

MINUTES
TO THE JULY 23, 2012
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update
July 23, 2012





TTUHSC Year End Purchasing Guidelines

FY 12 funded orders:

- **Non-Catalog TechBuy orders** using FY 12 funding **not** requiring bids must be submitted to Purchasing by **8/22/2012** to ensure completion by year end.
- **Punch-out and Catalog TechBuy orders** using FY 12 funding must be submitted to the vendor by **8/30/2012** to ensure completion by year end.
- Any **order not** completed by **8/31/2012** will be posted in **September against FY 13 funding**.
- Requests for increases, releases or changes of FY 12 encumbrances through the PO / Enc Change request application must be completed by **08/30/2012**.

FY 13 funded orders:

- **All FY 13 orders** must have an accounting date of **9/01/2012** or later.
- No TechBuy **punch-out orders** using FY 13 funding may be entered/submitted prior to 9/01/2012.



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 08/31/2012?*
 - *Communication Services Encumbrances (EAs) and Payroll Encumbrances (PRs) will be closed systematically*
 - *Request PO / Encumbrance Close in the PO & Enc Change system at <https://www.fiscal.ttuhscc.edu/poencbchangereq/>*
 - *All encumbrances on state funds that rolled from FY 11 to FY 12 (**transaction date prior to September 1, 2011**) will be closed **August 1, 2012***
 - **If this encumbrance is still valid, you must notify Purchasing at purchasing@ttuhsc.edu by August 1, 2012**
- Be sure to sign up for the TechBuy User Group at: <http://www.fiscal.ttuhscc.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.



Payment Services

Travel:

- **August 31, 2012** - FY 12 Travel Applications using FY 12 Funding must be entered in the Travel System by 4:30PM CST
- **September 5, 2012** - FY 12 Travel Vouchers and required documentation due to the Travel Office

Direct Pay:

- **September 5, 2012** - FY 12 Direct Pay transactions and required documentation due to Payment Services

Accounts Payable:

- **September 5, 2012** - FY 12 Invoices and receiving reports due to Payment Services



Payment Services / PCard

- **August 30, 2012** – Last day to purchase for FY 12 to ensure transactions post before 09/03/2012
- **September 3, 2012** – Statement Cycle ends for the 09/03/2012 Expense report
 - *Remember that all transactions are available to be allocated within two to three days after the purchase is complete*
- **September 4, 2012** – All transactions are available to allocate
- **September 5, 2012** – Deadline for FY 12 Allocations at 5PM CST



TTUHSC Accounting Services

- **August 31, 2012** – All unclaimed property, including stale dated checks with an issue date on or before 06/30/2011 must be submitted
- **September 5, 2012** – FY 12 Non-contract Revenue Accrual Invoices (INs) & Expense Accrual Request forms due
- **September 5, 2012** – FY 12 Contract Revenue Accruals entered into the Contracting / Accounts Receivable System
- **September 5, 2012** – FY 12 Interdepartmental Billing through the Gateway
- **September 5, 2012** – FY 12 Consumable Supplies / Goods for Resale inventory counts as of 08/31/2012 due



TTUHSC Accounting Services

- **September 5, 2012** – FY 12 Internal Purchase Funding (IPFTs) & Cost Transfers due
- **September 5, 2012** – Questions regarding fund balances for FY 12 transaction detail due
- **September 5, 2012** – FY 12 Holding Account and Unidentified Wire claims due
- **September 10, 2012** – Monthly close for August 31, 2012
- **September 11, 2012** – FY 12 Roll to FY 13 – Grant Funds available for FY 13
- **September 13, 2012** – Questions regarding balances for FY 12 transaction detail included in Cognos reports after August close. Deficits will be covered from back up accounts on September 14, 2012



TTUHSC Accounting Services

Important Notes:

- **The month of August will be closed on 09/10/2012**
 - An accrual period for FY2012 will remain open for a period of time after that date. Any entries made during the accrual period will require approval by Accounting Services
- **The FY 2012 roll to FY 2013 will take place on 9/11/2012**
 - All financial systems will be disabled for transaction processing from Monday evening through Tuesday evening with the **exception** of TechBuy which will allow requests to process, but not post to Banner
 - Cognos will be available for report viewing

BABAR KHAN, PAYROLL SERVICES

Fiscal Year End Deadlines

EOPS submitted timely but no later than August 27th, 2012 will be processed and expensed in FY 2012 business. All EOPS should have Budget and Human Resources departments before they can be processed by Payroll for processing. Payment will be dated September 7th, but will use FY 2012 funding and will follow normal payroll distribution i.e. check versus direct deposit.

