

# ACR Audit Focus



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## IT Data Security and Risk Assessment

On July 10, 2008 updated Information Technology (IT) standards and guidelines for data security and risk assessment were enacted (<http://www.it.ufl.edu/policies/security/>).

Data security standards identify faculty and staff roles and responsibilities for protecting private data. Guidelines are offered to help users and IT workers understand appropriate private data protections for emails, instant messaging, Web laptops, PDA's, CD-ROMs, thumb drives, and other portable devices and media.

The IT risk assessment standard was updated to require that at least once every five years all campus units conduct a comprehensive IT risk assessment and transmit a mitigation strategy report to the UF Information Security Manager.

Guidelines and Web tools are provided to assist units with their assessments. While IT workers will likely manage the assessments, it is vital that unit administration support and participate in the assessment process along with IT workers and other unit staff.

## Termination of Employees

Poor communication of a termination and lack of appropriate monitoring of the paylists often contributes to the employee being improperly paid. Things to consider to reduce improper payment of employees include:

- Periodically communicate to your staff the need to notify your HR administrator of the terminations.
- Supervisors should review and approve the paylists.
- Supervisors should approve their employees' time in time and labor.
- All employees (exempt and non-exempt) should be terminated, i.e., students leaving temporarily should be terminated.
- To prevent overpayment for exempt and scheduled hourly employees whose terminations have not been completely processed, a no-pay earnings code should be entered into T&L. However, this must be done before the T&L deadline and for subsequent pay periods.

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## Monitoring of Attractive and Sensitive Property

The University has established directives and procedures for safeguarding attractive and sensitive property.

Attractive and sensitive property is tangible personal property that costs less than \$1,000 and can be characterized as "walk away" items. These items are prone to theft because they are either not secured, are easily portable, contains new technology and/or they are adaptable for personal use.



The Directives and Procedures provide examples of attractive/sensitive property,

safeguarding responsibilities, and tracking requirements. See the following link to the directives. <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.9.16>

## Sales Tax Fundamentals

Purchases made by public nonprofit educational institutions like the University of Florida are generally exempt from sales tax as long as the purchase is used primarily for the educational programs and activities of the institution. However, the University is responsible for collecting and remitting sales tax for sales, unless the purchaser provides a valid tax exemption certificate, DR-14. Certain activities that we may view as fundraising or cost recovery, the Florida Department of Revenue may view as sales.

When making a deposit to your department's account, the proceeds should be divided between the ap-

plicable revenue and sales tax account codes. Departments should maintain records that document taxable and exempt sales.

When sales and use taxes are collected, it is important to complete the appropriate sales tax form and submit it to University Tax Services, no later than the 10th of every month. Directives and examples can be found at: <http://www.fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.10.7>

If you have any questions regarding your specific activities, contact University Tax Services at <http://www.fa.ufl.edu/tax/>