Cue Card: Navy ERP Ad Hoc Training Request – ESS

This cue card outlines the step-by-step procedures for entering an Ad Hoc Training Request into Navy ERP via Employee Self Service (ESS).

Helpful Hints:

- *The Ad Hoc Training Request (SF-182) is routed through SAP Workflow so that electronic signatures can be obtained from the employee's Supervisor, Financial Approver, and Training Manager.*

Step by step instructions:

1. Log on to Navy ERP by opening Internet Explorer and entering the following URL https://ep.erp.navy.mil/irj/portal
2. Click the **Employee Self Service** tab (ESS).
3. Click on the link: ATR - AdHoc Training Request ATR – Ad Hoc Training Request.
4. Click on Yes if the following message is received Do you want to display the nonsecure items?.
5. The Ad Hoc Training Request screen is displayed. Enter your Personnel number in the **TRAINEE** field. If you do not know your Personnel number, click on the **DROP DOWN** to search for your name.
6. Enter the course title in the **COURSE NAME** field.
7. Click the Create **CREATE** button. The **Create Info Type for Training** screen is displayed.
8. Enter the course start and end dates in the **START** and **END** fields.
9. Select checkboxes under the **ATTENDEE DATA** tab as appropriate ☐ Do you require special accommodation?. These are used to identify special needs of the employee and will print personal contact information on the SF-182.

NOTE: Navy ERP has added a functionality to show the requestor any missing required fields. This display Display 6 Missing Required Fields will count down as the required fields are completed. Missing data can be viewed by clicking on the **DISPLAY** button. All missing fields must be completed.

10. Click on the **COURSE DATA** Tab.
11. In the **TRAINING OBJECTIVES** field enter a justification in the **What are your Training Objectives** field.
12. In the **TRAINING FACILITY** field complete the **OFFICE ADDRESS** section (as needed).
    a. Training Source, School, or Facility name:
    b. C/O (optional)
    c. Address
    d. City
    e. State / Zip Code
    f. Source Location (Actual physical location)
    g. Vendor Telephone Number

13. In the **TRAINING INFO** field enter data in the following fields by using the **DROP DOWN**.
    a. Training Purpose Type
    b. Training Type Code
    c. Training Sub-Type Code
    d. Training Source Type
    e. Training Delivery Code
14. Click on the **COURSE COST** tab.
    a. In the **COURSE COST** field enter Tuition and Fees Cost
    b. In the **TOTAL HOURS** field enter Duty / Non Duty Hours
    c. In the **PAYMENT INFO** field enter a charging object JON (WBS element, Network-Activity code, Cost Center)

    NOTE: Entering the appropriate Payment Information - Charging data can be entered by the End User doing the request or the Supervisor doing the approval. There must be a charging element entered before the Financial Approver can do the approval.
15. Click on the **COURSE APPROVAL** tab.
16. Select an approver by clicking in the **PERSONNEL NUMBER** field and click on the **DROP DOWN** to view a list of available approvers. Double-click on your supervisor's name to select them as your approver.
17. Verify the **DISPLAY** icon **SHOWS 0 MISSING REQUIRED FIELDS** Display 0 Missing Required Fields.
18. Click on the **SUBMIT TO SUPERVISOR** button. An informational box will pop up and ask the question: **ALL REQUIRED FIELDS ARE FILLED. SAVE THE RECORD?**
19. Click the **YES** button. This starts the workflow process. Your 1st line Supervisor will need to check their SAP Business Workplace Inbox (SBWP) or the Universal Worklist to approve your request.

NOTE: The ATR must be approved by a Supervisor, Financial Approver, and Training Manager before it can be printed. If an Approver fails to Approve, Cancel, or Reject the ATR within 7 days it is returned via work flow to the last approver. That person will be able to send the request to someone different.