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NEWSLETTER

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MARCH 2015

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NEW PAYROLL

Semi-Monthly Employees March Pay Date

- Employees who are paid semi-monthly at all UNT System component institutions will be paid on Monday, March 16, 2015. If you have not elected direct deposit or the paycard, and instead receive a paper check, those checks will be mailed by March 16.

Should you have any questions, please contact the UNT System Business Service Center at 940.369.5500/Toll-Free 855.868.4357.

PARTNERS MEETING

Health Science Center Partners Meeting Scheduled

- **Thursday, March 12**, the Business Service Center will host a Partners meeting from **10 to 11:30 am at the UNT Health Science Center, Room RES 114**. Please join us for updates and an open forum for questions and answers.

PROCUREMENT SERVICES

Watch for the New Purchasing and Travel Cards with a Chip and PIN Number

What's the change?

Cardholders will receive new PCard and Travel cards. By March 2015, all State of Texas entities are expected to fully migrate to the next generation of card fraud prevention: Chip and PIN cards.

Why is it changing?

Chip and PIN card technology is a powerful new tool to help cardholders combat potential fraud. When a cardholder calls to activate their new card, they choose a 4-digit PIN, which is linked to the card's encrypted microprocessor. Then, when the cardholder uses the card at a Chip-enabled terminal, they enter the PIN for additional security.

If cardholders forget their PIN, they should call the number on the back of the card (not their Purchasing Agent).

Merchants are expected to rapidly adopt the technology, since MasterCard and Visa will shift liability to merchants who have not adopted Chip-enabled technology by October 2015.

What will not change?

For convenience, the new Chip and PIN card continues to support magnetic stripe technology, so cardholders can still use their new cards even with merchants who have not yet implemented the CHIP terminals. Also, cardholders will retain their account number on their new Chip and PIN card; only the expiration date and security code will change.

For more information on the Chip and PIN cards and cardholder communication, please refer to the [Frequently Asked Questions](#).

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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 (Continued)

Improved Process for Travel Booked Through Concur/Corporate Travel Planners (CTP)

What's the change?

- Email approvals for arrangements booked for airfare, lodging and/or car rental through our travel partner, Concur/Corporate Travel Planners (CTP), are no longer required. Once a traveler certifies in Concur/CTP that the Travel Budget Authorization form (TBA) is completed and approved, the ticket will be purchased immediately. The TBA form is used to document the approval of the estimated expense by the deptid/projid holder(s), supervisor and research/grant office, if grant funds are used.

Why the change?

The change will provide greater efficiencies when booking and approving travel, as well as reduce duplication of work by approvers.

How will this impact me?

- As a traveler, it will ensure your flights are not canceled because the approvals did not occur within the mandatory 24-hour window from the time the airfare is booked.
- As an approver, it will prevent you from having to approve a transaction twice – via the TBA and via Concur/CTP. You will now only need to approve the TBA.

Important Note:

TBA forms are required to be completed, approved, and on file with the Business Service Center (BSC) travel team prior to any reimbursement. Please send your approved TBA to traveladvance@untsystem.edu, and we will maintain it on file and match it up with the travel reimbursement voucher when submitted. Immediately submitting the TBA to the BSC travel team for all Concur/CTP bookings will ensure the appropriate DeptID/ProjID is used to charge the expense. A voucher should be completed for all expenses incurred on behalf of a traveler, regardless if the traveler is due a reimbursement or not.

CLIENT SERVICES

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

1. Where can I find the Per Diem Rates for Travel?

- **Answer:** Per Diem Rates can be found on the [U.S. General Services Administration \(GSA\) website](#). Per diem and limited per diem will be reduced to 75% of the rate on the first and last day of travel (this is in line with GSA travel guidelines).

2. Where can I find the category codes when I am creating a requisition?

- **Answer:** You can find a list of category codes on the [BSC website](#).

3. How do I know what I am permitted to buy on my PCard?

- **Answer:** Visit the [BSC Purchasing Guide for PCard](#) on the BSC website.

4. Where can I find the Payroll Deadlines?

- **Answer:** You can find Payroll Time and Labor and ePAR deadlines on the [Payroll page](#) and [Training Page](#) of the BSC Website.

5. Where do I send completed Travel vouchers that need to be processed?

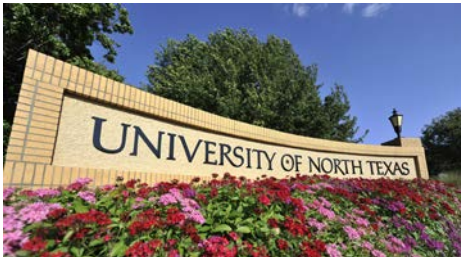
- **Answer:** Send all travel vouchers to travelvouchers@untsystem.edu.

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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

(Continued)

GETTING TO KNOW OUR BUSINESS SERVICES PROCESS TRAINER

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

Carl Miron, Trainer



1. How long have you been a trainer with the Client Services team?

Although it feels like I have known everyone for decades, I have only been part of the Client Services team since late August 2013.

2. What is your past job experience?

Before joining the UNT System, I taught US History and Rhetoric at the University of Texas at Dallas, as well as Humanities classes at Collin College. I have prior teaching experience with Alamo Colleges in San Antonio, as well as administrative experience as a Dean of Students with Antonian College Preparatory High School – also in San Antonio – and I held the same position for four years at a private school in Mexico City. I was also an assistant manager with Enterprise Rent-A-Car before pursuing graduate studies.

3. What do you enjoy most about being a trainer?

Interacting with people is the best part of training. Whether it's coming to know people better or helping them succeed in their work, training is all about people.

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

I'm here to help! Let me know if you or your department need training or help finding answers. I'm all about finding solutions and if I'm not helping you, then I'm simply not doing my job.

5. Tell everyone one fun fact about you!

I've lived, studied, or worked in Ireland, Spain, Mexico and Italy.

Visit our training page at

<https://bsc.untssystem.edu/business-process-training>

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BUSINESS PROCESS TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8 Daylight Savings Time	9	10	11	12	13	14
15	16 Staff Holiday Universities Closed *Except UNT Dallas College of Law	17 St. Patrick's Day	18	19 Time & Labor Troubleshooting 2 to 3:30 pm BSC Room 4202A (AO15TT)	20 Spring Begins	21
22	23 ePAR 10 to 11:30 am UNTD Bldg. 1, Rm 212 (AO15EP)	24 Time & Labor Troubleshooting 10 to 11:30 am HSC EAD 703 (AO15TT)	25 Purchasing/Travel Roundtable 10 am to Noon UNTD Bldg. 1, Rm 262 (AO15PR)	26 Purchasing/Travel Roundtable 9:30 to 11:30 am HSC EAD 703 (AO15PR)	27 Purchasing/Travel Roundtable 9 to 11 am BSC Room 4202A (AO15PR)	28
29 Palm Sunday	30 ePAR 9 to 10:30 am BSC Room 4202A (AO15EP)	31 ePAR 10 to 11:30 am HSC EAD 291 (AO15EP)	1	2	3	4

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