

# *Controller's Office Employee Handbook*



## Welcome

Dear New Employee:

*I would like to welcome you to the University of Minnesota and to the Controller's Office. The University is one of the country's largest, most comprehensive, and best public universities. We are the flagship university for the state of Minnesota, and all of us take pride in this great institution.*

*By joining the University Controller's Office, you have become part of an organization dedicated to supporting the University's tri-part mission of teaching, research, and outreach. Virtually all of us in the Controller's Office have responsibilities for business processes that span the entire University. Regardless of what unit you work in, our collective goal is to deliver the financial services that the University community needs, while maintaining a strong financial control environment.*

*The University is undergoing significant change, as we strive to achieve President Bruininks' goal of becoming one of the world's top 3 public research universities. This is an especially exciting, but challenging time for us here in the Controller's Office as we implement new financial systems and procedures that support reaching this goal. The new PeopleSoft Enterprise Financial System will be a major contribution to the administrative changes envisioned by the President. You are now an important part of the change process. I hope you find your employment with us fun, exciting, challenging, and rewarding.*

Sincerely,

Michael D. Volna  
Associate Vice-President – Finance & Controller

*"If you have knowledge, let others light their candles with it."*

- *Winston Churchill*

*This Employee Handbook is provided as a guide and is not to be considered an employment contract expressed or implied. It does not alter the employment relationship between employee and employer that University contracts and policies may provide nor does it guarantee employment for any definite period of time.*

*This Employee Handbook is not all-inclusive, and is only a set of guidelines for the Controller's Office. Employees are held accountable for knowing these specific policies and the other University Policies and Procedures that can be found on the U-wide Policy Library website.*

*Management reserves the right to make changes to the policies, procedures, and other statements made in this Employee Handbook. Business conditions, federal and state law and organizational needs are constantly in flux and may require that portions of the handbook be rewritten. This is necessary to successfully provide the appropriate employment relationship and to achieve the goals of the organization.*

*Note: Individual departments within the Controller's Office may have a supplemental handbook that contains information more directed at their unit. In the event that this supplemental information conflicts with this handbook, this handbook takes precedence.*

