Finance and Administration Specialized Training (FAST) officially kicked off its web-based training program in February 2022. This continuing education program for our business officers and finance administrators will provide the tools, resources and knowledge necessary to succeed in their positions at the University of Kentucky.

FAST starts with five introductory courses, Financial Foundations. Following completion of those five, two courses must be completed every six months.

FAST's Financial Foundations (initial 5 courses)
Must be completed within 60 days of enrollment date

Access to the FAST Library of Courses
Search FAST in myUKLearning

FAST Compliance Deadlines
Employees that are FAST mandatory participants must complete 2 courses every 6 months
2 between Jan. 1 - June 30 & 2 between July 1 – Dec. 30

If you were enrolled in Financial Foundations between

Jan 1 – Apr 30	May 1 – Oct 30	Nov 1 – Dec 31
you have 2 FAST Courses due by **July 1** of the start year	you have 2 FAST Courses due by **January 1** of the following year	you have 2 FAST Courses due by **July 1** of the following year

FAQs of The Month

Who is required to take FAST?

Employees responsible for one or more of the following duties are required to complete FAST as mandatory participants:

- Concur object approval roles (travel, expense and procard)
- Cash management (e.g. managing cash/checks/credit card receipts)
- Account reconciliation (review and approval functions)
- Fiscally responsible person for cost centers
- Approval to post and release SAP Financial and HR transactions
- Approval of pay transactions (e.g. base pay, overloads, updates, and payroll activation records)
- Providing financial reporting to college/unit leadership

Can I take the courses even if I am not considered a mandatory participant?

Yes! Anyone not required to take FAST may sign up on a voluntary basis.

How do I sign up for FAST?

To participate in the FAST program, either as mandatory or voluntary, employees and/or supervisors can sign up here: https://finadmintraining.uky.edu/fast-sign

EMAIL FAST | **VISIT OUR WEBSITE**