Toronto and Region Conservation Authority

Supervisor/Manager Training Aid – Dayforce Learning

August 2022

# Contents

TRCA Learning Management System

Toronto and Region Conservation Authority's (TRCA) Learning Management System is a fulsome learning platform which houses all internal and external learning opportunities. It is also the system for all training, professional development and conference approvals.
TRCA's Learning Management System will allow for:

- increased transparency and accessibility to learning opportunities;
- a robust course catalogue to support learning and development needs;
- clear alignment to TRCA's Performance Development Program (PDP);
- a single source for everything training and development related, including approvals linked to TRCA's Learning and Development Policy;
- the ability to track compliance of mandatory training, regulations and certifications;
- easily managed and tracked learner progress and performance;
- a single repository for training history, certifications, recertification dates, including related notifications; and
- an e-learning platform of courses, that are self-paced, self-directed and provide the ability to complete the training anywhere.

Launching the Learning Management System

- The Learning Management System is housed in Ceridian Dayforce.
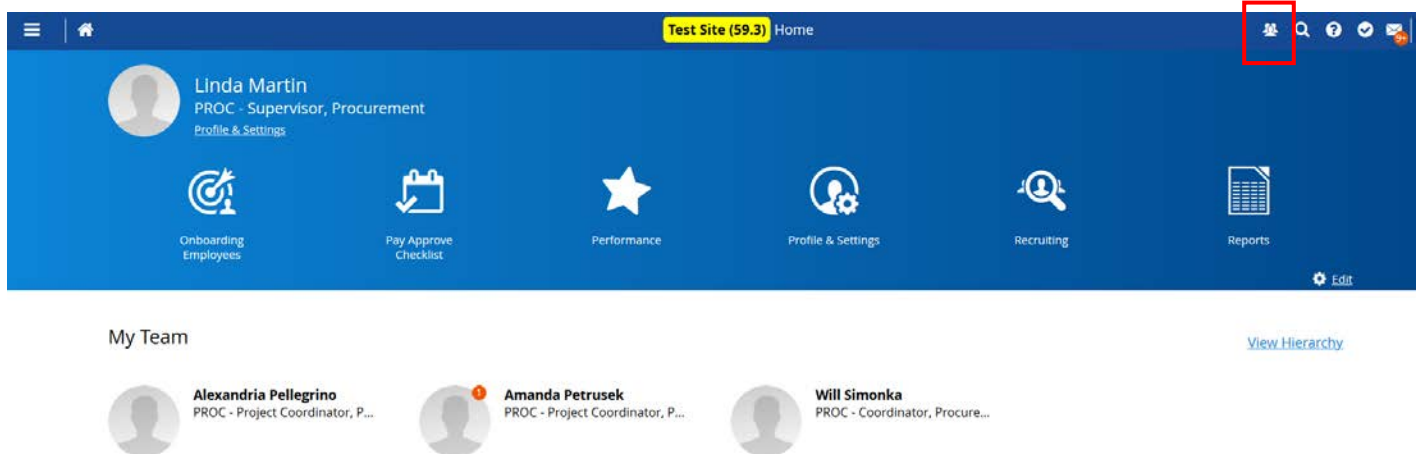- Ceridian Dayforce can be launched through the **Dayforce** link on TRCA's Staff Hub.
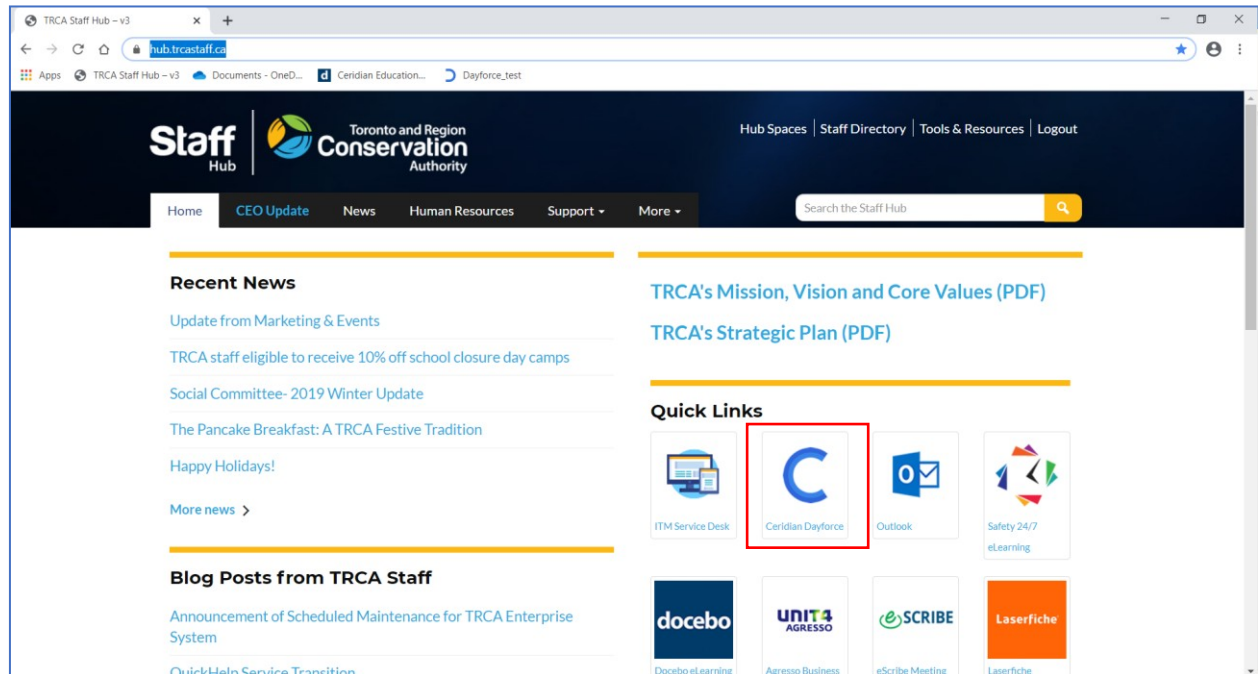
Accessing Team Learning in Dayforce

