

Business Affairs Newsletter



May 2020

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Who is one of your heroes?
I can't say just one, it's my grandparents. They taught me family history, to have a strong work ethic, appreciate and learn from others, and never take what you have for granted.

In one word, how would you describe the past week/month?
Adjusting.

What is your hidden talent?
I'm good at playing darts and my husband always loses.

How long have you been working at Texas Tech University Health Sciences Center El Paso?
I will have four years this April.

What is your favorite thing in life?
Being with family and friends.

What might someone be surprised to know about you?
Growing up, I was an avid pro wrestling fan and would always sit row in the front row with my mother. I would carry yellow roses and give each Von Erich a rose after their match.

What is the first thing you would buy if you won the lottery?
I would renovate my house.

EMPLOYEE SPOTLIGHT
HONORING
Marne Marley
SENIOR ANALYST
STUDENT BUSINESS SERVICES

Budget Office: Vince Lantican, Director

Everyone is in the thick of the budget prep process at this time. With likely budget cuts from the state, we ask that you only include essential expenses in your FY21 budgets.



IMPORTANT DATES

May 1 - Budget Prep System opened.

May 18 - Budget Prep System locked for reviews, budget templates due back to the Budget Office.

June 1 - Budget Prep System unlocked for final updates.

June 8 - Budget Prep System closed.

June 19 - Deadline for HR paperwork for FY21 actions.

July 15 - Deadline for HR paperwork for FY20 actions.

All budget-related questions should be directed to budgetelp@ttuhc.edu.



Student Business Services: Cindy Flores, Director

In accordance with HSCEP OP 50.10, the annual verification audit of endorsement stamps is to be completed in May of each fiscal year; however, due to the campus disruption related to COVID-19, the verification audit process will commence on June 1.

A verification request form will be sent to the cash custodian of record for each department with an official endorsement stamp.

All verification forms should be completed, signed and returned to Student Business Services no later than **August 14, 2020**. Student Business Services appreciates your cooperation and prompt response to this request.

If at any time throughout the year there is a change to the cash fund custodian, please notify Student Business Services so that we may update our records.

All Student Business Services-related questions should be directed to sbselp@ttuhsc.edu.





IDC Funds (Indirect Cost Funds)

Unsure about how to use your IDC funds? IDC funds should be used to cover research-related expenses, such as laboratory supplies, Swift card and travel. Food and entertainment, flowers and transfers to/from other fund classes are not allowed.

The Texas Educational Code related to IDC funds can be found [here](#).

Cash Fund Control Plan

HSCEP OP 50.21 updated Cash Fund Control Plan (CFCP) must be submitted before May 31, 2020 to Accounting Services at accountingelp@ttuhsc.edu

Due to Phase IV remote work requirements, electronic signatures will be accepted this year.



Accounting Services: Sandra Tapia, Director

Year-End is coming! We encourage fund managers to review their funds to ensure no deficits will exist at the end of fiscal year. Here are some tips:

HINTS, TIPS & REMINDERS

Accounting Services

- Review fund balance to ensure availability of funds. Statement of Changes in Fund Balances reports are available in Cognos at [Team content > HSC EI Paso Finance > Fund Balance](#).
- Review ledger activity to verify all billing has been completed and projected revenue is recorded.
- Review and determine if all expenses have been properly allocated.
- Review validity of outstanding encumbrances. Request invoices for services or goods that have been received and if any POs need to be closed submit a [PO Encumbrance Change Request](#).

[FY 2020 Year-End Deadlines and Processes](#) are now available on the Business Affairs website.

COVID-19 Reporting

All fund managers should review prior months activity to verify transactions are properly classified and ensure all COVID-19 related expenses are captured under organization 203040-Emergency Preparedness.



Training

New to TTUHSC EI Paso? Training for Finance applications is available at Accounting Services website under [Reference Material](#).

For questions, please contact us at accountingelp@ttuhsc.edu.

