

NOTICE



NOTICE NO.: 49-22

(Supersedes Notice No.: 50-19)

October 6, 2022

TO: ALL SUPERVISORS & TWU-HOURLY EMPLOYEES

SUBJECT: **2022 STATE MANDATED TRAINING FOR TWU-HOURLY AND OPERATING SUPERVISORY EMPLOYEES**

All NYCT employees are required to complete the 2022 mandatory training courses. Supervisors and TWU-hourly employees will be required to complete mandated training courses every three years, **with the exception of Prevention of Workplace Violence training which is required to be completed annually.**

This year is the start of another three-year cycle, supervisors and TWU-hourly employees will be enrolled for all courses listed on Page 2 of this Bulletin.

Effective October 9, 2022, supervisors and TWU-hourly employees are eligible to complete this training offsite on their own time to earn overtime. **Supervisors and TWU-hourly employees are encouraged to complete the training modules offsite by the deadline of November 5, 2022.** Supervisors and TWU-hourly employees who do not complete the training by this date may be scheduled by their supervisor or manager to complete the training.

This year's overtime process will mirror that of 2019's; each mandated training course will have a corresponding overtime request course (see example below). To qualify for overtime compensation, eligible employees must complete **all 2022** required trainings and the corresponding overtime request courses.

The screenshot shows a "My Learning" dashboard for Jane Smith. It includes a search bar with "All learning, regardless of status or date" and a "Go" button. Below is a table of learning modules:

Title	Type	Status	Date	Launch	Print
Equal Employment Opportunity: Rights and Responsibilities	Web Based	Enrolled	10/01/2022		
2022 Mandated Training Overtime Request for Equal Employment Opportunity: Rights and Responsibilities	Web Based	Enrolled	10/01/2022		

Please review the chart on Page 2, which identifies the training for supervisors and TWU-hourly employees.

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Supervisors and TWU-hourly employees may earn overtime by completing the required training courses offsite and on their own time, from **October 9th – November 5th**, provided they adhere to the following requirements:

- The training courses must be completed by **Saturday, November 5, 2022**;
- Employees must be in active status. Employees who are new hires in induction training may not claim overtime;
- The training courses must be completed at least 8 hours before your next tour's reporting time;
- Employees who are carried sick, Injury on Duty (IOD), suspended or on a leave of absence without pay are not eligible to earn overtime;
- Local Supervision **must not** make payments in the field;
- Employees must complete on own time and will earn overtime as indicated in the reference chart below;
- Employee must complete the training courses from a non-NYCT computer on your own time via the BSC Self-Service Portal at <http://www.mymta.info>. *(To access courses, it is recommended that Microsoft Edge (preferred method), Firefox 105 be used with a desktop computer or laptop. Please note that Apple devices, tablets and mobile devices cannot be used to complete the training.)*

Courses	TWU-hourly employees & Supervisors (ATD, TD, YD, DR, TSS, CTD)
Sexual Harassment in the Workplace	✓
Equal Employment Opportunity: Rights and Responsibilities	✓
Prevention of Workplace Violence – NYCT	✓
NYS Internal Controls	✓
Safe Mail Handling	✓
ADA Sensitivity Training	✓
Security Awareness Foundation (Cyber Security)	Based on enrollment
Total Hours Per Employee*	3 ¾ hours
Total Hours with Bonus	5 ½ hours

*** Overtime compensation can vary from 3 ½ hours to 3 ¾ hours plus bonus depending on each employee's training requirement for this year**

NOTE: Dispatchers will make copies of the attached Mandated Training Job Aids and have them available at their work location. Alternatively, Mandated Training Job Aids can be accessed online on MTA Today (TENS) on the Department of Subways Operations Support webpage. Then click on the **Mandated Training** link on the Operations Training homepage.

Employees can email questions to Operations Training at DOSTrainingHelp@nyct.com.



Paul J. McPhee
Chief Officer, Field Operations
Service Delivery

“EVERY SECOND COUNTS”

Attachment

MTA-NYCT Department of Subways

Job Aid to Access Enterprise Learning Management (ELM)

Go to the BSC Self-Service Portal (external): www.mymta.info

To log in: Click **Employees/ Retirees Sign In** and enter your **BSC ID** and **Password**.



Experiencing Performance Issues on the Portal?

Helpful information on clearing your cache, supported browsers and disabling popup blockers

[Read More](#)

[Employees / Retirees Sign In](#)

[Employment](#)

[Contact the BSC](#)

[First-Time User Password Setup](#)

If You Are Using the BSC Self-Service Portal for the First Time

If you are a first-time user, on the homepage: click **First-Time User Password Setup**. Follow the instructions to set up a temporary password. If you cannot log-in using this password, please contact the BSC at the number below.

