MINUTES

TO THE APRIL 25, 2011
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

BABAR KHAN, PAYROLL SERVICES
Web Leave Reporting e-mail notification – Schedule for production June 2011
There will be 2 kinds of reminder e-mail as a result of this WLR e-mail reminder: The e-mail reminders will be as follows:

- **Employees with Leave Report Open Status**
  All benefits eligible exempt (Monthly paid) employees will be sent an e-mail unless they have submitted their leave reports in the following sequence:
    a) First reminder - 5th, day of the following month for the previous month leave report – This will be sent to all Benefits eligible (monthly paid) employees – Letters will only be sent to the employees
    b) Second Reminder - 10th day of the following month for the previous month. Letters will only be sent to the employees
    c) Third Reminder – last working day before the 15th, of the month for the previous month. Letters will only be sent to the employees

- **WLR Approval Reminder Notification**
  Approval Notification – Once an employee submits their leave report for approval, the following e-mail notification should be generated from the system:
    a) Immediately when the Web Leave report was submitted for approval. The e-mail will notify approver that a leave report has been submitted for their approval. Approval notification will have Tech ID and employee's name
    b) 2nd reminder should be done 3 days after the first reminder was sent with the same reminder e-mail. Notification should be sent in the AM
    c) Last working day before the 15th, of the month. Notification should be sent in the morning

Other e-mail notifications
- **Check of Hours**
  As part of "Due diligence" procedure, Payroll Services is routinely running reports during a given pay period in Web Time Entry to assure all hours are correctly reflected. Any exceptions noted such as unusually large number of hours, hours inputted for Saturday or Sunday, 2 e-mails are sent out, one on the payroll cut off period (15th or last day of the month) and the second on the day of the final sign off requesting verification to the employee and their verification and confirmation. **Due to the nature of their work, certain departments are excluded as they may traditionally work weekends, and/or holidays e.g. Police department, facilities, Parking office**.

- **Timesheet**
  Another form of e-mail notification is to employees who have not started their timesheet, or employee's web time entry timesheets returned by them or is returned by their Supervisors.
  Employees and their Supervisors are sent an e-mail requesting assistance so employee can submit their timesheet timely.

- **EOPS Payment Confirmation:**
  Reminder payments through EOPS. Please help us by informing employees if you prepare an EOPS payment of the nature of payment. You need to let them know that they will receive an e-mail once Payroll Services processes their payment for payment

- **Holiday Comp Hours e-mail notification**
  There is a maximum of 24 hours an employee can accrue into Holiday Comp. after which the system is configured to stop accruing. E-mail was sent out 4/18 reminding employees who have holiday comp 22 hours or more to use Holiday Comp hours first before using their vacation hours for them to continue to receive this benefit.
  We will continue to send these reminders every month on or about the 18th.

Accessing all year end W 2/Updating Employee Address:
All employees can retrieve their 2010 and 2009 W 2 online via Employee Self Service. This year our biggest challenge was employee who separated did not update their addresses and therefore we had sent the W 2 to the wrong address.

a) Encourage employees to review their addresses periodically so we maintain their current address. This can be done online through Employee Self Service.
b) Encourage them to use Webraider to review their paystubs and other related information like tax information, direct deposit and other job related information.
c) How to navigate within Self Service Banner are available on the Payroll Services Web site at:

Payroll Services: Navigation Payroll Info. Banner
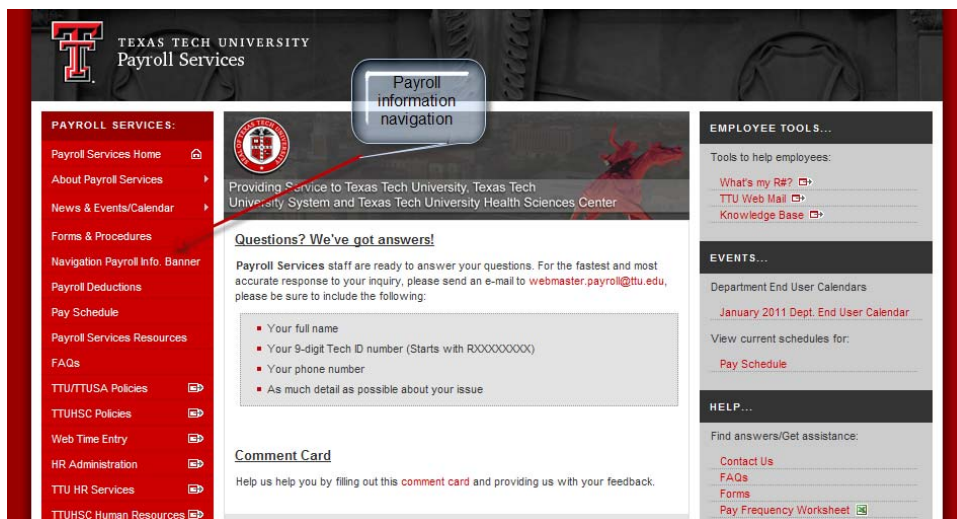

