



## 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.

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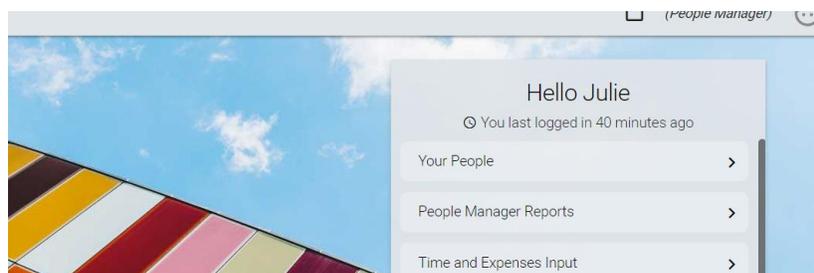
### Logging in to YourHR:

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.

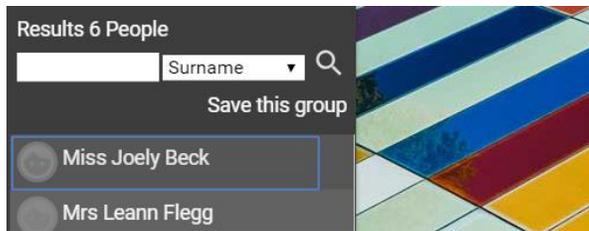
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### Booking an employee onto a learning event

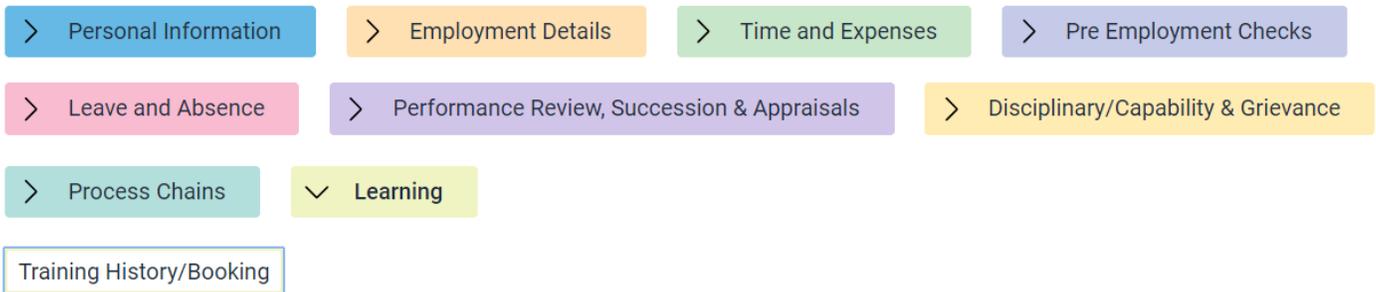
Click on **Your People** in the menu



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:

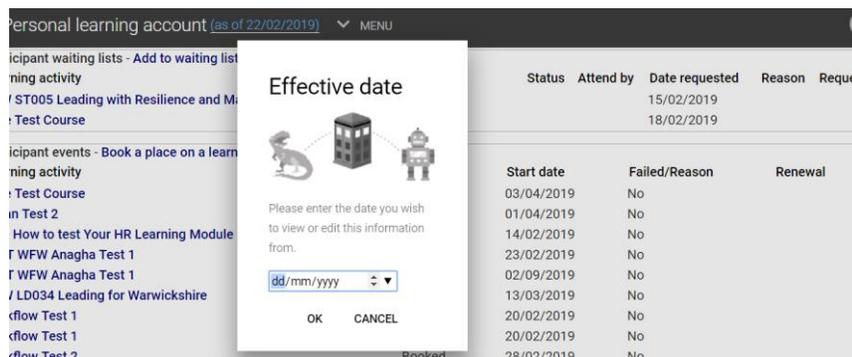


Click **Learning** and then **Training History/Booking**



- 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**.

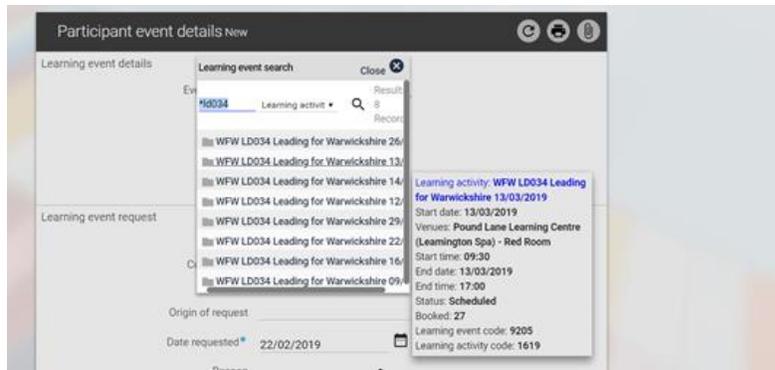


Click into **Book a place on a learning event**

Learning activity	Status	Start date	Failed/Reason	Renewal	Cost
Julie Test Course	Cancelled	03/04/2019	No		
Leann Test 2	Booked	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.



- The event details will be shown.

Complete relevant fields and click **Save**.

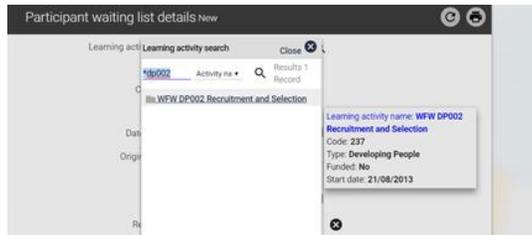
- The employee will now show as booked for this event on their **Personal learning account**.

Participant events - <a href="#">Book a place on a learning event</a>				
Learning activity	Status	Start date	Failed/Reason	Renewal
<a href="#">WFW LD034 Leading for Warwickshire</a>	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.



Select the relevant activity.

- The **Participant waiting list details** will be shown.

 A screenshot of the "Participant waiting list details New" form. The "Learning activity name" field is filled with "WFW DP002 Recruitment and Selection". Other fields include "Cost code(s)", "Date requested" (22/02/2019), "Origin of request", "Reason", "Attend by", "Requested by", and "Authorisation status". A green "SAVE" button is located at the bottom center of the form.

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 - <a href="#">Add to waiting list</a>	Status	Attend by	Date requested	Reason	Requested by
Learning activity 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 [Intranet](#) or please raise a request through the [HR Service Desk](#) or phone on 01926 738444***

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