



Financial Area Representatives (FAR) Meeting

Gary Lott
Assistant Vice President, Financial Services & University Bursar

Agenda

Announcements

- FA Monthly BSC Training Modules
- Travel-Car Rental Agencies
- Credit Card Fee Increase
- Fiscal Year End Workshops

Timesheet Cleanup Project

Greg Yturralde, Controller and Assistant Vice President, Financial Affairs

San Pedro 1 – Smart Lockers

Javier Gonzales, Manager

Purchasing Update

John Rascon, Director

Financial Guidelines Update

Lilian Man, Senior Policy Analyst

Benefits Eligibility

Georgina Anguiano-Elliott, Senior Benefits Manager

PUM/PeopleTools Campus Testing Kickoff




Rene Paniagua, Senior FMS Application Services Manager



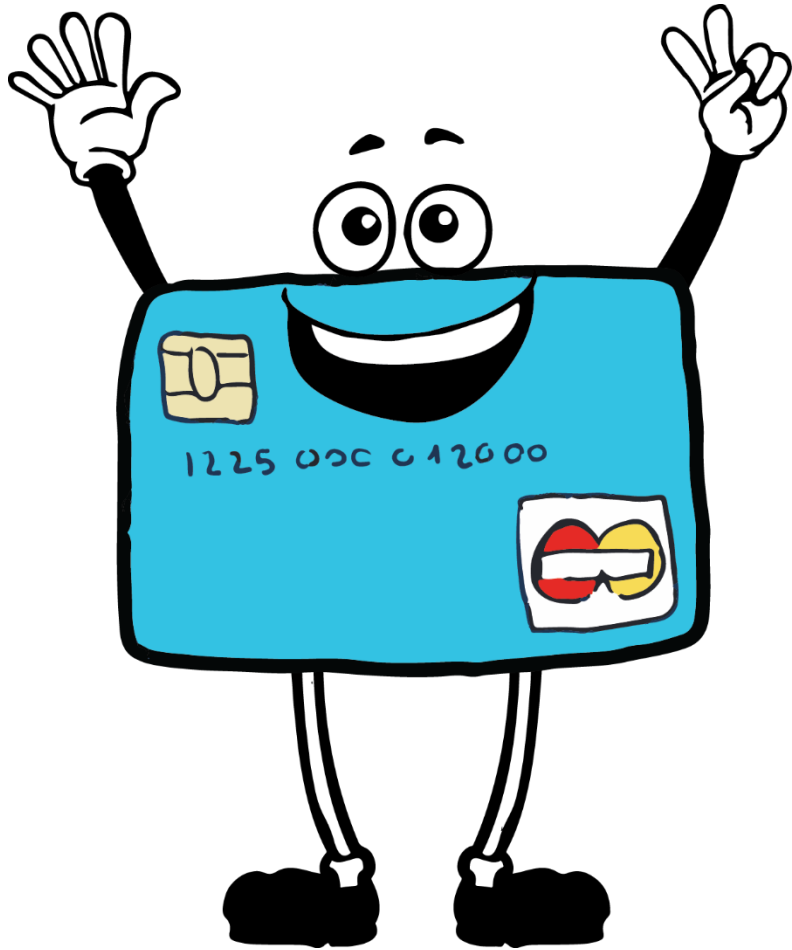
Financial Affairs Annual BSC Training

- We are excited to announce that we are developing an annual in-person training series for Business Service Centers (BSCs). The goal is to provide refresher courses on processes that BSCs may not perform on a regular basis.
- The training series will cover various Financial Affairs business processes from the following areas: Accounting, Budget and Financial Planning, Disbursements and Travel Services, Payroll and Purchasing.
- **Annual BSC Training – Controller’s Office** is the first course, which will be offered **10 a.m.–noon on July 13, Oct. 19 or Nov. 16**. The course focuses on Accounting and Payroll processes. BSC and other administrative employees handling these processes are required to attend one of these dates. Topics include:
 - Chart of accounts
 - Cost transfers
 - Roles and responsibilities of eForms and other personnel transactions in PeopleSoft
 - New reporting requirements for leases and contracts
 - Required processes for out-of-state employment
 - SAHARA reconciliations

UT Car Rental Agency Contract Renewals

SUPPLIER	CONTRACT #	EFFECTIVE DATE
	UTSSCA5623	10/01/2022 – 09/30/2025
	UTSSCA5523	10/01/2022 – 09/30/2027
	UTSSCA5723	10/01/2022 – 09/30/2027

Credit Card Fee Increase



- Effective **09/01/23**, rate increases from 2.25% to 2.5%
 - Affects credit card deposits processed by Fiscal Services
 - If Departments pass on this fee to customers, they may begin using the new rate on the effective date.
- No action required for departments who process their own credit card payments, either on a physical machine or online.

Fiscal Year End Workshops

New Employees (PS0209.02)

- June 5, 2023, 9 a.m.–noon (Virtual)
- For staff who are new to year-end closing procedures and deadlines

Refresher (PS0209.01)

- June 1, 2023, 9–11 a.m. (**Virtual**)
- June 15, 2023, 1:30–3:30 p.m. (**in person** MH 2.01.30)
- For staff experienced with year-end closing procedures and deadlines

For questions email financialaffairs@utsa.edu





Timesheet Cleanup Project Phase I & II

Greg Yturalde
Controller and Assistant Vice President, Financial Affairs

Timekeeping Reporting Requirements

- All Monthly Salaried Employees and all Semi-Monthly Employees should use Time and Labor Employee Self Service (ESS) to report and record all hours worked accurately on timesheet.
 - Download the calendar for [Monthly Timesheet Deadlines](#)
 - Download the calendar for [Semi-Monthly Timesheet Deadlines](#)
- In accordance with the Texas Government Code Chapter 661, the UTSA [Handbook of Operating Procedures \(HOP\) 4.29](#), [UT System Policy \(HOP\) 3.4.3](#), and the [Timekeeping Financial Guideline](#), non-faculty/GRA/GTA employees should enter and submit hours worked in a timely and accurate manner.

Phase I – Timesheets Up to 90 Days

- Since February 10th, either the Business Services Center or the Financial Level point of contact has received a monthly automated email from zahrrptpsz01.prd@peoplesoft.com with the subject “[EXTERNAL] Missing Timesheets”.
- All managers and employees (monthly and semi-monthly) have access to fix their timesheets before 90 days through Employee Self-Service Time and Attendance Timesheet.
- Updated guidance on [Complete Your Timesheet](#) webpage.
- We added two additional training documents for managers that are posted to the Payroll Training website:
 - Approve Employee Timesheet (Manager Self-Service)
 - Find Missing Timesheet (Manager Self-Service)

Phase II – Mass Cleanup Timesheet 90 Days Past Due

- Controller's Office will utilize query UTS_TL_MISSING_TIMESHEETS to share outstanding time to each business affairs area. An Excel file showing employee(s) with outstanding timesheets that have not been submitted (Since June 2020) will be attached.
- Timesheets 90 days past due in arrears are no longer available to the employee or manager to edit or submit and must be submitted manually.
- The Phase II deployment is currently being tested on Business Affairs.
- Testing two options for obtaining supervisor approval.



Questions

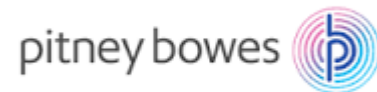


San Pedro 1 – Smart Lockers

Javier Gonzales,
Manager

Vision:

- Allows Distribution Services to support the Urban Campus Life at SP1
- Enhances mail and package delivery for DT campus Mail Services



How they work...

- All packages will continue to be delivered to our Downtown CRW for processing
- Packages/Mail will be sorted according to the departments
- An email will be sent to the departments designated email once the packages/mail have been placed in a locker
- Central Receiving will then be notified once the packages/mail have been picked up by the department
- A locker will have a central mail drop box designated



SP1 Smart Lockers

- Collaboration between Pitney Bowes and SCLogic
- Smart Lockers Capacity and Process
 - 4 Large, 14 Medium and 9 Small Lockers
 - All mail/package(s) will have 3 business days to pick up items.
 - Mail/package(s) **not** picked up within the allotted time, DCR the department must schedule an appointment with Downtown Central Receiving
- Oversized packages – deliveries will still be coordinated with the department and movers, when necessary.



Questions



Purchasing Update

John Rascon,
Director

Key terms

1. Preferred Suppliers

These suppliers have been identified as partner of choice with UTSA, through procurements conducted by UTSA or UTSSCA. These partners are contracted to work collaboratively with UTSA to provide Best Value.

2. UTSSCA

The UT System Supply Chain Alliance

3. Group Purchasing Organization (GPO)

Organizations that go through competitive bidding to contract with vendors that UTSA may utilize. GPOs eliminate the need to formally bid out every contract. Only accredited GPOs are approved for use.

4. Punchout/Catalog Orders

Orders placed through catalogs located in Rowdy Exchange. These orders have minimal touchpoints and are automatically sent out to the vendor.

