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Tracking Training in GEMS – Policy

GEMS is the USF System's official record of training completions. All required employee training must be entered and tracked in GEMS.

- All USF employees use Self Service in GEMS to enroll in training and view their training summaries.
- Managers can enroll and view training summaries for their direct reports.
- Departmental HR users can view training summaries in GEMS for any employee.

Process

The process involves the instructor leading the training, HR Learning & Talent Development (LTD), and the employee. (See [Workflow](#) on page 3)

There are three phases:

1. Create Course:

- a. To request a new course be set up in GEMS, the instructor completes the online [Course Setup form](#).
- b. LTD creates the course. This is a course, not a session, as there are multiple sessions of a course.

2. Create Session(s):

- a. The instructor schedules the session(s) and books a room (facility) for each session.
- b. To request new session(s) be created, the instructor completes the [Course Session Setup form](#). Before accessing the online form, the instructor should have the information below on hand. Once the form is submitted, the requestor will receive an automatic email with a copy of the request. Please check your Clutter, Junk and Spam folders if you don't receive it.
 - i. Start and end dates.
 - ii. Start and end times.
 - iii. Facility (building code and room number). If the Facility doesn't currently exist in GEMS, LTD will contact instructor for additional required information.
 - iv. Instructor name.
 - v. Maximum number of students.
- c. LTD adds sessions and notifies instructor.
- d. The instructor announces the available sessions to its target audience and provides instructions for enrolling in GEMS.

3. Employees enroll; training is conducted; session is closed:

- a. Employees enroll in GEMS. *Some Persons of Interest such as employees of USF Physician’s Group are in GEMS but do not have access to Self Service functions; they can send an email to training@usf.edu to request enrollment.* Employees cannot cancel or reschedule their training in GEMS; they must send an email to LTD to request a change.
- b. Before the sessions, the instructor should print a roster if they have access to GEMS; if they do not have access, they can ask LTD to email the roster to them.
- c. Attendees initial or sign the roster next to their names when they arrive at training. NOTE: if an employee shows up without having enrolled, instructors must look up the employee ID using PersonSearch. (See [Person Search](#) instructions on page 5 in the Appendix.)
- d. After the training, the instructor verifies the attendees on the roster to ensure they were correctly captured. For example, if an employee attended but did not sign the roster, mark it as such. Employees that enrolled but did not attend should be marked as No Show.
- e. Instructor deposits the roster in the roster folder on the front desk in the LTD office. Scanned and emailed rosters are acceptable (training@usf.edu). NOTE: All attendees must have an employee ID neatly printed on the roster.
- f. LTD updates the session roster in GEMS by adding last minute attendees and identifying no-shows. NOTE: Only attendees with an employee ID printed on the roster will be added.
- g. LTD will close the session. This will change attendees with a status of Enrolled to Completed.

