

Ethics Training

EMIS tracks the date that an employee completes his/her training. Training dates are automatically added to EMIS for most annual training. These instructions apply to individual entry of training dates.

Add/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* or *Update* at the bottom of the screen.

Delete: To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

Upload Files: This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description if desired. For example, a scanned training certificate may be named: LastName-2008-Train-Annual.pdf

Ethics Training (New and Annual) Table -- Add/Edit a Record		
Field Name	Description	Options/Definitions
Training Year	Enter the calendar year that the training covers. Use 4 digits.	If an employee completes the training in the next year, the correct entry is still the year covered by the training.
Training Date	Enter the actual date that the employee completed the training.	Use m/d/yy or mm/dd/yy format for date.
Type	Use the drop-down menu to choose the type of training completed.	<p>The following 2 options mean annual training:</p> <p>Verbal - includes the computer-based training and in-person training.</p> <p>Written - only written materials provided to the employees, no in-person or computer-based training.</p> <p>New Employee = new employee orientation accomplished within 90 days of entering on duty at NIH.</p> <p>Noncompliant - use this if want to easier track noncompliant employees. Change to actual type when employee complies.</p> <p>Enter a second record for that year if the employee receives more than one type of training, e.g., New and Annual.</p>
Module #(s)	Insert the module numbers if the employee completed the computer based training.	Enter the module number, a comma, and the next number, without spaces, e.g., 1,2,3,4
Notes	Include relevant information only.	Conserve space , avoid extra lines or spaces