

Supervisors Without Supervisory Training - KPER219

DESCRIPTION:

This report will list Supervisors who have not completed the Basic Supervisory Training Program prior to the "As Of" Date entered on the parameters panel.

PARAMETERS TO SET:

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

FIELDS:

- Course Start Date (If Enrolled)
- Department ID/Department Name
- Employee ID
- Employee Name
- Job Code/Job Title
- Location Code
- Position #
- Probation Status
- Supervisory (Lead Worker, Manager, Supervisor)

SORT SEQUENCE:

- Department ID
- Employee Name

WHERE FOUND:

Workforce Administration > Workforce Reports > Supervisors w/o Training