First Fridays

with the

University Budget Office

May, 2019

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UNIVERSITY
OF NORTH TEXAS®

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AGENDA

- Icebreaker
- New Transfer Accounts
- Employee Reimbursements
- Moving Allowance Payment Procedures
- Setting Proxy (ePro, ABA, ePar)
- Electronic IDT Testing Update
- Announcements/Reminders
- Open Forum – Q&A

Icebreaker

1. Select a piece of candy and hold onto it, don't eat it yet

2. Organize yourselves into groups of four, closet three people to you

Icebreaker

Introduce yourself by the candy you selected…… "my name is April, and traveling to the South of France is on my bucket list"

Starburst= Dream job

Snickers= Favorite place on earth

Milky Way= Favorite hobbies

Twix= One item on your bucket list

3Musketeers = Favorite movie

New Transfer Accounts

NEW Transfer Accounts

<u>What?</u>

70005 Trans to Sponsor Funds (Expense)

70007 Trans from Sponsor Funds (Revenue)

<u>Why?</u>

When we discontinued the use of IDT and 6/8 account combination for internal sponsorships, the campus could no longer separate internal sponsorships from day-to-day transfers. Campus users voiced their concern and business need, we agreed and made a request for new accounts.

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NEW Transfer Accounts

When do we use it?

Department on campus has asked you to sponsor/contribute to covering expenses for an event. Examples include:

How do we use It?

- Process an ABA using accounts:
  - 70005 (expense) and 70007 (revenue)
- Notate the budget accounts and event in the justification box
- Please attach documents when helpful

Review Request Details

Budget Adjustment Lines

Line No 1 **Transfer Amount** $957.33 **Journal Line Descr** 6972-Sponsorship for speaker R

Journal ID **Journal Date**

From Source		
From Account	70005	Trans to Sponsor Funds
From DeptID	160730	Counseling & Testing
From Fund Cat	200	Designated Operating-Managed
From Fund	830029	Designated Oper-Central Alloc
From Function	500	Student Services
From Program		
From Purpose		
From Site		
From PC BU		
From Project ID		
From Activity		

To Destination		
To Account	70007	Trans from Sponsor Funds
To DeptID	160730	Counseling & Testing
To Fund Cat	200	Designated Operating-Managed
To Fund	880002	Student Service FFF
To Function	500	Student Services
To Program		
To Purpose		
To Site		
To PC BU		
To Project ID		
To Activity		

Justification

Sponsorship for speaker Richard Watts
From Account D5301 to D5101

Budget Office Comments

Attachments

	Attached File	Existing Comments	Add Comments	View Attach
1	RE__ABA_6972.pdf	Kassie Grubs Email-gds0078		

Employee Reimbursements

EMPLOYEE REIMBURSEMENTS

You may have heard about some changes…….

➢ **Current State**
  ➢ Travel = Travel Voucher
  ➢ Non-Travel = Requisition

➢ **Proposed/Encouraged State**
  ➢ ALL employee reimbursement = Employee Reimbursement Expense Report
    ➢ Same form as old Travel Voucher, just rebranded/name change

➢ **Future/Best Practice State**
  ➢ ALL employee *reimbursement* = Concur

EMPLOYEE REIMBURSEMENTS

Why are we making a change, can't we leave well enough alone?

➢ **Efficiencies for administrative support staff**
  ➢ Process all items on one form, no longer a requisition for some expenses and travel voucher for others
  ➢ Duplication of approvals will be eliminated

➢ **Better Internal Controls**
  ➢ Requisitions and Travel vouchers are two separate processes; possible for duplicate reimbursements
  ➢ Limitations with requisitions; cannot validate appropriate payee if receipts are attached with no identifying payee info

➢ **Creates a transition mechanism, moving toward best practices**

EMPLOYEE REIMBURSEMENTS

Timeline and communication

➤ **Timeline**
  ➤ No official date has been set and no employee reimbursement requisitions have been rejected or denied.

➤ **Communication**
  ➤ Helpful Hints communication went out to ePro Coordinators on 3/15/2019
  ➤ Procurement buyers began sending out email communication "Employee Reimbursement – by Campus" **_encouraging_** users to use the Expense Report instead of requisition on 4/9/2019
  ➤ Here today with you at First Friday with the Budget Office

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EMPLOYEE REIMBURSEMENTS

Common questions…..

➢ **Does the 60 day rule apply for non-travel reimbursement?**
  ➢ Yes, all employee reimbursements after 60 days become taxable income.

