October 9, 2019

Business Forum

HRTC 141-145

Business Forum Agenda

- Welcome
- Training Advisory Council
- Post Awards and Grants Partner Group
- Key Announcements - Finance

Training Advisory Council Agenda

- PDP Certificate Update
- Peer Learning Network
- Skillport e-learning portal demonstration

Training Advisory Council Charge

Provide insight and guidance to support the following:

- Institutional support for training and development
- Elimination of systemic barriers to development
- Creation of a robust structure to implement a sustainable environment for training and development
- Consistent, positive and professional training and development experiences aligned with our desired culture
- Methods and resources for those new to their position
- Leveraging collective resources and expertise from around the university to support professional development

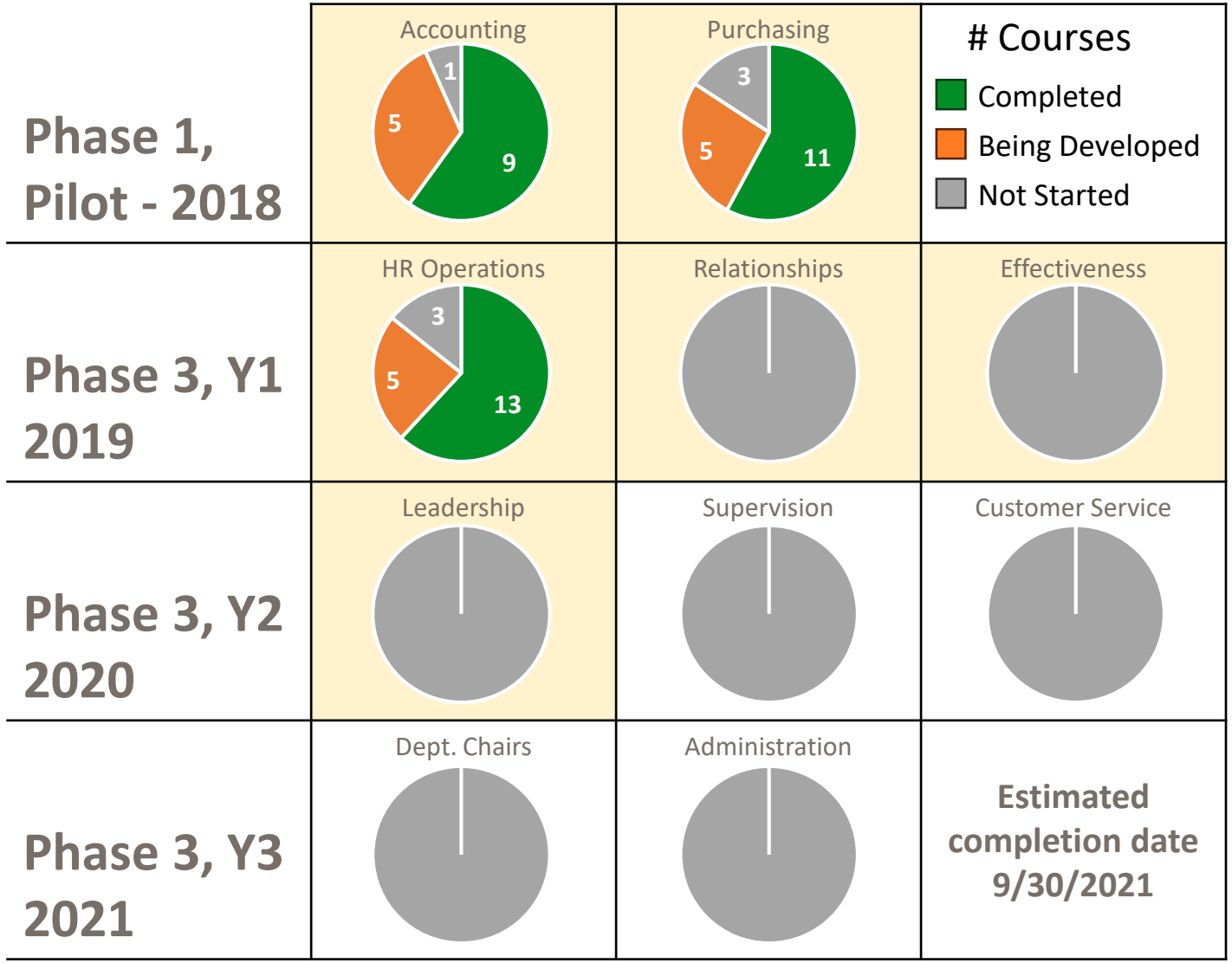
Training Advisory Council Representation

