

# MINUTES

## TO THE APRIL 28, 2014 QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

### **JEFF DEITIKER, PAYROLL SERVICES**

#### **Payroll Newsletter**

- Coming out every 2 months
- On the Month at a Glance section of HSC employee tab on webraider
- Any topics please send to [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu)

#### **TEAM Application and WTE/WLR**

- WTE / WLR reports in TEAM Application have been updated
- ORG Managers can set up WTE/WLR proxies through the TEAM Application
  - Access Request > HR Security Request > eraider id > Web Time Entry / Web Leave Report Proxy

#### **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](mailto:kelle.hester@ttu.edu)

#### **My Direct Deposit**

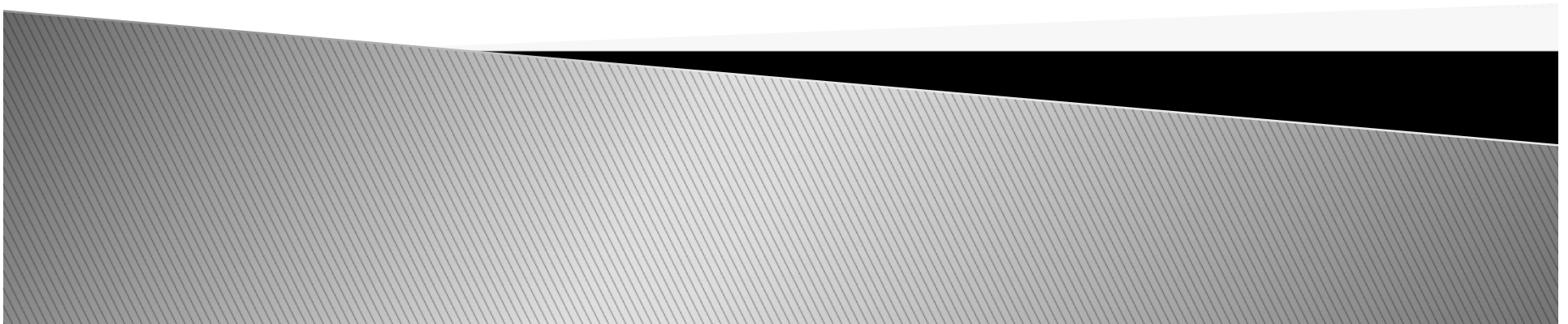
- One stop shop for all direct deposit information
- Webraider > HSC Employee > Update My Direct Deposit

**JANET COQUELIN, HUMAN RESOURCES**

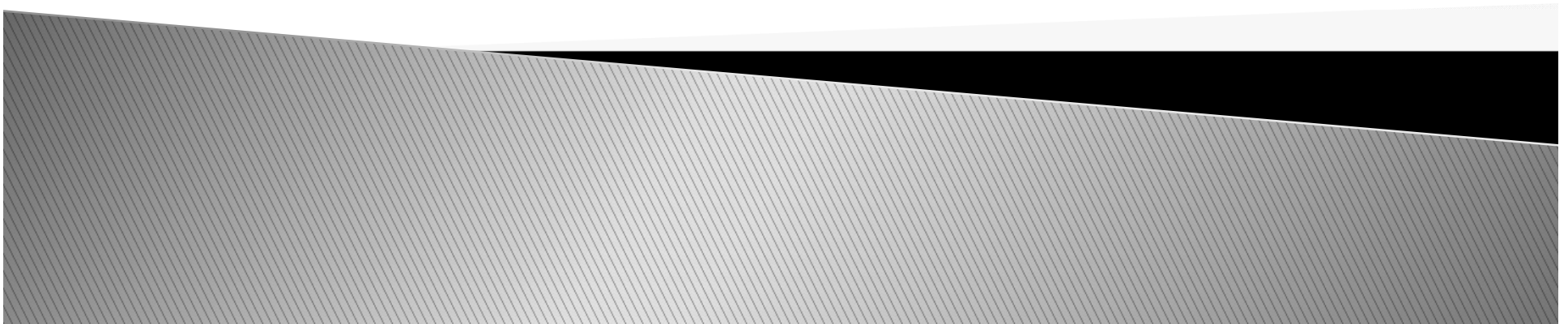
See next page for powerpoint presentation.

