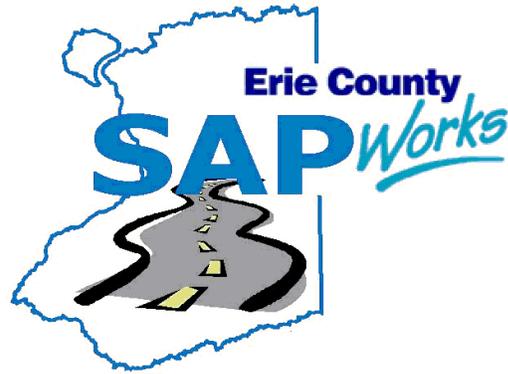




County of Erie



**County of Erie**

# Approve Training Class Request

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Last Updated: Friday, January 15, 2010 Thursday, June 30, 2011 at 08:38 AM



## Table of Contents

<b>County of Erie</b> .....	<b>2</b>
<b>1. Overview</b> .....	<b>4</b>
1.1. Purpose .....	4
1.2. Scope .....	4
1.3. Maintenance.....	4
1.4. Revision History.....	4
<b>2. Background</b> .....	<b>4</b>
<b>3. Role Definitions</b> .....	<b>4</b>
<b>4. Ensuring Data Consistency</b> .....	<b>5</b>
<b>5. Approve Training Request</b> .....	<b>5</b>



## 1. Overview

### 1.1. Purpose

The purpose of this document is to provide instructions to Erie County Managers on how to approve employee training class requests. Employees enroll in classes using the Learning portal (LSO) of Employee Self Service (ESS). Supervisors can approve or reject this request.

### 1.2. Scope

This document applies to Learning portal in ESS and scheduling of training for DISS classes for Erie County employees.

### 1.3. Maintenance

The County of Erie Department of Information & Support Services is the custodian of this document and responsible for its maintenance.

### 1.4. Revision History

Revision	Date	Comments
1.0	11/19/2010	Initial Publication
2.0	5/16/2011	Updated version after initial release

## 2. Background

The County of Erie DISS moved toward the implementation of SAP's Learning portal (LSO). This system allows trainers to set up training class schedules and have employees enroll in these classes on-line. This replaces current system of emails for notification of new classes, emails for enrolling, and Excel spreadsheets for maintaining class lists, attendance information. Managers will receive an email notification of the employee request for training. They can approve or reject this request.

## 3. Role Definitions

Role	Description
Managers	Managers in Erie County.



