



Los Angeles Unified School District

Maximo 7.5 / Labor

Employee Training and Certification Tracking Guide



DEFINITION

The **Employee Training and Certification Tracking Guide** is designed for M&O Administrators, Supervisors, Managers and Directors to manage an Employee's job-related training and certification history. The guide details step by step instructions on how to access and update employee information in Maximo.

SECURITY

There are four levels of security to an Employee's labor record. It is the responsibility of the Department Head to determine who in their department receives what permission. The Training and Certification is under the Personal Information security.

Security Level	View/Edit Work Information	View/Edit Personal Information	View/Edit Counseling/FMLA	Restricted by Area/Region
1	Yes	No	No	Yes
2	Yes	Yes	No	Yes
3	Yes	No	Yes	Yes
4	Yes	Yes	Yes	Yes

LOGIN

The Administrator/Supervisor/Manager will perform this function.

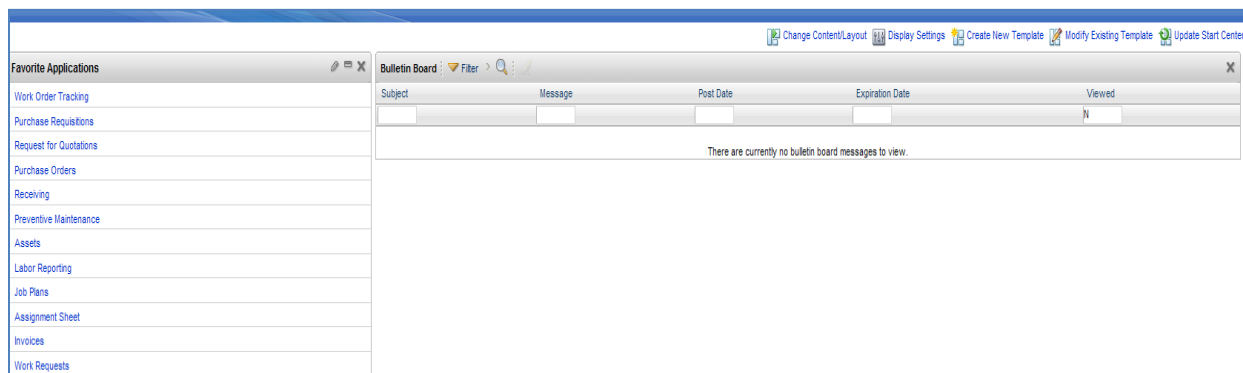
To login to Maximo 7.5, please go to <http://awms.lausd.net/maximo>.

Enter your **Single sign-on** username and password and click on the **Sign In** button.



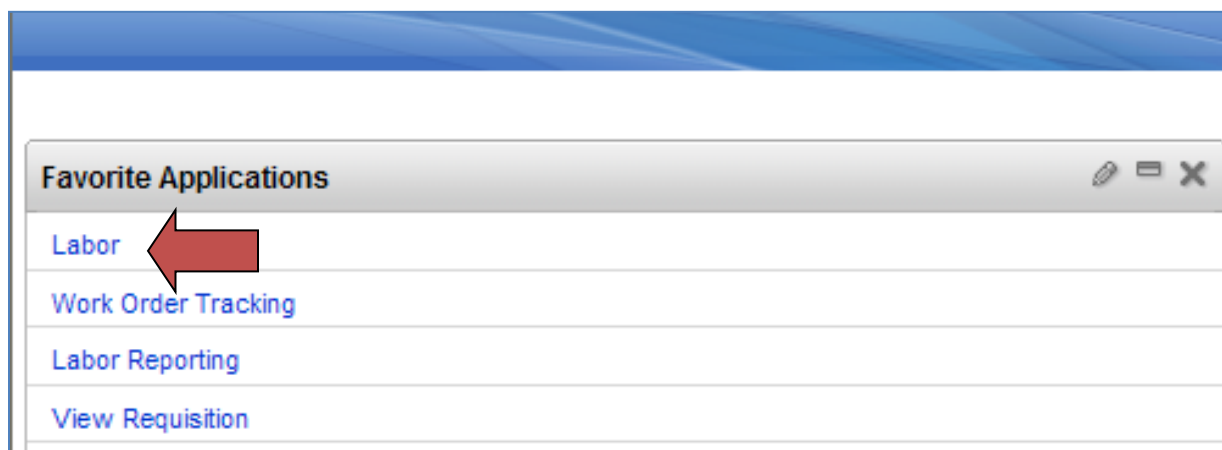
START CENTER

When you first login, you will be taken to the Maximo Start Center.



