TechBUY Phase I Update

Training was completed for Phase I of TechBUY the last week of February with two onsite classes for Lubbock, El Paso, Amarillo and Odessa and two TechLINKed classes for all regional centers. If you missed the training, the documentation is on the HSC Purchasing website at: http://www.fiscal.ttuhsc.edu/purchasing/ under “TechBUY Training Documentation”.

As of March 1st, there are thirty three vendors activated and available for HSC ordering through hosted or punch-out catalogs. Those vendors are:

- American Radiolabeled Chemicals Inc
- Cambridge Isotope Laboratories Inc
- Cell Signaling Technology
- Bio-Rad Laboratories
- Integrated DNA Technologies Inc.
- Clontech Laboratories Inc
- eBioScience
- GE Healthcare Bio-Sciences
- Grainger
- MSCI Industrial Supply
- National Instruments
- Perkin-Elmer
- Promega Corporation
- Santa Cruz Biotechnology Inc.
- Sigma-Aldrich
- SuperArray
- VWR International

* Science Catalog Vendors

Abbott Laboratories
Applied Biosystems
ATCC
Cardinal Health Base
CDWG
Chemglass Inc.
Fisher Scientific
GovConnection
Invitrogen
Irvine Scientific
New England Biolabs Inc.
Pierce Biotechnology Inc.
QAIGEN Inc.
SHI
Staples
Varian Inc.

As of March 1st, six hundred and fifty-five purchase orders have been submitted to vendors from TechBUY. Departments are billed for purchases made through TechBUY with an IV ACHTB0000..., and credited for returns and credits with a JV ACHTB0000.... The vendor name and PO # populate the document description field of the billing IV and crediting JV.

Watch for more info about Phase II in the TTUHSC Announcements, Finance and Administration Newsletter and the Purchasing Website at http://www.fiscal.ttuhsc.edu/purchasing/ . For additional information about TechBUY and eProcurement, see the Finance and Administration Newsletter Volume 2, Issue 1 at http://www.fiscal.ttuhsc.edu/banner/newsletter.aspx .

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March Departmental Project Management Contacts Meeting

The Finance Project Team (Mike Crowder, Carole Wardroup, Patty Conner, Laree Bomar, Denise Sober, and Steve Oughton) will be traveling to the regional centers in March to meet with the Departmental Project Management Contacts (DPMC). The meetings will cover basic updates and will focus on Financial Manager Responsibilities and the Banner Chart of Accounts.

The new Banner Finance system brings with it a new term—Financial Manager. During this meeting, the team will address the duties associated with the Financial Manager as well as the assignment of this title. It is important to note that the Financial Manager is not replacing Signature Authority but is different in both function and assignment. The Financial Manager will assume many of the duties addressed in HSC OP 50.03 as well as additional functions.

As the discussion shifts to the Chart of Accounts, the team will reference three outside websites. The first is the new employee portal page on Web Raider http://webraider.ttuhs.edu/. This portal will be the future access point for all outside systems and reports. The portal is active but will continue to progress. The second site is the TTUHSC ConncTech information site http://www.fiscal.ttuhs.edu/banner/. This site contains a vast array of information and should be scanned regularly for new information. The last important website link is to Cognos Connection https://cognostest.tosm.ttu.edu/. Cognos is our new reporting tool and currently houses numerous crosswalk queries to help you derive your Banner chart of accounts elements from your TechFIM information. The folder path for the Crosswalk information is Cognos Connection/Public folders/HSC Business Affairs/Chart of Accounts.

The team looks forward to meeting with the departmental contacts. If you will not be attending this meeting, please continue to look for information about future meetings/trainings.

Overtime Payments Beginning September 2008

Beginning September 1, 2008, all non-exempt employees will be paid overtime when either hours worked exceeds 40 hours in a work week or the combination of eligible leave and hours worked exceeds 40 hours in a work week. Overtime will be paid from the same funding source as the employee’s salary.

Compensatory time balances remaining as of November 1, 2008 will be paid on December 1, 2008. Departments may require their employees to use all compensatory time by October 31, 2008. Departments may also choose to pay off compensatory time prior to October 31, 2008.

