# HRA Cloud e-learning Checklist FAQs

Introduction and Overview

e-learning checklist was developed to deliver training on how employees can build and maintain a respectful workplace that is free of harassment and discrimination.

The checklist is available to HR Assured account holders and uses the functionality of our Self Service (eSS) portal. Any Employee, Contractor or Volunteer record may access Self Service.

How can I access the e-learning checklist in my HRA Cloud account?

Click Employee Management
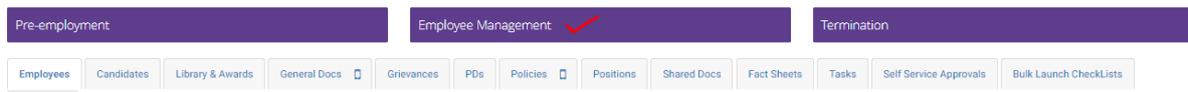
Then the checklist menu items will appear and the **e-learning: Introduction to Appropriate Behaviour Checklist (eSS)** is last on the list.

Click to commence and then select the Employee, Contractor or Volunteer you wish to complete the e-learning via Self Service.

Employee Management (OPR)   ×

Which employee management process do you wish to perform?

⊕ Create an Employment Agreement Checklist (eSS)
     Create an Employment Agreement Checklist (eSS)

⊕ Employee Induction (eSS)
     Employee Induction Processes and tools to create an employee and induct them within the organisation.

⊕ Casual Conversion
     Process and tool to create a causal conversion related letters for the employee within the organisation.

⊕ Casual Conversion Request
     Process and tool to create a causal conversion request for the employee.

⊕ WHS Induction (eSS)
     Commence or Resume a WHS Induction

⊕ Counselling for Poor Performance
     Processes and tools to counsel an employee for poor performance including disciplinary process and issuing of
     warnings.

⊕ Counselling for Misconduct
     Processes and tools to counsel an employee for misconduct including disciplinary process and issuing of warnings.

⊕ Scheduled Performance Review (eSS) (Flexible)
     Updated general performance review functionality which provides Assessors with the ability to review the Assessee's
     self-assessment and accordingly amend their own assessment of the assessee (if needed). Assessors can also control
     when the OPR summary report is released.

⊕ Scheduled Performance Review (eSS) (Standard)
     Process and tools to conduct periodic reviews of the general performance of employees. The Assessors and Assessees
     both conduct their assessments independently.

⊕ Grievance or Complaint Investigation
     Complete the steps to investigate a general complaint or grievance, including a bullying or harassment complaint

⊕ Flexible Working Request Checklist
     Create a Flexible Working Request Checklist

⊕ e-learning: Introduction to Appropriate Behaviour Checklist (eSS)
     Launch the e-learning: Introduction to Appropriate Behaviour Checklist

Cancel

pro

How do I provide my workers with access to HRA Cloud Self Service?

There are two options to provide self-service:

Option 1 - Standard Registration Process

Businesses can send an email to their workforce announcing eSS and requiring everyone to register via the URL link available via **Account Setting >> Commercial Tab>> Add-ons Tab**

This option works best when your HRA Cloud account is first established with your worker records uploaded and you are ready to launch your HRA Cloud. This way you can send the one email introducing Self Service with the link for them to register.

For further details on the steps to follow, please access the knowledgebase articles below:

- For HRA Clients click here

Option 2 - eSS Registration via e-learning: Introduction to Appropriate Behaviour Checklist (eSS)

When you initiate this checklist, you will notice that it has (eSS) in the title. This shows that the checklist has a built-in eSS registration notification that is sent to the Employee, Contractor or Volunteer who have NOT already registered for Self Service. Once they register for eSS via the email notification sent by the checklist and they are provided with a secure password to use to access HRA Cloud self-service and complete the e-learning modules.

This option work best when you want to launch this training to an individual within your organisation and for new worker records who have not yet registered for Self Service.

# How do I send the training out to multiple workers at the same time?

To send the e-learning checklist out, use the bulk launch function which you can then deploy the learning in batches of approximately 20 workers at a time .

To use the bulk launch functionality , ensure you have the correct user access permissions applied and the workers you select have already registered for Self Service (eSS).

