Date: May 29, 2020

From: Sheronda Glass
 Assistant Vice Chancellor of Human Resources and Employee Engagement

Re: Employee and Supervisor Mandatory Training Administration moving to Shared Services

This message alerts you to some changes to how mandatory employee training will be administered throughout the University of Wisconsin (UW) System. Effective Monday, June 1, 2020, the administration of employee mandatory training will be conducted by UW-Shared Services. Centralizing this service for all UW-System institutions will provide opportunities for efficiency and streamlining of this transactional function. Read on for additional information about this change and what it means for you.

**Mandatory Employee/Supervisor Training**

As an employee of University of Wisconsin-Parkside, you are required by UW policy to receive training on three topics:

* Harassment & Discrimination Prevention (retraining required every 3 years);
* Data Security & Privacy (retraining required annually); and
* Mandated Reporter (required once after 10/1/19; no retraining required).

UW-Shared Services is moving to a standardized process for course delivery, compliance monitoring and employee support for the trainings listed above.

**What is changing**

You will no longer receive messages regarding these trainings from University of Wisconsin-Parkside’s Human Resources or Campus Technology Services departments or from EverFi LawRoom. Instead, you will receive messages from a UW-Shared Services email address:

mandatorytraining@uwss.wisconsin.edu.

There will also be a single point of contact providing support for these trainings. If you have questions or need technical support for these mandatory trainings, you can click on the Help link in the left-hand column of Canvas. For questions about the course, or your requirement to complete the course, contact:

serviceoperations@uwss.wisconsin.edu

These trainings will be delivered in the Canvas learning management system. Some of the training content will look familiar. You will need to enroll in and complete the trainings in Canvas. The email message you will receive provides a link and instructions for accessing the trainings in Canvas.

As training administration moves to UW-Shared Services, student employees (graduate and undergraduate) will be required to take all employee mandatory trainings. UW-Shared Services will send emails to student’s staff email accounts (not their student email accounts). All students must activate and monitor their staff email account for emails regarding mandatory training requirements.

Other employee populations, including Associate Lecturers, University Staff Temporary and other short- term employees, may not have activated their staff emails and will need to do so.

We ask that Supervisors share these messages with their employees; the importance of activating and checking your staff email will increase as UW-Shared Services’ role increases.

**What remains the same**

For those employees required to complete the Payment Card Industry – Data Security Standards (PCI-DSS) training, nothing will change at this time. Plans to transition this course in 2021 from EverFi LawRoom to Canvas are underway.

**Next Steps**

If you are due to refresh a mandatory training or recently began work with University of Wisconsin-Parkside, you will receive an email message from UW-Shared Services regarding the new mandatory training process on the evening of Monday, June 1, 2020. Upon receiving this message, you will be required to complete the Mandated Reporter training regardless of whether, or how recently, you previously completed the training. The other two courses will be assigned based upon the retraining timeframe compared to your most recent completion date. You will have 90 calendar days from receipt of the message to complete all courses assigned to you. Please note that President Ray Cross has extended the typical 30 calendar day deadline an additional 90 calendar days (120 calendar days in total) in light of current extraordinary circumstances related to COVID-19.

*Special Note on Continuous Furloughs:* Employees that have a continuous furlough are exempt from mandatory training requirements during the furlough.  If, during your continuous furlough, you receive a notification to take a training, please disregard the notification until you return to work.  You will be able to complete trainings once you return to job duties.

If you have additional questions, please contact UW-Shared Services at serviceoperations@uwss.wisconsin.edu or your UW-Parkside Human Resources contacts at hr@uwp.edu .

Thank you for your patience as we implement the new employee mandatory training process, and your cooperation in meeting University of Wisconsin-Parkside’s compliance obligations.

**Policy References:**

[Title IX: Regent Policy Document 14-2](https://www.wisconsin.edu/regents/policies/sexual-violence-and-sexual-harassment/) (Sexual Violence and Sexual Harassment)

[Information Security: UW System Administrative Policy 103](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/information-security-awareness/) (information Security Awareness)

[Mandated Reporter: Governor of the State of Wisconsin Executive Order 54](https://docs.legis.wisconsin.gov/code/executive_orders/2011_scott_walker/2011-54.pdf) (Relating to Supplemental Mandatory Reporting Requirements of Child Abuse and Neglect)

**Resources:**

For your convenience, below are links to resource information regarding the new mandatory employee training process:

[Mandatory Employee Training Tip Sheet](file:///C%3A%5CUsers%5Cheilgeis%5CDocuments%5CChris%20H%20work%5CTrainin%20Admin%5Cmandatory-training-access%20TIPSHEET-1.pdf)

[Mandatory Employee Training Overview](https://uwservice.wisconsin.edu/docs/pd/met_overview/)