**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
EL PASO**

# Business Affairs Newsletter
## February 2021

## Departments:

- **Accounting Services**
- **Budget Office**
- **Contracts and Grants Accounting**
- **Finance Systems Management**
- **General Services**
- **Payment Services**
- **Purchasing**
- **Student Business Services**

## In This Issue:

# Employee Spotlight!

### Gabriela Aguilar
### Coordinator
### Payment Services

**How have you spent your time at home during the pandemic?**
Trying new cooking recipes, reading, practicing yoga and started a new habit of walking for at least an hour a day.

**What's the greatest bit of advice you've ever been given?** "Be PRESENT in every moment."

**What are the three traits that define you?**
Integrity, passionate and loving.

**What brought you to TTUHSC El Paso?**
A better opportunity for professional growth.

**What might someone be surprised to know about you?**
I play the guitar and cook everything from scratch.

**What is your go-to karaoke song?**
"Todo Cambio" by Camila.

**What is your favorite thing in life?**
Seeing my daughter laugh and be happy.

**Who is one of your heroes and why?**
Silvio Rodriguez, a Cuban composer. Every time I hear his songs, it reminds me of the best times in my life, and also the lessons learned in the worst times in my life.

**What would be your ultimate dream job?**
Iron Master Chef, and owning a restaurant.

## Budget Office:  Vince Lantican, Director

**Budget Prep season is around the corner!**

The FY22 Budget Prep Timeline will be released in early March. Here are some helpful tips that can be done now to start preparing for the budget prep cycle:

- Review the Budget Prep Tutorials.

- Confirm Budget Prep Security in TEAMAPP to ensure budget prep users have the appropriate access to your orgs.

- Start working on your budget supporting templates (same template as last year).

- Forecast revenues (for clinics).

- Review any potential staffing needs (new positions/ reclassifications) and available funding.

- Review all operating expenses and estimate expenditures for next fiscal year.



- Prepare for any potential budget reductions.

- Review your current position rosters and request to close any vacant positions that are no longer needed.

- Complete 2020 Annual Performance Evaluations on time to minimize any merit-eligibility issues if merits are approved.

All budget-related questions should be directed to budgetelp@ttuhsc.edu.

## Student Business Services:  Cindy Flores, Director

The annual verification audit of endorsement stamps will begin in May, in accordance with HSCEP OP 50.10. A verification request will be sent to the cash fund custodian of departments with an official endorsement stamp in late April. If at any time throughout the year there is a change to the cash fund custodian, please notify Student Business Services so that we may update our records.

If an endorsement stamp becomes worn or is defective, the cash collection custodian may request a replacement stamp through the SBS Office. The old stamp must be returned in person to the SBS office where it will be logged and disposed.

Lost endorsement stamps must be immediately reported, in writing, to the director of SBS. This written notification must include the last known physical location of the endorsement stamp and the control number. The director of SBS will report the loss to the Treasury Office and to Audit Services. The Office of Audit Services will investigate and report the findings in accordance with standard procedure.

The Office of Student Business Services provides monthly cash receipt training. The training is geared toward new employees who will be responsible for creating cash receipts in the Cash Receipt System and existing employees who would like a refresher. To register for the next training session, visit the Workforce Education and Development page.

For questions, please contact Student Business Services at sbselp@ttuhsc.edu.

## Accounting Services: Sandra Tapia, Director

**Are you a Fund Manager? Here are a couple of reports to help you understand your financials!**

**Fund Balance -** Defined as the cumulative net income or loss generated by the operation of the fund since inception, and can be easily reviewed using the report below:

- **Statement of Changes in Fund Balances by Cat and Class**
*(HSC El Paso Finance > Fund Balance > Statement of Changes in Fund Balances by Cat and Class)*

This report will provide you with the beginning balance for current fiscal year (As of Sept. 1), year-to-date financial activity grouped by revenues, expenditures and transfers, as well as your total outstanding encumbrances/and reserves and your available fund balance. Make sure you are familiar with restrictions on accumulating fund balance for your funds.

**Trial Balance -** Provides detail of all ending balances for all General Ledger and Operating Ledger accounts.

- **Trial Balance**
*(HSC El Paso Finance > Fund Balance > Statement of Changes in Fund Balance by Cat and Class)*

This report will allow you to filter by fund, division and department, it will also allow you to filter by fund category and class, which we highly recommend if you oversee different types of funds.

