Fiscal Year-End Workshop
FY2020

New Employee Series
AGENDA

Opening Remarks by Sheri Hardison
Budget & Financial Planning by Rosanna Brewster
PeopleSoft Queries by Sheri Hardison
Fiscal Management Sub Certification by Diana Macias-Ollervidez
Payroll Management Services by Frances Whitaker
Accounting Services by Cynthia Schweers
BREAK
Purchasing by Elizabeth Raymond
Disbursements & Travel Services
   And Procard/Travel Card Administration by Nora Compean
Human Resources by Cory Thomas & Pamala Howard
Closing Remarks & Questions by All Presenters
WebEx Controls

1. Activate pop-up menu by clicking on your screen
2. Open chat box (when active it turns blue)
3. Type your Name & Department in the chat

Under More options, you can:
- Check audio connection - click Switch to connect audio using your computer for a better meeting experience
- Check speaker and microphone - Test to hear the volume at its current setting or use the sensitivity sliders to adjust the speaker volume and microphone sensitivity
FY 2020 Year-End Workshops

**New Employee Workshop (PS 209.02)**  
June 12, 2020  1:00 pm – 4:00 pm  
WebEx Event

**Refresher for Current Staff (PS 209.01)**  
June 10, 2020  9:00 am – 11:00 am  
WebEx Event
Budget & Financial Planning

Rosanna Brewster
Senior Budget Analyst
Position Funding

(Including Dual Year Processing)
Position Funding Corrections on Employees Paid Semi-Monthly

The last four semi-monthly pay cycles to process funding changes (both retro and future changes) for FY2020:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15th</td>
<td>July 14th at 4:00 p.m.</td>
</tr>
<tr>
<td>July 31st</td>
<td>July 31st at 4:00 p.m.</td>
</tr>
<tr>
<td>August 15th</td>
<td>August 14th at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31st</td>
<td>August 19th at 4:00 (retro dated changes) August 25th at 4:00 p.m. (August funding)</td>
</tr>
</tbody>
</table>
Position Funding Corrections On Employees Paid Monthly

The last two monthly pay cycles to process retro funding changes for FY2020:

<table>
<thead>
<tr>
<th>Pay Period Ending</th>
<th>eForm Funding Changes Must be Submitted and Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 31st</td>
<td>July 22nd at 4:00 p.m.</td>
</tr>
<tr>
<td>August 31st</td>
<td>August 19th at 4:00 p.m.</td>
</tr>
</tbody>
</table>
Department Budget Table (DBT) Roll Forward/Dual Year Processing

- FY2020 DBT roll forward to FY2021 is scheduled for early in August. Position funding in place at that time will be copied over to FY2021 and will be effective 9/1/20.

- If there are any funding changes or appointments processed in FY2020 after the DBT roll forward, a funding change eForm effective 9/1/20 will need to be processed in order to assign funding to the position for FY2021.

- If there is a New Position Request processed in FY2020 after the DBT roll forward, the position will not reflect that funding in FY2021 until one of the following occurs with FY2021 effective dates:
  - An Appointment eForm is processed, or
  - A Funding Change eForm is processed
Budget Update
(Including Current Lapse Guidelines)
FY 2020 Ending Balance Review

Ending Balance Reports are going to each College and VP Financial Lead on a monthly basis

- Includes a tab for each fund group
- Highlights negative balances
- All negative balances should be resolved by August month-end close
FY 2020 Beginning of Year Process

- Early August - Budget Office will open FY2021
- Original Budgets will be loaded at this time, to allow eForm processing with successful budget checks to occur
- Budgets will continue to be controlled in the old year and also in the new year
- Balance Roll Forwards will be posted after Accounting completes the final FY2020 close
- Lapse Guidelines are “TBD” and will be provided in separate communication
Contact Information

Main line: 458-4345

Location: NPB 4.170

E-mail: budget@utsa.edu
Website: http://www.utsa.edu/budget/
Office of Financial Affairs
PeopleSoft Query

