



## **Shared Services**

### **Human Resources – Financial Information Systems (HRFIS)**

The mission of the HRFIS project was to create an efficient human resources, payroll, and finance operating environment for the South Dakota Regental System by implementing an integrated database, sharing services where efficiencies can be realized for the system as a whole, utilizing new software that will further enable the adoption of common business practices, providing new and enhanced services, and implementing an integrated suite of software to better achieve economies of scale.

The goal was to gain efficiencies using technology. The project moved the Regental system to a single database for all administrative systems and not six or eight separate databases. Common business practices and standard data element use for all business functions were implemented.

Four shared services centers, the Account Payable Shared Services, Purchasing Shared Services, Shared Payroll Services and Shared International Employment Services Center were established to ensure:

- Common business practices for all Regental institutions,
- Administrative efficiencies and improved customer service,
- Economy of scale in software and consulting cost,
- Leverages the system knowledge across the Regental system,
- Elimination of “shadow” systems and duplication of effort in all cases/areas where common business practices have been identified, and
- Reduction in total time required from staff in Human Resource, Finance, and IT in the operation of the system.

The Regental system went live with Banner Finance and SciQuest July 01, 2006 (FY2007). Banner HR/Payroll and People Admin joined January 01, 2007.

### **Accounts Payable Shared Service Center**

The Accounts Payable Shared Services Center (APSS) is managed on the campus of the South Dakota State University (SDSU) for the Regental system. APSS' primary function is to manage a daily single check processing and printing cycle for the Regental system. The operation is responsible for processing all routine direct invoice and purchase order payments, handle check printing and distribution, responding to inquiries from vendors, and maintaining the vendor file for all BOR entities.

## **Purchasing Shared Services**

The Purchasing Shared Service model for procurement utilizes a system-level manager and specialized buyers at the institutional level. The system-level purchasing manager oversees and provides direction and training to the institutional purchasing staff. The current purchasing professionals are well-trained and work together well. The procurement process is more streamlined; the model provides greater customer service; and, the savings is realized on the shared-service designated commodity purchases and new system-wide contracts.

## **Shared Payroll Services**

The Shared Payroll Center (SPC) is also housed on the campus of South Dakota State University. SPC provides two valuable functions for the institutions: a knowledge center and a central payroll processing center. As a knowledge center, the SPC ensures consistent practices, policies and the usage of the software system. As the central payroll processing center, the SPC is responsible for running the payroll process, final processing and reporting on behalf the Regental institutions.

## **Shared International Employment Services**

As a support center for alien employment, the Shared International Employment Services (SIES) located at SDSU assures compliance with federal regulations as they relate to the employment of nonresident aliens by providing the services to institutions such as monitoring work eligibility and corresponding expiration dates, sufficient documentation, and the renewal authorization or termination. In addition, SIES provides guidance to understanding the rules governing tax treaties and is responsible for preparing the IRS Form 1042s on behalf of the Regental system.

## **Electronic University Consortium**

The Electronic University Consortium (EUC) was created in 2000 by the South Dakota Board of Regents to coordinate distance education course offerings of the six public universities. The mission of the EUC is to leverage state technology investments and make effective use of the unique strength of each public university to better serve the people of South Dakota. Specifically, the EUC was designed to: 1) Create a convenient, integrated “one-stop” statewide student services website and single point-of-contact for electronic information and access to statewide distance education for the six universities; 2) Provide statewide distance education information to the citizens of South Dakota and beyond; 3) Manage curriculum investment and development across institutions, maximizing resources while eliminating duplication costs; 4) Coordinate delivery of statewide distance education courses, programs and certificates; 5) Ensure statewide distance education quality through course and program review and assessment; 6) Facilitate identification of courses and programs needed for state economic development and job skills for the citizens of South Dakota.

## **Enrollment Services Center**

The Enrollment Services Center provides centralized admissions processing, document imaging, and financial aid verification services to students and the six public universities in South Dakota. The Center is located in Vermillion on the campus of the University of South Dakota.

## **Regents Information Systems**

The focus of the Regents Information Systems (RIS), initially formed in 1971 and known as Higher Education Computing Services (HECS), has been to improve student success, achieve efficiencies, and improve services through the support and use of integrated systems. In this integrated environment, students, faculty, and staff exist as a single entity within the systems and either receives or is provided services from the systems.

RIS supports major areas of the student and business functions for the institutions and the Regental system. Human Resource and Finance areas utilize Banner, SciQuest, PeopleAdmin and partner software systems. The student area is managed by the Colleague software product. Additional software products and initiatives maintained and supported by RIS include: student retention solutions, an online learning management system, student card purchasing and fee payment services, wireless internet access, identity management, document imaging, electronic transcripts, electronic e-books and online learning projects and an alert system to better inform the campus populations in case of emergency.

The RIS offices reside at the University Center-Sioux Falls.

## **Export Control**

Export control (EC) provisions govern what instruments, technologies, data, software and materials can be accessed by foreign nationals studying, visiting, or working in the United States, as well as, what items can be transferred abroad to certain destinations based on the type of item, end use, end user and country destination. The regulatory scheme requires certain technologies to be controlled because: 1) the nature or type of technology has potential military applications; 2) the nature or type of technology raises some sort of trade/economic protection issue; and/or 3) there are concerns about the country, organization, individual or “end user” of the technology requiring control.

While government enforcement efforts historically focused on the corporate business sector, during the past decade there has been significant increase in the level of enforcement among leading higher educational and non-academic research institutions. The System Export Control Officer position was created in early 2015 to develop, implement and enhance internal policies and procedures to facilitate export compliance within the system; monitor compliance with export control requirements and system procedures; and develop and implement an effective compliance education and training program for system personnel. The office resides at the SDSU campus.

## **Security Information and Event Management (SIEM)**

The Regental system employs a Security Information and Event Management (SIEM) system from LogRhythm to monitor and manage network traffic within the university system environment. SIEM analyzes log and event data in real time to provide threat monitoring, event correlation, and incident response. The structure is a Central/Distributed model, referred to as “Independent with Forwarding to Central”. That means that the Regental system will share data collected at each campus with a central install of the software. That data is analyzed and used in a collaborative manner to improve our security posture across the university system. SDSU hosts and provides the shared services component for the university system.