

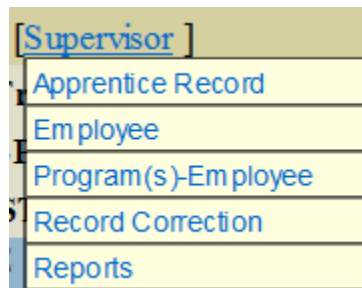
SUPERVISOR

NOTE: In order to have the Supervisor role on the ETMS, your Profile has to reflect a supervisory classification and at least one Employee has to select you as their Supervisor in their profile. It takes four to six weeks for a classification change to occur on the ETMS.

OVERVIEW: As a Supervisor, you will have all the functions of an Employee (see Employee Help Files).

The Supervisor Role will allow you to manage the Training Requirements of all Employees who have selected them as their Primary or Alternate Supervisor. There are three additional tasks on the Supervisor's Home Page, the Supervisor drop down menu, the Training Request Management Bar and the Course Leader Management Bar.

- I. **SUPERVISOR DROP DOWN MENU:** By placing the mouse on the [\[Supervisor\]](#) link, five management tasks will appear on a drop down menu: Apprentice Record (currently an action not in use but may return pending discussions), Employee, Program(s)-Employee, Record Correction, and Reports. The drop down menu will look similar to this:



- A. **Employee:** By clicking the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

A screenshot of a web application page titled 'Employees'. At the top right, there is a 'Close Window' button. Below the title, there is a search bar with the text 'Search by name:' and a 'search' button. To the left of the search bar, there is a link labeled 'P.O.S.T.'. At the bottom of the page, there is a list of letters from A to Z, each with a small icon next to it, representing a list of employees.

1. **Employee Listing:** The Supervisor can search for an Employee based on a keyword or [A-Z](#) listing. To search by a keyword, type in the first or last name and click **search**. The screen will look similar to this:

Employees

Search by name:

[P.O.S.T.](#)

[All](#)
[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[L](#)
[M](#)
[N](#)
[O](#)
[P](#)
[Q](#)
[R](#)
[S](#)
[T](#)
[U](#)
[V](#)
[W](#)
[X](#)
[Y](#)
[Z](#)

Name	Email	CPT	Classification	Sub-Group	Training Record	Training Request
CURRY, MICHAEL	mcurry@parks.ca.gov	Manage	State Park Superintendent II	William Penn Mott Jr. Training Center	View Add	Submit
HOWARD, GARY	ghoward@gbis.com	Manage	Supervising State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit
LATTA, HAROLD	jdanielson@parks.ca.gov	Manage	State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit
LEMLEY JR, FLOYD	flemley@mcn.org	Manage	State Park Ranger	William Penn Mott Jr. Training Center	View Add	Submit

NOTE: Review your Employee listing to insure that all Employees are listed and are in the correct Sub-Group. Any missing Employee needs to update their profile.

- a. **Home Page:** To view the details of an Employee's Home Page, click the Employee's name. The Supervisor will be presented with a screen that will allow them to edit the Employee's profile and view required training program compliance. The screen will look similar to this:

Close Window Back

HOME PAGE

Name
POTTER, HARRY

Classification
#0983: State Park Ranger

Instructor Type:
Defensive Tactics

Education/License
N/A

Training Group
Monterey District (720)

Sub Training Group
Monterey Sector

Email
hpotter@parks.ca.gov

Work Phone
(999) 999-9999 X

Primary Supervisor
BLACK, SIRIUS

Alternate Supervisor
BLACK, SIRIUS

Training Coordinator
WEASLEY, RON

Manager
GRAINER, HERMOINE

submit

P.O.S.T. (C.P.T.) Management

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date	In Compliance
Field Training Officer	40	6/10/2005	6/10/2007	NO
Total Hours	0	Out of Compliance <i>You Need 10 more hours!</i>		

Requirement 2 : Perishable Skills (Every 24 months)

Post Subject	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	4	1/25/2006	1/25/2008	YES
PSP Driver Training	4	6	3/23/2006	3/23/2008	YES
PSP Arrest and Control Training	4	4	3/22/2006	3/22/2008	YES
PSP Tactical Communications	2	2	2/8/2006	2/8/2008	YES

