

**MINUTES**  
**TO THE JANUARY 28, 2008**  
**QUARTERLY FISCAL AFFAIRS UPDATE MEETING**

**The next meeting will be April 28<sup>th</sup>.**

**JIM LEWIS, CONTRACTING**

**Contracting Procedures**

E-PO's must be prepared with each contract. Please attach a copy of the contract to the PO when you submit it. Everything else about the process in the same. You will still have the routing sheet attached with the appropriate signatures and the signed contract. No PO's can be processed until the contract is signed by both parties. Advantages to using the E-PO is that the funds can be encumbered right away.

How do you amend the E-PO is the contract is amended? This is something that must be handled manually. Please contact the contracting office to take of this.

There are contract templates on the contracting website. Please use the new templates when submitting your contracts. These change periodically, so it is best to not save the template to you desktop and use the ones from the contracting site instead.

Please watch for new routing sheets on the contracting website. Those are being updated now and will be posting when complete.

**PENNY HARKEY, BUDGET OFFICE**

**2009 Budget**

The FY 2009 budget will presented at the May Board of Regents meeting. The budget will be released to the departments on either February 25<sup>th</sup> or March 3<sup>rd</sup>. A merit policy is currently being reviewed and will be discussed at the March 6 and 7<sup>th</sup> Board of Regents meeting. Any instructions related to the merit policy may not be available until after this board meeting. If E & G targets are adjusted for the merits, these targets may not be available until after March 7<sup>th</sup>. The budgets are due to the budget office by March 31.

A memo was distributed to each department on January 15<sup>th</sup> requesting departments to provide any changes to account numbers that will be available in the Budget Prep system and to provide changes to employees authorized to input into the Budget Prep system. These changes are due to the Budget Office by January 29<sup>th</sup>.

**Budget Training**

The FY 2009 operating budget will be prepared in the current budget prep system using the Techfim account numbers. This budget will be converted to the Banner chart of account elements and loaded into the Banner finance system. The Budget Office will provide training in February to explain how budgets will be controlled in

Banner and changes that need to be made in the FY 2009 operating budget to accommodate the conversion into Banner. Training will be provided on the following dates:

Lubbock (School of Medicine)	February 12 2:00 – 4:00	5AB100
Lubbock	February 25 2:00 – 4:00	ACB 120
Amarillo	February 18 9:00 – 11:00	Wallace Auditorium
Odessa	February 20 9:00 – 11:00	1C12
El Paso	February 29 1:30 – 3:30	Auditorium A

Due to the limited space in 5AB100, we would encourage the School of Medicine to attend on February 12<sup>th</sup> and other departments to attend on February 25<sup>th</sup>. The same training will be provided at both sessions.

The budget staff will be available to answer questions immediately following the training times listed above. **All individuals who are involved the preparation of the FY 2009 operating budget should attend this training.**

### **Overtime Policy Changes**

In the current process for overtime, hourly paid non-exempt employees are paid overtime with the hours worked. Overtime for monthly paid non-exempt employees is accrued as compensatory time. Departments may choose to pay this comp time or require the employee to use as time off. The comp time is automatically paid if an employee terminates, changes departments or exceeds comp time limits (12 months for state comp time or 240 hours for federal comp time).

Effective September 1, 2008, all overtime will be paid and the accrual of compensatory time will end. Compensatory time balances remaining as of November 1, 2008 will be paid on December 1, 2008. Departments may pay the comp time or require their employees to use all comp time by October 31, 2008.

### **Pay Frequency Change**

As announced in summer 2007, beginning January 2009 all non-exempt employees will be paid twice a month based on the following new pay periods and pay dates:

<b>Pay Period:</b>	<b>Pay Date:</b>
1 <sup>st</sup> – 15 <sup>th</sup> of the month	25 <sup>th</sup> of the month
16 <sup>th</sup> – last day of the month	10 <sup>th</sup> of the following month

A memo will be distributed to non-exempt employees on February 7<sup>th</sup> that explains the details of the overtime change and pay frequency change. A packet of individual memos will be delivered to the department for distribution to the employees. A copy of the memo is available at <http://www.ttuhsu.edu/hr/news.aspx>. FAQ's are also available at this website and will be updated prior to the distribution of the memo. Supervisors are encouraged to review this memo prior to February 7<sup>th</sup>. If you have any questions, you may contact the following individuals:

- |                    |                 |
|--------------------|-----------------|
| – Lubbock          | David Fry       |
| – Amarillo         | Devona Smith    |
| – El Paso          | Rebecca Salcido |
| – Odessa           | Ronnie Dunn     |
| – Correctional MHC | Ella O'Neal     |

Employees will also be encouraged to contact these representatives for any questions. Informational meetings will be held for the non-exempt employees in February to explain the policy changes.

The powerpoint to this presentation can be retrieved at the this link:

<http://www.ttuhsc.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/96.aspx>

## **GINA KETCHERSIDE, HUMAN RESOURCES**

The new Banner Web-Time Entry feature was shown to the group.

All non-exempt employees will be using the web-time entry system to submit their time. Employees will go into the Employee Self Service area of Banner and input time worked. When time has been entered it is then submitted to the supervisor for approval.

The supervisor will then log into the system to review and approve time. Supervisors have the option of rejecting a timesheet back to the employee for correction.

Meetings with departments will be scheduled over the next couple of months to determine the appropriate routing and approvals for this process. Please be thinking of how you route the paper timesheets now and if that same routing will be continued on the web.

Demos that show the new Web-Time Entry System can be located at the link below:

<http://www.ttuhsc.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/96.aspx>