- Co-Chairs - Lewis Mangen and Michael Greene, University Human Resources
- Administrative Senate - Wendy Rogers, University College
- Classified Senate – Melanie Quolke, The Patton College of Education
- Planning Unit Representatives
  - MaryBeth Robinson, Regional Higher Education, Zanesville
  - Maryann Lape, Regional Higher Education, Lancaster
  - Cheri Sheets, College of Arts & Sciences
  - Brenda Noftz, Heritage College of Osteopathic Medicine
  - Lindsey Ward, Student Affairs, Career Services
  - Janice Bailey-Magill, Russ College of Engineering
  - Joey Walden, University Libraries
  - Eileen Theodore-Shusta, University Libraries
  - April Butterworth, Finance & Administration

PDP Certificate Update

October 1, 2019

- **Almost 1,100 employees** have enrolled in at least one PDP course since May, 2018.
- **Accounting and Purchasing Certificates** – four new courses launched in past two months
- **HR Operations Certificate** launched in September, most courses available now.
- **Relationship-Building, Personal Effectiveness**, and **Leadership** being designed.
- **Skillsoft e-learning content will be integrated into some certificates**



Peer Learning Network

- New format for informal, peer-led learning
  - Content Leaders provide support for Content Seekers
  - Workshops, 1:1 assistance, reference materials
  - Resources will be accessible from PDP website
- Initial focus will be on Excel Skills
- Details coming soon

Skillport e-Learning Portal

- 6,000+ e-learning courses, books and videos
- Available to OHIO staff and faculty
- Individual professional development needs
- Support for PDP certificate programs
- Product Demonstration

Discussion Questions

- What e-learning course topics would be best to highlight as we introduce Skillport?

Questions?

- Lewis Mangen

  Director, Talent & Organizational Development

  mangen@ohio.edu

  (740) 593-1627

- Michael Greene

  Learning & Development Administrator

  mgreene@ohio.edu

  (740) 593-4472

Post Awards and Grants Partner Group

Co-chairs:

Mike Finney, Voinovich School

Cindy Perry, Grants Accounting

Post Awards and Grants Partner Group Charge

- The Post Awards and Grants Partner Group is charged with developing solutions to issues that impact the application, implementation and accounting for external awards.

Post Awards and Grants Partner Group Representation

- Wendy Kaaz, College of Arts and Sciences
- Beth Tragert, College of Health Sciences and Professions
- Greg Jolley, Heritage College of Osteopathic Medicine
- Melissa Standley, Heritage College of Osteopathic Medicine
- Chip Rice, Patton College of Education
- Shannon Bruce, Russ College of Engineering and Technology
- Mo Valentine, Office of Research and Sponsored Programs
- Keith Leffler, Vice President for Research

Post Awards and Grants Partner Group Goals

- Roles and Responsibilities Matrix ongoing
- Grants Training
- Provide recommendations for process improvement
- Vacation & Sick Leave Accrual

Roles and Responsibilities Matrix – ongoing project

- Provide campus with information on who is responsible for sponsored project management
- Policy and procedures currently in development
- Web page will be available that will guide users on how to use matrix

Roles and Responsibilities Matrix

Managing the Award - Financial

Roles and Responsibilities Matrix for Research Administration

This matrix is designed to provide guidance on the assignment of responsibilities across campus functions as they relate to the management of a sponsored project. This matrix should be referenced by all parties that are involved in any point along the sponsored project life cycle. This matrix is not an exhaustive list of all campus business practices. Moreover, this matrix does not replace departmental policy. The normal business practices of the campus function should be followed. It should on be used as a guide for communicating owners (O) and contributors (C) of sponsored project management responsibilities.

