



## Job Aid: Supervisor Overview

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of accessing employees' learning, approving or denying training requests, and running reports.

In this job aid, you will learn how to:

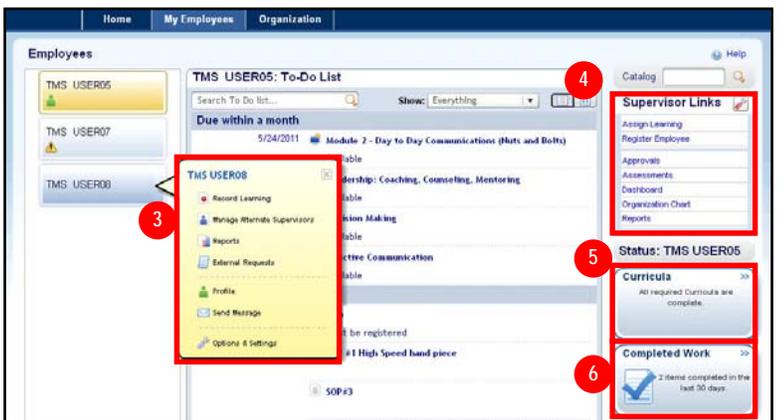
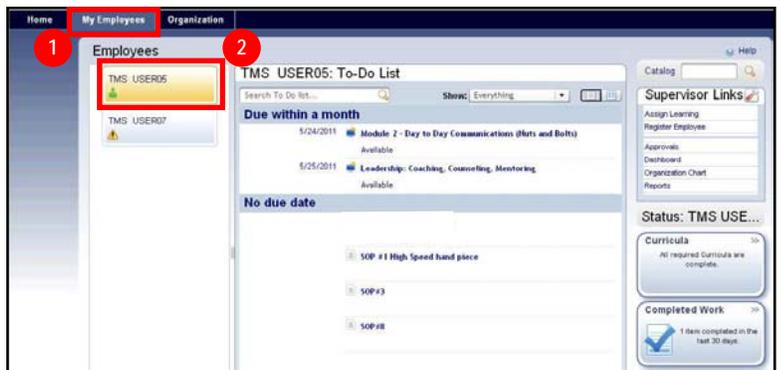
- A. Access an employee's training
- B. Approve or deny training requests
- C. Run reports



### Task A. Accessing an Employee's Training

The *My Employees* page is designed to provide supervisors with the resources to monitor and manage the learning activities of their direct and indirect employees.

1. Click the **My Employees** tab from the VA TMS *Home* page.
2. Click the employee card in the *Employee Tree* to display an employee's To-Do List.  
Or
3. Hover over an employee card to perform available actions without loading the user's To-Do List.
4. Access applications via the *Supervisor Links* for the selected employee.
5. Click the **Curricula Status** pod to see the list of curricula assigned to an employee, including the sub-curricula associated with each curriculum.
6. Click the **Completed Work** pod to access a historical list of all the activities and tasks an employee has completed in the user interface.

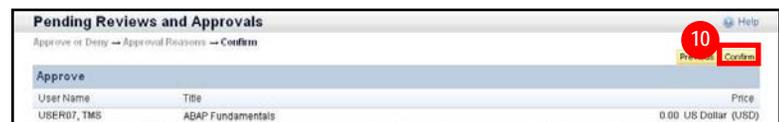
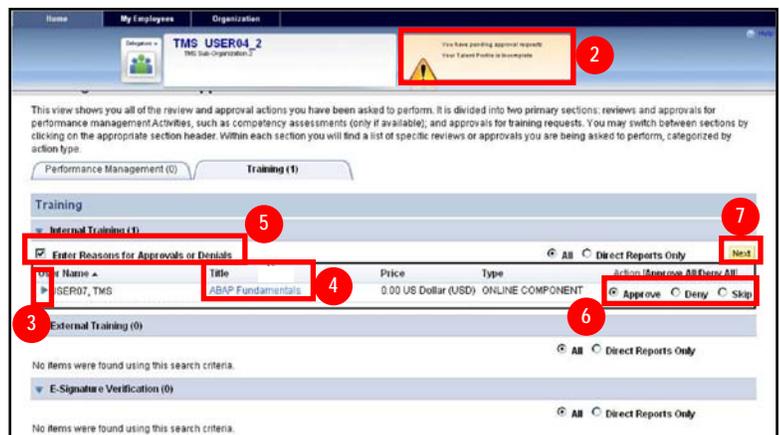




## Task B. Approving or Denying Training Requests

As a supervisor, you interact with your team of employees most often, and are better positioned to understand what learning items a particular employee needs or does not need. To approve or deny employee training requests:

1. Click the **Approvals** link in the *Easy Links* section of the *Home* page  
Or
2. Click the **You have pending approval requests** link in the *Alerts* box, from the *Home* page.
  - The *Pending Reviews and Approvals* page displays the pending approval.
3. Click the (▶) **Expand** icon next to the user name  
Or
4. Click the **Title** link for additional information.
5. Select the **Enter Reasons for Approvals or Denials** checkbox to allow for comments.
6. Select the **Approve, Deny, or Skip** radio button.
7. Click **Next**.
8. Enter the reasons for approval or denial.
9. Click **Next**.
10. Click **Confirm**. A notification is sent to the user or users.





### Task C. Running Reports

When you run a report, the system consolidates information from a variety of areas into a single report, which allows you to perform a targeted analysis of key data. To run reports for yourself or your employees:

1. Click the **Reports** Easy Link from the VA TMS Home page  
Or
2. Click **Reports** under *Supervisor Links* from the *My Employees* page.
3. Click on the report name to open the report.
4. Enter the report parameters. Available criteria will vary depending on the report.
5. Click the **Run Report** button  
Or
6. Click **Back to Browse Reports** link to return to the reports list.

