



# How to use the Employee HR Records Template in the Statewide Ethics Training Application ('SETA')

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*Targeted information for Outlier Agencies whose employee information is not included in the OSC Data Import*

## 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.***

## General Information for State Agencies that are included in the OSC Data Import

State Entities included in the OSC Data Import should only use the Employee Training Data Template to enter training completion information on behalf of their employees. Do NOT use the HR Employee Records template to update employee information. Your employee information on behalf of your entire entity will automatically be refreshed by OSC on a regular basis.

## 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 Data and email the completed Excel templates to the Training Team to be uploaded into SETA at a later date by our ITS team.

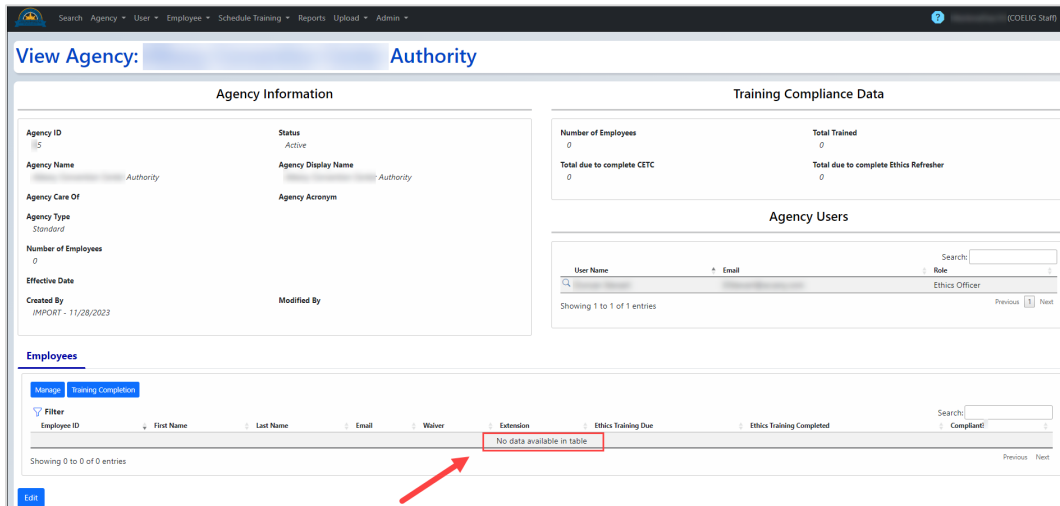
## How do I know if my state entity is included in the OSC Data Import?

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.

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- 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.



## Employee HR Records Template | General Information for Outlier Agencies

### Who should be captured in the Employee HR Records Template?

Only include ACTIVE employees in your Employee HR Records Templates. Do NOT include any employees that have left state service or have left your state entity and transferred to another state entity.

### Who should use the Employee HR Records template (available to download in SETA)?

**Outlier agencies** should use the *Employee HR Records template*. Any state entity that is included in the OSC Data Import should NOT use the Employee HR Records template – your employee information will automatically be updated by OSC on a regular basis.

### Required Fields unless otherwise indicated:

#### 1. Employee ID

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

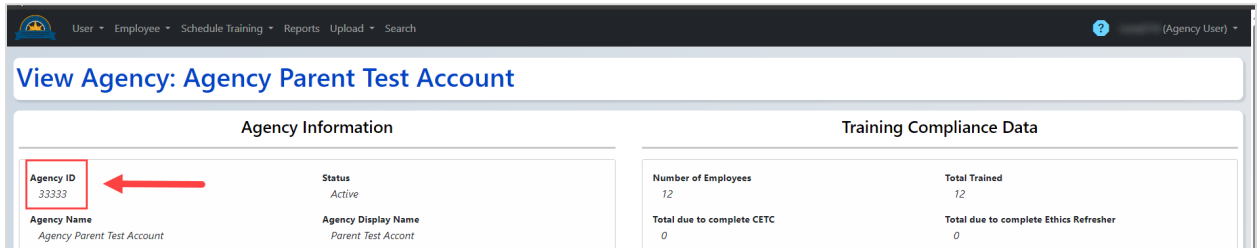
If you maintain your own internal Employee Identification numbering system, data enter the unique Employee ID numbers assigned to each employee in the *Employee HR Records template*.

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

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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).

2. **Agency ID** – the code assigned to your state entity, located at the top right-hand corner of your agency profile.



