

ADMINISTRATORS GROUP MEETING MINUTES

December 1, 2005

NEXT MEETING:

The next Administrators Group Meeting will be Thursday, January 5, 2006, 10:00 a.m. in the Student Union Building - Soapsuds Room.

GLORIA HALE – ANNOUNCEMENTS

1. The next Board of Regents meeting is scheduled for Thursday, December 15th and Friday, December 16th in Lubbock.
2. University offices will be closed to observe the Christmas & New Year holidays on Monday, December 26, 2005 through Friday, December 30, 2005. New Year's Day falls on Sunday this year, therefore, work will resume on Monday, January 2, 2006
3. Financial Affairs will close the November accounts on Friday, December 2nd. The monthly ledgers should be available on Tuesday, December 6th.

JENNIFER ADLING - CONTRACTING

Travel/Check Disbursement's Alignment with Contracting

Travel/Check Disbursement are now aligned with the Contracting Office and their mailstop has changed to 1101. The telephones in the Travel Office are now working properly and another line has been added to alleviate the problems with busy signals. The telephone numbers for the different offices are:

Contracting	742-3841
Travel	742-4517
Check Disbursement	742-3224

Contract Training Session

A contract training session is being developed by Contracting and Quality Service & Professional Development(QSPD). Hopefully this will be available in January or February 2006. The Contracting Office also has a website at <http://www.depts.ttu.edu/contracting/> where helpful information and forms can be found.

CYNTHIA DAVIS - TRAVEL SERVICES/CHECK DISBURSEMENT

Using SWABIZ for Transportation Requests

If a traveler in your department needs a transportation request (TR) and prefers to use Southwest Airlines, they can use Southwest's business travel site and there will be **no booking fee**. However, there are certain steps that must be followed in order to make sure that the ticket is charged to the department properly. (Please note, if the traveler wants you to book the airfare for them, they will need to give you their Rapid Rewards account number and password.)

If your traveler does not already have a Rapid Rewards account, s/he will need to create one:

1. Go to www.swabiz.com.
2. Under "Quick Links," click on "Traveler Account."
3. In the lower right corner of the screen, click on "Create an Account," and follow the directions. (Tech's company ID is 99132541).

If your traveler already has a Rapid Rewards account but has not logged in with Tech's company ID, they must "link" their Rapid Rewards account to the Texas Tech account before they can request a TR online.

1. Go to www.swabiz.com.
2. Under “Quick Links,” click on “Traveler Account.”
3. Enter Tech’s company ID (99132541) and the traveler’s Rapid Rewards number and password. As soon as the traveler clicks on the “login” button, their Rapid Rewards number will be linked to Tech Company ID and they can exit the system.

To obtain a TR through Southwest Airlines, please complete the following steps:

1. Email either Cynthia Davis (cynthia.davis@ttu.edu) or Lydia Mecalco (lydia.mecalco@ttu.edu) in Travel Services for a TR. Be sure to include the traveler’s name and Tech ID, the dates of travel, and the destination. When the email is received, Cynthia or Lydia will go into the SWABIZ site and toggle on the traveler’s name, allowing them to use Tech’s central billing account for that travel. (It’s very important that the traveler already have a Rapid Rewards account that is linked to Texas Tech’s company ID or their name will not appear on the list of Tech travelers.)
2. When you receive an email that the traveler has been authorized to use the central billing account, the traveler will need to actually purchase the ticket. (This needs to be done as soon as possible or the authorization will expire.)
 - a. Go to www.swabiz.com.
 - b. Under “Quick Links,” click on “Traveler Account,” and log into the system using the company ID (99132541) and traveler’s Rapid Rewards account and password.
 - c. On the “Account Snapshot” screen, click on “Reservations” at the top of the SWABIZ screen.
 - d. Enter the information requested (Where are you traveling? When are you traveling? etc.) and click on “Go To Next Step – Select Flight >>”.
 - e. Select the flights preferred by the traveler and click on “Go To Next Step – Price >>”.
 - f. Review the itinerary and pricing screen, making sure that the information is accurate. Click on “Go To Next Step – USA Purchase >>”.
 - g. Enter the traveler’s name. Note, no credit card information will be requested unless the traveler has previously used a personal credit card for travel. In this case, select the “Bank One SWABIZ (Corporate)” choice. Also, in the section “Let them know you are on your way...” please be sure to enter Cynthia’s email address (cynthia.davis@ttu.edu) so that she will have a record of the transaction for reconciliation purposes. When everything is completed, continue with the purchase by clicking on the “I Want to Purchase This Air Travel” button.
3. Immediately after purchasing the ticket, submit an online travel application requesting the TR. ***Please do not forget this step as this is the step that will charge the ticket to the appropriate TechFIM account.***