5. Non-catalog Order

These orders oftentimes require processing by the Purchasing Dept and may require bidding.

Key terms (cont'd)

6. Best Value

In determining what is the best value, an institution of higher education shall consider:

- (1) the purchase price;
- (2) the reputation of the vendor and of the vendor's goods or services;
- (3) the quality of the vendor's goods or services;
- (4) the extent to which the goods or services meet the institution's needs;
- (5) the vendor's past relationship with the institution;
- (6) the impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
- (7) the total long-term cost to the institution of acquiring the vendor's goods or services;
- (8) any other relevant factor that a private business entity would consider in selecting a vendor; and
- (9) the use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified.

Agenda

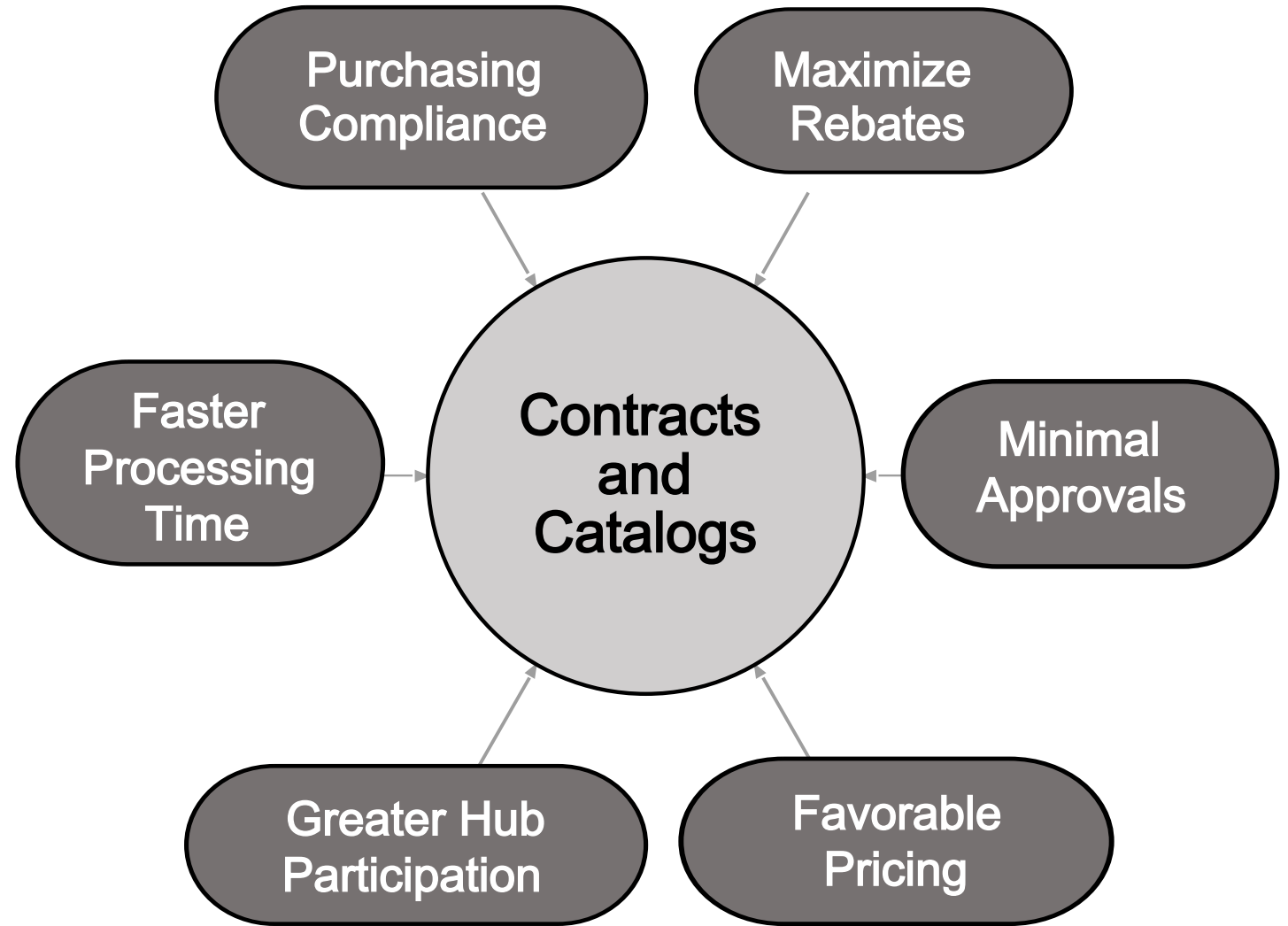


- Benefits
- Sourcing Roadmap to Success
 - Preferred Suppliers
 - Catalogs
 - GPOs
- Upcoming Purchasing Initiatives
- Support Needed

Benefits



Greater utilization of contracts and catalogs



It all starts with Rowdy

The screenshot displays the Rowdy Exchange interface with several key components:

- Shop:** A search bar with options for 'Simple' and 'Advanced' search, and navigation links for 'Favorites', 'Forms', 'Non-Catalog Item', 'Suppliers', 'Categories', and 'Contracts'. The search text is 'Search for products, suppliers, forms, part number, etc.'.
- GPO Contract Search:** A widget with a heading and a link to 'GPO Contract Search'. The text below the heading states: 'This will take you to the GPO Search page where you can find GPO Contracts available to UTSA without additional formal bidding.'
- Organization Message:** A message box titled 'Welcome to RowdyExchange' with a sub-heading 'Your one-stop shop for procurement and business contracting needs.' It includes an 'IMPORTANT USER NOTICE' regarding browser support (Internet Explorer) and a list of purchasing tips: 'Please use either Firefox, Chrome, Safari, or Microsoft Edge', 'Purchasing TIP - Early submission of a funded requisition will help expedite procurements.', 'Coordinate Copy Machine and Multi-Function Device renewals or new leases through Purchasing.', and 'Remember to keep your Airgas cylinder rental payments up to date'.
- Forms:** A widget displaying a message: 'You do not have access to any showcases selected for this widget. Please contact your system administrator or help desk.'
- Catalog & Form Showcases:** A section with a dark orange header and a dropdown menu currently set to 'UTSA'. Below the dropdown is a placeholder for the 'UTSA General Stores' logo.

Powered by JAGGAER | Privacy Poli

Sourcing Roadmap to Success

1. Leverage Preferred Suppliers

Benefit: These suppliers and their contracts have been identified as best value to UTSA, through procurements conducted by UTSA or UTSSCA. Preferred Suppliers are truly partners of UTSA.

2. Use Catalogs where possible

Benefit: Convenience (no Purchasing dept involvement, processes happen electronically).

Benefit: Many catalogs are also backed by contracts with our Preferred Suppliers.

3. Utilize the GPO Search Tool

Benefit: Using a vendor found in this tool negates the need for an additional informal/formal bid by Purchasing. This can greatly decrease time to obtain products and services. (HSP required over \$100k).

4. Conduct informal/formal bid

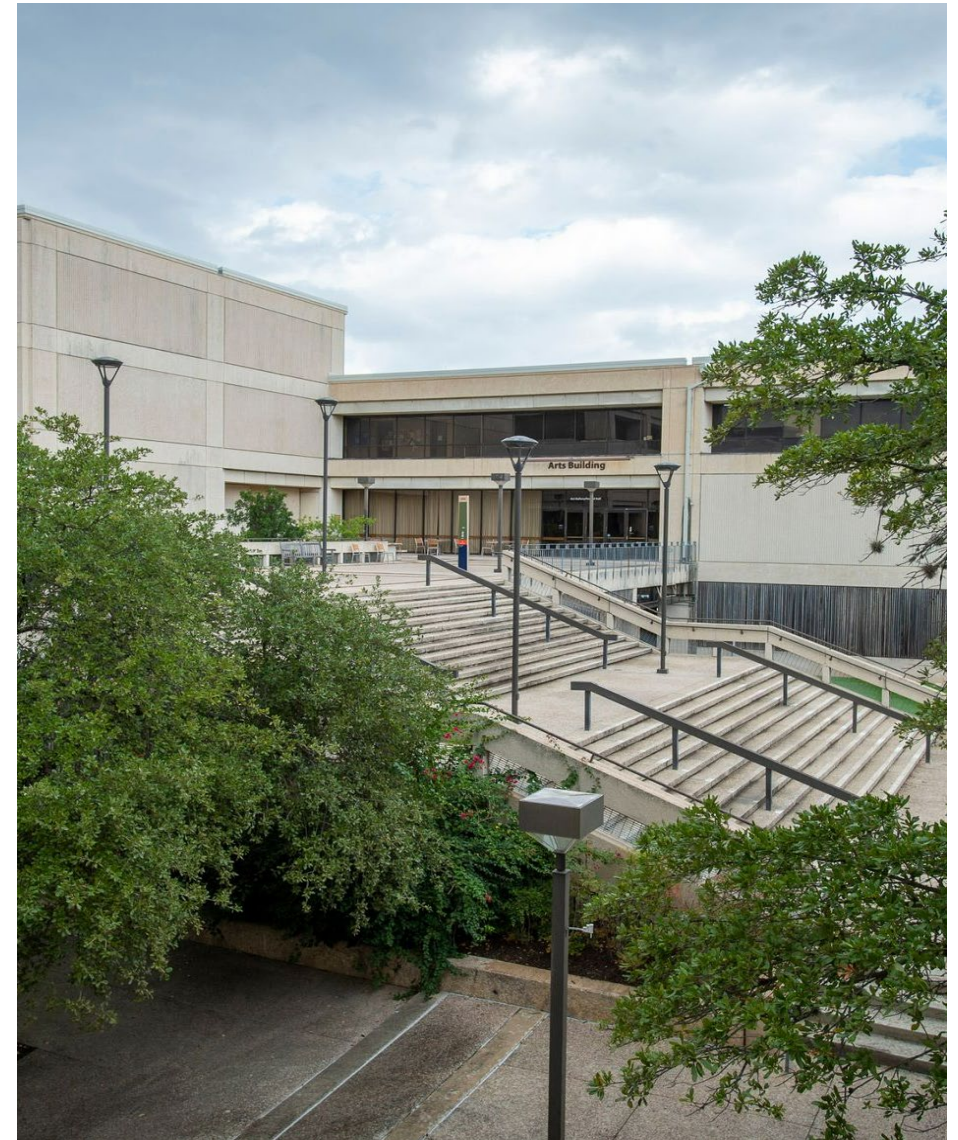
Benefit: Our most thorough tool to solicit vendors when other avenues are not available or the scope is so large that a formal bid might be more advantageous than using catalogs or GPO vendor alone.

