

MINUTES
TO THE APRIL 23, 2012
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

LAREE BOMAR, BUSINESS AFFAIRS

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TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update

April 23, 2012



Accounting Services – Grant Management

Accounting Services recently established Grant Management processes to close grants that have had no activity for the past 20 months or grants with a grant end date that expired more than 90 days ago.

The process began with 2 emails to Fund Managers who have grants that fall into either of the above categories: (It is your responsibility as a Fund Manager to monitor grant end dates and either close the grant appropriately or apply for an extension)

There will not be a follow up email to remind you about this activity. Please make every effort to manage your grant funds and communicate with Accounting Services to manage grants that fall into these two categories.

Questions can be sent to GrantAccounting@ttuhsc.edu.



Accounting Services – Grant Management

The first email went to Fund Managers of grants with no activity for the last 20 months with the following information: (Note: Grants without activity are automatically dropped from the Grant Ledger by the Banner system starting at 24 months.)

- Status of Grant – Provide sufficient information to justify continuation of the grant. If grant has ended, the grant must be closed or you must obtain an extension from Sponsored Programs.
- If no response within 30 days – The grant will automatically be closed with the balance returned to the grantor or transferred to an institutional holding fund.



Accounting Services – Grant Management

The second email went to Fund Managers of grants with grant end dates of more than 90 days ago with the following information:

- If grant should be extended, please obtain approval through Sponsored Programs, who will notify Accounting Services to update the grant end date.
- If the grant cannot be extended, please close the grant following the proper procedures (procedures were attached to the email)
- Grants not extended or closed by May 31 will be temporarily suspended. Banner will not process transactions on suspended grants.
- Grants not extended or closed by June 15 will be automatically terminated and closed. Residual Balances will be returned to the grantor or placed in an institutional holding fund. Deficits will be covered by cost transferring expenses to your back-up fund.



Annual Certification of Property Inventory

- **Due June 30, 2012**
 - **All updates and changes must be entered and reflected in reports before certification**
- Refer to HSC OP 63.10
- Access Property Inventory System from the WebRaider Portal – F & A Work Tools Tab
 - Help Document – walks you through the certification process



Property Inventory Transfers Online

- Transfer of property between departments online
- Departmental property custodian can initiate or receive transfers (default)
 - *Departmental property custodian can assign one delegate (training document will be posted on the Property Inventory website)*
- Contact Property Management at:
propertymanagement@ttuhsc.edu



TTUHSC Year End Purchasing Guidelines

FY 2012 funded orders:

- Orders using FY 2012 funding **requiring a Bid or RFP** to be preformed by Purchasing must be submitted to Purchasing by **6/04/2012** to ensure completion by year end.
- **Non-Catalog TechBuy orders** using FY 2012 funding **not** requiring bids must be submitted to Purchasing by **8/22/2012** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 2012 funding must be submitted to the vendor by **8/30/2012** to ensure completion by year end.
- Any **order not** completed by **8/31/2012** **will be posted in September against FY 2013 funding.**



TTUHSC Year End Purchasing Guidelines

FY2013 funded orders:

- **All FY 2013 orders** must have an accounting date of **9/01/2012** or later.
- Orders needing to be in place on **9/01/2012** requiring a **Bid** or **RFP** to be preformed by Purchasing must be submitted to Purchasing for processing by **06/11/2012**.
- No TechBuy **punch-out orders** using FY 2013 funding may be entered/submitted prior to 9/01/2012.
- **Renewal orders** based on current FY 2012 orders must be submitted to Purchasing by **7/09/2012** to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)



TTUHSC Accounting / Payment Services

August 10, 2012 (Friday)	August 31, 2012 (Friday)	September 5th (Wednesday)
FY 2012 Interdepartmental Billing for E & G (State funds) and restricted funds entered through the Gateway	Requests for increases or releases of prior year encumbrances to Purchasing	Travel Applications for FY FY 2012 Funds must be entered by 4:30pm (CST)
	All unclaimed property, including stale dated checks with an issue date on or before 06/30/2011 must be submitted to Accounting Services	All purchase orders for FY 2012 must be completed by close of business (5:00pm(CST))



TTUHSC Accounting / Payment Services

September 5 th (Wednesday)	September 5 th (Wednesday)	September 5 th (Wednesday)
FY 2012 Internal Purchase Funding (IPFTs) & Cost Transfers due to Accounting Services	FY 2012 Interdepartmental Billing through the Gateway for non-state and non-restricted funds	Questions regarding fund balances for FY 2012 transaction detail due to Accounting Services
FY 2012 Non-Contract Revenue Accrual Invoices (INs) & Expense Accrual Request Forms due to Accounting Services	FY 2012 Consumable Supplies / Goods for Resale Inventory counts as of 08/31/2012 due to Accounting Services	FY 2012 Travel Vouchers and required documentation due to the Travel Office
FY 2012 Contract Revenue Accruals entered into Contracting / Accounts Receivable System	Holding Account and unidentified wire claims due to Accounting Services	FY 2012 Invoices and receiving reports due to Payment Services