Reminder Follow up on New Reports:

WTE/WLR new Cognos Reports: Human Resources>Departmental Users>

a) HRS 095 Web Leave Reporting Status Report. This report represents the status of the Web Leave Report by employee within a given Org.

b) HRS 096 Web Time Entry Status Report. This report represents the status of the Web Time Entry by employee with a given Org.
c) HRS 093 Web Approval/Proxy Report. Identifies who are the Proxy approvers for a given person within an Org
d) HRS 094 WTE Approval/Proxy Report. Identifies who are the Proxy approvers for a given person within an Org
e) HRS 097 Web Leave Report – Payroll Override Approval Represents all the WLR globally approved by Payroll Services as they were not approved by the individual approver
f) HRS 098 Web Time Entry – Payroll Override Approval- Payroll Override Approval Represents all the WTE globally approved by Payroll Services as they were not approved by the individual approver
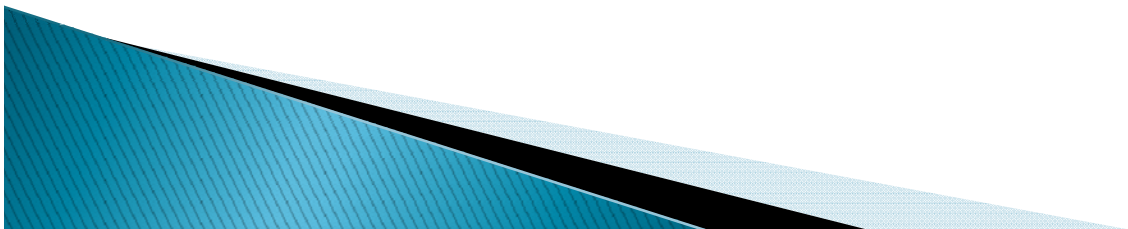
PENNY HARKEY, BUDGET OFFICE
2012 Budget

Legislative Update
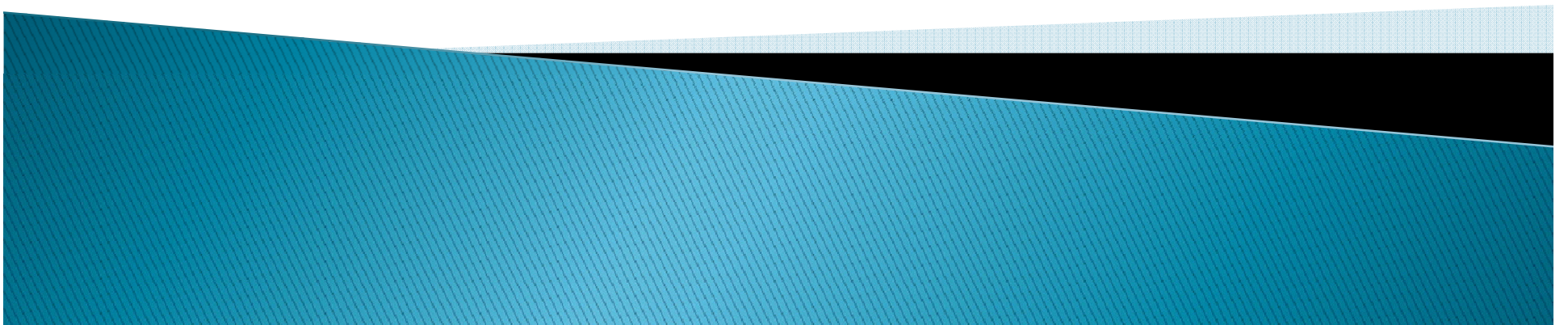
Legislative Update

- May 30th – Last day of Legislative session

- Legislature required to pass the Appropriations Bill (State Budget)

- Special session possible

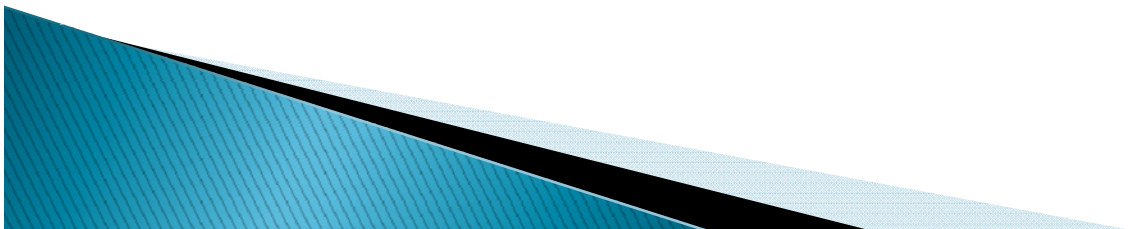# Legislative Update – Appropriations Bill

