

MINUTES
TO THE OCTOBER 26, 2009
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

DENISE SOBER, FINANCE SYSTEMS MANAGEMENT
New Contract Accounts Receivable and Cash Receipting System

Beginning December 1, 2009, all contract revenue will need to be entered and tracked through the Contract Database Accounts Receivable system. This system will replace the current IN process. The revenue will be uploaded to your account the same day and will be reported in the next business day's Cognos Reports. More information will be sent as we approach December 1, 2009.

The new Cash Receipting system which will be live December 1, 2009, is replacing the paper DDIS form with an online version of the current DDIS form. It allows you to enter general deposits, deposits against a Contract Accounts Receivable, and Expense Reimbursement deposits. It provides a means for electronic approvals by intermediate approvers and Student Business Services and has reporting capabilities.

For additional information please contact:

Contract Database Contact

Contracting Office
jim.lewis@ttuhsc.edu
bob.beights@ttuhsc.edu
(806)743-1888

Cash Receipt Contact

Student Business Services
christina.reising@ttuhsc.edu
(806)743-1888 ext 226

Accounts Receivable Contact

Accounting Services
hscacc@ttuhsc.edu
(806) 743-7826

General Questions

FSM@ttuhsc.edu

GENA JONES, HUMAN RESOURCES UPDATE
Introduction of Missy Watson, Section Manager, Employment and Recruitment

Gena introduced the new section manager for employment and recruitment – Missy Watson. Missy comes to the HSC with a wide range of experience. Please welcome Missy to the HSC.

LEAVE POLICY – TEMPORARY CHANGE

Re-iteration of announcement on temporary change to OP 70.01 Section 3(g). Key points covered:

- **Temporary policy change.** The policy of needing a doctor's note or other statement of the facts for being out on sick leave more than three days has been temporarily (until otherwise notified) extended to five or more working days before a doctor's note or other written statement of the facts concerning the illness is necessary for employees to be eligible for accumulated sick leave with pay during a continuous period. All other aspects of OP 70.01 remain in effect.
- **Employees out continuously for three or more days will still need to complete an *Application for Family and Medical Leave (FML)* form and submit it to the Human Resources department immediately upon return to work.** The application **does not** require a doctor's note upon completion, unless the requirements for coverage under FML have been met. In that case, the doctor's note will serve as certification of the illness unless it is determined that the information provided is not sufficient to make a determination of the situation.
- **A question was asked regarding FMLA eligibility:** The Family Medical Leave Act (FMLA) provides job protection for up to 12 weeks for employees who have a total of at least 12 months of state service, and who have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of leave, and are entitled to leave pursuant to the federal Family and Medical Act (OP 70.32).
- **A Q & A document will be published in the next week or so providing responses to employee and supervisor concerns regarding absences and the impact of H1N1 on staffing situations.** Employees are encouraged to send questions to HR to be addressed in the Q & As.

Managerial personnel should contact their local Human Resources office or the Lubbock Human Resources office at 806 743-2865 for questions regarding telecommuting or other leave or personnel concerns

LESLEY WILMETH, BUDGET OFFICE

New Cognos Reports

There are 2 new Cognos reports available in the Budget>Human Resources Reports folder.

- RPT_NBAJOBS_Salary Roster by FOAP (pdf)
- RPT_NBAJOBS_Salary Roster by FOAPe (excel)
- RPT_NBAJOBS_Vacant Positions by FOAP (pdf)
- RPT_NBAJOBS_Vacant Positions by FOAPe (excel)

The reports with an 'e' on the end mean those reports do not have formatting and will generate in excel.

The Salary Roster by FOAP report will show all employees paid on a particular FOAP. This is a good report to see who is paid on a funding source and how much they are paid there.

The Vacant Positions by FOAP report will show all vacant positions on a particular FOAP. To see all funding sources for a vacant position, we would recommend that you run the excel version and sort the report by position number.

E&G Fringe Reversal

You may have noticed that the reversal of fringes on you state funds has not been running in FY2010. The program that runs these reversals is taking too long to run so the process has not been run yet this fiscal year. Information Systems programmers are working with Oracle to identify a solution and are hoping to have a solution within the next month.

FY 2011 Budget Prep Process

The 2011 Prep Process will likely occur late Spring - April/May/June timeframe. We will let you know more at the January meeting. Also, Budget has submitted enhancement requests to Information Systems to make using Budget Development and Salary Planner easier.

Banner Upgrade

- What's an upgrade?
 - A process to replace all or part of a current system with improved functionality and performance.
- What is it NOT?
 - Not a full implementation like we just completed.
- Why upgrade?
 - Support for Banner 7 will discontinue at the end of FY 2010. This is a normal process for a vendor
 - We also want to take advantage of new functionality in the Banner 8 version.
 - New tax tables and other Federal Regulation data is included in the upgrade.
- Will there be downtime?
 - Yes!
 - Banner 8 will be installed March 11-15
 - Most everything will be completely down or have limited functionality during this time. This is for 3 working days and a weekend.
 - More will be announced closer to the implementation date.
- What's new?
 - TBD
 - Teams will begin testing new features next month.
 - New features to be implemented will be announced by the responsible area – Business Affairs, Budget, HR, Payroll
- Training?
 - You will not need to be trained like you were with the implementation of Banner.
 - Training will be provided for new features as we go-live with them.
- Should you be worried?
 - No!
 - Teams have already been looking at the upgraded system. Changes to existing functionality are minimal and should not affect you.
 - New features are improvements to the system.

Budget Office Move

The Budget Office will be moving to the Southwest Campus – East Averitt Building.

- **Week of November 30th**
- Mailstop will remain the same
- Phone # will change!!!
 - 743-7717

This group will be emailed with exact move schedule We will also post this information on our website.

JANET COQUELIN, HUMAN RESOURCES
HR Tidbits July 27, 2009

1. No leave memos to employees who will be near or over the maximum carryover.
Departments use Cognos report HR030

Carry forward maximums in OP 70.01

Total State Employment	Per Month	May Forward
0 but less than 2 years	8	180
At least 2 but less than 5 yrs.	9	244
At least 5 but less than 10 yrs.	10	268
At least 10 but less than 15 yrs.	11	292
At least 15 but less than 20 yrs.	13	340
At least 20 but less than 25 yrs.	15	388
At least 25 but less than 30 yrs.	17	436
At least 30 but less than 35 yrs.	19	484
At least 35 years or more	21	532

2. Exempt Leave Reporting Change
Effective September, 2009, the deadline for exempt leave reporting will change to the 15th of the following month. If deadline is missed, use Exempt Leave Adjustment form
<http://www.depts.ttu.edu/payroll/forms.aspx>
3. BACK TO SCHOOL
WATCH FOR ANNOUNCEMENTS OF REFRESHER EPAF CLASSES

