

Reminder: Complete Your MyCOH Time Web-Based Training in TMS Today

As previously announced, the City of Houston (COH) is updating its timekeeping solutions across all departments with a workforce management solution, known as **MyCOH Time**. This change will enable staff, managers, and payroll personnel to more easily complete time and attendance, scheduling, and payroll tasks.

This is an upgrade to the current Workforce Central/Kronos system as it's soon coming to an end of life. Most functionality within the new version remains the same.

Complete Your Training Today!

Web-based training is available to all employees via the Talent Management System (TMS). All City staff are required to complete their self-paced training by February 7, 2025 to be ready for go live.

In addition to the self-paced courses, quick reference guides are now available on the [MyCOH Time Training Resources website](#). Training completion will be tracked by department.

How to Find your Training in TMS

Use the information below to find your web-based training based on your role. Search for your course using the **Course Offering ID** below.

Course Offering Title	Course Offering ID	Duration	Notes
MyCOH Time for Exempt Employees	00244268	02:00	<i>For all exempt employees</i>
MyCOH Time for Exempt Managers	00244269	02:00	<i>For all exempt managers</i>
MyCOH Time for Non-Exempt Employees	00244270	02:00	<i>For all non-exempt employees</i>
MyCOH Time for Non-Exempt Managers	00244271	02:00	<i>For all non-exempt managers</i>
MyCOH Time for Leave Admins	00244272	02:00	<i>For leave admins only</i>
MyCOH Time for Payroll Admins	00244273	02:00	<i>For payroll admins only</i>
MyCOH Time for COH Timekeepers	00244274	02:00	<i>For COH timekeepers only</i>
MyCOH Time - HPD Leadership	00244024	01:00	<i>For HPD leadership only</i>
MyCOH Time - HPD Non-Exempt Civilian Non-Managers	00244022	02:00	<i>For HPD non-exempt civilian non-managers only</i>
MyCOH Time - HPD Timekeepers	00244026	02:00	<i>For HPD timekeepers only</i>

Have Questions? Who do I Ask?

Your Department Change Champion is your first point of contact for questions!

Check out your Department Change Champion at:
<https://bit.ly/ChangeChampionVideos>.

If your Department Change Champion is not listed or unavailable, you may contact your payroll representative at 832-393-8900 or payroll@houstontx.gov.



More to Come . . .

Stay tuned for future updates on the MyCOH Time project.

Thank you for your support and cooperation as we prepare for a smooth transition to MyCOH Time.