



AFISM NEWS

October 2017

Exempt Employee Paycheck Errors

(due to one simple misconception)

Exempt employees can easily be paid incorrectly, due to one simple ePAF mistake. Following is a description of a common ePAF entry error that is causing exempt paycheck errors.

When the FTE for an exempt employee is less than fulltime, the annual salary must also be less than fulltime, and both entries must be made in proportion to each other. The error is to enter an FTE and assume the ePAF system will compute the corresponding Annual Salary automatically.

For example, suppose a 1.0 FTE (fulltime) exempt employee is paid an Annual Salary of \$60,000.

Then suppose the employee will change to .5 FTE. The correct ePAF entries are to enter .5 FTE and \$30,000 Annual Salary. Both the correct FTE and the correct Annual Salary must be entered in proportion to each other. It is incorrect to enter a .5 FTE with the fulltime (\$60,000) Annual Salary and assume the ePAF system will compute the correct Annual Salary automatically.

Then suppose the same employee later is changed to .75 FTE. The correct ePAF entries are to enter .75 FTE and \$45,000. Both the correct FTE and the correct Annual Salary must be entered in proportion to each other. It is incorrect to enter a .75 FTE with the fulltime (\$60,000) Annual Salary and assume the ePAF system will compute the correct Annual Salary automatically.



In This Issue

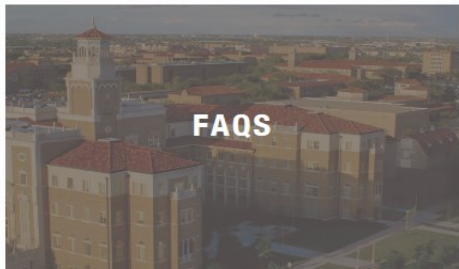
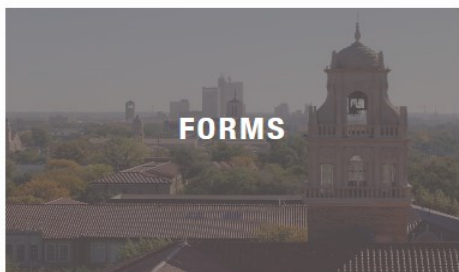
- Exempt Paycheck Errors
- Payroll Services & Tax Website release
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- Registering for AFISM Classes
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New Payroll Services Website

Payroll Services partnered with AFISM for the design of their new website. The look is similar to what you will find on other A&F Websites. Access the site through Raiderlink: Payroll & Tax Tab > Useful Payroll & Tax Services Resources > Payroll & Tax Services Website. You can also access the site directly using the URL: <http://www.depts.ttu.edu/payroll/>

This page provides a look into key areas of the website where you can find information to help you with your business needs.

One-click access to frequently used tools



Pay Schedule

- Semi-Monthly: 09.01.2017—09.15.2017
- Pay Day: 09.25.2017
- Pay Number: 18

- Semi-Monthly: 09.16.2017—09.30.2017
- Pay Day: 10.10.2017
- Pay Number: 19

- Monthly: 09.01.2017—09.30.2017
- Pay Day: 10.02.2017
- Pay Number: 10

[VIEW PAY SCHEDULE](#)

Payroll & Tax Announcements

Comp Time FAQ

Beginning October 01, TTU and SYS staff employees in a full-time non-exempt employee class will begin accruing compensatory leave time when working > 40 hours

Insurance and TexFlex Elections

Insurance and TexFlex annual enrollment elections went into effect September 1, 2017. Employees need to review their September earnings statements to verify that their elections are reflected.

- Semi-Monthly employees: Paychecks dated September 25 and October 10
- Monthly employees: Paycheck dated October 2

If you find a discrepancy based on elections made, please contact your respective Human Resources office.

Photo Caption

Available Drop Down Menu at the TOP (all the same resources, just a new look and location)



Payroll & Tax Services

About ▾

Payroll Areas ▾

Resources ▾

End User Calendar

A&F Areas ▾

PAYROLL & TAX SERVICES

providing and continually improving services in support of the Texas Tech mission

HR009—Salary Roster by Organization

HR009 used to answer these questions:

- What FOAP is supporting Salary for Employee “X”
- What is the total salary amount supported by a specific FOAP
- What % of Employee “X” salary is paid by a specific FOAP
- Did I get all of my Student Employee salary assignments correct?
- Is there someone being paid by this FOAP who should not be?

Report Data

- ♦ Salaries supported by the FOAP are displayed below the FOAP header (highlighted in yellow)
- ♦ Employee Position Assignment is provided with both the T-number and Title
- ♦ Pay Code defines frequency of pay. M = monthly and SM= semi-monthly
- ♦ Single (S) or Pooled (P) Position. Only one person can be assigned to an S Position and more than one person can be assigned to a P Position
- ♦ FOAP Percent—the percent of the Annual Salary supported by the FOAP displayed above. An employee can have their salary supported by more than one FOAP
- ♦ FOAP Annual Salary—the dollar amount that the FOAP will pay towards the shown position for the employee

Fund	Organization	Account	Program
16C	B52	6A4402	100
		SW Student Employee Undergraduate	Instruction Expense

Position Class: U3912 - Student Assistant

P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary
U3912 - Student Assistant	911148146	Student Assistant	S4 - PT Non Exempt Student	T962 - Student Assistant	00	SM	P	P	09/01/17	100.00	10,172.41
U3912 - Student Assistant - Total											10,172.41