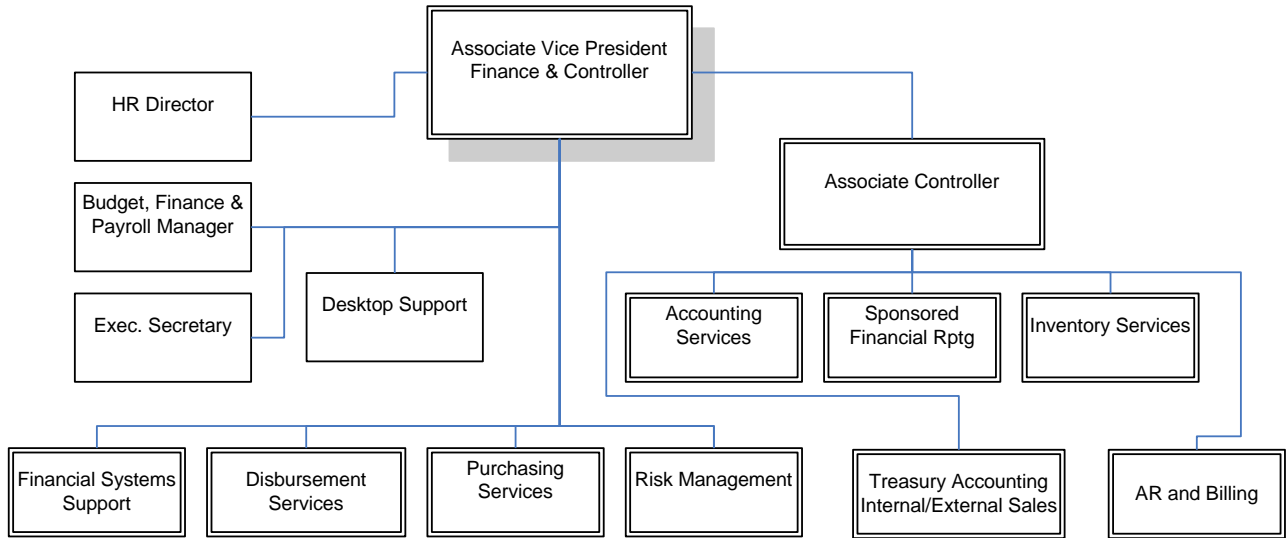
## Controller's Office

There are nine central business functions rolling up to the Controllers' Office. Each unit director, in addition to being policy owners, is responsible for oversight of their processes to ensure that they are efficient, effective, consistent, and contain controls that are appropriate for the level of risk. Included are:

- Accounts Receivable and Billing - responsible for issuance of invoices, account receivables and timely collection of outstanding invoices to non-sponsored customers.
- Accounting Services - maintains the General Ledger of the University, develops accounting standards, controls asset, liability and fund balance accounts and manages all comprehensive audits, financial statements, federal awards and taxes.
- Disbursement Services – responsible for accounts payable, vendor maintenance, and the Purchasing Card program for the University.
- Financial Systems Support – responsible for the maintenance and support of multiple systems, including the core financial system, contains a University-wide help line, and coordinates cyclical processes.
- Inventory Services – responsible for recording and monitoring capital equipment (value = or >\$2500 with life span exceeding one year).
- Purchasing Services – responsible for university-wide purchasing contracts, bidding, and purchasing policies.
- Risk Management – directs/manages insurance programs and loss control activities, identifies exposures, recommends solutions and promotes loss prevention.
- Sponsored Financial Reporting - responsible for timely and accurate issuance of invoices and reports to agencies sponsoring research at the University of Minnesota. They also handle the sponsored accounts receivable and collections
- Treasury Accounting and Sales – Treasury Accounting is responsible for accounting functions related to endowment funds and other investments, long-term debt and over-all cash procedures and bank reconciliations.

Sales: Internal/External Sales – help administer contracts to customers outside the University and assist in rate development for units selling to other departments within the University.

# Controller's Office Organization Chart



## Table of Contents

<i>Welcome</i> .....	2
<i>Controller's Office</i> .....	4
<i>Controller's Office Organization Chart</i> .....	5
<i>Classification</i> .....	7
<i>Hours of Work</i> .....	7
<i>Payroll-Related Items</i> .....	8
<i>Work Life Balance</i> .....	9
<i>Human Resources</i> .....	10
<i>Performance Management</i> .....	10
<i>Awards and Recognition</i> .....	12
<i>Parking</i> .....	12
<i>Building Access</i> .....	13
<i>Emergency Closing</i> .....	13
<i>Voice Mail</i> .....	13
<i>Office Etiquette and Miscellaneous</i> .....	13
<i>Training and Education</i> .....	14
<i>Security Awareness</i> .....	15
<i>The Systems</i> .....	17
<i>Web Sites</i> .....	17

## Classification

There are three employee categories in the Controller's Office (Professional and Administrative – P&A, Civil Service, and Bargaining Unit). The rules may or may not be the same across the governing contracts. It is important that you know the policies contained within the contract that are applicable to your position.

A. **Reference:**

Civil Service Rules, AFSCME Clerical and Technical Contract information  
<http://www1.umn.edu/ohr/policies/governing/index.html> or the Academic Professional

## Hours of Work

The Controller's office core operational hours are between 8:00-4:30. It is important that these core hours are staffed appropriately for the benefit of our customers. All employees on a 100% time appointment are expected to be in the office for these core hours, unless otherwise approved by a supervisor. Additional information can be found at:

**Reference:**

Civil Service Rules, AFSCME Clerical and Technical Contract information  
<http://www1.umn.edu/ohr/policies/governing/index.html>

**Each employee contributes to the success of the organization by completing his or her job responsibilities timely and accurately.** When an employee is late or absent, customers may not receive the quality service desired and other work may not be completed in a timely manner.

Attendance and punctuality are considered one of many performance factors of the job. Chronic absence or lateness can affect an employee's performance rating, which could affect compensation treatment. Also, attendance is a consideration in deciding among candidates for career advancement. Eventually an attendance problem can lead to disciplinary action up to and including termination of employee.

