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2. Scan this QR code with your mobile device.
3. Open your browser and type the following web address: mytraining.utsa.edu/apps/checkin

If you get a “you are not enrolled in this class” alert, email amy.fritz@utsa.edu with your abc123.





Fiscal Year-End Workshop

New Employees

Agenda

- Opening & Welcome
- Budget & Financial Planning
- PeopleSoft Queries
- Sub-Certification
- Payroll Services
- Accounting Services
- BREAK
- Grants & Contracts Financial Services
- Purchasing
- Disbursements & Travel Services
- People Excellence
- Closing & Questions





Budget & Financial Planning

Rosanna Brewster, Senior Budget Analyst

Position Funding

Department Budget Table (DBT)

- Where funding is managed on a position
- Position funding information is in the DBT
- Tells you from where the position will be paid

How It Works

- Submit eForm to request a position funding change
- eForm routes for department and central office approvals
- After approvals, position funding updates post to the DBT



Position Funding: Deadline for Corrections

Semi-Monthly and Monthly Paid Employees

- Pay periods ending Aug. 15 and Aug. 31
- Deadline for funding changes (submitted and approved) is Aug. 8

Retroactive Funding Changes

- Deadline for Work Study is July 8
- Deadline for changes prior to July 1 is July 15
- Deadline for July-August changes is Aug. 14

DBT: Department Budget Table

Each fiscal year, the DBT must be “opened” before any position processing can occur.

- FY26 DBT Opens **Monday, July 21**
- (Departments can begin processing Sept. 1, 2025, eForms)

The initial FY26 position (effective Sept. 1, 2025) funding record will be loaded as follows:

- If a position was **Permanently Budgeted** in the Hyperion process, the same funding source will be used in PeopleSoft
- If a position **was NOT Permanently Budgeted** in the Hyperion process, the funding source in PeopleSoft as of **June 30, 2025**, will be used

DBT: Dual-Year Processing

New hires on newly created positions prior to Sept. 1, 2025

- For eForms processed after June 30, 2025
 - This is after the new year DBT has opened
 - Funding for FY26 will still need to be updated
 - Submit a Funding Change eForm with a Sept. 1, 2025, effective date

DBT: Dual-Year Processing

Funding Changes on eForms

For eForms processed after June 30, 2025

- This is after the new year DBT has opened
- Funding for FY26 will still need to be updated to continue using this same funding source
- A Funding Change eForm effective Sept. 1, 2025, must be processed

Note: Position funding can be changed using the following eForms:

- Appointment or contract changes/additions, position attribute changes (PACs), job attribute changes (JACs) and transfers

DBT: Dual-Year Processing – Additional Review

Review eForm funding to determine if additional eForms are needed

Reminder: For eForms processed after June 30, 2025

- This is after the new year DBT has opened
- Departments can run query to obtain Sept. 1, 2025, funding
 - UTS_CA_ALL_POSN_BUDGETED
 - Note: This query should not be run until after Sept. 1, 2025



DBT: Dual-Year Processing – Budget Transfers

If FY25 budget transfers submitted in PeopleSoft on or after April 1, 2025:

- Review budget transfers and determine if the transfer was intended to be reoccurring
- If it is meant to reoccur in FY26, review to determine if it was included in the Hyperion process
- If not included in Hyperion, then an FY26 transfer may need to be processed again in PeopleSoft in the new fiscal year



FY25: Ending Balance Report Review

Monthly ending balance reports are sent to college and VP financial leads.

- Provides year-to-date activity for all funds and cost centers
- Provides original budget and budget adjustments, expenditures and encumbrances, and budget balance available

IMPORTANT!

Deficit balances must be resolved prior to August month-end close.

FY25: Ending Balance Report Review

Options for clearing out deficits

- Remember to watch year-end deadlines
- Budget transfer from another cost center
- Work with Accounting to move non-personnel expenses
- Submit eForm to move personnel expenses (retroactive and future)

FY26: Operating Budget

Budgets are prepared in Hyperion, then original budget journal is loaded into PeopleSoft

When will you see your budgets:

- Original budgets are loaded into PeopleSoft in August
- Spreadsheets with budget details will be provided to college and VP financial leads



FY25: Carry Forward into FY26

- Loaded into PeopleSoft at the end of September
- Budget check will be turned off during September
- We will provide spreadsheets with carry-forward details to college and VP financial leads



FY25: Carry Forward Process

Two-step process used to process year-end balances

- **Lapse:** a transfer that is processed in the current year to close out balances to a RESERVE cost center. After this, the balance in the RESERVE cost center is rolled forward to the new fiscal year.
- **Carry (Roll) Forward:** Process to transition the cost center ending balance from the old year to the new year.

Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center.

FY25: Carry Forward Process

Reserve cost centers

- At the vice president or dean levels and above
- Reserve carry forwards will be loaded into A9000 budgetary account
- Restricted to budget transfers only; expenditures are not allowed in reserve cost centers

Carry Forward Process by Fund Type is provided on next slides and on the Budget Office website:
utsa.edu/budget/resources/forms-tools.html

FY25: Carry Forward Process

| E&G and Designated Tuition (DT) Funds | | |
|---|-------------|--|
| Fund Description | Fund Number | Process |
| E&G (excludes select group of cost centers for E&G lab fees – see below) | 2100 | <p>Academic Revenue Units</p> <ul style="list-style-type: none"> All E&G, Designated Tuition and Differential Tuition unexpended balances lapse to dean's Reserve Cost Centers. This includes current year salary savings (both faculty and staff). Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose <ul style="list-style-type: none"> ~ Start-up (identified in list provided by VPAA in these funds only) ~ Scholarships with 997 function code ~ Plant fund cost centers with 800 function code ~ Cost share ~ E&G lab fees Committed balances roll forward to same cost center regardless of purpose. <p>Academic and Admin Support Units</p> <ul style="list-style-type: none"> All E&G, Designated Tuition and Differential Tuition unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center. Committed balances roll forward to the same cost center. |
| Designated Tuition | 3105 | |
| Differential Tuition | 3106 | |

FY25: Carry Forward Process

| All Other Funding Sources | | |
|----------------------------------|----------------------|---|
| Fund Description | Fund Number | Process |
| E&G Fee Cost Centers | Select Group 2100 | Committed and unexpended balances roll forward to same cost center. |
| Non-Formula State Appropriations | 2115 | Unexpended balances are returned to the state. |
| CORE State Appropriations | 2110 | Unexpended balances in year one of the biennium roll forward to the same cost center. Unexpended balances in year two of the biennium are returned to the state. |
| Other State Awards | 2120 and 2150 | Committed and unexpended balances roll forward to same cost center to be used for purpose awarded. |

FY25: Carry Forward Process

| All Other Funding Sources | | |
|--|-------------|--|
| Fund Description | Fund Number | Process |
| Mandatory Fees | 3100 | All Mandatory Fee Funds |
| Mandatory Student Services Fee | 3115 | <p>In accordance with the expected use of the Mandatory Fee, unexpended balances roll forward to a Reserve Cost Center, set up specifically for each Mandatory Fee.</p> <p>Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the strategic use moving forward.</p> |
| All Other Designated | 3100 | Committed and unexpended balances roll forward to same cost center, |
| Service Centers (Re-charge Centers) | 3200 | Committed and unexpended balances roll forward to same cost center. |

FY25: Carry Forward Process

| All Other Funding Sources | | |
|-------------------------------|----------------|---|
| Fund Description | Fund Number | Process |
| Auxiliary | 4100 thru 4700 | Unexpended balances roll to a Reserve Cost Center for each auxiliary type. Executive Level (i.e., SVP/VP) will be involved with the appropriate auxiliary lead to determine the strategic use moving forward. |
| Grant/Contract | 5100 thru 5400 | Committed and unexpended balances roll forward to same cost center. |
| Gift and Endowment | 5500 thru 5600 | Committed and unexpended balances roll forward to same cost center. |
| Other Restricted (GASB 84) | 5800 | Committed and unexpended balances roll forward to same cost center. |
| Agency | 92XX | Unexpended balances roll forward to same cost center. |



