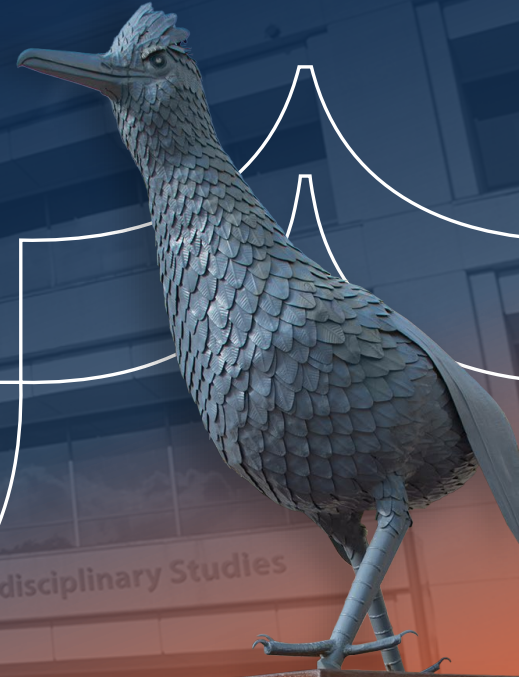


Financial Area Representatives Meeting

*Becky Sanchez, Senior Director
Financial Analysis & Business Intelligence*



Agenda

- **Employee Success Center**
- **Management Reports and Budget Bites**
- **Business Entertainment and Hospitality (BEHR) Form**
- **One Card Move to US Bank**
- **Surplus Community Engagement and Overview**
- **SAHARA Notifications**
- **Financial Guidelines and Training Updates**

Announcements

- **New Assistant Vice President, Budget & Financial Planning**

Employee Success Center Resource, Updates & Events

Shelly Crofford

Director, Employee Success Center

Employee Success Center

Through campus and community partnerships, the Employee Success Center is dedicated to supporting **YOU**, our employees, through a variety of ways providing virtual and in-person access to resources for wellness, professional development, change management, employee perks and more.

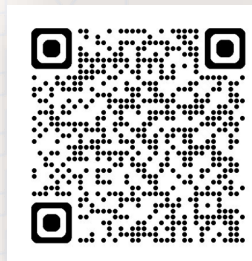
Key Resources and Services

- Leadership Development and Resources
- Customized training and team building
- Performance Evaluations
- Change Management
- Wellness events and resources
- [On-campus counseling](#)
- Employee Assistance Program
- Employee Education Benefit
- Employee Discount Program
- Physical space – *Spring 2026!*

Contacts of Support

- employeesuccesscenter@utsa.edu
- [Website](#)
- [PE Teams channel](#)
- [Training and Events Flyer](#)

Scan Me



Toolkits and Guides

Leadership Toolkit

This comprehensive leadership toolkit offers clear guidance on fundamental management tasks including eForms, timesheets, hiring, policies and training.



Onboarding Guide

This onboarding Guide supports leaders in welcoming and empowering new employees by providing essential resources and guidance to help them thrive in their new roles.



Employee Assistance Program (EAP)

The AllOne Health [Employee Assistance Program](#) (EAP) is a free service provided to UTSA benefits-eligible employees and their dependents. The EAP offers a wide variety of counseling, referral and consultation service, which are designed to assist in resolving work or life issues to live more balanced lives.

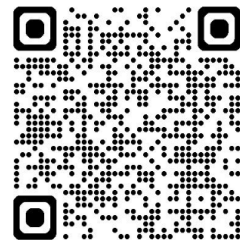
Available Services

- Assessment and Counseling
- Referral and Community Resources
- Mental Health Support
- Life Coaching Services
- Work-Life Resources
- Legal Referrals
- Financial Consultation
- Personal Assistance



- **Call for 24/7 Support:**
888-993-7650 (Option 1)
- **AllOne Health Online:**
<https://allonehealthdo.mylifeexpert.com>

Scan to learn more:



Fall Training and Events

➤ Vaccination Clinics

- Downtown - Oct 28
- Main - Oct 29

➤ Other Fall Wellness Events

- Eliminate Tobacco Walk – Nov 13
- YMCA Health Chats – Dec 2
- Airrosti – Nov 5
- Stretch Breaks – Oct 15
- Pop-Up Recharge Rooms
- Mindset Mondays – 1st Mondays
- Financial Seminars
- Nutrition and Dietetics
- ...and much more



 **UT San Antonio**
The University of Texas at San Antonio

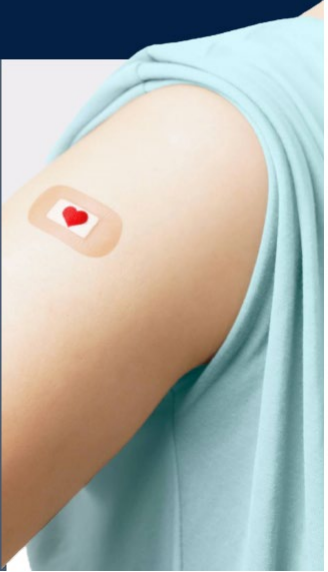
Wellness

VACCINATION CLINIC

Available to faculty and staff

MAIN	10/02/25
	Bexar Room (HSU 1.102) 9:30 a.m. - 1:30 p.m.
DOWNTOWN	10/28/25
	Durango Building, La Villita Room (1.116) 10:30 a.m. - 12 p.m.
MAIN	10/29/25
	Hidalgo Room (HSU 2.214) 9:30 a.m. - 1:30 p.m.

Learn More 





THANK

YOU!

Questions?

Management Reports & Budget Bites

Paula Pierson

Assistant Vice President, Budget & Financial Reporting

Sung Ho Hong

Budget Decision Support Analyst II

Budget Management Reports

NEW PEOPLESOFT REPORTS !

1. Budget Overview
2. Cost Center Information
3. Cost Center Deficit Balances
4. Employee and Position Roster
5. Open Purchase Orders
6. Sponsored Projects
7. Project Statement

Budget Office Joint Project

- University of Texas System
- UT San Antonio
- Other UT Share Institutions

Timeline

- Project Kick-Off June 2024
- Weekly planning and development meetings



Project Goals and Development Team

- Project Goals
 - Develop reports to support effective budget management
 - Present data more efficiently
 - Reduce or eliminate the need for queries and manual data consolidation
- UT San Antonio Development and Testing Team
 - Back Office: Budget, Controller, Business Information Systems (BIS), Financial Information Systems (FIS), Purchasing, Grants & Contracts Financial Services
 - Front Office: Provost Office, College and VP Financial Leads

Report: Budget Overview

- Same data as seen in the PeopleSoft Budget Overview
- Budget, carry forward, and transfer amounts
- Actual revenues, expenses, and encumbrances
- Budget balance and % available
- Drill down capabilities on expenses, purchase orders, transfers,
- Newly available data –
 - Budgetary account activity plus GL account code roll up
 - Salary and wage information (HPY journals plus personnel detail, by pay period)
 - Budget adjustment drill down to journal details

Report: Cost Center Information / Deficit Balances

- Cost Center Information -
 - Department Tree information (Executive and Division Levels)
 - Cost Center chartfield string
 - SAHARA department managers
- Deficit Balance Report -
 - Budget and actual data on cost centers with a negative budget balance
 - Links back to budget overview report for drill down

Report: Employee and Position Roster

- Department summary of faculty, staff and student employee headcount
- Vacant position details including budgeted salary
- Filled employee information including
 - Position details, FTE, monthly and annual rates, and budgeted salary
 - Current funding source
 - Budgeted salary details, per the Department Budgetary Table (DBT)

Report: Open Purchase Orders

- Vendor information
- PO amounts, including paid and outstanding balances
- Budget and expense accounts
- Order description

Report: Sponsored Projects and Project Statement

- Similar to Budget Overview Report, but for projects
- Lists principal investigators for each project
- Provides sponsor details
- Award begin and end dates
- F&A rate
- Budgeted, expended, and encumbered amounts
- Percent completion

Next Steps

- Developing training materials and videos
- Schedule recurring training sessions to walk through each report
- Set up access for college and vice president financial leads
 - Expanded access to be discussed for future roll out
- Start using the new reports!

