TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™ EL PASO

Business Affairs Newsletter

February 2022 | Newsletter

Departments:

- **Accounting Services**
- **Budget Office**
- **Contracts and Grants Accounting**
- **Finance Systems Management**
- **General Services**
- **Payment Services**
- **Purchasing**
- **Student Business Services**

In This Issue:

- **Budget Prep**
- **Cash Handling Procedures**
- **FY22 Property Inventory Certification**
- **Financial Transaction System (FiTS)**
- **Service Departments**
- **PCI-DSS Compliance**
- **Federal Agency Regulations**
- **Certifying Time and Effort on Sponsored Projects**
- **Travel Reminders**
- **Delegation of Authority**

EMPLOYEE SPOTLIGHT!

GENEVIEVE TORREZ
BUSINESS COORDINATOR
BUSINESS AFFAIRS

One-on-one with Gena.....

Do you have a favorite quote?
"The difference between ordinary and extraordinary is that little extra".

What is your role at TTUHSC El Paso?
As the Business Affairs coordinator, I supervise various functions and aspects of the Business Affairs department as well as monitor operational procedures. I assist new employees with onboarding, and I research and prepare the department's missions. I also coordinate various events and am in charge of the department's expense processes and more.

Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?
I had the opportunity to create geological topographic maps of areas ranging from mid-Texas through southern New Mexico.

You're happiest when?
I am the happiest when I am with my family around the dinner table laughing every Friday Family Night.

Any favorite line from a movie?
"Where we're going we don't need roads!" ("Back to the Future" - 1985). No reason why, it's just a quote that has always stuck with me.

Favorite travel spot?
I don't have a favorite spot, but the most amazing experience I've had was experiencing the aurora borealis.

What is your favorite thing to do in El Paso?
I love finding new places to eat. Food is my kryptonite!

What TV show/movie are you ashamed to admit you love?
I absolutely love SpongeBob SquarePants!

FY23 Budget Prep

Below are some helpful tips, especially for new budget preparers.

Tip #1.
Review the Budget Prep Systems Tutorial created for last year's budget prep cycle.

Tip #2.
Confirm Budget Prep Security in TEAMApp to ensure budget prep users have the appropriate access and security to department orgs.

Tip #3.
Start working on your budget supporting templates (same template as last year).

- Forecast revenues (for clinics).
- Review staffing needs and changes (new positions/reclassifications/close positions).
- Review all operating expenses and estimate expenditures for next fiscal year.

Reminders:
Please complete the new Annual Performance Evaluations on time to ensure merit-eligibility.

All budget related questions should be directed to budgetelp@ttuhsc.edu.

Budget Office: Vince Lantican, Director
The FY23 Budget Prep Timeline will be released in early March. In preparation for Budget Prep, here are some helpful tips!

Budget Prep Systems Tutorial

More detailed budget prep instructions and training will follow in the coming months.

All budget-related questions should be directed to **budgetelp@ttuhsc.edu**.

Student Business Services:
Cindy Flores, Director
A few operating policy and procedure reminders to all departments that handle cash collections:

- Cash collections include payments to TTUHSC El Paso in the form of currency, coins, checks, credit cards, warrants, wire transfers or other forms of valuable consideration.

- State law requires timely deposit of cash collections. Cash collections must be deposited within three (3) business days with no exceptions. Receipts totaling $100 or more must be deposited by the following business day.

- Checks must be endorsed with a restrictive TTUHSC El Paso endorsement stamp immediately upon receipt.

- Checks received by mail must be recorded in a mail log.

- Each location involved in regular collections of cash is considered a cash collection point and must appoint a cash collection custodian.

For questions or concerns, email Student Business Services at **cashreceiptselp@ttuhsc.edu**.

- Cash collection custodians are responsible for establishing and maintaining cash handling procedures, safeguarding cash collections, and communicating cash handling procedures to supporting staff.

To review these operating policies and procedures in detail, visit **Student Business Services**, or you may access the OPs through the links below.

- **HSCEP OP 50.07 Cash Collections**

- **HSCEP OP 50.08 Deposit Procedures**

- **HSCEP OP 50.10 Endorsement Stamps and Endorsement of Checks**

- **HSCEP OP 50.12 Check Collections and Returned Checks**

For questions, please contact Student Business Services at **sbselp@ttuhsc.edu**.