For more information on useful reports to review your funds, please feel free to contact us at accountingelp@ttuhsc.edu.

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**When do you classify an expense as a Charitable Contribution?**

Simply ask yourself the following questions: Is this purchase going toward a qualified organization? Am I expecting to receive anything in return? Charitable contributions are expenses that are being donated to a qualified organization with no intent of receiving any services or items in return. To determine whether an organization is tax exempt, search http://www.irs.gov/charities. Charitable contributions are only allowed on Local Funding. For additional information, please refer to HSCEP OP 72.03.

**Is your department interested in processing credit card payments?**

Refer to policy **OP 50.37- Payment Card Processing by TTUHSC El Paso Departments** for detailed information on establishing credit card payment services. The e-Commerce Service Request Form with updated contact information can be found under Accounting Services-Forms home page. Feel free to direct all Merchant ID and credit card terminal related questions to accountingelp@tuhsc.edu.

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**Did you know that every June our office is required to remit to the State any unclaimed property that has been abandoned by the owner for more than three years?**

Unclaimed property is any financial asset, including checks we issue, that have not been claimed or cashed by the owner and TTUHSC El Paso cannot locate the payee. Every February, our department sends a list of checks that have been outstanding for over three months to each applicable check-writing department for their review and submission of cancellation requests by no later than **May 31**. Additional information can be found **here**.

**Reminder!** TTUHSC El Paso is a tax-exempt organization. However, the exception applies to items purchased, not sold. Refer to **HSCEP OP 50.36 – Sales Tax collection** for more information.

## Membership dues:

Preferred method of payment for **Membership Dues** is through the departmental purchasing card.

If the purchasing card is not an option, submit your request through TechBuy using the Direct Pay Form – TTUHSC El Paso Membership Dues.

Even though employee reimbursements for membership dues are allowed, it should be the exception.

Remember to attach:

- Completed membership form.
- Renewal Notice/ Invoice with amount of fee and membership period identified.
- Screen print of the organization from the Professional Societies List.
- If requesting an employee reimbursement, attach proof of payment (credit card or copy of check).

For questions, please contact Payment Services at PaymentServicesElp@ttuhsc.edu.

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**Finance Systems Management:  Raquel Diaz-Jaquez, Director**

FY21 Property Inventory Certification opens **March 1, 2021**. Due to the pandemic, the number of employees using institutional equipment from home has increased greatly over the past year. Portable equipment being used at home should be returned annually to the authorized location so that it can be accounted for during the annual certification process. Photos of the inventory tag and serial numbers will **only** be allowed for AIO/Desktop computers and non-portable devices. Photos should be sent to the property custodian for your department.

Departments will **need to reserve a scanner by sending an email** to:

baelp-asset.accounting@ttuhsc.edu.

Make sure to let us know which users need to be set up in the scanner and how long you will need the scanner.

**Note:** You can check out a scanner as many times as needed.

**Scanners will be available for pickup and drop-off on ONLY:**

**Tuesdays and Thursdays**

**8 a.m. -  5 p.m.**

The **new** Property Inventory Certification deadline has been extended to **June 30**.

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.

- If a piece of equipment is missing or has been reported missing within the past two annual certification cycles, you will still need to submit a missing items report.

- Temporary Use forms should be updated for FY21 and uploaded into the Property Inventory System.

For questions, please contact Property Management at baelp-asset.accounting@ttuhsc.edu.

**GUESS WHO?**

Guess the secret Valentine.....

**See answer on page 6.**

## Contracts and Grants Accounting: Gina Lopez, Director

**National Institutes of Health (NIH) Salary Cap**

The Office of Personnel Management has recently released a new Salary Cap for Executive Level II of NIH grants effective Jan. 3, 2021. The Salary Cap increased from $197,300 to **$199,300.** Departments that currently have NIH grants can recalculate the EPAF/labor redistribution of the personnel subject to the Salary Cap by using the **Multiple Positions Effort Calculation Worksheet**.

**Keep in mind** that the increase of Salary Cap doesn't mean that you are getting more funding from the sponsor or the Effort Commitment (percentage of IBS) increases, the awarded amount stays the same.

**The Effort Commitment is a percentage of the Institutional Base Salary (IBS).**

The IBS includes compensation for instruction, public service, research and/or other institutional responsibilities, and excludes fringe benefits and other types of compensations.

A list of payroll earn codes that are included or excluded as a component of IBS can be found in the following **chart**.

