FYI – Finance, YOU Included!
CSUEB Bay Card Updates
Bay Card Software Transition

- May 2019 – August 2019
- Black Board Transact to TouchNet OneCard
- Chartwells (New Dining Vendor) Set up
- Important changes
  - Phil Station
  - US Bank
  - Mobile App
  - New Website URLs
Bay Card Mobile App

- Available on IOS and Android Devices
- Check balances
- Reload Bay Bucks
- Mobile Payments
- Digital Bay Card
## Bay Bucks Transaction Locations

<table>
<thead>
<tr>
<th>ASI Business Office</th>
<th>Student Health Center</th>
<th>Duplicating Center</th>
<th>Library Circulation</th>
<th>WavePoint Machine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookstore</td>
<td>Starbucks</td>
<td>Einstein Bagel</td>
<td>Taco Bell</td>
<td>Pizza Hut</td>
</tr>
<tr>
<td>RedWave</td>
<td>Panda Express</td>
<td>Subway</td>
<td>Jamba Juice</td>
<td>Pioneer Kitchen</td>
</tr>
</tbody>
</table>
New Bay Card Design

- Re-Card – Spring 2020
- Opportunity for new Photo
- New card design chosen by student body
- Voting Oct. 2 – Oct. 8

http://www.csueastbay.edu/baycard/bay-card-re-design.html
Winning design
New requirement for suicide prevention hotline numbers be listed on student id cards.

All new card stock purchased will have numbers listed on back of Bay Card.
Next Steps

RE-Card Important Dates

Photo Submission

Now – December 31, 2019

Distribution of New Bay Cards

March 3, 2020 – May 15, 2020

Submit your photo today!

Visit:

www.csueastbay.edu/baycard
Name 1 feature of the mobile app.
Thank you!

For more information please visit our website

www.csueastbay.edu/baycard
Student Financial Responsibility Agreement
WHAT IS THE STUDENT FINANCIAL RESPONSIBILITY AGREEMENT?

• It’s the University’s way of ensuring that our students understand the financial repercussions of enrolling in classes at CSU East Bay.

• It outlines the University’s expectations for payment, holds, and the employment of collection agencies.
WHY DO WE WANT STUDENTS TO READ & SIGN THE AGREEMENT?

• The University is ensuring that students are carefully considering the cost of their education, including financial planning and debt management.

• The University is informing/reminding the student of their financial obligation when enrolling in classes at CSUEB.

• The University may employ the services of collection agencies for the collection of fees. The agreement is the University’s way of communicating those arrangements.
HOW OFTEN ARE STUDENTS ASKED TO SIGN THE AGREEMENT?

• To ensure that each student is considering his or her finances each year, the agreement is requested to be signed once per academic year during Spring/Fall registration.
WHAT HAPPENS IF A STUDENT DOES NOT SIGN THE AGREEMENT?

• The student will continue to receive reminders to complete the agreement until he or she does so.

• If the student does not sign the agreement:
  * NO registration block will be placed
  * NO release of transcript hold will be placed
TRIVIA QUESTION!

Will the student be able to enroll in classes even if she/he does NOT sign the agreement?
TRANSFERS
TYPES OF TRANSFERS

- BUDGET TRANSFERS
- PAYROLL ADJUSTMENTS
- NON-PAYROLL EXPENSE TRANSFERS
TYPES OF TRANSFERS

WHAT THEY HAVE IN COMMON

- Corrects and moves financial data between different chart fields
- Forms are submitted to a specific office
- Forms create a PeopleSoft entry within a ledger

WHERE THEY ARE DIFFERENT

Budget Transfers
- Budget Office
- Budget Ledger

Expense Transfers
- General Accounting
- Actuals Ledger

Payroll Adjustments
- FSU
- Actuals Ledger
BUDGET TRANSFERS

**Dashboard View**

- Creates changes in the “Budget” ledger
- Not posted or related to “Actuals”
- Received & processed by the Budget Office

