EMPLOYEE SKILLS

The purpose of a Skill Area Code is to indicate those courses required by a particular group of employees. When an individual in the group is assigned a Skill Area Code by this process, requirements are automatically created for those courses associated with the Skill Area Code.

When an existing Skill Area Code is changed, any employee's who have been assigned that Skill are affected. If a new course is added, any employee with a Cert Code of '3' (incomplete) for that skill, then new course Requirement will be automatically added. If the Skill is Cert Code of 1,2 or 4 (complete) the system does not automatically add the new Requirement. You can delete the Skill and re-add it or the affected employees so it is tied to the Skill, or manually add the Requirement through the REQ/ALLOC PROCESS. If a course is deleted, all completions and allocations remain and all requirements are deleted. The system then checks to see if the Skill is complete and changes the Cert Code to 4, inputs the Cert date and the Completion date.

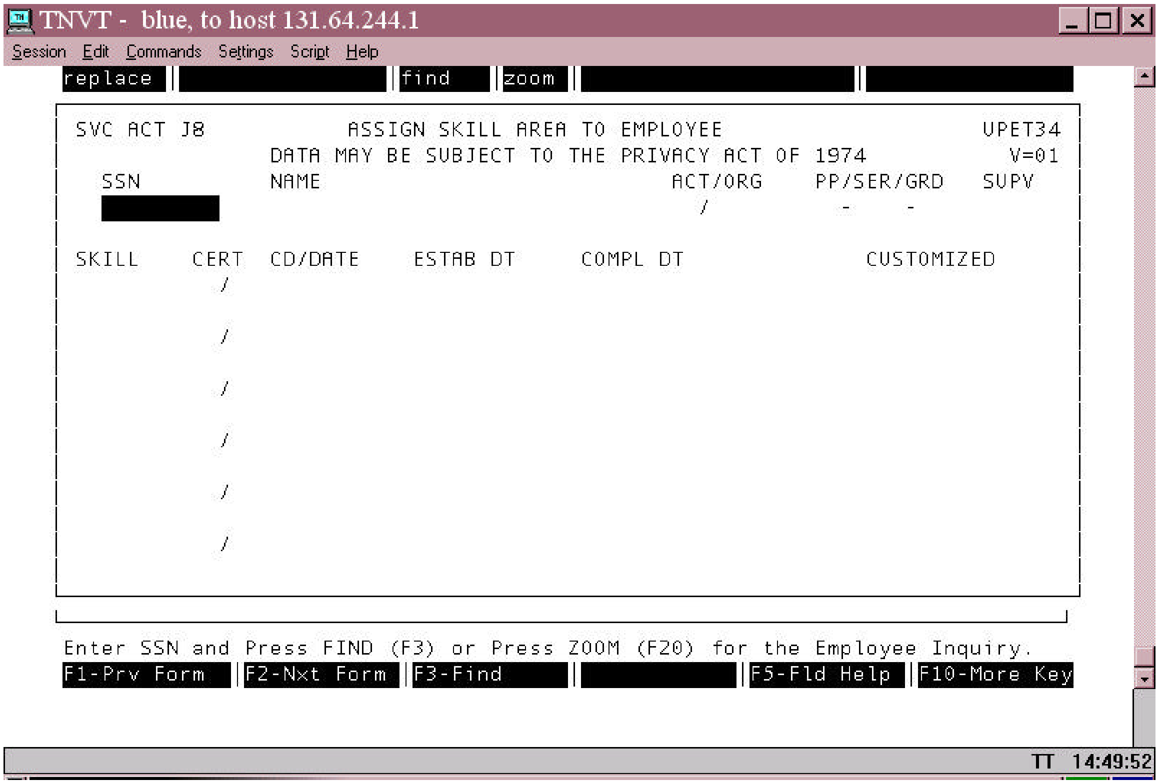
Skill Area Codes which begin with 'Q' are reserved for Quality Assurance (QA) training requirements.

Skill Area Codes which begin with 'S' (e.g. 'S1' and 'S2') are reserved for Supervisory/Managerial training.

Skill Area Codes which begin with 'E' are for Mandatory Environmental/HM/HW training.

ASSIGN SKILL AREA TO AN EMPLOYEE

To access the ASSIGN SKILL AREA TO EMPLOYEE screen, select Option 4 - EMPLOYEE SKILLS from the TRAINING OFFICE MENU.