The screenshot shows a web interface for viewing an agency profile. The title is "View Agency: Agency Parent Test Account". The page is divided into two main sections: "Agency Information" and "Training Compliance Data".

| Agency Information                               |   | Training Compliance Data               |  |
|--|---|--|--|
| <b>Agency ID</b><br>33333                        | <b>Status</b><br>Active                           | <b>Number of Employees</b><br>12       | <b>Total Trained</b><br>12                         |
| <b>Agency Name</b><br>Agency Parent Test Account | <b>Agency Display Name</b><br>Parent Test Account | <b>Total due to complete CETC</b><br>0 | <b>Total due to complete Ethics Refresher</b><br>0 |

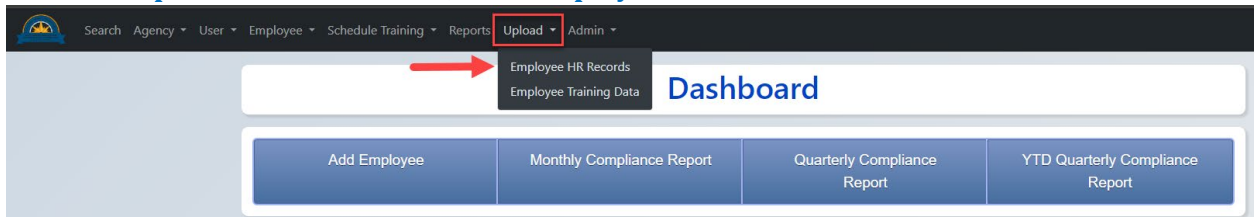
A red box highlights the "Agency ID" field, and a red arrow points to the value "33333".

3. **First and Last Name** – Alpha Characters, Apostrophe and Hyphen are accepted formats.
4. **Email address** – include your state-issued work email address. **DO NOT use email addresses of shared inboxes or personal email addresses.** A State-issued Email address is required for any employee you plan to enroll in a COELIG live ethics training.
5. **Phone (optional)**
6. **Hire Date** – any employee with a hire date after June 13, 2024, will be labeled in SETA as a 'new hire' and will be assigned a 90-day due date to complete the live CETC requirement. **DO NOT include a hire date for existing employees.** Existing employees will all be given a 12/31/2024 due date to complete the CETC.

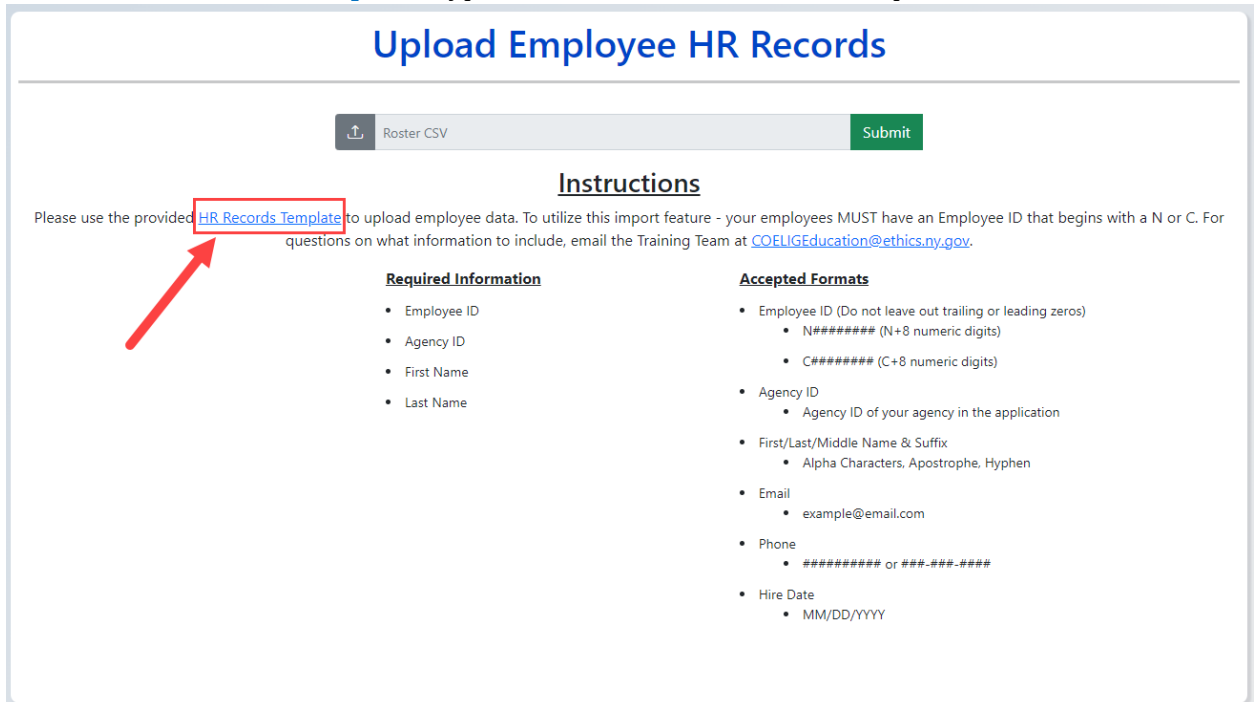
### Employee HR Records Template | SETA step-by-step instructions

If your entity is an outlier agency – please follow these steps but **DO NOT** attempt to upload the template. Instead, please send it as an email attachment to us at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov). Currently, the import functions are only automated for those state entities whose Employee IDs begin with an ‘N’ or ‘C’.

