

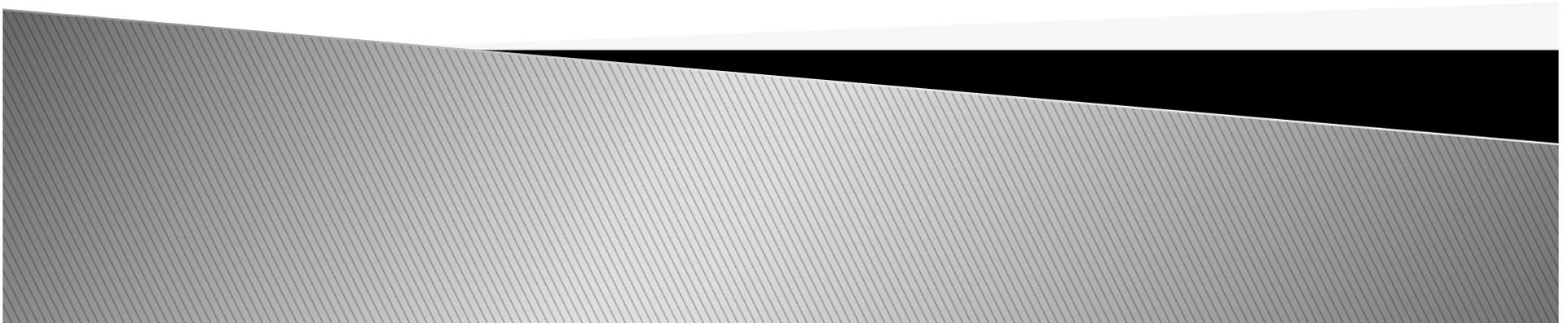
MINUTES
TO THE OCTOBER 21, 2013
QUARTERLY FINANCE AND ADMINISTRATION UPDATE MEETING

JANET COQUELIN, HUMAN RESOURCES

See next page for powerpoint presentation.

F&A Quarterly Meeting

HR Update
October 21, 2013

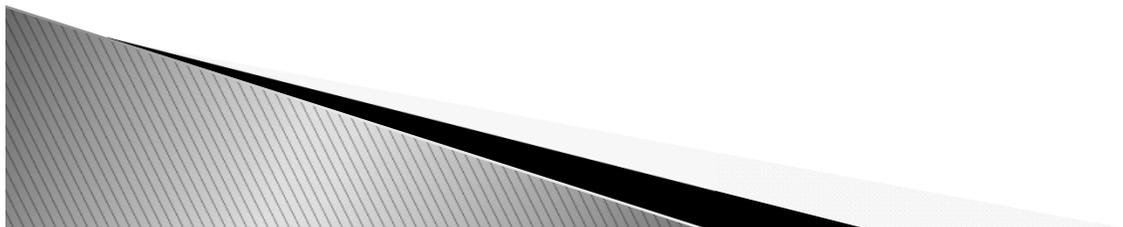


Earn Codes for EOPS

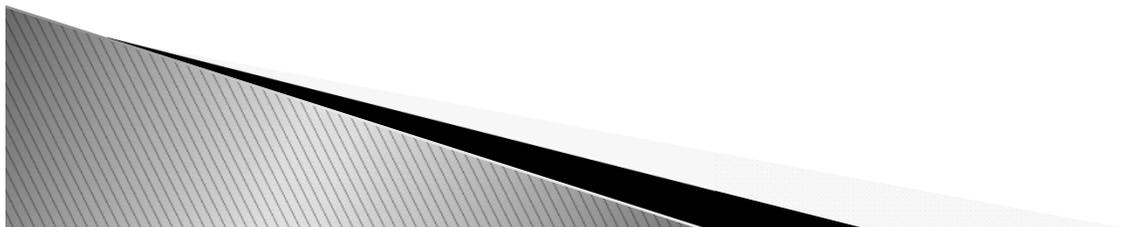
HSC OP 70.16

Compensation in Excess of Base Salary

Earn Code	Purpose	HSC OP
Payment for Services Rendered		
ADC - Additional Compensation	Additional duties - Exempt faculty or staff	70.16
FOC – Faculty On Call Pay	Additional Duties - On call pay for faculty	
LSP – Lump Sum Payment	Compensation for temporary appointments	
LSP – Lump Sum Payment	Underpayment of regular earnings	
TSP – Temporary Sponsored Project	Additional Compensation and Lump Sum Payments from Federal and State Grants	



