INTRODUCTION

The purpose of this manual is to assist in understanding the processes available for adding or changing payroll budget actions in the Active Budget for the A&M System. The Active Budget is under the responsibility of the BPP Operations Center. Both the EPA Module (under CANOPY) and the BPP System Active Budget Update Process BPP 3270 application access the same database.

By utilizing the information and guidelines contained in this manual, a user should be able to view, establish, adjust, and cancel payroll actions in the Active Budget for the A&M System.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

College Station based: FAMIS Services
Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

Non-College Station based: The Texas A&M University System
FAMIS Services
A&M System Building, Suite 2180
200 Technology Way
College Station, TX 77845-3424
# Table of Contents

## BASIC CONCEPTS
- CANOPY ............................................................................................................. 7
- EPA & BPP System Active Budget Update ......................................................... 7

## CANOPY
- CANOPY Banner ................................................................................................. 8
- CANOPY Icons, Symbols & Navigation Tools ...................................................... 9
- Customizing CANOPY ....................................................................................... 10
- Login to CANOPY ............................................................................................. 11
- Navigation ......................................................................................................... 12
- Log Out ............................................................................................................ 12

## EPA MODULE
- Introduction ....................................................................................................... 13
- EPA Search ....................................................................................................... 15
  - by PIN ....................................................................................................... 17
  - by ADLOC ............................................................................................... 17
  - by UIN ...................................................................................................... 18
  - by Name ................................................................................................... 18
  - by Document Number ............................................................................... 20
  - by Position Type ....................................................................................... 21
- Employee Details by PIN .......................................................................... 24
- Position Details by PIN ............................................................................. 25
- Document Details by Document Number .................................................. 27

### Create a New EPA Document
- Preparation Steps ..................................................................................... 31
  - Step 1 – Create the Document ................................................................. 33
  - Step 2 – Document Header ....................................................................... 36
  - Step 3 – Funding Sources ........................................................................ 39
  - Step 4 – Validate the Document ............................................................... 40
  - Step 5 – Net Funding ................................................................................ 41
  - Step 6 – Close the Document ................................................................... 42

### Cancel or Withdraw and EPA Document ........................................................... 43
- Printing EPA Documents ................................................................................... 44
- Routing EPA Documents ................................................................................... 46
  - Department Routing ................................................................................ 48
  - Executive Level Routing ......................................................................... 48
  - Processing Level Routing ....................................................................... 48

### Security & Access Notes for an EPA Document .................................................. 51
- Access to EPA on the Web ............................................................................... 51
- Changes to an EPA Document ....................................................................... 51
- EPA Screens & Entity Control ................................................................... 52
# Table of Contents

**PAGE**

**BPP System Active Budget Processing**
- Introduction ....................................................................................................... 53
- Iterations – Audit Trail of Changes................................................................ 54
- BPP System Active Budget Update Tracking in FAMIS ............................ 54

**Glossary**
- Terms and Definitions.................................................................................. 58
BASIC CONCEPTS

CANOPY
CANOPY is a web-based application created and maintained by the Business Computing Services department of The Texas A&M System. This umbrella application houses data from payroll (BPP) and accounting (FAMIS) including the EPA module.

With proper security, payroll information can also be viewed at an account level under the FRS Inquiry Tab. Click on the Payroll Tab to access your account detail. Payroll transactions for an account can also be viewed under the Account Summary and Transaction Tabs.

EPA & BPP System Active Budget Update

Both the EPA module and the BPP System Active Budget generate documents which amend a position in the budget with respect to salaries, wages, occupant, job title, sources of funding and the like. The information from EPA documents posts to fiscal accounts in FAMIS and ultimately updates the budget in the BPP system. While not an exhaustive list, all of the following functions are available:

- Add a new position
- Eliminate a position
- Replace an occupant of a position with another person
- Make a position vacant
- Fill a vacant position
- Increase or decrease the salary or percent effort of a position
- Change the funding accounts on a position

The EPA Module is web-based and housed under CANOPY, an umbrella application for Business Computing Services at the A&M System.

The BPP SYSTEM ACTIVE BUDGET Update Process is a mainframe based application with direct input from the 3270 screens of the BPP System. For complete information on the BPP SYSTEM ACTIVE BUDGET UPDATE Process, please contact BPP at bpphelp@tamu.edu.
There are some common features on each page of CANOPY. This explanation may help you to understand the use of these features.

**CANOPY Banner**

At the top of each page you will see the following CANOPY banner with the tab choices available:

![CANOPY Banner](image)

**MODULE TABS**

Note that the tab choices will change over time as new features are added. Make your selection by clicking on the tab for the desired module: EPA, FFX, FRS, Routing and System, etc.

The System tab provides access to your User Profile, Release History of changes to CANOPY, and Site Map links for the CANOPY system.

**CAMPUS CODE AND FISCAL YEAR**

Towards the right, select the Campus and Fiscal Year from the drop down menus if you wish to change from your default. You MUST press the Set CC/FY button to make this change.

**SEND FEEDBACK**

There is a Send Feedback button for emailing user feedback to the CANOPY programmers, such as what you like about CANOPY, what changes you feel would enhance the program, or to report a problem you encounter when using CANOPY.

**NOTE:** This feedback link is not to be used for “how to” questions. Those questions should be emailed to famishelp@tamu.edu so that someone from the help desk can assist you.

**LOGOUT**

To leave your CANOPY session, click on the Logout link in the upper right side of the page.
CANOPY Icons, Symbols & Navigation Tools

Below are some of the icons, symbols and navigation tools in CANOPY.

Click on the light bulb icon and select from a list of the 10 most recent values used. These values are saved between CANOPY sessions.

Click on the search button to effect the change you made to the filter or search criteria.

Click to display documents that you have created.

Click on the Calendar icon to select dates from a calendar.

Click on the Download button to extract the data into an Excel spreadsheet.

Click on the Set Theme button to change the background colors and style for your CANOPY sessions.

The BACK button on your browser will return you to your previous page.

Click on an underlined column title to sort by that column.

Selected elements on some pages are links that jump to related data on other pages. For example, Routing and EPA documents can include accounts as part of a line item or source of funds. These accounts have been marked as links which, once clicked, take you directly to the Account Summary page.

Click on a link in the data to display related data.

Click on a highlighted word to link to related data.
Customizing CANOPY

You may select the theme for your CANOPY sessions by selecting a Theme from the Set Theme select box and clicking on the Set Theme button. Each of the available themes has a predefined color scheme and font. The selected theme is saved between logon sessions and until you select a different theme. Available choices may change over time. Some of the current theme choices are: Default (grays and blues), Forrest (muted greens and browns), Neon Blue (bright blue with green highlights) and Dark Red (red highlights).

You may change the color scheme as often as you want. The “Forest Theme” displays information in muted green and brown colors.
ACCESSING CANOPY

To log into CANOPY, enter your FAMIS ID and password and click on the Login button. Your access to CANOPY and the EPA Module within CANOPY is set by your FAMIS security officers. Please contact them if you have difficulty with your login.

CHANGE PASSWORD

You may change your password from the Login screen by clicking on the “Change Password” link.

