New Student Employee Information Book

BYU Financial Services

Table of Contents

2 - Welcome Page

3 - MVV / Mission Statement

4 - New Employment Checklist

6 - Dress Code

10 - Phone List

11 - RingCentral

12 - Org Chart

20 - Office Locations & Activity

22 - Professional Development & Workday

23 - Employment Requirements

24 - FS Website & MyBYU

25 - Policies

26 - Acronyms

27 - Evacuation Plan

28 - Notes

Welcome Page

Welcome to BYU Financial Services! This booklet is intended to help you get set up and settled in, and we hope that you will use it as a reference. An online version can be found at finserve.byu.edu/Financial Management/CFO & Controllership/New Student Employee and you can use the links in that version. (Hold down Cntrl while you click the link to open in a new tab.) Please work with your peer mentor and supervisor as you complete the new employee checklist. They can also explain other items in the booklet. You are welcome to contact Lynette Cummings and her student employees with questions too.

Contact Info:

Lynette Cummings
Administrative Assistant, Financial Services
Email: lynette_cummings@byu.edu
Office: 112 ECCB
Phone #: 2-3662

Lynette's Student Employees
Email: financialservices@byu.edu
Office: 112 ECCB
Phone #: 2-4701

Watch the welcome to Financial Services video here.

Your Peer Mentor is:

_____

BYU Mission Statement

Mission of the University

The mission of Brigham Young University – founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints – is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

Aims of a BYU Education

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be:

- Spiritually Strengthening
- Intellectually Enlarging
- Character Building
- Leading to Lifelong Learning and Service

For more information
go to aims.byu.edu

New Employee Checklist

1

Direct Deposit and form W-4

All employees are required to set up direct deposit for their paychecks. Please click here to do that. Click here to adjust your W4 information.

Additional information about payroll can be found at https://finserve.byu.edu/payroll.

2

Computer Set Up

- Click here to order email if needed
- Go to software.byu.edu to download software
- Contact the CSRs at 2-7890 to set up Outlook, get access to printers, and download the RingCentral app (look at page 11 for more information on RingCentral)

3

Computer Access

(You may not need access to all of these systems, and you may need access specific to your area that is not listed on the general list below. Discuss this with your supervisor and use the lines below to add additional access you will need.)

- Workday - Go to workday.byu.edu for all Workday resources. Check out the "Get Started" and "resources" links.
- Box – Contact the director over your area for access
- Student Financials – Email lynette_cummings@byu.edu (name, dept., net ID, access needed)
- Transact – click here for the application
- AIM (Registrar's Office) – enrollment.byu.edu/registrar/aim-access
- _____
- _____
- _____
- _____

In order to get access to student information you will need to complete the FERPA training. This training can be found at ferpa.byu.edu.

4

Building Access

Email katy_clark@byu.edu with your netID to request access to the ECCB/ECNB perimeter doors.

FYI: When you replace batteries at BYU you are not allowed to throw the old ones away. Take them to 112 ECCB to be recycled.

5

Tech Items

Go to oit.byu.edu/employees for information on the following:

- Setting up Duo
- Connecting to WiFi
- Security software
- Available computer software
- Email filter
- Password resets
- And much, much more...

For computer help contact the CSRs at 2-7890 or OIT at 2-4000.

6

Organize Desk

- Contact Lynette to discuss any ergonomic issues with your workspace
- Contact the custodians at 2-4840 for any cleaning needs

Most office supplies can be found in the supply cupboards in 112 ECCB. If you can't find what you need, Lynette or her student employees can order it or give you direction on how to use the division p-card or campus card.

7

Division Shirt

If you would like a Financial Services polo shirt, please go to 112 ECCB. We have several shirts to choose from.

8

Required Trainings

Be sure to do the following required training within your first 4 weeks of employment. All BYU employees must complete both trainings once per year. Go to myworkday.com/byu/learning and look for "University Core Training."

- Sexual Harassment Prevention for Employees
- Information Security and Privacy Essentials

Lynette and her student employees will do the following:

- Order a nameplate (when requested)
- Add you to the FS division email list
- Add your email to the division newsletter distribution list

Financial Services will send things to your BYU email, so be sure to look there.

Dress Code

Men

Shirts: Clean & professional

Inappropriate shirts: Graphic shirts, anything torn/tattered

Pants: Clean & professional

Inappropriate Pants: Shorts, sweats, and wrinkled, worn or tattered pants (no holes)

Shoes: Clean & professional

Inappropriate shoes: Flip-flops, worn/tattered/brightly colored tennis shoes

Hairstyles: Clean & professional

Inappropriate hairstyles: Extreme hair styles or colors, unshaven. No hats.

Women

Shirts: Clean & professional

Inappropriate Shirts: Graphic shirts, anything torn/tattered, anything revealing

Pants: Clean & professional

Inappropriate Pants: Shorts, sweats, leggings/yoga pants, and wrinkled, worn or tattered pants (no holes)

Dresses and Skirts: Clean & professional

Inappropriate Dresses and Skirts: Anything revealing or that doesn't meet BYU's standards

Shoes: Clean & professional

Inappropriate Shoes: Flip-flops, worn/tattered/brighly colored tennis shoes

Hairstyles: Clean & professional

Inappropriate hairstyles: Extreme hair styles or colors, unshaven. No hats.

