

Solution Source NEWSLETTER

© The information source of the Business Service Center for the UNT System.



NOV/DEC 2016

In this issue:

NEW

- Masking of Credit Card and Banking Information
- Register International Travel

REMINDERS

- Reminder: New Payroll Deadlines and Pay Dates Implemented
- Payroll Deadline Reminders
- PayDates for January
- Consent to Electronic W-2
- 1042S Forms
- Social Security Numbers
- Reporting for the Holidays
- DOC Status for the Holidays
- Helpful Reporting Tools Available
- Foreign Travel
- Conference travel reimbursement
- Receipt Requirement Expenses
- Prompt Payment Act
- Process for Ordering Chemicals on Purchasing Cards
- 9.2 Helpful Hints for Requisition Processing on October 25, 2016
- Historically Underutilized Business Program - Did You Know?
- Client Services Customer Corner
- Getting to Know Your Buyers: Athena Nance-Young

REMINDERS PAYROLL

• Reminder: New Payroll Deadlines and Pay Dates Implemented



As part of our commitment to continuous improvement, the UNT System Office of the Controller, working with campus personnel, have identified a key payroll process improvement designed to help reduce the number of payroll cycles in a given month. This will involve changing our current payroll deadline calendar and payroll cycles beginning November 1, 2016. For more details about this Information, visit the **NEWS** section of our website <https://www.untsystem.edu/about-us/news/employee-alert-office-controller-implement-payroll-improvements>.

What Do I Need to Do?

- Enter time worked and leave taken by the appropriate deadline.
- Approve all time by the appropriate deadline.
- Initiate all ePAR transactions by the appropriate deadline.
- Approve all ePAR transactions by the appropriate deadline.

See the [Payroll Deadlines](#).

• Payroll Deadline Reminders

With the winter holidays drawing near, employees are reminded that it is imperative to meet time reporting deadlines as there will not be secondary or supplemental paychecks at the beginning of January. The payroll deadlines are posted online at <https://www.untsystem.edu/hr-it-business-services/payroll/payroll-deadlines>.

• Pay Dates for January

Employees are reminded that due to federal banking holiday on January 2, the monthly pay date for January will be January 3.



Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
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.

REMINDERS

PAYROLL

• Consent to Electronic W-2

We encourage all employees to sign up to electronically receive the annual IRS Form W-2. In addition to saving paper and time, there are several other benefits to employees who elect to receive the W-2 online, including:

- Earlier access to the Form W-2.
- No possibility the Form W-2 might be lost, stolen, delayed or misplaced.
- You can retrieve the Form W-2 statements at any time of the day and on weekends on a secure website.
- You can print multiple copies at your convenience.
- Once you consent to receive the Form W-2 electronically, no action is needed in future years.

Learn how to sign up to receive the W-2 electronically by accessing it online at <https://www.untsystem.edu/hr-it-business-services/payroll/payroll-resources>.

The W-2 forms will be available through the self-service portals on or before January 31, 2017. An email will be sent to notify employees who have elected electronic distribution that the form is available. For employees who still wish to receive paper W-2 forms, the documents will be mailed to home addresses and postmarked by January 31, 2017 (per the IRS website). Employees who wish to receive paper forms are reminded to review their personal information to ensure that their home address is correct.

• 1042S Forms

The Internal Revenue Service (IRS) requires employers to send 1042-S forms to eligible individuals no later than March 15 of each year. The 1042-S forms are typically mailed in February. Not everyone receives a 1042-S. The table below shows what is reported on a W-2 and on a 1042-S.

Wages Earned – Tax Treaty Not Claimed	Wages Over Tax Treaty Limits	Wages Earned – Tax Treaty Claimed	Scholarship/Fellowship in Excess of Tuition/Fees	AP Payments
W-2	W-2	1042-S	1042-S	1042-S

• Social Security Numbers

It is very important that an employee that was assigned a temporary ID number apply for their Social Security number as soon as possible. The temporary ID numbers cannot be used when filing taxes. A permanent social security number is necessary for the W-2 reporting to be correct. Filing with incorrect W-2 information could result in a penalty from the IRS.

