

MINUTES

TO THE OCTOBER 22, 2012 QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation

QUARTERLY F&A MEETING

October 22, 2012

Human Resources

Get Prepared for next Phase of Performance Management!!

Attend Classes:

Coaching for Improved Performance

Keys to Effective Performance Management -
Required for new Supervisors

Position Description – Basics

Position Description – Advanced

Performance Management System – Hands On

Staff Performance Management – Required for all
non-supervisory employees

Review PD's

Prepare for Performance Evaluations

Watch for Q&A's and other Announcements!

Employee Confidentiality Flags

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

My Employment Information

[My Time Sheet](#)

[My Leave Report](#)

[Electronic Personnel Action Forms](#)

[Pay Information](#)

Direct deposit allocation, earnings and deductions history, or earnings statements.

[Tax Forms](#)

W4 information, W2 Form.

[Jobs Summary](#)

[Leave Balances](#)

[Campus Directory](#)

[HSC Labor Redistribution](#)

[Texas Employee Confidentiality Indicators](#)

Allow Employee to update Texas Confidentiality Flags for release of information to the public.

RELEASE: 8.7

Confidentiality Flags

- Conversion: Current employees set to “N”
- New Employees set to “Y”, preferences on Bio form, or set flags themselves.

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WebRaider

Back to HSC Employee Tab | E-mail | INB Banner | Banner Assistance | Logout | Help

My Personal Information | **My Employment Information** | Finance

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

Texas Employee Confidentiality Indicators

Release Address:

Release Home Phone:

Release SSN:

Release Family Info:

Release Emergency Contact:

Confidentiality Update ID: W:WWW2_USER

RELEASE: 8.1

Employee Voting Rights

- On November 6th the 2012 National Election will be held and the polls will be open from 7 a.m. until 7 p.m. In accordance with the Texas Voting Election code 276.004, if the polls on election day are open less than two consecutive hours outside of the employee's regular work schedule, the employee should be allowed time during his/her work schedule to go vote, should not be penalized, and the time should be recorded as voting leave in web-time entry. This code only applies on Election Day Tuesday, November 6, 2012 and not for early voting which begins on Monday, October 22nd and ends on Friday, November 2nd.

Essential Personnel/Inclement Weather

- Review employees designated as Essential Personnel and submit forms to your Human Resources office by December 1, 2012.
- **Refer to OP 10.02 for Form**
- Only nonexempt employees designated as essential personnel are entitled to the emergency leave pay and work hours for the time of the closing.

HealthSelect

- Employees should check with your providers PRIOR to services being rendered, to see if they are in network with United Healthcare. There are providers that were in network with BCBS that are not in network with United HealthCare.
- If services are obtained from an out of network provider, claims will be processed out of network and the deductible and higher copay will apply.
- Go to <http://healthselectoftexas.welcometouhc.com/>

IRS announcements for 2013

- **Social Security Taxable Wage Base:** Increased to \$113,700
- **Overall sheltering** in our ORP/TDA 403(b) plans increased to \$51,000
- **Voluntary sheltering** in our TDA (403b) and Texa\$aver (457) increased to \$17,500
- **New Medicare Tax:** .09% additional tax on income over \$200,000.

LESLEY WILMETH, BUDGET OFFICE

See next page for powerpoint presentation.

Budget Office Update

October 22, 2012

WEBRAIDER PORTAL:

AVAILABLE BUDGET TAB

Available Budget



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HEALTH SCIENCES CENTER...
WebRaider

My Account
Content Layout

Welcome Lesley Wilmeth
R00526900
My Personal Information

E-mail Ba

Home Available Budget Lesley's TAB HSC Supervisor HSC Employee F&A Work Tools

Available Budget



Refresh Data

Fiscal Year: 13
Chart: H
Fund: 101014 Budget Office
Orgn: 201801 Budget Office Lbk
Program: 60 Institutional Support

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	Staff Salaries	\$438,350.00	\$36,529.17	\$401,820.86	\$-0.03
6005	Longevity	\$8,371.00	\$660.85	\$0.00	\$7,710.15
7010	Maintenance and Operations	\$6.00	\$0.00	\$0.00	\$6.00
Total:		\$446,727.00	\$37,190.02	\$401,820.86	\$7,716.12

- Data may not match Cognos information.
- This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.

[Help](#)

Webraider Portal

- <https://Webraider.ttuhscc.edu>
- Instructions for adding the Available Budget Tab are located on the Budget Office website:
http://www.ttuhscc.edu/budget/instructions_and_information.aspx

FOAP Checking

- All funds are now FOAP checking
- There are no more '80' salary reserve codes
- Funds must be in the appropriate Budget Account Code
- Available Budget Tab is very useful!
- Budget Revisions are easy to process

Negative Budget Balances Report



Negative Budget Balances

You are receiving this email as a Fund Manager. Per HSC OP 50.03 it is the Fund Manager's responsibility to ensure sufficient budget is available to support anticipated expenditures for the entire fiscal year.

The fund listed below currently has a negative budget balance. Please review this fund and make appropriate adjustments to clear the negative budget balance. It may be necessary to process a budget adjustment or to reallocate expenditures or encumbrances to another funding source.

Questions regarding this email should be directed to the Budget Office at 806-743-7717 or hscbud@ttuhsc.edu.