Property Inventory Certification Reminders:

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.
- All equipment must be scanned.
- If a piece of equipment is missing or has been reported missing within the past two annual certification cycles, you will still need to submit a [missing items report](#).
- [Temporary Use forms](#) should be updated for FY20 and uploaded into the Property Inventory System.

Finance Systems Management: Raquel Diaz-Jaquez, Director

Beginning June 1, we will resume FY20 Property Inventory Certification. Departments who have already completed certification will be credited as completed. Certification for departments that have not completed certification or who have partially completed certification will need to resume the process.

Departments will **need to reserve a scanner by sending an email to:**

baelp-asset.accounting@ttuhsc.edu.

Make sure to let us know which users need to be set up in the scanner and how long you will need the scanner.

Note: You can check out a scanner as many times as needed.

Scanners will be available for pick-up and drop off on:

Tuesdays
8 a.m. - Noon
Fridays
8 a.m. - Noon



The new Property Inventory Certification deadline will be **August 14**.

If you have any questions, please email us at

baelp-asset.accounting@ttuhsc.edu.



See answer on page 6.

Don't forget to sign up for our Business Affairs Newsletter!

Business Affairs Subscription

Provides updates, reminders, and new information about Business Affairs and the services provided by each department.

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SALARY CAP:

NIH Salary Cap is \$197,300, effective January 5, 2020

CPRIT Salary Cap remains at \$200,000 for FY20.



COVID-19 Sponsored Projects Guidance

The NIH and its individual institutes/centers, DOD and CPRIT, offer responses to an array of frequently asked questions based on policies and programs affecting the grants process during this pandemic.

Travel Costs

Nonrefundable costs associated with grant-related travel (airline ticket and conference registration fees) that has been canceled due to COVID-19 may be charged to the NIH award if they would have otherwise been allowable.

Grantees must document that costs charged to a grant are nonrefundable, maintain documentation and make them available to the Sponsored Agency upon request.

Salary Costs

Personnel may be unable to work on sponsored projects due to the COVID-19 pandemic. Grantees should make every effort to perform work on the grant-funded project consistent with TTUHSC El Paso's directives to employees regarding COVID-19, such as working remotely. However, in the event that personnel is unable to work, charging salaries is allowable if they are paid in a way that conforms to the established institutional emergency or disruptive event policies. Recipients may not initiate charges for salaries and benefits on new awards where the work has not yet started.

Grantees must maintain records and documentation to support charges to the grants for salaries and benefits for personnel not working or reducing their amount of work because of the COVID-19 pandemic. Sponsored Agency may provide additional instructions for grantees to track these costs.

Other Costs

Direct charges for laptops, desktops and other equipment are allowable only when specific to a grant project. Laptop and desktop computers may be procured with TTUHSC El Paso institutional policies and treatments of cost. These costs are generally assigned to facilities and administrative (F&A) costs.

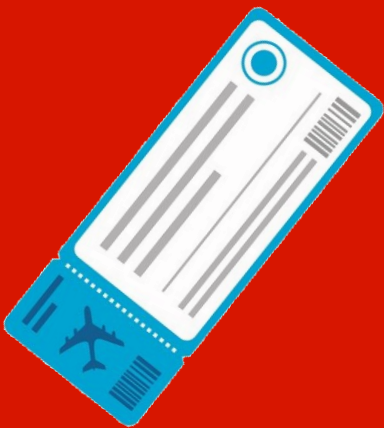
If incurred costs for COVID-19 on sponsored programs are allowed by the agency, keep track of them using ORGN 203040-Emergency Preparedness with your existing funds.

Additional information can be found in the links below:

NIH COVID FAQ: <https://grants.nih.gov/faqs#/covid-19.htm?anchor=question55764>

DoD Coronavirus Updates <https://www.defense.gov/Explore/Spotlight/Coronavirus/>

CPRIT New COVID-19 Webpage: <http://covid19.cprit.texas.gov/>





TechBuy Training

The Purchasing and Accounts Payable team is hosting a monthly training for all employees. If you have a new employee or need a refresher training, sign up. The training takes place the second Tuesday of every month. To register, visit the Workforce Education and Development page under the Category:

[Workforce Education and Development](#)

Purchasing: Annette Hinojos, Director

FY21 Non-Catalog and Standing Orders can now be submitted via TechBuy. All FY21 orders must have an accounting date of 09/01/2020 or later. No TechBuy punch-out orders using FY21 funding may be entered/submitted prior to Sept. 1, 2020.

