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September 2021

the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

New Foreign Travel Approval System

The Office of Global Health has launched a new Foreign Travel Approval System to assist TTUHC travelers in completing the steps to receive approval for university-related international travel.

The new system consolidates the multistep process into one easy to use online location and seeks to ensure travelers not only receive the appropriate approvals, but that they also complete any financial steps necessary and are equipped with the international health/medical evacuation insurance offered through TTUHC.

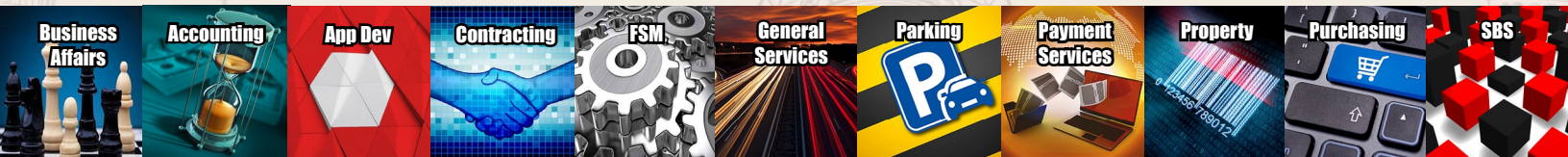
To review additional information about the new Foreign Travel Approval System, follow this link: [Foreign Travel Approval](#).

After Institutional Approval for Foreign Travel has been obtained, the approval ID number must be included in the Business Purpose field of the Travel Application and the Travel Voucher in the Travel system.

To attend a training session, register below.

- [October training session](#)
Thursday, October 7, 2:00 p.m.

For additional questions or to schedule a one-on-one training session, contact the Office of Global Health at 806-743-2901 or globalhealth@ttuhsc.edu.



Need to Know! Bad Things Can Happen

If you have anything to do with receiving payments by credit card, this is a must read!

Whether you receive credit card payments at a terminal or through your web site, compliance with Payment Card Industry standards is critical to TTUHSC. You need to know that bad things can happen for non-compliance! Failure to do so can result in:

- Increased card fees or hefty institutional fines payable to our merchant processors.
- Loss of terminal and/or ecommerce payment processing privileges.
- A data breach that could result in loss of reputation for TTUHSC.

Learn more at: [PCI Non-Compliance: 7 Negative Consequences for Businesses](#)

If you are a Payment Card Manager or a Financial Contact in the Merchant Account App, your assistance is necessary. Here are steps you should take:

- Identify everyone at your location directly involved in the payment card process.
- Enter identified team members as users in the Merchant Account App.
- Make sure all involved in the payment card process complete required training.
- Make sure that the Self-Assessment Questionnaires are completed.

For questions, contact merchantID@ttuhsc.edu.

NEED TO KNOW

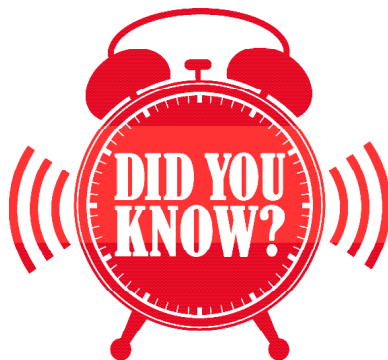
NEED TO KNOW

NEED TO KNOW

Did You Know? Section 117

Did you know that higher education institutions that receive Title IV federal student aid are required to report to the Secretary of Education any contracts with, gifts from or ownership interests in a foreign source that, alone or combined, are valued at \$250,000 or more in a calendar year? Section 117 of the Higher Education Act of 1965 (HEA) requires this financial transparency.

At TTUHSC, the Office of Financial Aid submits the HEA Section 117 reports via the Federal Student Aid Access and Identity Management System (AIMS) based on information gathered from various sources and summarized by Accounting Services.



Information submitted is publicly available on the [Federal Student Aid](#) website and can be downloaded as an Excel file that can be filtered by various categories.

For questions, contact Accounting Services at hscacc@ttuhsc.edu.

Why Should I Care? F&A Rate

The Facilities and Administrative (F&A) rate is the mechanism used to reimburse TTUHSC for infrastructure and administrative support costs associated with sponsored research and other sponsored projects. F&A expenditures are costs that cannot be identified specifically with a particular sponsored project or any other institutional activity. To recover the F&A costs, TTUHSC adds the negotiated F&A rate to invoices submitted to sponsors. You should care about maximizing the recovery of F&A costs because it is a critical part of the institution's budget and is necessary to support a sustained investment in research.

