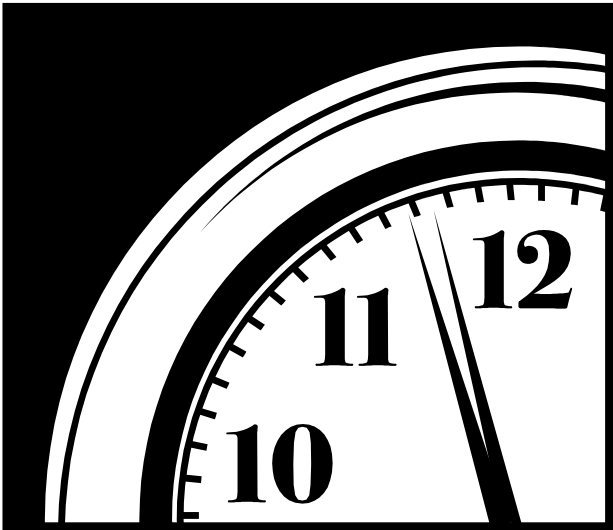# Business Service Center

A-Team

August 15, 2014

ePAR Updates

- 9/1 transactions not yet available

- Next ePAR training session – BSC Training Room 8/19, 9:00-10:30 a.m.

- Remember to submit your Fall College Work Study ePAR transactions as "employee change" if ongoing from Spring or Summer

Time and Labor Updates

- Email notifications to approvers – coming soon
- Delegations and approvals
- Pending Reported Time Reports
- Next Time and Labor Training 9/3, 9-10:30 BSC Training Room

PAYROLL UPDATES

Payroll Update – End of Year Deadlines

Last Supplemental Payroll for FY 14 – Friday, August 29, 2014

– All ePars for semi, monthly, task and stipend payments to be paid with FY 14 funds must have the final approval.

– All hourly time through August 15, 2014 must be entered and approved.

Hourly Time & Labor Deadline – Tuesday, September 2, 2014 - NOON

– All hourly time through August 31, 2014 must be entered and approved.

– Any time entered/approved after this deadline will be paid with fiscal year 2015 funds.

Salaried Time Deadline – Friday, September 12, 2014

– All salaried time through August 31, 2014 must be entered and approved.

– Time must be entered and approved so lapsing of vacation leave will be processed correctly.

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	9/1 - 9/15	**Thursday, 9/4/14**	9/15/14
Monthly Salaried	9/1 – 9/30	**Monday, 9/15/14**	10/1/14
Task Payments	9/1 – 9/30	**Monday, 9/15/14**	10/1/14
Stipend Payments	9/1 – 9/30	**Monday, 9/15/14**	10/1/14
Semi-Monthly Salaried	9/16 – 9/30	**Monday, 9/15/14**	10/1/14
Hourly (ePAR)	9/1 – 9/15	**Monday, 9/15/14**	10/1/14

PROCUREMENT

Reminders

Fiscal Year End

- Remember to review your outstanding requisitions…both open and pending. IF you see an open/pending req on Cognos and it will not budget check, please contact your Buyer

Manage Requisitions

▽ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	NT752	**Requisition Name:**	
Requisition ID:		**Request Status:** Open	**Budget Status:**
Date From:	09/01/2013	**Date To:** 08/13/2014	
Requester:		**Entered By:**	**PO ID:**

Search   Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Search Count: (1-120 of 120)

Manage Requisitions

▽ Search Requisitions

To locate requisitions, edit the criteria below and click the Search button.

Business Unit:	NT752	**Requisition Name:**	
Requisition ID:		**Request Status:** Pending	**Budget Status:**
Date From:	09/01/2013	**Date To:** 08/13/2014	
Requester:		**Entered By:**	**PO ID:**

Search   Clear

Requisitions

To view the lifespan and line items for a requisition, click the Expand triangle icon: ▷

To edit or perform another action on a requisition, make a selection from the Action dropdown list and click Go.

