

CU 8.9 HRMS Step by Step Guide

Enroll/Complete Students in Training – Enterprise Learning Module

Overview: This guide provides instruction on enrolling/completing students in course sessions. The term student refers to the person (employee or POI) taking the training, and is not referring to CU's undergraduate or graduate student academia. This function in HRMS requires a special security class and special training. Access to these pages is requested and approved by ES and Campus Access Coordinator agreement.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Training to Enterprise Learning.

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

There are two ways to enter student training records:

$\frac{3}{4}$ **Enroll Individually** is used to enter multiple students into the same course session (Steps 1 - 4)

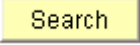
$\frac{3}{4}$ **Enroll in Course** can be used to enter one student into a single course session (Steps 5 - 6)

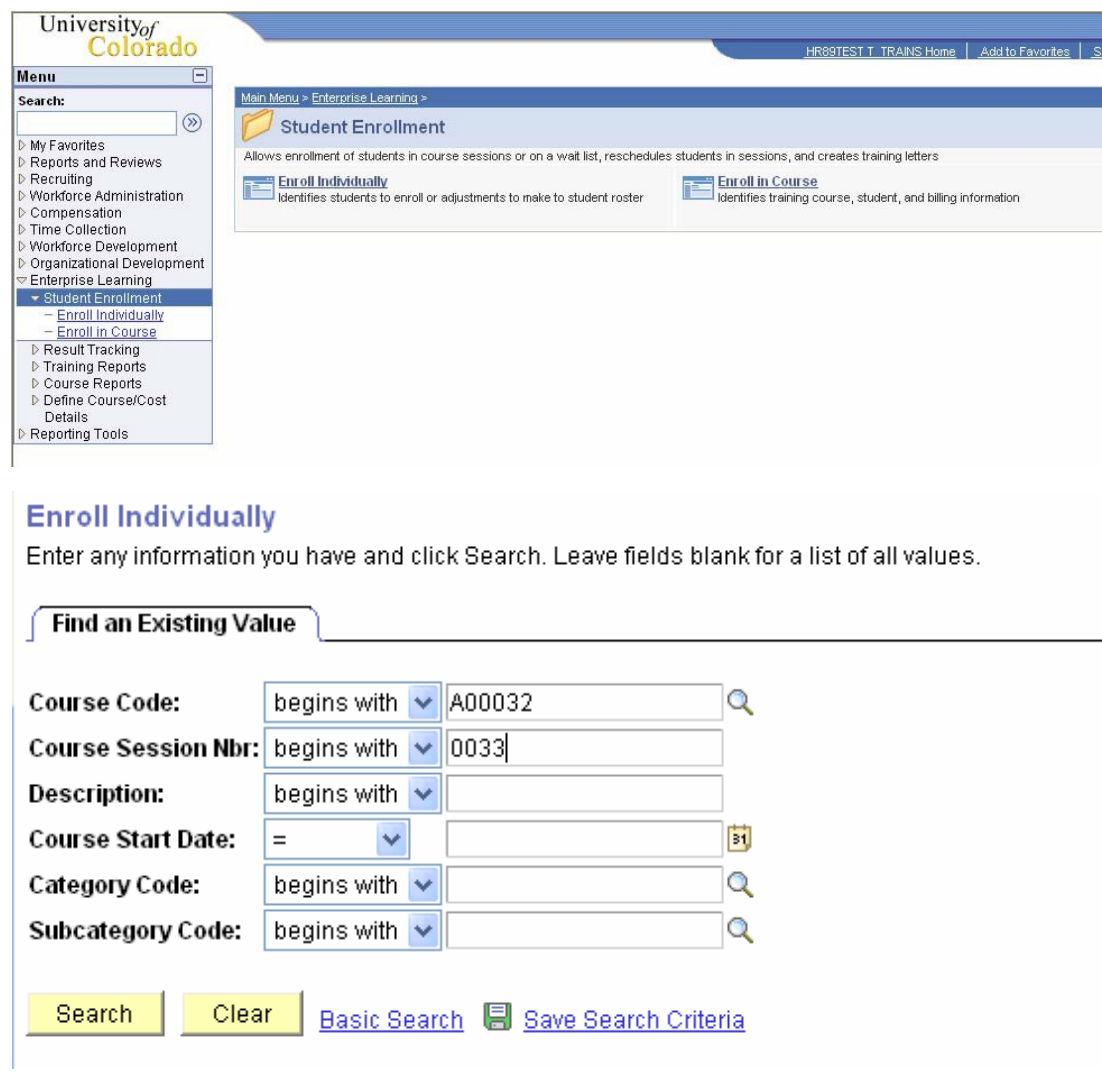
ENROLL INDIVIDUALLY

1. Navigate to Enroll Individually

- ☐ Enterprise Learning
- ☐ Student Enrollment
- ☐ Enroll Individually

2. Enroll Individually search page displays

- ☐ Enter Course Code
- ☐ Enter Course Session Nbr
- ☐ Click 

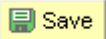


The screenshot shows the University of Colorado HRMS Enterprise Learning interface. The top navigation bar includes the University of Colorado logo and links for HR89TEST T, TRAINS Home, Add to Favorites, and Sign Out. The left sidebar contains a menu with options like My Favorites, Reports and Reviews, Recruiting, Workforce Administration, Compensation, Time Collection, Workforce Development, Organizational Development, Enterprise Learning, Student Enrollment, Result Tracking, Training Reports, Course Reports, Define Course/Cost Details, and Reporting Tools. The main content area is titled 'Student Enrollment' and includes a description: 'Allows enrollment of students in course sessions or on a wait list, reschedules students in sessions, and creates training letters.' Below this are two buttons: 'Enroll Individually' (Identifies students to enroll or adjustments to make to student roster) and 'Enroll in Course' (Identifies