Agenda

• Icebreaker
• Delegations & Proxies: Concur, ePro, ePar, ABAs, & IDTs
• External Sponsorships: Gift vs. Non-Gift Revenues
• New Cognos Reports
• Controller’s Office Update on IDTs
• Announcements/Reminders
• Open Forum – Q&A
Icebreaker
Delegations Deep Dive
General Overview

ePar and Time & Labor Delegations
• Managed through the campus portal at https://my.unt.edu > Human Resources tab > Manage Delegations
• There is not a method to delegate eLeave approval. Once an eLeave request has been made, email Time & Labor to ask that the specific eLeave requests be manually routed to the proxy.

ABA, IDT, ePro, and Concur Delegations
• Managed via the UNT System Approver Proxy Request Form. A signature is not required for proxies less than 90 days.
  • Any update to the ePro, ABA, or IDT proxy will automatically apply to all three.
  • For permanent proxy changes to only ABAs please email the Budget Office and CC the delegator.
General Overview

• If the delegator or the delegate will be terminating, the delegation should be revoked prior to the termination.

• PIs should receive OGCA approval prior to delegating any authority for grants.
ePAR – Delegations

June 14, 2019

UNT’s First Fridays (on Second Friday 😊)

Presented by Donna Asher, Deputy Chief Human Capital Officer
What is a delegation?
Delegation is when a person authorizes another to serve as his/her representative with signature authority for a particular task or responsibility.

When should a delegation be used?
1. Manager takes leave and wants to delegate authority to another person while away from the office
2. Manager does not have time to process transactions and wants to delegate authority to another person

When will authorized delegations be ignored and revert back to the original authorizer?
1. When the delegate initiates/submits an ePAR
2. When the ePAR is for the delegate
Log on to self-service through the campus portal at https://my.unt.edu. Select
1) Human Resources tab
2) Manage Delegations link
Manage Delegation

Cummings, Dorothy

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

Select Proxy by Hierarchy

This page displays persons within your hierarchy that you can select as proxies. Select the radio button next to the name to select that person as a proxy. You can also select the Search by name hyperlink to search for proxies outside your hierarchy.

Either select the radio button from the names listed or use the Search by Name option.

Choose Delegate

Click Next

---

4

4

5

5
Create Delegation Request

Enter Dates

Cummings, Dorothy

HR Consultant I

Enter the dates for your delegation request. Enter a From Date that is today or later. Enter a To Date that is the same as or later than your From Date. For open-ended delegation requests, leave the To Date blank.

Delegation Dates

From Date: 06/12/2019

To Date: __ __

Next  Cancel

Create Delegation Request

Select Transactions

Cummings, Dorothy

HR Consultant I

Select the transactions that you want to delegate to a proxy. You can select one or many transactions.

Delegate Transactions

- [ ] Approve Promotion
- [ ] Initiate Promotion
- [ ] Initiate Terminate Employee
- [ ] Manage Approve Overtime
- [ ] Manage Approve Reported Time
- [ ] Manage Overtime Request
- [ ] Manage Reported Time
- [ ] ePAR Approval

Select All  Deselect All

Previous  Next  Cancel
The delegate will receive an email with information regarding how to accept or reject the delegation.

From: nobody@unt.edu <nobody@unt.edu>
Sent: Wednesday, June 12, 2019 2:17 PM
To: Cummings, Dorothy <Dorothy.Cummings@untsystem.edu>
Subject: A delegation request from Asher, Donna Brooks has been submitted for review and acceptance

Asher, Donna Brooks or an administrator on behalf of Asher, Donna Brooks has submitted a delegation request to you.

Transaction(s): ePAR Approval
From: 2019-06-12
To:

To accept or reject the request:
1) Login to your employee portal (example: my.unt.edu)
2) Choose the Human Resources Tab
3) On the Left Side Bar Choose Manage Delegations
4) Click on Review My Delegated Authorities and follow the instructions

For assistance contact Business Support Services at 940.369.5500/Toll-Free 855.868.4357, or email bsc@untsystem.edu.
Go to *Review My Proxies* to view or revoke the proxies you have in place, and view the status of your delegation requests.

