

MINUTES
TO THE APRIL 22, 2013
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

LESLEY WILMETH, BUDGET OFFICE

Budget Prep 2014

The Budget Prep System will be open for data entry on Tuesday, **May 28th**. Budgets will be due on Wednesday, **June 19th** at 6:00 p.m. (ct). This is a legislative year, so we are dependent on the passing of an Appropriations Bill before budgets can be released. So, there is only a 3 week time period for budgets to be entered.

HR actions for FY 2014, and the remainder of FY 2013 are due to Lubbock HR by **May 31st**. Please check with your campus for earlier deadlines to their offices. This includes reclassifications, new positions and equity adjustments. HR actions received after May 31st, will not have an effective date until 10/1/2013.

Currently there is no word on a merit policy for FY 2014. The Budget Office hopes to release any merit policy information with the Budget Guidelines on May 28th. If there is an approved merit policy there will be a time period to question your employee's merit eligibility. We are targeting June 3rd to be the deadline for any merit eligibility changes.

How can you get started on the prep process?

- 1) Organization Managers need to review and update budget prep security. Reports can be run within the TEAM application to view all employees who have budget prep security to an organization code. The TEAM application can also be used to remove or grant security to an employee.
- 2) Begin preparing any HR action paperwork. Since the deadline for this to be in HR is May 31st, this is something you should work on ahead of the prep cycle.
- 3) Refresh yourself on the prep system. There are 6 Budget Prep Tutorials on the Budget Office website. These have been updated for FY 2014. The tutorials are on the following topics:
 - a. Budget Prep System Overview
 - b. TEAM application – setting security
 - c. Budget Prep Reports
 - d. Salary Planner – entering employee data
 - e. Transfer System – entering transfer detail
 - f. Budget Development – entering the budget at the budget account code level

An updated Budget Prep System User Guide will also be published some time next week.

If you have other training needs, please email Lesley Wilmeth in the Budget Office.

The Budget Office will be using Microsoft Lync this summer to help troubleshoot Budget Prep issues. Microsoft Lync is communication software that has instant messaging, and web conferencing capabilities. We may be asking you to sign on to a web meeting and share your desktop. This way we can see exactly what you see and help answer your questions more accurately. More information about Microsoft Lync can be found on the IT website under the Unified Communications Resources link.

You can contact the Budget Office during the prep cycle at 806-743-7717, or at hscbud@ttuhsc.edu. You are also welcome to email or call your analyst directly, or instant message the analyst if you are using Lync.

Other News – El Paso

There is a bill to create El Paso as a separate State Institution. Currently it will be named Texas Tech University Health Sciences Center at El Paso. The Finance and Admin areas will be heavily involved in the transition of El Paso to a separate Institution over the next 2 years. Transition plans have been developed and it has been determined that this will be similar to a system conversion.

Some impacts are:

- Creation of a new Chart of Accounts
- Conversion of all El Paso employees to this new Chart
- All Systems must be written to accommodate an additional chart
- All Cognos reports must be rewritten to add the ability to run by the new Chart.

LAREE BOMAR, BUSINESS AFFAIRS

Instructions for Updating Outlook Account to email HSC Accounting Services

January 14, 2013 Accounting Services email address (hscacc@ttuhsc.edu) was converted to a shared mailbox. The mailbox went live January 15th, 2013 and in some cases, end users are receiving an “*Undeliverable*” message when trying to submit an email to hscacc@ttuhsc.edu. Below are the steps necessary to update your Outlook account, to allow you to send emails to this mailbox. In most cases, steps #1 and #2 will resolve the matter; however, depending on what version of Outlook (2007 or 2010) you have, step #3 may be necessary.

Thank you in advance for your patience and understanding.

- 1.) Re-download a copy of the Global Address List. Please follow the guide at the link below to get a new copy. If this step is not followed, you will probably get “undeliverable” messages back when you try to email the account.

<http://help.unc.edu/help/exchange-how-to-update-the-global-address-book-in-outlook/>

- 2.) Try to send an email to hscacc@ttuhsc.edu. In most cases, the accounting email address will auto-fill when you begin keying the actual email address. This “autocomplete” item will need to be deleted. Below is how you delete an item from the Outlook Autocomplete field (if the user types in “Accounting Services” and has the autocomplete show up underneath):

To remove a name or email address from Outlook's auto-complete list:

Create a new email message in Outlook.

