Mandatory Online Training

In accordance with MAPP 02.06.01 an employee, based on their role and access to Systems, is required to complete one or more of the following classes annually:

- Cash Security Procedures
- Petty Cash Custodian
- Credit Card Data Security
- Credit Card Accounting
- Travel Card Business Office
- P-Card Business Office
- Code of Ethics
- Equal Employment Opportunity
- Family Educational Rights and Privacy Act (FERPA)
- Cash Deposit & Security Procedures
- Change Fund Custodian
- Credit Card Processing
- Travel Card Cardholder
- P-Card Card Holder
- Fraud Awareness
- Secure Our Systems

B. Departments have the discretion to require employees to complete the above training courses more frequently, as necessary.

C. The Office of Business Services will assist the administering departments and the College/Division Administrators with identifying employees required to complete these courses. Deadlines for completing these classes will be provided in the initial enrollment notification and reports will be provided to College/Division Administrators and executive management throughout the process to monitor progress. Staff who do not complete the assigned required courses and associated quizzes by the annual deadline may lose privileges or access, as appropriate.

Last revised on 8/31/2012

REVIEW AND RESPONSIBILITY
Responsible party: Student Life Policy Team
Review: Every two years on or before August 31st

APPROVAL
Dr. Noel J. Clarke, Director Business Operations