**Manage Delegation**

Cummings, Dorothy

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

[Review My Proxies](#)
### To revoke a delegation, select the delegate and click Revoke

#### Choose Delegate

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Name</th>
<th>Job Title</th>
<th>From Date</th>
<th>To Date</th>
<th>Request Status</th>
<th>Delegation Status</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePAR Approval</td>
<td>O'Quinn, Christie Chevelle</td>
<td>HR Representative I</td>
<td>06/12/2019</td>
<td></td>
<td>Submitted</td>
<td>Inactive</td>
<td></td>
</tr>
</tbody>
</table>

#### Delegation Request Details

<table>
<thead>
<tr>
<th>Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cummings, Dorothy</td>
</tr>
<tr>
<td>Job Title: HR Consultant I</td>
</tr>
<tr>
<td>From: 06/12/2019</td>
</tr>
<tr>
<td>To: 06/12/2019</td>
</tr>
<tr>
<td>Request Status: Submitted</td>
</tr>
<tr>
<td>Delegation Status: Inactive</td>
</tr>
</tbody>
</table>

#### Request History

<table>
<thead>
<tr>
<th>Transaction Name</th>
<th>Transaction Type</th>
<th>Request Status</th>
<th>Person</th>
<th>Find</th>
<th>Date/Time Stamp</th>
</tr>
</thead>
<tbody>
<tr>
<td>ePAR Approval</td>
<td></td>
<td>Submitted</td>
<td></td>
<td></td>
<td>06/12/19 10:48AM</td>
</tr>
</tbody>
</table>

**The details of the delegation can be viewed if you click here.**

**Return to Manage Delegation**
The delegation is finalized once the delegate accepts the request.
To view this, and other online ePAR and Time and Labor training, go to untsystem.edu > Business Process Training

https://www.untsystem.edu/hr-it-business-services/business-support-services/business-process-training
Questions
Time & Labor Delegation
Delegations

Purpose
Delegate approval authority to another employee for Time & Labor transactions

- Delegations should be used during approver’s extended absence
  - Vacation
  - Conference/Business Travel
  - Medical Leave
- The proxy should be in a position at or above the approver
- Delegations can be established for one or more transaction types
- Delegation requests must be accepted by the proxy before they become active
Delegations

Create a Delegation Request

1. Log into MyUNT
2. Click on the Human Resources tab
3. Click the link for Time & Labor WorkCenter
4. Click on the Navigation Links tab
5. Select Manage Delegations under Manager Self Service
Delegations

Create a Delegation Request

6. Click the link to *Create Delegation Request*

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies
Delegations

Create a Delegation Request

7. Enter the date range for the delegation request and click Next
   NOTE: Dates cannot be back-dated
8. Enter the transaction types you wish to delegate during the absence and click Next
Delegations

Create a Delegation Request

9. Select the person you wish to establish as your proxy and click **Next**

   *NOTE: There is an option to search if the proxy is not in the list provided*

10. Review the delegation detail and **Submit**

11. You should receive a message indicating the delegation has been successfully submitted

12. The proxy will receive an email notification with instructions
Delegations

Review Proxies

1. Click the link to Review My Proxies

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.

Review My Proxies
Delegations

Review Proxies

2. Select *Submitted* from the drop down and click **Refresh**
3. This will display the details of the delegation request and the status
4. If changes are needed you may click the **Revoke** button and submit a new request
Delegations

Accepting a Delegation

1. The proxy will follow the instructions in the email to access the request
2. Click the link to Review My Delegated Authorities

Manage Delegation

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

Learn More about Delegation

Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.

Create Delegation Request

Select Review My Delegated Authorities to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

Review My Delegated Authorities
Delegations

Accepting a Delegation

3. Review the delegation details
4. Check the boxes next to each transaction item or click **Select All** and **Accept**
5. The delegator will receive a notice that the request has been accepted
Concur Delegate Role
Concur PCard Expense Delegate Role

• Delegates are assigned by an Employee through Concur Profile Settings/Profile Options
• Delegate Responsibilities can include
  • Work on Pcard Statement Reports on behalf of an Employee
  • Preview Pcard Statement Reports submitted for approval prior to final approval
  • Approve Pcard Statement Reports on behalf of an Approver in case of absence (only authorized Approvers can be an Approver Delegate)
Concur Approver Delegate Change Request

- The UNTS Approver Proxy Request Form can be used, however, the form must emailed to the PCard Team so that changes can be applied in Concur.
- Justification is required.
- Not to exceed 90 days.
Concur Request (TBA) & Expense Delegate Role

• Delegates are assigned by an Employee through Concur Profile Settings/Profile Options

