



Welcome to Focus on Finance!

December 15th, 2016

Agenda

Cayuse Overview

GA International Hiring Process

P-Card Responsibilities and Changes



Cayuse Overview

Cayuse product overview

- Cayuse 424 – system to system submission
- Cayuse IRB – Human Subject protocols
- Cayuse SP – Sponsored Project Management



Everything in one place

Cayuse SP

Benefits of Cayuse

- Increased transparency
- Improved reporting capabilities
- Streamlined and efficient processes
- No paper forms - Paperless filing
- Improved workflow

Implementation

- **IRB**

- Fully implemented September 2016

- **424**

- implementation in 2017

Implementation

- **SP**

- No more paper PSF's starting 1/3/17
- New processes forthcoming
- Award module features to be added in 2017

Join the VPR Listserv

Get timely information on topics related to research, compliance and/or sponsored project activity at the University.

RA Listserv will share information related to:

- Policies and Procedures affecting sponsored projects and research compliance (research, public service and training)
- Electronic systems updates, outages and changes (including Cayuse IRB/424/SP)
- Forums, learning opportunities and office closures

Join the VPR Listserv

Please ensure that you and your colleagues are subscribed to the RA Listserv to receive important communication from the Division of Research and Sponsored Programs.

Please send an email to listserv@listserv.memphis.edu. Enter Subscribe RESADMIN-L in the body and nothing else (be sure to delete your signature line!)

QUESTIONS???

Heather Winters

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International GA Hiring Process

International GA Hiring Process

- **Preliminaries:**
 - **Start early, plan earlier.**
 - 90 days of lead time suggested.
 - Geopolitics may introduce time lags.
 - **No SSN, No I-9 – No work, whatsoever.**
 - **Limit of 20 hours of work per week during the academic year while classes are in session.**
 - **Check for insurance holds.**

International GA Hiring Process

- **Offer Letter Content:**
 - Stipend, tuition, hours contracted, number of semesters.
 - I-9 and SSN required before first day of work.
 - Note they **MUST** complete full admissions process.
- Deliver by 1st Class Mail or FedEx?

International GA Hiring Process

- **Inform Center for International Education Services:**
 - Banner ID of student
 - Full name of student
 - Which semesters the student will work
 - Stipend amounts by semester
 - Tuition amounts by semester
 - Hours contracted to work
 - Department name
 - Department originator name, phone # and email
- CIES will verify degree program admission, student funding and demographic information before releasing an I-20.

International GA Hiring Process

- **Verify Student Admission**
- **Post Admission:**
 - **Contact student: I-20 receipt and consular interview status**
 - **No I-20?**
 - **Send SEVIS number to student to schedule interview.**
 - **I-20 needed for the interview.**
 - **Students can arrive 30 days in advance of orientation.**
 - **Must arrive at least 20 days prior to starting work to obtain SSN.**
 - **Verify living arrangements with student.**
 - **Airport pick-up?**

International GA Hiring Process

- **Post Arrival:**
 - Present I-94 to CIES within 15 days of arrival.
 - Provide proof of employment (see CIES website) for student to take to obtain SSN.
 - With SSN students can complete their I-9 at the Shared Services Center.
 - SSC will guide student toward W4 and direct deposit form completion.
 - Verify I-9: PEAEMPL, Regulatory tab, I-9 field has been populated. Student can begin work.

International GA Hiring Process

- **eContract Reminders:**
 - Complete one month prior to student's arrival.
 - Non-exempt and exempt rules apply to internationals.
 - Service begin dates are used for I-9 verification.
 - Make certain eContract service start dates reflect actual first day of work. (Modify the eContract if necessary).

International GA Hiring Process

- **Summary of Steps:**
 - Student accepted by UM and program
 - Department sends award letter with details of employment
 - Student completes admission
 - CIES mails I-20
 - Student applies for Visa
 - Department enters e-contract
 - Department completes International Student hiring template and emails to CIES
 - Student arrives at UM at least 10 but no more than 30 days before orientation
 - Orientation – student applies for social security number during orientation or will have to go to Social Security office to apply.
 - Approximately 10 days later, student receives social security number
 - Student goes to shared services to complete I-9
 - Student is directed to complete W-4 and direct deposit forms
 - Student begins work

P-Card

Responsibilities and Upcoming Process Changes

Sharrion Smith & Ed Antoniak

Regions Intersect Software

- Effective September 1, 2016, Regions Intersect replaced Regions iTracer and CMS systems, which changed the way purchasing cardholders, administrators and reviewers manage the P-card review, approval and payment process
- Regions Intersect System – A Web-based software program that provides P-card users on-line access to transaction information via the Internet to analyze data, attach and approve receipts, enter notes, analyze reports, change budget account codes and approve monthly cardholder statements
- IMPORTANT – Each step of the Intersect process is electronically date-stamped for audit purposes
- Need more training? Go to Learning Curve to sign up:
<https://bf.memphis.edu/training/>
- Users guides are available on the Procurement Website:
<http://www.memphis.edu/procurement/purchasingcard/>

