THE UNIVERSITY OF ALABAMA®
WHERE LEGENDS ARE MADE
IBM TM1 Review
TM1 - Access

• Users need to link through myBama to access TM1.
  – Employee Tab
    • Administrative Systems
      – Budget Preparation
        » TM1 will require login after this link, use myBama credentials

• Linking through myBama will allow the necessary authentication for the reporting function of TM1.
TM1 - Access

Administrative Systems

Enterprise Systems
- Banner 9 Administrative Pages
- Banner Workflow
- Banner Test Links
- ARGOS Web Viewer
- ARGOS Desktop Client
- Eprint CAS authentication
- Banner INB Recertification Application
- UA Imaging System - OnBase
- UA-Box
- Talisma - CCS Non-Credit

Academics, Admissions and Scholarships
- ASAS - Alabama's Scholarship Awarding System
- Faculty Photo Listing
- ORS Administrative Application
- UA Room Scheduling System
- Scholarship Application Administration
- University Registrar Administrative Applications
- Bb Learn Admin Section Maintenance
- Graduate Administrative Services

Finance and Human Resources
- Budget Preparation
- HR Online Employment System
- UA-eTime Administrative System
TM1 - Preferences

• If new user to TM1, you will want to update preferences to increase line item view.
• On the top of the screen you should see icon that looks like a person – select My Preferences
• You will want to set the Number of entries in list view: to 120.
TM1 - Application

• TM1 My Home
  – Here you will see
    • Budget Preparation Applications Folder
    • Report Folder

• Budget Preparation Applications Folder
  – UA Permanent Budget
    • Will contain your orgs with permanent budgets
  – UA Realtime Recon Report
    • Recon report that takes the current days activity into effect
    • Be careful, as this recon looks like application but only has 1 tab

• Report Folder
  – Daily Report
    • Annotation Report
    • Reconciliation Report
      – Referred to as Overnight Recon, preferred reconciliation over Realtime
TM1 – Application (Ownership)

• To work on Org Budget you will need to take ownership
  – Select this icon on top of page to take ownership
  – NOTE, When taking ownership, always use same level.
    • If you use “All” then use “All” every time.
    • If you use Org by Org, then go Org by Org every time. (Preferred Method)
TM1 – Application (Rows & Columns)

• If you would like to change the orientation of the Rows and Columns follow these steps from within Org after taking ownership:
  – On top of page, Suppress Zero Values, Select Suppress Zeros on Columns
  – Swap Rows and Columns Icon
  – Suppress Zero Values, Select Suppress Zeros on Rows
TM1 – Application (Rows & Columns)

• If you have issues when changing the orientation of the Rows and Columns, simply reset the view of the page:
  – On top of page, Actions Menu, Reset Views, Reset Current View
TM1 – Application (Tabs)

• There are Five tabs within the application
  – Hourly Positions
  – Monthly Positions
  – Vacant Positions
  – Finance
  – Input
TM1 – Application (Tabs)

- Input Tab

![Image of TM1 Input Tab](image-url)
TM1 – Application (Tabs)

• Input Tab
  – Budget Office suggests user tab over instead of hitting enter.
    • When user presses enter the system does calculations.
  – If all information is not being entered, mark information incomplete so when commit button selected incomplete info is not transferred over
  – **CWID is only field that cannot be edited/deleted** when transferred from Input to respective tabs.
    • Either do not key in an employee without the CWID or mark that line “incomplete” before committing anything.
  – Be sure you use the appropriate line for the corresponding tab.
    • Hourly for Hourly, Monthly for Monthly, Vacant for Vacant, Finance for Finance
    • Will get input error if put in an hourly e-class or account code on monthly line and vice-versa
  – Have to mark data complete AND commit for it to transfer from input tab.
  – Once info has been moved to the respective tab
    • Update the FTE
    • Dist. %
    • Salary
    • Transfer budget from another source.
TM1 – Application (Comments)

• Comments
  – Comments are what appear on the Annotation report for future reference
  – Only certain fields comments can be made to flow to Annotation Report
    • Position
    • Allocations
    • Transfer
    • Do not put comments on the input tab, they do not transfer over
  – Do not put comments on the Input tab, they do not transfer to Annotation Report
TM1 – Application (Saving Data)

• Green Data – the data is not saved anywhere
• Blue Data – the data is saved on your local machine only. After hitting enter the data will turn blue, TM1 will run calculations and save.
• Black Data – the data is saved to server, and viewable by all with security access to data. This occurs when the user commits the data.

To Commit select Arrow:
TM1 – Application (Clean-Up)

- Clean-Up (page 5)
  - Update Alphabet Soup (DNUCPAO)
    - Continuing - for those here on March 31 (new for this year FY21) and will still be here on October 1, eligible for raise
    - New - not eligible for a raise (already updated in TM1)
    - Remove - this is used to remove LINE completely - zero out the FTE, budget and salary
    - Vacant - this is used to maintain position with no one in it - zero salary keep FTE & budget
    - Promotion - faculty only
      - Remove old position, and add new position with current base salary
      - Automatically calculates a 10% increase
      - Will require an EPA since Title Change
    - Admin Increment – account code ending in 5 no matter the fund type (already updated in TM1)
  - Correct Salaries and Budgets, Smoothing Errors
    - Salary should equal budget
      - Use the Adj dist-sal column, do not adjust budget
      - Do not use the smoothing adj column during clean up
      - Smoothing Error adjust both Salary and Budget, used only during raise process
      - Smoothing in clean up would only be used for a faculty promotion
        » (smoothing adjustment for raises only)
  - Deleting employee
    - Zero out FTE
    - Remove Salary
    - If transferring position to vacant tab, copy and paste over to input tab. Move budget via the TRANSFER column.
  - Enter FTEs on vacant tab
    - download as 0.000
    - do not enter at more than 3 decimal places
TM1 – Application (Check List)

• Check List (page 10)
• Going through the check list will tell you what needs to be cleaned-up
• Download Overnight Reconciliation
  – Make sure totals are correct
  – Transfer column = 0
  – Check for smoothing errors, divisible by 9 or 12 (will say so in check salary rate column).
  – Verify splits = 100% and are smooth (divisible by 9 or 12)
    • If changing split percentages then be sure to make current lines “Remove” and add new
  – Making sure Budget = Salary
    • Add new column
    • Subtract New Budget from New Adj Salary
      – all filled positions should be zero
      – subtracting Salary from Budget will show vacant pos. w/ negative budgets
  – Vacant or pooled positions should have a positive amount
    • There should never be a negative
TM1 – Application (Raises)

• New this year the raise eligibility date is March 31.
• Use Annual adjustment raise driver for both hourly & monthly.
  – Then enter in the annual increase in the raise input column.
  – This will automatically update salary AND budget.
  – Smoothing error occurs.
    • This is when you will use smoothing adj column
TM1 – Application (Equity / Rating)

• New for TM1 FY21
  – Equity Allocation Column
    • This will be for informational purposes.
    • The full salary increase including equity will still be entered via raise driver column
    • New Equity Allocation column does not flow to any formula in TM1.
    • Can take Overnight Recon and use Equity Allocation Column for reporting and back this amount out of raise total to calculate merit portion.
  – Evaluation Rating
    • This will be for informational purposes.
      – Unacceptable
      – Needs Improvement
      – Meets Expectations
      – Exceeds Expectations
TM1 – Application (Submitting)

• When done updating TM1 and ready to Submit, select icon with White Up Arrow in Green Circle

• OAA - Notify Jordan Johnson
• F&O – Notify Budget Office
THE UNIVERSITY OF ALABAMA®
WHERE LEGENDS ARE MADE