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December 2022

THE NEWS

from
Business Affairs

TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Business Affairs

FLEECE NAVIDAD

Wishing ewe and your flock a woolly very Merry Quiz-mas and a Happy New Year!

Do you Noel the answers to this year's Holiday Trivia? Herd over to page 5 for the answers.

Knock Knock!

Who's there?

FLEECE!

Fleece who?

**Fleece
Navidad!**

WHAT ANIMAL IS FOUND LIVING IN THE CHRISTMAS TREE IN 'NATIONAL LAMPOON'S CHRISTMAS VACATION'?

WHAT ANIMALS KEEP TIME IN THE SONG, 'THE LITTLE DRUMMER BOY'?

WHAT WERE SOME OTHER NAMES USED FOR SANTA'S REINDEER CREW?

WHAT KIND OF ANIMAL DOES THE GRINCH HAVE FOR A PET AND WHAT IS ITS NAME?

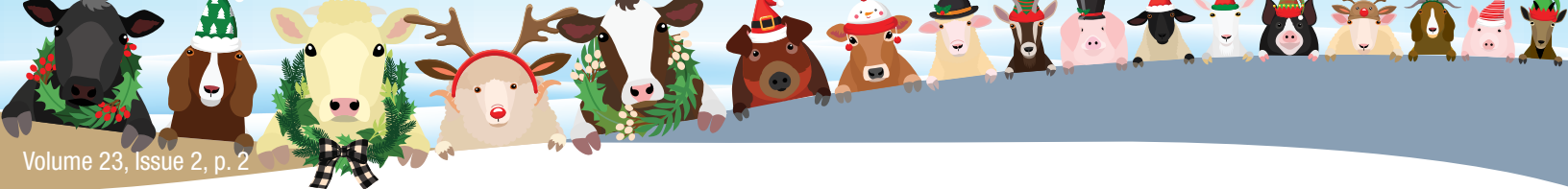
WHY DID SANTA PICK REINDEER INSTEAD OF SHEEP OR HORSES TO PULL HIS SLEIGH?

Baa,
humbug..

WHICH TWO OTHER ANIMALS ARE MENTIONED IN THE CAROL, 'I WANT A HIPPOPOTAMUS FOR CHRISTMAS'?

2022
HOW MANY DIFFERENT TYPES OF BIRDS ARE IN THE 12 DAYS OF CHRISTMAS?





Did You Know? New Business Affairs Portal Tab

Did you know there is a new tab on the WebRaider portal? We are excited to announce the launch of the new [Business Affairs tab](#). The new tab provides an easier way to navigate and find information from Business Affairs.

To access the new tab, log into the [WebRaider portal](#) and select Business Affairs from the left sidebar menu.

Highlights of the New Tab:

- Improved organization of information
- Links for quick and easy access to essential information

The tab consists of three portlets:

Commonly Used Links includes links to the most used websites and to the homepage of all the departments within Business Affairs.

Links to Financial Systems provides links to finance related systems supported by Business Affairs.

Other Resources contains links to operating policies of departments within Business Affairs and to training documents and other useful resources.



We want to hear from you. Your feedback will help us build a better resource. The Business Affairs and Procurement Services portlets will remain on the F&A Work Tools tab as we work to make the new tab your one-stop resource for Business Affairs processes.

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

Need to Know! Update Employee Reimbursement Account

In the [September Newsletter](#), we informed you about the importance of setting up direct deposit for travel reimbursements. It is not automatic just because you receive payroll by direct deposit. Recently, the Travel Office has seen a big increase in banking institution returns of travel reimbursements. As a reminder, you need to know that the information in your Employee Reimbursement Account needs to be reviewed and updated to ensure your direct deposit information is correct.

Follow these instructions for setting up direct deposit for travel reimbursements:

- Log into the [WebRaider portal](#).
- Select the **Employee** tab.
- Under My Texas Tech Information column, click **Update My Direct Deposit**.
- Verify your identity by voice call or text message.
- Click the **Employee Reimbursement Account** tab. Provide the information to receive reimbursement via direct deposit.
- Verify that current banking information is saved to ensure direct deposit for Travel reimbursements.

