Financial Management Office

Fiscal Administrator's Meeting

Tuesday, January 29, 2019
Topics

• **Acceptance of Gifts of Tangible Personal Property**
  ▫ Eric Valdescaro, Associate Vice President, Adv. Services, UH Foundation

• **Merchant Services Overview and Fraud Prevention**
  ▫ Richard Pernice, Merchant Relationship Officer, Bank of Hawaii

• **Contracts Policy Revision on IT and Data Commitments**
  ▫ Sandra Furuto, Director of Data Governance and Operations

• **Mobile Devices and Related Communications Services Program**

• **Postdocs Process Change**

• **HiPay Project Updates**
  ▫ James Kashiwamura, Director of Disbursing and Payroll, FMO

• **UH CO-2 Form Revision**
  ▫ Wendall Ho, Bursar, FMO
UH and UH Foundation Cooperation on the Acceptance of Gifts of Tangible Personal Property (TPP) – A Working Temporary Solution Based on Best Practice

- Eric F. Valdescaro, Associate Vice President for Advancement Services, UH Foundation
UH and UH Foundation Cooperation on the Acceptance of Gifts of Tangible Personal Property (TPP) – A Working Temporary Solution Based on Best Practice

Concerns

• Historically, UHF was understood as the sole recipient of charitable contributions to UH. The recently adopted UH-UHF MOU affords UHF more flexibility.

• Some UH units have struggled to handle donations of TPP; especially the Library due to the frequency with which they are approached by donors and scope of property offered.

• Need to adhere to federal regulations while keeping donors happy and stewarded properly.
UH and UH Foundation Cooperation on the Acceptance of Gifts of Tangible Personal Property (TPP) – A Working Temporary Solution Based on Best Practice

Questions

• Can UH legally accept charitable contributions?

• What does the IRS require?

• How do we implement a working solution between UH and UHF moving forward?

• Will the solution work for UH, UHF, and donors?
Can the University of Hawai‘i Legally Accept Charitable Contributions?

**Answer: Yes.**

- Governmental units are classified as “Other Eligible Donees” by the IRS, but UH has contracted with UHF to promote private philanthropy and provide core fundraising services.
- Office of Research Services will accept some private grants.
- However, accepting charitable contributions can become complex and challenging for public institutions which is why many partner with an Institutionally Related Foundation (IRF).
UH Foundation is still the hub for giving to all UH campuses

• UH Foundation is still the central hub for:
  ▫ Private Giving
    • Individual donors
    • Corporate, private, and family foundations
  ▫ Planned Giving
    • Legacy Gifts
    • Charitable Trusts and Charitable Gift Annuities
    • Gifts of real estate or securities
  ▫ Annual Fundraising
TPP in-kind gifts – What does the IRS require of charities?

Answer: It depends.

- Resources: IRS Publications 526, 561 and 1771
- Donor stated value is key
- Related use
- IRS Form 8283
- Written acknowledgement (tax receipt) to the donor
- Thank you letter to the donor
Form 8283

• IRS fair market value (FMV) thresholds
  ▫ >$500
  ▫ >$5,000

• Between $500.01 - $5,000 donor’s responsibility only!

• Above $5,000 donee must sign Part IV if accepting gift
Related Use

• A good definition of a “related use” item is: *an item that will be used in a way that supports the donee’s mission.*

• Although all UH departments serve the mission of UH, each department has specialized knowledge of which items are supportive.

• Best to consider accepting only what supports your department/unit/program. Stick with what you know!

• *When in doubt the Foundation is happy to assist!*
Written Acknowledgement (tax receipt)


- The written acknowledgment required to substantiate a charitable contribution of $250 or more must contain the following information:
  - Name of the organization;
  - Amount of cash contribution;
  - Description (but not value) of non-cash contribution;
  - Statement that no goods or services were provided by the organization, if that is the case;
  - Description and good faith estimate of the value of goods or services, if any, that organization provided in return for the contribution; and
  - Statement that goods or services, if any, that the organization provided in return for the contribution consisted entirely of intangible religious benefits, if that was the case.