Search Count: (1-85 of 85)

Remember to **Budget Check** to Release Funds

You do not want to see this:

0000149761   IT752   08/20/2013   Cancelled   Not Chk'd   0.00 USD   [<Select Action.. ▼] [Go]

0000149757   NT752   08/20/2013   Cancelled   Valid   0.00 USD   [<Select Action.. ▼] [Go]

<Select Action...>
Check Budget
Copy Requisition
Re-Open Requisiti

- We suggest no Pcard transactions after, August 22nd. Change from previous years: Transaction Date vs. Posting Date.

- Travel Vouchers to be paid from FY14 funds are due to BSC by 5:00pm, Monday, September 8th.

- Payments from FY15 funds will begin Tuesday, September 2nd and FY 14 funding will be completed by Monday, September 8th.

- Pcard data entry in GCMS for FY14 must be completed by 5:00pm, Wednesday, September 3rd. This includes all transactions with dates 8-04-
- 14 through 8-31-14.

Vendor Database

- Effective with the new fiscal year, we will be moving to one vendor file for the UNT System.

- What does one database mean to you?
  - ➢ Vendor numbers MAY change
  - ➢ Look for your vendors by name rather than number
  - ➢ IF unable to locate a vendor that was used previously, approach as if a new vendor and ensure that you have the appropriate W9 information as if a NEW vendor
  - ➢ IF in doubt, give BSC a call

- Highly recommend that you create FY15 requisitions after 9/5/14.

QUESTIONS?

Questions and Answers

Epar updates:

Question: Concerning departments needing to track CW funds? Financial Aid provides a hard copy of the CW awards, but people are not getting them in a timely manner and would like to have an electronic copy. The Epar to change students to the 1710 work code isn't being done timely because the departments don't know when funds run out.

Answer: A member of Financial Aid was present and volunteered to speak with the FA team which deals with this issue and find out if a report can be sent electronically to the hiring department that details remaining CW funds.

Question: Concerning Epar refresher courses?

Answer: There isn't one available at this time, there will be some additions and an update course will be available at a later time.

T&L updates:

Question: What if a manager is not able to choose their Administrative Assistants from the list of people to which they can delegate approvals?

Answer: If the persons name is not on the list, you can add it by typing it in.

Question: Concerning student workers being able to approve time?

Answer: The system will allow a student to approve time, however Donna Asher does not believe this is happening. The change that needs to take place in the system would mean a customization to the system and we are not able to customize at this time.

Question: Concerning delegation of approval privilege effective date. Currently the day the delegate accepts is the first day they can approve and they are not able to approve any time prior to the effective date.

Answer: Call the BSC and ask them to manually make the changes for you.

Questions and Answers

Question: Concerning the purpose of the new system?

Answer: We are working to move our operations to an all electronic system in order to be more accountable and the changes will make these processes much easier for all of us. We must begin shifting our thinking toward greater accountability. Whoever is responsible for supervising the employee needs to be listed as the approver of their time. Approving time is a managers duty, not a clerical duty. Call or email Donna Shell with questions.

Question: Concerning who can approve paying overtime?

Answer: Supervisors must approve paying out overtime. We are working on this now and there will be an approval process in the future.

Question: Concerning supervisors being able to see the details of other employees personal information, leave, etc… within their dept.

Answer: If a supervisor puts in the N account# they will be see everyone in the departments time, but they ~~cannot~~ can ONLY see timesheet information, not personal information or job data.

Question: Concerning correction of leave/comp time balances.

Answer: There are about 120 people whose comp time is disappearing. Oracle is working on a permanent fix, but in the meantime, IT will be running a daily process to restore balances. This process started 8-14-14.

Question: was asked concerning the months of service not being available to view.

Answer: Donna Asher is working on this now.

Procurement

Question: Concerning open PO's on grants that need to stay open for 2 years. Will these be closed?

Answer: No.