### Work Schedule

- All employees on a 100% time appointment are required to work 40 hours per week typically Monday through Friday, unless a different schedule has been approved by the supervisor (e.g.; four ten-hour days).
- Employees are expected to report to work on time, as scheduled, unless excused by their unit supervisor.
- An employee's actual schedule (start and end times) should be discussed with and approved by the designated supervisor.

### Breaks

All employees are entitled to the following:

- One paid fifteen minute break for every four hours of work
- One unpaid lunch break, of not less than 30 minutes nor more than 60 minutes, is allowed.
- If the 15-minute breaks and/or lunch break is not taken, it cannot be used to make up time, leave early, or accumulate overtime (e.g., if the breaks are not taken, they are lost).

- Check with your supervisor to see if there are scheduled break times in your area.

### **Overtime**

- Overtime is time worked in excess of 40 hours per workweek for employees schedule in a seven (7) day work period.
- All employees, except exempt employees, are eligible to work and be compensated for overtime.
- Your supervisor must approve overtime in advance of the work commencing.
- Overtime can be paid or earned as comp time at a rate of one and one-half time during the fiscal year per the governing contract/rules.
- Overtime hours, if allowable and approved, must be submitted on a timecard and approved by the supervisor each pay period.

**Note:** In those infrequent times where an adjustment to the approved schedule is needed, please contact your supervisor. The required 40 hours can be rearranged within that week with prior approval by your supervisor.

## **Payroll-Related Items**

### **Employee Self Service**

The University provides the online ability to review pay statements, benefits, expense reimbursements, as well as vacation and sick leave details.

The website is <http://hrss.umn.edu/>. Select any of the options provided. The Internet Logon screen will appear. This screen must be completed before being allowed to view your choice.

### **Direct Deposit**

The ability to have your entire paycheck electronically deposited to your specified bank account each payday is a convenience offered by the University. It's very reliable and saves time. If you have not already elected this option and are interested, please contact your payroll specialist.

### **Pay Schedule**

The University is on a bi-weekly pay schedule. Direct deposits (or physical checks) are issued every-other Wednesday, for the previous two weeks of work. There are typically 26 pay dates per calendar year.

### **Lateral Moves (Controller's Office Policy 9/1/08)**

There will be no salary increase for Bargaining Unit and Civil Service employees accepting a position in another department of the CO that is at the same classification, job code and pay grade (a lateral move) as their current position

## Work Life Balance

**Reference:**

Civil Service Rules, AFSCME Clerical and Technical Contract information  
<http://www1.umn.edu/ohr/policies/governing/index.html>

The following highlights University paid holidays and key-parameters for the use of and reporting of vacation and sick leave.

### **Vacation leave**

Accumulation and use of vacation leave varies across employee categories. Please consult the governing document that pertains to your employee category.

- All vacation requests must be submitted in advance, and approved by your supervisor prior to taking the time off.
- An employee must have enough vacation hours accrued before taking vacation leave, unless there are extenuating circumstances.
- Approval of any vacation leave is contingent upon the staffing needs of the department.

### **Sick leave**

Accumulation and use of sick leave varies across employee categories. Please consult the governing document that pertains to your employee category.

- In general, sick leave is to be used for illnesses, doctor appointments for the employee, dependents, and in some cases immediate family members.
- Sick leave should not be scheduled in advance, except for medical appointments or personal situations as outlined in the Civil Service rules or Bargaining Unit Contracts.
- If you are unable to be at work due to an illness, please follow your unit's stated sick leave procedure.
- Keep a copy of the department telephone list at home to ensure you have phone numbers to use.
- Management reserves the right to request medical certification of illnesses.
- If an employee has exhausted their sick leave, they may use accumulated comp time, vacation time, or request leave without pay with approval from their supervisor.
- Civil Service and Bargaining Unit employees may use, upon approval of their supervisor, up to one day of sick leave for non-immediate family funerals. (Controller Office Policy 11/19/06)

### **Use of comp time**

- To use accumulated comp time, follow your unit's request procedure.

