Fiscal Year-End Workshop

FY 18-19
Refresher Series
AGENDA

Opening Remarks by Diana Macias-Ollervidez
Payroll Management Services by Diana Macias-Ollervidez
Budget & Financial Planning by David Nixon/Rosanna Brewster
Accounting Services by Cynthia Schweers
Purchasing by Elizabeth Raymond
Disbursements & Travel Services
And Procard/Travel Card Administration by Nora Compean
Human Resources by Danielle Brayley & Cory Thomas
Closing Remarks & Questions by All Presenters
Payroll Management Services
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Last date for Off-Cycle Check Requests accepted by the Payroll Office.</td>
</tr>
<tr>
<td></td>
<td>Reminder - allow 5 days for processing.</td>
</tr>
<tr>
<td></td>
<td>There will be <strong>no</strong> Off-Cycle Check printing on August 26 - 30.</td>
</tr>
<tr>
<td>August 19</td>
<td>Last salaried employee weekly timesheet due date for the August 12th through the 16th workweek to meet the August monthly payroll processing deadline.</td>
</tr>
<tr>
<td>August 19</td>
<td><strong>Supervisor</strong> deadline to submit salaried employees’ timesheet, including <em>Overtime Comp Time Payout</em> (OCP) hours, to the departmental timekeeper.</td>
</tr>
<tr>
<td>August 21</td>
<td><strong>Timekeeper</strong> deadline to enter salaried employee timesheets, including <em>Overtime Comp Time Payout</em> (OCP) into Time Labor UTShare/PeopleSoft</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 25</strong></td>
<td>Hourly employee weekly timesheet due date for the August 20(^{st}) through August 25(^{th}) workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>September 2</strong></td>
<td>Hourly employee timesheet due date for period of August 26(^{th}) - August 30(^{st}) to their supervisor by 10 a.m. Supervisor deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>September 2</strong></td>
<td><strong>Supervisor final</strong> deadline to approve hourly timesheets for August 16(^{th}) through August 31(^{st}) pay period is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 3</strong> (By 3:00 PM)</td>
<td>Timekeeper’s last Timesheet Deadline date for Hourly employees; August 16(^{th}) through August 31(^{st}) pay period.</td>
</tr>
</tbody>
</table>

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

**Deadline Questions?**
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 FY 20

- If all employees are still eligible return list confirming no changes to the E-mail: [payroll@utsa.edu](mailto:payroll@utsa.edu) by September 6th
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 6th

- Cellular Phone Allowance Form
  - Form will no longer require VPBA signature, however division VP signature is still required
Additional Pay E-Forms

- Ensure that Additional Pay E-forms are submitted and approved prior to the Payroll cutoff by of the 15th of the month.
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/
POSITION FUNDING

(Including Dual Year Processing)

David Nixon, Budget Analyst III
Position Funding Corrections on Employees Paid Semi-Monthly

The last four semi-monthly pay cycles to process funding changes (both retro and future changes) for FY19:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15(^{th})</td>
<td>July 10(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>July 31(^{st})</td>
<td>July 26(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>August 15(^{th})</td>
<td>August 14(^{th}) at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31(^{st})</td>
<td>August 27(^{th}) at 4:00 p.m.</td>
</tr>
</tbody>
</table>
Position Funding Corrections on Employees Paid Monthly

The last two monthly pay cycles to process retro funding changes for FY19:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31st</td>
<td>July 18th at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31st</td>
<td>August 21st at 4:00 p.m.</td>
</tr>
</tbody>
</table>
FY2019 DBT roll forward to FY2020 is scheduled for 1st week of August. Position funding in place at that time will be copied over to FY2020 and will be effective 9/1/19.

If there are any funding changes or appointments processed in FY2019 after the DBT roll forward, a funding change eForm effective 9/1/19 will need to be processed in order to assign funding to the position for FY2020.

