

UNIVERSITY of HOUSTON

HUMAN RESOURCES

Learning & Talent Development

Empower • Enrich • Equip

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.

FY19 Checklist for Online Training

NEW HIRE MANDATORY:

All new hire employees hired after 9/1/2017 will **automatically** be enrolled and receive an email regarding following 4 courses. This will meet the requirement for FY18 Mandatory Training.

SN1801	FY18 New Hire Mandatory EEO Training
SN1802	FY18 New Hire Mandatory FERPA Training
SN1803	FY18 New Hire Mandatory Secure Our Systems Training
SN1804	FY18 New Hire Mandatory Ethics, Compliance and Fraud
SN1805	FY18 New Hire Mandatory UHS Data Agreement
SN1806	FY18 New Hire Mandatory HAZCOM
SN1807	FY18 New Hire Mandatory Safety Orientation

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.

SM1801	FY18 Mandatory EEO Training
SM1802	FY18 Mandatory FERPA Training
SM1803	FY18 Mandatory Secure Our Systems Training
SM1804	FY18 Mandatory Ethics, Compliance and Fraud
SM1805	FY18 Mandatory UHS Data Use Agreement
SM1806	FY18 Mandatory HAZCOM

ROLE BASED MANDATORY TRAININGS

<input type="checkbox"/>	HH1805 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"/>	SH1801 Texas Medical Privacy Act	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	SH1803 HIPAA	<ul style="list-style-type: none"> Employees with access to any medical record
<input type="checkbox"/>	HO1801 MySafe Campus	<ul style="list-style-type: none"> This training will define the process and responsibilities for designated recipients and those with read only access in the MySafeCampus system.
<input type="checkbox"/>	SS1801 CSA Training	<ul style="list-style-type: none"> Campus Security Authorities for Central Campus

FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS		
<input type="checkbox"/>	SF1801 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"/>	SF1802 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"/>	SF1803 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"/>	SF1804 Travel Card Cardholder (see Note D)	<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"/>	SF1806 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"/>	SF1807 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"/>	SF1808 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"/>	SF1809 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"/>	SF1810 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"/>	SF1811 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"/>	SF1812 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"/>	HF1808 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 Learning & Talent Development website: <http://www.uh.edu/human-resources/LTD/>

<input type="checkbox"/>	HF1807 Asset Management: Property Custodians	<ul style="list-style-type: none"> Designated Property Managers
FINANCE REQUIRED TRAININGS FOR SYSTEM ACCESS		
<input type="checkbox"/>	HF1801 Voucher Creation	<ul style="list-style-type: none"> Employees who will be working with and/or processing vouchers
<input type="checkbox"/>	HF1802 Service Center Payment	<ul style="list-style-type: none"> Employees working at a service center
<input type="checkbox"/>	HF1803 Purchase Req Training	<ul style="list-style-type: none"> Employees who will be working with and/or processing purchasing requisitions
<input type="checkbox"/>	HF1805 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"/>	HH1801 HR View	<ul style="list-style-type: none"> Employees needing access to PeopleSoft must complete the form and this course
<input type="checkbox"/>	HH1802 HR Query Viewer	<ul style="list-style-type: none"> Required to run and view queries for HR PeopleSoft
<input type="checkbox"/>	HH1803 HR Query Manager	<ul style="list-style-type: none"> Required to create queries for HR PeopleSoft
<input type="checkbox"/>	SH1802 TRAM Training	<ul style="list-style-type: none"> Time Approvers TRAM Training
OTHER		
<input type="checkbox"/>	HF1804 Moving Expense Reimbursement	<ul style="list-style-type: none"> Outlines the HF process to be followed for authorization, payment, and reimbursement of moving and relocation expenses for new University of Houston employees
<input type="checkbox"/>	HO1804 Golf Cart Training	<ul style="list-style-type: none"> Anyone who operates a UH vehicle or cart
<input type="checkbox"/>	HO1805 Safety Awareness Training	<ul style="list-style-type: none"> This course reviews safety awareness
<input type="checkbox"/>	HO1806 Bloodborne Pathogen	<ul style="list-style-type: none"> This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
<input type="checkbox"/>	HU1801 Advance Database	<ul style="list-style-type: none"> Advancement database training
<input type="checkbox"/>	HU1802 Gift Acceptance	<ul style="list-style-type: none"> Gift Acceptance training
<input type="checkbox"/>	HO1807 SAXSIB: Managing Service Indicators	<ul style="list-style-type: none"> Formerly SAXSIB
UHD		
<input type="checkbox"/>	DF1801 <ul style="list-style-type: none"> UHD Cash Handling 	
<input type="checkbox"/>	DF1802 <ul style="list-style-type: none"> UHD Cardholder Recertification 	
<input type="checkbox"/>	DF1803 <ul style="list-style-type: none"> UHD Processor Recertification 	

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<input type="checkbox"/>	DF1804 • UHD Property Management
<input type="checkbox"/>	DS1802 • UHD CSA Training
UHV	
<input type="checkbox"/>	VF1801 • UHV Cash Handling
<input type="checkbox"/>	VF1802 • UHV Pro Card
<input type="checkbox"/>	VF1803 • UHV Purchasing
<input type="checkbox"/>	VF1804 • UHV Property Management
<input type="checkbox"/>	VH1801 • UHV Policy Review
<input type="checkbox"/>	VS1801 • UHV CSA Training
UHCL	
<input type="checkbox"/>	CF1802 • UHCL PCard
<input type="checkbox"/>	CF1803 • UHCL Property Management
<input type="checkbox"/>	CF1810 • UHCL Change Fund Cash Security
<input type="checkbox"/>	CF1811 • UHCL Change Fund Cash & Deposit
<input type="checkbox"/>	CS1801 • 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.

Note D: Employees with Individual Travel Cards that also update the bank's online system (SDOL) only need to take the Travel Card Business Office training, since it includes information reviewed in Travel Card Cardholder training.

ENROLLMENT

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- Log onto P.A.S.S.
- Click “Training”
- Click “Request Training Enrollment.” (Note, it may take up to two minutes for the next screen to appear.)
- The “Request Training Enrollment” page appears.
- 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 that corresponds to the session date and time you are interested in
- 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 receive an automated email confirming your registration.
- You will be able to access the course the next day in TAP. (See accessing courses below)
- 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.

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 are already 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

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