MINUTES

TO THE JANUARY 28, 2013
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JEFF DEITIKER, PAYROLL SERVICES

Direct Deposit Enrollment

Employees are able to update their Payroll direct deposit information *online* thru Webraider. It is available online 24/7 (down only during payroll processing days) which is about 3 days a month. If an employee does get this message, they need to wait until the next day to input their information.

As employees can now update direct deposit online, the form to enroll is no longer available online.

Online you will be able to:
- Set up a new direct deposit
- Add additional bank accounts (limit of three)
- Make changes to existing accounts
- Stop an existing direct deposit

For step by step instructions go to the HSC *Employee* tab in Webraider *My Texas Tech Information* section.

Once you inactivate an account, you will not be able to re-activate that account. If you need to re-activate an old account, please send an e-mail to webmaster.payroll@ttu.edu with your Tech ID, Bank Account Routing Number and Account number. We will reactivate this account.

Updates made within 7 days of payday may not be effective on your next paycheck. Check your online pay stub for the banking information.

If you have any questions send Payroll Services an e-mail at webmaster.payroll@ttu.edu

2012 W 2 /1042S and Address Update

2012 W 2 and 1042 S (Non Resident Alien employees) were open for online access January 22nd.

If you did not elect to retrieve your form W 2 electronically, they will be mailed to employee's permanent address in the system and we will start mailing these out starting January 28th, 2013. Just a reminder, W 2's are mailed to employee's permanent address.

Those employees who have not received their W2 by February 15th can send an email to the Payroll Webmaster on or after February 15th to request a reprint or Payroll will scan and send it to them electronically via e-mail attachment.

Additional information about can be found on the FAQ on Payroll Services web site :
http://www.depts.ttu.edu/payroll/FAQs.asp

New Item to appear on your 2012 W 2 – Informational
Forms W-2. You will see total premium (employee's contribution plus matching amount) for health insurance premium. This will appear in "Box 12 code DD". The purpose of this disclosure to inform employees of the total cost of their health insurance premiums, both employee contribution and the matching contributed amount.

Fraudulent Email
Each year there seem to be some email scams that come out around tax time**.** Some of our employees are receiving this or similar e-mail regarding the denial of direct deposit. IT is usually sent as follows:

Message Reads:

> **From:** noreply@direct.nacha.org [berryz@rintekno.se]
> **Sent:** Thursday, November 29, 2012 12:29 AM
>
> **Subject:** Re: Your Direct Deposit declining
>
> We would like to notify you, that your most recent Direct Deposit payment (Int. No.058753266775) was disallowed,due to your business software package being out of date. Please visit the secure section of our web site to see the details:
>
> Details
>
> Please apply to your financial institution to get the updated version of the software.
>
> Yours faithfully,
>
> ACH Network Rules Department
> NACHA | The Electronic Payments Association"

Message Ends

From all we know this appears to be a spam e-mail. If you need to verify any information, please log into Webraider and my banking information and verify. If a deposit is rejected by the bank, Payroll Services will contact the employee via e-mail and also with a phone call to validate the account or routing number.

Fiscal Cliff Impact
Fiscal Cliff Legislation was passed by the US Congress. FICA reduction was not renewed in the legislation that was passed.

In December 2010, Congress reduced the employee payroll deduction for Social Security from 6.2% to 4.2% of wages. This reduction expired on December 31, 2012. Employee Social Security deductions will increase to the previous 6.2% rate for all paychecks received in 2013. This will result in a change by lowering employee's net paychecks that are payable in 2013. This change will be reflected on the Employee Earning Statement which is available online.

Please pass the message to all your exempt and non exempt employees. Monthly exempt employees saw the impact on their ½ checks. Semi monthly employees will see this on their pay checks dated 1/10.

Note: IRS uses "Constructive Receipt" principle meaning it is taxed when paid and not when earned. As the checks were paid with January 2nd, 2013, it will be taxed on 2013 rates.

LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.

Finance & Administration Quarterly Update

Business Affairs Update
January 28, 2013

Annual Certification of Property Inventory

New Time Period for Certification

- Begins March 1st
- Due April 30th

Reminders

- Transfers from one HSC department to another should be completed in the Property Inventory System. Paper forms should not be submitted to Property Management
- Online tutorial available under "Help" on Property Inventory home page – guides users through all aspects of inventory including transfers, edits and annual certification

Travel

HSC OP 79.06

- Travel voucher and supporting documentation must be received in the Travel Office in Lubbock within **30 days** of the return date of the trip.