- ## House Bill
  - Approved by full House

- ## Senate Bill
  - Approved by Senate Finance Committee
  - Presented to full Senate – week of 4/25

- ## Conference Committee
  - Will be appointed once Senate Bill is passed
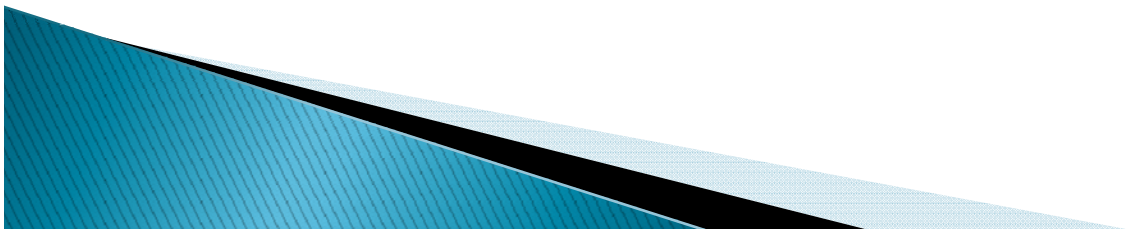 - Will develop bill to be brought back to House and Senate for final approval

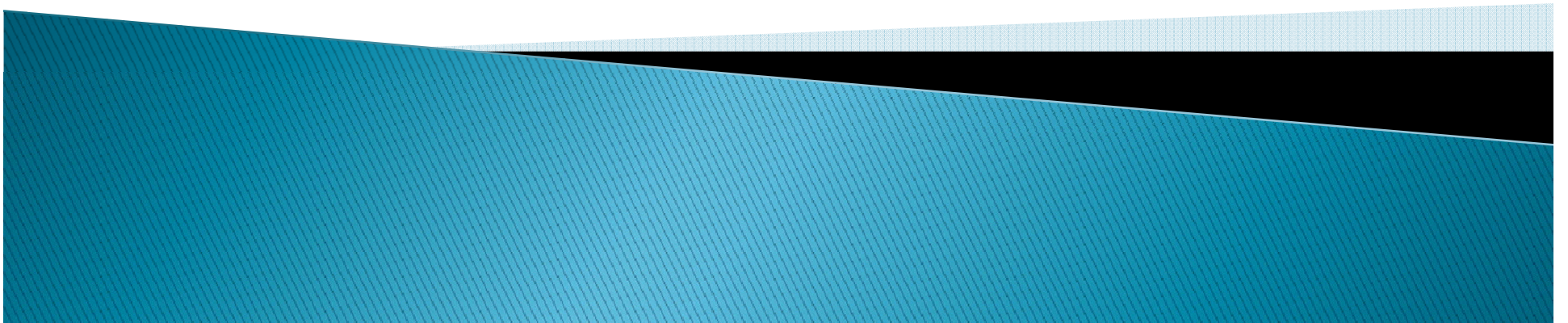# House Bill vs Senate Bill

www.lbb.state.tx.us

- 25% special item reduction in both House and Senate Bill

- Formula funding
  - Senate Bill – 5% reduction to formula pools
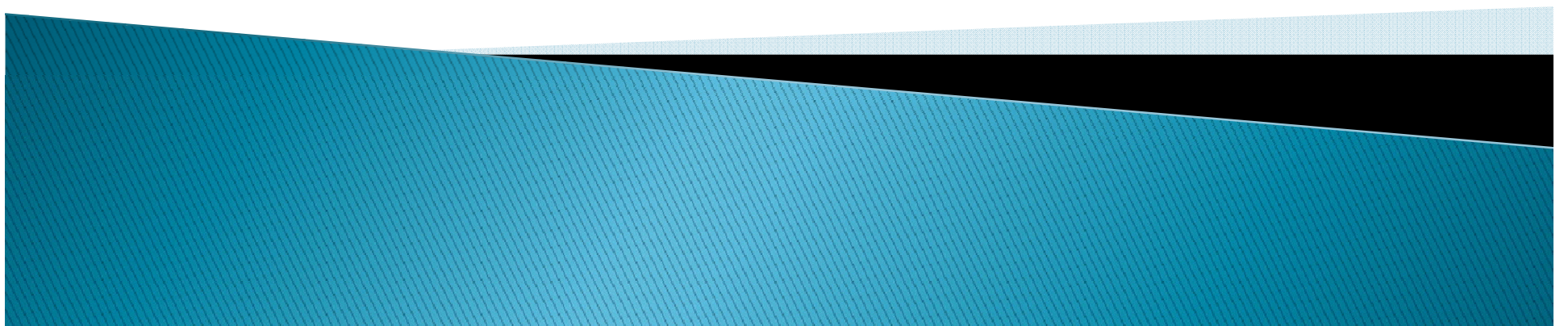 - House Bill – 10% reduction to formula pools

