

Buff Business – End of Year

To: All

From: Business Office

Date: July 15, 2022

Thank you everyone for a great Buff Business turnout!

All presentations have been combined into one PDF document, which is now available on the Business Office webpages under *Staff Resources*. Attendees have opportunity to ask questions after each presentation. If you have questions, please do not hesitate to contact departments.

University Police Department: (806) 651-2300

Civilian Response to Active Shooter Events

Thank you, Chief Burns, for the training on Active Shooter Events. We highly recommend reviewing the ALERRT video shared: <https://www.youtube.com/watch?v=j0lt68YxLQQ>. If you or your department would like additional training; such as, Stop the Bleed course, please contact [Chief Shawn Burns](#). Reminder to sign up for SafeZone.

Business Office: (806) 651-2080

New Webpages & Resource Guide

The Business Office has completed the resource guide and is now available. Visit our all new [WT webpages](#), which now feature a dedicated [Staff & Faculty](#) resource page.

Deadlines

7/15/22	State account (10 accounts) corrections and adjustments must be completed
8/12/22	FY22 Payroll Cost Transfers (PCT) due at noon
8/16/22	Pro-card & CBA card adjustments submitted by noon
8/19/22	IC correction requests due
8/22/22	Budget Adjustments-must have all signatures and approvals completed and submitted to Budget Office by this date
8/25/22	Pro-card & CBA card allocations due at noon
8/26/22	Account corrections must be submitted to corrections@wtamu.edu for FY22 processing

Corrections / Submitting a CRF

Completed Corrections Fund Transfer Request Forms (CRF) or questions, please send to corrections@wtamu.edu. CRFs can be found on WT Access, the Business Office website or the Business & Finance Resource Guide.

Budget & Reporting: (806) 651-2095

New Employee

Kylene Smith joins the Budget Office team, and may be reached at ksmith@wtamu.edu or extension 2946.

Deadline & Info

Budget adjustment request forms must be turned in by August 22, 2022. Reconciliations, budgets in the negative will start new fiscal year with less funds.

Human Resources: (806) 651-2114

New Employee

Shelby Ford joins HR as the new onboarding personnel. She can be reached at sford@wtamu.edu or extension 2115.

Pay Equity, Open Enrollment & More

- Employees holding a second job (this includes self-employment) must inform HR by completing an [External Employment Application and Approval Form](#) annually. Student employees must also complete this form *if* the second job is held by a state agency.
- Open enrollment ends on July 31, 2022. Upcoming online webinars on July 20th & 27th 8 am.
- [7/20/22 – Webex Link](#) | Webinar number: 2592 599 3318 | Password: benefits
Join by phone: 855-282-6330 | Access Code: 259 259 93318
- [7/27/22 – Webex Link](#) | Webinar number: 2598 361 2940 | Password: benefits
Join by phone: 855-282-6330 | Access Code: 259 836 12940

Travel: (806) 651-2090

New Travel Cards

Individually-billed travel cards will be transitioning to centrally-billed travel cards in the near future. Keep an eye out for Travel updates via email next month for more details and information on training.

Facilities: (806) 651-2133

SSC – New Leadership Structure

[Mark Powell](#) has joined SSC as the Unit Director over WT campuses, can be reached at extension 2139. Ricardo Machado oversees facility services. Tadhi Hayes manages all projects across WT.

Thank you,



Todd McNeill
Associate Vice President of Finance & Controller
Business Office

Meeting Overview

1. Introductions
2. Presentations from following departments:
 - University Police Department
 - Business Office
 - Budget Office
 - Human Resources
 - Facilities
 - Travel
3. Shout-Outs: Praises
4. Questions & Answers with departments

UNIVERSITY
POLICE
DEPARTMENT



Civilian Response to Active Shooter Events



Video Presentation

Avoid, Deny, Defend

<https://www.youtube.com/watch?v=j0It68YxLQQ>

Avoid

- Leave ASAP
- Know your exits
- Call 911



Avoid

- Consider Secondary Exits



Deny

- Lock the door
- Lights out
- Out of sight



Deny

- Barricade
 - Heavier = Better
 - More = Better
 - Doorstops = Better?