Piercings: No more than one per ear

Inappropriate Piercings: Excessive ear piercing and all other body piercings

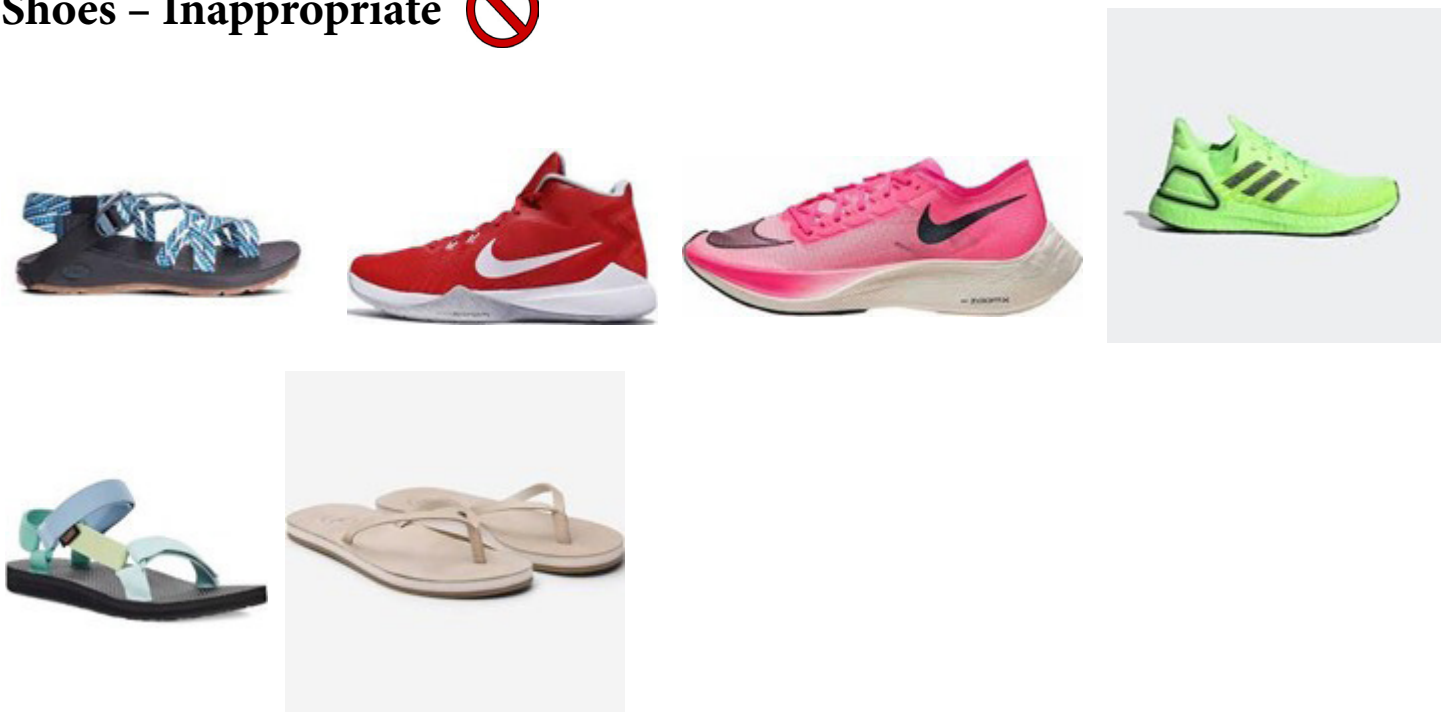
Supervisors are responsible for determining whether their employees are appropriately dressed for their work environment and position duties. If you have a question about whether or not a particular item of clothing is appropriate for work please ask your supervisor.

Always maintain a modest, clean, professional look that also complies with BYU's Honor Code.

Examples of Appropriate vs. Inappropriate Clothing Items:

Shoes – Appropriate

Shoes – Inappropriate



Pants – Appropriate

Pants – Inappropriate

Shirts – Appropriate

Shirts – Inappropriate

Phone List

Financial Services

4057	Alan Moose
7061	Amy Foote
9766	Andrew Neil
6218	Andy Cluff
4259	Brandon Dailey
4878	Brent Shutt
4023	Brian Blum
0462	Carri Ward
2929	Cherylnn Johnson
1538	Chris Shawcroft
6534	Connor Brown
7125	Cyndi Sederholm
8309	Dallin Fredrickson
3708	Danae Hamilton-Whitcomb
5716	Dane Larsen
7548	David Morris
4887	David Paul
6590	Emily Hardy
5259	Erik Busath
	Francel Hooke
6634	Glenda Tolman
5070	Heather Parcell
6762	Heather Toponce
4831	Janelle Wilson Simpson
4069	Janice Foutz
7840	Jason Allphin
3693	Joel Christensen
0631	John Clark
7785	John Leatherwood
6943	Jon Hardy
2009	Kali McCleary
8025	Kathleen Rugg
1292	Kim Stringham
	Kyle Rushton
2080	Larry McFerson
0046	Lemikki Westlund
1625	Lori Glenn
0421	Lydia Moyer
3662	Lynette Cummings
7035	Mariah Brustad
4436	Marshall Chamberlain
7901	Michael Burr
6220	Nancy Wilson
1713	Nellie Ashby
6591	Pamela Wilson
6630	Paul Larsen
4703	Rebecca Harrison
6721	Ryan Wells
4759	Sabrina Warren
3784	Salani Pita
7567	Shannon Kelly
6221	Shelby Barney
7648	Steven Morley
2914	Tammy Miner
3707	Temo Altamirano
5996	Terilee Hutchings
7694	Tiffany Hawkins
3560	Troy Galbraith
8799	Whitney Jensen