Preferred Suppliers

Best of the best – Preferred Suppliers are UTSA partners

This designation comes from evaluation and commitment by UTSA and the vendor to provide the best overall terms and benefits.

In many instances, Preferred Suppliers not only offer the most competitive pricing, but also provide additional value add services (special reporting, design services, etc.), oftentimes at no additional costs.



Preferred Suppliers FAQs

Question: Will Preferred Suppliers have the best pricing?

Answer: In many cases, yes! There will be times where a Preferred Supplier does not have the best pricing, but they have been deemed to be BEST VALUE, due to other requirements/considerations. And we can always work to negotiate/update pricing to current market levels. It's critical for UTSA to provide this feedback to our partners.

Question: How are Preferred Suppliers determined?

With limited exceptions, only contracts procured through UTSA or UTSSCA are considered for this designation. We evaluate the UTSSCA contracts against other contracts and make a determination whether they present the ***best value*** to the university.



Incorporate Punch Out Catalogs

Improve productivity and efficiency through process automation via Rowdy Exchange. Currently 16 active catalogs (9 Science).

Efficiency and Speed

- Quickly search Rowdy Exchange to see if we have goods/services readily available in one of our catalogs. Minimal approvals and touchpoints. **Fastest** way to place order.

GPO catalog contracts


- Able to strategically target vendors with GPOs that offer best value

Highlight HUB partners



- We can utilize open market thresholds for HUB catalogs. Provides visibility to HUBs, allowing department to build HUB partnerships on everyday goods/services.

Catalog & Form Showcases



UTSA







Office Supplies




Technology



Science and Research – Equipment and Tools

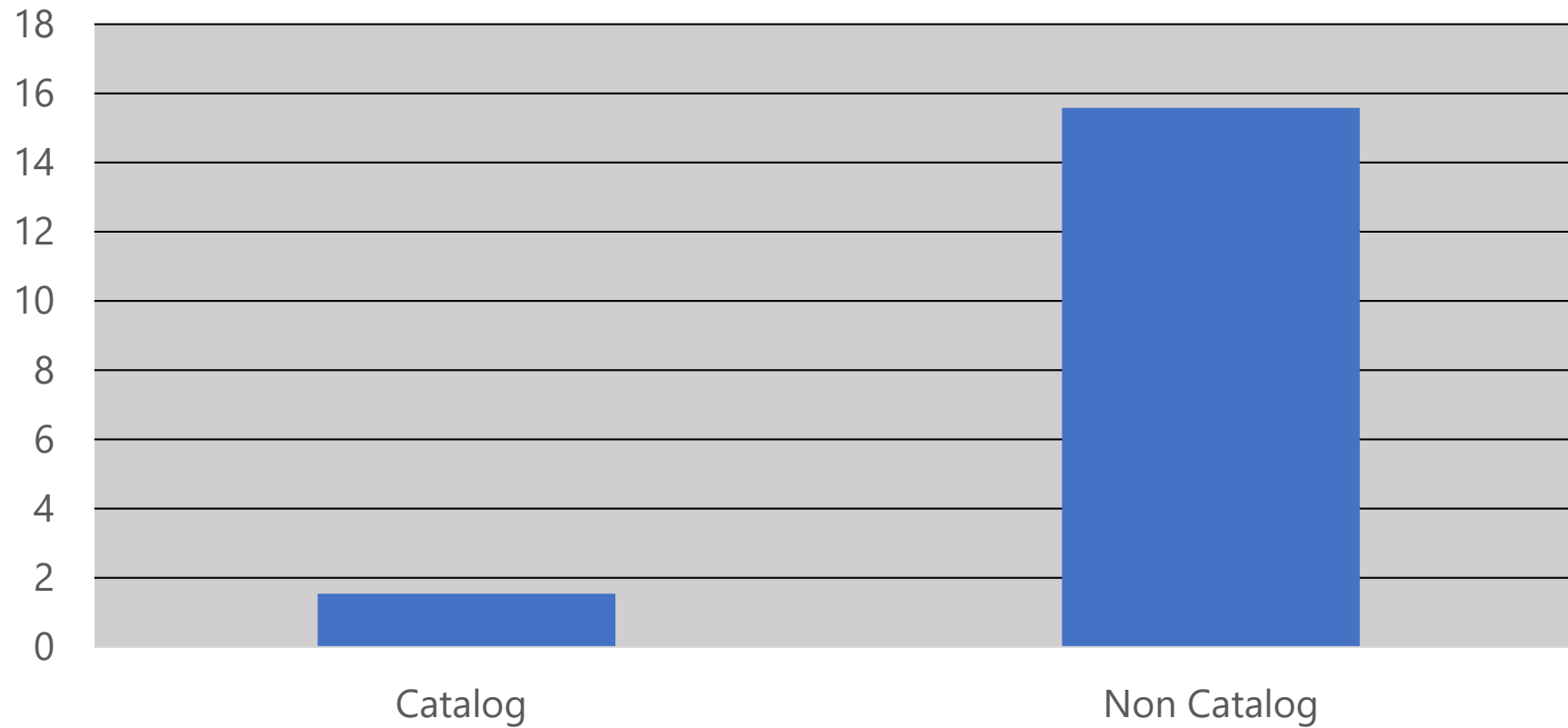


MRO / Facilities



User Benefits

UTSA Catalog Time Savings (days)

