
Part 6 Training Reports

Employee Training Reports

The Employee Training reports allow you to track completed and required courses, training programs and certifications for all employees, as well as training expenses and tuition reimbursements.

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Employee Certifications

The Employee Certifications report shows all the certifications received or required by a selected group of employees. The report is sorted by employee last name. Within each employee group, the certifications are sorted by date required, with certifications that must be received the soonest listed first.

Z-Systems, Inc.										
Employee Certifications										
EMPLOYEE Adams, Donald A (101)										
Job Title President										
		Division Corporate								
		Department Administration								
CERTIFICATION	DESCRIPTION	REQUIRED COURSES	REQ CREDITS	REQ CEU	JOB REQ	FIRST RECEIVED	LAST RECEIVED	EXPIRES	DAYS LEFT	DATE REQUIRED
TEAM	TeamBuilding Series Cert	7	0.00	0.00	Yes					12/31/2006
	Completed	1	5.00	1.00						
DIVERSITY	Workplace Diversity	1	0.00	0.00	Yes					12/31/2006
	Renewal	1	0.00	0.00		Renew every 12 months				
	Completed	0	0.00	0.00						
HARRASS	Sexual Harrassment	1	0.00	0.00	Yes	03/08/2006	03/08/2006	03/08/2007	Expired	03/08/2007
	Renewal	1	0.00	0.00		Renew every 12 months				
	Completed	0	0.00	0.00						
EMPLOYEE Albright, Albert M (135)										
Job Title V.P. Engineering										
		Division Engineering								
		Department Manufacturing								
CERTIFICATION	DESCRIPTION	REQUIRED COURSES	REQ CREDITS	REQ CEU	JOB REQ	FIRST RECEIVED	LAST RECEIVED	EXPIRES	DAYS LEFT	DATE REQUIRED
CPR1	Initial CPR Certification	1	0.00	0.00	Yes					06/30/2006
	Completed	0	0.00	0.00						
TEAM	TeamBuilding Series Cert	7	0.00	0.00	Yes					12/31/2006
	Completed	1	5.00	1.00						
DIVERSITY	Workplace Diversity	1	0.00	0.00	Yes					12/31/2006
	Renewal	1	0.00	0.00		Renew every 12 months				
	Completed	0	0.00	0.00						
HARRASS	Sexual Harrassment	1	0.00	0.00	Yes	03/08/2006	03/08/2006	03/08/2007	Expired	03/08/2007
	Renewal	1	0.00	0.00		Renew every 12 months				
	Completed	0	0.00	0.00						
EMPLOYEE Anderson, Cornelia B (121)										
Job Title Machine Oper III										
		Division Operations								
		Department Manufacturing								
CERTIFICATION	DESCRIPTION	REQUIRED COURSES	REQ CREDITS	REQ CEU	JOB REQ	FIRST RECEIVED	LAST RECEIVED	EXPIRES	DAYS LEFT	DATE REQUIRED
CPR2	Renewal CPR Certification	0	0.00	0.00	No	02/06/1999	01/01/2004	01/01/2005	Expired	
	Renewal	1	0.00	0.00		Renew every 12 months				
	Completed	0	0.00	0.00						

Employee List

This report lists employees by last name. You can also select to include non-employees. Titles and organization levels are shown, if applicable.

