2017 – 2018 Fiscal Year-End Workshops
2017 - 2018
Fiscal Year-End Workshop

Upcoming workshops – Training course PS 209.01 (Refresher)

June 20, Main Campus, MH, 2.01.06, 2PM – 4PM
June 21, Downtown Campus, BV 1.338, 9AM – 11AM
June 22, Main Campus, UC Retama, 2.02.02, 9AM – 11AM
Fiscal Year-End Workshop

Agenda:

- Opening Remarks – Sheri Hardison
- Budget Update – Elizabeth Bay
- Commitment Accounting – Paula Pierson
- Fiscal Management Sub-Certification Process – Diana Ollervidez
- Accounting Services – Cynthia Schweers
- Break
- Purchasing – Elizabeth Raymond
- Disbursements/Travel Services – Nora Compean
- Payroll Management Services – Latasha Quarles
- Human Resources – Claudia White
Introduction

- How Can You Help-
  - Review cost center/project activity now
  - Process transfers, corrections and COA maintenance requests *now*
- Make sure you are current on monthly reconciliations
BUDGET AND FINANCIAL PLANNING

YEAR-END UPDATE
FY 2018 Ending Balance Review

Starting with the April Month End - Budget Balance Available Reports are going to each Vice President Financial Area Representative.

- Includes a tab for each fund group
- Includes negative balances in “red”
- “NEW” all negative balances should be resolved by August month-end close
FY 2019 Beginning of Year Process

- Early August - Budget Office will open FY2019
- Original Budgets will be loaded at this time, to allow eForm processing with successful budget checks to occur.
- Budgets will continue to be controlled in the old year and also in the new year which is “NEW” this year.
- Balance Forwards will be posted after the Office of Accounting completes the final FY2018 close (early-October). Balance Forward amounts are subject to Lapse Guidelines.
Lapse Guidelines

Education & General Funds/Designated Tuition

- E&G (Fund 2100) balances will lapse to applicable departmental M&O designated tuition cost centers. Excluding E&G Fee’s which will roll forward 100%.

- Designated Tuition (Fund 3105) will lapse to established “Reserve Cost Centers” at the VP/AVP/Dean levels for future strategic uses.

- Non-Formula Funded State Appropriation Cost Centers (Fund 2110 and 2115) will need to be fully expended with the exception of SALSI and CORE.

- Other State Funding (Fund 2120 and 2150) will follow intent behind the funding.
Other Funds
Not Subject to Lapse
(Carry forward 100%)

- Other Designated (Fund 3100)
- Student Services Fees (Fund 3115)
- Service Centers (Fund 3200)

- Any surplus/deficit > 10% requires special exceptions by Controller to carry forward

- Subject to Service Center Policy for compliance with grant Uniform Guidance rules
Other Funds - Continued
Not Subject to Lapse (Carry forward 100%)

- Auxiliary (Fund 4100 – 4700)
- Grant/Contract (Fund 5100 – 5400)
- Gift and Endowment Funds (Fund 5500 – 5600)
- Plant Funds (Funds 71XX)
- Loan Funds (Fund 8100)
- Agency Funds (Fund 9200)
Key Take Aways...

- Negative Balances need to be resolved on all funds no later than the last day of August 2018.
- New Year Original Budgets will be loaded in early August to allow for eForms processing.
- Budget Controls will remain on for both FY2018 and FY2019.
- For E&G and Designated Tuition, roll forward balances will go to reserves costs centers established last year for VP/AVP/Dean use for strategic initiatives in the new year.
- Non Formula Funding (aka Special Item Funding) has to be fully spent at year-end with the exception of SALSI and CORE research.
Employees Paid Semi-Monthly DBT Funding Corrections

There are four remaining semi-monthly pay cycles to process funding changes (both retro and future changes) for FY18:

- Pay Period End July 15\(^{th}\) – All DBT’s are due by 5PM July 13\(^{th}\)
- Pay Period End July 31\(^{st}\) – All DBT’s are due by 5PM July 31\(^{st}\)
- Pay Period End August 15\(^{th}\) – All DBT’s are due by 5PM August 15\(^{th}\)
- Pay Period End August 31\(^{st}\) – All DBT’s are due by 5PM August 30\(^{th}\)

