



# Manager Self Service

## Approve Employee Training Request Using ACORN

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### Instructions ACORN Page

**PURPOSE:** The most likely way you will approve a training request is by using the email sent to you by ACORN. However, sometimes emails get lost or are deleted and the training request approval was not processed. This documentation will take you through the steps of going into the ACORN system to approve or deny a training request from a direct report.

The process is as follows:

- Employee submits the request.
- You receive an email indicating action on your part is necessary.
- The email gets lost (or deleted).
- You log onto ACORN, navigate to manager self-service.
- You review the request and determine whether to approve or deny the request.
- The employee will receive an email indicating you have approved or denied the request.

1. You have remembered (or were reminded) that a direct report's training request approval is waiting. Navigate to Approve Training Request. You will see all outstanding training requests. The highlighted section provides you with some instructions.

[Excel 2010 PivotTables](#)

Submitted By: Bunny,Bugs A      Submitted Date: 06/29/2014

Empl ID	Name	Job Title	Last Process Action	Last Processed By
51234205	Bunny,Bugs A	ITASr	Submit	Bunny,Bugs A

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### Instructions

2. The area highlighted displays information about the request, when it was submitted, and the employee. Select the blue hyperlink (example: Excel 2010 Pivot Tables) to be taken to the approval page.

### ACORN Page

[Excel 2010 PivotTables](#)

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3. Once you click the hyperlink, you will be taken here. You can review the specifics of the employee-requested training.

**Approve Transaction**

For each employee below, approve or deny the proposed information. You may also enter optional comments about each approval choice. When you are finished, select Save button at the bottom of the page.

**Course Session Details**

Course: Excel 2010 PivotTables  
Session: 0004  
Course Start Date: 07/22/2014  
Start Time: 8:30AM      End Time: 3:30PM  
Duration (Hours): 7.0  
Location: Information Tech Training Ctr  
Language:

The following transactions require approval.

**Bunny,Bugs A**

Employee ID: 51234205

Approve / Deny

Comment:

[Attach Supporting Documentation](#)

Save

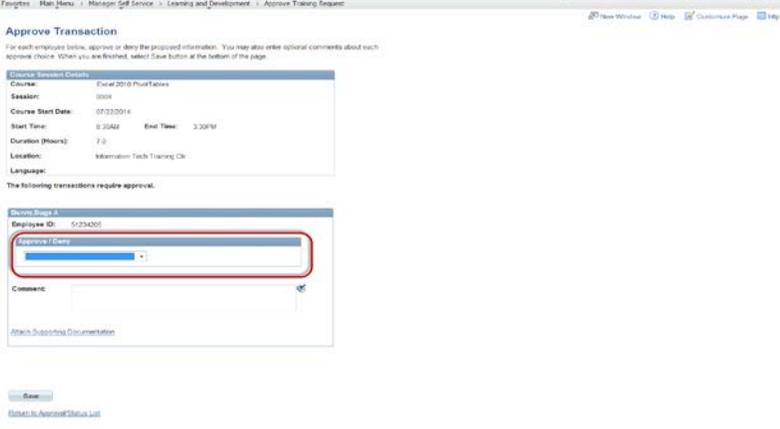
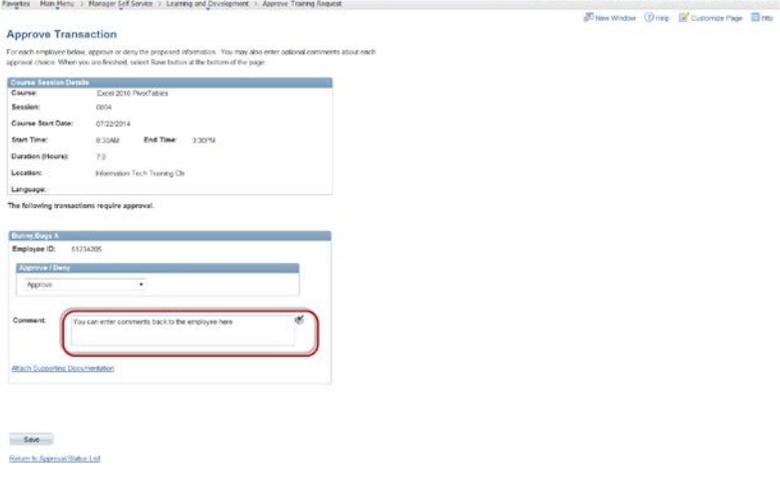
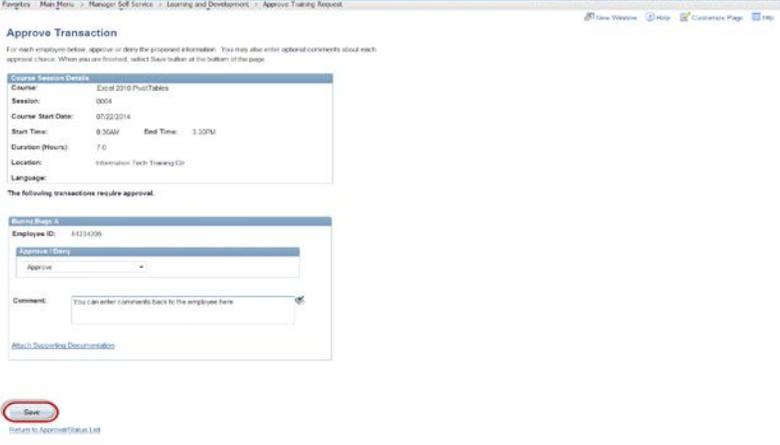
[Return to Approval Status List](#)



