Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Payroll section of Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Accounts Receivable, Purchasing, Fixed Assets and Sponsored Research. Manuals for these applications are being developed or are currently available.

All associated screens and processing information are included along with field descriptions. The required fields are indicated, for your convenience, in the field descriptions of each section.

By utilizing the information and guidelines contained in this manual, a user should be able to enter, process, and track payroll transactions through the complete process.

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
The Texas A&M University System
1144 TAMU
College Station, TX 77843-1144

Non-College Station based: FAMIS Services
The Texas A&M University System
200 Technology Way, Suite 2180
College Station, TX 77845-3424
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Payroll Menus

The following menus show the screens available in the Payroll Module of FAMIS. These screens are described in further detail throughout this manual.

**Menu M70 - Payroll System Menu**

<table>
<thead>
<tr>
<th>M70 Payroll System Menu</th>
<th>01/25/07 14:33</th>
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<tbody>
<tr>
<td>FY 2007 CC 02</td>
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</tr>
</tbody>
</table>

Screen: ___  Cycle: _  Date: __________  UIN: _________

* ------------ Payroll Menus ------------- *

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Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp

**Menu M75 - Payroll Encumbrance Module Menu**

<table>
<thead>
<tr>
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</table>

Screen: ___  PIN: __________  S/W Acct: __ ______ _____

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Hmenu Help  EHelp
Menu M77 - Payroll Detail Module Menu

Menu M78 - Payroll Distribution Module Menu
General Concepts

Payroll for all A&M System members is processed by the Budget Payroll Personnel (BPP) System. The BPP / FAMIS payroll interface consists of a set of computer programs which use technology to keep the fiscal accounts updated with the payroll activities.

Some of the updates are done ‘real time’; for example, EPA documents are encumbered in accounting when the document is closed. Other updates are processed in ‘batch mode’ such as Form 500 records created using the BPP screens and the accounting records for posting the payroll entries. These records are prepared by the BPP System and then processed into FAMIS. The FAMIS programs use the BPP data to generate batches of accounting entries according to predefined rules contained in the Accounting Analysis Table, a table in the BPP system.

FAMIS posts these payroll expenses “after the fact”. The actual payroll has already been run and the payroll checks/ACHs have been issued by the time FAMIS posts the payroll information into accounting. Therefore, there is no budget checking done when the payroll file is posted into FAMIS.

Other Payroll Related Manuals

There are two additional FAMIS manuals that relate to Payroll. All of the manuals are available on the FAMIS website: http://www.tamus.edu/offices/famis/.

  Payroll Encumbrance User’s Manual
  EPA (Employee Payroll Action) Module & FORM 500 Processes Manual
  Payroll Interface Reference User’s Manual

Basic Payroll Definitions and Concepts

Gross Pay
Gross Pay is the total amount an employee earns – before any taxes or other deductions are taken out of the pay. It does not include Longevity.

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

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.

Hazard Duty
Hazard Duty is a payment made to employees recognizing their performance 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.
General Concepts (cont’d)

Deductions
Employee deductions are funds deducted from an employee’s gross pay for various reasons. BPP creates checks and/or ACH entries for the employee deductions.

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

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.

\[
\text{Net Pay} = \text{Gross Pay} + \text{Longevity} - \text{Deductions}
\]

Employer Payments / or Benefits
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. The benefits may or may not be paid by the same account that funds the employee’s gross pay.

Payroll Cycles
Payroll is processed and payments are made (check and/or ACH) in pay cycles.

\[\begin{align*}
\text{B} & = \text{Biweekly (processed every other week)} \\
\text{M} & = \text{Monthly (processed once a month)}
\end{align*}\]

A supplemental cycle may be processed once each month using the cycle type of B (biweekly). Supplemental payroll entries are allowed and processed in the biweekly payroll cycle only and identified as BW0. These entries contain the corrections and cancellations.

If no payroll is processed for your agency on a biweekly or supplemental biweekly cycle, payroll reports will be blank and the batches in FRS will be empty.

Interface Files
As BPP completes a payroll cycle, the BPP system produces several files that are used by FAMIS to create the accounting entries:

1) Payroll History File
Contains detail records at the employee and funding source level from the payroll cycle. It also includes applicable accounting analysis table entries that define the funding banks and accounts for benefits.
General Concepts (cont’d)

2) Payroll Check File provided each payroll
   Contains detail records of the employee payroll checks and the deduction checks for the benefit vendors.

3) Payroll ACH File provided each payroll
   Contains the detail records of disbursements made to employees via the Federal ACH (Automated Clearing House) System.

4) Extended Pay Plan Deposits File provided each payroll
   Contains the detail records of employee deposits into the extended pay plan fund.

5) Extended Pay Plan Withdrawals File provided each payroll plus 1x at month-end
   Contains the detail records of the employee withdrawals from the extended pay plan fund.

6) Payroll ORP/TDA ACH File provided 1x at month-end
   Contains the detail records of the ACH payments made for ORP / TDA payments.

7) InterPart Due to/Due from File provided 1x at month-end
   Contains the detail records of the payments that are due to other A&M System members.

Other Files Created by BPP

1. Person file provided 1x each month
2. Carrier table provided 1x each month
3. Insurance file provided 1x each month
4. Title Code file provided 1x each month
5. Form 500 provided daily
6. Reimbursement file provided with each payroll
General Concepts (cont’d)

Payroll Postings

General Information
FAMIS makes use of several clearing accounts (typically GL accounts) to correctly book payroll and benefit expenses.

Detail vs. Summary & Display of Individual’s Name

1. Payroll is **posted in summary** at the voucher and object code level within an account. FAMIS does not, by default, post payroll at a detail (per employee) level. A **name does not display UNLESS there is only one SSN on a record**; in that case, there is nothing to summarize and we display the individual’s name. When there is more than one entry, and you are posting in Summary – we do not fill in any name information.

2. Only those persons with **proper security** (EPHIST or E**** entity security) for the department of the account (or other entity grouping, such as College or Division) can view the name. All others see only the generic wording, such as Monthly Payroll.

3. Payroll is **posted in detail** (per employee) as an option set in the JCL as parameters. The ‘detail flag’ works in conjunction with an SL Range - these parameters are: Detail-SL and Detail-SLEND.

   Posting at an employee detail level can be activated upon request. However, detail posting of payroll expenses can reveal salary information to those with general access to FAMIS.

4. Disbursement entries made against the payroll bank account are made in **summary**. Therefore, you will not see detail disbursements on your bank reconciliation reports (e.g. FBMR219).

   To view detail checks, use FAMIS Screen 185 or see BPP report BP5038. Additionally, FAMIS report **VBMR303** shows payroll checks in detail. This report is run as part of the CKREC process and will list new and paid checks.
General Concepts (cont’d)

Employee Deductions

Employee deductions are that portion of the employee’s payroll paid by the employee and deducted from the paycheck to cover some benefits. Some of these deducts are required by the employer to be deducted and some are elected by the employee. Deductions are part of an employee’s gross pay and payroll is expensed at a gross pay level.

BPP sends FAMIS a file of the deductions which FAMIS then posts into the accounts listed by type on Screen 837. SAGO pays the vendor for the whole A&M System and processes equity transfers from these same accounts into SAGO to cover the expenditures.

However, handling of deductions correctly is a critical function to the payroll office and will have impact on FAMIS especially when corrections are required. This will be discussed primarily in the benefit and correction sections of this manual.

Some examples of employee “deducts”:

ADD      Accidental Death & Dismemberment  
COD      Court Ordered Deductions      
DCP      Deferred Compensation Plan   
DEN      Dental            
FIT      Federal Income Tax        
MED      Medical             
OL       Optional Life           
OASI     Social Security – employee paid 
OAHI     Medicare – employee paid  
ORP      Optional Retirement Program 
RTH      Roth 403B           
TDA      Tax Deferred Annuity  
TRS      Teachers Retirement System   
VIS      Vision
Helpful Terms

**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.).

**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.

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

**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.

**Benefits**
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.

**Effective Date**
Indicates the actual date on which the position change being implemented by the EPA document or Form 500 will occur.

**Employee Deduction – “Deducts”**
A part of employee gross pay. This portion is paid by the employee and ‘deducted’ from the pay check.
Helpful Terms (cont’d)

**EPA Employee Payroll Action System – (Web-based Form 500 process)**
The web-based EPA system is available to create or amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. An EPA document performs all the functions of the mainframe BPP Form 500 process.

A separate EPA manual is available on the FAMIS website.

**Employer Payment/Fringe Benefit**
That portion of the employee’s payroll that is paid by the employer to cover employer provided benefits. These do not reduce the employee’s net 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**
This payroll feature allows an employee on a less than twelve-month contract to be paid over a twelve-month period.

**FICA – Federal Insurance Contribution Act**
The employer paid contribution to the Federal Government’s Social Security Program.

**FIT – Federal Income Tax**
The income tax for the Federal Government deducted from the employee pay.

**Form 500 Personnel/Budget Action – (3270 based Payroll Action 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 Form 500T is produced by the initial load of the budget for the fiscal year. A Form 500R is produced by any subsequent changes to the budget. The 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 Form 500 and the end of the fiscal year. Salary savings are calculated automatically and do not require input to BPP.

**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 payroll ‘Prep Budget’ following its approval by the Board of Regents.

**Gross Pay**
The total amount paid to the employee before deductions -- includes salary, but not longevity (which is treated as a negative deduction).

**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 action or situation of a position in the BPP Active Budget database. Iteration 01 is the first iteration generated by the initial load of the fiscal year budget.

**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.

**Net Pay**
The amount of the employee paycheck after reductions for employee paid benefits and/or employee deductions.

**OAHI – Old Age Health Insurance**
The Medicare insurance program is sponsored by the Federal Government. This contribution is paid by the employee.