- Funding from other state agencies
  - Coordinating Board
  - Medicaid
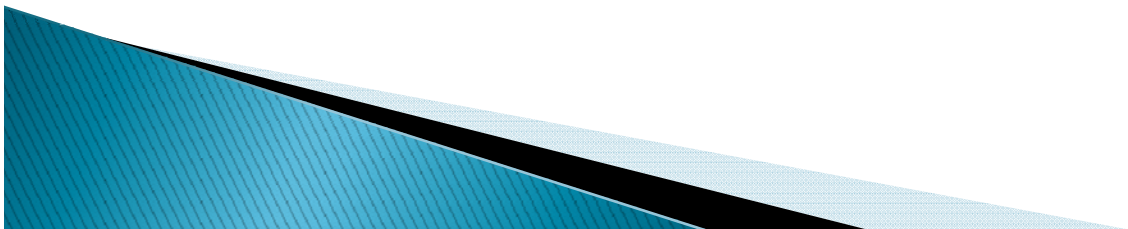
Legislative Update

Questions?

2012 Budget Cycle

2012 Tentative Budget Calendar

- ▸ May 25 – Release budgets to departments

- ▸ June 27 – Budgets due to Budget Office

- ▸ July 18 – Budget due to EVP and President

- ▸ August 4-5 – Board of Regents Meeting

2012 Use of Fund Balance

▸ One Time Expenses
  ◦ Capital Equipment
  ◦ Faculty Startup

▸ Budget Reductions
  ◦ Used as transition funding to implement budget reductions
  ◦ May only be used for FY 2012 to fund the budget reductions
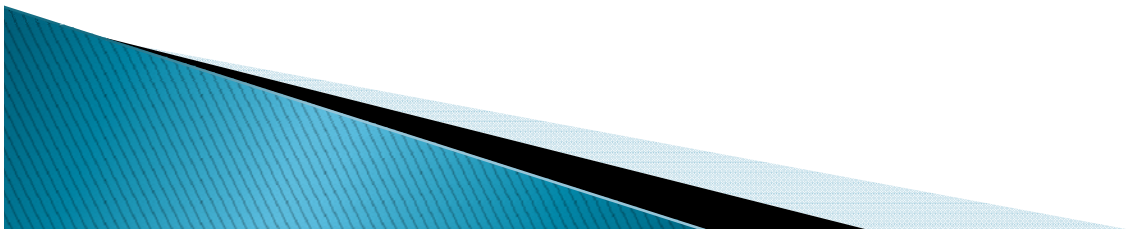 ◦ Must provide a detailed plan of how the budget reduction will be implemented
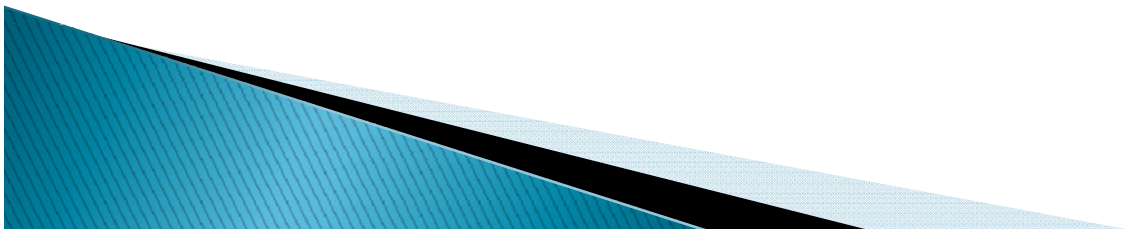
2012 Budget Cycle Changes