There can only be one owner for each responsibility. Responsibilities may be delegated by the owner.

O = Owner, C = Contributor, D = Delegate, A = Approver

D = Delegate

NP=Need Policy or Procedure

		Functions/Roles													College/Unit Resources							Policies and Procedures			
		PI/Co-PI	Dept Chair	Assoc Dean Research	CFAO/BUM	College Dean	ORSP	Grants Accounting	VP Research	Research Development	Research Compliance	Tech Transfer	Center Director	Other (legal, risk mgt, bursar)	CHSP - Nursing	ENG College Finance Team	ENG Pre&Award Team & ADR	HCOM ORG	College of Arts & Sciences	Voinovich School Finance Team	PCOE	Regulation, Policy, Procedure, Instructions*	Responsible Unit	Regulatory Reference	Reference
G	Managing the Award - Financial																								
G01	Expenditures - Verify the allowability, reasonableness, allocability, and consistency	O			C			C										D/C		D/C	C	Policy	GA		NP
G02	Provide oversight of sponsored project administration	O			C			C							C			C		D/C	C	Policy 19.045	GA		
G03	Cost Transfers - Review and approve				O															C		Procedure	GA		Cost Transfers

Grants Training

- Review upcoming training for Recharge/Service Centers
- Requested further training/guidance on Institutional Base Salary

Recommendations for process improvement

- Discussion on how Institutional Base Salary is being implemented across planning units
  - How are proposals being developed?
  - How is effort being charged?
  - How is effort being certified?

Vacation & Sick Leave Accrual

- Recommendations on sick leave accrual
  - The accrual of sick leave occurs as researchers work on specific projects but the time/cost is not factored into the direct charges to the project, therefore creating a financial gap

Discussion Questions

- Are there post award, grant, sponsored research issues that the broader University community would like to see on this group's agenda?

Questions?

- Mike Finney, finney@ohio.edu
- Cindy Perry, perryc@ohio.edu

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Business Forum Finance Update

Agenda

- PCI Compliance
- OBI Dashboard Updates
- Software Purchase Process
- JET Updates
- Travel Updates

October 9, 2019

PCI DSS Compliance


REGULATION AND COMPLIANCE
ESCAPE WE CAN NOT
memegenerator.net

What is PCI DSS?

PCI DSS stands for Payment Card Industry Data Security Standard, which sets the requirements for organizations and sellers to safely and securely accept, store, process, and transmit cardholder data during credit card transactions to prevent fraud and data breaches.

Who needs to be PCI Compliant?

PCI compliance is required by credit card companies to make transactions secure and protect them against identity theft. Any merchant that wants to process, store or transmit credit card data is required to be **PCI compliant**, according to the **PCI Compliance** Security Standard Council.

Why do we care about PCI?

- Increases customer confidence as they know you are taking the protection of their sensitive information seriously
- Protects you from potential costly fines if you were to suffer a breach and not be PCI compliant
- Protects your business from brand damage
- Decreases your risk of security incidents because you have put in place security measures in becoming PCI compliant


I KNEW I SHOULDN'T HAVE GIVEN THAT SMART METER MY CREDIT CARD!
CARTOONSTOCK
Search ID: jcen984

PCI Compliance Levels

- Four levels of PCI Compliance – based on # of transactions processed per year
  - Level 1 – Over 6 million transactions annually
  - Level 2 – Between 1 and 6 million transactions annually
  - Level 3 – Between 20,000 and 1 million transactions annually
  - Level 4 – Less than 20,000 annually

