Internal Control Plan

The following document represents the internal control plan for the University of Mississippi. The purpose of this document is to detail policies and procedures in place to safeguard all assets against improprieties and to ensure all applicable federal and state laws are being followed. This plan will be reviewed annually to incorporate any changes at the institution level as well as any changes that need to be made to stay in compliance with federal and state laws.

The University of Mississippi has a comprehensive policy directory website. This directory can be found at: http://secure4.olemiss.edu/umpolicyopen/index.jsp. Any changes to these policies are reflected on the website and kept up-to-date. New employees are instructed where policies are located and of their responsibility to follow all policies. New employees specifically receive a hard copy of the Fiscal Misconduct policy. This policy details the employee's responsibility regarding the University's assets as well as how to report misconduct. The policy can be found at: http://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10691702. In-depth new hire training is conducted to ensure new employees are aware of University processes and policies as well as University, State and Federal laws. The University also offers employees opportunities to attend onsite professional development workshops.

The University also has a permanent Internal Audit department. The department is staffed by a Director, three full time auditors, and one audit intern. The Internal Audit mission statement is: "to provide independent, objective assurance to aid in improving the operations of the University of Mississippi. This is accomplished by bringing a systematic approach to evaluate and improve the effectiveness of risk management and internal controls." This can be viewed at: http://internalaudit.olemiss.edu/. Internal Audit reports directly to the Chancellor and to the Audit Committee.

The University also has a permanently assigned Internal Control Officer.

Internal control exhibits (questionnaires) were completed for the Mississippi Department of Finance and Administration (DFA). These questionnaires were reviewed to determine the scope and completeness of existing controls and determine if weaknesses could be identified. If a control weakness was identified, a solution was formulated and acted upon. These questionnaires are reviewed on a yearly basis. Any changes have solutions formulated and acted upon.

Major business processes were identified and documented to ensure controls were in place at all levels. These major business processes included: Procurement, Human Resources, Accounting, Budget, Bursar, and Information Technology. Other business processes included are: Student Housing, Admissions, Institutional Research, and International Programs.

The University utilizes SAP as its enterprise resource planning (ERP) software. SAP is a solution that encompasses the enterprise through the use of highly integrated modules and single databases. Approved users and customers have 24/7 access to information and data. Included below are some of the processes this system integrates:

- General ledger accounting
- Procurement and accounts payable
- Property control
- Work order management (Physical Plant and Telecommunications)
- Travel
- Procurement card transactions
- Human resources
- Payroll
- Financial accounting
- Student accounting
- Financial Reporting
- Budget creation and maintenance
- Fixed assets
- Plant maintenance
- Admissions
- Registration
- Grading
- Tuition and fee assessment
- Billing and collections
- Financial aid
- Grants management

Following the COSO model, there are five components to an effective internal control system:

- Control Environment
- Risk Assessment
- Control Activities
- Information and Communication
- Monitoring

The following document details each component.

Control Environment

The Chancellor of the University of Mississippi reports to the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and its Commissioner. Board members are appointed by the Governor and approved by the Senate. Appointments occur from the three current Supreme Court districts for terms of nine years. The Board "is responsible for policy and financial oversight of the eight public institutions of higher learning." (http://www.mississippi.edu/board/)

Organizational charts for the University of Mississippi can be found at: http://www.olemiss.edu/depts/university_planning/org_charts.html.

The following information was obtained from the Office of the Chancellor (http://www.olemiss.edu/depts/chancellor/mission.html).

Vision:

"As a great American public university, the University of Mississippi will lead and excel by engaging minds, transforming lives, and serving others."

Mission:

"The University of Mississippi's mission is to create, evaluate, share, and apply knowledge in a free, open, and inclusive environment of intellectual inquiry.

Building upon a distinguished foundation in the liberal arts, the state's oldest university serves the people of Mississippi and the world through a breadth of academic, research, and professional programs.

The University of Mississippi provides an academic experience that emphasizes critical thinking; encourages intellectual depth and creativity; challenges and inspires a diverse community of undergraduate, graduate, and professional students; provides enriching opportunities outside the classroom; supports lifelong learning; and develops a sense of global responsibility."

Statement of Institutional Core Values

In pursuing its mission, the University of Mississippi:

- Reaffirms its identity and purpose as fundamentally academic.
- Nurtures excellence in teaching, learning, creativity, and research.
- Provides the best and most accessible undergraduate education in the state of Mississippi.
- Offers high quality graduate and professional programs.

- Protects academic freedom and cultivates individual integrity and academic honesty.
- Promotes inclusiveness in its student body, faculty, and staff.
- Requires respect for all individuals and groups.
- Fosters a civil community of shared governance and collaborative endeavors.
- Practices good stewardship of its resources.
- Devotes its knowledge and abilities to serve the state and the world.
- Honors the dignity of all employees and compensates them fairly.

For additional information, please see http://www.olemiss.edu/um2020/.

Risk Assessment

Risk assessment involves evaluation of the probability of negative outcomes and impact associated with university assets. Completing the initial control exhibits as developed by DFA initiated this risk assessment effort.   These exhibits covered Accounting, Procurement, Human Resources, Bursar, and Information Technology.   These exhibits are reviewed and updated annually.   We have strengthened and enhanced the opportunities for improvement discovered while updating these exhibits.

Control Activities

The following are summaries of major processes at the University of Mississippi. Please contact Maggie Smith at maggieks@olemiss.edu with any questions or for additional information.

Accounting

- **All Accounting related policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10000899&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://accounting.olemiss.edu/

Investments
The university has two types of investments: operating funds and endowment funds.

Operating cash is the collected balance in the University's bank account. The Assistant Vice Chancellor and Director of Human Resources and Contractual Services (Assistant Vice Chancellor) manages daily operating cash. This management does not include the ability to execute online transactions but does include the following duties:
- Reviews balances daily via the internet.
- Reviews the amount of outstanding checks and monitors for any large checks still outstanding, large, recurring payments, and any scheduled payments that are scheduled to be remitted.
- Determines the amount of funds needed to meet daily cash flow requirements and whether cash float exist.
- Sends the Bursar an e-mail request to wire funds into the bank account (if funds are needed to cover expenses) or transferred out of the bank account into a federated money market account (if there is short-term float of funds).
- Prepares the journal entry to record such transactions; however, the Bursar actually moves the funds and authorizes the transaction.

The Controller and Vice Chancellor for Administration and Finance receive periodic reports on operating cash. Any changes that are needed are made collectively. These two positions are not involved in the day-to-day transactions.

Investments are made through either certificates of deposits (CDs) or agency bonds. In order for the University to purchase a CD, the Assistant Vice Chancellor:
- Determines when the funds will be needed.
- Sends an e-mail to local and out-of-town banks stating the proposed holding period for the CD and requesting bids. The bids must be received by the next day.
- Chooses the highest interest rate quoted and notifies the institution by e-mail.
- Notifies the Bursar of the terms. The Bursar is the actual purchaser of the CD.

- Makes the journal entries for the CD purchases and the money market purchases.

Agency bond purchases are made official by the Bursar. The University researches agency bonds available on the market before purchases are made. Purchased bonds are held in a trust at Trustmark. CDs are held by the Bursar.

The Vice Chancellor for Administration and Finance, the Controller, and the Assistant Vice Chancellor meet periodically to discuss general parameters regarding short-term investments. The discussions normally include the appropriate allocation between bonds and CDs, holding periods, prevailing and predicted interest rates. The investment philosophy and activities of the Assistant Vice Chancellor are derived from the results of these discussions. The purchase of CDs is usually structured around cash flow demands of payroll. The Assistant Vice Chancellor provides the Controller with a periodic reconciliation of the investment schedule and the general ledger. The Controller compares the general ledger to the investment schedule.

The Controller and Director of Accounting prepare the notes to the financial statements related to investments. This includes information related to interest rate risk, concentration risk and credit risk. The Vice Chancellor for Administration and Finance reviews all notes to the financial statements before approving or forwarding information to outside parties.

Endowment funds represent long-term investments in which principal is held in perpetuity and the use of investment income, including capital appreciation, is restricted. Decisions regarding the investment of endowment funds, including allocations and targets within investment categories, are handled through the Joint Committee on Investments (committee). This committee consists of 8 to 10 members that meet 4 to 5 times a year. The University of Mississippi, the University of Mississippi Medical Center, and the University of Mississippi Foundation all have representation on the committee. These entities have separate endowment portfolios; however, the committee strives to maintain similar portfolios between the entities to ensure similar endowment returns among the entities. The committee also employs an outside investment consultant to provide in-depth research and advice.

Trustmark National Bank serves as trustee for each of these endowment portfolios. Within each portfolio, accounts are created for each investment. All trades are executed through these accounts. The authority to approve the purchase or sell of endowment investments is vested in the Vice Chancellor for Administration and Finance, who may delegate to the Controller if the need arises. The Controller or the Director of Accounting make GL entries to record endowment transactions within these trust accounts and distributes quarterly earnings in compliance with the University endowment spending policy.

The University receives monthly trust statements from the Trustee, periodic statements from money managers via email or posting to secure web sites as well as monthly,

quarterly and annual reports from the investment consulting firm.   The Controller receives copies of quarterly reconciliations of endowment investments.

Debt and Debt Service

The University issues municipal bonds through its Educational Building Corporation (UMEBC). The authority for EBCs is contained within Mississippi Code Ann., Section 37-101-61, (1972).   All UMEBC related transactions are recorded on the University's general ledger. The UMEBC issues bonds for the purpose of acquiring, constructing or renovating facilities for use by the University. The Vice Chancellor for Administration and Finance is responsible for oversight of the debt process. The Controller takes the lead in completing all necessary steps to issue bonds, ensure the appropriate application of proceeds and make annual debt related payments. IHL Policy and Bylaw 906 also governs the debt issuance process which includes IHL approval of all bond issues.

All bond proceeds are required to be placed in trust with an external trustee bank. As bonded projects are performed, the University utilizes its normal internal procurement and payment processes (see procurement). Qualified expenses are periodically submitted to the bond trustee for reimbursement. A standard trustee designated requisition form with required documentation is completed and faxed to the trustee. The trustee wires approved reimbursements to the University. Principal and interest payments are dictated by the amortization schedule included with the bond's official statement. All principal and interest payments are made to the trustee, which is responsible for payments to bond holders. The University monitors the spending and investment of bond proceeds to ensure compliance with IRS arbitrage regulations for tax-exempt issues. The vast majority of UMEBC bonds are tax-exempt and certain IRS rules must be followed and maintained to protect the tax-exempt status. There is a separate audit performed on UMEBC with a separate report issued and a separate tax return.

The University of Mississippi has a small amount of other debt. This debt is a note payable to Northwest Mississippi Community College (NWCC). The NWCC obligation is related to the expansion of facilities wholly owned by NWCC. This facility is utilized by both parties for instructional purposes and is located in Desoto County.

Financial Close and Reporting

On a monthly basis, the University tries to close within five working days of month end.

For year-end close, the Director of Accounting prepares a calendar and checklist of items that must be completed. This checklist identifies due dates for reports, reconciliations, and closing journal entries that should be made. The checklist is distributed to all individuals having a role in year-end close and financial reporting. The IHL also provides each university with a list of due dates for certain reports. Information is submitted to the IHL. This information is reviewed and approved by the Vice Chancellor for Administration and Finance before it is released publicly or submitted to the IHL.

Accounting and finance personnel are encouraged to attend training as it pertains to changing and updated regulations and policies for higher education.   The IHL also

coordinates periodic training sessions for university accounting personnel. The Vice Chancellor for Administration and Finance reviews significant estimates for the financial statements. The State Auditor's Office determines standardized fixed asset depreciation methods, lives, and minimum capitalization values.

The Controller and Director of Accounting are responsible for preparation of the annual financial statements. The Vice Chancellor for Administration and Finance reviews and approves them prior to public release and submission to IHL.

Budget to actual comparisons can be viewed in real time by University personnel with appropriate SAP or web access. This information is also reported quarterly to the IHL at a summary level. Significant fluctuations are analyzed and investigated.

Cutoff dates are analyzed to ensure proper cutoffs for deposits and disbursements at year end. The Director of Accounting prepares a memo to departments regarding deadlines for the receipt of deposits and the initiation of disbursements.

Access controls to the system are tightly maintained in SAP. Individuals are granted access on a system transaction type basis only as needed to complete their jobs.

Grants and Similar Programs

The grant process begins with a principal investigator (PI) writing a proposal. Proposals are forwarded to the Office of Research and Sponsored Programs (ORSP) for review and submittal. If the grant is awarded, a contract is signed by ORSP, and the signed contract is forwarded to Accounting with a request to establish a profit center. Accounting assigns each award a unique grant number with unique account numbers as needed (profit center). Each type of expense also has a unique identifier (general ledger account). SAP is configured to require all receipts/expenditures entered have both a profit center and a general ledger account so that costs are segregated into the appropriate categories for each award.

Accounting maintains master data for all projects within SAP Grants Management. The master data contains information on required reporting frequency, principal investigators, funding source and contract type.

Most awards are either fixed-price or cost-reimbursable sponsored projects. If the project is fixed contract price with no invoicing or reporting requirements, then the project account is reviewed every six to twelve months by Accounting personnel.

The majority of awards are cost reimbursement with quarterly reporting requirements. For these awards, expenditures are reviewed quarterly, and an invoice is remitted to the granting agency for reimbursement.