Business Rental Cars for Travelers Without a Credit Card

For travelers who do not have a personal credit card but need to rent a car for official business, Travel Services has made special arrangements with Enterprise Rent-A-Car. The travel application will need to include a cash advance to cover the cost of the rental, and then the traveler will need to pick up one of the special cards printed by Enterprise, which is available in Travel Services. Basically, the card will set up a “direct bill” arrangement between Texas Tech University and Enterprise and will allow the traveler to rent the car without a deposit or a credit card. However, the traveler will need to pay for the rental when the car is returned to Enterprise and the department should ***not*** be billed for the rental.

Contact information for Travel Services via email is Shirley (shirley.dobbins@ttu.edu), Lydia (lydia.mecalco@ttu.edu) or Cynthia (cynthia.davis@ttu.edu). Travel Services is now a part of

the Contracting Office, so if something should happen and you cannot get in touch with someone in Travel Services at 2-4517, please call the Contracting Office at 2-3841.

KAY WHYBURN RHODES - OFFICE OF CIO
KERRIE ISERAL - INFORMATION SYSTEMS

DALE GANUS - OFFICE OF ADMISSIONS

CUBITS Student System Project Update

Texas Tech University has launched a project to replace the TechSIS student system with the web based SCT Banner program and the project is called CUBITS, which stands for Connecting our University with Banner Information Technology for Students. Kerrie, Dale, and Kay gave an update and a Power Point presentation to those in attendance at the meeting. There is a CUBITS website which provides the status of the project, training, and other related events. If you would like access to this website, please contact Kerrie Iseral at kerrie.iseral@ttu.edu or Dale Ganus at dale.ganus@ttu.edu.

MARILYN BELL - PAYROLL DEPARTMENT

End of Year Issues and Tax Information

Payroll Deadlines

Because of the holidays the December payroll deadlines have been moved up substantially. Please consult payroll schedules closely to insure that all employees are paid. The accelerated biweekly deadlines can be found at www.payroll.ttu.edu under "Pay Schedule". December monthly paperwork for checks dated January 2, 2006 should already be in the Personnel Records Office. Last minute adjustments and special pay items are due by December 13, 2005.

Hourly Graduate Students with Insurance Deductions

If hourly graduate students with insurance deductions will not be working during the Christmas holidays, they may need to adjust when they report some of their hours from the pay periods of 11/27-12/10 and 12/11-12/24. They will want to be sure they are submitting enough hours for payment on the insurance payrolls of December 21 and January 18 to insure sufficient gross pay on those payrolls to take the insurance premium deduction. For a more detailed explanation, see the September 2004 Administrators Group Minutes at www.depts.ttu.edu/personnel/hragm.aspx.

Cancellation of Unearned Salary Payments

Use extreme caution when projecting December hourly payrolls. Delay reporting any hours you are not reasonably certain will actually be worked or covered by accrued leave. Under-projected hours can be submitted for payment in January after the work is done. **It is imperative that the Payroll Department be notified immediately of any unearned payments for both biweekly and monthly paid employees**, so that checks can be cancelled prior to the holidays. W-2 records and tax remittances must be adjusted in December so that W-2 forms can be available in January. Your help will be greatly appreciated.