Earn Code	Purpose	HSC OP
Awards, Allowances, Gifts, Reimbursements, Incentive Payments		
AWD – Award	Cash awards, prizes and gifts	72.03
CLO – Clothing Allowance	Clothing allowance for police	
CPA – Cell Phone Allowance	Cell Phone Services	55.05
CPE – Cell Phone Equipment	Cell Phone Equipment	55.05
MOV – Taxable Moving Expense	Taxable moving expenses	72.18
MSC – Misc. Fringe Benefit	Non-cash awards, prizes and gifts	72.03
NMV – Non-taxable Moving Expense	Non-taxable moving expenses	72.18
NTP – Non-taxable Tuition Payment	Tuition Assistance Program	70.47
OTB – Other Taxable Benefit	Recruitment Expenses – Other	
OTB – Other Taxable Benefits	Reimbursements > 60 Days	72.03
OTB – Other Taxable Benefits	Spousal Travel Expenses	79.10
SPA – Special Augmentation	Special Augmentation	70.16



Employee Discount Program

ERS website, employees tab

The screenshot shows the ERS website's 'Employees' tab. The navigation bar includes 'Home', 'Employees', 'Retirees', 'Former Employees', 'About ERS', and 'Customer Support'. The 'Employees' tab is active. On the left, there is a sidebar with 'Employees Overview' and links for 'News for Employees', 'Forms', 'Insurance', 'Retirement', 'Other Programs', and 'Employee Milestones'. The main content area is titled 'Employees' and includes a breadcrumb 'Home > Employees'. Below the title, it states 'ERS administers insurance benefits for employees and eligible family members of:' followed by a list of eligible entities: Texas state agencies, higher education institutions (except UT and TAMU systems), Community Supervision and Corrections Department, Windham School District, and other retirement systems. Three columns of benefits are displayed: 'Insurance Coverage' (listing HealthSelect/HMOs, prescription drug coverage, dental, optional term life, and short-term/long-term disability); 'Retirement Accounts' (listing retirement eligibility, estimates, service credit, TexaSaver 401(k) and 457, and retirement applications); and 'Other Programs' (listing 24/7 account access, email subscriptions, tobacco policies, TexFlex, wellness programs, and the 'Discount Purchase Program', which is highlighted in yellow).

ERS Home Employees Retirees Former Employees About ERS Customer Support

Employees Overview

News for Employees

Forms

▶ Insurance

▶ Retirement

▶ Other Programs

▶ Employee Milestones

Home > Employees

Employees

ERS administers insurance benefits for employees and eligible family members of:

- Texas state agencies,
- Higher education institutions (except UT and TAMU systems),
- Community Supervision and Corrections Department,
- Windham School District, and
- Other retirement systems.

Insurance Coverage	Retirement Accounts	Other Programs
ERS offers a variety of coverage options: <ul style="list-style-type: none">• HealthSelect / HMOs• Prescription drug coverage• Dental• Optional Term Life• Short-term and long-term disability	Learn about: <ul style="list-style-type: none">• Your ERS Retirement• Retirement Eligibility• Creating a retirement estimate• Purchasing service credit• TexaSaver 401(k) and 457• Applying for Retirement	Additional programs available for you and your family. <ul style="list-style-type: none">• 24/7 access to your account• Email subscriptions• Tobacco policies• TexFlex• Wellness programs• Discount Purchase Program

First click

The screenshot shows the ERS website interface. At the top, there is a green navigation bar with links for "Benefits Coordinators", "Vendors", and "Investments". To the right of this bar is a search box labeled "Enter Search Term" with a "SEARCH" button, and a "SIGN IN" button. Below the green bar is a teal navigation bar with the "ERS" logo on the left and menu items: "Home", "Employees" (which is highlighted in a darker shade), "Retirees", "Former Employees", "About ERS", and "Customer Support".

The main content area has a breadcrumb trail: "Home > Employees > Programs". The page title is "Discount Purchase Program". A yellow highlight is placed over the text "Discount Purchase Program website" in the top right corner of the main content area.

