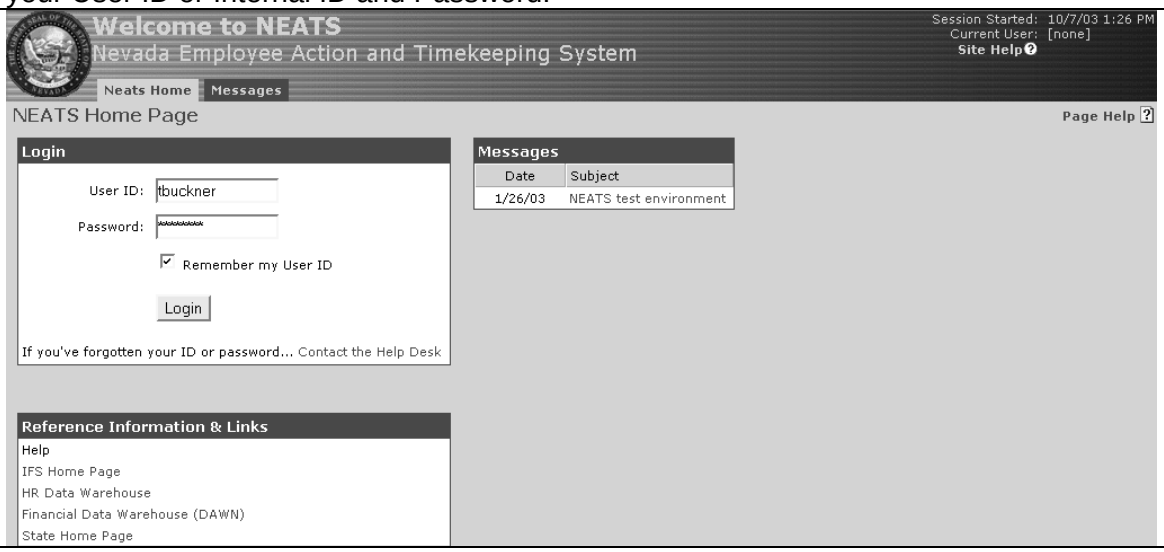
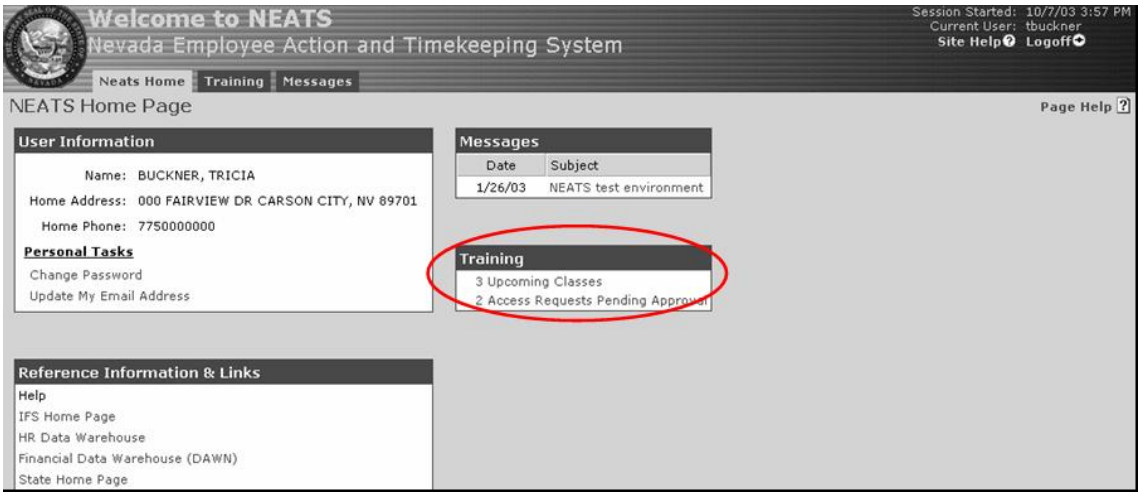
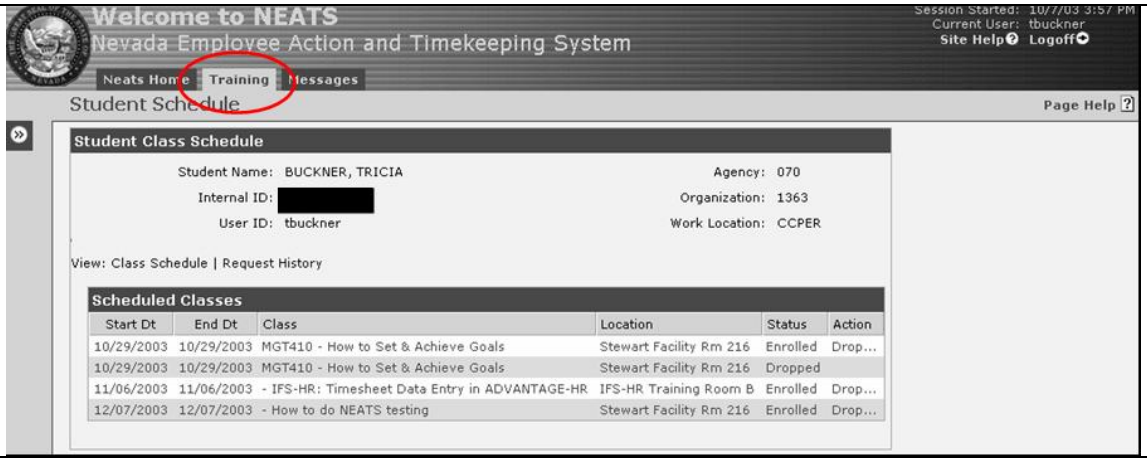
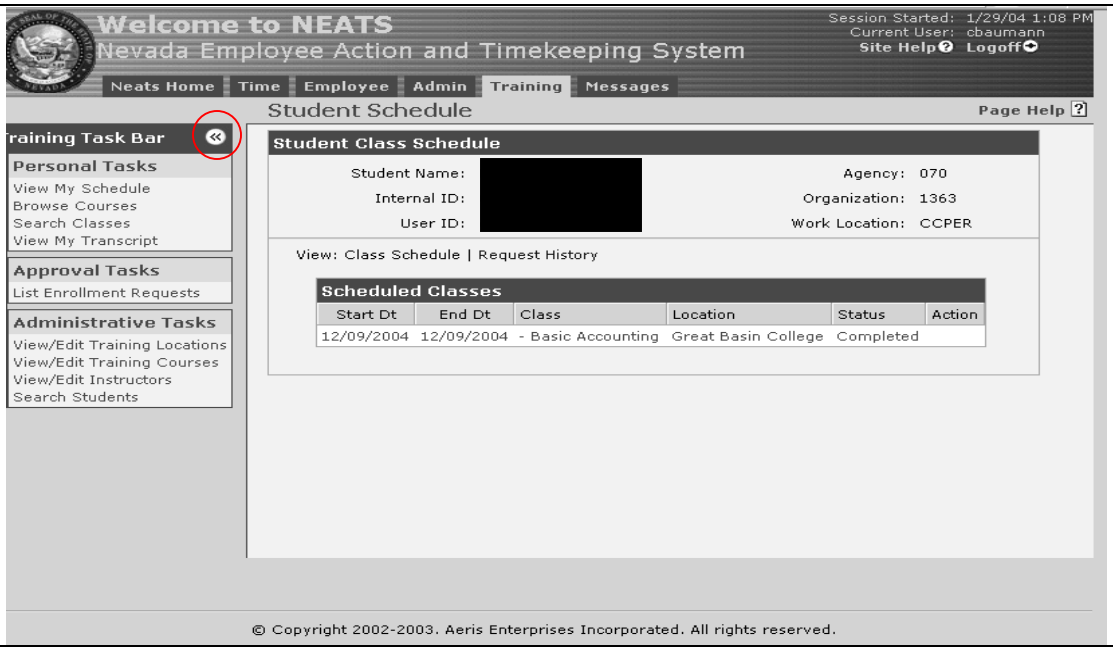
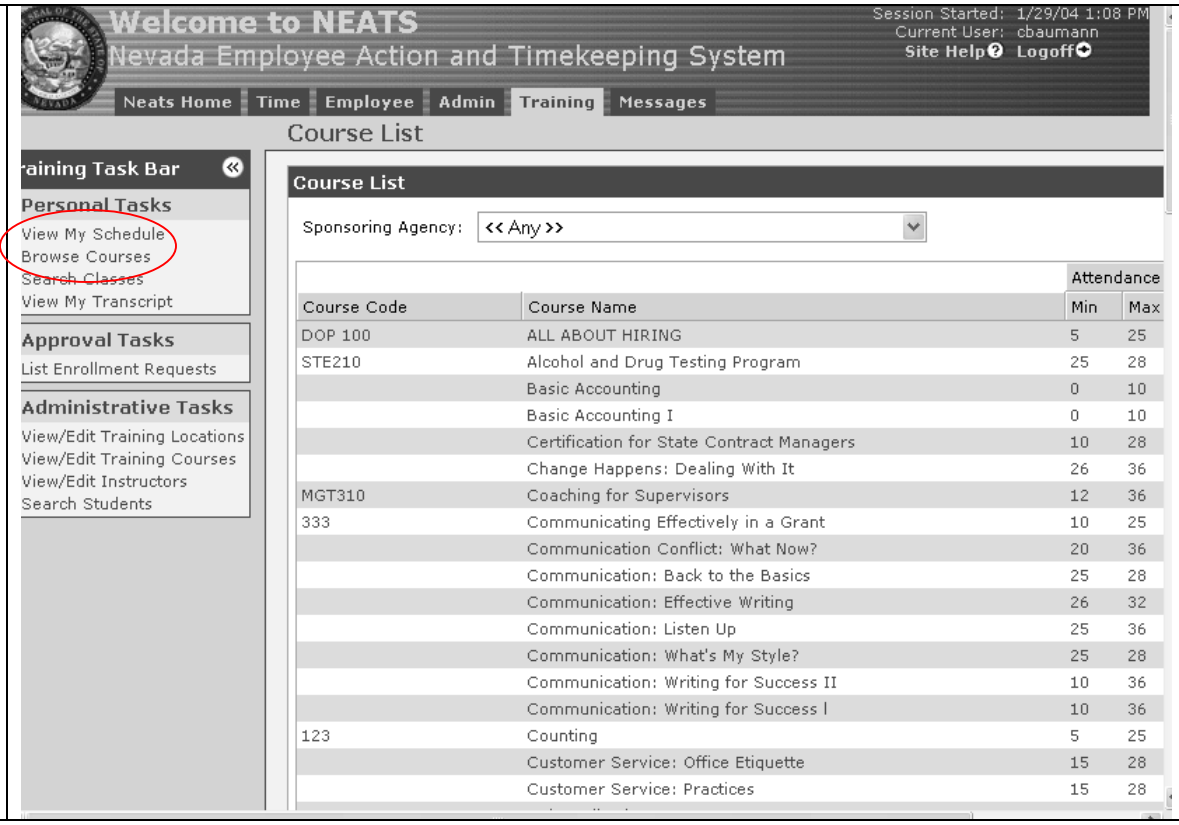
Procedure # 01.30.32	Employee Development Module for Training Administrators
Purpose	To describe the procedures and policies to be used by all state agency training administrators when registering students in training classes offered by the Department of Personnel and individual State agencies. It will allow administrators an efficient and effective way to register students for State offered classes, maintain and print student transcripts, enroll and drop students from classes and many other features.
Timing	
Associated Regulations	NAC 284.842 Types of training. NAC 284.484 Release time or leave to attend training. (NRS 284.343, 284.345) NAC 284.485 Criteria for approving or denying training or education requested (NRS 284.343, 284.345) NAC 284.486 Money for training to be used to produce greatest benefit in relation to cost of training. (NRS 284.343)

Associated Regulations, cont'd	NAC 284.490 Reimbursement or prepayment for training or education. (NRS 284.343) NAC 284.494 Request for training. NAC 284.498 Training of supervisory employee. (NRS 284.155, 284.343) NAC 284.502 Training of managerial employees. NAC 284.510 Responsibilities or appointing authorities.
Associated Procedures	None.

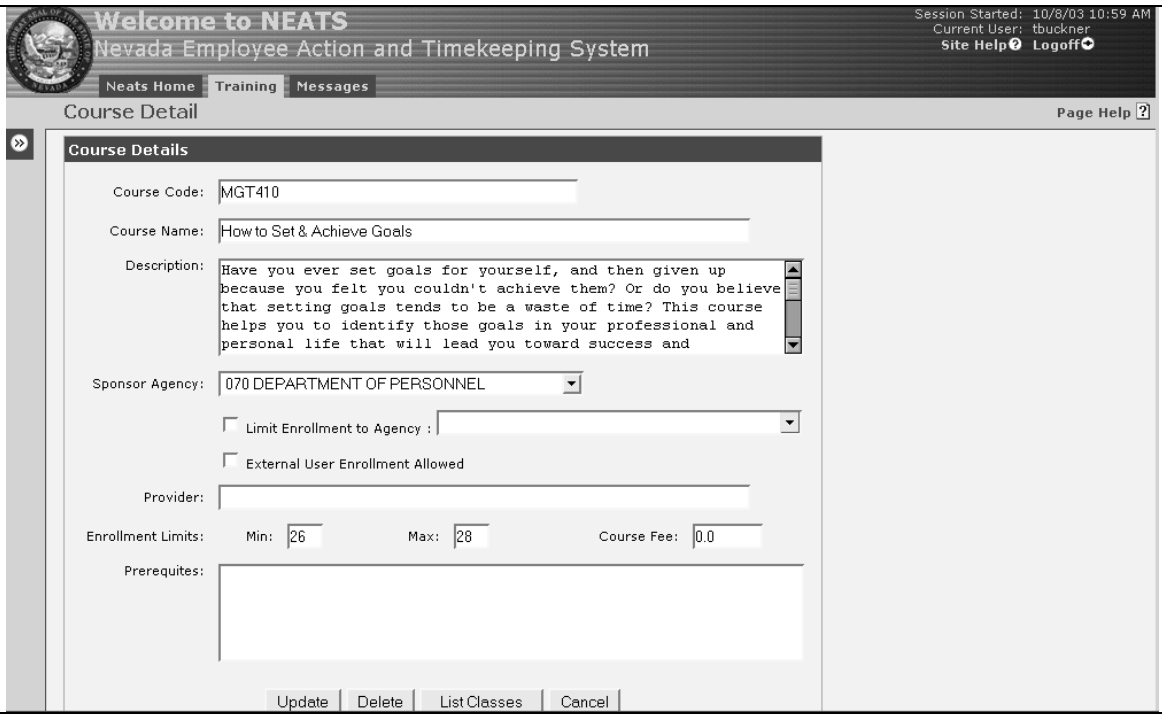
Training Administrator Procedures	
Step	
	LOGIN
	Policy on Agency Administrator Access Access to the Administrative Tasks in the Employee Development System of NEATS will be limited to those agency Training Representatives who register students into the system and need to: ▪ View or edit their agency training courses or classes to: • Add a new course • Add a new class ▪ Enroll or drop a student(s) from any class ▪ View and/or add to a student's transcript to: • Enter additional student history • Print a Transcript ▪ Access various student records for their agency. For administrative access, contact Mary Kauffman at (775) 684-0136 or mkauffman@dop.nv.gov.
1.	From your Internet browser, enter the following address: http://neats.state.nv.us/NEATS.
2.	To initially login to NEATS, please contact your Agency Training Representative or the IFS-HR Help Desk for instructions. If you already have your password established, login by entering your User ID or Internal ID and Password.
	
	Note: Your User ID is normally the first initial of your first name and the first seven characters

	of your last name. If there is more than one user with the same first initial and last name, a number will be assigned as the last character(s).
3.	On the NEATS Home Page, your User ID will be designated in the upper right corner as Current User. If you have any training activity (i.e. upcoming classes) this information will also be displayed on your NEATS Home Page listed under Training.
	