training course, student, and billing information). The 'Enroll Individually' section is active, showing a search form with fields for Course Code, Course Session Nbr, Description, Course Start Date, Category Code, and Subcategory Code. Each field has a dropdown menu for selection and a search icon. The Course Code field is set to 'begins with A00032', Course Session Nbr is 'begins with 0033', Description is 'begins with', Course Start Date is '=', Category Code is 'begins with', and Subcategory Code is 'begins with'. At the bottom of the search form are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

3. Course Session Enrollment page displays

- ☐ Enter EmplID of first student, or search using the magnifying glass
- ☐ Enter student's Attendance (Enrolled, Completed, Cancelled, No Show, etc.)

4. Course Session Enrollment, continued

- ☐ Enter Training Reason (Compliance, Functional, Job Requirement, Skills Development)
- ☐ Enter Grade, if applicable
- ☐ Click  **OR**, you may enter all training records and then Save (see step 4. below). (A reminder that HRMS will time out after 30 minutes of inactivity; it is recommended you save often)

Course Session Enrollment

Course: A00032 HRMS-Functional-Instr-led Tng

Session #: 0033Active

Session Name:

Start Date: 11/03/2006

Start Time: 8:30AM

Facility: Fitz

Language:

Min Students: 1

Max Students: 999999

Prerequisite Checking

Enrolled: 1

Waiting: 0

Transfer-Course Session Setup

Attendance

Find | View All First 1 of 1 Last

EmplID: 117858

Vasudevan,James

Attendance: Completed

Status Date: 11/03/2006

Training Reason: Job Requirement

Prerequisites Met

Letter Code:

Date Letter Printed:

Grade:

Department

Business Unit: UCOLO

University of Colorado

Department: 51000

Payroll & Benefit Services

Demand from Budget Training

Search Criteria:

Population

Catalog

Demand ID:

Save

Return to Search



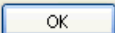
Previous in List

Next in List

Notify

Refresh

5. Course Session Enrollment, continued

- ☐ If entering multiple records before saving, click the Insert a Row icon  and repeat steps 2. and 3.
- ☐ If needing to delete a row, click the Delete a Row icon  and click  to the 'delete row?' pop-up message

