

# CHRIS Training Documentation System (TDS)

## Employee and Manager User Guide

### Overview

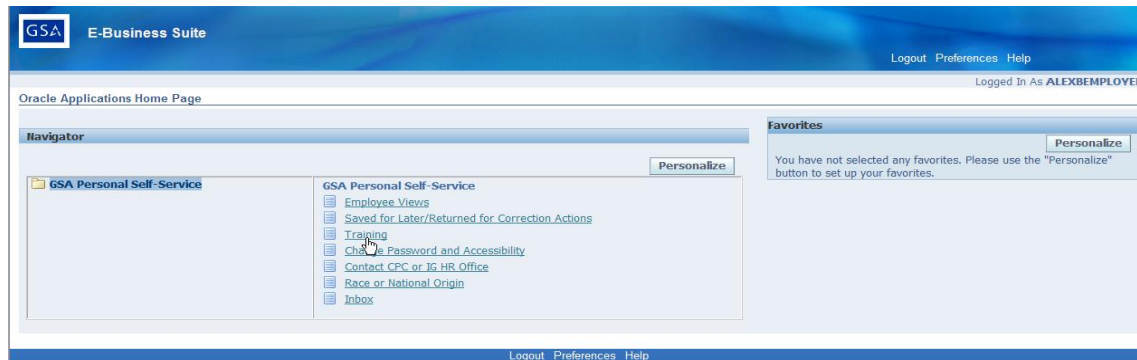
The CHRIS Training Documentation System (TDS) is a training system that captures and maintains completed training. TDS allows employees to enter and maintain their own training information in Personal Self-Service. Any training records entered by an employee will be routed to their supervisor for approval. Once approved, the training record will appear under the Training tab in Personal Self-Service's Employee Views. Both the employee and approver are provided status updates on a submitted training record via email alerts that are generated any time the submitted training record's status changes.

### User Guide Contents

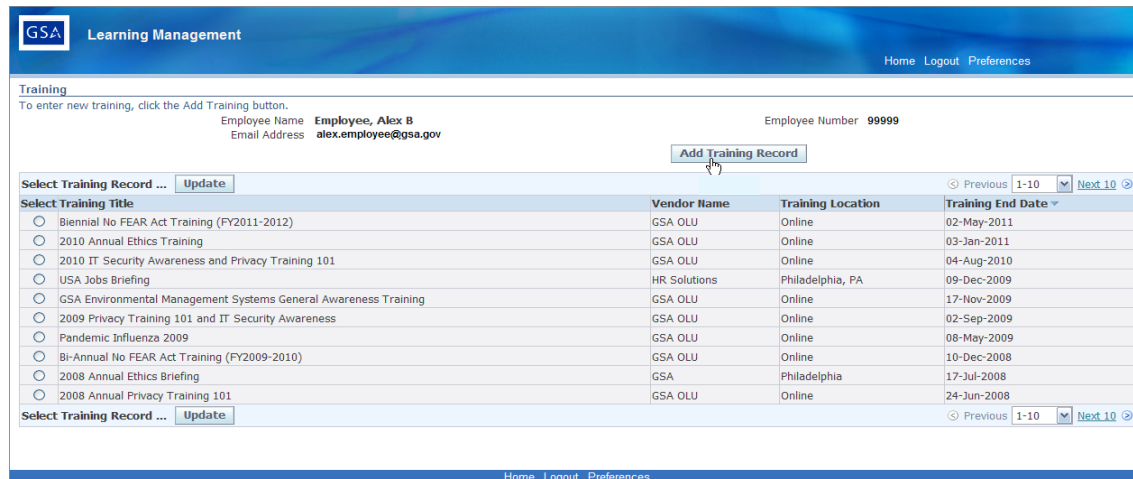
Topic	Page
Employee Personal Self-Service	
Submitting a New Training Record	<a href="#">2</a>
Saving a Training Record for Later	<a href="#">6</a>
Updating a Completed Training Record	<a href="#">10</a>
Correcting a Returned Training Record	<a href="#">15</a>
Manager Self-Service	
Reviewing a Training Record	<a href="#">18</a>
Approving a Training Record	<a href="#">20</a>
Rejecting a Training Record	<a href="#">21</a>
Reassigning a Training Record	<a href="#">22</a>
Requesting Information on a Training Record	<a href="#">23</a>
Returning a Training Record for Correction	<a href="#">24</a>
Glossary of Training Fields	<a href="#">25</a>

# Submitting a New Training Record

Step 1 – Select Training from Personal Self-Service.



Step 2 – Select the Add Training Record button.



**Step 3** – Begin inputting your training information. If you require an explanation of the training fields and list of values, select the [Glossary of Training Fields](#) button. Once you have input your training information, select the **Review** button. Note: If your training record is incomplete and you would like to submit it at a later time, select the **Save for Later** button and jump to next section of this user guide. If you are ready to submit the training record during this session, select the **Review** button.

**GSA Learning Management** Home Logout Preferences

**Add Training**  
Please enter the details of any completed or future external learning.

[Glossary of Training Fields](#) [Cancel](#) [Save for Later](#) [Review](#)

\* Indicates required field

* Training Title	Contracting 101	* Vendor Name	The Training Institute
* Training Start Date	11-Jul-2011	* Training End Date	15-Jul-2011 <small>(example: 25-Jul-2011)</small>
* Training Source Type	Government Internal	* Training Location	Washington, DC
* Training Purpose Type	Improve Present Performance	* Training Delivery Type	Traditional Classroom (no technology)
* Training Type	Basic Training Area	* Prior Supervisor Approval Received	Yes
* Training Sub Type	Agency Required Training		
* Prior Subject Knowledge	Performed related tasks - work closely monitored		
* Impact on Performance	Significant Impact		
* Recommend Training to Others	Highly Recommend		
Training Part of IDP	Yes		
* Continued Service Agreement Reqcd	No		
Continued Service Agreement Exp Dt			
* Training Tuition and Fees Cost	895.00		
* Training Travel Cost	1124.00		
* Training Nongovt Contribution Cost	0.00		
* Training Materials Cost	85.00		
* Training Per Diem Cost	333.00		
* Type of Payment	Agency Charge Card		
* Training Accreditation Indicator	No		
Training Credit Type	Continuing Education Unit		
* Training Credit Designation Type	Continuing education unit		
* Training Duty Hours	40 Hour(s)		
* Training Non Duty Hours	0		
Training Credit	40		

[Glossary of Training Fields](#) [Cancel](#) [Save for Later](#) [Review](#)

Home Logout Preferences

**Step 4** – You can now review the record and include any attachments or comments for the approver. Please note that any supporting documentation included with the training record (that is, attachments or comments) will only be available to the approver. This supporting documentation will not be stored with the training record in CHRIS. Once you are ready to submit the record, select the **Submit** button.

**GSA Personal Self-Service** Home Logout Preferences Help

CHRIS Training: Review Cancel Printable Page Back **Submit**

Review your changes and, if needed, attach supporting documents.  
ⓘ indicates changed items.

**Training Review**

Proposed	
Training Title	Contracting 101
Vendor Name	The Training Institute
Training Location	Washington, DC
Training Delivery Type	Traditional Classroom (no technology)
Training Duty Hours	40
Prior Supervisor Approval Received	Yes
Completion Date	15-Jul-2011
Training Non-Duty Hours	0
Training Credit	40
Training Start Date	11-Jul-2011
Training Source Type	Government Internal
Training Purpose Type	Improve Present Performance
Training Type	Basic Training Area
Training Sub Type	Agency Required Training
Prior Subject Knowledge	Performed related tasks - work closely monitored
Impact on Performance	Significant Impact
Recommend Training to Others	Highly Recommend
Training Part of IDP	Yes
Continued Service Agreement Req'd	No
Training Tuition and Fees Cost	895.00
Training Travel Cost	1124.00
Training Nongovt Contribution Cost	0.00
Training Materials Cost	85.00
Training Per Diem Cost	333.00
Type of Payment	Agency Charge Card
Training Accreditation Indicator	No
Training Credit Type	Continuing Education Unit
Training Credit Designation Type	Continuing education unit

**Additional Information**

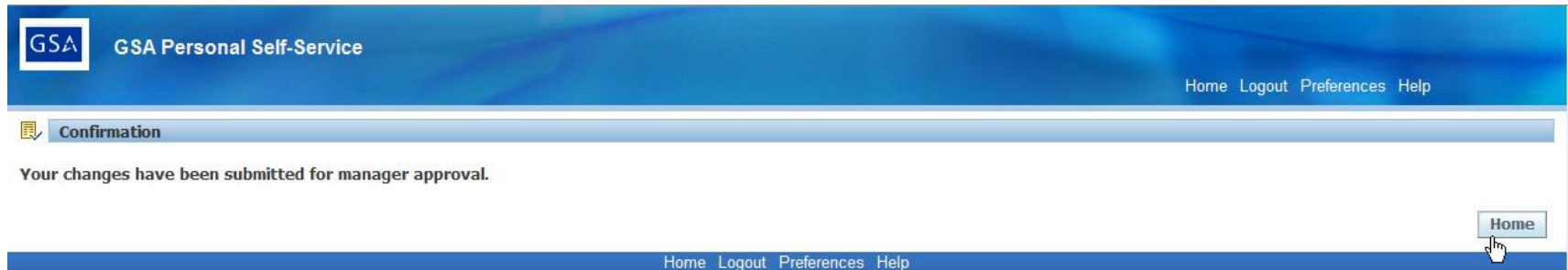
**Attachments**  
 To help approvers understand the request, you can attach supporting documents, images, or links to this action.  
 None

**Approvers**

Line No	Approver	Category	Delete
1	Manager, Bonnie A	Approver	

**Comments to Approver**

**Step 5** – A confirmation screen will appear, confirming that the training record has been submitted for your manager’s approval. Select the **Home** button to return to the CHRIS home screen.



