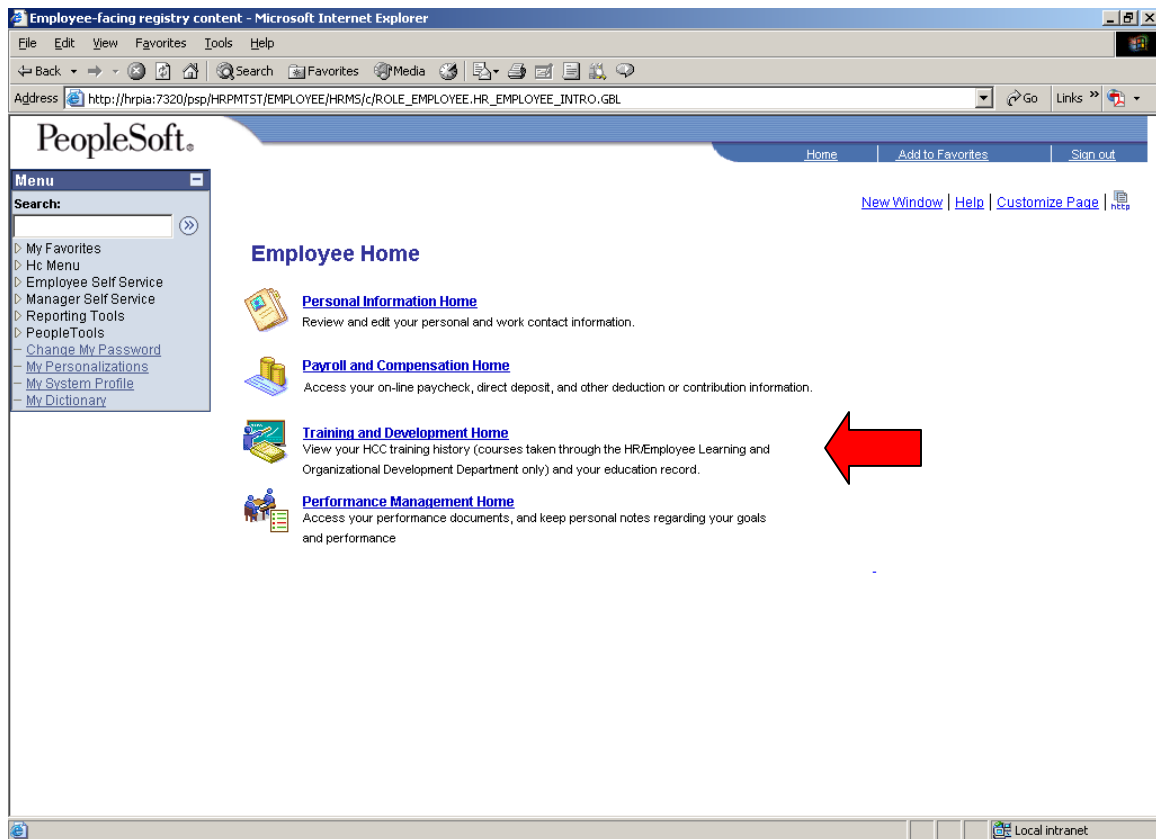


Self Service Spotlight: Training & Development

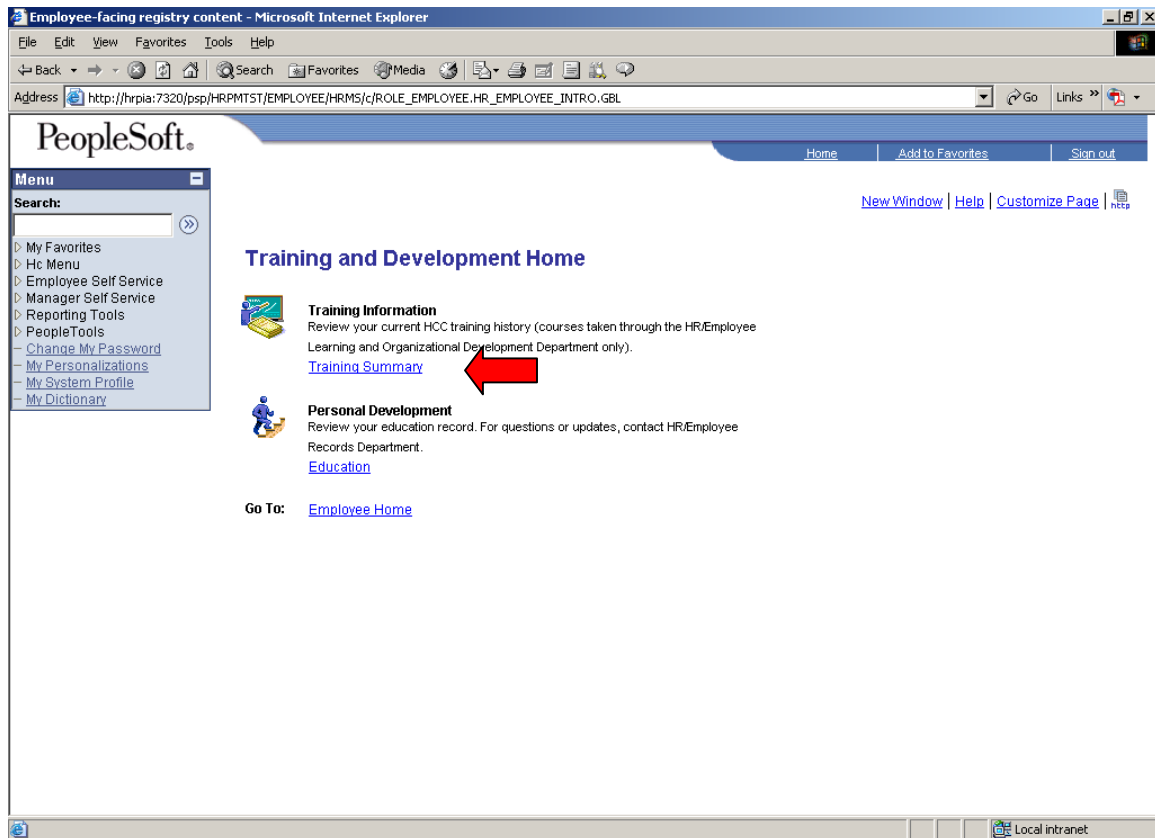
After successfully logging into *PeopleSoft HR*, you will be directed to the Employee Home page that contains a menu of available services. By clicking any of these links, you can view your information and edit *selected* information contained in the PeopleSoft HR database.

In this Self Service Spotlight, the ***Training & Development*** feature is being highlighted. By clicking on the *Training and Development Home* link, you can view your current HCC/HR training history and your formal education record on file in PeopleSoft HR.



Training and Development Home Page – Viewing Your Training Information

When you click the Training and Development Home link on the Employee Home Page, you will be directed to the menu below. By clicking on the *Training Summary* link, you can view your HCC/HR training history starting with the fall semester 1999. Training taken prior to that date has not been recorded in PeopleSoft HR.



The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Training and Development Home' page. The browser's address bar shows the URL: http://hrpia:7320/psp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL. The page features a 'Menu' sidebar on the left with options like 'My Favorites', 'Hc Menu', 'Employee Self Service', 'Manager Self Service', 'Reporting Tools', 'PeopleTools', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The main content area is titled 'Training and Development Home' and includes two sections: 'Training Information' and 'Personal Development'. The 'Training Information' section contains a red arrow pointing to the 'Training Summary' link. The 'Personal Development' section contains an 'Education' link. At the bottom, there is a 'Go To: Employee Home' link. The browser's status bar at the bottom right indicates 'Local intranet'.

Training Summary Page

At this time, only courses offered by HR-Employee Learning and Organizational Development (ELOD) are included in personal training histories. These include courses in the College Leadership Program, College Office Professionals Program, Performance Excellence Program, and General New Employee Orientation.

The HR Training Council, composed of leaders of all HCC employee training units, has recommended that other internally provided training be captured and tracked in PeopleSoft HR. This request is with IT pending completion of higher priority projects.