- Travel vouchers and supporting documentation not received in the Travel Office within **60 days** of the return date of the trip are considered taxable income and will be reported to the Payroll Office to be included in gross wages on your W-2.

Reminder: Travel Cards should only be used for TTUHSC authorized travel related expenses.

Employee Reimbursements

HSC OP 72.03

- Requests for employee reimbursements with original receipts must be submitted to Payment Services within 60 days of when the expense was paid or incurred, whichever occurs first.

- Requests for employee reimbursements received after 60 days will be considered taxable reimbursements to the employee and must be submitted through EOPS.

Business Affairs Update – Accounts Payable

Vendor Invoices

- Invoices received in departments directly from vendors must be reviewed for accuracy, date stamped and then sent to Accounts Payable by campus mail or email for processing. Invoices received by email, must be forwarded to Accounts.Payable@ttuhsc.edu

Receiving

- HSC OP 72.09 – All Receiving Information for TechBuy Purchase Orders must be submitted through TechBuy receiving

- An automated email receiving reminder will go to the requester 7 days after an e-invoice has been received in TechBuy, followed by an additional email 5 days after the first email. Thereafter, an email will be sent daily until receiving in TechBuy has been completed

- TechBuy Receiving tutorial available on the Accounts Payable website

Business Affairs Update

Questions?

ALLISON KERIN, HUMAN RESOURCES

Employee Wellness
The Texas State Agency Fitness Challenge is underway. This is not a weight loss challenge... just a challenge to get employees moving! We want to be named the MOST FIT state agency! Just do 150 minutes of activity every week for 6 out of 10 weeks and you may qualify for an extra 4 hours of paid leave. Visit the WOW! Facebook page for lots of information!!!

GENA JONES, HUMAN RESOURCES

Welcome
New Managing Director of International Employment Services, Anne Githae, JD. Anne is an immigration attorney who was recently with the UT Medical Branch in Galveston. We are pleased to have someone with her experience and expertise in higher education and specifically medical education join our staff.

Evaluation Process
Staff evaluations for calendar year 2012 are due on February 28, 2013. When a supervisor submits an evaluation they will be asked to complete a survey. Only one survey per supervisor is necessary. Remember that a newly signed Confidentiality form is required to be submitted with every evaluation. The form can be found at http://www.ttuhsc.edu/hsc/op/op52/op5209b.pdf. There are many Performance Management resources available to employees/supervisors, including FAQ's, on the Performance Management website at http://www.ttuhsc.edu/hr/performance.aspx . Also, don't rush your evaluation process for those employees who are hired just before the March 1 cutoff date used for merit eligibility purposes during the budget cycle. A 3/6 month evaluation will be appropriate and HR/Budget will work with you during the budget cycle to determine merit eligibility.

NICK DYAN, HUMAN RESOURCES

Workforce Education
There is excitement brewing in the Workforce Education area as many new classes and programs are being developed. Leadership training will be moving to the next level: G2 (Generation Two) focusing on how to be a leader rather than basic supervisory duties/activities of the current program. Work is underway to have TTUHSC classes become part of a curriculum that culminates with an Associate's degree!!   Also in Employee Relations, watch for news of an online Exit Interview process that will first be introduced at the Lubbock campus.

LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation.
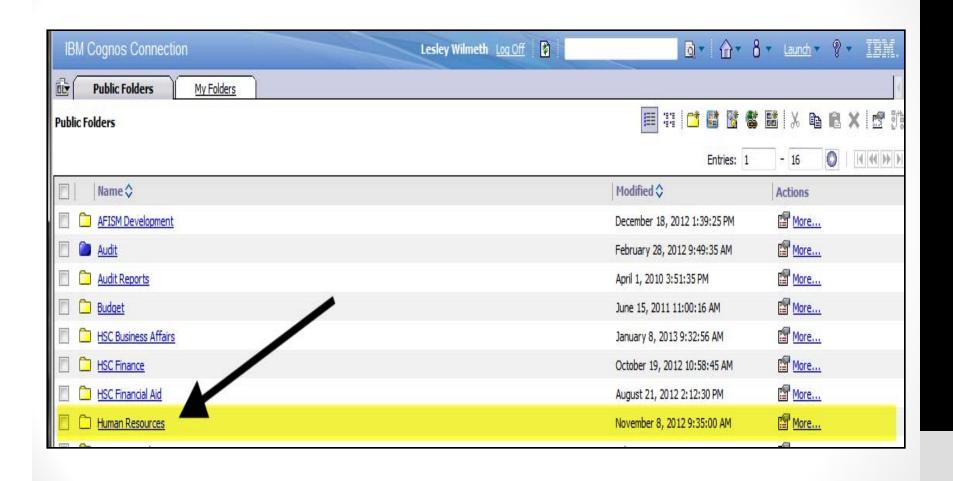
Budget Office Update
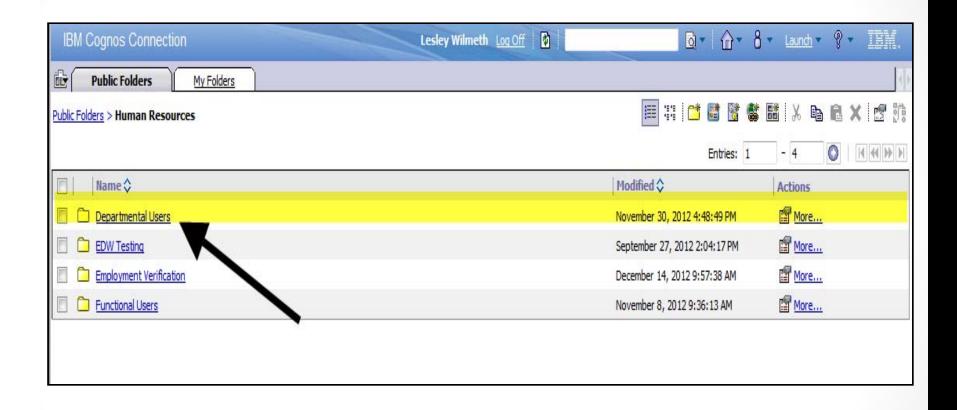
January 28, 2013

COGNOS REPORT FOLDERS

HR Cognos Reports

- Used at HSC/TTU/TTUS
- Written by staff and programmers at HSC and TTU
  - HR, Payroll, Budget
  - Different parameters and layout depending on author
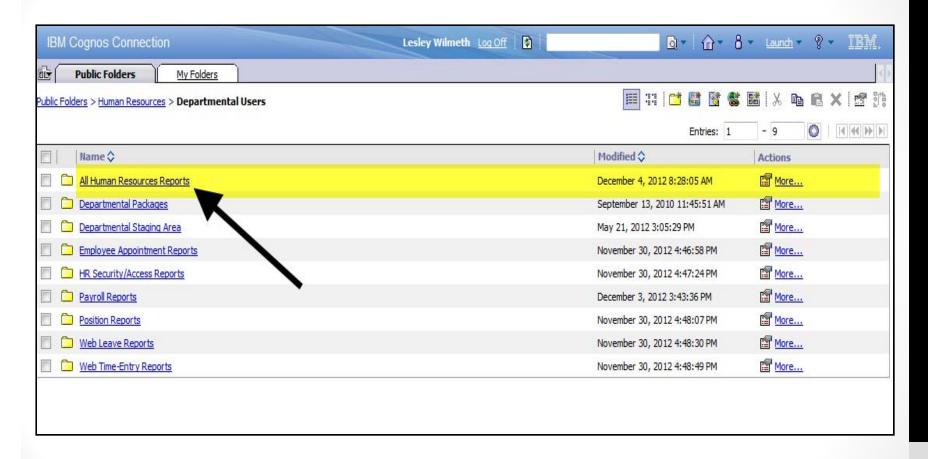- Security to HR Reports granted by Organization Manager

Human Resources Folder

Human Resources Folder

Departmental Users Folder

Departmental Users Folder

Employee Appointment Reports

- Salary Rosters
- Current and Future Appointment Reports
- Overloads Report
- Employee List by Home Orgn

HR Security /Access Reports

- ePAF Proxy Report
- Your Security Listing

Payroll Reports

- Payroll Register
- Payroll History
- Overtime Report
- Payroll Expenditure and Encumbrance Report

