Procedure Statement

In conjunction with System Regulation, 33.05.02, this procedure establishes the process that will be followed by all Texas A&M University-San Antonio (TAMU-SA) employees. All employees will complete system required training and job related training assignment within the specified timeline.

Reason for Procedure

To ensure all employees complete system required training within their first two (2) weeks of employment, and job related training within thirty (30) days of assignment. This will ensure that all employees are aware of A&M System and university expectation, requirement, and basic guidelines shortly after hire.

Procedure and Responsibilities

1. HUMAN RESOURCES Training Coordinator will do the following:
   
   1.1. Brief all new and rehired employees on A&M System required training during orientation.
   
   1.2. Provide monthly past due training report to the executive cabinet.
   
   1.3. Submit requests to System Office of Planning, Policy, and Training for additional training recommendations.
   
   1.4. Attend System Training Coordinator Meeting.
   
   1.5. Manage TrainTraq role assignments (manager and department processor roles).
   
   1.6. Assign other related training courses as needed (i.e. FERPA). Reassignment of courses will vary.
1.7. Assign committee related training rule based upon associated TAMU-SA procedure (i.e. Effective Hiring Practices).

1.8. Upload new courses or training programs into TrainTraq once reviewed and approved by director or division head responsible for the training material. Some courses require SCORM compliance and TrainTraq compatibility.

1.9. Enter or batch load completed training course attendance records into TrainTraq for transcript update.

2. TRAINTRAQ

2.1. All transcripts of complete A&M System required training will be stored on the TrainTraq system.

3. SUPERVISORS (manager and department processors role) will do the following:

3.1. Review training reports provided by the executive cabinet.

3.2. Discuss with employees the importance of completing all required and assigned training.

3.3. Develop a plan of action to ensure that employees who are not in compliance complete training within one (1) week of notification.

3.4. Assign training and/or assignments to employees based upon job requirements and/or employee development.

3.5. Run reports from TrainTraq to identify employees who are past due by ADLOC.

4. Related Statutes, Policies, or Requirements

System Regulation, 33.05.02, Required Employee Training.

Contact Office

Office of Human Resources at (210) 784-2050