When you access the Supervisor or Manager role in Ceridian DayForce, you will have visibility into your team's learning activities (internal and external). You will also be able to pull reports related to their learning performance and compliance. Under this role, you will also be able to approve External Course Requests as per the Learning and Development Policy.

1) To have visibility into your teams' learning activities– ensure that the **Supervisor or Manager** role in Ceridian Dayforce is selected.

2) This will open the Ceridian Dayforce homepage. Select the **People Icon.**

3) You will be able to see your direct reports under the **People List feature.**

4) Select your employee from the list and select **Learning**.

5) This opens up your employee's **Learning Profile.**

Overview of Learning Profile Tabs:

a) **Courses:** displays internal **and** external courses that your employee has enrolled into along with the status of the course (i.e. enrolled, in progress). If any courses have an associated due date, you will also be able to view it here. The type of course is also displayed (i.e. internal, external, e-Learning, classroom, webinar).

Note: in order to display a **full** course listing, ensure that the **All** button is highlighted at the top of the page.

Learning Profile

Name*	Type	Start Date*	Due Date	Completion Date	Credit	Score	Pass/Fail	Status
Diversity and Inclusion	E-Learning	11/19/2020	⚠ 11/30/2020		0	0.00		In Progress
Health and Safety Policy	E-Learning	1/19/2021			0	0.00		Enrolled
Stress and Wellness	E-Learning	1/19/2021			0	0.00		Enrolled
Introduction to Financial Manag...	Classroom	1/27/2021			0	0.00		In Progress

b) **Learning Plans:** displays internal **and** external learning plans that your employee has enrolled into. You will also have visibility into your employee's progress in associated learning plans.

To view a detailed breakdown of progress in the learning plan – click on the ▶ beside the learning plan. This displays a window where additional details can be viewed.