Questions?

Budget Bites

Training Opportunity – Budget Topics

- Monthly 30-Minute Virtual Training
- Sessions Include Specific Training Topic
 - Tips and Tricks
 - Process Reminders
 - Expert Guidance
- Bring Your Budget Related Questions



Budget Bites Training Topics

Date	Budget Topic
June 17, 2025	Position Funding (eForms): Understanding Dates
July 15, 2025	Position Funding (eForms): Reviewing Impact of Two DBTs on One Position
August 19, 2025	Budget Transfers: Process and Year-End Implications
September 17, 2025	Hyperion: Budget Changes
October 21, 2025	Budget Transfers: Avoid Comingling Funding Sources
November 18, 2025	Position Funding (eForms): Holidays and Late Submissions
December 16, 2025	Position Funding (eForms): Process Challenges such as Insufficient Funding and Routing Multiple eForms
January 13, 2026	Budget Adjustments: Process and Timing by Fund Type

Next Steps

- Register through MyTraining web portal
- Email budget@utsa.edu to offer topic ideas for future sessions
- Remember to provide feedback at each session

“We can’t wait to see you there – let’s grow our skills together!”

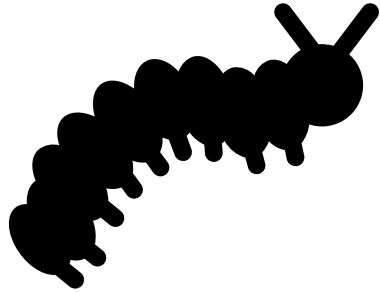
Questions?

Business Expense and Hospitality Request (BEHR) Form

Debra Villanueva

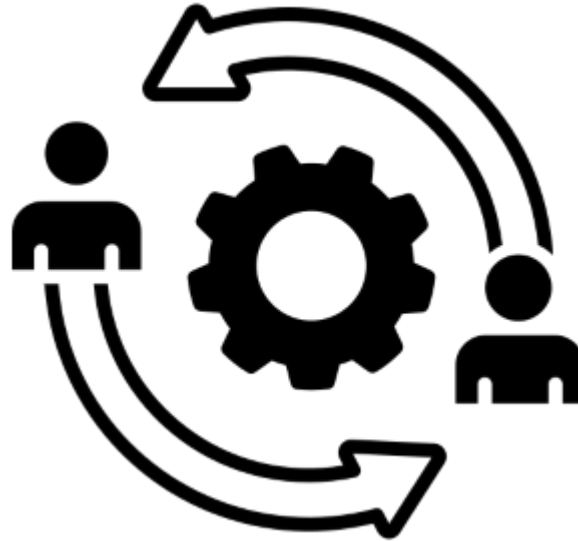
Senior Business Operations Manager

What's Happening?



BEF

BEHR



Cultural Shift

Why the pre-approval?

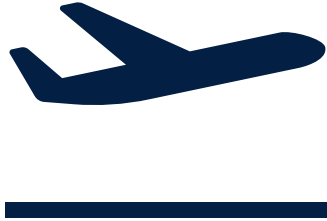
- BEHR is the only way to pre-approve hospitality expenses
- Submitting BEHR after the event makes the “approval” moot
- Complex rules, regulations and funding restrictions
- Need to ensure legitimate business purpose and cost effectiveness – higher risk transactions

*Approvers must be diligent in understanding university processes and guidelines before approving.



