Business Affairs
NEWSLETTER

FEBRUARY 2023

In this Issue:

- **FY24 Budget Prep**
- **Cash Receipt System Updates**
- **FY23 Property Inventory Certification**
- **Program Code Training**
- **Service Department Rates**
- **Financial Transaction System (FiTS)**
- **National Institutes of Health (NIH) Updates**
- **PCard Deviation**
- **IT and Furniture Purchases**
- **Encumbrances**
- **Car Rental Contracts**
- **Expenditure Payments**

Departments:

- **Accounting Services**
- **Budget Office**
- **Contracts and Grants**
- **Finance Systems Management**
- **General Services**
- **Payment Services**
- **Purchasing Office**
- **Student Business Services**

Employee Spotlight

This quarter, we feature Paul Miranda in the Employee Spotlight.

Employee Spotlight
Paul Miranda
Senior Analyst- Purchasing

1. **What is your role at Texas Tech University Health Sciences Center El Paso?** I am a senior analyst for the Purchasing Department. I basically make sure each department gets everything they need to succeed on a daily basis.

2. **Before working at TTUHSC El Paso, what was the most unusual or interesting job you've ever had?** I worked as a procurement administrator on Ft. Bliss with Balfour Beatty. They were in charge of the family housing on post. When we would do walkthroughs of homes, you truly never knew what you were going to find on the other side of the door.

3. **What is your favorite thing to do in El Paso?** I honestly like going for Sunday drives and just enjoying the views with some good music to go along with it.

4. **Any favorite line from a movie?** "When are we going to stop trying to outsmart the truth and just let it have its day?" – The Dark Knight Rises.

5. **Do you have a favorite quote?** "Life is warfare and a journey far from home." – Marcus Aurelius.

6. **Favorite travel spot?** I would probably say Phoenix, Arizona. It has a nice mix of natural beauty and fun spots around the town.

7. **If Hollywood made a movie about your life, who would you like to see cast as you?** Jake Gyllenhaal.

8. **What TV show/movie are you ashamed to admit you love?** I still enjoy watching SpongeBob SquarePants every now and then. I do wear it as a badge of honor, though.

9. **What would be the title of your autobiography?** Staying the Course.

10. **What would you like to be famous for?** My music.

11. **Where do you see yourself in five years?** I hope to be even more successful at work and home and continuing to improve, day by day. Being better than yesterday is a good way to look at it.

12. **Where is your favorite place to eat?** Chope's Mexican restaurant, located in La Mesa, New Mexico.

13. **Where would you like to go on a dream vacation?** Oviedo, Spain.

14. **You're happiest when?** The people I care about are happy.

BUDGET OFFICE: VINCE LANTICAN, DIRECTOR

Budget Prep season is around the corner. Please be on the lookout for the Budget Prep Timeline to be released in early March.

In the meantime, here are some helpful recommendations:

1. Make sure Annual Performance Evaluations are completed on time to avoid merit eligibility issues.

2. Evaluate any staffing/position changes needed (new positions, closed positions, reclassifications).

3. Review all expenses, estimate necessary additional expenses (Example: PC refreshes) and also identify cost savings.

All budget-related questions should be directed to **budgetelp@ttuhsc.edu**.

# WELCOME TO OUR TEAM!

Budget Office

Noelle Demark
Lead Analyst

The Budget Office is excited to have Noelle Demark on the Budget Team!

Noelle joined the Budget Office as Lead Analyst in January. She comes from Student Business Services and brings a wealth of knowledge, experience, excellent customer service, and positive energy. She'll be a tremendous help to our group and also to the departments as we approach Budget Prep.

