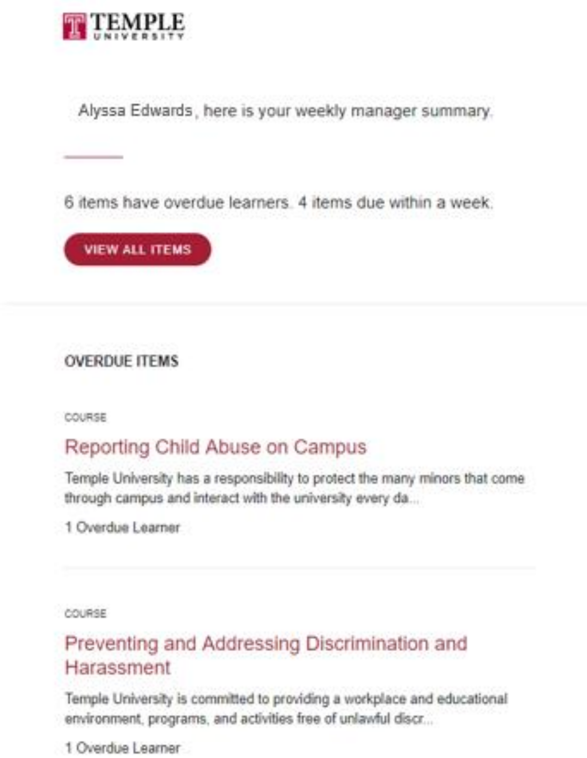
What is the Manager Summary?

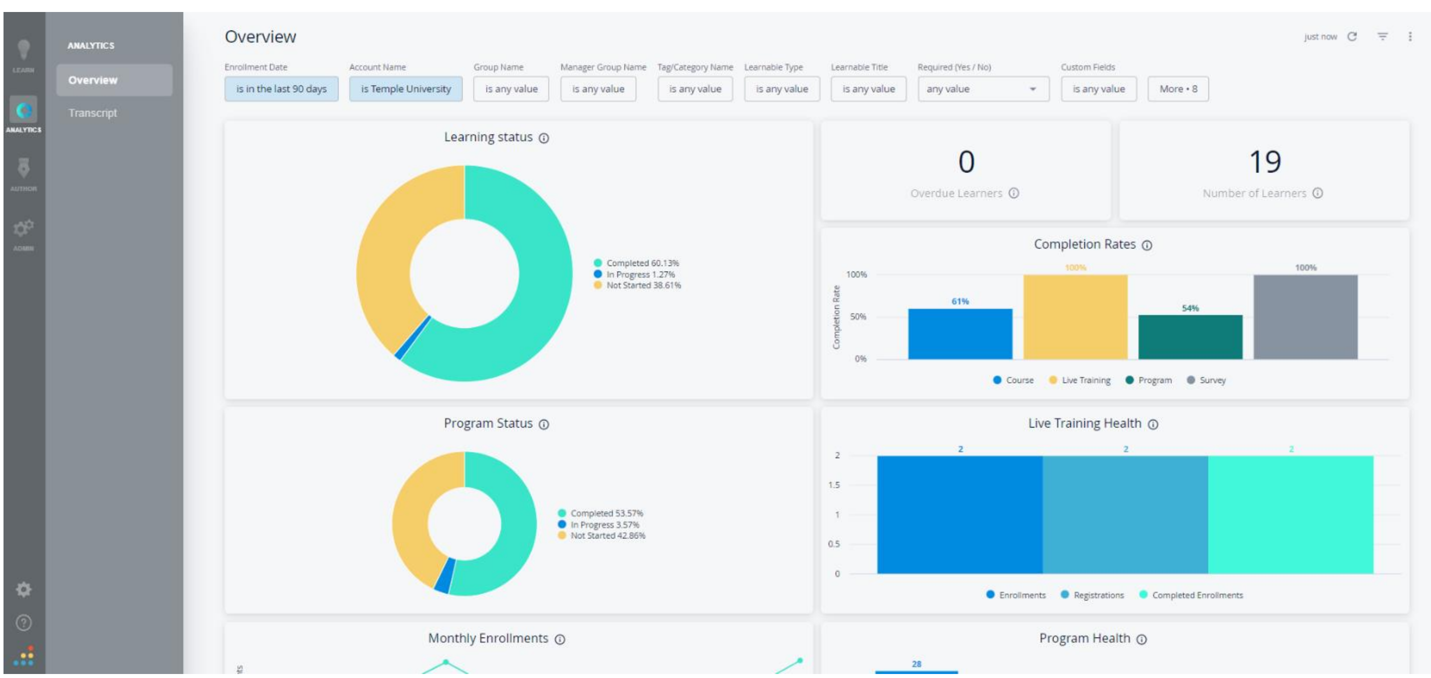
In order to promote employee accountability and 100% university legal compliance, the manager summary is generated when **one or more employees in your reporting line are overdue or _near_ overdue on a university-wide mandatory compliance training program**. The manager summary is automatically generated on Fridays and is sent from *notifications@templeu.bridgeapp.com*.

