

An aerial photograph of a university campus during sunset. The sky is filled with soft, colorful clouds in shades of orange, pink, and purple. The campus below is a mix of brick buildings, green lawns, and trees. A prominent tall brick tower is visible in the lower center. The overall scene is peaceful and scenic.

Welcome to Focus on Finance & HR!

December 15, 2020



Agenda

- Data Security Policy and Guidelines
- Transfer Vouchers
- COVID-19 Updates
- Leave Reporting and Approval
- DocuSign Tips
- Announcements & Deadlines



Data Security Policy and Guidelines

Karen Bell

Director, IT Security and Identity Management

kbell@memphis.edu

Data Security

- Understand Data Security Policy, Data Storage Guidelines, and Classifications of University Data.
- Review policy and guidelines annually.
- Complete Security Awareness training.
- Use available technologies to secure data - desktop encryption and anti-virus.
- Implementation of new technology to secure data.
- Periodic review of access to protected data.

Policy and Guidelines



- [Data Security Policy](#)
- [Data Storage Guidelines](#)
- [Classification of University Data](#)

Thank You



Questions? Comments?

Karen Bell

kbell@memphis.edu



TRANSFER VOUCHERS

Monica R. Goldsby
General Accounting Manager



Purpose for Transfer Voucher Form

- To reclass expenses from one FOAPAL to another.
- Classify expenses and revenue income in the proper period and fiscal year.
- Monthly Departmental charges (such as Copier Vending, Physical Plant, Mail Services, etc.)
- Correct miskeys

Frequently Noted Concerns

- Where can transfer voucher forms be found?

Accounting Website

<https://www.memphis.edu/bf/forms/finance.php>

Under the Accounting Section, Select Transfer Voucher: PDF

- Who should you contact if an error is discovered and needs to be corrected?

Please email us at: accounting@memphis.edu



EVERY Transfer Voucher Form Needs

- Date at the top left corner
- Account Title
- Index, Fund, Organization, Account, Program, Activity (if there is one)
- Amounts (Debits and Credits)
- Comments Section
- Signatures for: Approver for Department Charged & Approver for Department Credited
- Principal Investigator if required for Index 5XXXXXX



Full Transfer Voucher Form

- Please ensure that all of the yellow highlighted areas are filled out before submitting to the Accounting Office.

THE UNIVERSITY OF MEMPHIS **Transfer Voucher**
Submit Completed Form to the Accounting Office, Administration Bldg., Room 275
[General Online Help](#)

Date: TV No.

ACCOUNT CHARGED							
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ACCOUNT CREDITED							
Account Title	Index	Fund	Organization	Account	Program	Activity	Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Request for cost transfer must be within 90 calendar days of initial charge, and occur in current Fiscal Year.

Comments – Provide reason for cost transfer, and how costs are allowable and allocable. If cost transfer exceeds 90 days of initial charge, explain why cost was charged incorrectly.

Approver for Department Charged:
Signature Date

Approver for Department Credited:
Signature Date

Approvals – Type & Sign Names. Signature of Chair and Dean required when cost transfer exceeds 90 days of initial charge. Signature of Grants & Contracts Accounting and Principal Investigator required when cost transfer affects restricted Ledger 5 accounts.

Department Chair:
Signature Date

Principal Investigator:
Signature Date

Dean:
Signature Date

Grants & Contracts Accounting:
Signature Date

By signing above, the Principal Investigator certifies the cost transferred is an appropriate expenditure for the sponsored agreement charged, and the expenditure complies with the terms and restrictions governing the sponsored agreement.