STUDENT BUSINESS SERVICES:
CYNTHIA FLORES, DIRECTOR

The Cash Receipt System was rewritten and launched into production in January. While the overall functionality remains the same, the user interface has a new look. The search feature, for instance, is no longer in the left side menu but can instead be found in the top right corner.
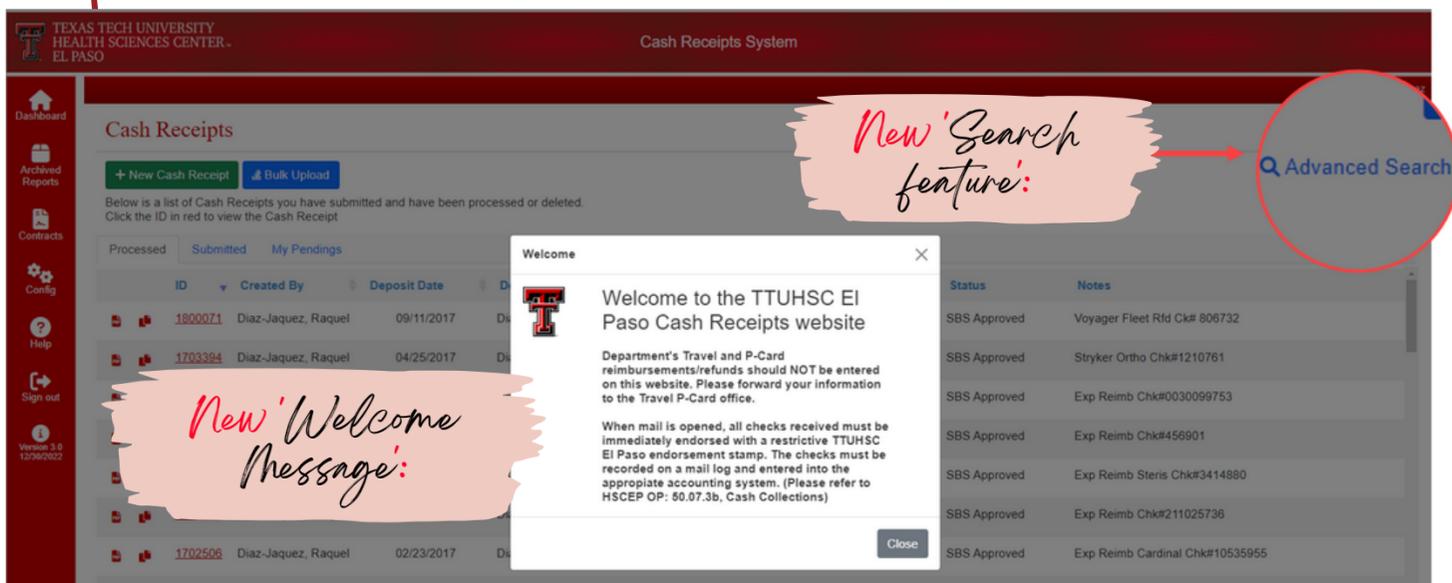
Student Business Services would like to remind all cash receipt originators that per **HSCEP OP 50.26** Completion of Cash Receipts, the cash receipt line item description must follow a specific format:

- Date of deposit, entered as MM/DD.
- Type of payment received, "Cash" for currency and checks, "Wire" for wire transfers, and "MC", "V", "DISC", "AMEX", or "Phreesia" for credit card payments as well as the last four digits of the merchant ID.
- Other payer information as space allows.

The description feeds to Banner with the accounting entry and assists Accounting Services in the reconciliation/research process.

Additionally, for cash receipts to record wire transfers, enter each wire transfer on a separate line. For cash receipts to record credit card payments, enter each card type and batch settlement total on a separate line.

For questions regarding the Cash Receipt System or cash handling in general, contact Student Business Services at **sbselp@ttuhsc.edu**.

FINANCE SYSTEMS MANAGEMENT:
RAQUEL DIAZ-JAQUEZ, DIRECTOR

It's time again for annual Property Inventory Certification!

FY23 Property Inventory Certification opens **March 1, 2023**. Departments will need to reserve a scanner by sending an email to:

baelp-asset.accounting@ttuhsc.edu.

Make sure to let us know which users need to be set up in the scanner and how long they will need the scanner.

**Note:** You may check out a scanner as many times as needed.

Important!

Important things to keep in mind during the certification process:

- All serial numbers and locations need to be updated in the Property Inventory System.
- All equipment must be scanned.
- If a piece of equipment is missing or has been reported missing within the past two annual certification cycles, you will still need to submit a missing items report.
- Temporary Use forms should be updated for FY23 and uploaded into the Property Inventory System.