Enter your FAMIS ID, current password, new password, and retype the new password to confirm, and click on the Change Password button to make the change.
Navigation

- As necessary, select the desired campus code from the drop down menu.
- Select the desired fiscal year.
- Click on the Set CC/FY button to make the selected campus code and fiscal year your default for your CANOPY sessions.

NOTE: ALWAYS logout when you are finished.

To logout either:

- click on the “Logout” link
- close the browser window
EPA Module

EPA - Employee Payroll Action System

The EPA System provides for web entry of BPP System Active Budget documents and use of electronic routing and approval of those documents. When closing web-based EPA documents, the encumbrance is created / updated and immediately available for viewing in CANOPY and on the FAMIS screens. EPA documents post encumbrances to FAMIS in an ‘on-line real time’ basis when all edits are passed and the documents are closed.

Since Active Budgeted position payroll encumbrances post to FAMIS when an EPA document is closed, the EPA document rejects at the time of close if there is not enough budget to support the entry of the document or if there are other problems with the document. Departments can override the budget when they create an EPA document, leaving the payroll workstation and business office to determine if this override is appropriate before allowing it to update the Active Budget in BPP. Payroll workstation / business office personnel are the core of the Payroll Processing Office in Routing & Approvals. It is during the routing of an EPA document that they would review the document for appropriate data.

EPA Module Access

Your access to information in the EPA Module is set by your FAMIS security officer. Depending on your access rights, you may view, modify, and create documents within this module.

CANOPY Routing & Approvals

The EPA module utilizes the FAMIS Routing & Approvals for the routing and approvals of these new payroll actions. The document forms for EPA are:

- EBR  for Employee Budget Request
- EWR  for Employee Wage Request
- EGR  for Employee Graduate Assistant Request

These forms are important for the correct routing of the documents. The CANOPY Routing & Approvals uses the existing structures built in the FAMIS 3270 screens to route documents.

E-Verify Email

When an EPA is validated it, an email will be generated according to the following rules:

1. An EPA funding source account is marked as e-verify required.

   In FAMIS, this SL attribute is on screen 9. For TEES and any NON-FAMIS account, ALL accounts are set as ‘E-Verify’ required. TTI uses GL accounts, but FAMIS captures the E-Verify flag at the SL. TTI accounts are all set to requiring E-Verify because of this issue. This can be easily
2. Employee has not already been E-Verified (lookup against the BPP employee attributes)

3. Employee has been E-Verified but the new EPA is for a different workstation.

4. An email address exists on file for that workstation.

If the workstation wishes to receive the emails, they must supply an address. (40 character maximum).

The email template is:

From: noreply@canopy.tamu.edu [mailto:noreply@canopy.tamu.edu]
Sent: Thursday, October 22, 2009 9:41 AM
To: *workstation email address*
Subject: Potential E-Verify Action

Employee: *NAME*

Document: *DOC-ID*

An EPA has been validated which has a potential E-Verify requirement. Please check the document number listed above to confirm this action and proceed with E-Verify if needed.

____________________________________________________
This is an automated email generated by EPA Validation. Please do not respond to this email. If you need assistance contact FAMIS Help by phone at (979)458-6464 or by email.

**IMPORTANT NOTES**

- Future year documents can be created once the BPP Prep Budget has been moved to the Active Budget for the new fiscal year.

- There is a flag named "Roll to New FY" which only displays and is available between the time when the Prep Budget is rolled to Active and the Beginning of the New Fiscal Year. When payroll changes occur after the budget process, this new flag will automatically copy the new EPA into both years to eliminate double entry. If this flag is set to YES when the EPA reaches BPP, a new iteration will be created in both the current fiscal year and the new fiscal year.

- Results from any search are capped at 1000 records per set.
EPA Search

**Search button**

Multiple ways to search have been consolidated into one search textbox. This enables you to enter differing pieces of information as input text for your search. Enter one of the following items and click the **Search** button to view the results.

- **PIN**  – budget/wage formats, example: Snnnnn or S8nnnnnnnnn
- **ADLOC**  – examples: 01-100000 or 01100000
- **UIN**  – universal identification number
- **Names**  – last, first: example: Smith, J or Van Der
- **Document #**  – full 7 digits; example: 0123456

There are other filters available to refine your searches:

- **Position Type**  – all, budget only, wage only
- **Document Status**  – all, active, completed, cancelled
- **Vacant Only**  – show only the vacant positions
- **Fiscal Year**  – show another fiscal year

Note that the results from any search are capped at 1000 records per set.

**My Documents button**

Click on this button to review documents you created.

**Light Bulb button**

Click on the light bulb graphic next to the Search for: input box to view a list of the most recent searches you have made. You may scroll down and select one to advance to the next page for details.

**Sorting an EPA Display**

You may sort by a column by clicking on the column title.
Search & Column Filters

Using the column filters you can further refine your search to a subset of the data.

Click on the little Filter icon on the right side of the screen to open up small boxes above each column for entry.
Search by PIN

Enter a PIN. The PIN can be a 6-character budget PIN such as “M85231” or a 10-character Wage PIN such as “M800012345” and click the Search button.

**NOTE:** To further refine your search limit the search to Budget Only or Wage Only positions by selecting the Position Type from the drop down list.

### Search by PIN

<table>
<thead>
<tr>
<th>Name</th>
<th>PIN</th>
<th>Iter</th>
<th>TI Cd</th>
<th>Title</th>
<th>Adloc</th>
<th>Adloc Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dwarf Grumpy</td>
<td>M70002</td>
<td>01</td>
<td>0236</td>
<td>EQUIPMENT MANAGER</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
</tbody>
</table>

### Document Results

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Route Doc</th>
<th>Type</th>
<th>Name</th>
<th>PIN</th>
<th>B/W</th>
<th>Adloc</th>
<th>Adloc Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>000284</td>
<td>EE0402000004</td>
<td>Change Salary, Title or Term</td>
<td>Dwarf, Grumpy A</td>
<td>M70002</td>
<td>B</td>
<td>02-237237</td>
<td>THE GOLD MINE</td>
<td>Rejected</td>
</tr>
<tr>
<td>000285</td>
<td>EE0402000005</td>
<td>Change Salary, Title or Term</td>
<td>Dwarf, Grumpy  &amp;</td>
<td>M70002</td>
<td>B</td>
<td>02-237237</td>
<td>THE GOLD MINE</td>
<td>Canceled</td>
</tr>
<tr>
<td>000286</td>
<td>EE0402000010</td>
<td>Create or Reallocate Position</td>
<td>Dwarf, Grumpy &amp;</td>
<td>M70002</td>
<td>B</td>
<td>02-237237</td>
<td>THE GOLD MINE</td>
<td>Canceled</td>
</tr>
</tbody>
</table>

Search by Adloc

Enter an Adloc and click Search button.