FY21 Month-End Transfer Voucher Deadlines



ACCOUNTING MONTH-END DEADLINES (FY-21)					
<i>Month End</i>	<i>FUPLOAD JV</i>	<i>P-Card File</i>	<i>Journal Entry</i>	<i>Run F&A</i>	<i>Closing</i>
Jul	Wed, Aug 05, 2020	Wed, Aug 05, 2020	Thu, Aug 06, 2020	Fri, Aug 07, 2020	TBD
Aug	Fri, Sep 04, 2020	Mon, Sep 07, 2020	Mon, Sep 07, 2020	Wed, Sep 09, 2020	TBD
Sep	Tue, Oct 06, 2020	Wed, Oct 07, 2020	Wed, Oct 07, 2020	Fri, Oct 09, 2020	TBD
Oct	Thu, Nov 05, 2020	Thu, Nov 05, 2020	Thu, Nov 05, 2020	Mon, Nov 09, 2020	Mon, Nov 09, 2020
Nov	Fri, Dec 04, 2020	Fri, Dec 04, 2020	Mon, Dec 07, 2020	Wed, Dec 09, 2020	Wed, Dec 09, 2020
Dec	Wed, Jan 06, 2021	Thu, Jan 07, 2021	Thu, Jan 07, 2021	Fri, Jan 08, 2021	Fri, Jan 08, 2021
Jan	Thu, Feb 04, 2021	Thu, Feb 04, 2021	Thu, Feb 04, 2021	Mon, Feb 08, 2021	Mon, Feb 08, 2021
Feb	Thu, Mar 04, 2021	Thu, Mar 04, 2021	Fri, Mar 05, 2021	Tue, Mar 09, 2021	Tue, Mar 09, 2021
Mar	Mon, Apr 05, 2021	Mon, Apr 05, 2021	Wed, Apr 07, 2021	Fri, Apr 09, 2021	Fri, Apr 09, 2021
Apr	Wed, May 05, 2021	Wed, May 05, 2021	Thu, May 06, 2021	Fri, May 07, 2021	Fri, May 07, 2021
May**	Fri, Jun 04, 2021	Fri, Jun 04, 2021	Mon, Jun 07, 2021	Wed, Jun 09, 2021	Wed, Jun 09, 2021
Jun	Tue, Jul 06, 2021	Tue, Jul 06, 2021	TBD	After AP	TBD

Common Journal/Transfer Voucher Mistakes



- Dates missing
- FOAPAL information missing or incorrect
- No Comments (purpose for transfer voucher)
- Approval Signatures missing
- Amounts missing
- Debit Amounts not equaling Credit Amounts
- Trying to post to Budget Pool Account Codes (73000, 74000, 78000 etc.)
- Transfer vouchers received after deadline
- Trying to use Salary Expense Accounts, instead of Salary Distribution Forms
- Missing Supporting Documentation for journal voucher



TVs Requiring Additional Processing Time

Prior to posting:

- Grants Accounting: Must review all transfer vouchers with Index Numbers that begin with “5XXXXX.”
- Fixed Assets: Must review all transfer vouchers with Account Numbers that begins with “78XXX, 74504, 74510, and 74511.”