Note: in order to display a **full** course listing, ensure that the **All** button is highlighted at the top of the page.

Learning Profile

Name*	Type	Enrollment Date	Completion Date	Number of Courses	Progress	Cost
▼ Health and Safety Mandatory- Onboarding	Internal	11/12/2020		3	0 / 3	

Name	Type	Session	Enrollment Date	Start Date*	Due Date
Be Safe at Work	E-Learning	N/A	11/12/2020	11/12/2020	
Code of Conduct Changes	Webinar		11/12/2020		
Workers Safety and Awareness	E-Learning	N/A	11/12/2020	11/12/2020	

c) **Certifications:** displays internal **and** external certifications. Other information that can be viewed include: date first issued, date last issued, expiration date, and days until expiration. A copy of uploaded certificates can be viewed under the **Notes tab.**

Learning Profile

| Courses | Learni | c | Certifications | Transcript |

★ Favorites ▼ ▼ Fi... ✚ Add ✖ Delete   Active | All

Certification*	Date First Issued	Date Last Issued	Expiration Date	Days Until Expiration	Last Assigned By	Notes
▸ First Aid - SFA A/C - Full	11/11/2020	11/11/2020			👤 Nadia Fenton	📄
▸ Management Certification	9/30/2020	11/12/2020			👤 Nadia Fenton	📄
▸ Project Management Certification	8/25/2020	9/30/2020			👤 Nadia Fenton	📄
▸ Safety Basics	9/30/2020	11/11/2020			👤 Nadia Fenton	📄
▸ Water Safety	10/8/2020	10/8/2020	10/9/2020	-108	✎ Water Safety Seminar	📄

d) **Transcript:** displays completed courses and learning plans (internal and external).

Learning Profile

| Courses | Learning Plans | Certificat | d | Transcript |

★ Favorites ▼   ▼ Filter   👁 View

All past course history.

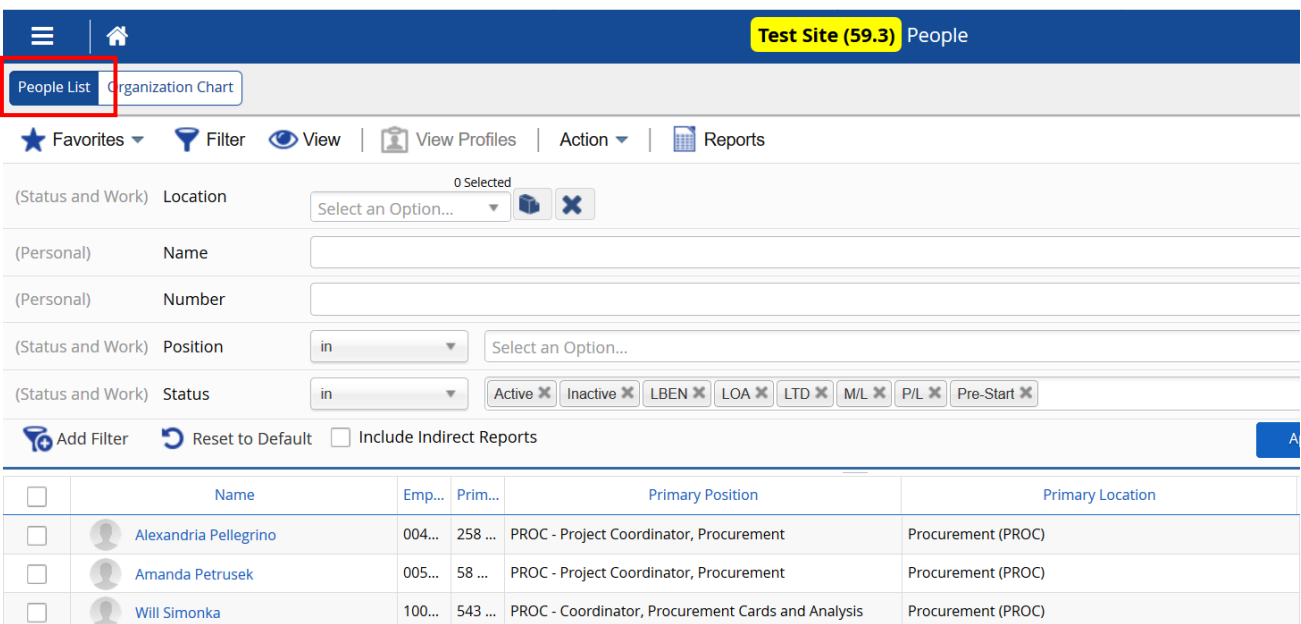| Name |
|---|
| How to Fish |
| Water Safety Seminar |
| Final Supervisor Training |
| First Aid - SFA A/C - Full |

