

FINANCE AND ADMINISTRATION NEWSLETTER

ISSUE 33 | OCTOBER 2025

QUARTERLY UPDATES FROM F&A AREAS

WHAT'S INSIDE

- Budget
 - Employee Funding and Prep Transfers
- Office of People and Values
 - Emotional Intelligence Trainings
- Helpful Tools

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LINKS TO F&A NEWSLETTERS

Business Affairs

http://www.fiscal.ttuhsu.edu/fsm/news_home.aspx

F&A

https://hscweb.ttuhsu.edu/budget/quarterly_f_and_a_minutes.aspx

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

Payroll

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

PCard

<http://www.fiscal.ttuhsu.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 TTUHSU

[CLICK HERE TO
JOIN NOW!](#)

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 FY26 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 FY26 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***

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***



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***

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.

OFFICE OF PEOPLE AND VALUES

Building *the future* of health THROUGH EMOTIONAL INTELLIGENCE

Our three Emotional Intelligence (EI) trainings help develop essential skills that enhance collaboration. Learn about how emotions influence decision-making, communication and our values-based culture.

Elevate your professional and interpersonal skills with these courses:

1

EMOTIONAL INTELLIGENCE FOUNDATIONS

Learn the basics of understanding emotions and defining emotional intelligence

Time: 2 Hours Cost: \$0

2

EMOTIONAL INTELLIGENCE FOR LEADERS

Discover how to inspire and influence others through emotional intelligence

Time: 3.5 Hours Cost: \$0

3

THE SCIENCE OF EMOTIONAL INTELLIGENCE

Explore how to build a culture driven by emotional intelligence. Includes content from the Institute of Health and Human Potential (IHHP)

Time: 6 Hours Cost: \$300



FOR QUESTIONS OR MORE INFORMATION,
CONTACT THE OFFICE OF PEOPLE AND VALUES AT OPV@TTUHSC.EDU.

TEXAS TECH UNIVERSITY

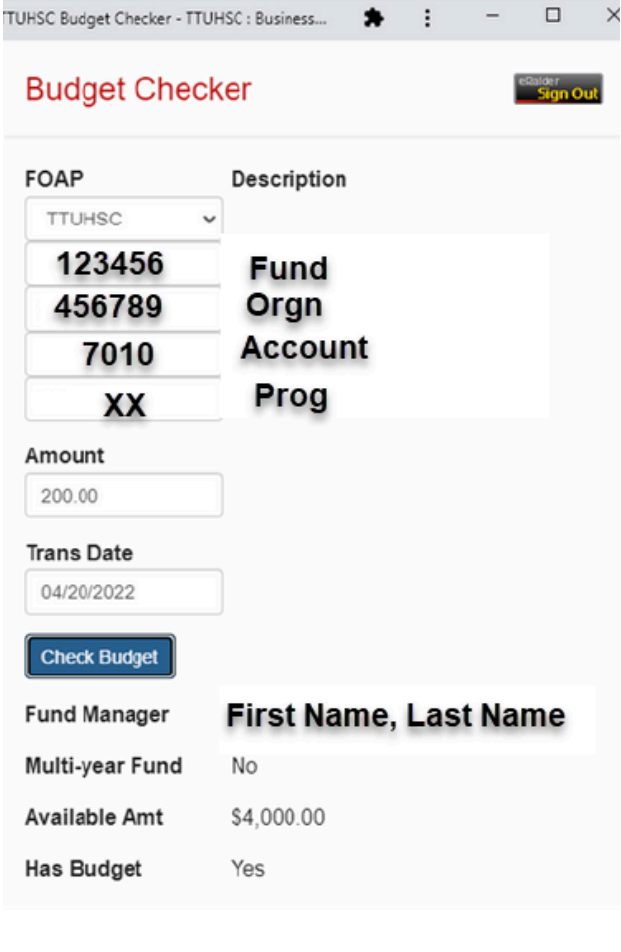


HEALTH SCIENCES CENTER™

HELPFUL TOOLS

HAVE YOU USED THE **BUDGET CHECKER APPLICATION?**

BUDGET CHECKER VERIFIES A FOAP'S AVAILABLE BUDGET. IT CAN BE USED VIA WEBSITE OR DOWNLOADED AS AN APP TO YOUR DESKTOP.



The screenshot shows a web browser window titled "TTUHSC Budget Checker - TTUHSC : Business...". The page has a header with "Budget Checker" in red and a "Sign Out" button. The main form is divided into two columns: "FOAP" and "Description".

FOAP	Description
TTUHSC	
123456	Fund
456789	Orgn
7010	Account
XX	Prog

Below the table, there are input fields for "Amount" (200.00) and "Trans Date" (04/20/2022). A "Check Budget" button is located below these fields.

	First Name, Last Name
Fund Manager	
Multi-year Fund	No
Available Amt	\$4,000.00
Has Budget	Yes

[HTTPS://WWW.FISCAL.TTUHSC.EDU/BUDGETCHECKER/](https://www.fiscal.ttuhschool.edu/budgetchecker/)

FOLLOW THE LINK ABOVE ► INSTRUCTIONS CAN BE FOUND BY CLICKING THE BLUE QUESTION MARK BUTTON

Budget Checker ?