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NEWSLETTER

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FEB/MARCH 2017

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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.

03.906 Lactation Support

It is the policy of the UNT System Administration to support the practice of expressing breast milk. The System Administration shall make reasonable accommodations for the needs of employees who express breast milk during the workday.

08.12000 Overpayments to Employees

UNT System will promptly pursue collection of overpayments to employees. The UNT System Controller's Office will work with all System Administration and component Institution departments and employees to identify and correct overpayments. It is the responsibility of all UNT System employees to report overpayments.

08.15000 Travel Administration

Travel by authorized individuals must be in accordance with UNT System Travel guidelines, this regulation, and applicable state laws. All travel must be approved in advance. Travel expenses must be reasonable and necessary for conducting System or Institution business.

For more information, please visit the [UNT System Policies](#) page.

CONTRACTS

• Credit Card Payment Regulations

Is your department looking to accept credit card payments? Credit card payments have certain regulatory requirements that must be met, including Payment Card Industry Data Security Standards (PCI DSS). Any contract that include accepting credit card payments must be reviewed and approved for compliance. Agreements for UNT, UNT Dallas, and UNT System Administration must be reviewed and approved by Student Accounting prior to submission to the Business Support Services Contracts Area. Agreements for UNTHSC must be reviewed and approved by UNTHSC Finance prior to submission to the UNTHSC Office of Contract Administration.

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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.

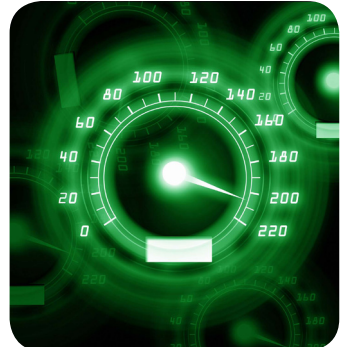
NEW

TRAVEL

- **Mileage Reimbursement Rate Decreased to 53.5 Cents on Jan. 1**

The maximum mileage reimbursement rate for state employee travel in a personal vehicle decreased from 54.0 cents to 53.5 cents per mile, effective Jan. 1, 2017. This rate 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 expense reporting. For the most current version of the travel voucher, please go to the Forms Library at untsystem.edu/forms-library.



For more details about mileage reimbursement, please visit the Texas Comptroller's website. For any other questions about mileage or travel-related information, please contact us at 940.369.5500/Toll-Free 855.868.4357.

PAYMENTS

- **Prompt Payment Act**

Payments Team members work diligently to ensure all vendor invoices are paid according to the Prompt Payment Law. As a state agency, the UNT System adheres to the **Prompt Payment – Comptroller Policy**.

Agencies are responsible for ensuring that each payment is treated correctly in Uniform Statewide Accounting System (USAS) according to the prompt payment law. A state agency's payment is due on the 30th day after the latest of:

- The date the agency receives the goods under the contract.
- The date the performance of the contracted service is completed
- The date the agency receives an invoice for the goods or services.

To review the law in its entirety, see **Chapter 2251 of the Texas Government Code**.

Please note that the Travel team receives many inquiries to RUSH payments; however, if the team does not have a qualifying invoice, it issues payment based on the Prompt Payment Law (excluding reimbursements, refunds, etc.).

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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

UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

• HUB Team Honored

The Dallas/Fort Worth Minority Supplier Development Council presented the UNT System with an E Award for the Emerging Buying Entity of the Year for 2016 at their annual gala on November 18, 2016. The award recognizes an entity that has excelled in developing a supplier diversity program and provided exceptional support to minority businesses. The selection committee identified the significant progress made by the UNT System in its commitment to the State of Texas Historically Underutilized Business (HUB) program.



• HUB Champion Recognized

Greg Obar, Associate Director of HUB Program, presents **Dr. Jamaica Chapple**, UNT Dallas Dean of Students, with one of the first "HUB Champion" mugs. Dr. Chapple has demonstrated strong support for the HUB Program and has worked diligently to exceed all HUB goals. The HUB Program is looking for our next "UNT System HUB Champions!"



• HUB Vendors Available for Furniture Purchases

Did You Know? These commonly used furniture vendors are also HUB certified:

- | | |
|--------------------------------|----------------------|
| • BKM | Vendor ID 0000000663 |
| • Corporate Source Ltd. | Vendor ID 0000015120 |
| • Facility Interiors Inc (FMG) | Vendor ID 0000014490 |
| • Intelligent Interiors | Vendor ID 0000023043 |
| • Royer and Schutts | Vendor ID 0000004779 |
| • Wilson Project Management | Vendor ID 0000042013 |

PROCUREMENT SERVICES

• Buying from the Texas Industries for the Blind and Handicapped



The Texas Purchasing from People with Disabilities program or State Use Program was created in 1975 and is dedicated to furthering the State's policy of encouraging and assisting persons with disabilities to achieve maximum personal independence by engaging in useful, productive employment activities.

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A Look Back: 1913 – Intercollegiate football begins at North Texas State Normal College.

NEW

PROCUREMENT SERVICES

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- **Buying from the Texas Industries for the Blind and Handicapped**

Under this program individuals with varying levels of disabilities produce products or perform services. The Texas Industries for the blind and Handicapped (TIBH) is an avenue through which this program is carried out.



Jobs for People with Disabilities

State agencies and institutions of higher education are required to support the state's efforts by giving first consideration to products and services provided by TIBH. Items or services purchased through TIBH do not require competitive bidding. Exceptions may be made to purchasing products through TIBH if their product or service does not meet our requirements for quality, quantity, delivery, life cycle costs, testing and inspection. On a monthly basis, Procurement Services is charged with reporting the times when we exercise one of these exceptions and purchase products from another source that TIBH could have otherwise delivered.

We would like to take this opportunity to encourage everyone to visit TIBH's online catalog located at: <http://tibh.org/catalog/index.php> and strongly consider them as a viable source.

If you have any questions about using TIBH or the State Use Program, please contact me at Michael.Abernethy@untsystem.edu.



REMINDERS

PROCUREMENT SERVICES

- **Purchasing Card Data Entry Requirements**

The timeliness of your Purchasing Card data entry impacts the deadlines of many aspects of the financial reporting process from grants and budgeting, to processing the Citibank payment. Effective **September 4, 2016**, Cardholders began being expected to enter the appropriate chart of account strings (funding information) once a week in Global Card Management System in Citibank (GCMS).

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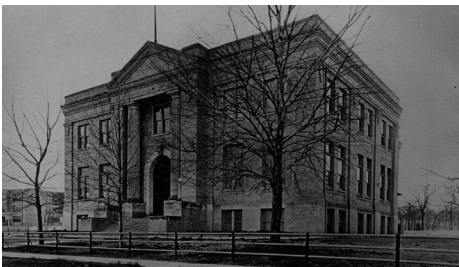
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A look back: in 1894, the Texas Normal College and Teachers' Training Institute is renamed North Texas Normal College.

REMINDERS

PROCUREMENT SERVICES

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• Purchasing Card Data Entry Requirements

For example, on Friday of each week, the cardholder will enter the chart strings for any transactions that have posted up to that point in GCMS. Reconciling and completing the reports will still be due no later than the 10th of each month or the following business day.

Monthly Data Entry Deadlines – At the conclusion of each billing cycle, all transactions recorded in GCMS should have a major description category designated and the fund source verified. An Excel or .pdf report should be printed/requested and transaction documentation should be reviewed. Appropriate documentation should be kept in departmental files according to retention guidelines and furnished upon request by Business Support Services or Internal Audit.

TIME & LABOR

• Timekeeper Tips

Calculating the Correct DOC Time Rate:

When entering DOC (dock) for an employee, the override rate will need to be entered on the timesheet. To calculate the override rate you will need to use the following formula:

- $\text{Monthly Salary} + \text{Benefit Replacement Pay}^* (\text{BRP}) / \text{Work Hours in Month}.$

Example: If it is March 2016 and your employee has a monthly salary of \$2,300 with a BRP of \$100 your formula would look like this: $(\$2,300.00 + \$100) / 176 = \$13.64.$ Once the DOC time reporting code is entered, a box will open up to allow you to enter this rate.

The 74th Legislature passed Senate Bill 102, eliminating the state-paid Social Security payment, effective Dec. 31, 1995. After this date, eligible employees began receiving a supplement known as Benefit Replacement Pay (BRP) in place of the state-paid Social Security payment.