Ohio University Data

- 63 Merchant Accounts
- During FY19, our merchants processed over 608,000 transactions totaling close to $14m
- *Level 3 compliance obligation*

PCI Level 3 Compliance Validation Requirements

Compliance is achieved through a combination of technology and process controls

- Annual Self Assessment Questionnaires
- Quarterly network scans
- Attestation of Compliance Form

PCI Checklist

- Safeguard cardholder data by implementing and maintaining a firewall.
- Create custom passwords and other unique security measures rather than using the default setting from your vendor-supplied systems.
- Safeguard stored cardholder data.
- Encrypt cardholder data that is transmitted across open, public networks.
- Implement and actively update anti-virus software.
- Create and sustain secure systems and applications.

PCI Checklist (cont'd)

- Keep cardholder data access limited by need-to-know.
- Assign unique identifiers (e.g. logins) to users with digital access to cardholder data.
- Restrict physical access to cardholder data.
- Document network resources and cardholder data access needs.
- Frequently test security systems and processes.
- Create an information security policy and procedure manual.
- Train employees annually.

Say WHAT?? How do we manage PCI in our department?

- Work with the Office of the Bursar and the OIT Security Office. These offices must review and approve credit card processing systems.
- Develop and maintain departmental policies and procedures regarding accepting credit card payments. Includes the security of any credit card data handled and an incident response plan to be followed in the event of a suspected breach of that data.
- Obtain and maintain documentation of PCI compliance status of any third-party service providers directly or indirectly involved in the processing of credit card transactions (e.g. website hosting services, point-of-sale systems, etc.).
- Complete the Cash Handling & Credit Card Security Awareness training annually. Staff can enroll directly. Email list of student names and OHIO IDs to Carole Gilkey (gilkey@ohio.edu).
- Notify the Office of the Bursar (Carole Gilkey or Sherry Rossiter) of any change in credit card processing methods.
- Implement the latest PCI P2PE standard.

Policies and Other Information to Know

- Policy 51.001 Deposits of Funds
- Policy 91.005 Information Security
- Policy 91.006 Information Security Risk Management
- Office of the Bursar Website (Other Services)
  - https://www.ohio.edu/bursar/pci-information
  - https://www.ohio.edu/bursar/credit-card-handling

Questions?


My mind is now PCI-compliant.
Brain surgery?
No, I just have to wear a helmet and not talk to strangers.
You're ready for business.

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OHIO Software Process

Purchasing Software

- No secret that purchasing software is a challenging process.
- There are 4 factors that must be considered when reviewing software
  - Security risk
  - Accessibility – if for students or public facing
  - Legal terms
  - One OHIO

LIFE AS WE KNOW IT

Understanding the Risk

- Most software will be used on OHIO's devices and/or network
- OHIO has experienced an increase in attempts of hacking, phishing schemes, and fraud
- Emerging technology in cloud hosted software and apps
- Click thru or terms of use

Contributing Factors

- State Law – Attorney General essential terms
  - Governing law
  - Indemnification
  - Arbitration
  - https://www.ohioattorneygeneral.gov/Business/Commercialization/Essential-Terms

- IT Policies
  - Policy 03.001 *General Policy on Health Insurance Portability and Accountability Act (HIPAA) Compliance*
  - Policy 04.001 *Information Technology Accessibility*
  - Policy 12.020 *Student Records*
  - Policy 48.001 *Identity Theft Prevention*
  - Policy 91.005 Information Security
  - Policy 91.006 *Information Security Risk Management*
  - Policy 93.001 *Data Classification*

Transparent Process

- OIT, Purchasing and Legal Affairs collaborated on an updated process
- Goal is to provide the buyer with a step by step guide to ensure the potential software purchase follows the appropriate reviews
- Ensure compliance with University's policies, AG Essential Terms and best practices

Process Steps

1. Enter requisition in Bobcat*BUY* (BCB) – emails and footprints tickets can get overlooked
2. Fill out Vendor Technology Workbook on OIT website
3. Workbook is reviewed simultaneously by IT Security and Accessibility team
4. If necessary, IT will engage with supplier to gain better understanding of the software's security and functionality

