



# How to Enter Training Data in the Statewide Ethics Training Application ('SETA')

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*Targeted information for Agency Users on how to use the Training Completion Interface or Employee Training Data Template*

## Definitions

- **'State Entity'** will be used throughout this document to define state agencies, boards, commissions, authorities, etc.
- **'OSC Data Import'** defines those employees who receive paychecks from the Office of State Comptroller ('OSC') and whose employee HR data is automatically included and refreshed on a regular basis in SETA.
- **'Outlier'** or **'Outlier Agency'** is used to define any State entity that is not included in the OSC Data import.
- **Agency Users** refers to Ethics Officers, Training Compliance Officers and Agency Contacts that are responsible for updating and submitting training information in the Ethics Training Application.
- **Employee HR Records Template** is the preformatted CSV file that can be used by outlier agencies to upload the names of active employees within their state entities. ***Not to be used by agencies included in the OSC Data import.***
- **Employee Training Data Template** is the preformatted CSV file that be used by any state entity to upload ethics training completion information for both the live Comprehensive Ethics Training Requirement and the Online Ethics Refresher.
- **CETC** refers to the live 'Comprehensive Ethics Training Course' mandated in Executive Law § 94.
- **OER** refers to the 'Online Ethics Refresher' Course mandated in Executive Law § 94.
  - **NOTE:** The On-demand CETC available on the Statewide Learning Management System satisfies the OER requirement. The live CETC also fulfills the OER requirement.

## General Information for State Entities NOT included in the OSC Data Import

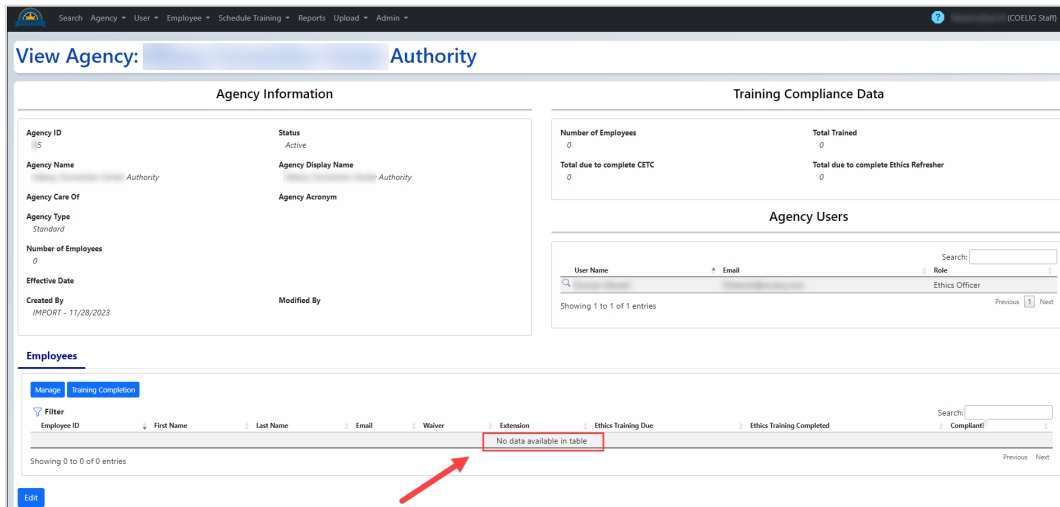
State entities not included in the OSC Data Import can utilize the Excel templates available within the Statewide Ethics Training Application ('SETA') to compile their Employee HR Records Data and Employee Training Data. Outliers must provide a completed Employee HR Records Template **BEFORE** utilizing either of the methods outlined in these instructions. If you have not emailed a completed Employee HR Records template to the COELIG Training team, refer to the '***How to use the Employee HR Records Template***' instructions on the ethics [website](#).

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### How do I know if my state entity is included in the OSC Data Import?

There are two ways to determine if your state entity is included in the Office of State Comptroller Data import.

