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JULY/AUGUST 2016
In this issue:

NEW

REMINDERS

NEW

POLICY
• New UNT System Regulations
UNT System Regulations are policies that apply to System Administration and the component institutions. The following new UNT System Regulations have been approved and are now in effect.

08.10000 Authorized Payments
The Authorized Payments regulation establishes requirements for signing paper checks and sets approval requirements based on the value of payments.

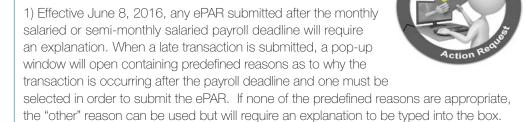#### 08.11000 Financial Accounts
The Financial Accounts regulation establishes authority for the Treasurer to open and close accounts, sets requirements for signatory authority, and requires monitoring of balances in UNTS financial accounts.
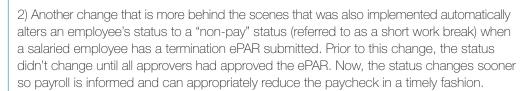
For more System Regulations visit **http://www.untsystem.edu/policies-regular.htm**.

PAYROLL
• Changes to ePAR Processing
In an effort to better document and provide data relating to ePAR transactions, Business Support Services has implemented changes to ePAR processing.

1) Effective June 8, 2016, any ePAR submitted after the monthly salaried or semi-monthly salaried payroll deadline will require an explanation. When a late transaction is submitted, a pop-up window will open containing predefined reasons as to why the transaction is occurring after the payroll deadline and one must be selected in order to submit the ePAR. If none of the predefined reasons are appropriate, the "other" reason can be used but will require an explanation to be typed into the box.

2) Another change that is more behind the scenes that was also implemented automatically alters an employee's status to a "non-pay" status (referred to as a short work break) when a salaried employee has a termination ePAR submitted. Prior to this change, the status didn't change until all approvers had approved the ePAR. Now, the status changes sooner so payroll is informed and can appropriately reduce the paycheck in a timely fashion.

We are hopeful that both of these changes will help us gain more insight into areas where process improvements are needed and reduce the amount of overpayments being made.

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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.

REMINDERS
PAYROLL

• Reminder: Delegation of Signature Authority During Vacation

It's that time a year when employees are planning on taking vacation. Please remember to delegate your ePAR, ePro and/or Time and Labor signature authority to an appropriate person during your absence if you are not going to be able to approve or deny transactions during the absence. Instructions for delegating signature authority can be found in the Customer Corner section of this newsletter on **page 9.**

• Vacation Maximum Carry Over

Texas statute allows a maximum amount of vacation leave that can be carried forward from one fiscal year to the next. Any vacation time that is not taken by **August 31, 2016** and is in excess of the maximum carry over amount will lapse to sick leave effective **September 1, 2016**. All time will need to be entered and approved in EIS Time and Labor no later than **September 9, 2016** in order for the system to accurately calculate the amount of time that will lapse to sick leave. Below is a chart indicating the maximum carry over amount, or you can refer to the **Vacation Accrual Chart** for more information.

Total State Employment	Hours Accrued per Month for Full-time Benefit Eligible Employee	Maximum Hours to Carry per FTE From Fiscal Year to Fiscal Year
0 but less than 2 years (0 to 24 months)	8 Hours	180 Hours
2 years but less than 5 years (25 to 60 months)	9 Hours	244 Hours
5 years but less than 10 years (61 to 120 months)	10 Hours	268 Hours
10 years but less than 15 years (121 to 180 months)	11 Hours	292 Hours
15 years but less than 20 years (181 to 240 months)	13 Hours	340 Hours
20 years but less than 25 years (241 to 300 months)	15 Hours	388 Hours
25 years but less than 30 years (301 to 360 months)	17 Hours	436 Hours
30 years but less than 35 years (361 to 420 months)	19 Hours	484 Hours
35 years and more (421 months and more)	21 Hours	532 Hours

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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

• Gone in 60 Seconds – By Mike Abernethy, Senior Director of Procurement Services

Back in 2000, Nicholas Cage starred in "Gone in 60 Seconds," which was about a car theft ring who could steal a vehicle in a flash. If you've ever had a car that's been stolen, it really leaves you with an empty spot in the pit of your stomach as you ponder over losing something so valuable.

