



FOCUS ON FINANCE & HR

October 18, 2022

Agenda

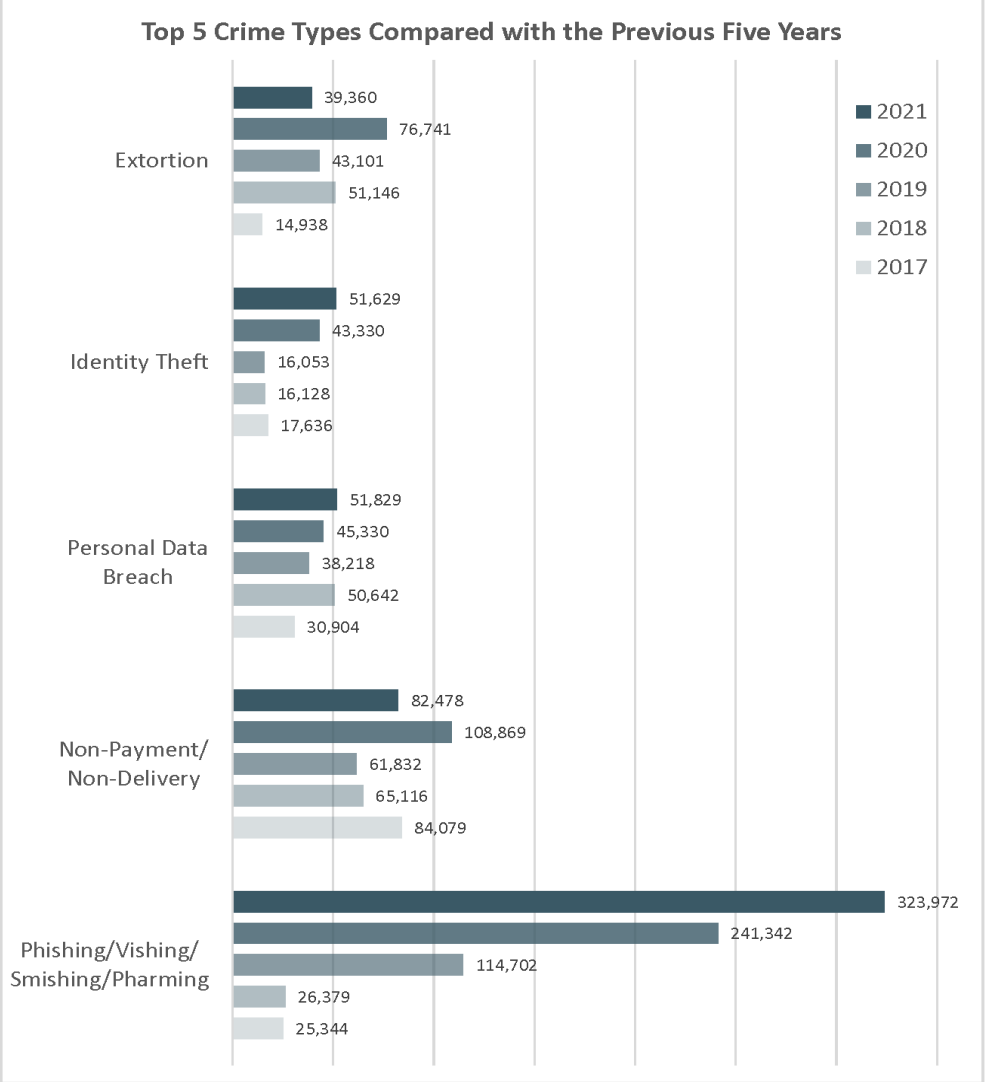
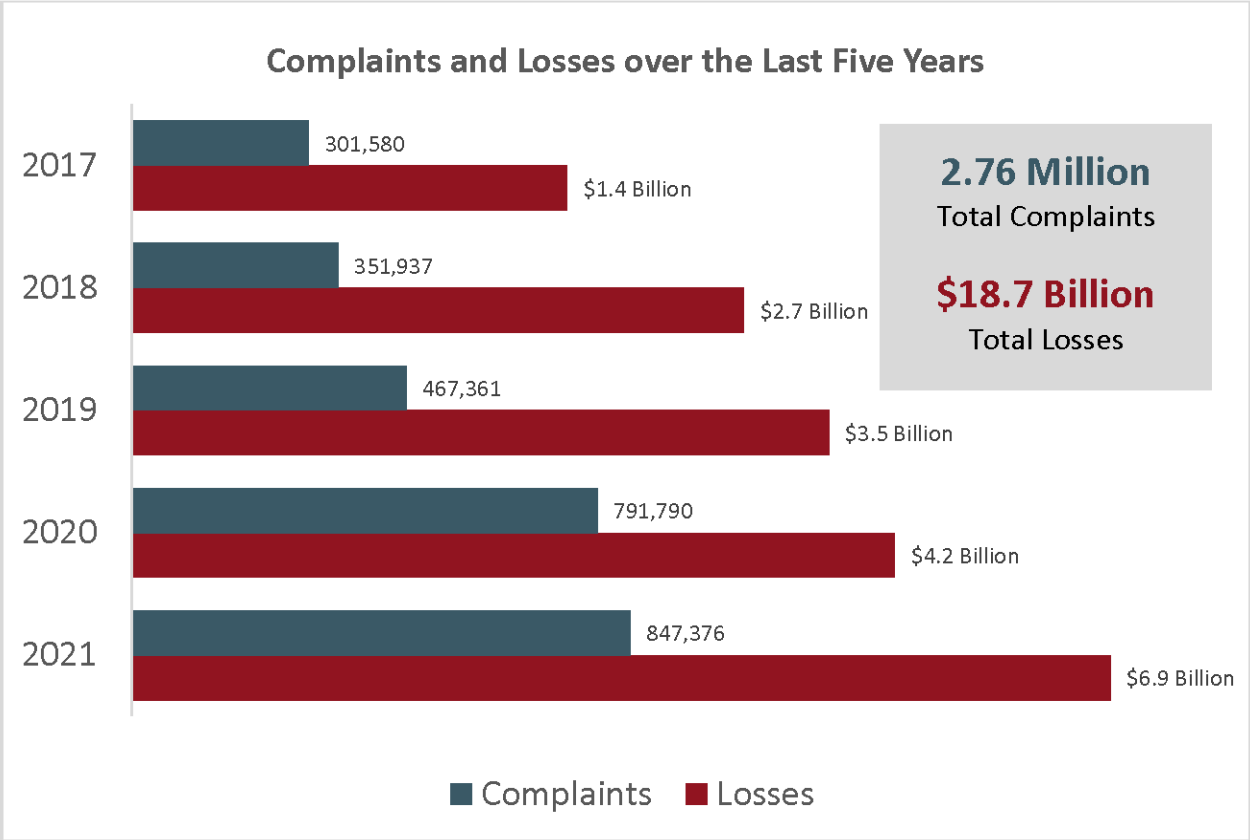
- IT Security Updates
- Chrome River Travel: Helpful Tips
- What To Send Where: Email Groups
- Holiday Pay
- Announcements & Deadlines



