



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance and Administration Newsletter

January 2024

What's inside:

People and Values

- Udemy Business

Payroll & Tax Services

- Changes to Web Time Entry and Web Leave Report

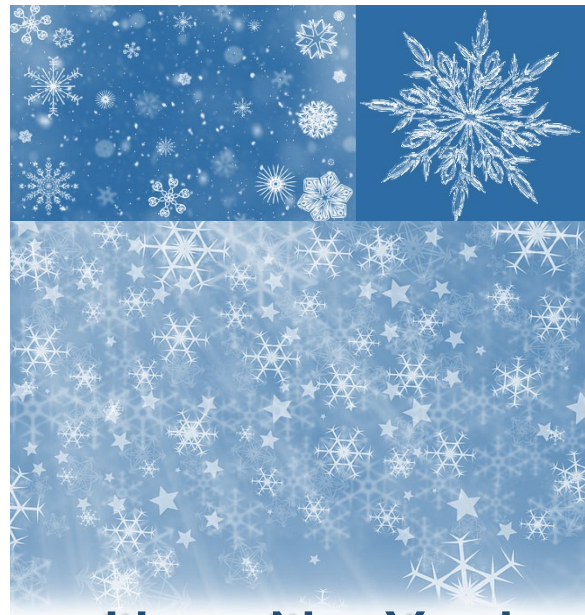
Budget

- Effort Reporting Grants
- E&G Available Balances
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Quarterly updates
from F&A areas



Happy New Year!

The HSC Finance & Admin User Group:

Receives the quarterly F&A update newsletter as well as 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/>



PEOPLE AND VALUES

Empower your team to learn and grow their skills



Udemy Business offers your team the skills they need to innovate and develop. **As a team leader, you have the ability to become a group administrator.** As a group admin, you can connect your team with the right content to achieve both individual goals and business outcomes. You can assign courses or learning paths for your teams to customize their learning journey. While we always encourage learners to be self-directed, assigning courses to your team is a great way to set learning goals for your team – and to ensure those goals are met.

Group admins are able to:

- Assign courses to learners and groups for the groups they manage.
- View learning activity for learners in the groups they manage.

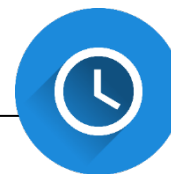
With over 5000+ courses available, you can set your team members up for success by selecting courses specifically suited to their needs. Whether it's customer service, communication skills, stress management, time management, getting along with difficult people, adapting to change or learning new computer skills – there is something for everyone.

If you would like to be set up as a group administrator in Udemy Business, please send an email to one of the Office of People and Values team members (Tanya.Fraley@ttuhsc.edu, Thomas.Price@ttuhsc.edu or Adam.McKee@ttuhsc.edu) with the following information:

1. Name (you must be a supervisor to be a group admin)
2. Name of your team (for example: Amarillo General Services, OPV, etc.)
3. Names of your team members to be included in the group (If they have not yet claimed their Udemy license, we can email them an invitation to join.)

Questions? Please contact the Office of People and Values at OPV@ttuhsc.edu

PAYROLL & TAX SERVICES



Upcoming Changes to Web Time Entry and Web Leave Report

On April 3, 2024, Web Time Entry Timesheets and Web Leave Reports will undergo a major software upgrade. The interface will upgrade from Employee Self Service version 8 to version 9. This will affect users within Texas Tech University, Texas Tech University Health Sciences Center, Texas Tech University Health Sciences Center El Paso, and Texas Tech University System Administration who report their time via Web Time Entry timesheets or Web Leave Reports. This will not affect employees who report their time via TimeClock Plus.

This upgrade will change how time and leave are reported and approved via Web Time Entry and Web Leave Reports. Changes to how approver proxies and employee level approvers are assigned will also occur.

Payroll & Tax Services will conduct training sessions to help users prepare for these changes. The dates and times for training will be shared in forthcoming announcements.

For questions or for more information, please email webmaster.payroll@ttu.edu.



BUDGET



Earn Codes on Effort Reporting Grants

When submitting salary actions on effort reporting grants, be mindful of the earn code used. If the correct earn code is not used, the payroll expense will not flow to ecrt (Effort Certification and Reporting Technology) for effort reporting verification. The earn code must be "Include" on the IBS (Institutional Base Salary) table. The table is located: https://www.fiscal.ttuhsc.edu/fsm/training_home.aspx?category=ecrt > ecrt – IBS Codes and Descriptions.

Example: LSP (Lump Sum Payment) is "Exclude". TSP (Temp Worker Sponsored Programs) is "Include". TSP is to be used on effort reporting grants instead of LSP.

Reminder: Labor redistributions can redistribute amounts and percentages on FOPs, but not change the earn codes. If an LSP is used on a fund and then the labor needs to be moved to an effort reporting grant, the LSP earn code is not allowable and cannot be changed.

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 on option 2's, 3's and 4's. 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?

RPT_PBUD_013 - Closed Positions

Report will display positions that have been closed for the current fiscal year.
Report can be run by entering position orgn or using orgn tree.

Locations:

Team Content > Human Resources > Departmental Users > All Human Resources
Team Content > Human Resources > Departmental Users > Position Reports

Hmm... Did I
close that
position in the
budget?

Closed Positions

COAS - ORGN -

*Positions will remain in Active status until the incumbent's last paycheck is paid.

POSN	POSN ORGN	POSN ORGN DESC	POSN STATUS*	POSN END DATE
HXXXXX	XXXXXX	XX XXXX	Cancelled	11/21/23
HXXXXX	XXXXXX	XX XXXX	Active	2/1/24

SCORE_OPAL_002-Dashboard Detail

What does this report provide?

This report projects revenues and expenditures for the remainder of the fiscal year. The projections are calculated using two different methods: the straight-line method and the percentage-based method.

When should I run this report?

The Monday after the Accounting Period closes. This report requires a weekend feed after the closing period.

What should I look at on this report?

Look at the Over/Short Columns. If amounts are red, this means you will not meet the budget in place and should be careful in your spending or adjust your budgets. For longevity/fringes, you should adjust budget if amounts are red.

Why does this report not include all my current revenue?

This report only shows revenue through the last closed accounting period.

Where do I find this report?

Budget>Budget Financial Reports

Dashboard Detail

COA: H FY: 2019 Fiscal Period: 01

Fund	Fund Desc	Acct Type	BAC	BAC Desc	Previous FY Budget	Previous FY YTD	Previous FY YTD Total	Prev FY % YTD Expended	Current FY Budget	Current FY YTD	Est Current YTD Straight Line	Over/Short Straight Line	Est Current YTD % Based	Over/Short % Based
199999	HSC Dept Program	Revenue	5018	Sales and Services	0.00	0.00	138.00		0.00	0.00	0.00	0.00		
			5025	Professional Fees	5,700,000.00	416,089.91	4,563,893.14		5,275,000.00	429,019.49	5,148,233.88	-126,766.12		
			5050	Investment Income	20,000.00	0.00	7,545.27		10,000.00	0.00	0.00	-10,000.00		
			5070	Other Income	25,000.00	8,728.38	357,417.80		20,000.00	-25.00	-300.00	-20,300.00		
Revenue					5,745,000.00	424,818.29	4,928,794.21	8.62%	5,305,000.00	428,994.49	5,147,933.88	-157,066.12	4,976,734.22	-328,265.78