Welcome to Focus on Finance!

April 19, 2018
Agenda

- Banner 9 Self-Service Finance – Terrice Watson
- Policy Tech – New Policy Website – Vicki Deaton
- Future Year Travel Authorizations – LaTisha Williams
- Audit Notes – Vicki Deaton
- Tips & Tricks – Adjustment Time Sheet – Russ Teague
- What’s New? Who Knew? What’s Due?
Banner 9 Self-Service Finance

Terrice Watson – Asst. Controller
Accounting Office
Hello TRAIN01,
Create, edit and approve transactions and view financial information for department / organization.

My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.

My Requisitions
Create and view draft, pending and completed requisitions and supporting documentation.
Dashboard

- Sociology Total Budget: 75%
  - $64,968 available
  - $28,031 spent of $113,000
  - Date: 03/22/2018

- Travel budget: 63%
  - $9,513 available
  - $5,486 spent of $15,000
  - Date: 03/22/2018

- Copier Charges: 18%
  - $456 available
  - $2,044 spent of $2,500
  - Date: 03/22/2018

- Encumbrances: 79%
  - $7,321 remaining
  - $1,973 liquidated of $9,294
  - Date: 03/22/2018

- Computer budget: 66%
  - $1,654 available
  - $845 spent of $2,500
  - Date: 03/22/2018
Query Tools

- Edit query parameters
- Share query
- Save query to the main page
- View parameters
  - View available balance, pending documents, payroll
- Compute columns
- Download to Excel
Banner 9 Milestones

• Testing – November 2017 – July 2018

• Final Receipt of Modules – May 2018

• Functional Training – August - October 2018

• Release Banner 9 Production – November 2018 (Concurrent with Banner 8 through December 31, 2018.)
Banner 9 Resources

Banner 8 to Banner 9 Upgrade

http://www.memphis.edu/umtech/solutions/docs/banner8tobanner9upgrade2.2.pdf

Preparing for Banner 9

http://www.memphis.edu/umtech/solutions/bannerupgrade.php
Questions
Policy Tech – New Policy Website

Vicki Deaton, Chief Audit Executive
Out with the Old

The University of Memphis Policies and Procedures

Disclaimer: The policies of The University of Memphis are intended only as a guideline and are not a contract or a statement of the conditions of employment. Nothing contained herein is intended to alter The University's right to take employment action it deems appropriate. These policies are subject to modification at any time by The University.

Most Recently Approved Policies and Procedures

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UM1738</td>
<td>1-23-2018</td>
<td>Limited Tobacco-Use Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rationale: Revised content</td>
</tr>
<tr>
<td>UM1241</td>
<td>12-11-2017</td>
<td>University Holidays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rationale: Revised.</td>
</tr>
<tr>
<td>UM1853</td>
<td>12-08-2017</td>
<td>Paid Parental Leave</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rationale: New policy</td>
</tr>
</tbody>
</table>
And in with the New!
What’s Changing?

Policy Numbers are changed to reflect the area the policy represents. UMXXXX is going away and replaced with the following:

- Board of Trustees: BT1000
- General: GE2000
- Academic: AA3000
- Finance: FI4000
- Human Resources: HR5000
- Information Technology: IT6000
- Research: RE7000
- Student Affairs: SA8000

http://memphis.policystates.com/
Policy Tech

• The search feature can look for policies by:
  – Name
  – Subject area
  – Department

• Policy review and approval will be automated and provide efficiency in the overall process.

• A crosswalk will be available on the new Policy Website which cross references the old UM policies with the new names.

• Policy Tech is scheduled to go live by April 27th.

http://memphis.policytech.com/
Policy Review Board

• The Policy Review Board (PRB) is a presidential standing committee.
• The PRB has representatives from the President and Provost's office, each Vice Presidential area of responsibility, Legal Counsel, Internal Audit, Athletics, Faculty Senate, Staff Senate, and Information Technology (support).
• The PRB is entrusted with assisting in the formulation, review, and distribution of all university policies.
• The PRB ensures that each policy is written clearly, in the standard format. They shall also make recommendations to the Executive Officers so that policies are compatible with values and strategic priorities of the university.
Policy Review Board Members

• University Counsel and Chair, Melanie Murry
• Faculty Senate, Tom Banning
• Business and Finance, Ladonnal Curry
• Marketing and Communications, Tammy Hedges
• Information Technology Services, Robert Jackson
• Research, Beverly Jacobik
• Student Affairs, Dan Bureau
• External Relations and Alumni
• Office of the Provost, Jan Brownlee
• Development, Chaquieta Williamson
• Staff Senate, Virginia Huss
• Human Resources, Ex-officio, Maria Alam
• Internal Audit, Ex-officio, Vicki Deaton
Future Year Travel Authorizations

LaTisha L. Williams – Asst. General Manager
Controller’s Office
Purpose of Request for Future Year Travel Authorization

• To request authorization for travel in the next fiscal year.
  – Any travel dates that extend past June 30\textsuperscript{th} are considered future year. (i.e. June 26\textsuperscript{th} – July 3\textsuperscript{rd})
  – Travel begins early in July.
Is a Request for Future Year Travel Authorization required?