IT SECURITY UPDATE

Jarrold Taylor

FBI Internet Crime Complaint Center



Phishing

Invoice updated

Billing Department of PayPal updated your invoice

Amount due: \$1,000.00 USD

[View and Pay Invoice](#)

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)



[Help & Contact](#) | [Security](#) | [Apps](#)




PayPal is committed to preventing fraudulent emails. Emails from PayPal will always contain your full name. [Learn to identify phishing](#)

Phishing

Re: Your invoice is attached.

Action Required! <GNNKmtdoYh5wSIQSw@arsitours.com>

To: [REDACTED]

 INVOICE-136029.html
364 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.



Your Microsoft billing statement is ready

Invoice is ready

Dear [REDACTED]@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 .

Phishing



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@invoice-accounting.com>
Reply-to: Cynthia Campbell <ccampbell@invoice-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: 34619665

 <https://www.google-drive-share.com/invoices/53069>

Thanks,
Cynthia Campbell

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

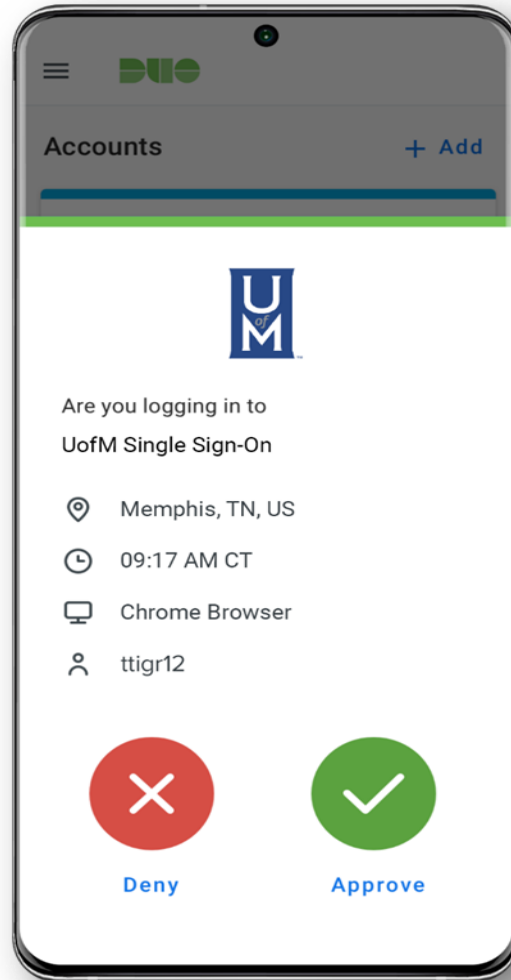
Data Storage

	Restricted Data Categories			
Data Storage Service/ Location	FERPA	HIPAA	GLBA	Other
UMmail Email	No	No	No	No
ITNAS File Storage	Yes	No	Yes	Yes ¹
Teams/OneDrive	Yes	Yes	Yes	Yes ¹
umWiki	Yes	No	Yes	Yes ¹
ITS-Managed Server	Yes	Yes ¹	Yes	Yes ¹
Removable Storage	Yes ¹	Yes ¹	Yes ¹	Yes ¹
Local PC	Yes ¹	Yes ¹	Yes ¹	Yes ¹
Mobile Device	Yes ¹	Yes ¹	Yes ¹	Yes ¹
Non-ITS-Managed Cloud service	No	No	No	Yes ^{1,2}

memphis.edu/its/security/data-storage-guidelines.php

Multi-factor authentication

memphis.edu/duo



Security Awareness Training



IT Security Awareness Training

Deadline: Feb. 28

IT Security

QUESTIONS?

Jarrold B. Taylor

IT Security Communications Coordinator

Jarrod.Taylor@memphis.edu



CHROME RIVER TIPS

Kate Sims

Chrome River – Reminders

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.

Travel Expense Report

Pre-Approval

Event Fees/Registration

Transportation

Lodging

Meals & Incidentals

VS

Non-Travel Expense Report

No Pre-approval

Business Supplies

Printing/Copies

Business Meals – NON-Travel

Items previously submitted on a
Cash Reimbursement Form

Chrome River – Reminders Cont.

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

Baggage Fees

Lodging

Taxis, Uber, Lyft, etc.

Event Registration

Parking

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

Chrome River – Travel Card Reconciliation

- 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

Chrome River – Lodging Itemization

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  USD
Business Purpose	Attend Chrome River conference
Description <small>Optional</small>	
Tip Amount <small>Optional</small>	2.00
Tip Percent <small>Optional</small>	11.11

Chrome River

QUESTIONS?



WHAT TO SEND WHERE: E-MAIL GROUPS

Barbara Brooks

What To Send Where

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

Accounts Payable Inbox

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

Accounting Inbox

Information Financial Accounting and Reporting Inbox Should be Receiving:

1. Create New Indexes
2. Salary Redistributions

Shared Services Inbox

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

What To Send Where: Email Groups

QUESTIONS?



HOLIDAY PAY

Russ Teague

HR5020 - University Holidays Policy

- **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.

Bi-Weekly Employees Work Week and Overtime

- 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.

Time Sheet – Leave, Holiday Pay & Overtime

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	22.5		Enter Hours	Enter Hours	12	Enter Hours	Enter Hours	10.5	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	10		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5	8.5
Overtime 1.5	1	0	1.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	1.5
Annual Leave	1	0	7.5		Enter Hours	Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			49		0	0	12	7.5	7.5	12	10
Total Units:				0	0	0	0	0	0	0	0

- 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

Time Sheet - Holiday Pay, Worked Holiday & Overtime

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Feb 03, 2018	Sunday Feb 04, 2018	Monday Feb 05, 2018	Tuesday Feb 06, 2018	Wednesday Feb 07, 2018	Thursday Feb 08, 2018	Friday Feb 09, 2018
Regular Bi-Weekly Pay	1	0	30		Enter Hours	Enter Hours	5	10	10.3	4.7	Enter Hours
Holiday Pay	1	0	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Interim Assignment - Hourly	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.0	1	0	2.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	2.5	Enter Hours
Overtime 1.5	1	0	7.8		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	.3	7.5
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Unpaid Leave - LWOP	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			47.8		0	0	12.5	10	10.3	7.5	7.5
Total Units:				0	0	0	0	0	0	0	0

- 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 – Remember This



- 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.

