Agenda

Risk Management, Safety, & Security
➢ Business Continuity

Information Security Compliance
➢ Data Handling Best Practices, Reminders, & Questions

Information Technology Services
➢ eGA System & RED SEA

Financial Systems Support
➢ Banner XE Upgrade

Human Resources
➢ Performance Management Program

Controller’s Office
➢ Forms, Procedural Guidance, & Electronic W-2 Consent
Risk Management, Safety, & Security Update

Shawn Kiley
Business Continuity Analyst
Ext. 7-8876
FM/PPS Building
Business Continuity Planning

The overall effort to integrate and cultivate **continuity of operations** and **organizational resilience** in the event of an emergency or disaster on campus.

*Starts with...*

Preparing
Preventing
Mitigating

*By developing...*

**Continuity of Operations Plans (COOPs)**
NEW University Resiliency Planner

- Software Developed by Technology Solutions Office (TSO) in the College of Computing & Informatics (CCI)
  - [http://coop.uncc.edu](http://coop.uncc.edu)
University Resiliency Planner

- **User friendly**
  - Log-in with NinerNet credentials
    - no new usernames/passwords to remember!
  - No more MS Word documents & paper!
    - Can create PDF - remember to whitelist in popup blocker!
  - New COOP template for operational departments/units
  - Dropdown menus and standardization
  - Most recent data from COOPs is uploaded; more information needed in new sections
University Resiliency Planner

- **Changes in Approach**
  - Some plans may require consolidation/reorganization as the system relies on Banner 5-digit organization codes to assign personnel to plans

- **Next Steps...**
  - Face-to-face meetings
  - Trainings on the system in conjunction with COOP updates/creation
Information Security Compliance Update

Susan Wagoner
Information Security Compliance Manager
Ext. 7-7021
Kennedy 301-C31
Data Handling Reminders

How is data classified?

Value to the university

Legal requirements

Contractual agreements

Sensitivity and confidentiality

Impact on the university if exposed or lost
Data Handling Reminders

Four Data Classification Levels

Level 3
Highly Restricted

Level 2
Confidential/Sensitive

Level 1
Internal

Level 0
Public
Data Handling Reminders

Level 0 Public - Examples

- Press Releases
- Directory Listings
- Job Postings
- Published Research

Storage options
Public data can be stored anywhere
Data Handling Reminders

Level 1 Internal - Examples

- Departmental Policies
- Internal Memos
- Budget/Salary Information
- Unpublished Research

Storage options
University-owned computers, network drives, Google Drive, Dropbox
Data Handling Reminders

Level 2 Confidential/Sensitive - Examples

- FERPA-protected data
- Personnel Records
- Personal Financial Information
- Personally Identifiable Information

Storage options

Network drives, Gmail, Google Drive, Dropbox
(with authorized access)
Data Handling Reminders

Level 3 Highly Restricted - Examples

- SSNs
- Payment Card Information
- Medical Records
- Restricted Research data

Storage options
Approved, secured systems.

Shouldn’t be downloaded to other locations *without authorization*
…acts as a guide to assist individuals in safeguarding university information.
IT Security End User Checklist

1. Don’t use your NinerNET username and password for non-university systems
2. Lock your computer screen whenever you step away
3. Don’t use the ‘Remember Password’ feature in browsers
4. Add a password to a file containing sensitive information
IT Security End User Checklist

- Delete sensitive files in the ‘Downloads’ folder
- Empty your computer ‘Recycle Bin’
- Set a password, PIN, or swipe pattern on your smartphone
- Recognize and report spam/phishing at ReportSpam-group@uncc.edu
IT Security End User Checklist

Take the Security Awareness Training courses

Training Moves to Canvas in January 2017
Stay tuned for more updates
Resources

For More Information on Data Handling & the Full End User Checklist

http://faq.uncc.edu

“Data Classification Levels”
“End User Checklist”
Questions??
Information Technology Services Update

