SETA TIPS & TRICKS

Statewide Ethics Training Application

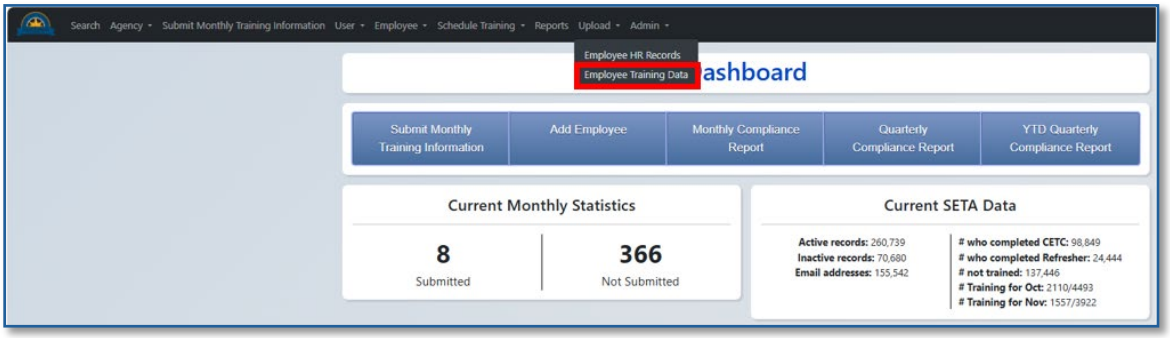
Training Data Upload

How to use the Training Data Upload

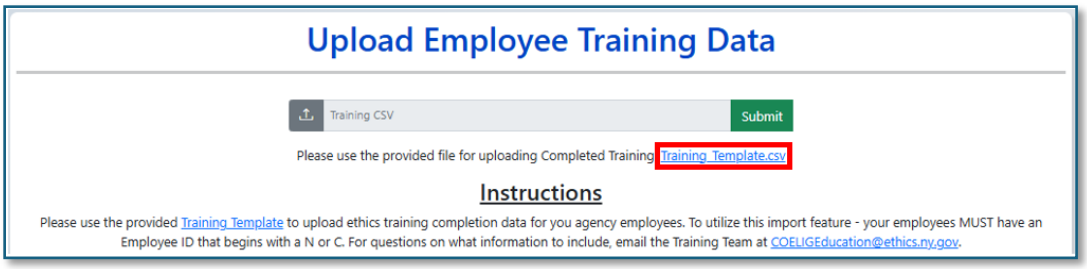
Want to submit your entire agency's training data all at once?

If you have multiple employees that have completed Ethics Training, you can upload their training completion data all at once by utilizing the 'Employee Training Data' upload feature in SETA.

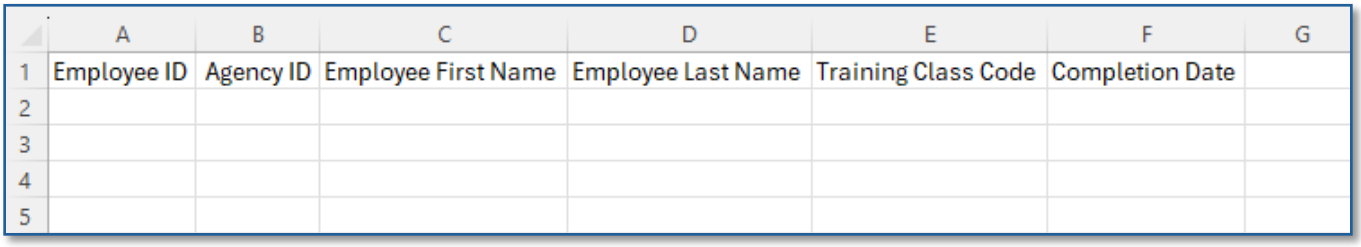
1. From the SETA dashboard, select Upload and then Employee Training Data



2. Use the Training Template CSV file to upload ethics training completion data for your agency employees. Click on the 'Training Template.csv' hyperlink to automatically download the template to your computer.

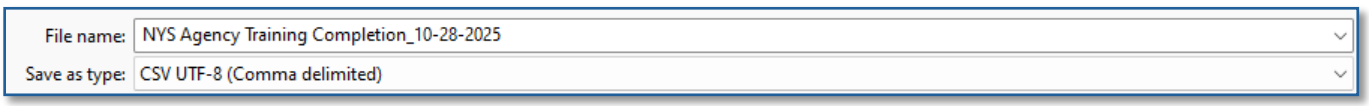


3. Enter the required information in each column of the CSV file, ensuring that the data matches the corresponding headers.
    - Employee ID
        - OSC Employees (Do not leave out trailing or leading zeros)
            - N######## (N+8 numeric digits)
            - C######## (C+8 numeric digits)
        - Non-OSC Employees
            - Alpha Characters, Numbers, Special Characters are accepted
    - Agency ID
        - Enter the Agency ID, located in the top left corner of your agency profile in SETA.
    - First Name
        - Alpha Characters, Apostrophe, Hyphen are accepted
    - Last Name
        - Alpha Characters, Apostrophe, Hyphen are accepted
    - Training Class Code – only enter CETC or OER in this column.
        - CETC: Live Comprehensive Ethics Training Course delivered in-person or remotely via Webex/Teams.
        - OER: On-Demand Ethics Training via (COELIG's YouTube channel, or online certification in SETA), your agency's internal Learning Management System, or via the Statewide Learning Management System (SLMS)
    - Completion Date – enter in the below format.
        - MM/DD/YYYY

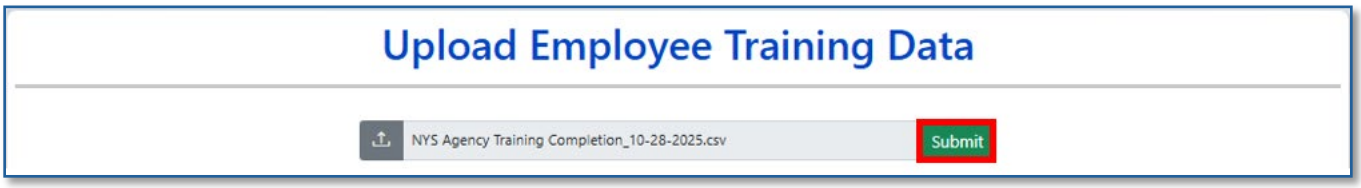


	A	B	C	D	E	F	G
1	Employee ID	Agency ID	Employee First Name	Employee Last Name	Training Class Code	Completion Date	
2							
3							
4							
5							

4. Save the training template as a CSV UTF-8 (Comma Delimited) CSV file



5. Click the gray 'Upload' icon, locate your file, and click Submit



Record issues or upload errors

Below are some of the most common upload errors:

1. They employee was not active in SETA yet: The employee has completed the course before their employee profile was active in the system. Generally applicable to those employees whose agency utilizes the OSC payroll file.
2. Entered incorrect information: For example, the employee's name or employee ID is different than what is in the employee profile in SETA.
3. Training Data already in SETA: For example, the employee has already satisfied their training requirement for the calendar year.
4. Incorrect Training Completed: For example, the employee took an On-Demand class but was required to take a live training to satisfy their training requirement for the calendar year.

For questions on what information to include or any errors that you receive, email the Training Team at COELIGEducation@ethics.ny.gov.