

Employee Self-Service Registering Direct Reports for Training

Overview:

Understanding the OMNI Training Registration Process for Direct Reports

To maximize convenience and accessibility of training for our employees, The Office of Training & Organizational Development offers learning opportunities in classroom, online, and orientation formats. Supervisory approval is required if employees attend a class during their regular work hours, which is then considered time worked. Classes are free of charge to all FSU employees.

You may wish to explore our [Schedule of Training Classes](#) to learn more about our programs, read course descriptions, and view schedule information before logging in to OMNI Manager Self-Service to register direct reports.

Procedure

Scenario:

In this topic, you will learn the steps to search and register staff members that report directly or indirectly to you in a training session.

Key Information:

[Current Schedule of Training Classes](#)

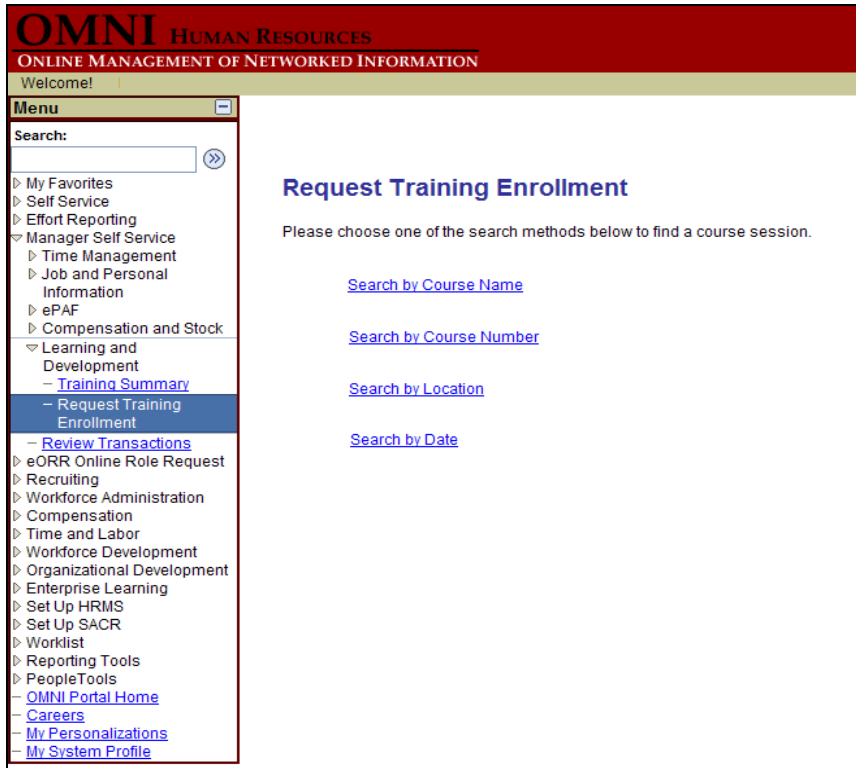
The screenshot displays the OMNI web portal interface. At the top, the header includes the OMNI logo, the text 'ONLINE MANAGEMENT OF NETWORKED INFORMATION', and 'FLORIDA STATE UNIVERSITY'. Below the header, there are navigation tabs for 'Employee Central', 'OMNI FINANCIALS 9.0', 'OMNI HR 9.0', 'OMNI e-Market', 'OBI Reporting', 'FSU Budget Crisis Committee', 'FSU Help Desk', and 'Business Objects XI'. The 'Employee Central' tab is selected, showing a list of links for various HR and financial functions. The 'FSU Budget Crisis Committee' section contains an important announcement regarding fiscal problems and the formation of a committee.

Training Guide

Employee Self-Service Training

The screenshot displays the OMNI Human Resources web application. At the top, the header reads "OMNI HUMAN RESOURCES ONLINE MANAGEMENT OF NETWORKED INFORMATION" and "FLORIDA STATE UNIVERSITY". A navigation menu on the left lists various HR functions, with "Manager Self Service" highlighted. The main content area shows "Manager Self Service" options like "Review Transactions", "Time Management", "Job and Personal Information", "ePAF", "Compensation and Stock", and "Learning and Development".

Step	Action
1.	Click the Human Resources 9.0 link. Human Resources 9.0
2.	Click the Manager Self Service link. Manager Self Service
3.	Click the Learning and Development link. Learning and Development
4.	Click the Request Training Enrollment link. Request Training Enrollment

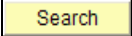


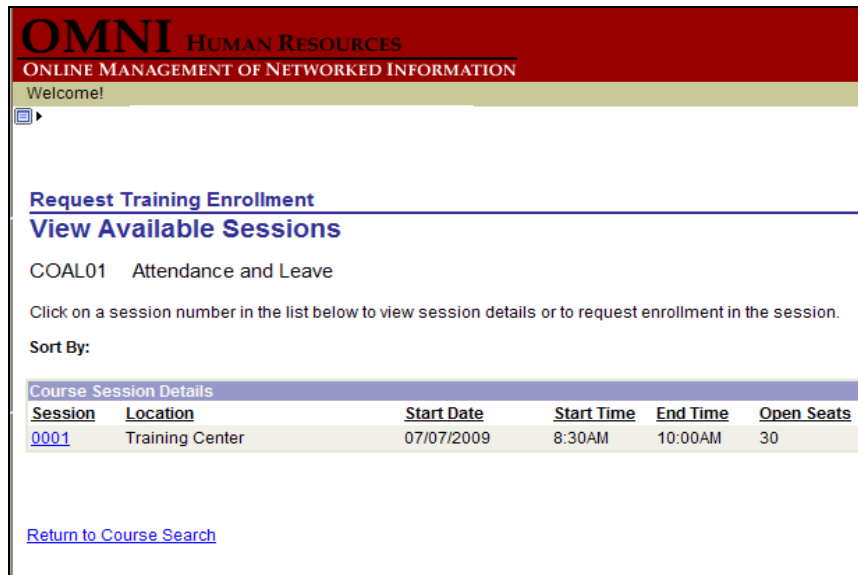
Step	Action
5.	You may search for training courses by any of these search methods. However, Search by Date provides a comprehensive listing of available sessions as of the current date.
6.	Select the desired Search by link. Search by



