Quick Start Guide for Departmental Changes – Finance & HR access

Checklist

1. Financial Manager changes for Funds and Orgns
   - ☐ Update in the Finance New FOP system > Financial Manager
   - ☐ Read over Operating Policy 50.03 on Fund Financial Manager responsibilities.
     - i. Read attachment A
     - ii. Read attachment B
     - iii. Read Fund Quick Reference guide to help understand the different types of funds used within the institution.
   - ☐ Read the Organization Codes document with Orgn Financial Manager responsibilities and how orgns are used in our system.
   - ☐ Click here to sign up for the HSC Quarterly Finance Group to receive updates from finance and administration areas. Login and join group.
2. Cognos Access for Reports
   - ☐ The Orgn Financial Manager will grant permission to an employee to view HR Cognos Reports.
     - i. Updated through TeamApp System > Access Request > HR Security Request.
   - ☐ Finance Cognos data does not require security to be granted
3. Budget Prep Security Access
   - ☐ Access will need to be given to orgns from Orgn Financial Manager to view and update Budget Prep through TeamApp System> Request Access > Budget Prep Security Request
     - i. It is an overnight process to be able to run reports off of the HR orgn security that is granted.
4. TechBuy access
   - ☐ Access to TechBuy is granted through the TeamApp System by the Fund Financial Manager > Access Request > Financial Security Request
     - i. Contact Purchasing if you have any questions. purchasing@ttuhsc.edu
5. Supervisor Changes, will this person supervise employees?
   - ☐ The supervisor is responsible for approving leave reports and timesheets.
   - ☐ The orgn manager will submit the change using the ePM system. Contact HR Records with any questions. hscrecords@ttuhsc.edu
   - ☐ Send an e-mail webmaster.payroll@ttu.edu to change the timesheet approver.
6. Submitting ePAFs/Labor Redistributions/PASS Transactions
   - ☐ To submit ePAFs, Labor Redistributions, and PASS transactions; ePAF Originator access will need to be given by the Orgn Financial Manager through the TeamApp System> Access Request > HR Security Role: Electronic Personnel Action Form (ePAF) Originator
7. Approving ePAFs/EOPS
   - ☐ The Orgn Financial Manager will need to set up as ePAF Approvers in TeamApp.
   - ☐ Does this person need proxies? To be a proxy for an ePAF/EOPS Approver, the proxy will first need to be an ePAF Originator or Approver through TeamApp.
     - i. To set up the proxy, go to the ePAF system. Click on ePAF Proxy records and add or delete a proxy.
   - ☐ If this person needs higher level access (Dean/VP level), email Archana Chippada to request changes for high level approvals.
8. Submitting Budget Revisions
   - ☐ Anyone with an eRaider can access the Budget Revision System to originate a budget revision. Read Operating Policy 50.38 regarding Budget Adjustments to the Operating Budget

9. Approving Budget Revisions
   - [ ] The Fund Financial Manager is automatically listed in the Banner Finance system as the Fund Approver.
   - [ ] Does a person need to be a proxy for approval on Techbuy purchases?
      i. The Fund Financial Manager authorizes different TechBuy roles for specific funds
      ii. Proxies for are set up as approvers in TeamApp > Access Request > Financial Security Request
      iii. Note: approvers in TechBuy are also proxies for the Fund Manager in Budget Revision System.
   - [ ] Will a new person be approving at the Dean/VP level or a proxy at this level?
      i. Email HSCBUD@ttuhsc.edu requesting to remove and/or have a new person added.
10. Review and save the following links:
   - [ ] Budget Basics Reference Guide on the Budget Office website: https://hscweb.ttuhsc.edu/budget/instructions_and_information.aspx
   - [ ] Accounting and Finance Operating Policy link for more of the Finance Ops: https://www.ttuhsc.edu/administration/operating-policies/op50.aspx
   - [ ] Training Center for Business Affairs systems and processes and a link for their forms: http://www.fiscal.ttuhsc.edu/fsm/training_home.aspx http://www.fiscal.ttuhsc.edu/fsm/forms_home.aspx
11. Additional questions?
   - [ ] Set up a meeting with your Budget analyst to meet and discuss existing questions

A Guide to Commonly Used Reports

Cognos>Team Content>Budget> A Guide to Commonly Used Reports (folder)

FI-Budget Account Code Summary: displays budget, YTD revenue/expense, encumbrances, and available balances. You can also drill through to transaction detail.

FI-Budget Account Code Summary for Grants: displays budget for multi-year funds, ITD revenue/expenses, encumbrances and available balances. You can drill through to transaction detail.

FI-Budget and Data Entry Account Code Crosswalk: a crosswalk of 6-digit account codes to 4-digit budget account codes

FI-RPT_GENL_001 – Prior Year Fund Balance Available to Carry-Forward: will display any fund balance available for spending, with restrictions and can be run by division.

FI-RPT_ORGN_002 – Organization Manager Report: provides a list of all the Organization codes an individual is Orgn Manager over.

FI- SCORE_OPAL-001 – Operating Ledger-Compared to Previous FY Spending, How Will the Year End?: A dashboard type report with drill thru capability.

FI-Statement of Changes in Fund Balance by Division, Campus, Department: report current CASH balances.

HR- HR047 – Payroll Expenditures and Encumbrance Report: displays payrolls and encumbrances by payroll event.

HR-HR117 – Departmental Fringes/Longevity Estimate Report: calculates annual fringes and longevity for a departmental FOAP.

HR-HR121 – Current and Future Appointment Report: displays an employee's current appoint and future appointment along with other personnel data.

HR-RPT_NBAJOBS_010 – Salary Roster by FOAP: displays CURRENT information regarding everyone paid on a FOP.

HR-RPT_NBAJOBS_012 – SM Enc vs Est Expense: calculates budget needed in 6006 due to SM flux in hours each year.

HR-RPT_PAYDIST_003 – Payroll Distribution Report by FOAP: displays payrolls paid by a FOAP.

HR-RPT_PBUD_001 – Vacant Positions by FOAP: displays all current vacant positions by a FOP.

HR-RPT_PBUD_007 – Position Information: displays position information for filled/vacant and single/pooled positions.