



HSC Partner Meeting

August 26, 2015



AGENDA

PURCHASING

- Reminders
- Updated Bid Limits for Formal Bids
- Vendor Event
- Update on EIS upgrade; training

PAYROLL

- Vacation Lapsing
- Special Hourly Payroll
- Cell Phone Allowances

TRAVEL

- Year End Deadlines
- Voucher Reimbursements

HUMAN RESOURCES

- E-verify
- Enhanced Hourly Termination Process



BSC Changes Name to Business Support Services

- New name is more reflective of the services offered by the department and the need to disassociate it with the building name.
- The primary services offered by BSS now include: procurement, system administration budget management, system policy/regulation management, financial and business functional training management, call center support services, process management, and management audit coordination and tracking.
- The term Business Service Center will now denote the actual facility, located at 1112 Dallas Drive, Suite 4000, Denton, Texas, that is shared by multiple UNT System departments, including Business Support Services, Office of the Controller, Financial System Support and Reporting, Business Process and Reporting and Treasury.
- The BSS Call Center, 940.369.5500/Toll-Free 855.868.4357, or email bsc@untsystem.edu will continue to provide support to the functions located in the building, so there is no need to change any of your contact information.



PROCUREMENT SERVICES

Reminders

- Tell the story in the justification section of the requisition.
- Proprietary/Sole Source justification forms should be signed by a Vice-President and attached to the requisition. The justifications need to be fully explained.
 - ❖ Examples of justifications that will not be approved:
 - “We have done business with this vendor for over 20 years.”
 - “This vendor provides a fast turnaround on orders.”
 - “This vendor has always done a great job and their service is outstanding.”
- All purchases over the formal bid limit that are procured without competitive bidding are published on the Purchasing website.



PROCUREMENT SERVICES

Fiscal Year 2015 Year-end Deadline Reminder –
Purchasing Card

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

Historically Underutilized Business (HUB) Outreach

- Remember to seek bids from HUB vendors.
- Procurement Services can assist with identifying HUB vendors for your goods and services.

Coming to UNTHSC on Friday, September 18th:
“Doing Business with the UNT System”

1:30pm to 4:00pm

Center for BioHealth, Room 220



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 following go-live.



PAYROLL

- 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

- Cell Phone Allowance

Effective 9/1/2015, cell phone allowance will be processed as a taxable benefit



Payroll cont.



- TRS Contribution

For FY 16, effective 9/1/2015, Employee contribution to TRS will increase from 6.7% to 7.2%



Supplier Payments & Travel Expense claims

- Invoices and Claims

Submit supplier invoices & claims and proof of payment for FY 15

- Travel voucher reimbursements

Per IRS directives, all employee reimbursements should be submitted within sixty days to be treated as non-taxable income

- Benefits of using CTP



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.**



Donna Shell spoke about the following changes at the BSC.

The Vice Chancellor for Finance has hired Dan Stephens as the Unified Controller. His office is located in Denton.

There has been a name change at the BSC. The BSC is now the name of the building. The organization is now called Business Support Services.

All email address for the BSS are the same, none of them have changed.

When you call the BSS you will now hear “Thank You for calling the BSS.” This is due to the new software we have installed for the Call Center.



Procurement services:

Q: Do I have to have a V.P sign all proprietary forms or can a Dean sign them?

A: UNT System HR acknowledged that the Dean position at the UNT HSC is similar to a Vice-President at other institutions. The Dean's signature would be appropriate.

Q: What if I really like the vendor and we have been buying from them for 20 years?

A: We have to follow the law, being a great vendor does not justify using a specific vendor.

Q: What if we are paying a faculty member royalties that are already in a contract?

A: These do not have to be put in a proprietary form.



Travel:

- Travel vouchers need to be entered asap for FY15.
- Proof of payments: We must have a receipt, the more details the better. A snippet from a bank account is proof of payment. Remember that in order for a payment not to be taxed as income, it must be turned in before 60 days.
- CTP: Offers benefits to the System and the Traveler
- We have bargaining power, the more we use CTP, the lower the prices are.
- Using CTP eliminates paperwork and there is no out of pocket expense.



Q: How many of you use CTP?

A: About 1/3 of you.

Q: Why is CTP so difficult when booking for a visitor?

We have to call or send an email to ask Travel to open CTP for visitors.

A: Travel will take a look at the Guest log and determine what may be happening so that we can eliminate this step. Travel Team is working with ITSS to automate this process and make available to all travelers.

Q: Why aren't all flights available through CTP?

A: Airlines hold back some flights and don't release them to CTP or any other booking company such as Expedia, etc...

Q: What if a faculty member only wants to fly Southwest?

A: You can work directly with Southwest. That isn't a problem. You just have to decide what works best for you.



Q: We are having issues with a contract which requires a credit card vendor. We need to be able to accept credit card payments. Nikki McGee's name is on a software contract and has been trying for months to get this resolved. Can someone help us with this?

A: Donna Shell offered to look into it.

Q: Why am I being put on hold for such long periods of time when I call x5500? Sometimes I hold for more than three minutes.

A: Certain times of the day are busier than others. If you have this type of experience, please send an email to me at

Donna.Shell@untsystem.edu .

