

PageUp Learning and Development Plan Guide for Supervisors

As a supervisor, you have several functions in PageUp Learning that will help you manage and support the training and development of your staff.

Not all required trainings for employees are offered in PageUp Learning. Please check the [‘learning and trainings’](#) page for details. If your department requires job-specific required trainings for your staff, please inform them on how they can take the trainings.

The PageUp Learning not only provides training to employees it also supports employees’ individual professional development plans. It captures learning activities an employee has taken, or is taking, and the employee can share and showcase their professional accomplishments and aspirations with the supervisor.

[Your team and Organizational chart](#)

[Checking your team’s trainings](#)

- [In Progress/Upcoming Trainings](#)
- [Completed Trainings](#)

[Assigning Trainings to Employees](#)

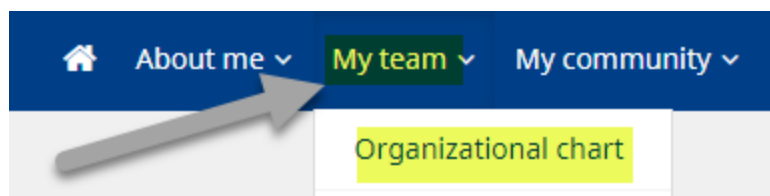
If you have any questions about PageUp Learning reach out to: benny.musonda@wwu.edu

Log in

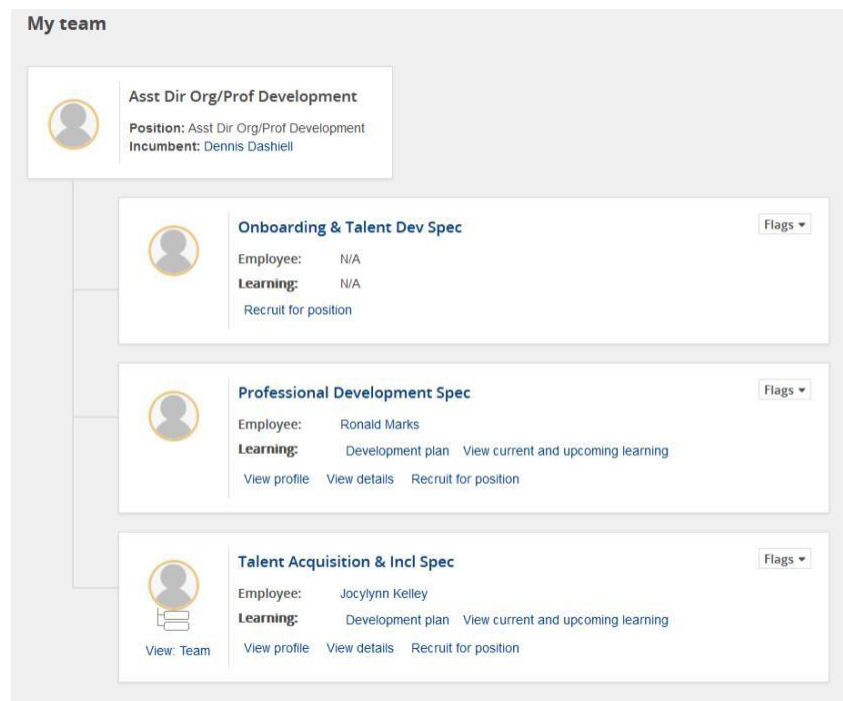
Begin by going to the Learning Library [here](#).

