

UNT|SYSTEM™



A-Team

August 5, 2015

**BUSINESS
SUPPORT SERVICES™
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AGENDA

HUMAN RESOURCES

- New Consolidated HRM Form
 - * Enhanced Hourly Termination Process

COMPLIANCE

- * Records Management/Retention

PURCHASING

- * Year End Deadlines
- * Updated Bid Limits for Formal Bids
- * Update on EIS upgrade; training

PAYROLL

- * Reallocations
- * Vacation Lapsing
- * Special Hourly Payroll

TRAVEL

- * Year End Deadlines/Proof of Payment

PROVOST

- * Graduate Student Insurance and Compensation Changes
- * Fiscal Year Rollover
- * Course Fee Management



HUMAN RESOURCES



HRM-4/Budget/Recruitment Form



UNT
 UNT HEALTH SCIENCE CENTER
 UNT DALLAS
 UNT DALLAS COLLEGE OF LAW
 UNT SYSTEM ADMINISTRATION

Prepared By: _____ Phone: _____ Institution: _____ Date: _____

Select one

Salaried Staff Position Non-Student Hourly Position

UNT Only:
 For hiring Student Hourly employees, please use the UNT Career Center

Select all that apply

FTE Change New Position Replacement Other
 Reclassification Overlap Salary Changes

Position Number: _____ Job Code: _____ Job Title: _____
 HR DeptID: _____ Department Name: _____

Start Date	End Date	FTE	Pay Grade	Budget Months	Monthly Rate	Annual Rate
						\$ 0.00
						\$ 0.00

Payment Account Distribution:

Dept/Proj #	Start Date	End Date	Distribution %	Annual Recurring Cost	Net Budget Change	Account Source of Budget Increase

Preferred Qualifications/Justification/Comments:

HUMAN RESOURCES

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Posting Instructions

Post Position at Entry Salary

Driving University Vehicle? Yes No

Post Position with Salary Commensurate with Experience

Hiring Manager: _____ Phone: _____ Additional Contacts: _____

Select one External * Internal within Dept Internal within Campus:

* A position MUST be posted externally in order for employees at the other UNT System institutions or hourly staff to apply.

For Hourly Position: Hourly Pay Rate \$ _____ Hours per Week: _____ 9 Months 12 Months

Work Schedule: _____

Approvals:

(1) Dept Head or DeptID/Proj # Holder Date

(3) Vice President/Provost/Vice Chancellor Date

(5) Research Services (Grant Funded positions only) Date

(2) Dean or Director Date

(4) President/Chancellor (New and Reclassified positions only) Date

(6) Budget Office Date

UNT System Human Resources Department Use: Date:

FLSA Status: (7) Human Resources:

PROCUREMENT SERVICES

Fiscal Year 2015 Year-end Deadline Reminders for Requisitions

- ❖ No additional requisitions that require formal bidding.
- ❖ Wednesday, August 12th – ePro requisitions of \$100,000 or more that do not require formal bids and have a contract or agreement must be submitted and approved by 5:00pm.
- ❖ Monday, August 17th – ePro requisitions of less than \$100,000 that do not require formal bids and have a contract or agreement must be submitted and approved by 5:00pm.
- ❖ Wednesday, August 19th – ePro requisitions of \$25,000 or less using FY '15 funds must be submitted and approved by 5:00pm.



PROCUREMENT SERVICES

Fiscal Year 2015 Year-end Deadline Reminders – Purchasing Card

- ❖ Friday, August 21st – All purchasing card transactions using FY '15 funds should be completed by 5:00pm. This allows for the charges to post in the correct month and be recorded in the correct fiscal year.
- ❖ Wednesday, September 2nd – Purchasing card data entry in GCMS for transactions using FY '15 funds (period of August 5 – 31) must be completed by 5:00pm



PROCUREMENT SERVICES

New Bid Limit for Formal Bids

Effective September 1, 2015 (beginning of Fiscal Year 2016):
The purchasing amount requiring formal bids will increase
from \$25,000 to \$50,000.



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All Funds: Total Amount	Procurement Method	Bid Requirements	Estimated Processing Time for Purchase Order
All Dollar Limits	State Contract	No bids required for contracts from Texas Comptroller of Public Accounts (CPA), Department of Information Resources, or Cooperative Purchasing Groups.	3-5 Business Days
\$0 to \$5,000.00	One verbal or written bid/quote	Department selects the best value.	3-5 Business Days
\$5,000.01 to \$50,000.00	Three (3) informal written bids/quotes	Department solicits at least 3 written informal bids/quotes, including at least 2 Historically Underutilized Business (HUB) vendors. All bids/quotes must be attached to the ePro requisition. Documentation must be included when HUB vendors are not available or "No bid" quotes are received.	3-5 Business Days
Over \$50,000	Formal bid	Business Support Services Purchasing Area completes formal bidding process.	Varies, up to 60 days, based on type of purchase.
\$100,000 and over	All methods	In addition to the formal bid process, Historically Underutilized Business (HUB) Subcontracting Plans are required.	Add 7 business days to estimated processing time listed above.

PROCUREMENT SERVICES

Additional Information

New Legislation and Governor's Directive

- ❖ Purchasing team may be seeking additional information and requesting additional documentation.

Historically Underutilized Business (HUB) Utilization

- ❖ Reminder – use PDME for Office Supplies
- ❖ Seek quotes from HUB vendors



PROCUREMENT SERVICES

COMING SOON!

New online Procurement Guide

Required ePro and Purchasing Card training for the EIS Financials System upgrade.

- ❖ Go-live date: March 1, 2016
- ❖ Training: January – February, 2016
- ❖ One-on-one assistance on campus and in Business Service Center following go-live.



PAYROLL

- Payroll Reallocation

Deadline for final approval of ePAR is
8/7/2015

- Lapsing of Vacation Leave

All vacation time shall be entered and
approved by 9/11/2015

- Special Hourly Payroll

Deadline to submit special hourly payroll
is 9/1/2015 at noon time



Supplier Payments & Travel Expense claims

- *Invoices and Claims*

Submit supplier invoices & claims and proof of payment by 8/24/2015



Financial Reporting Reminder

**End of Year Deadlines
were distributed to those on the
A-Team email group mid July.**

**If you did not receive the email please contact:
Business Support Services Client Services team
at bsc@untsystem.edu or
call us 940/369-5500
Toll-Free 855/868-4357.**