Required Programs

Program Title	Required By	Completion Date	Repeat Interval	Due Date	Compliant
EEO With All Due Respect	Supervisor	Pending	30	N/A	NO
Racial Profiling	Classification	11/5/2003	60	11/5/2008	YES
P.O.S.T. Basic Certificate	Classification	Pending			NO
Appraisal and Development Plan (DPR 911)	Supervisor	Pending	30	N/A	NO
Defensive Tactics Instructor Refresher	Supervisor	5/21/2004	48	5/21/2008	YES
Defensive Driver Training Program	Supervisor	11/29/2005	48	11/29/2009	YES
ETMS Version 3 Orientation	Supervisor	Pending			NO

- (1) **Edit Employee's Profile:** To edit the information in an Employee's Profile do the following:
 - (a) **Training Group:** To change the Employee's Training Group, select the new Training Group from the drop down menu. This allows the system to load the Sub-Groups and Supervisors.
 - (b) **Sub-Group:** To select, click the down arrow and select the appropriate Sub-Group or select N/A if not assigned to a Sub-Group.
 - (c) **Supervisor(s):** Select the Supervisor from the drop down menu as Primary and a different name as Alternate if applicable. If the Employee does not have an Alternate Supervisor, select the same name for both Primary and Alternate.
 - (d) **Email:** Enter the Employee's current email address.
 - (e) **Work Phone:** Enter the Employee's current work phone number.
 - (f) **Submit**
 - (g) **Back:** Click the back button to return to Employee listing.

- (2) **Required Training Programs:** From the Employee listing, click the name link to view required training programs and compliance in the following areas.
 - (a) **P.O.S.T. Management**, if applicable.
 - (b) **Required Programs**, if applicable.

(c) **Continual Professional Training (CPT) Management**, if applicable.

[1] Click the [YES/NO](#) link to view compliance details.

b. **Continual Professional Training (CPT):** Supervisors have the ability to manage CPT for their Employees.

(1) **Add CPT:** Click the [Manage](#) link and choose the type of Certification from the drop down menu and click **submit**. The screen will look similar to this:

Name	CPT	Classification
BURNER, ROY	ALERT - Delete	State Park Ranger

Add New CPT	
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">ALERT</div> <div style="margin-left: 5px;">▼</div> </div> <ul style="list-style-type: none"> ALERT Distribution Operators D1 Distribution Operators D2 Distribution Operators D3 Distribution Operators D4 Distribution Operators D5 EMR PCA QAC QAC Category H QAC Category Q QAL QAL Category H QAL Category Q Water Treatment Operators T1 Water Treatment Operators T2 Water Treatment Operators T3 Water Treatment Operators T4 Water Treatment Operators T5 	<input type="button" value="submit"/>

(a) Certification will now appear in the CPT column on the Employee list and on the Employee's Home Page under Continual Professional Training (CPT) Management.

(2) **Delete CPT:** To delete a Certification that is no longer required, click the [Manage](#) link and then [Delete](#) link next to the certification.

NOTE: If the Continual Professional Training Certification for your Employee is not on the drop down menu, contact the System Administrator to add additional certifications.

c. **Employee Training Record:**

(1) **View:** To view the Employee's Training Record, click the [View](#) link in the Training Record column. This screen will list all training programs and instructor hours that have been added to the ETMS. The screen will look similar to this:

Training Record (PETRIE, CINDY)

[\(download training record\)](#)

Training Programs Completed								
Correction	Program Title	Repeat Interval (months)	Training Provider / Program Provider	Location	Completion Date	Length (hr)	Grade	Training Category
Submit	Intermediate Carpentry Skills	N/A	State Agency DPR	Monterey	6/21/2007	36	Credit	
Submit	Basic Interpretation for Guides and Interpreters	N/A	State Agency DPR	Hilo, Hawaii	6/21/2007	36	N/A	
Submit	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submit	Intellectual Property Rights	N/A	State Agency DPR	Gorda Mountain	6/21/2007	20	N/A	
Submit	Firearms Shotgun Training and Qualification	6	State Agency DPR	Big Sur	6/20/2007	1	Credit	
Submit	Continuing Advanced Officer	24	State Agency DPR	Waikiki	6/20/2007	24	Credit	
Submit	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	N/A	Private Vendor mpc	monterey	6/19/2007	8	N/A	Job Related
Submit	Pods in Education	N/A	State Agency DPR, Steve Jobs	The Milky Way	5/21/2007	28	N/A	
Submit	Maintenance Leadership Conference	N/A	State Agency DPR	Sacramento	10/27/2006	32	Credit	
Submit	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/11/2006	0	N/A	Job Related
Submit	Appraisal and Development Plan (DPR 911)	12	DPR	MTC	10/4/2006	0	N/A	Job Required
Submit	CAMP - Equipment Property Management	N/A	DPR, Valette Laam	Sacramento HQ	4/25/2006	16	N/A	Job Related
Submit	Business (Video 30 Minutes)	24	DPR	MTC	7/27/2006	1	N/A	Job Related

NOTE: Training records prior to year 2000 are stored in hard copy at the Mott Training Center.

