Compensatory Leave Time

Compensatory Leave Time (Comp Time) is paid to TTU and TTUS staff employees in a full-time non-exempt (semi-monthly paid) employee class when the number of hours worked in the FLSA workweek (Sunday – Saturday) exceeds 40 hours of physical work time. All hours worked during the workweek will be paid out at the regular rate and employee accrues the ½ time portion as compensatory leave time.

The accrual period for comp time ends on March 31. All balances remaining following the March 31 pay period end date must be used on the April 1-15 pay period, or any remaining balance s will be paid out to the employee as a lump sum payment of unused compensatory leave time on their April 25th paycheck. Employees are encouraged to use any compensatory leave balances before the end of the March 31 pay period.

HR207 – Estimated Comp Time Expense Report

The HR207 report is to be used to determine if any of your employees are eligible for comp time. This report shows the estimated expense by FOP for the current comp time leave balance and rate of pay. The report can be executed by Orgn or by FOP.

A modified screen shot of the report is shown below. The person details (Home Org, R#, Employee Name, Employee Email, Supervisor Name and Supervisor Email) have been removed from the report for privacy purposes. Shown below are the FOAP supporting the expense, followed by percent of employee pay assigned to it. Comp time details along with the estimated expense follow. All applicable fringes will be charged in addition to the salary.

Fund	Organization	Account	Program	FOAP Percent	Begin Balance	Accrued	Taken	Total Available Comp TIme Hours	Pay Rate	Amount Due	Estimated Expense
11A006	B54000	6A2508	400	0.6048	2.25	1.25	0.00	3.50	21.020000	73.57	44.50
16H001	B54044	6A2508	400	0.6500	9.25	6.13	0.00	15.38	21.600000	332.21	215.94
16K004	B54000	6A2508	400	0.3500	9.25	6.13	0.00	15.38	21.600000	332.21	116.27
16K004	B54000	6A2501	400	1.0000	0.00	3.50	0.00	3.50	21.650000	75.77	75.77

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Property Inventory & Management

Accounting Services is actively looking forward to the completion of Property Inventory Certifications for FY23. As always, they are available to assist with any questions that you may have. Contact them at property.management@ttu.edu To assist you with this process, they are providing you with the details that follow.

FY23 Property Inventory Certifications
Property Inventory Certifications can be completed at any time during the year; however, they must be completed by June 30th of the fiscal year. It is time to start preparing for this task Inventory Notifications will begin going out on April 1st to organizations not certified. For directions and training videos on how to certify in the Property Inventory, refer to the Property Inventory System Help page on the Accounting Services website.

Property Inventory System Help

- Property Inventory System Guide
- Assigning Custodian and Delegates
- Property Certification Checklist
- Property Inventory Roles Quick Reference
- Property Inventory - Annual Certification (Video)
- Property Inventory - Reviewing Reports (Video)
- Property Inventory - Updating Data in the Property Inventory System (Video)
- Property Inventory - Property Transfers

FY23 Physical Inventory Reviews

Property Management plans to complete physical inventory reviews scheduled for FY23 from October through April. Applicable departments will be contacted to schedule review and will need to plan for escorts into restricted areas such as labs where applicable. Your assistance with this will be appreciated.

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New Asset Tags

Accounting Services has new asset tags! They are more flexible, durable, easier to adhere to assets, and include the following:

- Tag with an inventory number and a bar code
- Tag for assets where title vests with the Federal Government
- Tag to ID equipment belonging to TTU that is not assigned an inventory number

Tags with an inventory number and bar code are assigned once an asset is invoiced, paid, and marked received in TechBuy. Please attach tags on the asset in an accessible location for bar code scanning and update the location and serial number in the Property Inventory System. Assets should be assigned to the department using the asset, regardless of funding source, so please transfer as needed in the Property Inventory System.

