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.

FY21 Checklist for Online Training

NEW HIRE MANDATORY:

All new hire employees hired after 9/1/2019 will **automatically** be enrolled and receive an email regarding following courses. This will meet the requirement for FY20 Mandatory Training.

SN2101	FY21 New Hire Mandatory EEO Training
SN2102	FY21 New Hire Mandatory FERPA Training
SN2103	FY21 New Hire Mandatory Secure Our Systems Training
SN2104	FY21 New Hire Mandatory Ethics, Compliance and Fraud
SN2105	FY21 New Hire Mandatory UHS Data Agreement
SN1006	FY21 New Hire Mandatory HAZCOM
SN2107	FY21 New Hire Mandatory Safety Orientation
SN2108	FY21 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.

SM2101	FY21 Mandatory EEO Training
SM2102	FY21 Mandatory FERPA Training
SM2103	FY21 Mandatory Secure Our Systems Training
SM2104	FY21 Mandatory Ethics, Compliance and Fraud
SM2105	FY21 Mandatory UHS Data Use Agreement
SM2106	FY21 Mandatory HAZCOM
SM2107	FY21 Mandatory HR Compliance

ROLE BASED MANDATORY TRAININGS

☐	**HH2105** Child Protection Training	• Employees working with any campus program with minors (must also complete a background check) • Any employee in Athletics, Student Affairs or the Charter School
☐	**SH2101** Texas Medical Privacy Act	• Employees with access to any medical record
☐	**SH2103** HIPAA	• Employees with access to any medical record
☐	**SS2101**	• Campus Security Authorities for UH Campus

	CSA Training	

FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS

☐	**SF2101** Petty Cash and Change Fund	• Petty cash custodians • Change fund custodians • Business administrators whose department has a petty cash fund
☐	**SF2102** Procurement Card Cardholder (see Note C)	• Employees who use P-Cards to make University purchases that are direct-billed to the department
☐	**SF2103** Procurement Card Business Office (see Note C)	• Employees who perform administrative tasks related to P-Cards, such as updating the bank's online system (GCMS) and preparing Expense Reports for signature
☐	**SF2104** Travel Card Cardholder	• 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
☐	**SF2106** Red Flag Rules	• 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.
☐	**SF2107** Credit Card Processing (see Note B)	• 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
☐	**SF2108** Credit Card Accounting (see Note B)	• 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
☐	**SF2109** Credit Card Data Security (see Note B)	• 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
☐	**SF2110** Cash Security Procedures (See Note A)	• Employees that handle cash (currency or checks) • Petty cash custodians • Change fund custodians
☐	**SF2111** Cash Deposit and Security Procedures (See Note A)	• Employees that handle cash (currency or checks) **and** process deposits in the Finance System • Business administrators whose department handles cash
☐	**SF2112** Conflict of Interest and Procurement	• All Full time Faculty • All Exempt Staff • Non-exempt Staff with procurement responsibilities
☐	**HF2108** Asset Management: Business Managers	• Department Business Personnel • Required biennially (even numbered years)

☐	**HF2107** Asset Management: Property Custodians	• Designated Property Managers

FINANCE

REQUIRED TRAININGS FOR SYSTEM ACCESS

☐	**HF2101** Voucher Creation	• Employees who will be working with and/or processing vouchers
☐	**HF2102** Service Center Payment	• Employees working at a service center
☐	**HF2103** Purchase Req Training	• Employees who will be working with and/or processing purchasing requisitions
☐	**HF2105** Budget Entry Creation	• Employees who will be responsible for budget entry

HUMAN RESOURCES

REQUIRED TRAININGS FOR SYSTEM ACCESS

☐	**HH2101** HR View	• Employees needing access to PeopleSoft must complete the form and this course
☐	**HH2102** HR Query Viewer	• Required to run and view queries for HR PeopleSoft
☐	**HH2103** HR Query Manager	• Required to create queries for HR PeopleSoft
☐	**SH2102** TRAM Training	• Time Approvers TRAM Training
☐	**SH2104** Taleo Training	• Employees who will be creating postings and offers in Taleo. Training is required before access is granted

OTHER

☐	**HO2102** CMS Medicare Waste & Abuse	• Optometry
☐	**HO2103** CMS Medicare C D Compliance	• Optometry
☐	**HO2104** Golf Cart Training	• Anyone who operates a UH vehicle or cart
☐	**HO2105** Safety Awareness Training	• This course reviews safety awareness
☐	**HO2106** Bloodborne Pathogens	• This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
☐	**HU2101** Advance Database	• University Advancement database training
☐	**HU2102** Gift Acceptance	• University Advancement Gift Acceptance training

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

	HU2106 Anonymous Gift Commitment Protocol	• University Advancement Anonymous Gift Acceptance Protocol
☐	**HO2107** SAXSIB: Managing Service Indicators	• Formerly SAXSIB
☐	**HO2108** SAXGRT: Graduation Tracking	• Formerly SAXGRT
	FH2101: Phishing Awareness	• Facilities Personnel
	FH2102: Essential Personnel	• Facilities Personnel

RESEARCH

☐	**HR2101** RACP Module 1	• Research
☐	**HR2102** RACP Module 2	• Research
☐	**HR2103** RACP Module 3	• Research
☐	**HR2104** RACP Module 4	• Research
☐	**HR2105** RACP Module 5	• Research
☐	**HR2106** RACP Module 6	• Research
☐	**HR2107** RACP Module 7	• Research
☐	**HR2108** RACP Module 8	• Research
☐	**HR2109** RACP Module 9	• Research

UHD

☐	**DF2101** • UHD Cash Handling
☐	**DF2102** • UHD Cardholder Recertification
☐	**DF2103** • UHD Processor Recertification
☐	**DF2104** • UHD Property Management

☐	**DS2101** • UHD CSA Training

UHV	
☐	**VF2101** • UHV Cash Handling
☐	**VF2102** • UHV Pro Card
☐	**VF2013** • UHV Purchasing
☐	**VF2104** • UHV Property Management
☐	**VH2101** • UHV Policy Review
☐	**VS2101** • UHV CSA Training
☐	**VS2102** • UHV Campus Carry Training

UHCL	
☐	**CF2102** • UHCL PCard
☐	**CF2103** • UHCL Property Management
☐	**CF2110** • UHCL Change Fund Cash Security
☐	**CF2111** • UHCL Change Fund Cash & Deposit
☐	**CS2101** • 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.

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

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

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