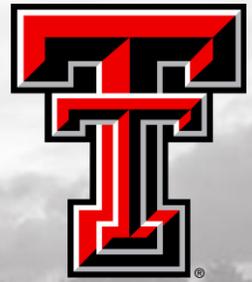


AFISM NEWSLETTER

SEPTEMBER 2016



IN THIS ISSUE:

- Overview of the NEW AFISM Website & Training Site
- NEW Xtender Request Quick Links
- Class Spotlight of the Month: Financial Reporting: Transaction Reports
- Cognos Reports of the Month: FI002, FI004, HR009 & HR121
- Class Schedule for September

AFISM SEPTEMBER CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to SumTotal to register for a class:

<http://webapps.tosm.ttu.edu/itts/sumtotalsystems>

| Date | Class Description |
|-------------|--|
| 9/7 | Introduction to Cognos |
| 9/12 | Finance Reporting Basics |
| 9/13 | Financial Management 101: Introduction to the FOAP Codes |
| 9/13 | Financial Reporting - Budget Reports |
| 9/13 | Intro to Financial Transactions System (FiTS) |
| 9/14 | Xtender - Scanning and Indexing |
| 9/15 | Financial Reporting - Transaction Reports |
| 9/15 | Budget Management and Revision |
| 9/15 | Account Code Training for Expenditures |
| 9/20 | HR Reporting - Employee Appointment Reports |
| 9/20 | Introduction to Cognos |
| 9/21 & 9/22 | All About HR and ePAF Sessions 1, 2 & 3 |
| 9/26 | TechBuy Shopper Training |
| 9/27 | Travel Training for Travel Preparer |
| 9/27 | Procurement Reporting in Cognos |
| 9/28 | Xtender - Scanning and Indexing |
| 9/29 | Financial Management 101: Introduction to the FOAP Codes |



***Please note that the class dates and times are subject to change.*

NEW AFISM WEBSITES

Our website got a face lift! We are excited to reveal our new and improved site. The site features an updated design, and it was created with the users in mind. We hope that users find the site easier to navigate and content easier to locate. Highlights of the site:

- Crisp, cleaner design, look and feel like other new TTU sites
- Easy to use search for resources using topic filters or key words
- Link directly to AFISM Training Site (where you can register for classes)
- NEW Glossary of Terms (to help employees with TTU verbiage)

Home Page: <http://www.depts.ttu.edu/afism/>

Administration and Finance Information Systems Management

Welcome to
ADMINISTRATION FINANCE INFORMATION SYSTEMS MANAGEMENT
providing efficient and productive environment for automated processes and procedures

AFISM, in partnership with administrative departments who update and maintain information systems, is a resource center for the campus community, providing an efficient and productive environment for automated processes and procedures.

The AFISM resource center provides reporting services, training classes and tutorials, learning aids, reference materials, and communications to enhance learning and operating automated information systems and business processes.

TRAINING
We develop our courses, workshops & training materials with the goal to enhance your learning and understanding of our partners' automated systems and business processes.
[VIEW CLASSES](#)

RESOURCES
A collection of documents and key reference materials to provide support and assistance for A&F related tasks and procedures.
[EXPLORE](#)

KNOWLEDGE BASE
The Knowledge Base is an online database that can be searched, viewed and shared by the user with answers to common questions about a variety of topics.
[EXPLORE NOW](#)

AFISM: Expertise, Partnership, Excellence

Our Services

DATA MANAGEMENT

Review data architecture to provide analytics, modeling & visualizations

RESOURCE CENTER

An up-to-date collection of resource documents and links

EMPLOYEE DEVELOPMENT

Partner with A&F areas to offer recurring in-class and online training

TECHNICAL SUPPORT

Provide support for various A&F systems and applications

WEB & GRAPHIC DESIGN

Create and develop print and web designs that follow TTU design guidelines

WEB APPLICATIONS

Creating real-world technology solutions to improve the business process

Tools & Reference located on the Top Menu:

Quick links to key Tools & Resources, including the AFISM Training Website

- ERP Tools**
 - Cognos
 - TechBuy
 - Gateway
 - TeamApp
 - Fringes Projection
 - TTUSPRD
 - UDEV
 - UDEV SSB
- AFISM Reference**
 - Resources
 - Glossary of Terms
 - Knowledge Base
 - AFISM Application List
- Training**
 - SumTotal (Register for Classes)
 - AFISM Training Home

Resources Page: Filter by Topic or Search by Key Word

AFISM Resources

Account Code Descriptions

Add Secondary Job: Exempt

Add Secondary Job: Nonexempt

Add Secondary Position: Faculty/TA/GPTI

Appointing Work-Study Students

Budget by FOP or FOAP

Convert Hours To/From FTE

Convert from Hourly Rate to Annual Salary & FTE

Diagram of Fund Group, Category & Class

Exempt, Nonexempt & Faculty Employee Classes

FTE Change: Nonexempt

Guidelines of Fund Group, Category & Class

Introduction to Fits: Training Manual (REV0816)

Account Crosswalk Instructions

Add Secondary Job: Faculty/TA/GPTI

Add Secondary Position: 0 FTE - Exempt

Appointing Full-Time Exempt Non-Faculty Employees to Teach Class

Appointing a Non-Tech Employee

Choosing an ePaf

Convert from Annual Salary & FTE to Hourly Rate

Date Reminders for ePaf Groups

Employee Pay: Earning Codes

FTE Change: Exempt

Forms of Employee Pay

HR ePaf Date Glossary

Job Change: Begin & Future End - Student

FILTER DOCUMENTS

SHOW ALL

FINANCE

EPAF

EPAF STARTING PRIMARY

EPAF STARTING SECONDARY

EPAF ENDING JOB

EPAF MODIFYING JOB

EPAF MULTIPLE ACTION

COGNOS

XTENDER

Search

NEW Glossary of Terms Page (quickly search by letter for definitions of AFISM area terms):

Glossary of Terms

ACCOUNT CODE

A 6 character/digit code used to identify what the funds have been spent for or what kind of revenue was earned. This code identifies the expenditure (salary/supplies) that subtracts from the budget balance or a receipt (tuition/fees/sales) that adds to the budget balance

ACCOUNTS RECEIVABLE

Accounts Receivable is responsible to ensuring accurate accounting, reconciliation and reporting of the University financial resources while providing quality customer support and service.

ACTIVITY DATE

The date that a change or an entry was made in the Banner System

ACTUAL EXPENSE

Expenses incurred for which payment has been made and cleared the institution's bank.

Select a letter below to jump to that position in the list.

| | | | |
|---|---|---|---|
| A | B | C | D |
| E | F | G | H |
| I | J | K | L |
| M | N | O | P |
| Q | R | S | T |
| U | V | W | X |
| Y | Z | | |

NEW AFISM TRAINING WEBSITE

This site is stand-alone page, linked to the full AFISM website. The goal was to provide an easier site for learners to learn more about the classes offered through AFISM and to easily register. The links to SumTotal now take you directly to that class to complete your registration.

There is a schedule of upcoming classes that pulls from SumTotal. We have also included more detailed class descriptions to help new employees identify which courses are best for their new role.

The site also houses all of the classroom training materials grouped by class, making it easy for users to find the materials again.

Training Website Home Page: <http://kainz.ttu.edu/afism/training/>

The screenshot shows the AFISM Training website home page. At the top left is the Texas Tech University logo. To the right are navigation links: Directory, Raiderlink, A-Z Index, a search icon, and a social media icon. Below this is a dark navigation bar with 'AFISM Training' on the left and 'AFISM Website', 'Training Checklist', 'All Courses', and 'Upcoming Classes' on the right. The main content area features a large red banner with the text 'WELCOME TO AFISM TRAINING. We make learning awesome' over a background image of a person. Below the banner are six category tiles: FINANCE, BUDGET, HR, PROCUREMENT, XTENDER, and COGNOS. The page is divided into two columns. The left column has a section titled 'About AFISM' with text describing the training and a link to 'Resources'. The right column has a section titled 'Upcoming Classes' with a list of three classes: 'Financial Reporting: Budget Reports' (Class Date: August 15, 2016), 'Financial Reporting: Transaction Reports' (Class Date: August 16, 2016), and 'Xtender - Scanning & Indexing' (Class Date: August 17, 2016). At the bottom, there is contact information for Administration and Finance Information Systems Management, including an address, phone number, fax number, and email address.

