

WHO

Who receives the report?



Dean's Office

- Dean
- Assistant Dean
- Divisional Business Officer
- Designated HR Contact
- Dean's Support Person

- Chair
- Business Officer
- Designated HR Contact
- Chair's Support Person



Department

Who maintains the subscription list?

The Department and Dean's Office must email Staff Education & Development when personnel changes occur in the above-listed roles in their respective offices. Updates are based on the information provided.

Who issues the report?

Staff Education & Development emails the reports.

Sender: lms-support@ucsd.edu

WHAT

What out-of-compliance reports are emailed?



Ethics Training



Sexual Harassment Prevention



Cyber Security Awareness

What is included in the report?

Current list of employees out-of-compliance and those who need to complete training within the next 6 months.



WHEN

When does the subscription list need to be updated?

When recipients of the reports in your department or Dean's Office change, please email Staff Education & Development. Send a message in this format:

Email: lms-support@ucsd.edu
CC: evc-staffhr@ucsd.edu
Subject: **CHANGE REQUESTED:**
Subscription list for out-of-compliance reports

When are these reports emailed?

The reports are emailed every two months. They are scheduled to deliver around the 15th of that month.



WHY

Learn more about university-required training activities:



Ethics Training

<http://bit.ly/ucsdethics>



OPHD

Sexual Harassment Prevention

<http://bit.ly/ucsdSHP>



Cyber Security Awareness

<http://bit.ly/ucsdcyber>