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the News

from Business Affairs



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.
Business Affairs

Ready for Takeoff

June 2022

As health concerns subside and travel restrictions ease, travel is making a steady return. Travel Office personnel are ready for takeoff as more travel vouchers are submitted for reimbursement from the increase in travel. Travelers can help in accelerating the reimbursement process.

Check Voucher Status Online

The Travel Office receives numerous emails and phone calls regarding the status of travel vouchers. Travelers can help reduce the number of inquiries by checking the voucher status on-line. This will help ensure that Travel Office personnel are able to focus their attention on voucher reviews and issue reimbursements as timely and efficiently as possible. Follow this [link](#) and enter the Travel ID number to check the [voucher status](#).

Travel Reminders to Prevent Reimbursement Delays

Delayed reimbursements are a cause of frustration. Here are a few things to keep in mind to help prevent delays:

- **Provide a detailed business purpose** – enter a detailed business purpose in the Travel Explanation/Comments section of the Travel Application.
- **Attach all airfare receipts including flight changes and cancellations** - Flight changes and flight cancellations are becoming more common. Travelers must retain and supply all receipts for every change. When several flight changes are made there will be different ticket numbers associated with each change. An updated new ticket for a flight change must show the original ticket number for the credit that was used towards that new flight. Travelers must account for every flight change and provide a full paper trail of all tickets.
- **Itemized meal receipts are required** - All meal expenses should have an itemized receipt, not just the invoice receipt where you write in your tip and signature.
- **A Conference fact sheet is required** – If you are attending a conference, a fact sheet or agenda are required that includes the conference name, location and dates.
- **Hotel folios must reflect a zero balance** – The hotel receipt must show proof of payment and reflect a 0.00 balance.
- **Provide identifier numbers for car rental** - Always provide the State Agency Identifier number when making reservations. By doing so, you will be given a contracted rate, and certain insurances will be included with your rental.

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



Need to Know! Deadline Sleep Time Disorder

Not sleeping well? Don't blame it on your mattress because you're most likely suffering from Deadline Sleep Time Disorder. You need to know about these coping strategies.

Why Are There Deadlines?

It helps to know why. The deadlines are for fiscal year-end processes that must be completed before a certain date. Meeting the deadlines will facilitate accurate year-end reporting by ensuring that transactions are recorded in the appropriate fiscal year. Your assistance with meeting the deadlines is critical.

When Are the Deadlines?

It also helps to know when. A consolidated view of the fiscal year-end closing deadlines and processes for FY 2022 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. You can access the calendar from the F & A Work Tools tab under the Business Affairs portlet in the Business Affairs section.

Do Not Procrastinate

Never put off until tomorrow what you can put off until the day after, is not a good strategy. Do not try to cope by procrastinating. Start now - get organized and plan ahead. Follow these coping strategies and escape the burden of disrupted sleep as you complete the fiscal close process for FY 2022.

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

Did You Know? Parking System Upgrade

Did you know the Parking System is getting a major upgrade?

Recent changes now available in the Parking System include:

- Payroll deduction election – New employees can complete a payroll deduction authorization online when signing up for their parking permit. No more paper forms or emailing attachments!
- More information about citations – The system now includes a photo taken at the time a citation is issued to confirm circumstances relating to the violation.

The Parking System will be getting a face-lift with a new modern, mobile-friendly design and streamlined functionality for common parking tasks. Some of the improvements include:

- Everybody's In – The redesign will allow all campuses to utilize the Parking System!
- Anywhere, anytime – Whether appealing a citation or requesting a temp visitor permit, all features will be easy to use on your mobile device.
- Less screens, more information – All your parking-related information will be available at a glance through a dashboard-focused design.
- Mobile-First redesign – The new mobile-first design will support new features in the future tailored specifically for a mobile device.

Keep watching for updates on the status of this upgrade!

For questions, contact Parking Services at Parking@ttuhsc.edu.

Why Should I Care? Mail Services Deadlines

You should care about these important deadlines if you want to ensure timely delivery of your mail and packages.



If you have any questions or need to schedule a pickup, call (806) 743-2092 or email Receiving@ttuhsc.edu.