ZOOM FUNCTIONS:

a. From the SSN field to the EMPLOYEE INQUIRY screen.

b. From the SKILL field to the SKILL AREA INQUIRY screen.

ADDING SKILL AREA CODES TO EMPLOYEES

The system automatically checks the employee’s record when a Skill is assigned and generates training status based on the data (e.g. REQ/ALLOC/COMPL)

a. When first accessed, the screen will be in the find mode.

b. Input the SSN, or ZOOM (F20) to the Employee Inquiry screen. If ZOOM, then press PREVIOUS FORM (F1) to bring Employee Data back.

c. Press the FIND (F3) function key.

(1) If there are no skills assigned to the employee, the message NO RECORDS FOUND will appear at the top right corner of the screen. The cursor will be resting on the SKILL field.

(2) If there are skills assigned to the employee, the cursor will be resting on the ESTAB DT field of the first Skill Area Code record. Press the CLR/ADD (F7) function key. The cursor should now be resting on the first open skill field.

d. Input the Skill Area Code you wish to assign to the employee, or ZOOM (F20) to the Skill Area Inquiry. If ZOOM, find the skill and press PREVIOUS FOMR (F1) to bring the skill data back.

e. Press the ADD/UPD (F9) function key. If the record was successfully added, the message ADDED will appear at the top right corner of the screen. You are able to change the Established Date filled either before or after saving the skill. ‘E’ skills require the Established Date to be input

f. To add another Skill Area Code to the employee return to step c. (2) above.

g. To add a Skill Area Code to another employee, press the CLR-FIND (F13) function key and return to step b. above.

h. To return to the TRAINING OFFICE MENU, press the PRV FORM (F1) function key.

NOTE: To view courses assigned to the skill or to customize the skill, press the NXT/FORM (F2) function key to access the EMPLOYEE/SKILL COURSE STATUS screen (Reference Chapter 4, page 4-5, Customizing Skill Area Codes for an Employee).

Only Training Office users are able to assign ‘S’ (Suprv/Mngrl) and ‘E’ (Environmental) Skills. ‘Q’ (Quality Assurance) Skills can only be assigned to employees who are part of the Quality Assurance program (reference the Quality Assurance chapter and the Employee Inquiry screen, ‘QAR’ code).

When the Training Office assigns S1 or S2 Skills to an employee and press the NEXT FORM (F2) function key from these skills, a sub-menu will display the following choices: INDIVIDUAL SPV/MANAGERIAL TRAINING screen and the EMPLOYEE/SKILL COURSE STATUS screen. A Training Office user must then select an option (Reference Chapter 4, page 4-7) to view the status of the training.

When ‘E’ Skills are assigned, an Environmental Identifier is assigned to the employees’ record. The SKILL ESTABLISHED DATE is a mandatory field for ‘E’ Skills. The Training Office user should input the date that the employee's job required this type of training. The Skill Established Date and the Completion Timeframe (reference the Course Data chapter) are used to calculate when the mandatory Environmental training must be completed (Training Due Date).

CHANGING EMPLOYEE SKILL AREA RELATED FIELDS

Once a Skill Area Code is assigned to an employee, you can change the SKILL ESTAB DT (except for 'E' Skills). If the skill is complete, you may change the Cert Code, the Cert Date and the Established Date (except for 'E' skills). You may also assign other course requirements to the employee skill by using the Customized functions (See page 4-5). If the employee is no longer required to complete a skill, you will not be able to replace the Skill Area Code with another code, you must delete the skill from the employee record (See page 4-4).

To change Skill Area data for an employee:

a. If the screen is not in the find mode, press the CLR-FIND (F13) function key.

b. Input the SSN, or ZOOM (F20) to the Employee Inquiry screen. If ZOOM, find the SSN and press PREVIOUS FORM/(F1) to bring data back.

c. Press the FIND (F3) function key. If there are skills assigned to the employee, the cursor will be resting on the first Skill Area record.

d. Place the cursor on the skill to be changed using the NXT REC/PRV REC (F4/F3) function keys or the positional arrow keys.

(1) If the CERT CD for the skill is "3", the (SKILL) ESTAB DT can be changed. 'E' (Environmental) Skills must be deleted and re-added in order to change the (SKILL) ESTAB DT.

