

## Hsieh, Patricia

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**From:** Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Hsieh, Patricia [PHsieh@TAMU.EDU]  
**Sent:** Wednesday, May 07, 2008 9:08 AM  
**To:** AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU  
**Subject:** [AMS-HRTRAINERS-L] Changes in TrainTraq completion reports

Dear A&M System Training Coordinators,

I'm writing to inform you that there will be some changes in the TrainTraq course completion reports, effective this Friday, May 9. These changes will provide a more comprehensive view of who has completed training, facilitate comparison of trends, and bring the reporting conventions in line with the new Data Warehouse training reports (which are currently in beta testing and scheduled for release this summer).

Note that these changes will affect only **completion** reports. If you only use TrainTraq to pull **assignment** reports, you may stop reading now. As a reminder, TrainTraq reports are accessed via the screen in Figure 1 below. The changes will not affect the report interface or format—only the types of records that are included. Table 1 below compares the key differences between the current and new reports.

Please let me or Kris Wuensche ([wuenshe@tamu.edu](mailto:wuenshe@tamu.edu), 979-458-6173) know if you have questions or concerns about these changes.

Thanks,

Pat

**Figure 1. TrainTraq Course Report Screen.**

The Texas A&M University System  
**TrainTraq**

Ready to generate report for: Ethics (0099001)

Select Report Scope

Report By Workstation  
AL-RSRCH(A)

Report By ADLOC  
AL-RSRCH (02)130001 AGRICULTURAL ECONOMICS

Select Report Type

Completion Report (On Screen)  
 Completion Report (Download)  
 Assignment Report (On Screen)  
 Assignment Report (Download)

(Optional) Select Completion Report Date Range (YYYYMMDD)  
Start Date:  End Date:

Generate New Report Close Window

**Table 1. Differences between current and new completion reports.**

| <b>Current completion report</b>  | <b>New completion report (as of 5/9/2008)</b>  |
|---|--|
| <p>1. Lists only employees' most recent completion. Thus, if Joe Smith completes a course once in 2005 and again in 2007, only his 2007 completion could appear in a completion report.</p>   | <p>Lists all completions within a specified date range. Thus, either or both of Joe's 2005 and 2007 completions could be included in a completion report, depending on the date range specified.</p>   |
| <p>2. Includes only employees whose BPP employment status is A (Active) or W (Working retiree) on the day the report is run. Thus if Joe completes a course in 2007 and retires a few months later, he will no longer appear on any completion reports.</p>   | <p>Includes completions for all employees who completed training within the specified date range regardless of their current BPP employment status. Thus, Joe's course completions will continue to appear on reports even after he retires.</p>   |
| <p>3. Employees appear on completion reports based on their <u>current</u> A&amp;M System member affiliation. Thus, if Jane Smith took the Ethics course while working for Tarleton in 2007 and then subsequently transfers to TAMU, her 2007 completion will appear on TAMU's completion report, not Tarleton's.</p> | <p>Employees appear on completion reports based on the A&amp;M System member affiliation as of the day they completed the course. Thus Jane's 2007 completion will continue to appear on Tarleton's report. When she retakes the course in 2009, that completion will appear on TAMU's report.</p> |