

ADMINISTRATION & FINANCE

NEWS FROM OUR DIVISION

Business Operations & Auxiliary Services; Facilities Management; Human Resources; Information Technology; Comptroller's Office

Message from Tim Ferguson, Chief Information Officer



I would like to take this opportunity to share that October is National Cyber Security Month. The goal is to raise awareness about digital security and empower everyone to protect their personal and business data from digital forms of crime. Remember, Cybercrime doesn't sleep, and neither should our defenses! The Office of Information Technology within the A&F division is here to help, and we work around the clock to help secure our data assets and our employees.

Phishing attacks have become the most common method cyber attackers use to target people because we are more digitally connected than ever before. Phishing uses email, social media posts, telephone calls, or direct messaging services to lure you into clicking malicious links, giving away personal information, or downloading an infected attachment.

There are subtle clues that can help you spot and avoid these attempts. For example, does the message create a heightened sense of urgency? Are you being pressured to bypass your organization's security policies? Does the email or message make sense? Would the Chair of your department urgently text you asking for help? Are you receiving a work-related email from a trusted coworker or perhaps your supervisor, but the email is using a personal email address such as @gmail.com? Why would your bank or credit card company be asking for personal information they should already have about you? If the message seems odd or out of place, it may be an attack.

If you want to confirm if an email or message is legitimate, one option is to call the individual or organization sending you the message with a trusted phone number (not a number in their message to you). Forward all suspicious attacks to abuse@nku.edu.

IN THIS ISSUE

2 - NEW PEOPLE TO KNOW

3 - FINANCIAL & STRATEGIC UPDATE

4 - PROJECT UPDATES

7 - TRAINING OPPORTUNITIES

9 - WELLNESS

10 - REMINDERS

NEW PEOPLE TO KNOW



Abby Boger, Director, Employee Relations

Abby joined NKU in May 2022 and is a proud alum of the NKU College of Business. In her role, she serves as a resource for Employees and Managers to ensure a safe and positive work environment. Abby and her husband, Shane, have a 3 year-old son, Braxton, and an 8 year-old Boxer named Larkin. Abby is a huge sports fan, Nike fanatic, and loves to spend time with family and friends.

Greg Thompson, Director, IT Infrastructure

Greg began his career at NKU, first as a student, then progressing to a Network Administrator and then to a Lead Systems Analyst. He left NKU in 1999 but rejoined in May 2022 as Director of IT Infrastructure. Greg is married and has a 10 year-old son and an 8 year-old daughter.

Greg is a huge Reds fan!





FINANCIAL AND STRATEGIC UPDATE

An Innovating and Strategic Repositioning

Northern Kentucky University is repositioning itself financially and strategically to better serve our students and the region in a rapidly changing higher-education landscape. As we have done throughout our 54-year history, we are innovating to meet changing student expectations and the workforce needs of the region.

An effort such as this requires the input and support of the whole community, and we are engaging the campus over the next few weeks as we move forward with planning. Our commitment to student success and regional stewardship is unwavering and the whole campus community plays a part.

Questions or comments? Let us know at reposition@ku.edu.

The university is hosting listening sessions over the next few weeks as we begin our work. Please take the opportunity to join us so that you can to add your perspective.

Open seating - no sign up required:

- 10/12/2022: 3:00 - 4:00 p.m. // Budig Theater
- 10/21/2022: 11:00 a.m. - 12:00 p.m. // UC 135
- 10/26/2022: 10:00 - 11 a.m. // UC Ballroom

[Click here to sign up for virtual and in-person events.](#)



PROJECT UPDATES

New Business Process for Contracts - Online Process

Procurement Services has a new business process for submitting a "Contract Cover Sheet" through the Team Dynamix ticketing system.

The new process will allow you to complete and submit the form online as well as attach the vendor's contract. Once the form has been submitted online, you will receive a confirmation email with a ticket number for reference. The ticket number can be used to follow up and to view the status of your contract in the workflow. Once all approvals are completed on the form, you will receive an email that your contract has been "Approved". If, for some reason, the contract has been rejected, you will receive an email stating "Please contact Procurement Services for Details". Please be aware that no signatures are required as the contract goes through the workflow of being approved or rejected.