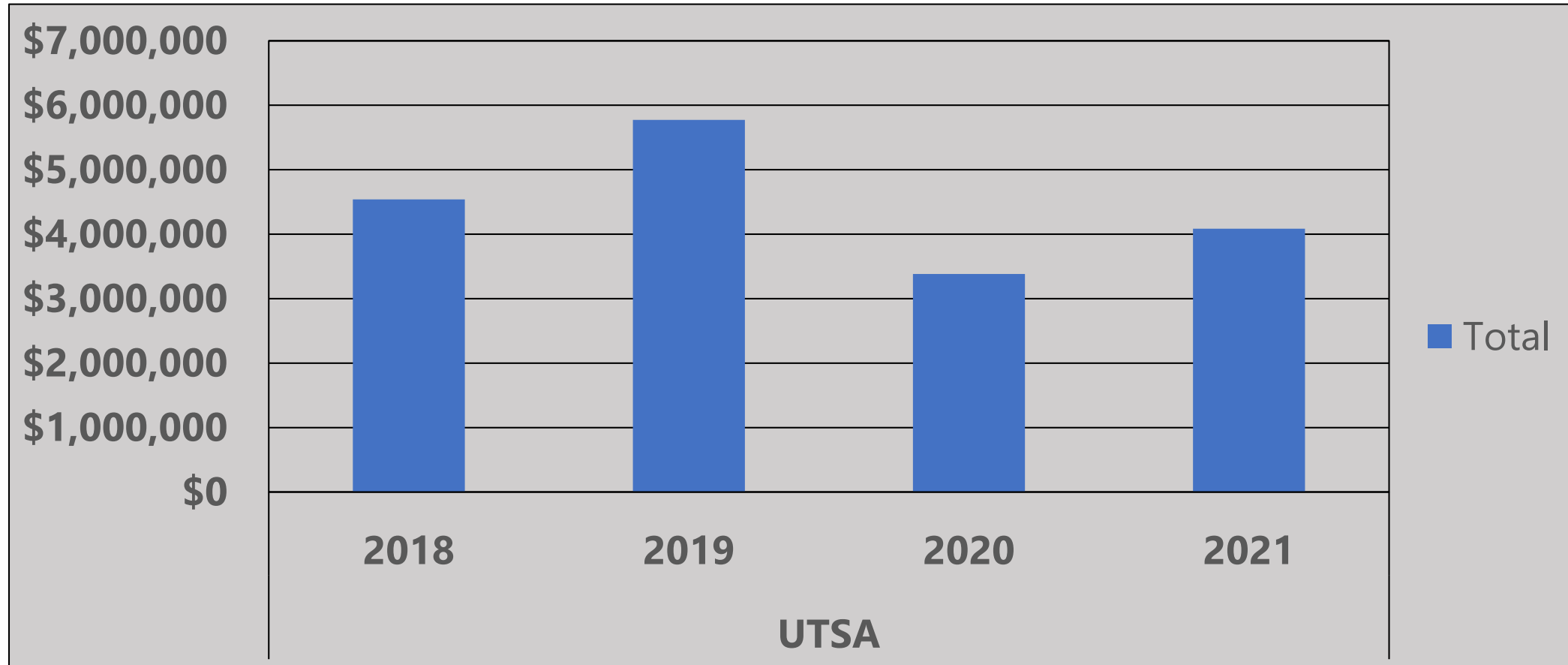


Group Purchasing Organization (GPO) Reminder

- UTSA has access to accredited GPO contracts
- The UT System GPO Program page lists accredited GPOs
- These contracts have undergone previous competitive procurement



GPO Cost Savings



GPO FAQ

What are benefits of using GPOs?

- Time (processing) and cost savings (aggregate spend with other institutions).

Which GPOs can we use?

- GPOs accredited by UT System (listed on right)

How can I search the different GPOs?

- UTSA has created a tool that allows end users to search by vendor, GPO product/service, etc.

Accredited GPOs

- Choice Partners
- E&I
- Region 19
- Buyboard
- NCPA
- Sourcewell
- Vizient
- TPASS/TXMAS
- DIR
- UTSSCA

GPO Search Page

[Purchasing Homepage:](https://www.utsa.edu/financialaffairs/services/purchasing/index.html)

<https://www.utsa.edu/financialaffairs/services/purchasing/index.html>

Group Purchasing Contracts GPO - Direct Contacts

Custom Search Builder

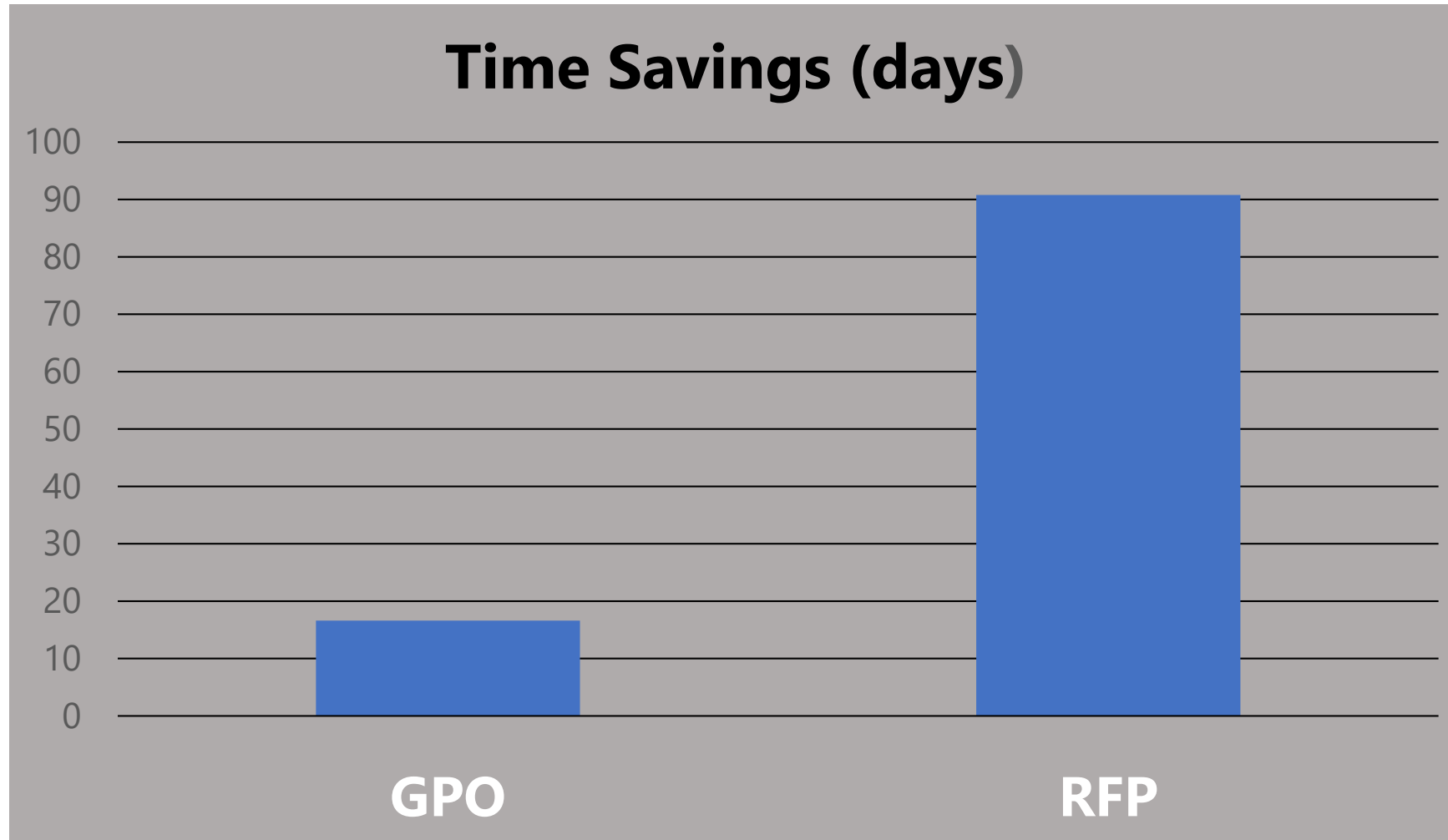
Add Condition

Search:

	GPO	Vendor Name	Description	Vendor Hub Type																																			
	DIR	SHI Government Solutions, Inc.	deliverables-based information technology services (DBITS) through this contract, specifically: IT assessments/planning and technology migration/upgrade	Asian Pacific American Female																																			
<table border="1"> <tr> <td>Vendor Contact Name:</td> <td>SHI Texas Team</td> <td>Primary Contract Owner:</td> <td colspan="2">SHI Government Solutions, Inc.</td> </tr> <tr> <td>Vendor Phone:</td> <td>(800) 870-6079</td> <td>Contract Manager:</td> <td colspan="2">Thuvan Huynh</td> </tr> <tr> <td>Vendor Email:</td> <td>texas@shi.com</td> <td>Contract Contact Name:</td> <td colspan="2">SHI Texas Team</td> </tr> <tr> <td>Vendor Fax:</td> <td></td> <td>Contract Contact Email:</td> <td colspan="2">texas@shi.com</td> </tr> <tr> <td>Vendor Address:</td> <td></td> <td>Contract Contact Phone:</td> <td colspan="2">(800) 870-6079</td> </tr> <tr> <td>Contract Number:</td> <td>DIR-CPO-4398</td> <td>Awarded Hub Type:</td> <td colspan="2">Asian Pacific American Female</td> </tr> <tr> <td>Contract Expiration Date:</td> <td>5/10/2023</td> <td>Contract Link:</td> <td colspan="2"></td> </tr> </table>					Vendor Contact Name:	SHI Texas Team	Primary Contract Owner:	SHI Government Solutions, Inc.		Vendor Phone:	(800) 870-6079	Contract Manager:	Thuvan Huynh		Vendor Email:	texas@shi.com	Contract Contact Name:	SHI Texas Team		Vendor Fax:		Contract Contact Email:	texas@shi.com		Vendor Address:		Contract Contact Phone:	(800) 870-6079		Contract Number:	DIR-CPO-4398	Awarded Hub Type:	Asian Pacific American Female		Contract Expiration Date:	5/10/2023	Contract Link:		
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	DIR	Fluxlight, Inc.	Data Storage, Data Communication & Networking equipment and related services	Non HUB																																			
	DIR	Blue Reef Networks LLC	Data Storage, Data Communication & Networking equipment and related services	Non HUB																																			
	DIR	CDW Government LLC	Data Storage, Data Communication & Networking equipment and related services	Non HUB																																			

<https://www.utsa.edu/financialaffairs/services/purchasing/faculty-and-staff-resources/group-contracts-search.html>

GPO vs. RFP Time Comparison



Upcoming Purchasing Projects

Jul 22

Sep 22

Nov 22

Jan 23

Mar 23

May 23

Jul 23

Sep 23

Jul 1 to Dec 1 GPO Search Project

Jul 1 to Dec 1 HUB/CMBL Search Tool

Jul 1 to Aug 31 Rowdy Exchange Receiving Notifications

Jan 1 to Aug 31 Website Project - How do I buy?

