

Topic Overview

This job aid provides an overview of navigation and functionality in the Nest to support training deployment for agencies and localities. We recommend you utilize a current version of the Chrome browser when accessing Nest.

If you have any technical questions or issues, email VITA Customer Care Center at vccc@vita.virginia.gov with “**Cardinal Nest**” in the subject line. If you have general questions about training, please contact your agency’s [Primary Contact or Training Contact](#).

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Accessing Nest

To log in to [Nest](#), learners should follow the instructions based on their user classification.

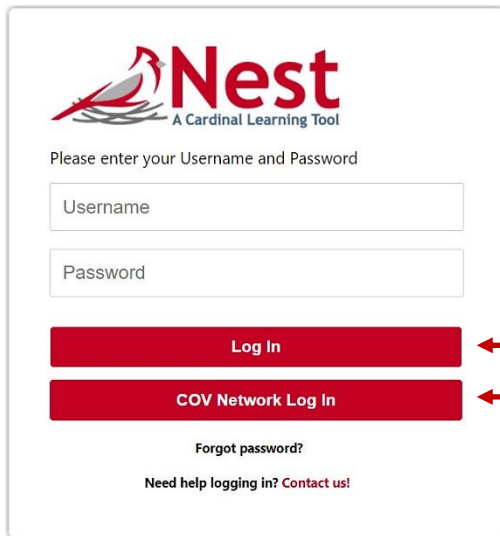
COV* users with an agency provided email address are within the Commonwealth of Virginia (COV) network, whose users are managed by VITA, can either:

- Use the single sign-on feature by clicking **COV Network Log In** button and entering your network credentials.
- **OR** use your **Nest Credentials**
 - **First-time user** - use the credentials in the “Welcome to Nest” email you received by entering them in the Username and Password fields and clicking the **Log in** button.
Important: You will be prompted to reset your password the first time, it is critical you follow the requirements when resetting the password.
 - **Returning users** - will not be able to use the one-time temporary password. Login with the password you previously created to log in to Nest (formerly Cardinal Learning). If you do not remember your password, click the **Forgot Password?** link on the login page to reset it.
 - This email can take up to 15 minutes to appear and may be delivered into your SPAM folder.

* If you are unsure of your agency network, [review the complete list](#) of COV and Non-COV agencies.

All other users will use Nest Credentials:

- **First-time users** - use the credentials in the “Welcome to Nest” email you received by entering them in the Username and Password fields and clicking the **Log in** button.
Important: You will be prompted to reset your password the first time, it is critical you follow the requirements when resetting the password.
- **Returning users** - will not be able to use the one-time temporary password. Login with the password you previously created to log in to Nest (formerly Cardinal Learning). If you do not remember your password, click the **Forgot Password?** link on the login page to reset it.
 - This email can take up to 15 minutes to appear and may be delivered into your SPAM folder.

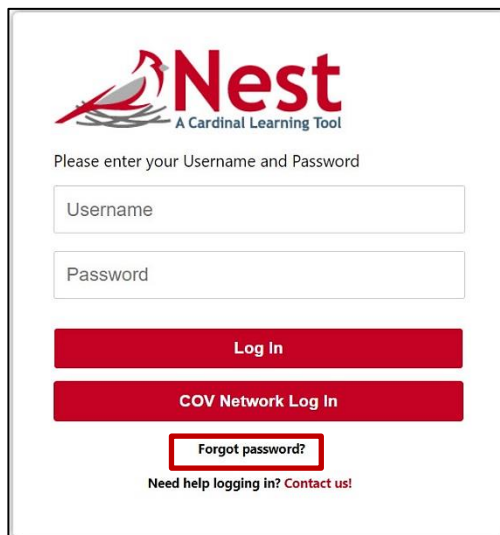


All users, regardless of agency network affiliation, can log in using the credential information provided in the Welcome to Nest email or by clicking the **Forgot password?** link.

COV users with agency credentials can take advantage of the single sign-on feature by utilizing their network credentials to log in.

Reset Nest Password for Nest Credentials

If you have forgotten your Nest password, you can utilize the **Forgot password?** link on the login page. This link will send a reset password email to your email address associated with Nest. **This email can take up to 15 minutes to appear and may be delivered into your SPAM folder.**



Nest Password Requirements

When creating your Nest password it is critical that you follow the password requirements outlined on the change password page. Your new password must match the following criteria:

- Contain both upper and lower case letters
- Contain alpha and numeric characters
- Cannot have three or more consecutive same characters
- Cannot be the same as the previous 24 passwords
- Must be 12 – 20 characters

- Cannot have leading or trailing spaces
- Cannot be the same as the Username, User ID, or email address
- Must contain at least one special character

Nest Welcome Page and Basic Navigation

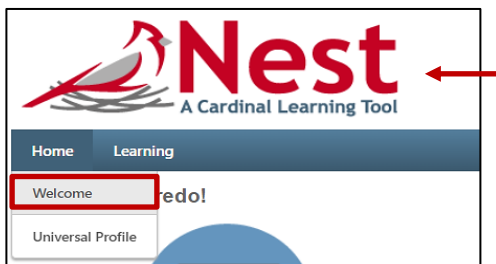
The **Nest Welcome** page is the main hub for your learning experience. You can register, withdraw, and launch training directly from this page using the widgets or menu bar. The following section outlines basic navigation within the Nest tool. Topics include using the Menu bar and widgets.

Nest Menu Bar

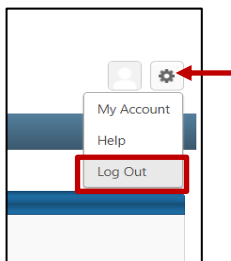
At the top of the page, the menu bar is displayed. The menu bar is available on all pages throughout Nest. The available functionality is grouped by tabs. Place your cursor over a tab to view the options within the tab.



Return to the **Nest Welcome** page anytime by navigating to the top-left of your screen and clicking the **Nest logo** or by clicking on **Home** in the menu bar and selecting **Welcome** from the drop-down menu.



Log out of Nest by hovering over the **Gear** icon in the top-right corner of the screen, and clicking **Log Out** to end your session.



Nest Widgets

Widgets are small components of the **Nest Welcome** page that display important information for a user and can also be used to quickly access various features of Nest.

My Training

The **My Training** widget provides an overview of the user’s training information and assigned curriculum. Click “Open Curriculum” to view assigned training.

My Training			
	Due Date	Status	Action
HR, BN	None	In Progress	Open Curriculum

Upcoming Sessions

Displays all upcoming, registered Instructor-Led Training (ILT) courses for the user. Session titles are quick links to additional information for the course.

Upcoming Sessions	
	Status
HR351 - Employee Data Setup and Maintenance (Starts 6/13/2022)	Registered

Web-Based Training

Displays the assigned Web-Based Training (WBT) course that is ready to launch or in progress.

Web-Based Training	
	Action
INTRO102 Overview of Cardinal Human Capital Management (HCM)	Launch

Nest Quick Links

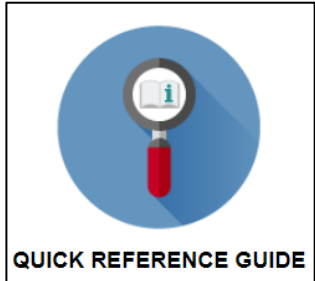
The Welcome page contains quick link buttons that direct you to select areas and resources related to Nest.

Active Transcript

The Active Transcript button will direct you to your transcript page in Nest and display your active, in progress, and assigned training.

**Quick Reference Guide**

The Quick Reference Guide button will direct you to the Nest Quick Reference Guide PDF located on the Cardinal Website. This guide provides basic Nest navigational guidance. To return to Nest from the Nest Quick Reference Guide, simply click the back button on your browser.

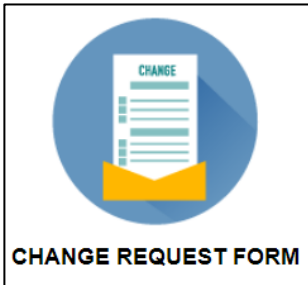
**Completed Transcript**

The Completed Transcript button will direct you to your transcript page in Nest and display your completed training.



Change Request Form

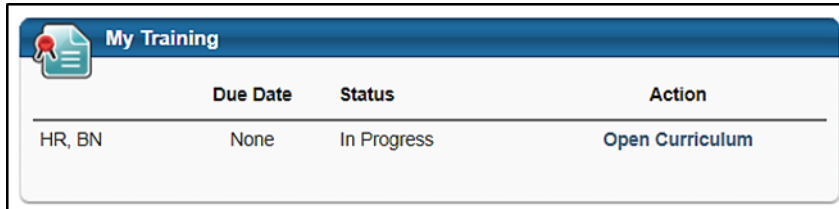
This form is only available to Primary Contacts/Training Contacts and will only appear on the Welcome page if you are a designated Cardinal Change Network member. The Change Request Form button will direct you to the Nest User Profile Change Request Form. This form is used to update agency learner's Nest profiles in the event of name or email changes/corrections or to completely deactivate a learner's Nest account.



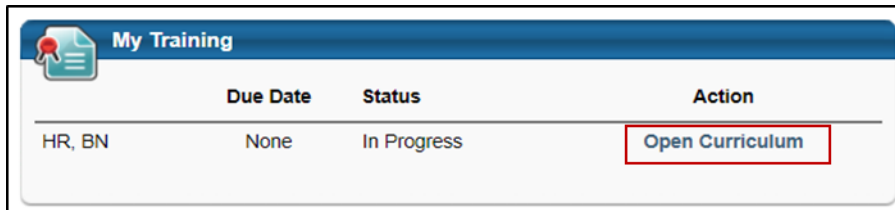
Nest Curriculum

Your Nest Curriculum is a set of assigned training courses. Your curriculum can be accessed in the **My Training** widget. These courses have been assigned based upon the way you will use Cardinal HCM, as determined by your agency’s Cardinal Change Network members. If you have any questions about your assigned training, please speak with your [Training Contact/Primary Contact](#) for further clarification.