- **No**
  - There will be no transactions related to the trip in this fiscal year.

- **Yes**
  - Reservations related to the trip will be made in this fiscal year. (i.e. airline)
  - Expenditures related to the trip will be paid in this fiscal year.
  - International Travel and the 21-day requirement includes current fiscal year.
Future Year Travel Authorization Form

• **Fully Complete** the Request for Future Year Travel Authorization Form. (Signatures are not required by Accounting, however, departmental authorizations apply.)
  – International Travel – Include a detailed listing of expenditures. (Memo or Estimated Travel Expenses Worksheet)

• Submit to Accounting for data entry.

• After Accounting has created the PO, an email will be sent to the contact person notifying that the PO has been created and approval is required. (Please be sure to review and approve PO.)

• After all approvals are complete, the traveler may begin making reservations and submit Check Requests.
Frequently Asked Questions

• When can departments begin entering new year POs?
  – July 1\textsuperscript{st}.

• Is Hawaii, Alaska, Puerto Rico, Canada, or Mexico considered international?
  – Yes, they are considered international and require detailed expenses and the 21-day rule applies.
Applicable Forms

Request for Future Year Travel Authorization
http://bf.memphis.edu/forms/trav/trav01.htm

Estimated Travel Expenses Worksheet
http://bf.memphis.edu/forms/trav/travel_worksheet.xls
Questions
Building Access & Key Control

• One of our areas of audit is building access and key control.
• An audit of building access and keys is included in all departmental audits.
• A compliance audit of the Building Access & Key Control Policy was performed during the summer of 2016.

All faculty and staff are required to complete an inventory of building and door access keys, even if they have no keys assigned to them. The inventory is due by Monday, April 30, 2018.
Internal Audit Objectives

1. To ensure compliance with UM1567 Building Access/Key Control policy.
2. To obtain a current listing of the Department’s personnel with assigned keys, fobs, and building access privileges.
3. To choose several key/fob holders and verify that the key/fob is in their possession.
4. To ensure that any master keys are assigned only to full-time faculty and staff.
Policy Requirements

- Individuals to whom University access devices are issued are responsible for their physical security. Access devices are to be used only by the person to whom they are issued.

- Officials approving facility access must maintain a current listing of personnel to whom they have issued University access devices and assigned access privileges.

- Officials approving facility access must comply with Physical Plant’s annual audit of University access devices and holders.
Policy Requirements

- Officials approving facility access must collect all access devices from individuals at the termination of their employment or when their duties no longer require University access.

- Officials approving facility access must investigate and report to Physical Plant and Police Services incidents involving the loss of University access devices.

- Physical Plant will produce a current listing of all keys manufactured and their disposition.
Policy Requirements

- Physical Plant will conduct a yearly audit of issued devices and will report the results to the Chief Operations Officer.
- Physical Plant is responsible for the cutting of keys, re-keying of locks, and distribution of access devices, as requested.
- The duplication of any University key by anyone other than Physical Plant is prohibited.
Audit Issues Identified

While auditing building access and key control in various departments during FY2017, we found:

1. Departmental key control records are incomplete and inaccurate.

2. Some employees did not possess their assigned keys or stated that other individuals had custody of the keys that were assigned to them.

3. Physical Plant did not have a listing of all University keys and their disposition, and they had not performed an audit for several years.
Audit Action Plans Developed

Departmental management agreed to complete the following steps to address these audit issues:

• A physical key inventory of all current faculty, staff, and students will be conducted. The inventory will be used to produce a listing of departmental personnel who have University access devices.
Audit Action Plans Developed

Physical Plant management initiated an Access Control Process Improvement Team.

- The team reviewed the current process for requesting keys, fobs and campus card access, and developed a streamlined and electronic process.
- The team defined an annual key inventory process by creating a key inventory form for faculty and staff to update their current key inventory and input records into the Access Control System. **The inventory is due by Monday, April 30, 2018.**
Questions
Tips & Tricks

Adjustment Time Sheets

Russ Teague, Director
Payroll
Adjustment Time Sheets

• Used for Biweekly paid employees only
• Open using Internet Explorer
• Adjusts time submitted on the Web Time Sheet after the deadline or payroll has passed
• Submit time for a past payroll
• Total of top section must equal total of bottom section
• Top section tells type of earnings being adjusted and bottom tells hours by day
• Submit signed originals to the Payroll Office
Adjustment Time Sheets

- Payroll ID is BW
- Payroll Number and the dates of the payroll periods may be found on the Payroll Schedules web site for the current Fiscal Year (2017-18) ([http://www.memphis.edu/payroll/schedules.php](http://www.memphis.edu/payroll/schedules.php))
- E.C. to the far left hand side of form is used to enter an earnings code that is not already listed or one that is listed at the box on the lower right hand side
- Most common earnings codes:
  - 009 – Regular pay for benefit eligible employees
  - 014 – Graduate Assistant – Doctoral
  - 015 – Graduate Assistant – Master’s
  - 019 – Hourly Temporary Employees
  - 025 – Work-Study Students
  - 026 – Regular Student Worker
  - 032 – Overtime 1.0 (Straight OT)
  - 035 – Overtime 1.5 (Premium OT)
  - 150 – Holiday
  - 152 – Inclement Weather
  - 170 – Annual Leave
  - 180 – Sick Leave
  - 420 – Leave without Pay
Regular employee, John Doe, reported time as Regular but actually was out on sick leave.
Adjustment Time Sheet Examples

- Student worker, Jane Smith failed to turn in time for the BW21 pay period, but did work.

