Employee Training Solution

User Guide

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HRIS Website

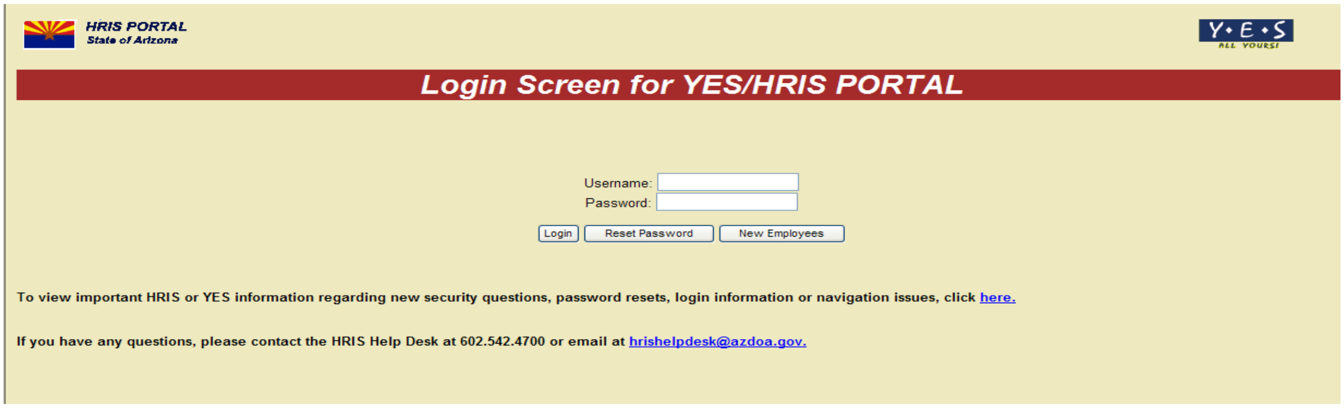
To begin, access the HRIS homepage at **http://www.hr.az.gov/hris .** The HRIS website will allow you to view important news regarding HRIS (i.e. system availability, updates, etc). Once you access the HRIS website, click **HRIS Portal** and then click **Go to Portal**.

Logging in to HRIS Employee Training Solutions (ETS)

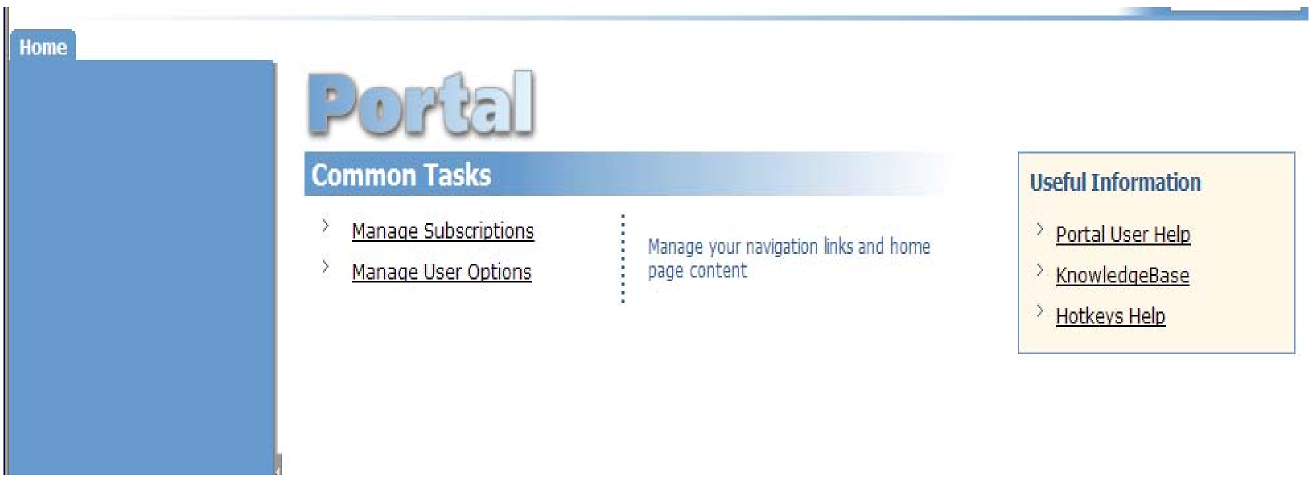
To obtain a username and password, please submit a HRIS Agency Security Request Form (form can be found on http://www.hris.state.az.us/) to your Security Administration Department or your Training Administrator. Once the form has been submitted and approved by the HRIS Security team, a username and password will be assigned. Enter your Username which is the first initials of your first, middle and last name (X if you don't have a middle name) and the last five digits of your EIN, Example: klm26074. Your password will initially be set to your four digit birth year plus the last four digits of your social security. You will be able to change your password once logged in.

NOTE: When you are entering your username and password, please use all lowercase.

Example of Login Screen



Once you have logged in, the following HRIS portal page will display.



*** Required Field on Form**

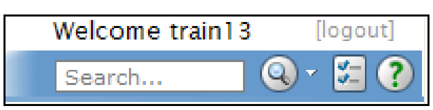
Employee Training Solution (ETS) Introduction

The ETS application is comprised of forms. Each form allows you to perform a specific function (create a course; enroll an employee into a session, etc). The following chart is a quick reference guide to help you remember which forms are available and what the associated form number is.

Form Function	Form Number
Course	TR01
Session	LX04
Track	TR05
Instructor	TR07
Course Instructors	TR08
Course Prerequisite	TR02
Instructor Session	TR09
Session Registrations	LX20.1
Mass Registration	LX20.2
Mass Employee Registration	LX40
Group Session Registration	TR120
Session Completion	LX22
Course assigned to Tracks	TR06
Employees assigned to Tracks	TR13
Employee Training Solution History	LX21

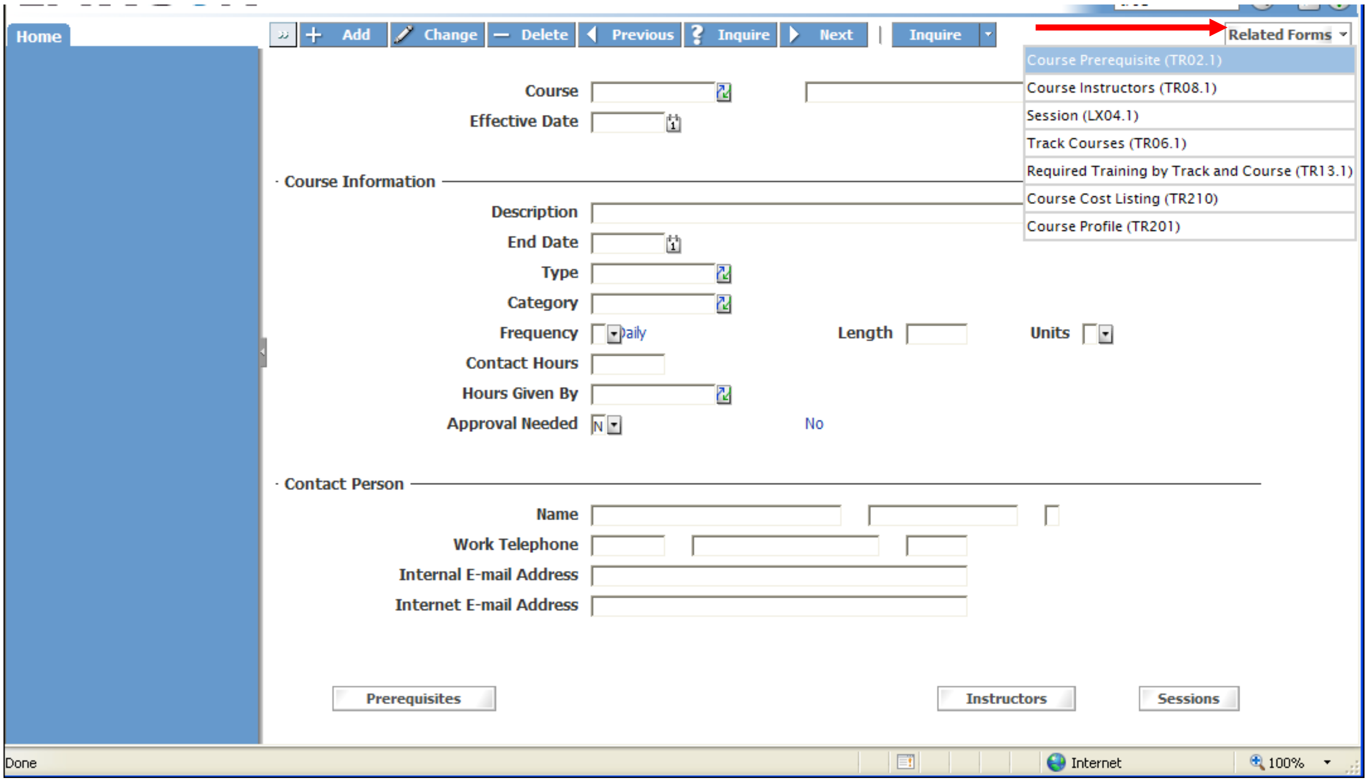
Navigating ETS Forms

To navigate ETS forms, use the Search box available which is located on the top right corner of the HRIS portal page. To navigate to a specific form, input the form number of the desired ETS form in the Search box and hit the enter key.



Related Forms

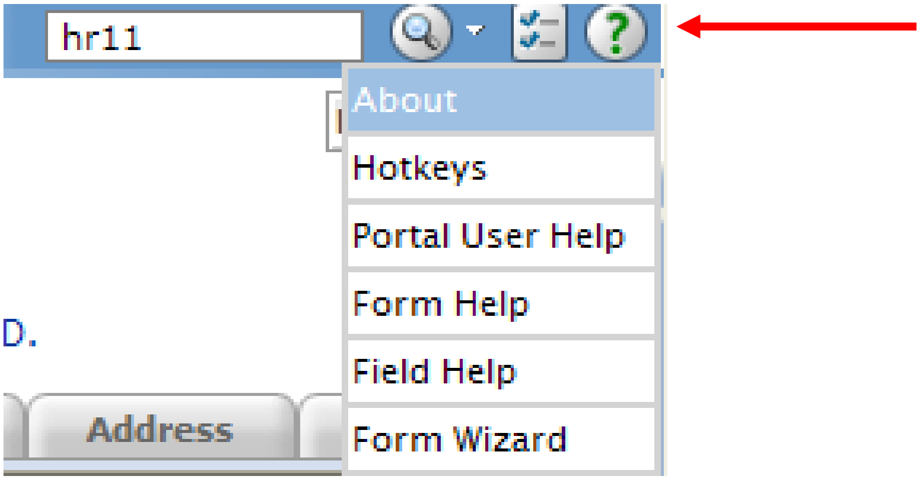
When working on a specific ETS form, a Related Forms tab will appear on the upper right hand side of the screen. Click on the **Related Forms** tab to view a list of other ETS forms related to the form currently visible.



Note: Please make sure to save your changes before changing to another form by clicking **Add** or **Change**. HRIS will not automatically save your changes, and changes could be lost if a form under Related Links is clicked before the changes are saved.

Help Option

If you need help understanding the function of the form or the meaning of any data field on the form, simple click on the  icon located to the right of the search box.



The Help option provides access to various online help within HRIS. Information is accessible from every application form, so there is no need for bulky printed documentation. Help options include:

- About – Learn what version of HRIS you are using.
- Hotkeys – Find a list of HRIS keyboard functions.
- **Form Help** – Understand more information about a particular Form's function. If you click on the Form Help, you will get a pop-up window describing the purpose of the form and what the primary function is.
- **Field Help** – Understand a particular Field's function. If you click on Field Help, a message will be displayed concerning the field where your curser is placed. The message will describe what information should be entered in the field. Click the Field Help option a second time to disable the function.
- Form Wizard – this function is not used at this time.

Entering Text

When entering or searching information within HRIS, it is essential to use **ALL CAPS**. The only exception to this is when you enter your username and password when logging into HRIS, as this will be lowercase.

Navigation Bar

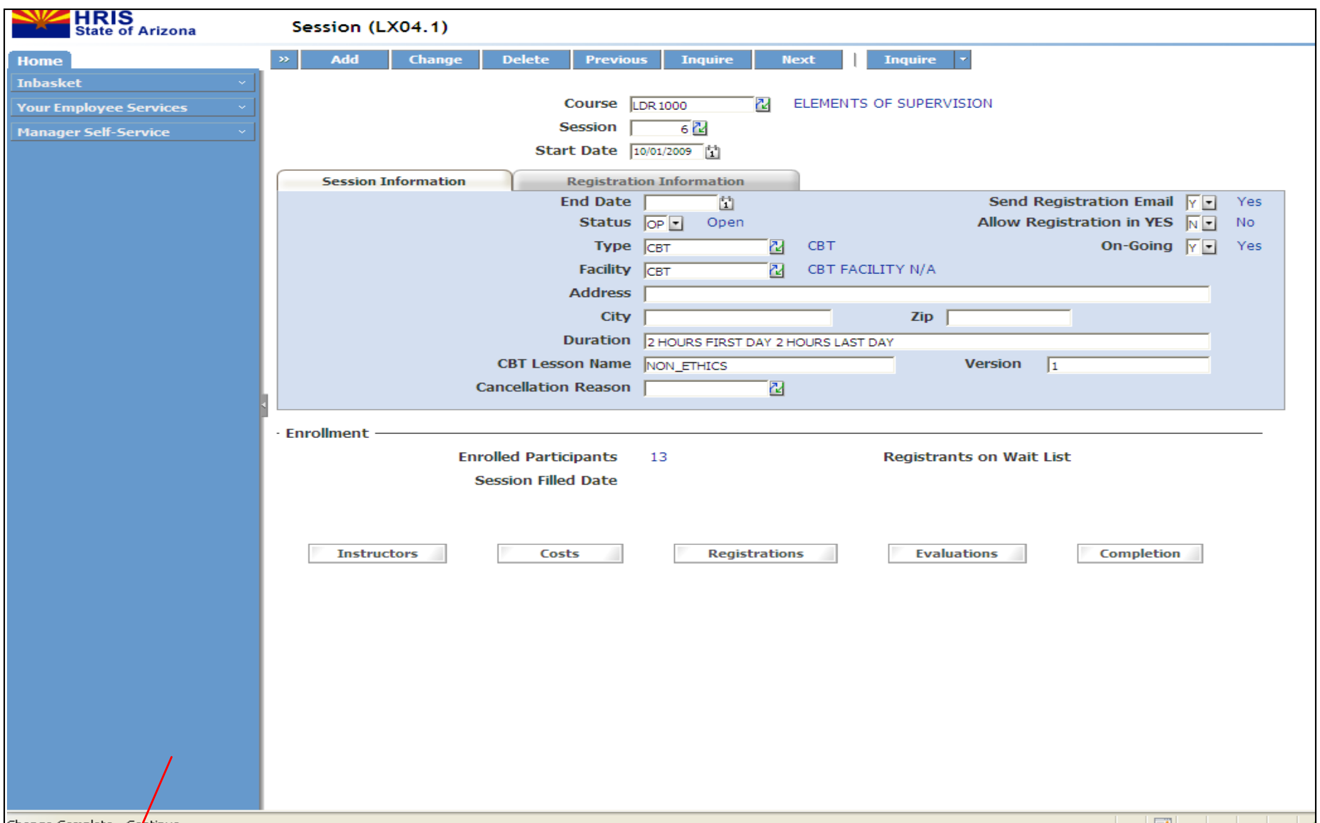
The following set of options will appear in a navigation bar at the top of each form.