Jan 1 to Aug 31 New Vendors for Punchout (B&H Photo)

Jul 22

Sep 22

Nov 22

Jan 23

Mar 23

May 23

Jul 23

Sep 23

Purchasing Initiatives – Optimizing Rowdy



Reduce or eliminate as many Manual Steps and Resolve

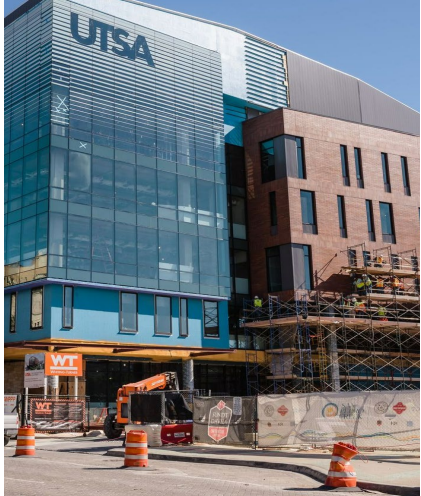
Measuring success/Return on Investment

Continue Identifying Best Practices

Group Deep Dives into Processes

Emerging Technology (AI) Intelligent Procurement (Use with other tools?)

Sourcing Calendar - Identify New Opportunities



Create UTSA Sourcing Calendar to help depts plan for the future with enhanced focus on

Construction

Multiple capital projects planned for upcoming FYs

Grants Services

Create pools of Service Providers who can respond immediately when need arises

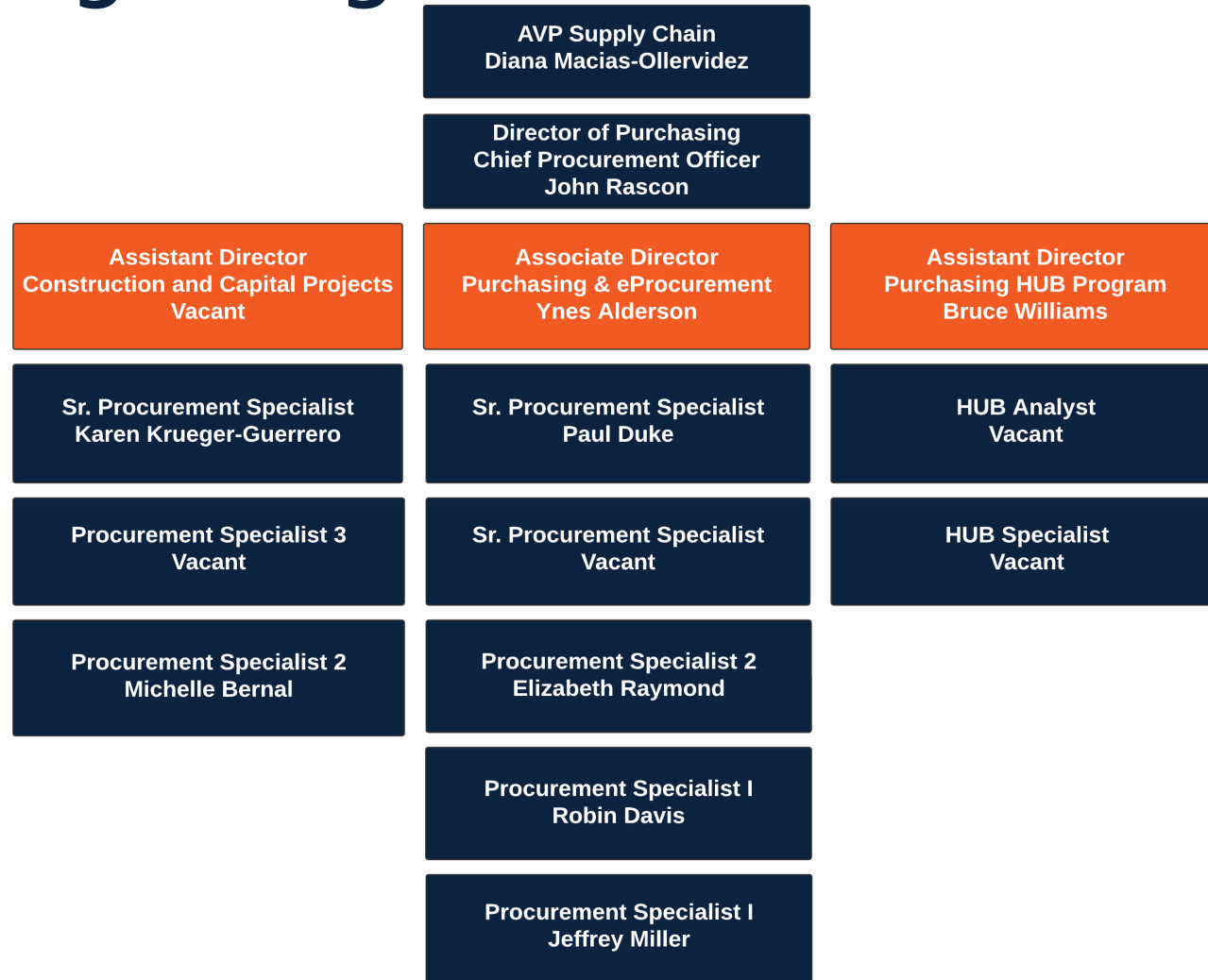
Athletics

Provide support for high profile athletic revenue-generating projects

Sciences

Create efficiencies in ordering process through catalogs and JIT environments

Purchasing Reorg



Support Needed

End Users

Utilizing our Preferred Suppliers, Punch Outs and the GPO Contract Search tool before other resources

Dept Heads

Bring forward major projects so we can help determine if GPO exists. Also allows Purchasing to possibly partner with UTSSCA/Vizient to do RFP for UTSA.

Also opportunities to serve on the evaluation committees for various UTSSCA RFPs.

Leadership

Support to encourage utilization of preferred suppliers, catalogs and contracts before exploring other options to greatest extent.

UTSSCA

As a member of the UTSSCA, collaborate to proactively enable innovative solutions to readily add needed commodities and services to their contract portfolio.





Questions



Financial Guidelines Update

Lilian Man,
Senior Policy Analyst



Updated Guidelines

- Accounting for Controlled Property and Capital Assets
- Agency Cost Centers (archived)
- Memberships Paid by University Funds
- One Card
- Travel Authorization

Accounting for Controlled Property and Capital Assets

Missing property with no evidence of theft

- No longer reported to UTSA Police Department
- Submit the Missing Property/Reinstatement form to the Inventory Department
- Other requirements remain

Agency Cost Centers

Archived and will be replaced by a guideline for fiduciary cost centers



Memberships Paid by University Funds

- Clarified that UTSA is not allowed to join chambers of commerce
- Updated the list of approved institutional memberships



One Card Program

- Amazon Business Prime as an alternative purchasing platform (if the item isn't available on Rowdy Exchange)
- Hospitality expenses funded by a non-Official Occasions cost center require an Addendum for Special Events form
- Restricted commodities list updated
- Vice presidents and deans who are department managers may delegate certain approval authority if conditions are met

Travel Authorization

- Added requirements for international restricted region travel
- Clarified processes





Questions



Benefits Eligibility

Georgina Anguiano-Elliott
Senior Benefits Manager

Benefit Employee Eligibility

- **Full-time:** Employees who work at least 30 or more hours per week for a period of at least four and ½ months.
- **Part-time:** Employees who work at least 20-29 hours per week for a period of at least four and ½ months.

Note: Employees who work less than 20 hours a week or less than four and ½ months are **not** eligible for benefits unless their status changes.

Teacher Retirement System (TRS)

- Employees who work at least 20 hours per week for a period of four and ½ (18 weeks) or more for the fiscal year are eligible for TRS membership.
- TRS workweek is determined by **7 calendar days and weekends and holidays are included.**
- Example: Employee hired 9/1/2022 to 1/12/2023. Count each day (134 days) and divide by 7 that equals 19 weeks.

Teacher Retirement System (TRS)

- Employment that is irregular, seasonal, or temporary is **not** eligible for TRS membership.
 - Irregular employment is a type of temporary employment that occurs sporadically or on an as needed basis.
 - Seasonal employment is a type of temporary employment that occurs at predictable or expected times but is not ongoing.
 - Temporary employment is employment that is expected to last less than four and ½ months (18 weeks) in a fiscal year.



