

Workaround for Training Approval for Center Director's External Training Request and Internal Scheduled Offerings

Background

SATERN builds a hierarchy of employee supervisor relationship based on who is listed as the supervisors in the Learner's Profile. The system prevents Learner A from selecting Learner B as their supervisor if Learner B has Learner A selected as their supervisor in their profile. This is referred to as a "circular relationship" in SATERN. The nightly supervisor feed will cause a circular relationship and bring the system down. In the past, Centers had created "dummy" IDs in the Contractor Domains for Center Directors to go in and approve their own training. With the implementation of e-auth, such user names can no longer be used in SATERN.

Workaround

The Supervisor field in the Center Director record needs to be blank and the Supervisor By-Pass Flag needs to be set to "Yes." This will allow the Center Director to select a supervisor for approval upon submittal of an SF-182 or an internal scheduled offering request. At this time, the Center Director can enter anyone within the Center as the approver (e.g., Deputy Center Director) and the system will not check for circular relationship. The selected supervisory approver (step 1) will get a notification that there is an approval awaiting action as well as an alert when signing into SATERN. This process of selecting a supervisor will be required for every request the Center Director submits.

What does the Center need to do?

1. Brief the Center Director of the new process so that he/she does not update their profile with a supervisor.
2. Center RA-1 Admin should remove the supervisor from the Supervisor field in the Center Director's record and set the Supervisor By-pass Flag to "Yes" under the Custom Fields tab.