

# 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.**

### FY25 Checklist for Online Training

<b>NEW HIRE MANDATORY:</b>		
All new hire employees hired after 9/1/2023 will <b>automatically</b> be enrolled and receive an email regarding following courses. This will meet the requirement for FY25 Mandatory Training.		
SN2501	FY25 New Hire Mandatory EEO Training	
SN2502	FY25 New Hire Mandatory FERPA Training	
SN2503	FY25 New Hire Mandatory Secure Our Systems Training	
SN2504	FY25 New Hire Mandatory Ethics, Compliance, and Fraud	
SN2505	FY25 New Hire UHS Data Agreement	
SN2506	FY25 New Hire Mandatory HAZCOM	
SN2507	FY25 New Hire Mandatory Safety Orientation	
SN2508	FY25 New Hire Mandatory HR Compliance	
SN2509	FY25 New Hire Mandatory Digital Accessibility Basics	
<b>MANDATORY:</b>		
All employees will <b>automatically</b> 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.		
SM2501	FY25 Mandatory EEO Training	
SM2502	FY25 Mandatory FERPA Training	
SM2503	FY25 Mandatory Secure Our Systems Training	
SM2504	FY25 Mandatory Ethics, Compliance, and Fraud	
SM2505	FY25 Mandatory UHS Data Use Agreement	
SM2506	FY25 Mandatory HAZCOM	
SM2507	FY25 Mandatory HR Compliance	
SM2509	FY25 Mandatory Digital Accessibility Basics	
<b>ROLE BASED MANDATORY TRAININGS:</b>		
<input type="checkbox"/>	<b>HH2505</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> <li>As of FY25, this is part of Mandatory Training for all UHCL Employees</li> </ul>
<input type="checkbox"/>	<b>SH2501</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>SH2503</b> HIPAA	<ul style="list-style-type: none"> <li>Employees with access to any medical record</li> </ul>
<input type="checkbox"/>	<b>SS2501</b> CSA Training	<ul style="list-style-type: none"> <li>Campus Security Authorities for UH Campus</li> </ul>

**For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.**

FINANCE ANNUAL MANDATORY ROLE BASED TRAININGS		
<input type="checkbox"/>	<b>SF2501</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>SF2502</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>SF2503</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 (GCMS) and preparing Expense Reports for signature</li> </ul>
<input type="checkbox"/>	<b>SF2504</b> Travel Card Cardholder	<ul style="list-style-type: none"> <li>Employees who use Individual 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>SF2506</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). Red Flag Rules training is not required for all department staff. 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>SF2507</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>SF2508</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>SF2509</b> Credit Card Data Security (see Note B)	<ul style="list-style-type: none"> <li>Employees who have access to sensitive credit card information, such as the full account number received by their department for credit card transactions</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>SF2510</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>SF2511</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>SF2512</b> Conflict of Interest and Procurement	<ul style="list-style-type: none"> <li>All Full time Faculty</li> <li>All Exempt Staff</li> <li>Non-exempt Staff with procurement responsibilities</li> </ul>
<input type="checkbox"/>	<b>HF2507</b> Asset Management: Property Custodians	<ul style="list-style-type: none"> <li>Designated Property Managers</li> </ul>

For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.

