

## Hsieh, Patricia

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**From:** Hsieh, Patricia  
**Sent:** Monday, February 04, 2008 5:10 PM  
**To:** 'Forum for Human Resource trainers'  
**Subject:** A&M System Training Policy and Regulations

Dear A&M System Training Coordinators:

I am pleased to inform you that the System training policy and regulations that were discussed on this listserv this past November have been approved and posted on the System Policy web site. These include:

- Policy 33.05, Employee Training, <http://tamus.edu/offices/policy/policies/pdf/33-05.pdf>
- Regulation 33.05.01, Use of Public Funds for Employee Training, <http://tamus.edu/offices/policy/policies/pdf/33-05-01.pdf>
- Regulation 33.05.02, Required Employee Training, <http://tamus.edu/offices/policy/policies/pdf/33-05-02.pdf>

Notable changes include: 1) Policy 33.05 no longer lists specific required training; 2) the title of Regulation 33.05.01 has changed and the regulation has been shortened; 3) Regulation 33.05.02, which is new, lists training that is required of most employees Systemwide. *Note that this list now includes Information Security Awareness training.*

To match the training requirements listed in Regulation 33.05.02, the Information Security Awareness course will be added to the System-Required Training folder in TrainTraq starting tomorrow (Tuesday, 2/5). System Members are expected to be in compliance with the ISA training requirement by December 31, 2008. Please let Kris Wuensche ([Wuensche@tamu.edu](mailto:Wuensche@tamu.edu), 979-458-6173) or me know if you need assistance in determining who should be assigned this training or in using TrainTraq to implement this requirement.

Also note that the online courses available in TrainTraq are System-approved versions. However, per paragraph 1.2 in Regulation 33.05.02, "System Members may request that alternate versions be approved or that existing versions be modified to better meet their employees' needs." Therefore, if you are currently using an alternate version of any of the System-required training listed in Regulation 33.05.02, please send a copy to Kris or me by February 29. We will review the materials to ensure that all required topics are covered.

Finally, a few System Members have asked why the list of required training in Regulation 33.05.02 does not include training such as *HIPAA for Benefits Processors and HRC Users* (which is being required for HRC Admin users) and disbursement of funds training (which is required by System Regulation 21.01.03 for department personnel authorized to prepare or approve a payment document). These types of training, while required Systemwide, are required of a relatively limited audience based on job duties. Our view is that Regulation 33.05.02 should specifically list only training that is required of most or all System employees. Requirements for Systemwide training with more limited audiences will be listed on our new System Training website, which we plan to roll out in mid-February.

Please let me know if you need more information.

Thanks,

Pat

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Patricia Yee Hsieh  
Sr. Instructional Designer  
Office of Planning, Policy and Training

The Texas A&M University System  
A&M System Building, Suite 1281  
200 Technology Way  
College Station, TX 77845-3424  
Voice: (979) 458-6166 / Fax: (979) 458-6359  
E-mail: [phsieh@tamu.edu](mailto:phsieh@tamu.edu)