



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 an informative section showing how to correct the “Blocked Security Setting” notification that can occur when accessing Banner. In addition, you will also find a section on adding additional available budget channels in Raiderlink, a schedule of trainings offered by AFISM for January through February and a review of HR028 Leave History Report as this month’s ‘Report of the Month’.

AFISM 2 KNOW - January 2015 Edition

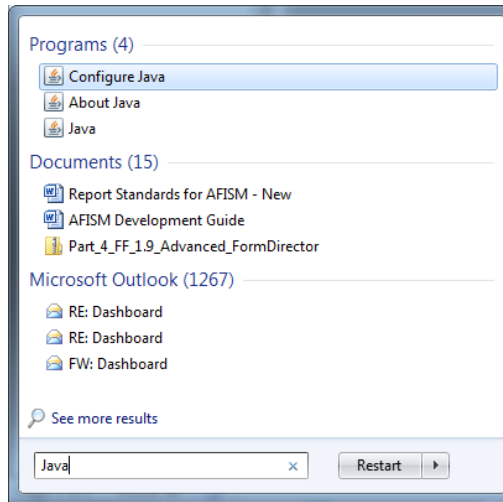
If you are experiencing problems when accessing Banner, this information will help you. The user needs to be in Java version 7, as version 8 is not yet supported by Banner. In this case, the user is in Java version 7 Update 67. You can see this by selecting About Java from the application window on your desktop.



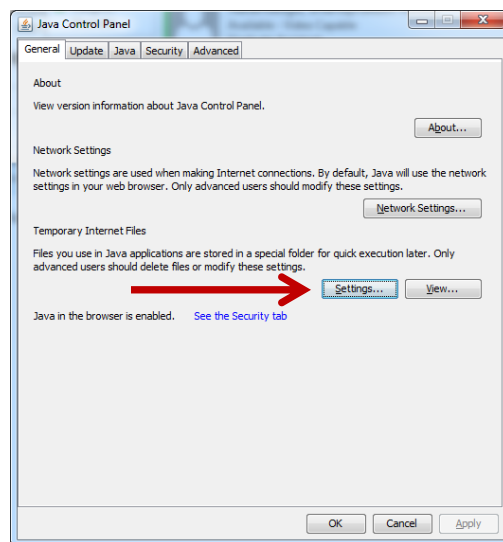
If the user is experiencing either of the following errors when accessing Banner their Java Temporary Files may need to be deleted. The error always states the application can not run or was blocked by a security setting.



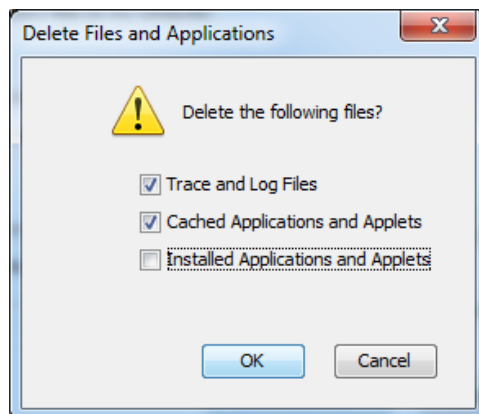
To delete the Temporary Files click on the Windows icon on the bottom bar and type in “Java”. Then select “Configure Java”.



From the Java Control Panel select “Settings” on the “General” tab to take you to “Temporary Files Settings”.



From “Temporary Files Settings” select “Delete Files” and a window will pop-up asking you to delete the following files with two defaulted check boxes. Leave the window as is with “Trace and Log Files” and “Cached Applications and Applets” checked and click “OK”.



After you have clicked “OK” back out of all windows close Internet Explorer and reopen it. You should now be able to access Banner without error. If the errors persist please email a screen shot of the error to AFISM.2KNOW@ttu.edu and we will be in contact with you shortly.