Think of It Like This

Travel = TA before the trip



Hospitality = BEHR before the event



Pre-Approval is Key



Role of Approvers in Pre-Approval

- First line of defense against non-compliance
- Must understand processes, funding restrictions and guidelines before approving
- DTS review occurs after the event/payment
 - Issues are harder to fix at that stage
- Diligence helps to ensure compliance, legitimacy and cost effectiveness upfront

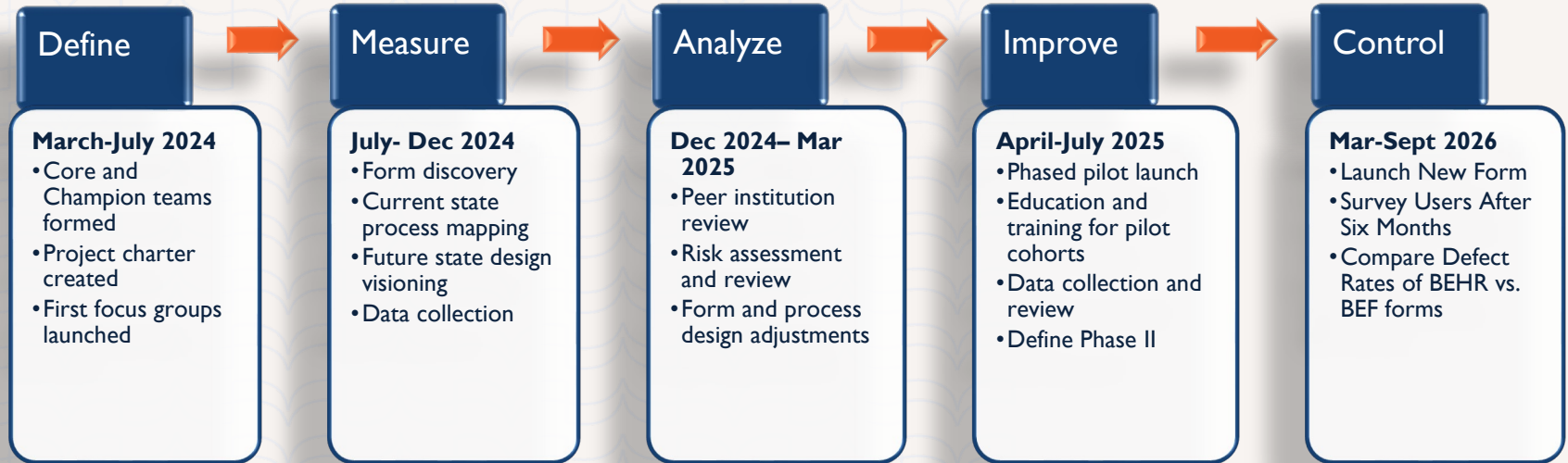


Exceptions: Impromptu Business Meals



Timeline

STRATEGIC STEPS TOWARD CULTURAL AND PROCESS CHANGE



BEHR Form Demo

63% fewer fields
compared to the BEF!

Champion Team

Name	Department
Alyssa Favila	Disbursements & Travel Services
Juan Ortiz	Business Affairs BSC
Jim Cox	College of Business
Jim Strubelt	College of Science
Debra Villanueva	Core Team Representative

Pilot Group Members

Department	Member
Klesse College of Engineering BSC	Kirsten Wilsey
Financial Affairs	Amy Fritz
College of Science BSC	Mike Findeisen
Athletics	Joel Allen
Student Success	Zinthia Garza
Events, Conferences, Camps EEC	Gregory Frieden
Business Affairs BSC	Juan Ortiz
College of Business BSC	Eddie Alvarez

Questions?

One Card Move to US Bank

Robert Ramirez

Credit Card Program Manager

One Card Program Transition Update

- The Texas Comptroller of Public Accounts has awarded the credit card services contract for procurement and travel to US Bank for all state agencies
- What's Changing
 - UT San Antonio is transitioning all One Cards from Citibank to US Bank
 - No new application is required for existing cardholders
 - Existing account details (dept, credit limits, etc.) will transfer automatically from Citibank to US Bank
 - UTSA One Card guidelines remain in effect during the transition

Updates *(Continued)*

- Key Dates

- Final day to use Citibank One Cards: **December 16, 2025**
- Distribution date for new US Bank One Cards: **TBD**

- Important Notes

- No "blackout period" is anticipated, Citibank cards remain active until **12/16/25**
- All Citibank transactions must be fully reconciled by **01/20/26**

