

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 chose 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.

F&A Quarterly Meeting

HR Update
January 27, 2014

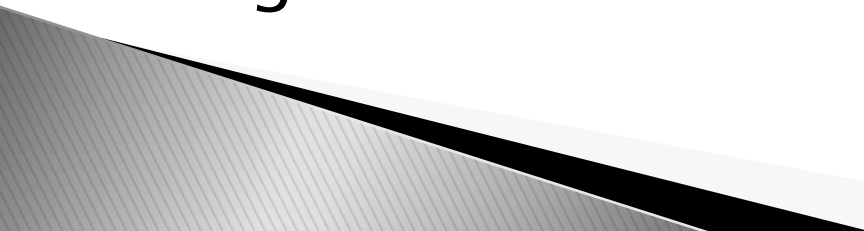
OP 70.59: Employee Training for Warning Signs of Sexual Abuse and Child Molestation for Camps and Programs for Minors

- ▶ 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.ttuhscc.edu/hsc/op/op52/op5209b.pdf>

GOLD = 100%

- ▶ 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

4

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.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update

January 27, 2014





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

Purchasing Updates



A Bomar profile | logout

2008-07-15 HLL292 01 | 1 item(s), 1.00 USD

Home/Shop

Search for Catalog No. (SKU) Go

home/shop | favorites | forms | carts | approvals | document search | supplier management | accounts payable | profile | more >> | AAA
shop | admin | accounts payable | help | ?

Shop Everything Go advanced search

Go to: favorites | forms | quick order Browse: suppliers | categories | contracts | chemicals

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

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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
Abilene – Room SBSOP 2200
Lubbock – Room AGR 110

TTUHSC General Services Offerings

 Printing Services	 Document Destruction	 Vehicles
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Books

Classic View

Computer/Software/Electronics

 Dell	 Shi	 Compsof HUB Partner	 Abacus Computer	 Global Asset HUB Partner	 Apple Computer
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Furniture

 Navajo Non-Catalog Contract Furniture	 Steelcase	 STAPLES Furniture
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Purchasing Updates



A Bomar ▾ ★ Action Items Notifications 🛒 1.00 USD 🔍 ?

Shop > Shopping > Dashboard > Shopping Home > Home/Shop

Logout

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

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Printing Services



Document Destruction



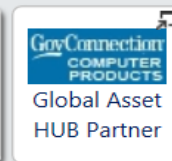
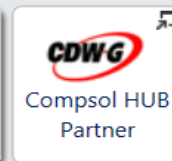
Vehicles

Books



Phoenix View

Computer/Software/Electronics



Payment Services Update



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

Payment Services Update



A Bomar Action Items | Notifications | 1.00 USD |

Shop > Shopping > Dashboard > Shopping Home > Home/Shop

Logout

Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [quick order](#) **Browse:** [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

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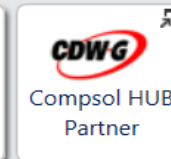
Vehicles

Books



Phoenix View

Computer/Software/Electronics



Business Affairs Update



Questions?



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

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.