Questions



PUM/PeopleTools Campus Testing Kickoff

Rene Paniagua
Senior FMS Application Services Manager

Project Scope

- The purpose of this project is to ensure continued Oracle support by upgrading and updating the environments to the latest versions available:
 - FSCM PUM 46,
 - HCM PUM 45,
 - IH PUM 15,
 - PeopleTools 8.60.04
 - Elastic Search 7.10

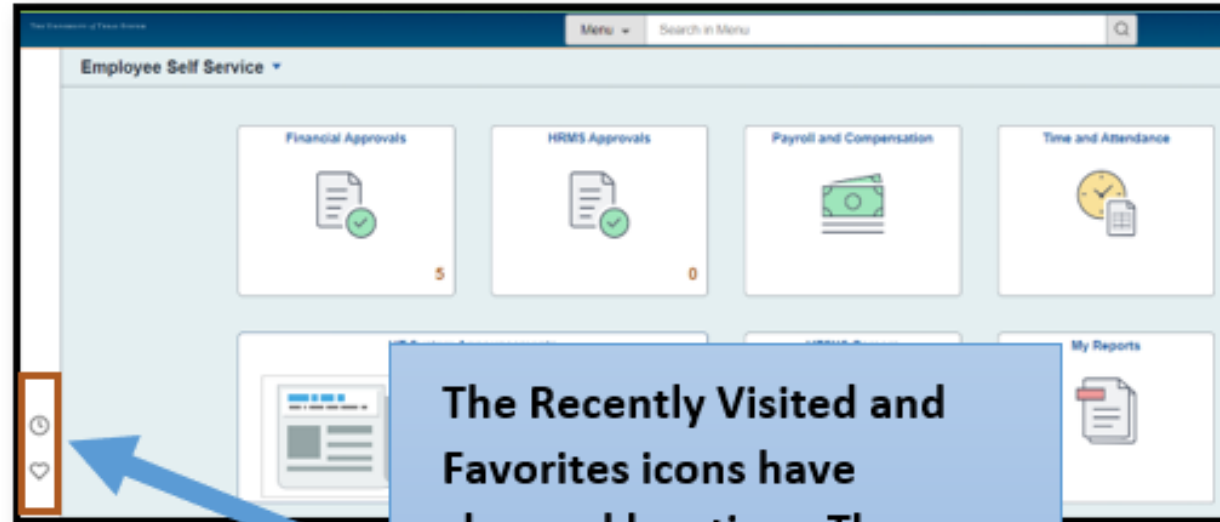
- Go live date 6/9/2023 weekend

A photograph of a busy university walkway. In the foreground, a large, semi-transparent orange rectangle contains the text "Key Changes" in white. The background shows a wide, paved walkway lined with a modern, multi-story building on the right. Numerous students are walking in both directions, some carrying backpacks. The sky is blue with scattered white clouds. The overall scene is bright and active.

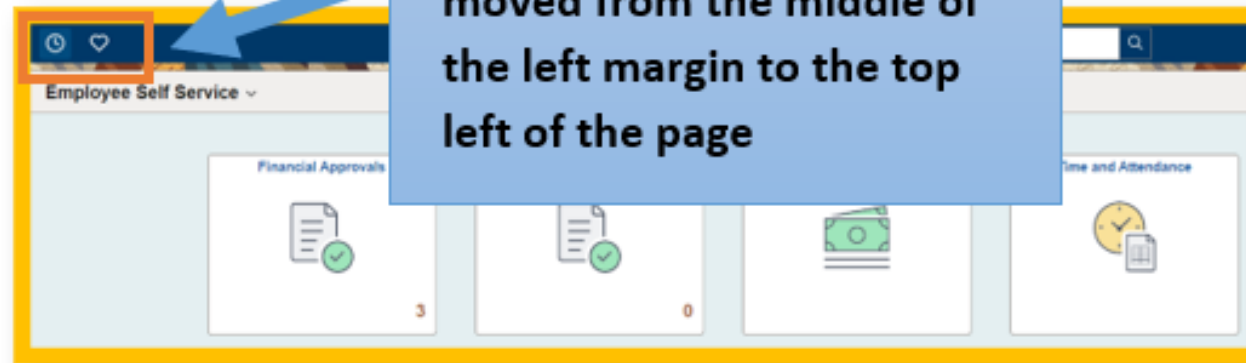
Key Changes

Change: Recently Visited & Favorites Icon

Current State



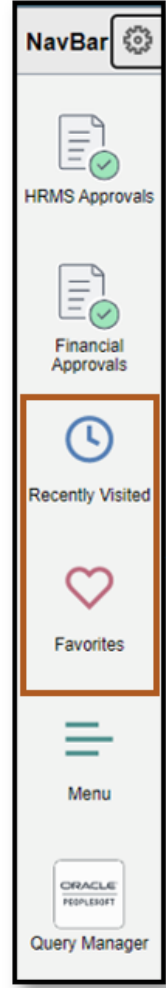
The Recently Visited and Favorites icons have changed location. They moved from the middle of the left margin to the top left of the page



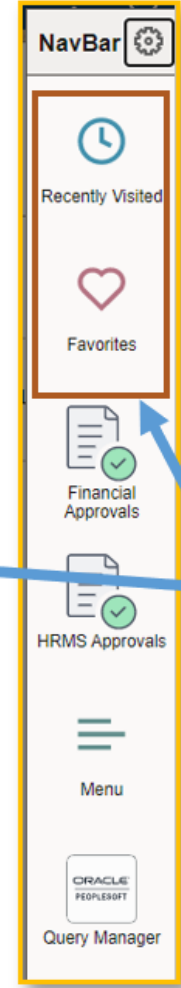
Future State

Change: Order of NavBar Icons Changed

Current State



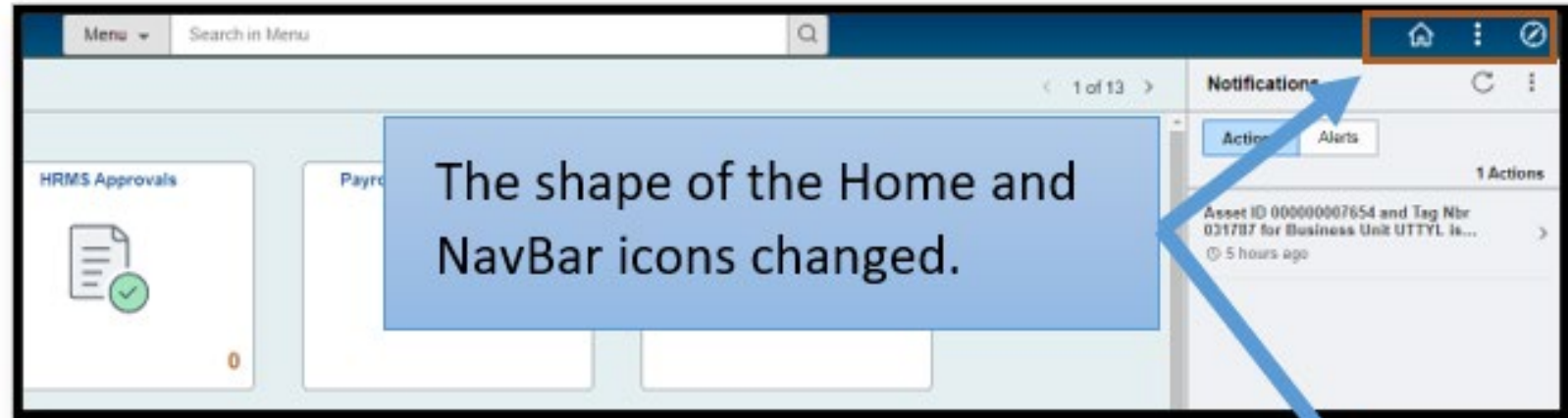
Future State



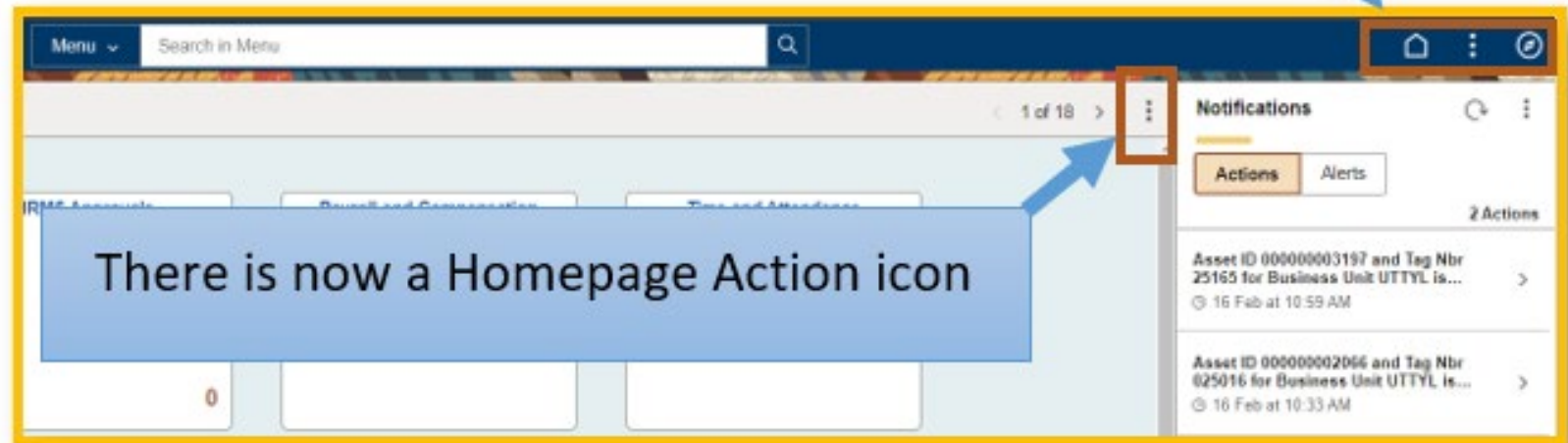
The order of the icons changed on the NavBar. The Recently Visited and Favorites icons are now at the top of the NavBar strip.