You may apply a value for internal UH use and share it with UHF, but never state a value on the tax receipt to the donor!
Written Acknowledgement (tax receipt)

Sample  (May print on department letterhead)

To: Ms. Jane Q. Doe  
123 King Street  
Honolulu, HI 96815

January 18, 2019

Dear Ms. Doe,

Thank you for the following in-kind charitable contribution to the University of Hawai‘i:

A first edition copy of Islands in the Stream by Ernest Hemingway

Sincerely,
Dr. Name Optional  
Director, UH Department  
(808) 956-0000

No good or services were provided in return for this charitable contribution. The University of Hawai‘i is a qualified eligible donee per Sec. 170(c)(1) of the Internal Revenue Code.

Remember!  
Never state a value!  
Description only!
Written Acknowledgement (tax receipt)

Can be electronic if donor provides email address

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From: University of Hawai‘i Department  
Sent: Tuesday, January 22, 2019 12:34 PM  
To: Jane Q. Doe <Jane.Doe@gmail.com>  
Subject: University of Hawai‘i Tax Receipt for Your In-Kind Contribution

Dear Ms. Jane Q. Doe,

Thank you for the following in-kind charitable contribution to the University of Hawai‘i:

A first edition copy of Islands in the Stream by Ernest Hemingway

Sincerely,
Dr. Name Optional  
Director, UH Department  
(808) 956-0000

No goods or services were provided in return for this charitable contribution. The University of Hawai‘i is a qualified eligible donee per Sec. 170(c)(1) of the Internal Revenue Code.

University of Hawai‘i, 2444 Dole Street, Honolulu, HI 96822  EID: 99-6000354
A Working Temporary Solution Based on Best Practice – Decision Tree

Donor wishes to make an in-kind gift to UH

- Donor stated value over $5,000?
  - If yes, direct them to UHF.
  - If no, continue

Would unit or department like to have this property?

- Is the property of related use to your department?
  - If no, decline or forward.
  - If yes, then prepare to accept.

In-kind gift acceptance
A Working Temporary Solution Based on Best Practice – Gift Acceptance

1. Complete any internal department gift acceptance procedures you may have.

2. Go to www.uhfoundation.org/resources/forms
   Complete a noncash gift transmittal form (share estimated FMV if you have it).
   Email to: gift.processing@uhfoundation.org

3. Complete and send tax receipt to the donor.

UH Foundation will send a thank you letter to the donor!
A Quick Word on Partial Interest

**Definition:** In the most basic sense, a *partial interest* donation is one in which the property owner gives away some rights, while retaining other rights on the property.

- Generally, the donor gives you the right to *use* the property, but retains ownership.
- These “donations” often take the form of permission to use real property such as land, buildings, or vacation homes; as well as office space, motor vehicles, artwork, software/licenses or other personal property indefinitely or for a specified time period while the donor retains control or ownership.
- Sometimes a donor may seek to give *you* ownership, but with an agreement that allows them to reacquire ownership at a later date.
- **According to the IRS (see Pub. 526), in most cases one cannot deduct a contribution which is less than their entire interest in the property.**
Be vigilant! – Understand the law and follow best practice

**Caution checklist**

- Do not valuate items for the donor.
- Do not accept items of unrelated use.
- Do not give donors tax advice.
- Do not sign a Form 8283.
- Avoid accepting donations of partial interest (i.e. music, photos, videos, software licenses, rental of anything, etc.). If you wish to accept, alert the donor to consult their tax professional regarding deductibility.
- Consult UHF if donor offers software rights, patents, intellectual property, motorized vehicles, real property, or items valued above $5,000. These items may require additional IRS forms, appraisals, administrative and capitalization obligations, and are usually complex in nature.
Mahalo!
Bank of Hawaii Merchant Services and University of Hawaii

- About BOH Merchant Services
- Two parts to each Transaction
- Best Practices- Dispute and Fraud avoidance
- Trouble-Shooting Tips for terminals
- Best Practices- Validating Monthly Billing Statements
- PCI DSS Overview
Bank of Hawaii Merchant Services enables merchants to accept any form of non-cash payment from their customers/vendors

- Credit cards (Visa, MasterCard, Discover, JCB)
- EMV/Chip Card, debit or “check” cards
- Purchasing cards
Bank of Hawaii’s processing platform for over 22 years
Payment Solutions

- Stand-Alone Terminals (Dial and IP)
- Wireless Terminals
- Virtual Terminal (Web-based)
- Integration with Point-of-Sale (POS) software
- E-Commerce processing
Transaction Process Flow