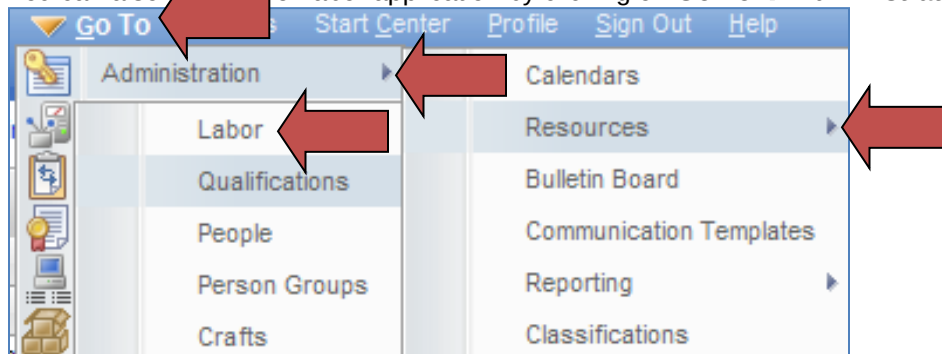
LABOR APPLICATION

Under the Favorite Applications section, click on the **Labor** application.



If you do not see the **Labor** application in your Favorite Applications section, you may add it to your Favorite's list by clicking on the  icon and adding the application through the **Select Applications** button.

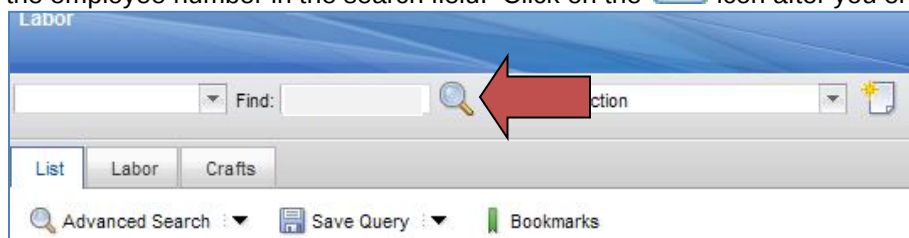
You can also launch the Labor application by clicking on **Go To → Administration → Resources → Labor**.





LABOR APPLICATION HOME

You will then be taken to the Labor home screen; in this screen, you can search by the employee by entering the employee number in the search field. Click on the  icon after you enter the employee number.