How to Run a Query in PeopleSoft

Sheri Hardison
Associate Vice President for Financial Affairs & Controller

Office of Financial Affairs (http://www.utsa.edu/financialaffairs/)
How Do I Run a Query in PeopleSoft

- Navigate as follows:
  - NavBar
  - Navigator- FMS Reporting Tools – Query – Query Viewer
- Search by entering the Query Name
  - EX: UTSA_SPEEDTYPE_LIST_BY_DEPT
- Or click “Advanced Search” and use a word that may be in the query
  - Enter word under Query Name contains
    - EX: Speed

**Note1**: UTSA queries begin with either “UTSA” or “UTZ”.

**Note2**: the default is always “begins with”. You need to click on the drop down box and use “contains”.

Fiscal Management Sub-Certification

Diana Macias-Ollervidez
Assistant Vice President – Business Services
Fiscal Management Sub-Certification Process

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


- Review Financial Management Operational Guidelines (FMOG), Fiscal Management Sub-Certification Work Plan, Section 1: Internal Control
Fiscal Management Sub-Certification Process

- Annually, each Department Manager must provide a fiscal management sub-certification for cost centers with activity of $3,000 or more to the Financial Reporting Officer - the Associate Vice President for Financial Affairs.

- The fiscal management sub-certification certifies that, among other items:
  - Cost centers/projects are being reconciled timely
  - Duties are properly segregated
  - No material weakness exists relative to their internal control
Highlights of the Fiscal Management Sub-Certification

- Acknowledgement of responsibility
- Transactions were reviewed and approved
- Reconciliations are completed monthly and all transactions were appropriate
- Errors were adjusted timely
- Segregation of duties were in place
  - Enter and approve transactions
  - Receive cash
  - Reconcile accounts
- Sound internal Controls
Highlights of the Fiscal Management Sub-Certification (cont’d)

- No misstatements or omissions are evident on your Monthly Financial Report (MFR)
- Fraud has not occurred
- Compliance with Code of Ethics related to award of contracts
Fiscal Management
Sub-Certification Process

- Department Managers failing to complete the sub-certification are reported to their respective Vice President, Auditing & Consulting Services and Vice President of Business Affairs.

- 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).

- Fiscal Management Sub-Certification Work Plan:  
  [http://www.utsa.edu/financialaffairs/opguidelines/0103.html](http://www.utsa.edu/financialaffairs/opguidelines/0103.html)

- Big changes coming in FY2021…
Common Errors

- Department Manager is not correct
- Run query UTS_DEPT_MGR to see department manager listed in PeopleSoft
- Cost Center is inactive or zero balance
- To fix these items → Chart of Account Maintenance Form
  - Send to Accounting.Office@utsa.edu
- Department Manager must complete sub-certification if any revenue or expenditures were processed during the fiscal year and totaled $3,000 or more
- Not the same as annual compliance training that all employees complete
Office of Financial Affairs
Payroll Management Services

Frances Whitaker
Director of Payroll Management Services
# Critical Payroll Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11</td>
<td>Last date for Off-Cycle Check Requests accepted by the Payroll Office. Reminder - allow 5 days for processing. There will be no Off-Cycle Check printing on August 26th – 31st.</td>
</tr>
<tr>
<td>August 17</td>
<td>Last salaried employee weekly timesheet due date for the August 10th - 16th workweek to meet the August monthly payroll processing deadline.</td>
</tr>
<tr>
<td>August 17</td>
<td><strong>Supervisor</strong> deadline to submit salaried employees’ timesheet, including Overtime Comp Time Payout (OCP) hours, to the departmental timekeeper.</td>
</tr>
<tr>
<td>August 19</td>
<td><strong>Timekeeper</strong> deadline to enter salaried employee timesheets, including Overtime Comp Time Payout (OCP) into Time Labor UTShare/PeopleSoft</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><strong>August 24</strong></td>
<td>Hourly employee weekly timesheet due date for the August 17th – 23rd workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.</td>
</tr>
<tr>
<td><strong>August 31</strong></td>
<td>Hourly employee timesheet due date for period of August 24th – 30th to their supervisor by 10 a.m. Supervisor deadline is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>Hourly employee timesheet due date for period of August 31st to their supervisor by 10 a.m. Supervisor deadline is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td><strong>Supervisor final</strong> deadline to approve hourly timesheets for August 16th - 31st pay period is 5:00 p.m.</td>
</tr>
<tr>
<td><strong>September 2 (By 3:00 PM)</strong></td>
<td>Timekeeper’s last Timesheet Deadline date for Hourly employees August 16th -August 31st pay period.</td>
</tr>
</tbody>
</table>