The screenshot shows a web browser window titled "Employee-facing registry content - Microsoft Internet Explorer". The address bar shows the URL: http://hcchrweb.hccs.edu:7878/psp/ess/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL. The page header features the PeopleSoft logo and navigation links for Home, Add to Favorites, and Sign out. A search bar is present, along with links for New Window, Help, and Customize Page. The main content area is titled "Training Summary" and includes a placeholder "Your Name Here". Below this is a table titled "Internal Training" with columns for Course Name, Start Date, End Date, Status, and Facility. The table lists several completed courses, including Litigation Landmines, PSB PEP: For Employees, PEP Overview Training - All, CLP-Mastering Performance Rev, CLP-Strategies Course, Elective-Planning Goal Setting, CLP-TCHR, CLP-Survival Skills, CLP-Orientation, and New Employee Orientation.

Course Name	Start Date	End Date	Status	Facility
Litigation Landmines	06/20/2007	06/20/2007	Completed	3100 Main
PSB PEP: For Employees	04/17/2007	04/17/2007	Completed	3100 Main
PEP Overview Training - All	06/29/2006	06/29/2006	Completed	3100 Main
CLP-Mastering Performance Rev	01/29/2003	01/30/2003	Completed	3100 Main
CLP-Strategies Course	10/22/2002	10/23/2002	Completed	3100 Main
Elective-Planning Goal Setting	10/21/2002	10/21/2002	Completed	3100 Main
CLP-TCHR	05/21/2002	05/21/2002	Completed	3100 Main
CLP-Survival Skills	04/11/2002	04/19/2002	Completed	3100 Main
CLP-Orientation	04/10/2002	04/10/2002	Completed	3100 Main
New Employee Orientation	03/25/2002	03/26/2002	Completed	3100 Main

Click the *Training and Development Home* link (at bottom of page) to return to the Training and Development home page.

Training and Development Home Page – Viewing Your Education Record

To view your formal education record on file with HCC, click the *Education* link.

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft 'Employee-facing registry content' page. The address bar shows the URL: http://hrpia:7320/jsp/HRPMTST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_EMPLOYEE_INTRO.GBL. The page features the PeopleSoft logo at the top left and navigation links for Home, Add to Favorites, and Sign out at the top right. A search bar is located in the top right corner, with links for New Window, Help, and Customize Page. On the left side, there is a 'Menu' section with a search field and a list of navigation options: My Favorites, Hc Menu, Employee Self Service, Manager Self Service, Reporting Tools, and PeopleTools. Below these are links for Change My Password, My Personalizations, My System Profile, and My Dictionary. The main content area is titled 'Training and Development Home' and contains two primary sections: 'Training Information' and 'Personal Development'. The 'Training Information' section includes a description of HCC training history and a link to 'Training Summary'. The 'Personal Development' section includes a description of the education record and a link to 'Education', which is highlighted with a red arrow. At the bottom of the main content area, there is a 'Go To:' section with a link to 'Employee Home'. The browser's status bar at the bottom indicates 'Local intranet'.

Education Page

This page will show all of your completed formal education for which an *official* college/university transcript has been received by the HR Records Department. If you believe that your educational record is incomplete, it could be that no *official* transcript for the conferred degree is on file. Official transcripts may be sent to HR-Records Department MC 1120. At present, certificates, certifications, and licensures are *not* included in your PeopleSoft HR education record.

Employee-facing registry content - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail News RSS

Address http://hcchrweb.hccs.edu:7878/psp/ess/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.HR_EMPLOYEE_INTRO.GBL Go Links

PeopleSoft. Home Add to Favorites Sign out

Menu

Search: >>

- My Favorites
- Hc Menu
- Employee Self Service
- Recruiting
- Workforce Administration
- Workforce Development
- Enterprise Learning
- Set Up HRMS
- Reporting Tools
- PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary

New Window Help Customize Page

Education

Your Name Here

Degree	School	Date Acquired
Bachelor of Arts	Your School	mm/dd/year

Go To: [Employee Home](#) [Training and Development Home](#)

Click the *Training and Development Home* link (at bottom of page) to return to the Training and Development home page.

Navigation within PeopleSoft HR

At the bottom of each PeopleSoft screen, there are one or more “Go to” links. Rather than using your browser’s “Back” button, it is preferable to use these “Go to” links to navigate between the pages.