



# 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**

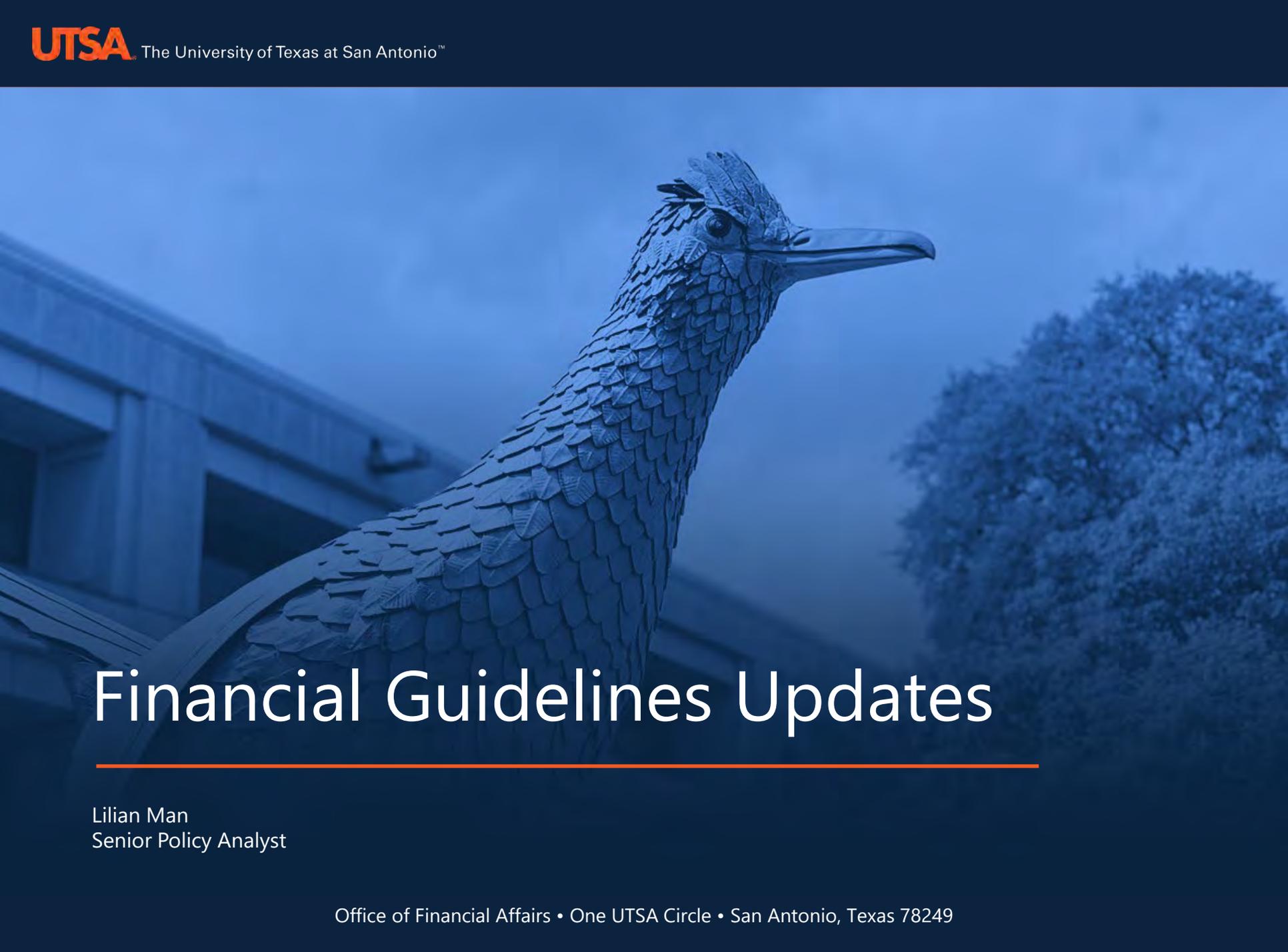
Tammy Anthony, Assistant Vice President, Budget & Financial Planning

- **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

# Updates

1. Capital Projects
2. Financial Management of Capital Assets
3. Capital and Controlled Property
4. Monitoring Plan for Segregation of Duties and Review of Financial Activity
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/+

## Capital Projects

# 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

**Financial Management of Capital Assets**

# 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

## Monitoring Plan for Segregation of Duties and Review of Financial Activity

# 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

## Off-Cycle Payroll Checks

# Year-End Closing and Accounting

- \$10,000 accrued and prepaid expense threshold
- Clarified processes for PO, salary and travel authorization encumbrances