4	Click on the Training tab to access your training information.
	

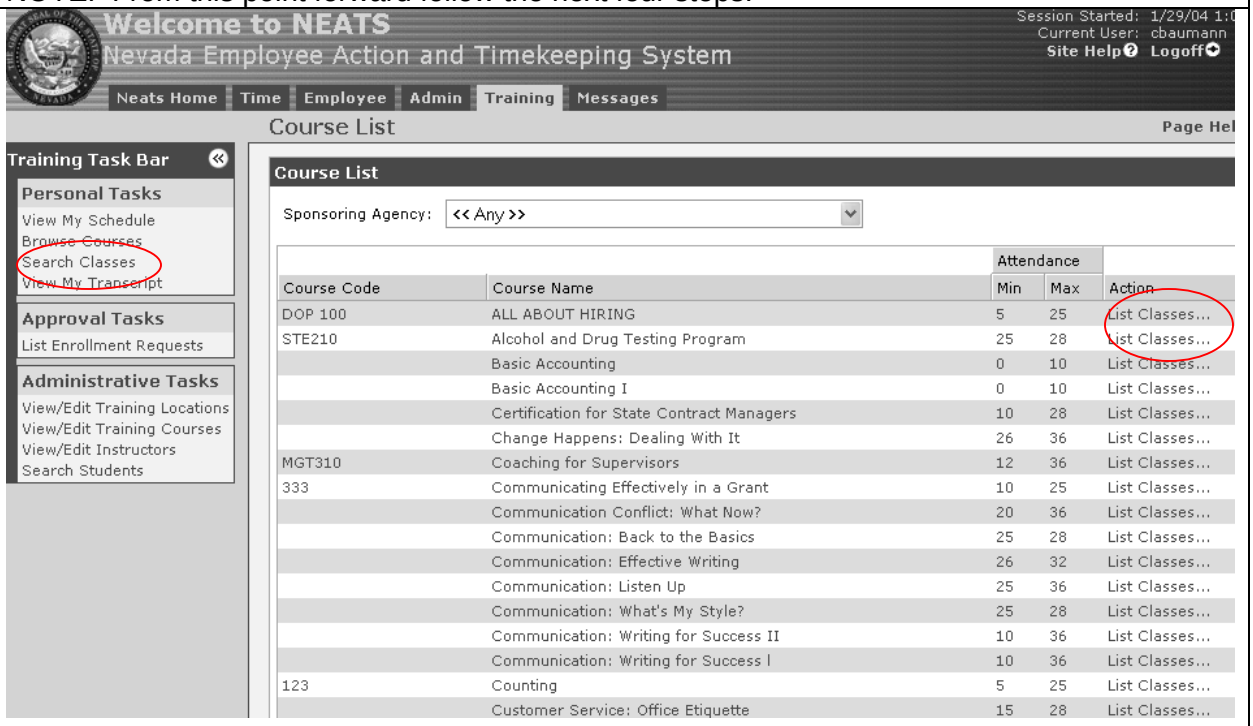
5.	Click on the “Training Task Bar” for options.
	
	View/Edit Training Courses
6.	To view or edit a Training Course, click on ‘View/Edit Training Courses.’ From the ‘Course List’, click on the course you wish to view or edit. This will bring you to the ‘Course Details’ screen.

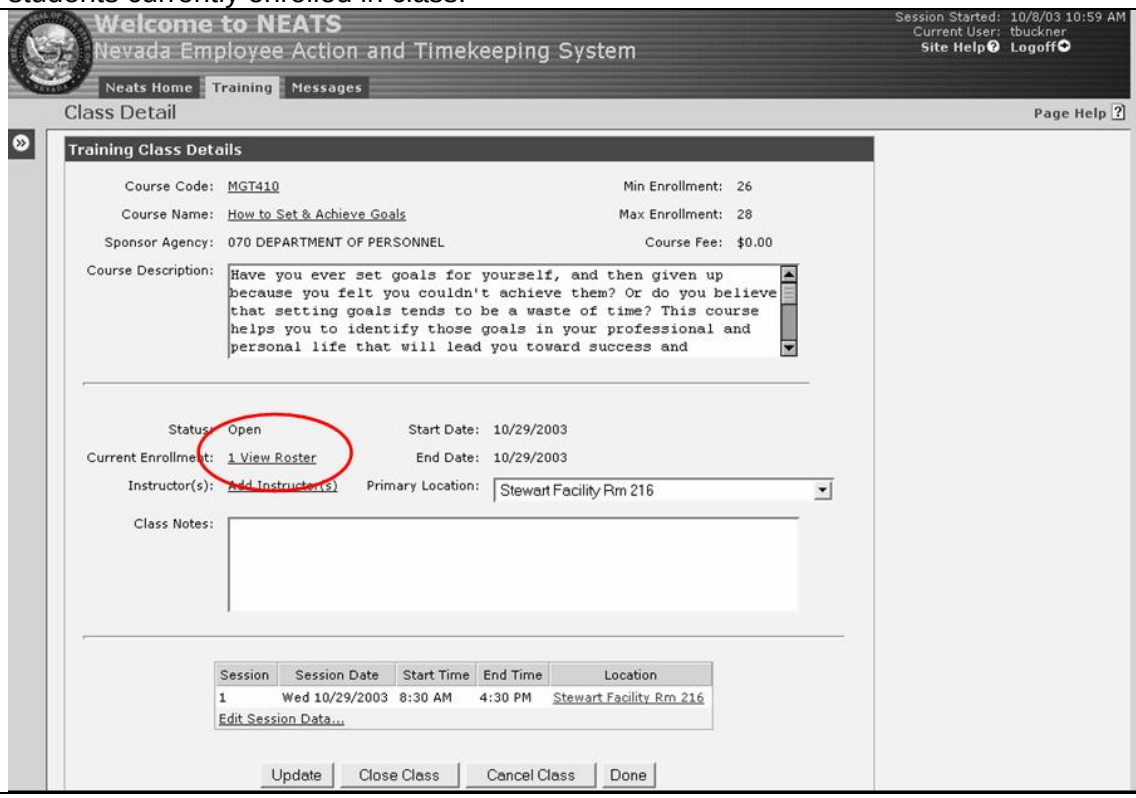
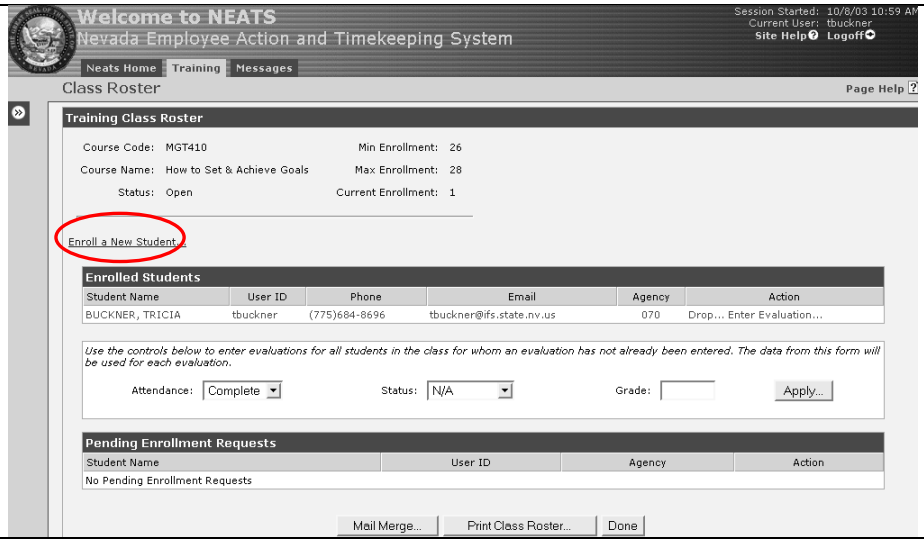

Welcome to NEATS
Nevada Employee Action and Timekeeping System
Session Started: 1/29/04 1:08 PM
Current User: cbaumann
Site Help
Logoff
Neats Home
Time
Employee
Admin
Training
Messages
Course List
aining Task Bar
Personal Tasks
View My Schedule
Browse Courses
Search Classes
View My Transcript
Approval Tasks
List Enrollment Requests
Administrative Tasks
View/Edit Training Locations
View/Edit Training Courses
View/Edit Instructors
Search Students
Course List
Sponsoring Agency: << Any >>
Attendance
Course Code
Course Name
Min
Max
DOP 100 ALL ABOUT HIRING 5 25
STE210 Alcohol and Drug Testing Program 25 28
Basic Accounting 0 10
Basic Accounting I 0 10
Certification for State Contract Managers 10 28
Change Happens: Dealing With It 26 36
MGT310 Coaching for Supervisors 12 36
333 Communicating Effectively in a Grant 10 25
Communication Conflict: What Now? 20 36
Communication: Back to the Basics 25 28
Communication: Effective Writing 26 32
Communication: Listen Up 25 36
Communication: What's My Style? 25 28
Communication: Writing for Success II 10 36
Communication: Writing for Success I 10 36
123 Counting 5 25
Customer Service: Office Etiquette 15 28
Customer Service: Practices 15 28

7.	Now you can edit the course, then select ‘Update” to complete your changes, or ‘Cancel’ if not

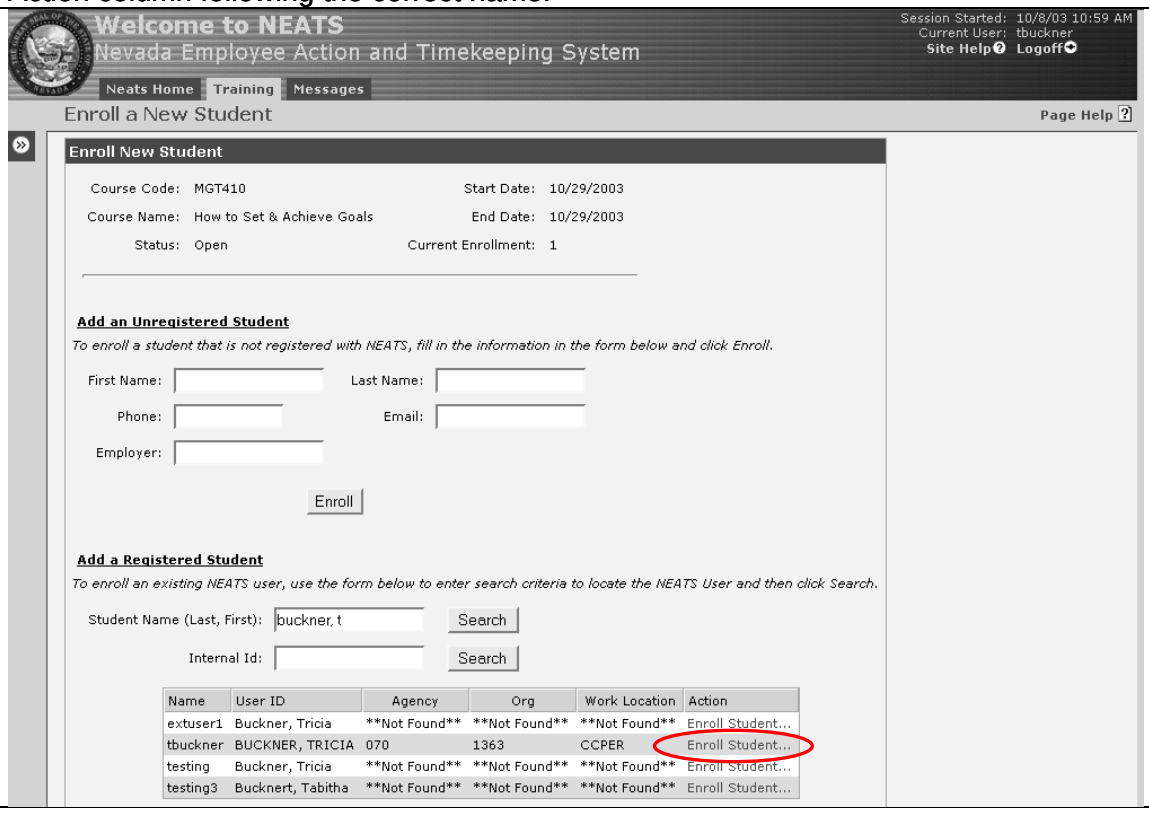


	ENROLLING A STUDENT
8.	To enroll a student in a class **specific to your agency** click on "View/Edit Training Courses" under the Administrative Task Bar. Then click on the "List Classes to the right of the selected Course. To enroll a student in a class **offered by another agency** such as the Department of Personnel, click on "Browse Courses" under the Personal Task Bar. Then click on the "List Classes to the right of the selected Course. NOTE: From this point forward follow the next four steps.

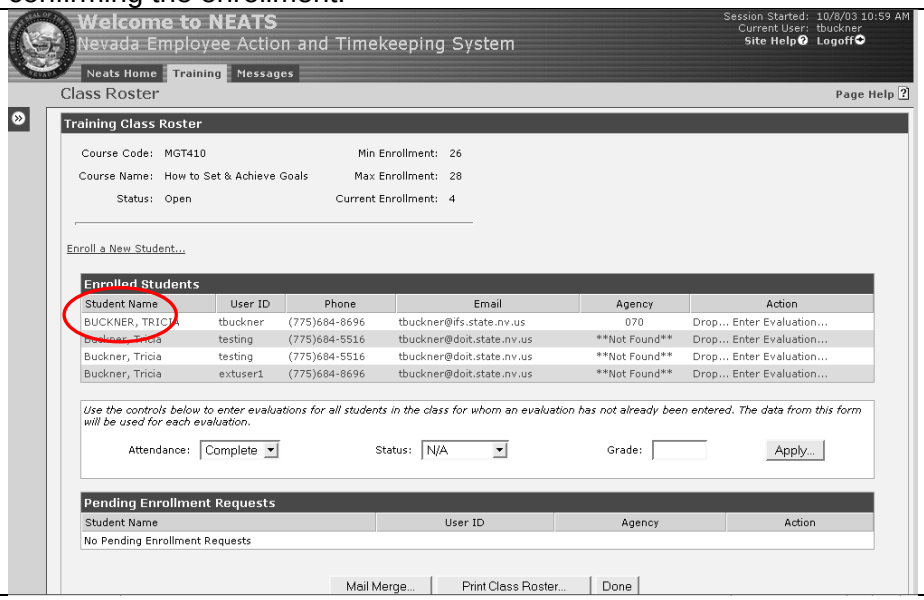


9.	This will bring you to the Training Class Details page. Click on 'View Roster' to get a list of students currently enrolled in class.
	
10.	Click on 'Enroll a New Student' if you choose to add a student to the class.
	
11.	Complete the fields to add either a Registered Student (current State of Nevada employee) or an Unregistered Student (external user). To Add a Registered Student, complete the required fields (i.e. Student Name or Internal Id and click 'Search". Then click on 'Enroll Student' in the

Action column following the correct name.

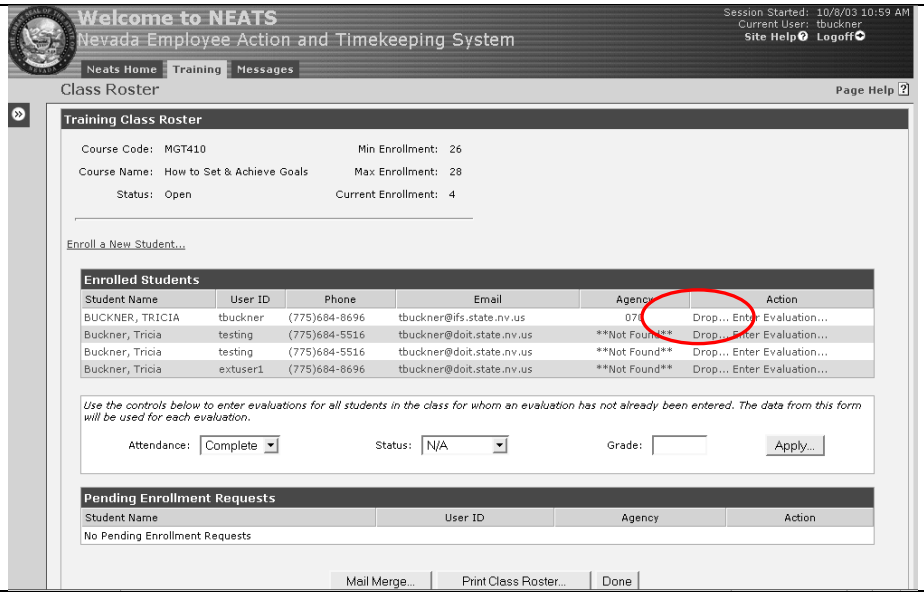


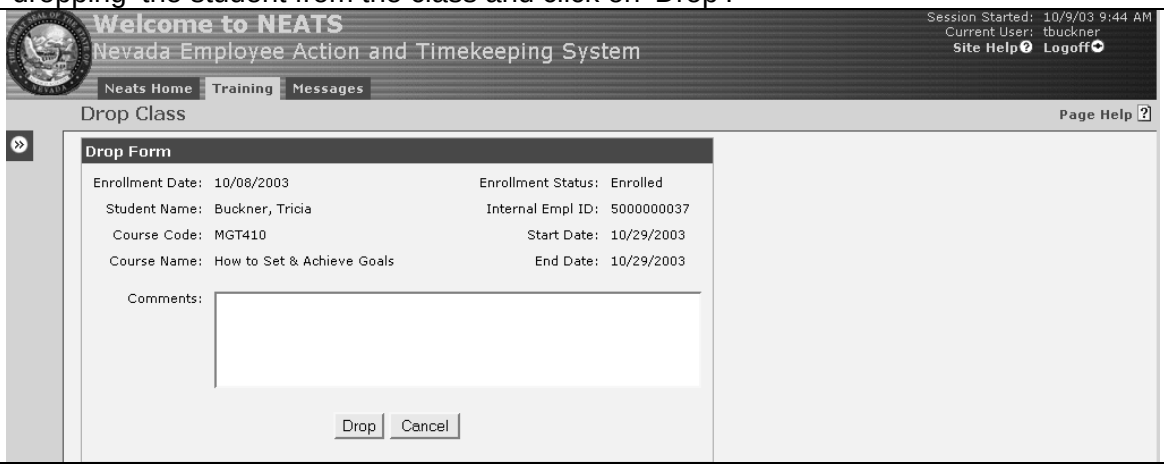
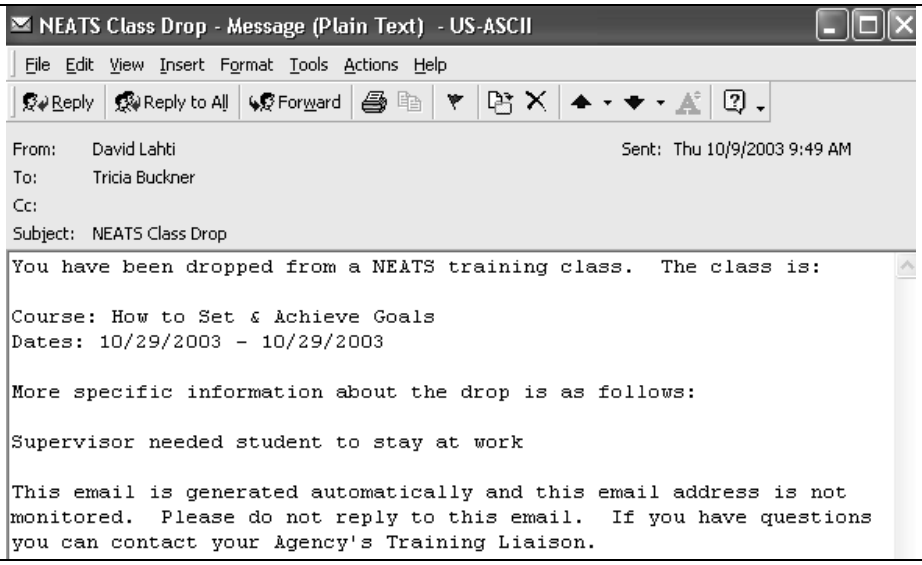
12.	Click on “OK” to confirm. The student will now appear on the roster and will receive an email confirming the enrollment.