NOTE: DBT TRANSACTIONS FOR FY18 FOR ALL SEMI-MONTHLY EMPLOYEES WILL BE PROCESSED THROUGH AUGUST 30, 2018 ONLY.
Employees Paid Monthly Funding Corrections

There are two remaining monthly pay cycles to process retro funding requests for FY18:

- **Pay Period End July 31st** – All DBT’s are due by **5PM July 20TH**

- **Pay Period End August 31st** – All DBT’s are due by **5PM August 20TH**

**NOTE:** DBT TRANSACTIONS FOR FY18 FOR **ALL MONTHLY EMPLOYEES** WILL BE PROCESSED THROUGH AUGUST 20, 2018 **ONLY**.
Contact Information

Main line: 458-4345
Fax line: 458-7434
Location: NPB, 4.120

Commitment Accounting E-mail: Budget.HCM@utsa.edu
Commitment Control Email: Budget.FMS@utsa.edu
Website: http://utsa.edu/financialaffairs/budget

➢ Paula Pierson, Director Budget and Financial Planning ext. 4344
➢ David Nixon, Budget Analyst III, ext. 8136
Fiscal Management
Sub-Certification Process
Fiscal Management Sub-Certification Process

- Electronic sub-certification conducted through the Office of Institutional Compliance and Risk Services in September of each year.

- Annually, each Department Manager should provide a fiscal management sub-certification for cost centers with activity of $3,000 or more to the Financial Reporting Officer - the Associate Vice President for Financial Affairs.

- Department Managers failing to complete the sub-certification are reported to their respective Vice President, Auditing & Consulting Services and Assistant Vice President Financial Affairs/University Controller.
Common Errors

- Department Manager is not correct
- Run query **UTS_DEPT_MGR** to see department manager listed in PeopleSoft
- Cost Center is inactive or zero balance
- To fix these items → Chart of Account Maintenance Form
  - Send to **Accounting.Office@utsa.edu**
- Not the same as Annual Compliance Acknowledgments
ACCOUNTING SERVICES
Contact Information

Main line: 458-4212
Location: NPB, 4.120
E-mail: accounting.office@utsa.edu
Website: Accounting Services

http://www.utsa.edu/financialaffairs/accounting/
## Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17</td>
<td>Corrections through July due to Accounting Services by 5pm</td>
</tr>
<tr>
<td>August 28</td>
<td>Vouchers $10,000 or less into DTS by 5:00 PM to be included in FY18 expenditures</td>
</tr>
<tr>
<td>September 6</td>
<td>Inventory Reconciliation due to Accounting Services by NOON</td>
</tr>
<tr>
<td>September 6</td>
<td>IDT for services rendered for FY18 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 7</td>
<td>Preliminary MFRs tentatively ready (will be accounted)</td>
</tr>
<tr>
<td>September 12</td>
<td>Corrections for August due to Accounting Services by NOON</td>
</tr>
</tbody>
</table>

**NOTE:** Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.
# Cost Transfers and Corrections

## Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 17, 2018</td>
<td>July 2018 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td>September 7, 2018</td>
<td>Preliminary MFRs tentatively ready (will be announced)</td>
</tr>
<tr>
<td>September 12, 2018 NOON</td>
<td>August 2018 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
</tbody>
</table>
General Accounting Information

- NEW FOR FY18:
  - Accrual and pre-paid threshold increased to $10,000
  - If less than $10,000 it will be expensed in year paid
General Accounting Information

- Chart of Account Maintenance Form
  - Form required to add or modify departments or cost centers, including department managers.

- Monthly Financial Report
  - Should be reconciling monthly and notifying Accounting Services of any corrections that are needed.
General Accounting Information

Corrections:

- Send all corrections except for sponsored projects to accounting.office@utsa.edu

- Send corrections for sponsored projects to the applicable RSC administrator
  - These corrections will follow same guidelines and deadlines as those sent for accounting corrections

- **Corrections due September 12 at NOON**
General Accounting Information

Corrections (cont’d)

Provide the following information:

- Document ID number
- Original cost center and account used (not budget accounts like A4000)
- New cost center and account for correction
- Amount of correction, esp. if only a partial correction
- Reason for the correction
- Copy administrator on account being charged (approval is implied)
- Prior year corrections – none will be made after year end – **critical to review currently**
Fiscal Services

- All FY18 departmental revenue must be delivered to Fiscal Services no later than 5:00pm on August 31, 2018 in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY18 must be submitted to Fiscal Services no later than 4:00pm on August 31, 2018.