Contact Budget

Phone: 210-458-6615

Fax: 210-458-4236

Location: NPB 451

Email: budget@utsa.edu

Website: utsa.edu/budget

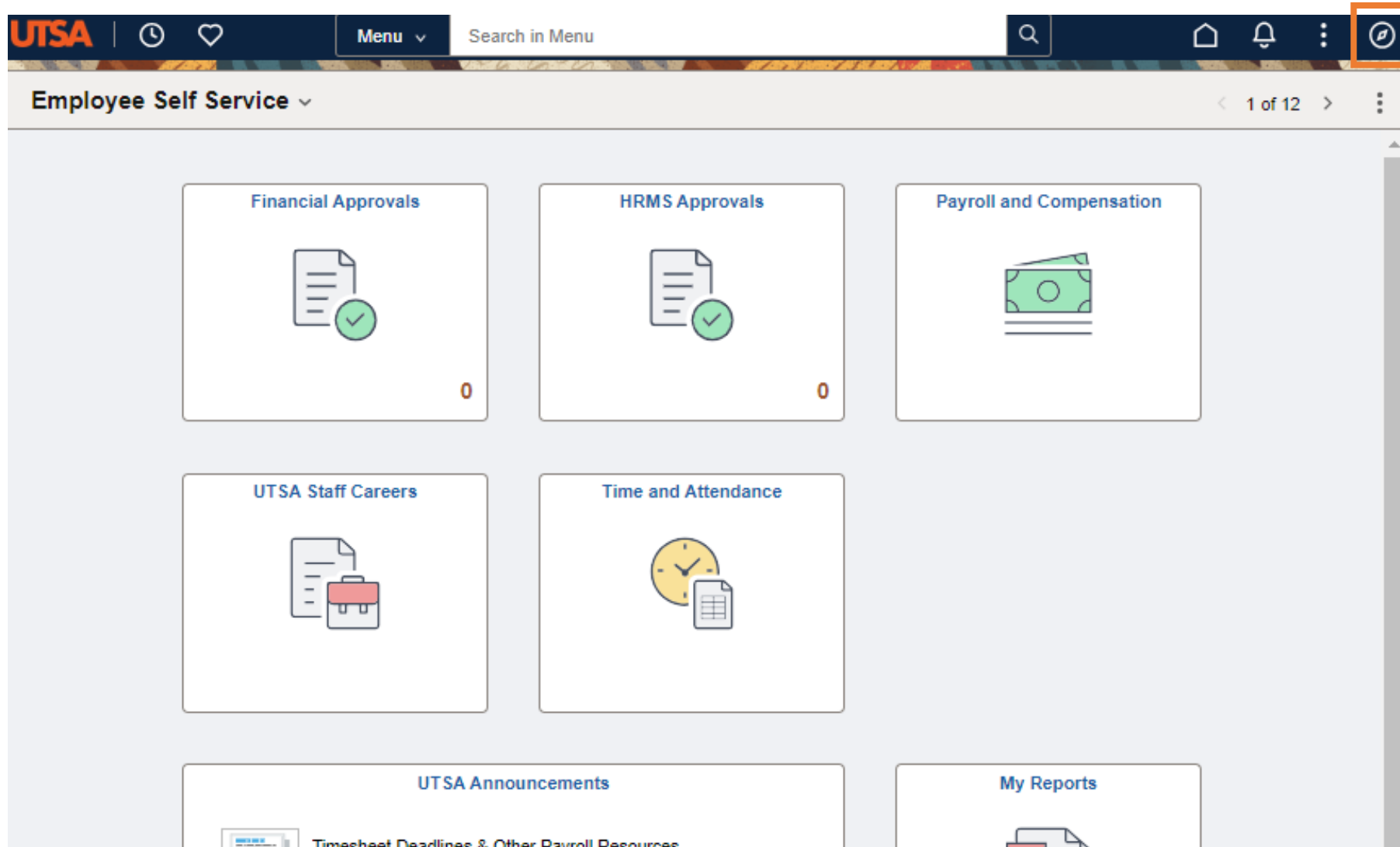




PeopleSoft Queries

Victoria Downing, Senior Budget Decision Support Analyst

How to Run a Query



In PeopleSoft, select this button at the top right to open the navigator

How to Run a Query

Select Menu

NavBar

My Links

HRMS Approvals

Financial Approvals

Recently Visited

Favorites

Menu

Select either Financials or HRMS

Financials

Financials RPT

HRMS

HRMS RPT

New Employee Resources

UTShare Resources

Enterprise Components

My Content

Worklist

Reporting Tools

PeopleTools

Select Reporting Tools

New Employee Resources

UTShare Resources

Employee Self-Service

UTZ Customizations

Workforce Development

Enterprise Components

My Content

Worklist

Reporting Tools

PeopleTools

Select Query, then Select Query Viewer

Reporting Tools

Query

Pivot Grid

Report Manager

Query

Query Viewer

How to Run a Query

- TIP: Once you've accessed the Query Viewer for the first time, add it to one of your Homepages.
- For "Search By," select "Query Name"

Example: UTSA_SPEEDTYPE_LIST_DEPT in FMS

Query Viewer

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

*Search By

Query Name

begins with

UTSA_SPEEDTYPE_LIST_DEPT

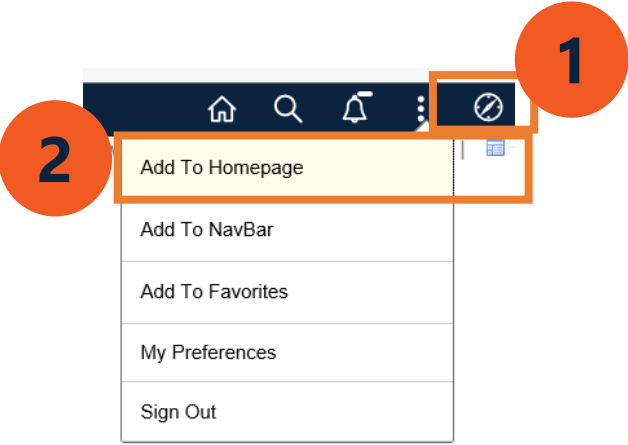
Search

Advanced Search

Search Results

*Folder View -- All Folders --

| Query | | | | | | | | | | Personalize Find View All | First | 1 of 1 | Last |
|--------------------------|-----------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|-------------------------------|-------|--------|------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites | | | | |
| UTSA_SPEEDTYPE_LIST_DEPT | UTSA_SpeedType_List_BY_DEPT | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite | | | | |



How to Run a Query

- Or click “Advanced Search” and use a word that may be in the query

Query Viewer

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

*Search By Query Name ▼ begins with

[Advanced Search](#)

- Switch “Query Name” drop-down menu from “begins with” to “contains”
- Enter a word the query name likely contains
 - Example: Speed

Query Viewer

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

Query Name contains ▼ SPEED

Description begins with ▼

Uses Record Name begins with ▼

Uses Field Name begins with ▼

Access Group Name begins with ▼

Folder Name begins with ▼

Owner = ▼

Beneficial Back Office HCM Queries

The queries listed below are under Human Resource Management System (HRMS) Module in PeopleSoft.

| Action | Query | Data Pulled |
|--|--------------------------------|--|
| Verify funding source | UTS_CA_ALL_POSN_BUDGETED | <ul style="list-style-type: none">Funding date fields for all positions owned by dept.Shows the DBT funding; can be useful as a high-level starting point.Note: Important to run after Sept. 1. |
| Verify eForms | UTS_HR_EFORMS_APPROVED_EMPL | <ul style="list-style-type: none">eForm tracking by employee; can be useful as a high-level starting point. |
| Confirm filled and vacant positions in department | UTS_CA_FILLED_AND_VACANT_POS | <ul style="list-style-type: none">Lists all active and inactive jobs.Does not have DBT budgeted. |
| Verify employee classification types have submitted their timesheets | UTS_TL_MISSING_TIMESHEETS_DEPT | <ul style="list-style-type: none">Rows of missing timesheet by start date and department. |