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

**ORP – Optional Retirement Program**
Contributions to TAMUS retirement program 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**
The date that marks the end of the period for which the employee is being compensated.
Helpful Terms (cont’d)

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

**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**
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.

**TDA – Tax Deferred Annuity**
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.

**TRS – Teachers Retirement System**
The retirement system sponsored by the State of Texas for employees of Higher Education institutions. These contributions are paid both by employee deduction and employer-paid benefit.
Helpful Terms (cont’d)

**UCI**
Unemployment Compensation Insurance is a program handled 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.

**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.

**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.
Section III
Payroll Detail
& Distribution Module
Payroll Distribution

The payroll distribution system is used mainly by the Texas Transportation Institute (Part 12), the Research Foundation (Part 99), and the Texas Agricultural Experiment Station (Part 06). The purpose of this system is to distribute payroll for a particular position or individual employee among various funds within the A&M System Parts.

For TAMRF, the default rules for determining how the payroll will be distributed are entered on Screen 761.

The following is a list of payroll processing jobs run by Texas Transportation Institute (TTI) and Texas Agricultural Experiment Station (AL-RSCH) to distribute payroll.

**TTI - Bi-weekly / AL-RSCH - Monthly & Bi-weekly**

**PR200** will be run the night of paycalc. The job stores control and detail records on the database. Afterwards there is a manual process to fix any errors generated. Control records can be verified on-line with Screens 780 and 781.

**PR205** can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

**PRBW / PRMON** is the next job run for the appropriate cycle. This is the same job run for all other FAMIS parts except that the first step FBPR001 is omitted.

**PPYRL** is the last job in the cycle and does the actual posting of the payroll.

**TTI - Monthly**

**PR200** will be run the night of paycalc. The job stores control and detail records on the database. Afterwards there is a manual process to fix any errors generated (Screen 791). Control records can be verified on-line with Screens 780 and 781.

**PR201** is run once the errors have been corrected to produce the "F-3" forms which are sent out to the departments. This job is report only and may be rerun at any time.

The forms are returned from the departments and the data is entered on-line using Screen 792. The turnaround time for the departments to return the forms may be as long as one week.

**PR202** will be run once all forms have been returned and entered. This job produces a "Distribution Register." This job is report only and may be rerun at any time. TTI is responsible for manually verifying the entry and correcting any errors.
Payroll Distribution (cont’d)

**PR205** can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

**PRMON** is the next job run for the monthly cycle. This is the same job run for all other FAMIS parts except that the first step FBPR001 is omitted.

**PPYRL** is the last job in the cycle and does the actual posting of the payroll.

**TTI Special**

This process will be used for additional processing after the normal monthly payroll cycle. The users will enter special payroll related items during the month.

If needed, **PR202** can be run to produce a "Distribution Register."

The entries will all need to be manually verified.

**PR205** can be run once all errors have been corrected for that cycle. This job puts the close status on the control record for that particular payroll cycle. The **P2AFILE** is created in this step. (This job may be rerun from the beginning and there is a rerun option for those that are in closed status.)

**PRSP** will be the next job run for these special payroll entries replacing PRBW or PRMON in the normal cycle.

**PPYRL** will be run to post the entries for these manual payroll entries.

*This special payroll cycle needs to be completed before running PMEND.*
Enter and Update Payroll Encumbrances

Screen 751 is used to enter salary and/or benefit encumbrances (also called open commitments). Modifications to salary and benefit encumbrances may also be processed using this screen.

### Screen 751 - Payroll Encumbrance Maintenance

<table>
<thead>
<tr>
<th>Obj</th>
<th>Amount</th>
<th>D/C Liquidated Amt</th>
<th>Adjustments</th>
<th>Current Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary: 1310</td>
<td>2084.95</td>
<td>24.10</td>
<td>2084.95</td>
<td></td>
</tr>
<tr>
<td>Original Cost Ref: 1: 0309099 2: 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefit: 1510</td>
<td>33.69</td>
<td>10.55</td>
<td>33.69</td>
<td></td>
</tr>
<tr>
<td>Original Cost Ref: 1: 0903093 2: 3:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

-------------------------- Project Information - Display Only --------------------------

Name: DANSON DONNA D  
Original Dt: 08/01/1997 08/01/1997

Transactions: 2  
Amount: 2118.54 Batch: SAL009 Date: 11/24/1997

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

### Basic Steps

- Advance to Screen 751.
- Type an account number, Universal Identification Number, and reference number on the Action Line and press <ENTER> to display existing encumbrance information.
- Type salary or benefit encumbrance information in the fields provided and press <ENTER> to record the information.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

- **Account:** 11 digits  
  Identify the subsidiary ledger (SL) and support account (SA) number to encumber funds.

- **UIN:** 9 digits  
  Indicate the Universal Identification Number of the person for whom payroll funds are being encumbered.

- **Ref:** 7 digits  
  Enter the reference number used to identify the transaction.
Screen 751 – Payroll Encumbrance Maintenance (cont’d)

**Screen Information**

**Salary**

- **Obj:** 4 digits
  Identify the object code under which to encumber the salary funds.

- **Amount:** 14 digits
  Indicate the dollar amount to be encumbered.

- **D/C:** 1 character
  Signify whether the transaction is a Debit (D) or Credit (C) transaction.

- **Liquidated Amt:** 7 digits
  Displays the amount of the salary encumbrance that has been liquidated.

- **Adjustments:** 7 digits
  Displays the dollar amount of all adjustments that have been made to the encumbrance.

- **Current Amt:** 7 digits
  Indicates the current amount of funds encumbered.

- **Cost Ref 1,2,3:** 7 digits
  User-defined reference fields used to identify the salary transaction.

- **Original Cost Ref 1,2,3:** 7 digits
  Displays the value of the user-defined reference fields before they were altered.

**Benefit**

- **Obj:** 4 digits
  Identify the object code under which to encumber the benefit funds.

- **Amount:** 14 digits
  Indicate the dollar amount to be encumbered.

- **D/C:** 1 character
  Signify whether the transaction is a Debit (D) or Credit (C) transaction.

- **Liquidated Amt:** 7 digits
  Displays amount of the benefit encumbrance that has been liquidated.

- **Adjustments:** 7 digits
  Displays the dollar amount of all adjustments that have been made to the encumbrance.

- **Current Amt:** 7 digits
  Shows the current amount of funds encumbered.

- **Cost Ref 1,2,3:** 7 digits
  User-defined reference fields used to identify the salary transaction.
Screen 751 – Payroll Encumbrance Maintenance (cont’d)

**Original**
- Cost Ref 1,2,3: 7 digits
  Displays the value of the user-defined reference fields before they were altered.

**Project Information**
- Name: 20 characters
  Shows person for whom payroll funds are being encumbered.

**Salary**
- Last Activity Dt: 8 digits
  Identifies the date the salary encumbrance was last modified.
- Original Dt: 8 digits
  Shows the date salary funds were originally encumbered.

**Benefit**
- Last Activity Dt: 8 digits
  Displays the date the benefit encumbrance was last modified.
- Original Dt: 8 digits
  Signifies the date the benefit funds were originally encumbered.

**Transactions:**
- 3 digits
  Shows number of transactions processed.

**Amount:**
- 14 digits
  Indicates total dollar amount of current entries processed in this batch.

**Batch:**
- 6 characters
  Shows batch header used to process transactions.

**Date:**
- 8 characters
  Indicates the date of the batch session.

**Additional Functions**
- PF KEYS
  See the Appendix for explanations of the standard PF Keys.
- PF12 Warnings
  Displays any FAMIS warning messages.
Payroll Distribution Rules

Payroll distribution rules are used to determine which funds are used to support a particular position or individual employed within the TAMUS. Screen 761 is used to enter payroll distribution rules, listing all of the different accounts, subcodes, and/or System Parts that the payroll will be distributed across.

<table>
<thead>
<tr>
<th>Screen 761 - Payroll Distribution Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>761 Payroll Distribution Rules</td>
</tr>
<tr>
<td>Screen: ___ UIN: 4uuuuuu5 Part: 01 BPP Account: 271030 00000 Object: 1510</td>
</tr>
<tr>
<td>Name: CALVIN C COOLIDGE</td>
</tr>
<tr>
<td>PIN: X99999 Del: _</td>
</tr>
<tr>
<td>CC/Dept/SDept: 01 INRE  FAMIS</td>
</tr>
<tr>
<td>Adloc: 01271030</td>
</tr>
<tr>
<td>User/Dt:</td>
</tr>
<tr>
<td>Effective Beg Dt: __________ End Dt: __________ % Effort: ______</td>
</tr>
<tr>
<td>Title Code: 9918 PROGRAMMER</td>
</tr>
<tr>
<td>Active: _</td>
</tr>
<tr>
<td>Acct   SAcct  Percent  Obj   Cost Ref 1  Cost Ref 2</td>
</tr>
<tr>
<td>=======  ======  =======  ====  =========  =========</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>______  _____  _______  ____    _______     _______</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
</tr>
<tr>
<td>Next MDist</td>
</tr>
</tbody>
</table>

Basic Steps

- Advance to Screen 761.
- Type the Universal Identification Number (UIN) of person you are making entries for. If you do not know the UIN of the person, an asterisk in the UIN: field will access a list of persons to choose from. Type an “X” in front of the person you wish to select and press <ENTER> to return to Screen 761.
- Type the TAMUS Part number, the BPP account number and object code on the Action Line.
- Press <ENTER> to display existing distribution rules for the selected person.
- Indicate the effective beginning date of the distribution rule, as well as the percent effort and title code of the position.
- Type the account(s), support account(s), percentage(s), and object code(s) defining the distribution rule.
- Press <ENTER> to record the information.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to record the distribution information.
Screen 761 – Payroll Distribution Rules (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ UIN: 9 digits
   Indicate the Universal Identification Number of the person for whom information is being added.

◆ Part: 2 digits
   Identify from which TAMUS Part the employee will be paid.

◆ BPP Account: 11 digits
   Include the BPP account number the employee will be paid from.

