Check In

You must check in to receive credit in your training history for this course

There are three ways for you to check in:

1. Click the link provided in the chat box
2. Scan QR code with your mobile device
   Open the camera on your mobile device and hold over QR code
3. Open your browser and type in the web address below
   https://mytraining.utsa.edu/apps/checkin

If you get an alert that you are not enrolled in this class, please email amy.fritz@utsa.edu
Fiscal Year End Workshop – Refresher
Agenda

1. Opening & Welcome
2. Budget & Financial Planning
   ➢ Incentivized Resource Management (IRM)
3. PeopleSoft Queries
4. Sub-certificate
5. Payroll
6. Accounting
7. BREAK
8. Purchasing
9. Disbursements & Travel Services
   ➢ Credit Card Administration
10. People Excellence
11. Closing & Questions
Budget & Financial Planning

Sungho Hong
Budget Decision Support Analyst II
Budget: 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>Monday, August 15</td>
</tr>
<tr>
<td>Paid Semi-Monthly</td>
<td>August 31</td>
<td>Tuesday, August 22</td>
</tr>
<tr>
<td>Paid Monthly</td>
<td>August 31</td>
<td>Tuesday, August 22</td>
</tr>
</tbody>
</table>

Deadline for retroactive funding changes is Tuesday, August 22.
DBT: Department Budget Table

Each fiscal year, the DBT has to be “opened” before any position processing can occur.

FY24 DBT Opens = **Monday, July 17**
(Departments can start processing 9/1 eForms)

The initial FY24 position funding record will be loaded as follows:

- If a position was **Permanently Budgeted** in the Hyperion budget process – the same funding source will be loaded into PeopleSoft with a 9/1 effective date.

- If a position **was NOT Permanently Budgeted** in the Hyperion budget process, then the same funding source in PeopleSoft on July 10 will be rolled forward with a 9/1 effective date.

**NOTE:** Position Funding changes will **NOT BE PROCESSED** between July 10-17.
DBT: Dual Year Processing

**New Position Request eForms** processed in FY23, on or after July 10

- In order to assign funding to the position in FY24, one of the following eForms must also be created (with an FY24 effective date):
  - An Appointment eForm
  - A Funding Change eForm

**Funding changes on eForms** (see list below) processed in FY23, on or after July 10

- In order to continue the same funding source in FY24, a Funding Change eForm effective 9/1 should also be processed

Note: Position funding can be changed using the following eForms:
  - Appointment or contract changes/additions, position attribute changes (PACs), job attribute changes (JACs) and transfers.
DBT: Dual Year Processing – Additional Reviews

**eForms**
For eForms submitted in FY23, but after the FY23 DBT is open –
- **After** 9/1, departments can run query to obtain 9/1 funding
  - UTS_CA_ALL_POSN_BUDGETED
  - Determine if additional eForms are needed to change position funding

**Budget Transfers**
For budget transfers submitted in FY23, **after March 2023 business closed:**
- A second transfer must be processed again in the new fiscal year for FY23 transfers that you also want reflected in FY24
- Early in FY24, Budget Office will send out a list of permanent budget transfers posted in PeopleSoft on April 1 or after
FY23: Ending Balance Report Review

Monthly ending balance reports are sent to college and VP financial leads

- Provides year-to-date activity for all funds/cost centers in each college and VP area
- In July/August negative balances will be shared with University Finance Team (including senior vice president for Business Affairs and provost)

**IMPORTANT!** All deficit (negative) balances **must** be resolved by August month-end close.
FY24: Operating Budget

Budgets are prepared in Hyperion, then original budget journal is loaded into PeopleSoft

**When will you see your budgets:**

- Load Original Budgets into PeopleSoft the first week of August
- Spreadsheets with budget details will be provided to college and VP financial leads
FY23: Carry Forward into FY24

- We will load into PeopleSoft at the end of September
- Budget check will be turned off during September
- We will provide spreadsheets with carry-forward details to college and VP financial leads

**Important Note:** Budgets related to open POs that roll forward to the new fiscal year will be loaded into the same cost center
**FY23: Carry Forward Process**

Projects that cost $10,000 or more

- Should use cost centers with a function 800
- Balances will roll forward in the same cost center at year-end

Projects that cost less than $10,000

- Should use departmental M&O cost centers
- Depending upon the Fund Code, these funds may lapse to a dean/VP reserve

For departments with normal operations in Function 800

- Budget Office will review to ensure that only those for projects of $10,000 or more roll forward
- Others will follow the standard Carry Forward and Lapse Rules
FY22: Carry Forward Process

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.

