

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Enroll for online courses via PASS. Courses will be available the next day in TAP up until the date listed. All online courses have the same date: the last day of the fiscal year.

FY19 Checklist for Online Training

NEW HIRE MANDATORY:		
All new hire employees hired after 9/1/2018 will automatically be enrolled and receive an email regarding following courses. This will meet the requirement for FY19 Mandatory Training.		
SN1901	FY19 New Hire Mandatory EEO Training	
SN1902	FY19 New Hire Mandatory FERPA Training	
SN1903	FY19 New Hire Mandatory Secure Our Systems Training	
SN1904	FY19 New Hire Mandatory Ethics, Compliance and Fraud	
SN1905	FY19 New Hire Mandatory UHS Data Agreement	
SN1906	FY19 New Hire Mandatory HAZCOM	
SN1907	FY19 New Hire Mandatory Safety Orientation	
MANDATORY:		
All employees will automatically be enrolled and receive an email regarding following courses. SAM 02.A.26: It is the responsibility of each System employee to complete annual mandatory training.		
SM1901	FY19 Mandatory EEO Training	
SM1902	FY19 Mandatory FERPA Training	
SM1903	FY19 Mandatory Secure Our Systems Training	
SM1904	FY19 Mandatory Ethics, Compliance and Fraud	
SM1905	FY19 Mandatory UHS Data Use Agreement	
SM1906	FY19 Mandatory HAZCOM	
ROLE BASED MANDATORY TRAININGS		
<input type="checkbox"/>	HH1905 Child Protection Training	<ul style="list-style-type: none"> Employees working with any campus program with minors (must also complete a background check) Any employee in Athletics, Student Affairs or the Charter School
<input type="checkbox"/>	SH1901 Texas Medical Privacy Act	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	SH1903 HIPAA	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	SS1901 CSA Training	<ul style="list-style-type: none"> Campus Security Authorities for UH Campus

FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS		
<input type="checkbox"/>	SF1901 Petty Cash and Change Fund	<ul style="list-style-type: none"> Petty cash custodians Change fund custodians Business administrators whose department has a petty cash fund
<input type="checkbox"/>	SF1902 Procurement Card Cardholder (see Note C)	<ul style="list-style-type: none"> Employees who use P-Cards to make University purchases that are direct-billed to the department
<input type="checkbox"/>	SF1903 Procurement Card Business Office (see Note C)	<ul style="list-style-type: none"> Employees who perform administrative tasks related to P-Cards, such as updating the bank's online system (GCMS) and preparing Expense Reports for signature
<input type="checkbox"/>	SF1904 Travel Card Cardholder	<ul style="list-style-type: none"> Employees who use <u>Individual</u> Travel Cards to purchase airfare and/or make other University travel-related purchases that are direct-billed to the department
<input type="checkbox"/>	SF1906 Red Flag Rules	<ul style="list-style-type: none"> Representative(s) from departments that have customer accounts for which they routinely (1) obtain or use consumer reports for a credit transaction, (2) furnish information to a consumer reporting agency for a credit transaction, or (3) advance funds to customers (i.e., provide loans). Everyone in the department is not required to take Red Flag Rules training. However, all department staff who have access to these accounts should receive in-house department training and updates on specific department procedures for preventing, detecting, and mitigating identity theft. See MAPP 01.03.04 for more information.
<input type="checkbox"/>	SF1907 Credit Card Processing (see Note B)	<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
<input type="checkbox"/>	SF1908 Credit Card Accounting (see Note B)	<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
<input type="checkbox"/>	SF1909 Credit Card Data Security (see Note B)	<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
<input type="checkbox"/>	SF1910 Cash Security Procedures (See Note A)	<ul style="list-style-type: none"> Employees that handle cash (currency or checks) Petty cash custodians Change fund custodians
<input type="checkbox"/>	SF1911 Cash Deposit and Security Procedures (See Note A)	<ul style="list-style-type: none"> Employees that handle cash (currency or checks) and process deposits in the Finance System Business administrators whose department handles cash
<input type="checkbox"/>	SF1912 Conflict of Interest and Procurement	<ul style="list-style-type: none"> All Full time Faculty All Exempt Staff Non-exempt Staff with procurement responsibilities
<input type="checkbox"/>	HF1908 Asset Management: Business Managers	<ul style="list-style-type: none"> Department Business Personnel Required biennially (even numbered years)
<input type="checkbox"/>	HF1907 Asset Management: Property Custodians	<ul style="list-style-type: none"> Designated Property Managers

