# Solution Source
## NEWSLETTER

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## JULY/SEPTEMBER 2017

### In this issue:

## NEW
### BUSINESS SUPPORT SERVICES

**• Business Support Services Welcomes Director of Purchasing**

**Jon Rascon** was recently hired to serve as the Director of Purchasing for Procurement Services. Jon brings more than 11 years of experience in purchasing and administration, contract negotiation, vendor management, global sourcing, supply chain management and quality assurance.

As the Director of Purchasing, Jon will lead the Buyers and Senior Buyers. He will also be responsible for managing and implementing process improvements for system-wide purchasing and strategic sourcing.

**Jon Rascon**

Prior to coming to the UNT System, Jon spent four years as the Purchasing Manager at Parkland Health & Hospital System. While at Parkland, Jon directed and managed the development, evaluation, supplier selection, implementation and management/resolution in the procurement of goods and services. He developed a process for monitoring and managing the performance of key suppliers, and directed the establishment of improvement targets, measures and monitoring vendor performance. He also worked collaboratively with the Value Analysis team on new commodity and product lines.

His past work experience also includes serving as a Buyer for the City of Dallas and Sanmina-SCI, as well as spending six years as the Purchasing Manager and Senior Buyer for Fair-Play Scoreboards.

Jon has a Bachelor of Science in Business Management from William Penn University in Oskaloosa, Iowa.

### YEAR-END REMINDERS
### FINANCIAL REPORTING

The following deadlines apply to all University accounts. Please note that grant accounts are also subject to the deadlines below. It's recognized that certain grants may be multi-year grants or have a fiscal year that does not coincide with the University's fiscal year; however, year-end audit requirements mandate that the University report all of its activity, including grants, on an August 31 basis.

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Business Support Services

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Controller

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.

## YEAR-END REMINDERS
## FINANCIAL REPORTING
**(Continued from Cover)**

**Monday, August 21**
**USAS DOCUMENTS** – All USAS documents for deposits must be entered in USAS and received at the State Comptroller's office no later than close of business today.

**Monday, August 21**
**FIRST-CLASS AND BULK MAIL SERVICES** – Projects to be mailed standard (bulk) must be printed and delivered to Mail Services no later than 5 pm, August 21 to ensure postage is charged to the DeptID by fiscal year-end. Mail received and processed after this date will be charged to FY2018.

**Thursday, August 24**
**UNT PRINTING SERVICES** – All printing orders using FY17 funds must be submitted to UNT Printing Services.

**Thursday, August 24**
**IDTs** – All Interdepartmental Transactions (IDT) using FY17 funds and their supporting documentation should be received by your Controller Office by 5 pm.

**Friday, August 25**
**1ST CLASS MAIL SERVICES** – All first class mail projects must be received by UNT Printing & Distribution Solutions by 1 pm. Mail received and processed after this date will be charged to FY2018.

**USAS DOCUMENTS** – All USAS documents for payments must be entered and released or in "P" status (payment) by close of business.

**Monday, August 28**
**CASH RECEIPTS** – All Departmental deposits (cash and checks) for FY17 should be received in the Cashier Area of Student Accounting no later than Monday, August 28, 2017 at 2 pm. Deposits for FY17 received between 2 pm August 28 through end of day August 31 should be received in the Cashier Area of Student Accounting no later than 5 pm, on September 4.

## YEAR-END REMINDERS

### FINANCIAL REPORTING
**(Continued from Page 2)**

**Wednesday, September 6**

**ACCOUNT BUDGET AUTHORIZATIONS (ABAs)** – All ABAs for FY17 are due to the Budget Office by 5 pm.

**DEPARTMENTAL ENTRIES** – All departmental journal entries and support must be submitted to your Controller Office by 5 pm.

**CREDIT CARD REALLOCATIONS** – All journal entries and support for credit card reallocations relevant to FY17 must be submitted to your Controller Office by 5 pm.

**INVENTORY DATA** – All consumable and merchandise for resale inventory data as of August 31 must be submitted to your Controller Office by 5 pm.

**Friday, September 8**
Roll forward of FY17 Budget for PO Encumbrances to the FY18 Budget.

**Saturday – Sunday, September 9-10**
Purchase Order roll forward from FY17 to FY18.

**Monday, September 11**
Year-End Close in General Ledger System (No Period 12 accounting entries for FY17 allowed after close).

**Friday, September 15**
**ACCOUNT RECONCILIATIONS** – All August account reconciliations must be final and complete.

Your efforts to meet the above deadlines are greatly appreciated. We encourage you to prepare and process documents as early as possible to avoid the year-end rush. For any questions, please contact your Controller Office:

**UNT Controller:**
Jennifer Stevenson – 940.369.5518 or Victor Aimuyo – 940.369.5099
**HSC Controller:**
Paula Welch – 817.735.2536
**UNT Dallas Controller:**
Elaina Blount – 972.338.1423

Questions regarding payroll and procurement deadlines should be directed to 940.369.5500 or Toll-Free/855.868.4357.



