First Fridays with the University Budget Office

May, 2019
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
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*
*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

**What?**
70005 Trans to Sponsor Funds (Expense)
70007 Trans from Sponsor Funds (Revenue)

**Why?**
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.
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**

<table>
<thead>
<tr>
<th>Line No</th>
<th>Transfer Amount</th>
<th>Journal Line Descr</th>
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<tr>
<td>1</td>
<td>$957.33</td>
<td>6972-Sponsorship for speaker R</td>
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<table>
<thead>
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<th>Journal Date</th>
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<tbody>
<tr>
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#### From Source

<table>
<thead>
<tr>
<th>From Account</th>
<th>Trans to Sponsor Funds</th>
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</thead>
<tbody>
<tr>
<td>70005</td>
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<tr>
<td>From DeptId</td>
<td>Counseling &amp; Testing</td>
</tr>
<tr>
<td>160730</td>
<td></td>
</tr>
<tr>
<td>From Fund Cat</td>
<td>Designated Operating-Managed</td>
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<tr>
<td>200</td>
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<tr>
<td>From Fund</td>
<td>Designated Oper-Central Alloc</td>
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<tr>
<td>830029</td>
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</tr>
<tr>
<td>From Function</td>
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<td>500</td>
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</table>

#### To Destination

<table>
<thead>
<tr>
<th>To Account</th>
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<tbody>
<tr>
<td>70007</td>
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<tr>
<td>To DeptId</td>
<td>Counseling &amp; Testing</td>
</tr>
<tr>
<td>160730</td>
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<tr>
<td>To Fund Cat</td>
<td>Designated Operating-Managed</td>
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<tr>
<td>200</td>
<td></td>
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<tr>
<td>To Fund</td>
<td>Student Service FFF</td>
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<tr>
<td>880002</td>
<td></td>
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<tr>
<td>To Function</td>
<td>Student Services</td>
</tr>
<tr>
<td>500</td>
<td></td>
</tr>
</tbody>
</table>

| 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

<table>
<thead>
<tr>
<th>Attached File</th>
<th>Existing Comments</th>
<th>Add Comments</th>
<th>View Attach</th>
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<tr>
<td>RE__ABA_6972.pdf</td>
<td>Kassie Grubs Email-gds0078</td>
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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
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.
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
Moving Allowance
Payment Procedures
*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

<table>
<thead>
<tr>
<th>Rank</th>
<th>Max Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure/Tenure-Track</td>
<td>$5,000</td>
</tr>
<tr>
<td>Department Chairs</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>Position Pay Grade</th>
<th>Pre-Approved Amount</th>
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</thead>
<tbody>
<tr>
<td>Grade 12</td>
<td>$500</td>
</tr>
<tr>
<td>Grade 13</td>
<td>$1,000</td>
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<tr>
<td>Grade 14</td>
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</tr>
<tr>
<td>Grade 15</td>
<td>$2,000</td>
</tr>
<tr>
<td>Grade 16</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

- 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

<table>
<thead>
<tr>
<th>SpeedType Key</th>
<th>Sonard Project</th>
<th>Effective Date</th>
<th>End Date</th>
<th>Earnings Code</th>
<th>Addl Seq #</th>
<th>Amount to Pay</th>
<th>Total Amount to Pay</th>
<th>Pay Freq</th>
<th>Funding Position Number</th>
<th>Funding Dpted</th>
<th>Account</th>
<th>Fund Cat</th>
<th>Fund</th>
<th>Function</th>
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<tbody>
<tr>
<td>1</td>
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<td></td>
<td></td>
<td></td>
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</table>

New Earnings Code: Relocation Payment

Effective Date: 04/01/2019
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
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
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.
Resources > Forms > Proxy Request Form

Forms

- ABA: Submit Online in EIS > Main Menu > Campus Self-Service > Transfer (Budget & IDT) > ABA IDT Entry. View the ABA Training Guide for submission instructions. To request access complete the ABA Access Request.

Paper forms (PDF, EXCEL, EXAMPLE) will only be accepted in situations where EIS combo edits (rules) do not recognize a chartstring as valid. Questions and paper ABA submissions should be directed to the Budget Office.

- IDT Forms - Updated 3/21/19: Beginning 12/01, IDTs on the old form will be returned to the user for re-submission. Completed forms should be remitted to the Controller’s Office at frc_cash&campusacctg@untsystem.edu.

- Chartfield Setup/Change Form: Please remit Hardcopy to Hurley 102. Electronic copies will not be accepted.

- Intra System Cooperation Agreement Routing Sheet

- Proxy Request Form

- UNT Deposit Form: Make sure to enter a description in the "Dept Name/Deposit Description" field. This is the description that can be pulled via a query.
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.
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
• 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)
- Don’t delay, start now if you have faculty before they leave

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
Open Forum – Q&A
Thank You.