

Huckaba, Richard C

From: Messer, Toni R
Sent: April 09, 2007 16:42
To: Wildenthal, Bryan H
Cc: Nelsen, Robert S; Huckaba, Richard C; Subhani, Mohammed A
Subject: Compliance Training: Incomplete List for Academic Affairs
Follow Up Flag: Follow up
Due By: April 10, 2007 12:30
Flag Status: Red
Attachments: Academic Affairs Incomplete List.doc

Dr. Wildenthal:

Attached is a listing of employees in Academic Affairs that have not completed their required annual compliance training via the Training Post. Training should have been completed by March 31st. As we discussed in the February Audit and Compliance Committee meeting, we contacted the employees who had not taken the training as of February and reminded them of the March 31st due dates. The employees in the attached list had not completed their training as of April 6, 2007.

We will be providing a list to the Audit and Compliance Committee of all employees who have not completed their required training as of April 30, 2007. Please review the list and remind these employees to complete their training before April 30th.

Please notify Ali Subhani, our Compliance Coordinator, at alisubhani@utdallas.edu, if you need further information or have any questions or comments regarding the attached listing, such as employees who might have terminated or transferred.

Thank you for your assistance.

Toni Messer

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