

How to.....book an employee onto a new learning event or add to a waiting list

Purpose:

This guide will show you how to book a member of your team onto a learning event through **People Manager** or add them to a waiting list for an activity.

If the person is a non payroll worker please refer to **How to... set up contractor and agency workers (PM 60)** guidance to enable them to have access to Your HR.

To add a Personal Learning Event for a member of your team please refer to **How to.....add a Personal** learning event for an employee (PM 66) guidance.

Logging in to YourHR:

To log into Your HR, please refer to the How to...Log in to Your HR Guide (ESS 1). After login you will be presented with the Employee Self Service Homepage. Select the People Manager option.

Booking an employee onto a learning event

Click on Your People in the menu



Select the required employee from your list of direct reports which will be presented on the dark pane on the left hand side of the screen:



Click Learning and then Training History/Booking

> Personal Information	> Employment Details	> Time and Expenses	> Pre Employment Checks
> Leave and Absence	> Performance Review, Suc	cession & Appraisals	Disciplinary/Capability & Grievance
> Process Chains	✓ Learning		
Training History/Booking			

• An Effective date box will appear.

Either select the dates that you want to view or edit the event information from and click OK, or click Cancel.

Personal learning account (as of)	22/02/2019) 💙 MENU				(
icipant waiting lists - Add to waiting list ning activity / ST005 Leading with Resilience and Mi - Test Course	Effective date	Status Attend	by Date requested 15/02/2019 18/02/2019	Reason	Reques
icipant events - Book a place on a learn ning activity	504	Start date	Failed/Reason	Renev	wal
Test Course		03/04/2019	No		
n Test 2	Please enter the date you wish	01/04/2019	No		
How to test Your HR Learning Module	to view or edit this information	14/02/2019	No		
FWFW Anagha Test 1	from.	23/02/2019	No		
FWFW Anagha Test 1	dd/mm/www *	02/09/2019	No		
/ LD034 Leading for Warwickshire		13/03/2019	No		
cflow Test 1	OK CANCEL	20/02/2019	No		
cflow Test 1		20/02/2019	No		
flow Test 0	Deelead	20/02/2010	No		

Click into Book a place on a learning event

Participant events - Book a place on a learning event					
Learning activity	Status	Start date	Failed/Reason	Renewal	Cost
Julie Test Course	Cancelled	03/04/2019	No		
Leann Test 2	Rooked	01/04/2019	No		

Click into the magnifying glass to search for the activity.

- Add an asterisk before the activity code or search word
- Any activity that meet the search criteria will be shown in the drop down box.

Hover over an activity to see the event details and select a convenient date.

earning event details	Learning event search	Close 🔕	
	Evi *id034 Learning activit •	Q Becord	
	IIII WFW LD034 Leading for War	wickshire 26/	
	Its: WFW LD034 Leading for War	wickshire 13/	
	IIII WFW LD034 Leading for War	wickshire 14/	Learning activity: WFW LD034 Leading
earning event request	IIII WFW LD034 Leading for War	wickshire 12/	Start date: 13/03/2019
	IIII WFW LD034 Leading for War	wickshire 22/	Venues: Pound Lane Learning Centre
	C III WFW LD034 Leading for War	wickshire 16/	Start time: 09:30
	In WFW LD034 Leading for War	wickshire 09/	End date: 13/03/2019 End time: 17:00
0	inin of request	_	Status: Scheduled
0	diar ou codmente	-	Booked: 27 Learning event code: 9205
Da	te requested* 22/02/2019		Learning activity code: 1619

• The event details will be shown.

Participant event details New		C 🗗 🛛
Learning event details		
Event name®	WFW LD034 Leading for Warwickshire	Q
Start date	13/03/2019	
Start time	9:30:00	
End date	13/03/2019	
End time	17:00:00	
Learning event request		
2.0.00		
Cost code(s)		
Origin of request		
Date requested®	22/02/2019	
Reason	•	
Requested by		Q 🛛
Authorisation		
Learning objectives		

Complete relevant fields and click Save.

• The employee will now show as booked for this event on their **Personal learning account.**

Participant events - Book a place on a learning event				
Learning activity	Status	Start date	Failed/Reason	Renewal
WFW LD034 Leading for Warwickshire	Booked	13/03/2019	No	

Adding an employee to a waiting list.

Follow the steps for booking a place on an event but select **Add to waiting list** instead of **Book a place on a learning event.**

Search for the activity in the same way as you would for booking a place.

Learning acti Learning activity	search	Close 🕄	L
*dp002 A	otivity ne • Q	Results 1 Record	
IIII. WFW DP002	Recruitment and	Selection	
Dati Origi			Learning activity name: WFW DP002 Recruitment and Selection Code: 237 Type: Developing People Funded: No Start date: 21/08/2013

Select the relevant activity.

• The Participant waiting list details will be shown.

Participant waiting list details	S New		С Ә ()
Learning activity name®	WFW DP002 Recruitment and Selection	۹	
Cost code(s)			
Date requested	22/02/2019		
Origin of request			•
Reason	•		
Attend by		Ē	
Requested by		Q	8
Authorisation status			
11 11 11	SAVE		

Complete and relevant fields and click Save.

• The employee will now show as being on the waiting list for this activity on their **Personal learning** account.

Participant waiting lists - Add to waiting list					
Learning activity	Status	Attend by	Date requested	Reason	Requested by
WFW DP002 Recruitment and Selection			22/02/2019		

To return to the People Manager Homepage, click on the Logo in the top left hand corner of the screen

Notifications

• An email notification is sent to both you and your team member, confirming your request.

For further information or support please refer to Your HR on the <u>Intranet</u> or please raise a request through the <u>HR Service Desk</u> or phone on 01926 738444

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