# Saving a Training Record for Later

**Step 1** – After following steps 1 through 3 of the [previous section](#) of this user guide, select the **Save for Later** button if you would like to save the training record for later, rather than submitting the record during this session.

**GSA Learning Management** Home Logout Preferences

**Add Training**  
Please enter the details of any completed or future external learning.

Glossary of Training Fields Cancel Save for Later Review

\* Indicates required field

* Training Title	Contracting 101	* Vendor Name	The Training Institute
* Training Start Date	11-Jul-2011	* Training End Date	15-Jul-2011 <small>(example: 25-Jul-2011)</small>
* Training Source Type	Government Internal	* Training Location	Washington, DC
* Training Purpose Type	Improve Present Performance	* Training Delivery Type	Traditional Classroom (no technology)
* Training Type	Basic Training Area	* Prior Supervisor Approval Received	Yes
* Training Sub Type	Agency Required Training		
* Prior Subject Knowledge	Performed related tasks - work closely monitored		
* Impact on Performance	Significant Impact		
* Recommend Training to Others	Highly Recommend		
Training Part of IDP	Yes		
* Continued Service Agreement Req'd	No		
Continued Service Agreement Exp Dt			
* Training Tuition and Fees Cost	895.00		
* Training Travel Cost	1124.00		
* Training Nongovt Contribution Cost	0.00		
* Training Materials Cost	85.00		
* Training Per Diem Cost	333.00		
* Type of Payment	Agency Charge Card		
* Training Accreditation Indicator	No		
Training Credit Type	Continuing Education Unit		
* Training Credit Designation Type	Continuing education unit		
* Training Duty Hours	40 Hour(s)		
* Training Non Duty Hours	0		
Training Credit	40		

Glossary of Training Fields Cancel Save for Later Review

Home Logout Preferences

**Step 2** – You will receive a confirmation that your training record has been saved for later. Select the **OK** button to continue to the home screen.

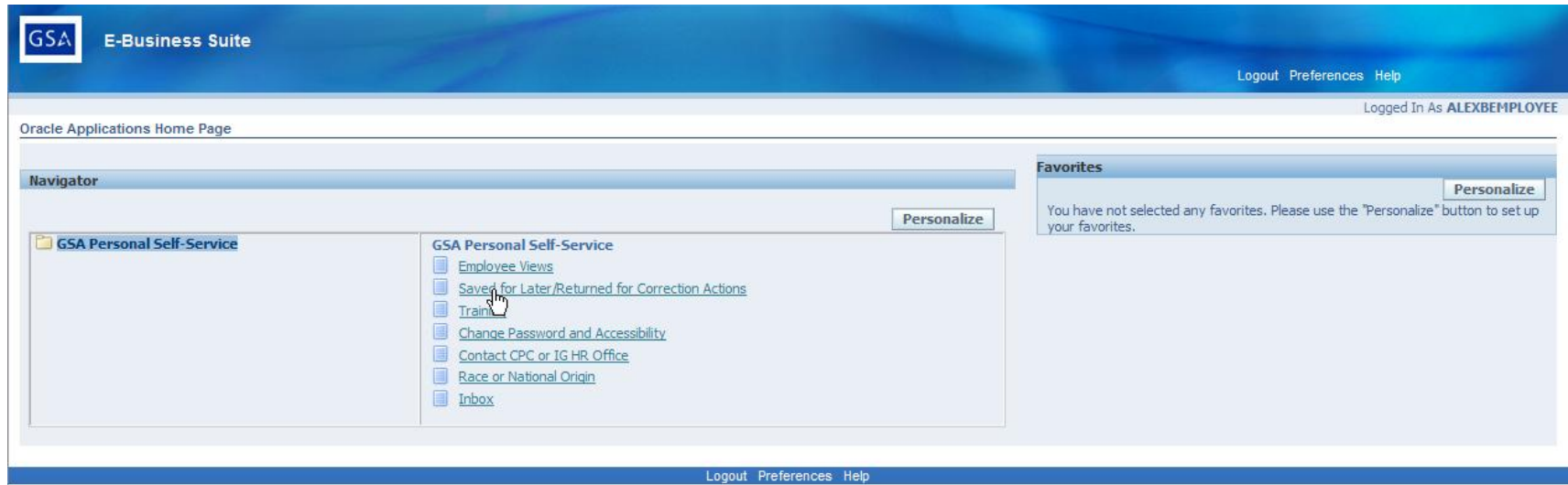
**GSA Learning Management** Home Logout Preferences

**Confirmation**  
Your changes have been saved for later.

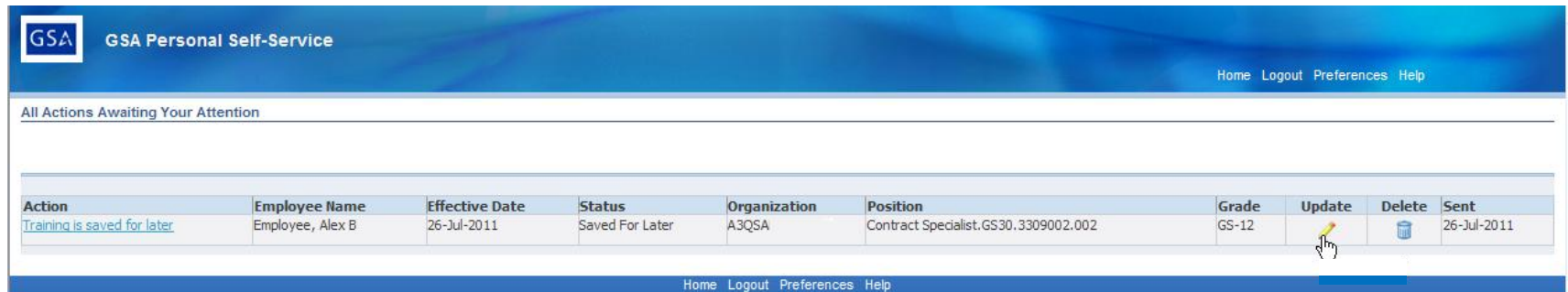
Home Logout Preferences

OK

**Step 3** – Once you are ready to complete the training record, login to CHRIS and select the **Saved for Later/Returned for Correction Actions** option under **Personal Self-Service**.



**Step 4** – Select the **Update** icon to continue.



**Step 5 – Complete any blank training record fields or revise any of your entries, then select the **Review** button.**

**GSA Personal Self-Service** Home Logout Preferences

Add Training  
Please enter the details of any completed or future external learning.

[Glossary of Training Fields](#)

\* Indicates required field

\*\* Training Title: Contracting 101

\*\* Training Start Date: 11-Jul-2011

\*\* Training End Date: 19-Jul-2011

\*\* Vendor Name: The Training Institute

\*\* Training Source Type: Government Internal

\*\* Training Purpose Type: Improve Present Performance

\*\* Training Location: Washington, DC

\*\* Training Sub Type: Basic Training Area

\*\* Training Delivery Type: Traditional Classroom (no technology)

\*\* Agency Required Training: Agency Required Training

\*\* Prior Supervisor Approval Received: Yes

\*\* Impact on Performance: Significant Impact

\*\* Recommend Training to Others: Highly Recommend

\*\* Training Part of IDP: Yes

\*\* Continued Service Agreement Read: No

\*\* Training Tuition and Fees Cost: 895.00

\*\* Training Travel Cost: 1124.00

\*\* Training Nongovt Contribution Cost: 0.00

\*\* Training Materials Cost: 85.00

\*\* Training Per Diem Cost: 333.00

\*\* Type of Payment: Agency Charge Card

\*\* Training Accreditation Indicator: No

\*\* Training Credit Type: Continuing Education Unit

\*\* Training Credit Designation Type: Continuing education unit

\*\* Training Duty Hours: 40

\*\* Training Non-Duty Hours: 0

\*\* Training Credit: 40

[Glossary of Training Fields](#)

**Step 6 – You can now review the record and include any attachments or comments for the approver. Please note that any supporting documentation included with the training record (that is, attachments or comments) will only be available to the approver. This supporting documentation will not be stored with the training record in CHRIS. Once you are ready to submit the record, select the **Submit** button.**

**GSA Personal Self-Service** Home Logout Preferences Help

CHRIS Training - Review

Review your changes and, if needed, attach supporting documents.  
\* Indicates Changed Item.