• Delegate Responsibilities can include
  • Build Requests and Expense Reports on behalf of an Employee
  • Preview Requests (TBAs) and Expense reports submitted for approval prior to final approval
  • Approve Requests & Expense Reports on behalf of an Approver in case of absence (only authorized Approvers can be an Approver Delegate)
- Users have access to create and change their delegate assignment as needed.
Travel Assistants

• Concur Travel Assistant Role is not a Delegate Role option.
• Travel Assistants are given authority to access an Employee’s Concur profile to book Travel through Concur on their behalf.
• For additional information on how to set up a Travel Assistant, please go to untsystem.edu/concurtravel
ePro Approver Proxy Role
ePro Approver Proxy Role

• **What?**
  - It allows EIS Approvers to delegate their approval authority to another employee.

• **Why?**
  - Conference, Vacation, Extended Leave

• **Requirements?**
  - The delegated employee must have completed EIS training.
  - Then click on the ePro Approver link only for training.

• **How?**
  - The Approver completes the Approver Proxy Request Form (next slide).
ePro Approver

- Proxies will not automatically receive requisitions that are already in the delegator’s queue

- Contact BSSACE or the buyer to request that requisitions in the delegator’s queue be routed to the proxy for approval.
ePro Approver Proxy Request Form

[Image of the form]

- [https://www.untsystem.edu/sites/default/files/8.3.2_unt_system_approver_proxy_request_form.pdf](https://www.untsystem.edu/sites/default/files/8.3.2_unt_system_approver_proxy_request_form.pdf)
- Download the form.
- Fill in the information and then click the “Submit Form” button located at the top of the page.
- Justification for the Approval Delegate change is required only if request is longer than 90 days.
ABA & IDT
Delegates
Objectives

ABA & IDT proxies are updated via the UNT System Approver Proxy Request Form located on the University Budget Office (Resources > Forms) and System websites.

Justification for the Approval Delegate change is required only if request is longer than 90 days.
External Sponsorships: Gift vs. Non-Gift Revenue
External Sponsorships: Gift vs. Non-Gift Revenues

• Sponsorships **are** a gift when
  • Sponsor does not receive benefits (e.g. lunch, parking passes)
  • Recognition on marketing materials limited to
    • Name recognition
    • Inclusion of logo, slogan, or contact information

• Sponsorships **are not** a gift when
  • Recognition includes qualitative or comparative language, including
    • Price information
    • Indications of savings or value (e.g. 20% off XYZ service)
  • There is endorsement of a product or service, or inducement to buy or use said product/service
External Sponsorships: Gift vs. Non-Gift Revenues

- **Sponsorship Gift Revenue** – deposited by Advancement
  - Contact (940) 369-8200 or giving@unt.edu to organize drop off or pick up of checks, cash, or payment info.
  - Gift processing form must accompany these deposits. The Form should be requested at giving@unt.edu. Sponsorship FAQs are available on Budget Office website > Resources > Documents.

- **Sponsorship Non-Gift Revenue** – deposited by department at SFS via normal deposit procedures.

- Contact Gift Administration with any questions – we can assist with navigating sponsorship criteria, invoicing, securing payment, and receipting.
Cognos Budget Reports
Cognos Budget Reports

NEW REPORTS

FIN001 - Budget Overview
• This report mimics Peoplesoft in its appearance. Chartstrings are summarized at the D-Level for Budgetary Accounts and at the 00000 Account Tree Root Node level for Non-Budgetary Accounts. View Departmental and Non-Sponsored projects at once.

FIN002 - Account Summary
• This report summarizes chartstrings at the 5-digit account level and the D and C Levels. View Departmental and Non-Sponsored projects at once.

FIN003 - Transaction Details
• This report reflects the transactional detail information making up the chartstring balance. View Departmental and Non-Sponsored projects at once.

FIN015 - Department Summary
• This report reflects a single summary of all the chartstring balances for the selected department. Should only be used when filtering on one specific fund.

FIN016 - Project Summary
• This report should be used for Sponsored projects, i.e. Grants.
Cognos Budget Reports

ENHANCEMENTS
• Robust filter options
• Faster run times
• Ability to run departmental and non-sponsored project chartstrings on the same report

TRAINING DATES
• Trainings will be offered twice monthly through the end of summer.
• Visit mylearning.unt.edu to register.
Cognos Budget Reports

OLD REPORTS
• Old 9.2 Reports will be removed in the future.

