

# Business Affairs NEWSLETTER

DECEMBER 2022

## *In this Issue*

- Future-dated Records and Salary Encumbrances
- Cash (Change) Fund
- Property Updates and Surplus
- Cost Transfers and Account Codes
- DHHS/NSF OIG Work Plan
- Clinical Trials
- Direct Deposit
- Car Rental
- Purchasing Bid Limits
- Co-Op Contracts Search

## *Departments*

- Accounting Services
- Budget Office
- Contracts and Grants
- Finance Systems Management
- General Services
- Payment Services
- Purchasing Office
- Student Business Services

## *Employee Spotlight!*



This quarter, we feature **Leticia Aguirre** in the Employee Spotlight.

# Employee Spotlight!

**LETICIA AGUIRRE**  
*Analyst II*  
**VENDOR TEAM**



- 1. What is your role at TTUHSC El Paso?** As an analyst for Vendor Services, I am in charge of making sure that all new vendors are researched and in good standing with the IRS and the state comptroller's office before they are able to do business with TTUHSC El Paso. I contact the vendors and verify that the information they submitted is correct before updating our systems. Meeting and talking to people over the phone is the best part of the job.
- 2. Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?** Although this was not a job, it was being a volunteer for the Riverside High School Band Booster Club. Besides all the volunteer working hours at the school and on away trips, we got to travel to Paris, London, and Hawaii. So much fun and adventure!
- 3. What is your favorite thing to do in El Paso?** My favorite thing to do in El Paso is go to events at the Plaza Theatre. This is such a beautiful and special venue for concerts, film festivals, and especially Broadway productions.
- 4. Do you have a favorite quote?** I think my favorite quote is "Nobody can go back and start a new beginning, but ANYONE can start today and make a new ending."
- 5. If Hollywood made a movie about your life, who would you like to see cast as you?** Sandra Bullock. She is so real, beautiful, and funny.
- 6. What TV show/movie are you ashamed to admit you love?** Hallmark Christmas movies. They are so cheesy, but I love them!
- 7. What would be the title of your autobiography?** "Don't Look Back, You're Not Going That Way!"
- 8. Where is your favorite place to eat?** House of Pizza. They have been around for many years and serve the most delicious pastrami sandwich and the best PIZZA!
- 9. Where would you like to go on your dream vacation?** To the peaceful hills and small towns of Italy.
- 10. You're happiest when?** I'm happiest when I'm with my sons and their families, especially my grandkids. And seeing them having fun and seeing the love we all share. They are the heart and soul of my life.



**BUDGET OFFICE: VINCE LANTICAN, DIRECTOR**

**Holiday Payroll Processing:**

The holidays are fast approaching! As you all know, payroll processing happens a few days earlier than normal during these times. Please ensure all necessary ePAFs, EOPS, and Budget Revisions are submitted early enough to allow timely processing of all payroll-impacted changes and payments.

**Future-dated Records and Salary Encumbrances**

There are instances when a department may need to submit an HR-related transaction, but there is a transaction that was entered previously that prevents them from submitting an ePAF or PASS transaction.

For example, a Labor Change ePAF effective with a future date of 01/01/2023 was submitted and fully applied for an employee. Now the employee has also been approved to receive a reclassification to be effective 12/01/2022, earlier than the effective date of the Labor Change ePAF.

In these cases, departments should coordinate with HR and the Budget Office prior to submitting any future-dated transactions for an employee if other requests with earlier dates are anticipated for that employee. The Banner HR and Finance System, as well as other applications, prevent employee record changes from being processed out of chronological order.

If a future-dated record exists and an earlier-dated transaction needs to be submitted or applied, the future-dated record will need to be removed by HR in coordination with the Budget Office.

The Budget Office will verify that the salary encumbrance released properly in order to proceed. Because record removals can result in stuck encumbrances for departments, these should be avoided as much as possible.

All budget-related questions should be directed to [budgetelp@ttuhsc.edu](mailto:budgetelp@ttuhsc.edu).



