



MANAGER SELF-SERVICE QUICK REFERENCE GUIDE

Managers/Supervisors can view information or make requests on behalf of their direct reports:

- View direct report personal information
- Training request for direct report
- Approval for employee who initiated training requests

APPROVE A TRAINING REQUEST USING EMAIL

- You will receive an email indicating that a training request requires your approval. The body of the email has two important sections:
 - The employee making the training request.
 - A link to the approval page in ACORN.
- Select the blue link in the body of the email. You will be taken to the Approve Transaction page.
- The Approve Transaction page has two important sections:
 - Specifics of the employee's training request. This is for your review.
 - A place to either approve or deny the training request.
- Within the Approve/Deny section, select the drop-down field, then select either 'Approve' or 'Deny'.
- If you need to, you can enter Comments to the employee explaining your decision. This is particularly helpful when denying a request.
- Select **SAVE** then click the **OK** button.
- After selecting **OK** you will be taken to the Approve Request – Confirmation page. The employee is now enrolled (or denied enrollment) in the course.
- The employee will receive an email indicating your approval/denial.

VIEW EMPLOYEE PERSONAL INFORMATION

- Navigate to Main Menu > Manager Self Service > Job and Personal Information > View Employee Personal Info.
- Select the **CONTINUE** button.
- Select one of your direct reports by clicking the button to the left of the employee name.
 - You can also see an indirect report by selecting the icon to the far right of the page. These are your direct reports' direct reports.
- Select the **CONTINUE** button.
- You can now view your direct report's job and personal information. To view personal information, select one of the blue links within the 'Additional Information' section.
- Press 'Return to Select Employees' to select and view information about a different direct report.

Help & Support:

Customer Service Center
(530) 889-4357 • HLPCSC@placer.ca.gov
Mon-Fri: 7:00am - 5:00pm

FAQ: www.placer.ca.gov/employees/acorn-system

Internal Browser Settings:

- Add "*.placerco.ad" to local intranet
- On the advanced tab, check "Enable Integrated Windows Authentication"
- Allow pop-ups for "*.placerco.ad"



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REQUEST TRAINING ENROLLMENT

- Navigate to Main Menu > Manager Self-Service > Learning and Development > Request Training Enrollment.
- You can search for a course by:
 - Course Name
 - Course Date
 - Course Number
 - Course Location
- You can also select either of the Training Schedule links to pull up a course catalog or training schedule. The course catalog will provide you with course names and course numbers.
- After you have entered the course name or number into the search box, select the **SEARCH** button.
- Select the 'View Available Sessions' link.
- One or more course sessions will display. Select one of the course sessions by clicking the blue number link. For example 0093.
- The Select Employees page is where you select one or more of your direct reports to enroll into the training course. Clicking the box in the 'Select' column will either select or de-select a direct report. Select one of your direct reports and then press the **CONTINUE** button.
- The Submit Request page is your final chance to confirm your request. You can also enter comments to your direct report. Select **SUBMIT** and then select the **OK** button.
- After you select the **OK** button, you will be taken to the Submit Request Confirmation page – confirming enrollment. You can either go back to 'Request Training Enrollment' to enroll another direct report into a course, or go to the 'Training Summary' for the current direct report.
- You will receive an email confirming the direct report's course enrollment.

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