

COMPLIANCE UPDATES AND USEFUL TIPS

CULTIVATING A CULTURE OF COMPLIANCE

Monthly updates from the MDE Office of Compliance

JUNE 2019

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- 2019 Fiscal Year-End Deadlines
- State Employee Annual Security Awareness Training
- Compliance Videos

This month's *Compliance Updates* features fiscal year-end processes with updated deadline dates, a reminder to all state employees to complete the annual Security Awareness training, an introduction to Compliance Videos, Compliance Videos on using MAGIC for open purchase orders (POs)/reports, and compliance tips regarding year-end deadlines and tracking contract worker payments. Finally, there is a friendly reminder to report any suspected fraud, waste, and abuse.

➤ **2019 Fiscal Year-End Deadlines**

To view end of fiscal year deadlines, go to the Office of Accounting webpage, click the Documents tab and select the [2019 Fiscal Year-End Process UPDATED](#) link.

➤ **Annual Security Awareness Training**

On Thursday, May 23, 2019, at 3:11 p.m., each MDE employee should have received an email from Ms. Cassandra Moore concerning Security Awareness training. All state employees are required to complete security awareness training annually. An email should have arrived in each employee's inbox from notifications@securityiq-notifications.com containing a link to your annual Security Awareness training.

This unique link is only valid for 30 days during which the training must be completed. If your email has not arrived or you have any questions regarding this annual training program, or topics of security, privacy, etc., please feel free to contact Henry Vaughn at 601-359-2029.

➤ **Compliance Videos**

- [Introduction to Compliance Videos](#)
- [MAGIC Access to Open POs and Reports used to Deobligate](#)
- [Compliance Tips: Fiscal-Year End Deadlines and Tracking Payments on Contract Workers](#)

REPORT FRAUD, WASTE, AND ABUSE:

To report suspected fraudulent activity, go to the MDE Home webpage and select the Report Fraud, Waste, and Abuse link. (<https://compliance.mdek12.org/Fraud/>)