Today's **Agenda**

- IT Security Updates
- Procurement Card Refreshers
- COVID-19 Latest Information
- Announcements & Deadlines

IT Security Updates

Jarrod B. Taylor

IT Security Communications Coordinator

Account Access Termination

- Office 365 account purged after termination
  - Outlook, OneDrive, OneNote, etc.

Role	Access Termination Schedule
Staff	Immediately following last date of employment
Full-Time Faculty	365 days following last date of employment
Part-Time Faculty	365 days following last date of employment
Student	365 days following last date of enrollment

memphis.edu/its/security/access-termination.php

Phishing

	# of Complaints*		Losses*
	791,790	2020	$4.2 billion
	467,361	2019	$3.5 billion
	351,937	2018	$2.7 billion
	301,580	2017	$1.4 billion
	298,728	2016	$1.5 billion

*(All crimes, including phishing)

Phishing

	PHISHING/VISHING/SMISHING/PHARMING	NON-PAYMENT/NON-DELIVERY	EXTORTION	PERSONAL DATA BREACH	IDENTITY THEFT
2020	241,342	108,869	76,741	45,330	43,330
2019	114,702	61,832	43,101	38,218	16,053
2018	26,379	65,116	51,146	50,642	16,128
2017	25,344	84,079	14,938	30,904	17,636
2016	19,465	81,029	17,146	27,573	16,878
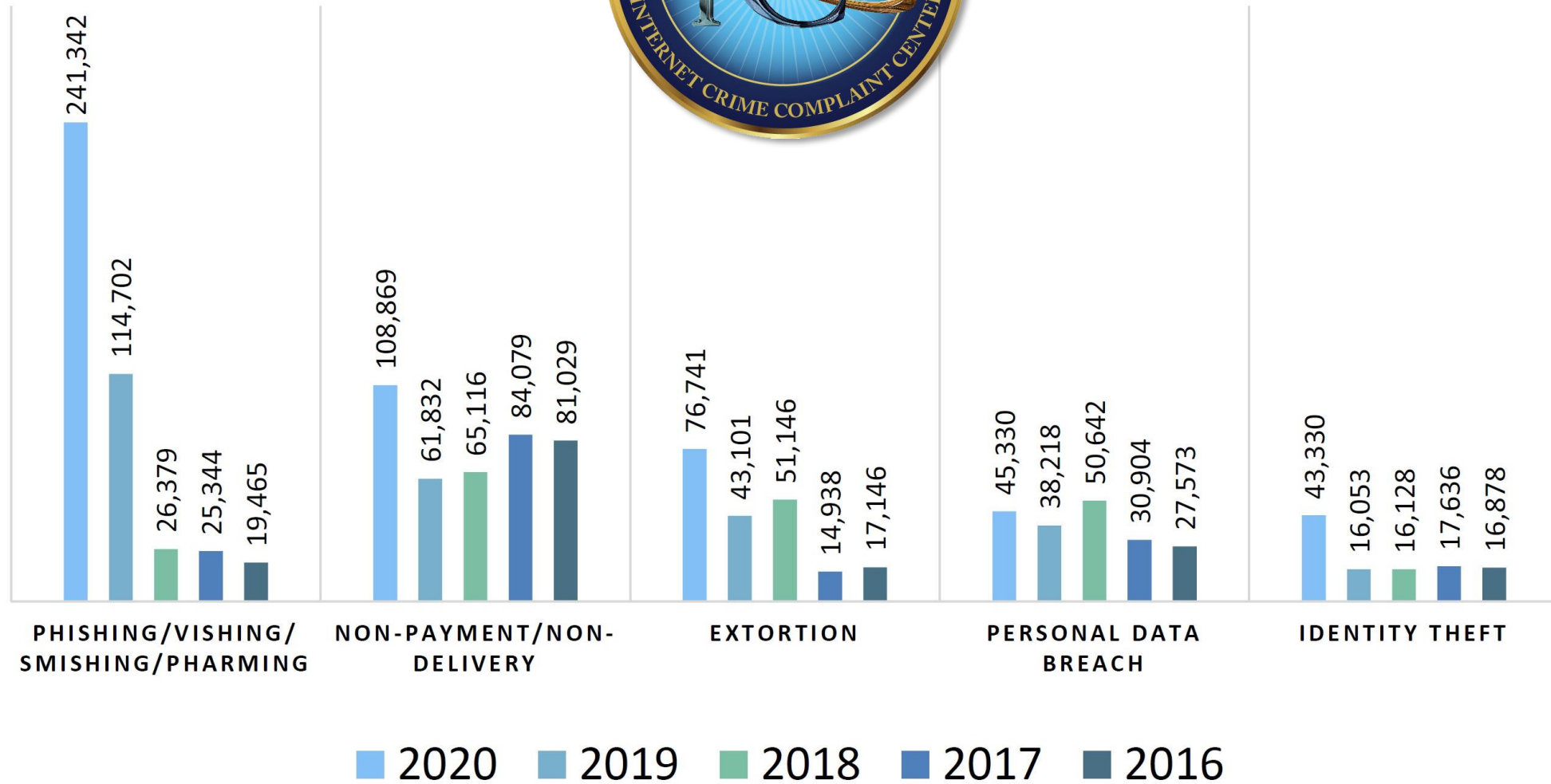
Phishing