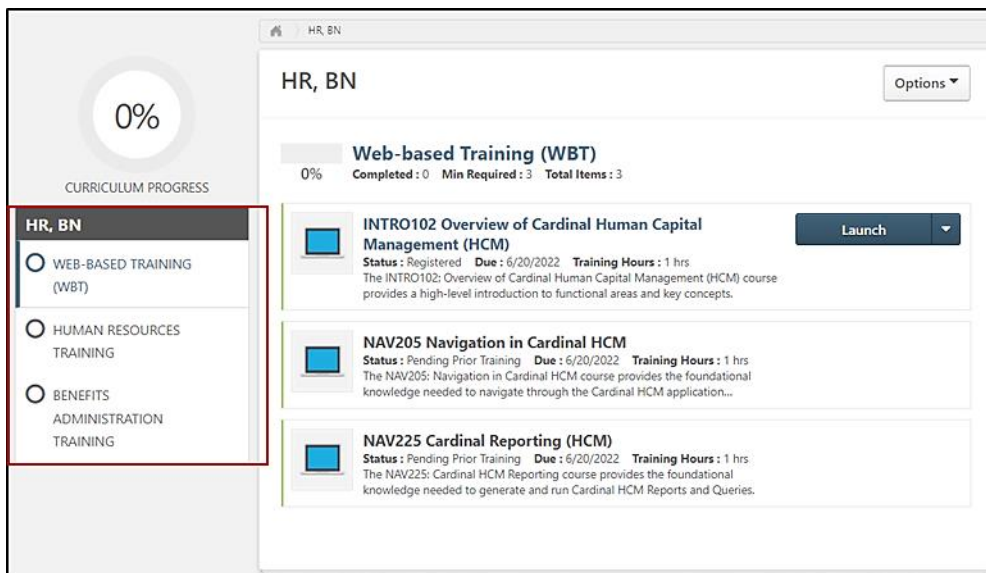
1. Identify assigned curriculum located in the **My Training** widget on the **Nest Welcome** page.



2. To view the training courses assigned in your curriculum, select **Open Curriculum**.



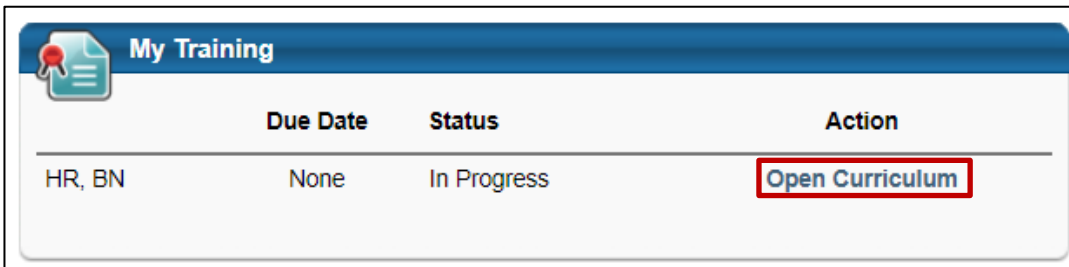
3. The curriculum will open and an overview of assigned training and progress status is displayed. The curriculum contains multiple sections, **Web-Based Training (WBT)**, and **Functional area** sections that contain the Virtual/In-Person Instructor-Led Training (ILT). Each section contains assigned training courses. To view your assigned training click the appropriate section you wish to open.



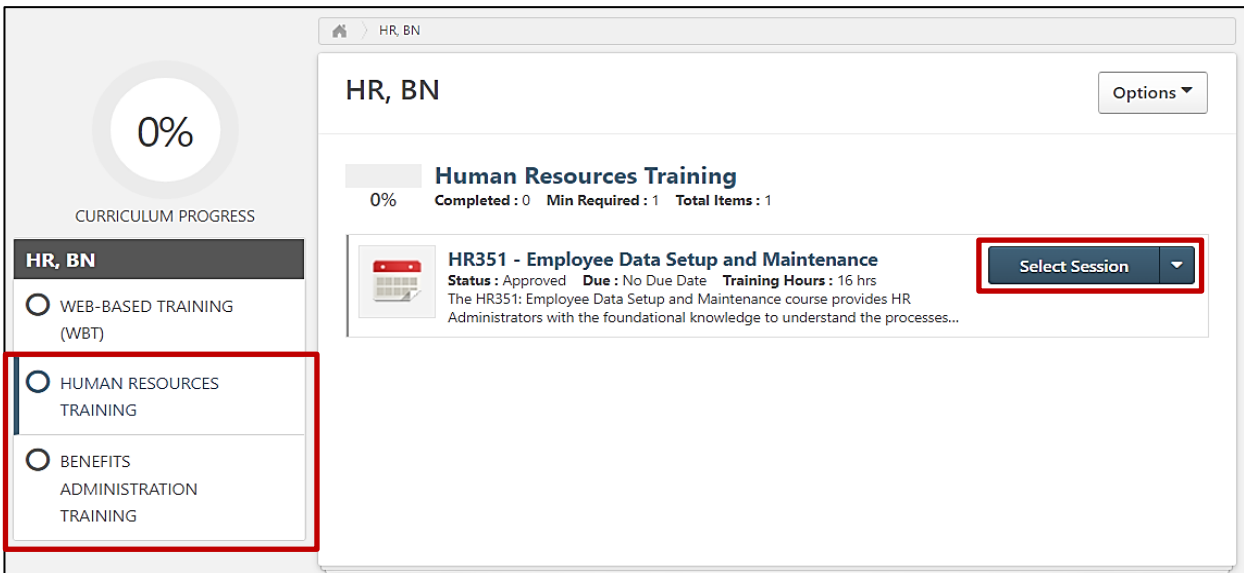
Register for Instructor-Led Sessions

There are two formats for select Instructor-Led sessions: Virtual (VILT) and In-Person Instructor-Led Training (ILT). Registering for both formats follows the same process.

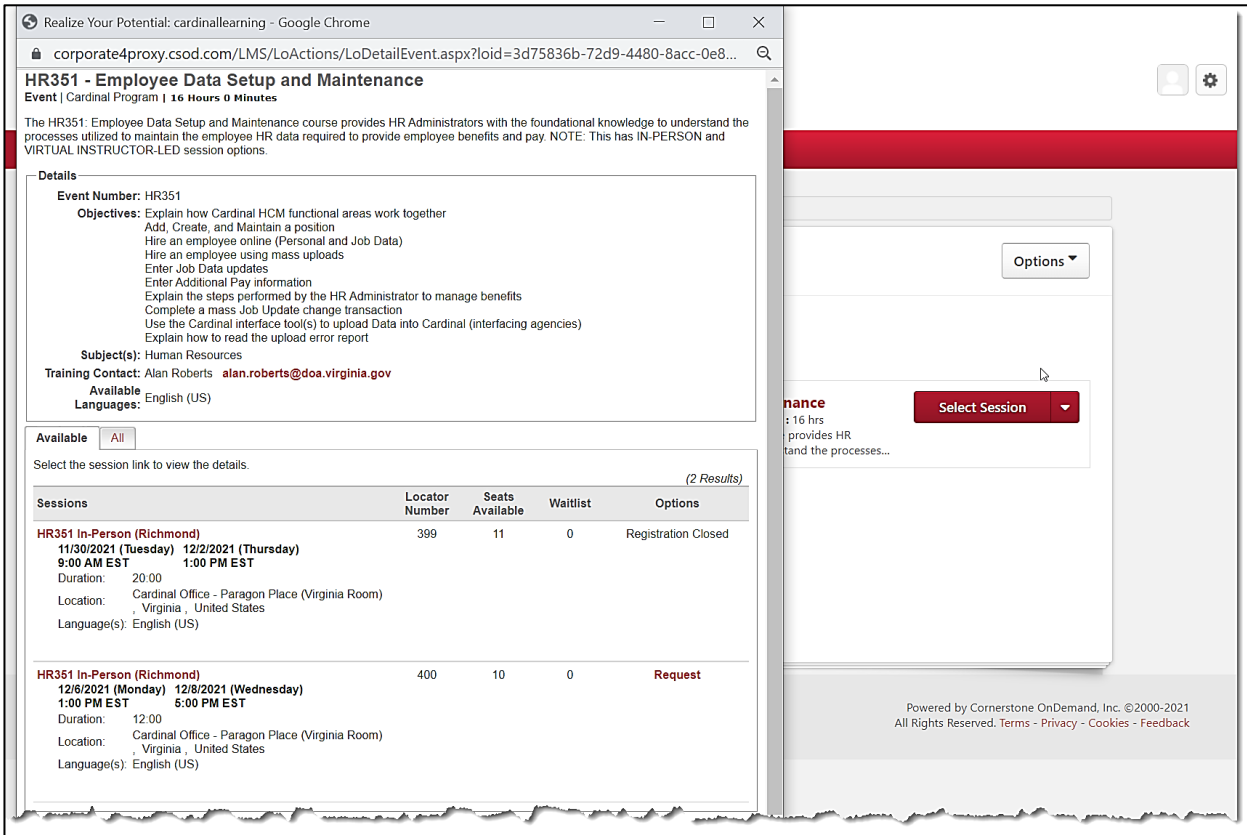
1. Identify assigned courses by navigating to your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.



2. The curriculum will open in a new page, navigate to each **Functional area (Human Resources, Benefits Administration, Time & Attendance, and Payroll)** section assigned and click **Select Session** next to the training course for which you are registering.



- A new window will open and display all available sessions offered for the Instructor-Led Training course.



The screenshot shows a web browser window displaying the 'HR351 - Employee Data Setup and Maintenance' course page. The page includes a description, objectives, and a table of available sessions. A sidebar on the right shows a 'Select Session' dropdown menu.

HR351 - Employee Data Setup and Maintenance
Event | Cardinal Program | 16 Hours 0 Minutes

The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes utilized to maintain the employee HR data required to provide employee benefits and pay. NOTE: This has IN-PERSON and VIRTUAL INSTRUCTOR-LED session options.

Details

Event Number: HR351

Objectives: Explain how Cardinal HCM functional areas work together
Add, Create, and Maintain a position
Hire an employee online (Personal and Job Data)
Hire an employee using mass uploads
Enter Job Data updates
Enter Additional Pay information
Explain the steps performed by the HR Administrator to manage benefits
Complete a mass Job Update change transaction
Use the Cardinal interface tool(s) to upload Data into Cardinal (interfacing agencies)
Explain how to read the upload error report

Subject(s): Human Resources

Training Contact: Alan Roberts alan.roberts@doa.virginia.gov

Available Languages: English (US)

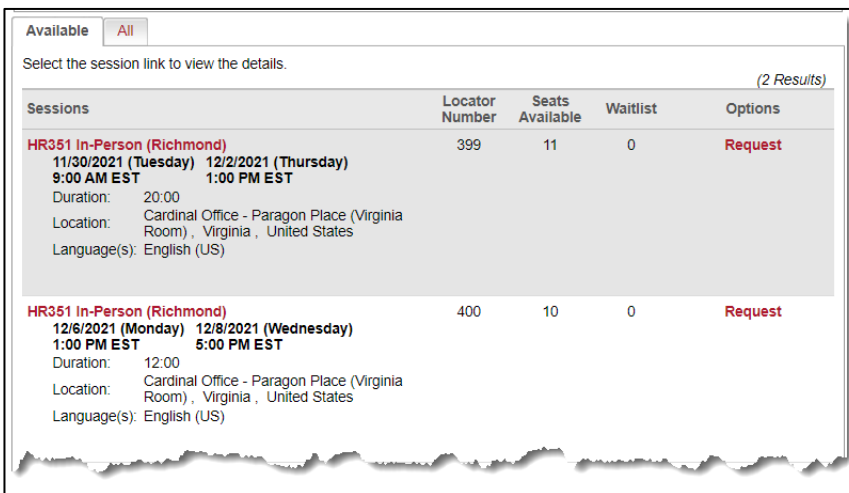
Available All

Select the session link to view the details. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
HR351 In-Person (Richmond) 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room), Virginia, United States Language(s): English (US)	399	11	0	Registration Closed
HR351 In-Person (Richmond) 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room), Virginia, United States Language(s): English (US)	400	10	0	Request

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- Available session information will display the Start and End Date/Time, Seats Available, Location, and if the session is Virtual (VILT) or In-Person (ILT).



