

## EPAF ENTRY—SAVE TIME & EFFORT WITH THE DEFAULT ROUTING QUEUE

The final section of each ePAF is the Routing Queue, where the Originator indicates which departments must approve the ePAF before it can update the system. Depending on the ePAF, an originator may need to update five or more approvers before submitting.

To make this easier, the Originator can save the usual approvers for each individual ePAF in a file of Default Routing Queues. Then, when an ePAF is opened for entry, the Routing Queue is automatically populated from the pre-saved Default Routing Queue, eliminating the time and effort of completing it manually. The Default Routing Queues are set up by the individual Originators under their personal ID (not a file set up at the department level).

An instruction sheet is available for viewing or for downloading to print. It is found in AFISM's Customer Portal, within "All About HR & ePAF FAQs", ePAF Topics and Tools. You may link to it at:

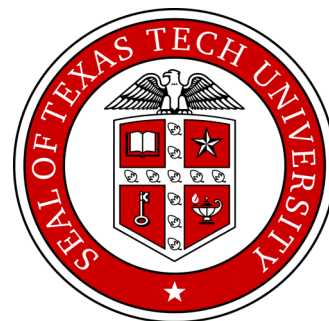
<https://portal.afism.ttu.edu/jira/servicedesk/customer/kb/view/30834813>

### All About HR & ePAF FAQs

- › [ePAF Topics & Tools](#)
- › [ePAF Attachments](#)
- › [ePAF Error Messages](#)

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# REPORT OF THE MONTH

## HR207—ESTIMATED COMP TIME EXPENSE

Compensatory Leave Time (Comp Time) is paid to TTU and SYS staff employees in a full-time non-exempt (semi-monthly paid) employee class when the number of hours worked in the FLSA workweek (Sunday - Saturday) exceeds 40 hours. All hours worked during the workweek will be paid out at the regular rate and the employee will accrue the 1/2-time portion as compensatory leave time.

This report is used by departments to see the estimated expense by FOP for the current comp time leave balance and rate of pay. The report can be run by ORGN or by FOP.

A modified screen shot of the report is presented below. The person details (Home Org, R#, Employee Name, Employee Email, Supervisor Name, Supervisor Email) have been removed from the report display for privacy purposes.

Notice that the FOAP is given followed by percent of employee pay assigned to FOAP. Following this are the details regarding comp time, with the estimated expense for the FOAP being the final column in this report. All applicable fringes will be charged in addition to the salary expense included on this report.

HR207 - Estimated Comp Time Expense												
Texas Tech University Estimated Comp Time Expense												
Fund	Organization	Account	Program	FOAP Percent	Begin Balance	Accrued	Taken	Total Available Comp Time Hours	Pay Rate	Amount Due	Estimated Expense	
11A006	B52000	6A2508	100	1.0000	0.00	1.50	0.00	1.50	18.270000	27.41	27.41	
11A006	B52000	6A2508	100	1.0000	0.00	1.50	0.00	1.50	19.230000	28.85	28.85	

The HR030 - Employee Current Leave Balances Reports can be used in conjunction with the HR207 Report when reviewing Comp Time for an employee. This report shows the employee leave balances and there is an option to select individual leave codes to view current balances. It may be requested that the employee use comp time prior to taking any available leave.



The accrual period for Comp Time ends on March 31. All balances remaining following the March 31 pay period end date will be paid out to the employee by manual check in a lump sum payment of unused compensatory leave time. Employees are encouraged to use any compensatory leave balances before the end of March 31 pay period.