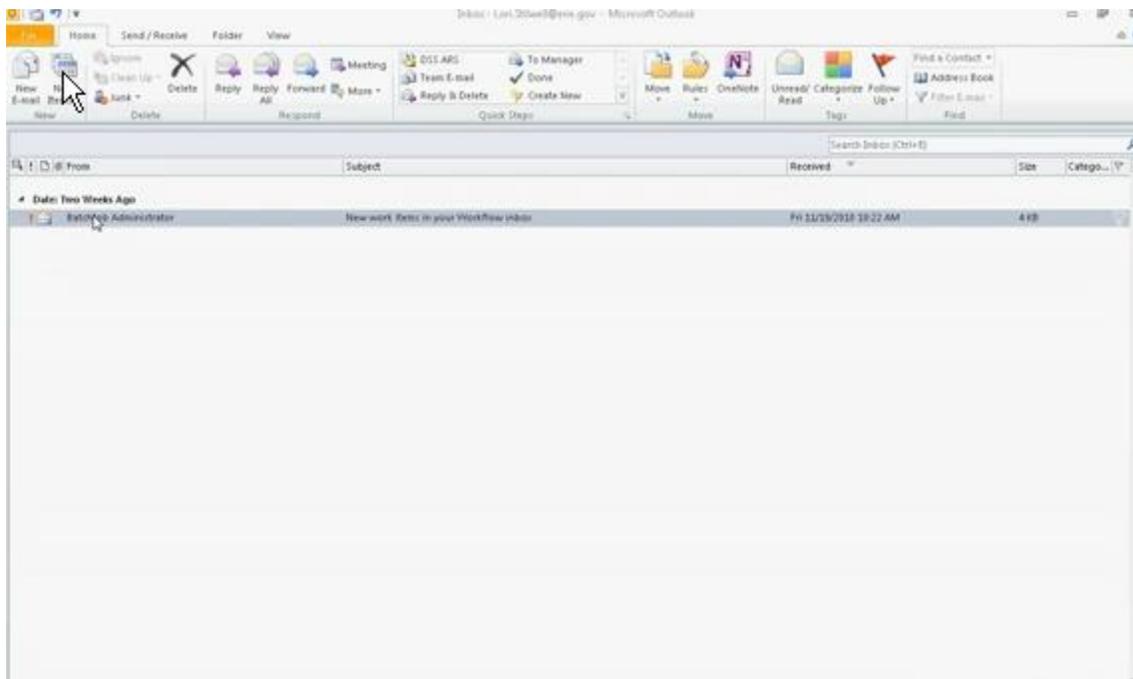
## 4. Ensuring Data Consistency

The previous system for training classes was handled manually. New system will allow classes to be tracked, retrieved, and posted in the ESS LSO system for a more accurate, up-to-date tracking of employee training. Emails are used for manager notifications of training requests.

## 5. Approve Training Request

Email request for approvals will appear as below. They will be from "Batchjob Administrator". They are sent from SAP ESS, when employee requests participation in a training class.

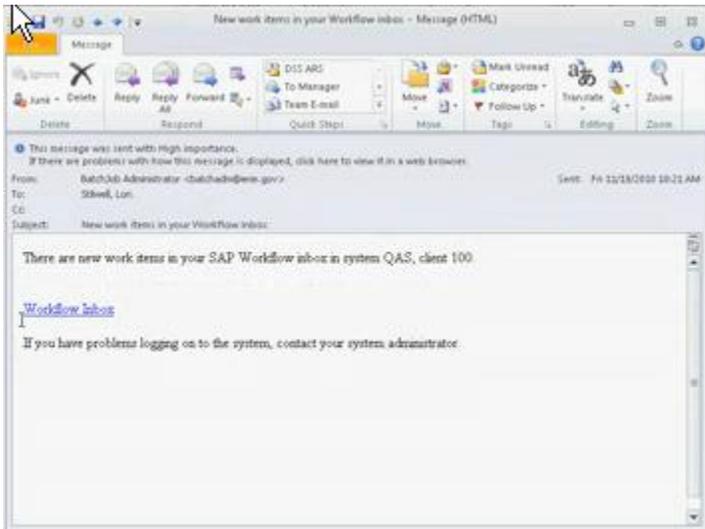
Click on the email to open it.



The email will appear as below.  
Click on Workflow.Inbox to view the inbox.



County of Erie



You will now see a logon screen.  
Click on the "Log On" button to continue.



