

ADMINISTRATORS GROUP MEETING MINUTES

March 4, 2010

NEXT MEETING:

Please Note !!

The next Administrators Group meeting is scheduled for **Thursday**, April 1, 2010 in the Student Union Matador Room. The agenda will be sent at a later date.

JIM BROWN – ANNOUNCEMENTS

Spring Break Holiday

University offices will be closed to observe the Spring Break holiday on Friday, March 19, 2010.

Length of Service Awards

The annual Length of Service Awards Program will be held at 3:00 p.m. on Wednesday, March 10, 2010, in the Red Raider Ballroom of the Student Union Building. Employees celebrating service anniversaries 15 years and above in 5 year increments will be presented their pins during a Texas Tech University-wide ceremony and reception. Departments may pickup pins for their employees with 5 and 10 years of service from Ann Bell with Human Resource Services in Drane Hall, Room 160.

Holiday Schedule for FY 2010 - 2011

The University's holiday schedule for FY 2010 - 2011 has been posted on the Human Resource Services website at <http://www.depts.ttu.edu/hradministration/hrservices/>.

JIM BROWN - HUMAN RESOURCE SERVICES

Banner 8 Upgrade Due Dates & Information

The Banner enterprise software will be upgraded from version 7 to version 8 in March. This upgrade will provide functional and technology enhancements; however it will require Banner and associated applications to be **UNAVAILABLE** from **Thursday, March 11, 2010** through **Monday, March 15, 2010**.

- Normal services will resume Tuesday morning, **March 16, 2010**.
- Raiderlink portal will be operational in a limited capacity with links to the available sites.
 - Raiderlink unavailable services
 - Employee Tab
 - *My Tech Information*
 - Timesheet (Web Time Entry)
 - Leave Reports (Web Leave Reports)
 - Leave Balances
 - My Personal Information
 - My Employment Information
 - My Earnings Statement

- A&F Work Tools Tab
 - ePAF
 - Web Time Entry (WTE)
 - Budget Prep
 - TEAM App

Please note: **Blackboard (WebCT)** and **Cognos WILL** be available. The data for Cognos reports will be static as of Wednesday, March 10th, for the duration of the downtime. Refreshed (current) data will be available Wednesday, March 17th, after normal nightly processing on Tuesday, March 16th.

- **Due Dates**

- March 4, 2010
 - ePAF for Non-Exempt Pay Period March 1st - 15th
 - Multipurpose One Time Payment Forms for Non-Exempt Pay Period March 1st - 15th
 - Manual Check Requests - Payable date March 10, 2010
- March 10, 2010
 - Exempt leave reports for the month of February 2010
- March 1st - 15th timesheets are due by 6:00 pm CT on March 17, 2010
 - Please remind all student employees and any applicable non-exempt staff to submit their timesheets by the deadline

- **Other Transactions**

- The following transactions will be held during system down times
 - New position requests
 - Reclasses
 - Budget revisions
 - Labor distributions - Current, Future, Retro
 - Manual Check Requests received in Payroll Services after March 4th
 - ePAFs received in Human Resource Services after March 4th
 - Multipurpose One Time Payment Forms received in Human Resource Services after March 4th

NOEL SLOAN - FINANCIAL AFFAIRS

Stipend Payments

Stipend is a form of monetary payment. We need to define what type of payment is being made in order for it to be taxed correctly (and preferably not use the word “stipend”). Why is this important? IRS is launching 6000 audits (10% in tax-exempt area) on employment tax issues, including worker classification. Improper payment of “stipend” could result in employment taxes, penalties, and interest being owed.

From a tax perspective, a “stipend” typically falls into one of two types of payments: (1) compensation/wages/salary, or (2) scholarship. Please refer to the new decision tree/guidelines posted on the Tax webpage to assist in properly classifying the payment (www.depts.ttu.edu/taxcompliance/taxmanual/general). In general any payment for past, present or future services is compensation which should be processed through HR/Payroll. Any payment

given to a student to aid in the pursuit of their studies, with no requirement for services to be performed, is a scholarship which should be processed through the Scholarship Office.

Another area where the word “stipend” is commonly used on campus is “travel stipend”. The same analysis needs to be made to determine why the payment is being made. A business expense of the University would include travel; such as sending an employee to a conference or sending employees and students to an event to represent the University (for example, athletics and band traveling to the bowl game). A scholarship would include travel for a student with the purpose of aiding in the pursuit of their studies.

