

AFISM NEWSLETTER

NOVEMBER 2016



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NEW MANAGING DIRECTOR NAMED FOR AFISM: LANDON AKINS



Landon is a customer-focused, data and relationship-driven individual with a passion for Higher Education. During his time at Texas Tech, his emphasis has been on scalable process development and enhancement as well as delivering high-quality customer service. His career satisfaction is derived from the positive impact he is able to make in the lives of those he comes in contact with.

Landon received his Bachelor's in Political Science, with minors in Arabic and Military Studies, as well as his Master's in Business Administration from Texas Tech University. Aside from his work, Landon spends the majority of his time with his wife, Kim, and two sons, Jeremiah and Benjamin. He is quick to pick up new hobbies that interest him such as triathlons, photography, and statistics, and is continually learning something new. Landon is excited to join the AFISM team and is looking forward to all that lies ahead.

NEW ONLINE LEARNING MODULES AVAILABLE

AFISM has created 2 optional Online Learning Modules to assist campus users. You can enroll in these courses through SumTotal or through the AFISM Training website:

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

Below is the list of course now available:

- Property Inventory
- Xtender: Browse User Role

Coming Soon: Intro to the Financial Transaction System (FiTS)

AFISM will still offer an Instructor led course for Xtender: Scanning & Indexing (for the Update and Master user roles).



How to Register for Online Training

The Online Courses are currently available under the **Learner Catalog** in SumTotal in the **AFISM** section.

You can also register for the modules through the AFISM Training Website.

Below are direct links to register for each of the modules currently available:

Property Inventory:

[Click to Register for Property Inventory](#)

Xtender: Browse User Role:

[Click to Register for Xtender: Browse](#)

After completing the module, you will be able to access it again for review:

- Login to **SumTotal**
- *Hover over **Learner*** at the top of the page
- *Hover over **Learn*** in the drop down menu
- *Click on **Training Schedule***
- On this screen there is a drop down menu to the right
- *Click the drop down arrow and select **Completed registrations***
- This will provide you with a list of courses you have completed
- *Click **Start*** to the left of any online training to review

AFISM NOVEMBER & EARLY 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/>

Date	Name
11/1	Financial Management 101: Intro to the FOAP Codes
11/1	Cognos Grant Reporting
11/3	TechBuy Shopper Training
11/3	EOPS: Employee One-time Payment System Overview
11/7	HR Reporting - Payroll Reports
11/8	Finance Reporting Basics
11/8	Finance INB Navigation and Exercises
11/8	Introduction to Cognos
11/9	Xtender - Scanning and Indexing
11/10	Financial Management 101: Intro to the FOAP Codes
11/10	Account Code Training for Expenditures
11/11	Budget Management and Revision
11/14	HR Reporting - Employee Appointment Reports
11/15	Financial Reporting - Budget Reports
11/15	Travel Training for Travel Preparer
11/15 & 11/16	All About HR and ePAF Sessions 1,2 & 3
11/17	Financial Reporting - Transaction Reports
11/28	Cognos Grant Reporting
11/29	Financial Management 101: Intro to the FOAP Codes
12/1	EOPS: Employee One-time Payment System Overview
12/1	Procurement Reporting in Cognos

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

REPORT OF THE MONTH

The Longevity and Vacation Next Increase Report aids departments in managing their budgets to prepare for increased departmental expenses when an employee receives an increase in Longevity Pay or Vacation Pay.

HR141 - Longevity and Vacation Next Increase Report

What does this report do?

Longevity pay is paid once a month to full time employees at the rate of \$20 for every month for every 24 months of lifetime service credit. Longevity is paid by the Home Organization of the employee. Use this report at the beginning of the Fiscal Year to learn when costs will increase. The report can be executed for one or more employees or for the Department at the Home Organization Level. Planning ahead for these increases aids in Budget Management. This report is located in the **Human Resources Folder > All Human Resources Reports**.

Texas Tech
Longevity & Vacation Next Increase Report

→ Select the Chart of Accounts:
Texas Tech University

→ Enter the Employee ID: (Optional)

→ Select the Home Department(s): (Optional)

- A0000 - President's Office
- A0001 - Institutional Diversity
- A0002 - Communications and Marketing
- A0003 - Alumni Association
- A0004 - Staff Senate
- A0005 - Texas Tech Police Department
- A0100 - Senior Associate VP Enrollment Mgmt
- A0101 - Undergraduate Admissions
- A0102 - Student Fin Aid and Scholarships
- A0103 - Enrollment Planning & Info Svcs
- A0104 - Registrar

Select all Deselect all

Search Employee(s) by Name or R-Number: (Optional)

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

Options

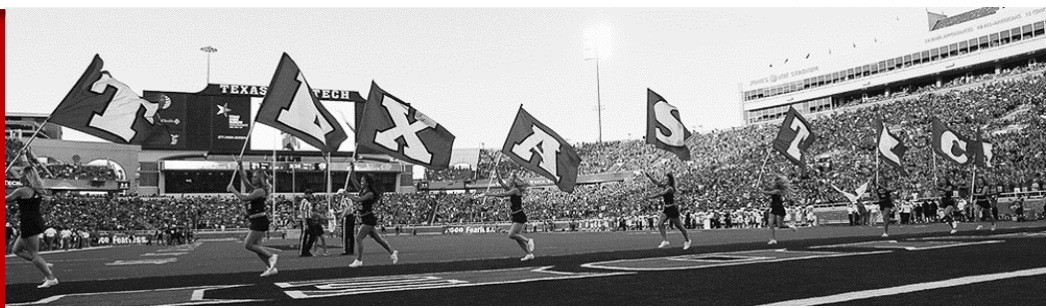
Results: Choice:

Insert
Remove

The Report output is provided on the following page.

The Report shown below was executed for an Organization. The columns detailing the Employee ID, Name and Primary Position Title have been removed. The Adjusted Service date is the beginning date of service to the State of Texas. Current Longevity Amount column shows what the employee is currently receiving for Longevity Pay each month. NE displaying within a column denotes the employee is not eligible for Longevity Pay. The Next Longevity Increase details the date the accrual reaches a new multiple of 24 months. New Longevity Amount shows the amount that will then be paid each month to the employee. Highlighted within the report are those instances where the increase will fall within the current Fiscal Year. These increases need to be factored in to the current year budget. The Report also shows the Current Vacation Hours per month for each employee is shown to the right of which is the date that this will increase. The New Vacation Hours received per month is displayed in the final column.

Report: HR141		Texas Tech						10/25/16
		Longevity & Vacation Next Increase Report						
		Department						
Organization	Adjusted Service Date	Current Longevity Amount	Next Longevity Increase	New Longevity Amount	Current Vacation Hours (per month)	New Vacation Hrs Increase	New Vacation Hours	
	02/01/91	240.00	02/01/17	260.00	17.00	02/01/21	19.00	
	10/01/02	140.00	10/01/18	160.00	11.00	10/01/17	13.00	
	01/01/09	60.00	01/01/17	80.00	10.00	01/01/19	11.00	
	10/31/08	60.00	10/31/16	80.00	10.00	10/31/18	11.00	
	02/01/08	80.00	02/01/18	100.00	10.00	02/01/18	11.00	
	03/01/16	.00	03/01/18	20.00	8.00	03/01/18	9.00	
	04/01/13	20.00	04/01/17	40.00	9.00	04/01/18	10.00	
	08/01/10	60.00	08/01/18	80.00	10.00	08/01/20	11.00	
	12/24/08	60.00	12/24/16	80.00	10.00	12/24/18	11.00	
	10/01/05	NE	NE	NE	11.00	10/01/20	13.00	



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