

# Manager Manual

## My Learning App in PSC Client

Last revised: Dec 2023

Last reviewed: Dec 2023

**Next review: May 2024**

*Saskatchewan* 

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## 1. Introduction

This manual outlines the processes and procedures for performing the duties of a Manager for the My Learning Application within PSC Client. This role is automatically given to anyone who has direct reports.

## 2. Notifications

There are several reasons you will receive as automated email from Learn PSC about the Learning and Development needs of your employee. You will receive an email notification in the following circumstances:

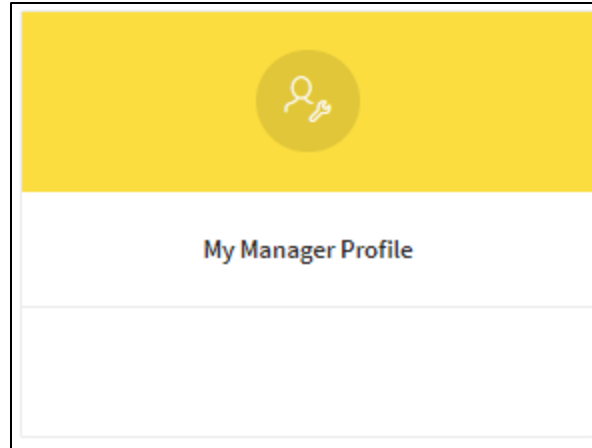
- An employee registers or is waitlisted for a class;
- An employee cancels or is cancelled from a class;
- An employee is awarded a class;
- A manager approval is required for an employee to register for a class;
- A reminder, if you did not complete the approval process for the employee's registration; and
- An expiry notification, if an employee's class is expiring and needs to be retaken.

## 3. Approval Process

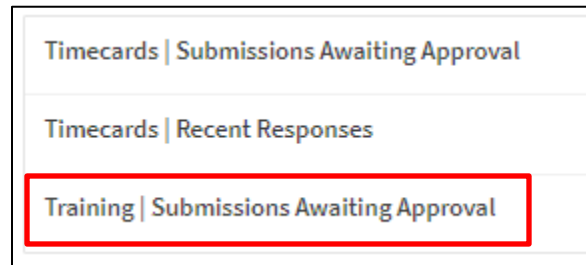
When one of your direct reports registers for a course or external training that requires manager approval, an email notification will be sent from Learn PSC indicating that an action is required. There are two options: Approve or Reject the request.

### 3.1 Approving an Employee's Registration Request

1. Log-in to PSC Client using your PSC Client username and password.
2. Click **My Manager Profile**.



3. Click **Training | Submissions Awaiting Approval** dropdown menu.



4. Click on **Employee Name**.

Training   Submissions Awaiting Approval		
Employee	Course	Registration Date
<b>John Smith</b>	Incident Reporting Policy Training	07-Dec-2023 08:58:13

Information about the class will be available, including: Course Name, Start Date, Fee, Course Description, etc. (If this is an external training request, the class detail information will have been manually entered by the employee).

5. You do have the option to a comment for the employee in the **Manage Comment** field.
6. Click **Approve Training**.

### Incident Reporting Policy Training

Employee: Darren L Bielecki

Status  
Pending Approval  
Cancel Registration Approve Training Reject Training

#### Registration Information

Registration ID: LR-214987  
Date Registered: 07-Dec-2023 08:58:13  
Manager Comments:

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#### Class Information

Class Code: TR-00167-1  
Course Name: Incident Reporting Policy Training  
Start Date:  
Fee: \$0.00  
Expiry Date:

#### Course Description:

This mandatory 40 minute e-learning course will introduce all employees to the roles and responsibilities of OH&S incident reporting requirements for the Government of Saskatchewan. This module includes a teaching and testing component requiring a passing mark of 80%. If the participant does not obtain 80% on the final test the learner can retake the test until a passing mark is achieved.