Upcoming Trainings Offered By AFISM

- For January through February -

The following is a list of trainings offered by AFISM from January through February. 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	1/20/2015
Financial Management 101: Introduction to the FOAP Codes	1/20/2015
HR Reporting - Employee Appointment Reports	1/20/2015
All About HR and ePAF	1/21/2015
HR Reporting - Payroll Reports	1/21/2015
Intro to Financial Transactions System (FiTS)	1/21/2015
Banner Student - Intermediate Training	1/22/2015
Procurement Reporting in Cognos	1/27/2015
Banner Student - Banner Basics	1/28/2015
Banner Student - SFASRPO (Permit) Training	1/29/2015
Banner Student - Time Ticketing Workshop	1/29/2015
Xtender Basics	1/29/2015
Banner Student - Banner Basics	2/2/2015
Banner Student - Intermediate Training	2/3/2015
Cognos Grant Reporting	2/4/2015
Financial Management 101: Introduction to the FOAP Codes	2/4/2015
Introduction to Cognos	2/9/2015
Finance INB Navigation and Exercises	2/10/2015
TechBuy Shopper Training	2/10/2015
Budget Management and Revision	2/12/2015
Travel Training for Travel Preparer	2/12/2015
Financial Reporting - Budget Reports	2/16/2015
Financial Management 101: Introduction to the FOAP Codes	2/17/2015
HR Reporting - Payroll Reports	2/17/2015
New Fund Request System Training	2/17/2015
All About HR and ePAF	2/18/2015
Financial Reporting - Transaction Reports	2/23/2015
Procurement Reporting in Cognos	2/24/2015
HR Reporting - Employee Appointment Reports	2/26/2015

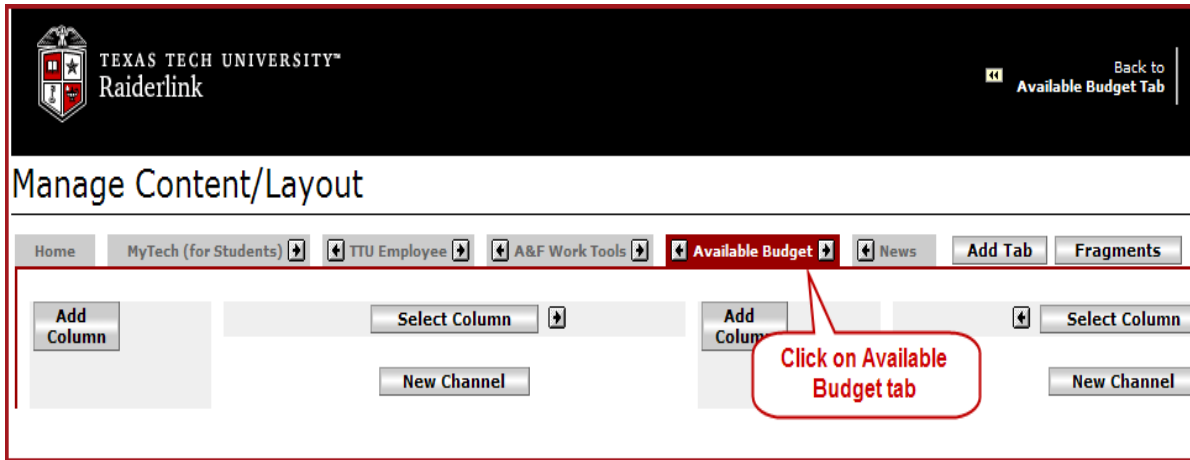
*** Class offerings vary from month to month and the date and time is subject to change. Please visit SumTotal for up-to-date information.*