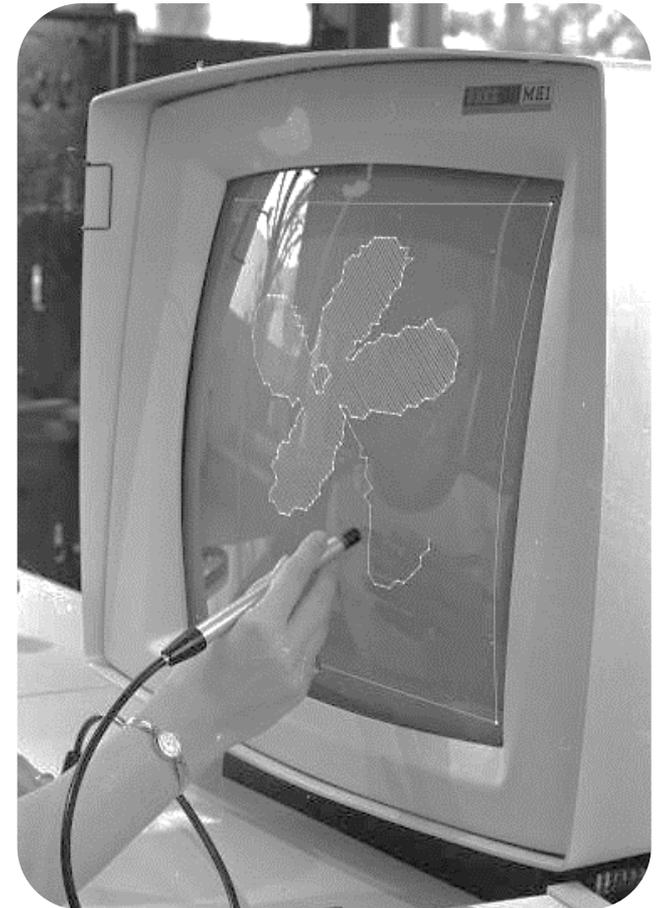
## Year-End Closing and Accounting

## Last but not least...

Fee Waivers: Approval authority (president)

Revenue Reasonableness Review: Course fee review process

Surplus Property: Updates coming soon



# Questions



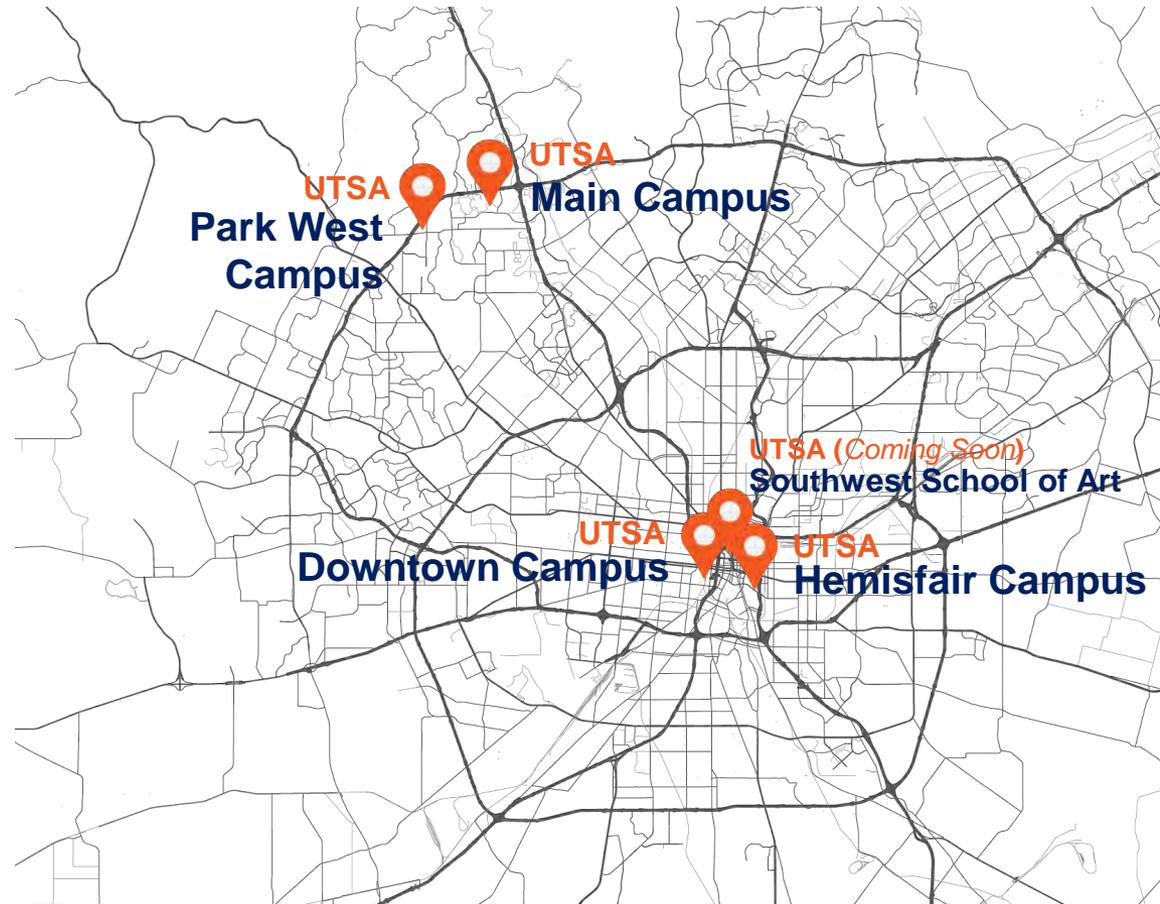
# Real Estate, Construction & Planning: How We Grow Our Campus