Deny

- Outward opening
 - Ropes
 - Tactical Cinch



Defend

- Positioning
- Grab the gun
- Fight



You are not helpless

What you do matters

Priority of Work

- Stop the Killing
- Stop the Dying
- Evacuate the Area



When the Police Arrive

- Follow commands
- Show your palms
- Do not move



Medical

- EMS Delay
- People Need Help
- Seek training
- C-TECC.org



Sign up for SafeZone

Questions?

BUSINESS OFFICE

WTTM

All New Webpages!

Wtamu.edu/
businessoffice

WELCOME TO THE BUSINESS OFFICE

The Business Office provides a wide variety of services for everyone connected to the university. Our staff members are available to assist by phone, email or in-person.

Office Hours
Monday - Friday 8am - 5pm
Old Main, RM 104

Contact
(806) 651-2080
bo@wtamu.edu



PAYMENTS Make an Online Payment Options	REFUNDS Where's my refund? Learn More	HOLDS "Hold" on my account Learn More	PAYMENT OPTIONS Going to miss the payment deadline? Options
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Student Resources

New Student Information	Drop and Withdrawal Deadlines
Payment Deadlines	Military/ACE/Sponsorships
Emergency Loans & Payment Plan	Tax Information

Resources For

Staff & Faculty	Parents & Family
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In This Section

Working with the Business Office

The Accounting and Business Office works with staff and faculty to process and understand a wide range of required University tasks. Our office staff is available for persons seeking further assistance.

Faculty & Staff Questions:

corrections@wtamu.edu

All email will be forwarded to the appropriate personnel.

Resources and Forms:

- [Account Changes / Corrections](#)
- [Business Services - 2022](#)
- [Departmental Fiscal Procedure Handbook](#)
- [Departmental Transmittal Spreadsheet](#)

[Business & Finance Resource Guide](#) | [CLICK HERE](#) | Reference occasionally for updates.

Accounts Payable Information	+
Business Office Deposits	+
Charts of Accounts	+
Direct Deposit Information	+

Business & Finance

Resource Guide

Reference or Save a Copy:

- 1. Business Office webpage under Staff & Faculty resource page.
- 2. WT Access > Resources > Business Office

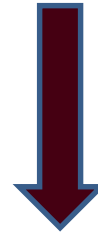
- Amendments and additions will be updated annually. Submit guide corrections to bo@wtamu.edu.

Accounts beginning with “10-”



STATE ACCOUNTS

Adjustments and corrections must be completed by



JULY 15, 2022

Adjustments and corrections must be completed by



DEADLINE	ITEM
08/12/22	FY22 Payroll Cost Transfers (PCT) by NOON
08/16/22	Pro-card & CBA card adjustments submitted by NOON
08/19/22	IC correction requests
08/22/22	Budget Adjustments submitted to Budget Office
08/25/22	Pro-card & CBA allocations due by NOON
08/26/22	Account corrections submitted for FY22 processing

Submitting Corrections, Correctly

- Complete a Corrections Fund Transfer Request Form (CRF) and email to corrections@wtamu.edu
- CRFs can be located by visiting the Business Office webpage under Staff & Faculty menu. The form can also be found on WT Access under Forms of the Business Office.

WEST TEXAS A&M UNIVERSITY™ Corrections Fund Transfer Request Form

This Corrections Form is required to initiate a change to account entries in Colleague.
 Please complete all *required sections of this form and submit with any supporting documentation to corrections@wtamu.edu. Please allow up to 10 business days for your request to be processed.

