

How to Drop (Cancel) Learning for Team Member

1. Click on the **Learning and Development** link in the HRIS Learning Management box.
2. Click on **Team Learning** under Manager Self-Service and then **Team Members**.
3. Select the **Team Learning** action from the **Go To...** drop down box for the team member (direct report).
4. Click on the **Go** button.
5. All learning for the selected team member will be displayed.
6. Select **All Learning – Currently Enrolled, In Process** from the **Search Filter** drop down list.
7. Click on the **Go** button.
8. Click on the **Drop** button for the class for which you wish to cancel.
9. Click on the **Drop** button when the system asks to verify the action: “Are you sure you want to drop [Team Member Name] from this activity?”

Team Members

Team Members is a list of all your direct reports. You can view details about each member's learning by selecting from the Go To pull-down and clicking the Go button. If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button. Learning Approvals is a list of your team's pending learning requests. You can also approve or decline requests on this page. If you would like to see more information about a request click the name of the learning activity or program.

Pending Approvals

The City is currently not using systematic approvals in HRIS for employee learning.

Team Members

View Team Members Reporting To:

Name	Job Title	Hire Date	Action
<input type="checkbox"/> Anatoli J Meehl	Department Manager	12/13/2004	Go To... <input type="button" value="Go"/>
<input type="checkbox"/> Irene O Geiselhart	Department Manager	05/19/1997	Go To... <input type="button" value="Go"/>
<input type="checkbox"/> Nathan A Bryant	Senior Consultant	04/06/1998	Go To... <input type="button" value="Go"/>
<input type="checkbox"/> Steven Ann Pasche	Senior Consultant	06/02/1980	Go To... <input type="button" value="Go"/>

Note: In the screenshot, the 'Go To...' dropdown for Steven Ann Pasche is open, and 'Team Learning' is circled in red.

Team Learning

Team Learning is a list of the Learning your team members are enrolled in and curricula and certifications for which they are registered. You can view the details, progress status, and schedules for their learning by clicking on the name of the activity or program. To filter the results select a filter and/or a Learner and click on the 'Go' button.

Team Member Learning

'Search Filter: For:

Learner	Title	Type	Status
Irene O Geiselhart	Getting Started in the City: Benefits and Self Service	Classroom	<input type="checkbox"/> Enrolled <input type="button" value="Drop"/>
Irene O Geiselhart	Ethics	Classroom	<input checked="" type="checkbox"/> Completed
Irene O Geiselhart	Preventing Harassment	Classroom	<input checked="" type="checkbox"/> Completed
Irene O Geiselhart	Cross Teams Training	Classroom	<input checked="" type="checkbox"/> Completed

Note: In the screenshot, the 'Drop' button for the 'Getting Started in the City: Benefits and Self Service' course is circled in red.