Change: Home, NavBar & Action Icon

Current State



Future State



New/Enhanced Search Functionality

Configurable Search:

- Offers a consistent search experience in classic and fluid by allowing for the presentation of the delivered search pages for classic and fluid components. The search pages for PeopleSoft application components (classic and fluid) provide these options:
 - Find an Existing Value (Standard search) – By default in PT 8.60+
 - Add a New Value.
 - Keyword Search – configurable only by SIS

New search page layouts and functionality

Global Search:

- Global search is available in more PeopleSoft pages. The quick access bar is available on all PeopleSoft pages to allow for efficient navigation and search. On homepages, it is presented in its expanded form, enabling you to choose a category, enter your search terms, and perform an advanced search.

Change: Page Tabs are now Buttons/ New Default Page

Find an Existing Value Keyword Search Add a New Value

*Business Unit

*Journal ID

*Journal Date

Current State

The page tabs have been replaced with buttons to access pages.

Add a New Value

Find an Existing Value

*Business Unit

*Journal ID

*Journal Date

Future State

Change: Find an Existing Value Search Page

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*SetID = UTARL
Cost Center begins with
Description begins with
[Show fewer options](#)


Case Sensitive Include History Correct History

Search Clear

➕ Add a New Value

There are drop down menus for Recent Searches and Saved Searches.

There is a new Search image



Nothing yet
Your search results will appear here

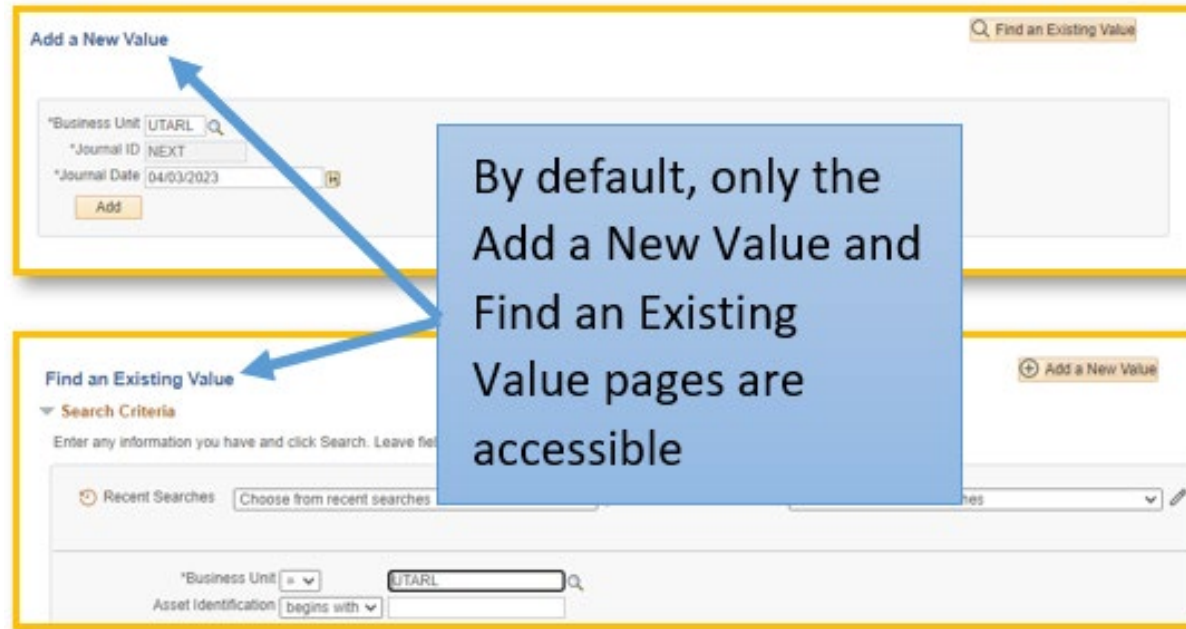
Change: Keyword Search is Separate Search Page

Current State



The screenshot shows a web interface with three buttons at the top: "Find an Existing Value", "Keyword Search", and "Add a New Value". Below the buttons are input fields for "*Business Unit" (UTARL), "*Journal ID" (NEXT), and "*Journal Date" (04/03/2023). An "Add" button is at the bottom left. A blue callout box with an arrow pointing to the "Keyword Search" button contains the text: "Keyword Search is not available by default in PeopleTools Version 8.60".

Future State



The future state is shown in two screenshots. The top screenshot, titled "Add a New Value", shows the same input fields as the current state but with the "Add" button highlighted. The bottom screenshot, titled "Find an Existing Value", shows a search page with a "Search Criteria" section, a "Recent Searches" list, and input fields for "*Business Unit" (UTARL) and "Asset Identification" (begins with). A blue callout box with arrows pointing to both screenshots contains the text: "By default, only the Add a New Value and Find an Existing Value pages are accessible".

Change: Enabling Keyword Search

The screenshot shows a web interface for 'Keyword Search'. At the top right, there is a button labeled 'Add a New Value'. Below the title, there is a section for 'Search Criteria' with a note: 'Note: Search will return results last updated 409 days ago (02/21/2022 12:31:04PM). Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two dropdown menus: 'Recent Searches' and 'Saved Searches', both with the text 'Choose from recent searches' and 'Choose from saved searches' respectively. The main search area contains several fields: 'Keywords' (a text input), 'Business Unit' (contains dropdown, value: UTARL), 'Journal ID' (contains dropdown), 'Journal Date' (= dropdown), 'Document Sequence Number' (contains dropdown), 'Line Business Unit' (contains dropdown), 'Journal Header Status' (= dropdown, value: No Status - Need), 'Budget Checking Header Status' (= dropdown), 'Source' (contains dropdown, value: ONL), and 'Entered By' (contains dropdown). A blue callout box with white text is overlaid on the right side of the interface, pointing to the 'Keywords' field.

Keyword Search now requires additional page configuration to enable the functionality. This change replaces the Find an Existing Value page/functionality with the Keyword Search page.

Change: The Zoom Icon is now Available in Search Results

Find an Existing Value + Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

*Business Unit = UTARL

Asset Identification begins with

Tag Number begins with

Parent ID begins with

Description begins with

Asset Type =

Asset Subtype begins with


[Show fewer options](#)