A few key dates to remember:

- Renewals based on existing FY2020 orders must be submitted to Purchasing by July 10, 2020 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities) To renew or extend, there must be a renewal option available and the contract/agreement must be active/available in FY21.
- Non-Catalog TechBuy orders using FY 2020 funding (not requiring competitive solicitation) must be submitted to Purchasing by Aug. 24, 2020 to ensure completion by year end.
- Punch-out and Catalog TechBuy orders using FY2020 funding must be submitted to the vendor by Aug. 31, 2020 to ensure completion by year end.
- Any order not completed by Aug. 31, 2020 will be posted in September against FY 2021 funding.



General Announcement to all TechBuy Users

Guidelines for Complying with TTUS Coca-Cola Sponsorship Agreement

Texas Tech University System (TTUS) has an exclusive Sponsorship Agreement with Coca-Cola Refreshments USA. TTUS has agreed **no competitive products** (non-Coke products) will be sold, distributed, sampled (distributed at no cost), advertised or promoted at any time on any TTUS, TTUHSC, TTUHSC El Paso, TTU or ASU campus. Included in the agreement are individual/single serve bottles of water.

The agreement allows for students, faculty, staff and visitors to bring up to five cases of competitive (non-Coke) products on campus for personal consumption. The agreement does not allow for TTUS to purchase nor reimburse the students, faculty, staff or visitors for non-Coke products.

In order to comply with the Sponsorship Agreement, TTUHSC El Paso will not purchase nor reimburse via PO, P-Card or Direct Pay any non-Coke branded products for sale, distribution, or sampling on any TTUHSC El Paso campus.

Sample of allowable Coca-Cola water products:

- POWERADE®
- DASANI®
- Glaceau® smartwater
- Glaceau® vitaminwater
- Glaceau®



If you guessed Albert Lopez, you are correct!





P-CARD Documents



During this time while staff is teleworking, your PCard documents can be submitted by email to:

paymentseviceselp@ttuhsc.edu

Airfare Credit Tracking



If you were given a credit from the airline and it is used for a future business trip, the complete flight record needs to be attached to the supporting documentation when travel voucher is submitted. The payment method needs to be traced to the original reservation.

Contact the Travel Office at:

Travelep@ttuhsc.edu

Payment Services: Lupe Alvara, Director



Canceled Travel

In the event a trip was canceled due to COVID-19, you must seek a refund for any prepaid expenses from the vendor. If a refund or travel credit is not issued, coordinate with your supervisor to facilitate reimbursement in accordance to HSC OP79.06.

If no expenses were incurred by the traveler, the travel application should be canceled in the Travel System.

Canceled Travel with Advance Reimbursement

Any employee who booked travel during travel restricted periods should make every effort to obtain a refund for all related costs. Travel advances and airline credits issued to the traveler will follow standard procedures in HSC OP79.05.

If a travel advance was issued on an expense incurred prior to the travel and the trip was canceled, the employee is responsible for canceling the reservation or flight. The department will be responsible for documenting and tracking how the travel credits will be used. Travel credits will need to be used for future business travel.

If the employee uses the credit for personal reasons or if the employee is terminated before a credit is used, the department will be responsible for requesting reimbursement from the employee.

A travel voucher must be submitted through the Travel System in order to close out the application. Any advances in excess of travel expenses must be reimbursed to the University. A check must be submitted to the Travel Office, MSC51008.

Refer to the Announcements Section in the Payment Services website at:

<https://el Paso.ttuhsc.edu/fiscal/businessaffairs/paymentsevices/Announcements.aspx> for year-end deadline information.

For questions or suggestions regarding our newsletter, please email us at fsmelp@ttuhsc.edu.