MINUTES

TO THE OCTOBER 22, 2012
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation
Get Prepared for next Phase of Performance Management!!

Attend Classes:
- Coaching for Improved Performance
- Keys to Effective Performance Management - Required for new Supervisors
- Position Description – Basics
- Position Description – Advanced
- Performance Management System – Hands On
- Staff Performance Management – Required for all non-supervisory employees

Review PD’s
Prepare for Performance Evaluations
Watch for Q&A’s and other Announcements!
Employee Confidentiality Flags

- My Time Sheet
- My Leave Report
- Electronic Personnel Action Forms
- Pay Information
  - Direct deposit allocation, earnings and deductions history, or earnings statements.
- Tax Forms
  - W4 Information, W2 Form.
- Jobs Summary
- Leave Balances
- Campus Directory
- HSC Labor Redistribution
- Texas Employee Confidentiality Indicators
  - Allow employees to update Texas Confidentiality Flags for release of information to the public.

RELEASE: 8.7
Confidentiality Flags

- Conversion: Current employees set to “N”
- New Employees set to “Y”, preferences on Bio form, or set flags themselves.

Texas Employee Confidentiality Indicators

Update HRIS Indicators  Reset

Confidentiality Update ID: W:WWW2_USER

RELEASE: 8.1
Employee Voting Rights

- On November 6th the 2012 National Election will be held and the polls will be open from 7 a.m. until 7 p.m. In accordance with the Texas Voting Election code 276.004, if the polls on election day are open less than two consecutive hours outside of the employee’s regular work schedule, the employee should be allowed time during his/her work schedule to go vote, should not be penalized, and the time should be recorded as voting leave in web-time entry. This code only applies on Election Day Tuesday, November 6, 2012 and not for early voting which begins on Monday, October 22nd and ends on Friday, November 2nd.
Essential Personnel/Inclement Weather

• Review employees designated as Essential Personnel and submit forms to your Human Resources office by December 1, 2012.

• Refer to OP 10.02 for Form

• Only nonexempt employees designated as essential personnel are entitled to the emergency leave pay and work hours for the time of the closing.
HealthSelect

- Employees should check with your providers PRIOR to services being rendered, to see if they are in network with United Healthcare. There are providers that were in network with BCBS that are not in network with United HealthCare.

- If services are obtained from an out of network provider, claims will be processed out of network and the deductible and higher copay will apply.

- Go to [http://healthselectoftexas.welcometouhc.com/](http://healthselectoftexas.welcometouhc.com/)
IRS announcements for 2013

• Social Security Taxable Wage Base: Increased to $113,700

• Overall sheltering in our ORP/TDA 403(b) plans increased to $51,000

• Voluntary sheltering in our TDA (403b) and Texa$aver (457) increased to $17,500

• New Medicare Tax: .09% additional tax on income over $200,000.
LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation.
Budget Office Update

October 22, 2012
WEBRAIDER PORTAL:

AVAILABLE BUDGET TAB
### Available Budget

**Fiscal Year:** 13  
**Chart:** H  
**Fund:** 101014  
**Orgn:** 201801  
**Program:** 60

<table>
<thead>
<tr>
<th>Account</th>
<th>Title</th>
<th>Adjusted Budget</th>
<th>YTD Activity</th>
<th>Commitments</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>6002</td>
<td>Staff Salaries</td>
<td>$438,350.00</td>
<td>$36,529.17</td>
<td>$401,820.86</td>
<td>$-0.03</td>
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<tr>
<td>6005</td>
<td>Longevity</td>
<td>$8,371.00</td>
<td>$660.85</td>
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<td>$7,710.15</td>
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<tr>
<td>7010</td>
<td>Maintenance and Operations</td>
<td>$6.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.00</td>
</tr>
</tbody>
</table>

**Total:** $446,727.00  
**YTD Activity:** $37,190.02  
**Commitments:** $401,820.86  
**Available Balance:** $7,716.12

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.

Help
Webraider Portal

- https://Webraider.ttuhsc.edu

- Instructions for adding the Available Budget Tab are located on the Budget Office websited:
  http://www.ttuhsc.edu/budget/instructions_and_information.aspx
FOAP Checking

- All funds are now FOAP checking
- There are no more ‘80’ salary reserve codes
- Funds must be in the appropriate Budget Account Code
- Available Budget Tab is very useful!
- Budget Revisions are easy to process
Negative Budget Balances Report
You are receiving this email as a Fund Manager. Per HSC OP 50.03 it is the Fund Manager’s responsibility to ensure sufficient budget is available to support anticipated expenditures for the entire fiscal year.

The fund listed below currently has a negative budget balance. Please review this fund and make appropriate adjustments to clear the negative budget balance. It may be necessary to process a budget adjustment or to reallocate expenditures or encumbrances to another funding source.

