Hot Off The Press

BPP Enhancements – November / December 2012

Employee Fields Automatically Turned Off during BPP Month End

The MONPAY14/BP8053 *Employee Payroll Participation Audit Report* is a Month End report listing terminated employees not paid in the last two months with deductions and other fields still active. The program producing this report now automatically turns off some of those deductions and fields (list below). These updates are recorded in the Change Log for reference.

> Effective November Month End:
>> ACH
>> I-9

> Effective January Month End:
>> TRS
>> ORP
>> E-Verify Date

Please notify BCSSupport@tamus.edu to opt out of the automation starting January Month End (for TRS, ORP, E-Verify).

Change Log Updates

The Change Log can now be viewed on Retirement Programs Screen 104 and Emergency Contact Screen 140. Please refer to [Log File Inquiry Screen 680](#) for information about security and use.

More items changed using BPP screens are being recorded in the Change Log. These include all processor-entered items for: TRS, ORP, SORP, Foreign Address, Primary Emergency Contact, Secondary Emergency Contact, Foreign Emergency Contact, and the E-Verify Flag and Date. Updates for these items from other sources are not yet recorded in the Log.

Additionally, updates to all items related to FIT are recorded, regardless of the source of the change. Employment Location is now logged with the Employment Address, and Mailing Address items now display in the same order as on Address Screen 111.

Comment Utility Added to Emergency Contact Screen 140

Access to the Comment Utility has been added to Emergency Contact Screen 140 for processor comments. As on other screens, use the F2 Comm function key to access the Comment Utility. For more information see [Using the Comment Utility](#).

Replacement of *Employees Potentially Eligible for Benefits Reports*

New monthly reports in MONPAY08 (BP8610, BP8611, BP8612) are replacing the Employees Potentially Eligible for Benefits reports currently produced by MONPAY08 BP8543. These new reports and files are to be produced for all workstations beginning with December Month End. The old reports are to be phased out in the near future. Refinements are to be made to only the new reports.

Only the summary reports are printed for all workstations. The detail from BP8611 reporting is printed only if the workstation is currently receiving it. Associated CSV files are available in the HR Reporting depot of File Depot for both summary and detail.

These new reports analyze benefit eligibility and TRS requirements separately, and with additional criteria, whereas the existing reports attempted to evaluate them together. Analyzing separately produces simpler and more reliable reporting.

Please let BCSSupport@tamus.edu know if you have questions about the new reports. **If you prefer to continue receiving MONPAY08 BP8543, notify BPP-Prod@tamus.edu with the reason for continuing the report.**

Criteria for the reports are:
> **BP8611 - Potentially Eligible for TRS**
> - **Excludes:**
>   - Student Workers
>   - Graduate Students
>   - Those already enrolled in TRS/ORP on the 104 screen (TRS deduct code on Screen 104 is not spaces)
> - **Includes:** employee status code A (Active) only.
>
> **BP8612 – Potentially Eligible for Benefits**
> This report reads Pay History tapes, finding employees (both budgeted and wage) that may be eligible for benefits. Someone may be eligible for benefits if they worked a consecutive period of 4.5 months at 50% effort or greater.
> - **Excludes**:
>   - Anyone with a certified other medical code of 'P'
>   - Anyone with an employee status code other than 'A' or 'W'.
>   - Anyone with an SGIP ELIG Code of 'E'.
>   - Anyone with active insurance
>   - Anyone with a student Title Code
>   - Anyone who is currently in iBenefits. (These employees have their 106 screen locked by iBenefits documents.)
>   - Anyone with a budgeted position with percent effort less than 50%.
> - **Includes:** wage employees regardless of percent effort.

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