◆ Object: 4 digits
   Specify the object code used to process the payroll voucher for the selected employee.

**Screen Information**

Name: 20 characters
   Displays the name of employee for whom distribution rules are being added/deleted/modified.

PIN: 6 characters
   Displays the Position Identification Number.

Del: 1 character
   Indicates whether or not (‘Y’ or ‘N’) the person has been deleted from the person file.

CC/Dept/SDep: 12 characters
   Identifies the campus code, department and sub-department of employee.

Adloc: 8 digits
   Indicates the administrative location of the selected position. The administrative location (adloc) for a position references the administrator who has budgetary and operational responsibility over the position.

User/Dt: 8 digits
   Displays the User ID and date of last modification made.

◆ Effective Beg Date: 8 digits
   Indicate the date that the distribution rule will go into effect.

End Date: 8 digits
   Include date employee’s employment was terminated.

◆ % Effort: 6 digits
   Indicate the percent of an employees work week governed by a particular distribution rule.
Screen 761 – Payroll Distribution Rules (cont’d)

- **Title Code**: 4 digits
  Include the title code of the selected position.

- **Active**: 1 character
  Indicate whether employee is active (‘Y’) or inactive (‘N’).

- **Acct**: 6 digits
  Indicate the account number employee’s check is to be drawn from.

- **Sacct**: 5 digits
  Identify the support account for the employee’s pay.

- **Percent**: 7 digits
  Signify the percent of the employee’s pay that should come from this account.

- **Obj**: 4 digits
  Identify the object code the employee’s salary is drawn from.

- **Cost Ref 1**: 7 digits
  Include a user-defined reference number that may be used to identify the payroll transaction.

- **Cost Ref 2**: 7 digits
  Enter a user-defined reference number that may be used to identify the payroll transaction.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.

**PF8**
**Next**
Advance to the next data screen for SSN entered on the Action Line.

**PF11**
**MDist**
Multiple Distribution Rules
Used to enter more distribution rules than the spaces available on this screen.
Enter and Update Payroll Transactions

It is possible for you to post payroll transactions on-line, without waiting for batch processing. This is accomplished by using Screen 765.

**Screen 765 - Payroll Detail Record Maintenance**

<table>
<thead>
<tr>
<th>765 Payroll Detail Record Maintenance</th>
<th>01/16/04 15:00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Fiscal YY: 2004 UIN: 8uuuuuu9 Cycle/Date: M 12/31/2003 Seq No: 1</td>
<td></td>
</tr>
<tr>
<td>Add Seq No: _</td>
<td></td>
</tr>
<tr>
<td>Sys Mem: 06</td>
<td>PIN: X99999</td>
</tr>
<tr>
<td>Sys Mem Acct: _______</td>
<td>Adloc: 06113012_</td>
</tr>
<tr>
<td>Dept: _______</td>
<td>Title: 9221 GRAD ASST RESEARCH</td>
</tr>
<tr>
<td>Vchr Nbr: 03396</td>
<td>Acct Anl: 01320000</td>
</tr>
<tr>
<td>Pay Ind.: C</td>
<td>Bdgt/Wage: B</td>
</tr>
<tr>
<td>Pay Type: B</td>
<td>Pay Kind: S</td>
</tr>
<tr>
<td>Date Pd: 01/02/2002</td>
<td>Per Beg Dt: 12/01/2001</td>
</tr>
<tr>
<td>FTE Mo Sal: 2866.66_</td>
<td>Lng Rate: ________</td>
</tr>
<tr>
<td>Hrs Wrked: _______</td>
<td>Hrly Rate: _________</td>
</tr>
<tr>
<td>Off Campus:</td>
<td>---Carrier Codes---</td>
</tr>
<tr>
<td>Correction Flag:</td>
<td>Med: 01</td>
</tr>
<tr>
<td>Previous FY: N</td>
<td>Den: SORP: Post Date:</td>
</tr>
<tr>
<td>Orig Src Seq #: 010</td>
<td>Federal Emp: N</td>
</tr>
<tr>
<td>BPP Account: 114463 06782</td>
<td>Last Mod ID:</td>
</tr>
<tr>
<td>TAMRF Account:</td>
<td>Last Mod Dt:</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp  Bkwd  Frwd        Main  PrDtl Warns

**Screen 765 - Payroll Detail Record Maintenance (PF11 Detail)**

<table>
<thead>
<tr>
<th>765 Payroll Detail Record Maintenance</th>
<th>01/16/04 15:04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Fiscal YY: 2004 UIN: 8uuuuuu9 Cycle/Date: M 12/31/2003 Seq No: 1</td>
<td></td>
</tr>
<tr>
<td>Add Seq No: _</td>
<td></td>
</tr>
<tr>
<td>Delete: _</td>
<td></td>
</tr>
<tr>
<td>Covered</td>
<td>Bank</td>
</tr>
<tr>
<td>---------</td>
<td>------</td>
</tr>
<tr>
<td>S/W_______</td>
<td>114463 1325 12632</td>
</tr>
<tr>
<td>GIP-GH_____</td>
<td>111003 1910 12333</td>
</tr>
<tr>
<td>GIP-GLR____</td>
<td>111003 1910 12333</td>
</tr>
<tr>
<td>WCI_______</td>
<td>111007 1945 12632</td>
</tr>
<tr>
<td>________</td>
<td>_______</td>
</tr>
<tr>
<td>________</td>
<td>_______</td>
</tr>
<tr>
<td>________</td>
<td>_______</td>
</tr>
<tr>
<td>________</td>
<td>_______</td>
</tr>
<tr>
<td>Total:</td>
<td>1962.10</td>
</tr>
</tbody>
</table>

** End of List **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp  Bkwd  Frwd        Main  PrDtl Warns
Basic Steps

**Post New Payroll Transactions**
- Advance to Screen 765.
- Type a valid fiscal year, Universal Identification Number, cycle type, and cycle date on the Action Line.
- Type a ‘Y’ in the Add Seq No: field and press <ENTER>.
- Type valid information in the available fields, as desired.
- Press <ENTER> to access the payroll detail window.
- Type the transaction type, account number, bank number and dollar amount.
- Type additional information in the available fields, as desired.
- Press <ENTER> to record the information.
- Press PF5 to post the payroll information.

**Update Existing Payroll Transactions**
- Advance to Screen 765.
- Type a valid fiscal year, Universal Identification Number, cycle type, cycle date, and sequence number on the Action Line.
- Press <ENTER> to view the payroll history.
- Type valid information in the available fields, as desired.
- Press <ENTER> to record the information.
- Use the PF keys to access the payroll detail window.
- Press PF5 to post the payroll information.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Fiscal YY:** 4 digits
  Enter fiscal year in which payroll transaction will be processed. Default is the current fiscal year.

- **UIN:** 9 digits
  Indicate the Universal Identification Number (UIN) of the person for whom the payroll transaction is being processed.

- **Cycle/Date:** 1 character, 8 digits
  Indicate if the payroll cycle is for Monthly employees, Biweekly employees, or for Corrections. Also identify the date of the specified cycle.

- **Seq No:** 3 digits
  Include the sequence number to modify/correct.

- **Add Seq No:** 1 character
  Indicate whether or not (‘Y’ or blank) you wish to add a new sequence number for the person/cycle selected.
Screen Information

- **Sys Mem:** 2 digits
  Identify the TAMUS Part for which the payroll is being produced.

- **PIN:** 6 characters
  Enter the Position Identification Number.

- **Iteration:** 3 digits
  Signify the number of iterations processed for the selected payroll record.

- **Delete:** 1 character
  Indicate whether or not you wish to delete the selected sequence number.

- **Sys Mem Acct:** 15 digits
  Identify the original SL account from System member before it was converted/distributed to a RF account number.

- **Adloc:** 8 digits
  Indicate the administrative location.

- **Dept:** 5 characters
  Indicate the department in which the selected position is located.

- **Title:** 4 digits, 20 characters
  Identify the title code and description of the selected position.

- **Hold:** 1 character
  Indicate whether or not ('Y' or 'N') you wish to hold the transaction.

- **Vchr Nbr:** 7 digits
  Include the number of the voucher to be posted during the selected pay cycle.

- **Acct Anl:** 4 digits
  Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

- **Vchr Ref:** 7 digits
  Displays the number of the voucher posted during the selected pay cycle.

- **Pay Ind:** 1 character
  Identify the payroll cycle and type of employee being paid (Full time/Part time/Student).

- **Bdgt/Wage:** 1 character
  Indicate whether the job is a Budgeted (B) or Wage (W) earning position.

