



# TRAIN Demonstration

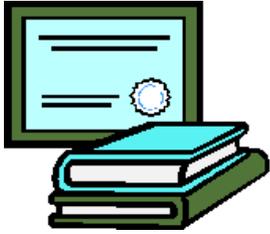
TRAIN is a paperless Web based system designed to assist OSHPD employees with online training requests. TRAIN allows managers/supervisors and Deputy Directors to approve training requests online.

TRAIN also tracks the status of training requests and keeps employees and management informed by e mail.



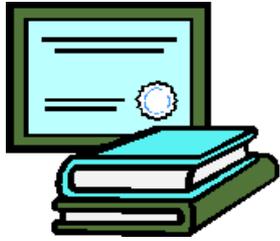
# Functionalities of TRAIN

- Automatically populates employee information from OSHPD’s Employee Roster
- Captures employee training data
- Electronically generates Training Request and Check Request Forms
- Electronic routing, approval and reporting



# Features of TRAIN

- User friendly interface for data entry
- Accessible to OSHPD employees through OfficeNet/OSHPD’s intranet
- Resubmission, reschedule and substitution available
- Friendly e mail notifications are generated



# Functional Pages

- Each employee has exclusive access to their own \*home page\*
- Managers/Supervisors have exclusive access to their \*home page,\* employee training history, and the approval process
- Deputy Directors have exclusive access to their \*home page,\* employee training history, and the approval process



## Functional Pages (continue)

- Training Coordinators have exclusive access to their \*home page\* and their Training Coordinator page
- The Training Officer has exclusively access to their \*home page\* and the Training Officer pages
- Authorized Accounting staff have exclusive access to their \*home pages\* and the Accounting page



# Submission Functions

- The system populates the employees information onto the request for training
- The system allows the employee to save input data and submit the request later, if necessary
- Once the request is submitted the employee is then allowed to attach supporting documentation



## Submission Functions (continue)

- TRAIN automatically generates an e mail notification to the designated supervisor
- Prior to supervisor approval, an employee can log back in and change data or \*re-submit\* to another supervisor. This will generate e mails to both supervisors



# Functions for Supervisors

- Supervisors have a link on their \*home page\* for approval/denial of training requests
- A supervisor’s approval or denial generates an e mail to the training coordinator and/or employee
- Supervisors can check the training history of an employee



# Functions for Training Coordinators (T/Cs)

- \*Populate their assigned employees
- \*Submit and modify training requests on behalf of their assigned employees
- \*Select Deputy Director for approval
- \*Request Revolving Fund Check
- \*Monitor progress through Course Status on their \*home page\*



# Functions for Deputy Directors

- A \*home page\* link for approval/denial of training request
- Approval of training requests generates e mail to Training Officer, denial generates e mail to the employee/supervisor and t/c



# Functions for Training Officer

- Training Officer (TO) has a link on their home page allowing them to:
  - \* Approve/deny requests
  - \* Substitute and reschedule training
  - \* Manage assigned t/cs
  - \* Create reports



# Functions for Accounting

- Authorized Accounting Staff can:
  - \* Search and view requests
  - \* Print out training request
  - \* Print Revolving Fund Check Request
  - \* Input/display check information



# Training Evaluation

- To close out each training request, the employee is responsible for completing the online Evaluation Form found on their \*home page\* after each Course is completed. These are forwarded to Accounting for invoice verification.