How to Enroll Employee in Course

As a supervisor/manager, you will have the ability to enroll your employees into courses and learning plans in the LMS. Please be advised that when an employee is enrolled into a course or learning plan, they will receive a notification of enrollment email. **Note:** before enrolling staff in courses, ensure the course is still available by checking that it is still visible on the 'course catalog'.

1) On the Ceridian Dayforce homepage. Select the **People Icon.**
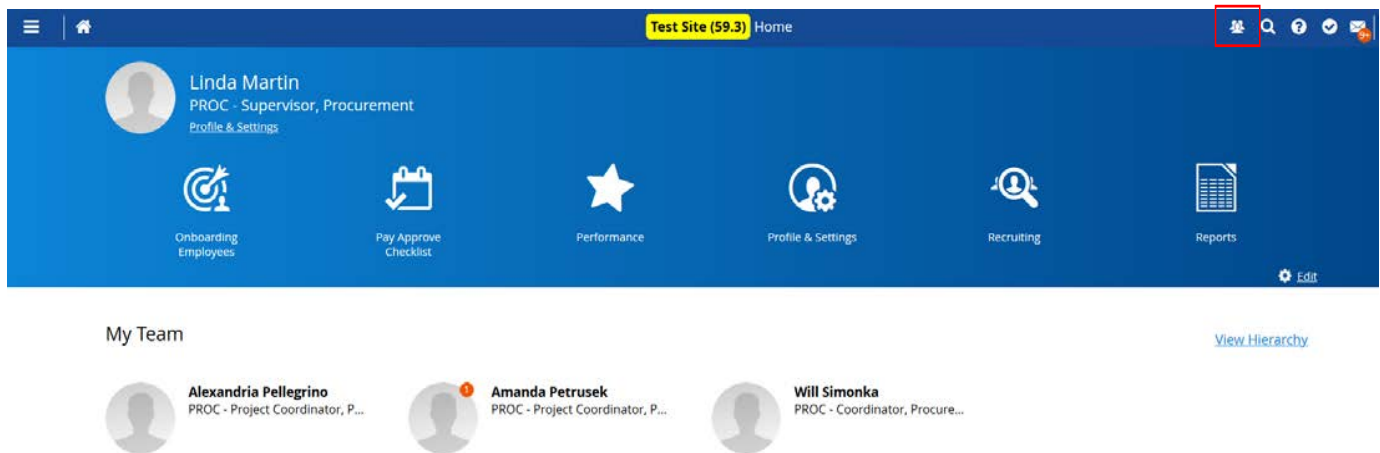
2) You will be able to see your direct reports under the **People List feature.**

3) Select your employee from the list and select **Learning**.

4) This opens up you employee's **Learning Profile**. To enroll employees into a course or learning plan, select the **Courses** or **Learning Plans** tab and select **Enroll**.

5) This opens up the **Course Enrollment** screen. Click on the down arrow under **Name** for a drop-down list of all training courses to appear.

6) In the drop-down list, click on the title you would like to enroll the employee in.

Please note: the LMS will display **all** courses as available: **internal** and **external**. **Supervisors/Managers should ensure the course is still available by checking that it is still visible on the 'course catalog' and not enroll their employee's into external courses, as these need to be requested though the External Course Request Form.**

7) After reviewing the course information and completing any mandatory entries designated with a **red asterisk** (*****), click **OK** to finish the course selection.

