

MINUTES
TO THE JULY 26, 2010
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT

See powerpoint presentation at:
[Quarterly Finance & Admin Minutes](#)

BABAR KHAN, PAYROLL SERVICES

Manual Check Cut - off date for Fiscal Year 2010

Any manual checks received by September 3rd, will be processed with FY 2010 funds. The checks will be dated September 10th, but will be expensed in FY 2010. In order to ensure that they are expensed with 2010 fiscal year, please make sure that the manual check requests are received on or before 9/3

Vacation/Holiday Comp

We encourage all employees to look at their accrual balance and compare their balances against the maximum carryover limits. Holiday Comp, maximum 24 hours per fiscal year. Please review your balances in Holiday Comp. and make sure the balances are within the maximum allowable. For all Holiday comp hours, an employee can only accrue a maximum of 24 hours after which the system does not accrue any more comp hours until the maximum balance is below 24 hours. Any hours in excess of hours are not transferred to sick. Please review OP 7.01 <http://www.ttuhs.edu/hsc/op/op70/op7001.pdf>

Suggestion/Recommendation: If you have any holiday comp. hours, please off set the hours against holiday comp then charge to vacation accrual.

Manual Check Processing Statistics

Based on a sample for a couple of weeks - below are the statistics:

Category	Total	Employee did not Submit Timesheet	ePAF not processed	Sick Leave Hours Processed		
Total	309	204	68	11		
Percentage	100%	66.02%	22.01%	3.56%		

Payroll Services Comment Card

Payroll Services would like everyone to submit comments to help improve services. Use the comment card on the payroll website. There are only 4 questions and this should take less than one minute to complete.

Payroll Web Site: <http://www.depts.ttu.edu/payroll/>

Payroll Services Comment Card: <http://www.depts.ttu.edu/payroll/commentCard.asp>

LESLEY WILMETH, BUDGET OFFICE

FY 2011 Budget

The FY 2011 Budget will be presented to the Board of Regents on August 5-6. It will roll to the Operating Ledger the following weekend, August 14-15. You will be able to start spending against FY 2011 on August 16th.

Also remember that Budget Checking will change with the FY 2011 Budget. Program code will be added to the budget checking.

E&G Funds, and Restricted funds will have budget checking at the Fund, Orgn, Account and Program (FOAP).

General Designated, Practice Plans, Auxiliary and Services funds will have budget checking at the Fund, Orgn, and Program (FOP).

This will be in effect beginning Monday, September 13th – after the FY 2010 close.

Payroll Encumbrances

All FY 2010 payroll encumbrances will be released on August 31st. FY 2011 encumbrances will not occur until the weekend of September 11th.

There is a change to payroll encumbrances. NO student assistant salaries will be encumbered in FY 2011.

Labor Redistribution Deadline

If you have Labor Redistributions that need to hit FY 2010 funds, please have those to the Budget Office no later than August 31, 2010. The only exceptions are for the last SM payroll that will not process until September 7th. Redistributions for that payroll need to be sent to the Budget Office by September 8th for processing in FY 2010.

CHUCK RISLEY, HUMAN RESOURCES

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[Quarterly Finance & Admin Minutes](#)

JANET COQUELIN, HUMAN RESOURCES

See powerpoint presentation at:

[Quarterly Finance & Admin Minutes](#)