Start typing the name or address you want to remove.

Use the down arrow key to highlight the desired (undesired) entry.

Press Del (under the insert key on the keyboard).

Next, key in the actual address: hscacc@ttuhsc.edu, and send the message. By doing this, the new “email account” will auto populate in the future. Please list “Test” in the subject line.

3.) Turn off cached mode on your Outlook client using the instructions provided at the link below.

<http://office.microsoft.com/en-us/outlook-help/turn-on-or-off-cached-exchange-mode-HP010355560.aspx>

Make sure cached mode is unchecked. Reopen outlook and please re-test.

4.) If the problem has not been resolved, please contact the Help Desk at 743-1234.

End of Year Deadlines

See next page for powerpoint presentation.



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Finance & Administration Quarterly Update

Business Affairs Update
April 22, 2013



Business Affairs Update – Year End Deadlines / Processes



Annual Certification of Property Inventory

- **Due April 30, 2013**
 - **All updates and changes must be entered and reflected in reports before certification**
 - **Inventory must be submitted and then approved by the departmental property custodian**
- Refer to HSC OP 63.10
- Access Property Inventory System from the WebRaider Portal – F & A Work Tools Tab
- Captivate Tutorial and PDF document - walk you through the certification process on Property Inventory web site
- Contact Property Management at:
propertymanagement@ttuhsc.edu



TTUHSC Year End Purchasing Guidelines

FY 2013 funded orders:

- Orders using FY 2013 funding **requiring a Bid or RFP** to be preformed by Purchasing must be submitted to Purchasing by **6/03/2013** to ensure completion by year end.
- **Non-Catalog TechBuy orders** using FY 2013 funding **not** requiring bids must be submitted to Purchasing by **8/23/2013** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 2013 funding must be submitted to the vendor by **8/29/2013** to ensure completion by year end.
- Any **order not** completed by **8/30/2013** will be posted in **September against FY 2014 funding.**



TTUHSC Year End Purchasing Guidelines

FY 2014 funded orders:

- **All FY 2014 orders** must have an accounting date of **9/01/2013** or later.
- Orders needing to be in place on **9/01/2013** requiring a **Bid** or **RFP** to be preformed by Purchasing must be submitted to Purchasing for processing by **06/11/2013**.
- No TechBuy **punch-out orders** using FY 2014 funding may be entered/submitted prior to **9/01/2013**.
- **Renewal orders** based on current FY 2013 orders must be submitted to Purchasing by **7/09/2013** to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)

Business Affairs Update – Year End Deadlines / Processes



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 08/31/2013?*
 - *Request PO / Encumbrance Close from the PO & Enc Change Request link at http://www.fiscal.ttuhscc.edu/downloads/PO&Enc_Change_Request.xls*
- All encumbrances on state funds that rolled from FY 2012 to FY 2013 (**transaction date prior to September 1, 2012**) will be closed **August 1, 2013**.
 - *If encumbrance is still valid and you need to keep the funding available, notify Purchasing at purchasing@ttuhsc.edu by **August 9, 2013***
- 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 on 08/01/2013**.
- The encumbrance roll process also rolls associated budget to the next year to cover the encumbrance. The budget for the E & G Funds 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.

Business Affairs Update – Year End Deadlines / Processes Timeline



August 30th, 2013 (Friday)	September 4th, 2013 (Wednesday)	September 4th, 2013 (Wednesday)
Requests for increases or releases of prior year encumbrances to Purchasing	Travel Applications for FY 2013 Funds must be entered by 4:30pm (CST)	FY 2013 Internal Purchase Funding (IPFTs) & Cost Transfers due to Accounting Services
	All purchase orders for FY 2013 must be completed by close of business (5:00pm(CST))	FY 2013 Non-Contract Revenue Accrual Invoices (INs) & Expense Accrual Request Forms due to Accounting Services
		FY 2013 Contract Revenue Accruals entered into Contracting / Accounts Receivable System