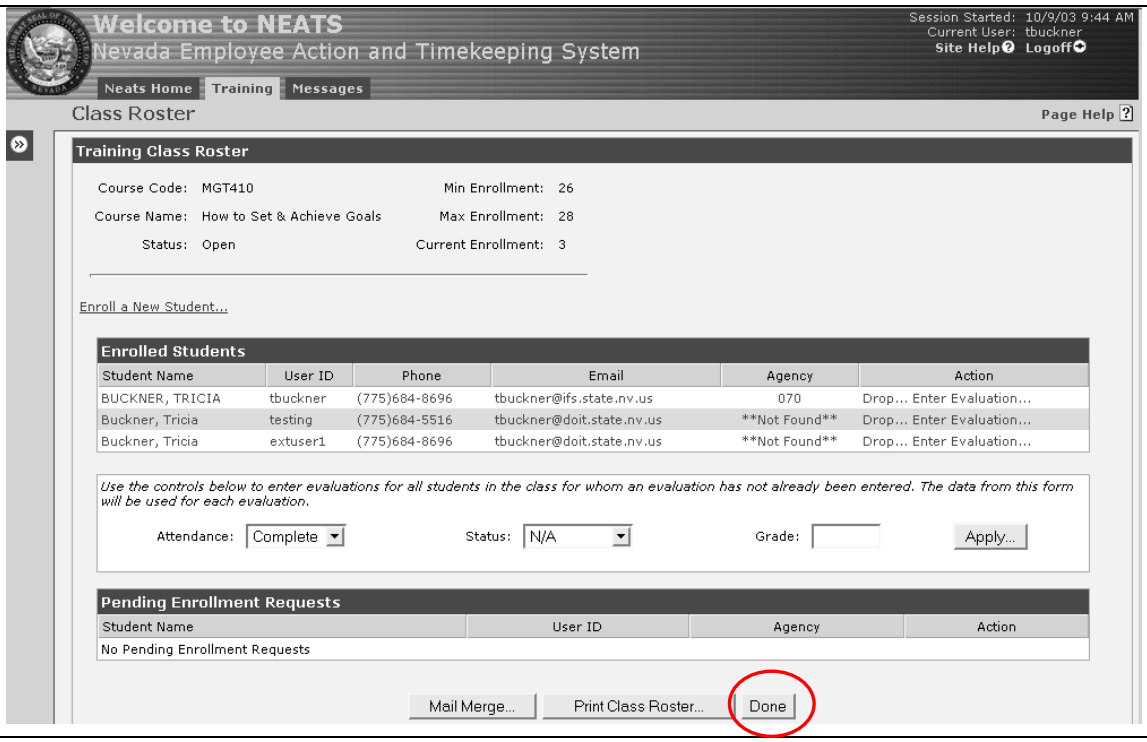


Dropping a Student

13.	A student can be dropped from a class by clicking “Drop” from the Training Class Roster in Action column.



14.	The Drop Class form will be displayed. In the Comments sections, state the reason for 'dropping' the student from the class and click on 'Drop'.
	
15.	The student will receive the following email notification.
	

16.	Click on the 'Done' button to finalize the action.
	
	Note: Class Rosters can be printed from this view by clicking 'Print Class Roster'.

View/Edit a Student Transcript

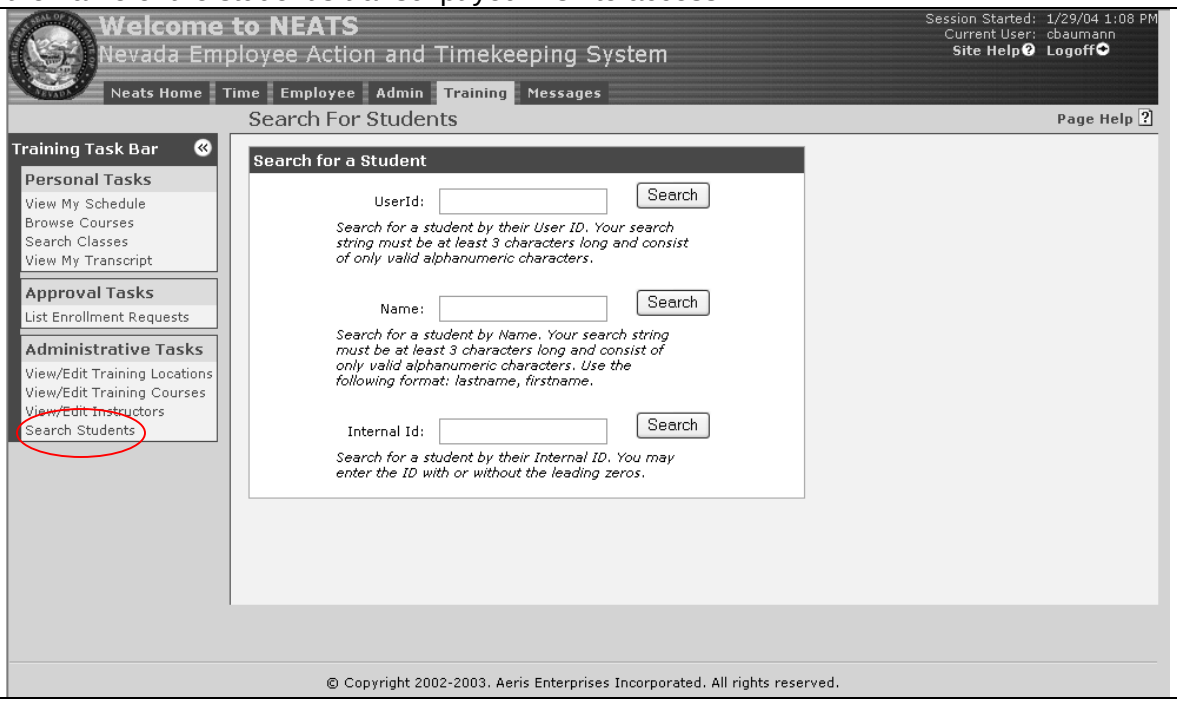
Policy on Adding Student Transcript Information

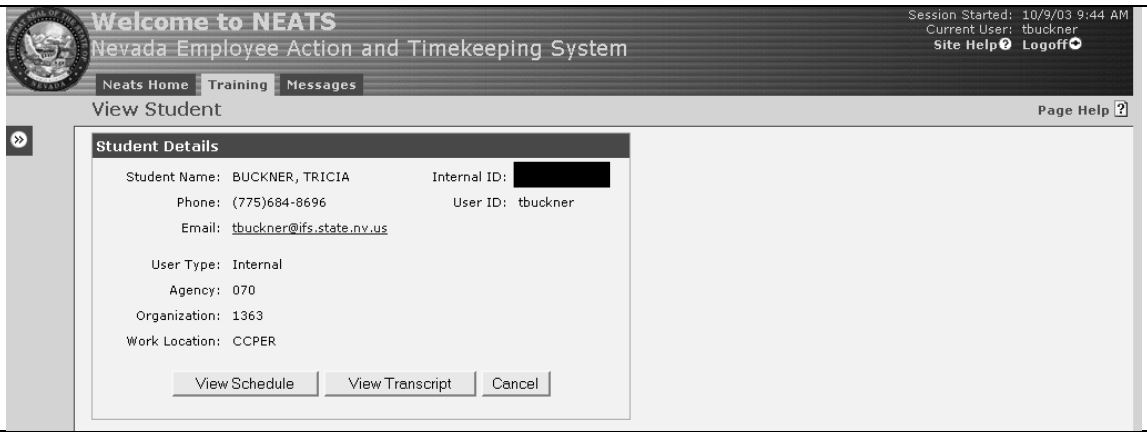
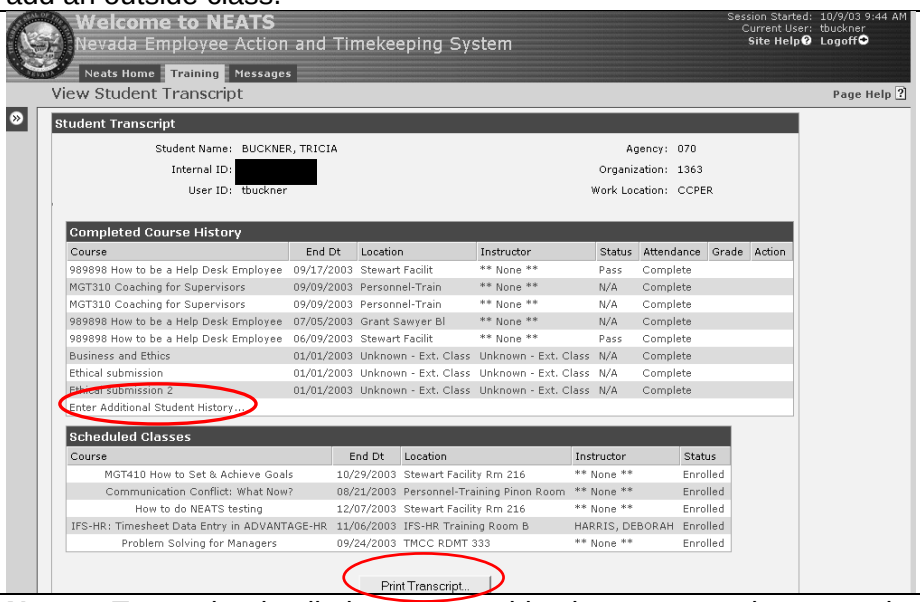
Information will be added to the students "Completed Course History" file. The types of information that can be entered are:

- Community College courses
- University courses
- A student's degree(s) can be shown in the notes section
- On-line courses and degrees
- Conferences and/or workshops were certificates are issued for training or educational purposes.

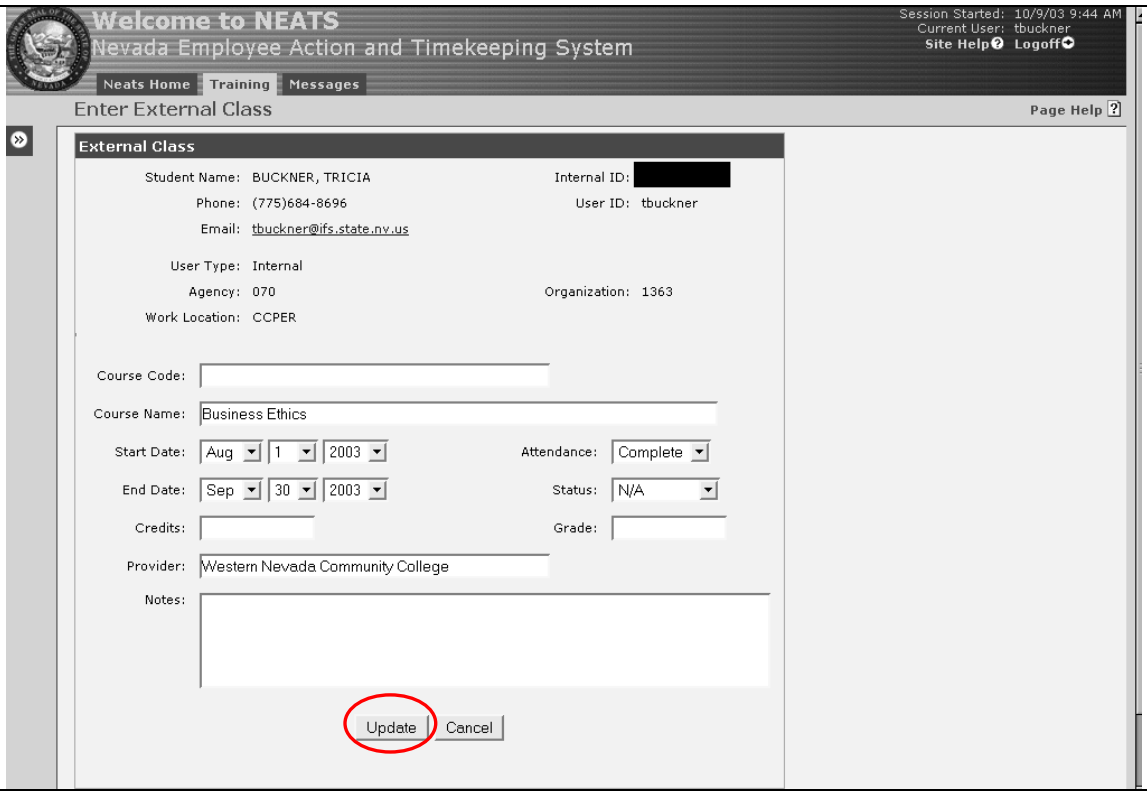
Agency representatives will be responsible for entering this information and maintaining back-up documentation. Documentation should include diplomas, transcripts, certificates, etc.

17. To view and/or edit a student's transcript, select 'Search Students' from the 'Training Task Bar.' Then enter search criteria (User ID, Name or Internal ID), click on 'Search, then click on the name of the student's transcript you wish to access.

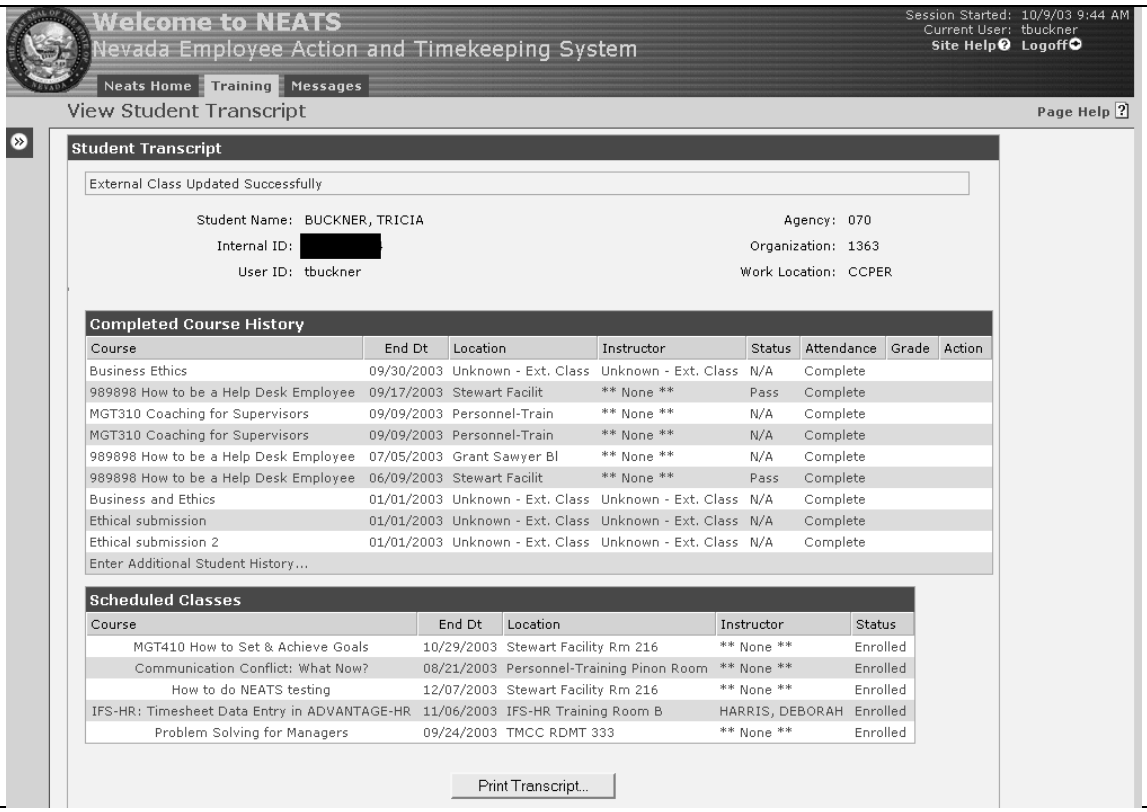


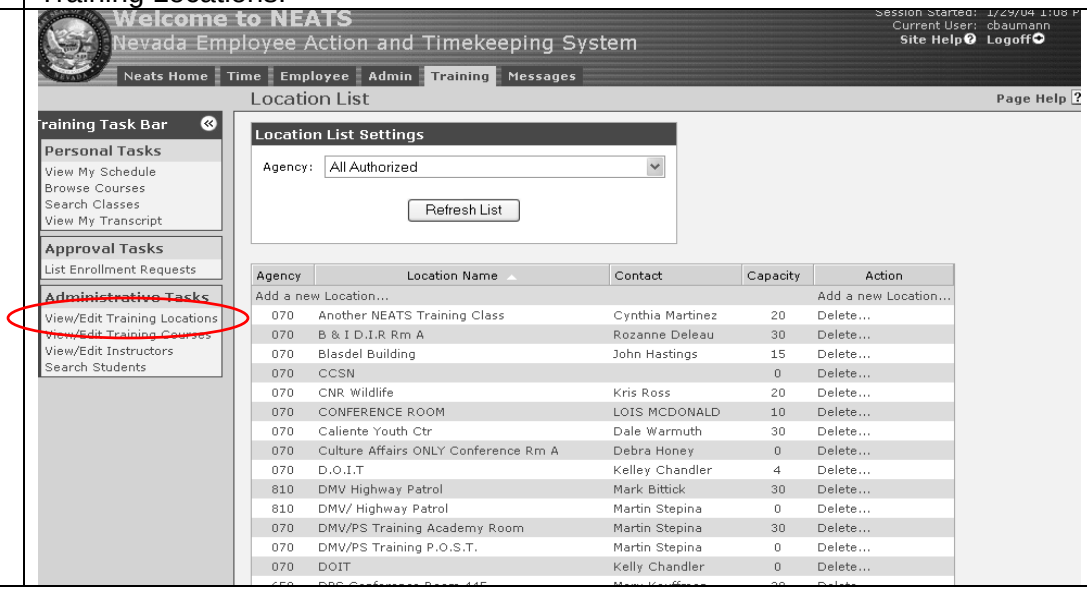
18.	Click on 'View Transcript.'
	
