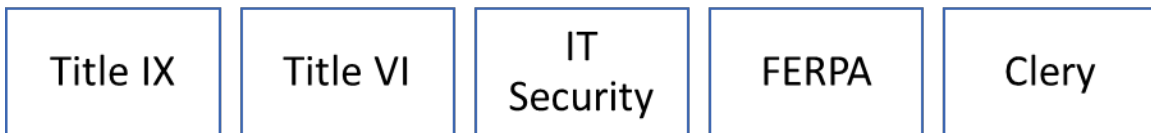


Announcing Important Changes to Annual Employee Compliance Training Requirements



Understanding how to comply with and report violations of laws, policies and related procedures is critical in protecting our faculty, staff and those we serve as a demonstration of our [University Values](#) of Pursuing Excellence and living with Integrity and Civility. Our commitment to upholding these standards shapes the experiences of those around us and our ability to Build Community, Make Connections and Develop Careers.

Your campus compliance partners have been hard at work to streamline compliance training requirements on our campus. We invite you to visit the [Compliance Training Curriculum](#) website for additional details. Highlights of important information are outlined below.



What has changed?

Our new consolidated compliance training curriculum is comprised of **Five Core Compliance Programs** with one annual participation window to streamline compliance training requirements for our campus employees. The employee [Compliance Training Curriculum](#) will be open from October until December 31 for annual completion requirements of eligible employees.

Who is eligible for annual compliance training requirements?

Employees will be assigned training completion requirements based on their eligibility for each compliance program, which may be based on employee type or areas of responsibility. If you were required to complete annual training for one or more of the 5 core compliance programs in the past, then those assignments will continue this year with the possibility of additional assignments.

How will I learn about my requirements and access the curriculum?

To further enhance the employee experience, all curriculum courses will be accessed and completed within the K@TE learning management system. You may access [K@TE](#) with your NETID and password to view and complete your assigned *UTC Compliance Training 2022-2023* curriculum and *UTC Clery 2022-2023* course. However, individual e-mail notifications will be sent to each employee when the assignments are made available annually for completion. *UTC Compliance Training 2022-2023* curriculum assignment notifications will be distributed 10/6/2022 and *UTC Clery 2022-2023* course assignments will be forthcoming this month for eligible employees.

To access and complete assigned compliance training:

1. Open a web browser
2. Go to <https://kate.tennessee.edu/>
3. Select **UT Faculty and Staff** button
4. Login with your NETID and password
5. Select the **My Active Courses** icon
6. You will see your assigned Compliance curriculum
7. Select **Open Curriculum** to get started

How long do I have to comply with training completion requirements?

Once assignments are communicated, eligible employees will have until December 31 of each year to comply. Reminders will be distributed on a recurring basis. Final reporting of employees that met compliance requirements and those who did not complete them by the December 31 deadline will be distributed to the Chancellor and Executive Leadership Team by February 1 of each year.

How can members of campus leadership help?

Compliance is everyone's responsibility. Our campus leadership members are expected to assist with establishing a culture of accountability and fostering compliance to uphold our campus values. Please visit the [Compliance Training Curriculum](#) website for more information about training assignments for each compliance program so you may engage those within your respective areas in meeting this important goal.

Employees may generate reports of completed training for sharing with supervisors by visiting [My IRIS Web Portal](#)>Employee Self-Service>Personal Information>My HR128 Training History.

Most departmental IRIS users have access and ability to run the **S_PH9_46000431 – Attendee's Training History** report to view completed training records for an individual employee or multiple employees within an organizational unit. You may utilize the instructions linked below for generated these reports.

[Instructions for Individual Employee Reports](#)

[Instructions for Department/Multiple Employees Reports](#)

Questions?

Please refer all questions related to employee assignments for compliance programs to the Campus Compliance Lead identified as a Point of Contact on the [Compliance Training Curriculum](#) website.

All questions regarding access to K@TE and training reporting should be referred to Nicholle Harrison, Talent Management Specialist, at Nicholle-Harrison@utc.edu.

Thank you for all that you do to keep our campus safe and thriving!