AFISM NEWSLETTER

DECEMBER 2016

AFISM DECEMBER CLASS OFFERINGS

If you are interested in attending one of the trainings offered, please follow the link below to our training website:

http://kainz.ttu.edu/afism/training/

Name	Start Date
All About HR and ePAF	12/7/2016
Budget Management and Revision	12/9/2016
Cognos Grant Reporting	12/20/2016
Finance INB Navigation and Exercises	12/6/2016
Finance Reporting Basics	12/8/2016
Financial Management 101: Introduction to the FOAP Codes	12/12/2016
Financial Reporting - Budget Reports	12/12/2016
Financial Reporting - Transaction Reports	12/13/2016
HR Reporting - Employee Appointment Reports	12/15/2016
HR Reporting - Payroll Reports	12/15/2016
Introduction to Cognos	12/12/2016
Procure To Pay	12/16/2016
Procurement Reporting in Cognos	12/1/2016
Reporting - Employee Appointment Reports	12/15/2016
TechBuy Shopper Training	12/6/2016
Travel Training for Travel Preparer	12/8/2016
Xtender - Scanning and Indexing	12/1/2016
Xtender - Scanning and Indexing	12/19/2016

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

REMINDER FROM PAYROLL SERVICES

Departments, please have all your non-exempt employees submit their timesheets for the December 1st-15th pay period on time and approved by December 19th to avoid a delay on their December 22nd pay date. Employees who do not submit their timesheet timely will need a manual check request submitted by their department. Manual Check Requests for the December 1-15 period will pay on January 6, 2017.

CLASS SPOTLIGHT

Financial Management 101: Introduction to FOAP Codes

Prior to attending Finance, Budget and Procurement classes, it is necessary to learn about TTU's financial structure. This course provides an overview of the structure, codes, expenditure guidelines and available budget balances. During this class you are introduced to key concepts and terms that are foundationally necessary to your job duties as related to finance processes. This class is a pre-requisite to many classes offered by AFISM. Learning outcomes provided during this session include:

- Discover the purpose and use of the FOAP Codes for their department
- Discover the differences in funds, budgets, and associated managers
- Review terms and procedures common to Texas Tech's financial system
- Review the fiduciary responsibilities of financial managers

REPORT OF THE MONTH

HR143 – Web Time Entry (Leave Reporting) Lookup

What does this report do?

With the recent changes to the FLSA, employees within your department who were once exempt may now be non-exempt. As you are aware, that means they have to submit their time twice monthly, and that time must be approved by someone within the department. The HR143 – Web Time Entry (Leave Reporting) Lookup is used to view by Approver name the persons that approver is responsible for approving Web Time / Web Leave enties.

This report is found in Cognos within the Public Folders Tab. Within Public Folders, select the yellow folder labeled Human Resources, followed by Departmental Users, and then select the yellow folder labeled **Web Leave Reports** (see below)

Public Folders > Human Resources > Departmental Users > **Web Leave Reports**

Entries: 1 - 7

	Name ◇	Modified ◇	Actions
☐	HR028 - Leave History Report	October 8, 2014 11:04:52 AM	▶ ⬤ More...
☐	HR030 - Employee Current Leave Balances	July 15, 2014 1:01:12 PM	▶ ⬤ More...
☐	HR143 - Web Time Entry (Leave Reporting) Approver Lookup	June 13, 2014 11:52:56 AM	▶ ⬤ More...
☐	HRS082 - Monthly Leave Accruals	March 29, 2010 9:29:57 AM	▶ ⬤ More...
☐	HRS093 - WLR Proxy Report	November 10, 2010 8:06:36 AM	▶ ⬤ More...
☐	HRS095 - Web Leave Reporting Status Report	November 17, 2010 9:35:37 AM	▶ ⬤ More...
☐	HRS097 - Web Leave Report - Payroll Override Approval	December 20, 2010 10:50:20 AM	▶ ⬤ More...

Search by Approver R# or last name in parameter fields provided. If more than one choice is provided, select the desired approver.

The report output is shown below. Note the Organization Code within the Approver Org column. This is the assigned Organization for the Approver indicated on the parameter page. The Approver Name column populates with the Approver. The Category Code designates the type of time entry being approved for each employee displayed. If Category Code is populated with Leave, the employee does not report time for the organization but does report any leave taken (i.e. sick or vacation leave) must be reported and approved by the named Approver. If the Category Code is Time, that employee reports their time twice monthly and it must be approved by the named Approver.