Questions



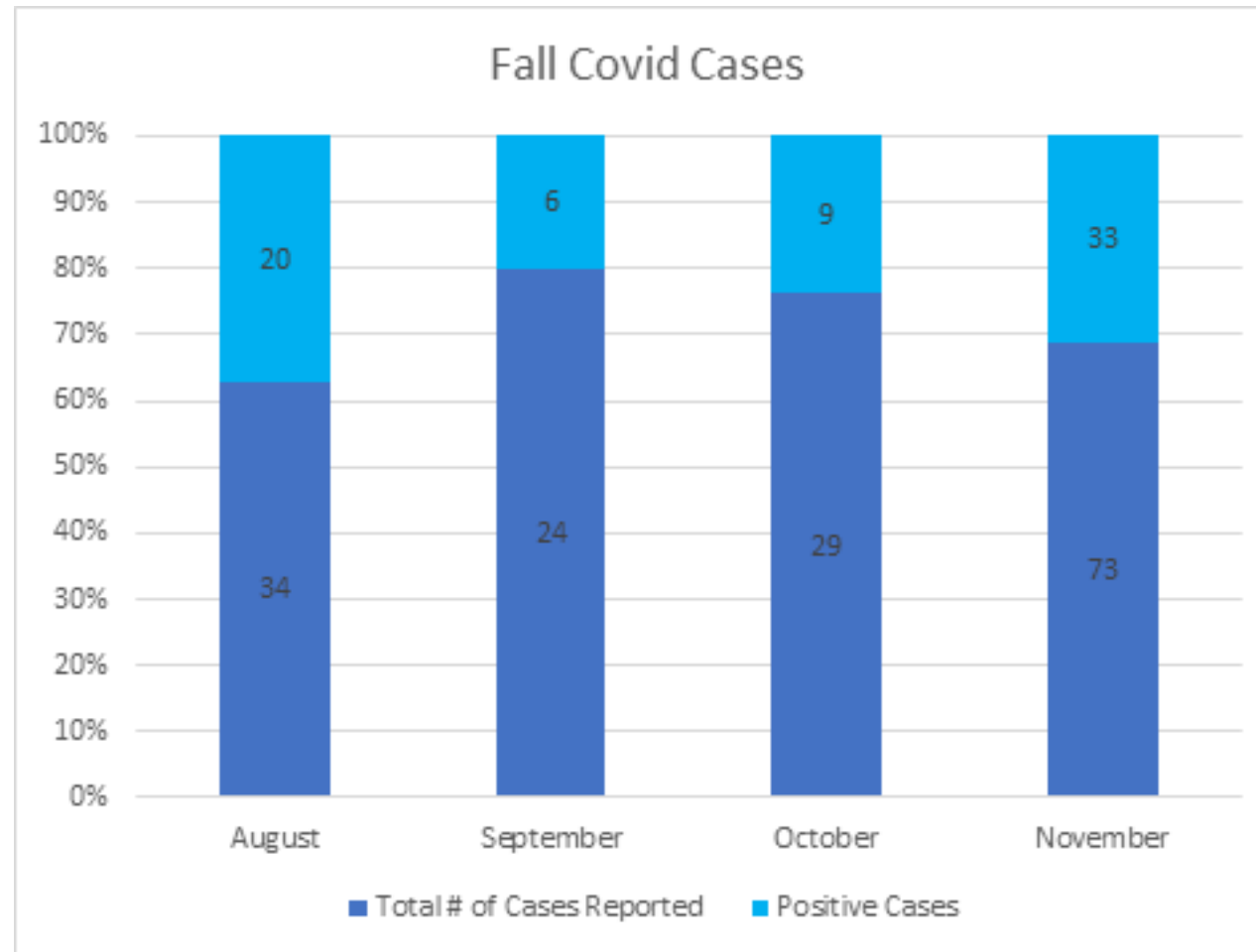


COVID-19 UPDATES

Kristil Davis

Director, HR Strategic Initiatives & Talent Management

Fall 2020 COVID Cases

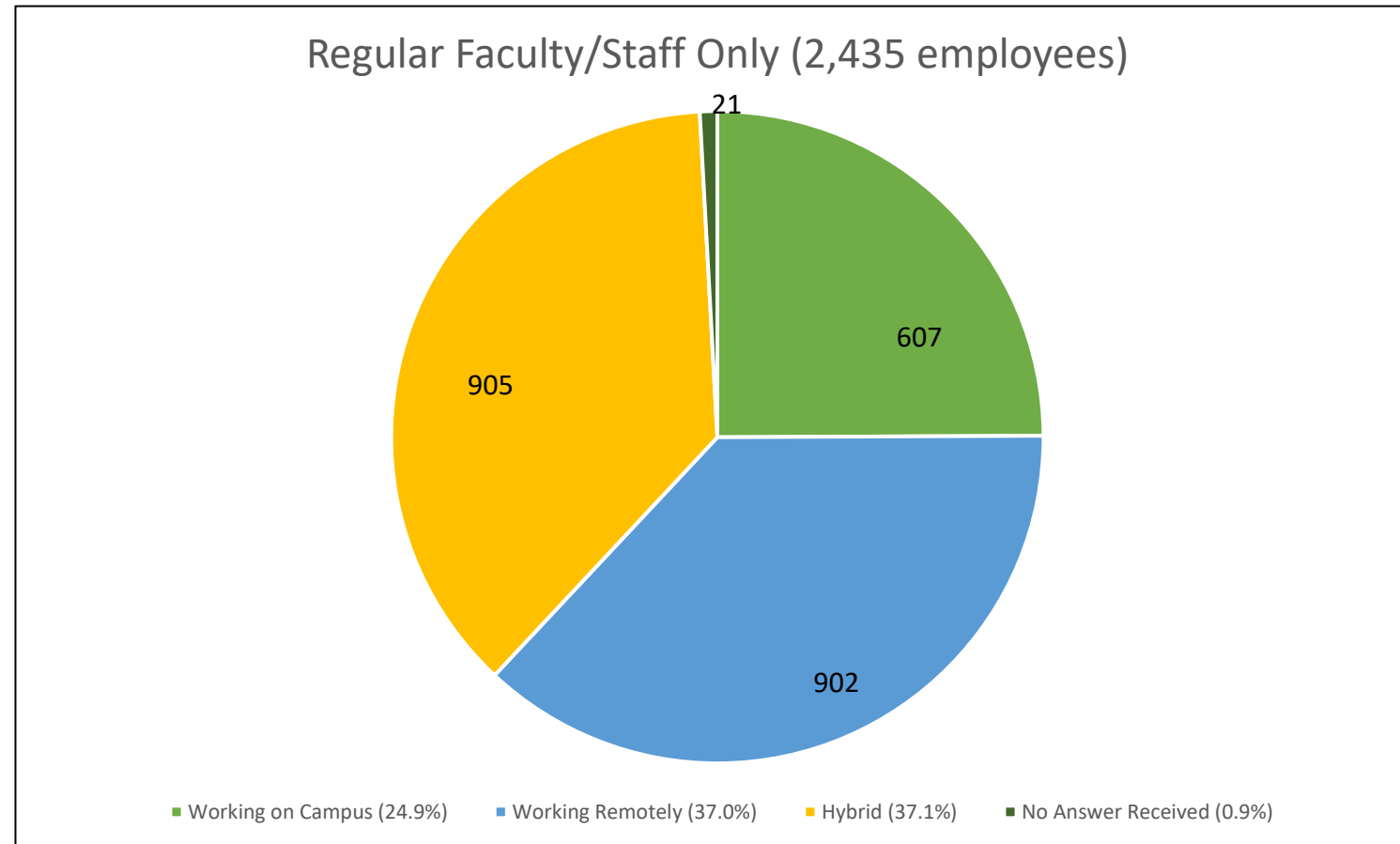




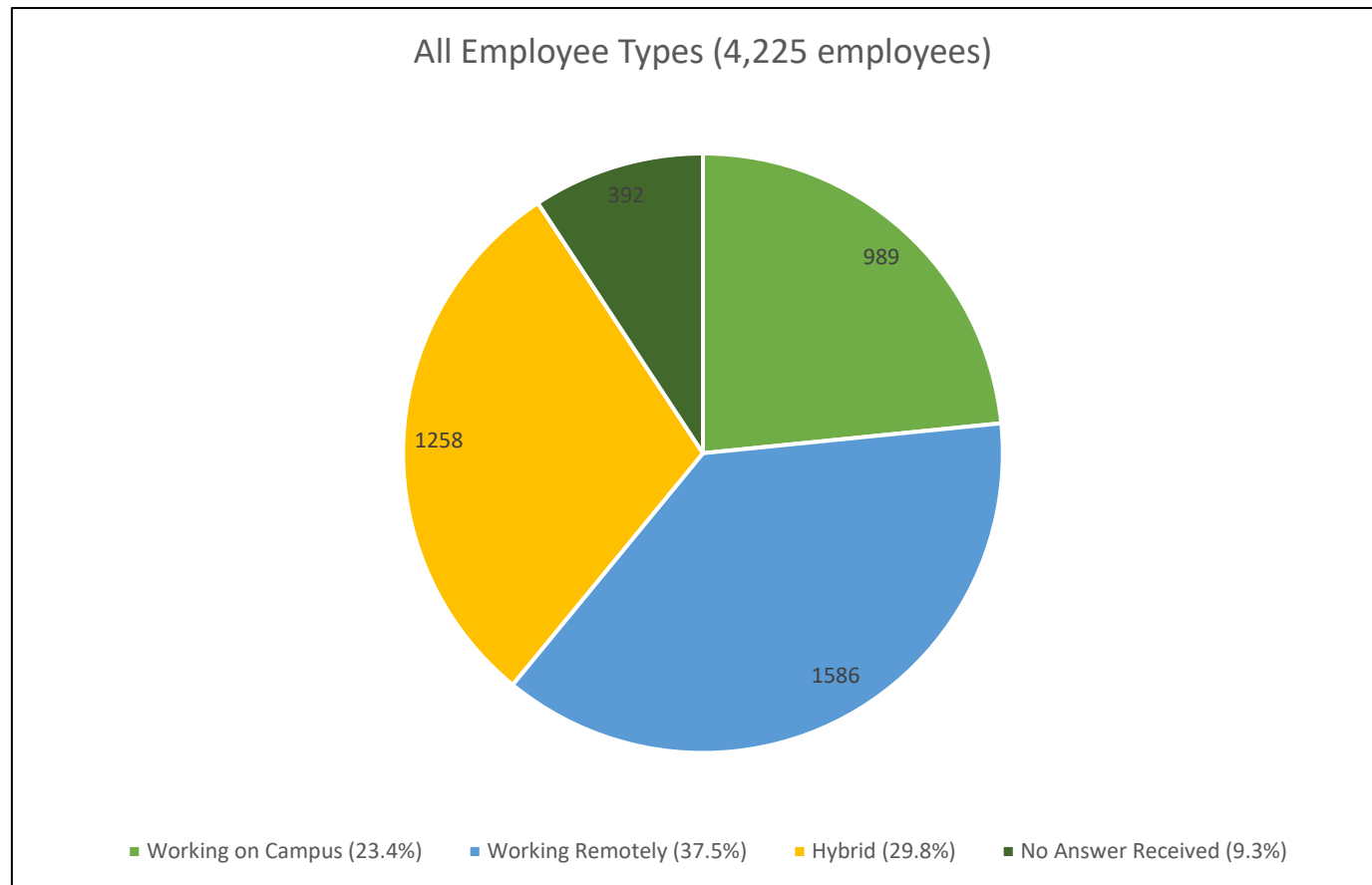
Reporting Cases Over the Holidays

- HR has developed an online reporting tool for employees who need to notify us of positive tests or potential exposures over the holidays when the University is closed.
- Anyone who e-mails hr@memphis.edu, hrrbusinesspartners@memphis.edu, or hrrservicecenter@memphis.edu will receive an auto-reply containing this link.

Employee Work Locations: As of 12/8/2020



Employee Work Locations: As of 12/8/2020



AUDIT NOTES



Vicki Deaton,
Chief Audit Executive

Leave Reporting & Approval

- One of our areas of audit is exempt employee leave usage and reporting, and the Web Time Entry approvals for the Leave Reports.
- We have investigated allegations of fraud, waste, and abuse related to the reporting and approving of leave.



