

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> |

ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- Self Service
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Stock Activity
 - Learning and Development
 - Performance Management
 - Recruiting Activities
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Admissions
 - Student Admission
 - Outreach
 - Student Recruiting
 - Involvement
 - Student Center
 - Faculty Center
 - Gradebook
 - Request Information
 - Request Official Transcript
 - View My Advises
 - Class Search
 - Class Search
 - Browse Course Catalog
 - Browse Course Catalog
 - Evaluate My Transfer Credit
 - Community Directory Search
 - Manage Delegation
 - Workflow User Preferences
 - Manager Self Service
 - Recruiting
 - Workforce Administration
 - Benefits
 - Compensation
 - Time and Labor

Main Menu > Self Service

Self Service

Navigate to your self service information and activities.

| | | |
|--|--|---|
| Student Center Use the student center to manage school related activities. | Faculty Center Use the Faculty center to manage all your class, student and advisee related activities. | Gradebook Create assignments and due dates, enter grades for assignments and submit mid-term and final grades. |
| Request Information Request admission materials and information. | Request Official Transcript Request copies of your official academic transcript mailed to selected addresses. | Time Reporting Report and review your time, schedules, request absences and more. <ul style="list-style-type: none"> Report Time View Time |
| View My Advises Access your advisee roster and view details including academic information, class schedules, degree progress and grades. | Personal Information Review and update your personal information. <ul style="list-style-type: none"> Personal Information Summary Email Addresses Emergency Contacts 2 More... | Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none"> View Paycheck View Payslip GBR 3rd Party Pay Inquiry 10 More... |
| Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none"> Benefits Information Dependents and Beneficiaries Benefits Summary 4 More... | Stock Activity Review your stock options and stock purchases, report sales and update share issuance instructions. <ul style="list-style-type: none"> Stock Option Summary Stock Option Activity Stock Purchase Activity 2 More... | Learning and Development Add or review information about profiles of skills and competencies, interest lists, training and development. <ul style="list-style-type: none"> Training Summary Request Training Enrollment Training Request Status 6 More... |
| Performance Management Access your performance and development documents, and evaluations you have done for others. | Recruiting Activities Recruiting Activities <ul style="list-style-type: none"> Interview Team Schedule | Class Search Use search criteria to find a class or browse the course catalog. |
| Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject. <ul style="list-style-type: none"> Class Search Browse Course Catalog | Academic Planning Build your academic planner <ul style="list-style-type: none"> My Planner Enrollment Shopping Cart My Course History | Enrollment View appointments, plan and enroll in classes, view student and exam schedules. <ul style="list-style-type: none"> View My Assignments Enrollment Dates My Class Schedule 7 More... |

| Step | Action |
|------|---|
| 2. | Click the Learning and Development link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Learning and Development </div> |
| 3. | Click the Training Summary link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Training Summary </div> |

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out | [New Window](#) | [Help](#) | [Logout](#)

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 RotsInquiries-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 |

Go To: [Self Service](#)
[Learning and Development](#)
[Professional Training](#)
[Internal Training Enrollment](#)

| 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> |

ORACLE®

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out | [New Window](#) | [Help](#) | [http://](#)

Menu

- Learning and Development
 - Faculty Event Tracking
 - Training Summary**
 - Request Training Enrollment
 - Training Request Status
 - Professional Training
 - RL Development Plan
 - RL Development Review
 - RL Observation
 - RL KPI Review
- Performance Management
 - Recruiting Activities
 - Class Search / Browse Catalog
 - Academic Planning
 - Enrollment
 - Campus Finances
 - Campus Personal Information
 - Academic Records
 - Degree Progress/Graduation
 - Transfer Credit
 - Admissions
 - Student Admission
 - Outreach
 - Student Recruiting
 - Involvement
 - Student Center
 - Faculty Center
 - Gradebook
 - Request Information
 - Request Official Transcript
 - View My Advisees
 - Class Search
 - Class Search
 - Browse Course Catalog
 - Browse Course Catalog
 - Evaluate My Transfer Credit
 - Community Directory
 - Search
 - Manage Delegation
 - Workflow User Preferences
- Manager Self Service

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 RotsInquiries-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 |

Go To: [Self Service](#)
[Learning and Development](#)
[Professional Training](#)
[Internal Training Enrollment](#)

| 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. |