
Job Aid: Approve or Deny Employee Training Requests

Purpose

The purpose of this job aid is to guide you through the step-by-step process for approving or denying employee training requests. When one of your subordinates requests training that requires approval or denial, a link will appear on your home page in the upper right-hand corner that says **You have pending approval requests**. As a supervisor, you are in the best position to determine what training your employees need or don't need.

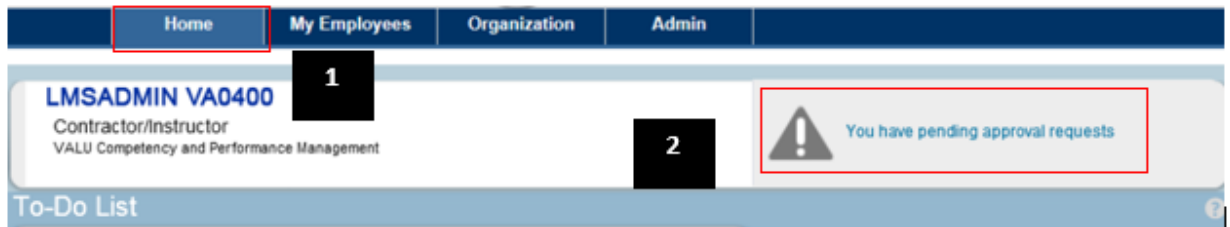
In this job aid, you will learn how to:

- Approve or Deny Employee Training Requests

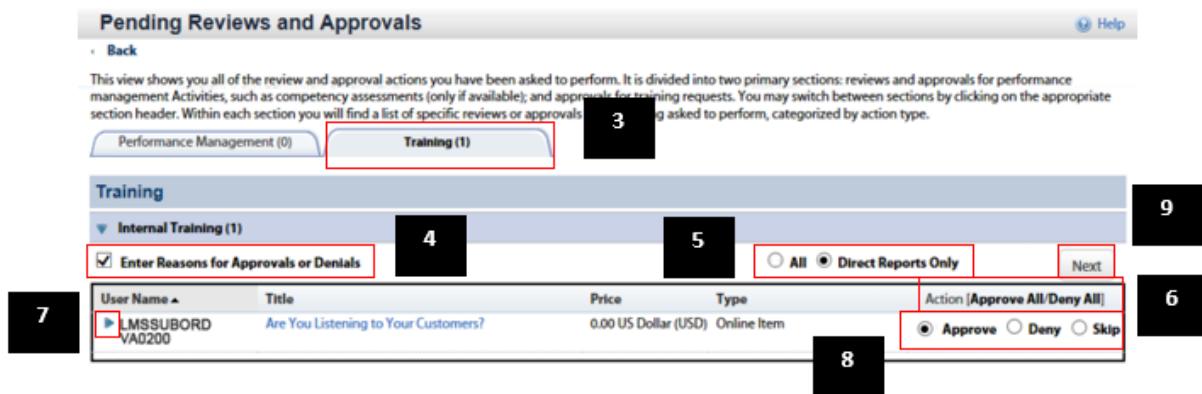


Task A. Approve or Deny Employee Training Requests

1. Select the **Home** tab from the VA TMS home page.
2. Select the **You have pending approval requests** link. **Note:** You can also select **My Employees** from the VA TMS home page and then select the **Approvals** supervisor link to initiate this process.



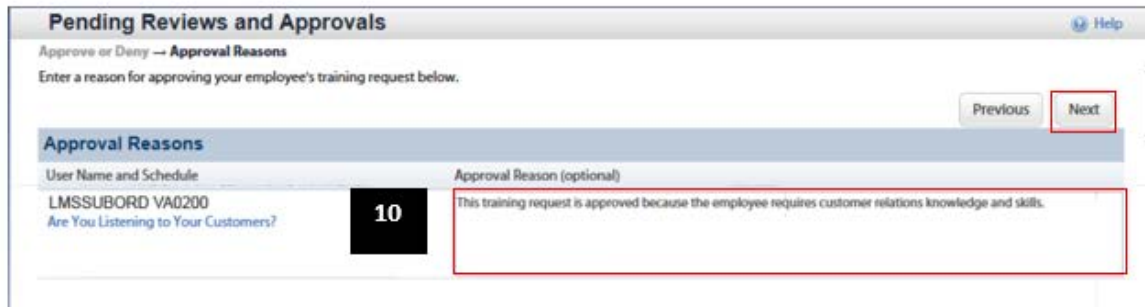
3. Select the **Training** tab.
4. Select the checkbox for **Enter Reasons for Approvals or Denials**.
5. If you want to approve or deny requests for your direct reports and their subordinates, you can select **All**. If you want to approve or deny requests for just your direct reports, you can select **Direct Reports Only**.
6. If you have multiple training requests to approve or deny, you can select **Approve All** or **Deny All**.
7. Select the **blue diamond** next to the employee's name to view information about the requested training.
8. Select the **Approve**, **Deny**, or **Skip** radio button.
9. Select **Next**.



The screenshot shows the 'Pending Reviews and Approvals' page. At the top, there are tabs for 'Performance Management (0)' and 'Training (1)'. The 'Training (1)' tab is selected. Below the tabs, there is a section for 'Internal Training (1)'. In this section, there is a checkbox for 'Enter Reasons for Approvals or Denials' and two radio buttons: 'All' and 'Direct Reports Only'. Below this is a table with columns: 'User Name', 'Title', 'Price', 'Type', and 'Action [Approve All/Deny All]'. The table contains one row for user 'L.MSSUBORD VAD200' with title 'Are You Listening to Your Customers?'. The 'Action' column for this row has three radio buttons: 'Approve', 'Deny', and 'Skip'. A 'Next' button is also visible.

10. Enter the reasons for approval or denial.

11. Select **Next**.



Pending Reviews and Approvals Help

Approve or Deny → **Approval Reasons**

Enter a reason for approving your employee's training request below.

Previous **Next**

Approval Reasons

User Name and Schedule	Approval Reason (optional)
LMSSUBORD VA0200 Are You Listening to Your Customers?	This training request is approved because the employee requires customer relations knowledge and skills.

12. Select **Confirm**.



Pending Reviews and Approvals Help

Approve or Deny → Approval Reasons → **Confirm**

Previous **Confirm**

Approve

User Name	Title	Price
LMSSUBORD VA0200	Are You Listening to Your Customers?	0.00 US Dollar (USD)

13. You have successfully completed the process for approving and denying employee training requests. The employee will receive a system-generated notification that the item was approved or denied.