

Business Service Center Update

A-Team

November 8, 2013





ePAR

Common Mistakes to Avoid

▼ Job Data

Funding End Date vs. Appointment End Date

Current

New

DeptID:
Position Number:
Employee Status:
Job Code:
Location:
Salary Grade:
Std. Weekly Hours:
FTE:
Annual Rate:
Monthly Rate:
Hourly Rate:
Reports to Supv ID:

DeptID: S62651
 AVC Business Services
 Additional Changes Needed
Position Number:
Employee Status: Active
Job Code: 0700
Appt. End Date:
 Adjunct Faculty
Location: BSC
Salary Grade: F01
Std. Weekly Hours: 10
FTE: 0.25
Annual Rate: \$4,500.00 (4.5)
Monthly Rate: \$1,000.00
Hourly Rate: \$23.07
Reports to Supv ID:

Funding End Date does NOT stop pay. Stops funding from that source and puts it in SUSPENSE

Appt End Date STOPS pay with SWB row

▼ Department Budget Data

Current						
Effective Date	Funding End Date	Business Unit	Funding DeptID/ Proj ID	Percent of Distribution	Monthly Distribution Amount	
1				0	\$0.00	

New						
Effective Date	Funding End Date	Business Unit	Funding DeptID/ Proj ID	Percent of Distribution	Monthly Distribution Amount	
1 09/01/2013	<input type="text" value="31"/>	SY769	<input type="text"/>	100.000	\$0.00	<input type="button" value="+"/> <input type="button" value="-"/>

Multiple Additional Pay Items

Additional Pay Data							
Current							
Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Frequency	DeptID
				0.00			

New								
Effective Date	End Date	Earnings Code	Addl Seq #	Amount to Pay	Total Amount to Pay	Pay Frequency	DeptID	Position Number
09/01/2013	12/31/2013	Augmentation	1	500.00	2000.00	Once Monthly		
09/01/2013	08/31/2014	Augmentation	2	750.00	9000.00	Once Monthly		
09/01/2013	09/30/2013	HSC Additional Augmentation	1	3000.00	3000.00	Once Monthly	10260	
09/01/2013	09/30/2013	HSC Additional Augmentation	2	10000.00	10000.00	Once Monthly	10230	
09/01/2013			1					
09/01/2013			1					

- If concurrent earnings occur, you will need to increase the Addl Seq # so that one won't overwrite the other.
- If an earnings need to replace another one, they should have the same Addl Seq # and earnings code.
- Doing another ePAR with the same Addl Seq and Earnings Code will cause the new one to overwrite the previous one.

ePAR

Other Common Mistakes to Avoid

- Using the Hire transaction for changes or additions
 - Hires will ALWAYS add another job row
 - Could cause salaried employees to be overpaid
- Tracking ePARs
 - Display a Submitted ePAR page
 - Reminder emails go out after 4 days of no approval
 - Some approvers may need additional ‘reminder’ help
- Task Appointments
 - Include entire month for dates (effective date and end date) if you want the person to receive the monthly salary indicated on the ePAR



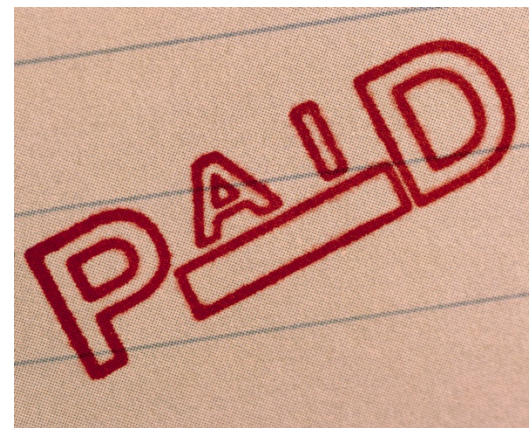
Business Services Operations Committee

- BSC governance structure
 - Charged with
 - reviewing and standardizing business practices (e.g. policies, administrative procedures, guidelines, etc.) and
 - evaluating and recommending system-wide priorities/projects
- Membership
 - Campus & System – Chief Financial Officers
 - Campus Controllers
 - Campus Human Resources Directors and AVC HR
 - Campus VP Administration

PAYROLL

NEW – Payroll Exception Request

- Approved by BSC Operations Committee, October 2013
- Non-scheduled “off-cycle” payroll requests will require submission of request form with approvals from Department Head and Vice-President/Vice-Chancellor or Dean.
- Effective January 2014





Procurement Travel Advisory Group

- exchange ideas
- develop solutions to help all UNT System institutions meet their event and travel needs

