MINUTES

TO THE AUGUST 11, 2008
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be October 13th.

CHRISTY BLAKNEY, ACCOUNTING SERVICES
END OF YEAR PROCESSING DUE DATES

AUGUST 28th

- ✓ Encumbrance Adjustments
  Requests for increases or releases of FY 08 and prior year encumbrances must be received by Purchasing

- ✓ Travel Applications to be applied against FY 08 funds must be entered by 4:30 pm

AUGUST 29th

- ✓ Unclaimed Property
  All unclaimed property, including stale dated checks with an issue date that is on or before June 30th, 2007 must be submitted to Accounting Services

SEPTEMBER 4th

- ✓ Due to Accounting Services:
  Consumable Supplies/Goods for Resale Inventory counts as of August 31st
  FY 08 Funding transfers submitted via Budget Revision

- ✓ Due to Purchasing:
  FY 08 Direct Pay Transactions

SEPTEMBER 9th

- ✓ Due to Accounting Services:
  FY 08 Internal Purchase Funding & Cost Transfer requests
  FY 08 Invoices & Expense Accrual Requests
  FY 08 Intra-Institutional Vouchers (IVs) entered online

SEPTEMBER 10th

- ✓ Purchasing Card Allocations - due in Pathway Net
  Statement close date – September 5th
  Pathway Net allocations may be made throughout August as purchases are made – there are only 3 business days to make allocations after the statement close date
  All charges on the September 5th statement will be applied to FY 08

- ✓ Due to Travel:
  FY 08 Travel Vouchers

- ✓ Due to Accounts Payable:
  FY 08 Invoices & Receiving Reports

- ✓ Due to Accounting Services:
  Holding Account and unidentified wire claims
  FY 08 Special Augmentation accruals
  Questions regarding fund balances or FY 08 transaction detail included on first close ledgers

SEPTEMBER 16th

- ✓ Questions regarding fund balances or FY 08 transaction detail included on second close ledgers – Deficits will be covered from back up accounts unless alternate account information is received by September 19th

IMPORTANT NOTES

- Deficit fund balances existing as of September 15th will be covered from back-up accounts if alternate account is not received by September 19th
- Deposits should be recorded as of the bank deposit date
  - ➢ If the amount was earned in FY 08 but not received in FY 08, an invoice (IN) form must be submitted
  - ➢ If the amount was received in FY 08 but not yet earned in FY 08, it should be recorded as deferred revenue using the appropriate Balance Sheet account
- An expense should be accrued if an invoice has not yet been received
- E & G Funds (6000 – 6249) should be fully expended or encumbered by the end of FY 08 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
- Unclaimed Wires and Deposits
  - ➢ Review the Holding Account Report at the Accounting Services website http://www.fiscal.ttuhsc.edu/accounting/reports/
  - ➢ Review the Unclaimed Wires Database
  - ➢ Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35

BABAR KHAN, PAYROLL SERVICES

Important Dates for Comp time Payments

For Comp time payments dates are as follows:

1. Comp Time Utilization/Pay out of Frozen Comp Time Balance:
   Balances will be frozen as of August 31st, 2008. Departments can allow employees to take these balances through October 31st. Accrued Balances not used by employees will be automatically paid to employees after December 1st in the TechPay system. Payroll Services will run a report from Time Capture and pay employees.

2. Overtime Payments:
   Overtime will be automatically paid beginning September 1st, 2008 to all non exempt employees. Departments will submit time sheets for their employees to HR. It will not be necessary to complete the payment information at the bottom of the form and batch. HR will input these into Time Capture, and Payroll will run reports from Time Capture. Payroll Services will use these reports as a basis to pay overtime to employees. As the Timesheets were originally approved, no additional approval will be necessary by the departments. The dates for the overtime payout will be as follows:

   a) **September 2008**: Departments submits their approved timesheets to HR by close of business on October 3, the 3rd Business day after the month end. Submit ONE COPY TO THE HR SERVICES DEPARTMENT no later than 5:00 pm on the third business day following the end of month. TTU OP 70.17 Attachment A page 2., TTUHSC OP 70.17 Attachment B, page 2.
   Payroll Services will run a report from Time Capture and pay overtime on November 1st paycheck.

