

Supervisors Needing Continuing Education - KPER247

DESCRIPTION:

This report will list Supervisors who have completed Basic Supervisory Training, but who have not completed at least 8 hours of Continuing Education Program for Supervisors (CEPS) credit in the 3 years prior to the "As Of" Date entered on the parameters panel.

NOTE: A flat file is automatically created with this report. This file can be imported into a spreadsheet or database program to be sorted as the user wishes.

PARAMETERS TO SET:

- As Of Date
- Department Group ID
- Department ID
- Page Break Level
- Supervisory (Lead Worker, Manager, Supervisor or All)

FIELDS:

- As of Date
- Basic Supervisory Training Completion Date
- Department ID/Department Name
- Employee ID
- Employee Name
- Job Code/Job Title
- Location Code
- Number CEPS Hours Completed
- Number CEPS Hours Needed
- Position #
- Supervisory (Lead Worker, Manager, Supervisor)

SORT SEQUENCE:

- Department ID
- Employee Name

WHERE FOUND:

Workforce Administration > Workforce Reports > Supervisors Needing Cont Educ