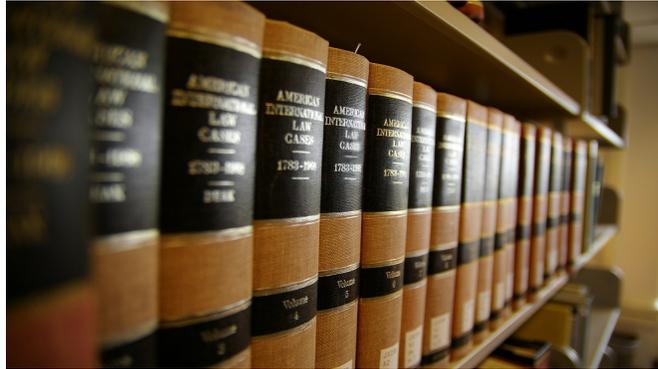


THIS MONTH'S TIP

Training

Environment

The Training environment has been refreshed recently. If you had anything set up in Training, and you notice it is no longer there, this is the reason. Training is refreshed periodically to match it with the Production environment. The Training environment is used for training but can also be used by agencies practicing a particular setup or approach.



May 2013 Newsletter

In This Issue:

- Compliance Report
- Empire Knowledgebank
- Query Viewer

Compliance Report Now Available

The focus this past month on the Equal Employment Opportunity (EEO) mandatory training also focused our attention on the need for a compliance report that agencies can use to see who has taken training and also who has not taken training. The information usually needed is who is not in compliance. We have created a compliance report that is now available in **Reporting Tools→Query→ Query Viewer** titled: SLMS_Compliance_Report. It can be used anytime to see compliance on any piece of training. It will list who in your organization has taken a catalog item for training and who has not.

New Empire Knowledgebank (EKB) Courses

You may notice new courses within the Empire Knowledgebank (EKB) library. We have downloaded many new course offerings and they are available to anyone with an EKB license. Also to remind you and your employees, Books 24x7 is available along with the EKB courses in SLMS. Books 24x7 is a valuable resource. It includes textbooks on topics such as business organization and information technology, along with popular titles from the best seller lists. All these books can be downloaded from SLMS onto a Kindle, Nook, or mobile phone.

Query Viewer for All Primary Administrators

Query Viewer has been given to all Primary Administrators. With Query Viewer you can manage queries written for you by the SLMS Central Administration, as well as any queries written individually by your agency.



APRIL 2013 ADMINISTRATOR MEETING MINUTES

Administrator Updates

- **New Agencies**

The Department of Financial Services (DFS) is now live in SLMS. Welcome DFS!
- **Query Training**

We are looking to schedule another Query Training and must have 16 participants before scheduling the class. If your agency is interested in this training, please contact SLMS Customer Services at SLMScustomerservices@goer.ny.gov.
- **Compliance Query & Query Viewer**

SLMS now offers a compliance query in the Query Viewer section. We have also dynamically distributed query viewer access to all primary administrators.
- **PeopleSoft 9.2**

Oracle recently announced a new release—Oracle PeopleSoft 9.2. SLMS will be upgraded to the new release starting in the spring with an anticipated completion date of August 2013. As part of the upgrade, PeopleTools will also be upgraded. The upgrade schedule and system blackout periods will be posted on the SLMS website within two weeks. There is a video on YouTube on the new ELM 9.2 features:
http://www.youtube.com/watch?v=Z54wo_muxVk&list=PL4okLhHVjSg5nP9So9CtQVMeA_GS_PqAG&index=13
- **EEO Training**

Mandated Statewide EEO Training is in its first phase. HR and Training Directors have received memos about this. This training will be offered online, as well as through instructor-led classes. All HR and Training Directors will be notified when this training is available in SLMS. The run-time for the CD-ROM version is expected to be between 60 and 90 minutes. Learners taking the training online will have until 30 days after the release date to complete the training. The CD-ROM will be available one week after the release of the online training, and agencies using the CD or in need of additional information regarding EEO Training should contact the Workforce Organizational & Development Unit at 518-474-6772.
- **Training Site**

The training site has been refreshed. Any items or activities created for testing have been wiped clean. To get a new training password, email SLMS Customer Services at SLMScustomerservices@goer.ny.gov.
- **SLMS Users Group**

GOER is setting up an SLMS Query Users groups in addition to the newly formed SLMS Users Group. The first SLMS Users Group get-together was held at Workers' Compensation Board on April 9. The next scheduled Users Group will be held on Monday, May 13, from 10 a.m. to 12 p.m. We will be notifying those with Query Role credentials when the first Query Users Group will be held.

Reminder: If you need any help with SLMS, the SLMS Help Desk is available from 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, at (518) 473-8087 or SLMSHelpDesk@goer.ny.gov.