Texas Tech University Health Sciences Center

Finance and Administration

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About 150 Days to HR PAF'S Departure and the Arrival of Banner's ePAF

On December 1, 2008, Banner's Electronic Personnel Action Form (ePAF) system will replace HR Paf / HRExpress, which will have an effect on how your department processes employee changes such as new hires, terminations, pay changes, job changes, transfers, etc. That gives you and your department about 100 work days to prepare for the transition. So, what are some of the differences?

PAF Originators – Be selective on who your ePAF originators are; they will need to understand ePAF terminology, your department's position information, and what details are associated every individual's job(s) within the department. They will also have access to your department's pay details, FTE, funding sources, biographical information, and more. Originators also require advance security setup.

PAF Approvers and Proxies – Be selective on who your ePAF approvers are, and your approvers should be selective as to who their proxies are. Both require advance and additional security setup. Your approvers are responsible for the transaction details and audit trail conducted through their ePAF approvals *and* the approvals of their proxies.

New Hire Bio Information Needed before Start Date – Biographical information such as legal name, SSN, BD, ethnicity, gender, etc. are required to originate a new hire ePAF. Therefore, in most cases, information will need to be collected from the new hire between their official job acceptance date and their first work date. This *will* generate a change of procedure(s) within most departments. A new hire Bio form is being developed for this purpose.

New Hire Work Information Needed before Start Date – ePAF Originators will need to include a work address, a work telephone, and the new hire's annual salary or hourly rate of pay on a new hire ePAF.

Cognos Report of Position Information – ePAF Originators will need to access a Cognos report of their department's position information, including Position Number/Suffix combinations, Employee Class, Leave/Benefit Category, etc.

ePAF Does Not Currently Have an Attachment Feature – The HR Co-Op ePAF Committee is looking for alternative processes or options for attachments. Banner's current ePAF system does not include attachment capability as our customized HR PAF did.

New ePAF Terminology and Process Changes – Changing to a new system involves learning new terms and process changes; Banner ePAF will bring a level of change. Most data is entered on one scrolling screen instead of multiple individual screens. Adjusting business procedures and communications, learning new concepts, championing with department Power Users, and being flexible to the future will help support these changes. Keep your eyes and ears open to Banner communications, watch for upcoming training and learning opportunities, and visualize how you and your department will take the lead on adjusting to the new system.

Classroom and hands-on training will be held in October and November timeframes in Lubbock and most of the regional campuses; look for specific dates and times in future newsletters. Online training and other learning opportunities will be available in late summer and early fall. You may select a power user or multiple users within your department to participate in the ePAF Power User activities to begin in July. ePAF Power Users will help shape the training and roll-out of the ePAF system. Contact your HR director with names and contact information of interested power users.

Inside this issue:

Financial Managers

In March, meetings were held at each campus for departmental contacts (financial managers) to discuss the responsibilities of the Financial Manager. Subsequently, a web site listing Financial Managers and responsibilities was developed at http://www.fiscal.ttuhsc.edu/banner/FinancialManagers.aspx.
The role of Financial Manager cannot be delegated.

Financial Managers may delegate the Fund Manager role to another responsible individual within their department by sending an email to fsm@ttuhsc.edu. The email should clearly identify the delegated Fund Manager for each Banner fund. The Fund Manager has a responsibility to sign into the TEAM security site http://team.texastech.edu to assign roles and responsibilities to personnel in their department. These roles are required for processing documents in TechBuy, Direct Pay, and other systems and will be used for notifications in the Travel System. Roles must be assigned before budgets are loaded in mid-August to avoid Banner document rejection.

If an employee has not been authorized to purchase on the Banner fund applied to a TechBuy order, the document will fail at the Banner encumbrance step. The document will not be allowed to process until the shopper has been granted fund authority.

Please take a few minutes to either sign into the TEAM site to assign roles, or to submit an email delegating that responsibility to appropriate personnel. Instructions for assigning roles are provided at
http://www.fiscal.ttuhsc.edu/banner/documents/FinancialRegistrationProcess.pdf .

Would you like to know more about the Finance Reporting that will be available September 1, 2008?

As of September 1, 2008, eFIM, Data Warehouse, Ledger Sheets, SQL reports, and M^RS reporting will be replaced with Cognos, our new reporting software.

The core Banner team will hold a presentation on **July 17th** to preview the Finance Reporting that will be available for FY09. At the conclusion of the presentation, the team would like to receive feedback from you for additional reporting needs or suggestions.

All Financial Managers and any other individuals with an interest in Financial Information must attend.

The meeting will be **July 17th** with the following locations and times.