---

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

# Agenda

- RECaP Introduction
- Campus Construction
- Campus Planning
- Real Estate
- Inspections & Plan Review



# RECaP

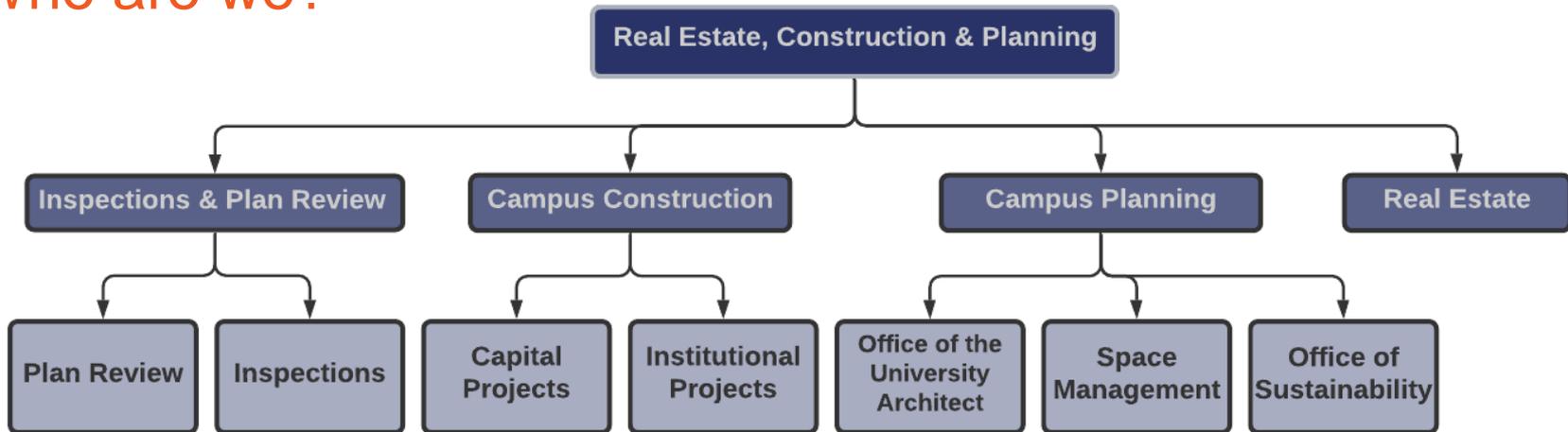
## Who are we?

