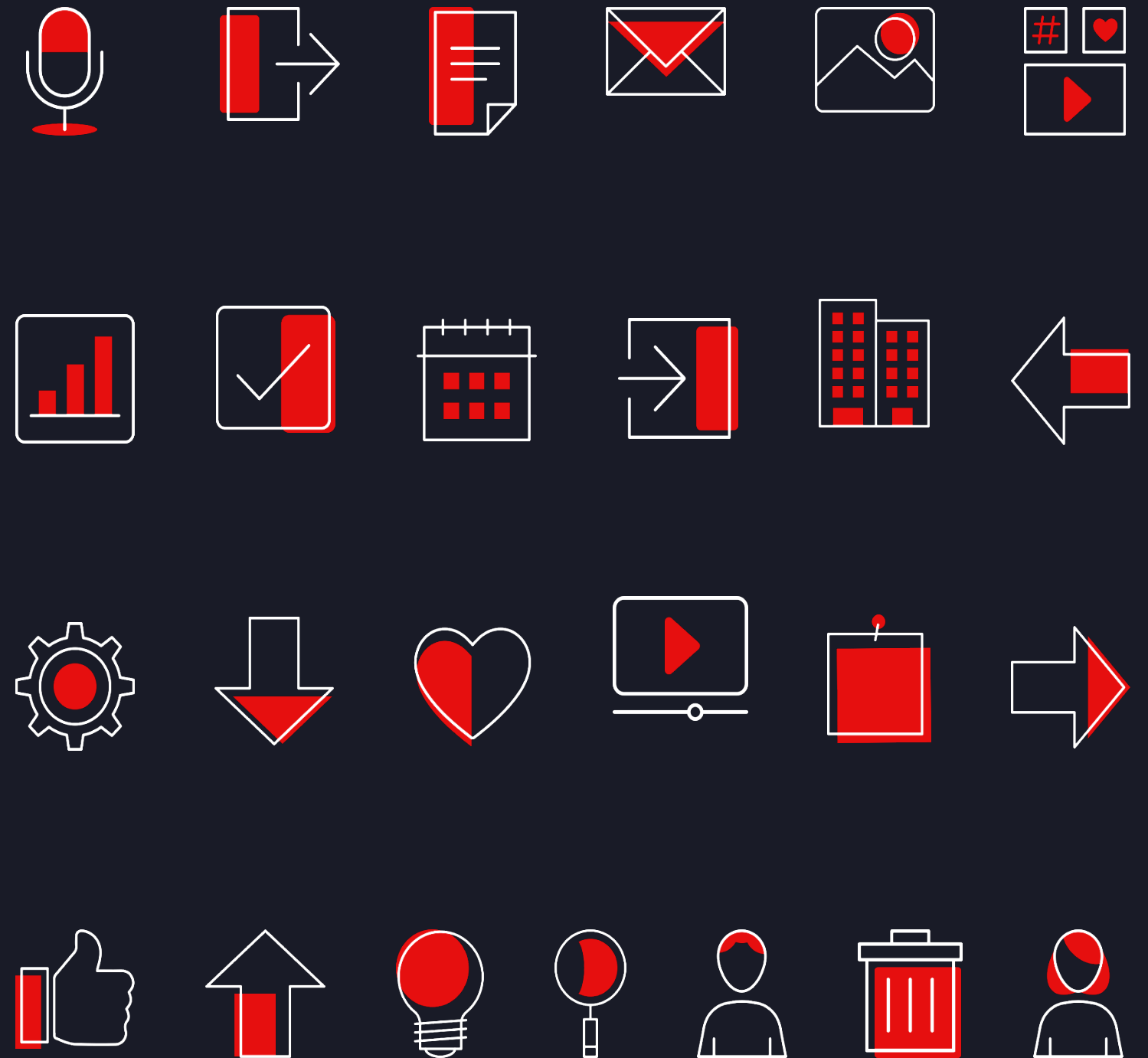


Human Resources Talent Development Mandatory Online Training



New Hire Mandatory Training

REMINDERS

- All employees paid through the university payroll system are required to complete New Hire training.
 - Including: UH Temps and Student Workers
- New Hire training must be complete within 30 days of the employees start date
- New hires are automatically enrolled within 2-3 days of their start date
- New Hire and Annual Mandatory Training courses are the same. Anyone who completes New Hire training within the same fiscal year, will not be required to complete Mandatory Training.
- The HR Business Partners will continue to provide non-compliance reports to departments as necessary.



Please view the Employee Development and Training policy

SAM 02.A.26 for additional information.

Annual Mandatory Training

UH Completion Update – 77% Complete (as of 11/10/21)

REMINDERS

- Deadline – Next Friday, Nov. 19th 11:59pm
- Departments are responsible for:
 - Ensuring all employees are enrolled in the correct courses
 - All employees are completing the required training
- Please inform the Talent Development Team of any enrollment errors. Email us – ulearn@uh.edu

Please view the Employee Development and Training policy

SAM 02.A.26 for additional information.

Thank you!

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