All grants are monitored at least every twelve months. Accounting employees prepare invoices and financial reports based upon due dates maintained for each grant within SAP Grants Management. Copies of the reports are sent to PIs for review. Accounting

performs a reconciliation of the amounts in the financial reports with the supporting records in SAP prior to submitting reports.

There are certain procedures that must be followed when purchasing equipment with federal money. These procedures can be found at http://www.research.olemiss.edu/spa/federal-property-manual. Property obtained with a grant can either vest with the University at the beginning of the grant or vest at the end. It can also revert to the grantor at the end of the grant. All property is assigned an identifying number. An asset master record is maintained in SAP that includes identification of the funding source. ORSP also maintains a database of the federal equipment that is in the possession of the University.

Accounting and principal investigators review expenditures on a regular basis to ensure matching requirements are met. The granting agency specifies the amount of matching funds required for the project. These funds are identified and reserved before expenditures are allowed on the project.

Bank Reconciliations

Bank accounts are reconciled, monthly and reconciliations are reviewed by the Director of Accounting. Information Technology receives files from BancorpSouth that contain checks cleared, the date cleared, and the check amount. IT uploads this file to SAP so that it can be run by Accounting as part of the reconciliation process. The file clears checks in the operating, payroll, and imprest accounts. The program examines the check numbers and amounts. A report of errors or discrepancies is provided at the end of the check clearing process. The bank reconciliation process is a highly manual process. Senior Accountants who are independent of cash receipting and cash disbursement functions reconcile the bank accounts.

Reconciling items are reviewed monthly in an effort to monitor and clear these items. Documentation is provided to the person responsible for the reconciling item(s) at the completion of the reconciliation.

Each month, the Accounting Office receives directly from BancorpSouth the bank statements on CD. A CD containing the appropriate bank statement(s) is distributed to the Payroll, Bursar's Office, and Procurement Services for review.

Admissions

- **All Admissions Related Policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?keywordSearchString=admission&searchType=FFM

- **Website:** http://admissions.olemiss.edu/

An applicant to the University submits an online application. An administrator may enter an application for a student. The admissions specialists create all applicants in SAP who have paid the application fee or submitted an appropriate fee waiver. The coordinator runs a money report upon receipt of the application fee or fee waiver. A money report is run out of SAP to match the applications that were created with how the applicant paid. A cash report is created and given to the Bursar for monies received. To separate the workload of creating students as applicants in the system, there are two staff members, an Admissions Specialist and a Senior Staff Assistant, who complete this task.   The Admissions Specialists', whose responsibility is to evaluate and admit students, process applications primarily according to students' last name. There is another Admissions Specialist that handles applicants to Summer College and the regional campuses (Desoto, Tupelo, Booneville, etc) of the University. Applicants to Summer College are not considered regularly enrolled, full-time students at Ole Miss. Any applications for summer programs are sent to the Department of Outreach. Another admissions specialist processes international applications. This individual also is responsible for receiving the mail, dating it, and coding it in the system.

After the Admissions Specialists receive applications, he/she will check the master file to see if a transcript has previously been received. If there is not a transcript on file, the Admissions Specialist sends a request to the applicant for one. Three requests for additional documents are made with 45 days in between each request. After three requests for a transcript or other missing documents such as standardized test scores, the applicant is no longer contacted by the Admissions Office. The student must initiate contact with the University.

Once the transcript and test scores are received, applicants are evaluated based on admissions requirements. They are then put through workflow. Workflow is the process of taking a student's application information and either admitting them or rejecting them in the system so that the applicant can be notified of eligibility/ineligibility for admission. A letter of notification is sent to all applicants that do not meet admission requirements. The letter is brought to Associate Director of Admissions-Operations for checking. The letters are then forwarded to the Director of Admissions for a signature before it is mailed. After the files have been put through the workflow process, Senior Staff Assistant prints admission certificates daily. An admitted student receives an acceptance letter and an admissions certificate. The admission certificate gives student pertinent information related to their admission such as their term of admission, major, transfer hours (if applicable), Web ID, etc. The Director of Admissions signs off on these as well.

Mississippi students who are not admitted have the opportunity to take the Accuplacer Exam, an academic placement exam. The Coordinator of Undergraduate Admissions reviews the results of the exam. The Accuplacer is an additional assessment item used in conjunction with the transcript and standardized test scores to evaluate admissions eligibility.

If the applicant is then admitted, the file is put through the workflow. If the applicant is not admitted after taking the placement exam, he or she may enroll in a summer program. The summer development program is 9 weeks and typically has about 20 students. Upon completion of this program and earning a grade of a D or above in all courses, an applicant is admitted to the University for fall enrollment.

The application process follows all rules set by the IHL. Any deviations from the admissions requirements are noted in the applicant's file along with the employee authorizing such deviation. All eight IHL institutions have the same admissions requirements. Sometimes an applicant may be admitted to one institution but turned down by another. When such an instance occurs, the University further investigates the situation to see why an exception was made. The cause of the exception could be because one school may have more information on the student than another school has, i.e. additional test scores, updated transcript information.

In June of each year, Associate Director of Admissions - Operations frequently runs SAP reports to check for potential errors and vacant fields in required new student information. The IHL requires a complete list of information on enrolled students in August. After the last day to add classes in a semester, the Admissions Specialists complete a process called "mark-off." Admissions Specialists go through active applicant files to check for students that are enrolled at the University. If an admitted applicant in the active file enrolls and documents are still needed to make the file complete, a hold is placed on the student's account before file can be sent to the Registrar's Office for checking of imaged documents and permanent record keeping.

ARRA Receipting

- **Website:** http://www.research.olemiss.edu/arra

Upon receipt of a fully executed ARRA Award, the Office of Research and Sponsored Programs (ORSP) documents are labeled as ARRA funding. Award Notification/Documents are sent to the Sponsored Programs Accountant and the Accounting Office. The Sponsored Programs Accountant creates a separate ARRA reporting file for each award. Upon receipt of the ARRA award notification from ORSP, the Accounting Office establishes a separate account for each project. These accounts are established by a Senior Accountant. The accounts are labeled "ARRA" to ensure proper segregation from other funds. Each type of expense for the project has a unique general ledger account.

All receipts and disbursements of ARRA money are recorded and captured in SAP. Information in SAP is used to generate any reports required.

Accounting and ORSP personnel attended training as well as webinars on ARRA funds and reporting. The Principal Investigator (PI) is provided a listing of ARRA requirements and acknowledges the requirements as part of the award acceptance process. The Sponsored Programs Accountant routinely checks the IHL's Stimulus website (http://www.ihl.state.ms.us/stimulus/) for updates related to ARRA reporting and works closely with departmental personnel to ensure that they understand the expectations and requirements of ARRA. Guidance for implementing ARRA is available through several sources that the University uses, including but not limited to www.recovery.gov, www.whitehouse.gov, www.federalreporting.gov, www.gao.gov, https://stimulus.ms.gov/msgo/mssr.nsf, www.ihl.state.ms.us/stimulus, and www.mmrs.state.ms.us.

In 2009, the University Research Board unanimously approved mandatory education in the Responsible Conduct of Research (RCR) for all PIs and key personnel, including staff, postdoctoral fellows and graduate and undergraduate students funded by sponsored projects. These personnel must complete the core component of the RCR curriculum prior to receipt of sponsored program funding.

The University Conflict of Interest Policy includes guidelines to determine when a conflict of interest may exist. To assure compliance, appropriate conflict of interest language has been added to all Procurement purchasing documents, and individuals involved in any purchasing activity are encouraged to consider whether a conflict of interest might exist. Additional guidelines are available concerning conflict of interest and IRB protocol. The guidance can be found at: https://secure4.olemiss.edu/umpolicyopen/GetPdfActive?pol=10656208&ver=active&file=10656208_active_20050517.pdf&cod=HRO.EM.300.300 and https://secure4.olemiss.edu/umpolicyopen/GetPdfActive?pol=11082359&ver=active&file=11082359_active_20080820.pdf&cod=RSP.RI.301.014. There are also fields included

on the Purchase Requisition Form and Form 13 (Payment for Personal Services as a Consultant/Independent Contractor) that screen for vendor associations.

The Procurement Office incorporates ARRA requirements of purchases over $25,000 going out on competitive bid. For purchases between $5,000 and $24,999, University policy requires that two quotes be presented and goods or services are purchased from the lowest quote. In the subaward process, the ORSP encourages the PI to solicit statements of work and budgets from several potential subawardees. The basis for subawardee selection (or lack of competition, if applicable) is recorded by the PI on the ORSP's Request to Issue Subcontract Form. For instances of purchases of goods and services by official Purchase Order, acceptance of the Purchase Order requires certification that the organization and its principals are not suspended or barred from participating in a federal program. For those purchases of $25,000 and over and for all subcontracts, ORSP will check the federal Excluded Parties List (https://www.sam.gov/) before final purchase order or subaward is executed. For additional information regarding the University's Procurement process, see the Procurement section of this document.

The ORSP Contracts and Grants personnel review the award document and note special terms and conditions. The ARRA terms and conditions are highlighted and sent to the PI as part of the award acceptance process. Special requirements are listed on the Award Memo and sent to the PI and Accounting. ORSP, along with the Accounting Office, communicates regulations to departments immediately affected, i.e. Procurement and Facilities Planning.

Senior Accountants in Accounting prepare financial reports for the funding agencies as well as for the ARRA Government Reporting. The signatory officer on the account is required to authorize each transaction. In addition, signatory officers receive an e-mail nightly showing any activity on the account. The signatory officer is required to review the transaction and dispute it if it is incorrect. At month's end, a budget statement is also e-mailed to the account signatory that shows all expenditures, encumbrances and remaining funds. These senior accountants review the specific ARRA related account in SAP to obtain the amount of expenditures for the project. The amount reported in SAP is used to complete the reports required by the granting agency.

Sponsored funding requested through the ORSP is for projects that would not otherwise be conducted. The funds do not supplant any current funding. For State Fiscal Stabilization Funds (SFSF), grant documents are reviewed to determine how the funds might be utilized. Additional guidance for SFSF is provided by the IHL. For SFSF, funding does not supplant any current funding.

The Proposal Development Specialists in the ORSP review the RFPs at the proposal development stage to determine if matching funds are required. If so, matching is included in the proposal budget and identified on the Transmittal Sheet. None of the ARRA awards currently held by the University require matching funds. If any matching funds are required in the future, a separate account would be established that would include "MATCH" in the account title to show the relation to the main project. Upon

establishing the account, nonfederal funds are transferred to the new account to use exclusively for the match required by the award.

The ORSP uses standard templates in developing subawards. When applicable, the templates are modified to include measurable deliverables and payment schedules. The PI can also request specific deliverables or payment schedules by indicating such on the "Request to Issue Subcontract" form.

The PI will be responsible for determining the impact on the local economy. It is recommended that the description of the impact be maintained in PI files. The PI will submit quarterly reports to the ORSP that will reflect project activities. The PI will be responsible for describing the jobs created under the award. The PI will submit quarterly reports to the ORSP that will reflect all associated job descriptions.

The PI is responsible for monitoring specific ARRA project performance goals, outputs, and outcomes linked to program performance. Information that is needed for quarterly reports is provided to the Sponsored Programs Accountant, as requested.

For construction projects, bid specifications will include the Buy American terms and conditions of the ARRA award so that the Contractors are aware of the requirements. Copies of signed and notarized affidavits will be obtained by the University at the beginning of the project. The responsibility for creating and monitoring ARRA related construction project schedules lies with the architect to submit an affidavit that they are on time with the construction project schedule. If a material is not able to be purchased as Buy American, then the contractor must prove why it needed to be bought elsewhere. The Buy American responsibility lies solely on the shoulders of the Contractor.

The PI, Accounting Office and ORSP are each given copies of the award as described in Chapter 6.1 of the Manual for Research and Sponsored Programs: Policies and Procedures. ARRA Requirements are highlighted on the Award Memo. Contractors are provided a web link for guidance on the use of ARRA funds. ARRA Terms and Conditions are flowed down to subawardees when the ARRA-funded subaward is issued or when the ARRA-funded increment is issued. The subawardee is also provided a copy of the prime award.

The Sponsored Program Accountant will verify that standard data elements (Award and Institutional Information) are correct on quarterly reports for each award and will also compile quarterly FTE, vendor, subrecipient and other expenditure data. The PI will be responsible for providing the ORSP with the quarterly activity data, project status and description of jobs created/retained. ORSP's completed report will be submitted to the Accounting Office for review, final update of expenditure data and submission into federalreporting.gov. The Sponsored Program Accountant will gather report data. The Senior Accountants will review and submit final reports. The Sponsored Program Accountant is responsible for coordinating the ARRA reporting and for submission of the ARRA reports through the State portal.

Internal Audit reviewed ARRA projects and expenditures to ensure proper spending and accounting. Any problems encountered were addressed by the PIs. The Sponsored Program Accountant helps to monitor compliance with regulations regarding ARRA funds. Also, the Internal Control Officer reviews controls in place to help ensure proper handling of money. For internal purposes, Internal Audit has procedures in place for individuals to anonymously report fiscal misconduct. See the following for more information -- http://www.olemiss.edu/depts/internal_audit/final.htm. The University is on a two year rotation where each department completes a risk assessment for SACS. Information is monitored according to this plan and any actions needed are taken. In addition, the Recovery Act Fraud Hotline Poster is displayed in conspicuous locations around campus, including project sites.

