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June 2019

# the News

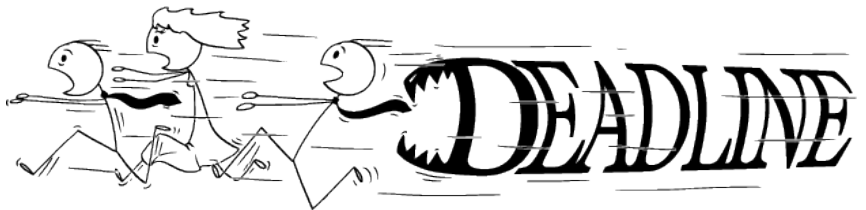
*from Business Affairs*



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.  
Business Affairs

## THE DEADLINES

Brace yourself. The Deadlines are coming! The Year-End Deadlines are coming soon and they are coming for you!



### What Are the Deadlines?

The Deadlines are for Fiscal Year-End processes that must be completed before a certain date. Meeting the deadlines will facilitate accurate year-end reporting by ensuring that transactions are recorded in the appropriate fiscal year. Your assistance with meeting the deadlines is critical.

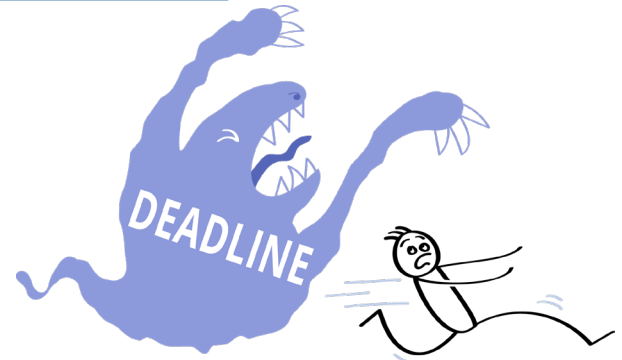


### You Can't Run and Hide

Do not procrastinate! If you plan ahead, the deadlines won't sneak up on you. You can't run and hide so start now. Click [here](#) for a consolidated view of the fiscal year-end deadlines for FY 2019.

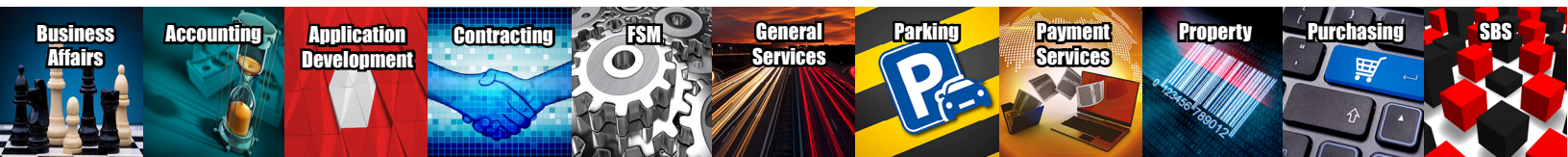
### Business Affairs Calendar

The deadlines for all departments within Business Affairs are also available on the [Business Affairs Calendar](#). You can access the calendar from the F & A Work Tools tab under the Finance portlet in the Business Affairs section.



The deadlines are coming! Be ready!

For questions, contact Finance Systems Management at [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).



## Why Should I Care? STOP Information Changes

You should care about updating your STOP information because delivery of your items may be delayed or returned for lack of correct information.

If an individual's STOP number has changed for any reason, please update the delivery (STOP) information in the following ways if applicable:

- TechBuy User Profile - [Instructions](#)
- Contact Human Resources at [HSCRecords@ttuhsc.edu](mailto:HSCRecords@ttuhsc.edu) to update the STOP in Banner. This will change email properties, global directory, and employee mailing lists.
- Update your email signature.



- Send [mailservice@ttuhsc.edu](mailto:mailservice@ttuhsc.edu) the names of anyone who is changing STOPs.
- Correct format for address:  
Texas Tech University Health Sciences Center  
Department Name  
3601 4th Street STOP XXXX  
Lubbock, Texas 79430-XXXX

**NOTE:** Mail Services and Receiving deliver according to the STOP number on the item. MS is not recognized by the U.S. Postal Service. Address cleansing software may eliminate your STOP number when MS is used causing your items to be delayed or returned for lack of information.

## Need to Know! Are You A Property Custodian?

### Property Custodian Responsibilities

Department property custodians at TTUHSC have the responsibility to manage, control and account for all assets within their department. [HSC OP 63.10](#) lists 13 responsibilities for property custodians.

### #10 Negligence

Negligence could result in financial responsibility for missing, stolen, damaged or destroyed assets. If there is reasonable cause to believe that the loss, damage or destruction to the property was through the negligence or fault of a TTUHSC employee then the matter may be investigated. If the investigation discloses that there was negligence, a demand for reimbursement for the loss will be made upon that employee.



