Financial Area Representatives

December 7, 2021

Facilitator: Tammy Anthony
Assistant Vice President, Budget & Financial Planning

UTSA Business Affairs
Announcements

• Financial Affairs New Employees
  • Greg Yturralde, Assistant Vice President, Financial Affairs & Controller
  • Rita Andrews, Director, Financial Projects & Planning, IRM
  • Melissa Reyes, Senior Budget Support Analyst, IRM
  • John Rascon, Director, Purchasing

• SAHARA Feedback

• Annual Inventory Certification
  • New Virtual Training

• Financial Affairs / People Excellence Office Open
  • NPB 451 (Room number change)
  • Monday thru Friday 8:00 am – 5:00 pm
  • Masks required in NPB building
  • Most NPB Financial Affairs offices work in a remote or hybrid modality
Today’s Agenda

• Financial Guideline Updates
  Lilian Man, Senior Policy Analyst

• Real Estate, Construction & Planning: How We Grow Our Campus
  Corrina Green, Associate Vice President, Real Estate, Construction & Planning

• People Excellence Update
  Denise Moore, Executive Director, Employee Services
  Georgina Anguiano-Elliot, Employee Services Manager
  Kris Cox, Assistant Director, Talent Acquisition

• Budget Update
  Tammy Anthony, Assistant Vice President, Budget & Financial Planning

• Fiscal Year End 2021 Review
  Sheri Hardison, Senior Associate Vice President, Financial Affairs and Deputy CFO

• IRMY22 Year in Review
  Sheri Hardison
  Tammy Anthony
  Rita Andrews, Director, Financial Projects & Planning
Financial Guidelines Updates

Lilian Man
Senior Policy Analyst

Office of Financial Affairs • One UTSA Circle • San Antonio, Texas 78249
Updates

1. Capital Projects
2. Financial Management of Capital Assets
3. Capital and Controlled Property
5. SAHARA Annual Financial Certification
6. Off-Cycle Payroll Checks
7. Year-End Closing and Accounting
8. Further updates
Capital Projects

Approval, accounting, payment and closure of capital projects

- Combines and replaces two previous guidelines
- Current practices and organizational structures
- UTSA manages
- <$10 million vs $10 million/+
Financial Management of Capital Assets

Capitalization, depreciation and construction-in-progress

• Accounting Services analyzes for capital project expenditures monthly
• Depreciation/amortization calculated monthly
• Project management – UTSA
Capital and Controlled Property

Acquiring, accounting for, inventorying, safeguarding, transferring and maintaining property

- New guideline combines and replaces
  - Capital Asset Property Accounting
  - Administration and Management of Capital Assets & Controlled Property
- PS Asset Management module

Accounting for Controlled Property and Capital Assets
Monitoring Plan for Segregation of Duties and Review of Financial Activity

Clarified

- Cash handling training
- Quality Assurance Review selection processes
SAHARA Annual Financial Certification

- Overhauled
- Department manager responsibility – in SAHARA in PeopleSoft
- **Certification** in SAHARA
- **Sub-certification** in the guideline

**Fiscal Management Sub-Certification**
Off-Cycle Payroll Checks

- Updated timeframe
  - Begins the day after the regularly scheduled payday
  - Processing is open for 3 business days
- Reminder: Off-cycle payroll checks are exceptions
Year-End Closing and Accounting

- $10,000 accrued and prepaid expense threshold
- Clarified processes for PO, salary and travel authorization encumbrances
Last but not least...

**Fee Waivers**: Approval authority (president)

**Revenue Reasonableness Review**: Course fee review process

**Surplus Property**: Updates coming soon
Questions
Real Estate, Construction & Planning: How We Grow Our Campus

Corrina Green
Associate Vice President, Real Estate, Construction & Planning
Agenda

- RECaP Introduction
- Campus Construction
- Campus Planning
- Real Estate
- Inspections & Plan Review
RECaP
Who are we?

Real Estate, Construction and Planning (RECaP) provides key support for the planning and construction of UTSA’s real property and buildings in alignment with university’s core values and strategic destinations.

Our core services are the management of UTSA’s property, campus planning, design, plan review, campus renovations, inspections, and new construction.
RECaP
Who are we?