### **Recording time away from work**

In general, each employee is responsible for documenting comp, sick, or vacation leave used on the University of Minnesota Absence Card. Check with your department for any procedures that deviate from this process.

## University Holidays

The University offers eleven paid holidays, including observed holidays, each fiscal year for employees appointed at a designated percentage of time. The paid holidays are:

- New Year's Day
- Memorial Day
- Labor Day
- The day after Thanksgiving (Friday)
- The day before or the day after Christmas Day
- Christmas Day
- Designated floating holiday (typically March)
- Martin Luther King's Birthday
- Independence Day
- Thanksgiving Day

Civil Service and Bargaining Unit employees have a personal holiday to be taken at the employee's discretion with the supervisor's approval and in accordance with the Vice President's guidelines on the use of personal holidays. P & A employees also have a personal holiday that must be taken between the end of fall semester and the beginning of spring semester.

## Human Resources

The Controller's Office has its own human resource professional, housed in WBOB. The following list is a sampling of what services human resources can provide:

- Provide consultation, education, guidance and consistency regarding how to interpret and apply University, contract and HR policies, practices and programs and related employment legislation
- Communicate or direct employees to the appropriate resource to answer questions
- Research and resolve special benefit needs (FMLA, Disability, STD/LTD)
- Participate in the development and delivery of annual employee trainings, supervisory trainings, and other special development sessions
- Communicate staff development opportunities and provide information on other University training & development resources
- Facilitate employee relations discussions, investigations, and resolutions
- Advocate for fair and equitable treatment of all employees, toward achieving the highest employee morale and productivity

## Performance Management

### Performance appraisals/reviews

The object of a performance appraisal or review is to summarize ongoing feedback regarding work performance. Appraisals are also an opportunity for supervisors to set direction, outline expectations and provide guidance regarding future performance and development. For the employee, it is an opportunity to discuss such topics as:

- additional job training,
- job duties,
- personal and professional development
- problems with their co-workers, or
- supervision, which may be affecting how they perform their job.

The performance appraisal is a participative two-way communication process between the employee and the supervisor, and should identify both strengths and developmental needs in a constructive manner.

A performance evaluation will be done at approximately the midpoint and at the end of the probationary period and annually thereafter. Your original performance evaluation will be submitted to the Central Office of Human Resources to be filled in your official University personnel file. Your supervisor will share the practice and schedule that is used within your unit.

### **Disciplinary actions**

In keeping with the Controller's Office mission and values, the Controller's Office expects employees to conduct themselves while on the job with respect, courtesy, and professionalism. While there are different governing documents regarding discipline the following are examples of unacceptable conduct that may result in discipline, up to and including termination. See the appropriate governing document for your employee classification for specifics on employee discipline.

- Fighting, threatening, or attempting to injure another person
- Harassing an employee or vendor
- Destruction or abuse of University property
- Theft, fraudulent or dishonest acts include falsification of employment application
- Any activity in the work environment involving alcoholic beverages and/or drug use, possession, dispensing or being under the influence of alcohol or drugs
- Insubordination
- Any actions of conduct that the Controller's Office determined to be inconsistent with the operation of its business or the achievement of its goals and objectives

The examples cited above are for illustration only, and shall not be considered as comprehensive or limiting the Controller's right to discipline or terminate.

### **Voluntary Resignation**

Employees voluntarily leaving a unit are asked to notify their supervisors in writing a minimum of two weeks prior to the last day of actual work.

### **Exit Interviews**

An exit interview will be scheduled with the HR department regardless of whether you're transferring to another department within the University or leaving the University voluntarily. The purpose of the exit interview is to share information regarding your experience within the Controller's Office and to provide closure.

### **Reference Checking (Controller's Office policy 11/9/06)**

**External Reference Check Disclosure of Employee Information:** All requests for information on current or former employees must be referred to the Controller's Office Human Resources Department. Information given by phone will be limited to verification of employment dates, position title, and salary.

In response to written requests (i.e., mortgage applications), information such as salary, dates of employment, and job position may be provided, if an authorization signed by the employee is provided.