For questions, contact Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).

## Did You Know? Laserfiche For the Record

Document Services provides Laserfiche as a solution for all types of records management needs. Laserfiche offers digital storage and automation that simplifies document storage and retrieval and automates business process management.

During the last 20 years, over 50 million documents have been scanned, imported or created in Laserfiche.

- Store your current electronic documents in their native format by simply dragging and dropping into Laserfiche. No need to convert or rescan digital copies.
- Scan in your existing paper documents or contract our in-house scanning service to do the scanning for you.
- Laserfiche Forms is a web forms software that makes it easy to digitally capture, route and approve forms enterprise-wide. We can custom build and tailor a forms process for you.
- Laserfiche Workflow displays pending documents and actions required at various stages within a process, which increases visibility, removes bottlenecks and prompts timely responses.
- With Laserfiche Weblink, your documents are never too far away. Sign in online and access your documents from anywhere you have access to the internet as if you were at your own desk.
- Permission to view, print, or edit documents is customizable to fit your needs.
- Laserfiche is fully compliant with DoD 5015.2-STD Electronic Records Management Software Applications Design Criteria Standard from the U.S. Department of Defense (DoD). Ensure your documents are following federal regulations and best practices for record retention.

For questions, contact Document Services at [DocumentServices@ttuhsc.edu](mailto:DocumentServices@ttuhsc.edu).

## Employees on the Move in Business Affairs

Business Affairs welcomes the following new employees:

- Hayden Vest, Contracting, Analyst
- Krista Ammons, Contracting, Assistant Director

On the Move in Business Affairs because of a promotion are:

- Lora Turpin, Payment Services (from Purchasing), promoted to Associate Managing Director
- Aimee Gossett, Purchasing, promoted to Analyst II
- Thi "T" Bui, Purchasing, promoted to Section Manager
- Amanda Haygood, Student Business Services, promoted to Lead Analyst

On the Move Out of Business Affairs to retirement is Laree Bomar. On May 8<sup>th</sup>, a retirement party was held honoring her 23 years of service. Click [here](#) for pictures from the party.

Congratulations Monica Orosco on earning a Master of Science in Healthcare Administration from TTUHSC.

## Years of Service Awards

### 35 Years

Linda Saenz - Payment Services

### 20 Years

Irma Gomez and Lora Turpin - Payment Services

### 15 Years

John Haynes - Purchasing

### 10 Years

Linda Anderson - Purchasing and Patricia Wilson - Printing Center/General Services

### 5 Years

Alexa Galle - Finance Systems Management, Laura Ochoa - Payment Services and Amanda Haygood - Student Business Services

## Property Management

**Reminder:** If you are moving within the institution, contact your Property Custodian to update your room number in the [Property Inventory System](#).

For questions, contact Property Management at [PropertyManagement@ttuhsc.edu](mailto:PropertyManagement@ttuhsc.edu).

## Clue

### The Business Affairs Edition



#### Last edition's answer:

Failure to include mail STOP numbers may result in delivery delays or the item being returned to the sender.

#### Winners Revealed:

Congratulations to Carleatte Bradley, Denise Jordan and Cheryl Hutton.

**Answer this question correctly** from the newsletter content for a chance to win a prize: During the last 20 years, how many documents have been scanned, imported or created in Laserfiche?

Email your answer to [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu) for a chance to win a TTUHSC power bank charger (pictured to the right). The correct answer and winners will be announced in the next newsletter.

Past winners are not eligible to win.



## Procurement Quarterly Meeting

The next Purchasing quarterly meetings are scheduled as on-site training sessions. The quarterly meetings are where you can learn about Procurement processes, guidelines, receive updates and ask questions. Please plan to attend. See schedule below:

Tuesday, June 4, 10:00 – 12:00 [Add to Calendar](#)

Odessa – 2C41

Techlinked to Midland – Room TTPM 210B

Techlinked to Endocrinology – Room ODMCH Endo 21101

Wednesday, June 19, 1:00 – 3:00 [Add to Calendar](#)

Abilene – Room SOP 2200

Techlinked to Dallas – Room SW433, VA200AB

Tuesday, June 25, 10:00 – 12:00 [Add to Calendar](#)

Amarillo – Room 4720

Thursday, June 27, 10:00 – 12:00 [Add to Calendar](#)

Lubbock – Room ACB 110

#### [AGENDA](#)

For questions, contact Purchasing at [purchasing@ttuhsc.edu](mailto:purchasing@ttuhsc.edu).



**Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.**

Click [here](#) to view past issues of the newsletter.

Questions or suggestions? Email: [fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu)