The information in this manual provides a general overview of administrative procedures. Specific inquiries should be directed to the appropriate departments provided to you inside this manual.

Thank you,

The University of Texas at El Paso
Financial Services Staff
TABLE OF CONTENTS

Position Advertisement ................................................... 1
Hiring Employees ............................................................. 3
Payroll .............................................................................. 5
Emergency Checks ............................................................ 7
Purchasing ......................................................................... 9
Voucher Payments ............................................................ 11
Travel Authorizations and Reimbursements ............................... 13
Deposits ........................................................................... 15
Account Review ................................................................. 17
Workshops .......................................................................... 18

NUMBERS TO REMEMBER

Financial Services
Accounts Payable ............................................................. 5163
Vendor Payments & Employee Reimbursements
Budget Office .................................................................. 5113
Account Assistance .......................................................... 5806
Payroll ..............................................................................
Employee Payments

Human Resource Services .................................................... 5202

Purchasing Office ............................................................. 7159
POSITION ADVERTISEMENT

EXISTING POSITION
- Complete an Employment Requisition Form.
- Route form for all required approvals (bottom of form).

NEW POSITION
- Attach memo indicating approval, from President’s Office, for new position and funding.
- Follow same steps as above.

- Human Resource Services - Administration Building Room 218, ext. 5202.
POSITION ADVERTISEMENT

START

New Position?

Yes

Department creates memo for approval

Routed to respective VP and President for approval

A

No

Complete Employment Requisition

Approved by Department

Routed for required approvals

Final approved by President

A

Salary
Account #
Position Title
Job Code
Qualifications/Skills
Duties/Responsibilities

HRS
ORSP/Budget
EOAA
VP

END
HIRING EMPLOYEES

Electronic appointment: Defines how an employee will be paid.

INCLUDES:
- Individual’s title (job code)
- Employment Begin/End dates
- Hours per week (percent time)
- Account information
- Annual or hourly rate of pay

BEFORE AN EMPLOYEE CAN BE APPOINTED:

1. Individual must first go to Human Resource Services (HRS) to fill out all required paperwork if they are new to the University.
2. If the individual is benefit eligible, he or she must attend new employee orientation at Human Resource Services.
3. HRS will create employee master file on BIS.
4. The employee is now ready to be appointed.

CLASSIFIED PAY PLAN:

- Job Title and Rate Information
- Personnel Policies and Procedures
- Student Support Policy
- Copy may be obtained from Human Resource Services

Any questions regarding hiring and appointing employees may be directed to one of the following offices:

- **Human Resource Services** - Administration Building, Room 218, ext. 5202 (Hiring employees and all appointments).
- **Financial Services** - Administration Building Room 303, ext. 5171 (hourly and salaried appointments).
HIRING EMPLOYEES

START

New Employee Hired

Fills out paperwork at HRS

Benefit eligible?

Yes

Attends Orientation

B

No

B

Dept. creates electronic appointment

Grant Funds (26 acct)?

Yes

Approved by OSP

No

Approved by HRS

Approved by respective VP

Salaried employee?

Yes

Final approved by Budget

Final approved by Payroll

END

END
PAYROLL

There are three paydays per month and they are as follows:

- **1st working day of each month** – Salaried employees.

- **5th working day of each month** – Student and Hourly employees, Overtime, Casual Labor/Flat Rate, Consultants & unpaid salaried employees not paid on 1st working day.

- **15th working day of each month** – Student and Hourly Employees, Supplemental payroll for employees who did not receive a paycheck on the 1st or 5th working day, Flat Rate/Casual Labor.

UTEP Mail Services will distribute paychecks to individual departments **between 8:00 a.m. and 12:00 p.m. on payday.**

**AT TIME OF DELIVERING CHECKS:**

- A signature for the checks is required.
- Employee mail codes must be correct at HRS to ensure delivery to the correct department.

**NOTE:** *All unclaimed payroll checks must be returned to the Payroll Office within 3 working days.*
START

Employee turns time record into department

Department creates an electronic timesheet (OV1).

Check

Check is generated

Distributed to department on hourly pay dates.

END
EMERGENCY CHECKS

An Emergency Check is a loan advance for an employee who did not receive a paycheck on the scheduled payday

Prepare a memo addressed to the Payroll Manager.

- Emergency checks will be issued on the scheduled payday for the pay period indicated.
- Emergency checks will be released to the payee ONLY with proper identification.
- Emergency checks WILL NOT be delivered to individual departments.
- Emergency checks WILL NOT be direct deposited.

Financial Services - Administration Building Room 303, ext. 5171 (hourly and salaried appointments).
EMERGENCY CHECKS

START

Department prepares a memo

Memo hand delivered to Payroll Dept.

Received by 10 a.m.?  

Yes  

Pick-up same day after 3:00 p.m.

No  

Ready next day after 3:00 p.m.

END

Employee's Name
Social Security Number
Pay Period
Amount
Copy of Timesheet
PURCHASING

University policy requires the issuance of a purchase order for ALL purchases.

**EXCEPTIONS:**
- Items purchased with the Procurement Card (Pro-Card).
- Reimbursements to employees under $250.00.
- Registration fees.

The purchase of food and beverages is NOT ALLOWED with “State Funds”. Food and beverages may be purchased using “Local Funds”, but requires a completed *Entertainment Expense Form*.

**PURCHASE ORDERS**

- **PBO Document** – A small purchase order under $2,000.
  - Must Contact the vendor.
  - Obtain price quotes for the merchandise to be purchased.
  - If under $2,000 – Department creates a PBO on-line.
  - If over $2,000 – Department forwards requisition to Purchasing Office who obtains price quotes.
  - If over $25,000 – Order must go through formal bid process.

- *Purchasing Department* – Sun Bowl Dr. ext. 7195 (Help creating a PBO).
- *Accounts Payable* – Administration Building Room 402, ext. 5163 (Payment Inquiries).

**PRO-CARD PURCHASES:**

- Allows purchase of goods up to $999.00 per vendor, but not more than $2,000 per day and $5,000 per billing cycle.
- All purchases must be made in compliance with “State Term Contract Items” as listed in the “Guidelines for Procurement Card Use”.

- *Procurement Card Program Administrator* – ext. 7159 (Obtaining a Pro-Card).
- *Help Desk* – ext. 4357 (To sign up for the Pro-Card training).
PURCHASING

START

Department defines needs

Over $10,000?

Yes

Buyer engages in formal bid process & awards vendor

No

Order directed to the buyer who obtains three price quotes & awards vendor

Over $2K less than $10K?

Yes

Department creates a PBO on-line

No

A P.O. number is assigned to the purchase and issued to the vendor

C

Copy is routed to the Department for their records.

C

END
VOUCHER PAYMENTS

EMPLOYEE REIMBURSEMENTS (VP2 DOCUMENT):
A department may reimburse a University employee who incurs an authorized expense of less than $250.00. To reimburse the employee, a VP2 document must be processed on BIS.

REGISTRATION FEES:
- Registration fees for conferences, etc., may be paid via a VP2 document on BIS.
- Purchase orders will not be issued for registration fees.
- Employees may be reimbursed for a registration fee if under $250.00.

The following may be paid via a VP2:

- Consultant
- Memberships
- Subscriptions
- Advertisement & Entertainment
- Books
- Catering Services
- Telephone Services
- Freight Charges

- Accounts Payable – Administration Building Room 402, ext. 5163 (Inquiries or questions on VP2 Documents).
PAYMENTS

START

Department prepares Service Payment Request (VP2) on-line

Director approves request on-line

Grant Funds?

Yes

Routed to C & G for approval

Accounts Payable approves request and generates a check

Check

END
TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS

Travel authorizations are required of all employees that are traveling as a representative of the University, even if there is no cost to the University. University employees may not travel at the expense of a current or potential vendor.

TRAVEL AUTHORIZATION DOCUMENT (VE5) OUTLINES:
- Dates of travel
- Destination
- Purpose of travel
- Estimated costs (not actual costs) based on per diem rates set by the State of Texas

Travel authorization document must be approved before the employee leaves on their trip. An employee may not be reimbursed without an approved travel authorization.

CHANGES TO APPROVED TRAVEL AUTHORIZATION (VE6 DOCUMENT)
Any changes for a specific trip need to be made after the VE5 is approved. Changes to an approved VE5 document are processed on a VE6 document on BIS.

- Have the RTA number from the VE5 document available.
- Make the necessary changes (dates, account number, etc).
- Go to the notes section and explain the changes.
- Route for approval.

REIMBURSEMENTS FOR TRAVEL (VP5 DOCUMENT):
- When the VP5 is created, the cursor will prompt you to enter the RTA number from the VE5. Information from the VE5 (dates, traveler, destination, etc) is automatically updated.
- Section 1, Transportation (Actual Costs).
- Section 2, Meals and Lodging (Based on per diem rates established by state).
- Section 3, Other Expenses (Actual Costs).
- Go to Section 4 before verifying.
- Use certification stamp and have the traveler sign.

*NOTE:* If the trip was cancelled or the traveler could not go and the funds were encumbered, create a VP5, go to Page 4, Press Enter, and return to the cover page. Total payment amount will show – 0-. This will disencumber the funds, once document is final approved.

Accounts Payable – Administration Building Room 402, ext 5163. (Travel questions).
TRAVEL AUTHORIZATIONS AND REIMBURSEMENTS

Includes: Dates of travel, Who is traveling, Destination, Purpose of Travel, Estimated costs

START

Department creates a travel authorization document (VE5)

Approved by the department's director

Approved by respective VP

Final approval by the President’s Office

E

Employee submits receipts

Department creates a reimbursement for travel document (VP5)

Approved by department’s director

Final approval by A/P or C & G, then a check is generated

Check

END
DEPOSITS

**Cash Handling:** Procedures ensure a controlled process for the collecting, handling, recording and depositing of University funds.

**DEPOSITS:**

1. A written record of all money collected must be properly receipted (Obtain official receipt book from Student Business Services).
2. All money received must be balanced daily to receipts on hand.
   a. Any shortages exceeding twenty-five dollars must be reported to Internal Audit for review.
   b. All overages must be deposited as part of the regular deposit.
3. Checks should be endorsed immediately with the University stamp “For Deposit Only”.
4. Regents Rules and Regulations require
   a. Receipts of $250 or more be deposited daily.
   b. Accumulations of less than $250 should be deposited at least weekly.
5. A standard reconciliation sheet must be used.

**INCLUDES:**
- Receipts included in the deposit.
- Account number and object code to be credited.
- Signature of the person making the deposit.

6. A department’s deposit will be evidenced by a receipt from Student Business Services.

- **Student Business Services** – Academic Service Building, - ext 5834.
DEPOSITS

START

Receive money

Record money properly with receipt

Copy for files
Copy to Customer

Complete reconciliation sheet

Over/Short?

No

Receipts included in deposit
Account #
Object code
Signature of person making deposit

Over?

Yes

Include amount of overage in deposit

Take to Student Business Services to deposit

END

Yes

Report to Internal Audit for Review

F

F

F

No

F

F

No

Yes

No

Yes

No
ACCOUNT REVIEW

STATEMENT OF ACCOUNTS:
- Issued no later than the 15th of the month for previous month.
- List of transactions charged to an account.

EXCEPTION:
When there is no activity in an account during the current month, no copy will be printed.

VERIFY:
1) Statements of Accounts (SOA) are on file for at least one year.
2) Department account balance is reconciled to the Business Information System (BIS).
3) Accuracy, completeness, and validity of expenditures by ensuring reconciling items are researched and corrected on a timely basis.

Financial Services – Administration Building Rm. 303, ext. 5171.
WORKSHOPS

ACCOUNTS PAYABLE – Rene Rayon  747-5163
◆ Object Code Workshop
◆ Accounts Payable Workshop

http://finsvcs.utep.edu/AccountsPayable/

PAYROLL – Arelee Sepulveda  747-5806
◆ Payroll Workshop
◆ Non-Resident Alien Workshop

http://finsvcs.utep.edu/Payroll/

BUDGET –  747-5113
◆ Budget Workshop
◆ ARM Workshop

http://finsvcs.utep.edu/Budget/

GENERAL ACCOUNTING – March Guevara  747-5197
◆ General Accounting Workshop
◆ Inventory – Richard Keenan

http://finsvcs.utep.edu/GeneralAccounting/

CONTRACTS AND GRANTS – Laura Garcia  747-5197
◆ Contracts and Grants Workshop

http://finsvcs.utep.edu/ContractsandGrants/

GO MINERS GO!!