Your team and Organizational chart

Click “My Team” then select Organization Chart to see members of your team

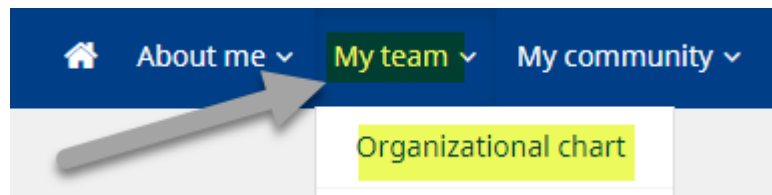


You will see employees you supervise and open positions that are not filled. If you do not see all the employees, you supervise contact PageUp Learning Administrator benny.musonda@wwu.edu

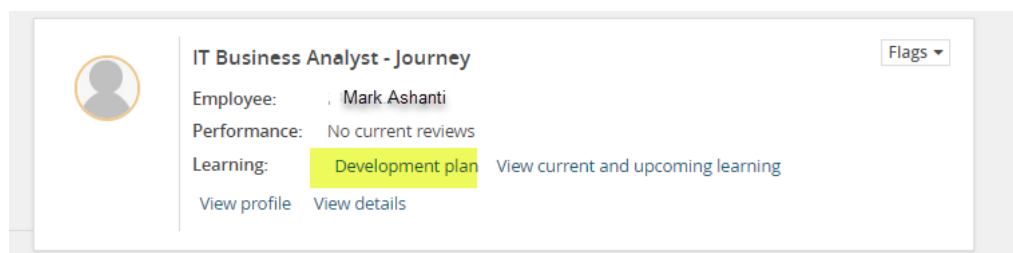


Checking your team's trainings

Navigate to the Organizational 'Chart view'



Click on "Development plan" to view the employee's training attendance.



You will note that there are several tabs:

In progress/Upcoming Trainings

Shows what the employee has planned and scheduled.

Development plan

Name: Mark Ashanti

Working on...

Explore library

Explore events

In progress/Upcoming ²

Completed ¹³

Pending approval

Shared with me

In progress:

Introduction to Argos

SQL 301 - Advanced

Booked:

There are no items to show.

Suggested:

There are no items to show.

Wait list:

There are no items to show.

Completed Trainings

My development plan

Name: Benny Musonda

Working on...

Explore library

Explore events

In progress/Upcoming17

Completed58

Pending approval

Shared with me

Testing Learning Module FunctionalitiesATTENDED

Online Equal Opportunity & Affirmative Action Training👍 6

Lead Awareness

COVID-19 Prevention in the Workplace

Sexual Harassment PreventionATTENDED

Fire Safety / Extinguisher UseATTENDANCE PENDING

Under the “Completed” tab, you will see the list of training history that the employee has themselves marked as completed. You will note that we have added an attendance verification step for any live classes.

In the above example, the first training is marked “ATTENDED” in green because the trainer has confirmed attendance.

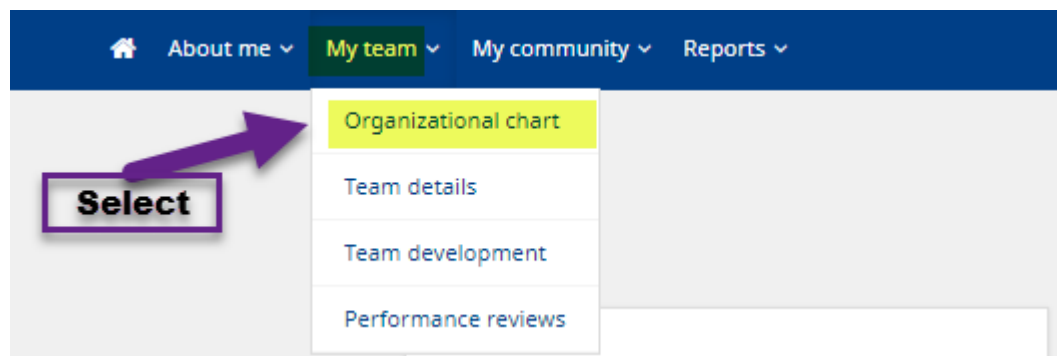
You will note that the ‘Fire safety / Extinguisher Use ‘training above is still marked “ATTENDANCE PENDING” in grey. This simply means that the trainer has not yet gone into the system to mark attendance.

In the rare case that the employee has marked themselves as completed but the trainer has marked them absent; you will see “DID NOT ATTEND” in red.