**Internal Reference Check Disclosure of Employee Information:** The employee's current supervisor must address all requests for information on current employees

seeking other opportunities at the University. Information given must be truthful, accurate and honest. Supervisors are expected to share their knowledge of the employee's work ethic, behavior, skills and knowledge and respond in a timely manner. If requested to give an opinion on whether the employee would be a good fit for the position the supervisor may give their opinion.

## Awards and Recognition

### SPOT Award

The Spot Award is a method by which supervisors may recognize individuals or teams/project groups who make one-time exceptional contributions in/to the unit (vs. sustained performance). Examples of exceptional contributions include:

- implementing a new idea which saves significant time or money
- completing a significant project ahead of schedule
- contributing to the success of a team initiative
- accomplishing tight deadlines

This award is open to all employees in the Controller's Office, except Directors.

### OUTSTANDING SERVICE Award

The Outstanding Service Award is a means by which a unit may recognize outstanding employee performance that contributes to the advancement of the unit. The University allows for departments/colleges to define an Outstanding Service Award program. Examples include:

- continued/sustained excellent job performance
- contributions to the unit and/or University resulting in, for example increased efficiency, increased quality of service, cost savings, or successful crisis management
- significant contribution to a major unit project or operations; and/ or special service to the unit and/or University.

This award is open to all employees in the Controller's Office, except the Controller.

**"Quality is never an accident; it is always the result of an intelligent effort.**  
*- John Ruskin*

## Parking

The University offers a range of parking options, if you drive your own vehicle. Parking Services' website is <http://www1.umn.edu/pts/parking.htm>. Employees are encouraged to consider carpooling and public transportation options. There are incentives offered on the website.

There will be occasions where you will attend meetings at locations not within walking distance. The department has parking cards that may be checked out for University business only, and used at the non-contract sites throughout campus. Please sign out the card, and return it when back in the office. If multiple individuals from the department are going to the same meeting, please ride-share when possible. The sign out list and the parking card(s) are located at the department's administrative assistant desk.

*Note: Regardless of whether or not a parking ramp/lot arm is in the up or down position, please swipe your parking card both upon entering and exiting the location. If not, you could find yourself unable to get out of the ramp because the computer won't recognize*

*that you entered. Conversely, if you do not 'check out' of the ramp, the computer will think you're still parked and will not allow the next person to use the card. The parking charges will also continue to accumulate. Also note, that departmental parking cards are not for personal use.*

## Building Access

Building access is set up after your University ID card # is submitted to the administrative support person. The ID is then forwarded to the appropriate unit along with the specific access request. The card is then programmed and you will be notified as to when you have access.

When entering the building after hours or before 7:00am, your UCard should be swiped in front of the card reader outside any of the doors to gain access. The UCard must also be used on Saturdays and Sundays, if authorized for weekend access. Your unit will determine the appropriate access level.

Unknown individuals that do not have their ID card should not be allowed entry, especially outside of the hours of 7:00am-5:00pm.

## Emergency Closing

Emergencies such as severe weather conditions occasionally require the closing of University campuses and centers. When closing for the day, the decision and announcements are made by 6:00 a.m. if possible. The radio is the primary source of information on University closings. Employees whose work schedule begins during an official closing will not be required to report to work and will be paid for their regularly scheduled hours. Employees who are at work when an official closing is declared, will be sent home and paid for their regularly scheduled hours. Employees on approved vacation, sick leave, or leave of absence without pay when an official closing is declared will be charged for vacation, sick time, or leave without pay as previously arranged. Student employees scheduled to work during an official emergency closing will be paid for their regularly scheduled hours. If you have any questions please reference the university emergency closing policy.

[http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Emergency\\_Closing.cfm](http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/Emergency_Closing.cfm)

## Voice Mail

### Voice Mail

Each standard phone is equipped with voice mail capabilities. The voicemail message should be current and appropriate.

- Original voice mail – should include your name, your department and a request to leave a message
- In your absence – if you will be out of the office for more than a day, please change your voice message to alert callers that you will be unavailable from x date to y date. In your absence, please contact your supervisor or individual designated by your unit at their appropriate phone number.

