



Mass WBT Enrollment Guide



Revised November 2021
Human Resource Development | 717.787.3813

Contents

Mass WBT Enrollment Guide 1

Introduction 3

To Access the Mass WBT Enrollments Program:..... 3

 ➤ *Multiple Selection Tool:* 5

To Complete a Mass Enrollment: 8

 ➤ *Search Feature:*.....12

Example Parameters:.....16

Results:.....17

Introduction:

The Mass WBT Enrollments option (in LSO > Participation > Mass WBT Enrollments) allows you to book a large group of employees into a WBT at the same time.

Before using this option, agencies must complete the [WBT Deployment Request Form](#) and send it to [OA, LSO Administrator resource account](#). We will ensure there are no conflicts with any other mass enrolls and approve or deny requests based on a first come, first served basis.

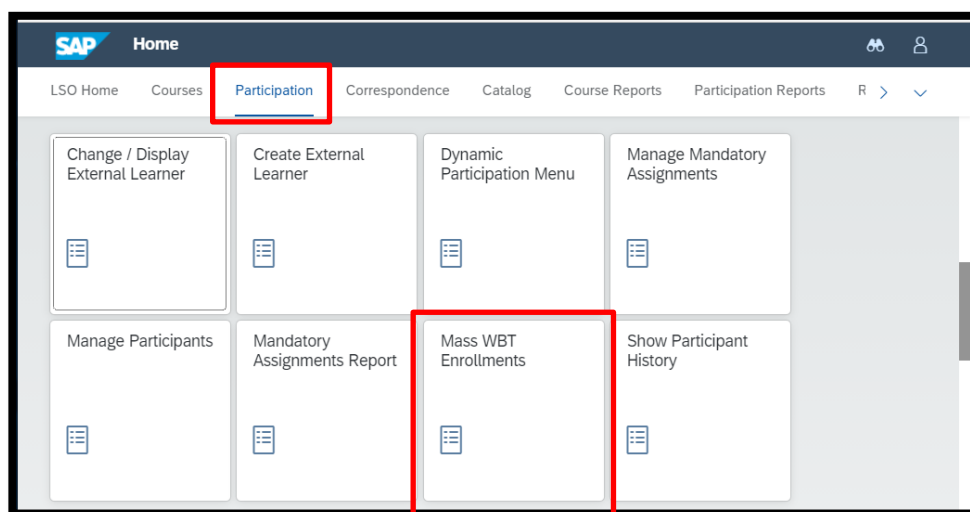
- All mass enrollments are to be completed after 2:30pm on the date approved.
- Should multiple mass enrollments be approved on a single date, each mass enrollment should be fully completed, and the spool report received prior to starting the next.

If you have any questions about this process, please contact the resource account so we can answer them **before** the mass enrollment is completed.

To Access the Mass WBT Enrollments Program:

From LSO tab in ESS

1. Click LSO tile
2. Click Participation tab
3. Click Mass WBT Enrollments tile



4. The 'Program to Run Mass Booking and Correspondence in the Background' screen will appear.

Program to Run Mass Booking and Correspondence in the Background

Menu ▾ | ▾ | Save as Variant... | Back | Exit | Cancel | System ▾ | Execute | Get Variant...

Selection

Object Type ▾
Object ID
Business Area to
Personnel number
Bargaining Unit to
Organizational Unit to
Employee Group to
Employee Subgroup to
Position to
Job to
Role(s) for Inclusion
Role(s) for Exclusion
 Test Run

Correspondence Selection

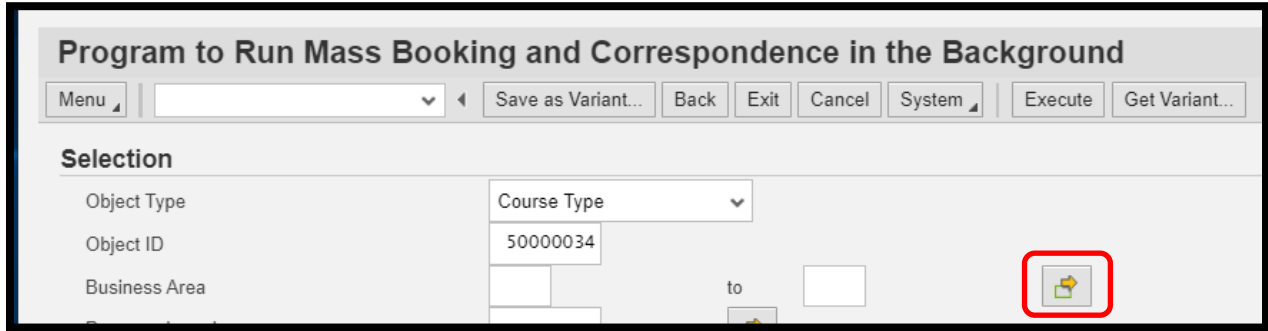
Send Correspondence


Background Job Selection

Background Job Name
E-Mail to send Spool

➤ **Multiple Selection Tool:**

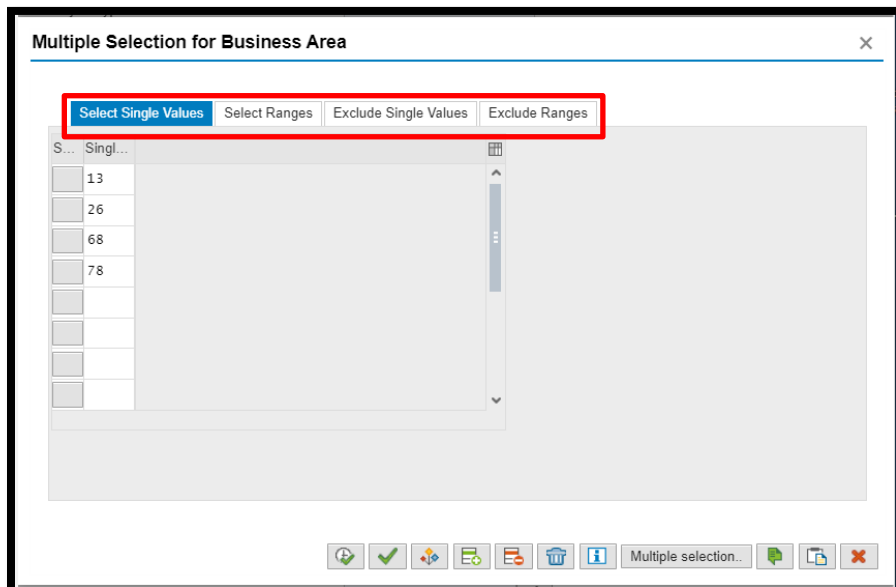
There is a multiple selection tool on the right of many of the fields used in the selection section. This tool allows the admin to enter multiple pieces of data or exclude certain data.



