

**MINUTES**  
**TO THE JUNE 9, 2008**  
**QUARTERLY FISCAL AFFAIRS UPDATE MEETING**

**The next meeting will be August 11<sup>th</sup>.**

**MARGRET DURAN, STUDENT SERVICES**

**Banner Student System Update**

Margret gave an update on what has been happening in the student implementation of the Banner system. Student Admissions is going live this month, with many more go-live dates occurring from now until next spring. They have worked with HSC IT to develop an application system called MERLIN. This system will be used for all schools at the HSC to gather the necessary data. The powerpoint Margret used is posted at the site below.

<http://www.ttuhs.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/default.aspx>

**GINA KETCHERSIDE, HUMAN RESOURCES**

Banner HR acronyms and terminology were presented along with advice on getting ready for a marathon. Banner has so many new terms and acronyms that we decided to get these out to you a little at a time. Please see the powerpoint for this new terminology and definitions.

<http://www.ttuhs.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/default.aspx>

**LESLEY WILMETH, BUDGET OFFICE**

**Misc Updates**

**Fiscal Year End Processing**

OP 50.30 is the fiscal year end processing OP. If you'd like to know when 1<sup>st</sup> and 2<sup>nd</sup> close happens, or what year p-card transactions hit in, just refer to this OP. Also, we'd appreciate it if you would share this OP with others in your department that are responsible for purchases or the p-card.

**Overtime Change**

Effective September 1, 2008 all overtime will be paid. Comp time will no longer be accrued. Also, overtime will be paid on the funding source where it was earned. There will be a process to move these overtime charges to another account number. When that process is defined you will be updated.

**Comp Time Payoff**

All comp time on the books as of November 1, 2008 will be paid out on the December 1<sup>st</sup> paycheck. If you'd like to pay any accrued comp time during FY08, please send the appropriate paperwork to HR and Payroll. You can also require your employees to use any comp time balances before using up vacation balances.

### **Current Systems are going AWAY!!!**

The current TFIM, Techris, Techpay, TechSIS and Budget Systems are all going away. They will be replaced by the Banner suite of products. We have mentioned this for the past year and half in the meetings, so you would think everyone knows this. However, during TechBUY training, it became apparent that some end users had no idea that these systems were changing. This is announced through a variety of mediums – this meeting, a newsletter, the announcements page, and during training. Please help us by taking information you hear during these meetings back to your departments and sharing it with those individuals that may be impacted. We need your help in making the appropriate people aware of these changes.

Also, if you have any ideas on how else we can communicate these new systems and processes to the HSC community, please let us know. We are open to suggestions so that we can make this a successful implementation.

### **FY 2009 Operating Budget**

The FY 2009 Operating Budget will be presented to the August Board of Regents meeting. After approval by the Board the budget will be loaded to the new Banner Finance system. How will we make this happen? By using 2 crosswalks. The first is the TFIM Account # to the Banner FOP crosswalk. This crosswalk will convert our current TFIM accounts numbers to a corresponding Banner Fund/Orgn/Program. This crosswalk can be found by going to the Cognos test system. Cognos is the new reporting system that TTUHSC will use for future reporting.

You can access the Cognos reporting system via this link:

[https://cognostest.tosm.ttu.edu/cognos8/cgi-bin/cognosisapi.dll?b\\_action=xts.run&m=portal/main.xts&startwel=yes](https://cognostest.tosm.ttu.edu/cognos8/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/main.xts&startwel=yes)

When you get to the Cognos site, you will log in with your eraider id and password. Next you'll click on the Cognos Connection link. You will then be taken to a screen with many, many folders. Just remember this a test environment and there is quite a bit of junk out there. When we move to the production Cognos system, you will only see items that you have access to.

Look for the folder titled "HSC Business Affairs" – you will have to move forward several pages to find this link. The folders are in alphabetical order. Open the HSC Business Affairs folder and then open the folder titled Chart of Accounts. Within the Chart of Accounts folder there are several crosswalks. Look for the report title "TechFIM account # to Banner". You can choose your account number or your department and then click the finish button. Your crosswalk will then be displayed. If you have any trouble running this report, or are unsure of how to use the Cognos system, feel free to call Lesley Wilmeth, Carole Wardroup, Laree Bomar, or Denise Sober. We will be more than happy to walk you through the Cognos system, or we'll run the report and email it to you.

The second crosswalk that will be used is the TFIM Obj/Rev code to Banner Budget Account Code. This can be located on the Budget Office website at this link:

<http://www.ttuhs.edu/Budget/hsc/Documents/Instructions+and+Information/100.aspx>.