Click on the applicable button in the navigation bar to perform the following actions:

Add:	Perform an action
Change:	Change an action
Delete:	Button is disabled
Previous:	Button is disabled
Inquire:	Display data
Next:	Button is disabled

HRIS System Messages

When performing any action (add, change, delete, etc) on ETS forms, always check the bottom left corner of a form for system messages such as "Add Complete-Continue." Critical messages are displayed in this corner and will indicate whether your changes have been processed correctly or an error has occurred. Every time you click "add", or "change", verify this message status bar.



HRIS Edit Messages

There are two types of edit messages within HRIS: soft and hard edits. A soft edit will allow you to bypass the edit by hitting the **Add** or **Change** again. For example, if you click the "add" button to enroll a terminated employee in a session, you will receive the message "Warning, Employee has a term date, press **OK** to continue". Clicking the **Add** button again will bypass the edit and process the information.

A hard edit will not allow you to process the information you are entering and you must correct the data before continuing with your current process. For example, if you are enrolling an employee into a session and the employee is already enrolled, you will get the message, "Employee is already registered for this session". The only way to bypass this hard edit is to make a change to the data and remove the duplicate employee in order to continue to enter registrations.

Job Role Security

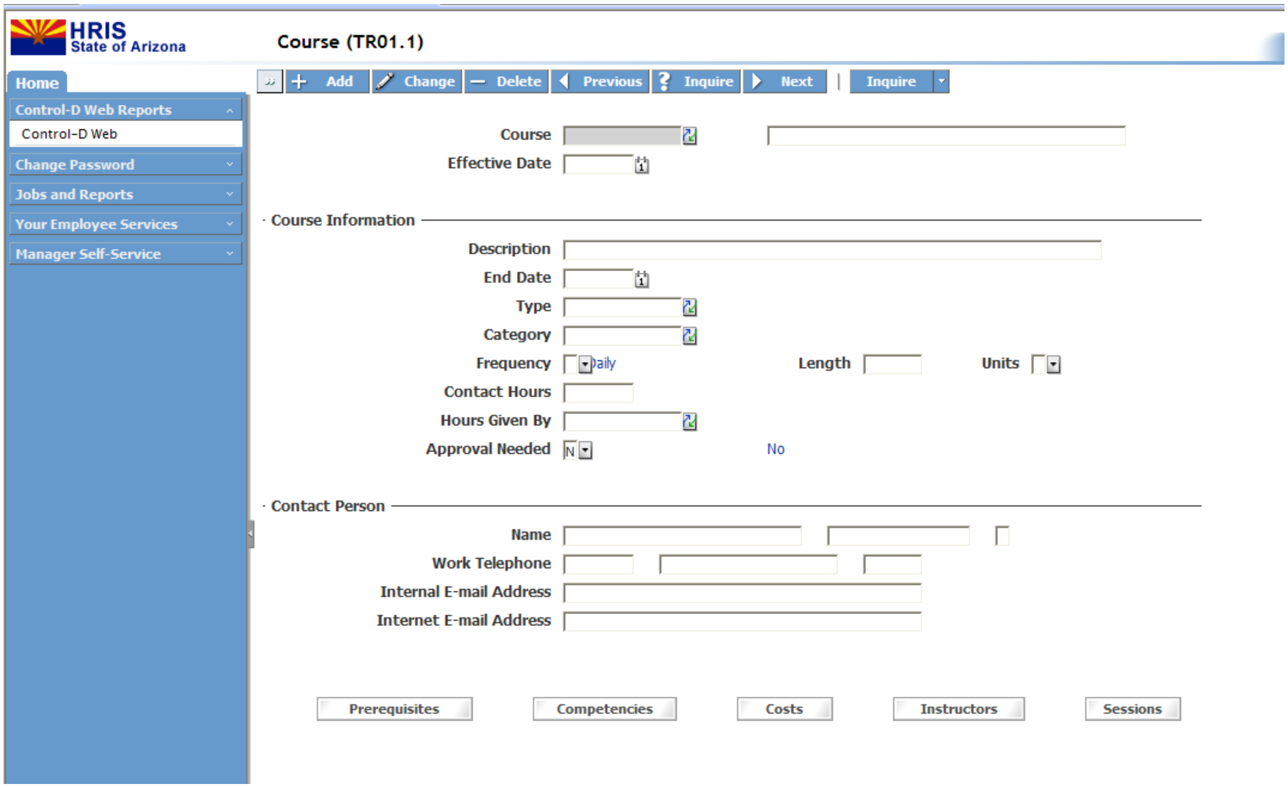
HRIS has security measures throughout the system which restricts employees certain access to forms and other agencies. Depending on what job role has been assigned to you, will depend on what and who you can access. The ETS module has three specific job roles defined and these roles are Training Initiator, Training Coordinator, and Instructor.

A **Training Initiator** has several update functions and is able to create new courses, sessions, instructors, and update transcripts. The training initiator can also enter registrations, course grades, pre-requisites, and access all reports including the roster.

A **Training Coordinator** does not have the ability to create or change a course or its related components, but can create a session. The training coordinator can add instructors to sessions, enter registrations and grades, create a roster, but can only view transcripts. They also have the ability to access all reports.

A **Training Instructor** can only view certain information such as the course, session, grades, and transcripts. They can create a roster but are unable to access any other training related information.

Defining a Course



STEPS To define a course

1. Access Course (TR01.1).
2. In the **Course*** field, type a short name of the course.   In the **Short Description Field***, type a longer name for the course.

Note: the Short Description is what will display to employees in Y.E.S. when they register for courses and sessions.

3. In the **Effective Date Field***, type the effective date of the course.
4. In the Course Information section, consider the following fields:
   a. **Long Description:** Enter the long description of the course. This field is used for informational purposes and will not display to employees on Y.E.S. Please make sure to include the course version number for informational purposes.
   b. **End Date: I**f known, enter the **End Date** of the course.

Note, if an end date is entered, the course will no longer be available for use (i.e. sessions cannot be created and employees cannot register). It is advisable to leave this field blank unless you are certain that the course will no longer be offered.

*** Required Field on Form**

c. **Type:** Select the course type:
    i. CBT
    ii. Classroom Conference
    iii. Lab
    iv. On the Job
    v. Online
    vi. Reserved

> Note: Reserved status denotes the course is closed or archived. Choosing this course type means that the course will not be available in any of the drop down selections nor will these courses be available to employees on Y.E.S.

    vii. Self-Study
    viii. Video
    ix. Multiple

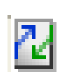
d. **Category*:** Select the course category. The course category indicates the course classification and this is how employees will locate the course on YES. Examples of course categories are Arizona Learning Center, DES, AHCCCS, or ADOT.
e. **Frequency** - Select the value that indicates how often the course is offered. If applicable, enter the length and units of the Frequency.
f. **Contact Hours:** Enter the number of contact hours the employee will earn if employee successfully completes course.
g. **Hours Given By:** Select field, if course is being offered by outside source (i.e. Rio Salado).
h. **Approval Needed** – This field is optional and is used for informational purposes only.

5. In the Contact Person section, type the **Course Administrator's** contact information.
6. Click **Add.**

View, Modify and Search

Throughout the system, you will be able to search, view and modify records. The basic functionality is the same throughout Employee Training, so it will be explained here at the course level but will not be repeated in each segment.

STEPS To Search a course

1. Access Course (TR01.1).
2. In the **Course** field, click on the Drop Down box. 
3. Click on the **Search** tab.
4. The **Search** dialog box will appear.
5. Select the **Perform** option:
    a. Find – Select Find to display the first occurrence of the search criteria.
    b. Filter – Select Filter to display all occurrences of the search criteria.
6. Select **Criteria** (i.e. Course Name, Description, and Effective Date).
7. Choose the **Filter** (=, not =, like, or not like).

8. Type in **Criteria** you wish to search for.
9. If you want to add multiple filters, click the **"+"** to add a second criteria row.
10. Click **Find.**
11. Your results will appear in the **Drill Around** dialog box.
12. To select a **Record**, double click on Description Name.

STEPS To view a course

1. Access Course (TR01.1).
2. In the **Course** field, select an existing course by using the drop down box.
3. Click Inquire – all fields available will automatically fill and the message bar will display Inquiry Complete.

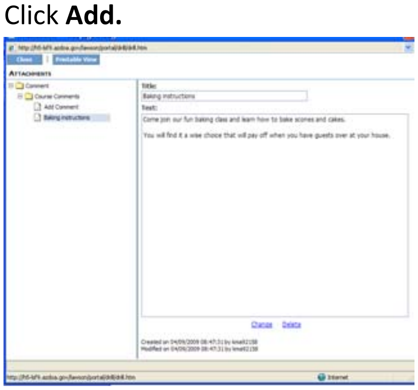
STEPS To modify a course

1. Access Course (TR01.1).
2. In the **Course** field, select an existing course by using the drop down box.
3. Click **Inquire** – all fields available will automatically fill and the message bar will display Inquiry Complete.
4. Modify information that is needed.
5. Click **Change** - the message bar will display Change Complete – Continue.

Attachments & Comments

You can enter notes, course objectives, and directions to a location or any extra comments as a Comment / Attachment. This information will be displayed on YES for employees to view when an employee clicks on the course description field.

1. Access Course (TR01.1)
2. Select the Course by using the drop down selection box.
3. In the **Course** field, right click and then select **Attachments.**
4. Click on **Course Comments.**
5. Click **Add Comment** to create a new comment or open an existing comment.
6. Enter **Title** of the Comment.
7. Enter or modify the **Comment** in the text field box. The character maximum in each comment is 512 characters.
8. Click **Add.**



*** Required Field on Form**

Optional Procedures

The following options are available from Course (TR01.1).

Prerequisites

Click the Prerequisites button to access Course Prerequisite (TR02.1). For more information, see "Defining Course Prerequisites".

Instructors

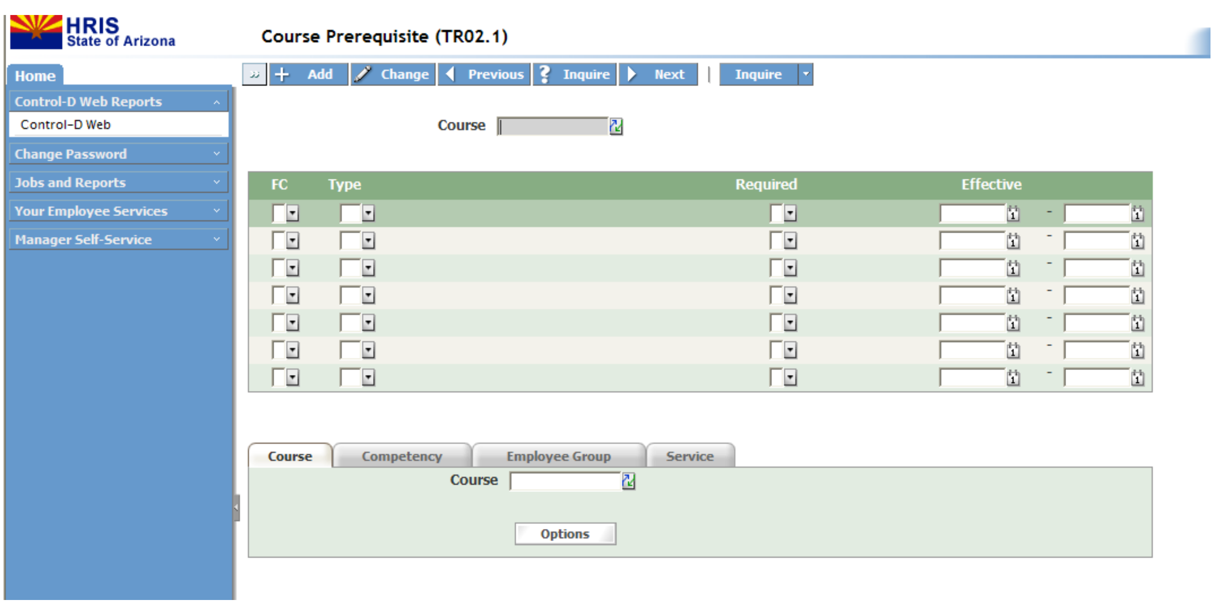
Click the Instructors button to access Course Instructors (TR08.1). For more information, see "Defining an Instructor".

Sessions

Click the Sessions button to access Session (LX04.0). For more information, see "Defining a Session".

Defining Course Prerequisites

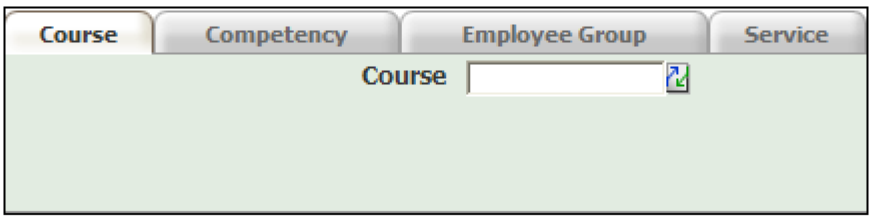
Define course prerequisites to limit participation in a course. There are seven types of prerequisites to choose from. Use the tabs that pertain to the type of prerequisite selected. Indicate whether the employee's renewal information should be considered when determining if a prerequisite course has been met. For example, an employee's course requires renewal by January 15, 2010. If you indicate renewal information should be considered and the session begins after January 15, 2010, then the employee does not meet the prerequisite. When an employee registers for a course with a prerequisite, the employee must have completed the course (which denotes passed).



