

# Solution Source

## NEWSLETTER

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## MAY 2015

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### NEW

#### Payroll Deadline for Reallocations

- The payroll deadline for reallocations (redistribution of funds) for Fiscal Year 2015 is **Friday, Aug. 7, 2015**. If a retro funding change is necessary, an ePAR will need to be submitted **AND** approved no later than 5 p.m. on August 7, 2015 in order to be reallocated.

#### Vacation Maximum Carry Over

- The Payroll team would like to make you aware that there is 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, 2015 and is in excess of the maximum carry over amount will lapse to sick leave. All time will need to be entered and approved in EIS no later than September 11, 2015 for the lapsing to process correctly. Below is a chart indicating the maximum carry over amount. [Vacation Accrual Chart](#).

#### Paycheck Information Appearance to Change on Portal

- You will soon see a change to the campus portal. Rather than having one tab to view all of your paychecks, there will be two tabs. The first tab will be archived checks that were paid prior to 6.1.15. The second tab will include all checks after 6.1.15.

These changes take effect this month. Should you have any questions, please do not hesitate to contact us at [bsc@untsystem.edu](mailto:bsc@untsystem.edu) or **940.369.5500/Toll-Free 855.868.4357**.

Pay Check Date	Pay Begin Date	Pay End Date	Type	Net Pay	Paycheck Number	PDF File
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#### Parking Spot UNT System Preferred Airport Parking Provider

- The Parking Spot is University of North Texas System's preferred airport parking provider in your departure city.

**SUMMER PROMOTION 2 FREE DAYS** – The Parking Spot is offering 2-days of free airport parking to all UNT System faculty, staff and students who sign up for a Spot Club Exec corporate discount card **before Friday, July 31, 2015**. Please order your card at <https://www.theparkingspot.com/promotions/corporatehome>.

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### **BUSINESS SERVICE CENTER UNT SYSTEM™**

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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.

### (Continued)

#### Parking Spot UNT System Preferred Airport Parking Provider

Other Benefits include:

- Discount parking rates
- Friendly shuttles with luggage assistance every 5-7 minutes
- Well-lit, secure and open 24-7
- Covered, open-air and valet parking\*
- USA Today newspapers at check in\*\*
- Chilled bottled water at check-out
- Spot Club Exec loyalty program- earn points towards free parking
- Car wash options also available

● Valet parking where available

●● While supplies last



**LOVE FIELD PARKING** – Please also be aware that at Love Field the parking, both on and off airport, is in high demand. All employees of any UNT System Institution receive free reservations through the below link and a reservation will guarantee your space when you arrive: <https://www.theparkingspot.com/promotions/corporatehome.aspx?CCode=Univ2290>.

### REMINDERS

#### Reminders about Your Citibank Travel Card

- Your Citibank individually billed travel card should only be used for University related business travel and should not be used for personal charges. Also, your Citibank travel card terms and conditions require you to make full payment each month. It is not a revolving balance credit card. Please make sure to pay your full balance each month to avoid having your card deactivated.

#### Pcard Best Practice: Reconciling Reminder

- The Pcard team would like to remind reconcilers and approvers to reconcile their transactions on the Global Card Management System (GCMS) no later than the 10th day of each month to ensure accurate and timely allocation of funds.

Reconcilers are responsible for reviewing receipts and allocations made by the Card holder in GCMS to ensure transactions are coded properly and Dept ID/Proj ID information is correct by selecting the “approve” box.

Cardholders allocate in GCMS after the purchase is made and sign report after making purchases.

Approvers/Dept ID Holders review, approve and sign expense reports.

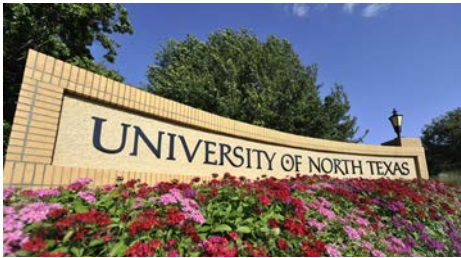
For data entry due dates please see the [Pcard Data Entry Calendar](#).

As always, if you have any questions, please do not hesitate to contact the PCard Team at 940.369.5500 or [pcard@untsystem.edu](mailto:pcard@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.

## REMINDERS

### PAYROLL NEWS FROM THE BUSINESS SERVICE CENTER



## Time and Labor Enhancements

We are pleased to announce that new enhancements to the Time and Labor process are now complete. The enhancements simplify access to approving and reporting time. You will now be able to access timesheets that need your approval **DIRECTLY** from your portal. This eliminates the need to log-in to EIS Human Capital Management (HCM) and navigate to the Time and Labor WorkCenter. This saves you time and makes the process more convenient. These are cosmetic changes and do not impact the overall function of the time and labor system. You can now log-in to your campus portal, click on the Human Resources Tab and you will see the direct links below. The options you will see below will be dependent upon your role and security.