Date:	*
Requestor:	*
Phone Number:	*
Correction Justification:	*
Custodian Signature :	*
Section A: Please fill out for an <u>Expense Move</u>*	
Date Expense Posted:	
Amount:	
Account number and object code expense posted to:	
New/correcting account number:	
Section B: Please fill out for <u>Fund Transfer</u>*	
Account number: (moving funds from)	
Account name:	
Account number: (moving funds into)	
Account name:	
Amount:	
Section C: Please fill out to Charge another Department for Goods/Services (Previously an IDR)*	
Department purchasing goods/services:	
Account number to charge:	
Department providing goods/services:	
Account number receiving payment:	
Amount:	
Description of Goods/Services:	
Special Instructions:	

Quick Reference Scenarios:

- Are you trying to transfer funds to an account ending -60,-61,-62,-63?
 A Corrections form is not needed for this, but a Budget Adjustment Request form (https://apps.wtamu.edu/forms/budget_adjustment.php) IS required to increase budget accounts
- Corrections cannot move or change Procard Transactions. For any Procard transactions please contact Mickie Scantling, Procurement Card Manager, at procard@wtamu.edu
- Are you trying to correct an IC? (Telephone, print, postage, etc.) Please contact coordinating department that billed for the charge
- EP, PO and PUR IC please contact purchasing@wtamu.edu
- Making changes to a Grant Account (19)? Please email grantaccountant@wtamu.edu
- Reminder that funds cannot be transferred into State Accounts (10) from any other fund

BUDGET OFFICE



Budget Adjustments - Deadline

Budget adjustment request forms are
due by

AUGUST 22nd, 2022



HUMAN RESOURCES



EQUITY VS BUDGET

Why can't I pay my new hire
what is budgeted for this
position?



Equity
The quality of being
fair and impartial



Budget
An estimate of income
and expenditure for a
set period of time.

Compensation Plan

October 1, 2019

- ▶ Objective
 - ▶ Attract, retain and reward qualified and diverse workforce
 - ▶ Provide competitive base salaries
 - ▶ Be internally equitable and externally competitive
 - ▶ Foster fairness and objectivity
 - ▶ Align with the System's strategy and objectives, and
 - ▶ Adhere to statutory requirements



System Salary Structure and Pay Grades

- Each staff position has a TAMUS job description tied to it with minimum requirements and job duties.
- Each TAMUS job description is part of the pay structure and has a pay grade associated with it
- These pay grades are tied to a chart showing what the minimum, mid-point and maximum salary based on job responsibilities, requirements, complexity and market.
- System members have flexibility to hire within a salary range based on but not limited to their procedures, internal equity, market pressure, scope, skills, knowledge, experience and performance (if applicable).

Grade/ Range	Minimum Hourly	Midpoint Hourly	Maximum Hourly	Minimum Monthly	Midpoint Monthly	Maximum Monthly	Minimum Annual	Midpoint Annual	Maximum Annual
1	\$7.25	\$9.69	\$12.12	\$ 1,260.00	\$ 1,680.00	\$ 2,100.00	\$15,120	\$20,160	\$25,200
2	\$8.10	\$10.81	\$13.51	\$ 1,404.81	\$ 1,873.08	\$ 2,341.35	\$16,858	\$22,477	\$28,096
3	\$9.30	\$12.40	\$15.51	\$ 1,612.63	\$ 2,150.17	\$ 2,687.71	\$19,352	\$25,802	\$32,253
4	\$9.80	\$14.00	\$18.20	\$ 1,699.08	\$ 2,427.25	\$ 3,155.43	\$20,389	\$29,127	\$37,865
5	\$10.92	\$15.60	\$20.28	\$ 1,893.03	\$ 2,704.33	\$ 3,515.63	\$22,716	\$32,452	\$42,188
6	\$12.36	\$17.66	\$22.95	\$ 2,142.41	\$ 3,060.58	\$ 3,978.76	\$25,709	\$36,727	\$47,745
7	\$13.80	\$19.71	\$25.63	\$ 2,391.78	\$ 3,416.83	\$ 4,441.88	\$28,701	\$41,002	\$53,303
8	\$15.24	\$21.77	\$28.30	\$ 2,641.16	\$ 3,773.08	\$ 4,905.01	\$31,694	\$45,277	\$58,860
9	\$16.68	\$23.82	\$30.97	\$ 2,890.53	\$ 4,129.33	\$ 5,368.13	\$34,686	\$49,552	\$64,418
10	\$18.59	\$26.56	\$34.53	\$ 3,223.03	\$ 4,604.33	\$ 5,985.63	\$38,676	\$55,252	\$71,828
11	\$20.51	\$29.30	\$38.10	\$ 3,555.53	\$ 5,079.33	\$ 6,603.13	\$42,666	\$60,952	\$79,238

