TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

ISSUE #32

Finance and Administration Newsletter

July 2025

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

CLICK HERE TO JOIN NOW!

WHAT'S INSIDE

BUDGET
- IMPORTANT DATES AND DEADLINES

BUSINESS AFFAIRS
- YEAR END DEADLINES

WHERE IS IT?

LINKS TO F&A NEWSLETTERS

BUSINESS AFFAIRS- HTTP://WWW.FISCAL.TTUHSC.EDU/FSM/NEWS_HOME.ASPX

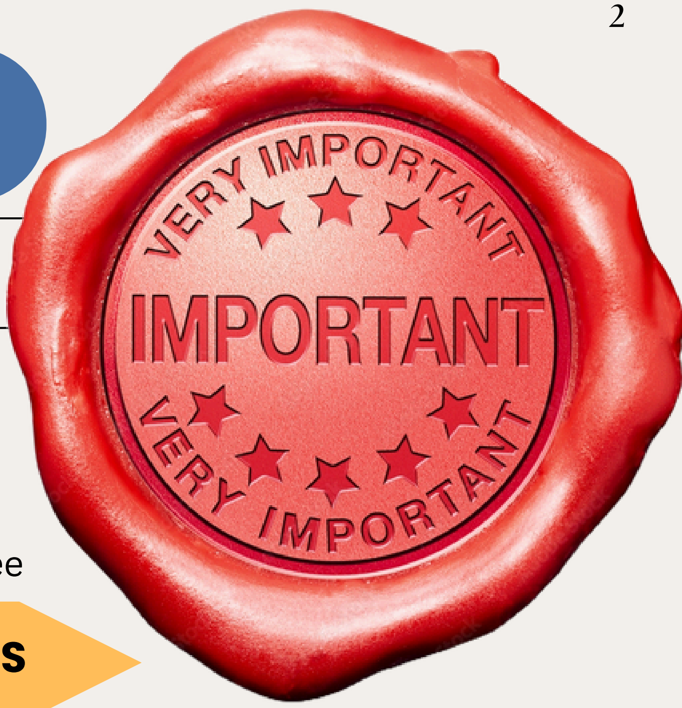
F&A- HTTPS://HSCWEB.TTUHSC.EDU/BUDGET/QUARTERLY_F_AND_A_MINUTES.ASPX

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/

BUDGET



UPCOMING PROCESSES

FY2026 Budget to be Approved

August 14th-15th

- Board of Regents meeting

August 15th

- Load operating ledger and create 9/1/2025 employee job records

BUDGET REVISIONS

- Revisions submitted before 9/1/2025 will populate with FY25 fiscal year.
- Revisions submitted after 9/1/2025 will populate with FY26 fiscal year.
- The fiscal year may be changed, contact the Budget Office for assistance.
- Multi-year revisions for FY26 should be submitted after 9/11/2025.

IMPORTANT DATES

August 14th-15th

- No ePAFS applied in Banner

August 22nd

- Release of FY25 payroll encumbrances. This process creates available budget in 6001 and 6002 but funds may not be re-budgeted. Funds are for upcoming FY25 payrolls.

August 29th

- Labor redistribution deadline. The only exception is SM 17 payroll and departments need to contact Budget Office by 8/29 for instructions. Labor Redistributions for FY25 payrolls submitted after this date will be reviewed on a case-by-case basis.

September 11th

- Salaries will encumber for FY26

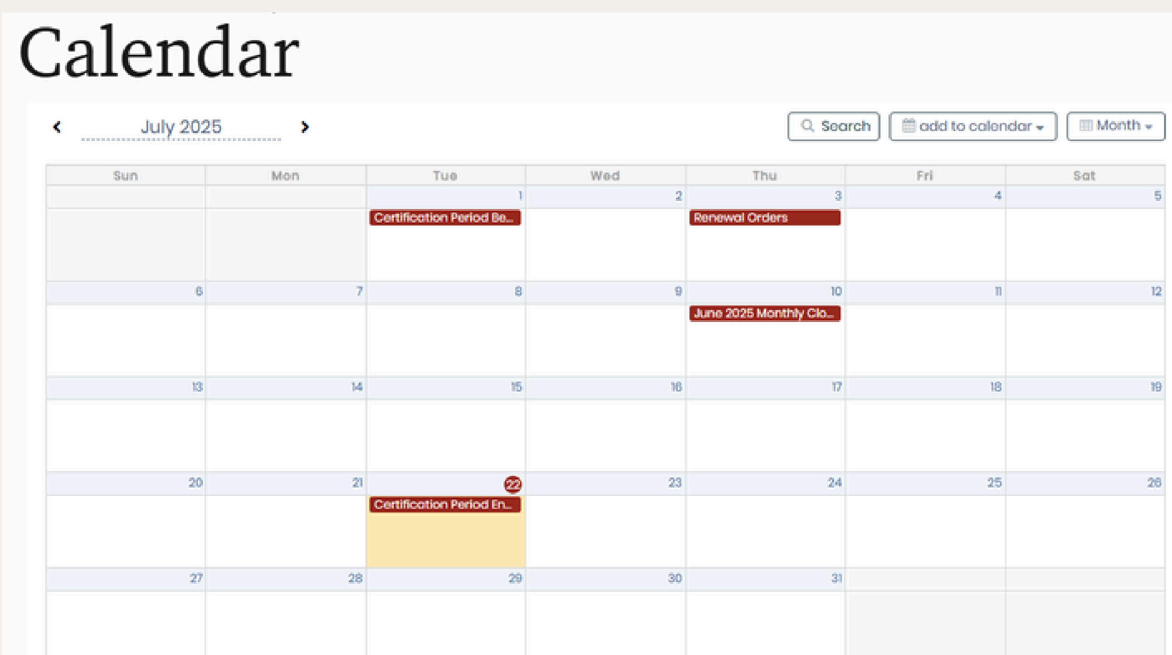
BUSINESS AFFAIRS

BUSINESS AFFAIRS YEAR END DEADLINES

A CONSOLIDATED VIEW OF THE FISCAL YEAR END CLOSING DEADLINES AND PROCESSES FOR FY 2025 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 2025.

