

MINUTES
TO THE JULY 25, 2011
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

Annual Enrollment

The ERS Group Benefits Program Annual Enrollment period ends August 5th. There are no major changes to our plans, just slight premium increases.

1. The federal Affordable Health Care Act provisions will be added to HealthSelect effective September 1st, 2011. These include allowing dependents up to age 26, and including married dependents. Also many preventive procedures will be covered 100%, as long as the billing is coded as a preventive procedure. Included are mammograms, colonoscopy PSA testing, and many immunizations.

Online Performance Management System

The Position Description part of the new PM system is now live and ready for everyone to key their employee PD's. Access is available from the PM webpage at <http://www.ttuhs.edu/hr/performance.aspx>. Questions should be directed to your local HR office, in Lubbock, contact Gina Ketcherside. Thanks for attending all the trainings, 708 supervisors and 2240 staff attending training.

eRaider

First a disclaimer, HR nor HSC IT are NOT the owners of eRaider. The eRaider system, known as eRams, is owned by Telecommunications, a TT System office. We do know how eRaiders are created and can follow the trail of any issues. But, the amount of duplicate eRaiders being generated has risen and to resolve this problem takes a lot of resources. Many departments know there is way to get an eRaider before an epaf is generated, through "eRaider for Everyone". **This can only be used for US citizens.** And the information must then be absolutely identical to the information keyed on the ePaf. Any difference in name or SSN will cause a duplicate eRaider. Never use the eRaider for Everyone system for a foreign national, even if they have an SSN!! The eRaider system receives a nightly feed from the ePaf system when a new hire ePaf reaches approval level 73. The next day the employee can ask the IT Solution Center or Help Desk to request eRaider activation.

BABAR KHAN, PAYROLL SERVICES

Fiscal Year End Deadlines

All manual checks and EOPS correctly submitted and approved by September 2nd, 2011 will be processed and expensed in FY 2011 business. All EOPS should have Budget department approval no later than September 2nd, 2011

EOPS Special Augs

Should be approved by Budget no later than 9/2 to be included in FY 2011 expense.

Recommended Procedure for EOPS: AS EOPS needs HR and Budget approvals, we recommend these submitted to Budget/Human Resources by August 27, 2011 so Budget and HR have sufficient time for approval.

These EOPS will be paid through a manual check process and they will be payable September 9th, 2011 but will be posted in FY 2011 fiscal year.

Manual checks

Manual check requests received by Payroll Services by 9/2 will be processed in FY 2011 business. These manual check requests will be dated September 9th, 2011 but will be posted in FY 2011 fiscal year.

Web Leave Reporting e-mail notification

There are 2 kinds of reminder e-mail as a result of this WLR e-mail reminder: The e-mail reminders will be as follows:

Employees with Leave Report Open Status

All benefits eligible exempt (Monthly paid) employees will be sent an e-mail unless they have submitted their leave reports in the following sequence:

- a) First reminder - 5th, day of the following month for the previous month leave report – This will be sent to all Benefits eligible (monthly paid) employees – Letters will only be sent to the employees
- b) Second Reminder - 10th day of the following month for the previous month. Letters will only be sent to the employees
- c) Third Reminder – 2 working days before the 15th, of the month for the previous month. Letters will only be sent to the employees

WLR Approval Reminder Notification

Approval Notification – Once an employee submits their leave report for approval, the following e-mail notification should be generated from the system:

- a) Immediately when the Web Leave report was submitted for approval. The e-mail will notify approver that a leave report has been submitted for their approval. Approval notification will have Tech ID and employee's name
- b) 2nd reminder should be done 3 days after the first reminder was sent with the same reminder e-mail. Notification should be sent in the AM
- c) 2 working days before the 15th, of the month. Notification should be sent in the morning

Holiday Comp Hours e-mail notification

There is a maximum of 24 hours an employee can accrue into Holiday Comp. after which the system is configured to stop accruing. E-mail was sent out 7/22 reminding employees who have holiday comp 22 hours or more to use Holiday Comp hours first before using their vacation hours for them to continue to receive this benefit. We will continue to send these reminders periodically on or about the 18th.

