1. **Training**: the UTShare/PeopleSoft Training Schedule is being refined to accommodate campus workload, course schedules, locations and instructor availability.
   a. Course work offerings are designed to prepare Administrative Support Staff for transition to UTShare/PeopleSoft with classes planned for Main and Downtown Campuses.
   b. Training will begin in January 2014

2. **Interim Time and Absence Reporting process** which will be used during March 1, 2014 – August 31, 2014. **Staff employees** will be required to enter their **time worked and absences at least weekly**.
   - **All Staff and Student Employees** must enter their absences and time worked at least weekly in a format external to UTShare/PeopleSoft
   - **All Supervisors** must approve employee-submitted absences and time worked weekly via a format external to UTShare/PeopleSoft
   - **Assigned Department Timekeepers** will enter supervisor approved employee absences and time worked into UTShare/PeopleSoft time based on Payroll published timelines.

   *For more information on the **Timekeeper** role please go to the Human Resources Website to view the FAQ’s, Questions & Answers [http://utsa.edu/hr/docs/UTSPS/TA-TimekeeperQuestions.pdf](http://utsa.edu/hr/docs/UTSPS/TA-TimekeeperQuestions.pdf)*

3. **Time and Absence Reporting changes** beginning March, 2014

   Pay will be docked for employees who take leave before earning it (negative leave balances are not allowed by the Texas Constitution).

   a. **Student non-exempt employees** must record time worked in the following format: time in, time out for lunch, time returned from lunch and time out for the day.
   b. **Student exempt employees** must record absences and time worked in excess of their schedule (not eligible for state compensatory time, sick time or vacation).
   c. **Non exempt classified employees** paid either monthly OR hourly must record time worked in the following format: time in, time out for lunch, time returned from lunch and time out for the day (eligible for both federal overtime and state compensatory time).
   d. **Classified Exempt Staff** must record absences and time worked in excess of their schedule (eligible for state compensatory time).
e. **Faculty** must report sick related absences along with time worked on holidays/skeleton crew days to their admin on a monthly basis.

f. **A&P** must record vacation and other absences along with time worked on holidays/skeleton crew days (not eligible for state compensatory time).

4. **Faculty Insurance Premiums**: starting in the Spring 2014, Faculty who chose nine-month salary spread will have their summer insurance premiums for June, July, and August paid via double deduction over three months (March, April, and May), rather than a quadruple deduction in May as was done in DEFINE.

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

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

7. **Checking of available Budget and YTD encumbrances/expenses**: will look significantly different in UTShare/PeopleSoft. Three training courses, Chart of Accounts, Managing Departmental Budget and Expenses, and Statement of Accounts will explain the new approach.

8. **Procure to Pay Process**
   a. Receiving reports can be done by Departments
   b. Tracking of the Requisition through the Procurement Cycle can be done online
   c. Purchase Order (PO) changes will be completed by the Purchasing Department

9. **UTSA’s PeopleSoft Support and Sustainment Center (PSSC)** is now available to answer questions regarding PeopleSoft via **Single Point of Contact (SPOC)**. Three ways to contact include:
   1. **Call at 458-SPOC (7762)**
   2. **Visit** the UTShare Website [http://www.utsa.edu/utshare/](http://www.utsa.edu/utshare/). Click on the SPOC icon to open a ticket. Submit one question per ticket, please.
   3. **Email** SPOC: spoc@utsa.edu

Next Actions for Change Leaders

1. Continue meeting with your department leadership and team to manage expectations and raise the understanding of what is changing at UTSA.

2. Gather feedback from your respective campus areas and share recommendations for stronger communication and campus outreach with Change Management Analyst, **Veronica Guerrero at x8249**.