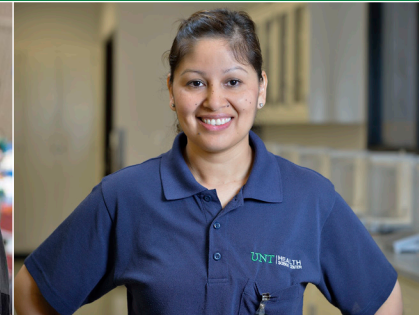


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SEPT/OCT 2016

In this issue:

NEW

- New UNT System Regulations
- New Employee Payroll Direct Deposit Form Online
- Look for New Per Diem Rates in October 2016
- The Right Tool for the Job
- FY17 Purchasing Card Accounting Cycles and Data Entry Requirements
- HUB News

REMINDERS

- Payroll New Fiscal Year Reminder
- Vacation Maximum Carry Over
- Travel Tips of the Month
- Process for Vendor Payments
- Fiscal Year-End Deadlines – Payments
- Fiscal Year-End Deadlines – Procurement Services
- HUB Reminders:
 - ▶ Contact information for HUB Certified vendors
 - ▶ Request Informal Bids and Quotes from HUB vendors
- Client Services Customer Corner
- Getting to Know Your Buyers: Wendy Rounsley
- Training Calendar

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.

08.13000 Accounts Receivable Allowance

The Accounts Receivable Allowance establishes procedures and responsibilities for recording allowances for doubtful accounts, aging schedules for Accounts Receivable, and write-offs.

08.14000 Student Accounts Receivable

The Student Accounts Receivable establishes procedures and responsibilities for including, recording, and reconciling Student Accounts Receivable. It also requires creation of an aging schedule and requirements for writing off Student Accounts Receivable.

For more System Regulations visit <http://www.untsystem.edu/about-us/policies>.

PAYROLL

• New Employee Payroll Direct Deposit Form Online

The Payroll team would like to make customers aware of the updated **Employee Payroll Direct Deposit** form that is now online. The form should be used to authorize the UNT System Payroll department to electronically deposit payroll payments into the financial institutions designated on the form.

Should you have any questions, please contact us at **940.569.5500/Toll-Free: 855.868.4357** or email us at bsc@untsystem.edu.

REMINDERS

• New Fiscal Year Reminder

The new fiscal year begins **Thursday, Sept. 1**. Please review your first paycheck after this date to make sure any changes to your benefits and/or deductions are correct.



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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.

REMINDERS

PAYROLL

- Vacation Maximum Carry Over**

Texas statute allows a maximum amount of vacation leave that can be carried forward from one fiscal year to the next. Any vacation time that was not taken by **August 31, 2016** and was in excess of the maximum carry over amount lapsed to sick leave effective **September 1, 2016**. All time will need to be entered and approved in EIS Time and Labor no later than **September 9, 2016** in order for the system to accurately calculate the amount of time that will lapse to sick leave. Below is a chart indicating the maximum carry over amount, or you can refer to the [Vacation Accrual Chart](#) for more information.



Should you have any questions, please contact us at **940.569.5500/Toll-Free: 855.868.4357** or email us at bsc@untsystem.edu.

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

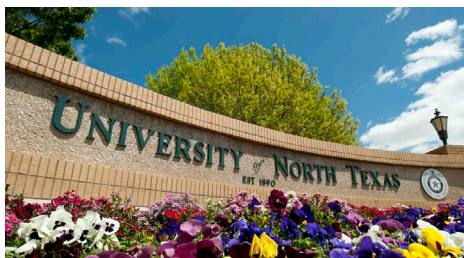
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Located in Denton, UNT is one of Texas' largest universities with more than 37,000 students enrolled.



The UNT System building houses the UNT Dallas College of Law.

NEW

TRAVEL

- **Look for New Per Diem Rates October 1, 2016**

New Per Diem link: <http://www.gsa.gov/portal/category/104711>

Pro tip – instead of using the website to search for various per diem rates, download the Excel file at the link above to do a simple search using Ctrl+F.

Current rate links:

- ▶ Per Diem – <http://www.gsa.gov/portal/content/104877>
- ▶ Per Diem Rate Breakdown – <http://www.gsa.gov/portal/content/101518>
- ▶ Foreign Per Diem – https://aoprals.state.gov/web920/per_diem.asp
- ▶ Foreign Per Diem Breakdown – https://aoprals.state.gov/content.asp?content_id=114&menu_id=81

REMINDERS

- **Travel Tips of the Month**
- ▶ **Digital Signatures** – Encourage your department to set up digital signatures. This way you can route your travel voucher by email instead of tracking people down for gathering physical signatures. Check with your department's technical support if you are unsure how to set this up.
- ▶ **Conference Travel** – please attach a copy of the conference agenda that shows the day-to-day activities, including any meals provided.

