



First Fridays
with the
University Budget Office

August 2021

Agenda



- Current Financial Situation/ Go Forward Approach
- Year End Planning
- FY22 Requisitions
- ABA and Budget Checking Updates
- Faculty Task Payments (Tami Patterson)
- Travel and Pcard Updates (Cory Ward)
- Announcements & Reminders

Current Financial Situation/ Go Forward Approach

Current Financial Situation

- To facilitate student affordability, tuition has been held constant for 4 years and only fees introduced or increased
 - As a result, gross fee income increased 29.7% vs 13.2% for tuition over 4 FYs
- Unspent fees, in the year generated, accumulate within fee reserves
 - As a result, substantial fee reserves have been generated and continue to grow
- Central Funds have been spent into deficit
 - Contributing factor: expenses were known, but unbudgeted, or added when arose during year

Current Financial Situation - 2

- Consolidated presentation of fund types
- The magnitude renders incremental change insufficient
- As a result, the financial approach will be structurally revised – not just to stop increasing the Central deficit, but to pare down the deficit
- Federal COVID-relief funds (recovered lost revenue) are helpful, but non-recurring
- Increasing enrollment can't be relied on to resolve the situation; each departmental budget must be managed, and expended, in a sustainable manner

Go Forward Approach - Draft

- **Unfinalized; alternatives being considered:**
- The budget will include all known items – no unbudgeted expenses
- Apply financial discipline to expenses that arise during year
- Assessment on fees
- Use fee funds, for eligible expenses, before Central Funds – as a result, Central Funds allocations will be reduced

Year End Planning

Year End Planning

- IMPORTANT DEADLINES FOR CLEARING DEFICITS

- Payroll Funding Reallocations Deadline - final approval due by **5:00p.m. Monday, August 9th**
- ABAs - must be approved by **5:00p.m. Friday, September 3rd**. ABA submissions through 09/03 will be posted to FY21 unless otherwise noted. If your submission applies to FY22 you must indicate so in the "Justification" section of the ABA.
- Electronic IDT's - must be approved by **5:00p.m. Tuesday, September 7th**
- Deficit Chart Strings Balance Corrections - Depts with deficit chart strings balances should send ABA for correction to the Budget Office to process by **Friday, September 3rd**

IDTs and ABAs completed incorrectly – even if submitted by the deadline - will not be processed in FY21

ABA Updates & FY21 Deadline

- ABA training now online through Bridge!
 - Course is available as a self-paced eLearning module
 - Visit to enroll:
<https://unt.bridgeapp.com/learner/library?search=ABA>
- FY21 ABAs
 - Must be approved by **5:00p.m. Friday, September 3rd**. ABA submissions through 09/03 will be posted to FY21.
 - If your submission applies to FY22, you must indicate so in the "Justification" section of the ABA.

FY22 Reqs

Budget Checking Changes FY22

- New for FY22 – budget checking will occur at the B-level
 - This will remove function, program, purpose, and site for budgetary chartstrings.

Account Level B	Level B Description	Account Level C	Level C Description	Account Level D	Level D Description
B5001	Personnel Costs	C5010	Faculty Salaries	D5010	Salaries-Faculty/Academic
B5001	Personnel Costs	C5010	Faculty Salaries	D5012	Salaries-Faculty/Acad-PartTime
B5001	Personnel Costs	C5014	Staff Salaries	D5014	Salaries -Staff
B5001	Personnel Costs	C5014	Staff Salaries	D5016	Salaries-Student
B5001	Personnel Costs	C5030	Wages	D5031	Wages
B5001	Personnel Costs	C5050	Payroll Related Costs	D5050	Payroll Related Costs
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5000	Cost of Goods Sold
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5101	Professional Fees & Svcs
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5301	Materials & Supplies Exp
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5350	Repairs and Maintenance
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5360	Rental Exp-Non-Cap
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5365	Oper Lease Exp-Non-Cap
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5371	Printing & Reproduction
B5060	Non-Personnel Costs	C5070	Maintenance & Operations	D5501	Other Operating Exp
B5060	Non-Personnel Costs	C5251	Travel	D5251	Travel
B5060	Non-Personnel Costs	C5331	Communication & Utilities	D5331	Communication & Utilities
B5060	Non-Personnel Costs	C5701	Capital Expense	D5701	Capital Expense
B5460	Scholarships	C5460	Scholarships & Financial Aid	D5470	Tuition Exemptions
B7001	Transfer Expense	C7001	Transfer Expense	D7001	Transfer Expense

