



Employee Qualifications Administrator

Student Guide

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Managing Employee Qualifications

Course Objectives

Upon completion of this course, you will be able to:

- View and update employee qualifications
 - ▶ licenses and certifications
 - ▶ driver's license details
 - ▶ education details
 - ▶ language proficiencies
 - ▶ memberships
 - ▶ honors and awards
- Run management reports to monitor license and certification compliance for City job requirements

Licenses and Certifications

A number of City jobs require employees to maintain certain licenses and certifications. Additionally, some employees may have voluntarily obtained licenses and certifications that, although not required for their job, may serve some value in the future for a job change or for an emergency. Employees are encouraged to maintain license and certification data through Employee Self Service but department administrators can also document this information in HRIS.

View Employee License & Certification Details

To view an employee's current or existing licenses or certifications:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Development > Track Person Qualifications > Licenses and Certifications**.
- 3) Enter an Employee ID or name and click on Search to find an employee.
- 4) If any licenses or certificates have been entered, the first one will appear on your screen. If there are none, all fields will be blank.

The screenshot shows a web form titled "Licenses and Certifications" for a specific "Person ID". The form contains the following fields and options:

- 'License/Certificate Code':** CT0026 (with a search icon) and text "MN Lead Inspectors CT".
- Issue Date:** 12/01/2004 (with a calendar icon).
- License #:** LR507.
- Issued By:** MDH.
- Expiration Date:** 12/01/2005 (with a calendar icon).
- License Verified
- Renewal in Progress
- Issued In:**
 - Country:** USA (with a search icon)
 - State:** (with a search icon)

At the bottom of the form are three buttons: "Save", "Return to Search", and "Notify".

Note. If an employee has more than one item entered, you will see the number of licenses or certifications recorded on the blue title bar.

To navigate to a specific license or certification:

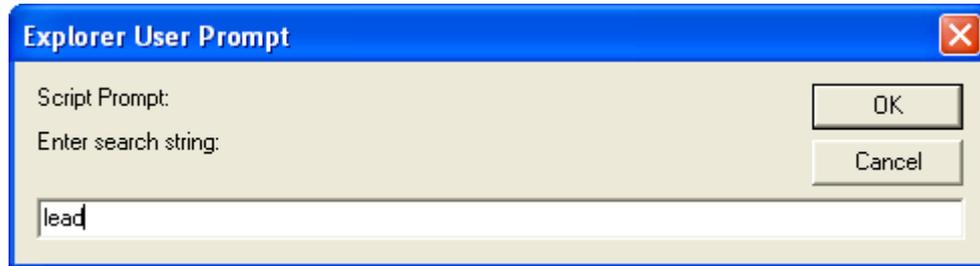
Scroll individually through each entry by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

OR

Click [View All](#) and all licenses/certificate will be displayed on your page.

To find a specific license by name:

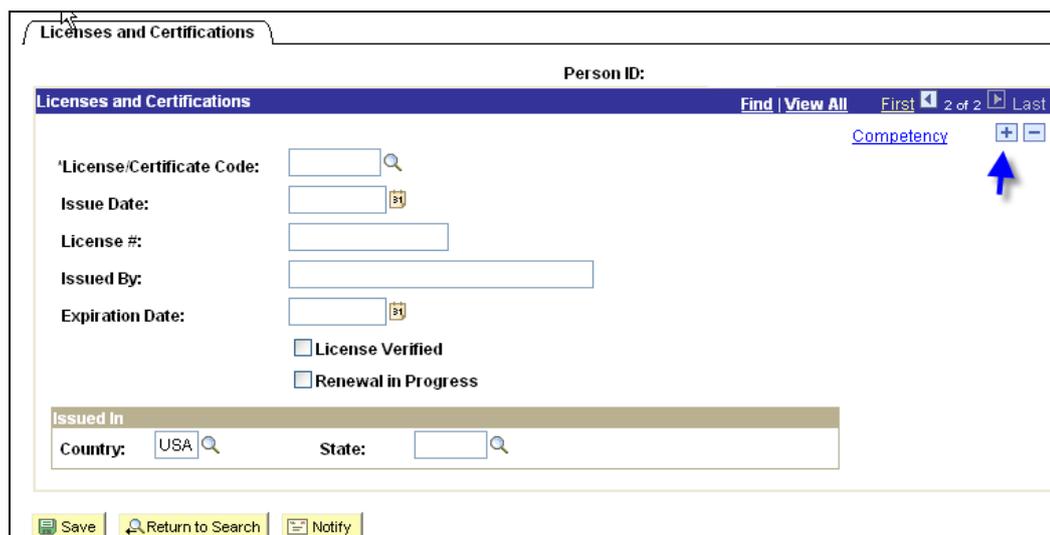
Click [Find](#) and enter all or part of the license name you are looking for. Then click the OK () button.



