TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance and Administration Newsletter

January 2023

Quarterly updates from F&A areas

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Happy New Year!

Links to F&A Newsletters

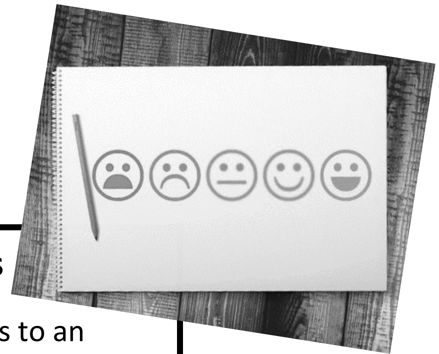
Business Affairs-http://www.fiscal.ttuhsc.edu/fsm/news_home.aspx

Human Resources- https://hscweb.ttuhsc.edu/human-resources/hrqrtlynews.aspx

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

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

HUMAN RESOURCES



Help Improve the TTUHSC Performance Review Process

In early 2022, TTUHSC shifted from using Quarterly Coaching Plans to an interim Performance Review based on survey feedback collected by ModernThink and the Great Colleges to Work For program. Human Resources now needs your input on the future performance review process!

Please submit the survey by January 31, 2023: https://tthsclubbock.co1.qualtrics.com/jfe/form/SV_02RtHRU2MxsB7f0

PEOPLE AND VALUES

Hello! My name is Adam McKee and I'm the new Assistant Vice President with the Office of People and Values. I sincerely look forward to the opportunity to get to know you and your departments.

I love that People and Values are my focus. This has been my focus over my whole career. My career has afforded me the opportunity to see People and Values in various sectors, industries and countries. My hope is that I, and the entire OPV team, can be of assistance as we work together to strengthen our values-based culture and meet TTUHSC strategic objectives.

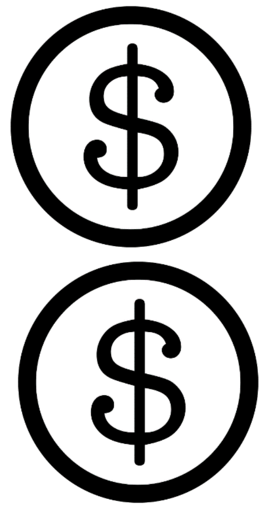
Feel free to reach out!

806-743-4537

TTUHSC People & Values

BUDGET

E&G available balances in 6006 and 7099



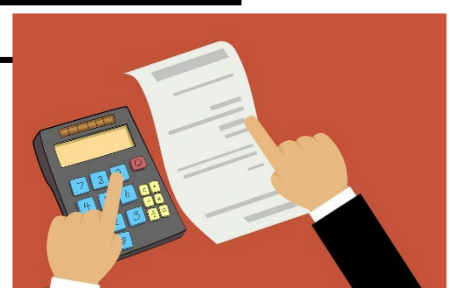
Information has been emailed to appropriate division personnel with available balances.

The request is to review available balances in 6006 and 7099 on E&G funding sources. E&G funds must be utilized by the end of the fiscal year. The Budget Office strongly encourages expending these E&G funds. Please consider moving employee expenses to these funds using the Labor Redistribution and/or Labor Change ePAF process. Also consider using the FiTS system to move non-employee allowable expenditures to E&G funds.

The division's policy on lapse salaries, balances in 6006, must be considered before expending these funds. Also, leave sufficient budget to cover SM fluctuation and overtime, if applicable. The Cognos report RPT_NBAJOBS_012 – SM Enc vs Est Expense located Team Content > Human Resources > Departmental Users > Employee Appointment Reports can assist with SM fluctuation estimates.

Please contact your appropriate division personnel if you have questions.

Transaction Funding



Ensure funding is in place to prevent holding documents.
A document with insufficient funding may delay other documents.

Budget funding for:

ePAFs – Faculty/Staff salaries should be in 6006. Student salaries should be in 6003. Overloads depend on pay. Ex. ADC should be in 6008. IMPORTANT: Budget for Fringes on local funds in 6007.

EOPS – Depends on Earn Type. Most are 6008 for ADC, LSP, OTB. Special Augmentation is 6004. Faculty on Call is 6009. Don't forget to budget for fringes for local funds in 6007.

Labor Redistributions – Faculty/Staff salaries should be in 6006. Student salaries should be in 6003. Overloads and other pays are 6008. Longevity should be in 6005. Fringes for local funds should be in 6007.

New Positions, Reclassifications, Salary Reviews – Faculty/Staff salaries should be in 6006. Student salaries should be in 6003.

Budget Revisions – Always provide comments. If applicable, attach documentation/invoice and/or include position number. This helps approvers analyze the budget revision. Make sure routing on revisions make sense.

Have you seen this report?

PURPOSE: This report will show how many months of reserves the area has based on an average of expenditures for two prior years and the current fund balance.

This Cognos report should be run for completed years only.

Average Monthly Expenditures column is the sum of the two years selected divided by 24 months.

Reserves Available Amount is the current Available Fund Balances for the scope of funds.

Reserves Available # Months column is Reserves Available Amount divided by Average Monthly Expenditures.

The scope of funds includes only Fiscal Year (FY). No multi-year (MY) funds. Included are Educational & General, Designated, Restricted, and Auxiliary Enterprises fund groups. Excluded are HEAF, Service Departments, Scholarships, TPEG, Fair Market Value Adjustment Funds and Pledged Gift Funds.

Team content / HSC Finance / Fund Balance

Months Reserves Available

Months Reserves Available Summary

Texas Tech University Health Sciences Center

Months Reserves Available

Fiscal Year One: 2021 Fiscal Year Two: 2022 Division: Division1

Campus: All Subdivision: All Department: All Fund Manager: All

Department	2021 Expenditures	2022 Expenditures	Average Monthly Expenditures	Reserves Available Amount	Reserves Available #Months
Dept1	5,000.00	8,000.00	541.67	10,000.00	18.46
Dept2	10,000.00	12,000.00	916.67	50.00	0.05
Division1	**15,000.00**	**20,000.00**	**1,458.33**	**10,050.00**	**6.89**
Total	**15,000.00**	**20,000.00**	**1,458.33**	**10,050.00**	**6.89**