Purchasing & Travel

4028	Ali Lopez
5125	Annette Landon
8554	Annie Jensen
7014	Brian Ewell
2906	Brian Marks
7003	Bruce Roden
0548	Cindi O'Neill
5566	Dean Shupe
7173	Debbie Hall
4159	Emilio Barrios
8578	Emily Read
2925	Eric Smith
0040	Erin Howe
0593	Erin Ricks
5636	Galilee Poulson
4702	Garlan McCoy
3727	Ginger Cutler
0887	Heather Hughes
6653	Ivey Davies
6116	Jaelynn Christensen
5290	Jake Packer
0775	Janna Gordon
7009	Jeff Moss
6662	Jennifer Lemalu-Meredith
0315	Josh Boettcher
3998	JulieAnn Zarbock
7160	Karen Brereton
7015	Kelly Taylor
9092	Kelly Van Sickle
8009	Kirstin Abbott
8590	Kirsti Nelson
7129	Kristina Baardson
3258	Lei Liua
8026	Lori Sowards
7036	Lynette McCoy
3895	Marci McIntosh
7011	Megan Goodman
5060	Paul Anderson
7313	Paul Buckner
2920	Peter Esera
0176	Rachel Gunnell
0090	Sarah Toller Hoffman
5645	Shannon Tuckett
2272	Shauna Mertz
8027	Susan Walters
3972	Tammy Merrill
3023	Teri Walker
2909	Tevita Ruiz
9083	Tiffany Barney
6152	Trevor Boulter
3472	Tyler Hansen
9371	Wendy Baumgarten

Admin VP & CFO

3760	Katy Clark
3760	Steve Hafen

Departments

ECCB/ECNB Numbers

4840	Custodian
4833	Custodian
4418	Bldg Receptionist

Accounts Payable

3845	Accounts Payable
3847	Check Processing

Asset Management

3418	Asset Mgt Student

Budget Office

3693	Budget

Financial Services

4701	AAVP Office
0241	Fax

General Accounting

6106	Gen Acctg Student

Off Campus Receivables

7549	Students

Payroll

8186	Payroll students

Purchasing & Travel

3872	Purchasing
3872	Travel
7311	Cell Phone Office
5644	Help Desk
0608	Fax/Purchasing
0608	Fax/Travel

Regulatory Accounting

5990	Research Students
6632	Regulatory Student
7202	Unclaimed Property
7100	Tax Students

Student Services

4104	Admissions
4104	Discontinuance
4104	Financial Aid
2611	Housing (campus)
4701	Petitions (Tuition)
2631	Registration
4104	Scholarship Office
2650	-Dept & Univ
5040	-Off Campus
6434	-Voc Rehab
4104	Student Accounts
2661	Student Health Ins.
6741	Study Abroad
6944	Meal Plans
8682	Student Svcs Super
8681	Student Svcs Super
2653	Bill Oldroyd
7227	Jane Fonua
7075	WSC in person appt

Student Financial Services

6629	1098T Questions
6762	Collections
7549	Off Campus Receiv
3874	Stud Fin Students
3874	SFS Uploads

Treasury Services

6534	Agency Accounts
7806	Deposit Window
7767	Deposits
8309	Wire Transfers

IT Services

4000	Computer Sprt (OIT)
7890	Computer Sprt (CSR)
1936	Joseph Conner (CSR)
	Frank Staheli
	801-420-7689 (cell)
1878	Russ Scadden

Enterprise Solutions

5379	Ashlyn Lewis
7975	Chad Feilbach
7900	Cam Pitcher
8062	Craig Larson
1126	David Horne
	385-335-0045 (cell)
8123	David Nichols
3086	Dia Beck
6628	Ed McCracken
1553	Jeff Arnell
2623	Jennifer Lund
0666	Jill Hacker
7396	Leslie Toone
8626	Levi Smith
5163	Lindsy May
7809	Mark Madsen
	801-404-1641 (Cell)
1292	Michael Blackhurst
7803	Patrick Vincent
	801-404-7823 (Cell)
3198	Rob Cook
0198	Sean Huff

Human Resources

3312	Emily Smith (HR rep)
3562	HR Operations Center

Phone System

Ordering a Phone Line

Ask your supervisor for help setting up your RingCentral phone line.

Click here to add a student employee to RingCentral if they do not already have an account. If they are being added to a shared line, include the shared phone number and OIT will add them to that phone line.

- If the student has been set up on RingCentral for a previous job, the supervisor can add them to a shared phone line by going to RingCentral.com and logging in to the admin portal. Click on Call Queue Management on the drop down menu and choose "Settings" and then "Call Handling & Members" where you can add and delete people from your shared line.

Click here to order a RingCentral phone line

- All new employees will need to request a new line and "request a specific extension number" at the bottom of the form. That is the extension being transferred from the previous employee.

Download the Ring Central App on your computer (and cell phone if you choose to use it)

- www.ringcentral.com/download
- Be sure to log on with 'Single Sign On" using your netID@byu.edu

Click here for Ring Central training

Click here to remove/delete a RingCentral phone line

Click here to do the following or contact financialservices@byu.edu.