### Search by Adloc

<table>
<thead>
<tr>
<th>Name</th>
<th>PIN</th>
<th>Iter</th>
<th>TI Cd</th>
<th>Title</th>
<th>Adloc</th>
<th>Adloc Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Binnie Sage</td>
<td>M20007</td>
<td>01</td>
<td>3202</td>
<td>MECHANIC</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Coyote Wilx</td>
<td>M70008</td>
<td>01</td>
<td>3220</td>
<td>WILDER</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dog Snoopy</td>
<td>M30007</td>
<td>02</td>
<td>1111</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dog Dandy</td>
<td>M20008</td>
<td>01</td>
<td>1120</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dwarf Trustful</td>
<td>M20009</td>
<td>01</td>
<td>7200</td>
<td>ASSOCIATE PROFESSOR</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dwarf Grumpy</td>
<td>M70001</td>
<td>02</td>
<td>0236</td>
<td>EQUIPMENT MANAGER</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dwarf Hugger</td>
<td>M20000</td>
<td>01</td>
<td>4220</td>
<td>POLICE SERGEANT</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dwarf Sleepy</td>
<td>M20005</td>
<td>01</td>
<td>7200</td>
<td>ASSOCIATE PROFESSOR</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Dwarf Sneaky</td>
<td>M20006</td>
<td>01</td>
<td>4221</td>
<td>FOOD PROD BOARD MGR</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Field Thorne</td>
<td>M20010</td>
<td>01</td>
<td>1121</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Mouse Mickey</td>
<td>M30001</td>
<td>01</td>
<td>1111</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Pig Porterly</td>
<td>M30002</td>
<td>02</td>
<td>1111</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Runner Road</td>
<td>M20003</td>
<td>01</td>
<td>0205</td>
<td>MAIL CARRIER III</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>Sam Yamamoto</td>
<td>M20004</td>
<td>01</td>
<td>0110</td>
<td>BUSINESS ASSISTANT II</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
<tr>
<td>White Snow</td>
<td>M20001</td>
<td>02</td>
<td>0206</td>
<td>EQUIPMENT MANAGER</td>
<td>02-237237</td>
<td>The Gold Mine</td>
</tr>
</tbody>
</table>
Search by Employee's UIN or SSN

Enter the employee's full UIN or SSN and click the Search button.

Search by Name

Enter an employee's name. Note that the search is not case sensitive.

- You may type just the first letters of the last name; typing “Dwa” returns employees with a last name that begins with “Dwa”. Click the Search button.

- You may also type the person’s last name. If you enter the entire last name, you may further qualify by adding the first name. You must put a comma between the last name and the first name. Do not enter the first name unless the entire last name is entered.

- Employees with last name suffixes (JR, SR, III, etc.) will appear with all other employees with the same last name and sorted in the first name order. Don’t use the suffix in the name search.
Results of a Name Search

- The following example displays a name search. This sample search was for all employees that have a last name of “Dwarf”.

- Click the UIN number link to select an employee and advance to the “EPA Employee Details” page. This page will display additional detailed information about the employee from the BPP system. You must have proper security to access records further. However, student employee records can be accessed by everyone.
Search by Document Number

- Type a document number in the Search for: field
- Click the Search button to display the results.
- Click on the column titles to change the sort of the results.
- To view the document details, click on the Doc ID link.

Click on the Doc ID number link to view the document details:
Position Type -- BPP Budget (Positions) Search

The BPP positions budget database contains the positions that current employees hold. The search methods include:

- By Adloc – in PIN order
- By Adloc – in Occupant name order
- By UIN or SSN
- By the PIN (position) number

The search type is determined by your entry in the Search for: field shown below:

Press the Search button and your search list will be displayed. You may change the sort of the results by clicking on a column title.
BPP Budget (Positions) Search

- Enter the search criteria in the Search for: field.
- Click the **Vacant Only** box to only include vacant positions.
- Select the desired position type and document status from the drop down menus.
- Press the Search button to display the results.
- Click on the column titles to change the sort of the results.
Document Search

- Enter a document number in the Search for: field.
- Click the Search button to display the results.

Click on the Doc ID link to view the document details.
Employee Search

- Enter the employee’s UIN number.
- Click the **Search** button to display the results.

### Employee Display

Three sections are displayed:

- Employee Information
- Employment Status Information
- Employee Position History for a Fiscal Year

Under the Employee Status Position section:
- New fields showing the “Check Dist.” (distribution) and “Paid By: (direct deposit or check) have been added.

Under the Employee Position History section:
- Click the PIN link to view the Rate Information, Funding Source details, EPA documents for this PIN, and Position History for the employee.

### EPA Position Details

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin Number: 970007</td>
</tr>
<tr>
<td>Iteration No: 01</td>
</tr>
<tr>
<td>Iteration Status: Cleared (C)</td>
</tr>
<tr>
<td>Iteration Effective: 09/01/2006 - 08/31/2007</td>
</tr>
<tr>
<td>Position Action: Create PIN (CHR)</td>
</tr>
<tr>
<td>Prep Date: 04/09/2007</td>
</tr>
<tr>
<td>Temporary PIN: No</td>
</tr>
<tr>
<td>Action Comments:</td>
</tr>
<tr>
<td>Advisor: 02-237237 The Gold Mine</td>
</tr>
<tr>
<td>Position Title: 3302 Mechanic</td>
</tr>
<tr>
<td>FLSA: Non-exempt (N)</td>
</tr>
<tr>
<td>Term Dates: 06/01/2006 - 08/31/2007</td>
</tr>
<tr>
<td>Term Months: 12.0</td>
</tr>
<tr>
<td>Change No:</td>
</tr>
</tbody>
</table>

### Occupant Information

<table>
<thead>
<tr>
<th>Occupant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupant UIN: 0120002777</td>
</tr>
<tr>
<td>Occupant SPIN: 000-09-0002</td>
</tr>
</tbody>
</table>

### Rate Information

<table>
<thead>
<tr>
<th>Rate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent Effort: 100.00%</td>
</tr>
<tr>
<td>Pay Indicator: Biweekly - Full time Budgeted (D)</td>
</tr>
<tr>
<td>Salary Action: Blank - none</td>
</tr>
<tr>
<td>Pay Type: Normal</td>
</tr>
<tr>
<td>Budgeted Salary: $41,760.00</td>
</tr>
<tr>
<td>Hourly Rate: $20.00</td>
</tr>
</tbody>
</table>
POSITION DETAILS

PIN Display/Start EPA Tab

Five sections are displayed:

- Position Information
- Occupant Information
- Rate Information
- Funding Source Lines
- EPA Documents
- Position History

If you already have a PIN active in your session, the data for that PIN will be displayed immediately.

To view a different PIN:

- Enter the PIN in the Selected PIN box.
- Click the Submit button.

To view other iterations:

By default the CANOPY system will show you the most recent iteration. Iterations are sequentially numbered versions or changes to a position over the course of the fiscal year.

To view another iteration make your selection from the drop down box to the right of the Selected PIN box.

EPA documents show the Base iteration number, as well as the proposed/new iteration. The base iteration will most commonly be the previous iteration number, but in cases where iterations have been withdrawn, or the replace prior iteration flag is used, it will be the last iteration in effect prior to the effective date of this new document.
To view other years:

To view a position as it existed (or exists) in other fiscal years, select the fiscal year from the FY drop down box to the left of the “Search / Apply” button.