If there is a New Position Request processed in FY2019 after the DBT roll forward, the position will not reflect that funding in FY2020 until one of the following occurs with FY2020 effective dates:

- An Appointment eForm is processed, or
- A Funding Change eForm is processed
BUDGET UPDATE

(Including Current Lapse Guidelines)

Rosanna Brewster, Sr. Budget Analyst
FY 2019 Ending Balance Review

Ending Balance Reports are going to each Financial Area Representative on a monthly basis

- Includes a tab for each fund group
- Highlights negative balances
- All negative balances should be resolved by August month-end close
FY 2020 Beginning of Year Process

- Early August - Budget Office will open FY2020
- 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
- Balance Roll Forwards will be posted after Accounting completes the final FY2019 close (early-October)
  - Balance Forward amounts are subject to Lapse Guidelines
Lapse Guidelines
E&G Funds / Designated Tuition

- E&G (Fund 2100) balances will lapse to applicable departmental M&O designated tuition cost centers. Excluding E&G Fees 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
  - Levels will be determined by each VP on what will roll up to the VP level

- Note: If there are any FY2019 POs or Prepays that need to be booked in FY2020, then that portion will roll to the corresponding cost center.
Lapse Guidelines
E&G Funds / Designated Tuition (cont.)

- Non-Formula Funded State Appropriation Cost Centers (Fund 2110 and 2115) will need to be fully expended
  - As a Reminder: Unexpended balances at the end of the 2nd year of the biennium for any non-formula funded state appropriation will be given back to the state
  - There is NO exception for 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
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 2019.
- New Year Original Budgets will be loaded in early August to allow for eForms processing
- Budget Controls will remain on for both FY2019 and FY2020
- The Fund Type will determine the lapse guidelines that are in place currently, refer to the earlier slides for details
- Non Formula Funding (aka Special Item Funding) must be fully spent at year-end or it will be returned to the state
Budget and Financial Planning

Contact Information

Main line: 458-4345
Location: NPB 4.170
Email: Budget@utsa.edu
Website: http://utsa.edu/budget

<Note: There are no longer separate HCM and FMS email addresses>
Accounting Services

Cynthia Schweers
Director of Accounting & Financial Services
Contact Information

Main line: 458-4212
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>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Corrections through July due to Accounting Services by 5pm</td>
</tr>
<tr>
<td>September 5</td>
<td>Inventory Reconciliation due to Accounting Services by NOON</td>
</tr>
<tr>
<td>September 5</td>
<td>IDT for services rendered for FY19 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 6</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August MFR</td>
</tr>
<tr>
<td>September 11</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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16, 2019</td>
<td>July 2019 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td>September 6, 2019</td>
<td>Preliminary MFRs tentatively ready (will be announced)</td>
</tr>
<tr>
<td>September 11, 2019 NOON</td>
<td>August 2019 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
</tbody>
</table>
REMINDER

- Accrual and pre-paid threshold is $10,000

- If less than $10,000 it will be expensed in year paid
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 11 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 FY19 departmental revenue must be delivered to Fiscal Services no later than **4:00pm on August 30, 2019** in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY19 must be submitted to Fiscal Services no later than **3:00pm on August 30, 2019**.

- Requests submitted after this time will be recorded in the upcoming FY20 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 8/30/2019.

- Once received, please contact the Inventory Department to have items tagged to ensure they are recorded with FY19 activity.
Purchasing

Elizabeth Raymond
Procurement Systems Administrator
Purchasing Department
Contact Information

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

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

Website: http://www.utsa.edu/purchasing/
## Purchasing Department

### IMPORTANT FY19 YEAR-END DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 28th</td>
<td>Last day Purchasing will accept an approved purchase request Over $50,000 using FY19 Funds**</td>
</tr>
<tr>
<td>July 8th</td>
<td>Next Year Flag in Rowdy Exchange</td>
</tr>
<tr>
<td>August 9th</td>
<td>Last Day to submit PO's $15k and over</td>
</tr>
<tr>
<td>August 9th</td>
<td>Last day to submit POC (Purchase Order Change) request</td>
</tr>
<tr>
<td>August 12th</td>
<td>Last day Departments can submit PO Close request</td>
</tr>
<tr>
<td>August 23th</td>
<td>Last day Departments can create or approve a purchase request</td>
</tr>
</tbody>
</table>

* 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 FY20 purchases (prior to 9/1) is being finalized. Details will be provided in Rowdy Exchange Training and on the Purchasing website.
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 FY20. 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 FY19 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 12**th with a list of PO(s) that **should be closed**.

