Welcome

• Outline of Today’s Presentation
  – Introduction of Business Service Center
    • Mission and Goals of the Business Service Center
  – Introduction of Business Service Center Staff
    • Who is my BSC Specialist?
  – Business Service Center Processes
    • Department Actions vs. BSC Actions
The mission of the College of Health, Community and Policy Business Service Center is to provide centralized processing of all financial services and human resources appointments, to allow department staff to be more focused, creative, innovative, and effective in helping their departments achieve their strategic goals.
Business Service Center Goals

• Provide accurate and timely data for strategic decision-making
• Have a dedicated staff of specialists, highly trained in business and human resource processes
• Provide excellent customer service for all College faculty and staff
• Create a seamless working environment
Business Service Center Team

**Lynette Guillory, Business Service Center Manager**

- College of Health, Community and Policy - Processor
- Nutrition and Dietetics – Processor
- Kinesiology – Reconciler
- Public Health - Reconciler

**Blane Walter, Business Service Center Specialist II**

- Public Administration - Processor
- Criminology and Criminal Justice - Processor
- Sociology – Processor
- Psychology – Reconciler
- Social Work – Reconciler
- Demography - Reconciler

**Raqia Siddique, Business Service Center Specialist I**

- Kinesiology - Processor
- Public Health – Processor
- College of Health, Community and Policy – Reconciler
- Nutrition and Dietetics - Reconciler

**TBD, Business Service Center Specialist II**

- Psychology - Processor
- Social Work - Processor
- Demography – Processor
- Public Administration - Reconciler
- Criminology and Criminal Justice - Reconciler
- Sociology – Reconciler
Business Service Center Processes

- Business Service Center dedicated landing page on the HCaP website
  - Requests submission
  - Access to frequently used UTSA forms
  - Frequently Asked Questions section
Form Examples

Submitted by Faculty
• **Procurement Request Form**
• Request for Travel Authorization Form
• Travel Reimbursement – Employee Form

Submitted by Faculty or Department/Administrative Staff
• **Expense Reimbursement Request Form – Non-Travel**
• Invoice Payment Request Form
• Business Contracts Request Form

Submitted by Department/Administrative Staff
• **All Faculty Hiring Requests** (including Summer contracts)
• All Faculty Contract Change Requests
• Student Hire/Rehire Request Forms
• All Faculty/Staff HR Processes
# Scope of Services - Financial

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Department/Requestor Responsibility</th>
<th>HCaP BSC Responsibility</th>
</tr>
</thead>
</table>
| **Travel & Expense**                      | • Traveler secures approval and/or funding  
• Traveler provides documentation of approval  
• Chair approves Travel Authorization in PeopleSoft  
• Traveler/Department secures travel bookings  
• Traveler submits appropriate travel receipts to BSC | • Verify funding source  
• Setup new vendor/proxy as required  
• Create Travel Authorization in PeopleSoft  
• Create travel Expense Report in PeopleSoft  
• Create travel advance, if needed |
| **Procurement**                            | • Identify items and submit request to BSC  
• Physically receive purchased items  
• Submit invoice and/or receipt to BSC for payment  
• Use OneCard for special event purposes  
• Submit backup documentation within 3 business days of OneCard use  
• Submit requests and documentation for Business Contracts to BSC | • Process requisitions/purchase orders in Rowdy  
• Complete purchasing process  
• Initiate payment and submit supporting documentation  
• Conduct initial audit for allowability |
| **Tuition and Scholarship Support**        | • Determine awards  
• Provide awardee information to Dean's office  
• Send award notifications to awardee  
• Complete SNOA form (Dean's office/Non-BSC Staff) |                                                                                         |
| **Candidate Support/Honorarium Processing**| • Arrange travel and accommodations  
• Communicate with candidate for documentation  
• Submit documentation to BSC | • Verify funding  
• Review and finalize documentation  
• Process Non-PO voucher for payment |
| **Financial Reporting**                    | • Submit requests to BSC for financial reports, including information needed | • Monthly financial reconciliation of all cost centers and sponsored projects  
• Departmental Financial Reports, as requested |

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The University of Texas at San Antonio™  
College for Health, Community & Policy
# Scope of Services - Human Resources

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Department/Requestor Responsibility</th>
<th>HCaP BSC Responsibility</th>
</tr>
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<tbody>
<tr>
<td><strong>Recruitment</strong></td>
<td>• Communicate need to BSC, and provide justification for search/recruitment</td>
<td>• Confirm funding</td>
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<tr>
<td>• Position Development</td>
<td>• Provide evidence of approval(s)</td>
<td>• Submit pre-hire eforms, if necessary</td>
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<tr>
<td>• New Positions and Vacancies</td>
<td>• Convene search committee</td>
<td>• Submit job posting in recruitment system</td>
</tr>
<tr>
<td>• Recruitment Exceptions (title/salary adjustments or direct hires)</td>
<td>• Conduct interviews</td>
<td>• Submit CBC requests to Human Resources</td>
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<tr>
<td></td>
<td>• Make initial verbal offer to qualified candidate, once approved by HR</td>
<td>• Submit request for official offer in recruitment system</td>
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<td>• Notify BSC of offer details</td>
<td>• Provide guidance to departments at all points in the process</td>
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<tr>
<td></td>
<td>• Complete visa application for international hires</td>
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<td></td>
<td>• Request background checks from BSC</td>
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<tr>
<td><strong>Appointment Maintenance</strong></td>
<td>• Notify BSC of renewals, funding changes, FTE changes, resignations, etc.</td>
<td>• Confirm funding</td>
</tr>
<tr>
<td>• Changes to FTE</td>
<td>• Obtain appropriate approvals</td>
<td>• Process eforms</td>
</tr>
<tr>
<td>• Changes to Funding</td>
<td></td>
<td></td>
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<tr>
<td>• Changes to Appointment Period</td>
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<tr>
<td><strong>GTA/GRA/GA Appointments</strong></td>
<td>• Complete departmental section of Student Hiring Form</td>
<td>• Process GTA/GRA/GA eforms</td>
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<tr>
<td></td>
<td>• Prepare contracts/letters and obtain signatures</td>
<td>• Submit CBC requests to Human Resources</td>
</tr>
<tr>
<td></td>
<td>• Provide documentation to BSC</td>
<td>• Route completed packets to Human Resources</td>
</tr>
<tr>
<td><strong>Student Positions (Non-GRA/GRA/GA)</strong></td>
<td>• Complete department section of Student Hiring Form</td>
<td>• Process hire eforms</td>
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Questions?
More information coming soon!

BSC Launch – 8/24/2020

HCaPBSC@utsa.edu