For questions, contact the Travel Office at travel@ttuhsc.edu.



2022

Total Transactions for PCards
22,315 for \$6,877,390

Invoices Processed 63,650

3,548
Total Active
Funds

Total Active
Contracts
6,444

BUSINESS AFFAIRS BY THE NUMBERS

Total Number
of Records
Processed
9,379,081

WANTED

\$1,183,991,493
Total Assets

Personal Auto
Miles Reimbursed
850,249

Cash Receipts Processed
13,940

Hotel Nights
Reimbursed
8,137

Total Endowments
\$260,758,826

Direct Pay &
Purchase Orders
Processed
31,725

Travel Vouchers Processed
5,814

Total Capital
Assets
\$333,881,358



General Services

BY THE NUMBERS

2022

The 117 copiers maintained by Swift Print made a total of 3,545,843 prints, and the five TTUHSC Printing Center production printers made a total of 3,925,289 prints for a grand total of 7,471,132 prints – those prints would cover over 171 acres and weigh over 15 tons!

TTUHSC Lubbock recycled 49 tons of paper through Document Service's shred program.

The Printing Center recycled 9 tons of paper through trimming large size sheets to the requested size.

652,750 Miles driven by TTUHSC vehicles in FY22 – or 26 times the circumference of the earth at the equator.

Would be even more if our utility vehicles reported mileage!

1,187,180 Business Cards were printed – at 3.5" each, if laid end to end would be 65.58 miles long and stretch all the way from the TTUHSC Printing Center to the Muleshoe National Wildlife Refuge Ranger Station.

45,255 items received, tracked, and delivered by Receiving and Mail, plus an estimated 199,400 USPS letters, magazines, and untracked packages

19,000 linear feet of laminate used in FY22 to allow posters and cards to be repeatedly cleaned and reused.

Our postage meter processed 182,048 items in FY22.

An additional 94,313 items were distributed through campus mail.

258,678 pieces mailed USPS Standard Mail which saved departments \$93,769.40 off regular USPS 1st Class Rate. These pieces, if stacked – would be 592 feet tall – The same height as the 58 story Millennium Tower in San Francisco!



Welcome to Business Affairs

Business Affairs welcomes the following new employees:

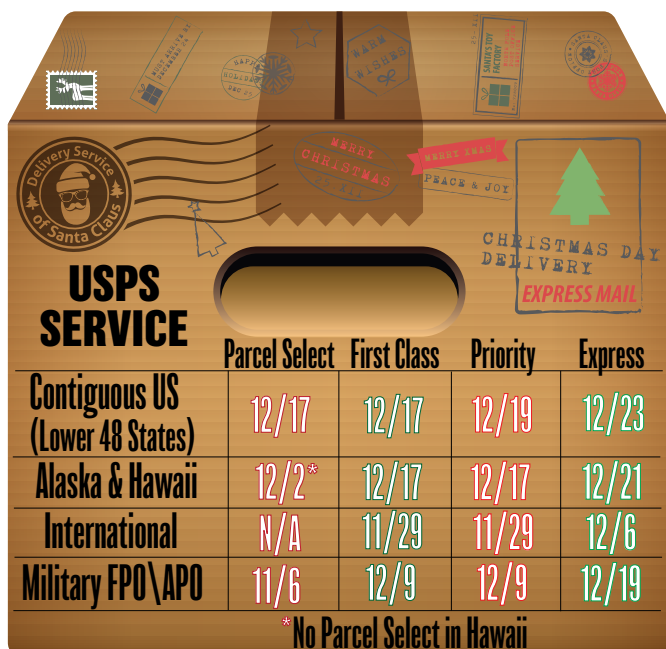
- Christy Mora, Specialist IV, Printing Center
- Vijaya Mandava, Programmer Analyst III, Application Development

General Services Notifications

Mail Changes & Deadlines

The United States Postal Service has announced another price increase. The cost of First Class Postage increases to \$0.63 effective 1/22/2023. For a list of all upcoming USPS changes, click this [link](#).

The recommended deadline for sending packages to arrive by the holidays is December 20th or earlier. Review the chart for specific USPS Service deadlines.



