Employee Self Service – Booking onto a Training Event

Permanent Staff: Please book a place via SAP (ESS) Employee Self Service using the link below and clicking on "Training Catalogue":

[Training Catalogue - SAP Production Portal (buckscc.gov.uk)](#) – *See Booking a Training Event below.*

Please ensure that your line manager then approves your Training request via SAP (MSS).

Agency Staff: Once you have your line manager's approval, please email with the date and Training course title:
Sarah Thorn: Sarah.Thorn@buckinghamshire.gov.uk or
Gill Marman: gillian.marman@buckinghamshire.gov.uk

- *You will receive joining instructions nearer the time via email to confirm your place.*

- *Please note that failure to attend will result in a £60 per day non-attendance charge unless we receive 14 days' notice of your cancellation or you send a replacement delegate.*

- *There is an expectation that **cameras will be switched on** during training and that you will complete Evaluation Forms as required.*

- *Please note to evidence that the learning from this training is embedded in practice, 4/5 attendees' cases will be dip sampled within a 4-week window following attendance.*

- *Please note that all Training will be delivered virtually unless stated otherwise.*

Booking a Training Event

This document explains how to search for courses, conferences and events (all referred to as Events) and create and submit a booking request to your line manager for approval. Once your request has been approved, and assuming places are available, you will receive confirmation of your booking.

NB Not all Events are available via ESS – please refer to the Learning Hub if the Event you are looking for is not displayed.

There are three steps to requesting a booking:
1. Search for the Event – displays details of the date, location and availability
2. Review and create – check and submit a request
3. Complete – confirmation that the request has been sent to Approver.

Objective

By the end of this session you will be able to:

- Search the Training Catalogue
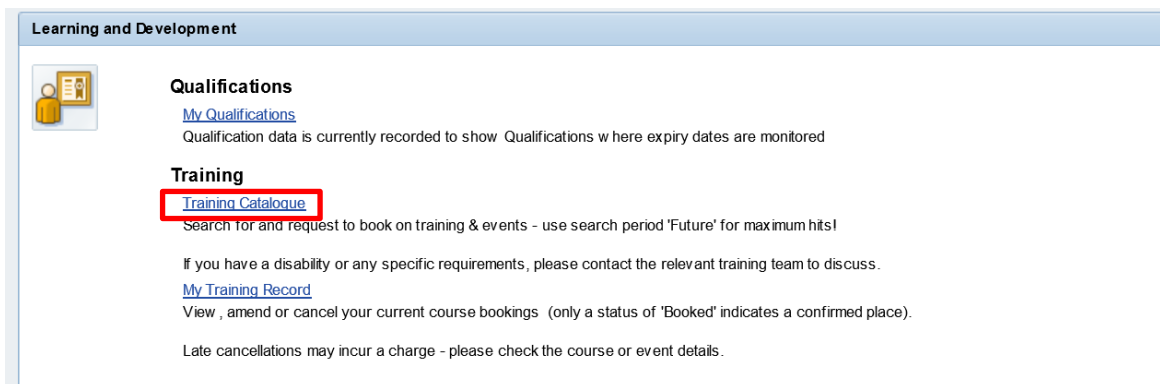- Create an Event request
- Submit the request to your line manager

Procedure:

Click **Employee Self Service** in the white menu bar

The **Personal Information** screen will be displayed.

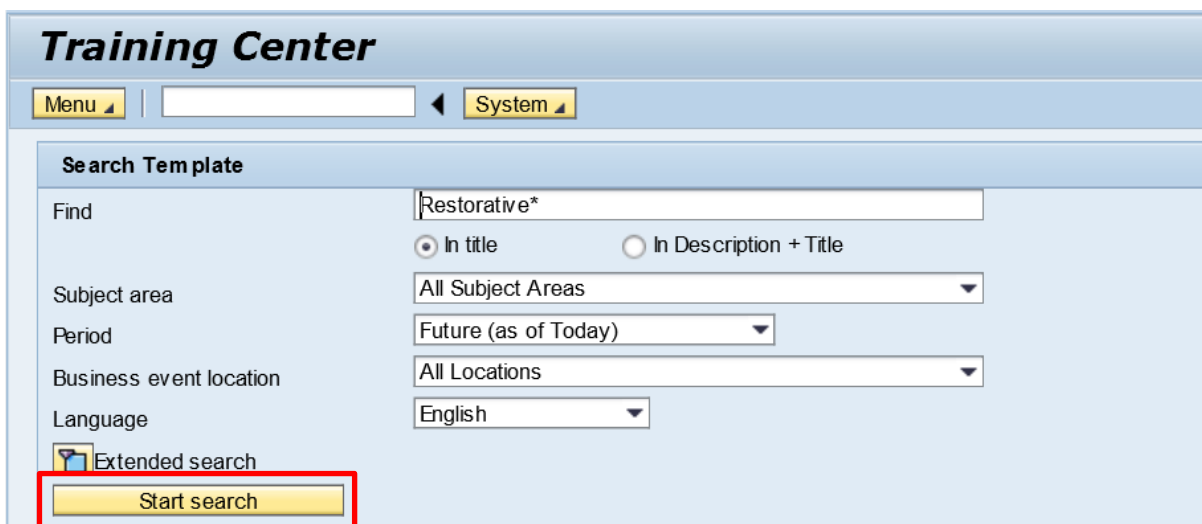Click **Learning and Development** in the green menu bar

The **Learning and Development** screen will be displayed:

Click Training Catalogue to access the Training Catalogue

The **Training Center** allows users to search for Events that are bookable via ESS

The fields to assist you with searching are as follows:

Find – enter a word that would appear in the title or description of the Event i.e. Restorative

✎ If nothing is entered here all courses for the time period selected will be displayed.

