

# HRIS Reports – LearningHub Business Manager Reports

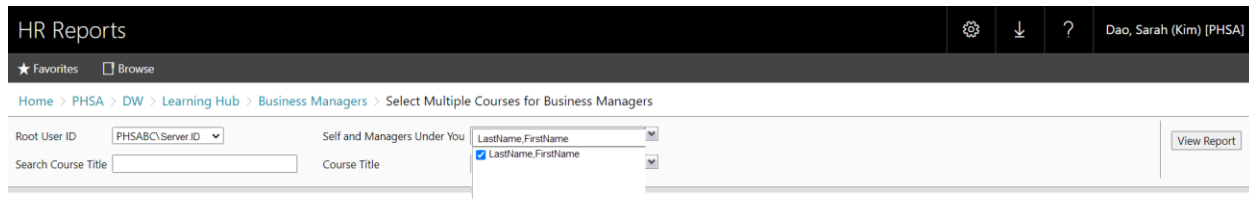
The HRIS Reports are to be used by the **direct manager** as the system uses the PHSA network ID to pull reports and identify reporting structure. The reporting structure corresponds with the data within PeopleSoft.

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.



The screenshot shows the 'HR Reports' interface. At the top, there is a navigation bar with 'Home > PHSA > DW > Learning Hub > Business Managers > Select Multiple Courses for Business Managers'. Below this, there are several input fields: 'Root User ID' with a dropdown menu showing 'PHSABC,Server ID', 'Search Course Title' with a text input field, 'Self and Managers Under You' with a dropdown menu showing 'LastName.FirstName', and 'Course Title' with a dropdown menu showing 'LastName.FirstName'. A 'View Report' button is located on the right side of the form.

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. Select "View Report".

The Anti-Indigenous Racism Response Training (AART) course is titled "PHSA – 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: PHS – Anti-Indigenous Racism Res:

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Navigation: |< < 1 of 2? > >|    Refresh    Back    100%    Save    Print    Find | Next

| Course  | Head Count | Completion # | Completion % | % Gauge  |
|---|------------|--------------|--------------|--|
| PHSA – Anti-Indigenous Racism Response Training | 2          | 2            | 100.00%      | <div style="width: 100%; height: 10px; background-color: orange;"></div> |
| <b>Total:</b>                                   | 2          | 2            | 100.00%      | <div style="width: 100%; height: 10px; background-color: orange;"></div> |

Navigation: |< < 2 of 2 > >|    Refresh    Back    100%    Save    Print    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.

Navigation: Save (highlighted)    Print    Find

- 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 ICS courses, please contact [ICS@phsa.ca](mailto:ICS@phsa.ca) for completion inquiries. These courses are hosted externally from LearningHub on the San'yas ICS website.