



PD306090 Monthly Training Report

Utilize for Optimum Training

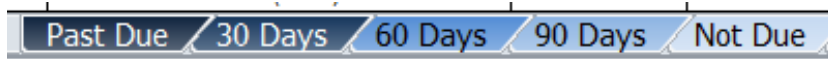
Human Resources Division
Workforce Development

Job Aid

Page left blank on purpose

Purpose: On the 15th of every month, Workforce Development deploys the monthly state training reports. This job aid provides an overview and best practices in utilizing the Past Due, 30, 60, 90-day monthly training report to optimize training in your District/Division.

Part I – Tab Overview



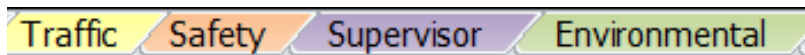
Past Due: all employees found on the Past Due tab have not completed the respective training by the due date (column M). These employees are strongly encouraged to complete their online training immediately.

30 Days: all employees found on the 30-Day tab have training due within the next 30 days. These employees need to complete their online training by their due date (column M) to avoid being past due.

60 Days: all employees found on the 60-Day tab have training due within the next 60 days. These employees need to complete their online training by their due date (column M) to avoid being past due.

90 Days: all employees found on the 90-Day tab have training due within the next 90 days. These employees need to complete their online training by their due date (column M) to avoid being past due.

Not Due: all employees found on the Not Due tab do not have training due within 90 days. No action required.



Traffic: all active TxDOT employees are found on this tab. This tab identifies training completions for 5 different traffic related courses. If an employee has completed any of the 5 courses during his/her time at TxDOT the completion date will appear (column L). Below are the 5 traffic courses reported (columns J and K):

- TRF520 - Work Zone Traffic Control
- TRF525 - Work Zone Traffic Control Refresher
- TRF521 - Flaggers in Work Zone
- TRF523 - Flaggers in Work Zone Local
- TRF522 - Flagger - Instructor Certification

Each of these 5 traffic courses is due every 4 years if required by the employee's supervisor and/or job duties. Occupational Safety Division (OCC) is the primary Division to assist with traffic course completion requirements and training questions.

Safety: all active TxDOT employees are found on this tab. This tab identifies training completions for 6 different safety related courses. If an employee has completed any of the 6 courses during his/her time at TxDOT the completion date will appear (column L). Below are the 6 safety courses reported (columns J and K):

- SFH506 – Forklift Safety Awareness
- SFH422 – Hazard Materials Awareness
- MNT215 – Introduction to Heavy Equipment
- SFH398 – Introduction to Occupational Safety & Health Administration
- SFH401 – Focus on Safety IV
- SFH903 – Smith System Driver Training

Each of these 6 safety courses has a different reoccurrence schedule; see OCC training manual for requirements. These courses may or may not be required based the employee's supervisor and/or job duties. OCC is the primary Division to assist with safety course completion requirements and training questions.

Supervisor: all active TxDOT supervisors (manager levels 3-6 in HCM) are found on this tab. This tab identifies training completions for 4 different supervisory related courses. If an employee has completed any of the 4 courses during his/her time at TxDOT the completion date will appear (column L). Below are the 4 supervisor courses reported (columns J and K):

- DEV115 - Practical Supervision
- DEV220 - Progressive Discipline
- DEV240 - Recruiting and Hiring
- DEV267 - Substance Abuse for Supervisors

Each of the 4 supervisor courses are to be completed within 6 months of hire or within 6 months of promotion. These courses are only required one time or unless mandated by management.

Environmental: all active TxDOT employees are found on this tab. This tab identifies training completions for 14 different environmental related courses. If an employee has completed any of the 14 courses during his/her time at TxDOT the completion date will appear (column L). Below are the 14 environmental courses reported (columns J and K):


- ENV433 - Storm Water Compliance Requirements in Construction
- ENV414 - EMS Awareness Training EMS Orientation
- DES435 - AP&D Stage Gate Checklist
- EL4030 - Design Erosion/Sediment Control
- ENV301 - Storm Water Erosion & Sediment Control Design - Day 2
- ENV103 - Storm Water Pollution Prevention Plan


- DES908 - EPIC Sheet
- DES907 - PS&E Stage Gate Checklist
- MNT415 - Re-vegetation Course
- CON816 - Construction Stage Gate Checklist
- ENV457 - How to Comply Section 404 Permits
- ENV432 - CGP Compliance and Enforcement
- CON817 - Storm Water Inspection Checklist (Form 2118)
- ENV405 - Field Environmental Emergency Compliance



Each of these 14 environmental courses has a different reoccurrence schedule; the EMS training matrix can assist with requirements. These courses may or may not be required based the employee’s supervisor and/or job duties. Environmental Affairs Division (ENV) is the primary Division to assist with environmental course completion requirements and training questions.