Vote Now!

Budget and Finance Reports

*****New*****
FIN001 - Budget Overview
FIN002 - Account Summary
FIN003 - Transaction Details
FIN016 - Project Summary
FIN015 - Department Summary

Budgets 9.2 (New as of 3/1/16)
View 9.2 Budget Reports for your Department or Project/Grant (New as of 3/1/16)
Department Budget Summary
Sponsored Project Budget Summary
Non-Sponsored Project Budget Summary
Department Transaction Detail
Budget Overview Report
Project Transaction Detail
Department Account Detail
IDT UPDATE

Electronic IDT Testing and Training occurred on May 16th and May 21st

• 49 Total Users Attended

• Thank YOU!
• Angela Alberts
• Mary Barton
• Amy Beam
• Michelle Bennett
• Jordan Bernot
• Ronda Bewley
• Lauren Buchanan
• Emma Carnes
• Shea Chester
• Susan Clay
• Joyce Courtney
• Teresa Cox
• Suzan Cruz

• Avonna Davis
• Benjamin Dodson
• Rose Fleeks
• Tina Garza
• Kathryn Gould Cullivan
• Kassie Grubbs
• Amanda Guccione
• Sharon Henderson
• Ashly Henson
• Rhonda Keller
• AK Khan
• Laura Klein
• Yunju Kim Langran
Thank YOU!

- YuLun Lu
- Jami McQueen
- Dawn Paine
- Chris Paswan
- Toni Penton
- Jennifer Phillips
- Lauren Prose
- Wendy Risdon
- Ruth Rubio
- Jessica Scott
- Karen Snyder
- Megan Storie
- Karen Tumlinson
- Carlos Valdez
- Phyllis Vaughn
- Hui Wang
- Daniel Watson
- Sara Wilson
- Susan Wood
- Terri Yip
IDT Errors Found/Feedback

• Approval Routing not working- Not the same flow as ABA.
• Revenue sign is changed. Cognos one way and IDT flipped.
• Too many boxes for descriptions. What’s necessary?
• Move amount field.
• Will both chartstrings see the IDT or just the charge to side?
• Dual roles needed as Input/Approver. Mimic the ABAs.
• Minimize keying on the forms.
• Recycle button not working.
• Journal template users Opt-In/Opt-Out of Electronic IDT. No change in process if Opt-Out. Contact list to be updated.
IDT Next Steps

Input/Approvers/Journal Generate
Training and Testing

July 18, 2019
10am – 12noon
Willis Library, 136

• Training Guide is available on Budget Website

• After July, UNT System will offer quarterly trainings. College Budget Officers and Division Budget Officers will offer training on an on-demand basis.
Production Go Live Date
July 1, 2019
All Input Users must attend training/testing in order to receive access in FSPD.
• The **Excel IDT Form** will continue to be required for IDTs involving "Journal Template Departments."
  – Review tab 3 of the form for a list of these departments. Completed forms should be remitted to the appropriate Journal Template Department

• Effective August 1, 2019 electronic IDT submissions are required for all non-“Journal Template Departments.”
  – Paper IDTs will continue to be accepted through July 31, 2019. Paper IDTs must reach the Controller’s office by end of day.
Announcements & Reminders
YEARN END PLANNING

- Reporting Deadlines have been posted. Visit the Budget Website > Year End Planning Tab for information.
  - Friday, July 19 – ePro change order requisitions for FY19 due by 5:00PM
  - Friday, August 2 – all ePARS for payroll reallocations must have final approval by 5PM
- Begin clearing deficits via ABA/IDT as needed
- More information to follow in July First Friday PowerPoint
GOODS/SERVICES OUTSIDE OF THE REQUISITION PROCESS

- It is against procedure to obtain goods/services outside of the requisition or pCard process.
- Requisitions must be submitted prior to receiving goods/services not after the goods/services have been rendered (after the fact requisition) otherwise the university is not obligated and the individual may encounter a personal obligation to the vendor.

FUND 830035 UNRESTRICTED GIFTS

- Fund 830035 Unrestricted Gifts should not be used except in rare circumstances as approved by the University Budget Office.
- Gifts given to a specific department for that department’s “unrestricted use” meet the accounting definition of restricted and should be carried in a restricted gift fund.
Open Forum – Q&A
Thank You.