Add Employee License & Certification Detail

To add a license or certification to an employee:

- 1) Locate the employee you would like to add a licence or certificate to (see View Employee License & Certification Detail – page 2).
- 2) If an employee has existing information, make sure to click on the  to insert a new row for the employee to record a new license or certification that they have earned or received. You want to ensure that you enter the new license/certificate data on an empty page as shown below.



- 3) Enter the following REQUIRED fields.

License/Certification Code – select from the list of licenses or certifications tracked in HRIS. The list contains only licenses and certificates that would be required for a City job. You can narrow the list

by entering a partial description using a wildcard character of % as shown in the example:

Expiration Date – If the license has an expiration date or needs to be renewed periodically, enter the date the current license or certification expires; this date can be updated later if the employee has renewed the license or certification.

You are strongly encouraged to enter the following optional values.

Issued Date – Enter the date the employee was issued the license or certification.

License # – If a license or certification number is available, this can be entered here.

Issued By – Enter the name of the organization issuing the license or certification.

License Verified – Click this checkbox if you have verified the license or certification with the issuing authority or if you have possession of it.

Renewal in Progress – This field is not being used by the City.

Issued In – It is assumed that all licenses and certifications apply to the State of MN; you can enter other States if applicable.

- 4) Click the **Save** button () at the bottom of the page.

A completed example



Exercise for Practice!

An employee has provided you with a copy of their Lead Inspector Certificate issued by the State of MN on 5/12/2007. The certificate has a two year renewal period.

Driver's License Details

The City tracks driver's license data for all employees that use a City vehicle or their own vehicle to conduct City business. City business includes attending seminars and off-site meetings. The City requires that all employees driving to conduct City business provide a copy of a valid driver's license. Currently, this information cannot be documented in Self Service by the employee, but must be entered for the employee either by the department liaison or department administrator.

View Employee Driver's License Detail

To view an employee's existing driver's license or to add a driver's license:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Administration > Personal Information > Biographical > Driver's License Data**.
- 3) Enter an Employee ID or name and click on Search to find an employee.
- 4) If any licenses or certificates have been entered, the first one will appear on your screen. If there are none, all fields will be blank.

The screenshot shows a web-based form titled "Drivers License" with a sub-section "Driver's License Information". The form contains the following fields and values:

- Person ID:** (blank)
- Driver's License #:** Z366261851815
- Country:** USA (United States)
- State:** MN (Minnesota)
- Issue Location:** (blank)
- Issuing Authority:** (blank)
- Valid from to:** 07/08/2009
- Number of Violations:** 0
- Number of Points:** 0
- License Suspended:** (checkbox, unchecked)
- Comment:** (text area, blank)
- License Type:** C (Class C)

At the bottom of the form, there are several navigation buttons: Save, Return to Search, Previous in List, Next in List, and Notify.

Note. If an employee has more than one license entered, you will see the number of licenses recorded on the blue title bar.

To navigate to a specific license or certification:

Scroll individually through each entry by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

Add a New Employee Driver's License

To add or update a driver's license with a new expiration date:

- 1) Locate the employee you would like to add a driver's licence to (see View Employee Driver's License Detail – page 6).
- 2) A blank Driver's License page will be displayed.

NOTE: *If a license already exists for the employee, it will be displayed. You can update the appropriate fields with the current information.*

The screenshot shows a web application interface for managing driver's licenses. The main form is titled "Drivers License" and contains the following fields and sections:

- Person ID:** A text input field.
- Driver's License Information:** A section with a blue header containing "Find | View All" and "First 1 of 1 Last". It includes:
 - Driver's License #:** A text input field with a search icon and expand/collapse buttons.
 - Country:** A dropdown menu showing "USA" and "United States".
 - State:** A text input field with a search icon.
 - Issue Location:** A text input field.
 - Issuing Authority:** A text input field.
 - Valid from/to:** Two date pickers.
 - Number of Violations:** A text input field with "0".
 - Number of Points:** A text input field with "0".
 - License Suspended:** A checkbox.
 - Comment:** A text area with scrollbars.
- License Type:** A section with a blue header containing "Find | View All" and "First 1 of 1 Last". It includes:
 - License Type:** A text input field with a search icon and expand/collapse buttons.
- Navigation Buttons:** A row of buttons at the bottom: "Save", "Return to Search", "Previous in List", "Next in List", and "Notify".