*Note: Late entries will be processed following fiscal year – September.*
Cell Phone Allowance

- Reports will be sent to VP Office for annual review by mid July

- VPs will review and determine if all employees on their report are still eligible in FY2021

- If all employees are still eligible return list confirming no changes to the E-mail: payroll@utsa.edu by September 4th by 5 PM
Cell Phone Allowance

- Changes required to list:
  - Return the list indicating changes
  - Complete the cell phone allowance form to either terminate allowance or add a new allowance by submitting to the E-mail: payroll@utsa.edu by September 4th by 5 PM

- Cellular Phone Allowance Form
  - Form will no longer require VPBA signature, however division VP signature is still required
**Additional Pay E-Forms**

- Ensure that Additional Pay E-forms are submitted and approved prior to the Payroll cutoff by the 15th of the month.
Contact Information

Main line: 458-4280
Fax line: 458-4236
Location: NPB 4.170
E-mail: payroll@utsa.edu
Website: http://www.utsa.edu/payroll/
Office of Financial Affairs
Accounting Services

Cynthia Schweers
Director of Accounting & Financial Reporting

Office of Financial Affairs (http://www.utsa.edu/financialaffairs/)
Year-End Accounting Functions

Accruals – Items owed but not paid before end of year
- For services rendered or goods received as of August 31st
- Materiality factor of > $10,000 per item
- Vouchers for $10,000 or less must be to DTS by 08/24/20 at 5pm to be included in FY2020 expenses

Service Centers Inter-Departmental Transfers (IDT’s)
- IDT for services rendered for FY2020 by NOON on 9/03/20

Inventory
- Relevant Departments: Complete inventory count and reconciliation must be sent to Accounting by 9/03/20 at NOON
Year-End Accounting Functions
Pre-Payments and Accruals

Year End Closing and Accounting Guideline

http://www.utsa.edu/financialaffairs/opguidelines/0112.html

- Both pre-payments and accrual journals are created based upon queries in PeopleSoft

- Both queries are based upon service dates.
  - Critical: accurate service dates be entered on both non-PO and PO vouchers
General Accounting Information

- Chart of Account Maintenance Form
  - Form required to add or modify departments or cost centers, including department managers.
  - Form and instructions are located under Forms and Worksheets on Accounting website, [http://www.utsa.edu/financialaffairs/accounting/](http://www.utsa.edu/financialaffairs/accounting/)

- Monthly Financial Report
  - Should be reconciling monthly and notifying Accounting Services of any corrections that are needed
  - Stay tuned for changes to this process…
General Accounting Information

Access the Accounting Services website for various links and tools: http://www.utsa.edu/financialaffairs/accounting/

- Links to Forms & Worksheets
- Links to FMOG’s
- Tips and Tricks
  - Account Structure FYI — helpful hints on what accounts to use/never use
  - Transaction codes
General Accounting Information

- Combo Edit Quick Reference – Chartfield combinations that won’t work
- Helpful Queries
Helpful **Queries (in Tips & Tricks)**

- Speedtype List by Department
- Listing of Cost Centers and Projects under my Department
- AP Voucher Detail
  - (various parameters, i.e., by account, by cost center/project, etc.)
- Travel Payments by Cost Center or Project
- UTZ (Deposit) Document Details
- Procard Payment Detail by Cost Center or Project
General Accounting Information

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

Corrections:

- Send all corrections except for sponsored projects to accounting.office@utsa.edu

- Send corrections for sponsored projects to the applicable RSC administrator
  - These corrections will follow same guidelines and deadlines as those sent for accounting corrections
  - Link to form - http://research.utsa.edu/wp-content/uploads/2015/04/CostTransferForm_Templates_Instructions.xlsx

- **Corrections due September 10 at NOON**
General Accounting Information

Corrections (cont’d)

➢ Provide the following information:
  ➢ 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 – none will be made after year end – critical to review currently
Test Your Knowledge

What is the Materiality factor for Accruals?
Test Your Knowledge

What is the Materiality factor for Accruals?

