



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance and Administration Newsletter

July 2023

**Quarterly updates
from F&A areas**

Table of Contents

• In this Issue	1
• Links to F&A Newsletters ...	1
• Human Resources	2
• People and Values	2
• Budget	3
• Business Affairs	3
• Cognos Reports	4-5

In this issue:

Human Resources

- 9/1 PASS Transactions
- Overload Appointments
- EEO Training

People and Values

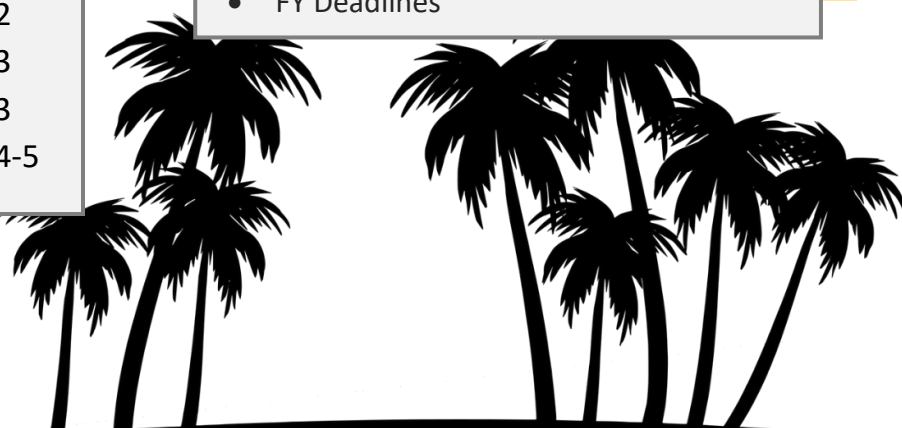
- Professional Development

Budget

- Important Dates

Business Affairs

- FY Deadlines



Hello summer!

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

IMPORTANT

PASS TRANSACTIONS

With Budget Prep closed, any further PASS transactions for FY24 with a 9/1 date or later ***should not be submitted until 9/1.***

OVERLOADS

- All overload appointments except for Supplemental Retirement Contributions will end as of August 31, 2023.
- HR will manually end the overload appointments by July 31, 2023.
- Departments will be required to submit an EPAF to reinstate the overload for the new fiscal year and must include the Additional Compensation form or some other letter of appointment, even if the overload position has been held for some time.

REQUIRED EEO TRAINING

The required TTUHSC Online Equal Employment Opportunity Training should be completed to maintain compliance. Staff can review the '*TRAINING RESOURCES*' section within the WebRaider portal to identify and adhere to required training by the deadline date listed for completion.

If you have any questions related to any information provided above, you may contact your [Campus HR](#).

PEOPLE AND VALUES



Are you looking for ways to upskill your team members? We have the solution!



Collaborate with your team members during their annual performance review based on where they want to grow and what skills you need on your team.

TTUHSC has partnered with Udemy Business, an online learning platform, to offer even more professional development opportunities. We now have access to thousands of top-rated professional courses including business skills, computer skills, leadership, and much more. With 24/7 access to on-demand learning from your desktop, laptop, table or smart phone, courses can be watched when you want, where you want.

If there is a specific course you would like your team member to take, you can 'recommend' that course to them – and an email will be sent to them with the direct link to the course. Please see the attached instruction sheet on how to do this.

We hope you will take advantage of this opportunity to help your team members make continuous progress on their professional goals. Udemy Business is **FREE** to all TTUHSC team members. Setting up your account is easy at mytraining.ttuhs.edu

Thank you for your commitment to the development of your team members! If you have any questions, please don't hesitate to reach out to us at OPV@ttuhsc.edu.

BUDGET

UPCOMING PROCESSES

FY2024 Budget to be Approved.

August 10th – 11th

Board of Regents meeting

August 11th

Load operating ledger and create
9/1/2023 employee job records

BUDGET REVISIONS

Revisions submitted before 9/1/2023 will
populate with FY23 fiscal year.

Revisions submitted after 9/1/2023 will
populate with FY24 fiscal year.

The fiscal year may be changed, contact the
Budget Office for assistance.

Multi-year revisions for FY24 should be
submitted after 9/11/2023.

IMPORTANT DATES

August 10th and 11th

No ePAFS applied in Banner

August 18th

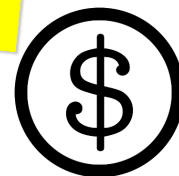
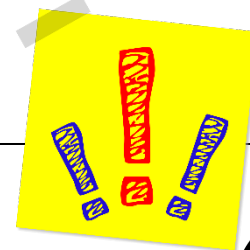
Release FY23 payroll encumbrances. This
process creates available budget in 6001 and
6002 but funds may not be re-budgeted. Funds
are for upcoming FY23 payrolls.

August 31st

Labor redistribution deadline. The only
exception is SM 17 payroll and departments
need to contact Budget Office by 8/31 for
instructions. Labor Redistributions for FY23
payrolls submitted after this date will be
reviewed on a case-by-case basis.

September 11th

Salaries will encumber for FY24



FY2023 >>>> FY2024

BUSINESS AFFAIRS



Business Affairs Year End Deadlines

A consolidated view of the fiscal year end closing deadlines and processes for FY 2023 is available by clicking [here](#).