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Accounting / Payment Services

September 5th (Wednesday)	September 10th (Monday)	September 13^h (Thursday)
FY 2012 Direct Pay transactions and required documentation due to Payment Services	Month End Close for August 31, 2012	Questions regarding fund balances for FY 2012 transaction detail included in Cognos reports after August close. Deficits will be covered from back up accounts on September 14 th
Transaction allocations for PCard complete within Citi System. Statement close date – 08/31/2012		



TTUHSC Accounting Services

Important Notes:

- ***The month of August will be closed on 09/10/2012***
 - *An accrual period for FY2012 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.*
- ***The FY 2012 roll to FY 2012 will take place on 9/11/2012***
 - *All financial systems will be disabled from Monday evening through early afternoon Tuesday.*

Business Affairs Update



Questions?



TEXAS TECH UNIVERSITY
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LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation



Budget Office Update

April 23, 2012

Approval Tracking System



Approval Tracking System (ATS)

- ATS Updates occurred weekend before last
- Changes:
 - Daily email reminders at 4:00 p.m.
 - Reminder is for any document in ATS
 - Ability to change notification frequency by system
 - EOPS will remain immediate
 - BRS can be adjusted to once daily

Labor Redistribution Emails



LRD Notification emails

- Emails will be sent to the LRD originator
 - When the LRD has been approved by the Budget Office. The LRD will post that night.
 - If an LRD has been returned for correction.

Labor Redistribution Email

- Emails will be sent to Fund Managers
 - Sent after approval by the Budget Office
 - To Fund Managers on every fund listed in the LRD
 - Serves as notification that an action may have occurred on the fund.
- Go-live anticipated in next 2 weeks

LRD Notification Email

This email is sent from an unattended mailbox. Please do not respond to this address.

The following Labor Redistribution document has been approved.

Employee Name: Patrick Tarwater
Employee R#: R00735757
Pay Year: 2011
Pay ID: MN
Pay No: 11
Document Originator: Lesley Wilmeth

FOP's Affected:

103085-533048-20
213107-533331-10
213097-533048-20
183026-533141-20

This is a Labor Redistribution and potentially not all FOP's listed in this email have a change. Check your ledgers tomorrow to evaluate changes to the FOP's.

Please contact the Labor Redistribution Originator listed above for questions about this document.

You are receiving this email because you are a fund manager on a fund listed in this email, or you are the originator.

Budget Controls



Budget Controls

- Currently at FOAP or FOP level depending on Fund Type
 - E&G, Restricted at FOAP
 - Checking at Budget Account Code
 - Practice Plan, General Designated FOP
 - Checking at BAVL

Budget Control Issues

- Many of you clean up negatives even on BAVL funds
- User confusion over differences
- Cannot encumber fringe or other employee payments
 - Created the “reserves” in the 80 codes
 - More confusion
 - Users cannot see budgets and expenditures on same code in reports

Budget Controls

- Proposal
 - FOAP controls for all fund types
 - Salary Code budgets will remain in the 60's
 - 6005 – Longevity
 - 6007 – Fringes
 - 6004 – Special Augmentation
 - 6008 – Other Employee Payments
 - 6009 – Faculty on call Pay

Budget Controls

- Visited with several departments, and the administration from each school
- Effective with the FY 2013 budget.
 - September 2012

Budget Controls

- Advantages
 - Less confusion – all fund types are treated the same
 - No more salary money ‘disappearing’ to the 80’s
 - Available Budget Tab will show entire expense budget (excluding true transfers)
 - EOPs funding edit will be on correct 60 code

Budget Controls

- Advantages (cont.)
 - Continue to have the ability to re-budget excess in these codes to other budget account codes.
 - Budget Revision System can be used to move money between codes.
 - Most movement between 70 expense codes post with no approvals in 15 minutes.

FY13 Budget Prep



Budget Prep Cycle

- Budget Office Dates
- Budgets will be released – **May 18th**
- Budgets are due to our office – **June 15th**

Budget Prep Cycle

- Human Resources Dates
- HR will begin accepting **FY 2013** HR transactions - **May 1st**
 - Reclassifications
 - New Positions
 - Salary Increase Requests (Market or Equity Adjustments)
- **FY 2013** HR transactions due to Lubbock HR - **June 1st**
 - Any actions received after this date will not be effective until October 1, 2012

Budget Prep Cycle

- **FY 2012** Transactions due to HR
Lubbock – **June 15th**
 - Any reclassifications or new positions to be effective prior to August 31, 2012
 - Requests received after June 15th will be effective October 1st.

