Policy Review Committee
August 30, 2018 | 10:00 – 11:30 am
Pleasants Family Assembly Room
Wilson Library

AGENDA

Meeting goals:
- Discuss updates to University policies and procedures
- Share updates and/or concerns on current or pending policies
- Receive high-level overview of new PolicyStat working group

I. Opening and Introductions (5 minutes) 10:00 – 10:05

II. Policy Discussion Forum (65 minutes) 10:05 – 11:10
   a. 1218.1.3f Vendor Masterfile Record Data Form
   b. ITS Administrative Systems Terms of Use
   c. ITS Vendor Management Standard
   d. Student Pregnancy Policy and Procedure
   e. Consensual Relationships between Employees and Students or Minors
   f. Familial Relationships between Employees and Students
   g. Enrolling or Initiating Changes to Direct Payroll Deposit

III. PolicyStat Working Group Discussion (10 minutes) 11:10 – 11:20

IV. Policy Liaison Updates (5 minutes) 11:20 – 11:25

V. Wrap Up and Close (5 minutes) 11:25 – 11:30

Next Meeting: Thursday, September 27, 2018, 10:00 – 11:30 am, Pleasants Family Room, Wilson Library

Upcoming Training

Extreme Makeover: UNC Policy Edition
TBA Spring 2019

University Policy Management System (PolicyStat) Training
TBA following new PolicyStat UI release
Executive Summary

Policy Title: 1218.1 UNC Chapel Hill Procedure on Determining Vendor Documentation

Responsible Unit: Accounts Payable
Issuing Officer: Janet Rupert
Month Submitted for Review: August 2018

Policy Summary
To establish a vendor in ConnectCarolina, users must include supporting documentation, including:
  • a certification form of the outside party (1218.1.1f) and
  • direct deposit authorization form (1218.1.2f) if the vendor chose to receive his/her payments electronically.

We are adding 1 more requirement:
  • Form 1218.1.3f Vendor Masterfile Record Data Form

Proposed Revisions
The University will now require all new campus vendors to complete form 1218.1.2f - Direct Deposit Authorization Form for Vendors (ACH Form) (approved at July PRC meeting) and 1218.1.3f Vendor Masterfile Record Data Form in order to establish them as a vendor and create an electronic payment method.
For 1218.1, a statement to the effect that the forms are required will be added to the procedure.
It will also affect 708.1 and 708.2 Procedures on how and what information for Independent Contractors is gathered and how they are to be paid. Language will be modified slightly to correctly reflect principles in 1218.1.

Interpretation/Implications of the Revisions
This new requirement will substantially increase payment efficiency as well as payment documentation and verification of appropriate receipt of funds, which was often problematic with a check-based option.

Relevant Policies and Procedures also affected by this change, and details on the changes necessary to update all financial policies to align with this change:

708.1 UNC Chapel Hill Procedure on Independent Contractor Predetermination Process. Stipulation of ACH requirement will be added to the procedure statement.
1218.1.2f - Direct Deposit Authorization Form for Vendors (ACH Form): form directions will be updated to reflect requirement of this option.
708.1.1rd - Domestic Vendor Workflow Process - add ACH Form requirement to workflow; add to the flow chart of forms needing to be completed by the individual.
708.1.2rd - Foreign Vendor Independent Contractor (IC) Workflow Process - add ACH Form requirement to workflow; add to the flow chart of forms needing to be completed by the individual.

Stakeholders Impacted by the Revisions
  • All campus vendors
  • All employees and students receiving a paycheck from the University
  • Business officers who must file/create vendor within the Connect Carolina System
  • HR Staff
  • Departments across the university that may have relied on check payments to pay vendors in the past
  • Accounts Payable

Legal Review by Office of University Counsel
Tammy Bouchelle

Review History
Finance Policy Subcommittee.
Executive Summary

Policy Title: University of North Carolina at Chapel Hill Policy on Terms of Use for Administrative Systems
(Revision of: Policy on Faculty, Staff and Affiliate Terms of Use for UNC-Chapel Hill Administrative Systems)
Responsible Unit: ITS
Issuing Officer: Chris Kielt
Month Submitted for Review: August 2018

Policy Summary
This policy applies to users of ConnectCarolina, InfoPorte, and other “administrative” systems who have more than self-service access. It describes a higher set of requirements for people who have access to these large repositories of the University’s sensitive information. In order to get access to an administrative system, users must directly accept/acknowledge this Policy.

