



Manager Self Service

Approve Training Request Using Email

Microsoft Outlook - Email

Instructions

ACORN Page

PURPOSE: To act on a training request email you receive from a direct report, and either approve or deny the request.

As a manager/supervisor, you will receive an email whenever one of your direct reports submits a training request through the ACORN system. The process is as follows:

- Employee submits the request.
- You receive an email indicating action on your part is necessary.
- 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 will receive an email much like this indicating that a request requires your approval. The email will show the employee name and number, and have a hyperlink. If you click the hyperlink, you will be taken to the ACORN system.

From: ACORNHELP@placer.ca.gov [mailto:ACORNHELP@placer.ca.gov]
 Sent: Sunday, June 29, 2014 9:55 AM
 To: Mel Bland
 Subject: Training - Request Submitted for Approval

The following request(s) was successfully submitted for approval(s). You will be notified when it is approved or denied by each approval.

Submitted Request(s)
 Employee ID : 01085290
 Employee Name : Bunny, B
 Transaction : Training Enrollment
 Training Course : Excel 2010 Pivot Tables

Please visit the following URL for detailed information about the request(s):
https://ps01.placerco.ad:8651/psp/W1TST/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGT

This communication was sent via ACORN. If you have any questions, please contact your Training Coordinator. Please do not reply to

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

Favorites | Main Menu | Manager Self Service | Learning and Development | Approve Training Request

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 Pivot Tables
 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, Buns A
 Employee ID: 61294295

Approve / Deny

Comment:

Attach Supporting Documentation

Save

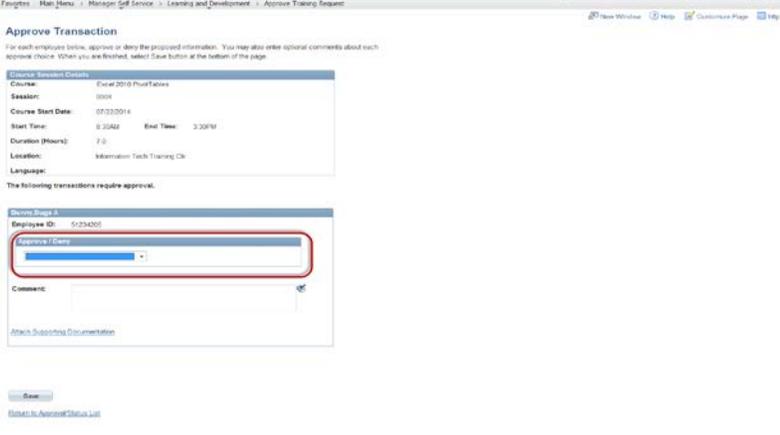
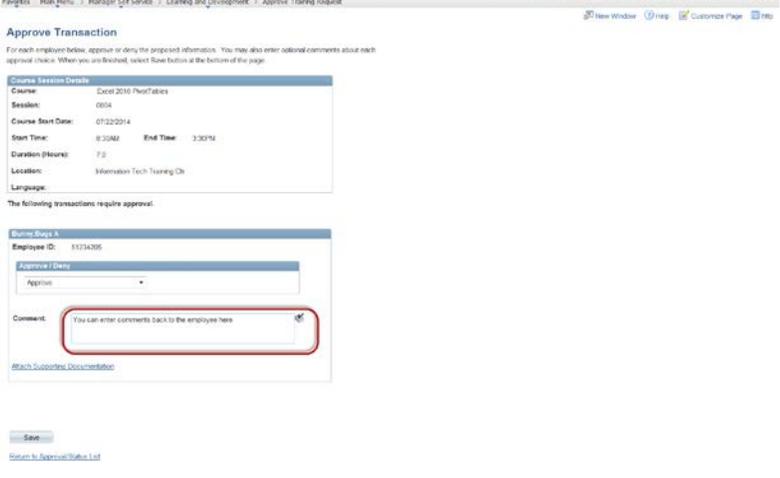
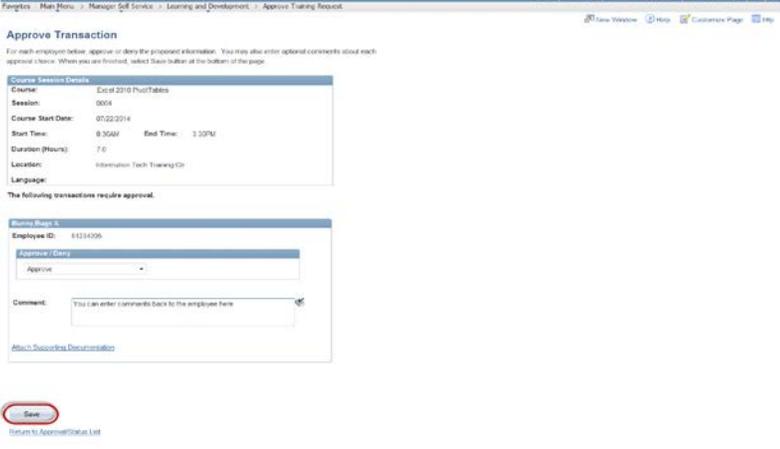
[Return to Approval/Status List](#)



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<p>3. The Approve/Deny section provides a drop-down list where you can either approve or deny the training request.</p>	
<p>4. 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>5. 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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6. Submit Confirmation. Select the 'OK' button. Your "approve/deny" has been submitted. The employee will receive an email.

7. After you have selected 'OK' you will be taken to this page where you can review the approve request confirmation.

8. 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.

ACORN Page

Favorites | Main Menu > Self Service > Learning and Development > Request Training Enrollment

Request Training Enrollment
Submit Confirmation

The Submit was successful.

Favorites | Main Menu > Manager Self Service > Learning and Development > Approve Training Request

Approve Request - Confirmation

Your approval selection has been saved to the database.

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

Favorites | Main Menu > Manager Self Service > Learning and Development > Approve Training Request

Approve Request - Confirmation

Your approval selection has been saved to the database.

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

Attachments
 Attach Supporting Documents(0)



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<p>9. 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>https://ps01.placerco.ad:8651/psp/W1157/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_TRN_REQUEST_STS.GBL?Page=TRN_REQUEST_MGR&Action=U&S_GRP_ID=113&TRANSACTION_NAME=HR_TRAIN_ENROLL</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
Employee ID	: 51234265								
Employee Name	: Bunny,Bugs A								
Transaction	: Training Enrollment								
Training Course	: Excel 2010 PivotTables								
<p>10. If you need to drop or cancel your enrollment in a class, please contact your Department Training Coordinator.</p>									