- (a) **Program Title:** If the program title has a hyperlink, you can click this link to view details of the Training Request. This screen can be printed and included with a Travel Expense Claim for reimbursement. The screen will look similar to this:

Close Window Print this Page

Approved

Name:	POTTER, HARRY
Classification:	State Park Interpreter I
Training Group:	Training Office (068)
Sub Group:	William Penn Mott Jr. Training Center
Training Provider:	DPR
DPR:	DPR
Location:	Marconi
Program Title:	Skills for Interpreting to Children
Training Request Is:	Job Required
Justification:	
Date:	1/8/2007 - 1/12/2007
Pre-Selected	
Supervisor:	N/A
Date Approved:	12/20/2006
Supervisor Comment:	No Data
Sub-Group Manager:	N/A
Date Approved:	N/A
Sub-Group Manager Comment:	No Data
Manager:	N/A
Date Approved:	12/20/2006
Manager Comment:	No Data
Training Specialist:	GRAINGER, HERMOINE
Date Approved:	12/20/2006
Training Specialist Comment:	No Data
Accommodation:	
Explanation:	

Certificate of Completion
 Certified By: GRAINGER, HERMOINE
 Certified Date: 5/16/2007 7:43:07 AM

- (2) **Add:** To add a program to an Employee's Training Record, click the [Add](#) link in the Training Record column. A list of all programs in the Training Catalog will be presented in an [A-Z](#) listing or search by program title. The screen will look similar to this:

Training Catalog

Request to Add Program [SUBMIT](#) Search by Program Title:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Roster	Program Title	Program Category
Submit	A Climate of Change - 2006 Legislative Symposium	Administration
Submit	A.L.R.T. – Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	A.L.R.T. – Annual Lifeguard Program Update Meeting	Aquatic Safety
Submit	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	A.L.R.T. – Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	A.L.R.T. – Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	A.L.R.T. - Paddleboard Refresher	Aquatic Safety

- (a) Click the [Submit](#) link in the Roster column and complete the required information and **submit**. The page will look similar to this:

Close Window Back

Training Catalog

Program Title: A Climate of Change - 2006 Legislative Symposium

Hours: 7

Name: ADAMS, KELLY

Grade: N/A

Click for definition
*** Training Category:** Job Related

Program Location: _____

Training Provider: Federal Agency

Program Provider: _____

Start Date: _____

MM/DD/YYYY

End Date: _____

MM/DD/YYYY

- (b) In order to submit a Training Request, the training program must be listed in the Training Catalog. If the program does not exist in the Training Catalog, you have the ability to request that the program be added to the Training Catalog. By clicking the [SUBMIT](#) link, the **Request to Add Program** screen will appear in a pop up window. Complete all required fields and **submit**. The screen will look similar to this:

Close Window

Request to Add Program

Type: Out-Service

Program Title: _____

Category: Select

Program Length: Select hours

Repeat Interval: N/A Months

P.O.S.T: N/A

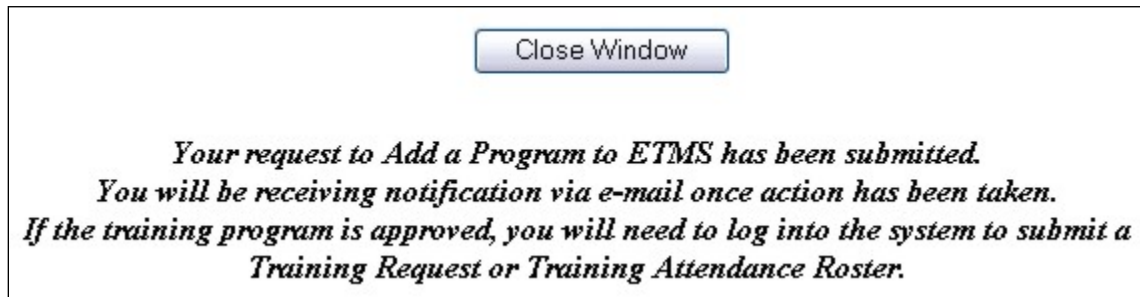
P.O.S.T Subject: N/A

Topics: _____

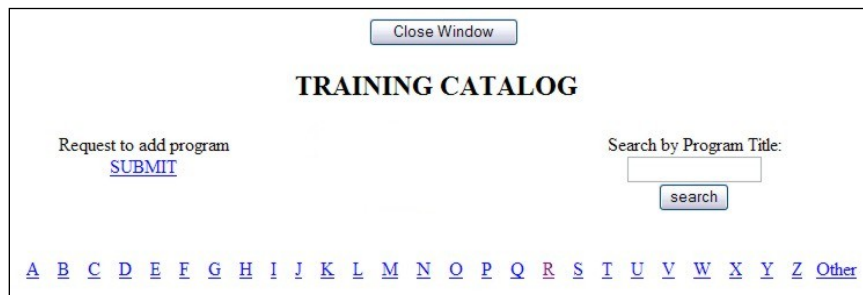
Description: _____

- (c) Once you click the **submit** button, this request will be sent to the System Administrator for approval action and

inclusion into the Training Catalog. The screen will look similar to this:



- d. **Training Request:** To submit a Training Request for an Employee, click the [Submit](#) link in the Training Request column. This will display the current Training Catalog. The screen will look similar to this:



- (1) **Training Catalog:** The Supervisor can locate a program in the Training Catalog based on a keyword or an [A-Z](#) listing. To search by a keyword, type in the keyword and click **search**. The screen will look similar to this:

TRAINING CATALOG

Request to add program
[SUBMIT](#)

Search by Program Title:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Other](#)

Training Request	Type	Program Title	Category
Submit	Out-Service	A Climate of Change - 2006 Legislative Symposium	Administration
View Schedule	In-Service	A.L.R.T. - Advanced Watercraft Rescue Training (PWC)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Aquatic Safety Video Conference	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Annual Lifeguard Program Update Meeting	Aquatic Safety
View Schedule	Both	A.L.R.T. - Aquatic Search, Rescue, and Recovery	Aquatic Safety
Submit			
Submit	Out-Service	A.L.R.T. - Beach Driving	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Beach Driving Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Driving Orientation course for Seasonal Lifeguards (non-Code 3 operation)	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Emergency Vehicle Operations Course for Seasonal Lifeguards	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operation Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Inflatable Rescue Boat Operator Course	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Junior Lifeguard Coordinator's Statewide Meeting	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Refresher	Aquatic Safety
Submit	Out-Service	A.L.R.T. - Paddleboard Rescue	Aquatic Safety

- (a) Click the [Program Title](#) link to view the details of the program from the Training Catalog.
- (b) Training Request column.
 - [1] To complete an Out-Service Training Request click the [Submit](#) link, an **Out-Service Training Request** will appear; complete all required fields and **submit**. The screen will look similar to this:

[2] To complete an In-Service Training Request click the [View Schedule](#) link, the dates from the current training schedule for the program will appear. If “No Data” is listed, the program has not been scheduled and a Training Request can not be submitted at this time. The screen will look similar to this:

Training Request	Type	Program Title	Category
Submit	Out-Service	P.A.S Device Training	Public Safety
Submit	Out-Service	P.O.S.T Basic SWAT	Public Safety
View Schedule Submit	Both	P.O.S.T. Academy Instructor Certificate Course Group 6 6/17/2007 - 6/22/2007 (Mott Training Center)	Instructor Training
Submit	Out-Service	P.O.S.T. Assertive Supervision Course	Administration
View Schedule	In-Service	P.O.S.T. Basic Certificate	Public Safety
Submit	Out-Service	P.O.S.T. Basic Narcotics Investigations (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Basics of Technical Search Equipment & Operations B, S&K 88	Public Safety
Submit	Out-Service	P.O.S.T. Communication: Keeping Your Edge (CD-ROM)	Public Safety
Submit	Out-Service	P.O.S.T. Death Investigation	Public Safety
Submit	Out-Service	P.O.S.T. Dignitary Security	Public Safety

[a] To sign up for the program, click the [Program Date](#) link and the **In-Service Training**

Request will appear. Complete the required fields and click **submit**. The screen will look similar to this:

