**EXAMPLE**

7/2/2021 8:15:52 AM  To: "University of North Carolina Charlotte Supervisor"  Subject: Supervisor User Status Report

Body:

Your employee(s) have been assigned mandatory online compliance training. As a direct supervisor, you will receive notification weekly so that you are aware of completion status as we work toward 100% compliance:

**LEARNERS WITH **ONE OR MORE OVERDUE** COURSES:**

LEARNERS WITH **INCOMPLETE OR NOT STARTED** COURSES DUE WITHIN 30 DAYS:

Name: Doe, John
EmailAddress: jdoe@uncc.edu
Course: July 2021 Supervisor Safety Talks_BES&R
Due: 2021-07-30

Name: Smith, Jane
EmailAddress: jsmith@uncc.edu
Course: July 2021 Supervisor Safety Talks_BES&R
Due: 2021-07-30

**LEARNERS WHO **H ave **C ompleted** A COURSE WITHIN THE LAST 30 DAYS:**

Name: Doe, John
EmailAddress: jdoe@uncc.edu
Course: June 2021 Supervisor Safety Talks_BES&R
Due: 2021-06-30

Completed: 2021-06-07
Type: REQUIRED
Name: Smith, Jane

EmailAddress: jsmith@uncc.edu

Course: June 2021 Supervisor Safety Talks_BES&R

Due: 2021-06-30

**Completed:** 2021-06-10

Type: REQUIRED

For technical questions, please contact the OneIT Service Desk at 704-687-5500.

MsgID = 40505359 Attached data: