

October 27, 2010

ADMINISTRATIVE PROCEDURE MEMORANDUM NO. 10-14

TO: University Administrators and Chancellors

M.R.C. Greenwood

President

Mul Selnward FROM:

President

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE A9.160 -

UNIVERSITY EMPLOYEE TRAINING

Transmitted herewith is the revised Administrative Procedure A9.160 – University Employee Training. The procedure provides instructions for the approval and processing of all training requests for eligible University employees. The revisions include allowing each campus/school/program to establish its own internal procedures to document and approve training requests, which may include the use of the UH Form 410; eliminating the requirement to use the UH Form 410 in situations where travel is required; and removing the outdated procedure to process training courses sponsored by the State Department of Human Resources Development.

Please call the Office of Human Resources at 956-8643 should you have any questions on this procedure.

Attachment