For additional assistance, contact grantsaccountingelp@ttuhsc.edu.

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**The Coronavirus Aid, Relief, and Economic Security (CARES) Act Funds**

The U.S. Department of Education announced on **Jan. 14, 2021,** an additional $21.2 billion in available funds to institutions of higher education (IHEs) in support of continued education during the COVID-19 pandemic, under the CRRSAA as **The Higher Education Emergency Relief Fund II (HEERF II).** Funds are for financial aid grants to students, student support activities and to cover a variety of institutional costs.

TTUHSC El Paso's award totals $313,825.

Information pertaining to the new HEERF II funding can be found at the CRRSAA: Higher Education Emergency Relief Fund (HEERF II) page here:

CRRSAA: Higher Education Emergency Relief Fund II (HEERF II).

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## Payment Services: Lupe Alvara, Director



**Mileage Reimbursement Rate Effective Jan. 1, 2021**

The State of Texas Comptroller's office announced that the state mileage reimbursement rate effective Jan. 1, 2021, is 56.0 cents per mile. This is a 1.5 cent decrease from the previous rate of 57.5 cents per mile.

Reminder: If mileage reimbursement crosses the end of the calendar year (2020 and 2021), list mileage as two separate lines on the voucher so that the correct rate is processed in the travel system.

For questions, please contact Payment Services at PaymentServicesElp@ttuhsc.edu.

**Purchasing:  Annette Hinojos, Director**

<u>**CHROME RIVER**</u>

Our PCard Expense Management System is now LIVE!

To access Chrome River visit the WebRaider portal, HSC Finance EL Paso tab, under the Payment Service section or at http://chromeriver.texastech.edu.

If you were unable to attend the Chrome River trainings during the month of December and January or need some assistance creating your expense report, visit the Reference Material link.

The Payment Service team is recommending creating weekly reports versus once a month.

Benefits of weekly reporting:

- Fewer transactions to enter per week vs. entire month.
- Easier to match receipts to weekly transactions.
- Less chance of receipts being misplaced.
- Repetition will help with learning the system.
- Funds reflect current balances upon report approval.

How you name your expense report will help you when you begin to search for prior transaction.  Remember to name your report using this format:

**Smith, J, Mar 2021, 2/8/21-2/14/21**
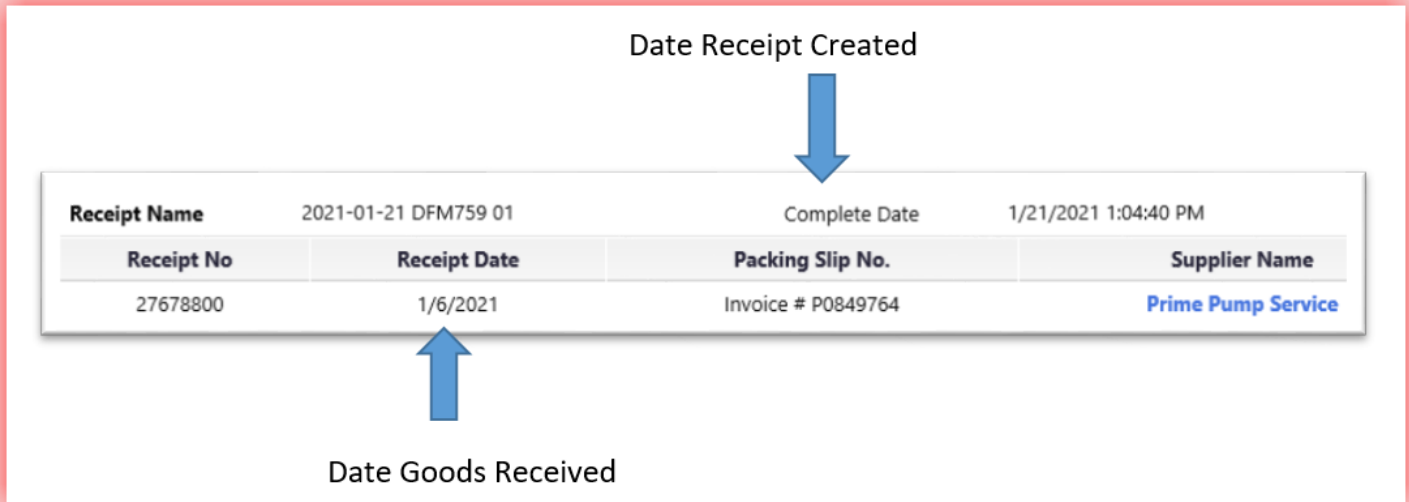




Welcome to the Team!