*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*

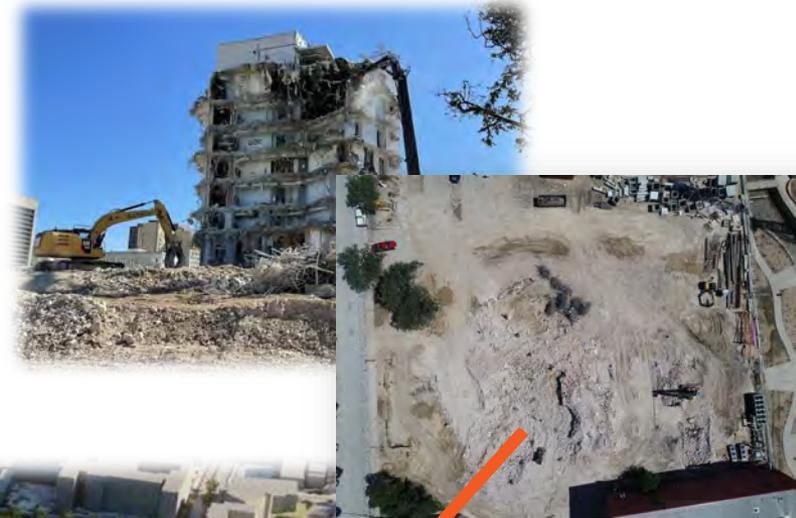


## Major Capital Project Updates

# 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*

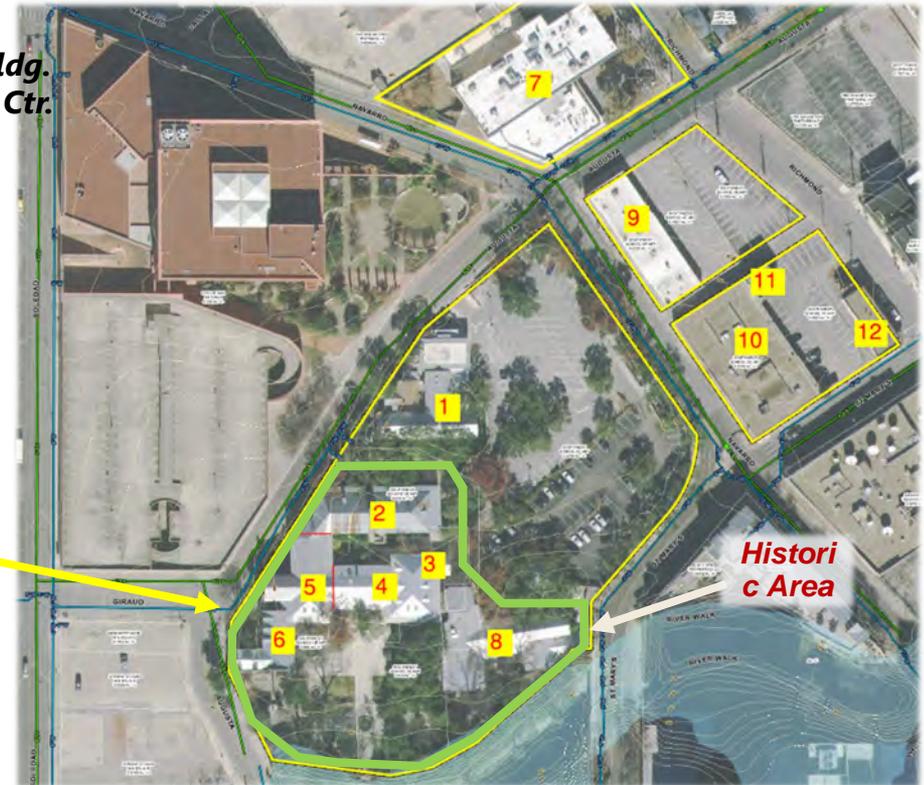
# UREO Updates Real Estate

Southwest School of Art

## Campus Overview

- 11 Buildings
- 117,000 GSF

1. **Ceramics Bldg**
2. **Urschel Admin. Bldg.**
3. **McNutt Welcome Ctr.**
4. **Negley Bldg.**
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**

