UPCOMING TRAINING
NOVEMBER 2026



University of Windsor

NOV 09
10 - 11:30 AM
MICROSOFT TEAMS

Timecard Entry & Approval in UWinsite People

Master the process of submitting and managing payroll timecards in UWinsite People. This session covers step-by-step, system-based tasks for creating, editing, and submitting timecards across employee groups, including hourly, student, full-time salaried, and part-time Unifor 2458 employees. Participants will learn how to record exception time (such as overtime, call-in time, and lieu time), make corrections to timecards at various stages, and navigate the manager side of the process, including reviewing, approving, correcting timecards, and setting up or managing timecard approval delegation, to ensure accurate and timely payroll reporting. Designed for employees and people-leads managing time reporting.

NOV 10
10 - 11 AM
MICROSOFT TEAMS

Copyright Essentials: Using and Sharing Content Responsibly

Learn how copyright applies to everyday work at the University of Windsor. This session introduces key copyright concepts, including creator rights, fair dealing, licensing, permissions, and appropriate use of copyrighted materials. Participants will explore University copyright policies and Leddy Library resources while reviewing practical examples related to teaching, research, communications, presentations, and administrative activities.

NOV 12
10 - 11:30 AM
MICROSOFT TEAMS

Navigating UWinsite People - The Basics - Employees - CANCELLED

Participants will learn to effectively navigate and utilize UWinsite People Employee Self-Service (ESS) platform. Designed to guide you through various features of this new HR and Payroll system, this session empowers you to take control of your personal information and HR tasks, streamline common processes such as updating personal details, viewing payslips, entering timecards, requesting time off, and more.

NOV 13
1 - 2:30 PM
MICROSOFT TEAMS

Understanding Your Annual Pension Statement
For members of the Faculty and Certain Employees Retirement Plan

This session is designed to familiarize members of the Faculty and Certain Employees Retirement Plan with basic Pension Plan provisions, and to develop an understanding of the information provided in member Annual Pension Statements. Topics will include a Plan overview, legislated pension statement provisions, and a review of each section of the Annual Pension Statement. Participants are encouraged to bring a copy of their most recent Annual Pension Statement.

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NOV 16
10 - 11:30 AM
MICROSOFT TEAMS

UWinsite Finance Procurement Modernization: Redwood & Punchout Catalogue Training

Join Procurement Services for an overview of the upcoming enhancements to the UWinsite Finance Procurement module (Launch Date: November 2, 2026), including the introduction of Apple and Dell Punchout Catalogues and Oracle's new Redwood user interface. These enhancements are designed to streamline purchasing, improve navigation, and provide a more intuitive user experience while maintaining existing procurement policies, approval workflows, and institutional controls.

NOV 17
9 - 10:30 AM
ODETTE 123

Indigenous Protocols for Meetings and Events

This session introduces participants to Indigenous protocols and practices that support respectful engagement during meetings, ceremonies, gatherings, and university events. Participants will learn about the importance of relationship-building, preparation, communication, and cultural respect when working with Indigenous Elders, Knowledge Keepers, and community partners. The session provides practical guidance for staff who organize or participate in events where Indigenous individuals, perspectives, or cultural practices are included.

NOV 20
9 - 10:30 AM
MICROSOFT TEAMS

Understanding Your Annual Pension Statement
For members of the Employees' Retirement Plan

This session is designed to familiarize Employees' Retirement Plan members with basic Pension Plan provisions, and to develop an understanding of the information provided in member Annual Pension Statements. Topics will include a Plan overview, legislated pension statement provisions, and a review of each section of the Annual Pension Statement. Participants are encouraged to bring a copy of their most recent Annual Pension Statement.

NOV 23
10 - 11:30 AM
MICROSOFT TEAMS

Managing Absences & Time Off in UWinsite People - CANCELLED

This session will help you confidently track, manage, and make the most of your time off in UWinsite People. Learn how to enter and edit absences, view vacation balances and future entitlements, understand accrual rates and the day-to-hours transition, and navigate key absence terminology. For managers and supervisors, the session also covers entering absences on behalf of employees, viewing employee vacation and lieu time balances, approving or rejecting requests, and generating absence reports. Gain the tools to manage absences efficiently and ensure accurate time-off management for yourself and your team.

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UPCOMING TRAINING
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University of Windsor

NOV 24
10 - 11 AM
ODETTE 123

An Ergonomics Self-Assessment Workshop

This workshop provides an overview of basic ergonomic principles and simple workstation adjustments that can help improve comfort and reduce the risk of strain and injury. Participants will learn practical tips for setting up their workspace, complete a basic self-assessment, and become familiar with the ergonomics resources and support available through the Employee Safety and Wellness website.

NOV 25
2 - 3 PM
MICROSOFT TEAMS

Stay Sharp: Practical Cybersecurity Skills for the UWindsor Community

Cyber threats are becoming more sophisticated, making cybersecurity awareness an essential skill for everyone. This one-hour workshop will help participants recognize phishing and social engineering attacks, protect their accounts with modern authentication methods such as passkeys, secure their devices, and develop safer online habits.

NOV 26
1:30 - 3:30 PM
LEDDY LIBRARY G101A

Introduction to Microsoft 365 Copilot Chat (Basic): Your AI-Powered Work Assistant

Discover how Microsoft 365 Copilot Chat (Basic) can help you work smarter and save time. Learn how to write effective prompts, streamline everyday tasks, generate ideas, improve communications, and use AI confidently and securely. This beginner-friendly workshop includes demonstrations, hands-on activities, and practical examples.

NOV 27
9 - 10:30 AM
MICROSOFT TEAMS

Planning the Path to Your Future - Using the Pension Estimator
For members of the Faculty and Certain Employees Retirement Plan

This session is geared toward members of the Retirement Plan for Faculty and Certain Employees who have a basic understanding of the Plan, and want to learn how to use the Pension Estimator in their Retirement Planning. Topics will include an overview of important Plan fundamentals, survivor options, Plan indexing, and an orientation to using the Pension Estimator. This interactive session provides exercises designed to deepen your Plan understanding.

NOV 30
9 - 10:30 AM
MICROSOFT TEAMS

Empowering Your Benefits Journey in UWinsite People - CANCELLED

This session is designed to help employees effectively use self-service tools for managing their benefits in UWinsite People. Participants will learn how to review benefit options, enrol in plans, update dependent and beneficiary information, and make adjustments for qualifying life events.

for session description, location and to register, visit:
met.uwindsor.ca/hr/workshops

HUMAN RESOURCES