Internal Audit Objectives

1. To ensure compliance with HR5029 Timekeeping and Leave Reporting, and other University leave related policies and procedures.
2. To review departmental processes for exempt employee leave requests and approvals, and exempt employee leave reporting and approvals.
3. To investigate whether exempt employees are reporting leave completely and accurately.
4. To ensure that employees are paid accurately for the time worked and leave benefit earned and taken.



Policy Requirements

- ❑ As a benefit, full-time exempt employees accrue 7.5 hours of sick leave and 15 hours of annual leave each month.
- ❑ The standard work schedule is 7.5 hours per day.
- ❑ Full-time exempt employees are scheduled to work at least 37.5 hours per week.
- ❑ Exempt employees are expected to devote whatever time is required to complete their duties and responsibilities and are exempt from overtime reporting requirements or compensation for hours worked in excess of 37.5 per week.



Policy Requirements

- ❑ Supervisors should establish a consistent process for how employees are expected to request advance approval for using annual leave and planned sick leave, as well as how they are expected to report unexpected absences.
- ❑ Requests for annual leave are subject to approval by the immediate supervisor prior to the beginning of the leave.
- ❑ Sick Leave usage in excess of the available sick leave balance will be charged to the employee's annual leave balance, if hours are available. Otherwise, the excess sick leave time taken will be unpaid.

Policy Requirements

- ❑ HR5029 says that leave must be reported. *Regular exempt employees, 12-month faculty, coaches and postdoctoral fellows must report any leave taken during each pay period. By virtue of entering the leave online and hitting the “submit for approval” button, the employee certifies the information entered is true and correct.*
- ❑ Exempt employees report leave usage through the UofM’s Web Time Entry system. This is an electronic system that enables exempt employees to report leave taken via the University’s Portal through Employee Self-Service.

Policy Requirements



- ☐ Leave Reports must be approved by Web Time Entry Approvers, who are usually financial managers of the organization.
- ☐ Web Time Entry Approvers (financial managers) may appoint a proxy for leave reporting. The proxy acts on behalf of the Web Time Entry Approver.



Audit Issues Identified

1. Some Web Time Approvers or proxies have not set clear work time and/or location expectations for their employees.
2. Some Web Time Approvers or proxies do not have a process for their direct reports to request the use of leave or report the use of leave.
3. Some Web Time Approvers or proxies are automatically approving Leave Reports without verifying the accuracy of leave usage. (Some approvers choose “approve all” and do not individually review and approve each employee leave report.)

Audit Issues Identified

4. In some instances, it has not been possible to confirm that an employee has completed their Leave Reports accurately and truthfully due to lack of Web Time Entry Approver or proxy documentation and oversight.
5. Some exempt employees have recorded and used more leave hours than they have earned. This created a debt for the employees. (This is possible because exempt employees are paid monthly and record their leave in arrears, or after the month has ended and they have been paid for the month.)

Audit Action Plans Developed



- ✓ Web Time Approvers and their proxies should establish a process for their direct reports to request the use of leave or report the use of leave.
- ✓ Exempt employees should complete their Leave Reports accurately and truthfully.
- ✓ Web Time Approvers and their proxies should only approve accurate Leave Reports.

Audit Action Plans Developed



- ✓ Exempt employees should monitor their leave balances and only use leave they have available.
- ✓ University management should monitor exempt employee leave balances so that employees are paid only for leave they have earned and is available for use.

Tools for Compliance



Examples of Web Time Approver processes for granting and approving leave:

- Leave Request Forms
- Leave Request Emails
- Shared Calendars
- Unplanned Leave Emails

Written documentation is needed!

Tools for Compliance



Employees can verify their leave balances on their -

- ✓ Pay Stubs
- ✓ Leave Details on Employee Page of Banner



Tools for Compliance

When completing or approving the Leave Report:

Caution Sign, *WARNING* Possible Insufficient Leave Balance

Reason: The employee may be taking more annual or sick leave than available.