The PI is responsible for verifying that work performed by the subrecipient is conducted in a timely manner and is acceptable; reviewing and approving subrecipient invoices; maintaining regular contact with the subrecipient regarding technical aspects of the project; performing site visits; and ensuring all deliverables required are being provided. The ORSP is responsible for informing each subrecipient of ARRA funding, CFDA title and number, award name and number, and name of the funding agency; advising subrecipients of the requirements imposed on them by ARRA, federal laws, regulations, the provisions of the prime award, or provisions of the University; ensuring that non-profit subrecipients expending $500,000 or more in federal awards have met the audit requirements of OMB Circular A-133; requiring each subrecipient to permit the University and auditors to have access to the records and financial statements as necessary for audit purposes; reviewing and approving subrecipient invoices; performing desk audits and/or site visits; and obtaining a Small Business Subcontracting Plan if required by the federal award. The Sponsored Program Accountant works with the subrecipient to get the information needed for the quarterly reports. ORSP personnel review the audit and complete an A-133 audit review checklist.

The PI has the primary responsibility for selecting a subrecipient that is capable of meeting the technical requirements of the project. The ORSP looks at subrecipient's fiscal management capabilities by obtaining the most recent A-133 audit report (if applicable) or obtaining a certification (on the Subrecipient Questionnaire) that the subrecipient has a financial management system that provides for the control and accountability of project funds, property and other assets; it has a financial management system that provides records that can identify the source and application of funds; and a procurement system that allows for free and open competition.

Senior Accountants obtain from ORSP the award budget at the beginning. Most awards to the University with ARRA funds are cost reimbursement awards. Revenues are booked and expenditures are reviewed when reports are completed. The reports are due 10 calendar days after the end of a quarter. Senior Accountants reconcile awards. Microsoft Access is used to track award information including due dates for each report. A report is generated monthly to show all reports due for the month.

Incoming ARRA awards are given top priority in terms of award acceptance, account setup and reporting. Due to the current economic climate, existing resources are being used to expedite the processing of and management of ARRA awards.

Budget

- **All Budget Related Policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?keywordIndex=0018&Submit=Retrieve+Policies&searchType=KWD

- **SAP Budget Manual:**
  http://www.olemiss.edu/depts/vc_adminfin/files/SAPBudgetManual.pdf

- **Website:** http://www.olemiss.edu/depts/vc_adminfin/

The Budget Office reports directly to the Vice Chancellor for Administration and Finance and is directed by the Director of Budget. The mission of the Budget Office is to provide accurate, efficient and effective budgetary management to the University. The functions of the Budget Office are:
- To coordinate operating budget preparation from department level to total university level
- To coordinate legislative budget request preparation and submission.
- To perform day-to-day review and restructuring of budgets as necessary.
- To provide funding required from departmental level to total university level

As part of each of these functions, preparation and submission of documents for both internal and external users are required.

The budget process begins each year with the Budget Office distributing budget-based information to those department heads accountable for developing, submitting, maintaining, and monitoring the budget for their respective departments or units. There are approximately 125 signatory officers for budgets. The distribution of the prior year budget base information begins in April or May of each year. The budget base information is maintained in SAP and each signatory officer is notified via e-mail when it is available. This information includes the prior year's approved budget with any permanent position adjustments and permanent category adjustments to start the new fiscal year. The University budgets by individual employee. Specific budget instructions and funding information is sent by the Budget Office and by the Vice Chancellors and Deans over the signatory officers.

Each signatory officer submits the new budget and any changes or revisions through SAP. Submitted budgets and/or changes to budgets require approval by the Dean, Vice Chancellor, and Budget Office. The budgets of each department are summarized and submitted to the Provost and Vice Chancellor by latter May, balances with revenue projections by the end of May, and submitted to the IHL Board during early June. The IHL approves the budget in latter June of each year. This is the normal schedule, but the process is contingent on the actions of the legislature and the IHL Board.

The University operates on a distributed system where ultimate approval, control, accountability, and responsibility for spending are maintained at the department level by

signatory officers. Signatory officers must operate their respective department expenses within the approved budget for their department. The approved budget serves as a key control in the proper approval of purchases, receipting of goods and services, disbursements of expenditures, and proper coding of expenditures by type and department. Department heads have flexibility to spend within their approved budgets at their discretion.   Although Procurement controls the method of purchasing from respective third parties under state designated requirements, reasonableness and discretion rests with the department heads. Each department head monitors his/her respective expenditures with budget to actual variance reports that he/she monitors monthly using SAP. Also, SAP has application controls that will not allow expenditure approval for purchase requests and related encumbering in excess of the budget by department for all operating expenditure types. The controls in SAP will allow deficit disbursement of payroll amounts due to the nature of these payments. Departments are required to cover deficits in this area.

Bursar

- **Cash Receipting and Reporting Policy:**
  https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10649706

- **Cancellations and Refunds Policy:**
  https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10644381

- **Website:** http://www.olemiss.edu/depts/bursar/

Cash

Each day, one teller checks and opens mail. The teller will then disburse mail to the appropriate teller(s). At this point, the teller posts money received to the appropriate account and such posts in SAP. Each teller's drawer consists of cash, checks and credit cards. There are surprise cash checks. They are performed periodically and as deemed necessary by the department. The Assistant Bursar performs these periodic surprise cash checks. The surprise cash checks are not documented. These counts balance the information posted and prepared by SAP to the contents of the drawer. A printout from SAP indicates the amount of credit cards, cash and checks each teller should have in his/her individual drawer. The teller balances the drawer to the report from SAP. Each teller must perform such duty at the end of the day to close out. If the teller cannot get his/her individual drawer to balance, a supervisor assists. Discrepancies are investigated and resolved. Usually, the differences are small (under $10). The discrepancies are not documented. Once the supervisor reconciles, the tape is not kept. If the difference cannot be found, an entry is made to over/short.

Deposits are prepared by the tellers based on their drawers. Tellers stagger their close outs at the end of the day to check each other's deposits. Each teller has his/her own lock bag. The daily deposit is prepared and secured. The University Police and Campus Safety Department will take the large lock bag to the bank and pick up the prior day's lock bag. UPD will bring the picked up lock bag back to the Bursar's Office for use at the end of the day.

Tellers are not allowed to cash their own checks. However, another teller can cash one for them. The Bursar's Office provides check cashing for a minimal fee (.50¢ per check cashed, $125 maximum amount cashed).

Tellers are not allowed to post entries to accounts. They can post receipt of payment, but not make entries. Every action made in SAP is supported by a user name. The action is shown along with who performed the action.

All checks prepared by the Bursar's Office are prepared on safety paper. The paper is kept secure until the checks are ready to be printed. The system generates check numbers

based on the type of check being prepared. The Chancellor's and Bursar's names are signed by the system when the check is generated. The Assistant Bursar prints all checks for the department. Checks can only be prepared by the Bursar, Procurement, and Payroll. The Bursar's Office is the central cash receiving function for the University while Procurement is in charge of cash disbursements. All deposits collected in individual areas are required to deposit cash with the Bursar's Office daily. Checks for financial aid are prepared once a week, at month end and additionally as deemed necessary. Once the University receives federal money, it must be disbursed within 14 days. Miscellaneous refund checks are prepared twice a week. Financial aid advances are rare and show as a charge on a student's account.

SAP prepares receipts. These receipts are pre-numbered. The receipts are prepared in sequential order based on the job in the queue.

If the Accounting Department sees a check should be reissued, Accounting will follow up with the Bursar's Office. The Bursar's Office is in charge of reissuing the checks. The Bursar's Office will also issue a stop payment on a check if someone says he/she has not received a check. After the stop payment has been issued, the check will be voided and a new one reissued.

Revenue and Receivables

The Controller for the University notifies the Bursar of the new tuition and fee rates that are approved by the IHL. A Senior Accountant in the Bursar's Office enters this information into SAP and coordinates with the IT department as to the timing of the fee assessment process. The Financial Specialist updates the Bursar website for any changes in tuition or fees. Billing for tuition and fees are handled through the Bursar. These amounts are determined by the classification of the individual, the number of hours the individual is signed up for, and what classes the individual is signed up for. Financial aid is authorized and posted to the student's account by the Financial Aid Department. Fee assessment for housing is determined by Student Housing. If a student has a meal plan, the amounts for this are determined by the ID Center. The Bursar's Office is responsible for initiating the fee process.

Write-offs to accounts receivable occur once a year. The department having the write-off is charged with it. The Collections Officer or Retired Part-Time Bursar will prepare the journal entry. The Controller and Vice Chancellor for Administration and Finance review and approve the write-offs before the entry is prepared.

The allowance for accounts receivable is prepared by the Controller. He/She disaggregates the A/R based on aging buckets (30, 60, 90, etc…) and applies a percentage estimate to the bucket to arrive at the estimated amount that will be uncollectible related to the aging period. The percentages used for estimated loss are based on historical experience. The allowance calculation is reviewed annually with the Vice Chancellor for Administration and Finance. The allowance is only calculated related to student accounts and a small amount of other receivables. A/R items such as contributions, gifts, state appropriations, and other items are not considered in the

allowance. The allowance calculation is prepared annually for financial statement disclosure.

Receivables are recorded daily through uploads from departments after the services have been rendered. Access to receivable records is restricted through SAP. SAP ages student accounts and other AR into 30, 60, 90, 180, 365, and greater than 365 day buckets. Aged accounts receivable listings are created and reviewed monthly. The Collections Officer reviews accounts to determine if accounts should be turned over to a collection agency. The determination as to whether or not to turn an account over to a collection agency is made on a case-by-case basis. The collection agencies will take between 23% and 30% of the amount they collect. The Bursar's Office tries to handle most collections in house in order to avoid the loss of revenue. The case-by-case review takes in to account if the person is making payments on the account; if the person has been in contact with the Bursar to discuss a payment plan or when payments might start; or how long has it been since a payment on the account has been made. An employee in the Bursar's Office periodically reviews receivables for credit balances and submits requests for refunds after an appropriate review.

The Assistant Bursar runs a test set of statements at the end of the month. The Assistant Bursar will look through the test statements to look for correct interest charges and any items that look abnormal. Any items that need investigating will be reviewed before actual statements are mailed. Every person and department must have a statement generated in SAP. This includes students, faculty, staff, sororities, fraternities, and departments. Any of the previously mentioned will receive a statement if it is $1 or more. Service fees are assessed at 1.5% per month, 18% annually. Based on the due date entered in SAP, these service fees start accruing after one month of non-payment or non-activity. These fees are waived on occasion. The person who waives the fees has his/her name by the entry. This allows management to know who waives the fees. Also, there is a notes screen that will allow the user to explain why a particular entry is made and why he/she made the decision to waive the fee. Once the statements are reviewed and appear correct, the file is sent to Printing Services for processing. Payments for tuition and fees can be made with check, credit card or cash. Credit cards can be made over the phone or through the internet. Customer complaints are followed up by the Financial Specialist. Some complaints take longer than others to resolve, but the goal of the University is to resolve such matters in a timely fashion.

A letter is sent via e-mail to individuals who owe money. This sets a hold on the individual's account. After a hold is put on the account, the individual must make contact with the Bursar to determine why a hold has been placed and what needs to be done in order for the hold to be released. Accounts that have been written off are listed as such and appropriate holds are placed on the accounts to prevent future registration or other services. Records are maintained of all accounts that have been written off.

The Bursar's Office now accepts payments made on-line using a checking account. The user (student/parent) initiates the transaction utilizing the student's secure web id and password at my.olemiss.edu. Instead of entering credit card information, a routing

number and checking account number are entered. Each day the Bursar prepares a payment run in SAP that captures all pending ACH transactions and also submits a file containing the information to BancorpSouth (BXS). BXS then drafts the individual accounts at the respective banks. If a notice is returned to the Bursar's Office indicating that a transaction could not be completed due to insufficient funds, closed account, no existing account, etc., the student is then charged on his/her bursar account the amount of the failed transaction plus a returned check fee of $20. An e-mail is also sent to the student informing them that their transaction could not be completed as entered. An employee in the Bursar's Office who is independent of the processing and recording of cash receipts receives copies of checks deemed NSF directly from the bank. The checks are then returned to the appropriate department or student for review and follow-up. A separate Bursar employee then makes the entry in the G/L to record the NSF check.

The Bursar's Office scans checks in-house and submits files containing check information to BancorpSouth on a daily basis. The Bursar's Office purchased a check scanning machine for each teller who utilizes bank issued software to scan and balance their check activity each day. At the end of the day each teller sends a file to BXS that matches the total checks scanned. Interest begins accruing at the bank for this check deposit on the day the checks are scanned instead of the next day when the remainder of the deposit is received at the branch. This results in increased interest earned by the University. After checks are scanned, they are stored in a secure location. The Bursar is required to keep checks on file for at least 60 working days. After the mandatory 60 day period, checks are then shredded.

A summary memo regarding the overall soundness of the internal control over the receipting function is documented in the Cash Receipting and Reporting Policy.

Financial Aid

- **All Financial Aid related policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10001019&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://finaid.olemiss.edu/

Federal Financial Aid

To start the financial aid process, a student must complete the Free Application for Federal Student Aid (FAFSA). If a student lists the University as the school he/she plans to attend, then the University can obtain the information that was submitted on the FAFSA form. An Institutional Student Information Record (ISIR) is created for each student. This provides information such as the estimated family contribution (EFC) amount that will determine how much and what types of federal aid a student will receive.