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Business Analyst - Imaging & Workflow Group
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Vonda Lee
Functional Lead - Imaging & Workflow Group
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Kennedy 301 - C30
SUPERSEDING EXPECTATIONS

The Imaging Team
Celeste Corpening
eGA Enhancements

FEATURE Exploration

• Supersedes allow you to:
  • Make changes to an assistantship after it has been processed in the Human Resources Department (HR)
  • Terminate the current Electronic Personnel Action Form (EPAF) and the system automatically creates a new EPAF
eGA Enhancements

**Added Benefits**

- Processing **time** reduced
- Tracking **accountability**
  - Easy tracking of assistantship status
  - Logs provide electronic history
- **SEA decision enforcement**
- Business Manager **role** added
- Supersede **approvers** and **workflows** added
  - Budget
  - Graduate School
  - Payroll
- **Notice of separation** and **overpayment options** added
## The Difference A Change Makes

<table>
<thead>
<tr>
<th>Change Method</th>
<th>Description</th>
<th>Timing</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISE</td>
<td>Make changes to assistantship</td>
<td><em>Before</em> HR processed</td>
<td>Everyone</td>
</tr>
<tr>
<td>SUPERSEDE</td>
<td>Make changes to assistantship</td>
<td><em>After</em> HR processed</td>
<td>Everyone</td>
</tr>
<tr>
<td>OVERRIDE</td>
<td>Edits application and regenerate contract</td>
<td><em>Before</em> HR processed</td>
<td>GR &amp; HR</td>
</tr>
<tr>
<td>CORRECTION</td>
<td>Routes back to Initiator for correction</td>
<td><em>Before</em> HR processed</td>
<td>GR &amp; HR</td>
</tr>
</tbody>
</table>
eGA Enhancements

Maximizing Experiences

✓ Ensure you have the **correct assistantship** selected
✓ Assistantship must have an **active date range**
✓ Include necessary **documentation**, especially for terminations and GPA challenged students
✓ Department **approvers** must sign off on eGA prior to completion
  ○ Alternate approvers are available to be added as necessary
✓ Use **scroll bar** for long list of options
✓ Check the accuracy of your fund number
✓ Use **Preview Approvers** prior to submissions
QUESTIONS & ANSWERS

Thank you for your time. If you have any further questions, please feel free to contact us at ImageNowHELP@uncc.edu

Imaging Team
Celeste Corpening
Vonda Lee
Donna McLain
Jason Minnick
Jason Williams
Robin Weaver

Training will be scheduled in January 2017
Imaging eForm Changes

• Research & Economic Development (RED)
  ○ Student Educational Award (SEA) Form
    • Award Purpose Funding Details
    (In Production 12/05/16)

• Controller’s Office
  ○ Travel Authorization (eTA) and
  ○ Financial Transaction Request (FTR)
    • Email Reminder Notifications
    (In Production 11/30/16)
eTA and FTR - Email Reminder Notifications

- If you are assigned an eTA or FTR approval task and have not approved within 5 days, the Approver will receive an email reminder *daily* until the approval task is completed.

- The Approver can be the following persons:
  - Traveler
  - Supervisor or Delegate
  - Additional Approver

- With either email reminder type, the email *can contain multiple links* if you have multiple tasks to approve.

- Browser Restrictions:
  - Java is required
  - Disable Block Pop-up Windows
  - Cannot Use Chrome, preferably IE or FireFox
Questions??
Financial Systems Support Update

Elizabeth Palian
Associate Director/Senior Support Analyst
Ext. 7-0282
Reese 418B
XE Upgrade – Banner Gets a New Look!

This is your sneak preview.
What to Expect, Timeline, & Training

Banner XE

• Spring 2017

• Advance Communication

• Guided Labs

• On-Line Resources
XE Upgrade – Banner Gets a New Look!