Recap



- 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 Phone: 901.678.3841
Website: <http://www.memphis.edu/payroll/>

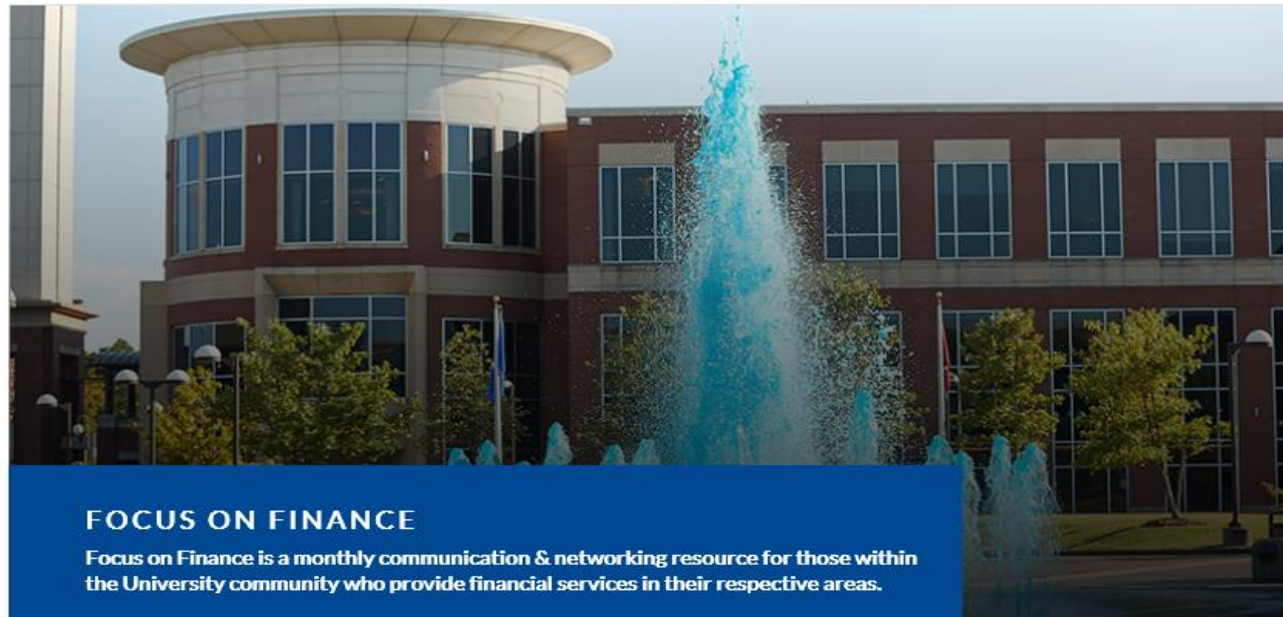
[Staff Directory](#)

[Payroll Schedules](#)

[Miscellaneous Info](#)

[Accounting](#)

[Home](#) [Payroll](#)



Payroll Office

- 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

Questions





ANNOUNCEMENTS & DEADLINES

Danny Linton

Announcements & Deadlines

- 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](https://twitter.com/uofmemphisbf)!
- Subscribe to our WorkforUM Twitter feed at [@umemphisjobs](https://twitter.com/umemphisjobs)!
- Follow us on Instagram! [@uofmhr](https://www.instagram.com/uofmhr)

Announcements & Deadlines

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.

Announcements & Deadlines

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

Announcements & Deadlines

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>

Announcements & Deadlines

- Accounting Basics Training
 - Register in [Learning Curve](#)
 - October 31 at 10am

Announcements & Deadlines

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

Announcements & Deadlines

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

VALUES IN ACTION WORKSHOP 2022



Oct. 21 | NOON-1 PM
Service

Want to learn more about how Tigers give back to the community? Assistant Director of the Center for Service Learning and Volunteerism, Kelsey Ryan, will be joining us to talk about :

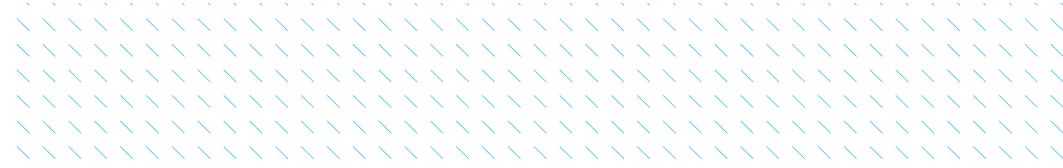
- The history of the Center
- Who can participate
- How to get involved
- Successful service projects



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