The first step is to determine what types of federal aid a student is eligible for based on the EFC. The University uses ProSAM, a Sigma Systems, Inc. software program to award and disburse financial aid. Many of the standard requirements for federal aid have been built into this product. In addition, Financial Aid has done extensive programming in this area and added customized rules for enhanced control of the process. As a result, evaluation of student qualifications for the various federal programs is primarily automated. The packaging routines are based on the EFC number. There is need-based aid as well as non-need based aid.

There is an admissions load every night from the campus management system (SAP's SLCM/SAP) to the financial aid system. This load is checked against the pre-determined rules to distribute financial aid. For example, a Federal Pell Grant award would be checked to ensure that the ISIR indicated Pell Grant eligibility prior to disbursement. Based on the rules run, money is credited to the student's bursar account.

The Director of Accounting looks in SAP to determine the amounts that need to be drawn from the federal government. Most aid is disbursed first and then the University is reimbursed for funds expended. At the beginning of the fall and spring semesters, however, aid is drawn from the federal government before it is actually disbursed to the student because of the magnitude of the funds. The Financial Aid Accountant reconciles the accounts on a monthly basis. The Financial Aid Assistant Director for Finance & Technology works with the Director of Accounting at the end of the year to close out accounts.

State Financial Aid

To obtain state financial aid, a student must apply on the IHL website. The IHL collects all applications and supporting materials. Financial Aid informs students of their estimated MTAG and MESG eligibility (based on GPA, residency, and ACT score) so

that qualifying students are reminded to apply. The IHL then will award students all types of state financial aid. After the student has been awarded the aid, the IHL provides the University with a list of students. Financial Aid puts the actual award on the financial aid package and disburses it upon receipt of the pending disbursement rosters (the state sends them electronically when the request for payment is made to DFA). The funds arrive shortly thereafter via wire transfer. These awards are paid up front to prevent service charges to the students at the end of the month.

Housing

- **All Housing related policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10001023&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://studenthousing.olemiss.edu/

A student creates a housing application online through MyOlemiss (https://my.olemiss.edu/irj/portal). In order for the application to be complete, the student must pay the $75 application fee. If the student cannot pay the $75 application fee by credit card, they can contact the Associate Director for Operations and a charge will be manually placed on their Bursar Account through the housing application process. Before or after the fee is paid, the student electronically signs the application and housing contract. The completed application is stored online. The process for choosing rooms occurs online.

Maintenance Request:
Student Housing has its own internal work order system that students and staff use to report maintenance issues. When a student or staff member has a maintenance request, he/she accesses the Turnaround Management Association (TMA) website by logging onto http://studenthousing.olemiss.edu, Maintenance Request, and submitting details of the request. The Production Control Clerk then creates a work order and assigns it to a maintenance technician. The work order is sent to a maintenance employee via a google tablet. When the maintenance technician completes the work order, he/she enters the details of the work order and the steps taken to resolve the issue onto the tablet.

Access Control Systems:
The Department uses access control to activate/deactivate building access cards--ID cards for students and staff, "guest pass" cards for non-student renters, contractors, etc. The system is accessible via the internet and can enable\disable access as needed. Authorized University of Mississippi Housing Staff have access to the system. Total Card is managed by Student Housing.

Electronic Key Control:
Residential housing operates electronically with a student's ID card giving access to his or her room. If an ID card is lost, the student reports the loss to the ID Center and a new card is issued. The lost ID card is set as inactive in the system and is no longer useable. This is automatically updated by batch file from the ID Center.

Hard Key Control:
All keys issued by Housing must be duplicated at PPD only. The Production Control Clerk is responsible for monitoring extra keys to all areas except the residence hall rooms. He/she maintains a numeric and alpha listing of the keys and a sign out/in log. There are different types of master keys. Some keys access all storage and maintenance rooms. Other keys can access all student rooms in that particular hall (no master key to

access all rooms in all halls). The Production Control Clerk controls extra master keys for all departmental buildings. Keys can be signed out to maintenance staff, custodians, and contractors and must be signed out/in through a log in the Production Control Clerk's work area. In addition, all vendors and contractors must wear an identifying badge in order to do work in residence halls. Sodexo personnel have master keys to get into maintenance and storage rooms that they need to access. Any other rooms that they need access to they have to go to the Production Control Clerk.   Graduate Community Directors and Community Assistants use a master key to access rooms during lockouts and for health and safety inspections. Student residents are informed ahead of time when inspections will be performed. Hall master keys are located in the electronic lock boxes in each building and are tracked when removed from the box.

Room keys are kept in a secured, locked, location in each residence hall with a tracking system to monitor who has a key at any particular time. Most rooms have two keys. One key is for each resident and one key is to be used as a loaner key. The majority of room keys are issued to the student during move-in, and a key card is prepared documenting that they key was issued. Loaner keys are issued if the student locks himself/herself out, or forgot his/her key. When a loaner key is issued, the student's key card is annotated. The student must sign the key back in within 24 hours of signing out. If a key is lost, the student must notify the Graduate Community Director, Student Housing Department, or Area Coordinator. The Production Control Clerk submits a work order to Physical Plant (PPD) requesting a lock change, and the student is charged a fee based on the charges from PPD. PPD replaces the lock and brings the new key to the Student Housing Warehouse. The student and roommate must go to the Student Housing Warehouse and present their student id to obtain the new keys. The Graduate Community Director is responsible for retrieving the third key which is kept and checked out as per above guidelines.

Health and Safety:
Student Housing has many health and safety codes in place in the event of an emergency. Each residence hall has a lobby where guests are required to check in and out during posted visitation hours. The lobby desk is manned 24 hours 7 days a week to ensure that all visitors abide by this process. Security cameras are located in lobbies and on floors. The fire alarms are tested every semester. To protect against a fire, candles, hot plates, halogen lamps, extension cords and space heaters are not allowed in the residence halls. Also, all fabric on furniture is required to be treated for fire protection and all mattresses are flame retardant.   All occupied residence halls have sprinkler systems installed. Emergency information that lists the procedures for fire, tornado, earthquake, active shooter, bomb threats, and terrorism are located on the back of every door. Evacuation maps are located on each floor.

The Higher Education Opportunity Act requires a student to give alternate contact information on his/her housing application in the event that a student is missing for over 24 hours. The contact does not have to be a parent and is stored in the STARREZ Housing Management Program. When a Community Assistant becomes aware of this

situation, the Area Coordinator, the Associate Director for Residential Learning, the Director of Student Housing, UPD, and the Dean of Students are notified.

Property Control:
Student Housing must account for all property assigned to the department. The Assistant Director for Facilities oversees property control and manages inventory. An employee from Property Control and the Assistant Director tour the housing offices and residence halls with a printout of all property. A system is in place to document if property has been moved, sold, or salvaged. A form must be completed stating an individual is moving, disposing of, loaning, or transferring property. Student Housing is currently exploring opportunities to install an internal system where property can be tagged with barcodes and inventory can be accounted for with a scanner device.

Human Resources

- **All Human Resource Policies:**
  https://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10000901&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://www.olemiss.edu/hr/

The University utilizes an online application package entitled PeopleAdmin. This system allows Human Resources to process personnel requisitions, advertise open positions, screen non-exempt applicants, and monitor the process/progress of searches across the University. The system allows applicants to complete an application and apply online as well as monitor the status of each position for which they apply.

When a department has a vacant position that needs to be filled, they complete an online personnel requisition. This electronic form goes through the approval process, including the Department Heads, Vice Chancellor/Provost, EORC, and Human Resources. Once the requisition is received by Human Resources, it is checked to ensure the position does exist and that the qualifications listed are correct. The jobs are posted online daily upon approval. The Mississippi Department of Employment Security also duplicates the postings onto the MDES site daily.

All positions are advertised via PeopleAdmin. There are five different categories: Executive, Faculty, Professional/Administrative, Support Staff, and Student Employees. If requested from the hiring department, each position can allow attachments for supporting materials (i.e. resume/vitae, cover letter, letters of reference, etc.) for each specific job the applicant is applying. The system is designed so that each position has supplemental questions that each applicant must answer to determine if they meet the minimum qualifications for that particular position. Human Resources will do an extra screening for support staff positions to determine eligibility before being sent to the hiring department. The hiring departments, in all situations, make the final decision. Once that decision is made, the department must update all applicants' statuses in the online system to Interviewed/EO Review, Interviewed/Not Hired, or Not Interviewed/Not Hired and complete the e-form 1 (Personnel Employment Form) or 3 (Change of Status Form) to start the approval and hiring process. After final approval, Human Resources will make the formal job offer to the selected candidate for most positions; however, for department head or higher positions, faculty and temporary appointments, the hiring department makes the formal offer of employment.

The University provides search committee guides/manuals and training to ensure that a recruitment search is successful in selecting the most appropriate candidate:

http://eorc.olemiss.edu/wp-content/uploads/sites/99/2014/05/2Guidelines-for-Recruitment-May2014.pdf

http://www.olemiss.edu/hr/_files/employment/SearchCommitteeManual.pdf

http://www.olemiss.edu/hr/_files/employment/DeptAdminGuide.pdf

For Student Employment Overview:
http://www.olemiss.edu/hr/students.html

In addition, the University provides a development program to improve upon individuals' competencies. The program includes SOAR (for Department Heads, Chairs, and Administrators), LEAD: Lead Your Team (specific to supervisors and managers), and LEAD: Lead Yourself (for administrative personnel). Additional training programs are offered on a regular basis and more frequently "on demand" by departments.

Human Resources conducted an extensive review of all job descriptions in 2004-2005 when the Fair Labor Standards Act was revised. Job descriptions were reviewed by departments for accuracy and then updated by Human Resources. A concerted effort has been made to review job descriptions on a regular basis to ensure the essential functions and minimum education and experience requirements reflect the duties and responsibilities of work performed in an ever changing environment. Applicants are provided job descriptions at the time of interview and supervisors are encouraged to provide new employees a copy of their job description which can also be accessed on the compensation webpage at http://www.olemiss.edu/hr/payrateranges.html.

All new employees are provided direction as to where the University policies are located and informed of their responsibility to follow University policy and procedures. New employees are specifically provided a hard copy of the "Fiscal Misconduct" policy, http://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10691702. In addition, new faculty and staff members are encouraged to attend our "Welcome Home" New Employee Orientation. This is a unique opportunity to introduce our leaders and provide an overview of the University's mission, vision, rich history, the University's "It" factor, the relationship between Ole Miss Athletics and the University of Mississippi, and as a review of the Code of Conduct and Ethics policy and related-policies.

Work-related references are collected on all new employees. References are collected by the search committee during the search process and prior to extending an offer.

The University's background check policy was revised, effective July 1, 2013. As a result, pre-employment background checks are mandatory for final candidates for both faculty and staff employment. Notification is provided to applicants during the application process.

Upon delivering a verbal offer (faculty, coaching, and executive positions) or a recommendation for employment (staff positions), an e-form 1 (new hires) or e-form 3 (promotions/transfers) will be submitted for approval. Once approved by Equal Opportunity and Regulatory Compliance, the e-form will be forwarded to Human Resources to initiate the background check.

Background checks typically take 2-3 days to process and to receive back from the outside contracted agency. A few exceptions may take up to 2 weeks. Rarely, a background check may take longer, 3 to 4 weeks. If an incident is reported, the results will be reviewed by the Background Check Review Committee and will take additional time. Hiring managers/departments should plan accordingly and anticipate a reasonable start date.

The background check policy is reviewed frequently and revised as needed: http://www.olemiss.edu/hr/_files/employment/BackgroundCheckPolicy.pdf.

There is an ongoing process by which classifications and pay rate ranges are reviewed every other year to ensure positions are classified correctly and that pay rate ranges are competitive with the market. Human Resources works in conjunction with the Equal Opportunity/Regulatory Compliance office to ensure an applicant's job knowledge and skillset are job related and their education meets the minimum requirement of the position. The Human Resources Compensation/Classification Generalist thoroughly reviews an incumbent's work history and education to ensure he/she meets qualifications for a position prior to recommending a position reclassification. The two departments also work to manage all aspects of compensation and classification without the use of external consultants. Staffing consists of professionals with extensive knowledge, expertise, and post-secondary education in their assigned areas.

Upon hire, employees undergo in-depth training with professional staff to ensure they are thoroughly trained on University processes, policies, and procedures in addition to University, state, and federal regulations. The University offers employees the opportunity to attend onsite professional development workshops/sessions and to participate in webinars and conferences to further enhance their knowledge and skillset. The University is committed to excellence and has been recognized on numerous occasions for meeting high standards of excellence and efficiencies. Most notable recognition includes: recognized as a top 10 employer in the Chronicle of Higher Education's Great Colleges to Work For, for six consecutive years; and American Heart Association START! Fit Friendly Platinum Award and provided nearly $250,000 by the Blue Cross/Blue Shield of Mississippi Foundation to continue to promote wellness programs and opportunities on campus.

Performance appraisals include an area for supervisors to develop a performance improvement/development plan. This area allows supervisors to list agreed upon goals and objectives to continue to develop an employee's performance. The University also offers numerous leadership and self-development trainings through our training center, which focuses on developing clerical, management, and upper management leadership skills. Each new employee is informed of the probationary review period and provided a probationary review between 3 – 6 months of employment. Additionally, on an annual basis, supervisors and managers are offered performance appraisal training and the University has an annual review period of March 1 – February 28, with annual appraisals due May 1 each year. Annual performance appraisals include ratings on performance factors (quality of work, completion of work, communication, technical skills,

planning/organizing, customer service) as well as behavioral factors (dependability, cooperation/teamwork, initiative, adaptability, judgment/problem solving, and attendance/punctuality).

