# 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
***Training Passport		
New Learner Series		3.5
Census Series		4
Eligibility Series		5
Takeover Series		1
Transaction Processing Series		5
Distributions and Forfeitures Series		4
Loan Series		4
Allocation Series		4
Daily Valuation Series		5
Managing System Activity Series		1.5
Compliance Series		6
Web Series		4.5
Total Hours		47.5
*** *Crystal Reports		
<ul> <li>Crystal Report Series (Training Passport)</li> </ul>		7
Report Writer Basic Training		16
Total Hours		23
Grand Totals		123.5

# **Sample New Employee Training Program**

**Tao Wei** 

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