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>Fund Number</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>E&amp;G</td>
<td>2100</td>
<td><strong>Academic Revenue Units</strong></td>
</tr>
</tbody>
</table>
| (excludes select group of cost centers for E&G lab fees – see below) |             |   • All E&G and DT unexpended balances lapse to dean’s Reserve Cost Centers. This includes current year salary savings (both faculty and staff).
|                                       |             |   • 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.).
|                                       |             |   • Committed balances roll forward to same cost center regardless of purpose. |
| Designated Tuition                    | 3105        | **Academic and Admin Support Units**                                   |
|                                       |             |   • All E&G and DT unexpended balances, including staff salary savings, roll forward to SVP/VP Reserve Cost Center. |
|                                       |             |   • Committed balances roll forward to the same cost center.          |
## FY22: Carry Forward Process

<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. 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>All Mandatory Fee Funds</td>
</tr>
<tr>
<td>Mandatory Student Services Fee</td>
<td>3115</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. Executive level (i.e., SVP or VP) will be involved with the appropriate fee unit lead to determine the strategic use 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>
## FY22: Carry Forward Process

<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. Flat executive level (i.e., SVP/VP) will be involved with 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>
Budget: Contact Us

Main line: 458-6615
Fax line: 458-4236
Email: budget@utsa.edu
Website: Budget
PeopleSoft Queries

Greg Yturralde
Assistant Vice President for Financial Affairs and University Controller
How to Run a Query

In PeopleSoft, hit this button at top right to get to navigator.
How to Run a Query

1. Select Menu
   - Financials
   - Financials RPT
   - HRMS
   - HRMS RPT
   - New Employee Resources
   - UTShare Resources
   - Employee Self-Service
   - UTZ Customizations
   - Workforce Development
   - Enterprise Components
   - My Content
   - Worklist
   - Reporting Tools
   - PeopleTools

2. Select either Financials or HRMS
3. Select Reporting Tools
   - New Employee Resources
   - UTShare Resources
   - Employee Self-Service
   - UTZ Customizations
   - Workforce Development
   - Enterprise Components
   - My Content
   - Worklist
   - Reporting Tools
   - PeopleTools

4. Then select Query Viewer
   - Query
     - Pivot Grid
     - My Favorites
     - Report Manager
   - Query Viewer
How to Run a Query

- Once you find the Query Viewer the first time, add it to one of your Homepages.
- Search by entering the Query Name.
  - EX: UTSA_SPEEDTYPE_LIST_DEPT
- Or click “Advanced Search” and use a word that may be in the query.
  - Switch drop-down menu from “Begins With” to “contains”.
  - Enter word under Query Name **contains**
    - EX: Speed
- **NOTE 1:** UTSA queries begin with either UTSA or UTZ.
Sample of Beneficial Payroll Queries

The queries listed below are under HRMS Module in PeopleSoft:

- **Verify funding source have not expired**
  - UTS_CA_ALL_POSN_BUDGETED – this report pulls a multitude of funding date fields and can be useful as a high-level starting point

- **Verify the funding end date does not occur prior to the position end date**
  - UTS_CA_ALL_POSN_BUDGETED – this report pulls a multitude of funding date fields and can be useful as a high-level starting point

- **Confirm funding has moved to the new Dept ID for transfers, activations and reorganizations**
  - UTS_CA_ALL_POSN_BUDGETED – this report pulls a multitude of funding date fields and can be useful as a high-level starting point

- **Verify hourly employees have submitted their timesheets**
  - UTS_TL_MISSING_TIMESHEETS_DEPT – this report pulls missing timesheets by department
Resources

List of beneficial queries are available at the Financial Affairs Training website:

https://www.utsa.edu/financialaffairs/training/queries.html

Areas with available queries:

• DTS queries
• One Card queries
• Accounting Service queries
The Fiscal Management Sub-Certification, also known as the Annual Financial Certification, must be completed by department managers annually in the Shared Accounts Reconciliation Application (SAHARA) Module in the PeopleSoft Application in September of each year. Department reconciliation and certification are a critical component of the required university certification process with UT System.

