

# FAST

FINANCE & ADMINISTRATION SPECIALIZED TRAINING

UBO Meeting | October 18, 2023



# Overview

- **Refresh: About the FAST Program & Participants**
- **Current Program Metrics**
- **December 31, 2023 Compliance Deadline**
- **Program Improvements & Partnerships**

# Why FAST?

## Challenge

Lack of understanding and accountability regarding internal controls

**The UK-PURPOSE**  
Trust, Transparency  
and  
Accountability

FAST  
was created for  
employees  
with fiscal  
responsibilities

## Solution

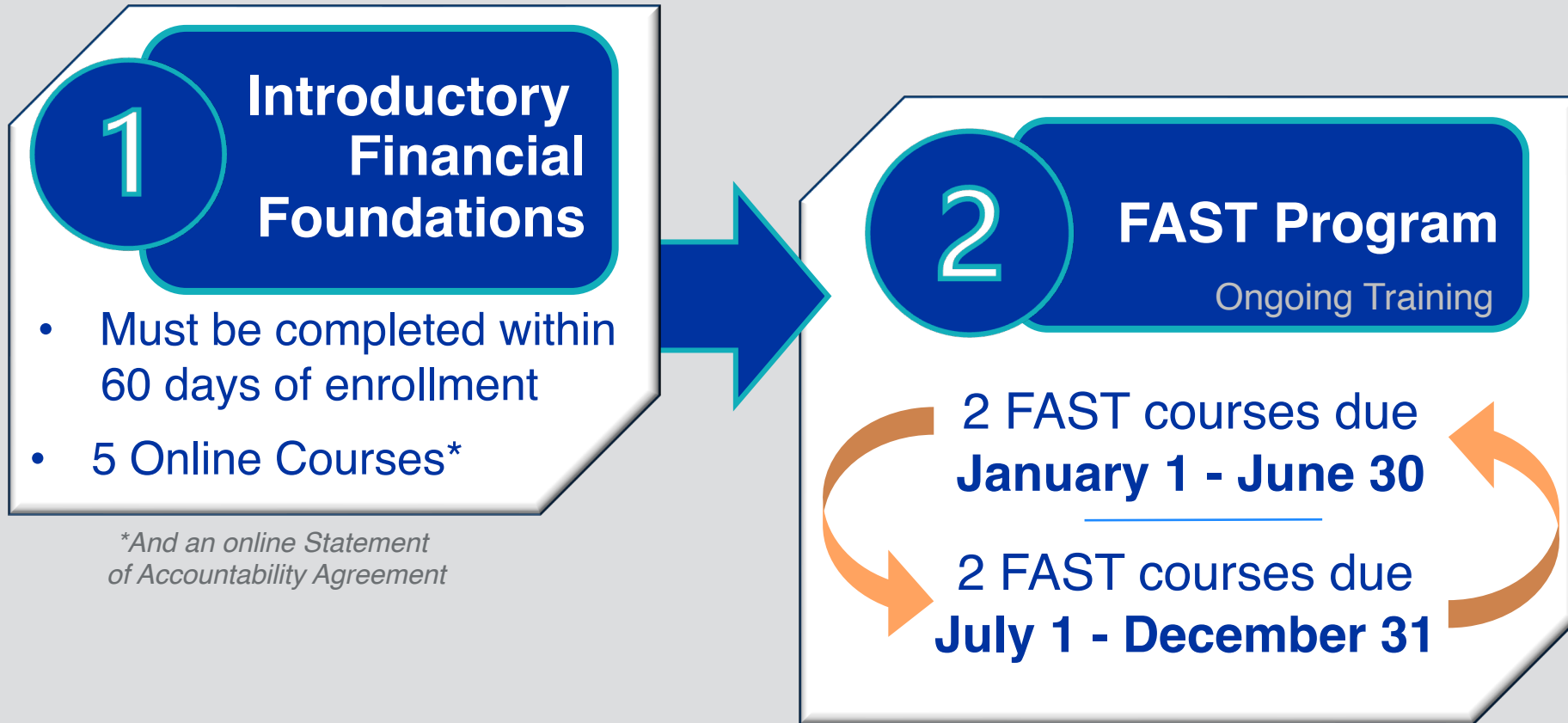
### FAST WBTs:

- Raise Awareness
- Increase Knowledge
- Reinforce Compliance
- Provide Resources
- Boost Effectiveness
- Enhance Efficiency

# Program Overview

- Web-based trainings (WBTs) are:
  - completed in myUK Learning
  - approximately 30 minutes in length
  - open to all UK employees
- FAST Instructional Designers are formally educated in adult learning principles to ensure the information in the WBTs is retainable and understandable to adult learners
- Courses are designed to:
  - be engaging, not repetitive
  - be conversational
  - build on concepts
  - be applicable and include only what is needed

