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TEM: Good Habits and Helpful Hints

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Please….

- Turn off cell phones
- Any Tip with an * means there is a job aid on the TEM Resource Page
- Avoid side conversations
- Sign the attendance roster
- Complete the evaluation at the end of the workshop

Course Agenda

- TEM System Information
- Tips and Tricks
- Questions

TEM System Information

- Currently the University has 29,891 enrolled users in TEM
- Approximately 700+ ER's are submitted per day
- During year end 1700 ER's were submitted per day
- There are seven Payables staff members reviewing all the submitted ER's for all campuses, extension units and hospitals

Tip #1

TEM Resource Page

- This should be the first place you go if you have a question **http://www.obfs.uillinois.edu/tem-resources/**
- It's the best source for the most up to date TEM information
- There are over 50 job aids covering everything from advances to workflow statuses
- Listen to previously conducted webinars
- Register for Open Labs and Webinars
  - Open labs are now offered for all Payables related questions, not just TEM

Tip #1

TEM Resource Page

- **http://www.obfs.uillinois.edu/tem-resources/**
- Create a shortcut on your desktop to the TEM Resource Page
- Log into TEM right from the Resource Page

Tip # 2*

Choose & add your Proxy

- Everyone needs to have at least one Creator Proxy
- Manager Approvers and Charge Code Reviewers need at least one Reviewer Proxy

Tip # 2

- A Proxy can fill in if you are out sick, out for an extended amount of time, leave your current department or leave the University
- Admins can create ER's for Faculty and other staff that don't have the time to create their own

Tip #3*

Know what your Inbox is telling you

Inbox [14] | Review | Credit Card [17]

Search My Documents | Filter Documents

Document filter is used. Export

Action	Title	Type	Tracking Number	Total	Activity	Created	Pending
	fields		ER00745846	$0.00	ER Create	3/2/16	
	John Polk		ER00745842	$64.00	ER Pre-Pay Audit (XM)	1/29/16	ER: Employee Reimbursement Auditors
	Employee Travel		ER00745841	$1,512.46	ER Verify	1/28/16	ERExportVerify Robot
	Employee Misc		ER00745840	$1,756.00	ER Verify	1/28/16	ERExportVerify Robot
	Arranged Travel Non Emp		ER00745839	$2,042.99	ER Verify	1/28/16	ERExportVerify Robot
	Arranged Travel EMP		ER00745838	$621.88	ER Verify	1/28/16	ERExportVerify Robot
	test		ER00745824	$9.50	ER Post-Export Exception	1/5/16	ER: Exception Handling Administrators
	taxi		ER00745820	$7.50	ER Pre-Pay Audit (XM)	12/15/15	ER: Employee Reimbursement Auditors
	look at CC Approver		ER00745813	$5.00	ER Pre-Pay Audit (XM)	12/11/15	ER: Employee Reimbursement Auditors
	test new field		ER00745812	$300.00	ER Pre-Pay Audit (XM)	12/10/15	ER: UPAY Auditors
	new fields		ER00745811	$380.00	ER Verify	12/10/15	ERExportVerify Robot
	test		ER00745797	$23.59	ER Verify	11/25/15	ERExportVerify Robot
	Business Meal Test		ER00745719	$171.00	ER Verify	6/12/15	ERExportVerify Robot
	test Advance		ER00745702	$1,500.00	ER Verify	5/14/15	ERExportVerify Robot

Tip #3

Know what your Inbox is telling you

Column Heading: *Activity Name*	Column Heading: *Pending*	*Activity Name* and *Pending* Description
ER/TP Create	(blank)	ER is being created or has been rejected.
ER Receipt Hold	AutoApprovalBkgRobot	ER has been submitted by the owner and the system is waiting for the document images to be matched to the electronic report.
ER/TP Manager Review	Name of Manager Reviewer	ER is ready for manager review and the reviewer name is listed.
ER Charge Code Manager Review	Name of Charge Code Reviewer	ER is ready for Charge Code review and the reviewer's name is listed.
ER Pre-Pay Audit (XM)	ER: Employee Reimbursement Auditors	ER is in University Payables waiting for approval.
ER Export	ExportDocRobot	ER is in the process of being exported to ***Banner.***
ER Verify	ERExportVerifyRobot	Waiting for ***Banner*** acceptance of the ER.
ER Post-Export Exception	ER Exception Handling Administrators	There is a problem with the ER; therefore, not exported to ***Banner.***

Tip #4

Business Purpose - More information is better

- Business purpose requirements are a result of the IRS Accountable Plan rules
- Provide the Who, What, When, Where, and Why when entering the business purpose
- The business purpose should have enough details to satisfy an auditor's request for information

Tip #4

- Examples of inadequate business purpose:
  - "SSWR Conference"
  - "Attended conference"
  - "External Hard Drive"
  - "Meal with colleagues"
- Examples of adequate business purpose:
  - "Presented a paper at the Exotic Animal Symposium to share research with colleagues and encourage collaboration in future research projects."
  - "Business meal with John Q. Smith – guest speaker from Purdue University and Jane Q. Smith – Asst. Prof. U of I"
  - "Portable USB Flash Drive needed for field research when away from the office."

Tip #5

Use your T-Card

- The T-Card is a charge card used by University employees to purchase qualified travel expenses, business meals and catering
- The T-Card is a University paid MasterCard which may be used to relieve the employee from significant out of pocket expenses

Tip #5

Use your T-Card

- Multiple T-Card Charges can be on the same ER
  - Airfare and Booking Fee
  - Original charge and credit
  - Arranged travel expenses for multiple travelers

Tip #5

- T-Card charges must be reconciled under Arranged travel or Employee travel/meals/T-card
- Make sure the expense type reflects the actual charge
- For more details or questions regarding T-Card purchases and/or compliance, contact UPAY Card Services at 217-244-9300, 800-260-9113, or cco@uillinois.edu

Tip #6

Make sure that your ER is complete

- All receipts are legible
- If receipt is missing, provide proof of payment
- If an ER is rejected and clarification is required, contact Upay Customer Service

E-mail: TEMhelp@uillinois.edu

Phone: 217-333-6583 or 888-872-9953

Tip #7

Common reasons for rejected ER's (average rejection is 7%)

- Incomplete business purpose
- Remit address not matching invoice, or invalid in banner
- Proof of conference lodging
- Mixing state and local funds
- Student reimbursements for their benefit
- Proof of conversion for foreign receipts
- ER purpose and expense type

Plan for Critical Year End Dates

- Currently there are 6,062 unreconciled T-Card transactions
- Submit expense reports as quickly as possible
- Expense Reports and T-Card charges involving individuals that are out of the office, moved to different job, or retired need to be resolved immediately

Plan for Critical Year End Dates

- Fiscal year of payment is determined by the date of goods/services receipt, not order date
- If using state funds be sure to use the correct year
  - 100016 for FY16 expenses
  - 100017 for FY17 expenses (incurred after July 1st)

Contact Information

For TEM Questions:

Contact: OBFS UPAY Customer Service

E-mail: TEMhelp@uillinois.edu

Phone: 217-333-6583 or 888-872-9953

Questions?

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