- Budget Prep Security
  - ORGN Managers review security through TEAM App
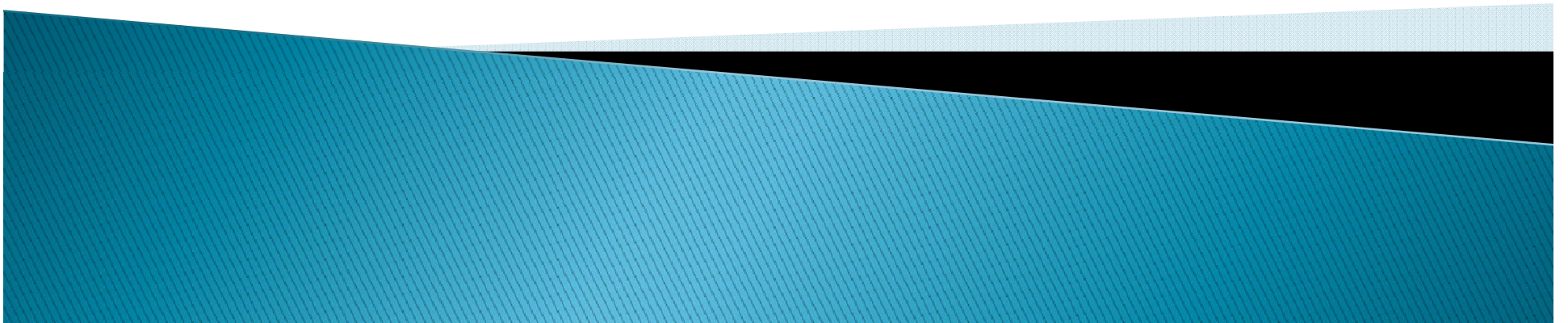 - Make necessary changes
  - Team Application tutorial at
    http://www.ttuhsc.edu/budget/training.aspx

- No changes to Budget Prep System

- Budget Checklist

- New Research Funds

2012 Budget Cycle

Questions?

LESLEY WILMETH, BUDGET OFFICE
FY 2011 Budget Verification
Labor Distribution EPAF
Labor Redistribution now on-line

Budget Office Update

April 25, 2011

Review 2011 Budgets

Review 2011 Budgets

- Verify enough budget exists for the remainder of the FY.

- Budget availability (not actual revenue earned) is used in budget checking for purchases

- Review fringes, longevity, and other employee payments

- Questions – call the Budget Office and we'll help you review your budget

Labor Distribution
EPAF

Labor Distribution EPAF

- Excel Labor Distribution Change form is no longer accepted

- Use the TTUHSC Current and Future Labor Change EPAF.

- Instructions for completing this EPAF can be found at

  - www.ttuhsc.edu/budget

Labor Redistribution now online!

Labor Redistribution

- The Labor Redistribution form will be phased out over the next few weeks

- An on-line Labor Redistribution system will be used instead

- This is a new module within the Banner system and is accessed similar to the EPAF

- A user guide will be available later this week.

Justification

- Biggest change is that ALL Labor Redistributions must be submitted with ADEQUATE justification

- These 3 questions MUST be answered.
    - WHY was this payment not charged to the correct labor distribution?
    - WHAT justifies redistributing this payment to the new labor distribution?
    - HOW can this be prevented from occurring in the future?

Justification Example #1

- *Submitted Justification*
  - *"Employee should have been paid from this funding source all year"*
- *Problem with Justification*
  - *Does not explain why the employee was paid on the incorrect funding source. No justification as to why the employee should be paid from the new funding source. Future prevention is not addressed.*

Justification Example #1

- *Acceptable Justification*
  - *The salary for Mr. Garcia was charged to the incorrect FOAP due to a clerical error in our department. This was recently discovered when training a new employee to perform this clerical work. Mr. Garcia's salary should be charged 100% on the MPIP fund instead of our designated fund per the FY 2011 budget for our department. Better training for clerical staff responsible for originating epaf's and reviewing the SM payroll is being implemented.*

Justification Example #2

- *Submitted Justification*
  - *Need to charge a portion of the Research Assistant salary to the project.*

- *Problem with Justification*
  - *The justification does not explain why the salary was not charged to the project. It should be expanded to include a description of the employee's role on the project, the portion of their salary being moved, and how this was determined. Future prevention is not addressed.*

Justification Example #2

- *Acceptable Justification*
  - *Redistribute 50% of the Research Assistant salary to Dr. Wang's grant. This individual spent 50% of her time working directly with Dr. Wang documenting the outcome of each experiment. The effort coordinator was unaware that this employee was spending 50% of her time working on Dr. Wang's project until Dr. Wang brought this to light during the effort certification process. We have met with all departmental PI's and asked that they keep the effort coordinators informed of changes in staff time worked on their projects.*

Questions?

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT
End of Year Deadlines
Encumbrance Review

TTUHSC Year End Purchasing Guidelines

FY2011 funded orders:

- Orders using FY 2011 funding **requiring a Bid or RFP** to be preformed by Purchasing must be submitted to Purchasing by **6/03/2011** to ensure completion by year end.

- **Non-Catalog TechBuy orders** using FY 2011 funding not requiring bids must be submitted to Purchasing by **8/22/2011** to ensure completion by year end.

- **Punch-out** and **Catalog TechBuy orders** using FY2011 funding must be submitted to the vendor by **8/30/2011** to ensure completion by year end.

- Any **order not** completed by **8/31/2011** **will be posted in September against FY 2012 funding**.

TTUHSC Year End Purchasing Guidelines

FY2012 funded orders:

- **All FY 2012 orders** must have an accounting date of **9/01/2011** or later.