The left sidebar contains a list of menu items: "Employees Overview", "News for Employees", "Forms", "Insurance", "Retirement", "Other Programs" (expanded), "TexFlex", "Tobacco Policies", "Save Money (Discount Program)" (highlighted with a dark background), "Prior 457", "Wellness", and "Employee Milestones".

The main content area contains the following text:
Employees, retirees, and their immediate families can use the program site to get discounts on many products and services, from computers to theme park passes. There's **no sign-up fee, registration, or cost to you** to participate. [Visit](#) today to start saving.
The discount amount varies by offer. Each provider page will list the discount and instructions for receiving the offer.

Below this text is a horizontal line with a small map of Texas icon centered on it.

The "Resources" section includes the following links:
[Discount Purchase Program Overview](#)
[FAQs for Discount Program](#)
[Sign up for more savings](#)

<http://www.beneplace.com/discountprogramers/>

BENEPLACE

Discount Purchase Program

Welcome to the Discount Purchase Program. The Discount Purchase Program is a place GBP Participants can find discounts and special services offered by other companies. You should review the privacy, security policies, and practices of these companies before you buy anything through these vendors. The Discount Purchase Program is not an ERS-sponsored program. ERS does not promote nor endorse and is not responsible for any of the products, services, or practices promoted on this website. The Discount Purchase Program is provided at no cost to you, and ERS does not benefit from your participation. There are no commissions or incentives paid to ERS as a result of the products or services you purchase. ERS will not monitor individual use of the site, however, ERS will track overall use to ensure that employees find it helpful.

Neither ERS nor Beneplace.com makes any representation that the evaluations, pricing, information, or other content contained on the site or that of any linked third-party provider is accurate, reliable, timely, complete, or error-free, or that your use of the site (including the provision of your credit card information) is secure. Should you choose to do so, YOUR USE OF BENEPLACE.COM AND ITS LINKED SITES IS SOLELY AT YOUR OWN RISK.

Any questions, concerns or claims concerning any specific service or transaction must be addressed directly to the applicable provider. If you have any questions, Beneplace.com provides a customer service line at (800) 683-2886. If you accept these terms, click "Active Employees" or "Retirees" below and visit the Discount Purchase Program.

[Active Employees](#)

[Retirees](#)

Discounts!

BENEPLACE

Discount Purchase Program

Keyword: [go](#)

Search Vendors:

Welcome to the Discount Purchase Program website.

 **Limited-Time Offers**
Gain access to secret sales and limited-time offers!
[Sign Up Here >>](#)

- Home
- Automotive
- Dining & Grocery
- Education
- Electronics
- Entertainment
- Family
- Financial Wellness

Double your discount is back for members.

Get twice the discount on all PCs, tablets and select Dell electronics.*

New Inspiron 11 3000 series

- Intel® Celeron processor
- Windows 8
- 2GB Memory*, 500GB Hard Drive*

Member price after double discount:
\$364⁷⁹

[Shop Now](#)

Limited-time offer.



DELL

New Inspiron 11 3000 series
Available starting 10/13/2013

 **EMPLOYEE AUTO BUYING PROGRAM**

DRIVE YOUR SAVINGS

Featured

EcoInk
BENEFITS
Ink & Toner Program
SAVE 40% to 70%

Affordable Pet Health Plans

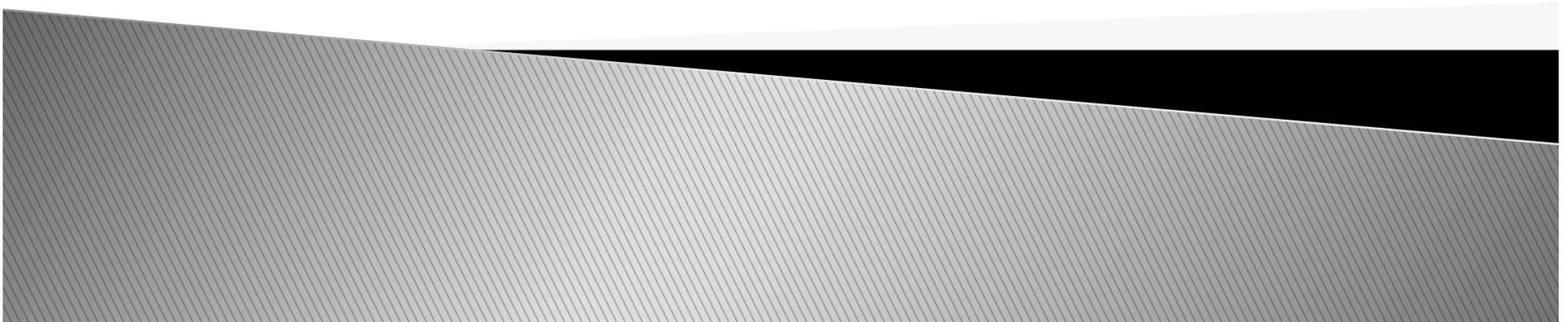



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Performance Management System Enhancements !!!

Electronic Signatures
Electronic Flow to HR
In Production November 1st



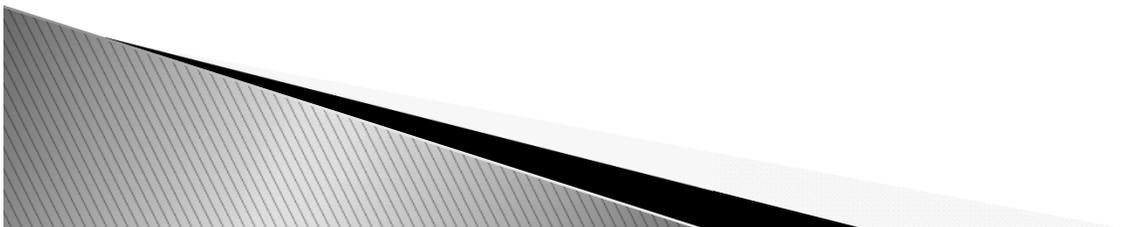
POSITION DESCRIPTION:

- Supervisor submits PD and electronically signs.
- Employee receives email notification to access the PM system and sign PD.
- Employee electronically signs PD.
- Employee and Supervisor receive email notification with fully signed PD attached.
- PD will be electronically processed to the employee's file.



SELF-ASSESSMENT:

- Employee completes Self-Assessment and electronically signs.
- Supervisor receives email notification to access PM system and electronically sign the Self-Assessment.
- Employee and Supervisor receive email notification with fully signed Self-Assessment attached.
- Self-Assessment will be attached to the employee's evaluation



EVALUATION:

- Supervisor fills out evaluation.
 - If an additional approver/evaluator is needed (other than an Admin approver), add them now as a reviewer.
 - Supervisor and employee review evaluation during employee conference.
 - Supervisor edits evaluation if changes are necessary after employee evaluation conference.
 - Supervisor submits evaluation.
 - Supervisor electronically signs evaluation by accessing Evaluation listing.
 - Supervisor notifies additional approver that evaluation is ready for their signature in their Evaluation listing.
 - Employee receives email notification to sign Evaluation.
 - Employee electronically signs Evaluation.
 - Supervisor notifies Admin approver that Evaluation is ready for signature in their Evaluation listings.
 - Supervisor and employee receive email with fully signed Evaluation and Self-Assessment attached.
 - Evaluation and Self-Assessment are electronically processed to the employee's file.
- 

LIVE DEMO OF PM ENHANCEMENTS



LAREE BOMAR, BUSINESS AFFAIRS

See next page for powerpoint presentation.



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

Finance & Administration Quarterly Update

Business Affairs Update
October 21, 2013



Payment Services Updates and Reminders



Accounts Payable

- Vendor invoices must be sent to Accounts Payable for payment processing after departmental review for accuracy
 - *Invoices that are attached to requisitions are considered for documentation purposes only, they are not forwarded to Accounts Payable*
 - *Invoices received by mail can be sent to AP by either campus mail to STOP 9077 or by email. It is very important that the invoices are date stamped on the day they are received by the institution.*
 - *If an original invoice is scanned and sent to AP by email, the original invoice should be marked “Sent to AP on XX/XX/XX” and not resent to AP.*

Payment Services Updates and Reminders



Travel

- Out of State Travel Cap
 - *The limitation on Travel Expenditures for “out of state travel” has been deleted from Article IX, Section 5.08, of the General Appropriations Act by the state legislature effective 9/1/2013. This means that the “TTUHSC Travel Cap” no longer exist.*

Property Management



Printers

- As of September 1, 2013 printers are no longer considered controlled assets. Any printer with a cost between \$500 and \$4999.99 should use an expense account code. (737700 – Computer Equipment Expensed)
- Printers valuing \$5000 and above are still considered capital assets.

