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.

FY24 Checklist for Online Training

NEW HIRE MANDATORY:	
All new hire employees hired after 9/1/2023 will **automatically** be enrolled and receive an email regarding following courses. This will meet the requirement for FY24 Mandatory Training.	
SN2401	FY24 New Hire Mandatory EEO Training
SN2402	FY24 New Hire Mandatory FERPA Training
SN2403	FY24 New Hire Mandatory Secure Our Systems Training
SN2404	FY24 New Hire Mandatory Compliance and Ethical Conduct of Employees
SN2405	FY24 New Hire UHS Data Agreement
SN2406	FY24 New Hire Mandatory HAZCOM
SN2407	FY24 New Hire Mandatory Safety Orientation
SN2408	FY24 New Hire Mandatory HR Compliance
SN2409	FY24 New Hire Mandatory Digital Accessibility Basics
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.	
SM2401	FY24 Mandatory EEO Training
SM2402	FY24 Mandatory FERPA Training
SM2403	FY24 Mandatory Secure Our Systems Training
SM2404	FY24 Mandatory Compliance and Ethical Conduct of Employees
SM2405	FY24 Mandatory UHS Data Use Agreement
SM2406	FY24 Mandatory HAZCOM
SM2407	FY24 Mandatory HR Compliance
SM2409	FY24 Mandatory Digital Accessibility Basics

ROLE BASED MANDATORY TRAININGS:

☐	**HH2405** 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 • As of FY24, this is part of Mandatory Training for all UHCL Employees
☐	**SH2401** Texas Medical Privacy Act	• Employees with access to any medical record
☐	**SH2403** HIPAA	• Employees with access to any medical record
☐	**SS2401** CSA Training	• Campus Security Authorities for UH Campus

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
☐	**SF2401** Petty Cash and Change Fund	• Petty cash custodians • Change fund custodians • Business administrators whose department has a petty cash fund
☐	**SF2402** Procurement Card Cardholder (see Note C)	• Employees who use P-Cards to make University purchases that are direct-billed to the department
☐	**SF2403** 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
☐	**SF2404** Travel Card Cardholder	• Employees who use Individual Travel Cards to purchase airfare and/or make other University travel-related purchases that are direct-billed to the department
☐	**SF2406** 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.
☐	**SF2407** 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
☐	**SF2408** 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
☐	**SF2409** 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
☐	**SF2410** Cash Security Procedures (See Note A)	• Employees that handle cash (currency or checks) • Petty cash custodians • Change fund custodians
☐	**SF2411** 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
☐	**SF2412** Conflict of Interest and Procurement	• All Full time Faculty • All Exempt Staff • Non-exempt Staff with procurement responsibilities
☐	**HF2407** Asset Management: Property Custodians	• Designated Property Managers

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☐	**HF2408** Asset Management: Business Managers	• Department Business Personnel • Required biennially (even numbered years)

FINANCE		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	**HF2401** Voucher Creation	• Employees who will be working with and/or processing vouchers
☐	**HF2402** Service Center Payment	• Employees working at a service center
☐	**HF2403** Purchase Req Training	• Employees who will be working with and/or processing purchasing requisitions
☐	**HF2405** Budget Entry Creation	• Employees who will be responsible for budget entry

HUMAN RESOURCES		
REQUIRED TRAININGS FOR SYSTEM ACCESS		
☐	**HH2401** HR View	• Employees needing access to PeopleSoft must complete the form and this course
☐	**HH2402** HR Query Viewer	• Required to run and view queries for HR PeopleSoft
☐	**HH2403** HR Query Manager	• Required to create queries for HR PeopleSoft
☐	**SH2402** TRAM Training	• Time Approvers TRAM Training
☐	**SH2404** Taleo Training	• Employees who will be creating postings and offers in Taleo. Training is required before access is granted
☐	**HH2408** Alternative Work Policy – Mgrs	• Employees with direct reports • Required prior to requesting Alternative Work Arrangement
☐	**HH2409** Alternative Work Policy – Staff	• Employees requesting Alternative Work Arrangement • Required prior to requesting Alternative Work Arrangement

