

Prepared by the Office of Human Resources.  
This replaces Administrative Procedure No. A9.160  
dated July 1982.

October 1999

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CAREER MANAGEMENT AND DEVELOPMENT

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A9.160 UNIVERSITY EMPLOYEE TRAINING

1. Purpose

To comply with the Governor's Executive Policy dated July 18, 1963; Title 14, Administrative Rules, Department of Human Resources Development (DHRD); Chapter 10, Employee Development; applicable training provisions of respective collective bargaining agreements; and the University of Hawai'i Board of Regents Policies.

2. Objective

To comply with established policies and procedures for the approval and processing of all training requests of eligible University of Hawai'i employees.

3. Applicability/Responsibility

All full-time University civil service and Board of Regents (BOR) employees are eligible to attend training activities, regardless of sources of funding, provided the training is required by Federal and/or State law(s) or is directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare them for future assignments.

Training specifically for the purpose of obtaining and/or renewing certificates or licenses required for the job shall be the responsibility of the employee, except as mandated by State or Federal laws, or provided for under applicable collective bargaining agreements.

In addition, training requests are not intended for use for informational meetings, presentation of papers, receiving of awards or activities not considered training.

Employees whose employment is less than half-time and/or who are employed for three months or less are not eligible for training activities. There should be reasonable assurance that the knowledge and/or skill acquired by the employee

will remain available to the University for a period of time. Exceptions can be approved with appropriate justification (refer to Attachment 3).

Chief Executive Campus Officers or their official designees (hereinafter referred to as Official Designee) shall have the authority to approve all training requests in accordance with this administrative procedure.

#### 4. Definitions

- a. **Contact Person:** The person responsible for registering the participant(s) for the training and ensuring appropriate payment documents are prepared and processed. In addition, the Contact Person will be notified by the Provider of whether or not the participant(s) is/are confirmed to attend training.

The Contact Person is responsible for meeting all registration and/or payment deadlines.

- b. **DHRD Management Information System for Training (MIST):** DHRD'S computerized registration system accessible only by the Office of Human Resources (OHR). Registration for certain DHRD-Sponsored Training Courses requires input into MIST. See Section 5b(2)(a).

If "HRD" is indicated next to the cost column of the DHRD Training Schedule, registration requires input into MIST by OHR (Refer to Attachment 1 for sample).

- c. **DHRD-Sponsored Training Courses:** All training courses published in the DHRD Training Schedule, regardless of cost and/or Provider.
- d. **Office of Human Resources (OHR)-Sponsored Training Courses:** All training courses sponsored and/or conducted by the OHR, regardless of cost and/or Provider.
- e. **Other Training Courses:** All other training courses not published in the DHRD Training Schedule and/or sponsored by OHR, but sponsored and/or conducted by other State agencies, other UH Campuses/Schools/Colleges/Offices and private organizations, regardless of cost.

- f. Provider: The organization which conducts and receives payment (if applicable) for the training course. The Provider is indicated next to the cost column in the DHRD Training Schedule.

5. Procedures

a. General Information:

- (1) Training fees or registration costs should be processed in accordance with Administrative Procedure A8.250, Small Purchases.
- (2) Appropriate travel documents should be completed in accordance with Administrative Procedure A8.851, Out-of-State and Intra-State Travel, when the participant(s) must travel to attend training.
- (3) OHR shall be responsible for making available the DHRD Training Schedule and the OHR Training Schedule for viewing at the OHR web page (<http://www.hawaii.edu/ohr>).
- (4) Although eligible employees may be approved to attend training courses in accordance with this procedure, the UH Campus/School/College/Office sponsoring the training courses may use its own discretion in determining the propriety of attendance.

b. DHRD-Sponsored Training Courses:

- (1) Submittal/Approval Procedures:

**Official Designees are authorized to approve training requests in accordance with this administrative procedure.**

Complete UH Form 410 (OHR)(Attachment 2). UH Form 410 (OHR) must be submitted to the appropriate Official Designee for approval **no later than 15 working days prior to the start date of the training.** In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official

Designee. See Attachment 3 for instructions on completion of UH Form 410 (OHR).

Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Colleges/Offices shall follow their internal procedures for approval of training.

(2) Registration/Confirmation Procedures:

Upon approval by the Official Designee, the form is returned to the Contact Person listed on the form for registration/payment purposes.

The Contact Person is responsible for meeting all registration and/or payment deadlines.

(a) To register participant(s) in a DHRD-Sponsored Training Course requiring OHR input into MIST, provide OHR with the following information:

1. Course Code and Session Number
2. Name(s) of Participant(s)
3. Social Security Number(s) of Participant(s)
4. Name, Phone Number, and E-mail Address of Department Contact Person

via e-mail to [OHR-train@mail.pers.hawaii.edu](mailto:OHR-train@mail.pers.hawaii.edu) **or** submit a copy of the approved UH Form 410 (OHR) to OHR, Employee Benefits and BOR Employee Relations Section.

Information submittal to OHR must be made as soon as possible, but no later than the MIST registration deadline (15 working days prior to the start date of the training). In the event of untimely submittals, participant(s) may be input into MIST subject to space availability and/or instructor prerogative.

DHRD will notify OHR whether or not the participant(s) is/are confirmed to attend training, and OHR will notify the Contact Person.

Note: If "HRD" is indicated next to the cost column of the DHRD Training Schedule, registration requires input into MIST by OHR.

- (b) To register participant(s) in a DHRD-Sponsored Training Course that does **not** require input into MIST, submit a copy of the approved UH Form 410 (OHR) to the Provider **no later than 15 working days prior to the start date of the training**. In the event the 15 working days suspense date cannot be met, participant(s) may be registered for the training subject to space availability.

The Provider will notify the Contact Person whether or not the participant(s)is/are confirmed to attend training.

Note: If a Provider is not indicated, please refer to the most current DHRD Training Schedule for specific registration procedures.

(3) Payment Procedures:

- (a) For DHRD-Sponsored Training Courses, where DHRD is also the Provider, an invoice will be prepared. Upon receipt of DHRD's invoice, payment must be made payable to DHRD via journal voucher or check and submitted to DHRD.
- (b) For DHRD-Sponsored Training Courses, where the Provider is other than DHRD, payment must be made payable and submitted directly to the Provider.

Note: If a Provider is not indicated, please refer to the most current DHRD Training Schedule for specific payment procedures.

(4) Substitutions:

- (a) For DHRD-Sponsored Training Courses that require MIST registration, once confirmation is made, any substitutions must be made in writing and faxed to OHR with the following

information: Name(s) of substitute(s) and person(s) being replaced, social security number(s) of substitute(s) and person(s) being replaced, and reason(s) for change.

- (b) For DHRD-Sponsored Training Courses **not** requiring MIST registration, substitute(s) must inform the instructor at the start of the class with the name of the employee(s) being replaced and the name of the department.

(5) Cancellations:

DHRD or the Provider must be notified if the participant(s) is/are unable to attend the training course.

Note: If a Provider is not indicated, please refer to the most current DHRD Training Schedule for specific cancellation procedures.

**If there is a fee for the training course and notice is not given within five (5) working days prior to the start of class, no refund will be given.**

c. OHR-Sponsored Training Courses:

(1) Submittal/Approval Procedures:

**Official Designees are authorized to approve training requests in accordance with this administrative procedure.**

Complete UH Form 410 (OHR) (Attachment 2). UH Form 410 (OHR) must be submitted to the appropriate Official Designee for approval **no later than 15 working days prior to the start date of the training**. In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official Designee. See Attachment 3 for instructions on completion of UH Form 410 (OHR).

Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Colleges/Offices shall follow their internal procedures for approval of training.

(2) Registration/Confirmation Procedures:

Upon approval by the Official Designee, register participant(s) via the OHR Training Schedule web page (<http://www.hawaii.edu/ohr>) **or** send e-mail to [OHR-train@mail.pers.hawaii.edu](mailto:OHR-train@mail.pers.hawaii.edu) with the following information:

- (a) Participant's Name, Department, Phone Number, and E-mail Address
- (b) Title and Date of Course
- (c) Name, Phone Number and E-mail Address of Contact Person

**or**, submit a copy of the approved UH Form 410 (OHR) to OHR, Employee Benefits and BOR Employee Relations Section.

**The deadline to register for any OHR-Sponsored Training Course, cost or no-cost, is 15 working days prior to the start date of the training.** In the event the 15 working days suspense date cannot be met, participant(s) may be registered for the training subject to space availability.

