



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Finance and Administration Newsletter

April 2024

What's inside:

Human Resources

- FLSA Salary Threshold
- Training
- Budget Prep

People and Values

- New Team Members

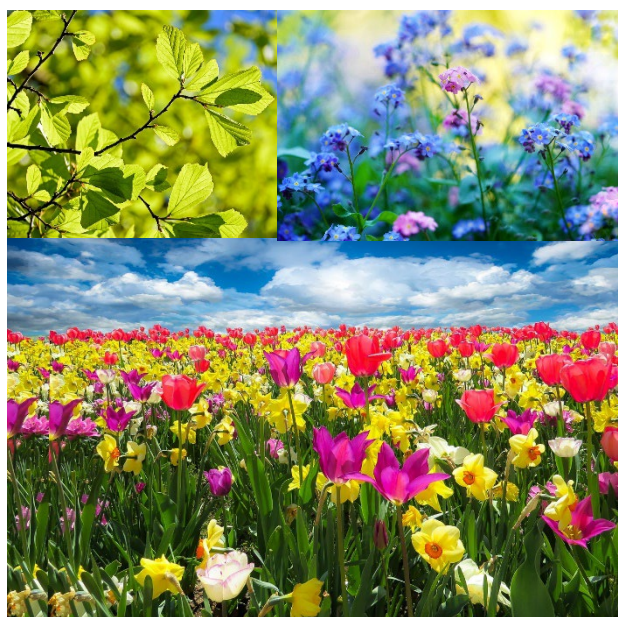
General Services

- Lubbock Updates

Budget

- Budget Prep

Quarterly updates
from F&A areas



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The HSC Finance & Admin User Group:

Receives the quarterly
F&A update newsletter

Receives other important
info from the institutional
Finance & Administration
areas of TTUHSC

Join!



Links to F&A Newsletters

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

F&A- https://hscweb.ttuhsc.edu/budget/quarterly_f_and_a_minutes.aspx

Human Resources- <https://hscweb.ttuhsc.edu/human-resources/hrqtrlynews.aspx>

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

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





HUMAN RESOURCES

The FLSA Minimum Salary Threshold is Increasing

On April 23rd, the Department of Labor (DOL) issued the highly anticipated final rule that will increase the minimum salary threshold for exempt employees by 2025. TTUHSC HR has been preparing and is working with institutional leadership on the next steps.

Equal Employment Opportunity Training

This is a REQUIRED TTUHSC Online Training should be completed to maintain compliance.

Review the 'TRAINING RESOURCES' in your WebRaider portal to complete the required training.

HR Training for Managers & Supervisors

To help TTUHSC leaders learn more about HR processes, the TTUHSC Department of Human Resources coordinates several online training opportunities. Offered every other month, these sessions help managers and supervisors understand how to navigate HR-specific topics and administrative procedures.

To review and enroll in courses, go to Manager/Supervisor Resources under Human Resources in your employee portal.

HR PASS Transaction Deadlines

FY 25 Budget Prep Cycle

May 1st – you may begin submitting FY 25 transactions. Do not submit FY 25 transactions before this date.

May 24th – All FY 25 transactions are due to HR Campus Directors.

FY 24 PASS Transaction Deadline

July 31st – all FY 24 transactions are due to HR Campus Directors

Please hold any additional PASS transactions you want to take effect for FY 25 until after 9/1 before making any entries in PASS. This will ensure the correct information is loaded into Banner for this position/employee.

Overload Jobs:

Reminder: All overload jobs will be ended on 8/31/24. You must submit a new ePAF after 8/15/24 to reinstate the Overload job. Be sure to include the appointment memo signed by the appropriate Dean or the [Additional Compensation form](#) found on the HR website.

**DEADLINE**

PEOPLE AND VALUES



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Office of People and Values

WELCOME

The Office of People and Values is pleased to introduce our two new team members!



David Thames is the Values Development Program Manager. David supports the mission and vision of TTUHSC by developing and leading initiatives and programs that anchor the university's core values in operating processes, champion the institution's values-based culture, and celebrate individual and team expressions of our core values and their impact on the Future of Health.

David can be reached at David.Thames@ttuhsc.edu or (806) 743-3017.



Dixon Brusewitz is a Professional Development Specialist. Dixon is responsible for supporting TTUHSC and Managed Care by developing values-based training opportunities specific to organizational needs. He offers training focused on enhancing knowledge in areas such as communication, team building, leadership skills and values integration topics.

Dixon can be reached at Dixon.Brusewitz@ttuhsc.edu or (806) 743-1587.