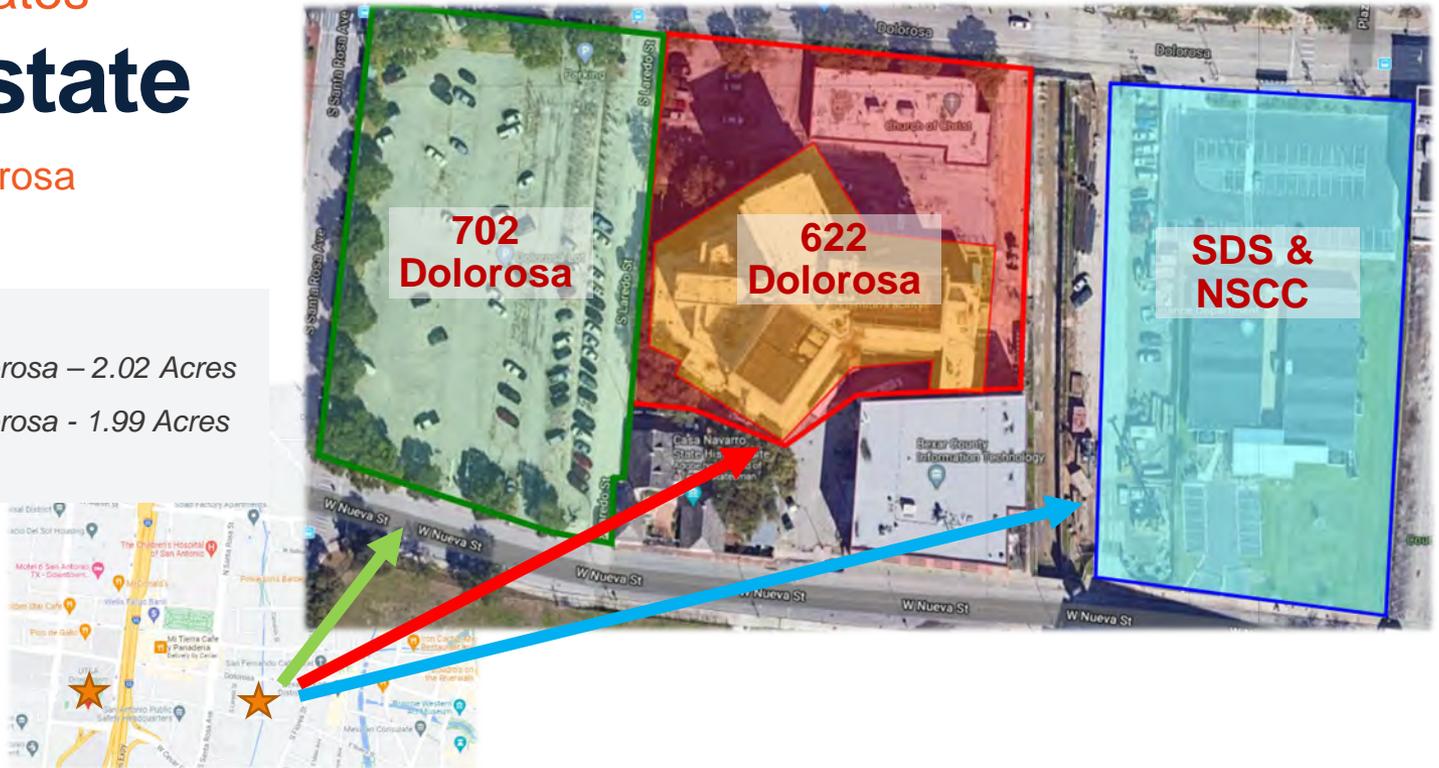


# UREO Updates Real Estate

## 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-Elliott, 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.

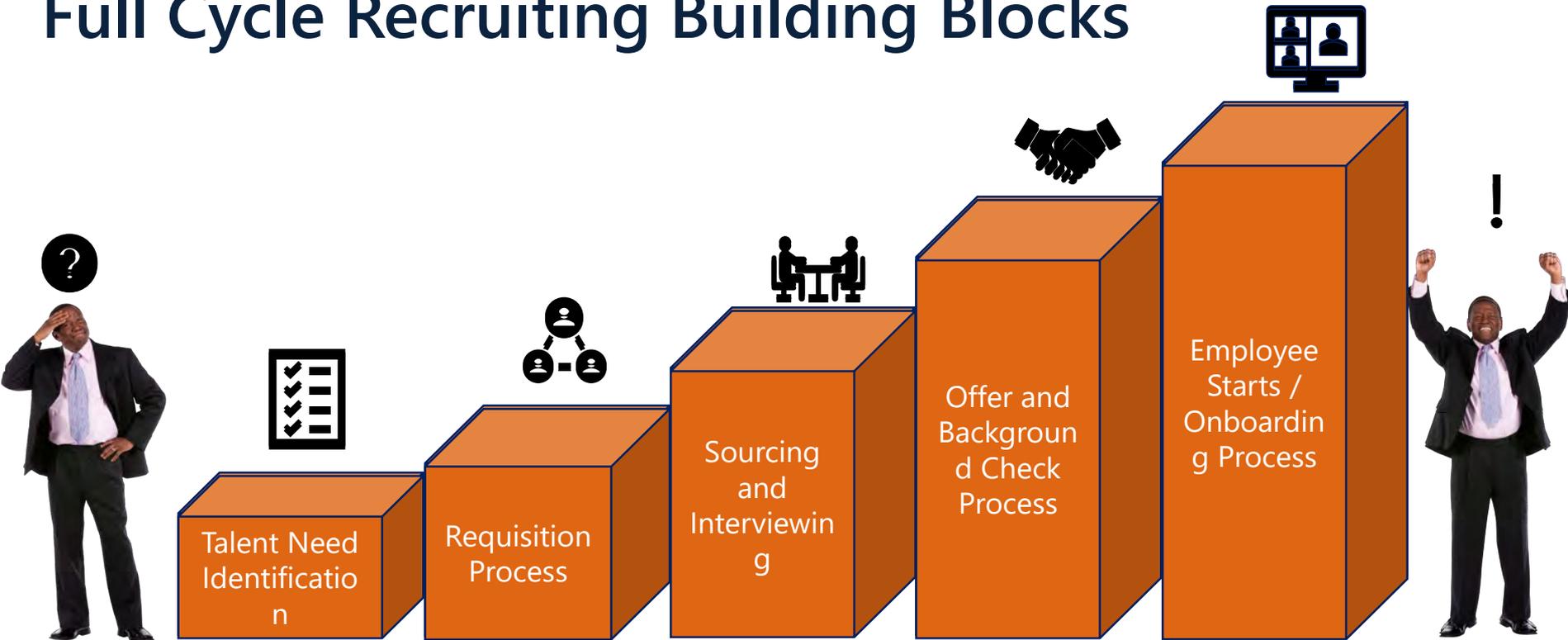
Posted Faculty & Staff Positions through Talent Acquisition Management (TAM):	Non-posted Positions:
<p>People Excellence’s Talent Acquisition team will process the request for all finalist candidates (staff, faculty and executive) that are active in a job posting.</p> <p>Questions regarding Talent Acquisition 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>.</p>	<p>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 <a href="#">here</a>. One form per applicant.</p> <p>For CBC category descriptions and more information click <a href="#">here</a>.</p> <p><b>To avoid hiring delays, hiring departments should proceed with the <a href="#">eForm action</a>.</b></p>

