Solution Source
NEWSLETTER

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APRIL/MAY 2017

In this issue:

NEW
ADMINISTRATIVE

• Contact Group Opportunities

Would you like to be added to a listserv for information about Partner meetings? Partner meetings are intended to share current information regarding changes, processes and updates regarding purchasing, PCard, payroll, time and labor, travel, payments and more. Meetings are held quarterly on each campus or via video-conferenced. These meetings are titled **HSC Partners, UNT Dallas Partners, UNT System Partners and UNT A-Team**. To be added, please email **Mary Atkins**, Assistant Director of Administrative Services, at **mary.atkins@untsystem.edu** and indicate your partner group.

PAYROLL

• ePAR Pushback and Pullback Options

WHAT WAS THE CHANGE?
We are excited to inform you of a significant change to ePAR processing — ePAR Pushback and Pullback options.

WHEN DID IT HAPPEN? It became available on March 10, 2017.

ePAR INITIATORS SAID: You would like for ePAR to include functionality that would allow you (as the initiator) to pull an ePAR back and make changes. You also wanted the approver to be able to push an ePAR back to you rather than denying it.

WE MADE IT HAPPEN!
ePAR initiators (those who create ePAR transactions) will be able to pull back a submitted ePAR and make changes rather than having to have the ePAR denied and start over as long as the ePAR has not been finalized. In addition, approvers will be able to push a transaction back to the initiator so they can make corrections. When pulling back or pushing back an ePAR, you will be required to enter comments as to why you are taking the action. This information will be recorded on the ePAR for audit purposes. Email notifications will be sent to approvers and initiators involved in the transaction.

We value your input and encourage you to keep your recommendations coming! For instructions on how to use this functionality, please visit our **Training page**.

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The UNT Health Science Center is located on 33 acres in the heart of Fort Worth's Cultural District and is committed to training high-quality health professionals.

UNT Dallas is the only public university within the borders of the City of Dallas, located on acreage south of the Trinity.

NEW
PAYROLL

• Time and Leave eReporting is Going Paperless!

Access and submit your leave requests online. Anytime. Anywhere.

We are excited to announce that effective June 1, 2017, we are implementing eLeave for all UNT System component institutions.

WHAT IS eLEAVE?
eLeave is an online tool for requesting, approving and tracking leave. The new process will replace the current paper forms, and is accessed through your portal (my.unt, my.hsc, my.untsystem, my.law, and my.dallas).

WHEN WILL TRAINING OCCUR?
Face-to-face trainings will begin mid-April through the end of May. Ad Hoc sessions will be provided upon request. In addition, we will offer an online option.

WHAT ARE THE BENEFITS?
- Saves time (moves from a 4 step process to a 2 step process)
- Access available from multiple devices with internet access
- Automated workflow
- Removes need for paper forms

ANYTHING ELSE?
We are excited to implement this opportunity to integrate this electronic initiative, and appreciate your cooperation in this effort. Please watch for communications about upcoming training sessions to fully prepare you for the transition. Should you have any questions, please do not hesitate to contact us at 940.369.5500/Toll-Free: 855.686.4357.

• Paycheck Earnings/Deduction Review
It is extremely important that all employees periodically review their paychecks to ensure they are receiving the correct paycheck. Employees are encouraged to review all their paycheck earnings and deductions (medical, dental, retirement and other optional benefits, as well as, any other voluntary deductions you have authorized) for accuracy.

To review your paycheck:
1) Select one of your portals; my.unt, my.hsc, my.dallas, my.law, my.untsystem
2) Enter your sign in information
3) Click Human Resources tab
4) Go to Payroll & Compensation
5) Click View Paycheck

If you find any discrepancies on your paycheck, email the Payroll at **bsc@untsystem.edu** or call 940/369-5530/Toll-Free: 1.855.868.4357.

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Located in Denton, UNT is one of Texas' largest universities with more than 37,000 students enrolled.

The UNT System building houses the UNT Dallas College of Law.

NEW

PROCUREMENT SERVICES
• **ePro Requisition Change**
We Continue to Listen ... and Take Action!

WHAT WAS THE CHANGE?
We are excited to announce that ePro requisitions will exclude department managers in the workflow when purchasing goods and/or services on grant funds.

WHEN DID IT HAPPEN? Monday, March 27, 2017.

EPRO APPROVERS SAID: You would like for us to remove the the department manager from the requisition workflow for Grant-related Project ID's.

WE MADE IT HAPPEN!
In an effort to improve efficiency, we have made this requested change. Grant-related projects include:
  • NT752: Project ID's beginning with G and/or within PC Business Unit NGRCT
  • HS763: Project ID's beginning with R and/or within PC Business Unit HGRCT
  • DL773: Project ID's beginning with P and/or within PC Business Unit DGRCT

NOTES:
• NT752 and DL773 requisitions using grant-related Project ID's will continue to route to the Principal Investigator, College Research Officer, and/or the Office of Grants & Contracts Administration for approval.
• HS763 requisitions using grant-related Project ID's will continue to route to the Principal Investigator and the Office of Grant and Contract Management office for approval.

