Job Aid: Record Item Completions for Employees

Purpose

The purpose of this job aid is to guide you through the step-by-step process for recording item completions for employees. An important supervisory responsibility is documenting in the VA TMS when employees complete learning events. Once you record an item completion, the employee's Completed Work status area is updated.

In this job aid, you will learn how to:

- Record Item Completions for Employees

U.S. Department
of Veterans Affairs

## Task A. Record Item Completions for Employees

1. Select the **My Employees** tab from the VA TMS home page.
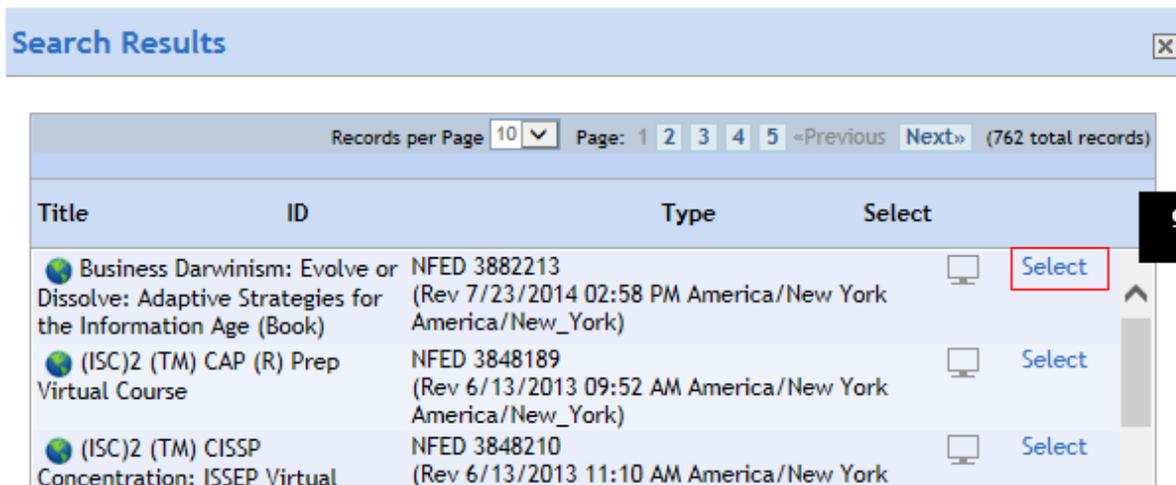
2. Select the **Record Learning** supervisor link.
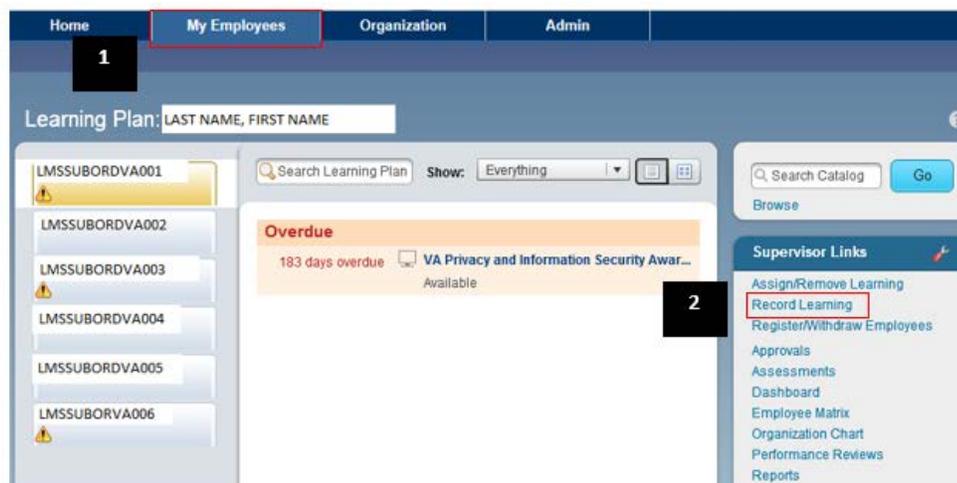
3. Select **Item based event**. **Note:** There are two types of learning events in the VA TMS for which you can record item completion. **Item based events** are learning items that have been entered into the VA TMS. Recording learning for an item based event grants the user a completion status for the item. **External events** are learning activities such as a college course or seminar outside of the organization, for which there is no item record in the VA TMS.