- Requests submitted after this time will be recorded in the upcoming FY19 fiscal year.
Year-End Considerations for Capital and Controlled Purchases

- Please ensure that Receiving Reports are complete for any capital and controlled items received by 8/31/2018.

- Once received, please contact the Inventory Department to have items tagged to ensure they are recorded with FY18 activity.
5 MINUTE BREAK
Purchasing and Distribution Services
Contact Information

Primary Method of Communication –
E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4061

Website: Purchasing
http://www.utsa.edu/purchasing/
**Purchasing will not** process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1st.

**All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.**

Dates and process for creating FY19 purchases (prior to 9/1) is being finalized. Details will be provided in Rowdy Exchange Training and on the Purchasing website.

* [http://www.utsa.edu/pds/](http://www.utsa.edu/pds/)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 29th</td>
<td>Last day Purchasing will accept an approved purchase request <strong>Over $50,000</strong> using FY18 Funds**</td>
</tr>
<tr>
<td>July 9th</td>
<td>Next Year Flag in Rowdy Exchange</td>
</tr>
<tr>
<td>August 10th</td>
<td>Last Day to submit PO’s $15k and over</td>
</tr>
<tr>
<td>August 10th</td>
<td>Last day to submit POC (Purchase Order Change) request</td>
</tr>
<tr>
<td>August 13th</td>
<td>Last day Departments can submit PO Close request</td>
</tr>
<tr>
<td>August 24th</td>
<td>Last day Departments can create or approve a purchase request</td>
</tr>
</tbody>
</table>
Purchasing Department

Purchase Order Encumbrance Clean Up

- Departments should continue reviewing current PO encumbrance balances to identify which PO’s should NOT be rolled into FY19. These PO’s will be closed/liquidated before year end upon request.

- Run the following PeopleSoft queries to review PO encumbrance balances. Departments should only focus on FY18 encumbrances.
  - UTS_PO_OPEN_ENC_BY_CC
  - UTS_PO_OPEN_ENC_BY_DEPT
  - UTS_PO_OPEN_ENC_BY_PROJECT

- Departments must send an email to the Purchasing Office mailbox (purchasing@utsa.edu) by August 13th with a list of PO(s) that should be closed.

- If notification to close a PO is NOT received by August 13th, Purchasing will automatically roll remaining purchase order encumbrances into the new fiscal year, if applicable.
Financial and Historical data of PO’s are held in PeopleSoft.

In Order for the PO to be used in new FY, the PO must be closed in current FY and the remaining balance of the PO will move (roll) to the new FY in PeopleSoft.

All PO’s whether pasted or present shall be reviewed in PeopleSoft.

- Track PO Activity
- Review Payments
- Review Receipts
PO Roll Function

In PeopleSoft, PO’s can be rolled between fiscal years.

An example of a PO Roll process:

Step 1: Closing Purchase Order in FY18
- If your PO = $1,000.00, and your Payments on this PO = $600.00, then the PO is closed in current FY with the paid amount of $600.

- Remaining amount of this PO is encumbered for the amount of $400 in FY19.

PO’s that are not “Dispatched” by 8/24 cannot be rolled and will require a new requisition to be entered in Rowdy Exchange on or after 9/1 using FY19 funds.
Purchasing Department

PO Encumbrance Roll Restrictions

- Criteria for Purchase Order Encumbrance Roll is based on Receiving and Payment Status of the PO.

- If a purchase order has been **fully-received** but has been **partially-paid**, the remaining encumbrance will **NOT** roll.

  - **Ex.** Order Qty. 12, Received Qty. 12, Paid for Qty. 10
    - Open Quantity for payment 2 (system **will not** roll PO because all 12 have been received)

- Purchasing will work with departments to correct PO’s affected by this rule before encumbrance roll.