➢ **When should I submit the expense report?**
  ➢ Creating a monthly expense report instead of weekly would speed up the turnaround time for all.

➢ **A reimbursement doesn't fit into one of the categories on the form?**
  ➢ There are two places for Other, you can use those OR
  ➢ Write over any of the categories except for those with calculations such as: Mileage, Meals, Lodging, Tax.

EMPLOYEE REIMBURSEMENTS

Common questions…..

➢ **Since all expense reimbursements will be processed by one team, will the turnaround time be longer?**
  ➢ We have cross-trained additional AP associates to handle the increase in voucher submission during peak season.
  ➢ Requisition Process; once the PO is dispatched, SLA 3-5 business days
  ➢ Travel Voucher Process; SLA 5-7 business days

➢ **How will these expenses show up in COGNOS reports?**
  ➢ Expense will be attached to a voucher number. If detail is needed the individual who submit the voucher will have the original. In addition, we are working to grant access to an identified group at UNT that will have access in Perceptive Content to research as needed.

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EMPLOYEE REIMBURSEMENT EXPENSE REPORT (TRAVEL AND NON-TRAVEL)
UNT TRAVEL OFFICE - UNTSYSTEM.EDU/TRAVEL | 940-369-5500
EMAIL THIS FORM TO TRAVELVOUCHERS@UNTSYSTEM.EDU

PREPARED BY:	0		DATE:	
PHONE NUMBER:	0			

		TRIP DATES		DESTINATION	
NAME	0	START:	END:	0	
STREET ADDRESS	CURRENT ADDRESS REQUIRED				
CITY/STATE/ZIP	DO NOT USE HQ ADDRESS	RECORD OF TRANSPORTATION & DUTIES PERFORMED			
EMPL/STUDENT ID	0	PLEASE PROVIDE POINT TO POINT ADDRESSES FOR MILEAGE			
TITLE		Date	Duties Performed		Mileage
HEADQUARTERS					

ITEMS TO BE EXPENSED		USE ALLOCATION TABLE						
		1	2	3				
AIRFARE								
RENTAL CAR								
GROUND TRANSPORTATION								
MILEAGE	0.00 MILES @ $ FALSE	$0.00						
MEALS		$0.00			CONTINUATION SHEET		0.00	MILEAGE TOTAL:	0.00
LODGING		$0.00			Date (s)	Meals	Lodging	Lodging Tax
LODGING TAX		$0.00						
PARKING								
REGISTRATION FEE								
TELEPHONE/INTERNET CHARGE								
OTHER:								
OTHER:								
TOTAL EXPENSES		$0.00	$0.00	$0.00				
LESS ADVANCE RECEIVED					SUB-TOTALS	0.00	0.00	0.00
LIMIT: REDUCE TOTAL BY THIS AMOUNT					CONTINUATION SHEET	0.00	0.00	0.00
TOTAL REIMBURSEMENT DUE		$0.00	$0.00	$0.00	TOTALS	0.00	0.00	0.00

ALLOCATION - ENTER VALID AND COMPLETE CHART STRINGS	COLUMN	GL Unit* 5 CHARACTERS	Dept* 6 DIGITS	Fund Cat* 3 DIGITS	Fund* 6 DIGITS	Function* 3 DIGITS	PC Bus Unit** 5 CHARACTERS	Project** 6 OR 7 CHARACTERS	Activity** 3 DIGITS	Program 4 DIGITS	Purpose 5 DIGITS	Site 4 DIGITS
	1	CHOOSE										
	2											
	3											
	*REQUIRED ACCOUNT INFORMATION **ALSO REQUIRED IF A PROJID											

REQUIRED SIGNATURES:			
I CERTIFY THAT THE INFORMATION PROVIDED ON THIS DOCUMENT IS TRUE AND CORRECT.			
PERSON TO BE REIMB. PRINT:	0	ACCOUNT HOLDER PRINT NAME:	
SIGNATURE:	DATE	SIGNATURE:	DATE
SUPERVISOR/APPROVER PRINT:		ADDITIONAL	
SIGNATURE:	DATE	SIGNATURE:	DATE
ACCOUNT HOLDER PRINT NAME:		ADDITIONAL APPROVAL:	

Form can be found in the forms library at https://www.untsystem.edu/forms-library?combine=travel&field_user_category_tid=All&type_1=All&=Apply

NEW Moving Allowance Procedures

- Moving allowance may be offered outside 75 mile radius at time of job offer

- Flat rate allowance model
  - Employee may utilize allowance at their discretion for a variety of moving expenses
  - Removes administrative burden of tracking receipts

