IBM TM1 Review
(May hear called IBM PA in future)
TM1 - Access

• Users need to link through myBama to access TM1.
  – Employee Tab
    • Administrative Systems
      – OLD TM1 – DO NOT USE THIS YEAR - Budget Preparation
      – NEW TM1 - New TM1 (IBM Planning Analytics)
        » Must access through myBama and via Campus VPN if remote. TM1 will require login after this link, use myBama credentials, and select Native authentication

• 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
- Everest - K2 Workflow
- ARGOS Web Viewer
- ARGOS Desktop Client
- Eprint CAS authentication
- Banner 9 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
- Graduate Student Forms - DocuSign
- Graduate Application Reader

Finance and Human Resources
- Budget Preparation
- New TM1 (IBM Planning Analytics)
- HR Online Employment System
- UA-eTime Administrative System
- Work Location Application
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 / IBM PA
  - Consist of Workspace & Application
    - In Workspace will utilize Welcome at top center of page to return to folder home
    - In Workspace will utilize Shared on left of page to return home where Report and Application Folders can be found
    - 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
    Old Icon New Icon
  – 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 (Tabs)

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

- Input Tab
TM1 – Application (Tabs)

- Input Tab

![Input Tab Image]
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:
Clean-Up

Update Alphabet Soup (DNUCPAO)
- Continuing - for those here on March 31 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 – New Promo05 and Promo10
  - 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)

• 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)

• 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)

- 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