MINUTES

TO THE OCTOBER 21, 2013
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation.
F&A Quarterly Meeting

HR Update

October 21, 2013
# Earn Codes for EOPS

**HSC OP 70.16**

**Compensation in Excess of Base Salary**

<table>
<thead>
<tr>
<th>Earn Code</th>
<th>Purpose</th>
<th>HSC OP</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC - Additional Compensation</td>
<td>Additional duties - Exempt faculty or staff</td>
<td>70.16</td>
</tr>
<tr>
<td>FOC – Faculty On Call Pay</td>
<td>Additional Duties - On call pay for faculty</td>
<td></td>
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<tr>
<td>LSP – Lump Sum Payment</td>
<td>Compensation for temporary appointments</td>
<td></td>
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<tr>
<td>LSP – Lump Sum Payment</td>
<td>Underpayment of regular earnings</td>
<td></td>
</tr>
<tr>
<td>TSP – Temporary Sponsored Project</td>
<td>Additional Compensation and Lump Sum Payments from Federal and State Grants</td>
<td></td>
</tr>
<tr>
<td>Earn Code</td>
<td>Purpose</td>
<td>HSC OP</td>
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<tr>
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</tr>
<tr>
<td><strong>Awards, Allowances, Gifts, Reimbursements, Incentive Payments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AWD – Award</td>
<td>Cash awards, prizes and gifts</td>
<td>72.03</td>
</tr>
<tr>
<td>CLO – Clothing Allowance</td>
<td>Clothing allowance for police</td>
<td></td>
</tr>
<tr>
<td>CPA – Cell Phone Allowance</td>
<td>Cell Phone Services</td>
<td>55.05</td>
</tr>
<tr>
<td>CPE – Cell Phone Equipment</td>
<td>Cell Phone Equipment</td>
<td>55.05</td>
</tr>
<tr>
<td>MOV – Taxable Moving Expense</td>
<td>Taxable moving expenses</td>
<td>72.18</td>
</tr>
<tr>
<td>MSC – Misc. Fringe Benefit</td>
<td>Non-cash awards, prizes and gifts</td>
<td>72.03</td>
</tr>
<tr>
<td>NMV – Non-taxable Moving Expense</td>
<td>Non-taxable moving expenses</td>
<td>72.18</td>
</tr>
<tr>
<td>NTP – Non-taxable Tuition Payment</td>
<td>Tuition Assistance Program</td>
<td>70.47</td>
</tr>
<tr>
<td>OTB – Other Taxable Benefit</td>
<td>Recruitment Expenses – Other</td>
<td></td>
</tr>
<tr>
<td>OTB – Other Taxable Benefits</td>
<td>Reimbursements &gt; 60 Days</td>
<td>72.03</td>
</tr>
<tr>
<td>OTB – Other Taxable Benefits</td>
<td>Spousal Travel Expenses</td>
<td>79.10</td>
</tr>
<tr>
<td>SPA – Special Augmentation</td>
<td>Special Augmentation</td>
<td>70.16</td>
</tr>
</tbody>
</table>
Employee Discount Program
ERS website, employees tab

ERS administers insurance benefits for employees and eligible family members of:

- Texas state agencies,
- Higher education institutions (except UT and TAMU systems),
- Community Supervision and Corrections Department,
- Windham School District, and
- Other retirement systems.

Insurance Coverage
ERS offers a variety of coverage options:

- HealthSelect / HMOs
- Prescription drug coverage
- Dental
- Optional Term Life
- Short-term and long-term disability

Retirement Accounts
Learn about:

- Your ERS Retirement
- Retirement Eligibility
- Creating a retirement estimate
- Purchasing service credit
- TexaSaver 401(k) and 457
- Applying for Retirement

Other Programs
Additional programs available for you and your family:

- 24/7 access to your account
- Email subscriptions
- Tobacco policies
- TexFlex
- Wellness programs
  - Discount Purchase Program
First click

Discount Purchase Program

Employees, retirees, and their immediate families can use the program site to get discounts on many products and services, from computers to theme park passes. There's no sign-up fee, registration, or cost to you to participate. Visit today to start saving.

The discount amount varies by offer. Each provider page will list the discount and instructions for receiving the offer.

Resources

- Discount Purchase Program Overview
- FAQs for Discount Program
- Sign up for more savings
Welcome to the Discount Purchase Program. The Discount Purchase Program is a place for P.B. Participants can find discounts and special services offered by other companies. You should review the privacy, security policies, and practices of these companies before you buy anything through these vendors. The Discount Purchase Program is not an ERS-sponsored program. ERS does not promote nor endorse and is not responsible for any of the products, services, or practices promoted on this website. The Discount Purchase Program is provided at no cost to you, and ERS does not benefit from your participation. There are no commissions or incentives paid to ERS as a result of the products or services you purchase. ERS will not monitor individual use of the site, however, ERS will track overall use to ensure that employees find it helpful.