The RECaP team has been built as a full-service group to effectively procure, plan, build, inspect and manage occupancy of the UTSA’s land holdings and buildings.
Project Updates

Campus Construction
Major Capital Project Updates

Campus Construction

**SDS/NSCC**

- 167,158 GSF
- $91,200,000 TPC
- **Scheduling Milestones**
  - *Substantial Completion* – 7/28/22
Major Capital Project Updates

Campus Construction

IEC
- Scheduling Milestones
  - A/E Selection – January 2022
Major Capital Project Updates

Campus Construction

**RACE**

- 92,269 GSF
- $40,400,000 TPC
- *Scheduling Milestones*
  - *Substantial Completion – 7/23/21*
Major Capital Project Updates

Campus Construction

Park West Fieldhouse

- 13,599 GSF
- $ 8,000,000 TPC
- Scheduling Milestones
  - NTP – April 2022
  - Substantial Completion – March 2023
Major Capital Project Updates

Campus Construction

Basketball/Volleyball Training Facility

- 50,000 GSF
- $29,500,000 TPC
- Scheduling Milestones
  - NTP – December 2022
  - Substantial Completion – January 2024
Major Capital Project Updates

Campus Construction

UT Health Park West Clinic

- 110,000 GSF
- $65,900,000 TPC
- Scheduling Milestones
  - NTP – December 2021
  - Substantial Completion – October 2023
Major Capital Project Updates

Campus Construction

Science and Engineering Building (SEB)

- **Area** – 160,349 gross square feet (GSF); 93,072 assignable square feet (ASF)
- **Total Project Cost** – $96,400,000
- **Notice to Proceed (Building)** – 12/11/2017
- **Substantial Completion** – 6/18/2020
- **Final Completion** – 9/15/2020
- **Status** – One-year construction warranty period is complete. Six remaining Reports of Defect are being addressed. Accounting reconciliation is complete, with closure in progress.
Major Capital Project Updates

Campus Construction

Guadalupe Hall (GH)

- **Area** – 101,351 gross square feet (GSF); 61,194 assignable square feet (ASF)
- **Total Project Cost** – $43,600,000
- **Notice to Proceed** – 9/25/2019
- **Substantial Completion** – 6/15/2021
- **Final Completion** – 9/15/2021
- **Status** – Project is currently in the one-year construction warranty period, with Reports of Defect being reported and addressed. Winter Break is when more invasive corrective work will be accomplished. Accounting reconciliation is in progress.
Institutional Project Updates

Campus Construction

Other Notable Projects

- Mesquite Living Lab – TPC $1,872,000
- Main Building Envelope Repair – TPC $8,435,000
- Classroom Renovations Phase 1 – TPC $6,300,000
- Classroom Renovations Phase 2 – TPC $19,800,000
- JPL 3rd Floor Window Replacement - TPC $2,250,000
- JPL Install Generator – TPC $1,500,000
- Classroom Renovations Pilot – TPC $3,200,000
Institutional Project Updates

Campus Construction

JPL One Stop

- 4,016 GSF
- $2,000,000 TPC
- Scheduling Milestones
  - Design Completion
    February 2022
  - Construction Completion
    August 2022
Updates

Campus Planning
Who are they?

Campus Planning

Improving the university's physical environment through mindful planning to support UTSA's growth, mission and destinations

Office of the UA
- Master Planning
- Design Standards
- Continuity Planning
- Programming

Space Mgmt.
- State & Federal Reporting
- Utilizations Rates
- KPI's & Metrics

Office of Sustainability
- Sustainability Standards
- Grants
- Sustainable Education
Campus Planning Updates

Campus Planning

Projects

- Planning/Programming
  - Southwest School of Arts
  - Innovation, Entrepreneurship, & Careers (IEC) Building
  - Campus Housing Study
- Placemaking Council Development
- Space Database and Space Reservation Streamlining
- Sustainability Standards Development
Project Updates

University Real Estate Office
University Real Estate Office

The University Real Estate Office (UREO) supervises services such as: future real estate development projects, leasing transactions, acquisitions, negotiations, market research, and feasibility analysis for future capital projects. UREO works closely with Campus Planning (CP) to ensure the vision of the masterplan is maintained and real estate decisions align with university strategic leadership planning.
UREO Updates

Real Estate

Projects

- Southwest School of Arts Acquisition
- 622 Dolorosa Acquisition (IEC Site)
- 702 Dolorosa Acquisition
- Campus Housing Study
- Park West Development
UREO Updates
Real Estate
Southwest School of Art