This crosswalk will take the current TFIM object codes and convert them to the new Banner Budget Account Code.

With these 2 crosswalks we are able to programmatically convert your FY 2009 Operating Budget from the Budget Prep System to the new Banner Finance system.

What will you receive this year in regards to your FY 2009 Budget? You will receive your budget book detail pages with your TFIM account # just like you have in the past. You will also receive a copy of the crosswalks

used to convert this to Banner. Finally you will receive a budget report from the Banner system showing you exactly where your budgeted dollars are located in the new Banner FOAP structure. This information will be mailed out in late August.

### **HR Processing after Finance go-live (livin' la vida loca!!)**

Banner Finance will go live on 9/1/08 using the new Banner FOAP elements. Banner HR will not go live until 12/1/2008. So...what happens between those 2 dates with regards to HR processing? Well, HR will continue to use the current TFIM account #'s during this time period. This is because the new Banner HR system will not yet be live and we will not be re-writing the current Techris, Techpay, or Budget System to read the new Banner FOAPs for only 3 months.

Therefore, you will use your new Banner FOAP for all financial transactions such as travel, purchasing, direct pay, and budget revisions. But you will continue to use your old TFIM account #'s for all HR transactions, such as HRPAP, and report of hours worked.

What's going to happen to your payroll expenditures? We've just said payroll will run based on the old TFIM account #'s. These expenditures will be posted to the Banner Finance system with the new Banner FOAP. How? The CROSSWALKS!! The TechFIM acct to Banner FOP crosswalk will be used (this is the same as the original budget load), and the TFIM subobj/subrev code to Banner expenditure account code crosswalk. This second crosswalk is different than the one used for the budget load. That is because the budget is done at the object code level. However, expenditures happen at the subobject code level. Two different crosswalks are necessary for this data.

### **IMPORTANCE OF THE CROSSWALKS**

As you can see the crosswalks are extremely important. They will be used to convert your FY09 Budget and your Sept – Dec payroll expenditures to the new Banner system. You will also be using these crosswalks when completing paperwork during this transition period between Finance and HR go-live.

Please take time to review your crosswalks and submit any changes to Carole Wardroup or Lesley Wilmeth **no later than July 15, 2008**. This is the latest date in which changes can be accepted and incorporated into the system for the FY 09 Budget load.

### **One Last Thing**

Payroll encumbrances: From September 1<sup>st</sup> through late November, there will be NO payroll encumbrances in the Banner Finance system. This is because the HR system will not yet be live. It would be extremely difficult to convert payroll encumbrances from our legacy systems to Banner Finance and to release these encumbrances when each payroll runs. Therefore, we will not encumber any payroll during this time period. As soon as the conversion to Banner HR has been verified, then encumbrance process will run and payroll encumbrances will occur.

Do not be alarmed when you first see payroll dollars in the uncommitted balance in the new Banner Finance system. That is not a change in how we do business and is only temporary until the Banner HR system goes live.

### **ANSWERS TO QUESTIONS ASKED AT THE MEETING:**

**Since overtime will be paid on the same funding source that the employee is currently funded from, how can we move this charge?**

Here is the response from the Payroll Office:

For overtime paid on paychecks dated Sept – Dec, the departments will use the current practice if they want to charge the overtime to a different account. Under the current practice, authorized persons can either specify on the time sheet cover letter when they pay comp time (beginning September it will be called and paid as overtime) or they can send an e-mail to Payroll identifying the payroll serial number and the amount. Payroll will make the retro transfer based on their instructions.

Additionally, if the departments want to pay off their old Comp time to different account, we are currently working on a report which will be provided to the departments come pay off time so they can use this report to communicate to Payroll which account numbers they want to use.

For overtime paid on paychecks dated January 1, 2009 and after out of the new Banner system, there will be a retroactive funding change form that you can complete and submit to the Budget Office. The Budget Office will be inputting this information into the Banner system. One great thing about retroactive funding changes in Banner is that it will feed to Banner Finance NIGHTLY!! No more waiting until a payroll run to have the charge moved.

**Can we flex time over a 2 week period so that overtime will not be paid?**

Here is the response from payroll:

Under FLSA guidelines, the system will look at FLSA work week (Sunday thru Saturday) to calculate and pay overtime for all non exempt employees. As you know Banner will look at the FLSA work week not the pay period to pay overtime. Based on my experience with other companies, all non exempt were allowed to flex time during a **work week not over a pay period.**