Quick Reference to Verify Attendance

TO Mass Complete:

NEW EPS TRAINING ACCESS: *From MUNIS Icon on desktop:* **user name: 6154epst; password: Profdev72015** (Administrators need to "use another account" and add new **EPS Training Access** user name/password.)   Select LIVE Database, select Human Resources-Payroll/ Human Resources/ Certifications & Training/ Training /Training Courses

Using magnifying glass, find record of training session

Mass Complete Bar

Define Bar

From *Complete Option*, select **Completed**

Course Status – select **Completed**

Completion Date – Add date of training

Green Check (✔)

Output Post Bar

Select **Display** – **OK**

Click on white page of **Proof Report**

Verify attendance against Sign in Sheet (Note absentees, late registrations and sign-ins)

Print Report (upper left printer graphic)

Close Proof Report screen (upper right ☒)

After printing, check YES in POST DATA box – (Must check Yes to save completed attendance)

Exit Screen – Send Mass Complete proof report with original sign in sheet to Academic Office after additions/deletions are made.

TO Add:

Open **Employee Training** from programs

Click green plus sign (➕)

Click **ellipsis (…) to** *Search* (Arrange employee list alphabetically by LAST NAME)

Use **magnifying glass** 🔍 to *Search/Filter*

Type in last name, click **GO**

Highlight employee and **double click** on name

Green check (✔) to populate *Employee Identification*

Fill in *Course Information* (can be found in heading of Sign In Sheet)

> **TYPE** – Select EPS
>
> **AREA** – B # # #
>
> Answer YES to pop-up message to Continue Sign-up for Repeat Course
>
> Select correct **DATE** (mm/dd/yy), **TIME** and **SEQUENCE**
>
> Green Check (✔) populates activity section.

Click **Update** Button (between ➕ and ❌ in toolbar).

Choose **COMPLETED Status**.

> **MUST enter *Complete Date* (In-service date) to add credit hours**

Green check (✔)

Answer **YES** to pop-up messages '*Already signed up for course*'. If highlighted in red, you CANNOT proceed. Make note on sign in sheet or call Academic Office for help.

To Delete:

Open **Employee Training** from Programs

Using **magnifying glass** 🔍 , find name by entering **employee number** (or Ellipsis **(…)** and SEARCH)

Green check (✔)

Scroll Employee Records at bottom for Correct DATE/ACTIVITY

Update button on top toolbar

Go to *Activity/ Status* – Change COMPLETED to DID NOT ATTEND

> For *Complete Date* – DELETE mm/dd/yy (MUST DO to remove credits)

Green check (✔) for Updated Record