Frequently Asked Questions

2022 Annual University Compliance and Ethics Training – UConn and UConn Health

1. **What is the deadline to complete the training this year?**

   All employees will have access to complete the training starting Monday January 31, 2022 and are required to complete the training by Friday, May 27, 2022.

2. **How can I complete the training?**

   University Compliance provides the training in two different modalities. Employees can take a self-paced learning module on the Saba Learning Management System. Employees are also welcome to participate in a live WebEx training facilitated by University Compliance staff.

3. **Do I have to complete both the online module and the live WebEx training?**

   No. Employees are required to take one or the other. Both training modalities cover the same content.

4. **What is the benefit of taking the WebEx training?**

   The live WebEx training allows participants to ask questions throughout the training and engage with University Compliance staff, which may work for some employees learning preferences.

5. **How do I register for a WebEx Training?**

   Through your Saba Learning Management System, there is a link to sign up for the live WebEx Training. There are several dates provided and all live trainings are open for employees on all campuses.

6. **Are there any resources or materials I need to have to complete the training?**

   No. There is nothing that you are required to have in order to complete the training. University Compliance has made the training available in a PDF file, which can be accessed in the Saba Learning Management System. This allows for participants to read along and refer back to the content covered. Additionally, University Compliance has compiled a resource document of all the additional resources referenced throughout the training. This document is one-page and can be printed and kept for quick reference later on.

   For those employees who choose to take the training through the live WebEx option, these documents will also be available and provided to you in advance of the training.

7. **What is covered in the 2022 training this year?**

   This year, like others, the training covers the required components of:

   1. Overview of UConn's Compliance Program;
   2. The University Code of Conduct; and
   3. The State Code of Ethics

   Additionally, there is a fourth section this year designed with compliance partners from across the institution. This section is to provide some key information and reminders related to compliance topics in specific areas.

8. **How long will the training take to complete?**

   The Saba module will take approximately 60-75 minutes to complete depending on the pace at which you answer the test your knowledge questions.

   If you choose to take the training through one of our live WebEx trainings, we ask participants to block off 90 minutes for the training. While the live training likely will not take that long, in order to provide time for participant questions and engagement, we have allotted additional time.

9. **I don't have the amount of time needed to complete the training in full right now. Can I complete a part of it now and finish later?**

   Yes. The training is designed to be self-paced in three modules. Within each module, there are a number of slides. Once a learner views an entire slide, the Saba Learning Module records it as being complete. A learner can complete an entire module and come back to finish the other modules later, or could complete a number of slides within a module and return later to finish it up.

10. **If I am retiring on June 1 of this year, am I still required to complete the training?**

    The deadline for all current employees to complete the training is May 27 even for those who are planning their retirement to begin June 1.

11. **I am on a leave from the University (i.e. sabbatical, FMLA, maternity leave) during the timeframe the training is available. Do I have to do the training?**

    Employees who are on a University sanctioned or supported leave will not be required to complete the training while they are out. Once an employee returns from their leave, they will be given 90 days from their return date to complete the training.

12. **Why can't I fast forward or skip through the training?**

    The training is designed to allow participants to experience each section of the training and retain the information provided, which includes locking the permissions to fast forward through the training. After each section of the training, participants will be free to rewind the modules to review, if desired. All

information provided in the training is important for all of our employees to receive and understand. Fast forwarding through the training would be contrary to the purpose of providing the training.

13. I am having technical issues with the Saba training and cannot get the modules to load. What do I do?

If you have not tried to complete the training in a new web browser, please do. With that, only use browsers that support TLS 1.1 and TLS 1.2. Some of the previously common browsers that will be impacted are as follows:

> IE 10 / Win Phone 8.0
> IE 6 / XP
> IE 7 / Vista
> IE 8 / XP
> IE 8 - 10/ Win 7
> Java 6u45
> Java 7u25
> OpenSSL 0.9.8y
> Safari 5.1.9 / OS X 10.6.8
> Safari 6.0.4 / OS X 10.8.4

For more information or a comprehensive list of supported browsers visit: https://www.hr.uconn.edu/learningatwork.

If after changing your browser you continue to have issue loading and/or viewing the modules, please contact the Saba administrator for your campus:

> UConn Storrs and Regional Campuses: learningatwork@uconn.edu

> UConn Health: Chris Desjardins (cdesjardins@uchc.edu)

14. How can I print my certificate after completing the training?

To print the certificate of completion after taking the training in Saba, follow these steps in the Saba Learning Management System:

> 1. Navigation: Home Page > Me
> 2. Click "Completed Learning" in the left navigation pane
> 3. Click "Print Certificate" for the applicable web based training course

For employees who complete the training through a live WebEx session, follow these steps in the Saba Learning Management System approximately 1 week after completing the training:

> 1. Instructor led training (ILT) courses display the View Summary button
> 2. Click drop down arrow to the right of "View Summary" and select "Print Certificate".

15. **I already completed this training last year. Do I have to do it again?**

    University Compliance and Ethics Training is an annual training requirement of all UConn and UConn Health employees; therefore, it is required for you to complete the training again this year. While some of the content in the training is a reminder of previously provided information, there is also new information included that is important for all employees. We thank you, in advance, for completing the training.

16. **Is there an option to "test out" of having to complete the training?**

    There is not an option to test out of being required to complete Annual University Compliance and Ethics Training. The purpose of the training is to ensure our employees understand the University's expectations related to employee behavior, including compliance with various policies and federal and state laws. Additionally, while the training is required to cover certain topics each year, University Compliance works to ensure the content covered provides new or additional information each year.

17. **I don't have the amount of time needed to complete the training in full right now. Can I complete a part of it now and finish later?**

    Yes. The training is designed to be self-paced in three modules. Within each module, there are a number of slides. Once a learner views an entire slide, the Saba Learning Module records it as being complete. A learner can complete an entire module and come back to finish the other modules later, or could complete a number of slides within a module and return later to finish it up.

18. **I work at UConn Health and already completed a series of compliance trainings. Why do I have to complete this and how is it different?**

    We recognize that our employees at UConn Health have a number of compliance-related trainings to complete each year to ensure compliance with healthcare, privacy, and IT security regulations and requirements. These trainings are specific to a health care setting, which is unlike other UConn campuses. This training is a University-wide training that is applicable to all campuses including UConn Health. The content within this training is different from those other compliance trainings as it covers topics such as the Code of Conduct, the State Code of Ethics, and key updates and reminders.