The TAMUCC Financial Offices strive to support university programs, services, and research with accurate and timely financial services in a courteous and efficient manner.

Bursar’s Office Important Dates!

Tuition and Fees

Tuition and Fees are due by January 3, 2012. A $50 late fee will be assessed beginning on Wednesday, January 4th. Failure to make payment by the end of the business day (7 p.m.) on Wednesday, January 4th, will result in the student’s registration being canceled. Any department paying for student’s tuition must have the approved documentation to the Bursar’s Office prior to close of business on December 20, 2011 to ensure that it is posted in time to avoid late fees and/or cancellation of classes. Please remember that grant accounts must be submitted for approval to the Grant’s Office prior to submission to the Bursar’s Office.

New Accounts Receivable Email Address

Accounts Receivable now has a new email address. Please forward copies of your FAMIS invoices and adjustments to Accounts.Receivable@tamucc.edu.
TrainTraq Courses Available

The following trainings are now available on TrainTraq.

2111465 : Cash Handling - TAMUCC
This course identifies proper cash handling procedures and is required annually of all employees that handle cash.

2111496 : The Guidelines for Disbursement of Funds - TAMUCC
This course is required annually for TAMUCC employees authorized to prepare or approve payment documents. Please be sure that any new responsible Principal Investigators (PIs) complete the Guidelines Training prior to requesting new accounts. This will avoid delays during new account set up.

11013 : Payment Card Industry Data Security Standard - This course reviews the Payment Card Industry Data Security Standard, and how the A&M System meets each requirement of the Standard. This course is for A&M System employees who accept debit/credit card payments or are responsible for some part of the processing of card transactions. Must be completed upon hire and annually thereafter.

2111573 : Invoice and Payment Processing Training
This course covers the key elements of FAMIS invoicing: the A/R invoice; creating an invoice; invoice processing; payment processing; invoice and payment status review; and dealing with invoice adjustments and overpayments.

Accounting Office Requests

Please monitor your accounts and verify that entries have been posted accurately. Notify your accountant immediately if any corrections need to be made. Entries should be made within a few days of a request, but sometimes that timeframe is not possible. If an entry needs to be made immediately, please be sure to note that in your request and we will do our best to get it posted as soon as possible.

If you are not already utilizing Departmental Correction Requests (DCR’s), we encourage you to get trained and start using them. DCRs are a more efficient method of making accounting corrections as they route through all the proper approvals and post to FAMIS as soon as they are approved by an accountant. Please contact Cindy Turner at ext. 2862 for further information.

Cash Receipts by Wire or ACH

Accounting Services is responsible for posting all cash receipts that come to the University through wire or ACH payment. Sometimes it is difficult to identify who the money belongs to and many hours are spent researching these funds to ensure they are posted to the proper account(s). Often the most difficult receipts to identify are those received by wire or ACH from another university. Please send an email to accounting.services@tamucc.edu if you are expecting any money. We appreciate all your assistance with this matter.

Email accounting.services@tamucc.edu if you are expecting funds.
**Payroll News**

**Cell phone allowance amounts changed:** Changes to cell phone allowances were effective November 2011. Texas A&M University System Regulation 25.99.09 has directed all TAMUS Universities and Agencies to change the amount of cellular phone allowances to the following schedule:

<table>
<thead>
<tr>
<th>Cellular Communication Allowance</th>
<th>Maximum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Service</td>
<td>Voice only - $30/month</td>
</tr>
<tr>
<td></td>
<td>Voice/Data - $60/month</td>
</tr>
<tr>
<td></td>
<td>Voice/Data/Added features - $90/month</td>
</tr>
</tbody>
</table>

Each Vice President reviewed and adjusted the allowance amounts as detailed in the system regulation. Any future changes to the amount of the allowance should be made by submitting a new Communication Service Allowance Enrollment form and routing for all required approvals. Account number changes will only need departmental approval. For more information, contact Terry Hidalgo at ext. 2411 or Melissa Wright at ext. 2408.

**Social Security deduction amounts scheduled to change:** The Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act of 2010 reduced 2011 Social Security tax rates for employees by two percentage points, from 6.2 percent to 4.2 percent for employees. Without further changes in the law, these tax rates will return to 6.2 percent beginning with the January 3, 2012 paycheck. At this time there has been no extension made for the reduced rate. Please help get the word out that employee’s net pay is anticipated to change with the January 3, 2012 paycheck.

**Holiday due dates for payroll:** Holidays are always welcome but cause adjustments in payroll processing dates. The monthly BVD’s will be available for review on December 12th and will be due on December 19th. Please mark your calendars, and if the person responsible for approving the BVD is out that last week (December 19 -22), the BVD must be approved and submitted before they leave.

The last biweekly pay date for calendar year 2011 has an adjusted reporting period. The adjusted period is December 1st through December 13th with TimeTraq due on December 14th by 10:00 a.m. Pay day for this period is December 22nd. We will be here for only 2 hours, from 8:00 – 10:00 a.m., to distribute payroll checks. Please help us encourage employees to go direct deposit.
Budget Department Update

Staff Changes

Lorena Cardona recently accepted a position off campus. Minerva Alaffa will be temporarily handling all of the job postings and processing of EPA’s and supplemental payrolls until a permanent replacement is hired.

Negative Budget Pool Cleanup

The Budget Office will be sending out notices to departments that are carrying negative budget pools in their accounts. Cleanup of these pools is helpful to account managers in managing resources and making expenditure decisions. Department Budget Requests (DBR’s) are the easiest and most efficient way to clean up negative budget pools.

University Retention Schedule

In order to be in compliance with the University Records Retention schedule, Accounting Services will be deleting Accounting Batches in Laserfiche from FY 2008 and prior. We anticipate deleting these files on December 15th. Please be sure to print or save any batches you may need prior to deletion.

Accounts Payable Check Production

Texas A&M University-Corpus Christi will be closed for the holidays from Thursday, December 22, 2011 through Sunday, January 01, 2012. The last check run before the holiday break will be on Wednesday, December 21, 2011.

In the event that you will need a check to go out before the holiday break, please submit your payment request to the Accounts Payable Department by Thursday, December 15, 2011. Payment requests received in Accounts Payable after this date may not be issued until January 2012.