*Can you guess the  
secret Santa?  
See answer on page 11.*



**STUDENT BUSINESS SERVICES:  
CINDY FLORES, DIRECTOR**

**Does your department have a cash (change) fund?**

Cash (change) funds are comprised of currency and coins used strictly for making change and require a cash fund custodian be assigned. The cash fund custodian is the person to whom the cash fund is issued and who is primarily responsible for safeguarding the fund even though fund activities may be handled by more than one person.

Student Business Services conducts random, unannounced cash audits in accordance with **HSCEP OP 50.21, Cash (Change) Funds** throughout the year. As the cash fund custodian, what should you do if auditors present themselves:

- The custodian of the cash fund must request all auditors or reviewers to show proper identification prior to making the funds available for an audit or cash count.
- The cash fund custodian must remain with the auditors or reviewers during the cash count or audit.

Cash fund custodians will be notified by a representative from Student Business Services, Accounting Services, or Audit Services in the event of cash control questions or concerns.

For questions regarding cash (change) funds or cash handling in general, contact Student Business Services at [sbselp@ttuhsc.edu](mailto:sbselp@ttuhsc.edu).

*Welcome to the Team!*



**JAVIER SANCHEZ,  
FINANCIAL ANALYST**

The Payment Services team would like to welcome new Financial Analyst, Javier Sanchez. Javier will be part of the Accounts Payable section.