Manager summaries look like this:

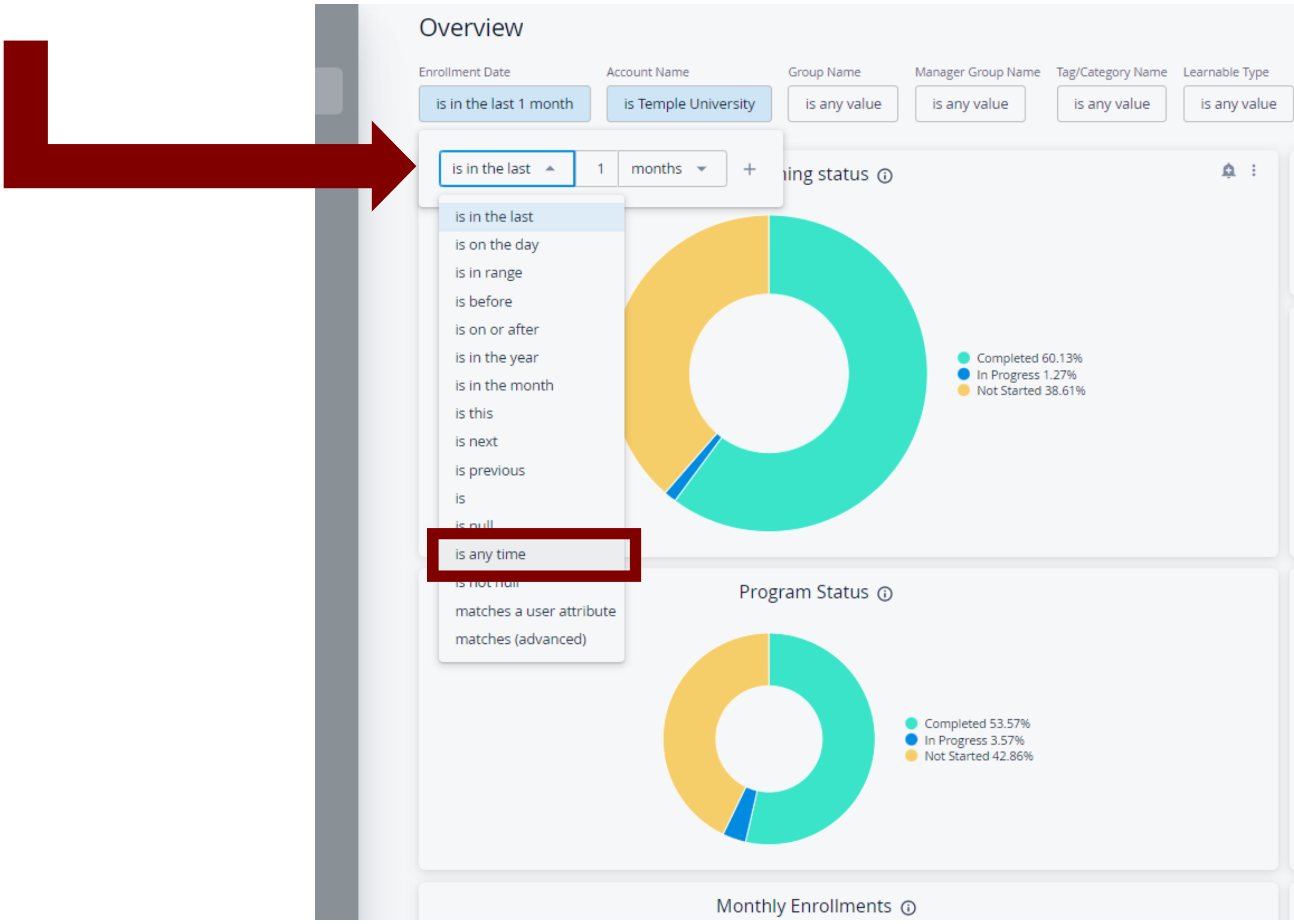


How Do I Know Who is Overdue?

Click "VIEW ALL ITEMS" in the Manager Summary to go to your Analytics page. You can also use this direct link. This will give you a snapshot of your reporting line's compliancy and look something like this:

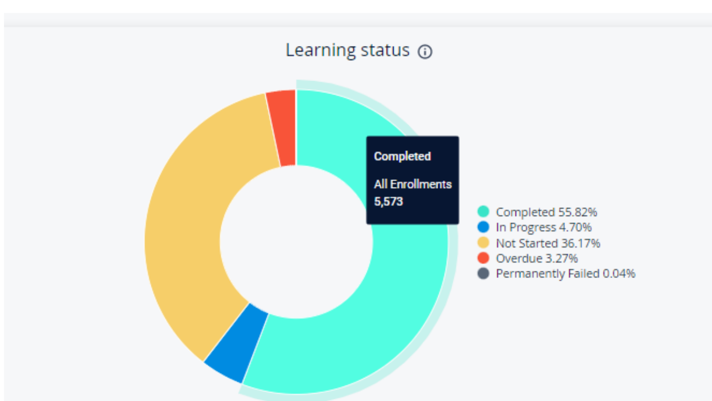


Change the "Enrollment Date" option in the top left corner to "is any time" from the drop-down menu. This will ensure that the Analytics page captures all of your direct reports' assigned trainings, as the page will default to show only training enrollments from the last 90 days.

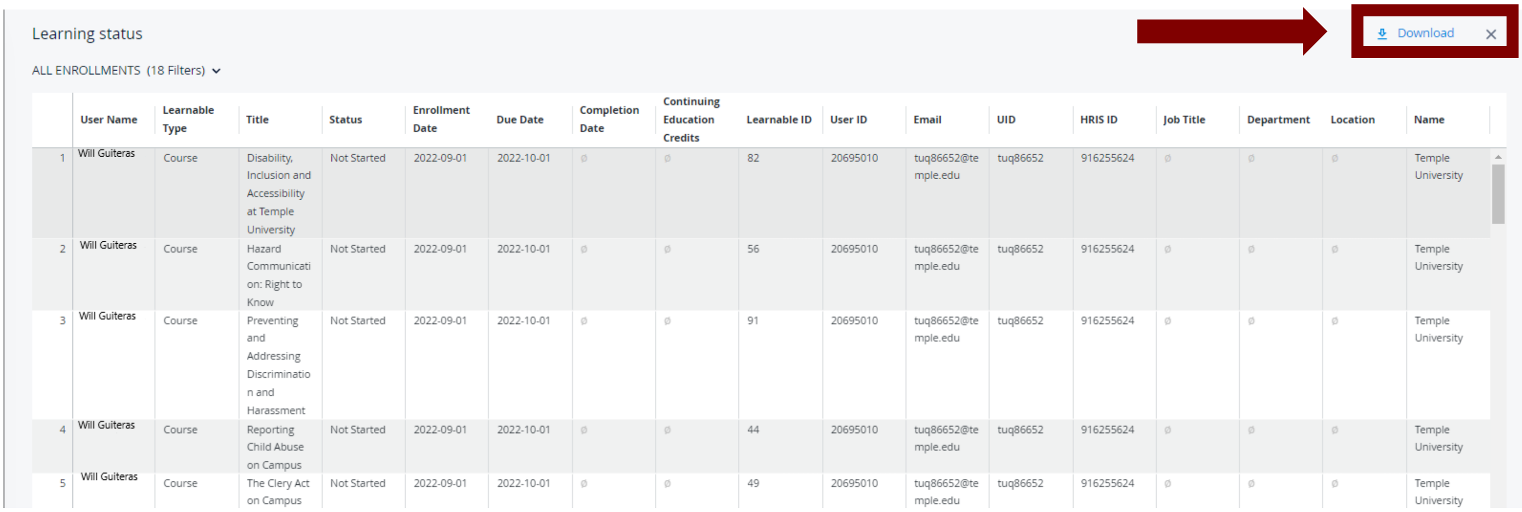


Once you have changed the Enrollment Date option, you can click the different sections of the circles below to check the course status for your direct reports' assigned trainings. The first circle (Learning status) includes all courses and programs in which your direct reports are enrolled.

Each color of the circle represents a different status for your direct reports' assigned trainings: green is completed, blue is in progress, yellow is not started, and red is overdue.



By clicking each section, Bridge will prepare a report that identifies all of your direct reports that have an assigned training under that status. If there is a red section in your Learning Status circle, clicking it will display your direct reports that currently have overdue trainings. You can also download these reports by clicking the button in the top right corner.


Learning status

ALL ENROLLMENTS (18 Filters)

Download

	User Name	Learnable Type	Title	Status	Enrollment Date	Due Date	Completion Date	Continuing Education Credits	Learnable ID	User ID	Email	UID	HRIS ID	Job Title	Department	Location	Name
1	Will Guiteras	Course	Disability, Inclusion and Accessibility at Temple University	Not Started	2022-09-01	2022-10-01	ø	ø	82	20695010	tuq86652@temple.edu	tuq86652	916255624	ø	ø	ø	Temple University
2	Will Guiteras	Course	Hazard Communication: Right to Know	Not Started	2022-09-01	2022-10-01	ø	ø	56	20695010	tuq86652@temple.edu	tuq86652	916255624	ø	ø	ø	Temple University
3	Will Guiteras	Course	Preventing and Addressing Discrimination and Harassment	Not Started	2022-09-01	2022-10-01	ø	ø	91	20695010	tuq86652@temple.edu	tuq86652	916255624	ø	ø	ø	Temple University
4	Will Guiteras	Course	Reporting Child Abuse on Campus	Not Started	2022-09-01	2022-10-01	ø	ø	44	20695010	tuq86652@temple.edu	tuq86652	916255624	ø	ø	ø	Temple University
5	Will Guiteras	Course	The Clery Act on Campus	Not Started	2022-09-01	2022-10-01	ø	ø	49	20695010	tuq86652@temple.edu	tuq86652	916255624	ø	ø	ø	Temple University

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 wholly 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.

Frequently Asked 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.