- 3) Enter the following fields.

Driver's License # – Enter the number as it appears on the license.

Country – Will default to the USA and only needs to be changed when appropriate.

State – Use the look up to locate the State listed on the license or just enter the appropriate abbreviation.

Issue Location – Not being used by the City.

Issuing Authority – Not being used by the City.

Valid from/to - Dates as stated on the license.

Comments - Use to document any endorsements or restrictions as documented on the back of the license.

License Type - This will be A, B C or D (with or without endorsements). D without special endorsements is the most common type. A, B and C are commercial driver's licenses (CDLs) and may be required for certain City positions.

Look Up License Type

Country:

License Type:

[Basic Lookup](#)

Search Results

View All First 1-8 of 8 Last

License Type	Description
A	Class A - no endorsements
AE	Class A - with endorsements
B	Class B - no endorsements
BE	Class B - with endorsements
C	Class C - no endorsements
CE	Class C - with endorsements
D	Class D - no endorsements
DE	Class D - with endorsements

- 4) Click the Save button () at the bottom of the page.

Person ID: _____

Find | View All First 2 of 2 Last

Driver's License Information

'Driver's License #':

Country: United States

State: Minnesota

Issue Location: Issuing Authority:

Valid from to:

Number of Violations: Number of Points: License Suspended

Comment:

Find | View All First 1 of 1 Last

License Type

License Type: Class C

A completed example



Exercise for Practice!

An employee has provided you with a copy of their Driver's License, issued by the State of MN on 9-10-2006 and it expires in 4 years.

Education Details

A number of City jobs require employees to have acquired certain educational requirements. Additionally, some employees may have obtained degrees that, although not required for their job, may serve some value in the future for a job change or for an emergency. Employees are encouraged to maintain educational data through Employee Self Service but department administrators can also document this information in HRIS.

View Employee Education Details

To view an employee’s current or existing education:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Development > Track Person Qualifications > Education**.
- 3) Enter an Employee ID or name and click on Search to find an employee.
- 4) If any profession education has been entered, the first one will appear on your screen. If there are none, all fields will be blank.

The screenshot shows a web form for entering professional education details. The form is titled "Professional Education" and has a blue header bar with "Professional Education" and navigation options: "Find", "View All", "First", "1 of 2", and "Last". The form fields are as follows:

- Country: USA (dropdown), United States (text), + - (buttons)
- Degree: BS (dropdown), Bachelor of Science (text), Terminal Degree
- Date Acquired: 12/31/1986 (calendar icon), Average Grade: (text), Graduated
- Major Code: 00430 (dropdown), Major: Biology (text)
- School Code: UW-MADISON (dropdown), School: Univ of Wisconsin-Madison (text)
- Educator: (text)
- State: (text), Minority Institution

Note. If an employee has more than one degree entered, you will see the number of degrees recorded on the blue title bar.

To navigate to a specific degree:

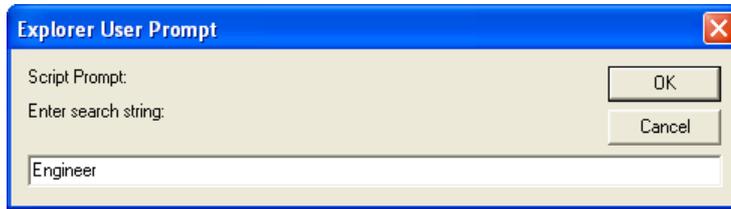
Scroll individually through each entry by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

OR

Click [View All](#) and all degrees will be displayed on your page.

To find a specific degree by name:

Click **Find** and enter all or part of the degree name you are looking for. Then click the OK () button.



Add Employee Degree Detail

To add a degree:

- 1) Locate the employee you would like to add a degree for (see View Employee Education Details – page 9).
- 2) If an employee has an existing degree, make sure to click on the  to insert a new row for the employee to record a new degree that they have received. You want to ensure that you enter the new degree data on an empty page as shown below.

- 3) Enter the following fields.

Degree Code – Select from the list of degrees using the lookup. The list contains only degrees that would normally be required for one or more jobs at the City.

