



GRADUATE  
STUDIES

**ACCESS MANDATORY TRAINING  
REPORT - HR REPORTS**

OCTOBER 2019; CONTRACTS TEAM - GRADUATE STUDIES

# MANDATORY TRAINING – HR REPORTS

Complete **HR Report Essentials** Training  
(in [Learning Central](#))

Role: **HR Report Viewer for Depts**

(be sure to select **HR-Payroll Orgs** under **Role-Specific Settings**) Enter org code, then click “**Add HR-Payroll Org**”  
button

Enter org code:

[How do I complete a Banner Authorization Request \(BAR\)?](#)

# MANDATORY TRAINING – HR REPORTS

- Log into HR Reports

- Employee Application



- Mandatory Training, then MT Report

- Report Type, Select “All Data”

Report Type:

All Data



CSV

- To Download – Actions, select Download, then

*Note: Training report is updated nightly*

# MANDATORY TRAINING – INCOMPLETE

▼ Incomplete 2018 Training Report

Go 1. GS Incomplete Training Report Rows 5 Actions

▼ Saved Report = "GS Incomplete Training Report" ×

- eClass contains 'G' ×
- ☆ Intersections is Incomplete ×
- ☆ Active Shooter is Incomplete ×
- ☆ Safety is Incomplete ×

1 - 5 of 797 >

Org ↑	Org Desc	UNM ID	Employee Name	Hire Date	Email	Position	eClass	Safety	Intersections	Shooter
[Redacted]								Incomplete	Incomplete	Incomplete
								Incomplete	Incomplete	Incomplete
								Incomplete	Incomplete	Incomplete
								Incomplete	Incomplete	Incomplete
								Incomplete	Incomplete	Incomplete

1 - 5 of 797 >

# MANDATORY TRAINING – COMPLETE

Completed 2018 Training Report

Search: [ ] Go 1. GS complete training Rows: 5 Actions

Filters:

- ✓ Saved Report = 'GS complete training'
- ✓ eClass contains 'G'
- ✓ Intersections Complete
- ✓ Safety is Complete
- ✓ Shooter Complete

1 - 5 of 830

Level 3 Desc	Org	Org Desc	UNM ID	Employee Name	Hire Date	Email	Position	eClass	eClass Desc	Employee Type	Supervisor	Supervisor Email	Safety	Intersections	Shooter
													Complete	Complete	Complete
													Complete	Complete	Complete