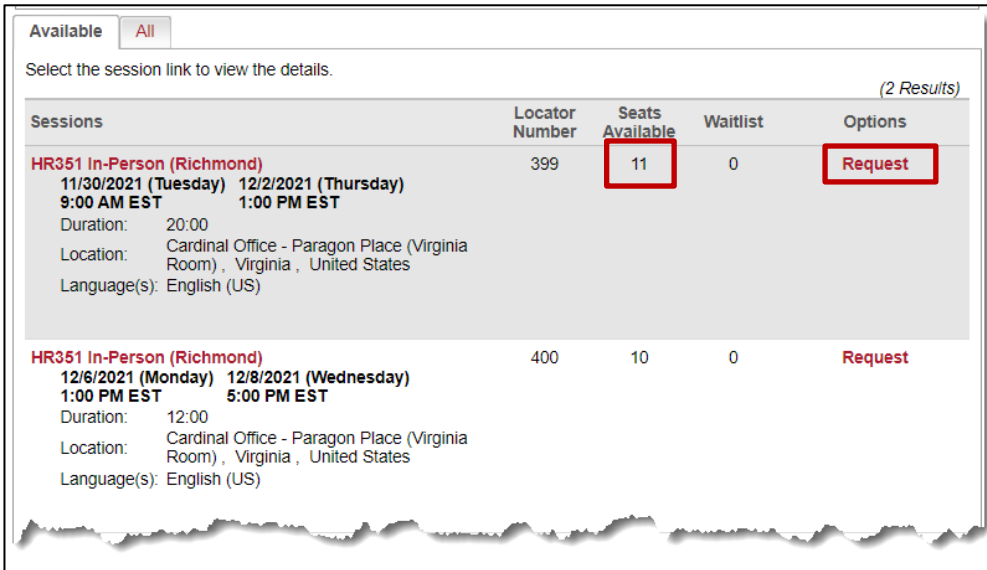
This is a close-up view of the session availability table from the previous screenshot.

Available All

Select the session link to view the details. (2 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
HR351 In-Person (Richmond) 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room), Virginia, United States Language(s): English (US)	399	11	0	Request
HR351 In-Person (Richmond) 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room), Virginia, United States Language(s): English (US)	400	10	0	Request

5. Scroll through the list of available sessions and find your preferred date and time. If seats are available, click **Request**.

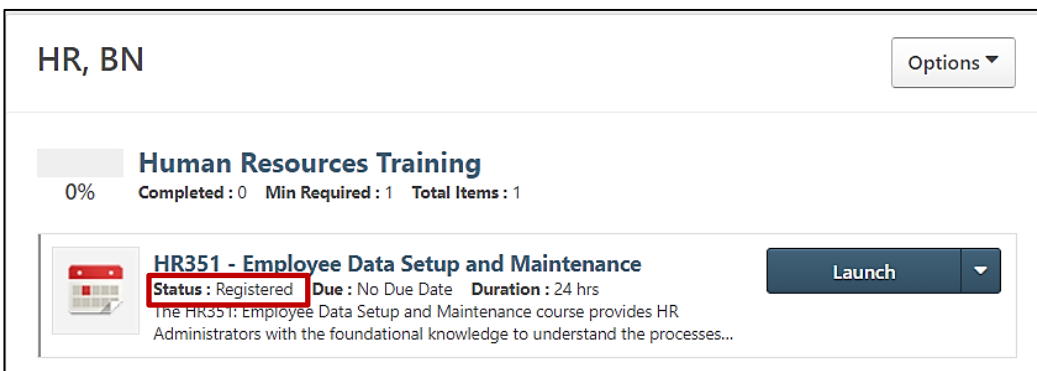


Available

Select the session link to view the details. (2 Results)


Sessions	Locator Number	Seats Available	Waitlist	Options
HR351 In-Person (Richmond) 11/30/2021 (Tuesday) 12/2/2021 (Thursday) 9:00 AM EST 1:00 PM EST Duration: 20:00 Location: Cardinal Office - Paragon Place (Virginia Room) , Virginia , United States Language(s): English (US)	399	11	0	Request
HR351 In-Person (Richmond) 12/6/2021 (Monday) 12/8/2021 (Wednesday) 1:00 PM EST 5:00 PM EST Duration: 12:00 Location: Cardinal Office - Paragon Place (Virginia Room) , Virginia , United States Language(s): English (US)	400	10	0	Request

6. After selecting **Request**, you are automatically approved and registered for the session. The ILT course will now show a status of “Registered”.



HR, BN Options ▾

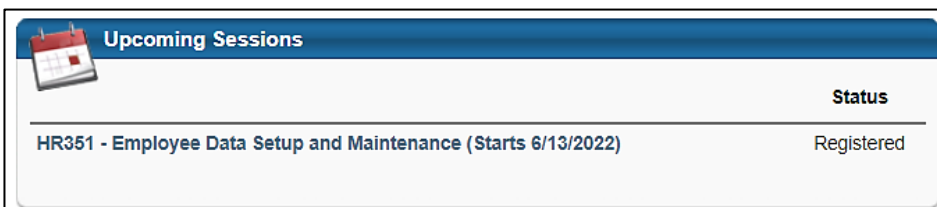
Human Resources Training
0% Completed : 0 Min Required : 1 Total Items : 1



HR351 - Employee Data Setup and Maintenance
Status : Registered Due : No Due Date Duration : 24 hrs
 The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes...

Launch ▾

7. On the Nest Welcome page, all registered ILT sessions will appear in the **Upcoming Sessions** widget.



Upcoming Sessions

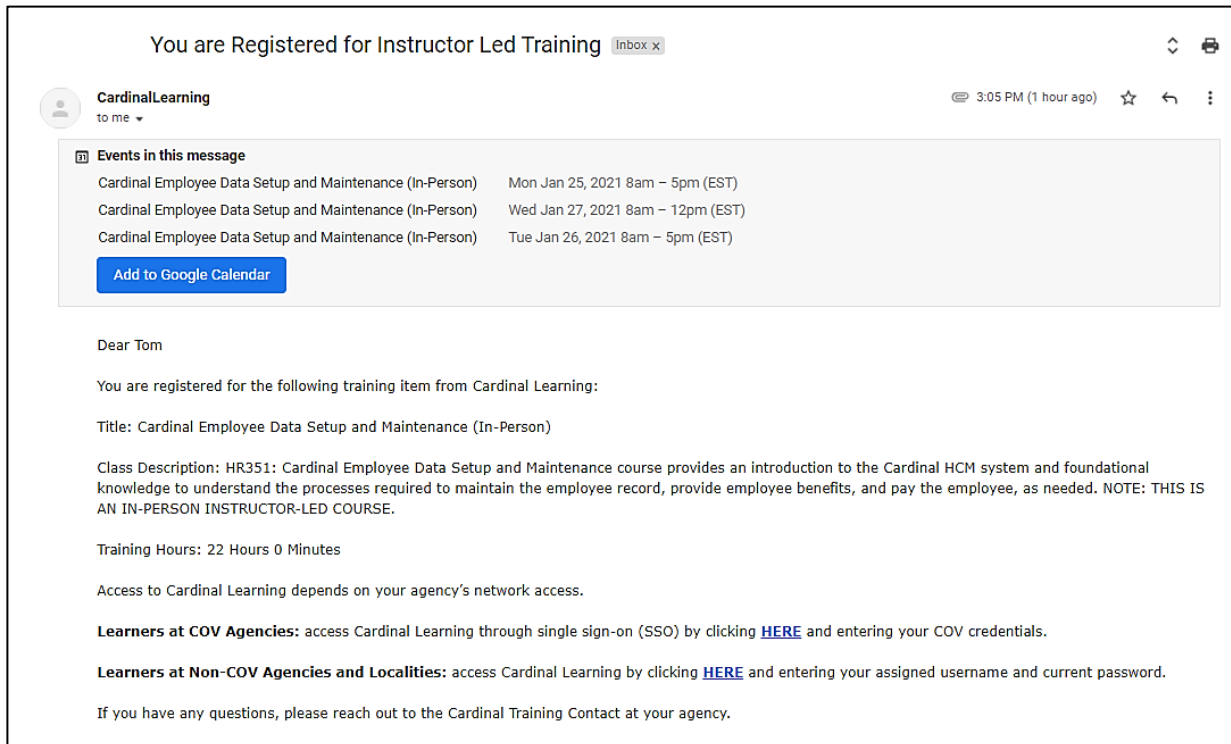
	Status
HR351 - Employee Data Setup and Maintenance (Starts 6/13/2022)	Registered

Adding Instructor-Led Training Sessions to Your Calendar

After registering for Instructor-Led Training sessions, you will receive an email confirmation of registration. Attachments are located within the email that allow you to add the training course to your calendar.

1. After registering for an Instructor-Led Training session, Virtual or In-Person, check your email for a confirmation message from Nest.

Note: An email will come from CardinalLearning@doa.virginia.gov. Check your spam folder if you are unable to locate it in your inbox.



The screenshot shows an email titled "You are Registered for Instructor Led Training" from Cardinal Learning. The email includes a calendar event summary with three sessions: "Cardinal Employee Data Setup and Maintenance (In-Person)" on Mon Jan 25, 2021 (8am-5pm EST), Wed Jan 27, 2021 (8am-12pm EST), and Tue Jan 26, 2021 (8am-5pm EST). Below the summary is a blue "Add to Google Calendar" button. The main body of the email addresses Tom and provides details about the training item, including a class description, training hours (22 hours), and access instructions for COV and non-COV agencies.

Events in this message

Event Title	Time
Cardinal Employee Data Setup and Maintenance (In-Person)	Mon Jan 25, 2021 8am – 5pm (EST)
Cardinal Employee Data Setup and Maintenance (In-Person)	Wed Jan 27, 2021 8am – 12pm (EST)
Cardinal Employee Data Setup and Maintenance (In-Person)	Tue Jan 26, 2021 8am – 5pm (EST)

[Add to Google Calendar](#)

Dear Tom

You are registered for the following training item from Cardinal Learning:

Title: Cardinal Employee Data Setup and Maintenance (In-Person)

Class Description: HR351: Cardinal Employee Data Setup and Maintenance course provides an introduction to the Cardinal HCM system and foundational knowledge to understand the processes required to maintain the employee record, provide employee benefits, and pay the employee, as needed. NOTE: THIS IS AN IN-PERSON INSTRUCTOR-LED COURSE.

