

Human Resources - Training

AiM

2016

Need help: call IMS 862-3388 <https://sscaimapp.assetworks.com/fmax>

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Module Overview

The Human Resources Module is where employee data and shop data is entered. Functions performed in this module include –

- Shop Setup
- Employee Profile
- Labor Rates
- Organization Setup
- Training

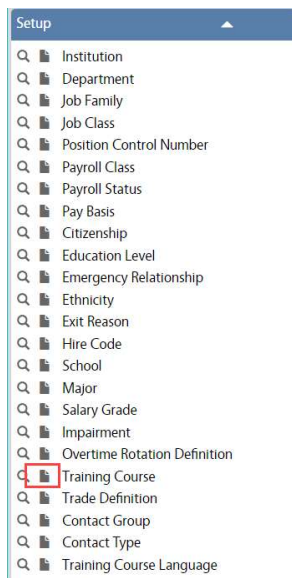
Permissions can be setup to limit who can see confidential data.


Training Functions

There are three screens associated to recording training in AiM. Only one of the three is required to be able to add training to an Employee record.

Training Course

The Training Course screen is where the training classes are defined. A course must be defined in order to add it to the Employee Profile. Once setup, the training course can occur multiple times.



- On the Human Resource Setup Menu, click  next to Training Course.

1. Identifier for the course
2. Description or name of the course
3. Active or Inactive
4. Require Schedule Code – If set to YES, the a Training Course Schedule must be created for each class in order for the class to be added to an Employee Profile.
5. This section allows for this training class to be required for the employee to work on specific work orders.

- The screens to setup the Work Code, Equipment Groups, and Asset Groups are all similar.
- Define the Work Code, Equipment Group, or Asset Group
- Hard Error – If set to YES, the system will not allow an employee to be added to a work order associated to the code. If set to NO, a warning message will appear, but the person can still be added to the work order

AiM Training Course ANNA About Logout

Save Cancel

View
 Extra Description
 Notes Log
 Related Documents

1234 Last Edited by ANNA BARWICK On 01/25/2017 09:53 AM

Active Yes

Language

Require Schedule Code Yes

Work Codes **Remove** **Add**

Sequence	Description	Type	Category	Work Code	Hard Error
<input type="checkbox"/> 1		M	SR	ELECTRICAL	No

Equipment Groups **Remove** **Add**

Sequence	Description	Equipment Group	Hard Error
<input type="checkbox"/> 1		DRAIN CLEANER MACHINE	No

Asset Groups **Remove** **Add**

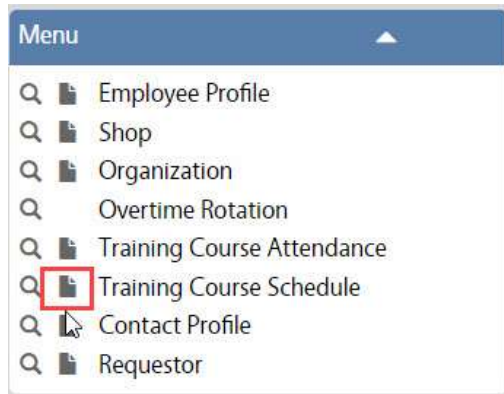
Sequence	Description	Asset Type	Asset Group	Hard Error
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6. Click **Save**

Training Course Schedule

- The Training Course Schedule screen allows the dates of classes and the expected attendees to be pre setup.
- If is set to YES on the Training Course screen, then this screen must be completed for the course to added to the Employee Profile.



- On the Human Resources Menu, click  next to Training Course Schedule

A screenshot of the 'Training Course Schedule' form in the AiM system. The form is titled 'Training Course Schedule' and has a 'Save' button (10) and a 'Cancel' button. The form contains several fields and sections: a 'Class identifier' field (1) with the value '1017', a 'Description of class' field (2), a 'Location of class' section (3) with fields for Region, Facility, Property, and Location, a 'Start date of class & End date of class' section (4) with 'Start Date' and 'End Date' fields, a 'Recertification Date' field (5), a 'Complete' dropdown (6) set to 'No', a 'Training Course' dropdown (7), and a 'Certification Number' dropdown (8) set to 'No'. At the bottom right, there are 'Remove' and 'Add' buttons (9) and an 'Update Employee Profile' button. A 'Roster' section is visible at the bottom left, showing columns for 'Sequence', 'Employee ID', and 'Name'.

