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## Tools for Supervisors: 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.

### TABLE OF CONTENTS GUIDE

(Click on topic headings to automatically jump to specific section.

Use **Ctrl+Home** to come back to Table of Contents)

|   |   |
|---|---|
| Background .....                                | 2 |
| Enroll an Employee in Training.....             | 2 |
| Review Training Summary for Employees .....     | 5 |
| Review Record of Professional Conferences ..... | 6 |
| Request Departmental Data .....                 | 7 |
| Notification .....                              | 7 |

## 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](http://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:

5. All available classes will appear.

| Course Details                |   |               |   |
|-------------------------------|---|---------------|---|
| Description                   | Course Detail   | Course Number | Session Availability                    |
| Advanced Formulas Functions   |  | CPT002        | <a href="#">View Available Sessions</a> |
| Advanced Macros in Excel 2010 |  | CPT019        | <a href="#">View Available Sessions</a> |
| Basic Excel (Level 2)         |  | CPT023        | <a href="#">View Available Sessions</a> |
| Basic Excel 2010              |  | CPT001        | <a href="#">View Available Sessions</a> |

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**.

| Direct Reports Eligible for this Training Session |            |            |           |            |
|---|------------|------------|-----------|------------|
| Select  | Name       | Empl ID    | Job Title | Department |
| <input type="checkbox"/>                          | [REDACTED] | [REDACTED] | OPSptGenl | HRSLrnSvc  |
| <input type="checkbox"/>                          | [REDACTED] | [REDACTED] | AdmPr     | HRSLrnSvc  |

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**.

**Message**

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Cancellation Policy (21000,21)

When you register for a Professional Development & Training 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 Professional Development & Training at least 24 hours in advance to inform us of your absence. Please call (802)656-5800 or e-mail [Develop@uvm.edu](mailto:Develop@uvm.edu) if you find that you will not be able to attend your class. Please indicate your agreement below.

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** [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.

| Direct Reports For Tara Messier   |   |           |            | Personalize   Find    | First  1-4 of 4  Last |
|---|---|-----------|------------|--|---|
| Name  | Empl ID   | Job Title | Department |  |   |
|  |  | AdmPr     | PrfDvTrn   |  |   |
|  |  | OPSptGenl | PrfDvTrn   |  |   |
|  |  | AdmPr     | PrfDvTrn   |                       |   |

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**

Select the Internal Training Course Name to view Details.

| Internal Training        |                                |                   |                 |            |          |                        |           |           |
|--------------------------|--------------------------------|-------------------|-----------------|------------|----------|------------------------|-----------|-----------|
|                          | Course Name                    | Course Start Date | Course End Date | Start Time | End Time | Training Facility Name | Room Code | Status    |
| <input type="checkbox"/> | Access - Advanced              | 05/24/2016        | 05/24/2016      | 1:00PM     | 4:00PM   | Billings Library       | 165       | Enrolled  |
| <input type="checkbox"/> | Space Movable Equipmnt Inventr | 03/04/2016        | 03/04/2016      | 10:00AM    | 12:00PM  | Billings Library       | 165       | Completed |
| <input type="checkbox"/> | Retirement Savings Information | 10/14/2015        | 10/14/2015      | 9:00AM     | 11:00AM  | Waterman Building      | 230       | Completed |
| <input type="checkbox"/> | Sign Language Interpreting     | 10/14/2015        | 10/14/2015      | 1:30PM     | 3:00PM   | Billings Library       | 165       | Completed |
| <input type="checkbox"/> | Fire Extinguisher Training     | 10/13/2015        | 10/13/2015      | 1:30PM     | 2:15PM   | Billings Library       | 165       | Completed |

## 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**

| Other Professional Training |                   |                 |           |                               |
|-----------------------------|-------------------|-----------------|-----------|-------------------------------|
| Course Name                 | Course Start Date | Course End Date | Status    | Facility/School               |
| ASTD Train The Trainer      | 09/20/2012        | 09/21/2012      | Completed | ASTD - Burlington VT          |
| Kirkpatrick 4 Lvl Eval Cert | 11/02/2012        | 12/07/2012      | Completed | Kirkpatrick Partners - Online |

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## 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 [Develop@uvm.edu](mailto:Develop@uvm.edu). 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 [Review Training Summary for Employees](#).