Welcome to Focus on Finance!

October 20th, 2016

Agenda

Banner Finance Security Updates

IT Account Security Updates

What's Due? What's New?

Banner Finance Security Updates

Kim Josh

Financial Controls and Accountability

We are working to improve our current processes to meet enhanced financial controls and accountability standards

- IT Security Awareness Training
- Terminating Organization Codes
- Annual User Reauthorization

Annual Financial Responsibility Certification

Certain Banner Finance users received email(s) for each access level in September
- Financial Managers
- Designees
- Approvers
- Signed certifications were due on September 30
- We had over 80% participation!!!!
- A list of users who did not reply will be sent to Vice President of Business and Finance for review and follow-up

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Annual Financial Responsibility Certification

This process provided an opportunity for users to review and acknowledge the level of access and make adjustments.

- Several users were unaware that they had access
- Some users recommended that the organization code be deactivated
- Next steps
  - Review the recommendations
  - Adjust access as indicated

Annual Financial Responsibility Certification

Financial Managers had the opportunity to confirm their designees and approvers as well as request that access be removed
- Access for designees is granted using the University organization hierarchy

Annual Financial Responsibility Certification

Authorized Signatures Results

Authorized Signatures for Organization 241106				
Organization	**Title**	**Queue**	**Name**	**Role**
241106	Biomed J Bumgardner	029	Joel Bumgardner	Financial Manager
			David Greganti	Designee
			Eugene Eckstein	Designee
			Hope Clippinger	Designee
			Warren Haggard	Designee
241000	Biomedical Engineering	108	Eugene Eckstein	Financial Manager
			David Greganti	Designee
			Hope Clippinger	Designee
			Joel Bumgardner	Designee
			Warren Haggard	Designee

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Annual IT Security Awareness Training

All Banner FI and HR users are required to take the IT Security Awareness Training each year

- Year rolls on July 1
- 15 to 20 VERY short videos with a quiz after each one
- Less than ONE hour
- Certificate of Completion once all videos have been completed

Employment Status and Banner Access

Last year we implemented an automated Banner removal process

- Contract end dates are used to calculate when Banner access will be removed
- Vital that correct end dates are entered on contracts, epafs, econtracts, etc.

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Questions?

IT Account Security Updates

Jon Weber
Director, Enterprise Infrastructure

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IT Resource Access Termination Update

As a follow-up to the Banner Access Termination team from 2015, a new cross-functional team was charged with examining timelines for removing access to all IT resources when an employee or student leaves the University.

Started by performing a risk assessment to help prioritize any changes to timelines.

Spent significant time looking at existing dates and processes used to determine when an employee leaves the University – different job classes made question more difficult.

Ultimately decided to use the same end date as the Banner Access Termination procedures – job contract end dates.

Since all IT resource access will be tied to this end date, as with Banner access, it is vital that correct end dates are entered on contracts, epafs, econtracts, etc.

Team also identified resources that employees and students may still have a need to access after terminating their affiliation with the University.

Because of this identified need, now all former employees and students will still retain access to the myMemphis portal for accessing unofficial transcripts, fee payment, paystubs, W-2's, and official changes of address.

All other access within the portal will be removed upon termination.

Access Termination Timeline Schedule

Official schedule can be found at http://www.memphis.edu/its/security/access-termination.php.

Employees (staff, full-time faculty, and temps):

- Voluntary terminated employees will have access removed following the last day worked, as coded in Banner (formerly 45 days)
- Involuntary terminated employees will have access manually removed once separation clearance paperwork is finalized (formerly 45 days)

Part-time Faculty:

- Part-time faculty will have access removed 90 days after end of academic term to support grading and appeals (formerly 365 days)

Students:

- Students will have access removed 1 year following last enrolled term (formerly one full major term + summer)
- Automated process will run on the 15th day of May, August, and December

Part-time Faculty:

– **Part-time faculty will have access removed 90 days after end of academic term to support grading and appeals (formerly 365 days)**

Students:

– **Students will have access removed 1 year following last enrolled term (formerly one full major term + summer)**

– **Automated process will run on the 15th day of May, August, and December**

Duo Account Security

If you have participated in the Annual IT Security Awareness Training, you are already aware the recurring theme is that **you** (and your access to University data and finances) are now the target of cybersecurity threats.

Social Engineering (phishing, spear-phishing, whaling) is on the rise – some statistics cite that over 90% of data breaches are caused after someone clicks on a phishing message and inadvertently shares their login credentials.

What is Duo Account Security?

Duo Account Security is a multi-factor authentication (MFA) solution that allows you to use a second factor that you have or have access to when you log in to your account.

That second factor could be an app on a mobile device or receiving a phone call or text message, or even a one-time passcode.

Whichever factor is used, the important thing is that should someone obtain your username and password, they will not have access to your phone or other device and would not be able to complete the login process.