Communication to Non-exempt Employees

On February 7th, a memo was sent to all non-exempt employees outlining the overtime policy change, outlined above, and the pay frequency change which was announced in the September 2007 newsletter. A copy of the memo sent to the non-exempt employees along with FAQ’s on the two changes is located at http://www.ttuhs.edu/hr/news.aspx.

David Fry, Assistant VP for Human Resources is conducting informational meetings at each campus during February and March for the non-exempt employees.

Any questions regarding these policy changes should be addressed to:

- Lubbock Human Resources Office
  David Fry (806) 743-2865
- Amarillo Human Resources Office
  Devona Smith (806) 354-5410
- El Paso Human Resources Office
  Rebecca Salcido (915) 545-6413
- Odessa Human Resources Office
  Ronnie Dunn (432) 335-1821
- Correctional Managed Health Care
  Human Resources Office
  Ella O’Neal 1-866-541-7731 (806) 793-0791
It is time to finally make Banner and the ConneCTec project very real! The finance team has created numerous COA crosswalk queries to help you derive your Banner Chart information from your TechFIM information. The below information will discuss the numerous crosswalks and reports.

You can log into Cognos by accessing the following link: [https://cognostest.tosm.ttu.edu/](https://cognostest.tosm.ttu.edu/). Please select TTU when logging into the system. The User ID and Password will be your eRaider information. From the menu page, select Cognos Connection. Maneuver through Cognos connection until you locate a yellow folder titled HSC Business Affairs. Within that folder are numerous subfolders. The Chart of Accounts houses the following crosswalk queries:

- **Banner Account to TechFIM** - This query will provide the TechFIM object, sub object, revenue, sub revenue, or balance sheet equivalent to a Banner Account code.
- **Banner Fund to TechFIM** - This query will provide the Banner Fund and the TechFIM fund. You can pull this query by Division, Campus, Department, Fund Category, or Fund Class.
- **Department List** - This query will provide a list of all Departments and Department Codes as defined within Banner.
- **Departments and Sub Departments** - This query will provide a list of the sub departments and data enterable Organization codes associated with specific Banner departments. The information can be pulled by Division, Campus or Department description.
- **Departments by Division** - This query provides the Departments and Department codes associated with a specific Division.
- **Fund Org Combos** - The information in this query contains all data enterable Funds and their descriptions and Data enterable Organization codes and their descriptions. The information is pulled by Department.
- **Program Codes** - This query provides a list of all Program codes and their descriptions. For a list of program code descriptions, please reference the Banner Program Codes document at [http://www.fiscal.ttuhs.edu/banner/training.aspx](http://www.fiscal.ttuhs.edu/banner/training.aspx).
- **TechFIM Account # to Banner** - This query provides the Banner Fund, Organization, and Program codes and descriptions compared to the TechFIM Fund-Area-Orgn. This query can be pulled by specific funds, Fund Category, Fund Class, Division, Campus, or Department.
- **TechFIM Fund to Banner** - This query provides the Banner Fund and Banner Fund Name equivalent from a chosen TechFIM Fund.
- **TechFIM to Banner Account** - This query provides the Banner Account code and description from a TechFIM balance sheet, revenue source, sub revenue source, object, or sub object codes.

Please feel free to log into Cognos and begin to familiarize yourself with your new Chart of Accounts. Additional trainings and explanations will be provided in the coming months!

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**Time and Leave Approvals and Routing**

Departments, be on the lookout for information regarding timesheets and leave reports. You will be provided with a spreadsheet listing all employees in your department and will be asked to provide the individuals who approve their time worked and leave taken. This information will be used to establish routing queues in the Banner Human Resources system. Detailed instructions will be provided with the worksheets.
SciQuest Phase I Training Pictures

The Amarillo TechBUY class absorbed the details of the new purchasing system.

The Odessa TechBUY training attendees learned to shop.

A group of eager El Paso attendees learn the search and history capabilities of TechBUY.

Acknowledgements

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All articles were edited by Denise Sober, Laree Bomar, Patty Conner, Mike Crowder, and Jan Edmister of Business Affairs, Penny Harkey of the Budget Office and Janet Coquelin of Human Resources.