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM®
Business Support
Services

UNT SYSTEM®
Controller



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.

REMINDERS

TIME & LABOR

- **Reporting for the Holidays**

The Time and Labor team would like to remind its customers that you do not have to put any reported time on your timesheet for "Official" University holidays. Each campus has their set holiday schedule and these have been uploaded into the Time and Labor EIS system. Because they are already in the system, you do not need to report any regular or leave hours for those days. If you do work on an official holiday, you can report those hours as "HWK" holiday worked.

- **Dock (DOC) Status for the Holidays**

As a reminder, please make sure to inform your employees that staff members must be in active status and not on leave without pay (LWOP), or DOC status immediately prior to and immediately following a scheduled holiday to receive payment for the holiday.

- **Helpful Reporting Tools Available**

The Time and Labor team would like to make you aware of a helpful report on the Time and Labor Work Center called "Payable Time Detail." This report allows timekeepers to check all your employees in the department to make sure the system converts approved time to a Payable status. You also have the ability to check the payable status of an employee on their timesheet by clicking the Payable tab. Should you have questions about reported time, please contact the Time and Labor team at 940.369.5500, Toll-Free to 855.868.4357, or via email to bsc@untsystem.edu.

NEW

TRAVEL

- **Masking of Credit Card and Banking Information**

To protect yourself from identity theft, prior to submitting any supporting documents to Travel as proof of payment for reimbursement, mask or redact credit card and bank information (Personally Identifiable information (PII) on documents. Beginning Dec. 1, 2016 if Travel receives any supporting document with PII not masked or redacted then the document will be returned to the submitter with the explanation that the PII be redacted. The last four digits of the credit card and bank information are not considered as PII.

- **Register International Travel**

The University of North Texas System and its institutions are committed to the safety, security and well-being 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. Learn more at <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/payment/international-travel>.

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
Controller

REMINDERS

TRAVEL

• Foreign Travel

An employee is entitled to be reimbursed for travel expenses incurred while conducting university business in a foreign country.

- Travel to Canada and Mexico is not considered foreign travel.
- The University of North Texas requires the following groups of travelers to register their international travel in advance (including Canada and Mexico) at <https://emergency.unt.edu/international-travel-registration>. (Note: please copy and paste this link)
- Foreign currency conversions can be found online at <http://www.oanda.com/currency/converter/>. (Note: please copy and paste this link)

Reminder – Conference travel reimbursement

Submissions should include the conference agenda showing day to day activities and any meals provided. Any meals provided as part of the conference registration fee should be reduced from that day's per diem.

Reminder – Receipt Requirement Expenses

For an employee to be reimbursed for an expense, the employee must provide proof that the expense was incurred.

Airfare	Rental Cars	Meals	Lodging
<ul style="list-style-type: none"> • Name of the employee and airline. • Ticket number. • Class of transportation • Travel dates • Amount of airfare • Origin and destination of each flight • Proof of payment 	<ul style="list-style-type: none"> • Name of the rental company • Name of the employee renting the vehicle • Starting and ending dates of the rental • Itemization of the expenses incurred • Proof of payment. 	<ul style="list-style-type: none"> • Detailed receipt when claiming actuals. • If you attending a conference, the agenda needs to be attached to the voucher. • Alcohol – as part of a meal reimbursement is allowed. Alcohol is not allowed on a ProjID or any DeptID. for Athletics 	<ul style="list-style-type: none"> • Name and address of the commercial lodging establishment. • The name of the employee. • The single room rate. • A daily itemization of the lodging charges. • Proof of payment.



Heart of Texas Bowl 2015.

ACCOUNTS PAYABLE

• Prompt Payment Act

Prompt Payment - Comptroller Policy

The UNT System follows the Prompt Payment Act. As part of those requirements, we are responsible for ensuring that each payment is treated correctly in the Uniform Statewide Accounting System (USAS) in accordance to the prompt payment law. 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](#).