**BUDGET LEDGER**

<table>
<thead>
<tr>
<th>Dept Level 3 Fdescr</th>
<th>Dept Fdescr</th>
<th>Acct Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
<th>% Used Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>10022 - Sustainability</td>
<td>10022 - Sustainability</td>
<td>660003 - Supplies and Services</td>
<td>14,200.00</td>
<td>23,464.86</td>
<td>0.00</td>
<td>(9,264.86)</td>
<td>165%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660809 - Hospitality non-food Related</td>
<td>5,569.25</td>
<td></td>
<td>0.00</td>
<td>(5,569.25)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>660311 - Recharge-Duplicating Svcs</td>
<td>300.00</td>
<td>377.30</td>
<td>0.00</td>
<td>(77.30)</td>
<td>126%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660851 - Honorarium</td>
<td>2,000.00</td>
<td></td>
<td>0.00</td>
<td>(2,000.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>660880 - Activities / Events</td>
<td>2,500.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2,500.00</td>
<td>0%</td>
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<tr>
<td></td>
<td></td>
<td>660828 - Hospitality Food Related</td>
<td>6,000.00</td>
<td>802.50</td>
<td>0.00</td>
<td>5,197.50</td>
<td>14%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660919 - Conference Registration Fees</td>
<td>3,000.00</td>
<td>1,759.44</td>
<td>0.00</td>
<td>1,240.56</td>
<td>59%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660921 - Membership/Subscription Fees</td>
<td>2,000.00</td>
<td>2,495.00</td>
<td>0.00</td>
<td>(495.00)</td>
<td>125%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660990 - Unallocated Budget</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>10022 - Sustainability Total</td>
<td></td>
<td></td>
<td>28,000.00</td>
<td>36,528.35</td>
<td>0.00</td>
<td>(8,528.35)</td>
<td>130%</td>
</tr>
</tbody>
</table>
BUDGET TRANSFERS

Commonly Used for:

- Transfer between two departments in the same College
- Transfer between a Division and Departments within that Division
- Transfer between accounts within the same Department
BUDGET TRANSFERS

Budget Transfer Form

- Name and Date, Department, Description
- Required chart fields: Account, Fund, DeptID
- Must transfer within **same fund**
- Use Program, Project and Class as needed
- Line Description (30 characters max)
BUDGET TRANSFERS

- Be sure you have Delegated Authority for the transfer
- Ensure there is sufficient budget in the account you are moving budget from
- Total debits (+) must equal the total credits (-)
- Transfer must net to zero
- **No commas**
- Send request to: budget@csueastbay.edu
TEST YOUR KNOWLEDGE

What is the difference between Budget and Actuals?

A. No difference. Budget and Actuals are always the same.
B. Actuals are flexible. Budgets are rigid.
C. Budgets are for planning purposes and Actuals reflect what actually happened.
PAYROLL EXPENSE TRANSFERS

- Posted in “Actuals” ledger (with FTE)
- Dashboard view:

  - To transfer salary and benefits already posted (current fiscal year only)
    - Faculty, Staff, Management, Special Consultants, Casual Workers, Students (Non-Work Study): 601XXX accounts
    - Federal Work Study: 602XXX accounts
    - Benefits: 603XXX accounts
Payroll Expense Transfers move individual payments by charge period, incorporating employee and position detail that is updated in PeopleSoft tables and displayed in the Labor Cost Distribution dashboards.

• **Acceptable reasons for transfer:**
  - Department Reorganizations
  - Late notification of appropriate funding source and/or labor cost split for employee/student appointments
  - Faculty workload adjustments
  - Adjustments for recently approved grant contracts

• **Unacceptable reasons for transfer:**
  - Overspent Budget
  - Managing Budget with Payroll Expense Transfers
PAYROLL EXPENSE TRANSFERS

Accounting Period vs. Charge Period

Accounting Period: When the payment was **processed**

Charge Period: When the payment was **earned**
Currently, most (non-grant) requests for Payroll Expense Transfers are submitted via email to Joe Andrews.

Information required:

- Employee/Student Name
- Employee ID (found in LCD Dashboard)
- Employee Record Number (found in LCD Dashboard)
- Position Number (found in LCD Dashboard)
- Charge Periods (from/to) range for adjustments
- Percentage to transfer (needed for split distributions)
- Transfer to chartfields
- Reason for transfer
PAYROLL EXPENSE TRANSFERS

FTE Earnings Distribution Request Form

Looking for volunteers to use this form for non-grant Payroll Expense Transfers as well as Labor Cost Distribution set up!

