

Supervisor Guidance for Tracking Employee Training and Attestations

To review employees that have completed the training and attestation, go to [this dashboard](#).

To obtain the list of completions,

- Select from the dropdown boxes the Division or Department or enter an Employee Name in the text box. Click “Search.”
 - To get a list of all completions, simply click “Search” without specifying the Division, Department, or Employee Name parameters.
- To export the list to Excel, click “CSV” in the upper right-hand corner.
- To start a new search, click the “refresh” circle in the upper right-hand corner.

Employees that are displayed have completed the attestation.

Employees that have not completed the attestation will not be displayed.

Supervisors and HRBPs will need to benchmark completions against their employee rosters.

REMINDER: Refer to the [COVID-19 Onsite Employee Work Practices](#) for steps to be taken if an employee reports having symptoms or is informed they tested positive for COVID-19 while in the workplace. Supervisors or HRBPs are to gather information based on the questions in the Onsite Employee Work Practices and provide that information to COVID19-safety@uwm.edu.