

Good morning,

As follow up to our First Tuesday meeting yesterday, Jana Dean, MSU Audit Manager in Internal Audit, provided the information below regarding your questions on paying for conferences, outside work for pay relative to honorariums, emailing social security numbers, placing individual bank numbers for international payees.

For those of you who were unable to attend, I've attached a copy of Jana's power point presentation.

Also as promised, here is the link to the university policy on managing sensitive data and attached is a power point on the MSU website about sensitive and confidential data you may find helpful

<https://search.msu.edu/google-results.php?q=confidential%20and%20sensitive%20data>
email from Jana Dean:

I have stated the conference fee policy below which allows for reimbursement if someone personally pays a conference registration.

- Conference Fees

Conference registration fees should be paid in advance using the MSU Purchasing Card whenever possible. If the MSU Purchasing Card cannot be used because the conference registrar cannot or will not accept it, or because the registration amount exceeds the MSU Purchasing Card transaction dollar limitation, conference fees may be paid via Disbursement Voucher (DV) or personally by the attendee. In either case, supporting documentation must detail the attendee, date, and location of the conference. If paid personally, conference fees will not be reimbursed until travel has been completed.

Travel Reimbursement Worksheets submitted for conference-related travel must include copies of the conference schedule/agenda (documentation of specific items, such as meals, lodging and shuttle included in conference fee). Indicate "no meals included" if applicable.

Outside work for pay

See highlights below – honorarium does count as pay; however see the list of exempt activities below.

Certain activities are expected of faculty members as part of their normal scholarly activities and are not regulated by this Policy (even if a faculty member is paid to do them by a person or entity other than the University). These include, but are not limited to ³:

- presentations at professional meetings and other similar gatherings
- peer review of articles and grant proposals
- leadership positions in professional societies
- preparation of scholarly publications

- editorial services for educational or professional organizations
- service on advisory committees or evaluation panels for government funding agencies, nonprofit foundations, or educational organizations
- musical and other creative performances and exhibitions, if there is an expectation in the faculty member's discipline that he/she will engage in such performances or exhibitions.

III. Limitations on Performing Outside Work for Pay During Duty Periods

Faculty members may request approval to engage in outside work for pay during duty periods if all of the following conditions exist:

1. All approved outside work for pay and overload pay assignments for the faculty member will not exceed a total average of four (4) days a month.
2. The work in question will enhance the faculty member's expertise as a teacher and scholar in his/her discipline.
3. The work will not interfere with the performance of the faculty member's University duties, including those non classroom responsibilities expected of all faculty members.
4. The work will not adversely affect the University's interests or violate University policies or regulations.
5. The work will be of a professional nature.

IV. Definitions

1. "Outside work" is any work performed for a person or entity other than Michigan State University.
2. "Work" is any service or activity in the general area of expertise for which the faculty member is employed by the University. Examples of work include, but are not limited to, consulting, advising, research, demonstrating, performing, outreach, or teaching in the faculty member's discipline.
3. "Pay" is anything of value received in consideration for work (except reimbursement of expenses, indemnification, or insurance coverage for claims arising out of or occurring in connection with the work). Examples of pay include, but are not limited to, any salary, fee, **honorarium**, stock, stock option, monetary gift or contribution beyond actual expense, or the promise of any of these in the future. Work for any business or other for-profit enterprise owned or operated by a faculty member or by his/her relative(s), shall be considered "pay" (whether or not the faculty member receives anything of value in consideration for the work) because of the likelihood that the faculty member's work will increase the value of the business or enterprise to the faculty member's direct or indirect financial benefit.

To clarify the faxing of pcard numbers I included the following from the Purchasing Manual:

Faxing or e-mailing your credit card number is also not recommended. Many faxes do not reach their intended destinations, and you have no way of knowing who has received your faxed form. Most forms require the credit card number, expiration date, and signature of the cardholder, thus giving a person all the information needed to purchase items using your card. When faxing or emailing an order, we

recommend including a statement in the billing area on the form, such as, "Once order is received, please call (your name and number) for billing information."

Please let me know if something requires further clarification.

Jana

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Other topics discussed:

1. Health Care payment: reminder to be sure to get all personnel transactions in by December 10 so that the university will know which support staff should receive the January health care payment which will be paid in the last bi-weekly pay for bi-weekly paid folks and the January check for salary folks.
2. In February the university will introduce a new on line learning system that will be called "elevateU". It will have technology training that will provide CEU's and certification print outs for things such as Microsoft. There will also be training on communication, team building, presentation skills, etc. Books and their cliff note version will also be available all for FREE. The software learning system is Skillsoft. If you are sending folks to New Horizons and paying the registration fee, they can now do the on-line learning at no cost to the unit. More details will be forthcoming early next year.
3. Human Resources will be moving to a completely electronic I-9 process in spring 2014. This will save duplication across campus, save mail time, etc. More details are expected early next year.
4. The data base for hours worked across campus relative to managing for the Affordable Health Care act is expected to become available sometime in January. I will let you know as soon as I receive more information.

Thanks again for the great questions yesterday and hope this his helpful follow up.

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