To access the multiple selection tool,  click the arrow on the right of the field you are entering to pull up the "Multiple Selection" screen for that field.

There are several tabs in the Multiple Selection Tool:

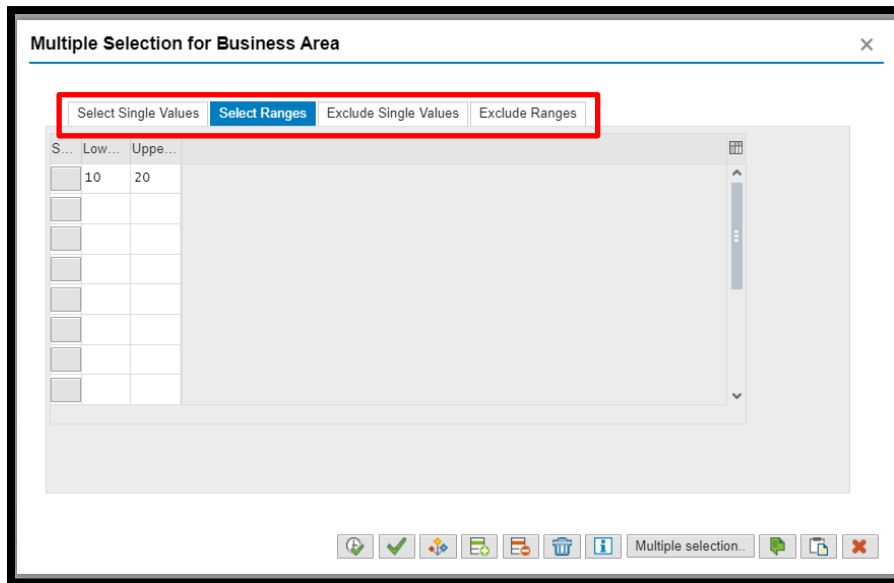
- **Select Single Values** is used to manually enter multiple pieces of data. For example: Enroll all employees in the following agencies: 13 Military & Veterans Affairs, 26 Liquor Control Board, 68 Agriculture, and 78 Transportation.



- **Select Ranges** is used to select a range of data. For example: Enroll all agencies 10 Aging through 20 State Police. This example would enroll all agencies with business area numbers that fall between those two ranges.

NOTE: This option would enroll all of the following agencies

- 10 – Aging
- 11 – Corrections
- 12 – Labor & Industry
- 13 – Dept Miltry/Vet Affairs
- 14 – Attorney General
- 15 – General Services
- 16 – Education
- 17 – Public Utility Comm
- 18 – Revenue
- 19 – State
- 20 – State Police



- **Exclude Single Values** is used when enrolling a range of data, but you want to exclude certain data from within your range. For example: Enroll all BAs 10 Aging through 20 State Police but exclude Group A (Annuitants).
- **Exclude Ranges** is used when enrolling data, but you want to exclude a range of data from within your original parameters. For example: Enroll BA 10 (Aging) but exclude Organizations XXXXXXXX through YYYYYYYY.

NOTE: Exclusions can be performed through the Multiple Selection Tool for the following fields:

- Business Area
- Bargaining Unit
- Organizational Unit
- Employee Group
- Employee Subgroup
- Position
- Job

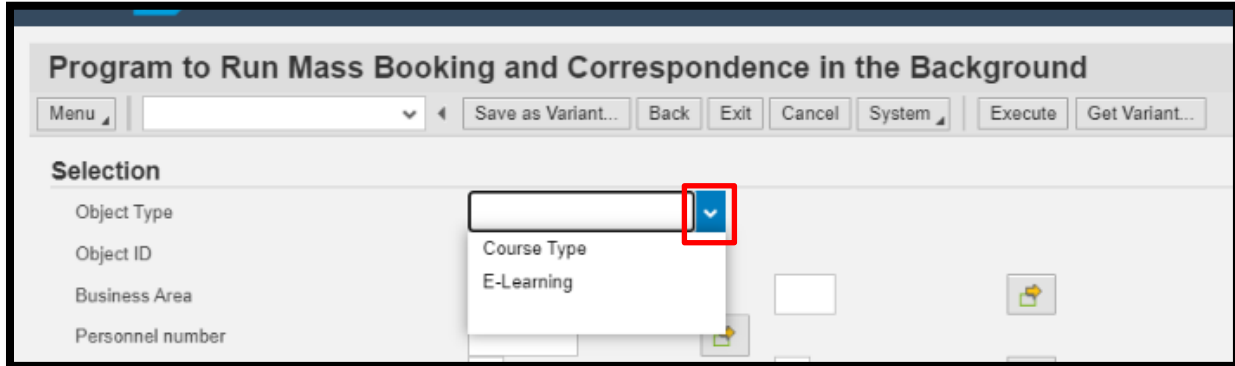
NOTE: Within any single data field, you cannot include AND exclude the same 'type' of data. For example, you can't include a range of BA 10-99 and also exclude a single value of BA 12. In that case, you would need to enter the single values for all of the business areas that you 'do' want.

Once all data has been entered click the Execute Icon  to return to the main screen.