Currently located on the ORSP Forms Library

Copy to be placed on the Finance Support Unit Forms section (with Chartfield Request Form)

---

<table>
<thead>
<tr>
<th>Employee Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Employee ID (if known)</td>
</tr>
<tr>
<td>Earnings Start Date</td>
</tr>
<tr>
<td>Position</td>
</tr>
</tbody>
</table>

**Distribution Summary**

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Project</th>
<th>Program</th>
<th>Class</th>
<th>FTE (Total FTE for transfer)</th>
<th>Is the distribution for retroactive employment?</th>
<th>Does the fund pay for benefits?</th>
<th>Remarks (If the fund does not pay for benefits, please indicate where benefits charges should be charged and any other conditions)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Authorization**

<table>
<thead>
<tr>
<th>Requester's Name (First)</th>
<th>Requester Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In/Supervisor's Name (First)</td>
<td>In/Supervisor's Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Employee/GRIP Approval (First)</td>
<td>Employee/GRIP Approval (Date)</td>
<td></td>
</tr>
<tr>
<td>Finance Dept. Approval (First)</td>
<td>Finance Dept. Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Last updated: 3/18/2016 ORSP
PAYROLL EXPENSE TRANSFERS

Helpful Tips!

• Please submit requests by the 20\textsuperscript{th} of each month.

• Be sure you have Delegated Authority for the transfer.

• Ensure there is sufficient budget in the funding source you are moving expenses to.

• Include Employee Record Number in your requests – especially if there are multiple appointments for the same employee/student.

• Remember that associated benefits expenses will be transferred with the salary/wage expenses.
PAYROLL EXPENSE TRANSFERS

Test Time!
(Well, not really!)

What is not an acceptable reason for requesting a Payroll Expense Transfer?
EXPENSE TRANSFERS

Expense Transfers
General Accounting
Actuals Ledger
EXPENSE TRANSFERS

Common Types
- Expense Reclassifications
- Cost Recovery
- Campus-Cost Allocation
- Transfers (i.e. CERF)

• Today’s focus...

• “Expense reclassifications”
EXPENSE RECLASSIFICATION

- Use to adjust or change transaction(s) to a new chartfield
- Posts to Actuals ledger

Requests must:
- Be for **current year** activity
- Meet fund’s intended purpose
- Be an allowable expense according to fund guidelines
- Follow CSU and campus spending policies
EXPENSE RECLASSIFICATION

- Complete **Request Form**
- Provide supporting documentation
- Provide an explanation/reason for the reclass
- Email request form with backup, explanation, and any needed approvals to: gen.acct@csueastbay.edu
EXPENSE RECLASSIFICATION

Completed Expenditure Transfer Request Form

- Full chartfield string for the transaction
- No commas in any field
- Line description - 30 characters max
- Clear long description
- Total debits (+) must equal the total credits (-)
- Must net to zero
EXPENSE RECLASSIFICATION

Supporting documentation examples

- Screenshot of the original transaction from the Data Warehouse
- Written explanation of request
- Computation
- Contract
- Email
- Meeting Minutes
EXPENSE RECLASSIFICATION

**Tips and Tricks**

- Ensure all invoices/travel claims chartfield strings are correct when submitted to A/P
- Move *actual* identified expense; not balances
- An ongoing process throughout the year not a year-end process
- Review financial activity *monthly*
EXPENSE RECLASSIFICATION

Tips and Tricks cont’

• Back up documentation should clearly support request form
  • Circle key amounts, create subtotals, etc.
  • Do not highlight; when scanned, it makes the form hard to read
  • Clear description
  • Auditor friendly

• Make it easy for your approver!
Why should transactions use the appropriate Chartfield Strings?

A. For data integrity and compliance
B. For better decision-making
C. Both A and B
D. To make auditors’ happy
ALL TRANSFERS

Please remember to reconcile on a monthly basis and send all transfers as you reconcile monthly!

That way we will not drown in transfers at year end.

