

## **Recommendation of the Financial Management Advisory Committee (FinMAC)**

Recommendation Tracking Number: FinMAC 3

Name: 90-day provisional access for transaction preparers

Date: March 10, 2014

### **Recommendation**

To reduce the lost productivity cost of on-boarding new employees, we propose that 90-day provisional access be provided for new transaction preparers for the following transactions:

- General ledger journals
- Voucher entry
- Expense reports
- Deposits
- Requisitions (note: this would be contingent on the resources available in the unit since in many cases, requisition preparers are not close to local training resources)

### **Rationale**

The timing of classroom-based EFS courses presents several challenges and increased costs for collegiate and department operations. Based on the current training model, it can take months to get transaction preparers through the classes required to gain access to EFS. Most employees perform several functions in the system, so they must wait for multiple courses before they are fully trained. In addition, scheduling conflicts can occasionally extend the delay to several months.

For employees coming from outside the University, the training delay is especially burdensome and costly. It is often an impediment to bringing employees into the University because many units cannot function effectively with a multi-month delay for a new employee to be granted full access to the systems they need to do their jobs.

Granting provisional access to EFS for transaction preparers either new to the University or with new responsibilities will result in increased productivity when employees are able to work soon after they are hired, particularly employees whose main/only job is EFS-related.

Since the work of preparers is lower risk, provisional access can be a valuable tool that ensures that new staff are productive as soon as possible.

When providing provisional access, controls at multiple levels should be in place to mitigate the risk of inappropriate or incorrect transactions posting to the ledger.

### **System Controls:**

- EFS has controls and edits to ensure completeness of transaction.
- Most transactions will not post without approval, and for transactions that the system automatically processes, reports will enable units to review transactions after the fact
- System access for those with provisional access can be set to end after 90 days.

**Central Controls:**

- Restrict access to units with local resources for training.
- Require full completion of training and assessments for all classes required for the level of access granted within 90 days from the start of provisional access. Modify or revoke access if training schedule is not completed according to plan.
- Monitor help line calls for employees with provisional access.
- Requests for provisional access can be added to the Access Request Form (ARF) so the standard process for granting access is followed.

**Proposed Local Controls:**

- Provisional access would be granted only upon approval by the Chief Financial Contact (or designee) in the unit.
- The Chief Financial Contact (or designee) will be responsible for ensuring the required training is scheduled and completed within the 90-day window.
- An on-site trainer who is experienced and able to help with transaction issues that arise throughout the work day will be assigned.
- Local approvers will provide training for the new employee and oversight of the transactions being completed.

**Workload impact for departments (high, medium, low):**

Number of departments affected by this recommendation: **High**

Amount of workload reduced if these recommendations are implemented: Workload won't be reduced, rather employees will be productive more quickly.

**Vote Summary**

<b>Name</b>	<b>Representing</b>	<b>Vote</b>
Wendy Berkowitz	University Services	Yes
Sue Bosell	UMD	Yes
Gina Danyluk	AHC VP Office	Yes
Karen Dewanz	CFANS	Yes
Sarah Goulet	Veterinary Medicine	Yes
Brent Gustafson	CLA	Yes
Jill Merriam	SVP Acad Affairs/Provost	Yes
Anne Mockovak	Medical School	Yes
Dave Pappone	CSE	Yes
Tom Quinn	U Stores	Yes
Michelle Wills	Carlson School	Yes