



Faculty Senate Meeting

UTShare PeopleSoft

November 7, 2013

Agenda

- UTShare/ PeopleSoft Key Messages to Faculty
- What's Changing?
- PeopleSoft Support and Sustainment Center (PSSC)
- Questions?

UTShare / PeopleSoft - Key Messages for Campus

- UTShare/PeopleSoft initial go-live for **March 2014** is expected to be difficult and tough. Several manual workaround processes for a phased delivery will be necessary.
- While transition from DEFINE to UTShare/PeopleSoft will be challenging, it will ultimately benefit and support UTSA's journey to Tier One status due to better data management and analytical reporting capabilities in PeopleSoft.
- DEFINE and related systems will not be available for campus user's input or changes after go-live to PeopleSoft in March 2014.
- UTShare/PeopleSoft Training roll-out at UTSA to start during **January 2014**.

What's Changing?

- **Faculty Salary Spread Elections Starting Fall FY14-15**
 - With UTShare/PeopleSoft, all Faculty must make an annual election to be paid either 9 or 12 months.
 - ✓ If a Faculty member is paid on a grant or anticipates a grant during the year, the election must be 9 months.
 - ✓ Faculty can no longer split out the non-grant funded portion of their salary for purposes of spreading over 12 months.
- **Starting in Spring 2014, 9-month Faculty's (this year) summer insurance premiums for June, July, and August will be paid via double deduction over three months during March, April, and May.**

What's Changing? (continued)

- **Student and non-exempt staff's time worked and absences must be approved and recorded in UTShare/PeopleSoft weekly and at the end of each pay period.**
 - Timekeepers will enter approved employee absences and time worked into UTShare/PeopleSoft.
 - If absences and time not approved by payroll deadlines, employees pay may be delayed.
- **Negative leave balances are not allowed by Texas Constitution**
- **Faculty sick related absences are required to be reported by State law.**

What's Changing? (continued)

- **Research Service Centers will need to enter subcontracts as Purchase Orders so funds can be encumbered.**
- **DEFINE Budget Group methodology is being replaced with UTShare/PeopleSoft “Chart of Accounts” which reflect the Fund, NACUBO, Object Code, and Department on each transaction for easier reporting.**
- **Checking of available budget and YTD encumbrances/ expenses will look significantly different in UTShare/PeopleSoft. The two courses of Chart of Accounts and Statement of Accounts will explain the new approach.**
- **Procure to Pay Process**
 - Receiving reports can be done by Departments
 - Tracking of the Requisition through the Procurement Cycle can be done online
 - PO changes will be completed by the Purchasing Department

PeopleSoft - Single Point of Contact (SPOC)

3 Ways to Contact:

- **Call** the PeopleSoft Support and Sustainment Center (PSSC) at **458-SPOC (7762)**
- **Visit** the UTShare Website, click on the SPOC icon <http://www.utsa.edu/utshare/>
- **Email** PSSC: spoc@utsa.edu



Questions?