Quick request

Anne Hogan <annehogan601@gmail.com>
Sun 8/8/2021 1:04 PM
To: "█████████████" <████████@memphis.edu>

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.

Send me your available cell number --
Anne Hogan, Ph.D.
Dean, College of Communication and Fine Arts

Phishing

Invoice #ZZN27-354571353 for your purchase of 1 item (Samsung LED TV) ...

From: Product Delivery <info@amazndeliveryhub21.co>
Sent: Thursday, May 27, 2021 1:05:17 PM

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.

amazon   Shipping Confirmation

                                                 ID #ZZN27-354571353

Hello ██████████@memphis.edu,

We thought you'd like to know that we've dispatched your item(s). Your package is on the way. If you need to return an item from this shipment or edit this order, please reach Order Support at.

Order Helpdesk :(844) 998-1410

Arriving:	Your package was sent to:
Friday, June 04	**Mike D** **12321 W Doris Dr, Odessa,** **TX 79764, USA**

Your item(s) is (are) being sent by Priority Delivery Services.

Order summary

Item Subtotal:	$ 1399.99
Shipping & Handling:	Rs.0.00
POD Convenience Fee:	Rs.0.00
Shipment Total:	**$1399.99**

P.S. If you haven't placed this order, Reach Account Support Immediately on (844) 998-1410

We hope to see you again soon!

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

Phishing

Document shared with you: "MEMO.docx"

From: IT HelpDesk (via Google Drive) <drive-shares-dm-noreply@google.com>
Sent: Friday, July 16, 2021 2:23 PM
To: ████████████████████@memphis.edu>
Cc: ████████████████@memphis.edu>; ████████████████████@memphis.edu>; ████████████████@memphis.edu>
Subject: Document shared with you: "MEMO.docx"

> 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.

ithelppdesk002@gmail.com shared a document

ithelppdesk002@gmail.com has shared the following document:

Dr. Keri Brondo shared a file with you

W MEMO.docx

Open

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA
You have received this email because ithelppdesk002@gmail.com shared a file or folder located in Google Drive with you.