Training Hours: 22 Hours 0 Minutes

Access to Cardinal Learning depends on your agency's network access.

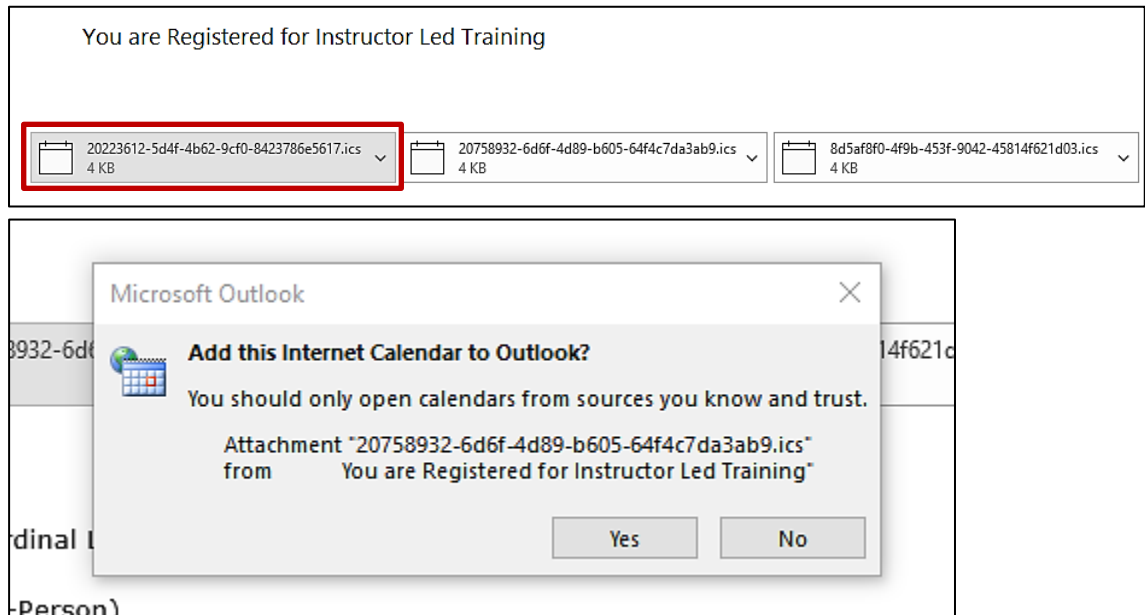
Learners at COV Agencies: access Cardinal Learning through single sign-on (SSO) by clicking [HERE](#) and entering your COV credentials.

Learners at Non-COV Agencies and Localities: access Cardinal Learning by clicking [HERE](#) and entering your assigned username and current password.

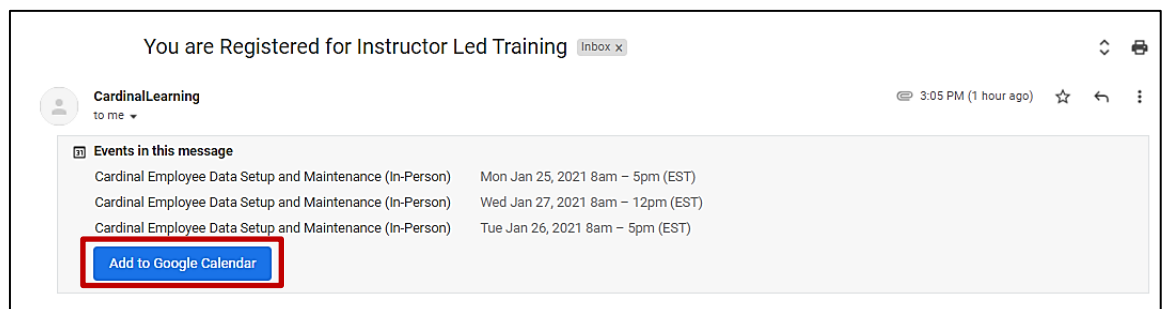
If you have any questions, please reach out to the Cardinal Training Contact at your agency.

2. The email includes attachments to allow you to add the training session to your calendar.
 - a. Outlook - iCal
 - i. Select the drop-down menu next to the file and you will be prompted to add the session to your Internet Calendar in Outlook.

Note: If you register for a multi-day course, you will need to add each file in the attachment to your calendar.



- b. Gmail-Google Calendar
 - i. Select Add to Google Calendar, the sessions will be added to your calendar.



If you are unable to add the training session to your online calendar, or you do not use an online calendar, please be sure to manually add the session to your calendar of choice.

Note: You must attend and complete all days of the training session to receive credit for the training course.

Launching Virtual Instructor-Led Training (VILT)

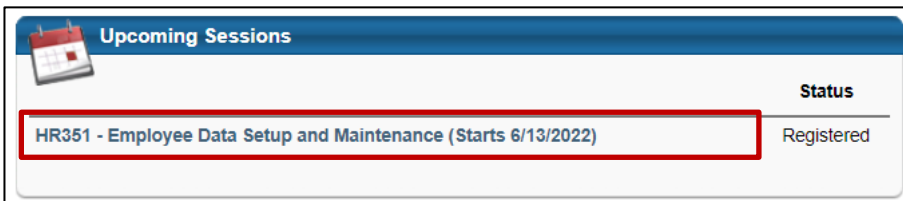
VILTs are launched from the Nest tool and hosted through the Webex Training platform. VILT sessions can be launched from the Curriculum page or Upcoming Sessions widget.

To successfully join your VILT training session, log into Nest **at least ten minutes prior** to your session start time. It is recommended you use the most current version of Chrome for accessing VILTs.

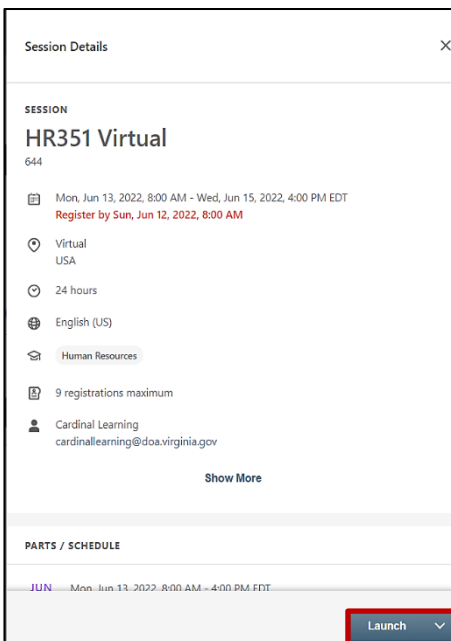
1. Log into Nest and navigate to **Upcoming Sessions**.



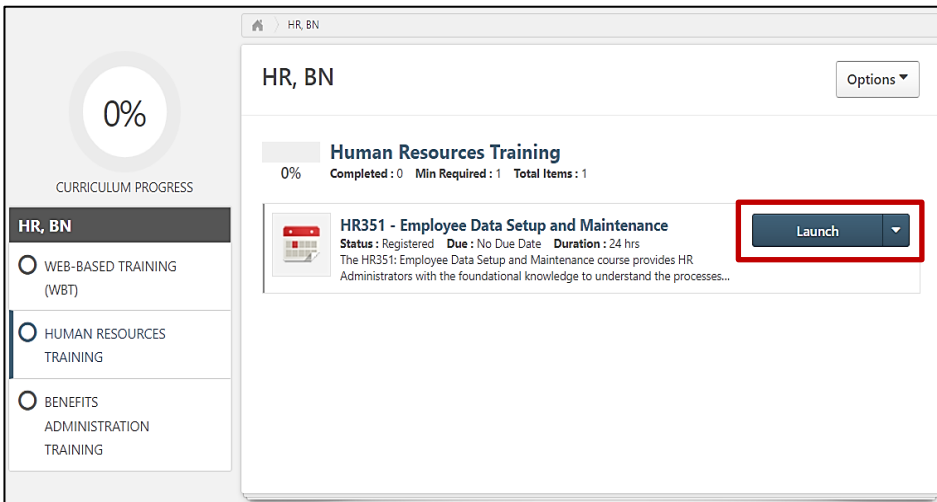
2. To launch the VILT session, select the session title you are attending.



3. The event page will open and the session details will appear on the right-hand side of the screen. Click the **Launch** button at the bottom of this screen.



- a. Alternatively, you can launch the session in the curriculum.



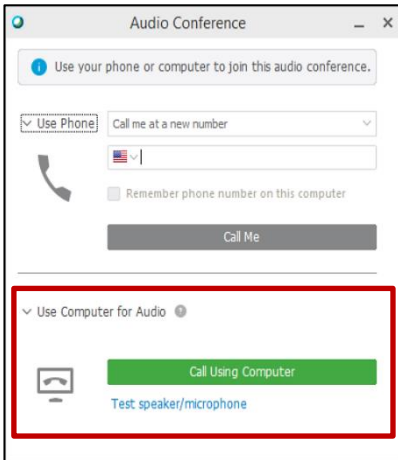
4. Nest will automatically direct you to Webex Training. Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click **here** to open the training.

If the training doesn't load, click [here](#) to open it.

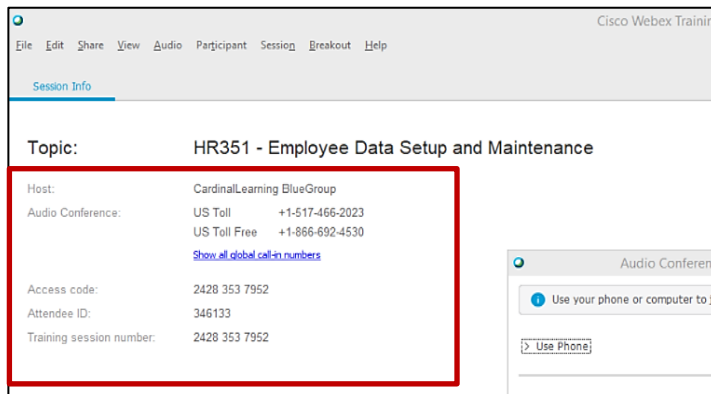
- a. If you have not previously used Webex on your computer, you may be prompted to download the Webex application. For more detailed information about downloading the Webex application, see the [Downloading Webex Application](#) section of this job aid.

Note: You **must download/install the Webex add-in**. Do not utilize the browser-only option, as certain features will not be available. If you are experiencing issues while launching a VILT session, email VITA Customer Care Center at vccc@vita.virginia.gov with “**Cardinal Nest**” in the subject line.