Beneficial Back Office FMS Queries

The queries listed below are under Financial (FMS) Module in PeopleSoft.

| Action | Query | Data Pulled |
|---|-------------------------------|---|
| Verify speedtypes by dept. | UTSA_SPEEDTYPES_LIST_DEPT | <ul style="list-style-type: none">List of speedtypes for cost centers, sponsored projects and capital projects by dept. |
| Verify speedtypes all depts. | UTZ_GL_SPEEDTYPES | <ul style="list-style-type: none">List of speedtypes for cost centers, sponsored projects and capital projects in all depts. |
| Verify SAHARA account reconciliation security setup | UTS_SAHARA_ARA_SECURITY | <ul style="list-style-type: none">List of cost centers and projects with their reconcilers and owners. |
| Confirm budget transfer has moved from cost center and/or project to new dept. ID | UTS_KK_BUDGET_TRANSFERS_ACCTN | <ul style="list-style-type: none">List of budget transfers with journal ID, date of journal and description.Can be useful as a high-level starting point. |
| Verify transactions by dept. | UTS_GL_TRANSACTIONS_UTSA_MOD | <ul style="list-style-type: none">List of all posted revenue, expenses, transfers and capital assets for cost centers, sponsored projects and capital projects by dept. |

Resources

Query list is available on the Financial Affairs website:

utsa.edu/financialaffairs/training/queries

Areas with available queries:

- Disbursements & Travel Services
- One Card
- Accounting Services





Fiscal Management Sub-Certification

Victoria Downing, Senior Budget Decision Support Analyst

Annual Financial Certification Process

Each September, department managers must complete the Fiscal Management Sub-Certification, also known as the Annual Financial Certification, found in the PeopleSoft Shared Accounts Reconciliation Application (SAHARA) module. Department reconciliation and certification are critical components of the required UT System university certification process.

- UT System Administration Policy
[UTS 142.1 – Policy on the Annual Financial Report](#)
- UTSA Financial Guideline
[Fiscal Management Sub-Certification Work Plan](#)
Section 1: Internal Control



Annual Financial Certification Process

Must be completed by the department manager.

- No delegations of sub-certification allowed.
- Department managers in place as of **Aug. 31** must certify, even if they were not there the full year.
- Compare query UTZ_GL_SPEEDTYPES against query UTS_SAHARA_ARA_SECURITY to make sure your department has a reconciler and owner to cost center and sponsored project.
 - To update department manager, submit a [Chart of Accounts Maintenance Request Form](#)
 - Ensure department manager updates are made before August.
- Reconciliation for the fiscal year should be complete before certifying.

Annual Financial Certification Process

Department managers are required to certify that:

- There are established internal controls, which include reconciliation of all cost centers and projects.
- All transactions for the fiscal year were appropriate, allowable, properly recorded and reconciled.
- Monthly reconciliations were reviewed and approved.
- Adequate segregation of duties and internal controls were maintained, and potential fraud was reported.

Fiscal Management Sub-Certification Process

- Department manager can see which cost centers and projects have been reconciled and approved for which periods with query: UTS_SAHARA_ARA_SUMMARY
- **Reconciliations must be current and approved** to ensure department manager feels confident certifying.
- All department managers must certify – UTSA must be able to say that almost 100% of managers and revenues/expenses are certified.

Fiscal Management Sub-Certification Process

Department managers who do not complete the sub-certification are reported to:

- Respective vice president
- Office of Auditing & Consulting Services
- Executive Vice President of Business Affairs

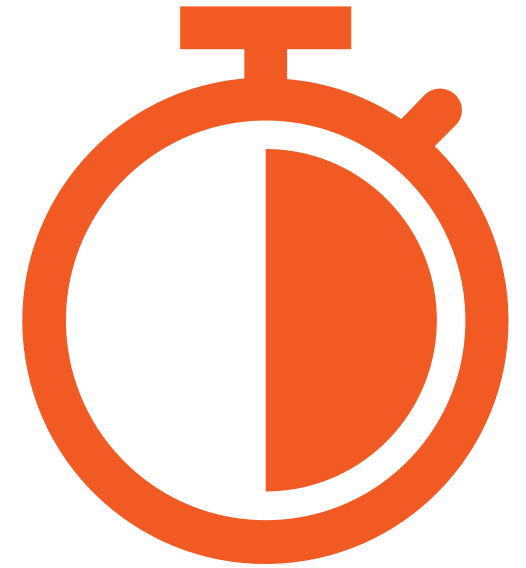
When performing the annual risk assessment, the Office of Institutional Compliance & Risk Services utilizes administrator responses (or lack thereof) to determine account administrators selected for Quality Assurance Reviews (QAR).

- QAR is a review by Compliance of departmental reconciliations and financial procedures; a report is issued to the department showing a low, medium or high level of risk.

Timely Department Manager Updates

If the department manager changes, a request to update department manager/owner must be completed before the new department manager can complete the financial certification.

- Complete the [Chart of Accounts Maintenance \(COA\) Form](#) to update the new manager as SAHARA owner for approvals and certification.
- If the department manager is a new employee and requires PeopleSoft roles, request access using the [Departmental User Access Form](#).



Timely Department Manager Updates

New sponsored project ID or cost centers setup without a COA form:

- Upon completion of the required information on the spreadsheet, department will create a [Service Now ticket](#) and attach the spreadsheet. Select SAHARA for correct ticket template.
- The ticket will be routed to UTS-EADS (Business Information Systems) for completion.
- Updates made to the SAHARA tables so departments can access SAHARA for reconciliation review and approval.

What kind of help do you need?

The categories listed below and the links provided will transition you to the new system in order for you to create a ticket and provide information needed for a resolution.

| | |
|--|---|
| Workflow Administration (Reassign Documents) | > |
| UTShare/ PeopleSoft Reporting/Query | > |
| UTShare/PeopleSoft Security and Technical | > |
| Sahara | > |
| BIS Data Loads and Processing Requests | > |

Resources

The following resources are available on the Financial Affairs Training website (utsa.edu/financialaffairs/training/accounting-services).

- Annual Financial Certification Job Aid
- Annual Financial Certification Frequently Asked Questions
- SAHARA Overview for Approvers





Contact Us

Phone: 210-458-4210

Fax: 210-458-4236

Location: NPB 451

Email: financialaffairs@utsa.edu

Website: utsa.edu/financialaffairs



The background image shows a modern, multi-story building with a glass facade and a grid of windows. A banner with the UTSA logo is visible on the left. The entire image has a blue tint.

Payroll Services

Nnennaya Ikwuagwu, Director

Critical Payroll Deadlines - Salary

| | |
|---|---|
| 8/8/2025 | Additional Pay eForm Deadline: must be fully approved by 5 p.m. without errors and received by deadline to process for payment using FY25 funds. |
| 8/11/2025 | Last date for off-cycle check requests accepted by the Payroll Office. There will be no off-cycle check printing Aug. 28-31. |
| 8/11/2025 | Last salaried employee weekly timesheet due date for the Aug. 11-15 work week to meet the August monthly payroll processing deadline. |
| 8/20/2025 | Deadline to approve employees' timesheets, including Overtime Comp Time Payout (OCP) hours. |
| Note: Late entries will be processed the following fiscal year (September) | |

Critical Payroll Deadlines - Hourly

| | |
|---|--|
| 8/18/2025 | Hourly employee weekly timesheet for Aug. 1-15 pay period due to supervisor. |
| 8/19/2025 | Supervisor approval due by 3 p.m. |
| 9/2/2025 | Hourly employee weekly timesheet for Aug. 16-31 pay period due to supervisor. |
| 9/3/2025 | Supervisor approval due by 3 p.m. |
| Note: Late entries will be processed the following fiscal year (September) | |

Cell Phone Allowance

Eligibility

- Emergency contact or critical decision-maker.
- Frequently “on call.”
- Works off campus at job site without access to UTSA landline.
- Frequently travels or is out of the office.