Property Forms

- Stolen Property Form
- Missing or Damaged Property Form
- Temporary Use of Property Authorization
- Discovered or Donated Equipment Form
- Fabrication of Equipment Authorization Form
- Request to Transfer Equipment To Another Agency/Institution
- Out of State or Private Institution Incoming Transfer
- Interagency Property Transfer Request

Refer to The Property Forms page on the Accounting Services Website

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Property Surplus

It is important that you remember to transfer any asset with an inventory tag out of your department inventory in the Property Inventory System when requesting a pickup from Property Surplus or EHS. Additionally, here are some other helpful tips for certain surplus items for reference:

- **Assets with hazardous material (whether tagged or untagged):** Visit EHS website and contact EHS for guidance and pickup at safety@ttu.edu
- **Assets with TTU data stored on them:** Department IT must wipe hard drive before sending to Property Surplus or request Property Surplus to shred hard drive or visit TTU IT Division for Raider PC Mart options
- **Vehicles:** Contact Fleet Management at fleet.management@ttu.edu and Surplus at property.surplus@ttu.edu
- **Old, outdated, broken and unused assets:**
  - Tagged items must be sent to Property Surplus
  - Untagged items not covered above:
    - May throw away office supplies and damaged computer accessories such as mouse and keyboard
    - Contact Surplus for guidance on all other equipment

For more details, please visit the Property Surplus website.

Raider PC Mart: Recycle Computer Equipment

Created by the TTU IT Division, Raider PC Mart is a voluntary online communication system designed to facilitate the exchange of computing equipment among TTU departments. It allows departments to electronically connect with other departments that may be interested in the outgoing equipment before the equipment is transferred to Property Surplus.

As with any equipment transfer, all TTU Operating Policies and Procedures apply. Links to the relevant policies are found on the Raider PC Mart homepage

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FI106 – Valid FOP Report

Where can I get a list of my FOPs? This is a common question that we get frequently at DMFR. The answer to this question is the FI106 – Valid FOP Report. This report does not provide any financial data but does provide a list of FOPs based on the entries on the parameter page.

The parameter options include:

Required:
- Chart
- Report Type – Non-Grant Funds, Grant Funds, or both
- As of Date

Optional:
- Fund Category
- Fund Class
- Fund
- Fund Manager
- Organization Area
- Organization Section
- Organization
- Organization Manager
- Program

Report: FI106

Texas Tech University
Valid FOP Report

Active Date: Nov 15, 2022
Fund Type: Use Both Grant and Non-Grant Funds
Orgn Area: B53 - College of Arts and Sciences

Grant Funds

Fund	Fund Title	Orgn	Orgn Title	Prog	Prog Title	Fund Manager ID	Fund Manager Name	Orgn Manager ID	Orgn Manager Name
11M107	Match for 211773 Public Health Gran	B53814	PI Steven M Presley	300	Public Service Expense	R00514114	Sloan, Noel A.	R00903177	Presley, Steven M.
11M177	Match for 211845	B53A35	PI Andrew Rose	100	Instruction Expense	R00514114	Sloan, Noel A.	R10447791	Rose, Andrew
11M178	Match 4 for 211845	B53A35	PI Andrew Rose	100	Instruction Expense	R00514114	Sloan, Noel A.	R10447791	Rose, Andrew
11M183	Match for 212066	B13041	PI Amy Mondt	200	Research Expense	R00514114	Sloan, Noel A.	R00528518	Mondt, Amy K.
11M202	Match for Year 2 211853	B53A35	PI Andrew Rose	100	Instruction Expense	R00514114	Sloan, Noel A.	R10447791	Rose, Andrew

Non-Grant Funds

Fund	Fund Title	Orgn	Orgn Title	Prog	Prog Title	Fund Manager ID	Fund Manager Name	Orgn Manager ID	Orgn Manager Name
16F024	Department of English MMC WACO	B53008	English	100	Instruction Expense	R00515298	Wenthe, William J.	R00515298	Wenthe, William J.
16G003	Vietnam Center Symposium Conf Fund	B53020	The Vietnam Center	300	Public Service Expense	R00886146	Maxner, Stephen F.	R00886146	Maxner, Stephen F.
16G018	Physics Workshop	B53016	Physics	300	Public Service Expense	R00517341	Lee, Sungwon	R00517341	Lee, Sungwon
16G022	Ctr for Public Srvcs Service Acct	B53252	Political Science Chair	100	Instruction Expense	R00910013	Nokken, Timothy	R00910013	Nokken, Timothy
16G022	Ctr for Public Srvcs Service Acct	B53252	Political Science Chair	300	Public Service Expense	R00910013	Nokken, Timothy	R00910013	Nokken, Timothy
16G023	Comparative Literature Symposia	B53098	Charles A Grair	300	Public Service Expense	R00514769	Grair, Charles A.	R00514769	Grair, Charles A.