## Office Etiquette and Miscellaneous

With the open office/cubical floor plan, common courtesy is more important than ever. While this is not a complete list, it is a guideline for creating a good working environment.

- Respect each other's belongings. Please ask permission before borrowing items from other workstations, drawers and/or cabinets.

- Be careful not to interrupt or hover over someone who's involved in a phone conversation or meeting with someone.
- Help keep the common areas clean and ready for the next person (e.g., refill the printer if it is almost out of paper, make more ice cubes).
- If eating at your desk, be cognizant of the noise you're making or the types of food you've selected to bring.
- Lunches or breaks shared with others should be held away from the workspace.
- Respect the different working styles of your coworkers (extroverted vs. introverted).
- Avoid having conversations in the walkway outside of someone's cube or dropping in to chat at inconvenient times.
- If playing music, the volume must be such that it cannot be heard on the other side of the cube wall (headphones are encouraged).
- Do not use speakerphones in your cube.
- Minimize the number of drop-in visitors and avoid loud conversations.
- Turn off cell phones or put on vibrate only.

### **Dress Code (Controller's Office Policy)**

Employees are expected to dress in a manner appropriate for a casual, yet professional office environment and to maintain good personal hygiene.

Each department's management has the discretion to determine what is appropriate in appearance and hygiene in their areas of responsibility and ensuring employees are in compliance. Employees who do not meet a professional standard may be sent home to change. An employee unsure of what is appropriate should check with their supervisor.

### **Air quality**

Be aware that there are some coworkers who may be sensitive to chemicals (e.g., scented lotions, perfumes, colognes) and therefore the department may be fragrance/scent free. Please check with your supervisor.

### **UCard**

- All employees are required to have a photo ID badge (UCard).
- The UCard may also be programmed to allow access to buildings (see Access to Building above.)
- No pins, stickers, or markings may be displayed on the UCard.
- If the UCard is lost or stolen, please notify your supervisor, the U-card Office and the administrative assistant as soon as possible. You will also need to get a new U-card issued (note: there is a cost to the employee for this re-issuance.).

### **Expense approvals (Controller's Office policy)**

All expenses must be approved by management at least one level up from the requester. This includes such things as travel requests, supplies, and courses.

## **Training and Education**

The Controller's Office management encourages employees to be life-long learners and engaged University of Minnesota participants. There are many opportunities to be part of the University community throughout the year, such as user advocacy groups, annual events such as painting the bridge or taking courses. Employees are encouraged to discuss with their supervisors their interests, plans, and goals.

The following are some of the trainings offered by the University. Some of these may be required (as identified by your manager.)

#### **Financial Training (from Training Services)**

Each job within the Controller's Office may have different knowledge requirements. The Training Services unit within Office of Human Resources (OHR) offers a number of core financial classes that may be appropriate for your position. Your supervisor will determine what formal and informal training is needed for you to be successful in your assigned responsibilities.

#### **Safe Computing**

The Controller's Office has a requirement that all employees attend a Safe Computing Class, held by the Office of Information Technology (OIT) throughout the year. To see the schedule and enroll, go to

<http://uttc.umn.edu/training/courses/description.jsp?secName=SEC101>.

#### **Public Jobs: Private Data Online Training Program**

The Public Jobs: Private Data training program has been developed to help workforce members and volunteers on all campuses of the University of Minnesota learn about securing University data. There are three courses in this program as well as a training assessment. (You will be notified by e-mail.)

#### **Sexual Harassment Awareness CD**

Each unit within the controller's Office has a CD that discusses the issue of Sexual Harassment (what is it, what to do, etc.) Please schedule a time to review this at your desk. The CD is located at the administrative assistant's desk.

#### **Regents' Scholarship: Day and Evening Classes**

In addition to the above-targeted experiences, the University of Minnesota offers a Regents' Scholarship opportunity for eligible employees to attend University Courses, during non-work hours. These scholarships are at no or low cost to the employee. Should you wish to take advantage of these, fill out a Regents' Scholarship form and request approval from your supervisor.