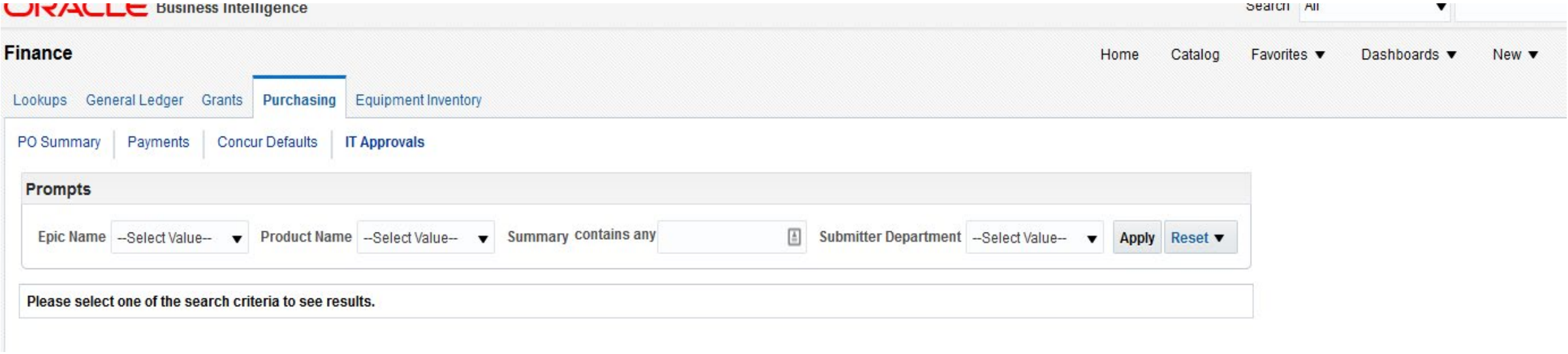
Process Steps

5. If approved, comment is made in requisition and workflow proceeds to Purchasing
6. Purchasing reviews the terms of use for any unacceptable conditions, such as those essential terms from the Attorney General
7. If not acceptable, Purchasing will contact supplier to negotiate acceptable terms or involve Legal Affairs if needed.
8. If terms are agreeable to both parties, requisition is approved and PO is created

Process Steps

9. If not approved, alternative software may need to be investigated
10. If no other alternative is acceptable, and upon showing business necessity, the University may agree to a choice of law provision for another jurisdiction where the risk to the University is low. Decisions on business necessity can only be made in consultation with OIT and Legal Affairs. *Documentation must be provided.*

Dashboard for Approved and Existing Vendors



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OBI Dashboard Updates

GL Funds Available & Transaction Export

Student Accounting drilldown

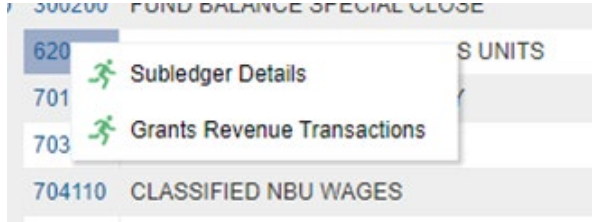
- From the GL transaction screens, clicking on the Account will display the Student Accounting details summarized in the transaction.
- Available to users with Bursar Dashboard access.

Account	Period	Effective Date	JE Header Name	JE Header Description	JE Source Name	JE Category Name	Description	Vendor Name	Accounted Net
10-100000-100130-1243-72-706130	MAR 2019-19	03/14/2019	SIS_PEOPLESOFT 2019-03-15 02:00:15 001 INTERFACE USD	SIS_PEOPLESOFT 2019-03-15 02:00:15 001	PEOPLESOFT	INTERFACE	SIS_PEOPLESOFT 2019-03-15 02:00:15 001		1,490.00
10-100000-1[illegible]0-1243-72-706130	MAR 2019-19	03/15/2019	SIS_PEOPLESOFT 2019-03-16 02:00:19 001 INTERFACE USD	SIS_PEOPLESOFT 2019-03-16 02:00:19 001	PEOPLESOFT	INTERFACE	SIS_PEOPLESOFT 2019-03-16 02:00:19 001		12,726.00
10-100000-1[illegible]0-1243-72-706130	MAR 2019-19	03/20/2019	SIS_PEOPLESOFT 2019-03-21 02:00:23 001 INTERFACE USD	SIS_PEOPLESOFT 2019-03-21 02:00:23 001	PEOPLESOFT	INTERFACE	SIS_PEOPLESOFT 2019-03-21 02:00:23 001		251.00

Term Code	Term Descr	Entity	Source	Organization	Activity	Function	Object	Line Descr	Amount	Subject	Catalog Nbr	EMPLID	PID	Pref/Pri Full Name	SF Ext Org ID	Ext Org Descr	Day
2195	Spring Semester 2018-19	10	100000	100130	1243	72	706130	English Fellowship	594.00			[redacted]					03/14/2019
2191	Fall Semester 2018-19	10	100000	100130	1243	72	706130	English Fellowship	896.00								03/14/2019
Grand Total									**1,490.00**								

GL Funds Available

Grants Revenue Drilldown



- From the Object Summary, users have the option to drilldown to Grants Revenue transactions that are posted in summary to the GL
  - Option available on Object codes used in Grants to post revenue or funding entries
    - Revenue transactions for Sponsored projects
    - Funding transfers to support internal awards or capital projects – will display detail for both the funding account or the recipient account (aka cost center PTA).

GL Funds Available – Grants Revenue

SAMPLE SCREENS

Sponsored

Awd #	Draft Revenue #	Period	Funding/UBR Account	Funding/UBR Amount	Unearned Revenue Amount	PTA	Event Description	Revenue Amount	Account
1130701	20	JUL 2019-20	10-100000-000000-0000-00-121010	2,223.65	0.00	11223-17-1130701	11223- 17 - 706210 STUDENT HOURLY- 1377 Currency	(1,376.87)	10-441900-200400-0000-00-421100
							11223- 17 - 709200 MEDICARE (ER)- 19 Currency	(19.96)	10-441900-200400-0000-00-421100
							11223- 17 - 709510 RETIREMENT CONTRIBUTION- 194 Currency	(192.76)	10-441900-200400-0000-00-421100
							11223- 17 - 709610 WORKERS COMPENSATION- 10 Currency	(10.16)	10-441900-200400-0000-00-421100
							11223- 17 - BEN F&A- 840100 PAYROLL	(86.92)	10-441900-200400-0000-00-421100
							11223- 17 - LABOR F&A- 840100 PAYROLL	(536.98)	10-441900-200400-0000-00-421100
1131107	25	JUL 2019-20	10-100000-000000-0000-00-121010	195.92	0.00	11353-19.04-1131107	11353- 19.04 - 704110 CLASSIFIED NBU WAGES- 153 Currency	(153.30)	10-441900-200400-0000-00-421100
							11353- 19.04 - 709200 MEDICARE (ER)- 2 Currency	(2.22)	10-441900-200400-0000-00-421100

Capital

Awd #	Draft Revenue #	Period	Funding/UBR Account	Funding/UBR Amount	Unearned Revenue Amount	PTA	Event Description	Revenue Amount	Account
9160105	12	MAY 2019-19	21-140000-770101-0000-00-830200	(2,979.74)	0.00	14091-11-9160105	Return funds per e-Builder	2,979.74	10-142000-950801-0000-00-830200
9160107	8	FEB 2019-19	21-140000-770101-0000-00-830200	(8,453.11)	0.00	14133-01-9160107	Reduce Budget to Close Project 14133	5,521.74	10-142000-950801-0000-00-830200
						14133-03-9160107	Reduce Budget to Close Project 14133	2,931.37	10-142000-950801-0000-00-830200
9160108	14	JAN 2019-19	21-140000-770101-0000-00-830200	(3,417.54)	0.00	14347-03-9160108	Move Dollars Between Tasks 14347	3,417.54	10-142000-950801-0000-00-830200
	15	JAN 2019-19	21-140000-770101-0000-00-830200	3,417.54	0.00	14347-01-9160108	Move Dollars Between Tasks 14347	(3,417.54)	10-142000-950801-0000-00-830200