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.

## YEAR-END REMINDERS

### PAYMENTS

**• Accounts Payable and Travel**

**Tuesday, September 5**

**PAYMENT AND TRAVEL VOUCHERS** – Travel and Accounts Payable vouchers using FY17 funds must be received by 5 pm.

### PAYROLL

**Friday, August 4**

**PAYROLL FUNDING REALLOCATIONS** – All ePARS for payroll funding reallocations must have the final approval by 5 pm. Additional information regarding payroll year-end deadlines may be found at **untsystem.edu/hr-it-business-services/payroll/payroll-deadlines**.

**Monday, August 28**

**SUPPLEMENTAL PAYROLL** – ePARs must have final approval by 5 pm to be processed on the last supplemental payroll for FY17. Any ePARs approved after this time will use FY18 funds.

**Friday, September 1**

**SPECIAL HOURLY PAYROLL** – Time and labor for hourly payroll from 8/16/17 to 8/31/17 must be entered and approved by 12 pm.

### PROCUREMENT SERVICES

**Friday, July 21**

**ePRO REQUISITIONS** – ePro requisitions of amounts greater than $25,000 require formal bids and must be received by Procurement Services by 5 pm.

**Friday, August 11**

**ePRO REQUISITIONS** – ePro requisitions that involve signature authority must be received by Procurement Services and must have the unsigned contract/agreement attached to the requisition. Business Support Services will obtain the necessary signatures.

**Monday, August 21**

**ePRO REQUISITIONS** – ePro Requisitions of $25,000 or less using FY17 funds must be created and approved by 5 pm. Additional information about year-end deadlines for requisitions may be found at **untsystem.edu/hr-it-business-services/procurement/purchasing**.

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

## YEAR-END REMINDERS
### PROCUREMENT SERVICES

**(Continued from page 4)**

**Wednesday, September 6**

**PURCHASING CARD DATA ENTRY IN GCMS** – Purchasing Card data entry in the Global Card Management System (GCMS)/Citibank for August transactions using FY17 funding must be completed by 5 pm on Wednesday, September 6, 2017 for transactions with a posting date of August 4, 2017 through August 31, 2017.

**Monday, September 11, 2017**

Purchasing Card data entry in GCMS/Citibank for September transactions using FY18 funding must be completed by 5 pm on Monday, September 11, 2017 for transactions with a posting date of September 1, 2017 through September 3, 2017. Additional information about year-end deadlines for PCard activity may be found at **https://www.untsystem.edu/sites/default/files/pcard_data_entry_due_dates_fy18.pdf**.

## NEW
### PAYROLL

**• Electronic Payroll Action Request (ePAR) Update**

1). **New Warning Message** – ePAR now provides a warning when you are entering an employee change and there is a future status change (Leave of Absense, Short Work Break, Termination).

2). **Identified Issue** – Pushback/Pullback: we are aware that when an ePAR gets pushed/pulled back, inserted approvers were disappearing. This issue has been resolved.

3). **Changing effective dates** – Changing effective dates on an ePAR that is pushed/pulled back or already saved as a draft is not a function available in ePAR. If you create an ePAR and later need to change the effective date, you will need to submit a new ePAR. **EXCEPTION:** Termination actions will allow you to change effective date after saving and/or submitting.

**• ePAR Phase II Update**

We are currently working on Phase II of ePAR which will deal with vacant positions. Below is a graphic that indicates current ePAR processing options and phase II options.

| Current ePAR System: Employee Transactions | Phase II ePAR System Position Transactions |
|---|---|
| 1 | 2 |
| • Hire | • Create New Position |
| • Terminate | • End/Inactivate Position |
| • Employee Changes | • Position Changes |
| • Tranfers | • Position Overlap |
| | • Post/Advertise a position/job |
| | *Note: These are transactions are intended for 'vacant' or 'soon to vacant' positions once the ePAR has been submitted.* |



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

## NEW
### PAYROLL
**• ePAR Phase II Update**

**ePAR Phase II Estimated Timeline**

- Fall 2016 – finalize functional specifications
- April – June 2017– programming and design
- July – September 2017 – testing
- Fall 2017 – Go-live

## NEW
### UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

**• Summus Industries (HUB Certified Vendor) – Reseller of VWR Products**

VWR and Summus Industries have entered into a strategic alliance which allows Summus to leverage VWR's contract pricing, complete product portfolio, and distribution power while providing 100% HUB credit for all purchases made through ePro requisitions. Quotes can be requested from **orders@summusindustries.com** or **hub@untsystem.edu**.