Z-Systems, Inc.			
Employee List			
NAME	EMPLOYEE ID	TITLE	DIVISION, DEPARTMENT
Adams, Donald A	101	President	CORP, ADMIN
Albright, Albert M	135	V.P. Engineering	ENGINEERING, MAN
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS, MAN
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS, MAN
Attwater, Christine E	130	Secretary II	SALES/MKTG, SALES
Baker, Robert Q	151	V.P. Sales & Marketing	SALES/MKTG, ADMIN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bandana, Pepper S	105	Machine Oper III	OPERATIONS, MAN
Bickmire, James S	132	Technician II	ENGINEERING, HARDWARE
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Bramble, Virginia L	119	Purchasing clerk	OPERATIONS, MATERIALS
Brown, Virgil L	106	Manager, Engineering	ENGINEERING, SOFTWARE
Chin, Nora C	147	V.P. Operations	OPERATIONS, MAN
Colombo, Adam N	148	Line Supervisor	OPERATIONS, MAN
DeWitt, Deana Sue	125	Assembler II	OPERATIONS, MAN
Dodge, CPA, Tom P	201	G/lledger Acctg Ad	FINANCE, ACCOUNTING
Eagle, James J	131	Manager, Manufacturing	OPERATIONS, MAN
Finn, Gail S	126	Secretary II	FINANCE, ACCOUNTING
Garcia, CPP, Tom T	133	Cost Accounting Rep	FINANCE, ACCOUNTING
Goldstein, Alicia T	128	QA Inspector	OPERATIONS, QA
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS, MAN
Huang, Mary M	110	Secretary III	OPERATIONS, MAN
Johnson, Sue Ellen	143	A/P Clerk I	FINANCE, ACCOUNTING
Johnson, SPHR, Mary S	109	V.P. Human Resources	CORP, HR
Jones, Gilbert W	120	Engineer II	ENGINEERING, HARDWARE
Jones, Sheryl L	24	Manager, Human Resources	CORP, HR
Juarez, Marian A	107	Executive Assistant	CORP, ADMIN
Krause, Janet A	118	Sales Rep II	SALES/MKTG, SALES
Moreland, Beverly C	152	Manager, Sales	SALES/MKTG, SALES
Nagassi, Robert N	145	Sales Rep II	SALES/MKTG, SALES
Palmer, Courtney C	205	Graphic Artist	SALES/MKTG, MKTG
Peacock, Richard S	115	Sales Rep II	SALES/MKTG, SALES
Rise, Judith P	114	Sales Rep II	SALES/MKTG, SALES
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS, MATERIALS
Smith, Nancy S	139	Recruiter	CORP, HR
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS, MAN
Startwirth, Melisa S	142	Executive Dining Server	CORP, OPS
Thompson, Wendy Q	129	QA Inspector	OPERATIONS, QA
Von Raes, Mary E	144	Marketing Coordinator	SALES/MKTG, MKTG
White, Donald N	134	Programmer II	ENGINEERING, SOFTWARE

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Employee Required Courses

The Employee Required Courses report shows all courses that employees must complete over a specified period of time. Courses for each employee are sorted by priority and the date by which they must be completed, with courses that are most important and that must be completed soonest listed first.

Z-Systems, Inc.										
Employee Required Courses										
EMPLOYEE Adams, Donald A (101)				Division Corporate						
Job Title President				Department Administration						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			0.90	0.00	0.00					
EMPLOYEE Albright, Albert M (135)				Division Engineering						
Job Title V.P. Engineering				Department Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
ISPERFORM	Interwvg, Select Perform	Yes	16.00	0.00	0.00			12/31/2008		
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
ILDR MANAG	ILDR Manage w/out Author	Yes	32.00	0.00	2.40		Normal	12/31/2008		
ELDR EFF1	ELDR Exec Effective 1	Yes	28.00	0.00	6.60		Normal	12/31/2008		
ELDR EFF2	ELDR Exec Effective 2	Yes	28.00	0.00	0.00		Normal	12/31/2008		
ELDR LEAD	ELDR Develop Exec Ldrship	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR MGMT	ELDR Mgmt of Managers	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR SPK1	ELDR Effective Exec Speak	Yes	24.00	0.00	1.80		Normal	12/31/2008		
ELDR SPK2	ELDR Avanced Exec Speakg	Yes	16.00	0.00	1.20		Normal	12/31/2008		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			192.90	0.00	15.60					
EMPLOYEE Anderson, Cornelia B (121)				Division Operations						
Job Title Machine Oper III				Department Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
IPS UNDER	IPS Please Understand Me	Yes	8.00	0.00	0.00			12/31/2008		
IPS DIF FIC	IPS Dealg w/ diff Person	Yes	8.00	0.00	0.00			12/31/2008		
IPS PEER	IPS Success Peer Intactn	Yes	6.00	0.00	0.00			12/31/2008		
IPS COMMUN	IPS Commun in the Wrkplc	Yes	8.00	0.00	0.00			12/31/2008		
IPS CRITM	IPS Criticism, Give/Take	Yes	8.00	0.00	0.00			12/31/2008		
BCLS RECER	BCLS-C Recertification	Yes	4.00	0.00	0.00		Critical	12/31/2008		
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00		Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00		Normal	12/31/2008	ENROL	
			42.90	0.00	0.00					
EMPLOYEE Anderson, Rebecca A (140)				Division Operations						
Job Title Machine Oper I				Department Manufacturing						
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU	APPROVED	PRIORITY	COMPLETE BY	STATUS	
IPS CRITM	IPS Criticism, Give/Take	Yes	8.00	0.00	0.00			12/31/2008		
IPS COMMUN	IPS Commun in the Wrkplc	Yes	8.00	0.00	0.00			12/31/2008		

