Employee Training and Certification Tracking

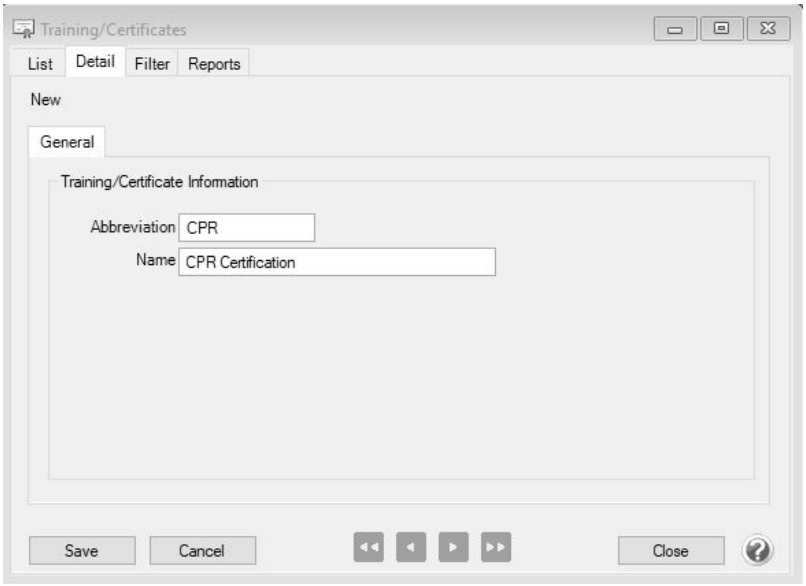
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Keep track of training and certifications earned by employees with the Employee Certification Tracking option. Track training completion and expiration dates as well as additional notes. All training and certification information is tracked within the **Setup** > **Employees** > **Education** tab for each employee by employer. The training/certification information can be printed for your records from **Reports** > **Reports** > **Payroll Setup Lists** > **Employees** > **Employee Education**.

Training/certificate items are first created (for example: Microsoft Certified Professional, Certified Trainer, Physical Trainer, CPR Certificate, etc.) in **Setup** > **Payroll Details** > **Training/Certificate** and then can be assigned to an employee.

Training/Certificate Setup

1. Select **Setup** > **Payroll Details** > **Training/Certificates**.
2. Click **New**.
3. In the **Abbreviation** box, enter an abbreviation for the training or certificate.
4. In the **Name** box, enter a name for the training/certificate.



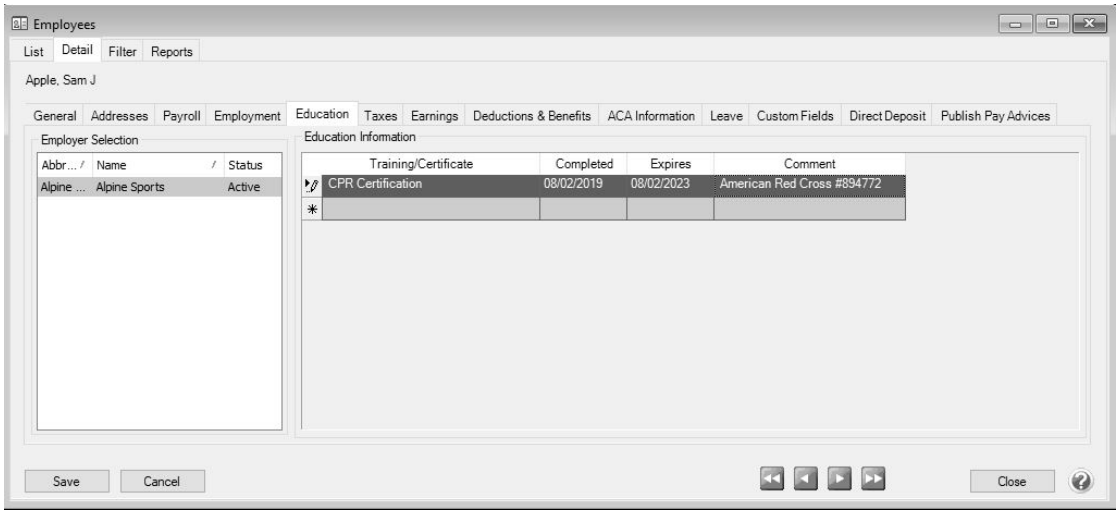
5. Click **Save**.

Assign Training/Certificate to an Employee/Employer

1. Select **Setup** > **Employees.**
2. Select the **Education** tab.
3. Under Employer Selection on the left side of the screen, select the employer this training/certificate is for. A list of all employers will display. The Status column will indicate whether the employee is Active or Inactive for the employer.
4. In the **Training/Certificate** box, select a training or certificate item.

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

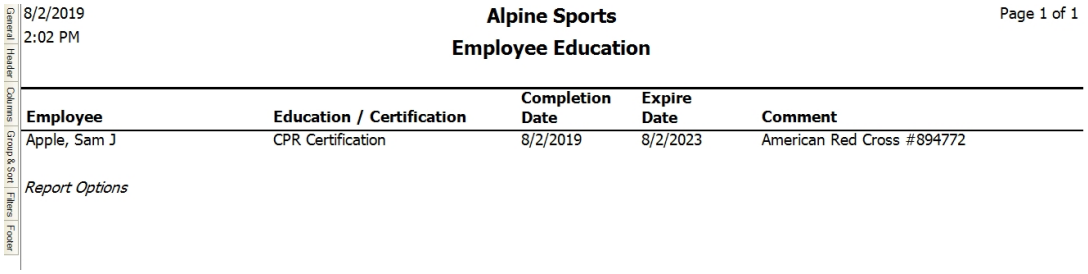
5. In the **Completed** box, enter or select the date the training as completed or the date the certificate was issued.
6. In the **Expiration** box, enter or select the date the training/certificate expires or should be retaken.
7. In the **Comment** box, enter up to 500 characters of optional additional comments.
8. In the **Hours** box, enter the number of hours the employee attended trainng/certification.



9. Click **Save**.

Print the Employee Education Report

1. Select **Reports** > **Reports** > **Payroll Setup Lists**.
2. Select **Employee Education**.
3. Click **Print** or **Preview**.



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