REPORT IDENTIFICATION

Report Title: **Training Activities Report.**

Menu Path: **State of Louisiana Reporting>> Personnel Management**

LEO Menu Path: **My Staff >> Reporting >> PA-Employee Bookings Rpt**

My Employees >> PA-Employee Bookings Report

My Employees >> LS-Crs Completions-Period=PES Yr

Training Administrator >> Learners >> General

Training Coordinators >> Participation

My Training >> Reports >> PES Yr Crs Completed

Transaction Code: **ZP175**

REPORT UTILIZATION

Primary Use:

This report can be run for the training statuses on employees within your agency. The User can run for:

- all Prebookings in an agency or for a single or group of employees
  The Prebooking output will show the user if an employee has the pre-requisites to book into the requested course when available.
- all Prebookings Summary in an agency or for the requested Course Type(s) or Course Group(s).
- all Bookings (Booked, Participation Requested (awaiting supervisor approval) or Waitlist) in an agency or for a single or group of employees.
  The Booking output will show bookings into both Web based courses and Instructor-Led courses.
- all Cancellations in an agency or for a single or group of employees.
  The Cancellation output will show the cancellation reason for the employee. Agencies will be able to track “no-show” employees.
- all Completed Courses in an agency or for a single or group of employees
  The Completed Courses output will show when the course was completed, followed-up and passed/failed.
  - An ILT course is considered completed once it has been followed-up and Test Status and/or Hours have been recorded.
  - Online courses are completed once participation has been confirmed.

Other Uses:

Agencies can run the Completed Courses selection criteria to show employees that have retaken a course, such as, Defensive Driving. Date parameters can be set to show all dates this course was taken by an employee.

REPORT SELECTION CRITERIA AND OUTPUT

Date Parameter:

Date Range (required field)

Selection criteria:

Company Code
Personnel Area
Organizational Unit
Employee Group
Employee Subgroup
Personnel Subarea
Pers Administrator
Job Key
Time Administrator
Personnel Number
External Person
Employment Status
Cost Center
Course Group
Course Type
Course

Report Options: (Choose one)

Prebookings
Prebooking Summary
Bookings (if **no** checkboxes are selected, will run for all bookings)
- Booked
- Participation Requested
- Waitlisted

Cancellations
Completed Courses

Prebooking Report Output:

Personnel Area
Org Unit Text
Person Number
Last Name
First Name
Job Title
Work Parish Text
Supervisory Training Group
Course Type Text
Start Date
End Date
Delivery method (examples: 1=classroom, 3=Web-Based Training and Self-Study Guides)
Date Prebooked
Pre-Reqs (Y or N Flag)
Qualification
Qualification Text

Hidden Fields (for Prebooking Report Output):

Organizational Unit
Number of attendees
Employment Status
Company code
Personnel Area Text
Employee Group
Employee Group Text
Employee Subgroup
Employee Subgroup Text
Personnel Sub Area
Count
Course Group
Course Group Text
Course Type
Preferred Location
Priority
(**examples**:
1-47, 49-89 = Booked by Trng Coor or Trng Adm
48 = Booked by Learner; booking may or may not be approved yet by Supervisor

Personnel Sub Area Text
Personnel Administrator
Time Administrator
Position
Job Key
Work Parish
Cost Center
Cost Center Text
90-99 = Wait Listed.)
Changed On
User Name (Changed by)
Supervisor Personnel Number
Supervisor Name
Employee Email
Employee Work Phone

Booking Report Output:

Personnel Area
Org Unit Text
Number of attendees
Person Number
Last Name
First Name
Job Title
Supervisory Training Group
Course Type Text
Start Date
End Date
Booking Status Flag (B=Booked, W=Waitlist)
Delivery method (example: 1=classroom, 3=Web-Based Training and Self-Study Guides)
Course Location
Building
Building Address
Room number
Start Time
End Time
Date Booked

Hidden Fields (for Booking Report Output):