# F&A Quarterly Meeting

HR Update  
April 28, 2014

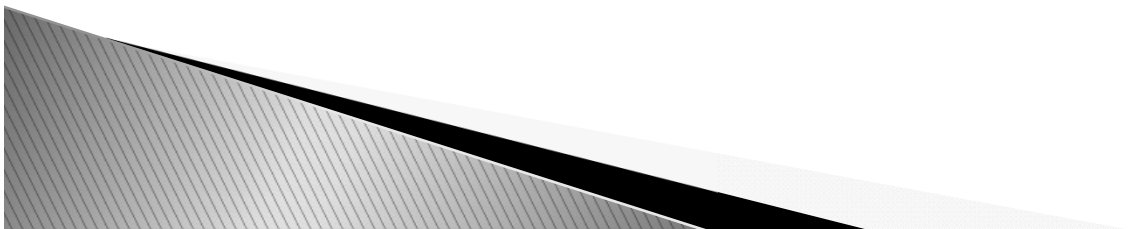


# Performance Management Update



# Not quite to the finish line.....

- ▶ 3,122 staff evaluations completed and processed to the employee's record!
- ▶ 165 are lagging behind...
- ▶ 39 Sept/Oct new hires are due their 6 month evaluation.
  
- ▶ Run COGNOS report HR062 to verify
- ▶ your orgn's evaluation progress



# TechJobs!

- ▶ No change to timeline:
- ▶  April 5th: Last day to run a 30 day advertisement
- ▶  April 21<sup>st</sup>: Last day to post a position to current TechJobs.
- ▶  April 21<sup>st</sup>: Training will begin at all campuses.
- ▶ Training is mandatory to receive access to the new system.
- ▶ **May 5<sup>th</sup>**: Applicants will no longer be able to apply to postings on the current site. Hiring Managers will continue to access current system to fill open requisitions.
- ▶ **May 6<sup>th</sup>**: New system goes live to applicants and hiring managers.
- ▶ Applicants will set up new accounts and application information. Hiring Managers can access new system to request new postings.
- ▶ **May 30<sup>th</sup>**: Last day for Hiring Managers to access remaining open requisitions and applicants in old TechJobs System.



# Insurance dependent audit for newer employees : not spam email

## ▶ DEPENDENT VERIFICATION NOTIFICATION

**Aon Hewitt** records indicate that you have a dependent(s) enrolled in health coverage through the Texas Employees Group Benefits Program. You must submit documentation to Aon Hewitt to verify your dependent's eligibility for this coverage. You will receive a Dependent Verification Notice within the next seven days via postal mail outlining the steps you will need to take to verify your dependent's eligibility.

You can find the information that you need to start the verification process by accessing the Dependent Verification website at [www.yourdependentverification.com/plan-smart-info](http://www.yourdependentverification.com/plan-smart-info).

- ▶ **Login Name** – Your login name is your seven-digit Verification ID number from Aon Hewitt. You can find it on the top of this email.
- ▶ **Password** – This is the last four digits of your Social Security number plus your date of birth in mmddyyyy format. For example, 123401311968. You will change your password once you login to the site.
- ▶ On the Dependent Verification Home page, you will find a link to the "Dependent Eligibility Rules and Requirements". Click that link to view the documentation you will need to submit to verify your dependent's eligibility. Please wait until you receive your Verification Request Notice to submit your documents.

Once you have received your notice, you may submit your documentation by:

**Online Upload:** [www.yourdependentverification.com/plan-smart-info](http://www.yourdependentverification.com/plan-smart-info)

