Financial Area Representatives (FAR) Meeting

Gary Lott
Assistant Vice President, Financial Services & University Bursar
Agenda

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

Timesheet Cleanup Project
  Greg Yturralde, Controller and Assistant Vice President, Financial Affairs

San Pedro 1 – Smart Lockers
  Javier Gonzales, Manager

Purchasing Update
  John Rascon, Director

Financial Guidelines Update
  Lilian Man, Senior Policy Analyst

Benefits Eligibility
  Georgina Anguiano-Elliott, Senior Benefits Manager

PUM/PeopleTools Campus Testing Kickoff
  Rene Paniagua, Senior FMS Application Services Manager
Financial Affairs Annual BSC Training

• We are excited to announce that we are developing an annual in-person training series for Business Service Centers (BSCs). The goal is to provide refresher courses on processes that BSCs may not perform on a regular basis.

• The training series will cover various Financial Affairs business processes from the following areas: Accounting, Budget and Financial Planning, Disbursements and Travel Services, Payroll and Purchasing.

• **Annual BSC Training – Controller’s Office** is the first course, which will be offered **10 a.m.–noon on July 13, Oct. 19 or Nov. 16.** The course focuses on Accounting and Payroll processes. BSC and other administrative employees handling these processes are required to attend one of these dates. Topics include:
  o Chart of accounts
  o Cost transfers
  o Roles and responsibilities of eForms and other personnel transactions in PeopleSoft
  o New reporting requirements for leases and contracts
  o Required processes for out-of-state employment
  o SAHARA reconciliations
## UT Car Rental Agency Contract Renewals

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<td>UTSSCA5723</td>
<td>10/01/2022 – 09/30/2027</td>
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Credit Card Fee Increase

• Effective **09/01/23**, rate increases from 2.25% to 2.5%
  • Affects credit card deposits processed by Fiscal Services
  • If Departments pass on this fee to customers, they may begin using the new rate on the effective date.

• No action required for departments who process their own credit card payments, either on a physical machine or online.
Fiscal Year End Workshops

New Employees (PS0209.02)
- June 5, 2023, 9 a.m.–noon (Virtual)
- For staff who are new to year-end closing procedures and deadlines

Refresher (PS0209.01)
- June 1, 2023, 9–11 a.m. (Virtual)
- June 15, 2023, 1:30–3:30 p.m. (in person MH 2.01.30)
- For staff experienced with year-end closing procedures and deadlines

For questions email financialaffairs@utsa.edu
Timesheet Cleanup Project Phase I & II

Greg Yturralde
Controller and Assistant Vice President, Financial Affairs
Timekeeping Reporting Requirements

• All Monthly Salaried Employees and all Semi-Monthly Employees should use Time and Labor Employee Self Service (ESS) to report and record all hours worked accurately on timesheet.
  • Download the calendar for Monthly Timesheet Deadlines
  • Download the calendar for Semi-Monthly Timesheet Deadlines

• In accordance with the Texas Government Code Chapter 661, the UTSA Handbook of Operating Procedures (HOP) 4.29, UT System Policy (HOP) 3.4.3, and the Timekeeping Financial Guideline, non-faculty/GRA/GTA employees should enter and submit hours worked in a timely and accurate manner.
Phase I – Timesheets Up to 90 Days

• Since February 10th, either the Business Services Center or the Financial Level point of contact has received a monthly automated email from zahrrptpsz01.prd@peoplesoft.com with the subject “[EXTERNAL] Missing Timesheets”.

• All managers and employees (monthly and semi-monthly) have access to fix their timesheets before 90 days through Employee Self-Service Time and Attendance Timesheet.

• Updated guidance on Complete Your Timesheet webpage.

• We added two additional training documents for managers that are posted to the Payroll Training website:
  ▪ Approve Employee Timesheet (Manager Self-Service)
  ▪ Find Missing Timesheet (Manager Self-Service)
Phase II – Mass Cleanup Timesheet 90 Days Past Due

- Controller’s Office will utilize query UTS_TL_MISSING_TIMESHEETS to share outstanding time to each business affairs area. An Excel file showing employee(s) with outstanding timesheets that have not been submitted (Since June 2020) will be attached.

- Timesheets 90 days past due in arrears are no longer available to the employee or manager to edit or submit and must be submitted manually.

- The Phase II deployment is currently being tested on Business Affairs.