Authorization Process

1. Present Card
2. Request
3. Response
4. Complete Sale
5. Request
6. Response

ACQUIRER/PROCESSOR

ISSUER/PROCESSOR

AUTHORIZATION

MERCHANT

CARDHOLDER

Bank of Hawaii Corporation
Transaction Process Flow

Settlement

Clearing & Settlement Process

Jan 29, 2019 FA
Best Practices
When Charging a Customer’s Card:

- **ALWAYS** insert the EMV chip cards
  - Do not remove the card until prompted
  - Do not force / jam the card in the slot
- **Confirm** customer’s ID
- **ALWAYS** have the customer sign the sales draft (receipt).
  - Keep sales drafts for your records
    - Visa = 12 months, MC = 18 months, Discover = 3 years
Best Practices
To Avoid Chargebacks

• Utilize the EMV chip reader and have customer sign sales draft to validate the card was present.

• Obtain an authorization code for the full amount of the transaction.
  – If you receive a decline, ask for another form of payment.

• Clearly disclose your store return and exchange policy at all points of sale.
Best Practices

Equipment Inspection

• Periodically examine equipment to insure it is intact and un-tampered with.
  – Check EMV slot and card-swipe for any devices that could record card information.
  – Confirm cords are not frayed and no wires are exposed.
  – Check that all connection points are clean and that all plugs are secure.
  – Make sure the back panel to the terminal with the MID and TID sticker is present.
Credit Card Skimmer Scam

Skimmers can be disguised
Trouble-Shooting Tips

NO LINE ERROR

• If getting “No Line” error when attempting a transaction:
  • Confirm phone line is securely connected into the blue port in the terminal and into the phone jack port at the other end.
  • Unplug terminal for 5 seconds and replug back in. After rebooting, attempt again.
  • If issue persists, contact Richard or help desk (if after hours).
Trouble-Shooting Tips
TRANSACTION VALIDATION

• Terminal does not print receipt or provide approval code after a transaction:
  • Go into the “other” section of the terminal
  • Select “reports”, “print report” and then “view trans detail”.
  • Confirm whether transaction is reflected on report.
  • If not, reprocess transaction.
Trouble-Shooting Tips

FROZEN TERMINAL SCREEN

• Terminal Freezes
  • If the terminal screen freezes for either a wireless or dial-up terminal, the best solution is to power-cycle the terminal.
  • For a dial-up terminal, unplug the power cord from the terminal for ~10 seconds and re-plug back in.
  • For wireless terminals, remove battery and charging cord. After ~10 seconds, put the battery back and restart. To restart wireless terminals, press and hold the red button.
Best Practices

Statement Validation

• Validate your merchant statement every month to make sure amounts and activity match your records.
  – Reconcile total amount processed, batch summaries and adjustments to your records.
  – Calculate and confirm fees to the UH contract rate.

• Cellular data fees will be reflected as “Access Fee” on accounts with year-round mobile terminals.
## SUMMARY

An overview of account activity for the statement period.

<table>
<thead>
<tr>
<th>Page</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Amount Submitted</td>
<td>$956.90</td>
</tr>
<tr>
<td>2</td>
<td>Third Party Transactions</td>
<td>-$26.72</td>
</tr>
<tr>
<td>2</td>
<td>Chargebacks/Reversals</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Adjustments</td>
<td>0.00</td>
</tr>
<tr>
<td>3</td>
<td>Fees</td>
<td>-$20.29</td>
</tr>
<tr>
<td></td>
<td><strong>Total Amount Processed</strong></td>
<td><strong>$909.89</strong></td>
</tr>
</tbody>
</table>

Summary of account activity.

Reflects activity received and processed during the statement period. Actual funding to your bank account may differ by 1-3 business days.
# Merchant Services Statement

## SUMMARY BY CARD TYPE

<table>
<thead>
<tr>
<th>Card Type</th>
<th>Average Ticket</th>
<th>Total Gross Sales You Submitted</th>
<th>Refunds</th>
<th>Total Amount You Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Items</td>
<td>Amount</td>
<td>Items</td>
</tr>
<tr>
<td>Mastercard</td>
<td>$12.75</td>
<td>2</td>
<td>$25.50</td>
<td>0</td>
</tr>
<tr>
<td>VISA</td>
<td>$11.23</td>
<td>3</td>
<td>$33.70</td>
<td>0</td>
</tr>
<tr>
<td>Debit/Atm</td>
<td>$11.16</td>
<td>6</td>
<td>$66.94</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>11</strong></td>
<td><strong>$126.14</strong></td>
<td>0</td>
</tr>
</tbody>
</table>