- Orders needing to be in place on **9/01/2011** requiring a **Bid** or **RFP** to be preformed by Purchasing must be submitted to Purchasing for processing by **06/10/2011**.

- No TechBuy **punch-out orders** using FY 2012 funding may be entered/submitted prior to 9/01/2011.

- **Renewal orders** based on current FY2011 orders must be submitted to Purchasing by **7/8/2011** to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities)

TTUHSC Open Encumbrance Review Process

- Review all open encumbrances at the following location in Cognos: Public Folders > HSC Finance > Encumbrances, Invoices and Checks > **Open Encumbrances by Fund & Orgn**

    - *Review for validity – is order expected to be fulfilled before 08/31/2011?*

    - *Request PO / Encumbrance Close from the PO & Enc Change Request link at http://www.fiscal.ttuhsc.edu/downloads/PO&Enc_Change_Request.xls*

- All encumbrances on state funds that rolled from FY 10 to FY 11 (**transaction date prior to September 1, 2010**) will be closed **August 1, 2011**

    - **If this encumbrance is still valid, you must notify Purchasing at purchasing@ttuhsc.edu by August 15, 2011**

- Review Be sure to sign up for the TechBuy User Group at: http://www.fiscal.ttuhsc.edu/banner/usergroups/UserGroups.aspx

TTUHSC Open Encumbrance Review Process

Important Notes:

- Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed.

- 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 will also be reversed.

TTUHSC Accounting Services

AUGUST 26th (Friday)

- **Encumbrance Adjustments**

  - *Requests for increases or releases of FY 2011 and prior year encumbrances must be received by Purchasing. Departments are encouraged to review encumbrances in July and early August in order to avoid problems associated with attempting to spend available funds in late August.*

- **Unclaimed Property**

  - *All unclaimed property, including stale dated checks with an issue date that is on or before June 30th, 2010 must be submitted to Accounting Services*

TTUHSC Accounting Services

AUGUST 31st (Wednesday)

- **Travel Applications**

  - *Travel Applications to be applied against FY 2011 funds must be entered by 4:30 pm (CST)*

- **Purchase Orders**

  - *All purchase orders must be completed by close of business on August 31, 2011 (5:00pm CST).*

TTUHSC Accounting Services

SEPTEMBER 7th (Wednesday)

Due to Accounting Services:

- *FY 2011 Internal Purchase Funding & Cost Transfer (IPFTs) requests*

- *FY 2011 Non-Contract Revenue Accrual Invoice forms (INs) & Expense Accrual Requests*

- *FY 2011 Contract Revenue Accruals entered into Contracting/Accounts Receivable System*

TTUHSC Accounting Services

SEPTEMBER 7th (Wednesday)

Due to Accounting Services: (*continued*)

- *FY 2011 Interdepartmental Billing through the Gateway for service department charges. If charging **E&G (State) funds** or other **restricted funds**, charges <u>**must be posted before August 10, 2011**</u>. Any documents with August charges posted in September of FY2012 will be automatically reversed and will be required to be re-entered with August charges posted to an alternate funding source.*

- Consumable Supplies/Goods for Resale Inventory counts as of August 31st. Form is available online at http://www.fiscal.ttuhsc.edu/accounting/yep

TTUHSC Accounting Services

SEPTEMBER 7th (Wednesday)

Due to Accounting Services: (*continued*)

- *Holding Account and unidentified wire claims*

- *Questions regarding fund balances for FY 2011 transaction detail*

Due to Travel:

- *FY 2011 Travel Vouchers*

Due to Payment Services:

- *FY 2011 Invoices & Receiving Reports*

- *FY 2011 Direct Pay Transactions and Documentation*

TTUHSC Accounting Services

SEPTEMBER 7th (Wednesday)

Purchasing Card Allocations

- *Statement close date for Citibank – September 2nd*

- *Allocations may be made throughout August as purchases are made within the PCard System – there are only 2 business days to make allocations after the statement close date*

- *All charges on the September 2nd statement will be applied to FY 2011*

*** ***Watch for announcements about the new PCard System***.

TTUHSC Accounting Services

SEPTEMBER 9th (Friday)

Month end close for August FY 2011 (last business day)

SEPTEMBER 13th (Tuesday)

Due to Accounting Services:

- *Questions regarding fund balances for FY 2011 transaction detail included on Cognos reports after August close. Deficits will be covered from back up accounts on September 14th unless alternate account information is received by September 13th.*

TTUHSC Accounting Services

Important Notes:

- *The month of August will be closed on 09/10/2011*

  - *An accrual period for FY2011 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services.*

- *Deficit fund balances existing as of September 13th will be covered from back-up FOPs if alternate FOP is not received by September 14th*