Look Up Degree

Accomplishment:

Description:

[Basic Lookup](#)

Search Results

View All First 1-12 of 12 Last

Accomplishment	Description
AA	Associate of Arts
ASC	Associate
BA	Bachelor of A
BBA	Bachelor of Business Admin
BS	Bachelor of Science
DIP	Diploma
JD	Juris Doctor
MMBA	Mini MBA
MST	Masters
OTH	Other Degree
PHD	Doctor of Philosophy
TS	Trade School Graduate

Date Acquired – Enter the date the employee obtained the degree. This **can not** be a future date. The system will never recognize them as graduated unless the date of graduation is prior to the date entered in the system.

Average Grade – If known.

Graduated – Click this box if the employee graduated.

Major – Select from the look up list and the description will default.

Look Up Major Code

Major Code:

Description:

[Basic Lookup](#)

Search Results

View All First 1-44 of 44 Last

Major Code	Description
00010	Accounting
00400	Automotive Technology
00430	Biology
00440	Bldg Inspection Technlgy
00460	Business
00470	Business Administration
00500	Business Management
00520	Chemistry
00550	City Planning
00590	Communication
00670	Computer Programming
00680	Computer Science
00750	Criminal Justice
00760	Criminology
00860	Economics
00870	Education
00920	Electronics Technology
00940	Engineering Technology
01000	Engineering, Civil

School Code – Select the school using the look up list and the school name will default.

Look Up School Code

Country:

School Code: begins with

Description: begins with

State: begins with

[Basic Lookup](#)

Search Results

View All First 1-65 of 65 Last

School Code	Description	State
ALEXNDR TC	Alexandria Tech College	MN
ANK-HEN TC	Anoka Hennepin Tech College	MN
ANKRMSY CC	Anoka Ramsey Comm College	MN
AUGSBURG	Augsburg College	MN
BEMIDJI SU	Univ, Bemidji State	MN
BETHEL	College, Bethel-MN	MN
BROWNINST	Brown Institute	MN
CARLETON	College, Carleton	MN
CENTURY	Century College	MN
CNCRDA-MRH	College, Concordia-Moorhead	MN
CNCRDA-STP	College, Concordia-St Paul	MN
DAK CTY TC	Tech College, Dakota County	MN
DRAKE	Drake University	IA
DUNWOODY	Dunwoody Institute	MN
GLOBE	Business School, Globe	MN

Educator – Not necessary to complete.

State – The State will default dependent upon which educational institution was selected.

- 4) Click the **Save** button () at the bottom of the page.

Professional Education
Person ID: 060163

Professional Education
Find | View All First 1 of 1 Last

Country: United States

'Degree: Masters Terminal Degree

Date Acquired: Average Grade: Graduated

Major Code: Major:

School Code: School:

Educator:

State: South Dakota Minority Institution

A completed example



Exercise for Practice!

An employee has provided you with documentation verifying that effective 12-1-2006 the employee has graduated with a Masters in Business Administration, grade average 'B', from St. Thomas College.

Language Proficiencies

A few City jobs require employees with a proficiency in a language other than English. In addition, the City would like to document any employees that may have various language proficiency abilities to meet the City's Limited English Proficiency (LEP) State directive, regardless of their City job. This skill may serve some value in the future for a job change or for an emergency preparedness situation. Employees are encouraged to maintain language proficiency data through Employee Self Service but department administrators can also document this information in HRIS.

View Employee Language Proficiencies

To view an employee's current or existing language proficiencies:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Development > Track Person Qualifications > Languages**.
- 3) Enter an Employee ID or name and click on Search to find an employee.
- 4) If any language proficiencies have been entered, they will appear on your screen. If there are none, all fields will be blank.

The screenshot shows the 'Languages' interface in HRIS. At the top, there is a 'Person ID:' field. Below it is a table with the following columns: Language, Native, Translator, Teacher, Speak, Read, Write, and Evaluation Date. The table contains two rows of data:

Language	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date
SI Swahili	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low	Low	Low	
SP Spanish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate	High	Moderate	

At the bottom of the interface, there are buttons for 'Save', 'Return to Search', and 'Notify'. The table also includes navigation controls like 'First', '1-2 of 2', and 'Last'.

Note. If an employee has more than eight languages entered, there will be more than one screen of languages to view. You will see the number of languages recorded on the blue title bar.

