



## **Tools for Supervisors: Tracking Professional Development**

<u>Note</u>: 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.

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## **Background**

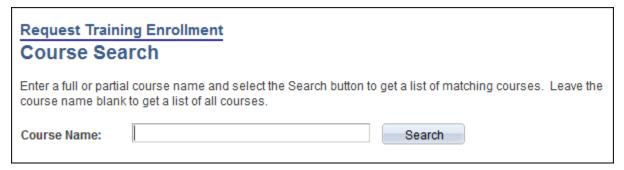
Several features are available to supervisors through the PeopleSoft system. By logging into PeopleSoft through Manager Self Service, it is possible to register employees for classes, view outside professional conferences for employees and view the employee's UVM Professional Development record. It is also possible to guery 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.



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







5. All available classes will appear.

Course Details				
Description	Course Detail	Course Number	Session Availability	
Advanced Formulas Functions	0	CPT002	View Available Sessions	
Advanced Macros in Excel 2010	6	CPT019	View Available Sessions	
Basic Excel (Level 2)	6	CPT023	View Available Sessions	
Basic Excel 2010	0	CPT001	View Available Sessions	

- **6.** Click on the to view the course description and pre-requisites. Click **OK** to return to the course list.
- **7.** Click the view available sessions link next to the desired class 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 your employee in the class.
- **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.

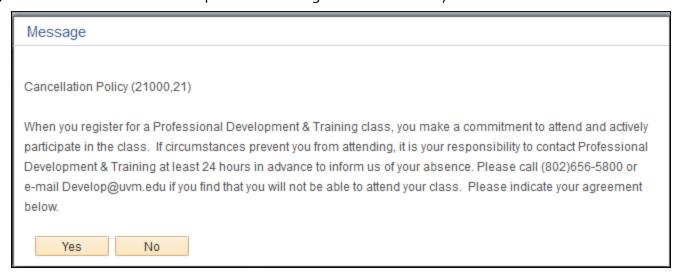




**11.** A list of available employees will appear. Click the box to the left of the employee's name to enroll them in the class selected. Click **Continue**.



- **12.** The confirmation screen will appear. Enter notes for Professional Development & Training in the space provided. Enter any requests for accommodation in this space.
- 13. Read the Professional Development & Training Cancellation Policy and Click Yes.



- **14.** Click **OKAY**. A confirmation screen will populate and you will receive a confirmation e-mail from the system.
- **15.** To enroll employees 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 Professional Development & Training for help.

- 1. Log in to PeopleSoft using the Human Resources Login <a href="www.uvm.edu/~erp/portal">www.uvm.edu/~erp/portal</a>
- 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.



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





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

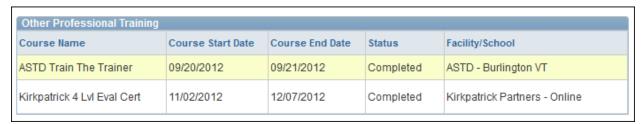


#### **Review Record of Professional Conferences**

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

Professional Training is located at the bottom of Training Summary data. See above.

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







## **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 <a href="Develop@uvm.edu">Develop@uvm.edu</a>. Include the following information:

- Department name and PeopleSoft Department Number
- Date range requested

#### **Notification**

There is no Supervisor notification at this time. It is always possible to review enrollments by following the steps in <u>Review Training Summary for Employees</u>.