Seeing Training Records in Manager WorkCenter

Who can see training records?

Supervisors who have employees reporting to them directly or indirectly can see their current employees' training records in ConnectCarolina. Gaining access to see training records happens automatically as long as you have someone reporting to you.

What you can see

All training records dating back to 1991 that have been uploaded into the ConnectCarolina system are available to see. For example, classes taken through the Office of Human Resources such as *Ethics in the WorkPlace,* show on the employee's training record. Classes of a personal nature such as *Let's Talk TSERS* or *Planning for Parental Leave* do not show in the training records.
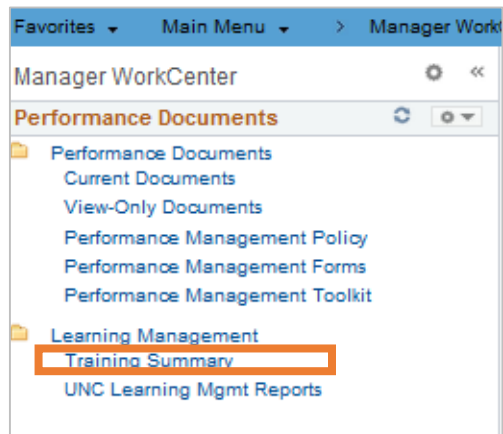
Accessing Training Records

1. Go to **connectcarolina.unc.edu** and click **Login to ConnectCarolina and InfoPorte (Faulty, staff & alumni).**

2. Enter your Onyen and Password.

3. Click **HR/Payroll.**

4. Click **Manager WorkCenter.**

Result: The system takes you to the UNC Manager WorkCenter page.

5. Click **Training Summary.**

Result: ConnectCarolina opens the Training Summary Page, which shows a list of employees who report to you directly.

Need help? Contact the Help Desk at 962-HELP.

6.   Click on the name of the employee to see his or her training record.

Direct Reports For Michael Trainson		Personalize | Find | 🗗	First ◀ 1-2 of 2 ▶
Name	Empl ID	Job Title	Department	
Brian Pine	999999999	ITManager	ITS-EA	🏠
Marie Birch	999999998	BusSysAnly	WSEE-HRIM	

Result: The system displays the employee's training summary.

7.   To return to Select Employee page, click **Return to Select Employee.**

Training Summary
Brian Pine
Select the Internal Training Course Name to view Details.

Internal Training

Course Name	Course Start Date	Course End Date	Status
Valuable Presentation Skills	05/03/2017	05/10/2017	Completed
Intro Situational Leadership®	04/27/2017	04/27/2017	Completed
Managing Projects Successfully	04/10/2017	04/11/2017	Incomplete

Other Professional Training

Course Name	Course Start Date	Course End Date	Status	Facility/School

Return to Select Employee

Go To: Manager Self Service
          Learning and Development
          Enroll this employee in an internal training course

Seeing Training Records of Employees who Report to You Indirectly

If your direct employee has a View Employee's Direct Reports icon next to their name, that means they have employees who report to them.

1.   On the Training Summary Direct Reports page, click the **View Employee's Direct Reports** icon next to the name of the employee who reports to you directly.

Direct Reports For Michael Trainson		Personalize | Find | 🗗	First ◀ 1-2 of 2 ▶ Last
Name	Empl ID	Job Title	Department	
Brian Pine	999999999	ITManager	ITS-EA	🏠
Marie Birch	999999998	BusSysAnly	WSEE-HRIM	

Result: The system displays employees who report to the person you chose.

2. Click the name of the employee to view their training record.

Direct Reports For Brian Pine			Personalize | Find | 🔃	First ④ 1-7 of 7 ⑨ Last
Name	Employee ID	Job Title	Department	
Janna Long	888888889	ApplAnly	ITS-EA	
Lamar Poplar	888888888	ApplSpclst	ITS-EA	

Result: The system displays the employee's training summary.

Downloading Training Reports

Downloading a training report allows you to enter a date range, and shows you the training reports of your direct and indirect employees at the same time.

1. On the UNC Manager WorkCenter page, click **UNC Learning Mgmt Reports.**

📁 Learning Management
Training Summary
UNC Learning Mgmt Reports

2. Click the name of the report you want to run.

Learning Management Reports - Manager

Course Activity Report Summary
This report shows courses/sessions and enrollee status for a period of time (prompts). It includes: total enrolled and the number who: attended, incompletes, cancelled, no shows, and waitlisted. Also, lists the instructor(s).

Employee Training Detail Report
This report shows you all the training for the prompted time frame. The report includes any employee you have access to see; however, any confidential/private courses are excluded.

3. Enter the Begin Date and End date range you want to see, then click **View Results**.

NC_HC_LM_TRN_EMPS_SUMMARY_MGR

Begin Date: [   ] 📅
End date: [   ] 📅
View Results

Result: The system displays the training report for your direct and indirect employees.

4. Click on your preferred way to download the training report.

Download results in :	Excel SpreadSheet CSV Text File XML File (1 kb)	
View All		
	Dept ID	Descr
1	603000	ITS - EA-Connect Carolina	713
2	603000	ITS - EA-Connect Carolina	713
3	603000	ITS - EA-Connect Carolina	713
4	603000	ITS - EA-Connect Carolina	715

Note: Your downloaded results go to different places on your computer screen depending on which internet browser you are using. For example, if you are using Firefox Mozilla, your report goes to an arrow icon on the top right of your screen. If you are using Internet Explorer, a series of prompts show up on the bottom of your screen leading you to your report.