SETA TIPS & TRICKS

Statewide Ethics Training Application

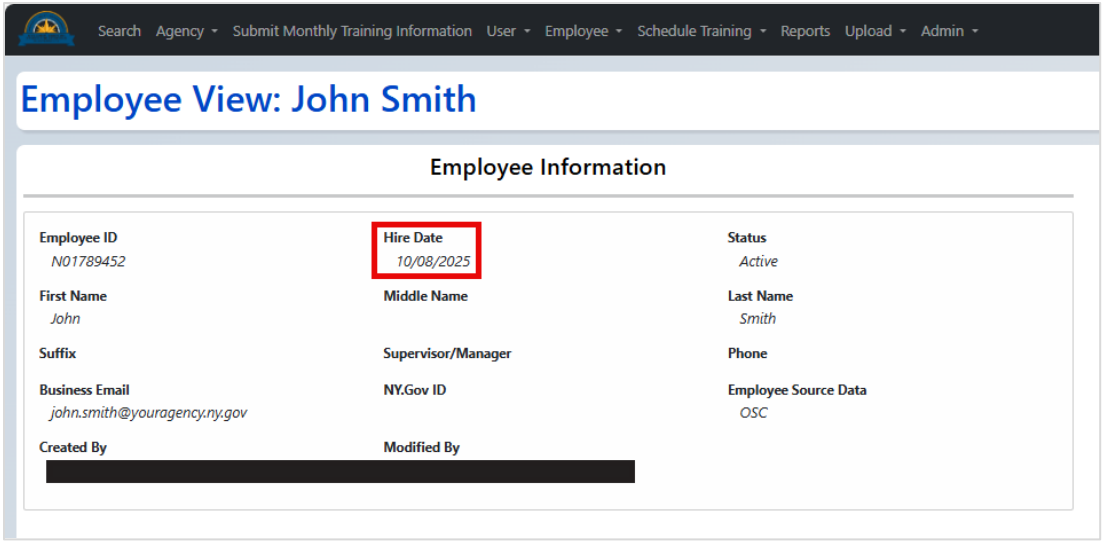
Managing New Hires during the Fourth Quarter (Q4) (October – December) OSC Payroll Data Refresh

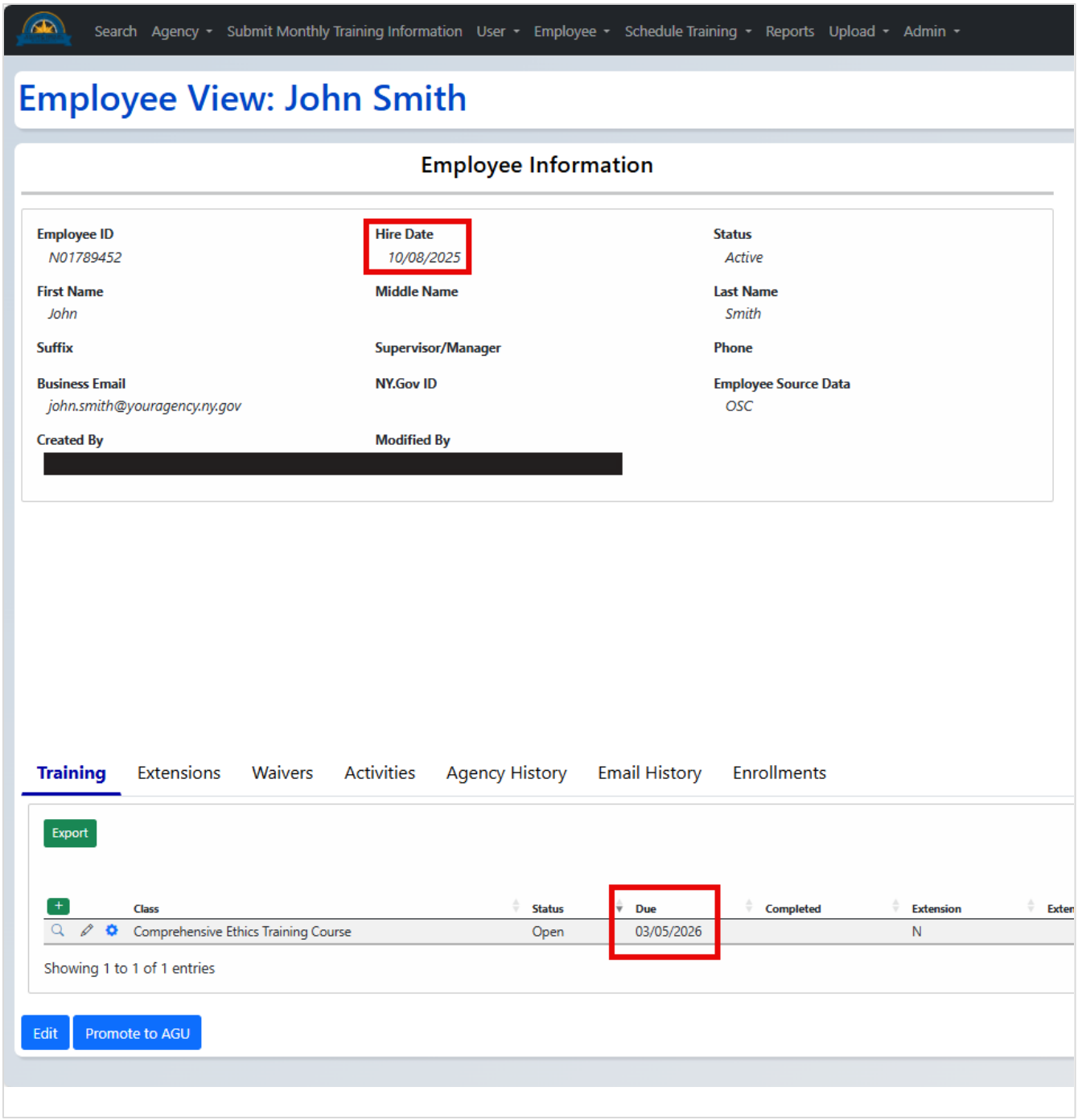
Employees added to the Statewide Ethics Training Application (SETA) between October 3, 2025, and December 31, 2025 (Q4) will have due dates that extend into the 2026 calendar year.

