

## **Paycor Training Registration Process**

Paycor has provided 2 training options. One option is via the internet and called “On-line Web x” classes and the other is live classroom training with on-site trainers. The on-site training is available at Paycor’s Indianapolis locations.

We recommend parishes sign up multiple staff, if possible, for the training. Signing up relatively close to the date your location is scheduled for the rollout is also recommended. Nearer to your location’s rollout pay date, Paycor will contact each location to make sure training is scheduled and ready to rollout. Also, while the content is the same, you are welcome to attend more than one training session if desired.

A copy of the training calendar can be found at our website:  
<http://www.archindy.org/finance/transition.html>

**To register** for On-Line Web x class or a live classroom training session (see the training calendar referenced above); please contact Gerri Smith at [GSmith@paycor.com](mailto:GSmith@paycor.com) .