Mini-Manual

TRACKING PROFESSIONAL DEVELOPMENT

Note: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have not used one of the new “Mini-Manuals” you may wish to consult the document “Getting the Most Out of Mini-Manuals” prior to using this document.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psguides@uvm.edu.

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Background

Several features are available to supervisors through the PeopleSoft system. By logging into PeopleSoft through Manager Self Service, it is possible to register employees for classes, view outside professional conferences for employees and view the employee's UVM Professional Development record. It is also possible to query the enrollment status of an employee in a particular class.

Enroll an Employee in Training

1. Log in to PeopleSoft using the Human Resources Login www.uvm.edu/~erp/portal

2. Navigation: Manager Self-Service > Learning and Development > Request Training Enrollment

3. Choose a search method by clicking on the appropriate link.

   **Request Training Enrollment**

   Please choose one of the search methods below to find a course session.

   - Search by Course Name
   - Search by Course Number
   - Search by Location
   - Search by Date

4. Enter search criteria or simply click search to populate the list of available courses.

   **Request Training Enrollment**

   **Course Search**

   Enter a full or partial course name and select the Search button to get a list of matching courses. Leave the course name blank to get a list of all courses.

   Course Name:  
   Search
5. All available classes will appear.

![Course Details Table]

6. Click on the information icon to view the course description and pre-requisites. Click OK to return to the course list.

7. Click the view available sessions link to populate a list of scheduled sessions.

8. The session date will appear in the top right corner of the blue box. Click on the session number next to the appropriate date to view additional information or to enroll in the class.

![Course Session Details Table]

9. Additional information regarding session location and date and time will appear on the screen to enroll in the class click continue.

   **Note:** Ensure that the waiting list box is selected to put the employee on a waitlist.

10. Click **Continue** to select employees to be enrolled in this session.
11. A list of available employees will appear. Click the box to the left of the employee’s name to enroll them in the class selected. Click **Continue**.

![Employee List](image)

12. The confirmation screen will appear. Enter notes for Learning Services in the space provided. Enter any requests for accommodation in this space.

13. Read the Learning Services Cancellation Policy and Click **Yes**.

![Message](image)

**Message**

Cancellation Policy (21000,21)

When you register for a Learning Services class, you make a commitment to attend and actively participate in the class. If circumstances prevent you from attending, it is your responsibility to contact Learning Services at least 24 hours in advance to inform us of your absence. Please call (802)656-5800 or e-mail HRSLearningServices@uvm.edu if you find that you will not be able to attend your class. Please indicate your agreement below.

[Yes] [No]

14. Click **Yes**. A confirmation e-mail will be sent to your UVM e-mail address. A notification e-mail will be sent to your supervisor on file. Click **OK**.
15. A confirmation screen will populate and you will receive a confirmation email from the system.

![Submit Request - Confirmation]

16. To enroll in additional classes, click on the Request Training Enrollment at the bottom of the screen.

**Review Training Summary for Employees**

It is possible to view the status of current and historical classes. PeopleSoft Data includes training history beginning in Fiscal Year 2009. To access data prior to July 1, 2009 contact Learning Services for help.

1. Log in to PeopleSoft using the **Human Resources Login** [www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)

2. **Navigation:** Manager Self-Service > Learning and Development > Training Summary
3. Employees that report to you will be listed. **Note:** If you have employees that also have direct reports, this will be indicated by an icon in the right most column. Click this icon to view the training records for those employees.

![Training Summary](image)

4. Click the employee’s name to view a training summary.

5. The history for the employee including any professional training entered will appear.

![Training Summary](image)
Review Record of Professional Conferences

Employees can record professional conferences and seminars attended. Classes presented by Learning Services should not be entered. These classes are already recorded in the internal training record and do not need to be added here.

Navigation: Manager Self-Service > Learning and Development > Training Summary

<table>
<thead>
<tr>
<th>Other Professional Training</th>
<th>Course Start Date</th>
<th>Course End Date</th>
<th>Status</th>
<th>Facility/School</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTD Train The Trainer</td>
<td>09/20/2012</td>
<td>09/21/2012</td>
<td>Completed</td>
<td>ASTD - Burlington VT</td>
</tr>
<tr>
<td>Kirkpatrick 4 Lvl Eval Cert</td>
<td>11/02/2012</td>
<td>12/07/2012</td>
<td>Completed</td>
<td>Kirkpatrick Partners - Online</td>
</tr>
</tbody>
</table>

Request Departmental Data

It is possible to request a report detailing the training for a particular department. To request this training send you request in an e-mail to LearningServices@uvm.edu. Include the following information:

- Department name and PeopleSoft Department Number
- Date range requested

Notification

There is no Supervisor notification at this time. In the future, supervisors will receive notification one week prior to each class if they have an employee registered for a class. It is always possible to review enrollments by following the steps in Review Training Summary for Employees.

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

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