GENERAL SERVICES



General Services Lubbock Update

- General Services office moved to BA350 in June 2023.
- The General Store is also located in BA350. The store offers postage, lab coat patches, medical records roll labels, pagers, and mailing and shipping supplies.
- Our Receiving and Mail are now collectively known as Distribution.
- Surplus and Distribution are in their permanent locations BA335 & BA330, respectively. The old location has been renovated and assigned new room numbers.
- Stamp and postal prices can change every six months. The next change scheduled for July 14, 2024 includes a proposal to increase the First Class 1 oz. letter price from 68¢ to 73¢.
- Fortunately, through the TTUHSC Printing Center, we can send mail for as little as 25¢ if 200 identical pieces are mailed. Contact PrintingCenter@ttuhsc.edu for additional information.
- We distributed our new list of TTUHSC Mail Stops in March. If you need additional lists (shaped like an envelope), please send an email to MailService@ttuhsc.edu.



Incoming package tracking is available from our self-service portal, <https://ttuhscclubbock.sclintra.com/mail>. Log in using the information mailed to your department in December or contact MailService@ttuhsc.edu for assistance.

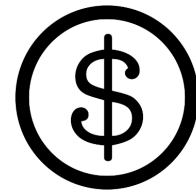
Surplus Redistribution for Lubbock has started holding live viewing, payment, and pickup 5.5 hrs per week for personal use. Mondays 2-4, Wednesdays 2-4, and Fridays 9:30-11. Enter from the dock or BA 335 (narrow hallway). Departments needing furniture or equipment can obtain at no charge, prior to the items being put on sale, by following instructions at <https://hscweb.ttuhsc.edu/general-services/surplus/dept-user.aspx>

The Promotional Item arm of the TTUHSC Printing Center has been busy saving you money! If you are planning on ordering items using FY 2024 money (printing or promotional items), please contact PrintingCenter@ttuhsc.edu or PromoPlace@ttuhsc.edu as soon as possible. Some items ship quickly; others can take months. Don't delay! Start the conversation now so that you know when the deadline for placing your order to have it arrive by 8/31/2024 and use FY 2024 funds.





BUDGET

Budget Prep Training

via Zoom

Wednesday

May 1st

9 am – 11 am

<https://ttuhsc.zoom.us/j/99103767877>

Tentative FY 2025- Budget Prep Dates

May 6 – Budget Prep System Open

May 6 – Budget Guidelines Distributed to Orgn Managers

May 6 – E&G Targets Distributed to Deans/VPs

May 24 – FY25 HR actions due to HR Offices

May 30 – Budgets due to Budget Office

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

Tips for a head start on your budget process

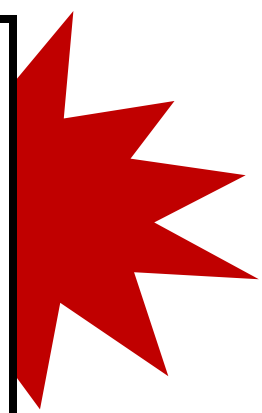
1. Review the [Budget Prep Quick Start Guide](#)
2. Review [Pre-Prep Checklist: Planning Next Fiscal Year Budgets](#)
 - Ensure appropriate staff members have security to the Budget Prep system
 - Estimate future revenue budgets on revenue generating funds
 - Review staffing needs and prepare HR actions
 - Review current spending to estimate expense budget needs
 - Run Pre-prep reports
 - Will be available May 6th
 - 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!



Change for Budgeting Reclassifications in Budget Prep:

Previous process: Budget funds in 6006 and submit in PASS

New process: Enter into Equity column in Salary Planner and submit in PASS



Have you seen this report?

Fund Details and Attributes (Chart H Only)

COAS - H															
H50 - School of Medicine L - Lubbock 45678 - Institution Orgn															
Fund	Fund Desc	Default Orgn	Default Orgn Desc	Default Prog	MY/FY	Fund Mgr R#	Fund Mgr	HFUNDORG	HFUNDORG_DESC	HFUNDDIV	HFUNDDIV_DESC	HFUNDSUB	HFUNDSUB_DESC	HFUNDCAM	HFUNDCAM_DESC
123456	Instution Fund	456789	Instution Orgn	60	FY	R0000000X	Last Name, First Name	45678	Institution Orgn	H50	School of Medicine	4567	SOM Institution Orgn	L	Lubbock

RPT_FUND_005 - Fund Details and Attributes (Chart H Only)

Purpose: This report will show details for funds including fund manager, default orgn, attributes (roll up).

Report parameters: Chart, Division, Campus, Five Level Orgn or Fund Manager

Location: The report can be found in the Team Content > Budget > Budget Financial Reports

Which report do I use?

Do you need Finance, Budget or HR data and are not sure where to start? For a list, see pages 55-59 of the Budget Basics Reference Guide located:

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

