

Hot Off The Press

December 2011 / January 2012 – BPP Enhancements

Master Error List

Effective with the January 2012 Month End processing, the criteria used to select individuals for error checking will be broadened. The Master Error List currently checks for individuals who are currently enrolled in insurance or have waived coverage (have an 'E' SGIP Eligibility Code). Those who do not meet these criteria are not checked by the edits. It has become apparent that we need to check individuals who are benefit eligible, but don't have current coverage and have not waived coverage. This will result in a larger group being processed and a new error (8479, see below) being reported. The criteria for an individual to be included in the Master Error checking are now:

1. Have current insurance coverage
--OR--
2. Have an 'E' SGIP Eligibility Code
--OR--
3. Benefit Eligible with no current coverage and has not waived coverage
 - o Active Employee Status
 - o AND in Budgeted Position
 - o AND have Annual Term Months ≥ 4.5
 - o AND have Position Percent Effort ≥ 50.0

As a reminder, the individuals with errors found at Month End are used as the basis for generating the Daily Master Error List. No new individuals are added through the Daily runs although an individual may "reappear" on the list with a different error after an adjustment is made.

Error 8479 - Active SGIP Elig Code/Pct Effort/Annual Term Mos Discrepancy

This is a new error that will be given for any individual who falls into criteria #3 above. Those who have a certified other flag of 'P' (No SGIP) or have insurance deduct codes of 'D', 'T', or 'L' will not receive this error. More detailed information on this error can be found by looking up the error on [Screen 320](#).

Error 8458 – Terminated Employee with SGIP ELIG <<active deduct code>>

This error will no longer be reported as a result of the termination budget actions no longer setting the SGIP Eligibility Code to 'N' (see more information below). Previously, the automated budget terminations would set the SGIP eligibility code to 'N' causing an error on the Master Error list. The processor would then go into 106 correct mode to force the SGIP Eligibility code to match the active insurance deduct code, causing this error to occur. A new process during Month End will now set the SGIP Eligibility Code to 'N' for terminated employees when the insurance deduct codes are 'N'.

File Depot /MASTER_ERROR_FILE.CSV

Effective 12/20/2011, the format of the .csv Master Error File in File Depot was changed to more closely match the Budget Daily Report (BUDGT500/BP1600). In addition to changing the format, the following new fields were added: Adloc, Adloc Description, Employee Status Code, and Pay Indicator.

Automated updates to SGIP Eligibility Code on Screen 101

Manual changes can be made to the SGIP Eligibility Code as needed on Screen 101. In addition, there are three automated processes that update this field.

- **Screen 106 changes and iBenefits postings** - Screen 106 changes and iBenefits postings will update the SGIP Eligibility Code to match the insurance deduct codes. For example, if the 106 insurance deduct codes are '2' then the SGIP eligibility code will get changed to '2'.
- **Canopy Web EPA and Screen 051** - Previously, when a Voluntary or Involuntary termination (VT or IT) occurs, the SGIP Eligibility code is set to 'N'. This caused an issue when the individual's insurance deduct codes were still on and the person had future stop dates. As a result a processor would either have to update the 101 screen directly or use the 106 screen automated update to reset the SGIP eligibility code to the correct value. *This process of setting the SGIP Eligibility Code to 'N' for VT and IT budget actions will be removed.*
- **Month End Processing (MONINS04/BP8097N)** - This automated process will update the SGIP Eligibility code to 'N' for individuals with a 'T' or 'Q' employee status code and 'N' insurance deduct codes. Budget actions that would have previously updated the SGIP eligibility code to 'N' will be caught by this process at the appropriate time according to the insurance stop dates and deduct codes.

111 Address Screen – Automated Comments

The Comment Utility has been added to Screen 111. You may view or add comments by pressing the F2 Key. Watch this short [video](#) to learn more about entering comments.

The 111 Address Screen is updated by numerous processes (see the list below). Each of these processes will now automatically write a comment to Screen 111. The comment will be preceded by an update id which uniquely identifies the process that made the update. Below are new comments that will be automatically written to Screen 111:

- **Postal Soft** - Usually run twice a year, before AE and before W-2s are produced.
 - 'ADBU6533 - Postal Soft - Home and Mailing Update'
 - 'ADBU6533 - Postal Soft - Mailing Update'
- **HRConnect** – Comments are result of employee or processor actions in application
 - 'ADWUHR02/ZNSPEMUP - HRCONNECT EMAIL ADDRESS UPDATE '
- **iBenefits** - Comments are result of employee or processor actions in application
 - 'ADWUADAC - iBENEFITS MAIL ADDRESS UPDATE'
 - 'ADWUADFU - iBENEFITS FOREIGN ADDRESS UPDATE'
 - 'ADWUADHU - iBENEFITS ADDRESS/EMAIL UPDATE'
 - 'ADWUADMU - iBENEFITS MAIL ADDRESS UPDATE'
- **Single Sign On** – Result of employee or processor email address update in application
 - 'ADWUUEMP/ZNSPEMUP - SINGLE SIGN ON EMAIL ADDRESS UPDATE'
- **LeaveTraQ** - Result of employee email address update in application
 - 'ADWUMOP1/ZNSPEMUP - LEAVETRAQ EMAIL ADDRESS UPDATE '
- **Canopy** - Employment Location and Mail Stop are updated with Employment Location number change.
 - 'ADWUPEPA - CANOPY EPA EMPLOYMENT ADDRESS UPDATE'
- **Screen 101** - Employment Location and Mail Stop are updated with Employment Location number change.
 - 'ADNUP101 – SCREEN 101 EMPLOYMENT ADDRESS UPDATE'
- **Screen 111** – Written when a processor makes any update to Screen 111
 - 'ADNUP111 – SCREEN 111 ADDRESS UPDATE'

670 Comprehensive Comment Inquiry

A [new Screen, 670](#), has been developed to allow inquiry access to all comments pertaining to a particular UIN. This screen puts all the comments for an employee in one place for the processor. Upon entering the screen, the comments by screen number are listed. Selecting a particular screen will display all of the summary comment lines for that screen. Selecting a particular summary line will bring up the associated detail. The screen is inquiry only. No updates to the comments can be made from this screen.

Please email BCSSupport@tamus.edu with problems or questions.