



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**



Ellucian® | © 2014-2016 Ellucian Company L.P. and its affiliates.

Release: 2.1

This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

 Keyboard Shortcuts

TEST FOLDER - Employee xApplication Navigator x

https://bannertest.memphis.edu/applicationNavigator/seamless

Home

Ms Terrice Elaine WatsonSign Out?

BANNER >


MY BANNER >

BANNER SELF-SERVICE >

EMPLOYEE PROFILE (BANNER 9)

Welcome

Search...



lucian Company L.P. and its affiliates.

Release: 2.1

Keyboard Shortcuts

https://bannertest.memphis.edu/applicationNavigator/commonMenu?type=Banner&menu=Banner&caption=Banner

TEST FOLDER - Employee xApplication Navigator x

https://bannertest.memphis.edu/applicationNavigator/seamless

Home

Ms Terrice Elaine WatsonSign Out

< Finance

Budget Queries

Encumbrance Query

Requisition

Purchase Order

Approve Documents

View Document

Budget Transfer


Multiple Line Budget Transfer

Budget Development >

Delete Finance Template


Welcome

Search...






© 2016 Ellucian Company L.P. and its affiliates.
Confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the
one or more written license agreements between Ellucian and the licensee in question.

Release: 2.1


 Keyboard Shortcuts

My Finance


 ellucian

 TRAIN01 TRAIN01


My Finance



Hello TRAIN01,
Create, edit and approve transactions and view financial information for department / organization.