Adding Additional Available Budget Channels in Raiderlink

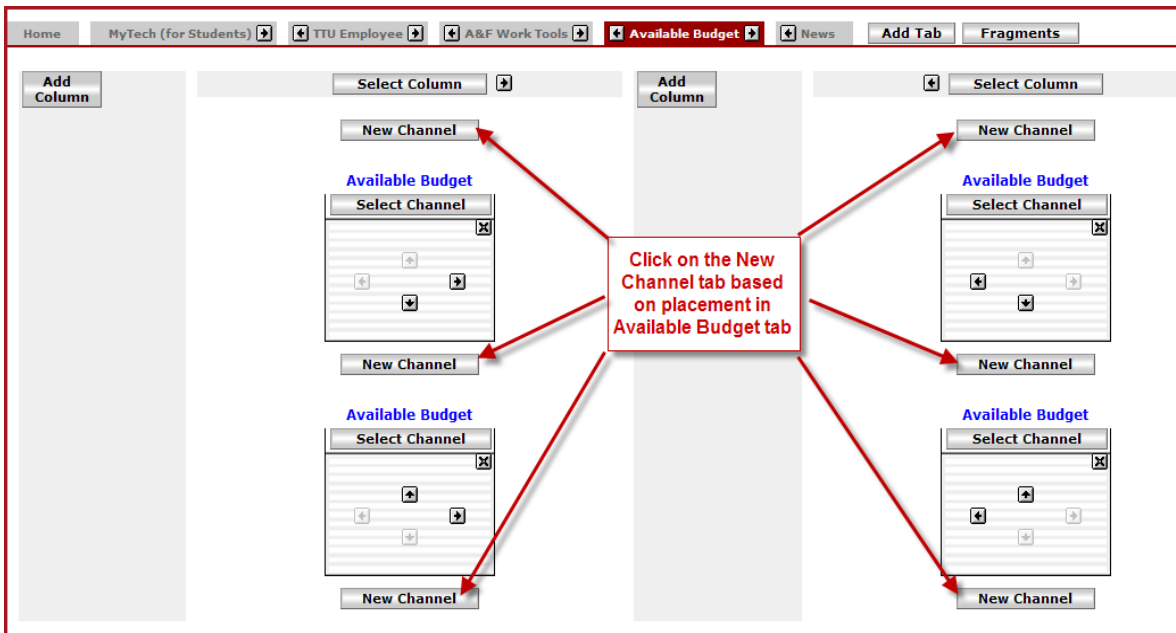
Click on **Content Layout** in the top menu bar of Raiderlink to add additional Available Budget Channels.



This opens the Manage Content/Layout page. Click on the "Available Budget" tab.

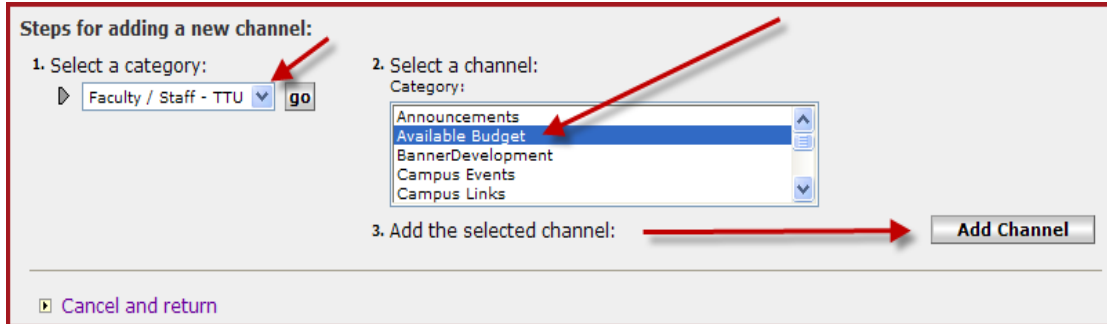


Select **New Channel** – there are several New Channel tabs. The New Channel tab selected will be the location of your new channel.

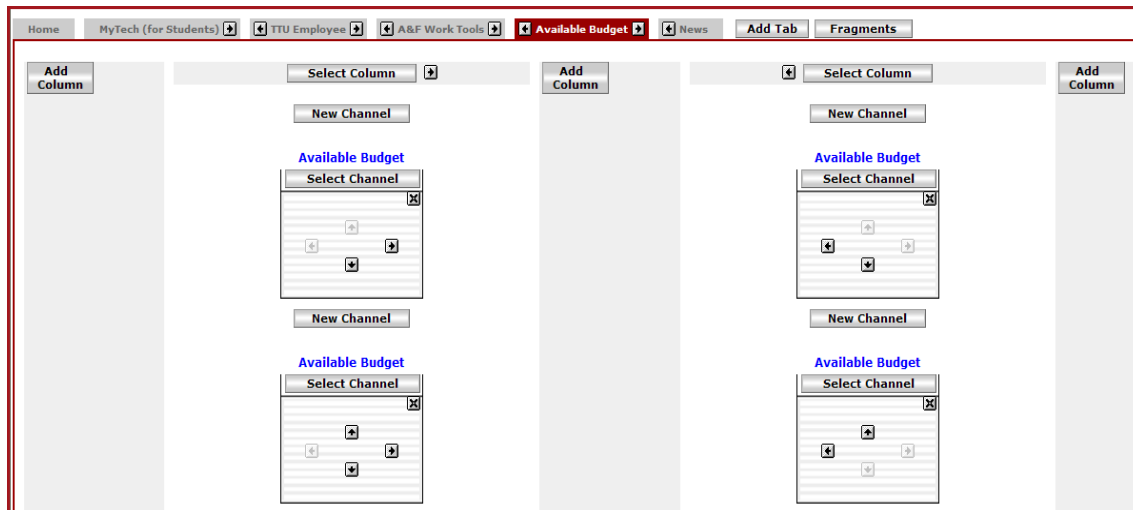


After selecting a New Channel location a new screen appears – **Steps for adding a new channel.**