   b) **October 2008**: Departments submits their approved timesheets to HR by close of business November 5th, the 3rd Business day after the month end. Submit ONE COPY TO THE HR SERVICES DEPARTMENT not later than 5:00 pm on the third business day following the end of month. TTU OP 70.17 Attachment A page 2, TTUHSC OP 70.17 Attachment B, page 2.
   Payroll Services will run a report from Time Capture and pay overtime on the December 1st paycheck.

   c) **November 2008**: Departments submits their approved timesheets to HR by the close of business on December 3rd, the 3rd Business day after the month end. Submit ONE COPY TO HR SERVICES DEPARTMENT not later than 5:00 pm on the third business day following the end of month. OP 70.17 Attachment A page 2, TUHSC OP 70.17 Attachment B, page 2.
   Due to HR conversion activities the payments of these overtime will be paid through Banner. Payroll Services will run a report from Time Capture and pay overtime using Banner on or before January 23rd, 2009.

   d) All overtime for non exempt employees beginning December 1st, will be paid with the regular payroll cycles for each pay period i.e. December 1 thru December 15, 2008 on January 2nd, December 16 thru December 31st, etc, will be paid using Web Time Entry as part of our normal business.

   NOTE: Time sheets with Overtime that are not submitted by the close of business on the 3rd are not guaranteed to be paid on that month's scheduled pay date.

Payroll Fiscal Year End Dates

Please pay special attention to the changes in the bi-weekly payroll schedule in August and early September. Deadlines have been moved up and the remaining August payrolls require projection of hours in order to get all August time paid during this fiscal year. Be VERY careful with projections, especially on students and temporary part time employees, and notify Payroll immediately if anyone is being paid too much because they don't actually work the projected hours. The Payroll Department recommends not projecting overtime hours at all, even if people normally work it. It is especially complicated to fix an error in projected overtime.

Specific Changes in August

August 3 through August 16 is due in August 11, one week early. Checks will be issued August 27, 2008. This is the insurance payroll, so it is important to project for benefits eligible employees, so they can cover their insurance deductions.

August 17 through August 30 is due in August 18. This pay period is entirely projected. Checks will be issued September 10, 2008. This is the last payroll to be processed against fiscal year 2008 funds.

All of these dates are listed on the Hourly and Compensatory Payroll Schedule which is available on the Payroll web site: www.payroll.ttu.edu by selecting "Pay Schedule."

Retroactive Transfers
At this time of the year, it is almost too late to be reviewing your ledger accounts. If you need to perform a retroactive transfer of a payroll item, the PAF changing the funding must be in the Personnel Department by August 8, 2008. If it is an hourly payment, in addition to a PAF adding or changing an account, a transfer request memo must be received in the Payroll Services no later than August 13, 2008 specifying which payrolls and amounts are to be moved. If you have a choice, please transfer one person with large payments rather than lots of people with small ones.

Other Payroll Items
Payroll Services has a new employee that will be housed at the HSC. Please help Payroll welcome Tony Luna. The powerpoint Babar used is posted at the link below:

Payroll Services Presentation

GINA KETCHERSIDE, HUMAN RESOURCES

BANNER HR UPDATE

There are many changes coming with the Banner HR system. An overview of these changes will be presented on August 20th. Please see the powerpoint presented for times and places of this overview and much more.

ConnecTech HR Update August 11

LESLEY WILMETH, BUDGET OFFICE

FY09 Budget Update

Fiscal Year End Processing

The FY 2009 Budget will has been APPROVED!! This budget will load to the Banner system the week of August 18th and will be verified and ready for use on August 25th. The budget will load into Banner using 2 crosswalks.