The Government of Saskatchewan introduced the Incident Reporting and Investigation (IRI) Policy in 2012 to help promote a safer and healthier workplace. Your cooperation in following the IRI policy and procedures through recognizing and reporting of all incidents, supports investigation and implementation of corrective actions so future injuries can be prevented.

If you do not add a **Manager Comment**, a warning message will appear.

7. Click **Continue** to continue, or **Cancel** to go back.

#### Warning

Note: You can provide a manager comment which will be emailed to employee. Do you want to continue without comment?

Cancel Continue

The employee will now be registered in the class and will be sent an email notification.

## 3.2 Rejecting an Employee's Registration Request

1. Follow the process outline in the 3.1 Approving an Employee's Registration Request section above.
2. Click **Reject Training**. (You also have the option to cancel the registration by clicking **Cancel Registration**).

**Incident Reporting Policy Training**  
Employee: Darren L Bielecki

Status: Pending Approval

Cancel Registration Approve Training **Reject Training**

**Registration Information**

Registration ID: LR-214987  
Date Registered: 07-Dec-2023 08:58:13  
Manager Comments:

**Class Information**

Class Code: TR-00167-1  
Course Name: Incident Reporting Policy Training  
Start Date:  
Fee: \$0.00  
Expiry Date:

**Course Description:**

This mandatory 40 minute e-learning course will introduce all employees to the roles and responsibilities of OH&S incident reporting requirements for the Government of Saskatchewan. This module includes a teaching and testing component requiring a passing mark of 80%. If the participant does not obtain 80% on the final test the learner can retake the test until a passing mark is achieved.

The Government of Saskatchewan introduced the Incident Reporting and Investigation (IRI) Policy in 2012 to help promote a safer and healthier workplace. Your cooperation in following the IRI policy and procedures through recognizing and reporting of all incidents, supports investigation and implementation of corrective actions so future injuries can be prevented.

Note: You must add a **Manager Comment** when rejecting training.

The employee will not be registered in the class and will be sent an email notification.

## 4. Running an Employee Inquiry/Report

There are two inquiries/reports that can be pulled to see the activity of a manager's direct reports.

### 4.1 Your Staff Training Summary

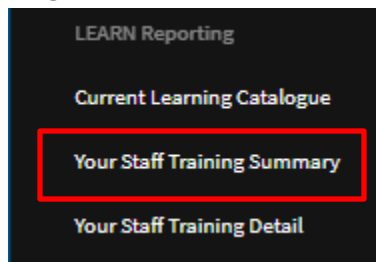
This Inquiry will show a snapshot of the registered classes of your direct reports.

1. Log-in to PSC Client using your PSC Client username and password.
2. Click the **Inquiries** icon, on the top left corner of the page.



A menu will open on the left-hand side.

3. Under the “LEARN Reporting” section, click **Your Staff Training Summary**.



The “Your Staff Training Summary” window will appear.

4. Enter the date parameters you are searching within.  
**Note:** If you are searching for a specific employee, click **Advance – Inquiry Criteria**, and enter employee first and last name.

▼ **Date Parameters**

Report Date 07-Dec-2023	
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**Date Registered**

Start Date 01-Apr-2023	
End Date 31-Mar-2024	

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▼ **Advanced - Inquiry Criteria**

First Name
Last Name

Search

5. Click **Search**.

The “Your Staff Training Summary” window will appear. This will show a snapshot of your direct reports first and last name, number of classes they are registered in, total fees for the classes and total length of training time.

## Your Staff Training Summary

**Report Date** 07-Dec-2023

**Date Registered** 01-Apr-2022 - 31-Mar-2023

<input type="text" value=""/>	<b>Go</b>	Actions ▼	
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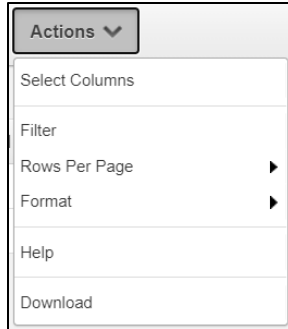
1 - 6

