Manager/Supervisor ELM Self Service Quick Step Guide

Indiana State Personnel Department

Navigate to **https://elm.gmis.in.gov/lmprd/signon.html**

Enter your **User ID** and **Password** into the appropriate field. A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number. Your password is your network password**.** *For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.*

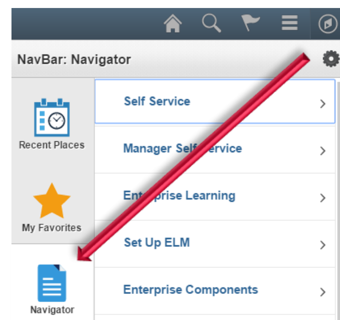
Approving or Denying Team Member Training Requests:

Managers receive email notifications of team members requesting to take or attend training. Email notifications will only be generated and received by persons who have email addresses entered into the PeopleSoft HR system.

Missing emails may be entered through the Self-Service function of PeopleSoft HR and will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

To approve/deny a team member's training request:

1. Click the **Nav-Bar** icon  in the top far right corner of the screen.
2. Select **Navigator.**
3. Select **Manager Self Service> Team Learning> Team Members.**
4. The **Pending Approvals** section shows team members who have requested training authorization.
5. To approve or deny training requests, check the checkbox to the left of the team members name and then click the **Approve** or **Deny** button accordingly.
   a. To approve or deny all requests, click the **Select All** link to check all of the checkboxes for team members at once and then click the **Approve** or **Deny** button accordingly.



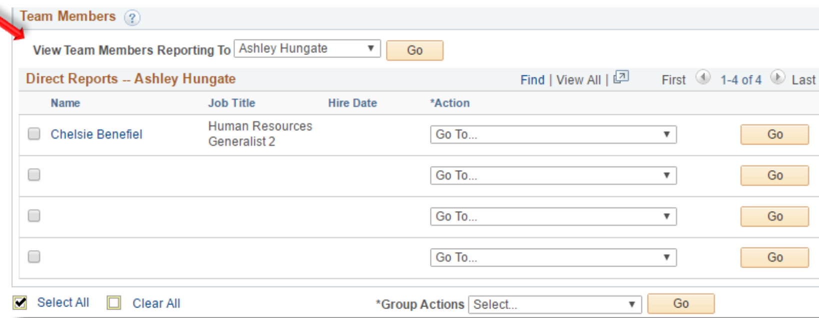
Reviewing Team Members Reporting to You:

If team members are missing or incorrect in the Direct Reports section of the Team Members page, this means the reports to information is incorrect in **PeopleSoft HR**. This information can be corrected by contacting the SPD's Data Entry Division at the email: SPDHRDATA@spd.IN.gov or calling 877-221-0019.

Once the team member's job data record is corrected in PeopleSoft HR, the changes will integrate into the PeopleSoft ELM system during the overnight processing of record updates.

1. Select **Manager Self Service>Team Learning>Team Members**

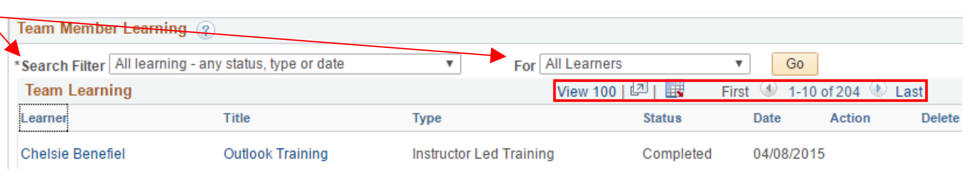
   *The **Team Members** section shows team members who report to the Manager identified in the **View Team Members Reporting To** drop-down.*



2. If additional options are available in the **View Team Members Reporting To** drop-down, click the drop-down menu button to select a different Manager.
3. Click the **Go** button to refresh the list
4. Direct reports for the Manager may be viewed in the **Direct Reports** listing in the **Team Members** section.
5. Process changes to this list by:
   a. Clicking the checkbox to the left of the individual team members name, clicking the **Action** column drop-down menu button, select an option from the list of values, and clicking the **Go** button.
   b. Complete actions for multiple team members at once by either:
      i. Clicking the checkboxes to the left of the team members names, clicking the **Group Actions** drop-down menu button, select an option from the list of values, and clicking the **Go** button; **or**
      ii. Clicking the **Select All** link to check all of the team members at once, clicking the **Group Actions** drop-down menu button, select an option from the list of values, and clicking the **Go** button

Accessing Team Member Learning History:

1. Select **Manager Self Service>Team Learning>Team Learning**
2. In the Search Filter drop-down menu box, select the option to be viewed.
3. In the '**For**' box, select the option to be viewed.



4. Click the **Go** button to refresh the list.
5. Search Options:
   a. Click the **View 100** link to view 100 team members to a page
   b. Use the **First** and **Last** links or next page arrow buttons to move through the team member list
   c. Sort columns alphabetically or chronologically by clicking the column headings