Action: Review the Leave Report to ensure hours were placed in the correct earning code. If attempting to take more leave than available, contact:

- Payroll
- HR Benefits
- HR Data Management

The next paycheck will be adjusted for any leave without pay.



Tools for Compliance

When completing or approving the Leave Report:

Caution Sign, *WARNING* Possible Insufficient Leave Balance

Reason: The employee may have a potential negative balance for bereavement leave, military leave, inclement weather leave, jury duty leave, etc. The Web Time Entry system will display these balances as a negative because employees do not technically accrue these specific types of leave.

Action: You may ignore any messages the system generates in regard to these leave categories.



Contact Information

Office of Internal Audit & Consulting – 271 Administration Building
www.memphis.edu/audit

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Questions





DOCUSIGN TIPS

Danny Linton
Associate Director, Human Resources

DocuSign Tips

- More members of the University community are using DocuSign, an electronic signature & document routing tool, than ever before.
- There are a few things to keep in mind as you use this system.



DocuSign Tips

- When populating the e-mail addresses that will be signing a DocuSign form, DO NOT USE ALIAS/VANITY addresses. DocuSign forms will not allow people to login if their e-mail was entered in vanity format.
- Example: Use jdoe@memphis.edu instead of john.doe@memphis.edu, even if that's not the preferred address used by that person.
- Everyone's "real" username is available on the UofM [whitepages](#).

DocuSign Tips



- The individual who shows up as the “owner” of the form may be a DocuSign administrator for their entire Division’s forms.
- Direct questions about a specific DocuSign form to the office that handles that form.
- Example: If you are using a Procurement card DocuSign form, Procurement is the office to check with questions, even if another person’s name is listed as having “sent” you the form.

DocuSign Tips

- For those of you who may be creating forms to be used by others in DocuSign, please do all of your testing in the UofM's test/sandbox site.
- Never test in production, especially with this particular system.

DocuSign Tips

- Please do not start a DocuSign form (referred to as an “envelope”) without the intention of submitting it all the way through the online signature process.
- Every record we start in DocuSign costs the University money, so don’t open an envelope just to see what the form looks like or to perhaps complete at another time. Money adds up!!



ANNOUNCEMENTS & DEADLINES



CONTRACT MONITORING PLAN

Constance Butts
Assistant Director
Procurement and Contract Services



Contract Routing Form Update

- Monitoring Plan requires departments to have a primary Contract Monitor. Routing form has been revised requiring an Alternate Contract Monitor.
- Link directing departments to Contract Monitoring Plan to complete and submit form.

Contract Monitoring Plan

- Contract Monitoring form should be completed based on frequency of monitoring selected by Contract Monitor. (quarterly, semi-annually, annually)
- Completed forms will be electronically filed. Follow up requirement for frequency and outcome of designated review process.



Associated Links

- Contract Routing Form:
<https://bf.memphis.edu/forms/procurement/routing.html>
- Contract Monitoring Plan:
https://memphis.co1.qualtrics.com/jfe/form/SV_4NKGvLiO05LyJVP
- Procurement and Contract Services:
<https://www.memphis.edu/procurement/index.php#contact>

Announcements & Deadlines



- First-Time Attendees at Focus on Finance & HR!

Announcements & Deadlines

Accounts Payable Department



- Due to the observance of the Christmas Day holiday and administrative closing days, Accounts Payable will be closed Thursday, Dec. 24, through Friday, Jan. 1, 2021.
- All invoices will be due in the Accounting Office **by 4:30 p.m. on Monday, Dec. 21**. Any invoices received by this deadline will be processed and the checks mailed by Wednesday, Dec. 23. All invoices received after the deadline will be processed after the holiday.
- If you have any questions or need additional information, contact the Accounting Office at accountspayable@memphis.edu.