Campus Overview
- 11 Buildings
- 117,000 GSF

1. Ceramics Bldg
3. McNutt Welcome Ctr.
5. Coates Chapel
6. Tobin Bldg.
7. Santikos Bldg.
8. Club Giraud
9. YMCA Bldg
10. DH Reality Bldg
11. Storage Bldg.
12. Vacant Bldg
UREO Updates

Real Estate
702 & 622 Dolorosa

Site Overview
- 702 Dolorosa – 2.02 Acres
- 622 Dolorosa - 1.99 Acres
Updates

Inspections & Plan Review
Inspection & Plan Review Updates

Inspections & Plan Review

Highlighted Services

- Inspections
  - SWPPP, Structural, MEP
- Plan Reviews
  - TDLR/ADA
  - UTSA Stakeholder Engagement
- Facility Assessments
Questions
People Excellence Update

Denise Moore, Executive Director, Employee Services
Georgina Anguiano-Elliot, Employee Services Manager
Kris Cox, Assistant Director, Talent Acquisition
People Excellence FAR Meeting Agenda

• Eforms & CBC Process
  • Georgina A. Anguiano Elliott  Employee Services MGR (5-7 min)

• Talent Acquisition Process
  • Kris Cox  Assistant Director of Talent Acquisition

• PeopleSource
  • Georgina A. Anguiano Elliott  Employee Services MGR (7 min)

• Merit
  • Denise Moore  Executive Director of Employee Services (5 min)
eForm Helpful Hints

• Submit at least one month before the effective date to allow for routing
• Must use the search match to avoid duplicate employee records
• Use the clean address feature
• Watch out with incorrect social security number, date of birth and don’t forget to enter gender
• Don’t forget to check the TAM posting box when you are working with the Talent Acquisition team
• https://www.utsa.edu/hr/eForms/JobAids/
CBC Updates

- New CBC Request Process for non-posted positions
- Submit CBC request as soon as possible due to delays in some states, counties and/or international searches
Criminal Background Check (CBC)

All Criminal Background Checks (CBC) will be processed by People Excellence (PE).

All applicants will now complete their CBC online, eliminating the need to fax and/or hand deliver CBCs. Applicants will receive an email link from our CBC vendor, Applicant Insight, on behalf of UTSA to their personal email address. Please remind the applicant to check their junk/spam folder and inform them they have 48 hours to submit the information. Otherwise, it will expire, and the request has to be resubmitted.

<table>
<thead>
<tr>
<th>Posted Faculty &amp; Staff Positions through Talent Acquisition Management (TAM):</th>
<th>Non-posted Positions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Excellence’s Talent Acquisition team will process the request for all finalist candidates (staff, faculty and executive) that are active in a job posting.</td>
<td>People Excellence’s Employee Service team will process the request after received by the department. Please submit your Criminal Background Check (CBC) request by clicking here. One form per applicant.</td>
</tr>
<tr>
<td>Questions regarding Talent Acquisition Manager (TAM) or the Criminal Background Check (CBC) process for posted positions can be emailed <a href="mailto:TalentAcquisition@utsa.edu">TalentAcquisition@utsa.edu</a>.</td>
<td>For CBC category descriptions and more information click here.</td>
</tr>
</tbody>
</table>

To avoid hiring delays, hiring departments should proceed with the eForm action.

The UTSA HOP Policy 4.30 contains the guidelines and criteria that relate to security sensitive positions. The University of Texas at San Antonio has determined that all jobs at UTSA are security sensitive.
Talent Acquisition Process
The Highlights to Hiring
Full Cycle Recruiting Building Blocks

- Talent Need Identification
- Requisition Process
- Sourcing and Interviewing
- Offer and Background Check Process
- Employee Starts / Onboarding Process
Identify a Need

- Partner with HRBP and discuss talent need
- Obtain VP AND eForm approvals
- TA notified of talent need talentacquisition@utsa.edu

*Specify if position is backfill / new / reclassify
Full Cycle Recruiting Building Blocks

- Requisition Process
- TA schedule recruitment strategy meeting with Hiring Manager
- Review job and salary requirements
- Determine sourcing strategy
- Post Job on diversity websites
Full Cycle Recruiting Building Blocks

- Attract talent
- Source and screen candidates
- Interview candidates
- TA initiate Criminal Background Checks (CBC) on all finalist candidates
Full Cycle Recruiting Building Blocks