- If notification to close a PO is **NOT** received by August 12th, Purchasing will automatically **roll** remaining purchase order encumbrances into the new fiscal year, if applicable.
Purchasing Department

PO Roll Function Quick Facts

- PO status is found in PeopleSoft. All PO’s whether past or present shall be reviewed in PeopleSoft.

  - Encumbrance
  - Track PO Activity
  - Review Payments
  - Review Receipts

- 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 moved (rolled) to the new FY in PeopleSoft.
Purchasing Department

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 FY19
    - 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.
  - **Step 2:** The Remaining Encumbered Balance in FY20.
    - Remaining amount of this PO is encumbered for the amount of $400 in FY20.
- PO’s that are not “Dispatched” by 8/23 cannot be rolled and will require a new requisition to be entered in Rowdy Exchange on or after 9/1 using FY20 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. 1st for final invoice(s).
Cell Phone Purchase Order Process

**UTSA Policies and Procedures**

- HOP 9.49 Cellular Phones and Services - approved on August 24, 2017

**(DIR) Contracted Service Providers & Contract Numbers**

- AT&T - Supplier #0000038182 - DIR-TS0-3420
- Sprint Solutions - Supplier # 000004885 - DIR-TS0-3432
- T-Mobile – Supplier # 0000043727- DIR-TS0-3416
- Verizon – Supplier # 0000047992 - DIR-TS0-3415
Cell Phone Purchase Order Process

Requisition Setup Steps

- **Step 1:** Vendor Selection from DIR Contracted Service Providers.

- **Step 2:** Requisition line setup. Each line begins with one of the following Identifier:
  - Cell Phone Purchase, Cellular Plan, Cell Phone Part Accessories, or Cell Phone Equipment lease

- **Step 3:** List DIR Contract number in the comments. (List provided at [www.utsa.edu/purchasing/](http://www.utsa.edu/purchasing/))

- **Step 4:** Attach completed and approved “Exception to Cellular Phone Allowance form" to the requisition as an "internal" document.
Cell Phone Purchase Order Process

Need assistance with ordering or cancelations, please contact your Procurement Specialist in Purchasing at ext. 4060

PDF document of the Preferred Cellular Service Providers is located on the Purchasing website and Rowdy Exchange.
Copier & Multi-function printer purchases, leases, and maintenance services ordering procedure.

**UTSA Preferred Vendors**

- **Documation Inc.**  Supplier Number: 0000037096  
  - Contact: Jordan Tyler Abshier | jabshier@mation.com | 210-249-2784

- **Konica Minolta Business Solutions**  Supplier Number: 0000025369  
  - Contact: Amanda de Luna | adeluna@kmbs.konicaminolta.us | 210-483-1817

- **Ricoh USA, Inc.**  Supplier Number: 0000048432  
  - Contact: Kathleen Smith | kathleen.smith@ricoh-usa.com | 512-381-7829

- **Canon Solutions America**  Supplier Number: 0000026158  
  - Contact: Sophie Patrick | spatrick@csa.canon.com | 210-499-6239
Copiers Purchase Order Process

Copier & Multi-function printer purchases, leases, and maintenance services ordering procedure.

UTSA Preferred Vendors

- Dahill Office Technology Corporation Supplier Number: 0000020710
  - Contact: Laura Wheat | lwheat@dahill.com | 210-332-4909
- Kyocera Document Solutions America Supplier Number: 0000044338
  - Contact: Maria Mondello | maria.mondello@da.kyocera.com | 973-461-4065
- Toshiba Business Solutions Supplier Number: 0000038433
  - Contact: Dirk Struve | dirk.struve@tbs.toshiba.com | 210-357-2681
- Ubeo, LLC Supplier Number: 0000108149
- Xerox Corporation Supplier Number: 0000034592
  - Contact: Derek Moorhead | derek.moorhead@xerox.com | 512-992-6116
Copiers Purchase Order Process

Requisition Setup Steps

- **Step 1:** Select your preferred Copier Vendor Form in Rowdy Exchange.

