



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance and Administration Newsletter

April 2023

**Quarterly updates
from F&A areas**

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Spring is in the air

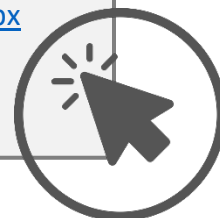
Links to F&A Newsletters

Business Affairs-http://www.fiscal.ttuhsu.edu/fsm/news_home.aspx

Human Resources- <https://hscweb.ttuhsu.edu/human-resources/hrqrtlnews.aspx>

Payroll- <http://www.depts.ttu.edu/payroll/newsletters/index.php>

Pcard-<http://www.fiscal.ttuhsu.edu/paymentservices/pcard/>





HUMAN RESOURCES

Budget Prep Dates and Details

HSC OP 70.04 outlines that a Performance Incentive may be implemented in even-numbered fiscal years. A Performance Incentive is approved for FY24. Below is information on the criteria and what to expect.

Performance Incentive Guidelines

A 3% Performance Incentive policy is approved for all team members, effective on September 1, 2023. This policy allows for an increase to base salary with a *maximum* of a 6% Performance Incentive increase awarded to any individual qualifying employee. Faculty are not included in this policy.

The selection of individuals who will receive a Performance Incentive shall not be made based on a team member's race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or status as a protected veteran. The incentive should be allocated based on performance and the criteria below.

Eligibility Criteria

Eligible

- Team members employed on or before March 1, 2023, in a benefits-eligible position.
 - The position must be at least .5 FTE for six (6) months or longer.
- Team members receiving the new Respectful Wage remain eligible for the Performance Incentive when all other criteria are met.
- Team members with at minimum one (1) Performance Review completed and submitted in the system between September 1, 2022, and August 31, 2023.

Not Eligible

- Team members who changed positions through a competitive process (via applying to a job posting) or through reclassification after March 1, 2023.
 - This includes promotion, lateral, and demotion position changes.
- Team members who received a salary adjustment after March 1, 2023.
 - Team members receiving a salary adjustment to meet the new Respectful Wage effective September 1, 2023, remain eligible.
- Any team member awarded a Performance Incentive increase shall have no Corrective Actions issued between September 1, 2022, and September 1, 2023.
- The team member's supervisor will consider other performance or conduct concerns when evaluating eligibility for a Performance Incentive increase or amount.

As we approach this year's Budget Prep cycle, the following is information on important dates and processes to keep in mind:

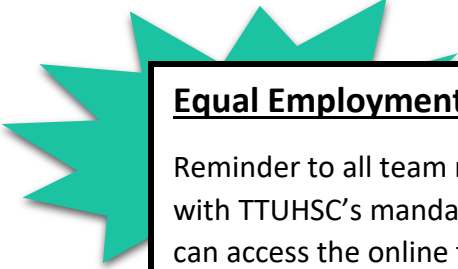
- May 1st – HR begins accepting FY 2024 HR PASS transactions for New Position, Reclassifications, and Salary Reviews.
 - Actions must have effective date of 9/1/2023.
 - Transactions should not be started in PASS until May 1st.
- May 26th – FY 2024 HR actions due to HR Directors
 - Exceptions will be evaluated on a case-by-case basis.
- August 1st – FY 2023 HR actions due to HR Directors
 - Exceptions will be evaluated on a case-by-case basis.
- FY24 PASS Transactions are needed after Budget Prep is finished.
 - Transactions should not be started or created prior to the day of 9/1/2023.
 - If the transaction is started prior to 9/1/2023, it will contain the FY23 salary data which may be incorrect based on the new FY24 data.
- Overloads
 - All overload appointments, with the exception of Supplemental Retirement Contributions, will end as of August 31, 2023.
 - Departments will be required to submit an EPAF to reinstate the overload for the new fiscal year and must include the Additional Compensation form or some other letter of appointment, even if the overload position has been held for some time.

If you have any questions, please reach out to the Director of your campus HR team. The following link has campus contact information:

<https://hscweb.ttuhsu.edu/human-resources/internalcontactinformation.aspx>



HUMAN RESOURCES



Equal Employment Opportunity Training (EEO)

Reminder to all team members – please ensure that you are up-to-date and in compliance with TTUHSC’s mandatory EEO training, as mandated by the State of Texas. Team members can access the online training link through the WebRaider portal under the “Training Resources” section, to identify and complete any and all required courses.



