



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER

# Finance and Administration Newsletter

## July 2024

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Quarterly updates  
from F&A areas



#### 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](http://www.fiscal.ttuhsc.edu/fsm/news_home.aspx)

F&A- [https://hscweb.ttuhsc.edu/budget/quarterly\\_f\\_and\\_a\\_minutes.aspx](https://hscweb.ttuhsc.edu/budget/quarterly_f_and_a_minutes.aspx)

Human Resources- <https://hscweb.ttuhsc.edu/human-resources/hrqtrlynews.aspx>

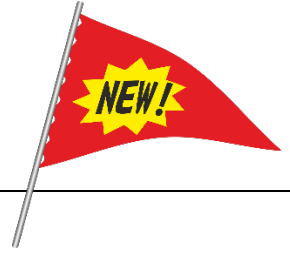
Payroll- <http://www.depts.ttu.edu/payroll/newsletters/index.php>

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





# PAYROLL & TAX SERVICES



## New Manual Check Request (MCR) Process Now Available

Payroll & Tax Services is excited to announce an enhancement to the process for submitting Manual Check Requests (MCRs). Payroll & Tax Services has created a Dynamic Form to replace the current process.

Traditionally, when a department wishes to submit a Manual Check Request for an employee, a PDF file is completed by the department and emailed to the Payroll Webmaster. This new Dynamic Form will allow departments to submit Manual Check Requests more easily and help Payroll & Tax Services to process these requests with more efficiency and speed.

Departments may begin using the Dynamic Form immediately. Payroll will accept Manual Check Requests via the Dynamic Form or the traditional PDF format through the end of this calendar year. However, effective January 2, 2025, Payroll will only accept Manual Check Requests via the Dynamic Form.

For the link to the Dynamic Form, and for instructions on how to submit the form, please go to the [Forms page on the Payroll & Tax Services website](#). The form link and instructions are also available within [Webraider](#) in the Payroll & Tax section, under Payroll Forms.

The new Manual Check Request Dynamic Form may be used for both Exempt and Non-Exempt employees. There are no longer two separate forms.

For questions or more information, please email [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).

## New Dynamic Form for Updating Web Time Entry/Web Leave Report Approvers

Payroll & Tax Services has created a Dynamic Form to assist departments when they wish to update a Web Time Entry or Web Leave Report approver for an individual employee. This new Dynamic Form will allow departments to update time and leave approvers for individual employees more quickly and conveniently.

Currently, time and leave approvers for individual employees are updated when an organization manager or organization manager proxy performs the change within TeamApp. Alternately, approver updates are also accepted from an authorized department user, by email to the Payroll Webmaster. This new Dynamic Form will replace the process of updating approvers via an email to the Payroll Webmaster.

For the link to the Dynamic Form, and for instructions on how to submit the form, please go to the [Forms page on the Payroll & Tax Services website](#). The form link and instructions are also available within [Webraider](#) in the Payroll & Tax section, under Payroll Forms.

To verify that an approver update is in effect, an organization manager or organization manager proxy, may check within TeamApp. Authorized department users may also run [Cognos report HR143 – Web Time Entry \(Leave Reporting\) Approver Lookup](#). This report, along with other helpful Cognos reports related to time and leave reporting and payroll, are available within the [Manager Resources page](#) on the Payroll & Tax Services website. Please note that Cognos will not reflect approver updates until the next business day.

Departments should begin using the Dynamic Form immediately. Payroll will continue to accept approver updates for individual employees via an email to the Payroll Webmaster through the end of this fiscal year. However, effective September 1, 2024, approver updates will only be accepted via TeamApp or the Dynamic Form.

For questions or more information, please email [webmaster.payroll@ttu.edu](mailto:webmaster.payroll@ttu.edu).



# BUDGET




## UPCOMING PROCESSES

### FY2025 Budget to be Approved.

#### August 8<sup>th</sup> – 9<sup>th</sup>

Board of Regents meeting

#### August 9<sup>th</sup>

Load operating ledger and create  
9/1/2024 employee job records

## BUDGET REVISIONS

Revisions submitted before 9/1/2024 will  
populate with FY24 fiscal year.

Revisions submitted after 9/1/2024 will  
populate with FY25 fiscal year.

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

Multi-year revisions for FY25 should be  
submitted after 9/11/2024.

## IMPORTANT DATES

### August 8<sup>th</sup> and 9<sup>th</sup>

No ePAFS applied in Banner

### August 16<sup>th</sup>

Release FY24 payroll encumbrances. This  
process creates available budget in 6001 and  
6002 but funds may not be re-budgeted. Funds  
are for upcoming FY24 payrolls.

### August 30<sup>th</sup>

Labor redistribution deadline. The only  
exception is SM 17 payroll and departments  
need to contact Budget Office by 8/30 for  
instructions. Labor Redistributions for FY24  
payrolls submitted after this date will be  
reviewed on a case-by-case basis.

### September 11<sup>th</sup>

Salaries will encumber for FY25

**FY2024** >>>> **FY2025**



# BUSINESS AFFAIRS



## Business Affairs Year End Deadlines

A consolidated view of the fiscal year end closing deadlines  
and processes for FY 2024 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 2024.

For questions, contact Finance Systems Management at  
[fsm@ttuhsc.edu](mailto:fsm@ttuhsc.edu).



# Cognos: Overloads & SM Flux

Are there overload appointments that I need to reinstate effective 9/1/2024 for FY25?

**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: | SM Flux estimate remaining thru 8/31: |
| SM07                    | (642.11)                              |

Grant End Date:

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