19.	To print a transcript, click on 'Print Transcript.' Click on 'Enter Additional Student History' to add an outside class.
	
	Note: Transcript detail about an outside class can now be entered or edited. To edit or enter text, highlight the field requiring edit and type in correct information or click in the appropriate field and enter information where designated. Be sure and obtain certification of class completion from the student.

20.	Click on 'Update' to finalize this addition.

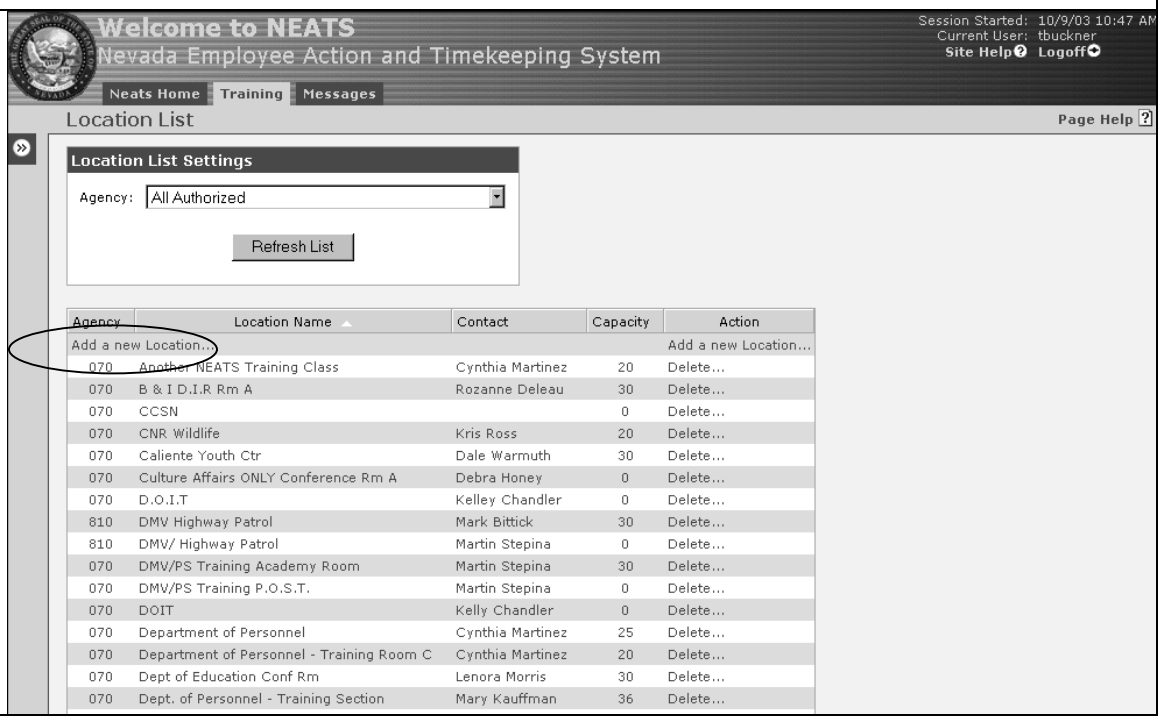


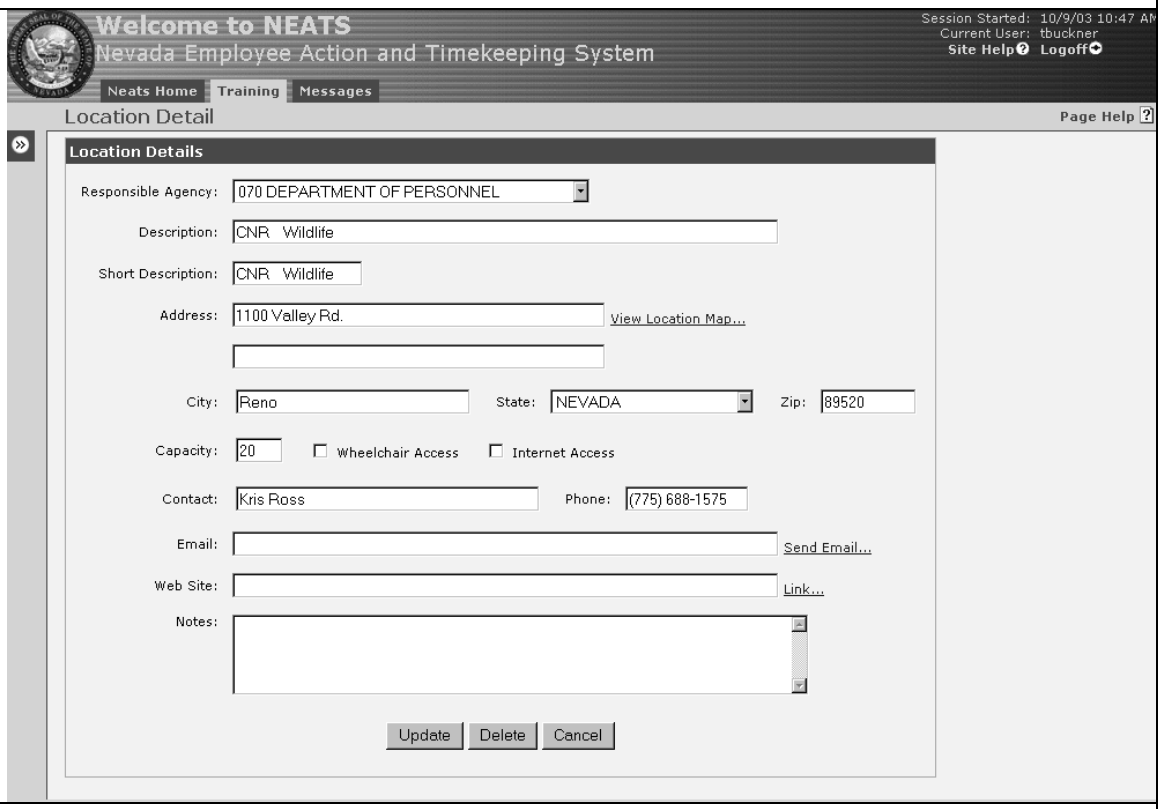
21.	NEATS will confirm the transcript was updated successfully.



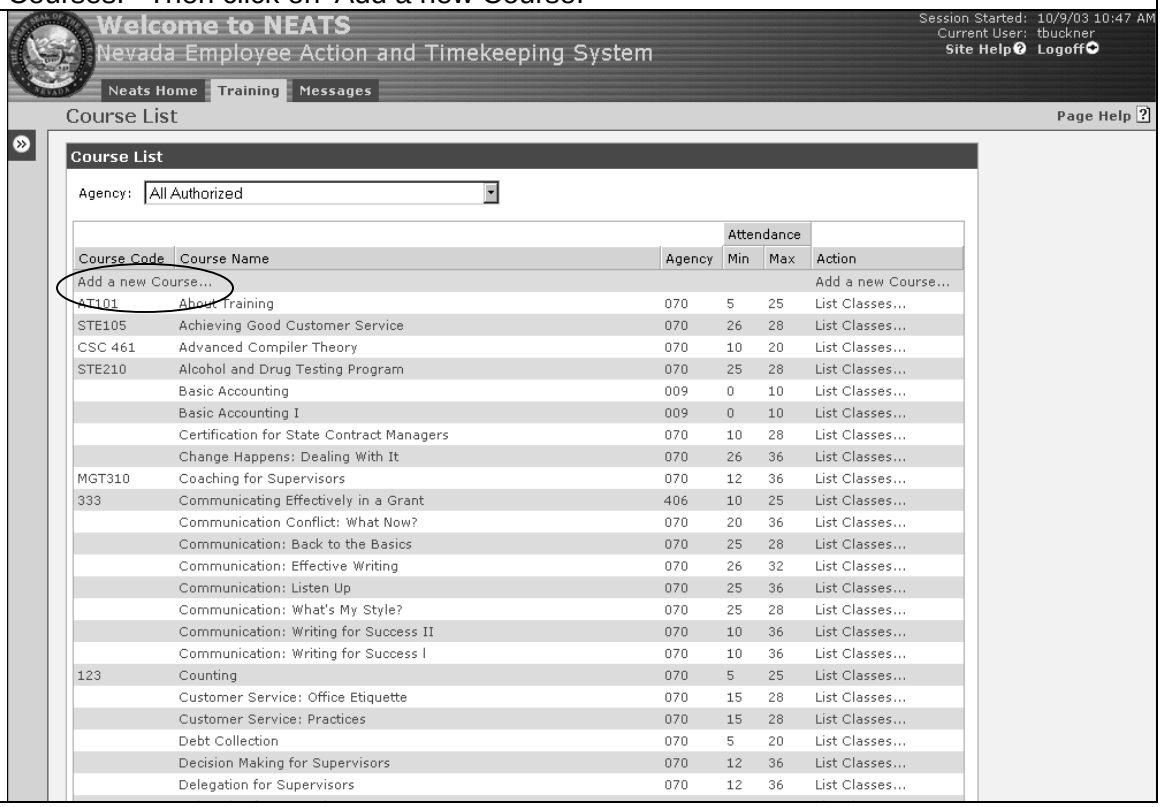
Step	
	Policy on Entering a New Class Location All fields must be filled in unless it does not apply to your training location. Numerous calls are generated when students cannot find the location for the classes they registered for. The system provides a link to *"MapQuest"* for a picture of the street address. However, the maps are very sketchy. If there is not enough information, add specific details under the "notes" window at the bottom of the page. You can also provide the address to a web site of your own that has better directions and maps under the web site window.
	Entering a New Class Location
22.	To create a new class location, open the 'Training Task Bar' and click on 'View/Edit Training Locations.'
	

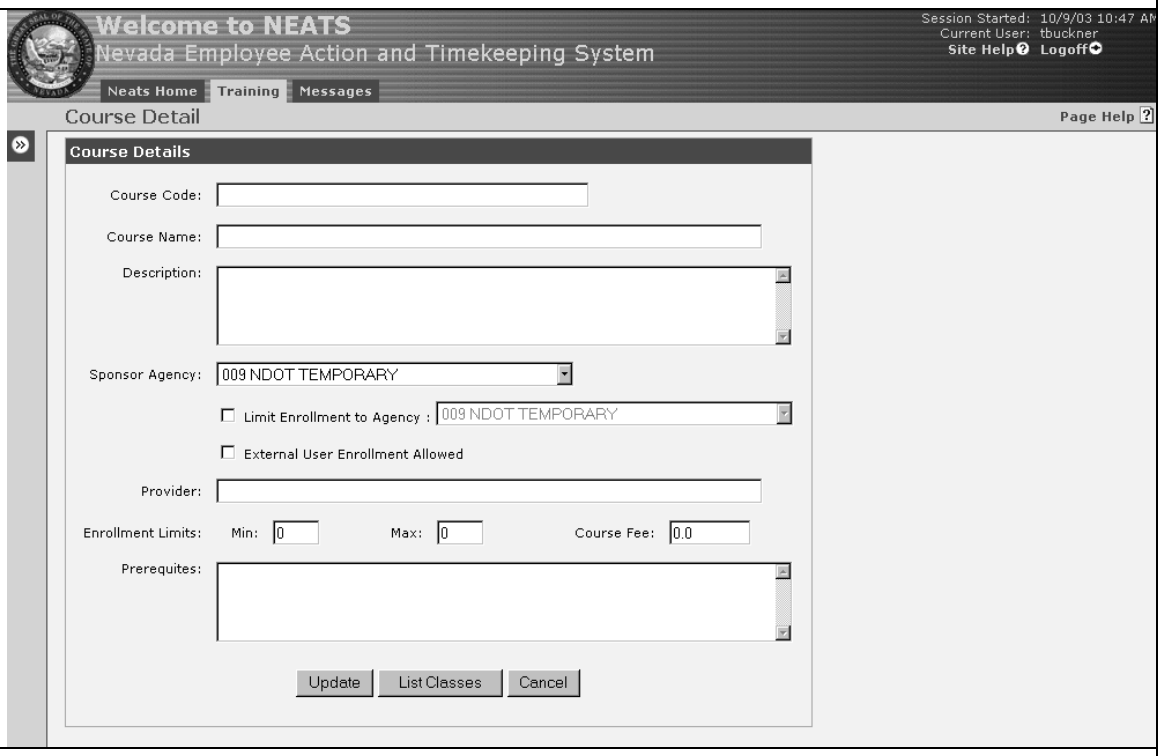
Step	
23.	Click on 'Add a New Location.'



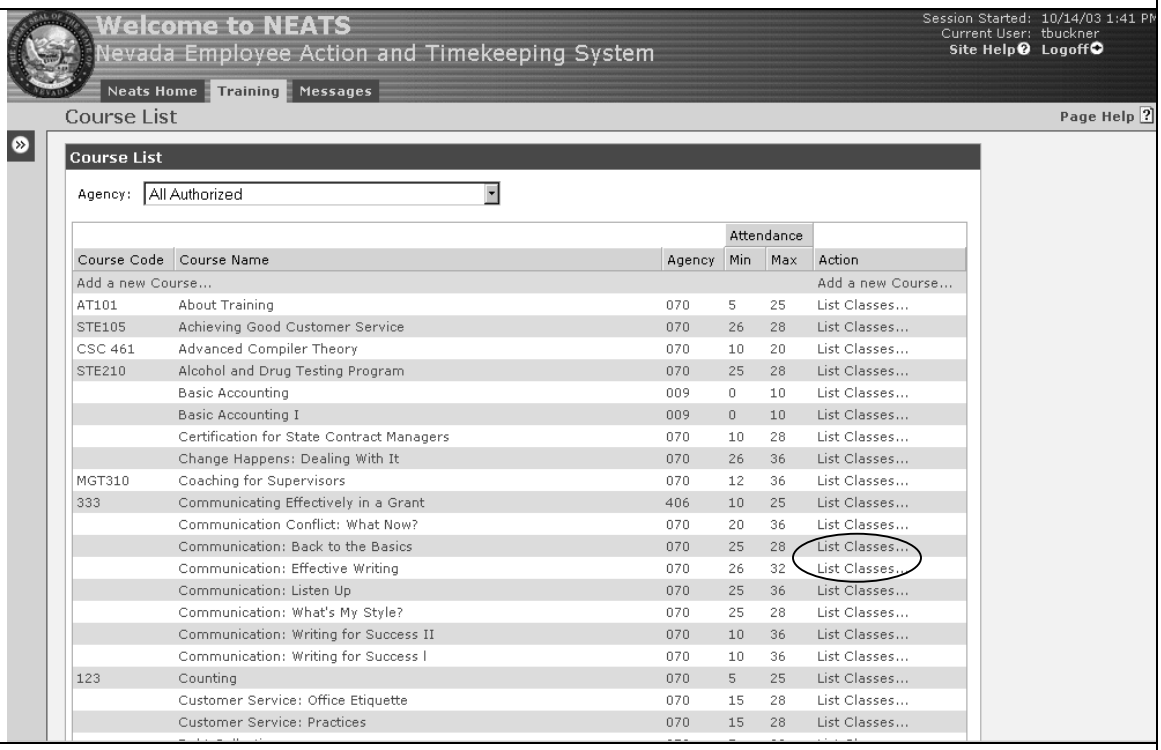
24.	Complete the form and click “Update”.
	
