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Agenda

• Opening Remarks
  Sheri Hardison, Senior Associate Vice President for Financial Affairs & Deputy Chief Financial Officer

• Budget & Financial Planning
  Rosanna Brewster, Senior Budget Analyst

• Fiscal Management Sub-Certification
  • Diana Macias-Ollervidez, Assistant Vice President for Supply Chain

• Payroll Management Services
  Fran Whitaker, Director of Payroll Services

• Accounting
  Cynthia Schweers, Assistant Controller

• 5 Minute Break

• Purchasing
  Elizabeth Raymond, Procurement Systems Administrator

• Disbursements & Travel Services, Credit Card Administration
  Nora Compean, Director of Disbursements, Travel Services and Credit Card Administration

• People Excellence
  Georgina Anguiano Elliott, Employee Services Manager

• Closing Remarks & Questions
  All Presenters
Funding on Positions
Deadline for Corrections

Deadlines based on pay frequency of an employee

<table>
<thead>
<tr>
<th>Employee Type</th>
<th>Pay Period Ending</th>
<th>Funding Changes on eForm Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Semi-Monthly</td>
<td>August 15</td>
<td>Friday, August 13</td>
</tr>
<tr>
<td>Paid Semi-Monthly</td>
<td>August 31</td>
<td>Tuesday, August 24</td>
</tr>
<tr>
<td>Paid Monthly</td>
<td>August 31</td>
<td>Wednesday, August 18</td>
</tr>
</tbody>
</table>

Deadline for retroactive funding changes is Aug. 17
Department Budget Table (DBT)

The DBT has to be “opened” (or “rolled forward”) each fiscal year before any position processing can occur.

**Monday, July 19:** FY 2022 DBT Opens !!

- Departments can start processing eForms with 9/1/21 effective date *(Budget check will be set to provide **Warning for Insufficient Funds**)*

- The position funding in PeopleSoft as of July 18 will be copied over into FY 2022 with an effective date of 9/1/21

**Working on a new Process for Loading the Initial FY 2022 Position Funding! Watch for Communication this summer.**
New position requests processed on or after July 19
  • The position will not reflect funding in FY 2022 until one of the following occurs with FY 2022 effective dates:
    o An Appointment eForm is processed
    o A Funding Change eForm is processed

eForms with funding changes processed on or after July 19
  • Funding Change eForm effective 9/1/21 may also need to be processed if you plan to use the same funding effective 9/1

eForms that can request funding changes include: appointment or contract changes/additions, PACs, JACs and transfers.
More on Dual Year Processing

**eForms**
For eForms submitted after the FY 2022 DBT is open –

- Budget Office will send out reports early in FY 2022 providing the position funding reflected in PeopleSoft
- Determine if additional eForms are needed to change position funding

**Budget Transfers**
For budget transfers submitted after Hyperion budget development closed -

- For FY 2021 transfers that you also want in FY 2022, a second transfer will have to be processed again in the new year
- Budget Office will send out a list of permanent budget transfers posted in PeopleSoft after Hyperion closed
FY 2021 Ending Balance Report Review

Ending balance reports are sent to college and VP financial leads on a monthly basis

- All deficit (negative) balances must be resolved by August month-end close

- In July/August, negative balances will also be shared with the University Finance Team (including Sr VP for Business Affairs and Provost)

**New this year:**
Budget Office will be contacting departments during the last few months of the fiscal year to discuss negatives and options
Budget and Carry (Roll) Forwards

FY 2022 Budgets
• Load into PeopleSoft the First Week of August
• Spreadsheets with Budget Details will be provided to College and VP Financial Leads

FY 2021 Carry (Roll) Forwards
• Load into PeopleSoft at the End of September
• Budget Check will be Turned Off During September
• Spreadsheets with carry-forward details will be provided to College and VP Financial Leads
• Note: Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center
Carry (Roll) Forward Process
Same as Last Year!

- Two-step process used to process year-end balances
  - **Lapse:** Current year budget transfer of year-end balances to RESERVE cost centers that will then carry forward for the next year.
  - **Carry (Roll) Forward:** Process to transition the cost center ending balance from the old year to the new year.