1. If your employees have an Employee ID number that begins with either a 'N' or 'C' and contain eight numeric digits following – your state entity is included in the OSC Data Import. Employee ID numbers are generally found on employee paystubs.
  - a. **Example** N12345678 or C12345678.
  - b. Employees of the State University and City University campuses are more familiar with their SUNY or CUNY ID numbers – however, this population DOES have standardized OSC Employee ID numbers assigned to them.
2. If your state entity does not have any employees listed in their agency profile in SETA. Under the 'Employee' section a 'No data available in table' message will appear.



### How to use the Employee Training Data Template

Agency Users whose entities are included in the **OSC Data Import** can enter training data a few different ways.

- **Training Completion Interface** – allows you to enter a completion date directly in SETA for either a single employee or group of employees for either the live CETC or online ethics refresher ("OER").
- **Employee Training Data Template** – a preformatted blank Excel spreadsheet available to download from SETA, that allows Agency Users the ability to enter completion dates for all their employees. The COELIG Training Team can also provide a customized template that already includes the Employee ID, and First and Last name of all your employees, minimizing a large portion of the data entry. Email us at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov) for a customized agency-specific training template.

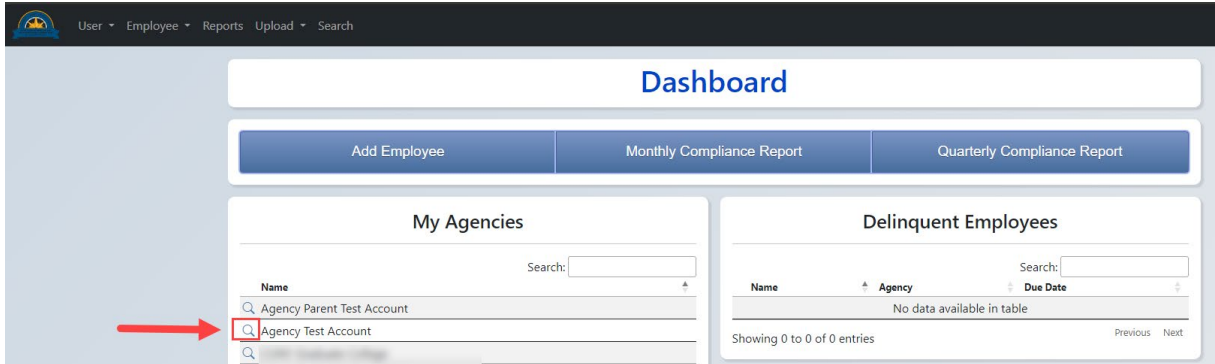
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Agency Users whose entities are Outlier Agencies can utilize the Employee Training Data Template with some exceptions.

