

AFISM NEWS

March 2019



Coming March 29

First ePAF Class for Summer Term Appointments

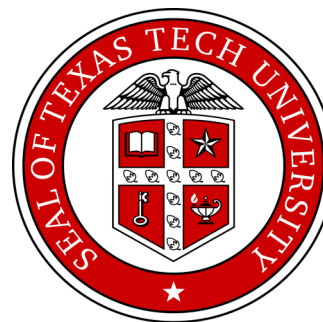
Ready or Not: It's the season to prepare ePAFs for the two summer terms. These appointments follow different procedures than normal ePAFs submitted for the 9 month academic year (regarding appointments for Faculty, Researchers, TAs, GPTIs, and GAs). This class reviews summer school procedures with opportunities for Q&A. In SumTotal, look in the HR category for "Summer ePAF Appointments".

DID YOU KNOW?

Access to Human Resources reports is granted by the Financial Manager of the Organization. Our signature authority system, "TeamApp", is used to grant this access. Should you need access to HR reports for your job duties, you will contact this person within your organization for assistance. Information on using TeamApp is found at: <http://www.depts.ttu.edu/afism/resources/>. Select "TeamApp" in the Filter by Category drop down.

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AFISM March Class Schedule

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

Class Name	Date
TechBuy Shopper Training	3/4
Introduction to Cognos	3/5
Financial Management 101: Introduction to the FOAP Codes	3/5
EOPS - Employee One-time Payment System Overview	3/6
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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.

Report of the Month

HR141—Longevity & Vacation Next Increase Report

This report is used as a planning tool for future expenses. Using this report, departments can adjust budgets based on changes to employee's pay due to increases in Longevity and Vacation benefits. The report can be executed by one or more employees or by Home Organization.

The data displays the employee and name, followed by their primary position title. This information is followed by the current amount of longevity pay being received each month, the date that this will be increased and what the new longevity pay amount will be. Longevity details are followed by vacation hours. The current monthly vacation hours are shown, followed by the date that this will be increased. The final column in the report shows the new vacation hours to be paid monthly.

Organization	ID	Name	Primary Position Title	Adjusted Service Date	Current Longevity Amount	Next Longevity Increase	New Longevity Amount	Current Vacation Hours (per month)	New Vacation Hrs Increase	New Vacation Hours
HR141 - Longevity & Vacation	00000001	John Doe	HR Manager	12/01/10	80.00	12/01/20	100.00	10.00	12/01/20	11.00
	00000002	John Doe	HR Manager	04/01/01	160.00	04/01/19	180.00	13.00	04/01/21	15.00
	00000003	John Doe	HR Manager	06/01/99	180.00	06/01/19	200.00	13.00	06/01/19	15.00
	00000004	John Doe	HR Manager	05/01/17	.00	05/01/19	20.00	8.00	05/01/19	9.00
	00000005	John Doe	HR Manager	01/14/14	40.00	01/14/20	60.00	10.00	01/14/24	11.00
	00000006	John Doe	HR Manager	12/01/18	.00	12/01/20	20.00	8.00	12/01/20	9.00
	00000007	John Doe	HR Manager	05/01/16	20.00	05/01/20	40.00	9.00	05/01/21	10.00
	00000008	John Doe	HR Manager	03/01/19	.00	03/01/21	20.00	8.00	03/01/21	9.00
	00000009	John Doe	HR Manager	07/01/03	140.00	07/01/19	160.00	13.00	07/01/23	15.00
	00000010	John Doe	HR Manager	08/01/17	.00	08/01/19	20.00	8.00	08/01/19	9.00



You can use HR047—Payroll Expenditures and Encumbrance Report to view current expenses for Fringes and Longevity only. Use it along with the HR141—Longevity and Vacation Next Increase Report to plan for these future expense increases.

AFISM CLASSES

TWICE - A - MONTH

Starting in April, AFISM Classes will be offered twice each month, as an effort to assist employees to complete a list of classes in a shorter period of time. Since some new employees need to take the majority of AFISM's 20 classes, the Twice-a-Month schedule provides more opportunities to complete a list of classes.

In addition, AFISM provides a **Training Checklist** of classes (with descriptions, like a catalog of classes). The cover page lists **Pre-requisite** classes that might need to be taken soon, **No-prerequisite** classes that can be taken immediately, and **groups of classes** for certain job skills. With this information, it is easy to identify and prioritize the classes that need to be taken. Attached to the Checklist is a current **list of upcoming classes** with dates and times, making it easier to create a possible schedule without searching the online class schedule (the list is updated each month-end for the next two months). The Training Checklist can be found at **A&F Work Tools > AFISM channel > AFISM Training Website > Training Checklist** (in the black AFISM Training banner at the top of the webpage).

As soon as a new employee arrives, download the Training Checklist, decide the best schedule for completing classes, and help the employee get to work sooner!

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 FOAP 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 all **HR** Cognos Reporting classes.
- Introduction to Cognos (COGRPT06). This class must be completed before registering for other Cognos Reporting classes.

No Prerequisite Required: These classes are available for immediate registration.

- Budget Prep Training (BDGPRP01): Only offered in May
- Citibank Procurement Card Training (PCARDH01)
- EOPS: Employee One Time Payment System Overview (EOPS001)
- Intro to Financial Transaction System: Online Training Module
- Property Inventory Online Training Module (PRINV100): Inventory is verified in the Spring
- Travel Training for Travel Preparer (TRVL001)
- Xtender- Scanning & Indexing (XTSCAN)



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.



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Visit us on the web:

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

AFISM Portal

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