

Viewing Training Summary_UM

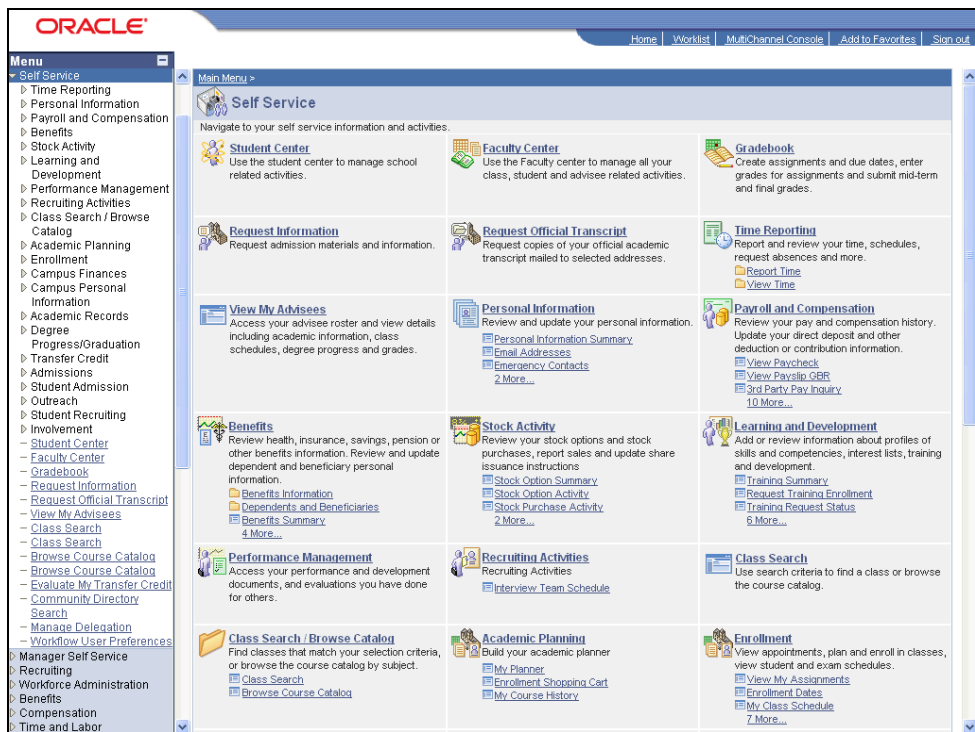
Viewing Your Training Summary

This topic describes the procedure for viewing information on training that you have completed or are enrolled in. You view this information on the Training Summary page.

Procedure



Step	Action
1.	<p>Begin by navigating to the Training Summary page.</p> <p>Click the Self Service link.</p> <p>Self Service</p>



Step	Action
2.	Click the Learning and Development link. <div> ▶ Learning and Development </div>
3.	Click the Training Summary link. <div> Training Summary </div>

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Training Summary

Elizabeth Morgan

Course Name	Course Start Date	Course End Date	Status
PeopleSoft Time & Labor	02/19/2008	02/22/2008	Completed
Implementing HRMS ESS Apps	09/20/2007	09/20/2007	Completed
Payroll-Web Cast Seminar	07/26/2007	07/26/2007	Completed
Intro To PS/HR/Benefits 8.9	05/14/2007	05/14/2007	Completed
Accessing RptInquiries-CEN	06/11/2002	06/11/2002	Completed
Payroll Manager	01/30/2002	01/30/2002	Completed

Other Professional Training

Course Name	Course End Date	Facility/School
HR & Technology Workshop	12/18/2008	MIT

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Step	Action
4.	<p>The Training Summary page displays a summary of training courses that the employee has completed, is enrolled in, or is on the waiting list for.</p> <p><i>Remember, This view only covers courses taken as of XX/XX/XX . At the present time, we are only able to transfers records as of this date. However your Personnel file does have records for all the training you have undertaken at UMASS. Contact HR if you have any questions or concerns.</i></p>

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Training Summary

Elizabeth Morgan

Internal Training

Course Name	Course Start Date	Course End Date	Status
PeopleSoft Time & Labor	02/19/2008	02/22/2008	Completed
Implementing HRMS ESS Apps	09/20/2007	09/20/2007	Completed
Payroll-Web Cast Seminar	07/26/2007	07/26/2007	Completed
Intro To PS/HR/Benefits 8.9	05/14/2007	05/14/2007	Completed
Accessing RptInquiries-CEN	06/11/2002	06/11/2002	Completed
Payroll Manager	01/30/2002	01/30/2002	Completed

Other Professional Training

Course Name	Course End Date	Facility/School
HR & Technology Workshop	12/18/2008	MIT

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Step	Action
5.	Navigate to other pages by using the links at the bottom of the page.
6.	Congratulations! You have successfully viewed a training summary. End of Procedure.