For a step-by-step guide, please visit our **Property Inventory Help manual**.

Texas Tech University
Health Sciences Center El Paso
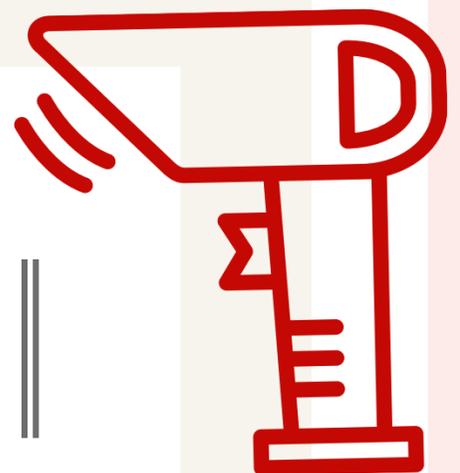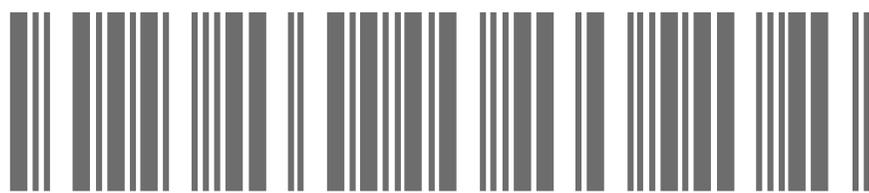
Property Inventory Certification due:

DUE DATE: APRIL 28

For questions, please contact Property Management at
baelp-asset.accounting@ttuhsc.edu.

If you are a new or existing property custodian/delegate and would like property inventory training or a walk through of the scanning process, please contact us at:

baelpasset.accounting@ttuhsc.edu

GENERAL SERVICES:

ANA ALVARADO, SUPERVISOR

We continue to see an increase in the number of departments using the **incorrect** "ship-to" address. The address below is the centralized address that all mail and packages should be delivered to. Please make sure to use this and always include your mail stop code (MSC).

Texas Tech University Health Sciences Center El Paso
5001 El Paso Dr.
MSC XXXXX
El Paso, TX 79905

For any questions, please contact the Mail Room at:
mailroomelp@ttuhsc.edu.

ACCOUNTING SERVICES:
ROBERT ORTEGA, DIRECTOR

Program Codes:

Q Are your revenues and expenditures classified under the correct program code?

Please take the time to review all funds and verify activity is recorded under the proper program code. Per **HSCEP OP 50.03**, fund managers are responsible for maintaining correct program coding. Program codes classify the function of expenses. Therefore, it is crucial for activity to be recorded under the proper program code.

When submitting a new fund request or reviewing activity, ask yourself the following questions:

A

- What is the primary purpose/function of the fund or expense?

- Whose salary is being paid from the fund?

These two simple questions will help you determine the correct program code. For example, salaries for researchers or other personnel directly tied to producing research should be coded under Program Code 20 – Research. All expenses related to patient care should be reported under Program Code 35 – Patient Care. This includes, but is not limited to, clinical nurses and clinic support staff. Expenses must be directly related to the program code.

For a complete guide to program codes, see **Program Code Training**.

For questions, please contact us at **accountingelp@ttuhsc.edu**.

Service Department Established Rate:

- Service centers should review operating activities to ensure they recognize each transaction as reasonable and necessary while remaining in compliance with **HSCEP OP 50.17**.
- All activity must tie to the most recently established rate and be processed through **FiTS**.
- Service departments must update their billing rates at least biennially. If the service center is anticipating changes in the type or quantity of goods, service department should submit an updated billing rate promptly.
- Please visit this **link** for more information on institutional policy.

Financial Transaction System (FiTS):

Please keep the following in mind when submitting your FiTS transaction:
- Attach supporting documentation (invoice/receipt, spreadsheets, and/or other relevant documentation) to properly justify each transaction.
- Ensure explanations provided thoroughly; answer each question and justify the purpose of the entry.
- When submitting recurring Internal Purchase Funding Transfer (IPFT), check your transfer history and consider descriptions previously used; this will help you identify a potential duplicate and give you a reference of appropriate descriptions previously used. Ensure transaction description is worded in a consistent manner that includes work order, invoice number, date of service, or any other relevant information that can help both the department identify and avoid any duplicates.