Organizational Unit
Employment Status
Company code
Personnel Area Text
Employee Group
Employee Group Text
Employee Subgroup
Employee Subgroup Text
Personnel Sub Area
Personnel Sub Area Text
Personnel Administrator
Time Administrator
Position
Job Key
Cost Center
Cost Center Text
Count
Course Group
Course Group Text
Course Type
Course Type Text
Course
Priority
Firmly Booked Course
Date of First Course Access
Date of Last Course Access
Changed On
User Name (Changed by)
Supervisor Personnel Number
Supervisor Name
Employee Email
Employee Work Phone

Cancellation Report Output:

Personnel Area
Org Unit Text
Person Number
Last Name
First Name
Job Title
Supervisory Training Group
Course Text
Start Date
End Date
Delivery method (example: 1=Classroom, 3=Web-Based Training and Self-Study Guides)
Start time
End time
Cancellation Date
Reason for Cancellation of Attendance

Hidden Fields (for Cancellation Report Output):

Organizational Unit
Number of attendees
Employment Status
Company code
Personnel Area Text
Employee Group
Employee Group Text
Employee Subgroup
Employee Subgroup Text
Personnel Sub Area
Personnel Sub Area Text
Personnel Administrator
Time Administrator
Position
Job Key
Cost Center
Cost Center Text
Count
Course Group
Course Group Text
Course Type
Course Type Text
Course
Cancellation Reason
Changed On
User Name (Changed by)
Supervisor Personnel Number
Supervisor Name
Employee Email
Employee Work Phone

Completed Courses Report Output:

Personnel Area
Org Unit Text
Person Number
Last Name
First Name
Job Title
Supervisory Training Group
Course Text
Start date
End date
Delivery method (examples: 1=Classroom, 3=Web-Based Training and Self-Study Guides)
Course Location
Followed-up
Pass/Fail

Hidden Fields (for Completed Courses Report Output):

Organizational Unit
Number of attendees
Employment Status
Company code
Personnel Area Text
Employee Group
Employee Group Text
Employee Subgroup
Employee Subgroup Text
Personnel Sub Area
Personnel Sub Area Text
Personnel Administrator
Time Administrator
Position
Job Key
Cost Center
Cost Center Text
Count
Course Group
Course Group Text
Course Type
Course Type Text
Course
Course Passed
Reason for Course Failed
Changed On
User Name (Changed by)
Supervisor Personnel Number
Supervisor Name
Employee Email
Employee Work Phone

SELECTION CRITERIA HINTS

Suggested Date Ranges:

Prebookings: Use Current Date only or Start Date = Current Date and End Date = 60 to 90 days in future. The latter would select anyone with an active prebooking and also those Learners who aren't interested today but are interested in taking the course soon.

Bookings: Start Date **must** = Current Date. If you wish to output all bookings that exist, be sure to set your End Date at least 6 -12 months in the future.
If ONLY interested in bookings for a specific date, use that value in both Start and End Date fields.
You can use a past start date to view bookings in the past.

Cancellations: Start Date should be a retro date and End Date should be current date. Cancellation information is available as far back as 12/2006.

Completed Courses: Start Date should be a retro date and End Date should be current date. Instructor led completion information is available as far back as 12/2006. Web (or online learning) course completion history is available from the date that the agency was added to the LSO Learner Portal.

MY TRAINING INFORMATION

PES Yr Crs Completed

Retrieves courses completed during **current PES rating year**.

MY EMPLOYEES INFORMATION

LS-Crs Completions-Period=PES Yr

Retrieves courses completed during **current PES rating year** for ALL employees/positions that report directly to you.

MY STAFF INFORMATION

PA-Employee Bookings Rpt

Regardless of reporting period selected, retrieves all bookings for the employee(s) selected. Bookings include Booked, Participation Requested (awaiting supervisor approval) and Waitlist. The report output will list bookings for both web and instructor led training.

Employee Selection for detailed information click link MY STAFF Reports – Employee Selection.

NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

Notes:

Definitions: Delivery Method ID

- .1 – Classroom Training

- 2 – Virtual Classroom Training
- 3 – Web-Based Training
- 4 – Online Text
- 5 - Curriculum
- 6 – Static Web-Based Training
- 7 – External Web-Based Training
- 8 – External Classroom Training
- 9 – External Virtual Classroom Training
- 10 – External Online Test
- 11 – WBT in Classroom

References: Tips and Standard Reporting Information