To Complete a Mass Enrollment:

5. Populate the following fields: (**An * indicates a mandatory field**)

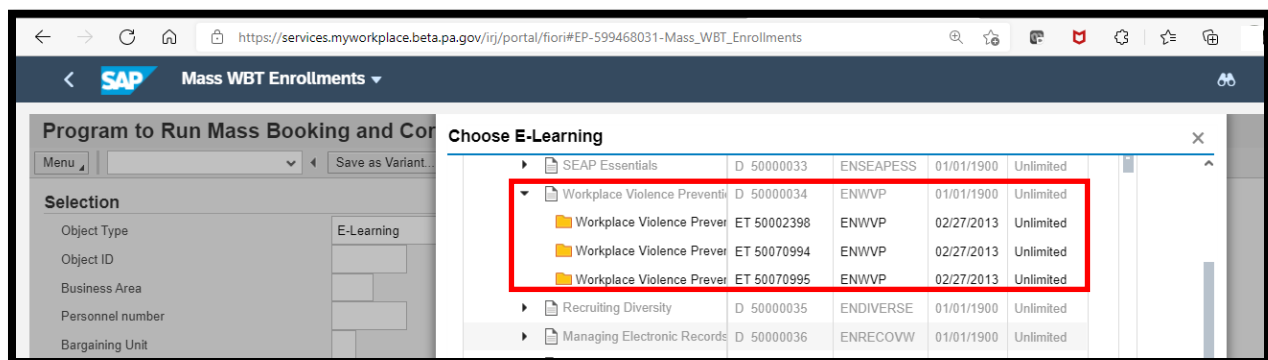
***Object Type** – Use the dropdown selection menu to choose either “Course Type” or “E-Learning.”



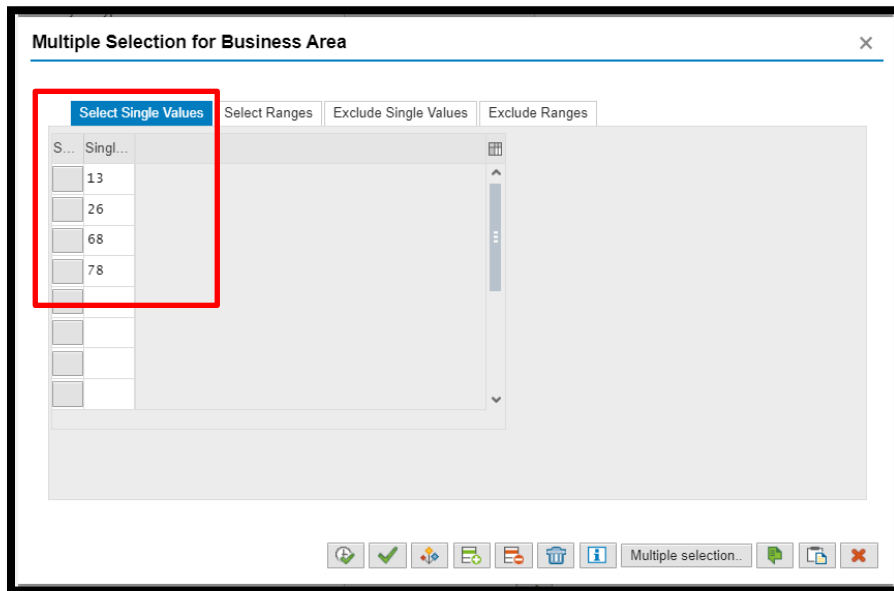
***Object ID** –

- If you are using Course Type, you can search for the Course Type Object ID using the search option in that field. This should be the course type(D), not the ET package number.
- If you are using the E-Learning option, you always want to select the last or newest ET package. If you are not sure look at the ID/Key number, the higher the number - the newer the package.
- For Example: The course type(D) in the below screenshot is D 50000034. The ET package is ET 50070995.

NOTE: If you cannot find an “ET” package to select, this means that the course has not yet been tested. Please book yourself in to the course as a learner and test that the course tracks to 100% completion.



***Business Area** – Enter the Business Area or use the search option to select it from the list. Use the multiple selection tool, if necessary.




Personnel Number – You can use this field to select 1 or more employee numbers as long as they have met the entered criteria (i.e. they are currently assigned to the identified business area or the selected organizational unit range). Use the multiple selection tool, if necessary. You are unable to 'exclude' by personnel number (however you can exclude by position number if needed).

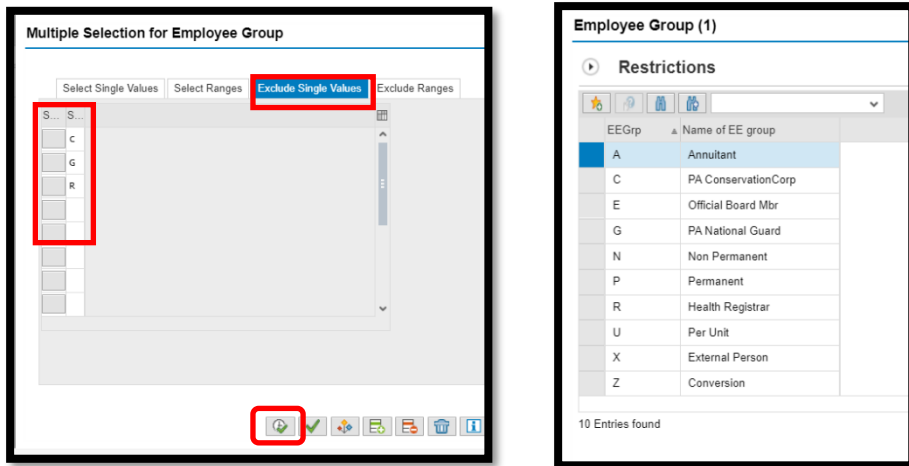
Bargaining Unit – You can enter a single bargaining unit or multiple bargaining units. Use the multiple selection tool, if necessary.