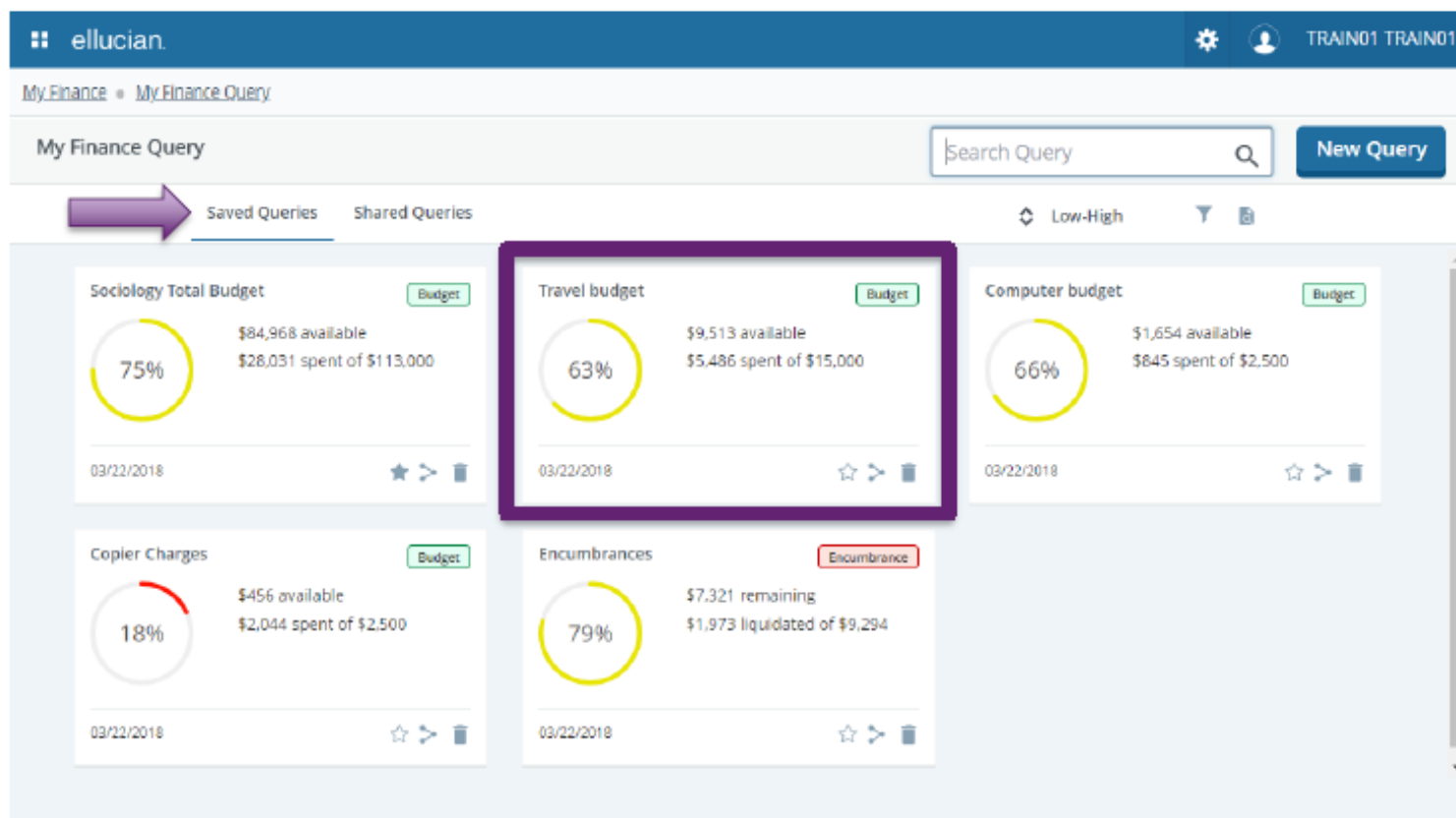


My Finance Query
Create, view and share budget availability, encumbrance and payroll queries.



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

Dashboard



Query Tools

 Edit query parameters

 Share query

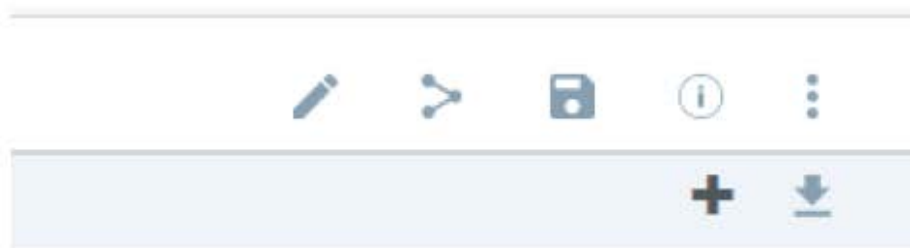
 Save query to the main page

 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.....



Search



☒ Site
☐ People

General

Academic

Finance

Human Resources

Information Technology

Research

Student Affairs

All

Recently Approved

Policy Review Board (PRB)

Policy Editor

TBR Policies & Guidelines

Search the policies:



Policies and Procedures

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 the employment action it deems appropriate. These policies are subject to modification at any time by The University.

Most Recently Approved Policies and Procedures

Reference

Number

Date

Title

UM1738

1-23-2018

Limited Tobacco-Use Campus

Rationale: Revised content

UM1241

12-11-2017

University Holidays

Rationale: Revised.

UM1853

12-08-2017

Paid Parental Leave

Rationale: New policy

And in with the New!

The screenshot displays the PolicyTech web application interface. The browser's address bar shows the URL <https://memphis.policytech.com/#/Home/Company>. The page header features the University of Memphis logo and the text "THE UNIVERSITY OF MEMPHIS". Below the header, the "PolicyTech® Policy & Procedure Management" logo is visible on the left, and the user's name "Ladonnal Curry" is displayed on the right. A dark sidebar on the left contains navigation links: Home, My Dashboard, Documents, My Tasks, Reports, and System Settings. The main content area, titled "HOME", displays a "Recently Published Documents" section with a list of documents, each preceded by a Word document icon. The documents listed are: IT6007 - Information Security Pro..., UM1800 - Firearms Policy (v.1), UM1798 - Disclosure of Financial..., UM1797 - Nepotism and Personal R..., HR5028 - Nine-Month Faculty Sick..., SA8100 - Missing Residential Stu..., and UM1788 - Limited English Profici... A large, faint RSS feed icon is positioned to the right of the document list.

