

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.

FY22 Checklist for Online Training

NEW HIRE MANDATORY :		
All new hire employees hired after 9/1/2021 will automatically be enrolled and receive an email regarding following courses. This will meet the requirement for FY22 Mandatory Training.		
SN2201	FY22 New Hire Mandatory EEO Training	
SN2202	FY22 New Hire Mandatory FERPA Training	
SN2203	FY22 New Hire Mandatory Secure Our Systems Training	
SN2204	FY22 New Hire Mandatory Ethics, Compliance and Fraud	
SN2205	FY22 New Hire Mandatory UHS Data Agreement	
SN2206	FY22 New Hire Mandatory HAZCOM	
SN2207	FY22 New Hire Mandatory Safety Orientation	
SN2208	FY22 New Hire Mandatory HR Compliance	
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.		
SM2201	FY22 Mandatory EEO Training	
SM2202	FY22 Mandatory FERPA Training	
SM2203	FY22 Mandatory Secure Our Systems Training	
SM2204	FY22 Mandatory Ethics, Compliance and Fraud	
SM2205	FY22 Mandatory UHS Data Use Agreement	
SM2206	FY22 Mandatory HAZCOM	
SM2207	FY22 Mandatory HR Compliance	
ROLE BASED MANDATORY TRAININGS		
<input type="checkbox"/>	HH2205 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"/>	SH2201 Texas Medical Privacy Act	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	SH2203 HIPAA	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	SS2201	<ul style="list-style-type: none"> Campus Security Authorities for UH Campus

	CSA Training	
FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS		
<input type="checkbox"/>	SF2201 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"/>	SF2202 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"/>	SF2203 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"/>	SF2204 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"/>	SF2206 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"/>	SF2207 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"/>	SF2208 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"/>	SF2209 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"/>	SF2210 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"/>	SF2211 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"/>	SF2212 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"/>	HF2208 Asset Management: Business Managers	<ul style="list-style-type: none"> Department Business Personnel Required biennially (even numbered years)

For more information regarding online courses or access, please visit the HR Website:
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<input type="checkbox"/>	HF2207 Asset Management: Property Custodians	<ul style="list-style-type: none"> Designated Property Managers
FINANCE		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
<input type="checkbox"/>	HF2201 Voucher Creation	<ul style="list-style-type: none"> Employees who will be working with and/or processing vouchers
<input type="checkbox"/>	HF2202 Service Center Payment	<ul style="list-style-type: none"> Employees working at a service center
<input type="checkbox"/>	HF2203 Purchase Req Training	<ul style="list-style-type: none"> Employees who will be working with and/or processing purchasing requisitions
<input type="checkbox"/>	HF2205 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"/>	HH2201 HR View	<ul style="list-style-type: none"> Employees needing access to PeopleSoft must complete the form and this course
<input type="checkbox"/>	HH2202 HR Query Viewer	<ul style="list-style-type: none"> Required to run and view queries for HR PeopleSoft
<input type="checkbox"/>	HH2203 HR Query Manager	<ul style="list-style-type: none"> Required to create queries for HR PeopleSoft
<input type="checkbox"/>	SH2202 TRAM Training	<ul style="list-style-type: none"> Time Approvers TRAM Training
<input type="checkbox"/>	SH2204 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"/>	HO2202 CMS Medicare Waste & Abuse	<ul style="list-style-type: none"> Optometry
<input type="checkbox"/>	HO2203 CMS Medicare C D Compliance	<ul style="list-style-type: none"> Optometry
<input type="checkbox"/>	HO2204 Golf Cart Training	<ul style="list-style-type: none"> Anyone who operates a UH vehicle or cart
<input type="checkbox"/>	HO2205 Safety Awareness Training	<ul style="list-style-type: none"> This course reviews safety awareness
<input type="checkbox"/>	HO2206 Bloodborne Pathogens	<ul style="list-style-type: none"> This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
<input type="checkbox"/>	HU2201 Advance Database	<ul style="list-style-type: none"> University Advancement database training
<input type="checkbox"/>	HU2202 Gift Acceptance	<ul style="list-style-type: none"> University Advancement Gift Acceptance training

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	HU2206 Anonymous Gift Commitment Protocol	<ul style="list-style-type: none"> University Advancement Anonymous Gift Acceptance Protocol
<input type="checkbox"/>	HO2207 SAXSIB: Managing Service Indicators	<ul style="list-style-type: none"> Formerly SAXSIB
<input type="checkbox"/>	HO2208 SAXGRT: Graduation Tracking	<ul style="list-style-type: none"> Formerly SAXGRT
	FH2201: Phishing Awareness	<ul style="list-style-type: none"> Facilities Personnel
	FH2202: Essential Personnel	<ul style="list-style-type: none"> Facilities Personnel
RESEARCH		
<input type="checkbox"/>	HR2201 RACP Module 1	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2202 RACP Module 2	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2203 RACP Module 3	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2204 RACP Module 4	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2205 RACP Module 5	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2206 RACP Module 6	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2207 RACP Module 7	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2208 RACP Module 8	<ul style="list-style-type: none"> Research
<input type="checkbox"/>	HR2209 RACP Module 9	<ul style="list-style-type: none"> Research
UHD		
<input checked="" type="checkbox"/>	DF2201 <ul style="list-style-type: none"> UHD Cash Handling 	
<input checked="" type="checkbox"/>	DF2202 <ul style="list-style-type: none"> UHD Cardholder Recertification 	
<input checked="" type="checkbox"/>	DF2203 <ul style="list-style-type: none"> UHD Processor Recertification 	
<input checked="" type="checkbox"/>	DF2204 <ul style="list-style-type: none"> UHD Property Management 	

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<input checked="" type="checkbox"/>	DS2201 • UHD CSA Training
UHV	
<input checked="" type="checkbox"/>	VF2201 • UHV Cash Handling
<input checked="" type="checkbox"/>	VF2202 • UHV Pro Card
<input checked="" type="checkbox"/>	VF2213 • UHV Purchasing
<input checked="" type="checkbox"/>	VF2204 • UHV Property Management
<input checked="" type="checkbox"/>	VH2201 • UHV Policy Review
<input checked="" type="checkbox"/>	VS2201 • UHV CSA Training
<input checked="" type="checkbox"/>	VS2202 • UHV Campus Carry Training
UHCL	
<input checked="" type="checkbox"/>	CF2202 • UHCL PCard
<input checked="" type="checkbox"/>	CF2203 • UHCL Property Management
<input checked="" type="checkbox"/>	CF2210 • UHCL Change Fund Cash Security
<input checked="" type="checkbox"/>	CF2211 • UHCL Change Fund Cash & Deposit
<input checked="" type="checkbox"/>	CS2201 • 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 Cognition 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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