- Reserve cost centers
  - At the vice president or dean levels and above
  - Reserve carry forwards will be loaded into A9000 budgetary account
  - Restricted to one-time budget transfers only; expenditures are not allowed within that cost center

- **Carry Forward Process by Fund Type** is provided on next slides and also on Budget Office website:
  - [https://www.utsa.edu/budget/resources/forms-tools.html](https://www.utsa.edu/budget/resources/forms-tools.html)
Carry (Roll) Forward Process Cont.

End-of-Year Balances Include the Following:

- **Committed** refers to current year encumbered purchase orders that were completed (services or good received in current year) where funds will need to roll forward as payment to vendor will occur in new year.

### E&G and Designated Tuition Funds

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G (excludes select group of cost centers for E&amp;G lab fees – see below)</td>
<td>2100</td>
<td><strong>Academic Revenue Units</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All E&amp;G and DT unexpended balances lapse to dean’s Reserve Cost Centers. This includes current year salary savings (both faculty and staff).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certain exceptions will not be lapsed to Reserve, but will roll forward to the same cost center for a dedicated purpose (start-up, scholarships, plant, etc.).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Committed balances roll forward to same cost center regardless of purpose.</td>
</tr>
<tr>
<td>Designated Tuition</td>
<td>3105</td>
<td><strong>Academic and Admin Support Units</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• All E&amp;G and DT unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Committed balances roll forward to the same cost center.</td>
</tr>
</tbody>
</table>
## Carry (Roll) Forward Process Cont.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G Fee Cost Centers</td>
<td>Select Group 2100</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Non-Formula State Appropriations</td>
<td>2115</td>
<td>Unexpended balances are returned to the state.</td>
</tr>
<tr>
<td>CORE State Appropriations</td>
<td>2110</td>
<td>Unexpended balances in year one of the biennium roll forward to the same cost center.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unexpended balances in year two of the biennium are returned to the state.</td>
</tr>
<tr>
<td>Other State Awards</td>
<td>2120 and 2150</td>
<td>Committed and unexpended balances roll forward to same cost center to be used for purpose awarded with the exception of the special item funding for Foster Care Pilot Program. Foster Care Pilot Program unexpended balances are returned to the state.</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>3100</td>
<td><strong>All Mandatory Fee Funds</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>In accordance with the expected use of the Mandatory Fee, unexpended balances roll forward to a Reserve Cost Center, set up specifically for each Mandatory Fee.</td>
</tr>
<tr>
<td>Mandatory Student Services Fee</td>
<td>3115</td>
<td>Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the <strong>strategic use</strong> moving forward.</td>
</tr>
<tr>
<td>All Other Designated</td>
<td>3100</td>
<td>Committed and unexpended balances roll forward to same cost center,</td>
</tr>
</tbody>
</table>
### Carry (Roll) Forward Process (continued)

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Centers (Re-charge Centers)</td>
<td>3200</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>4100 thru 4700</td>
<td>Unexpended balances roll to a Reserve Cost Center for each auxiliary type.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Level (i.e., SVP/VP) will be involved with the appropriate auxiliary lead to determine the <strong>strategic use</strong> moving forward.</td>
</tr>
<tr>
<td>Grant/Contract</td>
<td>5100 thru 5400</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Gift and Endowment</td>
<td>5500 thru 5600</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Other Restricted (GASB 84)</td>
<td>5800</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Plant</td>
<td>71XX</td>
<td>Committed and unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Loan</td>
<td>81XX</td>
<td>Unexpended balances roll forward to same cost center.</td>
</tr>
<tr>
<td>Agency</td>
<td>92XX</td>
<td>Unexpended balances roll forward to same cost center.</td>
</tr>
</tbody>
</table>
Contact Us

Main line:  458-6615
Fax line:  458-4236
Email:  budget@utsa.edu
Website:  Budget
Fiscal Management
Sub-Certification

Diana Macias-Ollervidez
Assistant Vice President for Supply Chain

UTSA Financial Affairs
Fiscal Management
Sub-Certification Process

• Electronic sub-certification conducted through the Office of Institutional Compliance and Risk Services in September of each year

• Required by UT System Administration Policy

• Review Financial Guidelines
  Fiscal Management Sub-Certification Work Plan
  Section 1: Internal Control
Fiscal Management
Sub-Certification Process

