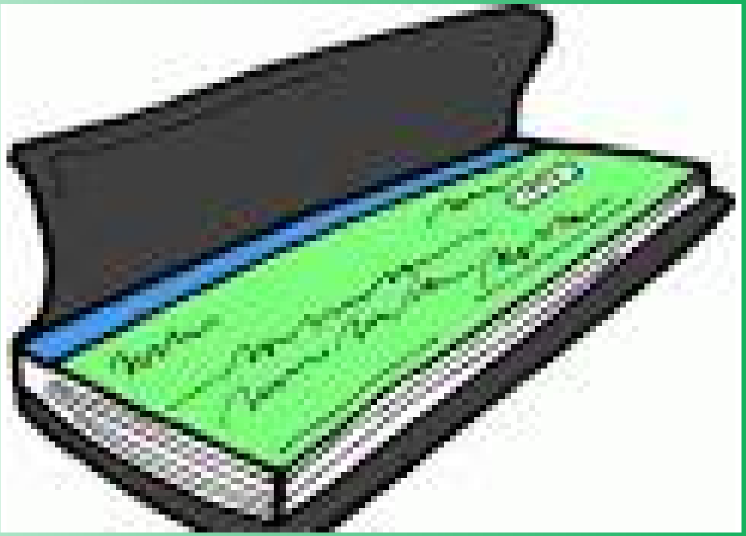
HSC Partner Meeting

June 13, 2014

Payroll Update



Coming Soon!

Mandatory Direct Deposit and Pay Card

Effective January 1, 2015

Time and Labor Reminders

Procurement Update

Procurement Services – Year End Deadlines
Orders for Goods/Services

- ePro Requisitions of $25,000 or less using FY14 funds must be created and approved by **5:00pm Wednesday, August 20, 2014**

- ePro requisitions of amounts greater than $25,000 require formal bids and must be received in the BSC by **5:00pm, Monday, July 7, 2014**

Procurement Services – Year End Deadlines
Contracts/Agreements

ePro requisitions that involve signature authority must have the contract/agreement attached to the requisition. The BSC will obtain the necessary signatures.

- For $100,000 or more from FY 14 funds – a deadline of 5:00pm Friday, August 15, 2014

- For those less than $100,000 – a deadline of 5:00pm, Wednesday, August 20, 2014

Procurement Services – Year End Deadlines
PCARD

- PCard Transactions using FY14 funds should be completed no later than **5:00pm Friday, August 22, 2014** (BSC recommends no further PCard use until September 3, 2014)

- PCard Data Entry in GCMS/August transactions for FY14 funding must be completed by **5:00pm Wednesday, September 3, 2014 for transaction period** (08-05-2014– 08-31-2014)

- PCard Data Entry in GCMS/ for September transactions, FY15 funding must be completed by **5:00pm Thursday, September 11, 2014** for transaction period (09-01-2014 – 09-05-2014)

Procurement Services – Year End Deadlines

PAYMENTS

- **Payments** from FY14 funds ends at
  5:00 pm Monday, September 8, 2014

- **Payments from** FY15 funding begins **Monday, August 25, 2014, although checks will not be dated or released until September 1, 2014**

- Travel vouchers from FY14 funds must be received in the BSC by 5:00pm Monday, September 8, 2014

Fiscal Year End Helpful Tips

1. Review and cancel department requisitions that will not be approved and forwarded to BSC Purchasing by 8/20/14
2. Respond to outstanding payment approval emails received as quickly as possible
3. Forward any outstanding invoices to invoices@untsystem.edu immediately
4. Complete and submit travel vouchers for FY14 travel by September 8 deadline

FY 15 ePro Requisitions

- May be entered beginning **July 21, 2014**
- **Remember to change budget date to 09/01/14**

Submitting Fiscal Year 2015 ePro Requisitions

FY 15 funded ePro requisitions including blanket orders May be entered Beginning Monday, July 21, 2014	• ePro requisitions for delivery and invoicing after 9/1/2014 may be entered anytime beginning **Wednesday, July 21, 2014** • Set the budget date of the requisition to 9/1/14 from your **Details** tab on the Define Requisition page 1.  • Add statement to the requisition justification: "For delivery and invoicing after 9/01/14" • Unless otherwise specified, FY 15 orders will not be released to the vendors until after 8/19/14. Add additional justification to your requisition comments if there is a special need for early release.

Travel Budget Authorizations (TBA)

- The Travel Budget Authorization Form should be completed prior to travel AND
- approved by the Supervisor, Dept ID/Proj ID holder, Grants or Research Services (if necessary) AND
- submitted to the BSC immediately if an advance is required, AND
- Must always be submitted with the requested reimbursement voucher upon completion of the trip.

