FOCUS ON FINANCE & HR

October 18, 2022
Agenda

• IT Security Updates
• Chrome River Travel: Helpful Tips
• What To Send Where: Email Groups
• Holiday Pay
• Announcements & Deadlines
IT SECURITY UPDATE

Jarrod Taylor
FBI Internet Crime Complaint Center

Complaints and Losses over the Last Five Years

- **2017**: 301,580 complaints, $1.4 Billion losses
- **2018**: 351,937 complaints, $2.7 Billion losses
- **2019**: 467,361 complaints, $3.5 Billion losses
- **2020**: 791,790 complaints, $4.2 Billion losses
- **2021**: 847,376 complaints, $6.9 Billion losses

2.76 Million Total Complaints
$18.7 Billion Total Losses

Top 5 Crime Types Compared with the Previous Five Years

- **Phishing/Vishing/Smishing/Pharming**
  - 2021: 241,342
  - 2020: 148,714
  - 2019: 114,702
  - 2018: 26,379
  - 2017: 25,344

- **Extortion**
  - 2021: 78,741
  - 2020: 73,101
  - 2019: 52,966
  - 2018: 14,938
  - 2017: 14,938

- **Identity Theft**
  - 2021: 16,128
  - 2020: 16,128
  - 2019: 17,636
  - 2018: 17,636
  - 2017: 17,636

- **Personal Data Breach**
  - 2021: 50,642
  - 2020: 45,330
  - 2019: 38,218
  - 2018: 17,636
  - 2017: 17,636

- **Non-Payment/Non-Delivery**
  - 2021: 108,869
  - 2020: 84,079
  - 2019: 65,116
  - 2018: 65,116
  - 2017: 65,116
Invoice updated

Billing Department of PayPal updated your invoice

Amount due: $1,000.00 USD

Note from Billing Department of PayPal:

There is evidence that your PayPal account has been accessed unlawfully. $1,000.00 has been debited to your account for the Walmart eGift Card purchase. This transaction will appear in the automatically deducted amount on PayPal activity after 24 hours. If you suspect you did not make this transaction, immediately contact us at the toll-free number +1 (888) 996-2404 or visit the PayPal Support Center area for assistance. Our Service Hours: (06:00 a.m. to 06:00 p.m. Pacific Time, Monday through Friday)

PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. Learn to identify phishing
Re: Your invoice is attached.

Action Required! <GNNKmtdoYh5SwSIsQSw@asitours.com>

To:

INVOICE-136029.html

36.0 KB

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and trust the content is safe.

Office 365

Your Microsoft billing statement is ready

Invoice is ready

Dear @memphis.edu

Your billing statement is ready for review and is attached to this email.

Our records indicate that the payment method you used to purchase Exchange Online was declined. ??

To avoid service interruption, please update your payment information now.

Sincerely,

The Microsoft Online Services Team

You’re receiving this email because you’re assigned the Global Administrator.
Oops! You clicked on a simulated phishing test.

This email was sent to test the effectiveness of our IT Security Awareness training. Please review the red flags in the email you clicked to learn what should tip you off that an email might not be safe.

Stop and think carefully before you click!
Hover over the red flags to see details:

From: Cynthia Campbell <ccampbell@invoicing-accounting.com>
Reply-to: Cynthia Campbell <ccampbell@invoicing-accounting.com>
Subject: Updated Open Invoices and Statements

**Hello,**

**Can you please verify that the linked invoices below have been submitted for payment? Please feel free to contact me with any questions you may have:**

To get access to the folder, please use this password: 34519665

[https://www.google-drive-share.com/invoices/53069](https://www.google-drive-share.com/invoices/53069)

Thanks,
Cynthia Campbell

If you have any questions or concerns, please contact the ITS Service Desk at 901.678.8898 or umech@memphis.edu.
Phishing

Forward suspicious emails to abuse@memphis.edu

or click Phish Alert
Data Storage

• **PCI** – Credit/Debit card, Bank account, etc.
  • Never stored anywhere, digital or paper

• **PII** – SSN, Driver License, Passport, etc.
  • Never in email, only approved and encrypted storage when absolutely necessary

• **FERPA** – Course enrollment, final grades, etc.
  • Never in email. Don’t use personal device as filing cabinet!