BRP is calculated and included on each paycheck that includes salary or wages subject to tax under FICA until the maximum calendar year benefit is reached. If you are not sure whether or not someone receives BRP please contact Business Support Services at bsc@untsystem.edu or 940/369-5500/Toll-Free 855/868-4357.

Note: What is Benefit Replacement Pay (BRP)?

*Social Security payroll taxes are collected under authority of the Federal Insurance Contributions Act (FICA). Before Jan. 1, 1996, state employees received a state-paid FICA supplemental payment of 5.85 percent, up to a maximum of \$965.25, on their first \$16,500 of FICA-covered wages.

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REMINDERS

TIME & LABOR

- **Timekeeper Tips**

Comp Time History Reports

This is a specialized report to show the daily history of comp time earned, taken, paid and lapsed during a period.

These reports are very helpful in assisting employees to avoid lapsing (can include future lapsing) and assisting timekeepers in reconciliation when errors are either identified or suspected.

How to Run Comp Reports in EIS and How to Clean Up Comp Reports?

<https://www.untsystem.edu/hr-it-business-services/payroll/time-and-labor#sthash.h3xVaUZG.dpuf>.

Need access to run queries? Send a written request to bsc@untsystem.edu.

CLIENT SERVICES

- **Tip of the Month**

Would you like to be able to view all employees in your department and who they report to?

From the EIS 9.2 Main Menu Navigate to:

Workforce Administration > UNTS Customizations > Direct Reports > Select Direct Reports

- Enter your department ID number (the new 6 digit #) and click on the Search button.
- The direct reports screen will open with two spreadsheets side-by-side. Use the spreadsheet on the right.
- Click on "Manager Name" in the column heading – this will put manager and Supervisor names in alphabetical order and you will be able to see (in the last column) who reports to each manager/supervisor.

Select Direct Reports

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Department:

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save



The Time and Labor and Payroll teams at this year's holiday luncheon.

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REMINDERS

CLIENT SERVICES

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

1. Question: I have a travel question and want to contact the travel section. What is the correct contact information?

• **Answer:** Please send all travel questions to Client Services bsc@untsystem.edu or 940/369-5500/Toll-Free 855/868-4357. Please **DO NOT** send questions for travel to the travelvouchers@untsystem.edu email address.

2. Question: If I am using my Pcard for a purchase, how is the purchase authorized?

• **Answer:** Departments are responsible for having internal processes for ensuring that purchases are authorized prior to use of the purchasing card. Official approval of the purchases occurs when the Purchasing Card Manager approves and signs the monthly account statement of the cardholder.

3. Question: The travel vouchers show the same rate as last year but the rate has changed from .540 to .535 cents.

• **Answer:** The travel rate has been updated on the voucher. Due to the “rounding system” in EIS, the 53.5 cents shows as 54 cents on the form. It will calculate at 53.5. Note: If you are completing the travel voucher for mileage in 2016 – the voucher will calculate the rate at .540. Please make sure you always download the latest version of the [Travel Voucher](#) from our [Forms Library](#).

4. Question: What should I do if I found a flight that is cheaper than the flight that Concur has available?

• **Answer:** Concur will normally match the price of the cheaper flight that was found. Contact Concur's Help Desk at Toll-Free: 877.727.5188.

SPOTLIGHT

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**.

Monica Madrid, Buyer



1. How long have you been a Buyer for UNT System?

4 months, overall with UNT, almost 10 years.

2. What is your past job experience?

Before coming to work at UNT again, I was a Purchasing Specialist for Hulcher, where I purchased goods/services. I also worked for UNT from 2001-2010 as a Purchasing Assistant in Facilities.

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SPOTLIGHT

GETTING TO KNOW YOUR BUYERS

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- 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**.

Monica Madrid, Buyer



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

I enjoy the variety of work and it helps with my learning process. I love the atmosphere and I have some amazing co-workers.

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

Please remember that Buyers are here to answer any questions and to help in any way we can.

5. Tell everyone one fun fact about you?

I love music, so I tend to sing when a good song comes on (singing is not anywhere on my resume).



A look back at 1942: Students playing cards at the North Texas State Teachers College.

Visit our new website at <https://www.untsystem.edu/>. Should you have any questions on where to find forms or other information, please contact **Lacy Fenn** at lacy.fenn@untsystem.edu or at 940.369.5604.