MINUTES

TO THE JULY 28, 2014
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JEFF DEITIKER, PAYROLL SERVICES
Time Clock Plus

- Time Clock in lieu of Web Time Entry
- More accurate reporting of hours
- Upload into Banner payroll process
- Some costs involved
- Contact Kelle Hester kelle.hester@ttu.edu

TERRY DALTON, BUSINESS AFFAIRS

See next page for powerpoint presentation.

Finance & Administration Quarterly Update

Business Affairs
July 28, 2014

Payment Services – Swift Card Program

Payments to Research Participants / Patient Studies

- New method of Payment – Swift Card Program will replace the current method through Direct Pay, Petty Cash or Gift Cards
- TTUHSC branded reward cards will be issued to Participants/Patients at the time of their visit/consultation
- Department personnel will submit a User Set Up and Card Request Form. Blank cards will be issued to the department
- Funding for payments will be loaded into a prepaid balance sheet account
- Departmental Users will log into the system and activate cards
- Funds will be moved from prepaid balance sheet account to appropriate expense account
- Review OP 72.19 to ensure your study is in compliance
- For User Set Up, Card Requests and training go to: www.fiscal.ttuhsc.edu/busserv/swiftcardprogram/

Business Affairs Calendar

- The Business Affairs Calendar provides important dates, reminders and deadlines for all departments in Business Affairs

- Link to the Calendar is available on the F & A Work Tools tab of the WebRaider portal in the Finance channel under Finance & Business Affairs

- The Calendar provides two views:
  - Top section is a monthly calendar with date details arranged by department
  - Bottom section is a month-at-glance calendar for each month that you can view and print
- To select a calendar, click on the month icon.

Newsletter, Tips and Reports

- The Newsletter, Tips and Reports page can be accessed from the Finance Systems Management Home page. Click on Finance Systems Management Home link on the F & A Work Tools tab of the WebRaider portal in the Finance channel under Finance Systems Management

- Click the Newsletter, Tips and Reports link in the left navigation menu

- Newsletter, Tips and Reports are published quarterly
- If you are on the Finance User Group list you will receive an email with a link
- To subscribe, click on the Users Group link in the left navigation menu page. Click on Finance User Group and then click on Subscribe.

Questions?

Contact: fsm@ttuhsc.edu

Finance Systems Management
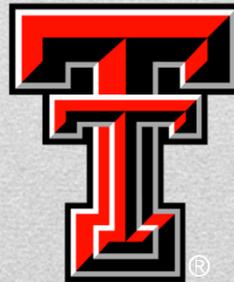
JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation.

F & A QUARTERLY MEETING

HUMAN RESOURCES

JULY 28, 2014

AFFORDABLE CARE ACT

- It hasn't gone away.
- TTUHSC has to comply.
- FY14 is our "look back" period. We have been identifying nonexempt non-benefit eligible employees who have averaged more than 30 hours per week, contrary to their appointed FTE.
- You've been notified if we found them.
- This includes student assistants.
- Consequences: Must offer health insurance and pay premiums for one year.
- Student Employment OP 70.27: Will be changed to include that student assistants (U3912/U3915) will work only 20 hours per week.

Adjunct/Recurrent Faculty

- Are any of these employees teaching more than one class per semester?
- Are any coaches/preceptors/mentors working with students more than 30 hours per week?

We **CARE** About You
Celebrating And Recognizing Employees

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

New LIVE site!!

http://www.mtmcarousel.com/TTUHSC

Log in with your eraider.

** The TTUHSC\ prefix is not needed with the live site.

Be one of the 1st people to register and receive a CARE package!

C.A.R.E.
Celebrating and Recognizing Employees

- Philosophy Statement:

- TTUHSC's Rewards and Recognition program strives to foster an environment that supports an engaged workforce with a unified focus on institutional achievements.

- HR will be publishing an OP on the program.

LESLEY WILMETH, BUDGET OFFICE
FY 2015 Budget Prep Cycle

They FY 2015 Budget is finalized. It will be formally presented to the Board of Regents at the August 7th-8th Board meeting. The Budget and any associated reclassifications, new positions, salary adjustments and merits are not approved until the Board of Regents approves the Operating Budget.

The FY 2015 Budget will be loaded to the Finance Operating Legend on August 15-16. The Budget Office will also load the 9/1/2014 employee job records to Banner HR on these dates. When these loads are complete and verified an email will be sent by the Budget Office to let you know the data is available. Each department will be responsible for reviewing reports to ensure the Budget and Salary information is correct for the new fiscal year.

End of Year Deadlines
Employee One-Time Payments that should be paid from FY 2014 funds should be submitted and approved to the HR approval level by August 18th. This follows the normal monthly EOPS deadline. If you have an EOPS payment that should be posted against FY 2015 funds please do not submit the EOPS until September 2nd.

Manual Check requests that should be paid from FY 2014 funds must be in the Payroll Services office by August 29th. These checkes will be available on September 5th.

Labor Redistributions that should post in FY 2014 should be submitted by September 4th. If you have a redistribution for the SM17 payroll please contact the Budget Office for instructions. The Budget Office suggests that departments begin reviewing data in the ecert system now and make any adjustments to employee percentages made from grants by September 4th. Labor Redistributions in a prior fiscal year are rarely approved due to the impact on the previous year's financial statements. These LRDs will require approval from Accounting Services before being processed.