

UC Learning Center:

EPAR Reporting Guide for Managers and Supervisors

UCDAVIS

Introduction

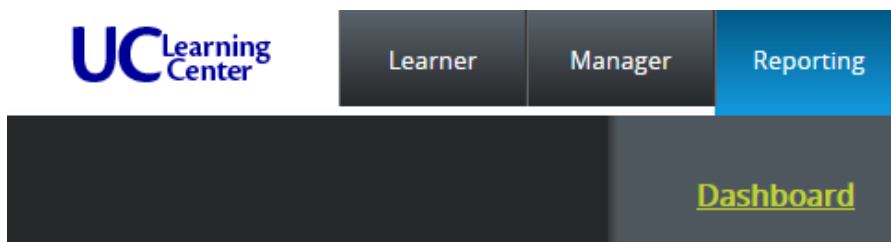
With the 2016-17 EPAR season, non-represented employees are required to be current on two systemwide compliance trainings—UC Cyber Security Awareness and UC Sexual Violence and Sexual Harassment Prevention to be eligible to receive a “Fully Achieved Expectations” or higher rating.

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

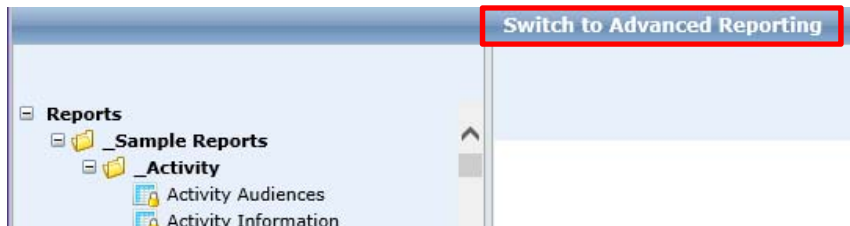
NOTE: Requires either Internet Explorer or Chrome.

Once you are logged into <http://lms.ucdavis.edu>, navigate to Reporting > Dashboard.

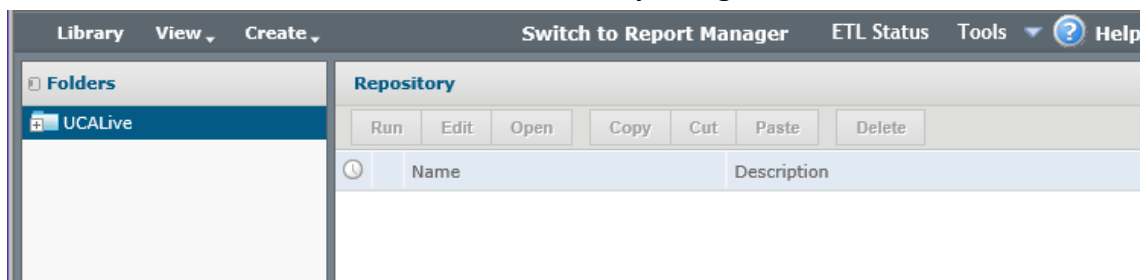


Switch to Advanced Reporting

Does your screen look like this? If so, click on “Switch to 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:

UCALive > 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 8:17:43 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
ANASTOL, JANE	janastol@ucdavis.edu	7947 - PSYCH INTERN EX	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	9/1/17
ANASTOL, JANE	janastol@ucdavis.edu	7947 - PSYCH INTERN EX	HUMAN RESOURCES		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	9/1/18
ANKAPPAK, BARDISMAN	bankappa@ucdavis.edu	3302 - GEN-FULL FEE RES	BIOLOGICAL & AG ENGINEERING	VOUGOURAKIS, STAVROS GEORGE	UC Cyber Security Awareness Training - Refresher	Yes	2/22/18
BACA, EDNA	ebaca@ucdavis.edu	7748 - EMPLOYMENT REPR 3	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	1/29/18
BACA, EDNA	ebaca@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	tbardee@ucdavis.edu	3302 - GEN-FULL FEE RES	BIOLOGICAL & AG ENGINEERING	ZHANG, RUIYING	UC Cyber Security Awareness Training - Refresher	Yes	2/26/18
BATCHMELOR, SANDY M	sbatchme@ucdavis.edu	3306 - HR GENERALIST 2	HUMAN RESOURCES		UC Cyber Security Awareness Training - Refresher	Yes	1/24/18
BATCHMELOR, SANDY M	sbatchme@ucdavis.edu	7586 - HR GENERALIST 2	HUMAN RESOURCES		UC Sexual Violence and Sexual Harassment Prevention Training for Non-Supervisors	Yes	3/15/18
BELL, THOMAS W	tbell@ucdavis.edu	7100 - GEN ENGR DR SUPV	BIOLOGICAL & AG ENGINEERING	HARRIS, JENNIFER T	UC Cyber Security Awareness Training - Refresher	Yes	2/7/18

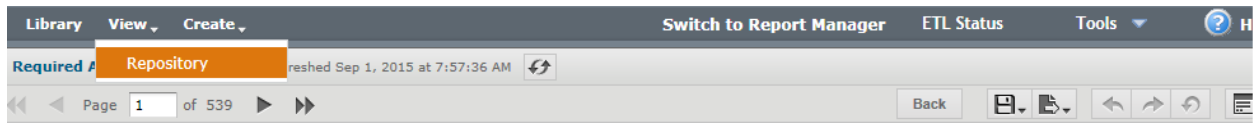
Once your report appears, you can export it:

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.

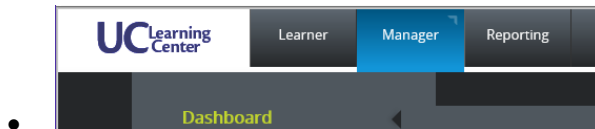


Reports you can run include:

- **EPAR Compliance Training Status—Cyber and Sexual Harassment Prevention**
Shows all individuals' cyber security awareness and sexual harassment prevention 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

Use the tabs at the top of your page to select either your Manager or Learner dashboard:



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).