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Any questions, concerns or claims concerning any specific service or transaction must be addressed directly to the applicable provider. If you have any questions, Beneplace.com provides a customer service line at (800) 683-2886. If you accept these terms, click “Active Employees” or “Retirees” below and visit the Discount Purchase Program.
Discounts!
Performance Management System Enhancements !!!

Electronic Signatures
Electronic Flow to HR
In Production November 1st
POSITION DESCRIPTION:

- Supervisor submits PD and electronically signs.
- Employee receives email notification to access the PM system and sign PD.
- Employee electronically signs PD.
- Employee and Supervisor receive email notification with fully signed PD attached.
- PD will be electronically processed to the employee’s file.
SELF–ASSESSMENT:

• Employee completes Self–Assessment and electronically signs.
• Supervisor receives email notification to access PM system and electronically sign the Self–Assessment.
• Employee and Supervisor receive email notification with fully signed Self–Assessment attached.
• Self–Assessment will be attached to the employee’s evaluation
EVALUATION:
• Supervisor fills out evaluation.
• If an additional approver/evaluator is needed (other than an Admin approver), add them now as a reviewer.
• Supervisor and employee review evaluation during employee conference.
• Supervisor edits evaluation if changes are necessary after employee evaluation conference.
• Supervisor submits evaluation.
• Supervisor electronically signs evaluation by accessing Evaluation listing.
• Supervisor notifies additional approver that evaluation is ready for their signature in their Evaluation listing.
• Employee receives email notification to sign Evaluation.
• Employee electronically signs Evaluation.
• Supervisor notifies Admin approver that Evaluation is ready for signature in their Evaluation listings.
• Supervisor and employee receive email with fully signed Evaluation and Self-Assessment attached.
• Evaluation and Self-Assessment are electronically processed to the employee’s file.
LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.
Accounts Payable

- Vendor invoices must be sent to Accounts Payable for payment processing after departmental review for accuracy
  - *Invoices that are attached to requisitions are considered for documentation purposes only, they are not forwarded to Accounts Payable*
  - *Invoices received by mail can be sent to AP by either campus mail to STOP 9077 or by email. It is very important that the invoices are date stamped on the day they are received by the institution.*
  - *If an original invoice is scanned and sent to AP by email, the original invoice should be marked “Sent to AP on XX/XX/XX” and not resent to AP.*
Travel

• Out of State Travel Cap

  The limitation on Travel Expenditures for “out of state travel’ has been deleted from Article IX, Section 5.08, of the General Appropriations Act by the state legislature effective 9/1/2013. This means that the “TTUHSC Travel Cap” no longer exist.
Printers

- As of September 1, 2013 printers are no longer considered controlled assets. Any printer with a cost between $500 and $4999.99 should use an expense account code. (737700 – Computer Equipment Expensed)

- Printers valuing $5000 and above are still considered capital assets.
Business Affairs Update

Questions?
LESLEY WILMETH, BUDGET OFFICE

Available Budget Tab

If you use the Available Budget Tab within the Webraider Portal be sure to change the fiscal year to FY 14 for each FOP in this tab. The Budget Office has had several calls that the data in this tab was not correct. Each time this was due to the user still viewing FY 13 data. To change the available budget tab click on the edit icon in the top right of each panel.

Update the fiscal year and click ‘Apply and View Data’.
**Special Pay Earnings Code Changes**
Changes have been made to the LSP (Lump Sum Payment) earnings code. In the past when you used this code in the EOPS System, the payroll expenditures was posted to either the 6001 (Faculty Salaries) or 6002 (Staff Salaries) budget account code. Now all LSP special payments will post to the 6008 (Other Employee Payments) budget account code. Please begin budgeting for the LSP special payments in the 6008 code.

A new special pay code has been established to be used on grant funds. TSP - Temporary Sponsored Programs should be used for any special payment made through EOPS on a grant fund. This will ensure that the payment will display in the effort certification system so that the grant PI can assign effort to the work performed. The TSP special payments should also be budgeted in the 6008 budget account code.

The Budget Basics Guideline located on the Budget Office website has been updated to reflect these changes.

**Cognos Reports**
A new Cognos report is under development. This report will display a list of employees receiving a cell phone allowance that have not received a cell phone equipment allowance in the last 2 years. This group will be notified when the new report becomes available. Remember that cell phone allowances and cell phone equipment allowances must follow the Telecommunication OP 55.05

All Finance and Administration areas have been working with TTU Information Systems to improve the speed of Cognos reports. Please contact Laree Bomar or Lesley Wilmeth if you are having issues with reports running slowly.

Do you have other reporting needs? Again, contact Lesley or Laree if you have an idea for a new report or suggestions for improving a current report.