1. Select a Category
 - a. Select **Faculty / Staff – TTU** from the drop down menu
 - b. click **Go**
2. Select a Channel
 - a. Select **Available Budget**
3. Click on the **Add Channel** button



The New Channel has been added as shown in the Manage Content/Layout screen



Click on the **Back to Available Budget Tab** link in the menu bar at the top of the screen.



The new channel has been added to the Available Budget tab in the Raiderlink. Follow the instructions provided under **Add Banner Funds to Channels** to add the new Banner Chart, Fund, Organization and Program. Repeat the above process to add additional budget channels.

The Question

What was the Organizational cost for Fringes and Longevity for "John Doe" last month?

You can use Cognos Report HR047 – Payroll Expenditures and Encumbrance Report to answer this question.

The parameter page is designed to give the user many options to focus on their specific information needs. For the question above, we will use the following parameters:

- Chart of Account
- Select the Organization (highlight the desired org from the populated list)
- Select your choice of search – choose Fringes with Longevity
- Select the Year
- Select the Summary / Detail View - choose Summary
- Select the Pay Period
- Enter the Employee ID

Report: HR047 **Texas Tech**
Payroll Expenditures and Encumbrance Report

Select the Chart of Accounts: * Texas Tech University

Select the Year Type: * Financial Fiscal Year (Sept - Aug) Payroll Calendar Year

Select the Fund: (Optional)

Keywords: Type one or more keywords separated by spaces. Search

Options

Results: Insert Remove

Choice:

Select the Organization: * C11000 - Admin and Finance Info Systems Mgmt

- C11001 - AFISM Training
- C12000 - Budget and Res Planning and Mgmt
- C13000 - Procurement Services
- C13001 - Sale of Capital Assets
- C13002 - Payment and Travel Services
- C13003 - Travel Conference
- C13004 - Purchasing
- C13005 - Contracting
- C13007 - Vendor Services
- C13010 - Insurance Operating

Select all Deselect all

Select the Account: (Optional)

- 6A1801 - SW Faculty Non Tenure Track
- 6A1802 - SW Faculty Tenure Track
- 6A1803 - SW Fac Tenure Trk 9 Mo Summ Res
- 6A1804 - SW Fac NonTen Trk 9 Mo Summ Res

Select the Program: (Optional) Program

Enter the Document ID: (Optional)

Select your choice of search: * Fringes with Longevity

Select the Year: * 2015

Select the Summary/Detail View: * Summary View

Select the Fiscal Year Posting Period(s): (Optional)

- 01 - September
- 02 - October
- 03 - November
- 04 - December
- 05 - January
- 06 - February

Select the Pay Period: (Optional)

- MN - 10 (01-SEP-14 - 30-SEP-14)
- SM - 18 (01-SEP-14 - 15-SEP-14)
- SM - 19 (16-SEP-14 - 30-SEP-14)
- MN - 11 (01-OCT-14 - 31-OCT-14)
- SM - 20 (01-OCT-14 - 15-OCT-14)
- SM - 21 (16-OCT-14 - 31-OCT-14)

Enter the Employee ID: (Optional) R11111111

The report output, shown below, shows the amount paid for Fringes and Longevity (circled in red) to be \$1866.67.

The report provides the total for each fringe type (with account code) and a summary for all amounts.

