Welcome to our
New DMFR members!

Welcome **Abhinav Valisetti**

Abhinav started working as Program Analyst III here at the DMFR, and he is responsible for supporting the finance website of TTU and developing new web applications based on departmental requirements. He says this opportunity has been an enriching experience, with immense potential for growth and exceptional support from his teammates and manager.

After completing his bachelor's in computer science, Abhinav actively participated in various organizations that helped broaden his knowledge and skills—and earned his master's degree in computer science at TTU.

In his free time, Abhinav enjoys staying updated on current affairs, working out, traveling, and exploring different cuisines.

Welcome **Harshitha Nagapudi**

Harshitha joins our team as Programmer Analyst III. She got her undergraduate degree in 2019 and worked as a Software Developer for a healthcare provider and engaged mainly in the development and maintenance of Web Applications.

Harshitha earned her master's in computer science at TTU in 2021. During that time, she worked as a Graduate Assistant for IT Help Central. There, she was responsible for developing ITHC Toolbox features by analyzing data and building applications.

In her free time, Harshitha likes to play tennis, work out, and watch SciFi movies.

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Welcome **Edward Daly**

Edward joins the DMFR as a Program Analyst IV. He works with the Blue Prism Robotic Automation Software System and Texas Tech University's Operation Data Stores.

Edward has a bachelor's degree in information technology and a master's and doctorate degree in business administration from the University of Phoenix. He has 12 years of experience in the public and education sectors in the information technology field and worked as a director, database administrator, and programmer analyst. He worked with enterprise information systems and relational database models.

In his free time, Edward enjoys outdoor recreational activities. He likes jogging, hiking, and cycling. He does yoga and tai chi health and well-being. He is an associate editor for a scholarly journal and spends his time reviewing manuscripts for publication.

Welcome **Fabiola Carrion**

Fabiola joins the DMFR as a Section Coordinator. She joined the Training Team and is involved in all aspects of training.

Before joining the DMFR, Fabiola earned her master's degree in mass communication at TTU. She worked previously as a Research and Teaching Assistant and has experience in communication management, digital marketing, and graphic design. She has a strong interest in intercultural communication and enjoys learning about different cultures.

In her free time, Fabiola enjoys working out and spending time with friends. She also enjoys traveling and writing.

In this Edition:
- DMFR Training Schedule
- Use the HR221 - Leave Management Report to review leave time
- Check your Encumbrances on a monthly basis
- Let's start getting ready for the Spring Semester
- Need our Services?

DMFR
Training

Check the schedule of our upcoming classes

Introduction to Cognos

Financial Management 101: Introduction to FOAP Codes

Account Code Training for Expenditures

Banner 9 Finance Navigation

Finacial Reporting - Budget Reports

Finacial Reporting - Transaction Reports

HR Reporting - Employee Appointment Reports

HR Reporting - Payroll Reports

EOPS: Employee One-Time Payment System Overview

Xtender - Scanning and Indexing

If you are interested in one of the above sessions, please register in Cornerstone

Use the
HR221 - Leave Management Report
to review leave time

On a monthly basis, make sure that everyone is reporting their leave time.

Reporting leave time is important since it ensures that we are reporting correct information to the state fund, and make sure that each employee is paid correctly. The **HR221 - Leave Management Report** is a useful tool to find this type of information. Use this report to find indicators and coaching oppotunities.

The HR221 report will provide different charts with data presented in different ways.

The HR221 offers an active link under the Leave Type column to drill through to get more information, those active links will only be available if you run this report in HTML.

Texas Tech University
Prior Fiscal Year Leave Balance

Home Organization :

Employee ID	Employee Name	Employee Status	Employee Status Desc	Leave Type	Leave Accrued	Leave Taken
R		A	Active	SICK - Sick Leave	96.00	98.00
		A	Active	VACA - Vacation	180.00	173.00
R		A	Active	SICK - Sick Leave	96.00	37.00
		A	Active	VACA - Vacation	180.00	98.00
R		A	Active	SICK - Sick Leave	96.00	87.25
		A	Active	VACA - Vacation	180.00	159.25

1 The first chart will show you the Prior Year's leave balance. This will show you the employees' names, their status, their leave type, and the leave hours accrued and taken.

Texas Tech University
Current Fiscal Year Leave Balance

Home Organization :

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
		A	Active	SICK - Sick	74.25	8.00	0.00	82.25	0.00
		A	Active	VACA - Vacation	50.25	10.00	0.00	60.25	0.00
		A	Active	SICK - Sick	2,124.00	8.00	0.00	2,132.00	0.00
		A	Active	VACA - Vacation	388.00	15.00	0.00	403.00	0.00
		A	Active	SICK - Sick	390.00	8.00	0.00	398.00	0.00
		A	Active	VACA - Vacation	93.00	10.00	0.00	103.00	0.00

2 The second chart will show you the Current Year's leave balance, this report will give you the employees' names, their status, the beginning balance for the year, their leave time accrued and taken, and their ending balance.

Texas Tech University
No Vacation Reported

Home Organization :

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
R		A	Active	VACA - Vacation	388.00	15.00	0.00	403.00	0.00
		A	Active	VACA - Vacation	129.00	15.00	0.00	144.00	0.00

3 The third chart will show you the Not Vacation Reported view, this chart shows the employees who have not reported any vacation time during the year. This is just an indicator; it does not mean that someone did anything wrong. You can use this data as a coaching opportunity and make sure that all the employees in your organization are aware that they must report their vacation time and know how to do it.