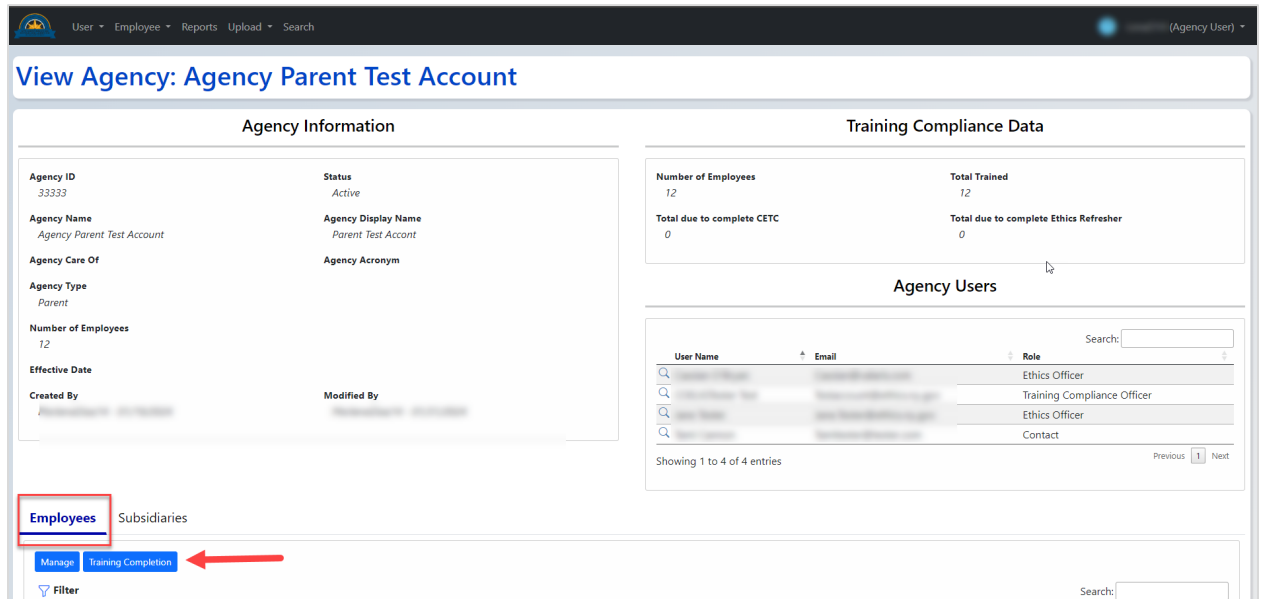
- Outlier Agencies MUST provide an Employee HR Record template to COELIG before we can upload training data.

### SETA step-by-step instructions on using the **Training Completion Interface**

1. From your dashboard, select the agency you are entering training completion information for by clicking on the 'magnifying glass icon' next to the agency name.



2. From the agency profile, click **'Training Completion'** located in the **'Employees'** menu.



### 3. From the Training Completion Interface:

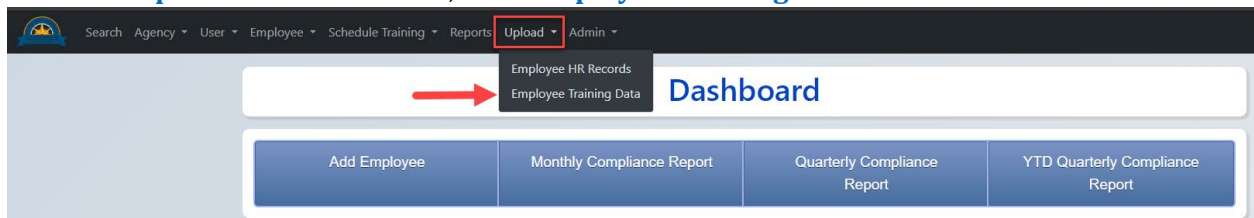
- Select the **'Completion Date'** which is the date the ethics training was completed. Do NOT enter any training completion dates prior to January 1, 2024. Currently, SETA is only accepting ethics training dates for the 2024 calendar year.
- Select the **'Class Type'** – for most employees that will be the Comprehensive Ethics Training Course.  

**NOTE:** Training completion dates will be automatically uploaded into SETA for employees who completed the On-Demand CETC available in the Statewide Learning Management System ('SLMS').
- Select the employees that completed the training on that specified date.
- Visually confirm you have selected the correct employees to enter training dates for.
- Click **'Submit'**.

The screenshot shows the 'Training Completion: Agency Parent Test Account' interface. At the top, there is a navigation bar with 'User', 'Employee', 'Reports', 'Upload', and 'Search'. Below the title, a message states: 'This page will allow you to set the completion date of multiple employees at once.' There is a green button labeled 'File Upload Completion Dates'. Below this, there are two fields: 'Completion Date' (A) with a date format 'mm/dd/yyyy' and 'Class Type' (B) with a dropdown menu set to 'Comprehensive Ethics Training Course'. Below these fields are two tables: 'All Employees' (C) and 'Selected Employees' (D). The 'All Employees' table has columns for Employee ID, Name, Class, Due Date, and Completion Date. The 'Selected Employees' table has columns for Employee ID and Name. At the bottom left, there is a blue 'Submit' button (E) with a red arrow pointing to it.

