National Institutes of Health
NIH Ethics Program

NIH ETHICS INFORMATION MANAGEMENT SYSTEM (EMIS)

Training

EMIS tracks the date that employees complete their ethics training. Training dates are automatically added to EMIS for most annual training and new employee ethics orientation training. These instructions apply to manual entry of training dates.

Automatic Record Creation:
- *Annual Ethics Training:* An employee must have an active EMIS record to be able to logon to the annual ethics training. When the employee completes the module, an EMIS training record is created, with training type equal to "Annual, Verbal" and module equal to "CBT."
- *New Employee Ethics Orientation:* New employees must be active in NED before they can logon to the new employee ethics orientation module. When the employee completes the training module, an EMIS training record is added with training type equal to "New Employee" and module equal to "NEO."

  Note: Employees who previously worked at NIH in the past and came back may still have an EMIS record. However the status will probably be "Inactive," preventing them from logging onto the new employee ethics orientation module. If an employee reports that he or she cannot logon, first check to see if there is an EMIS record. Use System Reader role to search across all of NIH and if a record is found, request that a record in another IC be transferred to your IC. Do not create a new, duplicate record.

Add/Edit/Save Data: Instructions for each field are in the table below. To save new data, click on *Save* at the bottom of the screen. To save revised or edited data, click on *Update* at the bottom of the screen.

Delete: To delete a record, open the record and click on *Delete* at the bottom of the screen. Click on *Yes* in the confirmation window.

Field Name	Description	Options/Definitions
EMIS ID	Internal database number for the record.	Not editable.
Training Year (CY)	Enter the calendar year that the training covers. Use 4 digits.	If an employee completes the training in the next year, the correct entry is still the year covered by the training, e.g., if an employee completes the 2014 annual ethics training in January, 2015, it is the 2014 training year.
Training Date	Enter the actual date when employee completed training.	Use m/d/yy or mm/dd/yy format for date.
Type	Use the drop-down menu to choose the type of training completed.	*Annual, Verbal* = includes the **computer-based training and in-person annual training**. *Annual, Written* = only written materials provided to the employees, no in-person or computer-based training. *New Employee* = new employee orientation, record created after completion of web-based module. *IC Specific* = any training provided by the IC, in addition to the annual and/or new employee. In the module field, indicate topic of training session. *Ethics Official* = professional ethics courses, e.g., OGE courses. In the Module field, indicate provider topic or course. See example below.

Module	Enter information about the content of the module.	Automatically created records will include CBT for annual training and NEO for new employee orientation. Insert description of other training, as noted in Type, above.
Notes	Include relevant information only.	Conserve space, avoid extra lines or spaces.

Upload Files: This function permits you to upload files and attach them to the open record. At the bottom of the screen, click on *Browse*; locate the desired file; double click the file name; add a description of the attachment. Attachments may be pdf, Word, or other formats. However, pdf is preferred to guarantee that others will be able to open the file in the future. Files shall be named as follows, truncating as needed:

Employee hyphen Train hyphen Provider hyphen Description hyphen training date.pdf

Example: On December 15, 2014, Dana Scully, an ethics specialist, attended training provided by the Office of Government Ethics on the topic of free attendance. Certificates were awarded to the attendees.

Training Type = Ethics Official
Module # = OGE Free Attend
File name of the scanned certificate: ScullyD-Train-OGE-FreeAttendance-2014-12-15.pdf
(This file name makes the source, topic, and training date very obvious.)

Document History:

File Name: Q:\EMIS\SOPs\Employee-Forms\Training-Data-Entry.doc

2/16/08   Original document posted. NEO (FEPlyler)
3/18/13   Revised to include new drop-down list contents and consistent format. FEPlyler
4/21/14   Revised. Updated logo and some field instructions. NEO (C.Galvin-Combet)