- **Pay Type:** 1 character
  Identify the type of payroll processing performed during the selected pay cycle.
  See the Corrections, Cancellations, and Adjustments section for more detail.
### Screen 765 – Payroll Detail Record Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Kind:</strong></td>
<td>1 character&lt;br&gt;Indicate whether State or Local funding is used.</td>
</tr>
<tr>
<td><strong>Date Pd:</strong></td>
<td>8 digits&lt;br&gt;Indicate the date the person received their paycheck (or electronic transfer) for the selected pay cycle.</td>
</tr>
<tr>
<td><strong>Per Beg Date:</strong></td>
<td>8 digits&lt;br&gt;Include the date of the first day of the pay period.</td>
</tr>
<tr>
<td><strong>Per End Date:</strong></td>
<td>8 digits&lt;br&gt;Identify the date of the last day of the pay period.</td>
</tr>
<tr>
<td><strong>FTE Mo Sal:</strong></td>
<td>7 digits&lt;br&gt;Indicate the dollar amount paid to the employee, if he/she is a full time salaried employee.</td>
</tr>
<tr>
<td><strong>Lng Rate:</strong></td>
<td>5 digits&lt;br&gt;Indicate the rate at which employees earn longevity.</td>
</tr>
<tr>
<td><strong>Pct Eft:</strong></td>
<td>5 digits&lt;br&gt;Include the percent effort (percent of a 40 hour work week) for the specified person.</td>
</tr>
<tr>
<td><strong>Hrs Wrked:</strong></td>
<td>5 digits&lt;br&gt;Displays the number of hours worked during the selected pay cycle.</td>
</tr>
<tr>
<td><strong>Hrly Rate:</strong></td>
<td>12 digits&lt;br&gt;Indicate the dollar amount per hour the selected person earns.</td>
</tr>
<tr>
<td><strong>Off Campus:</strong></td>
<td>1 character&lt;br&gt;Shows whether or not the position is located off of the main TAMU campus.</td>
</tr>
<tr>
<td><strong>Posting Req:</strong></td>
<td>1 character&lt;br&gt;Indicates whether or not posting is required for the payroll voucher.</td>
</tr>
<tr>
<td><strong>Correction Flag:</strong></td>
<td>1 character&lt;br&gt;Indicates whether or not the selected pay cycle is a correction cycle.</td>
</tr>
<tr>
<td><strong>Med (Carrier):</strong></td>
<td>2 digits&lt;br&gt;Displays the code that identifies the type of health insurance for the person.</td>
</tr>
<tr>
<td><strong>ORP (Carrier):</strong></td>
<td>2 digits&lt;br&gt;Displays the code that identifies the type of ORP vendor for the person.</td>
</tr>
<tr>
<td><strong>Post Status:</strong></td>
<td>4 characters&lt;br&gt;Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).</td>
</tr>
</tbody>
</table>
Previous FY: 1 character
Indicates whether or not (‘Y’ or ‘N’) the source record for the employee existed in a previous fiscal year.

Den (Carrier): 2 digits
Shows the code identifying the dental carrier.

SORP (Carrier): 2 digits
Displays the code that identifies the type of SORP vendor for the person.

Post Date: 8 digits
Identifies the date the transaction was posted to the system.

Orig Src Seq #: 3 digits
Identifies the original source sequence number this sequence number was copied from.

Federal Emp: 1 character
Indicates whether or not (‘Y’ or ‘N’) this is a federal employee.

Eff Acct Dt: 8 digits
Indicates the date the record was posted to the FT file and completed.

BPP Account: 11 digits
Identifies the BPP account from which the payroll voucher is issued.

Last Mod ID: 7 characters
Displays the user ID of the last person to process a modification to the record.

Payroll Enc: 12 digits
Indicates the "projected" encumbrance that this record will liquidate.

TAMRF Acct: 15 digits
Cross references the TAMRF SL/SA. Note: This field is used by TAMUS members (not TAMRF).

Last Mod Dt: 8 digits
Shows the date of the last modification made to the record.

Reject Enc: 12 digits
Indicates the encumbrance reference under which the rejected encumbrance is posted.

Payroll Detail Information (PF11)
◆ Type: Help 10 characters
Indicates the type of payroll transaction to be posted.

◆ Account: 15 digits
Identifies the account to be used to process the payroll transaction.
Screen 765 – Payroll Detail Record Maintenance (cont’d)

- **Bank:** 5 digits
  Signifies the bank that is to be used to process the payroll transaction.

- **Covered Earnings:** 8 digits
  Indicates the dollar amount of the employee’s pay used in calculating employer payments (benefits).

- **Amount:** 15 digits
  Shows dollar amount of the transaction to be posted.

- **Cost Ref 1:** 7 characters
  Identifies the user-defined reference number used to identify the transaction.

- **Cost Ref 2:** 7 characters
  Identifies the user-defined reference number used to identify the transaction.

**Additional Functions**

<table>
<thead>
<tr>
<th>PF KEYS</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PF9</td>
<td><strong>Copy</strong></td>
</tr>
<tr>
<td>Copy</td>
<td>Used to copy payroll detail from sequence 1 to a new sequence in order to make changes.</td>
</tr>
<tr>
<td>PF10</td>
<td><strong>Main Window</strong></td>
</tr>
<tr>
<td>Main</td>
<td>Used to toggle back to the main entry window.</td>
</tr>
<tr>
<td>PF11</td>
<td><strong>Payroll Detail Window</strong></td>
</tr>
<tr>
<td>PrDtl</td>
<td>Used to toggle to the payroll detail window.</td>
</tr>
<tr>
<td>PF12</td>
<td><strong>Warnings</strong></td>
</tr>
<tr>
<td>Warns</td>
<td>Displays any FAMIS warnings.</td>
</tr>
</tbody>
</table>
Maintain Source Record Accounts

Screen 791 is used to maintain source record account information.

This screen is mainly used by TAMUS Part 06.

Screen 791 - Maintain Source Record Account

<table>
<thead>
<tr>
<th>SL Account</th>
<th>SA Account</th>
<th>Dept</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>112510</td>
<td>01490</td>
<td>_____</td>
<td>12632</td>
</tr>
</tbody>
</table>

Modifiable Information Is Above

Name: HARRISON HANNAH H        BPP Account: 112510
PIN: X99999                    Sal/Wg Amt: 2571.16
Adloc: 06203040                 Acct Analys: 01321010
Date Pd: 02-01-02                Voucher Nbr: 03396
Dist Type: S                        Per Beg Dt: 12/01/2001
Correction Flag:                             Per End Dt: 12/31/2001

Basic Steps

- Advance to Screen 791.
- Type the cycle type, cycle date, and sequence number on the Action Line.
- Type the social security number of person you are making entries for.
- Press <ENTER> to display existing source record account information.
- Add or modify information in the available fields, as desired.
- Press <ENTER> to record the source record account information

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Cycle: 1 character
Indicate type of cycle to add/modify.

◆ Date: 8 digits
Signify date of the cycle whose source record account information you would like to add/modify.

◆ SSN: 9 digits
Indicate the Social Security Number of the person for whom information is being added/modified.
Screen 791 – Maintain Source Record Account (cont’d)

- **Seq Nbr:**
  3 digits
  Indicate the number of iterations processed for the selected pay cycle.

**Screen Information**

- **SL Account:**
  6 digits
  Indicate the SL account number employee’s check is to be drawn from.

- **SA Account:**
  6 digits
  Identify the support account for the employee’s pay.

- **Dept:**
  5 characters
  Include the employee’s department.

- **Bank:**
  5 digits
  Displays the salary bank employee is paid on.

- **Name:**
  20 characters
  Displays the name of the person whose payroll record is being viewed.

- **BPP Account:**
  15 digits
  Identifies the SL-SA account from which the payroll voucher is issued.

- **PIN:**
  6 characters
  Displays the Position Identification Number.

- **Sal/Wg Amt:**
  15 digits
  Displays the dollar amount of the gross salary for the selected pay cycle.

- **Adloc:**
  8 digits
  Indicates the administrative location of the selected position. The administrative location (adloc) for a position references the administrator who has budgetary and operational responsibility over the position.

- **Acct Analys:**
  4 digits
  Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

- **Date Pd:**
  8 digits
  Indicates the date the person received their paycheck (or electronic transfer) for the selected pay cycle.

- **Voucher Nbr:**
  7 digits
  Displays the number of the vouchers posted during the selected pay cycle.

- **Dist Type:**
  3 digits
  Displays the distribution type used.

- **Per Beg Dt:**
  8 digits
  Displays the date of the first day of the pay period.
Screen 791 – Maintain Source Record Account (cont’d)

**Correction Flag:**  1 character
Indicates the whether or not ('Y' or 'N') the selected pay cycle is a **correction**.

**Per End Dt:**  8 digits
Displays the **date of the last day of the pay period**.

**Additional Functions**

**PF KEYS**  See the Appendix for explanations of the standard PF Keys.

PF8  Next
Next  Advance to the **next data screen** for SSN entered on the Action Line.
Maintain Source Record Distributions

Screen 792 is used to correct errors caused by the lack of distribution definitions. The researchers enter the distribution on TTI Form F-3, and the information is then entered into FAMIS on Screen 792.

All distribution information entered on this screen is only valid for the selected payroll cycle.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 792 - Maintain Source Record Distribution

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle:</td>
<td>1 character</td>
</tr>
<tr>
<td>Action Line</td>
<td>Type the cycle, date, social security, and sequence number on the Action Line.</td>
</tr>
<tr>
<td>Pay Per Beg:</td>
<td>Advance to Screen 792.</td>
</tr>
<tr>
<td>Pay Per End:</td>
<td>Type &lt;ENTER&gt; to display existing source record distribution information.</td>
</tr>
<tr>
<td>Voucher Nbr:</td>
<td>Add or modify information on the bottom half of the screen as desired, and press &lt;ENTER&gt; to record the information.</td>
</tr>
</tbody>
</table>

**Field Descriptions**

- **Action Line**
  - **Cycle:**
    - Enter the type of cycle whose source record account information you would like to add/modify.
    - B = biweekly
    - M = monthly
    - C = correction

Report FBPR202 shows the salary distribution entered on this screen.
Screen 792 – Maintain Source Record Distribution (cont’d)

- **Date:** 8 digits
  Signify the date of the cycle whose source record account information you would like to add/modify.

- **SSN:** 9 digits
  Indicate the Social Security Number of the person for whom information is being added/modified.

- **Seq Nbr:** 3 digits
  Include the number of iterations processed for the selected pay cycle.

**Scan by Dept:** 5 characters
Indicate department to be used in search.

**Account:** 6 digits
Identify the account number the employee is to be paid from.

**Screen Information**

**PIN:** 6 characters
Displays the Position Identification Number.

- **Acct Analys:** 4 digits
  Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

- **BPP Account:** 15 digits
  Identifies the SL-SA account from which the payroll voucher is issued.

- **Sal/Wg Amt:** 15 digits
  Displays the dollar amount of the gross salary for the selected pay cycle.

- **Salary Bank:** 5 digits
  Identifies the bank to be used when processing the selected pay cycle.

- **Obj Code:** 4 digits
  Indicates the object code from which the payroll will be paid.