Key Cardholder Responsibilities

- Utilize sound business decisions in making small-dollar purchases for University business use
- Certify that no one else will be allowed to use his/her P-card and account number
- Keep the P-card and account number in a secure location at all times
- Never use a University P-card for personal use
- Review on-line transactions and electronically attach itemized receipts to each transaction during the same billing cycle (Mobile device may be used to take a picture of the receipt to attach it in Regions Intersect). Select the Review (REV) checkbox and save transaction
- Notify card administrator to review and approve each transaction and receipt in Regions Intersect. This must be done before the card reviewer can provide final independent review and approval. All 3 roles (cardholder, administrator and reviewer) must approve transactions & receipts on-line in Intersect within the same billing cycle

Key Card Administrator Responsibilities

- Verify that all charges against the cardholder's account are substantiated by supporting documentation
- Reallocate charges, if needed, to departmental FOAP/account codes (All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month)
- Review and approve each transaction and attach receipt, if cardholder did not, before the card reviewer can provide final independent review and approval
- Notify card reviewer to review and approve each transaction and receipt in Regions Intersect
- Retain documentation within the department for audit purposes (3 years)
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card.

Key Card Reviewer Responsibilities

- Card Reviewer must be in a position of authority that can objectively question any and all cardholder purchases and be actively involved in the business management aspect of the department
- Monitor cardholder transactions each month to ensure compliance with guidelines, policies, and procedures
- Reallocate charges, if needed, to departmental FOAP/account codes (All on-line allocation adjustments must be made within two (2) business days after the last business day of the preceding month)
- Review and provide final independent review and approval (APP2) of each cardholder transaction and receipt (cardholder & card administrator must have approved prior to card reviewer) (APP2)
- Forward the statement and supporting receipts to the Card Administrator for retention requirement and audit purposes
- Delete an account or change the existing account information by completing a Purchasing Cardholder Change Form immediately (minimum within 7 days) in the event a cardholder leaves the University, transfers to another department or no longer wishes to use a P-Card
- Report any questionable purchases to the attention of the cardholder's department head/financial manager
- Report actual or suspected fraud to University Internal Audit

Friendly Reminders:

- When users review or approve a transaction, check the appropriate box and SAVE
- If no transactions are made within billing period, there will be no statement
- No online allocations are accepted two days after the billing cycle ends (last working day of a month)
- Monitor for: credit limits, zero usage, fraud, prohibited/unallowable charges
- Complete Purchasing Cardholder Change Form for ANY changes/cancellations related to P-cards
- Transactions can be reviewed and approved by P-card users (sequentially) ALL month – DON'T wait – Get 'er DONE!!!
- When in doubt contact us for assistance or refresher training
- P-card use and compliance with policies and guidelines are audited periodically

Upcoming Process Changes

- No later than January, a listing of current cardholders with relevant information will be provided to each dean, the provost or vice president for certification of current need
- New P-card requests and credit limit increases will now require dean, provost or vice president approval
- Beginning in January, P-cards will be suspended in cases where the prior month transactions are not approved by the card reviewer by the 15th of the following month

Links to Policies and Guidelines

- Cardholders, card administrators, and card reviewers are responsible for following the University's policies and procedures regarding purchasing card activities:
 - <http://policies.memphis.edu/UM1507.htm>
 - <http://bf.memphis.edu/bfguide/10119.htm>

Questions



- Contact Sharrion Smith at sasmith5 or x-3673, or Veda Wheeler at vrwheeler or x-3852

Who Knew? / What's New? / What's Due?



Activity	Due Dates
UM employee education benefits are online!!!	
Revisions to GA Contracts were due to Grad School	Thursday, December 1, 2016
First Day State and UT/TBR Employees Seeking Fee Waiver May Register for Spring Courses	Tuesday, December 20, 2016
Law School Departmental Fee Waiver Deadline	Tuesday, January 3, 2017
Departmental Fee Waiver Deadline	Thursday, January 5, 2017

Activity	Due Dates
Law School Spring Fee Payment Deadline	Tuesday, January 10, 2017
Law School Spring First Day of Class	Wednesday, January 11, 2017
UG/GR Spring Fee Payment Deadline	Friday, January 13, 2017
UG/GR Spring First Day of Class	Tuesday, January 17, 2017

<i>Activity</i>	<i>Due Dates</i>
1099-MISC Mailing	January 31 th , 2017

<i>Workshops</i>	<i>Date</i>
Budget Basics	January 30 th , 2017 9:30 - 11:00 AM
Accounting Basics UC - Senate Chamber Room 261	January 31 th , 2017 9:30 - 11:00 AM

Next Focus on Finance
January 18th, 2017
1:30 - 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

Focus on Finance website:
<http://memphis.edu/focusonfinance>



THANK YOU!

www.memphis.edu/finance