

# Solution Source

## NEWSLETTER

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### FEBRUARY 2016

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#### REMINDERS

##### ADMINISTRATIVE

##### ePro and ePAR Cut-off/Blackout Periods

- Below are the dates for the ePro and ePAR cut-off dates for the Enterprise Information Systems 9.2 upgrade and the new Chart of Accounts that take effect March 1, 2016. [Please see the message from Chancellor Lee Jackson](#)

ePRO Cut-off/Blackout Periods		
Date	Description	Comments
Friday, February 12, 2016	Requisition submission cut-off	All requisitions should be submitted for approval
Monday, February 15, 2016	Requisition approval cut-off	All submitted requisitions should be approved/denied. Any outstanding requisitions will be denied and must be resubmitted after 9.2 Go-live
Monday, February 22, 2016	<ul style="list-style-type: none"> <li>• Purchase Order (PO) dispatch cut-off</li> <li>• Receiving and invoice receipt cut-off</li> </ul>	
Tuesday, March 1, 2016	New Chart of Accounts takes effect in HCM 9.2; New ePro transactions can be submitted (with March 1, 2016 effective dates or later) for users who attended training	

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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.

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<b>ePAR Cut-off/Blackout Periods</b>		
<b>Date</b>	<b>Description</b>	<b>Comments</b>
<b>Monday, February 1, 2016</b>	<b>ePAR submission cut-off for new hires and employee changes, including transfers and reallocations</b>	<b>Only terminations are permitted through Thursday, February 25, 2016. Time and Labor is not affected.</b>
Monday, February 1, 2016 to Monday, February 15, 2016	Administrative offices (HR, UNT Provost, Career Center/ Student Employment, etc.) work with departments to ensure all ePARs are finalized	Approvers <b>MUST</b> approve or deny transactions
Thursday, February 25, 2016	<b>Submit terminations for salaried employees that will result in overpayment on the March 1, 2016 paycheck</b>	Final payment made to all payroll vendors (e.g. IRS, etc.)
Tuesday, March 1, 2016	New Chart of Accounts takes effect in HCM 9.2; New ePAR transactions can be submitted (with March 1, 2016 effective dates or later) for users who attended training	

### **Required Trainings by Role:**

#### **• Approvers**

**1. Approvers: ePRO & ePAR** – This training is designed for individuals who are responsible for approving electronic procurement (ePro) and/or electronic payroll action requests (ePAR). The training will be narrowly focused on what approvers should focus on and be aware of when approving or denying transactions.

**2. Approvers and Chart of Accounts** – This training will narrowly focus on the aspect of the new chart that approvers should know and be aware of when approving or denying transactions. This training will be scheduled in February.

#### **ePAR Coordinators**

**1. ePAR Training** – This training is designed for individuals who currently initiate electronic payroll action requests (ePAR). The training will focus solely on the changes to the Department Budget Data and Additional Pay Data sections of ePAR and is not intended to cover other ePAR transactions. These sections will change to accommodate the new Chart of Accounts (COA). COA Module 1 training is a pre-requisite for this course.

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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.

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## **Required Trainings by Role:**

### **ePAR Coordinators**

**2. Chart of Accounts Module 1** – CoA Module 1 training is for end-users who currently access EIS, and is a pre-requisite for most other training (ePro, ePAR, etc.) – if your duties within EIS are confined to approving and denying electronic transactions, please see Approver's Training (slide 4) for information on the alternative training. Overview of redesigned chartfields - definition/description and intended use of each field, including high level comparison to existing CoA. Overview of required use based on transaction type (balance sheet, revenue, expense, transfer). Transaction and Chartfield use examples. Review of Chartfield values by Chartfield, overview of CoA mapping/translation, and overview of CoA maintenance process (reviewing, requesting, updating and adding CoA values).

### **ePRO Coordinators**

**1. ePro Training** – This training is designed for current and new individuals who create electronic procurement transactions (ePro). The training will focus on purchasing guidelines, documentation requirements, ePro processing in EIS and changes to the budget sections as a result of the new Chart of Accounts (COA). The training will also include a brief overview of the Historically Underutilized Business (HUB) Program. COA Module 1 training is a pre-requisite for this course.

