



Statewide Ethics Training Application Launch Information

Frequently Asked Questions since the June 13, 2024 phase 2 launch

Definitions

- **'SETA'** defines the Statewide Ethics Training Application.
- **'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.
- **CETC** refers to the live 'Comprehensive Ethics Training Course' mandated in Executive Law § 94.

FAQs | OSC Data Import

1. How often does data refresh from OSC to SETA?

Our ITS team receives a new file the first week of every month. **The most recent data refresh occurred on July 2, 2024.** Modifications were made to the original OSC Data file that was uploaded on 6/13/2024. The new data file has removed employees that were previously listed with the following status codes: retired, transferred, and left state service. Additionally, any new hires that were added by the OSC Data Import, now have a 9/30/2024 live CETC due date automatically added to their employee profile. The next OSC Data refresh is scheduled for the first week of August.

2. The COELIG Training Team is requesting I verify all agency employees have been captured in the OSC Data Import. What kind of employee information am I being asked to verify?

Agency Users should review their agency profiles to ensure that after the July 2nd OSC data refresh, employees that have left state service, retired, or transferred, no longer appear in your agency profile. Depending on the effective date, employee status changes generally take three weeks to process by OSC. ***Employee status changes submitted in late June will not appear until the August OSC Data refresh.***

Additionally, if there are employees that are 'missing' from your agency profile, please email us at COELIGEducation@ethics.ny.gov and provide us with the employee ID, and first and last name information of any missing employees. We currently maintain a spreadsheet of around 50,000 employee names that were imported into SETA that do not have an agency assigned to them. We ask Agency Users to assist us in that 'data clean-up' by identifying any 'missing' employees that we can reconcile within our discrepancy spreadsheet.

SETA Phase 2 Launch | Training Related FAQs

3. Will employees that have left state service or transferred to another state agency be removed from my agency profile?

Agencies whose employee information was provided to us by the OSC Data Import must have their leave or transfer processed by OSC first before it can be reflected in SETA. The July 2nd data refresh resolved most issues. Any reconciliation must be addressed between you, the agency user, and OSC to have the records accurately reflected in SETA.

4. What happens to employees that are either rehired after a short period of time or are on and off payroll frequently (for example adjunct lecturers)? Will they get a “due in 90 days” email each time they are “hired” or will their past record stay?

- If the employee **does not** have a training completion date recorded in SETA for the calendar year – once the employee is rehired – the 90-day live CETC requirement applies.
- If the employee does have a training completion date recorded in SETA and the rehire occurs during the same calendar year the training was completed – the training completion date will carry over.

5. I attempted to update email addresses of employees whose email information is blank but I am asked for the hire date and phone number – am I doing something wrong?

Agency Users that want to manually update email addresses within the employee profile instead of using a spreadsheet will be asked to include a phone number and ‘hire date’. The enhancement to remove these fields as ‘required’ is scheduled to deploy the week of July 8th. As a workaround and more permanent solution, from your agency profile, click the ‘manage’ button to view your entire agency employee roster. Click on the pencil icon next to the name of the employee you would like to update email information for. You can currently bypass the phone and email requirement using this method.

6. What employees are included for SUNY? Student Assistants? Graduate Assistants?

The OSC Data Import contained specific agency codes assigned to individual SUNY campuses and contained the following payrolls:

- student assistant employees, contractor union payrolls (painters, electricians, etc.)
- college work study payrolls that contain students paid from a federal work study grant, and
- graduate student employee payroll – a payroll unionized and represented by GSEU

The OSC Data Import contains special agency codes for SUNY that impacts over 1,600 employees. We are in active discussions with SUNY administration to help us determine which agency codes are considered state employees and are required to complete ethics training.

If you have SUNY employees that are missing from your agency profile, contact us at COELIGEducation@ethics.ny.gov and provide us with a few examples so we may research any potential discrepancies.

FAQs | Training Data Entry

7. How should training dates be recorded in SETA for employees who completed the CETC in 2023 and again in 2024?

Currently, SETA is only able to record training data for the **2024 calendar year**. Enter the most recent CETC completion date for employees that completed the live CETC in 2024. Once submitted, those employees will automatically be given a new due date to complete the ethics refresher training on or before 12/31/2025.

8. I have employees that completed both the live CETC and the on-demand ethics training available in SLMS in 2024 – how should I record their training information?

It depends – you will have the greatest flexibility in 2025 if you record your employees' most recent live CETC completion date. Any employee that completed the CETC in 2024 will be able to complete the on-demand ethics training in SLMS for the 12/31 2025 due date – in contrast – for any employee you enter the on-demand training completion date for – that employee will be required to complete live CETC training again in 2025.

9. I have employees that completed the live CETC more than once in 2024 – how should I record their training information?

Enter the most recent CETC completion date for employees that completed the live CETC in 2024. As a reminder, only one training is required per year.

10. What happens if an employee is employed at multiple agencies? Will the training completion at one agency be reflected at the other(s)?

We are actively working with our ITS team to develop a solution that will allow training completion information to be visible to employees that have multiple agencies. Do not assign additional agencies to employees – additional agency information will be overridden during the next OSC Data import.

11. I have employees who completed the live CETC with COELIG – will COELIG enter their training completion information?

The COELIG Training Team is attempting to update as many training records as possible for employees who have taken a live CETC with us in 2024 – however, it is an incredible administrative undertaking to reconcile the hundreds of employees who are either missing employee ID numbers or provided us with inaccurate information during the enrollment process. If you have the training data and can mark your own employees completed – that helps us as we continue our data cleanup efforts.

12. I train the CETC on a regular basis and so do other Agency Users at my agency – how should we record our own training data?

In this case, record your most recent live CETC training date in your employee profile. Do not continue to update your CETC completion date throughout the year for each delivery you directly train and/or audit. Once you provide your initial CETC completion date – SETA will automatically create a new ethics refresher class and assign you a due date of 12/31/2025. SETA will not allow you to enter a completion date in 2024 for a training due in 2025.

13. Can I enter training completion dates for a training due in 2025 in 2024?

No. SETA will not allow you to enter a completion date in 2024 for a training due in 2025.

14. State entities with their own Learning Management System ('LMS') - What will be the process after September 30? Do we continue tracking/notifying through our own LMS and then upload training data monthly? Or will agencies track only through SETA?

You can continue to track and notify employees within your own LMS – as long as you update your training information in SETA on a monthly basis.

FAQs | System-generated email notifications

15. What emails will be sent to employees via SETA?

System-generated notifications have not been enabled yet. Once operational, employees will receive training reminders, and non-compliant training notifications. Email notifications on open training dates at COELIG will be sent to agency users (ethics officers, training compliance officers and contacts). At this time – we do not plan to directly send email notifications to employees regarding our training availability here at COELIG – we will communicate our live CETC training schedule with agency users and request that agency users share that information with their employees.

16. Does the agency get notified for non-compliant employees? If so, at what point?

Yes. All existing state employees have an annual training due date of 12/31 of each year. COELIG will begin compiling 'non-compliant' employee information early January 2025 and will begin sending notices out mid-January.

17. Can you provide clarification on communications to employees. If we are still tracking and notifying through our own LMS, we don't want employees to be confused because they are receiving notification from the Education team and from us.

We have not implemented the email notifications in SETA – we are developing an enhancement that allows the COELIG Training Team the ability to exclude certain agencies from system-generated notifications – we can revisit this topic as we get closer to implementing system-generated notifications.