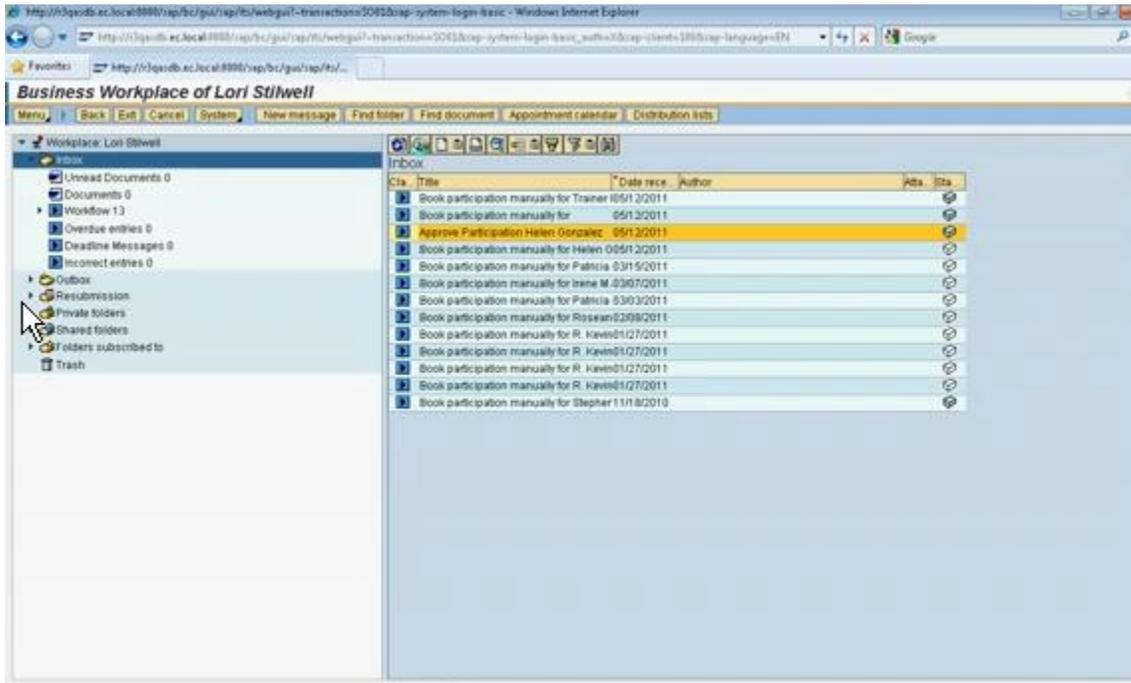
You will then enter your ESS Username and Password and Click on "OK"



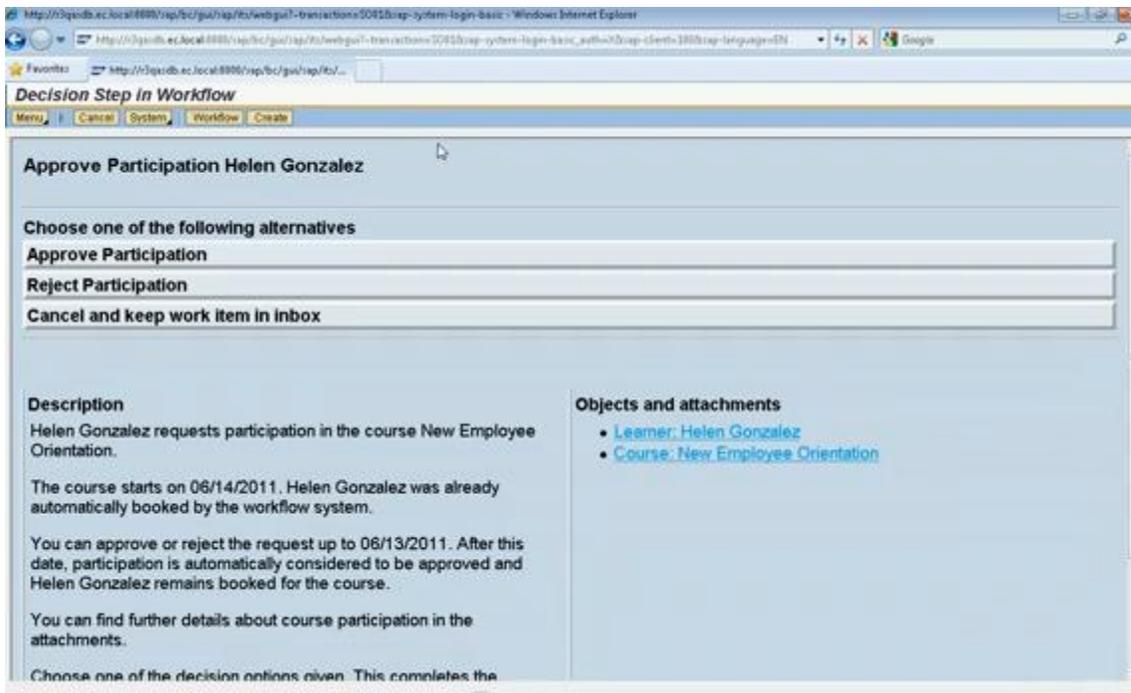
You will now be connected to your Business Workplace inbox. This will show all the training requests waiting for your action.



