

UC Learning Center:

EPAR Reporting Guide for Managers and Supervisors

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HEALTH

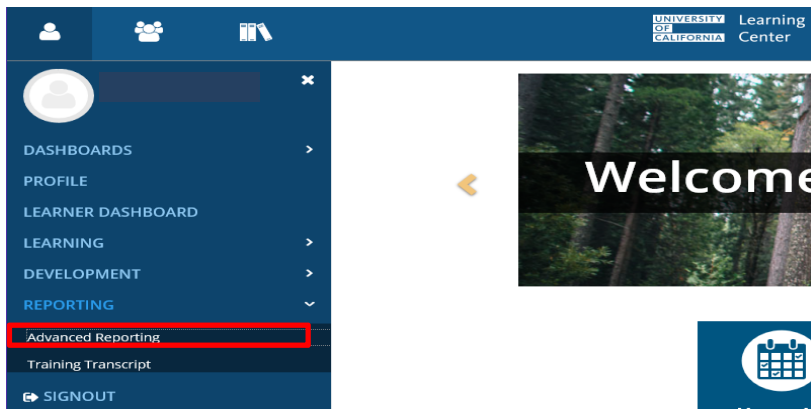
Introduction

Beginning with the 2016-17 EPAR season, non-represented employees are required to be current on two systemwide compliance trainings—UC Cyber Security Awareness and UC Sexual Violence and Sexual Harassment Prevention to be eligible to receive a “Fully Achieved Expectations” or higher rating.

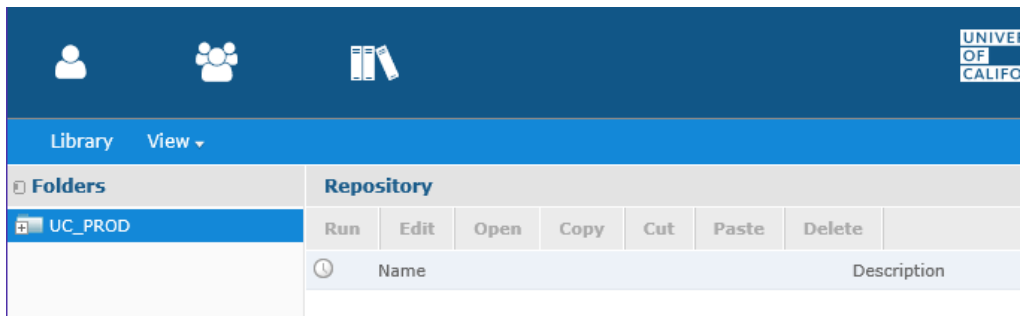
In preparing EPARs, supervisors can confirm their employees’ training status in a few ways. The easiest is to run an “EPAR Compliance Training Status—Cyber and Sexual Harassment Prevention Report” through their Advanced Reporting dashboard in the UC Learning Center (<http://lms.ucdavis.edu>).

Accessing Advanced Reporting

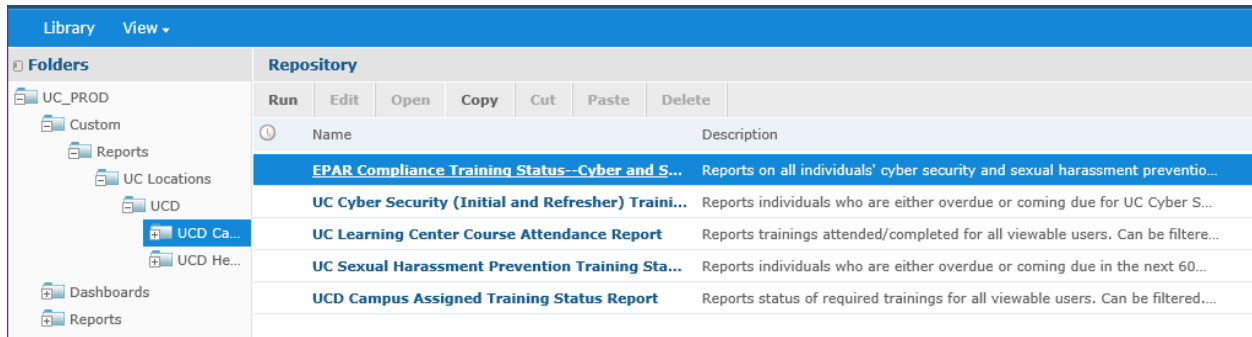
Once you are logged into <http://lms.ucdavis.edu>, click the Self icon (upper left-hand corner of screen), click on Reporting, then click on Advanced Reporting.



