



\*\* Please contact AIDT to find out the required training course owner before completing this form

This form serves as a request to add, delete, and edit required training courses in PeopleSoft.

Course Name

Add

Delete

Course Code

If Refresher, select time-frame: 12 Months 24 Months 36 Months

When designating only Departments (Cost Centers), all Team Members working in that department will be required to take the training. You can narrow the audience by designating Job Codes, as well. Although not encouraged, you can list individual Team Members, along with their badge numbers. Attach a list, if necessary.

Departments (Cost Centers) (name & number)

Job Codes (name & number)

Team Members (name & badge number)

Table with 3 columns: Departments (Cost Centers), Job Codes, Team Members. Multiple empty rows for data entry.

Effective Date of Addition/Deletion: \_\_\_\_\_

Approval Signatures (Required)

Mgr. Name - Printed

Mgr. Name - Signature Date

Senior Mgr. - Printed

Senior Mgr. - Signature Date

Req. Training Course Owner - Printed

Req. Training Course Owner - Signature Date

Below information required only for Safety requirements:

Safety Mgr. - Printed

Safety Mgr. - Signature Date

After signatures are obtained, please fax form to AIDT at x2299
Scan and email to: aidt.forms.inbox@daimler.com
For questions, call 507-2200

