Bridge Manager Summary:  
Frequently Asked Questions  

What is the Manager Summary?  
In order to promote faculty and staff accountability and 100% university legal compliance, the manager summary is generated when one or more employees in your reporting line are overdue or near overdue on a university-wide mandatory compliance training program. The manager summary is automatically generated on Monday mornings and is sent from notifications@templeu.bridgeapp.com.

Manager summaries look like this:

How Do I Know Who is Overdue?  
Click “VIEW ALL ITEMS” in the Manager Summary to go to your manager insights page. You can also use this direct link. This will give you a snapshot of your reporting line’s compliance and look something like this:
If you hover your mouse over an employee bubble, you will get a summary of their enrollments as well as their completion status. Click “View Enrollments” to see which courses the employee is enrolled in.

Additionally, if you scroll down, you will find the “Overdue Learners: Deep Dive” link. Click “Deep Dive” to access an itemized list of all overdue learners.
What Do I Do Now?

While employees are responsible for completing these mandatory online compliance trainings, managers share responsibility in ensuring that their team is compliant. We ask that you reach out to employees to remind them of their compliance obligations and ensure that they complete these trainings before their due date.

You can instruct your reports to visit Bridge’s My Learning page (Direct Link: https://templeu.bridgeapp.com/learner/courses), where they will be able to access the courses which they are enrolled in.

Additional Questions:

- **Why am I receiving these emails for people who I do not supervise?**
  Any employee who is listed in Temple OrgChart as being in your reporting line is included in your manager summary. This includes the multiple levels that report to you. If there is an employee listed who you do not recognize, please check OrgChart.

- **Why are some of my employees assigned these trainings, and others are not?**
  Our five mandatory online compliance trainings are assigned to all new employees upon hire. Returning employees have been re-assigned these trainings if they did not complete them when they were first hired.

- **Why do my employees need to complete these trainings?**
The Chief Compliance Officer, University Counsel, Risk Management, and Human Resources require all University employees to complete these trainings to ensure that employees are knowledgeable of important laws and policies that impact their roles.

- **Who do I contact if I have additional questions?**
  You may contact HR Learning & Development at pds@temple.edu or 215.926.2218.

Please let us know if you have any questions, and thank you for partnering with us in ensuring that Temple is a safe, productive, and respectful place to work and learn.