- XE= extensible ecosystem - a future-ready environment
- Browser-based
- Same Basic Functionality
- Navigation and Appearance Changes
- Increased querying/filtering
- Additional customization options
XE Upgrade – Banner Gets a New Look!

“Application Navigator”

No longer need to remember acronyms, searchable by descriptions.
Different look… Can still use F7 / F8, mouse or keyboard to select filter options.

Case INsensitive, Contains= anywhere in the field
XE Upgrade – Banner Gets a New Look!

Provides guidance.
Columns can be rearranged (Transaction Date), width changed, Sorted and Filtered.
Human Resources Update

Paulette Russell
Human Resources Consultant
Ext. 7-0660
King 113F
## Performance Management Program

### Key Changes

<table>
<thead>
<tr>
<th>Old Cycle</th>
<th>New Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1 – February 28 / 29</td>
<td>April 1 – March 31</td>
</tr>
<tr>
<td><strong>Work Plan</strong></td>
<td><strong>Performance Plan</strong></td>
</tr>
<tr>
<td>• Competency/Job Duties</td>
<td>• 5 Institutional Goals</td>
</tr>
<tr>
<td>• SMART Goals</td>
<td>• 3-5 Individual Goals</td>
</tr>
<tr>
<td><strong>Prioritized Competencies</strong></td>
<td><strong>Weighted Goals</strong></td>
</tr>
<tr>
<td><strong>5-Point Rating Scale</strong></td>
<td><strong>3-Point Rating Scale</strong></td>
</tr>
</tbody>
</table>
Performance Management Program

Institutional Goals

- Expertise
- Customer-Oriented
- Compliance & Integrity
- Accountability
- Team-Oriented
- Supervision
## Performance Management Program

### Next Steps

<table>
<thead>
<tr>
<th>Action Items</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of performance cycle (old Policy)</td>
<td>February 28, 2017</td>
</tr>
<tr>
<td>Additional Training (supervisors)</td>
<td>March - April 2017</td>
</tr>
<tr>
<td>• Help to Coordinate training</td>
<td></td>
</tr>
<tr>
<td>• Attend supervisor training to be able to assist supervisors with implementation</td>
<td></td>
</tr>
<tr>
<td>Annual Appraisals Due (old Policy)</td>
<td>April 28, 2017</td>
</tr>
<tr>
<td>Performance Plan Due (New Policy)</td>
<td>May 30, 2017</td>
</tr>
<tr>
<td>• Assist w/ follow-up communications to supervisors</td>
<td></td>
</tr>
</tbody>
</table>
Controller’s Office Updates

Alicia Bartosch
Business Process Analyst
Controller’s Office - Compliance
Ext. 7-0950
New Forms & Procedural Guidance

**eForms**
- eTA (optional)
- Payment Research Request
- Fixed Asset Forms (coming soon!)

Enhanced **Food, Beverage, & Amenity Expense Form**

**“How to” Guidance**
- Pay for **Food & Beverage**
- Pay **Students**
- Pay **Individuals** (Employees, Non-employees)
- Return Goods
Electronic W-2 Consent

For the 2016 Tax Year through My UNCC Portal

- Consent/Sign-up Required - By January 13, 2017
- Instructions at faq.uncc.edu

Questions: Email payrolldept@uncc.edu
NEW Business Contact ‘Google Groups’

Campus: Financial Roles & Responsibilities

- To be used for more targeted, effective, and timely communications *related to business policies and procedures*
- Anyone within the University can send to this audience
  - Communications will be monitored
- Managed by the Controller’s business process team

**BusinessOfficers-group@uncc.edu**
At least one representative from each **college/administrative unit**
(Banner Organization Code **Level 3**)

**FundAdministrators-group@uncc.edu**
At least one representative from each **sub-department**
(Banner Organization Code **Level 5**)

![Diagram of financial roles and responsibilities]
THANK YOU!!

Next **Business Update**... February 27
Check the **Calendar** for details