5. Once in Webex Training, join the session using your computer audio (preferred) by selecting **Call Using Computer**.



- a. If you are unable to utilize your computer for audio, remain in Webex Training for the visual features of the session and join the session by calling in directly using the dial-in information located on the training session page in Webex Training.

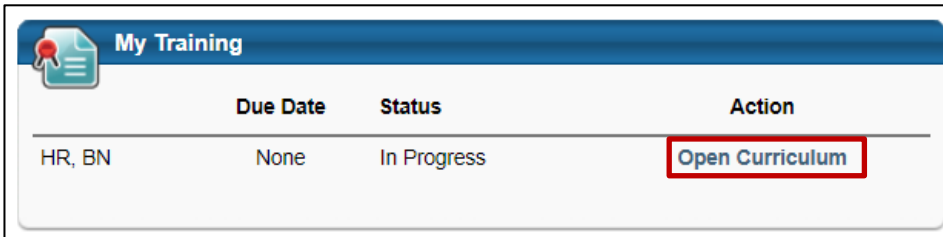


- b. You may also join the training session by selecting the **Use Phone drop-down**, entering your phone number, and selecting **Call Me**. Webex calls your phone number directly and connects you to the session. This will connect you to the training session audio, while keeping you in Webex Training for the visual portion of the session.

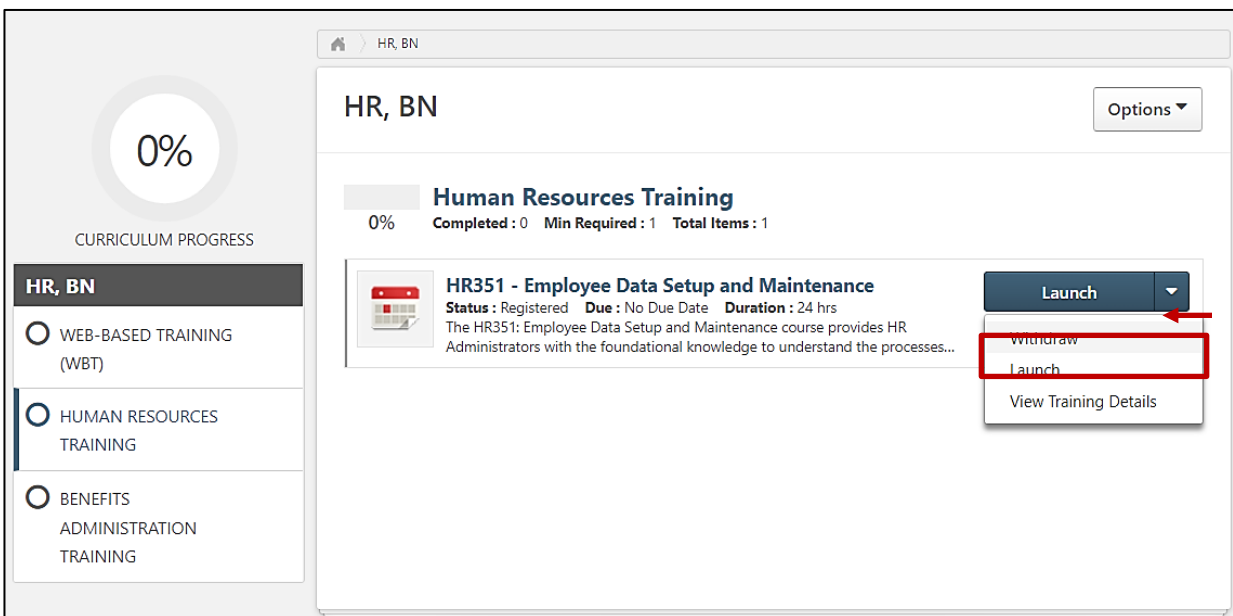
Withdraw from Instructor-Led Sessions

If a learner needs to withdraw from a session, this can be done via the Upcoming Sessions widget or in the curriculum overview page. Withdrawing from a session follows the same process for both Virtual (VILT) and In-Person Instructor-Led Training (ILT) sessions. Course registration ends four days before a session begins. Please make every attempt to allow others the opportunity at the seat by withdrawing one week ahead.

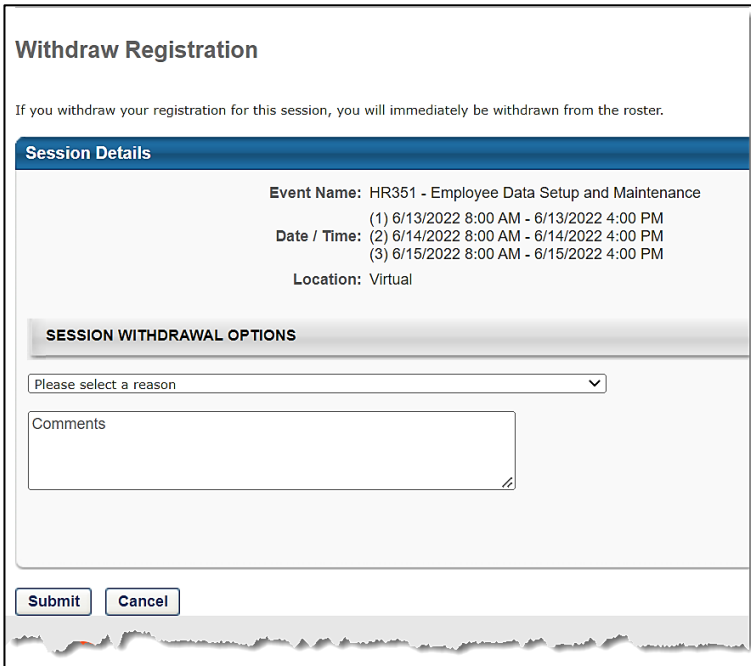
1. Navigate to the **My Training** widget on the Nest Welcome page and click **Open Curriculum**.



2. Select the drop-down arrow on the **Launch** button next to the training title for which you wish to withdraw.



3. The site directs you to a **Withdraw Registration** page where you are prompted to select a reason for session withdrawal.



Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

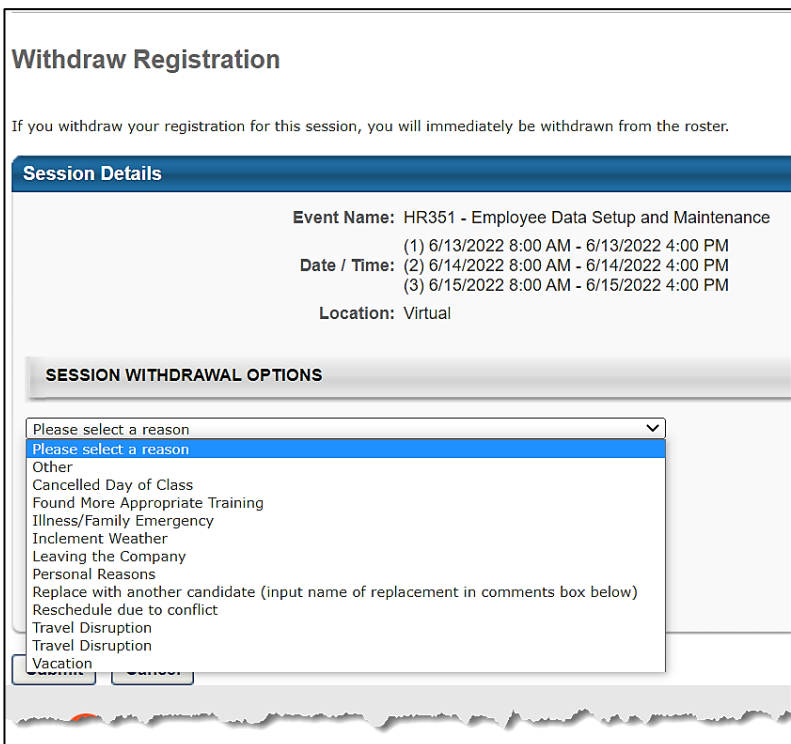
Event Name: HR351 - Employee Data Setup and Maintenance
(1) 6/13/2022 8:00 AM - 6/13/2022 4:00 PM
Date / Time: (2) 6/14/2022 8:00 AM - 6/14/2022 4:00 PM
(3) 6/15/2022 8:00 AM - 6/15/2022 4:00 PM
Location: Virtual

SESSION WITHDRAWAL OPTIONS

Please select a reason

Comments

4. Select the applicable reason for withdrawing from the session.



Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: HR351 - Employee Data Setup and Maintenance
(1) 6/13/2022 8:00 AM - 6/13/2022 4:00 PM
Date / Time: (2) 6/14/2022 8:00 AM - 6/14/2022 4:00 PM
(3) 6/15/2022 8:00 AM - 6/15/2022 4:00 PM
Location: Virtual

SESSION WITHDRAWAL OPTIONS

Please select a reason

- Please select a reason
- Other
- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Incliment Weather
- Leaving the Company
- Personal Reasons
- Replace with another candidate (input name of replacement in comments box below)
- Reschedule due to conflict
- Travel Disruption
- Travel Disruption
- Vacation

5. After selecting a reason, click **Submit**. You are immediately withdrawn from the session roster.

Withdraw Registration

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

Session Details

Event Name: HR351 - Employee Data Setup and Maintenance
Date / Time: (1) 6/13/2022 8:00 AM - 6/13/2022 4:00 PM
(2) 6/14/2022 8:00 AM - 6/14/2022 4:00 PM
(3) 6/15/2022 8:00 AM - 6/15/2022 4:00 PM
Location: Virtual


SESSION WITHDRAWAL OPTIONS

Reschedule due to conflict

Selecting a different session due to scheduling conflict.

Submit **Cancel**

6. Upon completion of withdrawal, the course status is **Withdrawn** in your curriculum overview and the session no longer populates in your **Upcoming Sessions** widget.



HR351 - Employee Data Setup and Maintenance

Status: Withdrawn Due : No Due Date Duration : 24 hrs

The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes...

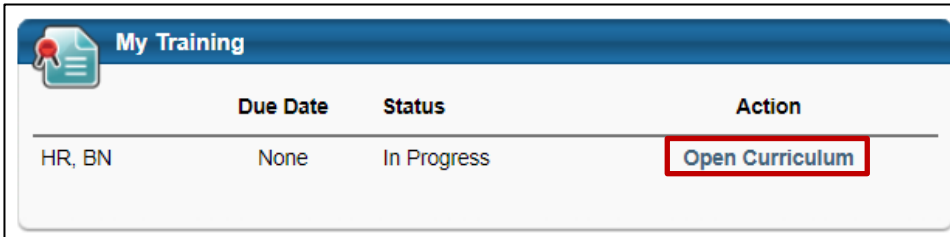
Select Session

Note: If you need to register for a new session, you can utilize the **Select Session** button.