Google™

Phishing

Forward suspicious emails to
abuse@memphis.edu

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

Data Storage Service / Location	Restricted Data Categories			
	FERPA	HIPAA	GLBA	Other
UMmail Email	No	No	No	No
ITNAS File Storage	Yes	No	Yes	Yes[1]
OneDrive for Business	Yes	No	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

Data Loss Prevention (DLP)

> ▷ Send   📎 Attach ∨   🗑 Discard   ···
>
> 🔒   Policy tip: DLP WARNING: Restricted data detected Learn more
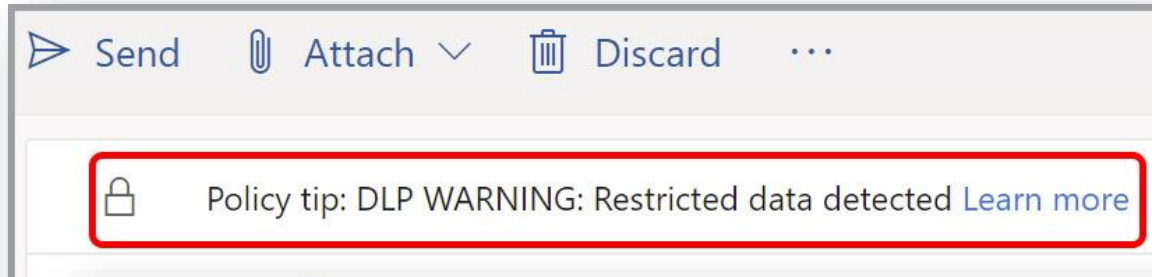
DLP WARNING: Restricted data detected

Microsoft Outlook
Wed 4/28/2021 11:09 AM
To: Tom Tiger (ttigr12)

✉ Social Security Number - - - -...
14 KB

Your email message conflicts with a policy in your organization. Issues:

- Message contains the following sensitive information: U.S. Social Security Number (SSN)
- Following Senders violate organizational policy: 'ttigr12@memphis.edu'.

Message is attached.

Restricted data includes:

- Social Security Number (SSN)
- Individual Taxpayer ID Number (ITIN)
- Credit/debit card information
- Bank account information
- Driver's license information
- U.S. passport number

