JIM GIBBONS
Governor

STATE OF NEVADA

MARK ANASTAS
Interim Director

DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
http://dop.nv.gov

MEMO PERD #15/07
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TO: Training Administrators and Supervisors
Personnel Representatives
Personnel Liaisons

FROM: Anastas, Interim Director
rtment of Personnel

SUBJECT: ata Warehouse Training Statistics Reports

I would like to direct your attention to the report-writing capabilities for Training Statistics in the Human Resources Data Warehouse. These reports enable agency representatives to gather detailed statistics in a variety of areas; but most importantly, they will enable agencies to track and manage compliance with mandatory training requirements.

These reports provide information on course attendance, employee attendance, instructor statistics, and training location statistics. All reports can be downloaded into an Excel document, enabling agencies to further specialize their report writing and sort according to specific criteria. Additionally, these reports will be the basis for ensuring your agency complies with all mandated training requirements as stated in the following regulations:

NAC 284.496 - Classes and training concerning prevention of sexual harassment
NAC 284.498 - Training of supervisory managerial employees
NAC 284.504 - Certification of employees who prepare forms for Records and Payroll
NAC 284.510 - Responsibilities of appointing authorities

In summary these regulations require that:

- Within 6 months of appointment to State service an employee shall attend a certified class concerning prevention of sexual harassment, followed by attendance in a refresher course at least once every 2 years.

- After appointment to a supervisor/management position an employee is required to attend Employee Performance Evaluation class within six months, five more specified supervisory/management classes within one year, and a total of 40 supervisory/management hours within three years. Additionally, 40 hours of supervisory/management training is required every 3-year period thereafter.

- An employee who performs the work involving preparation of forms for the Records and Payroll Sections of the Department of Personnel must attend the appropriate training class within 6 months of appointment, followed by biennial attendance in the class.

- An appointing authority is required to keep adequate statistical records of training activities and should ensure that training activities comply with the mandated provisions.

As individual agencies are responsible for tracking and managing employee/supervisor/ manager attendance at mandatory training classes, the new report writing capabilities will enable you to ensure that this happens in your respective agencies.

Depending on specific agency attrition and turnover rates, the Department of Personnel's Office of Employee Development recommends that these mandatory training compliance reports be run at least quarterly, if not monthly, to ensure your agency is in compliance with regulations.

The attached documentation provides further description of the report offerings followed by a detailed procedure for obtaining the report that will facilitate monitoring of mandatory class requirements.

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HR Data Warehouse Training Statistics Reports

Description of Reports

Reports

There are 4 new links that this memo will describe in terms of data and use.

Report Link	Function
Course Attendance Inquiry	This report displays training course / class statistics for a specified period of time. Search criteria allows you to specify the time period, the agency, the organization, and a specific course; or all courses that at least 1 employee from your agency was enrolled in.
Employee Attendance Inquiry	This report displays employee attendance statistics for a specified period of time. Search criteria allows you to specify the time period, the agency, the organization, attendance status (no show, completed, canceled, pending, etc.), and type of employee filter (such as supervisor/manager/employee and/or sworn or non-sworn for specified agencies) for one or all employees, and gives you the specific course(s) attached to the selected attendance status.
Instructor Inquiry	This report displays trainer statistics for a specified period of time. Search criteria allows you to specify the time period, the agency, the trainer (1 or all), and the course (1 or all) to identify statistics such as: a listing of courses taught during the time period, the number of classes of each, total teaching hours, total attendees, evaluation averages, etc.
Training Location Inquiry	This report displays training location statistics for a specified period of time. Search criteria allows you to specify the time period, the sponsoring agency for the course/class, the training provider of the course/class, the location city, the physical location of the room, and the course.

Selecting the Best Inquiry for Your Needs

Functionality

The following chart will assist you in determining which report will give you the data and/or statistics you need.

If ...	Then ...
You are searching for courses that your specific agency/organization had employees enrolled in…	Use the Course Attendance Inquiry
You are searching for statistics based on attendance status such as no shows for employees in your specific agency/organization, or searching status on completion of mandatory training classes…	Use the Employee Attendance Inquiry.
You are searching for statistics on one or more trainers such as number of courses taught, number of classes taught for each course, total teaching hours, total attendees, trainer evaluation scores, etc…	Use the Instructor Inquiry
You are searching for location statistics in specific cities and physical locations to identify total number of classes, total number of attendees, and facility ratings…	Use the Training Location Inquiry

Report Format and Assistance

Format

All reports can be downloaded into an Excel document. This capability enables you to run your own specialized report writing and sort according to specific criteria.