For questions, please contact us at **accountingelp@ttuhsc.edu**.

NATIONAL INSTITUTES OF HEALTH (NIH) UPDATE

CONTRACTS AND GRANTS ACCOUNTING:
GINA LOPEZ, DIRECTOR

NIH FY2023

- NIH FY2023 Salary Cap of $212,100 is effective Jan. 1, 2023.
  - ✅ Updated Effort Worksheet calculation with the new Salary Cap can be found in the following **link**.
- The updated NIH Grants Policy Statement (GPS) was published on Dec. 23, 2022. It is available on the NIH.gov website, along with a **significant changes table**, and it is applicable to all NIH grants and cooperative agreements with budget periods beginning on or after Oct. 1, 2022. Previous versions of the NIH GPS remain applicable as standard terms and conditions of award for all NIH grants and cooperative agreements with budget periods that began before Oct. 1, 2022. NIH will continue to publish interim grants policy changes and clarifications through the issuance of **NIH Guide Notices**.
- NIH recipient institutions are **required** to notify NIH when individuals identified as PD/PI or other Senior/Key personnel in an NIH notice of award are removed from their position or are otherwise disciplined by the recipient institution due to concerns about harassment, bullying, retaliation, or hostile working conditions.
  - ✅ Notification must be provided by the Authorized Organizational Representative (AOR) within 30 days of the removal or disciplinary action and submitted through a **dedicated web form**.
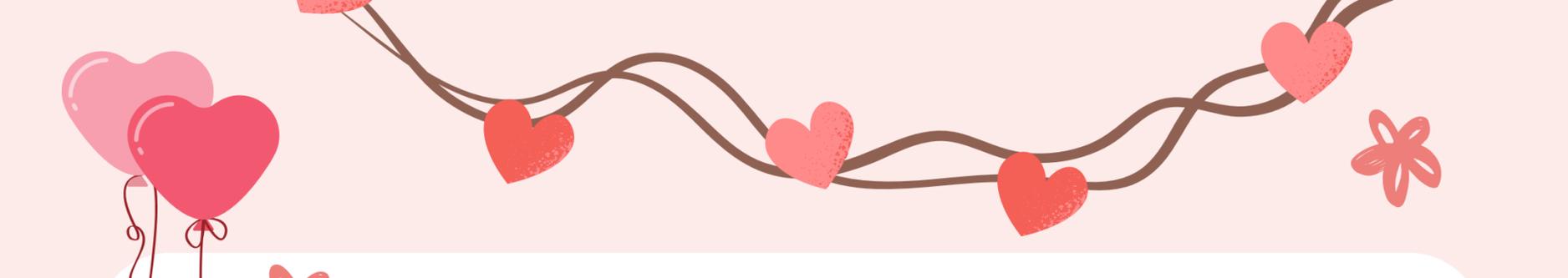
NIH Annual Progress Reports:

Research Performance Progress Report (RPPR) Format Due Dates:

1	Non-SNAP: Approximately 60 days before the start of the next budget period.
2	SNAP: Approximately 45 days before the start of the next budget period.
3	Multi-Year Funded: On or before the anniversary date.

A searchable list to determine which progress reports are due:
https://public.era.nih.gov/chl/public/search/progressReportByIpf.era

NIH Invention Reporting:

- NIH recipients must file the HHS 568 at the conclusion of an NIH award.
- All subject inventions reported on the HHS 568 must be reported in iEdison.
- Failure to report all inventions may result in the organization's loss of rights in the invention or other actions as appropriate.

