Supervisors: Managing My Employees

Task 1 – Accessing Subordinate Training

1. Click the My Employee link in the Main Menu
2. Click the Snapshot icon (the blue circled “i”) under subordinate’s name in their Status box
3. Click [Close] in the Snapshot window

Task 2 –View Subordinate Learning Plan

1. Click the My Employees link in the Main Menu
2. Click the Learning link in subordinate Status box
3. Click the Return to Org Chart link

Task 3 –Adding Item: Subordinate Learning Plan

1. Click the My Employees link in the Main Menu
2. Click the Learning Plan Sub-Menu link
3. Select the Add Items and Curricula radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to add training assignments
6. Click the Add Checked button
7. Click the Next button
8. Perform a keyword search to find the training or curriculum you wish to assign to selected subordinates
9. Click the Search button
10. Select the Add check box for each desired training item or curriculum you with to assign from this search
11. Click the Add Checked button
12. Change options on the Edit Information screen as needed
13. Click the Next button
14. Set the deadline for completing the training in the Required Date field
15. Click the Finish button

Task 4 –Removing an item from a subordinate's learning plan

1. Click the My Employees link in the Main Menu
2. Click the Learning Plan Sub-Menu link
3. Select the Remove Items radio button
4. Click the Next button
5. Select the checkbox for each subordinate you wish to remove training assignments
6. Click the Add Checked button
7. Click the Next button
8. Uncheck the Exact Phrase option
9. Perform a keyword search to find the training or curriculum you wish to remove from selected subordinates
10. Click the Search button
11. Select the Add checkbox for each desired training item or curriculum you wish to have removed from the designated subordinate learning plans
12. Click the Add Checked button
13. Click the Next button
14. Click the Finish button

Task 5 –Approval and Requests

1. Click the You have User training approvals link
2. Select the appropriate radio button for the request (Approve, Deny or Skip)
3. Click the Next button
4. Enter reason for decision
5. Click the Next button
6. Click the Confirm button

Task 6 –Running Reports: Subordinate Records

1. Click the Reports link in the Main Menu
2. Click on the Title of the desired report
3. Enter desired report settings
4. Click the Run Report button
5. Print or Save file as desired
6. Click the Close (X) button to close the report window
7. Click the Home link

This completes the task.