#### **Participation in User Advocacy Groups (Controller's Office policy)**

All management and staff in the Controller's Office are encouraged to participate in and support related advocacy groups. If the group is related to products or services of the Controller's Office, their participation will be limited to an ex-officio (non-voting) status.

There may be additional courses that are appropriate for your position and should be discussed directly with your manager.

## **Security Awareness**

The protection of University of Minnesota's financial data and systems is everyone's responsibility. Here are some reminders to raise awareness of information security and privacy policies, procedures, and standards. Compliance with information security and privacy agreements, policies, procedures and standards **must** be followed and supported.

Information technology policies, including the Financial Data and Systems Security policy, are published in the University's policy library ([http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/PeopleSoft\\_Security.cfm](http://www.fpd.finop.umn.edu/groups/ppd/documents/policy/PeopleSoft_Security.cfm)).

Learn about privacy issues and resources for employees at the Privacy and Data Security web site at <http://www.umn.edu/privacy>. This web site provides a single point of access for information on privacy and data security at the University of Minnesota.

**Security responsibilities for holders of PeopleSoft User ID and MKey, Data Warehouse ID, and/or Internet ID (X.500 user name) with access to financial data and systems:**

- The User must manage his or her own password.
- Passwords must remain confidential. Passwords must **never** be shared!
- Supervisors and technical support staff are not authorized to use employee User Ids and passwords.
- Keep MKeys in a safe place.
- Do not keep a written copy of the MKey pass code (PIN) with the MKey, or where it could be easily located.
- If the password needs to be written down, keep it in a secure location. Never post passwords on or near the desktop.
- When away from the PC for lunch, breaks, or meetings, completely log off any systems or otherwise secure the desktop from unauthorized use, such as applying the computer's screen saver password feature. At the end of the workday, make sure to completely log off all systems and networks and power down your computer.
- The best way to secure institutional data, systems, and networks is by changing passwords regularly. If there is reason to suspect a password has been compromised, *change it immediately*. Passwords help prove who the employee is, and ensure personal privacy and the privacy of the data and systems.

Follow published password standards when setting and changing passwords:

- Data Warehouse ([http://www.fss.umn.edu/sys\\_dw\\_password.htm](http://www.fss.umn.edu/sys_dw_password.htm))
- PeopleSoft (<http://training.finop.umn.edu>)
- OIT Tips for Changing Your Password (<http://www1.umn.edu/oit/security/passwordguide.html>)
- Password(<http://www1.umn.edu/oit/security/passwordguide.html>)

**Changes in employee status must be reported.** When leaving University employment, transferring to another University department, going on a non-working leave of absence for more than 6 weeks, or no longer needing access to secured systems such as PeopleSoft, or Data Warehouse, immediately process the Change in Employment Status Form (<http://www1.umn.edu/datasec/security/ChangeofEmploymentStatus.html>).

**For assistance contact:**

Whom	For What	Contact Information
University Financial Helpline	Assists with finding forms and instructions, requesting new reports, communicating financial problems, and referrals.	Ph: (612) 624-1617 Fax: (612) 625-9841 <a href="mailto:finsys@umn.edu">finsys@umn.edu</a>  <a href="http://www.fss.umn.edu/helpline.htm">http://www.fss.umn.edu/helpline.htm</a>
Controller's Office Tech Support	Assists with network, printers, computer hardware and software.	Ph: (612) 624-1617 <a href="mailto:Co-td@umn.edu">Co-td@umn.edu</a>
OIT Technology Helpline	Contact for e-mail accounts, Internet, PeopleSoft, secured and PIN. Assistance with passwords for the enterprise systems, internet, and data warehouse.	Ph: 1-HELP or (612) 301-4357 E-mail: <a href="mailto:x-help@umn.edu">x-help@umn.edu</a>  <a href="http://www1.umn.edu/adcs/help/">http://www1.umn.edu/adcs/help/</a>
FSS Security Office	Call here to report a security violation or non-compliance event, report a compromised account or for questions on privacy.	Ph: (612) 624-1617 Fax: (612)625-9841 E-mail: <a href="mailto:Cufs-sec@umn.edu">Cufs-sec@umn.edu</a>  <a href="http://www.fss.umn.edu/security.htm">http://www.fss.umn.edu/security.htm</a>
OIT Data Security	Receives the Access Request Forms for mainframe system data warehouse and PeopleSoft. Handles the change in employment status form for removing access to these systems.	Ph: 1-HELP or (612) 301-4357 <a href="mailto:x-secur@groupwise.umn.edu">x-secur@groupwise.umn.edu</a>  <a href="http://www1.umn.edu/datasec/security/">http://www1.umn.edu/datasec/security/</a>

