



AFISM NEWS

February 2018

AFISM February Class Offerings

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

THE Question?

The file attached to the ePAF only has one page – WHAT NOW?

There are two possible causes for this problem:

- 1) After uploading the file, the file is attached in two steps. The first step is to choose the file name and SAVE, but this only attaches the page being viewed in the display area. The second step is to attach the remainder of the file.

If both steps were not followed, delete the single-page document. Then upload the file again, and attach it in two actions mentioned above.

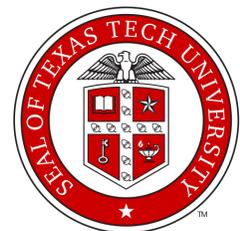
- 2) Sometimes the file does not upload correctly and only the first page uploads. First delete the one page document on the ePAF. Then open the file with Adobe, verify it has all the pages, and save it again. Try uploading the newly saved file. Page through the file in the display area to verify all pages uploaded, then follow the two steps mentioned above to attach the file.

REMINDER FOR: Merit Program 2018 ePAF Processing

All Merit increase ePAF's must be entered by February 28th to provide the Provost Office and Administration & Finance Office time to review them.

Tips for processing Merit ePAFs:

- ◆ Review report of centrally funded merit pools with listing of eligible employees.
- ◆ Each department is responsible for processing a pay change ePAF transaction for each person awarded a merit increase. For exempt employees, use the “**TTU Pay Change—Exempt ePAF**”. For non-exempt employees, use the “**TTU Pay Change—Non-exempt ePAF**”.
- ◆ Only **one date—03/01/2018**—will be used in the ePAF. Use this for query date, effect date and personnel date fields.
- ◆ Provide the **NEW annual salary** for exempt employees and the **NEW hourly rate** for non-exempt employees
- ◆ The job change reason for all the ePAF will be **MERIT** for these merit increase ePAFs.
- ◆ Add the Provost office as an “FYI” for all **faculty** funds needing their approval. Otherwise, normal routing procedures should be followed for the funding used to pay the employee.



HR121—Current and Future Appointment Report

After your Merit ePAF's have applied, execute the HR121– Current and Future Appointment Report to verify the new hourly rate for non-exempt employees is as desired and that the new annual salary for exempt employees is as desired.

The report can be executed by exemption type, name or for all employees associated with an organization. Find the employee information to identify the person the report is for, then review either the hourly rate or the annual salary. See boxes in report output shown below.

This report is found in the Human Resources > Departmental Users > Employee Appointment Reports folder of Cognos.

Texas Tech University															01/30/
Current and Future Appointment Report															
Home Organization: [REDACTED]															
Employee Information															
Employee ID	Class	E Class Desc	Full/Part Time	Hiring Location	Hiring Location Desc	Home Chart	Home ORGN	Home ORGN Desc							
[REDACTED]	F-1	FT 9 Mo Fac Non Vac Elig	F	T0272	[REDACTED]	Texas Tech University	[REDACTED]	[REDACTED]							
Job Information															
Status	Position ORGN	Class	P Class Desc	Payroll ID	Job Type	Job Begin Date	Job End Date	Last Paid Date	FTE	Hourly Rate	Hours/ Units Per Pay	Assign Salary Per Pay Period	Factor	Pay Periods	Annual Salary
A	[REDACTED]	006	Assistant Professor	MN	Primary	11/01/17	12/31/99	01/31/18	1.000	44.23	173.33	7,666.67	9	12	69,000.00
Total for Jobs with a FTE														69,000.00	
Jobs Summary:														69,000.00	
Earnings Information															
Position Number	Job	Effective Date	End Date												
[REDACTED]	00	09/01/17													
[REDACTED]	0	09/01/17													
Job Labor Distribution															
Position Number	ORGN	ORGN Desc	ACCT	ACCT Desc	PROG	Amount Pay Per Period	Percent	Annualized Amount							
[REDACTED]	[REDACTED]	[REDACTED]	6A1802	SW Faculty Tenure Track	400	7,666.67	100.00%	69,000.00							
Position Summary							7,666.67	100.00%	69,000.00						

Verify hourly rate for non-exempt employees

Verify annual salary for non-exempt employees

Did you know?

Access to Human Resources reports is granted by the Financial Mgr of each Organization. They use an application “TeamApp” to grant this permission. So, if you need to view Human Resource reports for your job duties, you will work with the Financial Manager of your Organization to get needed access.

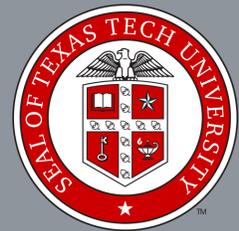
Looking Forward in 2018

Cognos will be upgraded to the new “Cognos Analytics”

AFISM will be supporting campus users in transitioning with this upgrade. Be watching for announcements as the go-live approaches.

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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