  - In the event a purchase order cannot be rolled, departments will be responsible for creating a new requisition for the remaining balance on Sept. 1\(^{st}\) for final invoice(s).
Cell Phone Purchase Order Process

- Step 1: Begin the non-catalog item request process in Rowdy Exchange

- Step 2: Select your supplier:
  - Verizon Corp
  - Sprint
  - AT&T
Step 3: Provide a product description to include the following information:

- Department Account Number (Assigned by Supplier)
- Cell Phone Number
- Plan Type
- Service Period for PO
- Contract Period (if applicable)
Cell Phone Purchase Order Process (continued)

- Step 4: Enter Quantity of 1

- Step 5: Enter the total price that is budgeted for the Fiscal Year
Cell Phone Purchase Order Process (continued)

- Step 6: Unit of Measure will be “Each”

- Step 7: Enter the Commodity Code 83111603 for “Cellular Telephone Services”

- Step 8: Save and Add the Item to your Cart
Cell Phone Purchase Order Process (continued)

➤ Step 9: View your cart and Mark the line item as “Amount Only” by checking the Amount Only Box
Cell Phone Purchase Order Process (continued)

- Step 10: Proceed to Checkout and Add Appropriate Documentation as an Attachment, Save Changes

1. Proceed to Checkout and select the appropriate requisition.
2. Click on "Add Attachments" and select the "Internal Notes and Attachments" option.
3. Click on "Select files..." and browse to the file you want to attach.
4. Click "Save Changes" to save the attachment.
Cell Phone Purchase Order Process (continued)

➢ Step 10: Continued

4. Add Attachments

- Select file: Cell Phone Approval Form.doc
- Maximum upload file size: 9.9 MB
Cell Phone Purchase Order Process (continued)

- Step 11: Add the Account Code: 63661
- Step 12: Complete all required requisition fields and Submit Requisition
Helpful Reminders

рафaз fяrчbтs rяqудed?
рафaз fяrчbтs rяqудed fяr all oядrs more тaн $4,999.99 (ехаlуng aмoунt оnlу) ог fунdfed wяth state or federal funds ог fяr сапиlаl аnd соntоllеd аssегts

рафaз Аmоунt Оnlу/Соntинuоus PO’s
rafаз fяr оядrs thаt rяqуd оnгоing ivоsеs (i.e., sеrvicе contracts оrg оrlоng-tеrm lееs аgееnts)
1. Quаntity оf “1”
2. Тotаl quоtеd/соntracted аmоunt
3. Unit оf mеаsure оf “Еасh”
4. Sеt lине iтеm(s) tо “Аmоunt Оnlу”

*NOTE: No receipts required on “Amount Only” PO’s
QUESTIONS???

Rowdy Exchange – Elizabeth Raymond, Procurement Systems Administrator

PeopleSoft – Elisabeth Cuadros, Procure To Pay Analyst
DISBURSEMENTS AND TRAVEL SERVICES (DTS) & PROCARD/TRAVEL CARD ADMINISTRATION (PTCA)
Contact Information

Disbursements/Travel main line: 458-4213
Disbursements fax line: 458-4829
Location: NPB, 4.120-1
E-mail: Disbursements.travel@utsa.edu
Website: Disbursements and Travel Services http://www.utsa.edu/financialaffairs/dts/
## Critical Disbursements and Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 13</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from September - June. (reimbursements, travel advances, Participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>July 20</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 1st-15th. (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 10</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 16th – July 31st. (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 17</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from August 1st-15th. (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 24</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16th to August 22nd. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td><strong>August 24</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS to be expensed in FY18 for $10,000 or less</td>
</tr>
<tr>
<td><strong>August 27</strong></td>
<td>ALL remaining Expense Reports after August 15th must be submitted and routed to DTS if expensed out in FY18. (reimbursements, travel advances, participant advances, athletic advances).</td>
</tr>
<tr>
<td><strong>August 29</strong></td>
<td>Last check run at noon for FY18</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>FY2019 open for processing</td>
</tr>
</tbody>
</table>
Year-End DTS Functions

- Travel encumbrances will roll forward to new FY19.

- All travel advances must be settled and be in DTS office by August 24th if expensed in FY18.

- Travel/Cash Advance requests not approved before end of FY18 will be approved in new FY19. The accounting date will be updated to new FY.

- Travel & Expense reimbursements not received by 08/24 deadline will be processed in new FY19.