**Training Review**

Proposed

Training Title: Contracting 101

Vendor Name: The Training Institute

Training Location: Washington, DC

Training Delivery Type: Traditional Classroom (no technology)

Training Duty Hours: 40

Prior Supervisor Approval Received: Yes

Completion Date: 19-Jul-2011

Training Non-Duty Hours: 0

Training Credit: 40

Training Start Date: 11-Jul-2011

Training Source Type: Government Internal

Training Purpose Type: Improve Present Performance

Training Type: Basic Training Area

Training Sub Type: Agency Required Training

Prior Subject Knowledge: Performed related tasks - work closely monitored

Impact on Performance: Significant Impact

Recommend Training to Others: Highly Recommend

Training Part of IDP: Yes

Continued Service Agreement Read: No

Training Tuition and Fees Cost: 895.00

Training Travel Cost: 1124.00

Training Nongovt Contribution Cost: 0.00

Training Materials Cost: 85.00

Training Per Diem Cost: 333.00

Type of Payment: Agency Charge Card

Training Accreditation Indicator: No

Training Credit Type: Continuing Education Unit

Training Credit Designation Type: Continuing education unit

**Additional Information**

**Attachments**

To help approvers understand the request, you can attach supporting documents, images, or links to this action.

Name:

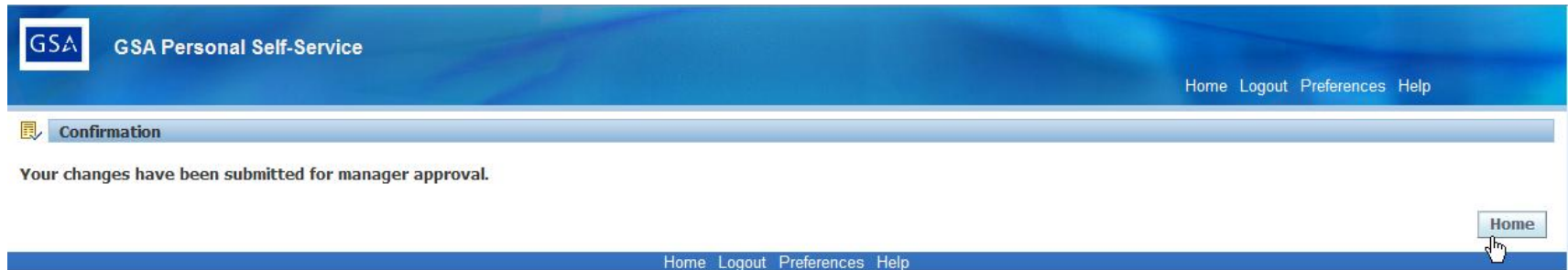
**Approvers**

Line No	Approver	Category	Delete
1	Manager, Bonnie A	Approver	<input type="checkbox"/>

**Comments to Approver:**

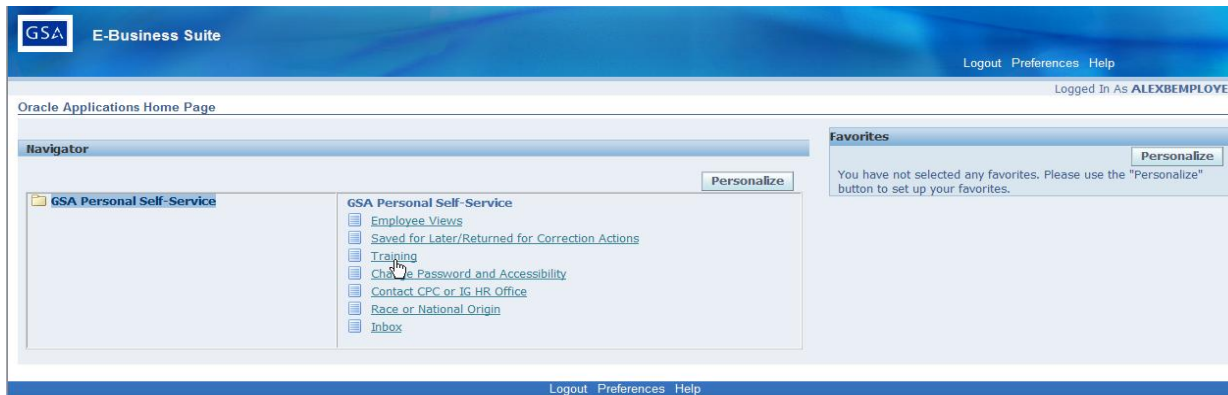


**Step 7** – A confirmation screen will appear, confirming that the training record has been submitted for your manager’s approval. Select the **Home** button to return to the CHRIS home screen.

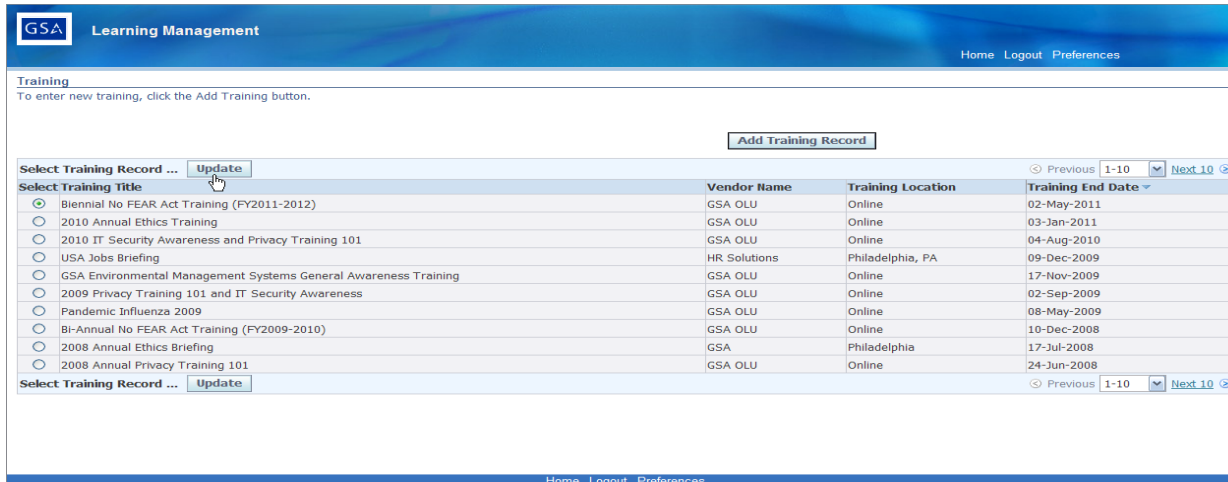


# Updating a Completed Training Record


## Step 1 – Select Training from Personal Self-Service



## Step 2 – To update a completed training record, select the **Update** button.



**Step 3** – The training fields will become editable. In this example, we will change the entry under the **Impact on Performance** field.

 **Learning Management**
Home Logout Preferences

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**Update Training : Biennial No FEAR Act Training (FY2011-2012)**  
Please update external learning details where necessary.

Glossary of Training Fields Cancel Save for Later Review

\* Indicates required field

<p>* Training Title: Biennial No FEAR Act Training (FY2)</p> <p>* Training Start Date: 18-Apr-2011</p> <p>* Training Source Type: Government Internal</p> <p>* Training Purpose Type: Program/Mission Change</p> <p>* Training Type: Basic Training Area</p> <p>* Training Sub Type: Agency Required Training</p> <p>* Prior Subject Knowledge: Unknown</p> <p>* Impact on Performance: Unknown</p> <p>* Recommend Training to Others: Highly Recommend</p> <p>Training Part of IDP: No</p> <p>* Continued Service Agreement Reqd: No</p> <p>Continued Service Agreement Exp Dt: [Calendar Icon]</p> <p>* Training Tuition and Fees Cost: 0.00</p> <p>* Training Travel Cost: 0.00</p> <p>* Training Nongovt Contribution Cost: 0.00</p> <p>* Training Materials Cost: 0.00</p> <p>* Training Per Diem Cost: 0.00</p> <p>* Type of Payment: Not Applicable</p> <p>* Training Accreditation Indicator: No</p> <p>Training Credit Type: N/A</p> <p>* Training Credit Designation Type: Other</p> <p>* Training Duty Hours: 0.5 Hour(s)</p> <p>* Training Non Duty Hours: 0</p> <p>Training Credit: 0</p>	<p>* Vendor Name: GSA OLU</p> <p>* Training End Date: 02-May-2011 <small>(example: 26-Jul-2011)</small></p> <p>* Training Location: Online</p> <p>* Training Delivery Type: Technology based</p> <p>* Prior Supervisor Approval Received: No</p>
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**Step 4 – The entry for Impact on Performance was previously Unknown, and we are now going to change the entry to Significant Impact. Once you have made your changes, select the Review button.**


**Update Training : Biennial No FEAR Act Training (FY2011-2012)**

Please update external learning details where necessary.