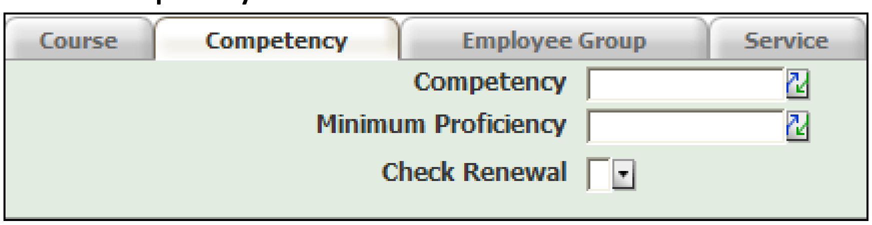
 *** Required Field on Form**

STEPS To define course prerequisites

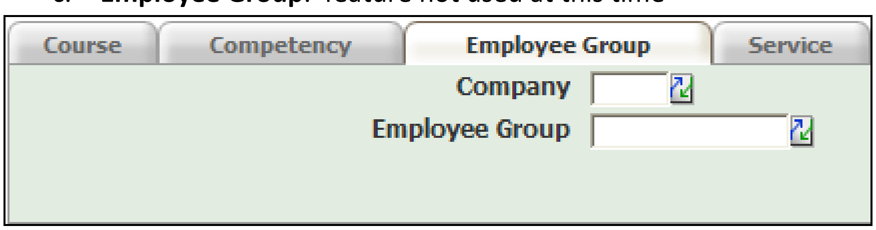
1. Access Course Prerequisite (TR02.1).
2. Consider the following fields:
    a. **Course***: Select the course.
    b. **Function Code (FC) *:** Select Add (A).
    c. **Type*:** Select the type of prerequisite.
        i. Course
        ii. Competency – feature not used at this time
        iii. Employee Group – feature not used at this time
        iv. Service
    d. **Required*:** Indicate if the prerequisite is required (Y) or optional (N).
    e. **Effective*:** Type the date the prerequisite starts and stops.
    f. **End Date:** Enter the end date of the prerequisite. Once an end date is entered, the system no longer verifies prerequisite. Thus, if you do not know when the prerequisite expires, leave this field blank.
3. Select the tab that corresponds to the Type and fill in the needed information:
    a. **Course***: Select the required course



    b. **Competency**: feature not used at this time

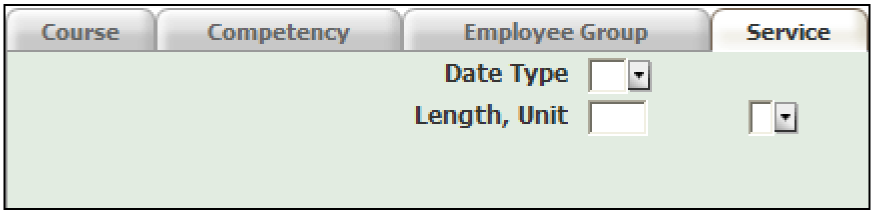


    c. **Employee Group**: feature not used at this time



    d. **Service**: Choose the date type and the length and unit required to take the course. For example, if an agency mandates certain courses are eligible for employees who have worked for the State of Arizona for 5 Years or longer the information would be filled in as follows:
        i. Date type = Adjusted Hire Date or Hire Date
        ii. Length = 5
        iii. Unit = Years

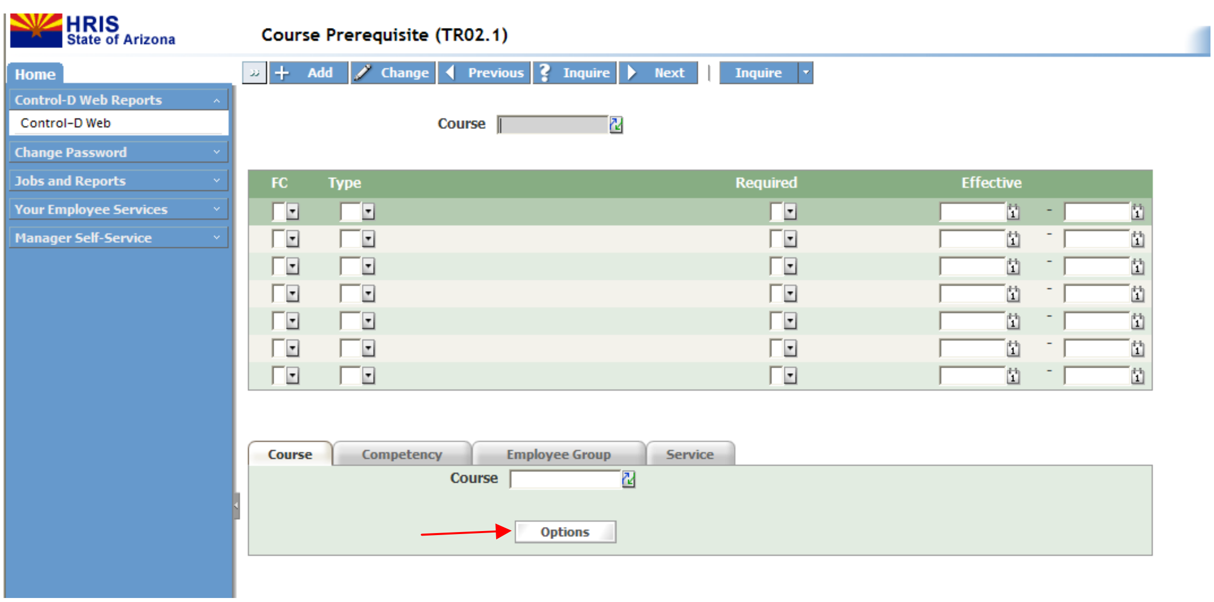
*** Required Field on Form**



4. Choose the **Add** form function.

Multiple Course Prerequisites / Equivalencies

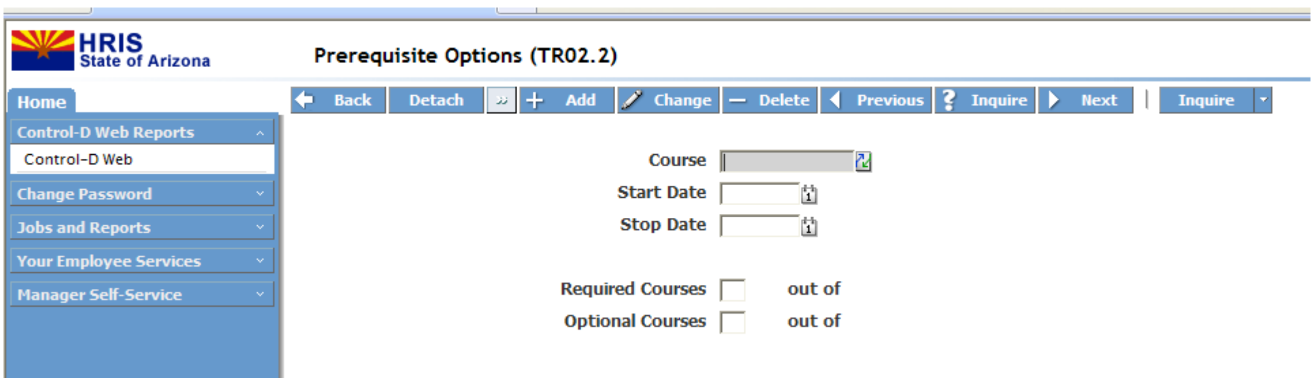
If more than one course is defined as a required prerequisite, an "Options" (TR02.2) tab is shown at the bottom of the form. Use Prerequisite Options (TR02.2) to specify the number of required and optional courses needed as prerequisites. For example, before an employee can register for Computer 101, they have to take either Typing 101 **OR** Keyboarding 101. The prerequisite form would have Computer 101 and Keyboarding 101 and then the Prerequisite Option would have 1 out of 2 required. If an employee had to take Computer 101 **AND** Keyboarding 101, the Prerequisite Option would have 2 out of 2 required.



STEPS To define prerequisite options

1. Access Course Prerequisite (TR02.1).
2. **Course***: Select the course.
3. Click **Inquire.**
4. The list of **Prerequisites** will display.
5. Click **Options.**
6. The Prerequisite Options (TR02.2) will display.
7. Change the Course to the one selected in Step 2 by using the drop down selection box.

8. **Start Dates**: Type the date the prerequisite option is effective. Before this date, an employee must complete all of the required courses before registering for the course. An employee is not required to complete any of the optional courses before this date.
9. **Stop Dates**: Type the last date the prerequisite options are effective.
10. **Required Courses*:** Type the number of required courses an employee must complete before signing up for this course. For example employees might need to complete two of the three required courses (i.e. Computer 101 OR Keyboarding 101).
11. **Optional Courses**: Type the number of optional courses an employee must complete before signing up for this course. For example employees might need to complete two of the three optional courses. Note, if prerequisites are listed as optional, an employee will still be able to register for the course.
12. Choose the **Add** form function.

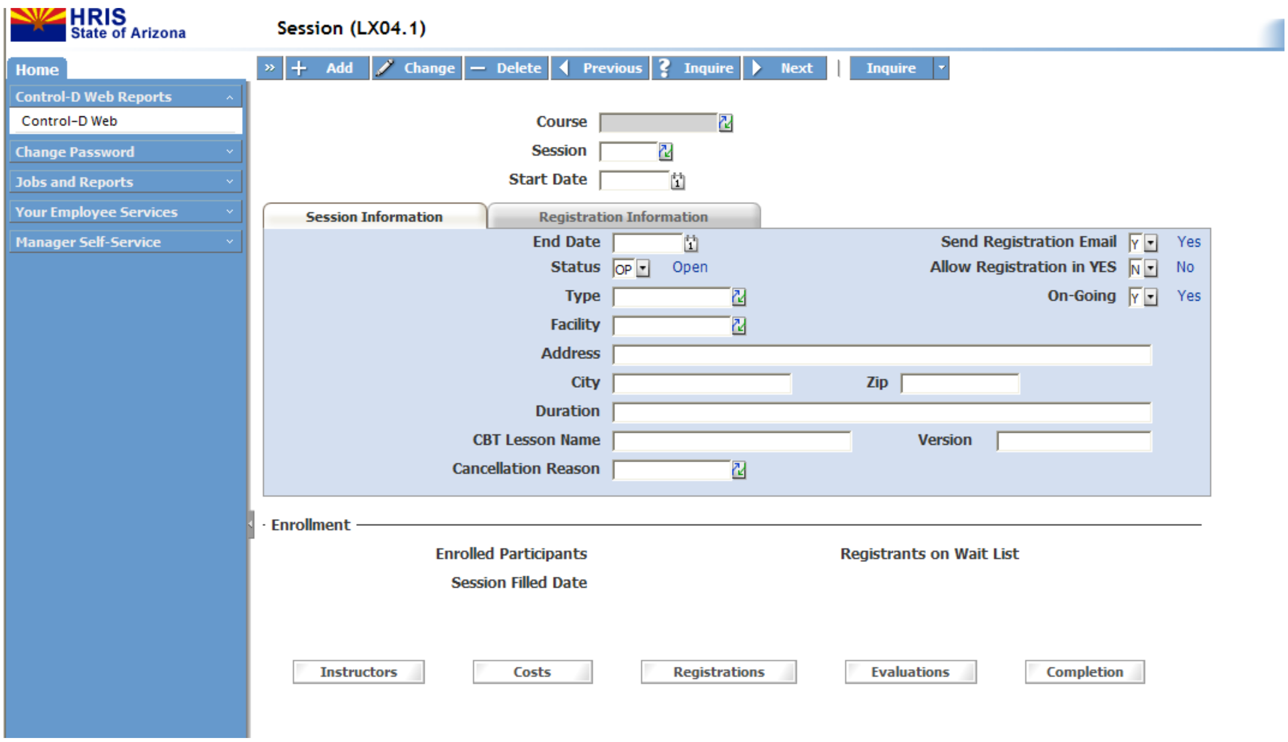


*** Required Field on Form**

SESSION

Defining a Session

A session is a unit of the course and occurs on a specific date, time, and location. There may be one session or several for a course. You will have the ability to define enrollment limits, session instructors, session status, and evaluation results.



STEPS To define a session

1. Access **Session** (LX04.1).
2. Select the **Course*.**
3. In the session field, type the **Session Number***. To view existing session numbers, click on the drop down box.
4. **Start Date***: Enter the start date of the Session.

Note: When creating a session for a CBT, do not enter a **State Date** in the future. Please only use today's date or a date in the past.

Note: The system will not allow duplicate sessions. Course, Session and Start Date must be unique.

5. From the Session Information Tab, consider the following fields:
    a. **End Date**: If known, type the end date of the session.
    b. **Status**: Select the session's status. If you leave this field blank, **Open** will default. If the class fills, the system automatically changes the status to **Filled**.

i. Open – session is available for enrollment.
ii. Completed – used if session has been completed.
iii. Proposed – denotes employees are unable to register for the session. It is advisable to use this status for only pending sessions.
iv. Filled – used if session has met enrollment maximum.
v. Canceled – used if session has been canceled.

Note: if the session status is set to **Open** or **Filled**, employees can view the session on YES. All other statuses (cancelled, filled, etc), sessions will not display on YES.

c. **Type:** Select the type of training the session provides:
    i. CBT
    ii. Classroom
    iii. Conference
    iv. LAB
    v. On the Job
    vi. Online
    vii. Reserved
    viii. Self – Study
    ix. Video
    x. Multiple – ***DO NOT USE*** ONLY USED FOR COURSE STATUS.
d. **Facility:** Select a facility for the session. A facility is any general location, such as a building, floor, or conference area.
e. **Address, City, Zip:** If applicable, enter the location of the session.
f. **Duration**: Enter any special date and time information about the session. Examples include time changes for certain days or special circumstances.
g. **CBT Lesson Name / Version**: - If you are creating a CBT session, leave these fields blank and send an email to azlearningcenter@azdoa.gov with Course Name, Session, and Start Date and request that the CBT Name, Version and the Allow Registration in YES fields be updated.

Note: Emailing the azlearningcenter@azdoa.gov and requesting the CBT name and version is a VERY important step as if this is not entered correctly, the CBT will not launch properly.

h. **Cancellation Reason**: If you cancel the session, choose one of the following reasons:
    i. Emergency occurs.
    ii. Enrollment minimum not met.
    iii. Added in error – if session is added in error, you will not be able to delete. In order for you to inactivate a session, choose this status.
    iv. Room unavailable.
    v. Trainer unable to attend.
    vi. Weather conditions.

   i. **Send Registration Email:** If you select Yes (Y), a confirmation email will be sent to employees when they register for this session. If you don't want employees to receive a confirmation email upon registration for a course, select No (N).
   j. **Allow Registration in YES:** Employees will be able to register if this option is set to Yes (Y). If this option is selected to No (N), the option is not available and becomes inactive. If this is a CBT session, please have this value selected as "No" and send an email to AZ Learning Center to obtain requesting CBT information (see Step 6 – g for more information).
   k. **On Going:** Select a value that indicates whether this session is held on a perpetual basis. This is used for CBT's, open ended or self study sessions.
6. From the Registration Information Tab, consider the following fields:
   a. **Starting Time on First Day**: Enter the starting time (USE MILITARY TIME) for the first day of the session.
   b. **Enrollment Minimum:** Type the minimum number of session participants. This field is for reference only.
   c. **Registration Start Date:** Type the date the session registration begins. Note: an employee cannot register before this date.
   d. **Ending Time on Last Day:** Enter the ending time (USE MILITARY TIME) for the last day of the session.
   e. **Enrollment Maximum:** Type the maximum number of session participants. When the maximum number of participants enrolls into a session, the application changes the status to full. If the session is a CBT's, open ended or self study session, leave this field blank for unlimited enrollment capability.
   f. **Registration End Date**: Enter the date the session registration closes. Note, an employee cannot register after this date. It is advisable to enter the Registration End date two days before the session start date.
7. Click **Change**.

Attachments & Comments

1. Access Session (TR04.1).
2. Select the Course by using the drop down selection box.
3. In the **Session** field, right click and then select **Attachments.**
4. Click on **Comments.**
5. Click **Add Comment** to create a new comment or open an existing comment.
6. Enter **Title** of the Comment.
7. Enter or modify the **Comment** in the text field box. The character maximum in each comment is 512 characters.
8. Click **Add.**

Note: The Comment will display in Y.E.S. to employees. However, when a registration email is sent to an employee, only the most recent comment will be shown.

Optional Procedures

The following options are available from Session (LX04.0).

Instructors

Click the Instructors button to access Instructor Session (TR09.1). For more information, see "Assigning an Instructor to a Session”.

Registrations

Click the Registrations button to access the registration menu.

