To assist your agency with the task of gathering the list of supervisors and managers in order to register them in the mandatory Sexual Harassment Prevention for Supervisors and Managers online training course, a query retrieving the necessary data for registration has been developed. Providing the necessary data for registration and enrollment of the supervisors and managers in the required Sexual Harassment Prevention for Supervisors and Managers online training is the agency's responsibility. To do this, it is necessary to:

- Run this query
- Review the query results for correctness and completion

0HR052_MANAGERS_LIST has been developed to assist HR contacts to identify managers, supervisors, directors, and leaders in your agency. Each agency is responsible for enrolling supervisors and managers for Sexual Harassment Prevention training. For more information on this requirement, refer to the DOAS Website.

In order to access and run the query, sign into TeamWorks and have security access to HR data and to run queries.

The query lists all supervisors, managers, and leaders with direct reports per Position Data in TeamWorks.

The query provides a report containing the following data:

- Co # of Manager
- Company Name
- Dept ID of Manager
- Dept Description
- Mgr. Empl ID
- Manager Name
- Business Title
- Manager Position

The query should only list employees who currently have positions reporting to them per position data in TeamWorks. It is important that you verify the information is correct and complete. After running the query, you will export the results of the query to an Excel spreadsheet file format.
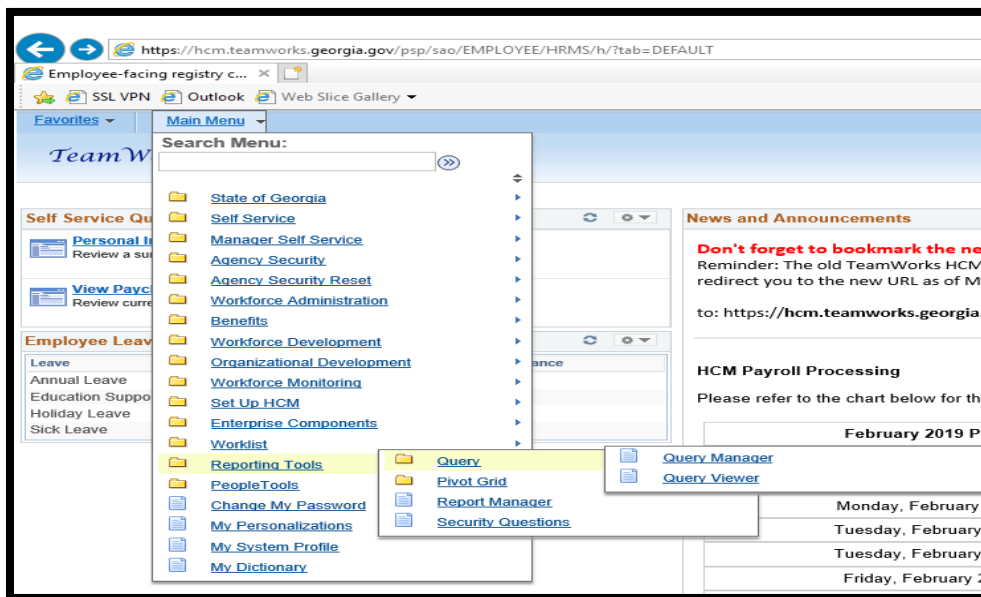
Instructions

Sign in to TeamWorks.
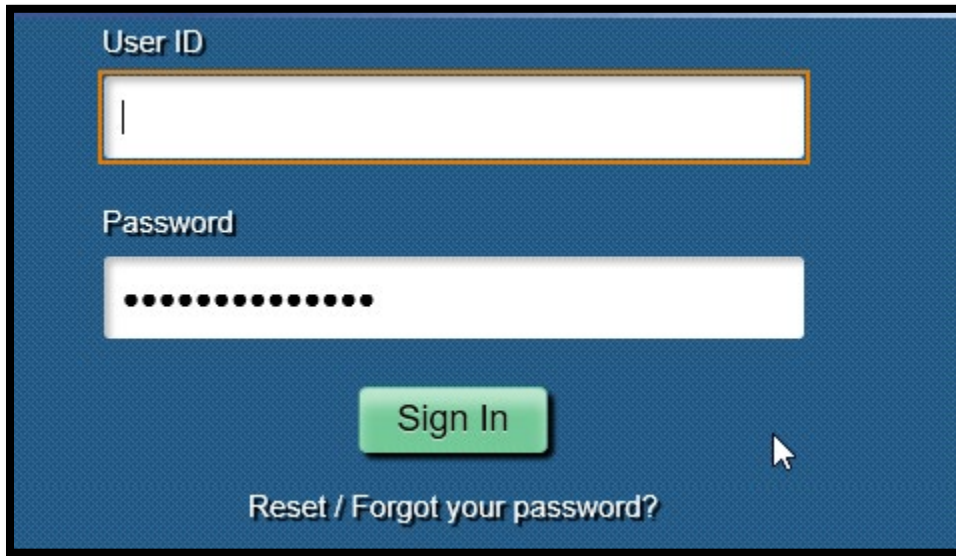
Navigation to Query