Summus Industries is an established HUB vendor that has provided Dell products throughout the UNT System for the past 10 years.

For more information, please contact **Greg Obar, Associate Director, HUB Program & Supplier Management,** at **greg.obar@untsystem.edu**.

**• "Doing Business Texas Style – Spot Bid Fair" Results**

Thank you to all of the departments throughout the UNT System that provided goods and services for bidding opportunities at the 2017 "Doing Business Texas Style - Spot Bid Fair." HUB vendors were able to submit bids on those items, which resulted in a record total of $360,748.42 awarded by the UNT System. The Spot Bid Fair was held in Irving, Texas on May 8-9, 2017 and included most state agencies and public colleges and universities. State Senator Royce West sponsors the annual event.

The following individuals and departments are recognized for providing bidding opportunities that resulted in awards to HUB vendors:

### UNT
- Tonja Selman – College of Education
- Debbi Stack – College of Business
- Billy Mathew – Recreational Sports
- Ron Allred – Printing and Distribution Services
- Lora Connaughton – Printing and Distribution Services
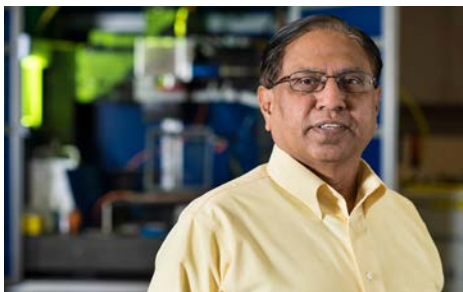
Dr. Narendra Dahotre is the newly appointed interim associate vice president of research and innovation at the University of North Texas.

## UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

The following individuals and departments are recognized for providing bidding opportunities that resulted in awards to HUB vendors:

### UNT Dallas

- Paulette Clemmons  – Police Department
- Irene Rodriguez – Life and Health Sciences
- Kevin Rocha – IT Support
- Meisha Olden – IT Support
- Ocia Abee – Student Access and Success
- Dee Goines – Residence Life

### UNT Health Science Center

- Barbara Gensemer – Facilities
- Jose Munoz – Facilities
- Seth Willmoth – Facilities
- Derrick Smith – Graduate School of Biomedical Sciences
- Erin Milam – Academic Affairs-TCOM

### UNT System

- Mary Atkins – Business Support Services

- **Save the Date:  UNT System HUB Vendor Fair at UNT**

The annual HUB Vendor Fair at UNT will be held on **Wednesday, November 15, 2017** from 10 am to 2 pm in the University Union, Room 314. Please make plans to join us that day!

## REMINDERS

### PROCUREMENT SERVICES

**Helpful Hints**

- Review and cancel department requisitions that will not be approved or not submitted for approval by August 21, 2017.
- Ensure Budget Date is changed to September 1, 2017 on all FY18 requisitions before submission.
- FY 18 ePro requisitions and blanket orders may now be entered.  Note that the budget date should reflect September 1, 2017 and please add a statement "For delivery and invoicing after September 1, 2017."  Additionally, for FY18 blanket purchase orders, please be sure to check the "Amount Only" block on the "Line Details" screen of the requisition. This will allow multiple invoices to be paid against the line. Departments may need to coordinate with their respective Budget Offices for an over-ride on any FY18 requisitions.

**Sole Source Justification Form**

- The **Proprietary/Sole Source Purchase Justification Form** includes block number 2 which asks, "For equipment, software, or systems, please explain why no other vendor or distributor can fulfill this request." Other areas of the form go into a lot of depth regarding operational features or functions that may make the piece of equipment proprietary or if it is a service the qualifications that are unique regarding the vendor recommended. However, if it is software, systems, or equipment, block number 2 addresses the source from which we are obtaining it and why that source is the only avenue through which the equipment, software, or systems may be supplied. Completion of this block is essential in making a Proprietary/Sole Source determination.

**UNT** SYSTEM

**Proprietary/Sole Source
Purchase Justification**

2. For equipment, software, or systems, please explain why no other vendor or distributor can fulfill this request.

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

## REMINDERS

### TIME & LABOR

#### • Vacation Maximum Carry Over

The Time and Labor team would like to remind you 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, 2017** and is in excess of the maximum carry over amount will lapse to sick leave effective September 1, 2017. All time will need to be entered and approved no later than **September 8, 2017** for the lapsing to process correctly. Below is a chart indicating the maximum carry over amount.

| 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 |

## REMINDERS

### TIME & LABOR

**eLeave Reminders**
- HSC faculty and staff are required to complete the attestation statement if no leave is taken in the month.
- Timekeepers have a report that will identify who has completed the attestation statements during any given month.
- Payroll is working to create an additional report to identify employees who have not attested or requested leave during any given month.
- Timekeepers have the ability to view all pending leave requests.
- Exceptions should be checked regularly.
- Administrative Leave is NOT used for conference attendance (conference attendance is considered regular hours worked).
- Developmental Leave (ex: Sabbatical) needs to be preapproved and if unpaid done via ePAR.
- Reminder emails from the Time & Labor team will go out to all employees monthly to complete any eLeave requests not yet submitted.
- Training materials are available on the **Business Process Training Website**.