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.

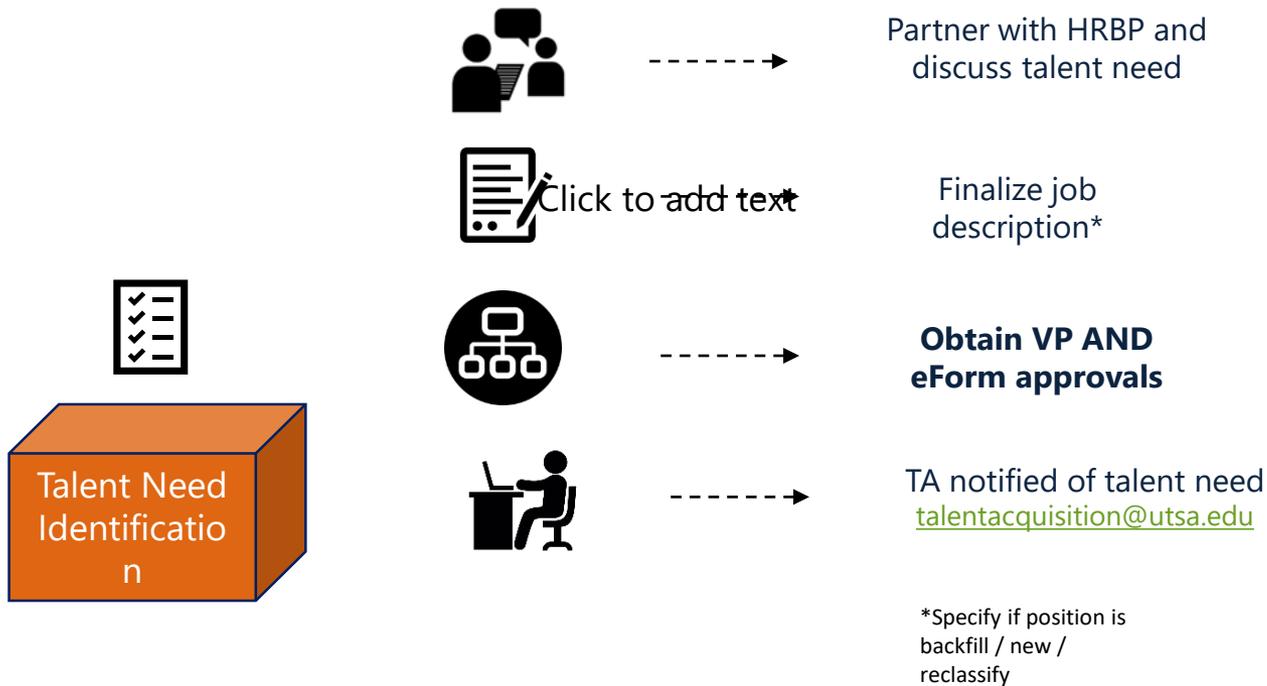
# Talent Acquisition Process

The Highlights to Hiring

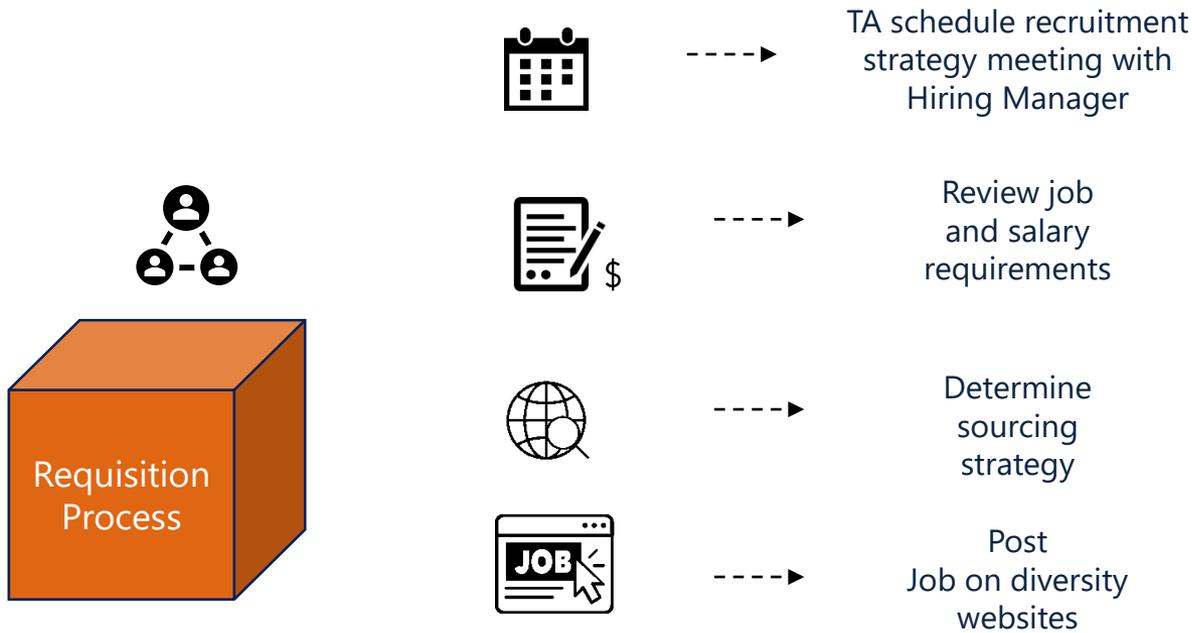
# Full Cycle Recruiting Building Blocks



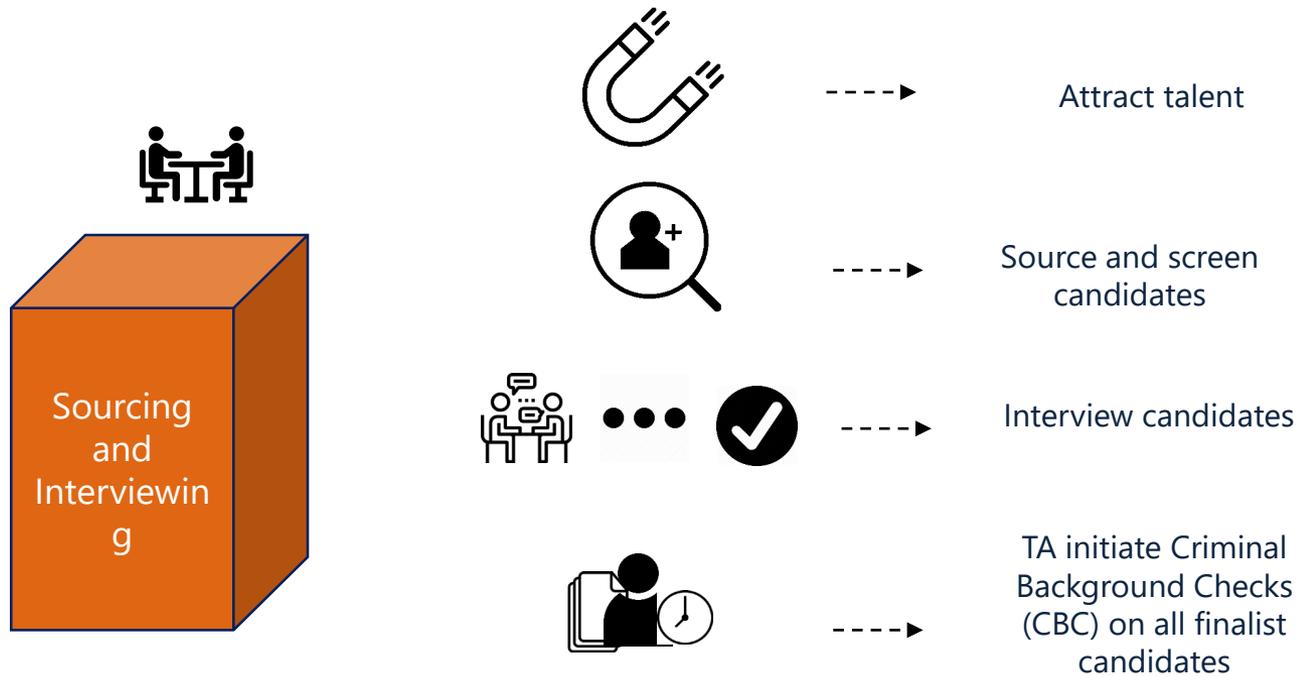
# Identify a Need



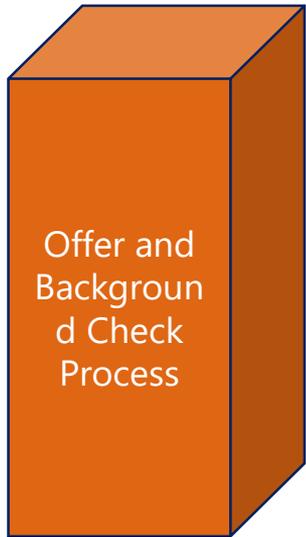
# Full Cycle Recruiting Building Blocks



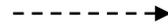
# Full Cycle Recruiting Building Blocks



# Full Cycle Recruiting Building Blocks



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>

## BOLD NEW JOURNEY ORIENTATION DATES

2021 to 2022

Sep 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Feb 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Mar 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

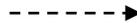
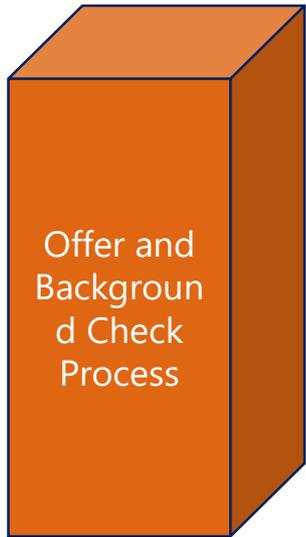
