# Verifying your employees' compliance training completion status

You can verify if and when your employees complete required training by using the report titled **SLU LRN Employee Learning Status**. This report pulls data based on your organization hierarchy in Workday, so if that information is incorrect please contact Human Resources straight away to have the hierarchy corrected.
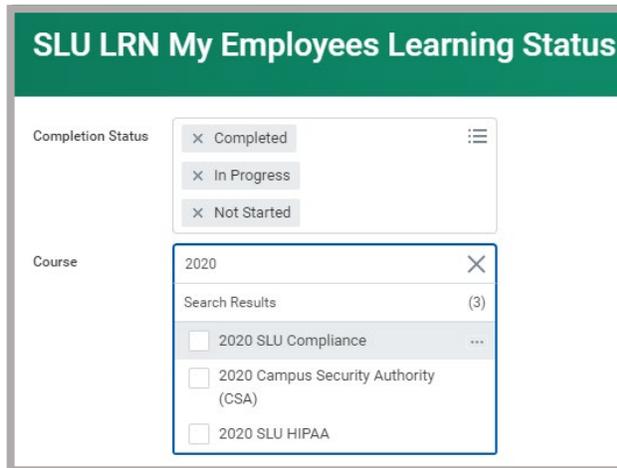
1. Logon to Workday.
2. Enter the report name **SLU LRN Employees Learning Status** in the task field and select the report name from the list.
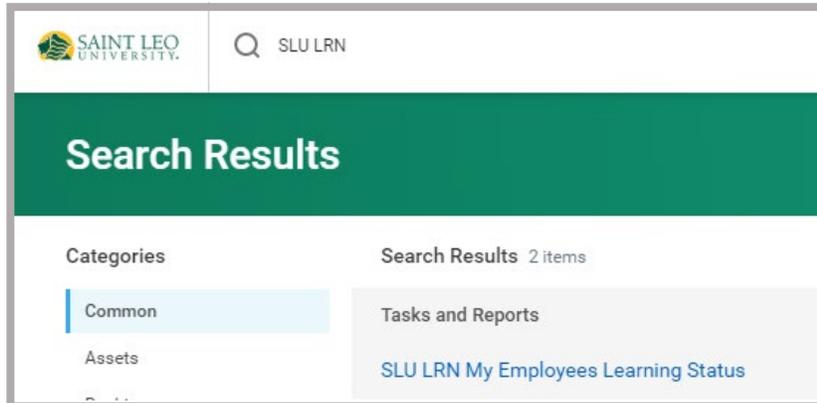
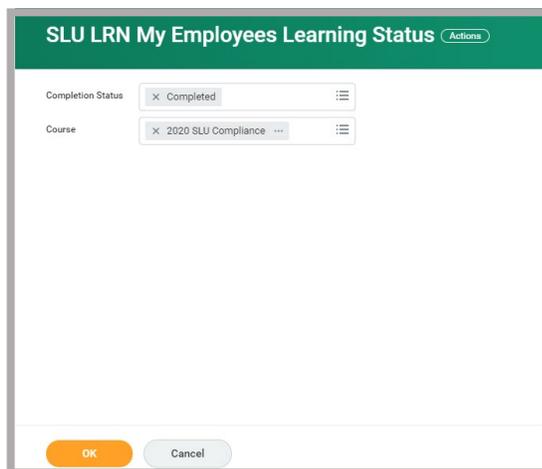3. Select the completion status from the drop down menu.
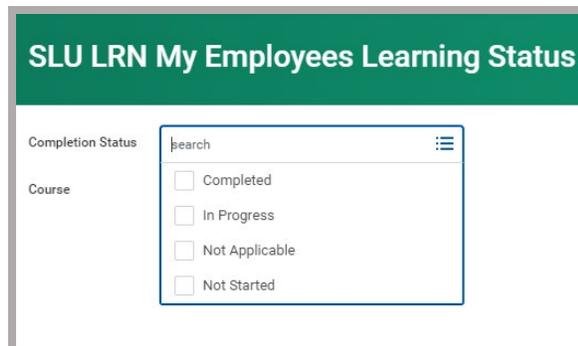
4. Enter the course title **2020 SLU Compliance**.

    NOTE: Leave the course field blank if you want to see all courses**.**

5. Click **OK** to run the report.

Learning reports collect data from "enrollments," so if your employee's name does not appear on this report, it means they have not enrolled in the training.