**FINANCE SYSTEMS MANAGEMENT:**  
**RAQUEL DIAZ-JAQUEZ, DIRECTOR**

*Coming soon!*

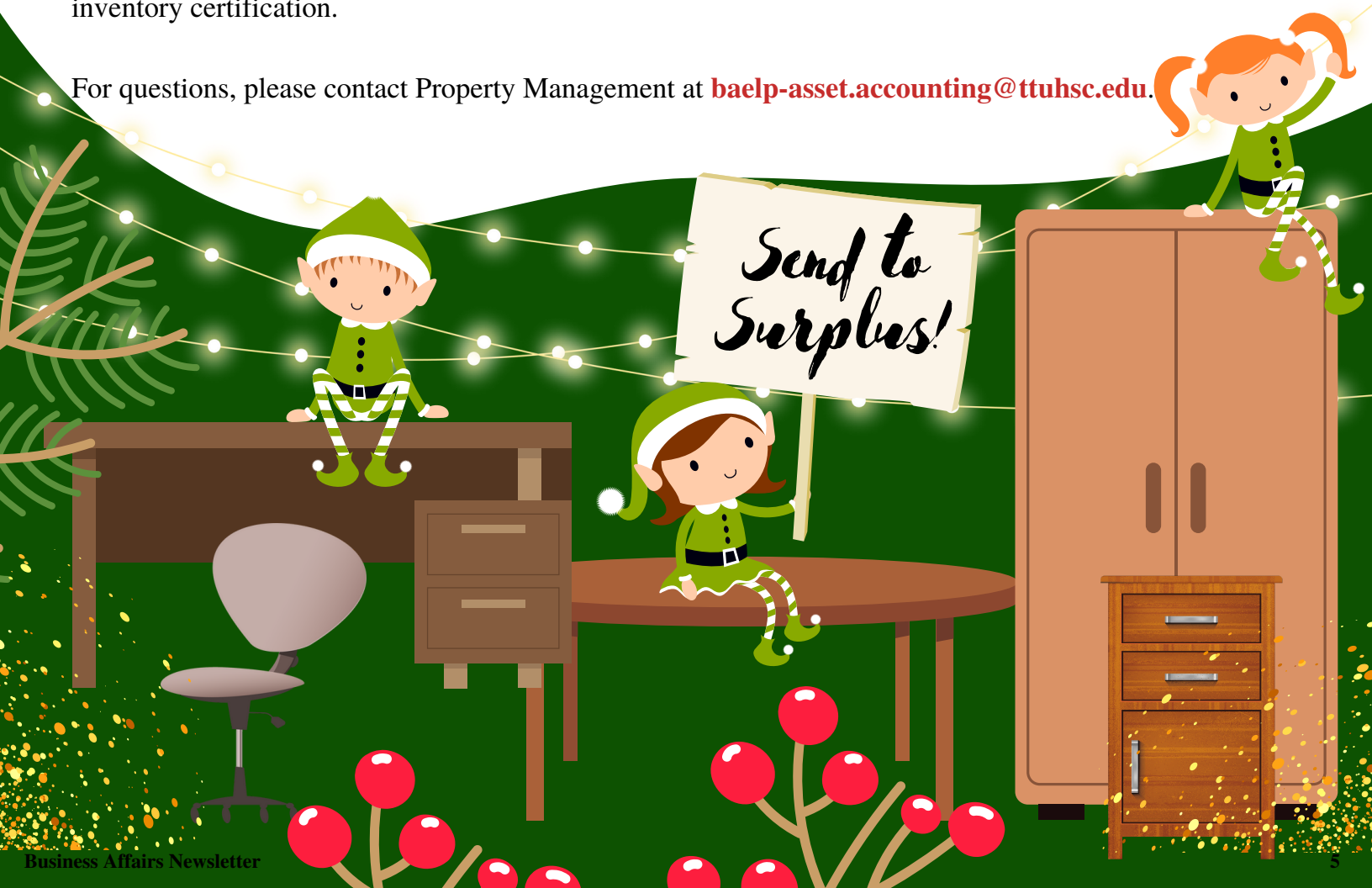
**Property Inventory System**

For the past few months, our team, in conjunction with our Applications Development team, has been working diligently on revamping the Property Inventory System. Updates will include an entire new interface and a personal user dashboard. Stay tuned as we get closer to our launching date. We will be releasing sneak peeks as we get closer to completion!

**Property Management**

In preparation of the FY23 Property Certification, we would like to encourage all property inventory custodians and delegates to surplus old or unused items as soon as possible! This will help reduce the number of items requiring to be tracked and scanned during the property inventory certification.

For questions, please contact Property Management at [baelp-asset.accounting@ttuhsc.edu](mailto:baelp-asset.accounting@ttuhsc.edu).



## ACCOUNTING SERVICES: SANDRA TAPIA, DIRECTOR

### Cost Transfers:

As we start the new fiscal year, help us prevent cost transfers by using proper account codes to record all purchases and revenue. Maintaining proper coding is required by the Texas Comptroller and is crucial as it drives Financial Reporting.

### What is an account code?

The account code tells us what was purchased (rent, supplies, equipment, services, etc.) or what kind of revenue was earned.

The **Account Code Dictionary** is a great tool when searching for the appropriate account for your purchase. The search feature allows you to search by account code (e.g. 730000, 733400) or keywords. This tool can be used when submitting a new requisition or when reviewing activity.

Below are several account codes that appear to be similar but are actually different.

<b>732800 – SM Supplies Agric/Constr/ Hardware</b>	VS	<b>733000 – SM Parts / Furnishings and Equipment</b>
To record payment for the purchase of road building materials and hardware and materials. Ex.: doors, paint, tile, window frame The code is also for the payment farm, ranch, and nursery supplies.		To record payment for parts for motor vehicles, equipment and furnishings. Ex.: blades, auto parts, fuse, hose.
<b>737700 – OC Computer Equipment Expensed</b>	VS	<b>733500 – OC Parts Com Equipment Expensed</b>
To record payment for computer equipment when the single unit cost is less than \$5,000. Ex.: flash drive, keyboard, mouse, scanners.		To record payment for computer parts with a purchase value per part under \$5,000 and not capitalized or controlled. Ex.: adapters, dedicated cable, batteries.

<b>730000 – SM Consumables</b>
To record payment for consumable items. Ex.: disposable goods, office supplies, laboratory animal supplies.
<b>7L0200 - OL Charitable Contributions</b>
To record contributions/sponsorships made to qualified charitable organizations. To determine if your charitable contribution is being made to a qualified organization, go to <a href="https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations">https://www.irs.gov/charities-non-profits/search-for-tax-exempt-organizations</a> .
<b>726600 - MR Buildings Maintenance/Repair</b>
To record payment for the maintenance and repair of buildings that do not increase life expectancy and/or value to the building. This includes labor with or without parts, and parts without labor intended to maintain the existing benefit to the building and where the cost is subsequent to acquisition.