Recommended Procedure for EOPS: As EOPS needs HR and Budget approvals, we recommend these submitted to Budget/Human Resources by August 18th, so Budget and HR have sufficient time for approval.

Manual check request received by Payroll Services by 8/31 will be processed in FY 2012 business. These manual checks will be dated September 7th, 2012 but will be posted in FY 2012 fiscal year.

New Pay Stub

PAYROLL EARNINGS STATEMENT IMPROVEMENTS!!!

Improvements to the Payroll Earnings Statement with year to date is currently available on Webraider through Employee Self Service

- There is a 'Printer Friendly' version that looks professional and includes the Texas Tech University System seal!
- 'Year To Date' totals for earnings, employee deductions, and employer contributions will be displayed!
- Federal Income Tax Withholding filing status and allowances are displayed!
- There are gridlines to make it easier to read!
- To access your earnings statements, please use the following navigation:

HSC employees: <http://webraider.ttuhs.edu>:

- 1) Select HSC Employee Tab
- 2) To View Earnings Statements:
- 3) Select Pay Information
- 4) My Earnings Statements
- 5) My Earnings Statements
- 6) Select Display
- 7) Select specific Earnings Statement to review
- 8) Select Printer Friendly version

Direct Deposit Employee Self Service

Starting with the new fiscal year, employees will be able to input their banking information through Employee Self Service.

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation.



**ERS
ANNUAL
ENROLLMENT**

WHAT, WHEN, HOW



WHAT



- Every summer, opportunity to make changes to your insurance coverage, enroll/change your TexFlex elections.
 - Add/drop dependents to HealthSelect
 - Add dental coverage, add or drop dependents
 - Add/change ADD coverage
 - Add/increase life insurance with Evidence of Insurability (EOI)
 - Add STD/LTD with EOI (**Exception this year: currently on LTD, add STD without EOI!**)
 - Add/change TexFlex plans



WHEN

TEXAS TECH EMPLOYEE ENROLLMENT PERIOD
IS:

JULY 16 -27

This is the last week

HOW

- Review your Personal Enrollment Statement that you received at your home address.

- **Make your changes on line at www.ers.state.tx.us**
- **Or visit your local benefits office for assistance**





More info

Change to United Health Care

- Effective 9-1-2012 the TPA for HealthSelect of Texas plan will be United Health Care. All covered members will receive new ID cards by 9-1. The prescription program remains the same with Caremark.
- New website:
www.healthselectoftexas.com



- > Home
- > Benefits
- > Find a Doctor/Hospital
- > Health & Wellness
- > Benefit Coordinator Resources
- > Publications & Forms
- > News & Updates
- > Contact Us

Welcome HealthSelectSM of Texas Members



Search for a Provider

Use the Provider Search Tool to see if your provider is in the network.

Search now

1 2 3

UnitedHealthcare will serve as the third-party administrator for the HealthSelect plan starting September 1, 2012. [Learn More](#). The benefits described on this webpage begin September 1, 2012. If you try to use the benefits before September 1, 2012, you will receive a message that the benefits are not valid at this time.



Find a Doctor, Hospital or Other Facility

Search for a provider by name, location, or by type of procedure or condition. You can also search for network hospitals, laboratories and other health care facilities.

Remember that you will need to select a Primary Care Physician (PCP), if you want to receive network benefits for your PCP visits.

If you have a PCP selected, please verify your PCP is in the UnitedHealthcare network. If your provider is



Performance Management Process Update

Watch for information sessions
and instructional material:

“What do I do next? How do I
move forward in the new year?”

Performance Management System Update

System changes to be implemented:

1. A supervisor named in Banner will see the documents for their employees.

2. Orgn Manager can see all documents for all employees in their orgn.

Click on: [Existing Forms Created by you, about you, or that you review](#)

Choose radio button for view you want:

Existing Forms Created by you, about you, or that you review

You are currently impersonating Gena Jones.
[Revert to my previous identity](#)

This page lists forms created by or about you. In the case of forms about you, you may print them. In the case of forms by you, you may edit them.
Reviewers can be added to the forms you create that allow them to edit the document. Only the creator of a form can submit it.
If you've submitted a form and realize you need to modify it, please contact your local Human Resources Director:
<http://www.ttuhsoc.edu/hr/offices.aspx>

Return to home Hide Performance Standards when printing Delete All Non-Completed Evaluations Delete All Non-Completed PD's
Delete All Non-Completed Self Assessments Add reviewers to all my forms

Search for forms (Name, Tech ID, eRaider ID, or position title) Page Size: 5 Form Status: All, Not Completed, Completed Department: [Dropdown]

Search [Button]

- Organizational View Options
- View the documents I've created, review, or about me
 - View my documents and the documents for the orgs I manage



PM System Clean-up

- Proposed:

Remove all documents created before May 31, 2012 that are not complete.