Questions regarding this email should be directed to the Budget Office at 806-743-7717 or hscbud@ttuhsc.edu.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Fund Desc</th>
<th>Orgn</th>
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<th>Prog</th>
<th>Account Pool</th>
<th>Balance</th>
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<tbody>
<tr>
<td>223041</td>
<td>TDHS CLASS FY12 Elp Ortho Surg</td>
<td>533901</td>
<td>Orthopaedics Elp</td>
<td>35</td>
<td>7010</td>
<td>(75.00)</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td>7020</td>
<td>(104.79)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7055</td>
<td>(16,917.52)</td>
</tr>
</tbody>
</table>
Negative Budget Balances

- Cognos Report that is ‘burst’ed’ to all fund manager
- Emails come out directly from the Cognos system
- Report runs
  - 12th and 29th of each month
Negative Budget Balances

- Budget – YTD Expenditures – Encumbrances =
  - Available Balance
- Looks at Budget only
  - Not a cash based report
  - Outstanding invoices are not the issue
- Another Tool to help you manage your expenditures
- What should you do?
Negative Budget Balances

- Review the FOP
  - Look at the Available Budget Tab
  - Run the Budget Account Code Summary or Operating Ledger Reports
- Are expenditures and encumbrances correct?
  - Process a Budget Revision from another Budget Account Code
  - Process a Change of Funding Epaf or Labor Redistribution
  - Process a Cost Transfer or Encumbrance Change
### Fund Manager:

<table>
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<td></td>
<td></td>
<td></td>
<td>7020</td>
<td>-104.79</td>
</tr>
</tbody>
</table>

### Available Budget

- **Fiscal Year:** 13
- **Chart:** H
- **Fund:** 223041 TDHS CLASS FY12 Elp Ortho Surg
- **Orgn:** 533901 Orthopaedics Elp
- **Program:** 35 Patient Care

**Grant end date:** 31-AUG-12

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<td>Staff Salaries</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>6005</td>
<td>Longevity</td>
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<td>6006</td>
<td>Unallocated Salaries</td>
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<td>6007</td>
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<td>In State Travel</td>
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<td>7035</td>
<td>Food and Entertainment</td>
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<td>Memberships</td>
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<td>7055</td>
<td>Facilities and Admin</td>
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<td>Unallocated Expenses</td>
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**Total:** $496,585.25  $402.80  $1,879.27  $494,303.18

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Negative Budget Balances

• Negative in 7010 ($75.00) and 7020 ($104.79)
• Funding exists in 7099
• Should I......
  a) Process a Budget Revision to cover the negatives in 7010 and 7020 from 7099
  b) Do nothing the amounts are insignificant
  c) What?? I though this was junk email – I already deleted it
  d) Process a Budget Revision into 7010 and 7020 to not only cover the negative but to also budget for future expenditures in these budget account codes
NIGHTLY BUDGET PROCESS
Nightly Budget Process

- Another way to clear negative budget balances
- Negatives in 6001, 6002, 6003, 6005, 6007
  - Covered nightly from funds in 6006 - Unallocated Salaries
ROUTING/APPROVALS
### Budget Revision System

#### Approval Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Approved Date</th>
<th>Pending Since</th>
<th>Approver/Proxy</th>
<th>Group Chart</th>
<th>Group ID</th>
<th>Group Type</th>
<th>Approver</th>
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<td>Approved</td>
<td>10/17/2012 4:23:22 PM</td>
<td></td>
<td>Approver - Todd Bash and Proxy - Rebecca Aguilar</td>
<td>H</td>
<td>181215</td>
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<td>Todd Bash</td>
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<td>Approver - Suzanne Dean and Proxy - Lisa Castillo</td>
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<td>HACCT</td>
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<td>Jillian Townsend</td>
<td>Group Member</td>
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<td>PENDING</td>
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<td>Approver - Lesley Wilmeth and Proxy - Gina Stockman</td>
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</tbody>
</table>

- **Group ID:**
  - HOSP – Office of Sponsored Programs
  - HACCT – Accounting Services
  - HSCBUD – Budget Office
Approvals

- HOSP – Victoria Rivera
- HACCT – Suzanne Dean
- HSCBUD – Lesley Wilmeth
  - We don’t do all the work!
- Best to contact your usual accountant or analyst about the revision.
- Budget Office – posted on our website
LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.
Finance & Administration
Quarterly Update
Business Affairs Update
October 22, 2012
Business Affairs Update – Monthly Burst Reports

Burst Reports for Fund Managers

Three New Burst Reports

- Monthly List of Fund Balances for MY and FY Funds
- Monthly Budget Balance for FY Funds
- Monthly Budget Balance for MY Funds

Reports emailed last week to all Fund Managers of active funds and in the future will be emailed to all Fund Managers after the close of each fiscal period.
Burst Reports for Fund Managers

Monthly List of Fund Balances

• Lists Fiscal Year 2012 activity and Fund Balances for all Funds for which you are the Fund Manager
• Designation of MY and FY

Monthly Budget Balances – Fiscal Year Funds (FY)

• Lists Fiscal Year 2012 activity and Budget Balances for all Fiscal Funds for which you are the Fund Manager

Monthly Budget Balances – Multi Year Funds (MY)

• List Fiscal Year 2012 activity and Budget Balances for all Multi Year Funds for which you are the Fund Manager