Note: Passwords are case sensitive, be sure to always use the same capital and/or lowercase letters you used when you created your password. **You will be locked out after 3 unsuccessful sign-in attempts.** If you become locked out or have other problems with your ID/password, please follow steps described below in the “If You Forgot or Have to Change Your Password” section.

NOTICE: First-time User Setup

Welcome to the MTA Business Service Center!
First-time Users: Complete Password Setup Before Signing On

Follow the Steps Below:

1. Before you can sign-in, you need to create a temporary password. Create the password by using a combination of your initials and the last four digits of your social security number as follows:
First name initial + last name initial + last 4 digits of your Social Security Number + @MTA (all caps)
Example: John Doe with a last 4 SSN of 9999
Password: jd9999@MTA
2. Use your BSC ID and temporary password to complete your setup by [clicking here and following the steps](#) to create a new secure password.
3. Passwords must be at least eight characters long and must contain at least one letter, one uppercase character, one number and one special character like (#, \$, %, !).
4. When the password change is completed, you will be directed back to the sign-in page where you will use your new password to sign in.

Once you have logged in, skip to Page 2

If You Forgot or Have to Change Your Password

- 1a. If you have forgotten your password, select the “Forgot Password/Unlock Account” button and enter your BSC ID. Email a reset password link to your previously verified email address or answer your challenge questions and create a new password.
- 1b. If you have not signed into the portal in the past 60 days, your password might have expired. To change your password, click the “Forgot Password/Unlock Account” button and follow the steps as prompted.
2. Once you have changed your password, go back to the Home page, click on **Sign In** and log-in using your new password.

If You Forgot Your BSC ID

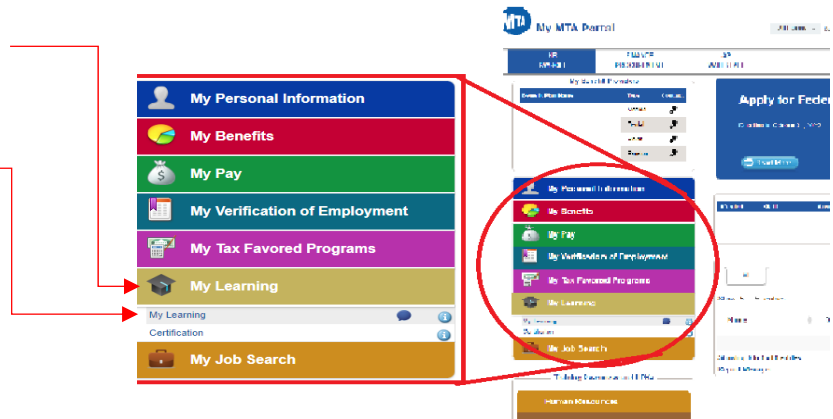
- 1a. Click the **BSC ID Lookup** link on the **Sign-In** page.
- 1b. Select your agency by using the lookup icon next to the **Agency** field.
- 1c. Enter your Pass Number in the **Agency Employee ID** field.
- 1d. Click the “**Submit**” button.
- 1e. Your BSC ID will appear on the bottom of the Submit button.

BSC Help Center: 646-376-0123
(Monday- Friday, 8:30am – 5:00pm)


MTA-NYCT Department of Subways Guide to Accessing Enterprise Learning Management (ELM)


Once you have successfully logged in to the Home page, navigate to **My Learning Page** to start your training.

- Step 1. Click **My Learning** on the left-hand side of the home page.
 Step 2. Click the “**My learning**” link, which will lead you to the **My Learning Page** as shown below.



Step 3. Select “**All learning, regardless of status or date**” and click “**Go**”. Click “**Date**” to sort courses by date. The courses you are required to complete will have an “**Enrolled**” status and “**Launch**” button.

Step 4. Under “**Launch**,” Click the  icon to access the trainings (Do **not** click on the course title link to access the trainings).

Note: Only the first 15 courses will appear, to go to the next page, click  to move to the next page.

My Learning  Request New Learning

John Doe

*View All learning, regardless of status or date Go

My Learning					1-15 of 44
Title	Type	Status	Date	Launch	Print
Sexual Harrasment In the Workplace	Web Based	Completed	10/01/2022		
2022 Mandated Training Overtime Request for Sexual Harrasment in the Workplace	Web Based	Completed	10/01/2022		

Step 5. Under “**Launch**,” click the  icon. The **View Progress** page will load. Click “**Launch**” again to begin the training.


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John Doe, Transit Mg Operations Training

Component Name: Sexual Harrasment in the Workplace Type: Web-based
 Class: Sexual Harrasment in the Workplace Duration: --

Table Of Contents		
Title	Status	Score
Course Object title	Not Attempted	Launch

[Return To Class Progress](#)

Step 6. Once you have completed a training, click  **Home** on the top right-hand corner of the screen and repeat **Step 1** to return to “**My Learning**” page to confirm the status has been updated to “**Completed**”. If not updated, email DOS Training Help at DOSTrainingHelp@nyct.com.