In Purchasing there is something that our staff protects for the University System more valuable than a car and that's our integrity. Integrity takes years to build up, but only seconds to have dismantled and destroyed. On too many occasions the newspapers contain articles about government officials who have taken bribes or kickbacks from vendors in the contract process.

The UNT System is a member of the National Institute for Governmental Procurement and (NIGP) and I want to refer to you a portion of its Code of Ethics. "The Institute believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant … Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and public being served ... that members of the Institute and its staff should at no time, under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers which may influence or appear to influence purchasing decisions ..."

In Procurement Services we work very hard to be above reproach and uphold the reputation of the UNT System in all of our activities. In public purchasing, we often refer to our environment as "working in a fish bowl." Everyone can look in on what we are doing. With that in mind, I want to give some recommendations as you seek to perform your respective jobs in a manner that is above question:

1) Always apply the "Dallas Morning News Test" to each situation with which you are involved." The "Test" includes asking yourself the question, "If this matter was to become public as an article in the Dallas Morning News, how would I, as a professional, and the University of North Texas System be seen by its readers?"

2) Never put yourself in a vulnerable position with a vendor. I have found it to be safe never to accept a lunch from a vendor and if I do go to lunch with them I make sure they understand that I'll be paying my own way. Most vendors are not offended by doing that.

3) If you find yourself in a position where you don't know what to do, report it to your supervisor immediately.

4) Never accept a gift or anything of value from a vendor. The University policy on ethics which may be found in Chapter 4, Administration, which contains very helpful guidance on ethics and gifts and may be found at: **http://policy.unt.edu/sites/default/files/untpolicy/1.2.9_Ethics_Sept2015.pdf**.

Some folks may read this article and feel that it doesn't apply to them, but all of us are responsible for maintaining the integrity of the System. Don't let it be gone in 60 seconds.

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NEW
PROCUREMENT

• Access To View Historical Requisitions And Purchase Orders

Business Support Services is providing access to ePro coordinators that will allow you to view Requisitions and Purchase Orders previously completed in EIS 9.0. To access your historical items, visit: **https://fspd90.unt.edu/psp/fspd9001/?cmd** and login with your EUID and password.

NOTE: This is view only access. No new transactions or changes can be processed in the EIS 9.0 system. Please be sure that you are not logged into both 9.0 and 9.2 at the same time. In addition, by having access to both, you need to ensure you are in 9.2 if you are trying to create or edit transactions.

For questions regarding this email, please contact Business Support Services at 940.369.5500 or Toll-Free 855.868.4357 or email **bsc@untsystem.edu**.

• ePro Helpful Hints And Reminders

1) ATTACHMENTS – a) Add all attachments to Line 1 of the requisition, and SAVE FOR LATER before trying to Save and Submit. This will ensure that all attachments are available and reviewable to all parties.

b) When adding attachments, remember to save them as a PDF. Other types of documents may not be readable and may cause the processing of the requisition to slow down while we wait for a new PDF version to be sent.

2) ADDING APPROVERS – When adding an approver to workflow, you must first submit the requisition. If the approver is added during the "preview approval" stage, it will not save the addition.

3) PREFERRED BROWSERS – Preferred browsers when using ePro 9.2 are Firefox or Chrome.

4) MONITOR REQUISITIONS – Be sure to follow the progress of your requisitions. You can do this through Manage Requisition.

5) NEW VENDORS – Setting up new vendors is done in the requisition and not as a separate action. When you are searching for a vendor, do not choose vendors that start with H. These vendors are invalid and we are working to inactivate them. No valid vendor number will contain a letter.

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NEW
(Continued)
PROCUREMENT

• Access To View Historical Requisitions And Purchase Orders

6) DISENCUMBERING REQUISITIONS – If a requisition has been denied and you want to disencumber the funds instead of editing and resubmitting the requisition, you must cancel the requisition. To do that, select Cancel under Action (drop down box on right hand side) and then go back and select action to "Check Budget" in drop down menu after you cancel to fully release the pre-encumbrance. Otherwise, the funds will continue to be pre-encumbered. If you want to edit that denied requisition, you can do that as well. If you make changes to the requisition, you must hit "SAVE FOR LATER" (which changes the requisition from denied status to open) then budget check if necessary and hit "SAVE and SUBMIT" in order to resubmit the requisition.