Completions

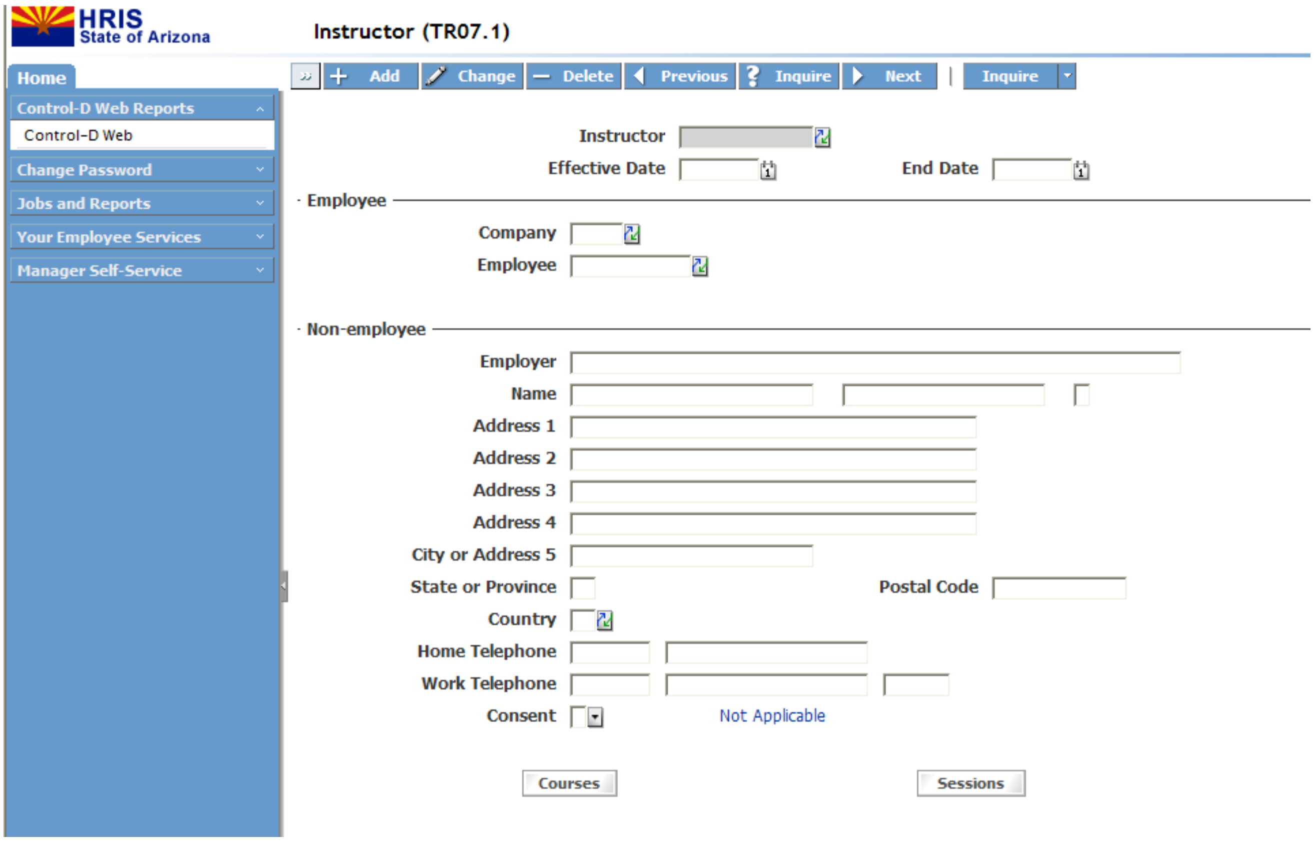
Click the Completion button to access Session Completion (LX22.1). For more information, see "Recording Participation and Completion".

View Session Detail Drill Around

- Right click in the **Session Field**.
- Select **Drill Around.**
- Select **Session participants.**
- The Registered Employees will display.

Defining an Instructor

Instructors can be both employees and individuals from outside the company (non-state employees) that will instruct the sessions that are created in the system. If the instructor works outside the State of Arizona, record the instructor's address and telephone.



STEPS To define an instructor

1. Access Instructor (TR07.1).
2. **Instructor**: Leave this field blank as the system will auto assign this number when the instructor has been added.
3. **Effective Date***: Enter the first date the instructor can teach a course.
4. To add a new instructor that is employed by the State of Arizona, consider the following fields in the Employee section.
    a. **Company***: If the instructor is an employee, *select Company 1.*
    b. **Employee***: If the instructor is an employee, select the employee.
5. To add a new instructor that is <u>non-state employee</u>, consider the following fields in the Non Employee section.
    a. **Instructor**: Leave this field blank as the system will auto assign number when the instructor has been added.

*** Required Field on Form**

   b. **Employer**: Type the name of the instructor's employer.
   c. **Name*:** Type the instructor's last name, first name, and middle initial.
   d. **Address:** Type the instructor's work or home address.
   e. **Telephone:** Type the instructor's Home and Work telephone number.
   f. **Consent:** Select whether you have obtained consent to share the instructor's information within the State of Arizona.

6. Choose the **Add** form function.

Optional Procedures

Courses

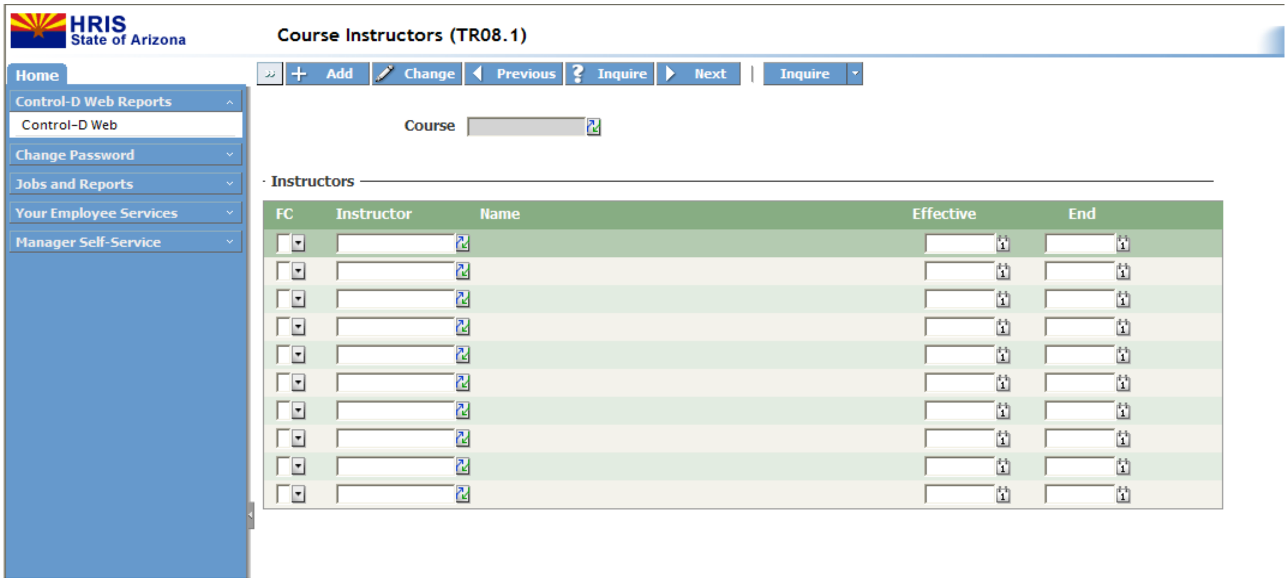
Click the Courses button to access Instructor Courses (TR14.1). For more information, see "Assigning Courses to an Instructor".

Sessions

Click the Sessions button to access Instructor Session (TR09.1). For more information, see "Assigning an Instructor to a Session".

Assigning an Instructor to a Course

Instructors need to be added to a course, before they are eligible to be added to a session.



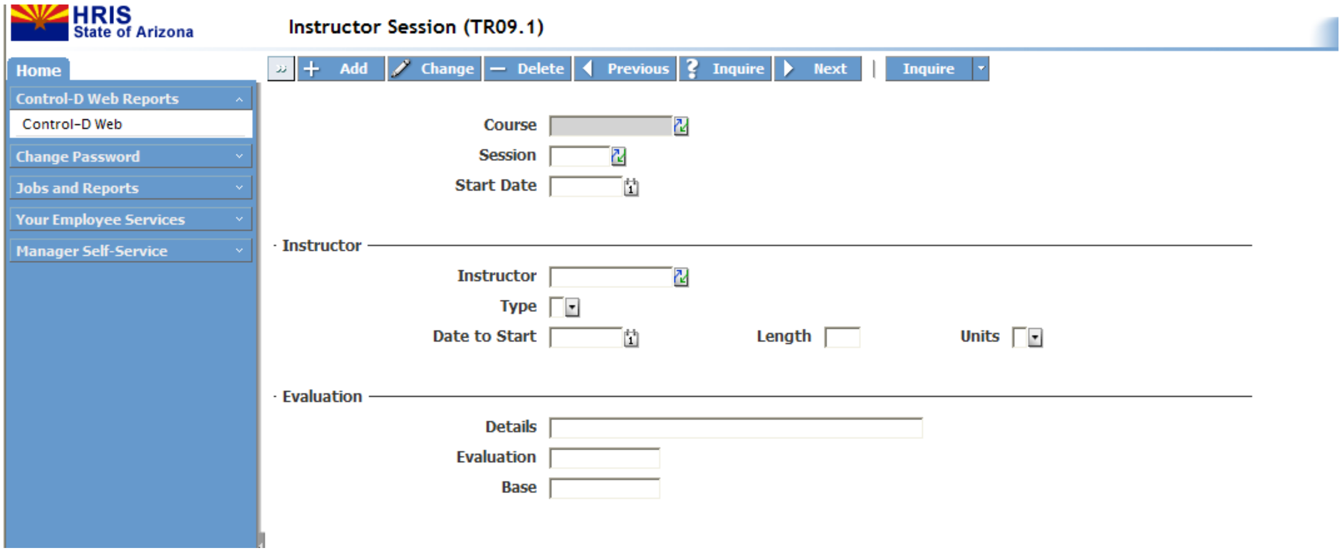
STEPS To assign an instructor to a course

1. Access Course Instructor (TR08.1).
2. In the Course field, select the course.
3. In the Instructor section, consider the following fields:
    a. **Form Code (FC) Section***: Choose Add (A).
    b. **Instructor***: Select the instructor for the course.
    c. **Effective Date***: Type the date the instructor begins teaching the course.
    d. **End Date**: Type the last date the instructor teaches the course. If you do not know the end date, leave this field blank.
4. Choose the **Add** form function.

*** Required Field on Form**

Assigning an Instructor to a Session

Assign instructors to sessions. Instructors must first be assigned to the course before they can be assigned to a session for that course. You can assign multiple instructors to a session.



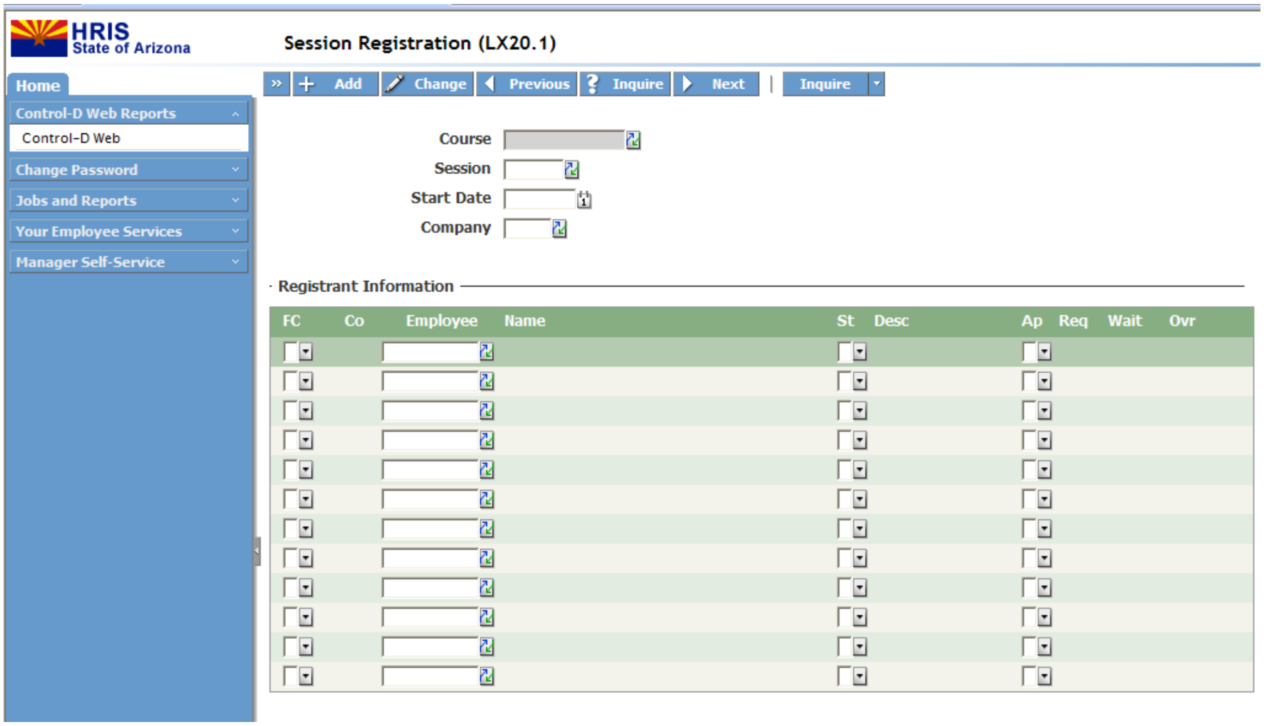
STEPS To assign an instructor to a session

1. Access **Instructor Session** (TR09.1).
2. In the **Course*** field, select the course.
3. In the **Session*** field, select the session to assign to the instructor.
4. In the **Start Date field***, type the session start date. If you leave this field blank, the session date defaults.
5. From the Instructor section, consider the following fields.
   a. **Instructor:** Select the instructor that is assigned to the session.
   b. **Type:** Select a value that indicates whether the instructor is primary, on-call, or backup.
   c. **Date to Start:** Select the date the Instructor will begin teaching the session. Note, only use this field if the instructor is teaching part of the session. If the instructor teaches the entire session, leave this field blank.
6. Choose the **Add** form function.

*** Required Field on Form**

Registering Employees for a Session

To sign an employee up for training, you need to register the employee for a specific session of a course. Before the employee is enrolled in a session, the system ensures the employee has met the course's prerequisites. If the session is full, you get a hard edit message.



STEPS To register employees for a NEW and EXISITING session

1. Access Session Registration (LX20.1).
2. In the **Course*** field, select the course.
3. In the **Session*** field, select the session.
4. The Start Date of the session will default into the Start Date field.
5. In the **Company*** field, *select Company 1.*
6. Click **Inquire** to view existing Registered Employees, if any.
7. In the Registrant Information section, consider the following fields:
    a. **Function Code**: Click Add (A).
    b. **Employee:** Select or enter the EIN of the employee you wish to register.
    c. **Status:** Select the employee's registration status.
        i. Enrolled.
        ii. Waitlisted – *Feature not used at this time.*
        iii. Course Canceled.