**Secure Fax:** Toll-free (866) 961-6881

**Mail:** Dependent Verification Center, P.O. Box 1403, Lincolnshire, IL 60069-1403

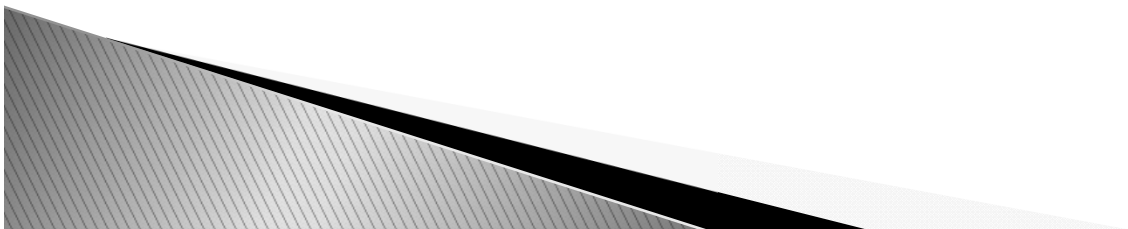
If you have questions, please call Aon Hewitt toll-free at (800) 987-6605. Representatives are available from 7 a.m. to 10 p.m. CT, Monday through Friday.

# Insurance Annual Enrollment

- ▶ Texas Tech will be in Phase 3 this summer:

▶ **July 14<sup>th</sup> – 25<sup>th</sup>.**

- ▶ Employee survey results in change for TexFlex  
Healthcare accounts for PY15...carry over of \$500





**LESLEY WILMETH, BUDGET OFFICE**

See next page for powerpoint presentation.

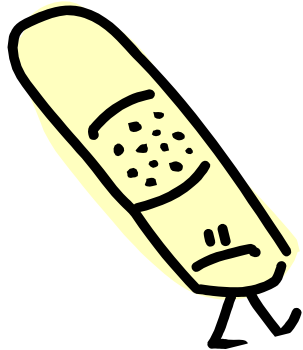
# Budget Office Update

April 28, 2018

# Retiree Insurance

# **DID YOU KNOW?**

TTUHSC is responsible for the employer portion of a retiree's health insurance for the retiree's lifetime.



# Retiree Health Insurance

- How's it paid?
  - The funding source for retiree insurance premiums is based on
    - the labor distribution for the employee's base salary
    - for the last 90 days prior to retirement

# Retiree Health Insurance

- Sooo...
  - E&G (state) funds – If the labor distribution for the last 90 days is 50% or more from E&G funds, the insurance premiums will be paid from state appropriations.
  - Retiree Insurance Pool – If the labor distribution for the last 90 days is 50% or more from non E&G funds, the insurance premiums will be paid from the retiree insurance pool.

# Retiree Insurance Pool (RIP)

- Self funded pool to pay Retiree Health Insurance
  - For those employees who retired being paid over 50% from local (non-E&G funds) for last 90 days
- How do we fund the pool?
  - A % is charged to local funds based on the salaries paid from the funds.

# Retiree Insurance Pool (RIP)

- Factors impacting the RIP rate (%)
  - Salary base being assessed the RIP charge
  - Retiree insurance premiums average increase of 7% per year
  - Number of retirees paid from local funds for the last 90 days
- FY 2015 RIP rate increasing from **1% to 1.5%** of salaries.
- Potential increase of **.2% per year** over the next several years.



# Departmental Responsibilities

- Maximize the use of E&G funds for potential retirees.
- Contact the Budget Office concerning the impact of lapsed salaries related to retirees.
- Questions on Retiree Insurance?

What!!!

It's that time of year already!!



# When Will the Flexing Begin?

- Budget Prep System will open
  - **Thursday, May 15<sup>th</sup>**
- Budgets will be due
  - **Monday, June 16<sup>th</sup>**

# HR Actions

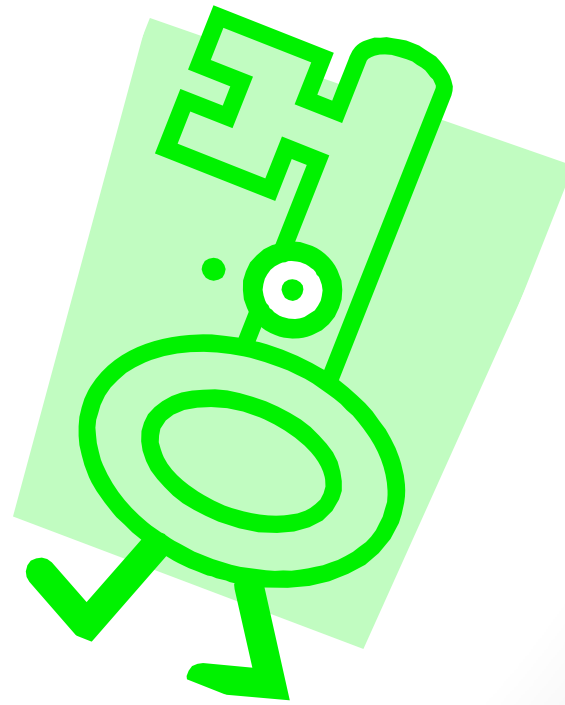
- New Positions/Reclassifications/Equity Adjustments
  - For FY 2015 (effective 9/1/2014)
  - **Due June 13<sup>th</sup>** (to HR Lubbock)
- New Position/Reclassification/Equity Adjustments effective 9/1/2014 received after this date will require additional justification.