Double click on the request to be viewed.



The request is displayed. The employee name, training class title, class date is shown.

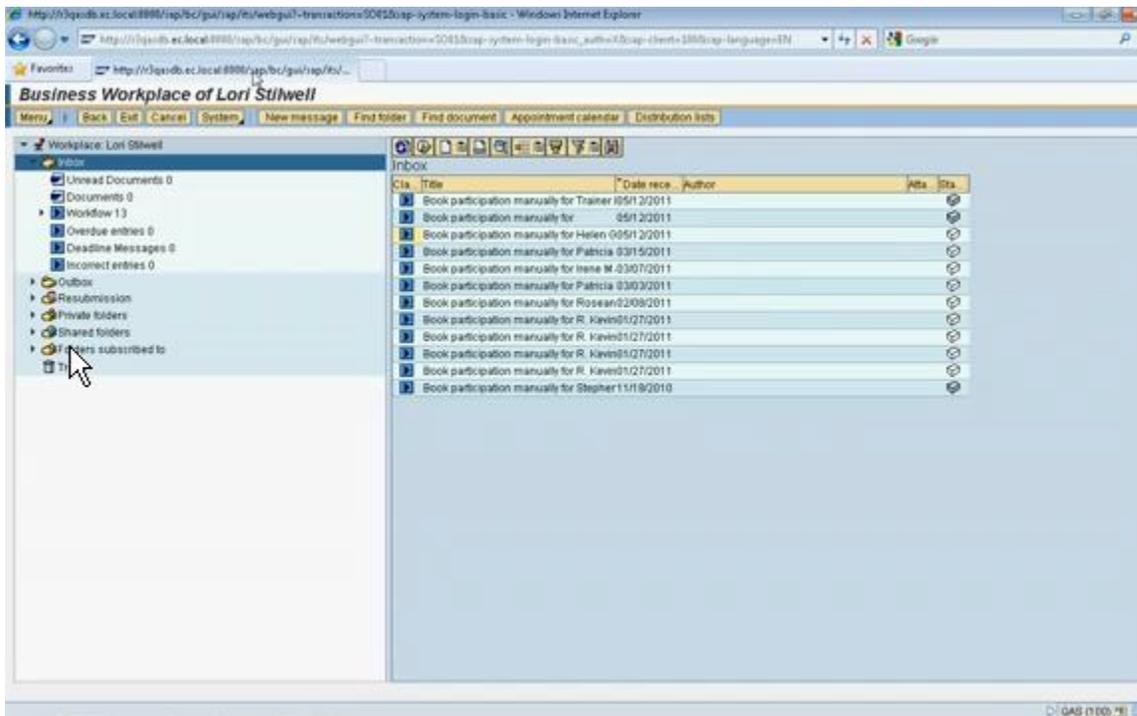


Note- you may click on the course link on the right hand side of the screen to see details of the course. Click on the Back button to return to the approval screen.



From the workflow screen, you will click on either "Approve Participation", "Reject Participation", or "Cancel and keep work item in inbox". If you select "Approve" or "Reject", the request will be cleared from your inbox, since you have taken action on this. If you select "Cancel", or do nothing with the request, the request will remain in your inbox until you take action or the deadline passes for action, when the employee is automatically approved for training, and is booked for the course.

Once action is selected, the workflow screen will close and return to the business workplace inbox.



When you are done with the inbox, you can log out by closing the entire application, or closing the internet Explorer tab.