GL Funds Available & Transaction Export Changes

New prompts added

Grants transactions are only posted in summary in GL

- Sometimes users want/need to only view GL balances/transactions in GL and separately monitor their PTA data from Grants.
  - Useful in monitoring overspending
- Other times people are trying to tie out balances between the systems

These prompts provide common link across the systems:

- **Sources to Include?** (ALL/GL only/Grants only) – can view all cost centers, or just cost centers tracked in GL, or just Grants summary cost centers in GL.
- **Grants Award Category** (Capital/Cost Share/Internal Award/Sponsored/Unrestricted)

GL Balance Sheet

- Posted date is now available as a field to include in the transaction detail.
  - Previously added to GL Funds Available and Transaction Export

Grants FA/Expenditure Inquiry

Student Accounting drilldown

- From the Grants transaction screens, clicking on the **Trans ID** will display the Student Accounting details summarized in the transaction.
  - Available to users with Bursar Dashboard access.

Period	Exp Item Date	Trans ID	CDL #	Proj #	Proj Short Name	Task #	Task Name	Awd #	Awd Short Name	Exp Type	Exp Comment	Exp PA Date	Exp Cost	Exp Source	Exp Batch
APR 2019-19	04/26/2019	2716307	1	11575	VISION 2020: PHYS-SCIENTISTS	44	DO MASTERS	1500192	FY19 VISION 2020: OHF	706130 FELLOWSHIPS	PS 2019042601	4/26/2019	18,000.00	MISC	S042700104PJ669480

Term Code	Term Descr	Proj #	Task #	Awd #	Line Descr	Amount	Subject	Catalog Nbr	EMPLID	PID	Pref/Pri Full Name	SF Ext Org ID	Ext Org Descr	Day
2195	Spring Semester 2018-19	11575	44	1500192	Fy19 Vision 2020: Ohf - Vision	9,000.00			[redacted]					04/26/2019
2195	Spring Semester 2018-19	11575	44	1500192	Fy19 Vision 2020: Ohf - Vision	9,000.00								04/26/2019
Grand Total						18,000.00								

New PEDS OBI roles

- Previously only employees with HR Dashboard access could view PEDS drilldown data.
  - This role provides access to all HR dashboard data
  - Has been given to some employees who only needed to view PEDS detail.
- New roles - only display portion of an EE pay included in payroll transaction
  - HR_PEDS_ALL – EE can see PEDS detail for any Grants transaction
  - HR_PEDS_PTA – EE can view PEDS detail only for PTAs where they are identified as a member

New PEDS OBI roles

NEXT STEPS

- CFAO's to determine if they want to change any individuals' access from HR_Dashboard_User to one of new roles
- Grants dashboards use new roles now.
- GL dashboards have been modified to allow drilldown for both HR_Dashboard_User and HR_PEDS_ALL roles.

Concur Defaults Dashboard

Available under Purchasing tab

- New dashboard page to display Concur Default Cost Center data
  - Errors Only Report – updates for these EE's do not update to Concur until their errors are corrected
  - Missing Cost Centers – these EE's do update in Concur, but EE needs to enter their costing for each transaction.
  - All detail – shows all EE's with their default cost center (either GL or Grants)

Prompts for HR Planning Unit, HR Organization, employee name/#, or Cost Center GL or Grant segments

Employee Lookup

- Add CFAO column to Employee Lookup output
  - Some employees do not know/are not familiar with who holds this role in their planning unit.
  - Also used by IT to identify who needs to authorize access requests for eBiz/OBI.