# Merit Policy

- The Administration has approved a 2% merit policy for the FY 2015 budget cycle.
- We will release more information with Budget Guidelines on May 15<sup>th</sup>.
- Validation of the merit eligible list will need to be done by May 27<sup>th</sup>.

# How can you start your budget workout?

- Organization Managers should update security.
- Via TEAM application



# Available Training

- Budget Office Website
  - Detailed User Guide
  - Video Tutorials

# Available Training

- Live Training
  - Monday, May 12<sup>th</sup> 9:30 a.m. (ct)
    - Techlink to Amarillo, Dallas
  - Monday, May 12<sup>th</sup> 2:30 p.m. (ct)
    - Techlinked to El Paso, Odessa, Abilene
  - Thursday, May 15<sup>th</sup> 8:30 a.m. (mt)
    - El Paso Campus
- Will email date, time, and location to this group



# Exciting New Ways to....

View and calculate: Fringe Benefits,  
Longevity, Accruals

# Fringe Projector

- Access via F&A Work Tools Tab

The screenshot displays a web application interface with a red header bar. Below the header, there are four tabs: 'Lesley's TAB', 'HSC Employee', 'HSC Supervisor', and 'F&A Work Tools'. The 'F&A Work Tools' tab is currently selected and highlighted in black. The main content area is divided into three vertical panels. The left panel contains a sidebar with various links and a 'Create New PAF' button. The middle panel, titled 'Budget', lists several tools, with 'Fringe Projector' highlighted in yellow. The right panel, titled 'Finance', lists various financial tools and services. Below the 'Budget' panel, there is a section for 'BUDGET ANNOUNCEMENTS' with a link to 'Budget News'.

Lesley's TAB HSC Employee HSC Supervisor **F&A Work Tools**

**Budget**

Budget Home

- Reports
- Budget Prep System
- Budget Prep Security (Team App)
- Forms
- Labor Redistribution
- Budget Office Contact List
- Budget Office Mailbox
- Budget Revision System
- ATS (Approval Tracking System)
- Fringe Projector

**Finance**

Finance Home

- Cognos Connection
- Effort Certification and Reporting Technology (ecrt)
  - Effort Certification
- Business Affairs Newsletter

**Accounting Services**

Accounting Services Home

- Reports
- Financial Transaction System
  - FiTS Information
- New Fund Request
  - New Fund Request
- Approval Tracking System

**BUDGET ANNOUNCEMENTS**

Budget News

# Fringe Projector

- **ESTIMATE ONLY!!!!!!**
- Created by AFISM at TTU
- Instructions for use on Budget Office website at:
- [http://www.ttuhs.edu/budget/instructions\\_and\\_information.aspx](http://www.ttuhs.edu/budget/instructions_and_information.aspx)

# New Cognos Reports

- **ESTIMATE ONLY!!!!**
- Human Resources > Departmental Users > Employee Appointment Reports
  - HR117 – Departmental Fringes
  - HR141 – Longevity & Vacation Next Increase Report

# HR141

Report: HR141

**Texas Tech**  
Longevity & Vacation Next Increase Report

04/22/14

Department(s):   
Tech ID:  
Name and ID:

Department:

Organization	ID	Name	Primary Position Title	Adjusted Service Date	Current Longevity Amount	Next Longevity Increase	New Longevity Amount	Current Vacation Hours (per month)	New Vacation Hrs Increase	New Vacation Hours
<input type="text" value="Your Organization"/>			Development Officer	03/01/12	20.00	03/01/16	40.00	9.00	03/01/17	10.00
			Unit Coordinator	07/01/12	.00	07/01/14	20.00	8.00	07/01/14	9.00

# Questions?

Contact the Budget Office at  
[hscbud@ttuhsc.edu](mailto:hscbud@ttuhsc.edu) or at 806-743-7717

## **LAREE BOMAR, BUSINESS AFFAIRS**

See next page for powerpoint presentation.