**A department may require additional approval within their specific area that is not required by the BSC. It is important to know your internal guidelines that may not be referenced in the UNT System Travel Guidelines.

Why is the TBA form important?

- The Travel Advisory Group has agreed that a change is necessary in the current CTP approval process. The BSC is seeking finalization with the Grants/Research Offices to ensure that a new approval process involving the TBA form will meet the needs of their offices as it relates to grant travel.
- Stay tuned for more detail in the future.

Itemized or Detailed Receipts

Hardware Depot
(555) 555-5555 ❶
1234 Main Street
Hometown, FL 33620

December 1, 2011 ❷ 12:25 pm

1234	Batteries pkg/4 ❸	10.95
	1 @ 10.95 ❹	
5678	Rope	15.98
	2 @ 7.99	
4118	60W Bulbs pkg/4	42.00
	10 @ 4.20	
4247	Shovel	19.99
	1 @ 19.99	
	SUBTOTAL	88.92
	Tax FL 7.00	0.00
	TOTAL	88.92 ❺
	Credit Card	88.92
	Auth Code 381092	88.92
Change Due		0.00

Thank you for shopping at Hardware Depot

IBER.PRT

Thank you for dining with
P.F. Chang's China Bistro.
98 S. Second St.
San Jose, CA 95113

Server: Kieley 02/17/2012
Table 26/1 7:17 PM
Guests: 1
#30026

Devils Canyon Amber Drft	4.25
Stella Artois (2 @4.25)	8.50
Pina Colada	6.00
Diet Coke	2.50
HH Chicken Lettuce Wrap (2 @6.00)	12.00
HH Crispy Green Beans	4.00
Egg Roll (4)	7.95
Traditional Spare Ribs (2 @9.45)	18.90
Salt & Pepper Calamari	7.45
Fried Rice	8.95
Subtotal	80.50
Tax	6.65
Total	87.15
Visa	87.15
Tip	10.00
Total	97.15

Auth:015101

X______________________________

If a 15 Digit Survey Code
is printed above, we cordially
invite you to participate
in our survey at
www.pfchangs.com/survey
Thank you!

--- Check Closed ---

**Current scrutiny of procurement detail with audit team requires additional review of purchasing and payment practices. IRS regulations require detail receipts.

PCard Reconciler

Each Reconciler is responsible for the following:

- Participating in initial PCard training and refresher training every year
- Approving each transaction for the Cardholder in the online banking software
- Reviewing and signing the Cardholder's transaction report on a monthly basis
- Reconciling and verifying Dept ID/Proj ID information
- Ensuring that appropriate Description of Items Purchased have been assigned
- Reporting any possible fraudulent activity to the Office of Internal Audit and a BSC PCard Program Coordinator

**The BSC recommends that reconciling occurs weekly to ensure that the monthly deadline is met.

Pcard Post Transaction Reviews

The BSC PCard Program Coordinator will perform routine reviews of randomly selected transactions and PCard accounts.

- The objective of the review will be to determine compliance with the PCard Program Guide and record keeping requirements.
- Routine reviews and/or audits will be conducted by the BSC and/or Internal Audit, respectively, throughout the year.
- The reviews will include requests for reports and all backup documentation to be emailed to the BSC, and/or reviewed on site at the department.
- Notification will be sent to the cardholder, the Reconciler and the Approver at least 3 days prior to the scheduled review.
- A report of all findings will be prepared after the review and emailed to the Cardholder, Reconciler, Approver and Internal Audit. Other university administrators may also be informed depending on the severity of the findings.

Strategic Sourcing News

http://bsc.untsystem.edu/contract-pricing

Cooperatives and Contract Pricing

A number of state and privately sponsored buying cooperatives offer special pricing. Purchasing from a cooperative or taking advantage of a state contract may exempt the purchase from bidding requirements. A username and/or password may be required. Use the Ask Purchasing Form to request a login.

Contracts

Bottled Water Service	Preferred supplier agreement with Ozarka Direct that provides discounted rates for all UNT System institutions for cooler rental and bottled water.
Car and Limo Service	We have negotiated fixed rates with several car service providers in the DFW area. Costs will remain in effect from 5/1/14 – 4/30/15, and include gratuities.
Equipment Maintenance Agreements	This contract is an alternative to original equipment manufacturers (OEM) maintenance and service agreements.
Event Equipment Rentals	This contract is for the rental of equipment for events such as commencements, banquets, and parties. Available equipment includes tents, tables, chairs and linens.
Hotels - Dallas	Preferred hotels offer negotiated rates for lodging/rooms for UNT Dallas guests where payment will be made either via pcard or purchase order.
Hotels - Denton	Preferred hotels offer negotiated rates for lodging/rooms for UNT guests where payment will be made either via pcard or purchase order. Amenities for both hotels include: complimentary shuttle to campus, complimentary breakfast, and

New Contracts:

- Car and Limo Service – info on BSC website; prices include gratuities.
- Bottled Water Service – info on BSC website.
- Uniform and Linen Service – new pricing and invoicing; more info on BSC website.