• Completed by the Department Manager
  o No delegations of sub-certification allowed
  o Based upon the Department Manager in place as of August 31, must certify even if they were not there the full year
  o Ensure Department Manager updates are made before August

• The fiscal management sub-certification certifies that:
  o Cost centers/projects are being reconciled timely
  o Duties are properly segregated
  o No material weakness exists relative to their internal control
Fiscal Management
Sub-Certification Process

• Will be completed in PeopleSoft for the first time
• More information will be sent in the summer and shown at the June FAR meeting
• Department Manager can see which cost centers and projects have been reconciled and approved for which periods
• **Reconciliations must be current and approved** to give the Department Manager comfort to certify
• All department managers must certify – UTSA must be able to say that almost 100% of managers and revenues/expenses are certified
Fiscal Management
Sub-Certification Process

• Department managers failing to complete the sub-certification are reported to
  o Senior Vice President of Business Affairs
  o Respective Vice President
  o Office of Auditing & Consulting Services

• The Office of Institutional Compliance & Risk Services utilizes administrator responses (or lack thereof) when performing the annual risk assessment to determine account administrators selected for Quality Assurance Reviews (QAR)
  • QAR is a review by Compliance of departmental reconciliations and financial procedures; report is issued to the department showing a low, medium or high level of risk
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11</td>
<td>Last date for <strong>Off-Cycle Check Requests</strong> accepted by the Payroll Office. Allow 5 days for processing. There will be <strong>no Off-Cycle Check</strong> printing on Aug. 26 - 31.</td>
</tr>
<tr>
<td>August 16</td>
<td>Last salaried employee weekly timesheet due date for Aug. 9 - 15 workweek to meet the Aug. monthly payroll processing deadline.</td>
</tr>
<tr>
<td>August 20</td>
<td>Deadline to approve employees’ timesheet, including <strong>Overtime Comp Time Payout (OCP)</strong> hours</td>
</tr>
</tbody>
</table>

**Note:** Late entries will be processed following fiscal year – September.
## Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 23</td>
<td>Hourly employee weekly timesheet due date for the August 16th through August 22nd work week to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td>August 30</td>
<td>Hourly employee timesheet due date for period of August 26th - August 29th to their supervisor by 10 a.m. Supervisor deadline is 5:00 p.m.</td>
</tr>
<tr>
<td>September 1</td>
<td>Hourly employee timesheet due date for period of August 30th – August 31st to their supervisor by 10 a.m.</td>
</tr>
<tr>
<td>September 2 (By 3:00 PM)</td>
<td><strong>Supervisor Deadline</strong> date to approve Hourly employees timesheets August 16th through August 31st pay period.</td>
</tr>
</tbody>
</table>

**Note:** Late entries will be processed following fiscal year – September.
Additional Pay eForms

Ensure that additional pay eforms are submitted and approved prior to the Payroll cutoff on the 15th of the month
Cell Phone Allowance Eligibility

• Emergency contact or critical decision maker

• Frequently “on call”

• Work off-campus at site without access to UTSA landline

• Frequent travel or out of the office
Cell Phone Allowance

• Reports will be sent to VP office for annual review by mid July

• VP’s will review and determine if all employees on their report are still eligible in FY 22

• If all employees are still eligible, return list confirming no changes to payroll@utsa.edu by Sept. 3
Cell Phone Allowance Cont.

• Changes required to list
  o Return the list indicating changes
  o Complete the cell phone allowance form to either terminate allowance or add new allowance by submitting to payroll@utsa.edu by Sept. 3

• Cellular Phone Allowance Form
  • Form does not require VPBA signature, however division VP signature is still required
Contact Us

Main line: 458-4280
Fax line: 458-4236
Location: NPB 4.170
Email: payroll@utsa.edu
Website: Payroll
Accounting Services