NIH Closeout Requirements:

- ✓ NIH continues to require and enforce longstanding closeout requirements.
- ✓ Recipients must submit timely, accurate closeout reports.
- ✓ Reports are LATE after 120 calendar days.
- ✓ Recipients must reconcile cash transaction reports submitted to the HHS Payment Management System (PMS) with expenditure reports submitted to NIH.
- ✓ When recipients fail to submit timely reports, NIH will initiate unilateral closeout.
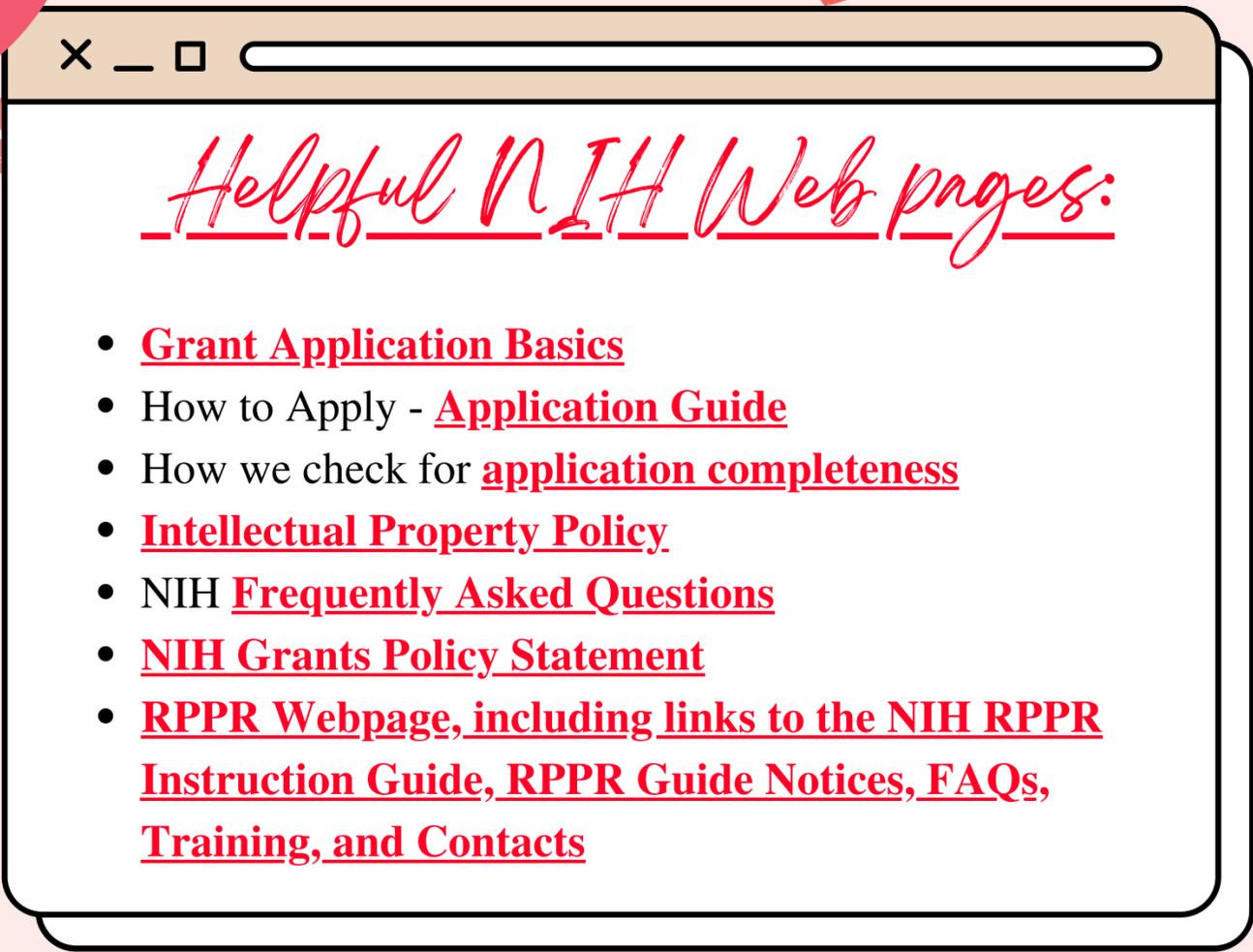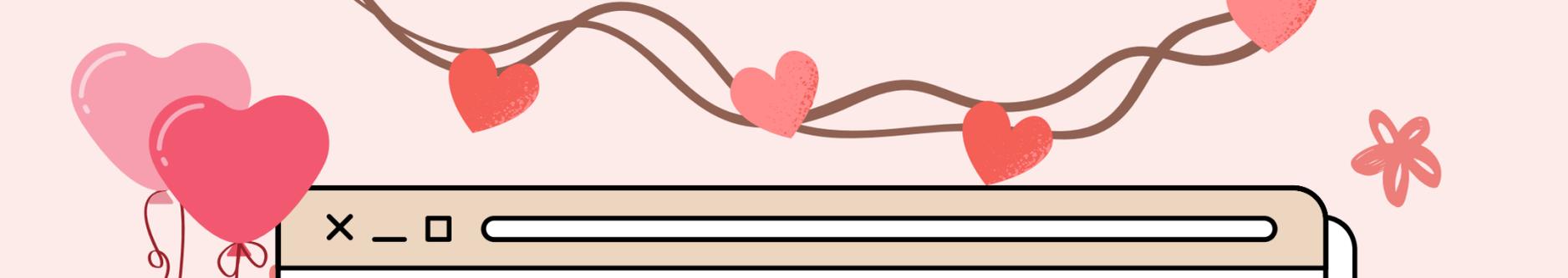
Helpful NIH Web pages:

- **Grant Application Basics**
- How to Apply - **Application Guide**
- How we check for **application completeness**
- **Intellectual Property Policy**
- NIH **Frequently Asked Questions**
- **NIH Grants Policy Statement**
- **RPPR Webpage, including links to the NIH RPPR Instruction Guide, RPPR Guide Notices, FAQs, Training, and Contacts**

Key Items! Labor Redistributions (LRDs) for Sponsored Programs:

Once an effort statement is certified, if the effort % is modified by processing a LRD in Banner, the change will be picked up by Effort Certification and Reporting Technology (eCrt) system the next day. A Payroll Adjustment Reconciliation task will be created in the Effort Tasks tab of the Work List page in the eCrt system.

You will have to go and click on the Payroll Adjustment Reconciliation link to review and resolve the task. The Payroll Adjustment Reconciliation screen displays the details of the Labor Redistribution and its effects on the effort statement. The Effort Coordinator can review how much the individual originally was paid and certified on each FOP and then review how the current LRD will change those numbers. An Effort Coordinator's only option on this screen is to click on Post and Reopen. The effort statement status will be updated to Not Certified, Not Processed, and Reopened by Labor Redistribution, and the individual will need to re-certify this statement.

All other tasks pertaining to the certifier, such as payroll adjustment reconciliations, labor redistribution notifications, and sponsor notifications, are still sent to the Primary Effort Coordinator of the individual's department.

Effort Certification and Reporting Technology (eCrt) system link: **https://ecrt.texastech.edu/ecrt**.

PURCHASING:
PAT MYERS, DIRECTOR

PCard Deviation Form:

In accordance with **HSCEP OP 72.15 Purchasing Card Program**, if the purchase of a prohibited item needs to be made with the purchasing card, approval from Purchasing is required.

The Request for a PCard Deviation form must be submitted along with any documentation justifying the deviation to the Purchasing department for approval. Remember to include this form and any supporting documentation when you submit your PCard documents at the end of each billing cycle to Payment Services.

The editable Request for **PCard Deviation form**.

CONGRATULATIONS!

Lourdes Gomez
Unit Associate Director

Purchasing:

Purchasing would like to congratulate Lourdes Gomez on her promotion to Unit Associate Director.

Way to go, Lourdes!

TechBuy Training:

The Procurement Office is offering TechBuy training the second Wednesday of every month. If you have any new staff or would like a refresher, please sign up. The training covers how to create a requisition, receipts and how to submit your invoices for payment.

To **sign up**, please e-mail: **purchasingelp@ttuhsc.edu**.

IT Purchases:

Contact the IT Help Desk for your next IT purchase.

IT must review and approve all software and hardware purchases to ensure standardization of quality, compatibility, warranties and compliance. To expedite your IT approval, please include the **SysAid ticket** and quote to your requisition.

If your department has a new project, please visit the IT website at **Project Management Office**. Please **note**, if you will be requesting a PCard deviation, the same process of IT approval is required.