## SETA step-by-step instructions on using the Employee Training Data Import Option

- From the **'Upload'** main menu item, click **'Employee Training Data'**.



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2. Click the 'Training Template' hyperlink to download the Excel template.

**Upload Employee Training Data**

Training CSV

Please use the provided file for uploading Completed Training [Training\\_Template.csv](#)

**Instructions**

Please use the provided [Training\\_Template](#) to upload ethics training completion data for you agency employees. To utilize this import feature - your employees **MUST** have an Employee ID that begins with a N or C. For questions on what information to include, email the Training Team at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov).

Required Information	Accepted Formats
<ul style="list-style-type: none"><li>• Employee ID</li><li>• First Name</li><li>• Last Name</li><li>• Training Class Code</li><li>• Completion Date</li></ul>	<ul style="list-style-type: none"><li>• Employee ID (Do not leave out trailing or leading zeros)<ul style="list-style-type: none"><li>• N##### (N+8 numeric digits)</li><li>• C##### (C+8 numeric digits)</li></ul></li><li>• First/Last Name<ul style="list-style-type: none"><li>• Alpha Characters, Apostrophe, Hyphen</li></ul></li><li>• Training Class Code<ul style="list-style-type: none"><li>• CETC or OER</li></ul></li><li>• Completion Date<ul style="list-style-type: none"><li>• MM/DD/YYYY</li></ul></li></ul>

3. **Employee ID formatting requirements:**

- a. **Entities that are included in the OSC Data Import** – Do not leave out trailing or leading zeros. (Note: If the Emp. ID starts with 'N0...', be careful to use the number 'zero' instead of the letter 'O'. Everything that follows 'N' or 'C' will be a number, not a letter.)

- N##### (N+8 numeric digits)
- C##### (C+8 numeric digits)

4. **Employee ID formatting requirements for OUTLIER AGENCIES**

- **Outlier Agencies that have Employee ID numbers**

If you maintain your own internal Employee Identification numbering system, for each employee, data enter the SAME unique Employee ID number you entered in the *Employee HR Records template*.

- **Outlier Agencies that do not utilize Employee ID numbers of any kind**

If you DO NOT maintain or assign unique internal Employee Identification numbers for your employees, please contact us at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov).

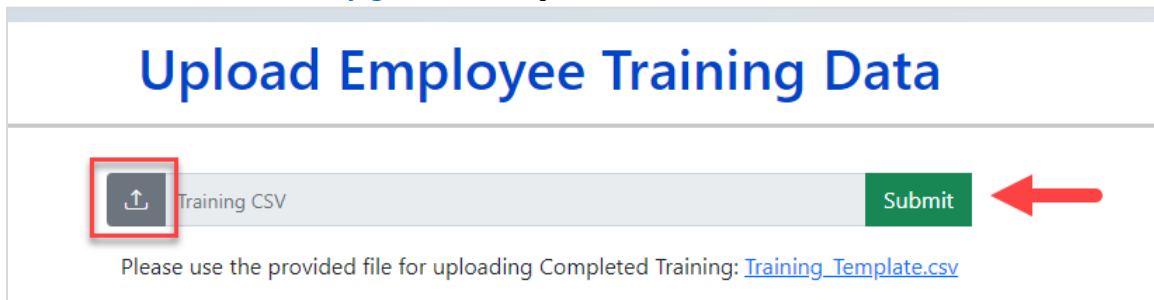
5. When you have finished entering all your employee training information, the template **must** be saved as a **CSV UTF-8 (Comma delimited) CSV file**. The import will **NOT** work if you attempt

