What is happening?

COVID-19 Training links are being added to UI New Hire. The form featuring this links will be called “COVID-19 Training” and will be added to Step Two, alongside other mandatory trainings. **This will be shown for all universities/employee types.**

When will this happen?

The training is scheduled to go live in UI New Hire on **Tuesday, January 5, 2021.**

What will the new hire see?

All new hires will see a form in Step 2 called “COVID-19 Training”. The form’s language and the training link will vary based on the new hire’s Chart of Accounts.

CHART 1 New Hires

If the new hire is in Chart 1, they will see the following text when they view the form:
Their training link will go to the following Urbana-specific COVID-19 training:

https://covidtraining.research.illinois.edu/

Chart 2, 4, and 9 New Hires

All other Charts (2, 4, 9) will see the following text when they view the form:
The training link will go to the AbilityLMS site for the “all-campus” shared COVID-19 training:

Is the training mandatory? How will I know if a new hire has completed the training?

The training is mandatory, but all training reporting/enforcement will be done by the groups maintaining the training. You will see a new hire form status for this, but it only indicates whether the user has viewed the UI New Hire page. Actual completion of the linked trainings or information about actual completion of linked trainings will be done externally to UI New Hire.

What if a new hire has a problem with the training?

Unfortunately, the UI New Hire team cannot assist with issues that happen at either of the training sites, as we do not have access to the linked teams’ technology/data. Because the trainings were developed/maintained by outside groups, who to contact for support will depend on which training is being used by your new hire:

- For Chart 1 folks attempting to train at the Illinois Office of the Vice Chancellor for Research and Innovation site, please contact Technology Services for assistance with the training.
- For Chart 2, 4, or 9 folks attempting to train at the AbilityLMS site, please email BSSsharedservices@uillinois.edu to create a ticket.