OHR will send an e-mail confirmation to the participant, with a copy to the Contact Person.

If the participant and/or the Contact Person does not have an e-mail address, other means of contact will be used.

(3) Payment Procedures (if applicable):

No invoice will be prepared. Appropriate payment documents must be attached to approved UH Form 410 (OHR) and must be submitted to OHR, Employee Benefits and BOR Employee Relations Section. The approved UH Form 410 (OHR) and appropriate payment documents must be received by OHR any time **prior** to the start date of the training, otherwise, participant(s) will not be allowed in the

training.

(4) Substitutions:

Notify OHR, Employee Benefits and BOR Employee Relations Section, of any changes no later than five (5) working days prior to the start date of the training.

(5) Cancellations:

Notify OHR, Employee Benefits and BOR Employee Relations Section, if the participant(s) is/are unable to attend the training course.

**If there is a fee for the training course, and notice is not given within five (5) working days prior to the start of class, no refund will be given.**

d. Other Training Courses:

(1) Submittal/Approval Procedures:

**Official Designees are authorized to approve training requests in accordance with this administrative procedure.**

Complete UH Form 410 (OHR)(Attachment 2). In addition, the Official Designee shall ensure that DHRD or OHR does not provide the same or comparable training course at a lesser cost. Exceptions can be approved by the Official Designee with appropriate justification. Attach justification to UH Form 410 (OHR).

UH Form 410 (OHR) must be submitted to the appropriate Official Designee for approval **no later than 15 working days prior to the start date of the training.** In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official Designee. See Attachment 3 for instructions on completion of UH Form 410 (OHR).

Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Colleges/Offices shall follow their internal procedures for approval of training.

(2) Registration/Confirmation Procedures:

Upon approval by the Official Designee, the form is returned to the Contact Person listed on the form for registration/payment purposes.

Follow the appropriate registration and deadline procedures for that particular training course.

(3) Payment Procedures (if applicable):

Follow the appropriate payment and deadline procedures for that particular training course.

(4) Substitutions (if applicable):

Follow the appropriate substitution procedures for that particular training course.

(5) Cancellations (if applicable):

Follow the appropriate cancellation procedures for that particular training course.

6. Availability of Forms

UH Campuses/Schools/Colleges/Offices may reproduce the form as needed, download from the OHR web page (<http://www.hawaii.edu/ohr>), or obtain from the OHR, Employee Benefits and BOR Employee Relations Section.

7. Attachments

Attachment 1: Sample of the DHRD Training Schedule Reflecting MIST Registration Designation

Attachment 2: UH Form 410 (OHR)

Attachment 3: Instructions for Completing UH Form 410 (OHR)

**DHRD TRAINING SCHEDULE (SAMPLE)**

**Note: Sample only. If "HRD" is indicated next to the cost of the training, then registration requires input into MIST by OHR. In addition, the organization indicated next to the cost of the training is also the Provider (organization which conducts and receives payment for the training).**

**MANAGE YOUR TIME (MYT)**

This class presents tools and techniques to help you manage your time more effectively and efficiently. You will learn how to set goals and priorities, how to plan your daily and weekly schedule, and how to deal with major timewasters such as interruptions, paperwork, and procrastination. **(For Supervisors, Managers, and non-supervisory employees who have discretion over how they use their time).**

Ses 1                      Aug 13                      8-4:00p                      \$0.00-HRD                      Oa SB SOT rm 1403

**MEMORY ENHANCEMENT**

Remembering names, dates, places, and complex material can be made easy as well as fun. Utilizing proven techniques such as the peg system and mnemonics, you will learn the mechanics of memorization while improving your ability to remember. Based on the Super learning method.