Employee Training Profile

The Employee Training Profile report shows courses an employee has completed as well as courses that still need to be taken. It is a combination of the Training History by Employee and Employee Required Courses reports. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

Z-Systems, Inc.									
Employee Training Profile									
EMPLOYEE Adams, Donald A (101)					Division Corporate				
Job Title President					Department Administration				
Required Courses									
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00	Normal	03/08/2007		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00	Normal	12/31/2008	ENROLL	
Courses Taken									
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00	
02/08/2006	VIDEO	DIVERSITY	Workplace Diversity	DIVERSITY	Yes	0.45	0.00	0.00	ENROLL
01/10/2006	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00	
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		No	4.00	0.00	0.00	
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00	
05/28/1999	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00	NO SH
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00	
EMPLOYEE Albright, Albert M (135)									
Job Title V.P. Engineering					Division Engineering				
Department Manufacturing									
Required Courses									
COURSE	DESCRIPTION	JOB REL	HOURS	CREDIT	CEU APPROVED	PRIORITY	COMPLETE BY	STATUS	
HARRASS	Sexual Harrassment	Yes	0.45	0.00	0.00	Normal	03/08/2007		
ISPERFORM	Interwvg, Select Perform	Yes	16.00	0.00	0.00		12/31/2008		
ILDR MANAG	ILDR Manage w/out Author	Yes	32.00	0.00	2.40	Normal	12/31/2008		
ELDR EFF 1	ELDR Exec Effective 1	Yes	28.00	0.00	6.60	Normal	12/31/2008		
ELDR EFF 2	ELDR Exec Effective 2	Yes	28.00	0.00	0.00	Normal	12/31/2008		
ELDR LEAD	ELDR Develop Exec Ldrship	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR MGMT	ELDR Mgmt of Managers	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR SPK1	ELDR Effective Exec Speak	Yes	24.00	0.00	1.80	Normal	12/31/2008		
ELDR SPK2	ELDR Avanced Exec Speakg	Yes	16.00	0.00	1.20	Normal	12/31/2008		
DIVERSITY	Workplace Diversity	Yes	0.45	0.00	0.00	Normal	12/31/2008	ENROLL	
Courses Taken									
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00	
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Employee Training Programs

The Employee Training Programs report lists the training programs that employees have completed over a specified period. You can also include programs that are in progress. If training programs in progress are included, the report also shows courses completed and courses still remaining within each program.