Upcoming Strategic Sourcing Vendor Showcase

Join us for the opportunity to meet Strategic Suppliers and members of the Strategic Sourcing Team.

Visit with suppliers of:

Office Supplies, Uniform/Linen Rental, Car Service, Hotels, Maintenance Agreements, Catering and Bottled Water Delivery.

Monday June 16th

MET Building Room 109

12:30-2:30 PM

Four Star Café

Approval to Pay for Services

- Requests for approval to pay must now include date services were rendered.
- If the PO was created after the service/event date, approval is assumed since services are complete.
- The standard E-mail template below:

FOR SERVICES
We have received the attached invoice and need some additional information to process the payment. Please complete the form below and reply with your approval.

Date service completed
Approval to pay? (Yes or No)
Reason not to pay / estimated approval date:

Thank You For Joining Us!

Questions?

1. Payroll Update – Joey Saxon

    a. Mandatory direct deposits and pay card program beginning January 2015

- All electronic pay starting Jan 1 2015 (Feb payroll)
- 96.7% of HSC is already on Direct Deposit
- 62 people on paper

- Overall we are at 94% across UNT System
- Payroll reaching out to the 62 employees/plenty of advance notice
- About to send RFP to choose pay card vendor
- Pay card is like a debit card - they can use to make payments, draw cash, etc.

<u>Questions:</u>

Is the pay card mandatory?
Yes, if you don't have direct deposit. If you have a bank account and direct deposit, there is no effect or change for you.

Pay card can be reloaded?
Yes, it is reloaded with each paycheck.

About the pay card – what about supplemental payrolls and semis?
Yes; but guest speaker, etc. will likely still be paper checks. We will communicate more details.

1. Time and Labor Reminders – Donna Shell

Biggest change is employee still fills out the timesheet but then it goes directly to the timekeeper to enter into system. The supervisor then approves it in the system. (Instead of signing a timesheet and then giving to timekeeper and having a timekeeper do the electronica approval, the supervisor's approval is just in the system and the timekeeper no longer approves reported time).

<u>Questions:</u>

Does the supervisor get an email?
Yes; it has not "gone live" yet but when that starts working they will get an email telling them they have time to approve.

In the system, there will be a "Save" and a "Submit" button. The supervisor only gets an email when you "Submit." If you are entering time each day or every few days, we are suggesting that you just "Save" so your supervisor doesn't get an email every time you update your timekeeping.

We were told they would only have to approve exceptions for salaried?
For non-exempt salaried staff there is just an entry of hours and the supervisor then approves that once a month. Exempt employees are only going to enter leave or exceptions (time over 40).

To clarify, supervisors do have to approve your time every month.

If I only work 8 hours a day and so I have no time entry, no one has to approve that?
No – you still record hours worked if you are non-exempt and the supervisor still approves your time each month.

Our supervisor has never had to approve any time in the system except for hourlies.
They were always approving your time – it was just on paper and now it will be in the system. Until the email function starts working, we are asking that the timekeepers keep an eye on the time reporting for their department and remind the supervisors if they have time that has not been approved.

Administrators have been made aware; until we get the email function working, they know that their timekeepers will be reminding them. The executives have been briefed on these changes.

What about people who supervise people at different locations/in different buildings and the supervisor does not know if employees are there, hours, etc. so they designated someone in those buildings that verifies that?

They can still use that protocol and have that person notify the supervisor, etc. so they know the employee's correct hours.

Concern was expressed that the supervisor in that situation would refuse to certify the hours.
Jennifer Trevino stated it is ultimately the supervisors' responsibility and they must put management controls or methods in place to ensure that timekeeping is approved. Talk to Jennifer offline for issues with managers not willing to take care of their online approvals.

Comment was made regarding double duty for timekeeper by moving the approvals – the back and forth between the timekeeper and approver and employee could be an issue.
We will soon move to self-service where the employee just enters the time and supervisor approves it. Until then, we still need the timekeeper to get the timesheet and enter it, etc. It should not be for very long.

Why did you think this would be better for us? You talked to the executives but they aren't timekeepers.
99% of businesses handle timekeeping this way. It's how the system is designed; we were told by leadership not to make customizations because they are costly and time consuming. This is just a temporary situation – we expect self-service to be implemented sometime in January.