Announcements & Deadlines

Payroll Department



- Due to the observance of the Christmas Day holiday and administrative closing days, all biweekly timesheets for the period of Dec 5-18 are due for approval by 4:30 p.m. on Wednesday, Dec 16. Since timesheets must be turned in early, it will be necessary to estimate the time for work performed on Dec 17 and Dec 18.
- Any adjustments or corrections to the time reported should be submitted no later than Dec 23 for payroll disbursement of Jan 8.
- If you have any questions or need additional information, contact the Payroll Office at payroll@memphis.edu.

Announcements & Deadlines

Payroll Department



- Due to the observance of the Christmas Day holiday and administrative closing days, all biweekly timesheets for the period of Dec 19 - Jan 1 are due for approval by 4:30 p.m. on Wednesday, Dec 23. Since timesheets must be turned in early, it will be necessary to estimate the time for work performed on Dec 24 and Jan 1.
- Any adjustments or corrections to the time reported should be submitted no later than Jan 14 for payroll disbursement of Jan 22.
- If you have any questions or need additional information, contact the Payroll Office at payroll@memphis.edu.



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](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

Reminders from Benefits

- Employees new to coverage and employees who made changes or transfer medical, dental or vision plans will receive new ID cards; Current members who continue their coverage can use their current/same benefit ID cards.
- Same Networks for 2021 as 2020.
- **New!** All CDHP/HSA, local CDHP/HSA medical FSA and Limited purpose FSA (L-FSA) members will receive a new debit card from Optum Bank to use starting January 1, 2021. If you have both an HSA and an L-FSA you will use the same card for both accounts.
NOTE: Cards should arrive no later than the end of December 2020.

Announcements & Deadlines



Reminders from Benefits

- Optum will mail behavioral health ID cards to all newly enrolled health plan members.
- Members can always request additional cards by contacting their carrier network or vendor(s) or by using a vendor's mobile app.
- ActiveHealth Management will remain as our wellness vendor with the same cash incentive.
- Remember to view your December 2020 payroll to make sure your 2021 Deductions/coverages are what you enrolled in for 2021 and/or maintained for 2021.
 - There is a 2.8 percent increase for all medical coverages effective 1/1/2021.
 - Cigna Pre-paid will reflect 3% increase effective 1/1/2021.
- Medical, Dental, Vision, Disability and Life Insurance providers will remain the same for 2021 as 2020.



Announcements & Deadlines

- Let us know which UofM policies you would like more information about in 2021 for future editions of “Policy Corner” at Focus on Finance & HR.
- E-mail us at hr@memphis.edu or accounting@memphis.edu with requests.

Announcements & Deadlines

- Faculty performance appraisals for 2020 will be launched in WorkforUM in early January 2021.
- Faculty members will receive the usual e-mail notifications from the system to begin their self-appraisals at that time.



Announcements & Deadlines

- The University will be closed from Thursday, December 24 thru Friday, January 1, 2021.
- Campus will re-open on Monday, January 4, 2021.

Announcements & Deadlines



- Online Total Compensation Statements for 2020 will be available on the MyMemphis Employee tab in mid-January 2021.



Announcements & Deadlines

- WorkforUM Training
Wednesday, January 27, 2021
9:30am
Held via Zoom
Sign up in learning Curve

Announcements & Deadlines

- 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

An aerial photograph of the University of Memphis campus during sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus below is a mix of brick buildings, green lawns, and trees. A prominent tall brick building is visible in the lower center. A bridge is visible on the right side of the image.

NEXT MEETING

Tuesday, January 19, 2021 @ 2:30pm
memphis.edu/focuszoom

An aerial photograph of the University of Memphis campus during sunset. The sky is filled with vibrant orange, pink, and purple clouds. The campus features several large, multi-story brick buildings, a prominent clock tower, and numerous green lawns and trees. A bridge is visible in the lower right corner, crossing a body of water.

THANK YOU FOR ATTENDING!

memphis.edu/focus