Organizational Unit – You can enter a single organizational unit or a range of units. Org units are typically 8 digits in length (for example the Org Unit of the Bureau of Talent Development is 00813015)


If you want to search for an org unit; type 00BA* (Example 0081*). *By using the leading zeros and the Business Area followed by an asterisk your search results will be limited to only the org units within the Business Area entered.*

***Employee Group** – Use the Multiple Selection icon  to enter groups to exclude from this process. Using the “Exclude Single Values” tab, enter the values you want to exclude.

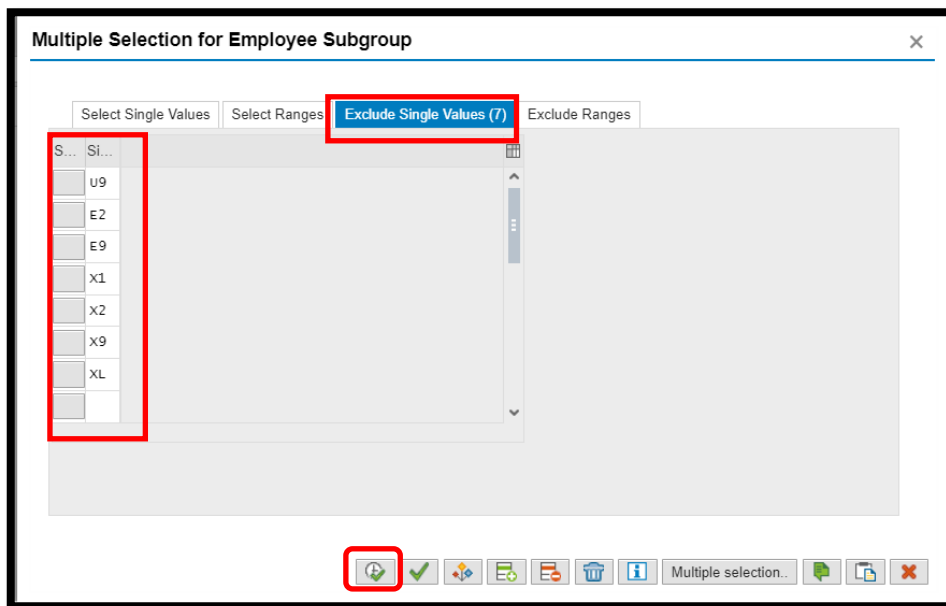
NOTE: You will always want to *exclude*
C (PA Conservation Corp)
G (PA National Guard)
R (Health Registrar)
Other selections may be entered based on business need.




Click the Execute Icon  to enter your selection and return to the main screen.

***Employee Subgroup** - Use the Multiple Selection icon  to enter subgroups to exclude from this process. Using the “Exclude Single Values” tab, enter the values you want to exclude, see the screen shot on the next page.

NOTE: You will always want to *exclude*
U9 (Per Unit Volunteer)
E2 (Official Board Member – Per Diem)
E9 (Official Board Member – External)
X1 (External Person – Resident Workers)
X2 (External Person – YDC Youth Worker)
X9 (External Person – Non Comm Employee)
XL (External Person – Local Government)
Other selections may be entered based on business need.




Click the Execute Icon  to enter your selection and return to the main screen.


Position – You can use this field to include or exclude one or more positions as long as they have met the entered criteria (i.e. they are currently assigned to the identified business area or the selected organizational unit range).

***Job** – You can include or exclude a specific job(s) codes, when booking a WBT by using this field.

NOTE: You will always exclude Job Codes
03025703 (Non Cmwl Travlr/Bd Mbr)
03025701 (Volunteer Resident)
03002701 (Member Board Commission)
 Other selections may be entered based on business need.


Role(s) for Inclusion – You may restrict the individuals to be mass enrolled to only those who hold a specific role(s). Using the search feature, , you can browse and select the role(s) you want to include in your mass enrollment. If you are including multiple roles, you will want to use the multiple selection tool. For example – restrict the results of this mass enrollment only to those who hold the “YPC>ESS_SUPERVISOR_EX14” role.

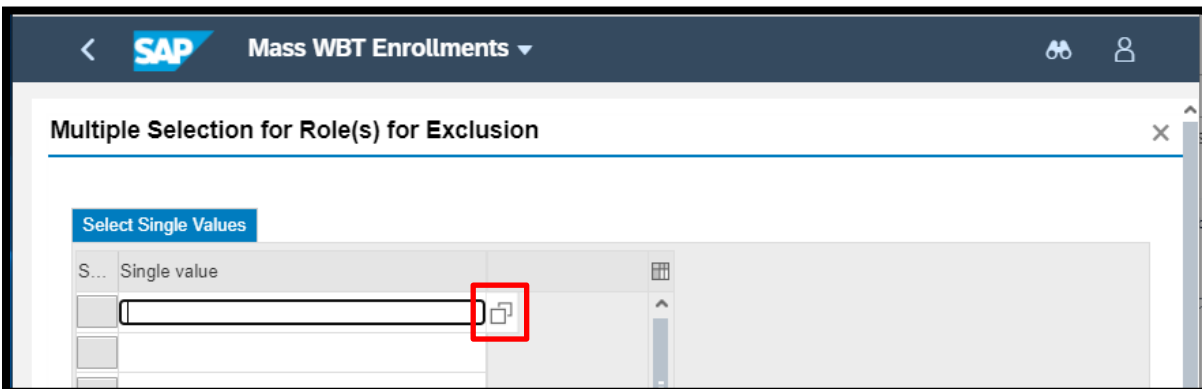
NOTE: If you are unsure of which roles to use, please contact the OA, LSO Administrator resource account for assistance.

***Role(s) for Exclusion** – You may exclude individuals from your mass enrolls by role(s). Using the search feature , you can browse and select the role(s) you want to exclude from your mass enrollment. If you are excluding multiple roles, you will want to use the multiple selection tool.