Cynthia Schweers
Assistant Controller
### Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18</td>
<td>Corrections through July Due to Accounting Services by <strong>5pm</strong></td>
</tr>
<tr>
<td>September 2</td>
<td>Inventory Reconciliation due to Accounting Services by <strong>NOON</strong></td>
</tr>
<tr>
<td>September 2</td>
<td>IDT for services rendered for FY2021 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 3</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August in SAHARA</td>
</tr>
<tr>
<td>September 9</td>
<td>Corrections for August due to Accounting Services by <strong>NOON</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Once deadline has passed, any prior year corrections involving cost centers will be required to be handled as a budget transfer.
# Cost Transfers and Corrections Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 14, 2021</strong></td>
<td>July 2021 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
<tr>
<td><strong>by 5 PM</strong></td>
<td></td>
</tr>
<tr>
<td><strong>September 3, 2021</strong></td>
<td>Preliminary Monthly Department Financial Reviews tentatively ready (will be announced)</td>
</tr>
<tr>
<td><strong>September 9, 2021 NOON</strong></td>
<td>August 2021 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
</tr>
</tbody>
</table>
General Accounting Information

Reminder:

- Accrual and pre-paid threshold is $10,000
- If less than $10,000 it will be expensed in year paid
Accounting Corrections

• Follow *established procedures* for all manual and easy correct journal

• Send corrections for sponsored projects to the applicable RSC administrator
  o These corrections will follow same guidelines and deadlines as those sent for accounting corrections
  o Link to *instructions and form*

**Corrections due by noon on Sept. 9**
Accounting Corrections Cont.

• Manual corrections are any corrections that cannot be completed in SAHARA. (EX: Capital Projects)

• Provide the following information for manual corrections:
  • Document ID number
  • Original cost center and account used (not budget accounts like A4000)
  • New cost center and account for correction
  • Amount of correction, esp. if only a partial correction
  • Reason for the correction
  • Copy administrator on account being charged (approval is implied)
  • Prior year corrections
    o Critical to review now
    o None will be made after year end
Fiscal Services

All FY 21 departmental revenue must be delivered to Fiscal Services no later than 4:00 pm on Aug. 31 in order to be recorded in the correct fiscal year.

All reimbursement requests for petty cash funds for FY 21 must be submitted to Fiscal Services no later than 3:00 pm on Aug. 31.

Requests submitted after this time will be recorded in FY 22
Contact Us

Main line: 458-4212
Fax line: 458-4236
Email: accounting.office@utsa.edu
Website: Accounting
## Important FY21 Year-End Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Next Year Flag activated in Rowdy Exchange</td>
</tr>
<tr>
<td>June 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to submit requisitions over $50,000 using FY20-21 Funds**</td>
</tr>
<tr>
<td>August 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day to submit FY20-21 requisitions with value between $15,000 - $49,999</td>
</tr>
<tr>
<td>August 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to request FY20-21 Purchase Order Closures</td>
</tr>
<tr>
<td>August 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to submit POC Purchase Order Change request</td>
</tr>
<tr>
<td>August 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Access to Rowdy Exchange removed until Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>August 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day POs will encumber FY21 funds</td>
</tr>
<tr>
<td>Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Requisition creation using FY21-22 funds enabled</td>
</tr>
</tbody>
</table>

Purchasing will not process requisitions received after the above deadlines. Orders received after these deadlines will be returned and must be recreated on Sept. 1.

All workflow approvals (budget, commodity, and foreign vendor) must be completed by close of business on deadline date.
Purchase Order
Encumbrance Clean Up

• Review all Purchase Orders with remaining encumbrances
• Eligible PO’s with remaining encumbrances will automatically roll into FY 22, unless a request to close the PO is sent to purchasing@utsa.edu
• Closing a PO releases any remaining encumbrance
• Use the following PeopleSoft queries for reviewing PO encumbrances Focus on all PO’s with open encumbrance
  • UTS_PO_OPEN_ENC_BY_CC
  • UTS_PO_OPEN_ENC_BY_DEPT
  • UTS_PO_OPEN_ENC_BY_PROJECT
• Request to close PO’s must be received by end of day Aug. 13
PO Roll Checklist

• PO must have a valid budget
• Budget errors prevent PO roll (department must correct)
  o Closed grants
  o Insufficient funds
  o Invalid cost centers and department ID’s
• Purchasing will work with departments to resolve matching issues if possible
• Fully received with partially paid lines prevent PO roll
• In the event a purchase order did not roll, departments must create a new requisition in the new year

PO status (encumbrance balance, receiving) is found in PeopleSoft
PO Roll Function

The PO Roll process is completed in two stages:

- **Stage 1**: Release of remaining PO encumbrance in FY 21
- **Stage 2**: Regeneration of encumbrance in FY 22

