

### Learning & Talent Development

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Please review the following list and select the trainings required for your new hire. Print the list for the new employee to use to self-enroll via PASS. Instructions for enrollment are below.

### FY15 Checklist for New Hire Training

<b>NEW HIRE MANDATORY:</b>		
All new hire employees hired after 9/1/2014 will <b>automatically</b> be enrolled and receive an email regarding following 5 courses. This will meet the requirement for FY15 Mandatory Training.		
<b>SN1501</b>	FY15 Mandatory EEO Training	
<b>SN1502</b>	FY15 Mandatory FERPA Training	
<b>SN1503</b>	FY15 Mandatory Fraud Training	
<b>SN1504</b>	FY15 Mandatory Code of Ethics Training	
<b>SN1505</b>	FY15 Mandatory Secure Our Systems Training	
<b>FINANCE (SYSTEM)</b>		
<input type="checkbox"/>	<b>SF1510</b> Cash Security Procedures (See Note A)	<ul style="list-style-type: none"> <li>• Employees that handle cash (currency or checks)</li> <li>• Petty cash custodians</li> <li>• Change fund custodians</li> </ul>
<input type="checkbox"/>	<b>SF1511</b> Cash Deposit and Security Procedures (See Note A)	<ul style="list-style-type: none"> <li>• Employees that handle cash (currency or checks) <b>and</b> process deposits in the Finance System</li> <li>• Business administrators whose department handles cash</li> </ul>
<input type="checkbox"/>	<b>SF1501</b> Petty Cash and Change Fund	<ul style="list-style-type: none"> <li>• Petty cash custodians</li> <li>• Change fund custodians</li> <li>• Business administrators whose department has a petty cash fund</li> </ul>
<input type="checkbox"/>	<b>SF1506</b> Red Flag Rules	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<input type="checkbox"/>	<b>SF1508</b> Credit Card Accounting (see Note B)	<ul style="list-style-type: none"> <li>• Employees who create journals to record credit card receipts for departments that accept credit card payments</li> <li>• Supervisors of the above employees</li> <li>• Business administrators whose department accepts credit card payment</li> <li>• Others who oversee credit card operations in a UH department</li> </ul>
<input type="checkbox"/>	<b>SF1507</b> Credit Card Processing (see Note B)	<ul style="list-style-type: none"> <li>• Employees who process credit card transactions (i.e., receive, handle, or send credit card information) for departments that accept credit card payments</li> <li>• Supervisors of the above employees</li> <li>• Business administrators whose department accepts credit card payment</li> <li>• Others who oversee credit card operations in a UH department</li> </ul>
<input type="checkbox"/>	<b>SF1509</b>	<ul style="list-style-type: none"> <li>• Employees who have access to sensitive credit card information, such as</li> </ul>

	Credit Card Data Security (see Note B)	<p>the full account number received by their department for credit card transactions</p> <ul style="list-style-type: none"> <li>Supervisors of the above employees</li> <li>Business administrators whose department accepts credit card payment</li> <li>Others who oversee credit card operations in a UH department</li> </ul>
<input type="checkbox"/>	<b>SF1502</b> Procurement Card Cardholder (see Note C)	<ul style="list-style-type: none"> <li>Employees who use P-Cards to make University purchases that are direct-billed to the department</li> </ul>
<input type="checkbox"/>	<b>SF1503</b> Procurement Card Business Office (see Note C)	<ul style="list-style-type: none"> <li>Employees who perform administrative tasks related to P-Cards, such as updating the bank's online system (SDOL) and preparing Expense Reports for signature</li> </ul>
<input type="checkbox"/>	<b>SF1504</b> Travel Card Cardholder (see Note D)	<ul style="list-style-type: none"> <li>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</li> </ul>
<input type="checkbox"/>	<b>SF1505</b> Travel Card Business Office (see Note D)	<ul style="list-style-type: none"> <li>Employees who perform administrative tasks related to Travel Cards, such as updating the bank's online system (SDOL) and preparing Expense Reports for signature</li> <li>Employees who use <u>Department</u> Travel Cards to purchase airfare and/or make other University travel-related purchases that are direct-billed to the department</li> </ul>
<b>FINANCE</b>		
<input type="checkbox"/>	<b>HF1501</b> Voucher Creation	<ul style="list-style-type: none"> <li>Employees who will be working with and/or processing vouchers</li> </ul>
<input type="checkbox"/>	<b>HF1502</b> Service Center Payment	<ul style="list-style-type: none"> <li>Employees working at a service center</li> </ul>
<input type="checkbox"/>	<b>HF1503</b> Purchase Req Training	<ul style="list-style-type: none"> <li>Employees who will be working with and/or processing purchasing requisitions</li> </ul>
<input type="checkbox"/>	<b>HF1504</b> Journal Entry Creation	<ul style="list-style-type: none"> <li>Employees who will be responsible for journal entry</li> </ul>
<input type="checkbox"/>	<b>HF1505</b> Budget Entry Creation	<ul style="list-style-type: none"> <li>Employees who will be responsible for budget entry</li> </ul>
<input type="checkbox"/>	<b>HF1506</b> Budget Development Module	<ul style="list-style-type: none"> <li>Employees responsible for budgets.</li> </ul>
<b>ASSET MANAGEMENT</b>		
<input type="checkbox"/>	<b>HF1507</b> Asset Management Property Custodians	<ul style="list-style-type: none"> <li>Designated Property Managers</li> </ul>
<input type="checkbox"/>	<b>HF1508</b> Asset Management Business Managers	<ul style="list-style-type: none"> <li>Department Business Personnel</li> </ul>
<b>OTHER</b>		
<input type="checkbox"/>	<b>HH1505</b> Child Protection Training	<ul style="list-style-type: none"> <li>Employees working with any campus program with minors (must also complete a background check)</li> <li>Any employee in Athletics, Student Affairs or the Charter School</li> </ul>
<input type="checkbox"/>	<b>SH1501</b> Texas Medical Privacy Act	<ul style="list-style-type: none"> <li>Employees with access to any medical record</li> </ul>
<input type="checkbox"/>	<b>HH1501</b> HR View	<ul style="list-style-type: none"> <li>Employees needing access to PeopleSoft must complete the form and this course</li> </ul>

**For more information regarding online courses or access, please visit the Professional Organizational Development website: <http://www.uh.edu/human-resources/prof-org-dev/index.php>**

## 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 (SDOL) 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

- 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.

## 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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