Changes in status for employees require some sort of documentation for Human Resources' files. This documentation may be one of several forms or formats. Paperwork is initiated electronically by individual departments for all new hires, separation of employment, and any other personnel changes. This is routed through the proper channels for approval or modification. Paperwork ends in Human Resources, where final authorization and approval is given. If an employee has a salary or title change, the department would generally complete e-form 3 (Change of Status Form). The one exception to this is when there are university-wide changes (like new budget year changes). Individual forms are not completed for each change at this time. When an employee job ends (Separation of Employment), an e-form 3 (Change of Status) is created in the employee's department. This form is routed for approval to the Dean, Vice Chancellor, and/or Provost, EEO, Budget Office, and final approval with Human Resources. After several check-offs within the Human Resources office, the information to end employment is entered in the SAP Payroll System.

If the employee has a need to change tax withholdings, then the employee would come to Human Resources to complete a new withholding form. Finally, in the event of some sort of benefits change in status, the employee would complete the proper benefits paperwork to reflect the changes.

A separate bank account is used for payroll. The payroll account balance is zero, and funds are transferred into the account to cover payroll disbursements. The account balances to zero at the end of each month. Payroll disbursements are only paid via direct deposit or check. No cash is paid for payroll disbursements.

The University uses the SAP ERP system for payroll, and payroll is processed on a semi-monthly basis. HR initially sets up newly hired employees in the SAP Human Resources database. Employment documents are reviewed for proper completion and authorization by the appropriate party, entered into SAP, and verified for accuracy. Twice a month, the Payroll Manager oversees the processing of payroll and checks and/or direct deposits are produced for each employee.

Payroll for 12-month employees, defining "12-month" as Salaried/Exempt or Hourly, is distributed 24 times each year. Salaried (exempt) employees receive an assigned amount each pay period. Hourly (non-exempt) employees must have attendances and/or absences recorded in the payroll system in order to be paid.

The steps for processing payroll for 9-month faculty are the same as 12-month employees, except payroll is only issued during the regular academic session. Nine-month faculty may elect to be paid over a 12-month period, in which case a withholding is placed on reserve each pay period and distributed during the summer months. Nine-month faculty receives an assigned amount each pay period.

To process payroll for summer school employees, an e-form 11 (Payment Authorization for Faculty Research Summer) or an e-form 40 (Request for Additional Pay) is processed to set up payments during the summer months. To process payroll for students paid by stipend, an e-form 7 (Students Paid on a Salaried Basis) is processed in a manner similar to that of 9-month faculty. The steps in processing hourly student employees' payroll are similar to processing hourly employees' payroll. An e-form 18 (Students Paid on an Hourly Basis) is processed on all hourly student employees (regular and College Work-Study).

Absences (vacation, sick, and other leave) are entered each payroll as incurred. The Manager of Payroll, via a transaction in SAP, processes leave accrual at the end of each month. The University has a generous vacation/leave policy that adheres to state and federal laws. Attendances and absences are entered at the department level by one employee and approved by another. This is done either in SAP or via the myOleMiss portal using the Employee Self-Service application. SAP payroll duties are segregated; one person must enter payroll, and another person must approve. Department heads are responsible for approval of holiday and leave time. Employees are cross-trained, and each area has administrative desk manuals outlining the functions of the position to ensure the duties can be performed in the employee's absence. Individual departments on campus collect and process the source documents. Timesheets must be maintained in each department for a period of 7 years. If the myOleMiss portal is used, then the time is retained indefinitely in SAP.

Any returned W-2s are mailed to Internal Audit who then forwards to Payroll. These are reviewed and filed.

Payroll accruals are reviewed by Accounting. The Manager of Payroll and an Accountant I perform reconciliations to balance the general ledger accounts and payroll tax returns.

The following lists all regular and temporary/benefit-eligible employees for each location maintained by the University:

Oxford – Main Campus – 2,877
Grenada – Regional Campus – 3
Pharmacy Practice – Jackson Campus – 49
Southaven – Regional Campus – 17
Tupelo – Regional Campus – 16

Information Technology

- **All Information Technology related policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10000897&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://www.olemiss.edu/depts/it/

- **IT Security Website:** http://itsecurity.olemiss.edu/

The Director of Telecommunications serves as the Security Coordinator for the University. Under his direction, departmental servers and workstations with sensitive data are registered and scanned monthly to determine if there are any security vulnerabilities. Users register servers via the myOleMiss (https://my.olemiss.edu) portal. Sensitive data includes personally identifiable data, social security numbers, credit card data, and any other data the Security Coordinator designates as such. After the monthly scans are conducted, reports are provided to the person who registered the servers in order for the vulnerabilities to be addressed and corrected. If a server is registered, e.g., a departmental ftp or web server, but contains non-sensitive data, the scans are conducted on a semester basis. However, a scan will be conducted on any system at any time it is requested. In 2011, the UM procurement process was adjusted to include an approval step to the workflow for technology purchases that exceed $5,000 or involve the storage of sensitive data. New acquisitions involving the storage of sensitive data are routed to the Security Coordinator so he can counsel the individual making the purchase on the registration process and security best practices.

A security awareness training program is conducted several times a year. All SAP users are required to attend the training at least once every two years. All other employees are encouraged to attend the training once every two years. If an SAP user has not attended training, his/her access will be restricted until the training session is attended. As an alternative, in 2012 Information Technology (IT) began offering online security training through the SANS Securing the Human program (http://www.securingthehuman.org/). Also, the IT security website (http://itsecurity.olemiss.edu/) provides information regarding the latest news on phishing scams and threats among other resources.

The Security Coordinator works with the networking group and also works closely with local law enforcement agencies regarding thefts and other security incidents. For example, many stolen laptops have been recovered via this partnership.

The Deputy CIO / Director of Technical Services manages the Data Center and network and system security. The building that houses the University's main computer systems is controlled by proximity fob access. An individual is granted access to certain physical areas based on his/her job requirements. Firewalls protect the perimeter of the campus, as well as key enterprise servers, and are customized to protect the University's data. Operators in the Data Center scan servers once a month for vulnerabilities. A report is generated and provided to the responsible system administrator to address any potential

vulnerabilities. In addition to traditional firewalls, application firewalls are used. These look at application data in addition to ports. This helps protect against sensitive data being compromised.

The Director of Business Applications and ERP Support oversees account management, authorizations, and training for SAP. Users with SAP authorization are required to complete and sign authorization forms that include supervisor approval. The SAP Training Coordinator monitors these forms. She ensures that training matches the corresponding authorization an individual has been granted. An individual cannot gain authorizations in SAP before the appropriate training course has been completed. The SAP Basis Team monitors exception reports and ensures individuals are not trying to gain access to areas where they do not have authorization.

The Director of Application Development and Integration oversees account management for other university-wide services. Each night, a program is run that analyzes every employee and student to determine his/her status with the University, i.e., new, terminated, graduated, etc. If a new employee or student is detected, the program will grant authorization to e-mail and other applications. If an employee has been terminated, access to e-mail and the myOleMiss portal will be stopped. If a student is shown as graduated, e-mail access will be allowed for a certain time frame before being terminated as well. This process provides for the automatic provisioning and deprovisioning of accounts and roles.

The University has a testing procedure in place for development of new software as well as upgrades and enhancements to existing systems. Applications are tested thoroughly before they are made available for the entire University population to use. The technology environment includes development, quality assurance and production platforms with an orderly movement of changes through the landscape including a well-defined approval process. If a user of the system requests development of a new transaction or application, the user must sign off on detailed written requirements before work begins. Also, the user will sign off on the application as part of the testing process before the application is moved to production.

A process to provide protection for electronic data stored in the Data Center is in place. A storage system allows for local replication of data as well as dynamic provisioning of data. An enterprise level software application drives the backup procedures for all system entities. All systems undergo a matrix of weekly full off line backups supplemented by daily incremental data backups. Backups are scheduled to optimize resource availability and prevent operational conflicts. Schedules are under continual review to ensure efficiency. Backups are distributed to different media layers to create a tier level based on data type. Some data will be backed up to protected online disk through replication, some data will be de-duplicated for storage on virtual tape and other data will be backed up directly to physical tape. Ultimately all data will have a tape backup at a virtual or physical layer. Backups are performed daily. They run 24 hours a day, 7 days a week. Incremental backups are performed 6 days a week with a full backup

occurring 1 day a week. There is off-site storage of backup tapes. However, the off-site storage is still on campus.

Also, the University sends a snapshot of student and employee contact information to Newcastle University in England. Like the University, this university also runs SAP software on Sun-Oracle hardware platforms. This snapshot provides contact information in case of a catastrophic emergency. One of the most important lessons learned from universities directly affected by Hurricane Katrina is that the first 24 hours after a major disaster, the institution will need to be able to reach all employees and students to provide information to them regarding operations. With this snapshot, the information should be accessible to address this issue.

The primary function of the backup design is to streamline the restore procedure. Data can be restored at the system level, database level, file level or any iteration between on demand. A backup of critical business data for the previous 24 hours is kept online for immediate restore in the case of a catastrophic event. Data older than 24 hours is recovered from tape. The recovery process requires the assistance of a system administrator who will correctly identify what is to be restored and complete the process using an interface to the appropriate software application.

The Deputy CIO for Academic Technology oversees Academic Computing (AC) facilities as well as the Outreach IT staff members who manage department servers and distance learning services offered in coordination with the Division of Outreach and Continuing Education. AC staff members manage the three computer labs on the first floor of Weir Hall. Access to the main lab is available during designated hours, which can be up to 24 hours per day during the fall and spring semesters. AC staff members occupy the central lab desk to assist and monitor during these hours. Access to the two instruction labs requires prior scheduling and approval by AC management. After-hours access to all computer labs is restricted to AC staff only. Security cameras are located and active in all AC labs in Weir Hall.

AC staff members maintain AC servers for lab print spooling and IT Helpdesk ticketing services. These servers are maintained and monitored according to University security requirements designed by the University Security Coordinator. Physical and login access is limited to AC staff serving as system administrators. A physical firewall provides additional perimeter security. Servers are registered with University Security Coordinator scanning services.

Outreach IT manages servers and server access for the Division of Outreach. Physical access to these servers is limited to Outreach IT staff. An individual is granted login access to certain applications and servers based on his/her job requirements. Servers are registered with University Security Coordinator scanning services. A physical firewall provides additional perimeter security. Further, VPN access and database login access is required for off-campus access to a FileMaker Pro and MySQL database servers. An individual is granted database read and database write access to databases based on his/her job requirements.

Although IT directors and staff members are vigilant in employing best practices with regard to security—as best they can with the available resources—there is continuing concern about the number of incidents that take place each year worldwide, including attempts to compromise UM's environment. Whereas most universities of UM's size have IT security teams, UM does not have a single dedicated technology security position. This results in increased risk of exposure for UM. As an interim step, several key staff members are contributing to security efforts. This helps but is of limited value given their other responsibilities and overall low funding for centralized IT relative to peer institutions. UM's CIO has requested additional support for security efforts as part of the budgeting process and has identified this as a strategic priority.

Institutional Research

- **Website:** http://www.olemiss.edu/depts/university_planning/

The Department of Institutional Research (IR) retrieves data from Campus Management (CM), which is the University's student information system within SAP. A program is run to pull data on students and courses from CM and load into tables. After the data are loaded into the tables, an edit program runs and creates reports showing missing or invalid data, such as missing transcript or invalid student classification based on overall earned hours. The Systems Analyst IV sends the error reports to the departments on campus responsible for the information, such as Admissions or the Registrar, for them to correct the data. If the information is not available for some reason or the error is an exception, she makes a note of this in her files. The departments input all information into CM, and she finds the errors. She does not have authorization to correct any errors, but asks the department to correct them.

After all errors have been cleared, the program is run for the last time reloading the tables to create a historical snapshot of student and course characteristics from CM. This snapshot will be the source of all statutory reporting to the IHL and IPEDS and other data requests from both within and outside the University community. The first historical snapshot is done at the beginning of each semester. Semesters include Fall, First Fall, Second Fall, Winter Intersession, Spring, First Spring, Second Spring, May Intersession, Full Summer, First Summer, Second Summer, and August Intersession. The data are pulled on the census date, which is the last day a student is able to add a class according to the academic calendar. A second snapshot is done at the end of the semester after final grades are posted. This snapshot will differ from the first one in that academic standing and classification based on hours earned (freshman, sophomore, etc.) will be updated. A third snapshot showing degrees granted for August, December, and May graduates is pulled 30 days after graduation. This is pulled 30 days after graduation to ensure that this is the correct number since some people may walk at graduation, but may not receive a degree once final grades are processed.

Once the tables are finalized, this becomes the source for IHL and IPEDs reporting along with most other data requests. When a request is made for data that does not exist in the historical tables, Institutional Research analysts pull the data from CM. The data in CM is continually changing and to properly analyze trends, it is best to consistently report data at a specific point in time (the census date). Additionally, if IR needs to go back, say three years, and pull data, the numbers may not match what was originally reported to IHL and IPEDs because the data are constantly changing in CM.

The three historical snapshots are saved in SAP along with identical backup tables that the Systems Analyst IV creates once the files are finalized. These tables can be used to restore data in the historical snapshot tables should a file become corrupted. Data files created for the IHL, IPEDS, and other requests are saved on a server located behind locked doors in the Administrative Assistant's office. This server along with all IR staff PCs are behind a firewall. The server is backed up every week to an external hard drive.