- Change name display on a physical RingCentral phone
- Cancel a RingCentral desk phone
- Make changes to your RingCentral desk phone

Click here to set up / make changes to voicemail

- Connect voicemail to email
- Link the voicemail to a different email account

Answering Devices

Many student employees use a physical phone, but not all do. If you have a physical phone, you might still want to use the RingCentral app to text or see missed calls. Talk with your supervisor about the best way to answer your phone. Some employees use their cell phone to answer their Ring calls and others prefer to use a device. Please contact Lynette if a device is needed. Student employees use the device shown on the link below.

Wireless bluetooth earpiece

Org Charts

To see the full University Org Chart (with student employees), go to Workday, click on your profile and then your team and use the arrows to move around in the org chart.

Alan Moose
Asst. Administration VP Finance

Andrew Cluff
Data/Business Intelligence Specialist

Brian Blum
Director, Student Financial Srvc.

David Paul
University Treasurer

Jason Allphin
OIT Finance Business Partner

Joel Christensen
Director, University Budgets

John Leatherwood
Director, Financial Acctg. & Reporting

Lynette Cummings
Administrative Assistant

Rebecca Harrison
Director, Regulatory Acctg. & Reporting

Temo Altamirano
International Finance Business Partner

Shannon Kelly
Payroll Manager

Budget

Joel Christensen
Director, University Budgets

Salani Pita
Budget Analyst

Regulatory Accounting

Rebecca Harrison
Director, Regulatory Acctg & Reporting

Kathleen Rugg
Regulatory Acctg Manager

David Morris
Grants & Contracts Acctg Manager

Paul Larsen
University Tax Manager

Kyle Rushton
Regulatory Accountant

Terilee Hutchings
Accounting Specialist

Erik Busath
Asst University Tax Manager

Janelle Wilson Simpson
University Tax Associate

Cherylnn Johnson
Asst Manager, G&C Acctg

Cyndi Sederholm
Post Award Accountant

Danae Hamilton-Whitcomb
General Accounting Specialist

John Clark
Post Award Accountant

Student Financial Services

Brian Blum
Director, Student Financial Services

Glenda Tolman
Collection Manager

Brandon Dailey
Std Financial Systems Analyst

Lori Glenn
Asst Director, Student Finance Svc

Heather Toponce
Collections Specialist

Tiffany Hawkins
Manager, Student Accounts

Kali McCleary
Supvsr, Off-Campus Receivables

Mariah Brustad
Student Account Specialist

Heather Parcell
Student Account Specialist

Treasury Services

David Paul
University Treasurer

Steve Morley
Asst Treasurer - Banking Ops

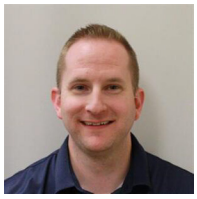
Dane Larsen
Asst Treasurer - Payment Svs

Connor Brown
Univ eComm & Cash Sys

Jon Hardy
Cougar Cash Applications Mgr

Kim Stringham
Merch Svc & Compliance Manager

Brent Shutt
Treasury Services Specialist



Dallin Fredrickson
University Cash Manager

Tammy Miner
University Vault Supervisor

Financial Accounting & Reporting

John Leatherwood
Director, Financial Acctg & Reporting

Amy Foote
ASB/Enrollment Svc Business Partner

Michael Burr
Senior Manager, Fin Acctg

Ryan Wells
University Fin Ops Ctr Manager

General Accounting

Michael Burr
Senior Manager, Financial Acctg

Andrew Neil
University Accountant

Larry McFerson
University Accountant

Marshall Chamberlain
University Accountant

Accounts Payable & Finance Operations Center

Ryan Wells
Univ Fin Ops Ctr Mgr

Nancy Wilson
Assistant Accounts Payable Mgr

Sabrina Warren
Asst Univ Fin Ops Ctr Mgr

Shelby Barney
Accounts Payable Specialist

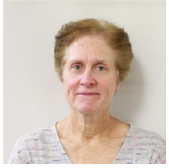
Payroll

Shannon Kelly
Payroll Manager

Chris Shawcroft
Assistant Manager

Emily Hardy
Payroll Specialist

Francel Hooke
Payroll Specialist



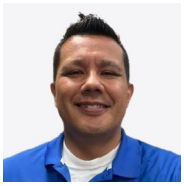
Pam Wilson
Sr Payroll Specialist

Kennedy Center Finance

Temo Altamirano
International Finance Business Partner

Carri Ward
ISP Financial Manager

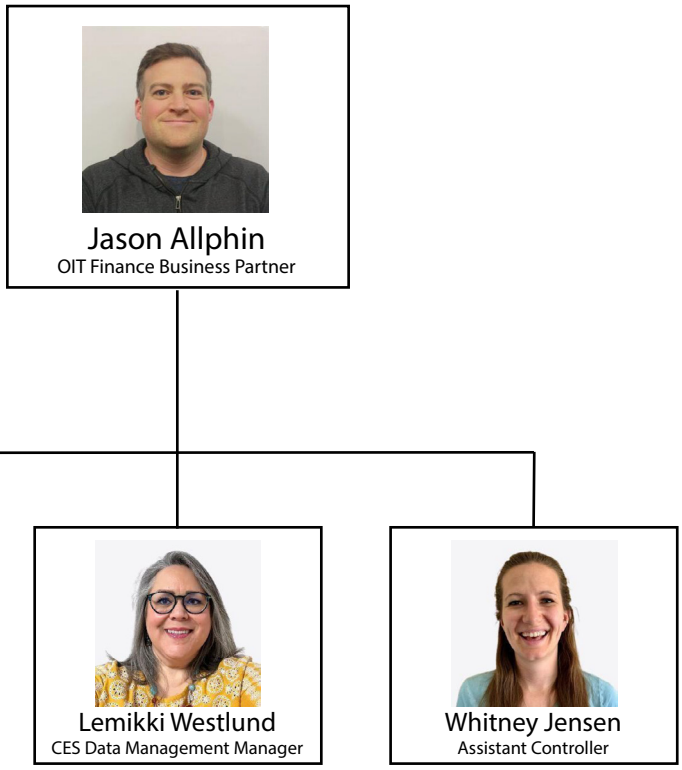
Nellie Ashby
Kennedy Cntr Finance Oper Mng