To navigate to a specific language proficiency:

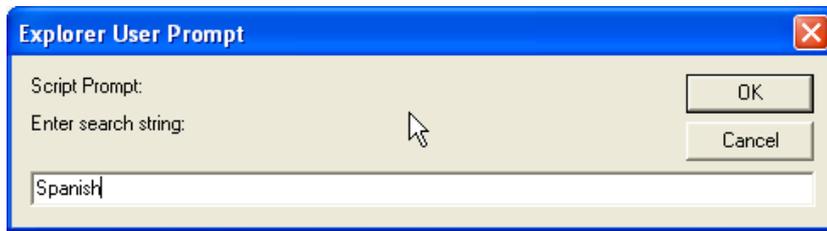
Scroll individually through each page by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

OR

Click [View All](#) and all language proficiencies will be displayed on your page.

To find a specific language by name:

Click **Find** and enter all or part of the language name you are looking for. Then click the OK (**OK**) button.



Add Employee Language Proficiency

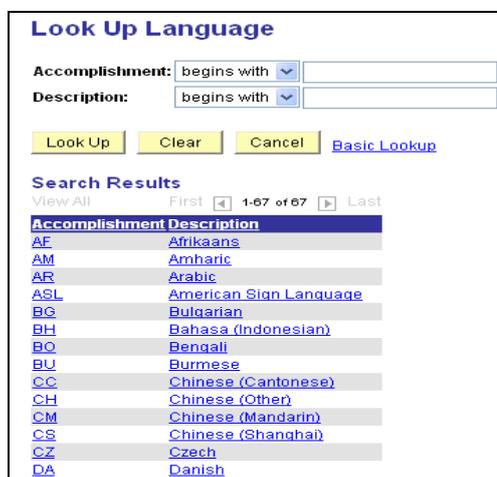
To add a language proficiency to an employee:

- 1) Locate the employee you would like to add a language proficiency for (see View Employee Language Proficiencies – page 14).
- 2) If an employee has an existing language recorded, make sure to click on the **+** to insert a new row for the employee to record a new language. You want to ensure that you enter the new language data on an empty record as shown below.

Languages										
Person ID:										
Languages										
'Language	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date			
SI	Swahili	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low	Low	Low		<input type="button" value="+"/>	<input type="button" value="-"/>
SP	Spanish	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moderate	High	Moderate		<input type="button" value="+"/>	<input type="button" value="-"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="button" value="+"/>	<input type="button" value="-"/>

- 3) Enter the following fields.

Language Code – select from the list of languages using look up. The list includes 67 different languages and dialects.

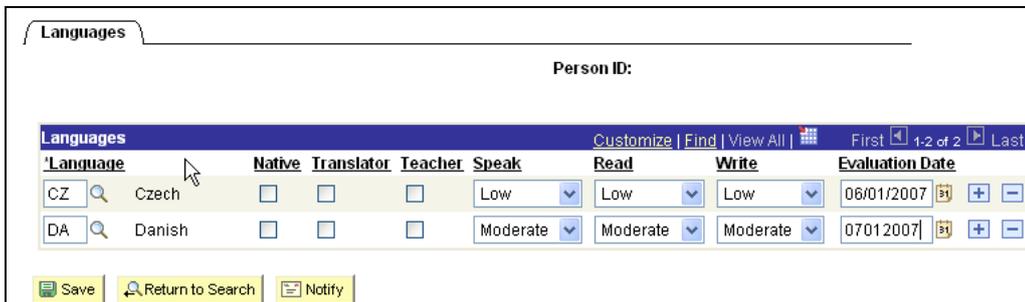


Use of language – Click any of the next three boxes that apply, e.g., native, translator, teacher.

Proficiency – The next three boxes will record the language skill level allowing documentation of whether the employee can ‘speak’, ‘read’, and ‘write’ the language with High – Medium – Low proficiency. Click whichever applies.

Evaluation Date – Either obtain the evaluator’s date of evaluation or state the date the employee provided you with this information.

- 4) Click the **Save** button () at the bottom of the page.



Person ID: _____

Language	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date
CZ Czech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low	Low	Low	06/01/2007
DA Danish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate	Moderate	Moderate	07/01/2007

Save Return to Search Notify

A completed example



Exercise for Practice!

An employee has provided you with a document that verifies they have high proficiency in speaking the Chinese language, with a moderate ability to read and a low ability to write the language. This document has a date of 10-1-2006 as an evaluation date. This employee had been a temporary translator for the United Nations.

