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.

![Learning Plan: Annie Brown](image)

*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

   ![Easy Links](image)

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

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**.

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

2. Click **Reports** under *Supervisor Links* from the *My Employees* page.
3. Click on the report name to open the report. (Note: The reports shown on your screen might differ from those displayed here.)

4. Enter the report parameters. Available criteria will vary depending on the report.

5. Click **Run Report**

- **OR** -

6. Click **Back to Browse Reports** link to return to the reports list.