Business Affairs Update – Year End Deadlines / Processes Timeline



September 4 th , 2013 (Wednesday)	September 4 th , 2013 (Wednesday)	September 5 th , 2013 (Thursday)
FY 2013 Interdepartmental Billing through the Gateway	Questions regarding fund balances for FY 2013 transaction detail due to Accounting Services	Transaction allocations for PCard complete within Citi System. Statement close date – 09/04/2013 12:00PM (CST) Pcard Purchases for FY 13 should be completed August 29 th to ensure posting by 09/03/2013.
FY 2013 Consumable Supplies / Goods for Resale Inventory counts as of 08/31/2013 due to Accounting Services	FY 2013 Direct Pay transactions and required documentation due to Payment Services	
Holding Account and unidentified wire claims due to Accounting Services		

Business Affairs Update – Year End Deadlines / Processes Timeline



September 10th, 2013 (Tuesday)	September 10th, 2013 (Tuesday)	September 13th, 2013 (Friday)
FY 2013 Travel Vouchers and required documentation due to the Travel Office	Month End Close for August 31, 2013	Questions regarding fund balances for FY 2013 transaction detail included in Cognos reports after August close. Deficits will be covered from back up FOPs on September 16 th
FY 2013 Invoices and receiving reports due to Payment Services		

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Accounting Services

Important Notes:

- **The month of August will be closed on 09/10/2013 (Tuesday)**
 - *An accrual period for FY 2013 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 2013 roll to FY 2014 will take place on 9/11/2013 (Wednesday)**
 - *All financial systems will be disabled from Tuesday evening through Thursday morning. (Cognos will be available for reports)*

Business Affairs Update – Year End Deadlines / Processes



TTUHSC Accounting Services

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 2013 but not received in FY 2013, contract revenue should be accrued via the Contracting/Accounts Receivable System located at <https://www.fiscal.ttuhsca.edu/contracting> prior to September 4, 2013. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to **September 4th**. The form is available online at <http://www.fiscal.ttuhsca.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 2013 but not yet earned in FY 2013, 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 Accounting Services

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.ttuhscc.edu/accounting/reports/>
- *Review the Unclaimed Wires Database at*
<https://www.fiscal.ttuhscc.edu/wiretransfers/>
- *Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35*

Business Affairs Update – FY 2013 Current Year Processing Deadlines



Cash Collection Procedures Due by Friday, May 31, 2013

- Annual update required in May per HSC OP 50.07
- Please notate a revision date of May 2013 on the updated Cash Collection Procedures
- Accounting Services sent an email to all individuals who have been identified with the various known cash collection points in an attempt to remind all Cash Collection Custodians of this deadline, please forward this information to any Cash Collection Custodian you are aware of who did not receive this reminder

Business Affairs Update – Current Year Processing Deadlines



Cash Fund Control Plan Due by Friday, May 31, 2013

- Annual update required in May per HSC OP 50.21
- The Cash Fund Control Plan form can be accessed at:
<http://www.fiscal.ttuhscc.edu/accounting/forms/>
- Accounting Services sent an email reminder to the Financial Managers and Cash Fund Custodians on file for all outstanding cash funds, please forward this information to any other individuals you are aware of who did not receive this reminder due to unrecognized/unreported changes to the cash funds

Business Affairs Update – Current Year Processing Deadlines



Unclaimed Property, including staled dated checks, Due by Friday, May 31, 2013

- Required per HSC OP 50.13
- Stale dated checks affect MPIP Business Offices only
- Accounting Services sent an email for all TTUHSC issued checks that have not been cashed with an issue date through 7/30/2012 to the MPIP Business Offices

Accounting Services Cash Control Contacts:

Shannon Martin at 743-7376 or shannon.martin@ttuhsc.edu

Angie Taylor at 743-7370 or angie.taylor@ttuhsc.edu

Business Affairs Update – Mail Contact Information



New Accounting Services mailbox effective 01/14/2013

- hscacc@ttuhsc.edu
- If you get an “Undeliverable Message” return on an email sent to this email account you need to update your Outlook account.
- Instructions to update your Outlook account will be added to the notes from this meeting on the Budget Website under Documents, then Quarterly F & A Minutes
- Or you may call the TTUHSC Help Desk and ask them to help you update your Outlook account.