Memberships

A number of City employees are required to maintain certain memberships as part of their job requirement. Additionally, some employees may have previous or current memberships on a voluntarily basis. Although not required for their job, this information may serve some value in the future for a job change or for an emergency. Employees are encouraged to maintain memberships through Employee Self Service but department administrators can also document this information in HRIS.

View Employee Memberships

To view an employee's current or existing memberships:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Development > Track Person Qualifications > Memberships**.
- 3) Enter an Employee ID or name and click on Search to find an employee.

If any memberships have been entered, they will appear on your screen. If there are none, all fields will be blank.

Memberships						
Diane Atzmiller			Person ID: 066461			
Customize Find View All First 1 of 1 Last						
*Organization	Description	Membership Date	Mandate	Mandate Position	Mandate Begin Date	Mandate End Date
000000	Academy of HazMat Managers	07/01/2003	VOLUNTARY	FIRE CAPTAIN		

Note. If an employee has more than eight memberships entered, there will be more than one screen of memberships to view. You will see the number of memberships recorded on the blue title bar.

To navigate to a specific membership:

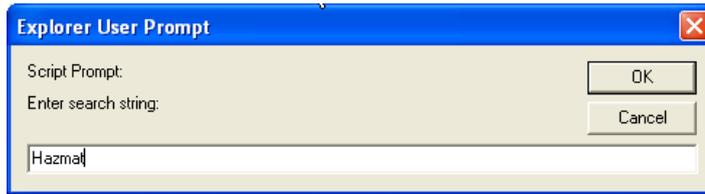
Scroll individually through each page by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

OR

Click [View All](#) and all memberships will be displayed on your page.

To find a specific membership by name:

Click [Find](#) and enter all or part of the membership name you are looking for. Then click the OK (OK) button.



Add Employee Membership Detail

To add a Membership to an employee:

- 1) Locate the employee you would like to add a membership for (see View Employee Memberships – page 17).
- 2) If an employee has an existing membership recorded, make sure to click on the  to insert a new row for the employee to record a new membership. You want to ensure that you enter the new membership data on an empty record as shown below.



- 3) Enter the following fields.

Membership Code – Select from the list of memberships tracked in HRIS. The list contains only licenses and certificates that would be required for a City job.



Membership Date – If the membership card provided by the employee has a membership date, enter it here.

You are strongly encouraged to enter the following optional values:

Mandate – if membership is required, enter 'Required'. If it is not required, enter 'Voluntary'.

Mandate Position – State the employee's job name, e.g., geologist, accountant, whatever is accurate.

Mandate Begin – Date that membership must be in effect for the employee, if required. If not required, leave blank.

Mandate End – Date membership will no longer be required, if such is the case. Otherwise, leave blank.

- 4) Click the **Save** button () at the bottom of the page.

Memberships						
Person ID:						
Memberships						
Customize Find View All First 1-2 of 2 Last						
Organization	Description	Membership Date	Mandate	Mandate Position	Mandate Begin Date	Mandate End Date
000000	Amer Institute of Prof Geologi	01/01/2005	REQUIRED	GEOLOGIST	01/01/2006	
000000	Academy of HazMat Managers	01/01/2006	VOLUNTARY			

A completed example



Exercise for Practice!

An employee has provided you with a copy of their SHRM (Society for Human Resource Management) membership effective for 01-01-2007. Membership in this organization is a voluntary activity, but the employee would like it recorded in their record.

Honors and Awards

A number of City employees have obtained certain Honors and Awards. The City would like to record any of these types of employee accomplishments in HRIS which may serve some value in the future for a job change. Employees are encouraged to maintain Honors and Awards through Employee Self Service but department administrators can also document this information in HRIS.

View Employee Honors and Awards

To view an employee's current or existing honors and awards:

- 1) Access the HRIS Home page by clicking on the **HRIS Home** tab.
- 2) Navigate to **Workforce Development > Track Person Qualifications > Honors and Awards**.
- 3) Enter an Employee ID or name and click on Search to find an employee.

If any honors or awards have been entered, they will appear on your screen. If there are none, all fields will be blank.

The screenshot displays the 'Honors and Awards' section for employee Diane Atzmiller (Person ID: 066461). The interface features a blue title bar with 'Honors and Awards', a search bar, and navigation options like 'Find', 'View All', and 'First', '1-2 of 3', 'Last'. Below the title bar, there are two rows of honor records, each with columns for 'Honor or Award', 'Grantor', and 'Issue Date'. The first record shows 'EXCEL' awarded by 'City of Minneapolis' on '05/15/1990'. The second record shows 'MERIT' awarded by 'City of Minneapolis' on '07/05/2005'. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify'.

