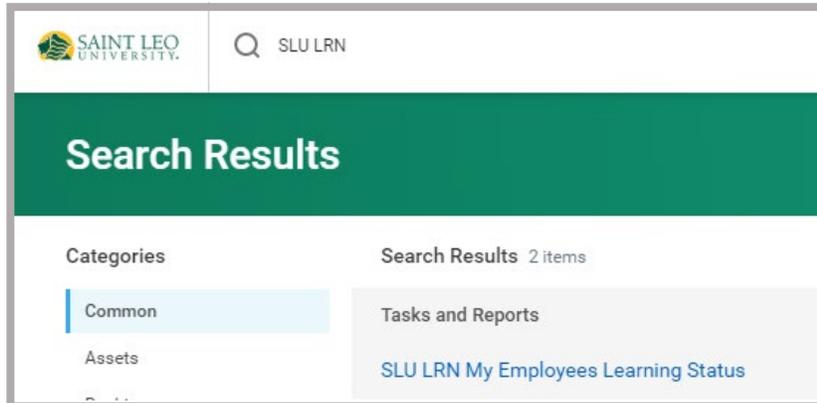


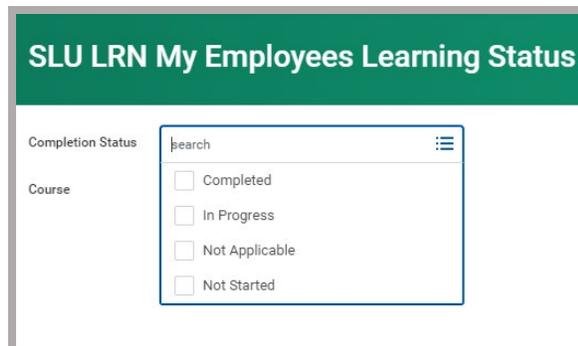
Verifying your employees' compliance training completion status

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.

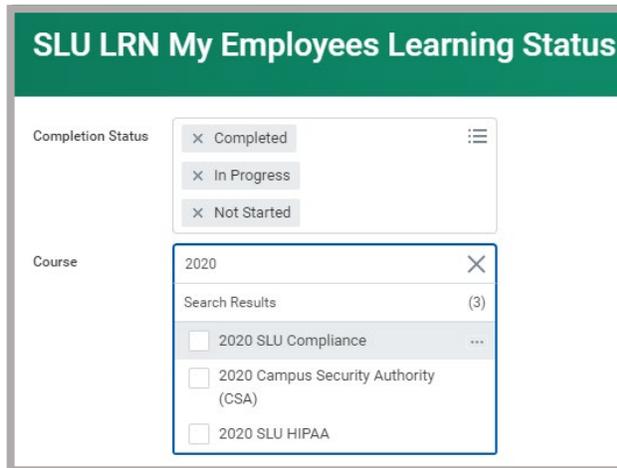
1. Logon to Workday.
2. Enter the report name **SLU LRN Employees Learning Status** in the task field and select the report name from the list.



3. Select the completion status from the drop down menu.



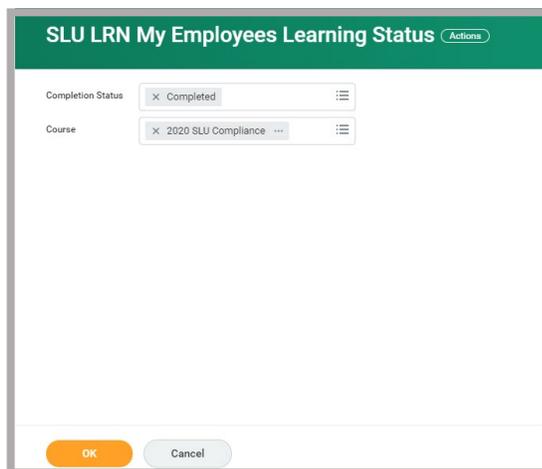
4. Enter the course title **2020 SLU Compliance**.



The screenshot shows the 'SLU LRN My Employees Learning Status' interface. Under the 'Completion Status' section, three options are listed: 'Completed', 'In Progress', and 'Not Started'. The 'Course' dropdown menu is open, showing '2020' as the selected course. Below the dropdown, 'Search Results (3)' are displayed, including '2020 SLU Compliance', '2020 Campus Security Authority (CSA)', and '2020 SLU HIPAA'.



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



The screenshot shows the 'SLU LRN My Employees Learning Status' interface with the 'Completion Status' set to 'Completed' and the 'Course' set to '2020 SLU Compliance'. The 'OK' button is highlighted in orange, and the 'Cancel' button is in grey.

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.