PO must have a PO number before Aug. 21, 2021 in order to encumber in FY 21
Reminders

- Recurring services billed on a monthly bases must be encumbered with new or existing PO

- New PO’s
  - Cell phones reference HOP 9.49 Cellular Phones and Services
  - Maintenance agreements

- Existing PO’s
  - Copier Service – POC required to add funding

**Important:** Select quantity 1, amount only for services or long-term lease agreements.
Disbursements, Travel, and Credit Card Administration

Nora Compean
Director of Disbursements & Travel Services

UTSA Financial Affairs
# Critical Disbursements & Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Deadline Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 9</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Sept. – Jun. (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>July 16</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Jul. 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 6</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Jul. 16–31 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 16</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Aug 1. – 15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td>August 20</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS for any expenses incurred from Aug. 16 – 19. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td>August 20</td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS if expensed out in FY 21 for $10,000 or less</td>
</tr>
<tr>
<td>August 23</td>
<td><strong>All</strong> remaining Expense Reports after Aug. 20 must be submitted and routed to DTS if expensed out in FY 21 (reimbursements, travel advances, participant advances, athletic advances)</td>
</tr>
<tr>
<td>August 27</td>
<td>Last check run at noon for FY 21</td>
</tr>
<tr>
<td>September 1</td>
<td>FY 22 open for processing</td>
</tr>
</tbody>
</table>

Office of Financial Affairs • One UTSA Circle • San Antonio, Texas 78249
Year-End T&E DTS Functions cont’d

What to do if Expense Report (ER) was not approved by Aug. 23:

• If ER was in *pending* status:
  o **Creator** must dissociate Travel Authorization in preparation for year-end rollover process. ER will be deleted by DTS, and department must create a new one in FY 22

• IF ER was **routing**:
  o **Approver** must “**terminate**” Expense Report to dissociate Travel Authorization in preparation for year-end rollover process
T&E e-Notifications

• Automated e-notifications are generated to travelers for destination to a foreign country upon submission of a Travel Authorization in PeopleSoft.
  o Alerts travelers of requirements and restrictions and additional approvals to restricted regions
  o Provides information including what you can take with you, activities you may engage in, security best practices, and more.
Travel Restrictions

University-Sponsored Travel

• University-sponsored international travel may be permitted if deemed mission-critical or health critical as approved by university leadership and in accordance with CDC guidelines. Refer to the Public Health Task Force report or Roadrunner Roadmap for the latest guidance on additional travel restrictions.

• Effective May 15 domestic travel polices and approval processes revert to pre-pandemic operating standards, and international travel requests must be reviewed by the university’s International Oversight Committee (IOC) until further notice. Requests for travel must be received two weeks prior to the expected date of ticket purchase.
Travel Airline Credits

- Airline credits available on a first-come, first-serve basis for faculty and staff only. Contact CTP to book approved business travel.
  - Southwest Airlines: Expire Sept. 30, 2022
  - American Airlines: Expire Dec. 31, 2022
  - United Airlines: Expire Sept. 30, 2022
Cash Advance Reminders

**Cash advances** should be minimal and only if travel costs create a financial hardship

- Use a [One Card](#) to pay for major travel expenses

- Allowed if travel is more than a week and a One Card is not available

- Allowed if an approved [Travel Authorization](#) is in place and encumbrance covers the estimated CA

- Meal per diems are reimbursable upon settlement
  - TAC cards have been discontinued

**NEW**

On-demand, online training expected release date July 7

- [Travel & Cash Advance Processing (PS0309.01)](#) available on [MyTraining](#)
Student Travel/Group Travel Advances

- Cash advances for an individual student travel may be allowed
  - Process a **Single Payment Voucher** in PeopleSoft for meal per diems only and attach an approved Travel Advance Request (TAR).
  - Students or departmental proxies may pick up check(s) at Fiscal Services
  - The **Student Advance Responsible Party** must ensure student travel takes place
New Vendor Onboarding Process: PaymentWorks