Report: HR143   **Texas Tech**   11/29/16
                                                           WTE/WLR Approver Lookup

Return to Prompt

Approver Chart	Approver Org	Approver ID	Approver Name	Approver eRaider	Approver Position	Approver Position Title	Approver Level	Category Code	Approval Type	Employee ID	Employee Name	Employee Chart	Employee Org	Employee Position	Employee Position Title
T	C11000	R00	Shawn C. Massie	smassie	T95883	Associate Managing Director	1	LEAVE	Employee	R004	Onder, Salih	T	C11000	T99080	Programmer Analyst III
								LEAVE	Employee	R005	Hymes, Dale M.	T	C11000	T99659	Programmer Analyst III
								LEAVE	Employee	R005	Zhu, Xiaotong	T	C11000	T95923	Programmer Analyst III
								LEAVE	Employee	R005	Sahoo, Anwesa	T	C11000	T93541	Director-Applications & Report
								LEAVE	Employee	R009	Bloodworth, Robert W.	T	C11000	T99023	Programmer Analyst III
								TIME	Employee	R00	Anderson, Byron M.	T	C11000	T89766	Senior Administrator
								TIME	Employee	R00......	Lindsey, Jill A.	T	C11000	T89872	Section Coordinator

Access to the Human Resources Reporting folder is granted to departmental employees by the Financial Manager of the Organization. TeamApp is used to grant this access. If you have questions regarding granting report access or using Cognos Reports, please contact AFISM.

QUESTION OF THE MONTH

How can I tell if I have access to Xtender?

TeamApp can be used to determine if you have Xtender access, link from the Other Links section of the AFISM channel of Raiderlink. From within TeamApp, select "View My Banner Access"
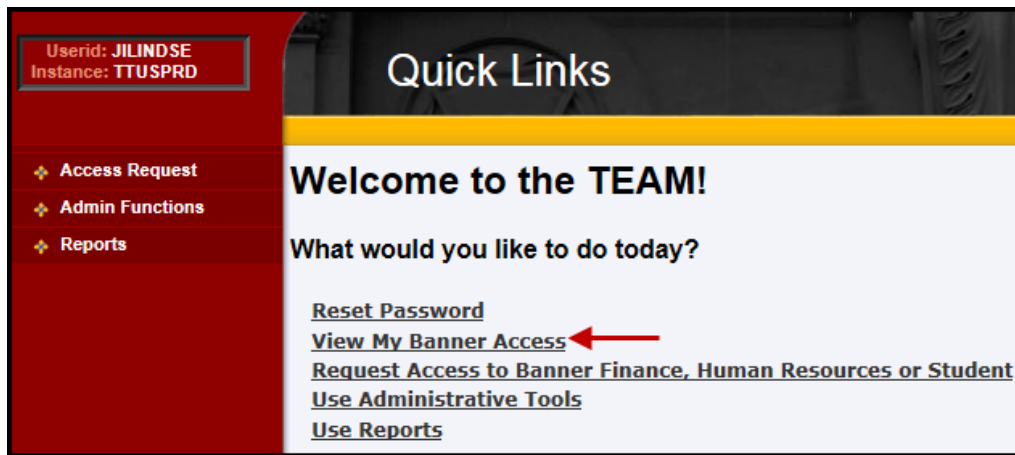
In the window that opens select the button titled "Classes" or "Xtender Groups" as shown below. If you do not have access to Xtender, No displays to the right of "Xtender".
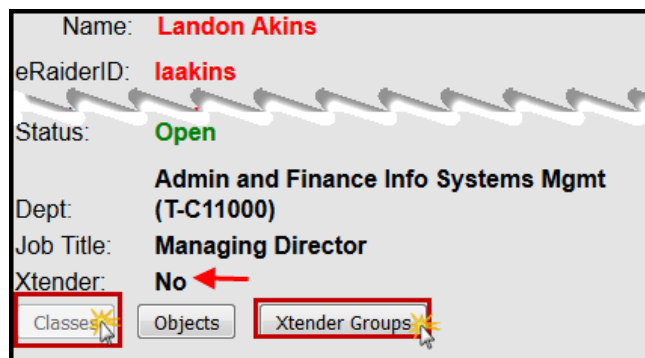
If you have access Yes displays, and the Xtender Group(s) that you have access to are shown

Xtender Groups:

Showing 1 - 1 of 1.	Page Size: 10 ∨	<< < 1 ∨ > >>
Xtender Group Name		
AFISM TRAINING STUDENT MASTER		

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:

806-742-KNOW

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http://www.depts.ttu.edu/afism/