- No receipted reimbursements or direct bill arrangements

- Department Head approval for allowance schedule amounts based on position level

- IRS tax requirements
  - Effective January 1, 2018 under the Tax Cuts and Jobs Act
  - Federal income, Social Security, and Medicare taxes

NEW Moving Allowance Procedures

- Documentation in offer letter REQUIRED
  - Dollar amount of allowance
  - Any trips to campus if approved in addition to allowance amount
  - Statement notifying employee of tax implications

- Payments through ePAR (Payroll)

- Faculty Procedure Document

- Staff Procedure Document

Faculty Moving Allowance Procedures

- Allowance Schedule

Rank	Max Allowance
Tenure/Tenure-Track	$5,000
Department Chairs	$10,000

- Moving allowance of higher amount, or to position not identified above, requires approval from the Provost and must be included to request payment

- VPAA-131 documentation and approval as part of faculty offer letter approval process
  - For faculty allowances that have been approved to be funded by the VPAA (as documented on VPAA-131 form), department will submit ePAR using appropriate departmental chartstring and funds will be transferred to department from the VPAA to cover cost of allowance

Staff Moving Allowance Procedures

- Allowance Schedule

Position Pay Grade	Pre-Approved Amount
Grade 12	$500
Grade 13	$1,000
Grade 14	$1,500
Grade 15	$2,000
Grade 16	$2,500

- Moving allowance of higher amount, or to individual in pay grade lower than 12, requires written approval from division Vice President and must be included to request payment

ePAR for Moving Allowance Payment

- New Hire ePAR
  - Add a New ePAR (Employee Transaction with Action of Hire)
  - Enter new hire ePAR job and department budget data as normal
    - Enter ADDITIONAL PAY DATA for payment of Moving Allowance
      - Effective Date = Hire date
      - End Date = End of month
      - Earnings Code = RELOCATION PAYMENT (REL)
      - Amount = Total allowance amount
      - Departmental Chartstring to fund allowance
        - » Note: Moving allowance must be paid from local/institutional funds and not State funds

ePAR for Moving Allowance Payment

New Earnings Code

Effective Date

ePAR for Moving Allowance Payment

Attach copy of offer letter and written approval for exception, where applicable

REQUIRED FOR ePAR PROCESSING

Moving allowance will be paid (and taxed) on employee's first available check after the ePAR has final approval

Once all needed information is received via the ePAR, the required approvals for the payment will be obtained through the workflow routing to complete payment to the employee

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Handouts and Questions

- **Faculty Moving Allowance Procedure**
  – For questions related to faculty procedures, contact Academic Resources

- **Staff Moving Allowance Procedure**
  – For questions related to staff procedures, contact Human Resources

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Setting Proxy

ePro, ABA, ePar

Proxy Forms

- Any faculty or administrator who plans to be out for an extended period should utilize the proxy delegation for ePRO and ABA so that business processes are not delayed.

- If a user is planning on being out for an extended period i.e., medical leave, etc., then dept org holder should be reassigned rather than delegating a proxy.

- Questions regarding proxy delegations and status of requests should be directed to BSC.

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Resources > Forms > Proxy Request Form

ePAR Delegation

My.unt.edu

Human Resources Tab

Manage Delegations

Don't Delay!

Submit your requests before summer break!

Click the link provided to Create a Delegation Request & Follow the prompts.

Note: Proxies may also be viewed from this page.

# Electronic IDT Testing Update

Electronic IDT Testing Updates

- Phase I Testing Dates:
  - Thursday, March 28, 2019
  - Thursday, April 18, 2019
- 65 testers attended
- 130+ IDTs entered

Phase I: Identified Improvements

- Separation of form based on Types of IDT:
  - Interdepartmental Order (Form: Exchange of Goods/Services)
  - Actuals Transaction Reclassification (Form: Reclass Actuals)

- Exchange of Goods/Services Form: Auto-populate Internal Expense Account 8XXXX pair when Internal Revenue Account 6XXXX is entered.