THANK YOU SO MUCH!
TRANSFER FORMS

BUDGET TRANSFERS
http://www.csueastbay.edu/budget/index.html

PAYROLL ADJUSTMENTS
http://www.csueastbay.edu/budget/index.html (Pending)

NON-PAYROLL EXPENSE TRANSFERS
PROCUREMENT ISSUES

P-CARD AUDIT BY CO AND FINDINGS

• Active Credit Card Accounts for Separated Employees
• Transaction Splitting
• Unallowable Expenses
• Credit Exposure
• Revised P-Card Policy Effective March, 2019
FOOD SERVICES

- Chartwells selected as new Food Services Provider Effective June 1, 2019
- Currently working off of a Letter of Intent, while full contract is being negotiated.
- Chartwells offers dining for resident hall students, retail choices (Subway, Pizza Hut, Einstein’s, Starbucks, etc.) as well as catering
- Some upgrades to the Dining Commons and other retail locations already completed this summer. There will likely be more renovation to retail outlets, and possibly some changes of brands beginning in year 2.
PROCUREMENT ANNOUNCEMENTS

SHUTTLE SERVICES

• New contract awarded to SP+ effective 1/2/2020
• SP+ is a multi-state transportation provider with a large presence in NorCal. They have a contract with Fresno State University
• Continued service to and from both Hayward BART on one route and to Castro Valley BART on the other route. Campus Loop will be retained with some movement of stops as affected by the CORE construction project.
• SP+ will provide extra drivers to cover lunches and breaks.
• All buses stay in service during lunch and rest breaks. Improvement from incumbent.
One issue not found in the P-Card Audit:

1. Active credit card accounts for separated employees
2. Most P-Card holders failing to use their full credit limit at least 9 months out of every fiscal year
3. Unallowable expenses being charged
4. Transaction splitting (multiple transactions to the same vendor in the same day or on subsequent days by the same cardholder)
5. Credit exposure by underused cardholders
CFS/Duo MFA Implementation Overview

Presenter: Jesse Norman
Created by Project Team
Tuesday, November 18, 2019
BY

THE INFORMATION SECURITY OFFICE

And

FINANCIAL SUPPORT UNIT
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  - Celestina Colemen
Agenda

• What is Multifactor Authentication (MFA)?
• Why are we using MFA?
• Where are we going to use MFA?
• When are we going to start using MFA?
• How are we going to start using MFA?
• Questions and Answers
What is Two-Factor Authentication?

- Two-factor authentication provides a second layer of security to any type of login, requiring extra information or a physical device to log in, in addition to your password.

- By requiring two different channels of authentication, we can protect user logins from remote attacks that may exploit stolen usernames & passwords.
Things you know
Something you have
Something you are

1. The EOFTI retinal scanner reads from the outer iris in towards the pupil edge.
2. The retinal scanner then plots distinct patterns of blood vessels using infrared light.
3. After scanning the information, it is then sent to a central server where the results are compressed.
4. Upon entering the facility, the client's retinal map will be compared to their stored compressed information.
Why do we need two-factor authentication

- Chancellor’s Office Financial Services and ITS, in consultation with CSU Audit, have worked with campuses to identify a solution using Duo Multi-factor Authentication (MFA).
- Login credentials are more valuable than ever and are increasingly easy to compromise. Over 90% of breaches today involve compromised usernames & passwords.
- Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. **This prevents anyone but you from accessing your account, even if they know your password.**
Where, When, and How

- Common Financial Systems (CFS) will be the first system use Duo MFA
- Student Health Services App
- Training will begin for Financial Support Unit on
  - Wednesday, November 20, 2019
  - SA 1400
- Pilot Test Group for CFS/MFA Project
  - ITS Technical Staff—Live
  - Financial Support Unit—Training over the next few weeks.
- Train IT Staff, then the Financial Support Unit staff in a pilot program
- Go-Live Timeframe coming soon!
Thank-you
from
Financial Support Unit
and
Information Security Office
Questions for the Audience

- What does MFA stand for?
Q&A
Thank You.

For more information

Jesse Norman
Information Security Analyst, Information Security Office
California State University, East Bay
jesse.norman@csueastbay.edu
Watch your email inbox for our Online Survey – please take a few moments to share your feedback on today’s session and your ideas for future sessions!

Today’s slides will be available in the FYI Presentation repository – navigation is on the back of today’s agenda

THANK YOU FOR ATTENDING TODAY’S “FYI” SESSION!