Georgia Division of Family and Children Services

How Supervisors or Training Coordinators can add in house training, community training and conference training to an Employee Transcript

Click on “Hours”

Click on “Add an Employee Record”
Input employee ID#

Add the training information and then click “add multiple employees” if you need to add more than one employee.
You will need to type each employee ID number in and click on “Add to Employee List” until you have added everyone in the group who attended the training. Click on “Add” at the bottom right so that the training can be viewed on the transcript.

You cannot delete a record once you add it, but you can hide the training so that it does not show on the transcript. Click on the “Edit” button.
Enter the employee ID number

You will see the trainings that have been added. Click on the blue + sign next to the training you want to edit to open the training.
Click on the check box to deactivate the training so that it will not show on the transcript. If you change your mind later, you can reactivate it.