

Solution Source NEWSLETTER

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JANUARY 2015

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PAYROLL

Distribution of IRS Form W-2 for 2014

- It is almost that time of year again when employees will begin to prepare for the tax season. You are encouraged 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:
 - 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 <http://bsc.untsystem.edu/payroll-resources>.

For employees at University of North Texas, UNT Health Science Center, UNT Dallas, UNT Dallas College of Law and UNT System Administration, W-2 Forms will be available on **MyUNT/MyUNTDallas/MyHSC/MyLaw** during the last week of January. An email will be sent to notify employees who have elected electronic distribution that the form is available online. For employees who still wish to receive paper W-2 forms, the documents will be mailed to home addresses and postmarked by **February 2, 2015**.

Semi-Monthly Salaried Employees February Pay Date

- Employees who are paid semi-monthly at all UNT System institutions will be paid on **Tuesday, Feb. 17** due to President's Day, which is a Federal Reserve (banking) holiday on Monday, Feb. 16.

Percent of Period Calculation Approved for Partial Month Payment

- The Shared Service Council (comprised of the Chancellor and Presidents within the UNT System as well as the Shared Services Operation Committee that includes campus Chief Financial Officers, Chief Academic Officers and System Vice Chancellors), approved using the Percent of Period Calculation method for partial month payments effective **October 1, 2014**. This method uses the employees equivalent hourly rate of pay for the particular month of the partial payment. **Example:** If an employee had a November 10 start date, their rate of pay would be calculated by using their annual salary divided by 12, divided by the number of working hours in the month of November (160). This decision repeals the previous “2080” rule.

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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.

PROCUREMENT SERVICES

Mileage Reimbursement Rate Increases to 57.5 Cents this Month

- The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to 57.5 cents per mile, effective January 1 through December 31, 2015. This increase is consistent with the Internal Revenue Service's standard mileage rate.

Note: The rate calculated on the travel voucher is dependent on the dates of travel entered. It is extremely important for the most current version of the travel voucher to be used for the expense reporting. Please refer to the [Travel Reconciling Worksheet](#) or visit the Business Service Center's [Forms Library](#).

PCard "Best Practices" Spotlight Customer of the Month



- This month the Pcard team would like to spotlight customer **Penny Gustafson, Administrative Coordinator III**, from the UNT Department of Housing Administration, for adopting several efficient "best practices" for her department. The department has one main reconciler for roughly 30 Pcard holders, and has implemented its own departmental deadline for turning in purchasing card documentation. Below are the steps that Penny and her department have taken to streamline their process.

- **Require** their cardholders to have entered all data, turn in copies of all receipts and required reports approximately three days prior to the purchasing departments deadline. This ensures that all appropriate signatures can be acquired, accounts, receipts and reports can be audited for errors, and any changes can be made prior to the hard deadline.
- **Encourage** their cardholders to enter data continuously, as purchases are made, so it does not become overwhelming.
- **Recommend** that receipts are copied and/or scanned as soon as possible to avoid the common problem of data fading.
- **Scan** each card holder's documentation once all documentation is received, audited and reconciled.
- **File** all Pcard account documents electronically on the department's Shared Drive for secure storage.
- **Rename** files using the card holders name and Pcard posting date.
- **Return** hard copies of the files to the card holder so they will have a copy with appropriate signature(s) and notes on any changes/corrections that have been made.

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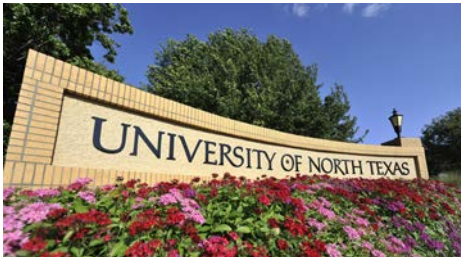
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Located in Denton, UNT is one of Texas' largest universities with more than 36,000 students enrolled.



The UNT System serves the North Texas area, boosting economic activity in the region by nearly \$2 billion annually, and houses the UNT Dallas College of Law.

CLIENT SERVICES

Customer Corner: The following represent some of the most common questions being asked of the BSC Client Services team this month.