\* Indicates required field

* Training Title	Biennial No FEAR Act Training (FY2)	* Vendor Name	GSA OLU
* Training Start Date	18-Apr-2011	* Training End Date	02-May-2011 <small>(example: 26-Jul-2011)</small>
* Training Source Type	Government Internal	* Training Location	Online
* Training Purpose Type	Program/Mission Change	* Training Delivery Type	Technology based
* Training Type	Basic Training Area	* Prior Supervisor Approval Received	No
* Training Sub Type	Agency Required Training		
* Prior Subject Knowledge	Unknown		
* Impact on Performance	Significant Impact		
* Recommend Training to Others	Highly Recommend		
Training Part of IDP	No		
* Continued Service Agreement Req'd	No		
Continued Service Agreement Exp Dt			
* Training Tuition and Fees Cost	0.00		
* Training Travel Cost	0.00		
* Training Nongovt Contribution Cost	0.00		
* Training Materials Cost	0.00		
* Training Per Diem Cost	0.00		
* Type of Payment	Not Applicable		
* Training Accreditation Indicator	No		
Training Credit Type	N/A		
* Training Credit Designation Type	Other		
* Training Duty Hours	0.5 Hour(s)		
* Training Non Duty Hours	0		
Training Credit	0		

**Step 5** – You will then have a chance to review your changes, which are indicated with a symbol next to the proposed entry. Once you are ready to submit the record, select the **Submit** button.

 **Learning Management**
Home Logout Preferences Help

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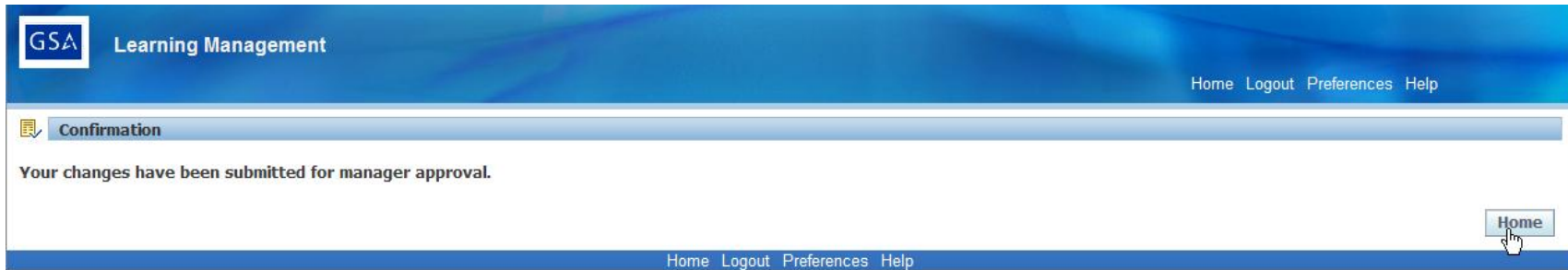
Training: Review

Cancel Printable Page Back Submit

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

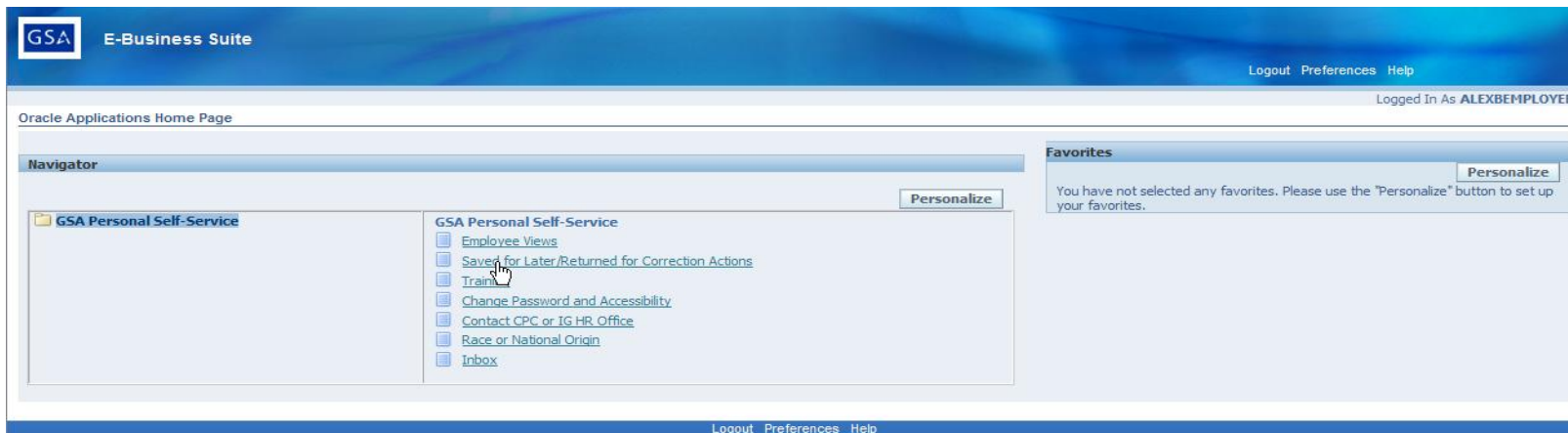
Training Review		
	Current	Proposed
Training Title	Biennial No FEAR Act Training (FY2011-2012)	Biennial No FEAR Act Training (FY2011-2012)
Vendor Name	GSA OLU	GSA OLU
Training Location	Online	Online
Training Delivery Type	Technology based	Technology based
Training Duty Hours	0.5	0.5
Prior Supervisor Approval Received	No	No
Completion Date	02-May-2011	02-May-2011
Training Non-Duty Hours	0	0
Training Credit	0	0
Training Start Date	18-Apr-2011	18-Apr-2011
Training Source Type	Government Internal	Government Internal
Training Purpose Type	Program/Mission Change	Program/Mission Change
Training Type	Basic Training Area	Basic Training Area
Training Sub Type	Agency Required Training	Agency Required Training
Prior Subject Knowledge	Unknown	Unknown
Impact on Performance	Unknown	Significant Impact <input checked="" type="radio"/>
Recommend Training to Others	Highly Recommend	Highly Recommend
Training Part of IDP	No	No
Continued Service Agreement Req'd	No	No
Training Tuition and Fees Cost	0.00	0.00
Training Travel Cost	0.00	0.00
Training Nongovt Contribution Cost	0.00	0.00
Training Materials Cost	0.00	0.00
Training Per Diem Cost	0.00	0.00
Type of Payment	Not Applicable	Not Applicable
Training Accreditation Indicator	No	No

**Step 6** – A confirmation screen will appear, confirming that the training record has been submitted for your manager’s approval. Select the **Home** button to return to the CHRIS home screen.

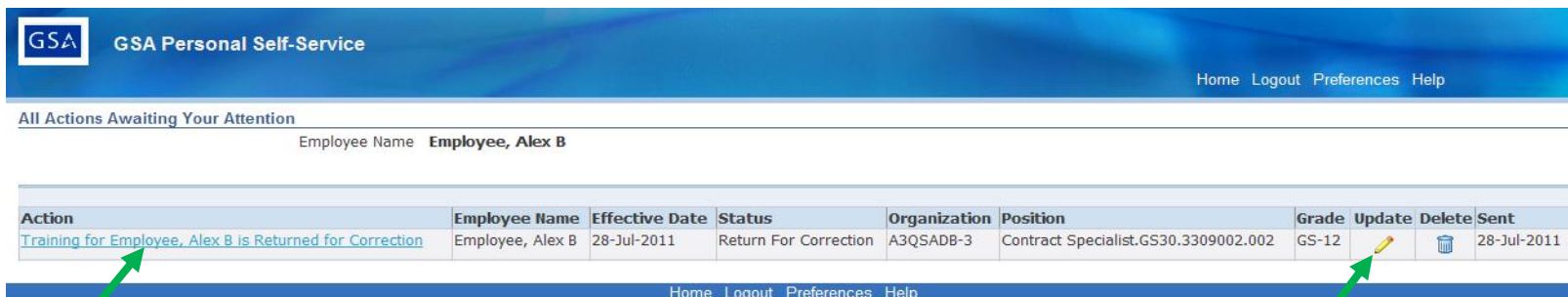


# Correcting a Returned Training Record

**Step 1** – Once you are ready to complete the training record, login to CHRIS and select the **Saved for Later/Returned for Correction Actions** option under **Personal Self-Service**.



**Step 2** – Select the message under **Action** to view the requested changes. Next, select the **Update** icon to continue.



**Step 3 – Make the necessary changes to the training record and then submit the Review button.**

**GSA Personal Self-Service**  
Home Logout Preferences

Add Training  
Please enter the details of any completed or future external learning.

