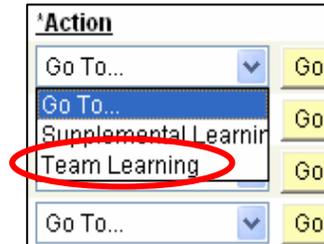Team Members are your direct reports. You can view details about each member's learning and apply actions to one or more employees. If any of your team members have direct reports, you can also view their team.

## How to View Team Learning

1. Click on the **Learning and Development** link in the HRIS Learning Management box.
2. Click on **Team Learning** under Manager Self-Service and then **Team Members**.
3. Select **Team Learning** from the **Action Go To...** drop down box next to the team member's name.
4. Click on the **Go** button.
5. All learning for the selected team member will be displayed.



To obtain a more focused list, click on the **Search Filter** drop down list and select the desired filter.

### Team Members

Team Members is a list of all your direct reports. You can view details about each member's learning by selecting from the Go To pull-down and clicking the Go button. If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button. Learning Approvals is a list of your team's pending learning requests. You can also approve or decline requests on this page. If you would like to see more information about a request click the name of the learning activity or program.

**NOTE:** If any of your team members have direct reports, you can view their team by choosing the team member in the View pull-down and clicking the Go button.

**Pending Approvals**

The City is currently not using systematic approvals in HRIS for employee lear...

**Team Members**

View Team Members Reporting To: Pamela French [Go]

| Direct Reports -- Pamela French, DirHR | | Customize \| Find \| View All | First 1-8 of 8 Last | |
|---|---|---|---|---|
| **Name** | **Job Title** | **Hire Date** | **'Action** | |
| ☐ Darcie A Bisset | HRSrAssoc | 04/06/1998 | Go To... | Go |
| ☐ Deborah Ritt | OffSS I-C | 10/03/2005 | Go To... | Go |

| All Learning – Any Status, Type, Date |
|---|
| All Learning – Completed |
| All Learning – Currently Enrolled, In Process |
| All Learning – Within Last Month |
| All Learning – Within Last Year |
| Supplemental – Continuing Education Only |
| Supplemental Only - All |