# AFISM February Class Offerings

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

Class Name	Date
Financial Reporting - Budget Reports	2/5
Financial Management 101: Introduction to the FOAP Codes	2/5
Procurement Reporting in Cognos	2/5
EOPS - Employee One-time Payment System Overview	2/6
Banner 9 - Finance Navigation	2/7
Financial Reporting - Transaction Reports	2/7
Account Code Training for Expenditures	2/8
Introduction to Cognos	2/11
All about HR and ePAF	2/12
TechBuy Shopper Training	2/12
Cognos Grant Reporting	2/12
Travel Training for Travel Preparer	2/14
Xtender - Scanning and Indexing	2/14
HR Reporting - Employee Appointment Reports	2/18
Financial Management 101: Introduction to the FOAP Codes	2/19
HR Reporting - Payroll Reports	2/19
Budget Management and Revision	2/20
Account Code Training for Expenditures	2/24
Procurement Reporting in Cognos	2/26
Xtender– Scanning and Indexing	02/26



## Don't see the class you're looking for?

No worries, AFISM offers a variety of classes that may vary month to month. Please stay tuned through Sum Total to see our updated offerings.

What happens if a session is full? Get on the waitlist, cancellations happen from time to time, opening up a spot.

# XTENDER UPGRADE IS COMING

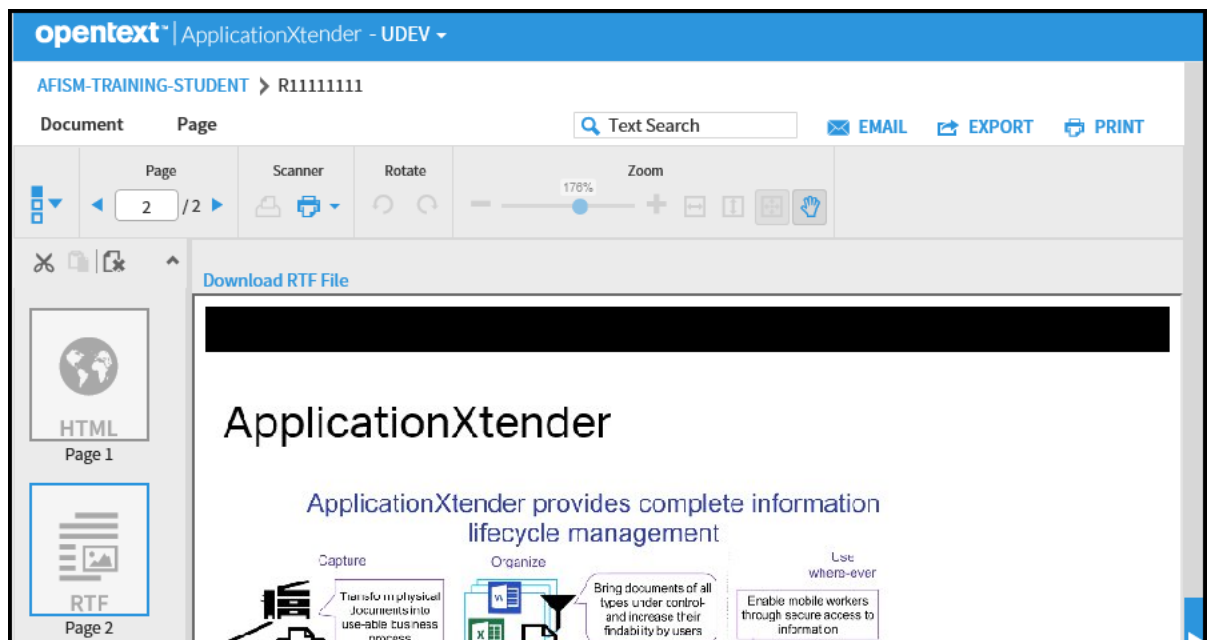
Be watching for announcements regarding the Xtender Upgrade in the next few months. This upgrade brings a fresh look, easier navigation and new functionality.

At the request of TTUS Information Systems, AFISM will support this initiative by offering training in the upgraded Xtender system to campus prior to go-live. The project is still in the testing phase in order to ensure a seamless transition into the production phase.

Some of the features of the upgraded system include:

- The ability to search multiple folders with one query
- Thumbnail view of pages within a document for easy access
- Fluid transition between importing and indexing states

Prior to go-live AFISM will offer training sessions for those who are currently using Xtender. Enrollment into these sessions will take place in SumTotal. Campus will be notified when these classes are available for registration.



# 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

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**Visit us on the web:**

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

**AFISM Portal**

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