4. Select **Continue**.

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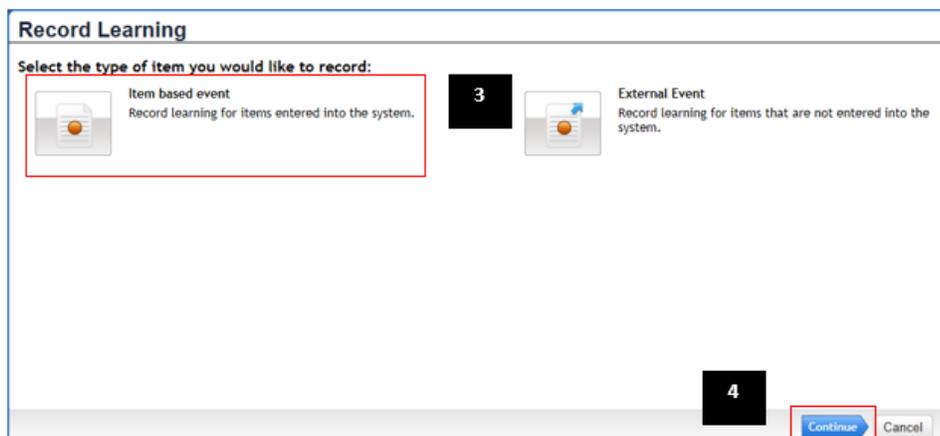
5. Select the **Add Items** icon (green plus sign).

6. Enter **keywords** to search for the item for which you want to record completion.

7. Use the **checkboxes** to further filter your search.
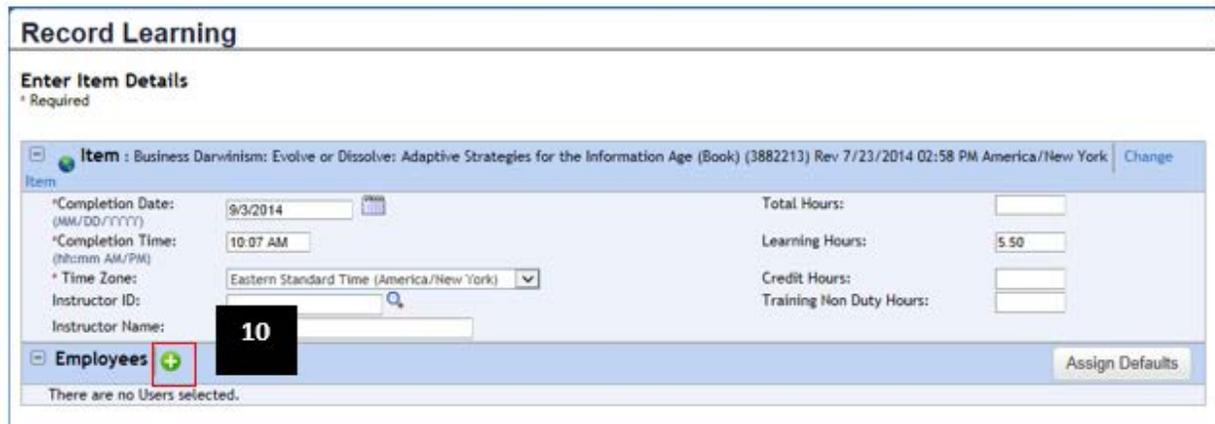
8. Select **Search**.
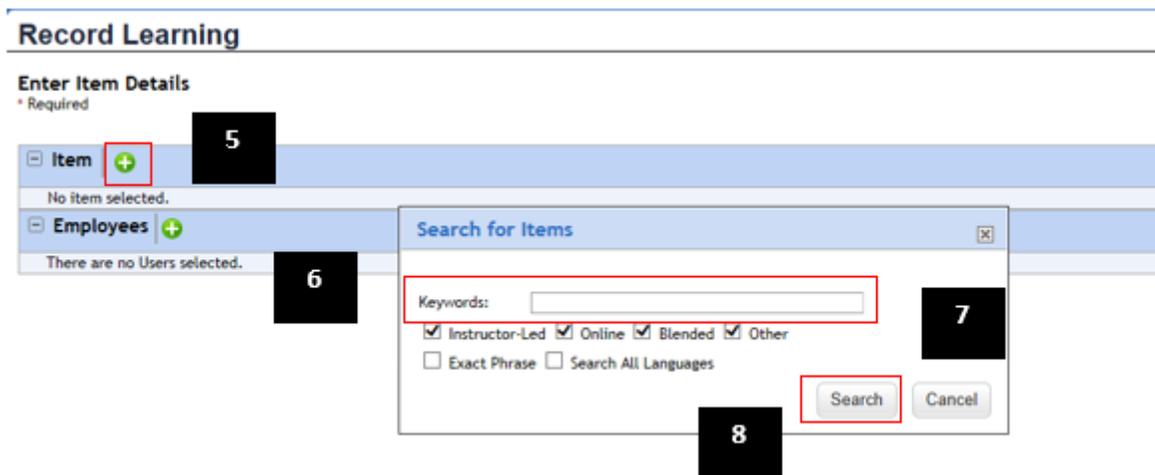
9. From the search results list, choose the **Select** link for the item for which you want to record completion.

