

Payment Cards Processing at UNL

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**University of Nebraska –Lincoln
PCI Compliance Team**

PCI Compliance Self Assessment Questionnaires

The next step in compliance is the **Self-Assessment Questionnaires (SAQs)**. Each merchant account has to submit an SAQ to Elavon. Elavon utilizes PCI Compliance Manager for this process.



It is a tool that allows us to submit our SAQ information online. Similar to last year, we expect to accumulate the information for the SAQs for those departments that use stand-alone terminals. The PCI Team will then submit the information electronically for the group rather than each merchant account having to do the compliance separately. For those with other setups (i.e. online, POS), we will schedule meetings again to sit down with your department and assist you in walking through the SAQ(s) you must complete.

Last year most of the SAQs were completed in or around August. To align our compliance efforts with year-end again, we will be completing the SAQs in May and June this year. Then going forward, we will continue with the goal of completing our compliance efforts by June 30th of each year. This is consistent with efforts on the other campuses as well.

Thank you to everyone that has submitted their **Merchant Profile** and **Procedures** documents. Those are very helpful in preparing for these meetings. If you have not yet submitted these documents, please do so ASAP. We detailed what was needed in our February newsletter which can be found on pci.unl.edu. Scroll to the bottom of the home page to find the newsletter. We need the following:

- **Merchant Profile** –forms available here: <http://pci.unl.edu/merchant-profile>
- **Procedures Document (including a current CHD flowchart)** - narrative (no standard form)

Submit your updated documentation to:

Jennifer Hellwege
Bursar's Office
121 Canfield Admin
Lincoln, NE 68588-0413

Welcome
to our new
merchant

**Panhandle
Research
and
Extension
Center**

in Scottsbluff.



University of Nebraska –Lincoln PCI Compliance Team

Information Technology Services (ITS)

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The PCI Compliance Task Force is a collaboration between Information Technology Services (ITS) and the Office of the Bursar. It is a cross-functional team responsible for administering the University of Nebraska-Lincoln payment card policies and procedures, monitoring payment card activity, and educating merchants.

Changes to PCI Team

Cheryl O'Dell has been a part of the PCI Team since 2014 and was an integral part of our training and compliance efforts with the changes to Version 3.0/3.2 and the conversion from TSYS to Elavon. With the transition to OneIT, Cheryl has taken on other duties outside of PCI. We will continue to see Cheryl occasionally as she will still be working with the Security Awareness Training piece of compliance. We thank Cheryl for all of her work on PCI these past several years. Her contributions in a very critical time were greatly appreciated. We wish her well in her new endeavors.

Dan Buser will continue to represent ITS on our PCI Team along with Jennifer Hellwege and Lyda Snodgrass from the Bursar's office. Joining our team is Chris Cashmere (Risk, Compliance, and Privacy Manager for the University of Nebraska). We welcome Chris's experience and background to our team. Chris's contact information is:

Chris Cashmere

(402) 472-1423

ccashmere@nebraska.edu

Fiscal Year End - Posting June Card Sales and Fees

The June sales and fees will be booked in FY 2018. Please submit your sales reports for June as soon as possible after year end. We cannot allocate out the sales until all reports are received, and we know departments are anxious to see those numbers at year end.

As in past years, we will be sending the June sales spreadsheet to Accounting at year end as well. They post any amounts in the "Amts Not Yet Posted by Bank" column as FY 2018 sales along with a corresponding receivable so all sales are accurately captured in the correct fiscal year. If you do not submit your sales report and have FY 2018 sales which are not included in our entry, you will need to contact Accounting directly to make this entry.

Any questions, please contact Jennifer Hellwege at:

jhellwege@unl.edu

