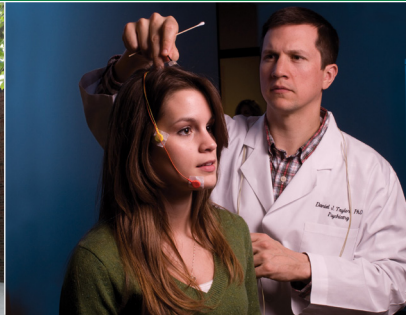


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## DECEMBER 2014

### In this issue:

- Holiday Greetings
- Monthly PCard Best Practice
- Vendor Setup Guidance
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- Percent of Period Calculation Approved for Partial Month Payment
- Mandatory Direct Deposit for All UNT System Employees
- Client Services Corner
- Getting to Know Your Client Service Agents: Karen Crist

## HOLIDAY GREETINGS FROM THE BSC!



**Happy Holidays.** We at the Business Service Center would like to offer our gratitude for your support this year. We wish you a very happy holiday season and New Year.

## PROCUREMENT SERVICES

### Monthly PCard Best Practice

- If your PCard transaction declines, please make sure to always call the number on the back of the card first to find out the reason before calling the PCard team. It could be a Merchant Category Code (MCC) issue or your transaction or a monthly limit issue. Once you have called to get the necessary information, contact the PCard team at **940.369.5500 or Toll-Free 855.868.4357** with the details so they can best assist you.

### Vendor Setup Guidance

- Based on the continued review of financial documents, Procurement Services needs to make sure that all customers understand what is necessary for all vendor setups. Effective immediately, Procurement Services must ensure that a tax identification number is supported by a W-9 form **prior to the vendor setup completion and release.**

If the vendor is a foreign individual or company, documentation must also be sent to the Tax Accountant in Payroll, along with the appropriate W8 form as required by the Internal Revenue Service. Customers should have the Tax Accountant complete the review and approval for payment **in advance** to accompany the request for vendor setup.

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### BUSINESS SERVICE CENTER UNT SYSTEM™ *Shared Services. Shared Success.*



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.

### PROCUREMENT SERVICES

#### Vendor Setup Guidance (Continued)

Supplier Management's initiative is to have all vendors paid via Electronic Funds Transfer (direct deposit). Procurement Services will be reaching out to all vendors with the appropriate Supplier EFT Agreement form during setup for their enrollment.

Employees of the University must use the Employee EFT Agreement Form, which is separate from the employee's payroll direct deposit, in order to have their travel expenses and other reimbursements direct deposited. The form can be found on the BSC website at [https://bsc.untsystem.edu/sites/default/files/BSC\\_Employee\\_EFT.pdf](https://bsc.untsystem.edu/sites/default/files/BSC_Employee_EFT.pdf).

Procurement Services asks that the submitter provide assistance by having these documents in hand at the time the request is submitted for a vendor setup, when possible. All of the documents may be found on the BSC website in the Forms Library located at <http://bsc.untsystem.edu/forms-library>. For financial security, the W-9, EFT Authorization forms, and/or Independent Contract forms should never be emailed. They may be submitted by attachment to the ePro requisition, faxed to the dedicated fax, 940.369.5976, or mailed through the USPS to 1112 Dallas Dr. Suite 4000, Denton, TX 76205-1132.

- A blank W-9 form can be found on the BSC website at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

BSC Area	Form	Description
Payments & Travel, Purchasing	<a href="#">Vendor Setup</a>	Vendors need to be setup in EIS prior to being able to select them in ePro. Please make sure that you obtain a completed W-9 form from the vendor before completing this online form. Blank W-9 forms can be downloaded <a href="#">here</a> .