Report: HR047		Texas Tech					01/06/15
Payroll Expenditures and Encumbrance Report							
Chart:	Texas Tech University	Fiscal Year Posting Period:	All Periods				
Fiscal Year:	2015	Pay Period:	MN - 10 (01-SEP-14 - 30-SEP-14)				
Fund:	ALL	Document ID:	ALL				
Account:	ALL	Organization:	C11000 - Admin and Finance Info Systems Mgmt				
ID:	R11111111	Program:	ALL				
Note: Fringes with Longevity.							
Account	ID	Name	Position	Job Suffix	Expenditures	Encumbrance	
11A002 - General Admin and Student Services C11000 - Admin and Finance Info Systems Mgmt 600 - Institutional Support Expense							
6A5221 - SW Longevity	R11111111	Doe, John	T11111- Position	00	80.00	0.00	
Summary by: 6A5221 - SW Longevity					80.00	0.00	
6B4901 - FB OASI MEDH Matching	R11111111	Doe, John	T11111- Position	00	436.59	0.00	
Summary by: 6B4901 - FB OASI MEDH Matching					436.59	0.00	
6B4902 - FB Workers Compensation Insurance	R11111111	Doe, John	T11111- Position	00	14.58	0.00	
Summary by: 6B4902 - FB Workers Compensation Insurance					14.58	0.00	
6B4904 - FB Health Matching	R11111111	Doe, John	T11111- Position	00	743.80	0.00	
Summary by: 6B4904 - FB Health Matching					743.80	0.00	
6B4913 - FB TRS Matching	R11111111	Doe, John	T11111- Position	00	402.11	0.00	
Summary by: 6B4913 - FB TRS Matching					402.11	0.00	
6B4927 - FB Lump Sum Vacation Pool	R11111111	Doe, John	T11111- Position	00	72.92	0.00	
Summary by: 6B4927 - FB Lump Sum Vacation Pool					72.92	0.00	
6B4931 - FB Retiree Insurance Pool	R11111111	Doe, John	T11111- Position	00	116.67	0.00	
Summary by: 6B4931 - FB Retiree Insurance Pool					116.67	0.00	
Summary by: 11A002 - General Admin and Student Services C11000 - Admin and Finance Info Systems Mgmt 600 - Institutional Support Expense - Total					1,866.67	0.00	
Summary					1,866.67	0.00	

TOTAL COST → 1,866.67

REPORTING NEWS

Report of the Month

HR028 – Leave History Report

The HR028 – Leave History Report is found in Public Folders> Human Resources >Departmental Users > Web Leave Reports.

This report provides details about leave activity that has taken place during a specific time period for all employees assigned to a particular organization or for a single employee. Use this report to ensure that leave is being reported as required and to ensure that leave is being paid as it should be. The report does capture both online and manual leave entries.

Though no prompts are marked as required, please enter either an organization code or a name and select the time period the data is desired for.

Texas Tech
Leave History Report

** This report now includes manual (those not entered online by the employee) leave updates for both exempt and non-exempt employees!*

Please enter an Organization Code: (Optional)

Select the Employee Name: (Optional)
(For best results, enter last name of the employee you are searching for.)

Keywords:
Type one or more keywords separated by spaces.

[Options](#) ▾

Choice:

[Deselect](#)

Select the time period:

From:

To:

The report output, shown below, shows the following:

- TechID (R #) of Employee
- Employee Name
- Date leave was taken
- Hours of Leave Taken
- Change Reason (either Web or Manual entry)

Notice that the report is sectioned by leave type. The report below shows 9 hours of Sick Leave and 46 hours of Vacation Pay for a total of 45 hours leave during the time selected of Aug 1, 2014 to Dec 31, 2014.

Report: HR028	Texas Tech			01/05/15		
Leave History Report Between <u>Aug 1, 2014</u> and Dec 31, 2014						
Home Organization: C11000 - Admin and Finance Info Systems Mgmt						
ID	Name	Date	Hours Taken	Change Reason		
R11111111	John Doe	SCK - Sick Leave				
		08/07/14	4.00	Web Entry		
		08/21/14	1.00	Web Entry		
		08/25/14	4.00	Web Entry		
		Total for : SCK - Sick Leave		9.00		
		VAC - Vacation Pay				
		08/28/14	4.00	Web Entry		
		09/08/14	8.00	Web Entry		
		09/09/14	8.00	Web Entry		
		09/11/14	8.00	Web Entry		
		10/14/14	8.00	Web Entry		
		Total for : VAC - Vacation Pay		36.00		
		Total for John Doe			45.00	
		Overall - Total			45.00	

Disclaimer: This report displays based on the date(s) leave was taken. Leave hours taken in August, but not approved until September, may not be reflected in the employee's accrual balances until the following fiscal year.

**Notice the disclaimer which states that the report displays based on the date(s) leave was taken. Leave hours taken in one month but not approved until the following month may not be reflected in the employee's accrual balances until the month approved.