

**DATE:** January 18, 2005

**TO:** Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators

**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs and  
Chief Financial Officer

## **Business Affairs Bulletin No. 05- FY 2005**

### **SUBJECT: Business Affairs Forms Requiring Social Security Numbers**

In accordance with UT System *Business Procedures Memorandum 66-01-04, Protecting the Confidentiality of Social Security Numbers*, Business Affairs has revised several forms to limit the collection and use of Social Security Numbers. The forms affected and related procedures are outlined below. The revised forms are now available on-line at <http://www.uthscsa.edu/business/formlist.html>.

**Fellowship Award Authorization** – This form, formerly referred to as the Action Notice Form, has been revised with the following changes:

1. The Social Security number has been replaced with the UTHSCSA badge number. The UTHSCSA badge number can be located using the Reference & Inquiry link in the UTHSCSA web portal menu (see instructions in Attachment A of this Bulletin).
2. One form is now required *per individual* receiving a fellowship award.
3. Information necessary for the required sanction and security checks has been added to section 6 of the revised form. A separate Authorization for Security Sanction and Background Check form is no longer necessary for fellowship award recipients.
4. After approval by the Department Chair, the form should be sent to Grants Management for approval only if the source of funds is grants or contracts. Grants Management, if applicable, will forward the form to Human Resources to complete the necessary sanction and security checks. Human Resources will forward the form to Payroll to process payment. Otherwise, if the funds are not grant or contract, send the form directly to Human Resources for processing.

As a reminder, this form should *not* be used to process *scholarship* payments.

**Request for Approval and Payment to Employee for Additional Services** – This form has been revised with the following changes:

1. The Social Security Number has been replaced with the UTHSCSA badge number. The HSC badge number can be located using the Reference & Inquiry link in the UTHSCSA web portal menu (see instructions in Attachment A of this Bulletin).
2. Part A should be completed before the performance of services.
3. This form now requires the approval of the department's respective Dean's Office in Part B.
4. Part B should be completed after the performance of services.

**Request for Approval of Outside Employment, Consultation or Related Activities** – This form has been revised to remove Social Security Numbers and now requires the UTHSCSA badge number for processing. The UTHSCSA badge number can be located using the Reference & Inquiry link in the UTHSCSA web portal menu (see instructions in Attachment A of this Bulletin).

**Travel Voucher** – This form has been revised with the following changes:

1. The request for Social Security Number has been replaced with the PeopleSoft vendor identification number.
2. The PeopleSoft vendor identification number can be located on the associated travel requisition by referring to a hardcopy of the travel requisition or by reviewing the requisition on-line using the Update/Review a Requisition function in the UTHSCSA web portal menu.
3. If a travel requisition was not processed for this voucher (for example, for intra-city mileage), the PeopleSoft vendor ID can be located using the requisition preparation screen in the UTHSCSA web portal menu (see instructions in Attachment A of this Bulletin).
4. If the travel voucher is for a prospective employee with no travel requisition and no existing PeopleSoft vendor ID, a **Vendor/Payee Set Up Form** must be completed and attached to the Travel Voucher when submitted to the Accounting Office for payment (see below for procedures related to the **Vendor/Payee Set Up Form**).

**Local/State Voucher** – This form has been revised with the following changes:

1. The Social Security Number has been replaced with the PeopleSoft vendor identification number.
2. If the vendor has been paid by UTHSCSA previously, a PeopleSoft vendor identification number should already be set up in the system. The PeopleSoft vendor ID can be located using the requisition preparation screen (see instructions in Attachment A of this Bulletin).
3. If the vendor has not been paid and no PeopleSoft vendor identification number exists, a **Vendor/Payee Set Up Form** must be completed and attached to the **Local/State Voucher** when submitted to the Accounting Office for payment (see below for procedures related to the Vendor/Payee Set Up Form).

**Prior Approval Form** – This form has been revised with the following changes:

1. If the payee is a former UTHSCSA employee, the HSC Badge number is required. The HSC badge number can be located using the Reference & Inquiry link in the UTHSCSA web portal menu (see instructions in Attachment A of this Bulletin).
2. The request for Social Security Number has been removed from this form. No other identifier is necessary for prior approval.
3. This form no longer requires routing through the Grants Management Office.
4. Although a PeopleSoft vendor identification number is not required to process the **Prior Approval Form**, when the associated voucher is prepared for payment to this individual, a PeopleSoft vendor identification number is required and a **Vendor/Payee Set Up Form** may be necessary for new payees.
5. Follow the steps outlined above related to **Local/State Vouchers** when processing payment using a PeopleSoft vendor identification number.

*Please be advised that the **Prior Approval Form** will be further revised in the near future to facilitate completion and processing on-line.*

**Vendor/Payee Set Up Form** – This form has been revised with the following changes to the form and associated procedures:

1. This form must be completed for all new vendors and payees (for non-purchase order payments) to be established in our system. It requires the vendor or payee's SSN or Taxpayer Identification Number.
2. The Notice for Request of Disclosure of Social Security Number has been added to this form on page 2 in accordance with BPM 66-01-04.

3. For vendors paid via a Purchase Order, this completed form should be submitted to the Purchasing Office for a vendor ID to be established in the PeopleSoft system. For all other vendors/payees, the form should be completed by the payee and returned to the UTHSCSA departmental representative to be submitted to the Accounting Office with the voucher for payment.

The *Handbook of Operating Procedures* related to these forms will be revised to reflect the changes noted above. The UT System Business Procedure Memorandum was effective in January 2004; therefore, these revised forms should be used immediately. In the interest of protecting the information of our vendors and payees, effective February 1, 2005 the revised forms will be required and the old forms containing Social Security Numbers will not be accepted.

Questions regarding the above forms and procedures should be directed as follows:

<b>Fellowship Award Authorization</b>	Payroll Office 567-6255 or <a href="mailto:Pay-Admin@uthscsa.edu">Pay-Admin@uthscsa.edu</a>
<b>Request for Approval and Payment to Employee for Additional Services</b>	Payroll Office 567-6255 or <a href="mailto:Pay-Admin@uthscsa.edu">Pay-Admin@uthscsa.edu</a>
<b>Request for Approval of Outside Employment, Consultation or Related Activities</b>	Office of Exec. V. P. for Business Affairs, 567-7020
<b>Travel Voucher</b>	Accounting Ofc 567-6085 or <a href="mailto:Acctg-Admin@uthscsa.edu">Acctg-Admin@uthscsa.edu</a>
<b>Local/State Voucher</b>	Accounting Ofc 567-6085 or <a href="mailto:Acctg-Admin@uthscsa.edu">Acctg-Admin@uthscsa.edu</a>
<b>Prior Approval Form</b>	Accounting Ofc 567-6085 or <a href="mailto:Acctg-Admin@uthscsa.edu">Acctg-Admin@uthscsa.edu</a>
<b>Vendor Set Up Form</b>	See form for appropriate contact information

Please distribute this information to relevant individuals in your department.