Part 2 - Functionality

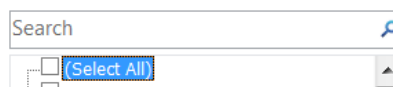
Finding a District/Division and Department

Each tab contains filters  at the top of each column. Follow the steps below to separate Districts/Divisions and Departments:

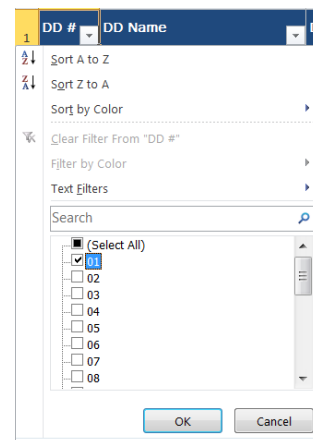
1. Click the dropdown feature  at the top of column A (DD #) or column B (DD Name) to select the District/Division to view

A	B
DD # 	DD Name 

2. Uncheck the Select All box






3. Check the box with the District/Division number or name to view the data



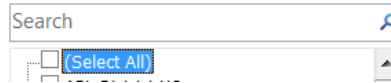
4. Click OK



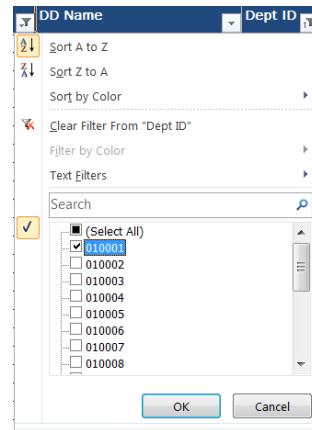
4. Click the dropdown feature  at the top of column C (Dept ID) or column D (Department Name) to select the Department to view.

C	D
Dept ID 	Department Name 

5. Uncheck the Select All box









6. Check the box with the Dept ID number or Department name to view the data




7. Click OK





Example of Results


A	B	C	D	E	F
DD # 	DD Name 	Dept ID 	Department Name 	EmplID 	Name 
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)		
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)		
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)		
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)		
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)		

Finding a Course and Due Dates

1. Click the dropdown feature  at the top of column J (Course Code) or column K (Course Name) to select the course to view



J	K
Course Code 	Course Name 

2. Uncheck the Select All box

Search 

(Select All) 


3. Check the box with the course code or course name to view the results

Job Title	Hire Date	Course Code
Sort A to Z		
Sort Z to A		
Sort by Color		
 Clear Filter From "Course Code"		
Filter by Color		
Text Filters		
Search 		
<input checked="" type="checkbox"/> (Select All)		
<input checked="" type="checkbox"/> DEV205		
<input type="checkbox"/> DEV282		
<input type="checkbox"/> EL2016		
<input type="checkbox"/> EL2017		
<input type="checkbox"/> EL8474		
<input type="checkbox"/> ETH101		
<input type="checkbox"/> SFH421		
<input type="checkbox"/> SFH902		

OK Cancel

4. Click OK

5. Click the dropdown feature  at the top of column M (Due Date) to select past due or upcoming due dates

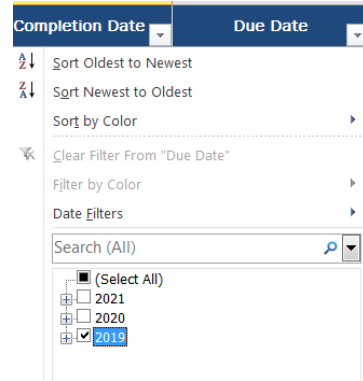
M
Due Date 

6. Uncheck the Select All box

Search 

(Select All) 

7. Check the box with the due date(s) to view the results



8. Click OK




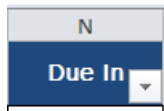
Example of Results

DD	DD Name	Dept ID	Department Name	EmplID	Name	TxDOT Job Code	TxDOT Job Title	Hire Date	Course Code	Course Name	Completion Date	Due Date
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	4/17/2017	4/17/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	5/17/2018	5/17/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	8/30/2018	8/30/2019
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	12/19/2017	12/19/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	8/10/2017	8/10/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	5/14/2018	5/14/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	2/16/2017	2/16/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	8/21/2018	8/21/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	10/19/2017	10/19/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	9/17/2018	9/17/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	8/11/2018	8/11/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	2/21/2018	2/21/2021
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	8/17/2017	8/17/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	1/17/2017	1/17/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	9/29/2017	9/29/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	9/29/2017	9/29/2020
01	PARIS DISTRICT (PAR)	010001	MAINT FANNIN COUNTY (PAR)						SFH802	Defensive Driving	9/29/2017	9/29/2020

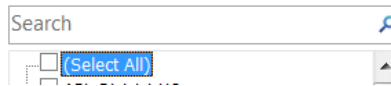
Using the Due In Column (N)

The Due In column (N) can be used on the Past Due, 30 Days, 60 Days, 90 Days, Not Due, and Supervisor tabs.

