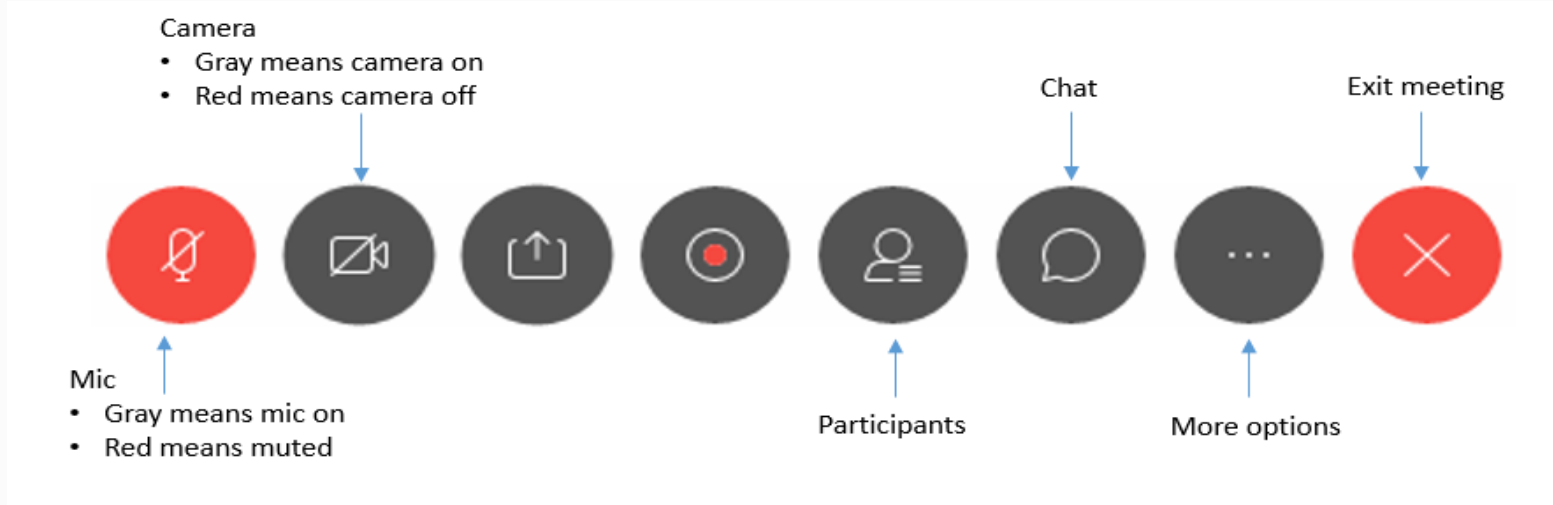


Financial Area Representatives Meeting

May 26, 2020

Hosted By: Javier Martinez



- To activate pop-up menu - scroll & click on your screen
- Microphone/Camera are deactivated for attendees
- Open chat box
 - Select All Participants
 - Type your Name & Department in Chat
 - Type all questions and comments in Chat

2:00 pm **Welcome, Introductions and Announcements**
Javier Martinez, Sr. Director for Financial Information Systems

2:05 pm **Supply Chain Project**
Sheri Hardison, Assoc. VP for Financial Affairs

2:15 pm **FMOG Updates**
Lilian Man, Senior Policy Analyst

2:25 pm **eSignature (DocuSign) & BEF Forms**
Debra Villanueva, Senior Business Operations Manager
& Amy Fritz, Admin Services Officer I

2:40 pm **Timesheet Introduction– PeopleSoft Employee & Manager Self-Service**
Frances Whitaker, Director of Payroll Services

Next FAR Meeting: TBD

Website for FAR presentations can be found at:
<http://www.utsa.edu/financialaffairs/far.html>

Year End Workshops

- Refresher Workshop
June 10, 2020 – WebEx Event
9:00 to 11:00 am
- New Employee Workshop
June 12, 2020 – WebEx Event
1:00 to 4:00 pm



Sign up at training.utsa.edu.

| PeopleSoft Expense Account | PeopleSoft Expense Acct Descr | Grants Budget Acct (Level 4) | Budget Account Descr (L4) | Grants Budget Acct (Level 5) | Budget Account Descr (L5) |
|----------------------------|--------------------------------|------------------------------|---------------------------|------------------------------|---------------------------|
| 67680 | Human Subj Paymt-Cash or Equiv | G4090 | L4 Other Direct Costs | G5110 | L5 Other Direct Costs |
| 67681 | Human Subj Incentiv-Goods Svcs | G4090 | L4 Other Direct Costs | G5110 | L5 Other Direct Costs |
| 67685 | CoreSrvcs-Scientific&Laborator | G4090 | L4 Other Direct Costs | G5110 | L5 Other Direct Costs |
| 67686 | CoreSrvcs-Supplies&Computing | G4090 | L4 Other Direct Costs | G5110 | L5 Other Direct Costs |

Human Subjects Information:

Human subjects are volunteer participants about whom an investigator conducting research:

- Obtains data through intervention or interaction with the individual
- Obtains identifiable private information

For *Human Subjects*- related costs, **please use one of the above specific account codes (67680 or 67681).**

Account Code 67680: Human Subject Payments-Cash or Equivalent. Examples include, but are not limited to:

- Cash, check, or gift cards issued to a human subject in a research study

Account Code 67681: Human Subject Incentives-Goods or Services. Examples include but are not limited to:

- Books, DVD's, subscriptions, etc.

IMPORTANT: **Do not use** the following account codes **for human subjects-related costs:**

- **67623** Experiment Participant Fee F&A
- **67606** Fees Others
- **67620** Miscellaneous Expense

Core Services Information:

Account Code 67685: Core Services–Scientific & Laboratory. Use this code to capture primary core service transactions. This includes:

- Sample preparation and processing, instrument use and training, workshops, cell and animal storage, data analysis, consultation, etc.

Account Code 67686: Core Services–Supplies & Computing. Use this code to capture auxiliary core service transactions. This includes:

- Pass-through costs for consumables and reagents, server access, data storage, computing analysis tools, etc.

If you have questions,
please contact Stacy
Williams at extension 4231
or stacy.williams@utsa.edu.