Using this process will allow you and the Procurement Office to track all Contract Cover Sheets. Your ticket number will be your key to viewing the current status of your request as well as a future reference for any contract-related matters. You will be able to view your submitted tickets through the NKU Services Desk under Services - Ticket Requests.

Please contact Holly Vasquez in Procurement with any questions.



PROJECT UPDATES

October is IT CyberSecurity Month

Let's work together to protect your personal and institutional data!

- Use NKU's Duo multifactor authentication
- Use strong passwords
- Keep your software updated
- Recognize and report phishing to abuse@ku.edu

Watch for NKU's Security Team weekly [cybersecurity videos](#) this month!

Duo Multifactor Enrollment

To protect faculty and staff accounts, and personal data, and to ensure privacy, IT's Security Team is actively locking accounts that are believed to be compromised.

To prevent account lockout and to increase your protection please register for DUO Multi-Factor Authentication. Visit the IT Knowledge Base article for more information about [Duo Multi-Factor Authentication](#). Registering for Duo will increase the time between required password changes to 365 days!



PROJECT UPDATES

PaymentWorks - "How to" Guide and Tips

The Office of Procurement Services has selected PaymentWorks as a tool to eliminate business payments fraud, reduce cost, and ensure regulatory compliance by automating the complex vendor onboarding process. The PaymentWorks platform creates efficiency in the process of obtaining business details and payment information from vendors. In turn, vendors can submit and update their business information as necessary, as well as inquire about payments.

Tips on inviting a new vendor to PaymentWorks:

1. Send the new vendor an email letting them know about NKU's vendor onboarding process, prior to sending them an invite through PaymentWorks.
2. Be sure to follow up on the status of your invite in PaymentWorks. If no action, please reach back out to the vendor via email to check with them. Please allow seven business days or more for a new vendor to be created and for ACHs to be vetted, so please plan ahead.
3. If you have an invoice to be paid with a new remit to address and the vendor is already set up in PaymentWorks, kindly email the vendor to let them know to log back into PaymentWorks and update their remit to address.
4. Vendors can always visit our website or send us an email at paymentworkssupport@nku.edu; <https://inside.nku.edu/procurement/paymentworks.html>
5. Vendors may contact support@paymentworks.com for assistance, or click on the word "Help" on the PaymentWorks tool bar assistance, or go to [PaymentWorks Help Center](#).
6. For best viewing of the PaymentWorks website, please use the Chrome or Firefox browser.

For more information, go to <https://inside.nku.edu/procurement/paymentworks.html> or contact Betty Castle at castlebe@nku.edu or Holly Vasquez at vasquezhl@nku.edu.



TRAINING OPPORTUNITIES

- **New Employee Welcome Center & Online Orientation**

NKU recognizes the importance of providing our new employees with a great onboarding experience. All new faculty and staff employees are invited to visit the [New Employee Welcome Center](#), which is located on the Training and Development website. That is where you will find such tools and resources as: [New Employee Online Orientation](#), [New Employee Goals, Orientation & Training Schedule / Template](#), links to internal resources, and much more. Please contact Dr. Marquita Barron with any questions (barronm1@nku.edu).

- **Supervisor, Manager, Leader Reminder:** 30-, 60-, 90-Day Performance Evaluation Form providing your employees with continuous feedback allows for continued progress towards proficiency from the beginning of their new career or new role at NKU. Refer to the Training and Development [Staff Performance Evaluation website](#) for the tools and resources to better engage your employees. Remember that the 30-, 60-, 90-Day form is there to be used at each of the intervals and must be submitted to HR via Qualtrics as part of their 90-day assessment. Please contact Dr. Marquita Barron (barronm1@nku.edu) with any questions.

