

Job Aid: Supervisor Overview

Purpose

The purpose of this job aid is to guide you through the step-by-step process of managing employees and to provide an overview of how to run reports.

In this job aid, you will learn three tasks:

- A. View an Employee's Learning Plan
- B. Approve or Deny Training Requests
- C. Run Reports

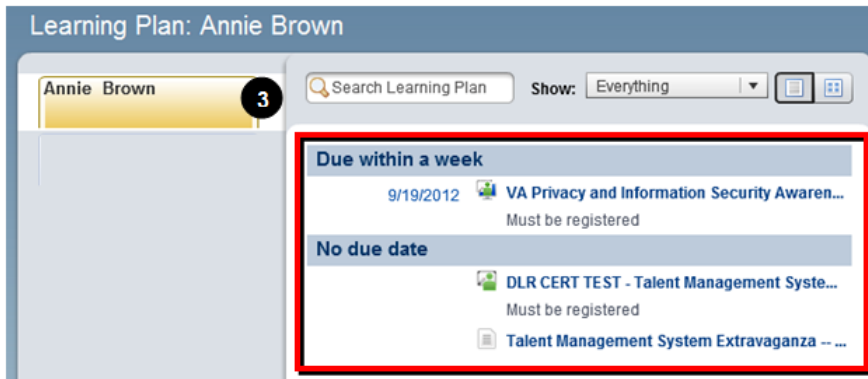
Task A. View an Employee's Learning Plan

1. Click on the **My Employees** tab from the VA TMS *Home* page
2. Hover over an employee card to perform the available actions without loading the user's Learning Plan.





3. When you click an employee card, that user's Learning Plan is displayed.



Note: You may customize the view by filtering the **Learning Plan** to show Learning only, Registrations, etc.

Task B. Approving or Denying Training Requests

As a supervisor, you interact with your team of employees most often, and are better positioned to understand what learning items a particular employee needs or does not need. To approve or deny employee training requests:

1. Click on the **Approvals** link in the *Easy Links* section of the *Home* page



- OR -

2. Click the **You have pending approval requests** link in the *Alerts* box, on the *Home* page.

The *Pending Reviews and Approvals* page displays the pending approval. **Note:** The *Approvals* link is also available from the Supervisor Links section of the My Employees page.

3. Click the (▶) **Expand** icon next to the user name

- OR -

4. Click the **Title** link for additional information.
5. Select the **Enter Reasons for Approvals or Denials** checkbox to allow for comments.
6. Select the **Approve, Deny, or Skip** radio button.
7. Click **Next**.



8. Enter the reasons for approval or denial.
9. Click **Next**.

Pending Reviews and Approvals Help

Approve or Deny → Approval Reasons

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

Approval Reasons

User Name and Schedule	Approval Reason (optional)
USER07, TMS	
ABAP Fundamentals	

Previous Next

10. Click Confirm. Notification is sent to the users or users.

Pending Reviews and Approvals Help

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

Approve

User Name	Title	Price
USER07, TMS	ABAP Fundamentals	0.00 US Dollar (USD)

Previous Confirm

Task C. Running Reports

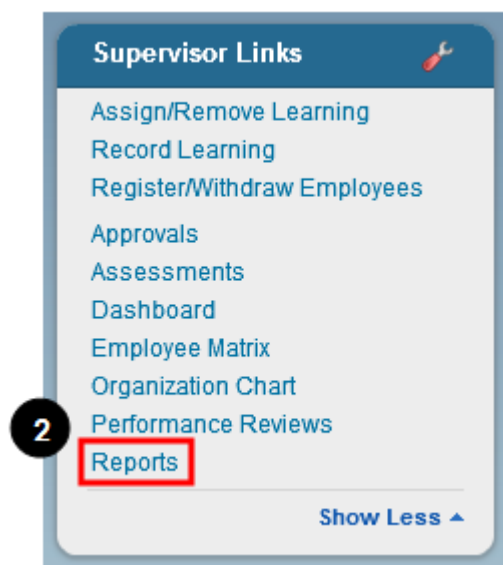
When you run a report, the system consolidates information from a variety of areas into a single report, which allows you to perform a targeted analysis of key data. To run reports for yourself or your employees:

1. Click the **Reports** Easy Link from the VA TMS *Home* page

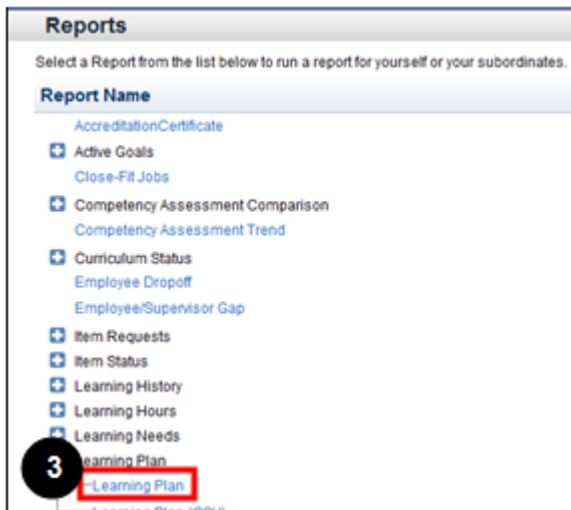


- OR -

2. Click **Reports** under *Supervisor Links* from the *My Employees* page.



- Click on the report name to open the report. (Note: The reports shown on your screen might differ from those displayed here.)



- Enter the report parameters. Available criteria will vary depending on the report.
- Click **Run Report**
- OR -
- Click **Back to Browse Reports** link to return to the reports list.

