Fiscal and Business Officers Meeting

Wednesday January 20, 2021
Agenda

• Welcome – Karyn Shane

• Updates and Reminders
  • PeopleSoft University for Staff – Karyn Shane
  • Cost Center Reconciliation Status – Jennifer Mayes
  • Cash Handling – Karol Miller
  • Mileage Reimbursement Rate – Jene Janich
  • New Jaggaer Workflow Step – Jene Janich
  • Airfare Credits – Jene Janich
  • Purchasing Updates – Lori Matthews
  • Departmental Updates

• Question of the Month – Karyn Shane

• Adjourn
PeopleSoft University for Staff

Karyn Shane
PeopleSoft University for Staff Coordinator
PeopleSoft University Mission

- Create PeopleSoft Team Leads
- Create Users that demonstrate proficiencies in multiple areas of the ERP System
- Establish a career development plan
PeopleSoft University

• **Spring Semester:**
  • Starts February 11\textsuperscript{th}
  • Ends June 10\textsuperscript{th}

• An email will be sent this afternoon with registration information

• Registration will close on January 29\textsuperscript{th}

• Cohort Acceptance Memos will be sent by February 3\textsuperscript{rd}

• Next Semester starts in July
Reconciliation Status

Jennifer Mayes
Financial Compliance Manager
Reconciliation Status: Periods 1-3, FY 2021

As of January 18, 2020

Note: There is still $63.4M in expenses and $31.4M in revenue that needs reconciliation and/or approval for periods 1-3. Period 3 is due to be complete by January 25.
Cash Handling

Karol Miller
Interim Director, Treasury & Accounts Payable
Mileage Reimbursement Rate

Jene Janich
Director Travel and One Card
New Mileage Reimbursement Rate!

Effective **January 1 2021**, the reimbursement rate is **$.56** per mile following the Internal Revenue Service.

- Mileage should be based on the shorted route between the destination and the origin.

- Always include documentation from an online tool like Google maps to show the distance.

- Mileage for trips beginning and ending prior to January 1, 2021 is **$.575**.

- Remember Trips outside the DFW area must be approved in advance by your Dean and the Provost (Vice President).
New eProcurement Workflow Step

Jene Janich  
Director Travel and One Card
New Workflow Step

• New step is called **Supervisor review** and will be right before the Cost Center Approval.

• It will be active on all Employee Travel Vouchers and Employee non-Travel Reimbursement vouchers beginning **Thursday January 21**.

• If you have any updates, we have a Peoplesoft form available: **Employee Self-Service > Forms > Travel and Expense Supervisor**

  Your Fiscal or Administrative Officer will have to approve it when you submit it.
New Workflow Step

• For the supervisors who have **still not logged into eProcurement**, the employees assigned to them will not be able to use these forms.

• Work with your Fiscal Officers to ensure these Supervisors log into eProcurement to ensure their identify is activated.
Airfare Credits

Jene Janich
Director Travel and One Card
Airfare Credits

• There are a lot of airfare credits built up because of cancelled trips due to COVID.
• We are working with our two major carriers, Southwest and American Airlines, to get the sum of these transferred to a central account.
• The University will have the central account to pay for ongoing airfare in *Concur once travel is approved by the State*.
• More to come as this new process evolves.
Purchasing Updates

Lori Matthews
Director Purchasing
purchasing@utdallas.edu
Departmental Updates

Karyn Shane
Financial Management Services
Departmental Updates

• Accounting – Melody Monjazeb
• Budget – Eva Burnett
• Payroll – Rohan Nilekani
• Other Updates
Question of the Month

Karyn Shane
Financial Management Services
Since 2012, UT Dallas has composted over 500,000 lbs. of food waste, therefore diverting 81 metric tonnes of CO2 from the atmosphere campus-wide.

In 2018, the compost program was expanded into Housing. Since September 2018, how many lbs. of food waste has been composted by on-campus resident participants?

Wednesday November 18, 2020
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**Wednesday November 18, 2020**

**11,000 pounds**
Wednesday November 18, 2020
Wednesday November 18, 2020

Sadhona Pulukuri
This Month’s Question

Wednesday January 20, 2021
In order to lessen the risk of COVID-19 for students and employees, UTD implemented a Daily Health Screening tool starting in July of 2020. If a student or employee is expected to come to campus, they must complete a short survey every day.

How many students and employees are enrolled in the daily health screenings?

Please remember to complete your survey DAILY, even if you do not plan to come to campus that day. Contact C19resource@utdallas.edu if you have any questions!