memphis.edu/its/security/data-storage-guidelines.php
# Data Storage

<table>
<thead>
<tr>
<th>Data Storage Service/Location</th>
<th>FERPA</th>
<th>HIPAA</th>
<th>GLBA</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMmail Email</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>ITNAS File Storage</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes¹</td>
</tr>
<tr>
<td>Teams/OneDrive</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes¹</td>
</tr>
<tr>
<td>umWiki</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes¹</td>
</tr>
<tr>
<td>ITS-Managed Server</td>
<td>Yes</td>
<td>Yes¹</td>
<td>Yes</td>
<td>Yes¹</td>
</tr>
<tr>
<td>Removable Storage</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
</tr>
<tr>
<td>Local PC</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
</tr>
<tr>
<td>Mobile Device</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
<td>Yes¹</td>
</tr>
<tr>
<td>Non-ITS-Managed Cloud service</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes¹,²</td>
</tr>
</tbody>
</table>

[memphis.edu/its/security/data-storage-guidelines.php](memphis.edu/its/security/data-storage-guidelines.php)
Multi-factor authentication

memphis.edu/duo
Security Awareness Training

IT Security Awareness Training

Deadline: Feb. 28
QUESTIONS?

Jarrod B. Taylor
IT Security Communications Coordinator
Jarrod.Taylor@memphis.edu
CHROME RIVER TIPS

Kate Sims
Chrome River is for reimbursing business expenses paid out-of-pocket by faculty/staff and for reconciling business expenses purchased with a University-issued Travel Card.

<table>
<thead>
<tr>
<th>Travel Expense Report</th>
<th>VS</th>
<th>Non-Travel Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Approval</td>
<td></td>
<td>No Pre-approval</td>
</tr>
<tr>
<td>Event Fees/Registration</td>
<td></td>
<td>Business Supplies</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>Printing/Copies</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
<td>Business Meals – NON-Travel</td>
</tr>
<tr>
<td>Meals &amp; Incidentals</td>
<td></td>
<td>Items previously submitted on a Cash Reimbursement Form</td>
</tr>
</tbody>
</table>
Report Name:
- Specific to the event or business purpose
- Name of event, dates, location - Identify
- Importing a Blanket Pre-Approval – add/change to something specific

Provide Documentation:
- Event attended – name of event, dates, location
- Conference lodging rate
- Map for mileage or use “Calculate Mileage” tool
- Receipts

Expense Line-Item Dates = Date expense incurred, don’t leave default
Chrome River – Travel Card

Allowable Travel Card Expenses:

- Airfare
- Lodging
- Event Registration
- Parking
- Baggage Fees
- Taxis, Uber, Lyft, etc.
- Parking
- Car Rental (gas for rentals)

Do NOT use Travel Card for expenses with a fixed reimbursement allowance:

- Food/Per Diem Meals
- Gas for personal automobile if claiming Mileage
• Travel Card purchases must be reconciled within 30-days of transaction date
• Submit an Expense Report for Card transactions prior to travel if necessary

**Example:**
Travel Card used to purchase airfare on Sept. 1 for travel in November. This card transaction must be reconciled by Oct. 1.

Link to instructions for reconciling Card transactions *only* are at memphis.edu/travel
Lodging expenses must be itemized – Room cost separated from taxes/fees, etc.

- Lodging Line Item – Total amount paid
- Room – Amount paid for room *only*
  - If more than 1 night, can add all Room amounts together and enter date range of total stay when calculating Allowable Total
  - Conference Rate? Must upload documentation
- Taxes & Fees – Amount paid for room taxes and fees
  - Can add all room taxes & fees together into one line item
- Hotel Parking – Amount paid for parking at hotel, including tax
- WiFi – Amount paid for internet/WiFi
- When all charges have been entered, “Remaining” amount will be $0.00
Chrome River – Tipping

Tipping ride-share drivers and servers is an allowable expense

**Up to 20%**

- Tips in excess of 20% will not be reimbursed
- If excess tip is charged to Travel Card, amount over 20% will be deducted from reimbursement due traveler
- Enter **total** amount paid in “Spent” box and, if a tip was given, enter it in the “Tip Amount” box

**Example:**
Total Uber expense paid $20.00  Fare + fees/taxes = $18.00
Tip = $2.00  Enter the following: Spent/$20.00 and Tip Amount/$2.00
Chrome River

Taxi / Rideshare

Spent amount should include fare and tips.