TEAM SPOTLIGHT



ONE TEAM



KINDHEARTED



INTEGRITY



VISIONARY



BEYOND SERVICE

PAYMENT SERVICES - ACCOUNTS PAYABLE

Payments and Credits
Payment Research
End User Support



Photo Captions

1. Accounts Payable Team
2. Holiday Tree Decorating
3. Team Luncheon
4. Ronald McDonald House
5. TTUHSC 50th Anniversary Picnic
6. Team Building Event

Here's Our Team Goal

Our goal is to provide efficiency, improve processing times, capture discounts and minimize processing costs for end users and vendors. We have streamlined processes and created additional tracking to ensure payments are properly approved and processed.

Don't know **who** we are?

We are a nine member team within Payment Services focused on processing the day-to-day payments and the financial obligations of TTUHSC in a prompt and efficient manner:



Focus on organization, details, and multi-tasking skills to process 53,974 invoices in FY21.



Ensure compliance with laws, policies, rules and regulations during financial transactions and payments.



Provide ongoing education of policies and procedures to the institution's community and vendors.



Develop collaborative working relationships between both vendors and end users.

Contact Us

[Accounts Payable Home Page](#)

[Payment Services Home Page](#)

[Accounts Payable Contacts](#)

[Payment Services Contacts](#)



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER
Payment Services

Employees on the Move in Business Affairs

Business Affairs welcomes the following new employee:

- Amanda Marlar, Unit Manager, Receiving & Mail, Surplus, and Vehicle Fleet



On the Move in Business Affairs because of promotion is:

- Angelene Hernandez, Payment Services, promoted to Analyst
- Monica Orosco, Payment Services, promoted to Analyst II

News Archive Resources

News in Finance System Management now provides a [link](#) that allows users to view archived issues of Hot Topics, Tips and News from Business Affairs. These editions were published six to ten years before the current year. Recent editions of Hot Topics, Tips, and News are still located within the [News](#) webpage.

Keep in mind, some of the information, changes and data in the News Archive documents could be outdated and/or upgraded. Still, these documents provide various finance resources, comparison data, and previous activities involving Business Affairs departments.

If you have any questions, contact fsm@ttuhsc.edu.



20 Years

Kevin Hunt - Application Development
Mark Hix - General Services
Lisa Northcutt - Payment Services

15 Years

Celeste Ramirez - Payment Services

10 Years

Timira Woods-San Roman - Accounting Services
Shawn Olbeter - Contracting
Danny Stevens - Parking Services

5 Years

Jarrett Steiwig - Application Development
Darlene Mungia - General Services
Mary Lou Rodriguez - General Services
Melissa Buckley - Student Business Services

Congratulations! We appreciate your years of dedicated service to Business Affairs and Texas Tech University Health Sciences Center.

New TX-RAMP Requirements

With the passage of Senate Bill 475, Cloud Service Providers are required to have [Texas Risk and Authorization Management Program](#) (TX-RAMP) certification in order for TTUHSC to enter new contracts or renew contracts with these providers.

When considering the purchase of cloud services (externally hosted or internet software applications), TTUHSC is required to comply with the process established by Texas Department of Information Resources (DIR). Verification of this compliance is maintained by TTUHSC IT Governance, Risk, & Compliance most typically through review of submitted contracts or TechBuy requisitions. You

should confirm with your potential or current cloud service provider that they are TX-RAMP certified to prevent delays to contract and purchase order completion and potential interruptions in your cloud service.

Beginning Jan. 1, 2022, Texas Government Code § 2054.0593 mandates that state agencies must only enter or renew contracts to receive cloud computing services that comply with TX-RAMP requirements. As a state agency, TTUHSC complies with TX-RAMP and requires one of three TX-RAMP certifications from cloud service providers as part of the procurement process.

The three TX-RAMP certification levels are:

- **LEVEL 1:** for public/non-confidential information or low impact systems
- **LEVEL 2:** for confidential/regulated data in moderate or high impact systems
- **PROVISIONAL:** permits a state agency to contract for the use of a product for up to 18 months without a full Level 1 or 2 certification. Full certification or equivalent will need to be attained during the provisional period.

For questions, contact Purchasing at purchasing@ttuhsc.edu.

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