Campus Concerns Regarding the UTShare PeopleSoft Implementation

February 2015

- General topics of concern include:
  - statement of accounts and ability to reconcile - *Monthly Financial Report (MFR) to campus in February 2015. Campus departments must maintain shadow accounting systems until PeopleSoft is fully stabilized and proven accurate.*
  - Workflow - targeted for deployment in July/August 2015.
  - reporting (need to identify specific reports needed under PeopleSoft)
    - reports for front office (campus department) - in progress, need to identify remaining needs.
    - reports for mid office (Athletics, OSPA, IR, Academic Affair, etc.) - in progress, need to identify remaining needs.
    - reports for back office (primarily VPBA departments) - in progress
  - An end to the interim workflows (and resulting double entry/work) - some will be retired once workflow is deployed, others will continue.
  - No hands on training environment

- Faculty concerns include:
  - NTT faculty are not able to spread their salary.
  - Slow travel reimbursements experienced with system go-live. - *This is resolved but contact DTS directly if a reimbursement is not processed timely*
  - Vendors not paid timely for purchased lab items - *Contact DTS directly if an issue occurs*
  - Inability to see pay advice greater than 1 day before pay day in ESS
  - Full SSN is displayed on personal information summary page. Recommend last 4 of SSN only.

- Institutional Research
  - Difficulty reporting on summer salary and salaries for NTT faculty
  - Shared CBM008 report not accurate - *further testing and fixes in progress*

- Provost Office
  - Lack of UTSA directory information such as room numbers and mail codes is creating challenges for students to find faculty and staff. *UTSA campus solution deployed in March 2015*
  - Inability to process travel authorization for faculty on paid development leave.

- Research Community
  - Salary and fringe benefits encumbrances not yet available - *salary encumbrances targeted for June 2015, fringe encumbrances targeted for September 2015.*
  - Interest being charged to sponsored projects when it should be charged to an institutional account - *work around deployed via query identification and manual transfer in January 2015.*
  - PO under tolerance rule causing excessive match exceptions - *under tolerance was removed at end of October 2014.*
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- End date field on department budget table visible and causing confusion among campus staff (change request submitted) - funding end date will be used with grant funding when salary encumbrances go live.
- Submitted change requests not scheduled for work (fixed cost collection for analysis type PAY, fixed invoices for multiple projects) - some will be addressed in the surge project by September 2015, others will be deferred until later.
- Need better solution to track salary cost transfers other than making direct entries on general ledger. The GL approach requires manual entry into eCRT for effort certification. – This is anticipated to be addressed once fixes to the retro funding process is implemented during the surge project.
- Need additional queries/reports and more accurate data - Addressed in the surge project targeted for completion in Summer 2015.

- Campus Departments
  - Financial staff no longer feel competent to perform their jobs
    - Need clear picture of free balances that take encumbrances into account (salary and duplicate PO) - departments and fiscal managers must use shadow accounting systems until PeopleSoft is proven accurate. Options under consideration to support and bolster staff
    - Need a workable reconciliation solution - MFR deployed February 2015.
  - Ability to charge overtime to proper cost center based on reimbursable/non-reimbursable work instead of cost center employee salary is paid out of (Facilities staff)
  - Need access to see supplements by staff/faculty member
  - UTSA specific:
    - No email by cost center (payroll listings sent only to department manager)
    - Unclear which offices can offer what solutions or answer what questions
    - Training, job aides, tools need to be written and presented from the department staff perspective
    - Bring Change Leader program back to help disseminate information and form a network of “go to” staff.
    - Consistent communication in regards to process improvements, new paperwork requirements, and notifications when corrections need to be made.