Business Affairs Update



Questions?



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GENA JONES, HUMAN RESOURCES
NICK DYAN, HUMAN RESOURCES

See next page for powerpoint presentation.

**QUARTERLY FINANCE AND ADMIN
MEETING**
APRIL 22ND
HUMAN RESOURCES UPDATE



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PERFORMANCE EVALUATION STATS

- Banner total employees for review = 3656
 - Total completed in the PM System = 3404 (168 not in HR)
 - Institutional Avg. Rating = 4.99
-

- Banner New Hires (since 9/1/12) = 302
- Banner not found in PM incomplete list and not a new hire (targeted) = 93



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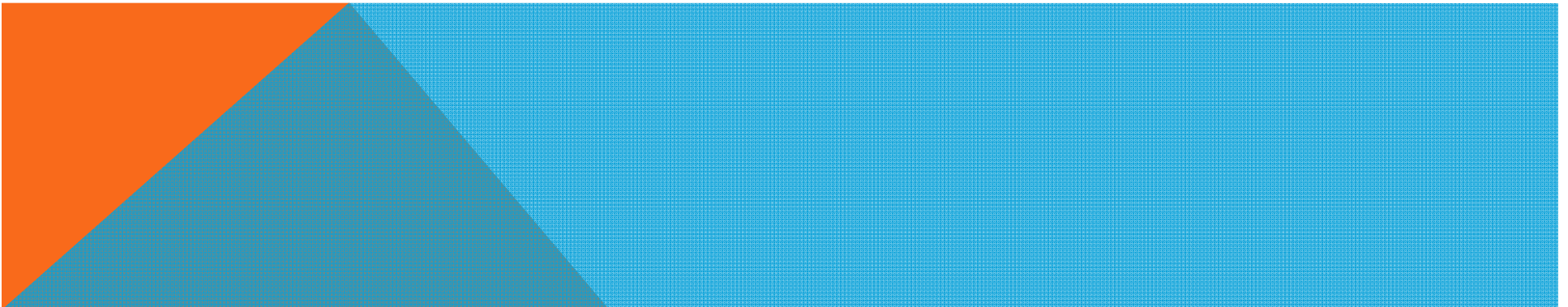
ORG MANAGER EVALUATION REPORTS

Performance Management Report: Supervisor Progress

This report, directly from the Performance Management system database, will be in Excel format and will list all employees, their supervisors and status of the employees' PD, Self- Assessment and Evaluation indicating numeral 1 as complete and 0, not. It only indicates that the evaluation has been completed in the PM system, not that it has been fully executed and received in HR.

PM system website:

<http://www.ttuhs.edu/HR/performancemanagement/authentic/Options.aspx>

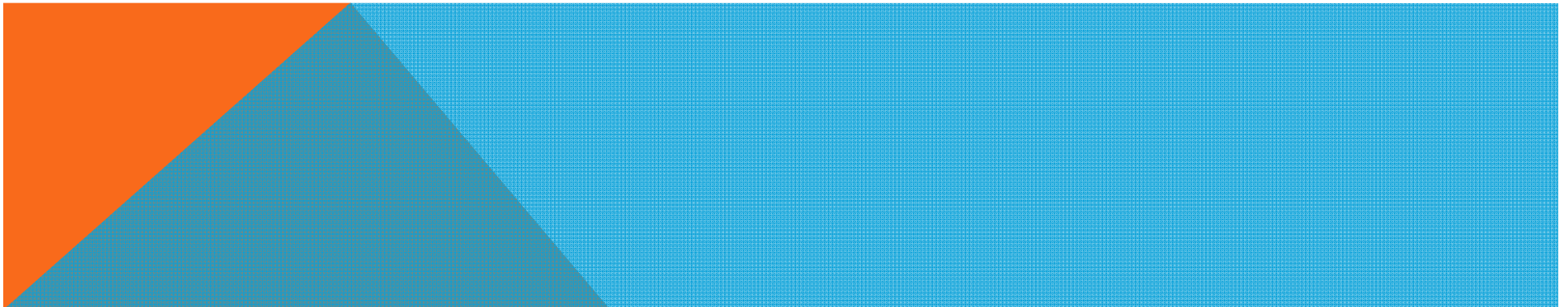


COGNOS REPORT

COGNOS Human Resources report HR062. (Only employees with correct access will be able to run this report.)

