

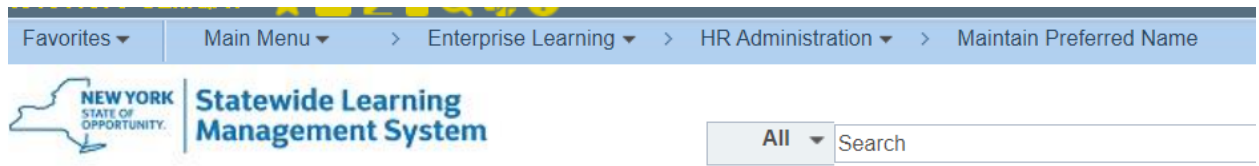
HR Administrators

HR administrators from different agencies will have the ability to change the first name of those learners requesting the change.

In order to change the first name, employees should send an email request to their HR Admin.

1. HR Admin

Main Menu>Enterprise Learning>HR Administration>Maintain Preferred Name



NY_PREFNM_UPD

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ **Search Criteria**

Learner ID: [=] []

First Name: [begins with] []

Last Name: [begins with] []

EmplID: [begins with] []

Case Sensitive

Limit the number of results to (up to 500): [500]

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Employee Record by First name, last name or emplid
Primary First Name and Last Name is displayed and will remain unchanged.

Current Preferred Name section is editable

Learner ID	113458	Primary First Name	Vidya	Last Name	Sivakumar
Current Preferred Name					
Vidya Sivakumar					
New Preferred Name					
Preferred First Name <input type="text"/>					
			<input type="button" value="Show Preferred Name"/>	Name Display	
<input type="button" value="Save"/>		<input type="button" value="Return to Search"/>			

Enter Preferred First Name
Click save

Manage Internal Learners:

Main Menu>Enterprise Learning>HR Administration> Manage Internal Learners

Displays both primary and preferred name history
[Screenshots below]

Manage Internal Users

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Learner ID: [=]

First Name: [begins with]

Last Name: [begins with]

Middle Name: [begins with]

Customer ID: [=]

EmplID: [begins with]

Correct History **Case Sensitive**

Limit the number of results to (up to 500):

Search Results

View All First 1-10 of 10 Last

Learner ID: 113458

Name Type Find | View All First 1 of 2 Last

Type of Name: Preferred

Name History Find | View All First 1 of 6 Last

*Effective Date: 02/29/2024

Format for Country: USA United States

Person Name

Prefix:

*First Name: TestPref Middle Name:

*Last Name: Sivakumar Name Suffix:

Name: Sivakumar,TestPref

Name | Contact Information | Job Data | Personal Info



All ▾ Search

Name | Contact Information | Job Data | Personal Info

Learner ID: 113458

Name Type Find | View All First 2 of 2 Last

Type of Name: Primary

Name History Find | View All First 1 of 1 Last

*Effective Date: 01/01/1901

Format for Country: USA United States

Person Name

Prefix:

*First Name: Vidya Middle Name:

*Last Name: Sivakumar Name Suffix:

Name: Sivakumar,Vidya Refresh the Name Field

Save Return to Search Notify Update/Display Correct History

Name | Contact Information | Job Data | Personal Info

Employee Self Service:

After HR has made an update to the first name, it typically takes one day for the update to reflect across the application



Learning ▾ Search Advance

My Learning

View Calendar: Rec

Testpref Sivakumar

*View All Learning, All Status, All Dates, All Types Go View Training Credits

My Learning						Personalize
Title	Type	Status	Date	Launch	Action	
...	...	Completed	11/05/2020

Manager Self Service: Displays Preferred Name

The screenshot shows the Manager Self Service interface. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > Team Learning > Team Members. The page title is "Team Members". There are navigation links for "Team Learning", "Request New Learning", "Learning Home", and "Contact Us". A "Pending Approvals" section states: "You currently do not have any pending learning approvals to approve or deny." Below this is a "Team Members" section with a search filter set to "TestPref Sivakumar" and a "Go" button. A table titled "Direct Reports --" is partially visible with columns for Name, Job Title, Hire Date, and *Action. The table shows 1-15 of 1505 results.

Search:

All Search functions will use Preferred First Name if one exists.

The screenshot shows the "Manage Internal Users" search interface. The breadcrumb trail is: Favorites > Main Menu > Enterprise Learning > HR Administration > Manage Internal Learners. The page title is "Manage Internal Users". A "Find an Existing Value" button is present. The "Search Criteria" section includes fields for: Learner ID, First Name (set to "begins with" and "TestPref"), Last Name (set to "begins with" and "Si"), Middle Name (set to "begins with"), Customer ID, and EmpID (set to "begins with"). There are checkboxes for "Correct History" (checked) and "Case Sensitive". A limit field is set to "500". Buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria" are visible. The "Search Results" section shows "View All" and "First 1-10 of 10 Last". A blue arrow points from the "Save Search Criteria" button to the "Search Results" section.

Search Uses Preferred Name if one exists

Certificates:

Will display Preferred Name if one exists.

All Prior Certificates will display preferred Name.



Certificate of Completion

I hereby certify that

Testpref Sivakumar

completed the mandatory Comprehensive Ethics Training Course on 2022-11-18;

Query Modifications:

Queries will be modified by respective owners depending on their requirement.

Reports

Following reports display preferred name. Name refresh occurs nightly. ie. Reports and queries will display preferred name after the nightly job runs.

Certification Expirations

Worker 2 Qualified Employee

NY OPWDD Report

Transcript by Organization

Learning Component Progress

Prerequisite Status

Learning Component Progress

Transcript Group By Learner

Course Completion

History by Department

Curriculum Completions

Certification Compliance

Certification Status

Review Rating Report

Class Transcripts

Class Roster

Example:

The screenshot shows a report from the Statewide Learning Management System. The title is 'Learner Transcript'. The report ID is LM002. The learner's name is Testpref Sivakumar. The report includes a table with the following columns: Course Name, Type, Status, Date, Passing Status, and Grade. The status is 'Completed', the date is '11/5/22', the passing status is 'Satisfactory', and the grade is 'Not Good'. The page number is 'Page 1 of 5' and the date and time are '11/16/2023 9:20:28 AM'.

Course Name	Type	Status	Date	Passing Status	Grade
	Online	Completed	11/5/22	Satisfactory	Not Good

Query Report for HR Administrators :

Query report displays learners that have a preferred name and can be run anytime

NY_PREFERRED_NAMES