*** Required Field on Form**

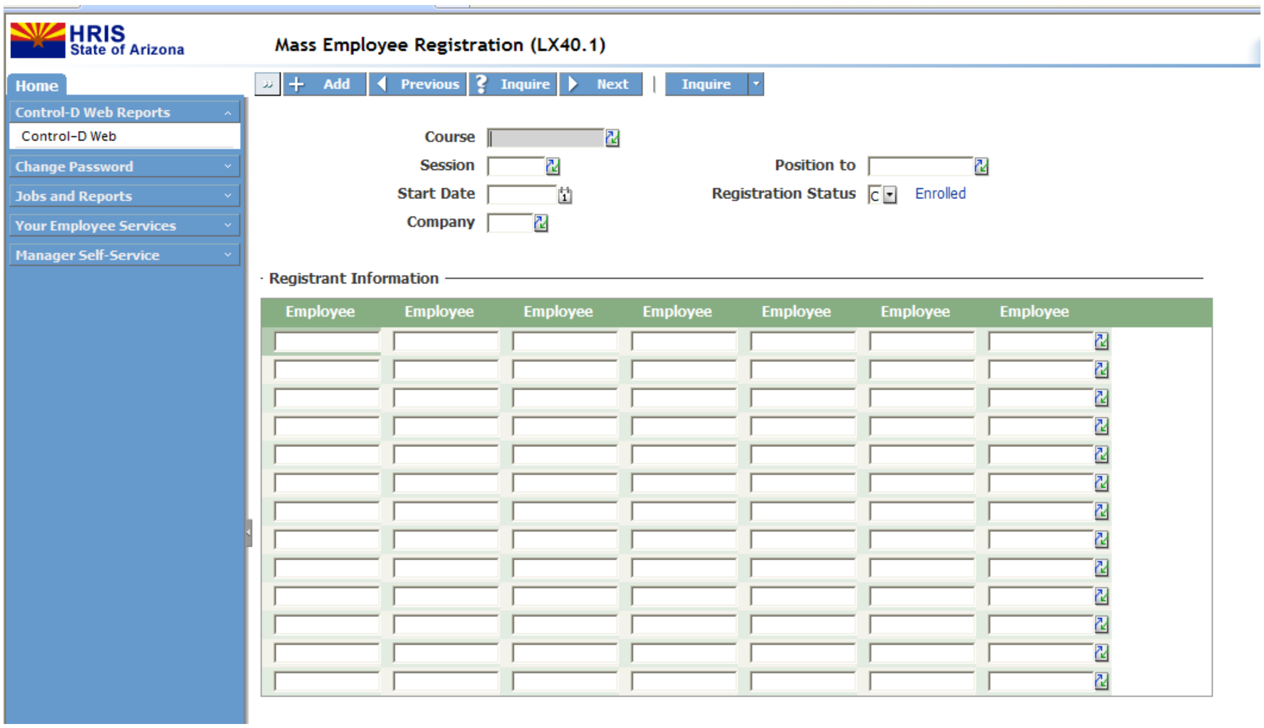
    iv. Absent – displays but cannot use this function, need to use the Session Completion (LX22.1) to denote if employee is absent.
    v. Canceled Late.
    vi. Canceled Timely.
  d. **Approved (Ap)**: This field actually is used for CBT links on Y.E.S. If this field is selected Yes (Y), the CBT link will display on the Y.E.S. website and employees will have the ability to launch directly from Y.E.S. If this field is selected No (N), the CBT link will not display on the Y.E.S. website.
  e. **Required (Req):** Displays if employee is required to complete the course.
  f. **Waitlisted (Wait):** *Feature not used at this time***.**
  g. **Override (Ovr):** *Feature not used at this time.*
8. Choose the **Add** function when first creating new registrations. Click **Change**, when you add or modify registrations.

Email Notification

Once employee registration is complete, an automatic email will be sent to the employee if **the Send Registration** field is set to Yes (Y) on the Session (LX04) form.

Mass Registering Employees for a Session

To sign multiple employees up for training, you can register quickly by entering an employee EIN. Before the employee is enrolled in a session, the system ensures the employee has met the course's prerequisites. If the session is full, you will get a warning message.



STEPS To register employees for a session

1. Access Session Registration (LX40.1).
2. In the **Course*** field, select the course.
3. In the **Session*** field, select the session.
4. The **Start Date*** of the session will default into the Start Date field.
5. In the **Company*** field, *select Company 1.*
6. **Position To:** Enter an EIN if you want to position to a particular EIN.
7. Click **Inquire** and employees that are currently registered for the course will display.
8. **Registration Status**: Select enrolled to indicate the employee's registration status.
9. In the Registrant Information section, enter the **EIN** of the employee and click **Tab**.
10. Continue to enter all of the EIN's4 that require registering.
11. Choose the **Add** form function.

*** Required Field on Form**

Optional Procedures

Session Roster Report

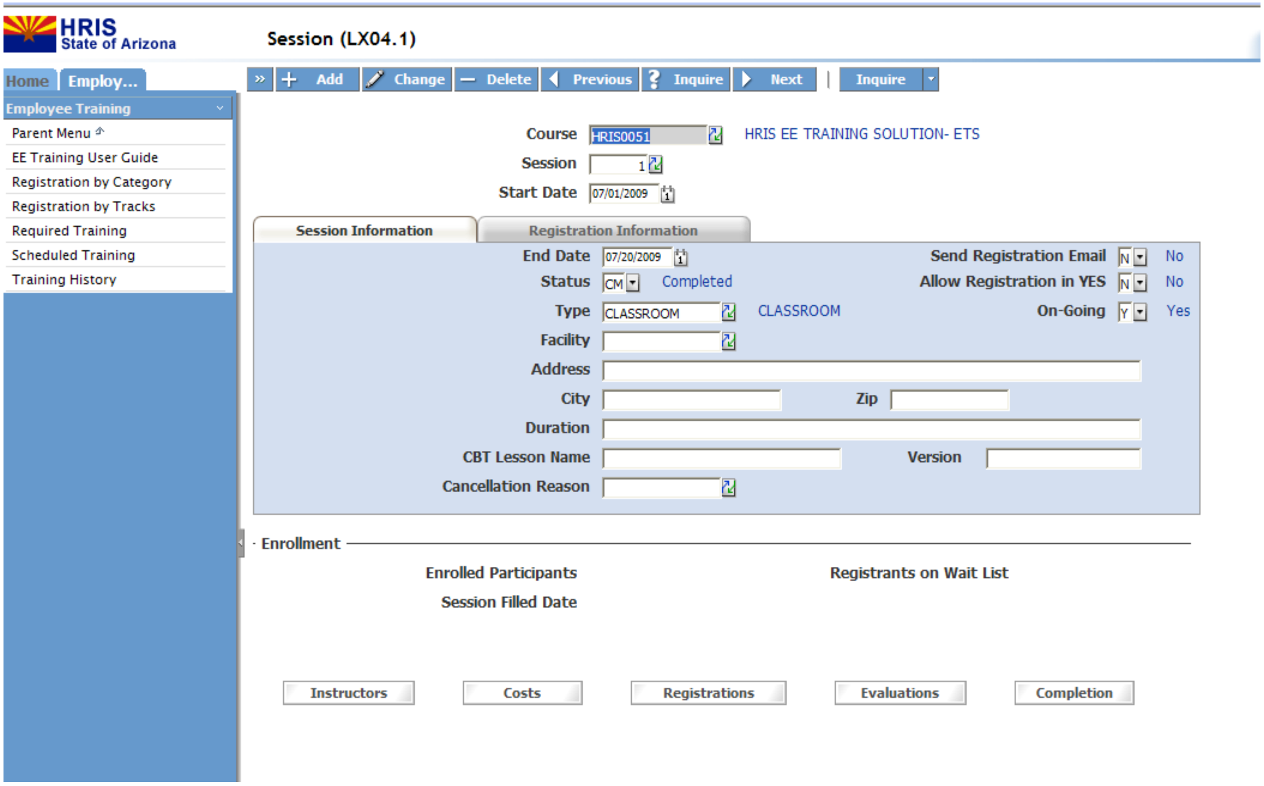
A session roster can be created, viewed and printed by creating a report in HRIS. To print a Session Roster, access the LX220 form. To further learn how to create and print the Session Roster, please see chapter “HRIS Reports”.

Email Notification

Once employee registration is complete, an automatic email will be sent to the employee IF **the Send Registration** field is set to Yes (Y) on the Session (LX04) form.

Recording Participation and Completion by Course

After employees have attended a training session, record their training completion.



STEPS To record participation and completion – to record completion individual employee records

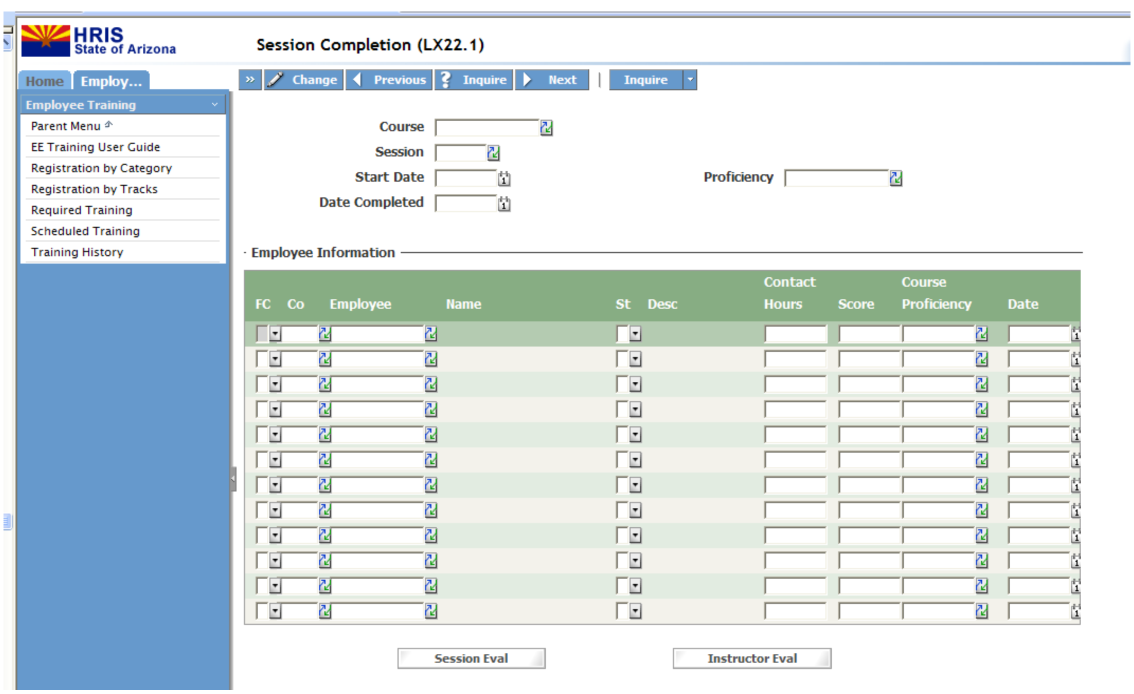
1. Access Session (LX04.1).
2. In the **Course*** field, select the course.
3. In the **Session*** field, select the session.
4. The **Start Date*** of the session will default into the Start Date field.
5. Click **Inquire.**
6. **End Date***: Enter the End Date of the Session.
7. In the Status field, select **Completed*.**
8. Choose the **Change** form function.

*** Required Field on Form**

Recording Participation and Completion by Employee

To complete individual employee records that have completed the course, click the **Completion** button on the bottom of the LX04 form to access Session Completion (LX22.1).

1. From the Employee Information section, consider the following fields:
    a. **Function Code**: Click **Change*.**
    b. In the **Company*** field, *select Company 1.*
    c. Enter the **EIN** of the employee.
    d. **Status (ST) *:** Select a value that indicates the extent to which the employee completed the course. Enter completed, if employee passed / finished the session, enter incomplete if the employee did not complete the course and enter failed if the employee failed the course.
    e. **Contact Hours**: Enter the contact hours. This field will default if information was entered at the Course Level.
    f. **Score**: Enter the score or grade the employee earned from the session.
    g. **Course Proficiency***: Select the level of proficiency acquired by completing the session. If entered, this proficiency is updated on the employee's training history record.
    h. **Date***: Enter the date the employee completed the session.
2. Choose the **Change** form function.



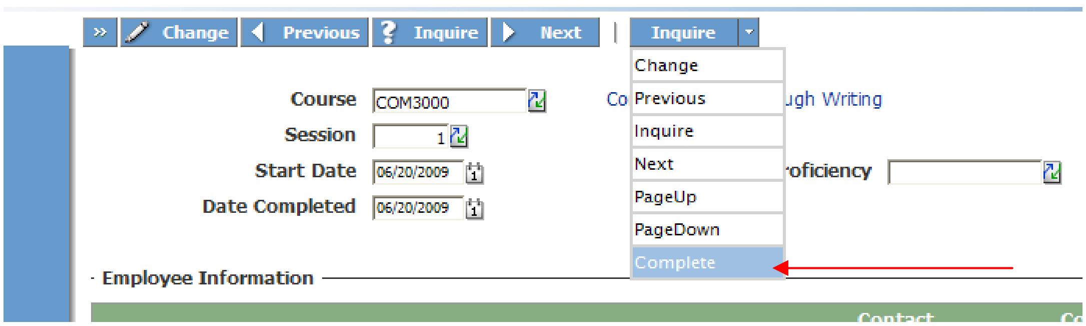
STEPS To record MASS completion – to record completion of all employees enrolled

1. To enter completion of all employees who completed the course, access Session Completion (LX22.1).
2. In the **Course*** field, select the course.
3. In the **Session*** field, select the session.
4. The **Start Date*** of the session will default into the Start Date field.
5. Click **Inquire.**

*** Required Field on Form**

Note: If you need to mark employees Absent or Cancelled, you must change their registration status before the mass completion process

6. In the Employee Information section, the **Registered Employees** will display.
7. **Date Completed**: Enter the date the session completed. If you entered an end date on the Session, this field will default to the end date that was entered.
8. **Proficiency***: Select the Proficiency – this will change the course proficiency to all employees listed in Employee Information.
9. **Complete**: From the tool bar, select Complete.
10. Click **Complete** (see drop down example below).
11. All employees records will be updated with selected Proficiency.



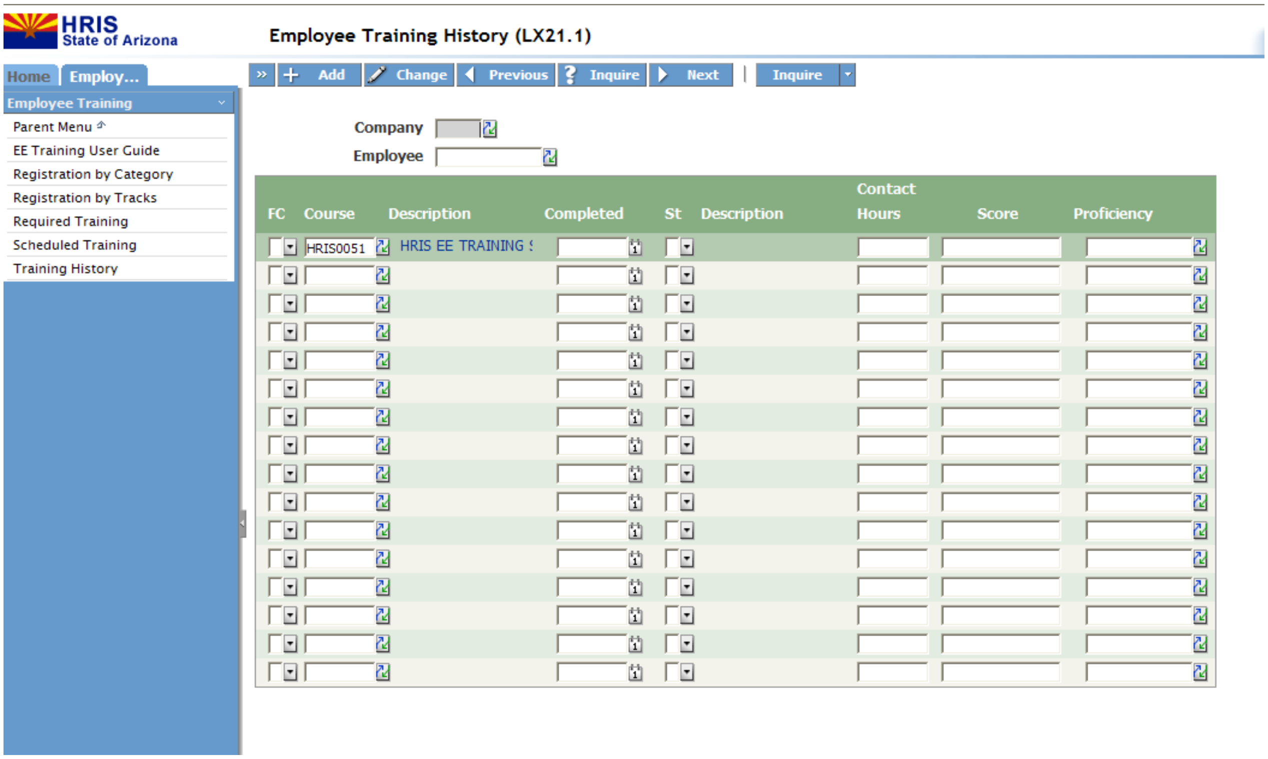
View Session Detail Drill Around

- Right click in the **Session Field**.
- Select **Drill Around.**
- Select **Session participants.**
- The Registered Employees will display.