- Required by UT System Administration Policy
- Review Financial Guidelines
  - Fiscal Management Sub-Certification Work Plan
  - Section 1: Internal Control
Annual Financial Certification Process

Completed by the department manager:

- No delegations of sub-certification allowed
- Based upon the department manager in place as of **August 31**, must certify even if they were not there the full year
- Ensure department manager updates are made before August
  - Submit a [Chart of Accounts Maintenance Request Form](#) to make department manager changes
- Reconciliations for the fiscal year should be complete before certification

The annual financial certification requires department managers to certify:

- Responsibility for establishing internal controls, which include reconciliation of all cost centers and projects
- All transactions for the fiscal year were appropriate, allowable, properly recorded and reconciled
- Monthly reconciliations were reviewed and approved
- Adequate segregation of duties and internal controls were maintained, and potential fraud was reported
Fiscal Management Sub-Certification Process

- Department manager can see which cost centers and projects have been reconciled and approved for which periods by using query: UTS_SAHARA_ARA_SUMMARY

- 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:
  - Senior vice president of Business Affairs
  - Respective vice president
  - 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
Reminder to Update Department Managers Timely

- If there is a change in the department manager, the department manager/owner must be updated in order for them to complete the financial certification:
  - You will need to complete the Chart of Accounts Maintenance (COA) Form, which updates the new manager as the SAHARA owner for approval and certification.
  - In addition to completing the Chart of Accounts Maintenance form, if the department manager is a new employee and requires PeopleSoft roles, you will need to complete the Departmental User Access Form.
Resources

Resource available at the Financial Affairs Training website:

- Annual Financial Certification Job Aid
- Annual Financial Certification Frequently Asked Questions
- SAHARA Overview for Approvers
Payroll Services

Nnennaya Ikwuagwu
Interim Director of Payroll
## Critical Payroll Deadlines - Salary

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August 14</strong></td>
<td>Last date for Off-Cycle Check Requests accepted by the Payroll Office. There will be no Off-Cycle Check printing August 28-31.</td>
</tr>
<tr>
<td><strong>August 14</strong></td>
<td>Last salaried employee weekly timesheet due date for the August 7-13 workweek to meet the August monthly payroll processing deadline.</td>
</tr>
<tr>
<td><strong>August 21</strong></td>
<td>Deadline to approve salaried employees’ timesheet, including Overtime Comp Time Payout (OCP) hours.</td>
</tr>
<tr>
<td><strong>August 21, 4 p.m.</strong></td>
<td>Additional Pay eForm Deadline; must be fully approved, without errors and received by deadline to process for payment using FY23 funds.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 16</td>
<td>Hourly employee weekly timesheet for the August 1-15 pay period due to their supervisor</td>
</tr>
<tr>
<td>August 17 (By 3 p.m.)</td>
<td>Supervisor approval by 3 p.m.</td>
</tr>
</tbody>
</table>
| September 1        | 10 a.m. — Hourly employee weekly timesheet due date for the August 16-31 pay period  
3 p.m. — Supervisor timesheet approval due  
**Deadlines condensed due to year-end process kickoff** |

**Note:** Late entries will be processed following fiscal year – September.
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 FY23
- If all employees are still eligible, return list confirming no changes to payroll@utsa.edu by September 1
Cell Phone Allowance

Changes required to list

- Return the list indicating changes, such as allowance terminations or amount changes. Email completed list to payroll@utsa.edu

- Complete the cell phone allowance form to add an allowance for an employee receiving a CDA allowance for the first time or to an employee that did not have CDA active for FY23. Attach the completed cell phone allowance form to an additional pay eForm and route for approval.

Cellular Phone Allowance Form

- The form does not require a VPBA signature; however, the division VP signature is required.
Additional Pay eForms

- Ensure additional Pay eForms are submitted and approved according to the Additional Pay eForm Deadline Calendar.

- Additional pay processing deadlines can be found on the payroll web page. Calendar will be updated for FY23 dates.