Your screen should now show the Advanced Reporting dashboard:



Expand the folder list on the left-hand side of your screen to reach the UCD Campus folder:
 UC_PROD > Custom > Reports > UC Locations > UCD > UCD Campus



Click on the title of the report you wish to run:

- EPAR Compliance Training Status—Cyber and Sexual Harassment Prevention**
 Shows all individuals' cyber security awareness and sexual harassment prevention status training status. (Best for identifying mandatory training compliance for Pay4Performance program.)

EXAMPLE: EPAR Compliance Training Status—Cyber and Sexual Harassment Prevention:

Status—Cyber and Sexual Harassment Prevention Report Data refreshed Apr 6, 2017 at 9:17:43 AM

UC Cyber Security and UC Sexual Harassment Prevention Training Status--All Employees

Name	Email	Position	Department	Supervisor Name	Course	Current Requirement Satisfied?	Next Due
ANASTOS, JANE	janee@ucdavis.edu	7947 - PSYCH INTERN EX	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	9/1/17
ANASTOS, JANE	janee@ucdavis.edu	7947 - PSYCH INTERN EX	HUMAN RESOURCES		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	9/1/18
ANKAPUL, BLAKESHAW	blakeshaw@ucdavis.edu	5382 - GEN-FULL FEE RES	BIOLOGICAL & AG ENGINEERING	VOUGOURAS, STAVROS GEORGE	UC Cyber Security Awareness Training - Refresher	Yes	2/22/18
SACA, EDNA	esaca@ucdavis.edu	7748 - EMPLOYMENT REPR 3	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	1/20/18
SACA, EDNA	esaca@ucdavis.edu	7748 - EMPLOYMENT REPR 3	HUMAN RESOURCES		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/9/18
BARDEE, TYLER JOHN	tybardee@ucdavis.edu	5382 - GEN-FULL FEE RES	BIOLOGICAL & AG ENGINEERING	DAVILA, RUISELO	UC Cyber Security Awareness Training - Refresher	Yes	2/26/18
BATCHELOR, SANDY M	sbatchel@ucdavis.edu	7596 - HR GENERALIST 3	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	1/24/18
BATCHELOR, SANDY M	sbatchel@ucdavis.edu	7596 - HR GENERALIST 3	HUMAN RESOURCES		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/15/18
BELL, THOMAS W	twbell@ucdavis.edu	7388 - DEV MGR SR SUPV	BIOLOGICAL & AG ENGINEERING	BAIRD, JENNIFER T	UC Cyber Security Awareness Training - Refresher	Yes	2/7/18

Once your report appears, you can export it:

Click the export icon and choose the desired format (e.g. Excel).



Return to Report List

If you would like to run other reports, select View > Repository to return to the report list.



Reports you can run include:

- **EPAR Compliance Training Status—Cyber and Sexual Harassment Prevention**
Shows all individuals' cyber security awareness and sexual harassment prevention status training status. (Best for identifying mandatory training compliance for Pay4Performance program.)
- **UC Cyber Security (Initial and Refresher) Training Status Report**
Shows individuals who are either overdue or coming due for cyber security awareness training.
- **UC Learning Center Course Attendance Report**
Use this report if you would like to view all training completed by your employees. (Can be filtered to only display trainings completed during a given time period.)
- **UC Sexual Harassment Prevention Training Status Report**
Shows individuals who are either overdue or coming due for sexual harassment/sexual violence prevention training.
- **UCD Campus Assigned Training Status Report**
Use this report to view the status of all training assigned to your employees.

Exit Advanced Reporting

Click the "University of California Learning Center" logo in the top center of your page to return to your UC Learning Center homepage:



Questions or Issues?

Are you not seeing all of your direct reports, or seeing people who do not report to you?
Are you having issues viewing your Reporting or Manager dashboards?
Do you have questions about what you are seeing in the UC Learning Center?

Please contact Staff Development and Professional Services (sdps@ucdavis.edu).