



## TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

# Finance and Administration Newsletter

## October 2023

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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/hrqrtlynews.aspx>

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

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



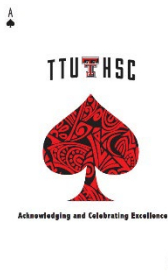
# PEOPLE AND VALUES



## Ways to Recognize our Exceptional Team Members

At TTUHSC, we believe that our team members are the reason for our university's lasting success and bright future. United by a common set of values, our faculty and staff thrive in a values-based culture that put people first. These five core values – One Team, Kindhearted, Integrity, Visionary, and Beyond Service – are integral to our purpose, and we aim to align with those values on a daily basis.

TTUHSC leaders and team members are encouraged to recognize exceptional work, elevate values-based behavior, and acknowledge service that goes above and beyond expectations. We have several team member recognition opportunities to make sure individuals get the credit they deserve.



ACE Cards (short for Acknowledging and Celebrating Excellence cards) are sent from one team member to another to individually recognize and compliment a job well done. This in-the-moment recognition is easily sent in the form of a digital card, and is the perfect way to personally thank someone for an exemplary display of our values.

<https://app4.ttuhsu.edu/ACEBoard/>



ONE TEAM Recognition honors a team, group or department who epitomize TTUHSC's One Team value by working collaboratively to deliver exemplary results in a positive, communicative environment. These personalized digital notes allow individuals to

recognize team members from TTUHSC, TTU and TTU System, as well as external partners for recognition.

<https://app4.ttuhsu.edu/OneTeamBoard/>



VALUES HERO letters are indicative of extraordinary actions. Letters are submitted by those who witness or experience actions that outshine expectations and showcase the behaviors of our TTUHSC values. A very special, personalized Values Hero letter will be mailed to the nominees home address. <https://app4.ttuhsu.edu/ValuesHero/>





# BUDGET

## Have you checked the Employee Appointment Reports to verify employees are paid on the correct funding sources?

Did your department submit labor change ePAFs between May-August that should impact FY24 percentages? If so, verify current distributions are correct.

Review percentages paid on grants to ensure that grant changes made during the summer transitioned to Budget Prep and are correct on the FY24 jobs.

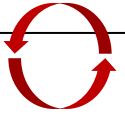
Use the below Cognos reports to help with this process:

Team Content > Human Resources > Departmental Users > Employee Appointment Reports > **HR121 – Current and Future Appointment Report**

Team Content > Human Resources > Departmental Users > Employee Appointment Reports > **RPT\_NBAJOBS\_010 – Salary Roster by FOAP**

**100%**

## Budget Prep Transfers



Please review Budget Prep transfers and ensure the cash was moved appropriately. Some Budget Prep transfers require a one-time cash transfer and some will transfer cash throughout the fiscal year.

Review the “YTD” column on the Budget Account Code Summary or the “YTD Activity” column on the Operating Ledger to verify that the cash posted correctly.

Cognos report locations:

Team Content > HSC Finance > Finances Relative to Budget > **Budget Account Code Summary**

Team Content > Budget > Budget Financial Reports > **RPT\_OPAL\_005 – Operating Ledger**

## ePAF Funding Sources

The FOAP from the offer letter is the FOAP that will be on the ePAF. It is imperative that departments submit the correct information on the offer letter including the correct fund, orgn, account and program codes.

To prevent delays, additional work and to ensure employees are paid on time, please ensure that the FOAP is correct and that funding is in place in BAC 6006 for staff/faculty and BAC 6003 for students.

The Cognos report below will provide the budgeted salary, fund, orgn, account and program codes for the vacant position. Run the report by position number to render all funding sources for the position.

Team Content > Human Resources > Departmental Users > Position Reports > **RPT\_PBUD\_007 – Position Information**

## Funding for HR Actions



In order to prevent delays and additional work, ensure funding is in place for Reclassifications, Salary Reviews, New Positions, ePAFs, EOPS and Labor Redistributions prior to submitting actions.

BAC 6006 for staff/faculty and BAC 6003 for students.

## Close Position Form

Be on the lookout for a new process to close positions!

**COMING SOON**



## Which report do I use?

Do you need Finance, Budget or HR data and are not sure where to start? Below is a list of questions and Cognos reports that provide answers. For a more comprehensive list, see pages 55-59 of the Budget Basics Reference Guide located:

[https://hscweb.ttuhs.edu/budget/instructions\\_and\\_information.aspx](https://hscweb.ttuhs.edu/budget/instructions_and_information.aspx)



### Where can I find my available budget?

- Budget>Budget Financial Reports>RPT\_BAVL\_005–Available Balance by Organization (BAVL)
- Budget>Budget Financial Reports>RPT\_OPAL\_005–Operating Ledger
- HSC Finance>Finances Relative to Budget>Budget Account Code Summary
- HSC Finance>Grants>Budget Account Code Summary for Grants

### What is my cash balance?

- HSC Finance>Fund Balance>Statement of Changes in Fund Balances (any of the reports listed)

### Do I have revenue to budget?

- HSC Finance>Finances Relative to Budget>Budget Account Code Summary
- Budget>Budget Financial Reports>SCORE\_OPAL\_002–Dashboard Detail

### What are my department's Orgn Codes?

- Budget>Budget Financial Reports>RPT\_ORGN\_001–Organization Listing
- Budget>Budget Financial Reports>RPT\_ORGN\_002–Organization Manager Report

### What budget account code (BAC) does an expense or revenue account code roll up to?

- Budget>Budget Financial Reports>RPT\_ACCT\_001–Budget and Data Entry Account Codes

### How can I tell if my fund is Multi-Year?

- HSC Finance>Grants>Is my fund MY?

### Can I budget fund balance?

- Budget>Budget Financial Reports>RPT\_GENL\_001–Prior Year Fund Balance Available to CarryForward

### Do I have vacant positions?

- Human Resources>Departmental Users>Position Reports>HR010–Vacant Positions by Organization
- Human Resources>Departmental Users>Position Reports>RPT\_PBUD\_001–Vacant Positions by FOAP

### What positions are funded by my FOP?

- Human Resources>Departmental Users>Position Reports>RPT\_PBUD\_002–Current Positions by Positions ORGN

### Who is appointed on my FOP?

- Human Resources>Departmental Users>Employee Appointment Reports>RPT\_NBAJOBS\_010–Salary Roster by FOAP
- Human Resources>Departmental Users>Employee Appointment Reports>HR121–Current and Future Appointment Report

### What Home/Position Organization does my employee belong too?

- Human Resources Reports>Departmental Users>Employee Appointments Reports>RPT\_EMPL\_008–Employee Organizations

### How did an employee get paid?

- Human Resources>Departmental Users>Payroll Reports>RPT\_PAYDIST\_001–Payroll History
- Human Resources>Departmental Users>Payroll Reports>RPT\_PAYDIST\_004–Labor Redistribution History Report