- **Step 2:** Complete all required fields in the Rowdy Exchange Copier Form.
  - Machine Equipment, Equipment Attributes, Location and Serial Number, Terms & Condition, Previous PO numbers when applicable.

- **Step 3:** Proceed to Checkout: The form now appears as a single line item in the requisition.

- **Step 4:** The most important step please “Check Amount Only”.

Copiers Purchase Order Process

Need assistance with ordering or cancelations, please contact your Procurement Specialist in Purchasing at ext. 4060

PDF document of the Preferred Cellular Service Providers is located on the Purchasing website and Rowdy Exchange.
Purchasing Department

Helpful Reminders

- **When are receipts required?**
  - A receipt is required for orders **more than $4,999.99** (excluding amount only) or if funded with **state or federal funds** or for **capital and controlled assets**

- **Amount Only**
  - For orders that require ongoing invoices (i.e., service contracts or long-term lease agreements)
    1. Quantity of “1”
    2. Total quoted/contracted amount
    3. Unit of measure of “Each”
    4. Set line item(s) to “Amount Only”

*NOTE: Do not create a receipt on “Amount Only” lines of a PO*
Disbursements & Travel Services, Procard/Travel Card Administration

Nora Compean
Director of Disbursements & Travel Services
Contact Information

Disbursements/Travel main line: 458-4213
Disbursements fax line: 458-4236
Location: NPB, 4.170
E-mail: Disbursements.travel@utsa.edu
Website: Disbursements and Travel Services
https://www.utsa.edu/financialaffairs/dts/
<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12</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>July 19</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense reports to DTS from July 1st - July 15th (reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</td>
</tr>
<tr>
<td>August 9</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>August 16</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>August 23</td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16th to August 21st. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td>August 23</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>August 26</td>
<td>ALL remaining Expense Reports after August 15th must be submitted and routed to DTS if expensed out in FY19 (reimbursements, travel advances, participant advances, athletic advances).</td>
</tr>
<tr>
<td>August 28</td>
<td>Last check run at noon for FY19</td>
</tr>
<tr>
<td>September 1</td>
<td>FY2020 open for processing</td>
</tr>
</tbody>
</table>
Year-End DTS Functions

- Travel encumbrances will roll forward to new FY20.
- All travel advances must be settled and be in DTS office by August 23 if expensed in FY19.
- Travel/Cash Advance requests not approved before end of FY19 will be approved in new FY20. The accounting date will be updated to new FY.
- Travel & Expense reimbursements not received by 08/23 deadline will be processed in new FY20. Your ER if not cleared may be deleted and a new one created in FY20.
- Do not create new expense reports after 08/23/19
- Non-PO vouchers not approved in FY19 will be rolled forward to new FY
Year-End DTS Functions

What to do if Expense Report (ER) was not approved by 8/28:

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 and a new one recreated in FY20 by department.

If ER was routing; **APPROVER** must "terminate" Expense Report to dissociate Travel Authorization in preparation for end of year rollover process.
What’s new in PeopleSoft 9.2 T&E

• Combined actions when accessing Expense Reports: “Create/Modify”
• Quick Fill hyperlink leading to detail page indicating date range and type of expense
• Quick Start menu changes on Expense Reports: Populate from
• More Options menu (approval page using Fluid- located in upper right hand corner)
• Accounting Detail hyperlink in Cash Advances (departments can now update chartfield strings when creating document)
• Save for Later button hyperlink (located on upper right hand corner)
• Budget information location changed on page
• Action buttons and Workflow History locations changed on page
What’s new in PeopleSoft 9.2 AP

• Expect new layout and re-organization of criteria fields on voucher
• Additional tab: **Keyword Search** (see **Search Tips** link for search options)
• Vendors are referred to as “**Suppliers**”
• New fields added to “**Add a New Value**” Tab:
  • Incomplete Voucher
  • PO Business Unit and PO Number (**used by DTS Only**)
• Links grouped together on right hand side of entry voucher page
• New **Save for Later** action button
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
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