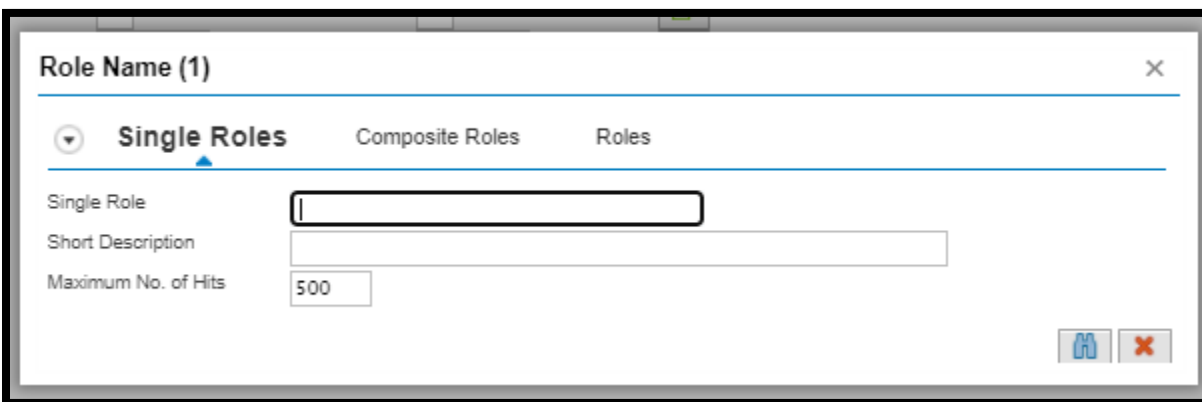
NOTE: You will always exclude role **“YQC>LSO_Reminder_Exclusion”**
These individuals have been approved by their HR Directors and Talent Development to be exempt from all training. (See **Commonwealth Mandatory Training Exception Request** form to request users be exempt from training.)


➤ **Search Feature:**

To Search for roles, click in the Role(s) for Exclusion field to use the search feature .



You will see the below box.



NOTE: This feature can also be used within the Roles for Inclusion field. Using the Find feature you can restrict the results to certain parameters. We suggest using *Supervisor*. To restrict your search results, type your parameters in the Short Description field and click the Find icon .



Role Name (1) [X]

Single Roles Composite Roles Roles

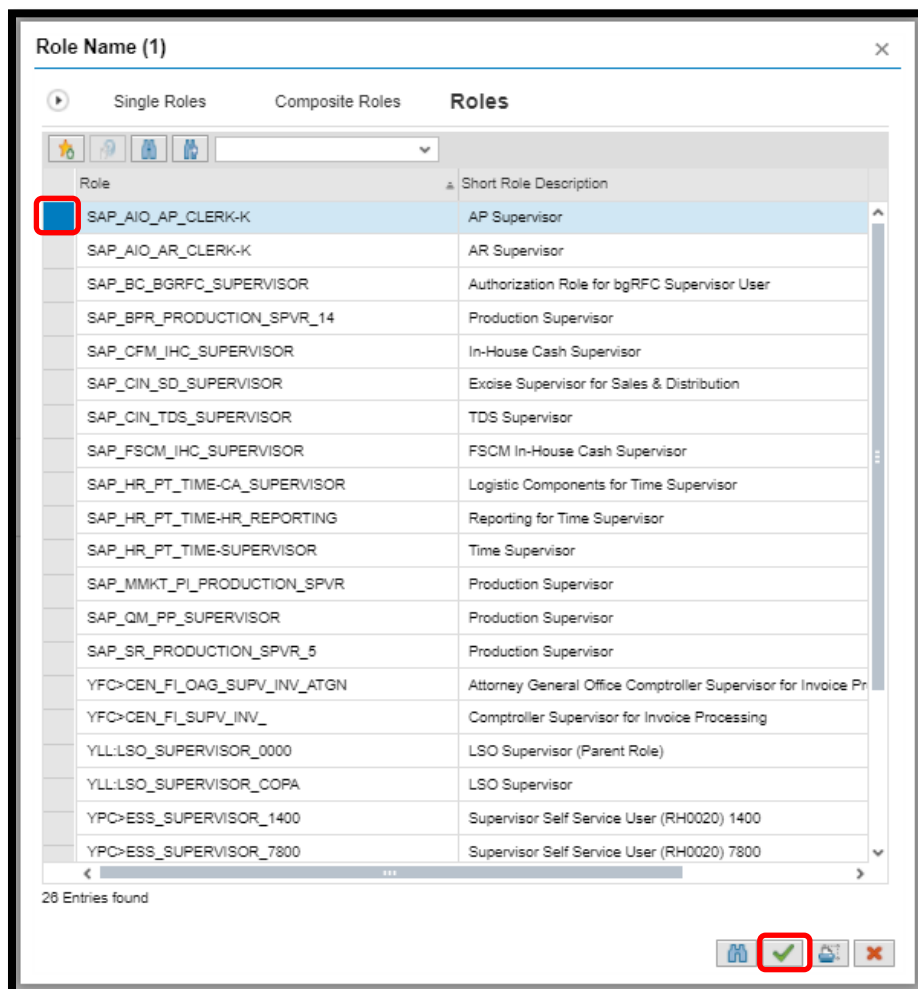
Single Role []

Short Description *Supervisor*

Maximum No. of Hits 500

This will provide you with a much easier list to work with.