The department has two external hard drives that are alternately swapped with each other and one is locked in a fireproof safe when not in use. Another server, which does not contain personal data, is located outside the firewall.

The department has to send an enrollment (or student) file three times a year (fall, spring, and summer) to the IHL. IR sends data on every student from all campuses. At the end of the three semesters, Institutional Research sends an updated version of the file to the IHL with student outcomes or GPAs. Along with student outcomes, a file is also sent which lists all courses offered, the number of sections offered, the name of the course, the instructor, number of credit hours, how the course was taught (online, video, classroom), and other course characteristics.

In the summer, IR sends a list to the IHL of the degrees awarded over the past year, noting which degrees were earned in August, December, and May. The IHL runs their own edits and sends the errors they detect back to the University. The department sends social security numbers (SSNs) to the IHL because before 2003 SSNs were used as a student's ID number. The IHL still identifies students by their SSN so the University is still required to report it with the students' information. Information is submitted to the IHL via the IHL's Secure Portal. IR shreds any document containing a SSN or any other identifiable data. If the department needs to send a document containing a SSN or other identifiable data to another department on campus, they send the document over the Secure Document Exchange, and an ID is required to download the document. The snapshots are also used for IPEDS reporting, which is similar to the IHL reporting. The same data are used for both IPEDS and the IHL reporting to arrive at the same numbers.

IR also sends several other data files throughout the year, including the Scholarship file (financial aid awarded to students), the Intermediate file (students enrolled in remedial classes in the Fall), the Employee file, and the Instructional file. At some point, we expect to be sending a Grade file at the end of Fall (First Fall, Second Fall, and Fall combined), Spring (Winter, Spring, First Spring, and Second Spring combined), and Summer (May through August combined). This file will contain all students with grades earned in classes along with some student and class characteristics.

International Programs

- **All International Programs Related Policies:**
  http://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10001020&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://www.international.olemiss.edu/

After an international student submits an application for admission to the University of Mississippi, the Office of International Programs (OIP) receives copies of applications forms, transcripts and supporting documents from the Office of Admissions (Undergraduate) and the Graduate School. The Coordinator of International Admissions and Recruitment retrieves files from these two offices daily. The files contain application information, including copies of transcripts. International student applications may be for degree programs at the undergraduate or graduate level, non degree programs, Intensive English, Exchange student programs or for the Pre-college Summer program. The Coordinator of International Admissions and Recruitment assesses the U.S.-equivalence of foreign degrees, computes a U.S.-equivalent GPA for transcripts from non-U.S. institutions, assesses English language proficiency, and determines which application requirements apply.

For graduate applications, this information is given back to the Graduate School for distribution to the departmental graduate coordinators. Undergraduate student applications are evaluated for admissibility requirements and recommendation is made to the Office of Admissions for either: full admission, admission with provision of attending IE090 and lab, in the first semester, admission with condition of first attending Intensive English program, or denial.

The Coordinator of International Admissions and Recruitment reviews the file for Academic Excellence Scholarships (if freshman) or OIP Scholarship (if undergraduate) and if eligible, passes the information to the Director of International Programs for scholarship processing. After the official admission decision is entered into SAP and scholarship letter is prepared (if eligible), the Coordinator of International Admissions and Recruitment reviews the file for requisite documents related to an applicant's current legal status in the U.S. (if already in the U.S.) or related to an applicant's future legal status. This includes both identification/legal information and financial information.

When an application file is complete for both admission, scholarship (if undergraduate), and legal document issuance purposes, it is given to the Assistant Director of International Programs for the creation of the SEVIS (Student and Exchange Visitor Information System) record (only for those who will be in F or J status) and communication of information pertinent to newly admitted international students in any status, such as information on arrival, orientation, housing, registration, etc.

The Assistant Director of International Programs accesses SEVIS compliant software (Ellucian ISSM-aka fsaATLAS) to complete required formalities and issues Forms I-20

(for F-1 student) or DS-2019 (for J-1 student). SEVIS is the Student and Exchange Visitor Information System. This is a web-accessible database used by the U.S. Department of Homeland Security to collect, track and monitor information regarding exchange visitors, international students and scholars who enter the United States on F, M or J visas The server on which the Ellucian ISSM software is stored is located in the Data Center. The Assistant Director of International Programs along with OIP's two International Programs Advisors can access the server. They, as well as the Director of International Programs, can access SEVIS directly. The I-20 and DS-2019 records and documents indicate the applicant/student's full name, date of birth, country of birth, country of citizenship, program start and end dates, degree level, major, estimate of expenses (I-20 only) and the student's source(s) of financial support. (Note: currently enrolled students may later have additional notes on their Forms I-20 or DS-2019 such as the approval of a reduced course load, permission to engage in curricular practical training, academic training or an optional practical training recommendation.) The Form I-20 or DS-2019 is mailed to the applicant/student. A copy is kept in the applicant/student's file at OIP. The Assistant Director of International Programs, the International Programs Advisors, the Coordinator of International Admissions and Recruitment, the Administrative Coordinators I and II, and the Director of International Programs have view-access to Student Records in SAP, as well as update-access to the address, visa, and citizenship field. The Assistant Director has additional update-access to applicants'/students' biographical data fields, including name and date of birth.

Student workers assist in maintaining OIP's processes and procedures. All student workers sign a confidentiality agreement. Application/student files are kept secured.

The University of Mississippi requires that all international students who hold a temporary nonimmigrant visa/status and who enroll in academic courses have adequate health (medical, accident and medical repatriation/evacuation) insurance coverage. Therefore, all non-immigrant international students, with the exception of those holding H1 status, are automatically enrolled in the university contracted student health insurance policy upon their registration for university courses in fall and spring semesters, with the cost of such policy subsequently added to the respective student's bursar bill, or remitted via payroll deduction in the case of graduate assistants.

- Undergraduate International Students:
    - Non-immigrant international students (with the exception of H1) are charged for the cost of health insurance for the term after registering for courses for that term (Fall or Spring). Such charges are made through their Bursar account.
    - Permanent Resident international students are not subject to the required Health Insurance Policy for International Students. However, such students may enroll in the AETNA plan as "Affiliated International Students".
- Graduate International Students:
    - Non-Immigrant international students are charged for the cost of health insurance for the term after the 10th instructional day once their "graduate assistantship status" is assessed.

- International graduate students who serve as Graduate Assistants are charged for the cost of the unsubsidized portion of the health insurance through their payroll accounts.
- International graduate students who do not serve as Graduate Assistants are charged through their Bursar account.
  - Permanent Resident international students who serve as Graduate Assistants are charged for the cost of the unsubsidized portion of the health insurance through their payroll accounts (as are all other Graduate Assistants, regardless of legal status or citizenship.)

The Office of International Programs advises students on any non-academic matters and facilitates, coordinates or supports programs relevant to enhancing international students' ability to understand and navigate the U.S. and the U.S. system of higher education (particularly University of Mississippi), and to enhance their adjustment, integration and success.

Office of Research and Sponsored Programs

- **All Office of Research and Sponsored Programs Related Policies:**
  https://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?policyCodePrefix=RSP&Submit=Retrieve+Policies&searchType=PCD

- http://www.research.olemiss.edu/policies

Cash Management

The University's grants are funded through either the reimbursement or the fixed payment method. The primary method of funding for research and development is through the reimbursement method as required by several federal agencies, which minimizes the likelihood of program income generated from its grants. Under the reimbursement method, the Unversity is reimbursed by the grantor for expenditures subsequent to the University's incurrence of the expense. Therefore, cash management as it relates to holding funds advanced to the University are not applicable. After reimbursement amounts are figured, the University debits a grant receivable and credits grant revenue.

Requests for reimbursement are prepared in accordance with the award requirements at which time expenditure information that has been accumulated throughout the period for the particular grant is downloaded from SAP. The information downloaded is used to determine the amount to be requested from the grantor, and in most cases, the request is subsequently electronically transmitted to the relevant agency through a letter of credit (LOC) arrangement. The reimbursement requests detail actual expenditures of the program and support for these expenditures is maintained and available on request (from the awarding agency, external audit, management, etc.) The Principal Investigators (PIs) are provided with a copy of the reimbursement request for review. Additionally, reconciliations of cash are performed. In instances where physical invoices are required to be submitted to the agency, the request for reimbursement is done manually.

The Accounting Office is responsible for the preparation and submission of LOC drawdown requests. Once the reimbursement amount is determined, the appropriate Accountant will request the amount from the appropriate drawdown system. At the same time, the Accountant will record a receivable in SAP and Microsoft Access database. The Access entry assists the Accounting Assistant in properly clearing the receivable once the funds have arrived in the University bank account.

The Accounting Office periodically examines receivables as well as the cash balances for Federal awards. The Accounting Office has contact with representatives from each of the major Federal awarding agencies. The University communicates with the granting agencies on a regular basis. Any communications received from the granting agencies are taken seriously, addressed appropriately, and actively distributed throughout the organization. Note that the staff reconcile any reported information to the supporting general ledger.

Equipment

Office of Research and Sponsored Programs (ORSP) (Central Administration) supports the proper stewardship for property acquired with federal funds by providing additional support to the procurement and management process.

ORSP is notified by Procurement when a requisition is placed for the purchase of equipment (over $5000) from a federal sponsor. The request is first compared to the project budget for allowability (sponsor approval, etc). A Non-Availability of Equipment form is then obtained from the Principal Investigator (PI). This is a screening process of other equipment on campus to document that the item is not already available elsewhere within the University. The ORSP Accountant performs the debarred/suspended check and checks for ownership. She uses a checklist for each request to purchase, ensuring that all required activities are completed and that proper documentation is maintained.

In the event that the title for equipment is vested with the federal government, a new "layer" of management is imposed. The ORSP maintains a separate system for federally-owned property on campus. The process is fully described in the University's Federal Property Manual, http://www.research.olemiss.edu/spa/federal-property-manual which is reviewed and updated (if necessary) at least every 2 years. The University Federal Property Administrator (residing within the ORSP) is the primary institutional contact for matters relating to government property management. The UFPA works closely with the PIs/Departmental Administrators, Grant and Contract Accounting, the ORSP, Procurement, Property Control, and other units at the University that have federal property to facilitate effective property management at the University and provides training and updates as necessary.

The ORSP is responsible for staying current with federal regulations that affect the purchase of equipment on sponsored programs and for management of federal property (i.e., that property that remains under the ownership of the federal government). Procurement and Property Control are responsible for overall campus purchasing and inventory management. These two departments work very closely to ensure compliance on all fronts.

Capital expenditures that hit certain fixed asset accounts are reviewed throughout the year by Procurement and/or Accounting for appropriateness of capitalization. Internal control policies and procedures related to federal property are the responsibility of the ORSP. Control activities specific to equipment include a physical inventory over plan assets annually and the annual reconciliation of fixed assets system to the general ledger.

Special Tests

ORSP is cognizant of the new Federal requirements in place as a result of receiving funding under the American Recovery and Reinvestment Act (ARRA). The importance of compliance with these new requirements has been communicated by management to personnel impacted by said funding at the University.

ARRA related expenditures are tracked within the University's accounting system using

a profit center account number specific to the ARRA money. When the University receives a Federal award, a profit center account is given to that award for the purpose of tracking its expenditures during the life of the grant. Once the grant contract is complete, the center number is closed out and a Financial Status Report (FSR) is filed with the applicable Federal agency. At that point, the center number is no longer active and expenditures may no longer be charged against that center number. In accordance with its expenditure tracking policies, the University has assigned different center numbers to the ARRA awards it has received. Accordingly, when salaries, fringe benefits, other direct costs, etc. are incurred, the expenditures are coded to the specific ARRA center number to ensure that the funds can be adequately identified as ARRA in the general ledger.

Additionally, the University has procedures in place to ensure that all ARRA expenditures are accurately and properly presented within the Schedule of Federal Expenditures and the Data Collection Form. The schedule is generated based on an expenditure report from the general ledger. The schedule is then scrutinized by management to ensure that its contents are presented according to Federal regulations.

Management has established within its general ledger accounting system a separate profit center account number to track ARRA funded transactions. Additionally, adequate documentation is maintained to support ARRA related expenditures. Furthermore, all reports are reviewed and reconciled prior to submission and channels of communication exist within the University to report any improprieties. Communication is generally informal via email and phone.

Allowable Costs and Reporting
Management has established a "tone from the top" that emphasizes integrity and ethical values by codifying the University of Mississippi Standards of Conduct, which is available online and is applicable to all students, faculty, and staff. The vision of the University can be found at http://www.olemiss.edu/depts/chancellor/mission.html as well as the listing of all policies at http://secure4.olemiss.edu/umpolicyopen/index.jsp. Management has also defined the requisite skill and knowledge levels for positions involved in the subreceipient monitoring process and in the determination of allowable costs by hiring based on "positions." Positions are used to manage and control staffing levels and budgeted wages and salaries for the University. Each faculty, staff and student worker must be placed into a "position" that defines the job title, pay group, home department, budgeted compensation, headcount, and full time equivalents (FTEs).

In addition, the University has controls in place to ensure compliance with the National Institutes of Health salary cap requirements through the use of review of the proposal pre and post award. The University reviews payroll related expenses each quarter. The PI or the designee that is responsible for the review has the ability to access his/her accounts and compare the expected/budgeted expenditures to actual expenditures for that account. He/She reviews timesheet and payroll information for improper

inclusion/exclusion of employees, correct use of cost centers, consistency of salaried employee expense among periods and reasonableness of hourly employee expense. Exceptions/errors are researched by obtaining supporting documentation from the payroll department, SAP, the employee timesheet, or the faculty member in charge of the center. Once the research is complete, if needed, the department completes an e-form for an adjustment.