Human Resources

Time Reporting

Approve Time  
View and approve timesheets for direct deposits

Time & Labor WorkCenter  
View Manager Time and Labor WorkCenter

My Timesheet  
Enter your time and submit for manager approval

Questions or comments? Email: [bsc@untsystem.edu](mailto:bsc@untsystem.edu) | Call: 940.369.5500/Toll-Free 855.868.4357 | 1112 Dallas, Dr., Suite 4000, Denton, TX 76205

## Car Rental Perks for Employees

- National Car Rental and Enterprise Rent-A-Car are preferred rental car vendors for the UNT System. Both National and Enterprise have agreed to extend the UNT System contract rate to employees for personal travel. To make a reservation for a personal rental with Enterprise, access [www.enterprise.com](http://www.enterprise.com), use UTS999 as the corporate ID number and use UNI as the pin/password. For reservations with National, access [www.nationalcar.com](http://www.nationalcar.com) and enter in UTS999 in the Contract ID field. See more at: <http://bsc.untsystem.edu/car-rental-perks-unt-system-employees#sthash.VNGMB8xF.dpuf>.
- Employees can also enroll in the Emerald Club, which can be used at both National Car Rental and Enterprise Rent-A-Car. Access the custom online application at: <http://www.nationalcar.com/offer/UTS600>.
- If employees are currently in an elevated status with another car rental company, National will match that current status. Enroll in the Emerald Club via the link above and then email [Anna Scheidt at anna.c.scheidt@ehi.com](mailto:anna.c.scheidt@ehi.com) with the request for status-match upgrade. The email must include the employee's Emerald Club number and the current membership level with the other company.
- If employees are a current Emerald Club member, there is no need to enroll again. If the employee's profile needs to be updated so it is linked to the UNT System program, send an email along with the Emerald Club number to Anna Scheidt at the email address above. See more at: <http://bsc.untsystem.edu/car-rental-perks-unt-system-employees#sthash.VNGMB8xF.dpuf>.

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The UNT Hurley Administration Building tradition is to be lit up green when the Mean Green win an athletic event.

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### REMINDERS

#### 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](mailto: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.

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

#### 1. What is a click wrap agreement?

- **Answer:** Click wrap agreements are contracts on websites that are executed when a user clicks "I agree" to terms and conditions online.

#### 2. How can I find out if the vendor I am purchasing from has an Approved Click Wrap Agreement with us?

- **Answer:** The purchasing team reviews and provides a list of approved companies that purchases can be made from without further approval. See [Approved Click Wrap Agreements Vendor List](#).

#### 3. If the vendor I want to purchase from is not on the Approved Click Wrap Agreement List, what should I do?

- **Answer:** Use the [Request Click Wrap Approval](#) form to submit a click wrap agreement to a contract specialist. The Purchasing team will respond to you and let you know if you can agree to the terms and add it to the approved vendor list if applicable.

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The hardworking mailroom staff at the UNT Health Science Center.



A proud graduate of UNT Dallas.

### (Continued)

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

#### 4. How does a company become a vendor?

• **Answer:** Go to [How to Do Business](#) with us. This page contains all information needed to do business with the University of North Texas System.

#### 5. Where can I find the Hotel Occupancy tax exempt form? This form is used when traveling in the state of Texas.

• **Answer:** Go to [Hotel Occupancy Tax Form](#).

#### 6. Where can I locate the Purchasing Cooperatives and Contract Pricing list?

• **Answer:** The list is located at the BSC website at: <http://bsc.untsystem.edu/contract-pricing>.

## GETTING TO KNOW YOUR BUYERS

• Each month we have introduced you to a different member of our team. Beginning this month, you will learn more about the **Purchasing Strategic Sourcing Team**.

### Barry Sullenberger, Senior Buyer



#### 1. How long have you been a Buyer with the Strategic Sourcing team?

I have been a buyer on the Strategic Sourcing team since its inception in January of 2013.

#### 2. What is your past job experience?

Before I was a Buyer for the BSC starting in September 2011, I have held a similar position at the UNT Health Science Center from February 2007. From 1999 to 2006 I was a Senior Subcontract Administrator (Buyer) with Lockheed Martin, buying parts for the F16, F22 and C130 planes for the USAF and other countries. From 1986 to 1999 I had several positions with Houston General Insurance Company the last being the Supervisor of Purchasing.

#### 3. What do you enjoy most about being a Buyer for UNT System?

The variety of different items I am asked to purchase for the departments we serve in procurement. It truly is a list of "all things great and small."

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

I am a Cub Scout leader and the Cub Scout Motto is "Do your Best." I will always "Do My Best" to give them good customer service and find the best value for them and UNTS.

#### 5. Tell everyone one fun fact about you!

I have a true love of two things outside my family. Those loves are sports and trivia. So I guess the fun fact is that I was the captain of the Whiz Quiz team in high school.

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*May 2015*

### BUSINESS PROCESS TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 Time & Labor Troubleshooting 10 to 11:30 am <b>HSC EAD 703 (AO15TT)</b>	20	21 Time & Labor Troubleshooting 10 to 11:30 am <b>BSC Room 4202A (AO15TT)</b>	22	23
24	25	26 Procurement Roundtable 9:30 to 11:30 am <b>HSC EAD 714 (AO15PR)</b>	27	28	29	30

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