Determining Pay

Factors include equity and budget.

- ▶ Each position has a salary range
- ▶ Before an offer is made, all new hire starting salaries **must** be evaluated by Human Resources based on their relevant knowledge, skills, education and experience, as it relates to the minimally required knowledge, skills, education and experience of the job to which they are applying, using the salary range with the associated pay grade of the job.
- ▶ Other things to consider:
 - ▶ **Job Value** – Most jobs are assigned a pay grade, based on the job description and the analysis of industry pay rates for similar jobs. Additional consideration may be given for jobs with hard to find skills and/or the job's overall value to achieving the goals of the dept.
 - ▶ **Individual Value** – The value that the individual applicant brings to the job based on their relevant skills, education and experience. Less skilled, educated and experienced applicants should be paid lower in the range, while more skilled, educated and experienced applicants would be paid higher in the range, though seldom above mid.
 - ▶ **Internal Equity** – A review of salaries of current employees in similar jobs will be completed to ensure the internal equity. **This will be a significant factor when the salary of a new hire is being determined.**





When Can a New Employee Begin Working?

- Faculty/Staff Employees – Shelby Ford
 - Student Employees – Glendis Villasmil
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

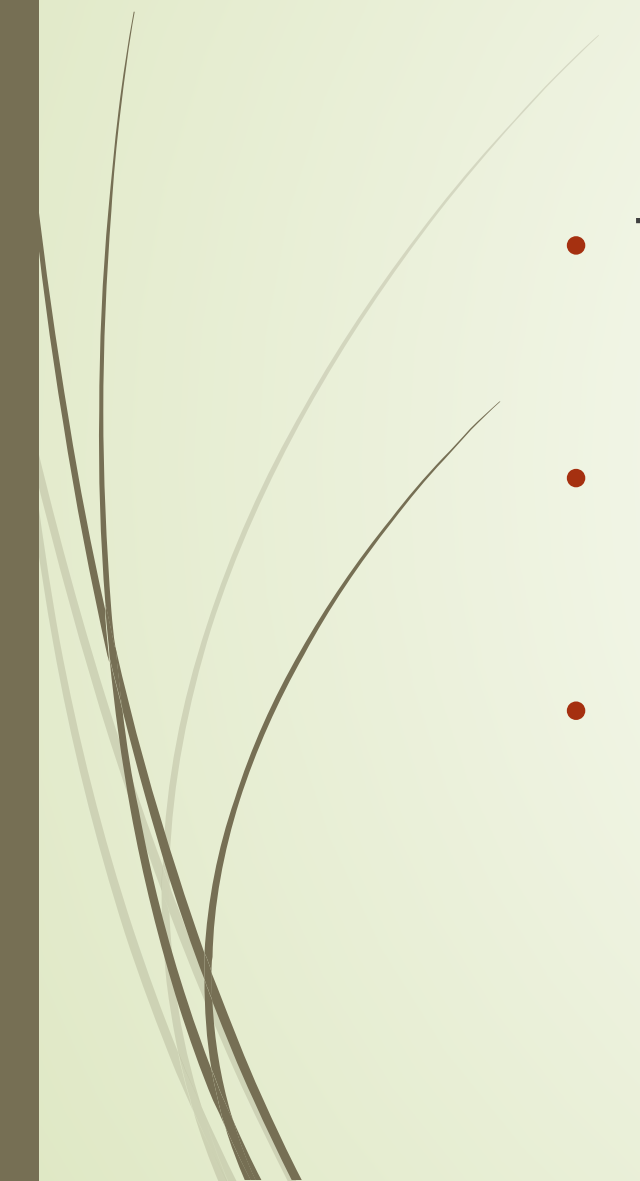
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Payroll Minute – Shannon Ham