[Glossary of Training Fields](#) [Cancel](#) [Save for Later](#) [Review](#)

\* Indicates required field

Training Title: Contracting 101  
 Training Start Date: 11-Jul-2011  
 Training End Date: 19-Jul-2011  
 Training Source Type: Government Internal  
 Training Purpose Type: Improve Present Performance  
 Training Type: Basic Training Area  
 Training Sub Type: Agency Required Training  
 Prior Subject Knowledge: Agency Required Training  
 Impact on Performance: Significant Impact  
 Recommend Training to Others: Highly Recommend  
 Training Part of IDP: Yes  
 Continued Service Agreement Req'd: No  
 Training Tuition and Fees Cost: 895.00  
 Training Travel Cost: 1125.00  
 Training Nongovt Contribution Cost: 0.00  
 Training Materials Cost: 85.00  
 Training Per Diem Cost: 335.00  
 Type of Payment: Agency Charge Card  
 Accreditation Indicator: No  
 Training Credit Type: Continuing Education Unit  
 Training Credit Designation Type: Continuing education unit  
 Training Duty Hours: 40  
 Training Non Duty Hours: 0  
 Training Credit: 40

[Glossary of Training Fields](#) [Cancel](#) [Save for Later](#) [Review](#)

**Step 4 – Select the Submit button to submit the corrected training record.**

**GSA Learning Management**  
Home Logout Preferences Help

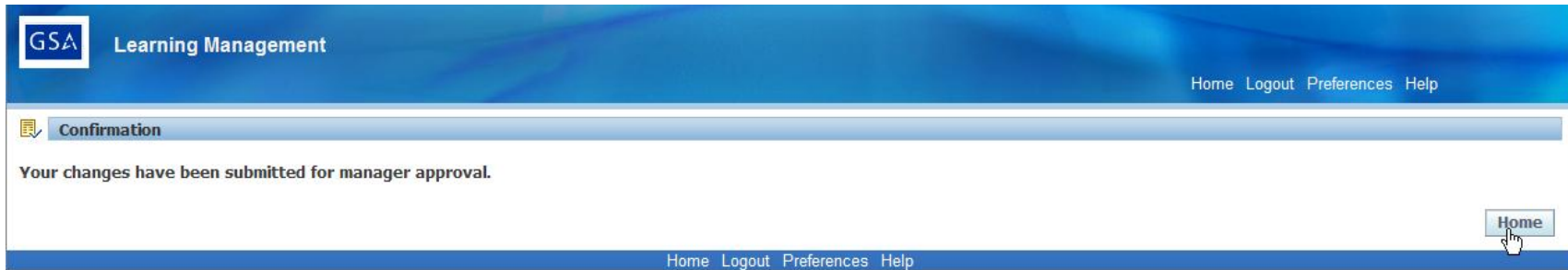
Training: Review  
[Cancel](#) [Printable Page](#) [Back](#) [Submit](#)

Review your changes and, if needed, attach supporting documents.  
 Indicates Changed Items.

Current	Proposed
Training Title: Biennial No FEAR Act Training (FY2011-2012)	Biennial No FEAR Act Training (FY2011-2012)
Vendor Name: GSA OLU	GSA OLU
Training Location: Online	Online
Training Delivery Type: Technology based	Technology based
Training Duty Hours: 0.5	0.5
Prior Supervisor Approval Received: No	No
Completion Date: 02-May-2011	02-May-2011
Training Non-Duty Hours: 0	0
Training Credit: 0	0
Training Start Date: 18-Apr-2011	18-Apr-2011
Training Source Type: Government Internal	Government Internal
Training Purpose Type: Program/Mission Change	Program/Mission Change
Training Type: Basic Training Area	Basic Training Area
Training Sub Type: Agency Required Training	Agency Required Training
Prior Subject Knowledge: Unknown	Unknown
Impact on Performance: Unknown	Significant Impact
Recommend Training to Others: Highly Recommend	Highly Recommend
Training Part of IDP: No	No
Continued Service Agreement Req'd: No	No
Training Tuition and Fees Cost: 0.00	0.00
Training Travel Cost: 0.00	0.00
Training Nongovt Contribution Cost: 0.00	0.00
Training Materials Cost: 0.00	0.00
Training Per Diem Cost: 0.00	0.00
Type of Payment: Not Applicable	Not Applicable
Training Accreditation Indicator: No	No

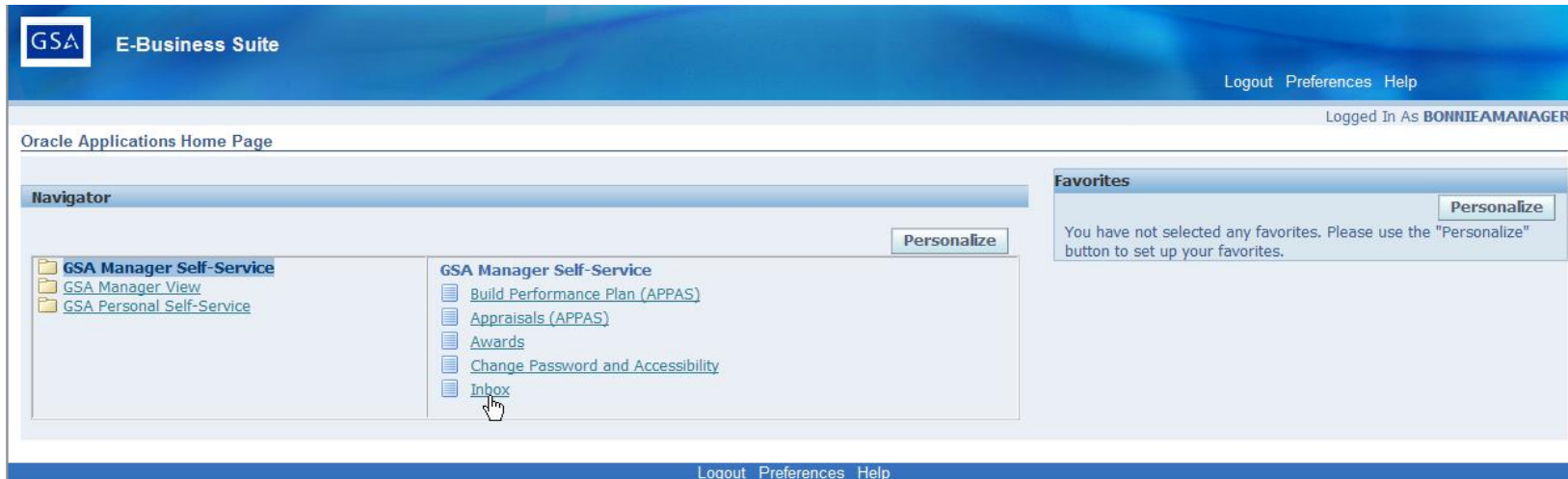


**Step 5** – A confirmation screen will appear, confirming that the training record has been submitted for your manager’s approval. Select the **Home** button to return to the CHRIS home screen.

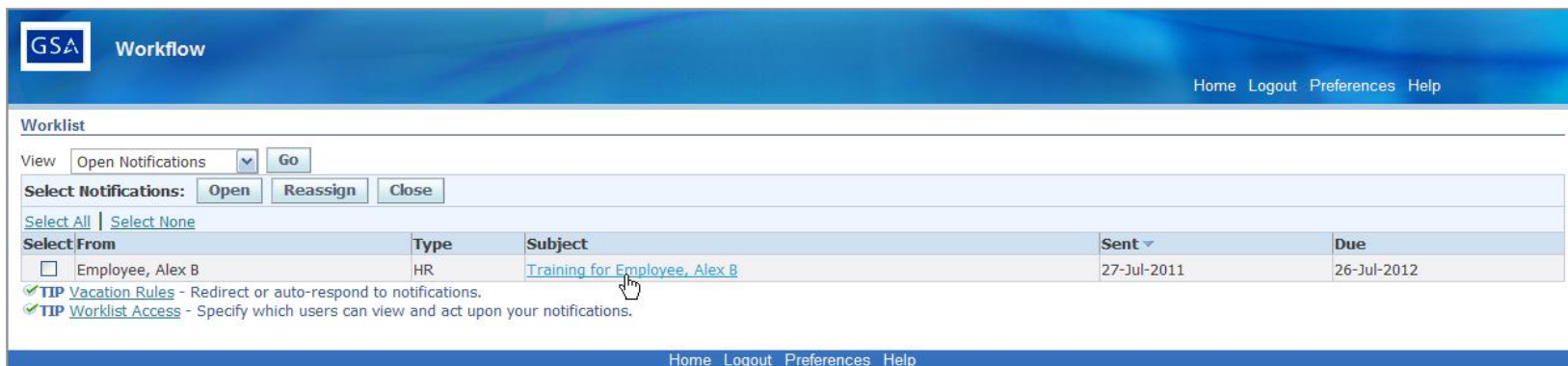


# Reviewing a Training Record

**Step 1** – Immediately after submission of a training record, the approver will receive an email alert notifying them of the submitted record for their action. To review the training record, select **Inbox** from **Manager Self-Service**.



