

MINUTES
TO THE JULY 27, 2009
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be October 26, 2009.

CHUCK RISLEY, EMPLOYEE RELATIONS & DEVELOPMENT

FMLA

Chuck Risley introduce a new staff employee in the Employee Relations area – Liana Garza. Liana will be assisting employees and departments with their FMLA issues. See the powerpoint provided in the link below for Chuck's presentation.

[FMLA presentation](#)

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT

Annual Property Inventory Certification

The annual property inventory certification is due on August 14th. This is fixed asset data converted to Banner, so please don't wait until the last minute. Check your inventory list thoroughly. Please review the powerpoint for more information and the location of the Property Inventory System and tutorials.

Personnel Activity Reports (PARs)

PARs are now online. The Fund Manager on the grant is responsible for certify the PAR data. Please see the powerpoint for the link to this new system and for tutorials and help.

Available Budget Tab

There is now an Available Budget tab for the Webraider portal. When the portal first came up there was a channel for the OLEB view in TFIM. Now there is a similar view through this new tab for Banner. The data in the tab comes from the BAVL (Available budget) information in Banner. It is LIVE data, so may differ from the day old information you see in Cognos. It also does not contain any revenue or transfer account code information. It is strictly an available balance for spending. Please see the powerpoint for instructions on how to add this new tab to your portal.

[FSM powerpoint presentation](#)

LAREE BOMAR AND LESLEY WILMETH

Program Codes and Budget

Through much analysis and discussion it was discovered that the there was no program code that really fit clinic operations. Program code 10 is for Instruction, and 40 is for Academic Support, but there was nothing for true

clinic expenditures. Therefore a new program code has been created and will be in effect for the FY 2010 fiscal year. Code 35 – Patient Care. This program code will include salaries for nurses and clinic support staff.

Previous communication earlier this summer stated that you would only be able to use one program code per fund and that this would be based on a default program set by Accounting Services. There is a change to this with the new program code. Funds that have a program code default of 10, 35, or 40 can use either of these 3 codes with that fund. You will NOT be required in this instance to set up a new fund for these 3 different program codes. Funds that default to ANY other program code (20, 30, 50, 60, 70, SV, AX) can ONLY use the default program code. Those funds cannot be mixed with any other program code.

Since the FY2010 Budget has already been locked and balanced, the Budget Office will go into the Budget Prep system and make some changes to help departments begin using the new code 35.

Non-Salaried expense Items: Will follow the program code default based on the FUND. Budgets should already be set to this default, so changes will be minimal.

Salaried expense Items: This is where many changes will occur. Each position will be analyzed to determine if it is a position used for Instruction, Patient Care, or Academic Support. The Budget Office will change labor distribution as necessary and make corresponding changes to the FY2010 Operating Budget. Fringe and longevity budgets will also be moved to follow the employee labor.

EXAMPLE:

Current Budget in Prep

- Practice Plan Budget 133005-533501-40
 - 6001 \$150,000
 - 6002 \$60,000
 - 6005 \$2,000
 - 6007 \$47,000
 - 7010 \$723,000
 - One faculty employee - \$150,000
- One Sr LVN - \$28,000
- One Clinical Administrator - \$32,000

Change to the Budget in Prep

- 3 Practice Plan Budgets
 - 133005-533501-10
 - 6001 \$150,000 (faculty moved to program 10)
 - 6007 \$37,000
 - 133005-533501-35
 - 6002 \$28,000 (Sr LVN to program 35)
 - 6005 \$1,600
 - 6007 \$7,000
 - 133005-533501-40
 - 6002 \$32,000 (Administrator follows fund default)
 - 6005 \$400
 - 6007 \$8,500
 - 7010 \$723,000

Please contact Accounting Services, Finance Systems Management, or the Budget Office for any questions related to this change.

LESLEY WILMETH, BUDGET OFFICE
FY2010 Budget Cycle

The Board of Regents meeting to approve the FY2010 Budget is on August 6-7.

Budgets will roll to FY 2010 the weekend of August 15th. The Budget Office will send an email to Organization Managers notifying them of the budget roll and giving information as to which Cognos reports to run to view the FY 2010 approved Budget information. Budget Pages and NOB's will NOT be mailed out. Instead you will use Cognos reports to retrieve your data.

JANET COQUELIN, HUMAN RESOURCES
HR Tidbits July 27, 2009

1. No leave memos to employees who will be near or over the maximum carryover.
Departments use Cognos report HR030

Carry forward maximums in OP 70.01

Total State Employment	Per Month	May Forward
0 but less than 2 years	8	180
At least 2 but less than 5 yrs.	9	244
At least 5 but less than 10 yrs.	10	268
At least 10 but less than 15 yrs.	11	292
At least 15 but less than 20 yrs.	13	340
At least 20 but less than 25 yrs.	15	388
At least 25 but less than 30 yrs.	17	436
At least 30 but less than 35 yrs.	19	484
At least 35 years or more	21	532

2. Exempt Leave Reporting Change
Effective September, 2009, the deadline for exempt leave reporting will change to the 15th of the following month. If deadline is missed, use Exempt Leave Adjustment form
<http://www.depts.ttu.edu/payroll/forms.aspx>
3. BACK TO SCHOOL
WATCH FOR ANNOUNCEMENTS OF REFRESHER EPAF CLASSES