PAYMENTS

- **Process for Vendor Payments**

In response to questions about how quickly vendors receive payment, we want to make you aware of the vendor payment process. The payment process begins when the invoice arrives at the Business Service Center. Vendors will be paid 30 days after the invoice is received. Departments who provide their address as the billing address can cause delays in vendor payments, and are in violation of the P.O. terms and conditions.

The billing address should always be listed as the Business Service Center, 1112 Dallas Drive, Suite 4000, Denton TX 76205. To ensure prompt payment, whenever possible, vendors should email the invoice to invoices@untsystem.edu. In addition, vendors are urged to sign up for electronic funds transfer EFT of the payment, so it will go directly into their bank account. If the vendor is not set up for electronic transfer EFT, checks are issued and mailed via USPS.

- **Fiscal Year-End Deadlines – Payments**
- ▶ Forward any outstanding invoices to invoices@untsystem.edu immediately.

Should you have any questions, please contact us at **940.569.5500/Toll-Free: 855.868.4357** or email us at bsc@untsystem.edu.

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REMINDERS

PROCUREMENT SERVICES



• Fiscal Year End Deadlines – Procurement Services

1. PCard data entry in the Global Card Management System (GCMS)/Citibank for August transactions using FY16 funding must be completed by 5 pm on **Tuesday, September 6, 2016** for transactions with a posting date of August 4, 2016 through August 31, 2016.
2. PCard data entry in GCMS/Citibank for September transactions using FY17 funding must be completed by **5 pm on Thursday, September 15, 2016** for transactions with a posting date of September 1, 2016 through September 3, 2016.

Helpful Tips:

- Ensure Budget Date is changed to **September 1, 2016** on all FY17 requisitions before submission.
- Respond to outstanding payment approval emails received as quickly as possible.
- Please add a statement “For delivery and invoicing after **September 1, 2016.**”
- Additionally, for FY17 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.



The Club at Gateway Center, a student-run restaurant at the University of North Texas, has been named a “Best of Denton” restaurant. The fall 2016 dining season begins Oct. 3. [Learn more.](#)

Please contact **Mike Abernethy**, Senior Director for Procurement Services by email at Michael.Abernethy@untsystem.edu or by phone at **940.369.5510** if you have any questions about year-end.

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Medical students reach many memorable milestones on their journeys to becoming doctors and receiving their first stethoscope is one of them. Learn about the donors of the [TCOM stethoscope program](#).

NEW

PROCUREMENT SERVICES

• **The Right Tool for the Job – By Mike Abernethy, Senior Director of Procurement Services**



One of my favorite programs used to be Home Improvement. On the show, Tim “The Tool Man” Taylor was the host of a show called Tool Time and on the show he was always demonstrating how he put more power to some type of tool. In Procurement we use several tools to acquire goods and services and dependent upon the dollar amount and the nature of the goods or services being acquired one tool may be better than the other. Primarily use the following tools: informal quotations, invitations to bid (ITB), and request for proposals (RFP). Each of them are slightly different and can be used under different circumstances.

Informal quotations are used when the procurement we are making is less than \$25,000. With this method we simply informally give to at least three vendors the specifications of what we desire and they can email or fax back to us their pricing and other related information such as delivery times. The entire process normally takes three to five days. In this process we try to ensure that of the three vendor approached, at least two are Historically Underutilized Businesses (HUBs). Normally, the lowest responsible quote is awarded the procurement.

The Invitation to Bid (ITB) process is used for procurements greater than \$25,000. With this process we advertise the procurement on both the Business Service Center website and the State of Texas Electronic Business Daily. The ITB process is a formal process and the responses are submitted in sealed envelopes and opened during a public opening that may be attended by any of the vendors. Normally, like the informal quotation, the lowest responsible, responsive bid is the awardee. This process normally takes between 15 to 20 days.

Lastly, a tool that we also use is the Request for Proposal (RFP) process. This process, like the ITB process is formal and used for procurements greater than \$25,000. It is used for procurements when or where price isn't going to be the primary factor in determining the awardee, but such criteria as a vendor's experience, references, corporate structure, and financial stability may also be evaluated. Because of the ability to factor in the evaluation criteria, the lowest financial offer is not always the awardee. Other differences between this method and the ITB method is the ability to negotiate and have discussions with the proposers. Normally, the RFP process is used when we are procuring some type of complex system or service. Evaluation of offers is normally conducted by a team of stakeholders and because it is more complex, may take between 45 to 60 days for responses to be properly evaluated and an award made.

Regardless of the tool utilized, our aim is to get for your department the very best price for the goods and services that you need. For more information about the various procurement methods, please refer to our Procurement Guide which may be found at: <http://bsc.untssystem.edu/procurement-guide-0>.