*** Required Field on Form**

VIEWING AND UPDATING COURSE HISTORY

When an employee completes a session and the completion is recorded on Session Completion (LX22.1), Employee Training History (LX21.1) is automatically updated. Use LX21.1 to view the courses an employee completes and verify the appropriate information is documented. Also use this form to manually add courses to an employee's training history. If you have entered a record in error, please contact the Arizona Learning Center.



STEPS To view completed course history

1. Access Employee Training History (LX21.1).
2. In the **Company*** field, *select Company 1.*
3. In the **Employee*** field, select the employee and choose the Inquire form function.
4. Employee transcripts will display.

STEPS To add course history

NOTE: The course must be established on the (TR01.1) before adding a history record

1. Access Employee Training History (LX21.1).
2. In the **Company** field*, *select Company 1.*
3. In the **Employee*** field, select the employee.
4. Click **Inquire** form function.
5. Courses for the employee will display.
6. To modify or add courses, consider the following fields:

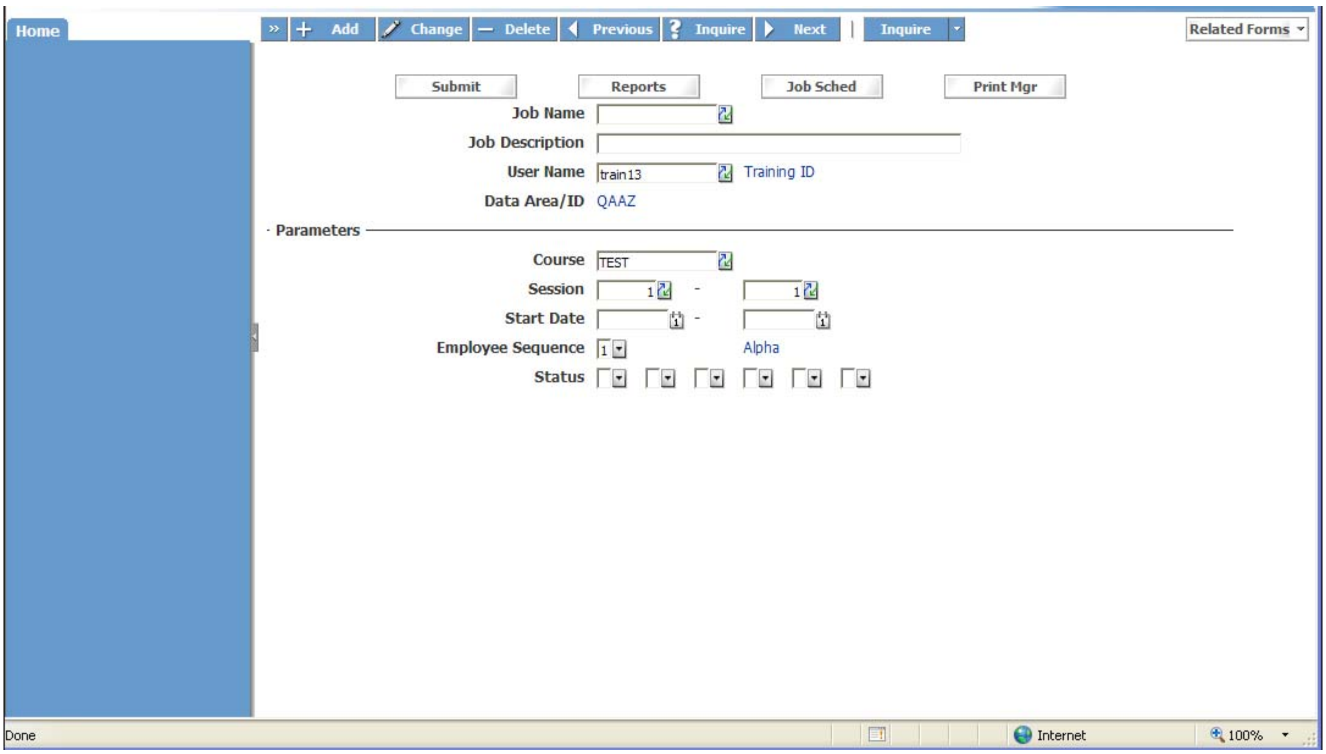
*** Required Field on Form**

a. **Function Code***: Select Add (A) or Change (C).
b. **Course**: Choose the course.
c. **Completed**: Select the Completion Date.
d. **Status**: Choose the completion status.
    - Completed
    - Failed
    - Incomplete
e. **Contact Hours**: Enter the contact hours the employee earned by completing the course.
f. **Score**: Enter the completion score employee earned.
g. **Proficiency**: Choose the Proficiency status.
    - Completed
    - Failed
    - Incomplete
h. If updates are needed, make the appropriate changes to the record.

7. Choose the **Change** form function to save updates.

HRIS REPORTS

HRIS provides users with numerous types of standard reports and reporting tools to extract information out of the HRIS system. After accessing a Standard Report Form, the user defines the report parameters (selection criteria), enters the appropriate information in the fields and submits the report to be processed (run). The report parameters determine what information the report displays. After the report is processed, results can be viewed online or printed in several formats. The report parameters can be saved and run over and over again. Users can find more information about Reports training on the HRIS website.



STEPS To create a report

> Note: Course profile will be used as the example, however, the available reports is listed below and the same functionality can be applied.

1. Access Session Roster (LX220).
2. Enter **Job Name*.**
3. Enter the **Job Description.**
4. **User ID***: this field will default to the username that is currently logged in to HRIS.
5. In the Parameters section, consider the following fields:
    a. **Course**: Select the course to begin the listing and then select the course to end the listing. If you only want to list one course, add the same course to both fields.
    b. **Session**: Select the session to begin the listing and then select the session to end the listing. If you only want to list one session, add the same session to both fields Type the date of the listing.

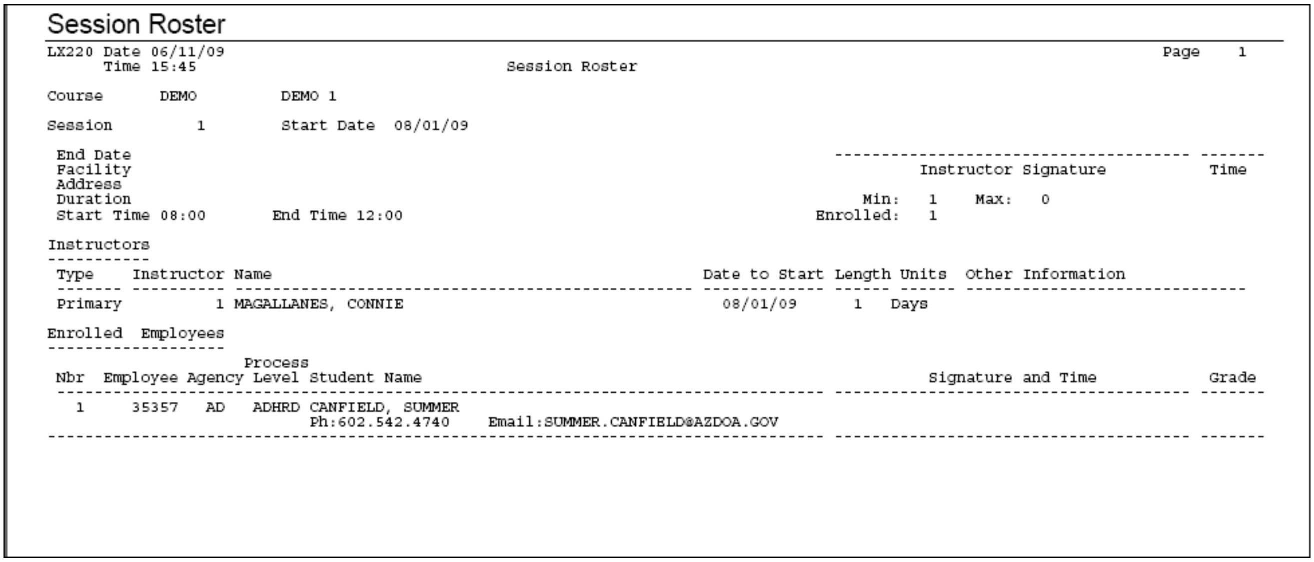
c. **Start Date:** Type the date of the session, field is optional.

d. **Employee Sequence:** Select the value Alpha or Numeric.

e. **Status:** Select the value from drop down Enrolled, Wait list, Absent, Course Cancelled, Cancelled Late, and Cancelled Timely.

6. Click **Add.**
7. Click **Submit.**
8. Click **Submit** again**.**
9. Click **Print Manager.**
10. Right click on report, drop down will display, click on **View.**
11. Click on View Options, drop down will display, click on PDF Landscape.
    a. Option 2 is to click on Create CSV File information will display in an Excel spreadsheet.

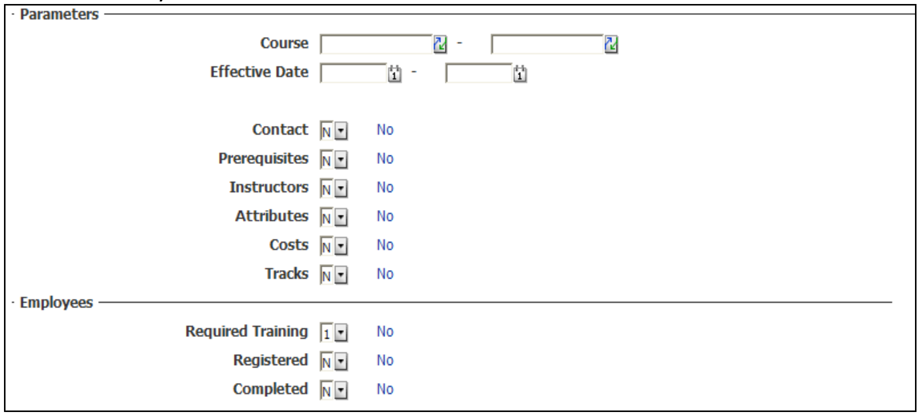
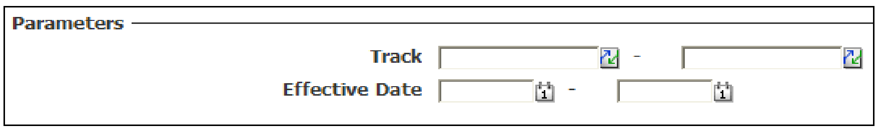
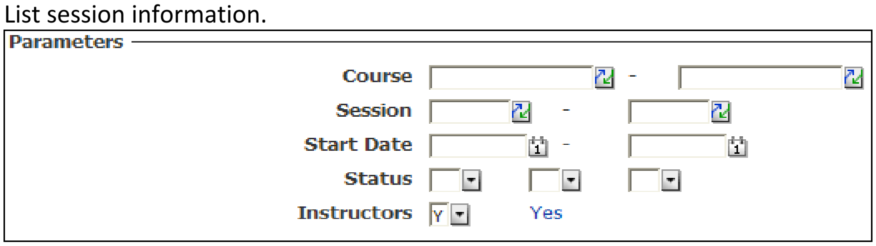
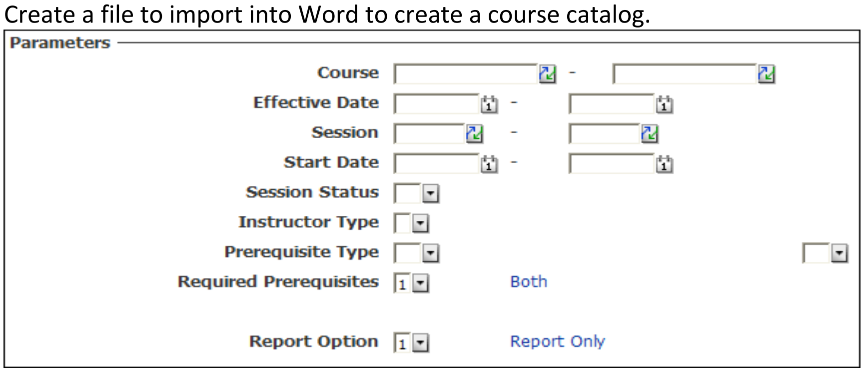
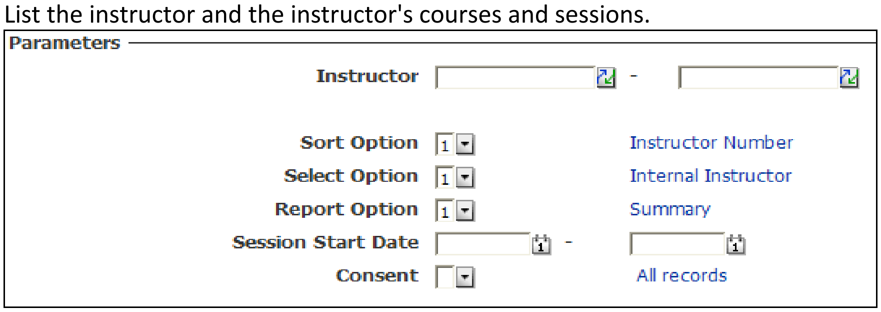
Example of Session Roster



```
Session Roster
LX220 Date 06/11/09                                                                                    Page    1
      Time 15:45                                     Session Roster

Course      DEMO         DEMO 1

Session         1        Start Date  08/01/09

 End Date                                                                  -------------------------------------- -------
 Facility                                                                           Instructor Signature           Time
 Address
 Duration                                                                     Min:  1    Max:   0
 Start Time 08:00       End Time 12:00                                   Enrolled:  1

Instructors
-----------
 Type    Instructor Name                                         Date to Start Length Units  Other Information
 ------- ---------- ------------------------------------------- ------------ ------ ------ ------------------------------
 Primary          1 MAGALLANES, CONNIE                              08/01/09      1   Days

Enrolled  Employees
-------------------
                     Process
 Nbr  Employee Agency Level Student Name                                                  Signature and Time           Grade
 ------------------------------------------------------------------------------------------ -------------------------------------- -------
   1     35357   AD   ADHRD CANFIELD, SUMMER
                            Ph:602.542.4740    Email:SUMMER.CANFIELD@AZDOA.GOV
------------------------------------------------------------------------------------------- -------------------------------------- -------
```


*** Required Field on Form**

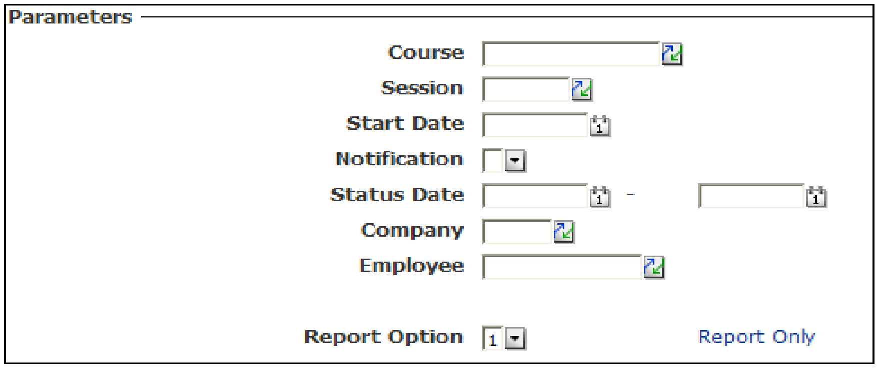
List of Available Reports

Name	Function	Form#
Course Profile Report	Summarize key course information. 	TR201
Track Listing Report	List a track's course information. 	TR205
Session Listing Report	List session information. 	TR204
Course Catalog Extract Report	Create a file to import into Word to create a course catalog. 	TR202
Instructor Listing Report	List the instructor and the instructor's courses and sessions. 	TR207

*** Required Field on Form**

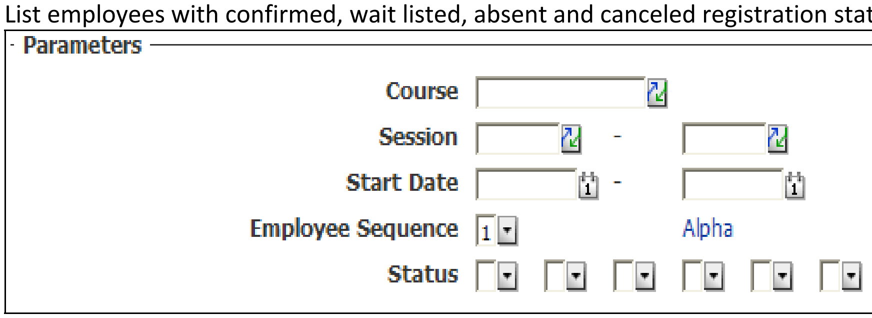
Notification Letter Extract Report — TR200

Create a CSV database for registered employees. Can merge into Word and generate notification letters.