- PO numbers no longer required for Airgas payments
PTCA Contact Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Ext. #</th>
<th>PTCA Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Bixenman</td>
<td>Credit Card Program Manager</td>
<td>7993</td>
<td>Credit Card Program Administration Training, Cardholder training, reconciliations, reporting compliance and cardholder maintenance</td>
</tr>
<tr>
<td>Anne Jackson</td>
<td>ProCard Specialist</td>
<td>4059</td>
<td>Application processing, Procard training, Procard audits</td>
</tr>
</tbody>
</table>

Email: procard.travelcard@utsa.edu
Fax: 210-458-4236
Location: NPB 4.170 Website: http://utsa.edu/financialaffairs/ptca/
# Critical Procard

## Deadlines for Citibank

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22</td>
<td>Recommended last day to charge using Procard for FY19</td>
</tr>
<tr>
<td>August 6</td>
<td>Transactions for August 3rd statement ready for reconciliation and approval</td>
</tr>
<tr>
<td>August 16</td>
<td>Departmental approval due by 5:00 pm for August 3rd statement</td>
</tr>
<tr>
<td>September 5</td>
<td>Procard transactions for September 3rd statement ready for reconciliation and approval.</td>
</tr>
<tr>
<td>September 6</td>
<td>All Procard reconciliations completed and approved by 10:00 AM on Friday, September 6th will be processed for immediate payment. Vouchers over $10,000 will be included in the AP accruals and charged to FY20. Vouchers up to $10,000 will be charged to FY19.</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.
Human Resources

Danielle Brayley
Lead HR Specialist

Cory Thomas
Lead HR Specialist
eForms Announcement

- Online Training and Refresher for eForms
Fall Hires/Rehires

- Faculty Hires
  - Attach SAMS line screenshot to eForm. It will route for approval from Dean and Provost
  - 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
  - eForms
  - Must be enrolled
  - Can only work 19 or 20 hrs (dependent on job title)
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 on start 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 8/16 for 9/2 start date
Terminations

- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use 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
  - Nonbenefits-eligible faculty will auto term; benefits-eligible faculty will require a Termination eForm if separating from UTSA
# Day ONE eForm Actions

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Hire/Rehire Staff, Faculty, Student</td>
</tr>
<tr>
<td>Contract Additions &amp; Changes</td>
<td>Add new contract or modify existing contract</td>
</tr>
<tr>
<td>Termination</td>
<td>Terminate a Job</td>
</tr>
<tr>
<td>Create Person of Interest</td>
<td>Appoint/Renew Unpaid Volunteers</td>
</tr>
<tr>
<td>New Position Request</td>
<td>Creates a New Position Number</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers Employee to a New Position</td>
</tr>
<tr>
<td>Job Attribute Change (JAC)</td>
<td>Extend an End Date on Active Job</td>
</tr>
<tr>
<td>Position Attribute Change (PAC)</td>
<td>Modify Position FTE/Hours, Reports To, Location, Dept</td>
</tr>
<tr>
<td>• FTE/Ben Elig/Reg/Temp</td>
<td>• FTE, Hours, Reg/Temp, Full-Time/Part-Time</td>
</tr>
<tr>
<td>• Inactivate Position</td>
<td>• Status</td>
</tr>
<tr>
<td>• Job Reclassification</td>
<td>• Job Code/Title</td>
</tr>
<tr>
<td>• Location/Mail Drop</td>
<td>• Location/Building, Mail Drop ID</td>
</tr>
<tr>
<td>• Reports To Change</td>
<td>• Reports To Position</td>
</tr>
<tr>
<td>• Transfer Position to New Dept</td>
<td>• Department Code Change</td>
</tr>
</tbody>
</table>

➢ Contact BIS if you do not have access to eForms
Helpful Links

- Processing Calendar
- eForms website
  - https://www.utsa.edu/hr/News/2017/06/eForms.html
- Day ONE website
  - https://www.utsa.edu/hr/Employment/DayOne/
Maximum Vacation Carryover for September 1, 2019

- Vacation hours exceeding carry over limit will be 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
Closing Remarks & Questions
THANK YOU!

Office of Financial Affairs

YOUR PARTNER FOR SUCCESSFUL SOLUTIONS