**Step 2** – Select the **Subject** of the message to open.



**Step 3** – Review the training record. The upcoming steps to this user guide will explain the 5 options that you have in moving forward with the training record. These 5 options are: Approve, Reject, Reassign, Request Information, and Return for Correction.

**Workflow**

Home Logout Preferences Help

Worklist ->  
Training for Employee, Alex B

From: Employee, Alex B  
To: Manager, Bossie A  
Sent: 27-Jul-2011 16:08:09  
Due: 26-Jul-2012 16:08:09  
ID: 1579254

Attachments

Approve Reject Reassign Request Information

**Summary**

Name: Employee, Alex B

Indicates Changed Items.

**Training Review**

Proposed

Training Title: Contracting 101  
Vendor Name: The Training Institute  
Training Location: Washington, DC  
Training Delivery Type: Traditional Classroom (no technology)  
Training Duty Hours: 40  
Prior Supervisor Approval Received: Yes  
Completion Date: 15-Jul-2011  
Training Non-Duty Hours: 0  
Training Credit: 40  
Training Start Date: 11-Jul-2011  
Training Source Type: Government Internal  
Training Purpose Type: Improve Present Performance  
Training Type: Basic Training Area  
Training Sub Type: Agency Required Training  
Prior Subject Knowledge: Performed related tasks independently  
Impact on Performance: Significant Impact  
Recommend Training to Others: Highly Recommend  
Training Part of IDP: Yes  
Continued Service Agreement Req'd: No  
Training Tuition and Fees Cost: 895.00  
Training Travel Cost: 1124.00  
Training Nongovt Contribution Cost: 0.00  
Training Materials Cost: 85.00  
Training Per Diem Cost: 333.00  
Type of Payment: Agency Charge Card  
Training Accreditation Indicator: No  
Training Credit Type: Continuing Education Unit  
Training Credit Designation Type: Continuing education unit

**Action History**

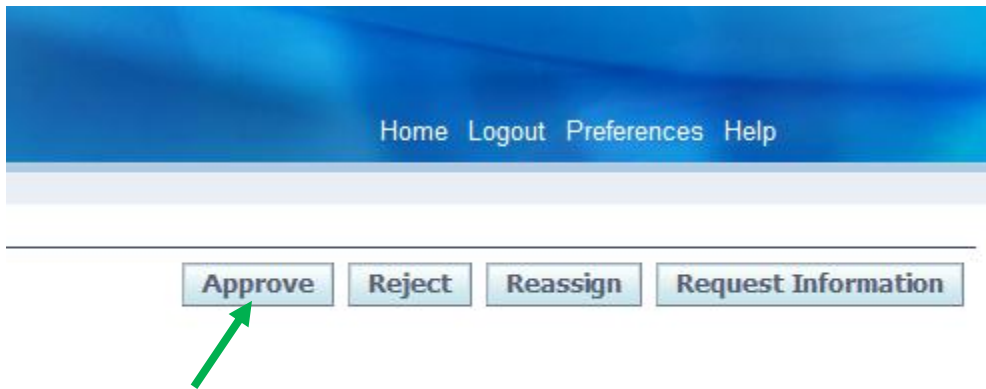
Num	Action Date	Action	From	To	Details
1	27-Jul-2011 16:08:09	Submit	Employee, Alex B	Manager, Bossie A	

**Related Applications**

Return For Correction

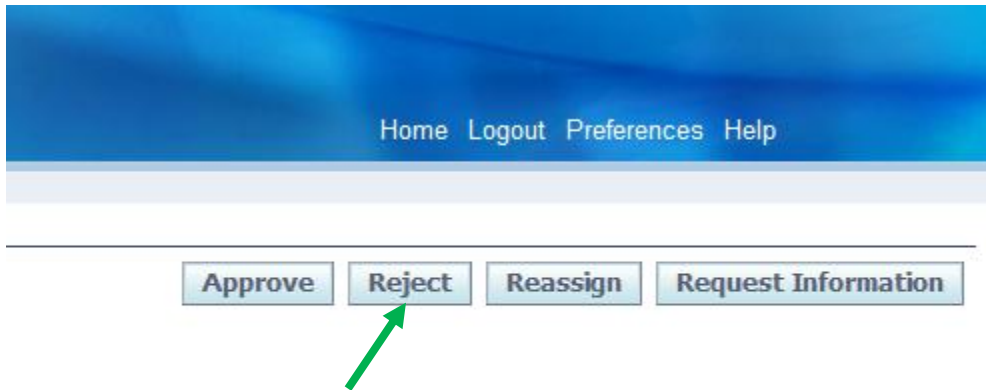
## Approving a Training Record

**Step 4a** – Select the **Approve** button to approve the training record as-is. Once you select this button, the training record will be complete and will show under the employee's **Training** tab, in **Personal Self-Service's Employee Views**. The employee will receive an email alert notifying them of the approved training record.



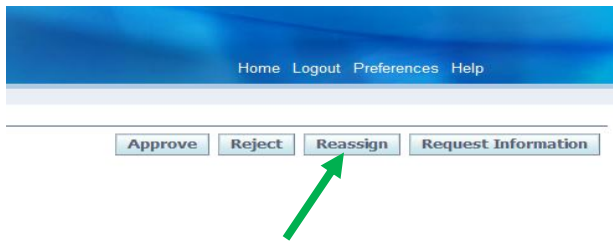
## Rejecting a Training Record

**Step 4b** – Select the **Reject** button to reject the training record. Once you select this button, the training record is deleted and no longer accessible to the approver or the employee. The employee will receive an email alert notifying them of the rejected training record.

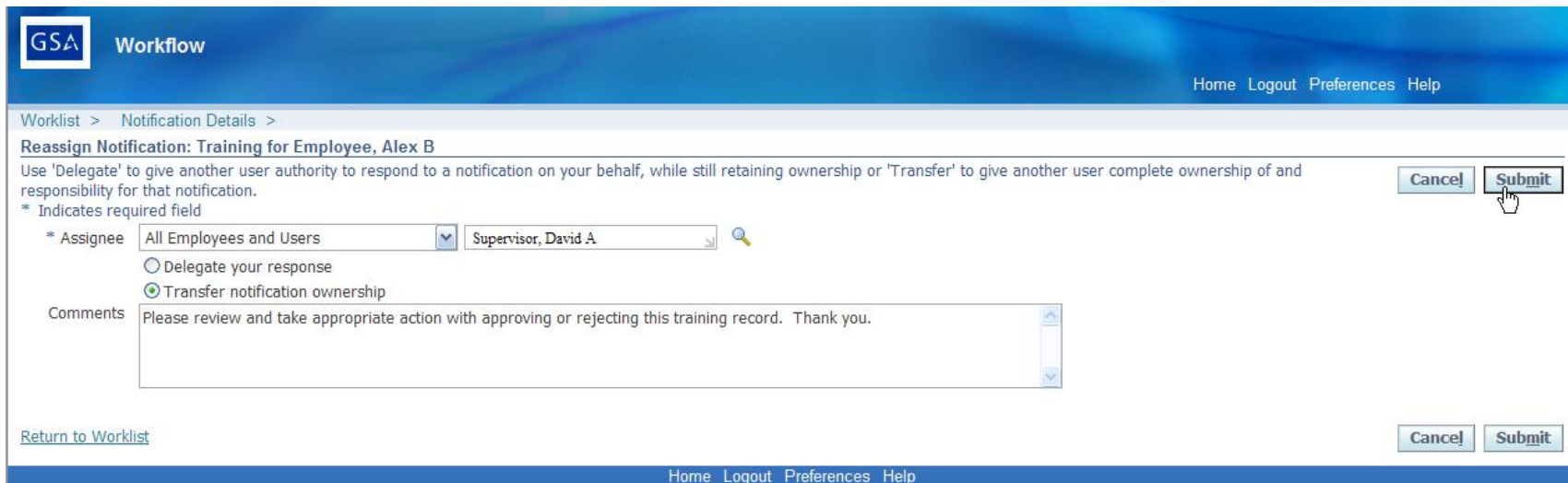


# Reassigning a Training Record

**Step 4c** – Select the **Reassign** button to reassign the training record to another manager.

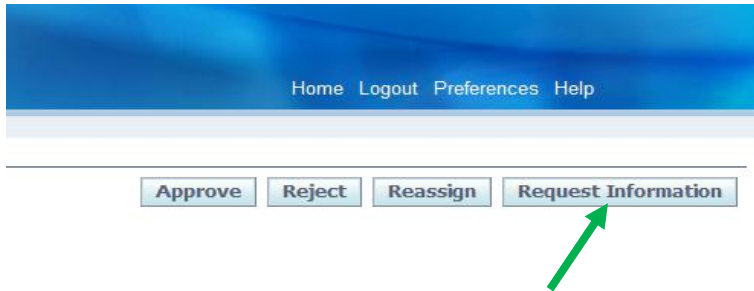


Search for the manager's name, then select whether you would like to delegate your response or transfer notification ownership. If you are reassigning this record to another manager for their input only, select **Delegate your response**. If you are reassigning this record to another manager for their review and approval, select **Transfer notification ownership**. Next, select the **Submit** button. The manager will receive an email alert notifying them of the reassigned training record.



