



Mass Enrollment Instructions for Mandated Training 2015

I. Equal Employment Opportunity, Sexual Harassment in the Workplace Prevention and Internal Controls

To mass enroll employees in *Equal Employment Opportunity, Sexual Harassment in the Workplace Prevention* and *Internal Controls*, the following protocol should be followed:

1. Agencies should run the pre-enrollment query that is available in SLMS. **SLMS Administrators with query access can navigate to the Query Viewer menu and search for "NYS_PRE_ENROLLMENT_QUERY."** This query will identify all learners associated with your agency. **Administrators can download the results of this query into an Excel file that is formatted in the same way as the HR Learner upload.**
2. The DHRM (or designee) should review the report generated by the pre-enrollment query and identify all employees who should not be enrolled. This includes employees on approved long-term paid or unpaid leaves, long-term unauthorized leave without pay, employees who have resigned, employees who have retired, and any other individuals who are not part of your agency's active employee population.
3. Your SLMS administrator should use the "Excluded" function in SLMS (formerly "learner on leave") to tag the individuals identified by the DHRM in Step 2 above. For instructions on how to use this tag, please visit the SLMS website at <https://nyslearn.ny.gov>.
4. Once all excluded individuals have been tagged, your SLMS administrator should mass enroll the remaining active learners in all of the courses listed above as they become available in SLMS, (see attached chart for course availability dates).
5. On an ongoing basis, the DHRM (or designee) should work with the SLMS administrator to remove the Excluded tag from individuals who re-enter the active employee pool, apply the Excluded tag to employees who leave the active employee population, and to enroll new employees that join the agency subsequent to mass enrollment.

II. Reasonable Accommodation Series

All supervisors are required to take the *Reasonable Accommodation Series*. There are two ways to identify supervisors in SLMS. Many agencies have already designated supervisors in SLMS using the manager role feature. This designation can be used as the basis for a supervisory learner group. For agencies that do not use the manager role function in SLMS to designate actual supervisors (e.g., those agencies where supervisors are not involved in the approval process for training enrollments) we have created a new optional supervisor tag in SLMS that can be used to tag the appropriate employees. This tag can also be the basis for learner group formation.

The following protocol should be used to enroll employees in the Reasonable Accommodation Series:

1. Ensure that all supervisors in your agency are identified in SLMS via one of the two means described above. For instructions on how to use the new Supervisor tag, please visit the SLMS website at <https://nyslearn.ny.gov>.
2. Use the Excluded tag as described in Section I above to identify all supervisors who are on approved long-term paid or unpaid leaves, long-term unauthorized leave without pay, employees who have resigned, employees who have retired, and any other individuals who are not part of your agency's active employee population.
3. Contact the SLMS Help Desk and notify them that you are ready for them to create a supervisory learner group for your agency.
4. SLMS Help Desk will create your supervisory learner group and notify you upon completion of this task.
5. Once the SLMS Help Desk has advised you of successful creation of this learner group, your SLMS Administrator should mass enroll the learner group in the Reasonable Accommodation Series once the course is available in SLMS on April 1, 2015.
6. On an ongoing basis, the DHRM (or designee) should work with the SLMS administrator to enroll new supervisors that join the agency or get promoted into a supervisory role subsequent to mass enrollment. Similarly, the DHRM should work with the SLMS administrator to ensure that SLMS is updated to account for employees who transition out of supervisory roles.

III. Reasonable Accommodation for the Public and Language Access

All employees who interact with the public are required to take *Reasonable Accommodation for the Public and Language Access*. A new “Customer Service” tag has been created in SLMS for you to tag employees who interact directly with the public. This tag will be the basis for learner group formation.

The following protocol should be used to enroll employees in *Reasonable Accommodation for the Public and Language Access*:

1. Ensure that all employees in your agency who interact with the public are identified in SLMS via the new Customer Service tag. For instructions on how to use the new Customer Service tag, please visit the SLMS website at <https://nyslearn.ny.gov>.
2. Use the Excluded tag as described in Section I above to identify all affected employees who are on approved long-term paid or unpaid leaves, long-term unauthorized leave without pay, employees who have resigned, employees who have retired, and any other individuals who are not part of your agency’s active employee population.
3. Contact the SLMS Help Desk and notify them you are ready for them to create a Customer Service learner group for your agency.
4. SLMS Help Desk will create your Customer Service learner group and notify you upon completion of this task.
5. Once the SLMS Help Desk has advised you of successful creation of this learner group, your SLMS Administrator should mass enroll the Customer Service learner group in *Language Access* and *Reasonable Accommodation for the Public* once they become available in SLMS on April 1, 2015.
6. On an ongoing basis, the DHRM (or designee) should work with the SLMS administrator to enroll new employees that interact with the public or employees who transition into this role subsequent to mass enrollment. Similarly, the DHRM should work with the SLMS administrator to ensure that SLMS is updated to account for employees who transition out of this role.