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
Controller



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

REMINDERS

PROCUREMENT SERVICES

• Process for Ordering Chemicals on Purchasing Cards

1. Look up the Safety Data Sheet (SDS) and record the CAS number, the National Fire Protection Association (NFPA) rating and check the proper handling, application and storage requirements. This information is available on the manufacturer/ supplier's website.
2. Check EPA Hazardous Waste P-list and U-list.
<http://www.epa.gov/osw/hazard/wastetypes/listed.htm>.
3. Check if the chemical is in Schedule I through V of the Drug Enforcement Administration (DEA) Controlled Substances list.
4. Check DEA Chemical Control Program List I and II https://www.deadiversion.usdoj.gov/21cfr/cfr/1310/1310_02.htm.
 - A. **List I Chemicals** – These chemicals are designated as those that are used in the manufacture of the controlled substances and are important to the manufacture of the substances.
 - B. **List II Chemicals** – These chemicals are designated as those that are used in the manufacture of the controlled substances.
 - C. **Special Surveillance List** – All listed chemicals [1] as specified in Code of Federal Regulations 21 CFR 1310.02 (a) or (b).
5. Check the Department of Homeland Security (DHS) Chemicals of Interest list.
<https://www.dhs.gov/publication/cfats-coi-list>.
6. Check heavy / toxic metals at:
<https://www.osha.gov/SLTC/metalsheavy/index.html>.
7. All Nano powders are considered hazardous and must be ordered on a requisition. When materials are reduced to Nano particles, their hazards change dramatically. They can become toxic, flammable and explosive.
8. All gas cylinders are considered hazardous regardless of what gas they contain. Certain gases cannot be ordered due to flammability or toxicity properties unless the proper facilities/ safeguards are installed prior to arrival. Certain gasses are of such high toxicity that they are only to be installed/ exchanged by the vendor.

If the chemical does not have any NFPA rating of 3 or higher and is not listed on any of the above lists, it will be returned to the originating department's administrative office where it may be ordered with a Purchasing Card. Once ordered by a Purchasing Card, the ordering department will send an e-mail to pcardchemicals@unt.edu with the following information: Vendor, part number, nomenclature, size, quantity, PI and lab.

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

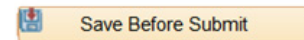
UNT SYSTEM[®]
Controller

REMINDERS

PROCUREMENT SERVICES

- **9.2 Helpful Hints for Requisition Processing on October 25, 2016**

Attachments: In order to ensure attachments remain intact throughout the requisition process, it is important to click on the “Save Before Submit” prior to clicking “Submit.” Also if a budget error has occurred and you contact your respective Budget Office for override, please verify attachments are still on your requisition and click “Save Before Submit” one last time before you click the “Submit” button.



Supplier Information: to avoid having to enter supplier time multiple times, search for the supplier name on the first page of the requisition entitled “Requisition Settings.” If you do not find the supplier, then you will need to “Suggest New Supplier” on the first line of the requisition and attach a W-9.

If it is a multiple line requisition, click on Line Detail Icon on each subsequent line then select the “RFQ required” box.

This is a temporary work around until future updates to EIS 9.2 occur.

Inserting Approvers: When inserting an additional approver, be sure to enter it immediately after the “UNTS Buyer” so the inserted approver can approve the entire requisition with one approval. See example below:

Purchasing Approval



Adding Comments: Comments can be added in several locations on a requisition and they appear in different places during different steps of the routing process. In order for the comments to be seen by all during the process, enter them in both the Approval Justification Comments box and in the Header Comment box.



The HUB team recently hosted its UNT System HUB Vendor Fair and welcomed over 70 local and areas vendors from the Dallas/Fort-Worth region.

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
Controller

REMINDERS

UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

- **Did You Know?**

The UNT System Historically Underutilized Business (HUB) provides management support for UNT, UNT Health Science Center, UNT Dallas and the UNT System Administration. The staff works throughout Denton, Dallas, Tarrant and surrounding counties to identify qualified HUB vendors to provide goods and services to departments.



The HUB Team is available to assist you with contact information for HUB certified vendors. We will also obtain informal bids and quotes from HUB vendors for your purchases under \$25,000 upon request. This service saves you time and meets the requirement for obtaining bids from HUB certified vendors. Send an email to hub@untsystem.edu for assistance.

