

**MINUTES**  
**TO THE OCTOBER 25, 2010**  
**QUARTERLY FISCAL AFFAIRS UPDATE MEETING**

**JANET COQUELIN, HUMAN RESOURCES**

**TechJobs**

HR is now testing and learning the software that will bring a major upgrade to our TechJobs system. HR is pleased with added functionality the upgrade will give us. Go-live is set for December 13<sup>th</sup>. This upgrade is enough of a change that hiring managers will need to attend a training session. Watch for announcements of training for hiring managers.

**Staff Performance Management**

The Task Force working on a revision to the Staff Performance Management process and evaluation tool is doing a great job and has already completed tasks on schedule. The Philosophy statement has been approved by the PEC and a lot of work has been done on the development of the evaluation tool. This project is still on schedule for completion by the end of December. That would put the new process in place for calendar year 2011. Note that staff evaluations due in February 2011 will still use the current evaluation form.

**Retirement Manager**

HR announces the implementation of an online retirement plan tool for our IRC 403(b) plans, Tax Deferred Account (TSA) and Optional Retirement Plan (ORP). This new online system will allow Texas Tech to be in compliance with new 403(b) Internal Revenue Code rules. It also will streamline remittance to retirement vendors and help to manage oversheltering situations. For Texas Tech employees, the system is a one-stop online system to enroll or make changes to their plans. Employees will now be able to utilize more than one vendor at a time for TDA contributions and Texas Tech will now offer the opportunity for employees to have an (after tax) Roth 403(b) account. HR has an optimistic go live date of December 1, 2010. Current participants will receive an email with a participant guide to the system. Watch the announcement page for dates and times of Demonstration classes.

**BABAR KHAN, PAYROLL SERVICES**

**2010 Form W 2**

1. Currently we are scheduled to issue 2010 on or about January 24<sup>th</sup>, 2010. If they have elected to receive W 2 via mail we are requesting employees to verify their home address in Employee Self Service.

Verify Address:  
Log into Webraider  
Select Employee's tab  
My Personal Information  
View Address and Phone  
Update Address

2. You can also elect to receive your W 2 electronically by accessing through Employee Self Service Webraider. If you did not elect previously, you can elect it any time through January 10<sup>th</sup>, 2011. To elect to receive your W 2 through Employee Self Service, please use the following navigation:

Log into Webraider  
My Employment Information  
Tax Forms  
Electronic W – 2 Consent

If you previously elected in 2009 no further action is necessary. Currently we have 27% employees who have elected to retrieve W 2.

### **Non Resident Alien Employees**

Any international employees that have **not** turned in their paperwork to claim a tax treaty exemption for 2010 will no longer be granted an exemption through the Payroll Office since we only have a few more payroll cycles remaining in the year. Instead, those individuals will need to claim the tax treaty exemption when filing their individual income tax return with the IRS.

1. On Monday, November 8<sup>th</sup> an email will be sent to all international employees that qualify for a tax treaty exemption with instructions to log into Glacier to print/sign/return the paperwork to claim a tax treaty exemption for 2011. The paperwork will be due back to the Tax Compliance Office (MS-1091) on or before December 10<sup>th</sup>. Any submitted after that date will have tax withheld from their January paycheck and the tax treaty exemption will be entered for subsequent paychecks.
2. Form 1042S will be issued on the same schedule as Form W2. CINTAX (online tax preparation software) will be offered again this year free of charge to our international students, employees, and guests. The link to CINTAX will be available through Glacier late January.

### **Miscellaneous Announcements**

1. EOPS Form Confirmation e-mail

Once Payroll Services applies the form during the payroll process, employees send us an e-mail wanting to know what is this payment for and why they are getting this payment.

Help us by informing them an e-mail as an FYI that they will receive a confirmation e-mail once Payroll Services processes the payment.

2. Vacation/Holiday Comp. We encourage all employees to look at their accrual balance and compare their balances against the maximum carryover limits

Holiday Comp, maximum carry over is 24 hours as of any given time. Please review your balances in Holiday Comp. and make sure the balances are within the maximum allowable. For all Holiday comp hours, an employee can only accrue a maximum of 24 hours after which the system does not accrue any more comp. hours until the maximum balance is below 24 hours. Any hours in excess of hours are not transferred to sick.

Please review OP 70.01 <http://www.ttuhs.edu/hsc/op/op70/op7001.pdf>

Suggestion/Recommendation: If you have any holiday comp. hours, please off set the hours against holiday comp then charge to vacation accrual.

## **LESLEY WILMETH, BUDGET OFFICE**

### **New Nightly Process**

Designated and Auxiliary fund types are BAVL checking funds. This means that budget checking occurs at the Fund, Orgn, and Program code level. Funds do not need to be budgeted in a specific Account code. With BAVL checking every uncommitted balance is available to spend. This includes salary codes such as longevity and fringe benefits – which are really committed for the purpose of paying longevity and fringes.

In an effort to ensure that there are sufficient funds available to meet departmental commitments for all salary codes we have come up with a new nightly process. Each night budget revisions will be automatically generated to keep the uncommitted balance on certain salary codes at \$0.00. The funds will be placed in a “reserve” Account code that will not be included in BAVL checking. This should help prevent departments from inadvertently spending fringes or longevity on M&O or travel. Here are the codes that will be included in this new process with their corresponding reserve code.

- Hourly Salaries           6003   8003
- Special Aug               6004   8004
- Longevity                 6005   8005
- Payroll Related Costs   6007   8007
- Other Employee Pay     6008   8008
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Please contact the Budget Office with any questions about this new process.

### **Payroll Encumbrances**

There is a change to payroll encumbrances. NO student assistant salaries will be encumbered in FY 2011. However, student salaries are included as part of the nightly process. This should alleviate the need to worry about the FTE on student EPAFs.

### **New Earn Code for EOPs**

We have discovered that the Special Augmentation earnings code is used in a variety of ways. A common theme was that it is used to pay Faculty On-Call pay. To track this separately a new earnings code has been established.

FOC – Faculty On-Call Pay

Please begin using this new code in the EOPs system to pay the on-call pay for your faculty. This is a requirement for the School of Medicine.

Also, a new Budget Account code – 6009 SW Faculty On Call Pay – has been set up for you to begin using. Charges will occur against this new Budget Account code. In the FY 2012 Budget Process you will need to budget in the new code. For FY 2011 we will use the 6004 budget to cover the on call pay.

### **Updated Forms**

The Budget Office has updated the following forms on our website:

- Budget Revision Form
- Labor Distribution Change Form – Future
- Labor Redistribution Form

Please download the new forms and begin using them. They include the new budget account codes and the new earnings code.

**Budget Checking in FY 2011**

This is a reminder that budget checking was changed in FY 2011 to include checking at the program code level. Please review your budgets and process budget revisions to align budgets to the correct program codes.

**DENISE SOBER, FINANCE REPORTING**

See powerpoint presentation at:

[Quarterly Finance & Admin Minutes](#)