



# AFISM NEWSLETTER

May 2017

## In This Issue

- Employee Dashboard Go-Live
- Property Inventory Certification
- AFISM Training News
- Budget Prep Training Classes
- Report of the Month
- Our Services

## Employee Dashboard Coming to Raiderlink

On May 8th, a new feature, “Employee Dashboard”, can be accessed via the “Employee Tab” of Raiderlink. Use this tab for:

- ◆ Easy access to details regarding leave, earnings, taxes and other personal information
- ◆ Reviewing and modifying personal information by using the “My Profile” button
- ◆ View vacation and sick hours at a glance or view full leave balances
- ◆ Linking to Web Time / Leave form from “My Activities” section
- ◆ Accessing links within “My Activities” such as ePAF, Salary Planner

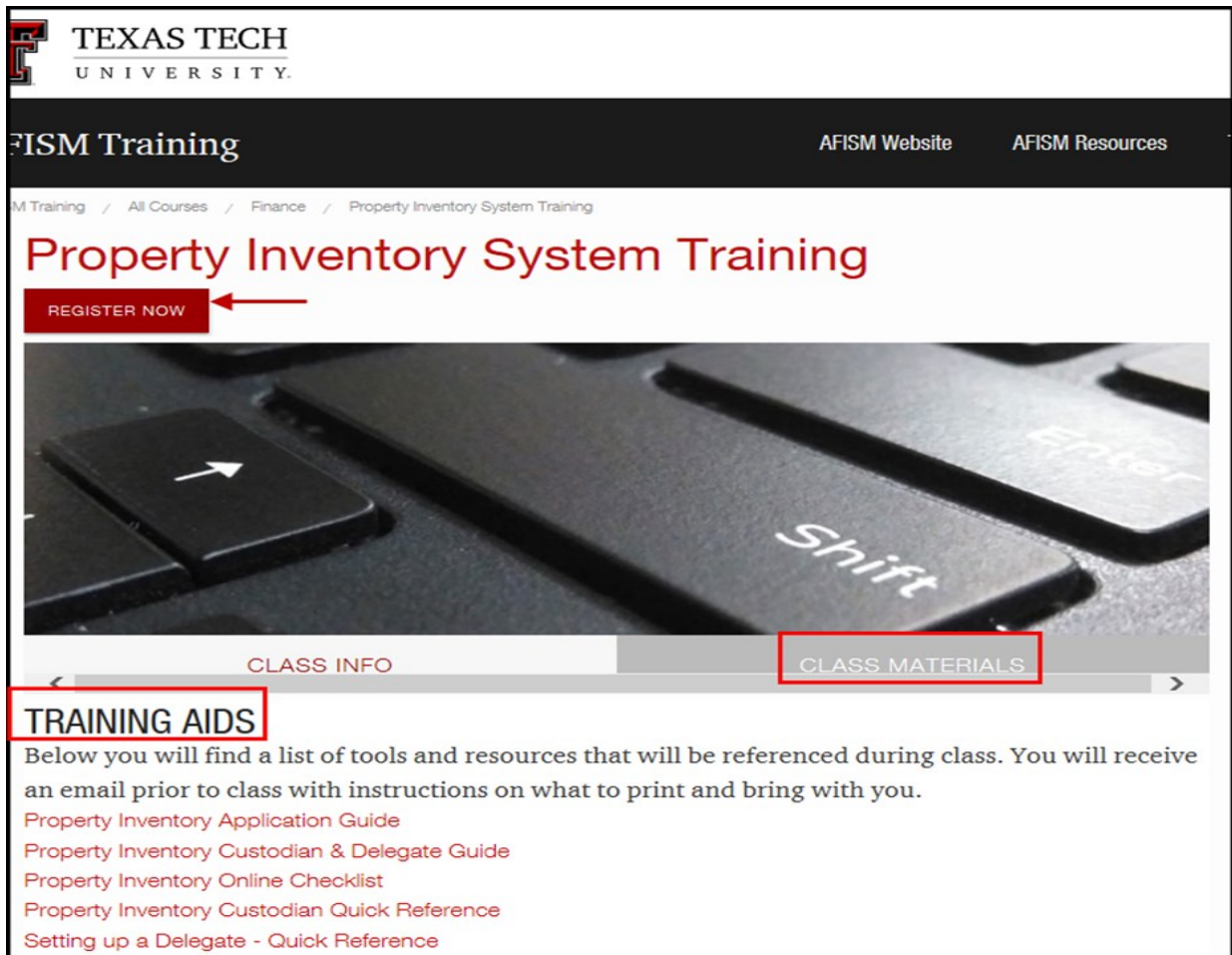
Select the link to the right of the section title to view available information, select sub-links provided for further detail.

