

THIS MONTH'S TIP

Change Active Status

SLMS has enhanced the HR role to allow SLMS HR Administrators to change the active and inactive status for an employee. In many instances, due to the payroll lag, SLMS employee status data doesn't change quickly enough for training needs. This has caused a problem for agencies that need to train their seasonal employees. This issue has now been corrected in SLMS.

To make the change, go to **Main Menu > Enterprise Learning > HR Administration > Manage Internal Learners**. Select the learner you want to change. Click on the **Job Data** tab. In the box for **Active**, use the magnifying glass to see your selections: Y is for active, N is for inactive.



June 2013 Newsletter

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- EEO Training
- SLMS Upgrade

Equal Employment Opportunity (EEO) Training

The EEO training rollout in May was the second statewide mandated training initiative to use SLMS to deliver and report on training. The first, Project Sunlight, did not require all state employees to take the training, but EEO does. The number of people enrolled and completing the training has been significant. SLMS has been able to track the progress of the completions by running a Compliance Report daily for the entire state workforce. Agencies have the ability to track the progress of their employees also through the Compliance Report. This is the first time the State tracked compliance at the statewide level using SLMS.

SLMS Upgrade

The upgrade to SLMS is continuing. One of the significant improvements to SLMS is the search function. The two previous avenues for search, **Browse the Catalog** and **Search the Catalog**, have been combined. There is now only one option, **Search the Catalog**. Categories have been eliminated in favor of keywords and search terms. Learners will be able to enter keywords in the search field, select **search** for activities or catalog items and receive the results of their search from their home page.





MAY 2013 ADMINISTRATOR MEETING MINUTES

Administrator Updates

- **New Agencies**

The Department of Agriculture & Markets, Board of Elections, Joint Commission on Public Ethics, Developmental Disabilities Planning Council, Authorities Budget Office, Office of Temporary and Disability Assistance, and Office of Victims Services are now live in SLMS!

- **SLMS Administrator Training**

We have scheduled the next SLMS Administrator Training for June 10 and 11. Please enroll in SLMS.

- **PeopleSoft 9.2**

We continue to work on the upgrade and we are on schedule. The QA environment has been taken down to be upgraded. It is currently no longer available for use. The training environment is available; if you need access please contact SLMS Customer Services at SLMScustomerservices@goer.ny.gov. Also, the new webpage and home page are scheduled to go hand and hand with the upgrade. We will keep you updated on any important dates relating to the upgrade.

- **Equal Employment Opportunity (EEO) Training**

As of the end of May, 44,395 individuals have completed the EEO training. If you need additional information regarding the EEO Training, please contact the Workforce Organizational & Development Unit at 518-474-6772.

- **Human Resources (HR) Role**

We have made changes to the HR Role to allow agency HR Administrators to change the status of an employee from inactive to active or active to inactive in SLMS directly. In many instances, due to the payroll lag, SLMS employee status data doesn't change quickly enough for training needs. This is especially the case for seasonal employees.

- **SLMS Query Users Group**

GOER is setting up a SLMS Query Users Group.

- **SLMS Users Group**

The next SLMS Users Group get-together will be held at Workers' Compensation Board on June 18. We will be notifying those with Query Role credentials when the first Query Users Group will be held.

TIP - Ad Hoc Email Function

If you need to send an Ad Hoc email and you have a group exceeding 150, the suggestion is to limit your emails to groups of 100. This function performs optimally when used with groups of 150 or less.

Reminder: If you need any help with SLMS, the SLMS Help Desk is available from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, at (518) 473-8087 or SLMSHelpDesk@goer.ny.gov.