First Name	Last Name	Registered	Total Fees	Total Estimated Length
John	Smith	20	250	0
June	Smith	8	0	0
Jane	Smith	3	0	0
Jim	Smith	10	0	0
Frank	Smith	18	250	0
April	Smith	11	0	0

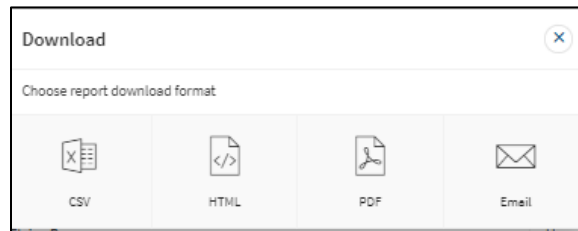
1 - 6

6. To customize, or download a copy of this summary, click the **Actions** dropdown.





7. Choose your customizations, by adding a “Filter”, choosing the number of “Rows Per Page”, or sorting the snapshot using the “Format” option.
8. To Download a copy, click **Download**.
9. Choose the file type, by clicking on one of the options that appear.



The file will download to your computer.

## 4.2 Your Staff Training Detail

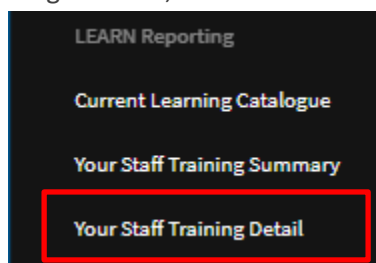
This Inquiry will show a detailed report of your direct reports.

1. Log-in to PSC Client using your PSC Client username and password.
2. Click the **Inquiries** icon, on the top of the page.



A menu will open on the left-hand side.

3. Under the “LEARN Reporting” section, click **Your Staff Training Detail**.




The “Your Staff Training Detail Parameters” window will appear.


4. Enter the date parameters you are searching within.


**Note:** If you are searching for a specific employee, course, class, or awarded date, click **Advance – Inquiry Criteria**, and the search criteria.

▼ Date Parameters

Report Date  
07-Dec-2023 

Date Registered


Start Date  
01-Apr-2023 

End Date  
31-Mar-2024 

▼ Advanced - Inquiry Criteria


Course Name

Class Code

Awarded Date 

First Name

Last Name

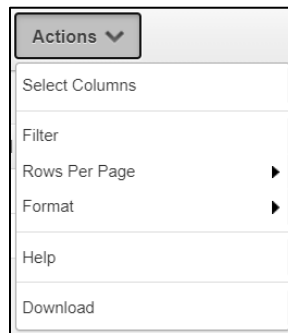
**Search** 

5. Click **Search**.

The “Your Staff Training Detail” window will appear. The details of this Inquiry will include Course Name, Class Code, Delivery Method, Registration Status, Registration Date, Awarded Date, Class Length, Registration Fee, as well as First and Last Name.

Your Staff Training Detail								Report Date	07-Dec-2023	
								Date Registered	01-Apr-2023 - 31-Mar-2024	
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/>										
1 - 24										
Course Name	Class Code	Delivery Method	Registration Status	Registration Date	Awarded Date	Class Length	Registration Fee	First Name	Last Name	
PSC Conference 2023 - Thriving in the Workplace <a href="#">↗</a>	TR-01451-3	Classroom	Awarded	17-May-2023 09:35:31	05-Jul-2023	1 Hour	0	John	Smith	
Privacy Refresher Training (GOS) <a href="#">↗</a>	TR-01480-1	e-Learning (SCORM)	In-Progress	23-May-2023 13:44:21	-	90 minutes	0	June	Smith	

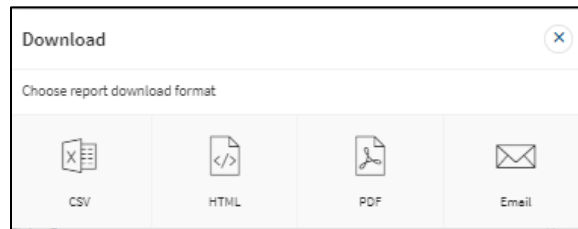
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