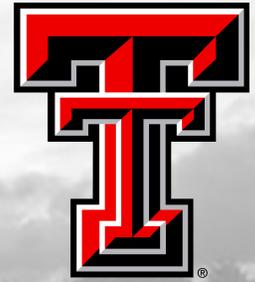


AFISM NEWSLETTER

January 2017



IN THIS ISSUE:

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RPT_PAYDIST_005
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Access
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TLABOR ePAF
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JANUARY AFISM 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
Introduction to Cognos	1/5/2017
TechBuy Shopper Training	1/5/2017
Financial Reporting - Budget Reports	1/9/2017
Xtender - Scanning and Indexing	1/9/2017
CitiBank Procurement Card Training for the Cardholder/Reconciler	1/10/2017
Finance INB Navigation and Exercises	1/10/2017
Finance Reporting Basics	1/10/2017
Travel Training for Travel Preparer	1/10/2017
Financial Management 101: Introduction to the FOAP Codes	1/12/2017
Procurement Reporting in Cognos	1/12/2017
EOPS: Employee One-time Payment System Overview	1/13/2017
All About HR and ePAF	1/18/2017
Financial Reporting - Transaction Reports	1/23/2017
Introduction to Cognos	1/23/2017
Cognos Grant Reporting	1/24/2017
Financial Management 101: Introduction to the FOAP Codes	1/24/2017
Account Code Training for Expenditures	1/25/2017
Budget Management and Revision	1/26/2017
HR Reporting - Employee Appointment Reports	1/26/2017
HR Reporting - Payroll Reports	1/26/2017
Xtender - Scanning and Indexing	1/30/2017

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

Report of the Month

RPT_PAYDIST_005 – Special Pay List

What does this report do?

This report shows **Year-to-Date total of Special Pay** for one or more pay types, i.e. Additional Compensation, Lump Sum Payments. The data displays in a list report with an option to include FOAP details or not. Parameter page is below:

Report output: Display List:

Special Pay List with display options											
.FY - 2017 COAS - T ORGN HIER - T - XXXX Chemistry											
FY	HOME ORGN	HOME ORGN DESC	ECLASS	ECLASS DESC	R#	EMPL NAME	POS#	POSN TITLE	EARNINGS	EARNINGS DESC	AMT
2017	05300	Chemistry	S4	PT Non Exempt Student	1130			Student Assistant	LSP	Lump Sum Payment	65.00
Total											\$65.00
Report Summary											-----> \$65.00

Data Provided:

- FY with Home Organization of Employee
- Eclass with descriptionn Employee R# and Name
- Position Number, Title, Earn Code with description
- Special Pay Amount by Person, summarized by Organization

Report output: Display List with FOAP – this display option provides these additional details:

- FOAP supporting the Special Pay
 - Fund with description; Organization with description, Account with description; Program with description.

Special Pay List with display options

.FY - 2017 COAS - T ORGN HIER - T - B5400 - Biological Sciences

FY	HOME ORGN	HOME ORGN DESC	ECLASS	ECLASS DESC	R#	EMPL NAME	PO	POSN TITLE	EARNINGS	EARNINGS DESC	AMT
2017	B54000	Biological Sciences	S4	PT Non Exempt Student	R10002047	Acosta, Leonard A.	T90	Student Assistant	LSP	Lump Sum Payment	100.00
2017	B54000	Biological Sciences	F1	FT 9 Mo Fac Non Vac Elig	R00002219	Banks, Rhonda L.	T90	Instructor	ADC	Additional Compensation	2,000.00
2017	B54000	Biological Sciences	F1	FT 9 Mo Fac Non Vac Elig	R00002214	Ein, Michael L.	T90	Associate Professor	ADC	Additional Compensation	2,666.64
2017	B54000	Biological Sciences	N1	FT Non Exempt Staff	R10002162	Ellen, Lisa W.	T90	Lead Account Processor	LSP	Lump Sum Payment	1,000.00
2017	B54000	Biological Sciences	S2	PT Exempt TA GPTI GRHA	R00002718	Green, Brandon A.	T90	Teaching Assistant	LSP	Lump Sum Payment	200.00
2017	B54000	Biological Sciences	E1	FT Exempt Staff	R00002214	Ein, Michael L.	T90	Lead Academic Advisor	LSP	Lump Sum Payment	2,538.00
2017	B54000	Biological Sciences	S2	PT Exempt TA GPTI GRHA	R00002718	Green, Brandon A.	T90	Teaching Assistant	LSP	Lump Sum Payment	200.00
2017	B54000	Biological Sciences	F1	FT 9 Mo Fac Non Vac Elig	R00002406	Rodgers, Brenda E.	T90	Associate Professor	ADC	Additional Compensation	1,000.00
2017	B54000	Biological Sciences	E1	FT Exempt Staff	R00002074	Stevens, Vincent W.	T90	Senior Academic Advisor	ADC	Additional Compensation	2,000.00
2017	B54000	Biological Sciences	S8	PT Exempt Research Assistant	R10002745	Shan, Scott	T90	Research Asst - Grad Student	LSP	Lump Sum Payment	2,520.00
2017	B54000	Biological Sciences	F1	FT 9 Mo Fac Non Vac Elig	R00002079	Vandenberg, Michael W.	T90	Instructor	ADC	Additional Compensation	3,333.34
2017	B54000	Biological Sciences	E1	FT Exempt Staff	R00002025	Zak, John C.	T90	Associate Academic Dean	LSP	Lump Sum Payment	0.00
Total											\$23,096.14
Report Summary											\$23,096.14

THE Question?

