

Solution Source NEWSLETTER

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APRIL/MAY 2016

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NEW

PROCUREMENT SERVICES

- **UNT System Welcomes New Senior Director of Procurement Services**

Mike Abernethy is the new Senior Director for Procurement Services for the UNT System. Prior to coming to the UNT System, Mike served as the Director of Purchasing Services at the University of South Florida (USF) from May 2012 to February 2016. He was the Director of Procurement and Risk Management for New Mexico State University (NMSU) from August 1997 to May 2012. Prior to NMSU, Mike was with the Dallas County Community College District from June 1990 to August 1997 as their Director of Purchasing.



Mike's academic credentials include a Master of Science Degree in Human Relations and Business from Amberton University, a Bachelors of Business Administration Degree from McKendree University, and an Associate in Applied Science Degree in Administrative Management from the Community College of the Air Force. Mike is a veteran who served in the United States Air Force for 12 years and the Texas Air National Guard for three years. As part of the Texas Air National Guard, Mike was deployed to the Middle East as part of Desert Storm/Desert Shield.

Mike has been married to his wife, Lora, for 35 years, and they have two children and four grandchildren (with a fifth on the way).

- **Purchasing Card Team Offers Thanks**

The Purchasing Card Team would like to thank all cardholders, reconcilers, and approvers for their perseverance and commitment to excellence in ensuring all new chart fields were completed in Citibank.

The team recommends that transactions be reviewed and allocated once a week due to the increased number of fields and the crosswalk verification process. Reviewing your account regularly will also aid in discovering any unauthorized or mistaken purchases in a timely manner.

Please do not hesitate to call us at **940.369.5500/Toll-Free: 1.855.868.4357** if you have any questions.

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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**

The Payroll team would like to make you aware that there is a maximum amount of vacation leave that can be carried forward from one fiscal year to the next. Any vacation time that is not taken by **August 31, 2016** and is in excess of the maximum carry over amount will lapse to sick leave. All time will need to be entered and approved in EIS no later than **September 9, 2016** for the lapsing to process correctly. Refer to the **[Vacation Accrual Chart](#)** for more information about the maximum carry over amount.

- **Semi-Monthly Employees May Pay Date**

Because the May 15 semi-monthly pay date falls on a Sunday, employees at all UNT System component institutions will be paid on **Monday, May 16, 2016**. Should you have any questions, please contact the UNT System Business Service Center at **940.369.5500/Toll-Free 855.868.4357**.

- **Payroll and Time and Labor Approval Deadlines**

As a reminder, please follow the Payroll and Time and Labor approval deadlines on the Payroll Deadline Calendar located at **http://bsc.untsystem.edu/payroll_deadlines**.

- **Reminder About How to Enter Dock Time**

Dock time should not be entered on the timesheet in the EIS system when an employee is placed on leave without pay. When an employee is not placed on leave without pay and has exhausted all eligible leave, Dock time is entered on the timesheet in the EIS system. You must also include the override rate which is calculated by the employee's base monthly salary plus BRP, if applicable, and divided by the number of working hours in the month the dock occurs.

Example:

If an employee is docked in the month of March and their base monthly salary is \$2,884.41 the override rate would be \$15.76. The calculation is:

$$2,884.41 / 184 = 15.76$$

Please ensure that the Dock time is entered and approved in a timely manner. If a terminated employee has Dock time and it is not entered and approved before their final wages are processed to be paid, they will be in an overpaid status and will be included in the report sent to the campus leadership.

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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.

REMINDERS

TRAVEL

• Travel Reimbursements

The [Travel Voucher](#) has been updated to include the new Chart of Accounts. Please add the link to the [Forms Library](#) in your favorites instead of saving a copy of the voucher to your desktop. This way, you'll be using the most up to date version of the voucher and current mileage rates.

• Concur/Corporate Travel Planners (CTP)

The Travel team would like to remind customers that only airfare and Enterprise/National car rental can be direct billed when booking through Concur. Hotels and other rental cars are just reservations and will require payment at checkout by the traveler. Also, Concur has been updated with fields for the new chart of accounts. To assure accuracy and prevent delays, have your signed [Travel Budget Authorization \(TBA\)](#) and account detail sheet available when you book through Concur.

• Parking Spot – UNT System is Preferred Airport Parking Provider

The Parking Spot is University of North Texas System's preferred airport parking provider in your departure city.

The Parking Spot is offering 2-days of free airport parking to all UNT System faculty, staff and students who sign up for a Spot Club Exec program. Please order your card at <https://www.theparkingspot.com/corporate-accounts>.

Other benefits include:

- Discount parking rates
- Friendly shuttles with luggage assistance every 5 to 7 minutes
- Well-lit, secure and open 24-7
- Covered, open-air and valet parking*
- USA Today newspapers at check in**
- Chilled bottled water at check-out
- Spot Club Exec loyalty program – earn points towards free parking
- Car wash options also available

*Valet parking where available

**While supplies last



LOVE FIELD PARKING – Please also be aware that at Love Field the parking, both on and off airport, is in high demand. All employees of any UNT System Institution receive free reservations through the below link and a reservation will guarantee your space when you arrive: <https://www.theparkingspot.com/promotions/corporatehome.aspx?CCode=Univ2290>.

National Emerald Club – https://www.nationalcar.com/en_US/car-rental/loyalty/corporate-Enrollment.html?keyWord=UTS600.html?locale=en_US.

