October 28, 2005

HUMAN RESOURCES MEMORANDUM 06-05

TO: All TTI Employees

FROM: Gregory Richmond
Human Resources Officer

SUBJECT: Mandated Ethics Training and TrainTraq

Upon employment, each Texas A&M University System employee must receive mandatory training on ethical conduct and anti-discrimination policy. It is also mandatory that all TAMU System employees keep up to date by completing an anti-discrimination training program certified by the Texas Workforce Commission every two years. Effective immediately, the same two-year refresher course compliance is now required for all employees regarding ethical conduct in the workplace as well.

To assist employees in maintaining compliance, the Texas A&M University System has implemented a new web-based application, called TrainTraq, for taking a variety of online programs as well as tracking completed training programs. TrainTraq is accessible through HRConnect at the Single Sign On website (https://sso.tamu.edu). From there, you will click on the "Training" tab and go the button labeled "View My Transcript" to view training sessions that you have attended.

By using TrainTraq, you will be able to determine whether or not the online database requires you to take either of the mandatory training sessions: ETHICS or CREATING A DISCRIMINATION-FREE WORKPLACE. If the records indicate that you have completed training for either course within the past two (2) years, you do not need to take that program. You will be required to take the course indicated if the completion date is over two (2) years old or if there is a due date listed for that course. Effective November 2005, monthly automated e-mail reminders will be sent notifying each employee when it is necessary to take a mandated training program.

Completion of online training programs will automatically be updated on TrainTraq. In addition to these updates, you may record other training sessions that you attend. A certificate of completion or proof of attendance must be submitted to the TTI Human Resources Office for entry into the TrainTraq database.

If you have any questions regarding this memo, please contact Wally Simpson in TTI Human Resources at (979) 845-9668.