- Do not create new expense reports after 08/24/18

- Non-PO vouchers not approved in FY18 will be rolled forward to new FY
Common Voucher and Expense Report Reminders

- Expense Report Workflow Status Query:
  - UTS_EXP_PND_STAT_WF_PRMPT_MOD

- Departments must review open encumbrance Travel Authorizations for department travelers. Queries are available in production:
  - By Cost Center: UTS_TE_TAUTH_OPEN_ENC_BY_CC
  - By Department: UTS_TE_TAUTH_OPEN_ENC_BY_DEPT
  - By Project ID: UTS_TE_TAUTH_OPEN_ENC_BY_PROJ
T&E Enhancements

Registration Fee for Grants Expense Category

- Mapped to account code 67646
- Applicable to Travel Authorizations, Expense Reports, Cash Advances and AP Vouchers

- Automated e-notifications reminders will be generated for all outstanding documents that require “certification or approval” action on 7, 30, 60 and 90 days after submission date
- Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journals Vouchers and AP Vouchers
Year-End DTS Functions

What to do if Expense Report (ER) was not approved by 8/29:

- If ER was in *pending* status: CREATOR must dissociate Travel Authorization in preparation for end of year rollover process. ER will be deleted by DTS.

- If ER was routing; APPROVER must “terminate” Expense Report to dissociate Travel Authorization in preparation for end of year rollover process.
General Voucher and Expense Report Reminders

- Closing of PO’s and PO Disencumbrances are handled by Purchasing

- Travel Disencumbrances are handled by DTS
  - Submit Travel Authorization Form (TAF)
  - Corrections to travel dates, destinations, etc.
  - Close out or cancel travel

- If an Expense Report is submitted 120 days or more after the travel date:
  - The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
New Fiscal Year Reminders

To minimize match exceptions and delays in payment to vendors:

- Create new POs for annual expenses:
  - Copiers, leases, etc.
  - Provide new PO numbers to vendor
New Fiscal Year Reminders

- Complete “desktop receiving” for goods received or services rendered
- When they are received in the department *(not before 😊)*
# Critical Procard Deadlines for Citibank

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 6</td>
<td>Transactions for August 3(^{rd}) statement ready for reconciliation and approval</td>
</tr>
<tr>
<td>August 17</td>
<td>Departmental approval due by 5:00 pm for August 3(^{rd}) statement Recommended: Last day to charge using Procard for FY18</td>
</tr>
<tr>
<td>September 5</td>
<td>Procard transactions for September 3(^{rd}) statement ready for reconciliation and approval.</td>
</tr>
<tr>
<td>September 6</td>
<td>All Procard reconciliations completed and approved by noon on Thursday, September 6(^{th}) will be processed for immediate payment. Vouchers over $10,000 will be included in the AP accruals and charged to FY18. (Accrual threshold raised to $10,000)</td>
</tr>
</tbody>
</table>

**Note:** UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates. Although a Procard may be used, the bank may not process the transaction(s) for several days. Please process all Procard transactions as early as possible.
Year-End PTCA Functions

CLIBA & TAC –

- All outstanding balances on the travel cards must be paid in full by August 17th.

Procard –

- Outstanding balances must be approved by the deadlines listed on the year-end calendar.
eForms Announcement

- SharePoint will be discontinued effective September 1st
- Campus training has begun for eForms
Fall Hires/Rehires

- Faculty Hires
  - Need approval from Dean and Vice Provost AFS
  - Tenure, Tenure Track, NTTs (rolling contract) are renewed automatically
    - HR will send you a report of contracts that have renewed

- Staff
  - Hiring Form/eForms

- Students
  - SharePoint/eForms
  - Must be enrolled
  - Can only work 19 or 20 hrs (dependent on job title)
Terminations

- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use “Job Record Change” or Termination request in eForms
- Reference payroll deadlines
  - Beware of overpayments
    - Monthly employees (i.e. GRAs, TAs)
- Faculty
  - Only term faculty who are truly separating from UTSA
New Hire Process

- Employees may not begin working until approved by HR
- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 Form (within 3 business days of Hire date)
    - Will need to bring original documents to HR
  - Update Personal Information Summary and Current Profile
  - W4 and direct deposit
- Hire/Rehire requests are due by 8/17 for 9/3 start date
Helpful Links

- Processing Calendar
  - [http://www.utsa.edu/hr/docs/UTSPS/EmployeeProcessingDates.pdf](http://www.utsa.edu/hr/docs/UTSPS/EmployeeProcessingDates.pdf)
- eForms website
  - [https://www.utsa.edu/hr/News/2017/06/eForms.html](https://www.utsa.edu/hr/News/2017/06/eForms.html)
- Day ONE website
  - [https://www.utsa.edu/hr/Employment/DayOne/](https://www.utsa.edu/hr/Employment/DayOne/)
Maximum Vacation Carryover for September 1, 2018

- Vacation hours exceeding carry over limit is converted to sick leave at the end of each fiscal year.