We value your input! Please keep your recommendations coming!

UNT System Cooperatives and Negotiated Contracts
A number of state and privately sponsored buying cooperatives offer special pricing. Purchasing from a cooperative or taking advantage of a state contract may exempt the purchase from bidding requirements.

UNT System negotiated contracts and cooperatives can be found online at **https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/cooperatives-and-contract-pricing**. A username and/or password may be required. Use the **Ask Purchasing Form** to request a login.

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A Look Back: 1913 – Intercollegiate football begins at North Texas State Normal College.

NEW
PROCUREMENT SERVICES
By MIKE ABERNETHY
• **Moving to a Commodity-Based Organizational Structure**

In the next few months Procurement Services will be undergoing a transformation. I like how the Business Dictionary defines Transformation:

… in the organizational context, a process that orients an organization in a new direction and takes it to an entirely different level of effectiveness …

Our goal in Procurement Services is to increase our effectiveness in procuring goods and services for the UNT System by moving to a commodity-based organizational structure. Our current structure is departmentally-based. In this structure, each buyer's worklist is constructed based on the departments which that buyer is assigned. Our goal is to restructure to a commodity-based orientation where a buyer's worklist would be compiled based on the commodities that they procure. This then moves the buyer from just processing requisitions to being a commodity manager.

The result is that the buyer becomes abreast of our overall picture as a system for their assigned commodity(s) and positions them to leverage our spending volume for the respective commodity areas to achieve the best values for our customers. It also provides the departments with a resource who can give advice on the best sources for their respective commodities as well as someone who is tuned in to whatever changes may be happening with the respective vendors and products in the commodity category.

As part of this transformation, we envision the establishment of at least four teams within Procurement – each led by a Senior Buyer with related commodities assigned within that team:

Examples would be:
• A facilities team that handles construction-related services including minor and major projects, the procurement of MRO commodities, contracts for various on-call trades, i.e., electricians, plumbers, HVAC technicians, etc. This team would also handle our furniture acquisitions.
• A medical/research/scientific team that handles the procurement of equipment that goes into our various labs or is needed by our medical community and our PI's when they are conducting their research

The question that I frequently get when talking about this transformation is "How does this affect my requisitions?" Our hope is that it results in faster, more accurate handling of your requests.

While we work to develop our commodity based purchasing model, you will continue to have a buyer assigned to your department. A list of buyers with new delegated departments can now be found online at: **https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/requisitions-epro-92**.

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A Look Back: in 1894, the Texas Normal College and Teachers' Training Institute is renamed North Texas Normal College.

REMINDERS
PCARD
• Default Chart String Reminder

In an effort to streamline the processing of Purchasing Card transactions, it is the intention of the Purchasing Card Office to have the cardholder's default chart string applied to the cardholder's transactions, as they occur. The cardholder will then need to edit the default chart string, as needed, and select the correct account description for each transaction. The due dates for these edits will remain the same as published in the Purchasing Card Data Entry Dates for FY17.

Complete the following default chart string information and email it to **pcard@untsystem.edu**:

• **DEPARTMENT**

• **FUND CATEGORY**

• **FUND**

• **FUNCTION**

We appreciate your efforts to help make the processing of Purchasing Card transactions more efficient.

TRAVEL
• Travel Records Retention Policy

The State requires certain records to be retained for a defined period of time. The Travel Records Retention Policy is "Current Year plus 3 Fiscal Years." For example, if travel was conducted in March 2017, you are required to retain the records until August 2020. The Travel Office is the official Record keeper, however, it is recommended that departments keep their convenience copies as well.

To prevent delays in Reimbursement of Expense Reports (referred to as vouchers):
1) Please ensure Traveler uses the most current Travel Voucher (recently updated sections)
    a) Mileage
    b) Foreign Travel
    c) Travel Budget Authorization Information
2) Please ensure the travelers name on the voucher appears as it does in EIS and includes current mailing address.
• Travel inquiries should be sent to **bsc.@untsystem.edu**
• Look for communication regarding monthly Travel Training (each campus)
• Prior Trip Reimbursements – Travel Voucher and Travel Budget Authorization is Required
• Booking travel outside CTP and requesting reimbursement prior to travel; Travelers who have pre-purchased airfare, outside CTP, in advance of trip and are requesting reimbursement; reimbursement requires the traveler to submit a Travel Voucher and a TBA. When Traveler returns from trip, they must submit another Travel Voucher which would include receipts of expenditures incurred during trip. (Traveler completes two separate travel vouchers for this trip).

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NEW

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

• Spot Bid Contract Fair Items Needed

The UNT System HUB Program invites you to participate in the "Doing Business Texas Style – Spot Bid Contract Fair." This is an annual event that attracts HUB certified vendors from across the State of Texas. State agencies promote procurement opportunities available to vendors during the two-day event.