VS

<b>731200 – SM Medical Supplies</b>
To record payment for the purchase of medical supplies used in hospitals and laboratories. Ex.: bandages, first aid kit, surgical gloves (related to patient care).
<b>7L0201 - OL Contributions (non 501(c))</b>
To record contributions/sponsorships made to non-qualified charitable organizations.
<b>736700 - MR Other Maintenance and Repair</b>
To record payment for the maintenance and repair of furniture and non-computer equipment to be used for operations. This includes labor with or without parts, and parts with or without labor.

VS

VS

For all **Dental School**-related expenses, the following account codes can be used:

- **733402 – OC Dental Equipment Expensed**  
To record payment for the purchase of dental equipment whose cost unit is less than \$5,000.
- **737402 – OC Dental Equipment Controlled**  
To record payment for dental equipment whose unit cost is less than \$5,000 and the item is either required to be secured and tracked due to its nature.
- **737302 – CO Dental Equipment Capitalized**  
To record payment for dental equipment that has an estimated useful life of more than one year. Total cost must be equal to or greater than \$5,000.
- **736703 – MR Dental Equipment Repair**  
To record payment for the maintenance and repair of dental equipment.

## Official Functions Coding:

With the holidays approaching, departments are encouraged to verify expenses are in compliance with fund restrictions, allowable expenditures, and institutional policies; and to confirm the appropriate account code is used depending on the event. E.g., 7L0403 should be used for graduation events, 7L0404 should be used for department holiday celebrations, and 7L0405 for retirement events. Holiday celebration events that include meals, entertainment, decorations or holiday cards are considered food and entertainment expenses and only allowed on local funds.

## Having trouble locating a document?

The **Document Prefixes** file under Other Departmental Resources can assist with finding the right contact while you are researching for documentation on a posted transaction.

For questions, please contact us at **[accountingelp@ttuhsc.edu](mailto:accountingelp@ttuhsc.edu)**.

*Welcome to the Team!*



**FRANCISCO MAYA,  
FINANCIAL ANALYST II**

Accounting Services is pleased to announce Francisco Maya has joined our team as a Financial Analyst II. We're happy to have you on board!





**CONTRACTS AND GRANTS ACCOUNTING:**  
GINA LOPEZ, DIRECTOR

### **What is the DHHS/NSF OIG Work Plan?**

Both agencies, the Department of Health and Human Services (DHHS) and the National Science Foundation (NSF) have an Office of Inspector General (OIG) that publishes on an annual basis a Work Plan. This plan presents the projects for the fiscal year, including audit focuses planned during the year. The DHHS OIG covers agencies such as the Centers for Disease Control and Prevention (CDC), National Institutes of Health (NIH), and Health Resources and Services Administration (HRSA). While NSF OIG only covers NSF.

- [DHHS FY 2022 OIG Work Plan](#)
- [NSF FY 2023 OIG Work Plan](#)

### **How is this information helpful to my departments?**

If your department receives federal funding, the department PIs, fund managers, and administrators should ensure that we are in accordance with the institution's operating policies as well as federal guidelines. The OIG Work Plan is a good resource to help identify risk areas and be prepared should the university be audited for one of the covered programs.

### **[TTUHSC El Paso Policies and Procedures](#)**

### **Industry Sponsored Clinical Trial: Financial Management**

- **Clinical Trial Fund Setup**
  1. Clinical Trial Agreements are negotiated by the Office of Sponsored Programs (OSP).
  2. OSP emails the agreement (budget inclusive) to the department and Contracts and Grants Accounting (CGA).
    1. The department will submit a **[new fund request \(NFR\)](#)** through the system.

**Key points:** Attach the fully executed agreement, IRB approval, budget, and any related documentation to the study.



## • **Clinical Trial Budget**

The budget is used as the starting point for the establishment of the budget in the system on the clinical trial fund. Once the fund is created, the department must submit a budget revision through the Budget Revision Request System to establish the budget. Expenditures on the fund can commence as soon as the budget is established, allowing the department to begin spending and cover initial study costs directly from the clinical trial fund. Common expenses: initial/continuing IRB fees, start-up fees, pharmacy fees, archiving fees, visit fees, etc.

