MINUTES

TO THE JANUARY 26, 2009
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be held April 27, 2009.

GENA KETCHERSIDE, HUMAN RESOURCES
WEB LEAVE REPORTING

Gina presented a powerpoint on Web Leave Reporting and important HR deadlines. The powerpoint is located at this link:
https://www.ttuhsc.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/107.aspx

Several great questions about Web Leave Reporting were asked. Here are the questions and responses from Gina.
- QUESTION: I'm having problems with printing the leave report preview. It prints on different pages instead of one. I have already reduced margins and set to landscape.
  RESPONSE: try to print on legal size paper. Unfortunately, it is not easy to make modifications to the Self-Service Banner systems and is requests tend to be placed at a lower priority level compared to other IT needs access Texas Tech.

- QUESTION: Can we rearrange Leave Balances on Self-Service Banner (under My Leave Balances), so that the most valid as listed at the top?
  RESPONSE: This can be added as a SSB modification request although other related requests have already been made and are marked as low priority compared to other IT needs access Texas Tech.

- QUESTION: I don't understand when our accruals are added to the leave balances.
  RESPONSE: Monthly accruals are not added to an employee's leave balance until the first payroll for that month processes. For exempt employees on January 26, 2009, January's exempt/monthly payroll was in the middle of processing and leave accruals for the month of January had not been posted yet. As of January 30th, the exempt payroll for January was finalized and now contains January's accruals in its balances. If an employee has been in a paid status in January, they can take that month's accrual knowing that the accrual will not hit their balance until the payroll process runs. For nonexempts, the payroll process adds the accruals first then deducts the leave during the payroll process. For exempts, the payroll process adds that month's accruals. It is highly recommended that approvers of exempt leave reports wait until the first of the following month to approve the exempt's leave report. For instance, an approver can wait until early January to approve a December leave report to ensure the accruals for December have already hit through the employee's leave balances because once the last approver approves that exempt employee's leave, the leave is immediately deducted from that employee's leave balance.

- QUESTION: At the approver level, why does Web Leave Reporting (WLR) for exempts have leave balances, but Web Time Entry (WTE) for nonexempts does not?

RESPONSE: The WTE system was created by SunGard SCT prior to WLR. When WLR was creating, they made modifications that they wished they had in WTE. WTE has not been upgraded. These are planned modifications and improvements for the WTE system, but we have to wait for the next release of WTE, which is not included in Banner 8.0 (the next Banner upgrade). WTE Approvers need to use Cognos reports to access employee leave balance information. If they do not have access for their organization, they can request it from their ORGN manager or ask someone within the department who has access to update them on employee leave balances. One approver noted that since she only has 2 employees, she asks them to print out their leave balances, so she can help verify it with their timesheets.

- QUESTION: Can you add grid lines on the Preview of the Leave Report since it is difficult to differentiate each day?
  RESPONSE: Unfortunately, the Web Leave Reporting system is like MicroSoft Office, where you wait for the next upgrade to get product changes and make suggestions and requests along the way. There are some modifications that our programmers can make and have already made to the system; based on priorities, these were rather limited. Due to other priorities at this time, Gina's guess was that it would likely not make a high priority and will likely not be changed, especially since everytime we upgrade, we also have to redo any programming modifications. We could upgrade as soon as February 2010 to Banner 8.0 hence Gina really did not see that this was likely to be changed, but will note the request.

- QUESTION: How can I get help with transfers since I cannot see the Losing Department's PAF?
  RESPONSE: you need to contact and remain in discussions with the losing department regarding when the PAF is submitted and applied into the database and what effective date was used since the Gaining Department cannot see this information. We have had cases where communication was not quite as easy for transfers between TTU and TTUHSC.   Gina has helped where able in some of these cases when contacted by the ePAF originator and escalated needs with TTU's HR contacts when needed. She can use special access to check on a PAF's details.

JEFF DEITIKER, PAYROLL SERVICES
PAYROLL SERVICES CHANGES

Payroll Services personnel at the Lubbock HSC campus will be changing. Tony Luna, Veneace Steele, and Gay Nell Carter will be moving to the Texas Tech campus. Jeff Deitiker, Laverne Stevens, and Cozette Ledbetter will be moving to the HSC campus.

