



BUSINESS AFFAIRS NEWSLETTER

FEB 2024

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- General Services
- Payment Services
- Purchasing Office
- Student Business Services

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EMPLOYEE SPOTLIGHT!

Get ready to meet the one and only Rosa Munoz, Associate Managing Director for Student Business Services, our star employee of the quarter!



EMPLOYEE SPOTLIGHT!

Rosa Munoz

*Associate Managing Director
Student Business Services*



What is your role at Texas Tech University Health Sciences Center El Paso?

I am currently serving as the Associate Managing Director of Student Business Services. My main duties involve supervising student accounts to ensure that all tuition, fees, and refunds are properly processed. Additionally, I prioritize providing a supportive environment for my team members and delivering exceptional customer service to all students, as well as internal and external customers.

Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?

I served in the U.S. Army, where I was able to make a contribution to my country, test my physical and mental capabilities, and work alongside service members from a variety of cultural backgrounds.

What is your favorite thing to do in El Paso? *Watching movies at the cinema, attending concerts, and rooting for our hometown soccer team, El Paso Locomotives.*

Which three words would you use to describe your job? *Interesting, Servicing, Enjoyable.*

Do you have a favorite quote?

Treat others as you want to be treated.

What would be the title of your autobiography? *"My Journey."*

You're happiest when? *All my family is together enjoying each other's company.*

If you got a year off with full pay, how would you spend it? *I would take my family to see a FIFA World Cup, and visit some of the most fascinating places in Europe. Switzerland, Greece, and Rome are on my must-see list!*

If you were stuck on an island, what three things would you bring? *Matches, a hammock, and flash light.*



BUDGET OFFICE: VINCE LANTICAN, DIRECTOR

The highly anticipated Budget Prep Timeline is on the horizon, with an expected release date in early March. Be on the lookout! In the meantime, here are some tips to help you get ready for when the budget prep system opens in May:



Make sure Annual Performance Evaluations are completed on time to avoid merit eligibility issues.



Assess funding for current employees and vacant positions and ensure that your total current budget can accommodate all salaries and fringes.



Evaluate any staffing/position changes needed (new positions, close positions, reclassifications). Additional funding requests need approval from the CFO.



To remain within your current budget, it's important to assess all expenses and determine any potential cost savings. Additionally, you should estimate any additional expenses that may be required.

Due to system limitations, position org transfers cannot be processed after Budget Prep data has been loaded. We kindly request that all requests for position org transfers be sent via email to the Budget Office by April 8. Any org transfers not received by the deadline will need to be deferred until FY25.

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



STUDENT BUSINESS SERVICES: CINDY FLORES, DIRECTOR

What is PCI Compliance?

PCI compliance is compliance with the Payment Card Industry Data Security Standards (PCI DSS), a set of requirements intended to ensure that all organizations that process, store, or transmit credit/debit card information do so within a secure environment. Each TTUHSC El Paso school, clinic, or department that processes credit or debit card payments is responsible for PCI compliance.



Aside from the technical requirements, below are some ways in which you can ensure PCI compliance within your daily operations:

- Limit access to credit/debit card information and credit card processing to only those staff with a business purpose for such information.
- Under no circumstance should you ever store credit/debit card information in your work files, neither electronically or written.
- For card present payments, verify the identity of the card holder and verify that the signature on the receipt matches the signature on the card.
- When taking a credit/debit card payment over the phone, NEVER write down the account number nor the CVV (three digit) code.
- Verify that the customer receipt does not reflect the full account number.
- Never transmit credit/debit card information via email. Should you receive credit/debit card information in an email, delete it before responding.
- Inspect all credit card terminals regularly. Look for signs of tampering and verify the serial number on the device. Keep a log of your regular inspections and report any signs of tampering to IT security.
- Ensure all staff who process credit/debit card payments have read and understand [HSCEP OP 50.37](#) and receive regular PCI compliance training. Training is available through the IT department.

The penalties for failing to adhere to PCI DSS standards are costly, including a suspension to the institution's ability to process credit/debit card payments; therefore, everyone must do their part. For questions, email Student Business Services at sbselp@ttuhsc.edu.