Question was raised by a department where they have clinics and there is just one supervisor who enters AND approves the time. How do we handle that?
Those departments/clinics may be where we want to implement self-service first to remedy that issue.

Can we just have them delegate their approval?
There are situations where that is appropriate; however, it is intended that delegation be a temporary remedy for when people are out of country, etc. where they won't be able to manage their time approvals.

Comment was made by attendee - they went and looked at who in their department would know the hours etc. and they changed the direct reports so those are the people doing the approvals.
Reminder – when you change Direct Reports it changes your org chart and your evaluation system, etc. so be careful. Otherwise, that is a good approach, just be mindful of how it effects other things.

1. Procurement Update

    a. Year End Deadlines

- You received our email/this is just a reminder.
- Note regarding contracts that need signature/attach to REQ – work w/ Lane Nestman/contract mgmt.
- HSC Contract Management asked that people get the documenation it to them as soon as possible.
- PCard: we suggest you not use your Pcard after 5PM Aug 22nd.

What about contracts on multiple years?

The PO's roll on those; we stop paying out of FY14 funds 9/8/14.

If you obligated funds, they'll pay it; this note pertains to non-planned FY14 purchases after those deadlines – they will have to come from FY15; if you have a PO setup you don't have to worry about it.

- Make sure you get travel vouchers to us by 9/8.
- Remember to review and cancel REQs sitting open by August 20th.

When are they going to start asking us about our institutional PO's and whether we want to carry forward, working w/ vendors etc.?

Around July 1st we will start reaching out

Travel Budget Authorizations and CTP

Proposing that approval process in CTP go away so there will be no more 24 hour hold, but the key to doing that is there is a TBA and you will certify in CTP that there is a TBA approvedand signed.

Questions:

Donna Shell mentioned that there was a question at UNTD – are you required to do a TBA on prospective faculty?

If you are doing a voucher or using CTP, yes.

Is the TBA the equivalent of a RAT form?

Yes

We have faculty interviews from all over; I don't know until after they have left and they submit their reimbursement info – so I am supposed to do a TBA?

You should, if you know prior to travel they are coming.

For those of you using travel outside CTP - the airlines we are trying to negotiate don't look at our spend outside CTP – when we are negotiating.You can do prospective travel in CTP by using Guest Travel. You will save money and time. Talk to the BSC travel team about getting setup to book for guests.

Comment was made that no faculty want a CTP card.

Debbie explained it's not a card; it's a system where you can reserve your travel and explained Saber system is what all airlines use. Travelocity etc. are people who buy groups of tickets, so you might find a cheaper rate, but if you are searching the airline sites online it's not going to be cheaper than CTP. What is in our CTP is our negotiated, contracted discount.

Attendee mentioned it worked better for them, much cheaper and they worked with them on getting a better rate.

Comment was made about bringing in consultants etc. – she said she really sells it to them, no out of pocket, and it's worked great and they have all agreed to use it or let her do it.

Do we have to do a TBA for mileage?

No.

We had some students who traveled, didn't do one in advance, so I need to do one and send it?

Yes, you need a TBA for any trip travel, not just advances – it is requesting authority to travel; even on students who are not employees. The TBA is the authorization to travel and expend funds.

Is this required for day trips also, like flying to Austin there and back same day?

Yes.

When you submit the TBA w/ the voucher is just the TBA ok or do you need all the backup documents?

Just the TBA, but it's up to you if you want to include those emails and other documentation.

Itemized Receipts

Questions:

Is it true that to reimburse someone, you have to remove the tax, tip, and alcohol on the grant?
If Grants says to, yes, and also on state funds. Different on local funds.

Question to Jennifer – aren't we doing per diem?
We agreed w/ the BSC that we can choose between per diem or actuals.

I received a link from X for a form for a missing receipt affidavit and link didn't work.
(Joey checked and link was fine/may have been browser issue/pulled up form for it; someone commented that the description block only allows one line of text – Debbie will get that fixed).

a. Pcard Documents and Audits

Note, Debbie will have Kim Bien (PCard Administrator) come to next Partners meeting so that you can meet her and ask her questions.

a. HUB

a. Strategic Sourcing News

a. Approval to pay to include date of service

Concern raised by staff member from Facilities – the challenge of knowing when services or goods received because the Facilities staff are all over the campus working.

Requirement put in place by audit, etc. Make your best effort to get that date and be sure you verify that your service was received.

Debbie said we may be able to pilot ImageNow workflow with her – they are doing that with Facilities at UNT. She will be in touch about that.