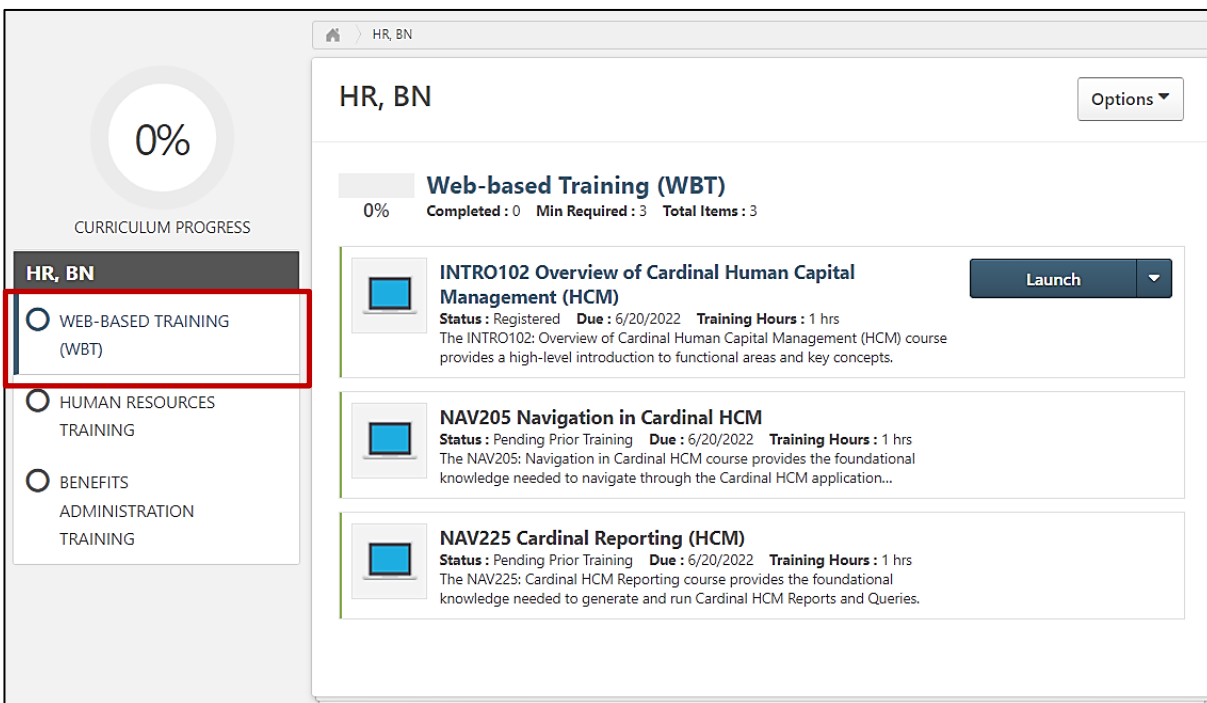
How to Launch Web-Based Training

Web-Based Training (WBT) courses are assigned according to the learner’s role. They are located in the Web-Based Training widget and in your assigned Curriculum. Web-Based Training courses are assigned and can only be completed in the required order.

1. Identify assigned WBT courses located in your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.



2. Click the **Web-Based Training (WBT)** section in your curriculum to display assigned WBT courses. WBT courses must be completed in sequential order. The system will not allow you to launch your next WBT until the course prior is completed.



3. Click **Launch** to begin your WBT course.



- a. You can also **Launch** the WBT course directly from the **Web-Based Training** widget on the Nest Welcome page. This widget will only show the WBT course that is ready to launch.




Web-Based Training	Action
INTRO102 Overview of Cardinal Human Capital Management (HCM)	Launch

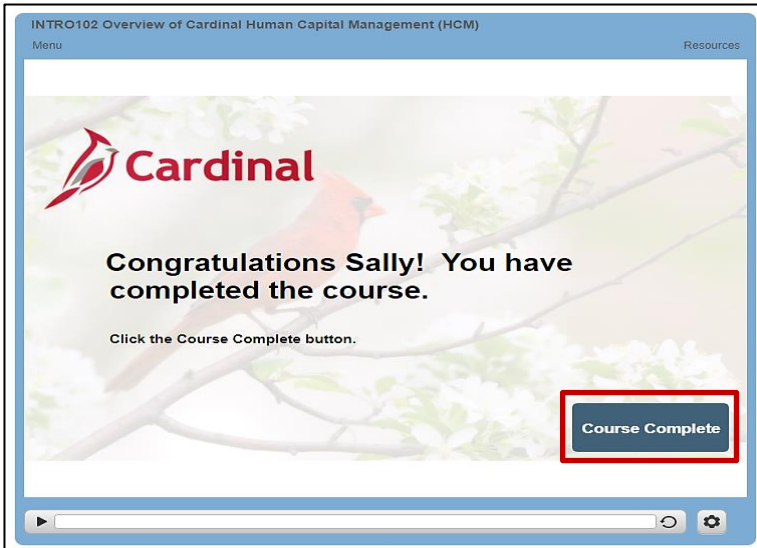
- b. Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click **here** to open the training.

If the training doesn't load, click [here](#) to open it.

4. Click **Start Course** to begin your Web-Based Training course.



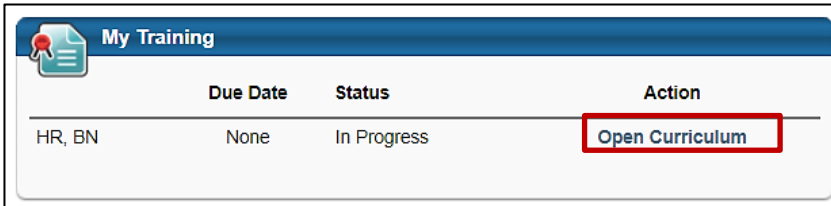
5. After learning the required material, click **Course Complete**.



Relaunching Web-Based Training after Completion

If you would like to re-take a WBT course after you have completed the training, you may do so by relaunching the WBT in Nest and utilizing the **Menu** within the WBT course to navigate to the sections you wish to view again.

1. Navigate to your curriculum in Nest through the **My Training** widget on the welcome page and select **Open Curriculum**.

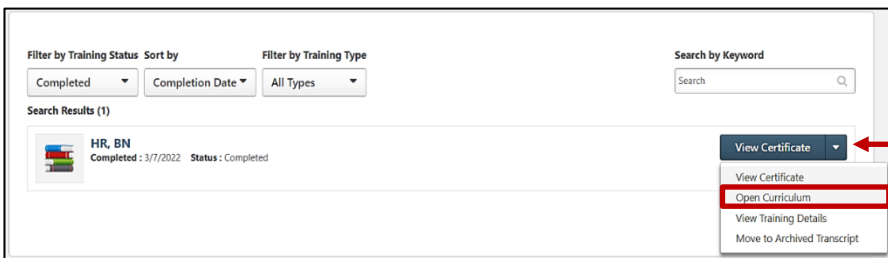


	Due Date	Status	Action
HR, BN	None	In Progress	Open Curriculum

2. If you have completed all assigned training in your curriculum, and it is no longer available in your **My Training** widget, you will need to navigate to your completed transcript. To access your completed transcript, click the **Completed Transcript** button.





3. Your completed transcript page will open. From there, navigate to the button that says **View Certificate**, click the drop-down, and select **Open Curriculum**.

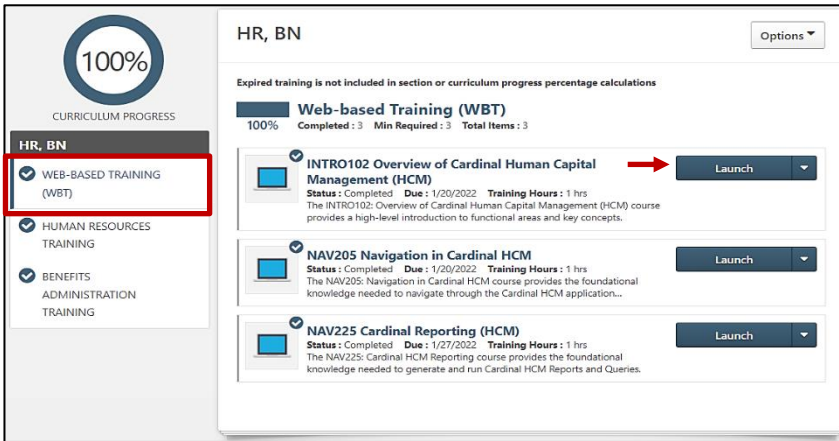


Filter by Training Status: Completed | Sort by: Completion Date | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (1)

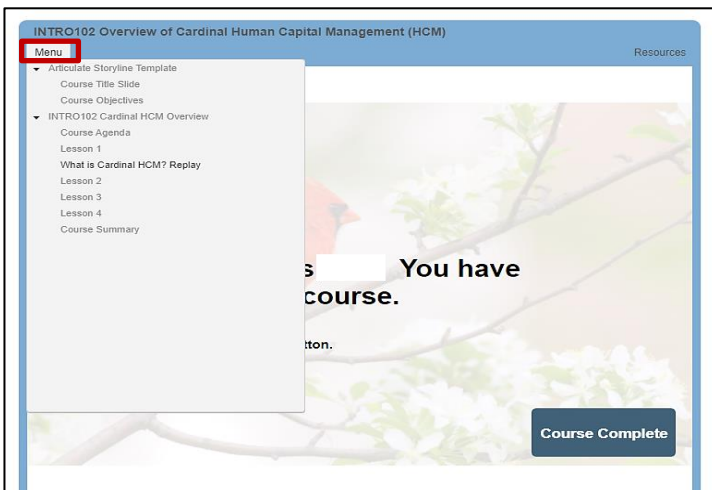
 HR, BN Completed: 3/7/2022 Status: Completed	View Certificate 
	View Certificate
	Open Curriculum
	View Training Details
	Move to Archived Transcript

- Once your curriculum is open, select **Web-Based Training** on the left-hand side to bring up your WBT courses. Click **Launch** next to the course you wish to re-take.



- Your selected WBT will open up at the Course Completed Screen. Click **Menu** in the top left-hand corner and a drop-down menu will open. From this menu you can navigate to the sections in the WBT you wish to re-take. To start the WBT from the beginning, select **Course Title Slide**.

Note: ESS392A/B modules do not contain the Menu function. To restart an ESS392A/B module you will click **Restart** on the course completion page.

