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From: Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Wuensche, Kristi [wuensche@TAMU.EDU]
Sent: Tuesday, March 04, 2008 10:39 AM
To: AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU
Subject: [AMS-HRTRAINERS-L] TrainTraq Training Compliance Report Changes

On February 15th, we sent out preliminary data for a training compliance report for each workstation. We have received a number of very helpful comments regarding ways to improve the reporting of training compliance numbers. I would like to share three changes that our programmers implemented yesterday.

Purge Assignments for Employees not Paid in FY 2008

It has come to our attention that the assignment reports in TrainTraq include a number of employees who are coded as "A" (Active) in B/P/P, but may not have been paid for several years. In some cases, these employees have left employment with a workstation and their employment status has not been changed from "A" to the appropriate code that would remove them from the TrainTraq reports (such as "R" (Retired), "T" (Terminated), etc.). In other cases, a workstation may need to leave an on-call, seasonal, or otherwise seldom paid employee coded as "A" even though the employee may not work very regularly (for example, Texas Forest Service has firefighters who may not have been paid for more than a year but need to remain on call and Active).

Through discussions with Office of General Counsel, we have decided to purge assignments for any employee who has not been paid in FY 2008. Thus, for any employees appearing in your report who were last paid prior to September 1, 2007, their assignments will be removed and they will disappear from the assignment report even if they are still coded "A" in B/P/P. Should this employee be "re-hired" or receive a pay check from this point forward, they will be re-assigned to take the System required training courses. This presents two advantages to you:

1. It removes assignments from the current compliance report for employees that may have ceased to work for you even though their B/P/P status is Active
2. When an employee returns, they will have a refreshed assignment due date so that it doesn't appear the assignment is several years overdue immediately upon return to employment.

Remove "L" (Leave of Absence) Employees from TrainTraq reports

Since a growing number of employees are taking military leave or lengthy periods of leave, it has been suggested that employees with the status of "L" not be included in the TrainTraq reports. Their assignments will not be purged or removed; these employees' names simply will not appear in the assignment report until they are flipped from "L" to "A." At the point that a processor changes an employee's status from "L" to "A," it would be good practice for the processor to check for any pending assignments and notify the employee they are most likely overdue.

Remove Assignments for Terminated, COBRA, and Retired Employees

Terminated and COBRA employees (those whose status has been flipped to "T" or "C" respectively in B/P/P) do not currently appear in TrainTraq reports. However, when such an employee returns to work for a workstation, the status is changed to "A" (Active) and any old assignments will immediately show in reports. If, for example, there's an employee who terminated five years ago with an assignment that was pending, that assignment would appear immediately in your report as five years overdue. Therefore, we have purged the assignments for terminated and COBRA employees. If they return to work for a workstation, they will receive new assignments and due dates will be refreshed.

Finally, retirees ("R" in B/P/P) do not appear in TrainTraq reports and do not receive assignments except for the Information Security Awareness course. However, if they had pending or overdue assignments when they migrated from Active to Retired, these assignments are still associated with their records. With the exception of ISA, we will purge any pending or overdue assignments for retirees. Should they return to employment as a Working Retiree ("W" in B/P/P), they will be re-assigned courses to take with refresh due dates and will appear in your reports again.

Terminated, COBRA, and Retiree assignments will be purged monthly at the end of the month.

We believe that each of these changes is an improvement to the report and that you will be pleased with these updates. Please let us know if you have any concerns or questions.

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