Finance & Administration  
Quarterly Update  
*Business Affairs*  
*April 28, 2014*

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# Property Inventory

## Annual Certification of Property Inventory

- **Due April 30, 2014**
- All updates and changes must be entered and reflected in reports before certification
- Inventory must be submitted and then approved by the departmental property custodian
- Refer to HSC OP 63.10
- Access Property Inventory System from the WebRaider Portal – F & A Work Tools Tab
- Captivate Tutorial and PDF Help document available on Property Inventory web site
- Contact Property Management at:

[propertymanagement@ttuhsc.edu](mailto:propertymanagement@ttuhsc.edu)



# Payment Services Updates

New Direct Pay forms available in TechBuy:

- Employee Reimbursement Form
  - All employee reimbursements, except Travel related reimbursements must now be submitted using this form
- Water/Services and Coffee/Soft Drinks Form
  - Do not use the TTUHSC Food & Entertainment form

Both forms now available at the bottom of the TechBuy home/shop screen below the Punch-out and Purchasing forms.



# Purchasing Updates

New Standing Order form available in May:

- Replaces the general encumbrance (EH) and will post as a Purchase Order (PO)
- FY 15 Purchasing will no longer create general encumbrances (EH)
- Standing Order Form should only be used when ordering indefinite delivery or indefinite quantity of items or services



# Purchasing Updates

Upcoming training dates for TechBuy System:

## **Amarillo**

Wednesday, April 30, 2014  
10:00am – 11:50am  
Room AMHSC 4713

## **Abilene & Dallas**

Thursday, May 1, 2014  
1:00pm – 2:50pm  
Room ABSOP 1130  
1:00pm – 2:50pm  
DLSPSW 433 (**TechLink**)

## **Odessa**

Friday May 2, 2014  
10:00am – 11:50am  
Room ODHSC 2C212

## **Lubbock**

Tuesday, May 6, 2014  
10:00am – 11:50am  
Room ACB 240  
1:00pm – 2:50pm  
ACB 240

# TTUHSC Year End Purchasing Guidelines

## FY 14 funded orders:

- Orders using FY 14 funding **requiring a Bid or RFP** to be preformed by Purchasing must be submitted to Purchasing by **6/02/2014** to ensure completion by year end.
- **Non-Catalog TechBuy orders** using FY 14 funding **not** requiring bids must be submitted to Purchasing by **8/25/2014** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 14 funding must be submitted to the vendor by **8/29/2014** to ensure completion by year end.
- Any **order not** completed by **8/29/2014** **will be posted in September against FY 15 funding.**

# TTUHSC Year End Purchasing Guidelines

## FY 15 funded orders:

- **All FY 15 orders** must have an accounting date of **9/01/2014** or later.
- Orders needing to be in place on **9/01/2014** requiring a **Bid** or **RFP** to be performed by Purchasing must be submitted to Purchasing for processing by **06/09/2014**.
- No TechBuy **punch-out orders** using FY 15 funding may be entered/submitted prior to **9/01/2014**.
- **Renewal orders** based on current FY 14 orders must be submitted to Purchasing by **7/07/2014** to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)

## FY 14 E & G Funds

- Encumbrances on E&G funds (funds that start with a 10) **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on **08/01/2014**.
- The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget 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 are also reversed.
- To keep the funds available beyond 08/01/2014 requires action involving multiple departments, so if there is a legitimate business need to reestablish or keep the FY 13 encumbrance (rolled to this year from last year) open, please contact Purchasing no later than **08/08/2014**.

