YOUR PARTICIPATION MAKES A DIFFERENCE

The FAST Team wants to sincerely thank all participants, supervisors, business officers and leadership for your participation and support in the program. Your efforts make a difference in reaching our compliance goals and the success of FAST would not be possible without your commitment to the continuous improvement of business practices across the university. Again, we thank you!

NEW FAST COURSES NOW AVAILABLE

Two new courses, UK HealthCare Payroll and Grant Account Closeout, have been added to the FAST Source Library in myUK Learning.

UK HealthCare Payroll discusses Kronos and why it is important. This includes leave request features, Kronos modules such as Leave, Attendance, as well as FMLA. The course also covers time manager responsibilities and finalizing timecards, as well as how to add pay codes and track certification expiration.

Grant Account Closeout focuses on the grant account in SAP that is used to account for sponsored project financial activity. The course covers when a grant closeout is

due, the timelines for account close communication, review and account closure, and finally the importance of a timely closeout.

NEW YEAR, NEW COMPLIANCE CYCLE

A new year comes with many exciting notions of what is to come. Along with that comes new FAST training requirements. See below for some tips to support your success in this compliance cycle:

- Remember that mandatory participants are to complete two (2) unique FAST courses before the deadline of June 30, 2024.

- Take into consideration any planned leave to be prepared for the course deadline.

- Participants can choose their courses by clicking on "CHOOSE COURSES" next to the "FAST TRAINING CYCLE" in their LEARNING PLAN. There are now 25 FAST courses to choose from! The FAST Program even offers courses on topics regarding HR that are applicable to all employees. Click to view the FAST Course Library.

- Remember, at this time, that FAST courses cannot be completed more than once for program credit. Click to view your Learning History.

- HR Training and Development recommends these browser settings and offers helpful tips to mitigate timeout issues and errors while taking your courses. Please find a link to their guide here.

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

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