Parameters
Course
Session
Start Date
Notification
Status Date -
Company
Employee
Report Option 1 Report Only

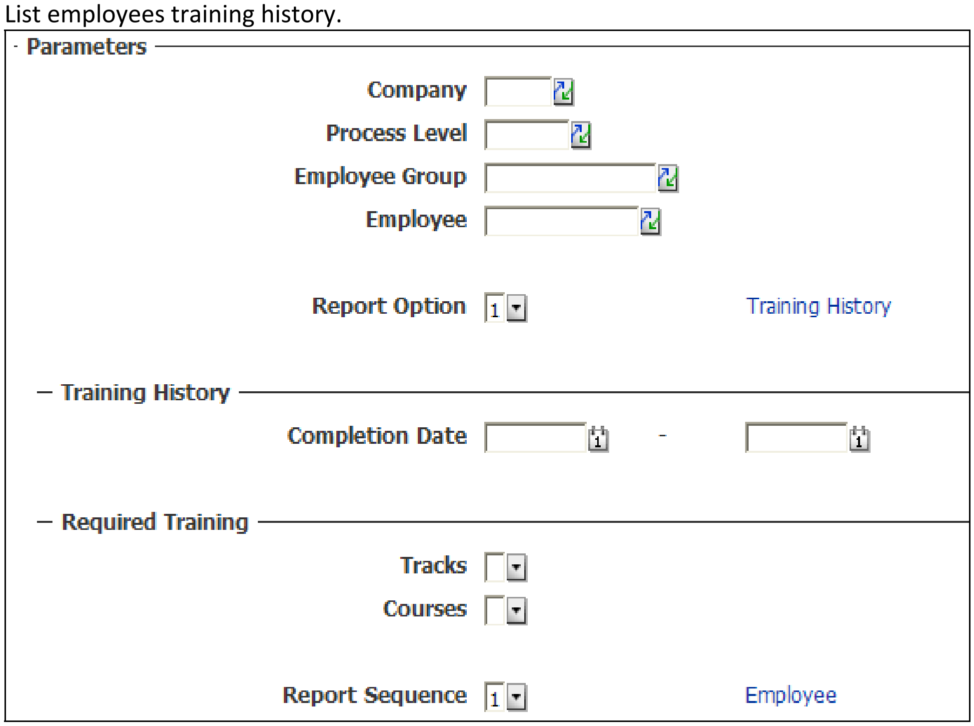
Session Roster Report — LX220

List employees with confirmed, wait listed, absent and canceled registration status.


Parameters
Course
Session -
Start Date -
Employee Sequence 1 Alpha
Status

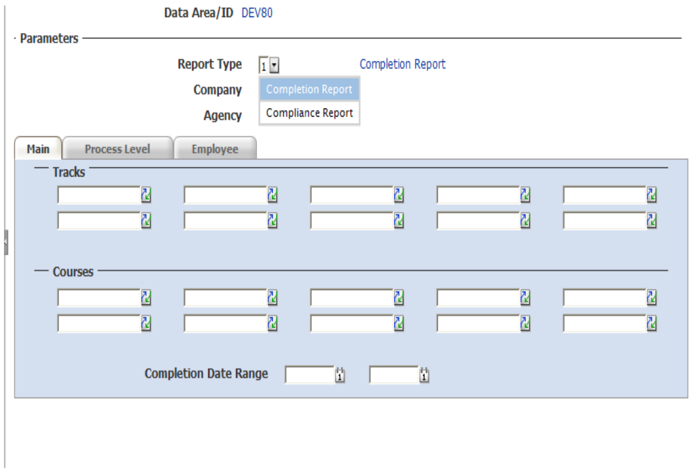
Required Employee Training Listing Report — TR222

List employees training history.

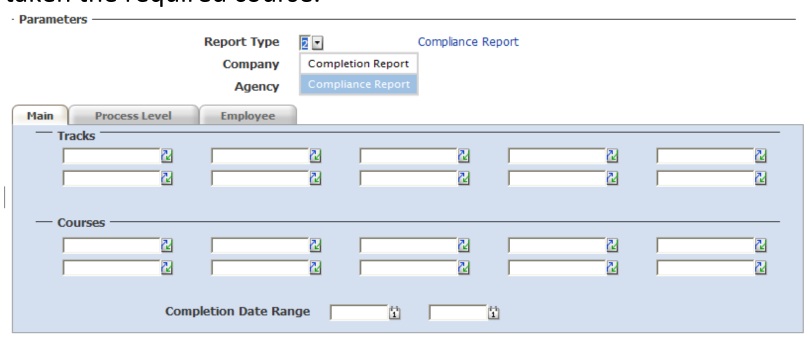

Parameters
Company
Process Level
Employee Group
Employee
Report Option 1 Training History
Training History
Completion Date -
Required Training
Tracks
Courses
Report Sequence 1 Employee

*** Required Field on Form**

Completion Report	List employees who have completed required training.	LX200



Compliance Report	Display all employees who have courses or tracks as a <u>requirement</u> (either AZ Learning Center or agency mandated) and whether or not they have taken the required course.	LX200

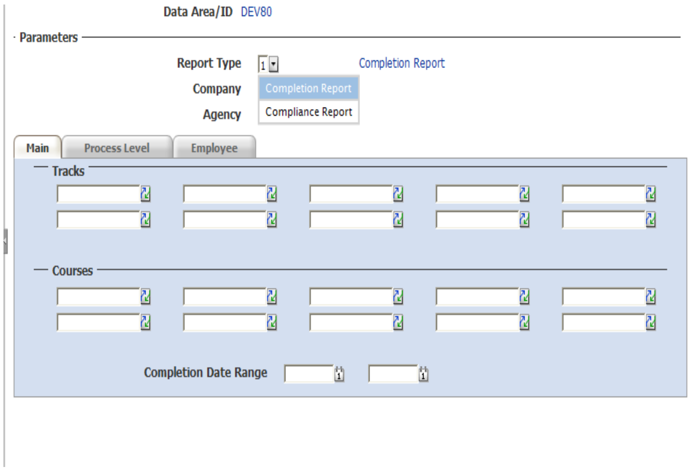


*** Required Field on Form**

Special Reports – Completion and Compliance Reports

Completion Report

The Completion Report will display information about employees who have completed a specific course, series of courses, or tracks.



STEPS To create a Completion report

1. Access Completion Report (LX200).
2. Enter **Job Name*.**
3. Enter the **Job Description.**
4. **User ID***: this field will default to the username that is currently logged in to HRIS.
5. In the Parameters section, consider the following fields:
   b. **Report Type***: Choose Completion Report.
   c. **Company***: Enter "1", which denotes State of Arizona.
   d. **Agency:** By using the drop down box, select the **Agency.** If this field is left blank, results for all agencies will display.
   e. Consider the following **Tabs** in the Parameter section – note, there are several fields under each tab to enter data as you can choose multiple courses, process levels, departments and job codes without this data being in a specific data range.
      i. **Main**
         - Tracks – if you want to filter the records by Tracks, select the Tracks by selecting the track name by using the drop down box or by entering the track name. You can choose either one Track or multiple Tracks.
         - Courses – if you want to filter the records by Courses, enter the Courses by selecting the course number by using the drop down box or by entering the course number. You can choose either one Course or multiple Courses.
      ii. **Process Level:**
         - Process Levels – if you want to filter records based on Process Level, enter a process level or series of process levels. If you leave these fields blank, results for all process levels will display.

- Departments – if you want to filter records based on Department, you must choose a Process Level as noted in previous step. Departments will display based on the Process Level chosen. If you leave these fields blank, results for all departments will display based on the Process Levels chosen.
- Job Codes– if you want to filter records based on Job Codes, enter a Job Code or series of job codes. If you leave these fields blank, results for all job codes will display.

iii. **Employee:**

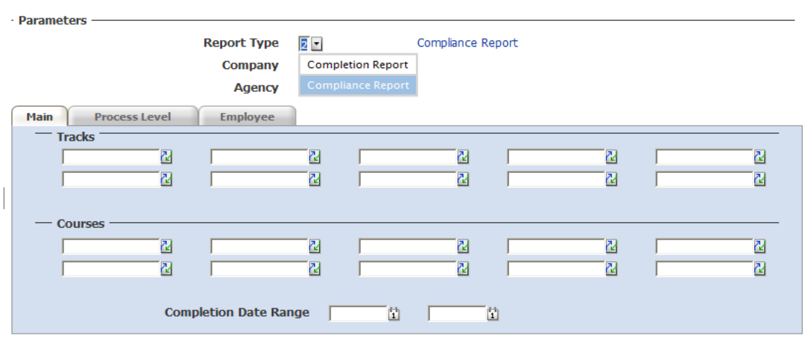
- Employee – if you want to filter records based on the training history of a particular employee, enter their EIN number here. NOTE: You **CANNOT** enter anything in the Agency field when running the LX200 by Employee or an error will occur.
- Employee Status – if you want to filter records based on Employee Status, choose Active, Inactive or All. This field will default to **All** if nothing is selected. An employee will display as inactive, if they have a termination date listed in the HR11 form.
- Supervisor Only – if you want to filter records to only include Supervisors, select **Yes**. An employee is identified as a Supervisor by virtue of having a HRIS supervisor link.

f. Enter the **Completion Date Range:** if you want to filter records based on when the employee has completed the course, enter date or range of dates.

6. Click **Add.**
7. Click **Submit (A Submit Job – Webpage Dialog box will appear)**
8. Click **Submit** again (the Submit button on the Submit Job – Webpage Dialog box)
9. Click **Print Manager** to view your report.

Compliance report

The Compliance Report will display all employees who have courses or tracks as a <u>requirement</u> and whether they have taken the required course. This is indicated in Lawson by the course or track being set up in TR13.1 (Required Training by Track and Course).



STEPS to create Compliance report

1. Access **Compliance Report** (LX200).
2. Enter **Job Name*.**

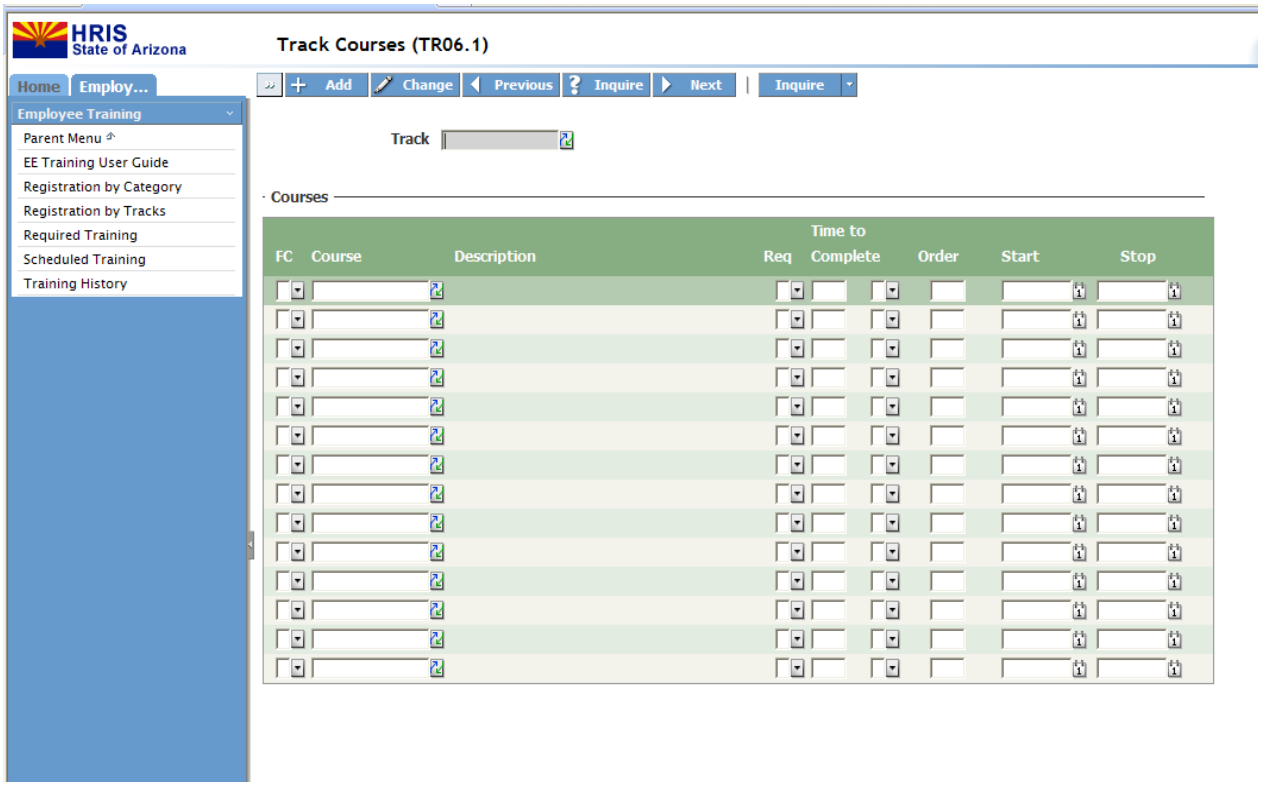
3. Enter the **Job Description.**
4. **User ID***: this field will default to the username that is currently logged in to HRIS.
5. In the Parameters section, consider the following fields:
   g. **Report Type***: Choose Compliance Report.
   h. **Company***: Enter “1”, which denotes State of Arizona .
   i. **Agency:** By using the drop down box, select the **Agency.** If this field is left blank, results for all agencies will display.
   j. Consider the following **Tabs** in the Parameter section – note, there are several fields under each tab to enter data as you can choose multiple courses, process levels, departments and job codes without this data being in a specific data range.
      i. **Main**
         - Tracks – if you want to filter the records by Tracks, select the Tracks by selecting the track name by using the drop down box or by entering the track name. You can choose either one Track or multiple Tracks.
         - Courses – if you want to filter the records by Courses, enter the Courses by selecting the course number by using the drop down box or by entering the course number. You can choose either one Course or multiple Courses.
      ii. **Process Level:**
         - Process Levels – if you want to filter records based on Process Level, enter a process level or series of process levels. If you leave these fields blank, results for all process levels will display.
         - Departments – if you want to filter records based on Department, you must choose a Process Level as noted in previous step. Departments will display based on the Process Level chosen. If you leave these fields blank, results for all departments will display based on the Process Levels chosen.
         - Job Codes– if you want to filter records based on Job Codes, enter a Job Code or series of job codes. If you leave these fields blank, results for all job codes will display.
      iii. **Employee:**
         - Employee – if you want to filter records based on the training history of a particular employee, enter their EIN number here.
         - Employee Status - – if you want to filter records based on Employee Status, choose Active, Inactive or All. This field will default to **All** if nothing is selected. An employee will display as inactive, if they have a termination date listed in the HR11 form.
         - Supervisor Only – if you want to filter records to only include Supervisors, select **Yes**. An employee is identified as a Supervisor by virtue of having a HRIS supervisor link.
   k. Enter the **Completion Date Range:** please do not use this field when creating Compliance Reports.
6. Click **Add.**
7. Click **Submit (A Submit Job – Webpage Dialog box will appear)**
8. Click **Submit** again (the Submit button on the Submit Job – Webpage Dialog box)
9. Click **Print Manager** to view your report.

