



OA Exclusion Request for Enterprise Mandatory Trainings

Why might a training exclusion be appropriate?

A training exclusion could potentially be granted for employees or contractors who:

- are volunteers;
- do not use or have no access to commonwealth systems, devices, or ESS;
- do not work on a commonwealth site;
- do not interact with commonwealth employees;
- have more than 1 personnel number; and/or
- work on an “as needed” basis, resulting in limited hours per year, if any at all

Please note: having only one of these factors may not be grounds alone to exempt someone from training. All exclusion requests will be reviewed for appropriateness, which may include additional conversations about the employee’s/contractor’s specific job duties.

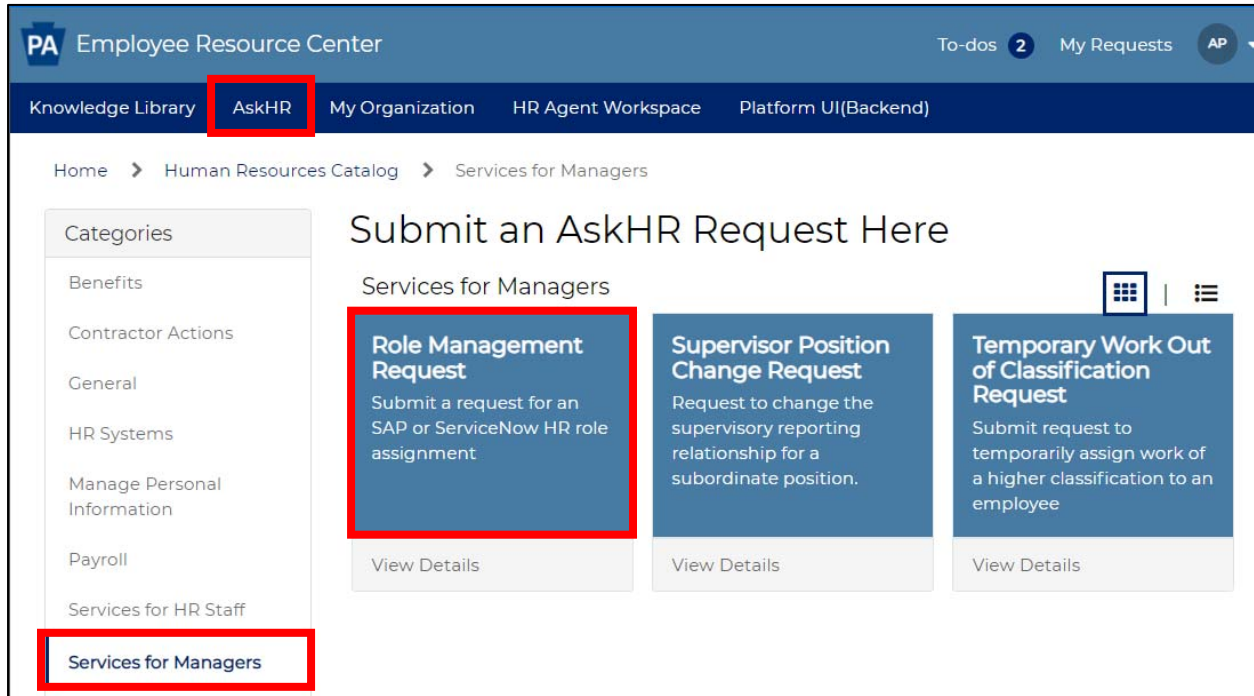
How do I submit an Exclusion Request?

For independent agencies who do not have access to the Employee Resource Center website (*Attorney General, Auditor General, Liquor Control Board, PA Gaming Board, Public Utility Commission, and Philadelphia Regional Port Authority personnel area 8801*), send this completed, signed form to ra-isoadministrator@pa.gov.

For all other agencies, please follow the instructions below to submit a role request in AskHR.

