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REMINDERS

PAYROLL

- **Pay Dates for January**

Employees are reminded that due to federal banking holiday on January 1st, the monthly pay date for January will be January 2nd.

- **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>.



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.

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REMINDERS

TRAVEL

• Booking a Flight?

Are you looking to book a flight for business travel in the near future? If so, there is a new category of flights through United Airlines, American Airlines and Delta Airlines. The new category is Basic Economy. Basic Economy options are generally cheaper; however, we want you to be aware that there are significant restrictions compared with standard economy fares. The rules vary slightly among the airlines. In general, you can't change or cancel tickets once you book the flight. You



cannot use overhead bins. There are standard checked-bag fees. You cannot select your seat. The seat is assigned by the airline at check-in. In most cases, you will be the last boarding group and most will not allow you to upgrade. It is important that you know these restrictions before selecting Basic Economy. Budgeting is important with all travel however, Basic

Economy fares may not be the best and least expensive option if you don't meet the airline requirements because your fees can exceed the standard economy rate.

NEW

BUSINESS PROCESS IMPROVEMENT

The UNT System Business Process Improvement (BPI) team recently welcomed two University of North Texas students, **Christina Pham and Mario Navarette** for a 6-month internship opportunity. Pham is a Finance major, while Navarette is studying Mechanical Engineering Technology with a double minor in Math and Physics.

BPI developed the internship program for upperclassmen and graduate students in the finance, accounting, logistics, operations, engineering, and science disciplines.

With the addition of the students through the internship program, BPI has strategically positioned itself to provide additional services, faster project completion, and campus relationship reach of the BPI team. BPI will now have an additional grassroots perspective with the addition of the students that will facilitate the completion of projects that directly affect students and staff. BPI will have a pulse on what impacts end users so BPI can better serve the UNT System and its member components. BPI is excited to further develop and build on relationships throughout the enterprise.

The pair are collaborating with the BPI team, as well as leading their own independent projects. The internship was designed to provide real-world business experiences and the opportunity for the students to become certified as a Lean Six Sigma Green Belt through BPI.

Lean Six Sigma is a methodology that relies on a collaborative team effort to improve performance by systematically removing waste and reducing variation. It is a prestigious designation that requires several exams, project work, and demonstration of Lean



Christina Pham **Mario Navarette**

SixSigma methodology.

It is not common for a student to be certified in this capacity, but our students will be working toward that goal during their time with BPI," Don Sabani, Assistant Vice Chancellor of Business Process Improvement said. "The benefit is that they will have a certification and knowledge about how to solve complex problems. That is invaluable and will help differentiate them in the workforce across all disciplines and career paths."

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REMINDERS

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

• Apple Products Now Available Through a HUB Vendor!

The State of Texas has approved a partnership between Apple and SHI, a State of Texas HUB. You can purchase Apple products using the same UNT System configuration page, or with a quote from Apple or SHI, and receive 100% HUB credit for every Apple purchase. The vendor/supplier ID for SHI is 0000011688 under SHI Government Solutions – Apple. If you have any questions or need assistance with purchasing Apple products from SHI, please email HUB@UNTSystem.edu or call the HUB team at 940.369.5500/Toll-Free: 855.868.4357.

Save the Date for the University of North Texas System

HUB Vendor Fair – UNT

10 AM to 2 PM • WEDNESDAY, NOV. 15

University of North Texas Student Union,
Room 314, 1155 Union Circle | Denton, TX 76201



The University of North Texas System HUB Program invites you to attend its annual UNT HUB vendor fair. Come and visit with HUB vendors while gathering promotional items and maybe winning prizes!



Email: HUB@untsystem.edu |  Like us on Facebook! [Facebook.com/untsystemhub](https://www.facebook.com/untsystemhub)

(Read more HUB News on Page 4)

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REMINDERS

HISTORICALLY UNDERUTILIZED BUSINESS PROGRAM

• Need Assistance with Quotes from HUB Vendors?



The UNT System HUB Program assists departments with obtaining informal bids and quotes from HUB Vendors. Send the specifications or a description of the goods or services for which you need to obtain bids to HUB@UNTSystem.edu. The HUB team will reach out to State of Texas

Certified HUB Vendors to obtain informal bid and quotes for you! It is a quick and efficient process that many departments have utilized.