### • **Personnel Actions (ePAFs, LRDs)**

Charge committed effort percentage throughout the project period.

### **What is the most appropriate way to charge salary expense?**

Salary charges to the study should tie to actual expended effort by the PI, coordinator, and personnel working on the study.

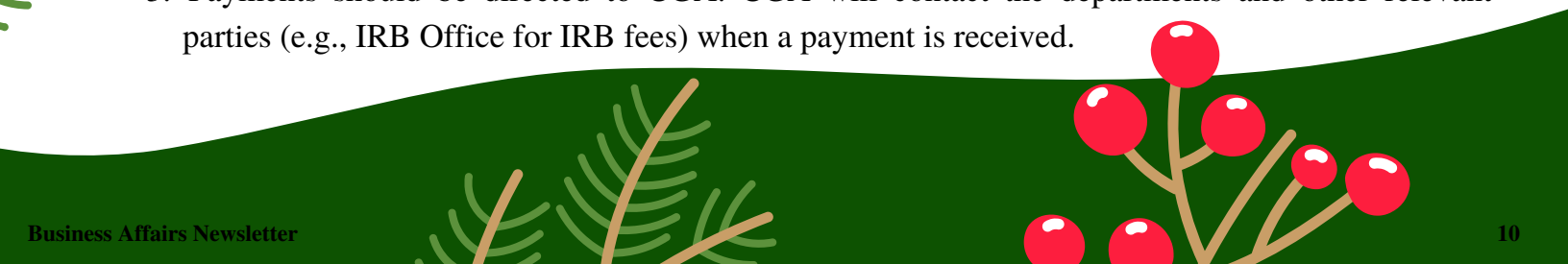
### **What if the coordinator is actively working on the project but no patients have been enrolled?**

Coordinator's effort needs to be taken into account and charged to the study. If the actual effort expended appears to be higher than estimated in the internal budget, consider requesting additional funding from the sponsor, or the possibility of stopping the study.

### **Who is responsible for deciding how effort should be charged to the study?**

The PI quarterly certification of expenditures is an affirmation of the allocation of effort and charges to each study. The effort in the internal budget should serve as a guide but the actual level of effort on the study should be charged. The department can review and adjust the effort on a quarterly basis to capture the actual hours of percent effort towards the study. Effort certification will be required for all salary expenses charged to sponsored program FOPs.

## • **Clinical Trial Billing**

1. Department invoices the sponsor directly for milestone or patient-visit fees and cc's CGA at [grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu).
  1. OSP invoices start-up fees (if any).
  2. Finance Research Office invoices IRB fees.
  3. Payments should be directed to CGA. CGA will contact the departments and other relevant parties (e.g., IRB Office for IRB fees) when a payment is received.
- 



- **Clinical Trial Fund Management**

Fund managers/PIs are responsible for monitoring the activity on the fund throughout the term of the clinical trial. Review transactions no less frequently than monthly (Cost Transfers, particularly over 90 days, are red flags for auditors). For expenses errors, cost transfers should be submitted within 90 days from the original expenditure date. For payroll errors, corrections should be submitted with LRDs and/or ePAFs.

- **Clinical Trial Closeout process**

At the conclusion of the clinical trial, the Principal Investigator (PI) and/or designee shall:

- ✓ Review the clinical trial's transactions and the study's financial status to assure that all invoices and payments due on the study have been paid.
- ✓ Notify the OSP and CGA to proceed with closeout procedures for the specific study.
- ✓ Review the **Trial Financial Closeout Procedure** available on the CGA website.
- ✓ Complete and submit a signed copy of the Clinical Trial Closeout Checklist and Certification Form by email to CGA **[grantsaccountingelp@ttuhsc.edu](mailto:grantsaccountingelp@ttuhsc.edu)**.
- ✓ Submit letter of explanation for residual balances for any unspent balance over 25% of the revenue received.
- ✓ CGA will calculate the final residual amount to transfer to a local general designated research fund.