Distribution of Payroll Checks During the Holidays

The last biweekly payday of the year is December 21. Checks cannot be released before payday. They will be available on December 21 through 23, 2005. The Payroll Department will be closed from December 24 through January 1, and checks will not be available during that time period. **Please notify your hourly employees.** Regular hours will resume on January 2, 2006 which is the monthly pay day. Employees wishing to have checks mailed during the holidays must leave a mailing request and stamped, self-addressed envelope with the Payroll Department by December 14, 2005.

2006 Tax Changes

Effective January 1, 2006 the earnings base for the old-age, survivors, and disability portion of the social security tax (FICA) increases from \$90,000 to \$94,200. The rate remains 6.2%. All earnings remain subject to the 1.45% Medicare portion of the social security tax. The standard limit for contributions to a Tax Sheltered Annuity increases to \$15,000. The limitation for defined contribution plans under section 415(c)(1)(A), which includes Optional Retirement and Tax Sheltered Annuity contributions, increases to \$44,000.

W2 Forms

W2 Forms will be available in the Payroll Department starting January 2, 2006. Departments wishing to pick up W2's for active employees in their department can submit a list of employees to the Payroll Department, MS 1092, or FAX 742-1589.

List must:

- Be on department letterhead
- Be signed by department head
- Include name and phone # of person authorized to pick up forms when notified
- Be in alphabetical order by last name
- Include employee mailing address
- Include employee social security number

Please do not include names of employees who wish to pick up their forms personally. It is frustrating for them to come to Payroll and find we do not have the form because their department requested it be pulled without their knowledge. It is also time consuming to search for forms on the department list that have already been picked up by the individual employee.

Lists will be pulled in the order received and the department will be notified when the forms are ready. Please do not bring your list to Payroll office and expect it to be pulled while you wait, as work load will not permit this.

W2 forms not picked up will be bundled for mailing on January 20, 2006 and mailed by January 31, 2006.

JIM BROWN - PERSONNEL DEPARTMENT

Spring Turnaround Documents

The spring turnaround documents that were distributed in November are due by 12/16/2005. You are encouraged to return the turnaround documents on the employees you know are coming back to work in January as quickly as possible. Please do not wait to return the whole set at one time. Terminating PAF's need to be submitted for the employees who you know will not be returning to work. The database information contained in the TechHRIS system on employees affects many different work areas on campus and it is imperative that the information be kept up-to-date.

2006 Timekeeping Forms

The 2006 Application for Leave form (for Exempt employees) and Report of Hours Worked form (for Non-exempt employees) are now available on the "Forms & Procedures" page of the Personnel website at www.personnel.ttu.edu.

2006 Summer School NOBS

The 2006 Summer School NOBS were mailed on November 30th. Please check them carefully and if you have questions or problems, please contact the Personnel Records office at 742-3851, option #3.

Personal Annual Statement of Benefits

The Employees Retirement System of Texas (ERS) recently mailed out the Personal Annual Statement of Benefits to Higher Education participants. This statement basically provides the current status on your insurance coverages and should include any changes you made during Summer Enrollment.

Graduate Student Status Changes

If you have Graduate Student Employees whose job duties have changed during the Semester and they no longer qualify for their current job classification, you will need to complete a new PAF to appoint them in the appropriate job classification. If the new classification is a Teaching Assistant, Graduate Part-Time Instructor, or Research Assistant, you will need to complete the appropriate Graduate Student Employee Certification Form and attach it to the PAF.

Certification Forms and Instructions can be found on the Forms & Procedures page of the Personnel website (www.personnel.ttu.edu).

Employee Transfers Between TTU & HSC or HSC & TTU

If you have employees who are transferring between institutions, please let them know that they need to visit their respective TTU Personnel Benefits Office or HSC HR Benefits Office, because their insurance benefits do not transfer and there are benefits processing issues that have to be addressed. They should also enroll in a Benefits Orientation session.