- Testing two options for obtaining supervisor approval.
Questions
San Pedro 1 – Smart Lockers

Javier Gonzales,
Manager
Vision:

• Allows Distribution Services to support the Urban Campus Life at SP1
• Enhances mail and package delivery for DT campus Mail Services
How they work…

• All packages will continue to be delivered to our Downtown CRW for processing
• Packages/Mail will be sorted according to the departments
• An email will be sent to the departments designated email once the packages/mail have been placed in a locker
• Central Receiving will then be notified once the packages/mail have been picked up by the department
• A locker will have a central mail drop box designated
SP1 Smart Lockers

• Collaboration between Pitney Bowes and SCLogic

• Smart Lockers Capacity and Process
  • 4 Large, 14 Medium and 9 Small Lockers
  • All mail/package(s) will have 3 business days to pick up items.
  • Mail/package(s) **not** picked up within the allotted time, DCR the department must schedule an appointment with Downtown Central Receiving

• Oversized packages – deliveries will still be coordinated with the department and movers, when necessary.
Questions
Purchasing Update

John Rascon,
Director
Key terms

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

2. UTSSCA
The UT System Supply Chain Alliance

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

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

5. Non-catalog Order
These orders oftentimes require processing by the Purchasing Dept and may require bidding.
6. Best Value
In determining what is the best value, an institution of higher education shall consider:
(1) the purchase price;
(2) the reputation of the vendor and of the vendor’s goods or services;
(3) the quality of the vendor’s goods or services;
(4) the extent to which the goods or services meet the institution’s needs;
(5) the vendor’s past relationship with the institution;
(6) the impact on the ability of the institution to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities;
(7) the total long-term cost to the institution of acquiring the vendor’s goods or services;
(8) any other relevant factor that a private business entity would consider in selecting a vendor; and
(9) the use of material in construction or repair to real property that is not proprietary to a single vendor unless the institution provides written justification in the request for bids for use of the unique material specified.
Agenda

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

Greater utilization of contracts and catalogs

Contracts and Catalogs

- Purchasing Compliance
- Maximize Rebates
- Minimal Approvals
- Greater Hub Participation
- Favorable Pricing
- Faster Processing Time
It all starts with Rowdy
Sourcing Roadmap to Success

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

2. **Use Catalogs where possible**
   Benefit: Convenience (no Purchasing dept involvement, processes happen electronically).
   Benefit: Many catalogs are also backed by contracts with our Preferred Suppliers.

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

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

Best of the best – Preferred Suppliers are UTSA partners

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

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

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

Question: How are Preferred Suppliers determined?
With limited exceptions, only contracts procured through UTSA or UTSSCA are considered for this designation. We evaluate the UTSSCA contracts against other contracts and make a determination whether they present the best value to the university.
Incorporate Punch Out Catalogs

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

Efficiency and Speed

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

GPO catalog contracts

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

Highlight HUB partners

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

UTSA Catalog Time Savings (days)
Group Purchasing Organization (GPO) Reminder

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

- 2018: $4,000,000
- 2019: $6,000,000
- 2020: $3,000,000
- 2021: $5,000,000

Total

- 2018: $4,000,000
- 2019: $6,000,000
- 2020: $3,000,000
- 2021: $5,000,000

UTSA: $20,000,000
GPO FAQ

What are benefits of using GPOs?
• Time (processing) and cost savings (aggregate spend with other institutions).

Which GPOs can we use?
• GPOs accredited by UT System (listed on right)

How can I search the different GPOs?
• UTSA has created a tool that allows end users to search by vendor, GPO product/service, etc.

Accredited GPOs
• Choice Partners
• E&I
• Region 19
• Buyboard
• NCPA
• Sourcewell
• Vizient
• TPASS/TXMAS
• DIR
• UTSSCA
GPO Search Page

Purchasing Homepage:
https://www.utsa.edu/financialaffairs/services/purchasing/index.html

https://www.utsa.edu/financialaffairs/services/purchasing/faculty-and-staff-resources/group-contracts-search.html
GPO vs. RFP Time Comparison

Time Savings (days)

<table>
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<tr>
<th></th>
<th>GPO</th>
<th>RFP</th>
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<tr>
<td>Days</td>
<td></td>
<td>100</td>
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The chart compares the time savings between GPO and RFP methods, with RFP showing a significantly higher time savings of 100 days compared to GPO.
Upcoming Purchasing Projects

