

FAST

NEWSLETTER



Hello, Colleagues.

Entering its second year, the FAST Program continues to expand and now includes over 1,500 participants. In addition, over 1,000 UK employees have taken at least one FAST course voluntarily. That's over 2,500 UK employees who have utilized a FAST course to learn something new! This level of participation demonstrates a commitment to strengthening business operations and continually improving our work at UK.



To keep moving forward toward these goals, the FAST program is continuously seeking new topics for courses that will provide employees with the tools, resources and information they need to perform their duties and safeguard UK's business operations. When the 'why' and 'how' of a process is understood,

efficiency increases and errors decrease. You can help support the program by identifying areas that may need additional explanation.

- Is there a topic that you would like to learn more about?
- Have you noticed a procedure or process that would benefit from a FAST course?
- What other knowledge would support you in performing your job?

We want to hear from you! Please send us your ideas using this [form](#).

DO YOU HAVE A COURSE THAT YOU WOULD LIKE TO SUGGEST? USE [THIS FORM](#) TO SEND US YOUR IDEAS!

NEW FAST COURSES

There are two new FAST courses now available in myUK Learning: **Human Resources Compensation: Personnel Action Request (PAR) Processing and Non-Endowed and Endowed Gifts Basics**.

The PAR Processing course is an overview of the institution's policies and procedures that relate to ensuring that an employee's pay is accurate. The course describes the functions of PAR processing as well as the Online Workflow for Base Pay.

The Gifts Basics course is a general overview of non-endowed and endowed gifts, it defines the roles and responsibilities of UK departments that receive and process gifts, as well as how to accept, manage and monitor gifts according to UK policy.

Both courses are available now in myUK Learning. Visit our [website](#) to see a full list of all courses available.

THE NEXT COMPLIANCE DEADLINE FOR FAST
MANDATORY PARTICIPANTS IS

JUNE 30, 2023



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