For more information regarding online courses or access, please visit the HR Website:
<http://www.uh.edu/human-resources/talent-development/>

FINANCE**REQUIRED TRAININGS FOR SYSTEM ACCESS**

<input type="checkbox"/>	HF1901 Voucher Creation	<ul style="list-style-type: none"> Employees who will be working with and/or processing vouchers
<input type="checkbox"/>	HF1902 Service Center Payment	<ul style="list-style-type: none"> Employees working at a service center
<input type="checkbox"/>	HF1903 Purchase Req Training	<ul style="list-style-type: none"> Employees who will be working with and/or processing purchasing requisitions
<input type="checkbox"/>	HF1905 Budget Entry Creation	<ul style="list-style-type: none"> Employees who will be responsible for budget entry

HUMAN RESOURCES**REQUIRED TRAININGS FOR SYSTEM ACCESS**

<input type="checkbox"/>	HH1901 HR View	<ul style="list-style-type: none"> Employees needing access to PeopleSoft must complete the form and this course
<input type="checkbox"/>	HH1902 HR Query Viewer	<ul style="list-style-type: none"> Required to run and view queries for HR PeopleSoft
<input type="checkbox"/>	HH1903 HR Query Manager	<ul style="list-style-type: none"> Required to create queries for HR PeopleSoft
<input type="checkbox"/>	HH1904 HR ePAR	<ul style="list-style-type: none"> Required for ePAR access in PeopleSoft
<input type="checkbox"/>	SH1902 TRAM Training	<ul style="list-style-type: none"> Time Approvers TRAM Training
<input type="checkbox"/>	SH1904 Taleo Training	<ul style="list-style-type: none"> Employees who will be creating postings and offers in Taleo. Training is required before access is granted

OTHER

<input type="checkbox"/>	HF1904 Moving Expense Reimbursement	<ul style="list-style-type: none"> Outlines the process to be followed for authorization, payment, and reimbursement of moving and relocation expenses for new University of Houston employees
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<input type="checkbox"/>	HO1902 CMS Medicare Waste & Abuse	<ul style="list-style-type: none"> Optometry
<input type="checkbox"/>	HO1903 CMS Medicare C D Compliance	<ul style="list-style-type: none"> Optometry
<input type="checkbox"/>	HO1904 Golf Cart Training	<ul style="list-style-type: none"> Anyone who operates a UH vehicle or cart
<input type="checkbox"/>	HO1905 Safety Awareness Training	<ul style="list-style-type: none"> This course reviews safety awareness
<input type="checkbox"/>	HO1906 Bloodborne Pathogens	<ul style="list-style-type: none"> This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.

