

MINUTES
TO THE OCTOBER 13, 2008
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be held December 8, 2008.

CHRISTY BLAKNEY, ACCOUNTING SERVICES
ACCOUNTING FORMS

- Central E-mail for Accounting Services is now available at HSCACC@ttuhsc.edu
 - Please submit all forms for processing to this address
 - Supporting documentation should be attached in electronic format
 - Approvals should be attached by forwarding the document through the appropriate approvers, having them indicate their approval and then forwarding to Accounting at the e-mail address above – Please be sure to use the forward command so that all documents remain attached to the e-mail
 - Please do not submit documents more than once, to multiple staff or by another method such as by fax if submitted electronically – this will produce duplicate transactions
 - This will allow Accounting to track documents, including attaching a timestamp, throughout the process, help reduce paper and postage costs, better transaction management, more efficient processing and less chance for lost paperwork
- To use forms available from the Accounting Services website at <http://www.fiscal.ttuhsc.edu/accounting/> please right click on the form link and select “Save Target As” – this will allow you to save the form to your local drive prior to data entry and saving

PROGRAM CODES

- Program Codes
 - Program codes represent the function of a fund or rather what activity is taking place in the fund – they do not represent a type of individual expense but rather the purpose related to the fund as a whole
 - Expense classifications which were represented by Object Codes in TechFim are now represented in the Account Code (6 Digits) of Banner not the Program Code (2 digits)
 - In TechFim, the function of an account was established in the account setup however Banner allows tagging each transaction to a Program Code

- Definitions for and a summary sheet of Program Codes can be found at the ConneCTech Training Documents site [Banner Program Codes](http://www.fiscal.ttuhs.edu/banner/training.aspx) at <http://www.fiscal.ttuhs.edu/banner/training.aspx>
- The primary Program Codes include (with a very simplified definition):
 - Instruction – activity within a classroom
 - Research – pursuing non-instructional research
 - Public Service – benefitting the public
 - Academic Support – supporting instructional activities
 - Student Services – supporting students
 - Institutional Support – supports the entire institution; not specific to an individual school
 - Physical Plant Operations – Physical Plant activity
 - Scholarships and Fellowships – scholarship activity
 - Auxiliary – auxiliary activity
 - Endowments – endowments
 - Agency – Foundation, TTPA, or other agency activity
- Most Program Codes are defaulted so that they can be viewed when printing your account crosswalks from the Cognos/Chart of Accounts reports – most useful report which includes Program Code defaults is the TechFim Account Number to Banner report
- Instruction and Academic Support are inherently similar and are not defaulted – transactions coded to these can be commingled within a fund
- Institutional Support and Research are both reported as part of our Performance Measures issued by the state – These must be closely monitored to ensure that there is no adverse impact on our funding
- All program code changes will require a Journal Voucher entry by Accounting Services to correct the code
- To request a correction for a program code error you will need to submit a cost transfer form to Accounting Services
- Accounting Services will be monitoring transactions that do not contain the default code and may request additional documentation from the department to ensure proper classification
- Please contact Accounting Services if you have any questions regarding program codes

JEFF DEITIKER, PAYROLL SERVICES

PAYMENT OF OVERTIME

Overtime is not being paid automatically based on hours worked. Overtime will be paid on the same funding source as the employee's regular pay. To move overtime to another funding source for the months of October – December, please send an email to Payroll Services indicating the overtime paid and where you would like this charge moved. Emails can be directed to webmaster.payroll@ttu.edu.

Overtime paid beginning January 2009 will be moved using the new Banner processes. The labor redistribution form will be used and submitted to the Budget Office. These forms will be presented at a future HR Forum meeting.

GENA JONES, HUMAN RESOURCES

INTRODUCTION

Penny Harkey introduced the new Assistant Vice President for Human Resources – Gena Jones. Gena comes to TTUHSC from the University of Nevada at Reno. She is excited to be a part of TTUHSC. Gena mentioned that HR has a survey that she would like all employees to complete. Links to this survey have been emailed to employees and posted on the announcement page. The link to the survey is:
<http://surveys.ttuhs.edu/wsb.dll/s/60g5a0>

EXEMPT LEAVE REPORTS

Gena Jones announced that exempt employees would only need to complete a web leave report (WLR) in the Banner system if leave was taken during the month. Leave reports would NOT be required if no leave was taken.