- **Hrs Wrkd:** 4 digits
  Signifies the number of hours worked during the selected pay cycle.

- **Voucher Nbr:** 7 digits
  Displays the number of the voucher posted during the selected pay cycle.

- **Correction Flag:** 1 character
  Indicates whether or not ('Y' or 'N') the selected pay cycle is a correction cycle.

- **Pct Eft:** 6 digits
  Signifies the percent effort (percent of a 40 hour work week) for the employee.
Screen 792 – Maintain Source Record Distribution (cont’d)

Pay Per Beg: 8 digits
Displays the date of the first day of the pay period.

Pay Per End: 8 digits
Displays the date of the last day of the pay period.

Dept: Help 5 characters
Indicate the department employee is to be paid from.

Acct: 6 digits
Identify the SL Account the employee is to be paid from.

SAcct: 5 digits
Include the Support Account the employee is to be paid from.

Percent: 7 characters
Signify the percent of pay coming from each account.

Additional Functions
PF KEYS
See Appendix for explanations of the standard PF Keys.

PF11
Multiple Distribution Rules
MDist
Used to enter more distribution rules than the 8 spaces available on Screen 792.
Create Correction Source Records

Screen 793 provides the ability to create a payroll record which modifies the distribution from the original record.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 793 - Create Correction Source Record

<table>
<thead>
<tr>
<th>Field Descriptions (♦ = Required / Help = PF2, ? or * Field Help Available)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Steps</strong></td>
</tr>
<tr>
<td>• Advance to Screen 793.</td>
</tr>
<tr>
<td>• Type the cycle, date, social security, and sequence number on the Action Line.</td>
</tr>
<tr>
<td>• Press &lt;ENTER&gt; to display existing correction source record information.</td>
</tr>
<tr>
<td>• Type the correction reference number.</td>
</tr>
<tr>
<td>• Indicates whether or not you would like to copy this correction source record to another cycle and, if so, the date of the cycle to which you would like to copy the current correction source record.</td>
</tr>
<tr>
<td>• Press &lt;ENTER&gt; to record the information.</td>
</tr>
</tbody>
</table>

**Field Descriptions** (♦ = Required / Help = PF2, ? or * Field Help Available)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cycle:</strong></td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Indicate the type of cycle whose correction source record information you would like to add/modify.</td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Signify the date of the cycle whose source record account information you would like to add/modify.</td>
</tr>
<tr>
<td><strong>SSN:</strong></td>
<td>9 digits</td>
</tr>
<tr>
<td></td>
<td>Indicate the Social Security Number of the person for whom information is being added/modified.</td>
</tr>
</tbody>
</table>
Screen 793 – Create Correction Source Record (cont’d)

◆ Seq Nbr: 3 digits
Include the number of iterations processed for the selected pay cycle.

**Screen Information**

Corr Ref: 7 characters
Indicate the correction reference number, which may be used to identify the transaction.

Copy to Cycle: 1 character
Identify whether or not (‘Y’ or ‘N’) you would like to copy the current correction source record to another cycle.

Copy to Date: 8 digits
Include the date of the cycle to which you would like to copy the current correction source record.

PIN: 6 characters
Displays the Position Identification Number.

BPP Account: 15 digits
Identifies the BPP account from which the payroll voucher is issued.

Sal/Wg Amt: 15 digits
Displays the dollar amount of the gross salary for the selected pay cycle.

SL/SA: 11 digits
Indicates the SL and support account number employee’s check is to be drawn from.

Obj Code: 4 digits
Indicates the object code from which the payroll will be paid.

Hrs Wrked: 4 digits
Signifies the number of hours worked during the selected pay cycle.

Acct Analys: 4 digits
Controls the posting of the payroll expense and benefits to the correct fiscal accounts.

Date Paid: 8 digits
Identifies the date payroll checks were disbursed.

Hrly Rate: 15 digits
Indicates the dollar amount per hour earned by the selected employee.

Salary Bank: 5 digits
Identifies the bank to be used when processing the selected pay cycle.

Per Beg Date: 8 digits
Displays the date of the first day of the pay period.
Screen 793 – Create Correction Source Record (cont’d)

**Lng Rate:** 5 digits
Indicates the **dollar amount paid** to the employee for **longevity**, if any.

**Voucher Nbr:** 7 digits
Displays the **number of the voucher** posted during the selected pay cycle.

**Per End Date:** 8 digits
Displays the **date of the last day of the pay period**.

**FTE Mo Sal:** 15 digits
Indicates the dollar amount paid to the employee, if he/she is a **full time salaried employee**.

**Dept:** 5 characters
Indicates the **department** employee is to be paid from.

**Correction Flag:** 1 character
Indicates whether or not (‘Y’ or ‘N’) the selected pay cycle is a **correction cycle**.

**Pct Eft:** 6 digits
Signifies the **percent effort** (percent of a 40 hour work week) for the employee.

**Additional Functions**

**PF KEYS**
See Appendix for explanations of the standard PF Keys.
View Distribution Rules by UIN

Screen 760 is used to show which UINs (Universal Identification Numbers) have defined distribution rules.

**Screen 760 - Distribution Rules by UIN**

<table>
<thead>
<tr>
<th>S</th>
<th>UIN</th>
<th>Employee Name</th>
<th>No. BPP Account</th>
<th>Obj</th>
<th>Act</th>
<th>Begin Dt</th>
<th>End Dt</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6uuuuuu2 RANDY ROGERS</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>06/25/04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>8uuuuuu0 PAUL PRINCE</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>09/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu6 ANDY ANDREWS</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>09/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>4uuuuuu3 HARRY H HARRISON</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>09/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>4uuuuuu3 ALLEN ALEXANDER</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>09/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>7uuuuuu5 RALEY H HAWLEY</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>03/31/02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>8uuuuuu1 SYLVIA S SANDERS</td>
<td>06 499999 00000 9999</td>
<td>Y</td>
<td>05/12/05 08/17/05</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>9uuuuuu2 PETER P PETERSON</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>09/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu7 KIM K KRAUSE</td>
<td>02 455125 00000 9999</td>
<td>Y</td>
<td>11/14/04</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu4 RHONDA R RALEY</td>
<td>02 455124 00000 9999</td>
<td>Y</td>
<td>09/01/02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu4 PAMELA P PARSONS</td>
<td>02 455124 00000 9999</td>
<td>Y</td>
<td>10/01/02</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>8uuuuuu1</td>
<td>02 455124 00000 9999</td>
<td>Y</td>
<td>03/05/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>4uuuuuu4 YOLANDA Y YANTZE</td>
<td>02 455124 00000 9999</td>
<td>Y</td>
<td>12/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>8uuuuuu2 DELLA D DARLING</td>
<td>02 455124 00000 9999</td>
<td>Y</td>
<td>06/01/03</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Press ENTER To View More Rules ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

**Basic Steps**

- Advance to Screen 760.
- Enter a valid Universal Identification Number (UIN) on the Action Line. Type an asterisk (*) in the UIN: field to view a list of persons to select from, and press <ENTER> to display a list of distribution rules for the person selected.
- Type an ‘X’ next to a particular line for further display on Screen 761.

**Field Descriptions** *( ◆ = Required / Help = PF2, ? or * Field Help Available)*

**Action Line**

◆ UIN: 9 digits

Key in the Universal Identification Number of the person whose distribution rules are to be displayed.

**Screen Information**

◆ S: 1 character

Type “X” next to the person you wish to select for further display.

◆ UIN: 9 digits

Shows employee’s Universal Identification Number.

◆ Employee Name: 20 characters

Displays the name of employee being paid.
Screen 760 – Distribution Rules by UIN (cont’d)

**Pt No:**
2 digits
Identifies the System Part the employee is assigned to.

**BPP Account:**
6 digits
Identifies the BPP account the employee is to be paid from.

**Obj:**
4 digits
Signifies the object code the employee is to be paid from.

**Act:**
1 character
Indicates whether employee is active ('Y) or inactive ('N').

**Begin Dt:**
8 digits
Displays the date of the first day of the pay period.

**End Dt:**
8 digits
Displays the date of the last day of the pay period.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.
Browse Pay Cycle Control Records

General payroll cycle records may be found on Screen 780. From this screen, you may select a particular payroll cycle for further display on Screen 782.

The data displayed on Screen 780 comes directly from and reflects entries into BPP. No employee deduction information is included.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 780 - Browse Pay Cycle Control Records

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Date</th>
<th>Count</th>
<th>Record Count</th>
<th>Error Count</th>
<th>Dist Needed</th>
<th>Corr Rec Cnt</th>
<th>Status Date</th>
<th>Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>01/04/2002</td>
<td>423</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>O</td>
</tr>
<tr>
<td>C</td>
<td>01/08/2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>05/31/1994</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>06/01/1994</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>07/31/1994</td>
<td>4</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>08/01/1994</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>08/31/1994</td>
<td>24</td>
<td></td>
<td>24</td>
<td></td>
<td></td>
<td>10/05/1994</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>10/31/1994</td>
<td>4</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
<td>11/03/1994</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>11/30/1994</td>
<td>3</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
<td>12/01/1994</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>01/31/1995</td>
<td>2</td>
<td></td>
<td>2</td>
<td></td>
<td></td>
<td>02/01/1995</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>02/28/1995</td>
<td>1</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td>03/01/1995</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>03/31/1995</td>
<td>5</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
<td>04/03/1995</td>
<td></td>
</tr>
</tbody>
</table>

Enter - PF1 - PF2 - PF3 - PF4 - PF5 - PF6 - PF7 - PF8 - PF9 - PF10 - PF11 - PF12 -

Basic Steps

- Advance to Screen 780.
- Press <ENTER> to display a list of all payroll cycle control records on file.
- Type a valid cycle type and date on the Action Line and press <ENTER> to position a particular cycle on the first line of the display.
- Place an ‘X’ next to a particular line and press <ENTER> for further display on Screen 782.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

Cycle:

1 character

Key in the type of cycle whose control record information you would like to display.