**Adjustment Time Sheet**

<table>
<thead>
<tr>
<th>Payroll ID: BW</th>
<th>Hours Present</th>
<th>Hours on Leave With Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll No.: 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Adjustment Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular</td>
<td>Straight OT</td>
<td>Prom OT</td>
</tr>
<tr>
<td>032</td>
<td>036</td>
<td>180</td>
</tr>
</tbody>
</table>

**R1289: Jane Smith**

- U.D.: 07674123H
- Position No.: 01234567 Suffix: 00
- Earnings Code: 005

**Total:** 40

**Detailed Adjustment Hours**

For the Pay Period Beginning: 09/30/2017 Through: 10/13/2017

<table>
<thead>
<tr>
<th>Week 1 of Pay Period</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>Sun</td>
</tr>
<tr>
<td>(-)</td>
<td>(-)</td>
</tr>
<tr>
<td>(-)</td>
<td>(-)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2 of Pay Period</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat</td>
<td>Sun</td>
</tr>
<tr>
<td>(-)</td>
<td>(-)</td>
</tr>
</tbody>
</table>

| Total: 40.0 |

**Earning Codes:**
- 010: Hourly
- 012: Hourly Indirect Labor
- 020: Overtime
- 220: Military Leave
- 315: Jury Duty
- 315: Voting Leave
- 420: Unpaid Leave - LWOP

I certify that the times recorded and/or time clock documents signed by the employee and approved by the supervisor are on file in this department for the employee listed above.

I hereby certify that the time in attendance, hours worked, and leave time reported above are true and accurate and in compliance with provisions of the Fair Labor Standards Act and University policy and procedures. All services were performed for the benefit of this budgetary unit. All work assignments for GWSP students have been performed in a satisfactory manner.

Department Head Signature: ______________________ Data: __________
Adjustment Time Sheet Examples

- Hourly temporary employee, Alex Fall, stayed over to help with project after BW22 time was submitted and approved. Overtime was not reported.
Adjustment Time Sheet Examples

- Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2\textsuperscript{nd} Friday of the time period, but she did not show up for work.
Questions
What’s New? / Who Knew? / What’s Due?
SSC Fusion Travel Helpdesk

- Effective April 16th SSC is transitioning from the ITS Travel Helpdesk to SSC Fusion Travel Helpdesk. (An email was sent to SSC travel users and business officers.)
- All new travel requests will be entered into the SSC Fusion Travel Helpdesk.
- Tickets entered prior to April 16th will remain in the ITS Travel Helpdesk.
  - Exception: Approved Future Year Travel Authorizations will be moved to Fusion by SSC staff.
SSC Fusion Travel Helpdesk

• The ITS Travel Helpdesk system will no longer be used by SSC travelers after June 30th.

• How do I access my travel tickets?
  – http://www.memphis.edu/ssc/
## Who Knew?

<table>
<thead>
<tr>
<th>Workshops</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regions P-Card Intersect</strong></td>
<td><strong>Friday, April 20, 2018</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td>10:00 AM - 10:30 AM</td>
</tr>
<tr>
<td>Tigerbuy</td>
<td><strong>Thursday, May 10, 2018</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td>9:00 AM - 11:30 AM</td>
</tr>
<tr>
<td>Tigerbuy</td>
<td><strong>Wednesday, May 23, 2018</strong></td>
</tr>
<tr>
<td>Admin Bldg. - Room 119</td>
<td>9:00 AM - 11:30 AM</td>
</tr>
</tbody>
</table>
WHO KNEW?

Staples Business Advantage
VENDOR SHOW

University of Memphis

Tuesday, May 15, 2018 | 10:00 am–2:00 pm University Center,
Fountain View Suite, Room 342

Join us and learn how you can have a more efficient office environment.

PLUS meet your Staples Account Manager, Dan Morrow!
## What’s Due?

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inventory Confirmation <em>(Overdue - Only 60% Complete)</em></td>
<td>Friday, March 30, 2018</td>
</tr>
<tr>
<td>Time Sheet for BW11 Biweekly Payroll *(May 12th - May 25th) EARLY!!</td>
<td>Thursday, May 24, 2018</td>
</tr>
<tr>
<td>Effort Certification - January 1st - April 30th <em>(Released April 30th)</em></td>
<td>Thursday, May 31, 2018</td>
</tr>
</tbody>
</table>
Next Focus on Finance

May 17, 2018
1:30-3:00 PM
UC Memphis Room 340

• Comments or suggestions?
Email: bffin@memphis.edu

• Focus on Finance website:
http://memphis.edu/focusonfinance