<input type="checkbox"/>	<b>HF2508</b> Asset Management: Business Managers	<ul style="list-style-type: none"> <li>• Department Business Personnel</li> <li>• Required biennially (even numbered years)</li> </ul>
<b>FINANCE</b>		
<b>REQUIRED TRAININGS FOR SYSTEM ACCESS</b>		
<input type="checkbox"/>	<b>HF2502</b> Service Center Payment	<ul style="list-style-type: none"> <li>• Employees working at a service center</li> </ul>
<input type="checkbox"/>	<b>HF2505</b> Budget Entry Creation	<ul style="list-style-type: none"> <li>• Employees who will be responsible for budget entry</li> </ul>
<b>HUMAN RESOURCES</b>		
<b>REQUIRED TRAININGS FOR SYSTEM ACCESS</b>		
<input type="checkbox"/>	<b>HH2501</b> HR View	<ul style="list-style-type: none"> <li>• Employees needing access to PeopleSoft must complete the form and this course</li> </ul>
<input type="checkbox"/>	<b>HH2502</b> HR Query Viewer	<ul style="list-style-type: none"> <li>• Required to run and view queries for HR PeopleSoft</li> </ul>
<input type="checkbox"/>	<b>HH2503</b> HR Query Manager	<ul style="list-style-type: none"> <li>• Required to create queries for HR PeopleSoft</li> </ul>
<input type="checkbox"/>	<b>SH2504</b> Taleo Training	<ul style="list-style-type: none"> <li>• Employees who will be creating postings and offers in Taleo. Training is required before access is granted</li> </ul>
<input type="checkbox"/>	<b>HH2508</b> Alternative Work Policy – Mgrs.	<ul style="list-style-type: none"> <li>• Employees with direct reports</li> <li>• Required prior to requesting Alternative Work Arrangement</li> </ul>
<input type="checkbox"/>	<b>HH2509</b> Alternative Work Policy – Staff	<ul style="list-style-type: none"> <li>• Employees requesting Alternative Work Arrangement</li> <li>• Required prior to requesting Alternative Work Arrangement</li> </ul>
<b>OTHER</b>		
<input type="checkbox"/>	<b>HO2502</b> CMS Medicare Waste & Abuse	<ul style="list-style-type: none"> <li>• Optometry</li> </ul>
<input type="checkbox"/>	<b>HO2503</b> CMS Medicare C D Compliance	<ul style="list-style-type: none"> <li>• Optometry</li> </ul>
<input type="checkbox"/>	<b>HO2504</b> Golf Cart Training	<ul style="list-style-type: none"> <li>• Anyone who operates a UH vehicle or cart</li> </ul>
<input type="checkbox"/>	<b>HO2505</b> Safety Awareness Training	<ul style="list-style-type: none"> <li>• This course reviews safety awareness</li> </ul>
<input type="checkbox"/>	<b>HO2506</b> Bloodborne Pathogens	<ul style="list-style-type: none"> <li>• This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.</li> </ul>
<input type="checkbox"/>	<b>HU2501</b> Advance Database	<ul style="list-style-type: none"> <li>• University Advancement database training</li> </ul>
<input type="checkbox"/>	<b>HU2502</b> Gift Acceptance	<ul style="list-style-type: none"> <li>• University Advancement Gift Acceptance training</li> </ul>
<input type="checkbox"/>	<b>HU2506</b> Anonymous Gift Commitment Protocol	<ul style="list-style-type: none"> <li>• University Advancement Anonymous Gift Acceptance Protocol</li> </ul>
<input type="checkbox"/>	<b>HO2507</b> SAXSIB: Managing Service Indicators	<ul style="list-style-type: none"> <li>• Formerly SAXSIB</li> </ul>

*For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.*

<input type="checkbox"/>	<b>HO2508</b> SAXGRT: Graduation Tracking	<ul style="list-style-type: none"> <li>Formerly SAXGRT</li> </ul>
<input type="checkbox"/>	<b>FH2502:</b> Essential Personnel	<ul style="list-style-type: none"> <li>Facilities Personnel</li> </ul>
<b>UHD</b>		
<input type="checkbox"/>	<b>DF2501</b> UHD Cash Handling	
<input type="checkbox"/>	<b>DF2502</b> UHD Cardholder Recertification	
<input type="checkbox"/>	<b>DF2503</b> UHD Processor Recertification	
<input type="checkbox"/>	<b>DF2504</b> UHD Property Management	
<input type="checkbox"/>	<b>DS2501</b> UHD CSA Training	
<b>UHV</b>		
<input type="checkbox"/>	<b>VF2501</b> UHV Cash Handling	
<input type="checkbox"/>	<b>VF2502</b> UHV Pro Card	
<input type="checkbox"/>	<b>VF2503</b> UHV Purchasing	
<input type="checkbox"/>	<b>VF2504</b> UHV Property Management	
<input type="checkbox"/>	<b>VH2501</b> UHV Policy Review	
<input type="checkbox"/>	<b>VS2501</b> UHV CSA Training	
<input type="checkbox"/>	<b>VH2505</b> UHV Child Protection Training	

*For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.*

UHCL		
<input type="checkbox"/>	<b>CF2502</b> UHCL PCard	<ul style="list-style-type: none"> <li>Employees who use university PCard to make purchases that are direct-billed to the department.</li> <li>Employees who perform administrative tasks related to P-Cards, such as updating the bank online system and preparing expense reports for signature.</li> </ul>
<input type="checkbox"/>	<b>CF2503</b> UHCL Property Management	<ul style="list-style-type: none"> <li>Property (Asset) Manager/Coordinator, and Departmental Property Custodians who are custodians of all property in the possession of the institution and/or department/college.</li> <li>Employees who assist, manage, and coordinate in conducting the annual physical inventory.</li> </ul>
<input type="checkbox"/>	<b>CF2504</b> UHCL TCard	<ul style="list-style-type: none"> <li>This training is for UHCL employees who use Individual 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>CF2510</b> UHCL Change Fund Cash Security (Cash Handling)	<ul style="list-style-type: none"> <li>This training is for Cash Handlers - cash/cash equivalent is defined as currency (dollar bills and coins), checks, and/or gift certificates.</li> <li>Cash Handlers may be cashiers, people who open the mail, or others who handle cash/cash equivalents frequently or infrequently at work.</li> <li>This training is also for employees with access to or approving the use of a Change Fund.</li> </ul>
<input type="checkbox"/>	<b>CF2511</b> UHCL Change Fund Cash & Deposit (see Note A)	<ul style="list-style-type: none"> <li>For Cash Handlers - cash is defined as currency (dollar bills and coins), checks, and/or gift certificates.</li> <li>Cash Handlers may be cashiers, people who open the mail, or others who handle cash frequently or infrequently at work.</li> <li>Employees with access to or approving the use of a Change Fund and/or who prepare or approve cash deposit journals.</li> </ul>
<input type="checkbox"/>	<b>CH2505</b> Child Protection Training for New Hires	<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> <li>Mandatory for all UHCL Employees.</li> </ul>
<input type="checkbox"/>	<b>CH2511</b> TRAM for Managers-Part I	<ul style="list-style-type: none"> <li>Basic 'reports-to' manager functions in PASS.</li> <li>Required for all new individuals who will be responsible for managing employee timesheets.</li> <li>Can be taken by existing Supervisors needing a refresher.</li> </ul>
	<b>CH2512</b> TRAM for Managers-Part II	<ul style="list-style-type: none"> <li>Advanced 'reports-to' manager functions in PASS.</li> <li>Required for all new individuals who will be responsible for managing employee timesheets.</li> <li>Can be taken by existing Supervisors needing a refresher.</li> </ul>
<input type="checkbox"/>	<b>CH2513</b> UHCL FMLA Overview	<ul style="list-style-type: none"> <li>Recommended for new Supervisors/Managers.</li> <li>Can be assigned as a refresher course.</li> </ul>
<input type="checkbox"/>	<b>CS2501</b> UHCL CSA Training	<ul style="list-style-type: none"> <li>Required for all UHCL employees.</li> </ul>
<input type="checkbox"/>	<b>CN2501</b> UHCL CSA for New Hires	<ul style="list-style-type: none"> <li>Required for all new UHCL employees.</li> <li>Part of annual Mandatory Training after the first year.</li> </ul>
<input type="checkbox"/>	<b>CS2502</b> UHCL HAZCOM Awareness	<ul style="list-style-type: none"> <li>Required for all UHCL employees.</li> </ul>
<input type="checkbox"/>	<b>CN2502</b> UHCL HAZCOM Awareness for New Hires	<ul style="list-style-type: none"> <li>Required for all new UHCL employees.</li> <li>Part of annual Mandatory Training after the first year.</li> </ul>

For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.

<input type="checkbox"/>	<b>CLAB25</b> <b>(CLRCRA in Canvas)</b> Lab Safety Advanced Training	<ul style="list-style-type: none"> <li>• <b>Training content is in CANVAS, not in the Training Portal (TAP).</b></li> <li>• Required annually for UHCL employees that work with chemicals/hazardous materials beyond teaching a lab course.</li> <li>• Contact Lisa Coen at ext. 2107 for more information</li> </ul>
<input type="checkbox"/>	<b>CLHW25</b> Regulated and Hazardous Waste Management	<ul style="list-style-type: none"> <li>• Required annually for UHCL employees that work with chemicals/hazardous materials beyond teaching a lab course.</li> <li>• Contact Hank Grotewold at ext.2104 for more information</li> </ul>
<input type="checkbox"/>	<b>CM2513</b> UHCL Contract Creation	<ul style="list-style-type: none"> <li>• Required for all UHCL employees</li> <li>• Part of annual Mandatory Training</li> </ul>

## 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.

## 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 on 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 25 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) 25 hours after you register in PASS.

*For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.*

## ACCESSING COURSES

- UH Central Employees
  - 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
- UHCL Employees
  - Go to <https://tap.uhcl.edu>
    - Use your UHCL employee credentials to log in

*For more information regarding online courses or access, please visit the HR Website: <http://www.uh.edu/human-resources/talent-development/> or contact your campus Training department.*