Faculty Senate Meeting

UTShare PeopleSoft

November 7, 2013
Agenda

• UTShare/ PeopleSoft Key Messages to Faculty
• What's Changing?
• PeopleSoft Support and Sustainment Center (PSSC)
• Questions?
UTShare/PeopleSoft initial go-live for March 2014 is expected to be difficult and tough. Several manual workaround processes for a phased delivery will be necessary.

While transition from DEFINE to UTShare/PeopleSoft will be challenging, it will ultimately benefit and support UTSA’s journey to Tier One status due to better data management and analytical reporting capabilities in PeopleSoft.

DEFINE and related systems will not be available for campus user’s input or changes after go-live to PeopleSoft in March 2014.

UTShare/PeopleSoft Training roll-out at UTSA to start during January 2014.
What’s Changing?

• **Faculty Salary Spread Elections Starting Fall FY14-15**
  - With UTShare/PeopleSoft, all Faculty must make an annual election to be paid either 9 or 12 months.
    - ✓ If a Faculty member is paid on a grant or anticipates a grant during the year, the election must be 9 months.
    - ✓ Faculty can no longer split out the non-grant funded portion of their salary for purposes of spreading over 12 months.

• **Starting in Spring 2014**, 9-month Faculty’s (this year) summer insurance premiums for June, July, and August will be paid via double deduction over three months during March, April, and May.
What’s Changing? (continued)

• Student and non-exempt staff’s time worked and absences must be approved and recorded in UTShare/PeopleSoft weekly and at the end of each pay period.
  • Timekeepers will enter approved employee absences and time worked into UTShare/PeopleSoft.
  • If absences and time not approved by payroll deadlines, employees pay may be delayed.

• Negative leave balances are not allowed by Texas Constitution

• Faculty sick related absences are required to be reported by State law.
What’s Changing? (continued)

• Research Service Centers will need to enter subcontracts as Purchase Orders so funds can be encumbered.

• DEFINE Budget Group methodology is being replaced with UTShare/PeopleSoft “Chart of Accounts” which reflect the Fund, NACUBO, Object Code, and Department on each transaction for easier reporting.

• Checking of available budget and YTD encumbrances/ expenses will look significantly different in UTShare/PeopleSoft. The two courses of Chart of Accounts and Statement of Accounts will explain the new approach.

• Procure to Pay Process
  • Receiving reports can be done by Departments
  • Tracking of the Requisition through the Procurement Cycle can be done online
  • PO changes will be completed by the Purchasing Department
PeopleSoft - Single Point of Contact (SPOC)

3 Ways to Contact:

- **Call** the PeopleSoft Support and Sustainment Center (PSSC) at **458-SPOC (7762)**
- **Visit** the UTShare Website, click on the SPOC icon [http://www.utsa.edu/utshare/](http://www.utsa.edu/utshare/)
- **Email** PSSC: spoc@utsa.edu
Questions?