1. From the ‘**Upload**’ main menu item, click ‘**Employee HR Records**’.



2. Click the ‘**HR Records Template**’ hyperlink to download the Excel template.



3. Begin entering the required and optional information. Refer to page 3 for information on the Employee ID field.
4. Special information regarding the ‘**Hire Date**’ field: If you do NOT currently have any employees listed in your state entity, for your initial upload, you can leave the ‘Hire Date’ blank for your existing employees. Only include a Hire Date for those individuals who are brand new to your state entity and are required to take training within 90 days.
5. When you have finished entering all your employee information, the template must be saved as a **CSV UTF-8 (Comma delimited) CSV file**. The import will **NOT** work if you attempt to save it in a different file format. The data must be free of any formatting to upload properly. If you do

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NOT have the ability to save the file in the required format – email us at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov) and we will assist you. The file format is available to anyone with access to Microsoft Excel.

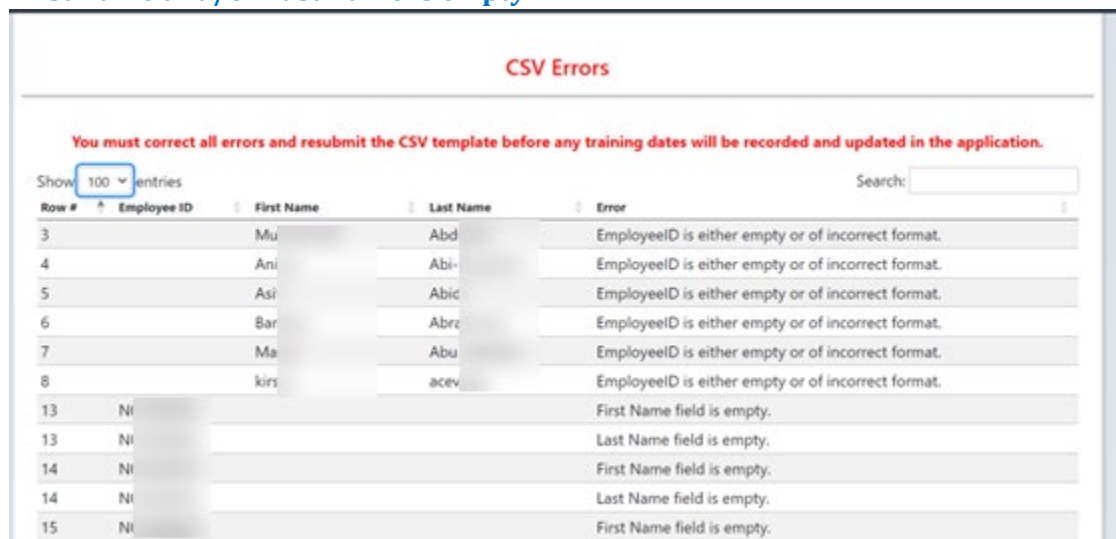


6. Email your completed HR Employee Template as an attachment to [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov). **DO NOT upload it.**

### 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
- **EmployeeID is either empty or not in the correct format.** If you are an outlier agency – you must email us your completed spreadsheet to allow our ITS partners to upload your HR employee on your behalf.
- **First Name and/or Last Name is empty**



| Row # | Employee ID | First Name | Last Name | Error  |
|-------|-------------|------------|-----------|--|
| 3     |             | Mu         | Abd       | EmployeeID is either empty or of incorrect format. |
| 4     |             | Ani        | Abi-      | EmployeeID is either empty or of incorrect format. |
| 5     |             | Asi        | Abic      | EmployeeID is either empty or of incorrect format. |
| 6     |             | Bar        | Abre      | EmployeeID is either empty or of incorrect format. |
| 7     |             | Ma         | Abu       | EmployeeID is either empty or of incorrect format. |
| 8     |             | kirs       | acev      | EmployeeID is either empty or of incorrect format. |
| 13    | Ni          |            |           | First Name field is empty.                         |
| 13    | Ni          |            |           | Last Name field is empty.                          |
| 14    | Ni          |            |           | First Name field is empty.                         |
| 14    | Ni          |            |           | Last Name field is empty.                          |
| 15    | Ni          |            |           | First Name field is empty.                         |

Questions? Email us at [COELIGEducation@ethics.ny.gov](mailto:COELIGEducation@ethics.ny.gov) – we are happy to help!