# Requesting Information on a Training Record

**Step 4d** – Select the **Request Information** button to request additional information any agency employee.



Select **Workflow Participant** to request information from the employee submitting the training record, or select **Any User** and search for any agency employee. You can include your message under the **Information Requested** field, then select the **Submit** button. The employee will receive an email alert notifying them of your request for information.


A screenshot of the 'Request Information' form in the GSA Workflow system. The form title is 'Request Information: Training for Employee, Alex B'. It includes a legend: '\* Indicates required field'. The 'Request More Information From' section has two radio buttons: 'Workflow Participant' (selected) with a dropdown menu showing 'Employee, Alex B', and 'Any User' with a dropdown menu showing 'All Employees and Users' and a search icon. The 'Information Requested' section has a text area containing the text 'Are you sure that you documented all of the course costs in this record?'. There are 'Cancel' and 'Submit' buttons at the top right and bottom right of the form. The GSA logo and 'Workflow' text are in the top left, and navigation links are in the top right and bottom.

# Returning a Training Record for Correction

**Step 4e** – Select **Return for Correction** to return the record to the employee for correction.


Num	Action Date
1	28-Jul-2011 10:27:21

**Related Applications**

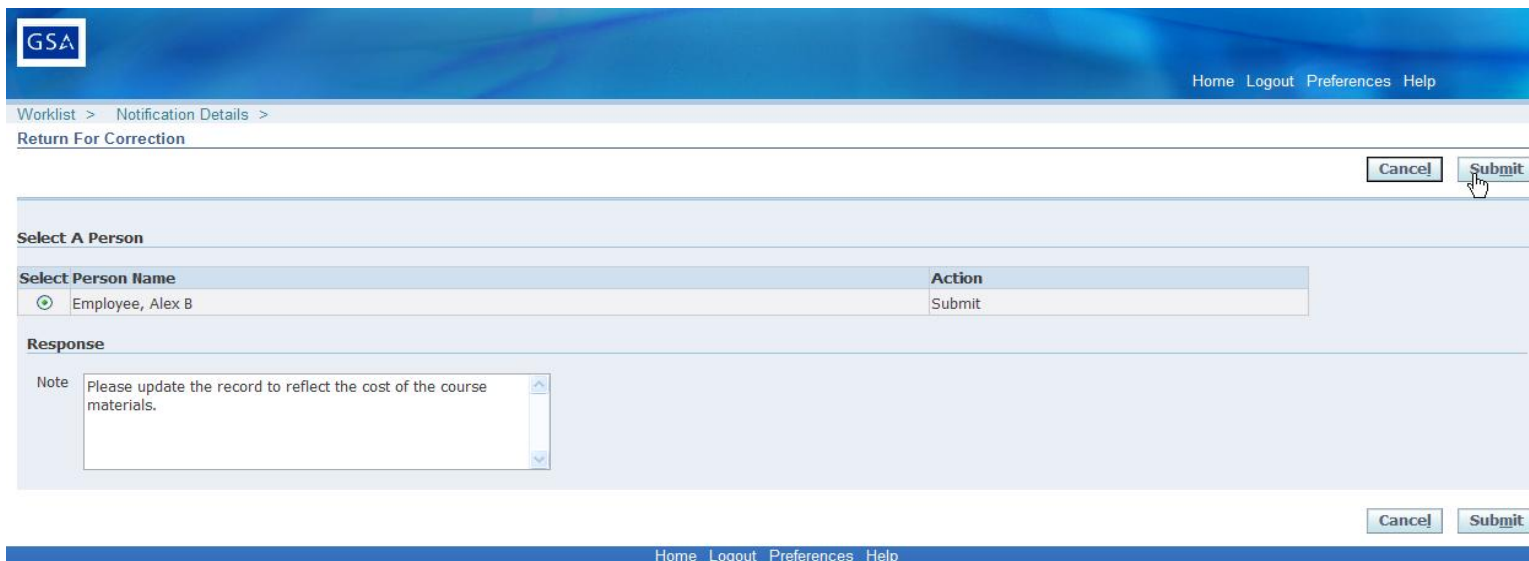
 [Return For Correction](#)

**Response**

Note



Include your response and select the **Submit** button. The employee will receive an email alert notifying them of the returned training record.



The screenshot shows the GSA Manager Self-Service interface. At the top, there is a blue header with the GSA logo and navigation links: Home, Logout, Preferences, Help. Below the header, the breadcrumb trail reads: Worklist > Notification Details > Return For Correction. The main content area is divided into several sections:

- Select A Person:** A table with two columns: "Select Person Name" and "Action". The first row shows "Employee, Alex B" with a radio button selected and "Submit" in the Action column.
- Response:** A text area with a "Note" label. The text inside reads: "Please update the record to reflect the cost of the course materials."

At the bottom right of the main content area, there are two buttons: "Cancel" and "Submit". A mouse cursor is hovering over the "Submit" button. At the very bottom of the page, there is a blue footer with the same navigation links: Home, Logout, Preferences, Help.



# **Glossary of Training Fields:** **CHRIS Training Documentation System**

*Please select one of the fields below for a description of the field and its list of values:*

[Continued Service Agreement Exp Dt](#)  
[Continued Service Agreement Reqd](#)  
[Impact on Performance](#)  
[Prior Subject Knowledge](#)  
[Prior Supervisor Approval Received](#)  
[Recommend Training to Others](#)  
[Training Accreditation Indicator](#)  
[Training Credit](#)  
[Training Credit Designation Type](#)  
[Training Credit Type](#)  
[Training Duty Hours](#)  
[Training Delivery Type Code](#)  
[Training End Date](#)  
[Training Location](#)  
[Training Materials Cost](#)  
[Training Non Duty Hours](#)  
[Training Nongovt Contribution Cost](#)  
[Training Part of IDP](#)  
[Training Per Diem Cost](#)  
[Training Purpose Type](#)  
[Training Source Type](#)  
[Training Start Date](#)  
[Training Sub Type](#)  
[Training Title](#)  
[Training Travel Cost](#)  
[Training Tuition and Fees Cost](#)  
[Training Type](#)  
[Type of Payment](#)  
[Vendor Name](#)

**Training Title** - Official title or name of the course or program completed by the employee.

**Training Start Date** - Date of 1<sup>st</sup> day of training.

**Training Source Type** - Entity or organization (e.g., government internal, government external, non-government, government state/local, or foreign governments and organizations) that provided the training.

(1) Foreign Governments and Organizations - Training provided by non United States entities which may or may not be outside the United States.

(2) Government External - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

(3) Government Internal - Training provided by a Federal department, agency, or independent establishment for its own employees.

(4) Government State/Local - Training provided by a State, county or municipal government except education provided by State-operated or other public educational institutions, which is reported as non-government.

(5) Non-Government - Sources include commercial or industrial concern, educational institutions, professional societies or associations, consultants or individuals who are not government employees, but are contracted to develop and/or provide training course or program.

**Training Purpose Type** - Reason employee took the training course or program.

(1) Develop Unavailable Skills - Training to acquire the knowledge, skills, and abilities needed for fields of work for which the labor market cannot produce a sufficient number of trained candidates (e.g., air traffic controllers or IT professionals).

(2) Future Staffing Needs - Training to provide the knowledge, skills, and abilities needed to meet future staffing needs (e.g., to implement succession planning).

(3)Improve Present Performance - Training to provide the knowledge, skills, and abilities needed to improve or maintain proficiency in present job.

(4)New Work Assignment -Training to acquire the knowledge, skills, and abilities needed as a result of assignment to new duties and responsibilities when such training is not part of a planned, career development program (e.g., training provided a placement officer who has been newly assigned position classification duties).

(5)Program/Mission Change - Training to provide the knowledge, skills, and abilities needed as a result of change in agency mission, policies, or procedures.

(6)Retention - Training/education used to address staffing issue of retaining an employee (e.g., academic degree training).

**Training Type and Training Sub Type** - see descriptions below

(1)Basic Training Area - Functional or specialized training programs.

(A)Adult Basic Education - Education or training to provide basic completeness in such subjects as remedial reading, grammar, arithmetic, lip reading or Braille.

(B)Agency Required Training - Agency specific training required by the agency and provided to Federal Employees in order to achieve the goals and objectives of the Agency. Requires training that is not addressed in Training Program Type 01 Appendix B. This training type does include IT training on agency proprietary system.

(C)Basic Computer Training - Basic training to promote computer skills in the desktop applications, such as word processing, PowerPoint, basic spreadsheet, and database management applications.