IN-SERVICE Training Request Form

** Required Field*

Program Title: Basic Carpentry Skills 18

Date (Start-End): 12/17/2006 - 12/22/2006

Supervisor: HENRY, GINGERLOU

Click for definition

* Training Category: Please Select

* Justification: (Max of 300 characters)

Accomodation: None

Accomodation Explanation: (Max of 300 characters)

Back submit

- (2) **Request to Add Program:** If the program does not exist in the Training Catalog, the Supervisor has the ability to add the program by clicking the Request to Add Program [SUBMIT](#) link.
- e. **P.O.S.T. Compliance:** To access the P.O.S.T. Compliance Report, click the [Employee](#) link within the drop down menu, a page will appear that will look similar to this:

Close Window

Employees

[P.O.S.T.](#)

Search by name: search

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

By clicking the [P.O.S.T.](#) link, a Compliance Report will appear for all State Park Peace Officers assigned to the Supervisor and the status of their P.O.S.T. training. The screen will look similar to this:

Close Window

P.O.S.T (C.P.T.) Compliance Report

Name	Classification	In Compliance
POTTER, HARRY	Lifeguard Supervisor I	NO
BLACK, SIRIUS	State Park Ranger	NO
WEASLEY, RON	State Park Ranger	NO
GRAINGER, HERMOINE	Lifeguard	YES
DOE, JOHN	State Park Ranger	NO
HITCHCOCK, ALFRED	State Park Ranger	NO
WAYNE, JOHN	Lifeguard	YES
DICK, MOBY	State Park Ranger	NO
LADD, ALAN	State Park Ranger	NO
ROGERS, GINGER	Supervising State Park Ranger	NO
ASTAIRE, FRED	State Park Ranger	NO
CABLE, CLARK	Lifeguard	NO

- (1) To see the specific details of an Employee's Compliance Report, click the Employee's name and you will be linked to their P.O.S.T. Management screen. The screen will look similar to this:

POTTER, HARRY

Close Window

Requirement 1 : Advanced Officer Training (10 hours every 24 months)

Program Title	Completed Hrs	Completion Date	Due Date
PSP Driver Training	2	9/27/2006	9/27/2008
PSP Arrest and Control Training	12	2/23/2006	2/23/2008
Total Hours	14	In Compliance	

Requirement 2 : Perishable Skills (Every 24 months)

Program Title	Required Hrs	Completed Hrs	Completion Date	Due Date	In Compliance
PSP Firearms Training	4	6	10/29/2003	10/29/2005	NO
PSP Driver Training	4	6	9/27/2006	9/27/2008	YES
PSP Arrest and Control Training	4	16	2/23/2006	2/23/2008	YES
PSP Tactical Communications	2	2	12/20/2003	12/20/2005	NO

NOTE: It is the Supervisor's responsibility to insure that their Employees are in compliance at all times.

- B. **Program(s)-Employee:** A Supervisor can assign programs from the Training Catalog to an Employee based on their position. By clicking the [Program\(s\)-Employee](#) link within the Supervisor drop down menu, a screen will appear that will look similar to this:

Employee	# of Programs Required
BURNER, ROY	1
GRENNELL, CHARLES	0
JACOBS, ROLAND	0
LATTA, HAROLD	0
LONG, JAMES	0
MARQUETTE, LOUIS	0
MICHEL, STEPHEN	0
TOPAR, JOHN	1
WILBUR, KENNETH	0

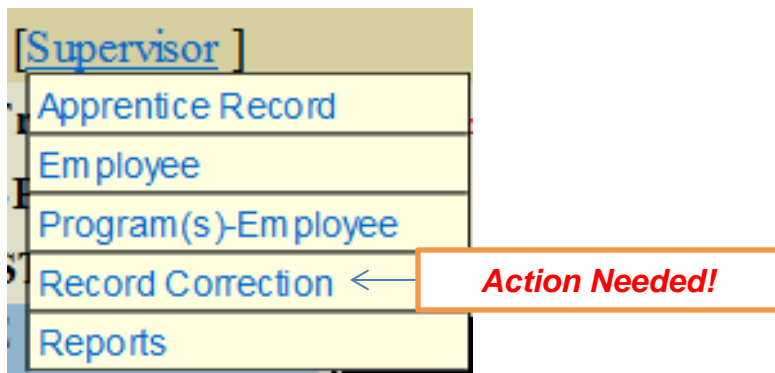
1. **Employee's Home Page:** Click the Employee's name to view their Home Page.