Date: 10/03/2022

Spent: 20.00

Business Purpose: Attend Chrome River conference

Description: Optional

Tip Amount: 2.00

Tip Percent: 11.11
QUESTIONS?
WHAT TO SEND WHERE:
E-MAIL GROUPS

Barbara Brooks
Accounting Departmental Email In-Boxes

In order to avoid any delay with responding, please address your inquiry to the appropriate email box only.

(Please do not email one in-box and cc the other nor an individual as this could result in duplications)

The email in-boxes are routinely monitored throughout the day.

• Accounts Payable Inbox (accountspayable@memphis.edu)
• BF-Accounting Inbox (accounting@memphis.edu)
• Financial Accounting & Reporting Inbox (bffin@memphis.edu)
• Tax General Accounting Inbox (taxaccounting@memphis.edu)
• Shared Services Center Inbox (sharedservices@memphis.edu)
Accounts Payable Inbox

Information AP Inbox Should be Receiving:

1. Invoices and Invoice Inquiries
2. Cash and Meal Reimbursements – Students/Guests
3. Check Requests
4. Payment to Contractors
5. Research Participant Requests
6. Vendor Inquiries
7. Cancel Check Memo / Stop Payment and/or Reissue
Information AP Inbox Should be Receiving:

9. Setup of W-9
10. Vendor Change of Address
11. Employee and Vendor Direct Deposits
12. Credit Application
13. Chrome River Non- Travel Inquires
Accounting Inbox

Information BF-Accounting Inbox Should be Receiving:

1. Transfer Vouchers
2. Wire Payment Requests
3. W8-BEN/W8-BENE
4. Month and Year End Close Inquires
5. Check Deposit Authorization
Information Financial Accounting and Reporting
Inbox Should be Receiving:

1. Create New Indexes
2. Salary Redistributions
Information Shared Services Inbox Should be Receiving:

1. University-Related Travel Questions
2. Completed Travel Reimbursement Claims – Students/Guests
3. Travel Purchase Order Inquiries – Students/Guests
4. Requests to De-obligate/Close Travel Purchase Orders
5. Chrome River Travel Inquiries
QUESTIONS?
HOLIDAY PAY

Russ Teague
All regular full-time and part-time employees in an active pay status (not in Leave Without Pay) will qualify for holiday pay. Regular part-time employees receive the holiday benefit on a pro rata basis.

The following provisions apply:

1. Employees who are in an active pay status on the work days immediately preceding and following a holiday will receive payment for the holiday.
2. Any holiday falling within a period of an employee's sick, annual, or other leave with pay shall be considered holiday leave and recorded as such.
A standard University work week is 37.5 hours.

Overtime is calculated weekly on a Saturday through Friday basis.

On a weekly basis an employee qualifies for:

- **Straight overtime** when total hours exceed 37.5.
- **Premium overtime** when hours worked exceed 40.
- **Hours worked** are recorded in Regular Bi-Weekly Pay until hours equal 37.5, less leave taken. (37.5 - 15 = 22.5)
  - 7.5 hours Annual Leave. (Employee leave does not count as hours worked, e.g. annual, sick, jury duty, inclement weather.)
  - 7.5 hours Holiday is included in hours worked when computing overtime.
- After 37.5 total hours, any additional hours worked are recorded in Overtime 1.0 up to 40 hours worked. (40 hours - Regular Hours - Holiday Pay = Overtime 1.0 *** 40 - 22.5 - 7.5 = 10.0)
- **Hours worked** in excess of 40 hours are recorded in Overtime 1.5
- Worked 5 hours on the Holiday – Record 7.5 Holiday Pay and 5 hours Regular Bi-Weekly Pay. **NOTE:** Holiday Pay hours are included in hours worked for calculation of overtime.
- Daily hours worked are recorded in Regular Bi-Weekly Pay until hours equal 30. (37.5 – 7.5 Holiday = 30 Hours Worked)
- After 37.5 (including Holiday Pay), hours worked up to 2.5 hours are recorded in Overtime 1.0.
- Hours worked in excess of 40 hours are recorded in Overtime 1.5.

![Time Sheet - Holiday Pay, Worked Holiday & Overtime](image-url)
Regular total hours must equal 37.5 before hours are logged into any overtime category.

**STOP** – **DROP** – **ROLL**

- **STOP** and add up the total hours, should be 37.5 hours.
- **DROP** into Overtime 1.0 for any additional hours until hours worked equal 40.
- **ROLL** all hours worked over 40 into Overtime 1.5.
You must be **PRESENT** or on **PAID Leave** both the day before **AND** after the holiday in order to be paid for the holiday.