25.	A message will designate the new location was added successfully.

	Add/Create a New Course
26.	To create a new course, open the 'Training Task Bar' and click on 'View/Edit Training Courses.' Then click on 'Add a new Course.'

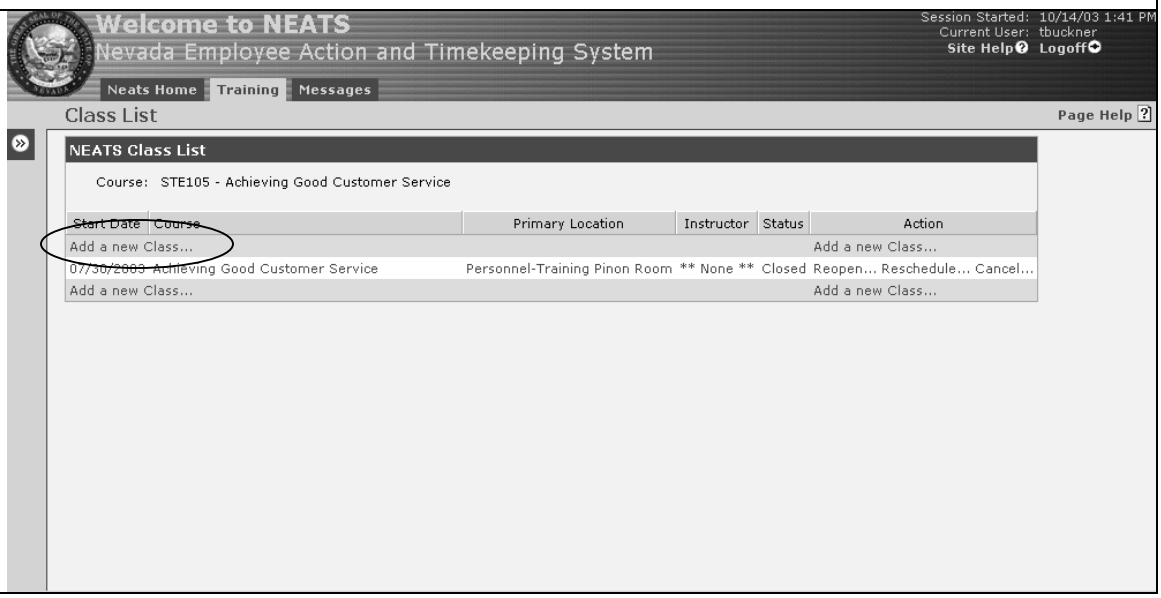


27.	Complete the form and click “Update”.
	
28.	A message will designate the new location was added successfully.
	Adding a Class
29.	To create a class session for a course, open the ‘Training Task Bar’ and click on ‘View/Edit Training Courses.’

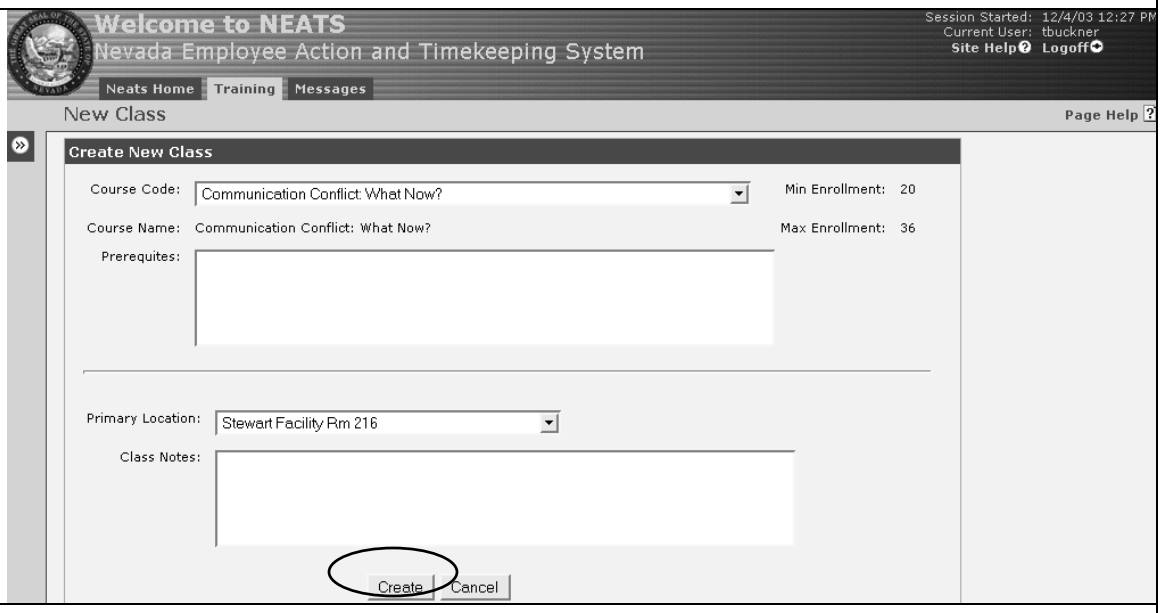
30.	Find the Course Name and then click on ‘List Classes’ under the ‘Action’ column



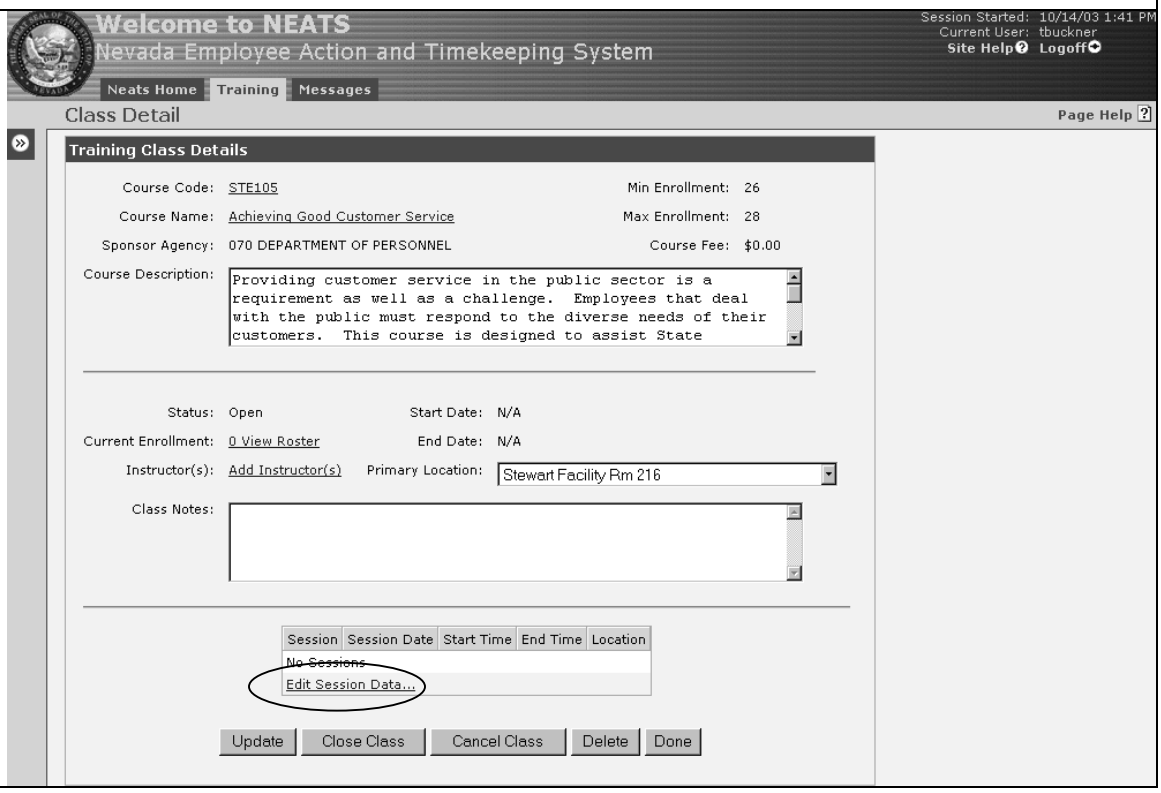
31.	From the NEATS class list, click on ‘Add a new Class.’



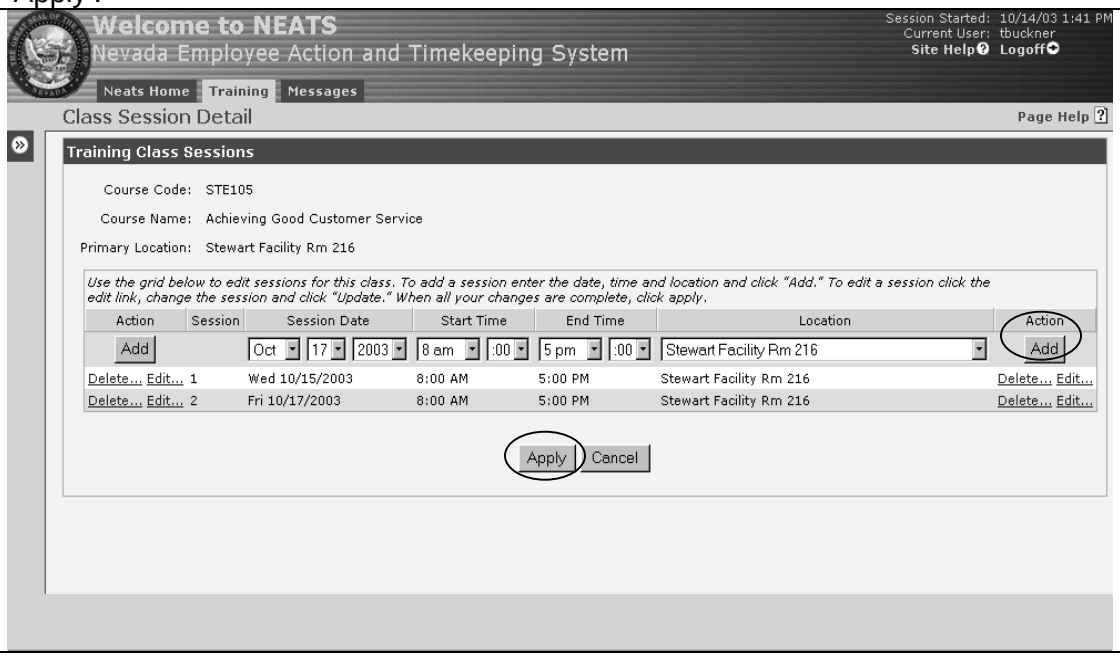
32.	Complete the form and click on 'Create.'



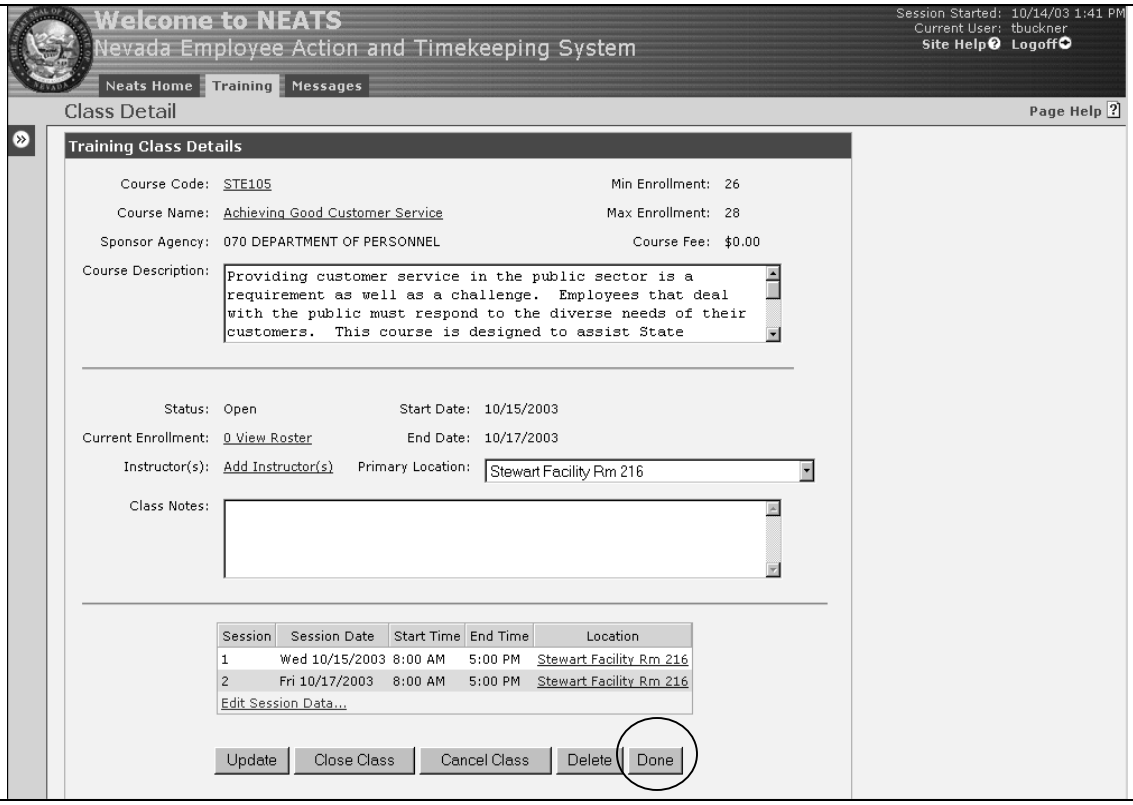
33.	Click on the 'Edit Session Data.



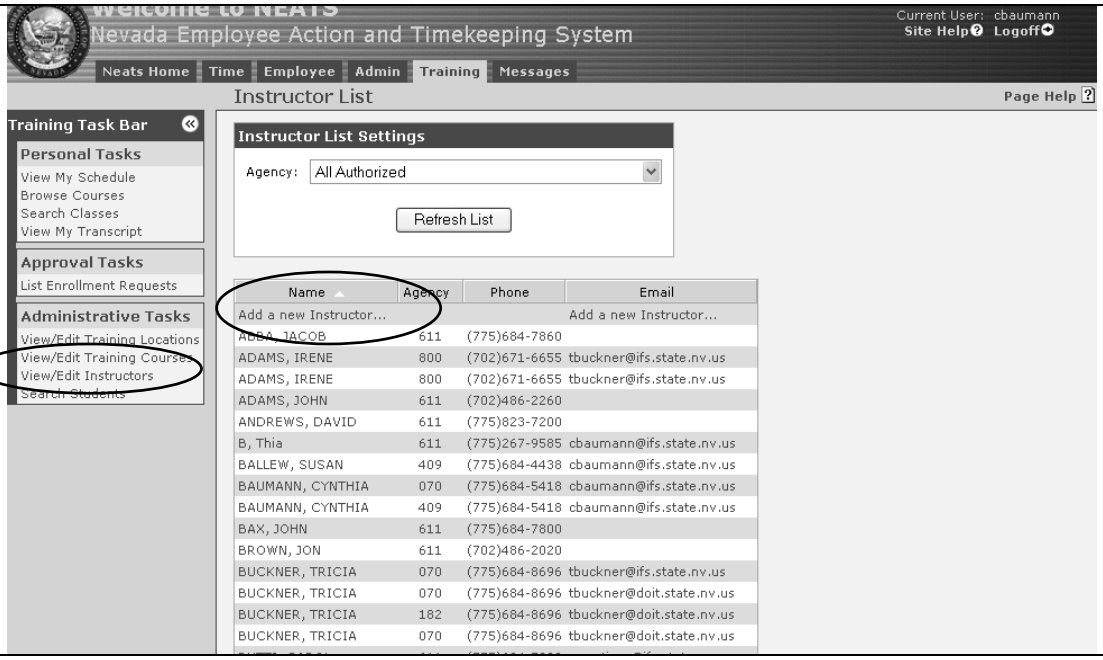
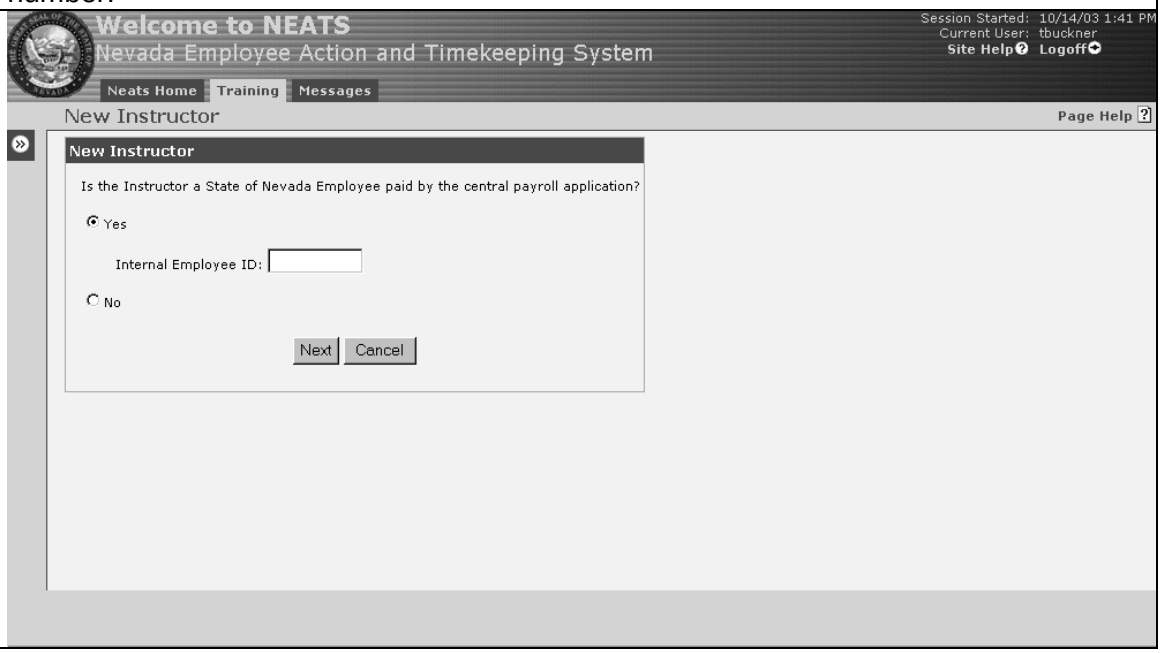
34.	Select the Session Date, Start Time, End Time and Location for the new class. Then Click 'Add'. The new class information will appear below the drop down menu. Click 'Apply'.