Finance Systems Management: **Raquel Diaz-Jaquez, Director**

It's time again for annual Property Inventory Certification!

FY22 Property Inventory Certification opens **March 1, 2022**.

Departments will need to reserve a scanner by sending an email to:

baelp-asset.accounting@ttuhsc.edu.

Make sure to let us know which users need to be set up in the scanner and how long they will need the scanner.

Note: You may check out a scanner as many times as needed.

Property Inventory Certification deadline is April 30.

Property Inventory Certification Reminders:

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.

- All equipment must be scanned.

- If a piece of equipment is missing or has been reported missing within the past two annual certification cycles, you will still need to submit a missing items report.

- Temporary Use forms should be updated for FY22 and uploaded into the Property Inventory System.

For a step-by-step guide, please visit our **Property Inventory Help** manual.

For questions, please contact Property Management at **baelp-asset.accounting@ttuhsc.edu**.

Accounting Services: Sandra Tapia, Director

Financial Transaction System (FiTS)

FiTS is a system that allows departments to move non-payroll expenses and revenue between funds, organizations, and/or program codes (FOPs) and bill departments for services provided internally. The system can be accessed using the following link: **http://fits.app.texastech.edu/** or from the WebRaider portal, HSC Finance El Paso tab, under the Accounting Section. There are four different types of transactions that can be submitted:

Cost transfers (CT): used to move current fiscal year expenditures between departmental FOPs. Expenses can be moved to different fund, organization and/or program codes, but the account code must remain the same. If an account code correction is needed, please submit a **manual cost transfer** to **accountingelp@ttuhsc.edu**.

Interdepartmental Billing (IV): used by service departments to bill for services provided to other departments.

Revenue Journal Vouchers (RT): used to move current fiscal year revenue between departmental FOPs. Revenue can be moved to different fund, organization and/or program codes, but account code must remain the same. For account code corrections, please contact us at **accountingelp@ttuhsc.edu**.

Internal Purchase Funding Transfers (PT): used to transfer funds from one fund to another for professional services, continuing professional education and other internal purchases of goods or services.

Please keep the following in mind when submitting your **FiTS** transaction:

- Attach supporting documentation (invoice/receipt, spreadsheets or any other relevant documentation) to properly justify each transaction.

- Ensure explanations provided on step 2 thoroughly answer each question and justify the purpose of the entry.

- Verify transaction adheres to TTUHSC El Paso policies, federal regulations, and sponsor specific guidelines. Please refer to **HSCEP OP 50.18 - Cost Transfers** and **HSCEP OP 50.29 - Use of Internal Purchase Funding Transfer** for additional information related to CTs and PTs.

- Ensure transaction description for IVs/PTs is worded in a consistent manner that includes work order, invoice number, date of service or any other relevant information that can help both the department and Accounting Services identify and avoid any duplicates.

Cost Transfers (CT) are to be submitted only for actual expenditures. If the Purchase Order (PO) associated to the expenditures on the CT request still has an outstanding balance, please review to determine if any encumbrance change requests are needed. This will allow for future expenses to post against the correct fund, organization, account, and/or program codes and will prevent future cost transfers.

For questions, please contact us at **accountingelp@ttuhsc.edu**.

Service Department Established Rate:

- By completion of the second quarter, service centers should perform a review of their activities to ensure that each transaction is reasonable, necessary and complies with the analysis presented on the most recent approved established rate.

- Service departments must update their billing rates at least biennially. An email will be sent on March 1 to notify departments if their service center billing rate is needed to be updated by April 30.

- If changes in the type or quantity of goods or services is being anticipated, submit a billing rate in a timely manner.

Please visit link below for more information on institutional policy:

HSCEP OP *50.17 Establishment and Operation of Service Departments*

Payment Card Industry Data Security Standards Compliance for all credit card processors:

All departments currently processing credit card payments through terminal or third party (i.e. Touch-Net) must have written procedures on internal controls in place to make sure payments are processed in compliance with Payment Card Industry Data Security Standards (PCI-DSS). It is important that these procedures explain how the department is maintaining the security and confidentiality of information in accordance with (but not limited to) the following TTUHSC EP Operating Policies and Procedures:

⇒ **HSCEP OP 10.09, Records Retention Schedule**
⇒ **HSCEP OP 52.09, Confidential Information**
⇒ **HSCEP OP 50.37, Payment Card Processing by TTUHSC El Paso Departments**
⇒ **HSCEP OP 52.10, Identity Theft Prevention, Detection and Mitigation Program**
⇒ **HSCEP OP 56.01, Use of Information Technology Resources**
⇒ **HSCEP OP 56.04, Electronic Transmission of Personally Identifiable Information (PII) and Protected Health Information (PHI)**

For questions, please contact us at **accountingelp@ttuhsc.edu**.