**2. Chart of Accounts Module 1** – CoA Module 1 training is for end-users who currently access EIS, and is a pre-requisite for most other training (ePro, ePAR, etc.) – if your duties within EIS are confined to approving and denying electronic transactions, please see Approver's Training (slide 4) for information on the alternative training. Overview of redesigned chartfields - definition/description and intended use of each field, including high level comparison to existing CoA. Overview of required use based on transaction type (balance sheet, revenue, expense, transfer). Transaction and Chartfield use examples. Review of Chartfield values by Chartfield, overview of CoA mapping/translation, and overview of CoA maintenance process (reviewing, requesting, updating and adding CoA values).

## **PAYROLL**

### **Pay Date for February**

- Employees are reminded that due to federal banking holiday on February 15, 2016, the semi-monthly pay date for February will be February 16.

### **Reallocation Dates for Financial Systems Upgrade**

- Due to the Financial Systems upgrade, the reallocation deadline for FY16 on the old Chart of Accounts is February 1, 2016. After the upgrade, reallocations can only be processed back to March. Should you have any questions about the reallocation dates, please contact Business Support Services at 940.369.5500 or Toll-Free/855.868.4357, or via email to [bsc@untssystem.edu](mailto:bsc@untssystem.edu).

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Mackenzie Fette, of Client Services, and Kate Beamon, from the P-Card team, enjoy popcorn Fridays at the BSC.

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### **PAYROLL**

#### **Consent to Electronic W-2**

- We encourage all employees to sign up to electronically receive the annual IRS Form W-2. In addition to saving paper and time, there are several other benefits to employees who elect to receive the W-2 online, including:
  - Earlier access to the Form W-2.
  - No possibility the Form W-2 might be lost, stolen, delayed or misplaced.
  - You can retrieve the Form W-2 statements at any time of the day and on weekends on a secure website.
  - You can print multiple copies at your convenience.
  - Once you consent to receive the Form W-2 electronically, no action is needed in future years.

Learn how to sign up to receive the W-2 electronically by accessing it online at <http://bsc.untsystem.edu/payroll-resources>.

#### **Foreign Nationals**

##### **• 1042S Forms**

The Internal Revenue Service (IRS) requires employers to send 1042-S forms to eligible individuals no later than March 15 of each year. The 1042-S forms are typically mailed in February. Not everyone receives a 1042-S. The table below shows what is reported on a W-2 and on a 1042-S.

Wages Earned – Tax Treaty Not Claimed	Wages Over Tax Treaty Limits	Wages Earned – Tax Treaty Claimed	Scholarship/ Fellowship in Excess of Tuition/Fees	AP Payments
W-2	W-2	1042-S	1042-S	1042-S

Additional information is available for foreign students and scholars can be found at <http://www.irs.gov/Individuals/International-Taxpayers/Foreign-Students-and-Scholars>.

##### **• Social Security Numbers**

It is very important that an employee that was assigned a temporary ID number apply for their Social Security number as soon as possible. The temporary ID numbers cannot be used when filing taxes. A permanent social security number is necessary for the W-2 reporting to be correct. Filing with incorrect W-2 information could result in a penalty from the IRS.

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Special thanks to all of the vendors who attended the recent Vendor Fair at UNT. The HUB area is planning fairs at the UNT Health Science Center and UNT Dallas this Spring.

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## TIME AND LABOR

### Helpful Reporting Tools Available

- The Time and Labor team would like to make you aware of a helpful report on the Time and Labor Work Center called “Payable Time Detail,” that allows timekeepers to check all employees in the department to make sure the system converts all approved time to a “Payable” status. You also have the ability to check the payable status of an employee right on their timesheet by clicking the Payable tab. Should you have questions about reported time, contact the Time and Labor team at 940.369.5500 or Toll-Free/855.868.4357, or via email to [bsc@untssystem.edu](mailto:bsc@untssystem.edu).

