MANDATORY COMPLIANCE and ETHICS TRAINING
for new employees

➢ Within the first 3 days of employment, all employees must

Read and acknowledge the Ethics Statement containing the Standards of Conduct and Political Activities by Certain Public Entities and Individuals found at https://utdirect.utexas.edu/pnethc/pn_ethics.WBX


Read and acknowledge the Employee Compliance and Ethics Guide available at http://www.utexas.edu/compliance/guide/

➢ Within the first 30 days of employment, all employees must take the following mandatory compliance training found at https://utdirect.utexas.edu/cts/index.WBX:

- CW 101 Introduction to U.T. Compliance Program
- CW 121 Sexual Harassment
- CW 123 Equal Employment Opportunity
- CW 170 IT Security Awareness (for those with computer access)

➢ All benefits-eligible employees must also complete the following:

- CW 102 Use of UT Property
- CW 103 Information & Records
- CW 106 Gifts & Gratuities
- CW 107 Political Activities
- CW 108 Copyright Property
- CW 122 A Safe Workplace
- CW 124 Overtime
- CW 125 FMLA (currently suspended)
- CW 126 Outside Employment (currently suspended)
- CW 162 Purchasing
- CW 163 Contracts & Agreements

➢ All Teaching Assistants and Assistant Instructors must also take

- CW 504 FERPA (online) or RG 214 FERPA (classroom)

➢ Employees may be required to take additional specialized training, depending upon their position and responsibilities. Each employee should check with his/her supervisor.

If you have any questions about mandatory compliance training, please contact: Jane Shaughness, Training Coordinator, University Compliance Services at 232-7842 or jane@austin.utexas.edu.

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