EOPS Payment Confirmation:

Reminder payments through EOPS. Please help us by informing employees if you prepare an EOPS payment please let them know that they will receive an e-mail once Payroll Services processes their payment for payment

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT
End of Year Deadlines
Encumbrance Review



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update
July 25, 2011





TTUHSC Business Affairs

AUGUST 26th (Friday)

- **Encumbrance Adjustments**
 - *Requests for increases or releases of FY 2011 and prior year uncommitted (non-state) encumbrances must be received by Purchasing. Departments are encouraged to review encumbrances in July and early August in order to avoid problems associated with attempting to spend available funds in late August.*

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

AUGUST 31st (Wednesday)

- **Travel Applications**
 - *Travel Applications to be applied against FY 2011 funds must be entered by 4:30 pm (CST)*
- **Purchase Orders**
 - *All purchase orders must be completed by close of business on August 31, 2011 (5:00pm CST).*

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

SEPTEMBER 7th (Wednesday)

Due to Accounting Services:

- *FY 2011 Internal Purchase Funding Transfer (IPFT) & Cost Transfer (CT) requests*
- *FY 2011 Non-Contract Revenue Accrual Invoice forms (INs) & Expense Accrual Requests*
- *FY 2011 Contract Revenue Accruals entered into Contracting/Accounts Receivable System*



TTUHSC Business Affairs

SEPTEMBER 7th (Wednesday)

Due to Accounting Services: (continued)

- *FY 2011 Interdepartmental Billing through the Gateway for service department charges. If charging **E&G (State) funds** or other **restricted funds**, charges **must be posted before September 7, 2011**. Any documents with August charges posted in September of FY2012 will be automatically reversed and will be required to be re-entered with August charges posted to an alternate funding source.*
- *Consumable Supplies/Goods for Resale Inventory counts as of August 31st. Form is available online at <http://www.fiscal.ttuhscc.edu/accounting/yep>*

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

SEPTEMBER 7th (Wednesday)

Due to Accounting Services: (continued)

- *Holding Account and unidentified wire claims*
- *Questions regarding fund balances for FY 2011 transaction detail*

Due to Travel:

- *FY 2011 Travel Vouchers*

Due to Payment Services:

- *FY 2011 Invoices & Receiving Reports*
- *FY 2011 Direct Pay Transactions **and Documentation***

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

SEPTEMBER 7th (Wednesday)

Purchasing Card Allocations

- *Statement close date for Citibank – September 2nd*
- *Allocations may be made throughout August as purchases are made within the PCard System – because of the Labor Day holiday, there are only 2 business days to make allocations after the statement close date*
- *All charges on the September 2nd statement will be applied to FY 2011*

***** Continue to watch for announcements about the new Citi PCard System and PCard processes.**

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

SEPTEMBER 9th (Friday)

Month end close for August FY 2011 (last business day)

SEPTEMBER 13th (Tuesday)

Due to Accounting Services:

- *Questions regarding fund balances for FY 2011 transaction detail included on Cognos reports after August close. **Deficits will be covered from back up accounts on September 14th unless alternate account information is received by September 13th.***



TTUHSC Business Affairs

Important Notes:

- ***The month of August will be closed on Saturday 09/10/2011***
 - *An accrual period for FY2011 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.*
- ***Deficit fund balances existing as of September 13th will be covered from back-up FOPs if alternate FOP is not received by September 14th***
- ***An expense should be accrued if an invoice has not yet been received***
- ***E & G Funds (100000 - 109999) should be fully expended or encumbered by the end of FY 2011 to avoid recapture***

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Business Affairs

Important Notes:

Revenue should be recorded in the period that it is earned.

- ***Deposits should be recorded as of the bank deposit date***
- ***If the amount was earned in FY 2011 but not received in FY 2011, contract revenue should be accrued via the Contracting/Accounts Receivable System located at <https://www.fiscal.ttuhscc.edu/contracting> prior to September 7, 2011. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to September 7th. The form is available online at <http://www.fiscal.ttuhscc.edu/accounting/forms/>. Please note that entry of revenue accruals via the invoice (IN) form occurs under rare circumstances and is NOT the preferred method for most revenue accruals. Please contact Accounting Services if you are uncertain regarding how a specific revenue accrual should be entered.***
- ***If the amount was received in FY 2011 but not yet earned in FY 2011, it should be recorded as deferred revenue using the appropriate Balance Sheet account. Please contact Accounting Services for assistance in posting the related deposit***



TTUHSC Business Affairs

Important Notes:

- ***Accounts Payable will record payments as a prepaid asset if applicable***
- ***Changes in the reported inventory balance will be reclassified from expense to an asset***
- ***Unclaimed Wires and Deposits***
 - *Review the Holding Account Report at the Accounting Services website <http://www.fiscal.ttuhsoc.edu/accounting/reports/>*
 - *Review the Unclaimed Wires Database at <https://www.fiscal.ttuhsoc.edu/wiretransfers/> .*
 - *Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35*



Cost Transfer Revisions

- **Cost Transfer Request form has been revised**
- New form is available at <http://www.fiscal.ttuhscc.edu/accounting/forms/>
- New format is designed to address FY2010 audit issues
- Questions similar to those now required on labor redistributions
- Old format will no longer be accepted beginning on September 1, 2011
- Excel file contains instructions for successful completion of the form

- **TTUHSC OP 50.18 Cost Transfers has also been revised**
- OP is available for review at <http://www.ttuhscc.edu/hsc/op/op50/>



TTUHSC Year End Purchasing Guidelines

FY2011 funded orders:

- **Non-Catalog TechBuy orders** using FY 2011 funding not requiring bids must be submitted to Purchasing by **8/22/2011** to ensure completion by year end.
- **Punch-out** and **Catalog TechBuy orders** using FY2011 funding must be submitted to the vendor by **8/30/2011** to ensure completion by year end.
- Any **order not completed by 8/31/2011 will be posted in September against FY 2012 funding.**

FY2012 funded orders:

- **All FY 2012 orders** must have an accounting date of **9/01/2011** or later.
- No TechBuy **punch-out orders** using FY 2012 funding may be entered/submitted prior to 9/01/2011.



TTUHSC Open Encumbrance Review Process

- Review all open encumbrances at the following location in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**
 - *Review for validity – is order expected to be fulfilled before 08/31/2011?*
 - *Request PO / Encumbrance Close from the PO & Enc Change Request application at: <https://www.fiscal.ttuhscc.edu/poencbchangereq/>*
- All encumbrances on state funds that rolled from FY 10 to FY 11 (transaction date prior to **September 1, 2010**) will be closed **August 1, 2011**
 - *If this encumbrance is still valid, you must notify Purchasing at purchasing@ttuhscc.edu by August 15, 2011 so that it can be re-established*
 - *If an FY 10 encumbrance is re-established in FY 11 it **WILL** be closed August 2012 if it is still open but remember that it cannot be re-established again*
- Be sure to sign up for the TechBuy User Group at: <http://www.fiscal.ttuhscc.edu/banner/usergroups/UserGroups.aspx>



TTUHSC Open Encumbrance Review Process

Important Notes:

- Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed.
- The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.
- Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.



PO and Encumbrance Change Requests

The new online PO and Encumbrance Change Request application has replaced the PO and Encumbrance Change Request form and its manual process.

All Purchase Order and Encumbrance close, FOAP additions, amount modifications and Purchase Order re-open requests can be submitted through this application.

The PO and Encumbrance Change Request application is available from the Webraider Portal, F & A Work Tools tab, in the Purchasing / Payment Services channel, under the Purchasing section.

There is a Help document available from the menu on the left side of the website that can guide you through the process.

Reminder: To close the PO, click “Close all lines” and this will close the whole PO. If you only close individual lines, the PO stays open.

Business Affairs Update – Tech Buy Updates 11.2



Starting Monday July 25th TechBuy approvers began receiving a new email format when requisitions have been submitted in TechBuy requiring their approval.

The new format provides additional information as well the additional functionality to approve, return, assign and reject a requisition directly from the email.

The new functionality allows the approver to **take action** on the requisition directly from the email without the need to open the TechBuy application. This new functionality requires additional set-up within the user's profile in TechBuy.

Training documentation about this new functionality is being posted in the TechBuy Reference Guide at:

<http://www.fiscal.ttuhsu.edu/purchasing/techbuydoc.aspx>

Please contact Purchasing at purchasing@ttuhsc.edu if you have any questions concerning this announcement.

Business Affairs Update



Questions?



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LESLEY WILMETH, BUDGET OFFICE

Labor Redistributions

Everyone is doing a great job with the new Labor Redistribution system. The biggest reason that we return a LRD (Labor Redistribution) is for inadequate justification. Please be sure and answer the following 3 questions in detail. This will help you provide an adequate justification.

- 1) Why was this payment not charged to the correct labor distribution?
- 2) What justifies redistributing this payment to the new labor distribution?
- 3) What is being done to prevent this from occurring in the future?

