TRAINING REQUIRED FOR A&M SYSTEM EMPLOYEES

This table includes 1) the training listed in Table 1 of System Regulation 33.05.02; and 2) job duty-related training requirements that affect employees at most or all System Members. It is intended to serve only as a reference; individual employees' training requirements may include, but are not limited to, the topics listed here.

Topic	Scope	Required Audience	Training Schedule	Basis of Requirement
Required for All and/or New System Employees				
Employment discrimination and sexual harassment (*Creating a Discrimination-Free Workplace*)	Overview of Federal and state laws and A&M System policies and regulations related to employment discrimination, including prevention of sexual harassment.	All A&M System employees.	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	Texas Labor Code, Section 21.010; System Regulation 33.05.02.
Ethics	Overview of A&M System ethics policy.	All A&M System employees.	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	System Regulation 33.05.02.
Information security awareness	Safe computing and information security practices; related policies and laws; and recognizing and responding to security concerns.	All A&M System employees.	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every two years afterward.	System Regulation 33.05.02; 1 Tex. Admin. Code §202.77(d)-(e).
Orientation to the A&M System	Overview of A&M System structure and governance and key System policies and regulations.	All new A&M System employees.	Within first 30 days of hire.	System Regulation 33.05.02.

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Topic	Scope	Required Audience	Training Schedule	Basis of Requirement
Reporting fraud, waste & abuse	Identifying and reporting instances of fraud, waste and abuse.	All A&M System employees.	New employees must complete this training within 30 days of hire. Employees or rehires who have previously completed this training must complete the training again every four years afterward.	System Regulation 33.05.02; Executive Order RP36.
Required for Selected System Employees based on Job Duty/Function *(Note: System members may choose to broaden the Required Audience for any given topic, at the discretion of the CEO)*				
Disbursement of funds	Based on *Guidelines for Disbursement of Funds*, a document prepared by the System Office of Budgets and Accounting (SOBA).	Only A&M System employees authorized to prepare or approve a payment document.	Annually.	System Regulation 21.01.03.
HIPAA for benefits processors and HRC users	Addresses how benefits processors and other HRC Admin users must comply with HIPAA guidelines concerning the privacy and security of PHI for A&M System employees.	Only A&M System employees who handle employee benefits-related information and other users with access to the admin side of HRConnect (HRC Admin).	Employees must complete this training before they can be granted access to HRC Admin.	Health Insurance Portability & Accountability Act, 164.530(b)(1) of 45 CFR Parts 160 and 164.
HUB purchasing requirements	Defines what a Historically Underutilized Business (HUB) is; describes why it is important to purchase from HUBs; and provides guidelines for purchasing from HUBs.	Only A&M System employees responsible for making or approving purchases. Operationalized as 1) users who can create requisition (R), limited purchase (L), exempt (E), and purchase order (P) documents in FAMIS; and 2) procurement card holders.	One-time requirement for current employees. New employees who assume these responsibilities should receive training within 6 months.	Approved by the Chancellor in March 2008.

Topic	Scope	Required Audience	Training Schedule	Basis of Requirement
Payment card industry data security standard	This course reviews the Payment Card Industry Data Security Standard and how the A&M System meets each requirement of the Standard.	Only A&M System employees who accept debit/credit card payments or are responsible for some part of the processing of card transactions.	Employees must complete this training upon hire and annually thereafter.	Payment Card Industry Data Security Standard.
Open records	Covers the basis of the Public Information Ac	Only A&M System public information officers and their backups.	One-time requirement for all current and new employees who assume the public information officer role.	Texas Government Code, section 552.012; System Regulation 61.01.02.
Retention of state records	Defines records retention, state record, and other key terms; describes requirements for destruction of state records, other records management requirements, and special cases.	Only Member records officers and department/unit employees whose duties include records retention.	Before being allowed to perform records retention job duties and every two years thereafter.	Approved by Deputy Chancellor in May 2008.