

The logo for The University of Texas at San Antonio (UTSA) is displayed in a bold, orange, sans-serif font. The letters 'U', 'T', 'S', and 'A' are connected, with the 'A' having a distinctive shape. A small registered trademark symbol (®) is located at the bottom right of the 'A'.

The University of Texas at San Antonio™

College for Health,  
Community & Policy

# 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

# Business Service Center Mission

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

Process Name	Department/Requestor Responsibility	HCaP BSC Responsibility
<b>Travel &amp; Expense</b> <ul style="list-style-type: none"> <li>• Travel Authorization</li> <li>• Expense Report/Reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>• Traveler secures approval and/or funding</li> <li>• Traveler provides documentation of approval</li> <li>• Chair approves Travel Authorization in PeopleSoft</li> <li>• Traveler/Department secures travel bookings</li> <li>• Traveler submits appropriate travel receipts to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Verify funding source</li> <li>• Setup new vendor/proxy as required</li> <li>• Create Travel Authorization in PeopleSoft</li> <li>• Create travel Expense Report in PeopleSoft</li> <li>• Create travel advance, if needed</li> </ul>
<b>Procurement</b> <ul style="list-style-type: none"> <li>• Rowdy Exchange</li> <li>• Bids</li> <li>• OneCard</li> <li>• Business Contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Identify items and submit request to BSC</li> <li>• Physically receive purchased items</li> <li>• Submit invoice and/or receipt to BSC for payment</li> <li>• Use OneCard for special event purposes</li> <li>• Submit backup documentation within 3 business days of OneCard use</li> <li>• Submit requests and documentation for Business Contracts to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Process requisitions/purchase orders in Rowdy</li> <li>• Complete purchasing process</li> <li>• Initiate payment and submit supporting documentation</li> <li>• Conduct initial audit for allowability</li> </ul>
<b>Tuition and Scholarship Support</b>	<ul style="list-style-type: none"> <li>• Determine awards</li> <li>• Provide awardee information to Dean's office</li> <li>• Send award notifications to awardee</li> <li>• Complete SNOA form (Dean's office/Non-BSC Staff)</li> </ul>	
<b>Candidate Support/Honorarium Processing</b>	<ul style="list-style-type: none"> <li>• Arrange travel and accommodations</li> <li>• Communicate with candidate for documentation</li> <li>• Submit documentation to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Verify funding</li> <li>• Review and finalize documentation</li> <li>• Process Non-PO voucher for payment</li> </ul>
<b>Financial Reporting</b>	<ul style="list-style-type: none"> <li>• Submit requests to BSC for financial reports, including information needed</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly financial reconciliation of all cost centers and sponsored projects</li> <li>• Departmental Financial Reports, as requested</li> </ul>



# Scope of Services - Human Resources

Process Name	Department/Requestor Responsibility	HCaP BSC Responsibility
<b>Recruitment</b> <ul style="list-style-type: none"> <li>• Position Development</li> <li>• New Positions and Vacancies</li> <li>• Recruitment Exceptions (title/salary adjustments or direct hires)</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate need to BSC, and provide justification for search/recruitment</li> <li>• Provide evidence of approval(s)</li> <li>• Convene search committee</li> <li>• Conduct interviews</li> <li>• Make initial verbal offer to qualified candidate, once approved by HR</li> <li>• Notify BSC of offer details</li> <li>• Complete visa application for international hires</li> <li>• Request background checks from BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm funding</li> <li>• Submit pre-hire eforms, if necessary</li> <li>• Submit job posting in recruitment system</li> <li>• Submit CBC requests to Human Resources</li> <li>• Submit request for official offer in recruitment system</li> <li>• Provide guidance to departments at all points in the process</li> </ul>
<b>Appointment Maintenance</b> <ul style="list-style-type: none"> <li>• Changes to FTE</li> <li>• Changes to Funding</li> <li>• Changes to Appointment Period</li> </ul>	<ul style="list-style-type: none"> <li>• Notify BSC of renewals, funding changes, FTE changes, resignations, etc.</li> <li>• Obtain appropriate approvals</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm funding</li> <li>• Process eforms</li> </ul>
<b>GTA/GRA/GA Appointments</b>	<ul style="list-style-type: none"> <li>• Complete departmental section of Student Hiring Form</li> <li>• Prepare contracts/letters and obtain signatures</li> <li>• Provide documentation to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Process GTA/GRA/GA eforms</li> <li>• Submit CBC requests to Human Resources</li> <li>• Route completed packets to Human Resources</li> </ul>
<b>Student Positions (Non-GRA/GRA/GA)</b>	<ul style="list-style-type: none"> <li>• Complete department section of Student Hiring Form</li> <li>• Provide documentation to BSC</li> </ul>	<ul style="list-style-type: none"> <li>• Process hire eforms</li> <li>• Submit CBC requests to Human Resources</li> <li>• Route completed packets to Human Resources</li> </ul>

Questions?

More information coming soon!

BSC Launch – 8/24/2020

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