Can you guess the Secret Valentine?

Contracts and Grants Accounting: Gina Lopez, Director

Federal Agencies such as the NIH (National Institute of Health) and the NSF (National Science Foundation), are operating under Continuing Resolution (CR).

Currently the federal fiscal year 2022 appropriations have not yet been enacted by Congress, and the Department of Health and Human Services (DHHS), including National Institutes of Health (NIH), continue operating (until the new legislation is signed in effect) under the _Further Extending Government Funding Act_ (_Public Law 117-70_), signed by President Biden on Dec. 3, 2021, the FY 2021 enacted level, with no reduction.

What is a Continuing Resolution (CR)?

It is a type of appropriations legislation. Most federal agencies are funded on an annual basis by appropriations. When those appropriation bills are not enacted, Congress uses a Continuing Resolution (CR) as a temporary measure to fund government activities for a limited amount of time.

How does this affect my department?

Federal grant awards from the NIH and NSF are affected until the appropriations are enacted; upward adjustments to awarded levels will be considered after FY 2022 appropriations are enacted. It is recommended that the grantees closely monitor any federally funded contract and grant spending during this period.

NIH Salary Cap
The Office of Personnel Management released new salary levels for the Executive Pay Scale and effective Jan. 2, 2022; the Salary Cap increased from $199,300 to $203,700. If adequate funds are available in active awards, and if the salary cap increase is consistent with the institutional base salary, departments can recalculate the electronic personnel action form/labor redistribution of the personnel subject to the Salary Cap.

For questions, contact Contracts and Grants Accounting at **grantsaccountinglp@ttuhsc.edu**.

WELCOME TO THE TEAM!

Student Business Services is pleased to announce that Elsa DeNio has joined their team as a Lead Analyst. Elsa will be responsible for the accounting functions of the department.

THIS EVENT IS POSTPONED

The Office of Research's Meet and Greet has been postponed. The new date is April 21, 2022.

Effort Reporting: Certifying Time and Effort on Sponsored Projects

Effort statements are used by TTUHSC El Paso as an after-the-fact method of confirming the amount of effort performed on a sponsored project. The Effort Certification and Reporting Technology system reflects an individual's payroll distribution to various institutional funds, including sponsored project funds, and provides an estimation of actual time spent on activities such as instruction and research. It documents the distribution of salaries and wages based on a reasonable estimate of time worked, distinguishing between institutional activities and sponsored projects.

Please ensure all sponsored project effort statements are certified and processed in a timely manner. Failure to comply with the certification process could result in disciplinary actions taken in accordance with TTUHSC El Paso policy (HSCEP OP 65.07).

Effort Reporting Timelines:

1 Qtr. FY2022

2 Qtr. FY2022

3 Qtr. FY2022

4 Qtr. FY2022

NOTE: Non-compliance with effort certification may result in heavy fines to the university and the individual as well as disallowed costs on the grant that will have to be transferred.

Additional literature/resources to support the certification process are provided below:

System Access Link: Effort Certification and Reporting Technology (eCrt)

Certifiers:

• Certify My Statement – How to certify for faculty/certifiers.

Principal Investigator:

• Certify My Statement – PI's Perspective – How to certify for PI's and their related individuals.

Effort Coordinators:

• Effort Coordinator Training – Comprehensive training for department effort coordinators.

• Ecrt Basics FAQ - Frequently Asked Questions about Effort Reporting Basics.

All Effort Reporting Reference Material can be found via the link below:

https://elpaso.ttuhsc.edu/fiscal/businessaffairs/finsysmgt/reference_mtl.aspx

For additional questions or systems training, please email Effort Reporting at ecrtelp@ttuhsc.edu.

General Services - Mail Stop Codes

The establishment of mail stop codes allows for the efficient processing and sorting of mail and packages and ensures for faster delivery. The use of mail stop codes will prevent delivery delays or the return of mail or packages to the sender.

Where can I find a list of mail stop codes?

A list of mail stop codes can be found on the General Services website by selecting the **Mail Stop Listing**.