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FI004S – Revenue Expense Budget by FOP Summary

This budget report provides an overview of the Additions and Reductions for all FOPs associated with the parameters entered. With the tree prompt provided, this report offers the flexibility to be executed at various levels of a Fund or an Organization. It displays a summary view of the budget and has an active link that allows drill through to the FI002 – Revenue Expense Budget by FOP if details are needed at the Budget Pool Level.

This report is found in Cognos > TTU Finance > Departmental Users > Budget Reports > FI004S – Revenue Expense Budget by FOP Summary

Required parameters include Chart of Accounts, Fiscal Year to begin and end the report, and Fiscal Period.

Optional parameters are Fund at desired hierarchical level, Organization at desired hierarchical level and Program.

The report output is shown below. The report is sectioned into Additions and Expenses. The Additions section shows all FOPs budgeted to have revenue and the status based on the time frame entered on the parameter page. The Reduction section shows the status of all FOPs budgeted for expenses, based on the parameters entered. The FOP in the first column is an active link to the FI002- Revenue Expense Budget by FOP report should details be desired. The parameters are passed to the report, so all the user needs to do on the FI002 is select Finish once parameter page displays.

Additions

Additions — Drill to FI002 Report for detail

FOP	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrances	Rev/Exp Total	Fav/ (Unfav)
12C030-B52000-100	0.00	7,000.00	7,000.00	0.00	0.00	0.00	(7,000.00)
12C032-B52000-400	0.00	10,000.00	10,000.00	0.00	0.00	0.00	(10,000.00)
15G022-B52000-800	0.00	0.00	0.00	243.00	0.00	243.00	243.00
16A410-B52000-100	102,464.00	19,361.07	121,825.07	51,232.00	0.00	51,232.00	(51,833.00)
16B011-B52000-400	6,803.00	7,961.40	14,764.40	3,401.50	0.00	3,401.50	(7,323.50)

Reductions

Reductions — Drill to FI002 Report for detail

FOP	Budget Original	Budget Adjustment	Budget Current	Rev/Exp Actual	Expense Encumbrances	Rev/Exp Total	Fav/ (Unfav)
11A006-B52000-100	328,376.00	0.00	328,376.00	53,565.77	268,470.97	322,036.74	6,339.26
11A006-B52000-400	452,711.00	0.00	452,711.00	75,160.39	372,049.66	447,210.05	5,500.95
12A001-B52000-400	91,280.00	0.00	91,280.00	14,895.66	72,004.41	86,900.07	4,379.93
12C030-B52000-100	7,000.00	0.00	7,000.00	1,002.00	7,483.53	8,485.53	(1,485.53)
16A050-B52000-100	10,028.00	2,667.93	12,695.93	1,661.01	10,065.42	11,726.43	969.50
16A050-B52000-400	643,537.00	49,798.88	693,335.88	111,655.88	469,130.06	580,785.94	112,549.94

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FI137 – Open Encumbrance Report

Have you reviewed your open encumbrances recently? Managing encumbrances is an essential function of sound financial management. This report is used to assist with that and should be rendered monthly. The report output allows review of open encumbrances and supports decisions as to the action that needs to be taken, if any.

Parameters:

Required: These are pre-populated: Chart of Accounts, Beginning and Ending Fiscal Year.

Optional: Use only those needed to receive desired data
- Vendor R# - to view open purchase orders by vendor, or leave blank
- Doc Reference Number – enter the trip number from the travel system to view specific travel encumbrances, or leave blank
- Encumbrance Number – enter a purchase order number, or leave blank
- Termination Date – enter grant end date, or leave blank
- Fund Class – select desired fund class, or leave blank
- Fund Code - enter desired code(s), or leave blank
- Select Fund Status – choose from drop down
- Organization Code – enter one or more code(s) or leave blank
- Account Code – enter desired code, or leave blank
- Tree Prompt – supports various levels of organization hierarchy

The first column provides the encumbrance number. Those starting with EV are an encumbrance from the Travel System, those with a P0 were created with the TechBuy System. All encumbrances that are open when the fiscal year ends, roll forward to the new fiscal year. The Established Date column shows when each encumbrance was created. The encumbrances highlighted in yellow would warrant review. The first 3 were created in the previous fiscal year, and the fourth one was created in September and has a small balance remaining. Encumbrances with a balance of $25 or less are closed automatically, while one over $25 requires closure by the organization that created it.