Multi-Factor Authentication

Duo Bypass Codes
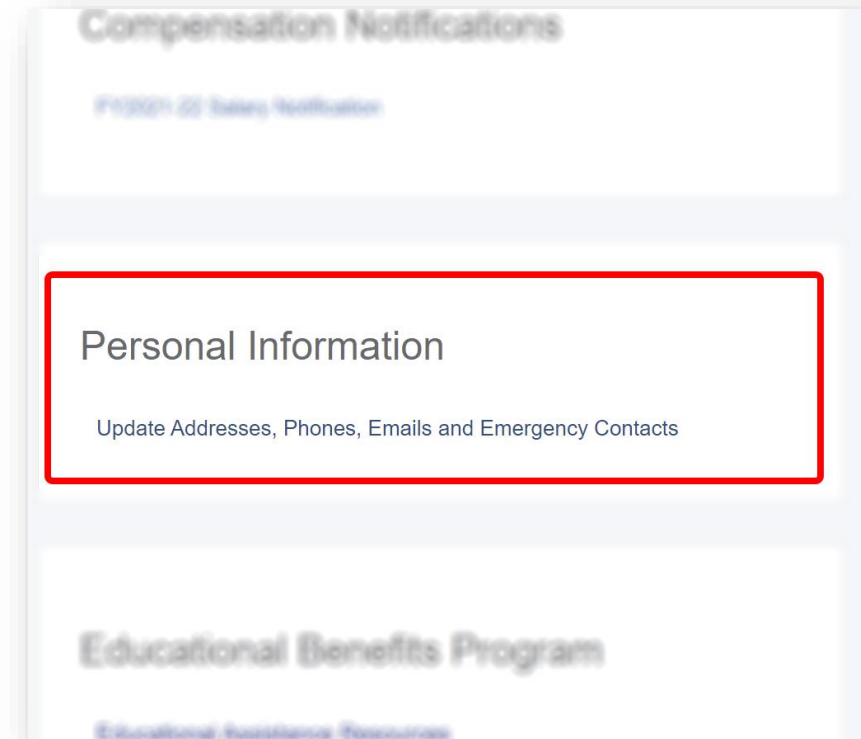

memphis.edu/duo

Multi-Factor Authentication

Duo Bypass Token

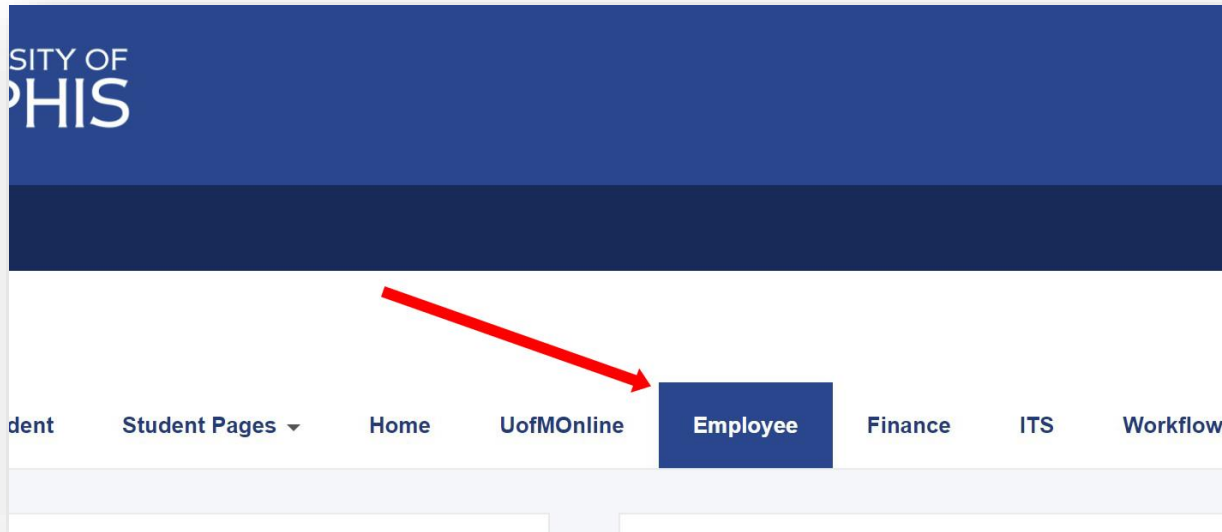

(Mobile app is recommended for normal use)

memphis.edu/duo

Multi-Factor Authentication

Password Reset: Personal Email

myuofm.memphis.edu

2021–22 Security Awareness Training is due Feb. 28!

satrain.memphis.edu

Questions?

Jarrod Taylor
IT Security Communications Coordinator
Jarrod.Taylor@memphis.edu

Procurement Card Refreshers

Kerri Reece
Procurement Card Administrator

P Card Cycle and Due Dates

- Billing cycles end on or after the 25th of the month, depending on where the 25th falls – weekends and holidays push the cycle close out.

- Coding, Receipts, and Approvals are due on or after the 30th. The due date is included in the reminder email each month.

- If nothing else, complete your coding on time. We pull transactions the next day and post into Banner. The systems are not linked. This saves you and Accounting having to do transfer vouchers. You must still complete your approvals and receipts timely.

Approvals and Receipts

- Approvals by Cardholders and Reviewers must be completed.

- If your department is having trouble keeping up with receipts and approvals, consider adding an Admin or a Backup approver.

- Receipts must be itemized, not just a total. Incomplete or missing receipts can be supplemented with an order copy, acknowledgement, packing list, screen shot, recreation of the order, etc.

- Business Purpose should be included in the "Comments" tab of the transaction. This makes it easily viewable by all parties (think auditors) and is reportable / exportable.

Questions?

COVID-19 Latest Information

Danny Linton

Associate Director, Human Resources

Contact Tracers

- **Ashley Green and Melissa Doss**
- Contact Information: hr_contact_tracing@memphis.edu or 901.678-3573

- E-mail communications should NOT contain any personal medical documentation or sensitive materials. To send personal medical documentation or other sensitive materials to HR, please use our secure file upload utility at https://securefile.memphis.edu/form/hr. This e-mail address and upload utility are for EMPLOYEES only.