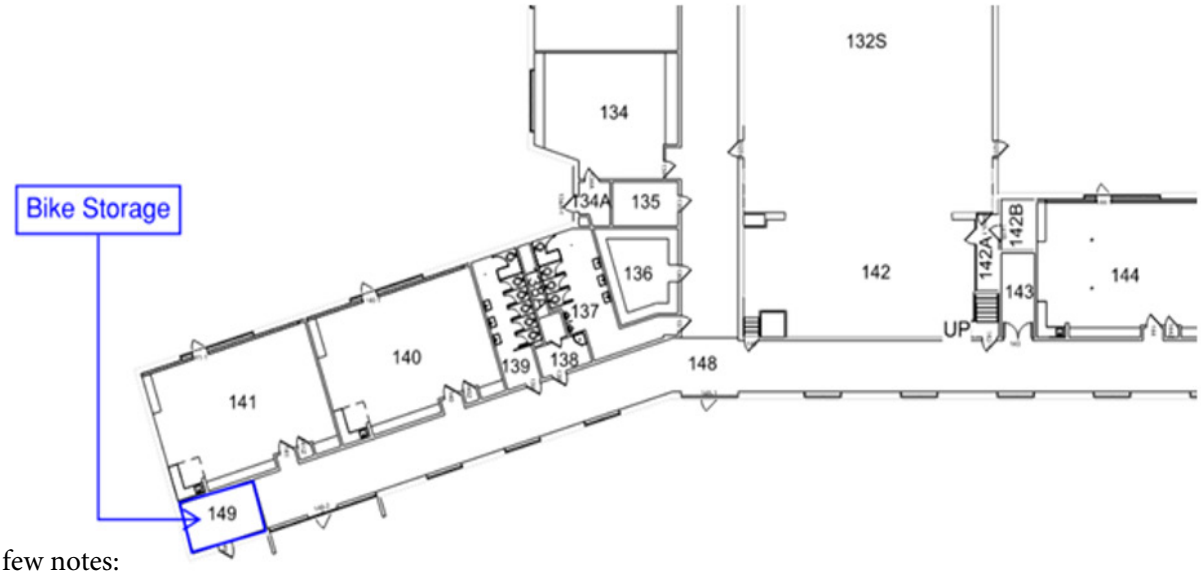
Troy Galbraith
Kennedy Cntr Finance Oper Mng

Lydia Moyer
ISP Financial Asst/Supervisor

OIT Finance



Long-term bike storage - ECCB 149



A few notes:

- "Long-term" is intended for all day storage.
- If you only need storage for a few hours, we would expect you to use the other outdoor bike racks.
- Outdoor access only - Card access is required, anyone with card access to the building has access to the bike storage. It is recommended that you lock your bike if using long term or short term bike storage.

Office Locations

AAVP Office
Alan Moose (112 ECCB)
Andy Cluff (107 ECCB)
Lynette Cummings (112 ECCB)

Accounts Payable & Ops Cntr. (140 ECCB)
Nancy Wilson
Ryan Wells
Sabrina Warren
Shelby Barney

Administration VP (ECNB)
Katy Clark
Steve Hafen

Budget (140 ECCB)
Joel Christensen
Salani Pita

Financial Accounting & Reporting
Amy Foote (141 ECCB)
John Leatherwood (141 ECCB)

General Accounting (141 ECCB)
Andrew Neil
Larry McFerson
Marshall Chamberlain
Michael Burr

Grants & Contracts Acctg (108 ECCB)
Cherylnn Johnson
Cyndi Sederholm
David Morris
Danae Hamilton-Whitcomb
John Clark

International Finance
Carri Ward (222 HRCB)
Lydia Moyer (204G HRCB)
Nellie Ashby (214 HRCB)
Temo Altamirano (108A ECCB)
Troy Galbraith (237C HRCB)

OIT Finance
Janice Foutz (3102 ITB)
Jason Allphin (3110 ITB)
Lemikki Westlund (3214 ITB)
Whitney Jensen (3102 ITB)

Payroll (108 ECNB)
Chris Shawcroft
Emily Hardy
Francel Hooke
Pam Wilson
Shannon Kelly

Regulatory Acctg & Reporting (107 ECCB)
Kathleen Rugg
Kyle Rushton
Rebecca Harrison
Terilee Hutchings

Student Financial Services (132 ECCB)
Brandon Dailey
Brian Blum
Glenda Tolman
Heather Parcell
Heather Topance
Kali McCleary
Lori Glenn
Mariah Brustad
Tiffany Hawkins

Tax Office (142 ECCB)
Erik Busath
Janelle Wilson Simpson
Paul Larsen

Treasury Services (132 ECCB)
Brent Shutt
Connor Brown
Dallin Fredrickson
Dane Larsen
David Paul
Jon Hardy
Kim Stringham
Steve Morley
Tammy Miner

Meet Your Neighbors

To really get to know and understand a place, you need to visit and meet the people. Take your supervisor or peer mentor along for the ride and go to the following locations. Meet the employees and have them tell you what they do in their office. Then have one person sign your sheet. Student employees should ask their supervisor if they need to go to offices outside their building. When you have all of the lines signed for the offices you are asked to visit, take your paper to 112 ECCB for a Jamba Juice certificate.