Cell Phone Allowance

- Reports sent to VP office for annual review by mid-July.
- VP reviews and determines if existing employees are eligible in FY26.
- If still eligible, return the list confirming no changes to payroll@utsa.edu by Sept. 2.

Note: If existing employees using CDA are still eligible, update “Yes” column only. No eform is needed unless they are a new employee to the list.



Cell Phone Allowance

Changes required to list:

- Return the list indicating changes, such as allowance terminations or amount changes.
 - Email completed list to payroll@utsa.edu.
- Complete the [Cellular Phone Allowance](#) form to add an allowance for an employee receiving allowance for the first time beginning FY26.
 - Attach the completed form to an additional pay eForm and route for approval.
 - The form does not require a VPBA signature.
 - The division VP signature is required.

Additional Pay eForms

- Ensure all Additional Pay eForms are submitted and approved according to the Additional Pay eForm Deadline Calendar.
- Additional pay processing deadline is the 10th of every month, or the prior business day if the 10th falls on a weekend.
- Additional pay is a **non-eligible pay** type category for off-cycle checks per Financial Guidelines.





Contact Payroll

Phone: 210-458-4280

Fax: 210-458-4236

Location: NPB 451

Email: payroll@utsa.edu

Website: utsa.edu/payroll





Accounting

Cynthia Schweers, Assistant Controller

Year-End Accounting Functions

Accruals – Items owed but not paid before end of year.

- For services rendered or goods received as of Aug. 31, 2025.
- Materiality factor of > \$10,000 per item.
- Vouchers for \$10,000 or less must be routed to DTS by **Aug. 22** to be included in FY25 expenses.

Service centers Inter-Departmental Transfers (IDTs)

- IDT for services rendered for FY25 by **noon** on **Sept. 5**.

Inventory

- Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by **noon on Sept. 5**

Year-End Accounting Functions, Pre-Payments and Accruals

Year-End Closing and Accounting Guideline

utsa.edu/financialaffairs/resources/financial-guidelines

- Both pre-payments and accrual journals are created based on queries in PeopleSoft.
- Both queries are based on service dates.
 - It is critical to enter **accurate service dates** on both non-PO and PO vouchers.

General Accounting Information

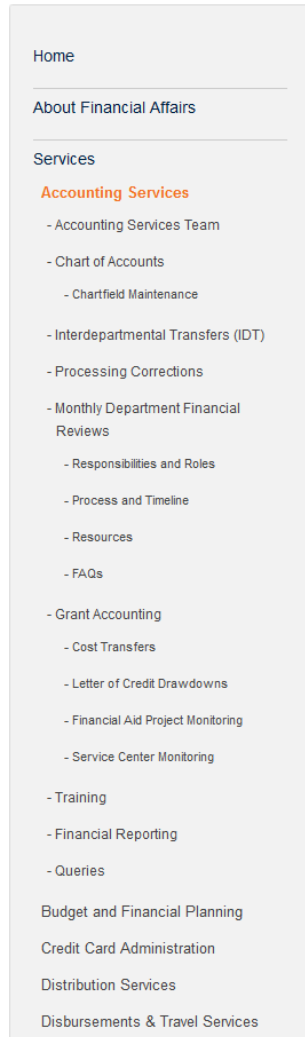
Chart of Account Maintenance Form

- Form required to add or modify departments or cost centers, including department managers.
- Form and instructions are located under Forms and Worksheets on the Accounting website:
utsa.edu/financialaffairs/services/accounting/chart-of-accounts/chartfield-maintenance

Monthly Department Financial Review

- Use PeopleSoft SAHARA Tool.
- Should be reconciling monthly.
- Follow established procedures for each correction type.

General Accounting Information



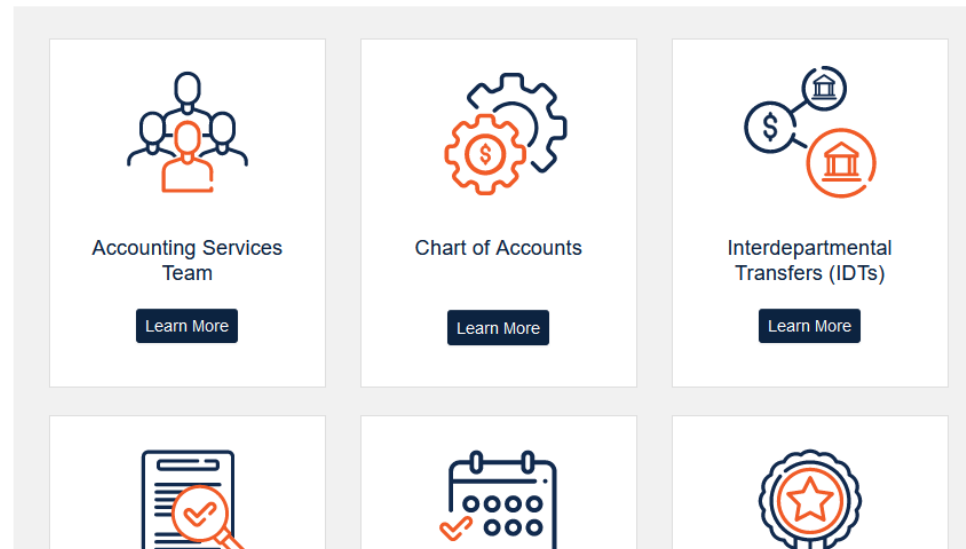
Welcome to Accounting Services

We provide timely and accurate accounting and financial reporting services in accordance with the requirements of Generally Accepted Accounting Principles, the Texas State Comptroller, The University of Texas System, and other applicable regulatory and oversight agencies.

Our services range from managing the month-end and year-end accounting close functions to producing internal and external reports and financial analysis. We also review requests to modify or establish cost centers and department IDs and process interdepartmental transfers and accounting corrections. Additionally, we assist with the monthly departmental financial review process and the setup and maintenance of capital projects. We also perform grant accounting functions, such as cost transfer processing and letter of credit drawdowns, as well as financial aid project monitoring and service center monitoring.

We invite you to explore our services to learn how we can support you.

Our Services



- Access the Accounting Services website for various links and tools: utsa.edu/accounting
- Links to forms & worksheets
- Links to SAHARA information
- Training
- Helpful queries

Helpful Queries

- Speedtype list by department.
- List of cost centers and projects under my department.
- AP voucher detail (various parameters, e.g., by account, by cost center/project, etc.).
- Travel payments by cost center or project.
- UTZ (deposit) document details.
- One Card payment detail by cost center or project.



General Accounting Information

Reminder:

- Accrual and pre-paid threshold is \$10,000.
- If less than \$10,000, it will be expensed in year paid.



