

Manager/Supervisor ELM Self Service Quick Step Guide

Navigate to <https://hr855.gmis.in.gov/lmprd/signon.html>

Enter your **User ID** and **Password** into the appropriate field.



Indiana State
Personnel Department

A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.

Your password is your network password.

For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.

The following directions will guide you on how to view team members and team learning for training for the State of Indiana (SOI). It is important to read and follow the instructions carefully. If any time during the process you experience difficulty, please contact the IOT Helpdesk at 317-234-HELP (4357) or (800)382-1095.

Approving or Denying Team Member Training Requests:

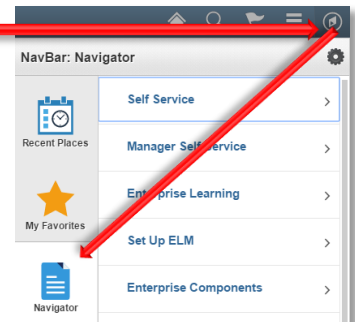
Managers will receive email notifications of team members requesting to take or attend training.

Email notifications will only be generated and received by persons who have email addresses entered into the PeopleSoft HR system.

Missing emails may be entered through the Self-Service function of PeopleSoft HR and will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

To approve/deny a team member's training request:

1. Click the **Nav-Bar Icon**
2. Select **Navigator**
3. Select **Manager Self Service>Team Learning>Team Members**
4. The **Pending Approvals** section shows team members who have requested training authorization.
5. To approve or deny training requests, check the checkbox to the left of the team members name and then click the **Approve** or **Deny** button accordingly.



- a. To approve or deny all requests, click the **Select All** link to check all of the checkboxes for team members at once and then click the **Approve** or **Deny** button accordingly.

Pending Approvals				
Team Members			View All	First 1-5 of 7 Last
Team Member	Type	Name	Price	Approval Details
<input type="checkbox"/> Brad Young	Class	Drug/Alcohol Testing Program-Training for Designated Employer Representative (DER)		Details
<input type="checkbox"/> Thomas Riley	Class	Drug/Alcohol Testing Program-Awareness Training for Supervisors		Details
<input type="checkbox"/> Brad Young	Class	Drug/Alcohol Testing Program-Awareness Training for Supervisors		Details
<input type="checkbox"/> Thomas Riley	Class	Drug/Alcohol Testing Program-Training for Designated Employer Representative (DER)		Details
<input type="checkbox"/> Julie Ponce	Supplemental	Human Trafficking Awareness Conference		Details

Select All Clear All

Reviewing Team Members Reporting to You:

If team members are missing or incorrect in the Direct Reports section of the Team Members page, this means the reports to information is incorrect in **PeopleSoft HR**. This information can be corrected by contacting the SPD's Data Entry Division at the email: SPDHRDATA@spd.IN.gov or calling 877-221-0019.

If you have any questions pertaining to this information, please contact SPD Training: SPDTraining@spd.in.gov

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Once the team member's job data record is corrected in PeopleSoft HR, the changes will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

1. Select **Manager Self Service>Team Learning>Team Members**

The **Team Members** section shows team members who report to the Manager identified in the **View Team Members Reporting To** drop-down.

2. If additional options are available in the **View Team Members Reporting To** drop-down, click the drop-down menu button to select a different Manager.

The screenshot shows the 'Team Members' interface. At the top, there is a dropdown menu for 'View Team Members Reporting To' set to 'Ashley Hungate' with a 'Go' button. Below this is a section titled 'Direct Reports -- Ashley Hungate' with a search bar and navigation buttons (First, 1-4 of 4, Last). A table lists team members with columns for Name, Job Title, Hire Date, and Action. The first row shows 'Chelsie Benefiel' with job title 'Human Resources Generalist 2'. Below the table are 'Select All' and 'Clear All' checkboxes, and a '*Group Actions' dropdown menu with a 'Go' button.

3. Click the **Go** button to refresh the list

4. Direct reports for the Manager may be viewed in the **Direct Reports** listing in the **Team Members** section.

5. Process changes to this list by:

- a. Clicking the checkbox to the left of the individual team members name, clicking the **Action** column drop-down menu button, select an option from the list of values, and clicking the **Go** button.
- b. Complete actions for multiple team members at once by either:
 - i. Clicking the checkboxes to the left of the team members names, clicking the **Group Actions** drop-down menu button, select an option from the list of values, and clicking the **Go** button; **or**
 - ii. Clicking the **Select All** link to check all of the team members at once, clicking the **Group Actions** drop-down menu button, select an option from the list of values, and clicking the **Go** button

Accessing Team Member Learning History:

1. Select **Manager Self Service>Team Learning>Team Learning**

2. In the Search Filter drop-down menu box, select the option to be viewed.

3. In the '**For**' box, select the option to be viewed.

4. Click the **Go** button to refresh the list.

The screenshot shows the 'Team Member Learning' interface. At the top, there is a search filter dropdown set to 'All learning - any status, type or date' and a 'For' dropdown set to 'All Learners' with a 'Go' button. Below this is a section titled 'Team Learning' with a search bar and navigation buttons (View 100, First, 1-10 of 204, Last). A table lists learning records with columns for Learner, Title, Type, Status, Date, Action, and Delete. The first row shows 'Chelsie Benefiel' with title 'Outlook Training' and status 'Completed'.

5. Search Options:

- a. Click the **View 100** link to view 100 team members to a page
- b. Use the **First** and **Last** links or next page arrow buttons to move through the team member list
- c. Sort columns alphabetically or chronologically by clicking the column headings