Case Sensitive Include History

The Zoom icon is now available in Search Results

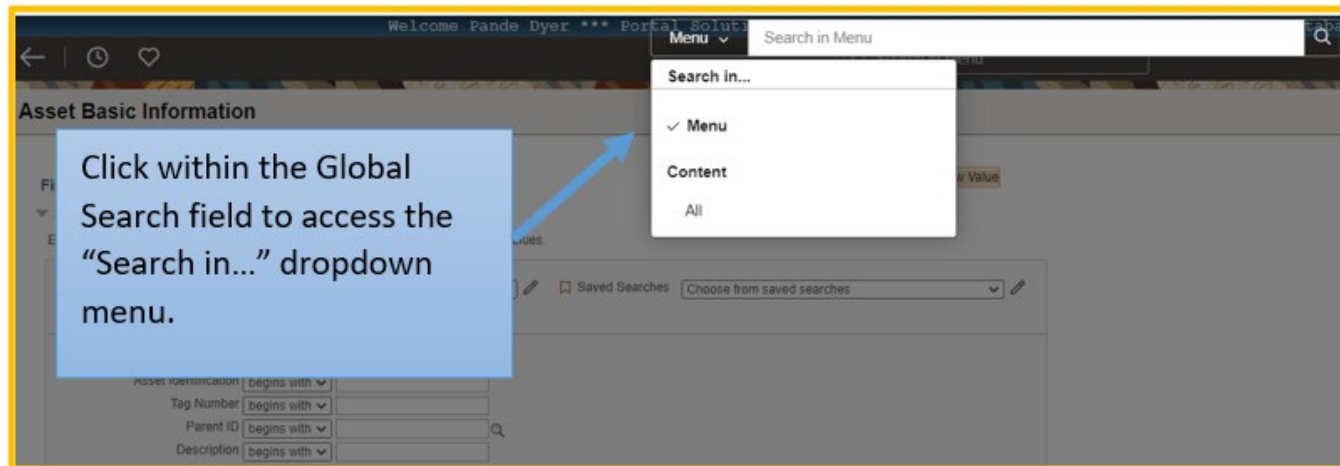
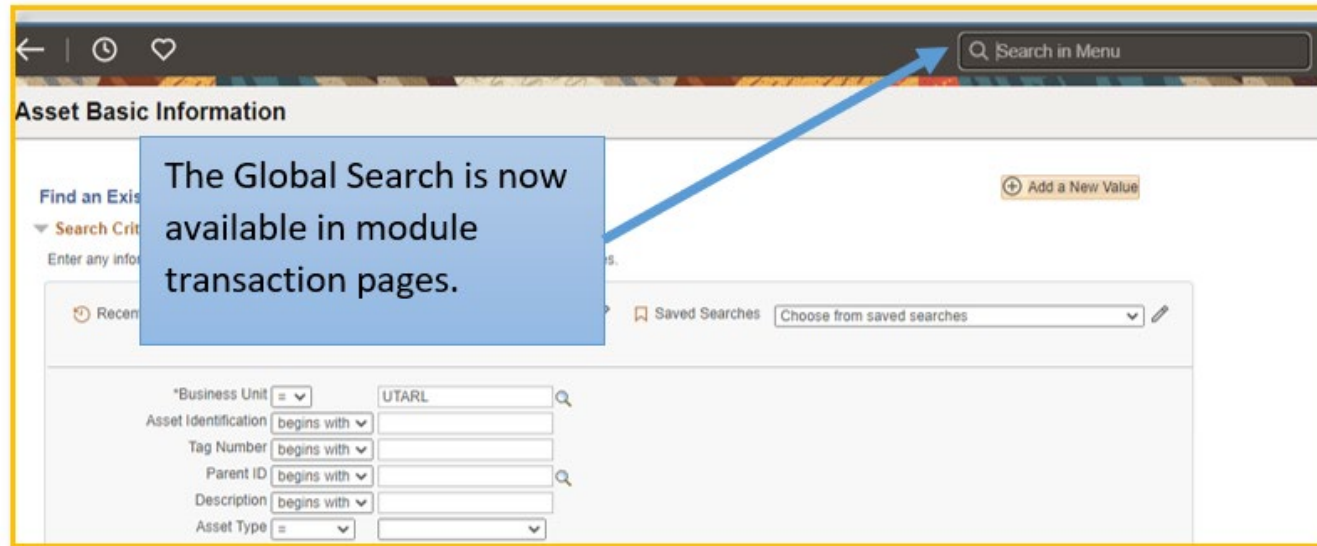
▼ Search Results

300 rows - Business Unit "UTARL" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100  First 1-10 of 300 Last

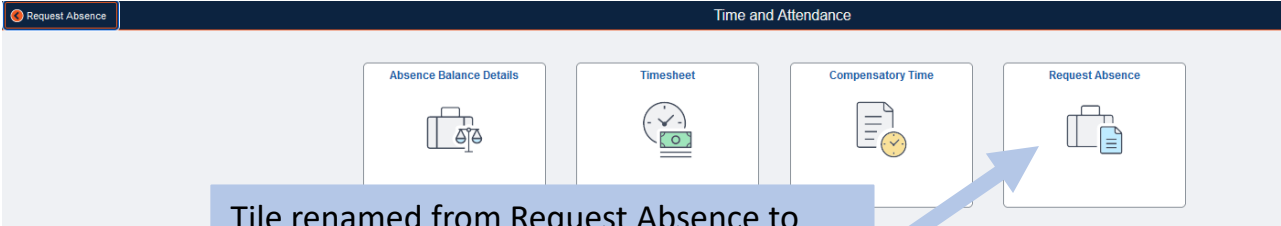
Business Unit	Asset Identification	Tag Number	Parent ID	Description	Asset Type	Asset Subtype	
UTARL	%	136368	(blank)	COMPUTER APPLE IMAC 27 INCH	Hardware	(blank)	>
UTARL	000000000001	114035	(blank)	QNAP TS-869 PRO TURBO SERVER	Hardware	(blank)	>

Change: Global Search Bar Availability

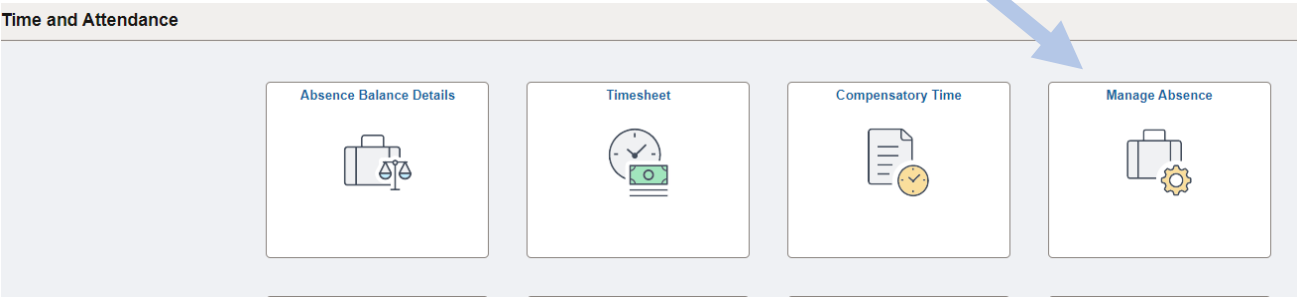


Change: Manage Absence

Current State



Future State



Change: New Look and Features

Manage Absences

Job Title

Vacation Leave
13-Nov-2023
32.00 Hours
⊘ Denied

Sick Leave
4-Apr-2023
16.00 Hours
⊗ Submitted

Vacation Leave
30-Mar-2023
16.00 Hours
⊗ Submitted

The last three instances of leave is displayed with the status. Link to view all requests is to the right

View all requests

Create a new Request

*Start Date: 05/22/2023

End Date: 05/22/2023 +1 Day

*Absence Name: Select Absence Name →

Submit

Input the from and to date of the event and Select Absence Name. After you select the absence name you will click on the arrow box to Apply Absence name which will take you to the absence page to complete transaction

Employees can see Absence Balances available and Pending Holidays

Related Information

Balances

As Of 04/15/2023

- Outstanding Performance Exmplr: 16.00 Hours
- Floating Holiday: 8.00 Hours
- Sick Leave: 581.25 Hours
- Vacation Leave: 281.50 Hours

Holiday Calendar

- May (1 day)
29, Monday - Memorial Day
- June (1 day)
19, Monday - Emancipation Day
- July (1 day)
4, Tuesday - Independence Day

Change: Page Look

Manage Absences

Job Title [View all requests](#)

Vacation Leave
13-Nov-2023
32.00 Hours
⊘ Denied

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16.00 Hours
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Vacation Leave
30-Mar-2023
16.00 Hours
⊗ Submitted

[Create a new Request](#)

*Start Date

*Absence Name

Balance 281.50 Hours**

Partial Days

Duration Hours

Comments

End Date

Related Information

∨ Balances

As Of 04/15/2023

- Outstanding Performance Exmplr: 16.00 Hours
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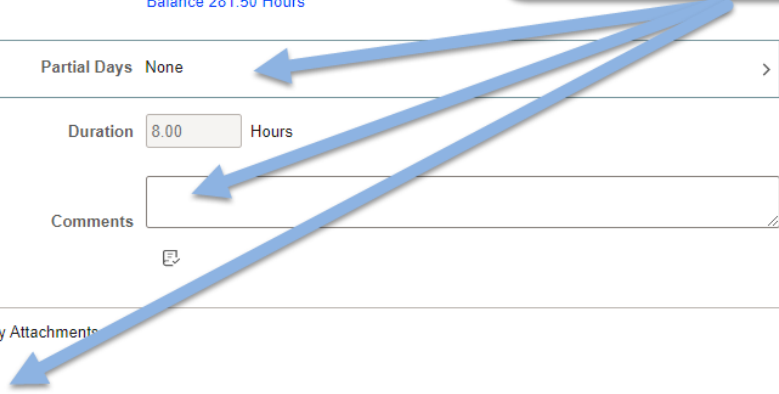
July (1 day)
4, Tuesday - Independence Day

Attachments

You have not added any Attachments

Disclaimer: The current balance does not reflect leave requests that have not been approved by your supervisor and processed in the UT PeopleSoft system.

Functionality to enter absence event has not changed - complete, add comments or attachments and click Submit





Questions



Next FAR – Fall 2023

Today's materials and agenda can be found on our [FAR website](#).

Submit suggestions for FAR topics by emailing financialaffairs@utsa.edu.

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