



The Audit Perspective

In This Issue

•••

Page 1

- [Helpful Resources for New Employees](#)

Page 3

- [Training with Internal Audit](#)
- [New and Updated Policies](#)

Page 5

- [Self-Assessment](#)

With the new fiscal year underway, many departments have hired new employees. This newsletter is focused on topics and resources that may be helpful for new employees. Supervisors can also use this as a guide for preparing for new hires.

Helpful Resources for New Employees

The University has many helpful resources that facilitate the new employee process. Specifically:

Supervisor's Checklist for New Employees

The [Supervisor's Checklist for New Employees Form](#) can be used by supervisors to make sure new employees have the information, technology, and reference materials necessary to perform their jobs.

New Employee Orientation

[New employee orientation](#) provides a unique opportunity to meet leaders and learn more about the University's mission, vision, rich history, the University's "It" factor, and the relationship between Ole Miss Athletics and the University of Mississippi. The next orientation session is scheduled for October 1, 2019. New employees can register for orientation by clicking [here](#). You will need your myOleMiss login and password.

Lead Yourself Program

[Human Resources](#) also provides a Lead Yourself one day program designed to increase self-management skills. This program is recommended for all employees who are not in a supervisory role. Topics include: time and energy management, staff performance appraisals, dealing with difficult people, accountability, ethics and conduct, effective communications, managing your boss, and motivation. The next program is on November 14, 2019. Registration is through [myOleMiss](#) or click [here](#).

University Payroll Calendar and Holiday Schedule

The [Payroll Calendar](#) lists the dates that time needs to be entered in myOleMiss and pay dates. The [Holiday Schedule](#) can also be located on the Human Resources website.

Fringe Benefits

The University offers faculty and staff an array of fringe benefits. Faculty and staff can purchase discounted meal plans for Ole Miss dining, discounted athletic season tickets, and many other discounted offers. Visit the [fringe benefits](#) page for more details.

Information Technology Security

The [Information Technology Security Page](#) contains best practices, tips, guides, and resources to help maintain a safe computing environment. New employees can stay up-to-date on new IT security alerts, threats, and even report issues or request assistance.

IT Helpdesk

The [IT Helpdesk](#) assists the university community with issues related to software, hardware, networking, email, web pages, and other applications that run on the university's campus-wide systems. It is located at [Weir Hall](#) and is open Monday – Friday (8 AM – 5 PM). The IT Helpdesk can be contacted through email at helpdesk@olemiss.edu, by phone (662-915-5222), or a request can be sent from [Web Help Desk](#).

IT and SAP Training

The [Office of Information Technology](#) offers various technology training opportunities. General purpose sessions on topics such as IT security, Office applications, and email are offered quarterly. Training opportunities can be found on the [IT Training website](#). Additionally, SAP training is offered monthly and can be found on the [here](#).

REBALERT

[REBALERT](#) is an emergency text messaging notification service available to UM employees, students, and parents. University employees who have provided a valid cell phone number will automatically receive REBALERT text message notifications from the University. In order for an employee to sign up they may save their cell phone number in myOleMiss. You will need to navigate to the Employee tab, My HR Tools, and finally Address and Communication Preferences. If you need to re-enable REBALERTS, please see the [Re-enabling REBALERTS website](#).

Career-Life Connector Initiative

The University is committed to providing work-life integration resources. The [Career-Life Connector Initiative](#) was created by the [Office of Provost](#) to supplement services provided by Human Resources and other offices on campus. The initiative is designed to help potential and current faculty and staff navigate the university system and learn about policies, practices, and resources available to assist with work-life integration.

Parking and Transportation Options

In order to park on the UM campus or satellite areas, new employees will need to purchase a parking decal. The [Department of Parking and Transportation](#) offers three options for parking: traditional, park-n-ride, and reserved. Decals can be purchased in person at the new location in the [South Campus Recreational Facility](#) or [online](#).

The Department of Parking and Transportation also offers bus transportation options such as the Oxford-University-Transit – O.U.T, the Rebel Red O.U.T., and the Rebel Blue – O.U.T. If you are a UM student or employee, the ride is free with a valid Ole Miss ID.

ID Center

New employees may obtain an Ole Miss ID Card at the [University ID Center](#). The University ID Center is part of [Contractual Services Management](#) and is located at [Johnson Commons West](#).

Training with Internal Audit

Account Reconciliation

The [Office of Internal Audit](#) offers training on account reconciliation. A session is currently scheduled for November 4th from 11:00am – 12:00pm at the Law School, Room 1115. 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](#).

