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## EMPLOYEE SERVICES

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# Running Admin Training Report

Use the Admin Training Report to find a list of all employees who have taken a specific course, and the date they took the training.

Users running this report are restricted to the departments or nodes within their row-level security. If you try to run the report using parameters outside your security profile, the report will not produce any data. Setting up the run control parameters can provide a dynamic reporting tool that allows for easy tracking and analyzing of employee training records.

## Report Parameters

- one or more departments
- your entire campus or node on the HR Tree
- a particular job code
- a specific employee group(s)
- all employees in your department, in alphabetical order
- multiple courses, all in the same report

See [a complete list of reports and reviews available in PeopleSoft 8.9](#) [1].

Note: The screen shots used in this guide may not be representative of your access.

### Files:

 [Enterprise-Learning-Admin-Training-Rpt.pdf](#)[2]

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**Source URL:** <http://www.cu.edu/employee-services/policies/running-admin-training-report>

### Links:

[1] <http://www.cu.edu/employee-services/policies/hrms-reports-and-reviews-resource-guide>

[2] [http://www.cu.edu/sites/default/files/policies/docs/Enterprise-Learning-Admin-Training-Rpt\\_0.pdf](http://www.cu.edu/sites/default/files/policies/docs/Enterprise-Learning-Admin-Training-Rpt_0.pdf)