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NEW PURCHASING CARD (PCard)

• **FY17 Purchasing Card Accounting Cycles and 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 will be expected to enter the chart of account strings once a week in GCMS (Global Card Management System).

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.

After listening to feedback from our customers, on **Tuesday, Sept. 6, 2016**, changes will be made to align the Chart of Accounts string in GCMS with FoAPS and will be retrofitted to Sunday, Sept. 4, 2016, which is the first day of the October 2016 accounting period.

We hear you and value your feedback, and are always striving to provide you the best possible professional service. Should you have any questions, please contact us at **940.569.5500/Toll-Free: 855.868.4357** or email us at pcard@untsystem.edu.



Barry Sullenberger, center, was honored with a Partnership award by IT Shared Services recently for providing excellent customer service to ITSS.

Accounting Period	Cycle Dates	GCMS Entry Due Dates
September 2016	8/4/2016 – 9/3/2016	Monday, Sept. 12, 2016
October 2016	9/4/2016 – 10/3/2016	Monday, Oct. 10, 2016
November 2016	10/4/2016 – 11/3/2016	Thursday, Nov. 10, 2016
December 2016	11/4/2016 – 12/3/2016	Monday, Dec. 12, 2016
January 2017	12/4/2016 – 1/3/2017	Tuesday, Jan. 10, 2017
February 2017	1/4/2017 – 2/3/2017	Friday, Feb. 10, 2017
March 2017	2/4/2017 – 3/3/2017	Friday, March 10, 2017
April 2017	3/4/2017 – 4/3/2017	Monday, April 10, 2017
May 2017	4/4/2017 – 5/3/2017	Wednesday, May 10, 2017
June 2017	5/4/2017 – 6/3/2017	Monday, June 12, 2017
July 2017	6/4/2017 – 7/3/2017	Monday, July 10, 2017
August 2017	7/4/2017 – 8/3/2017	Thursday, Aug. 10, 2017

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Did You Know? The final leg of the DART Blue Line extension begins service to the University of North Texas at Dallas beginning in October.

NEW

UNT SYSTEM HISTORICALLY UNDERUTILIZED BUSINESS (HUB) PROGRAM

• Did You Know?

The UNT System Historically Underutilized Business (HUB) Program 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. Contact us at hub@untsystem.edu to request a review.

REMINDERS

▶ The UNT System HUB Program staff 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.

To request informal bids and quotes from HUB vendors:

- 1) Send an email to hub@untsystem.edu with the details of what product or service requested with any specification.
- 2) List a required delivery date.
- 3) Once you receive the bids or quotes from the HUB staff, compare them to any other bids or quotes received. The information should be attached to any purchases made through an ePro requisition or maintained for any Purchasing Card purchases.

NOTE: HUB vendors will be allowed 3-5 business days to respond (if it is a rush order, the timeframe can be adjusted).

CLIENT SERVICES

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

1. Question: I need training on the new Desktop Receiving feature. Do you offer training for this process?

• **Answer:** Yes! Business Support Services does offer online training on the new Desktop Receiving feature. Visit the Business Process Training Page at <http://bsc.untsystem.edu/business-process-training>.



2 Question: I have a question about some information showing up on my Cognos report. Can you help me?

• **Answer:** The Cognos report is handled by each campus Budget Office.

▶ The UNT Budget Office can be reached at 940.565.3231 or Budget.Office@unt.edu.

▶ The UNT HSC Budget Office can be reached at 817.735.0222 or HSCBudgetOffice@unthsc.edu.

▶ The UNT Dallas Budget Office can be reached at 972.338.1095

▶ The UNT System Budget Office can be reached at 940.369.5559

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(Continued)

3. Question: What should I do if my PCard is declined?

- **Answer:** If your PCard gets declined by a merchant, you should immediately call the number on the back of the card to learn the reason why. Then call the PCard team at 940.369.5500 with any information provided by Citibank (such as the MCC Code). If it is after hours you will need to contact the PCard team the next business day.

4. Question: How do I select a PIN for my PCard:

- **Answer:** You can select a PIN for your PCard by calling the Toll-Free number on the back of your card.

5. Question: When using my PCard, what should I do if I enter an invalid PIN three or more times?

- **Answer:** If you enter an invalid PIN three or more times, you will need to select a new PIN by calling the toll-free phone number listed on the back of your card. The PCard Program Administrator does not have access to your PIN information.

After resetting your PIN:

1. Go to a chip-enabled terminal that has an attendant (not self-service) for your next chip transaction.
2. Confirm the purchase amount and sign the terminal receipt.
3. During this transaction, your PIN will be unblocked.
4. Until you complete a transaction at an attended terminal, your PIN will not be accepted at a self-service, unattended terminal.

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**.



Wendy Rounsley, Senior Buyer

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

Since October 2015, but before then I was with Time and Labor.

