



THE UNIVERSITY OF TEXAS AT EL PASO

College of Science Admin
Meeting 6.20.2019

TODAY'S TOPICS

- Appointments
- Timesheets
- Travel Reimbursements
- Entertainment Expense Form
- Business Affiliate Requests
- Reconciliation
- SEAR Approval Process
- Dodson Fund Awards

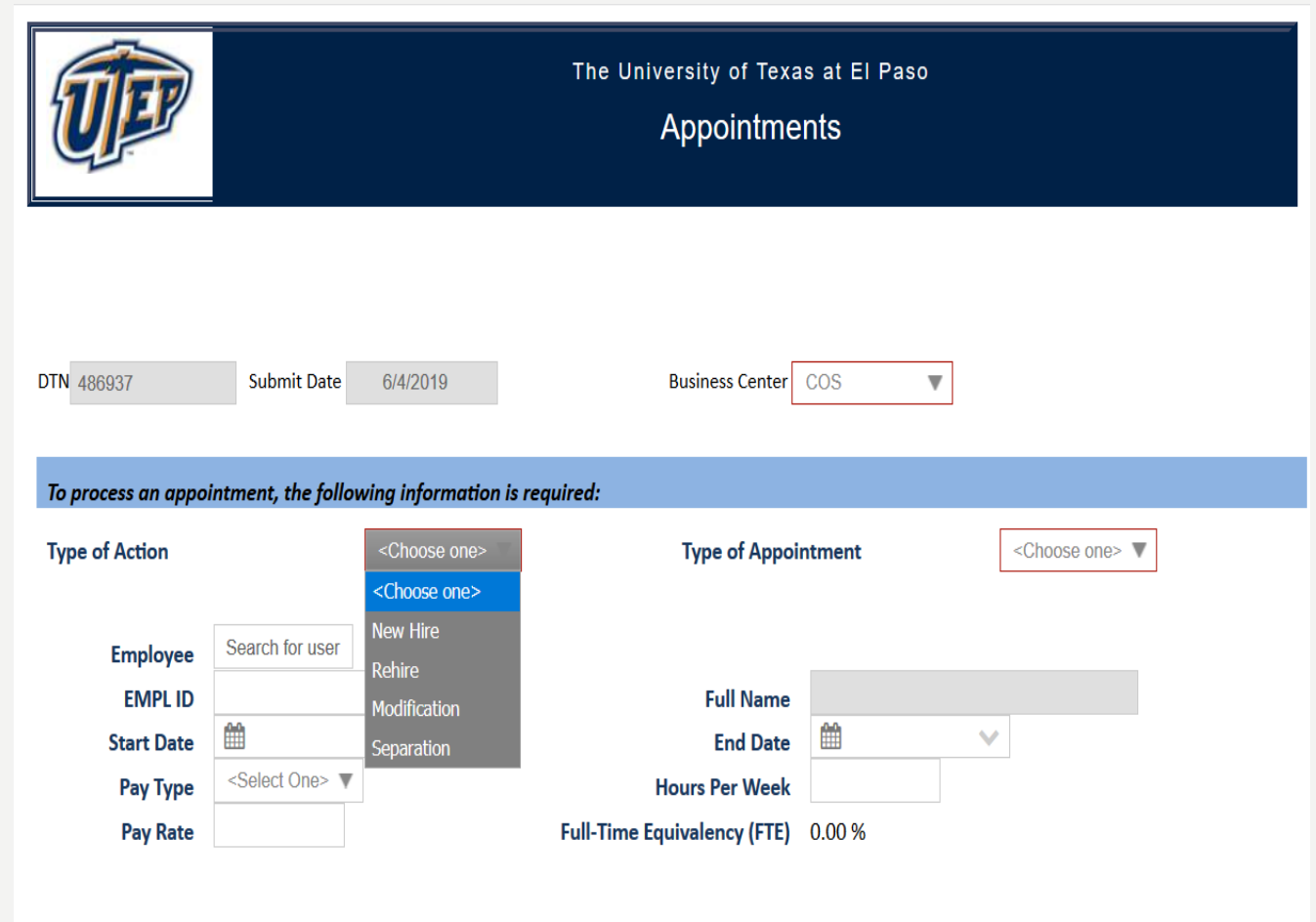
APPOINTMENTS

COMMON ERRORS

- Incorrectly populated EMPL IDs
- Missing email address
- Missing position number
- Missing OCSEO award number
- Missing Cost Center/Project IDs
- Multiple funding sources missing distribution percentages
- CBCs not cleared

APPOINTMENT E-FORM

- Please take note of your DTN (Document Tracking Number)
- Business Center: Select “COS”
- Type of Action
 - New Hire
 - New to UTEP
 - Will require a cleared CBC before submitting appointment request
 - Rehire
 - Previously employed at UTEP
 - CBC only required if a break in service of 6 months or more occurs
 - Modification
 - Any changes to a current appointment
 - Separation
 - Ending Appointment



The screenshot shows the UTEP Appointment E-Form interface. At the top left is the UTEP logo. To its right, the text reads "The University of Texas at El Paso" and "Appointments". Below this header, there are input fields for "DTN" (486937), "Submit Date" (6/4/2019), and "Business Center" (COS). A blue banner below these fields contains the text: "To process an appointment, the following information is required:". Under this banner, there are two main sections: "Type of Action" and "Type of Appointment". The "Type of Action" section has a dropdown menu with options: "<Choose one>", "<Choose one>", "New Hire", "Rehire", "Modification", and "Separation". Below this are fields for "Employee" (with a "Search for user" button), "EMPL ID", "Start Date" (with a calendar icon), "Pay Type" (with a "<Select One>" dropdown), and "Pay Rate". The "Type of Appointment" section has a dropdown menu with "<Choose one>" and a "Full Name" field. Below these are fields for "End Date" (with a calendar icon), "Hours Per Week", and "Full-Time Equivalency (FTE)" (0.00 %).

APPOINTMENT E-FORM (CONT)

- Type of Appointment
 - Staff requires a SEAR to be completed first
- EMPL ID
 - Email address to auto populate EMPL ID
 - However, the auto populated EMPL ID may not be correct.
- Required Information
 - Start & End Date
 - Pay Type & Pay Rate
 - Hourly
 - Hourly Rate (ie. \$8.50)
 - Salary
 - Academic Rate (9 month)
 - Annual Rate (12 month)
 - Hours per week

To process an appointment, the following information is required:

Type of Action: Type of Appointment:

Employee:

EMPL ID:

Start Date:

Pay Type:

Pay Rate:

Full Name:

End Date:

Hours Per Week:

Full-Time Equivalency (FTE): 0.00 %

To process an appointment, the following information is required:

Type of Action: Type of Appointment:

Employee:

EMPL ID:

Start Date:

Pay Type:

Pay Rate:

User ID	User Name	Email Address
ppaydirt	Pete Paydirt	ppaydirt@utep.edu

Full Name:

End Date:

Hours Per Week:

Full-Time Equivalency (FTE): 0.00 %

To process an appointment, the following information is required:

Type of Action: Type of Appointment:

Employee:

EMPL ID:

Start Date:

Pay Type:

Pay Rate:

Full Name:

End Date:

Hours Per Week:

Full-Time Equivalency (FTE): 47.50 %

APPOINTMENT E-FORM (CONT)

- Position
 - Student
 - Dropdown box will give you option to choose: UG, MS, or PhD.
- Funding Source
 - Cost Center or Project ID
 - If you have multiple funding sources, please be specific about distribution percentage.
- Comments
 - Verified EMPL ID
 - Employee email address
 - Position number
 - New Hires – Please provide DTN for cleared CBC & date cleared
 - OCSEO – Please provide award number.

Position:

UG OCSE

Cost center/project: 19123456 Dist%: 100 Amt: 2907.00 Acct Name:

If this person has never worked at UTEP, or if it has been more than a year since her/his last appointment was active, she/he will need to go to HR with the documents we provide. Please note that new hires cannot begin employment before CBC clearance.

Comments

OSCEO Award# 9
EMPL ID: 600100111
Email: ppaydirt@utep.edu
Position Number: 1012345

TIME SHEETS

- Time Sheets are due to Roxanne or Kristen 2 business days before the end of the payroll cycle. (dependent on if the month ends on the 30 or 31st) by 2PM.
 - Ex: If the 15th falls on a Sunday, we would need the timesheets by Wednesday afternoon.
 - This gives us 2 business days (Thursday and Friday) to process the requests
- Roxanne is responsible for processing COS, Biology, Physics and Math.
- Kristen is responsible for processing Chemistry and Geology.

Time Sheet Cycle	Dean's Office Due Date	Payroll Due Date
Sun-06/30/2019	06/26/2019	07/01/2019
Mon-07/15/2019	07/11/2019	07/16/2019
Wed-07/31/2019	07/29/2019	08/01/2019
Thurs-08/15/2019	08/13/2019	08/16/2019
Sat-08/31/2019	08/28/2019	09/02/2019

TIMESHEET

- Make sure time sheet is legible.
- Verify ALL time for period is entered.
- Verify correct 600# is entered.
- [Casual-Labor-Hourly-Workstudy-Time-Record.xls](#)

LEAVE REQUESTS

- Verify 600# is entered.
- Be clear on taking hours/days.
- Be sure to get both Supervisor and Chair's Signature
- Be sure Supervisor checks the "Approved" box

- [Leave Request](#)

TRAVEL AUTHORIZATIONS

- **Please make sure Cost Center or Project ID is included**
 - **Also please include the amount requested for the travel authorization**
 - **REMINDER :WE DO NOT encumber funds for flights.They are billed directly from the account you provide the booking agency.**
- **Please use comments section for purpose of trip and any information you many think may be helpful to us**

INTERNATIONAL TRAVEL

- Please review the Department of State Travel Warnings.
 - <http://travel.state.gov/content/passports/english/alertswarnings.html>
 - If destination is a level 3 or level 4 category. We need the International Travel Exception Form
 - https://www.utep.edu/travel/_Files/docs/TravelRequestAuthorization2.pdf

Reminders:

1. The University must comply with the federal "[Fly America Act](#)" when traveling on federal grant funds. The traveler or department planner must notify the travel agency if traveling on federal funds.
2. Update or create a travel profile with [International SOS](#).
3. A personal credit card will be required to reserve lodging and car rental.

STUDENT TRAVEL

- We have noticed that a lot of students have been requesting TA's after returning from their trip.
- Please make sure that all students submit their TA request at least 2 weeks prior to their departure date.
- Also, please encourage students to book flights through Anthony Travel.
- If flights are to be reimbursed, they must be booked through Anthony Travel and not purchased via personal credit card.

TRAVEL REIMBURSEMENT

- **Travel Authorization**
- **Airline receipts and itinerary**
- **Rental Car receipts or mileage log if their own car was driven**
- **Gasoline receipts**
- **Bus, Taxi, Train receipts**
- **Lodging receipts : Lodging receipts need to be itemized**
- **Registration receipts (if paid by the traveler)**
- **IF Group travel make sure you attach all TA's and or list of University Affiliates that attended trip (Insurance)**

STUDENT TRAVEL

- When students are awarded funds for travel
 - Please communicate the allowed amount for their reimbursement that doesn't include the flight expenses.
 - Example: If student was awarded \$500 to cover flight and any additional expenses. When flight was \$300, they only have \$200 left for reimbursement.
 - In this example, the travel reimbursement request should only be submitted for \$200 and not \$500

INTERNATIONAL TRAVEL REIMBURSEMENT

- **All the same information is needed for a domestic trip plus the following:**
 - **International Travel Exception Authorization Request** if the destination is designated as a **level 3 or level 4 category** on the **Department of State Travel Warnings**
 - Travel expenses must be converted to U.S. dollars. Use the Internet conversion calculator www.XE.com.
- **Reminders :**
 - Lodging reimbursement is based on the [U.S. Department of State](#) per diem tables

ENTERTAINMENT EXPENSE FORM

- Please attach original receipts and fill out respective items in the form
- Date/Location/Benefit
- Benefit to the University
- Participants - List participants by name, title and affiliation if 10 or less. If more than 10 individuals participated, you may supply a general description and approximate number of people that attended. For example: Reception for Liberal Arts Distinguished Alumni attended by various University staff and community leaders. Approximately 75 attendees.
- MUST have signature of the person getting reimbursed along with Department Chair approval signature

The University of Texas at El Paso
ENTERTAINMENT EXPENSE FORM

The University of Texas at El Paso requires documentation for all entertainment expenses. This form should be used for any requests for payments to outside vendors or for reimbursements to employees for entertainment expenses including business meals, expenses incurred for receptions, banquets, office parties, payments to caterers, etc. See the following page for additional information.

Person being reimbursed 2261234567A Day of services
Requested by (Name) **Account Number** **Date of Activity**

Business that provided the services
Location of Entertainment (Name, Address, City)

Type of Entertainment: Was the event a lunch, dinner or breakfast event?
 Breakfast **Lunch** **Dinner** **Event**

Purpose and Benefit to University

We need to know why you purchased these items

Number of Participants (if 10 or less)	Title	Company/Dept/Organization
<small>Names of people who joined you for the event. If more than 10 people, do not fill out</small>		

Description of Event and Group Attending (if participants exceed 10)
Was this to feed grad students for a meeting or for academic event. Perhaps this was a dinner for a candidate, we just need a description of the event

Amount Requested: how much did you spend
Person getting reimbursed
Reimbursee (if payment to UTEP employee)

Boss's Signature
Department Head



BUSINESS AFFILIATES

- CBC Required. Department to submit request.
- Photo ID
- Must be requested by Business Center. If not, HR will reject your request.
- Requests can be made via email to Business Center.
 - Please fill out form as if you were to submit, but instead of submitting, save as PDF and include as attachment in email request.
- <https://forms.utep.edu/form.aspx?pid=303bd7c4-e334-4570-af66-867e2a2fad48&formid=aa2b4b1f-5cd3-43cc-80ae-125ba2762d1c>

RECONCILIATION

- Make sure you keep a separate file of expenses that are to hit your account.
 - Log any expenses, encumbrances, or upcoming expenses that haven't been requested yet
- At the end of the month, match backup documentation to the expenses in the reconciliation report.
- Report any discrepancies immediately. University policy states a 60 day window to report any mistakes.
 - This will avoid having to draft any memo's
 - We can provide a blank reconciliation form if needed

DEPARTMENT RECONCILIATIONS

- Please make sure that all documentation that is sent to the department for review/signature is returned to the Business Center
- Reconciliations must be returned by the date provided in the report.
 - If there are any questions that need answers before being approved, reach out to your respective Business Specialist.

- Dodson Funds
 - SEAR