

**FISCAL ADMINISTRATORS MEETING AGENDA
WEDNESDAY, DECEMBER 12, 2018, 10:00 AM
SOUTH MEETING ROOM, NEWCOMB HALL**

General Comments – John McHugh

“UVA Information Security would like to bring to your attention a current phishing scam targeting UVA employees. The scam appears to come from someone in a leadership role at the University, and asks the employee for help with purchasing various gift cards (e.g., Amazon, iTunes). The email typically refers to these as “urgent purchases,” and asks the employee to only email their response because the sender is occupied and currently unable to take calls.

The scam will then continue with the sender asking the employee to email the gift card number, typically via a follow-up email. Please remember that, just like credit card numbers, gift card numbers should **NEVER** be sent via email.

If you receive this message, **DO NOT** respond or click any links. Please forward the message to abuse@virginia.edu and then delete the message from your inbox.”

Please see the [Information Security Alerts & Warnings webpage](#) for a full list of current warnings at UVA. Thank you for your assistance.

UFirst – Julie Bird

- Update – <https://fro.vpfinance.virginia.edu/system/files/UFirst12.12.18.pptx>

UVAFinance – Brenda Nalley & Isaiah Behnke

- Cashless Grounds (Income) – https://fro.vpfinance.virginia.edu/system/files/Going_Cashless_FA12122018.pptx

Finance Outreach & Compliance – Patty Marbury

- Training & Cutoff Dates for the Workday Transition

This is a reminder that the Integrated System LMS, accessed through Employee Self-Service > Learning, will not be available beginning 12/15/18. Online training that has been started but not completed by 12/15/18 will need to be completed in Workday beginning 1/7/19. If you have started but have not finished an online course, *you will need to start the course over.*

Please plan accordingly if you need to complete required online training for Integrated System responsibilities. You will be unable to do so between 12/15/18 and 1/7/19. Please contact FOC-training@virginia.edu if you have any concerns or questions.

Brandi Van Ormer

- Payroll Website Update – new website under UVAFinance <https://payroll.vpfinance.virginia.edu/>
Changes match up with Workday. Please let Brandi know if other changes are needed.

Office of Sponsored Programs – Tammy Sutton

- New On-line Retro Transfer Justification Form – will be available January 2, 2019, currently working on FAQ.

Following are questions asked in the meeting with answers:

- 1) Is the on-line form supported and been tested for all web browsers that are used at UVA? **The form has been tested using Firefox, IE, and Chrome in a Windows environment.**
- 2) Is the process the same ie the cost transfer the same when using this request form? **Yes, the online request form only changes the paper request submitted. Please use the same Oracle actions and procedures to process the transfer.**
- 3) Is there a way to re-assign an action once it is in the workflow process?
Yes, the admins can edit an approver id and re-send the email. An example is:
 - a. Requestor creates the form and it routes to the From PI
 - b. From PI approves and the form is routed to the To PI
 - c. To PI is on vacation.....form is in a hold status until PI returns from vacation. **Is there a way at this point to have the request reassigned to someone that has authority to approve on the To PI's behalf?**

To(P)	To(T)	To(A)	To(O)	Amount	TO PI	Chair
123456	101	GG54321	2	50.00	jpg8x	jpg8x

Saved Attachments

Title	Description
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Procurement & Supplier Diversity Services

Adeline Coe

- Registration Portal Update
https://fro.vpfinance.virginia.edu/system/files/Form_Request_Life_Cycle_1218.pdf
https://fro.vpfinance.virginia.edu/system/files/TSM_Update_12DEC2018.pptx
- Travel and Expense Town Hall Forum - January 8, 2:00pm – 4:00pm, Bavaro Hall
Add flyer link.
- Labs on Travel & Expense will be held at Monroe Hall, B16 – Vecon Lab, details will be sent in Newsletter
 - January 17 1:00pm-3:00pm – hands on
 - February 12 9:00am-11:00am

John McHugh

There is a growing list of employees not expensing their charges in Chrome River. Thirty cards have been suspended to date. Please spread the word that expenses must be reconciled.

The next meeting is scheduled for Wednesday, January 16, 2019 at 10:00am in the South Meeting Room, Newcomb Hall.