PolicyTech - Home x

Secure | <https://memphis.policytech.com/#/Home/Company>

U of M THE UNIVERSITY OF MEMPHIS

U of M PolicyTech® Policy & Procedure Management

HOME

Ladonnal Curry ▾

Home

My Dashboard ▾

Documents ▾

My Tasks

Reports

System Settings ▾

Recently Published Documents

- IT6007 - Information Security Pro...
- UM1800 - Firearms Policy (v.1)
- UM1798 - Disclosure of Financial...
- UM1797 - Nepotism and Personal R...
- HR5028 - Nine-Month Faculty Sick...
- SA8100 - Missing Residential Stu...
- UM1788 - Limited English Profici...

What's Changing?

Policy Numbers are changed to reflect the area the policy represents. UMXXX 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.policytech.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 30th are considered future year. (i.e. June 26th – July 3rd)
 - 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 1st.
- 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



Audit Notes



Vicki Deaton, Chief Audit Executive

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.

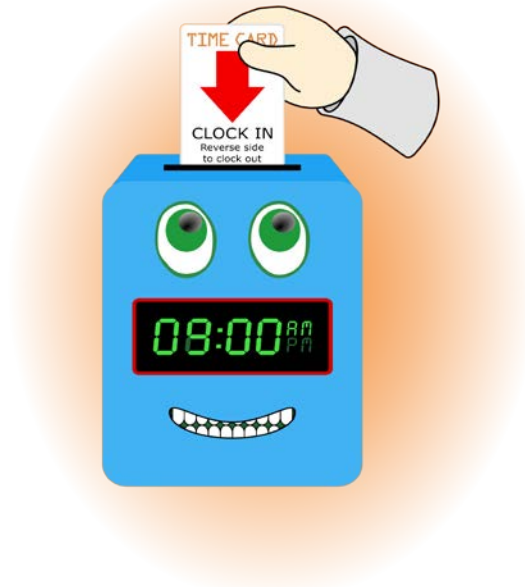
- The team reviewed the current process for requesting keys, fobs and campus card access, and developed a streamlined and electronic process.
- The team defined an annual key inventory process by creating a key inventory form for faculty and staff to update their current key inventory and input records 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>)
- 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

THE UNIVERSITY OF
MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID:	Hours Present			Hours on Leave With Pay		
Payroll No.:	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept.:		032	035	180	170	EC
Organization Code:						

Name:						EC:
UID:						
Position No.:	Suffix:					
Earnings Code:						Total: 0

Detailed Adjustment Hours

For the Pay Period Beginning: _____ Through: _____

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
	Total:							0.0

Earning Codes:

150 Holiday
152 Inclement Weather
165 Bereavement
230 Military Leave
310 Jury Duty
315 Voting Leave
420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) 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 is 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 CWSP students have been performed in a satisfactory manner.

Department Head Signature: _____ Date: _____

Adjustment Time Sheet Examples

- Regular employee, John Doe, reported time as Regular but actually was out on sick leave

THE UNIVERSITY OF
MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW	Hours Present			Hours on Leave With Pay		
Payroll No.: 22	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept: Testing		032	035	180	170	EC
Organization Code: 123456						

Name: John Doe	-7.50			7.50		EC:
UID: U12345678						
Position No.: 002900 Suffix: 00						
Earnings Code:						
<input type="button" value="Clear Information"/>						Total: 0 <input type="button" value="Clear Hours"/>

Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	7.5	7.5
	(-)	(-)	(-)	(-)	(-)	(-)	7.5	-7.5
Total:								0.0

Earning Codes:

150 Holiday
152 Inclement Weather
165 Bereavement
230 Military Leave
310 Jury Duty
315 Voting Leave
420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) 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 is 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 CWSP students have been performed in a satisfactory manner.