NOTE: Prior to assigning programs to an Employee, the Supervisor must consider programs that have already been listed on their Home Page under Required Programs.

2. **Required Programs:** Click the <#> link in the Programs Required column, a screen will appear that will look similar to this:

Program Title	
Please Select	add
Cal-Card Training	Delete
Defensive Driver Training Program	Delete
Emergency Medical Responder	Delete
Purchasing (Classroom)	Delete

- a. To add a Required Program to an Employee, select a program from the drop down menu and click **add**. This program will now be added to the **Required Programs** listed on their Home Page.
 - b. To remove a program, click **Delete**. This Program will be removed from this screen and from the Employee's Home Page.
- C. **Record Correction:** Employees have the ability to request a correction to a training program on their Training Record. The Supervisor will be notified via email of a pending Record Correction request and **Action Needed!** will appear under the [Record Correction](#) link.



- 1. By clicking the [Record Correction](#) link within the Supervisor drop down menu, a screen will appear that will look similar to this:

<input type="button" value="Close Window"/>		
Name	Program Title	Program Date
WAGY, STEVEN	PSP - Driver Training	3/1/2006-3/1/2006

- a. **Record Correction:** Click the [Program](#) link under Program Title column. The screen will look similar to this:

Current Record

Program Title:	ETMS Version 2 Orientation
Hours:	0
Grade:	N/A
Training Category:	
Program Location:	MTC Loft
Training Provider:	none
Program Provider:	
Start Date:	7/1/2007
End Date:	7/2/2007

Request Correction

Program Title:	<input type="text" value="ETMS Version 2 Orientation"/>	
Hours:	<input type="text" value="1"/>	
Grade:	<input type="text" value="N/A"/>	
Training Category:	<input type="text"/>	
Program Location:	<input type="text" value="MTC Loft"/>	
Training Provider:	<input type="text" value="Federal Agency"/>	
Program Provider:	<input type="text"/>	
Start Date:	<input type="text" value="3/1/2007"/>	<input type="button" value="E3"/>
	<small>MM/DD/YYYY</small>	
End Date:	<input type="text" value="3/2/2007"/>	<input type="button" value="E3"/>
	<small>MM/DD/YYYY</small>	
Employee Comment:	<input type="text" value="Change the date please"/>	
Supervisor Comment:	<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>	
Approval:	<input type="text" value="Approved"/>	

- (1) **Current Record:** Displays the current Training Record.
 - (2) **Request Correction:** Displays the corrected Training Record with Employee comment. The Supervisor has the ability to edit the record as well as provide a comment.
 - (a) **Approved:** Select approved and click **submit** the Record Correction will then be forwarded to the Training Coordinator or System Administrator for approval action.
 - (b) **Disapproved:** Employee will receive an email indicating the correction was not approved.
- D. **Reports:** By clicking the [Reports](#) link within the Supervisor drop down menu, a screen will appear with several standard reports. The screen will look similar to this:



1. **Review Reports:** Click the report you want to view and complete the required fields and submit.
- II. TRAINING REQUEST MANAGEMENT:** To manage all In-Service and Out-Service Training Requests for their Employees, a task bar called **Training Request Mgt : SPVR.IN(0)-OUT(0)** is located on their Home Page. The number within the parenthesis is the link to the number of pending In-Service or Out-Service Training Requests that require action by the Supervisor.

- A. **In-Service Training Request:** By clicking the (#) link, the Supervisor can view all Pending, Approved and Not Approved Training Request. The screen will look similar to this:

Training Request Management (SUPERVISOR)

[Pending](#) [Approved](#) [Not Approved](#) By Name: CURRY, MICHAEL

Page :

In-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment
No Data!							

NOTE: The link defaults to the Pending In-Service Training Request.

