MINUTES

TO THE JANUARY 27, 2014 QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JEFF DEITIKER, PAYROLL SERVICES

W-2 Process

Payroll Services issued just over 22,000 W2’s this year, with about 44% (9800) being electronically issued. Those who did not choose electronic delivery can access them now. The remaining 12,000 or so forms will go out in the mail later this week. I encourage everyone to take advantage of the electronic delivery as it is very safe and one does not have their social security number going out in the mail. For employees who did not receive their W2 in the mail, Payroll Services will start taking reprint requests on February 14.

Time Clock Plus

Time Clock Plus is a time clock system (as opposed to a timesheet like Web Time Entry). Payroll Services currently has about 3,000 employees on this system and it is working well. They are working with the vendor to make a couple of cosmetic changes to the system. Later this year, Jeff Deitiker will announce when Payroll will be taking requests to use this system from interested departments. At that time, any department can contact Payroll Services to schedule a meeting to discuss costs and to have a demonstration of what the system is capable of. It is not mandatory, but if a department is interested in getting away from Web Time Entry, the Time Clock Plus system is a good system.
RICK MARTINEZ, HUMAN RESOURCES

See next page for powerpoint presentation.
OP 70.59: Employee Training for Warning Signs of Sexual Abuse and Child Molestation for Camps and Programs for Minors

- Compliance with SB 1414
- On February 1, department heads must certify compliance with SB 1414 by completing the Compliance Verification Form found on the HR forms webpage.
- If your department sponsors a Camp/Program covered under this OP, program officials must complete the TTUHSC Child Protection Training.
It’s Time for Performance Management

GO FOR GOLD!
The course to follow:

- Update staff positions descriptions for 2013
- Staff employees complete their self-assessments
- Supervisors complete the performance evaluation
- Supervisor and employee have evaluation conference
- Supervisor submits electronically signs evaluation
- Employee and Admin reviewer electronically sign the evaluation
At the finish line

- Evaluation is electronically processed to the employee’s file!

- In addition:

  - Please have all employees read and sign the newly revised Confidentiality Agreement. Send this paper form to your local HR office for processing to the employee’s file.

  - [http://www.ttuhsc.edu/hsc/op/op52/op5209b.pdf](http://www.ttuhsc.edu/hsc/op/op52/op5209b.pdf)
Let’s have a goal of having 100% of staff employee’s receive an evaluation!

New hires from 9-1-2013 on should be given their 6 month evaluation on schedule during 2014.
It’s Back.....
Get Fit Texas State Agency Challenge

Challenge Dates:
Jan 13th – March 22nd

Sign up Jan 6th @:
http://www.getfittexas.org

*make sure you join your campus specific team

Hours of time off if you complete the challenge requirement!

The Requirement?......
Complete 150 minutes of exercise/ week for 6 out of 10 weeks

Contact allison.kerin@ttuhsc.edu for additional information
QUESTIONS?
LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.
TechBuy Phoenix Interface

TechBuy has launched a new user interface titled Phoenix. Currently TechBuy has two different interfaces for users: Classic and Phoenix. The Classic interface is currently being used by all users. Beginning March 1, 2014 all users will be required to use the Phoenix interface. The Phoenix interface is currently available and users should begin navigating in the Phoenix interface to become familiar with the changes. The option to change from Classic to Phoenix will be available until March 1, 2014.

Beginning March 1, 2014 the Classic view will no longer be available.

For More information: TechBuy Phoenix Interface Training (PDF: 1MB)
Purchasing Updates

Training will be held through Tech Link on the following dates and times.

**Tuesday, Feb 4, 2014, 1:00 – 1:50**

El Paso – Rooms EPAEC 212 and EPAEC 235
El Paso – Room EPMSB1 1007

**Tuesday, Feb 4, 2014, 2:00 – 2:50**

Abilene – Room ABSOP 1130
Lubbock – Room ACB 110
Amarillo – Room AMHSC 4713
Amarillo – Room AMSOP 335
Dallas – DLSPSW 433
Odessa – ODHSC 2C41
Lubbock – Pyramid Plaza Room 210
San Antonio – Room SA COEN
WELCOME TO TECHBUY!