**ANSWER:**
- Materiality factor of > $10,000 per item
Test Your Knowledge

Where Do You Send Corrections?
Where Do You Send Corrections?

ANSWER:

- Send all corrections *except* for sponsored projects to accounting.office@utsa.edu

- Send corrections for sponsored projects to the applicable RSC administrator
Fiscal Services

- All FY2020 departmental revenue must be delivered to Fiscal Services no later than **4:00pm on August 31, 2020** in order to be recorded in the correct fiscal year.

- All reimbursement requests for petty cash funds for FY2020 must be submitted to Fiscal Services no later than **3:00pm on August 31, 2020**.

- Requests submitted after this time will be recorded in the upcoming FY2021 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 8/31/2020.

- 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 FY2020 activity.
## Critical Accounting Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>Corrections through July due to Accounting Services by <strong>5pm</strong></td>
</tr>
<tr>
<td>September 3</td>
<td>Inventory Reconciliation due to Accounting Services by <strong>NOON</strong></td>
</tr>
<tr>
<td>September 3</td>
<td>IDT for services rendered for FY2020 must be received in Accounting Services</td>
</tr>
<tr>
<td>September 4</td>
<td>Tentative – Announcement from Financial Affairs to review (preliminary) August MFR</td>
</tr>
<tr>
<td>September 10</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.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14, 2020</td>
<td>July 2020 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
<td></td>
</tr>
<tr>
<td>September 4, 2020</td>
<td>Preliminary MFRs tentatively ready (will be announced)</td>
<td></td>
</tr>
<tr>
<td>September 10, 2020</td>
<td>August 2020 activity cost transfers are due to <a href="mailto:Controller.VPRAssist@utsa.edu">Controller.VPRAssist@utsa.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>NOON</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Main line: 458-4212
Fax line: 458-4236
Location: NPB 4.170
E-mail: accounting.office@utsa.edu
Website: http://www.utsa.edu/financialaffairs/accounting/
Time for a BREAK
Purchasing

Elizabeth Raymond
Procurement Systems Administrator

Office of Financial Affairs (http://www.utsa.edu/financialaffairs/)
Important FY2020 Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</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 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to submit requisitions over $50,000 using FY2020 Funds**</td>
</tr>
<tr>
<td>August 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last Day to submit FY2020 requisitions with value between $15,000 - $49,999</td>
</tr>
<tr>
<td>August 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Last day to Request Purchase Order Changes and Purchase Order Closures</td>
</tr>
<tr>
<td>August 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Requisition creation turned off for all purchases until Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>August 22&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>Last day POs will encumber FY2020 funds</td>
</tr>
<tr>
<td>Sept 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Requisition creation using FY2021 funds enabled</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 on Sept. 1<sup>st</sup>.

**All workflow approvals (budget, commodity, and foreign vendor) must be completed by COB (close of business) of deadline date.

Reminder expenditures greater than $2,500 require approval of your divisional vice president, while expenditures above $10,000 require approval of the Resource Management Team (RMT).
Purchase Order Encumbrance Clean Up

- Review all Purchase Orders with remaining encumbrances
- Eligible PO’s with remaining encumbrances will automatically roll into FY2021 unless a request to close the PO is sent to purchasing@utsa.edu
- The process of closing a PO releases the remaining encumbrance
- The following PeopleSoft queries are available for reviewing view 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
- PO closure requests must be received in the purchasing@utsa.edu mailbox by August 14th
PO Roll Function

- The PO Roll process is completed in two stages:
  - **Stage 1:** Release of remaining PO encumbrance in FY2020
  - **Stage 2:** Regeneration of encumbrance in FY2021