## SUMMARY BY BATCH

<table>
<thead>
<tr>
<th>Batch</th>
<th>Submit Date</th>
<th>Average Ticket</th>
<th>Total Gross Sales You Submitted</th>
<th>Refunds</th>
<th>Total Amount You Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>047804300140</td>
<td>11/30/18</td>
<td>$11.47</td>
<td>11</td>
<td>0</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>11</td>
<td>0</td>
<td>11</td>
</tr>
</tbody>
</table>

Jan 29, 2019 FA
Merchant Services
Statement

Transactions disputed by a cardholder or card-issuing bank and debited from your account during the period.

**CHARGEBACKS/REVERSALS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Reference No.</th>
<th>Description</th>
<th>Card Number (Last 4 Digits)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Chargebacks/Reversals for this Statement Period

**ADJUSTMENTS**
The Amounts credited to, or deducted from, your account to resolve processing and billing discrepancies.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No Adjustments for this Statement Period

**FEES**
Fees are categorized by Transaction fees, Account Fees, Equipment Fees and Product and Services Fees for ease of reconciliation.

<table>
<thead>
<tr>
<th>TRANSACTION FEES</th>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PCI DSS Compliance

OVERVIEW

– Payment Card Industry Data Security Standards.

• Assists organizations in protecting customer payment card data.

• Required by the card brands of all businesses accepting, storing or transmitting card data.

• All Bank of Hawaii merchants required to be PCI Compliant.
PCI DSS Compliance

- Bank of Hawaii partners with a third party Qualified Security Assessor, Security Metrics, to facilitate our merchants’ compliance
- Compliance is demonstrated by completing an annual self assessment questionnaire through Security Metrics’ website.
- All public facing IP addresses used for transmitting, processing or storing cardholder data should be scanned by security metrics for vulnerabilities every quarter.
PCI DSS Compliance

- All merchants are required to be compliant with the applicable PCI DSS for their payment channels.
- All PCI DSS compliance reporting is facilitated through the UH Treasury Office.
- Any questions or concerns should be brought to the attention of Richard or Joanne for escalation to Security Metrics or Bank of Hawaii Compliance Dept. as necessary.
Contacts – BOH Sales and Service

Sales Officer
Kimie Lau 694-6616

Service Team: Michael Shimote: Service & Operations Manager 694-7308

- Services Team 694-7300
- Richard Pernice, Merchant Services Relationship Officer.
  - Tel: 694-7317, email: Richard.Pernice@boh.com, Cell: 861-6653
- Edie Tanicala, Merchant Services Relationship Officer.
  - Tel: 694-7316, email: Edie.Tanicala@boh.com

- Denise Corpuz, POS Service and Tech Rep
  - Tel: 694-7315, email: Denise.Corpuz@boh.com
Other Contacts – 24 Hours

- Customer Service 800-279-4195
- Authorization (automated) 800-532-9002
- POS Terminal 24hr Help Desk 800-279-4215
Mahalo!
Contracts Policy Revision on IT and Data Commitments

Sandra Furuto, Director of Data Governance & Operations
FMO Town Hall – January 29, 2019
Agreements involving IT and data commitments, EP8.200, section III.B.4.f and g

• An agreement is an understanding or arrangement between UH and one or more parties
  
  Types of agreements:
  - Contracts
  - Terms of services, privacy policies (often subscription services or licenses)
  - Memoranda of understanding/agreements

• Approval must be obtained before an agreement is signed
Reasons for the policy revision

• Ensure agreements have appropriate language on data privacy and security, including how data will be collected, stored, and used

• Understand what is on our networks and where data under our stewardship is going

• Provide notice to our data and IT providers
When is approval required? (1 of 2)

<table>
<thead>
<tr>
<th>Provision</th>
<th>Description</th>
<th>Approval from...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardware that costs $25,000 or more</td>
<td>Refers to contracts / purchase orders of electronic equipment that requires network connections</td>
<td>OVPIT</td>
</tr>
<tr>
<td></td>
<td>Totals $25,000 or more in aggregate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Includes computers, printers, smart TVs, etc.</td>
<td></td>
</tr>
</tbody>
</table>
Approval Process for Hardware, $25k or More

