Current and Upcoming Releases

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Release #1: Self Service Reporting: eForm Tracking Reports

Targeted Release Date: 11/10/2019

Targeted Audience: Departmental originators and approvers of the new Funding Distribution Change, Salary Supplement and Salary Cost Transfer eForms.

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. The reports in the eForm Tracking Report group show eForms in a pending status, and where those forms currently reside in the workflow. Originators will be able to track the forms they have created, and approvers will be able to follow all forms that fall within their department security.

From your homepage, choose the report you wish to view.

SUCF	
Company Directory	0 .
Search by Name	
Self Service Reports	0 0 -
 My Information Employee Security Roles eForm Tracking Funding Change Originator Rpt Funding Change Approver Rpt Salary Supplement Approver Rpt SCT Originator Report SCT Approver Report 	

The View Report button generates a PDF of pending eForms.

UCF	HCMPROD	I myUCF	l Home	Workli	st I	Performan	ce Trace	I
Funding Change Ap	prover Pot	ł						
	prover repr	L						
Molly Myers								
pending status, and wher Report Filters	e the eForm is i	in the approval	process.					
		Vi	ew Report					

Example Output:

University of Central Florida Department of Human Resources SCT Approver Report - Pending eForms

Pending	g Approv	als							
eForm	EmplID	Name	PPE Date	Form Type	Keyed by	Keyed	Last Updated	Status	Next Approver
704064	5015531	Yan Liu	8/8/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	8/22/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
704078	5015531	Yan Liu	9/5/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	9/19/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
	5015531	Yan Liu	10/3/2019	SALCTSFRLG	Alvin Howard Laughton	11/7/2019	11/8/2019	Partially Approved	GT Office of Research
301100	1010100	D 101 11 1	1011310010	ALL ATOFAL A		1100010	1100010	0 F	OT DOT 1

If no forms are currently pending, the page will display "No data available for report."

UCF	HCMPROD	Ι	myUCF		Home	I	Worklist	I
Funding Change Originator Rpt								
Molly Myers								
This report shows Funding Distribution Ch pending status, and where the eForm is in No data available for report.		have	submitted	for y	our depar	tmen	t, their curr	ent
Return to Home								

Release #2: Self Service Reporting: Personnel Training Compliance

Targeted Release Date: 3/2/2020 for SR100W; 3/11/2020 for PER226

Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases two new reports allowing departmental HR users to track compliance with UCF required employee training courses SR FERPA Training (SR100W) and HR Annual Notices to Employees (PER226).

From your homepage, choose the report you wish to view.



The View Report button generates a PDF of employees required to complete the training course, and their compliance in regard to this requirement.

ERPA Renewal Complia	ance
Molly Myers	
For employees who work with st	udent records - such as class rosters, grades, or personal information - FERPA training
is a requirement. In addition to a	list of specific security roles with access to protected data, all faculty members must
also complete the online course,	SR FERPA Training - SR100W. This course must be completed every two years.
This report will show the employe	ees within your security who are required to complete FERPA Training, and if they are o
to date (In Compliance), have en	rolled in a session but not yet completed the session (Enrolled) or if they need to enrol
in and complete the course as so	oon as possible.
Report Filters	
	View Report

Example Output:

University of Central Florida

Department of Human Resources

SR100W – FERPA Renewal Compliance

09012001: VP INFO-PAYROLL

EmplID	Name		Compliance
0110806	Hartman,Joel L.	Required	In Compliance

If no employees are currently required to complete the course, the page will display "No data available for report."

UCF	
HR Annual Notice Co	mpliance
Molly Myers	
	ive employees within your security and if they are up to date (In Compliance), are enrolled in ated the session (Enrolled) or if they need to enroll in and complete the course as soon as ort.
Return to Home	

Note: Employees who are required to complete SR100W every two years are notified via email when their two year compliance has ended and they need to enroll in the course again; they are also sent reminders when they have enrolled in the course but not yet completed the course.

All employees are required to review and acknowledge receipt of the information provide in PER226. Human Resources will be enrolling all active employees in this training course on or before 3/11/2020, at which point the employees will be notified and advised to complete the course. Non-compliance reminders are also sent for this course; employees who are hired after 3/11/2020 will be required to enroll themselves in the webcourse and are notified as such via the New Hire Training Enforcement notifications.