- Holidays are **INCLUDED** in hours worked when calculating overtime.
- The University calculates overtime on a weekly basis, **NOT** by the day. This is very important to remember when reporting time for holidays!
- Regular **total hours** must equal 37.5 before hours are logged into any overtime category.
Resources

- Email: payroll@memphis.edu
- Website: http://www.memphis.edu/payroll/
- Phone: 901.678.3841
• Payroll Schedules
  (http://www.memphis.edu/payroll/schedules.php)

• Learning Curve - Web Time Entry for Biweekly Employees

• UofM Biweekly Web Time Training
  https://www.youtube.com/watch?v=_PUy_DToRhw
Welcome to all first-time attendees at Focus on Finance & HR!

Need someone added to the Focus on Finance & HR mailing list?

Don’t forward to them—forward to us!

hr@memphis.edu
Announcements & Deadlines

• Remember to review the University’s current job openings at workforum.memphis.edu.

• Follow the Division of Business & Finance on Twitter at @uofmemphisbf!

• Subscribe to our WorkforUM Twitter feed at @umemphisjobs!

• Follow us on Instagram! @uofmhr
JOIN HR FOR SPIRIT WEEK!

• **Monday, October 31:** Trick or Treat with Campus School

Kindergartners and first graders from Campus School will be welcomed. All tables will be setup in the Administration Building, 1st Floor Lobby from 8-10 am. Departments are welcomed to sign up to pass out goodies to the kiddos (roughly 120). HR will provide tablecloths for all tables. If your department would like to participate, please let us know so we can save a table for you. Costumes are optional and must be work appropriate. Candy must be provided by your own department, but we invite you to take part in the fun! Interested departments should e-mail pnholmes@memphis.edu.
JOIN HR FOR SPIRIT WEEK!

• **Tuesday, November 1:** Twin Tuesday (you & a friend dress alike)

• **Wednesday, November 2:** Crazy Sock Day
  (wear your craziest pair of socks)

• **Thursday, November 3:** Health & Wellness Day
  (Meet us at the Memorial Field Track at noon in your athleisure wear for a brisk health walk)

• **Friday, November 4:** Blue and Gray Day (wear your Tiger colors)

• **Saturday, November 5:** Homecoming Football Game vs. UCF
Announcements & Deadlines

• Voting Leave Reminder
• memphis.edu/hr/voting.php
Announcements & Deadlines

• REMINDER: Student worker and temporary employees are now appointed via a single position number University-wide

• You should no longer be submitting New Position request forms (FP-02s) for these position types
Separation & Clearance

• Please remember to immediately complete online separation notices for any employee you have that are departing the University!

• Not doing so places the University at risk because the employee would still have access and can lead to an audit finding.

• Keep in mind it is HR’s practice to process clearances closer to the date of separation so that leave balances can be accurately calculated for payouts.

• [https://umwa.memphis.edu/sep-clear](https://umwa.memphis.edu/sep-clear)
Announcements & Deadlines

• Accounting Basics Training
  • Register in Learning Curve
  • October 31 at 10am
Next WorkforUM training:
• October 26, 1:30pm

• Sign up in Learning Curve!
Announcements & Deadlines

• Career Milestone Awards
  Tuesday, November 15
  University Center Ballroom, 10 am

• Recipients List
Announcements & Deadlines

• Save the Date!
  HR’s Holiday Open House
  December 7, 9:30-11:30am
  Administration Building Lobby
Announcements & Deadlines

Form I-9 Information:

- Appointments not needed during regular business hours.
- Visit 143 Administration Building, M-F 8-4:30.
- Questions? i9@memphis.edu
Values in Action (VIA)

• Workshop series where employees learn how to incorporate the University’s Values in their daily actions. Sessions will be hosted on Zoom at midday, so you can watch and learn while enjoying your lunch.

• Latest sessions are available directly at https://www.memphis.edu/hr/via.php

• Next session: Service Learning and Volunteerism
  October 21 | 12-1pm
Announcements & Deadlines

- Auxiliary Services Food Pantry Drive
- Box will be located outside of Tiger Copy & Graphics
- Rawlins Service Court
- Thru October 31, 2022
THANK YOU FOR ATTENDING!

Next Meeting

November 15, 2022 @ 2:30pm

Meetings: memphis.edu/focuszoom

Website: memphis.edu/focus