

# FAMIS Work Study Posting Process

Payroll data is extracted from Workday, then FAMIS programs evaluate the data, substituting attributes like College Work Study splits, AA Code Fringe account designations and other pieces of data to create the resulting Pay History files which are then used to post payroll to FAMIS accounting. The files are also shared with our non-FAMIS participating Members for posting into those systems.

Following is a simple walk-through of the process highlighting the Work Study substitution and the AA Code functions:

- Payroll file is received from Workday
- Payroll data is evaluated for College Work Study Title Codes

Example:

Employee A – Title Code 7650 with Federal funds. FAMIS will use the Fund Type of “L” for this College Work Study posting:

F0013 Please enter desired modifications  
727 College Work Study Maintenance  
Screen: \_\_\_ Title Code: 7650 Fund Type: L  
FEDERAL COLLEGE WORK STUDY-STUDENT

Title Code from Workday  
09/24/18 15:41  
FY 2019 CC

Func	Start Date	End Date	Campus	Account	Percent
-	09/01/2018	9999999999	18	430069 00000	75.00
<b>History</b>					
	01/01/1977	08/31/2018	18	430065 00000	75.00

Translates to Account

The Title Code 7650 comes in from Workday, and is then translated to the proper Work Study account to be used for 100% or for the split posting in FAMIS. The Work Study account is found by entering the Title Code and Fund Type on Screen 727 in FAMIS.

The account is then interrogated to retrieve the AA Table entry that corresponds with that account using Screen 8/52 for FAMIS users and Screen 720 for non-FAMIS participating Members.

When we have the AA Code, we then use the AA Code Table to create the proper postings for this payroll. Accounts and/or Banks are substituted for the Payroll Account as directed by the table definitions.

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In this example, the AA Code associated with the account is 5060. We view AA 5060 on Screen 724 and see the below:

```

F0001 Please enter a screen number to continue
724 Accounting Analysis Maintenance
09/24/18 15:52
FY 2019 CC 18
Screen: ___ FY: 2019 AA Code: 5060 From: 403000 Thru: 515999
Del: _
Salary Bank: 1901_ From Account: 403000 Thru: 515999 Record 1 of 1
Pay Kind: L Revolv Fund: _ Fund Title: LOCAL_____
Appr Year: ___ State Fund: 7999 Appr Number: _____ Agency: 757

Benefit C Bank Account Benefit C Bank Account Benefit C Bank Account
----- - - - - - ----- - - - - - ----- - - - - -
GIP 1 _____ WCI 1 _____ UCI 1 _____
LNG 1 _____ FICA 1 _____ TRS CARE 1 _____
TRS 1 _____ TRS 90 1 _____ TRS SURC 1 _____
ORP BASE 1 _____ ORP SUPL 1 _____ ORP SSUP 1 _____
FIR 1 _____ CSRS 1 _____ LEAVE 1 _____
    
```

This AA Code is very simplistic, with the Charge Code of “1” for all Benefits, the charges for any benefits in these categories will be posted to the same account and bank that the payroll is posted to.

The options for Charge Codes are displayed below. Charge Codes can be entered in combination with accounts and banks to force the posting of Benefits off of the salary account and onto another account / bank. This is very useful for College Work Study where you do not want fringe posting to the Work Study account.

```

S CD Charge Code Description
- 0 No Charges for Salary Bank or Acct
- 1 Use Salary Bank/Use Payroll Acct
- 2 Override Salary Bank/Override Acct
- 3 Override Salary Bank/Use Pay Acct
- 4 Fed-Use Salary Bank/Use Pay Acct
- 5 Fed-Override Salary Bank/Over.Acct

Select a Work File or Press<PF4> to Quit
    
```

A unique AA Code with an isolated account range, including only the Work Study account, should be established for each Work Study account. You may utilize the same AA Code, but create separate ranges for each Work Study account.

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For College Work Study, a central account may be used for fringe postings. In this case, an account would be created in FAMIS, then linked to the College Work Study by entering that central account on the AA table with a Charge Code of 2. Then any benefits marked with a Charge Code of 2 and the central account, would be charged to the central account rather than the payroll account.

In the following example, the benefit amounts are posted to the same account that payroll posted to, due to the Charge Code "1" on all benefits of the related AA table entry:

Type	Account	Covered Earnings	Amount	Bank	Ben Fg	C C	Uncharged Amount
S/W	430065 00000 1745		121.50	1901	S	1	
UCI	430065 00000 1950	121.50	0.12	1901	S	1	
WCI	430065 00000 1945	121.50	0.28	1901	S	1	

Entry of a central account on Screen 724 (2xxxxx) would change the posting of this payroll as follows:

Type	Account	Covered Earnings	Amount	Bank	Ben Fg	C C	Uncharged Amount
S/W	430065 00000 1745		121.50	1901	S	1	
UCI	2xxxxxx 00000 1950	121.50	0.12	1901	S	1	
WCI	2xxxxxx 00000 1945	121.50	0.28	1901	S	1	

Benefits would post to the 2xxxxxx account rather than the 430065 Work Study account.

Use of a Central account for Work Study benefits can be managed in two ways. Either, the institution may choose to centrally fund Work Study benefits, or these benefits may be allowed to accumulate on the central account, then periodically Journal Entries may be entered to move the charges to the proper departmental accounts. Business Objects could be utilized to capture the data for the Journal Entries required.