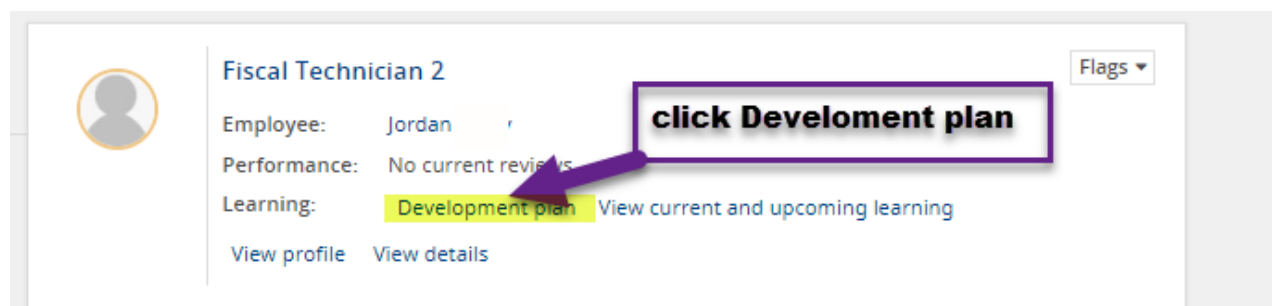
Finally, the second learning activity on the list does not have any attendance verification. This is because it was not a live class. This system allows for self-paced and self-directed learning, including activities that are not live classes. In these cases, there is no attendance to verify. The employee is simply marking it Completed on their own.

Assigning Training to employees

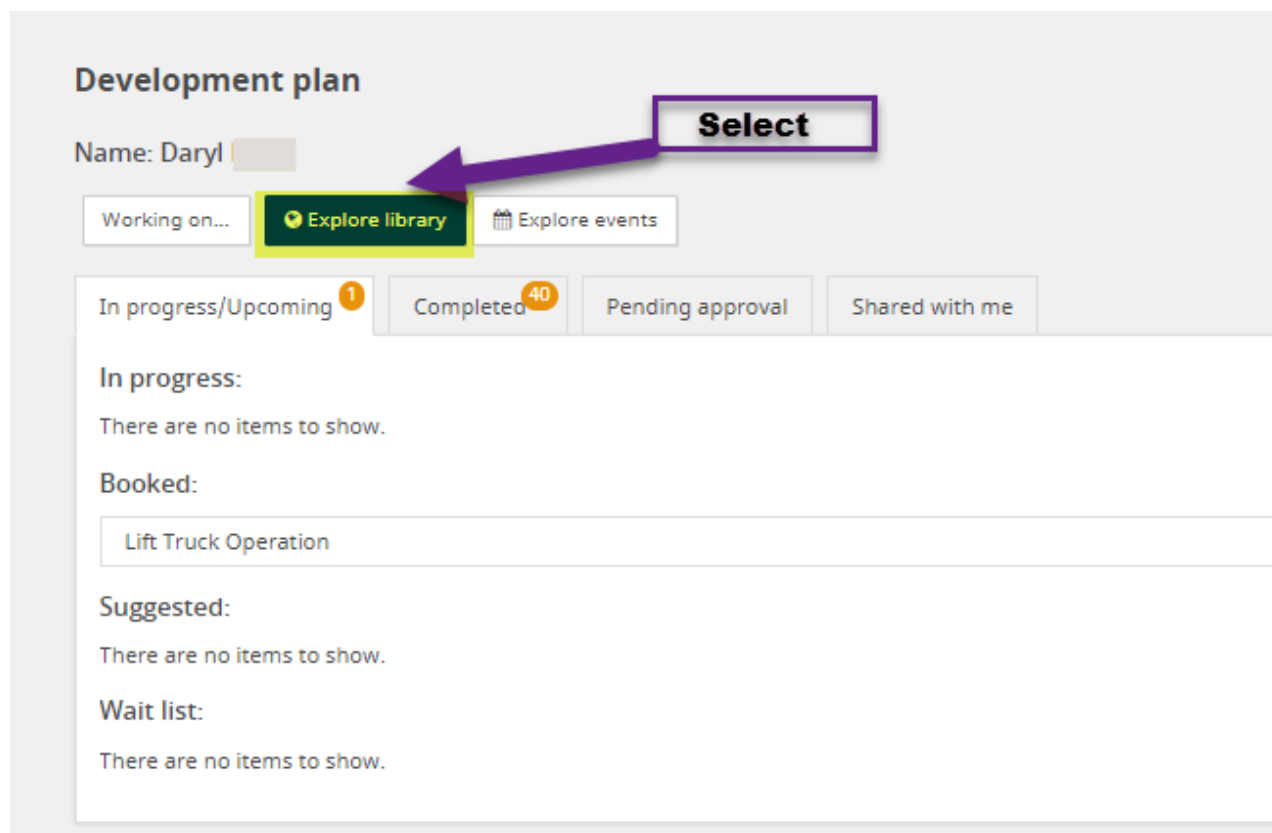
To assign or suggest training to your employees. Put the cursor on ‘My Team’ and select organizations chart.