Example of PIN M70006, Iteration 01, Fiscal Year 2007

<table>
<thead>
<tr>
<th>Position Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pin Number: M70006</td>
</tr>
<tr>
<td>Iteration No: 01</td>
</tr>
<tr>
<td>Iteration Status: Cleared (C)</td>
</tr>
<tr>
<td>Iteration Effective: 09/01/2006 - 08/31/2007</td>
</tr>
<tr>
<td>Position Action: Create PIN (CR)</td>
</tr>
<tr>
<td>Prep Date: 04/09/2007</td>
</tr>
<tr>
<td>Temporary PIN: No</td>
</tr>
<tr>
<td>Action Comments:</td>
</tr>
<tr>
<td>Adloc: 02:237237 The Gold Nine</td>
</tr>
<tr>
<td>Position Title: 4331 Food Prod Board Mgr</td>
</tr>
<tr>
<td>FLSA: Non-exempt (N)</td>
</tr>
<tr>
<td>Term Dates: 09/01/2006 - 08/31/2007</td>
</tr>
<tr>
<td>Term Months: 12.0</td>
</tr>
<tr>
<td>Change No:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Occupant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupant Name: DWART, SMEEZA A</td>
</tr>
<tr>
<td>Occupant UIN: 11700-09425</td>
</tr>
<tr>
<td>Occupant SSN: 000-12-0001</td>
</tr>
<tr>
<td>From/To PIN: New Hire (NH)</td>
</tr>
<tr>
<td>Occupant Action:</td>
</tr>
<tr>
<td>Occupant Dates: 09/01/2006 -</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rate Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent Effort: 100.00%</td>
</tr>
<tr>
<td>Pay Indicator: Biweekly - Full time budgeted (C)</td>
</tr>
<tr>
<td>Pay Type: Normal</td>
</tr>
<tr>
<td>Budgeted Salary: $41,760.00</td>
</tr>
<tr>
<td>Salary Action: Blank - none</td>
</tr>
<tr>
<td>Hourly Rate: $20.00</td>
</tr>
</tbody>
</table>
DOCUMENT DETAILS

Under the EPA Documents section for this PIN:

- Click the Doc ID link to view additional detail about the EPA document.

<table>
<thead>
<tr>
<th>Doc ID</th>
<th>Type</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0005006</td>
<td>Occupant Change</td>
<td>Rejected</td>
<td>01/30/2007</td>
</tr>
<tr>
<td>0005007</td>
<td>Occupant Change</td>
<td>Cancelled</td>
<td>01/30/2007</td>
</tr>
</tbody>
</table>

EPA Document detail information:

Canopy
The Texas A&M University System

EPA Document Details

EPA Document Information:

- EPA Document Number: 0005006
- Document Type: Occupant Change (01)
- Action is Effective: From-To: 01/30/2007 - 08/31/2007
- Doc FY: 2007
- Doc Status: Rejected
- Date Created: 01/11/2007 11:56 AM
- Last Updated: 01/11/2007 11:56 AM
- Override Budget: No
- Replace Prior Iteration(s): No
- Justification/Comments: termination of Sneezy Dwarf - voluntary

Electronic Routing:
- GOLD: THE GOLD MINE
- PURS: PURCHASING SERVICES
- AM: OFFICE OF THE PRESIDENT
EPA SEARCH (CONT’D)

EPA Doc Display Tab

Six sections (and three sub-sections) are displayed:

- EPA Document Information
  
  Click on the Routing Document Number link to view details about the document routing:
  
  - Routing Notes
  - Routing History
  - Current Location / Approval Pending
  - Dept/Unit Routing Status
  - Document Held By
  - FYI Copy

- Position Information
- Occupant Information
- Rate Information
- Funding Source Lines
- Net Funding

Example of EPA Routing Document Detail

**ROUTING NOTES**

>> Reason rejected on 04/10/07 by JOHNNS, SCOTT M:

clear

Add Note

**DOCUMENT HISTORY**

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Phone</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>SGNR DSK</td>
<td></td>
<td>AM-PURCHASING</td>
<td>4/10/2007 3:08:04 PM</td>
<td>Johns, Scott M</td>
<td>979-450-6454</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

**CURRENT LOCATION**

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Name</th>
<th>Phone</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>4/10/2007 3:08:04 PM</td>
<td>Wallace, Damen W</td>
<td>979-450-6967</td>
<td>Rejected</td>
</tr>
</tbody>
</table>

**DEPT ROUTING**

<table>
<thead>
<tr>
<th>Desk</th>
<th>Fwd Name</th>
<th>Office</th>
<th>Date</th>
<th>Dept. Code</th>
<th>Department Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AM-GOLD</td>
<td></td>
<td></td>
<td>The Gold Mine</td>
<td>Routing Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM-PURCHASING</td>
<td></td>
<td></td>
<td>Purchasing Services</td>
<td>Routing Required</td>
</tr>
<tr>
<td></td>
<td></td>
<td>AM-PRES</td>
<td></td>
<td></td>
<td>Office Of The President</td>
<td>Paper/Manual Routing</td>
</tr>
</tbody>
</table>

**DOCUMENT HELD BY**

No results found.

**FYI COPY**

No results found.
EPA SEARCH (CONT’D)

EPA Document Update

After searching for a document and seeing the detail screen, click on the EPA Document Number link to access the document for updating.

There are 5 buttons available:

- Submit
- Recall
- Reopen
- Withdraw
- Cancel and Void

Five sections are displayed for an EPA document:

- Document Type and Action Buttons
- Document Information
- Position Information
- Occupant Information
- Rate Information
- Funding Sources
### EPA Document Information

- **EPA Document Number:** 0001000 (cover sheet)
- **Routing Document Number:** 0001000 (cover sheet)
- **Document Type:** Action
- **Action is Effective From-To:** 01/30/2007 - 08/31/2007
- **Source Balance Edits Overridden:** No
- **Campus Dept. SubDept.**
  - **Department Name:** THE GOLD MINE
  - **Electronic Routing:** Yes
- **Override Budget:** No
- **Replace Prior Iteration:** No
- **Justification/Comments:** Termination of Sneezy Dwarf - voluntary
- **Attachments:**

### Position Information

- **PIN Number:** N70000 (Budget)
- **Title Code:** 4331 FOOD PROD BOARD MGR
- **Previous Title Code:** 4331 FOOD PROD BOARD MGR
- **Annual Term From-To:** 09/01/2006 - 08/31/2007
- **Annual Term Months:** 12.0
- **Salary Action:** Blank - none

### Occupant Information

- **Occuaptant UIN:** 000-10-0001
- **Previous Occupant UIN:** 000-10-0001
- **Occupant In Position From-To:** 01/30/2007 - Vacant (VA)
- **Vacant, Dwarf Sneezy**
- **Voluntary Terminate (VT)**
- **Resignation/Reasons Unknown (SN)**

### Rate Information

- **Rate Information:**
  - **Percent Effort:** 100.00%
  - **Previous Percent Effort:** 100.00%
  - **Range/Step Code:** 0
  - **PTE Monthly/Weekly Rate:** $20.00
  - **Previous Monthly/Weekly Rate:** $20.00
  - **Salary Action:** Blank - none