	Parcel Select	First Class	Priority	Express
Contiguous US (Lower 48 States)	12/17	12/17	12/19	12/23
Alaska & Hawaii	12/2*	12/17	12/17	12/21
International	N/A	11/29	11/29	12/6
Military FPO\APO	11/6	12/9	12/9	12/19

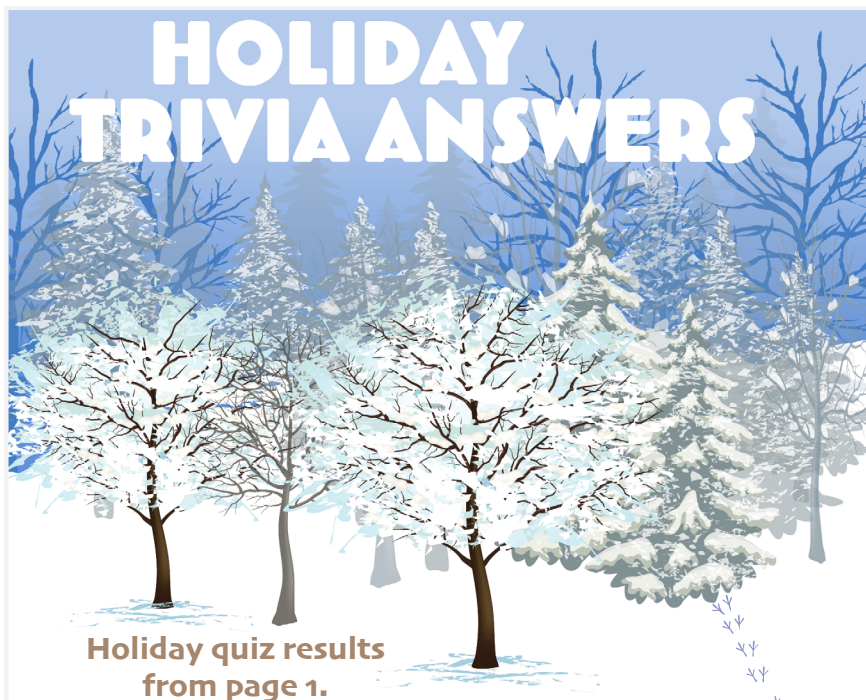
* No Parcel Select in Hawaii

The deadline for FedEx Ground Domestic is December 14th and FedEx Express Saver (3-day) Domestic is December 20th.

Vehicle Rental Notebooks

Vehicle Rental Notebooks include a parking hand tag that allows the driver to park their personal vehicle in the spaces reserved for vehicle rental vehicles to facilitate in the transfer of luggage. Anyone leaving or returning outside of normal work hours can drop off notebooks and/or make arrangements to pick up notebooks at the TTU Police Office in BA104.

For more information, email GeneralServices@ttuhsc.edu.



Holiday quiz results from page 1.

How many different types of birds are in the 12 Days of Christmas?

Six — Partridges, Turtle Doves, French Hens, Calling Birds, Geese, and Swans.

What were some other names used for Santa's Reindeer crew?

Flossie, Glossie, Racer, Pacer, Scratcher, Feckless, Ready, Steady and Fireball.

What Christmas decoration is inspired by spiders?

Tinsel.

What animal is found living in the Christmas tree in 'National Lampoon's Christmas Vacation'?

Squirrel.

What animals keep time in the song, 'The Little Drummer Boy'?

The ox and the lamb kept time.

What kind of animal does the Grinch have for a pet and what is its name?

A dog named Max.

Why did Santa pick reindeer instead of sheep or horses to pull his sleigh?

Reindeer have many advantages over other domesticated livestock including being relatively disease-free and that means Santa can cross international boundaries without restriction.

Which two other animals are mentioned in the carol, 'I Want a Hippopotamus for Christmas'?

Crocodiles and rhinoceroses.

Business Affairs consists of several areas operating within the Finance Division to provide financial and operational services to departments within TTUHSC.

Click [here](#) for more on Business Affairs.

Click [here](#) to view past issues of the newsletter.

Questions or suggestions? Email: fsm@ttuhsc.edu