"New Hire" due dates are set 90-days from the date an employee is uploaded into SETA; it does not reflect the employees true hire date.

Please note: There is approximately an eight-week lag in data provided by the Office of the State Comptroller (OSC). As a result, a newly hired employee may not appear as an active employee in SETA until ~8 weeks after their hire date.

- ***Example***: John Smith was hired on 10/8/2025. His name did not appear on the OSC Payroll file until the December monthly refresh. COELIG uploaded the payroll file on 12/5/2025. John was added as a new hire to SETA on 12/5/2025 and was automatically assigned a 90-day CETC due date of 3/03/2026.





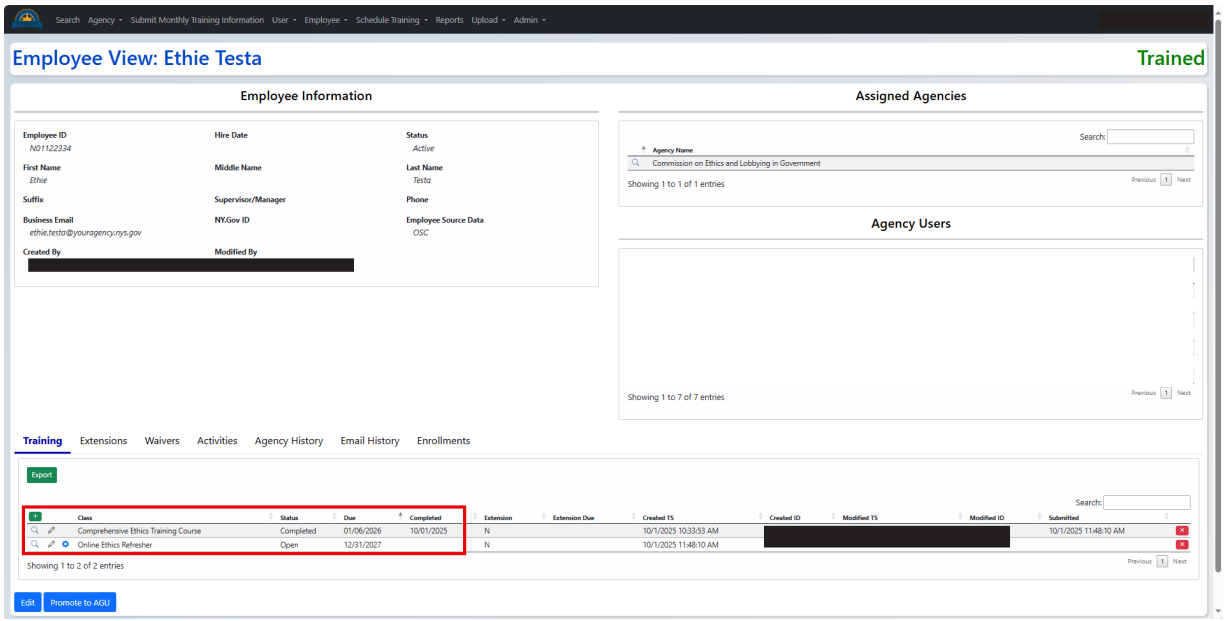
Q4 New Hire Training Schedule

New Hires are assigned a 90-day live CETC due date that will extend into the first quarter of 2026. We recommend that you direct these employees to attend a live CETC training either with COELIG or at your agency. Any employee that is added as a 'new hire' with a 2026 CETC due date is not eligible to take the on-demand MP4 as their initial class. The interim training schedule approved by the Commission board expires on 12/31/2025. The expiration date of the interim policy is based on the CETC due date.

HIRE MONTH	LIVE CETC (in person or remote)	ONLINE ETHICS REFRESHER
October 2025	Complete live CETC between 12/30/2025-1/29/2026	Complete Ethics Refresher Training on or before 12/31/2027
November 2025	Complete live CETC between 1/30/2026-2/28/2026	Complete Ethics Refresher Training on or before 12/31/2027
December 2025	Complete live CETC between 3/1/2026-3/31/2026	Complete Ethics Refresher Training on or before 12/31/2027

Q4 New Hire Training Completions

If the new hire completes a live CETC in 2025 or 2026, the due date to complete the online ethics refresher is on or before December 31, 2027. SETA is currently programmed to generate the next class due based on the *initial* due date, rather than the completion date.



Questions?

Contact the COELIG Education Team at COELIGEducation@ethics.ny.gov