



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF INFORMATION SERVICES

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ISIS Memorandum 07-019

To: HR Directors
Employee Administrators
Training Coordinators

Subject: Learning Solution Implementation

Effective December 11, 2006, training enrollments and course completion history for all OIS administered courses will be managed through ISIS HR Learning Solution. This initial implementation of Learning Solution (LSO) will be utilized only by OIS staff for course enrollment and maintenance.

The training request process has not changed. Agency training coordinators will continue to submit requests using the existing training request form.

Learning Solution Reports

Helpful reports found in the Human Resources>Learning Solution folders include:

>Participation

- Bookings Per Participant: Run by Personnel number to view current bookings.
- Participation Prerequisites: Run to verify what qualifications (pre-req courses) the Participant/Learner must have to enroll in a particular course.

>Courses

- Course Schedule: Run to determine what courses are in the current course catalog. Output includes the course name, time and date.

E-mail Notifications

ISIS HR will now generate all correspondence sent to learners to confirm enrollment, cancellations and changes. All correspondence will be sent to the e-mail address that resides on the employee's Communication record (IT0105), subtype: 0010 record. This record can be updated by the employee through LEO or maintained by agency Employee Administration staff through ISIS HR (see [Maintain Communication](#) help script).

Employees navigate to the e-mail entry field in LEO by selecting *My Work>Directory>Change Own Data*. Both work e-mail address and work phone number are available for update. It will be critical that a correct IT0105, subtype: 0010 value exists for every employee requesting

training. Communication between personnel that coordinate agency training and the Employee Administration unit may be necessary if the learner is unable to update their own e-mail address and work phone number.

Initially the TDH unit plans to be especially attentive to insure that an e-mail value exists. However in the future, instructions for maintenance of this field in LEO should be incorporated into agency LEO-specific orientation procedures.

Skills Infotype

The implementation of the LSO functionality provides access to a new *Skills* infotype record (IT0024). This is where the qualifications the employee obtains for completing a training course will be stored, along with the effective date of this achievement. This same record can also accommodate storage of training completion information for many of the FEMA-required courses that some departments are now required to track, should an agency desire to utilize this functionality. A new report, [ZP174–Employee Qualification Report](#), can be run to view stored information.

Most existing ISIS HR security roles will permit display of the *Skills* record and execution of ZP174. However, those positions that will **maintain FEMA course completion information** in ISIS HR will require an additional security role entitled *Personnel Development*. The new role can be requested via **ISF048**. A new [Help Script](#) is available to guide system users through maintenance of an employee's Skills record.

Future Plans

The next phase of the LSO rollout, which is planned for late spring 2007, will enable employees to request ISIS-related classroom training online and obtain approval from their supervisor. It will also provide access to online learning and self-study courses. Training Coordinators will have the ability to maintain bookings for employees who are unable to utilize LEO.

We look forward to the benefits that Learning Solution can offer agency training departments. During the second half of 2007, we also plan to pilot the use of this functionality to deploy agency-specific training programs and track course completions.

Questions regarding current LSO functionality and/or maintenance of the Skills record can be addressed to the ISIS HR Help Desk by calling 225-342-2677 or submitting a [Help Desk](#) ticket.

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