1. Are Travel Budget Authorization (TBA) forms required for Local Travel?

• **Answer:** Maybe. If the travel involves lodging, meals, or incidentals, a TBA **will** be required. If the reimbursement is for mileage only, a TBA **will not** be required.

2. Can I be reimbursed for mileage?

• **Answer:** Yes. Employees are entitled to be reimbursed for mileage incurred to conduct state business. The mileage reimbursement rate is inclusive of all expenses associated with the employee's use of his or her vehicle. Mileage will be reimbursed per the online mapping tool, Google maps.

3. What is the current mileage reimbursement rate?

• **Answer:** As mentioned on [page 2](#), the maximum state mileage reimbursement rate for travel by state employees in a personal vehicle will increase to 57.5 cents per mile, effective January 1 through December 31, 2015. This rate increase is consistent with the Internal Revenue Service's standard mileage rate. Visit <https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>.

Frequent mileage reimbursements between member institutions and airports are included for use on the BSC website at <http://bsc.untsystem.edu/sites/default/files/FrequentlyUsedMileageDistancesFinal.pdf>.

4. Do I need to include Google Maps with my Travel Voucher?

• **Answer:** No. Google maps are no longer required to be submitted with the travel voucher, from/to destinations must be included on the travel voucher or actual odometer reading noting From/to.

5. Do I need to submit receipts for Parking and Toll Charges?

• **Answer:** Receipts will not be required on expenses less than or equal to \$10. Employees may be reimbursed for parking expense incurred and tolls paid while traveling in a personally owned or leased vehicle, rental vehicle, or state-owned or leased vehicle.

5. Where should I send invoices?

• **Answer:** Invoices can be sent electronically to invoices@untsystem.edu. **Note:** Only one attachment per email is accepted and attachment must not be larger than 4 MB.

6. How do I check the payment status of a purchase order?

• **Answer:** Contact a BSC Client Services Agent at 855/868-4537 or 940/369.5500. You may also email us at bsc@untsystem.edu.

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The Business Service Center is located in the heart of Denton off of Dallas Drive.



Several members of the Business Service Center's Purchasing Team.



The Business Service Center PCard team members.

CLIENT SERVICES

(Continued)

GETTING TO KNOW YOUR CLIENT SERVICES AGENTS

- Each month we will introduce you to different members of our teams, beginning with the **Client Services Team**.

Laura Elston, Client Services Agent



1. Where did you go to college?

I have an Associate of Applied Science in Office Administration and Microcomputer Applications from McLennan Community College in Waco and three certificates of completion from Tarrant County College in Business, Accounting Paraprofessional and Management. I have also attended UNT and hope to return part-time next year to finish my Bachelor of Applied Arts and Sciences degree.

2. How long have you worked in the Call Center?

I have worked at the Business Service Center since the beginning in September 2011. I have worked in Client Services as Customer Service representative in the Call Center since September 2013. I also worked in Client Services as an Imaging Specialist from 2011-2013.

3. What is your past job experience?

I worked for UNT for over four years in Purchasing and Payment Services as an Administrative Specialist in Customer Service. I also worked at University of Texas- Arlington as an Accounting Clerk, and at Tarrant County College as a Senior Secretary.

4. What do you enjoy most about being in the Call Center?

I enjoy talking to the customers!

5. Is there anything you would like our customers to know?

We are here to answer your questions on the phone and by email, and we always strive to provide friendly and helpful customer service.

6. Tell everyone one fun fact about you!

I enjoy traveling and I am a Dallas Cowboys fan. Go Cowboys!!

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January 2015

BUSINESS PROCESS TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1 	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King, Jr. Day  Campuses Closed	20 HSC, EAD-291 10 to 11:30 a.m. ePAR Training AO15EP	21 BSC, 4202A 9 to 10:30 a.m. Time & Labor AO15TL	22 BSC, 4202A 9 to 10:30 a.m. ePAR AO15EP	23	24
25	26	27	28 BSC, 4202A 9 to 10:30 a.m. Purchasing AO15PC	29 HSC, EAD703 10 to 11:30 a.m. Time & Labor AO15TL	30	31

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