Z-Systems, Inc.							
Employee Training Programs							
EMPLOYEE Adams, Donald A (101)				Division Corporate			
Job Title President				Department Administration			
PROGRAM	DESCRIPTION	STARTS	ENDS	JOB REL STATUS	COMPLETED HOURS	COMPLETED CREDITS	COMPLETED CEU
ORIENT	Employee Orientation	01/01/2006	12/31/2006	Yes In Progress	4.45	5.00	1.00
				Remaining	0.45	0.00	0.00
Course	Workplace Diversity			Not Complete	0.45	0.00	0.00
Course	Sexual Harrassment	03/08/2006	03/08/2006	Complete	0.45	0.00	0.00
Course	New Employee Orientation	01/10/2002	01/10/2002	Complete	4.00	5.00	1.00
EXEC-DEV	Executive Development	01/01/1994	11/16/1994	Yes Completed	450.00	12.00	0.00
EMPLOYEE Albright, Albert M (135)				Division Engineering			
Job Title V.P. Engineering				Department Manufacturing			
PROGRAM	DESCRIPTION	STARTS	ENDS	JOB REL STATUS	COMPLETED HOURS	COMPLETED CREDITS	COMPLETED CEU
ORIENT	Employee Orientation	01/01/2006	12/31/2006	Yes In Progress	4.45	5.00	1.00
				Remaining	0.45	0.00	0.00
Course	Workplace Diversity			Not Complete	0.45	0.00	0.00
Course	Sexual Harrassment	03/08/2006	03/08/2006	Complete	0.45	0.00	0.00
Course	New Employee Orientation	01/10/2002	01/10/2002	Complete	4.00	5.00	1.00
EXEC-DEV	Executive Development	01/01/2006	07/01/2006	Yes In Progress	8.00	0.00	0.00
				Remaining	144.00	0.00	13.20
Course	Disciplining Employees	07/11/1999	07/11/1999	Complete	8.00	0.00	0.00
Course	ELDR Exec Effective 1			Not Complete	28.00	0.00	6.60
Course	ELDR Exec Effective 2			Not Complete	28.00	0.00	0.00
Course	ELDR Develop Exec Ldrship			Not Complete	24.00	0.00	1.80
Course	ELDR Mgmt of Managers			Not Complete	24.00	0.00	1.80
Course	ELDR Effective Exec Speak			Not Complete	24.00	0.00	1.80
Course	ELDR Avanced Exec Speakg			Not Complete	16.00	0.00	1.20
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Employees with a Certification

The Employees with a Certification report lists all employees that have received or require a certification. The report is sorted by certification code. Within each certification group, you can choose to order by employee name or by expiration date. You can include all certifications or only a specific certification.

Z-Systems, Inc.						
Employees with a Certification						
CERTIFICATION Basic Leadership Series						
CODE BDRSHIP						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Eagle, James J	131	Manager, Manufacturing	OPERATIONS			
Colombo, Adam N	148	Line Supervisor	OPERATIONS			
Brown, Virgil L	106	Manager, Engineering	ENGINEERING			
Moreland, Beverly C	152	Manager, Sales	SALES/MKTG			
Jones, Sheryl L	24	Manager, Human	CORP			
Total Employees						5
CERTIFICATION Certified Payroll Prof						
CODE CPP						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Finn, Gail S	126	Secretary II	FINANCE			
Total Employees						1
CERTIFICATION Initial CPR Certification						
CODE CPR1						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	02/15/2004	02/15/2005	Expired
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	02/15/2004	02/15/2005	Expired
Hatfield, Carolyn N	117	Machine Oper II	OPERATIONS	01/03/2007	01/03/2008	77
Eagle, James J	131	Manager, Manufacturing	OPERATIONS	01/03/2007	01/03/2008	77
White, Stacy R	137	Machine Oper II	OPERATIONS	01/03/2007	01/03/2008	77
Colombo, Adam N	148	Line Supervisor	OPERATIONS	01/03/2007	01/03/2008	77
Smith, Zabrina S	104	Assembly Line Ins	OPERATIONS			
Rodriguez, Richard N	113	Raw Materials Buy	OPERATIONS			
Albright, Albert M	135	V.P. Engineering	ENGINEERING			
Total Employees						9
CERTIFICATION Renewal CPR Certification						
CODE CPR2						
EMPLOYEE NAME	EMPLOYEE ID	JOB TITLE	DIVISION	LAST RECEIVED	EXPIRES	DAYS LEFT
Anderson, Rebecca A	140	Machine Oper I	OPERATIONS	02/06/1999	02/06/2000	Expired
Anderson, Cornelia B	121	Machine Oper III	OPERATIONS	01/01/2004	01/01/2005	Expired
Bandana, Pepper S	105	Machine Oper III	OPERATIONS	02/06/2004	02/06/2005	Expired
Bickmire, James S	132	Technician II	ENGINEERING			
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Training Expenses by Employee

The Training Expenses by Employee report shows the expenses associated with courses completed by an employee during a specified period of time. You can also include courses that are scheduled but not yet completed. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