Program submits to VPIT via email
1) proposed contract
2) related documents

Send to gyoshimi@hawaii.edu

VPIT Reviews
Program clarifies, adjusts, as needed
VPIT Approves (via email)

Program submits to OPRPM
1) proposed contract
2) VPIT email approval

OPRPM Reviews/Approves Contract
Program proceeds with purchase
## When is approval required? (2 of 2)

<table>
<thead>
<tr>
<th>Provision</th>
<th>Description</th>
<th>Approval from…</th>
</tr>
</thead>
</table>
| **Software/services involving personally identifiable information (PII), no minimum $ amount** | **Software can either be hosted on a UH server or a non-UH server, including in the Cloud**  

**Services refer to**  
1) outsourced institutional services or functions  
2) organizations conducting studies under one of FERPA’s exceptions to student consent | OVPIT and DGO            |
Situations when software/services provision may apply (1 of 2)

- UH data is being released to:
  - A contractor, consultant, volunteer, or other party to whom UH has outsourced institutional services
    - E.g., Purchase of an early alert system, tutoring services, printing 1099 forms, scanning/digitization project
  - Organizations conducting studies for institutional improvement (under a FERPA exceptions where prior student consent is not required)
    - E.g., National Student Clearinghouse analyzes UH data as part of a consortium study
Situations when software/services provision may apply (2 of 2)

• UH students / employees are consenting to terms of service or privacy policies involving their data
  - E.g., digital textbook publisher agreements

• UH is accepting data from a third party
  - E.g., doing a K-12 data study for DOE

• UH is collecting data using cloud survey tools
  - E.g., Survey Monkey, Wufoo online form for employee parking requests, software for students to apply and upload their resumes and portfolios

• Etc…
Approval process for purchases of software/services, no minimum $ amount

Program submits to DGO
1) proposed contract
2) DSR form
https://datagov.intranet.hawaii.edu/dsr/
3) IRB approval letter (if applicable)
4) other materials

Send to datagov@hawaii.edu

VPIT and DGO Review
Clarify, resolve issues; revise draft contract language

VPIT and DGO Approves (on DSR form)

Program submits to OPRPM if $25k or more
1) proposed contract
2) VPIT/DGO approval form

OPRPM Reviews/ Approves Contract
Program proceeds with purchase
# Contracts checklist

## PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

**CONTRACT REVIEW CHECKLIST**

(for reviews of contracts and contract terms and conditions)

