

TC Webinar Notes

April 2, 2024

ILT Updates:

1. May and June schedules are available in Success Factors.
2. Beginning in May, waitlists are no longer available for ILT classes.
3. Please stress the importance of cancelling a class to your employees if they cannot attend.
4. Please be mindful not to register employees for agency specific courses.

General Updates:

1. Maintenance in Success factors will likely occur in the coming months.
 - a. Assignment profiles will be cleaned up.
 - b. Your patience will be appreciated during this process. You might notice individuals being reassigned to MTRs—please ignore.

Report Round-up:

StLA – Item Completion Status CSV

- Shows who has completed a specific course.
- Can also run the report to show employees who separated from the agency.
- Transfers – must be manually added to the filter.

TC Mailbag:

“I have an employee that isn’t assigned mandatory supervisory training but is in a supervisory position. Why aren’t they assigned?”

Ninety-nine percent of the time, they have finished a previous iteration of the Supervisory Group Program which can be tracked on the Legacy Transcript.