Training Guide

Employee Self-Service Training

Step	Action
7.	Click the Search button. 
8.	Click the View Available Sessions link for the desired course. View Available Sessions
9.	Click the desired Session Number link.



OMNI HUMAN RESOURCES
ONLINE MANAGEMENT OF NETWORKED INFORMATION
Welcome!

[Request Training Enrollment](#)
View Available Sessions

COAL01 Attendance and Leave

Click on a session number in the list below to view session details or to request enrollment in the session.

Sort By:

Course Session Details					
Session	Location	Start Date	Start Time	End Time	Open Seats
0001	Training Center	07/07/2009	8:30AM	10:00AM	30

[Return to Course Search](#)

Step	Action
10.	Click the desired Session Number link.

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 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Request Training Enrollment

Session Detail

Click Continue to select employees to be enrolled in this session.

Course: COAL01 Attendance and Leave
Session: 0001
Location: Training Center
Start Date: 07/07/2009
Duration (Hours): 1.5
Language:

Prerequisites: Prerequisite Courses
 None

Session Schedule			
Date	Session Start Date	Start Time	End Time
Tuesday	07/07/2009	8:30AM	10:00AM

[Return to Course Search](#)

Step	Action
11.	Click the Continue button to select employees to enroll in this course. <input type="button" value="Continue"/>

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 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

Request Training Enrollment

Select Employees

To add an employee to this training request, click on the box in the select column next to the employee's name. To find a specific employee, click on Search for an Employee. Employees that are not eligible for this course appear in the lower grid and cannot be selected.

Direct Reports Eligible for this Training Session				Find	First	1 of 1	Last
Select	Name	EmplID	Job Title	Department			
<input type="checkbox"/>	Susie Seminole		9215	HUMAN_RES			

[Return to View Available Sessions](#)

Training Guide

Employee Self-Service Training

Step	Action
12.	<p>All staff members that report to you directly and/or indirectly (as indicated in OMNI) will be listed.</p> <p>Click the Select checkbox for the desired employee(s).</p> <input type="checkbox"/>
13.	<p>Click the Continue button to submit the training request for the selected employees.</p> <input type="button" value="Continue"/>

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 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

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Submit Request

Enter comments (optional) and click the Submit button at the bottom of the page to complete your request.

Course: COAL01 Attendance and Leave

Session: 0001

Location: Training Center

Course Start Date: 07/07/2009 **Start Time:** 8:30AM **End Time:** 10:00AM

Duration (Hours): 1.5

Language:

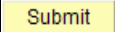
Patricia Mullins

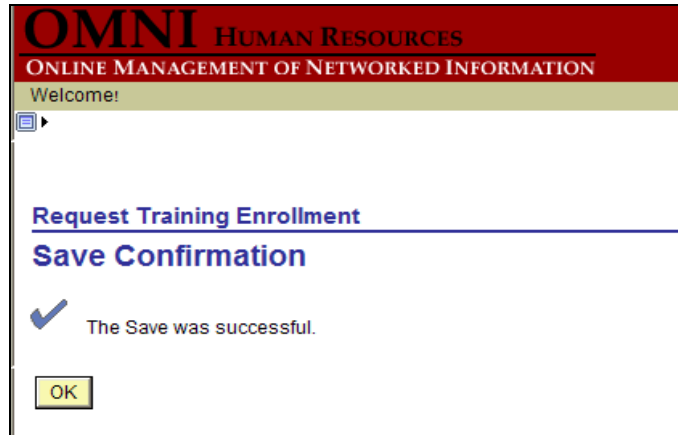
EmplID: 000033365


For assistance or an accommodation due to a disability, please contact the Office of Training & Organizational Development by completing the comment section below or by calling 850-644-8724. If possible, please request accommodations at least 5 working days before the training. Hearing or speech impaired individuals may contact TOD through the Florida Relay Service at 1-800-955-8770 (voice) or 1-800-955-8771 (TDD).

Comment:

[Return to Select Employees](#)


Step	Action
14.	Click the Submit button to complete the training request. 



Step	Action
15.	Click the OK button. 

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 ONLINE MANAGEMENT OF NETWORKED INFORMATION

Welcome!

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Submit Request - Confirmation

Your request was submitted.

Course: COAL01 Attendance and Leave

Session: 0001

Location: Training Center

Course Start Date: 07/07/2009 **Start Time:** 8:30AM **End Time:** 10:00AM

Duration (Hours): 1.5

Language:

EmplID: 000000000

Comment:

Go To: [Manager Home](#)
 [Training and Development Home](#)
 [Request Training Enrollment](#)
 [Training Summary](#)

Step	Action
16.	<p>Congratulations! You have completed the topic.</p> <p>To cancel enrollment in a session, contact The Office of Training & Organizational Development at 644-8724.</p> <p>End of Procedure.</p>