Employee Dashboard Coming to Raiderlink

On May 8th, a new feature, “Employee Dashboard”, can be accessed via the “Employee Tab” of Raiderlink. Use this tab for:

- Easy access to details regarding leave, earnings, taxes and other personal information
- Reviewing and modifying personal information by using the “My Profile” button
- View vacation and sick hours at a glance or view full leave balances
- Linking to Web Time / Leave form from “My Activities” section
- Accessing links within “My Activities” such as ePAF, Salary Planner
**Annual Property Inventory Certification Reminder**

**NOTE:** All Property Inventories must be completed and certified by the Property Custodian on or before **June 30th**.

If you need help or a refresher, AFISM provides both Training Aids and an Online Tutorial for your use. These are accessed via the AFISM Training Website ([http://kainz.ttu.edu/afism/training/](http://kainz.ttu.edu/afism/training/)). Select the link labeled “All Courses” and then under “Course Topics”, select “Finance”. Use the “Register Now” button to access the online training tutorial; find training documents within the Class Materials tab.

For further assistance, please contact property.management@ttu.edu.

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**DATES TO REMEMBER**

- May 1st - Start Date for Entering FY 2018 Requisitions
- May 8th - Employee Dashboard Go-Live
- May 17th—19th - Budget Prep Training Classes
- May 25th - Final Summer ePAF Class
CLASS REVIEW

Travel Training for Preparer

This is an overview of the Online Travel System for those who prepare:

◊ Travel Applications
◊ Travel Vouchers

Activities:
Submit a Travel Application in the test site
Submit a Travel Voucher in the test site
Practice uploading documentation in the Online Travel System
Review of tools used in preparing a Travel Application and Travel Voucher
Learn how to look up travel payments.

<table>
<thead>
<tr>
<th>Class</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOPS: Employee One-time Payment System Overview</td>
<td>5/4</td>
</tr>
<tr>
<td>Finance Reporting Basics</td>
<td>5/4</td>
</tr>
<tr>
<td>Financial Reporting - Budget Reports</td>
<td>5/8</td>
</tr>
<tr>
<td>Finance INB Navigation and Exercises</td>
<td>5/9</td>
</tr>
<tr>
<td>Financial Reporting - Transaction Reports</td>
<td>5/9</td>
</tr>
<tr>
<td>Account Code Training for Expenditures</td>
<td>5/10</td>
</tr>
<tr>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
<td>5/10</td>
</tr>
<tr>
<td>Budget Management and Revision</td>
<td>5/11</td>
</tr>
<tr>
<td>Travel Training for Travel Preparer</td>
<td>5/11</td>
</tr>
<tr>
<td>Introduction to Cognos</td>
<td>5/15</td>
</tr>
<tr>
<td>Procurement Reporting in Cognos</td>
<td>5/15</td>
</tr>
<tr>
<td>Xtender - Scanning and Indexing</td>
<td>5/16</td>
</tr>
<tr>
<td>Budget Prep Training</td>
<td>5/17</td>
</tr>
<tr>
<td>Budget Prep Training</td>
<td>5/18</td>
</tr>
<tr>
<td>TechBuy Shopper Training</td>
<td>5/18</td>
</tr>
<tr>
<td>Budget Prep Training</td>
<td>5/19</td>
</tr>
<tr>
<td>Procure To Pay</td>
<td>5/19</td>
</tr>
<tr>
<td>HR Reporting - Employee Appointment Reports</td>
<td>5/22</td>
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<tr>
<td>All About HR and ePAF</td>
<td>5/24</td>
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<tr>
<td>Financial Management 101: Introduction to the FOAP Codes</td>
<td>5/25</td>
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<tr>
<td>Summer ePAF Appointments</td>
<td>5/25</td>
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<tr>
<td>Cognos Grant Reporting</td>
<td>5/30</td>
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<tr>
<td>EOPS: Employee One-time Payment System Overview</td>
<td>6/1</td>
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</tbody>
</table>

**Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information**
Attention Budget Managers: Budget Prep Training Classes Start Soon

The schedule, including a review and several classes, is now available for those preparing next year’s budgets (FY18)

The opening date to enter next year’s budgets has been set for Friday afternoon, May 19th. Watch for additional announcements or review the Budget Announcements on RaiderLink > A&F Work Tools.

No new resources are being prepared for this year’s classes.

A review for experienced budget preparers will be presented at the May 4th Administrators Group Meeting.