Step 1. Check your user access

To check your user access:

- Navigate to the top right corner of your account home screen
- Click on Settings
- Select Usernames and Passwords from the drop-down list:
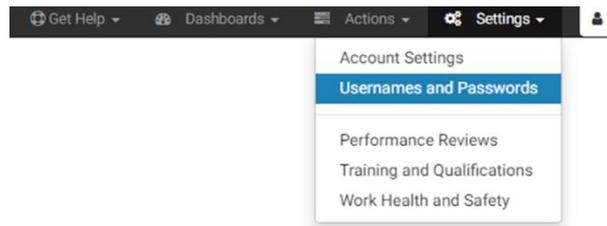
- Select your name from the Users Tab
- Select the Access Control tab over to the right next to your user Details tab.
- The User Access Role you need is labelled **"Bulk Launch Checklists"**.

If this access role is not assigned on your list of roles:

- Click the edit button
- Select the role by ticking the checkbox
- Click the blue Update button.

Step 2. Ensure all Worker Records have access to their Employee Self Service (eSS)

Option 1. You can check this by running a report in the Reporting Module selecting Self Service + symbol and clicking on Self Service Users.
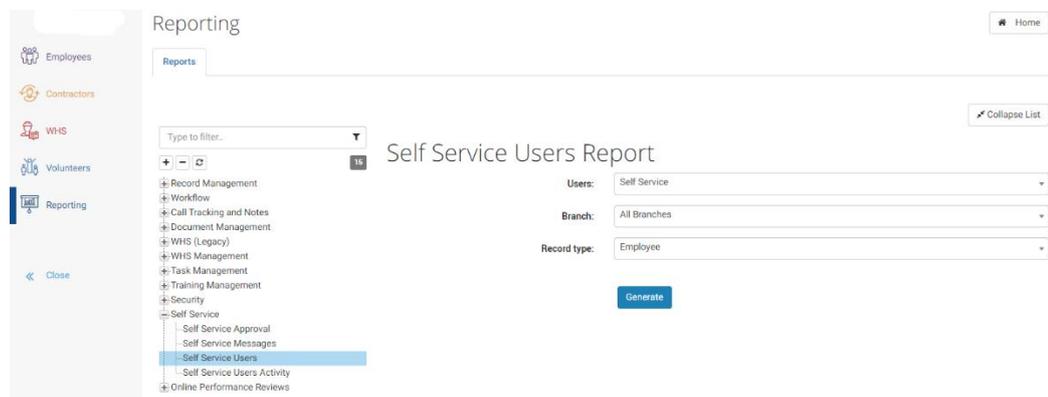
Option 2. You can view your list of Self-Service Users by navigating to Settings and clicking on Usernames and Passwords. Under the eSS Users tab will a list of your current eSS users.
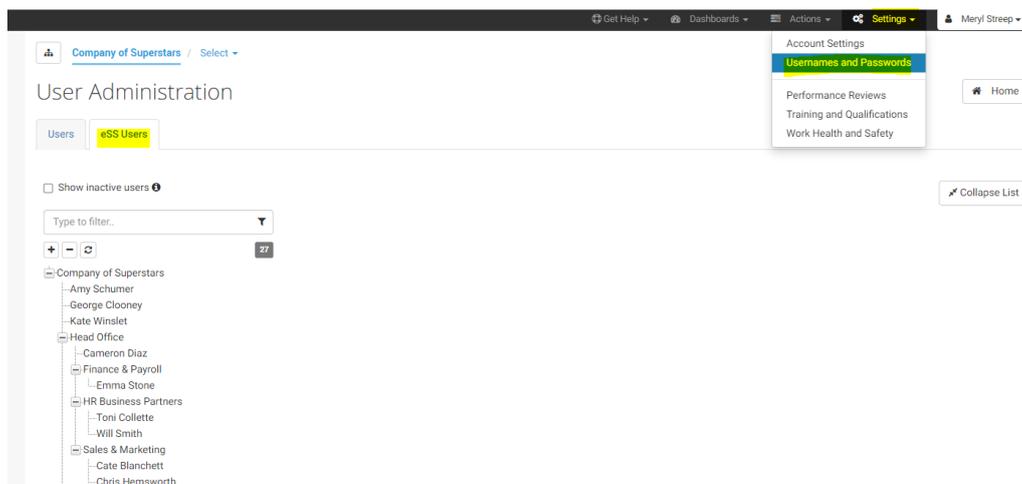
Note: For workers who are not registered for Self Service you will need use our two options above to initiate the registration process prior to the Bulk Launch of the Checklist or you can un-tick or un-select those workers from the Bulk Launch list.