Latest Employee Work Location Numbers

- Remember to have your employees (including student workers, GAs, part-time faculty, and temps) keep their work locations updated in MyMemphis. An e-mail went out on October 6 regarding this to ALL employees. Please follow up with your departments to ensure all employees respond.

- "Working Remotely" and "Hybrid (Both)" responses require an approved ADA/AWA form from HR.

- Responses and appropriate departmentally-approved AWA/ADA requests must be received by **October 22, 2021** or employees must fully return to campus by **November 1, 2021**.

- Remember that a new choice of "Working Remotely: Position Was Established as Remote" has been added and does not require additional paperwork.

Latest Employee Work Location Numbers

REGULAR FACULTY/STAFF ONLY		
Working on Campus	1,886	78.5%
Working Remotely	202	8.4%
Hybrid (Both)	288	12.0%
Working Remotely (Position Was Established As Offsite)	11	0.4%
No Answer Received	16	0.7%
TOTAL	**2,403**	**100%**

REGULAR FACULTY/STAFF + TEMPS & PTF		
Working on Campus	2,136	68.0%
Working Remotely	447	14.2%
Hybrid (Both)	369	11.7%
Working Remotely (Position Was Established As Offsite)	78	2.5%
No Answer Received	112	3.6%
TOTAL	**3,142**	**100%**

COVID-19 Vaccine Executive Order

- You may have heard about a federal executive order regarding vaccine requirements.

- The University is reviewing this information now and will communicate with the campus population as appropriate, so please pay attention to your e-mails.

Announcements & Deadlines

Announcements & Deadlines

- Welcome to all first-time attendees at Focus on Finance & HR!

Announcements & Deadlines

- Don't forget 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

Announcements & Deadlines

October E-Contract IN PERSON trainings:

- Student Workers: Oct. 20, 2pm, AD178

- Extra Compensation: Oct. 20, 3pm, AD178

- **Sign up in [Learning Curve](#)!**

Announcements & Deadlines

WorkforUM IN PERSON training:

- October 27, 9:30am, AD178

- **Sign up in Learning Curve!**

Announcements & Deadlines

Upcoming Finance Zoom trainings:

- Reporting Holiday Hours:
Nov. 17 at 10:30am

- **Sign up in Learning Curve!**

Announcements & Deadlines

Career Milestone Awards:

- Tuesday, November 16
  9 a.m.

- Watch your e-mails for the ceremony details.

U of M

Announcements & Deadlines

Expiring Temp and Student Contracts:

- Remember to renew any needed temporary employees or student workers while they still have access to their memphis.edu e-mail accounts!

- If you get us these e-contracts by December 10, there should be no lapse in system access for these employees.

- Questions? hrbp@memphis.edu

Announcements & Deadlines

ARE YOU

FEELING OVERWHELMED?

The State of Tennessee's Employee Assistance Program can help.

- The EAP is available for all benefits-eligible employees and their dependents, 24/7/365.
- You do not have to be enrolled in health insurance to take advantage.
- The EAP can help with work-related, personal and/or financial issues.
- You may receive five EAP visits per situation per years at no cost to you.
- All conversations are confidential.

For authorization, call or visit:
855-HERE4TN or Here4TN.com

THE UNIVERSITY OF
MEMPHIS.
Human Resources

OPTUM®

Announcements & Deadlines

- The University is implementing a new system called **Softdocs**, which will **eventually replace DocuSign** as our digital tool for electronic signatures.

- Current B&F DocuSign forms are being converted to Softdocs to increase Banner connectivity and reduce costs.

- These include the Direct Deposit forms, Volunteer Registration forms, Adjustment Time Sheets, and others.

- Be on the lookout for these new versions!

Announcements & Deadlines

- Other Finance & HR trainings can be held via Zoom, dependent upon demand.

Announcements & Deadlines

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

- Don't forward to them— forward to us!

- hr@memphis.edu

NEXT MEETING

Tuesday, November 16, 2021
2:30 p.m.

Web: memphis.edu/focus
Meetings: memphis.edu/focuszoom