## The Systems

Due to the wide-range of information needed to fulfill the reporting and invoicing requirements of our stakeholders, systems and tools are essential to our work.

**PeopleSoft** – The University’s financial, human resources, and student systems operate using PeopleSoft software. The financial system is called the Enterprise Financial System (EFS). The gateway to all University financial processes is the EFS Web site at [finsys.umn.edu](http://finsys.umn.edu).

**Data Warehouse** - The Data Warehouse is a collection of data stored in table formats that can be used to support the University's operational and decision making processes. These tables are organized by subject area, e.g. Financial, Payroll, and updated periodically from the University's operational information systems. Financial and payroll data are used in generating reports and invoices.

## Web Sites

The table below lists some of the most commonly used websites by employees in the Controller’s Office. You may want to bookmark the most common sites on your computer.

Name	Web Site
Access Request Forms	<a href="http://www1.umn.edu/datasec/security/Requestingaccess.html">http://www1.umn.edu/datasec/security/Requestingaccess.html</a>
Business Process Owners' Homepages	<a href="http://www.finsys.umn.edu/">http://www.finsys.umn.edu/</a>
Controller's Office	<a href="http://www.finsys.umn.edu/controller/controllerhome.html">http://www.finsys.umn.edu/controller/controllerhome.html</a>
Employee Benefits Summary	<a href="http://www1.umn.edu/ohr/eb/uplan/summary.htm">http://www1.umn.edu/ohr/eb/uplan/summary.htm</a>
Employee Self Service	<a href="http://hrss.umn.edu/">http://hrss.umn.edu/</a>
Enterprise Financial Systems	<a href="http://www.finsys.umn.edu/">http://www.finsys.umn.edu/</a>
Forms Library U-Wide	<a href="http://policy.umn.edu/groups/ppd/documents/main/formhome.cfm">http://policy.umn.edu/groups/ppd/documents/main/formhome.cfm</a>
Human Resources	<a href="http://www1.umn.edu/ohr/">http://www1.umn.edu/ohr/</a>
Management Reporting	<a href="http://www.umreports.umn.edu/">http://www.umreports.umn.edu/</a>
One Stop	<a href="http://onestop.umn.edu/">http://onestop.umn.edu/</a>
Parking & Transportation	<a href="http://www1.umn.edu/pts">http://www1.umn.edu/pts</a>
PeopleSoft Log in	<a href="http://onestop.umn.edu/staff/index.html">http://onestop.umn.edu/staff/index.html</a>
Training Registration on-line	<a href="https://onestop2.umn.edu/training/index.jsp">https://onestop2.umn.edu/training/index.jsp</a>
Training Services	<a href="http://www1.umn.edu/ohr/trainingservices/index.html">http://www1.umn.edu/ohr/trainingservices/index.html</a>
U of M New Employee Orientation	<a href="http://www1.umn.edu/ohr/newemployee/neo/">http://www1.umn.edu/ohr/newemployee/neo/</a>
U of M Search Function	<a href="http://search.umn.edu/">http://search.umn.edu/</a>
U of M system wide home page	<a href="http://www.umn.edu">http://www.umn.edu</a>

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*We hope that we have highlighted those items that addressed questions you might have as well as pointing you towards additional resources as you begin your career in the Controller’s Office and at the University of Minnesota.*

Thank you!

*"If we all did the things we are capable of doing, we would literally astound ourselves."  
- Thomas Alva Edison*