Course Enrollment   ✕

General
This is your course information. Updates made in this section will be reflected in the table in the Courses tab.

Name *	Start Date *	Credit	Score
DNA of Highly Effective T... ▼ ⓘ	8/25/2022 📅		

Type	Completion Date	Cost	Course Provider
External	📅	▼	Other (Provide Course Provider in C...

Status *	Comment	Time Spent	Pass/Fail
Enrolled ▼		hh : mm : ss	Select an Option... ▼

OK   Cancel

Course Enrollment Form Definitions:

a) **Name:** title of course or learning plan.
b) **Type:** this will reflect the type of learning selected (i.e. E-learning, webinar, instructor-led). **External type courses** should not be selected for enrollment..
c) **Status:** auto-generated field and will reflect as "Not Started".
d) **Enrollment date:** auto-generated field and will reflect the date the supervisor/manager has enrolled their employee into a course or learning plan.

8) Once the course or learning plan has been added, it will be reflected in the employee's learning profile with a green flag and the status of enrolled. To fully finish the enrollment, click **Save**.
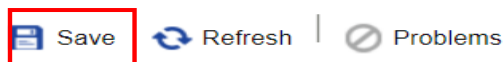
💾 Save   🔄 Refresh | ⊘ Problems

Learning Profile

Courses	Learning Plans	Certifications	Transcript

⭐ Favorites ▼   🔻 Filter   👁 View | ➕ Enroll   ✏ Edit   ✖ Delete

Pending Changes   🟢 1 New

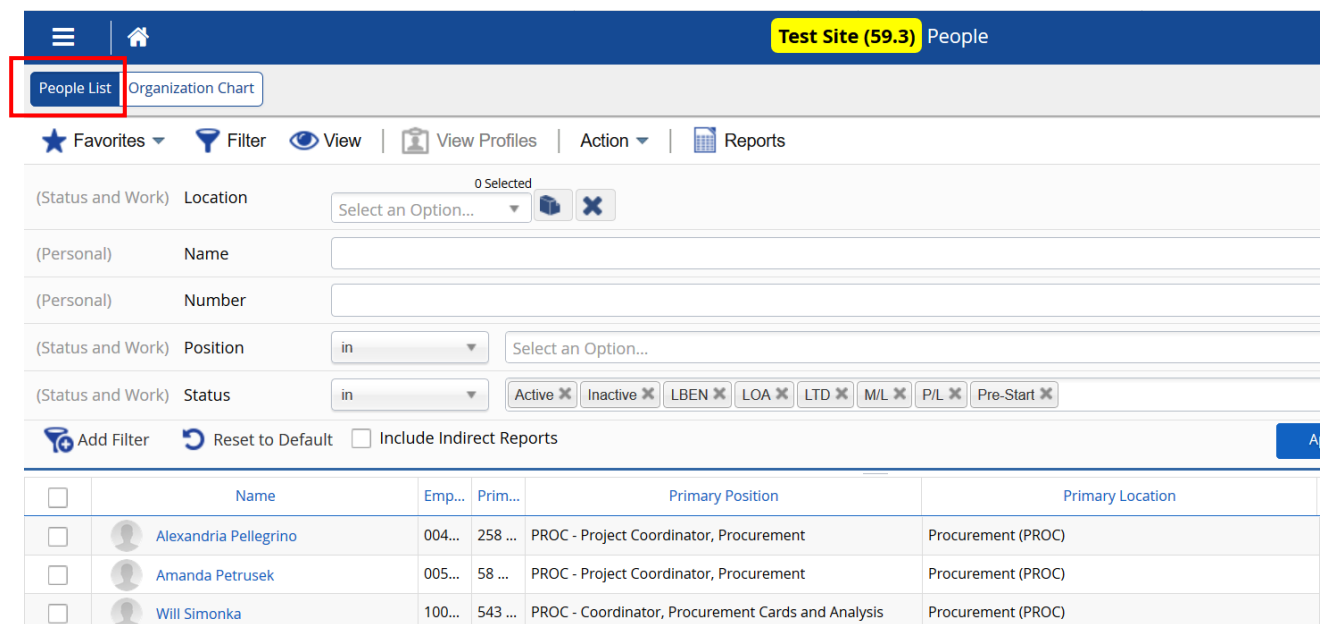| Name*	Type	Start Date*	Due Date
🟢 COVID-19 Vaccine Awareness Trai	E-Learning	8/25/2022	
World Mental Health Day	E-Learning	11/25/2021	
TRCA PPE Training	E-Learning	4/27/2022	⚠ 5/27/2022
TRCA Code of Conduct 2022	E-Learning	6/3/2022	⚠ 6/25/2022