Step 3. Initiate the Bulk Launch Checklist

Navigate to the Bulk Launch Checklist Tab from Employee Management, Contractor Management or Volunteer Management Modules.
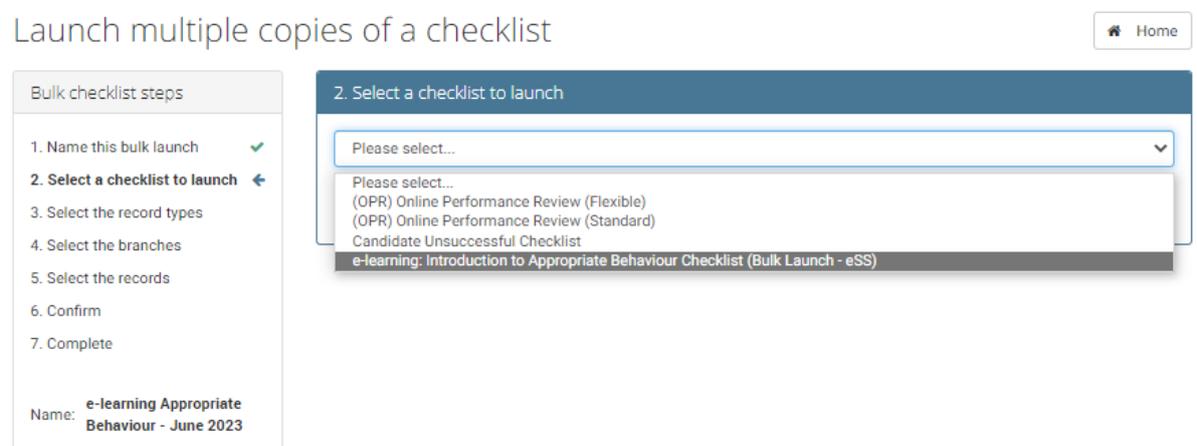
The example below is from Contractor Management:

Name your Bulk Launch and click Next.
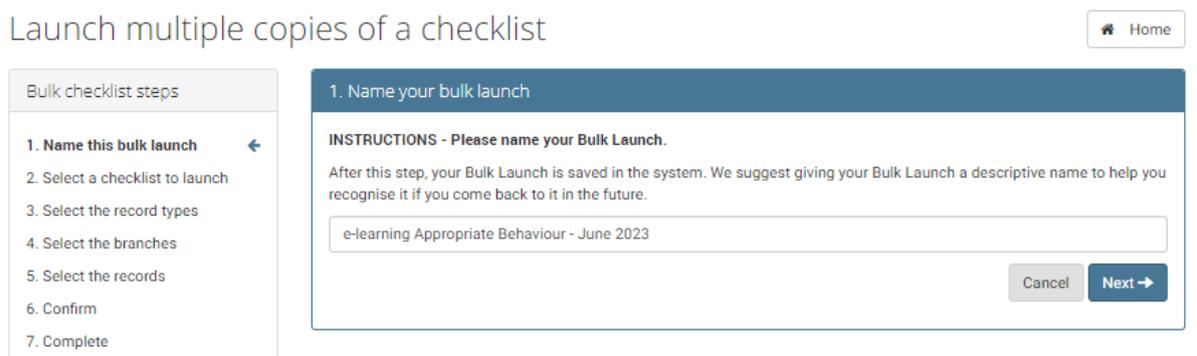
Select the **e-learning: Introduction to Appropriate Behavior Checklist** from the drop-down option.

Select Record types by checking the boxes for Employee, Contractor or Volunteer

Launch multiple copies of a checklist

Bulk checklist steps

1. Name this bulk launch ✓
2. Select a checklist to launch ✓
3. Select the record types ←
4. Select the branches
5. Select the records
6. Confirm
7. Complete

Name: e-learning Appropriate Behaviour - June 2023
Checklist: e-learning: Introduction to Appropriate Behaviour Checklist (Bulk Launch - eSS)

3. Select the record types to apply the checklist to

☑ Contractor
☐ Employee
☐ Volunteer

← Back   Next →

Select Branch/s

Launch multiple copies of a checklist

Home

Bulk checklist steps

1. Name this bulk launch ✓
2. Select a checklist to launch ✓
3. Select the record types ✓
4. Select the branches ←
5. Select the records
6. Confirm
7. Complete

Name: e-learning Appropriate Behaviour - June 2023
Checklist: e-learning: Introduction to Appropriate Behaviour Checklist (Bulk Launch - eSS)
Record types: Contractor

4. Select the branches to apply the checklist to

Note: Only branches that contain records of at least one of the following record type(s) will show here:

Contractor

☑ /Company of Superstars
    ☑ /Company of Superstars/*Sydney

Select all | Deselect all

← Back   Next →

Select Record/s

At this point you will be able to tick or untick your workers records. Workers without an email ID associated with their record are highlighted with a yellow box.