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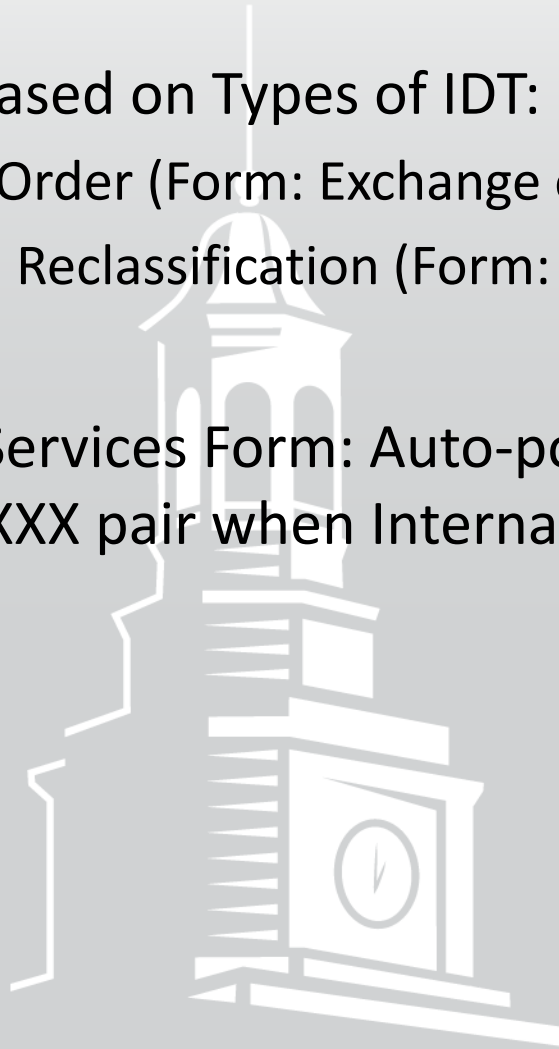
Phase I: Identified Errors

- Incorrect error message displayed for Actuals Reclassification when using Internal Revenue 6XXXX & Expense 8XXXX accounts.

- Inability to select "View Rules" hyperlink on IDT Error Rules on page tab.

- Inability to view Error Messages on the page as it occurred. Users had to return to the home screen and navigate back to the IDT.

- PeopleSoft refresh circle of doom.
 - Database error message: SQL Fatal Error

What's Next?

- Phase II Testing:
  - Input, Approval, & Workflow
  - Journal generate
- Testers will receive an email invitation from Anne Williams with registration details.
  - Ensure inputter & approver are available on same test date.
- Scheduled Test Dates (Willis Library 136):
  - Thursday, May 16, 2019
  - Tuesday, May 21, 2019

THANK YOU!

- Shawn Adams
- Angela Alberts
- Naomi Alvarado
- Morgan Anderson
- Thanalakshim Arumaga
- Thomas Augsburger
- Daphne Bishop
- Mary Braden
- Doris Britt
- Chris Canuteson
- Amy Cassidy
- Charlotte Cooke
- Joyce Courtney
- Jerri Duncan
- Lori Duvall

- Nancy Ellis
- Ryan Enselein
- Brandi Everett
- Robert Fajardo
- Diana Farris
- Stephanie Fields-Hawkins
- Rose Fleeks
- Peggy Foster
- Consuelo Fuentes
- Lisa Gage
- Nadia Guevara
- Cece Hannah
- Sharon Henderson
- Ashly Henson
- Stacey Janczak

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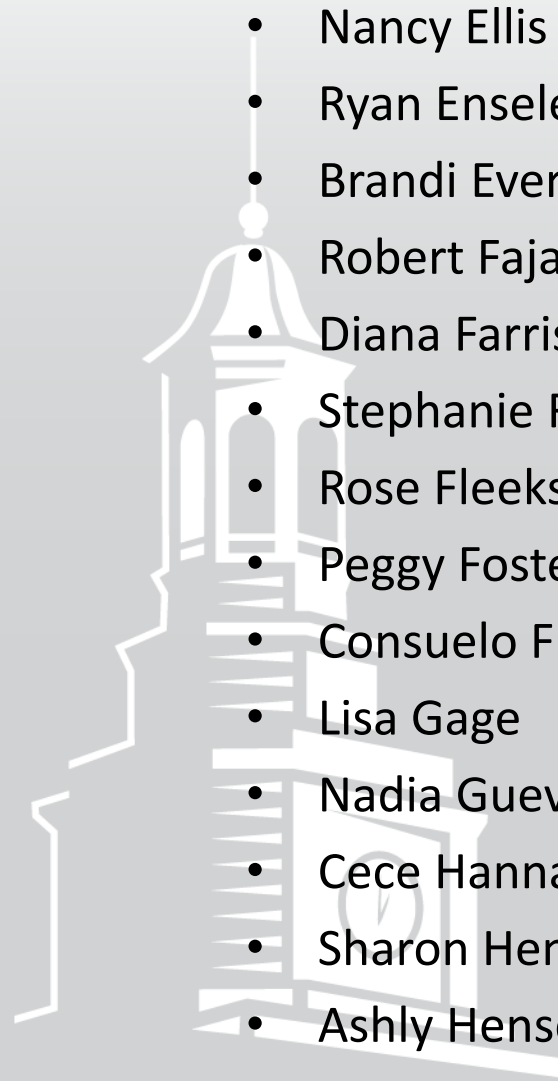
- Debbie Jones
- Cynthia Kean
- Yunju Kim Langran
- YuLun Lu
- Donald Lynch
- Patricia Marshall
- Chance McMillan
- Rhonda Moon
- Rebekah Moreno
- Febe Moss
- Dianna Murchison
- Tamera Murphy
- Anna Nguyen
- Kristi Ormand
- Toni Penton
- Rebecca Petrusky
- Jennifer Phillips
- Lauren Prose
- Virginia Pumphrey
- Belinda Reyes
- Ken Marie Richards
- Wendy Risdon
- Wendy Rounsley
- Alma Rudnickaite
- Jessica Scott
- Lisa Seay
- Karen Snyder
- Debbi Stack
- Deborah Taylor
- Jaimie Tesdahl
- Carlos Valdez
- Angela Vanecek
- Sue Wood
- Terri Yip