Encumbrance Number	Established Date	Document Reference Number	Vendor Name	Encumbrance	Liquidations	Balance	Fund	Orgn	Acct	Prog
EV332589	11/16/22	2306268	Chansky, Dorothy A.	1,746.10	0.00	1,746.10	16K012	B62003	7B1999	100
Total for EV332589				1,746.10	0.00	1,746.10				
P0881922	6/15/21			513.85	(473.96)	39.89	16D165	B62003	7B7006	100
Total for P0881922				513.85	(473.96)	39.89				
P0932671	1/21/22			220.80	0.00	220.80	16A050	B62003	7B5005	100
Total for P0932671				220.80	0.00	220.80				
P0977592	8/11/22			679.32	(112.32)	567.00	16D423	B62003	7C0132	100
Total for P0977592				679.32	(112.32)	567.00				
P0980913	8/21/22		Ricoh USA Inc	2,641.56	(660.39)	1,981.17	16A050	B62003	7G0013	100
Total for P0980913				2,641.56	(660.39)	1,981.17				
P0987958	9/12/22		Firetrol Protection Systems Inc	2,716.00	(2,681.00)	35.00	24G314	B62003	7C0132	400
Total for P0987958				2,716.00	(2,681.00)	35.00				
P0994373	10/6/22		Enterprise Rent A Car of Texas	289.40	0.00	289.40	16D423	B62003	7B7005	100
Total for P0994373				289.40	0.00	289.40				
P1000922	11/3/22		Bell Travel Services Inc	358.60	(358.60)	0.00	16K012	B62003	7B7005	100
Total for P1000922				358.60	(358.60)	0.00				

(Annotations on report: "Trip number from travel system" pointing to Document Reference Number column; "Vendor Name missing, indicates a prior year encumbrance")

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Accounting Services Contacts

When you need help with understanding how your Fund can be used, Accounting Services is the department that you need to reach out to. Each Fund is assigned an accountant and they understand the ins and outs of the Fund.

There is a new application available for campus to use to contact the right person in Accounting Services. It is accessed via A&F Work Tools tab of Raiderlink, in the Finance Channel > Accounting Services Contacts.
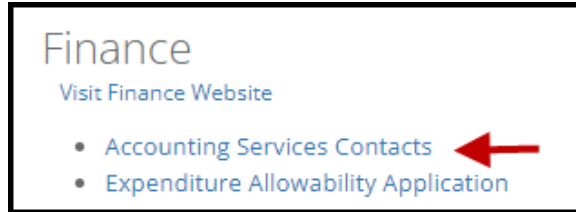
Enter the college, department or first three characters of the organization code in the field provided, then select the desired department as shown below.
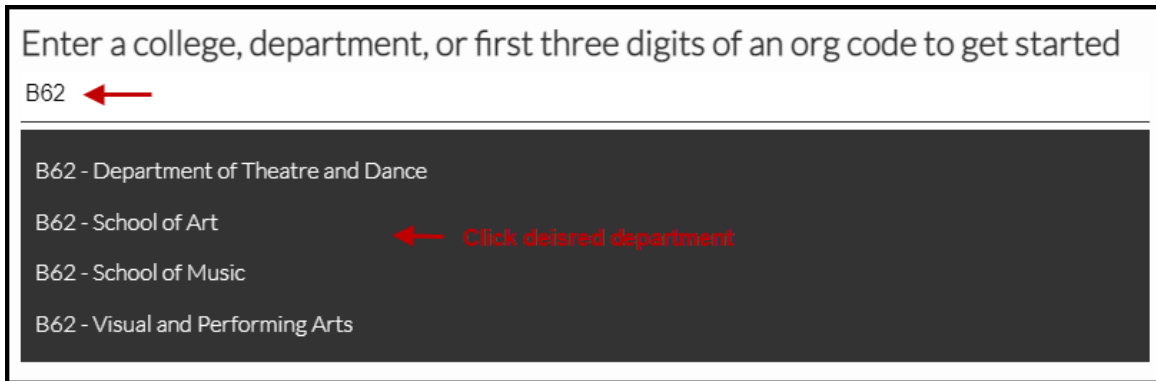
This opens you to the various Fund Types and provides further search options to determine who your specialist is. Choose from State Funds, Sponsored Funds, Plant Funds, Local Funds, and links to additional assistance. There is also a link to the Budget Analyst from this application as well.
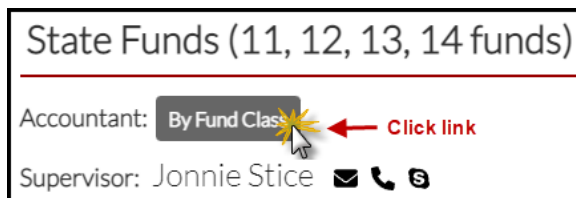
The Accountants are assigned by Fund Class. Find your Fund Class in the first column, as you scroll over the names, there is a popup that allows calling, emailing, or IM'ing that person.