BM993ST435A      Nov 8, 10                      8-12N                      \$55.00-KCC                      Oa KCCmano 110

**UNIVERSITY OF HAWAII  
TRAINING REQUEST FORM**

**Attachment 2**

(Check one)

**TYPE OF COURSE:** \_\_\_\_\_ **DHRD-SPONSORED** \_\_\_\_\_ **OHR-SPONSORED** \_\_\_\_\_ **OTHER TRAINING**  
*(Attach Course Description)*

**Course Information:**

**Title** \_\_\_\_\_ **Course Date/Time** \_\_\_\_\_

**Provider** \_\_\_\_\_ **Course Code/Session No.** \_\_\_\_\_  
*(DHRD-Sponsored Training Only)*

**Provider's Address** \_\_\_\_\_ **Training Location** \_\_\_\_\_

**Contact Person Information:**

**Name/Department/Phone No./Fax No./E-Mail Address:** \_\_\_\_\_

**List of Participant(s) (attach separate sheet if needed):**

Name (Last, First, MI)	Soc. Sec. No. <i>(To Be Completed for DHRD-Sponsored Training Only)</i>	Official Title	Division/Section	Phone
1.				
2.				
3.				

**Cost to Department (attach separate sheet if needed):**

Item	Program Cost <i>(Registration/ Tuition Fee)</i>	Per Diem	Air Transportation	Ground Transportation	Justify and List Other Expenses	Total
Per Participant						
Total						

**Note:** If travel is involved, appropriate travel documents should be completed in accordance with A8.851.

**State reason(s) training is essential for participant(s):**

**Signature of Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Official Designee:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print Name of Official Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- I have determined that this training is appropriate for the participant(s) listed above, in accordance with A9.160. Therefore, this request is approved for \_\_\_\_\_ person(s).
- This request is disapproved for the following reason(s):
- Training is not required by Federal and/or State law(s) nor is it directly related to the participant's job so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare for future assignments.
  - Comparable training is available from (circle one) DHRD/OHR at same or lesser cost.
  - Employees whose employment is less than half-time and/or employed three months or less are not eligible to attend training.
  - Training request was submitted late without appropriate justification.

**Instructions for Completing UH Form 410 (OHR)**

1. Use one form per class.
2. Check off the appropriate type of training (DHRD-Sponsored Training Course, OHR-Sponsored Training Course, or Other Training).
3. Complete Course Information section.  
  
Provider: Organization which conducts and receives payment (if applicable) for the training course. The Provider is indicated next to the cost column in the DHRD Training Schedule.  
  
If a Provider is **not** indicated, please refer to the most current DHRD Training Schedule for specific registration and payment procedures. UH Form 410 (OHR) must still be completed and approved.
4. Complete Contact Person Information section.  
  
The Contact Person is responsible for registering participant(s) for the training and ensuring appropriate payment documents are prepared and processed. In addition, the Contact Person will be notified by the Provider whether or not the participant(s) is/are confirmed to attend training.  
  
The Contact Person is responsible for meeting all registration and/or payment deadlines.
5. List participants in order of priority. Attach separate sheet if necessary.
6. Complete Cost to Department section, if applicable. Attach separate sheet if necessary.
7. State reason(s) training is essential for participant(s). Training for eligible employees must be required by Federal and/or State law(s) or directly related to their jobs so as to increase effectiveness, knowledge, proficiency, skill and qualification, or to prepare them for future assignments.  
  
If department requests that an ineligible employee attend training, a written justification explaining why it is essential and/or imperative for the ineligible employee to attend must be attached to the form.
8. Supervisor signs, dates, and prints name and title.  
  
Note: Prior to submitting the UH Form 410 (OHR) to the Official Designee for approval, UH Campuses/Schools/Colleges/Offices shall follow their respective internal procedures for approval of training.
9. Submit form to Official Designee for approval **no later than 15 working days prior to the start date of the training.**  
  
In the event of untimely submittals, a written justification explaining the circumstances which prevented the timely submission of the request must be attached to the form and is subject to review and approval by the Official Designee.
10. Once the training request is approved/disapproved, the form is returned to the Contact Person for appropriate action, i.e., to complete registration process, notify of disapproval, etc.
11. Appropriate action may be taken if an employee attends a training activity without prior approval in accordance with A9.160.