For TTUHSC, the expenditure base year for the F&A Rate Study is FY 2021. We have contracted with Huron, a national advisory firm, to prepare the F&A study and negotiate the federal reimbursement rates for the institution.

Business Affairs staff members are assisting in this process by gathering relevant financial information for Huron. This information will be compiled by them and submitted to our cognizant agency for review and negotiation of an approved F&A rate for TTUHSC. The deadline for submission of the study is February 28, 2022. To view the current F&A Rate Agreement, follow this [link](#).

For questions, contact Accounting Services at hscacc@ttuhsc.edu.

TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

APPLICATION DEVELOPMENT

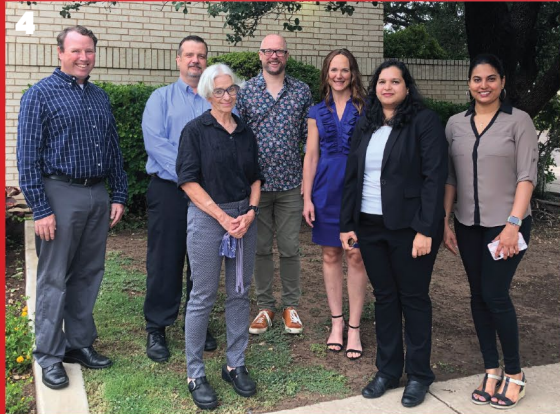
Business Applications
Report Documentation



More than 3k distinct app users monthly

FAST FACTS

Around 17,000 logins to our applications in a month



11,500 file uploads into Banner monthly

- Photo Captions
1. Finance Picnic
 2. Team Luncheon
 3. Baby Shower
 4. Team Development
 5. Retirement Party
 6. Ugly Sweater Contest

Figures based on July 2021 data.

Don't know **who we are?**

We help Business Affairs departments innovate and improve the delivery of services and information to TTUHSC by:



Working with Business Affairs subject matter experts to create timely, accurate financial reporting for the Institution.



Serving as a consultant to develop and improve searchable, interactive websites that Business Affairs departments use to communicate with staff, faculty, students, and vendors.



Providing more than 430 finance related reports in the Cognos application under Public > HSC Finance along with more than 14,000 individual report executions monthly (July 2021 data).



Collaborating with numerous outside departments throughout the TTU System, we develop applications such as Travel, Parking, Cash Receipts, Fleet, and Property Inventory that connect to enterprise systems like Banner, TechBuy, Touchnet, Blackboard, Laserfiche, and Xtender.

Making Tasks Simpler

Application Development designs, develops, and maintains business applications for TTUHSC Business Affairs departments that automate processes you may be familiar with such as managing your property inventory, adding a new vehicle to your parking permit, recording your daily deposits, and submitting your fleet vehicle expenses.

Contact Us

[Application Development Home Page](#)
[Application Development Contacts](#)



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Application Development

Employees on the Move in Business Affairs

Business Affairs welcomes the following new employee:

- Jordan Marlar, Printing Center, Unit Manager

On the Move in Business Affairs because of promotion is:

- Thomas Gellene, General Services, promoted to Unit Manager



On the Move out of Business Affairs to retirement is:

- Daniel Morales, Printing Center, Unit Manager, 20 years of service
- Mark Priddy, General Services, Unit Manager, 10 years of service

Click [here](#) for pictures from their retirement party.

3 EASY STEPS To Join User Groups



 TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Financial Systems Management

Distinguished Staff Award Winners

Chancellor's Award of Excellence 2021 Debbie Cate - General Services



★ The Chancellor's Award of Excellence recognizes an individual who has five or more years of service. This team member demonstrates commitment to the Mission and Values-Based Culture of TTUHSC by exhibiting the behaviors inherent to each value—One Team, Kindhearted, Integrity, Visionary, Beyond Service—while motivating others to serve at the same level of excellence.

Debbie earned her 35 years of service award from TTUHSC last year.

Congratulations Debbie!

Quality Staff Award 2021 Cindi Bradshaw - Application Development

The Quality Staff Award recognizes a team member who continually lives the TTUHSC value of Beyond Service by creating and delivering positive defining moments. They find the best positive outcomes, anticipate needs of others with a generous heart, and go the extra mile as they invest in the overall success of the TTUHSC Mission.

Cindi has gone above and beyond in her role in Application Development.



Congratulations Cindi!

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

Click [here](#) for more on Business Affairs.

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

Questions or suggestions? Email: fsm@ttuhsc.edu