General Accounting Information

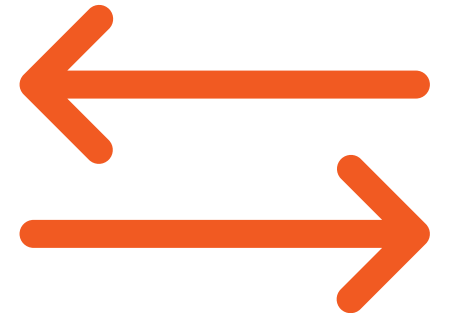
Corrections

- Follow established procedures for all manual and easy-correct journal utsa.edu/financialaffairs/services/accounting/corrections
- Send corrections for sponsored projects to the applicable GCFS administrator.
 - These corrections will follow same guidelines and deadlines as those sent for manual accounting corrections.
 - Link to instructions and form: utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers
- **Due: Sept. 10 at 3 p.m.**

General Accounting Information

Corrections

- Provide the following information for **manual** corrections:
 - Document ID number.
 - Original cost center and account used (not budget accounts like A4000).
 - New cost center and account for correction.
 - Amount of correction, especially 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 FY25 departmental revenue must be delivered to Fiscal Services no later than **4 p.m. on Aug. 29, 2025**, in order to be recorded in the correct fiscal year.
- All reimbursement requests for petty cash funds for FY25 must be submitted to Fiscal Services no later than **3 p.m. on Aug. 29, 2025**.
- Requests submitted after this time will be recorded in the upcoming FY26 fiscal year.



Capital & Controlled Purchases

- Please ensure that receiving reports are complete for any capital and controlled items **by Aug. 29.**
- **Never** complete a receiving report for an item not received. That is considered false financial reporting.
- Once received, please contact the Inventory department to tag the item(s) to ensure they are recorded with FY25 activity.



Critical Accounting Deadlines

| | |
|--------------------------------|--|
| 8/14/2025 | Corrections through July due to Accounting Services by 5 p.m. |
| 9/5/2025 | Inventory reconciliation due to Account Services by noon. |
| 9/5/2025 | IDT for services rendered for FY25 must be received in Accounting Services by noon. |
| 9/5/2025 after noon | Tentative – Announcement from Financial Affairs to review (preliminary) August reconciliation. |
| 9/10/2025 | Corrections for August due to Accounting Services by 3 p.m. |

Once deadlines have passed, any prior year corrections involving cost centers will require a budget transfer.

Cost Transfers and Corrections Critical Dates

| | |
|------------------------|---|
| 8/14/2025 | July 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu by 5 p.m. |
| 9/5/2025 after noon | Preliminary reconciliations tentatively ready (will be announced). |
| 9/10/2025 | August 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu by noon. |



Contact Accounting

Phone: 210-458-4212

Fax: 210-458-4236

Location: NPB 451

Email: accounting.ofc@utsa.edu

Website: utsa.edu/accounting





TIME
FOR A
BREAK



Grants & Contracts, Financial Services (GCFS)

Cynthia Villarreal-Garcia, Director

Year-End Closing and Accounting

- Year-end closing activities are performed each fiscal year to provide an accurate and complete set of financial records to use as the basis for UTSA's annual financial report.
- Year-end closing for sponsored projects (grants and contracts) adheres to UTSA's year-end accounting deadlines.
- Year-end processes on sponsored projects involve a combined effort between the BSC teams, College Research Administration Teams, Office of Sponsored Projects (OSP), and Grants Contract and Financial Services (GCFS)

Year-End Accounting Functions

Accruals: Items owed but not paid before end of year.

- For services rendered, sub-awards, or goods received as of Aug. 31, 2025.
- Materiality factor of > \$10,000 per item.
- Contact any sub-awardees on the projects for any outstanding invoices and provide the invoice detail and amounts to the GCFS team by **Aug. 22.**

Service Centers Inter-Departmental Transfers (IDTs)

- IDT for services rendered for FY25 due by **noon** on **Sept. 5.**

Project Related Cost Transfers

- August 2025 activity cost transfers are due to Controller.VPRAssist@utsa.edu by **noon** on **Sept. 10.**



Sponsored Projects Year-End Review

Cynthia Villarreal-Garcia, Director

Salaries/Benefits

- Verify salary/payroll is correctly allocated for all periods in the current fiscal year.
- Review summer salaries each month for accuracy.
- Expedite corrections for summer salaries within year-end deadlines.
- Submit FY25 Project Funding Change eForms with sufficient time to process by Friday, Aug. 8.
- All retroactive funding changes are due Aug. 14.





Cost Share

- Review cost share accounts for activity.
- Process cost share corrections as needed to correctly reflect cost share for the fiscal year.
- Ensure budget and expenses reconcile on the cost share account.

Travel, Other Direct, Capital Expenses, and F&A

- Project budget lines – review and clear deficits.
- Encumbrances – review and process outstanding items.
- Project end dates – review for closeout or extension actions and verify expenses are within the project performance period.
- Review capital expenses and F&A calculations.



Participant Costs, Stipends and Tuition

- Review project budget lines and clear deficits.
- Verify all allocations were made to the student.
- Verify the tuition expenses are recorded in the correct year.
- Process corrections, if needed.





Contact GCFS

Phone: 210-458-4280

Fax: 210-458-4236

Location: NPB 451

Email:

grantsandcontracts.financialservices@utsa.edu

Website:

utsa.edu/financialaffairs/services/grants-contracts





Purchasing

Ynes Alderson, Associate Director

FY25 Year-End Dates

| | |
|---------------------|--|
| 6/2/2025 | Next Year Flag activated in Rowdy Exchange. |
| 6/20/2025 | Last day to submit requisitions over \$50,000 using FY25 funds.* |
| 7/25/2025 | Last day to submit FY25 requisitions with value between \$15,000 and \$49,999. |
| 8/8/2025 | Last day to request FY25 purchase order closures. |
| 8/8/2025 | Last day to submit POC purchase order change request. |
| 8/15/2025 | Last-day POs will encumber FY25 funds \$14,999 and under. Access to Rowdy Exchange will be removed until Sept. 2. |
| Post PO Roll | Requisition creation using FY25 funds enabled (no later than Sept 3). |

* All workflow approvals (including budget, commodity, and foreign vendor) must be completed by close of business (COB) on the specified deadline date. Requisitions submitted after these deadlines may be returned and will need to be recreated for FY26.

Year-End Checklist

1. Run queries.
2. Review PO status in PeopleSoft.
3. Address errors.
 - Types of budget errors.
 - Purchase order change (POC) may be required.
 - If payment has not been processed:
 - Check if item(s) have been received.
 - Verify if the PO has been invoiced.
 - Create a receiving report.
 - Zero to \$0.01 (penny) POs:
 - Determine if the PO should be closed.
 - Closing releases any remaining encumbrance.
 - Email purchasing@utsa.edu to request closure (The last day to submit is Aug. 8).



Queries

Purchase orders with encumbrances should be reviewed monthly throughout the year.

The following queries are for viewing PO encumbrances in PeopleSoft:

- UTS_PO_OPEN_ENC_BY_CC
- UTS_PO_OPEN_ENC_BY_DEPT
- UTS_PO_OPEN_ENC_BY_PROJECT

The previous reports do not identify budget errors. The query below must be run to identify all POs in budget error status (will not show an encumbrance).

- UTS_PO_ERROR_STATUS



Review PO Status

Employee Self Service

Purchase Order Inquiry

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

Find an Existing Value

Keyword Search

Search Criteria

Business Unit

=

▼

UTSA1

PO ID

begins with

▼

PO0050000

Contract SetID

begins with

▼

Contract ID

begins with

▼

Release Number

=

▼

Purchase Order Date

=

▼

PO Status

=

▼

Short Supplier Name

begins with

▼

Supplier ID

begins with

▼

Supplier Name

begins with

▼

Buyer

begins with

▼

Buyer Name

begins with

▼

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

Type complete PO number

UTSA[®] CREATING BOLD FUTURES[®]

82

Review PO Status

Employee Self Service

Purchase Order

Purchase Order Inquiry

Purchase Order

Business Unit UTSA1

PO ID PO0050000

PO Status Compl

Budget Status Valid

PO and Budget status

Header

PO Date 03/13/2018

Supplier Name CELLISCO-001

Supplier ID 0000037246

Buyer generic buyer assignment ID

PO Reference

Supplier Details

Backorder Status Not Backordered

Receipt Status Received

Hold From Further Processing

Click to view payments

Activity Summary

Header Comments...