Release #3: Self Service Reporting: New Hire Training Compliance

Targeted Release Date: 3/2/2020 – *NOTE: Reminder emails were postponed due to the pandemic – will begin June 2019.*

Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases eight new reports allowing departmental HR users to track compliance with UCF required new employee training courses:

- CER013 UCF Employee Code of Conduct/Speak Up! Whistleblower Training
- CER017 Potential Conflicts: Florida Code of Ethics for Public Officers and Employees
- ISO001 Information Security Awareness
- PER226 HR Annual Notices to Employees
- PER227 Kognito at-risk for Faculty and Staff
- SR100W SR FERPA Training
- UA1006 Fraud Awareness
- UCFACT UCF Actions to Prevent and Correct Discrimination

Some of the webcourses need to be completed within the first seven days and others are required within the first thirty days of employment.

From your homepage, choose the report you wish to view.

S UCF	
Company Directory	0 •
Search by Name	
Advanced Search	
Self Service Reports	0 0 -
 My Information eForm Tracking Employment Services Payroll Reporting Personnel Data New Hire Training Compliance CER013 - Code of Conduct CER017 - Potential Conflicts ISO001 - Information Security PER226 - HR Annual Notices PER227 - Kognito SR100W - FERPA UA1005 - Fraud Awareness UCFACT - Discrimination Prvnt 	

The View Report button generates a PDF of employees required to complete the training course, and their compliance regarding this requirement.

		HCMPROD		myUCF		Home
S UCF						
CER013 - Code of Conduct						
Molly Myers						
As part of UCF's commitment to a safe and welcor are required to take. This report will display new er						
UCF Employee Code of Conduct/Speak Up! Whist seven days of an employee's start date.	tleblower Training (CER	013) which must be c	omp	leted within	the f	irst
Report Filters						
	View Report]				
Return to Home						

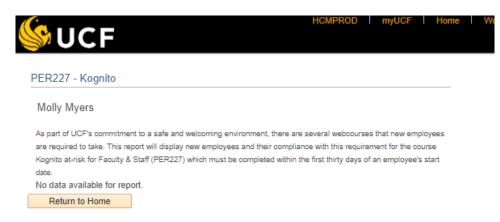
Example Output:

University of Central Florida

Department of Human Resources

	CE	R013 - Code of	Conduct		
Emplid	Name	Hire Date	Enrolled?	Course	Attendance
5308827	Carballo Rubio,Raul	1/13/2020		CER013	Completed
5321363	Martin, Sharon Louise	1/13/2020		CER013	Completed
5326296	Lehman, Angela Elizabeth	1/13/2020		CER013	Completed
	Salvo				
5323960	Trubacz, Joseph	1/13/2020		CER013	Enrolled
5324410	Kirkman, Jordan	1/13/2020		CER013	Enrolled
0228846	Attaway,Brett Wayne	1/13/2020	Not Yet Enrolled		
2560962	Priest,Malik	1/13/2020	Not Yet Enrolled		

If no employees are currently required to complete the course, the page will display "No data available for report."



Note: In addition to the PageUp Onboarding portal, employees are notified of these requirements via email, and will continue to receive email reminders until they have fulfilled these requirements.

Example Enrollment Email:

Congratulations on your new position and welcome to the University of Central Florida.

As part of UCF's commitment to a safe and welcoming environment, there are several webcourses that you are required to take. One of those is Information Security Awareness (ISO001). Our records indicate that you have not yet enrolled for this course.

To enroll in a webcourse, please do the following:

- 1. Log into myUCF at https://my.ucf.edu
- 2. Input your NID and Password
- (To obtain your NID or set up your password for the first time, please go to http://myNID.ucf.edu)
- 3. Select Employee Self Service
- 4. Select Learning and Development
- 5. Select Request Training Enrollment
- 6. Search by Course Name or Course Number
- 7. View Available Sessions (select the session closest to your hire date)
- 8. Click Continue
- 9. Click Submit

If you need assistance logging into myUCF, please contact the Service Desk at 407-823-5117.

When you are ready to take the course, access the course through the online myUCF web portal or go to webcourses.ucf.edu. You will find the course on your dashboard. Be sure to the take any quizzes at the end of each module.

If you need assistance with getting into the course, please contact Webcourses@UCF Support at https://cdl.ucf.edu/support/webcourses/.

It is mandatory that you complete this course within your first month of employment. You will continue to receive email reminders until you complete the course. Thank you for your prompt attention to this matter.

Example Reminder Email:

Action Required - Completion of mandatory training!

We hope you are enjoying your new position with the University of Central Florida. You've probably been inundated with lots of information. As part of your new hire onboarding, you were given the task of completing some required webcourses. Our records indicate that you have enrolled in the Information Security Awareness (ISO001), but have not yet completed it.