- **Supervisor / Manager / Leader Articles**

Did you know that Training and Development's website has a [Manager / Leader Community page](#) with articles of interest? When on the page, simply scroll towards the bottom to reveal a listing of articles, such as "What Employees Need from Leadership Right Now" and "The Power of Empathy in Times of Crisis and Beyond". Remember to learn and develop so that you and your team can continuously thrive. Please contact Dr. Marquita Barron (barronm1@nku.edu) with any questions.



TRAINING OPPORTUNITIES

IT Training Sessions

The IT Training Team offers training sessions on several software packages used at NKU.

If you are a website editor, training is offered for Adobe AEM, as well as sessions that focus on ensuring online content is accessible for all people.

All faculty, staff, and students have access to Qualtrics survey software. Learn to create online surveys and forms, ranging from simple to complex in our training sessions.

Do you only use Microsoft Teams for Instant Messaging? There are many other features that allow for easy communication between team members, including project management tools, shared notes, and file sharing. Teams can be created for business units, committees, and student groups.

Register for any of the above sessions using our [Training Registration System](#).

The Training Team can also schedule personalized trainings for single users or groups. Topics include Microsoft Word, Excel, Access, PowerPoint, Outlook, OneNote, OneDrive, as well as any software listed above. To schedule a session, or for more information about trainings offered, email it-training@nku.edu.

Procurement Services Training

Procurement Services is offering trainings on a one-on-one basis or for departments!

Training: 101 Basic Procurement, PSC and how to/life of a requisition in SAP.

If interested, please reach out to purchasing@nku.edu to set a time and date for the training.

WELLNESS

Wellness is here to support the health and well-being of faculty and staff this Fall with new and returning opportunities.

Register and learn more about all supports at:

<https://inside.nku.edu/hr/wellness/upcomingclassesandevents.html>

- Live Well Virtual Discussion Group covering a variety of topics focused on motivation, work/life integration, self-sabotage, mindset, and building habits. Facilitated by the NKU Personal Wellness Coach Lyndsay Barto, R.D. Varying Tuesdays, 12:15-1 pm
- Monday Meditation in the Haile Planetarium, 12-12:30 pm
- WISe Wellness Guild Webinar series, 12-1 pm
 - * October 19: Precision Health - A Scientific Approach to Prevention with Burns Blaxall, Ph.D., founding Executive Director of Precision Medicine at The Christ Hospital Health Network.
 - * November 2: Get Well, Stay Well: Immunity, Recovery and the Mighty Microbiome with Dr. Teresa Esterle, MD, and Associate Medical Director of the Fellowship Programs with aim for Wellbeing.
- Yoga class for Beginners, for faculty and staff only in the IHI studio, 12-1 pm on Fridays.
- Airrosti Rehab lunch and learns, clinics, and free injury assessments

St. Elizabeth Cardiovascular van and Mobile Mammography van back on campus in October and November to provide convenient preventive screenings.

Please contact Kim Baker with any questions.





REMINDERS

Norse Appreciation

Staff Congress began this initiative to highlight all the wonderful things happening around campus. If you know of someone that goes above and beyond, go ahead and submit a recognition! Staff Congress will post it on their website and will send an email congratulating the individual on their recognition. To submit a recognition, please visit <https://inside.nku.edu/staffcongress/NorseAppreciation.html>

Chrome Update

Please update the Chrome browser across all of your devices. To update: Open Chrome, click the three dots in the upper right corner, click settings, click "About Chrome" on the left side, then click to update the version. (The updated version is 104.0.5112.102).

Internet Outage on October 15

During Fall Break on Saturday, Oct. 15, IT will be performing maintenance that will cause an internet outage for approximately half an hour from 12:15-12:45 a.m. Some residual impacts that may cause disruptions to networks and internet access for an additional 6 hours are expected. This will allow the changes to populate to all network and Internet devices.

PCard forms now available on the Procurement's website

PCard forms can be accessed at <https://inside.nku.edu/procurement/card/forms.html>. This includes all forms from PCard requests, to updates and maintenance forms, as well as reconciliation and missing receipt forms.