This will eliminate extraneous documents that were started by the employee, or someone not the supervisor, or that just got messed up!



WORKFORCE OVERALL WELLNESS!
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER



and Employee Recognition Director:
On board in the very near future.

Programs are continuing to unfold on all
campuses. Watch for  events on your
campus.

HR OP Updates

- Please review HR OP 70.01 Leaves of Absence
 - There have been major changes to Sick Leave Pool eligibility
 - The changes were effective July 16, 2012.

Terminated Employees

Remember to have your separated employees removed from any internal system that they had permission to access.



New Employees

Reminder: A new employee must complete an I-9 on or before their

FIRST DAY

of employment!

LESLEY WILMETH, BUDGET OFFICE

End of Year/Beginning Year Dates/Deadlines

The FY 2013 Operating Budget will be presented to the Board of Regents for approval at the August 9-10 Board meeting. No salary adjustments, reclassifications, or new positions are approved until the Operating Budget is approved at the Board meeting.

The FY 2013 Budget will be loaded to the Banner Finance and Banner HR Systems the weekend of August 18-19. Departments may begin running Cognos reports with FY 2013 data on August 20th. The Budget Office will send an email to all Organization managers with this information the week of August 20th.

Please note that 'multi-year (MY)' funds are not part of the annual budget cycle. Budgets for MY funds are not part of the August 18-19 load. Remaining balances on these funds will be rolled to FY 2013 after the FY 2012 close. This will occur on September 11th.

To prepare for the FY 2013 Operating Budget load, no EPAF's will be applied to the HR system between August 16 -20. These epafs will be applied before the MN payroll run.

Payroll Encumbrances

The FY 2012 payroll encumbrances will be release on August 24th. This will create available balances in the salary account codes. **These funds CANNOT be reallocated.** They must remain in the salary codes to pay the final SM and MN payroll of the fiscal year. The FY 2013 payroll will be encumbered on September 11th.

Labor Redistribution Deadlines

All Labor Redistributions (LRDs) for FY 2012 must be submitted by August 30th. If you have an exception to this date please contact the Budget Office PRIOR to submitting the LRD.

Budget Controls

Currently budget controls are at the FOAP or FOP level depending on the fund type.

- E&G and Restricted funds use FOAP controls. This means budget checking is done at the budget account code level.
- Practice Plan, and General Designated funds use FOP controls. Budget checking is at the BAVL level, without regard to account code.

Beginning with FY 2013 **ALL** funds will have budget controls at the FOAP level. This was mentioned in the April quarterly meeting and was stressed in the Budget Guidelines. With this change there will be no more '80' reserve codes. Budgets will remain in the '60' salary codes:

- 6004 – Special Augmentation
- 6005 – Longevity
- 6007 – Fringe Benefits
- 6008 – Other Employee Payments
- 6009 – Faculty on call Pay

The 6006 Unallocated Salary code will be used in place of the 8006 budget account code.

The advantages of going with FOAP controls are:

- 1) Less confusion to new employees. All funds are treated the same.
- 2) No more '80' salary reserve code. The nightly process moved funds into and out of the '60' salary codes to the '80' reserve codes each evening. This caused your budget to change every day.
- 3) The Available Budget tab on the Webraider Portal will show the entire expense budget, excluding true transfers.
- 4) The EOPs system has a warning edit that will actually check for budget against the appropriate '60' budget account code. This should alert EOPs originators that a funding issue may exist before the EOPs is submitted.

- 5) Departments continue to have the ability to re-budget any excess funds in a fringe benefit, or special augmentation code to another account code.

If funds do not exist in the appropriate budget account code as you are processing TechBuy purchases or travel vouchers, the Budget Revision System can be used to quickly move funds to the appropriate code. Most movement between '70' budget account codes will post within 15 minutes with no approvals required.