How does Duo work?
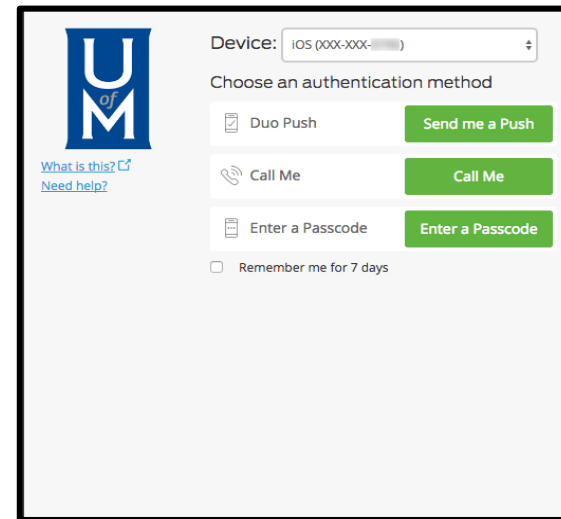
Step 1: Enable Duo in iAM and enroll your devices

Step 2: Log in to any SSO-protected resource (myMemphis, SSB, INB, UMdrive, umWiki, and more)

Step 3: Select your factor in the Duo authentication screen and respond

Done!

Duo in Action

Brief Demo

More information and instructions on Duo:
http://www.memphis.edu/its/security/duo.php

Security Tips and Tricks

October is National Cyber Security Awareness Month (or NCSAM – we have acronyms for everything…) so here are our top Tips and Tricks for keeping you, your family, our University, and the larger community safe.

1. Apply Updates!
2. Don't Re-Use or Share Your Passwords
3. Hover, Don't Click
4. Be Skeptical of Attachments
5. Enable Screen-Locks and Encryption on Mobile Devices
6. Use Multi-factor authentication where available

Questions?

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

3 ways to make a payment:

- **Check**
- **Direct Deposit (ACH)**
- **Wire Transfer**

Links:
http://www.memphis.edu/accounting/pdf/uofm_wire_transfer.pdf
http://www.memphis.edu/accounting/xls/uofm_wire_transfer.xlsx

Wire Transfer Form

Wire Funds TO: _____

Date: _____

Bank Name: _____

Prepared by: _____

Bank Address: _____

Approved by: _____

Country: _____

SWIFT/ABA #: _____

IBAN: _____

Account #: _____

Routing Code: _____

Amount: _____

USD   **Foreign Currency**

Special Instructions: _____

_____

Reason for transfer of funds: _____

Charge to department:

Index	_____
Fund	_____
Org	_____
Acct	_____
Prog	_____

International Wire Transfer Fee:
In foreign currency - $20
In USD - $40
Call-in to bank - $55

Wire fee will be charged to Account 74494

Domestic – $4-$13 (currently no charge to dept)

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Activity	Deadline
Last Accounts Payable Check Run Prior to Thanksgiving Holiday (*In order to ensure payments are processed. Documentation should be received at least seven days prior to deadline, Nov. 10th.*)	Monday, November 21, 2016
Time Sheet for BW24 Biweekly Payroll (Nov. 12th - Nov. 25th)	Wednesday, November 23, 2016
Time Sheet for BW26 Biweekly Payroll (Dec. 10th - Dec. 23th)	Wednesday, December 15, 2016
Last Accounts Payable Check Run of Calendar Year (*In order to ensure payments are processed. Documentation should be received at least seven days prior to deadline, Dec. 9th.*)	Monday, December 20, 2016

Activity	Deadline
2017/2018 Fee Request due to the Bursar's Office	Monday, October 31, 2016
3rd Installment Fee Payment Deadline (4:30 p.m.) for students who utilized the Installment Payment Plan for the Fall 2016 term.	Friday, October 28, 2016 for in person payments and Sunday October 30, 2016 for online payments (TigerXpress)
Registration holds will be placed on students account for outstanding debts for the Spring 2017 term.	Friday, November 11, 2016
Spring 2017 Registration Begins	Monday, November 14, 2016

Activity	Due Dates
E-Print Financial Reports (June - September 2016)	Friday, October 28, 2016
Summer Comp. Effort Report	Monday, October 31, 2016

Workshops	Date
Accounting Basics UC – Senate Chamber Room 261	Tuesday, November 01, 2016 9:30 - 11:00 AM
Budget Basics UC – Senate Chamber Room 261	Tuesday, November 08, 2016 9:30 - 11:00 AM

Next Focus on Finance
November 17, 2016
1:30 – 3:00 PM
UC Memphis Room 340

Comments or suggestions?
Email: bffin@memphis.edu

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

Ask
the
Experts

THANK YOU!

www.memphis.edu/finance