1. Class identifier
2. Description of class
3. Location of class
4. Start date of class & End date of class
5. Recertification Date – date the class must be retaken
6. Complete – YES or NO
7. Training Course – Class being taught. This pulls from the setup courses in AiM
8. Certification Number – If set to YES, the course will not auto add to the employee profiles. The class will have to added on the individual profiles and have the certificate number documented.
9. Click to add attendees. Search for desired employees

AiM Add Employees

Done Refresh Cancel

Employee

Page 1 of 45 Go

<input type="checkbox"/>	Employee ID	First Name	Last Name
<input checked="" type="checkbox"/>	1002094	DARICIA	HENSON
<input checked="" type="checkbox"/>	1003418	ROMAN	MIRANDA
<input checked="" type="checkbox"/>	1003800	WILLIAM	POLLARD
<input type="checkbox"/>	1006109	ALFRED	PORCH

- Check the box of those who will attend or did attend.
- Click

AIM Training Course Schedule

Save Cancel

View

Extra Description
Trainers
Notes Log
Related Documents

HR ONBOARDING Last Edited by STEPHANIE KING On 01/09/2017 01:51 PM

Complete: No

Training Course: ONBOARDING
ONBOARDING PRESENTATION: COMPASS/SSC POLICIES

Certification Number: No

Region: [Search]
Facility: [Search]
Property: [Search]
Location: [Search]

Start Date: Jan 06, 2017
End Date: Jan 06, 2017
Recertification Date: [Calendar]

Roster

Sequence	Employee ID	Name	Update Employee Profile
<input type="checkbox"/>	1020043	KACIE ROZSA	<input type="checkbox"/>
<input type="checkbox"/>	1020053	THERESA DABAL	<input type="checkbox"/>
<input type="checkbox"/>	208116	ANNA BARWICK	<input type="checkbox"/>


Remove Add

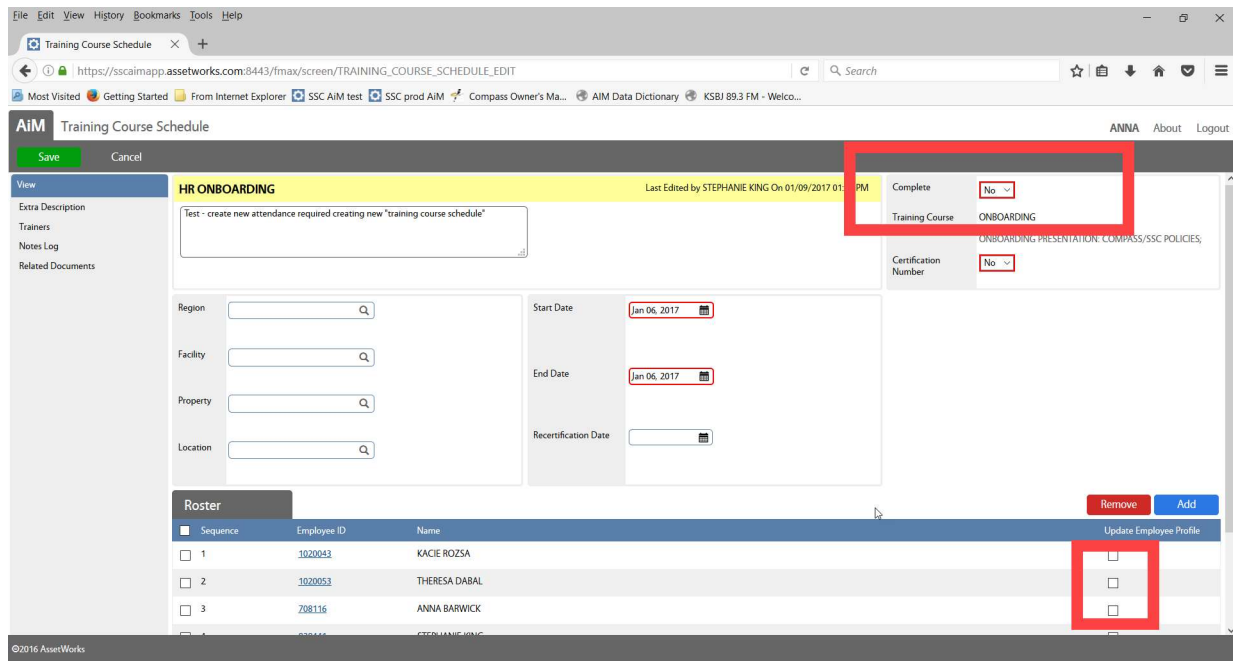
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- If the class has not happened yet, leave the “Update Employee Profile” boxes empty and Click

Recording Training Attendance



- On the Human Resource Menu, click  next to Training Course Schedule.
- Search for the scheduled course to update.



- Click 
- Check the “Update Employee Profile” boxes for those who attended the training
- Change Complete to YES
- Click 

***You cannot choose Certification Number as YES and use the mass Update Employee Profile.*