New positions, position changes, reclassification, and recruiting for position vacancies are managed through the use of the Electronic Position Management Form. Only appropriate personnel have the ability to create, change, and pay employees. Proper training is given to employees on a timely basis and performance evaluations are required once per year, due May 1 each year, and tracked in a centralized fashion by Human Resources.

All hourly staff and student workers in the department must complete a timesheet which is entered into SAP by the department. Once the employee completes the timesheet, an authorized supervisor or manager must then sign the timesheet, certifying the accuracy of the information contained on the timesheet. Effort certifications are required to be signed by exempt employees working on restricted federal centers on a quarterly basis. All departments are required to retain the original timesheets, which must have supervisor approval.

The University has the following control procedures effectively in place: control conciousness, adequate segregation of duties, nonexistence of management override, competent personnel, and protection of assets.

The monitoring of restricted grant expenditures is delegated in each department to the principal investigator (PI), the department's grant administrator, or designee. These designated individuals are ultimately responsible for the determination of the allowability of the costs charged to the grants or contracts. A written policies and procedures manual has been implemented and communicated to all grant administrators which outlines particular activities to be performed in the monitoring of grants and allowability of expenditures. General ledger packages are sent to the PIs which include budget reports, current month expenditures, and current year-to-date expenditures. They are also given a policies and procedures manual on grant monitoring and expenditure allowability. ORSP and Accounting conduct training sessions as requested by the PI and/or grant administrator on the use of the g/l package and manual. PI's and other administrators receive formal trainings as well. ORSP conducts training/education through in-house workshops. The series of workshops are conducted each semester (Fall and Spring) by trained ORSP staff members. The sessions are open to both PIs and Research Administrators. Additionally, the University Review Board approved mandatory PI education in Responsible Conduct of Research for PIs and key personnel, including staff (effective Fall, 2010). This education includes the grants management component (RAMP or other). See Responsible Conduct of Research policy at

Using the STEP (SAP to Excel) Program, the PI, department administrator, or designee
has real-time access to all general ledger transactions relevant to his/her grant account.
This program includes information on current expenditures and commitments for that
particular grant. It is the responsibility of the PI, department administrator or designee to
conduct a detailed review of expense transactions charged to grants, as they are
considered to be the most familiar with the project and should be able to identify those
expenditures unrelated to the particular grant or contract.

Due to the sensitivity of indirect cost issues, management has a high awareness of
unallowable activities. Online training and reference materials are available to the PI's
and other administrators in order to provide them with appropriate information on
expenditure coding and allowable costs. Account coding modifications are made to
accommodate changes in federal regulations, as necessary. Accounting is responsible for
initiating these changes. Personnel within these offices are active in industry groups and
attend relevant trainings in order to stay abreast of changing regulations and requirements
in regards to subrecipients of Federal programs and communicate such changes to
program management and staff. In addition, Accounting performs high-level reviews of
expenditures of grant centers for variations between budgeted and actual amounts and
generally monitor grants for the allowability and classification of expenditures for
compliance with OMB Circular A-21 requirements (for new as well as existing
programs).

The University has established SAP revenue accounting codes which capture all federal,
or federal flow-through, grant and contract transactions. A database is maintained with
information on each grant, including due dates of required financial reports. Reports are
filed at the end of the project period, which is stated in the grant award, unless otherwise
noted in the award. The University prepares a closeout checklist on all grants to verify
that required items are completed.

As grants are awarded, a unique profit center number is assigned to the grant and all
relevant information, including the grant end date and the budget period date, is
entered into the general ledger system by Accounting. In instances where more than
one PI is assigned to a grant, more than one account number may be assigned to that
grant. The University has established a Microsoft Access database which captures all
federal, or federal flow-through, grant and contract detail.

When a grant is received, an overhead rate is set up in the general ledger system by
Accounting. The indirect cost rate is typically explicitly stated within the grant award
letter that is received by the University. The grant type (i.e. research, training, etc.) is
the primary determinant of the indirect cost rate; however, other stipulations in the
grant proposal may affect the cost rate, as will location (i.e. on-campus vs. off-campus).
If the cost rate is not stated on the grant, it can be found in the Indirect Cost Rate
(IDCR) agreement with the federal government. This table is based on the federal
IDCR agreement which defines the base upon which indirect costs are calculated, as

well as, the applicable rate to be used in the calculation. The general ledger system automatically generates a monthly entry to charge indirect costs to the respective grant over the term of the grant. Staff accountants in Accounting frequently refer to grant files in their normal course of daily activities and review the system-generated calculations and entries to ensure the accuracy of the calculated indirect costs. Manual adjustments are made for indirect costs amounts as needed. Direct costs within a grant are distinguishable from indirect costs in the general ledger system by general ledger codes (i.e. the overhead table in the system utilizes general ledger codes as parameters). These allocations are further reviewed during the performance of closeout procedures.

The accountant (ORSP or Accounting) reviews all assigned grants during closeout. This review is intended to ensure that the reports are accurate and complete. Any noted concerns are investigated further and appropriate action is taken based on the results of the investigation. Additionally, during the budgeting process all information is subject to the respective granting agency approval.

The filing of financial reports, which is done when grants end or the budget period for grant has ended, is done by the Grant Accountants. Once all the information is received, the accountant responsible for the center completes the financial status report (FSR) and other required forms. Management solicits feedback from Grant Accountants on internal control policies and procedures related to Federal programs in regards to the reporting process.

Subcontract designing, issuing and monitoring is the responsibility of the ORSP. The PI has responsibility in monitoring. The ORSP chiefly looks at sponsor approval, compliance with approved budget, availability of funds, cost share requirements, contractual requirements, and federal regulations. The PI is responsible for technical monitoring, to include verification of work performed, site visits, and compliance with the approved scope of work. In order for any payments to be made to the recipient, both the PI and ORSP have to sign off on the invoice.

The University has established a Subrecipient Monitoring Policy which is in compliance with OMB Circular A-133. As part of the policy, the University will notify the subrecipient of its responsibilities under OMB Circular A-133 including the subrecipient agreement identification of the source of federal assistance and obtain and review the subrecipient's A-133 audit report and responses covering each year of the subrecipient agreement. If material findings exist, ORSP verifies that appropriate corrective action is being taken or has been taken to resolve the findings within six months after the receipt of the subrecipient audit. If corrective action has not been taken within six months, the University will consider the need to and if applicable take appropriate action including the determination of the necesssity of adjustments to the University's records. The University could ultimately re-evaluate the relationship and change relationships if it determines that funds are not being appropriately spent. Proper training programs, both formal and informal, are conducted to provide knowledge and skills related to the receipt of Federal awards by subrecipients.

The Subaward Policies and Procedures Handbook (http://www.research.olemiss.edu/award-management/subawards/guide) details monitoring responsibilities and who is to perform them. If additional information is needed, please see http://www.research.olemiss.edu/spa#.

Suspension and Debarment

The University has established a purchasing and procurement policy which incorporates applicable federal requirements which is in compliance with OMB Circular A-133. Accounting maintains a listing of "responsible persons" in order to determine that proper authorization for resource requisitions have occurred. The signatures on the payment requests are compared against this list by Procurement upon receipt. Accounting also verifies that any charges processed through general ledger documents contain authorization from the proper individual.

ORSP has a subrecipient monitoring policy. (http://www.research.olemiss.edu/award-management/subawards/guide). ORSP checks for debarment and suspension before issuing a subcontract or modification, and checks the A-133 audit reports for every subrecipient. Any findings are highlighted, or noted. If there are significant issues, ORSP contacts the recipient to determine the status of the finding (resolved or not). If necessary, ORSP modifies the subaward to include such things as monthly invoicing (as opposed to quarterly), more frequent reporting, etc. The PI would be asked to increase and document technical monitoring as well.

With regard to equipment purchases with federal funds, ORSP is notified by Procurement when a requisition is placed for the purchase of equipment (over \$5,000) from a federal sponsor. The request is first compared to the project budget for allowability. If the purchase price is greater than \$25,000, ORSP checks the vendor against the Excluded Parties List System (EPLS) which is found at: https://www.sam.gov/portal/public/SAM/.

Vendor certifications are obtained as deemed necessary when purchases over \$25,000 are made. Additionally, each quarter all University vendors are compared to the EPLS database to ensure no suspension or debarment has been filed. Results of this comparison are forwarded to Procurement to allow for appropriate action to prevent purchases being made from a suspended or debarred vendor.

The University's Purchasing Manual incorporates certain requirements of the OMB Circular A-110 as discussed above, to effectively segregate and communicate duties and control responsibilities. The purchasing manual can be found at: https://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10000977&Submit=Retrieve+Policies&searchType=ORG

Proper training programs, both formal and informal, are conducted to provide knowledge and skills related to procurements funded by federal awards. If an award includes any special terms or conditions relevant to procurements (or anything else), those terms and conditions are highlighted and repeated on the award notice that is sent to the PI.

ORSP employees stay current with changing federal policies and regulations through membership in research administration organizations such as the National Council of University Research Administrators (NCURA), Sponsored Research Administration (SRA), and Council on Governmental Relations (COGR). Many of the ORSP employees attend at least one national meeting for research administrators annually.

ORSP is the designated institutional signatory for contracts and subrecipient agreements derived from sponsored programs.

Procurement

- **All procurement policies:**
  https://secure4.olemiss.edu/umpolicyopen/ListResults.jsp?orgObjid=10000977&Submit=Retrieve+Policies&searchType=ORG

- **Website:** http://procurement.olemiss.edu/

Procurement Services consists of purchasing, accounts payable, procurement cards, travel, property control, and shipping and receiving. Procurement issues purchase orders (POs), enters all invoices for goods and services (including athletic scholarships and stipends), capitalizes all equipment items, manages the small purchase procurement card (VISA) program and reimburses or pays all travel related expenses.

Human Resources (payroll) and the Bursar's office (students) are the only other offices that have the ability to print checks and make direct deposits.

Master Vendor Records

Procurement is the only office on campus with the authority to enter and pay invoices for goods, services and travel. No invoice can be paid without a vendor master record set up in the system and only Procurement can set up vendor records.

Vendor master records are not complete until receipt of a signed current W-9, if applicable, along with additional information. Vendors are set up with social security numbers and federal tax ID numbers. Vendors determine if they want to receive mailed checks or direct deposits. Procurement will set them up according to instructions received with the W-9s. In some instances, multiple vendor numbers have been set up for the same vendor; some in error, and some because of different addresses, etc. Master vendor numbers can be blocked for payment if considered a duplicate or for other reasons to prevent payment. All 1099-MISC reporting is the responsibility of Procurement.

Master Vendor Numbers, their designation and use:

15 – students (taxable) and independent contractors
35 - employee vendors (reimbursements only)
45 - student (nontaxable) vendors
55 - refund vendors
65 - purchasing vendors
75 - remit to addresses for 65 vendors

The system automatically assigns the actual vendor number. The 15 vendor numbers are being phased out; these are now created as 65 vendors.

Employees are prohibited from serving as vendors of the University. With the exception of employees who receive royalty income, an employee should only have a 35 vendor, which is solely for expense reimbursement purposes.

Five employees have authorization to create and change vendor master records. The two travel clerks, a Senior Procurement Assistant and a Procurement Assistant, create 35 vendors as needed to process employee travel authorizations, advances, and reimbursements. This is the only type of vendor the travel employees create. Also, for travel to post against a 35 vendor, the employee must have an active personnel record created by Human Resources. The three purchasing clerks, a Senior Procurement Assistant, a Procurement Assistant, and a Procurement Associate for Contracts, have the responsibility and authority to create all types of vendors. SAP reports can be run to show any and all changes to a vendor record including who created it.

In March 2011, SAP authorizations were changed to ensure appropriate segregation of duties. Personnel have the ability to perform only one of the following activities: create and make changes to a vendor master file, post invoices for payment, post goods receipts, or issue checks.

Entering Invoices

During day-to-day operations, the two accounts payable Procurement Assistants enter invoices for all vendors in the system. For requests for payment, the only document necessary in the system for an invoice to pay is a valid vendor record. For a PO invoice, the PO, invoice, and goods receipt (if applicable) must agree before the invoice will pay. The Procurement Manager enters invoices for all athletics stipends and other payments as necessary. These individuals do not have the authorization to create purchase requisitions and orders. However, AP clerks can create general ledger posting documents.

Once an invoice is entered, the system will assign a document number. A request for payment should be supported by an accompanying document authorizing the payment. Invoices for purchase orders require no other documentation. The original invoice with any accompanying documentation is filed downstairs by fiscal year and by document number. Invoice document numbers repeat themselves every July 1.

