

# Recording Employee Training

## Managers & HR Professionals



### What Is The Employee Training Entry Screen?

- This screen contains a history of recorded courses the employee has taken.
- Course data can only be entered by the employee's manager or HR Professional.
- Course records are immediately available for viewing once they have been saved.

### How Do I Access The Employee Training Entry Screen?

1. Click on **My Direct Reports** under **Quick Links**. The Management Menu screen will display.
2. Click on the to identify the employee for which the course is being recorded.
3. Select **Employee Training Entry** option from the **Training** drop down menu and click **Go**. The Employee Training Entry screen will display.

### How Do I Record Training Courses For An Employee?

1. Click on the **New** button in the **Employee Training Entry Overview** section. The Employee Training Entry Details section will display with fields open for editing.
2. Select the appropriate options for all the fields using the drop down menus.
3. Enter any additional information in the **Comments field**, if appropriate.
4. Click on the **Save** button. The record will be saved.
5. Return to Step 1 to enter additional courses for the employee.
6. Click on the **Menu** button to exit the screen and return to the **Management Home Page**.

### How Do I Edit A Training Entry?

1. Click on the button in front of the course to be changed in the **Employee Training Entry Overview** section.
2. Click on the **Edit** button in the **Employee Training Entry Details** section.
3. Make the necessary changes.
4. Click on the **Save** button. The course information will be displayed.
5. Return to Step 1 to enter another course.
6. Click on the **Menu** button to exit the screen and return to the **Management Home Page**.

### Did You Know?



There is a Not Applicable (N/A) option for the result field for those courses where the result is neither Pass nor Fail.