### Funding Source Lines

<table>
<thead>
<tr>
<th>Line</th>
<th>Title Code</th>
<th>Effective Dates</th>
<th>Account Code</th>
<th>Acct Analysis</th>
<th>Pay Type</th>
<th>Pct Eff</th>
<th>MSS/SP Flags</th>
<th>Monthly Pay</th>
<th>Base Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>00001000-00000-0000</td>
<td>09/01/2006 to 08/31/2007</td>
<td>00001-00000-0000</td>
<td>5012</td>
<td>$5,000</td>
<td>S/</td>
<td></td>
<td>$2,568.00</td>
<td>$2,565.00</td>
</tr>
<tr>
<td>2</td>
<td>00001000-00000-0000</td>
<td>09/01/2006 to 08/31/2007</td>
<td>00001-00000-0000</td>
<td>5012</td>
<td>$4,000</td>
<td>S/</td>
<td></td>
<td>$1,392.00</td>
<td>$1,704.00</td>
</tr>
</tbody>
</table>

### Net Funding

<table>
<thead>
<tr>
<th>Line</th>
<th>Campus Source Account</th>
<th>Origin/Stay Account</th>
<th>Type</th>
<th>Annual Net Amount</th>
<th>Iter Eff Date Net Amnt</th>
<th>Future Net Amnt</th>
<th>Past/Curr Net Amnt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AM 120001-00000-1000</td>
<td>120001-00000-1000</td>
<td>Salary Longevity</td>
<td>$0.00</td>
<td>$(13.31)</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>2</td>
<td>AM 120001-00000-1000</td>
<td>120001-00000-1000</td>
<td>120001-00000-1000</td>
<td>$0.00</td>
<td>$(8.87)</td>
<td>$(8.87)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Document Changes in Payroll

No results found.
Creating a New EPA Document

CREATING AND WORKING WITH AN EPA DOCUMENT

Preparation Steps

Step 1 – Create the Document
  Set the action
  Select the document type, occupant action, and position action
  Click the Create EPA Document button

Step 2 – Document Header
  Document Information
  Add Attachments
  Position Information
  Occupant Information
  Rate Information
  Save Changes

Step 3 – Funding Sources
  Click Done

Step 4 – Validate

Step 5 – Net Funding

Step 6 – Close the Document
Preparation Steps

If you have questions about fields on the EPA document, check the EPA Glossary at the end of this document or contact your agency payroll workstation.

Click the PIN Disp/Start EPA Tab from the Menu Tabs.

You have some initial questions to answer before you begin the document.

• **Is this ACTION for a Wage Position or a Budgeted Position?**
  
  o Wage Positions pay an hourly rate of pay and are not eligible for benefits. Wage positions have a PIN number that consists of the A&M System workstation code and the person’s 9-digit Social Security Number (SSN) - format Mxxxxxxxxx.
  
  o Budget Positions can pay a monthly rate or an hourly rate. Budgeted positions are entitled to TAMUS benefits, provided they meet all other criteria (Percent effort, etc.).

• **Is this a New Position or am I taking action on Existing Position?**
  
  A few hints to make this determination:
  
  ▪ New positions are positions where the PIN has not yet been created.
  ▪ New budget or wage positions will be assigned a new PIN code.
  ▪ If the position is vacant - you are taking an action on an existing position.

• **If this is an Existing Position - do I know the PIN number?**
  
  If not, you can use the Search Features to find the correct PIN number.

  **If this is a change to an existing position, make sure the position information is displayed on the page before you proceed.**

Once you have the answers to these questions, you are ready to begin.
Step 1 - Create the Document

Set the Action

Next to the Create EPA document button is a drop down list of the possible actions. The following picture shows your choices.

Following is a description of each of these Create Type actions:

**New Iteration for this PIN**

- Use this type for either budget or wage positions.
- Use when you have an existing position (including vacant) positions and you want to make a change to that position.
- This can include (among other things) hiring someone into a vacant position, promoting someone into a vacant position, terminating someone from an active position and performing a funding change to an existing position.
- Ensure you have the position you are performing the action on currently visible.

**New Wage Position**

- Use this type only for wage positions.
- Use when you are hiring someone into a wage position.
New Budgeted Position

- Use this type only for budgeted positions.
- Use when you have all appropriate authorization for the new position.
- Note - most new hires will fall into one of the first two actions - not this one.

New Budgeted Position - as copy of this position.

- This position is just like (New Budgeted Position) - it exists only to save you some data entry.
- Instead of starting with a blank form, the form will be filled out from data from a similar position.
- The position that is currently visible is the position like the position you are creating.

Select the Document Type

After making the appropriate selection above, you will see the following page: The following picture shows your choices and you choose the document type.

CANOPY system walks you through the different document types. Note that the document types and position actions are different for Wage and Budget positions. If the actions you see do not make sense, you may have made the wrong selection in Step 1.
Here is an example of entry for a WAGE Position - Hiring a new employee into a new wage position.

Select the Recommended Occupant Action, Current Occupant Action and Position Action.

The drop down lists for the Recommended Occupant Action, Current Occupant Action, and Position Action are different for wage and budget positions. Choose the appropriate action for your situation.
**Create the Document**

If you are satisfied with what you see - click the **Create Document** button to finalize the create step.

**Click the Create Document button**

![EPA Create Document](image)

**Step 2 - Document Header**

The document header is comprised of the sections of the EPA that are non-repeating:

- Document Information
- Position Information
- Occupant Information
- Rate Information

**Document Information**

Justification / Comments
The justification comments field accepts 10 lines of up to 74 characters each.
Add attachments
You may attach electronic document to the EPA document. These attachments will be stored along with the EPA document and will be viewable by anyone who has rights to view EPA document for you department. Authorized employees in the Central Payroll and business offices will also be able to view these documents.

Documents must be in PDF format, and are currently limited to 1 megabyte).

Position Information

Annual Term Modifier & Annual Term Months
Annual term months can be modified if the annual term modifier is “D”. For all other annual term modifiers, the Annual Term Months will be calculated and replace whatever you enter.

Title Codes and Document Forms
The title codes choices will vary by Member
For example, for TAMUC (cc21)
   EWR – Wage Form – All wage pins get set up as EWR
   EGR – Grad – Budget pins with title code of 7000 or higher and faculty rank of ‘0’
   EBR – budget – all other budget pins

Grad Assistant and Object Codes
combination of Title Code, Pay Indicator and Object code is not valid
Rules vary by Member

Occupant Information

Rate Information

Wage Positions & Percent Effort
Wage Positions do not have a percent effort as they are only paid for the hours they work.

Save Changes

When you are finished entering, don’t forget to click the Save Changes button as shown below:
Roll to New FY Flag

There is a flag named "Roll to New FY" which is only displayed and available between the time when the Prep Budget is rolled to Active and the Beginning of the New Fiscal Year. When payroll changes occur after the budget process, this new flag will automatically copy the new EPA into both years to eliminate double entry. If this flag is set to YES when the EPA reaches BPP, a new iteration will be created in both the old fiscal year and the new fiscal year.
Step 3 - Funding Sources

Edit funding source lines

Once the document header has been saved, navigate to the funding source part of the document. Click the **Edit Funding Sources** button.

