



AFISM NEWS

November 2017

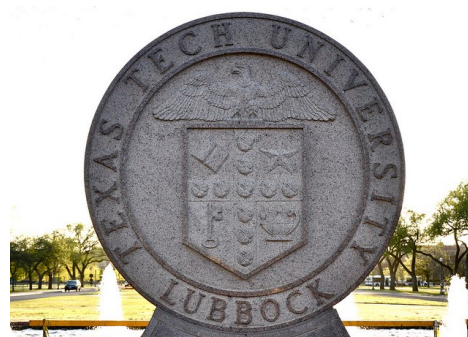
AFISM November Class Offerings

| Name | Start Date |
|--|------------|
| EOPS: Employee One-time Payment System Overview | 11/1 |
| Introduction to Cognos | 11/6 |
| Finance INB Navigation and Exercises | 11/7 |
| Financial Management 101: Introduction to the FOAP Codes | 11/8 |
| Account Code Training for Expenditures | 11/8 |
| Budget Management and Revision | 11/9 |
| Xtender - Scanning and Indexing | 11/13 |
| All About HR and ePAF | 11/14 |
| HR Reporting - Employee Appointment Reports | 11/14 |
| TechBuy Shopper Training | 11/14 |
| HR Reporting - Payroll Reports | 11/16 |
| Procure To Pay | 11/17 |
| Cognos Grant Reporting | 11/20 |
| Travel Training for Travel Preparer | 11/20 |
| Financial Reporting - Budget Reports | 11/27 |
| Financial Reporting - Transaction Reports | 11/28 |
| Procurement Reporting in Cognos | 11/28 |
| Financial Management 101: Introduction to the FOAP Codes | 11/29 |
| Account Code Training for Expenditures | 11/29 |
| Introduction to Cognos | 11/30 |

In This Issue

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- What Are Fringes
- Did you Know?
- Expenditure Allowability Matrix
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***Please note that class dates and times are subject to change*



Fringes? Fringes? What are Fringes?

Fringes. 'Fringes' refers to the cost of the benefits provided to the employee by Texas Tech in addition to the employee's pay. Here are a few examples:

- When Social Security is taken from the employee's paycheck, Texas Tech contributes a similar amount to the IRS in the name of the employee.
- When retirement is taken from the employee's paycheck, Texas Tech contributes a similar amount to the retirement account of the employee.
- Texas Tech pays a portion of the employee's health insurance.
- Full time Staff are eligible for longevity, which is additional pay for length of service.

Fringes on the FOP. When the department includes an employee's salary in a budget, additional 'estimated fringes' must also be included in the budget. The department FOP will include budget pools (budget categories) to pay employee salaries and estimated fringes:

- 6A1/6A2/6A4 are for employee salaries
- 6A5 is for Longevity
- 6B4 is for the estimated fringes. NOTE: If the employee is paid from State funds, the State pays the 6B4 fringes, and the department does not budget funds for 6B4 on the State FOP.

Benefits

Benefits provided
non-wage compensa
Examples of these
employee benefits
employer-provider
benefits ca

Job Aids for Managing Fringes

- ♦ **HR117—Departmental Fringes/ Longevity Estimate Report** - This report can be used to assist in estimating budget requirements for fringe benefits for individual employees or for a particular FOP
- ♦ **Fringe Projection Application**
This is a calculator for estimating the fringes to be budgeted with an employee's salary. This calculator is used to make adjustments to the budget as employees are removed or added to the FOP

PAYROLL CONTACT INFORMATION

webmaster.payroll@ttu.edu

Doak Hall: 806-742-3211

HSC Office: 806-743-2998



Using the Expenditure Allowability Matrix

Legend Tab

Learn about various Fund Classes and see an overview of regulations for each.

Fund Category Tab

Learn by Fund Category and Fund Class the restrictions by Budget Pool

F&E Matrix Tab

View for all Fund Classes regulations for Food & Entertainment Expenses.

Expenditure Allowability Matrix

Office of Accounting Services has released an Expenditure Allowability Matrix for campus. This is designed to assist departmental employees with understanding what expenses are allowed by Fund Category.

A legend tab is provided which details the source for the funds as well as who sets the regulations. There is a tab for each Fund Group that clearly defines the allowable and non-allowable expenses by Budget Pool.

| Budget Pool | 11-12 Appropriated Funds | |
|---------------------------------|-----------------------------|---|
| 7A0 Professional Fees | yes with restrictions | consulting, PR, fund raising or lobbying not allowed, audit services require SAO approval and legal services require AG approval |
| 71A Professional Fees Local | no | |
| 7B0 In State Travel | yes with restrictions | travel for non-employees (other than prospective ones), students, and exceptions/overages not allowed |
| 7B1 Out of State Travel | yes with restrictions | travel for non-employees (other than prospective ones), students, and exceptions/overages not allowed |
| 7B2 Foreign Travel | no | |
| 7B4 Housing Rental | no | |
| 7B5 Prospective Employee Travel | yes | |
| 7B6 Student Group Travel | no | |
| 7B7 Participant Travel | no | |
| 7C0 Materials & Supplies | yes with restrictions | non-office consummables (including breakroom supplies, bottled water, tea, and related products) and flowers/plants/floral arrangements not allowed |

Did You Know?

The FI002—Revenue Expense Budget Pools by FOP Report shows the budgeted amount for expenses (reductions) at the budget pool level.

This may help in understanding the Matrix information as it applies to your FOP(s)

| Reductions | | | | |
|--------------------|-------------------------------------|-----------------|-----|-----------|
| Budget Pool | Budget Pool Description | Budget Original | Fav | Unfav |
| 6A4 | SW Other Salaries Budget Pool | 5,828.00 | | 5,029.31 |
| 6B4 | FB Payroll Related Cost Budget Pool | 822.00 | | 820.01 |
| 6Z0 | Budget Code Unallocated Salary 06 | 7,585.00 | | 7,585.00 |
| 7C0 | MS Materials/Supplies Budget Pool | 12,226.00 | | 5,367.01 |
| 7F0 | RM Repairs/Maintenance Budget Pool | 1,539.00 | | 1,539.00 |
| Reductions - Total | | 28,000.00 | | 20,340.33 |

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:

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afism/](http://www.depts.ttu.edu/afism/)