Texas Tech University
Vacation < 40 Reported

Home Organization :

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
R		A	Active	VACA - Vacation	388.00	15.00	0.00	403.00	0.00
R		A	Active	VACA - Vacation	129.00	15.00	0.00	144.00	0.00

4 The fourth chart shows the Vacation < 40 Reported view; this chart shows the employees who have reported less than 40 hours of vacation time year to date. Again, this is just an indicator, and you can use this data to find coaching opportunities to ensure all your employees know the importance of reporting their vacation time. Employees must report their vacation time and know how to do it.

Texas Tech University
Sick Taken > 40 Hours

Home Organization :

Employee ID	Employee Name	Employee Status	Employee Status Description	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours(Not Available for use)
R		A	Active	SICK - Sick	324.75	8.00	136.00	196.75	0.00
		A	Active	SICK - Sick	95.50	8.00	70.00	33.50	0.00

5 The Sick > 40 Hours Reported view will show all the employees who have taken more than 40 hours of sick time year to date. Again, this is just an indicator and should not be used to point fingers.

Resources:
- Cognos Reporting System
- Introduction to Cognos training guide
- HR Reporting Payroll Reports training guide

Check your Encumbrances on a monthly basis

The FI137 report helps you to review your open encumbrances

Reviewing your open encumbrances at the end of every posting period is an important part of financial management. You can use the **FI137 - Open Encumbrance Report** to review your open encumbrances and make the decision to take any further action that needs to be taken. Remember that at the beginning of every posting period, a Batch Close will close any encumbrance lower than $10.

Required Parameters

Select Chart of Accounts:
* [Select Chart of Accounts ▾]

Enter Beginning Fiscal Year:
* [2024 ▾]

Enter Ending Fiscal Year:
* [2024 ▾]

Optional Parameters
Use only those needed to retrieve the desired data

- Vendor R#
- Document Reference Number
- Encumbrance Number
- Termination Date
- Fund Class
- Fund Code
- Fund Status
- Organization Code
- Account Code
- Program
- Organization Tree Prompt

FI137 - Open Encumbrance Report view

Encumbrance Number	Established Date	Document Reference Number	Chart	Fiscal Year	Vendor Name	Original Encumbrance	Adj and Liquidations	Remaining Balance	Fund	Orgn	Acct	Prog
E0006455	10/6/23	010001060463	T	2024	Traveler's name	165.00	0.00	165.00	16E035		7B1077	500
	10/6/23	010001060463	T	2024	Traveler's name	150.00	0.00	150.00	16E035		7B1005	500
Total for E0006455						**1,857.08**	**0.00**	**1,857.08**				
E0006476	10/6/23	010001060482	T	2024	Traveler's name	653.91	0.00	653.91	16E035		7B1102	500
	10/6/23	010001060482	T	2024	Traveler's name	341.46	0.00	341.46	16E035		7B1001	500
Total for E0006476						**995.37**	**0.00**	**995.37**				
P1053652	7/12/23		T	2024		1,580.09	(1,507.68)	72.41	16E035		7N3050	500
Total for P1053652						**1,580.09**	**(1,507.68)**	**72.41**				
P1054657	7/17/23		T	2024		1,148.00	(1,038.00)	110.00	16E035		7C0190	500
Total for P1054657						**1,148.00**	**(1,038.00)**	**110.00**				
P1062666	8/15/23		T	2024	Benchmark Business Solutions Inc	4,073.88	(397.08)	3,676.80	16E035		7G0013	500
Total for P1062666						**4,073.88**	**(397.08)**	**3,676.80**				

- **Encumbrance Number:** If the code starts with EV or E0, it is an encumbrance from the Travel System/Chrome River; If it starts with a P0, it is an encumbrance created with the TechBuy System
- **Established Date:** Shows the date the encumbrance was created
- **Vendor Name:** Vendor involved in the event. If it is not populated and the established date is from the previous FY, that means that encumbrance was open when the previous FY ended and was rolled forward to the new FY
- **Original Encumbrance:** Dollar amount of original event
- **Adj and Liquidations:** It can be released for payments, closings, and increase if a change order was submitted
- **Remaining Balance:** Amount left owing on the encumbrance

Resources:
- [Cognos Reporting System](#)
- [Introduction to Cognos training guide](#)
- [Finance Reporting Procurement Reports training guide](#)

Let's start getting ready for the
Spring Semester

At the beginning of every semester, remember to check your faculty, staff, and student assignments.

Since we are getting closer to the start of the Spring semester, it is important to review our employees' assignments; the **HR121 - Current and Future Appointment Report** is the one you will need for that. This report will show you current and future appointments for employees under your organization. You can run this report for a single employee or all the employees assigned to an Organization at Home and Position Organization level.

What can I view in this Report?

- **Employee Information**
    Status, E Class, Home Organization
- **Job Information**
    Position, job type, FTE (Full Time Equivalency), hourly pay rate, factor and pays for each position
- **Earnings Information**
    Earn codes by position, hours and units
- **Job Labor Distribution Information**
    FOAP or FOAPs supporting the salary by position, percentage and annual salary paid by FOAP

If you find someone who is no longer active or does not have a position assigned, check their status and consider if their job needs to be ended or they should be terminated.

Be mindful that benefits-elegible employees will continue to get paid for fringes if they show to be active in the system, whether they are currently working or not.

The DMFR offers HR reporting classes that provide training on how to read, use, and run HR reports. Register for these sessions through Cornerstone.

Resources:
- Cognos Reporting System
- Introduction to Cognos training guide
- HR Reporting Employee Appointment Reports

Need our **Services?**

Training   **Data delivery**   **Data presentation**

Report writing   **Web developement**   **And more!**

DMFR is here and eager to support the growing data and technology needs of the University.
Should you have any questions about how DMFR might assist your department, please do not hesitate to reach out to us.

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Enjoy your **Holiday** *Season!*

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