## PAYMENTS

### Mileage Reimbursement Rate Decreases to 54 Cents

- The maximum state mileage reimbursement rate for state employee travel in a personal vehicle decreased from 57.5 cents to 54 cents, effective January 1 to December 31, 2016. This rate is consistent with the Internal Revenue Service's standard mileage rate. Please refer to the [Travel Budget Authorization Form](#).

### Payment Updates

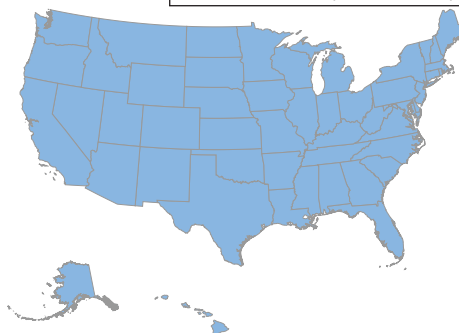
- There are new FY16 per diem rates effective 10/1/15 and can be found online at <http://www.gsa.gov/portal/content/104877> – please make sure that you are in the correct Fiscal Year when looking up rates.

### Per Diem Rates

You must follow these instructions to view FY2015 and prior years rates. Select 2015 or the appropriate year from the drop-down box above the “Search by State” map, then click directly on the state in the map where you wish to view a rate. You will not be able to see prior year rates if you enter anything at all in the “Search By City, State or ZIP Code” box on this page. The search box only returns current FY rates.

### SEARCH BY STATE

Find Rates for:



Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States (“CONUS Rates”) by searching below with city and state (or ZIP code), or by clicking the map.

### SEARCH BY CITY, STATE OR ZIP CODE (Current Fiscal Year)

Enter Your City

Enter Your Zip Code

Select a State ▼

OR

**Find Your Per Diem Rates**

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## PAYMENTS

**You searched for Kalamazoo, Michigan**

*Your search inquiry returned more than one possibility. Here are the possible rates*

Primary Destination (1, 2)	Country (3, 4)	Max lodging by Month (excluding taxes)												M&IE (5)		
		2015			2016											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Kalamazoo/Battle Creek	Kalamazoo/Calhoun	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$96	\$54
South Haven	Van Buren	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$89	\$106	\$106	\$106	\$89	\$59	

### Travel Tips

- If you are trying to login to Concur/CTP from your my.unt.edu portal but the page just refreshes, you need to turn off your pop-up blocker. If you are unsure how to do that, you can use your right mouse button to click the link and then choose 'open link in a new window.'

### Reimbursement Reminder

- When submitting receipts for reimbursement, please make sure to include the payment information that details the amount paid and payment method. For an example of appropriate payment information, the receipt would show \$340.00 paid on MasterCard xxxxxxxxxxxx5146 11/30/2015.

This is especially important with airfare and lodging. The receipt should have an amount paid, payment method, and a balance of \$0.00.

## PROCUREMENT SERVICES

### Purchasing Card Tips of the Month

- Below are some helpful hints to the most common questions that our customers have had this month.

### Q: How do I activate my Chip and PIN card and select a PIN?

1. Sign the back of your new card.
2. Confirm receipt of your card and select your custom 4-digit PIN by calling the Toll-Free or collect phone number on the activation sticker on your card.
3. If your new Chip and PIN card is replacing an old card, destroy your old card by cutting it in half.



The Time and Labor and Payroll teams received a cookie bouquet of thanks for a job well done from Patty Wells, of UNT Athletics.

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HUB PROGRAM  
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## PROCUREMENT SERVICES

4. Until you complete your first chip transaction at an attended terminal, your PIN will not be accepted at chip-enabled, self-service terminals.
5. Subsequent chip transactions will prompt for a PIN.

### Purchasing Card Quick Reference Guide

- Did you Know? You can get quick answers for your Purchasing Card questions by referring to the [Quick Reference Guide](#).

If you have questions, please contact us at 940/369-5500 or Toll-Free/855.868.4357.

