TEXAS TECH UNIVERSITY
Administration and Finance
Information Systems Management

AFISM is committed to providing a valuable knowledge base to the TTU employee infrastructure and our directive is to meet the individual needs of all our customers. You may or may not have heard of the changes that have occurred and new products that have been developed in the past few months. Below, you will find a highlight of the most recent items and the business need for each. Each month, our newsletter ends with a "Quick-Tip" of some useful tools that you may or may not be aware of.

This month's newsletter contains a return of 'The Question', and explanation is given on where to find employee leave balances. In addition, you will also find a schedule of trainings offered by AFISM for April through May, and a reminder about Property Inventory Certification. Also this edition provides a review of the HR091 Salary Roster and Budget Report as this month's 'Report of the Month'.

AFISM 2 KNOW - April 2015 Edition

Property Inventory Certifications are due by June 30, 2015

You may attend one of our Online Property Inventory Training classes offered through AFISM this month. You can schedule your class using SumTotal through AFISM. You will learn how to navigate the online system, make inventory transfers, update locations, submit and certify your inventory.

 If you have any questions, please contact property.management@ttu.edu.

Upcoming Trainings Offered By AFISM
- For April through May –

The list on the following page includes all trainings offered by AFISM from April through May. If you are interested in attending one of the trainings offered please follow this link to SumTotal to register for a class as well as to find up-to-date information about trainings offered by AFISM.

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

Class Name	Date
Banner Student - Banner Basics	4/13/2015
Finance INB Navigation and Exercises	4/13/2015
Financial Reporting - Budget Reports	4/13/2015
Banner Student - Intermediate Training	4/14/2015
Financial Reporting - Transaction Reports	4/14/2015
Introduction to Cognos	4/16/2015
HR Reporting - Employee Appointment Reports	4/20/2015
Property Inventory System Training	4/20/2015
Xtender - Scanning and Indexing	4/20/2015
All About HR and ePAF	4/21/2015
Banner Student - Banner Basics	4/21/2015
Travel Training for Travel Preparer	4/21/2015
Banner Student - SFASRPO (Permit) Training	4/22/2015
Banner Student - Time Ticketing Workshop	4/22/2015
Summer ePAF Appointments	4/22/2015
Xtender Basics	4/22/2015
Financial Management 101: Introduction to the FOAP Codes	4/23/2015
HR Reporting - Payroll Reports	4/23/2015
Intro to Financial Transactions System (FiTS)	4/23/2015
Banner Student - Banner Basics	4/27/2015
Cognos Grant Reporting	4/27/2015
Banner Student - Intermediate Training	4/28/2015
Procurement Reporting in Cognos	4/28/2015
Banner Student - Banner Basics	5/4/2015
Property Inventory System Training	5/4/2015
Introduction to Cognos	5/5/2015
Financial Management 101: Introduction to the FOAP Codes	5/6/2015
EOPS: Employee One-time Payment System Overview	5/7/2015
TechBuy Shopper Training	5/7/2015
Finance INB Navigation and Exercises	5/12/2015
Financial Reporting - Budget Reports	5/12/2015
Budget Management and Revision	5/14/2015
Property Inventory System Training	5/18/2015
Financial Reporting - Transaction Reports	5/19/2015
Travel Training for Travel Preparer	5/19/2015
Financial Management 101: Introduction to the FOAP Codes	5/20/2015
TechBuy Shopper Training	5/25/2015
Introduction to Cognos	5/26/2015
Procurement Reporting in Cognos	5/26/2015
All About HR and ePAF	5/27/2015
Summer ePAF Appointments	5/28/2015

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

ePAFs for Summer Appointments

Special ePAFs and procedures have been developed for appointing faculty and graduate students to summer terms. At the end of May, Texas Tech automatically places all 9-month Faculty/TA/GPTI appointments on leave for the summer; no action is needed by the department. The summer procedures are for employees with a current spring appointment who will work during the summer, such as

- Faculty currently holding spring appointments who will be appointed to summer terms
- Graduate students holding spring appointments who will be appointed to summer terms
- Graduate students holding spring appointments who do not attend Graduate School in the summer but intend to work on campus during the summer

For Summer 2015, the instructions remain mainly unchanged, with a couple of minor edits. A schedule of classes has been prepared for ePAF Originators:

- April 2, 2015: A Review will be presented at the end of the Administrators Group Meeting. This short presentation offers a reminder of the ePAFs and procedures. (It will not be adequate for new Originators who have not prepared Summer ePAFs.)
- Classes are for new ePAF Originators, and those who are interested in attending as a refresher:
    - Thursday, April 2, 2:00PM, 1.5 Hrs.
    - Wednesday, April 22, 2:00PM, 1.5 Hrs.
    - Thursday, May 28, 2:00PM, 1.5 Hrs.
    - Thursday, June 25, 2:00PM, 1.5 Hrs.

Along with the Slide Presentation presented to the Administrator's Group (Apr 2), the instruction guides are available on the AFISM ePAF Job Aids site (scroll to the bottom):

http://www.depts.ttu.edu/afism/referencev2/jobAids.asp?tabid=contentTab3

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

REPORTING NEWS

Report Modifications

HR091 – Salary Roster and Budget Report– The "Select the College/Division" prompt had the drop down labeled to reflect the name and selection criteria of the prompt.

FI144 – Monitoring Indirect Costc (Excluding Salaries) on Sponsored Project Funds– The prompt page had some formatting corrections and a link to the report was placed in the TTU Finance > All Finance Reports Folder.

