NEW FAST COURSES NOW AVAILABLE

Two new courses, Principal Investigator Reports and SAP Vendor Master Data and Onboarding Concepts, have been added to the FAST Source Library in myUK Learning.

Principal Investigator Reports discusses what a Principal Investigator (PI) is and their role at the university. It provides information related to accessing and navigating the Principal Investigator Reports interface on Tableau, how to use filters to analyze grant budget and expenditure data and answers some frequently asked questions related to the PI Reports.

SAP Vendor Master Data and Onboarding Concepts is an overview of what SAP Vendor Master Data is, why it is important at a conceptual level and how it is used. It reviews vendor types, system components and the PaymentWorks onboarding platform. Finally, it discusses the importance of separation of duties and how this can reduce the chance of conflict of interest.

The December 31 compliance deadline is quickly approaching for the on-going FAST program. Mandatory participants subject to the deadline have the FAST Cohort curricula (One, Two, Three or Four) assigned to their learning plan.

Participants who have not completed their requirements will receive targeted emails from the FAST team. Read carefully and take the recommended action. Email fandatraining@uky.edu with questions.

MANDATORY PARTCIPANT REQUIREMENT: Complete two (2) unique FAST courses before December 31, 2023.

Check your status and choose courses following the steps below:

1. Navigate to your Learning Plan
2. Click on the My Curricula tile
3. Click on the FAST Cohort curricula (One, Two, Three etc.)
4. Click on 'Choose Courses' next to the FAST Training cycle that is not marked complete
5. Scroll down the list and click 'Add to Learning Plan' to choose courses to complete

Check your completed FAST items by viewing your Learning History and searching for 'FAST'. At this time, FAST courses cannot be repeated for program credit. Choose courses you have not previously completed.

Take into consideration planned leave and upcoming holiday schedules to complete your required FAST courses by the Dec. 31 deadline.

SUPERVISORS: Ensure enrolled employees are working toward compliance. Allow time during regular working hours to complete courses.

View your team's learning plans by accessing the Manager View (My Team).

If you have employees who no longer have fiscal responsibilities, please reach out to the FAST Team so we can assist you in their removal from the program.

Do you have a course suggestion? Use **this form** to send us your ideas!

EMAIL FAST | VISIT OUR WEBSITE