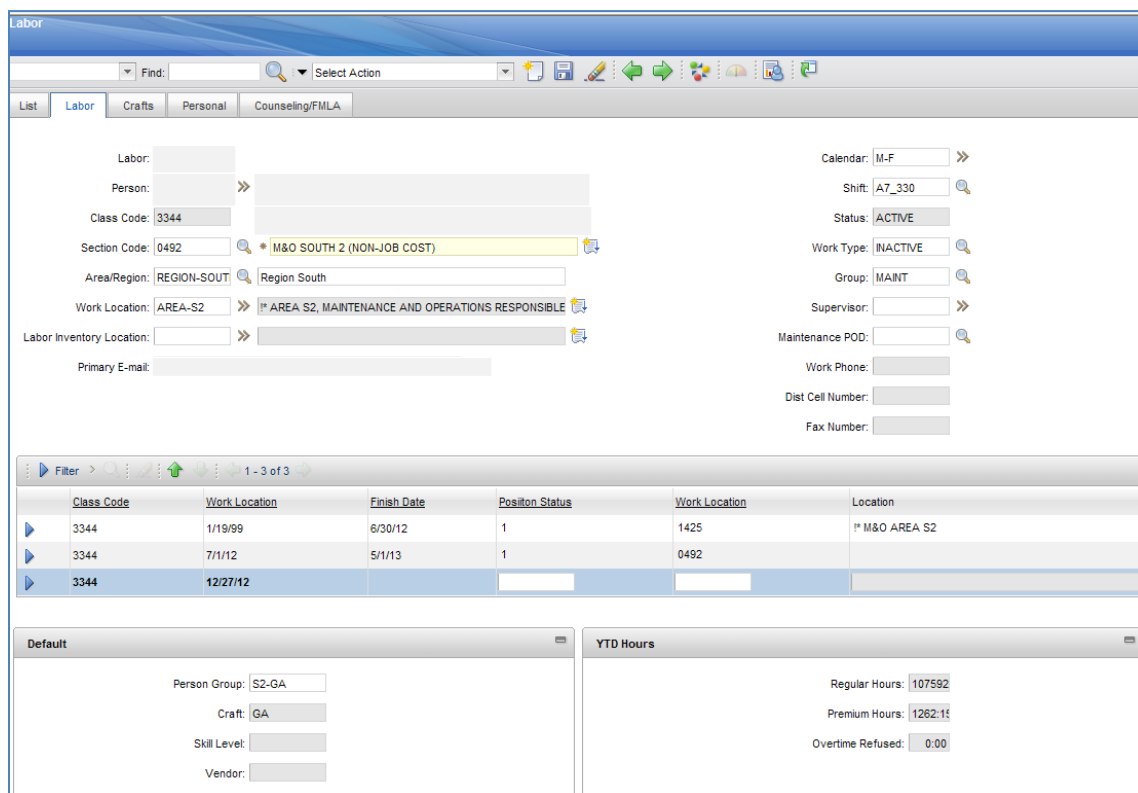


The screenshot shows the top of the Labor application interface. It features a search bar with a 'Find:' label, a text input field, and a magnifying glass icon. A red arrow points to the magnifying glass icon. Below the search bar are tabs for 'List', 'Labor', and 'Crafts'. At the bottom of the search bar area are links for 'Advanced Search', 'Save Query', and 'Bookmarks'.

NOTE: You can only edit employee records that share the same **Area/Region** as you.

WORK INFORMATION, LABOR TAB (SECURITY LEVEL 1 & 4)

The system will automatically take you to the **Labor** tab of the employee's record. This tab displays the Work Information for the employee.



The screenshot displays the 'Labor' tab of an employee's record. The top section contains various fields for employee information, including Labor, Person, Class Code, Section Code, Area/Region, Work Location, Labor Inventory Location, and Primary E-mail. To the right of these fields are additional details like Calendar, Shift, Status, Work Type, Group, Supervisor, Maintenance POD, Work Phone, Dist Cell Number, and Fax Number. Below the form is a table with 7 columns: Class Code, Work Location, Finish Date, Position Status, Work Location, and Location. The table contains three rows of data. At the bottom, there are two panels: 'Default' and 'YTD Hours'. The 'Default' panel shows fields for Person Group, Craft, Skill Level, and Vendor. The 'YTD Hours' panel shows Regular Hours, Premium Hours, and Overtime Refused.

Class Code	Work Location	Finish Date	Position Status	Work Location	Location
3344	1/19/99	6/30/12	1	1425	M&O AREA S2
3344	7/1/12	5/1/13	1	0492	
3344	12/27/12				

Default

Person Group: S2-GA
Craft: GA
Skill Level:
Vendor:

YTD Hours

Regular Hours: 107592
Premium Hours: 1262:11
Overtime Refused: 0:00



TRAINING AND CERTIFICATION, TRAINING TAB (SECURITY LEVEL 2 & 4)

To access the employees **Training and Certification Information**, click on the **Training** tab.

Training/Course	Category
ATC-20 Post Earthquake Building Assessment	Growth and Development

The page will display all training and certifications that is on the employee's labor record.

EDIT/ADD TRAINING INFORMATION

To edit/add the Employee's Training information, click on the  icon on the toolbar.

A new browser window will appear. The address will automatically direct you to the Employee's Personal record in the Facilities Services Division website.

You will be automatically logged in and have access to **edit/add Training Information** based on your security level.

Note: If the system did not automatically log you in, sign in with your single sign in account.

Facilities Services Division
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Employee Information [Deactivate] [Update]



Scroll down to the Training Information section, to Edit/Delete an existing Training, click **Edit** or **Delete**.