Find the employee you want to assign training and click development plan





Click on “Explore library”



You will be brought to the Learning Library. Any training you click on will be for your employee's plan, not for your own.

[Home](#) [About me](#) [My team](#) [My community](#) [Reports](#)

 Add development activities
(Benny Musonda)





LevelTypeCompetenciesCostAvailabilityArchived

Recommended

Confined Space Training

Environmental Health & Safety




 1

Hazardous Waste Refresher for Academics

Environmental Health & Safety

Faculty Reviews on Interfolio

Learning Library



Western Washington University conducts all faculty reviews in Interfolio according to the following schedule: probationary (winter); tenure and promotion (fall); and post-tenure reviews


Protecting Payment Card Information (PCI) Training

Treasury Services

This training is required for department heads, card handlers, and the supervisors of card handlers: Prior to handling or supervising card payment transactions. And annually thereafter. The training provides essential information for safeguarding payment card information and responsibly handling problems...

New Employee Orientation 2023

HR Professional Development



All new permanent staff are invited to attend and will receive email invitations directly. Also open to any continuing or temporary employees, as well as Faculty who would like to participate. Please contact HR.Onboarding@wwwu.edu with any questions.

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Once you click on a training, if it is a live class, you will have the option of either selecting a timeslot to register them for the training or suggesting it to them and leaving it up to them to decide if they want to register.

Payroll Approver Training (From Leave Requests to Paychecks: Getting it Right)



Paying our employees and recording leave are fundamentals of our jobs, but it can be difficult at times to get it right. This Payroll training will cover your role as a Supervisor and as a Payroll Approver and will cover topics such as the following:

- Pay dates, schedules & deadlines
- The different employee classes
- Collective Bargaining Agreements, Handbooks & Policies
- Leave requests & time sheets
- Cyclic and alternate workweek schedules
- Reviewing and approving timesheets
- Maintaining documentation

[Microsoft Teams Meeting Link](#)

Created by

Megan Summers

Created

04 Jun 2018

Type

HR Professional Development

Popularity

0 people like this

Duration

1.5 hours

Competencies

Policy & Compliance - Policy & Compliance


Select a timeslot

Suggest


Share


Suggested, or booked trainings by the supervisor will appear under the “progress/Upcoming” tab. The employee has the option to register for suggested training or remove it from his plan.

My development plan

Name:  Lisa Vanentin

Working on...

 Explore library

 Explore events

In progress/Upcoming ³

Completed ¹³

Pending approval

Shared with me

In progress:

Introduction to Argos

SQL 301 - Advanced

Booked:

There are no items to show.

Suggested:

Test Training -Site Accessibility Trainings (through Frontier Siteimprove)

Wait list:

There are no items to show.