Position Reports

- Vacant Positions

- Pooled Positions

- Current Positions

Web Leave Reports

- Leave Taken
- Current Leave Balances
- WLR Proxy
- Web Leave Reporting Status

Web Time-Entry Reports

- WTE Proxy
- Web Time Entry Status
- Web Time Entry – Payroll Override

Budget Folder

Budget Human Resources Reports

Budget Human Resources Reports

- Same Reports in Human Resources Reports Folder

- Will be going away

- Please begin using Human Resources folder

Reporting Needs

- Suggested Changes
- New Reports
- Contact HR or Budget

Leave and Time-Entry Reports

HR028 - Leave Taken

- Run by Orgn Code and Dates

Texas Tech
Leave Taken
Between Dec 1, 2012 and Dec 31, 2012

Note: Manual entries (hours not entered via online Leave Report) for exempt employees will _not_ be reflected on this report.
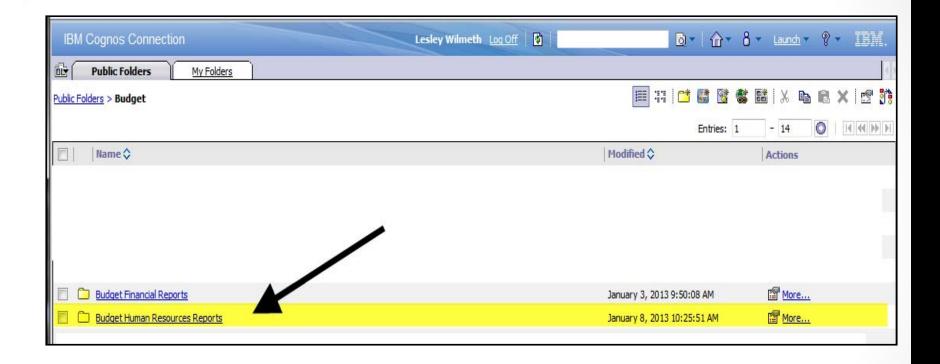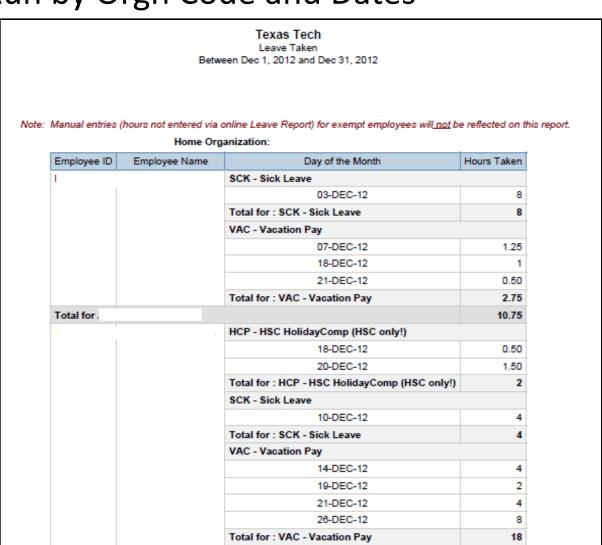
Home Organization:

Employee ID	Employee Name	Day of the Month	Hours Taken
I		**SCK - Sick Leave**	
		03-DEC-12	8
		Total for : SCK - Sick Leave	**8**
		VAC - Vacation Pay	
		07-DEC-12	1.25
		18-DEC-12	1
		21-DEC-12	0.50
		Total for : VAC - Vacation Pay	**2.75**
Total for			**10.75**
		HCP - HSC HolidayComp (HSC only!)	
		18-DEC-12	0.50
		20-DEC-12	1.50
		Total for : HCP - HSC HolidayComp (HSC only!)	**2**
		SCK - Sick Leave	
		10-DEC-12	4
		Total for : SCK - Sick Leave	**4**
		VAC - Vacation Pay	
		14-DEC-12	4
		19-DEC-12	2
		21-DEC-12	4
		26-DEC-12	8
		Total for : VAC - Vacation Pay	**18**
Total for			**24**

HRS098 – Web Time Entry – Payroll Override Report

- All WTE Employees not approved by departmental approver

- Pulled in by Payroll

- Concern: Time not verified

- Can be used to see if your supervisors are approving time

HR030 – Employee Current Leave Balances

Home Organization:

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
		A	Active	VACA - Vacation	149.25	50.00	2.75	196.50	0.00
		A	Active	VACA - Vacation	203.25	50.00	49.00	204.25	0.00
		A	Active	VACA - Vacation	399.50	85.00	73.00	411.50	0.00
		A	Active	VACA - Vacation	195.75	55.00	80.00	170.75	0.00
		A	Active	VACA - Vacation	223.25	50.00	72.00	201.25	0.00

Web Time Entry/Leave Reporting Status Report

- 2 reports
  - WTE and WLR
- Run by Orgn and Payroll
- Lists all Timesheets or Leave reports that have been started and if they have been started (in the queue), submitted, approved, etc...

Thank You!