Lubbock	**2:00-4:00**	**ACB 120**
El Paso	**1:00-3:00**	**ELP 212**
Amarillo	**2:00-4:00**	**AMA 4713 & SOP 210**
Dallas	**2:00-4:00**	**DAL 200**
Odessa	**2:00-4:00**	**ODS 1C12**
Abilene	**2:00-4:00**	**ABL Grant 214**

Banner Update from the Budget Office

The Budget Office is starting to receive questions on how budget revisions will be processed in the new Banner system. First let's discuss how the FY 2009 Operating Budget will be loaded to the Banner system. Departments have to input their FY 2009 Budget requests into the current Budget Prep system using TechFIM account numbers. In August, after the Board of Regents approves the FY 2009 Operating Budget, the Budget Office will begin a conversion process with the help of programmers from Information Systems. The data will be extracted from the Budget Prep system and cross-walked through two crosswalks. One is the TechFIM account # to Banner FOP crosswalk. This crosswalk can be accessed through the new Cognos reporting tool. The other is the TechFIM object/revenue source to the Banner budget account code crosswalk. This crosswalk is located on the Budget Office website at: https://www.ttuhsc.edu/Budget/hsc/Documents/Instructions+and+Information/100.aspx.

This will convert the FY 2009 Budget from our current account #'s to the new Banner FOAP's and place the budget in the Banner Finance system.

Budget revisions will be processed in Banner in a very similar manner as they are currently processed. The Budget Revision form will still be in use, but look a little different to allow for the required Banner Finance information. This form will be in an Excel format. Currently Budget Revision forms are received by our office via a paper copy, or as an email attachment. With Banner we'd like to encourage departmental users to attach these to an email and route to approvers in this manner versus routing a paper copy for signature. This would help eliminate paper and it provides an excellent trail as to who has seen the document and when the emails are forwarded to approvers and then to the Budget Office.

If you have any questions related to the FY 2009 Budget load to the Banner Finance system or about budget revisions and their processing in Banner, please call the Budget Office at 743-2969 or email us at hscbud@ttuhsc.edu.

What is the Banner Chart of Accounts?

The Banner Chart of Accounts is a set of numeric elements that will replace the current TechFIM account numbers, Object, Subobject, Revenue Source, Sub revenue Source and Balance Sheet codes. Banner utilizes the chart of accounts to capture financial information and organize it in a way to facilitate the retrieval of information for financial reporting.

The Chart of Accounts (COA) is composed of four data enterable elements: Fund, Organization, Account and Program (FOAP). The following diagram will provide details for each element.

Fund Code	Organization Code	Account Code	Program Code
A self-balancing set of accounts that shows the type of money and the ownership of cash or fund balance. Similar to TFIM FUND	This is the budgetary or departmental unit. It shows who earns or spends the funds. Similar to Department Code	Shows the type of revenue earned, the type of expense incurred or the balance sheet holding the funds. Similar to TFIM Rev, Sub Rev, Obj, Sub Obj or Balance Sheet	This code classifies the function of revenues or expenditures. It defines the NACUBO Function (I.E. Research, Instruction, Institutional Support).

What is the Banner Chart of Accounts Hierarchy?

One of the key elements in the design of the COA is the hierarchy. **The hierarchy only truly affects reporting. All data entry is keyed using the lowest level of the hierarchy** (underlined codes below)**.** A hierarchy is built into the Fund, Organization and Account codes and allows users to pull information at a detailed level or a summary level.

Fund Hierarchy Example

T1-NACUBO	Unrestricted	10
T2-Fund Cat	E&G	1A
1-Fund Class	General	10
2-Division	Allied Health	10A
3-Campus	Lubbock	10A1
4-Department	Admin	101AA
5-Sub Depart	<u>CSSM Educ</u>	<u>101002</u>

Orgn Code Hierarchy Example

1-Institution	TTUHSC	H
2-Division	SAH	H30
3-Campus	SAH LBK	H301
4-Sub-Division	SAH LBK	3010
5-Department	SAH Admin Lbk	30100
6-Sub-Dept	SAH Admin Lbk	301000
7-Sub-Dept 2	<u>SAH Admin Lbk</u>	<u>301001</u>

Account Code Hierarchy Example

Reporting Type 1	Expense	70
Reporting Type 2	Travel	7B
Reporting Level 1	Travel	715
Reporting Level 2	In State	7150
Reporting Level 3	Public Trans	77101
Reporting Level 4	<u>Auto Rental</u>	<u>710101</u>

Where do I find the Chart of Accounts?

In order to make the leap from TechFIM coding to Banner Chart of Accounts, several queries have been built which will allow you to enter your TechFIM information to receive the equivalent Banner information. This information is stored in Cognos, our new web-base reporting tool. You can access the Cognos Reports through the HSC Employee tab from the portal http://webraider.ttuhsc.edu/. The User ID and Password will be your eRaider name and password. From the menu page, select Cognos Connection. You can locate the yellow folder titled **HSC Business Affairs** by typing HSC into the search field at the top of the page or by maneuvering through Cognos Connection until you locate the **HSC Business Affairs** folder. Within the HSC Business Affairs folder is a subfolder titled Chart of Accounts. The Chart of Accounts subfolder houses numerous reports but there are two that will help crosswalk TechFIM information to Banner Charts and they are:

TechFIM Account # to Banner - 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 to Banner Account - Provides the Banner Account code and description from a TechFIM balance sheet, revenue source, sub revenue source, object, or sub object codes.

