



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

Finance and Administration Newsletter

January 2025

What's inside

People and Values

- New Team Member
- EI Classes

Budget

- Earn Codes on Grants
- E&G Balances
- 6002 Budgets
- Transaction Funding



Quarterly updates
from F&A areas

Where is it?

- | | |
|--------------------------------|---|
| • What's inside | 1 |
| • Links to F&A Newsletters ... | 1 |
| • People and Values | 2 |
| • Budget | 3 |
| • Cognos Report | 4 |



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/hrqrtlynews.aspx>

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

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



PEOPLE AND VALUES



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

Jessica Thomas is the new Values Development Program Manager. In her role, Jessica will lead initiatives that reinforce TTUHSC's core values, create meaningful opportunities for personal and professional growth, and celebrate the diverse expressions of our shared culture. She is passionate about engaging with staff, faculty, and students to champion the institution's mission and cultivate a sense of belonging and purpose across all campuses.

Jessica can be reached at Jessica.E.Thomas@ttuhsc.edu

Invest in Your Emotional Intelligence



New Emotional Intelligence classes!

Class schedules can be found on the OPV website in the Monthly Development Opportunities section
<http://www.ttuhsc.edu/people-values>

1



Emotional Intelligence Foundations

Learn the basics of understanding emotions and defining emotional intelligence

Time: 2 hours
Cost: \$0

2



Emotional Intelligence for Leaders

Discover how to inspire and influence others through emotional intelligence

Time: 3.5 hours
Cost: \$0

3



The Science of Emotional Intelligence

Explore how to build a culture driven by emotional intelligence. Includes content from the Institute of Health and Human Potential (IHHP)

Time: 6 hours
Cost: \$300 per person



Grow Your EI

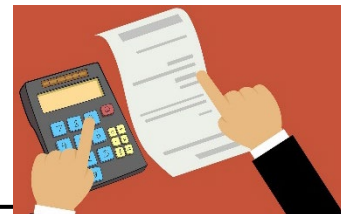
Emotional intelligence is an intrapersonal and interpersonal skill that enhances collaboration. Learn about how emotions influence decision making, communication, and our values-based culture.



TTUHSC Office of People and Values



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.

E&G available balances in 6006 and 7099

Information will soon be 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 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.

Please contact your appropriate division personnel if you have questions.

Negative budgets on 6002 – Staff Salaries

Each 1.0 full-time SM employee is encumbered for 86.67 hours per pay period. If the payroll has more than 86.67 hours, then the payroll expense is more than the encumbrances released – causing a negative. If the payroll has less than 86.67 hours in it, then there is more encumbrance released than payroll expense. The fluctuation will move between 6006 and 6002. It will use 6006 to cover a negative in 6002, if funding in 6006 is available, and will put funding in 6006 when there is more encumbrance released in a payroll. We call this SM flux/SM fluctuation.

FY2025 has 2080 working hours. 6002/6006 shouldn’t be negative at the end of the fiscal year as long as there is no overtime on the FOP and budget for this SM flux has not been moved out of 6006. 6002 can remain negative if it is due to SM flux.

The below report will tell you how much is needed through the end of FY25.

Team Content > Human Resources > Departmental Users > Employee Appointment Reports > RPT_NBAJOBS_012 – SM Enc vs Est Expense



Transaction Funding

Ensure funding is in place to prevent holding documents.

A document with insufficient funding may delay other documents.

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.