Fund	Organization	Account	Program
16K	B52	6A2002	100
		SW Admin Mat Prof Staff	Instruction Expense

Position Class: S0660 - Program Director

P-Class	ID	Name	Employee Class	Position	Job Suffix	Pay Code	Job Type	Single or Pooled	Job Labor Dist Eff Date	FOAP Percent	FOAP Annual Salary
S0660 - Program Director	00000000	00000000	E1 - FT Exempt Staff	T95 - Program Director	00	MN	P	S	09/01/17	50.00	26,933.52
S0660 - Program Director - Total											26,933.52

Registering for AFISM Classes

This guide presents pre-requisite classes, followed by class groupings to assist the new employee with creating an effective class schedule, followed by the listing of Classes and descriptions

Pre-requisites: These classes must be completed before registering for certain other classes. They have no pre-requisite and are open for immediate registration. If needed, schedule pre-requisites first:

- Financial Management 101: Introduction to FOP Codes (FIMGT101). This class must be completed before registering for certain Finance, Procurement, and all Finance Cognos Reporting classes.
- All About HR and ePAF (HREPAF01). This is a pre-requisite for certain HR classes and all HR Cognos Reporting classes
- Introduction to Cognos (COGRPT06). This class must be completed before registering for other Cognos Reporting classes.

Stand Alone Classes: These classes have no pre-requisite and are open for immediate registration.

- EOPS: Employee One Time Payment System Overview (EOPS001)
- Travel Training for Travel Preparer (TRVL001)
- Citibank Procurement Card Training (PCARDH01)
- Property Inventory System Training (PRINV)
- Xtender- Scanning & Indexing (XTSCAN)
- Budget Prep Training (BDGPRP01): Only offered in May.

Class Registration

Register via SumTotal

<https://texastech.sumtotal.host/>

Contact Us

Give us a call for assistance with classes

AFISM.2Know@ttu.edu

((806) - 742-5669

Visit us on the web at www.depts.ttu.edu/afism/

Class Groups for Certain Job Skills:

For TechBuy (Purchase Orders):	<ul style="list-style-type: none"> • Financial Management 101: Introduction to FOAP Codes (FIMGT101) • Account Code Training for Expenditures (ACCODE01) • TechBuy Shopper Training (TBSHOP01)
Financial Management 101: Introduction to FOP Codes (FIMGT101) is the sole pre-requisite; once completed, choose from these stand-alone classes	<ul style="list-style-type: none"> • Intro to Financial Transaction System (FITS) (FINFITS) • Finance INB Navigation and Exercises (BANFI001) • Budget Management and Revision (BDGOBR01)
For Preparing ePAFs	<ul style="list-style-type: none"> • All About HR and ePAF (HREPAF01) • Summer ePAF Appointments (HRSUMM01)
Cognos Reports for Finance: Once <u>Introduction to Cognos (COGRPT06)</u> and <u>Financial Management 101: Introduction to FOP Codes (FIMGT101)</u> have been completed, choose from these stand-alone classes	<ul style="list-style-type: none"> • Financial Reporting-Budget Reports (COGRPT02) • Financial Reporting-Transaction Reports (COGRPT03) • Cognos Grant Reporting (COGRPT04) • Procurement Reporting in Cognos (COGRPT05)
Cognos Reports for HR and Payroll: When <u>Introduction to Cognos (COGRPT06)</u> and <u>All About HR and ePAF (HREPAF01)</u> have been completed, choose from these stand-alone classes	<ul style="list-style-type: none"> • HR Reporting-Employee Appointment Reports (COGHR03) • HR Reporting-Payroll Reports (COGHR02)

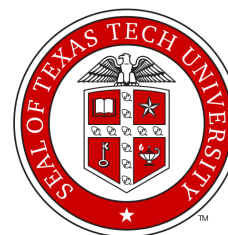
Training Tips

- ♦ Utilize AFISM Training Website for help with your training needs.
<http://kalnz.ttu.edu/afism/training/>
- ♦ Use the AFISM Training Checklist to efficiently create a training plan.
- ♦ Classes are offered monthly and some bi-monthly
- ♦ Training Documents for classes are found within each course description.
- ♦ Many classes have a pre-requisite and until completed, registration is blocked into future classes

AFISM's October Training Classes

Class Name	Date
Xtender - Scanning and Indexing	10/3
Financial Reporting - Budget Reports	10/3
Financial Reporting - Transaction Reports	10/3
EOPS: Employee One-time Payment System Overview	10/5
TechBuy Shopper Training	10/5
Finance INB Navigation and Exercises	10/10
Finance Management 101: Introduction to the FOAP Codes	10/11
Account Code Training for Expenditures	10/11
Budget Management & Revision	10/12
Travel Training For Travel Preparer	10/16
All About HR and ePAF	10/17
HR Reporting - Payroll Reports	10/17
HR Reporting - Employee Appointment Reports	10/17
Xtender - Scanning and Indexing	10/17
Introduction to Cognos	10/19
Cognos Grant Reporting	10/23
Procurement Reporting in Cognos	10/24
TechBuy Shopper Training	10/25
Finance Management 101: Introduction to the FOAP Codes	10/25
Account Code Training for Expenditures	10/25

**** 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 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

Afism.2know@ttu.edu

742-5669

Visit us on the web:

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