Action Checklist

- For Cardholders
 - Return Citibank card before receiving the new US Bank card
 - Sign addendum to existing application (required for issuance)
 - For security purposes, personally return and pick up their card
 - Complete all reconciliations on Citibank card before the cutoff date
 - Review training materials and job aids (to be distributed by DTS)

Action Checklist

- For Financial Area Representatives (FAR)
 - Communicate transition details to all cardholders in your area
 - Reinforce deadlines and security requirements
 - Assist with questions, but Business Affairs will send formal communications
 - Remind cardholders: failure to return Citibank card will delay issuance of US Bank card

Next Steps

- Updating One Card financial guideline
- Creating new job aid for US Bank processes
- One Card application for **new** cardholders
- Updating webpages
- Email communications

Questions?

Supply Chain Campus Community Engagement and Surplus Overview

Marco Garcia

Assistant Vice President, Supply Chain

Amanda Esparza

Logistics Coordinator

Agenda

- Our Team & Services
- Surplus: Importance & Impact
- Turn-in Process
- Department Responsibilities
- Opportunities
- Questions



SURPLUS

OUR TEAM & SERVICES

Surplus Property Team

- Amanda Esparza, *Logistics Coordinator*
- Pete Vazquez, *Senior Surplus Technician*
- Francisco Cayeros, *Warehouse Worker II*
- Joshua Guajardo, *Warehouse Worker II*
- Oscar Tienda, *Warehouse Worker II*



Services

- Pickup and Transport
- Secure Storage and Inventory Tracking
- Disposition Services
- Internal Redistribution
- Workforce Training and Education



SURPLUS

IMPORTANCE & IMPACT

Why Surplus Matters

Surplus plays a vital role at the university—not only ensuring regulatory compliance but also lowering costs and advancing sustainability.

COMPLIANCE

Ensures compliance with state and federal regulations for asset tracking and disposal

SAVINGS

Lowers storage costs, frees space and drives revenue

SUSTAINABILITY

Supports green initiatives through recycling, donation and reuse

Key Accomplishments & Impact

SUPPORT & TURN-IN



300

**Departments
supported**



3,100

**Tracked
assets
turned in**



122,000

**Non-tracked
assets turned
in**

Key Accomplishments & Impact

REDISTRIBUTION



400

**Tracked
assets
issued out**



300

**Non-tracked
assets issued
out**

Key Accomplishments & Impact

DISPOSITION & REVENUE



8,800

Items
disposed



7,000

Items
auctioned



\$140,000

Auction
proceeds

SURPLUS

TURN-IN PROCESS

Surplus Turn-in Process



Item Type

Identify type:
capital, controlled
or hazardous



Contact ICP

Contact your
Inventory Contact
Person (ICP)



Hazardous?

Coordinate special handling
with Environmental Safety
& Risk Management



Approval

Await approval
and schedule
pickup



Non-capital items: use the surplus turn-in form

After the Turn-In

- Items are evaluated for best disposal method within state rules
- May be redistributed, auctioned, donated, recycled or salvaged
- Asset tags and UT San Antonio markings are removed
- Hard drives are removed from electronics



Department Responsibilities

CONSIDERATIONS

- Provide early notice about special projects
 - Moves
 - Renovations
- No abandoning of materials in hallways, locking docks, etc.
 - Ensure proper item storage
 - Avoid safety risks



Surplus Opportunities



MONTHLY AUCTIONS

- Open to faculty, staff and the public
- Monthly public auctions on DirectBids.com

WAREHOUSE HOURS

Faculty and staff can browse available items at our warehouse.

- Open Monday – Friday
- Hours: 8-11 a.m. and 1:30-5 p.m.

Questions?