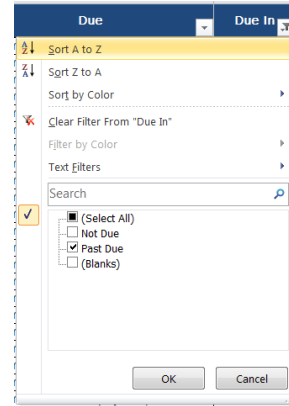
1. Click the dropdown feature  at the top of column N (Due In) to select the due in criteria



2. Uncheck the Select All box



3. Check the box with the desired criteria to view the results
Example: check the box for past due



4. Click OK



Example of Results


EmpID	Name	TxDOT Job Code	TxDOT Job Title	Hire Date	Course Code	Course Name	Completion Date	Due Date	Due In
					SFH902	Defensive Driving	-	7/5/2017	Past Due
					DEV205	Equal Employment Opportunity	-	7/5/2017	Past Due
					DEV282	Workplace Violence Prevention	-	7/5/2017	Past Due
					ETH101	TxDOT Ethics Policy	-	7/5/2017	Past Due
					SFH420	Hazardous Communications	-	9/5/2017	Past Due
					EL2017	Records Retention	6/8/2017	6/8/2018	Past Due
					SFH420	Hazardous Communications	-	9/5/2017	Past Due
					EL2016	HR Policy Manual Release	-	7/5/2017	Past Due
					EL8474	Securing the Human	-	9/5/2017	Past Due
					DEV205	Equal Employment Opportunity	12/8/2016	12/8/2018	Past Due

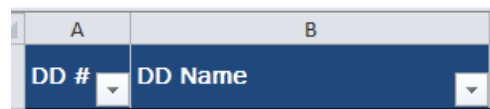
Part 3 – Best Practices

Using the PD306090 report for Training Enrollments

If you are looking to schedule training or you have a training class already scheduled in the District/Division, the PD306090 report can be used as a tool to generate enrollments.

Scenario #1: You have been contacted by a couple of Maintenance Section Supervisors to schedule MNT215 – Introduction to Heavy Equipment for recent new hires. Below are some steps on how to use the PD306090 report for additional enrollments:

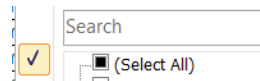
1. Open the PD306090 monthly training report
2. Click the Safety tab 
3. Use the dropdown filter in column A (DD #) or column B (DD Name) to select the District



4. Click the dropdown filter on column I (Hire Date)

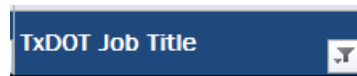


5. Uncheck the Select All box



6. Click the box(es) for other recent new hire dates

7. Click the dropdown filter on column H (Job Title)



8. Review the listing of job titles for employees who may need to complete MNT215 – Introduction to Heavy Equipment course based on potential job duties

Example: General Trans Tech I-V

9. Copy the needed employee names to contact supervisors to inquire about completing MNT215 – Introduction to Heavy Equipment

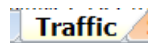
Once you have a list of employees who need MNT215 – Introduction to Heavy Equipment, you can use the Weekly Friday Training Schedule to see if there are any MNT215 classes coming up in the District. See Weekly Friday Training Schedule job aid.

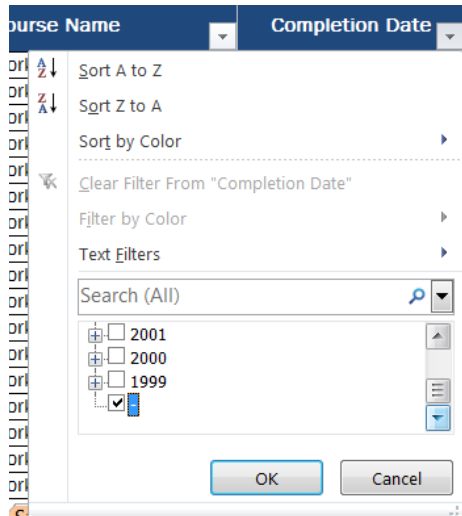
If there are no MNT215 classes scheduled, please reach out to Training at training@txdot.gov, by phone at 512-416-2000 or contact a Field Training Coordinator in Workforce Development.

Scenario #2: You receive via email the Weekly Friday Training Schedule for your District and review the information using the Weekly Friday Training Schedule job aid. You notice you have TRF525 – Work Zone Traffic Control Refresher and SFH401 – Focus on Safety IV classes scheduled soon in your District; however, the lines are highlighted yellow indicating low enrollment. Below are some steps on how to use the PD306090 report for enrollments:

1. Open the PD306090 monthly training report

2. Click the Traffic tab





9. Click the dropdown filter on column H (Job Title)



10. Review the listing of job titles for employees who may need TRF525 – Work Zone Traffic Control Refresher course based on potential job duties

Example: General Trans Tech I-V

11. Copy the needed employee names to supervisors to inquire about completing the TRF525 – Work Zone Traffic Control Refresher course

12. Repeat steps above on the Safety tab  for SFH401 – Focus on Safety IV