- Training Time is Earned Time
 - Report Time as Worked
 - Payroll Cost Transfer Deadline
- 



Open Enrollment – Cason Waters

Important changes for FY22 Open Enrollment

- There will be no grace period to enroll or make changes after Open Enrollment closes July 31, 2022.
- No corrections can be made in the month of August before the effective date of September 1.
- Changes cannot be made after the first payroll deduction of the fiscal year as happened in previous years.
- Mailed documents must be postmarked by July 31st (online enrollment preferred).
- Enrollment is final as of August 1, 2022, please plan accordingly.

Reminders

- If you are an employee or retiree covering your grandchild as a dependent, you should recertify your dependent by submitting new documentation to HRConnect Legacy. Accepted grandchild documentation is a copy of the portion of your most recent income tax return that states you are claiming your grandchild as a dependent. You may redact (cross out) any financial information.
- If you would like to remain enrolled in a Flexible Spending Account, you must re-enroll every year.
- It is important to name a beneficiary for life insurance, and the fastest way for your beneficiary to obtain your benefit in the event it is needed. Open Enrollment is a good time to check your beneficiaries and ensure they are up to date.

TRAVEL

WTTM

Mileage Reimbursement Increase

- Effective *July 1 through December 31, 2022*, the maximum mileage reimbursement rate increased to 62.5 cents per mile [up from 58.5 cents].
 - An updated travel voucher and mileage log reflecting this increase are available on the WT Intranet <https://wtaccess.wtamu.edu/travel/>



Travel Card Transition Update

- A representative from CitiBank will be on Campus the week of July 25, 2022 to assist me in the transition from individually-billed travel cards to centrally-billed travel cards
- Once your individually-billed travel card is paid to a zero balance, you may pick-up the new CBA travel card issued in your name when it arrives in August
 - CBA travel card charges will be allocated instead of reimbursed on travel vouchers
 - Mileage reimbursements will still be processed on travel vouchers
 - CitiBank will come back to Campus in August to offer CitiManager training
 - I'll send an email out in August with more details and when training will be available



Please contact me for travel questions

- Jeff Mayo
 - 806-651-2090
 - travel@wtamu.edu
 - Old Main 116G

FACILITIES

Mark Powell

Unit Director

Mark.Powell@sscserv.com | 806-651-2139

Facilities

Ricardo Machado, Assistant Director of Facilities

Ricardo.Machado@sscserv.com | x2143

Gaby Rosales, Custodial Manager

Gaby.Rosales@sscserv.com | x5281

Lance Miller, Maintenance Supervisor

General Maintenance/ Electrical/ Transportation

Lance.Miller@sscserv.com | x2149

Ken Flatt, Maintenance Supervisor

Plumbing/ HVAC/ Roof

Kenneth.Flatt@sscserv.com | x5270

Aaron Shehan, Grounds Manager

Aaron.Shehan@sscserv.com | x2151

Projects

Tadhi Hayes, Senior Project Manager

Tadhi.Hayes@sscserv.com | x2138

Janie Archer, Project Manager

Janie.Archer@sscserv.com | x2136

Rick Kotara, Project Analyst

Rick.Kotara@sscserv.com | x5279

SSC Physical Plant

PhysicalPlant@wtamu.edu | 806-651-2133

After Hours and Weekends | 806-651-2200

Questions?

Additional time after the meeting is available for any additional specific questions.