

March 23, 2020

Subject: Important HR and Training Information

TO: All Metropolitan State University Employees

From: Deb Gehrke, Chief Human Resources Officer, Metropolitan State University

Dear Employees,

Please read the following important information.

Human Resources COVID Leave FAQs

The attached FAQs cover many questions that supervisors and employees have been asking about COVID-19 leave. Please read through them and let us know if you have additional questions.

We do not yet have leave codes to be entered into the payroll system for this leave. The System Office has estimated that they will have them to us by March 31. We will provide them to you as soon as they are available.

Temporary Telework Form

Please see the attached temporary telework form for your use with employees who are temporarily teleworking. This does not apply to Resident or Community Faculty. For all other employees, we need you to complete this form with your supervisor and sign once completed or email an acknowledgement that you agree with the form as documented. The documents should be maintained in a supervisory file and you do not need to forward them to HR.

Employee Training Opportunities March 24-26 and Support Services

The Center for Online Learning (COL) and Information Technology Services (ITS) are partnering to ensure all employees are supported in transitioning to an alternative working environment. We are here to make this transition as smooth as possible for you and will be available to provide the support you need. Contact IT.Desk@metrostate.edu for any questions.

Tuesday, March 24, 2020

Training Time	Topic	Zoom Meeting Link
9:30am - 10:30am	Intro to Zoom – Part 1	Zoom Part 1 Tuesday
11:00am - 12:00pm	Intro to Zoom – Part 2	Zoom Part 2 Tuesday
12:30pm - 1:30pm	Intro to Office 365	Office 365

Wednesday, March 25, 2020

Training Time	Topic	Zoom Meeting Link
9:30am - 10:30am	Intro to Zoom – Part 1	Zoom Part 1 Tuesday
11:00am - 12:00pm	Intro to Zoom – Part 2	Zoom Part 2 Tuesday
12:30pm - 1:30pm	Technology Services Support	Technology Services Support
2:00pm - 3:00pm	Intro to Office 365	Intro to Office 365
3:30pm - 4:30pm	Intro to Accessibility	Intro to Accessibility

Thursday, March 26, 2020

Training Time	Topic	Zoom Meeting Link
9:30am - 10:30am	Intro to Zoom – Part 2	Zoom Part 2 Thursday
11:00am - 12:00pm	Intro to Microsoft Teams	Intro to MS Teams

Open Virtual Support Room and Training Sessions
COL and ITS will staff a virtual support room for any employee member to join for questions and support.

March 24, 25, and 26 during the following times:

- **8:00-10:00 am**
- **Noon-2:00 pm**
- **4:00-6:00 pm**

[COL/ITS Virtual Support Room](#)

Helpful Knowledge Base Article: [Technology Service Center Support Resources](#)

Training Session Overview:

Intro to Zoom – Part 1

Provides an overview of the fundamentals of using Zoom for video conferencing: signing in, profile, scheduling meetings, commonly used features and settings.

Intro to Zoom – Part 2

Provides an overview of additional features within Zoom. Manage recordings, sharing screen options, annotation options, breakout groups, reports.

Intro to Office 365

Provides an overview of the fundamentals of Office 365: logging in, overview of applications, options within OneDrive, Sharing and Permissions.

Technology Services Support

Provides an overview of **services.metrostate.edu** and the additional support services we provide to assist employees working remotely.

Intro to Accessibility

Provides an overview of the current training resources available to learn how to make documents accessible and demonstrates foundational accessibility principles.

Intro to Microsoft Teams

Provides an overview of Microsoft Teams and additional tips and tricks to successfully use Teams to work and collaborate effectively remotely.