HSC ConnecTech Project Hierarchy

Functional Project Management Team

This team is responsible for the functional implementation of the ConnecTech project and works closely with the Division Contacts and the Financial Managers to disseminate information and gather feedback on the project.

Finance members include:

- Mike Crowder, Assoc VP Business Affairs
- Patty Conner, Sr. Financial Systems Analyst
- Denise Sober, Financial Systems Trainer
- Steve Oughton, Lead Financial Systems Analyst
- Carole Wardroup, Finance Functional Lead for the project
- Laree Bomar, Financial Systems Training Manager
- Cindy Clark, Lead for the TechBuy project

Budget members include:

- Penny Harkey, Asst VP Budget Office
- Lesley Wilmeth, Budget Functional Lead for the project

Human Resources members include:

- Gina Ketcherside, HR systems Trainer
- Babar Khan, Managing Director of Payroll
- Janet Coquelin, HR Functional Lead for the project
- Jeff Deitiker, Payroll Functional Lead for project

Division Project Management Contacts

This team is responsible for providing a communication, training, and reporting link between the end users and the Functional Project Management Team. They will work closely with the Financial Managers and the Functional Project Management Team to provide information, schedule meetings/trainings, and determine user needs.

Division Contacts include:

- Brenda Bobo, School of Allied Health Sciences
- Bill Finical, Odessa Campus
- Pam Johnson, Research and Graduate School
- Bowie McGinnis, HSC Administration
- Kerry Mobley, Information Technology
- David Watson, School of Pharmacy
- Frank Stout, El Paso Campus
- Deborah Cain, Amarillo School of Medicine
- Mike Hooten, Amarillo Campus
- Linda Lane, School of Nursing
- Bryce McGregor, Lubbock School of Medicine
- Rial Rolfe, Academic Affairs
- Larry Elkins, Correctional Managed Health Care

Financial Managers

The Financial Manager is the person whose responsibility includes the overall financial operation of the department. One person in each department, usually the Department Administrator or Director, generally directs the department's financial operations. These duties include budget oversight, financial reporting, and directing financial activities. Often responsibility for specific funds, reports, and other activities are delegated. But this delegation does not include overall financial responsibility. When the Financial Manager cannot be determined by position or financial activities, the Department Chair or Head will be requested to identify the chief financial person or Financial Manager for their department. The Financial Manager will be the departmental communication contact for policies and information concerning the TTUHSC Finance System.

A list of Financial Managers can be located at http://www.fiscal.ttuhsc.edu/banner/FinancialManagers.aspx.

Fund Managers

Financial Managers may delegate the Fund Manager role to another responsible individual within their department. The Fund Manager's responsibility is to sign into the TEAM security site http://team.texastech.edu to assign roles and responsibilities to personnel in their department. These roles are required for processing documents in TechBuy, Direct Pay, and other systems and will be used for notifications in the Travel System.

Financial Managers are currently responsible for the Fund Manager role as well but may delegate this responsibility by sending an email to fsm@ttuhsc.edu. The email should clearly identify the delegated Fund Manager for each Banner fund.

A list of Fund Managers can be located at https://cognostest.tosm.ttu.edu by following the **Cognos Connection>HSC Business Affairs>Chart of Accounts>Fund Manager** path.

Did You Know...

Reminder

Effective September 1, 2008 – All overtime will be paid!!!!

Compensatory time balances remaining as of November 1, 2008 will be paid on December 1, 2008

Quarterly F&A Update Meetings

The Quarterly Finance and Administration Update meetings are a great way to stay on top of what's new with the Finance and Administration areas. Presentations are given by representatives from Business Affairs, Human Resources, Payroll, and Budget. Based on a survey completed last fall, the majority of individuals attending these meetings feel that the meetings are worthwhile and that information presented is timely and relevant to their jobs.

Beginning in April, these meetings will be held every other month instead of quarterly until the end of the calendar year. This is will provide the Finance and Administration areas more opportunities to present updates on the ConnecTech implementation and available training opportunities.

All meetings will be held from 3:00 – 3:50 central time. The next two meetings will be August 11th and October 13th.

If you have topics that you would like to see presented at the meetings, or have any feedback about these meetings, please email Lesley Wilmeth at lesley.wilmeth@ttuhsc.edu.

Desire More Information about the Finance System Implementation?

Each week from now until October 30th, 2008, the Finance and Budget Project Management Team will host a Question and Answer forum that will be TechLINKed.

This forum is open to all who are interested in learning additional information about the Finance System Implementation or those who have specific questions relating to any aspect of the implementation.

In addition, all employees can submit questions to the Finance System Management Team at fsm@ttuhsc.edu.

More information about the weekly meetings including dates and meeting locations will be emailed when confirmed.

The purpose of the weekly meetings is to communicate current implementation information and to provide an opportunity for all employees to ask questions. If you need information about the Finance System implementation, please attend these meetings.

Did You Know???

You've heard that the Banner HR is going live on December 1, 2008. Our goal is to have 75% of our monthly employees using Web Time Entry (WTE) and Web Leave Reporting (WLR) before Banner HR goes live. Don't be surprised if you are using WTE or WLR as early as October 2008.