Budget Prep Cycle

What can you do now?

- Organization manager should verify budget prep security via the TEAM app
- Begin preparing HR paperwork for anticipated HR related requests
- Plan now for FOAP controls on General Designated and Practice Plan funds.

Questions?



DAVE MCMURRAY, GENERAL SERVICES

Internal Surplus Redistribution/HSC Auction Site

When an item is received in surplus, it is digitally photographed and entered into the Public Surplus web site. Public Surplus assigns a unique identifying number which is printed on a label and placed on the item.

Once entered into Public Surplus, the site will automatically move the item through a three tier system with time limits as established by General Services.

- a. Internal redistribution (including regional campuses)-35 days
- b. Inter-Agency transfer (TTU, other schools, non-profit organizations, political subdivisions, and other state agencies)-10 days
- c. Public Auction (nationwide)-time determined by the item.

Once an item is in Inter-Agency mode, it can still be claimed by an internal department. Once an item moves to auction, the item can be claimed by a department if a unique need by that department can be met. General Services policy is, if an item in auction mode has one bid, we will not recall the item unless the unique claim can be verified.

Regional campuses may claim internal items the same as Lubbock users, but must make arrangements to remove the item(s) within five working days. We encourage the regionals to establish their own site with Public Surplus for the disposal of their surplus items.

All auction transactions are handled through Public Surplus by credit card or wire transfer.

Public Surplus does not charge TTUHSC for this service.

The positive results are:

- a. Our employees no longer handle cash and balance deposits.
- b. All transactions including internally redistributed items are archived through Public Surplus with inventory tracking numbers.
- c. If an item requires shipment, the buyer pays for all shipping. General Services is only required to prepare the item for shipment.
- d. Users can set up a profile that will send an automated email when an item of interest is posted.
- e. Users can view without registering.

To register for auction: <http://www.publicsurplus.com/sms/browse/home>

To register for redistribution: <http://www.publicsurplus.com/sms/texastechhealth,tx/register/internal>
Registration Code: DO 51 WING 67

In the address box enter, 3601 4th St STOP _____ (your mail STOP number). In option 1 enter your Department name. In option 2 enter your room number. Zip/Postal code is 79430-____ (STOP number).

Username and Password-Do not use your eRaider name and password! Public Surplus is not connected with eRaider. Choose your own Username and Password.

You will be sent a confirmation number via email.

To view TTUHSC surplus site, click “Select Region” and Texas. Click “Select Agency” and Texas Tech University Health Sciences Center which is located near the bottom of the drop down list. View [screen shots](#) for visual assistance. Under the caption “View All Auctions for”, click Texas Tech University Health Sciences Center.

Items marked with 🌱 are new entries. Items marked with 🔑 are internal redistribution only. To tag an item for redistribution, call General Services 743-2090.

Viewing times and other Surplus information will be found at <http://www.ttuhscc.edu/gc/surplus/default.aspx>

For assistance call General Services at (806)-743-2090.

GINA KETCHERSIDE, HUMAN RESOURCES

See next page for powerpoint presentation.

HR Update

04/23/2012

PD & Evaluation Impact

Several processes are reliant on completed PD and evaluations. Completed employee evaluations for the 2011 (Jan. 1-Dec. 31) work year MUST be submitted in the Performance Management System with completed originals sent to local HR office in order for important HR transactions to be successfully executed.

- **Position Descriptions (PDs) are utilized in the following processes:**
 - Creation of new positions
 - Creation/posting of job openings
 - Employee awards and recognition
 - Interviews with applicants
 - Selection and the onboarding of a new applicant
 - Workforce planning
 - Compensation decisions
 - Reduction in force
- **Performance Evaluations are utilized in the following processes:**
 - Employee Department
 - Workforce Planning
 - Quality Service Awards
 - Merit/Equity Consideration
 - Disciplinary Actions
 - Hiring, Promotions, Reclassifications
 - Sick leave Pool Eligibility

Wellness Program

- Survey results: screenings/education, fitness, nutrition, EAP – work/stress management, Immunizations
- Top 3 initiatives being targeted:
 - Nutrition
 - Fitness
 - Screenings
- Interested in participating on committee within your campus, share your interest with your local HR Director.
- Watch upcoming announcements for Naming Contest for the wellness program
- Questions/suggestions/interest – email Terri at Terri.Calderon@ttuhsc.edu