

**REPORT ID:** TRxxx0382X

**REPORT NAME:** Training Summary Report

**PURPOSE** Provides basic demographic data and all the training courses taken for all employees meeting the selection criteria on the run control Panel.

**SORT:** Alphabetically by Department, Employee ID, Course, Session, Start/Thru Date, or Job Code.

<b>CONTENTS:</b>		<b>Line 1 Data:</b>	<b>Line 2 Data:</b>
	Comapany	Employee Name	Employee ID
	Report ID	Job Title	Hire Date
	Page Number	Course Name	Course Code
	Run Date	Duration (Hrs)	CEU's
	Selected Subgroups	Gender	Race
	Sort Order	Date Completed	Department ID
	Run Time	Status	Grade

**FREQUENCY:** Upon Request

**DISTRIBUTION/  
RETENTION PERIOD:** InFoPac/Document Direct: 10 Days

**RESPONSIBILITY:** Company

**NAVIGATION:** Go/Develop Workforce/Administer Training/Report/Training Summary Report

**JOB/PROGRAM NAME:** N/A /TRN382X

PHOENIX HRMS  
HUMAN RESOURCES REPORTS

Company	400 Ga. Dept. of Omni	STATE OF GEORGIA				Report ID: TR4000382	
		TRAINING SUMMARY REPORT				Page No. 1	
					Run Date 02/15/2001		
					Run Time 10:52:55		
Selected Subgroups		Sort Order					
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Department =							
Employee ID =	11173828						
Course =							
Session =							
Start Date =		Thru Date =					
Job Code =							
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Name EmplID	Job Title Hire Date	Course Name Course Code	Duration(Hrs) CEUs	Gender Race	Date Completed Dept ID	Status Grade	
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Sexual Harassment Update-Insv 400S33011	0.50 0.00	M White	12-DEC-2000 4002021151	Completed Pass	
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Inservice 2000 - Security 400S41111	15.50 0.00	M White	12-DEC-2000 4002021151	Completed Pass	
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Use of Force/Firearms Safety 400W19110	2.00 0.00	M White	12-DEC-2000 4002021151	Completed Pass	
		TOTAL HRS-	18.00				
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End of Report							