Information will be sent out by Payroll Services as to who to contact in Payroll for various issues. You can always email the Payroll Webmaster at webmaster.payroll@ttu.edu with questions.

LESLEY WILMETH, BUDGET OFFICE
FY2010 Budget

The Legislative session is currently underway. The session will not end until June 1st. Therefore we will have a Summer budget this year. The FY2010 Budget will be processed using a new Budget Prep System. This is due to integration with the new Banner Finance and HR systems.

Important Dates:
   Training will begin on the new system in mid- May
   Budgets will be released to the departments the 1st week of June
   Budgets will be due back to the Budget Office around July 4th

FRINGE BENEFITS
Fringe benefit charges are showing up on your E&G funds. This is due to the Banner HR implementation. You do NOT have to worry about covering these fringe charges. A program will be written to reverse these charges off of you E&G fund to the central fringe benefit FOAPs.

PAYROLL ENCUMBRANCES
The Budget Office has received several questions regarding payroll encumbrances. So here is some explanation of how those work in the Banner system. Encumbrances are automated in the new system. They are calculated based on the following things: Employees annual salary, job begin date, job end date, and how many payrolls are left to process in the fiscal year. If an employee does not have an end date, the system infers the end of the fiscal year for encumbrance calculations.

What is different about these encumbrances? Employees who were paid bi-weekly in the old system are now being encumbered for salaries. This includes your student assistants. We were accustomed to using an fte on students of .49. Instead of doing this, the Budget Office suggests that you estimate a more actual fte based on how many hours the student will work in a fiscal year. This fte affects the annual salary, and encumbrances. If you have questions on how to do this, contact the Budget Office and we will be happy to help you.

MULTI PURPOSE ONE TIME PAYMENT FORMS
The Multi Purpose One Time Payment form was created to be used for all one-time special payments. If a special pay is recurring for 2 or more months, and overload epaf should be used instead. The form consolidates all types of special pays onto one form. Previously there was a form for special aug, and another for additional comp and so forth. ALL forms must be submitted to Human Resources by the posted deadline to guarantee payment on the next payroll for the employee.

Deadlines for these forms are being finalized now, but will be earlier than the current posted date of the 18th. In fact your school may already have internal deadlines that are much earlier.

What does everyone do with this form?
The forms are all sent to HR for ease of processing. It is much less confusing to send the forms to one location every time rather than remember to send them to different places for different special pay types. HR is also numbering the forms and keeping an informal log of those received. Human Resources is verifying the accuracy of several items on the form as well. They are checking that the type of special pay is allowable, they approve any additional comp payments in accordance with OP's, and they check the Techid and position numbers on the form.

The Budget Office is next in line to view the form. Budget validates the FOAP on the form, and verifies that funding exists to pay this special pay. Budget also makes sure the account code is correct for the type of special pay being requested.

Payroll Services is the last stop. They manually data enter the special pay into the HR system for payment on the next SM or MN payroll run – depending on the employee's pay cycle.

Here are a few tips to help your form be processed faster. 1st verify that you have used the correct employee TechID (R #). Also, make sure the position number being used is something other than a non-salaried position type. The employee must be in a paying position for any payroll to process on them. Make sure the FOAP being used has funding available. Also make sure the position chart and FOAP chart match. If you try and pay a TTU employee special pay on a HSC funding source, the employee will need to have an HSC position set up.

The form can be located on the HR website using the forms link on the Webraider F&A work tools tab – under the HR section.
Here is a list of the Account Codes to be used with the various special pay types:

ADC – 612011
AWD – 614110
FTO – 612512
MOV – 614711
OTB – 6L9010
SPA – 6L3010
TIP – 6L9010
LSP, MEX, MEL – matches position class account code of the employee

DON SARCHET, PURCHASING
Purchasing Update
Please see the powerpoint to Don's presentation located at:

https://www.ttuhsc.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/107.aspx