PEOPLE AND VALUES

Greetings from OPV! Be on the lookout for communication on an upcoming leadership program facilitated by the Office of People and Values... Leadership Foundations. This is the introductory leadership course and we’re pleased to announce two 2023 cohorts, the first will start June 1st. Applications will be accepted starting next month. Below is some additional information:

Leadership Foundations

- Program Overview: This 6-session foundational program is designed to introduce leadership theories and models to all team members who have been with TTUHSC for at least 6 months.
- Program Structure: Cohort-based / 1 hr. eLearning and 1.5 hr. sessions via Zoom live session.

Program Dates: Summer Cohort: LF2023 – 1

June 1 – Principles of Leadership 9:00 – 10:30 am

June 15 – Emotional Intelligence 9:00 – 10:30 am

June 29 – Leadership Communication 9:00 – 10:30 am

July 13 – Transforming Conflict into Collaboration 9:00 – 10:30 am

July 27 – Feedback Essentials 9:00 – 10:30 am

August 10 – Building Your Leadership Presence 9:00 – 10:30 am



**LEADERSHIP
FOUNDATIONS**
program



BUDGET



Budget Prep Time!



save
the
date

Budget Prep Training

via Zoom

Wednesday

May 3rd

9 am – 11 am

<https://ttuhsc.zoom.us/j/95376953990>

Tentative FY 2024- Budget Prep Dates

May 8 – Budget Prep System Open

May 8 – Budget Guidelines Distributed to Orgn Managers

May 8 – E&G Targets Distributed to Deans/VPs

May 26 – FY24 HR actions due to HR Offices

June 1 – Budgets due to Budget Office

****Each division may have additional deadlines**

Tips for a head start on your budget process



1. Review the [Budget Prep Quick Start Guide](#)
2. Review [Pre-Prep Checklist: Planning Next Fiscal Year Budgets](#)
 - Ensure appropriate staff members have security to the Budget Prep system
 - Estimate future revenue budgets on revenue generating funds
 - Review staffing needs and prepare HR actions
 - Review current spending to estimate expense budget needs
 - Run Pre-prep reports
 - Will be available May 8th
 - Located in the *Budget>Budget Prep>HSC and HSC El Paso>Step1: Pre-Prep Reports Cognos* folder
3. Review the Budget Prep System User Guide to prepare for data entry
4. Contact the Budget Office at any time with Budget Prep questions!



Cognos Reports

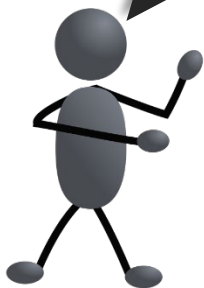
New report! Need to know how many months a position has been vacant?
See the last column on **RPT_PBUD_007A-Single Position Information with Months Vacant**

Human Resources > Departmental Users > All Human Resources Reports > RPT_PBUD_007A-Single Position Information with Months Vacant

Human Resources > Departmental Users > Position Reports > RPT_PBUD_007A-Single Position Information with Months Vacant

Need Finance or HR data?

Here is a folder in Cognos that houses commonly used reports.



[Team content](#) / [Budget](#) / A Guide to Commonly Used Reports (HSC)

☐	Name
☐	FI-Budget Account Code Summary
☐	FI-Budget Account Code Summary for Grants
☐	FI-RPT_ACCT_001 - Budget and Data Entry Account Code Crosswalk
☐	FI-RPT_GENL_001 - Prior Year Fund Balance Available to Carry-Forward
☐	FI-RPT_ORGN_002 - Organization Manager Report
☐	FI-SCORE_OPAL_001 - Operating Ledger - Compared to Previous FY Spending, How Will the Year End?
☐	FI-Statement of Changes in Fund Balances By Division, Campus, Subdivision, Department
☐	HR-HR047 - Payroll Expenditures and Encumbrance Report
☐	HR-HR117 - Departmental Fringes/Longevity Estimate Report
☐	HR-HR121 - Current and Future Appointment Report
☐	HR-RPT_NBAJOBS_010 - Salary Roster by FOAP
☐	HR-RPT_NBAJOBS_012 - SM Enc vs Est Expense
☐	HR-RPT_PAYDIST_003 - Payroll Distribution Report by FOAP
☐	HR-RPT_PBUD_001 - Vacant Positions by FOAP
☐	HR-RPT_PBUD_007 - Position Information

Which report do I use?

Do you need Finance, Budget or HR data and are not sure where to start?

Refer to pages 55-59 of the **Budget Basics Reference Guide** located:

https://hscweb.ttuhs.edu/budget/instructions_and_information.aspx