- As a friendly reminder, Additional pay is a non-eligible pay type category for Off-Cycle checks per Financial Guidelines.
Contact Us

Main line: 458-4280
Fax line: 458-4236

Location: NPB 451

Email: payroll@utsa.edu

Website: Payroll Services
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 5 p.m.</td>
</tr>
<tr>
<td>September 1</td>
<td>Inventory Reconciliation due to Account Services by <strong>NOON</strong></td>
</tr>
<tr>
<td>September 5</td>
<td>IDT for services rendered for FY23 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 7</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August reconciliation</td>
</tr>
<tr>
<td>September 11</td>
<td>Corrections for August due to Accounting Services by 3 p.m.</td>
</tr>
</tbody>
</table>

*Once deadlines have passed, any prior year corrections involving cost centers will require a budget transfer*
## Cost Transfers and Corrections Critical Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>July 2023 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a> <strong>by 5 p.m.</strong></td>
</tr>
<tr>
<td>September 7</td>
<td>Preliminary reconciliations tentatively ready (will be announced)</td>
</tr>
<tr>
<td>September 11</td>
<td>August 2023 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a> <strong>by NOON</strong></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
  - [https://www.utsa.edu/financialaffairs/services/accounting/corrections/index.html](https://www.utsa.edu/financialaffairs/services/accounting/corrections/index.html)

- Send corrections for sponsored projects to the applicable GCFS administrator
  - These corrections will follow same guidelines and deadlines as those sent for manual accounting corrections

- Link to instructions & form
  - [https://www.utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers.html](https://www.utsa.edu/financialaffairs/services/accounting/grant-accounting/cost-transfers.html)

**Corrections due September 11 at 3 p.m.**
Accounting Corrections

- 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, especially if only a partial correction
  - Reason for the correction
  - Copy administrator on account being charged (approval is implied)
  - Prior-year corrections – none will be made after year end – critical to review currently
Year-End Accounting Functions

Accruals – Items owed but not paid before end of year
- For services rendered or goods received as of 08/31/23
- Materiality factor of > $10,000 per item
- Vouchers for $10,000 or less must be routed to DTS by August 22 at 5 p.m. to be included in FY2023 expenses

Service Centers Inter-Departmental Transfers (IDTs)
- IDT for services rendered for FY22 by NOON on September 5

Inventory
- Relevant departments: Complete inventory count and reconciliation must be sent to Accounting by September 1 at NOON
Fiscal Services

- FY23 departmental revenue must be delivered to Fiscal Services no later than 4 p.m. on August 31 in order to be recorded in the correct fiscal year.
- Reimbursement requests for petty cash funds for FY23 must be submitted to Fiscal Services no later than 3 p.m. on August 31.
- Requests submitted after this time will be recorded in the upcoming FY24 fiscal year.
Year-End Considerations for Capital and Controlled Purchases

- Please ensure that Receiving Reports are complete for any capital and controlled items received by August 31.

- NEVER complete a Receiving Report for an item not received. That is considered false financial reporting.

- Once received, please contact the Inventory Department to have items tagged to ensure they are recorded with FY23 activity.
Contact Us

Main line: 458-4212
Fax line: 458-4236
Location: NPB 451
Email: accounting.ofc@utsa.edu
Website: Accounting Services
5 Minute Break
Purchasing

Ynes Alderson
Associate Director of Purchasing
# Purchasing Department FY22 Year-End Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1</td>
<td>Next Year Flag activated in Rowdy Exchange</td>
</tr>
<tr>
<td>June 23</td>
<td>Last day to submit requisitions over $50,000 using FY23 Funds**</td>
</tr>
<tr>
<td>July 28</td>
<td>Last Day to submit FY23 requisitions with value between $15,000 - $49,999</td>
</tr>
<tr>
<td>August 11</td>
<td>Last day to request FY23 Purchase Order Closures</td>
</tr>
<tr>
<td>August 11</td>
<td>Last day to submit POC Purchase Order Change request</td>
</tr>
<tr>
<td>August 18</td>
<td>Last day PO’s will encumber FY23 funds $14,999 and under Access to Rowdy Exchange removed until September 1</td>
</tr>
<tr>
<td>Post PO Roll</td>
<td>Requisition creation using FY24 funds enabled (no later than September 2)</td>
</tr>
</tbody>
</table>

* Purchasing will not process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated for FY 24.

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

- Reviewing purchase orders with remaining encumbrance should take place monthly throughout the year.

- Use the following PeopleSoft queries for reviewing PO encumbrances. Focus on all POs with open encumbrances.
  
  UTS_PO_OPEN_ENC_BY_CC
  UTS_PO_OPEN_ENC_BY_DEPT
  UTS_PO_OPEN_ENC_BY_PROJECT

- Closing a PO releases any remaining encumbrance, if you wish to use the funds this year close-out prior to July 1.

