

MINUTES
TO THE APRIL 27, 2009
QUARTERLY FISCAL AFFAIRS UPDATE MEETING

The next meeting will be held July 27, 2009.

LAREE BOMAR, FINANCE SYSTEMS MANAGEMENT

Laree presented on a variety of topics. They are:

New On-Line Vendor Query

Non-Compliant PO Policy

Invoice Policy – specifically prompt payment issues

Program Codes – how these are to be used and changes that will occur with the FY2010 Budget

Please see her powerpoint at:

<https://www.ttuhs.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/107.aspx>

LESLEY WILMETH, BUDGET OFFICE

GENERAL UPDATES

The Budget Office has posted a new Budget Revision form on our website at www.ttuhs.edu/Budget . This form has revised instructions and it allows the input of cents to help with closing out grant funds. Please begin using this new form immediately.

The HR portion of the TEAM application has been enhanced. The TEAM application now allows organization managers to set their own HR security. Also, it allows organization managers at any level of the organization hierarchy to set security for their orgn code or those underneath them. Please contact Budget or HR with questions about this change.

BUDGET PREP CYCLE FY 2010

Budget Prep Training dates have been set.

Amarillo	June 3 rd	9:30	AMSOP 107
El Paso	June 4 th	2:00	201A
Odessa	May 26 th	10:00	Room 3168
Lubbock	May 27 th	9:00	ACB150
Lubbock	June 2 nd	2:00	ACB150

Both sessions in Lubbock will be the exact same presentation. We are just offering it twice on the Lubbock campus.

The Budget Office highly encourages you attend one of the training sessions. The budget prep system is new and very different from our old system. Because of the new system, our budget process will change slightly. Also,

you will hear about things that affect just this budget cycle, such as a salary policy, pay plan adjustments for FY 2010, changes to fringe benefit rates, and updates on E&G targets.

Security for the new system will need to be set up by each organization manager. No security has been pre-populated. The organization managers will need to use the TEAM application to set this security. Instructions for setting budget prep security can be found at : <http://www.ttuhsc.edu/budget>. There is also a video tutorial at: <http://www.depts.ttu.edu/afism/videoLibrary/index.asp> .

Important Budget Prep Dates:

- Security can be set NOW.
- The Budget Office will begin the rolls to the new prep system this week.
- Training will be held the last week of May and the first week of June.
- Prep will be open for departmental input the first week of June.
- Budgets are due to the Budget Office by July 3rd. All PDQ's for reclassifications, and requests for salary increases (outside an approved salary policy) need to be in the Lubbock HR Office by July 3rd.
- Please check with your school or campus for other internal deadlines.

The Budget will be finalized by July 20th and will be presented to the Board of Regents on August 13th.

GENA JONES, HUMAN RESOURCES

HR Update

Gena presented a Roadmap to Excellence for the HR department. She highlighted items that came out of a strategic planning retreat for Human Resources.

Gena's powerpoint is located at:

<https://www.ttuhsc.edu/Budget/hsc/Documents/Quarterly+F+and+A+Minutes/107.aspx>