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<p>4. The Approve/Deny section provides a drop-down list where you can either approve or deny the training request.</p>	
<p>5. You can also enter comments that the employee will see when reviewing their training request. This is especially helpful when denying the training request. Enter any comment you wish here.</p>	
<p>6. Select the 'SAVE' button. Once you have saved, an email is sent to the employee indicating your decision. If you approved the training request, the employee is enrolled in the training and no further action is required on your part or the part of the Department Training Coordinator.</p>	



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<p>7. Submit Confirmation. Select the 'OK' button. Your "approve/deny" has been submitted. The employee will receive an email.</p>																																																									
<p>8. After you have selected 'OK' you will be taken to this page where you can review the approve request confirmation.</p>	<table border="1"> <thead> <tr> <th colspan="4">Course Session Details</th> </tr> <tr> <td>Course:</td> <td colspan="3">Excel 2010 PivotTables</td> </tr> <tr> <td>Session:</td> <td colspan="3">0004</td> </tr> <tr> <td>Course Start Date:</td> <td colspan="3">07/22/2014</td> </tr> <tr> <td>Start Time:</td> <td>8:30AM</td> <td>End Time:</td> <td>3:30PM</td> </tr> <tr> <td>Duration (Hours):</td> <td colspan="3">7.0</td> </tr> <tr> <td>Location:</td> <td colspan="3">Information Tech Training Ctr</td> </tr> <tr> <td>Language:</td> <td colspan="3"></td> </tr> </thead></table> <table border="1"> <thead> <tr> <th colspan="4">Bunny,Bugs A</th> </tr> <tr> <td>Employee ID:</td> <td colspan="3">51234205</td> </tr> </thead> <tbody> <tr> <th colspan="4">Process Detail</th> </tr> <tr> <th>Name</th> <th>Role Name</th> <th>Process Action</th> <th>Process Action Date</th> </tr> <tr> <td>Bunny,Bugs A</td> <td>Originator</td> <td>Submit</td> <td>06/29/2014</td> </tr> <tr> <td>Blanc, Mel</td> <td>Manager</td> <td>Approve</td> <td>06/29/2014</td> </tr> </tbody> </table>	Course Session Details				Course:	Excel 2010 PivotTables			Session:	0004			Course Start Date:	07/22/2014			Start Time:	8:30AM	End Time:	3:30PM	Duration (Hours):	7.0			Location:	Information Tech Training Ctr			Language:				Bunny,Bugs A				Employee ID:	51234205			Process Detail				Name	Role Name	Process Action	Process Action Date	Bunny,Bugs A	Originator	Submit	06/29/2014	Blanc, Mel	Manager	Approve	06/29/2014
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<p>9. After you have reviewed your confirmation, you can select "Sign-out" to exit the ACORN application or Select "Return to Approval/Status List" to approve additional training for other direct reports.</p>																																																									



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<p>10. You, the employee, and your department's training coordinator will receive a confirmation email.</p>	<p>From: ACORNHELP@placer.ca.gov [mailto:ACORNHELP@placer.ca.gov]            Sent: Sunday, June 29, 2014 5:22 PM            To: Mel Blanc            Subject: Training - Request Processed by Approver</p> <p>Regarding Training Course: Excel 2010 PivotTables on 2014-07-23. The following training request for the employee(s) below was submitted for enrollment. The employees are enrolled in the session. If you have any questions, please contact your Training Coordinator.</p> <p>The following request(s) has been approved by Blanc,Mel.</p> <table border="1"> <tr> <td>Employee ID</td> <td>: 51234265</td> </tr> <tr> <td>Employee Name</td> <td>: Bunny,Bugs A</td> </tr> <tr> <td>Transaction</td> <td>: Training Enrollment</td> </tr> <tr> <td>Training Course</td> <td>: Excel 2010 PivotTables</td> </tr> </table> <p>Please visit the following URL for detailed information about the request(s):</p> <p><a href="https://ps01.placerco.ad:8651/pspp/W1157/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;SS_GRP_ID=113&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL">https://ps01.placerco.ad:8651/pspp/W1157/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&amp;Action=U&amp;SS_GRP_ID=113&amp;TRANSACTION_NAME=HR_TRAIN_ENROLL</a></p> <p>This communication was sent via ACORN. If you have any questions, please contact your Training Coordinator. Please do not reply to this email.</p>	Employee ID	: 51234265	Employee Name	: Bunny,Bugs A	Transaction	: Training Enrollment	Training Course	: Excel 2010 PivotTables
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<p>11. If you need to drop or cancel your enrollment in a class, please contact your Department Training Coordinator.</p>									