B = biweekly

M = monthly

C = correction

Date:

8 digits

Key in the date of the cycle whose control record information you would like to display.
**Screen Information**

- **Sel:**
  1 character
  Type an ‘X’ here to select a record for further display on Screen 782.

- **Pay Cycle:**
  1 character
  Indicates the type of payroll cycle being processed (Bi-weekly, Monthly, Correction) for the selected date.

- **Cycle Date:**
  8 digits
  Displays date of the pay period you wish to look at.

- **Record Count:**
  8 digits
  Indicates the number of records processed during the selected cycle.

- **Error Count:**
  8 digits
  Identifies the number of records in error for the selected pay cycle.

- **Dist Needed:**
  8 digits
  Signifies the number of records requiring distribution rule for processing.

- **Corr Rec Cnt:**
  8 digits
  Indicates the number of correction records processed during a cycle.

- **Record Status:**
  1 character
  Indicates whether the selected cycle status is Open or Closed.

- **Closed Date:**
  8 digits
  Signifies the date the cycle was closed.

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF Keys.
Display Payroll Cycle Control Records

A specific payroll cycle record may be viewed on Screen 781. The data displayed on Screen 781 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 781 - Pay Cycle Control Record Inquiry

<table>
<thead>
<tr>
<th>Control Record Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Record Count: 908 Correction Record Count: 0</td>
</tr>
<tr>
<td>Record Error Count: 0 Control Record Status: C</td>
</tr>
<tr>
<td>Distribution Needed Count: 0 Control Record Closed Date: 01/03/2002</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

Basic Steps
- Advance to Screen 781.
- Type a valid cycle type and date on the Action Line
- Press <ENTER> to display the control record information for the selected payroll cycle.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
- **Cycle:** 1 character
  Key in the type of cycle whose control record information you would like to display.
  - B = biweekly
  - M = monthly
  - C = correction

- **Date:** 8 digits
  Key in the date of the cycle whose control record information you would like to display.

Screen Information
- **Total Record Count:** 8 digits
  Indicates the number of records processed during the selected cycle.
**Screen 781 – Pay Cycle Control Record Inquiry (cont’d)**

**Correction Record Count:** 8 digits
Indicates the number of correction records processed during a cycle.

**Record Error Count:** 8 digits
Identifies the number of records in error for the selected pay cycle.

**Control Record Status:** 1 character
Indicates whether the selected cycle status is Open or Closed.

**Distribution Needed Count:** 8 digits
Signifies the number of records requiring distribution rule for processing.

**Control Record Closed Date:** 8 digits
Signifies the date the cycle was closed.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.
Browse Source Records by SSN

Screen 782 allows you to view all social security numbers that have been processed for a particular payroll cycle.

The data displayed on Screen 782 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 782 - Browse Source Records by SSN

Basic Steps

- Advance to Screen 782.
- Press <ENTER> to display a list of all payroll source records on file, sorted numerically by social security number.
- Type a valid cycle type, cycle date, and social security number on the Action Line and press <ENTER> to position a particular cycle on the first line of the display.
- Type an ‘X’ next to a particular line and press <ENTER> for further display on Screen 789.

Field Descriptions  (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

*Cycle:*

1 character

Key in the type of cycle whose source record information you would like to display.

- B = biweekly
- M = monthly
- C = correction

*Date:*

8 digits

Key in the date of the cycle whose source record information you would like to display.
Screen 782 – Browse Source Records by SSN (cont’d)

**Social Sec Nbr:**
9 digits
Enter in the **Social Security Number** of the person whose source record you would like to display.

**Screen Information**

**S:**
1 character
Type an ‘X’ here to **select** a record for further display on Screen 789.

**SSN:**
9 digits
Displays the **Social Security Number** of the selected employee.

**Seq Nbr:**
3 digits
Signifies the **number of iterations** processed for the selected pay cycle.

**Name:**
20 characters
Indicates the **name of the employee**.

**Dept.:**
5 characters
Identifies the **department the employee** is paid by.

**PIN:**
6 characters
Displays the **Position Identification Number**.

**BPP Acct:**
6 digits
Indicates the **BPP account** from which the employee is paid.

**Vchr:**
5 digits
Signifies the **number of the voucher** paying the employee.

**Err:**
1 character
Indicates whether or not the selected record is in **error** for the cycle.

**Dist Need:**
1 character
Identifies whether or not a **distribution rule is needed** to process the record.

**Cor Cpy:**
1 character
Signifies whether or not the record is a **correction copy**.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.
Browse Source Records by Department

Screen 783 allows you to view payroll source records that have been processed for a particular department. The data displayed on Screen 783 comes directly from and reflects entries into BPP.

This screen is mainly used by TAMUS Part 06, Part 12, and Part 99.

Screen 783 - Browse Source Records by Department

<table>
<thead>
<tr>
<th>S</th>
<th>Dept.</th>
<th>SSN</th>
<th>Nbr</th>
<th>Name</th>
<th>PIN</th>
<th>Acct</th>
<th>Voucher</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss4</td>
<td>001</td>
<td>KELING KARLY K</td>
<td>C9xxx9</td>
<td>040100</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss3</td>
<td>001</td>
<td>GRANT GRETCHEN G</td>
<td>C0xxx6</td>
<td>027060</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss9</td>
<td>001</td>
<td>MERCER MARCY M</td>
<td>C0xxx3</td>
<td>027060</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss2</td>
<td>001</td>
<td>HOLLIS HALLIE H</td>
<td>C0xxx0</td>
<td>040100</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss9</td>
<td>001</td>
<td>CARLTON CAITLYN C</td>
<td>C0xxx4</td>
<td>027060</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss6</td>
<td>001</td>
<td>BARROW BRITTANY B</td>
<td>C0xxx6</td>
<td>027060</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss1</td>
<td>001</td>
<td>BRYCE BARRY B</td>
<td>C0xxx5</td>
<td>019000</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss1</td>
<td>002</td>
<td>BRYCE BARRY B</td>
<td>C0xxx5</td>
<td>040100</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss1</td>
<td>003</td>
<td>BRYCE BARRY B</td>
<td>C0xxx5</td>
<td>022050</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss0</td>
<td>001</td>
<td>WATSON WREN W</td>
<td>C0xxx7</td>
<td>040100</td>
<td>03542</td>
</tr>
<tr>
<td></td>
<td>CEF</td>
<td>4ssssss5</td>
<td>001</td>
<td>HAMSO HANK H</td>
<td>C0xxx2</td>
<td>040100</td>
<td>03542</td>
</tr>
</tbody>
</table>

** MORE RECORDS - PRESS ENTER TO VIEW **

Basic Steps

- Advance to Screen 783.
- Type the cycle type, cycle date, and department name on the Action Line.
- Press <ENTER> to display a list of all payroll source records for the selected department, sorted numerically by social security number.
- Type an ‘X’ next to a particular line and press <ENTER> for further display on Screen 789.

Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

**Cycle:**
- 1 character
  - Key in the type of cycle whose source record information you would like to display.
  - B = biweekly
  - M = monthly
  - C = correction

**Date:**
- 8 digits
  - Enter in the date of the cycle whose source record information you would like to display.

**Dept/Prog:**
- 5 characters
  - Key in the department whose source records you would like to display.
Screen Information

**S:**
1 character
Place an 'X' here to select a record for further display on Screen 789.

**Dept.:**
5 characters
Identifies the department the employee is paid by.

**SSN:**
9 digits
Displays the Social Security Number of the selected employee.

**Seq Nbr:**
3 digits
Signifies the number of iterations processed for the selected pay cycle.

**Name:**
20 characters
Indicates the name of the employee.

**PIN:**
6 characters
Displays the Position Identification Number.

**BPP Acct:**
6 digits
Indicates the BPP account from which the employee is paid.

**Voucher:**
5 digits
Signifies the number of the voucher paying the employee.

Additional Functions

**PF KEYS**
See Appendix for explanations of the standard PF Keys.


## Browse Source Records in Error

Screen 784 is used to view errors encountered during the payroll cycle as well as those individuals that are in need of distribution adjustments.

The data displayed on Screen 784 comes directly from and reflects entries into BPP.

### Screen 784 - Browse Source Records in Error

<table>
<thead>
<tr>
<th>Sel</th>
<th>SSN</th>
<th>Nbr</th>
<th>Name</th>
<th>Dept.</th>
<th>Adloc</th>
<th>PIN</th>
<th>Acct</th>
<th>Vchr</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0sssssss0</td>
<td>001</td>
<td>DARLY DESTINY D</td>
<td>MISP</td>
<td>02133501</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>1</td>
<td>1sssssss1</td>
<td>001</td>
<td>WINSTON WENDY W</td>
<td>MISP</td>
<td>02137500</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>2</td>
<td>2sssssss2</td>
<td>001</td>
<td>FRANLE FARREN F</td>
<td>BIOL</td>
<td>0832366</td>
<td>E</td>
<td>32526</td>
<td>03096</td>
</tr>
<tr>
<td>3</td>
<td>3sssssss3</td>
<td>001</td>
<td>WORTH WHITNEY W</td>
<td>CHEM</td>
<td>02163601</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>4</td>
<td>4sssssss4</td>
<td>001</td>
<td>CASE CHARLES C</td>
<td>AGEN</td>
<td>0832366</td>
<td>E</td>
<td>32526</td>
<td>03096</td>
</tr>
<tr>
<td>5</td>
<td>5sssssss5</td>
<td>001</td>
<td>MARLEY MELISSA M</td>
<td>CVEN</td>
<td>08132010</td>
<td>E0xxx6</td>
<td>32526</td>
<td>00216</td>
</tr>
<tr>
<td>6</td>
<td>6sssssss6</td>
<td>001</td>
<td>DURON DAVID D</td>
<td>ARCH</td>
<td>02137500</td>
<td>M2xxx3</td>
<td>455125</td>
<td>00714</td>
</tr>
<tr>
<td>7</td>
<td>7sssssss7</td>
<td>001</td>
<td>MORRIS MIRANDA M</td>
<td>CHUD</td>
<td>02137500</td>
<td>M2xxx3</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>8</td>
<td>8sssssss8</td>
<td>001</td>
<td>KRYCHIK KYLE K</td>
<td>FISC</td>
<td>02131501</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>9</td>
<td>9sssssss9</td>
<td>001</td>
<td>WILEY WANDA W</td>
<td>PURS</td>
<td>02132503</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>9</td>
<td>9sssssss9</td>
<td>001</td>
<td>ARLOW ALISON A</td>
<td>GENE</td>
<td>02132503</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
<tr>
<td>9</td>
<td>9sssssss9</td>
<td>001</td>
<td>WEBSTER WALLY W</td>
<td>PHYS</td>
<td>02132503</td>
<td>M</td>
<td>455124</td>
<td>03108</td>
</tr>
</tbody>
</table>