• Visit the new Supplier Setup webpage
• To onboard new vendors, department must send invitation to initiate vendor to complete registration process
• Department’s role is to monitor registration status
• Existing vendors may continue to be used if no changes or vendor updates are necessary
• Foreign vendors are also approved by the Office of Research and Integrity (ORI)
• Possible delays are contingent on expediency with which vendors complete the registration and/or clearance of financial sanctions
• PS Navigation: Click on UTSA Business Solution Center tile
# One Card Year-End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 16</td>
<td>Recommended last day to charge to FY 21</td>
</tr>
<tr>
<td></td>
<td>Departmental approval due by 5 pm for Jul. 3 statement</td>
</tr>
<tr>
<td>August 4</td>
<td>Transactions for Aug. 3 statement ready for reconciliation</td>
</tr>
<tr>
<td>August 16</td>
<td>Departmental approval due by 5 pm for Aug. 3 statement</td>
</tr>
<tr>
<td>September 7</td>
<td>Transactions for Sept. 3 statement ready for reconciliation</td>
</tr>
<tr>
<td>September 9</td>
<td>One Card reconciliations completed and approved by 10 am on Sept. 8 will be processed for immediate payment</td>
</tr>
<tr>
<td></td>
<td>Payment vouchers over $10,000 will be charged to FY 21; all others will be charged to FY 22</td>
</tr>
</tbody>
</table>

**Note:** Please follow the recommended last day to charge if you want to pay from FY 21 funds. UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates.
One Card Update

• Effective July 1, **electronic** purchases are limited up to $499.99 per item which include shipping & handling

• In general, restriction of electronic stores are imposed by the State to prevent the purchase of **controlled assets** ($500-$4999.99)

• One Cards will include MCC codes for electronic stores (e.g., Best Buy, Altex) with a single purchase daily limit of up to $499.99

• If purchase exceeds amount, contact Credit Card Administration Office for assistance

• Rowdy Exchange continues to be the preferred e-procurement method for on-line shopping designed to leverage the purchasing contracts, saving money and time by simultaneously adhering to State and university procurement rules.
One Card Reminders

• On-Demand training: One Card Reconciliation and Payment Processing (AM590.01) available on MyTraining
• Visit the new Credit Card Administration website for more information
• New credit cards are mailed directly to departments
• Include justification for daily or credit limit increases or to add an MCC code
• Contact information: Send inquiries to creditcards@utsa.edu
Contact Us

Main line: 458-4213
Fax line: 458-4236

Location: NPB 4.170

Email: disbursements.travel@utsa.edu
      creditcards@utsa.edu

Website: Disbursements & Travel Services
         Credit Card Administration
People Excellence

Georgina Anguiano-Elliott
Employee Services Manager
Fall Hires/Rehires

• Faculty
  o No changes

• Staff
  o Partner with Talent Acquisition
  o Check the TAM posting box on eForm

• Students
  o **NEW** Graduate Students Employees moving to Contract Pay
    • Training on Contract eForms scheduled for late June
  o Must be enrolled
  o Can only work 19 hours maximum
New Hire Process

• Employees may not begin working until eForm has been approved by People Excellence

• All new employees must complete the Employee Self Service (ESS)
  o Complete I-9 form no later than date of hire
    • Documents verified virtually until we return back campus
  o W4 and direct deposit

• Hire/rehire routed no later than **Aug. 1 for Sept. 1** date of hire
Sample Monthly Payroll Timeline

**March 15**
- Final, approved eForms due to PE and PR
- Back offices reviewing, approving and reprocessing items submitted by the 15th until pay process starts
- Contract calculation process run and errors fixed

**March 23**
- Pay process started – dozens of PeopleSoft processes run
- Errors checked and fixed
- Processes re-run as items are fixed; new items require processes to be re-run

**March 26**
- Payroll confirmation
- Direct deposit, tax and retirement files all due 2 to 3 business days before pay day
- This schedule leaves one day cushion for possible system issues. Payroll confirmation frequently needs that extra day.

**April 1**
- Pay Day
Helpful Information

• All hires will need a background check. Please don't delay submitting an eForm.