<table>
<thead>
<tr>
<th>Contract Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>UH as the contracting party</strong></td>
<td>The University of Hawaii is the proper contracting party and should be identified as the “University of Hawaii,” the state university and body corporate of the State of Hawaii.</td>
</tr>
<tr>
<td>2. <strong>Responsible Campus/Department/Unit/Administrator</strong></td>
<td>Identify the responsible UH campus, college, school, department, unit, and administrator. This can be noted as follows: “for the benefit of [name of UH campus, college, school, institute, center, department, office, or other unit].”</td>
</tr>
<tr>
<td>3. <strong>Other Party</strong></td>
<td>Insert full and proper names of other party or parties and note the legal status of each identified and verified (e.g. “INC., a Hawaii corporation.”)</td>
</tr>
<tr>
<td>4. <strong>UH signature authority</strong></td>
<td>Confirm whether the person signing on behalf of UH is authorized, including source of authority (e.g. RS, EP, AP, Delegation Memo) and whether more than one signature is required</td>
</tr>
<tr>
<td>5. <strong>Other party’s signature authority</strong></td>
<td>Confirm whether the person executing the contract for the other party is authorized to sign the contract (e.g. request written confirmation of such authority to such authority or a corporate executive, partner, officer, manager, attorney, etc.)</td>
</tr>
<tr>
<td>6. <strong>Procurement</strong></td>
<td>Confirm whether the goods or services being acquired under the contract were properly priced (including whether such acquisition is covered by a procurement exemption)</td>
</tr>
<tr>
<td>7. <strong>Data handling and security</strong></td>
<td>If university data will be furnished to the other party, obtain approval from the Office of the Vice President for Information Technology and Data Governance office, and require that the other party:</td>
</tr>
<tr>
<td>a. <strong>Identification of data</strong></td>
<td>Identify the type of data involved, including whether it is de-identified or personally identifiable information. If personally identifiable, determine what UH data classification categories they fall under.</td>
</tr>
<tr>
<td>b. <strong>Specify the purpose</strong></td>
<td>Specify the purpose for which the data will be used and prohibit any other uses.</td>
</tr>
<tr>
<td>c. <strong>Ownership of data</strong></td>
<td>Acknowledge UH’s ownership of the data.</td>
</tr>
<tr>
<td>d. <strong>Confidentiality and access</strong></td>
<td>Implement appropriate measures to ensure confidentiality of the data, including restrictions to authorized personnel and execution of confidentiality agreements.</td>
</tr>
<tr>
<td>e. <strong>Network and application security</strong></td>
<td>Maintain network security using commercially reasonable standards and best practices and update applications to protect against vulnerabilities.</td>
</tr>
<tr>
<td>f. <strong>Data security</strong></td>
<td>Implement measures to secure transmit and store data in encrypted format, prohibit storage on portable computing devices, and require regular risk assessments, among other things.</td>
</tr>
<tr>
<td>g. <strong>No disclosure</strong></td>
<td>Agree not to disclose data to third parties without prior written consent and without requiring the same level of data protection.</td>
</tr>
<tr>
<td>h. <strong>De-identification</strong></td>
<td>Agree not to re-identify any de-identified data.</td>
</tr>
<tr>
<td>i. <strong>Retention of data</strong></td>
<td>Open terminations in writing, destroy data in a manner that prevents re-identification.</td>
</tr>
<tr>
<td>j. <strong>Compliance with laws</strong></td>
<td>Comply with all applicable laws, policies, and procedures related to data security, protection, and breach.</td>
</tr>
<tr>
<td>k. <strong>Data breach</strong></td>
<td>Provide 48 hours notice and assume financial responsibility for data breaches.</td>
</tr>
<tr>
<td>l. <strong>Injury</strong></td>
<td>Indemnify, hold harmless, and defend for all damages related to the data storing, use, transmission, disclosure, exposure, or breach.</td>
</tr>
</tbody>
</table>

**Appendix 11**

EP8.200, Appendix 11 (to be revised spring 2019)

https://www.hawaii.edu/offices/legal/contractspolicy/appendices/
Identification of data. Identify the type of data involved, including whether it is de-identified or PII. If PII, determine what UH data classification categories they fall under.

EP2.214, Institutional Data Classification Categories include public, restricted, sensitive, and regulated

Specify the purpose. Specify the purpose for which the data will be used and prohibit any other uses.

Ownership of data. Acknowledge UH’s ownership of the data.
Confidentiality and access. Implement appropriate measures to ensure confidentiality of data, including restrictions to authorized personnel and execution of confidentiality agreements.

Network and application security. Maintain network security using commercially reasonable standards and best practices and update applications to protect against vulnerabilities.

Data security. Implement measures to securely transmit and store data in encrypted format, prohibit storage on portable computing devices, and require regular risk assessments, among other things.
No disclosure. Agree not to disclose data to third parties without prior written consent and without requiring the same level of data protection.

De-Identified data. Agree not to re-identify any de-identified data.

Destruction of data. Upon termination or request, destroy data in a manner that prevents reconstruction.
Checklist: data handling and security (4 of 4)

Comply with laws/policies. Comply with all applicable laws, policies, and procedures related to data security, protection, and breaches.

Data breach. Provide 48 hours notice and assume financial responsibility for data breaches.

Indemnity. Indemnify, hold harmless, and defend for all damages related to the data sharing, use, transmission, disclosure, exposure, or breach.
Terms of service / privacy policies on websites

- Software subscriptions often post terms of service / privacy policies online
- Vendors may not notify you of changes
- Some vendors may be willing to create a custom privacy policy
Next steps...

- Review APM to incorporate IT and data commitment provisions
- Incorporating information into training
  - Information Security Awareness Training (ISAT)
  - P-card
Questions?