Budget Prep Training classes are for new administrators who will prepare and submit budgets for the first time, and can be attended by experienced administrators as a refresher. This training session is a presentation of Salary Planner and Budget Development, the two online applications used to prepare and submit budgets:

- Salary Planner is the human resources application used to verify employee and position salary information that automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for the new budget year.
- Budget Development is the finance application used to edit and submit annual budgets for next year.

Registration is open for Budget Prep Training classes on the SumTotal registration site:

- Wednesday, May 17th, 2-4 pm
- Thursday, May 18th, 2-4 pm
- Friday, May 19th, 9-11 am

Budget Prep is set to open for department entry on Friday afternoon, May 19th.

Workshops to meet with Budget Analysts: The schedule in SumTotal is open for registration on May 17th, with daily workshops beginning on Monday, May 22nd.

Questions about Budget Prep Training may be directed to the AFISM Resource Center, AFISM.2KNOW in Outlook, or 742-5669.

Questions about the Workshops or Budget Prep entry may be directed to the Budget Office at ambud@ttu.edu or 742-3228.
Report of the Month

HR058 - Leave Without Pay With Benefits
For Faculty Paid with 9 checks and
All GA, GPTI, TA and RA’s by Position Org

This report is used to verify that Faculty, GA, GPTI, TA and RA appointments are properly set up for leave without pay with benefits. These employees receive their salary over 9 months and go on leave during the summer months, while still receiving designated benefits. The parameter page has only two selections:

- Chart of Accounts (Required)
- Budgeted Organization
  
  *Budgeted Organization may not be the employee’s “Home Organization”
  *If no Organization is selected, all Organizations that the person executing the report has permission to view will display

The report provides a list of Faculty, GA, GPTI, TA and RA’s who are set up for Leave without Pay with Benefits, displaying by Position Organization. Employee R-Number and Name are shown, followed by Employee Class and Position assigned to. Note the Factors and Pays columns followed by “Personnel Date”. This is the date that Leave without Pay with Benefits will go into effect for the employee. Job Status will be Active if employee is still assigned to the position shown.

<table>
<thead>
<tr>
<th>Tech ID</th>
<th>Employee Name</th>
<th>Employee Class</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Factors</th>
<th>Pays</th>
<th>Personnel Date</th>
<th>Job Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>R003</td>
<td></td>
<td>F1-FT 9 Mo Fac Non Vac Elig</td>
<td>T9610A - Assistant Professor</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>06/01/17</td>
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<td>R006</td>
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<td>T9610B - Instructor</td>
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<td>06/01/17</td>
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<tr>
<td>R008</td>
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<td>F1-FT 9 Mo Fac Non Vac Elig</td>
<td>T9610C - Associate Professor</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>06/01/17</td>
<td>Active</td>
</tr>
<tr>
<td>R009</td>
<td></td>
<td>F1-FT 9 Mo Fac Non Vac Elig</td>
<td>T9610D - Assistant Professor</td>
<td>10</td>
<td>9</td>
<td>9</td>
<td>06/01/17</td>
<td>Active</td>
</tr>
</tbody>
</table>

This report is found in Cognos > Public Folders > Human Resources > Departmental Users > Employee Appointment Reports.
UPDATES TO AFISM RESOURCES PAGE

When you visit the AFISM Resources Page, you will find a more user friendly design. One of the features you will find is a Search field that allows you to search by your topic of interest. In addition, the filter is now located above the list of documents. To select a specific category of resource, choose the desired category. If you select "ePAF" a list of subcategories to choose from is provided. Resource documents are now presented in alphabetical order, within the column, rather than between the columns.

AFISM Resources

The AFISM Resources below are a collection of documents and reference materials to provide support and assistance for A&F related tasks and procedures. Use the Search Box below to search the documents by title and/or the Drop Down menu(s) to filter the list for a specific category.

Search by Resource Title

Filter by Category

Account Code Descriptions
Account Crosswalk
Account Crosswalk Instructions
Add Secondary Job: Exempt
New Hire: Nonexempt (TN-HN)
Pay Change: Exempt
Pay Change: Nonexempt
Payroll Routing & Approval Time and Leave Forms Quick Reference

Need our Services?

AFISM is here and eager to support the growing data and technology needs of the University. Our services include training, report writing, data delivery, data presentation, web development, and much more. Should you have any questions of how AFISM might assist your department, please do not hesitate to reach out.

Contact Us

Afism.2know@ttu.edu
742-5669
Visit us on the web at http://www.depts.ttu.edu/afism/