(D)Employee Orientation - Training of a general nature to provide an understanding of the organization and missions of the Federal Government, or the employing agency or activity, or a broad overview and understanding of matters of public policy.

(E) Federally Mandated Training - Mandatory training for all employees Government wide. This includes training mandated by Federal statute or regulation; such as ethics, executive, managerial and supervisory training.

(F) Soft Skills - Training involving development of employees' ability to relate to others (i.e., customer service, effective communication, dealing with difficult people, etc.).

(G) Work-life - Training to promote worklife (e.g., health and wellness training, employee retirement/benefits training, etc).

(2) Developmental Training Area - Formal developmental/training programs.

(A) Coaching Program - Formal stand alone which provides ongoing partnership with an employee and coach that helps employee produce desired results in professional lives

(B) Executive Development - Continuing development for leaders above the GS-15 level

(C) Leadership Development Program - Formal developmental program that provide leadership training and development opportunities.

(D) Management Program - Development/training program which provides mid management level education or training in the concepts, principles, and theories of such subject matters as public policy formulation and implementation, management principles and practices, quantitative approaches to management, or management planning organizing and controlling. (Supervisors of supervisors; GS-14/15 supervisors; GS-14/15 direct reports to SES)

(E) Mentoring Program - Formal stand alone program with established goals, measured outcomes, access open to all who qualify, protégées and mentors paired to facilitate compatibility, training and support provided, company benefits directly.

(F) Presupervisory Program - Development/training program for non-supervisors

(G) SES Candidate Development - OPM-approved program to prepare potential SES members

(H)Supervisory Program - Development/training program which provides education or training in supervisory principles and techniques in such subjects as personnel policies and practices (including equal employment opportunity, merit promotion, and labor relations); human behavior and motivation, communication processes in supervision, work planning, scheduling, and review; and performance evaluation for first line supervisors.

(3)Training Program Area - Formal developmental/training programs.

(A)Acquisition - Education or training in the concepts, principles, theories or techniques related to the 1102 occupation.

(B)Budget/finance Business administration - Education or training in the concepts, principles, theories of business administration, accounts payable and receivable; auditing and internal control; and cash management.

(C)Clerical (Non-supervisory clerical/administrative) - Training in skills such as office management, typing, shorthand, computer operating, letter writing, telephone techniques, or word processing.

(D)Engineering and Architecture - Education or training in the concepts, principles, theories, or techniques of disciplines such as architecture and engineering.

(E)Foreign Affairs - Training for professional skills of a specialized nature in the methods and techniques of such fields as foreign languages, foreign culture, diplomacy, strategic studies.

(F)Human Resources - Education or training in the concepts, principles, theories of such fields as public administration; personnel; training; equal employment opportunity; human resources policy analysis; succession planning; performance management; classification; and staffing.

(G)Information Technology - Education and training in the concepts and application of data and the processing thereof; i.e., the automatic acquisition, storage, manipulation (including transformation), management, system analysis, movement, control, display, switching, interchange, transmission or reception of data, computer security and the development and use of the hardware, software, firmware, and procedures associated with this processing. This training type does not include any IT training on agency proprietary system.

(H)Leadership/Manager/Communications Courses - Training that address skill area such as Leadership/Management and Communication (i.e., written, oral and interpersonal) courseswork.

(I)Legal - Education or training in the concepts, principles, theories, or techniques of law.

(J)Logistic Specialty - Training for professional skills of a specialized nature in the methods and techniques of such fields as supply, procurement, transportation, or air traffic control.

(K)Medical and Health - Education or training in the concepts, principles, theories, or techniques of medicine.

(L)Planning and Analysis - Education or training in the concepts, principles, theories of systems analysis; policy, program or management analysis; or planning, including strategic planning.

(M)Project Management - Education and training in the concepts, principles, theories necessary to develop, modify, or enhance a product, service, or system which is constrained by the relationships among scope, resources, and time.

(N)Scientific - Education or training in the concepts, principles, theories, or techniques of disciplines such as the physical, biological, natural, social sciences; education; economics; mathematics; or statistics.

(O)Security - Training of a specialized nature in the methods and techniques of investigation, physical security, personal security, and police science.

(P)Trade and Craft - Training in the knowledge, skills, and abilities needed in such fields as electronic equipment installation, maintenance, or repair; tool and die making; welding, and carpentry.

**Prior Subject Knowledge** - Level of associate's knowledge of the subject matter prior to completing the training course or program.

- (1)Consulted by others because of knowledge level
- (2)No related education, training, or experience
- (3)Performed related tasks - work closely monitored
- (4)Performed related tasks independently

- (5)Some education or training only
- (6)Unknown

**Impact on Performance** - Level of impact training course or program has had on associate's job performance after completion.

- (1)No Impact
- (2)Not Applicable
- (3)Significant Impact
- (4)Some Impact
- (5)Unknown

**Recommend Training to Others** - Level of training recommendation provided by the associate after completion of training course or program.

- (1)Highly Recommend
- (2)Not Applicable
- (3)Not Recommend
- (4)Somewhat Recommend
- (5)Unknown

**Training Part of IDP** – IDP is an acronym for Individual Development Program

- (1)No
- (2)Unknown
- (3)Yes

**Continued Service Agreement Req'd** - Indication of whether or not associate was required to sign a continued service agreement in order to take the training course or program.

- (1)No

- (2)Non-Applicable
- (3)Yes

**Continued Service Agreement Exp Dt** - Date continued service agreement expires.

**Training Tuition and Fees Cost** - the cost of the training tuition and fee for training completed by the employee that was paid for by the Federal Government

**Training Travel Cost** - Cost of the per diem (meal, lodging, misc expenses) for training completed by the employee that was paid for by the Federal Government.

**Training Nongovt Contribution Cost** - Costs paid by the associate or non-government organization(s) for the training course or program completed by the associate.

**Training Materials Cost** - Costs paid for by the federal government and associated to training materials required by associate to complete the training course or program. Includes costs such as supplies, licenses, contractor provided services, and costs for equipment/software used specifically for the production of training products and materials. Should not include costs related to the distribution of training materials or salary costs of government employees involved in producing training materials.

**Training Per Diem Cost** - Costs, paid by the federal government, for meals, lodging, and miscellaneous expenses while employee attended training course or program.

### **Type of Payment**

- (1)Agency Charge Card
- (2)Employee Paid
- (3)Not Applicable



- (4)Other
- (5)SF-182

**Training Accreditation Indicator** - Indication of whether or not training course or program is accredited.

- (1)No
- (2)Non-Applicable
- (3)Yes

**Training Credit Type** -Type of credit hours or units (e.g., semester hours, quarter hours, continuing education units) provided to the associate after completing the training course or program.

- (1)Continuing Education Unit – Credits identified by organization (not academic institution) for a particular program, course, or workshop.
- (2)N/A
- (3)Quarter Hours – Credit hours based on the term of the academic year, thus indicating there are four quarters within the academic year
- (4)Semester Hours - Credit hours based on the term of the academic year, thus indicating two semesters within the academic year.

**Training Credit Designation Type** - Academic credit type (e.g., undergraduate, graduate, continuing education, or post graduate) provided to the associate after completing the training course or program.

- (1)Continuing Education Unit - Credit earned from attending a non-academic institution, however, these credits may be used toward completing a certification, academic degree, or specific licenses.
- (2)Graduate credit - Credit earned towards a masters degree.
- (3)Other

(4)Post Graduate Credit - Credit earned towards doctoral degree.

(5)Undergraduate credit - Credit earned towards a bachelor degree.

**Training Duty Hours** - Number of employee duty hours the employee used to complete the training unit.

**Training Non Duty Hours** - Number of employee non-duty hours used to complete the training unit.

**Training Credit** – Credit earned for completion of course. This is a free-form field, to allow flexibility in your response.

**Vendor Name** – as stated

**Training End Date** - Date associate completed the training course or program.

**Training Location** – as stated

**Training Delivery Type Code**

(1)Traditional Classroom (no technology) - Individual or multiple person led, face-to-face training.

(2)On the Job - Formal methods/activities planned and structured to promote learning by doing; e.g., detail assignments/programs.

(3)Technology based - Methods mainly using technology which may include tutorials embedded in software, CD ROM products, Web -based courses, and interactive media.

(4)Conference/workshop - An organized learning event which has an announced educational or instructional purpose; more than half the time is scheduled for a planned, organized exchange of information between presenters and audience which meets the definition of training in 5 U.S.C. 4110; content of the conference/retreat is germane to improving individual and/or organizational performance; and developmental benefits will be derived through the employee's attendance.

(5)Blended - Training that requires two or more methods of delivery that must be completed in order to satisfy the educational requirements.

(6)Correspondence- Self-study course material: Training provided via the assignment of non-interactive methods such as a book, document, etc.

(7)Other

**Prior Supervisor Approval Received** - Indication of whether or not associate received his/her supervisor's approval prior to taking the training course or program.

(1)Yes

(2)No

(3)Not Required

(4)Unknown