7) CHANGE ORDERS – If you are processing a change order, a final budget check must be done in order for the change to process correctly.

For questions regarding this email, please contact Business Support Services at 940.369.5500 or Toll-Free 855.868.4357 or email **bsc@untsystem.edu**.

• Purchasing Card Best Practices: Tips of the Month
The Purchasing Card team would like to share some best practices and reminders for allocating and reconciling transactions in GCMS/Citibank.

▶ The Reconciler should be reviewing all receipts and data entry for correctness before approving.

▶ Please do not put words in numerical fields such as NA or No. If the field does not pertain to the transaction, please leave it blank.

▶ Please ensure you enter the required number of characters for each field.

▶ Please do not enter the old Department ID in the Department ID field. If you want to include it for reference, please enter it in Comments A or B.

Bluebonnets outside the UNT Hurley Administration Building.

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Nearly 40 public entities and 140 outside vendors from across the Metroplex attended the public entities reverse vendor fair hosted by the UNT System Historically Underutilized Business Program at the UNT Dallas campus.

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NEW
SUPPLIER MANAGEMENT

• **Vendor Setup Guidance**

With the implementation of PeopleSoft 9.2, all supplier setup requests and maintenance are completed through ePro requisitions.

First, search for the vendor in our existing vendor file using requisition process in ePro. If the vendor already exists, no further action is required other than to add the vendor to the requisition. If the vendor is not found, request that the vendor be added using the functions within ePro. For assistance visit **bsc.untsystem.edu/purchasing-guide**. (**NOTE:** New vendor setup requires a W-9 or related documentation attached to the requisition.)

NOTE: The W-9, **EFT Authorization Forms**, and/or **Independent Contract Forms** should not be sent via email. These forms may be submitted by attachment to the ePro requisition, faxed to the dedicated fax 940.369.5976, delivered in person to the Business Service Center, or mailed to 1112 Dallas Dr., Suite 4000, Denton, TX 76205-1132.

UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

• The UNT System HUB Program staff is available to assist you with contact information for HUB certified vendors. The team also offers a new service. We will obtain informal bids and quotes from HUB vendors for your purchases under $25,000. This service saves you time and meets the requirement for obtaining bids from HUB certified vendors.

To request informal bids and quotes from HUB vendors:

1) Send an email to **hub@untsystem.edu** with the details of what product or service requested with any specification.

2) List a required delivery date.

3) Once you receive the bids or quotes from the HUB staff, compare them to any other bids or quotes received. The information should be attached to any purchases made through an ePro requisition or maintained for any Purchasing Card purchases.

NOTE: HUB vendors will be allowed 3-5 business days to respond (if it is a rush order, the timeframe can be adjusted).

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NEW
(Continued)

UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

- **Meet the HUB Team**
  - ▶ **Joey Saxon –** Senior Director and HUB Coordinator
  - ▶ **Greg Obar –** Associate Director of HUB
  - ▶ **Kimmalla Mitchell –** HUB Specialist – (Assigned to UNT System, UNT Health Science Center and UNT Dallas)
  - ▶ **Terri Miller –** HUB Specialist – (Assigned to UNT)

- **Employee Spotlight!**

These employees are making great efforts in using HUB vendors! We appreciate their support.

  - ▶ Jerri Duncan, Administrative Coordinator, UNT Risk Management
  - ▶ Brandi Lara, Associate Director, UNTHSC Safety Office
  - ▶ Ocia Abee, Administrative Coordinator, UNT Dallas Student Access and Success
  - ▶ John Wickersham, Assistant Director of Facilities, UNT System Building

Follow the UNT System HUB program on Facebook at **facebook.com/untsystemhub**.

ACCOUNTS PAYABLE

- **End of Year Reminder**

Year end is fast approaching. Please make sure all invoices are sent in a timely manner to **invoices@untsystem.edu**.