- Request to close POs must be received by end of day August 11

- Eligible POs with remaining encumbrances will **automatically** roll into FY24, unless a request to close the PO is sent to purchasing@utsa.edu
Purchasing Department
PO Roll – Not Eligible

- POs with quantities that have been fully received (with partially paid lines)

- Zero encumbrance POs and zero dollar lines are not eligible to roll
Purchasing Department
Valid PO Roll Requirements

- PO must have a valid Budget
- Budget errors prevent PO roll (department must correct)
  - Closed Grants
  - Insufficient funds
  - Invalid Cost centers and department IDs
- Purchasing will work with departments to resolve matching issues if possible
- Note: In the event a purchase order did not roll, departments must create a new requisition in the new year.
Purchasing Department
Service POs

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

- Existing POs (POC):
  - Copier Service (POC required to add funding)

- New POs created for:
  - Cell Phones ref. HOP 9.49 Cellular Phones and Services
  - Maintenance Agreements

Remember to select Quantity 1, Amount only for services or long-term lease agreements
Contact Us

Main line:  210-458-4060
Fax line:    210-458-4236

Location:  NPB 451

Email: purchasing@utsa.edu

Website:  Purchasing
Disbursements, Travel, and Credit Card Administration

Nora Compean
Director Disbursement and Travel Services
## Critical Disbursements & Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 10</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from Sept – June (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td><strong>July 17</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from July 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel advances)</td>
</tr>
<tr>
<td><strong>August 7</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from July 16-31 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 18</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS from August 1-15 (reimbursements, travel advances, participant advances, athletic advances, student travel expenses)</td>
</tr>
<tr>
<td><strong>August 22</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16-21 Last day to submit Wire Transfer Requests</td>
</tr>
<tr>
<td><strong>August 22</strong></td>
<td>Departments must route electronically <strong>all</strong> Non-PO vouchers and Expense Reports to DTS if expensed out in FY23 for $10,000 or less</td>
</tr>
<tr>
<td><strong>August 25</strong></td>
<td>All remaining Expense Reports after August 21 must be submitted and routed to DTS if expensed out in FY23 (reimbursements, travel advances, participant advances, athletic advances)</td>
</tr>
<tr>
<td><strong>August 29</strong></td>
<td>Last check run at noon for FY23</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>FY24 open for processing</td>
</tr>
</tbody>
</table>
T&E Helpful Queries

Monitor document status on Expense Reports in the Workflow:

- **UTS_EXP_PND_STAT_WF_PRMPT_MOD**

Monitor open encumbrance Travel Authorizations for department travelers. Queries are available in production:

- By cost center: **UTS_TE_TAUTH_OPEN_ENC_BY_CC**
- By department: **UTS_TE_TAUTH_OPEN_ENC_BY_DEPT**
- By project ID: **UTS_TE_TAUTH_OPEN_ENC_BY_PROJ**
Prepayments and After-the-Fact (ATF)

Prepayments
- All Prepayment terms must be referenced on purchase order (PO)
- Prepayments more than $10,000 require approval from director of DTS or Assistant VP of Supply Chain
- Submit invoice to disbursements.travel@utsa.edu

After-the-fact (ATF) Order
- Required if PO or contract was not processed prior to goods delivered or services rendered
- Access Rowdy Exchange to submit ATF form
- Reference ATF# on invoices and submit to disbursements.travel@utsa.edu
PaymentWorks: Vendor Onboarding Process

- Visit the **Supplier Setup** web page
- To onboard new vendors, department must send invitation to initiate vendor to complete registration process
- Department 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 Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 17</td>
<td>Departmental approval due by 5 pm for July 3 statement</td>
</tr>
<tr>
<td>July 20</td>
<td>Recommended last day to charge for FY23*</td>
</tr>
<tr>
<td>August 4</td>
<td>Transactions for August 3 statement ready for reconciliation</td>
</tr>
<tr>
<td>August 15</td>
<td>Departmental approval due by 5 pm for August 3 statement</td>
</tr>
<tr>
<td>September 4</td>
<td>Transactions for September 3 statement ready for reconciliation</td>
</tr>
<tr>
<td>September 6</td>
<td>One Card reconciliations completed and approved by 10 am on September 6 will be processed for immediate payment</td>
</tr>
<tr>
<td></td>
<td>Payment vouchers over $10,000 will be charged to FY23; all others will be charged to FY24</td>
</tr>
</tbody>
</table>