Business Affairs Update



Questions?



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

LESLEY WILMETH, BUDGET OFFICE

Available Budget Tab

If you use the Available Budget Tab within the Webraider Portal be sure to change the fiscal year to FY 14 for each FOP in this tab. The Budget Office has had several calls that the data in this tab was not correct. Each time this was due to the user still viewing FY 13 data. To change the available budget tab click on the edit icon in the top right of each panel.

The screenshot shows the 'Available Budget' tab in the Webraider Portal. The top navigation bar includes 'Home', 'Available Budget', 'Lesley's TAB', 'HSC Employee', 'HSC Supervisor', and 'F&A Work Tools'. Below the navigation bar, there is a header section with the title 'Available Budget' and a sub-header 'Please click the Edit button [edit icon] above to configure the FOP.' Below this, there are two bullet points: 'Data may not match Cognos information.' and 'This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.' A 'Help' link is visible on the right. The main content area shows the following information: Fiscal Year: 13, Chart: H, Fund: 181032, Orgn: 201801, Program: 60, Budget Office: Budget Office Lbk, and Institutional Support: Institutional Support. A 'Refresh Data' button is located on the right. A callout box with the text 'Click on edit button' has an arrow pointing to the edit icon in the top right corner of the main content area.

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
6002	Staff Salaries	\$14,212.46	\$14,212.45	\$0.00	\$0.01

Update the fiscal year and click 'Apply and View Data'.

The screenshot shows the 'Available Budget' tab in the Webraider Portal. The top navigation bar includes 'Home', 'Available Budget', 'Lesley's TAB', 'HSC Employee', 'HSC Supervisor', and 'F&A Work Tools'. Below the navigation bar, there is a header section with the title 'Available Budget' and a sub-header 'Please click the Edit button [edit icon] above to configure the FOP.' Below this, there are two bullet points: 'Data may not match Cognos information.' and 'This channel displays expense budgets. Transfers and Revenue are not included and can be found in Cognos.' A 'Help' link is visible on the right. The main content area shows the following information: Fiscal Year: 13, Chart: H, Fund: 181032, Orgn: 201801, Program: 60, Budget Office: Budget Office Lbk, and Institutional Support: Institutional Support. A 'Get default' button is located next to the Fund field. A callout box with the text 'Update fiscal year to 14 and then click 'Apply and View Data'' has an arrow pointing to the Fiscal Year field (which is highlighted in yellow) and another arrow pointing to the 'Apply and View Data' button (which is also highlighted in yellow). A 'Clear' button is located next to the 'Apply and View Data' button.

Special Pay Earnings Code Changes

Changes have been made to the LSP (Lump Sum Payment) earnings code. In the past when you used this code in the EOPS System, the payroll expenditures was posted to either the 6001 (Faculty Salaries) or 6002 (Staff Salaries) budget account code. Now all LSP special payments will post to the 6008 (Other Employee Payments) budget account code. Please begin budgeting for the LSP special payments in the 6008 code.

A new special pay code has been established to be used on grant funds. TSP - Temporary Sponsored Programs should be used for any special payment made through EOPS on a grant fund. This will ensure that the payment will display in the effort certification system so that the grant PI can assign effort to the work performed. The TSP special payments should also be budgeted in the 6008 budget account code.

The Budget Basics Guideline located on the Budget Office website has been updated to reflect these changes.

Cognos Reports

A new Cognos report is under development. This report will display a list of employees receiving a cell phone allowance that have not received a cell phone equipment allowance in the last 2 years. This group will be notified when the new report becomes available. Remember that cell phone allowances and cell phone equipment allowances must follow the Telecommunication OP 55.05

All Finance and Administration areas have been working with TTU Information Systems to improve the speed of Cognos reports. Please contact Laree Bomar or Lesley Wilmeth if you are having issues with reports running slowly.

Do you have other reporting needs? Again, contact Lesley or Laree if you have an idea for a new report or suggestions for improving a current report.