Training

1. Training is scheduled to enhance your work performance and meet licensing standards.
    a. Direct support employees are required to attend training hours and topics per licensing regulations.
    b. Employees who do not have direct support responsibilities attend training related to their job duties and responsibilities. The hours vary.
    c. Training time can be earned by attending on-site training, attending classes, seminars, workshops, by reading pertinent journals, papers, or books, and approved credits can be transferred from other providers. Content should be summarized and attached to an in-service record.
2. Training is scheduled throughout the year.
    a. If you have an approved "Time Off Request" for a training session, you must complete make-up work if requested.
    b. Because training is important and may be necessary to meet licensing standards, you may have your "Time Off Request" denied during training sessions.