- Employee and/or Supplier EFT Authorization Forms can be found at: [http://bsc.untsystem.edu/Forms-Library?tid=All&field\\_description\\_value=eft](http://bsc.untsystem.edu/Forms-Library?tid=All&field_description_value=eft)

BSC Area	Form	Description
Payments & Travel	<a href="#">Employee EFT Authorization Form</a> <a href="#">Supplier EFT Authorization Form</a>	EFT Authorization Form – <b>UNT, UNTDAL, UNTS, UNTHSC</b> – Use this form to authorize the BSC to electronically deposit funds into personal accounts for travel expenses and other reimbursements. This service is different than payroll direct deposit. <a href="#">More Information about Employee EFT</a> . (Payments)

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### **BUSINESS SERVICE CENTER**

### **UNT SYSTEM**

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Located in Denton, UNT is one of Texas' largest universities with more than 36,000 students enrolled.



The UNT System serves the North Texas area, boosting economic activity in the region by nearly \$2 billion annually, and houses the UNT Dallas College of Law.

## **PAYROLL**

### **Distribution of IRS Form W-2 for 2014 (Continued)**

- It is almost that time of year again when employees will begin to prepare for the tax season. You are encouraged 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:
  - 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 <http://bsc.untssystem.edu/payroll-resources>.

For employees at University of North Texas, UNT Health Science Center, UNT Dallas, UNT Dallas College of Law and UNT System Administration, W-2 Forms will be available on **MyUNT/MyUNTDallas/MyHSC** during the last week of January. 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, 2015**.

### **Percent of Period Calculation Approved for Partial Month Payment**

- The Business Service Center Shared Service Council comprised of the Chancellor and Presidents within the UNT System as well as the Shared Services Operation Committee that includes campus Chief Financial Officers, Chief Academic Officers and System Vice Chancellors, approved using the Percent of Period Calculation method for partial month payments effective October 1, 2014. This method uses the employees equivalent hourly rate of pay for the particular month of the partial payment. **Example:** If an employee had a November 10 start date, their rate of pay would be calculated by using their annual salary divided by 12, divided by the number of working hours in the month of November (160). This decision repeals the previous "2080" rule.

### **Mandatory Direct Deposit for All UNT System Employees**

- By now you should have received information regarding the new mandate requiring all employees in the UNT System to elect for their payroll checks to be direct-deposited into a bank account. Employees who do not elect direct deposit will receive a pay card that their pay will be loaded on each pay date. The pay card is similar to a prepaid debit card. Should you wish to choose direct deposit, please visit our Business Service Center Payroll Website at <http://bsc.untssystem.edu/payroll-resources>. This page will provide step-by-step instructions on how to sign up for direct deposit. The pay card program is scheduled to begin in **January 2015**.

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Everyone at the Business Service Center thanks you for all of your support this year.



### CLIENT SERVICES

**Customer Corner:** The following represent some of the most common questions being asked of the BSC Client Services team this month.

**1. The department ID/project ID holder for my trip is different than my usual approver. How do I change the approver for a specific trip when booking through CTP?**

• **Answer:** When logging in to CTP, you should always verify that the person listed as your 'Approver' is the deptID/projID holder that needs to approve the expense for this particular trip. To change the approver, go to your 'Profile' tab and click on the highlighted hyper link 'Personal Information.' In the box titled 'Company Information' you will be able to make changes to the Approver. Once the appropriate approver has been chosen, click 'Save.' This trip will now automatically route to the person you have indicated for approval.

**2. I cannot login to CTP . . . who do I contact for help with CTP?**

• **Answer:** Please call CTP at **877.727.5188** for problems with the Concur travel site.

**3. How do I setup or make a change to my Direct Deposit information?**

• **Answer:** Log in into your portal (MyUNT, MyDAL, MyLAW, MyHSC) and follow the steps below.

