# Training Identification Procedure for Administrative Staff

*To ensure efficient identification of employees requiring specialized training, please review the following procedure before submitting a SAP Training Request. [Example Training] is used here, but this could apply for Hazardous Waste Training, Hazard Communication Training, or other trainings offered by EHSRM that are available on SAP. Please visit* [*http://www.fss.txstate.edu/ehsrm/training*](http://www.fss.txstate.edu/ehsrm/training) *for a full list of safety trainings offered through SAP.*

1. Locate and review the list of positions that have training indicators for ***[Example Training]*** qualification using How to Find A031 PDF (on EHS Webpage).
2. Compare positions that having training indicators for [Example Training] against full department employee list.
3. Using the ***[Example Training]*** criteria (on EHS Webpage), determine which employees need training for ***[Example Training].***
4. Use the SAP Training Request form (on EHS Webpage) to submit a request to add the training indicator to a single position. Fill out all fields and indicate if position will need one or multiple trainings, have Department Head sign form, and submit to [ehs@txstate.edu](mailto:ehs@txstate.edu). For multiple submissions, click “REQUEST FOR MULTIPLE POSITIONS” link, complete excel spreadsheet, complete form and attach both to the email you send to [ehs@txstate.edu](mailto:ehs@txstate.edu).
5. From there, EHS will review and contact you with any questions.
6. If EHS has no questions, the forms will be sent to Human Resources and distributed out to Faculty Records or the Master Data Center, depending on whether the addition is Staff/Faculty/Student Worker/Grad Assistant.
7. After the forms arrive at HR, the training indicator should be added to the position number within five business days. Once the indicator is added to the position (and as long as the employee has been placed in that position), an email notification will be sent to the employee informing them of the need to complete the training class.
8. On the first day of the following month, all employees that were added should receive an email stating that they need to complete ***[Example Training]*** on SAP. Please note that their immediate supervisor, as identified on SAP, will also be sent this email.
9. The employee and their immediate supervisor will receive monthly out-of-compliance notifications until the training is complete.
10. Once the training is complete, they will be certified for one year in ***[Example Training]*** Qualification. One year later, they will be required to complete the training again to stay in compliance. Trainings offered through SAP by the EHSRM department are annual and required by law.
11. Thirty days prior to the annual certification expiration date, the employee will receive a reminder email to complete the training. If the training is not complete within those 30 days, the employee and their supervisor will be notified on the first day of every month following until the training is complete.