HUMAN RESOURCES

Training Management System (TMS) Guidelines

Clemson provides a Training Management System (TMS) to effectively create, deliver, monitor, and assess the training required by the University. These guidelines mandate the rules for the appropriate management, maintenance, and use of the TMS.

1. **TRAINING MANAGEMENT SYSTEM (TMS) ACCESS**
   1.1 All employees and student workers will be provided access to the TMS.
   1.2 Contact the Office of Human Resources (HR) for accessibility information for contingent workers and affiliates.
   1.3 Contact HR to request an accommodation for completion of required training.

2. **SYSTEM OF RECORD**
   2.1 The TMS is the official system of record for University-wide required training and must be used for training that is required University-wide for a position type (i.e., all faculty, all staff, all supervisors), regardless of the Responsible Office/owner of the training content.
   2.2 Use of the TMS for all job-related training requirements, while preferred, is not required.
      2.2.1. Departments with existing training systems may maintain training materials and compliance details in their current system.

3. **TMS PROCESS FOR REQUIRED TRAINING**
   3.1 All employees and student workers will be automatically enrolled in all University required training through the TMS.
   3.2 All timelines for completion of required training will be indicated in the TMS.
   3.3 Automated TMS emails will be sent to employees and supervisors alerting of upcoming due dates.
      3.3.1. Human Resources will make every effort to contact supervisors in advance of any employee missing a required by date.

4. **TMS CONTENT GUIDELINES**
   4.1 Training logistics (i.e., due dates, location of live training, enrollment numbers, etc.) are at the discretion of the training instructor.
   4.2 All training offered through the TMS should comply with ADA/accessibility requirements.
   4.3 While HR is not responsible for reviewing course content, they have the authority to remove any content that violates University policy and/or applicable laws.
   4.4 Clemson University is not responsible for the accuracy, integrity, or legality of content accessed through external websites.

4.4.1. The Responsible Office should ensure proper copyright practices are followed if using content from a third-party.

5. TMS APPROPRIATE USE

5.1. The TMS may not be used in any capacity for non-University related activities.

5.2. The TMS may be used for optional, developmental training.

5.3. The TMS may be used by departments and divisions to deliver and track area-specific required training for employees, student workers, and students.

5.4. The TMS may be used to deliver and track training for contingent workers. If this is the case, the contingent workers must have access to the TMS.

5.5. In accordance with the University's Acceptable Use Policy for Employees and Acceptable Use Policy for Students, users of the TMS are responsible for maintaining the security of usernames, passwords, and any other assigned access credentials.

5.6. Individuals who suspect inappropriate use of the TMS (or other violations of this policy) are encouraged to report their concerns to HR, the Office of University Compliance and Ethics, or the Ethics/Safety Hotline, Lighthouse.

6. RESPONSIBILITIES

6.1. Human Resources

6.1.1. Maintains the TMS and services any technical issues that may arise in the TMS.

6.1.2. Provides appropriate training and facilitates the training services for the prospective Responsible Office.

6.1.3. Collaborates with subject matter experts of University required training topics to implement and deliver fully operative training in the TMS, including responding to and resolving issues related to the provided required training.

6.1.4. Provides the content owners with TMS resources and informs them of upcoming updates, or changes, to the TMS.

6.2. Responsible Office (or party)

6.2.1. Completes all training requirements prior to being administered as a content owner in the TMS.

6.2.2. Responsible for training content published in the TMS and is required to follow the appropriate content review channels, as established by the department, division, or college, prior to publishing any training content in the TMS.

6.2.3. Ensures content is compliant with all applicable State and Federal laws and all University policies and guidelines. To this end, individuals are encouraged to contact HR for author training before building content in the TMS.

7. RELATED RESOURCES

7.1. Required Training Policy

7.2. Training Management System (Tiger Training)

7.3. Tiger Training Instruction Video

7.4. Supervisor Required Training