*Please follow the recommended last day to charge if you want to pay from FY23 funds. UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates.*
One Card Reminders

- On-Demand training: One Card Reconciliation and Payment Processing (AM590.01) available on MyTraining
- Visit the Credit Card Administration website for more information
- Credit cards are mailed directly to departments
- Monthly reconciliation is due by the 20th of each month (or other published deadline due to holidays or EOY activities)
- Departments create non-PO vouchers to pay Citibank
- 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 451

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

Website: Disbursements & Travel Services
Credit Card Administration
People Excellence

Andrea McClure
Employee Services Supervisor
Fall Hires/Rehires

- Faculty
  - New office, Faculty Personnel Services, will be the final approvers
- Staff
  - Partner with TA
- Students
  - No Changes
New Hire Process

- Employees may **not** begin working until approved by People Excellence via a "completed" status eForm

- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 form section 1 no later than date of hire
  - Documents must be verified in person, NPB 451, 8 a.m.-12 p.m. and 1-5 p.m.
  - W4 and direct deposit
  - Biographical updates like address changes, emergency contract, privacy, veterans, ethnicity

- Hire/rehire routing can begin at least 30 days in advance
Helpful Information

- All new hires will need a background check
- Missing/incorrect information will cause delays or denials
- Search match is REQUIRED
- Do not create or route more than one eForm at a time for an employee or position number
- Allow two weeks for processing due to unforeseen delays and peak processing periods
Terminations

- Appointments with end dates will auto term
- Resignations, terminations, retirements, etc.
  - Use termination request in eForms
- Reference payroll deadlines
  - Beware of overpayments
    - Monthly employees (i.e., graduate-level student employees)
- Faculty
  - Only term faculty who are truly separating from UTSA
  - Non-benefits eligible faculty will auto term
  - Benefits-eligible faculty will require a termination eForm if separating from UTSA
Guideline for Maximum Vacation Carryover

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

- Vacation hours exceeding carry over limit will be converted to sick leave at the end of each fiscal year
  - Occurs around September 1

- 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 part-time regular benefits-eligible employees’ FTE
## Absence Balance Details

### Time and Attendance

<table>
<thead>
<tr>
<th>Absence Balance Summary</th>
<th>Absence Balance Details</th>
<th>Allowable Carryover Details</th>
<th>Personal Workforce Summary</th>
<th>State Service</th>
<th>Retirement Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Employee ID#</td>
<td>Employee Record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Employee Classification</td>
<td>CL</td>
<td>Payroll Status</td>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>State Service Months</td>
<td>Last Period Finalized</td>
<td>04/16/2021</td>
<td>6-Month Service Eligible</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Carryover Details</th>
<th>Personize</th>
<th>Find</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Service Months</td>
<td>Current Accrual Rate</td>
<td>Current Vacation Balance</td>
<td>Maximum Carryover</td>
<td>Projected Accruals</td>
<td>Projected Vacation Balance</td>
</tr>
<tr>
<td>101</td>
<td>10.00</td>
<td>290.00</td>
<td>268.00</td>
<td>30.00</td>
<td>320.00</td>
</tr>
</tbody>
</table>

*Projected Accrual hours are based on current accrual rate.

### Historical Carryover Details

<table>
<thead>
<tr>
<th>Historical Adjustment Dates</th>
<th>Historical Carryover Adjustments</th>
</tr>
</thead>
</table>

### 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>0 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>388.00</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 451  
Email:  hr@utsa.edu  
Website:  People Excellence
Please complete the electronic evaluation form to help us improve our workshops.

There are three ways for you to complete the evaluation form

- Click the link provided in the chat box
- Scan QR code with your mobile device
  - Open the camera on your mobile device and hold over QR code
- Open your browser and type in the web address below
  - https://mytraining.utsa.edu/apps/evaluations/

Once at the evaluation website

- Click Load Classes (Orange Tab)
- Click PS0209.02 Financial Affairs Fiscal Year-End Workshop
- Click Start Evaluation
- Click Give Feedback

NOTE: Number 1 = Low and Number 7 = High
Please provide feedback in the open comment box at the end of the evaluation