Z-Systems, Inc.									
Training Expenses by Employee									
EMPLOYEE Adams, Donald A (101)					Division Corporate				
Job Title President					Department Administration				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
01/10/2006	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	76	Yes 6.00	18.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	No 4.00	17.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes 4.00	75.00	22.00		
						18.45	110.00	22.00	
EMPLOYEE Albright, Albert M (135)					Division Engineering				
Job Title V.P. Engineering					Department Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	No 4.00	17.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
07/31/1999	IHSEMINAR	ILDR EFFEC	ILDR Improving Mgr Effect	38	Yes 32.00	200.00	0.00		
07/11/1999	OPSEMINAR	DISCIPLING	Disciplining Employees	37	Yes 8.00	139.00	0.00		
02/27/1999	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	36	Yes 6.00	18.00	0.00		
						54.45	374.00	0.00	
EMPLOYEE Anderson, Cornelia B (121)					Division Operations				
Job Title Machine Oper III					Department Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours	77	Yes 4.00	17.00	0.00		
01/05/2004	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	44	No 7.50	18.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	40	Yes 4.00	0.00	0.00		
02/06/1999	OPSEMINAR	BCLS RECER	BCLS-C Recertification	7	Yes 4.00	4.20	0.00		
09/11/1996	COLLEGE	OSHALFTTRK	OSHA Lift Truck Safety		Yes 8.00	102.92	22.00		
						27.95	142.12	22.00	
EMPLOYEE Anderson, Rebecca A (140)					Division Operations				
Job Title Machine Oper I					Department Manufacturing				
ENDING	TYPE	COURSE	DESCRIPTION	CLASS ID	JOB REL HOURS	COURSE FEE	OTHER FEES	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	67	Yes 0.45	0.00	0.00		

Training History by Employee

The Training History by Employee report lists courses completed by an employee over a specified period of time. You can also include courses that are scheduled but not yet completed. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

Z-Systems, Inc.										
Training History by Employee										
EMPLOYEE Adams, Donald A (101)				Division Corporate						
Job Title President				Department Administration						
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00		
01/10/2006	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		No	4.00	0.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00		
07/24/1996	COLLEGE	WIN95 CONV	Converting to Windows 95		Yes	4.00	0.00	0.00		
						18.45	5.00	1.00		
EMPLOYEE Albright, Albert M (135)				Division Engineering						
Job Title V.P. Engineering				Department Manufacturing						
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		No	4.00	0.00	0.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00		
07/31/1999	IHSEMINAR	ILDR EFFEC	ILDR Improving Mgr Effect		Yes	32.00	0.00	2.40		
07/11/1999	OPSEMINAR	DISCIPLING	Disciplining Employees		Yes	8.00	0.00	0.00		
02/27/1999	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
						54.45	5.00	3.40		
EMPLOYEE Anderson, Cornelia B (121)				Division Operations						
Job Title Machine Oper I				Department Manufacturing						
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00		
12/06/2005	OPSEMINAR	FIRSTAID	First Aid - 4 Hours		Yes	4.00	0.00	0.00		
01/05/2004	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs	BLDRSHIP	No	7.50	5.00	3.00		
01/10/2002	IHSEMINAR	ORIENT	New Employee Orientation	TEAM	Yes	4.00	5.00	1.00		
02/06/1999	OPSEMINAR	BCLS RECER	BCLS-C Recertification	CPR2	Yes	4.00	0.00	0.00		
09/11/1996	COLLEGE	OSHALF TTRK	OSHA Lift Truck Safety		Yes	8.00	0.00	0.00		
						27.95	10.00	4.00		
EMPLOYEE Anderson, Rebecca A (140)				Division Operations						
Job Title Machine Oper I				Department Manufacturing						
ENDING	TYPE	COURSE	DESCRIPTION	CERTIFICATION	JOB REL	HOURS	CREDIT	CEU	GRADE	
03/08/2006	VIDEO	HARRASS	Sexual Harrassment	HARRASS	Yes	0.45	0.00	0.00		
01/10/2006	OPSEMINAR	EFFECTMTGS	Conducting Effective Mtgs		Yes	6.00	0.00	0.00		
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Training Schedules by Employee

The Training Schedules by Employee report lists courses that are in progress or scheduled to begin over a specified period of time. You can also include courses that have already been completed.