UCF's online training courses are provided on the Webcourses delivery platform. Access your online courses via the myUCF web portal, or copying and pasting the following link directly into your browser: http://webcourses.ucf.edu. You should see your course name in the dashboard. Be sure to the take any quizzes at the end of each module.

If you need assistance with getting into the course, please contact Webcourses@UCF Support at https://cdl.ucf.edu/support/webcourses/.

It is mandatory that you complete this course within your first month of employment. You will continue to receive email reminders until you complete the course. Thank you for your prompt attention to this matter.

Release #4: Self Service Reporting: Return to Campus Training Compliance

Targeted Release Date: 5/29/2020

Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: The Self-Service Reports are delivered on a pagelet available directly on your homepage. Reports are assigned based on your user security. This update releases a new report enabling departmental HR users to track their employees' progress through PeopleSoft on enrollments and completions of PER231 - Returning to Campus Operations.

From your homepage, choose the report you wish to view.

UCF		
Company Directory	0 0 -	BI
Search by Name		
Beneface Reports	0 0 7	4
Self Service Reports	v v v	1
eForm Tracking Employment Services Payroll Reporting		85
➢ Personnel Data 록 Birthday Report		
 Employee Data Essential Personnel Report FERPA Renewal Compliance HR Annual Notice Compliance 		
Return to Campus Compliance		

The View Report button generates a PDF of all employees within your departmental security, and their completion status of the course.

SUCF	HCMPROD I myUCF I Home
Return to Campus Comp	iance
Molly Myers	
This report will show the active	employees within your security and whether they are up to date (In Compliance) are
	employees within your security and whether they are up to date (In Compliance), are t yet completed it (Enrolled) or not enrolled.
enrolled in a session but have no	
enrolled in a session but have no	t yet completed it (Enrolled) or not enrolled.

Example Output:

University of Central Florida Department of Human Resources

Department of Human Resources PER231 – Returning to Campus Operations

02402001: FAC PLN-PAYROLL

ID	Name	Email	Status
4526797	Aguiar,Cameron	Cameron.Aguiar@ucf.edu	
0631619	Beck III,Norman M	Trey.Beck@ucf.edu	
0275509	Edgar, David Stewart	David.Edgar@ucf.edu	Completed
0054000	Factor Daniantia	D	

Release #5: BI Publisher: Training Enrollment Report

Targeted Release Date: 6/4/2020

Targeted Audience: ePAF Originators and ePAF Approvers

Release Details: BI Publisher Reports are accessible via pagelet available directly on your homepage. Reports are assigned based on your user security. Currently, departmental HR users have the ability to run Self Service Reports to verify compliance with required UCF training courses (see https://hr.ucf.edu/peoplesoft-ssr/ for the details around these specific reports.) This update releases a new BI Publisher report which allows more flexibility for these users to track enrollment and completion of other training courses available for registration in Employee Self Service that may not be required at the University level, but recommended or required at the department level.

From the Home page, access the Query Report Viewer link on the BI Publisher Pagelet (alternatively, you can navigate to the Main Menu > Reporting Tools > BI Publisher > Query Report Viewer.)

Report Name: BIP_EMP_TRN

In the search box, enter the Report Name "BIP_EMP_TRN". Choose your desired format and click the blue View Report link.

Favorites 🗸	Main Menu 👻	> Reporting	Tools 🔹 🕥 BI Publish	ier 🔹 🕥 Query	Report Viewer					
Su 🗞	F		H	CMPROD	myUCF Hon	ne I Wo	rklist	Add to I	Favorites	Sign out
*Se			ve fields blank for a lis	DID	EMP_TRN		New	Window	Help Per	rsonalize Page
Search	Advanced Search									
Search Results		Sho	w Template Prompts							
Report Definiti	on			Personalize	Find View All	2 🔜	First	🕢 1 of	f 1 🕟 Last	
Report Name	Description		Data Source Type	Data Source	e ID	*Format	Burst	Vie	w Report	
BIP_EMP_TRN	Training Enrollme	nt Report	Query	BIP_EMP	TRN	PDF 🗸	N	Vie	w Report	
			_EMP_TRN rrseQ OK Cancel			K Help V				

In the prompt field, enter the course code (if known), otherwise use the magnifying glass to see a list of available Course Codes, select one and Click Ok.