Main Menu>Reporting Tools>Query>Query Manager

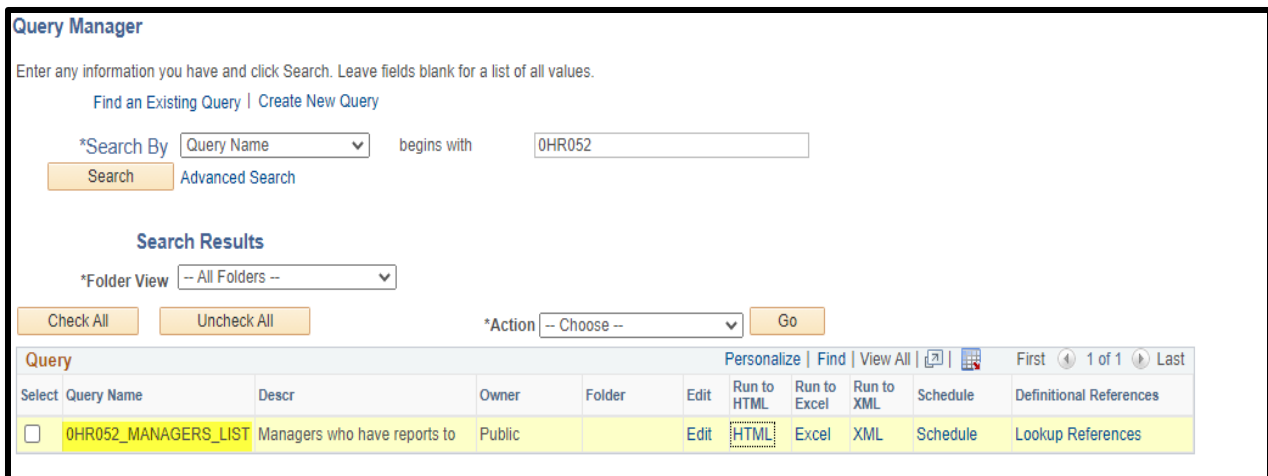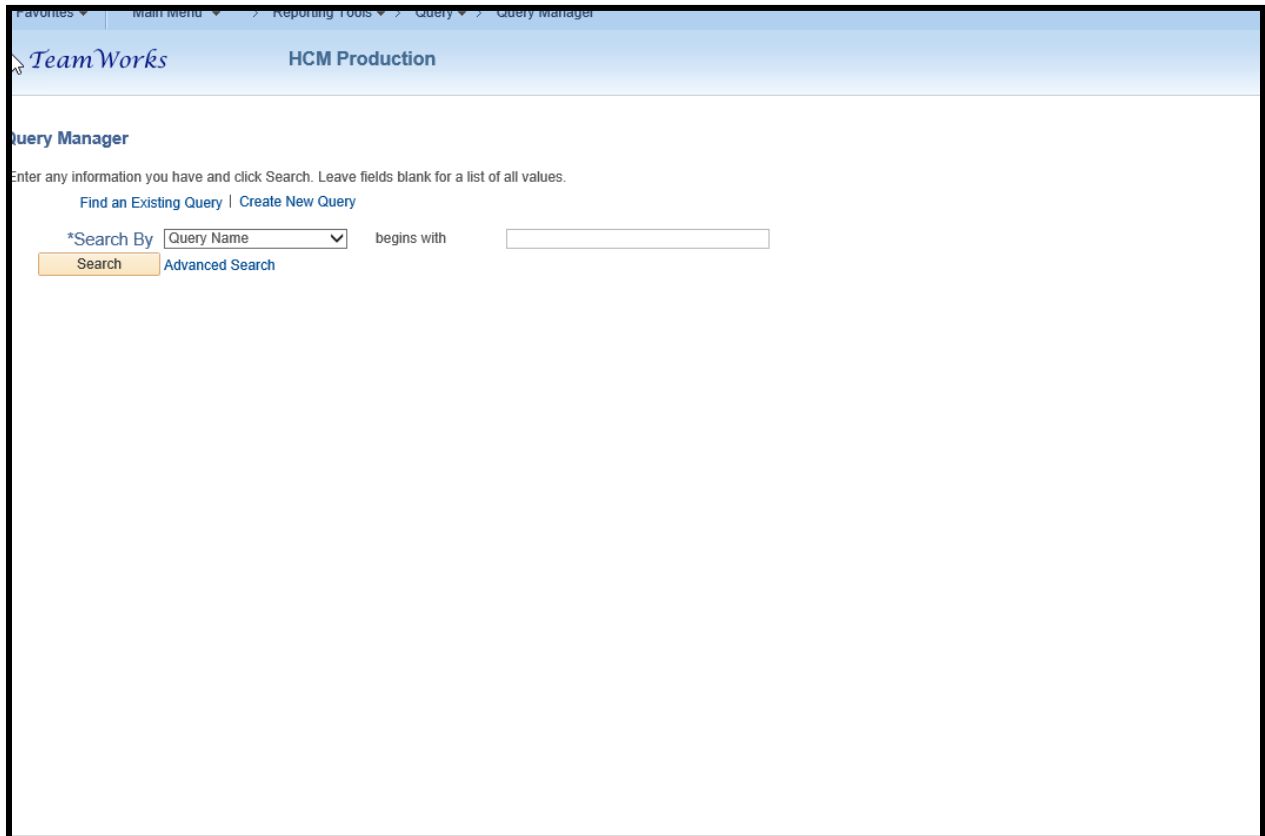*If you do not have Query Manager, then you can use Query Viewer*

Using Query Manager

Find an Existing Query

Click **'Find and Existing Query'** in the **begins with** field, enter the name of the query **0HR052_MANAGERS_LIST** then click **Search**. The query will display.

Export the Query to Excel

1. Click the Excel link under Run to Excel.
2. In the Dept ID field, you can use the % with your company code to query all departments beginning with that 3-digit code. See image below.
   a. You can also use the % with your specific department code.
3. Click View Results

0HR052_MANAGERS_LIST - Managers who have reports to

Dept ID or % 403%

View Results

No matching values were found.

Co # of Mgr	Company Description	Dept ID of Mgr	Descr	Mgr Empl ID	Manager Name	Business Title	Mgr Position

Validate the Report

1. Review the list to ensure it includes all supervisors and managers in your agency.
2. Add supervisors and managers in your agency that should be included.