Role Name (1) [X]

Single Roles Composite Roles Roles

Role	Short Role Description
<input checked="" type="checkbox"/> SAP_AIO_AP_CLERK-K	AP Supervisor
<input type="checkbox"/> SAP_AIO_AR_CLERK-K	AR Supervisor
<input type="checkbox"/> SAP_BC_BGRFC_SUPERVISOR	Authorization Role for bgRFC Supervisor User
<input type="checkbox"/> SAP_BPR_PRODUCTION_SPVR_14	Production Supervisor
<input type="checkbox"/> SAP_CFM_IHC_SUPERVISOR	In-House Cash Supervisor
<input type="checkbox"/> SAP_CIN_SD_SUPERVISOR	Excise Supervisor for Sales & Distribution
<input type="checkbox"/> SAP_CIN_TDS_SUPERVISOR	TDS Supervisor
<input type="checkbox"/> SAP_FSCM_IHC_SUPERVISOR	FSCM In-House Cash Supervisor
<input type="checkbox"/> SAP_HR_PT_TIME-CA_SUPERVISOR	Logistic Components for Time Supervisor
<input type="checkbox"/> SAP_HR_PT_TIME-HR_REPORTING	Reporting for Time Supervisor
<input type="checkbox"/> SAP_HR_PT_TIME-SUPERVISOR	Time Supervisor
<input type="checkbox"/> SAP_MMKT_PI_PRODUCTION_SPVR	Production Supervisor
<input type="checkbox"/> SAP_QM_PP_SUPERVISOR	Production Supervisor
<input type="checkbox"/> SAP_SR_PRODUCTION_SPVR_5	Production Supervisor
<input type="checkbox"/> YFC>CEN_FI_OAG_SUPV_INV_ATGN	Attorney General Office Comptroller Supervisor for Invoice Pr
<input type="checkbox"/> YFC>CEN_FI_SUPV_INV_	Comptroller Supervisor for Invoice Processing
<input type="checkbox"/> YLL:LSO_SUPERVISOR_0000	LSO Supervisor (Parent Role)
<input type="checkbox"/> YLL:LSO_SUPERVISOR_COPA	LSO Supervisor
<input type="checkbox"/> YPC>ESS_SUPERVISOR_1400	Supervisor Self Service User (RH0020) 1400
<input type="checkbox"/> YPC>ESS_SUPERVISOR_7800	Supervisor Self Service User (RH0020) 7800

26 Entries found

Click the box to the left of the appropriate entry to highlight the role you want to include/exclude and click the Copy button .

➤ **SUPERVISOR ROLES:**

While all supervisory only enrollments/exclusions should include **YPC>ESS_SUPERVISOR_EX14**,

- PennDot will **also** want to include **YPC>ESS_SUPERVISOR_7800**,
- Attorney General will **also** want to include **YPC>ESS_SUPERVISOR_1400**, and
- Auditor General will **also** want to include **YPC>ESS_SUPERVISOR_9200**

For example: PennDot will want to include:

YPC>ESS_SUPERVISOR_EX14 & YPC>ESS_SUPERVISOR_7800

A full list of ESS Supervisor Roles is below:

YPC>ESS_Supervisor_1400
YPC>ESS_Supervisor_7800
YPC>ESS_Supervisor_9200
YPC>ESS_Supervisor_EX14
YPC>ESS_Supv_WFTIME_EX14

***Test Run** – Always select this field initially to confirm the number of records that will be impacted by this enrollment is what you are expecting.

By checking the box, the program will run in test mode and provide data such as the Selection Criteria entered on selection screen and Total Employees Selected.

NOTE: Bookings Created Successfully, Booking Errors and Correspondence Errors will not be displayed in test mode, and will only show after you run the “real” job.

Uncheck the box when you are ready to run the “real” Mass Enrollment job.

Send Correspondence – This field defaults as *unchecked* (will not automatically send the standard WBT Notifications/Emails to learners). However, if you do want the notifications sent to learners by LSO, check this box.

If you select to send notifications, a generic email will be sent to learners with the following similar subject line and attachment: "LSO Trng: WBT Enrollment by Admin ET [Object ID]"

This automatically generated email is not customizable.

(DATE)

You have been booked in a required Web-Based Training: (*course name*)

This message is being sent from an unmonitored account. Please do not reply to this message.

Course Description: (*Course description*)
Add. Course Info: (*Add. Course info*)
ADA Information: (*ADA info*)


To access this training:

1. Go to <http://www.myworkplace.pa.gov>.
2. Click on "My Training"
3. Find your "My Training Activities" section
4. Click the "Web-Based Training" tab
5. Click the "Start Now" link next to the required course

If you have questions about this training, please contact your training officer. If you are experiencing technical difficulties with the LSO, please contact the HR Service Center. They can be reached at: 866.377.2672.

A record of your completion will be stored and maintained in the LSO.

***Background Job Name** – A unique identifier should be included in this field to identify the job. A suggested naming convention includes the Date, Title of the WBT and initials of the person running the job.

***E-Mail to send Spool** – You must include at least your email to receive a copy of the output report. You can include multiple emails by using the multiple selection  field icon.

6. *When all parameters have been entered, click the Execute button.*

Example Parameters:

Program to Run Mass Booking and Correspondence in the Background

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Get Variant...

Selection

Object Type: E-Learning
Object ID: 50002398
Business Area: 13
Personnel number: []
Bargaining Unit: []
Organizational Unit: []
Employee Group: C
Employee Subgroup: U9
Position: []
Job: []
Role(s) for Inclusion: []
Role(s) for Exclusion: []

Test Run

Correspondence Selection

Send Correspondence

Background Job Selection

Background Job Name: Workplace Violence 2021
E-Mail to send Spool: []