DESKTOP RECEIVING

- **New Desktop Receiving**

As part of the EIS 9.2 upgrade, a new Desktop Receiving and automated notification process has been implemented. All items not received through Central Receiving will now be required to be received through Desktop Receiving. This applies to goods and services ordered and delivered directly to the department by vendors.

In order to expedite payment to vendors, ePro coordinators should create a Receipt in EIS at the actual time of delivery of goods and services. If Accounts Payable receives an invoice with no receiver, an automated email notification will be sent as a reminder. The automated email notification replaces the "Approval to Pay" emails from Accounts Payable and should improve efficiency in the payment process. Please note that without confirmation of goods and services received, payment cannot be made to vendors.

▶ Please see the following page for an example of automated email notification.

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The Payroll and Time and Labor teams bid farewell to Carol McFarland, (in purple), who recently retired after serving as the UNT System Tax Accountant.

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NEW
(Continued)
DESKTOP RECEIVING

Subject) Action Required: Complete Desktop Receipt for Requisition # XXXX

In order to provide prompt payment to the vendor for goods received and/or service rendered to your department, Accounts Payable must insure that the goods were actually received and/or services rendered. An acknowledgement, referred to as Desktop Receipt, by you is required for timely processing.

Requisition # XXX requires desktop receipt. If these goods/services were delivered directly to the department by (Name of the vendor), then please complete the Desktop Receipt for BU XXX, Voucher ID # XXX.

For instructions on how to acknowledge the Desktop Receipt, please visit **https://oracleupkpd1.its.ad.unt.edu/KCenter/Content/506/data/toc.html**.

If you have any additional questions, please contact Business Support Services by phone at 940.369.5500/Toll-Free 855.868.4357 or email at **bsc@untsystem.edu**.

Navigate directly to **Manage Requisition** page.

Visit our training page at **bsc.untsystem.edu/business-process-training**.

TRAVEL
● **Reminders and Helpful Tips**
▶ Be sure to put the purpose of travel with all travel vouchers. Mileage travel vouchers should have a purpose listed for each trip either on the voucher or in the submission email.
▶ Signatures – be sure all required signature boxes are complete. If an account holder is also the supervisor, please sign in both boxes as the account holder and supervisor.
▶ Concur/CTP – only airfare and Enterprise/ National rental car are direct bill. All other rental cars and hotels are just reservations that will require payment at checkout.
▶ Travel Budget Authorization (TBA) – Be sure to complete TBA and get proper approvals prior to the trip on the TBA form available on the BSC website at **bsc.untsystem.edu/travel-budget-authorization-form-travel-voucher**.
▶ Conference Agenda – include conference agenda along with the travel voucher.

TIPS
▶ The Parking Spot is offering two free days of parking when you sign up with their SpotClub. This can be for personal or business use.

▶ Have a question? Visit **bsc.untsystem.edu/knowledge-base** or send your inquires to **bsc@unstsystem.edu**.

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CLIENT SERVICES

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

1. Question: Do you know how to find out who your Buyer is?

- **Answer: bsc.untsystem.edu/buyer-assignment-list** or go to: **bsc.untsystem.edu**.

1) click on BSC Service Areas for Procurement Services
2) click on Purchasing in the gray list on the left of the screen
3) click on Resources in the gray list on the left of the screen
4) click on "Buyer Assignment List"

2 Question: What do I do if I need a new reconciler for my Pcard?

- **Answer:** On the BSC Website in the Forms Library, there is a form called "BSC Pcard Assignment Form." Fill out this form and email it to **pcard@untsystem.edu** for them to process.