POs must have a PO number before August 22\textsuperscript{nd} in order to encumber FY2020 funds
PO Encumbrance Roll Guidelines

- POs with invoices/vouchers must have matching receipts to qualify for PO roll.
- PO status (encumbrance balance, receiving) is found in PeopleSoft.
- Fully received/partial paid lines will prevent PO roll
- Budget errors prevent PO roll
  - Closed Grants
  - Insufficient funds
  - Invalid Cost centers and department ID’s
- Purchasing will work with departments to resolve any matching issues
- In the event a purchase order cannot be rolled, departments must create a new requisition to re-encumber funds in the new year
Reminders

- All recurring services billed on a monthly basis must be re-encumbered with a new FY2021 PO
- Examples include:
  - Cell Phones ref. HOP 9.49 Cellular Phones and Services
  - Copier Service
    - Purchasing Department will review all copy machine requisitions to identify cost savings opportunities
  - Maintenance Agreements

*Remember to select Amount only for services or long-term lease agreements*
Contact Information

Main line: 458-4060
Fax line: 458-4061
Location: CRW 1.01.12
E-mail: purchasing@utsa.edu
Website: http://www.utsa.edu/purchasing/

*NOTE: Primary method of communication is email.*
Office of Financial Affairs
Disbursements & Travel Services

Nora Compean
Director of Disbursements & Travel Services

Office of Financial Affairs (http://www.utsa.edu/financialaffairs/)
## Critical Disbursements and Travel Services Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 11</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from September - June <em>(reimbursements, travel advances, Participant advances, athletic advances, travel card payments, student travel expenses)</em></td>
</tr>
<tr>
<td><strong>July 17</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense reports to DTS from July 1st - July 15th <em>(reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</em></td>
</tr>
<tr>
<td><strong>August 7</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from July 16th – July 31st <em>(reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</em></td>
</tr>
<tr>
<td><strong>August 17</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS from August 1st-15th <em>(reimbursements, travel advances, participant advances, athletic advances, travel card payments, student travel expenses)</em></td>
</tr>
<tr>
<td><strong>August 21</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS for any expenses incurred from August 16th to August 20th. Last day to submit Wire Transfer Requests.</td>
</tr>
<tr>
<td><strong>August 21</strong></td>
<td>Departments must route electronically ALL Non-PO vouchers and Expense Reports to DTS to be expensed in FY20 for $10,000 or less</td>
</tr>
<tr>
<td><strong>August 24</strong></td>
<td>ALL remaining Expense Reports after August 20th must be submitted and routed to DTS if expensed out in FY2020 <em>(reimbursements, travel advances, participant advances, athletic advances)</em>.</td>
</tr>
<tr>
<td><strong>August 27</strong></td>
<td>Last check run at noon for FY2020</td>
</tr>
<tr>
<td><strong>September 1</strong></td>
<td>FY2021 open for processing</td>
</tr>
</tbody>
</table>
Year-End DTS Functions

- Travel encumbrances will roll forward to new FY2021

- Per the travel advance guidelines (Travel Advances, FMOG Section 9) all outstanding travel advances must be settled within 30 days

- All travel advances must be settled and be in DTS office by August 24 if expensed in FY2020
Year-End DTS Functions

- Travel/Cash Advance requests not approved before end of FY2020 will be approved in new FY2021. The accounting date will be updated to new FY2021.

- Travel & Expense reimbursements not received by 08/24 deadline will be processed in new FY2021.
  - Do not create new expense reports after 08/24/20.

- Non-PO vouchers not approved in FY2020 will be rolled forward to new FY 2021.
Year-End DTS Functions

- What to do if Expense Report (ER) was not approved by 8/24:

  - If ER was in pending status: CREATOR must dissociate Travel Authorization in preparation for end of year rollover process. ER will be deleted by DTS and a new one recreated in FY2021 by department.