Payment Documents available:

1. Purchase Order (automated)
2. Form 13 (automated)
3. Request for Payment Form (manual)
4. Travel Authorization (manual)
5. Travel Reimbursement (manual)
6. Utility Bills (manual - sign and code actual bill)
7. Memorandum Request (manual)

Several persons are authorized to "post" the transactions (invoices, travel reimbursements, etc.) in anticipation of "releasing" the authorized payment. The following individuals are authorized to post transactions:

- Authorization to post invoices (19 and 51 documents): 2 Procurement Assistants and Procurement Manager
- Authorization to post invoices (19 documents only and for travel purposes only): Senior Procurement Assistant and Procurement Assistant
- Authorization to create travel documents: Senior Procurement Assistant, Procurement Assistant, Senior Staff Assistant (backup, used rarely), and Procurement Manager (backup, used rarely)
- Authorization to post travel documents to FI (SAP): Senior Procurement Assistant, Procurement Assistant, and Procurement Manager (backup, used rarely)
- Authorization to post good receipts: Warehouse Supervisor and Senior Supply Clerk

"Releasing" the invoices is a transaction in SAP that is run each morning before the check run. When executed, the system automatically releases blocked PO invoices (51 documents) that should no longer be blocked (goods receipts have posted, price/quantity differences have been fixed, etc.). The Procurement Manager runs this transaction each morning with a Procurement Assistant serving as her backup.

Check Release and Direct Deposits

The system will automatically block for payment any purchase order invoice that does not match a goods receipt. Each morning, the Procurement Manager runs a program to release blocked invoices that are now okay to pay (i.e., goods receipt and invoice receipt now match). She then notifies the Senior Receptionist that she has released the invoices for payment. The Senior Receptionist will manually check with the other employees that have authorization to enter invoices to see if they are ready as well. She is the primary person to provide the last step in this process. She will actually load the check printer with stock, print checks, pull and ready them for mailing.

The blank check stock (i.e., no check numbers, routing number, account number, etc.; only a Lyceum watermark is on the blank check stock) is kept in a locked cabinet in the supply room. The Procurement Manager has the only key for the cabinet and supply room. The key is kept secured. If she is out, the Senior Receptionist and the Property Supervisor can locate the key. One of these individuals gets the key from the Procurement Manager each morning to open the supply room and the cabinet. The Senior Receptionist stocks the printer for the check run. When the print job is completed, she removes any unused stock from the printer, returns it to the cabinet, locks the cabinet, and returns the key to the Procurement Manager. The supply room door is locked at the end of each day. Unopened boxes of blank check stock are kept in a locked cage downstairs in Receiving. Receiving employees have access to the cage. Other Procurement Services employees have access to the cage as well, but would have to ask for the key to the cage to access it.

The Senior Receptionist will create and execute three payment runs for the operating account – one for checks and two for ACH-direct deposits (one ACH payment run is for 35 and 45 vendors and the second is for all other vendors). The Property Supervisor serves as her back up. Checks and deposits are generally released sometime around 8:30 am each day. Checks and direct deposits can be released at any time; however, as a rule the department tries to stick with the "once a day" payment policy. Checks that fail to print and direct deposits that are blocked are usually a result of a goods receipt not being issued or a wrong release date being assigned. Detailed transaction reports for all payments are reviewed by the Procurement Manager and filed by date in Procurement.

To complete the ACH-direct deposit process, the Senior Receptionist must log into BancorpSouth's online "InView" banking system, upload the ACH files, and send an email to ACH Operations to verify the file. Then a second individual, the Procurement Manager or the Property Supervisor, must also log into the "Inview" system to approve each file. Each day she will also run checks for the "Bursar" account, if applicable. These are special check requests from Financial Aid that are processed through one vendor, A123456799. All backup documentation for these check requests are held by Financial Aid.

Document Numbers

For all purchasing/payment documents, SAP automatically assigns the document number. The person entering the document manually writes the assigned number on the paid invoice in the top right hand corner. With the exception of purchase orders and travel documents, document numbers are consecutively assigned and repeat themselves every July 1, after the system is reset. The numbered documents/invoices are filed downstairs by fiscal year and by document number. Travel documents are numbered continuously and are not filed by fiscal year, but by trip number. Purchase orders are also numbered continuously. Purchase orders created by Procurement are filed by date if there are hard copies of documentation that needs to be maintained. Purchase requisitions, which cannot by printed from the system, are also numbered continuously.

Document numbers utilized by Procurement are:

10 - purchase requisition
17 - reversal document for a 19 document
19 - payment document for Request for Pays and Form 13s
20 – clearing document
41 - issue a request for quote or create a bid
45 - purchase order
50 - goods receipt posting document
51 - invoice receipt for posting and reversing out
86 - VISA document
85 - reversing out a 86 document
108 - create/post an asset or retire an asset
771 - enter a travel document
772 - payment of a travel document

Purchase Orders

Purchase orders for any amount can be created and released by three employees in Procurement. When a purchase order is saved, SAP checks for funds availability. If the funds are not available, the PO cannot be saved.

Most departments have authorization to create Purchase Requisitions (PR). Procurement will run PR transition reports several times a day based on values. PRs valued at $5,000 or less can be converted into POs if our trained employees have evidence that the ordering department has verified the price either verbally or in writing from the single vendor referenced. PRs valued between $5,000 and $50,000 can be converted into POs after review by the Senior Procurement Assistant to make sure at least two written quotes, or a single source or a research justification is on file. PRs valued at more than $50,000 require sealed bids. See the State DFA Purchasing Manual for state policies and procedures: http://www.dfa.state.ms.us/Purchasing/ProcurementManual.html

Purchase orders can be issued requiring a three-way match (document in system, goods receipt and invoice verification – all automated) where there will actually be some form of deliverables, or with a two-way match for services (remove the goods receipt). Purchase orders with the three-way match require a goods receipt (automated) to be entered into the system. For purchase orders that require a three-way match, SAP will not release payment if the purchase order and invoice receipt do not match within the accepted threshold. Currently there are several employees across campus authorized to issue goods receipts. The goods receipt does two things in SAP. First, it shows that something has been delivered and, secondly, it releases the funds commitment. The Warehouse Supervisor and the Senior Supply Clerk are the only persons authorized to perform this transaction for Procurement. Employees cannot have access to more than one function.

Goods Receipt
1. GR – 101 merchandise delivered and released for payment
2. GR – 102 reverses the "101"
3. GR – 103 merchandise is received
4. GR – 104 reverses the "103"
5. GR – 105 releases the "103" for payment
6. GR – 106 reverses the "105"

On the three way match purchase orders, the actual release of the payment(s) requires several steps, one of which involves the "goods receipt".

Items delivered to Central Receiving (downstairs in Procurement) will be scrutinized to determine the purchase order with which they are associated. Once identified, the Warehouse Supervisor will go into each purchase order and execute a goods receipt # 103. Two copies of the # 103 documents are printed out. The department upon delivery of the items ordered signs one copy. The other copy is left for department's records. The signed copy is then returned to receiving where it is placed into a suspense file.

Signed goods receipts in the suspense file are held for approximately 48 hours (96 hours for the departments in the Pharmacy School). During this time, departments may notify receiving of a problem with the delivery. After the 48 hours, the Warehouse Supervisor is authorized to go into the system, pull up the purchase order, and issue a # 105 goods receipt, which actually "hits" the accounts and expends the funds.

Some items bypass Central Receiving and are delivered directly to departments on campus. Such items would include furniture purchased on state contract or large items that must be installed by the vendor. In these cases, the department emails the Warehouse Supervisor indicating that the goods have arrived in good order. He then processes a # 101 goods receipt, which is the equivalent of the # 103 and # 105 combined.

Signatory officers receive notifications daily of all activity on accounts. Statements are emailed monthly for each account. Signatory officers have access to SAP or to the web to access account information at any time. Accounting reviews activity on a periodic basis for variances in revenue and expenditures.

Procurement Card

Employees having successfully completed procurement card training may apply for a small purchase procurement card. Currently there are over 400 cards in use that represent 375 different accounts.

Cards have single transaction limits, as well as daily and monthly limits. Some are set by state spending limits and others are for control purposes by the department.

Each Monday, the card administrator, also the Senior Staff Assistant, logs into a secure on-line system and retrieves a data file that contains the previous week's transactions. The file is then uploaded into SAP and parked documents are created. This encumbers the amount of each transaction against the default cost center/internal order. A parked document is created for each VISA account that has debits. Separate documents are created for credits. For each parked document, a separate email message is automatically sent to each departmental card administrator identifying the date, amount and store/vendor for each charge.

The departmental card administrator is required to go into the system and must acknowledge the charge, change if necessary the account, print off the email and mark it up for changes, attach the original itemized invoice(s), and forward/deliver same to Procurement by the required deadline. Weekly statements are reconciled and posted by the departmental card administrators. Procurement policy does not require that the cardholder's supervisor approve the reconciled statements, although some do. The responsible signatory officer receives electronic notification for all transactions.

Failure to deliver the requested document with invoice will be justification to suspend card privileges.

It is Procurement's goal to pay the monthly statement before the next billing period ends.

Property Control

Best case scenario: Individual departments order equipment with a University purchase order. The equipment is delivered to the Receiving department and matched to a purchase order in the system. Property Control will create the asset in the system and tag the equipment with a corresponding barcode. Receiving personnel will deliver to the ordering department. Property cards are created after tags are created for the equipment.

If the department takes delivery of the equipment purchased, the department will come to receiving to have the equipment tagged. If not, Property Control will go to the department to tag the property. It is the department's responsibility to notify Procurement of equipment deliveries. During the reconciliation of accounts, it is determined if any equipment has been delivered that has not been tagged. Property Control is given an outstanding purchase order list and follows up on the equipment listed to properly tag any new additions. The asset is created in SAP before the asset is tagged. When the asset is created, it is given a unique number selected by SAP. Records are updated after the assets are created with information such as serial number. Assets are created usually for items over $1,000. See the following policy for exceptions: https://secure4.olemiss.edu/umpolicyopen/ShowDetails.jsp?istatPara=1&policyObjidPara=10647178.

The asset is capitalized when a value is assigned to it. A deletion report and an addition report are run each month for new additions and deletions. These reports are provided to the State Property Office. Individualized reports are also mailed to University departments so they can review and verify the changes (including transfers). Additions, deletions, and other asset changes are reconciled monthly against purchases. If there is a transfer between departments, a form must be completed requesting Property Control to process the transfer. This form can be found on the Procurement Services' website: http://www.olemiss.edu/depts/procurement/propforms.html. End users can change the building, room location, and person using a particular piece of equipment in SAP.

Property Control conducts departmental audits throughout the year. The goal is to audit each departmental inventory within a 12-month cycle. The State Auditor's Office is on an approximately 18 month rotation to audit the University's property. The State Auditor's Office covers approximately 25% of the departments. If an item cannot be located by a department and is listed as lost or stolen, an affidavit has to be completed with the police department. For affidavits deemed unacceptable by the Office of the State Auditor, the Vice Chancellor for Administration and Finance holds the individual department financially responsible for items that are lost or stolen. If an item reappears after being reported as lost or stolen, Procurement Services must retag the item with a new asset number and create a new property record in the system.

Property Control maintains a warehouse of surplus property so that used university–owned furniture and equipment can be recycled back out on campus. If another

department does not have a need for the used equipment, Property Control tries to donate the surplus property to another state funded agency including public school districts. In instances where the items have resale value, they are sold through a sealed bid process. Examples are vehicles, tractors, etc. There is a property manual on the State Auditor's website that documents how such processes should be handled and the University follows these guidelines. Surplus items that cannot be recycled on campus, transferred to another agency or sold by sealed bid are salvaged. There is a salvage committee that meets once a month to evaluate the items to be salvaged and approves the disposal of the items.

Accounting is responsible for running depreciation for the University. After depreciation is calculated, this information is shared with the State Auditor's Office. Depreciation is run in a program outside of SAP. Accounting only capitalizes assets of $5,000 or more for depreciation purposes. In the future, depreciation will be integrated in to SAP.

Travel

A Senior Procurement Assistant and a Procurement Assistant process all travel advances and reimbursements for University employees according to University policy and state travel policy and law. Travel policies are posted on the University's Policy Directory. These individuals monitor compliance by auditing travel documents, work with the State Travel Office, and assist employees as needed. However, they do not book travel reservations for employees. This is handled by the individual traveler or someone in his/her department.

Manual paper Travel Authorizations are received and checked for proper signatures, account coding, etc. The forms are entered into the system (travel module) where funds are encumbered and a trip number is assigned. If an advance is permissible and requested, funds are advanced (via check or direct deposit) to the University traveler for them to pay expenses. After travel is completed, employees will submit a Travel Reimbursement voucher (manual) where itemized receipts are attached. The voucher and receipts are audited to ensure compliance before the traveler is reimbursed and then the information is entered into the system. The employee or the University will reimburse any differences in amounts. Travel notifies the traveler via email when the travel request has become outdated.

Some travel related expenses are processed through Accounts Payables as direct bills, but these are for student group trips only.

Policies and Procedures Manual

Departments are required to have a departmental policies and procedures manual. Internal Audit monitors and reviews departmental policies when conducting departmental audits.

Information and Communication

The University uses SAP as the campus-wide computer system. SAP is used for all financial transactions as well as student information. The University has a comprehensive website covering all policies in use at the institution. These policies can be found at: http://secure4.olemiss.edu/umpolicyopen/index.jsp. Any changes to these policies are reflected on the website and kept up to date. These policies can be accessed by anyone. By having a set of policies in place, it helps to assure the institution assets are being safeguarded.

Monitoring

A certification letter will be submitted annually to the DFA via the IHL. This letter certifies that controls are in place and acting appropriately. Internal controls will be reviewed before the letter is released and if needed, weaknesses will be corrected. The Internal Audit Department conducts reviews of processes throughout the campus. Any weaknesses noted will be reviewed and corrected as well during this on-going process. Along with internal audits, the University also undergoes an outside audit conducted by an independent accounting firm on a yearly basis. All weaknesses noted during this will be followed up on and corrected as needed.