- *An expense should be accrued if an invoice has not yet been received*

- *E & G Funds (100000 - 109999) should be fully expended or encumbered by the end of FY 2011 to avoid recapture*

TTUHSC Accounting Services

Important 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 2011 but not received** in FY 2011, contract revenue **should be accrued** via the **Contracting/Accounts Receivable System** located at https://www.fiscal.ttuhsc.edu/contracting prior to September 7, 2011. For non-contract revenue accruals, an invoice (IN) form should be submitted to Accounting Services prior to **September 7th**. The form is available online at http://www.fiscal.ttuhsc.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 2011 but not yet earned** in FY 2011, it should be recorded as **deferred revenue** using the appropriate Balance Sheet account. **Please contact Accounting Services for assistance in posting the related deposit***

TTUHSC Accounting Services

Important Notes:

- *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 at https://www.fiscal.ttuhsc.edu/wiretransfers/ .*

- *Amounts not claimed within 6 months will be swept to a scholarship account per HSC OP 50.35*

Annual Certification of Property Inventory

- **Due June 30, 2011**

  - **All updates and changes must be entered and reflected in reports before certification**

- Refer to HSC OP 63.10

- Access Property Inventory System from the Webraider Portal – F & A Work Tools Tab

  - Help Document – walks you through the certification process

- Contact Property Management at:

  propertymanagement@ttuhsc.edu

Questions?

CHUCK RISLEY, HUMAN RESOURCES
Performance Management

JANET COQUELIN, HUMAN RESOURCES
Benefits – Dependent Audit
HR Policy Updates
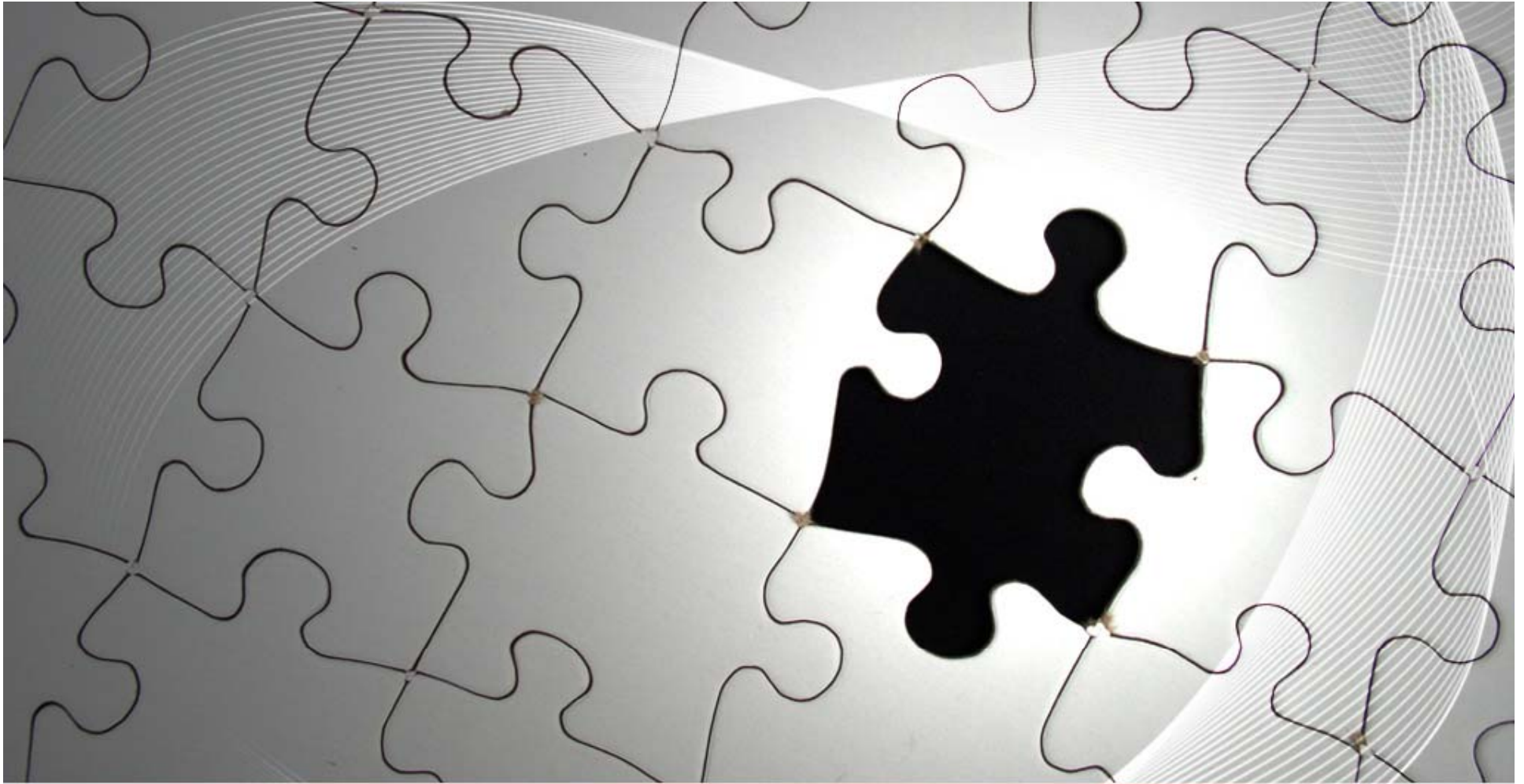
Staff Performance Management
Update