2. What is your past job experience?

My career for the last 25 years has been in education. I have worked for both public and private institutions. I have been fortunate to have varied experience that includes Human Resources/Payroll Director, Purchasing Manager, Head of Risk Management, Business Manager, as well as head of facilities and housekeeping.

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

I enjoy the customer service aspect! Networking and meeting with our departments at the campus level is always fun. Taking care of our customers is a day well spent!

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

I will often have someone from a department on the phone that will apologize for their call, like they are imposing. I want our customers to know that all questions are good questions if they don't know the answer. Just take a deep breath and give us a call, because we are here to help.

5. Tell everyone one fun fact about you?

I love pottery and glass work. It is so relaxing and therapeutic to get into the studio and just create your very own masterpiece!

Business Support Services 2016 Training Calendar

ePAR Training Description – Class Number: (AO15EP)

The training is designed for new users or for anyone who needs a refresher course.

ePro Coordinator Training Description – Class Number: (AO16PO)

This training is designed for current and new individuals who create electronic procurement transactions (ePro). The training will focus on purchasing guidelines, documentation requirements, ePro processing in EIS and changes to the budget sections as a result of the new Chart of Accounts (COA). The training will also include a brief overview of the Historically Underutilized Business (HUB) Program.

Introduction to Time & Labor Description – Class Number: (AO15TL)

This is a comprehensive Time and Labor training that includes an introduction to the time sheet, how to enter time, approve time, correct time, delegate approval authority, and run reports. The training is open to everyone, but is especially helpful for those who manage and approve time.

PCard 101 Description – Class Number: (AO15PC)

Purchasing Card 101 training will cover the most important guidelines related to the purchasing card, walk through the application process, card usage, allocating and reconciling in the Global Card Management System (GCMS), and additional best practices. Purchasing Card holders and reconcilers, DeptID/ProjID holders who deal with purchasing for their department should attend this training. This training qualifies as the required annual purchasing card refresher.

Travel Description – Class Number: (AO15TR)

The training will cover what is new in travel, as well as provide tips and helpful reminders. Anyone is welcome to attend the session, and the presenters will customize the training to the audience. There will also be time for a question and answer session following the presentation.

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
12	13	14	15	16	17	18
20	21	22	23	24	25	26
27	28	29	30			

You can register for the trainings at your campus portal and select Training and Development/ Training Enrollment and search for the class by name or the code listed next to each class name.

Questions or comments?
Email: bsc@untsystem.edu
Call: 940.369.5500 or
Toll-Free 855.868.4357

SEPTEMBER

14 PCard 101 – 10 to 11:30 am – UNT Health Science Center, EAD, Room 406

15 PCard 101 – 10 to 11:30 am – Business Service Center, Room 4202B

20 Travel – 2 to 3:30 pm – Business Service Center, Room 4202B

20 ePAR – 9 to 10:30 am – Business Service Center, Room 4202B

21 ePAR – 9 to 10:30 am – UNT Health Science Center, EAD, Room 524

21 ePro – 10:30 to 11:30 am – UNT Health Science Center, EAD, Room 524

21 Introduction to Time & Labor – 4 to 5 pm – Business Service Center, Room 4202A

22 ePro – 9 to 10:30 am – Business Service Center, Room 4202A

22 Introduction to Time & Labor – 10 to 11 am – UNT Health Science Center, EAD, Room 291

Business Support Services 2016 Training Calendar

SEPTEMBER

- 27** Travel - 10 to 11:30 am - UNT Dallas, Building 1, Room 226
- 27** Travel - 1:30 to 3 pm - UNT System Administration, Room TBD
- 28** ePAR - 10 to 11:30 am - UNT Dallas, Building 1, Room 102
- 28** ePAR - 1:30 to 3 pm - UNT System Administration, Room TBD

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
12	13	14	15	16	17	18
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

- 4** Travel - 10 to 11:30 am - UNT Health Science Center, EAD, Room 524
- 12** PCard 101 - 10 to 11:30 am - UNT Health Science Center, EAD, Room 291
- 13** PCard 101 - 10 to 11:30 am - Business Service Center, Room 4202B
- 18** ePAR - 9 to 10:30 am - Business Service Center, Room 4202A
- 19** ePAR - 9 to 10:30 am - UNT Health Science Center, EAD, Room 524
- 19** ePro - 10:30 to 11:30 am - UNT Health Science Center, EAD, Room 524
- 19** Introduction to Time & Labor - 4 to 5 pm - UNT Discovery Park, Room B158
- 20** ePro - 9 to 10:30 am - Business Service Center, Room 4202A
- 25** Introduction to Time & Labor - 10 to 11 am - UNT Health Science Center, EAD, Room 291

You can register for the trainings at your campus portal and select Training and Development/ Training Enrollment and search for the class by name or the code listed next to each class name.

Questions or comments?
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Call: 940.369.5500 or
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