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 2 ½ 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 session is offered on October 9th and 16th (2-day class). Sign up on the [HR website!](#)

Lead Responsibly

A section on the Code of Ethics and Conduct is also presented by Internal Audit during the Lead Responsibly training. Lead Responsibly is designed for new and existing department heads. The review of financial and administrative topics will empower leaders (department directors/chairs or signatory officers) to make accurate judgements and decisions, manage resources effectively, and act with professional integrity. The next session will be held on October 23rd. Visit the [HR website](#) to register.

New and Updated Policies

The [UM Policy Directory](#) is a great source of information for a new employee to explore. It is a central location for accessing University policies. The directory can be searched in many ways, such as by: administrative division, responsible office, people affected, keyword, last modified date, and free-form. Internal Audit prefers to use the free-form search because it allows the user to search on broader topics. Since our last newsletter, the below policies have been implemented or updated. We have summarized the new polices as well as summarized changes to the updated policies for your quick review below.

New Policy

- [Missed CRSC Intake Meeting Administrative Fee](#) – This policy establishes a fine for students who fail to appear to a mandatory intake meeting through the Office of Conflict Resolution and Student Conduct.

Updated Policies

- [Digging or Trenching](#) -Telecommunications Center personnel will locate communications facilities (twisted pair and fiber optics cable) at no charge to the contractor or vendor if the request is received within 2 business days prior to beginning work.
- [Event Registration](#) –Registered Student Organizations (RSO) must register their event through the online student organization website, the Forum (www.olemiss.edu/forum). The entire registration process must be completed at least 15 business days prior to the event taking place. On-Campus events held in non-academic buildings was added to the *Restrictions for Off-Campus Events Where Alcohol Will Be Present* section.
- [Full Board Review Criteria for IRB](#) –The American College of Sports Medicine (ACSM) table will be considered definitive, if specified parameters are measured in a study of apparently healthy adults, as determined by, for example, the PAR-Q or PAR-Q+.
- [General Degree Requirement](#) – Honors students may satisfy English composition requirements by taking HON 101 and 102. Both hours taken before and after a student declares a major in a particular school or college may be used to satisfy the 30-hour residence requirement.
- [Graduate School Admission Statuses](#) – Students admitted in the Nondegree II category cannot register for thesis or dissertation hours. Enrollment is restricted to courses at the 600 level or below unless the student has permission from the department offering the course to enroll in a 700 level course. International applicants who will be enrolled in a Graduate Accelerator Program and have a baccalaureate degree from a regionally accredited institution with an earned grade-point average of at least 2.5 may be admitted to the Nondegree III category.
- [Graduate School Admission Standards and Application Procedures](#) – Applications are now online. During the application process, an official score from an appropriate standardized test should be submitted when it is required by the program. International applicants whose primary language is not English and/or who have completed their secondary or tertiary education primarily outside of the U.S. must submit scores on an approved English language proficiency exam. Medical and Immunization records must be submitted to Student Health.
- [Packaging Financial Aid](#) – The order in which batch packaging is awarded to undergraduates and graduate students was updated.
- [Registered Student Organization Overview](#) - The Ole Miss Student Union may designate a Registered Student Organization (RSO) as a Sponsored RSO. Sponsored RSOs are also

subject to additional policies and practices affiliated with associated University departments including, but not limited to, risk assessment and management training, budget reconciliation, community service requirements, fundraising expectations, membership dues, and officer elections.

- [Scientific Diving Safety Manual](#) – Dive Accident Reporting Steps have been added and updates made to section 12.60 Rebreathing Training Section.
- [Termination of Untenured Faculty](#) - Contracts for those who hold the rank of Instructor are renewable at the discretion of the University, with no advance notice of separation of employment.
- [Title IX Student Conduct Adjudication Process](#) – This policy establishes appropriate procedures for Title IX violations where the complainant and/or respondent is a student.
- [Waiver of IRB Application for Class Projects](#) – Waiver of IRB Application for Class Projects is prohibited when the study includes the use of vulnerable populations or participants under the age of 18, except on a case by case basis determined by the IRB Executive Committee.

HIPAA Updated Policies

- [Business Continuity Management](#) - System criticality should be determined and documented based on tolerance and impact to your business unit/department for unplanned interruptions of normal business operations.
- [Media Protection](#) - USB drives and other types of removable disks appointed by the Covered Entity (CE) to store or transport PHI and/or for use with HIPAA systems must be individually approved by IT prior to use. The device owner or their manager should follow [IT Security's process](#) for approval.

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.