## Annual Property Inventory Certification Reminder

**NOTE:** All Property Inventories must be completed and certified by the Property Custodian on or before **June 30<sup>th</sup>**.

If you need help or a refresher, AFISM provides both Training Aids and an Online Tutorial for your use. These are accessed via the AFISM Training Website (<http://kainz.ttu.edu/afism/training/>). Select the link labeled “All Courses” and then under “Course Topics”, select “Finance”. Use the “Register Now” button to access the online training tutorial; find training documents within the Class Materials tab.

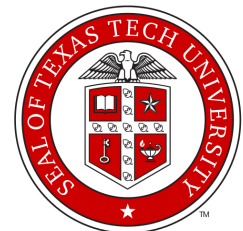
For further assistance, please contact [property.management@ttu.edu](mailto:property.management@ttu.edu)



The screenshot shows the AFISM Training website interface. At the top left is the Texas Tech University logo. The main header reads "AFISM Training" with links for "AFISM Website" and "AFISM Resources". A breadcrumb trail indicates the path: "AFISM Training / All Courses / Finance / Property Inventory System Training". The main heading is "Property Inventory System Training". Below this is a red "REGISTER NOW" button, which is highlighted with a red arrow. Underneath is a photograph of a computer keyboard with a red box around the "CLASS MATERIALS" tab. Below the photo is a "TRAINING AIDS" section, also highlighted with a red box. This section contains a list of resources: "Property Inventory Application Guide", "Property Inventory Custodian & Delegate Guide", "Property Inventory Online Checklist", "Property Inventory Custodian Quick Reference", and "Setting up a Delegate - Quick Reference".

### DATES TO REMEMBER

- ◆ May 1st - Start Date for Entering FY 2018 Requisitions
- ◆ May 8th - Employee Dashboard Go-Live
- ◆ May 17th—19th - Budget Prep Training Classes
- ◆ May 25th - Final Summer ePAF Class



# AFISM TRAINING NEWS

## CLASS REVIEW

### Travel Training for Preparer

This is an overview of the Online Travel System for those who prepare:

- ◇ Travel Applications
- ◇ Travel Vouchers

Activities:

Submit a Travel Application in the test site

Submit a Travel Voucher in the test site

Practice uploading documentation in the Online Travel System

Review of tools used in preparing a Travel Application and Travel Voucher

Learn how to look up travel payments.

Class	Date
EOPS: Employee One-time Payment System Overview	5/4
Finance Reporting Basics	5/4
Financial Reporting - Budget Reports	5/8
Finance INB Navigation and Exercises	5/9
Financial Reporting - Transaction Reports	5/9
Account Code Training for Expenditures	5/10
Financial Management 101: Introduction to the FOAP Codes	5/10
Budget Management and Revision	5/11
Travel Training for Travel Preparer	5/11
Introduction to Cognos	5/15
Procurement Reporting in Cognos	5/15
Xtender - Scanning and Indexing	5/16
Budget Prep Training	5/17
Budget Prep Training	5/18
TechBuy Shopper Training	5/18
Budget Prep Training	5/19
Procure To Pay	5/19
HR Reporting - Employee Appointment Reports	5/22
All About HR and ePAF	5/24
Financial Management 101: Introduction to the FOAP Codes	5/25
Summer ePAF Appointments	5/25
Cognos Grant Reporting	5/30
EOPS: Employee One-time Payment System Overview	6/1

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

**Need Help?? Send your questions to [AFISM.2Know@ttu.edu](mailto:AFISM.2Know@ttu.edu) for most efficient replies rather than to individuals within AFISM.**

## Attention Budget Managers: Budget Prep Training Classes Start Soon

*The schedule, including a review and several classes, is now available for those preparing next year's budgets (FY18)*

The opening date to enter next year's budgets has been set for Friday afternoon, May 19th. Watch for additional announcements or review the Budget Announcements on RaiderLink > A&F Work Tools.

*No new resources are being prepared for this year's classes.*

A review for experienced budget preparers will be presented at the May 4th Administrators Group Meeting.

Budget Prep Training classes are for new administrators who will prepare and submit budgets for the first time, and can be attended by experienced administrators as a refresher. This training session is a presentation of Salary Planner and Budget Development, the two online applications used to prepare and submit budgets:

- Salary Planner is the human resources application used to verify employee and position salary information that automatically updates Salary Budget Pools 6A1, 6A2, and 6A4 for the new budget year.

