



Lehigh University Controller Policy

Policy Number: 106
Effective Date: circa 1995
Revisions:
Applicability: All Faculty, Staff, Students and Departments

RELEASE OF FINANCIAL INFORMATION POLICY

Policy:

PAYROLL OFFICE

Employee requests:

Information is provided to the employee upon verification of social security number. All requests for supporting benefit information are referred to Human Resources. Individuals who come to the Payroll Office must show picture ID to receive information or pick up their paycheck.

Inquiries from campus community:

Payroll Management Report distribution is established after verification that the requestor is the Financial Manager or has been designated by the Financial Manager to have access to payroll expense detail.

HR/Payroll System access:

Access to Banner HR forms is granted by the HR system data managers/stewards. Staff members are permitted access to the forms that are required to perform their job and can be limited by employee classes, if appropriate.

Requests as Result of Criminal Investigation or Legal Proceedings:

All inquiries of this nature, including Patriot Act inquiries, should be reviewed with the General Counsel's Office before any information is released. Information may be provided to support federal agency employment background checks after receiving specific signed authorization from the employee.

Requests from other Outside Parties:

University-wide totals are provided only if required by government regulation or contract (such as insurance contracts). When employee counts are reported, the counts appearing on the Office of Institutional Research web page are used if possible.

^Requests for verification of employment and salary for credit purposes are prepared upon written request and with the written permission of the employee.

No information is provided, and paychecks are not distributed, to other individuals (spouse, parent, tax preparer, etc) without specific written authorization of the employee.

Any inquiries from the press are referred to University Relations.

GENERAL ACCOUNTING

Inquiries from campus community:

Specific Banner Finance balance/transaction information is released only after verification that the requestor is the Financial Manager or has been designated by the Financial Manager to have viewing access for the index. If the requestor does not meet that criteria, the Financial Manager must provide authorization for the release of information to them.

Banner Finance report distribution is established after verification that the requestor is the Financial Manager or has been designated by the Financial Manager to have access to finance detail.

Internal requests for University-wide financial data are supported based on: a) a demonstrated need for the information; b) determination if the information is generally made available on campus as part of published documents such as the audited financial statements or Treasurer's Report. Any financial information that is released is based on, or calculated consistently, with, other published financial information. Release of research information is coordinated with Research Accounting.

Finance System access:

Access to information on Banner indexes is coded within Banner Finance, to the extent possible, based upon information provided by the Financial Manager at the time the index is established. Any changes in access must be approved by the Financial Manager. Access to particular Banner Finance forms is approved by the Finance data steward/manager.

Requests from outside parties:

The Controllers Office prepares responses to selected financial surveys, generally as part of a University-wide effort (US News) or at the request of the VP Finance.

^Copies of the University audited financial statements are released to outside parties when required as part of a contractual obligation. Courtesy copies are provided to senior financial management at other colleges and universities upon request.

Requests for copies of the University's Form 990 are honored promptly in accordance with IRS regulations.

Any inquiries from the press are referred to University Relations.

ACCOUNTS PAYABLE

Requests from campus community:

Information on payment transactions on a particular index is provided only to the Financial Managers or Authorized Signers for that index. Vendor financial information is provided based on demonstrated need for the information.

Requests from vendors:

Vendor requests for payment status information are met if caller demonstrates that they are the vendor, supported by their knowledge of details of the outstanding invoice.

Requests from other outside parties:

Information on University vendor payment information is released to outside parties only if required by regulation or signed contract and is provided through another University representative.

Any inquiries from the press are referred to University Relations.

ASSET ACCOUNTING

Requests from campus community:

Information regarding the value of University building and equipment is released only to the Risk Management, Office of Institutional Research, the Provost's Office and Facilities Planning as appropriately requested. Access to transaction and balance information is handled as described under General Accounting. Development and Treasurer's Office have access to all endowment/annuity/life income principal book and market value information.

Requests from outside parties:

Information on fraternity/sorority reserves is released to the fraternity or sorority representative after approval is received from Residential Services.

^Questions regarding investments and investment managers are referred to the Treasurer's Office.

Endowment principal book value, market value, and spending information is released to the donor or donor's representative as requested by either the donor, Treasurer's Office, or Development Office and is reviewed by the Treasurer's or Development Office prior to release.

1099R tax information is released to the income beneficiary's tax preparer or representative only upon written request of the income beneficiary.

Any inquiries from the press are referred to University Relations.

Keywords: Finance, Information