Assistance

If ...	Then ...
You are having navigation or system-related issues…	Call the IFS Help Desk at 775-687-9099, or 1-866-NVNEATS
You have procedure, policy or specific training-related issues…	Call the DOP Office of Employee Development at 702-486-2663.

Identifying Mandatory Training Needs

Mandatory Training Requirement

The Employee Attendance Inquiry will enable you to run attendance reports for supervisory / managerial and non-supervisory employees based on attendance status. By entering the time period, the agency, the organization, attendance status (no show, completed, canceled, pending, etc.), and type of employee filter (manager, supervisor, etc.), then one or all employees, the system will display a report that lists the courses for the selected employee(s) and the selected attendance status. For additional information, you can click on the class title link in the report to get specific information such as date, location, etc. Please refer to the table below for a recommended step-by-step process to creating an employee attendance report.

If you do not have access to the HR Data Warehouse system, you will need to complete and submit a State of Nevada Confidentiality Agreement to get access. You can do this via the IFS-HR website @ http://ifs.state.nv.us/. From the left bar under Forms, click on IFS-HR Confidentiality Agreement.

Recommended Process to Gather Attendance Data

Step-by-Step Process

Step	Action
1	After logging in to HRDW, under the “Master Inquiry List” scroll down to Training Statistics. Click on the Employee Attendance Inquiry link.
2	Screen will have a tan box and be titled Attendance Settings. Complete Step 1: Specify the timeframe. Starting and ending dates for the time period you want data pulled. ** See Note below.*
3	Complete Step 2: Specify the agency. Click on the small arrow / chevron to the far right to show the drop down box. Choose your agency from the list.
4	Complete Step 3: Specify the organization. Click on the small arrow / chevron to the far right to show the drop down box. Choose a specific organization from the list or choose “All”, which will pull data for all of the organizations listed into one report.
5	Complete Step 4: Set attendance status. Click on the small arrow / chevron to the far right to show the drop down box. Choose the type of attendance status you want for the employee report: cancelled = cancelled enrollment; completed = completed class; partial = received partial attendance; no show = did not show up for the class, did not cancel; pending = attendance status is pending and has not yet been determined; or choose “All”, which will include data for all types of attendance status as described above.

6	Complete Step 5: Set Supervisor / Manager Filter. Click on the small arrow / chevron to the far right to show the drop down box. Choose just the supervisor level, just the manager level, or "All" for all employees.
7	Complete Step 6: Select an Employee. Click on the small arrow / chevron to the far right to show the drop down box. A list of names will appear and you can choose an individual or select "All" and a report will be generated based on your selection.
8	Once you complete all of the fields, click on the "Submit" button.
9	When the report comes up in a new screen, you will see "View: Courses/Classes" at the top left of the report. The report will be displayed by employee name and "Courses", click on "Classes". The "Classes" view will display class dates and hours. At this point you will probably want to download the report into an Excel spreadsheet so that you can customize the report. Look to the far right above the report to a label titled "Action". There are 3 links: Download | Save | Forward. Click on the "Download" link and the data will be downloaded into an Excel spreadsheet.
10	At this time you can customize the report to your needs, moving or deleting columns of data, sorting by employees, classes, dates, etc. We recommend the following procedure for analyzing compliance attendance: • Sort the report by employee name, which will group all of their classes together. • Analyze compliance by reviewing completion dates of classes and required classes missing from history. • Any classes that were completed before March 2004 will not be reflected in this report due to the go-live date of the NEATS Employee Development Module.

* *Note:* If your agency has been tracking compliance training statistics for employees / supervisors / managers, that source will be your benchmark for the start date of the report. If your agency has not been tracking compliance-training statistics, you will probably want to pull attendance data from the inception of training data being entered into the NEATS EDM system; this date is March 2004. You cannot access data any earlier than this date. Additionally, the NEATS EDM only has records for classes that are/were set up in NEATS. If your agency has employees taking courses from external sources that comply with statutorily mandated requirements, you are responsible for entering these courses into the NEATS - Employee Development Module under the student's history.