FUND CLASS	FUND NAME	ACCOUNTANT	MANAGER	DIRECTOR
11A	E&G Appropriations	Susan Matchett	Jonnie Stice	Cristy Jones
11M	E&G Matching Funds	Ashley Whisenant	Project Manager	Sarah Cody

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Useful HR Reports for Spring

As we move into the Spring Semester, it is important to review your faculty, staff, and student assignments. Two that you will find useful are:

- **HR121 – Current & Future Appointment Report**
- **HR009 – Salary Roster by Organization**

HR 121 – Current & Future Appointment Report. This report is used to view both current and future appointments for employees. It can be executed for a single employee or for all employees assigned to a particular Organization at both the Home and Position Org levels. It is necessary to ensure that all employees are appointed correctly at the start of the new semester.

Within the report you can view:

•Employee Information – Review status, E Class, Home Organization.

•Job Information – Ensure employee is assigned to correct Position and job type, along with FTE, hourly pay rate and factor and pays for each position.

•Earnings Information - Review earn codes by position including hours and units.

•Job Labor Distribution Information – Ensure position is supported by appropriate FOAP with the desired percentage of pay and annual salary.

Should you find someone who is no longer active with your department, consider if their job needs to be ended or if they should be terminated. Remember that your department will continue to pay for fringes for those who are benefits eligible if they show to be an active employee, whether they are working or not.

HR141 – Longevity and Vacation Next Increase Report. This is used to view those employees whose longevity pay, or vacation hours will be increasing during the current fiscal year. The information provided allows you to budget these expenses to the end of the year more accurately. This report may be executed by Home Department, Employee R# or Name.

Both reports are found in Cognos > Team Content> Human Resources > Departmental Users > Employee Appointment Reports

DMFR provides monthly classes on both Payroll and Employee Appointment Reports. Registration is via Cornerstone. Access to HR Reports is granted by the Financial Manager of the Organization by using our signature authority system, TeamApp.

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DMFR is Adding to Our Team

Are you looking for a position where you can use your full set of skills while gaining new ones? Where you receive all the support you need to be successful? If so, we would welcome your resume'.

We have an opening for a Programmer Analyst III. Your role would be to develop, test, analyze, and maintain software applications in support of business requirement. In addition, you would research, design, document, and modify software specifications throughout the production life cycle.

This position requires the following knowledge, skills, and abilities:

- Intermediate to advanced experience with SQL.
- Intermediate to advanced experience with analytical platforms such as Cognos, Tableau, Power BI.
- Exercise judgment based on an understanding of organizational policies and activities
- Plan and organize effectively, prioritize goals, use time efficiently, and stay on task.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective work relationships.
- Advance level analytical and design skills, including process description, logic, problem diagnostics, and problem solving.
- Advanced level understanding of programming languages, syntax structures, and data management techniques.
- Advanced level understanding of database design and development concepts and standards.
- Training in computer programming through education or experience.

Required Qualification:

Bachelor's degree with coursework in computer science, MIS, IT, or other related area plus three (3) years related full-time paid experience OR a combination of related education and/or experience.

Bonus!! You will be welcomed to an office where teamwork is encouraged, accomplishments are celebrated, and any support you need to succeed is provided.

To apply for this position, access workattexastech or reach out to DMFR at 806-742-7070.

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