The funding buttons are:

- **E** - Edit this funding source line
- **R** - Replicate (make copy) of this funding source line
- **D** - Delete this funding source line
Step 3  -  Funding Sources (cont’d)

Make the necessary changes to the funding line(s) and click the **Save** button.

A check box is provided to allow you to specify if funds used on a document are being cost-shared against a TEES project. This box is an information only box, but it will send a copy of the document to the TEES financial system for documentation.

When you have finished with your changes to the funding source(s), click the **Done** button.

Step 4  -  Validate the Document

You are now ready to validate the document. Validating the document “crosschecks” the information on the document header and the funding source section.

Click the **Validate** button.
Step 5 - Net Funding

If the document changes the funding requirements for any account in this fiscal year, you will see the Net Funding section of the document. If there are no changes, you will not see this section.

You may change the requirement accounts as necessary. If you change the accounts, click the Save Net Funding button.

The Net Funding display includes calculations for benefits and longevity.

Net Funding edits stop documents from being processed if sufficient budget is not available. There is a field in the Document Information section of the Document Header that can be used to override the budget.

When you are finished, click the Done button.

If change is positive, the Rqmt/Sav Account field displays the source account, but this account can be overwritten by another account of your choice.

If the change is negative, the Rqmt/Sav Account field is protected and displays the account on FAMIS Screen 8. If the field on FAMIS Screen 8 is blank, then the source account is displayed. To make a change to this account, you must do a Budget Transfer.
Step 6 - Close the Document

The document is now ready to be closed and submitted to Routing & Approvals. The encumbrances post to FAMIS when the EPA document is closed.

Click the **Close** button.
Cancel or Withdraw
An EPA Document

Cancel an EPA Document

An EPA document can be canceled at any time during the process, provided the document has not been submitted.

To cancel an EPA document, click the **Cancel and Void** button.

Withdraw an EPA Document and Iterations

Authorized users in the payroll office see a button on the “EPA Doc Display” page that allows them to withdraw the EPA document.

This action will change the status of the EPA document to “Withdrawn” and also withdraw the iteration from the position in BPP. The iteration prior to the iteration being withdrawn will now become the currently active iteration.

To be given rights to see (and use) the **Withdraw Document** button, you must have FAMIS entity update rights to all documents for your institution, and also must be currently assigned to a final approval desk in the routing path for the payroll office.

It is recommended that this feature be used by the payroll office for all iterations created by the EPA documents.
Printing an EPA document

Click on the “Coversheet” link to print a copy. The print dialog box will appear and you may select options before clicking on the Print button.
If you experience problems printing an EPA document, you may need to make some adjustments to your settings.

Using Internet Explorer, go to FILE, PAGE SETUP.

Set your margins to .25 for both the right and left margins and .5 for your top and bottom margins.

If you still have problems, you can switch the layout of the page to LANDSCAPE.
EPA documents route through FAMIS Routing & Approvals. EPA documents route through the Routing & Approvals of any TAMUS Member using FAMIS who is impacted by the funding entered on the document.

Discarded notification and FYI actions will not appear by default in your outbox. You may see the discarded items by checking the “Include Discards” box.

General Routing Rules for EPA documents:

- Always routes to the department associated with the ADLOC. This can be seen (displayed only) on screen 861 in FAMIS (go to BPP for changes).
- Budget pins route to departments on the accounts from the ‘Net Funding’ lines.
- Wage pins route to departments associated with each Funding Source line. However, if a source line on the new document was on a prior iteration AND the hourly rate is the same, this is skipped. The account or amount must be different from previous iteration (because there is no net funding.)
- ‘Optional Routing’ section on the EPA Document allows you to add ‘Additional Accounts Routing’; the document will route through the department path for department tied to those accounts.
- Other departments may be added for TEES projects and Research Foundation
  TEES – when TEES Cost Sharing on EPA form is checked, the departments of the funding source accounts are included in routing. When it is TEES (cc08) the department listed on the TEES project is used (SCR 861 UP table).
  Research Foundation – When a source line has dept ‘RSFN’ or ‘9000’ that department is added to the routing.
  Research Foundation – If the TEES project is ‘32526’, document routes to department ‘RSFN’.
  Research Foundation – If RF Cost Sharing is checked on the document, department ‘RSFN’ is included in the routing.
To see the Routing Document for an EPA document, click on this link.

The 'Optional Routing' selections are displayed here.
Department Routing

The EPA document routes through
- The department of the Adloc of the current position as displayed on the Adloc Table (Screen 306) in BPP.
- The department for each of the Funding Source Accounts
- The department for each of the Requirement Accounts

Optional Routing:
- Under the Optional Routing Section, you have the ability to route EPA documents to ‘other’ departmental routing based on the entry of an extra account; by entering an account, the EPA document proceeds to the department routing for that account.

Executive Level Routing

The EPA document routes through any Executive Level routing required by the department.

Processing Level Routing

The EPA document chooses its Processing Office path based on one of the following:

- the form (EWR, WBR, EGR)
- Monthly or Biweekly payroll flag (field) stored in BPP. Pay Indicator values of A-C are Monthly, all else is Biweekly
- Adloc Screen 306 in BPP where the path name is stored in a field. You can see this on Screen 861 in FAMIS.
- Student Path is chosen based on two criteria:
  a. “Route to Student Proc Office” is set to YES on the EPA document
  b. EPA document uses a student title code
Special Revision Access

Special access to make changes to EPA documents has been granted to persons on desks in the EPA Processing Office. The document must be in the Processing Office and in Open status. You must click the ‘REOPEN’ tab to open the document.

When you open the document, the Section displays that allows you to EDIT a document.
Routing History is shown on the Routing Document.

You can see the Current Location of the document as it routes through the paths.
Security & Access Notes  
EPA Documents

Your access to information is set by your FAMIS security officer. Depending on your access rights, you may view, modify, and create documents within this module.

**Access to EPA on the Web**

Entrance to EPA from Home Page
- Must have EPA entity (EPDOC or E***) in FAMIS security

EPA Employee Search
- Access to a person’s record from employee search is based on a match between the user’s entity security and the adloc/dept of the person they are trying to select.

EPA Position Search
- Access to the record for a position from the position search is based on a match between the user’s entity security and the adloc/dept of the position they are trying to access.

**Changes to an EPA Document**

Budgeted PINs
A person must be granted security rights to create or change documents for an Adloc.

Wage Position
Any department can add sources or drop sources for a Wage PIN. This accommodates the movement of wage employees between Adlocs.

For wage PINs, any person with access to any Adloc in the Workstation of the Wage Position can initiate a change source of funds for a Wage PIN. For example,

<table>
<thead>
<tr>
<th>Wage PIN M800001244 (John Doe) is Adloc’d to the Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe takes an evening position with Athletic Department.</td>
</tr>
<tr>
<td>The Athletic Department can initiate a change source of funds action on this existing Wage Position.</td>
</tr>
<tr>
<td>They cannot, however, view the pay rate on the Library source.</td>
</tr>
</tbody>
</table>
EPA Screens & Entity Control

New Screens
755  Summary by PIN -- Display only
756  Detail by PIN – Display only
757  Summary by SL – Display only
758  Detail by SL – Display only

753  Budgeted Position Encumbrance Adjustment
754  Wage Position Encumbrance Adjustment

Existing Screens
770  By Person
771  By Account
772  Detail Voucher
773  By Cycle
779  Detail Person Record

Entity Control
EPDOC
  Web entry

EPHIST
  Inquiry for 755-758 & 770's

EPENC
  Update for 753/754

E*******
  All entry and inquiry
BPP System

Updating the A&M System Active Budget through the BPP 3270 screens continues to be available. Regardless of input method, BPP System Active Budget Update documents are available and processed each night for all Active Budget updates posted during the business day.