- **GPO Search Project**
  - Jul 1 to Dec 1

- **HUB/CMBL Search Tool**
  - Jul 1 to Dec 1

- **Rowdy Exchange Receiving Notifications**
  - Jul 1 to Aug 31

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

- **New Vendors for Punchout (B&H Photo)**
  - Jan 1 to Aug 31
Purchasing Initiatives – Optimizing Rowdy

- Reduce or eliminate as many Manual Steps and Resolve
- Measuring success/Return on Investment
- Continue Identifying Best Practices
- Group Deep Dives into Processes
- Emerging Technology (AI) Intelligent Procurement (Use with other tools?)
Sourcing Calendar - Identify New Opportunities

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

**Construction**
Multiple capital projects planned for upcoming FYs

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

**Athletics**
Provide support for high profile athletic revenue-generating projects

**Sciences**
Create efficiencies in ordering process through catalogs and JIT environments
Support Needed

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

Dept Heads
Bring forward major projects so we can help determine if GPO exists. Also allows Purchasing to possibly partner with UTSSCA/Vizient to do RFP for UTSA. Also opportunities to serve on the evaluation committees for various UTSSCA RFPs.

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

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

Lilian Man,
Senior Policy Analyst
Updated Guidelines

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

Missing property with no evidence of theft
- No longer reported to UTSA Police Department
- Submit the Missing Property/Reinstatement form to the Inventory Department
- Other requirements remain
Agency Cost Centers

Archived and will be replaced by a guideline for fiduciary cost centers
Memberships Paid by University Funds

• Clarified that UTSA is not allowed to join chambers of commerce
• Updated the list of approved institutional memberships
One Card Program

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

- Added requirements for international restricted region travel
- Clarified processes
Questions
Benefits Eligibility

Georgina Anguiano-Elliott
Senior Benefits Manager
Benefit Employee Eligibility

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

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

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

• Employees who work at least 20 hours per week for a period of four and ½ (18 weeks) or more for the fiscal year are eligible for TRS membership.

• TRS workweek is determined by **7 calendar days and weekends and holidays are included.**

• Example: Employee hired 9/1/2022 to 1/12/2023. Count each day (134 days) and divide by 7 that equals 19 weeks.
Teacher Retirement System (TRS)

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

Rene Paniagua
Senior FMS Application Services Manager
The purpose of this project is to ensure continued Oracle support by upgrading and updating the environments to the latest versions available:

- FSCM PUM 46,
- HCM PUM 45,
- IH PUM 15,
- PeopleTools 8.60.04
- Elastic Search 7.10

Go live date 6/9/2023 weekend
Key Changes
Change: Recently Visited & Favorites Icon

Current State

Future State

The Recently Visited and Favorites icons have changed location. They moved from the middle of the left margin to the top left of the page.
Change: Order of NavBar Icons Changed

Current State

Future State

The order of the icons changed on the NavBar. The Recently Visited and Favorites icons are now at the top of the NavBar strip.
Change: Home, NavBar & Action Icon

Current State

Future State

The shape of the Home and NavBar icons changed.

There is now a Homepage Action icon.
New/Enhanced Search Functionality

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

New search page layouts and functionality

Global Search:
- Global search is available in more PeopleSoft pages. The quick access bar is available on all PeopleSoft pages to allow for efficient navigation and search. On homepages, it is presented in its expanded form, enabling you to choose a category, enter your search terms, and perform an advanced search.
Change: Page Tabs are now Buttons/ New Default Page

Current State

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

Future State
Change: Find an Existing Value Search Page

Add a New Value is a button on the Find an Existing Value page.

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

There is a new Search image.
Change: Keyword Search is Separate Search Page

Current State

Future State

Keyword Search is not available by default in PeopleTools Version 8.60

By default, only the Add a New Value and Find an Existing Value pages are accessible
Change: Enabling Keyword Search

Keyword Search now requires additional page configuration to enable the functionality. This change replaces the Find an Existing Value page/functionality with the Keyword Search page.
Change: The Zoom Icon is now Available in Search Results
Change: Global Search Bar Availability

The Global Search is now available in module transaction pages.

Click within the Global Search field to access the “Search in...” dropdown menu.
Change: Manage Absence

Current State

Future State

Tile renamed from Request Absence to Manage Absence
Change: New Look and Features

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

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

Employees can see Absence Balances available and Pending Holidays.
Functionality to enter absence event has not changed - complete, add comments or attachments and click Submit.
Questions
Next FAR – Fall 2023

Today’s materials and agenda can be found on our FAR website.

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