10. Select the **Add Employees** icon (green plus sign).

11. From the My Team search results, place a checkmark in the **Select** box next to the employee(s) for whom you want to record item completion. **Note:** Supervisors can record learning for multiple employees at a time. Select the **Quick Select** icon to select all direct and/or indirect reports for the corresponding employee.

12. Select **Add**.
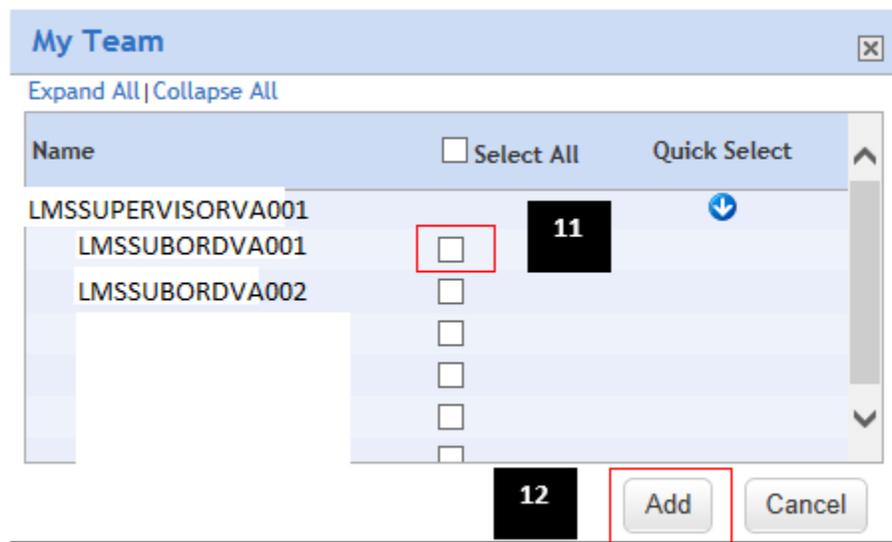
13. Select the **Completion Status** for the item. **Note:** The VA TMS does not recognize grades, so leave the **grade** field blank when you record item completion.

14. Enter **comments**, if applicable.

15. Select **Continue**.

Record Learning

Enter Item Details
* Required

Item : Business Darwinism: Evolve or Dissolve: Adaptive Strategies for the Information Age (Book) (3882213) Rev 7/23/2014 02:58 PM America/New York   Change

Item

*Completion Date: (MM/DD/YYYY)	9/3/2014	Total Hours:
*Completion Time: (hh:mm AM/PM)	10:07 AM	Learning Hours: 5.50
* Time Zone:	Eastern Standard Time (America/New York)	Credit Hours:
Instructor ID:		Training Non Duty Hours:
Instructor Name:		

Employees   Assign Defaults

Name	Grade		Costs	Comments
LMSSUB ORDVA01				

NFED - COMPLETE (Complete) - For Credit
NFED - Complete for ACPE accreditation (NFED-Accredited by the Accreditation Council for Pharmacy Education) - For Credit
NFED - Complete for CEUs (NFED-Completed for Continuing Education Units) - For Credit
NFED - Complete for CMEs (NFED-Accredited by the Accreditation Council for Continuing Medical Education) - For Credit
NFED - Complete for Contact Hours (NFED-Complete for Contact Hours) - For Credit
NFED - INCOMPLETE (Incomplete) - Not For Credit
NFED - NOSHOW (No Show) - Not For Credit
NFED - ATTEMPTEDFORCREDIT (Attempted for Credit) - For Credit
NFED-ATTENDEDWITHOUTCERT (Attended without Certificate) - For Credit
NFED - NOCREDIT (Failed to Complete All Requirements - No Credit Granted) - Not For Credit

Continue   Ca

16. Review and confirm learning details.

17. Select **Record Learning.**

18. A confirmation message displays indicating that learning has been successfully recorded for the employee(s). Select **Close.**

19. You have successfully recorded an item completion for a specified employee(s). The employees' **Completed Work** status area will now be updated.