**MORE RECORDS - PRESS ENTER TO VIEW**

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

### Basic Steps

- Advance to Screen 784.
- Type the cycle type and date on the Action Line and press <ENTER> to display source records in error for the specified pay cycle.
- Type a valid social security number on the Action Line to position a particular record on the first line of the display.
- Type a ‘X’ next to a particular line and press <ENTER> for further display on Screen 789.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

#### Action Line

**◆ Cycle:**

1 character

Key in the type of cycle whose source records in error you would like to display.

- **B** = biweekly
- **M** = monthly
- **C** = correction

**◆ Date:**

8 digits

Signify the date of the cycle whose source records in error you would like to display.

**Social Sec Nbr:**

9 digits

Identify the individual’s Social Security Number whose source record to display on the first line.
Screen 784 – Browse Source Records in Error (cont’d)

Include only:

BPP Acct: 6 digits
Enter the BPP account number to include only those source records using a particular BPP account.

Sys Mbr: 2 digits
Enter the desired System member number to narrow the display to include only those source records from a particular TAMUS Part.

Adloc: 8 digits
Indicate the desired administrative location.

Screen Information

S: 1 character
Type an ‘X’ here to select a record for further display on Screen 789.

SSN: 9 digits
Displays the Social Security Number of the selected employee.

Seq Nbr: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Name: 20 characters
Indicates the name of the employee.

Dept.: 5 characters
Shows department the employee is paid by.

Adloc: 8 digits
Indicates the administrative location.

PIN: 6 characters
Displays the Position Identification Number.

BPP Acct: 6 digits
Shows BPP account from which the employee is paid.

Voucher: 5 digits
Signifies the number of the voucher paying the employee.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF Keys.
View the Detail Source Record

Screen 789 is used to view general payroll information from the BPP Payroll Detail File. PF keys have also been programmed to provide you with information about distribution rules and benefits for the selected record.

The data displayed on Screen 789 comes directly from and reflects entries into BPP.

This screen is used mainly by TAMUS Part 06, Part 12, and Part 99.

Screen 789 - Detail Source Record Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Cycle: M Date: 12/31/2003 SSN: 4sssssss9 Seq Nbr: 1__</td>
</tr>
<tr>
<td>Name: WRILES, WHITNEY W</td>
<td>Title: 7416 ASST RES SPECIALIST</td>
</tr>
<tr>
<td>Dept: FTO</td>
<td>Source Seq: 1 Part: 12</td>
</tr>
<tr>
<td>PIN: X99999</td>
<td>Iter: 01  Adloc: 12401603 FTE Mo Sal: 3380.00</td>
</tr>
<tr>
<td>BPP Acct: 040100</td>
<td>Obj Code: 1315  Hrs Wkrd:</td>
</tr>
<tr>
<td>SL/SA:</td>
<td>Sal Bank: 01834  Hrly Rate:</td>
</tr>
<tr>
<td>Acct Anl: 5012</td>
<td>Vchr Nbr: 03398  Lng Rate: 120.00</td>
</tr>
<tr>
<td>Pay Ind.: A</td>
<td>Date Pd: 01/02/2002  Sal/Wg Amt: 3380.00</td>
</tr>
<tr>
<td>Bud/Wage: B</td>
<td>Per Beg Dt: 12/01/2001  Pct Eft: 100.00</td>
</tr>
<tr>
<td>Pay Type: B</td>
<td>Per End Dt: 12/31/2001</td>
</tr>
<tr>
<td>Pay Kind: L</td>
<td>Correction Flag: Corr Ref:</td>
</tr>
<tr>
<td></td>
<td>Dist type: D  Error Flag:</td>
</tr>
<tr>
<td></td>
<td>Distribution Needed:</td>
</tr>
</tbody>
</table>

>>> Press PF11 Key to View Benefits <<<

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Advance to Screen 789.
- Type the cycle type, cycle date, Social Security Number, and sequence number on the Action Line.
- Press <ENTER> to display the detail source record for the selected individual.
- Use the PF Keys to access additional information about the distribution rules and benefits for the selected individual.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Cycle: 1 character
  Key in the type of cycle whose source records in error you would like to display.
  B = biweekly
  M = monthly
  C = correction

◆ Date: 8 digits
  Enter in the date of the cycle whose source records in error you would like to display.
Screen 789 – Detail Source Record Inquiry (cont’d)

- **SSN:** 9 digits
  Key in the individual’s *Social Security Number* whose source record you would like to display on the first line.

- **Seq Nbr:** 3 digits
  Key in the specific *iteration for the pay cycle* you would like to display.

**Screen Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| Name:     | 20 characters
Displays the *name of the person* whose payroll record is being viewed. |
| Title:    | 4 digits
Displays the *title code* which identifies a particular position. |
| Dept:     | 5 characters
Indicates the *department* in which the selected position is located. |
| Source Seq: | 3 digits
Signifies the *number of iterations* processed for the selected pay cycle. |
| Part:     | 2 digits
Indicates *TAMUS Part* that is paying the selected individual. |
| PIN:      | 6 characters
Displays the *Position Identification Number*. |
| Iter:     | 3 digits
Signifies the *number of iterations* processed for the selected payroll record. |
| Adloc:    | 8 digits
Indicates the *administrative location*. |
| FTE Mo Sal: | 7 digits
Indicates the *dollar amount paid* to the employee, if he/she is a full time salaried employee. |
| BPP Acct: | 15 digits
Identifies the *BPP account* from which the payroll voucher is issued. |
| Obj Code: | 4 digits
Signifies the *object code* from which the payroll voucher is issued. |
| Hrs Wrked: | 5 digits
Displays the *number of hours worked* during the selected pay cycle. |
| SL/SA:    | 11 digits
Identifies the *SL-SA account* from which the payroll voucher is issued. |
| Sal Bank: | 5 digits
Identifies the *bank* from which the payroll voucher is paid. |
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hrly Rate:</td>
<td>12 digits Indicates the <strong>dollar amount per hour</strong> the selected person earns.</td>
</tr>
<tr>
<td>Acct Anl:</td>
<td>4 digits Controls the posting of the payroll expense and benefits to the correct fiscal accounts.</td>
</tr>
<tr>
<td>Vchr Nbr:</td>
<td>7 digits Displays the <strong>number of the voucher</strong> posted during the selected pay cycle.</td>
</tr>
<tr>
<td>Lng Rate:</td>
<td>5 digits Indicates the <strong>rate at which employees earn longevity</strong>.</td>
</tr>
<tr>
<td>Pay Ind:</td>
<td>1 character Identifies the <strong>payroll cycle and type of employee being paid</strong> (Full time/Part time/Student).</td>
</tr>
<tr>
<td>Date Pd:</td>
<td>8 digits Indicates the <strong>date the person received their paycheck</strong> (or electronic transfer) for the selected pay cycle.</td>
</tr>
<tr>
<td>Sal/Wg Amt:</td>
<td>12 digits Displays <strong>dollar amount of the gross salary</strong> for the selected pay cycle.</td>
</tr>
<tr>
<td>Bud/Wage:</td>
<td>1 character Indicates whether the job is a <strong>Budgeted (B) or Wage (W)-earning position</strong>.</td>
</tr>
<tr>
<td>Per Beg Dt:</td>
<td>8 digits Displays the <strong>date of the first day of the pay period</strong>.</td>
</tr>
<tr>
<td>Pct Eft:</td>
<td>5 digits Indicates the <strong>percent effort</strong> (percent of a 40 hour work week) for the specified person.</td>
</tr>
<tr>
<td>Pay Type:</td>
<td>1 character Identifies the <strong>type of payroll</strong> processing performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section for more detail.</td>
</tr>
<tr>
<td>Per End Dt:</td>
<td>8 digits Displays the <strong>date of the last day of the pay period</strong>.</td>
</tr>
<tr>
<td>Pay Kind:</td>
<td>1 character Indicates whether <strong>State or Local funding</strong> is used.</td>
</tr>
<tr>
<td>Correction Flag:</td>
<td>1 character Indicates whether or not the selected pay cycle is a <strong>correction cycle</strong>.</td>
</tr>
<tr>
<td>Corr Ref:</td>
<td>7 characters Displays the user-defined <strong>reference number</strong> entered when processing corrections to the record.</td>
</tr>
</tbody>
</table>
### Screen 789 – Detail Source Record Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dist type:</strong></td>
<td>1 character Displays the distribution type used for employee.</td>
</tr>
<tr>
<td><strong>Error Flag:</strong></td>
<td>1 character Indicates whether or not ('Y' or blank) the selected record is in error.</td>
</tr>
<tr>
<td><strong>Distribution Needed:</strong></td>
<td>1 character Indicates whether or not ('Y' or blank) a distribution rule is used to process the selected record.</td>
</tr>
</tbody>
</table>