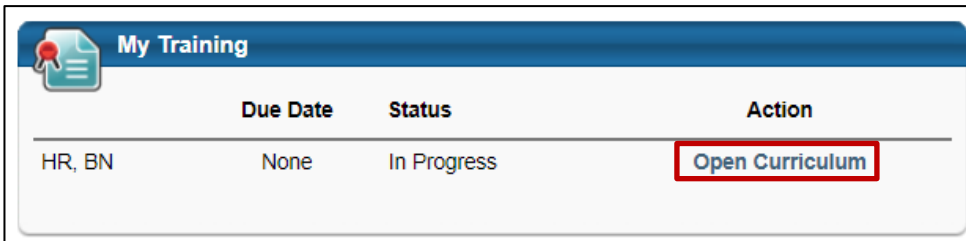


Accessing and Completing Course Evaluations

Course evaluations are available for select WBT courses and ILT sessions. Your trainer will advise at the end of an ILT session if an evaluation is available. These evaluations are accessible in your Curriculum or Completed Transcript and can be utilized to provide feedback on your experience. Evaluations are available for five days after the completion of your WBT or the last day of your training session.

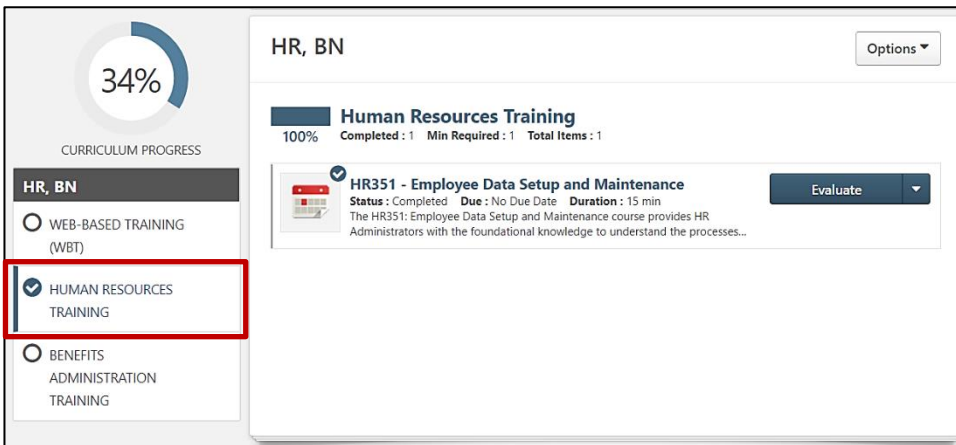
Accessing and Completing Instructor-Led Training Evaluations in an Active Curriculum

1. Navigate to the **My Training** widget and select **Open Curriculum**.

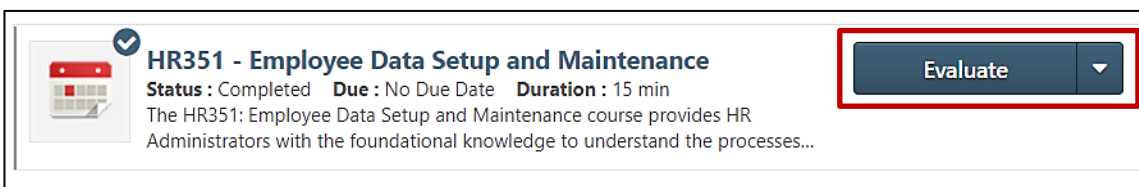


	Due Date	Status	Action
HR, BN	None	In Progress	Open Curriculum

2. The curriculum will open in a new page. Navigate to the **Functional area** section associated with the course you wish to evaluate.



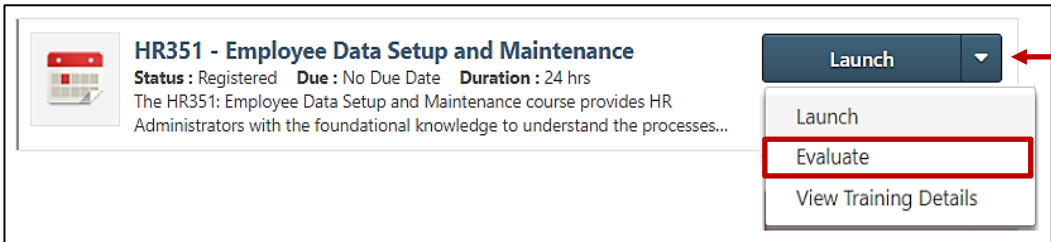
3. The button next to your completed session will now say **Evaluate**. Click this button to open the evaluation.



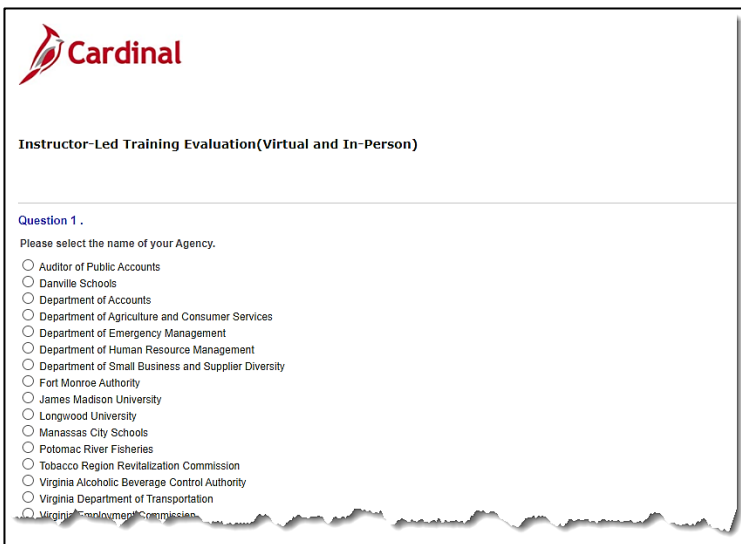
HR351 - Employee Data Setup and Maintenance
 Status : Completed Due : No Due Date Duration : 15 min
 The HR351: Employee Data Setup and Maintenance course provides HR Administrators with the foundational knowledge to understand the processes...

Evaluate

4. If the Evaluate button is not yet available, you can click the drop-down arrow on the launch button and select **Evaluate**.



5. The evaluation will open. Click the **Continue** button, the evaluation displays. Complete the course evaluation questions and select **Submit Final Answers**.

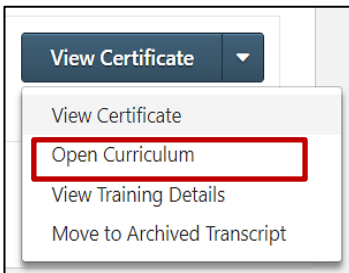


Accessing and Completing Instructor-Led Training Evaluations in a Completed Curriculum

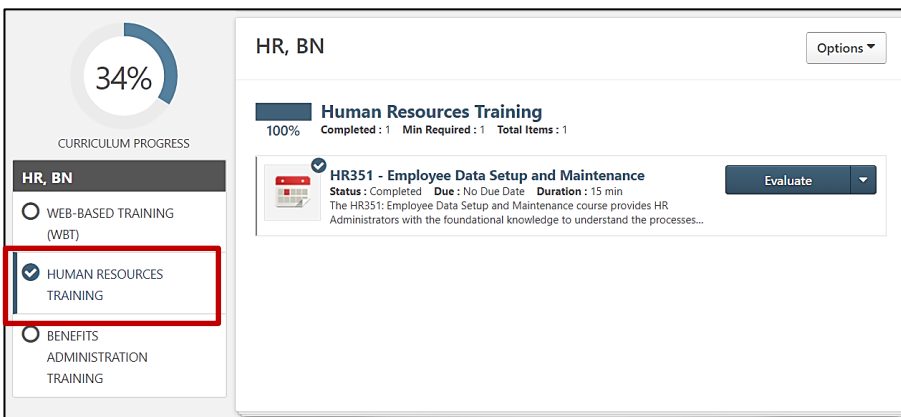
1. Click the **Completed Transcript** button on your Welcome page.



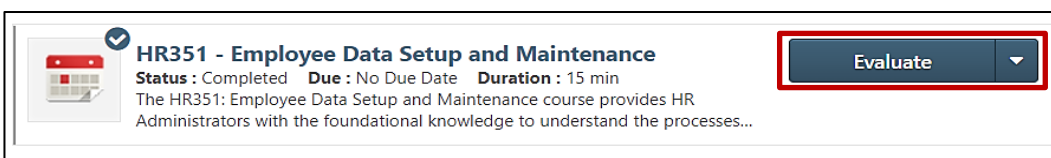
2. The completed transcript page will open. A list of completed curriculum and courses will appear. Click the drop-down arrow on the **View Certificate** button next to the curriculum that contains the course you are evaluating and select **Open Curriculum**.



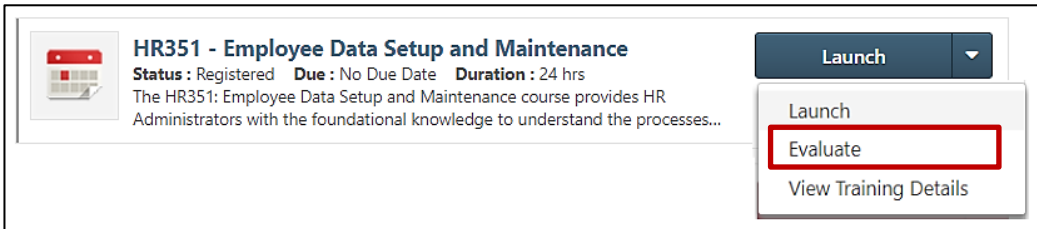
3. The curriculum will open in a new page. Navigate to the **Functional area** section associated with the course you wish to evaluate.



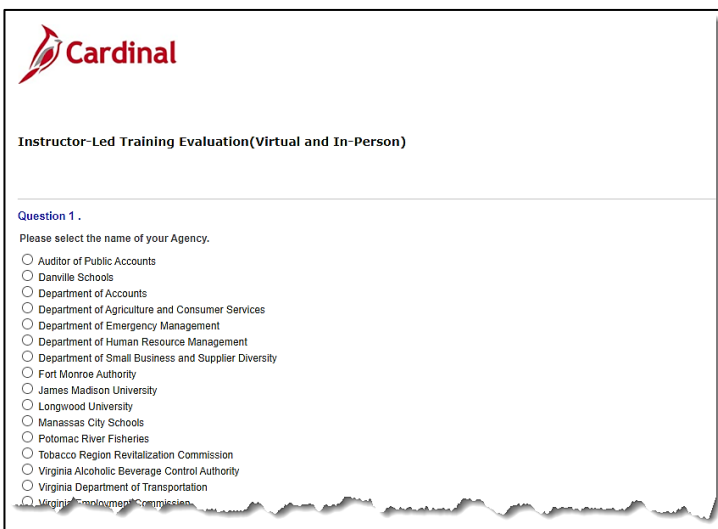
4. The button next to your completed session will now say **Evaluate**. Click this button to open the evaluation.



5. If the Evaluate button is not yet available, you can click the drop-down arrow on the launch button and select Evaluate.



6. The evaluation will open. Click the **Continue** button, the evaluation displays. Complete the course evaluation questions and select **Submit Final Answers**.