**Remember, you can only make one (1) change per day.**



1. Click on the Human Resources tab
2. Click on Payroll & Compensation
3. Click on Direct Deposit
4. Enter your bank information for a new Direct Deposit or click on edit to make changes
5. Click Save

**4. How do I know when to use Leave Without Pay versus when to use DOCK?**

• **Answer: When to Use Leave Without Pay:**

Any time an employee is on a leave of absence (not at work) without using paid leave (vacation, sick, comp, developmental leave), that employee should be put on "Leave w/o Pay" status. Leave without pay status will stop the employee's paycheck beginning with the effective date or start date of the leave. **Note:** you do not need to use **DOCK** for the first 10 days of the leave if you know the leave will extend beyond 10 days. Leave of absences are processed through ePAR using the following steps.

- 1. Add a New ePAR using 'Employee Change within Department' payroll action
- 2. Enter employee ID number and choose correct record number
- 3. Enter your effective date (using the calendar to choose, of course)
- 4. The next step is to use the drop down menu under **"Employee Status"** to change the status from Active to Leave without Pay

<b>Position Number:</b>	00006775 
<b>Employee Status:</b>	Active 
<b>Job Code:</b>	Active Leave with Pay Leave without Pay Work Break
<b>Location:</b>	

**NOTE: When you are ready to return to work, complete steps one (1) through four (4) and change the status to Active.**

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The landmark Courthouse on the Square in Denton, home of UNT and the BSC.



Sundance Square Parade of Lights in Fort Worth, home of the Health Science Center.



The Festival of Lights in the heart of Dallas, home of the UNT System, UNT Dallas and the UNT Dallas College of Law.

## CLIENT SERVICES

### Customer Corner (Continued)

#### • Answer: When to Use DOCK:

When an employee is out on a leave for **10 days or less and does not have sick leave**, vacation or comp time that can be used, you must put that person in **DOCK** status on their timesheet for each day they are off without pay.

DOCK status cannot be used if the employee **will be off for 10 or more days** – a Leave without Pay ePAR needs to be processed in those instances (**see instructions above**).

1. On the timesheet, use the Time Reporting Code drop down menu to choose **DOCK** – Dock as the reporting code for each day the employee is off without pay.
2. Enter the hourly dock rate in the “override rate” field that reflects the hourly rate for the month the dock occurred. • Hit **Submit** and then **Save**.

## GETTING TO KNOW YOUR CLIENT SERVICES AGENTS

- Each month we will introduce you to different members of our teams, beginning with the **Client Services Team**.

### Karen Crist, Client Services Agent



#### 1. How long have you worked in the Call Center?

Since April of 2013.

#### 2. What is your past job experience?

I started at UNT in 2003 in Human Resources Employment. I moved to HR Records about a year later, and stayed there until I moved to the Call Center in 2013.

#### 3. What do you enjoy most about being in the Call Center?

I love the one-on-one contact with our customers! I also enjoy the challenging questions, and the variety we encounter each day. I love being busy every day and being able to help our

customers solve their problems that they are facing.

**4. Is there anything you would like our customers to know?** Call us anytime – we are a fun group who love to help our customers.

**5. Tell everyone one fun fact about you!** I'm a 49ers fan and we beat my co-worker, Tawana Laster's Redskins!

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# December 2014

## TRAINING CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 	1	2	3	4	5	6 
7	8 HSC, EAD-291 10 to 11:30 a.m. <b>ePAR Training AO15EP</b>	9 HSC, EAD-719 10 to 11:30 a.m. <b>Time &amp; Labor AO15TL</b>	10	11 DAL, 3-306 10 to 11:30 a.m. <b>ePAR AO15EP</b>	12 BSC, EAD-291 9 to 10:30 a.m. <b>ePAR AO15EP</b>	13
14	15	16 BSC, 4202A 9 to 10:30 a.m. <b>Purchasing AO15PC</b>	17	18	19	20
21	22	23	24	25  Christmas	26	27
<b>Winter Break – All Campuses Closed</b>						
28 	29	30	31 	1 2015! New Year's Day	2 	
<b>Winter Break – All Campuses Closed</b>						

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