

FY10 Mandatory Training

Must be completed by December 4, 2009

All mandatory training is available online via the **UHS Online Training website at <http://www.uh.edu/onlinetraining/>**. Employees can access their assigned training by entering the employee ID# and 8-digit date of birth (or chosen password) to enter the site.

Any System employee who fails to complete the required training for fiscal year 2010 by December 4, 2009, will not have met their job expectations and will therefore not be eligible for merit increases as stated in [SAM 02.A.11](#) and [SAM 02.A.26](#).

Course Code and Name	Associated Law/Policy	Minimum Quiz Score for Credit
EI0001 – FY10 -Equal Employment Opportunity (EEO)	Texas Labor Code, §21.010	80%
FI0024 – FY10-Fraud Awareness	Executive Order RP36 and BOR Policy 57.01	80%
FI0037 – FY10-Code of Ethics	Executive Order RP36 and BOR Policy 57.01	80%
FI0002 – FY10-FERPA	Family Educational Rights and Privacy Act of 1974	80%
HI0001 – FY10-Secure Our Systems	Texas Administrative Code, Chapter 202	80%

The five trainings listed above must be completed by all UH employees (**this includes faculty, staff, student workers, and temporary employees paid through the payroll system**).

Course Code and Name	Associated Law/Policy	Minimum Quiz Score for Credit
FI0028 – FY09-External Consulting & Related Party Disclosure Form (report applicable for activities for the previous fiscal year)	Executive Order RP36 and BOR Policy 57.01	100 out of 300 possible points

The External Consulting & Related Party Disclosure form FI0028 – FY09 (listed above) must be completed by any employee who meets **at least one** of the following criteria:

- Full-time faculty (excludes adjunct faculty)
- Exempt (salaried) employees
- Non-exempt (bi-weekly) employees with purchasing responsibilities

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Additional Finance Role – Based training is required for employees that have designated responsibilities for financial operations. Any of the Finance Role-Based training (listed below) that is required for a particular employee based on their role or job duties, will be included on their Web CT training list.

Course code	Name
F10015	Petty Cash & Change Fund Custodians
F10016	Procurement Card Cardholder
F10017	Procurement Card Business Office
F10018	Travel Card Cardholder
F10019	Travel Card Business Office
F10030	Red Flag Rules
F10033	Credit Card Processing
F10034	Credit Card Accounting
F10035	Credit Card Data Security
F10038	Cash Security Procedures
F10039	Cash Deposit & Security Procedures
F10045	Property Management Guidelines

If you have any questions regarding the training, please visit the Mandatory Training [website](#) or contact the Human Resources Service Center at 713.743.3988 or CSC@uh.edu. For technical support, please contact Technology Support Services at 713.743.1411, or to reset your password online, log on to <http://www.uh.edu/infotech/password> and select the “UHS-Training” account.

Thank you in advance for your cooperation with this training requirement.

Human Resources Service Center
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Houston, TX 77204.5011
Phone: 713.743.3988