Honor or Award	Grantor	Issue Date
EXCEL	City of Minneapolis	05/15/1990
MERIT	City of Minneapolis	07/05/2005

Note. If an employee has more than two honors or awards entered, there will be more than one screen of honors and awards to view. You will see the number of honors and awards recorded on the blue title bar.

To navigate to a specific honor or award:

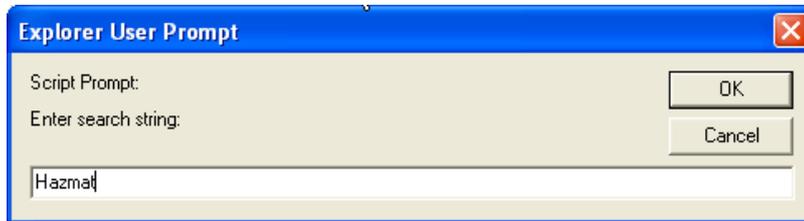
Scroll individually through each page by clicking on the right-hand arrow (▶) or the left-hand arrow (◀) to reverse the selection.

OR

Click [View All](#) and all honors and awards will be displayed on your page.

To find a specific honor or award by name:

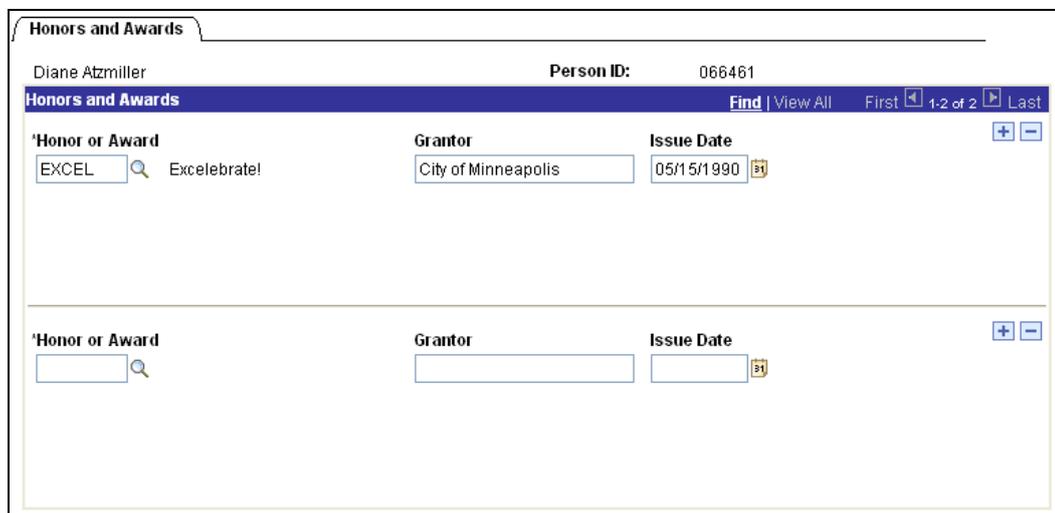
Click [find](#) and enter all or part of the honor or award name you are looking for. Then click the OK () button.



Add Employee Honor and Award

To add an honor or award to an employee:

- 1) Locate the employee you would like to add an honor or award for (see View Employee Honors and Awards – page 20).
- 2) If an employee has an existing honor or award recorded, make sure to click on the to insert a new row for the employee to record a new honor or award. You want to ensure that you enter the new honor or award data on an empty record as shown below.



- 3) Enter the following fields.

Honor and Award Code – Select from the list of honors and awards tracked in HRIS. The list contains only honors and awards that relate to the City of Minneapolis.

Look Up Honor or Award

Accomplishment: begins with

Description: begins with

[Basic Lookup](#)

Search Results

View All First 1-2 of 2 Last

Accomplishment	Description
EXCEL	Excelebrate!
MERIT	Award of Merit

Grantor – Enter the entity or organization that issued the honor or award to the employee.

Issue Date – enter the date the employee was given the honor or award.

- 4) Click the **Save** () button at the bottom of the page.

Person ID: _____

Honors and Awards
Find | View All First 1-2 of 2 Last

'Honor or Award	Grantor	Issue Date	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="EXCEL"/> <input type="button" value="🔍"/> Excelebrate!	<input type="text" value="City of Minneapolis"/>	<input type="text" value="03/01/2006"/> <input type="button" value="📅"/>	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="text" value="MERIT"/> <input type="button" value="🔍"/> Award of Merit	<input type="text" value="City of Minneapolis"/>	<input type="text" value="05/01/2007"/> <input type="button" value="📅"/>	<input type="button" value="+"/> <input type="button" value="-"/>

A completed example



Exercise for Practice!

