The My Employees view of Learning Central gives managers and supervisors quick access to manage their employees learning plans. Supervisors and managers can review learning plans, add learning objects, register / withdraw, and run reports on their subordinates.

**Navigating My Employees**
The My Employees view may be accessed at any time by clicking the My Employees tab.

- **Employee Buttons** - Displays buttons for all of your employees. Clicking an employee’s button will display that employee’s data.
- **Employee’s Learning Plan** - Shows the Learning Plan of the currently selected employee.
- **Catalog** - Provides access to the Learning Catalog items.
- **Supervisor Links** - Contains links to Supervisor functions, including Assign/Remove Learning, Register/Withdraw Employees, Dashboard view, Organization Chart, and Reports.
- **Employee’s Curricula** - Displays the selected employee’s curricula status.
- **Employee’s Learning History** - Click to view the selected employee’s learning history.

**Tip:** Click the employee’s button to view that employee’s information.

**Tip:** Click the “+” icon next to an employee button to display that manager’s employees.

**Tip:** Hover your mouse over Learning Plan items to view the details for that item.

**Tip:** Click the Curricula button to view the selected employee’s curricula status.
Assigning Learning Items
Managers and Supervisors may assign learning objects to their employees as necessary.

1. **Click** the Add / Remove Learning supervisor link.
   
   *The Manage Learning Activities wizard begins.*

2. **Select** Add Items and Curricula.

3. **Click** the Next button.

4. In the Select Users section, enter checkmarks next to one or more employees.

5. **Click** the Add Checked button.
   
   *The selected users are shown in the List of Selected users.*

6. **Click** the Next button.

7. **Enter** item search criteria.

8. **Click** the Search button.
   
   *The item search results display.*

9. **Select** the item(s) to be added.

10. **Click** the Add Checked button.

11. **Update** the Assignment type and Assign date fields as necessary.

12. **Click** the Next button.

13. **Update** the Required Date field as necessary.

14. **Click** the Finish button.
   
   *The Add Learning status displays.*
Removing Learning Items

Managers and Supervisors may remove learning objects from their employees learning plans as necessary.

**Note:** Items added by system administrators may not be removed by supervisors.

1. **Click** the Add / Remove Learning supervisor link.
   *The Manage Learning Activities wizard begins.*

2. **Select** Remove Items.

3. **Click** the Next button.

4. In the Select Users section, **enter checkmarks** next to employee(s).

5. **Click** the Add Checked button.
   *The selected users are shown in the List of Selected users.*

6. **Click** the Next button.

7. **Enter** item search criteria.

8. **Click** the Search button.
   *The item search results display.*

9. **Select** the item(s) to be removed.

10. **Click** the Add Checked button.
    *Repeat steps 7-10 to select additional items for removal.*

11. **Click** the Next button.

12. **Click** the Finish button.
    *The Remove Learning status message displays.*
Registering Employees

Managers and Supervisors may register their employees into instructor led classes as necessary.

1. Click the Register / Withdraw Employees supervisor link.

   The Register / Withdraw Employees wizard begins.

2. Select Register Users.

3. Click the Next button.

4. Enter Search Criteria to locate the desired Scheduled Offering.

5. Click the Next button.

   The Scheduled Offerings that meet your search criteria are displayed.

   There may be multiple pages of search results.

6. Select the Scheduled Offering.

7. Click the Next button.

8. Select the Users to be registered.

9. Click the Next button.

10. Enter registration comments if necessary.

11. Click the Next button.

   The chargeback page displays; it is not necessary to enter chargeback information for hospital classes.

12. Click the Next button.

13. Select the notification recipients.

14. Click the Finish button.

   The Register Users status displays.

   - All registrations in this scheduled offering were successful.

rev. May, 13, 2012
**Employee Management**

**Withdrawing Employees**

Supervisors may withdraw their employees from scheduled offerings as necessary.

1. **Click the Register / Withdraw Employees supervisor link.**
   - The Register / Withdraw Employees wizard begins.
2. **Select Withdraw Users.**
3. **Click the Next button.**
4. **Enter Search Criteria** to locate the desired Scheduled Offering.
5. **Click the Next button.**
   - The Scheduled Offerings that meet your search criteria are displayed. There may be multiple pages of search results.
6. **Select the Scheduled Offering.**
7. **Click the Next button.**

**Note:** If you do not have any employees in the selected Scheduled Offering, the system will display “No Subordinates can be withdrawn” and you need to select another Scheduled Offering.

8. **Select the Users** to be withdrawn.
9. **Click the Next button.**
10. **Select the notification recipients.**
11. **Click the Finish button.**
   - The Register Users status displays.

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rev. May, 13, 2012
**Running Reports**
Managers and Supervisors may run reports on their subordinates as necessary.

1. **Click** the **Reports** supervisor link.  
   *The Reports wizard begins.*
2. **Click** the desired report.
3. **Enter** the report variables.  
   *Note: Different reports will require different variables.*
4. **Click** the **Run Report** button.  
   *The report compiles in a new window.*

**Common Reports**
Some of the frequently used reports are described below.

- **User Curriculum Status** - Displays the competency status of the selected user group.
- **Item Status** - Displays the status of selected learning items for the selected user(s)
- **Learning History** - Displays the Learning History of selected users.
- **Learning Plan** - Displays the Learning Plan of selected users.
- **User Information** - Displays the users profile information.