  - If ER was routing; APPROVER must “terminate” Expense Report to dissociate Travel Authorization in preparation for end of year rollover process.
Expense Report Reminders

- To properly disencumber funds, close travel or clear cash advance when settling travel- don’t forget to:
  - “Populate from” TA (Travel Authorization) to Expense Report (ER) using “Quick Start” to automatically link TA to ER
  - Eliminates need to enter Expense Details again – only modify for actual expense
  - If “Quick Start” option was not used, link TA to Expense Report manually
  - Link or “Apply Cash Advance (CA)” to Expense Report when settling travel

- Properly linking the TA or CA to Expense reports also minimizes:
  - Having to “Send Back” or return document to creator for correction
  - Delays due to re-routing of document for approval
  - Delays in reimbursing traveler
Expense Report Reminders

- If an Expense Report is submitted 120 days or more after the travel date:
  - Expense will be reimbursed
  - The full amount of trip or non-travel related expenses will be processed as taxable income to the employee
  - Once taxation has occurred, it will not be reversed
  - Exceptions will only be granted for the “rare” case when an individual was not reasonably able to submit the Expense Report (e.g. extended illness)
  - Department turnover in administrative staff will not be approved as an exception
  - If the employee has a reasonable explanation for the past due submission, an exception may only be granted by Assistant Vice President for Business Services or designee
T&E Reminders

- Expense Report Workflow Status Query:
  - UTS_EXP_PND_STAT_WF_PRMPT_MOD

- Departments must review 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

- Automated e-notifications reminders will be generated for all outstanding documents that require “certification or approval” action on 7, 30, 60 and 90 days after submission date
  - Applicable to Travel Authorizations, Expense Reports, Cash Advances, Journals Vouchers and AP Vouchers
Travel Reminders

- Use approved UT System travel and car rental agencies.
  - Approved travel agencies
    - Corporate Travel Planners
    - Anthony Travel
  - Approved car rental agencies
    - Avis/Budget
    - Enterprise/National
    - Hertz

- University-Sponsored Travel (announced 4/20)
  No university-sponsored international or domestic travel is permitted unless deemed mission-critical or health-critical as approved by university leadership. These restrictions extend through May 31, 2020 with the potential for extension as needed. After May 31, only mission critical and externally-sponsored travel will be approved through August 31, 2020.

https://www.utsa.edu/coronavirus/travelguidelines.html
General Voucher & Expense Report Reminders

- Don’t forget to use Speed Charts
  - Allows for a complete chart field string to be populated
    - Results in expenses properly recorded and reflected correctly on the MFR

- An employee should not approve his/her own expenses or reimbursement
  - Should be approved by a higher level authority or supervisor
General Voucher & Expense Report Reminders

To minimize the risk that a traveler is reimbursed for an expense paid on a CLIBA/Procard/OneCard/PO/TAC

In PeopleSoft 9.2:

- Ensure “prepayment methods” used to pay for expenses are reflected on the Expense Report; indicate that the PAYMENT TYPE was “PAID BY EMPLOYEE” (do not use “Travel Agency Charge”)

- Box must be marked as “Non-Reimbursable”
General Voucher & Expense Report Reminders

- Approve electronic Travel Authorizations by first day of travel otherwise complete a Travel Authorization Form (TAF)
  - Note: After-the-fact authorizations are manual and affect the efficiency of the travel process at several points. Monitoring controls will be established over these occurrences to aid towards goal of making process as efficient as possible.

- Closing of PO’s and PO Disencumbrances are handled by Purchasing

- Travel Disencumbrances are handled by DTS
  - Submit Travel Authorization Form (TAF)
    - Corrections to travel dates, destinations, etc.
    - Close out or cancel travel
General Voucher & Expense Report Processing Reminders

- Include an adequate estimate for freight charges on POs
  - Minimizes match exceptions and the need for a POC (Purchase Order Correction)

Note: As an exception to prevent further payment delays to vendor - DTS will override up to $50 if not included on PO – applicable to non-State accounts only

- POCs are required:
  - For freight charges - applicable to State accounts
  - Additional items not included on PO
General Voucher & Expense Report Reminders-STATE FUNDS

- Do not charge tips and hotel taxes to State accounts (provide alternate funding source)