Please email questions or problems to:
HSC staff support please email: purchasing@ttuhsc.edu.
Or
Call HSC-Purchasing at 806-743-7841.

General Announcement to All TechBuy Approvers
Do you have a question about how to complete a form for a particular purchase? Is there a TechBuy Job Aid for what you are needing to purchase?

Link: TechBuy Job Aids

TTUHSC Purchasing
Purchasing@ttuhsc.edu

TTUHSC General Services Offerings

Printing Services
Document Destruction
Vehicles

Books

TTUHSC General Services Offerings

Computer/Software/Electronics

Dell
CDW
Compsol HUB Partner
Abacus Computer
Global Asset HUB Partner
Apple Computer

Furniture

Navajo
Steelcase
Staples

Classic View

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Training will be held through Tech Link on the following dates and times:

Wednesday, January 22, 2014, 9:00 – 9:50
El Paso – Rooms EPAEC 212, EPAEC 235, and EPASB 1102
El Paso – Room EPMSB1 1007 ***New room added***

Wednesday, January 22, 2014, 10:00 – 10:50
Arlene – Room SSBP 2200

*New techbuy phoenix interface training***
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TTUHSC Purchasing
Purchasing@ttuhsc.edu

TTUHSC General Services Offerings
- Printing Services
- Document Destruction
- Vehicles

Books

Computer/Software/Electronics

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Phoenix View
TechBuy Direct Pay

- Payment processing for Direct Pay Expenditures will be converted to a TechBuy “Check Request Form” over the next two months (February and March).

- The Direct Pay System will remain an option during February and March.

- **NO PAPER WORK WILL BE MAILED TO PAYMENT SERVICES** if submitted through TechBuy. Supporting documentation must be attached to the form. The history of the entire transaction will be in TechBuy and not in LaserFiche.

- We will be announcing training opportunities and specific categories in the Payment Services Update as they go live in TechBuy.
Payment Services Update

TechBuy Direct Pay Forms

- Accessed from the TechBuy Home/Shop Page
  - *Each Direct Pay Category will be a separate form*
  - *Each Form contains instructions and requirement information*
  - *Supporting documentation must be attached*
- Verifies Budget Availability
- Follows current TechBuy and Direct Pay departmental approval routing processes
- Routes to Accounts Payable to final approval
- Creates encumbrance (PO), invoice and check
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- Global Asset HUB Partner

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****New TechBuy Phoenix Interface Training****

TechBuy has launched a new user interface titled Phoenix. Currently, TechBuy has two different interfaces for users: Classic and Phoenix. The Classic Interface is still available for users to continue using it. However, Phoenix is the new preferred interface and users are encouraged to transition to it. Phoenix offers several improvements, including a more intuitive user experience, faster loading times, and enhanced functionality. Users who have not yet used Phoenix can access it through the TechBuy website. Instructions on how to switch to Phoenix can be found on the TechBuy website. Users who encounter any issues with Phoenix are encouraged to contact TechBuy support for assistance.
Questions?
LESLEY WILMETH, BUDGET OFFICE
Labor Redistribution Deadlines

The Budget Office would like to remind you that there are deadlines for processing Labor Redistributions. Per HSC OP 70.58 Labor Redistributions must be processed in a timely manner and in accordance with the following deadlines.

- January 15th – for 1st quarter payrolls (Sept – Nov)
- April 15th – for 2nd quarter payrolls (Dec – Feb)
- July 15th – for 3rd quarter payrolls (Mar – May)
- Fiscal Year End Deadline for 4th quarter payroll (June – Aug)
  - This deadline will be announced at the July Quarterly Finance and Admin Meeting. It is usually the first Friday in September.

Budget Prep 2015

The 2015 Budget Prep Cycle will begin in May 2014. More information will be provided at the April 28th Quarterly Finance and Admin Meeting.