- Budget Development is the finance application used to edit and submit annual budgets for next year.

Registration is open for Budget Prep Training classes on the SumTotal registration site:

- Wednesday, May 17th, 2-4 pm

- Thursday, May 18th, 2-4 pm

- Friday, May 19th, 9-11 am

Budget Prep is set to open for department entry on Friday afternoon, May 19th.

Workshops to meet with Budget Analysts: The schedule in SumTotal is open for registration on May 17th, with daily workshops beginning on Monday, May 22nd.

Questions about Budget Prep Training may be directed to the AFISM Resource Center, AFISM.2KNOW in Outlook, or 742-5669.

Questions about the Workshops or Budget Prep entry may be directed to the Budget Office at [ambud@ttu.edu](mailto:ambud@ttu.edu) or 742-3228.



## Report of the Month

### HR058 - Leave Without Pay With Benefits For Faculty Paid with 9 checks and All GA, GPTI, TA and RA's by Position Org

This report is used to verify that Faculty, GA, GPTI, TA and RA appointments are properly set up with for leave without pay with benefits. These employees receive their salary over 9 months and go on leave during the summer months, while still receiving designated benefits. The parameter page has only two selections:

- Chart of Accounts (Required)
- Budgeted Organization

\*Budgeted Organization may not be the employee's "Home Organization"

\*If no Organization is selected, all Organizations that the person executing the report has permission to view will display

**Texas Tech**  
 Leave Without Pay With Benefits For Faculty Paid with 9 checks, and all  
 GA, GPTI, TA and RA's By Position Organization.

Select a Chart of Accounts:  
→ \*  ▼

Select a Budgeted Organization: (Optional)  
→  ▼

The report provides a list of Faculty, GA, GPTI, TA and RA's who are set up for Leave without Pay with Benefits, displaying by Position Organization. Employee R-Number and Name are shown, followed by Employee Class and Position assigned to. Note the Factors and Pays columns followed by "Personnel Date". This is the date that Leave without Pay with Benefits will go into effect for the employee. Job Status will be Active if employee is still assigned to the position shown.

Tech ID	Employee Name	Employee Class	Position	Job Suffix	Factors	Pays	Personnel Date	Job Status
Position Organization: XB1101 - Reporting								
R003		F1-FT 9 Mo Fac Non Vac Elig	T96 - Assistant Professor	10	9	9	06/01/17	Active
R005		F4-PT 9 Mo Fac Non Vac Elig	T98 - Instructor	10	9	9	06/01/17	Active
R008		F1-FT 9 Mo Fac Non Vac Elig	T96 - Associate Professor	10	9	9	06/01/17	Active
R009		F1-FT 9 Mo Fac Non Vac Elig	T96 - Assistant Professor	10	9	9	06/01/17	Active

This report is found in Cognos > Public Folders > Human Resources > Departmental Users > Employee Appointment Reports.


## UPDATES TO AFISM RESOURCES PAGE

When you visit the AFISM Resources Page, you will find a more user friendly design. One of the features you will find is a Search field that allows you to search by your topic of interest. In addition, the filter is now located above the list of documents. To select a specific category of resource, choose the desired category. If you select "ePAF" a list of subcategories to choose from is provided. Resource documents are now presented in alphabetical order, within the column, rather than between the columns.









# AFISM Resources

The AFISM Resources below are a collection of documents and reference materials to provide support and assistance for A&F related tasks and procedures.  
Use the **Search Box** below to search the documents by *title* and/or the Drop Down menu(s) to filter the list for a specific category.

Search by Resource Title **Enter search term in this field, select "Enter" on keyboard**

Filter by Category  **Open drop down for category search**

**RESET**

<a href="#">Account Code Descriptions</a> 	<a href="#">New Hire: Nonexempt (TNHN)</a> 
<a href="#">Account Crosswalk</a> 	<a href="#">Pay Change: Exempt</a> 
<a href="#">Account Crosswalk Instructions</a> 	<a href="#">Pay Change: Nonexempt</a> 
<a href="#">Add Secondary Job: Exempt</a> 	<a href="#">Payroll Routing &amp; Approval Time and Leave Forms Quick Reference</a> 

## 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.

Administration & Finance Information Systems Management

## Contact Us

[Afism.2know@ttu.edu](mailto:Afism.2know@ttu.edu)

**742-5669**

Visit us on the web at  
<http://www.depts.ttu.edu/afism/>