3. Question: How do I delegate my signature authority to someone else for Time and Labor or ePAR?

- **Answer:**
    1) Go to **myhr.unt.edu** and log in
    2) Under Main Menu choose Manager Self Service
    3) Choose Time Management
    4) Choose Time and Labor WorkCenter
    5) Click on the Navigation Links Tab on the Left
    6) Under Manager Self Service choose Manage Delegation
    7) Click on Create Delegation Request and follow the steps

4. Question: How do I delegate my signature authority to someone else for ePro?

- **Answer:**
    1) Go to **bsc.untsystem.edu/approver-proxy**
    2) Complete online form
    3) Submit

5. Question: I did not receive an email informing me that I had an ePar/ EPro requisition to approve?

- **Answer:** You must establish a preferred email within active directory for the EIS System to send you an email. Visit Account Management System at **https://ams.unt.edu** to review whether a preferred email has been established. The EIS system performs best if you select the option of firstname.lastname @ whatever institution you are with (unt, unthsc, untdallas, untsystem) as preferred. If you have set your preferred email and selected the firstname.lastname option but still are not receiving messages, review your email settings to ensure that you have not set up a rule and/or that emails from the system were not caught in junk email filters.

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Dan Edelman, Vice President of Finance and Administration and Chief Financial Officer at UNT Dallas, (third from left), stopped by the UNT System Historically Underutilized Business Program's public entities reverse vendor fair that was recently held at the UNT Dallas campus.

CLIENT SERVICES
(Continued)

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

6. Question: Where can I find the number of work hours in a month when docking an employee?

- **Answer:** You can find the number of working hours in a month on each monthly payroll deadline calendar located on the BSC website at **bsc.untsystem.edu/payroll_deadlines**.

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**.

Janell Tepera, Buyer

1. How long have you been a Buyer for UNT System?
Just shy of 4 years.

2. What is your past job experience?
Most of my "grown-up" work experience has been in the private sector, mainly in either distribution or manufacturing. It seems that I've always been in some facet of the supply chain, whether it's purchasing, customer service, inventory management, forecasting, scheduling, logistics, transportation, and/or some sort of analysis.

3. What do you enjoy most about being a Buyer for UNT System?
The difference between public sector and that of the private sector is incredible. It's been a huge eye-opening experience. That learning aspect appeals to me greatly. Also, quite often I never know what my day is going to entail because there are so many moving pieces. At the end of the day, there's satisfaction in knowing that I am helpful and making a contribution to UNTS.

4. Is there anything you would like our customers to know, or a helpful tip you could offer them?
Just breathe.

5. Tell everyone one fun fact about you?
Haha! That's an oxymoron! Well, although calling myself an artist is presumptive, I've been known to produce some colored-pencil drawings.

Business Support Services
2016 Training Calendar

Business Support Services UNT SYSTEM

ePAR Training Description – Class Number: (AO15EP)
The training is designed for new users or for anyone who needs a refresher course.

ePro Coordinator Training Description – Class Number: (AO16PO)
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.

Introduction to Time & Labor Description – Class Number: (AO15TL)
This is a comprehensive Time and Labor training that includes an introduction to the time sheet, how to enter time, approve time, correct time, delegate approval authority, and run reports. The training is open to everyone, but is especially helpful for those who manage and approve time.

PCard 101 Description – Class Number: (A015PC)
Purchasing Card 101 training will cover the most important guidelines related to the purchasing card, walk through the application process, card usage, allocating and reconciling in the Global Card Management System (GCMS), and additional best practices. Purchasing Card holders and reconcilers, DeptID/ProjID holders who deal with purchasing for their department should attend this training. This training qualifies as the required annual purchasing card refresher.

Trvael Description – Class Number: (A015TR)
The training will cover what is new in travel, as well as provide tips and helpful reminders. Anyone is welcome to attend the session, and the presenters will customize the training to the audience. There will also be time for a question and answer session following the presentation.

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

19 ePAR – 9 to 10:30 am – UNT Health Science Center, EAD, Room 719

19 ePro Coordinator – 10:30 am to Noon – UNT Health Science Center, EAD, Room 719

20 ePAR – 9 to 10:30 am – Business Leadership Building (UNT), Room 073

20 ePro Coordinator – 10:30 am to Noon – Business Leadership Building (UNT), Room 073

20 Travel – 9 to 11 am – Business Leadership Building (UNT), Room 073

21 Travel – 9 to 11 am – UNT Health Science Center, EAD, Room 703

26 Purchasing Card 101 – 10 to 11 am – Business Service Center (Woodhill Square), Room 4202A

As of 6.2016