(2) If the CERT CD for the skill is "1", "2" or "4", the CERT CD/DATE and (SKILL) ESTAB DT can be changed. 'E' (Environmental) Skills must be deleted and readded in order to change the (SKILL) ESTAB DT.

e. Make the desired changes and depress the ADD/UPD (F9) function key. If the record was successfully updated, the message UPDATED will be displayed at the top right corner of the screen.

f. To make additional changes to skills for the input employee, return the step d. above.

g. To make changes to skills for other employees, return to step a.

h. To return to the Training Office Menu, press the PRV FORM (F1) function key.

DELETING SKILL AREA CODES FROM AN EMPLOYEE

When a Skill Area Code is deleted from an employee, all Unallocated and Customized Requirements pertaining to that Skill Area for that employee will be deleted, if the requirement does not pertain to another skill assigned to that same employee. Allocated Requirements (Allocations) are not deleted from the system when a Skill Area Code is deleted from an employee record. To delete an Allocation, the Class Maintenance Process or Requirement/Allocation process must be used. Completions remain tied to the employee.

To delete a Skill Area from an employee:

a. If the screen is not in the find mode, press the CLR-FIND (F13) function key.

b. Input the SSN and other search criteria as desired, or ZOOM/(F20) to Employee Inquiry screen. If ZOOM, find SSN and press PREVIOUS FORM/(F1) to bring data back.

c. Press the FIND (F3) function key. If there are skills assigned to the employee, the cursor will be resting on the first Skill Area record.

d. Place the cursor on the skill to be deleted using the PRV REC/NXT REC (F3/F4) function keys or the positional arrow keys.

e. Press the DEL REC (F18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.

f. Confirm the delete by entering YES and press the ENTER/RETURN key. If the delete was successful, the message DELETED will appear at the top right corner of the screen.

g. If you enter anything other than YES, and press the ENTER/RETURN key, the delete will not take place.

h. To delete additional skills for the same SSN, return to step d. above.

i. To delete a Skill Area Code from another SSN, return to step a. above.

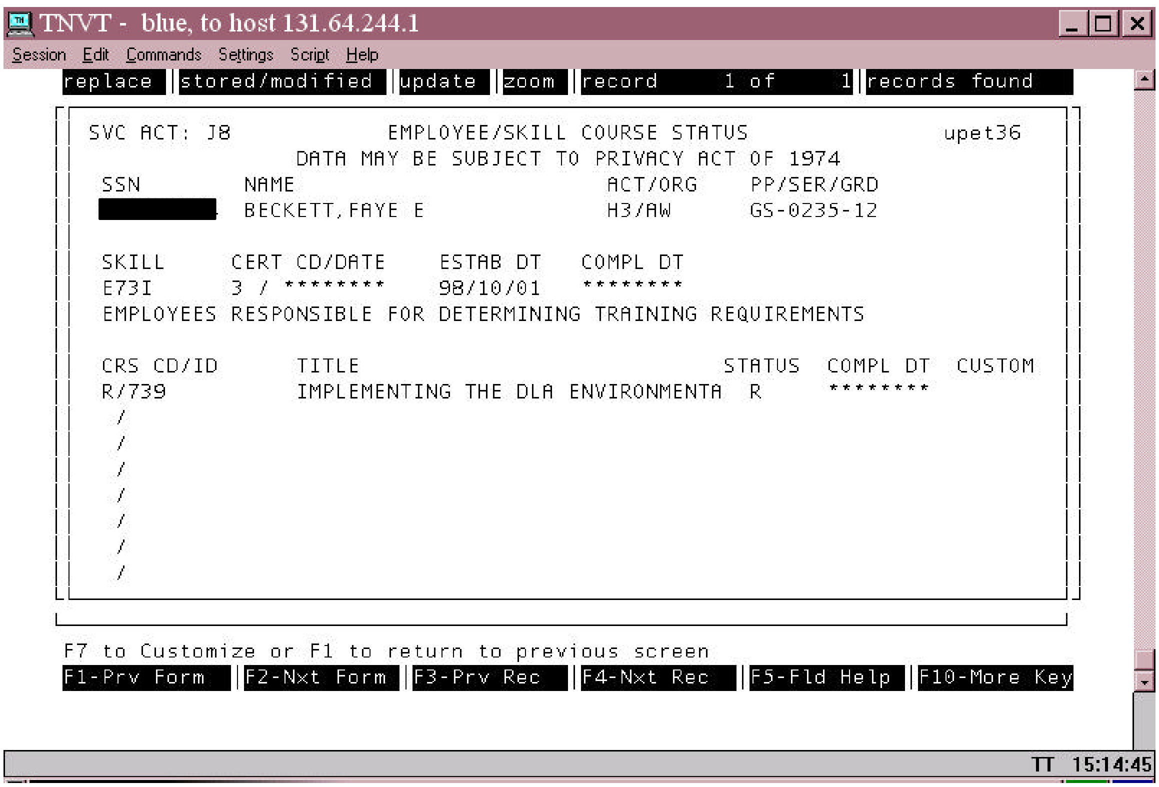
j. To return to the TRAINING OFFICE MENU, press the PRV FORM (F1) function key.