Payroll Detail

- Transaction Date is now available as a field to include in the Payroll Detail dashboard
- Useful when viewing payroll accounting correction detail

Quick Reference Guides

- Modified the Quick Reference Guides webpage.
  - Now is one complete searchable list.
  - Added “Last Update” date
- The following quick reference guides (QRG) have been updated to reflect OBI changes:
  - GL Funds Available
  - GL Transaction Export
  - Grants Funds Available
  - New QRG: Purchasing: Concur Defaults

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Journal Entry Tool (JET) Updates

JET Roles & Training

- JET is live and in production!
- Training is available through the PDP
  - Preparer training
  - Processor training
    - Must complete training with a passing score in order to gain access to JET
    - CFAO for each planning unit determines roles (Preparer and/or Processor)
    - Provisioning process included in training

October 9, 2019

Travel Updates

Southwest Airlines

- CBT/OHIO has negotiated discounted rates
  - 3%-5% depending on fare type
  - Flights to/from Cleveland, Columbus, Cincinnati
  - Includes frequent flier status match
  - 36-hour priority check-in with status match
  - Free same-day standby

Southwest Airlines

Airport of Departure	Discount for Unrestricted Fares		Discounts for Select Public "Wanna Get Away" Fares with Minimum Advance Purchase of			
	Business Select	Anytime	0 Day	1 Day	3 Day	5 Day
To or From CVG (Cincinnati/Northern Kentucky International Airport)	5%	3%	3%	3%	3%	3%
To or From CMH (John Gleen Columbus International Airport)	5%	3%	3%	3%	3%	3%
To or From CLE (Cleveland Hopkins International Airport)	5%	3%	3%	3%	3%	3%

SOUTHWEST AIRLINES

Southwest Airlines

- To access discounted rates you must book through Concur or through CBT travel agent
  - Only way Southwest would extend the discount
- Group discount rates coming in spring 2020
  - Southwest developing group discount program and reconfiguring their systems to handle for groups

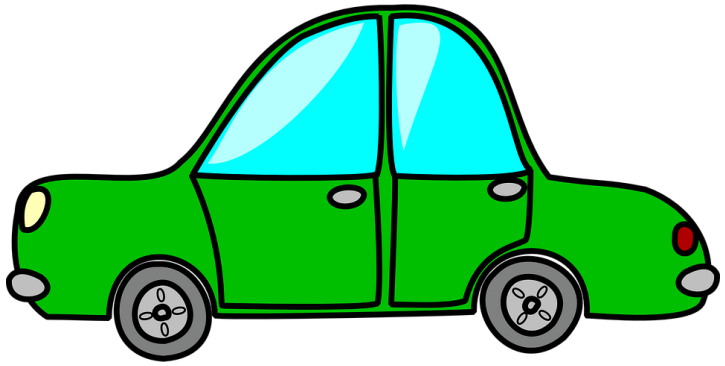
Government Hotel Rates

- Available – Low Utilization
  - Lost cost savings
- Not eligible for federal
- Check “Rules and Cancelation Policy”
- In Ohio – state rates should be honored
- Outside Ohio – call hotel to verify
- Must have OHIO ID

Available for Individual Travel Only – Not Group

Enterprise/National Rental Cars

- Portal Rental
  - Employee ID
  - Account Number
  - Billing Number
- Personal Rental in Concur
  - Fees



The Parking Spot

- Can no longer apply discount at checkout
- Must check in as Ohio Employee to get discount
  - Executive Card
  - Parking Spot App

Real ID – Don't Wait Until the Last Minute

- Required for all domestic flights beginning October 1, 2020
- TSA – federal regulation
- Visit www.tsa.gov/real-id for more information

Transportation Security Administration

Questions?

- Contact Finance Customer Care, financecustomercare@ohio.edu

Next Business Forum

Tuesday, December 10, 2019
9 - 11 AM

HRTC 141 - 145