Department Head Signature: _____ Date: _____

Adjustment Time Sheet Examples

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

THE UNIVERSITY OF
MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW	Hours Present			Hours on Leave With Pay		
Payroll No: 21	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept: Admissions		032	035	180	170	EC
Organization Code: 654321						

Name: Jane Smith	40					EC:
UID: U67891234						
Position No: 019289 Suffix: 00						
Earnings Code: 026						
Total:						40

Clear Information Clear Hours

Detailed Adjustment Hours

For the Pay Period Beginning: 09/30/2017 Through: 10/13/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	(+) 4.0	20.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Total:								40.0

Update Total Clear Details

Earning Codes:

150 Holiday
152 Inclement Weather
165 Bereavement
230 Military Leave
310 Jury Duty
315 Voting Leave
420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) 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 is 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 CWSP students have been performed in a satisfactory manner.

Department Head Signature: _____ Date: _____

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.

THE UNIVERSITY OF
MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW	Hours Present			Hours on Leave With Pay		
Payroll No.: 22	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept: Landscape		032	035	180	170	EC
Organization Code: 987654						
Name: Alex Fall						EC:
UID: U897256401		2.50	3.0			
Position No: 004897	Suffix: 00					
Earnings Code: 019						
Total: 5.5						

Clear Information

Clear Hours

Detailed Adjustment Hours

For the Pay Period Beginning: 10/14/2017 Through: 10/28/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	5.5
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Total: 5.5								

Update Total

Clear Details

Earning Codes:

150 Holiday
152 Inclement Weather
165 Bereavement
230 Military Leave
310 Jury Duty
315 Voting Leave
420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) 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 is 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 CWSP students have been performed in a satisfactory manner.

Department Head Signature: _____ Date: _____

Adjustment Time Sheet Examples

- Student worker, Emily Johnson, reported and turned in time that she was going to be at work on the 2nd Friday of the time period, but she did not show up for work.

THE UNIVERSITY OF
MEMPHIS.

Adjustment Time Sheet

Total Adjustment Hours

Payroll ID: BW	Hours Present			Hours on Leave With Pay		
Payroll No.: 23	Regular	Straight OT	Prem OT	Sick	Annual	Other
Dept: Help Desk		032	035	180	170	EC
Organization Code: 849721						

Name: Emily Johnson	-3.5					EC:
UID: U54829716						
Position No.: 002009 Suffix: 00						
Earnings Code: 026						
<input type="button" value="Clear Information"/>						Total: -3.5 <input type="button" value="Clear Hours"/>

Detailed Adjustment Hours

For the Pay Period Beginning: 10/29/2017 Through: 11/10/17

	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total Hours
Week 1 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-)	0.0
Week 2 of Pay Period	(+)	(+)	(+)	(+)	(+)	(+)	(+)	0.0
	(-)	(-)	(-)	(-)	(-)	(-)	(-) 3.5	-3.5
Total:								-3.5
<input type="button" value="Update Total"/> <input type="button" value="Clear Details"/>								

Earning Codes:

150 Holiday
152 Inclement Weather
165 Bereavement
230 Military Leave
310 Jury Duty
315 Voting Leave
420 Unpaid Leave - LWOP

I certify that supporting time card(s) and/or time clock document(s) 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 is 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 CWSP students have been performed in a satisfactory manner.

Department Head Signature: _____ Date: _____

Questions



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



What's New?

Welcome to the Shared Services Center Travel Help Desk

[Login](#) [Subscribe](#)

☐ Remember me

Login

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/>
- New Travel Request**
Create a new travel request in Fusion

Manage an Existing Travel Ticket
Review/update an existing travel ticket

Who Knew?

<i>Workshops</i>	<i>Date</i>
Regions P-Card Intersect Admin Bldg. - Room 119	Friday, April 20, 2018 10:00 AM - 10:30 AM
Tigerbuy Admin Bldg. - Room 119	Thursday, May 10, 2018 9:00 AM - 11:30 AM
Tigerbuy Admin Bldg. - Room 119	Wednesday, May 23, 2018 9:00 AM - 11:30 AM

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?

<i>Activity</i>	<i>Deadline</i>
Inventory Confirmation (Overdue - Only 60% Complete)	Friday, March 30, 2018
Time Sheet for BW11 Biweekly Payroll (May 12th - May 25th) EARLY!!	Thursday, May 24, 2018
Effort Certification - January 1st - April 30th (Released April 30th)	Thursday, May 31, 2018

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>