1. Save this document to your computer
2. Complete the OA Exclusion Request form on page 5 of this document
3. Obtain your HR Director’s or Delivery Center Manager’s signature on the form

4. Open the Employee Resource Center webpage:
<https://copahrprod.servicenowservices.com/esc>
5. Click on "AskHR" in the navy banner across the top of the screen
6. Select "Services for Managers" under the Categories list
7. Click on the "Role Management Request" tile



8. Verify the "Add Roles" radio button is selected
9. Click on the drop-down menu below "Please select position number"
10. Type in the employee's or contractor's position number and select the correct one when it populates below



11. Double-check that the correct employee's or contractor's name has populated under "Employee Name" and that the correct agency appears under "Agency Name"

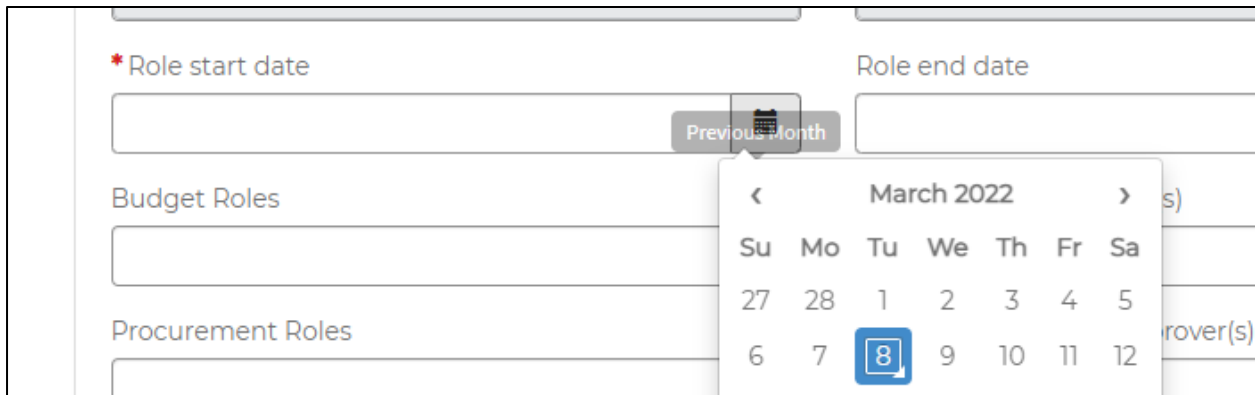


Employee name

Agency Name

Please note: While you are only selecting 1 position / 1 employee here, if the completed Exclusion Request Form (and spreadsheet, if attached) contain multiple positions, each position will be reviewed and updated as appropriate.

12. Click on the calendar icon under "Role start date"



* Role start date Role end date

Budget Roles

Procurement Roles

Previous Month

March 2022

Su	Mo	Tu	We	Th	Fr	Sa
27	28	1	2	3	4	5
6	7	8	9	10	11	12

13. Select today's date
14. Scroll down until you see "LSO Roles"
15. Click on the box below "LSO Roles"
16. Type in "ex"
17. Select "LSO No Training Role"
18. Leave the "LSO Approver(s)" field (directly across from the "LSO Roles" field) blank
19. Scroll to the bottom of the screen
20. Add comments if needed (not required)

21. Click on "Add attachment"
22. Navigate to where you saved the completed, signed OA Exclusion Request form and click on it
23. Click the "Open" button to attach the file to the request
24. Repeat steps 21-23 to attach a spreadsheet, if appropriate
25. Click on the navy "Submit" button on the right side of the screen

This request will route to your HR office for approval and then to the LMS team for review.

The screenshot shows a web form with the following sections:

- LSO Roles:** A dropdown menu with the selected option "x LSO No Training Role (YQC>LSO_REMINDER_EXCLUSION)".
- LSO Approver(s):** An empty text input field.
- Travel Roles:** An empty text input field.
- Travel Approver(s):** An empty text input field.
- Other Roles including ServiceNow for HR:** An empty text input field.
- Other Role Approver(s):** An empty text input field.
- Plant Maintenance Roles:** An empty text input field.
- Plant Maintenance Approver(s):** An empty text input field.
- Comments:** A large empty text area.
- Attachments:** A list showing one attachment: "mandatory-training-exception-request.pdf (106.4 KB) just now".
- Submit:** A blue button with the text "Submit".
- Add attachments:** A button with a paperclip icon and the text "Add attachments".



OA Exclusion Request for Enterprise Mandatory Trainings

Requester Name _____

Agency/DC _____

Org/Division _____

Phone _____

Email _____

I request to exclude the following employee(s)/contractor(s) or subset of employees/contractors from all future enterprise mandatory trainings:

Name (or group of employees)

Position Number(s) [attach spreadsheet to request if needed]

Personnel Number(s) [attach spreadsheet to request if needed]

Please provide justification as to why this employee/contractor or subset of employees/contractors should be exempt from mandatory compliance trainings?

Requestor Signature: _____

Approved by: _____

(HR Director or Delivery Center Manager signature)