Document Status

Amount Summary

Merchandise 55.00

Freight/Tax/Misc. 0.00

Total 55.00 USD

Encumbrance Balance 0.00 USD

Remaining balance

| Line | Item ID | Item Description | Category | PO Qty | UOM | Merchandise Amount | Status |
|------|---------|--------------------------------|----------|--------|-----|--------------------|--------|
| 1 | | Benjamin Garrison-Administrati | 44120000 | 1.0000 | BX | 27.50 USD | Closed |
| 2 | | Shannon Rios- ACAD ADVISING CO | 44120000 | 1.0000 | BX | 27.50 USD | Closed |

Return to Search

Notify

Related

Review PO Status

Document Status

[New Window](#) | [Help](#) | [Perso](#)

Document Status

Business Unit UTSA1

Document Date 03/13/2018

Currency USD

Buyer generic buyer assignment ID

PO ID PO0050000

Status Compl

Document Type Purchase Order

Merchandise Amt 55.00

Budget Status Valid

Requisitions

Sourcing Events

Procurement Contracts

Purchase Orders

Service Work Orders

Receipts(1)

Returns

Vouchers(1)

Payments(1)

Show All

Associated Document

[Personalize](#) | [Find](#) | [View All](#) |

First 1-3 of 3 Last

| Actions | SetID | Business Unit | Document Type | DOC ID | Status | Document Date | Supplier ID | Location | Go To Document Status Inquiry |
|---------------------------|-------|---------------|---------------|------------|----------|---------------|-------------|----------|-------------------------------|
| ▼ Actions | | UTSA1 | Receipt | RC-0006677 | Received | 04/03/2018 | | | |
| ▼ Actions | | UTSA1 | Voucher | 00162422 | Posted | 03/21/2018 | | | |
| ▼ Actions | UTSHR | | Payment | 3100124054 | Posted | 05/01/2018 | 0000037246 | UTSA01 | |

[Return to Search](#)

For additional information click on Doc ID

Budget Errors

Types of budget errors:

- Expired Project(s)
 - Confirm project start and end dates.
 - POC required to update projects.
- Insufficient Funds
 - Budget transfer needed.
 - POC required to update funding.
- No Budget Exists
 - Confirm that the Account Code is an allowable expense.
 - POC required to update funding.

Note: All budget errors must be resolved to allow the PO to pay, close or roll. The last day to submit POC is Aug. 8.

Purchase Order Change (POCs)

When to submit a POC Request:

- To change the account or speedchart (funding source).
- To change the quantity on non-catalog orders.
- To change the amount or price on non-catalog orders.
- To cancel a PO.

Do NOT submit a POC request for punchout orders.

- To add products, update product descriptions, or change pricing, a new requisition is required.

Receiving Report

- Required for orders funded with State or Federal funds, capital and controlled assets, or purchases over \$4,999.99 (excluding amount-only items).
- Examples of receipts required for account codes for capitalized and controlled purchases:
 - Controlled items (at any cost)
 - Guns (handguns, rifles, automatic weapons, shotguns)
 - Artwork
 - Specified lasers
 - Encryption technology
 - Sensors
 - Propulsion systems
 - Infectious agents
 - Food for research
 - Toxins, chemicals and gases
 - Animals and certain materials for the manufacture of controlled goods

Receiving Report

- Required for orders funded with state or federal funds, capital and control assets, or purchases over \$4,999.99 (excluding amount only items).
- Examples of receipts required for account codes for capitalized and controlled purchases:
 - 21XX: Any state fund code starting with 21.
 - 5100-5499: Federal, state, local and private grants, contracts and agreements.
- Account codes for specific purchases:
 - 63162: \$500-\$4,999.99 - Cameras, camcorders, video recorders/players, sound systems, TVs, projectors, unmanned aerial vehicles (UAVs): drones.
 - 63163: \$500-\$4,999.99 - Desktop/laptop computers, tablets and smartphones.
 - 86XXX: \$5,000 or more (capitalized).

Zero to \$.01 (Penny) POs

- Zero-dollar value POs or line items.
 - Zero-dollar value POs or line items will not roll.
 - At least \$.01 per line is required.
 - If multiple funding sources (cost centers/projects) are used, \$.01 is required per funding source.
 - POC is required to update any zero-dollar PO that needs to roll.
- \$.01 (penny) POs
 - Multi-year POs must have a penny per line to continue to allow the PO to roll.
 - Examples of multi-year POs: copier lease, contract agreements and services.

PO Roll – Not Eligible

- POs with quantities fully received (with partially paid lines):
 - Zero encumbrance POs and zero-dollar lines are not eligible to roll.
 - Purchasing will work with departments to assist with ineligible POs if possible.

Note: If a purchase order does not roll, departments must create a new requisition in the new year.



Best Practices

Entering FY26 Requisitions:

- Start entering FY26 requisitions on June 2, especially for agreements due in early September.
- Submit all FY26 POCs after Sept. 2 to encumber the funds before the invoices arrive.
- Utilize the GPO Search Tool when obtaining the first quote to greatly reduce the need for formal solicitation.
- Please request vendors to include shipping costs in their quotes to reduce the number of future POCs. If a vendor opts for "Prepay and Add" for shipping, ensure they include a line item for shipping with a reasonable estimated amount. This approach will minimize POCs, and any remaining funds will be disencumbered and returned to you.

Upcoming Initiatives

- Starting in FY26, the PO Close process will be conducted year-round. Initially, it will target POs with no activity for 180 days and zero remaining quantity.
- Upcoming Punchouts
 - Furniture Punchouts
- Reminder: Don't forget about the newly redesigned Rowdy Exchange Training!





Contact Purchasing

Phone: 210-458-4060

Fax: 210-458-4236

Location: NPB 451

Email: purchasing@utsa.edu

Website: utsa.edu/purchasing





Disbursements & Travel Services (DTS) And Credit Card Administration

Elisabeth Cuadros, Director

Critical Disbursements & Travel Services Deadlines

| | |
|-----------|---|
| 7/7/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS from September–June (reimbursements, travel advances, participant advances, athletic advances, student travel expenses). |
| 7/21/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS from July 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel advances). |
| 8/4/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS from July 16-31 (reimbursements, travel advances, participants advances, athletic advances, student travel expenses). |
| 8/18/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS from Aug. 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses). |
| 8/22/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS for any expenses incurred from Aug. 16-21 . Last day to submit wire transfer requests. |
| 8/22/2025 | Depts must electronically route all non-PO vouchers and expense reports to DTS if expensed out in FY25 for \$10,000 or less. |
| 8/25/2025 | All remaining expense reports after August 21 must be submitted and routed to DTS if expensed out in FY25 (reimbursements, travel advances, participants advances, athletic advances). |
| 8/26/2025 | Last check run at noon for FY25. |
| 9/2/2025 | FY26 open for processing. |

Year-End T&E DTS Functions

- Travel encumbrances (budget funding set aside to pay for travel) will roll forward to FY26.
- Per the [Travel Advance financial guideline](#), all outstanding travel expenditures must be settled within 30 days of travel completion.
- All travel advances must be settled and in DTS by **Aug. 22**, if expensed in FY25.



Year-End T&E Functions

- Advance requests not approved before the end of FY25 will be approved in FY26.
 - The accounting date will be updated to the new fiscal year.
- T&E reimbursements not received by the Aug. 25 deadline will be processed in FY26.
 - Do **not** create new expense reports after Aug. 25, 2025.
- Non-PO vouchers not approved in FY25 will be rolled forward to FY26.

Expense Report Reminders

- Use “Quick Start” to link Travel Authorization (TA) to Expense Report (ER).
 - Select “Populate from” TA to automatically link the TA to the ER.
 - This eliminates re-entry of expense details—only adjust for actual incurred expenses.
- If “Quick Start” Was Not Used:
 - Manually link the TA or apply the Cash Advance (CA) to the ER during settlement.
- Properly linking the TA or CA to the ER:
 - Prevents documents from being sent back for corrections.
 - Reduces delays in approval routing.
 - Avoids reimbursement delays for the traveler.