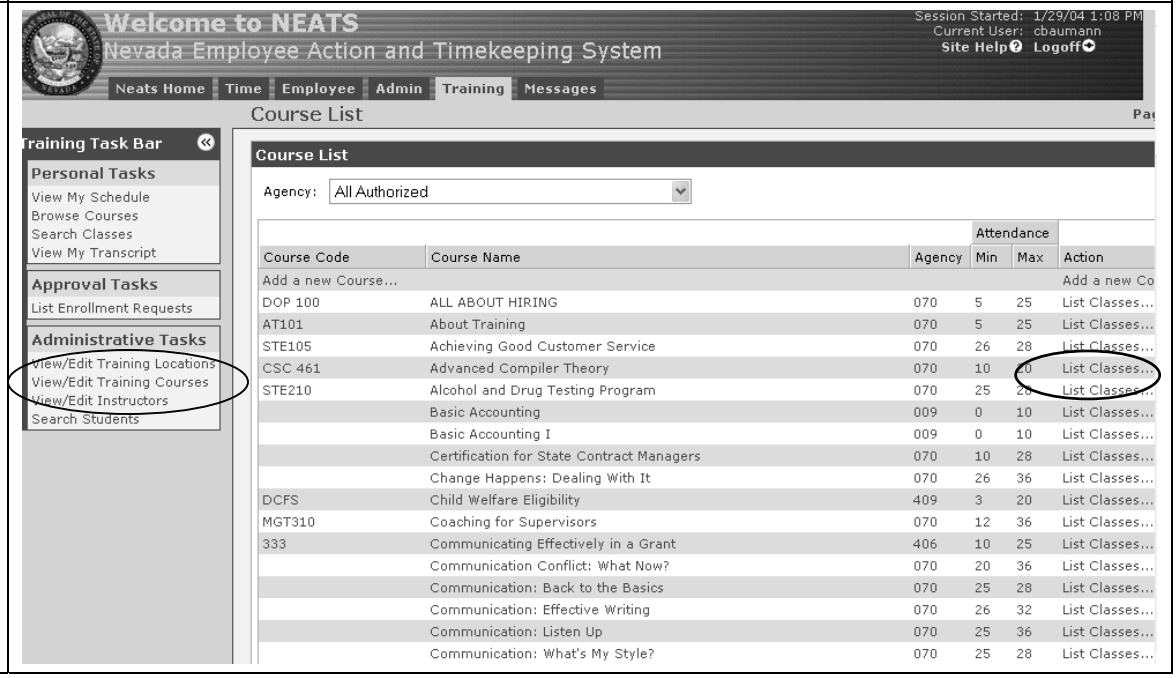
35.	You will be directed to the Training Class Details page. In order to complete the entry, click 'Done'

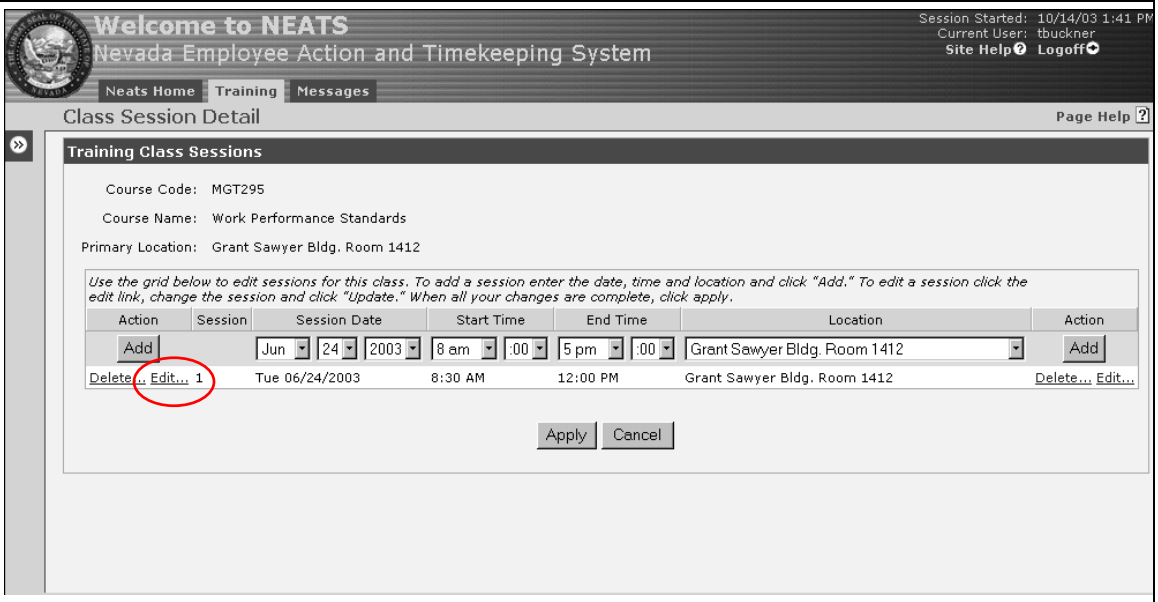


	Adding an Instructor
36.	To add a new instructor, return to the 'Training Task Bar' and click on 'View/Edit Instructors.'

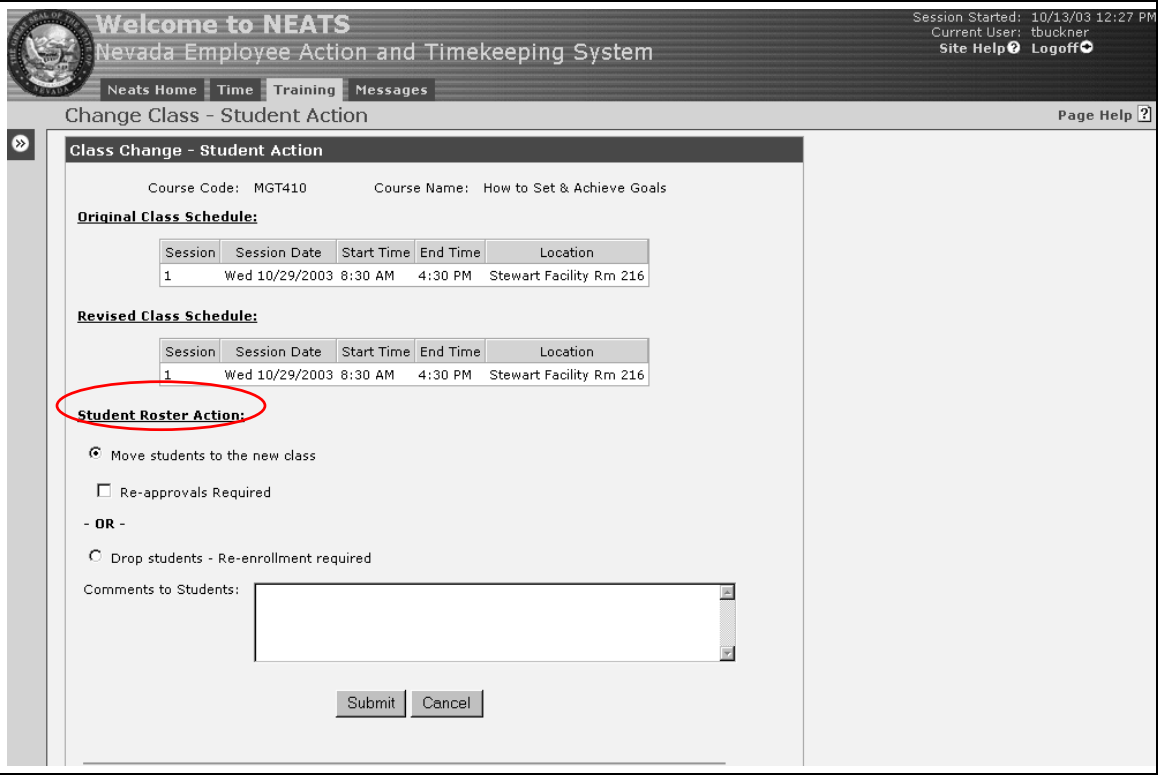
37.	Click on 'Add a new Instructor.'
	
38.	Designate whether the instructor is a state employee—If so, enter their Internal ID number.
	

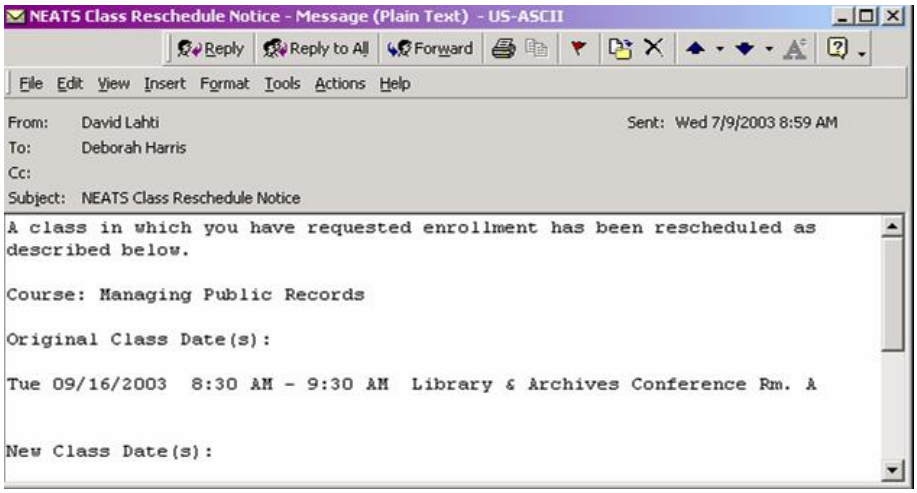
	Note: If the instructor is a state employee, click on 'Yes', enter their internal ID number, and then click 'Next.' Internal ID numbers can be downloaded from the HR-Data Warehouse. To get to the HR-DW, click on the HR-Data Warehouse link on your Home Page. If the new instructor is not a state employee, click on 'No' and then 'Next'. Complete the Instructor Detail page and click 'Update'.
	Rescheduling a Class
39.	To reschedule a class, open the 'Training Task Bar' and click on 'Edit/View Training Courses.'
40.	Find the Course, click on 'List Classes' and then 'Reschedule' for the class session you need to change.

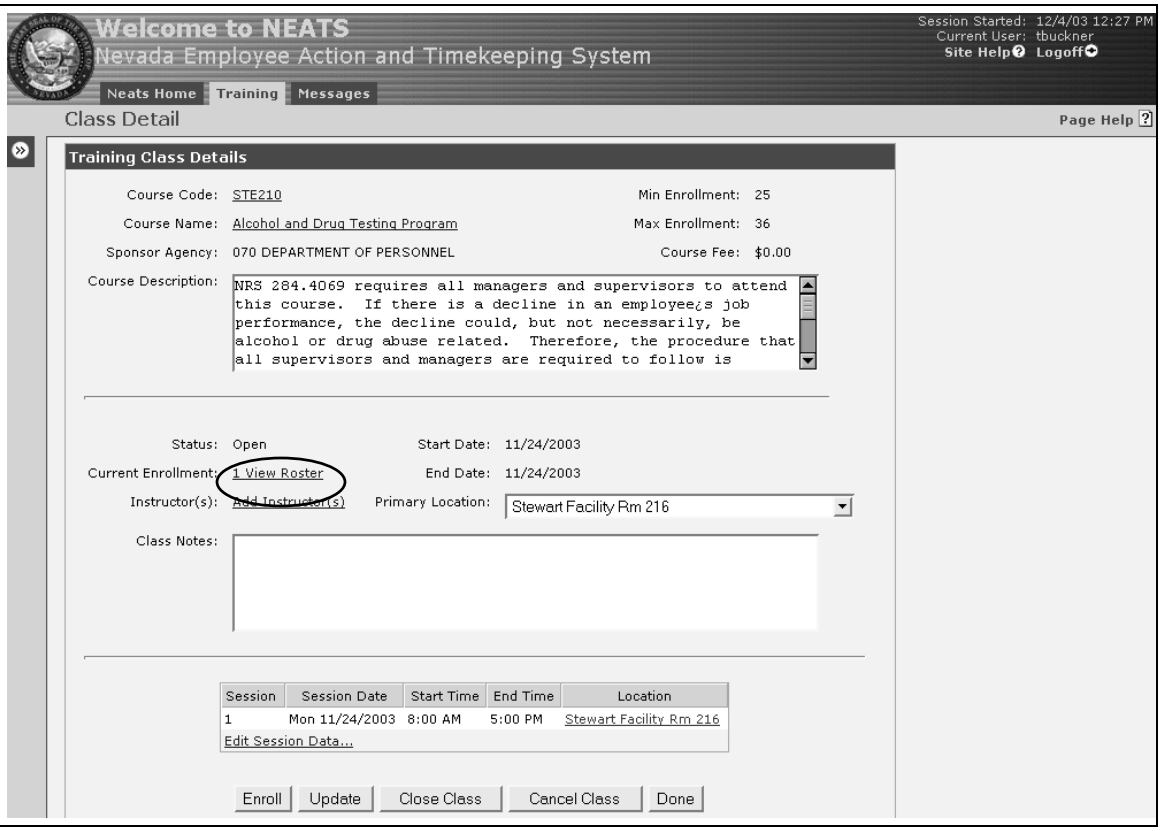


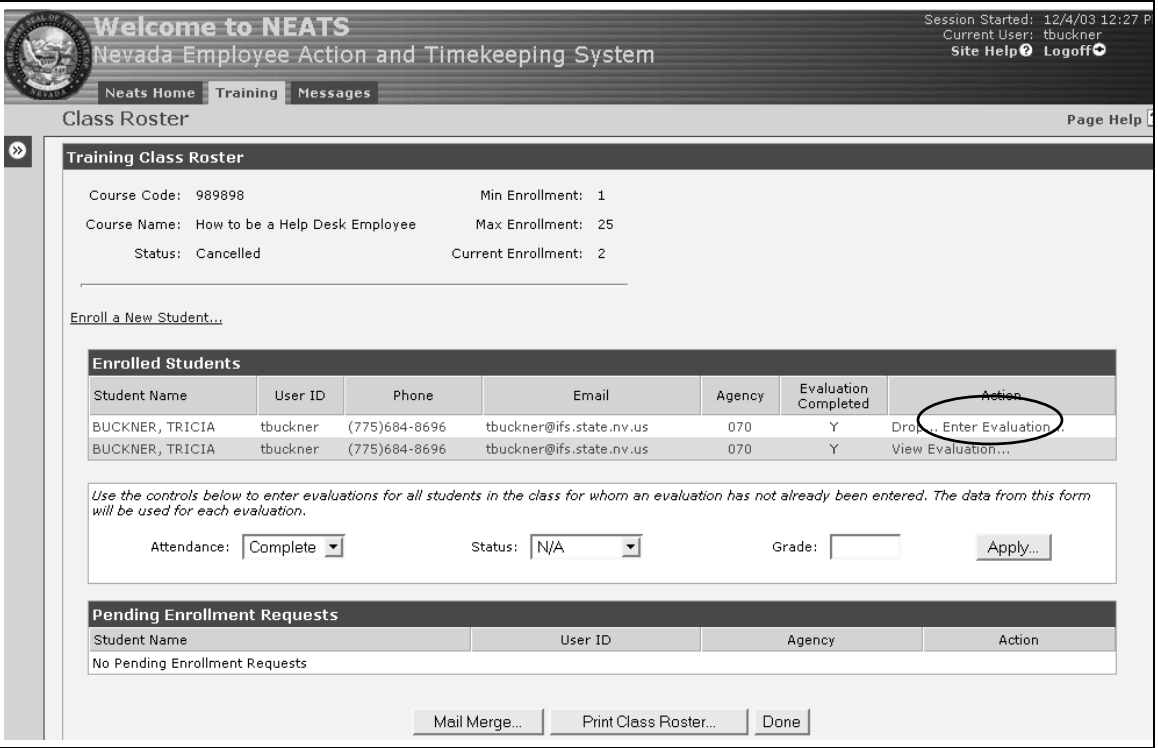
41.	At Class Session Details page, click on 'Edit'
	