## HISTORICALLY UNDERUTILIZED BUSINESSES

### HUB News

- The State of Texas established the Historically Underutilized Business (HUB) Program to encourage the diversification of spending within state agencies by actively involving certified HUB vendors in the procurement process. Institutions of higher education are required to exercise a good faith effort to meet or exceed established goals. The UNT System has an established business practice that requires departments to obtain at least 2 bids from certified HUB vendors for all purchases between \$5,000 to \$25,000. Additionally, departments are encouraged to obtain bids or quotes from certified HUB vendors for smaller purchases.

The HUB Area can assist the employees involved in the procurement process by providing quick and accurate referrals to certified HUB vendors. A detailed guide for locating HUB certified vendors is located at <https://bsc.untssystem.edu/sites/default/files/CMBL.pdf>.

Future newsletters will include spotlights on HUB vendors who are working hard to earn and keep your business. The UNT System has recently reorganized the HUB Area to increase the focus and raise awareness across the UNT System. Contact us for any assistance with the HUB Program.

### Meet the HUB Team!

- **Joey Saxon**, Senior Director and HUB Coordinator
- **Greg Obar**, Associate Director
- **Kimmalla Mitchell**, HUB Specialist

You can contact us via email at [HUB@untssystem.edu](mailto:HUB@untssystem.edu) or call us at 940.369.5528 or Toll-Free/855.868.4357. Visit us online at [www.hub.untssystem.edu](http://www.hub.untssystem.edu).

Like us on Facebook to receive notifications of and events and special information. [www.facebook.com/untssystemhub](https://www.facebook.com/untssystemhub).

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### CLIENT SERVICES

- **Customer Corner:** Some of the most common questions this month.
- 1. I am trying to make a purchase with my Purchasing Card and it keeps getting declined. What is causing this?**
    - **Answer:** Your purchase may have exceeded the spending or transaction limit; the type of merchant may be excluded under the program, or the vendor is not equipped to accept MasterCard as payment. Contact Citibank at the number on the back of the card to determine the reason for the denial. Once the denial information is known or you have received a Merchant Category Code (MCC) from Citibank, contact the Purchasing Card area of Business Support Services at 940.369.5500 or TollFree/855.868.4357 for additional assistance.
  - 2. Question: I have an employee reimbursement to process. However, their address has changed. What is the best way to have the address updated?**
    - **Answer:** Send an email with the name and updated address to: [entity.vendor@untsystem.edu](mailto:entity.vendor@untsystem.edu). The Supplier Management team will update the vendor record. Customers should also update their records in the Human Resources system.
  - 3. Question: Where can I find the Purchasing Card restrictions list on the BSC website?**
    - **Answer:** Go to the Business Support Services website and click on the link: <https://bsc.untsystem.edu/purchasing-card>. Then, click on BSC Purchasing Card Quick Reference Guide. The Quick Reference guide will list all the Purchasing card restrictions.

### GETTING TO KNOW YOUR BUYERS

- Each month we have introduced you to a different member of our team. This month, you will learn more about **Craig Carter**, a Buyer on the **Procurement Team**.

#### Craig Carter, Buyer



- 1. How long have you been a Buyer for UNT System?**  
About the last 8 years.
- 2. What is your past job experience?** I have been a long-time state employee. I worked at Texas Woman's University in the Bookstore and was at UNT in several capacities, including Central Receiving, Office Supply, Assets (Inventory). Additionally, prior to my current position with UNT System I worked with the Historically Underutilized Business Program.



The Client Services Call Center Team:  
From left to right: Tawana Laster, Cindy Travis, Karen Crist, MacKenzie Fette and Laura Elston.

- 3. What do you enjoy most about being a Buyer for UNT System?** Working with the ePro Coordinators on their requisitions. I'm fortunate to work with some great folks on the campuses.
- 4. Is there anything you would like our customers to know, or a helpful tip you could offer them?** It's easy to forget to add the justification/benefit/service dates comment in the requisition.
- 5. Tell everyone one fun fact about you?** I was saxophone legend Lou "Blue Lou" Marini's paperboy and neighbor back in 69!