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
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.
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**.
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.