

AFISM KNOWLEDGEBASE – WHO “WE” GONNA CALL?

BUDGET & RESOURCE PLANNING and MANAGEMENT

Call the Budget office (2-3228):

- About annual budget (Budget Prep) questions.
- About new budgets or revisions and adding object codes.
- About payroll funding or encumbrance questions.
- About budgeting fund balance (carry forwards) questions.
- Web site: www.depts.ttu.edu/budgetoffice

PROCUREMENT SERVICES

Call Purchasing and Contracting (2-3844):

- Questions relating to TechBuy (also referred to as “SciQuest,” the new procurement tool and new electronic Purchase Order system)
- Questions relating to TechBid (all bids and proposals for goods and services)
- Questions about contracts or leases of facilities
- Questions relating to HUB requirements
- Questions about purchasing goods or services
- Purchasing: www.depts.ttu.edu/purchasing
- Contracting: www.depts.ttu.edu/contracting/index.html

Call Payables (2-3260):

- Direct pay issues (RI).
- Procurement card issues.
- Web: www.depts.ttu.edu/baff/acctspayable/

Call Travel Services (2-4517):

- About any travel issues.
- Web site: www.depts.ttu.edu/baff/travel

CALL THE GRADUATE SCHOOL (2-2781):

- About employing graduate students.
- Web site: www.depts.ttu.edu/gradschool

HUMAN RESOURCES

Call Payroll Services (2-3211):

- About hourly payroll questions.
- About payroll forms completion and submission.
- About payroll certification forms.
- About monthly payroll questions.
- About when and if a person will be paid on a new project.
- About payroll deadlines.
- About estimating fringe benefits costs.
- About status of payroll paper work.
- Web site: www.depts.ttu.edu/payroll

Call Human Resource Services (2-3851):

- About Personnel Action Forms (HRPAF)
- About employment and benefits enrollment forms
- About new positions
- About reclassifications
- About employee discipline and Operating Policies
- About employment questions
- About benefits questions
- About employment records and leave questions
- About wage and salary questions
- Web site: www.depts.ttu.edu/personnel

CALL THE OFFICE OF INTERNATIONAL AFFAIRS (2-3667):

- About employment of foreign individuals.
- About inviting foreign visitors to TTU.
- About tax issues for nonresident aliens.
- Web site: www.iaff.ttu.edu

FINANCIAL AFFAIRS

Call the Accounts Receivable Department (2-2970)

- For questions regarding your deposit clearing account
- If your department is expecting or trying to locate an incoming wire transfer
- Questions regarding unclaimed property
- To find out if a check has cleared the bank or request a copy
- To request a check be voided
- Questions regarding departmental deposits (2-0560)
- Request a credit card terminal (2-0560)

Call the Financial Accounting and Reporting Department (2-2970)

- Questions regarding managing your account
- Questions concerning Signature Authority changes
- Requesting a new account or service activity
- Questions about transferring revenues or expenditures (TVs or Cost Transfers)
- Assistance with ledgers and other account data
- Assistance regarding Intra-institutional Vouchers (IV)
- Questions about Techfile
- Assigning a Designee to view payroll ledgers
- Questions regarding Department Code changes
- Questions regarding JVs clearing out the cash receipts put into the Revenue Clearing Account (balance sheet 7041)

Call Sponsored Programs Accounting and Reporting (SPAR) (2-2985):

- To forward an inquiry from a sponsor about a bill, report, equipment report, or payment.
- For a grant end override needed for items purchased before the end date, but for which the expense is not recorded until after the end date.
- Grant end override needed for items ordered before the end date, but not paid for before the end date.
- About paying stipends.
- About paying a subcontractor.
- About paying a professional services provider.
- About Check Issuance Request (RI) payments including ATP/ARP.
- When there is to be an audit (other than a pre-award audit).
- When there is to be a sponsor visit that may involve financial issues.
- Web site: www.depts.ttu.edu/spar

Call Tax Compliance & Reporting (2-3255):

- About any payments made to or on behalf of nonresident aliens (employees, students, visitors)
- About independent contractor v. employee issues
- About moving expense reimbursements
- About sales tax and mixed beverage tax issues
- About unrelated business activities and/or sales to external parties

Call Student Business Services (2-0910):

**This number is for faculty/staff use, students are to use 2-3272*

- About departmental policies and procedures
- About Student third party payments
- Questions about exemptions and waivers
- About Billing, course fees or student refunds
- Questions about student loans or the collection agency
- With SBS technical questions or questions about ebill

VICE PRESIDENT FOR RESEARCH

Call the Office of Research Services (ORS) (2-3884):

- For information on current funding opportunities.
- For assistance with proposal preparation and submission.
- For negotiation of the business aspects of a project.
- When there is to be a pre-award audit.
- For awards received and initiation of budgets for those awards.
- To make a budget change.
- To extend an end date.
- To request approval for equipment in the last 60 days of a federal project.
- To change cost sharing.
- To terminate a project.
- For animal care and use information.
- For intellectual property information.
- For human subjects information.
- For information on the Federal Demonstration Project.
- To draw a subcontract.
- To draw a professional services agreement.
- To request a pre-award budget.
- Web site: www.ors.ttu.edu