42.	Make the necessary changes to the session and click 'Update'. You must click 'Apply' for the changes to be final.

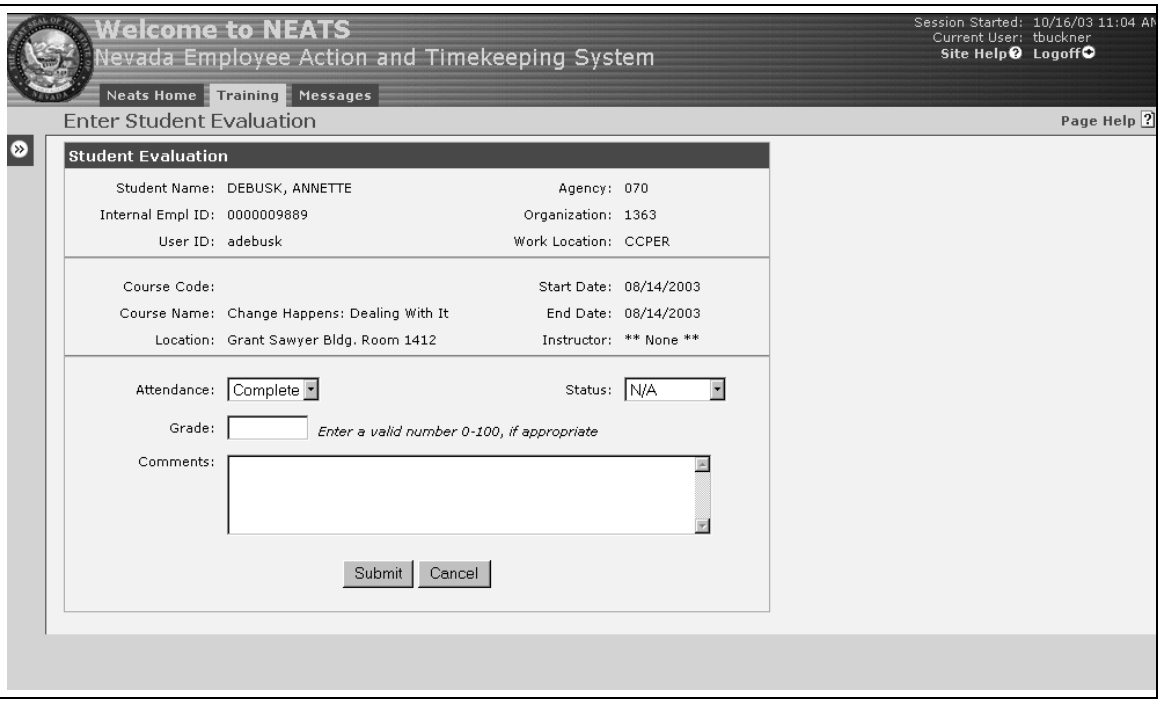
43.	When changes are applied, the Class Change window will appear, requesting a determination. The administrator rescheduling the class must determine if students should be moved or dropped. Note: If there are students enrolled in the class the following window will appear. If there are no students enrolled, you will not get this window. Click on 'Move students to the new class' or 'Drop students – Re-enrollment required. Make necessary notes and then click 'Submit'

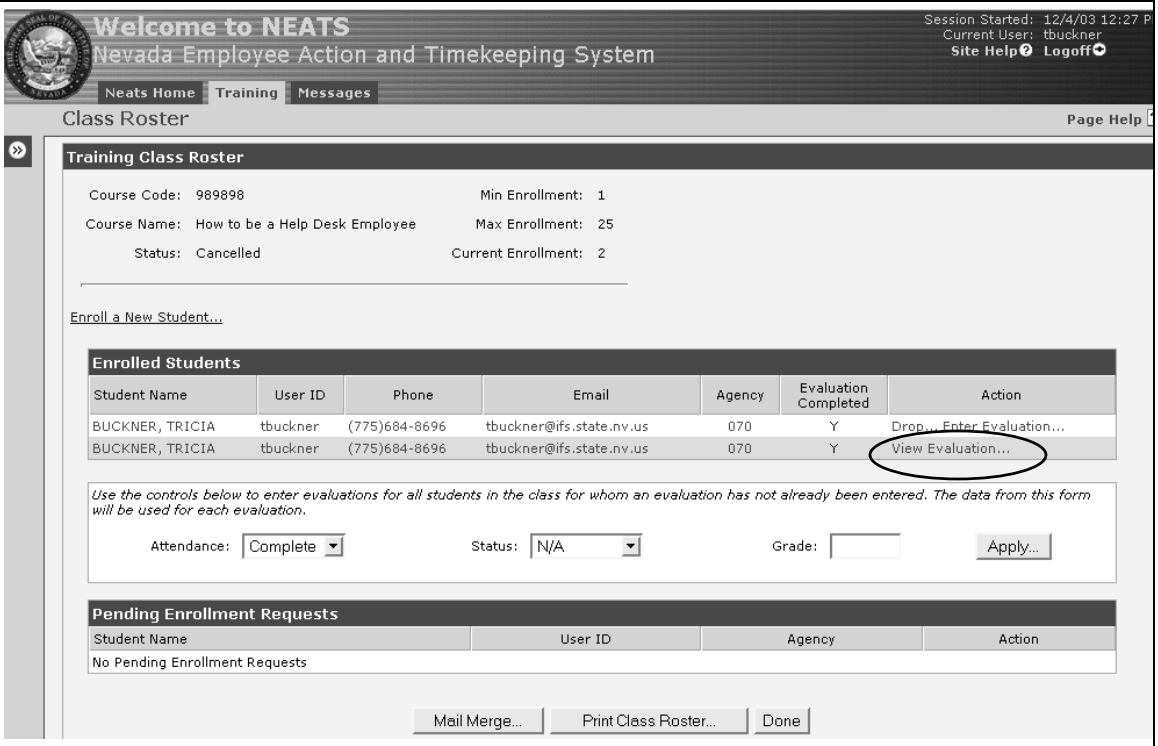


44.	Students will receive an email notifying them the class has been rescheduled or dropped.
	
	Evaluating Students
45.	To evaluate a specific student, go to the Training Task Bar; Click on “View/Edit Training Courses”; find the course and click on “List Classes”; at NEATS Class List Page choose the specific class which takes you to the Training Class Details page and click on ‘View Roster’.

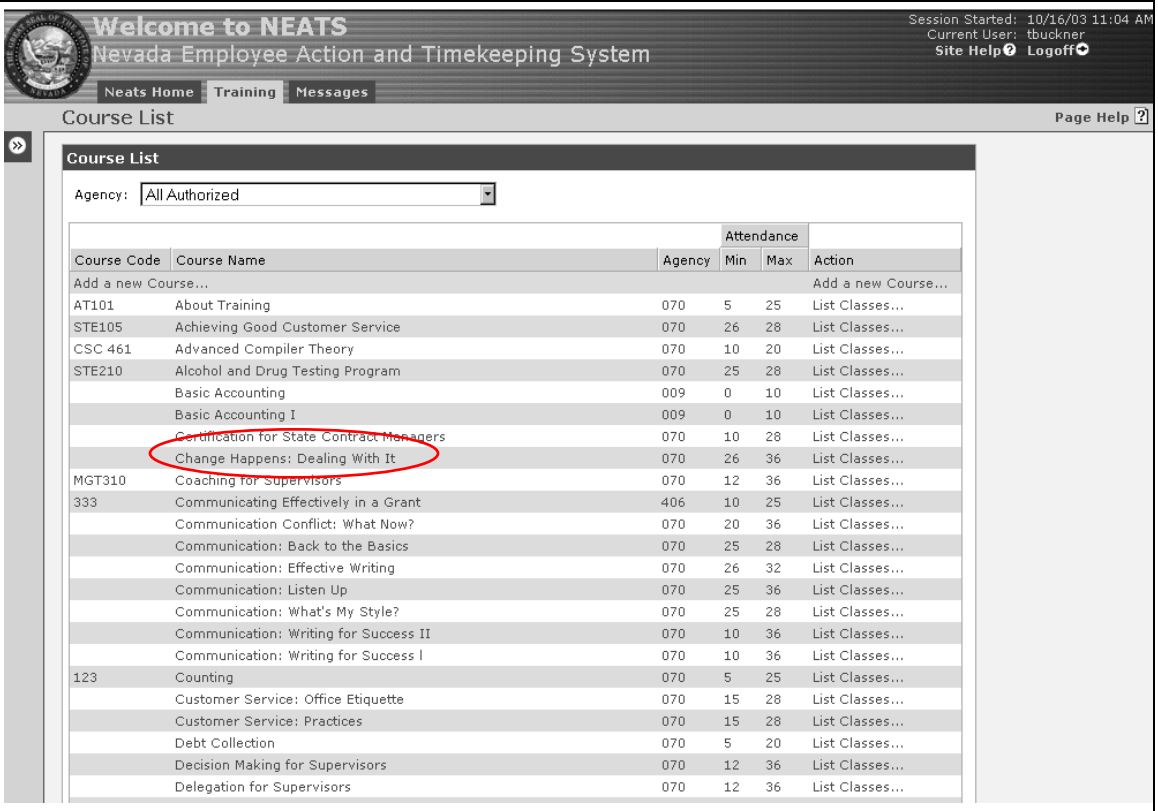

Welcome to NEATS
Nevada Employee Action and Timekeeping System
Session Started: 12/4/03 12:27 PM
Current User: tbuckner
Site Help
Logoff
Neats Home
Training
Messages
Class Detail
Page Help
Training Class Details
Course Code: STE210
Min Enrollment: 25
Course Name: Alcohol and Drug Testing Program
Max Enrollment: 36
Sponsor Agency: 070 DEPARTMENT OF PERSONNEL
Course Fee: $0.00
Course Description: NRS 284.4069 requires all managers and supervisors to attend this course. If there is a decline in an employee¿s job performance, the decline could, but not necessarily, be alcohol or drug abuse related. Therefore, the procedure that all supervisors and managers are required to follow is
Status: Open
Start Date: 11/24/2003
Current Enrollment: 1 View Roster
End Date: 11/24/2003
Instructor(s): Add Instructor(s)
Primary Location: Stewart Facility Rm 216
Class Notes:
Session
Session Date
Start Time
End Time
Location
1
Mon 11/24/2003
8:00 AM
5:00 PM
Stewart Facility Rm 216
Edit Session Data...
Enroll
Update
Close Class
Cancel Class
Done

46.	Click on 'Enter Evaluation' under Actions for the student.
	
47.	Complete the form with comments on the student's performance, and 'Submit.'


Welcome to NEATS
Nevada Employee Action and Timekeeping System
Session Started: 10/16/03 11:04 AM
Current User: tbuckner
Site Help
Logoff
Neats Home
Training
Messages
Enter Student Evaluation
Page Help
Student Evaluation
Student Name: DEBUSK, ANNETTE
Agency: 070
Internal Empl ID: 0000009889
Organization: 1363
User ID: adebusk
Work Location: CCPER
Course Code:
Start Date: 08/14/2003
Course Name: Change Happens: Dealing With It
End Date: 08/14/2003
Location: Grant Sawyer Bldg. Room 1412
Instructor: ** None **
Attendance: Complete
Status: N/A
Grade:
Enter a valid number 0-100, if appropriate
Comments:
Submit
Cancel

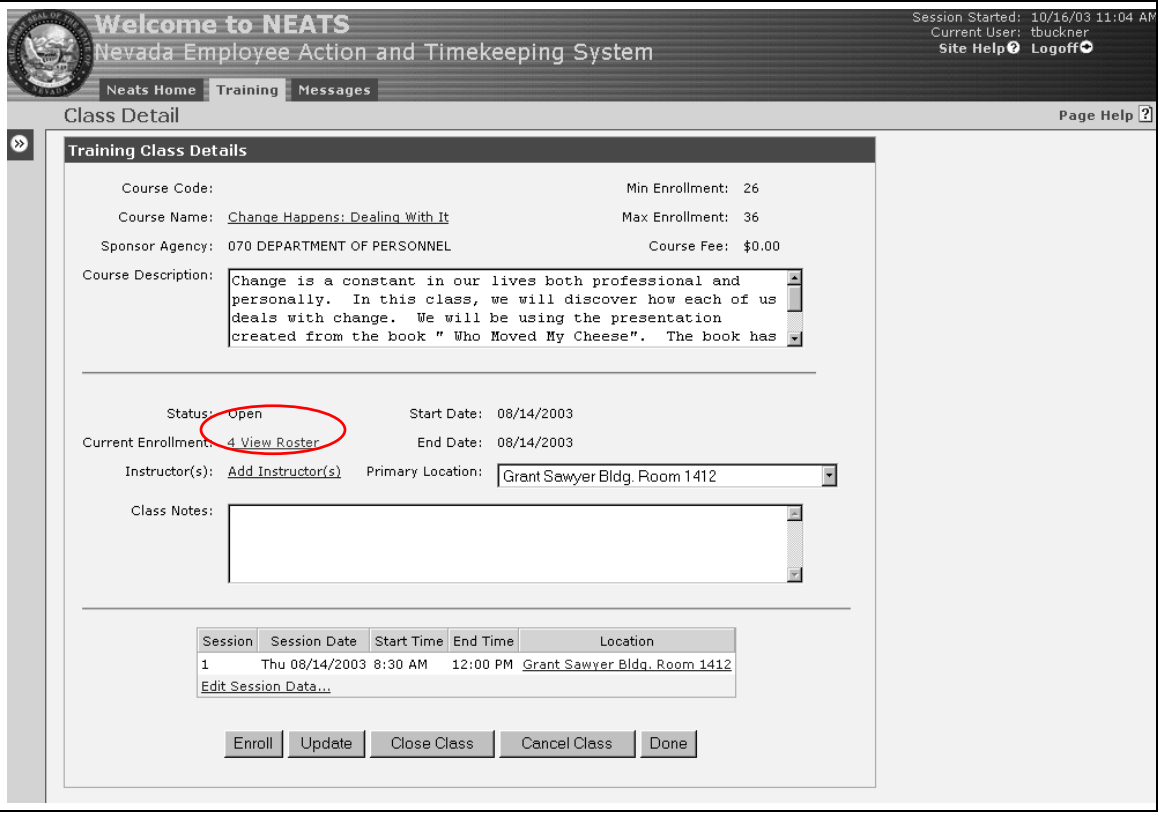
48.	To enter the same evaluation text for all students in the class, complete the dropdowns and click on 'Submit.'
49.	To view an evaluation submitted for a student, click on 'View Evaluation'…
	
	NOTE: Class evaluations can be read and printed from the Employee Development module of the Human Resources Data Warehouse (HRDW). For access to the HRDW please contact the IFS-HR Help Desk at 684-8696.

	Creating Class Certificates
	Policy on Creating Certificates The creating of certificates is the responsibility of the sponsor agency of the class
50	To create certificates, 'Browse Classes' on the Training Task Bar. From 'Browse Classes', select the class requiring certificates.