OTHER		
☐	**HO2402** CMS Medicare Waste & Abuse	• Optometry
☐	**HO2403** CMS Medicare C D Compliance	• Optometry
☐	**HO2404** Golf Cart Training	• Anyone who operates a UH vehicle or cart
☐	**HO2405** Safety Awareness Training	• This course reviews safety awareness
☐	**HO2406** Bloodborne Pathogens	• This is a recertification course for those who have taken the classroom Bloodborne Pathogen training.
☐	**HU2401** Advance Database	• University Advancement database training
☐	**HU2402** Gift Acceptance	• University Advancement Gift Acceptance training
☐	**HU2406** Anonymous Gift Commitment Protocol	• University Advancement Anonymous Gift Acceptance Protocol
☐	**HO2407** SAXSIB: Managing Service Indicators	• Formerly SAXSIB

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☐	**HO2408** SAXGRT: Graduation Tracking	• Formerly SAXGRT
☐	**FH2401:** Phishing Awareness	• Facilities Personnel
☐	**FH2402:** Essential Personnel	• Facilities Personnel
RESEARCH		
☐	**HR2401** RACP Module 1	• Research
☐	**HR2402** RACP Module 2	• Research
☐	**HR2403** RACP Module 3	• Research
☐	**HR2404** RACP Module 4	• Research
☐	**HR2405** RACP Module 5	• Research
☐	**HR2406** RACP Module 6	• Research
☐	**HR2407** RACP Module 7	• Research
☐	**HR2408** RACP Module 8	• Research
☐	**HR2409** RACP Module 9	• Research
UHD		
☐	**DF2401** UHD Cash Handling	
☐	**DF2402** UHD Cardholder Recertification	
☐	**DF2403** UHD Processor Recertification	
☐	**DF2404** UHD Property Management	
☐	**DS2401** UHD CSA Training	
UHV		
☐	**VF2401** UHV Cash Handling	
☐	**VF2402** UHV Pro Card	
☐	**VF2403** UHV Purchasing	
☐	**VF2404** UHV Property Management	
☐	**VH2401** UHV Policy Review	
☐	**VS2401** UHV CSA Training	
☐	**VH2405** 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		
☐	**CF2402** UHCL PCard	• Employees who use university PCard to make purchases that are direct-billed to the department • Employees who perform administrative tasks related to P-Cards, such as updating the bank online system and preparing expense reports for signature.
☐	**CF2403** UHCL Property Management	• Property (Asset) Manager/Coordinator, and Departmental Property Custodians who are custodian of all property in the possession of the institution and/or department/college. • Employees who assist, manage, and coordinate in conducting the annual physical inventory.
☐	**CF2410** UHCL Change Fund Cash Security	• This training is for Cash Handlers - cash/cash equivalent is defined as currency (dollar bills and coins), checks, and/or gift certificates. • Cash Handlers may be cashiers, people who open the mail, or others who handle cash/cash equivalents frequently or infrequently at work. • This training is also for employees with access to or approving the use of a Change Fund.
☐	**CF2411** UHCL Change Fund Cash & Deposit (see Note A)	• For Cash Handlers - cash is defined as currency (dollar bills and coins), checks, and/or gift certificates. • Cash Handlers may be cashiers, people who open the mail, or others who handle cash frequently or infrequently at work. • Employees with access to or approving the use of a Change Fund and/or who prepare or approve cash deposit journals.
☐	**CH2405** Child Protection Training for New Hires	• Employees working with any campus program with minors (must also complete a background check) • Any employee in Athletics, Student Affairs or the Charter School • Mandatory for all UHCL Employees
☐	**CH2411** TRAM for Managers-Part I	• Basic 'reports-to' manager functions in PASS • Required for all new individuals who will be responsible for managing employee timesheets • Can be taken by existing Supervisors needing a refresher
	CH2412 TRAM for Managers-Part II	• Advanced 'reports-to' manager functions in PASS • Required for all new individuals who will be responsible for managing employee timesheets • Can be taken by existing Supervisors needing a refresher
☐	**CS2401** UHCL CSA Training	• Required for all UHCL employees
☐	**CN2401** UHCL CSA for New Hires	• Required for all new UHCL employees • Part of annual Mandatory Training after the first year
☐	**CS2402** UHCL HAZCOM Awareness	• Required for all UHCL employees
☐	**CN2402** UHCL HAZCOM Awareness for New Hires	• Required for all new UHCL employees • Part of annual Mandatory Training after the first year
☐	**CM2413** UHCL Contract Creation	• Required for all UHCL employees • Part of annual Mandatory Training
☐	**CN2413** UHCL Contract Creation for New Hires	• Required for all new UHCL employees • Part of annual Mandatory Training after the first year

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

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 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
  - 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.