This report will produce a complete history of the evaluations of all employees of your organization. Review the top line for each employee to determine if the 2013 evaluation has been received in HR and entered into the Banner HRIS.

Access COGNOS https://cognos.texastech.edu/ibmcognos/cgi-bin/cognosisapi.dll?b_action=xts.run&m=portal/welcome/welcome.xts



STAFF EXPERIENCE WITH THE EVALUATION PROCESS

Total completed surveys from all staff = 1016 /28% (935, 2012)

85% stated that their job functions and standards (Performance Standards for Organizational Productivity) were clearly communicated (87%)

77% feel the performance evaluation process allows for fair and accurate means for employee performance to be measured (78%)

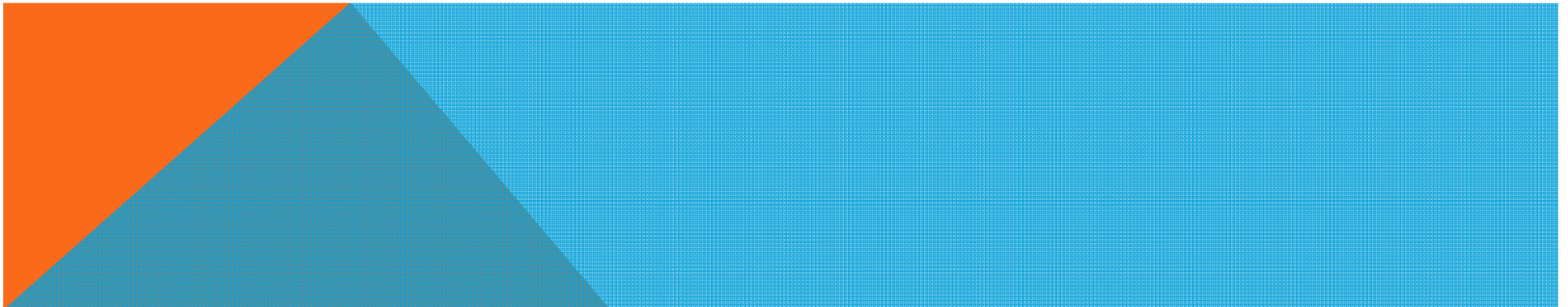
76% feel their performance was accurately measured against the standards listed (77%)

67% rate the Performance Management program (process and system) as satisfied, moderately satisfied (39%/35%) or slightly satisfied - (64%)

66% stated that the feedback they received from their supervisor was useful or extremely useful (68%)

60% feel that their supervisor is skilled at discussing their performance and is effective at coaching them on how to develop their skills (62%)

55% believe that the process creates more dialogue with their supervisor (53%)



SUPERVISOR FEEDBACK:

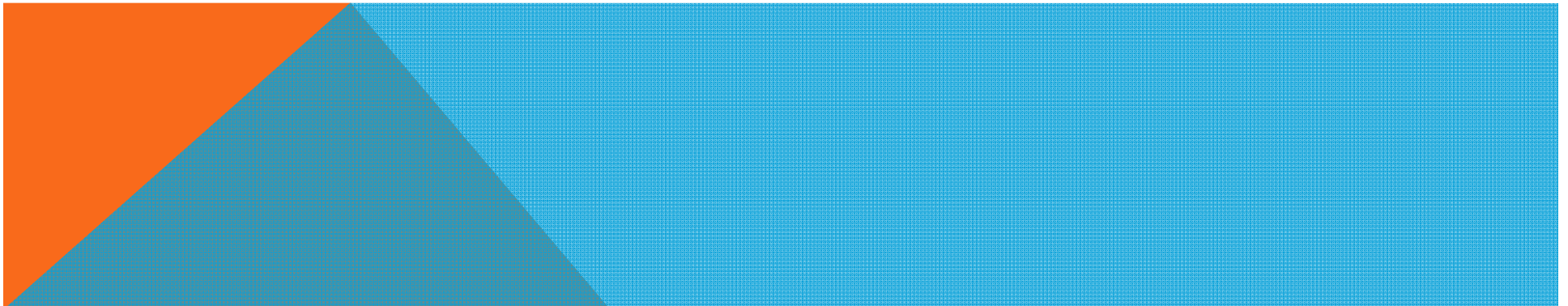
Total completed surveys from all staff = 117 (167, 2012)