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<input type="checkbox"/>	HU1901 Advance Database	<ul style="list-style-type: none"> • Advancement database training
<input type="checkbox"/>	HU1902 Gift Acceptance	<ul style="list-style-type: none"> • Gift Acceptance training
<input type="checkbox"/>	HO1907 SAXSIB: Managing Service Indicators	<ul style="list-style-type: none"> • Formerly SAXSIB
<input type="checkbox"/>	HO1908 SAXGRT: Graduation Tracking	<ul style="list-style-type: none"> • Formerly SAXGRT
RESEARCH		
<input type="checkbox"/>	HR1901 RACP Module 1	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1902 RACP Module 2	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1903 RACP Module 3	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1904 RACP Module 4	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1905 RACP Module 5	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1906 RACP Module 6	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1907 RACP Module 7	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1908 RACP Module 8	<ul style="list-style-type: none"> • Research
<input type="checkbox"/>	HR1909 RACP Module 9	<ul style="list-style-type: none"> • Research
UHD		
<input type="checkbox"/>	DF1901	<ul style="list-style-type: none"> • UHD Cash Handling
<input type="checkbox"/>	DF1902	<ul style="list-style-type: none"> • UHD Cardholder Recertification
<input type="checkbox"/>	DF1903	<ul style="list-style-type: none"> • UHD Processor Recertification
<input type="checkbox"/>	DF1904	<ul style="list-style-type: none"> • UHD Property Management
<input type="checkbox"/>	DS1901	<ul style="list-style-type: none"> • UHD CSA Training

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UHV	
<input type="checkbox"/>	VF1901 • UHV Cash Handling
<input type="checkbox"/>	VF1902 • UHV Pro Card
<input type="checkbox"/>	VF1903 • UHV Purchasing
<input type="checkbox"/>	VF1904 • UHV Property Management
<input type="checkbox"/>	VH1901 • UHV Policy Review
<input type="checkbox"/>	VS1901 • UHV CSA Training
<input type="checkbox"/>	VS1902 • UHV Campus Carry Training
UHCL	
<input type="checkbox"/>	CF1902 • UHCL PCard
<input type="checkbox"/>	CF1903 • UHCL Property Management
<input type="checkbox"/>	CF1910 • UHCL Change Fund Cash Security
<input type="checkbox"/>	CF1911 • UHCL Change Fund Cash & Deposit
<input type="checkbox"/>	CS1901 • UHCL CSA Training

FINANCE

Note A: Employees who are also involved in creating or approving cash deposit journals only need to take the Cash Deposit and Security Procedures training, since it includes information reviewed in the Cash Security Procedures training.

Note B: Credit Card Accounting, Credit Card Processing, and Credit Card Data Security 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.

Note C: P-Card cardholders who are also involved in updating the bank's online system (GCMS) only need to take the Procurement Card Business Office training, since it includes information reviewed in Procurement Card Cardholder training.

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ENROLLMENT

- Log onto P.A.S.S.
- Click "Training"
- Click "Request Training Enrollment."
- Select "Search by Course Number" or "Search by Course Name"
- Enter the course number or a portion of the course name in the appropriate field and click "Search." The course (or list of courses) will appear.
- Click "View Available Sessions" of the course you are interested in.
- Click the session link of the course
 - All online courses have the same date: the last day of the fiscal year. You will be able to access the courses the day after you register up until the date listed.
- The "Session Detail" page appears. Review the information.
- To be added to the class, click "Continue."
- The "Submit Request" page appears. Review the Information. Click "Submit."
- Select OK when the "Save Confirmation" page appears.
- The "Confirmation" page appears. Review the information.
- You will be able to access the course the next day in TAP. (See accessing courses below)

ENROLLMENT TROUBLESHOOTING

- A notification may pop up that you are registered for a course on the same date.
 - This is just a notification that you are enrolled in another course on the same date. Click ok to the message and continue with your registration. All online courses have the same date- the last day of the fiscal year. Once you register via PASS, you will be able to access the course in TAP 24 hours after you register up until that date.
- If a session does not appear:
 - You may already be enrolled. Online courses only allow employees to enroll once, since they are accessible until the end of the fiscal year. If there are not any sessions to select, you may be already registered. You are able to access the training via TAP (see below) 24 hours after you register in PASS.

ACCESSING COURSES

- UH Central Employees can access the site via [AccessUH](#) by clicking on TAP Employee Online Training
 - Log into AccessUH using your Cougnet ID and password
- Log in directly by visiting: <http://login.tap.uh.edu>
 - Log into TAP with your PeopleSoft ID and PeopleSoft Password

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