Fund Manager: :

Fund	Fund Desc	Orgn	Orgn Desc	Prog	Account Pool	Balance
223041	TDHS CLASS FY12 Elp Ortho Surg	533901	Orthopaedics Elp	35	7010	(75.00)
					7020	(104.79)
				40	7055	(16,917.52)

Negative Budget Balances

- **Cognos Report that is 'bursting' to all fund manager**
- **Emails come out directly from the Cognos system**
- **Report runs**
 - **12th and 29th of each month**



Negative Budget Balances

- **Budget – YTD Expenditures – Encumbrances =**
 - **Available Balance**
- **Looks at Budget only**
 - **Not a cash based report**
 - **Outstanding invoices are not the issue**
- **Another Tool to help you manage your expenditures**
- **What should you do?**

Negative Budget Balances

- **Review the FOP**
 - **Look at the Available Budget Tab**
 - **Run the Budget Account Code Summary or Operating Ledger Reports**
- **Are expenditures and encumbrances correct?**
 - **Process a Budget Revision from another Budget Account Code**
 - **Process a Change of Funding Epaf or Labor Redistribution**
 - **Process a Cost Transfer or Encumbrance Change**

Example:

Fund Manager: :

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Available Budget



Refresh Data

Fiscal Year: 13
 Chart: H
 Fund: 223041 TDHS CLASS FY12 Elp Ortho Surg
 Orgn: 533901 Orthopaedics Elp
 Program: 35 Patient Care

Grant end date:31-AUG-12

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	Staff Salaries	\$0.00	\$0.00	\$0.00	\$0.00
6005	Longevity	\$1,420.00	\$0.00	\$0.00	\$1,420.00
6006	Unallocated Salaries	\$55,223.19	\$0.00	\$0.00	\$55,223.19
6007	Payroll Related Costs	\$23,766.49	\$0.00	\$0.00	\$23,766.49
7010	Maintenance and Operations	\$1,804.27	\$0.00	\$1,879.27	\$-75.00
7017	Communications	\$397.22	\$0.45	\$0.00	\$396.77
7020	In State Travel	\$245.02	\$349.81	\$0.00	\$-104.79
7035	Food and Entertainment	\$125.00	\$0.00	\$0.00	\$125.00
7040	Memberships	\$125.00	\$0.00	\$0.00	\$125.00
7055	Facilities and Admin	\$80,059.50	\$52.54	\$0.00	\$80,006.96
7099	Unallocated Expenses	\$333,419.56	\$0.00	\$0.00	\$333,419.56
Total:		\$496,585.25	\$402.80	\$1,879.27	\$494,303.18

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Help

Negative Budget Balances

- Negative in 7010 (\$75.00) and 7020 (\$104.79)
- Funding exists in 7099
- Should I.....
 - a) Process a Budget Revision to cover the negatives in 7010 and 7020 from 7099
 - b) Do nothing the amounts are insignificant
 - c) What?? I though this was junk email – I already deleted it
 - d) Process a Budget Revision into 7010 and 7020 to not only cover the negative but to also budget for future expenditures in these budget account codes

NIGHTLY BUDGET PROCESS

Nightly Budget Process

- **Another way to clear negative budget balances**
- **Negatives in 6001, 6002, 6003, 6005, 6007**
 - **Covered nightly from funds in 6006 -
Unallocated Salaries**

ROUTING/APPROVALS

Budget Revision System

Approval Status

Status	Approved Date	Pending Since	Approver/Proxy	Group Chart	Group ID	Group Type	Approver	Approving As
Approved	10/17/2012 4:23:22 PM		Approver - Todd Bash and Proxy - Rebecca Aguilar	H	181215	Fund Group	Todd Bash	Approver
Approved	10/17/2012 4:23:22 PM		Approver - Todd Bash and Proxy - Rebecca Aguilar	H	181021	Fund Group	Todd Bash	Approver
Approved	10/18/2012 8:23:49 AM		Approver - Suzanne Dean and Proxy - Lisa Castillo	H	HACCT	Budget Group	Jillian Townsend	Group Member
PENDING		10/18/2012 8:23:49 AM	Approver - Lesley Wilmeth and Proxy - Gina Stockman	H	HSCBUD	Budget Group		

Print

- Group ID:
 - HOSP – Office of Sponsored Programs
 - HACCT – Accounting Services
 - HSCBUD – Budget Office

Approvals

- HOSP – Victoria Rivera
- HACCT – Suzanne Dean
- HSCBUD – Lesley Wilmeth
 - We don't do all the work!
- Best to contact your usual accountant or analyst about the revision.
- Budget Office – posted on our website

LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.



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Finance & Administration Quarterly Update

Business Affairs Update

October 22, 2012



Burst Reports for Fund Managers

Three New Burst Reports

- **Monthly List of Fund Balances for MY and FY Funds**
- **Monthly Budget Balance for FY Funds**
- **Monthly Budget Balance for MY Funds**

Reports emailed last week to all Fund Managers of active funds and in the future will be emailed to all Fund Managers after the close of each fiscal period.



Burst Reports for Fund Managers

Monthly List of Fund Balances

- **Lists Fiscal Year 2012 activity and Fund Balances for all Funds for which you are the Fund Manager**
- **Designation of MY and FY**

Monthly Budget Balances – Fiscal Year Funds (FY)

- **Lists Fiscal Year 2012 activity and Budget Balances for all Fiscal Funds for which you are the Fund Manager**

Monthly Budget Balances – Multi Year Funds (MY)

- **List Fiscal Year 2012 activity and Budget Balances for all Multi Year Funds for which you are the Fund Manager**