May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jul 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

# Full Cycle Recruiting Building Blocks



Initiate eForm and obtain approvals



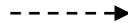
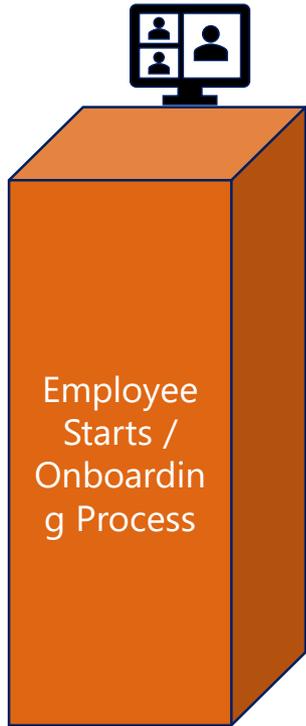
Generate New Hire Credentials and work with IT to activate New Hires account



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/>

## People Excellence

 Home

PeopleSource

Benefits

Classification &  
Compensation

HR Business Partner

Leave Administration

Performance Management

Talent Acquisition

Training and Development

Wellness

Work Modality

Contact Us - Staff Directory

## PeopleSource



### PeopleSource Is Ready to Assist You

PeopleSource is an 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](mailto:Budget@utsa.edu), MS Teams, Email or Main Phone Line 6615



**Paula Pierson**  
[Paula.Pierson@utsa.edu](mailto:Paula.Pierson@utsa.edu)



**Jason Welch**  
[Jason.Welch@utsa.edu](mailto:Jason.Welch@utsa.edu)



**Brenda Clarke**  
[Brenda.Clarke@utsa.edu](mailto:Brenda.Clarke@utsa.edu)



**Sung Ho Hong**  
[Sungho.Hong@utsa.edu](mailto:Sungho.Hong@utsa.edu)



**Rosanna Brewster**  
[Rosanna.Brewster@utsa.edu](mailto:Rosanna.Brewster@utsa.edu)



**Jimmy Villanueva**  
[Jimmy.Villanueva@utsa.edu](mailto:Jimmy.Villanueva@utsa.edu)



**Elizabeth Bay**  
[Elizabeth.Bay@utsa.edu](mailto:Elizabeth.Bay@utsa.edu)



**Tammy Anthony**  
[Tammy.Anthony@utsa.edu](mailto:Tammy.Anthony@utsa.edu)

## FY2023 UTSA Annual Operating Budget to UT System

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

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

# Questions

**UTSA**<sup>®</sup>

Financial  
Affairs