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The UNT System Historically Underutilized Business Program team, (pictured from left to right, Joey Saxon, Kimmalla Mitchell and Greg Obar), joined members from the DFW Minority Supplier Development Council at the recent Hard Hat Construction Expo.

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CLIENT SERVICES

• **ePro and ePAR Approver Training Options**

In an effort to provide you with the most convenient training options, Business Support Services has created an online session for ePro and ePAR Approvers. This training is designed for individuals who are responsible for approving electronic procurement (ePro) and/or electronic payroll action requests (ePAR). The training outlines what approvers should focus on and be aware of when approving or denying transactions.

You can find this new training, as well as all of our other opportunities by visiting our **Business Process Training** page at <http://bsc.untsystem.edu/business-process-training>. Should you have any questions or concerns, please to contact us at **940.369.5500/Toll-Free 855.868.4357** or email: bsc@untsystem.edu.

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

1. Question: Where can I find the Vendor Set Up form on the BSC Website?

• **Answer:** The Vendor Set-Up Form is no longer needed. New Vendor set up will need to be done inside the requisition on the Create Requisition page. Click on the link "Suggest New Supplier" located just to the right of the Supplier ID box. Complete all fields on the supplier information screen. Keep in mind, if the requisition has multiple lines. The supplier information will need to be entered for each line. You will also need to obtain a W-9 from the vendor. The W-9 can be attached to the comments/bubble area where quotes and the other required documentation for the requisition are placed.

2 Question: How do I increase funds on a Purchase Order?

• **Answer:** all changes to amount or quantity can be completed by going into the requisition and selecting the action "edit." The requisition will then be sent back through the approval process.

3. Question: Is there a new Travel Voucher?

• **Answer:** Yes. The new Travel Voucher became effective March 1, 2016. It is available in the **Forms Library** at: <http://bsc.untsystem.edu/Forms-Library>. The new Travel Voucher includes an Account Detail Sheet in a separate tab.

4. Question: Who do I call when I have a funding/budget question on a requisition or on an ePAR?

• **Answer:** Please contact your Budget Office for assistance.

UNT Dallas Budget Office: april.barnes@untdallas.edu

UNT Denton Budget Office: Budget.Office@unt.edu

UNT Health Science Center Budget Office: HSCbudgetoffice@unthsc.edu

UNT System Administration: system_admin_budget@untsystem.edu

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(Continued)

5. I am having problems with my browser when submitting an ePAR. Is there a specific browser that works best?

• **Answer:** With the EIS upgrade to version 9.2, please use the recommended browsers listed below:

- Chrome (updated automatically every few days)
- Firefox (updated automatically every few days)
- Internet Explorer 11
- Safari 5.1.7

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**.

Jamie Cogdell, Buyer



1. How long have you been a Buyer for UNT System? 5 ½ years.

2. What is your past job experience? Elementary school teacher, office manager/mortgage loan assistant, and then was hired at UNT as an Administrative Coordinator.

3. What do you enjoy most about being a Buyer for UNT System? Working with all the departments in assisting them with their requests and purchases – we get to see some cool things as a System. We are purchasing for research and I feel like we make a small impact on all the various things the students are working on out there. And last but not least, I work with a great team and I enjoy coming to work to see them as well.

4. Is there anything you would like our customers to know, or a helpful tip you could offer them? When entering a request for a purchase in the system, you can never give us too much information. The more information we know, the smoother the process is and we can make sure to get the goods and/or services in a timely fashion and try to save them as much money as possible.

5. Tell everyone one fun fact about you? I have 3 kids: a daughter, who is 11 and my sons, who are 8 and 6. I am a soccer and baseball mom. Most of my free time is spent on the soccer field or baseball field. When I am not there; I try to hit the gym, because I love fitness and working out and everything that goes along with being fit. Then, if there is any time left, I love being outside and gardening, planting, or working on Pinterest projects around the house. If I could be anyone for a day, it would be Joanna Gaines from Fixer Upper. My dream is to buy an old fixer upper and turn it into something amazing and beautiful.

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April 2016

BUSINESS PROCESS TRAINING CALENDAR

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|--|---|---|--------|----------|
| 25 | 26 | 27 | 28 | 29 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 ePAR 10 to 11:30 am UNT Dallas BLDG 1, Rm 252 (AO15PR) | 20 *See Below for 2 Trainings | 21 ePAR 9 to 10:30 am UNT BSC, Rm 4202A (AO15PR) | 22 | 23 |
| 24 | 25 | 26 | 27 Intro to Time & Labor – UNT 9 to 10 am BSC, Rm 4202A (AO15TL) | 28 | 29 | 30 |

*ePAR 10 to 11:30 am
UNT HSC
**EAD, Rm 714
(AO15PR)**

*Intro to Time &
Labor – SYS/COL
10:30 to 11:30 am
**Rm 307
(AO15TL)**

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May 2016

BUSINESS PROCESS TRAINING CALENDAR

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|---|--|-----------|--|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 ePAR 10 to 11:30 am UNT HSC EAD, Rm 291 (AO15PR) | 18 | 19 Intro. to Time and Labor 9 to 10 am BSC 4202A (AO15TL) | 20 | 21 |
| 22 | 23 Intro. to Time and Labor 10 to 11 am HSC, EAD, 719 (AO15TL) | 24 ePAR 9 to 10:30 am UNT BSC, Rm 4202A (AO15PR) | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |

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