First Time TEM User Information

Before you begin to create travel authorizations in TEM, please take the time to read this message in its entirety since it contains some very good information.

1. Travelers prior to using TEM should watch three training videos at http://www.alaska.edu/travel/documentation/
   a. TEM Overview
   b. TEM Travel Authorization (TA)
   c. TEM Expense Report (TR)

2. Definitions:
   (a) TEM Traveler- Anyone that travels with the affiliation of: University Employee, University Student, or Agent of the University
   (b) Delegate- Anyone who helps arrange travel (typically administrative support)
   (c) Approver- Anyone who supervises, individual that has the authority to expend funds, or for routing purposes (ex. Travel Coordinators, Administrative Assistants, etc)
   (d) TEM-Is the online system used to create the Travel Authorization and Expense report
   (e) Workflow-Is the online system used by Approvers to approve Travel Authorizations and Expense Reports

3. Approvers and delegates are required to attend a 2 hour training please register at http://www.uaf.edu/finserv/finance-accounting/training/
   a. Submit TEM Security Access form to uaf-ofa@alaska.edu

4. As a reminder, the proper setup of your profile is critical. Please verify that:
   i. your mailing address is correct, especially if you are not set up for direct deposit, check reimbursements are only ran twice a month from State Wide and mailed to the address defined in your profile; TEM Paper Check Printing Schedule
   ii. your email address is correct (no typos!) so that you receive all TEM-produced correspondence;
   iii. and that the 30-million # (UA ID) of your first approver is included.

5. Set up your Approver in your profile
6. Set up your Delegate(s)
7. Access TEM and Workflow through UAOnline (Log in with UA Password option)
   a. Login
   b. Finance TAB
   c. Finance Travel Link
   d. Select TEMS or Workflow

8. Your login credentials for TEM Production is the same as your login credentials for UAOnline using the UA Password option. (These are the same credentials as ELMO). The url for TEM Production is as follows: https://tems.alaska.edu:9043/tvlexp/tvlexp-flex/
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Approvers:

**TEM Approver Guide**

It is crucial that your TEM Profile is correct and your Workflow ID Login is loaded with all CAPS. First time Approvers using banner must first login to Banner:

https://banner.alaska.edu/

Sign in using their Banner ID as the username and a lower case “s” and social security number. This will prompt you to change your password.

*(ex. FNABC1, if you don’t know your username this please call UAF Travel 474-2413)*

Once logged into Banner you can access Banner WorkFlow from the right side tool bar labeled PROD WORKFLOW.

Once your have assigned a new password with Banner you will not have to access Banner WorkFlow this way each time but can access through UAOnline and/or through the email links. Remember when away from the UA Domain to access Workflow you must sign onto UAOnline and following the steps above.

**Already a Banner user**

Your Workflow credentials are the same login credentials as Banner

**First Time set up in Workflow**

Once you are in Banner WorkFlow you will want to check User Information and make sure your email address is correct and assign a Proxy *(TEM Setting up a Proxy in Workflow)*.

*Proxy-Anyone who has authority to approve travel in your absence*

Proxy’s will not receive emails but will have to check their personal WF throughout the day Proxy documents are labeled with a 2 faced icon. Remember as a proxy once you touch a document you must complete that document to approve and add approver or final approve.