Announcements/Reminders
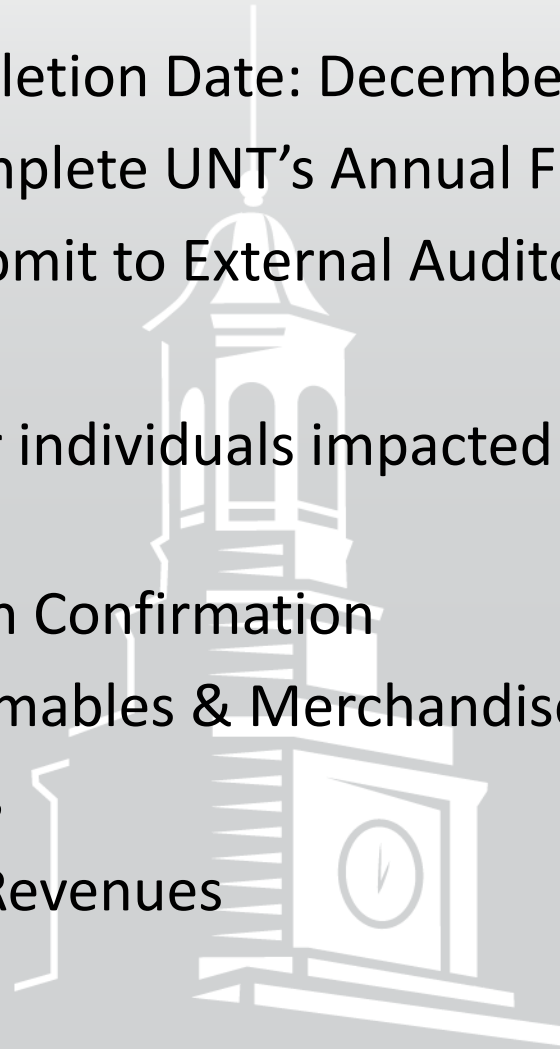
Facilities Projects (summer)

- Requests that have not already transferred funds to Facilities OR requisitions entered for any portion of the project will be placed on hold until after 9/1/2019.

- **Exceptions** will be made for code compliance (safety) and projects that if delayed would detrimentally impact instruction.

- AVP Budget and AVP Facilities will be sending communication to Dean's and other AVPs on campus early next week.

Annual Inventory (start now)

- Annual inventory process is underway (May 1 – June 15)

- **<u>Don't delay, start now if you have faculty before they leave</u>**

- *Communication Plan*
  - 4/8/19: Instructions emailed to Inventory Coordinators
  - 4/9/19: Memo sent to EIS Dept Managers and Inventory Coordinators
  - 5/3/19: Announcement/Reminder at May First Friday
  - 5/3/19: Reminder sent to EIS Dept Managers
  - Week of 5/27/19 and 6/10/19 reminder for depts. not completed
  - Week of 6/17/19: escalation emails sent to Dean/VPs

Year-End Processes/Audit Timeline

- External Audit Completion Date: December 19, 2019
  - 200+ tasks to complete UNT's Annual Financial Report
  - 240+ items to submit to External Auditors

- Survey to be sent for individuals impacted by the following annual processes:
  - Annual Petty Cash Confirmation
  - Inventory: Consumables & Merchandise
  - Misc. Receivables
  - Misc. Unearned Revenues

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Open Forum – Q&A

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