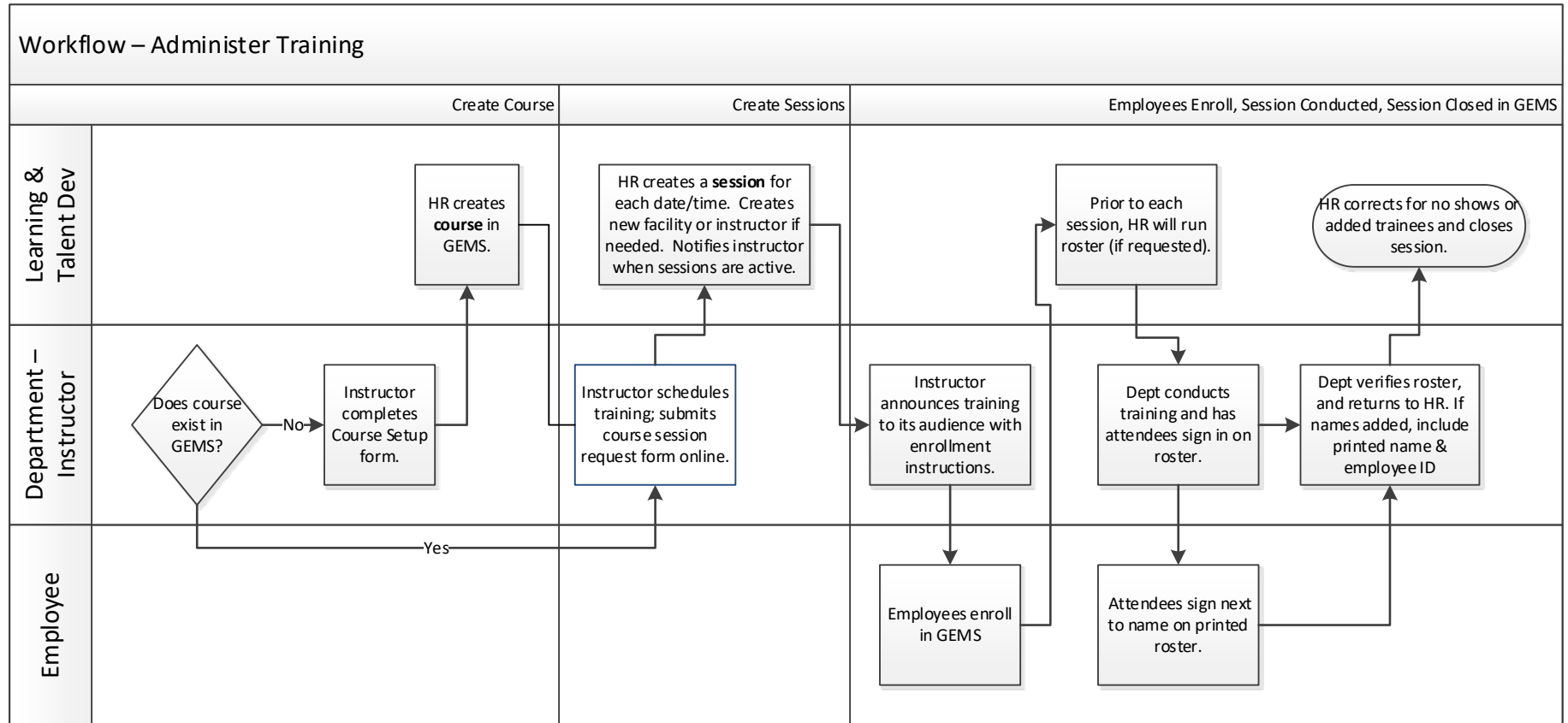
[What if it’s not possible to set up the session in GEMS for prior enrollment?](#)

Sometimes an instructor is asked to facilitate a session for a specific unit and the choice is made to waive the enrollment requirement. For example, an instructor might be asked to lead a training during a new faculty orientation. In this case, the following steps are to be followed:

1. Complete the Course Session Setup Request as in step 2 above. If the course doesn’t yet exist, follow step 1 to create the course.
2. Conduct the training.
3. Send the roster to LTD within a week of the session, (training@usf.edu) **with typed or printed employee names and employee IDs.** Use the [PersonSearch lookup](#) to obtain the employee ID if the employee has not already provided it. Be aware that very large rosters (over 50 attendees) will take longer to input. (See [Using Person Search](#) on page 5 of the Appendix)

Appendix

Workflow for Administer Training Process



Using PersonSearch to Look Up Employee IDs

PersonSearch is a campus directory tool that allows user to search for a student or employee by name, Net ID, U Number, email or employee ID. Visit <http://personsearch.it.usf.edu> and log in with Net ID and password.

USF PersonSearch Geisler, Pat [pgeisler]

Search by pat geisler Go!

Name

Email

NetID

Unumber

Employee ID

Step 1. Click the drop down and select the search criteria.

Step 2. Type the name, email, etc in the field.

Step 3. Click Go!

To view the Employee ID, click the View button for the listing.

	USF ID	First Name (Official)	First Name (Preferred)	Middle Name	Last Name	Email	Primary Affiliation (External)	Primary Affiliation (USF Internal)	USF Affiliations
View	U55547987	Patricia	Pat	M	Geisler	pgeisler@usf.edu	Staff	Staff	Learning & Devt Facilitator : Office Of Human Resources

Additional information displays, including the Employee ID.

Geisler, Pat

First Name (Preferred) Pat	NetID pgeisler View
First Name (Official) Patricia	Email pgeisler@usf.edu
Middle Name M	Campus Phone 813 974-5532
Last Name Geisler	USF ID U55547987
	Employee ID 0000034525