



# Supervisor: SF-182

## INTRODUCTION

This Job Aid will provide guidance for a Supervisor to review and approve an SF-182 within GSA’s new Online University which is utilizing the Cornerstone Learning Management System.

Please take note:

1. The SF-182 process includes 1st level supervisor’s approval **only**. Ensure you and your employees are fully aware of your organization's approval process, including secondary approvers, prior to your approval in Online University. Additional approvers, if needed, will have to be routed outside Online University.

\*\*\*Failure to fully understand your organization’s approval process can result in a denial or resubmission of your employees SF182 request.\*\*\*

The system does **not** automatically route your approved SF-182 to the purchase card holder.

2. Supervisors are responsible for ensuring their employees accurately fill out and submit a [Continued Service Agreement \(CSA\)](#). The CSA is required when the employee participates in a training opportunity that incurs a direct cost of **\$7,000** or more.
3. In order to close out the request in Online University, Supervisors are also responsible for ensuring their employees initiate the verification process upon completing the learning and development activity.

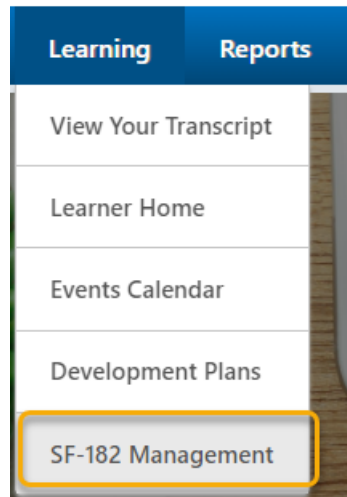
Additional SF-182 questions need to be sent to [SF182-IDPTeam@gsa.gov](mailto:SF182-IDPTeam@gsa.gov).

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## APPROVING AN SF-182

1. Navigate to your **SF-182 Management** area by selecting **Learning** from the top navigation, then **SF-182 Management**.



2. Within the **Manage SF-182 Request** page, you have the availability to view submitted SF-182s and view the requestor, Training Title, Date Submitted, and Status.
3. The actions you can complete on the SF-182 are Approve/Deny, Edit, Copy, and Print.
4. To review an SF-182, click **Edit**.

Requested By	Training Title	Request ID	Date Submitted	Status	Approval	Options
Nicole Holderfield	Sample for Job Aid	000036	4/6/2022	Pending Approval Step Section D 2a	✓ ✗	
Sam Jones	SF-182 Request for Admin Training	000034	3/30/2022	Pending Approval Step Section D 2a	✓ ✗	  
Sam Jones	Workflow Test	000022	1/28/2022	Pending Approval Step Section D 1a	✓ ✗	  
Sam Jones	SF-182 for Demo	000015	1/20/2022	Pending Approval Step Section D 1a	✓ ✗	  

2. Make changes as needed, then click **Save**.
3. In the **Manage SF-182 Requests** page click **Approve** or **Deny**.
4. Upon clicking **Approve**, the **Approve SF-182 Request** page, will prompt you to **Indicate Reason** and add **Comments**.

### Approve SF-182 Request

Please choose a reason for approval and any additional comments. These will be displayed to the end-user(s).

Approve Request

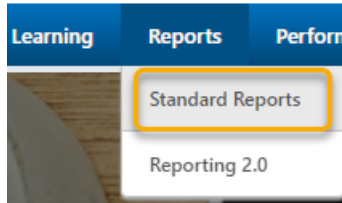
Indicate Reason:

Comments:

5. Then, click **Submit**.

## COMPLETION AFTER EMPLOYEE VERIFICATION

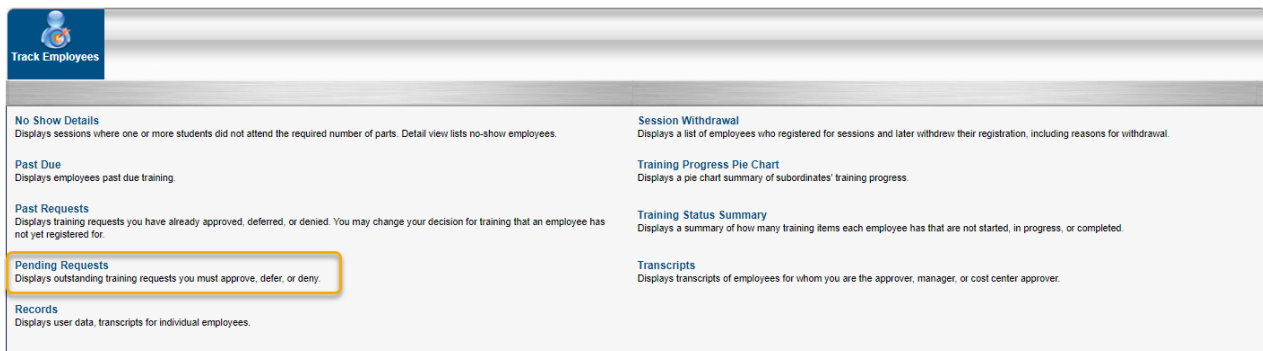
1. Once the employee marks a training activity as complete (after they initiate the verification process), you can use the link provided in the automated message / email and skip to step 4.
2. Alternatively, you can navigate to the reporting area by selecting **Reports** from the top navigation, then **Standard Reports**.



1. Click **Pending Requests** report from the **Track Employees** window.

### Reports

Click on a report category to view those reports. You may search for any reports by title or description.



**Track Employees**

**No Show Details**  
Displays sessions where one or more students did not attend the required number of parts. Detail view lists no-show employees.

**Past Due**  
Displays employees past due training.

**Past Requests**  
Displays training requests you have already approved, deferred, or denied. You may change your decision for training that an employee has not yet registered for.

**Pending Requests**  
Displays outstanding training requests you must approve, defer, or deny.

**Records**  
Displays user data, transcripts for individual employees.

**Session Withdrawal**  
Displays a list of employees who registered for sessions and later withdrew their registration, including reasons for withdrawal.

**Training Progress Pie Chart**  
Displays a pie chart summary of subordinates' training progress.

**Training Status Summary**  
Displays a summary of how many training items each employee has that are not started, in progress, or completed.

**Transcripts**  
Displays transcripts of employees for whom you are the approver, manager, or cost center approver.

2. Select **Approve** or **Deny** from the **Options** column of the corresponding training.
3. Add additional comments as needed.
4. Click **Submit**.