Expense Report Reminders

If an ER is submitted 120+ days after the expense/travel date:

- Reimbursement will still occur, but the full amount of expenses will be reported as taxable income to the employee. Taxation is final and cannot be reversed once applied.

Exceptions are limited and will only be considered when:

- The employee was genuinely unable to submit the ER on time (e.g., extended illness).
- A reasonable explanation must be provided, and approval for an exception can only be granted by the AVP for Supply Chain or their designee.
- Department staff turnover will not qualify as a valid exception.

Helpful T&E Queries in Production

Monitor document status on expense reports in workflow:

- UTS_EXP_PND_STAT_WF_PRMPT_MOD

Monitor travel authorization encumbrances:

- 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

Outstanding cash advances:

- UTS_TE_CASH_ADV_AGING

Automated E-Notification Reminders

Outstanding Document Reminders

- Automated reminders are sent for documents requiring certification or approval at the following intervals after submission: 7, 15, 30, 60 and 90 days.
- Applies to: Travel Authorizations, Expense Reports, Cash Advances, Journal Vouchers and Accounts Payable Vouchers.

International Travel Notifications

- Upon submission of a Travel Authorization to a foreign country in PeopleSoft, automated notifications are sent to travelers.
 - Alert travelers about required approvals, restricted regions and compliance requirements.
 - Guide what can be taken abroad, allowable activities, security protocols and more.

Washington, D.C. Travel – Automated E-Notifications

When a Travel Authorization is submitted for travel to Washington, D.C., automated notifications are triggered to ensure compliance.

- Alert travelers that the trip must be reported to the Office of State-Federal Relations (OSFR).
- Apply to activities involving federal funds or that may influence federal policy.
- Help address compliance issues—this was a finding in UTSA's most recent post-payment audit.

High-Risk Foreign Travel

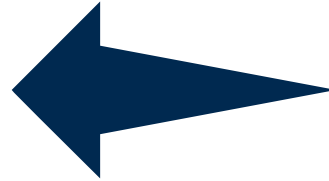
Prior review is required.

- Travel to high-risk international destinations must be reviewed and approved by the university's [International Oversight Committee \(IOC\)](#).
- Travel requests must be submitted at least two weeks before the anticipated ticket purchase date.



Approved UT System Travel & Car Rental Agencies

- Approved travel agencies:
 - Anthony Travel
 - Collegiate Travel Planners
- Approved car rental agencies:
 - Avis/Budget
 - Enterprise/National
 - Hertz



Reminder:

Always book through these approved vendors to ensure compliance with UT System travel policies.

Cash Advance Reminders

Cash advances should be minimal and are only permitted when travel expenses create a financial hardship.

- Use a One Card whenever possible to cover major travel expenses.
- Cash advances are allowed if:
 - The trip exceeds one week and a One Card is not available.
 - A Travel Authorization is approved, and the encumbrance covers the estimated advance.
- Meal per diems will be reimbursed upon travel settlement.

On-demand training for travel & cash advance processing (PS0309.01) accessible on [My Training](#).

Student Travel/Group Travel Cash Advances

General Requirements

- Use a One Card for all major travel expenses whenever possible.
- Submit cash advance requests at least 10 business days before the first day of travel.
- Cash advances will be processed no earlier than four days before travel begins.

Student travel cash advances (individual) may be allowed if:

- The student is approved for travel and is representing UTSA.
- The request is authorized by a student advance responsible party (faculty or staff sponsor).

Processing Instructions

- Submit a Single Payment Voucher in PeopleSoft for meal per diems only.
- Attach an approved Travel Advance Request (TAR) form.
- Checks may be picked up by the student or departmental proxies at Fiscal Services.

Student Travel/Group Travel Cash Advances

Role of the student advance responsible party:

- Must ensure student travel takes place.
- CA issued to faculty or staff traveling with students.

Returning unused cash advance funds:

- Return any unexpended cash advance immediately using the Deposit Transmittal Form to credit the correct funding source for meal per diems:

| Account Code | Description |
|--------------|---|
| 62304 | Travel - Student Non-Employee |
| 62305 | Travel - Student Foreign |
| 62306 | Participant Travel – Student Non-Employee |
| 62307 | Participant Travel – Student Foreign |

General T&E and AP Reminders

Travel Authorization

- All TAs must be approved electronically by the first day of travel.
- If not submitted on time, an After-the-Fact Travel Authorization Form (TAF) is required.
 - These require manual processing and slow down the workflow.
 - Monitoring controls are in place to improve compliance and efficiency.

Purchase Orders

- Closing POs and PO disencumbrances are handled by the Purchasing Office.

Travel Disencumbrances

- Handled by DTS.
- Submit a TAF.
 - Update or correct travel dates, destinations, etc.
 - Close out or cancel travel.

General T&E and AP Reminders

To avoid reimbursing travelers for expenses already paid with a One Card or through a purchase order in the expense report:

- Clearly reflect any prepayment methods used for travel expenses.
- Set the Payment Type to "Paid by Employee."
 - Do not select "Travel Agency Charge."
- Mark the checkbox as "Non-Reimbursable."

These steps help minimize the risk of duplicate or incorrect reimbursements.

To Expedite Voucher & Expense Report Processing

- Attach required supporting documentation before routing for approval.
 - Invoices and/or receipts.
 - Signed service contracts.
- Must comply with the Business-Related Hospitality and Entertainment Expenditures Financial Guideline, ensuring:
 - All required approvals are included (certification if not electronic).
 - [Business Expense Form \(BEF\)](#) is completed and approved within 90 days of the expense date.
- Verify key information is accurate:
 - Vendor number
 - Remittance address
 - Direct deposit information

Voucher and Payment Processing Best Practices

- To minimize voucher match exceptions & vendor payment delays:
 - Process a POC (e.g., for recurring expenses like copiers).
 - Be sure to provide the PO number to the vendor.
- For Airgas payments:
 - Use Non-PO vouchers for all Airgas transactions.
- Complete desktop receiving promptly.
 - Perform receiving only when goods/services are actually received by the department (not before).
 - Automated e-notification reminders will be sent in Rowdy Exchange to prompt timely receipt confirmation.



Prepayments and After-the-Fact (ATF) Orders

Prepayments

- All prepayment terms must be clearly stated on the PO.
- Prepayments over \$10,000 require approval from the Director of DTS or the Assistant VP of Supply Chain.
- Submit related invoices to disbursements.travel@utsa.edu.

After-the-fact (ATF) Orders

- Required if the PO or contract is not processed before goods or services are delivered.
- Submit the ATF form via Rowdy Exchange.
 - Reference ATF# on the invoice
 - Send to: disbursements.travel@utsa.edu

Freight Charges & Purchase Order Corrections (POCs)

Freight charges on Pos:

- Always include an adequate estimate for freight charges when creating a PO.
 - Help prevent match exceptions.
 - Reduces the need for a POC (purchase order correction).
- As an exception, to avoid payment delays:
 - DTS may override up to \$100 if freight is not included on the PO.
 - Applies to non-state accounts only.

POCs are required:

- For freight charges on state accounts.
- For additional items that were not included on the original PO.

State Account & Travel Compliance Guidelines

- Do not charge tips or hotel taxes to state accounts.
 - Use an alternate funding source for these expenses.
- If room rates or expenses exceed GSA rates, attach a preauthorization (email or memo) with the supporting documentation.
- Airfare must be purchased using a One Card (state credit card).
 - Effective March 19, 2024, per Texas Gov. Code 20.413.
- Travel to Washington, D.C.:
 - If the trip involves obtaining/spending federal funds or affects federal policy, submit a form to the Office of State-Federal Relations (OSFR).

