# CBO Services Quick Guide

## PAYROLL

**PAYROLL ACTION FORMS (PAFS)**
- Notify CBO if PAF is needed
- Completed PAF will be routed (electronically, if possible) for approval signatures
- *Does not include student employees at this time*

**OTHER**
- CBO will have back-up Time Admin access for all departments

## HUMAN RESOURCES

**JOB OFFER & NEW HIRE PAPERWORK**
- Department will notify CBO of new hire using [New Hire Request form](#)
- CBO will complete [HR job offer request packet](#) and will submit to HR; CC Department
- Once HR has notified department/CBO of candidate’s acceptance, CBO will process [CAR, UAAF, Comet Card, PAF](#) and any additional access requests
- HR will coordinate completion of new hire paperwork with employee
- By first day of employment, new employee should have UTD ID and computer access – CBO will process JIRA once ID is received
- Additional forms by request ([Business Cards, Cell Phone Allowance, Work Orders, Building Access, Key Requests, etc.](#))
- [Onboarding Packet](#) with division and campus information will be emailed to new employee on first day of work

**OTHER**
- CBO will have back-up Time Admin access for all departments

## BUDGET

**ANNUAL BUDGET PREPARATION**
- CBO will prepare Annual Budget workbooks for each department

**BUDGET CONTROL ERRORS**
- CBO will take corrective actions if possible; will notify Department if needed

## TRAVEL

**TRAVEL VOUCHERS**
- Traveler will complete [Travel Expense Envelope (TEE)](#) for out-of-pocket expenses and submit to the CBO (AD 3.402)
- CBO will complete [Travel Voucher](#) and will route for review/signature to the Traveler and Supervisor before sending to Procurement

**TRAVEL ADVANCE CARDHOLDER ACTIVITY REPORTS**
- If a Traveler requested and used a Travel Advance Card during their trip, they must complete a [Travel Advance Envelope (TAE)](#) including all original receipts and submit to the CBO
- The [CBO will prepare the Cardholder Activity Report](#) and will route for review/signature to the Traveler and Supervisor before sending the Procurement

## PROCUREMENT

**CHECK REQUESTS (ONLY OVER $1,000)**
- Department scans backup documentation and emails to CBO
- CBO will create and submit check request into workflow

**PURCHASING CARDHOLDER ACTIVITY REPORTS**
- Departments will [copy CBO on e-mail](#) when submitting Cardholder Activity Reports to Procurement for reconciliation purposes

## ACCOUNT RECONCILIATION

**RECONCILE SALARY AND M&O COST CENTERS**
- The [CBO will reconcile all operating cost centers](#)
- Departments are responsible for putting any [backup documentation](#) on the CBO Shared Drive
- Departments will still be responsible for reconciling any other non-operational cost centers

**PROVIDE REPORTS**
- Update [FlickBooks expense report](#) on a monthly basis
- Provide any other budget/actuals reports by request

## OTHER DUTIES

**DIVISION PHONE LIST**
- CBO will [update division phone list](#)

**DIRECTORY VERIFICATION**
- CBO will make updates in Directory Manager Tool

**OTHER FORM PREPARATION**
- Cellphone Allowance (PAF)

**INVENTORY & COMPUTER REPLACEMENT**
- CBO will [coordinate Annual Inventory](#) for all departments and implementation of [Computer Replacement Program](#)
- Departments should notify CBO of any changes in inventory (Surplus, new items, etc.)