Restricted Data Information - What not to upload to eRequest and eTravel

For All

We have posted a new document sharing examples (samples only, no real data here!) of restricted data that we have seen uploaded to the eRequest or eTravel systems. Restricted data cannot be stored in these systems.

- Check out the job aid on Restricted Data here
- More information available at the OCIOs Website
- University Institutional Data Policy

RESTRICTED DATA IN ATTACHMENTS

Posted on April 8, 2015 by Ric Hunter

As shared previously, when using any of the university’s eApplications systems (eTravel, eRequest, HR Action, etc.) that allow for the attachment of files, it is important to remember to remove any restricted data from the attachments.

Restricted data requires the highest level of protection due to legal, regulatory, administrative, contractual, rule or policy requirements. Access to and management of restricted data is strictly limited as unauthorized use or disclosure could substantially or materially impact the university’s mission, operations, reputation, finances or result in identity theft.

Restricted data includes items such as Social Security Numbers, medical information and full credit card numbers. Restricted data elements should NEVER be included in any attachment.

For additional guidance, access the Office of the CIO’s Restricted Data Elements page
Credit Card Acceptance Updates
For units accepting Credit Card payments

The University as a result of changes in Payment Card Industry Standards (PCI) has implemented several new procedures for those that are involved in either

1. Credit Card Terminal transactions or
2. Managing an online system that allows end users to enter Credit Card #s on their own computers.

Credit Card Phone Terminal Monthly Inspection Form
For those that have a credit card phone terminal you will be required to start completing a monthly inspection. This will be completed using a Credit Card Phone Terminal Monthly Inspection Form. The CFAES Security Liaison, Alden Sewell will be visiting all credit card site locations in the next 6-8 weeks and he will walk you through how to use the form. Please make a file and keep these each month. He will review them on each site visit and they may be requested by auditors at any point throughout the year.

Credit Card Units Risk Assessment
CFAES is required to complete an annual risk assessment of all credit card processing locations. Alden Sewell, the CFAES Security Liaison will be visiting all sites within the next 6-8 weeks to complete the assessment. Please remember to ask for his identification when he comes, no one should be permitted near your machine without proper identification.

Responsibilities for all Credit Card Processors:

- Credit Card Processors Training Coming in June
  All CFAES employees and volunteers who have access to a credit card phone terminal or who manage an online platform that can accept credit cards will be required to take annual training regarding their responsibilities. This training will be available in OSU Carmen very soon. This training will be required to be completed in June. Users will be notified to take the training via email.

- Credit Card User Name Reporting Form
  To ensure we have a proper list of people who need to complete annual processor training we have created a Credit Card Users Form – which allows the administrator in each unit to tell us who in the unit will have access to the terminal or online account. You should use this form for all new hires. We will ask you to confirm users by completing this form each February to make sure we have an up to date and accurate list of credit card handlers.

- Credit Card User Background Check Requirement
  In June we will be comparing the list of users to those that have received background checks. Most credit card users are required to have a one – time background check. However, the background check that is completed by OHR for most employees will satisfy the requirement. Users will be contacted if they need to complete a background check.

New Form for RegOnline Access Coming Soon
Once the training is available we will also revise the RegOnline access form and combine it with the Financial Systems Access Form. RegOnline is the system used by CFAES for online registrations for meetings.

Credit Card Phone Terminal Disposal Procedures
When you need to dispose of an old terminal you are now required to return that terminal to 04 Ag Administration Building, 2120 Fyffe Road, Columbus, Ohio 43210. These terminals are required to be shredded and cannot be disposed of like other equipment.

CFAES Contacts for Credit Card Processing
Alden Sewell, CFAES Security Liaison, sewell.41@osu.edu, 330-263-3772
Carol Allen, CFAES Merchant Manager, allen.1422@osu.edu, 614-292-5351
Cindy Buxton, CFAES Merchant Manager, buxton.65@osu.edu, 614-292-6979
Tip on Collecting Information from Educators and Faculty for Purchases
For All

Are you having trouble collecting enough information from your Faculty members or Educators in order to process transactions for them? Clark County Extension recently shared this method with us. When an Educator needs to make a purchase (specifically from the Extension Checking Account, but I think this would work for other types of purchases too) they use an envelope with pre-printed questions for them to complete. Things like: What Program is this for? What is the Purpose for this request? When do you need it? See a picture of their envelope method here.

Promotional Items Guide Updated
For All

For complete compliance with the university brand standards, remember to follow the Promotional Items Guide posted on the CFAES Finance Office website.

This has been updated to include:

- the information below about just in time orders
- and information about when the approval process is and is not needed

Design tips, brand requirements, templates and approval process information are also available on the CFAES brand webpages at http://cfaes.osu.edu/brand.

Group Order Option
At this time, we are aware that Proforma TCL is offering group ordering of OSU Extension employee apparel until June 10, 2015. This allows units who might need fewer items than the typical minimum order amount to order the exact number of items they need, and the vendor will “group” the order from multiple units to meet manufacturer requirements, minimize set-up fees and keep prices low. The Extension showroom is available at http://www.proformaosu.com/showrooms.htm.

Just-in-Time Production Option
American Solutions for Business uses a just-in-time production approach to handle orders for as small as one apparel item. The process is integrated into their eStore to reduce delivery times and eliminate manual processing of orders. For more information about using this service or order options, contact Chip Brady at cbrady@americanbus.com.

Design Approval FYI
If you order any of the pre-approved items from these vendors – or any of the other Ohio State-approved vendors, you can bypass the design approval process that is outlined in the Extension promotional items guidelines. However, ANY variation of the examples posted must go through the complete approval process with the college brand advisory team, as well as Ohio State Trademark and Licensing.

Note: Ohio State-approved vendors such as Proforma and American Solutions for Business are approved to sell to units of the university, but not to individuals.
Upcoming Deadlines

- **Extension Checking Accounts Questions**: michel.5@osu.edu Bank statements and reconciliations will be due in July for your June statement. Take a look at your bank balance now and send money to your funds if your average balance over 12 months will be more than $20,000.
- **5/29/2015 – Purchase Order Renewals for FY2016**
- **5/29/2015 – CIMA Volunteer Insurance Invoices** for Extension Volunteer Insurance
- **5/29/2015 – Fund Maintenance Letters** on Extension Orgs 55xxx and 57xxx, you would have received something in the mail if you have something due.
- **6/6/15 – EReports** ready for review
- **6/10/15 – PO invoices** that need to be entered prior to June 30 need to be in the Service Center
- **6/15/15 - Sales Tax Reporting Form** [http://controller.osu.edu/forms/SalesTaxReport.xlsx](http://controller.osu.edu/forms/SalesTaxReport.xlsx) to report collected tax
- **6/29/15 – PCard Reallocation Deadline**

New on the Website
[http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)

- Columbus Business Office Map Replaced - News
- Credit Card Terminal Inspection Form Added - Forms
- FY2016 Proposed Benefit Rates Posted - Resources
- New Fiscal Employee/New Leader/Director/Approver/Chair Training Posted to YouTube channel – Training, Accounting
- Internal Audit Recommendations Posted to YouTube channel – Policies
- Some information on Credit Card fees updated - Training