



The Audit Perspective

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The University encourages the professional development of permanent staff employees and as a benefit, offers a tuition waiver for faculty and staff. Below you will find answers to frequently asked questions along with policies that address [Further Education](#) and the [Professional Development for Staff Employees](#).

Further Education

Who Qualifies for the Tuition Waiver Benefit?

Benefits eligible full-time, part-time, and temporary employees who will be employed for the duration of the enrollment period qualify for the tuition waiver. Also, you must have been employed prior to the end of the late registration period, which is January 24, 2019, for the upcoming Spring semester.

How Do I Sign-Up for the Tuition Waiver?

A Form 19 is required to be submitted by the employee, and requires approval of the department head. The [Form 19 Procedures](#) explain in detail the steps an employee must complete in order to take advantage of the faculty/staff waiver, including applying for admission, registration, processing the Form 19, and financial aid processing.

How Many Courses Apply Toward the Tuition Waiver?

Fall and Spring Semesters: Full-time employees may have two courses covered: one course that meets during the employee's assigned workday and one course outside of the workday (night class, independent study, online, etc.). Courses may be taken during the workday per department head approval. Part-time employees, employed at 50% or more may have one course covered. This course cannot meet during their scheduled work time.

Summer Semesters: Full-time employees may be permitted to take one course during each summer term. An employee may only take a maximum of two classes for all summer terms combined.

Intersession: The tuition waiver does not cover intersession courses. Employees are not allowed any free clock hours away from work during intersession periods.

How Much Time Away from Work is Allowed?

During the semester (fall, spring, or summer), a full-time employee's total time away from work may not exceed four clock hours per week, depending on the number of hours of a particular course. Four hours is defined as one 3-hour course and the requisite 1-hour lab. Employees are expected to be at work when their lecture class/lab is not meeting. Personal leave must be used (or hours made up if approved in advance by the supervisor or department head) when absent from work in excess of 4 hours for activities associated with online courses and classes that meet outside the workday such as, studying for a test or working on a project. For classes without the 1-hour lab, the total time away from work may not exceed three clock hours per week.

Additional fees may be assessed for certain courses. Faculty and staff are responsible for paying these fees, such as lab fees and online course fees.

Is There Assistance with the Cost of Textbooks?

You could be eligible for the staff development textbook scholarship, depending on your employment status and annual salary. See the [Criteria for Staff Textbook Scholarship](#).

What If I Unsuccessfully Complete a Course?

Unsuccessfully completing a course is defined as dropping the course after the refund date has passed or failing a course. Another tuition waiver will not be issued until you have successfully completed a course in a subsequent semester at your own expense. Also, you will need to justify further course work to your supervisor.

Professional Development for Staff

As a sign of appreciation for staff obtaining professional development, salary increases may be granted for the receipt of applicable certificates, licenses, and degrees. Increases are subject to the availability of departmental funds. The amount of the increase varies in accordance with the amount of time and effort required and the relationship to the employee's position. Part-time employees will receive increases on a pro-rata basis.

Salary increases granted under this policy are effective the pay period following receipt of the degree. To avoid delays, department heads should submit the appropriate forms and supporting documentation in a timely manner.

No salary increases will be granted for receipt of a degree if the employee already has a similar degree. Since department heads are expected to remain current in their respective areas of responsibility, they will normally be ineligible for the certification provisions of the policy. For more details, refer to the [Professional Development for Staff Policy](#).



Training with Internal Audit

Lead Your Team:

A section on the Code of Ethics and Conduct is presented by Internal Audit during the Lead Your Team training sessions. Lead Your Team is a three-day program designed to develop the skills necessary to supervise professionally and effectively. This is a core course highly recommended for employees with supervisory and people management responsibilities. The next Lead Your Team sessions are offered on February 7th, 14th, and 21st. Sign up on the [HR website!](#)

Account Reconciliation:

The Office of Internal Audit offers training on account reconciliation. A session is currently scheduled for January 23rd from 11:00am- 12:00pm at Insight Park, 1st Floor Seminar Room. In this class, employees will learn how to perform monthly account reconciliations for revenue and expenditures (including payroll) in order to be compliant with the [Responsibilities of Signatory Officers Policy](#). This class is designed for signatory officers as well as other employees who have been delegated the responsibility for reconciling departmental accounts. To register for upcoming sessions, go to our [website](#).

Updated Policy

The University of Mississippi [Policy Directory](#) is a central location for accessing University policies. Since our last newsletter, the following policy has been updated:

[Credit by Examination](#) – The policy has been updated to clarify the different ways students may earn college credit through credit-by-examination. The policy made updates in the Advance Standing Examination and Placement Examination sections. Also, students can earn up to 33 semester credit hours for correspondence courses completed through a United States Armed Forces Institute program.

Self-Assessment



Self-assessment is a valuable tool to help identify internal control deficiencies and assist in departmental management and audit preparation. The self-assessment consists of a series of “yes” or “no” questions. “Yes” indicates adequate controls in an area, while “no” indicates control deficiencies. Additional control related information is provided below each question to aid in resolving control deficiencies. Links to relevant policies are also included for each section. The self-assessment can be accessed [here](#). For questions not addressed in the self-assessment, please feel free to contact us at 662-915-7017 or auditing@olemiss.edu.