If you have any questions, please contact General Services at 915-215-4401.

General Services: Ana Alvarado, Manager

Please note that the transfer capability in the Property Inventory system was made unavailable beginning Jan. 28. Surplus will continue picking up surplus items during the certification period, **except** for **tagged items**.

Please complete **Attachment A — Request for Pick Up of Surplus Property** and send to Surplus for processing.

To prevent any delays, **do not** include tagged items on the surplus forms.

If you have any questions, be sure to contact Surplus at surpluselp@ttuhsc.edu.

If you guessed Rosa Munoz, you are correct!!
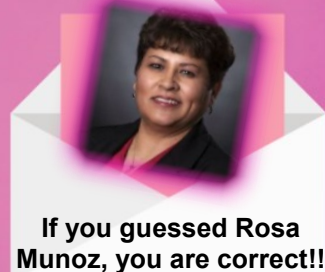
Payment Services: Lupe Alvara, Director

Mileage Reimbursement Rate Effective Jan. 1, 2022

The State of Texas Comptroller's Office announced that the state mileage reimbursement rate effective Jan. 1, 2022, to Dec. 31, 2022, is **58.5** cents per mile. This is a 2.5 cent increase from the previous rate of 56.0 cents per mile.

Reminder: If mileage reimbursement crosses the end of the calendar year (2021 and 2022), please list two separate lines on the voucher so that the correct rate is processed in the travel system.

Exchange of Airline ticket

If you have exchanged your airline ticket, please include the business reason for the change of flight. If your change is for personal reasons, the difference in price will not be reimbursed. It is also important when submitting the backup documentation that you include all receipts that correspond to the exchange.

Car Services

When submitting your expenses for ground transportation such as taxicab, Uber, Lyft, etc., receipts must be itemized and purpose of the trip indicated (airport to hotel, hotel to conference, etc.). Proof of payment should also be included in the receipt. Maximum tip reimbursement is 20% of the **Subtotal** amount on the receipt. The Travel department will make adjustments to any tip greater than 20%.

Meals

Please ensure while you are on travel that you keep all itemized meal receipts. If itemized receipt is not submitted, maximum amount reimbursed is $10.00. The receipt should include proof of purchase, and the maximum tip reimbursement is 20% of the **Subtotal** amount on the receipt. The Travel department will make adjustments to any tip greater than 20%.

Questions? Email us at travelelp@ttuhsc.edu.

Purchasing: Annette Hinojos, Director

When requesting quotes from vendors, please ensure the vendor is addressing Texas Tech University Health Sciences Center El Paso or TTUHSC EP. Quotes should no longer be issued to TTU or TTUHSC.

QUOTES

QUOTES SHOULD BE ISSUED TO:

Texas Tech University Health Sciences Center El Paso or TTUHSC EP
5001 El Paso Drive
El Paso, TX 79905

BILL TO ADDRESS:

Texas Tech University Health Sciences Center El Paso or TTUHSC EP
 5001 El Paso Drive
Attn: Accounts Payable
MSC51009
El Paso, TX 79905

AccountsPayableElp@ttuhsc.edu

Does your contract need signature?

It is the policy (HSCEP OP 10.11 Delegation of Authority by the President) of the president to delegate specified authority to selected administrators in order to facilitate the management of TTUHSC El Paso while still retaining the overall responsibility and accountability vested in the president by the chancellor and the Board of Regents. If you have a service/good agreement that is requiring signature, please submit via the contracting system, ASC Contracting System. The contracting team will ensure the proper review team has approved the agreement and ensure proper signature.

If you need any assistance submitting a contract, please email the contracting team at **ELPContractDept@ttuhs.edu**.

WELCOME TO BUSINESS AFFAIRS!

Diego Cintron
Payment Services
Analyst
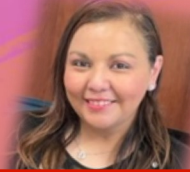
Denyse Salazar
Payment Services
Financial Analyst I

Gabby Rivera
Payment Services
Analyst II

Alejandra Peterson
Accounting Services
Financial Analyst I

Don't forget to sign up for our Business Affairs Newsletter!

Business Affairs Subscription

Provides updates, reminders, and new information about Business Affairs and the services provided by each department.

For questions or suggestions regarding our newsletter, please email us at **fsmelp@ttuhsc.edu**.