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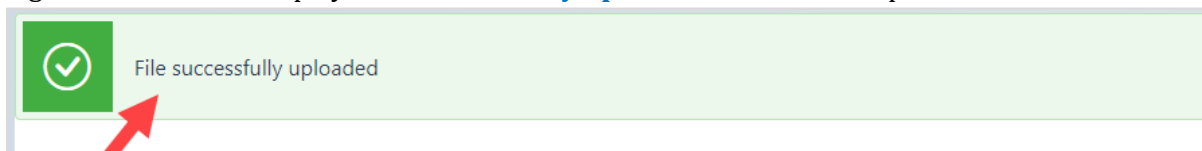
to save it in a different file format. The data must be free of any formatting to upload properly.



6. State entities included in the OSC Data import can directly upload the Training Template into SETA. Outlier agencies will need to email us their training data.
7. To upload the file, click the gray upload icon, locate the file on your computer and click **'Submit'**. If you are an **'Outlier Agency'** email your Employee Training Template to [COELIGEduation@ethics.ny.gov](mailto:COELIGEduation@ethics.ny.gov) do **NOT** upload it.



8. A green banner will display **'File successfully uploaded'** if the data import was successful.



### Common Error Messages

If there are issues with your training data – the application will inform you of the errors within the template. You must correct ALL errors and resubmit the CSV template before any ethics training dates will be recorded in the application.

- **Row #** – indicates which row within the excel template has an error
- **Employee ID** is either empty or not in the correct format
  - **If you are an outlier agency** – you must email us your completed spreadsheet.
  - **If you are an OSC Data import entity** – verify the employee ID begins with a 'N' or 'C' and has (8) numeric digits following.

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- **Completion date is either missing or not in the correct format**
  - Enter training dates using the mm/dd/yyyy format.
- **Training Class Code is missing**
  - Enter **CETC** if entering completion dates for the live Comprehensive Ethics Training Course
  - Enter **OER** if entering completion dates for the on-demand ethics training course. If your employees completed the on-demand ethics training available in the Statewide Learning Management System (SLMS), you do not need to include them in the Excel template – those employees will have their training completion information automatically uploaded on a regular basis.

### CSV Errors

You must correct all errors and resubmit the CSV template before any training dates will be recorded and updated in the application.

Show  entries Search:

Row #	Employee ID	First Name	Last Name	Error
12		Annette	Ac	Employee ID is either missing or no in the correct format.
13		Muftau	Aç	Employee ID is either missing or no in the correct format.
13		Muftau	Aç	Completion Date is either missing or not in the correct format.
14		Anil	Aç	Employee ID is either missing or no in the correct format.
14		Anil	Aç	Completion Date is either missing or not in the correct format.
15		Brian	Aç	Employee ID is either missing or no in the correct format.
15		Brian	Aç	Completion Date is either missing or not in the correct format.
16		Alfredo	Aç	Employee ID is either missing or no in the correct format.
16		Alfredo	Aç	Completion Date is either missing or not in the correct format.
17		Chima	Al	Employee ID is either missing or no in the correct format.
17		Chima	Al	Completion Date is either missing or not in the correct format.
18		Aftab	Al	Employee ID is either missing or no in the correct format.
18		Aftab	Al	Completion Date is either missing or not in the correct format.
25	N1	Rebecca	Al	Employee ID is either missing or no in the correct format.
26	NC	Amber	Al	Training Class Code is missing.
27	NC	Cecilia	Al	Training Class Code is missing.
28	NC	Jon	Al	Training Class Code is missing.
29	NC	Muaad	Al	Training Class Code is missing.
30	NC	Falih	Al	Training Class Code is missing.
31	NC	Tammy	Al	Training Class Code is missing.
94	N1	James	Be	Employee ID is either missing or no in the correct format.
150	NC	WILLIAM	BF	Employee ID is either missing or no in the correct format.
165	N1	Yolanda	C	Employee ID is either missing or no in the correct format.