# Program Components



*Note: At this time, courses cannot be repeated for credit*

# Mandatory Participants

## NEW PARTICIPANT ENROLLMENT

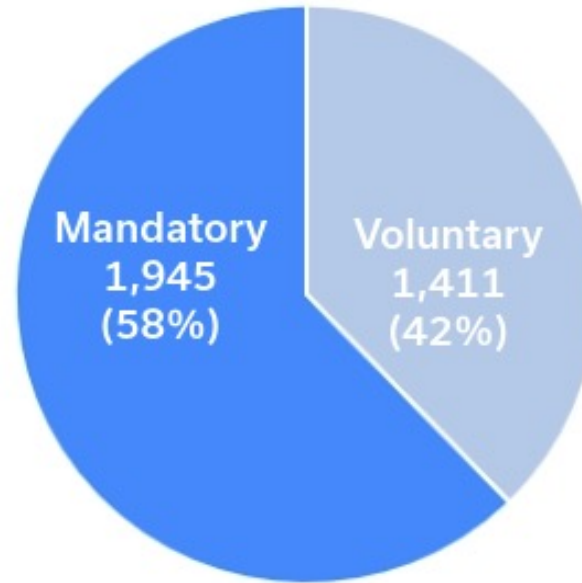
- Business Officers complete SAP Access Request Form when a new employee is hired
- Supervisors submit enrollment request form on FAST website
- Human Resources sends monthly report of new hires with fiscal responsibilities to FAST team
- Word of mouth

## CRITERIA

- For employees in positions with fiscal responsibilities including, but not limited to:
  - Concur object approval roles (travel, expense and procard)
  - Cash management
  - Account reconciliation (review and approval functions)
  - Fiscally responsible person for cost centers
  - Approval to post and release SAP Financial and HR transactions
  - Approval of pay transactions
  - Providing financial reporting to college/unit leadership

# Current Program Enrollment

**3,356**  
Unique  
Participants



Top 3 areas of  
participants

1. EVPHA
2. Provost
3. EVPFA

Data as of 10/17/23

# Current Program Metrics

**26**

**COURSES  
AVAILABLE**

**4**

**COURSES TO BE  
RELEASED SOON**

## TOP 3 MANDATORY COURSES

*(includes all compliance periods)*

- 1. Amazon Business**
- 2. Travel**
- 3. Cybersecurity 101**

## TOP 3 VOLUNTARY COURSES

*(includes all compliance periods)*

- 1. Cash Handling Basics**
- 2. Fundamentals of Fraud Prevention**
- 3. Internal Controls and Fiscal Responsibility**

Data as of 10/17/23



# Compliance Deadline and Communications

- Compliance communications plan includes:
  - Newsletter to all FAST stakeholders
  - Emails to incomplete participants and their supervisors
  - Lists of incomplete participants to Area Fiscal Officers and Senior Business Officers

**Next Compliance Deadline is December 31, 2023**

*Please consider the impact of upcoming holidays (Thanksgiving, Christmas, Special Holidays, New Years) to complete requirements by the deadline*

# Program Improvements I Review Panel Expanded

- Each web-based training (WBT) goes through a series of reviews in the development process
  1. Internal Review by FAST instructional designers (IDs), team members and leadership
  2. HR Training & Development and University Financial Services reviews
  3. Review Panel

Representation	Area
Area Fiscal Officer (AFO)	Permanent Member
UK Internal Audit	Permanent Member
UK HealthCare	Permanent Member
Council of Senior Business Officers Representative (CSBO)	Rotating 6-month Assignment
CSBO	Rotating 6-month Assignment
AFO	Rotating 6-month Assignment
AFO/CSBO	Rotating 6-month Assignment

# Program Improvements | WBT Course Updates

- All courses undergo review for necessary updates related to content and policy
  - This ensures that courses remain in line with current university guidelines
- 1) WBT Course Maintenance Updates
    - Every WBT is reviewed on a 2-year maintenance cycle
    - Lead subject matter expert reviews WBT and Quick Reference Guide for necessary updates
  - 2) WBT Course Ad-Hoc Updates
    - FAST team receives notification of updates to BPMs, ARs and GRs
    - When an update is made, each WBT is reviewed for reference to the procedures and regulations
    - Lead subject matter expert reviews the WBT and Quick Reference Guide for necessary updates

# Program Improvements | In Process

## 1. Reviewing participant compliance

- Reviewing participant status is currently available to supervisors in the Learning Management System
- FAST team is exploring reporting options to improve supervisor experience managing their team's compliance

## 2. Repeating courses after two years

- Current program guidelines require completion of two unique courses in each compliance period
- FAST team is exploring options to allow participants to repeat a FAST course after two years and receive credit towards compliance

## 3. FAST website

- Website is being updated to ensure alignment with current state of the program

# How You Can Support FAST

- While onboarding new employees with fiscal responsibilities, request enrollment when completing SAP Access Form
- Enroll current employees who meet criteria through the [FAST website](#)
- Check compliance of participants in your area
- Suggest future topics through [this form](#) on our [website](#)
- Be a subject matter expert or workgroup member on a future course

***Contact the FAST team with feedback and suggestions at [fandatraining@uky.edu](mailto:fandatraining@uky.edu)***

# THANK YOU!