When entries are made directly into the BPP System via the 3270 screens process by payroll workstation personnel, appropriate accounting entries must be created and posted into FAMIS. These BPP entries are generated when the BPP System Active Budget Update is printed and batch fed to FAMIS. This process occurs in the nightly batch processing cycle. The resulting encumbrances and budget transfers are posted later the same night by FAMIS programs FBPU510 and FBPU515. An error report from the FBPU515 is printed that details those transactions that reject. These ‘rejects’ did not post and need to be addressed.

- FBPU510 is run daily to identify the BPP Active Budget changes. An error report detailing ‘PINs with problems’ is generated and distributed to the workstation that “owns” the PIN(s) in error.

- FBPU515 is run each night on a Member-by-Member basis, creating the appropriate encumbrance and budget transfer transactions that can be seen on the FRS Payroll Encumbrance, Open Commitment, and Transaction Inquiry screens. An error report details any transactions that reject and must be handled.

Access to the BPP System

Contact bpphelp@tamu.edu for help with acquiring access to the 3270 screens of the BPP System.

Typically, a department prepares an internal hard copy document (a “Request for BPP System Active Budget Update”) that is signed by appropriate department personnel. After approval at the departmental level, the document is sent to the A&M System Member’s Payroll/Budget Office for entry into the BPP System where the BPP System Active Budget Update is generated.
For example, a **Form 500T** is used to set up positions and encumbrances at the start of a new fiscal year. A **Form 500R** is used to identify changes to a position from one iteration to another. A Form 500R (iteration status ‘S’) is required to make changes in FAMIS.

**NOTE:** A BPP System Active Budget Update must be set to “Print” in BPP in order for data to be sent to FAMIS and show in accounting.

BPP System Active Budget Updates entered into BPP are not fed to FAMIS until the next night, so it usually takes two days for the changes to display on the FAMIS screens.

**ITERATIONS: AUDIT TRAIL OF CHANGES**

Iterations are sequential change numbers assigned to each Active Budget action for a given position. This iteration number is a 2-digit number that starts at 01 for the fiscal year. The PIN number plus the iteration number is used to identify a unique budget/position action.

A given iteration may be changed several times over several days. Each change to an iteration is not tracked in the BPP system, but may be tracked in the FAMIS BPP System Active Budget Update tracking file if the BPP System Active Budget Update is printed after each change (to be covered in greater detail later).

Each PIN iteration change is assigned a unique change number. The change number is in the upper right corner of the BPP System Active Budget Update and is in the format 999999x - where 999999 is a sequential number and x is the work station code. (See Appendix for Work Station Code Assignments list.)

For EPA documents, the change number is in the format of a 7-digit number (9999999).

**BPP SYSTEM ACTIVE BUDGET UPDATE TRACKING IN FAMIS**

See the FAMIS Services “Payroll Encumbrance User’s Guide”
Example of a “Request for BPP System Active Budget Update Personnel/Budget Action”
### Form 500R

**Position:** ASSOCIATE PROFESSOR

<table>
<thead>
<tr>
<th>POSITION</th>
<th>SUSPENSE</th>
<th>US CITIZEN?</th>
<th>IF NOT, PERMANENT RESIDENT VISA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADLOG</th>
<th>PAY TYPE</th>
<th>BUDGET</th>
<th>BUDGET CHANGE?</th>
<th>YES</th>
<th>NO</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR, DIV ARTS * SC</td>
<td>16 124000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
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- PT ACCT S-ACCT
- ACCT NAME: ENGLISH
- REQMT PT ACCT S-ACCT OBJ
- 16 130010 00124 16 130701 110

*COMMENTS - ATTACH ADDITIONAL PAGES AS NECESSARY* ELIGIBLE FOR REHIRE? YES NO

JANET MARYANNE WAS HIRED AS ASST. PROF. FOR SSI AND SSII.

*APPROVALS*

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**FCRM 500, PERSONNEL/BUDGET ACTION**
### Form 500T

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- BIOCHEM-BIOPHYS BASE
- USDA ARS - BCAP

*COMMENTS - ATTACH ADDITIONAL PAGES AS NECESSARY* ELIGIBLE FOR REHIRE? YES NO

*APPROVALS* DATE

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**FORM 500, PERSONNEL/BUDGET ACTION**
Glossary

**Accounting Analysis Table & Key**
The Accounting Analysis Table provides a way to charge benefit related expenses to a different account and/or bank other than that of the source account.

The first 4 digits of accounting analysis field are defined as the key. The accounting analysis key controls posting of the payroll expense and benefits to the correct fiscal accounts and banks. The remaining characters of the key can be defined by the various fiscal offices for their own needs (project accounting, Research Foundation cost sharing, etc.).

**Automated Clearing House (ACH)**
Automated Clearing House designates the electronic transfer of payroll transactions through the Federal Reserve Banking System. Payment by ACH sends funds directly to the appropriate bank and replaces a paper check.

**Accidental Death & Dismemberment (AD&D)**
Accidental Death & Dismemberment refers to an optional insurance program offered to employees by TAMUS.

**Administrative Location (ADLOC)**
Administrative Location -- references the administrator who has budgetary and operational responsibility; individuals whose regular employment falls within the operational scope of a particular area will be identified by the ADLOC of that area. Usually corresponds to the main FAMIS account used by that organizational unit.

**Annual Term**
This defines the period of time this position will be on the payroll and is found in the Position section of the Document Header.

For typical full-time budgeted positions, these dates are always 9/1/yy through 8/31/yy.

For Teaching and Graduate assistant positions, the term is often different. The person may be employed just for the fall semester (9/1 - 1/15) or just the spring semester (1/16 - 5/31). Any term is valid - provided the term is specified in 1/2 month increments.

**Annual Term Modifier**
Sometimes the annual term is not continuous. For example, the Term may be from 9/1 to 8/31, but with a break for the first summer session.

If this is the case, the Annual Term modifier is used. See the drop down list in the Position section of the Document Header for the options for the term modifier.
**Benefits (see Employer Payments)**
Employer payments made on behalf of the employee.

**(State) Benefit SLs**
Subsidiary Ledgers established for the purpose of holding State Appropriation Funds authorized for the payment of employee benefits.

**Budgeted Employees**
Employees holding a position defined as budgeted because budget is created for that position at the beginning of the employment or fiscal year. These can be employees paid by monthly salary or by an hourly rate.