6	Look L	Jp Course								×	l Sig
S ∩C	Search	i by: Course Code 🗸 t	begins with	1					Help	^	rsonaliz
uery Report \											
nter any informatic	Look	Up Cancel Advanced Look	up								
*Sea	Search	Results								- 1	
Search	Search	Results								- 1	
Ocuron	Only the f	first 300 results of a possible 1099 ca	an be displ	ayed.						- 1	
earch Results	View 100						First 🕢	1-300 c	of 300 🕟 Las		
Report Definitio	Course	Description	Course	Creation	Course Type	Multilingual	Internal/External	School	Session	- 1	
eport Name	Code	beachpion	Status	Date	course type	Course	Internal/External	Code	Administration		
IP EMP TRN	005	Utility Cart Safety	Active	03/26/2019	Contin Ed	N	Internal	(blank)	Y		
	0119	Managing a Diverse Team	Active	12/12/2019	Contin Ed	N	Internal	(blank)	N	- 1	
	AAT101	Intro to Academic Advising	Active	04/01/2020	Contin Ed	N	Internal	(blank)	Y	- 1	
	AAT102	Academic Advising Essentials	Active	04/01/2020	Contin Ed	N	Internal	(blank)	Y	- 1	
	AAT111	New Advisor Orientation	Active	04/15/2020	Contin Ed	N	Internal	(blank)	Y	- 1	
	AAT112	Student Well-Being	Active	04/15/2020	Contin Ed	N	Internal	(blank)	Y	- 1	
	ACS001	PSAA Degree Audit Training	Active	09/15/2016	Contin Ed	N	Internal	(blank)	Y	- 1	
	ACS002	PSAA Exception Training	Active	07/16/2018	Contin Ed	N	Internal	(blank)	Y	- 1	
	ADV113	Tableau Training for Adv	Active	06/18/2018	Contin Ed	N	Internal	(blank)	Y	- 1	
	ADV114	Planned Giving Training	Active	09/17/2018	Contin Ed	N	Internal	(blank)	Y	- 1	
	ADV115	Event Bios Briefings Training	Active	10/08/2018	Contin Ed	N	Internal	(blank)	Y	- 1	
	ADV201	Perf Appraisal Trng for Adv	Active	05/15/2017	Supv Skill	N	Internal	(blank)	Y	- 1	
	AEP001	Catalog Fundamentals	Active	11/08/2011	Skill Dev	N	Internal	(blank)	Y	- 1	
	AEP002	Advising Fundamentals	Active	02/27/2012	Skill Dev	N	Internal	(blank)	Y	- 1	
	AWT001	RESEARCH AWARD TRAINING	Active	01/11/2017	Contin Ed	N	Internal	(blank)	Y	- 1	
	BCLIB1	ITRBC LIB HR ServiceNow Train	Active	04/18/2018	Skill Dev	N	Internal	(blank)	Y	- 1	
	BEN001	Open Enrollment Info Session	Active	09/05/2017	Contin Ed	N	Internal	(blank)	Y	- 1	
	BPS01	SDESProcurement training	Active	07/12/2018	Contin Ed	N	Internal	(blank)	Y		
	CER006	Gifts and Honoraria - 2018	Active	12/21/2017	Contin Ed	N	Internal	(blank)	Y		
	CER007	Potential Conflicts - 2018	Active	12/21/2017	Contin Ed	N	Internal	(blank)	Y		
	CER009	Youth Protection Training	Active	12/05/2018	Contin Ed	N	Internal	(blank)	Y		
	CER010	Gifts and Honoraria - 2019	Active	01/18/2019	Contin Ed	N	Internal	(blank)	Y		
	CER011	Potential Conflicts - 2019	Active	01/18/2019	Contin Ed	N	Internal	(blank)		-	
	4										

The default format for the output is Adobe Acrobat (PDF). You can change it to view in Microsoft Excel (format XLS) or directly in your browser (format HTM).

University of Central Florida Department of Human Resources Training Enrollment Report										
Department	t	EmplID	Last Name	First Name	Title Email Course Attendance					
01032001	01032001 UN COMPL ETHICS-PAYROLL 4408025 Kilgas Paul Asst Dir				Asst Dir Athletics Compliance	Paul.Kilgas@ucf.edu	PSC001	Completed	7/16/2019	
01032001	01032001 UN COMPL ETHICS-PAYROLL 4208529 Li Ning Administrative Assistant I Ning.Li@ucf.edu									
01032001	UN COMPL ETHICS-PAYROLL	2053261	Maric	Olivia	Risk Management Specialist II	Olivia.Maric@ucf.edu	PSC001	Completed	12/16/2014	

The report includes the following fields:

Home Department ID and Name; Employee ID Number; Last Name; First Name; Job Title; Employee Email Address; Course Code (if Enrolled or Completed); Attendance Status; Attendance Date.