Indicate where the word would appear: ⊙ In title   ○ In Description + Title

Subject Area: Leave as All Subject Areas

Period: default is **One Month (as of Today)**. Using the drop down list to select **Future (as of Today)** will show all the upcoming scheduled dates for the Event.

Business event location default is **All Locations**, use the drop down list of available locations if you require a specific location.

Click on the **Start Search** to display the **Hit List:**

The **Hit list** contains all the Events that meet your search criteria i.e. the search has included all the training courses for Virtual Restorative Approaches.

The initial screen displays the Event Name, date, the location and indicates current availability.

✎ If necessary you can resize a column by clicking and dragging the column edge. Availability is indicated in the **Places** column. A green light 🟩 indicates places available, and a red light 🔴 indicates the Event is fully booked.

Click on the Event in the Name column to view full details of the Event
Further Event details will be displayed:

These details may vary according to the type of Event selected but will always include date and time, location, instructor and number of places available. Any prerequisites or equivalents will also be displayed, e.g. for Intermediate Courses you should have attended or have knowledge equal to Introduction of the subject.

Click on the Add to Basket button at bottom of page to proceed with the booking request
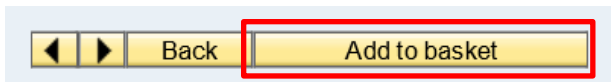
Alternatively click on the Back button to return to the search results and search for a new event.

The Training Center: Shopping Basket will be displayed.

The Shopping Basket will display the Event you have selected. There will be a status indicator in the first column:

Green ⬛ - places available

Yellow 🔺 - further booking information regarding the booking is available

Click on the node in the Booking information Overview to expand and display the message:

One example of this is the event is fully booked and your request will be for a place on a waiting list. A waiting list request is not a booking and an Administrator will contact you once the request has been approved by your line manager.

Click on the **Proceed to Request** button

Confirmation of the chosen Event will be displayed:

Click on the **Request Attendance** button to submit your request to your Line Manager and open the **My Bookings** screen

Training Center: Submit Attendance Request

Menu | | ◀ System |

Confirmation

When you choose "Request Attendance", the following business events will be requested:

Name	Start date	End date	Language	Location	Σ	Price	C.key
Virtual Restorative Approa...	24.06.2022	24.06.2022	English	Online (Virtual)			

| Request Attendance | To Basket | To Search Results | My Bookings |

Your Line Manager will view the request in their SAP Worklist.   Once they have actioned the workflow you will receive an Outlook email notifying you of the approval/rejection of the request.

✎ Line Manager Approval does not confirm a place has been booked. Only when the stated in **My Bookings** changes from **Attendance Requested** to **Booked** is a place confirmed.

My Bookings will be displayed:

My Bookings

Menu | | ◀ System |

My Bookings

A request has been submitted to attend the business event Virtual Restorative Approaches . Your current list of bookings is as follows:

Business Event	Start	End	Location	Σ	Price	Cu...	Status	
Virtual Restorative Ap...	24.06.2022	24.06.2022	Online (Virt...				Attendance Reque...	Cancel
Genogram training	11.05.2022	11.05.2022	Online (Virt...				Canceled	
Preparation for Retire...	05.12.2018	05.12.2018	New Count...		0.00	GBP	Booked	
Brilliant Customer Serv...	15.11.2016	15.11.2016	Annexe B, ...		125.00	GBP	Booked	
Note and Minute Taking	25.06.2015	25.06.2015	Annexe B, ...		50.00	GBP	Booked	
Statutory Complaints P...	22.06.2015	22.06.2015	Wycombe ...				Canceled	
Essent'l First Aid All A...	08.01.2015	08.01.2015	New Count...				Booked	
Manual Handling Training	10.07.2013	10.07.2013	Castlefield ...				Booked	

| To Search Results | To Shopping Basket |

Confirmation that the request has been submitted will appear.
A list of your current bookings will also be displayed, along with their status:
Attendance Requested – the request is waiting to be actioned by the approver
Booked – confirmation of a place on an Event
Attended – the Event is in the past and was attended
Canceled – a previously booked attendance has been cancelled.

✍ If **Rebook** appears please ignore as we are **<u>NOT</u>** using this functionality.

Click on the Business Event name at any time to review the details.

Click anywhere else you would lie to go to in the Portal or **Log Off** to Exit.