FOR QUESTIONS, CONTACT FINANCE SYSTEMS MANAGEMENT AT ***FSM@TTUHSC.EDU.***



COGNOS: OVERLOADS & SM FLUX

ARE THERE OVERLOAD APPOINTMENTS THAT I NEED TO REINSTATE EFFECTIVE 9/1/2025 FOR FY26?

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.

Location:
Team Content> Human Resources > Departmental Users > Employee Appointment Reports > RPT_NBAJOBS_015- Overloads Report

RPT_NBAJOBS_012-SM ENC VS EST EXPENSE

DO I HAVE ENOUGH FUNDS IN UNALLOCATED SALARIES FOR SEMI-MONTHLY PAYROLLS FOR THE REMAINDER OF THE FISCAL YEAR?

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.

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	XXX.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	XXX.XX
SM24 - 80	12/01-12/15	XXXX.XX	XXXX.XX	XXX.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	XXX.XX
SM05 - 80	02/16-02/29	XXXX.XX	XXXX.XX	XXX.XX
SM06 - 80	03/01-03/15	XXXX.XX	XXXX.XX	XXX.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	XXX.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	XXX.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:	**If the fund is a grant, user should calculate through the Grant En
SM07	(642.11)	
Grant End Date:		

Location:
Team Content> Human Resources > Departmental Users > Employee Appointment Reports > RPT_NBAJOBS_012-SM Enc vs. Est Expense

COGNOS: LONGEVITY ESTIMATE

RPT_BAVL_019- ESTIMATED LONGEVITY

- Tab 1 Longevity on FOP - This report will show the estimated longevity needed through the end of the fiscal year on the FOP and an over/short amount based on the 6005 budget availability. This estimate includes increases due to anniversary date.
- Tab 2 Longevity on FOP Detail – This report will give the estimated longevity for each employee on the FOP through the end of the fiscal year along with estimated longevity needed through the end of the fiscal year on the FOP and an over/short amount based on the 6005 budget availability. This estimate includes increases due to anniversary date.
- Data renders based on job labor orgn and security is based on HR orgn security.
- *Report takes up to 20 minutes to run, so it is best to email it to yourself.

Location: Team Content > Budget > Budget Financial Reports

nd	Fund Desc	Orgn	Orgn Desc	Program	FY Remaining Longevity Estimate	6005 Available Balanc	Over/Shor
XX	Fund Number One	XXXXXX	Orgn Number One	XX	1,900.00	1,800.00	-100.0
XZ	Fund Number Two	XXXXXZ	Orgn Number Two	XX	200.00	400.00	200.0
XY	Fund Number Three	XXXXXY	Orgn Number Three	XX	160.00	160.00	0.0

Longevity on FOP | Longevity on FOP Detail | Sheet1

Fund: XXXXXX - Fund Number One   Orgn: XXXXXX - Orgn Number One   Prog: XX

FY Remaining Longevity Estimate: 1,900.00   6005 Available Balance: 1,800.00   Over/Short: -100.00

R#	Name	Posn	Suff	Title	Pay ID	% on FOP	FY Remaining Longevity Estimate
RXXXXXXXX	XXXX, XXXXX	HXXXXX	XX	Director	MN	100.00%	1,400.00
RXXXXXXXZ	XXXXXXX, XXXXXXX	HXXXXX	XX	Analyst II	SM	50.00%	500.00

Fund: XXXXXZ - Fund Number Two   Orgn: XXXXXZ - Orgn Number Two   Prog: XX

FY Remaining Longevity Estimate: 200.00   6005 Available Balance: 400.00   Over/Short: 200.00

R#	Name	Posn	Suff	Title	Pay ID	% on FOP	FY Remaining Longevity Estimate
RXXXXXXXX	XXXX, XXXXX	HXXXXX	XX	Director	MN	50.00%	100.00
RXXXXXXXZ	XXXXXXX, XXXXXXX	HXXXXX	XX	Analyst II	SM	50.00%	100.00

Fund: XXXXXY - Fund Number Three   Orgn: XXXXXY - Orgn Number Three   Prog: XX

FY Remaining Longevity Estimate: 160.00   6005 Available Balance: 160.00   Over/Short: 0.00

R#	Name	Posn	Suff	Title	Pay ID	% on FOP	FY Remaining Longevity Estimate
RXXXXXXXX	XXXX, XXXXX	HXXXXX	XX	Director	MN	100.00%	160.00

Longevity on FOP | Longevity on FOP Detail | Sheet1

RPT_BAVL_019- ESTIMATED LONGEVITY

- This report shows the estimated annual longevity for an employee and the estimated monthly longevity expense. This estimate includes increases due to anniversary date.
- Data renders based on home orgn and security is based on HR orgn security.

Location:

Team Content > Human Resources > Departmental Users > All Human Resources Reports
Team Content > Human Resources > Departmental Users > Employee Appointment Reports

me Orgn Desc	R#	Name	Posn	Suff	Title	Pay ID	Annual Longevity Estima	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
tment #1	RXXXXXXXX	XXXXXXX, XXXX	HXXXXX	XX	Unit Manager	MN	2,420	200	200	200	200	200	200	200	200	200	20
tment #2	RXXXXXXXX	XXXXXXX, XXXX	HXXXXX	XX	Senior Analyst	SM	980	80	80	80	80	80	80	80	80	80	8