The HUB team is available to review HUB utilization for departments with leadership and administrative staff. The team will review historical HUB purchases from your department and identify potential opportunities for increasing HUB utilization. We can meet with one individual or a group from your department upon request. Email us at hub@untsystem.edu to request a review.

CLIENT SERVICES

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

1. Question: I have recently married or have changed my last name. How do I change my last name on my Purchasing Card?

- **Answer:** You will need to contact Citibank and change your last name with them first. Once you have changed your name with Citibank, email the Purchasing Card team at pcard@untsystem.edu and notify them of your name change.

2. Question: How can a prospective employee traveling to the University for an interview, be reimbursed for their travel?

- **Answer:** All prospective employees can be reimbursed by creating a Travel Voucher.

3. Question: I have a prospective employee coming into town, can I use my purchasing card for their hotel stay?

- **Answer:** Purchasing cards can only be used for a hotel stay for a guest (a non UNT Employee, applicant, prospective employee, or speaker) if the hotel will take the state rate located on the GSA Website <http://www.gsa.gov>.



HUB Coordinator, Joey Saxon, poses with Scrappy, who stopped by at the UNT System HUB Vendor Fair.

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
Controller

(Continued)

4. Question: I am trying to make a purchase with my Purchasing Card and it keeps getting declined. What is causing this?

• **Answer:** Purchasing Cards may decline for a number of reasons from lack of funds, restricted purchases and data entry errors. Whenever a purchasing card transaction declines, the cardholder should call the number on the back of the card to obtain the reason. If the reason for the decline is a MCC (Merchant Category Code) on an allowable purchase, the cardholder should call the Purchasing Card Department with the MCC number at 940.369.5500. If the cardholder is out of funds, an exception form must be approved by the Dept ID Holder and the Purchasing Card Program Manager before an increase can be made. Any purchasing card related forms can be sent to pcard@untsystem.edu.

5. Question: How do I create a transfer in the ePAR system?

• **Answer:** There are three situations where employees can transfer positions within the UNT System and this is how they should be processed:

1. Transfer from one position within a department to another position within the same department.
 - a. Use payroll action "Employee Change" and simply change the position number and any other data that needs changing.
2. Transfer from one position in a department to another position in another department at the same institution.
 - a. The hiring department will do a payroll action "Transfer from another Dept."
 - b. No termination ePAR should be processed by the exiting department. Note: Transfer from another department can only be used for those in positions. Appointments will require a termination and hire action.
3. Transfer from one position at one UNT System institution to another position at another UNT System institution (i.e.: from UNT Denton to UNT HSC or UNTS to UNT Dallas).
 - a. Two transactions are required since these are different institutions.
 - b. A termination ePAR should be processed by the exiting department and a reason of "Transfer across UNT System" should be used.
 - c. A hire ePAR should be processed by the hiring department and a reason of "Hire – Salaried" should be used.

NEW

• **New UNT System Website**

As many of you are probably aware, the former Business Service Center website has been consolidated into a single UNT System site that encompasses all entities of the UNT System. While we are working to move all of the remaining pages of the original site to the new site, 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. Visit our new site at <https://www.untsystem.edu/>.



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

Solution Source

NEWSLETTER

© The information source of the Business Service Center for the UNT System

UNT SYSTEM[®]
Business Support
Services

UNT SYSTEM[®]
Controller

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**.



Athena Nance-Young, Senior Buyer

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

One year and six months.

2. What is your past job experience?

Senior Buyer for Fort Worth ISD where I purchase goods/services for Facilities and Child Nutrition Departments. Also, a Senior Buyer for TxDOT where I mostly work with Facilities/Maintenance and Construction Departments on highway projects and maintenance sheds.

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

Variety is the spice of life. I'm involved in small construction projects and daily repair request for services. I enjoyed helping staff find and keep good vendors for things they need.

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

Buyers are here to help! So often I hear how staff struggle to find a vendor for a good or service. Please remember, if you enlist the buyer's help upfront, we can provide a reliable resource and save you lots of time and effort.

5. Tell everyone one fun fact about you?

I love to travel, especially to warm, beachy destinations and eat scrumptious seafood.