AFISM NEWSLETTER

Announcing Classes and Refresher for Summer ePAF Classes

Choose from the following Presentations:

Experienced Originators:

Thursday, April 6th, at Administrator's Group Meeting, "Refresher of Summer ePAF Procedures" will be presented at the end of the meeting.

For New or Experienced Originators:

Classes are available for registration via the SumTotal Registration site:

◊   Thursday, April 20, 2:00 p.m.

◊   Thursday, May 25, 2:00 p.m.

The EPAF procedures are the same as in previous summers.

Questions may be directed to the AFISM Resource Center by email AFISM.2know@ttu.edu (in Outlook address book) or by calling 2-KNOW (742-5669)

Need Help?? Send your questions to AFISM.2Know@ttu.edu for most efficient replies, rather than to individuals within AFISM

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Knowledge Base

TEXAS TECH
UNIVERSITY.

All Categories

📁 Accounts Payable (2)

AFISM Knowledge Base

AFISM Updates Knowledge Base

Providing knowledge and resources to assist campus in job processes is of great importance to us at AFISM. This month we released a new knowledge base for campus information needs. Take a few minutes to check it out. Access it from Raiderlink > A&F Work Tools Tab > AFISM Channel> Knowledge Base. From AFISM Website, select Resources then Knowledge Base

GLOSSARY   **ASK A QUESTION**

In the top banner is access to a **GLOSSARY** link. We encourage you to use this to find definitions as you seek to understand terminology used on campus.

The **ASK A QUESTION** link in top banner allows you to submit a question via the Knowledge Base. This is not used to search for questions and answers within the knowledge base. Questions submitted will be answered promptly and may possibly be added as an item in the knowledge base as well.

Search...   **SEARCH**

The **SEARCH** field right below the header of the knowledge base is provided for entry of question and upon selecting search, answers to the question will display. If an answer is not provided, please submit the question via **ASK A QUESTION** section described above.

ADVANCED SEARCH

The **ADVANCED SEARCH** in the top banner allows to search by category, providing more specific search capabilities.

The left panel of the Knowledge Base provides access to **ALL CATEGORIES.** This gives access to all questions and answers by category of interest. The plus (+)to the right of the category folder indicates there are sub categories within the main category. Click on the + to access them. This is displayed in the column on the right of this page.

Recently Added Articles   Popular Articles   **Top Rated Articles**

The home page of the Knowledge Base provides user access to the **Recently Added Articles, Popular Articles and Top Rated Articles.** Click on the link to view these articles.

All Categories .

📁 Accounts Payable (2)
⊞ 📁 AFISM (0)
📁 Applications and Programs (1)
📁 Budget (10)
📁 ePAF Attachments (7)
📁 ePAF Error Messages (28)
📁 ePAF Topics & Tools (58)
📁 Error Messages (2)
⊞ 📁 Finance (16)
📁 Human Resources (8)
📁 Navigation (1)
⊞ 📁 Payroll (35)
📁 Procurement (6)
📁 Raiderlink (5)
⊞ 📁 Reporting (12)
📁 SharePoint (1)
📁 System Access (3)
📁 Team Application (3)
📁 TechBuy (1)
⊞ 📁 TechBuy(SciQuest) (31)
⊞ 📁 Technical (23)
📁 Xtender (6)

AFISM TRAINING NEWS

CLASS REVIEW

Employee One-time Payment System (EOPS)

This is an overview of the EOPS system for:

◊ First time Originators

◊ Refresher for current originators

Activities:

Review definition of and purpose of Employee One-time Payment

Review various uses and earn codes selected for One time payment

Observe proper completion of an EOPS

EOPS is used for occational payments such as Lump Sum Payments, Additional Compensation, Moving Expenses, etc. It is not used for regular payroll.

Class Name	Date
Finance Reporting Basics	4/4
Xtender - Scanning and Indexing	4/4
EOPS: Employee One-time Payment System Overview	4/6
Financial Reporting - Budget Reports	4/6
Financial Reporting - Transaction Reports	4/10
Budget Management and Revision	4/11
Travel Training for Travel Preparer	4/11
Finance INB Navigation and Exercises	4/11
Financial Management 101: Introduction to the FOAP Codes	4/12
Account Code Training for Expenditures	4/12
Procurement Reporting in Cognos	4/13
All About HR and ePAF	4/18
Introduction to Cognos	4/18
TechBuy Shopper Training	4/18
Summer ePAF Appointments	4/20
Cognos Grant Reporting	4/25
Financial Management 101: Introduction to the FOAP Codes	4/26
HR Reporting - Employee Appointment Reports	4/27
Xtender - Scanning and Indexing	4/27

** Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information

Travel Training Changes

Beginning in May, the Travel Training Classes will take on a new format. This format provides the travel preparer with all necessary information to successfully complete both a Travel Voucher and Application in a hands on setting.

The policy section of the class will be offered separately by Travel Services. This session will be available for both travelers preparers and for travelers as well.

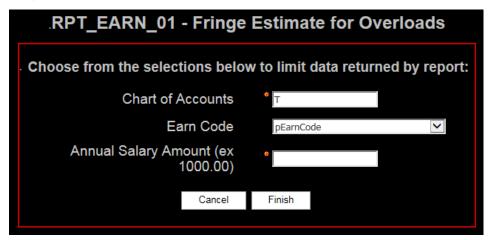Registration for both will continue to be via SumTotal.

Report of the Month

RPT_EARN_01 Fringe Estimate for Overloads

This report is used to estimate the cost of fringes when an employee is going to be receiving overload pay. This report is located in the Public Folders tab of Cognos within the Human Resources Folder > Departmental Users > Positon Reports

.The parameter page has three fields:

- Chart of Accounts (Required)
- Earn Code (Optional)
- Annual Salary Amount (Required)

The report displays in two pages. The first page provides the total estimated fringe amount for the salary and earn code selected. In the report output shown below, the estimated fringe amount for 10,000 Annual salary is 1,595.00. Page 2 of the report is shown on the next page.

Fringe Estimate for Overloads

T - ADC - 10000

PTREARN CODE	PTREARN LONG DESC	FRINGE PCT	FRINGE AMT
ADC	Additional Compensation	15.95%	1,595.00

RPT_EARN_01 Fringe Estimate for Overloads (Continued)
The second page of this report provides details for the fringe amount by breaking the amount of total fringes into fringe expense type, rate and amount

Earn Code Fringe Detail

T - ADC - 10000

PTREARN CODE	PTREARN LONG DESC	PTRBDPL BDCA CODE	PTRBDPL DESC	FRINGE RATE	FRINGE AMT
ADC	Additional Compensation	T02	Deduct/Matching	6.80%	680.00
ADC	Additional Compensation	X01	FICA Medicare Hosp Ins	1.45%	145.00
ADC	Additional Compensation	X02	FICA OASDI	6.20%	620.00
ADC	Additional Compensation	ZTL	TTU Lump Sum Vacation Pool	1.25%	125.00
ADC	Additional Compensation	ZTW	TTU Workers Comp Insurance	0.25%	25.00
Overall - Total				**15.95%**	**$1,595.00**

It is suggested to reconcile actual fringe amounts paid by using an HR Payroll Report such as the HR047.

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

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742-5669

Visit us on the web at http://ww.depts.ttu.edu/afism/

Administration & Finance Information Systems Management