GENERAL SERVICES: ANA ALVARADO, MANAGER



Important Notice: Update Your Shipping Address

As of Jan. 1, 2024, our new address is now in effect. To ensure delivery to the correct location, please update your shipping address, including the Mail Stop Code (MSC). Kindly take note that all correspondence should be sent to this new address.

Texas Tech University Health Sciences Center El Paso
130 Rick Francis St.
MSC XXXXX
El Paso, TX 79905



ACCOUNTING SERVICES: OCTAVIO BUSTILLOS, DIRECTOR

Payment Card Terminal and E-Commerce Applications Process

Accounting Services processes the initial requests from departments to acquire new point-of-sale credit card terminals and new e-commerce sites.

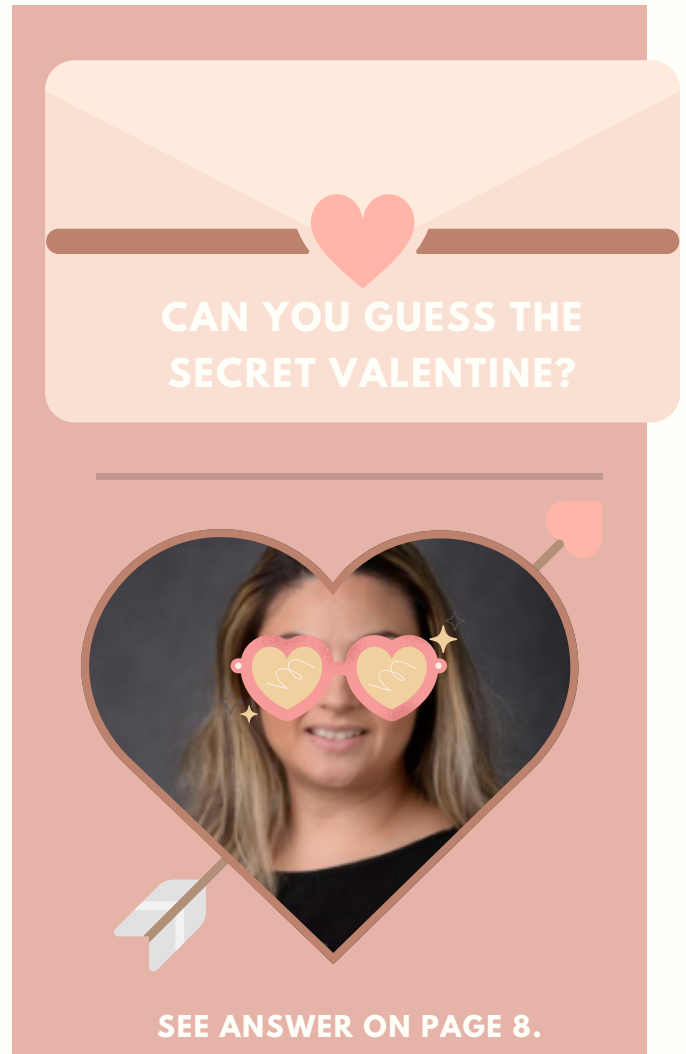
POINT OF SALE TERMINALS

To acquire credit card terminals, departments must complete the Merchant ID (MID) request form [HSCEP OP 50.37 Attachment A](#) and submit it to Accounting Services at accountingelp@ttuhsc.edu. Please submit separate forms for each MID if the request is needed for multiple MIDs. Prices and availability will be provided to the requester before an order is placed.

E-COMMERCE APPLICATIONS

If your department is considering a new e-commerce site to receive payments online (e.g., for conference registration fees or event tickets), an [E-commerce Service Request Form](#) should be completed and approved (the form is in AdobeSign format). Once approved, Accounting Services will notify the department of the next step in the process and provide them with the required information to continue the e-commerce site setup with IT.

All e-commerce applications must utilize the TTUS-approved e-commerce payment solution (Touchnet). For requests to use another PCI-DSS-compliant third-party solution, please complete the [E-commerce Service Exception Request Form](#) and forward it to accountingelp@ttuhsc.edu. Consideration may be given to use a different payment solution other than the payment card processor covered under the System-wide credit card agreement.