Data Governance Office

Email: datagov@hawaii.edu

Phone: 956-7487

Website: www.hawaii.edu/uhdatagov
• Mobile Devices and Related Communications Services Program
• Postdocs Process Change
• HiPay Project Updates

- James Kashiwamura, Director of Disbursing and Payroll, FMO
AP 8.853
(Mobile Devices & Related Communications Services Program)

• Background
  ▫ December 2017 Audit Report concluded inconsistencies in how cell phones expenses were treated, evaluated and authorized
  ▫ Audit Report recommended a policy be developed and implemented in order to standardize procedures and improve resource utilizations
AP 8.853
(Mobile Devices & Related Communications Services Program)

• Purpose
  ▫ Allows departments to purchase cell phones & plans for employees or pay an allowance

• Eligibility requirements include:
  ▫ 24/7 access
  ▫ Mobile employees
  ▫ Frequent travelers
  ▫ Executive approval is required
  ▫ Eligibility must be reviewed on an annual basis
  ▫ DISB-15 (Employee Mobile Device Program)
AP 8.853
(Mobile Devices & Related Communications Services Program)

• Allowance
  ▫ $30 per employee per month
  ▫ DV payment reason code “J” and object code 3803
  ▫ Attach DISB-15. Employee bill NOT required.

• University-Provided Device
  ▫ DV payment reason code “P”
  ▫ Attach DISB-15 & bill
Post Doctorates – Process Change

• New Process
  ▫ Effective January 1, 2019, payments to post docs will be tracked
  ▫ Departments will need to identify all post docs and inform Disbursing
  ▫ Vendor codes will be updated
  ▫ DV payment reason code “S” and object codes 6503 or 6543 - US Citizens, Permanent Residents (Green Card), Resident Aliens
  ▫ No change to nonresident aliens (NRA) payments
HiPay Updates

- **2018 W-2 (Wage and Tax Statement)**
  - Available online via Employee Self Service (ESS)
  - Hard copy W-2s will be distributed tomorrow
  - Hard copy W-2s need to be given to employees no later than January 31, 2019
  - Mailing W-2s ensure that the address is current
  - Duplicate W-2s for 2017 and prior will be assessed a $10 fee
Questions
• UH CO-2 Form Revision
  ▪ Wendall Ho, Bursar, FMO
Scholarship/Fellowship/Stipend Payment Process in Banner

• Overview of Payment and Refund Process

- Use Grant-In-Aid Payment Matrix to determine if payment should be processed in Banner or KFS.
- [http://www.fmo.hawaii.edu/payment_reimb/docs/GIA_Object_Codes.pdf](http://www.fmo.hawaii.edu/payment_reimb/docs/GIA_Object_Codes.pdf)
- If the awarding department specifically states that the funds must be used for a UH student’s cost of attendance, then the payment should be processed in Banner. If not, then process payment in KFS via a DV.
## Scholarship/Fellowship/Stipend Payment Process in Banner

### Grant in Aid Payments (July 1, 2015)

<table>
<thead>
<tr>
<th>Processing</th>
<th>US Citizen*</th>
<th>Non-US Citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualified</td>
<td>UH student</td>
<td>Non-UH student</td>
</tr>
<tr>
<td>Unqualified</td>
<td>Cost of Attendance (e.g. Student Housing and/or Meal plans)</td>
<td>Non-Cost of Attendance (e.g. Fellowship and/or Travel)</td>
</tr>
<tr>
<td></td>
<td>Banner</td>
<td>KFS-DV</td>
</tr>
</tbody>
</table>

### Tax Reporting

- 1098T: Y N Y N Y N Y N N N
- 1099MISC: N N N N N N N N N N
- 1042S: N N N N N N N N Y Y

### Object Codes to Use

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>6500</td>
<td>Grant-in-Aid - Scholarship/Fellowship</td>
</tr>
<tr>
<td>6503</td>
<td>Grant-in-Aid Scholarship/Fellowship (Reportable)</td>
</tr>
<tr>
<td>6530</td>
<td>Grant-in-Aid - Tuition</td>
</tr>
<tr>
<td>6514**</td>
<td>Grant-in-Aid - Tuition Loan Repayment</td>
</tr>
<tr>
<td>6540</td>
<td>Grant-in-Aid - Travel</td>
</tr>
<tr>
<td>6543</td>
<td>Grant-in-Aid - Travel (Reportable)</td>
</tr>
</tbody>
</table>

- NA: Not Applicable
- Y: Yes
- N: No

*Includes Permanent Residents and Resident Aliens

**Only used by JABCOM for Ionan plants
Scholarship/Fellowship/Stipend Payment Process in Banner

- **Cost of Attendance** includes: tuition, fees, supplies, books, meal, housing, and personal expenses.

