TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

FINANCE AND ADMINISTRATION NEWSLETTER

ISSUE 34 | JANUARY 2026

QUARTERLY UPDATES FROM F&A AREAS

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WHERE IS IT?

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/

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

CLICK HERE TO JOIN NOW!

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 > 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.

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.

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.

REMINDERS

Change of Funding ePAF - When submitting TTUHSC Current and Labor Change ePAFs, please include departmental approvers from all funding sources that are being changed.

Budget Revision System Attachments - When attaching files to the Budget Revision System, please do not include special characters in the attachment file names. Files will not open in Google Chrome.

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.

FY2026 has 2088 working hours. 6002/6006 will be negative at the end of the fiscal year because the system only encumbers for 2080 hours for the entire fiscal year. The below report will tell you how much is needed through the end of FY26.

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

OFFICE OF PEOPLE AND VALUES

HONORING TEAM MEMBERS & LEARNERS OF TTUHSC

The University Awards honor the remarkable team members and learners whose work advances TTUHSC's mission, vision, and values, helping us achieve a healthier future with access to quality care for every Texan. These awards celebrate those who demonstrate innovation, integrity, and impact across our campuses and communities.

Through these recognitions, we elevate excellence, highlight collaboration, and honor the people who make TTUHSC an extraordinary place to learn, work, and serve.

DATE: FEBRUARY 19, 2026
TIME: 3:30PM – 5:00PM
ROOM: ACB 150

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INTRODUCING OUR SECTION COORDINATOR, ZACH GUTIERREZ

The Office of People & Values is pleased to introduce our new team member – Zach Gutierrez!
Zach will serve as the Section Coordinator for the department, supporting the mission, vision, and initiatives of the Office of People & Values. Zach is a West Texas native, US Navy Veteran, and proud TTU Alum. To connect with Zach, please email ***Zach.Gutierrez@ttuhsc.edu***

INTRODUCING THE COMPASS PROGRAM

The Office of People and Values is excited to announce the launch of the Compass Program – a new learning experience steeped in our shared core values and designed to help every team member strengthen essential skills, grow with confidence, and navigate their work with clarity and purpose.

The Compass Program is an on-demand, cohort-based professional development experience open to all team members. Each cohort runs over a three-month timeframe, with a new cohort beginning each quarter, allowing you to learn at a steady, meaningful pace alongside colleagues from across our organization

HELPFUL TOOLS

HR047-PAYROLL EXPENDITURES AND ENCUMBRANCE REPORT

Needing to know salary encumbrance or payroll expense information? HR047 is a great resource. It can be run by funding sources, account codes, specific payrolls and other parameters. It will show employees encumbrances and expense data for each payroll. It shows the original encumbrance for the fiscal year for the employee and how much has been expensed and is still being encumbered. ill also show associated fringes and longevity for the payrolls.

ID	Name	Position	Job Suffix	Payroll ID	Payroll Number	Event Sequence	Document Date	Transaction Date	Account	Home Organization	Expenditures	Encumbrance	Rule Class	Earnings	Document	Carrier	Transaction Number
FOP : 123456 - Fund Name | 456789 - Orgn Name | 60 - Program Code																	
R00000000	Last Name, First Name	H12345 - Position Title	00					09/11/2025	612002	456789 - Orgn Name	0.00	135,660.00	HENC - Payroll - Salary Encumbrance	-	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00					09/25/2025	612002	456789 - Orgn Name	0.00	(11,305.00)	HENA - Payroll - Encumbrance Adjustme	-	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00	MN	10	0	10/01/2025	09/30/2025	612002	456789 - Orgn Name	11,305.00	0.00	HGNL - Payroll - Gross Exp. No Liquid	RGS - Regular Salaried	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00					10/28/2025	612002	456789 - Orgn Name	0.00	(11,305.00)	HENA - Payroll - Encumbrance Adjustme	-	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00	MN	11	0	11/03/2025	10/31/2025	612002	456789 - Orgn Name	11,305.00	0.00	HGNL - Payroll - Gross Exp. No Liquid	RGS - Regular Salaried	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00					11/24/2025	612002	456789 - Orgn Name	0.00	(11,305.00)	HENA - Payroll - Encumbrance Adjustme	-	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00	MN	12	0	12/01/2025	11/30/2025	612002	456789 - Orgn Name	11,305.00	0.00	HGNL - Payroll - Gross Exp. No Liquid	RGS - Regular Salaried	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00					12/23/2025	612002	456789 - Orgn Name	0.00	(11,305.00)	HENA - Payroll - Encumbrance Adjustme	-	F#		Transaction #
	Last Name, First Name	H12345 - Position Title	00	MN	1	0	01/02/2026	12/31/2025	612002	456789 - Orgn Name	11,305.00	0.00	HGNL - Payroll - Gross Exp. No Liquid	RGS - Regular Salaried	F#		Transaction #
Summary by : R00000000											**45,220.00**	**90,440.00**					

Location: Team Content > Human Resources > Departmental users > All Human resources reports > HR047-Payroll Expenditures and encumbrance report