



# Employee Compliance Checklist

## All Employees

<a href="#">Ethics Training</a>	Within first month of hire and annually in Oct.	<a href="#">source</a>
<a href="#">ANCRA Statement</a>	Signed prior to start of employment	<a href="#">source</a>
<a href="#">Title IX Training</a>	Annually each spring semester	<a href="#">source</a>
<a href="#">Nepotism</a>	When hiring an employee whose relative works at UIC	<a href="#">source</a>

## All Academic Professional and Exempt Civil Service

<a href="#">Positive Time Reporting</a>	Weekly, beginning first week of employment	<a href="#">source</a>
---	--	------------------------

## Academic Professionals

<a href="#">RNUA Process</a>	Report whether or not there are any outside activities to disclose and manage	<a href="#">source</a>
------------------------------	---	------------------------

## Civil Service

<a href="#">Conflict of Interest Form</a>	To disclose activities that may potentially conflict with University role/responsibilities	<a href="#">source</a>
---	--	------------------------

## Statement of Economic Interests (two forms)

Applies to: head of a department and those with direct supervisor authority over contracts \$5,000 or more, authority for issuance of regulations, financial responsibility (including P-card and T-card holders, approvers, and managers), supervisory authority over 20 or more employees, responsibilities for procurement of goods and services.

<a href="#">Statement of Economic Interest (filed via US Mail)</a>	Annually in April	<a href="#">source</a>
<a href="#">Supplemental Statement (Filed electronically)</a>	Annually in April	<a href="#">source</a>

## Employees involved in finance and purchasing

<a href="#">Procurement Communications Reporting/training</a>	As required by policy	<a href="#">source</a>
---	-----------------------	------------------------

## Finance, P-Card, T-Card holders, reconcilers, approvers, managers, delegates

<a href="#">P-card Certification Training</a>	Bi-annually	<a href="#">source</a>
<a href="#">T-card Certification Training</a>	Bi-annually	<a href="#">source</a>

## Privacy Training based on employee college/unit/department and responsibilities

<a href="#">HIPAA – Health Insurance Portability and Accountability Act</a>	As required by job responsibility and department	<a href="#">source</a>
<a href="#">FERPA - Family Educational Rights and Privacy Act</a>	As required by job responsibility and department	<a href="#">source</a>