

Required Online Training Related to Credit Cards

In addition to workflow training, the following online (web-based) Finance training courses are available for UH employees. (While employees of UHCL, UHD, and UHV may also take these classes, they may be instructed to complete alternate courses if procedures differ at their university.)

Name of Course	Required for UH Employees Below
Credit Card Accounting (see Note A)	<ul style="list-style-type: none"> • Employees who create journals to record credit card receipts for departments that accept credit card payments • Supervisors of the above employees • Business administrators whose department accepts credit card payment • Others who oversee credit card operations in a UH department
Credit Card Processing (see Note A)	<ul style="list-style-type: none"> • Employees who process credit card transactions (i.e., receive, handle, or send credit card information) for departments that accept credit card payments • Supervisors of the above employees • Business administrators whose department accepts credit card payment • Others who oversee credit card operations in a UH department
Credit Card Data Security (see Note A)	<ul style="list-style-type: none"> • Employees who have access to sensitive credit card information, such as the full account number, received by their department for credit card transactions • Supervisors of the above employees • Business administrators whose department accepts credit card payment • Others who oversee credit card operations in a UH department

Note A: Credit Card Accounting, Credit Card Processing, and Credit Card Data Security, which replace the previous online “Credit Card” course, are intended for departments that accept credit cards as a form of payment for goods or services they provide (e.g., auxiliaries, Bursar’s Office, etc.). They are not intended for departments that only have P-Cards and/or Travel Cards.

All of the above courses share the following characteristics:

- They are required for employees with certain job functions or responsibilities (e.g., handles cash, uses a P-Card, creates journals to record credit card receipts for a UH merchant, etc.).
- They must be taken before an employee can start performing the job function or is given the responsibility.
- They must be taken annually (once each fiscal year) to remind employees of the appropriate procedures and their responsibilities.

- They include a short quiz, which the employee must complete after the training to verify that they understand the key concepts.
- The results of the training (who completed which courses within a department) can be viewed by running the following query in the HR System:
UHS_TRAIN_ALL_CLASSES.

Employees may enroll using their Empl ID and birth date:

<http://www.uh.edu/hrms/signupFinancial.htm> Within one business day, they will receive an email with a link to the course.