Menu at the Top:

A dark navigation bar with four white text links: 'AFISM Website', 'Training Checklist', 'All Courses', and 'Upcoming Classes'.

Below is a grouping of Procurement class offerings:

Click on courses to **Learn More** about what they cover, see pre-requisites and have easy access to Training Aids. There is also a quick link to **Register Now** in SumTotal.



Account Code Training for Expenditures

Learn how to find the appropriate acc

LEARN MORE

PROCUREMENT



TechBuy Shopper Tra

If you are looking for TechBuy Traini have no approval authority, simply th TechBuy system and be able to practic TechBuy is also introduced during thi

LEARN MORE

PROCUREMENT



Travel Training for Tra

Do you need to learn how to use the T Travel Department. You will learn the hands-on training within the Travel S application and how to then submit a business decisions for travel as well as available.

LEARN MORE

PROCUREMENT

TechBuy Shopper Training

Note: Before you can take this class, you must have completed the below pre-requisite(s).

Financial Management 101: Introduction to FOAP Codes

Pre-reqs are displayed at the top (if applicable).

REGISTER NOW

Click Register Now to go directly to that class in SumTotal to register.



COURSE DESCRIPTION

If you are looking for TechBuy T approval authority, simply the r

TRAINING AIDS

Below you will find a list of materials that you will need for the class. them to your computer to refer to during class.

- TechBuy Training
- TechBuy: Policies & Rules

Raiderlink

What has changed?

On the A&F Work Tools tab there are now 3 links to easily access the new sites:

- Visit AFISM Website: will take you to the home page for the new site
- Resources: goes directly to the searchable page for key tools and resource documents (it's all in one place now)
- AFISM Training Website: take you directly to the Training page, and has links back to the full site

AFISM

Visit AFISM Website

- AFISM.2KNOW@ttu.edu
- Reports (Cognos)
- Fringe Projection Application
- Knowledge Base
- Resources (Crosswalks, Codecharts & Job Aids)
- AFISM Training Website
- Operating Policies and Procedures
- SumTotal (Register for Classes)
- Need Help (Staff Directory)
- AFISM Newsletters

QUICK LINKS TO HELP WITH YOUR XTENDER NEEDS

The links below will pre-populate several fields to assist with your request. Click the link for your desired request and use the information below to help you complete the **Summary** and **Description** fields and then click **Create** to submit your request.

Click below if you are requesting **access to an existing Xtender folder**:

<https://jira.texastech.edu/secure/CreateIssueDetails!init.jsps?pid=12510&issuetype=13&priority=4&components=12906>

Click below if you are **requesting a new Xtender folder be created**:

<https://jira.texastech.edu/secure/CreateIssueDetails!init.jsps?pid=12510&issuetype=13&priority=4&components=12907>

Click below if you are **requesting modification to an existing Xtender folder**:

<https://jira.texastech.edu/secure/CreateIssueDetails!init.jsps?pid=12510&issuetype=13&priority=4&components=11514>

Summary: Summarize your request for Xtender

Description: Provide details of what you need assistance with in Xtender (i.e. the folder you need, your eRaider username, level of access you would like for the user (supervisor will request for user, etc.)

Click **Create**

EAS will then contact the appropriate owner of each application (folder) and will email you information that:

- Your request has been approved and access has been set up, or
- Additional information is needed prior to granting access

CLASS SPOTLIGHT - FINANCIAL REPORTING: TRANSACTION REPORTS

AFISM offers a wide variety of training classes to support needs for campus. This month we are spotlighting **Financial Reporting: Transaction Reports**.

This provides an opportunity to learn how to use transaction level reports within Cognos in a hands-on training environment:

- Understand how to execute transaction reports for the FOPs that will be monitored
- Understand the transaction report data and how to make decisions based on that information
- Identify various transactions based on the system used to create them
- Obtain knowledge of how to use reports for reconciliation

The reports that are introduced during this class include: **FI026** – Operating Ledger Transaction Report, **FI027** – Balance Sheet Transaction Report, **FI030** – Encumbrance Ledger Report, **FI040** – Operating Ledger Transaction Report by FOP and **FI045** – Monthly Ledger Transaction Report.

** Bring the FOPs/FOAPs from your department to class.

You can register for the class through SumTotal.

REPORTS OF THE MONTH

With the start of the new Fiscal Year, it is important that you review your budgets. There are several budget reports that you can choose from:

F1002 – Revenue Expense Budget Pools by FOP

What does this report do?

The information is displayed at the Budget Pool level making it very easy to see if the budget will support your expenditures. This is a popular report and supports both FOP and FOAP budgeted accounts. This report allows you to execute for only actual encumbrances or “as if” fringes, longevity and student salaries were encumbered.

| Report: F1002 | | Texas Tech University | | | | | | 08/25/16 |
|---------------------------|-------------------------------------|--|-------------------|------------------|------------------|-----------------|------------------|--------------------|
| | | Revenue Expense Budget Pools By FOP | | | | | | |
| | | For Period Beginning September 1, 2015 and Ending September 30, 2015 | | | | | | |
| Fund: Additions | | Orgn: 000000 | | Prog: | | Fund Manager: | | |
| Budget Pool | Budget Pool Description | Budget Original | Budget Adjustment | Budget Current | Rev/Exp Actual | Exp Encumbrance | Rev/Exp Total | Fav Unfav |
| 5A0 | TF Tuition Budget Pool | 0.00 | 0.00 | 0.00 | (1,518.00) | 0.00 | (1,518.00) | (1,518.00) |
| 5A1 | TF Fees Budget Pool | 42,000.00 | 0.00 | 42,000.00 | 19,578.00 | 0.00 | 19,578.00 | (22,422.00) |
| 5Z8 | Budget Code Fund Balance | 0.00 | 236.20 | 236.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| Additions - Total | | 42,000.00 | 236.20 | 42,236.20 | 18,060.00 | 0.00 | 18,060.00 | (23,940.00) |
| Reductions | | | | | | | | |
| Budget Pool | Budget Pool Description | Budget Original | Budget Adjustment | Budget Current | Rev/Exp Actual | Exp Encumbrance | Rev/Exp Total | Fav Unfav |
| 6A2 | SW Staff Salaries Budget Pool | 10,998.00 | (7,738.13) | 3,259.87 | 556.27 | 2,961.16 | 3,517.43 | (257.56) |
| 6A4 | SW Other Salaries Budget Pool | 13,124.00 | 0.00 | 13,124.00 | 1,043.48 | 0.00 | 1,043.48 | 12,080.52 |
| 6A5 | SW Longevity Budget Pool | 183.00 | 0.00 | 183.00 | 6.80 | 0.00 | 6.80 | 176.20 |
| 6B4 | FB Payroll Related Cost Budget Pool | 4,970.00 | 0.00 | 4,970.00 | 281.93 | 0.00 | 281.93 | 4,688.07 |
| 6Z0 | Budget Code Unallocated Salary 06 | 0.00 | 7,738.13 | 7,738.13 | 0.00 | 0.00 | 0.00 | 7,738.13 |
| 7C0 | MS Materials/Supplies Budget Pool | 0.00 | 0.00 | 0.00 | 92.21 | 0.00 | 92.21 | (92.21) |
| 7F0 | RM Repairs/Maintenance Budget Pool | 0.00 | 555.67 | 555.67 | 0.00 | 555.67 | 555.67 | 0.00 |
| 7G0 | RL Rentals and Leases Budget Pool | 0.00 | 215.34 | 215.34 | 0.00 | 2,268.32 | 2,268.32 | (2,052.98) |
| 7N1 | OE Membership Dues Budget Pool | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 0.00 | 2,000.00 |
| 7Z6 | Budget Code Unallocated Exp 99 | 10,725.00 | 236.20 | 10,961.20 | 0.00 | 0.00 | 0.00 | 10,961.20 |
| Reductions - Total | | 42,000.00 | 1,007.21 | 43,007.21 | 1,980.69 | 5,785.15 | 7,765.84 | 35,241.37 |

- **Budget Original (1)** – This is the Annual Fiscal year budget that is approved by the Board of Regents
- **Budget Adjustment (2)** – The accumulated budget revision/changes since the start of the fiscal year
- **Budget Current (3)** – This is the sum of the Budget Original plus or minus any Budget Adjustments
- **Rev/Exp Actual- (4)** - This is the actual amount of revenue or expense that has occurred.
- **Exp Encumbrance (5)** – This column represents outstanding claims on cash for purchases / payroll
- **Rev/Expense Total (6)** - The combined total of the Rev/Exp Actual and Exp Encumbrance.
- **Fav/Unfav- (7)** In the Additions section Fav means that more revenue exceeds budgeted amount, (Unfav) means that expected revenues have not been received. In the Reductions section, (Unfav) means actual expenses have been greater than budgeted and a money move may be necessary. Fav means that expenses are within the amount budgeted.

F1004 – Revenue Expense Budget by Account Type

What does this report do?

This report is a drill down that displays at the Account Type level with drill down capability to the Budget Pools from Account Type, and further drill downs to the Account Level as well as the Transaction Level.

The report below was executed for the same FOP as was shown on the previous page. The **Account Type** summarizes all of the budget pools shown on the F1002, categorized into “Revenues”, “Personnel” and “Operating”. Drilling down within the Account Type column of the report below will display at the budget pool level within the Account type as shown in the F1002.

| Report: F1004 | | Texas Tech University | | | | | | | 08/2 |
|-------------------|--------------|--|-------------------|------------------|------------------|----------------------|------------------|--------------------|------|
| | | Revenue Expense Budget By FOP | | | | | | | |
| | | For Period Beginning September 1, 2015 and Ending September 30, 2015 | | | | | | | |
| Fund: | | | | | | | | | |
| Organization: | | | | | | | | | |
| Program: | | | | | | | | | |
| Additions | | | | | | | | | |
| Account Type | Account Type | Budget Original | Budget Adjustment | Budget Current | Rev/Exp Actual | Expense Encumbrances | Rev/Exp Total | Fav Unfav | |
| Revenues | 50 | 42,000.00 | 236.20 | 42,236.20 | 18,060.00 | 0.00 | 18,060.00 | (23,940.00) | |
| Transfers In | 80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Additions | 90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Additions | | 42,000.00 | 236.20 | 42,236.20 | 18,060.00 | 0.00 | 18,060.00 | (23,940.00) | |
| Reductions | | | | | | | | | |
| Account Type | Account Type | Budget Original | Budget Adjustment | Budget Current | Rev/Exp Actual | Expense Encumbrances | Rev/Exp Total | Fav Unfav | |
| Personnel | 60 | 29,275.00 | 0.00 | 29,275.00 | 1,888.48 | 2,961.16 | 4,849.64 | 24,425.36 | |
| Operating | 70 | 12,725.00 | 1,007.21 | 13,732.21 | 92.21 | 2,823.99 | 2,916.20 | 10,816.01 | |
| Travel | 70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Capital | 70 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Transfers Out | 80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Other Reductions | 95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Reductions | | 42,000.00 | 1,007.21 | 43,007.21 | 1,980.69 | 5,785.15 | 7,765.84 | 35,241.37 | |

The following activities within your Budgets (FOP) take place on September 12th:

- TTU 16 Fund Types are converted to FOAP Controlled
- FY 2017 Salary Encumbrances will be posted
- Nightly process turned back on for 2017 so that 6A1, 6A2 and 6A9 depict actual salaries.

Also occurring in September:

- Open encumbrances from the prior year are brought forward to the new fiscal year, and budgets are increased accordingly.
- Overages for vacant and pooled positions in 6A1-Faculty, 6A2-Staff, and 6A9-Other

Taxable Benefits are transferred to Unallocated Salaries. Overages in 6A4 are not encumbered and thus are not transferred to unallocated salaries.

**NOTE: Until encumbrances are rolled and salary overages are reallocated, the Available Budget Balance is not accurate.

HR009 – Salary Roster by Organization

What does this report do?

It is also important as the new Fiscal Year begins that you review your employee salaries. HR009 provides by FOAP and Position Class, employee assignments for the organization or position entered. Included are the date the FOAP began to support the salary and the amount of annual salary the FOAP is supporting. A summary total of salary paid by position class within a FOAP is provided. It is possible that an employee is funded by more than one FOAP – the FOAP % column will disclose this information. If it shows less than 100%, then more than one FOAP supports the salary for that employee.

| HR009 | | | | | | | | | | | |
|--|----|--------------|-------------------------------|------------------------------|------------|----------|----------|---------------------|-------------------------|------------------|--------------------|
| Texas Tech | | | | | | | | | | | |
| Salary Roster by Organization | | | | | | | | | | | |
| Chart of Accounts: Texas Tech University | | | | | | | | | | | |
| Position Organization: | | | | | | | | | | | |
| Fund | | Organization | | Account | | | | Program | | | |
| 11A004 | | | | 6A1802 | | | | 200 | | | |
| Faculty Salaries | | | | SW Faculty Tenure Track | | | | Research Expense | | | |
| Position Class: F5924 - Department Chairperson | | | | | | | | | | | |
| P-Class | ID | Name | Employee Class | Position | Job Suffix | Pay Code | Job Type | Single or Pooled | Job Labor Dist Eff Date | FOAP Percent | FOAP Annual Salary |
| F5924 - Department Chairperson | | | F1 - FT 9 Mo Fac Non Vac Elig | - Department Chairperson | 00 | MN | P | S | 09/01/15 | 48.81 | 51,118.64 |
| | | | F1 - FT 9 Mo Fac Non Vac Elig | - Department Chairperson | 20 | MN | S | S | 07/16/16 | 100.00 | 5,625.00 |
| F5924 - Department Chairperson - Total | | | | | | | | | | 56,743.64 | |
| Fund | | Organization | | Account | | | | Program | | | |
| 11A004 | | | | 6A4401 | | | | 100 | | | |
| Faculty Salaries | | | | SW Student Employee Graduate | | | | Instruction Expense | | | |
| Position Class: U0325 - Teaching Assistant | | | | | | | | | | | |
| P-Class | ID | Name | Employee Class | Position | Job Suffix | Pay Code | Job Type | Single or Pooled | Job Labor Dist Eff Date | FOAP Percent | FOAP Annual Salary |
| U0325 - Teaching Assistant | | | S2 - PT Exempt TA GPTI GRHA | - Teaching Assistant | 00 | MN | P | P | 09/01/15 | 100.00 | 16,955.75 |
| | | | S2 - PT Exempt TA GPTI GRHA | - Teaching Assistant | 00 | MN | P | P | 09/01/15 | 51.00 | 7,796.74 |
| U0325 - Teaching Assistant - Total | | | | | | | | | | 24,752.49 | |

- **Employee Class Code with Description** – Provides information related to pay frequency, full or part time and benefit and leave category.
- **Job Suffix** – Used with position number to identify whether primary, secondary, allowances, overloads or other employee payments.
- **Pay Code** – Indicates if employee is paid monthly (M) or semi-monthly (SM).
- **Job Type** – Identifies if the job is Primary (Home Position), Secondary (in addition to Home Job), or it may be an allowance or overload.
- **Single or Pooled** – One person can be assigned to the position (S) at a time or if more than one can be assigned to the position at a time (P).
- **Job Labor Dist Eff Date** – The date the FOAP began supporting the salary for the identified position.
- **FOAP Percent** – The percent of the salary for the identified employee position assigned to the FOAP.
- **FOAP Annual Salary** – The dollar amount the identified FOAP will pay towards the shown position for the identified employee.

HR121 – Current and Future Appointment Report

What does this report do?

The HR121 Report is used to view the Current and Future Appointment for employees. This report can be executed for a single employee or for all employees assigned to a particular Organization at both the Home and Position Organization levels. It is necessary to ensure that at the start of the new Fiscal Year, all employees are appointed correctly.

| Texas Tech University | | | | | | | | | | | | | 08/25/16 | | | | | | |
|---------------------------------------|---------------|--------------------|--------------------------------|--------------------|--------------------------------|-----------------------|-------------------|-----------------|--|----------------|-----------------------|----------------|-------------------|-------------|---------------------|------------------------------|--------|-------------|---------------|
| Current and Future Appointment Report | | | | | | | | | | | | | | | | | | | |
| Employee Information | | | | | | | | | | | | | | | | | | | |
| Employee ID | Employee Name | Employee Status | Current Hire Date | Original Hire Date | E Class | E Class Desc | Full/Part Time | Hiring Location | Hiring Location Desc | Home Chart | Home ORGN | Home ORGN Desc | | | | | | | |
| | | A | 10/15/2015 | 11/24/2014 | S4 | PT Non Exempt Student | P | | | | Texas Tech University | | | | | | | | |
| Job Information | | | | | | | | | | | | | | | | | | | |
| Status | Position ORGN | Position ORGN Desc | Position Number | Position Title | Job Suffix | P Class | P Class Desc | Payroll ID | Job Type | Job Begin Date | Job End Date | Last Paid Date | FTE | Hourly Rate | Hours/Units Per Pay | Assign Salary Per Pay Period | Factor | Pay Periods | Annual Salary |
| A | | | W92012 | Student Assistant | 00 | U3912 | Student Assistant | SM | Primary | 02/01/16 | 09/01/16 | 08/15/16 | 0.500 | 10.00 | 43.33 | 433.30 | 24 | 24 | 10,399.20 |
| Total for Jobs with a FTE: | | | | | | | | | | | | | | | | | | 10,399.20 | |
| Jobs Summary: | | | | | | | | | | | | | | | | | | 10,399.20 | |
| Earnings Information | | | | | | | | | | | | | | | | | | | |
| Position Number | Job Suffix | Earn Code | Earn Code Desc | Hours/Units | Special Rate | Effective Date | End Date | | | | | | | | | | | | |
| | 00 | HLN | Hazard or Longevity NonEligibl | 1 | | 02/01/16 | | | | | | | | | | | | | |
| Job Labor Distribution | | | | | | | | | | | | | | | | | | | |
| Position Number | Job Suffix | Effective Date | COAS | FUND | FUND Desc | ORGN | ORGN Desc | ACCT | ACCT Desc | PROG | Amount Pay Per Period | Percent | Annualized Amount | | | | | | |
| | 00 | 07/01/16 | T | | FWS Bi-Weekly 2016-2017 | | | 1 | 6A4402 SW Student Employee Undergraduate | 400 | 324.98 | 75.00% | 7,799.40 | | | | | | |
| | | | T | 11A006 | Departmental Operating Expense | | | | 6A4402 SW Student Employee Undergraduate | 100 | 108.33 | 25.00% | 2,599.80 | | | | | | |
| Position Summary | | | | | | | | | | | | 433.31 | 100.00% | 10,399.20 | | | | | |

The Report is divided into four sections:

- 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 for each position with hours/ units
- Job Labor Distribution Information – Ensure position is supported by appropriate FOAP with appropriate annual salary.

Should future appointments be in place for the employee(s), information for this will be found below the current appointment details.



Contact Us:

806-742-KNOW

afism.2know@ttu.edu

<http://www.depts.ttu.edu/afism/>