89% strongly agree or agreed that the PM program allows accurate development and representation of job functions and standards (84%)

86% believe that the process is valuable in the ongoing performance management of the employees they supervise (85%)

80% stated they were extremely satisfied, moderately satisfied (43.6%) or slightly satisfied with the Performance Management Program (process and system) (70%)

72% strongly agree or agree that the Performance Management program is an improvement over the previous process (70%)



WORK FORCE EDUCATION AND DEVELOPMENT

Degreed Educational Programs with TTU University College

Leadership in Healthcare Organizations

HRDV 4440

Fall 2013

We continue to work on educational credits for courses



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WORK FORCE EDUCATION AND DEVELOPMENT

Spanish Class

- Began two weeks ago – Basic Intro to Conversational Spanish
- More classes are being developed. Some are department specific

Lesson 1 – Spell : S O C K S..... Socks!

“ eso si que es”

Roughly Translated – “ That is what it is”



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WORK FORCE EDUCATION AND DEVELOPMENT

The Effects of Behavioral Bullying in the Workplace

- Cultural changing classes being conducted on all campuses



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THE EFFECTS OF BEHAVIORAL BULLYING IN THE WORKPLACE

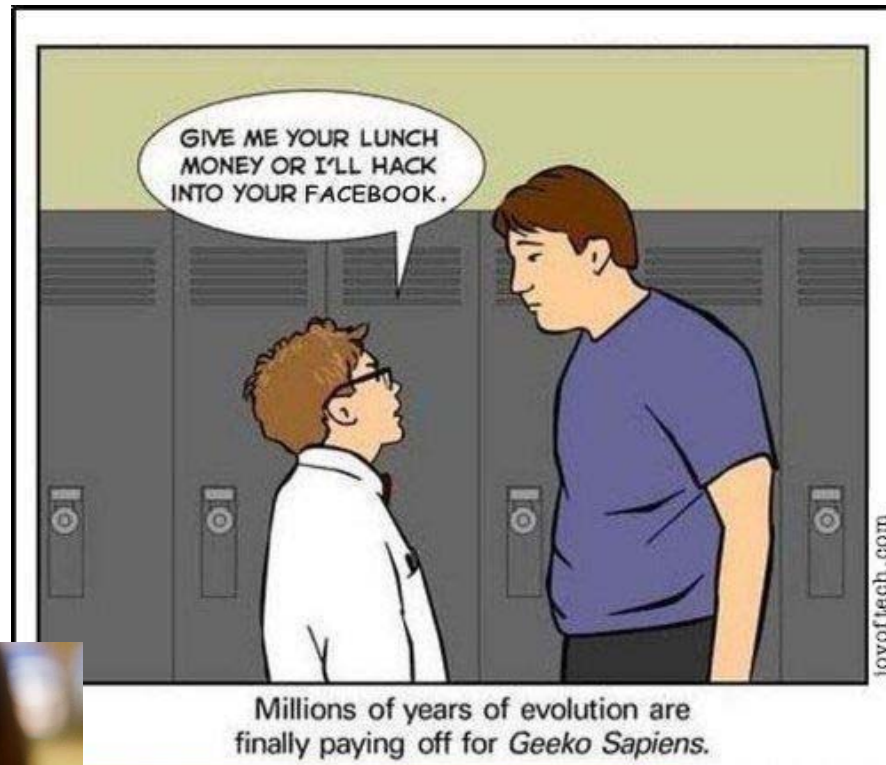
- **Learned Behavior**
- **Bullies AKA...**
- **Bullies Allowed**
- **Human Effect**
- **Impact on Organizations**
- **Solutions and Laws**



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Cyber-Bullies



Workplace Bullying

There are several types of workplace bullies. All will be addressed in the class.

- The Screamer
- The Constant Critic
- The Backstabber
- The Gatekeeper
- The Instigator

