



AFISM NEWS

November 2018

AFISM November Class Offerings

| Class Name | Class Date |
|--|------------|
| Financial Management 101: Introduction to the FOAP Codes | 11/1 |
| Cognos Grant Reporting | 11/1 |
| Financial Reporting - Transaction Reports | 11/5 |
| HR Reporting - Employee Appointment Reports | 11/6 |
| EOPS - Employee One-time Payment System Overview | 11/7 |
| HR Reporting - Payroll Reports | 11/8 |
| TechBuy Shopper | 11/12 |
| Procurement Reporting in Cognos | 11/13 |
| Finance INB Navigation and Exercises | 11/13 |
| Account Code Training for Expenditures | 11/14 |
| Financial Management 101: Introduction to the FOAP Codes | 11/15 |
| Budget Management and Revision | 11/15 |
| Introduction to Cognos | 11/19 |
| Travel Training for Travel Preparer | 11/19 |
| Xtender Scanning and Indexing | 11/20 |
| All about HR and ePAF | 11/27 |

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



Report of the Month

HR207—Estimated Comp Time Expense

The Estimated Comp Time Expense Report can be run by ORGN or by FOP. It shows the available hours and estimated salary expense for all active employees with a Comp Time Balance. Though the report does not provide this information, it is important to know that all applicable fringes will be charged in addition to the salary expense included on this report.

The report is current as of the date the report is run, but the hours do not include any manual leave adjustment forms or timesheets that have not been processed.

The screenshot shows the web interface for the "Texas Tech University Estimated Comp Time Expense" report. At the top, the title "Texas Tech University Estimated Comp Time Expense" is displayed. Below this, a red-bordered box highlights the "Run Report By:" section, which contains two radio buttons: "Run by FOP" (unselected) and "Run by Organization" (selected). Below the radio buttons is a "Keywords:" section with a search box and a "Search" button. To the right of the search box is a "Select Organization(s):" section. Below the search box is an "Options" dropdown menu. At the bottom, there are two empty boxes labeled "Results:" and "Choice:", each with "Insert" and "Remove" buttons and "Select all" and "Deselect all" links.

All TTU and TTU System Staff employees in a full-time non-exempt employee class accrue compensatory leave time when working more than 40 hours during the FLSA workweek.



Estimated Comp Time Expense

The report output shown below was executed at the Organization Level. It provides the Home Organization, followed by employee details of: R#, Name and Supervisor. The FOAP(s) supporting the employee's salary is provided, followed by the percent of the salary that is assigned to that FOAP. The Beginning Balance of hours is next, followed by Hours Accrued and Hours Taken. The Total Available Comp Time Hours is given, followed by Pay Rate and Amount Due. The final column displays the Estimated Expense to the Organization for these hours. This amount is estimated because the actual payout could vary depending on the rate of pay and job labor distribution at the time the comp time payment is made. The department will also incur the cost for fringes on this amount.

| Report: HR207 | | Texas Tech University | | | | | | | | | | 10/08/18 | | | | |
|--|----|------------------------------|---------------------|-----------------|--------|--------------|---------|---------|--------------|---------------|---------|----------|---------------------------------|-----------|------------|-------------------|
| Estimated Comp Time Expense | | | | | | | | | | | | | | | | |
| Sort Key: | | | | | | | | | | | | | | | | |
| Home Organization | R# | Employee Last Name | Employee First Name | Supervisor Name | Fund | Organization | Account | Program | FOAP Percent | Begin Balance | Accrued | Taken | Total Available Comp Time Hours | Pay Rate | Amount Due | Estimated Expense |
| | | | | | 11A006 | | 6A2508 | 100 | 1.0000 | 0.00 | 12.00 | 8.00 | 4.00 | 21.230000 | 84.92 | 84.92 |
| | | | | | 16B072 | | 6A2508 | 400 | 1.0000 | 0.00 | 13.50 | 0.00 | 13.50 | 19.650000 | 265.28 | 265.28 |
| | | | | | 11A006 | | 6A2508 | 100 | 1.0000 | 0.00 | 27.38 | 0.00 | 27.38 | 16.050000 | 439.45 | 439.45 |

These are estimated expense amounts based on current job labor distribution for the primary employee position and available comp time leave balances. Actual payout may vary depending on rate of pay and job labor distribution at the time the comp time payment is made.