Processing time for each request may vary depending on the type of card the department wishes to accept (VISA/MC, Discover, and American Express), the issuance of new MIDs, and the availability of equipment when a new point of sale terminal is requested. A list of credit card handlers will need to be provided to Accounting Services as these users will be required to complete mandatory PCI Compliance Training.

For more information about payment card processing and department responsibilities, please refer to [HSCEP OP 50.37](#). If you have any questions, please feel free to email us at accountingelp@ttuhsc.edu.

Annual Submission of Cash Fund Control Plans

Per HSCEP OP 50.21 Cash (Change) Funds, an updated Cash Fund Control Plan (CFCP) form must be submitted to Accounting Services annually in May. Therefore, departments with a cash collection point that holds cash funds (petty cash strictly for providing change to customers) are required to complete the annual CFCP form through a [Dynamic Form](#).

Cash custodians and cash handlers must complete the Cash Fund training. For Cash Fund training requests, please contact Accounting Services at accountingelp@ttuhsc.edu.

Failure to submit an updated CFCP by **May 31, 2024** will result in the denial of additional cash funds for the fund custodian and department and/or termination of existing cash funds.

Service Department Review of Established Rate

Per HSCEP OP 50.17 Establishment and Operation of Service Departments, service centers must update their billing rate at least biennially. By the end of the second quarter, service departments must review their activities to validate if each transaction is reasonable within its service center operation. Submit a bill rate promptly if either of the following applies: 1.) If the center has/will incur changes within the operation (type or quantity of goods and services) or 2.) If the center continues to incur a deficit or surplus fund balance.



CONTRACT AND GRANTS ACCOUNTING: GINA LOPEZ, DIRECTOR

Federal Agencies such as the NIH (National Institute of Health) and the NSF (National Science Foundation) are operating under Continuing Resolution (CR).

Currently the federal fiscal year 2024 appropriations have not yet been enacted by Congress and the Department of Health and Human Services (DHHS), including National Institutes of Health (NIH), continue operating (until the new legislation is signed in effect) under the Continuing Appropriations Act, 2024 and Other Extensions Act ([Public Law 118-22](#)), signed by President Biden on Nov. 16, 2023, the FY 2023 enacted level, with no reduction.

What is a Continuing Resolution (CR)?

It is a type of appropriations legislation. Most federal agencies are funded on an annual basis by appropriations. When those appropriation bills are not enacted, Congress uses a Continuing Resolution (CR) as a temporary measure to fund government activities for a limited amount of time.

How does this affect my department?

Federal grant awards from the NIH and NSF are affected until the appropriations are enacted; upward adjustments to awarded levels will be considered after FY 2023 appropriations are enacted. It is recommended that the grantees closely monitor any federally funded contract and grant spending during this period.

NIH Salary Cap

During this time, please continue to use the FY 2023 NIH Salary Cap of \$212,100.

Budget Revision, Option 3

We would like to remind departments that a **Budget Revision, Option 3** must be submitted in the Budget Revision System following the approval of a [New Fund Request \(NFR\)](#). A Budget Revision, Option 3 facilitates the process to establish an original budget for a fund. The [Budget Revision System](#) can be accessed within the [WebRaider portal](#), under the Budget Section.

The system also provides an option to upload and attach documentation. Please ensure a BR includes attached pertinent documentation that supports the established budget. The established budget allocations should accurately align with the approved budget allocations.

Related Operating Policy: [HSCEP OP 65.03 Sponsored Program Fund Management](#)

For questions, contact us at grantsaccountinglp@ttuhsc.edu.



FINANCE SYSTEMS MANAGEMENT: RAQUEL DIAZ-JAQUEZ, DIRECTOR

It's that time of year again! The FY24 Property Inventory Certification will take place from March 1, 2024 to April 30, 2024. Here's what you need to know:

- Start by emailing baelp-asset.accounting@ttuhsc.edu to book a scanner for the required duration.
- To ensure efficient use of the scanner, please indicate the length of time you require it. You are welcome to check out the scanner multiple times, as needed.
- Keep track of your progress through the Property Inventory System updates.

Now for the certification process! Here are some helpful tips to help you ace the certification:

- Update all serial numbers and locations in the Property Inventory System.
- Physically scan all equipment to ensure that the serial numbers match up with your records.
- Report any missing items or those that were reported missing in the previous two certification cycles for FY24.
- Be sure to update all Temporary Use form(s) for FY24 in the system.