- **Non Cost of Attendance**: travel expenses, fellowships

Note: All payments to students must be reviewed by the Financial Aid Office, even if not processed through Banner, as it may have an effect on student's financial aid award.
Scholarship/Fellowship/Stipend Payment Process in Banner

- Submit the completed Form UHCO-2 to your campus Financial Aid Office (FAO).

- The FAO will review the form, as USDOE Regulations state that the University must know of all sources of financial assistance to students receiving financial aid.

- The campus FAO will adjust the student’s financial aid package if necessary.

- Once the FAO completes review, the Form UHCO-2 is given to the campus Cashier’s Office for processing.
Scholarship/Fellowship/Stipend Payment Process in Banner

- The campus Cashier’s Office will post the payment to the Banner student account.

- All payments processed through Banner will be applied to any outstanding charges first. Any remaining balance will be refunded to the student.
Scholarship/Fellowship/Stipend Payment Process in Banner

- Encourage students to sign up for direct deposit of refunds via their MyUH Student Account.

  - eRefund FAQs are available at: [http://myuhinfo.hawaii.edu/object/paymentfaq.html](http://myuhinfo.hawaii.edu/object/paymentfaq.html)

  - On-line tutorials on how to sign up for eRefunds can be found at: [http://myuhinfo.hawaii.edu/object/io_699.html](http://myuhinfo.hawaii.edu/object/io_699.html)

  - Students may also call any campus Cashier’s Office for assistance or send e-mail to billpayment-l@hawaii.edu
**UNIVERSITY OF HAWAII CASHIER’S OFFICE**

**SCHOLARSHIP/FELLOWSHIP/STIPEND PAYMENT REQUEST**

- Qualified Expenses for UH Students Only
- Non-Qualified Expenses for UH Students – US Citizens Only

**SCHOLARSHIP/FELLOWSHIP/STIPEND:**
(Date One of the above)

**TERM:**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ACCOUNT CODE</th>
<th>SUB ACCOUNT (Optional)</th>
<th>SUBCODE</th>
</tr>
</thead>
<tbody>
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**Student’s Name**

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Last Name, First Name, Middle Initial</th>
<th>US Citizen(Y/N)</th>
<th>Non-Qualified(Y/N)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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</table>

**TOTAL**

**Prepared By:**

<table>
<thead>
<tr>
<th>Print Name &amp; Signature</th>
<th>Phone</th>
<th>Email</th>
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</thead>
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</table>

**Fiscal Certification:**

<table>
<thead>
<tr>
<th>Print Name &amp; Signature</th>
<th>Phone</th>
<th>Email</th>
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</table>

**Instructions:**

- All fields must be completed unless noted optional.
- Submit a separate form for each term.
- Submit a separate form for each account code.

**FAQ use only:**

<table>
<thead>
<tr>
<th>Received Date</th>
<th>FAQ Initial</th>
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<tbody>
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</tbody>
</table>

**UHCO use only:**

<table>
<thead>
<tr>
<th>Posted Date</th>
<th>Banner date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
### UNIVERSITY OF HAWAII CASHIER'S OFFICE

**SCHOLARSHIP/FELLOWSHIP/STIPEND PAYMENT REQUEST**

- Qualified Expenses for UH Students Only
- Non-Qualified Expenses for UH Students – US Citizens Only

**TERM:** eg Fall 2017

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>ACCOUNT CODE</th>
<th>SUB ACCOUNT (Optional)</th>
<th>SUBCODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Student ID**

**Student's Name**

<table>
<thead>
<tr>
<th>Last Name, First Name, Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition &amp; Fees Amount</th>
<th>Other Non-Tuition &amp; Fee Charges</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**TOTAL:** $0.00

*Department is responsible for determining student eligibility of the payment. By signing below, preparer certifies that student(s) listed above eligible to receive payment.*

**Prepared By:**

**Print Name & Signature**

**Phone:**

**Date:**

**Fiscal Administrator:**

**Print Name & Signature**

**Phone:**

**Date:**

**FAQ use only:**

**Received Date:**

**FAQ Info:**

**Cashier's/Business Office use only:**

**Posted Date:**

**Banner Date:**
Scholarship/Fellowship/Stipend Payment Process in Banner

QUESTIONS?
Thank You