- Attach proof as part of the supporting documentation (e.g. email, memo) pre-authorizing lodging rate when it exceeds GSA rate, if traveling on State funded accounts

- Use State Cards to procure airfare funded with State or federal funds (effective 1/24/17) *Texas Gov’t Code 20.413*

- Washington D.C. travel: submit form to OSFR (Office of State-Federal Relations) if travel involves obtaining or spending federal funds or impacts federal policy
New Fiscal Year Reminders

To minimize match exceptions and delays in payment to vendors:

- Create new POs for annual expenses:
  - Copiers, leases, etc.
  - Provide new PO numbers to vendor

- PO numbers no longer required for Airgas payments

- Complete “desktop receiving” for goods received or services rendered
  - When they are received in the department (*not before 😊*)
  - Automated e-notifications to remind “submitters” to “receive goods” in Rowdy Exchange - enabled 5/18
General Reminders

To expedite voucher and expense report processing:

- Attach required supporting documentation before routing to approvers
  - Invoices and/or receipts
  - Signed service contracts
- Ensure Business Expense Form is complete as it relates to the Business Related Hospitality and Entertainment Expenditures (FMOG)
  - Proper approvals to include certification if not completed electronically
  - Completed and approved within 90 days of date expense occurred
- Verify the accuracy of information:
  - Remittance address
  - Vendor #
  - Direct deposit information
- For information on specific invoices, please email Disbursements.travel@utsa.edu
General Information

- Use direct deposit when possible for staff, faculty and vendors. Complete SIF (Supplier Information Form)

  - Eliminates checks being lost, misplaced or remittance to State as unclaimed property
  - Saves University money
  - Saves time it takes to pick-up and deposit to checking account
# Procard/Travel Card Year-End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
</table>
| July 17    | Recommended last day to charge for FY2020  
Departmental approval due by 5:00 pm for July 3 statement  
(Procard, CLIBA, TAC, One Cards) |
| August 5   | Transactions for August 3 statement ready for reconciliation  
Departmental approval due by 5:00 pm for August 3 statement  
(Procard, CLIBA, TAC, One Cards) |
| August 17  | Transactions for September 3 statement ready for reconciliation  
Procard reconciliations completed and approved by 10:00 AM on Tuesday, September 8 will be processed for immediate payment.  
Payment vouchers over $10,000 will be charged to FY20; all others will be charged to FY2021. |

**Note:** UTSA has no control over the vendor’s or the bank’s credit card processing and posting dates. Please follow the recommended last day to charge if you want to pay from FY20 funds.
# PTCA Contact Information

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Title</th>
<th>Ext. #</th>
<th>PTCA Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Bixenman</td>
<td>Credit Card Program Manager</td>
<td>7993</td>
<td>Credit Card Program Administration Training, Cardholder training, reconciliations, reporting compliance and cardholder maintenance</td>
</tr>
<tr>
<td>Anne Jackson</td>
<td>ProCard Specialist</td>
<td>4059</td>
<td>Application processing, Procard training, Procard audits</td>
</tr>
</tbody>
</table>

Email: procard.travelcard@utsa.edu  
Fax: 210-458-4236  
Location: NPB 4.170  
Website: [http://utsa.edu/financialaffairs/ptca/](http://utsa.edu/financialaffairs/ptca/)
Test Your Knowledge

When Must All Travel Advances Be Settled By To Be Expensed in FY20?
Test Your Knowledge

When Must All Travel Advances Be Settled By To Be Expensed in FY20?

ANSWER:

> August 24, 2020
Test Your Knowledge

When do you create a receiving report?
Test Your Knowledge

When do you create a receiving report?