Z-Systems, Inc.										
Training Schedules by Employee										
EMPLOYEE Adams, Donald A (101)				Division Corporate						
Job Title President				Department Administration						
START & END DATE	START & END TIME	TYPE	COURSE	DESCRIPTION	JOB SESS & REL HOURS	CREDITS & CEU	INSTRUCTOR & LOCATION	STATUS		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
Total Hours					0.45					
EMPLOYEE Albright, Albert M (135)				Division Engineering						
Job Title V.P. Engineering				Department Manufacturing						
START & END DATE	START & END TIME	TYPE	COURSE	DESCRIPTION	JOB SESS & REL HOURS	CREDITS & CEU	INSTRUCTOR & LOCATION	STATUS		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
Total Hours					0.45					
EMPLOYEE Anderson, Cornelia B (121)				Division Operations						
Job Title Machine Oper III				Department Manufacturing						
START & END DATE	START & END TIME	TYPE	COURSE	DESCRIPTION	JOB SESS & REL HOURS	CREDITS & CEU	INSTRUCTOR & LOCATION	STATUS		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
Total Hours					0.45					
EMPLOYEE Anderson, Rebecca A (140)				Division Operations						
Job Title Machine Oper I				Department Manufacturing						
START & END DATE	START & END TIME	TYPE	COURSE	DESCRIPTION	JOB SESS & REL HOURS	CREDITS & CEU	INSTRUCTOR & LOCATION	STATUS		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
Total Hours					0.45					
EMPLOYEE Attwater, Christine E (130)				Division Sales and Marketing						
Job Title Secretary II				Department Sales						
START & END DATE	START & END TIME	TYPE	COURSE	DESCRIPTION	JOB SESS & REL HOURS	CREDITS & CEU	INSTRUCTOR & LOCATION	STATUS		
02/08/2006	9:00 am	VIDEO	DIVERSITY	Workplace Diversity	Yes 1	0.00		ENROLL		
02/08/2006	9:27 am	Class 66	Certification	DIVERSITY	0.45	0.00	TRNGRM			
Total Hours					0.45					

Tuition Reimbursement

This report lists the tuition reimbursements an employee has received or requested over a specified period of time. The report is sorted by employee last name. Within each employee group, courses completed most recently are listed first. You can select to include all courses, or only those of a particular type or with a particular status. If an employee's status in a course is Completed, their grade (if any) appears in the Grade column; otherwise, their enrollment status appears.

Z-Systems, Inc.										
Tuition Reimbursements										
EMPLOYEE	Adams, Donald A (101)				Division	Corporate				
Job Title	President				Department	Administration				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
07/24/1996	WIN95 CONV	Converting to Windows 95	Yes	0.00	75.00	22.00		07/30/1996	Yes	97.00
					75.00	22.00				97.00
EMPLOYEE	Anderson, Cornelia B (121)				Division	Operations				
Job Title	Machine Oper III				Department	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
EMPLOYEE	Anderson, Rebecca A (140)				Division	Operations				
Job Title	Machine Oper I				Department	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
EMPLOYEE	Bandana, Pepper S (105)				Division	Operations				
Job Title	Machine Oper III				Department	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
EMPLOYEE	Bickmire, James S (132)				Division	Engineering				
Job Title	Technician II				Department	Hardware				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/11/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92
					102.92	22.00				124.92
EMPLOYEE	Hatfield, Carolyn N (117)				Division	Operations				
Job Title	Machine Oper II				Department	Manufacturing				
ENDING	COURSE	DESCRIPTION	JOB REL	CREDIT	COURSE FEE	OTHER FEES	GRADE	REQUEST	OK	REIMBURSE
09/18/1996	OSHALFTTRK	OSHA Lift Truck Safety	Yes	0.00	102.92	22.00		09/12/1996	Yes	124.92

October 18, 2007 at 9:49 AM

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