One is the TFIM account # to Banner FOP crosswalk found on the Cognos site at: https://cognos.texastech.edu . The other is the TFIM Object/Revenue Code to Banner Budget Account Code crosswalk. This can be found on the Budget Office website at: https://www.ttuhsc.edu/Budget/hsc/Documents/Instructions+and+Information/100.aspx

When will you receive you FY 2009 Budget pages? At one of the following training sessions:
Amarillo – September 3rd
Odessa – September 4th
El Paso – TBD – either Sept 3rd or 4th
Lubbock – September 2nd and September 5th

More information about these sessions will be publicized at a later date.

Current Systems are going AWAY!!!
The current TFIM, Techris, Techpay, TechSIS and Budget Systems are all going away. They will be replaced by the Banner suite of products. We have mentioned this for the past year and half in the meetings, so you would think everyone knows this. However, during TechBUY training, it became apparent that some end users had no idea that these systems were changing. This is announced through a variety of mediums – this meeting, a newsletter, the announcements page, and during training. Please help us by taking information you hear during these meetings back to your departments and sharing it with those individuals that may be impacted. We need your help in making the appropriate people aware of these changes.

Also, if you have any ideas on how else we can communicate these new systems and processes to the HSC community, please let us know. We are open to suggestions so that we can make this a successful implementation.

HR Processing after Finance go-live
Banner Finance will go live on 9/1/08 using the new Banner FOAP elements. Banner HR will not go live until 12/1/2008. So…what happens between those 2 dates with regards to HR processing? Well, HR will continue to use the current TFIM account #'s during this time period. This is because the new Banner HR system will not yet be live and we will not be re-writing the current Techris, Techpay, or Budget System to read the new Banner FOAPs for only 3 months.

Therefore, you will use your new Banner FOAP for all financial transactions such as travel, purchasing, direct pay, and budget revisions. But you will continue to use your old TFIM account #'s for all HR transactions, such as HRPAF, and report of hours worked.

What's going to happen to your payroll expenditures? We've just said payroll will run based on the old TFIM account #'s. These expenditures will be posted to the Banner Finance system with the new Banner FOAP. How? The CROSSWALKS!! The TechFIM acct to Banner FOP crosswalk will be used (this is the same as the original budget load), and the TFIM subobj/subrev code to Banner expenditure account code crosswalk. This second crosswalk is different than the one used for the budget load. That is because the budget is done at the object code level. However, expenditures happen at the subobject code level. Two different crosswalks are necessary for this data.

PAYROLL ENCUMBRANCES
From September 1st through late November, there will be NO payroll encumbrances in the Banner Finance system. This is because the HR system will not yet be live. It would be extremely difficult to convert payroll encumbrances from our legacy systems to Banner Finance and to release these encumbrances when each payroll runs. Therefore, we will not encumber any payroll during this time period. As soon as the conversion to Banner

HR has been verified, then encumbrance process will run and payroll encumbrances will occur. This will happen in mid November.

Do not be alarmed when you first see payroll dollars in the uncommitted balance in the new Banner Finance system. That is not a change in how we do business and is only temporary until the Banner HR system goes live.

COMP TIME/OVERTIME CHARGES

There were several questions on the comp time/overtime charges and how to ask that those be charged to a different funding source than where the employee is normally funded.

Payroll indicated that they would be sending a report of the comp time payout and that changes to funding could be made on that report and sent back to the Payroll Office. Please see the update from Payroll for more information. If you do not see an answer to your question, contact Babar Khan at babar.khan@ttu.edu

After Banner HR goes live overtime charges will be paid from the normal funding source for the employee's regular pay. A "Labor Redistribution" form will need to be completed to move the overtime charges to another funding source. These forms will be input by the Budget Office. The labor redistribution process will run nightly, so changes input during the day will impact the Finance ledgers that night. No more waiting for the next payroll run for retro-active funding changes to take place!