Without an email against their record the notifications will not send, nor will they have registered for Self Service. Therefore, it is recommended that these workers are updated with an email address or untick records without an email address in the Bulk launch list.

Click Next once you have reviewed the workers records.

Confirm Records before Launch

On this page confirm the list of records you will be launching.

You can ignore steps 1 & 2 on this page. These functions are not required for this checklist.

Once records are confirmed you can click the blue "Launch" button. If you missed someone you can click on the Back button to take you back to record selection.

How do I run a report to track what modules my workers have completed?

e-learning: Introduction to Appropriate Behavior is a checklist in HRA Cloud.

To run a report, access the Reporting module in the left-hand navigation panel in your HRA Cloud account:
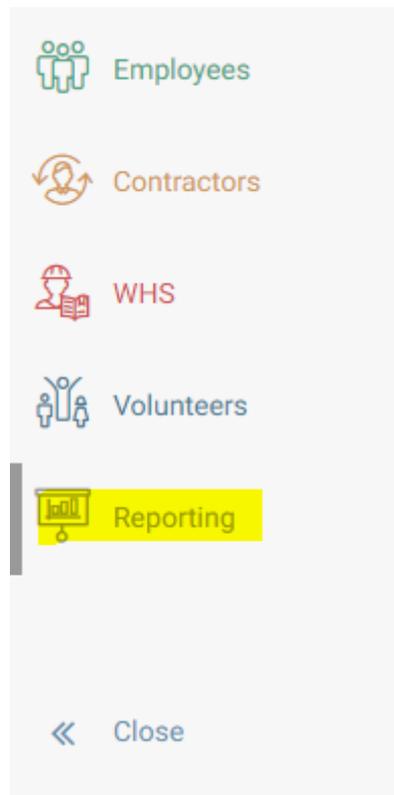
- Click on Workflow in the list
- Select **Checklist Tasks Report**
- Click Generate.

Checklist Tasks Report

Report on the status of checklist tasks for records.

Sorted by:	Complete
Filter by Date:	Creation Date
From:	01/03/2023
To:	31/03/2023
Branch:	×All
Checklist Status:	List all checklists
Checklist Name:	e-learning: Introduction to Appropriate Behaviour Checklist (eSS)

[Generate]

The report will appear on your Browser in a HTML format.

Checklist Tasks Report: E-learning: Introduction to Appropriate Behaviour Checklist (eSS)   Total Current Steps: 8

Listing all checklists **created** between **01 Mar 2023** and **31 Mar 2023**.

/Company of Superstars

4 results

Name	eSS Status	ID	Date Checklist Created	Date Checklist Completed	Days Checklist Open	Checklist Status	Total Tasks Remaining	Checklist % Complete	1.01 - Launch Training Modules	2.01 - Module 1 of 7: Introduction to appropriate workplace behaviour	3.01 - Module 2 of 7: Prohibiting sexual harassment in the workplace	4.01 - Module 3 of 7: Positive duty to eliminate sex discrimination	5.01 - Module 4 of 7: Hostile work environments	6.01 - Module 5 of 7: Reducing the risk of sexual harassment	7.01 - Module 6 of 7: Preventing workplace bullying	8.01 - Module 7 of 7: Understanding the impact of sexual harassment and bullying
Daniel Ricardo	✓		09 Mar 23	09 Mar 23	1	Complete	0	100%	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Daniel Ricardo	✓		08 Mar 23	08 Mar 23	1	Complete	0	100%	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Lando Noris	✓		08 Mar 23	08 Mar 23	1	Complete	0	100%	Complete	Complete	Complete	Complete	Complete	Complete	Complete	Complete
Example Contractor	✗	0133654	09 Mar 23		5	Incomplete	2	75%	Complete	Complete	Complete	Complete	Complete	Complete	Incomplete	Incomplete

Total Checklists	4	
Total Complete	3	75%
Total Incomplete	1	25%