FY22 Reqs

- FY22 ePro requisitions and blanket orders may now be entered
- Requisition Information – to expedite the processing of your FY22 requisition, please include the following information in the Requesters Justification

Justification Comments		
Required?	Item	Notes
Required	Department Contact	Full name, full number, and email address
Required	Vendor Contact	Full name, full number, and email address
Required	Purpose	What is it for? Why is this being purchased?
Required	Email Address	Where will we send the purchase order?
Required	Service Date	Service dates or date of receipt for goods
Required	Procurement Method	Must be referenced unless non-biddable

FY22 Reqs (Continued)

- Attach all documentation, including quotes, forms, existing contracts and/or the previous PO number to the requisition.
- Ensure Budget Date is changed to 9/1/2021 on all FY22 requisitions before submission.
- Please add a statement “For delivery and invoicing after 9/01/21”. Additionally, for FY22 blanket purchase orders, please be sure to check the “Amount Only” block on the “Line Details” screen of the requisition. This will allow multiple invoices to be paid against the line

Helpful Tips

- Review and cancel department requisitions that will not be approved and forwarded to Procurement Services by 8/17/21
- Please notify Procurement Services of any PO/Reqs that you would like to have closed and encumbrances released.
- Respond to outstanding payment approval emails received as quickly as possible.
- Forward any outstanding invoices to **invoices@untsystem.edu** immediately.

Please contact Jon Rascon, Procurement Services by email at **Jon.Rascon@untsystem.edu** or by phone at **(940) 369-5510** if you have any questions about year end.

Faculty Task Payments



What is a Faculty Task Payment?