Proposed Revisions
This is a “maintenance update” to an existing policy. The format has been updated to the current template, glossary terms updated to current use, links fixed, and confusing sections clarified. The main revision is to add clarifying language to the scope of applicability. This clarifies that the policy applies to all users of these systems, including UNCHC and System Office affiliates. It also clarifies that any system that requires this policy is considered an “administrative system” rather than using an exclusive list in the policy.

Interpretation/Implications of the Revisions
Clarity for readers of the Policy, additional reference/information links.

Stakeholders Impacted by the Revisions
Faculty and staff users of administrative systems.

Legal Review by Office of University Counsel
Lee Bollinger

Review History

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Executive Summary

Policy Title: University of North Carolina at Chapel Hill Standard on Information Technology Vendor Management

Responsible Unit: ITS

Issuing Officer: Dennis Schmidt

Month Submitted for Review: August 2018

Policy Summary
This Standard provides guidance under Finance Policy 1229 for management of suppliers of IT goods and services. These minimum requirements apply to all units of the University that purchase IT goods and services.

Proposed Revisions
This Standard is new and addresses an identified gap in University-wide guidance on this topic.

Interpretation/Implications of the Revisions
Units will be required to document their management of certain suppliers of IT goods and services, including determining their top priority vendors, assigning a staff point of contact, ensuring that required contract documentation is in order, and following up with the vendor on a regular basis.

Stakeholders Impacted by the Revisions
Unit heads, and individuals who obtain IT goods and services from outside suppliers.

Legal Review by Office of University Counsel
Lee Bollinger
Elizabeth Josephs

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Executive Summary

**Policy Title:** The Policy on Pregnant and Parenting Students and Applicants

**Responsible Unit:** The Equal Opportunity and Compliance Office

**Issuing Officer:** Director of Title IX Compliance

**Month Submitted for Review:** August 2018

**Policy Summary**
This Policy codifies the University’s requirements under Title IX regulations to accommodate students or applicants who are pregnant or have related medical conditions. It also codifies the non-discrimination requirements as it relates to pregnant or parenting students.

**Proposed Revisions**
It's a new policy

**Interpretation/Implications of the Revisions**
This Policy centralizes the process by which students seek accommodations for pregnancy and related medical conditions to provide a consistent and less burdensome process.

**Stakeholders Impacted by the Revisions**
Students and employees who teach or provide services to students

**Legal Review by Office of University Counsel**
Kristen Lewis and Kara Simmons

**Review History**
Please list all units/schools that have been consulted in these policy revisions.
The Office of the Dean of Students
The Office of University Counsel
Accessibility Resources and Services
The Graduate School
Academic Advising
The Women’s Center
Executive Summary

Policy Title: 1106 – Payroll Direct Deposit Policy, 1106.1 Procedure on Enrolling, Cancelling, or Initiating Changes to Direct Payroll Deposit

Responsible Unit: Payroll Services

Issuing Officer: Walter Miller

Month Submitted for Review: August 2018

Policy Summary
The Payroll Direct Deposit Policy mandates all employees to sign up for direct deposit of the paycheck.

Proposed Revisions
1106 moves the direct deposit mandate from 1107 to 1106. 1106 also requires employees to bring changes in direct deposit authorization to the Payroll Services Suite and provide photo ID when submitting a change.

Interpretation/Implications of the Revisions
Due to increased security concerns surrounding direct deposit changes, a new procedure is being required until direct deposit functionality can be rolled out through ConnectCarolina Self-Service. This change has been highly encouraged for all payroll offices at state institutions.

Stakeholders Impacted by the Revisions
Employees who are submitting changes to previous direct deposit authorizations. Human Resource representatives who support those employees.

Legal Review by Office of University Counsel
Pending.

Review History
Conversations with HR and Finance leadership, a few HR Officers, Payroll Shared Services Center at System Office.