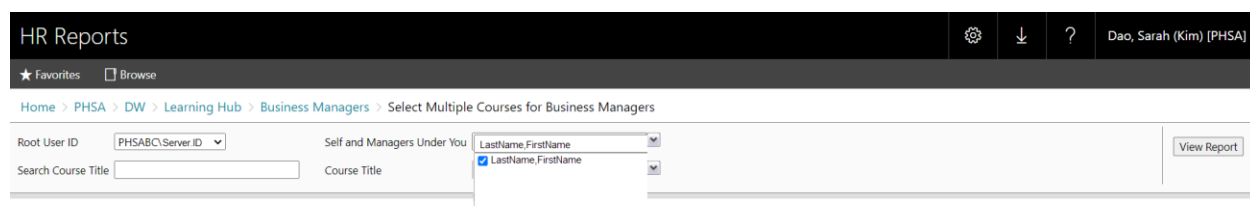


HRIS Reports – LearningHub Business Manager Reports

The HRIS Reports are to be used by the **direct manager** as the system uses the PHSA network ID to pull reports and identify reporting structure. The reporting structure corresponds with the data within PeopleSoft.

If you are missing employees under your reports, there is an issue with the reporting structure. You will need to contact the Employee Records & Benefits Team regarding the reporting structure within PeopleSoft. If you need delegate access to a group of employees, [submit a HRIS Service Ticket](#).

1. To view the course completions of those who directly report to you, **visit the link below** while on the **PHSA network**. Contact the IMITs Service Desk for server access issues.
<http://hris.phsa.ca/Reports/report/PHSA/DW/Learning%20Hub/Business%20Managers/Select%20Multiple%20Courses%20for%20Business%20Managers>
2. Open the drop down for the field "Self and Managers Under You". **Select your name** under the drop down. If you have direct reports who are also managers, select all the required names.



3. **Select all the courses** you are looking to include in the report under the "Course Title" field. You will need to scroll through the courses. Then, select "**View Report**".

If you cannot find a course under the drop down, none of your direct reports has a current registration or Completed record of the course. This will not include Expired records of courses.

If you are looking to pull the Anti-Indigenous Racism Response Training (AART) course, it is titled "PHSA - IHD - Anti-Indigenous Racism Response Training".

If you are looking to pull the San'yas ICS courses, the course titles begin with "Core ICS ..." under the HRIS Reports.

- The first page of the report will be a Summary Page. **Select the > button** to view the next page(s) containing detailed course completion information.

Root User ID: PHSABC\Server.ID Self and Managers Under You: LastName,FirstName

Search Course Title: Course Title: PHSA – Anti-Indigenous Racism Re:

1 of 2 ? > 100% Find | Next

Course	Head Count	Completion #	Completion %	% Gauge
PHSA – Anti-Indigenous Racism Response Training	2	2	100.00%	
Total:	2	2	100.00%	

2 of 2 > 100% Find | Next

Please note that:
Learning Hub courses: only completion records of selected courses are displayed for selected employees, and not registered/incomplete records are neglected. The report will display one row of 'not registered/incomplete' record only if a selected employee doesn't have **ANY** completion record among **ALL** selected courses.
San'yas courses (ICS training): a corresponding status will be shown based on the completion state we received from San'yas training. Anyone learning has cancelled, or removed from training, or has not completed the training in full when the training session concludes, will have a status of Re-registration Required.

Health Authority	Direct Manager	Business Unit	Department #	Department Name	Site	Union	Job Title	Employee	EmplID Linked in LH	Last Name	First Name	Employment Status
PHSA												Active
PHSA												Active

- Select the file icon** to download the report as an Excel file.

Word

Excel

PowerPoint

PDF

TIFF file

MHTML (web archive)

For LearningHub courses, **employees must have their [Employee ID verified on their account](#)** in order for the reports to track their completed courses.

For any San'yas ICS course completion inquiries, please contact ICS@phsa.ca. These courses are hosted **externally from LearningHub** on the San'yas ICS website.

Completion Issues:

Anti-Indigenous Racism Response Training (AART)

If an employee is showing as incomplete for this course, first confirm with them that the course is showing as complete **under their Learning History**. If it is under their Enrollments tab on LearningHub, they have not yet fully completed the course.

If the course is under their Learning History but still showing as incomplete in the reports, **they did not verify their LearningHub account with their Employee ID and/or they have multiple accounts**. Employees should only have one account in LearningHub, and it must be verified with their Employee ID.

Information on managing your LearningHub account can be found on the [LearningHub helpsite](#).

If employees have any issues verifying their account, or if they have created multiple accounts, they will need to [submit a Learner Support ticket](#).

San'yas ICS Courses

Reasons for an employee showing incomplete can be seen below:

- 1) If their seat was paid for by another employer (not PHSA or one of its agencies), or if they self-paid for their seat. [Refer to the workflow](#) to retrieve the certificate and have it manually updated in PHSA reporting database.
- 2) If they completed a version of San'yas training that is not recognized by PHSA (ex: San'yas Core Foundations)

For information on San'yas ICS courses and completion data, **contact** ics@phsa.ca. LearningHub Admin do not confirm or have information on the San'yas ICS courses. The San'yas ICS courses will also not be under their LearningHub Learning History as these courses are not hosted on LearningHub.

Providing proof of San'yas completion:

1. Using their PHSA email, ask your team member to send their San'yas certificate of completion, along with their LearningHub login email address, to sanyas.certificates@phsa.ca, copying you.
2. If they completed San'yas with another organization before joining PHSA, or if they do not have their certificate, they will need to log in to their San'yas profile and generate a new certificate, before emailing to sanyas.certificates@phsa.ca.

[Download and share this workflow](#) with a team member if they need help correcting their course completion record.

Violence Prevention Courses

For reporting issues around the Violence Prevention requirements, advise employees of the below:

1. Ensure your account is [verified with your Employee ID](#).
2. Ensure you have completed the current Violence Prevention Courses seen below:
[Provincial Violence Prevention for Low Risk Departments - 7 Modules](#)
[Provincial Violence Prevention for Medium and High Risk Departments - 8 Modules](#)
3. Ensure you have enrolled into the **overall curriculum** and not just the individual curriculum courses. The curriculum itself should show as complete under their Learning History, not just the individual courses.

The HRIS Reports will take around **24 hours** to update following any changes.