Members include:

Rhonda Acker, UNT

Aleta Wheeler, UNTHSC

Lisa Martin, UNT

Charla Friday, UNT

Mark Ceron, UNTHSC

Cheri Adler, UNT

Barbara Gensemer, UNTHSC

Dana Duke, UNT

Rebecca McFaul, UNTD

Revised
Travel Guidelines



BSC Operations Committee

Approved Actions

- **Meal Reimbursement** Choices between per diem, limited per diem, and/or actual rates - Unanimously approved.
- The BSC recommended allowing department heads to make the decision to either follow per diem, limited per diem, and/or actual rates. The decision would be documented on the face of a travel budget authorization form that will be submitted with each travel reimbursement voucher. Per Diem and limited per diem rates would not require receipts while actual rates would require receipts for reimbursement.
- Per diem and limited per diem would be reduced to 75% of the rate on the first and last day of travel (this is in line with GSA travel guidelines).
- This reimbursement choice will be documented on a future travel authorization form to be announced later in November/December for a January implementation date.

BSC Operations Committee

Approved Actions

Supervisor Approval of Travel on new form - Unanimously approved:

- The BSC recommended requiring supervisor approval prior to travel on a Travel Budget Authorization form (TBA). This form will be used to obtain prior approval for expected travel expenses and approval from supervisor, deptid/projid holder, and Research Services/Grants, as needed, and required for submission with the reimbursement voucher for processing.
 - This TBA form could replace currently used campus request to travel forms.
 - Before implementation, BSOC will reach out to campuses to form travel focus group.
 - Travel Advisory Group (TAG) has been identified and will be holding their initial meeting November 11th to discuss which types of travel will require approval.
 - The form language and design will be discussed and will reflect that approval applies to travel on all sources of funds, not just state funds.
- Use of the form and additional travel training will be targeted for late November/December for a January implementation date.

BSC Operations Committee

Approved Actions

- **Mileage Reimbursement Documentation** - Unanimously approved.
 - The BSC recommended that retention of the supporting documentation for mileage claims is not necessary and should therefore be eliminated from retention at the department and/or the BSC level. The TAG group will discuss the appropriate language to be included in the travel guidelines to document our online mapping service. Training on the appropriate use of the online mapping tool will begin in late November and December.
 - Additional travel training will be targeted for late November/December for a January implementation date.



CONCUR Online Booking Tool



Multiple deptID/projID

When booking a trip (airfare/lodging/rental car) you will need one deptID/projID. A reallocation of expenses can be done at the department level via the voucher correction process.



Car Rental - Direct Bill

If you plan to book a rental car, we have direct billing set up with Enterprise, National, Avis and Budget. When the car is returned, the account is billed and processed by the Travel area.

Corporate Travel Planners (CTP) / CONCUR Online Booking Tool

Online Booking Help 1-877-727-5188

CTP provides customer assistance for online booking needs. The help desk should be contacted before the Travel area as it pertains to booking your travel.



CTP Concur Travel Booking Tool

Concursolutions.com

Book airfare, lodging and car rental for university travel.



AFTER THE FACT

PURCHASES


**Reimbursement
Requests**



Procurement

Strategic Sourcing Update

The UNTS Business Service Center's Strategic Sourcing effort optimizes the use of university dollars by:

- identifying savings opportunities,
 - establishing System-wide contracts for commonly purchased goods and services,
 - monitoring vendor performance for long-term cost savings, especially for high-volume, high-dollar commodities and services, and
 - forming strategic partnerships with suppliers and end users.
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Procurement Strategic Sourcing Update

Projects
Awarded

- Office Supplies
- Hotels
- Equipment Repair
- Uniforms/Linens
- Pest Control
- Inbound and Outbound Freight
- Charter Bus Service

Procurement Strategic Sourcing Update

Projects In Progress

- Paper/Janitorial Supplies
- Temporary Personnel Service
- Computer Hardware
- Coffee Service
- Multi-function Devices

Procurement Strategic Sourcing Update

Potential Future Projects

- Paper/Janitorial Supplies
- Temporary Personnel Service
- Computer Hardware
- Coffee Service
- Multi-function Devices

