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**.
10. Enter the reasons for approval or denial.

11. Select **Next**.

12. Select **Confirm**.

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.