Elsa DeNio

**T**he Payment Services team would like to introduce Analyst II Elsa DeNio.  Elsa will be responsible for reviewing and processing all state invoices.
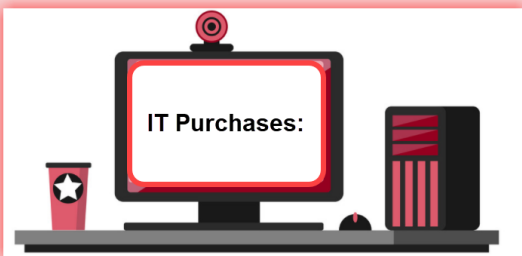


If you guessed Fernando Arellano, you are correct!

## Creating Receipts In TechBuy:

**Reminder:** When creating receipts for your purchases in TechBuy, use the date goods were received or services completed as the "Receipt Date." Do not use the date you are completing the receipt as the "Receipt Date." Correct way shown below:



**Date Receipt Created**

| Receipt Name | 2021-01-21 DFM759 01 | | Complete Date | 1/21/2021 1:04:40 PM |
|---|---|---|---|---|
| **Receipt No** | **Receipt Date** | **Packing Slip No.** | | **Supplier Name** |
| 27678800 | 1/6/2021 | Invoice # P0849764 | | **Prime Pump Service** |

**Date Goods Received**

For questions, please contact Accounts Payable at accountspayableelp@ttuhsc.edu.



**IT Purchases:**

Contact the IT Help Desk for your next IT purchase. IT must review and approve all software and hardware purchases to ensure standardization of quality, compatibility, warranties and compliance. To expedite your IT approval, please include the Help Desk ticket and quote to your requisition.

If your department has a new project, please visit the IT website –Project Management Office.

Please note, if you will be requesting a PCard deviation, the same process of IT approval is required.

**Furniture Purchases:**

For new furniture purchases, please contact Physical Plant at 915-215-4500 or submit a work order (WO) online. The WO will be reviewed by Engineering Services and will assist with the purchase, and ensure you are in compliance with HSCEP OP 61.19 Furniture, Floorcovering, Window Treatments, and Wallcovering before submitting your requisition.

Please note all furniture requisitions will be routed to Physical Plant for approval.

## General Services: Ana Alvarado, Supervisor

**Surplus of Obsolete Items:**

Non-inventoried equipment/items that departments have deemed unnecessary or obsolete are to be declared surplus by using the REQUEST FOR APPROVAL OF SURPLUS PROPERTY form (Attachment A). Departments must include a complete description of each item listed. Each department should check all storage areas (i.e. file cabinets, drawers, enclosed areas, etc.) and remove all items contained therein, including confidential information. This includes furniture, chairs, office furniture, cabinets, etc.

Completed and signed forms should be emailed to: SurplusElp@ttuhsc.edu.

Only after receiving approved surplus property forms may the department submit a work order request through Facilities, Operations and Maintenance's The Maintenance Authority (TMA) system to request the pickup of the approved surplus property item(s).

For more details on other types of equipment needed to be sent to Surplus, please see:

HSCEP OP 63.11 – Disposal of Surplus, Obsolete, or Uneconomically Repairable Inventory:

Please note that the transfer capability in the Property Inventory system was made unavailable beginning **Jan. 29.** Surplus will continue to pick up all items **except** for tagged items. Do not include tagged items on the surplus forms in order to prevent any delays.



Property custodians, if you are interested in viewing what is available for departments in Surplus, please register via this link then contact the Surplus group by sending an email to SurplusElp@ttuhsc.edu to get access to view items available for the departments. We ask that only property custodians get access unless they approve for extra person to view.
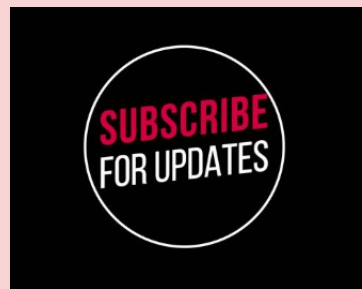
For more information or to schedule an appointment, contact Surplus at 915-215-4401 or email at:

SurplusElp@ttuhsc.edu.

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