How to View Employee Certificates

As a supervisor/manager, you will have visibility into your employee's certifications and accompanying certificates, whether those were awarded internally (i.e. by completing a course or learning plan) or externally. This will be an important resource in scenarios where certificates need to be presented to a regulatory body for compliance purposes.

1) On the Ceridian Dayforce homepage. Select the **People Icon.**
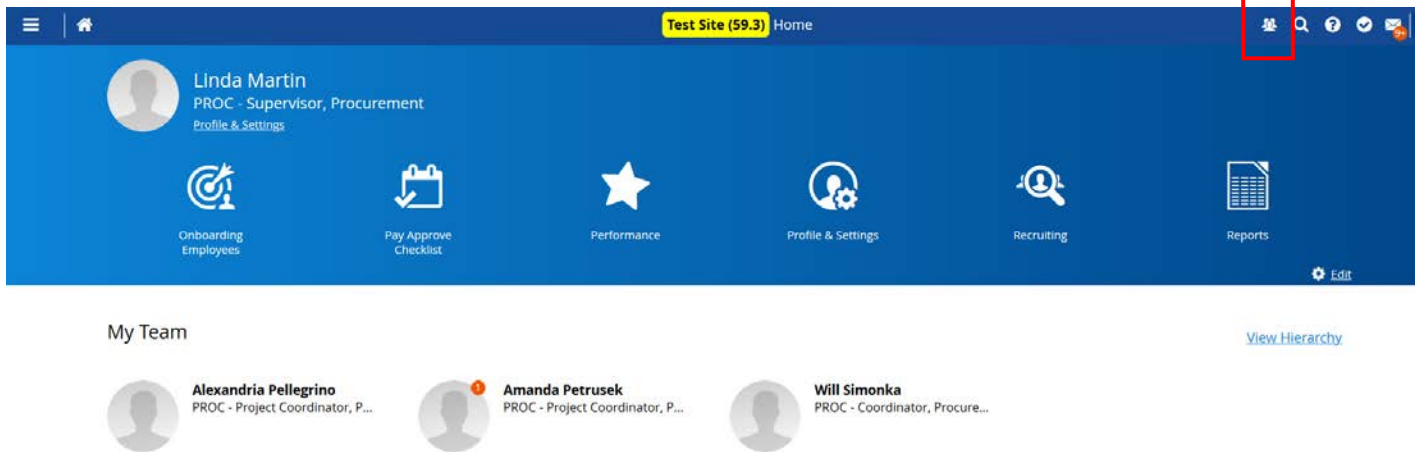
2) You will be able to see your direct reports under the **People List feature.**

3) Select your employee from the list and select **Learning**.

4) Under your employee's learning profile, access the **Certifications** tab.

5) Under the **Certifications** tab, ensure that the **All** button is selected to see the full list of certifications.