### TRAVEL

**• New Travel Voucher Query**

In response to the feedback we received regarding the new travel voucher query, we wanted to address some of your questions:

- The query is not a replacement for Cognos. To view detailed charges to a specific chart string, Cognos will still be your best resource. The query will only show vouchers entered into EIS for payment. You can use the voucher number to reference the charges in Cognos.
- The query will not show recently submitted vouchers. The current process requires the travel team to review the voucher and enter it into EIS. In fairness to all employees, the travel team works first in, first out. Voucher processing varies throughout the year depending on heavy travel seasons and vouchers submitted that are missing information. Typically allow 5 to 7 business days for the voucher to appear in EIS. Please note that the query is not going to show Travel Budget Authorizations (TBA) that have been sent to **traveladvance@untsystem.edu**.

**• International Travel Reminder**

The University of North Texas System and its institutions are committed to the safety, security and wellbeing of students, staff, faculty, and volunteers traveling abroad. UNTS and its institutions take proactive measures to identify and respond to risk arising from university-related international travel. International travelers are required to register their travel in advance using the link below. Travelers are encouraged to utilize the resources provided to prepare for and respond to emergency situations that may occur while abroad.

Note: International travelers are required to register their travel in advance.  For more information, visit: **untsystem.edu/international-travel**.

UNT at Dallas has been awarded $2.58 million through two grants from the U.S. Department of Education in support of TRIO Upward Bound programming.

## REMINDERS

### TRAVEL

- **Helpful Hints**
- Save the UNT System forms library in your internet favorites to download a new travel voucher for each trip. This will ensure you are using the most up to date form.
- Concur bookings in August will be charged to FY18 funds.
- Respond to outstanding payment approval emails received as quickly as possible.
- Forward any outstanding invoices to **invoices@untsystem.edu** immediately.
- Complete and submit travel vouchers for FY17 travel.

### CLIENT SERVICES

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

**1. Question: Where can I find the form to request Employee Self-Service Time Entry access to for new hires?**
- **Answer:** The **Timekeeper Authorization** form is located in the forms library at: **http://www.untsystem.edu/forms-library**.

Email completed forms to the Time & Labor team lead, GeorgeAnna Bray at **Georgeanna.Bray@untsystem.edu**.

**2. Question: My department is using the new eLeave system. What do I need to do if I experience difficulties accessing the eLeave component?**
- **Answer:** If you experience any difficulties accessing the eLeave component, below are some measures you can take for possible resolution.
  - Clear your cache on the browser you are using.
  - Choose a different browser.
  - Be sure to close the browser when signing out and before signing back into the portal.
  - Contact Business Support Services at 940.369.5500 or Toll-Free 855.868.4357.

**3. Question: What is the name of the new Travel query that shows travel claims payment status?**
- **Answer:** The name of the query is SJS_DEPT_TRAVEL_ALL.

**4. Question: What do I do if I receive an "Authentication Required" error message on a UPK login?**
- **Answer:** Try to login using the Internet Explorer browser.

UNT College of Engineering assistant professor Diana Berman has earned the prestigious 2017 Ralph E. Powe Junior Faculty Enhancement Award from the Oak Ridge Associated Universities.

## 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**.

### Janet Thompson, Senior Buyer

**1. How long have you been a Buyer for UNT System?**
For five months, I moved over from the Pcard area to Purchasing.

**2. What is your past job experience?**
Purchasing and grants in Higher Ed; Substitute teaching K-12; Marketing in private industry; Accounting, budgets, and systems & procedures in county government.

**3. What do you enjoy most about being a Buyer for UNT System?**
Working with a great team to provide vital services for the UNT System.

**4. Is there anything you would like our customers to know, or a helpful tip you could offer them?**
When entering requisitions, the best browsers are Firefox and Chrome.

**5. Tell everyone one fun fact about you?**
I love gardening – growing flowers and herbs.

Bluebonnets outside the UNT Hurley Administration Building.

Visit our wesite at **https://www.untsystem.edu/**. For any questions on where to find forms or other information, please contact **Lacy Fenn** at **lacy.fenn@untsystem.edu** or at 940.369.5604.

How are we doing? We would love to hear from you! **bsc@untsystem.edu**.