*** Required Field on Form**

TRACKS

Defining a Track

A track is a series of courses that pertain to a training goal. A track is comprised of more than one course. Completing a track can result in gaining a certification. You use tracks, courses, and sessions to manage your curriculum. Essentially, the Track form (TR05) denotes the track name and the description.

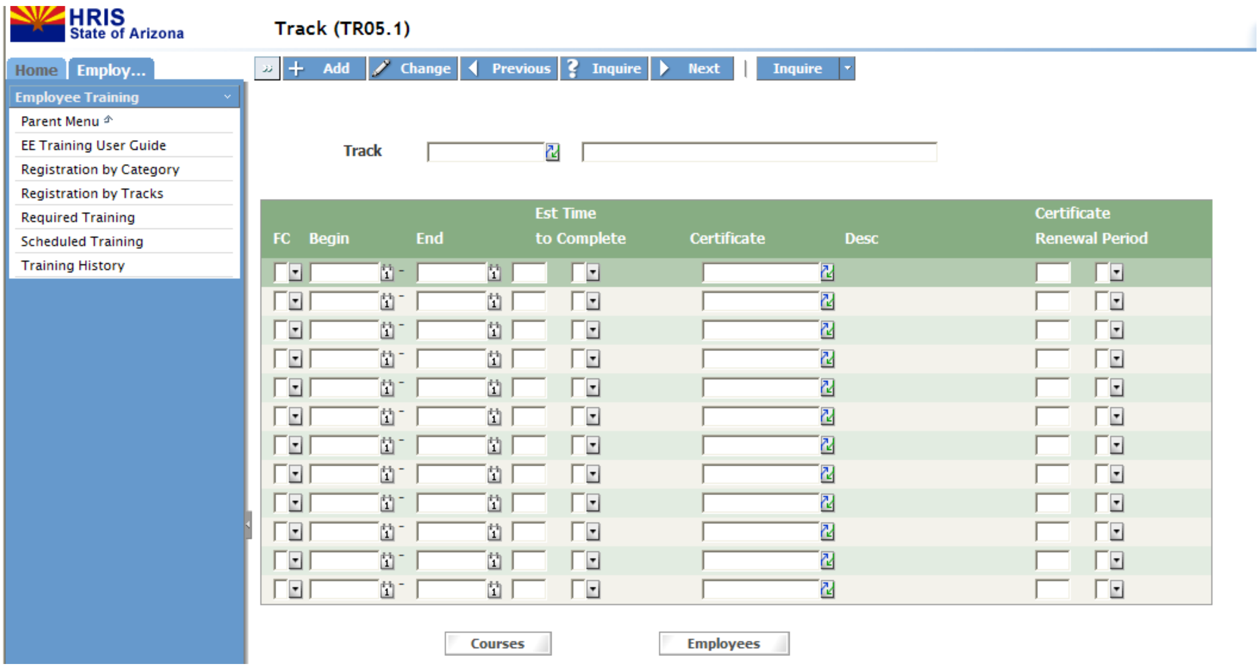


STEPS To define a track

1. Access Track (TR05.1).
2. In the **Track*** field, type a **Short Description*** of the track. In the second field, give the track a longer description, , this is what will display to employees in Y.E.S..
3. Consider the following fields.
    a. **Function Code**: Select Add (A).
    b. **Begin*:** Choose the date the track begins.
    c. **Estimate (Est) Time to Complete:** Enter the approximate time an employee will take to complete the track.
    d. **Certification:** Select the certificate awarded when an employee completes the track.
    e. **Certificate Renewal Period:** If the certificate is valid for a limited time, type the length of time. Use the next field to indicate the unit in which the time is measured: whether it is days, months, or years.
4. Choose the **Add** form function.

5. Now that the Track has been defined, click on **Courses** to add the required courses to associate with the track – For detailed instructions, see **Assigning a Course to a Track**.
6. After the Courses have been defined, click on **Employees** to denote which Employees are required or eligible to take the Track. – For detailed instructions, see **Assigning an Employee to Required Tracks or Courses**

Assigning a Course to a Track



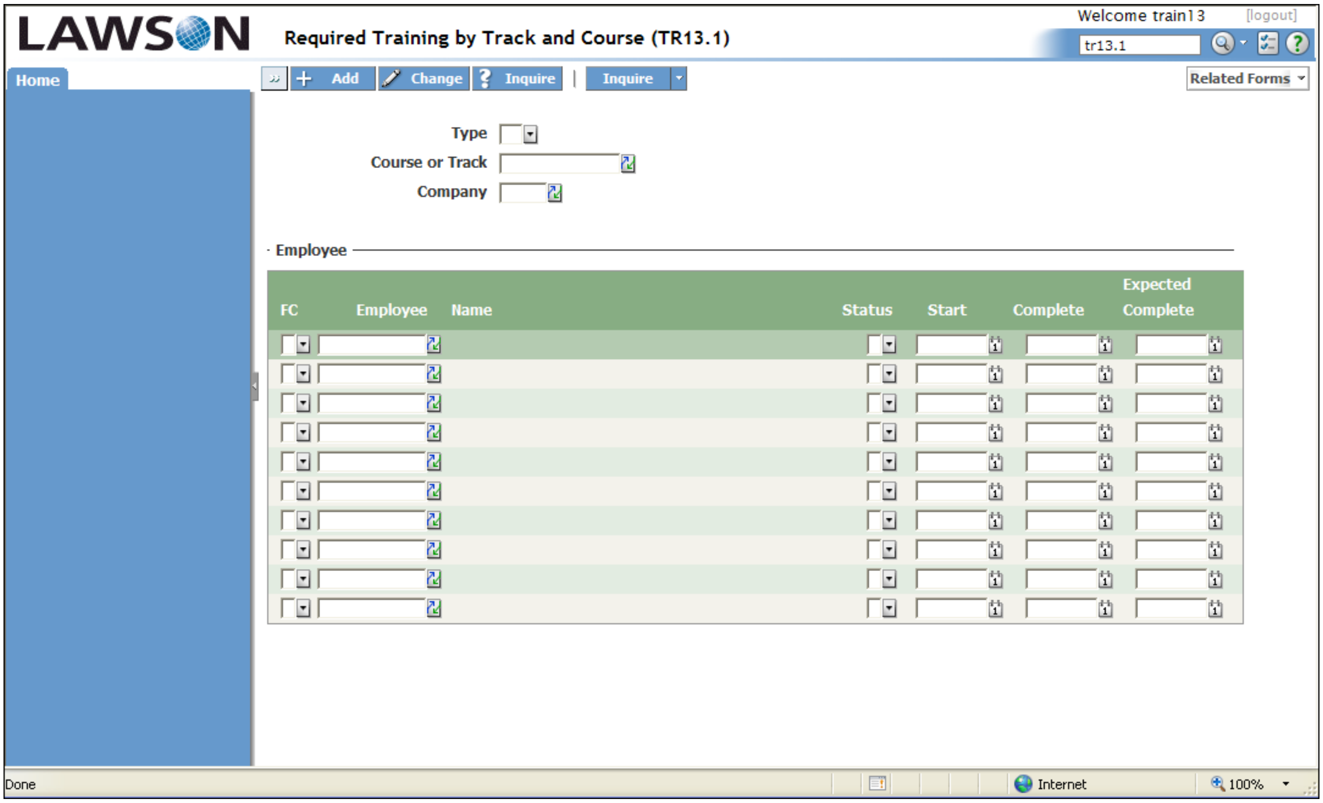
STEPS To assign a course to a track

1. Access Track Courses (TR06.1).
2. In the Track field, select the **Track***.
3. In the Courses section, consider the following fields.
    a. **Function Code (FC) ***: Select Add (A).
    b. **Course***: Select the course to assign to the track.
    c. **Required (Req) ***: Select the value that indicates whether the course is required for the track. If the course is required, an employee must complete it before the track is completed.
    d. **Time to Complete***: Type an estimate of the amount of time it takes to complete the course. The amount you enter will be used to calculate the expected completion date on TR13, TR13.2, TR 15.1, TR113, and the TR 115.
    e. **Order:** Enter the suggested order of the courses to be taken.
    f. **Start*:** Type the date the course is included in the track. The date you type cannot be earlier than the course's effective date from the TR01.1.
    g. **Stop:** Enter the end date to no longer include a course from the track. The date you type cannot be later the course's end date from the TR01.1.
4. Choose the **Add** form function.

*** Required Field on Form**

Assigning Required Training by Track or Course

Assign employee training requirements to multiple employees by course or track. Use this option if you have a number of employees who are required to take one specific course or track.



STEPS To assign required training by track or course

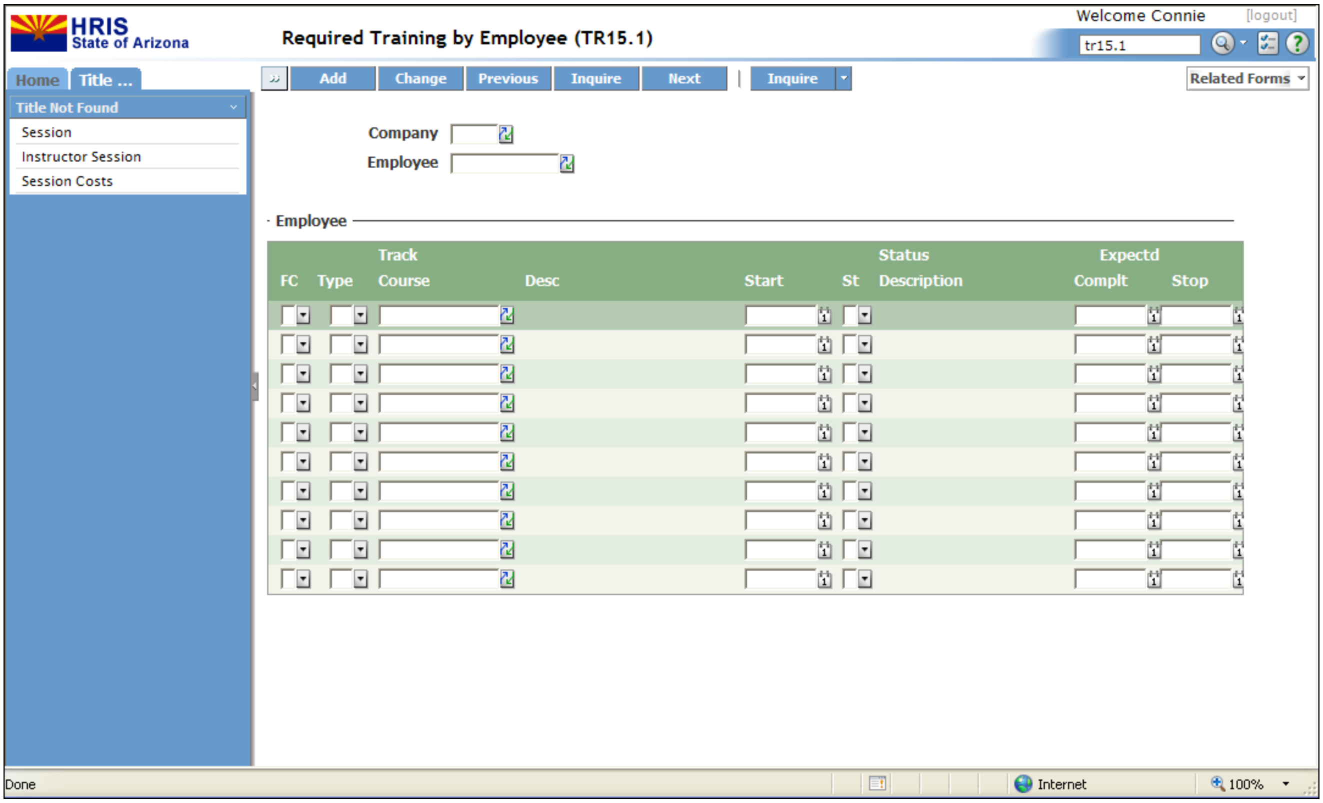
1. Access Required Training by **Track and Course*** (TR13.1).
2. In the **Type*** field, select whether the required training is a course or a track.
3. In the **Course or Track Field***, select the required track or course.
4. In the **Company***field, *select Company 1.*
5. In the **Employee** section, consider the following fields.
    a. **Function Code (FC)** *: Select Add (A).
    b. **Employee***: Select the employee required for this track or course.
    c. **Status***: The status Incomplete defaults if you do not select a value. The application updates this field when the required course or the last course of the track is complete.
    d. **Start***: Type the date the track or course is assigned to the employee.
6. Choose the **Add** form function.

Optional Procedure

To assign tracks or courses to an individual employee, use Required Training by Employee (TR13.2).

Assigning an Employee to Required Tracks or Courses

Assign multiple tracks or courses to an individual employee. Use this option if you have one employee who is required to take more than one course or track. Once the training is assigned, use this form to view what training is assigned to an employee.



STEPS To assign an employee to required tracks or courses

1. Access Required Training by Employee (TR15.1).
2. In the **Company*** field, *select Company 1.*
3. In the **Employee*** field, select the employee.
4. In the **Employee** section, consider the following fields:
    a. **Function Code (FC) ***: Select Add (A).
    b. **Type*:** Select whether the required training is a track or course.
    c. **Track or Course*:** Select the track or course.
    d. **Start*:** Type the date the track or course starts.
    e. **Status*:** Select the status.
    f. **Expected Completion:** Enter the estimated date for completing the track or course.
    g. **Expected Stop:** Enter the date the employee completed the track or course.
5. Choose the **Add** form function.