

MINUTES
TO THE JULY 22, 2013
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation.

HR UPDATE

JULY 22, 2013



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.™
Department of Human Resources

Connecting you to professional success through
excellence in leadership, service and support.

ANNUAL ENROLLMENT STARTS TODAY!

- TTUHSC Annual Enrollment period is July 22 – August 4, 2013.
- Employees should have received their Personal Enrollment statement from ERS at their home address.
- Employees can
 - Change/add dependents to HealthSelect and Dental plans
 - Change coverage/add dependents to AD&D
 - Add Optional Term Life, Short Term/Long Term disability by applying with Evidence of Insurability.
 - Add/Change TexFlex amounts. Note: Maximum amount for health account decreases to \$2496.





ANNUAL ENROLLMENT

- **Tobacco Certification!** If you haven't certified whether or not you use tobacco, you must do so by August 31st! Certification must be on all dependents 18 or older. Employees who do not certify will incur the tobacco user premium of \$30 each, up to \$90 per household per month.
- New acronym...
 - **TIPP; Texas Income Protection Plan**
 - STD/LTD plans administered by Aon Hewitt
 - EOI's still through Minnesota Life

Compliance with Affordable Care Act

- To comply with the ACA, employees who work 30 hours (have an FTE of .75) will now be considered **Full Time for Insurance** and will receive 100% premium contribution from the state and ½ dependent premium cost effective 9-1-13.
 - HR will make the change at ERS and contact affected employees. HR will also be reviewing hours worked by nonexempt with FTE's of .5-.74 to verify that hours worked are less than 30/wk.
 - **New Benefit Category!!** There will be a new BCAT for employees who have FTE .75-.99: **IF** (Insurance Full Time)
 - ePafer's must be aware that this FTE range has IF for Benefit Category.

REMINDER FROM COMPENSATION

- An EPAF will have to be processed to active Overloads (ADC, SPA, etc) on employee jobs. Overloads were given an end date of 8/31/2013 during the budget process. Exception: Cell Phone Allowance (P6).

The screenshot displays the 'New EPAF Person Selection' form within the WebRaider interface. The header includes the Texas Tech University Health Sciences Center logo and navigation links such as 'F&A Work Tools Tab', 'E-mail', 'Banner', 'Banner Assistance', 'Logout', and 'Help'. The form contains the following fields and elements:

- ID:** A required field (marked with a red asterisk) with an input box and a search icon.
- Query Date:** A required field (marked with a red asterisk) with a date picker set to 07/22/2013.
- Approval Category:** A required field (marked with a red asterisk) with a dropdown menu showing 'TTUHSC Primary Job Overload or Recurring Special Pay Exempt, HPJAE'.
- Go:** A button to submit the form.
- Message:** A warning message with a yellow triangle icon: 'There are no active jobs based on the Query Date.'
- All Jobs:** A button to view all jobs.
- Return to EPAF Menu:** A blue link at the bottom of the form.

At the bottom of the page, the text 'DEI PAGE 20' is visible.

REMINDER

- Remember, eligibility for a merit increase 9-1-2013 requires a 2013 evaluation, that includes 6-month evaluations due for January/February new hires.

LOOKING AHEAD:

- To facilitate the roll from Vacation to Sick Leave of hours over the maximum carry forward, Exempt Leave reports will be due by **September 10, 2013**.
- Watch for exciting news about our Performance Management System.....can you say "**SAVE THE TREES!**"



LOOKING AHEAD

- TTUS has signed a contract to implement a new Applicant Tracking System (ATS)....TechJobs! Watch for updates...
- Automation of the Exit Checkout process!

LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update

July 22, 2013





TTUHSC Year End Purchasing Guidelines

FY 2013 funded orders:

- **Non-Catalog TechBuy orders** using FY 2013 funding **not** requiring bids must be submitted to Purchasing by **8/23/2013** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 2013 funding must be submitted to the vendor by **8/29/2013** to ensure completion by year end.
- Any **order not** completed by **8/30/2013** will be posted in **September** against **FY 2014** funding.

FY 2014 funded orders:

- **All FY 2014 orders** must have an accounting date of **9/01/2013** or later.
- No TechBuy **punch-out orders** using FY 2014 funding may be entered/submitted prior to **9/01/2013**.



TTUHSC Open Encumbrance Review Process

- Review all open encumbrances at the following location in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**
 - *Review for validity – is order expected to be fulfilled before 08/31/2013?*
 - *Request PO / Encumbrance Close from the PO & Enc Change Request link at http://www.fiscal.ttuhsc.edu/downloads/PO&Enc_Change_Request.xls*
- All encumbrances on state funds that rolled from FY 2012 to FY 2013 (**transaction date prior to September 1, 2012**) will be closed **August 1, 2013**.
 - *If encumbrance is still valid and you need to keep the funding available, notify Purchasing at purchasing@ttuhsc.edu by **August 9, 2013***
- Be sure to sign up for the TechBuy User Group at: <http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx>



TTUHSC Open Encumbrance Review Process

Important Notes:

- Encumbrances on **E&G funds** (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the **encumbrances will systematically be closed on 08/01/2013**.
- The encumbrance roll process also rolls associated budget to the next year to cover the encumbrance. The budget for the E & G Funds can only be used for the associated encumbrance.
- Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