SAHARA Notifications

Victoria Downing

Senior Budget Decision Support Specialist

SAHARA Email Notifications

Automated Email Notifications on Financial Reviews Status:

- Automated email notifications sent based on status in PeopleSoft
- Triggered by scheduled processes
- Tailored to the roles of Reviewer and Owner (Department Manager)

Monthly Notification Schedule:

- **18th** of the month, (Post Period Close)
 - Recipients: **Reviewers**
 - Trigger: Cost Center and/or Sponsored Projects with a status of Not Reviewed for the specific fiscal year and accounting period(s)

SAHARA Email Notifications (continued)

Monthly Notification Schedule:

- 1st working day of the month following the closed month:
 - Recipients: **Owner (Department Manager)**
 - Trigger: Cost Center and/or Sponsored Projects with a status of Not Approved for the specific fiscal year and accounting period(s)

SAHARA Email Notification – Not Reviewed

Example of Action Required: Pending SAHARA Reviews

Dear Colleague,

We're reaching out because our records show that one or more of your cost centers or project IDs were not reviewed for **Month YYYY (FYYY Period XX)**, which is now closed. The attached report provides details for your financial review.

Please complete your financial review (s) in SAHARA for Month YYYY and for any prior months for the current fiscal year, if applicable.

Accurate and timely reviews are an important part of UT San Antonio's financial oversight and help ensure the integrity of our records. Institutional Compliance and Risk Services evaluates the timeliness of reviews and in their Quality Assurance Reviews (QARs).

To ensure timeliness, department reviewers should complete reviews by the end of the month following the month being reviewed. For more details, refer to the [Monthly Department Financial Reviews](#) webpage.

We are here to support you and are happy to answer any questions you may have. For assistance, please reach out to [Office of Controller](#).

Generated Report

Example of the generated report:

Business Unit	Fiscal Year	Cost Center	CC/Project Descr	CC/Project Owner	Department	Reconciled Period1	Approved Period1	Reconciled Period2	Approved Period2	Reconciled Period3	Approved Period3
UTSA1	2025	DEFXXX	UTSA THE BEST	Michael Scott	DEPT ID	Y	Y	N	N	-	-

Report Indicators:

- Email sent to recipient: Reviewer
- Report Indicators:
 - Y – Reviewed
 - N – Not reviewed (financial review action required)
 - Dash – No activity in respective period therefore no action required

SAHARA Email Notification – Reviewed Not Approved

Example of Action Required: Pending SAHARA Approvals

Dear Colleague,

We're reaching out because our records show that one or more of your cost centers and/or Project ID's has been reviewed but not yet approved in SAHARA.

Department managers are responsible for regularly approving actual revenues and expenditures against the budget. Please complete your financial approval in SAHARA for **Month YYYY (FYYY Period XX)** and any prior months in the current fiscal year, if needed.

These approvals are a key part of UTSA's financial oversight. Institutional Compliance and Risk Services monitors the timeliness of financial approvals through their Quality Assurance Reviews (QARs).

To stay on track, department managers should complete financial approvals by the end of the month following the month being approved. Department managers should ensure approvals are completed and approved within six weeks of the month's end.

Thank you for helping maintain accuracy and accountability UT San Antonio's financial processes. For more details, refer to the [Monthly Department Financial Reviews](#) webpage.

We are here to support you and are happy to answer any questions you may have. For assistance, please reach out to [Office of Controller](#).

Questions?

Financial Guidelines & Training Updates

Lilian Man

Senior Policy Analyst & Training Coordinator

Financial Guidelines

Budget Transfers

Updated

- For clarity
- Operating expense budgetary account names



Monitoring Plan for Segregation of Duties and Review of Financial Activity

SAHARA process: Now called **financial reviews** instead of reconciliations

Clarified the parties involved in internal controls

Simplified the Quality Assurance Reviews section

One Card Program

One Cards may be used for de minimis employee awards only

For the de minimis definition, see the [Employee Awards, Gifts and Prizes](#) guideline

Further changes coming soon
(bank transition, etc.)



Training

Training updates

Introduction to Monthly Reconciliation

- Migrated to new format
- Content and reconciliation language are subject to future review/revision

In progress

- One Card (substantive updates including bank transition)
- Business-related hospitality and entertainment (substantive updates, part of the BEHR form project)



Which Training is for
Me?

Questions?

Thank you!