ANSWER:
- When goods are received or services rendered.
Contact Information

Main line: 458-4213
Fax line: 458-4236
Location: NPB 4.170
E-mail: disbursements.travel@utsa.edu
Website: http://www.utsa.edu/financialaffairs/dts/
Human Resources

Cory Thomas
Lead HR Specialist

Pamala Howard
Human Resources Advisor
Fall Hires/Rehires

- Faculty Hires
  - Submit appropriate eForm (Appointment or Contract Additions/Changes)
  - eForm will route for approval from Dean, Provost, Grants and Budget Offices
  - Tenure, Tenure Track, NTTs (rolling contract) are renewed automatically
    - HR will send you a report of contracts that have renewed

- Staff
  - Hiring Form/eForms

- Students
  - eForms
  - Must be enrolled
  - Can only work 19 or 20 hrs (dependent on job title)
# Enrollment Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Fall/Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Research Assistant (GRA) *</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Student Assistant (work-study)</td>
<td>6 hours</td>
<td>See Financial Aid</td>
</tr>
<tr>
<td>Teaching Assistant (TA) *</td>
<td>6 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Undergraduate Research Assistant (URA)</td>
<td>9 hours</td>
<td>6 hours</td>
</tr>
</tbody>
</table>
New Hire Process

- Employees may not begin working until approved by HR
- All new employees must complete the Employee Self Service (ESS)
  - Complete I-9 Form on start date
  - Will need to bring original documents to HR
  - W4 and direct deposit
- Hire/Rehire requests are due by 8/17 for 9/1 start date
Helpful Information

- All 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
- Please allow 2 weeks for processing
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. GRAs, TAs)
- 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
## Day ONE eForm Actions

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment</td>
<td>Hire/Rehire Staff, Faculty, Student</td>
</tr>
<tr>
<td>Contract Additions &amp; Changes</td>
<td>Add new contract or modify existing contract</td>
</tr>
<tr>
<td>Termination</td>
<td>Terminate a Job</td>
</tr>
<tr>
<td>Create Person of Interest</td>
<td>Appoint/Renew Unpaid Volunteers</td>
</tr>
<tr>
<td>New Position Request</td>
<td>Creates a New Position Number</td>
</tr>
<tr>
<td>Transfer</td>
<td>Transfers Employee to a New Position</td>
</tr>
<tr>
<td>Job Attribute Change (JAC)</td>
<td>Extend an End Date on Active Job</td>
</tr>
<tr>
<td>Position Attribute Change (PAC)</td>
<td>Modify Position FTE/Hours, Reports To, Location, Dept</td>
</tr>
<tr>
<td>• FTE/Ben Elig/Reg/Temp</td>
<td>• FTE, Hours, Reg/Temp, Full-Time/Part-Time</td>
</tr>
<tr>
<td>• Inactivate Position</td>
<td>• Status</td>
</tr>
<tr>
<td>• Job Reclassification</td>
<td>• Job Code/Title</td>
</tr>
<tr>
<td>• Location/Mail Drop</td>
<td>• Location/Building, Mail Drop ID</td>
</tr>
<tr>
<td>• Reports To Change</td>
<td>• Reports To Position</td>
</tr>
<tr>
<td>• Transfer Position to New Dept</td>
<td>• Department Code Change</td>
</tr>
</tbody>
</table>
Helpful Links

- Processing Calendar

- eForms website
  - https://www.utsa.edu/hr/eForms/JobAids/

- Onboarding and Employment Services website
  - https://www.utsa.edu/hr/Employment/DayOne/
Resources

Human Resources
210-458-4250

dayone@utsa.edu
Guidelines for Maximum Vacation Carryover

- 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 September 1st

- Projected vacation carryover amount can be found in Employee Self Service under Absence Balance Details. (ESS/Time and Attendance/Absence Balance Details)
Guidelines for Maximum Vacation Carryover

- 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 **August 31st**.

- Please ensure all time and absences are reported in PeopleSoft by Timesheet Deadlines (dates can be located on Payroll Services website): [https://www.utsa.edu/payroll/calendars.cfm](https://www.utsa.edu/payroll/calendars.cfm)
Resources

Human Resources

210-458-4250

leaveadmin@utsa.edu
Closing Remarks & Questions
Thank you!
The University of Texas at San Antonio

UTSA Financial Affairs
Your partner for successful solutions

Office of the
Vice President
for Business Affairs

Office of Financial Affairs (http://www.utsa.edu/financialaffairs/)