Training Information							Add
Training	Category	Start Date	End Date	Instructor	Certification	Expiration Date	
ATC-20 Post Earthquake Building Assessment	Growth and Development	08/06/2010	08/13/2010				Edit Delete

To add a new Training or Certification, click on the **Add** button.

Training Information							Add
Training	Category	Start Date	End Date	Instructor	Certification	Expiration Date	
ATC-20 Post Earthquake Building Assessment	Growth and Development	08/06/2010	08/13/2010				Edit Delete

Select the appropriate **Training** category from the dropdown list.

Add / Edit Training Information for

Training *	Aerial Lift Training (Technical) ▼	Manage Class List
Training Start Date *	--	
	AHERA Training (Technical)	
	Advanced Facilities Planner Program Training (Growth and Development)	
	Aerial Lift Training (Technical)	
Training End Date *	Certified Playground Inspector Training (Technical)	
	DPH Lead Related Construction Certificate Training (Technical)	
	Facilities Planner Program Training (Growth and Development)	
	Hazardous Waste Operations & Emergency Response Training (HAZWOPER) (Technical)	
Certification *	International Facility Management Association (IFMA) Training (Growth and Development)	
	Lead Renovation, Repair and Painting (RRP) Technical Training (Technical)	
	Plant Manager Series Training (Growth and Development)	
Certification Expiration Date	Synthetic Turf Repair Training (Technical)	
	Work Force Manager Mobile Training - Supervisor (Growth and Development)	
Upload attachment	Choose File No file chosen	
Instructor		
Updated By		
Updated Date		
Created By		
Created Date		
OK Cancel		

* required



Once you select the **Training** category from the dropdown list, different **Certification** options associated with that **Training** category will appear in the **Certification** dropdown list. Select the appropriate **Certification** from the dropdown list.

Add / Edit Training Information for

Training *	Aerial Lift Training (Technical) ▼	Manage Class List
Training Start Date *	 [i] Date in format MM/DD/YYYY	
Training End Date *	 [i] Date in format MM/DD/YYYY	
Certification *	-- ▼	
Certification Expiration Date	Bucket Truck Operator Certification Scissor/Platform Lift Operator Certification Aerial Boomlift Operator Certification	
Upload attachment	Choose File No file chosen	
Instructor		
Updated By		
Updated Date		
Created By		
Created Date		
OK Cancel		

* required

Enter the remaining applicable training information and hit OK to save. Note that the **Training End Date** is the date the training was completed, not the **Certification Expiration Date**.

Add / Edit Training Information for

Training *	Aerial Lift Training (Technical) ▼	Manage Class List
Training Start Date *	07/15/2019 [i] Date in format MM/DD/YYYY	
Training End Date *	07/19/2019 [i] Date in format MM/DD/YYYY	
Certification *	Aerial Boomlift Operator Certification ▼	
Certification Expiration Date	07/15/2020 [i] Date in format MM/DD/YYYY	
Upload attachment	Choose File No file chosen	
Instructor	Joe Doe	
Updated By		
Updated Date		
Created By		
Created Date		
OK Cancel		

* required



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The Training will now be displayed on the Employees Training Information section.

AHERA 16 Hour Asbestos Operations and Maintenance Training	Technical	03/02/2020	03/03/2020				Edit Delete
Aerial Lift Combo Certification	Technical	07/15/2019	07/19/2019	Joe Doe	Yes	07/15/2020	Edit Delete
Management Training – Injury and Illness Prevention	Growth and Development	05/13/2019	05/13/2019	Jennifer Flores			Edit Delete

The Training will also be displayed in the employee's Labor record in Maximo.

Management Training – Accident Investigation	Growth and Development	2/19/19
Aerial Lift Combo Certification	Technical	7/15/19
AHERA 16 Hour Asbestos Operations and Maintenance Training	Technical	3/2/20

Repeat steps for next training and/or certification to add.

Should you have any questions on this guide, please contact Elmer Cortez (elmer.cortez@lausd.net), Mark Merrick (mark.merrick@lausd.net), John Herweg (john.herweg@lausd.net) or Rick Peterson (richard.peterson@lausd.net).