**Deductions - “Deducts”**
Employee deductions are funds “withheld from” an employee’s gross pay for various reasons, generally to pay for an employee benefit or obligation that is authorized by the employee or state/federal law. BPP creates accounting entries (equity transfers), checks and/or ACH entries for the employee deductions. This is considered a part of employee gross pay, is paid by the employee and ‘deducted’ from the employee’s pay check.

FAMIS makes no direct entries related to deductions; however, the processing of deductions and payments to benefit vendors is handled in FAMIS.

**Effective Date**
Indicates the actual date on which the position change being implemented by the EPA document or BPP System Active Budget Update will occur.

**Employee Deduction (see Deductions)**

**EPA / Employee Payroll Action System**
The web-based EPA system is available to create or amend a position in the Active Budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. This is the web based or CANOPY counterpart to the 3270 screen process available in the BPP System.

NOTE: A separate EPA manual is available through the FAMIS website.

**Employer Payment/Fringe Benefit**
Employer payments or benefits are funds, over and above an employee’s gross pay, which are paid to third parties for the benefit of the employee. These employer payments do not impact the employee’s gross pay nor reduce the employee’s net pay. The benefits may or may not be paid by the same account that funds the employee’s gross pay.
Equity Transfers
Funds, or equity, transfers are made between A&M System members to transfer money owed to each other for shared payroll obligations. These transfers resolve, or clear out, the Due to/ Due-from accounts that arise when an employee is paid by more than one A&M System member.

Extended Pay Plan (EPP)
This payroll feature allows an employee on a less than twelve-month contract to be paid over a twelve-month period.

Federal Insurance Contribution Act (FICA)
The employer paid contribution to the Federal Government's Social Security Program.

Federal Income Tax (FIT)
The income tax for the Federal Government deducted from the employee pay.

BPP System Active Budget Update Personnel/Budget Action - (BPP System)
Computer generated document used to amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. A BPP System Active Budget Update (Form 500T) is produced by the initial load of the budget for the fiscal year. Iteration status is ‘C’ – Cleared. A BPP System Active Budget Update (Form 500R) is produced by any subsequent changes to the budget. Iteration status is ‘S’ – Suspense. The Form 500 type (T or R) is determined by the iteration status. The EPA System is the web-based version.

Funding Requirement
Monetary amount required or saved for each source for the time between the effective date of the EPA or BPP System Active Budget Update and the end of the fiscal year. Salary savings are calculated automatically and do not require input to BPP.

Funding Source Lines (see Source Line)

Group Insurance Premiums (GIP)
Group Insurance Premiums, offered to the employees, includes Medical Insurance and Basic Life Insurance. Some programs have wider definitions - and define what part the State contributes to the program. Usually, SGIP refers to employer-paid premiums that can be used for BL, MED, DEN, ADD, VIS or LTD.

Goldplate Budget
This term refers to the finalized ‘Prep Budget’ following its approval by the Board of Regents.
**Gross Pay**
The initialized total amount paid to the employee before deductions -- includes salary and wages, but not longevity (which is treated as a negative deduction).

When accounting entries are made in FAMIS to expense payroll to a particular account, the entries are made for the gross pay amount.

**Hazard Duty**
Hazard Duty is a payment made to employees recognizing length of service in performing work under hazardous conditions and effectively increases their gross pay. In general, hazard duty pay is treated as a type of gross pay. However, it is a separate source item paid under a different, specific object class.

**Hourly Employees**
Employees that are paid for each hour worked at a predetermined rate of pay. Some are budgeted, others are not.

**Iteration**
An identifier used to define a specific situation for a defined time period for a position in the BPP Active Budget database. Iteration 01 is the first iteration generated by the initial load of the fiscal year budget.

The BPP system is organized around Positions. However, positions and the people in the positions change over the course of the year.

The first version of the position at the start of the fiscal year is iteration **01**.

**Liability Accounts**
Accounts, usually General Ledgers, established for the purpose of collecting the monies to be paid to the benefit vendors on behalf of the employees. These accounts are listed on FAMIS Screen 830.

**Longevity**
Longevity is a payment made to employees recognizing their years of service. This payment effectively increases their gross pay. In BPP, longevity is treated much like a negative deduction; however, in FAMIS, longevity is treated like gross pay and charged to a different expense code.

**Net Pay**
Net Pay is the amount of pay disbursed to the employee, either through a check or an ACH transaction. The Net Pay is always the gross pay + longevity less the deductions. BPP creates checks and/or ACH disbursements for the amount of the net pay.

Net Pay = Gross Pay + Longevity – Deductions
Old Age Health Insurance (OAHI)
The Medicare insurance program is sponsored by the Federal Government. This contribution is paid by the employee.

Old Age Survivors Insurance (OASI)
The Social Security program is sponsored by the Federal Government. This contribution is paid by the employee.

Optional Retirement Program (ORP)
Contributions in the optional TAMUS retirement program are open to specific categories of employees, which includes contributions by the employee (deduction) and the employer (employer-paid benefit).

Pay Cycle Date
The date that identifies the day the employee was paid.

Pay Period End Date
This date marks the end of the period for which the employee is being compensated.

Pay Type
Pay Type defines the processing required by the payroll calculation program to compute the net pay for the pay items.

Personal Identification Number (PIN)
Position Identification Number – a number given to each budgeted position of employment within TAMUS.

Requirement/Savings Account
Account identifies the funding source from which the requirement is being taken or into which the savings is being placed.

Salary Employees
Salary employees are compensated according to an agreed amount based on a payroll period.

Salary Encumbrance
An encumbrance posted at the beginning of the employment or fiscal year to reserve the payroll dollars for the employee.

Salary Savings
Process performed on the last working day of the month that calculates and distributes salary budget not spent during the month due to a position being vacant at least one day during the month. (FBPR050 & FBPR051)
Source Amount
Total dollar amount which is obligated to be paid by the fiscal source over the source period.

Source Line
The funding source line(s) or records(s) specifies how positions are funded. They specify the account that will pay the salary and the object code that will be charged on the account.

The source line is a record associated with a given PIN and iteration that identifies funding information for the PIN. It includes the source account (SL-SA which will be charged), source object code, source accounting analysis, source percent effort, source amount (see above), source requirement account, and the source begin and end period dates.

Tax Deferred Annuity (TDA)
An optional program for employees to deposits funds into an account on a tax deferred basis. Generally this is intended to be part of a retirement program. The funds are deducted from the employee gross pay.

Teachers Retirement System (TRS)
The retirement system sponsored by the State of Texas for employees of Higher Education institutions not participating in ORP. These contributions are paid both by employee deduction and employer-paid benefit.

Unemployment Compensation Insurance (UCI)
Unemployment Compensation Insurance is a program administered by the State of Texas. All claims are initially paid by the State. However, if the employee is paid from local funds, each A&M System member must reimburse the State for the claim. The A&M System is considered a self insured program for this benefit.

Wage Employees
Wage employees are not budgeted positions and are paid by the hour. Wage PINs are assigned by the system as a sequential number. Wage positions can contain different occupants over time.

Workers Compensation Insurance (WCI)
Workers Compensation Insurance is a program coordinated by A&M System. TAMUS is self-insured (through SO) and all claims are a cost to TAMUS (SO), regardless of funding source. WCI is an assessment from SO to each A&M System member.