

# U of I EDL Training Matrix

The University of Idaho is committed to creating an inclusive, ethical, and safe campus environment. Employees are required to complete trainings about important federal, state, and university compliance obligations toward this end. Please note:

- For the trainings listed below, “employees” includes regular faculty and staff, temporary faculty and staff, and student employees (including graduate students) with appointments lasting longer than 3 months.
- This is not an exhaustive list. There may be additional trainings that individuals are required to take based on their roles and responsibilities at the time of initial employment.
- For trainings listed in the UI GoSignMeUp system, you will need an active Vandal NetID and EPAF information.
- For trainings listed in the UI GoSignMeUp or BbLearn systems, it is recommended the latest versions of the Google Chrome or Mozilla Firefox web browsers are utilized.

**Supervisors:** When a new employee is hired, please consult the chart below and follow up with your employees of required trainings and deadlines. Please verify that employees complete required trainings by the applicable deadlines.

Discrimination, Harassment, & Title IX		
<b>Population:</b> All regular faculty and staff, temporary faculty and staff, and student employees (including graduate students) with appointments lasting longer than 3 months		
Training	Initial Requirement	Renewal
Creating a Respectful Community	Within 30 days of hire.	Annual
Diversity and Inclusion	Within 30 days of hire.	Annual

Safety		
<b>Population:</b> All regular faculty and staff, temporary faculty and staff, and student employees (including graduate students) with appointments lasting longer than 3 months.		
Training	Initial Requirement	Renewal
Fire Safety in the Workplace	Within 30 days of hire.	Annual

Information Security			
Training	Population	Initial Requirement	Renewal
IT Security Awareness	All regular faculty and staff, temporary faculty and staff, and student employees (including graduate students) with appointments lasting longer than 3 months.	Within 30 days of hire.	Annual
Payment Card Industry Data Security Standard (PCI Training)	All employees who transmit, process, or store payment card data as part of their job duties.	Prior to operating point of sale systems or processing payment card data.	Annual

Financial			
Training	Population	Initial Requirement	Renewal
Banner: Navigation	Administrative users from colleges and academic departments who need to access the university's Banner system.	I-9 on file with university Human resources; active EPAF information for current position; active Vandal NetID SSO and @uidaho.edu email account.	If employee has a 30 day break in service, training recompletion is required for Banner account restoration.
Banner: Finance Query	Administrative users from colleges and academic departments who need to access financial record information for their job duties.	Completion of the Banner Navigation course; active Banner account.	None
Banner: Journal Document and Approvals	Administrative users from colleges and academic departments who have Banner finance access and are responsible for entering or approving financial documents.	Completion of Finance Query course.	None
Banner: Purchasing: Requisitions, Purchase Orders & Change Orders	All employees who will be handling requisition, purchase order, and change order process within Banner.	Completion of Banner Navigation course; active Banner account.	None
Purchasing Card Program & Travel Expense Training	All employees seeking to become a university purchasing card holder or serve as a purchasing card record keeper.	Card holder: As part of initial request to obtain a university purchasing card. Record keeper: Completion of Banner Navigation course.	2 years

Student		
<b>Population:</b> Administrative users from colleges and academic departments who need to access student record information for their job duties.		
Training	Initial Requirement	Renewal
Banner: Student Information Basics	Completion of Banner Navigation course; active Banner account; completion of FERPA Training.	None
Banner: Student Reporting	Completion of Banner Navigation course; active Banner account; completion of FERPA Training; completion of Student Information Basics course.	None

Privacy		
<b>Population:</b> Employees, students, trainees, volunteers and other workforce members who work with or encounter information that falls under HIPAA.		
Training	Initial Requirement	Renewal
HIPAA	Prior to gaining access to information that falls under HIPAA regulation.	Annual

### Supervisor

**Population:** Anyone supervising (having authority to undertake or recommend a tangible employment action and/or direct an employee's work activities) an employee, but include department and program heads (e.g., Principal Investigators) even if they do not supervise people directly.

<i>Training</i>	<i>Initial Requirement</i>	<i>Renewal</i>
Performance Management	Within 30 days of initial assignment.	None
Performance Evaluation	Within 30 days of initial assignment.	None
Navigating the Employment Legal Landscape, Part 1 (ADA, FLSA, & Time/Leave Entry)	Within 30 days of initial assignment.	None
Navigating the Employment Legal Landscape, Part 2 (FMLA, Other Policies, & Documentation Strategies)	Within 30 days of initial assignment.	None
Search Committee Training	Within 30 days of initial assignment.	None

### Search Committee

**Population:** Hiring managers, search committee chairs and members.

<i>Training</i>	<i>Initial Requirement</i>	<i>Renewal</i>
Search Committee Training	Before participating on a search committee.	3 Years
Minimizing Unconscious Bias in the Workplace	Before participating on a search committee.	3 Years