Business Affairs Update – Year End Deadlines / Processes Timeline



| August 30th, 2013 (Friday) | September 4th, 2013 (Wednesday) | September 4th, 2013 (Wednesday) |
|---|--|--|
| Requests for increases or releases of prior year encumbrances to Purchasing | Travel Applications for FY 2013 Funds must be entered by 4:30pm (CST) | FY 2013 Internal Purchase Funding (IPFTs) & Cost Transfers due to Accounting Services |
| | All purchase orders for FY 2013 must be completed by close of business (5:00pm(CST)) | FY 2013 Non-Contract Revenue Accrual Invoices (INs) & Expense Accrual Request Forms due to Accounting Services |
| | | FY 2013 Contract Revenue Accruals entered into Contracting / Accounts Receivable System |

Business Affairs Update – Year End Deadlines / Processes Timeline



| September 4 th , 2013 (Wednesday) | September 4 th , 2013 (Wednesday) | September 5 th , 2013 (Thursday) |
|---|--|---|
| <p>FY 2013 Interdepartmental Billing through the Gateway</p> <p>Cost Transfers submitted in FiTS and approved by departmental approvers</p> | <p>Questions regarding fund balances for FY 2013 transaction detail due to Accounting Services</p> | <p>Transaction allocations for PCard complete within Citi System. Statement close date – 09/03/2013 12:00PM (CST) PCard Purchases for FY 13 should be completed August 29th to ensure posting at the bank by 09/03/2013.</p> |
| <p>FY 2013 Consumable Supplies / Goods for Resale Inventory counts as of 08/31/2013 due to Accounting Services</p> | <p>FY 2013 Direct Pay transactions and required documentation due to Payment Services</p> | |
| <p>Holding Account and unidentified wire claims due to Accounting Services</p> | | |

Business Affairs Update – Year End Deadlines / Processes Timeline



| September 10th, 2013 (Tuesday) | September 10th, 2013 (Tuesday) | September 13th, 2013 (Friday) |
|---|--|--|
| FY 2013 Travel Vouchers and required documentation due to the Travel Office | Month End Close for August 31, 2013 | Questions regarding fund balances for FY 2013 transaction detail included in Cognos reports after August close. Deficits will be covered from back up FOPs on September 16 th |
| FY 2013 Invoices and receiving reports due to Payment Services | | |



TTUHSC Accounting Services

Important Notes:

- **The month of August will be closed on 09/10/2013 (Tuesday)**
 - *An accrual period for FY 2013 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.*
- **The FY 2013 roll to FY 2014 will take place on 9/11/2013 (Wednesday)**
 - *All financial systems will be disabled from Tuesday evening through Thursday morning. (Cognos will be available for reports)*



TTUHSC Accounting Services

Important Notes:

Revenue should be recorded in the period that it is earned.

- ***Deposits should be recorded as of the bank deposit date***
- ***If the amount was earned in FY 2013 but not received in FY 2013, contract revenue should be accrued via the Contracting/Accounts Receivable System located at <https://www.fiscal.ttuhscc.edu/contracting> prior to September 4, 2013. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to **September 4th**. The form is available online at <http://www.fiscal.ttuhscc.edu/accounting/forms/>. Please note that entry of revenue accruals via the invoice (IN) form occurs under rare circumstances and is NOT the preferred method for most revenue accruals. Please contact Accounting Services if you are uncertain regarding how a specific revenue accrual should be entered.***
- ***If the amount was received in FY 2013 but not yet earned in FY 2013, it should be recorded as deferred revenue using the appropriate Balance Sheet account. Please contact Accounting Services for assistance in posting the related deposit***



TTUHSC Accounting Services

Important Notes:

- *Accounts Payable will record payments as a prepaid asset if applicable*
- *Changes in the reported inventory balance will be reclassified from expense to an asset*

Unclaimed Wires and Deposits

- *Review the Holding Account Report at the Accounting Services website*
<http://www.fiscal.ttuhscc.edu/accounting/reports/>
- *Review the Unclaimed Wires Database at*
<https://www.fiscal.ttuhscc.edu/wiretransfers/>
- *Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35*

Business Affairs Update



Questions?



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation.

Budget Office Update

July 22, 2013

FY 2014 Operating Budget

Everyone did a
FANTASTIC job on
their Budgets this year!



The Budget Office has
finished putting all the
pieces together on the
Budget.

FY 2014 Operating Budget

- **NEXT STEPS**

- **Board of Regents Approval**
 - **August 8th and 9th**
- **Load Budget to Finance and HR for FY 2014**
 - **August 16 – 18**
- **Emails sent to Organization Managers with information about the Approved FY 2014 Operating Budget**
 - **By August 20th**

FY 2014

- **After Budget load you can begin encumbering funds for FY 2014 on fiscal year funds.**
- **Multi-Year funds – cannot spend in FY 2014 until FY 2013 is closed and MY remaining balances are rolled forward to FY 2014.**
 - **September 11th/12th**

Don't Be.....



More Deadlines!

- **Labor Redistributions on FY 2013 funds**
 - **Friday, August 30th**
 - **Grants and October ecert**
 - **LRDs for payrolls in FY 2013 will hit FY 2014 funds**
 - **Special Approvals may be required**
 - **Contact the Budget Office with questions**

More Deadlines!

- **EOPS to be paid from FY 2013 funds**
 - **Submitted and Approved to the HR level by Monday, August 26th**
- **Manual Checks to be paid from FY 2013 funds**
 - **Submitted to Payroll by Friday, August 30th**

Reminder



Encumbrance Release

- **Salary Encumbrances will release on August 23rd**
- **Creates an Available Balance in the Salary Budget Account Codes (6001, 6002)**
- **These are NOT, NOT, NOT available for reallocation and spending**
 - **Used to pay the last MN and SM payrolls of the fiscal year.**

Questions?

Thank You!