Be Our Guest!
A four course meal with University Audit

UCF New Faculty Orientation
August 18, 2015
Four “dining-themed” topics

How to avoid heartburn

1. Review your cookbook & recipes
2. Make sure the right cooks and staff are in the kitchen
3. Check the bill carefully before paying it
4. Protect your culinary secrets
University Audit - Overview

• Located in Millican Hall
• Part of the Office of the President
• Dual reporting to the Chair of the Audit, Operations Compliance and Ethics Committee of the UCF Board of Trustees
• 7 FTE
• Audits, Investigations, Special Projects—provide independent and objective guidance to the UCF community
• Interaction with State of Florida Auditor General and other regulators
• We are everywhere
Course 1 - Review your cookbook and recipes

1. Provide Bookstore with textbook and course material requirements list promptly
2. Complete and updated syllabus
3. Grant proposal submissions—dot the I’s & cross the T’s
4. Know your contracts!
Course 2 - Make sure the right cooks & staff are in the kitchen

1. Verifying class attendance
2. Scheduling & maintaining office hours
3. Restricting access to lab facilities
   - Courtesy Employees
   - Employment of Relatives
4. Understanding varying roles & responsibilities of GA, GTA and RA
Course 3 - Check the bill carefully before paying it

1. Appropriate and intended use of university resources
   • Conflicts of Interest

2. Preapproval of activity (such as travel)

3. Time cards, effort reporting & submitting leave 😞

4. Sales Tax Exemption

5. No double-dipping!
Course 4 - Protect your culinary secrets

1. The cloud is not always your friend
2. Sharing is caring except for passwords and keys
3. Export controls are serious business
4. Easy on the Gmail and personal servers
5. Plagiarism & Cheating—promote academic integrity
Available Resources

• UCF Policies and Procedures  http://policies.ucf.edu/
• Federal and State Guidelines
• College/Department/Process Level Documentation *(Guide to Teaching at UCF)*
• Your co-workers
• Social Media *(Reddit, Know Your Professor, Coursehero, Retraction Watch etc.)*
• Trade Publications *(Chronicle of Higher Education, Inside Higher Ed etc.)*
• Internal Audit  http://universityaudit.ucf.edu/  (407 823-2889)
• IntegrityLine  http://compliance.ucf.edu/compliance-helpline/
• Lean Practices  http://www.dummies.com/how-to/content/lean-for-dummies-cheat-sheet.html
• Coming Attractions
  • Internal Control Policy
  • Fraud Risk Assessment
Questions?

UCF

Stands For Opportunity