1. [Pending](#): This link displays all Training Requests that are pending approval action by the Supervisor. The screen will look similar to this:

Training Request Management (SUPERVISOR)

[Pending](#) [Approved](#) [Not Approved](#) By Name: CURRY, MICHAEL

Page : [1](#)

In-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment
View Cancel	9/25/2007	WAGY, STEVEN	State Park Superintendent III	ETMS Version 3 Orientation	12/5/2007 - 12/5/2007	Pending <input type="button" value="v"/>	<input type="text"/>

- a. **Detail:**
 - (1) **View:** Click the [View](#) link to display the details of the Employee Training Request.
 - (2) **Cancel:** Click the [Cancel](#) link to cancel a Training Request prior to the Sub-Group Manager or Manager taking approval action.
- b. **Approval Action:** From the drop down menu in the Approval column, the Supervisor can Approve or Not Approve the Training

Request. If Not Approve is selected, the Supervisor must provide a comment.

c. **Submit:** The Training Request will be sent to the Sub-Group Manager or Manager for their approval action.

2. [Approved](#): This link displays all Training Requests that have been approved by the Supervisor. Supervisors have the ability to cancel or edit any approved Training Requests that they have not been acted upon by the Sub-Group Manager or Manager.
3. [Not Approved](#): This link displays all Training Requests that have not been approved by the Supervisor. Supervisors have the ability to cancel or edit any Training Requests they have not approved.
4. **Search by Employee Name:** The Supervisor has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the [Search](#) link.
5. **Page:** There are nine records displayed per page. To view additional records click the <#> link(s).

B. **Out-Service Training Request:** By clicking the [\(#\)](#) link, the Supervisor can view all Pending, Approved and Not Approved Training Request. The screen will look similar to this:

Home
Back

Training Request Management (SUPERVISOR)

Pending
Approved
Not Approved

By Name:

▼
Search

Page :

Out-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
No Data!								

NOTE: The link defaults to the Pending In-Service Training Request.

1. [Pending](#): This link displays all Training Requests that are pending action by the Supervisor. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (SUPERVISOR)

[Pending](#) [Approved](#) [Not Approved](#) By Name:

Page: [1](#)

Out-Service Training (Pending)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
View Cancel	9/25/2007	WAGY ,STEVEN	State Park Superintendent III	K-9 Tracking	10/10/2007 - 10/10/2007	Pending <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="v"/>

- a. **Detail:**
 - (1) **View:** To view the details of the Employee Training Request, click the [View](#) link.
 - (2) **Cancel:** To cancel a Training Request prior to the Sub-Group Manager or Manager taking action, click the [Cancel](#) link.
- b. **Approval Action:** From the drop down menu in the Approval column, the Supervisor can Approve or Not Approve the Training Request. If Not Approve is selected, the Supervisor must provide a comment.
- c. **Submit:** The Training Request will be sent to the Sub-Group Manager or Manager for their approval action.

2. [Approved:](#) This link displays all Training Requests that have been approved by the Supervisor. Supervisors have the ability to cancel or edit any approved Training Requests that they have not been acted upon by the Sub-Group Manager or Manager. The screen will look similar to this:

[Home](#) [Back](#)

Training Request Management (SUPERVISOR)

[Pending](#) [Approved](#) [Not Approved](#) By Name:

Page: [1](#) [2](#) [3](#) [4](#)

Out-Service Training (Approved)

Detail	Submit Date	Name	Classification	Program	Program Date	Approval	Comment	Training Record
View	4/23/2007	HENRY ,GINGERLOU	Administrative Officer II	ETMS Training	4/30/2007 - 5/1/2007	Approved	No Data	Submit
View	4/23/2007	HENRY ,GINGERLOU	Administrative Officer II	Introduction to Programming-Microsoft Visual Basic 6	5/1/2007 - 5/3/2007	Approved	No Data	Submit
View Cancel	4/18/2007	JONES ,KENNETH	State Park Superintendent V	Occult Crimes	1/1/2008 - 12/1/2008	Approved		Submit

a. **Detail**

- (1) **View:** Click the [View](#) link to view the details of the Training Request.
- (2) **Cancel:** Click the [Cancel](#) link to cancel any Training Request that the Sub-Group Manager or Manager has not taken approval action.

- b. **Training Record:** Once the Supervisor has certified that the Employee has completed the Program, click the [Submit](#) link to add the program to the Employee's Training Record. The screen will look similar to this:

The screenshot shows a web form titled "Training Attendance Roster". At the top, there are two buttons: "Close Window" and "Back". The form contains the following fields and labels:

- Program Title:** ETMS Training
- Hours:** 8 (dropdown menu)
- Name:** HENRY, GINGERLOU
- Grade:** N/A (dropdown menu)
- Training Category:** Job Related (with a link "Click for definition" and an asterisk)
- Program Location:** Australia (text input)
- Training Provider:** DPR
- Program Provider:** Test (text input)
- Start Date:** 4/30/2007 (calendar icon, MM/DD/YYYY)
- End Date:** 5/1/2007 (calendar icon, MM/DD/YYYY)
- submit** button

- (1) Review the program information and edit as required and click **submit**. The program has now been added to the Employee's Training Record.