Waitlist for an Instructor-Led Session

If a session is full, you have the option to add yourself to the waitlist. Waitlisted users are automatically placed into the session **if a spot becomes available**. For instructions on registering, please refer to the [Register in Instructor-Led Training](#) portion of this job aid.

1. If, while registering for an ILT session, your preferred session date has **No/Zero Seats Available**, you have the ability to waitlist.

TA372 - Time & Attendance Administration
Event | Webex | 8 Hours 0 Minutes

The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in compensatory plans, management of time and absence data, exception identification and resolution, and time approval tracking. NOTE: THIS IS A VIRTUAL INSTRUCTOR-LED SESSION.

Details

Event Number: TA372
Objectives: Understand the overall Time & Attendance process
Understand the Time & Labor (TL) Auto enrollment process
Understand time reporter data, comp plan enrollment, and work schedules
Identify and correct Timesheet exceptions
Monitor approvals and adjust Paid Time
Subject(s): Timekeeper Processing (Virtual)
Training Alan Roberts alan.roberts@doa.virginia.gov
Contact:
Available Languages: English (US)

Available

Select the session link to view the details. (10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
TA372 VILT (Offering 1) 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	Request
TA372 VILT (SPO) 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	306	8	0	Request
TA372 VILT (SPO) 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	307	0	0	Request

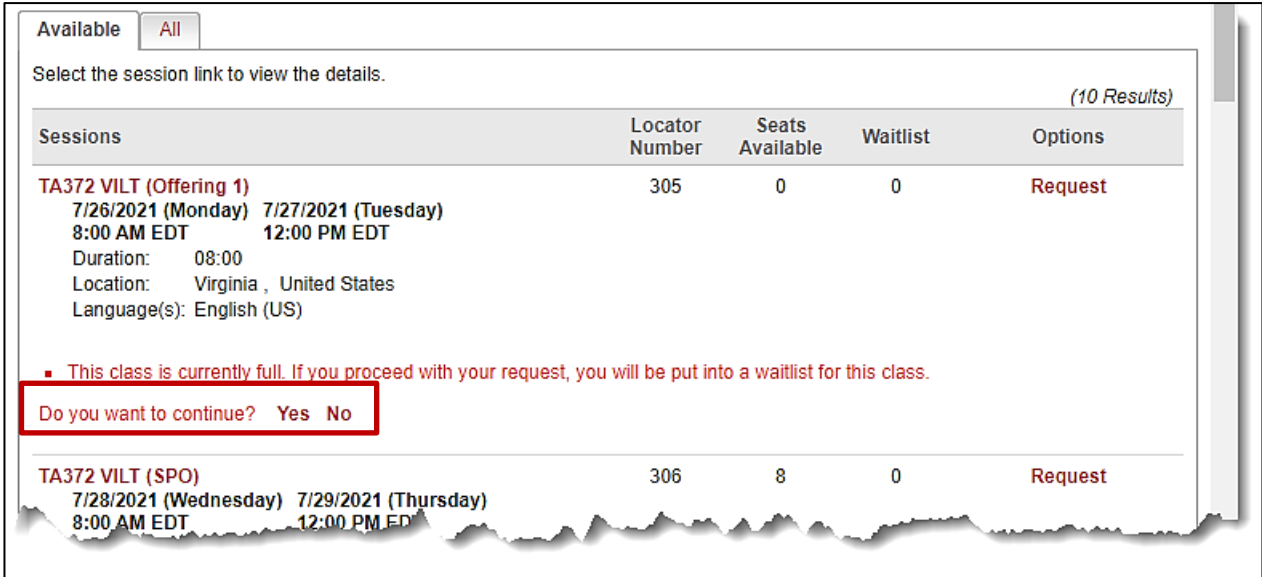
2. Click **Request** next to the training course for which you wish to waitlist.

Available

Select the session link to view the details. (10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
TA372 VILT (Offering 1) 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	Request
TA372 VILT (SPO) 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	306	8	0	Request

- Directly below the session details, you will be prompted with a message indicating the class is currently full. It will ask that you confirm your request to be waitlisted. Select **Yes** after “**Do you want to Continue?**”

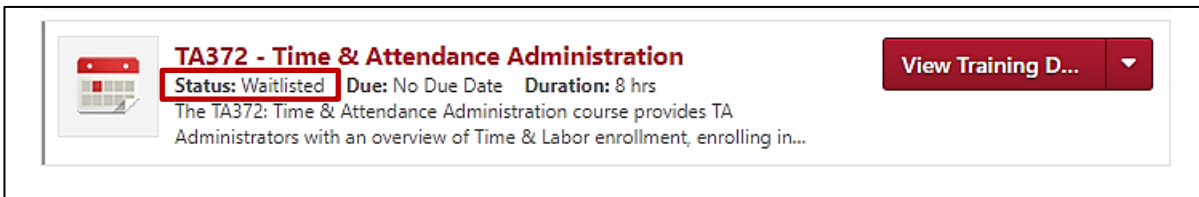


Available

Select the session link to view the details. (10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
TA372 VILT (Offering 1) 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	Request
<p>■ This class is currently full. If you proceed with your request, you will be put into a waitlist for this class.</p> <p>Do you want to continue? <input type="button" value="Yes"/> <input type="button" value="No"/></p>				
TA372 VILT (SPO) 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT	306	8	0	Request

- After confirming your request to waitlist, your course status will now state **Waitlisted**.



TA372 - Time & Attendance Administration

Status: Waitlisted **Due:** No Due Date **Duration:** 8 hrs

The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...

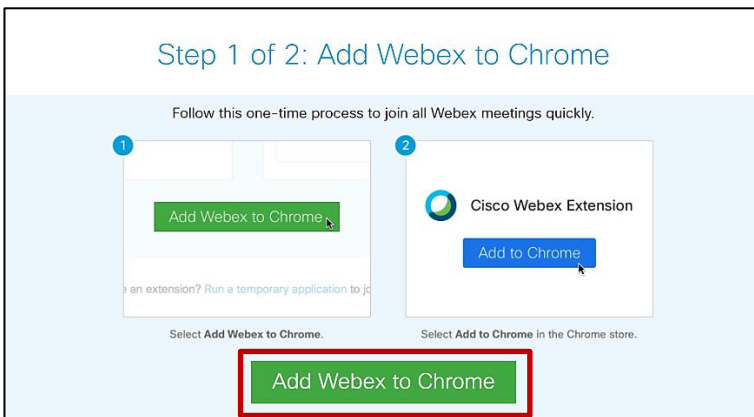
You will receive an email stating that you have been waitlisted for a session, but have not been registered for the session. You will be notified via email if you have been moved off the waitlist and registered for the selected session, or if registration has closed.

Downloading Webex Application

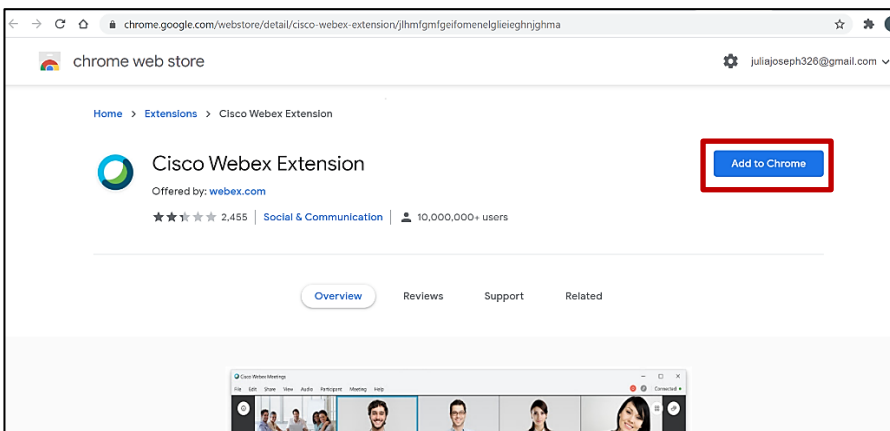
Nest utilizes Webex Training for Virtual Instructor-led Training (VILT). If you do not have Webex or the Webex extension downloaded on your computer, please follow the steps below. Please use the Chrome browser if possible. While most browsers will work with Webex, Chrome has been found the most reliable when using Webex. Internet Explorer is **not** supported.

Downloading Webex Extension to Google Chrome

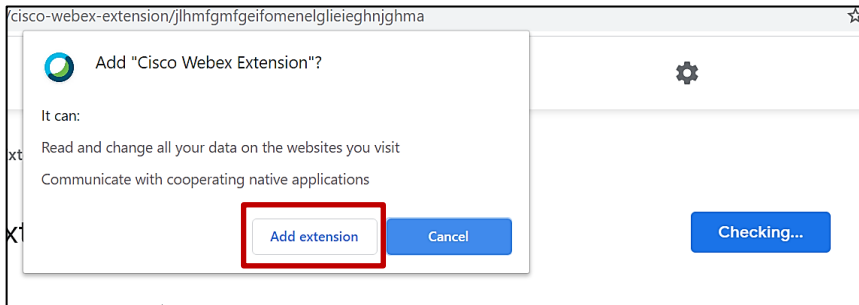
1. Click **Add Webex to Chrome** to begin the download.



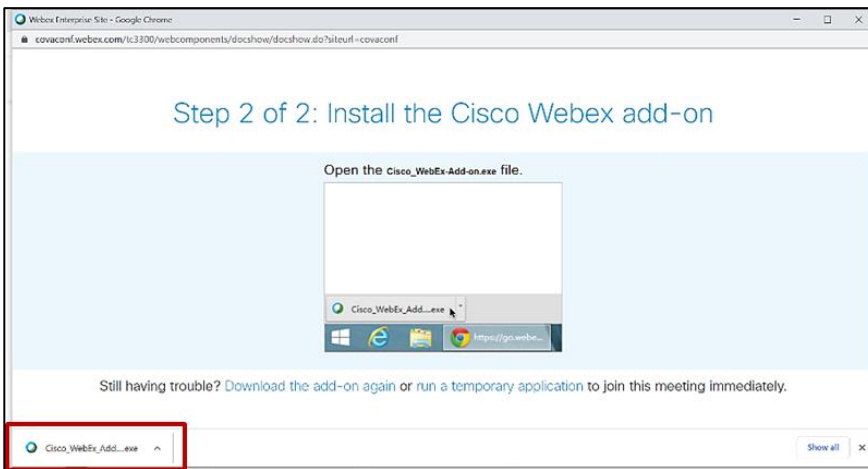
2. Google Chrome automatically directs you to the chrome web store. Select **Add to Chrome**.



3. Select **Add Extension** to add the Cisco Webex Extension to your Chrome browser.



4. The extension file downloads. Once the download has completed, click the .exe file titled **Cisco Webex Add-On** in the bottom left-hand corner of your screen.



5. Once the installation has completed, you are automatically brought to the Webex session.