- Offer and Background Check Process
- Criminal Background Check clears
- Verbal offer accepted and start date based on [Bold New Journey Orientation Calendar](#)
- Route offer for signatures (DocuSign)
- Extend offer and receive candidate acceptance
Bold New Journey Orientation Calendar

https://www.utsa.edu/hr/docs/orientation-calendar.pdf
Full Cycle Recruiting Building Blocks

1. Offer and Background Check Process
   - Initiate eForm and obtain approvals
   - Generate New Hire Credentials and work with IT to activate New Hires account
   - Email New Hire details on Bold New Journey Orientation and New Hire Checklist
Full Cycle Recruiting Building Blocks

New Hire becomes a Roadrunner and attends Bold New Journey Orientation
PeopleSource

- Centralize single point of contact and resources for employees, retirees, former employees and prospective hires
- Online informational portal for People Excellence (PE) & Payroll Management via Knowledge Articles
- Active Employees can submit a case
- Employee Service Center creating cases for all calls, emails, chats & etc. (over 4k cases since July 2021)

https://www.utsa.edu/hr/people-source/
PeopleSource is a information portal designed to simplify your access to services across People Excellence and Payroll Management Services. The centralized single point of contact and resource portal is designed for employees, retirees, former employees and stakeholders who have questions regarding their human resources needs or who need assistance with accessing employment-related information. Through a library of knowledge articles, PeopleSource guides you to valuable resources to expedite your questions about human resources and payroll needs.
Merit
2021-2022 Merit Criteria

• Employees who meet the following criteria may be eligible for a merit increase:
  • Completed six months continuous service prior to merit award date (hired on or before 7/1/21)
  • Are in benefits eligible position and meet the FTE threshold:
    • Faculty = 0.75% FTE or higher
    • Staff = 0.50% FTE or higher
  • Have a current performance evaluation on file (for the review period ending on 8/31/21)
  • Completed UTSA Standards of Conduct Training
  • Have not been on a Performance Improvement Plan (PIP) during the performance year
• Merit increases will be effective on January 1, 2022 and will be reflected on the February 2022 paycheck.
Budget Updates
FY23 Budget Development Calendar

Tammy Anthony
Assistant Vice President, Budget & Financial Planning
Budget and Financial Planning Team

Contact Us: Budget@utsa.edu, MS Teams, Email or Main Phone Line 6615

Paula Pierson
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Elizabeth Bay
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Tammy Anthony
Tammy.Anthony@utsa.edu
## FY2023 UTSA Annual Operating Budget to UT System

"Draft" Timeline Shared with FAR 12/7/2021

<table>
<thead>
<tr>
<th>Completion</th>
<th>Action Item</th>
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<tbody>
<tr>
<td><strong>Revenue Forecasts and Revenue Transfers</strong></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td><strong>Revenue Forecasts</strong> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees</td>
</tr>
<tr>
<td>February</td>
<td><strong>Revenue Transfers</strong> - Net Sales and Services (Auxiliary and Other Designated); Other Revenue - Other Designated Funds; Non-Mandatory Fees</td>
</tr>
<tr>
<td>March</td>
<td><strong>Revenue Forecasts</strong> - Restricted Revenue from VPR and VPDAR for Gifts, Endowments and Sponsored Programs</td>
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<tr>
<td>March</td>
<td><strong>Revenue Forecasts &amp; Transfers</strong> - Differential Tuition &amp; On-Line (Option 3)</td>
</tr>
<tr>
<td>March</td>
<td><strong>Revenue Forecasts &amp; Transfers</strong> - Mandatory Fees</td>
</tr>
<tr>
<td>March</td>
<td><strong>Revenue Forecasts</strong> - Statutory and Designated Tuition</td>
</tr>
<tr>
<td><strong>Position Updates for Budgeted Positions</strong></td>
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<tr>
<td>Mid-March</td>
<td>Position Reviews for adjustments related to New/Eliminated positions and Funding Changes</td>
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<tr>
<td><strong>Hyperion Cost Center Reviews and Balancing</strong></td>
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<td>Early May</td>
<td>Balancing of Individual Cost Centers utilizing Hyperion Change Request Forms</td>
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<tr>
<td><strong>Budget Office to Finalize the Preliminary Budget Details with Leadership</strong></td>
<td></td>
</tr>
<tr>
<td>Late May</td>
<td>Produce Preliminary Reports from Hyperion, Review Revenue Projections, Variance Analysis, etc.</td>
</tr>
</tbody>
</table>
Questions