• HUB Champion Recognized

Randy Salsman, Construction Manager at UNT Facilities, was recognized as a HUB Champion on September 13, 2017. Randy and his colleagues recently assisted in the implementation of the “Small Job HUB Reporting Form” which has enabled UNT Facilities to demonstrate more than \$75,000 of spending with second-tier HUB subcontractors that would otherwise go unreported.



NEW

PROCUREMENT

• Procurement or Purchasing: Does the Name Matter?

By Mike Abernethy, Senior Director for Procurement Services

Names are important. If you look up the meaning of your name it may tell you a lot about your ancestry or your character. I think if I looked up mine it would mean “one who likes ice cream.” Actually, in 1948 two Harvard professors studied 3300 men looking at whether their names had any effect on their academic success. What they found was that students with unusual names were more likely to flunk out and the “Mikes” did just fine.

When it comes to our department’s name there is a reason that we are called “Procurement Services” rather

than “Purchasing. There is a difference: Purchasing normally involves simply the buying of goods and services and Procurement involves other aspects of a vendor’s selection including the sourcing activities, negotiation, and strategies for identifying the goods and services that are critical to an organization.

Purchasing falls under the umbrella of procurement, but is much more narrow in its scope. The fact that “Services” is part of our name is also critical because we are a service organization. We provide very important services to our customers to ensure that we are achieving

the best value for the goods and services that go into our instruction, research, service and related activities.



Procurement Tips of the Month!

- 1 Did you know that you can now add money to multi-year Purchase Orders when there is an existing FY18 line?
- 2 How do I disencumber funds on an old Purchase Order?
<https://www.untsystem.edu/encumbrance-inquiry>
- 3 How do I suggest a new Supplier with a Requisition?
https://www.untsystem.edu/sites/default/files/epro_requisition_process_under_5000.pdf (Page 15)
- 4 How do I split funds between accounts in a requisition? Go to page 40 of the document linked in question #3.

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REMINDERS

PROCUREMENT

• EPro Helpful Hints And Reminders

1 ATTACHMENTS – 1. Add all attachments to Line 1 of the requisition, and SAVE FOR LATER before trying to Save and Submit. This will ensure that all attachments are available and reviewable to all parties.

ATTACHMENTS – 2. When adding attachments, remember to save them as a PDF. Other types of documents may not be readable and may cause the processing of the requisition to slow down while we wait for a new PDF version to be sent.

2 ADDING APPROVERS – When adding an approver to workflow, you must first submit the requisition. If the approver is added during the “preview approval” stage it will not save the addition.

3 PREFERRED BROWSERS – Preferred browsers when using ePro 9.2 are Firefox or Chrome.

4 MONITOR REQUISITIONS – Be sure to follow the progress of your requisitions. You can do this through Manage Requisition.

5 NEW VENDORS – Setting up new vendors is done in the requisition and not as a separate action. When you are searching for a vendor, do not choose vendors that start with H. These vendors are invalid for new requisitions. No valid vendor number will contain a letter.

6 DISENCUMBERING REQUISITIONS – If a requisition has been denied and you want to disencumber the funds instead of editing and resubmitting the requisition, you must cancel the requisition. To do that, select cancel under action (drop down box on right hand side) and then go back and select action to “check budget” in drop down menu after you cancel to fully release the pre-encumbrance. Otherwise, the funds will continue to be pre-encumbered. If you want to edit that denied requisition you can do that as well. If you make changes to the requisition, you must hit “SAVE FOR LATER” (which changes the requisition from denied status to open) then budget check if necessary and hit “SAVE and SUBMIT” in order to resubmit the requisitions.

7 CHANGE ORDERS – If you are processing a change order, a final budget check must be done in order for the change to process correctly.



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REMINDERS

PROCUREMENT

- **Purchasing Card Data Entry Due Dates for FY18**



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, 2017**, Cardholders are now expected to enter the chart of account strings once a week in GCMS (Global Card Management System in Citibank).

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 (Global Card Management System in Citibank). Reconciling and completing the reports will still be due no later than the 10th of each month or the following business day. Failure to comply with these guidelines may result in disciplinary action and/or the loss of your Purchasing Card.

