



#### **NEW WEB-BASED TRAININGS NOW AVAILABLE**

Two new courses, <u>Employee Taxes</u> and <u>Non-endowed and Endowed Gifts: Advancement Fee Basics</u>, have been added to the FAST Library and are available in myUK Learning.

<u>Employee Taxes</u> aims to provide a better understanding of the tax information on your paycheck and W-2. It covers topics such as types of payroll taxes, how they are calculated and reported, as well as federal, state and local taxes.

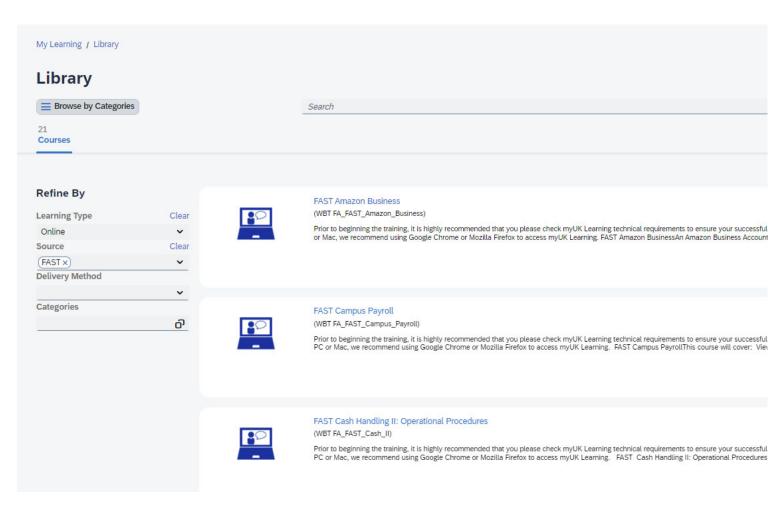
Non-endowed and Endowed Gifts: Advancement Fee Basics explains advancement fees including what they are, why they are assessed and how they are allocated. It also covers the responsibilities of employees related to this type of endowment fees.

### A NEW WAY TO VIEW ALL FAST COURSES

The library of FAST courses is constantly growing. Ranging in topics from Amazon Business to Travel, there are now 21 courses to choose from (not including the five Financial Foundations courses).

To increase the visibility of course offerings, a <u>FAST Source Library</u> has been added to <u>myUK</u> Learning. The FAST Source Library allows participants to easily view a complete list of all FAST courses and quickly assign them to their learning plans.

For step-by-step instructions on using the Library in myUK Learning to find FAST courses, please visit the <u>FAQ</u> section of our website and see 'Where can I find FAST courses'.



Example image of the FAST Source Library (does not show all FAST courses available)

### **FAST RESOURCES AVAILABLE ON WEBSITE**

Reference resources, including a handout and Quick Reference Guide (QRG) are available for each course in the FAST library. The handout is a PDF of the slides in the course, which can be used to take notes or save for future reference. The QRG is a one-page summary that contains important links and contact information.

These documents can be found on the <u>courses page</u> of the FAST website. Click on '<u>Click here to access</u> the <u>Handouts and QRGs</u>' and sign in using your linkblue ID.

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

## **EMAIL FAST | VISIT OUR WEBSITE**