With these tips in mind, you'll be a master at inventory management in no time!

If you have any questions, please contact Property Management at baelp-asset.accounting@ttuhsc.edu.

**If you guessed
Brenda Duarte, you
are correct!**



**Brenda Duarte
Senior Analyst**



PURCHASING OFFICE: PAT MYERS, DIRECTOR

DELEGATION OF AUTHORITY

As per HSCEP OP 72.01 Section 3.g (Additional Notes). 5. - No person has the authority to commit TTUHSC El Paso for any purpose (e.g. enter into agreements) except as authorized in Regent Rules, Section 07.12 and HSCEP OP 10.11, Delegation of Authority by the President.

MISSING DOCUMENTS ON REQUISITIONS

Requisitions must contain all pertinent and required documents before submitting to Purchasing. Purchasing cannot hold requisitions in our queues due to missing information.

Purchasing reviews requisition attachments and if there are missing/incorrect documents, we will return to the requestor. Once the correct/complete attachments are included, it can be resubmitted.

All of our team members follow our internal process, which is to return requisitions to the requestor indicating in the "Comments" tab what is the incorrect or missing information.



We strive to expedite all requisitions in a timely fashion, and we are asking for your assistance and collaboration.

Recommendations from the Purchasing Department for Timely Requisition Submissions

To ensure timely processing of your requisitions, we recommend submitting them in advance of any previous renewal expiration.

Please keep in mind that our approval process involves multiple departments, and there may be other requisitions awaiting processing.

In the event that your requisition is not approved by the start date, it will be classified as "Non-Compliant."

We greatly appreciate your assistance and patience.

Contact our Purchasing staff at purchasingelp@ttuhsc.edu if you have any inquiries.



PURCHASING OFFICE
FY24 HUB VENDOR FAIR
EXPO

BUSINESS AFFAIRS

Texas Tech University Health Sciences Center El Paso Business Affairs Purchasing Department Hosts Successful HUB Vendor Expo FY24

The Texas Tech University Health Sciences Center (TTUHSC) El Paso Business Affairs Purchasing Department held their 1st Annual HUB Vendor Expo on Dec. 15, 2023. The event was a great success and proved that we can break down barriers in both our business and personal lives by working together.

TTUHSC El Paso is dedicated to providing resources that support small and disadvantaged businesses. A variety of large businesses participated in the event, providing critical support to small and diverse partners through partnerships and mentoring programs.

The Expo attracted 30 participants, including five cooperatives and three agencies, all of whom offered valuable information on business expansion opportunities. Whether a governmental agency or a contractor seeking a subcontractor, there were numerous opportunities to explore.

We would like to extend our gratitude to all TTUHSC El Paso Small & Historically Underutilized Business Expo attendees. Your support is vital to the success of this event, and together, we can work to expand the economy on both a local and state-wide level, while celebrating the diversity of our region. TTUHSC El Paso Business Affairs Purchasing Department looks forward to our next Expo.

*Thank
you!*



ANNOUNCEMENTS!

Scarborough Specialties Rebrands as Brandability Inc.

Please note that one of TTUHSC El Paso's contracted vendors, Scarborough Specialties, has recently changed its name. The new operating name for this company is "Brandability Inc." and it is effective immediately. Kindly update your records accordingly. Moreover, it is important to note that the vendor is no longer HUB certified.

Benchmark Business Solutions is Now Visual Edge IT:

Please be advised that one of TTUHSC El Paso's contracted vendors, Benchmark Business Solutions, has undergone a name change. The company will now be operating under the name "Visual Edge IT," effective immediately.

Contact our Purchasing staff at purchasingelp@ttuhsc.edu if you have any inquiries.



PAYMENT SERVICES: ANNETTE HINOJOS, DIRECTOR

SETTING UP DIRECT DEPOSIT FOR TRAVEL REIMBURSEMENTS

Just because you receive payroll via direct deposit, it doesn't mean that travel reimbursements will automatically be deposited too.

Don't wait for a check; sign up for direct deposit instead.

Follow the instructions below to set up direct deposit for your reimbursements:

- Log into the **Web Raider Portal**.
- Select the **HSC Employee El Paso** tab.
 - Click on **Employee Dashboard**
 - Click **Direct Deposit Information**
- Select the **Employee Reimbursement Account** tab
 - Select **Add**
 - **Enter:** Bank Routing Number, Bank Account Number, and Account Type: checking/savings

Check and update your employee reimbursement account periodically to ensure all information is current and accurate.

HOTEL ENGINE

Effective March 1, 2024, all travel on state-appropriated funds (E&G, PHF, HEAF, which are funds beginning with 10, 11, 12, 9D, 9E, 9F) must be booked via Hotel Engine.

The Texas Comptroller of Public Accounts has awarded a contract to Hotel Engine, a private hotel booking platform that connects State of Texas travelers to rates unavailable to the public and streamlines business travel management. With dedicated 24/7 customer support services, a simple search and book process, and customized account management tools, Hotel Engine is the contracted vendor for the State of Texas.

Section 2171.055(b), Government Code states that an institution of higher education as defined by Section 61.003, Education Code, is not required to participate in the comptroller's contracts for travel agency services or other travel services purchased from funds other than general revenue funds or educational and general funds as defined by Section 51.009, Education Code.

- Departments using local funds are not required to use Hotel Engine.
- Departments using state-appropriated funds are required to use Hotel Engine when booking their lodging.



The Hotel Engine booking platform is only to be used for making business-related travel reservations. Any personal or leisure travel is strictly prohibited.

To get started with Hotel Engine, visit the [link](#) and create an account using your TTUHSC El Paso email.

Hotel Engine Resources can be found on the [Payment Services](#) webpage under [Helpful Links](#) or via the [Web Raider Portal](#), HSC Finance El Paso. Below you will find some [helpful links](#) to Hotel Engine:

- [Hotel Engine-Sign in](#)
- [Hotel Engine State of Texas FAQ](#)
- [Hotel Loyalty Program FAQ](#)
- [User Guides and Demo Video – Travelers \(Non-Direct Bill\)](#)

In accordance with the Texas Administrative Code 34 TAC §20.408, state agencies may allow their employees to use travel services other than contract travel services only if one or more of the exceptions listed in subsections (b) through (i) of the [code](#) apply.

- [The Exceptions to the Use of Contract Travel Services Form](#) must be submitted with the travel expense report.
- Justifications related to reimbursement policies/guidelines must be documented and attached to the expense report.
- Proof, such as screen shots that a search in Hotel Engine was made but availability not found, should be submitted with the travel expense report.

If you have any questions, please email travelep@ttuhsc.edu.

NEW!



WE'VE GOT SOME BIG NEWS ABOUT OPERATING POLICY 72.16!

Operating Policy 72.16, Official Functions, Business Meetings, and Entertainment has been updated, including changes to expenditure limits. It is recommended you review the updated policy before organizing future events. The maximum per person expenditure for food and entertainment has been adjusted.

The maximum per-person food and entertainment expenditure is as follows:

Business Meeting	\$20
Entertainment Events	\$45
Annual Events	\$45
Retirement / Separation Events *Event not to exceed \$2,500	\$45*
Recruiting (Donor/Prospective Employee) Event	\$100
Resident Graduation **\$1,000 per graduating resident for the entire event	\$1,000**

The maximum per-person expenditure amount listed includes the cost of the food, beverages, alcohol, gratuities, labor, and sales tax (if applicable). For more details, refer to the [HSCEP OP 72.16](#).



A new Pre-Approval Form for Official Functions is coming soon. The form will route electronically for signatures and will allow you to attach all your supporting documents.

If you have any questions, please email paymentserviceselp@ttuhsc.edu.



HAPPY

VALENTINE'S


DAY



DON'T MISS OUT ON THE LATEST AND GREATEST IN THE BUSINESS WORLD BY SUBSCRIBING TO OUR BUSINESS AFFAIRS NEWSLETTER!

GET READY FOR HOT-OFF-THE-PRESS UPDATES, HANDY REMINDERS, AND INSIDER INFORMATION ON ALL THE SERVICES EACH DEPARTMENT OFFERS.

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