



New Hire Training Checklist

Please use this checklist to guide and track new employee(s) completion of required onboarding training. Consider using the first couple of days of a new hire's employment for completing these tasks to set them up for success.

New employees (regardless of job classification) are required to successfully complete eight online courses per various federal and state laws and/or university policies and regulations. On their first day of work, new employees will receive a Workday notification with instructions for enrolling in and completing this mandatory training. The required courses include:

1. SR (Student Records) FERPA Training
2. UCF Fraud Awareness Training
3. New Hire UCF Employee Code of Conduct - Speak Up! Training
4. Nondiscrimination and Accommodations Compliance Training
5. Supporting Students in Distress Training
6. Active Threat Response Training
7. Potential Conflicts - Florida Code of Ethics for Public Officers and Employees Training
8. Information Security Awareness Training

Training Deadlines

First Week (7 Days)

SR FERPA

Fraud Awareness

New Hire UCF Employee
Code of Conduct - Speak Up!

Nondiscrimination and
Accommodations Compliance

First Month (30 days)

Supporting Students in Distress

Active Threat Response

Potential Conflicts - Florida
Code of Ethics for Public
Officers and Employees

Information Security Awareness



Enroll Employee in Role-Based Trainings (if applicable)

Review available role-based learning opportunities in Workday Learning and [assign your new hire in training](#) relevant to their position.

Review Required and Role-Based Training Requirements

Confirm the employee understands required onboarding and compliance training expectations, including role-based assignments.

Training Issue Guidance

If the employee runs into any technical issues, please have them reach out to the following areas:

Training related or Workday course issues

- [kNEXT](#) (knext@ucf.edu or 407-823-6329)

Issues logging into Workday or UCF account

- [UCF IT](#) (itsupport@ucf.edu or 407-823-5117)

Course-specific issues (e.g., course content)

- Course owner (contact information listed in the course description)

Important Reminders

Please remind your employees to **check their UCF email weekly**, as this is UCF's official communication method for faculty, staff, and student-employees.

Supervisors are responsible for ensuring that their employees complete and submit all mandatory training courses on time.

Thank you for being a valued partner and for the many ways you support our people, strengthen our culture, and help make UCF one of the best places to learn and work.