An employee or the employee's Supervisor has provided you with a copy of an 'Excelebrate' award given to the employee on 6-01-2007 at the Convention Center to be recorded in the employee's record.

Management Reports

Various Management Reports are available to City Managers, Supervisors and City Leadership. We have created additional management reports that will be accessible to you as an HRIS Qualifications Administrator. The Management Reports are on the right-hand side of the Management Center page and require only a 'point and click' to begin the request for the report. The reports you will have available to you are **Driver's License Status** and **License/Cert Status**.

The screenshot shows the HRIS Management Center interface. At the top, there are three navigation tabs: **Management Center**, **HRIS Home**, and **Employee Self Service**. The **Management Center** tab is highlighted. Below the tabs, there are several sections: **Manager Notices**, **HRIS Learning Management**, and **Important Links**. On the right side, there is a **Management Reports** section containing four reports: **Company Property Issued Status**, **Driver's License Status**, **Employee Listing**, and **License/Cert Status**. A red callout box with a white background and a red border points to the **Management Center** tab and contains the text: "If you do not have the Management Center tab, go to the HRIS Home tab and select Manager Self Service." The **Driver's License Status** and **License/Cert Status** reports are also highlighted with red boxes.

Each of these reports will provide you with a graphic display of the overall data as well as an excel spreadsheet with the individual support data that created the graph.

Driver's License Status - This report provides an overview of employee's compliance to maintaining valid driver's licenses if required for a City job.

License/Cert Status - The licenses and certifications listed on this report ONLY include those that are required to perform the employee's job. An employee may have other licenses or certifications recorded in HRIS but these will not be listed on this report. Driver's licenses do NOT appear on this report.

NOTE: Both reports have a checkbox available to show all licenses and certificates (not just those required for a City job).

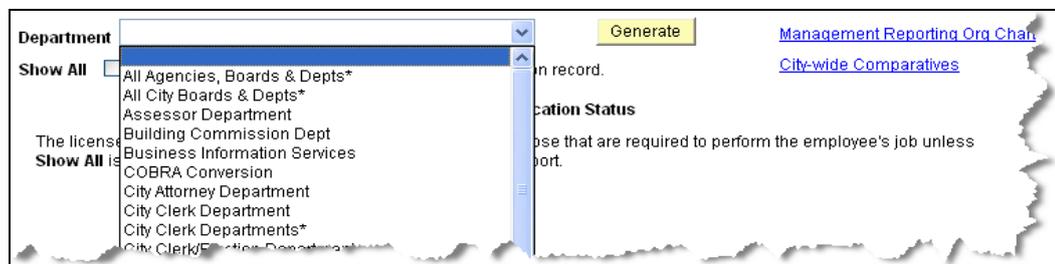
Running a Management Report

To run a management report:

- 1) Access the Management Center page by clicking on the **Management Center** tab.

NOTE: If you do not have the Management Center tab, go to the **HRIS Home** tab and click on **Manager Self Service**.

- 2) Under the Management Reports section, click on the report name that you'd like to run.
- 3) Select your department from the drop-down list and click on the Generate (**Generate**) button.



NOTE: You will only be able to access data for your department.

- 4) Determine which records you would like included in your report.

Licenses/Cert Status

By default, this report only shows licenses and certificates required for a City job. If you would like to show all license/certificates that are recorded in HRIS (not just those required for a City job), click on the **Show All** check box.

Driver's License Status

By default, this report shows all driver's license records recorded in HRIS (even if they are not required for a job). If you would like to show driver's license date for only those employees that require a license for their job, click on the **Required Only** check box.

- 5) The report will be displayed on your screen. Below the graphic, you have the supporting data for the graph.

NOTE: In the detailed data results, you can click on the data column headings to sort the document by a specific column. You can also send the data to Excel by clicking on the  icon located on the blue navigation bar at the top or bottom of your data results.

Wrap-up

In this course you should have gained an understanding of:

- How to view and update employee qualifications
 - ▶ licenses and certifications
 - ▶ education details
 - ▶ language proficiencies
 - ▶ memberships
 - ▶ honors and awards
- How to view and update employee driver's license details
- Run management reports to monitor license and certification compliance for City job requirements