Learning Profile

| Courses | Learning Plans | Certifications | Transcript |

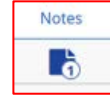⭐ Favorites ▾ 🔽 Filter ➕ Add ✖ Delete   Active | All

	Certification*	Date First Issued	Date Last Issued	Expiration Date	Days Until Expiration	Last Assigned By	Notes
▾	First Aid - SFA A/C - Full	11/11/2020	11/11/2020	4/30/2021	94	👤 Nadia Fenton	📄①

> Dates Issued
>
> ➕ Add ✖ Delete
>
> | Issue Date* | Expiration Date | Certification Number | Assigned By | Notes | |
> |---|---|---|---|---|---|
> | 11/11/2020 | 4/30/2021 | 314289 | 👤 Nadia Fenton | 📄① | |

- Information that can be viewed under the **Certifications** tab:

  a) **Certification**: the name of the issued certification

  b) **Date first issued**: date of when certificate was initially issued

  c) **Date last issued**: date of when certificate was most recently issued

  d) **Expiration date:** certification expiry date

  e) **Day until Expiration:** days until certification expires

  f) **Notes:** when denoted with a number indicates that a copy of a certificate is available to view

Learning Profile

| Courses | Learning Plans | Certifications | Transcript |

⭐ Favorites ▾ 🔽 Filter | ➕ Add ✖ Delete   Active | All

	Certification*	Date First Issued	Date Last Issued	Expiration Date	Days Until Expiration	Last Assigned By
▾	First Aid - SFA A/C - Full	11/11/2020	11/11/2020	4/30/2021	94	👤 Nadia Fenton
	(a)	(b)	(c)	(d)	(e)	

> Dates Issued
>
> ➕ Add ✖ Delete
>
> | Issue Date* | Expiration Date | Certification Number | Assigned By | Notes |
> |---|---|---|---|---|
> | 11/11/2020 | 4/30/2021 | 314289 | 👤 Nadia Fenton | (f) 📄① |

6) Under the **Notes Field** –a number denoted in the Notes field indicate an uploaded certificate. Click on the attachment to view it.

How to Approve External Course Requests

TRCA's Learning Management System will be the only mechanism for all training, professional development and conference approvals. An External Course Request is required for all mandatory and job-required training, professional development and continuing education, as well as post-graduate education requests. The LMS will replace any previous divisional methods of requesting training such as paper-based requests or Service Desk based requests. Request parameters are outlined in the Learning and Development Policy. <u>Please ensure you are familiar with the Policy prior to approving external requests.</u>
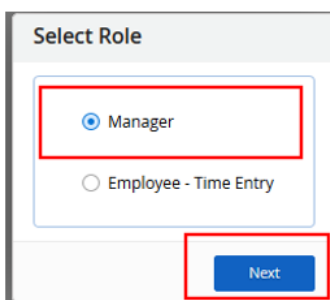
As per the Learning and Development Policy, managers will be involved in the approval process, when their employee's submit external course requests. This approval ensures transparency, visibility, and ensures that training opportunities are equitably and equally allocated to all employees. Remember, training approval should be based on developmental plans completed through the PDP process or documented elsewhere for those staff that aren't required to complete a PDP.

There are different approvals required based on the total cost of the course:
- If the total cost of the course (i.e. cost of course and related expenses) is below $3000, it will require approval by the supervisor, divisional director, and the L&D Specialist.
- If the total cost of the course (i.e. cost of course and related expenses) exceeds $3000, it will require approval by the supervisor, divisional director, L&D Specialist, as well as the CEO.

As determinations are made (i.e. approval, rejection), you will receive Dayforce message and email notifications with regards to the approval or rejection of your employee's course request. **Note that if a request is rejected, employees shall not precede with course registration.**

1) To approve an External Course Request – ensure that the **Manager** role in Ceridian Dayforce is selected.

2) On the Ceridian Dayforce home screen – under **Pending Actions,** click on the form beside the employee's name.

3) You will be able to review the External Course Request Form submitted by your employee. You can **accept** or **reject** the request by scrolling to the bottom of the form. Once approved, the external course request is sent to the divisional director for approval.

Please note: once the form has been sent to **all** approvers, a notification in Dayforce is sent to the employee and manager with the final determination of approved or rejected.

4) You can also access the request and approve through the Dayforce notification message center.