- Maximum number of Vacation hours carried forward can be found at http://utsa.edu/hr/Leave/VacationAccruals.html
Resources

Human Resources - Front Desk x4648

dayone@utsa.edu
# Enrollment Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Assistant (GRA) *</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Student Assistant (work-study)</td>
<td>6 hours</td>
<td>See Financial Aid</td>
</tr>
<tr>
<td>Teaching Assistant (TA) *</td>
<td>6 hours</td>
<td>3 hours</td>
</tr>
<tr>
<td>Undergraduate Research Assistant (URA)</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

* paid monthly
Helpful Info

- All hires will need a background check (CBC)
- SharePoint Forms will need a Department Approval (DAF)
- Missing/Incorrect Information will cause delays or denials
- Please allow 2 weeks for processing
PAYROLL MANAGEMENT SERVICES
# Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| **August 17** | Last date for Off-Cycle Check Requests accepted by the Payroll Office.  
Reminder - allow 5 days for processing.  
There will be no Off-Cycle Check printing on August 27 - 31. |
| **August 20** | Last salaried employee weekly timesheet due date for the August 13th through the 19th workweek to meet the August monthly payroll processing deadline. |
| **August 20** | **Supervisor** deadline to submit salaried employees’ timesheet, including Overtime Comp Time Payout (OCP) hours, to the departmental timekeeper. |
| **August 22** | **Timekeeper** deadline to enter salaried employee timesheets, including Overtime Comp Time Payout (OCP) into Time Labor UTShare/PeopleSoft |

*Note: Late entries will be processed following fiscal year – September.*
## Critical Payroll Deadlines

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</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Hourly employee weekly timesheet due date for the August 20th through August 26th workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td>September 4</td>
<td>Hourly employee timesheet due date for period of August 27th - August 31st to their supervisor by 10 a.m. Supervisor deadline is 5 p.m.</td>
</tr>
<tr>
<td>September 4</td>
<td><strong>Supervisor final</strong> deadline to approve hourly timesheets for August 16th through August 31st pay period is 5:00 p.m.</td>
</tr>
<tr>
<td>September 5</td>
<td>Timekeeper’s last Timesheet Deadline date for Hourly employees; August 16th through August 31st pay period.</td>
</tr>
<tr>
<td><strong>(By 3:00 PM)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Late entries will be processed following fiscal year – September.

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### Deadline Questions?
Payroll Processing Deadlines - Coming

- Deadlines are being developed in coordination with HR and Budget

- Benefits of deadlines:
  - Ensures employees receive accurate paychecks on payday
  - Allows Payroll to troubleshoot and resolve any processing issues
  - Allows Payroll ample time to submit ACH file to the bank, so employees are paid timely
  - Reduces the need to process off cycle checks
  - Reduces the risk of overpayment to an employee

- Deadlines will be enforced
Payroll Processing Deadlines - Coming

- Request to process an off cycle check or an overpayment to the employee are being tracked
- Tracking will allow us to analyze where issues are occurring to determine if additional training is necessary or areas of improvement are needed in order to gain processing efficiencies
Cell Phone Allowance

Reports will be sent to VP Office for annual review by mid July

VPs will review and determine if all employees on their report are still eligible in FY19

If all employees are still eligible return list confirming no changes to the E-mail: payroll@utsa.edu by September 7th
Cell Phone Allowance

- Changes required to list:
  - Return the list indicating changes
  - Complete the cell phone allowance form to either terminate allowance or add a new allowance by submitting to the E-mail: payroll@utsa.edu by September 7th

- Cellular Phone Allowance Form
  - Form will no longer require VPBA signature, however division VP signature is still required
Contact Information

Main line: 458-4280
Fax line: 458-4236
Location: NPB, 4.170
E-mail: payroll@utsa.edu
Website: Payroll Management Services
http://www.utsa.edu/payroll/
QUESTIONS
Thank you!

The University of Texas at San Antonio

Financial Affairs

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