Report of the Month

HR091 – Salary Roster and Budget Report

This report is shows both the Financial side and the Payroll side of Salaries for an Organization, displayed by FOP. Three prompts are required: **Chart of Accounts**, **Fiscal Year**, and **Organization** (highlighted in yellow below). The other prompts, Fund, College, Program and Budget Pool are provided in order to allow you to focus on more specific details.

Use this report to compare the budgeted amount for salaries, by budget pool, to the budget for each position within that budget pool. The report does provide essential information including the percent of salary assigned to the FOP, the YTD expenses by position and the remaining encumbrance by position.

If more granular details are needed, the report provides a "drill down" that allows you to select a position number and see the YTD expenses for each employee within that position and budget pool and the remaining encumbrance for each person as well.

Texas Tech
Salary Roster and Budget Report

Select the Chart of Accounts:
* Texas Tech University

Enter the Fiscal Year:
(e.g. YYYY)
* 2015

Enter the Fund: (Optional)

Select the College/Division: (Optional)
ORGANIZATION

Select the Organization: (Optional)
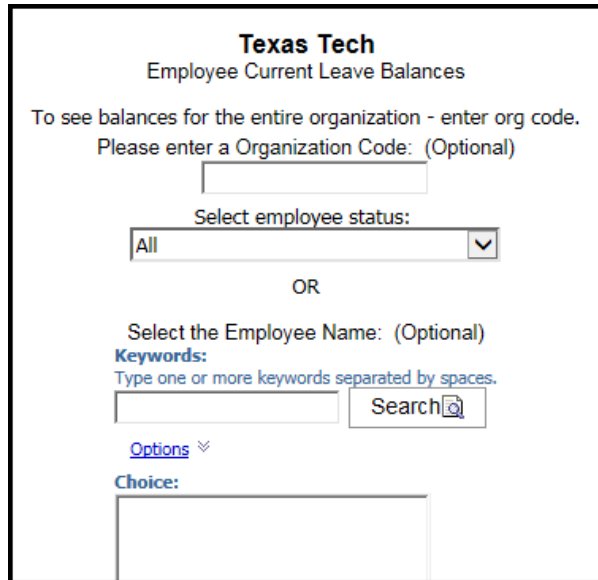* ORGANIZATION

Enter the Program: (Optional)

Select the Budget Pool: (Optional)
VALUE

The report output is shown below. The first column, Account (Budget) Pool shows the specific expense types for Salaries, faculty, staff and other. To the right of that column is the amount budgeted for those salaries within that particular budget pool with a summary amount of the budgeted amounts for the FOP (highlighted in yellow). This information is followed by the T-Number (Position) and description of the position. For each position, you see the amount budgeted, sometimes it does not have a budget. To the right of the amount budgeted by position is the Current %. This is the percent of budgeted amount for the position that is being paid by the FOP displayed in the section header. The YTD expense is what has been spent on that position during the current fiscal year. The remaining encumbrance shows what remains set aside within the FOP so that the salaries can continue to be paid for the positions shown within the report. Not all positions have funds encumbered for them.

Report: HR091

Texas Tech
Salary Roster and Budget Report
Fund: 16X111 **Organization:** X56X23 **Program:** Z89

Account Pool	Current Budget	Position	Position Budget	Current Percentage(%)	YTD Expenses	Remaining Encumbrance
6A1 - SW Faculty Salaries Budget Pool	19,302.45	T99512 - Instructor			15,605.61	3,696.84
6A1	19,302.45				15,605.61	3,696.84
6A2 - SW Staff Salaries Budget Pool	84,170.55	T91578 - Associate Director	29,579.98	51.00	4,930.00	12,324.99
		T93728 - Coordinator-Temporary	21,638.66	100.00	8,406.44	9,917.71
		T93838 - Director	47,872.67	55.00	27,925.73	19,946.93
		T99462 - Grad Part-Time Instructor	28,470.44	3.59	718.75	
6A2	84,170.55		127,561.75		41,980.92	42,189.63
6A4 - SW Other Salaries Budget Pool	86,470.00	T99462 - Grad Part-Time Instructor	28,470.44	3.59	40,527.74	11,361.10
6A4	86,470.00		28,470.44		40,527.74	11,361.10
Summary	189,943.00		156,032.19		98,114.27	57,247.57

Click active link to drill to
"Person" details

If information is desired at the person level, the report provides this. Within the position column the T-number provides a drill down to the person details (shown above with red arrow). When this number is selected, the person information for that "position" is displayed. The information provided includes the ID (R-number) of the employee, their name, the YTD expenses for that person and the remaining encumbrance, if any, for that person (shown in the screen shot below). The information shown below is for the position in the 6A1 budget pool of the report shown above.

Texas Tech
Salary Roster and Budget Report

Fund 16X111   **Organization** X56X23   **Program:** Z89
Account Pool: 6A1

Position	ID	Name	YTD Expenses	Remaining Encumbrance
T99512 - Instructor	R11111111	Employee 1	12,938.94	3,696.84
	R22222222	Employee 2	2,666.67	0.00
T99512			15,605.61	3,696.84
Summary			15,605.61	3,696.84

This report is found within the Human Resources > Departmental Users > Position Reports folder of Cognos.

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The Question?

How can I tell how much leave an employee has available?

Answer:

One way to answer the question regarding available leave is to use a report found in Cognos. This report is found in the Human Resources > Departmental Users > Web Leave Report folder. The report is titled **"HR030 – Employee Current Leave Balances"** This report can be executed for the entire organization or can be executed for one employee. The report also allows the user to select the type of leave the information is needed for and whether or not this information is for and active or for a terminated employee.

A second way to find this information is to direct the employee to Raiderlink. Have them select the tab titled "TTU Employee". Within this tab, the upper left box has a link titled "My Leave Balances" This shows how much time that employee has available for the various types of leave provided.