The Fiscal Year 2024 Mandatory Training period will begin on **Tuesday, October 3, 2023 and run until Friday, November 17, 2023**. Per SAM policy 02.A.26, it is the responsibility of each System employee to complete annual mandatory training. This includes full and part-time faculty and staff, student workers, and temporary employees paid through the University's payroll system.

Mandatory training consists of two groups of trainings

1. Core Mandatory Training courses
   - State required
   - Automatically enrolled based on hire date
     - Employees hired (hire or rehire, including reappointments) on or after September 1, 2023 will be enrolled in New Hire Mandatory Training.
     - Employees employed prior to September 1, 2023 will be enrolled into Annual Mandatory Training.
2. Role Based Mandatory Training
   - Based on position and role within the University of Houston System.
   - If you have been enrolled into a training in error or have questions about the courses required for your role, please contact your College Business Administrator.
3. As the FY24 Mandatory Training period begins, employees will receive an automated email, listing all the FY24 trainings for which they have been enrolled and must complete, as required by their position.
4. If you have any questions regarding the training, please email the Human Resources Service Center at hrsc@uh.edu. For technical support, please contact Technology Support Services at (713)743-1411, or reset your CougarNet password online at any time, go to https://www.uh.edu/password.

Connie Kemp, sHRBP

Executive Director, Human Resources Services

(Talent Acquisition, Talent Development, HRBP Team, and HR Service Center)

University of Houston

(713)743-5703 Phone

(713)743.3988 HR Service Center