LESLEY WILMETH, BUDGET OFFICE

HR ConnecTech Update

The December 1st go-live date is quickly approaching. There are a variety of ways changes to HR process are being communicated. There is an HR ConnecTech website with information on the pay frequency change, topics to the Tuesday HR forum meetings, registration for training, and video tutorials. The link is:
<http://www.ttuhs.edu/hr/ConnecTech/default.aspx>

HR Forums are a place to learn more about the new HR system and process changes. There is open Q&A time as well as topics of the day. There are many changes to HR processes and forms, so I'd encourage you to attend the forums to learn about how these changes will affect you.

Training

Training is going on now! Odessa was trained the week of October 6th. Amarillo training is occurring this week. El Paso will have training opportunities the weeks of October 20th and 27th. Lubbock training will be in November. You can register for training on-line. El Paso registration is open at this time.

There are several classes being offered. HR Processes Banner Style is a comprehensive overview of all HR process and form changes. This class is one hour in length and is highly recommended of anyone who hires, or

supervises employees. There are 2 types of WTE (web-time entry) for Employees classes. One is a presentation style class and would be recommended for those employees who are very comfortable working on a computer. A hands-on class is also being offered for employees who would rather have hands on training. WTE Approver classes are also offered this way. There is both a presentation class and a hands-on class. All of these classes are only 1 hour in length. There are 3 EPAF classes – all are hands on. The first is New Hires and Terms. This class would be a prerequisite for any additional EPAF classes. This is a 2 hour class. There are also 2 advanced EPAF classes each one hour in length. One is titled Pay/FTE changes and Add/Remove Secondary Job. The other is Recurring Pays and Supplements. To find out more about these classes, please visit the HR ConnectTech site mentioned above.

HR Conversion

We have received questions from departments wondering if they'll need to submit PAF's on all their employees to get them into the new Banner system. The answer is no. There is a conversion process that will take all current employees and populate them into the Banner HR system. The final conversion will take place October 22nd – 26th. This process programmatically converts 7,177 employee job records for the HSC. The HSC does have several unique circumstances that cannot be programmatically converted. Therefore, the HR, Budget and Payroll Offices also have a manual conversion process that takes place after the initial conversion is run. This manual conversion process takes 2-3 weeks and includes about 10 people from the offices of HR, Budget and Payroll. This means we will spend 800 – 1200 person hours making sure all employees have the correct information in the Banner system. Employment records are converted and each employee is placed into a Banner job. Benefits and deductions for all employees is another huge component of the HR conversion. Leave balances for employees are also converted. The goal of the HR Banner team is to have all employee records ready for the 12/1 go-live by Thanksgiving!

You can help our conversion efforts in the following ways:

- 1) Please do NOT submit HRP AF's that are dated effective 12/1/2008 or after. We prefer you hold those actions and submit them with the new EPAF process on 12/1/2008. Each future dated transaction you submit will have to be manually converted.
- 2) Turn in timesheets for all employees by the 3rd of each month. We need accurate leave balance to roll into the new Banner system.
- 3) Limit employee changes between 10/17 and 11/30. We understand that you need to hire and terminate employees, but things such as salary increase or reclassification could be held until 12/1.

Retro-active Funding Changes

Just a reminder that retro-active funding changes for the Sept – November need to be received in HR by 12/1/2008. Funding changes that are received for the Sept – Nov timeframe after December 1st will be processed on a limited basis. Justification for these transactions will be required.

HRPAF “RIP”

HRPAF has been a wonderful tool at the HSC. Unfortunately it will no longer be used with the Banner HR system. HRP AF will be taken down on November 21st at 6:00 p.m. (ct). HRP AF will no longer be originated after that date. Approvers will still be able to access the HRP AF system to approve those actions in the system. If you need to process a PAF action the week of Thanksgiving, please contact Human Resources. You will be given the old excel version of the PAF to complete your transaction. On Monday, December 1st you will begin using the new EPAF system.

Moonlighters

Lesley requested that if you are a department that uses full time employees to work for you after hours to please email her with how many of these you current have. Currently those employees have the ability to complete 2 timesheets and all overtime is paid by the department hiring them for after hours or weekend work. We are trying

to find a way to accommodate this more easily in Banner, but need an estimate of how many employees fit into this category.