AAVP Office/Alan Moose – 112 ECCB

_____

Accounts Payable & Ops Cntr. – 140 ECCB

_____

Budget – 140 ECCB

_____

General Accounting – 141 ECCB

_____

Grants & Contracts Accounting – 108 ECCB

_____

Kennedy Center Finance – HRCB

_____

OIT Finance – ITB (available on Tuesdays)

_____

Payroll – 108 ECNB

_____

Regulatory Accounting & Reporting – 107 ECCB

_____

Student Financial Services – 132 ECCB

_____

Tax Office – 142 ECCB (stage)

_____

Treasury Services – 132 ECCB

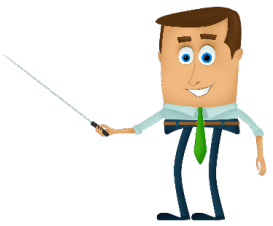
_____

Professional Development

Financial Services encourages employee development. Some options for training are listed below. Sometime in the next few weeks talk to your supervisor about training options and set some development goals.

BYU Training LMS

Access online employment training developed for BYU students, faculty, and staff. There are a variety of courses you can take. To participate just log into Workday Learning.



LinkedIn Training

All BYU Employees have access to LinkedIn Learning. Use Your BYU email to log in. Human Resource Development has a list of recommended courses at hrd.byu.edu/linkedin-training. If you have problems getting in, contact OIT at 2-4000.

Software Training

Learn to use popular software from Adobe, Microsoft, and others. There are a variety of courses you can take. To register visit lib.byu.edu/services/software-training.

Devotional & Forum

Employees are encouraged to attend devotional. They are held on Tuesdays at 11am in the Marriott Center. Go to calendar.byu.edu/devotionals-forums for a list of speakers.

Note: All student employees in Financial Services must clock out and leave the office during devotional.

Workday

Most Financial Services employees, will do their work in Workday. Go to https://workday.byu.edu/ to log in. This is where you will clock in/out and see your pay slips.

Workday Job Aids can be found at workday.byu.edu/help

All student employees should ONLY punch in or out inside their work building. Missed punches can be added to your timecard in Workday. If you have a problem you cannot fix on your own, work with Payroll (108 ECNB).

Helpful Training in Workday Learning:

BYU Workday Ready: Student + Time

Breaks – Employees are entitled to one 10 minute break for each 3-hour shift. Employees should not clock out for breaks shorter than 20 minutes.

Student Employment Requirements

Student Enrolled Credits

- Go to hrs.byu.edu/requirements-for-student-employees for information on the number of credit hours you are required to take in order to work.
- Current U.S. Citizen employees who are graduating may work up to 2 weeks after their graduation date.

Affordable Care Act

- Students are required to maintain an average of 28 hours per week during a measurement period.
- Measurement Period:
  Current Employees: October – October
  New Employees: Hire date-Hire date, after one year it shifts to October – October

- Fall/Winter: BYU policy requires that students work no more than 20 hours per week
- Spring/Summer: Students may work up to 40 hours as long as their average stays below 28 hours a week for the measurement period
- Employees hired during the summer are eligible to work for up to 40 hours as it is anticipated that they will drop to 20 hours per week in the fall which will drop their average for the measurement period.

Note: If an employee quits and is hired in another department or by any entity owned by The Church of Jesus Christ of Latter-day Saints before 6 months is up, they will pick up the average they left off with.

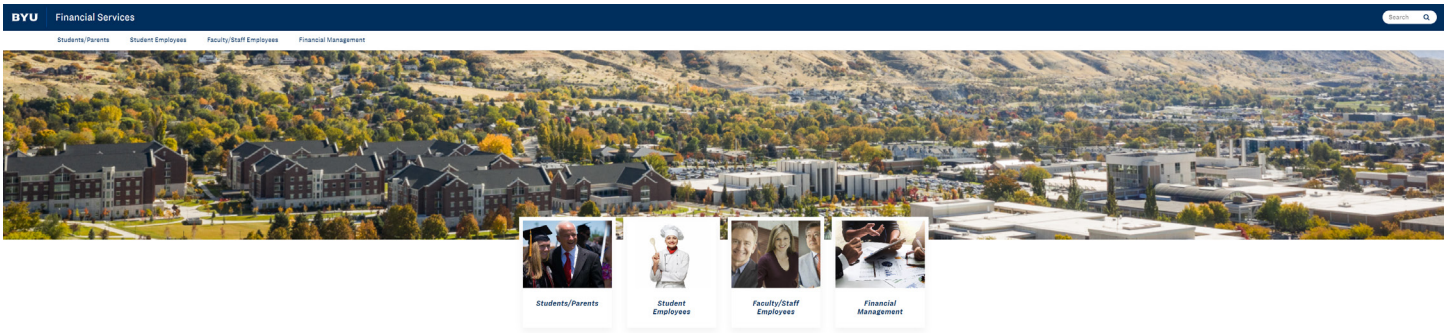
If a student exceeds the amount of hours they are permitted during a measurement period, they will automatically be terminated and will have to wait 6 months before they can be re-hired by any church owned organization.