Please allow up to 5 days for a LRD to process. This is mentioned in the ecert training. Last Friday, was an ecert deadline and our office was flooded with LRDs. There was no possible way all could be processed that day. Also, the ecert system receives payroll changes in a nightly feed. This needs to be taken into consideration if you are processing a LRD to correctly certify effort.

There was a change to the LRD system over the weekend. This was due to a minor upgrade by the software vendor.

On Friday your search screen looked like this:

Labor Redistribution Sign Out [? Help](#)

Labor Redistribution Actions New Refresh Open Save Copy Delete More Actions Close

Person Search

Search by ID

Advanced Search Displaying 0 rows.

Last Name	First Name	ID	Pay Year	Pay ID	Pay Number	Sequence	Disposition
Search Tips You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes. ▶ Advanced Search							

You able to input the R# and start a search. You could also choose to perform an advanced search by clicking the “Advanced Search” drop down.

Today your screen looks like this:

The screenshot shows the 'Labor Redistribution' application interface. At the top, there is a navigation bar with 'Labor Redistribution' on the left and 'Sign Out' and a 'Help' icon on the right. Below this is a toolbar with icons for 'New', 'Refresh', 'Open', 'Save', 'Copy', 'Delete', and 'More Actions'. The main content area is titled 'Person Search' and contains several search criteria fields: 'ID', 'Pay ID', 'From Pay Year', 'To Pay Year', and 'From Dist Number'. Each field has a dropdown menu and a search icon. At the bottom of the search form are 'Close', 'Clear', and 'Go' buttons. Below the search form is a section titled 'Advanced Search' with a search icon and a dropdown arrow. Below this is a table with the following columns: 'Last Name', 'First Name', 'ID', 'Pay Year', 'Pay ID', 'Pay Number', 'Sequence', and 'Disposition'. The table is currently empty, displaying '0 rows'. Below the table is a 'Search Tips' section with the following text: 'You can search using the default search attribute displayed in the search field or you can select Advanced Search and add multiple search attributes to further refine your search. Your search will return the best results when you are more specific with your search criteria using multiple search attributes.' There is a link for 'Advanced Search'.

Some of the more common advanced search items will automatically appear. You still have the ability to only enter the R# and search. But you also conveniently have the option to input a payid (MN or SM) and the pay year. This can help reduce the number of payroll that appear for an employee.

Please contact me with questions on this change.

DEADLINES

All Labor Redistribution are due to the Budget Office no later than 8/31/2011 to change labor in FY 2011. The only exceptions are:

- El Paso Medical changes are due 8/15/2011. Marti Juarez should have contacted departments with these changes please note this is an EARLIER deadline due to the large volume of changes involved.
- Final 2011 SM payroll (SM 17). This payroll will finish processing on 9/7/2011. We only have one day to redistribute this labor. All LRD's for this payroll are due 9/8/2011.

EOPS Deadline

As Babar mentioned, all EOPs needing to be paid from FY 2011 funds should be approved and submitted to HR no later than 8/27/2011. To help facilitate these at year end, please make sure funding exists in the appropriate salary code or salary reserve code. If the Budget Office cannot verify funding, this will delay processing of the request at this critical deadline.

FY 2012 Budget Update

The FY 2012 Operating Budget has been presented to the TTUHSC Administration and the System Office. It will go before the August 4-5 Board of Regents meeting for approval.

We are scheduled to load the FY 2012 Budget to the Finance system the weekend of August 13th.

Upcoming Changes in FY 2012

The Budget Office will begin rejecting documents if funding does not exist in the correct salary or salary reserve code. This includes the following documents:

- Labor Redistributions
- EOPs
- EPAFs
- New Position requests
- Reclassification requests

Currently we call the department to ask about funding before rejecting the document, but beginning in FY12, we will reject the document and notify you by email that it has been rejected due to inadequate funding. Some of the documents are time sensitive and to avoid having an employee miss a paycheck, please verify funding before submitting the document.

We are working toward implementing an on-line Budget Revision some this winter. This has been an complicated and time consuming project, but we are excited to be nearing completion. It will contain automated routing and approvals, the ability to track a revision through the approval process, and notification when the document has posted to Finance. The system will also have the ability for you to view historical documents and reduce the need to keep copies of budget revisions in your office. I'm hoping to give you a sneak peak in the October meeting.