University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Updating Course Completions

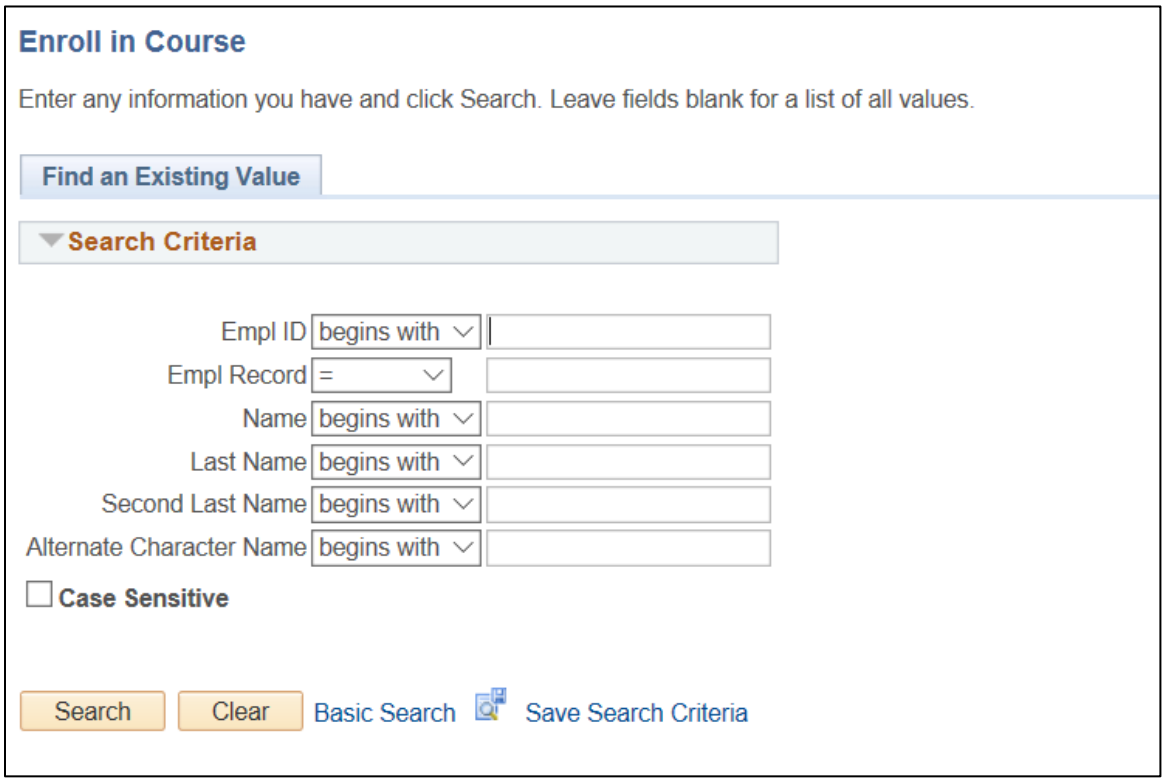
This guide describes how to update an employee's training record in HCM, which is the system of record for training completions. When an employee participates in an instructor-led training (ILT) or completes an online course in SkillSoft, the completion of that course should be reflected in HCM. Employees and managers can view these completions in the Training Summary on the university portal.

Usually, when a person enrolls in an ILT through SkillSoft, the completion record is automatically sent to HCM after the course administrator records participation and marks the session as complete in SkillSoft. Similarly, when a person completes an online course in SkillSoft, that completion record is automatically sent to HCM overnight. When a completion record is not reflected in an employee's training summary (due to error or enrolling after the course), the employee's record needs updating.

Note: The following procedure is for updating one employee record at a time. There is another method to update completions for large numbers of participants through an upload of an Excel file. For more information about uploading course completions, email system.training@cu.edu.

To update an employee's completion records:

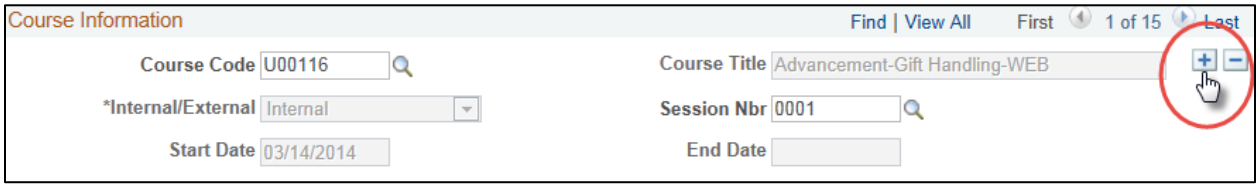
1. Navigation: **NavBar**> **Navigator**> **Administer Training**> **Student Enrollment**> **Enroll in Course**



2. In the **Empl ID**, type the employee ID of the person you want to update with a completion, and click **Search**. The Enroll in Course page appears.

   Note: If an employee has more than one work record you do not need to worry about which record you update. In this case, training is linked to Empl ID, so both employee records will match with regards to training history. In most cases, the active record for a non-retiree employee is 0.

3. Click the **Add a new row** button (plus sign) at the top right corner of the Course Information area.



4. In the **Course Code** field, type the course code and press **Tab**. The Course Title automatically displays the title associated with the code.
5. In the **Session Nbr** field, type the session number, for example 0001.
6. From the **Attendance** dropdown (under the Student Information area), select **Completed**.
7. From the **Training Reason** dropdown, select **Compliance**. (Compliance is the most common option, but it may be different.)
8. From the **Status Date**, select the date on which the person participated in the course.
9. In the **Grade** field, enter **100**. The value of 100 is the passing grade for ILT courses.
10. Click **Save**.

Note: The system may display a warning message for each course that has a start date earlier than the employee's hire date. Click **OK** for each prompt to save record.