*If you guessed Henry Clift, you are correct!*





## **PAYMENT SERVICES: ANNETTE HINOJOS, DIRECTOR**

### **Direct Deposit Setup**

Have you set up direct deposit for travel reimbursements? Travel reimbursements are not automatically direct deposited just because you receive payroll via direct deposit. Avoid the delay of receiving a check and sign up for direct deposit.

Follow the instructions below to set up your direct deposit for reimbursements:

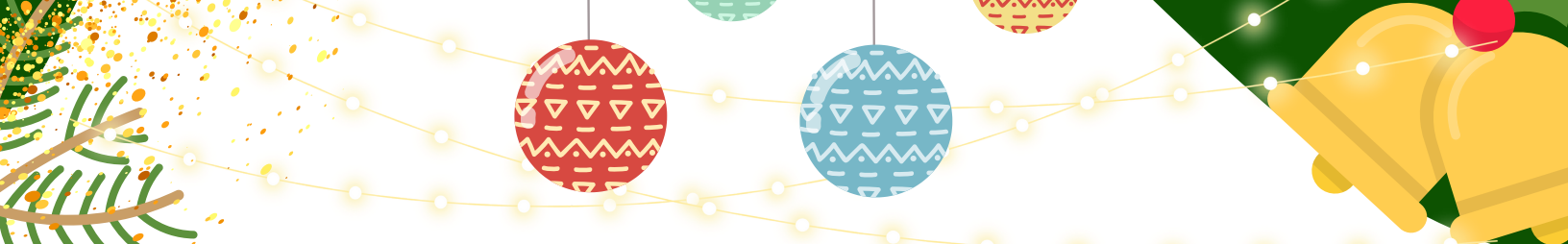
- ✓ **Log into the Web Raider Portal**  
-<http://webraider.ttuhs.edu/>
- ✓ **Select the Payroll & Tax tab**  
-Under "Pay Information," click Update/Create My Direct Deposit
- ✓ **Click the Employee Reimbursement Account tab**  
-Select Add  
-Enter: Bank Routing Number, Bank Account Number, and Account Type: checking/savings

If you have any questions, please email [travelep@ttuhsc.edu](mailto:travelep@ttuhsc.edu).

### **What you need to know before reserving your car rental**

The State Travel Management Program has negotiated travel contracts for rental car companies. The negotiated contracts have damage insurance included and should be given priority unless a lower rate is available from another agency. When making a reservation, be sure to provide the name of your employer and the state entity contract rate identifier number. The contract rate identifier number ensures the traveler rental will receive the contracted rate and will be covered under the contract provisions and with the appropriate insurance coverage.

Failure to provide the identifier and obtain the appropriate contracted rate will negatively effect your reimbursement. TTUHSC El Paso rental car rates and identifier numbers are available in the Travel Links section of the [Helpful Links](#) on the Payment Services website.



Follow this link to view a vendor comparison of current in-state and out-of-state rates for car types on contract.

Travelers may not be reimbursed for costs exceeding the contract rate that result from a state employee's personal preference or convenience regardless of funding source. The Travel Office will review travel vouchers for compliance with the State Travel Management Program. Vouchers, which include expenses not in compliance with provisions of this program, will be modified or returned to the department unprocessed.

For questions, contact the Travel office at [travelep@ttuhsc.edu](mailto:travelep@ttuhsc.edu).

### **PCard Fraud – Tips to Keep Your Card Safe**


Payment Services is experiencing a slight increase of fraud cases. Monitor your transactions closely in **Chrome River**. Contact Citibank and the Payment Services team immediately if:

- You see a transaction that was not authorized.
- Citibank contacts you to verify transactions.
- You received two or more declines when trying to process a transaction.

#### **PCard safety tips:**

- When your card is not in use, keep it in a locked drawer or safe place.
- If the card has been signed out for use by someone other than PCard owner, the card should be returned with the receipt or placed in a safe place immediately after the purchase.
- Reset your PIN by calling 877-905-1855. This can help prevent scammers from hacking your account.

