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 supervisors, 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 TEM Training. Please register at OFA Training Calendar
   a. As an approver or delegate please complete and 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:
   a. your mailing address is correct, especially if you are not set up for direct deposit, check reimbursements are printed from Statewide once every two weeks on Thursdays and mailed to the address defined in your TEM profile;
   b. your email address is correct (no typos!) so that you receive all TEM-produced correspondence;
   c. and that the 30-million # (i.e. 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
   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 your pin sign on. (Use the first six characters of your pin number, same as your timesheet). The url for TEM Production is as follows:
   http://tems.alaska.edu:9042/tvlexp/tvlexp-flex/index.jsp
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 your 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

Use your 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.

Proxy-Anyone who has authority to approve travel in your absents

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, approve and add approver or final approve.