CUSTOMIZING SKILL AREA CODES FOR AN EMPLOYEE

a. The Training Office may choose to customize a Skill Area Code for a specific employee by adding additional course requirements to the skill for that employee. These additional course(s) will not be maintained by the Maintain Skill Area Table process (reference Chapter 3, page 3-6), and will not be stored in the Skill Area Table.

b. If the employee has already completed a skill, that skill cannot be customized for that employee.

c. To access the EMPLOYEE/SKILL COURSE STATUS screen to customize a skill, press the NXT FORM (F2) function key from the ASSIGN SKILL AREA TO EMPLOYEE screen.



ZOOM FUNCTIONS AVAILABLE:

From the COURSE CODE/ID field to the MAINTAIN COURSE DATA screen.

ADDING CUSTOMIZED COURSES

a. Press the CLR-ADD (F7) function key. The cursor will now be resting on an open CRS CD field.

b. Enter the Course Code/ID for the course that is to become part of the Skill Area Requirements for this employee only. From this field you are also able to ZOOM/(F20) from Course Code field to the Course Data Inquiry screen. Find course and press PREVIOUS FORM/(F1) to bring course back.

c. Press the ADD/UPD (F7) function key. If the Course was successfully added to the skill, the message ADDED will be displayed at the top right corner of the screen and the CUSTOM field will display a "Y".

d. To add another Course to further customize the skill, press the CLR-ADD (F7) function key and return to step b. above.

e. To return to the ASSIGN SKILL AREA TO EMPLOYEE screen, press the PRV FORM (F1) function key.

f. To return to the TRAINING OFFICE MENU, press the PRV FORM (F1) function key twice.

DELETING AN EXISTING CUSTOMIZED COURSE

To delete an existing customized course for a Skill Area for an employee:

a. Place the cursor on the customized course you wish to delete from the employees skill, using the NXT REC/PRV REC function keys or the positional arrow keys.

b. Press the DEL REC (F18) function key. The message ENTER YES TO CONFIRM DELETE will appear at the bottom of the screen.

c. Confirm the delete by entering YES and press the ENTER/RETURN key. If the delete was successful, the message DELETED will appear at the top right corner of the screen.

d. If you enter anything other than YES and press the ENTER/RETURN key, the delete will not take place.

e. To delete additional customized courses from the employees skill, return to step a. above.

f. To return to the ASSIGN SKILL AREA TO EMPLOYEE screen, press the PRV FORM (F1) function key.

g. To return to the TRAINING OFFICE MENU, press the PRV FORM (F1) function key twice.

INDIVIDUAL SUPERVISOR/MANAGERIAL TRAINING

This screen will allow the Training Office to view and/or update the records of individual employees assigned to skill Codes S1 and S2 under the Supervisor/Managerial Training Program.

a. To access this screen depress the NEXT FORM/(F2) function key from the skill record on the ASSIGN SKILL AREA TO EMPLOYEE screen. The SKILL field must contain an S1 or S2 for the employee.

b. The system will display a sub-menu with 2 options. Select option 1 - Individual Spv/Managerial Training. The INDIVIDUAL SPV/MANAGERIAL TRAINING screen will be displayed.

c. Upon screen display, cursor will be resting on the SPV TRNG START/COMP DT (S1) start date field, or MGR TRNG START/COMP DT (S2) start date field. The start date fields should reflect the date the supervisor (S1) or manager (S2) entered the Spv/Mgr training program. Although the system initializes the start date field with the skill established date, users should modify the field to reflect the appropriate date. These dates are the ones used by the system to determine if the supervisor or manager is overdue in completing the mandatory training program.

d. Make any necessary changes and depress the ADD/UPD function key.

e. If the changes were successful, the message UPDATED will be displayed at the top right corner of the screen.

f. To return to the ASSIGN SKILL AREA TO EMPLOYEE screen.