# Open Encumbrance Review Process

- Review all open encumbrances in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**
  - Review for validity – Will the order be fulfilled before 08/31/2014? Have you received the order, but it has not been invoiced (paid)?
  - Request PO / Encumbrance Close through the PO & Enc Change Request link at [http://www.fiscal.ttuhs.edu/downloads/PO&Enc\\_Change\\_Request.xls](http://www.fiscal.ttuhs.edu/downloads/PO&Enc_Change_Request.xls)
- All encumbrances on state funds that rolled from FY 13 to FY 14 (transaction date prior **09/01/2013** ) will be closed **08/01/2014**.
  - If encumbrance is still valid and you need to keep the funding available, notify Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu) by **08/09/2014**.



# Business Affairs Year End Guidelines

<b>August 29th, 2014 (Friday)</b>	<b>September 4th, 2014 (Thursday)</b>	<b>September 4<sup>th</sup>, 2014 (Thursday)</b>
Requests for increases or releases of FY 14 and prior year encumbrances to Purchasing	Travel Applications for FY 14 Funds must be entered by 4:30pm (CST)	Holding Account and unidentified wire claims due to Accounting Services
All purchase orders for FY 14 must be completed by close of business (5:00pm(CST))	FY 14 Consumable Supplies / Goods for Resale inventory counts as of 08/31/2014 due to Accounting Services. Form is online at: <a href="http://www.fiscal.ttuhscc.edu/accounting/yep.aspx">http://www.fiscal.ttuhscc.edu/accounting/yep.aspx</a>	FY 14 Non-Contract Revenue Accrual Invoices (INs) & Expense Accrual Request Forms due to Accounting Services
		FY 14 Questions regarding fund balance and transaction detail

# Business Affairs Year End Guidelines

<b>September 5<sup>th</sup>, 2014 (Friday)</b>	<b>September 5<sup>th</sup>, 2014 (Friday)</b>	<b>September 5<sup>h</sup>, 2014 (Friday)</b>
<p>Transaction allocations for PCard complete in Citi System. Statement close date – 09/03/2014 12:00PM (CST) PCard Purchases for FY 14 should be completed August 28<sup>th</sup> to ensure posting in the Citi System by 09/03/2014</p>	<p>FY 14 Contract Revenue Accruals entered into Contracting/Accounts Receivable System</p>	<p>FY 14 FiTS transactions (Cost Transfers (CT), Internal Purchase Funding Transfers (IPFT), Interdepartmental Vouchers (IV) or Revenue Transfer (RT) must be entered and approved by departmental approvers</p>

# Business Affairs Year End Guidelines

<b>September 10<sup>th</sup>, 2014 (Wednesday)</b>	<b>September 10<sup>th</sup>, 2014 (Wednesday)</b>	<b>September 15<sup>th</sup>, 2014 (Monday)</b>
FY 14 Travel Vouchers and required documentation due to the Travel Office	Month End Close for August 31, 2014	Questions regarding fund balances for FY 14 transaction detail included in Cognos reports after August close. Deficits will be covered from back up FOPs on 09/16/2014 unless alternate FOP information is received by 09/15/2014
FY 14 Invoices and receiving reports due to Payment Services		

# Accounting Services Year End Notes

**The month of August will be closed on 09/10/2014 (Wednesday)**

- An accrual period for FY 14 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 14 roll to FY 15 will take place on 9/11/2014 (Thursday)**

- All financial systems will be disabled from Wednesday evening through Friday morning. (Cognos will be available for reports)



# Accounting Services Year End 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 14 but not received in FY 14, contract revenue should be accrued via the Contracting/Accounts Receivable System located at <https://www.fiscal.ttuhsu.edu/contracting> prior to September 5, 2014. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to **September 3<sup>rd</sup>**. The form is available online at <http://www.fiscal.ttuhsu.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 14 but not yet earned in FY 14, it should be recorded as deferred revenue using the appropriate Balance Sheet account. Please contact Accounting Services for assistance in posting the related deposit***

# Accounting Services Year End Notes

- Deficit fund balances will be covered from back up FOPs on 09/16/2014 unless alternate FOP information is received by 09/15/2014.
- An expense should be accrued if an invoice has not yet been received, but the **item has been received** or the **service provided**.
- E & G Funds (100000 – 109999) should be fully expended or encumbered by the end of FY 14 to avoid recapture.
- 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.

# Accounting Services Year End Notes

## Unclaimed Wires and Deposits

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

Questions?

Contact: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)  
Finance Systems Management