The [Business Affairs Calendar](#) also provides all of the important dates, reminders, and deadlines for all departments within Business Affairs. The calendar is up to date with all the deadlines and processes you need for completing the annual fiscal close process for FY 2023.

For questions, contact Finance Systems Management at fsm@ttuhsc.edu.



Cognos: Overloads & SM Flux

Are there overload appointments that I need to reinstate effective 9/1/2023 for FY24?

LOCATION: Team Content > Human Resources > Departmental Users > Employee Appointment Reports > RPT_NBAJOBS_015 – Overloads Report

RPT_NBAJOBS_015 – Overloads Report

Overload appointments are manually ended by HR 8/31. An ePAF is needed to reinstate overload jobs effective 9/1. Run this report prior to 8/31 to determine if overloads need to be reinstated. Submit an ePAF after 9/1 and before payroll runs.



RPT_NBAJOBS_012 – SM Enc vs Est Expense

Run this report by FOPs that have SM payrolls to determine if you need additional funding in 6006 unallocated salaries due to semi-monthly fluctuation in payrolls. Banner encumbers 86.67 hours for each 1.0 FTE SM employee, but each payroll has more or less hours. The additional hours needed will pull from 6006 when the payroll runs.

This report shows the difference in encumbered pay (86.67 x FTE on FOP x hourly rate) vs. estimated pay (Actual hours in Pay Period x FTE on FOP x Hourly Rate) in the pay period for non-exempt employees. The report will be accurate from the date you run the report unless the employee has a future change of funding record in Banner. This report does not include any overtime calculation. The estimated expense is based off of the assumption that all hours in a pay period have been submitted. If an employee submits less hours than their FTE x Hours Per Pay, the estimate will be incorrect. These are estimates on the fluctuation in SM hours each pay period. This report renders in Excel format.

Submit a budget revision to move funding to 6006 if the FOP will be short at the end of the fiscal year.

Not sure how many payrolls are left in the fiscal year? The report includes which SM payroll is scheduled to run next and the SM fluctuation estimate from now until the end of the FY. If the fund is a grant, the grant end date is included for manual calculation.

Do I have enough funds in unallocated salaries for semi-monthly payrolls for the remainder of the fiscal year?

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

JLBD FUND	JLBD FUND DESC	JLBD ORGN	JLBD ORGN DESC	JLBD ACCT
Pay Periods - Hrs	Dates	Est Expense	Encumbrance	Diff
SM18 - 80	09/01-09/15	XXXX.XX	XXXX.XX	XXXX.XX
SM19 - 88	09/16-09/30	XXXX.XX	XXXX.XX	(XX.XX)
SM20 - 88	10/01-10/15	XXXX.XX	XXXX.XX	(XX.XX)
SM21 - 96	10/16-10/31	XXXX.XX	XXXX.XX	(XXX.XX)
SM22 - 88	11/01-11/15	XXXX.XX	XXXX.XX	(XX.XX)
SM23 - 80	11/16-11/30	XXXX.XX	XXXX.XX	XXXX.XX
SM24 - 80	12/01-12/15	XXXX.XX	XXXX.XX	XXXX.XX
SM01 - 96	12/16-12/31	XXXX.XX	XXXX.XX	(XXX.XX)
SM02 - 88	01/01-01/15	XXXX.XX	XXXX.XX	(XX.XX)
SM03 - 96	01/16-01/31	XXXX.XX	XXXX.XX	(XXX.XX)
SM04 - 80	02/01-02/15	XXXX.XX	XXXX.XX	XXXX.XX
SM05 - 80	02/16-02/29	XXXX.XX	XXXX.XX	XXXX.XX
SM06 - 80	03/01-03/15	XXXX.XX	XXXX.XX	XXXX.XX
SM07 - 96	03/16-03/31	XXXX.XX	XXXX.XX	(XXX.XX)
SM08 - 88	04/01-04/15	XXXX.XX	XXXX.XX	(XX.XX)
SM09 - 88	04/16-04/30	XXXX.XX	XXXX.XX	(XX.XX)
SM10 - 88	05/01-05/15	XXXX.XX	XXXX.XX	(XX.XX)
SM11 - 80	05/16-05/31	XXXX.XX	XXXX.XX	XXXX.XX
SM12 - 88	06/01-06/15	XXXX.XX	XXXX.XX	(XX.XX)
SM13 - 88	06/16-06/30	XXXX.XX	XXXX.XX	(XX.XX)
SM14 - 88	07/01-07/15	XXXX.XX	XXXX.XX	(XX.XX)
SM15 - 96	07/16-07/31	XXXX.XX	XXXX.XX	(XXX.XX)
SM16 - 80	08/01-08/15	XXXX.XX	XXXX.XX	XXXX.XX
SM17 - 88	08/16-08/31	XXXX.XX	XXXX.XX	(XX.XX)
Annual Est Expense	Annual Encumbrance	Annual Diff		
XX,XXX.XX	XX,XXX.XX	(XXX.XX)		

Next SM payroll to run:

SM07

Grant End Date:

SM Flux estimate remaining thru 8/31:

(642.11)

**If the fund is a grant, user should calculate through the Grant End Date below.

