

<b>The following courses are required for all new employees: (updated July 13, 2017)</b>		✓	<b>Register:</b>
o Non Disclosure Agreement 2.0	within 30 days of hire date; annual training	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o SHSU New Employee Orientation (online or in person)	at beginning of new employment	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o Revised Equal Employment Opportunity Training	within 30 days of hire date & every 2 years thereafter	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o Recognizing and Reporting Child Abuse curriculum	within 30 days of hire date; one time only	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o Ethics Training	within 30 days of hire date; one time only	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o Title IX Gender-Based Misconduct Training	within 30 days of hire date; one time only	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
o Security Awareness training (IT) (Basic module + others as necessary)	within 15 days of hire date; annual refresher training within 30 days of anniversary date	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
Campus Security Authority Training	Within 30 days of assignment (for Campus Security Authorities only)	<input type="checkbox"/>	Assigned through Talent Management <sup>d</sup>
<b>In addition, if new employee will perform these duties:</b>	<b>Then new employee will require this training (course prerequisite descriptions listed at the end):</b>	✓	<b>Register:</b>
1. BearKatBuy (Formerly Purchasing AP) (including --preparing, processing, or approving requisitions; --querying procurement documents for supervisor, etc.)	o Banner General Navigation Online <sup>e</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
	o Finance 101 (prereq. 1) <sup>a</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
	o BearKatBuy (formerly Purchasing AP) (prereq. 1, 2) <sup>a</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
	o Procurement Policies and Procedures	<input type="checkbox"/>	Procurement office 936-294-1894
	o Disbursement Services Training	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
2. Primary/Secondary P-card delegate/user	P-card training	<input type="checkbox"/>	Procurement office 936-294-1894
3. Annual Inventory (for controlled and capitalized assets)	Annual Inventory training	<input type="checkbox"/>	Property office 936-294-1903
4. Functions related to financial information of a department (including --reviewing budget, expenditures, revenue; --encumbrances, and other activities often precursors to purchasing)	o Finance 101 (prereq. 1) <sup>a</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
	o Disbursement Services Training	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
5. Approving documents related to the finance sector (including requisitions, journal vouchers, budget changes, etc.)	o Budgets & Approvals (prereq. 1, 2) <sup>a, c</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
	o Disbursement Services Training	<input type="checkbox"/>	Through Talent Management <sup>b</sup>
		<input type="checkbox"/>	Through Talent Management <sup>b</sup>
6. Creating EPAFs	EPAF online course (prereq. 1) <sup>a</sup>	<input type="checkbox"/>	Through Talent Management <sup>b</sup>

**(See course prerequisites below)**

<sup>a</sup>Note: Prerequisites: 1. Banner General Navigation Online; 2. Finance 101

<sup>b</sup>Note: Register through Talent Management in My Sam>Employees tab>Human Resources>Talent Management or call 936-294-1070.

<sup>c</sup>Note: Only director level and above, or their designees, are required to attend the Approvals portion of the training.

<sup>d</sup>Note: Employee need not register; this will be assigned by HR or IT through Talent Management.

<sup>e</sup>Note: Prerequisites: 1. Non-disclosure Agreement; 2. Security Awareness Training (Basic) - Revised