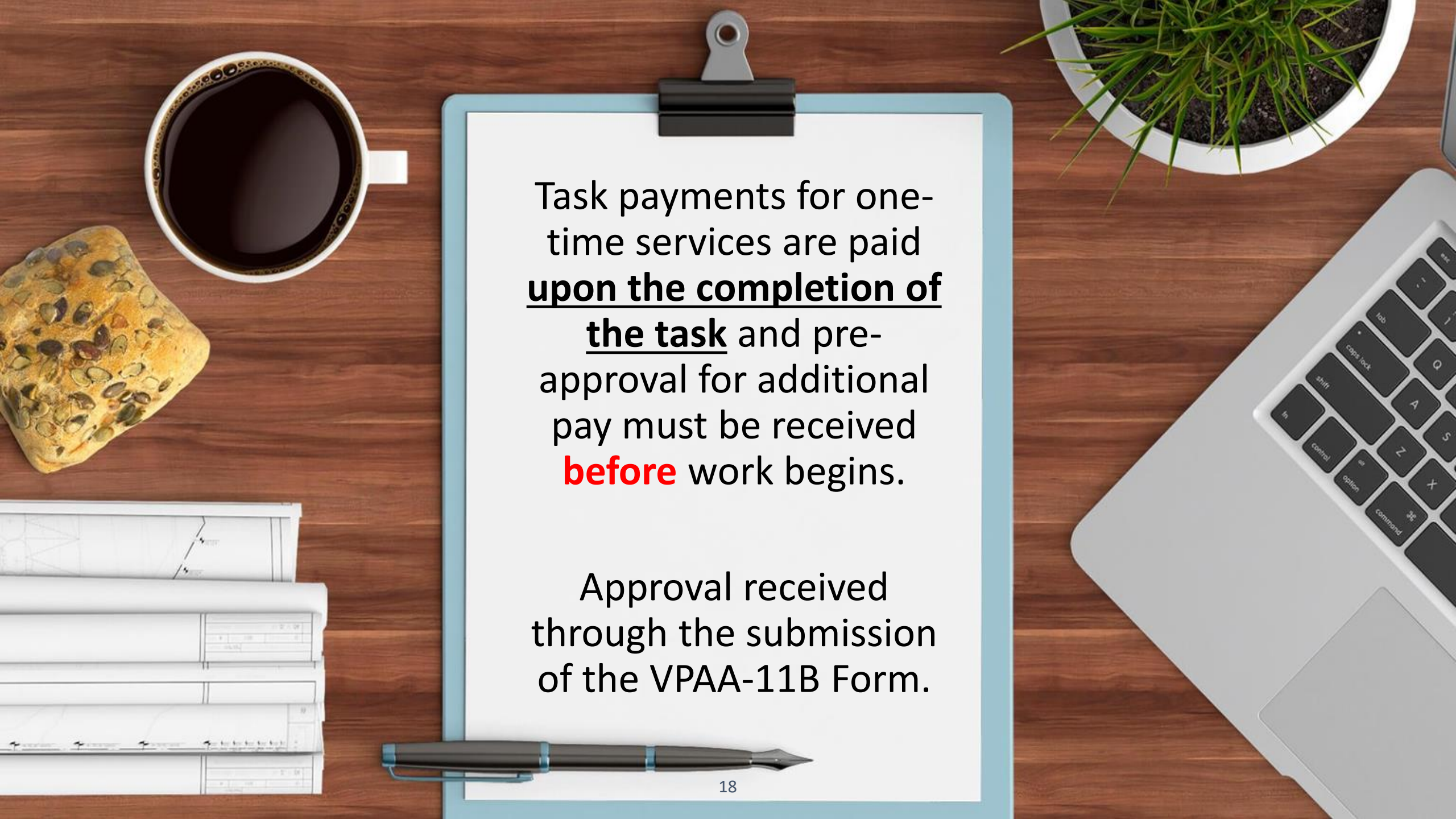
When a faculty member performs a special service or project that is separate from the faculty member's regular workload responsibilities, they may be compensated in the form of a task payment.

- Work must be completed outside of employee's regular work schedule
- Is additional compensation paid for work based on the completion of a task assignment
- One-time service or project with a specified duration and expected work product or detailed service agreement
- Work is separate from, and unrelated to, the employee's regular position
- Will represent an insignificant part of the overall activities of the faculty member

Total annual supplemental compensation (including task payments) may not exceed 20% of a faculty member's 9-month annualized salary.

It is important for any departments outside of the faculty member's home department to coordinate task payments to ensure faculty do not exceed the 20% limit.



A top-down view of a wooden desk. In the top left is a white coffee cup filled with dark coffee. Below it is a piece of round, golden-brown bread with seeds. In the bottom left are several sheets of white paper with technical drawings. In the top right is a small potted plant with green grass-like leaves. In the bottom right is a silver laptop keyboard. In the center is a light blue clipboard with a black clip at the top and a black fountain pen at the bottom. The text is centered on the white paper of the clipboard.

Task payments for one-time services are paid upon the completion of the task and pre-approval for additional pay must be received **before** work begins.

Approval received through the submission of the VPAA-11B Form.

Completion of the VPAA-11B Form is required **prior** to the initiation of the task assignment.

VPAA-11B Form available online at:

<https://vpaa.unt.edu/sites/default/files/documents/page/2019/vpaa11b.pdf>

UNT OFFICE OF THE PROVOST & ACADEMIC AFFAIRS
EST. 1890

Prepared by: _____
Ext: _____

Faculty Task/Augmentation Pre-Authorization Request Form - VPAA-11B

This document MUST be completed PRIOR to any work on the additional assignment and it should be attached to the payroll authorization that is processed to make the actual payment(s).

To be completed by paying department:

Name: _____ EMPLID: _____ Base Salary: _____ 9 mo. 12 mo.
Rank/Title: _____ Department: _____
Workload % of Time Assigned to: 0% Instructional 0% Research/Creative Activities 0% Administration/Service
Payment Type: Task Augmentation
What are the total supplemental compensation (gross) payments received fiscal year-to-date (9/01 – 8/31): _____
Assignment Start Date: _____ Assignment End Date: _____ Total Expected Hours Worked: _____
Total Amount to be paid to Employee: _____ Funding Source for Payment: _____
Has the faculty member received a course release for work related to this task/augmentation? Yes No
Please thoroughly describe the assignment to be performed. (Attach additional documents as needed.)

How does the proposed work benefit UNT?

If an augmentation, identify how this is at a higher level or outside the scope of the current position. (Attach additional documents as needed.)

Completing the Task Completion Form

- Enter the Faculty Name, Faculty ID, and select task radial button.
- Enter the name of the individual preparing the form.
- Enter the supervisor name and dept ID number – this should be the individual supervising the task, and not the faculty member’s direct supervisor.
- Click next to route the form to the supervisor of the task payment for completion of the form

Note: if the supervisor is not preparing the form, the preparer will not be able to answer the required questions. Only the supervisor will answer these questions and sign that the task is complete.

ePAR Submission

Following the completion of the task, the department will submit an ePAR to pay the task payment. The following items must be attached to the submitted ePAR.

- A copy of the approved VPAA-11b Form
 - <https://vpaa.unt.edu/sites/default/files/documents/page/2019/vpaa11b.pdf>
- A completed copy of the UNT Task Augmentation Certification Form
 - <https://vpaa.unt.edu/resources/forms> - dynamic form

ePAR Submission Tips

- **Effective dates.** Per UNT Policy 05.040, Supplemental Pay, payment is made at the *completion* of the task. Regardless of the actual working days, the effective date should always be the 1st day of the month, and the appointment end date should be the last. This ensures 1 payment.
 - In extraordinary cases, if requested, lengthy tasks can be paid in payments. However, this should be requested at the time the form is submitted, and an ePAR must be submitted for each payment. Each ePAR must have a signed task completion form that describes what portion(s) of the task have been completed.
- **Job Code.** Should always be 1621, Faculty Task.
- **Monthly Rate.** This is the total amount of task, the total payout amount.
- **Department Budget Data.** The chart string include should be same as that on the form. If it is not, and a viable reason is not in the comment section, the initiator of the ePAR should be contacted to discuss the discrepancy.

While not absolutely mandatory, the comments section should include a comment that describes the task and should agree with the form.



Pcard and Travel Updates

Cory Ward
UNT System Travel Supervisor



Travel Updates

- Contact us at travel@untsystem.edu
- **Concur Helpful Links**
 - Non-employee travel and reimbursements - https://finance.untsystem.edu/sites/default/files/concur_non-employee_profile_setup.pdf
 - “Ghost Card” Transactions - https://finance.untsystem.edu/sites/default/files/concur_adding_ghost_card_to_report.pdf
 - Resource page @ <https://www.untsystem.edu/concurtravel>
 - Look for communication on open labs in the fall



Pcard Updates

- Contact us at pcard@untsystem.edu
- Controlled assets should be purchased on a requisition, **even items under \$5,000.**
 - Review asset thresholds @ <https://assetmanagement.unt.edu/asset-classification>
- **Purchases must be shipped to the UNT address or facility where the item will be used.**
 - For example, small orders of office supplies can be shipped to the UNT office location where they are needed.
- Only items that require special handling should be directed to Central Receiving.
 - Include contact and location in the shipping address.
 - Example:
 - ATTN: Cory Ward, BSC room 4141
1112 Dallas Drive, Suite 4000
Denton, TX 76205



Pcard Updates (continued)

- Report submit deadlines and vacations/emergency out of the office
 - Review transactions, add receipts and backup weekly
 - Set up a delegate to work on your behalf in emergencies
 - Download the SAP Concur App and connect to your profile
 - Submit reports by the deadline using the App

Announcements & Reminders

Announcements & Reminders

- FY22 ePars will not be available for input until after budget is approved in the Board meeting and loaded.
- Budget Roll and FY22 Budget Load

Questions?