

# HUMAN RESOURCES CERTIFICATION

**Mandatory Certification Requirements – All courses/items in this top section must be successfully completed in order to receive this certification.**

Completed	Course	Duration	Venue
	Fundamentals of Fraud Prevention	Self-paced	WBT
	Statement of Responsibility	Self-paced	WBT
	UK_100 IRIS Awareness & Navigation	Self-paced	WBT
	HR_200 Human Resources Overview	Self-paced	WBT
	SAP Electives – See below		Various
	Related Electives – See below		Various

**SAP Electives – A minimum of 6 courses must be completed in this section.**

Completed	Course	Duration	Venue
	Cost Distribution Entry Module (CDEM) Introduction – and – Cost Distribution Entry Module (CDEM) Control Records – and – Cost Distribution Entry Module (CDEM) Commitments – and – Cost Distribution Entry Module (CDEM) Distributions – and – Cost Distribution Entry Module (CDEM) Assignment and Department/Payroll Area Changes	Self-paced	WBT
	HR_OM_320 Position Creation	Self-paced	WBT
	HR_PA_300 Personnel Administration	4.5 hrs	Instructor-led
	HR_PA_310 PA Actions – and – HR_PA_315 PA Actions Assessment	Self-paced	WBT
	HR_PA_340 Faculty Actions	Self-paced	WBT
	HR_TM_310 TM: CATS Time Entry – and – HR_TM_315 Time Management Assessment – and – HR_TM_320 TM: Variants & Reports – and – HR_TM_330 TM: Absence Quotas	Self-paced	WBT
	PBC_200 Position Budget Control	Self-paced	WBT

**Related Electives – A minimum of 10 courses must be completed in this section.**

Completed	Course	Duration	Venue
	Basics of Diversity	3.0 hrs	Instructor-led
	Communicating Across Cultures	3.0 hrs	Instructor-led
	Communicating With Success	3.0 hrs	Instructor-led
	Discrimination, Harassment and Sexual Misconduct: What you need to know	Self-paced	WBT
	Excel: Charts and Graphs	2.0 hrs	Instructor-led
	Excel: Functions and Filters	2.5 hrs	Instructor-led
	Excel: Introduction	2.5 hrs	Instructor-led
	Excel: Pivot Tables	2.5 hrs	Instructor-led
	From Deciding To Doing	2.5 hrs	Instructor-led
	Generations in the Workplace	3.0 hrs	Instructor-led
	Thinking Critically	2.0 hrs	Instructor-led
	UK Faculty Database Board Actions	4.0 hrs	Instructor-led
	UK Faculty Database Credentials	3.0 hrs	Instructor-led