If you anticipate buying significant commodities (computers, furniture, electronics, scientific equipment, etc.) before **August 31, 2017**, the HUB Program can take your specifications to this event and obtain bids from HUB vendors to provide goods and services at the best value for your department.

The HUB Program needs to advertise items **before April 28, 2017**. Please contact **Greg Obar** by email at **greg.obar@untsystem.edu** or phone at 940-369-5647 for additional information.

• HUB Champion Honored

Congratulations to **Robin Melendez-Martin** from the UNT University IT Department. She is recognized as a HUB Champion for her support of the HUB Program!

• Upcoming Vendor Fairs

What: HUB Vendor Fair
When: May 17, 2017; 10 am to 1 pm
Where: UNT Dallas, Building 2, Rooms 137/138

What: Science/Medical/Technology HUB Vendor Fair
When: May 24, 2017; 10 am to 1 pm
Where: UNT Health Science Center, MET, Room 109

• Purchasing Dell Products

Did you know that you can get 100% HUB credit for all of your purchases of all Dell products? Departments are requested to use HUB vendors for Dell purchases.

When selecting a vendor for your requisition select either "GTS Technology Solutions" (Supplier ID 6243) or "Summus Dell Products" (Supplier ID 6227) and attach your quote from Dell or from the HUB Vendor.

These HUB vendors have agreements with Dell to grow their capacity for receiving purchase orders, invoicing, and customer service by selling products on behalf of Dell. For additional information or assistance, please email **Greg Obar**, Associate Director of the HUB Area/Supplier Management at **greg.obar@untsystem.edu**.

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REMINDERS
POLICY
• UNT System Regulation and Policy Information Available
Did you know the UNT System has a webpage that provides information on Regents Rules, System Regulations and Institutional Policies? The page is maintained by the UNT System Policy Manager and can be found at **untsystem.edu/about-us/policies**.

A chart outlining the UNT System policy hierarchy is posted on the website with links to all policies. Additional information, including the UNT System Policy development process, FAQs and other tools that can assist users are available.

UNT System Regulations and System Administration Policies are managed by UNT System Business Support Services. For questions or assistance, please contact **Rachel Burlage**, Policy Manager, at **rachel.burlage@untsystem.edu** or **Joey Saxon**, Senior Director, at **joey.saxon@untsystem.edu** or call 940/369-5530/Toll-Free: 1.855.868.4357. **Note:** Institutional Polices are managed by the individual campuses.

CLIENT SERVICES
• New UNT System Website
As many of you are probably aware, the former Business Service Center website has been consolidated into a single UNT System site that encompasses all entities of the UNT System. You can now find all of the information and forms from the original site on the new site. If you have questions, contact **Lacy Fenn** at **lacy.fenn@untsystem.edu** or at 940.369.5604. Visit our new site at **untsystem.edu**.

Customer Corner: Some of the most common questions this month.

1. Question: How do you use Desktop Receiving with a Blanket Purchase Order?
• Answer: To use Desktop Receiving on a blanket PO, the quantity must be 1 and the line has to be marked amount only. When you are ready to receive, go to manage requisition and select the action "to receive." If you receive on a line that is not appropriately marked, you will only be able to receive 1 time.

And if you cannot receive using desktop receiving – send a copy of the invoice to **invoices@untsystem.edu**, and state the PO is a blanket PO and is approved to pay.

2. Question: How do I return unused travel cash advance funds?
• Answer: Email **traveladvance@untsystem.edu** to request a deposit slip with the correct accounting information. Once you have the deposit slip, you will need to take it to your cashier's office.

3. Question: My name has changed and I need to request a new PCard. How do I do that?
• Answer: The cardholder should fill out the PCard Application Form and email it to **pcard@untsystem.edu**. Please make sure that you have also made the official change EIS or contact Human Resources – Records.

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GETTING TO KNOW YOUR BUYERS

- Each month we have introduced you to a different member of our team. Continuing this month, you will learn more about the **Procurement Services Team**.

Becky LaDuke, Buyer

1. **How long have you been a Buyer for UNT System?** I have been with UNT System for seven months.

2. **What is your past job experience?** I have over 15 years experience in purchasing for interior aircraft.

3. **What do you enjoy most about being a Buyer for UNT System?** I love the people I work with and the environment. Everyone is so nice, and there are so many fun events.

4. **Is there anything you would like our customers to know, or a helpful tip you could offer them?** It's very important to follow the correct path in EIS. In EIS, navigate to:

   1) Main Menu
   2) Employee Self Service
   3) Procurement
   4) Requisition

If you use any other path, there is a high probability you will encounter problems, such as fields locking, buttons unavailable, etc. Two common paths that that were used in 9.0 are:

   1) Favorites/Requisitions and
   2) Main Menu/Procurement/Requisitions –

5. **Tell everyone one fun fact about you?** I rode horses for years and was featured in the Farmer's Almanac with my horse Blaze years ago. (Not going to say what year!☺)

A Look Back at 1942: Students playing cards at the North Texas State Teachers College.