PaymentWorks: Supplier Setup Process

Steps for setting up a new vendor:

- Visit the [supplier setup](#) website.
- Departments must send an invitation for the vendor to begin registration.
- Department is responsible for monitoring the vendor's registration status.

Using existing vendors:

- Existing vendors may continue to be used if no changes or vendor updates are required.

Foreign vendors must also be approved by the [Office of Research and Integrity](#).

Delays may occur depending on:

- How quickly the vendor completes registration.
- Whether the vendor clears any financial sanctions.



One Card Year-End Deadlines

| | |
|------------------|---|
| 7/18/2025 | Departmental approval due by 5 p.m. for July 3 statement. |
| 7/25/2025 | Recommended last day to charge for FY25*. |
| 8/4/2025 | Transactions for Aug. 3 statement ready for reconciliation. |
| 8/15/2025 | Departmental approval due by 5 p.m. for Aug. 3 statement. |
| 9/4/2025 | Transactions for Sept. 4 statement ready for reconciliation. |
| 9/5/2025 | One Card reconciliations completed and approved by 10 a.m. on Sept. 5 will be processed for immediate payment. Payment vouchers over \$10,000 will be charged to FY25; all others will be charged to FY26. |

* Please follow the recommended last day to charge if you want to pay from FY25 funds. UTSA has no control over the vendor's or the bank's credit card processing and posting dates.

One Card Reminders - Key Information & Guidelines

State Vendor Hold Searches

- Not required for travel purchases with an approved TA (airfare, hotels, registrations).
- Required for all other types of purchases.

Electronic Purchases

- Limited to \$499.99 per item, including shipping and handling.
- Controlled assets (\$500–\$4,999.99) cannot be purchased due to state restrictions.
- Electronic vendors (e.g., Best Buy, Altex) are flagged with MCC codes on One Cards.
 - Daily One Card purchase limit: \$499.99.

If the purchase exceeds this limit, contact the Credit Card Administration Office.

One Card Reminders and Information

Rowdy Exchange remains the preferred e-procurement platform.

- Leverages state purchasing contracts.
- Saves time and money.
- Ensures compliance with university and state procurement policies.

Card distribution:

- Credit cards are mailed directly to departments.

Requests for increases or Merchant Category Codes (MCC):

- Credit Card Maintenance request form.
 - Daily or credit limit increases.
 - Adding MCCs.

One Card Reminders and Information

Reconciliation Deadline

- Monthly reconciliation is due by the 20th of each month or the published deadline during holidays/EOY processing.

Payment Instructions

- Departments must create non-PO vouchers to pay Citibank.

On Demand Training

- One Card Reconciliation and Payment Processing (AM590.01) available on MyTraining.





Contact DTS

Phone: 210-458-4213

Fax: 210-458-4236

Location: NPB 451

Email: disbursements.travel@utsa.edu
creditcards@utsa.edu

Websites:

utsa.edu/financialaffairs/services/disbursements-travel

utsa.edu/financialaffairs/services/credit-card-administration





People Excellence (PE)

Andrea McClure, Employee Services Supervisor

Fall Hires/Rehires

Faculty

- Submit appropriate eForm (appointment or contract additions/changes).
- eForm will route for approval from dean, provost, Grants and Budget office.
- Tenure, tenure track, fixed-term track (rolling contracts) are renewed automatically.
- Faculty Personnel Services are final approvers.



Fall Hires/Rehires

Staff

- Partner with [Talent Acquisition](#).

Students

- Submit appropriate eForm (appointment or contract additions/changes).
- Graduate students should be appointed per semester.
- Must be enrolled to work (exceptions for semester breaks).
- Can work no more than 19 combined hours per week.



New Hire Process

- Employees **cannot** begin working until eForm is in "completed" status.
 - eForms can be routed 30 days ahead if effective date for approval.
- Confirm employees have work authorization documents before hiring.
- New process coming to assist students with Employee Self Service!
- All new employees must complete within 3 days of hire date.
 - Instructions are sent via email.
 - Will be terminated if not completed.

Helpful Information

- All new hires require a background check.
- Missing/incorrect information will cause delays or denials.
- Search match is **required**.
- Do not create or route more than one eForm at a time for an employee or position number.
- Allow two weeks for processing due to unforeseen delays and peak processing periods.
- Please submit eForms for routing and approval no later than the 10th of the [current payroll month](#).

Terminations

- All students have an end date in PeopleSoft and will be automatically terminated. Submit an extension (JAC) 30 days ahead to avoid if needed.
- Submit an End Appointment eForm for resignations, etc.
 - Retirement requires a different form.
- Be mindful of overpayments
 - Monthly employees (i.e., graduate-level student employees).
- Faculty
 - Only term faculty who are truly separating from UTSA.
 - Non-benefits eligible faculty will auto-term.
 - Benefits-eligible faculty will require a termination eForm if separating from UTSA.

eForm Actions

| eForm Name | eForm Action |
|------------------------------|--|
| Appointment | <ul style="list-style-type: none">• Appoints a new paid employee• Appoints a returning employee with a break in service |
| Transfer | <ul style="list-style-type: none">• Transfers an employee from one position to another position within the same department• Transfers an employee from one department into a new position number in another department. Please see below for additional guidelines regarding staff transfers.• Used for an existing employee and processed by new (receiving) department• Employees who are transferring should NOT be terminated by the dept. they are leaving |
| Job Attribute Change | <ul style="list-style-type: none">• Extends the appointment for an existing, paid employee• Change in pay for an existing employee• Cannot be used for POIs or employees paid on contract• Cannot have retroactive funding dates |
| Contract Additions & Changes | <ul style="list-style-type: none">• Modifies an existing contract• Adds an additional contract to a job record• Funding issues can occur when these changes are not effective on the 1st of the month• For Graduate contracts, changes cannot be made retroactively |

[Visit eForms webpage.](#)

Helpful Links

- [eForms Job Aid](#)
- [CBC](#)
- [Talent Acquisition](#)

Student Titles

- [HOP 4.09, Student Employees](#)
- [Student Titles - Monthly](#)
- [Student Titles - Semi Monthly](#)



Guideline for Maximum Vacation Carryover

- Texas state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.
- Vacation hours exceeding carryover limit will be converted to sick leave at the end of each fiscal year (around Sept. 1).
- Projected vacation carryover amount can be found in Employee Self Service.

Absence Balance Details

Absence Balance Summary

Absence Balance Details

Allowable Carryover Details

FMLA

Personal Workforce Summary

State Service

Longevity

Hazardous Duty

Retirement Program

| | | |
|----------------------|-------------------------|--------------------------|
| Name | Employee ID# | Employee Record |
| Department ID# | Employee Classification | Payroll Status |
| State Service Months | FLSA Status | 6-Month Service Eligible |

Guideline for Maximum Vacation Carryover

- All vacation leave requests should be approved by the employee's immediate supervisor in advance.
- Vacation time over the maximum must be taken no later than Aug. 31.
- Please ensure all time and absences are reported in PeopleSoft by timesheet deadlines.
 - Dates can be located on the Payroll Services website:
utsa.edu/financialaffairs/services/payroll/payroll-deadlines



Contact People Excellence

Phone: 210-458-4250

Fax: 210-458-4287

Location: NPB 451

Email: hr@utsa.edu

Website: utsa.edu/people-excellence



Evaluation

Please complete the electronic evaluation form to help us improve our workshops

There are three ways for you to complete the evaluation form

1. Click the link provided in the chat box
2. Scan QR code with your mobile device
3. Open your browser and type in the web address below
<https://mytraining.utsa.edu/apps/evaluations/>

Once at the evaluation website

1. Click Load Classes (Orange Tab)
2. Click PS0209.02 Financial Affairs Fiscal Year-End Workshop
3. Click Start Evaluation
4. Click Give Feedback

NOTE: Number 1 = Low and Number 7 = High

Please provide feedback in the open comment box at the end of the evaluation



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