International Student Employees

Please be very careful to follow the guidelines found at hrs.byu.edu/international-students and stay under 20 hours per week. If you have any concerns, please talk to your supervisor.

More information can be found at hrs.byu.edu/student-employees.

FS Webpage



Financial Services Web Page

The Financial Services webpage can be found at finserve.byu.edu. A lot of helpful information can be found here including the following:

- Information for Students/Parents
- Information for Student Employees
- Information for Faculty/Staff Employees
- Financial Management Information

Financial Management Information is where you will spend the most time. That is where you will find information on the following:

- Accounting
- Budget
- CFO & Controllership
- Endowments & Gifts
- Grants & Contracts
- Payments
- Payroll
- Receivables
- Tax
- Treasury
- Accounting Calendar
- Contact information
- Forms
- Procedures
- Systems

MyBYU Website

Links can be added to my.byu.edu by clicking on the "Add Links" button at the bottom of the page. Some items to add are listed below, but there are many others available. Take a minute and look through them.

- Cougar Cash
- Financial Services
- My Financial Center
- Personal Information
- University Policies/Procedures
- UTA Bus Pass

Things to review:

Who to Contact page located at finserve.byu.edu/contact
Procedures located at finserve.byu.edu/procedures

Policies

This is a list of policies used by Financial Services, and it is recommended that you review them. These and all university policies are found at policy.byu.edu. Be sure to check out the procedures.

Please review these policies with your new employee:

- Staff & Student Employee Work Schedule Break & Meal Period Policy
- Staff and Student Employee Overtime Policy

Those where Financial Services is the "Responsible Office" include:

- Accounts Receivable Policy
- Asset Write-Off Policy
- Budget Policy
- Business Gifts and Entertainment Policy
- Cash and Cash Equivalents Policy
- Check Cashing Policy
- Disposition of University Collections Policy
- Financial Accounting Policy
- Independent Contractors Policy
- Inventory of Products and Supplies Policy
- Meals and Hosting Policy
- Memberships, Dues, and Subscriptions Policy
- Merchant Credit Card Policy
- Moving Policy
- Payroll Policy
- Sales Tax Policy
- Tuition and Fees Policy

HR and others to also become familiar with are:

- Advertising, Selling, Soliciting Policy
- Catering and Food Distribution Policy
- Compensation Policy
- Conflict of Interest Policy
- Employee Vendor Policy
- Employee Termination Policy
- Fraud Policy
- Financial Conflict of Interest in Sponsored Research Policy
- Legal Documents Policy
- Out-of-State Work Policy
- Purchasing Policy
- Risk Management and Safety Policy
- Student Hiring and Employment Policy
- Surplus Property Policy
- Travel Policy
- University Fund Raising Policy

Acronyms

1042-S – Foreign Person Tax Form
1098-T – Tuition Tax Form
AP – Accounts Payable
AR – Accounts Receivable
BAC – Budget and Appropriations Committee
BISC – Bank Information Security Compliance
CBO – Church Budget Office
CES – Church Educational System
CNA – Capital Needs Analysis
COL – Collections
CSR – Computer Support Resource
CUBS – Church Unit Banking System
ECSI – Third party loan processor
ERP – Enterprise Resource Planning
F&A – Facilities & Administrative Costs: overhead costs charged to award sponsors to cover indirect costs
(i.e. electricity, laboratory space, custodial, etc.)
FACTA – Fair and Accurate Credit Transactions Act
FAR – Federal Acquisition Regulation: rules regarding Federal government procurement
FERPA – Family Educational Rights and Privacy Act
Fin Aid – Financial Aid
FRA – Financial Responsibility Agreement
FS – Financial Services
FT – Full-Time
FTE – Full-Time equivalent
GCA – Grants & Contracts Accounting (Research Accounting)
HIPA – Health Information Privacy
IROP – Internal Record of Purchase (PDF receipt for CUBS/MME)
ITD – Information Technology Development
ITI – Information Technology Infrastructure
ITS – Information Technology Software
JE – Journal Entry
LMS – Learning Management System
LOC – Letter of Credit: given to BYU to obtain reimbursement of $ spent from various Federal Agencies
MFC – My Financial Center
MME – Money Movement Engine
NACUBO – National Association of College and University Business Officers
NRA – Non Resident Alien
OCR – Off Campus Receivables
OCS – Off Campus Scholarships
OGC – Office of General Council
OIT – Office of Information Technology
OMB – US Office of Management and Budget
PCI – Payment Card Industry
PI – Principal Investigator: lead researcher on a sponsored research project
PMS – Payment Management System: used by HHS, NASA, USDA and BYU to receive funds and report to Federal Agencies
PT – Part-Time
RAO – BYU's Research Administration Office
RPA – Robotic Process Automation
SDM – Service Delivery Model (Workday)
SDR – Semi-annual Department Review
SFS – Student Financial Services
SHP – Student Health Plan
SOL – Statute of Limitations
STL – Short Term Loan
SUA – Single Use Account
UBIT – Unrelated Business Income Tax
UG – Uniform Guidance: Regulations from the US Office of Management and Budget that govern federally sponsored awards.
UI – User interface
WACUBO – Western Association of College and University Business Officers

