


MANDATORY TRAINING REPORT

1. In the search bar, type in **Mandatory Training**, and select the report that populates.
2. Type in the name of the **Supervisory Organization** to view.
 - a. **Optional:** Click the box “Include Subordinate Organizations” to include all levels down the selected supervisory organization.
 - b. Type in the **year** to review completion
 - c. Select **Ok**.

The screenshot shows a dialog box titled "Mandatory Training". It contains the following fields and controls:

- Supervisory Organization:** A text input field with a dropdown menu icon on the right.
- Include Subordinate Organizations:** A checkbox that is currently unchecked.
- Year:** A text input field with a red asterisk (*) to its left, indicating it is a required field.
- Filter Name:** A text input field.
- Manage Filters:** A link or button.
- 0 Saved Filters:** A status indicator.
- Save:** A button to save the current filter configuration.
- OK:** A blue button to confirm the search.
- Cancel:** A button to close the dialog without saving.

3. The report will generate the Employee’s name, LSU ID, email, employee type, hire date, Manager’s name, Manager’s email, Manager’s LSU ID, Supervisory Organization, Year selected, and the titles of the Mandatory Trainings.
 - a. **If there is a date** in the column of a mandatory training, that is the date the employee completed that training.
 - b. **If there is not a date**, the training for that column has not been complete.
4. Click the following symbol  to Export to Excel.

Note: If there is a discrepancy in the completion date, please contact the Office of Human Resource Management at hrmtraining@lsu.edu.