The Question ?

How do I get set up to approve timesheets?

To learn about approval of payroll timesheets and leave reports, go to the AFISM Resources webpage and filter for the Payroll Category. (<http://www.depts.ttu.edu/afism/resources/>). You will find these guides:

- ◆ Routing & Approval of Payroll Time and Leave Forms is an overview of the different procedures (reference manual).
- ◆ Assigning Proxies: Organization Manager has the steps for the Organization Manager to assign a proxy to act on the their behalf.
- ◆ Assigning Approvers: Organization Manager or Proxies has the steps to appoint an approver.
- ◆ Approving Time and Leave Forms. Once granted access, this is the guide for the approver of timesheets or leave reports.

Comparing Texas Tech's "Employee Class" Groups

Texas Tech's Job Titles with associated Employee Class Codes, as listed in the Pay Plan, were created based on the work to be performed. The following comparison of the three "Employee Class" groups is available on the AFISM Resources, category ePAF, sub-category References website: <http://www.depts.ttu.edu/afism/resources/>

| Characteristic | Texas Tech's Three "Employee Class" Groups | | |
|--|--|--|--|
| Work to be performed might be described as | Task oriented | Project oriented; Workload | Project oriented; Academic Class Load |
| Employee Class Group and "Legal" Label | Nonexempt | Exempt: 12 month staff, 12 month Administrative Faculty | Faculty: 9 month teaching duties (a sub-category of Exempt) |
| Employee Classes | N1, N0 | E1, E4 – Staff F8, F7 – Faculty | F1, F4 |
| Pay Rate, Pay Frequency | Hourly: Paid twice in a month | Annual Salary: Earned over 12 months Paid monthly | Annual Salary: Earned over 9 months Paid monthly |
| Payroll Description | Semi-monthly (SM) | Monthly (MN) | Monthly (MN) |
| Method of Reporting Work and Leave time | Must complete a timesheet with work and leave hours | No timesheet; report leave hours by 15 th of next month | No timesheet; report leave hours by 15 th of next month |
| Payroll Period | 1 st – 15 th and 16 th – end | 1 st – month end | 1 st – month end |
| Paychecks Distributed | 15 th & 25 th , or last work day prior if holiday or weekend | 1 st working day of next month | 1 st working day of next month |
| ePAF Factors (annual pay periods) | 24 | 12 | 9 |
| ePAF Pays (annual pay checks) | 24 | 12 | 9 |
| ePAF Average Hours per Day: | | | |
| Full Time 1.0 FTE | 8 | 8 | 8 |
| Half Time .5 FTE | 4 | 4 | 4 |
| ePAF Average Hours per Pay Period: | | | |
| Full Time 1.0 FTE | 86.67 | 173.33 | 173.33 |
| Half Time .5 FTE | 43.33 | 86.67 | 86.67 |

Clearing Your Cache for Cognos

In the Cognos environment, you may experience some issues that prevent you from fully authenticating and accessing reports. This can easily be resolved by clearing your cache and restarting your browser.

To clear your cache:

Chrome

1. In the Chrome menu go to Settings or enter the following into the browser: `chrome://settings/clearBrowserData`.
2. Click on the Advanced settings at the bottom of the page to expand the Advanced section and then click on "Clear browser data".
3. Choose the "Basic" tab, select all three checkboxes.
4. From the "Time range" drop-down menu, select "All time".
5. Click CLEAR DATA.
6. Select the "Advanced" tab, select all options except for passwords, select "All time".
7. Click CLEAR DATA.
8. Exit/quit all browser windows and re-open the window.

Firefox

1. From the History menu, select Clear Recent History, if the menu bar is hidden, press "Alt" to make it visible
2. From the Time range to clear: drop-down menu, select all time; to clear your entire cache, select Everything.
3. Click the checkbox next to "Cache" and "Cookies".
4. Click Clear Now.
5. Exit/quit all browser windows and re-open the browser.

Internet Explorer 11

1. Select Tools > Internet Options > on the General tab, click Delete in Browsing History
2. Uncheck Preserve Favorites website data, and select all other boxes except Passwords:
3. Click Delete. You will see a confirmation at the bottom of the window when the process is complete.
4. Restart your machine.

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.



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