Acronyms for Common Sponsors of Research Projects:
DED – US Dept of Defense
DOE – US Dept of Energy
DOI – US Dept of the Interior
DOJ – US Dept of Justice
DOT – US Dept of Transportation
ED – US Dept of Education
HHS – US Dept of Health and Human Services
NASA – National Aeronautical and Space Administration
NIH – National Institutes of Health
NSA – National Security Agency
NSF – National Science Foundation
USGS – US Geological Survey
USDA – US Dept of Agriculture
VA – US Dept of Veterans Affairs

BYU

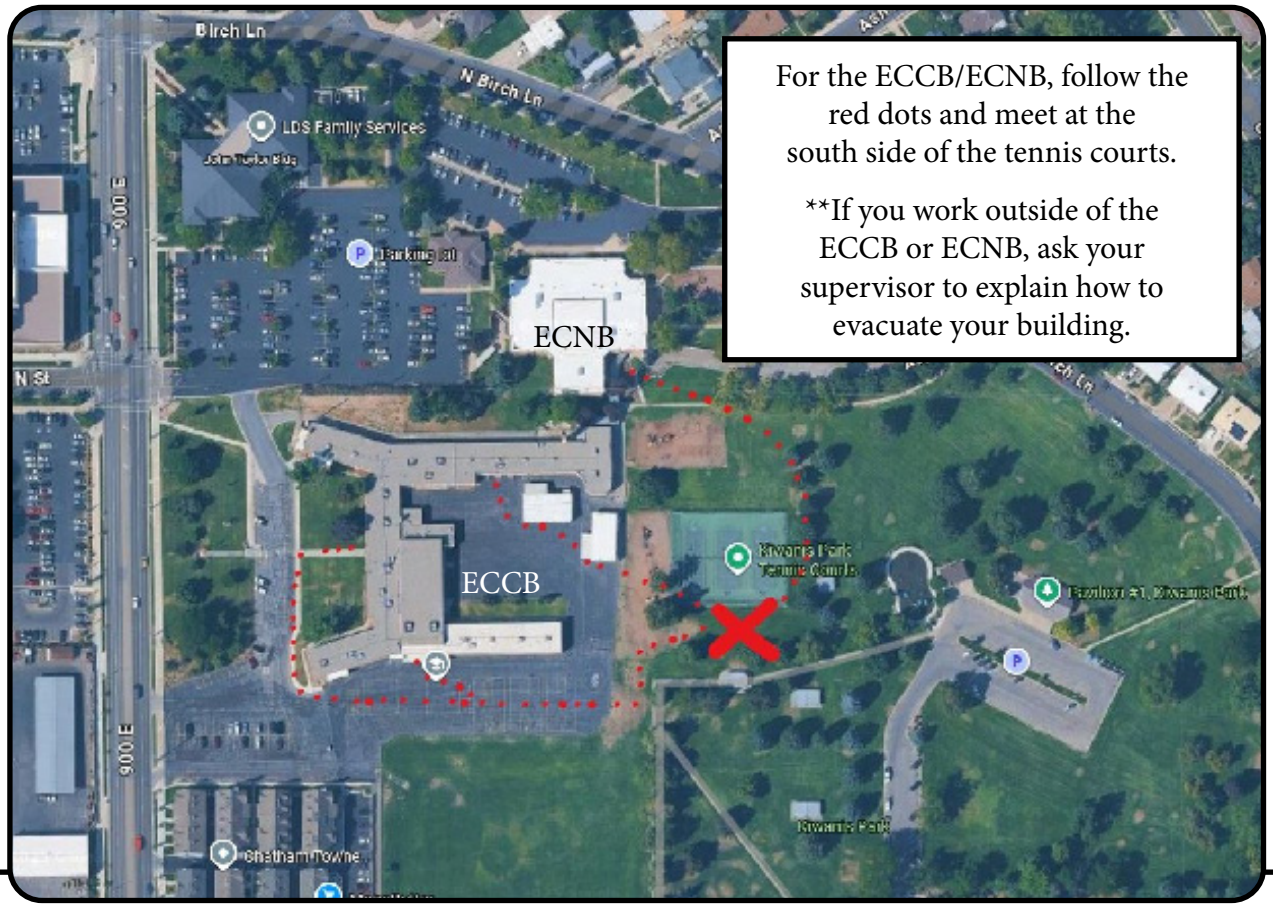
Evacuation Plan

East Campus General Evacuation Instructions

1. Emergency Coordinators should identify individuals who may need special assistance in evacuating from the building. Have a plan for specific needs. (The Emergency Coordinator for the Financial Services employees at East Campus is Lynette Cummings.)
2. The evacuation will be initiated by the sounding of the building fire alarm.

Please follow the steps below:

- Immediately exit the building following the evacuation route for your floor and office as indicated on the included floor plans. Assemble at your organization's indicated location.
- Organizations with special requirements must follow their own established procedures. For example, secure all cash before exiting. If this is a real emergency the special procedures shall be suspended and exiting should be immediate.
- If possible, assigned Emergency Coordinators should make sure the area is cleared before exiting.
- Emergency Coordinators should carry a list of all personnel in their areas (including student employees). This list will be used to account for all organization members once all are in the designated assembly areas.
- Once all personnel have arrived at the assembly area, the Emergency Coordinator will take roll from the employee list and provide it to the Emergency Supervisor who will be wearing an orange vest.
- When all roles have been turned in to the Emergency Supervisor, a verbal all clear will be given and personnel may return to their offices.



Notes