For questions, contact the PCard office at [Pcardelp@ttuhsc.edu](mailto:Pcardelp@ttuhsc.edu).



## **PURCHASING: PAT MYERS, DIRECTOR**

### **Purchasing Bid Limits**

If your department is looking to acquire new services/goods, please review **HSCEP OP 72.01 Purchasing Supplies, Equipment and Services**. Below are the bid limits for our institution.

<b>\$0 - \$15,000.00 No Bid Required</b>	<ul style="list-style-type: none"><li>• The Federal Funds Micro-Purchase Threshold (MPT) for TTUHSC EP is \$15,000 in accordance with State of Texas Gov't Code 51.9355(g).</li><li>• Use vendor of choice, unless otherwise directed by the Purchasing Department. Departments are encouraged to use contracted vendors to practice good faith to award based on best value.</li></ul>
<b>\$15,000.01 - \$50,000.00 Informal Bid Process</b>	<ul style="list-style-type: none"><li>• Three (3) responsive written quotes with a minimum of two (2) certified HUB businesses (minority-owned or female owned) required unless the Proprietary Purchase Justification form is attached to requisition and approved by the Purchasing Department.</li><li>• Departments are encouraged to practice good faith and award based on best value.</li><li>• The Purchasing Department can assist the department to comply.</li></ul>
<b>\$50,000.01 and Higher Formal Bid Process</b>	<ul style="list-style-type: none"><li>• The formal solicitation process is completed by the Purchasing Department.</li><li>• Department assistance is required.</li><li>• All formal solicitations are posted on the Electronic State Business Daily (ESBD) by the Purchasing Department.</li></ul>

If you need help identifying if a vendor is under contract, please visit [https://busaff.elpaso.ttuhs.edu/CoOp\\_Contracts](https://busaff.elpaso.ttuhs.edu/CoOp_Contracts) or contact the purchasing team at [purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu).

### **Third-Party IT Procurement Training**

If you are purchasing hardware, software, licenses, or equipment that will be connected to our servers, it is critical that IT approval is obtained.

- **[IT Procurement Webex meeting recording](#)**
- **[Information Technology Requestor Form \(Third Party Application Review\)](#)**



## Co-Op Contracts Search

The purchasing cooperative contract database has been updated and is available for all departments to use. The Co-op Contracts database can be found on the WebRaider portal under the HSC Finance El Paso Section | Procurement Services.

Purchasing cooperatives (“Co-op”) are consortiums or groups of which TTUHSC El Paso is a member. Co-ops competitively procure contracts under which members can make purchases without having to issue bids or request proposals. A purchasing cooperative is a type of cooperative arrangement, often among businesses, to agree to aggregate demand to get lower prices from selected suppliers.

Purchasing cooperatives are used frequently by governmental entities, since they are required to follow laws requiring competitive bidding above certain thresholds. Co-op Contracts Search allows you to search by commodity or vendor name:

- Vendor Name
- Contract Number

For questions, please contact the Purchasing Office at [purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu).

## TechBuy Training

The Procurement Office is offering TechBuy training the second Wednesday of every month. If you have any new staff or would like a refresher, please sign up. The training covers how to create a requisition, receipts and how to submit your invoices for payment.

To sign up, please e-mail: [purchasingelp@ttuhsc.edu](mailto:purchasingelp@ttuhsc.edu).

**GENERAL SERVICES: ANA ALVARADO, SUPERVISOR**

**Mail Services**

*Very important!*

We have seen an increase in the number of departments using the incorrect “ship-to” address. The address below is the centralized address that all mail and packages should be delivered to. Please make sure to always include your mail stop code (MSC).

For any questions, please contact the Mail Room at [mailroomelp@ttuhsc.edu](mailto:mailroomelp@ttuhsc.edu).

**Texas Tech University Health Sciences Center El Paso  
5001 El Paso Dr.  
MSC XXXXX  
El Paso, Texas 79905**

*Happy Holidays  
from  
Business Affairs!*

**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.

For questions or suggestions regarding our newsletter, please email us at

[fsmelp@ttuhsc.edu](mailto:fsmelp@ttuhsc.edu).