



ACCOUNTING & FINANCIAL REPORTING

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To: All employees in a *Cash Handling* role
From: Selina Martin, Associate Controller
Subject: Monitoring Cash Handling Training in CQ System
Date: January 5, 2017

The University's Cash Handling Policy requires that all employees who are involved in the cash handling process complete cash handling training annually. I'm pleased to inform you that beginning January 5th, you may monitor cash handling training compliance through the CQ system (Compliance & Qualifications). All current training that has been completed will be reflected in the system. Please see below for additional details.

How can training compliance be met?

1. Completing the ICON Cash Handling course #W00337 (most common). Training credit will be automatically reflected when the course is complete.
2. Completing in-person training that is provided by unit leaders to multiple employees simultaneously (less common – used by areas with high number of student employees). Training credit will be given after the unit's HR Rep updates the system by documenting individual employee's completion.

What types of notifications are sent to remind of upcoming compliance deadlines? The following 3 deadline notifications are sent:

1. Employee will be sent a notification 30 days prior to the deadline.
2. Employee, supervisor & HR Rep will be sent a notification 5 days prior to the deadline.
3. Employee, supervisor & HR Rep will be sent a notification when the deadline has passed.

Who can view the status of training compliance in the CQ System? Individual employees, direct supervisors, HR Reps, compliance administrators and compliance managers can view status reports. See below for screenshot examples of various views available to these users.



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Employee View

My Compliances

0	1	1
Past Due	Due Soon	Due Later

Unfulfilled Compliances | Fulfilled Compliances | Incomplete Compliances

Compliances Due Soon

Cash Handling (Entire UI)

Due On: 12/16/2016 (Due in 10 days) [Hide Details](#)

Cash and its equivalent are handled by most units and many individuals at the University of Iowa. Strong internal controls are necessary to prevent mishandling of funds and to protect employees from inappropriate charges of mishandling funds. For more information on this mandate please visit [Operations Manual, V-4.1 Receipt of Funds](#).

You must complete **any** of the following 2 items:

- Cash Handling (W00337) [Enroll in Course](#)
Course
- Cash Handling Transcript
Observation

Action Description: Non-staff members or individuals unable to complete the online ICON Course should be presented with the [Course Transcript](#) and management will need to record the completion date that this was presented to the individual.

Compliances Due Later

Harassment Prevention (UI)

Due On: 02/06/2018 (Due in 427 days) [View Details](#)



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Supervisor View

Direct Report's Completion Status Printable Summary

Compliance Overview Compliance Details

Show All PDF EXCEL

Search:

Showing 1 to 7 of 7 people (filtered from 17 total people)

Name	Compliance	Due Date	Status
MCCLATCHEY, BRIAN J	Cash Handling (Entire UI)	12/16/2016	Due Soon
SCHMITT, GREGORY BORG	Cash Handling (Entire UI)	12/16/2016	Due Soon
REEVE, DIANNE L	Cash Handling (Entire UI)	12/16/2016	Due Soon
RIBBLE, MICHELLE MARIE	Cash Handling (Entire UI)	02/11/2017	Due Later
WILSON, MICHAEL G	Cash Handling (Entire UI)	05/20/2017	Due Later
TIMMERMAN, DEREK J	Cash Handling (Entire UI)	05/23/2017	Due Later
FAIRCHILD, CYNTHIA L	Cash Handling (Entire UI)	06/24/2017	Due Later

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HR Reps/Compliance Admins/Compliance Managers View

(can also filter by Department)

View Org/Department Status

Compliance: Cash Handling (Entire UI)

[Back to Search](#)

05 (VP - FINANCE & UNIV SVC)

Status of People	Status of Compliances
Org/Department Status of People Show/Hide Org/Department Names	
05-0300	05-0301
05-0302	05-0303
05-0305	05-0307
05-0308	05-0310
05-0311	05-0315
05-0333	05-0334
05-0335	05-0337
05-0338	05-0340
05-0345	05-0350
05-0355	05-0360
05-0370	05-0371
05-0372	05-0373
05-0374	05-0375
05-0376	05-0380