



## MEETING NOTES

BSC Dallas Partners

Monday, August 19, 2013 – 2:00 PM – 3:00 PM

Videoconference: UNT Dallas: DAL 1 212; UNT System: UNTS 104; BSC: 4125

### 1. ePAR Update

- Reminder: you can now do 9/1 transactions in ePAR.
- If you are doing any transactions with an August date, you are going to get a warning message about future dated rows (we are getting a lot of calls). That is just a warning and does not hinder your going ahead with the ePAR.
- We are working on rolling out employee changes where you can transfer employees from your department to another department (outside your agency or department) on one ePAR transaction.

### 2. Payroll Update

- End of Year Deadlines
  - Enter all hourly August time by 9/3 at 5PM; if entered afterwards they will be paid on the 9/6 supplemental and that will be on FY14 funds.
  - Salaried time must be entered and approved by September 13th to ensure vacation lapsing and accuracy of balances.
- Payroll processing changes for FY14
  - We will be making some changes to payroll deadlines – we will move the hourly deadline up a few days and since we are doing that we'll have supplemental payrolls (3 a month) for hourlies. This change will allow for better efficiency. We'll send all of this information out as soon as it is finalized.

### 3. Procurement Update

- Corporate Travel Planners (CTP Travel)
  - We are working directly with the airlines to ensure that we can offer the lowest rates through CTP. Feedback was provided that some staff had found less expensive fares, so Debbie Reynolds asked that people please contact her when that happens so that she can look into it and talk to our airline contacts.
- Fiscal Year End Processes
  - August 21<sup>st</sup> is the deadline for FY13 ePro REQS (must be approved by deptid holder by that date at 5PM)
  - Invoices after September 6<sup>th</sup> will be treated as FY14 invoices.

- All travel vouchers should be sent to the BSC no later than 3PM on September 3<sup>rd</sup>.

Other information:

- Updated on Vantage Point Logistics (VPL) – we have contracted with this vendor to lower shipping costs for all campuses. (Vendor Capital Assets is the only vendor not participating). VPL will direct the vendor to ship via FedEx. Create a REQ to your vendor and it will be handled on the back end. On your budget detail, you will see the shipping charged to VPL rather than the vendor from which you purchased. VPL contacted all of our vendors (from our vendor list) that normally charge shipping costs.

4. Q&A

Q: Had an hourly person whose time was approved by 10:16 AM on the day of the deadline (which was noon) and was told by Payroll/Time and Labor that the person wasn't paid on regular payroll because of that.

A: Mary Davis asked for the information (emplid, etc.) for the situation (from Osa Rodriguez) so that she can look into this situation and find out what happened.