Report Name: HR Executive Dashboard: Preventing and Responding to Sexual Misconduct Training Completion Compliance

RRC's proportional share of all University late completions of Preventing and Responding to Sexual Misconduct (PRSM) training. This visualization does not take into account the volume of new training assignments within each RRC.

Audience: University of Minnesota Unit Leadership and HR Leads
Security/Access: HR Executive Dashboard Requested Access

Report Purpose

The purpose of the Preventing and Responding to Sexual Misconduct Training Completion dashboard is to monitor the timeliness of the completion of the PRSM Training, which is required training for all University faculty and staff.

HR Leads Version: To perform further analysis of PRSM completion data, click on the icon to be redirected to the *Preventing and Responding to Sexual Misconduct Training - Completion by RRC and Department* dashboard, where the PRSM data is refreshed multiple times daily.

Business Rules
- Report is based on data in the Training Hub on the last business day of the previous month
- Report includes only regularly assigned PRSM course completions, special assignments of the PRSM course are not included in the report
- UMN Timing Standard: PRSM training is assigned to newly hired faculty and staff on the first business day of the month after the new employee's start date and training completion is due the last business day of that month
- In any instance where the PRSM training was past due and then subsequently completed, that training will no longer be counted as late

Calculations
- **Proportion of Late Training Completions by UMN Standard**
  - Calculated by dividing the number of **unfinished** training completions by UMN timing standard where the due date has passed by the total new training assignments completed during the time period from the first day to the last day of the month

Prompts
- **Date (graphs and table)**
  - Selection determines the data included in the report
  - Zero to multiple months can be selected causing the report to include data from the selected months
  - Date field default will be set to the most recent month available
- **Course**
  - Selection determines whether the graphs displays late completions for the Employee or Supervisor course (default value is Employee)
- **RRC (table only)**
  - Selection determines the RRCs included in the table

Default Sort Order
- Proportion of Late Training Completions by UMN Standard graph displays RRCs with the highest proportion of late training completions first, secondary sort order is by RRC

Last Updated: July 30, 2019

- PRSM Training Completion by RRC table sort order is by RRC

Data Refresh

The data for this report comes directly from the Training Hub and is **created directly after the last business day of the previous month**. Data gathered to create the PRSM Completions dashboard is dynamic and can be updated. As a result, completions that are updated in Training Hub after the due date has passed will not be reflected as late completions on the PRSM Completions dashboard.