

## Hsieh, Patricia

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**From:** Forum for Human Resource trainers [AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU] on behalf of Wuensche, Kristi [wuensche@TAMU.EDU]  
**Sent:** Wednesday, June 04, 2008 3:09 PM  
**To:** AMS-HRTRAINERS-L@LISTSERV.TAMU.EDU  
**Subject:** [AMS-HRTRAINERS-L] New Payment Card Industry Data Security Standard Course

As mentioned in a previous posting to the listserv, a new course has been added called *Payment Card Industry Data Security Standard* (PCI DSS). The course has been activated in HRConnect, but has not yet been assigned to anyone. Feel free to preview the course and provide us with any feedback. Keep in mind that this course is intended for a very specific audience and may seem to contain terminology and concepts unfamiliar to a general audience.

This course will be required of only select positions (as we did with *HIPAA for Benefits Processors*, and are about to do with the *HUB Purchasing Requirements*). In particular, it will be required for every employee in the A&M System who accepts debit/credit card payments or is responsible for some part of the processing of card transactions. Elaine Welch in Treasury Services will be contacting PCI DSS Subject Matter Experts at each System Member requesting that they provide a list of employees who need to take the course based on their job functions.

The assigning and monitoring of compliance for this training course will require some coordination between the [Training Contacts](#) such as you (people with access to TrainTraq) and the PCI DSS experts at each System Member (people who know what positions need to take the course now and on an ongoing basis with new hires, transfers, etc.).

The System Member can choose what method will work most efficiently; however, the System Offices recommends the following course of action:

1. Initially, the System Offices will gather the list of people who will need to take the course from System Member PCI DSS experts and make the assignments using the Batch Assignment process (approximately 1000 people Systemwide).
2. After these initial assignments, assigning the course will be turned over to the Training Contacts at the System Member.
3. After the initial due date, the Training Contact will run an assignment report on this course and distribute any pending or overdue assignments to the PCI DSS expert at the System Member to contact the employee(s) regarding taking the course.
4. As new hires or transfers are hired, the PCI DSS expert will need to send UINs and due dates to the Training Contact to assign the course.

Please let Pat or me know if you have any questions or comments.

Kris Wuensche

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