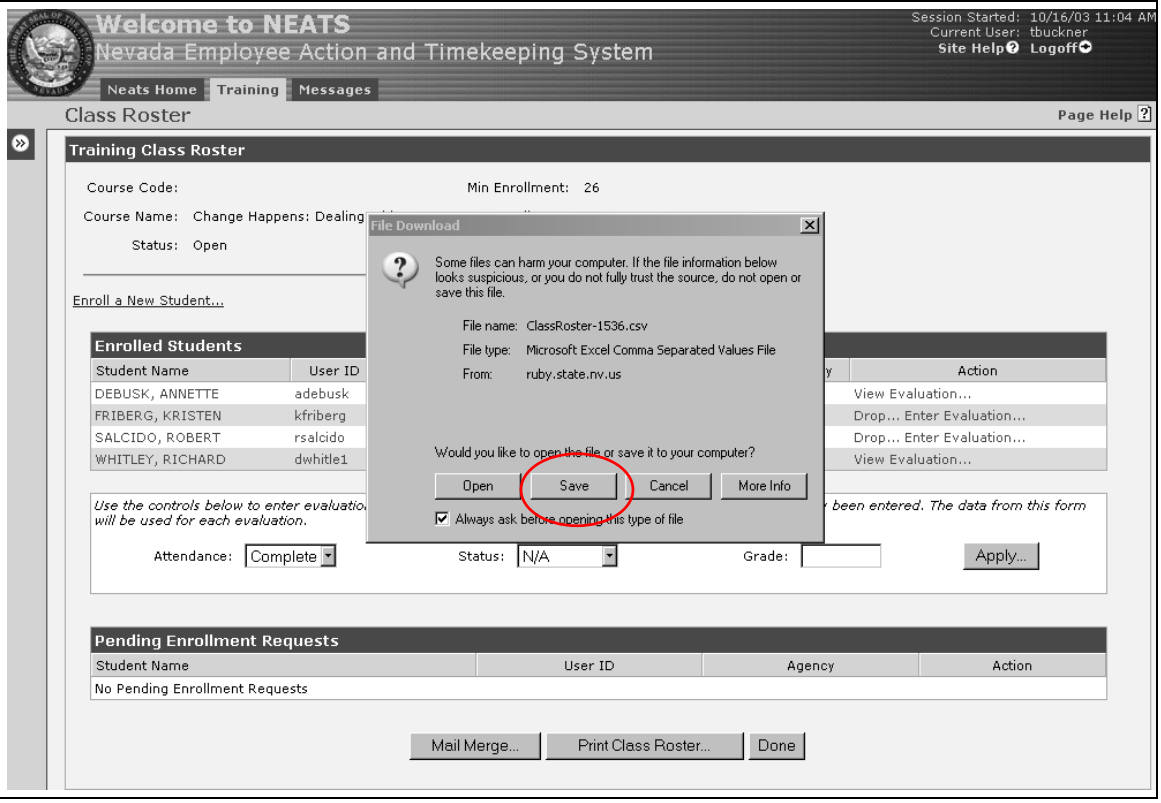


51.	Once 'Course Details' opens, click on 'List Classes.'
52.	Click on the 'Class.'

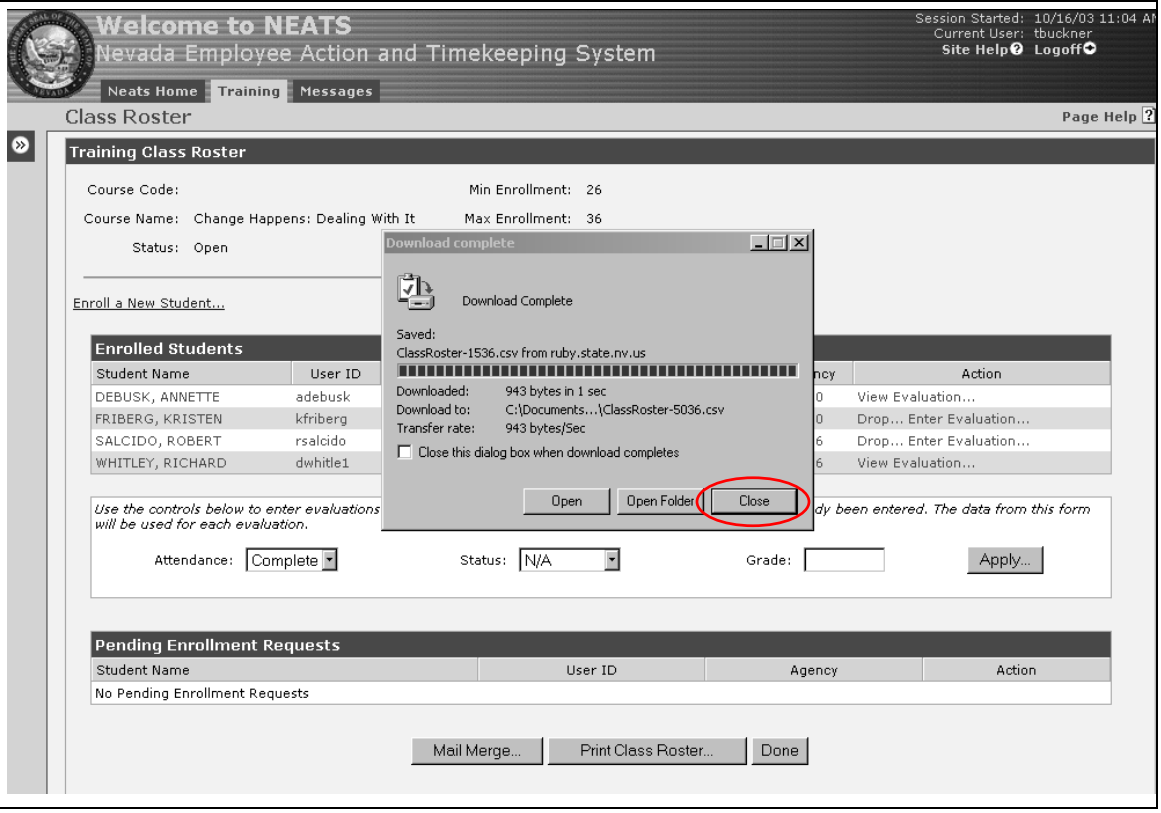
53.	Click on 'View Roster.'

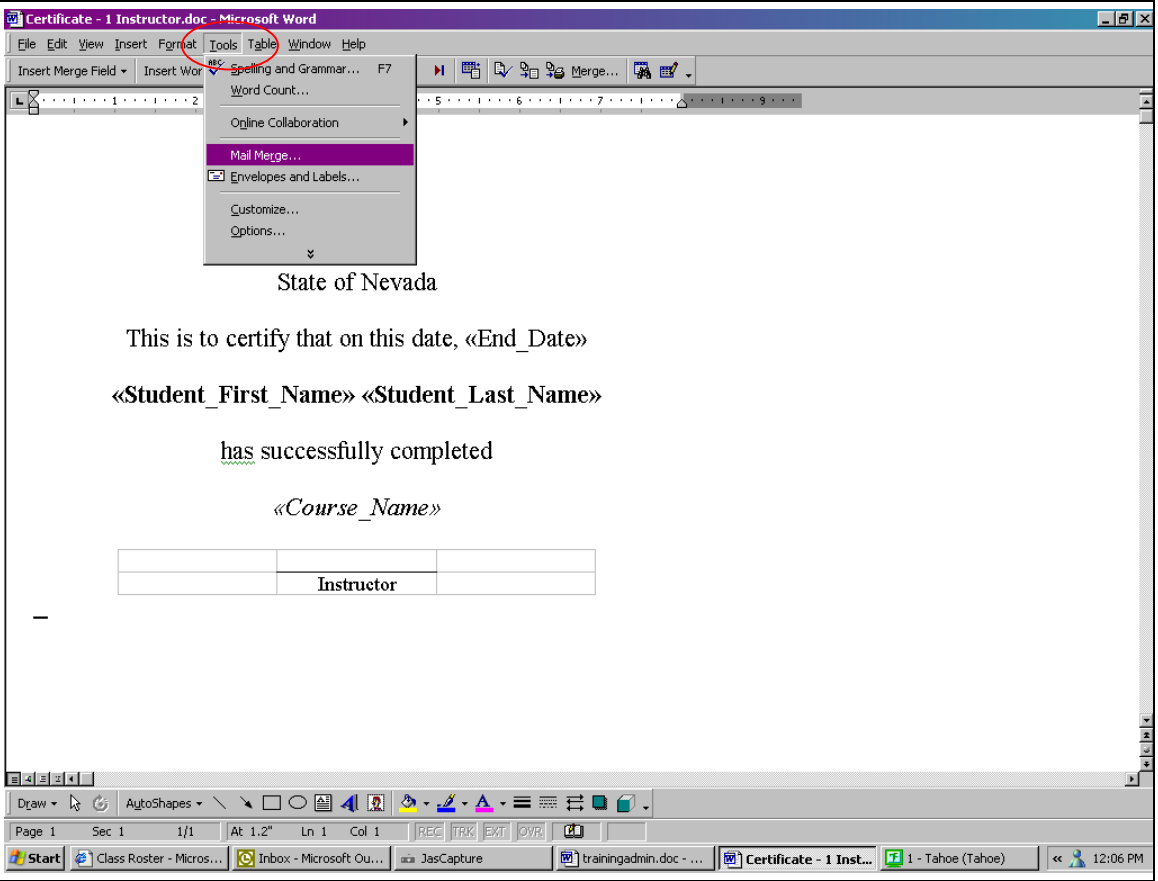


54.	Click on 'Mail Merge.' Save the file to your computer.

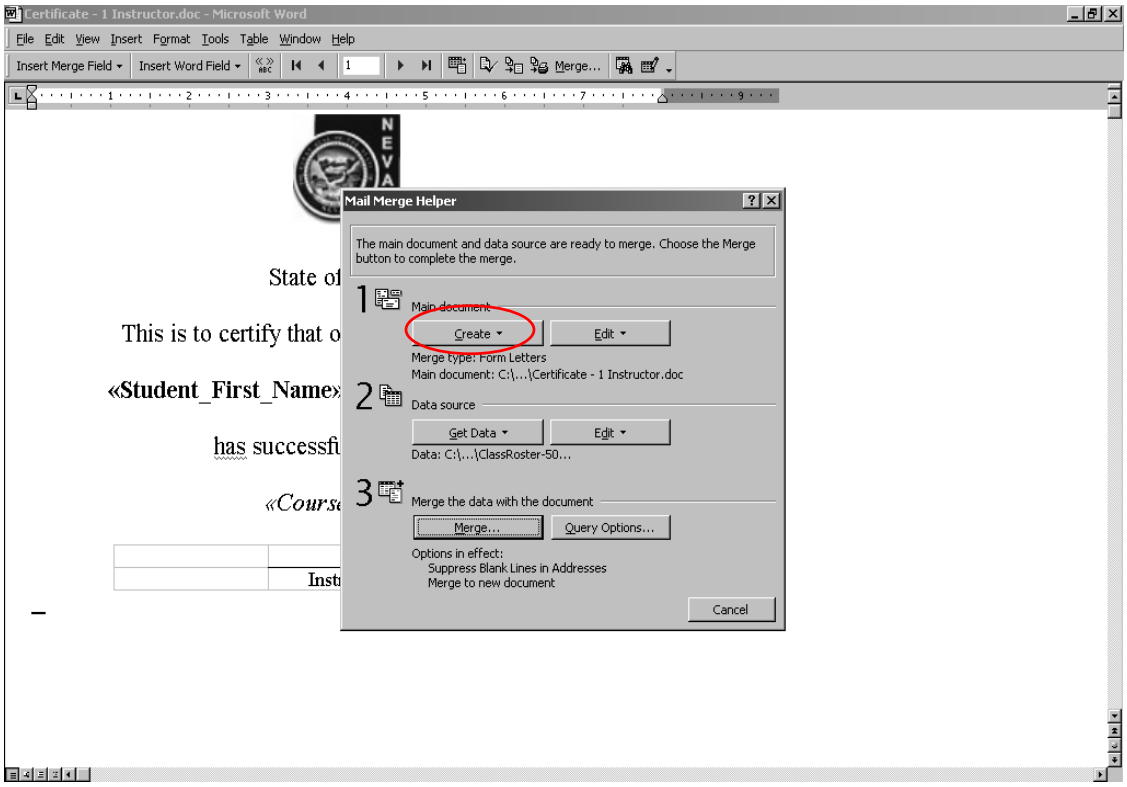


55.	Click ‘Close’

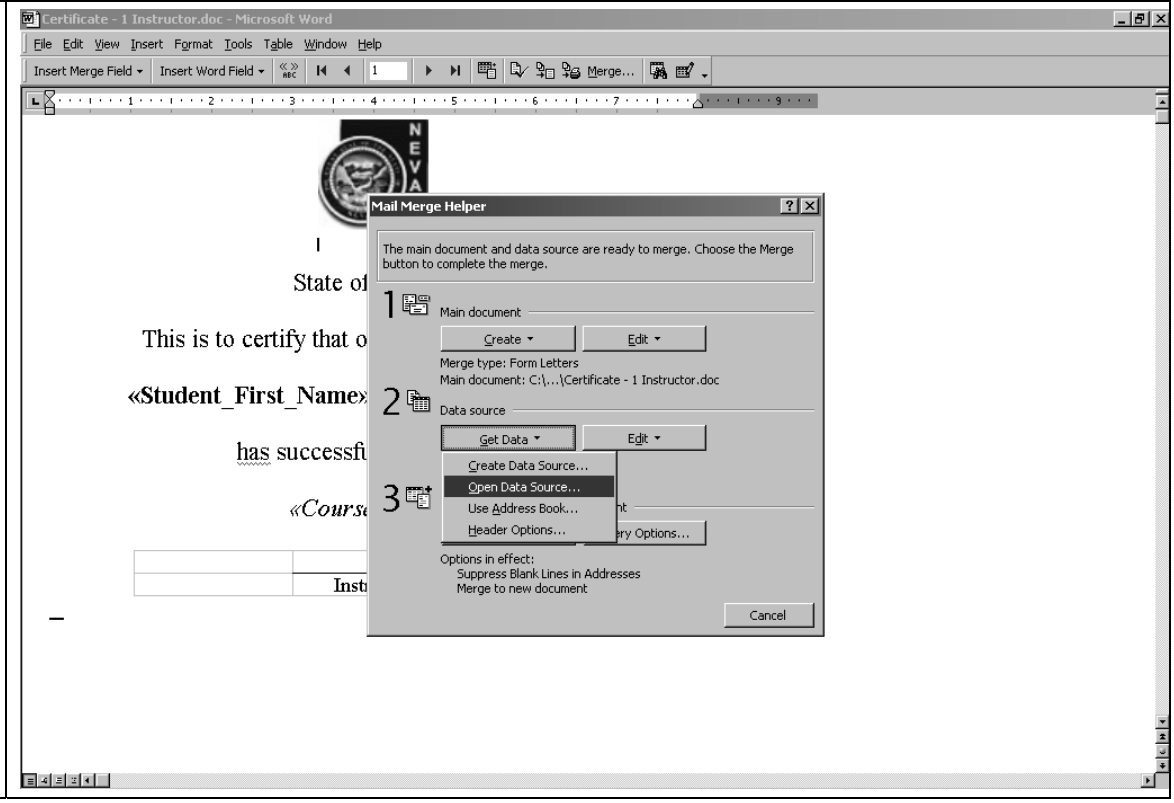


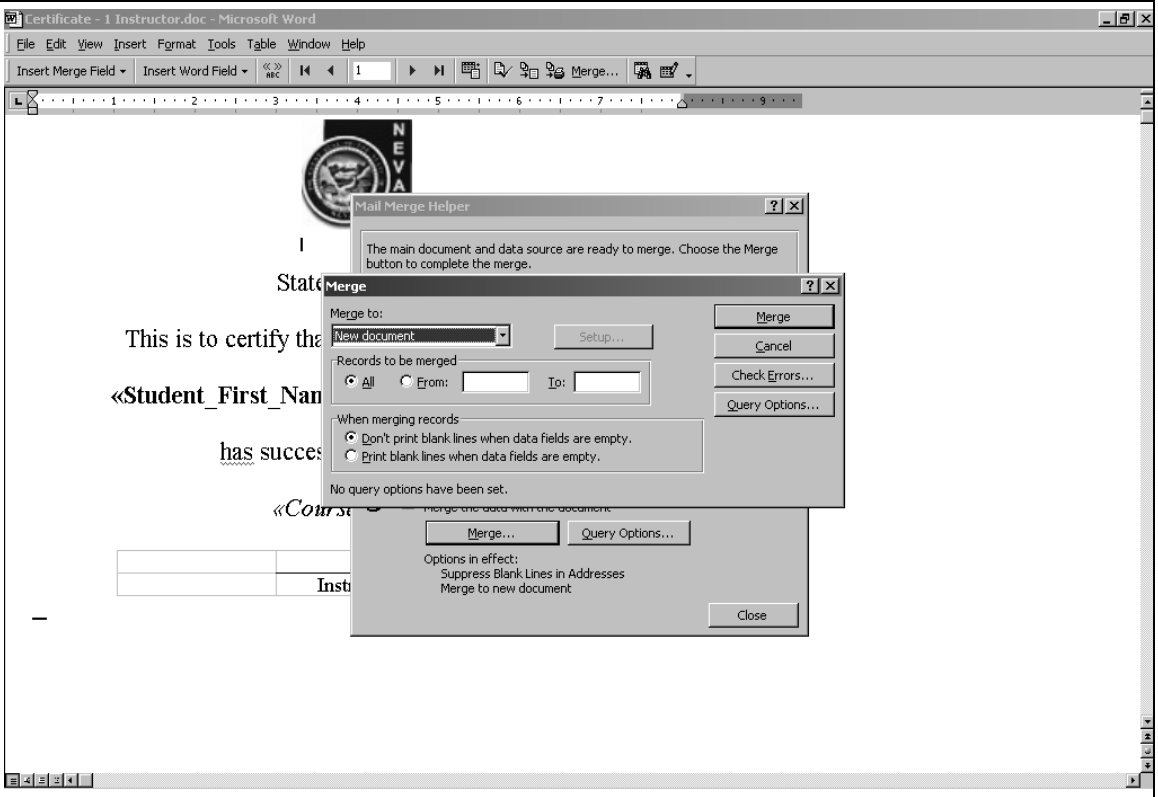
56.	Open the certificate template you've saved in Microsoft Word. Click on 'Tools/Mail Merge.'
	
	NOTE: You can download the certificate template from the IFS website (under procedures) and/or the Department of Personnel website (under Training) and save the file in Microsoft Word for future use.

57.	Click ‘Create’, ‘Form Letter’, then ‘Change Document Type’



58.	Click ‘Get Data’. Open the file you saved to your computer in step 54.



59.	Click ‘Merge’, the click ‘Merge’ again
	
60.	Your merge has been completed. Print certificates. Mail merge processes vary in accord your version of Microsoft Word. Check your software documentation for further instructio mail merge process.

N:\WPDOCS\Training\Procedures Manual\NEATS Revised 11-1-03\01-30-32 Training Administratior Procedures