

# FAST

## NEWSLETTER



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### NEW FAST COURSE NOW AVAILABLE!

The newest FAST course is now available to all FAST participants, both mandatory and voluntary, in myUK Learning.

[Human Resources Employee Relations and Leave Administration](#) describes the role of the UK Employee Relations department, what to do when workplace injuries occur and the guidelines for different types of staff employee leave.

With the addition of the new course, there are now four Human Resource related WBTs in the FAST Library. If you would like to learn more, click on the links below to be taken directly to the course in myUK Learning.

- [Human Resources Compensation: Job Classification](#)
- [Human Resources Employee Records and Unemployment](#)
- [Human Resources Personnel Action Requests Processing](#)
- [Human Resources Employee Relations and Leave Administration](#)

The complete FAST library now contains 22 web-based trainings. You can view a list of all [FAST courses](#) on our website.

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### THE COMPLIANCE DEADLINE FOR MANDATORY PARTICIPANTS IS FAST APPROACHING!

As we approach our next compliance deadline on June 30, 2023, there are actions you can take to **help us reach our goal of 100% compliance!**

Check your completion status in [myUK Learning](#) and complete your required two (2) unique courses for this compliance round. Keep in mind that, at this time, courses cannot be repeated for credit. So, be sure to select courses you have not previously completed.



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### TIPS FOR SUCCESSFULLY COMPLETING A WEB-BASED TRAINING

There are a few steps you can take to improve your experience while completing your FAST courses in myUK Learning. Check out the helpful tips below before getting started:

- Clear your cache and cookies prior to starting the web-based training. Reference [this article](#) for instructions, if needed.
- Avoid opening or closing any other browser windows while taking the course.
- If you need to pause or step away while taking a course, it is best to close out of myUK and come back later to finish. Letting the system sit idle may cause a disruption and prevent your progress from being recorded.

You can reach us at [fandatraining@uky.edu](mailto:fandatraining@uky.edu) with any questions. We are happy to help!

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

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