Furniture Purchases:

For new furniture purchases, please contact Physical Plant at 915-215-4500 or submit a work order (WO) online. The WO will be reviewed by Engineering Services to ensure you are in compliance with **HSCEP OP 61.19 Furniture, Floorcovering, Window Treatments and Wallcovering** before submitting your requisition.

Please note all furniture requisitions will be routed to Physical Plant for approval.

Encumbrances:

Don't wait to review your encumbrances until year end! Generate your Cognos Encumbrance reports now. Follow the path in Cognos: TEAM Content, HSC El Paso Finance, **Encumbrances, Invoices and Checks**.

1	For open encumbrances with no payment activity, please confirm the following: • **Have all goods/services been received?** If yes, please complete a receipt in TechBuy. • **Have all invoices been received?** If no, please contact the vendor to ensure all invoices are being sent to Accounts Payable El Paso at **accountspayableelp@ttuhsc.edu**.
2	For encumbrances that have been paid in full and have a zero balance, please submit a PO/Encumbrance Change Request to close PO.

3	If you have an encumbrance balance and all items have been fully received, invoiced, and paid for, please submit a PO/Encumbrances Change Request to release the remaining funds.
4	If you have an encumbrance balance and no future deliveries/services are expected, submit a PO/Encumbrance Change request to close PO.

The **PO/Encumbrance Change Request** system can be found through the "HSC Finance El Paso" tab located on the Web Raider website, Procurement Services section.

For questions, please contact the Purchasing Office at **purchasingelp@ttuhsc.edu**.

PAYMENT SERVICES:
ANNETTE HINOJOS, DIRECTOR

NEED A CAR RENTAL?

A rental car contract **must** be used regardless of the funding source. Reimbursement will not be made for a daily rate (including collision damage insurance) higher than a contracted daily rate for the same size car unless a valid exception is documented on the completed travel voucher.

New Car Rental Contracts:

Vendors included in the State Management Program:

✓ **Enterprise/National**

✓ **Hertz**

> Please note:
> **Avis** and **Budget** did not extend their contracts with the state.

Follow this **link** for additional information regarding current rates.

Information and links to car rental programs will be posted on the Payment Services website. Refer to **HSCEP OP79.06, Section III.C** for additional information on rental vehicles.

Mileage Reimbursement Rate:

Mileage Reimbursement Rate Effective Jan. 1, 2023 to Dec. 31, 2023

The mileage reimbursement rate for state employee travel in a personal vehicle is **65.5** cents per mile. This is a 3.0 cent increase from the previous rate of 62.5 cents per mile.

Reminder: If mileage reimbursement crosses the end of the calendar year (2023 and 2024), please list two separate lines on the voucher so that the correct rate is processed in the travel system.

Questions? Email us at **travelelp@ttuhsc.edu**.

CHROME RIVER TRAVEL SYSTEM

COMING SOON!

The travel office has been working on the implementation of a new travel system. This is a Chrome River system which is the same system currently used for the Purchasing Card.

We are recruiting volunteers to help test before going live! If you are interested, please send an email to our travel office at **travelelp@ttuhsc.edu**.

Thank you!

Expenditure Payments:

Department personnel responsible for expenditure payments must:

- Date stamp all invoices received in the mail with the date that the invoice was received. If the invoice was received by email, the email must be submitted with the invoice to show the date the invoice was received from the vendor.

- Stamped or emailed invoices must be attached to the purchase order in TechBuy and a comment added notifying the Accounts Payable office that an invoice has been attached.

Please **DO NOT** add a comment in TechBuy and send an email to the accounts payable inbox. This creates additional work for the A/P team. Submit via TechBuy or email but not both.

Refer to **HSCEP OP72.09 Expenditure Payments, Section II.D** for additional information.

HAPPY
Valentine's Day!
FROM BUSINESS AFFAIRS

Don't miss a thing!

Don't forget to sign up for our Business Affairs Newsletter!

STAY UPDATED

Provides updates, reminders, and new information about Business Affairs and the services provided by each department.

For questions or suggestions regarding our newsletter, please email us at fsmelp@ttuhsc.edu.