Preferred Vendor
PDME/Office Depot



**PDME/Office Depot
has been identified as the
Preferred Vendor for
Office Supplies across the
UNT System**

PDME/Office Depot Contract Comparison to Historical Pricing

<i>Sample Market Basket</i>	PDME/OD	Office Max	Staples	Partners Office	Advantage
HP LaserJet 51A Black Toner Cartridge (Q7551A)	\$126.35	\$146.99	\$146.99	\$148.03	\$146.99
Easy Peel Mailing Labels-5662 700/Box (Avery)	\$25.87	\$50.99	\$49.99	\$50.22	\$51.99
Permanent Marker, Fine Point, Black, Dozen (Sharpie)	\$5.77	\$8.29	\$8.29	\$8.28	\$9.54
Magic Tape Value Pack, 3/4" x 1000", 1" Core, 10/Pack (Scotch)	\$17.14	\$21.99	\$22.99	\$24.29	\$23.99
Premium Clear Front Report Covers, 8 1/2" x 11", Dark Blue, Pack Of 25	\$16.60	\$15.37	\$15.50	\$28.12	\$44.73
Super Sticky Notes 4x6 Lined (3M)	\$8.02	\$13.79	\$12.49	\$13.72	\$14.16
R.S.V.P. Ballpoint Stick Pen, Black Ink, Medium, Dozen (Pentel)	\$3.41	\$8.29	\$8.99	\$10.11	\$9.99
HammerMill® 50% Recycled Great White Copy Paper, 8 1/2 x 11, Case	\$44.25	\$57.99	\$55.99	\$48.99	\$55.99
KLEENEX White Facial Tissue, 2-Ply, POP-UP Box, 95/Box, 6 Boxes/Pack	\$7.42	\$11.99	\$10.99	\$15.99	\$11.99
Dry Erase Marker Organizer, Chisel Tip, Assorted, 6/Set (EXPO)	\$6.19	\$10.79	\$14.49	\$11.62	\$13.61
Astrobrights Colored Paper, 24lb, 8-1/2 x 11, Terra Green, 500 Sheets/Ream	\$7.10	\$11.99	\$12.49	\$13.89	\$10.56
ComfortMate Ballpoint Retractable Pen, Red Ink, Medium, Dozen	\$5.33	\$8.99	\$12.29	\$10.15	\$11.43
Fresh Scent Disinfecting Wet Wipes, Cloth, 7 x 8, 75/Canister (Clorox)	\$4.12	\$7.99	\$5.99	\$8.05	\$6.99
Pencils, Blue, Box Of 12	\$3.69	\$3.50	\$3.99	\$6.78	\$9.72
Paper Mate Correction Tape, Single Line, 335", White, Pack Of 2	\$3.43	\$3.99	\$4.79	\$5.48	\$4.99
	\$284.69	\$382.94	\$386.26	\$403.72	\$426.67



Contacting the BSC

- Submitting invoices
 - invoices@untsystem.edu
- Submitting travel vouchers
 - travelvouchers@untsystem.edu
- Questions or any other BSC related matter
bsc@untsystem.edu, 940-369-5500 or toll-free 855-868-4357



Where can I find “stuff”

Remember there are a number of tools where information you need to complete your job is available.....

- BSC Website <http://bsc.untsystem.edu/>
- Knowledge base tool “Ask BSC”



Questions & Answers

- Sandy Behrens is proxy for the dean and has never gotten the email reminder or unapproved epar
 - We will look into this issue

- Question was asked about display a submitted epar showing duplicates
 - It is a known issue on our list but doesn't affect functionality – it happens to those who are also reviewers. It is not an actual duplicate. This will be corrected at a later date (right now first priority is being given to issues that affect functionality)

- Question was asked how to provide input on changes to policy etc. – change management process in planning stage; for now, email the BSC if you have a suggestion
 - Note, we added Stephanie McCain from RS to the travel advisory group

 - Note when you can't get lodging at the preferred vendor, note on your REQ that you tried and couldn't
 - (question is related to lost savings reporting)

Questions & Answers

- Question was asked if CTP is still in the pilot
 - Yes, but if you want to be in it let us know

- Question about are the preferred for everyone or limited (like charter buses)?
 - Depends on circumstance (ex: hotels in Denton not used by HSC)

- About PDME, what if we have vendors that offer better pricing?
 - We can't continue to drive prices down without your participation – we have more leverage if you will use the vendor.
- Who do we ask our questions about this?
 - Email BSC@untsystem.edu and we will be glad to answer your question. Our call center will answer the question if they can, or they will get your question to the appropriate person.
 - Barry Sullenberger interfaces with the vendor on our behalf and is the person who you should contact if you get bad service

- Will there not be any more HUB Vendor fairs?
 - Hub Vendors are very important to our mission and we want to give as many opportunities
 - We're trying to do more supplier management – future is to have a Vendor fair with all types for you to compare