3. [Not Approved](#): This link displays all Training Requests that have not been approved by the Supervisor. Supervisors have the ability to cancel or edit any Training Requests they have not approved.

4. **Search by Employee Name:** The Supervisor has the ability to view all Training Requests that have been submitted by an Employee. Select the Employee from the drop down menu and click the [Search](#) link.
5. **Page:** There are nine records displayed per page. To view additional records click the <#> link(s).

III. **COURSE LEADER MANAGEMENT:** To manage all Course Leader Requests for their Employees that have the Instructor Role, a task bar called **Course Leader Mgt : SPVR : (0)** is located on their Home Page. The number within the parenthesis is the link to the number of pending Course Leader Requests that require action by the Supervisor.

- A. **Course Leader Request:** By clicking the [\(#\)](#) link, the Supervisor can view all Pending, Approved and Not Approved Course Leader Request. The screen will look similar to this:

Home									
Course Leader Request- Supervisor									
Pending Approved Not Approved									
Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Approval : Yes No	COMBS, CHARLES Pending	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954

NOTE: The link defaults to the Pending Course Leader Request.

1. [Pending](#): This link displays all Course Leader Requests that are pending approval action by the Supervisor.
 - a. **Details:** To view the Course Leader Request, click the [View](#) link. The screen will look similar to this:

Close Window

Date : 9/24/2007

To : **SUPERVISOR**
Mott District

From : Department of Parks and Recreation
Training Office

Subject : Course Leader Request

Your Approval is requested for: **STEVEN WAGY** to serve as a course leader in : **Administrative Workshop Test v 3**

Location : **North Pole**

Comment :
Testing Supervisor pending page.

<u>Course Title</u>	<u>Date</u>	<u>Time</u>
Fundamentals of Personnel	12/26/2007-12/26/2007	(0800-1100) 3 hour(s)

This request will involve **3** hour(s) of instruction, plus travel time.

Once approved, WAGY, STEVEN will help provide quality training and effective instruction. We impress upon our staff and students a strong professional appearance and would like the course leaders to be a good example of that professionalism. Proper office attire should be worn at all times.

All overtime and per diem expenses that WAGY, STEVEN incurs will be paid by the Training Office. Please ensure that a copy of the Monthly Work Report, DPR 511, for any overtime incurred during this training is forwarded to the Training Center. In addition, the Travel Expense Claim should be sent to the Training Office for final approval and coding.

If you have any questions regarding this request, please contact HENRY, GINGERLOU at ginger@parks.ca.gov or (831) 649-2954. Your support and assistance in the delivery of our departmental training program is appreciated.

Michael D. Green
Acting Department Training Officer

b. **Supervisor Approval:**

- (1) **Approve:** To approve a Course Leader Request, click the [Yes](#) link under the Supervisor Approval column. An email is generated by ETMS and sent to Sub-Group Manager or Manager for approval action.
- (2) **Not Approved:** To not approve a Course Leader Request, click the [No](#) link under the Supervisor Approval column.

Complete the comment and click **Submit**. The screen will look similar to this:

Home									
Course Leader Request- Supervisor									
Pending Approved Not Approved									
Detail	Course Leader	Program Detail	Date/Time Requested	Total Hours	Instructor Approval	Supervisor Approval	SGM Approval	Manager Approval	Training Specialist
View	WAGY, STEVEN	Administrative Workshop Test v 3 North Pole	Fundamentals of Personnel 12/26/2007-12/26/2007 (0800-1100)	3	Approved 9/24/2007	HENRY, GINGERLOU Please submit your reason for not approving this Course Leader Request? Comment: <div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	COMBS, CHARLES Pending	GREEN, MICHAEL Pending	HENRY, GINGERLOU (831) 649-2954
						<input type="button" value="Back"/> <input type="button" value="Submit"/>			

The system will generate an email to the Training Specialist with a copy to the Instructor.

2. [Approved](#): This link displays all Course Leader Requests that have been approved by the Supervisor.
3. [Not Approved](#): This link displays all Course Leader Requests that have not been approved by the Supervisor.