

MINUTES

TO THE JANUARY 24, 2010 QUARTERLY FISCAL AFFAIRS UPDATE MEETING

BABAR KHAN, PAYROLL SERVICES

General Information/Basic Stats:

Substantially all work has been completed and we are in the process of doing due diligence on the W 2's, 1042S, balancing W 2 to quarterly totals from Form 941.

| | |
|--------------------------|--------|
| Generating W 2 for 2010: | 21,349 |
| Electronic Consent: | 6,100 |
| 1042 S: | 382 |

Mailing scheduled to go out the week of January 24th, 2011

WTE Edit Reports:

- Web Time Entry query to see the status of non submittal. We follow up with an e-mail in the afternoon before the cut off to the employee and their approver informing them of the status.
- Excessive Hours in WTE: This query was developed to monitor during a given pay period for hours inputted over 12 hours for a given day. E-mail communication is sent out to the approver and the employee to make sure the hours inputted are correct and to review their timesheet
- Updated Holiday Hours query to check HOL hours that are reported in Web Time Entry. Follow up email to employee and approver of inappropriate Holiday Hours. This is a more robust query to our original Holiday Hours query.
- This query can now be split between entities so that Holiday Hours are reviewed when one entity is open while the other is closed

Below are statistics for WTE timesheets non submittal through SM 2:

| Pay Period | Employee did not submit | Employee Returned to themselves | Timesheet Returned by Approver | Total |
|-------------------------------------|--|--|---|--------------|
| 2010 SM17 (8/16 - 8/31 pay period) | 35 | 4 | 3 | 42 |
| 2010 SM18 (9/1 - 9/15 pay period) | 48 | 3 | 9 | 60 |
| 2010 SM19 (9/16 - 9/30 pay period) | 64 | 4 | 7 | 75 |
| 2010 SM20 (10/1 - 10/15 pay period) | 39 | 8 | 1 | 48 |

| | | | | |
|--------------------------------------|--------|-------|--------|-----|
| period) | | | | |
| 2010 SM21 (10/16 - 10/31 pay period) | 67 | 4 | 9 | 80 |
| 2010 SM22 (11/1 - 11/15 pay period) | 39 | 4 | 3 | 46 |
| 2010 SM23 (11/16 - 11/30 pay period) | 46 | 7 | 6 | 59 |
| 2010 SM24 (12/1 - 12/15 pay period) | 34 | 4 | 1 | 39 |
| 2011 SM1 (12/16 - 12/31 pay period) | 27 | 1 | 13 | 41 |
| 2011 SM 2 (1/1 - 1/15 pay period) | 27 | 5 | 6 | 38 |
| Totals | 426 | 44 | 58 | 528 |
| | 80.68% | 8.33% | 10.98% | |

These are combined numbers for TTU, TTUHSC and TTU SA

WTE/WLR new Cognos Reports: Human Resources>Departmental Users>

- a) HRS 095 Web Leave Reporting Status Report. This report represents the status of the Web Leave Report by employee within a given Org.
- b) HRS 096 Web Time Entry Status Report. This report represents the status of the Web Time Entry by employee with a given Org.
- c) HRS 093 Web Approval/Proxy Report. Identifies who are the Proxy approvers for a given person within an Org
- d) HRS 094 WTE Approval/Proxy Report. Identifies who are the Proxy approvers for a given person within an Org
- e) HRS 097 Web Leave Report – Payroll Override Approval Represents all the WLR globally approved by Payroll Services as they were not approved by the individual approver
- f) HRS 098 Web Time Entry – Payroll Override Approval- Payroll Override Approval Represents all the WTE globally approved by Payroll Services as they were not approved by the individual

LESLEY WILMETH, BUDGET OFFICE

Nightly Budget Process

Designated and Auxiliary fund types are BAVL checking funds. This means that budget checking occurs at the Fund, Orgn, and Program code level. Funds do not need to be budgeted in a specific Account code. With BAVL checking every uncommitted balance is available to spend. This includes salary codes such as longevity and fringe benefits – which are really committed for the purpose of paying longevity and fringes.

In an effort to ensure that there are sufficient funds available to meet departmental commitments for all salary codes we have a nightly budget process. Each night budget revisions are automatically generated to keep the uncommitted balance on certain salary codes at \$0.00. The funds are placed in a “reserve” Account code that will not be included in BAVL checking. This should help prevent departments from inadvertently spending fringes or longevity on M&O or travel. Here are the codes that are included in this new process with their corresponding reserve code.

- Hourly Salaries 6003 8003
- Special Aug 6004 8004
- Longevity 6005 8005
- Payroll Related Costs 6007 8007
- Other Employee Pay 6008 8008
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Please contact the Budget Office with any questions about this new process.

On the Horizon

- o Amelia Prieto in our office is retiring. Mike West from our office will be working the El Paso Paul L Foster SOM budgets.
- o We are in the process of creating paperless processes for:
 - Labor Distribution Change Form Current/Future
 - Labor Redistribution Change Form
 - Budget Revisions
- o The FY 2012 Budget Cycle will be in the summer. It will likely begin sometime in June and go through mid August.

DENISE SOBER, FINANCE REPORTING

Finance Reporting Update

See powerpoint presentation at:

[Quarterly Finance & Admin Minutes](#)

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT

Effort Certification

See powerpoint presentation at:

[Quarterly Finance & Admin Minutes](#)

CHUCK RISLEY, HUMAN RESOURCES

HR Update

Chuck gave updates on Retirement Manager, TechJobs, and the Performance Management Process.

See powerpoint presentation at:

[Quarterly Finance & Admin Minutes](#)