- ☐ Click 

ENROLL IN COURSE

6. Navigate to Enroll in Course

- ☐ Enterprise Learning
- ☐ Student Enrollment
- ☐ Enroll in Course

7. Enroll in Course search page displays

- ☐ Enter Employee ID or search by Name or Last Name

- ☐ Click 

Course Session Enrollment

Course: A00032 HRMS-Functional-Instr-led Tng Session #: 0033Active Session Name:

Start Date: 11/03/2006 Start Time: 8:30AM


Facility: Fitz Language:

Min Students: 1 Max Students: 999999 [Prerequisite Checking](#)

Enrolled: 1 # Waiting: 0 [Transfer-Course Session Setup](#)

Attendance [Find](#) [View All](#) First 2 of 2 Last

EmpID:

Attendance: Status Date: 12/20/2006 

Training Reason: ☐ Prerequisites Met

Letter Code: Date Letter Printed: Grade:

Department

Business Unit:

Department:

Demand from Budget Training

Search Criteria: ☐ Population ☐ Catalog Demand ID:

University of Colorado

HR89TEST T. TRAINS Home [Add to Favorites](#) [Sign out](#)

Menu

Search:

- My Favorites
- Reports and Reviews
- Recruiting
- Workforce Administration
- Compensation
- Time Collection
- Workforce Development
- Organizational Development
- Enterprise Learning
 - Student Enrollment
 - Enroll Individually
 - Enroll in Course
 - Result Tracking
 - Training Reports
 - Course Reports
 - Define Course/Cost Details
 - Reporting Tools

Student Enrollment

Allows enrollment of students in course sessions or on a wait list, reschedules students in sessions, and creates training letters

Enroll Individually
Identifies students to enroll or adjustments to make to student roster

Enroll in Course
Identifies training course, student, and billing information

Enroll in Course

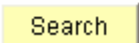
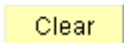

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value


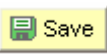
EmpID: begins with 115664

Name: begins with

Last Name: begins with

  [Basic Search](#)  [Save Search Criteria](#)

8. Course Student Enrollment page displays

- ☐ If student has training records already recorded, click the Insert a Row icon 
- ☐ Enter Course Code
- ☐ Enter Session #
- ☐ Enter Attendance (Completed, Cancelled, etc.)
- ☐ Enter Training Reason (Compliance, Functional, Job Requirement, Skills Development)
- ☐ Enter Grade, if applicable
- ☐ Click 

Enroll/Complete Students in Training complete

Additional Notes:

There are three values for Course Type:

- ☐ Compliance – Use for compliance-related courses that are required and that will be monitored and tracked for legal purposes (such as hazardous materials, HIPAA, sexual harassment).
- ☐ Functional – Use for non-compliance courses related to a job requirement, administrative system access, or security (such as HRMS or FIN Oracle/PeopleSoft training).
- ☐ Skills Development – Use for courses that are not required for administrative system access. May include courses that involve compliance issues, but are not required for monitored for legal purposes (such as FERPA, FLSA). May also be used for skills courses like Excel, Access, Word.

The student's (employee or POI) Department defaults based on the employee's home department at the time s/he took training. If the student transfers to another department the department number remains the same, e.g. will not update to new home department. When the Admin Training report is run, it will capture the student's training records, regardless of past departmental location history.

CU is currently not using the following fields: Prerequisites Met, Date Needed, Letter Code, Date Letter Printed and Demand from Budget Training data.

Course Student Enrollment

Haerr,Sandra

Emplid: 115664

Course Information

Find | View All

First 2 of 2 Last

Course Code: A00032

Course Title: HRMS-Functional-Instr-led Tng

Internal/External: Internal

Facility: Fitzsimons Campus

Language:

Session #: 0033

Min: 1

Max: 999999

Enrolled: 1

Waiting: 0

Start Date: 11/03/2006

Start Time: 8:30AM

End Time: 4:30PM

End Date: 11/03/2006

Student Information

☐ Prerequisites Met

Date Needed:

Attendance: Completed

Status Date: 11/03/2006

Training Reason: Job Reqmt

Business Unit: UCOLO

Department: 10623

Grade:

Letter Code:

UCOLO

HR-UnivRet

Letter Dt: