2017 Introduction Program

FACULTY SUMMER ASSIGNMENT AND CONTRACTS
Agenda

- Welcome
- Task Force Overview
- Faculty Summer Assignment Process
  - Data Gathering
  - Planning Tools
  - HR - Faculty Contracts
  - Department Budget Table (DBT) - Funding
  - Payroll
- Closing
Purpose of Training

- Avoid over/underpayments to faculty
- Avoid need for salary cost transfers and retro DBTs
  - Salary incorrectly charged to Project IDs and/or Cost Centers
- Assist in accurate monthly account reconciliations
- HAPPY FACULTY 😊
Objectives

The following were the objectives of the taskforce:

1. Increase accuracy - for amount paid, funding source, and time period
2. Provide useful tools to processing staff that help meet deadlines
3. Minimize changes to contracts after they are created
4. Give a record of “what is expected” for the person who reconciles accounts
Process Overview

Gather data
Check allocation

Finalize contract

Run Payroll

Colleges/ Departments
And VPAFS

HR

Budget

Payroll

Departments

Create contracts
Initiate DBT

Approve DBT in PS

Reconcile Payroll Exp. Report to original data
Timeline

- March 20-24 – Training provided
- April 4 & 6 – Open labs available
- May 12 – SAMS and Contracts due to VPAFS
- May 19 – Faculty Contract Forms due to HR
- May 19-June 16 – Initiate DBTs
Data Gathering

- ALL compensated summer activities per individual
  - Teaching
  - Research
  - Committees
  - Supplements
- Dates of service for each activity
- Compensation for each activity
- Funding source(s) for each activity
- Position number
Jay,
I just talked to Dr. Perales and we pay $5000 flat rate for our T/TT faculty in the summer. If she is teaching 1/3 of it, her allocation will be $1666.66 for the summer.

What follow up questions need to be asked?
Data Gathering – email example #2

Dr. Cunningham,

I wanted to take care of appointing you on the project. We have enough funds in the project this year to cover one summer month. Please ask your department to take care of it.

What follow up questions need to be asked?
Who can help

- For teaching
  - Faculty
  - Department Chairs
  - Departmental Admins
  - College Admins

- For grants
  - Principal Investigators
  - Research Service Centers
  - Research Center Staff
The SAMS will include the critical information needed to complete a SharePoint Faculty Contract Form that will be entered into PeopleSoft by HR:

- Position Number
  - Critical you select a Summer Faculty Position # = Empl Class of FA3
- 9-Month Compensation Rate
- Contract Begin and End Date
  - Can be VERY TRICKY to pin down
- FTE
- Contract Pay/Allocation
- Hours Per Week

Let’s talk about the “Begin and End Dates” of assignments for the summer using an example
Faculty Summer Assignments
Begin and End Dates — Refer to Pink Handout

Example

![Diagram showing begin and end dates for contracts 1 to 4 with assignments for each contract]
To help you prepare the SAMS, we’ve provided three possible scenarios with step-by-step instructions. Those scenarios are:

- Faculty Member with a combination of teaching, research and committee assignments (Blue Handout Example)
- Faculty Member with only research assignments (Yellow Handout Example)
- Faculty Member with only teaching assignments (Green Handout Example)

Drop-In Labs
- Sign in sheets available
- Additional opportunities will be available upon request
The SAMS

- Run query for listing of available summer positions
  - UTS_CA_VACANT_POS
  - Filter by EMPL Class = FA3

- Functionality
  - Adding Rows
  - Adding Blocks

- Do Not Remove Example
SAMS

When you complete the SAMS please use the following naming format when you route it to the RSC and ultimately to the VPAFS

College of ___XX-XX-XXXX {Date you submitted the final to RSC/VPAFS}
Faculty Overview

- In PeopleSoft, Faculty have a job record and a contract
  - JOB – contains Job Start (Effective) Date, Position ID, Job End Date, Job Title, Hours/FTE, and Compensation
  - CONTRACT – contains Dates of Payment
- Both are required to generate pay
- Information must be correct in order to ensure proper pay
Hiring Freeze Impact

- TBD – waiver submitted for new Summer faculty hires to Governor’s Office

- If faculty was assigned in the Spring, they can be rehired for Summer 2017.
  - Had a 9-month appointment (Fall & Spring) OR
  - Had a Spring only appointment
### Job Record

**Job Information**

- **Empl ID:** 6001209451
- **Empl Record:** 0
- **Effective Date:** 06/01/2017
- **Effective Sequence:** 0
- **HR Status:** Active
- **Payroll Status:** Active
- **Action:** Hire
- **Reason:** Hire
- **Job Indicator:** Primary Job
- **Job Code:** 10050
- **Entry Date:** 06/01/2017
- **Supervisor Level:**
- **Reports To:** 10025979 (HR MANAGER 6001017843 Claudia White)
- **Regular/Temporary:** Temporary
- **Full/Part:** Part-Time
- **Empl Class:** NonStdSem
- **Regular Shift:** N/A
- **Officer Code:** Accrue
- **Shift Rate:**
- **Shift Factor:**

**Standard Hours**

- **Standard Hours:** 20.00
- **FTE:** 0.500000

**Contract Number**

- **Contract Number:**
- **Contract Type:**

**Location:** USA
<table>
<thead>
<tr>
<th>Summer Term 2017</th>
<th>Classes Begin</th>
<th>Grades Due</th>
<th>Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>F (First Five-Week Term)</td>
<td>5/30</td>
<td>7/10</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>J (First Four-Week Term)</td>
<td>6/12</td>
<td>7/14</td>
<td>6/1-7/15</td>
</tr>
<tr>
<td>L (Second Four-Week Term)</td>
<td>7/12</td>
<td>8/14</td>
<td>7/16-8/31</td>
</tr>
<tr>
<td>S (Second Five-Week Term)</td>
<td>7/7</td>
<td>8/16</td>
<td>7/16-8/31</td>
</tr>
<tr>
<td>8 (Eight-Week Term)</td>
<td>6/12</td>
<td>8/14</td>
<td>6/1-8/31</td>
</tr>
<tr>
<td>T (Ten-Week Term)</td>
<td>5/30</td>
<td>8/16</td>
<td>6/1-8/31</td>
</tr>
</tbody>
</table>
Faculty Contract Form (FCF)

- FCFs need to be submitted for ALL summer faculty regardless of tenure status.
- All FCFs must be approved by VPAFS prior to submitting to HR.
- For BRAND-NEW faculty, HR needs either Offer Letter or Memorandum of Appointment attached to FCF.
- HR does not require a DAF, unless required by your college/department.
Faculty Contract Form (FCF)

- Please include actual hours worked on FCF regardless of allocation

- Administrators (Department Chairs, Deans, etc.) – Although they receive salary as an administrator, we need Faculty position on FCF, not A&P position
FTE & Allocation

- Remember, the FCF will not calculate allocation based on FTE
- Use calculated FTE on SAMS to determine hours per week on FCF
- Allocation field will be free text
**FTE & Allocation Example**

<table>
<thead>
<tr>
<th>Contract Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Begin Date:</strong></td>
<td>06/01/2017</td>
</tr>
<tr>
<td><strong>Contract End Date:</strong></td>
<td>07/15/2017</td>
</tr>
<tr>
<td><strong>9 Month Rate:</strong></td>
<td>$100,000.00 (based on 100% time)</td>
</tr>
<tr>
<td><strong>FTE:</strong></td>
<td>.50</td>
</tr>
<tr>
<td><strong>Months Duration:</strong></td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Contract Pay/Allocation:</strong></td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Hours Per Week:</strong></td>
<td>20</td>
</tr>
</tbody>
</table>

To calculate FTE, divide Hours Per Week by 40. Example: 19 ÷ 40 = .475 FTE.
Tax Implications

- Faculty are unable to receive more than 1/3 their academic salary during the summer.
- If summer salary is spread over anything **but** 3 months, this will increase the faculty’s gross monthly amount, thereby impacting their tax bracket.
Tax Implications - Example

- Professor A’s 9-month salary is $90,000
- During the academic year, Professor A’s gross monthly pay is $10,000 per month
- Professor A can only earn up to $30,000 in the summer
- Based on workload, Professor A is wanting the full $30,000 paid from June-July
- This will increase his/her gross monthly pay for June and July to $15,000
- Because his/her gross monthly pay increased, taxes will increase as well
- Please ensure your faculty are aware of this prior to agreeing to their FCF
Supplements

- Examples of effort compensated via supplements are noted below.
  1. QLP course development
  2. Course overloads

- Questions pertaining to supplemental pay should be directed to the VPAFS office.

- If VPAFS approves supplement, department will submit Supplement Form for processing.

- Per Payroll email instructions, DBT will need to be initiated
Departments will be sent a Contract Audit Report 3 times during the summer.

- Right before June, July and August payroll confirmation

Departments must review and inform HR of any discrepancies
The Department Budget Table (DBT) is the distribution table that maintains the funding source(s) for each paid position. It is essential to have each filled position funded accordingly prior to payroll processing in order to avoid retro corrections.

The SAMS will assist greatly with ensuring your DBT data entered is correctly. From this spreadsheet one can gather the following information:

- Position Number
- Contract Effective Date which will match the DBT effective date to be entered
- Combo Codes and the Distribution % to be used
Department Budget Table (DBT)

- If a Faculty has multiple contracts in the Summer, one can enter in all DBT’s required with the various effective dates in order to set the DBT up accordingly in advance.
Department Budget Table Changes

Instructions

Complete the DBT Details tab and return to the Workflow Details tab. Click Save and then Submit when all changes have been made.

- Set ID: UTSA1
- Trans ID: 000046291
- Position Nbr: 10060633, PROFESSOR
- Dept ID: AEN004, COE MECHANICAL ENGINEERING

Current Earnings Funding

<table>
<thead>
<tr>
<th>Year</th>
<th>Effective Dt</th>
<th>Earn Cd</th>
<th>Seq</th>
<th>Combo Code</th>
<th>Distrib %</th>
<th>% Effort</th>
<th>Limit Amt</th>
<th>Funding End Dt</th>
<th>Redirect Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-09-01</td>
<td>2016-09-01</td>
<td>1100135958</td>
<td>100.000</td>
<td>12/31/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proposed Annual Salary: [Input Field]
Budgeted FTE: [Input Field]

Proposed Earnings Funding

- Effective Dt: 06/01/2016
- Fiscal Year: 2016

<table>
<thead>
<tr>
<th>Earn Cd</th>
<th>Seq</th>
<th>Fund Type</th>
<th>Combo Code</th>
<th>Distrib %</th>
<th>% Effort</th>
<th>Limit Amt</th>
<th>Funding End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Grant</td>
<td>100157865</td>
<td>10.000</td>
<td>07/31/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Grant</td>
<td>100158045</td>
<td>50.000</td>
<td>08/31/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Grant</td>
<td>100158218</td>
<td>40.000</td>
<td>08/31/2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Department Budget Table (DBT)

**Department Budget Table Changes**

**Instructions**
Complete the DBT Details tab and return to the Workflow Details tab. Click Save and then Submit when all changes have been made.

<table>
<thead>
<tr>
<th>Set ID</th>
<th>UTSA1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trans ID</td>
<td>0000046292</td>
</tr>
<tr>
<td>Position Nbr</td>
<td>10060633 PROFESSOR</td>
</tr>
<tr>
<td>Dept ID</td>
<td>AEN004 COE MECHANICAL ENGINEERING</td>
</tr>
</tbody>
</table>

**Current Earnings Funding**

<table>
<thead>
<tr>
<th>Year</th>
<th>Effective Dt</th>
<th>Earn Cd</th>
<th>Seq</th>
<th>Combo Code</th>
<th>Distrib %</th>
<th>% Effort</th>
<th>Limit Amt</th>
<th>Funding End Dt</th>
<th>Redirect Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>09/01/2015</td>
<td>1</td>
<td>100135958</td>
<td>100.000</td>
<td>12/31/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Proposed Annual Salary**

**Budgeted FTE**

**Copy Current Funding**

**Proposed Earnings Funding**

<table>
<thead>
<tr>
<th>Effective Dt</th>
<th>Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/16/2016</td>
<td>2016</td>
</tr>
</tbody>
</table>

**Proposed Distribution**

<table>
<thead>
<tr>
<th>Earn Cd</th>
<th>Seq</th>
<th>Fund Type</th>
<th>Combo Code</th>
<th>Distrib %</th>
<th>% Effort</th>
<th>Limit Amt</th>
<th>Funding End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non-Grant</td>
<td>100142873</td>
<td>100.000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Department Budget Table (DBT)

Once DBT’s for summer faculty have been submitted and approved the following query will allow you to validate that these positions are funded correctly.

- Navigation: Main Menu > HCM Reporting Tools > Query > Query Viewer
  - UTS_CA_SUMMER_FACULTY_FUNDING
Payroll

- **Final Stage** in the Contract Pay Module
- Faculty employee in order to be paid for the Summer will need the following:
  - Job Data (Workforce Administration)
  - (Contract) Compensation Frequency on the Job Data Compensation page
  - Defined contract pay settings on the Contract Pay page (Update Contract Pay NA)
Payroll Processes used to Process Contract Pay

1. Create Contract Projected Pay
   - Process which generates contract pay data that can be loaded unto pay sheets
   - This process will calculate contract earnings for all pay periods in the payment term defined in the contract. The calculated values are considered projections until they are paid.
Payroll

2. **Contract Payment Details**
   - Process that is created after “Create Projected Contract Pay” is ran to review projected and actual earnings over the entire payment term of a contract.
   - Summary page which defines the contract begin/end dates, contract worth (amount to be paid), payment summary, projected earnings within the Summer contractual period (June – August)
Payroll

- Contract for Summer I
- Contract Begin date of 6/1/2016 with a Contract end date of 07/15/2016.

Contract Payment Details

<table>
<thead>
<tr>
<th>EMP</th>
<th>ID:</th>
<th>Empl Record:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000005</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Contract Payment Sequence

<table>
<thead>
<tr>
<th>Contract Sequence:</th>
<th>Effective:</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>06/01/2015</td>
</tr>
</tbody>
</table>

Contract Information

- Company: SAN University of Texas, San Antonio
- Pay Group: MON UTSA Monthly
- Contract Begin Date: 06/01/2015
- Payment Begin Date: 06/01/2015
- Contract End Date: 07/15/2015
- Payment End Date: 07/15/2015
- Contract Worth: 7165.00

Contract Calendar

Holiday Schedule: School Schedule: Work Schedule

Pay Rates

Payment Summary

Projected Payments and Actual Earnings

<table>
<thead>
<tr>
<th>Status</th>
<th>Pay Period End Date</th>
<th>Off Cycle</th>
<th>Separate Check</th>
<th>Work Days</th>
<th>Contract Regular</th>
<th>Paid Not Earned</th>
<th>Earned Not Paid</th>
<th>Total Paid</th>
<th>Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Confirmed</td>
<td>06/30/2015</td>
<td>N</td>
<td>0</td>
<td>22</td>
<td>4846.91</td>
<td>0.00</td>
<td>0.00</td>
<td>4846.91</td>
<td></td>
</tr>
<tr>
<td>Payroll Confirmed</td>
<td>07/31/2015</td>
<td>N</td>
<td>0</td>
<td>11</td>
<td>2318.00</td>
<td>0.00</td>
<td>0.00</td>
<td>2318.00</td>
<td>2318.00</td>
</tr>
</tbody>
</table>
Payroll

- Contract for Summer II
- Contract Begin date of 7/16/2016 with a Contract end date of 08/31/2016.
Payroll

- Contract for Summer 8 Week
- Contract Begin date of 6/1/2016 with a Contract end date of 08/31/2016.

### Contract Payment Details

<table>
<thead>
<tr>
<th>EMP ID</th>
<th>Contract ID: 0000005</th>
<th>ID: Complete</th>
<th>Empl Record: 1</th>
</tr>
</thead>
</table>

#### Contract Payment Sequence
- Contract Sequence: 0
- Effective: 06/01/2015

#### Contract Information
- **Company**: SAN University of Texas, San Anton
- **Pay Group**: F9M UTSA Faculty 9 Month
- **Contract Begin Date**: 06/01/2015
- **Contract End Date**: 08/31/2016
- **Payment Begin Date**: 06/01/2015
- **Payment End Date**: 08/31/2016
- **Contract Worth**: 948.00

#### Holiday Calendar
- **Holiday Schedule**: School Schedule: Work Schedule

#### Pay Rates

#### Payment Summary

<table>
<thead>
<tr>
<th>Status</th>
<th>Pay Period End Date</th>
<th>Off Cycle</th>
<th>Separate Check</th>
<th>Work Days</th>
<th>Contract Regular</th>
<th>Paid Not Earned</th>
<th>Earned Not Paid</th>
<th>Total Paid</th>
<th>Worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Payroll Confirmed</td>
<td>06/30/2015</td>
<td>N</td>
<td>0</td>
<td>22</td>
<td>316.00</td>
<td>0.00</td>
<td>0.00</td>
<td>316.00</td>
<td>316.00</td>
</tr>
<tr>
<td>2 Payroll Confirmed</td>
<td>07/31/2015</td>
<td>N</td>
<td>0</td>
<td>23</td>
<td>316.00</td>
<td>0.00</td>
<td>0.00</td>
<td>316.00</td>
<td>316.00</td>
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<tr>
<td>3 Payroll Confirmed</td>
<td>08/31/2015</td>
<td>N</td>
<td>0</td>
<td>21</td>
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<td>0.00</td>
<td>0.00</td>
<td>316.00</td>
<td>316.00</td>
</tr>
</tbody>
</table>
### Faculty Employee Paycheck View (July Paycheck)

<table>
<thead>
<tr>
<th>University of Texas, San Anton</th>
<th>Pay Group: FPM-UTSA Faculty 9 Month</th>
<th>Business Unit: UT902</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 UTSA Ctr</td>
<td>Pay Begin Date: 06/01/2015</td>
<td>Advice #:</td>
</tr>
<tr>
<td>San Antonio, TX 78240</td>
<td>Pay End Date: 06/30/2015</td>
<td>Advice Date: 07/01/2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee ID: San Antonio, TX 78209-3440</th>
<th>Department:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Rate:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TAX DATA:</th>
<th>Federal</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marital Status:</td>
<td>Single</td>
<td></td>
</tr>
<tr>
<td>Allowances:</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Addl. Percent:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Addl. Amount:</td>
<td></td>
<td></td>
</tr>
</tbody>
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### HOURS AND EARNINGS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
<th>Description</th>
<th>Rate</th>
<th>Hours</th>
<th>Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Earnings - (18)</td>
<td>316.60</td>
<td>0.00</td>
<td>316.60</td>
<td>Fed Withholding</td>
<td>0.00</td>
<td>42,140.02</td>
<td>6,713.45</td>
</tr>
<tr>
<td>Holiday Salared - (18)</td>
<td>96.00</td>
<td>0.00</td>
<td>96.00</td>
<td>Fed MED EE</td>
<td>4.37</td>
<td>401.31</td>
<td></td>
</tr>
<tr>
<td>Regular Pay - (18)</td>
<td>96.00</td>
<td>0.00</td>
<td>96.00</td>
<td>Fed OASDI EE</td>
<td>18.66</td>
<td>2,571.10</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:** | 0.00 | 316.60 | 0.00 | 42,140.02 | **TOTAL:** | 23.03 | 9,885.84 |

### TAXES

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Withholding</td>
<td>0.00</td>
<td>6,713.45</td>
</tr>
<tr>
<td>Fed MED EE</td>
<td>4.37</td>
<td>401.31</td>
</tr>
<tr>
<td>Fed OASDI EE</td>
<td>18.66</td>
<td>2,571.10</td>
</tr>
</tbody>
</table>

**TOTAL** | 23.03 | 9,885.84 |

### BEFORE-TAX DEDUCTIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional Retirement Plan</td>
<td>21.01</td>
<td>2,962.31</td>
</tr>
<tr>
<td>Parking - Pre Tax</td>
<td>15.00</td>
<td>105.00</td>
</tr>
<tr>
<td>Dental</td>
<td>0.00</td>
<td>592.65</td>
</tr>
<tr>
<td>Vision</td>
<td>0.00</td>
<td>63.00</td>
</tr>
</tbody>
</table>

**TOTAL** | 36.01 | 3,422.96 |

### AFTER-TAX DEDUCTIONS

<table>
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<tr>
<th>Description</th>
<th>Current</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Life Insurance</td>
<td>0.00</td>
<td>113.40</td>
</tr>
<tr>
<td>Short Term Disability</td>
<td>0.00</td>
<td>135.90</td>
</tr>
<tr>
<td>Worker's Compensation Ins</td>
<td>0.00</td>
<td>85.04</td>
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<td>Medical</td>
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<td>4,706.00</td>
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**TOTAL** | 0.00 | 249.30 |

**TAXABLE**

<table>
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<tr>
<th>Description</th>
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<td>TOTAL GROSS</td>
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<td>NET PAY</td>
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Validation Checkpoints

- Contract Review Report
- DBT Funding Query
- SAMS
- Payroll Distribution Report
- MFR
Next Steps

- If you have questions, please email VPAFS@utsa.edu
  - All answers will be distributed back to participants

- Drop-In Labs available
Thank you

- For all you continue to do
- For the attention you pay to detail
- For making a difference

We count on you!