• Missing/incorrect information will cause delays or denials

• Search match is required when completing eForm

• Do not create or route more than one eForm at a time for an employee or position number

• Please allow 2 weeks for processing
Terminations

• Appointments with expected end dates will auto term

• End Employment
  o For Resignations, terminations, please select termination on eForm
  o For Retirements, please select retirement on eForm

• Reference payroll deadlines
  o Beware of overpayments
    • Monthly employees (i.e. graduate level student employees)

• Faculty
  o Only term faculty who are truly separating from UTSA
  o Non-benefits-eligible faculty will auto term
  o Benefits-eligible faculty will require a termination eForm if separating from UTSA
Guideline for Maximum Vacation Carryover

- Number of years of TX state service determines the maximum number of vacation hours that can be carried from one fiscal year to the next.

- Projected vacation carryover amount can be found in Employee Self Service under absence balance details. (ESS/Time and Attendance/Absence Balance Details)
  - Maximum hours to carry forward is proportionate to the employees’ FTE

- All vacation leave requests should be approved by the employee’s immediate supervisor in advance before taking leave
  - Vacation time over the maximum must be taken no later than Aug. 31

- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year around Sept. 1
Absence Balance Details

### Time and Attendance

**Absence Balance Summary**

<table>
<thead>
<tr>
<th>Name</th>
<th>Employee ID</th>
<th>Employee Record</th>
<th>Department</th>
<th>Employee Classification</th>
<th>Payroll Status</th>
<th>State Service</th>
<th>Retirement Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>State Service Months</th>
<th>Last Period Finalized</th>
<th>6-Month Service Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>181</td>
<td>08/16/2001</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### Current Carryover Details

<table>
<thead>
<tr>
<th>Current Service Months</th>
<th>Current Accrual Rate</th>
<th>Current Vacation Balance</th>
<th>Maximum Carryover</th>
<th>Projected Accruals</th>
<th>Projected Vacation Balance</th>
<th>Projected Transfer to Sick</th>
</tr>
</thead>
<tbody>
<tr>
<td>181</td>
<td>10.00</td>
<td>20.00</td>
<td>260.00</td>
<td>33.00</td>
<td>220.00</td>
<td>52.00</td>
</tr>
</tbody>
</table>

*Projected Accruals hours are based on current accrual rate.

#### Historical Carryover Details

**Vacation Leave Accrual Rate and Maximum Allowable Carryover**

<table>
<thead>
<tr>
<th>State Service Months</th>
<th>Hours Accrued Per Month</th>
<th>Allowable Accrued Hours to Carryover</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 to 23</td>
<td>8.00</td>
<td>180.00</td>
</tr>
<tr>
<td>24 to 59</td>
<td>9.00</td>
<td>244.00</td>
</tr>
<tr>
<td>60 to 119</td>
<td>10.00</td>
<td>268.00</td>
</tr>
<tr>
<td>120 to 179</td>
<td>11.00</td>
<td>292.00</td>
</tr>
<tr>
<td>180 to 239</td>
<td>13.00</td>
<td>340.00</td>
</tr>
<tr>
<td>240 to 299</td>
<td>15.00</td>
<td>390.00</td>
</tr>
<tr>
<td>300 to 359</td>
<td>17.00</td>
<td>436.00</td>
</tr>
<tr>
<td>360 to 419</td>
<td>19.00</td>
<td>484.00</td>
</tr>
<tr>
<td>420 to 999</td>
<td>21.00</td>
<td>532.00</td>
</tr>
</tbody>
</table>
Helpful Links

- eForms Job Aid
- CBC
- Talent Acquisition

Student Titles

- HOP 4.09, Student Employees
- Student Titles - Monthly
- Student Titles - Semi Monthly
Contact Us

Main line:  458-4250
Fax line:  458-4287

Location:  NPB 4.170

Email:  hr@utsa.edu

Website:  People Excellence
Closing Remarks & Final Questions

All Presenters
Evaluation

• Please complete the electronic evaluation form to help us improve our workshops

• There are three ways for you to complete the evaluation form
  1. Click link in the chat box
  2. Scan QR code with your mobile device
     - Open camera on your smart phone and hold over QR code
  3. Open your browser and type in the web address below
     https://mytraining.utsa.edu/apps/evaluation

• Once at the evaluation website
  o Click ‘Load Classes’ (Orange Tab)
  o Click PS0209.01 Financial Affairs Fiscal Year-End Workshop
  o Click ‘Start Evaluation’
  o Click ‘Give Feedback’
  o NOTE: Number 1 = Low and Number 7 = High
  o Please add commend in the open comment box at the end of the evaluation.