



## Step-by-Step Guide for Supervisors to Check Mandatory Employee Training in Workday

**Objective:** This guide helps supervisors review the completion status of mandatory employee training for their direct reports and entire team in Workday

1. Log into Workday
  - Log into Workday using your Workday credentials
2. Navigating within Workday
  - After logging in, click on the MENU icon at the top-left corner
  - Select **My Department Human Resources** from the drop- down options
3. Access Your Team's Learning Information
  - Within the **My Department Human Resources** section, select **My Teams Learning & COI Forms** (May need to select the "**More**" tab).
  - Here, you will see your **direct reports'** information regarding:
    - a. **Incomplete Learning Assignments**
    - b. **Learning Enrollment Completion Status**
4. View the Entire Team's Learning Status
  - To view the learning status for your entire team, including subordinate teams:
    - a. Select the **View More...** tab on the bottom dashboard of either the **Incomplete Learning Assignments section and/or the Learning Enrollment Completion Status section**
    - b. Check the box labeled **Include Subordinate Organizations**
    - c. **Then Click Okay**
    - d. This will display the RPT-Learning Assignments Completion Status or Completed (Dashboard version) to view learning

assignments, enrollment details, and completion statuses for all employees in your team structure.

5. Review the Learning Dashboard

- The **Learning Assignment Completed Dashboard** will provide a detailed overview of completed and pending training for your team.
- Use the filters and sorting options to refine your view if needed by clicking on the Headers.

6. Take Necessary Follow-Up Actions

- If you notice incomplete assignments:
  - a. **Communicate** with the relevant employees to remind them of the deadlines.
  - b. Use the dashboard to track progress after follow-up.
  - c. **It is the Supervisors responsibility to ensure all mandatory employee training is completed**

7. Log out

- After reviewing the learning statuses, log out of Workday to ensure security.

This guideline ensures you can effectively monitor your team's compliance with mandatory employee training requirements.