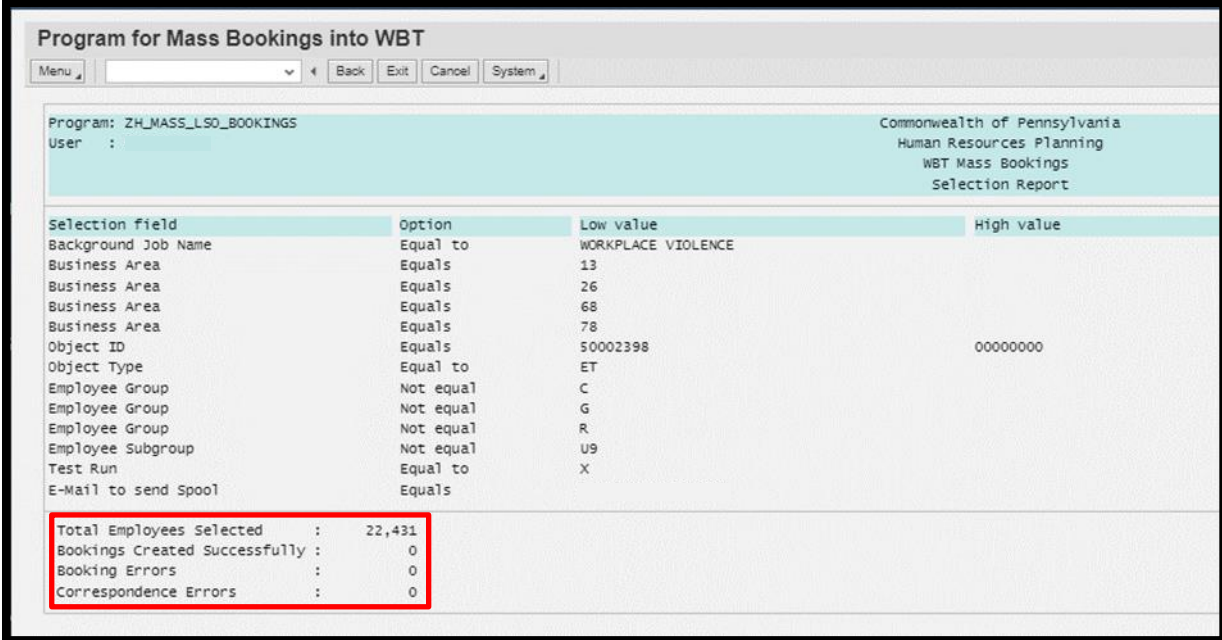
This indicator means that you are excluding that value.

The multiple selection indicator(s) will turn green if you have included multiple values.

In the above example, you'll see that we are testing the mass enrollment of all employees in Agencies 13, 26, 68, & 78. Employee Groups C, G, and R (PA Conservation Corp, PA National Guard, and Health Registrar) are excluded. Also excluded are U9 (Volunteers) and E2 (Official Board Member – Per Diem) Employee Subgroups.

Results:

When the program runs in test mode, you will receive the following output document.



Selection field	Option	Low value	High value
Background Job Name	Equal to	WORKPLACE VIOLENCE	
Business Area	Equals	13	
Business Area	Equals	26	
Business Area	Equals	68	
Business Area	Equals	78	
Object ID	Equals	50002398	00000000
Object Type	Equal to	ET	
Employee Group	Not equal	C	
Employee Group	Not equal	G	
Employee Group	Not equal	R	
Employee Subgroup	Not equal	U9	
Test Run	Equal to	X	
E-Mail to send Spool	Equals		
Total Employees Selected : 22,431			
Bookings Created Successfully : 0			
Booking Errors : 0			
Correspondence Errors : 0			

Page 1 provides the Selection Criteria that we entered on the previous screen along with the “Total Employees Selected” (22,431).

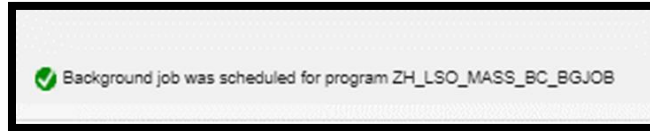
7. *Compare this number to how many you planned to enroll. If there is a large discrepancy, review the top of this report to check your selection criteria.*

NOTE: Bookings Created Successfully, Booking Errors and Correspondence Errors all default to '0' since this is a test run. However, you should be able to see all the parameters you listed on the previous page. Check these for accuracy.

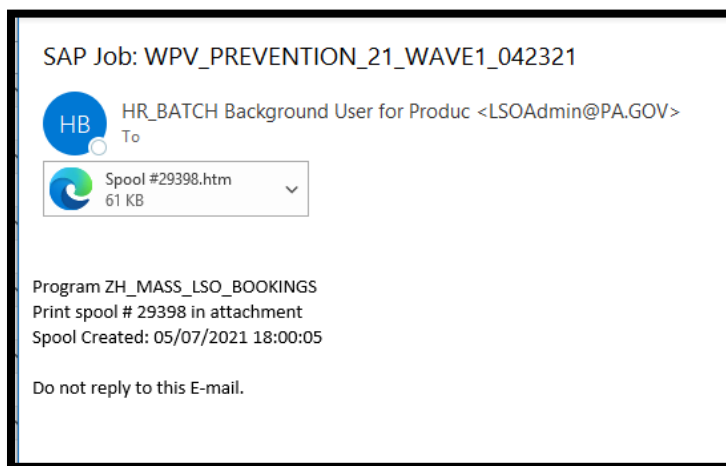
8. *If you are ready to complete the enrollment, use the Back button to return to your input screen.*

9. *Uncheck the 'Test Run' checkbox, then to run the program, select the Execute button.*

You will receive a message at the bottom of the screen indicating that your mass enrollment has been scheduled. The "real" Mass Enrollment will automatically run in the background.

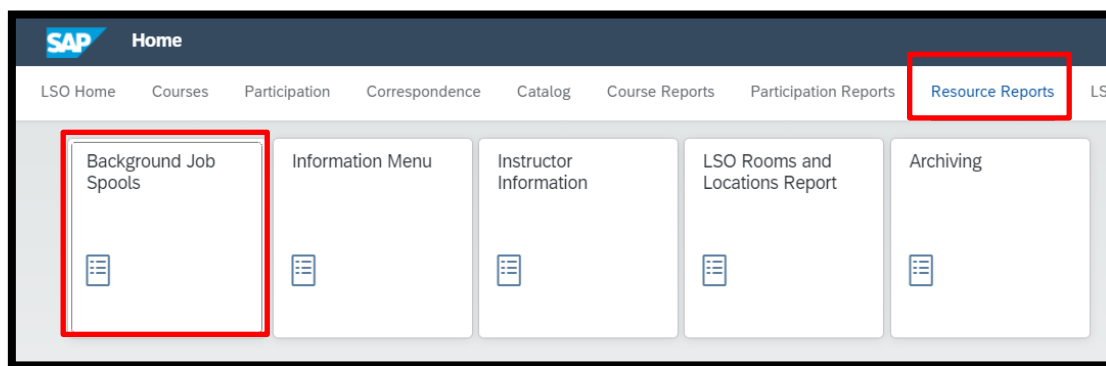


Once the mass enrollment is completed, the E-Mail addresses entered on the selection screen will receive the below email notice.