**Why is the Human Resources folder not visible in my Cognos?
I received an email advising I was given access today.**

HR Security Request (HR Reporting - COGNOS) Summary

eRaider ID: [Redacted]

Tech ID: R00769063

[Redacted] has been granted access to view Human Resources related reports in the Cognos reporting system for the organization code(s) listed below:
 T B54000 - Rawls College of Business

The Answer

Receiving access to HR Reports is a two-step process:

- First, via TeamApp you are granted permission to view HR data for a specific Organization. This is verified by email received from team@ttu.edu (see above).
- Second, in an overnight process the Banner tables are updated with access requests entered into TeamApp. This occurs after close of business the day permission is granted in TeamApp.

Expect to have the Human Resources Folder visible in Cognos the day after you receive the notification email regarding access to HR Reports.

Planning Ahead for Property Inventory

As the calendar turns to 2017, we begin to think about the tasks that must be completed this year. One of these is Property Inventory. AFISM offers an online training module for this system, accessed via SumTotal. You can complete this offering at any time.

CATALOG

Browse the catalog to locate training.

View Related Categories

AFISM

- Budget
- Cognos Reporting
- Procurement
- **Property Inventory**
- Xtender

Course **REGISTERED** ←---

Property Inventory Online Training Module

This is an optional online training module for those who will participate in the Property Inventory Annual Certification process. - This module provides an overview of the system, how to navigate...

Cancel Registration | Actions ▾

START

PRINV100

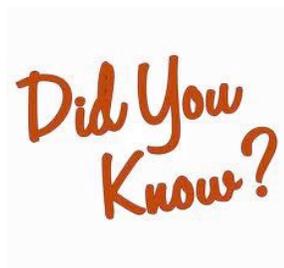
As the time for completion of Property Inventory becomes closer, AFISM will post Instructor led classes in SumTotal as well. Until then, if you want to review the Training Aids for this system, they are available on the AFISM Training Website, within the Finance Section.

<http://kainz.ttu.edu/afism/training/class/property-inventory-system-training-prinv/>

TRAINING AIDS

Below you will find a list of tools and resources that will be referenced during class. You will receive an email prior to class with instructions on what to print and bring with you.

- Property Inventory Application Guide
- Property Inventory Custodian & Delegate Guide
- Property Inventory Online Checklist
- Property Inventory Custodian Quick Reference
- Setting up a Delegate - Quick Reference



The FI070 – Blanket Order Summary Report helps you track activity on a Blanket Purchase Order.

- View Creation Date and Original Blanket Order Amount
- View Remaining Balance
- View Payment Information by Date

EASY STEPS for Entering Dates on the TTU Current and Future Labor Chg, TLABOR

My Personal Information
My Employment Information
Finance

RETURN TO EMPLOYEE MENU | SITE MAP | HELP | EXIT

Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

Name and ID: XXXXXXXXXXXXXXXXXXXX

Transaction: XXXXXXXXXXXXXXXXXXXX

Transaction Status: XXXXXXXXXXXXXXXXXXXX

Approval Category: TTU Current & Future Labor Chg, TLABOR

Query Date: Nov 01, 2015

Last Paid Date: Oct 31, 2015

[Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

[New EPAF](#) | [EPAF Originator Summary](#)

[Return to EPAF Menu](#)

[Jump to Bottom](#)

Create or Change Labor Distribution FOAPAL, T95572-00 Sr Administrator, Last Paid Date: Oct 31, 2015

Current

Effective Date: 09/01/2014

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
T		11A002	C11000	6A2002	600					100.00			

New

Effective Date: MM/DD/YYYY

COA	Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
<input type="text"/>													
<input type="text"/>													
<input type="text"/>													
<input type="text"/>													
<input type="text"/>													
Total:										100.00			

Here is a simple date guideline for the Labor Change ePAF: The Query Date and the Effective Date should be the same! This is easy to accomplish, if two steps are followed:

1. The start date of the new funding is entered in the Query Date field.
2. The ePAF system will copy the Query Date to the Effective Date for the Labor Distribution so that the Query Date and the Effective Date are the same.

Enter the new FOP(s) to total 100%, complete the routing, and submit the ePAF.

The ePAF must be approved in Budget Office by the cutoff date of the pay period in which the new funding starts. (The **Pay Schedule** on the Payroll website, a one page list of pay periods, displays the cutoff date in a column labelled Final ePAF / New Employee Packet to HR)

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

afism.2know@ttu.edu

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