UMW
TRAINING,
EVALUATION &
SYSTEM SUPPORT

System Name	Overview	Who Uses	Associated Regulations	Most Important Take Away
eVA eVA http://eva.virginia.gov/	Mandatory procurement tool managed by the Department of General Services. Portal that allows extraction of vendors/goods to create electronic purchase orders.	All department office managers/buyers in charge of purchasing goods and services. Budget, Fixed Asset, and Procurement Approvals may be required on purchases.	Strict state procurement rules and regulations apply to all purchases. Rules apply to reimbursements and food purchases. Compliance reviews are conducted internally and procurement files are audited at the discretion of the state.	Do not purchase anything w/out consulting the dept buyer or consulting with Procurement Services. eVA buyer securities are in unison with Banner Finance (see below). Do not sign contracts unless authorized to do so. Mandatory and Optional state and university contracts
Works Bank of America Merrill Lynch | Works® https://payment2.works.com/works/	Electronic system for tracking, coding, and approving charge card transactions. Owned by Bank of America, overall management by the Department of Accounts.	Those holding a charge card in their own name and those responsible for approving charge card transactions. Rules and card use differs slightly for those purchasing from state and local funding sources.	Most charge card purchases follow procurement rules including the use of eVA. Card activity is closely monitored by the PA and Department of Accounts. Cardholders files are subject to internal and external audit review.	Bank payment due dates are inflexible - Cardholders and Approvers are accountable for transaction review and sign off to meet deadlines. Cards can be suspended for misuse- to include missed deadlines. Training Manuals: http://adminfinance.umw.edu/tess/finance-training/instructional-materials/ Available Charge Cards Annual training for Cardholders and Cardholder Approvers is required. Course and Assessment is managed in UMW Learning Center.
MyTime, powered by Kronos MyTime Access MyTime from the UMW menu	Automated time and attendance system.	Student employees, all wage, part-time and full time Classified employees. Faculty and Administrative personnel who approve time and/or leave requests. Faculty enrolled in VSDP may use.	State and Federal regulations on pay, overtime, leave and employee classifications. Internal procedures supporting approval requirements.	Personnel information feeds from the HR Banner module. Supervisor Training Requirement on HR Policy & Law supporting Fair Labor Standards Act (FLSA) available in UMW Learning Center. Course Title: MVP HR Policy&Law- Fair Labor Standards Act Assessment Test: Overtime Compensation Requirements Assessment

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UMW Learning Center http://adminfinance.umw.edu/hr/employee-development-program-2/learning-center/ https://covlc.virginia.gov/Default.aspx	Centralized Training database managed by the Department of Human Resource Management. Stores a variety of training classes available to state employees	Commonwealth of Virginia. UMW may customize training provided the community.	Regulation on training and date requirements are set by the state for some classes. http://adminfinance.umw.edu/hr/employee-development-program-2/learning-center/	HR manages all passwords and assists with UMW Learning Center. Complications with Learning Center access can be directed to plowery@umw.edu in HR.
Sharepoint https://sharepoint.umw.edu/SitePages/Home.aspx	A web application used to store, organize and share information	Used by Faculty/Staff only	System uses your Active Directory password for access	Finance shares specific reporting options to those with finance security. Information shared during Budget training classes.
eCommerce http://adminfinance.umw.edu/finance/financial-management/commerce-manager/	Online event payment tools	Used by UMW departments managing programs and events requiring participant attendance fee.	Departments wishing to utilize must have a designated banner budget person and attend eCommerce system training. Study Abroad Programs are administered and managed by the Center for International Education.	Sites take 30 days to test and include need of department webmaster. System fees apply. Consultation on needs can be initiated via a web form. http://adminfinance.umw.edu/finance/commerce-manager-new-user-request/
Banner Access Banner from the UMW menu	Enterprise Wide system with managed modules for HR, Finance, Registrar, Student and Budget. Module access is via Internet Native Banner (INB) or Self Service Banner (SSB)	Most of the community utilizes Banner for various needs, including students. Common Banner functions listed on the Banner site.	Strict internal controls for finance access. User access is audited internally and by state departments. Finance Security Compliance UMW Security Awareness UMW Access Policy Classified EWP's are required for non-Admin or Faculty.	FOAP security is provided to each department buyer by high level chart of account structure. This allows departments to support the procurement needs when situations warrant. Offices closely involved with Banner finance related activities include Budget, Procurement, Accounts Payable, and Accounting. Budget and department office managers must have an understanding of state and local funding sources, purchase & payment regulations, and budget mgt.
Chrome River	Online Travel and Reimbursement Management System	All employees use. Allows for delegation of pre-approval and reimbursement requests.	Travel information maintained on the AP website: https://adminfinance.umw.edu/ap/travel-2/	Chrome River is single sign on for employees, who must be enrolled in Direct Deposit: http://adminfinance.umw.edu/ap/travel/direct-deposit/

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	Centralized standard vendor database shared by all state agencies and managed by the Commonwealth Vendor Group (CVG).	All agencies in the Commonwealth of Virginia.	Each State Agency is responsible for verifying the vendor's Cardinal ID prior to check payment.	UMW Vendors must have a Banner ID and a Cardinal ID prior to check payment.