4/25/11

Status Update

- ✓ 2010 staff evaluations should have been completed and forwarded to HR (include confidentiality statements)
- ✓ New PM process takes effect Jan 1, 2011 (covers Jan-Dec 2011)
- ✓ Online PM program being finalized
  - ✓ Position Description Form
  - ✓ Self-Evaluation Form
  - ✓ Evaluation Form
- ✓ Expect go-live date of June 1, 2011
- ✓ PM webpage (updates, links, etc.)

QUICK SEARCH

[ ] GO ►

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Staff Performance Management

Dear HSC Colleague,

I am pleased to announce that the final touches to the new and improved Performance Management process for staff (non-faculty) employees at TTUHSC are nearly complete. The new Performance Management process has enormous value for each of you as well as for the continued success of the institution.

The process is not intended to add more work for supervisors, nor is it intended to make employees feel apprehensive about their jobs. The process provides support to a culture that allows for you to perform at your highest ability, enabling the level of quality service and productivity we expect and are proud of to continue to be achieved.

It's important to point out that all of this would not have been possible without the ideas and suggestions provided by many of you, the hard-work of HSC employee groups to include the Institutional Performance Management Task Force 🅰 , OIPA, IT and HR, and the support of HSC administration to include Dr. Paul Brooke, who served as the project Champion.

Each of us have a responsibility however, to actively carryout our roles in the process. Individual and supervisory accountability and responsibility are essential to individual growth and development and institutional excellence. Therefore, as indicated by President Mitchell, all staff employees and their supervisors are expected to attend training by June 30, 2011. Institutional training will begin in April. Information related to the new process as well as training schedules are contained in the links below. In addition, you are encouraged to check back periodically for additional updates and related information on the new process.

I am looking forward to seeing the benefits of the new process for each of you and the institution overall as the process unfolds over the next several months.

Gena Jones, DM, SPHR
Assistant Vice President for Human Resources

Links:

- Background/Summary of Changes 🅰
- Philosophy Statement 🅰
- Staff Performance Management System (Coming Soon!)
- Institutional Performance Management Task Force 🅰
- Training Schedules
  - Amarillo
  - El Paso
  - Lubbock
  - Permian Basin
  - CMHC (Intranet Access Required)

Status Update

✓ Mandatory training for supervisory/non-supervisory personnel currently underway

✓ Additional hands-on training planned for later in the year

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What's next?

Next Steps

Now – June 30, 2011:

- ✓ Attend required PM training
- ✓ Meet with employees to begin discussing new process/expectations
- ✓ Begin reviewing/updating current PDQs
    - ✓ Share PDQs with employees
    - ✓ Review for accuracy
    - ✓ Begin initial updates
- ✓ Check announcement page and PM webpage for periodic updates

Next Steps

June 2011 – December 31, 2011:

- ✓ Create PDs utilizing new online program
- ✓ Continue to meet with employees to discuss new PM process/expectations
- ✓ Complete hands-on training later in the year

January –February 2012:

- ✓ Conduct evaluations (CY 2011) utilizing new PM process
- ✓ Submit completed evaluations NLT February 28, 2012

For more information:

Staff Performance Management

www.ttuhsc.edu/hr/performance.aspx

HR
BITS AND
PIECES

ERS 100% Dependent Audit

Yes…it is for real!!!

Yes…employees with dependent coverage, that means spouse or children, must provide the correct documents to Hewitt.

Mention the audit in your faculty/staff meetings.

Deadline for submission of documents is May 18

ERS PRESENTATION

An ERS representative will be in Lubbock (techlinked to multiple sites) to discuss the dependent verification audit, possible benefit design changes, and other topics.

Thursday, April 28, 2011

4:00 PM – 5:00 PM CT.

STILL DON'T KNOW YOUR R#?

Watch for updated HR OP's

- 70.03 Employees Enrolling for Courses will be combined with
- 70.47 Employee Training and Development
- 70.11 Appointments to Non-faculty Positions
- 70.12 Performance Management
- 70.20 Employment Background Screening Policy
- 70.31 Employee Conduct, Discipline and Separation of Employment

Questions