

Updating Employee Training Records in the Statewide Ethics Training Application (SETA)

Q: I entered a completion date for an employee but selected the wrong class – *what do I do?*

Instructions on how to update an employee’s training record by correcting the completion date or the name of the class completed - Comprehensive Ethics Training Course (CETC) or Online Ethics Refresher (OER).

Note: An employee identified as a ‘new hire’ with a 90-day due date cannot have their training record updated to enter the completion date of the OER.

Step-by-step ‘how to’ instructions

1. **How to access your agency profile** – from your dashboard – locate the ‘My Agencies’ section and click the ‘magnifying glass’ icon next to the name of the agency profile you would like to open/view. The magnifying glass icon allows you to open/view different screens within SETA.

The screenshot shows the SETA Dashboard with a navigation bar at the top containing: Submit Monthly Training Information, User, Employee, Schedule Training, Reports, Upload, and Search. The main dashboard area is divided into several sections:

- Dashboard** (Title)
- Submit Monthly Training Information**, **Add Employee**, **Monthly Compliance Report**, and **Quarterly Compliance Report** (Action buttons)
- Reports Due** (Table with 5 rows: Division of the Budget (12), QWE (0), Agency Test Account (6), Executive Chamber Executive Department (12), Roswell Park Cancer Institute (12))
- Submissions from Previous Month** (Table with 0 entries)
- My Agencies** (Section with a search bar and a list of 13 agencies. A red arrow points to the magnifying glass icon next to 'Agency Parent Test Account').
- Delinquent Employees** (Table with 143 entries)

From your Agency Profile:

- A. Enter the employee's name in the 'Search box' located under the 'Employees' tab.
- B. Click the 'magnifying glass' icon next to their name to access their Employee Profile.

Agency Information

Agency ID 000	Status Active
Agency Name Office of the State	Agency Display Name Office of the State
Agency Care Of	Agency Acronym
Agency Type Standard	
Number of Employees 2763	
Effective Date	
Created By IMPORT - 01/31/2024	Modified By

Training Compliance Data

Number of Employees 2763	Total Trained 2511
Total due to complete CETC 59	Total due to complete Ethics Refresher 0

Agency Users

Search:

User Name	Email	Role
Camille		
Victor		

Showing 1 to 2 of 2 entries Previous 1 Next

Employees Training History

Manage Training Completion

Filter

Search:

Employee ID	First Name	Last Name	Email	Waiver	Extension	Ethics Training Due	Ethics Training Comp
N0	CEL	SCRIVEN	N	N	12/31/2024	11/25/2024	Y

Showing 1 to 1 of 1 entries (filtered from 2,763 total entries) Previous 1 Next

Edit

- C. From the employee profile – click the ‘pencil icon’ next to the ‘completed’ training you want to modify.

Employee View: CE SCRIVEN Trained

Employee Information

Employee ID	Hire Date	Status
NO		Active
First Name	Middle Name	Last Name
CEL	M	SCRIVEN
Suffix	Supervisor/Manager	Phone
Business Email	NY.Gov ID	
cs		
Created By	Modified By	
SETI FILE PROCESSOR - 6/12/2024 7:55:05 PM	SETI FILE PROCESSOR -	

Assigned Agencies

Search:

Agency Name
Office of the State

Showing 1 to 1 of 1 entries Previous 1 Next

Agency Users

Search:

Agency Contact	Email	Agency Name	Role
Victor		Office of the State	
Camille		Office of the State	

Showing 1 to 2 of 2 entries Previous 1 Next

Training | Extensions | Waivers | Activities | Agency History | Email History

Export

Class	Status	Due	Completed	Extension	Extension Due	Waiver	Created	Submitted
Online Ethics Refresher	Open	12/31/2025		N		N	11/25/2024 11:43:20 AM	
Comprehensive Ethics Training Course	Completed	12/31/2024	11/25/2024	N		N	6/12/2024 7:55:13 PM	11/25/2024 11:43:20 AM

Showing 1 to 2 of 2 entries Previous 1 Next

Edit

- D. Click the ‘Course Name’ drop down and select the appropriate class.
- E. If necessary, modify the ‘Completion Date.’
- F. Click ‘Submit’

Update Training

*Course Name D

Online Ethics Refresher

Comprehensive Ethics Training Course

Online Ethics Refresher

*Due Date

12/31/2024

Completion Date E

04/15/2024

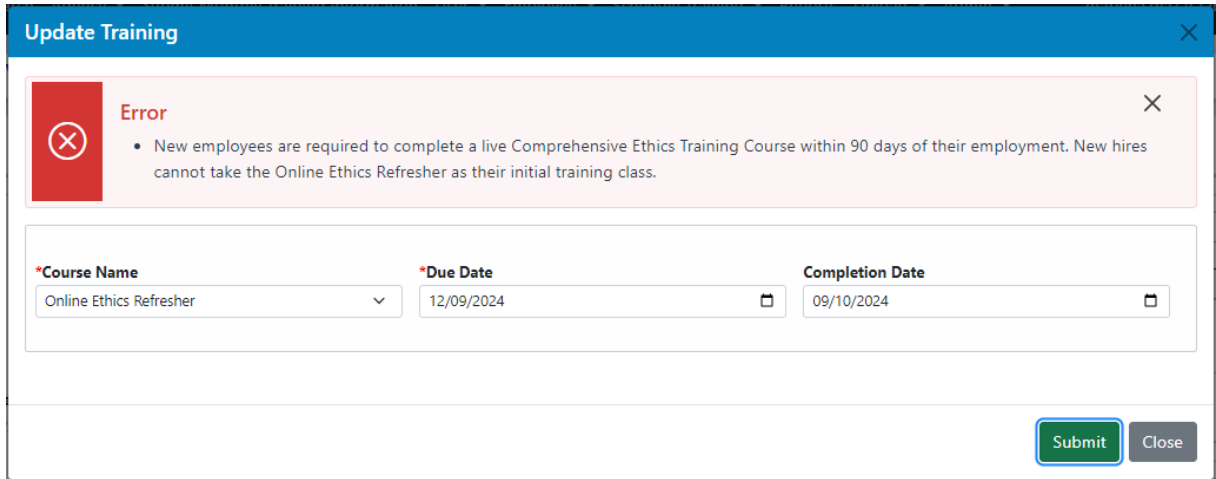
F Submit Close

- 2. The ‘Training Successfully Updated’ green banner will display, and the new open class will automatically be updated.

Employee View: Trained

✔ Training Successfully Updated ✕

3. If you see the following **Error message** – the employee record you are attempting to update is identified as a **‘new hire’** in SETA and their training record cannot be updated to reflect the OER as their initial completed training class.



The screenshot shows a web form titled "Update Training" with a blue header. Below the header is a red error message box with a white 'X' icon. The error message reads: "Error" followed by a bullet point: "New employees are required to complete a live Comprehensive Ethics Training Course within 90 days of their employment. New hires cannot take the Online Ethics Refresher as their initial training class." Below the error message is a form with three input fields: "*Course Name" (a dropdown menu showing "Online Ethics Refresher"), "*Due Date" (a date field showing "12/09/2024"), and "Completion Date" (a date field showing "09/10/2024"). At the bottom right of the form are two buttons: "Submit" (green) and "Close" (grey).

If you believe this is an error – you may override the error by entering a ‘Hire Date’ in the employee profile.

Need help?

Email us at COELIGEducation@ethics.ny.gov.