Scholarship payments may be taxable to the recipient. As we are currently in tax season, you may want to direct students to IRS Publication 970, which provides good information and a chart on which types of scholarships are taxable and nontaxable. Scholarships for travel, room, and board are taxable to the recipient. Under IRS Notice 87-31, TTU does not have to report or withhold on taxable scholarship payments paid to US citizens, permanent resident aliens, or resident aliens for tax purposes. However, we do have a tax reporting/withholding requirement on taxable scholarship payments made to nonresident aliens unless a tax treaty exemption applies. If your department is making scholarship payments for travel of an international student, please contact the Tax Office for assistance.

In 2010 we will be doing calendar quarter audits of W2/1099s. This means we will run a report of payments made to the same social security number which have been processed through both HR/Payroll and Procurement Service/Accounts Payable. This is an after-the-fact audit, but we will contact departments if a correction in the way the payment was processed needs to be made, including covering any applicable employment tax that may be due. Please feel free to contact either the Tax Office or the Payroll Office if you have any questions before the payment is made so that we can assist you.

BECKY GREEN - EMPLOYEE RELATIONS & HR RESEARCH

New Staff Performance Evaluation-Development Form

A standardized performance evaluation process has been developed for all Texas Tech University staff performance evaluations. The new process includes:

- Standardized form
- Standardized evaluation period
 - May 1st - April 30th of each year
 - This year’s evaluation period will be June 1 through April 30
- Standardized evaluation form due to Human Resource Services
 - May 31st of each year

All staff performance evaluations received in Human Resource Services with signature dates after March 1, 2010 must be on the new form.

The new standardized process is required for all staff performance evaluations. Upon request, Human Resources will provide informational meetings to be held at individual colleges or divisions; to present an overview of the new form and to assist supervisors in the process and procedures of conducting staff performance evaluations. To set up a time, please contact Otto Ratheal or Kerry Billingsley with Quality Services & Professional Development at 742-0530.

The forms and Supervisor's Guide to Performance Management are posted on the Human Resource Services website at

<http://www.depts.ttu.edu/hradministration/relations&research/workplaceIssues.asp>

Any questions regarding the staff performance evaluation process may be submitted to Becky Green, Employee Relations & HR Research at 742-3851, Ext. 240 or becky.green@ttu.edu.

LEN MARKHAM - STAFF SENATE ELECTIONS CHAIRMAN

Staff Senate Spring Elections

If students are the body, faculty the brains, then staff is definitely the heart of Texas Tech University. Having a strong heart sustains the pulse rate of TTU and the Staff Senate looks forward to your representation, ideas, and talents. Come join the Staff Senate and have your voice heard - it works for you too!

Those interested in running for a position as a Staff Senator may nominate themselves or be nominated by others. Senators meet once monthly at a general meeting (approximately two hours in length) and Senators are encouraged to serve on at least one committee.

Nominations for 2010-2011 - March 8 - 31, 2010

Positions Needed For 2010-2011

EEO	Number
Administrative/Management	9 Senators
Professional	8 Senators
Clerical	5 Senators
Technical	5 Senators
Crafts	1 Senator
Services	6 Senators

Nominations may be made on the Staff Senate website at <http://www.depts.ttu.edu/staffsenate>. Look for information on TechAnnounce starting Monday, March 8, 2010

BABAR KHAN - PAYROLL SERVICES

Raiderlink Information

Based on the number of emails and phone calls being received by Payroll Services, it appears there are numerous people on campus not familiar with the information/options available to them via the TTU Employee's Tab in the Raiderlink Portal. Please let the employees in your departments/divisions know about this information and encourage them to take advantage of the options available to them on Raiderlink.

Important information on Raiderlink can be found by logging into the Raiderlink Portal

The website link for TTU and TTUSA employees is <http://raiderlink.ttu.edu> and select TTU Employee's Tab.

To View and Print Earnings Statements

Within the “My Texas Tech Information” box

- Select *My Earnings Statement*
- Select *My Earnings Statements*
- Select *Year and Display*
- Select specific Earnings Statement to review. The employee’s Tech ID or R# can also be found next to their name on their *Earnings Statement Detail*.

Additionally, within the “My Texas Tech Information” box, by choosing *My Personal Information* or *My Employment Information* the employee will have access to many other self information/service areas. Below are a few examples of the information the employee will be able to access:

My Employment Information	My Personal Information
Pay Information: Direct Deposit Allocation & Bank Earnings & Deductions History Pay Stubs	View Addresses and Phones
Tax Forms: W-2 Wage & Tax Statement W-4 Tax Exemptions/Allowances	Update Addresses and Phones
Jobs Summary: List of current/past jobs with job titles and rates of pay	Update Emergency Contacts
My Time Sheet	Name Change Information
My Leave Report	Preferred First Name
Leave Balances	