NOTE: Please be patient in waiting for the email, as the size of the mass enrollment can affect how long it takes for the background job to complete.

Occasionally, if the parameters entered are very large (for example 20k employee numbers) the email will not send just due to sheer size. You may check your background jobs to see the enrollment completed.



By clicking on the attached spool received in the email notice, you will receive the following output document.

Program: ZH_MASS_LSO_BOOKINGS			Commonwealth of Pennsylvania	
User : HR_BATCH			Human Resources Planning	
Variant: P0070022000589			WBI Mass Bookings	
			Selection Report	
Selection field	Option	Low value	High value	
Business Area	Equals	13		
Business Area	Equals	26		
Business Area	Equals	68		
Business Area	Equals	78		
Object ID	Equals	50131519	00000000	
Object Type	Equal to	ET		
Employee Group	Not equal	C		
Employee Group	Not equal	G		
Employee Group	Not equal	R		
Employee Subgroup	Not equal	U9		
Total Employees Selected	:	24,381		
Bookings Created Successfully	:	24,342		
Booking Errors	:	39		
Correspondence Errors	:	0		
Program: ZH_MASS_LSO_BOOKINGS			Commonwealth of Pennsylvania	
User : HR_BATCH			Human Resources Planning	
Variant: P0070022000589			WBI Mass Bookings	
			Employee Error Report	
Personnel Number	Course ID	Error Description		
00005789	50131519	Participant does not have status 'Active'. Cannot be booked		
00029378	50131519	Participant does not have status 'Active'. Cannot be booked		
00053570	50131519	Participant does not have status 'Active'. Cannot be booked		
00059656	50131519	Participant does not have status 'Active'. Cannot be booked		
00061425	50131519	Participant does not have status 'Active'. Cannot be booked		
00089603	50131519	Participant does not have status 'Active'. Cannot be booked		

Page 1 provides the Selection Criteria you entered in the mass enrollment tool, along with the Total Employees Selected (24,381), Bookings Created Successfully (24,342), Booking Errors (39), and Correspondence Errors (0).

Program: ZH_MASS_LSO_BOOKINGS			Commonwealth of Pennsylvania	
User : HR_BATCH			Human Resources Planning	
Variant: P0070022000589			WBI Mass Bookings	
			Employee Error Report	
Personnel Number	Course ID	Error Description		
00005789	50131519	Participant does not have status 'Active'. Cannot be booked		
00029378	50131519	Participant does not have status 'Active'. Cannot be booked		
00053570	50131519	Participant does not have status 'Active'. Cannot be booked		
00059656	50131519	Participant does not have status 'Active'. Cannot be booked		
00061425	50131519	Participant does not have status 'Active'. Cannot be booked		
00089603	50131519	Participant does not have status 'Active'. Cannot be booked		
00103872	50131519	Participant does not have status 'Active'. Cannot be booked		
00119153	50131519	Participant does not have status 'Active'. Cannot be booked		
00449783	50132169	Participant does not have status 'Active'. Cannot be booked		
00450033	50132169	Participant does not have status 'Active'. Cannot be booked		
00464200	50132169	Participant does not have status 'Active'. Cannot be booked		
00000000	00000000	Participant does not have status 'Active'. Cannot be booked		

Page 2 shows the Personnel Numbers associated with an error and the error description.

NOTE: The most common errors are as follows:
 "There is no Internet Mail address maintained for recipient"
 "A current booking already exists for this course content"
 "Participant does not have the status 'Active' – Cannot be booked"

You can also check the Dynamic Course Menu and verify the results, i.e. total number booked, booking date and names/personnel numbers for the employees who have been booked successfully.

Course Catalog	Further information	Further information	Key	ShText
▶ Staff Alert Sender Training	Web-Based Training		D 50000039	ENSTFALERT
▶ State Records Management	Web-Based Training		D 50000037	ENSTRECOV
▶ Supervisor Safety Training	Web-Based Training		D 50017036	81supersafe
▶ Test in Q - WBT	Web-Based Training		D 50070126	TestWBTinQ
▶ The Importance of Safety	Web-Based Training		D 50054756	81ImpSafety
▶ Travel Policy and Reimbursement Process	Web-Based Training		D 50000041	ENTRAV/REIMB
▼ Workplace Violence Prevention	Web-Based Training		D 50000034	ENWVP
▶ ENENWVP	Internal	10000 Booked	ET 50002398	ENWVP
▶ ENENWVP	Internal	10000 Booked	ET 50070994	ENWVP
▶ ENENWVP	Internal	3768 Booked	ET 50070995	ENWVP

Notice how we started with ET package number 50002398, but there are now 2 new 'ET' packages. This is because LSO limits the enrollments for each WBT package to 10,000. In our example, we enrolled about 24,000 employees.

NOTE: As mentioned previously, if the Send Correspondence option was selected, learners who have been successfully booked will receive a correspondence similar to what you see below.

(DATE)

You have been booked in a required Web-Based Training: (*course name*)

This message is being sent from an unmonitored account. Please do not reply to this message.

Course Description: (*Course description*)
 Add. Course Info: (*Add. Course info*)
 ADA Information: (*ADA info*)

To access this training:

1. Go to <http://www.myworkplace.pa.gov>.
2. Click on "My Training"
3. Find your "My Training Activities" section
4. Click the "Web-Based Training" tab
5. Click the "Start Now" link next to the required course

If you have questions about this training, please contact your training officer. If you are experiencing technical difficulties with the LSO, please contact the HR Service Center. They can be reached at: 866.377.2672.

A record of your completion will be stored and maintained in the LSO.