Accounting Period	Cycle Dates	GCMS Entry Due Dates
September 2017	8/4/2017 to 9/3/2017	Monday, September 11, 2017
October 2017	9/4/2017 to 10/3/2017	Tuesday, October 10, 2017
November 2017	10/4/2017 to 11/3/2017	Friday, November 10, 2017
December 2017	11/4/2017 to 12/3/2017	Monday, December 11, 2017
January 2018	12/4/2017 to 1/3/2018	Wednesday, January 10, 2018
February 2018	1/4/2018 to 2/3/2018	Monday, February 12, 2018
March 2018	2/4/2018 to 3/3/2018	Monday, March 12, 2018
April 2018	3/4/2018 to 4/3/2018	Tuesday, April 10, 2018
May 2018	4/4/2018 to 5/3/2018	Thursday, May 10, 2018
June 2018	5/4/2018 to 6/3/2018	Monday, June 11, 2018
July 2018	6/4/2018 to 7/3/2018	Tuesday, July 10, 2018
August 2018	7/4/2018 to 8/3/2018	Friday, August 10, 2018

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REMINDERS

CLIENT SERVICES

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

1. How do we change someone's position number through ePAR in the same department?

- **Answer:** To move an employee from one position within a department to another position within the same department, use payroll action "Employee Change" and simply change the position number and any other data that needs changing.

2. How do we transfer a salaried employee from a position in one department to a position in another department at the same institution?

- **Answer:** To transfer from one position in a department to another position in another department at the same institution, please take the following steps:

1. If the employee is leaving your department and transferring to another department, you do nothing. There is no need for the existing department to process a termination.
2. The department the employee is transferring to will create an ePAR using the payroll action "Transfer from an other Dept."



3. How do we transfer an employee from a position at one of the UNT System institutions to another position at a different UNT System institution? (i.e.: from UNT Denton campus to UNT HSC or UNT Dallas or UNT System)

- **Answer:** To transfer an employee from a position at one of the UNT institutions to a position at another UNT institution, please take the following steps:

1. Two transactions are required.
2. A termination ePAR should be processed by the exiting department using a reason of "Transfer across UNT System."
3. A hire ePAR should be processed by the hiring department in the same way they would create any salaried hire transaction.

4. How do we transfer an hourly employee to another department?

- **Answer:** ePAR does not allow transferring of hourly employees from one department to another. The department the hourly employee leaves should create a termination. The department that the hourly employee is moving to will create a hire/hourly ePAR.

5. How do I cancel an eLeave request?

- **Answer:** If the time has already been approved, you go into the, MYUNT or MYHSC or MYDAL portal under the Human Resource Tab, under Time Reporting you will need to click on "Display Submitted Leave." When it opens up, click on the "Eleave ID #" next to the day needing cancellation. There will be a cancel request box displayed. Check the box, and hit submit to cancel.

If the time is still pending approval, your manager or timekeeper will have to deny the request in order to cancel it.

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NEW

SPOTLIGHT

GETTING TO KNOW THE HUB TEAM

• Each month we have introduced you to a different member of our team. Beginning this month, you will learn more about Greg Obar from the **Historically Underutilized Business (HUB) Program**.



Greg Obar, Associate Director

1. How long have you been an employee for UNT System?

I have been with UNT System for slightly more than two years. I started as a Process Improvement Analyst with Gina Alexander and then moved into the HUB Program a few months later.

2. What is your past job experience?

I served in the U. S. Marine Corps for almost 24 years before I joined the UNT System. I started as an enlisted Infantryman and transferred into Intelligence before ending up as a Manpower & Personnel Officer. I have only had two employers (the USMC and UNT System) my entire adult life.

3. What do you enjoy most about being a member of the HUB team for UNT System?

I most enjoy introducing employees to the HUB program and hearing how happy they are with the new small Texas businesses we discover together. It also very nice to meet a HUB vendor who credits our department with helping to grow his or her business.

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

We help departments find HUB vendors by conducting their informal bid process (purchases of less than \$25,000) for them. We can gather the specifications of the items, solicit responses from HUB vendors, and present the information in a neat, concise package for the departments to consider.

5. Tell everyone one fun fact about you?

I have worked in 9 foreign countries for a combined total of about 10 years.

To learn more about the HUB team, visit <https://www.untsystem.edu/hub>.