#### Additional Functions

**PF KEYS**
- See Appendix for explanations of the standard PF Keys.

**PF10**
- **Dist** Distribution Rules
  - Used to view distribution rules defined for the selected record.

**PF11**
- **Bnfts** Benefits
  - Used to view a breakdown of benefits processed for the selected individual.
Payroll Detail Records by Fiscal Year and UIN

Screen 770 is used to view detail payroll information by Universal Identification Number (UIN) for a fiscal year. You can search by name only if the person is on the FAMIS Person Table (Screen 850). The data displayed on Screen 770 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

### Screen 770 - Payroll Detail Inquiry by UIN (Panel 1)

<table>
<thead>
<tr>
<th>Pay Prd</th>
<th>Seq</th>
<th>Post St</th>
<th>Voucher</th>
<th>Account</th>
<th>Obj</th>
<th>Amount</th>
<th>to S/W Acct</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2000</td>
<td>1</td>
<td>CO</td>
<td>0003092</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>10/31/2000</td>
<td>1</td>
<td>CO</td>
<td>0003200</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>11/30/2000</td>
<td>1</td>
<td>CO</td>
<td>0003300</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>12/31/2000</td>
<td>1</td>
<td>CO</td>
<td>0003416</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>01/31/2001</td>
<td>1</td>
<td>CO</td>
<td>0003524</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>02/28/2001</td>
<td>1</td>
<td>CO</td>
<td>0003632</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>03/31/2001</td>
<td>1</td>
<td>CO</td>
<td>0003776</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>2379.00</td>
</tr>
<tr>
<td>04/30/2001</td>
<td>1</td>
<td>CO</td>
<td>0003884</td>
<td>160956</td>
<td>00000</td>
<td>1315</td>
<td>453.15</td>
</tr>
</tbody>
</table>

*** End of Record List ***
Total: 17106.15
0.00

### Screen 770 - Payroll Detail Inquiry by UIN (Panel 2)

<table>
<thead>
<tr>
<th>Pay Prd</th>
<th>Seq</th>
<th>Pay Prd</th>
<th>Hrs Wk/</th>
<th>Acct Cyl</th>
<th>Sal/Wg/Lng</th>
<th>Tot Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2000</td>
<td>1</td>
<td>09/01/2000</td>
<td>100.00</td>
<td>M 09/30/2000</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>10/31/2000</td>
<td>1</td>
<td>10/01/2000</td>
<td>100.00</td>
<td>M 10/31/2000</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>11/30/2000</td>
<td>1</td>
<td>11/01/2000</td>
<td>100.00</td>
<td>M 11/30/2000</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>12/31/2000</td>
<td>1</td>
<td>12/01/2000</td>
<td>100.00</td>
<td>M 12/31/2000</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>01/31/2001</td>
<td>1</td>
<td>01/01/2001</td>
<td>100.00</td>
<td>M 01/31/2001</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>02/28/2001</td>
<td>1</td>
<td>02/01/2001</td>
<td>100.00</td>
<td>M 02/28/2001</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>03/31/2001</td>
<td>1</td>
<td>03/01/2001</td>
<td>100.00</td>
<td>M 03/31/2001</td>
<td>2379.00</td>
<td>442.63</td>
</tr>
<tr>
<td>04/30/2001</td>
<td>1</td>
<td>04/01/2001</td>
<td>100.00</td>
<td>M 04/30/2001</td>
<td>453.15</td>
<td>433.00</td>
</tr>
</tbody>
</table>

*** End of Record List ***
Total: 17106.15
3531.41
### Screen 770 - Payroll Detail Inquiry by UIN (Panel 3)

<table>
<thead>
<tr>
<th>S End Date</th>
<th>Seq No</th>
<th>Code</th>
<th>Title Description</th>
<th>Enc Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/2000</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>10/31/2000</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>11/30/2000</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>12/31/2000</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>01/31/2001</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>02/28/2001</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>03/31/2001</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
<tr>
<td>04/30/2001</td>
<td>1</td>
<td>7360</td>
<td>POSTDOC RES ASSOC</td>
<td></td>
</tr>
</tbody>
</table>

*** End of Record List ***

**Basic Steps**

- Advance to Screen 770.
- Type a valid Universal Identification Number (UIN) on the Action Line. Or you may or enter the person's last name for an alphabetical listing, which will help identify employees with multiple UIN records in error.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display. You may enter a pay period end date to specify a starting search date.
- Enter 'Y' in the Completed: field to indicate whether or not you wish to view only completed payroll records.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a particular line item to select it for further display on Screen 779.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- **Fiscal Yr:** 4 digits
  - Identify the fiscal year for which you would like to view payroll records.

- **UIN:** 9 digits
  - Indicate the Universal Identification Number of the person whose payroll records you would like to display.

**Pay Prd End Date:** 8 digits
- Identify the pay period end date for the record to display on the first information line.
Screen 770 – Payroll Detail Inquiry by UIN (cont’d)

**Incl:**  8 digits
Indicate whether or not you would like to display only a particular salary/wage account.

**Only S/W Account:**
Indicate whether or not you would like to display only a particular salary/wage account.

**Completed:**  1 character
‘Y’ indicates whether to display only completed (CO) payroll records; ‘N’ displays all, regardless of status.

**Screen Information**

**Panel 1**

**S:**  1 character
Indicate whether or not (‘X’ or blank) you wish to select the record for further display on Screen 779.

**Pay Prd End Date:**  8 digits
Shows the date of the last day of the pay period.

**Seq No:**  3 digits
Signifies the number of iterations processed for the selected pay cycle.

**Post St:**  4 characters
Shows if the status of payroll voucher is (CO) completed for all Parts except TAMRF payroll: Other values are for TAMRF: new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

**Voucher:**  7 digits
Displays the original BPP payroll voucher number, or the corrected reference number.

**Salary/Wage Account:**  11 digits
Shows the SL-SA account in which payroll funds are encumbered.

**S/W Obj:**  4 digits
Identifies the salary object code from which the payroll voucher is issued.

**Sal/Wg/Lng Amount:**  12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

**Ben Chrgd to S/W Acct:**  12 digits
Displays benefits dollar amount charged to the Salary/Wage account.

**Panel 2**

**Pay Prd Beg Date:**  8 digits
Displays the date of the first day of the pay period.
**Hrs Wk/Pct Eff:** 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per bi-weekly pay period. For nonexempt staff (salaried) indicates a percent effort for the month.)

**Cyl:** 1 character
Signifies whether the payroll cycle is for Monthly employees, Biweekly employees, or Corrections.

**Acct Cyl Date:** 8 digits
Indicates the exact date on which the payroll cycle was processed. Pay period end date.

**Sal/Wg/Lng Amt:** 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

**Tot Benefit Amount:** 12 digits
 Displays the dollar amount of all benefits to be processed for the selected pay cycle.

**Panel 3**

**Title Code:** 4 digits
Displays the title code which identifies a particular position.

**Title Description:** 20 characters
Displays a description of the position for which the pay cycle is being processed.

**Enc Ref:** 7 digits
TAMRF only. Displays the value of the user-defined reference code entered when processing the payroll transaction.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.

**PF6 PrDtl**
Payroll Detail
Shows the payroll detail of a selected voucher.

<table>
<thead>
<tr>
<th>Type</th>
<th>Account</th>
<th>Covered Earnings</th>
<th>Amount</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/W</td>
<td>160956</td>
<td>00000 1315</td>
<td>453.15</td>
<td>11052</td>
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<tr>
<td>GIP-GLR</td>
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<td>11021</td>
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<tr>
<td>WCI</td>
<td>121084</td>
<td>00000 1945</td>
<td>453.15</td>
<td>2.27</td>
</tr>
</tbody>
</table>

**End of Detail List**
Payroll Distribution User Manual

Payroll Detail by Fiscal Year and Account

Screen 771 is used to view all payroll transactions that affect a particular subsidiary ledger (SL) account, including all support accounts associated with the account. The data displayed on Screen 771 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

### Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 1)

<table>
<thead>
<tr>
<th>Seq</th>
<th>S Acct No</th>
<th>Name</th>
<th>Post St</th>
<th>Voucher Obj</th>
<th>Amount to S/W Acct</th>
<th>S/W Acct No</th>
<th>Name</th>
<th>Post St</th>
<th>Voucher Obj</th>
<th>Amount to S/W Acct</th>
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</thead>
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<td>CO</td>
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<td>CO</td>
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**Total:** 41300.95

### Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 2)

<table>
<thead>
<tr>
<th>Seq</th>
<th>S Acct No</th>
<th>UIN</th>
<th>Beg Date</th>
<th>End Date</th>
<th>Date Cyl</th>
<th>Amount to Acct Cyl</th>
<th>S/W Acct No</th>
<th>UIN</th>
<th>Beg Date</th>
<th>End Date</th>
<th>Date Cyl</th>
<th>Amount to Acct Cyl</th>
</tr>
</thead>
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<td>2uuuuuuu5</td>
<td>09/01/06</td>
<td>09/30/06</td>
<td>09/30/06</td>
<td>5885.85</td>
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<td></td>
<td>466.85</td>
</tr>
<tr>
<td>00000</td>
<td>1</td>
<td>2uuuuuuu5</td>
<td>10/01/06</td>
<td>10/31/06</td>
<td>10/31/06</td>
<td>5885.85</td>
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<td>466.85</td>
</tr>
<tr>
<td>00000</td>
<td>1</td>
<td>2uuuuuuu5</td>
<td>11/01/06</td>
<td>11/30/06</td>
<td>11/30/06</td>
<td>5905.85</td>
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<td></td>
<td></td>
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<td>466.88</td>
</tr>
<tr>
<td>00000</td>
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<td>2uuuuuuu5</td>
<td>12/01/06</td>
<td>12/31/06</td>
<td>12/31/06</td>
<td>5905.85</td>
<td>0003398</td>
<td>1510</td>
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<td></td>
<td></td>
<td>466.88</td>
</tr>
</tbody>
</table>

**Total:** 41300.95

**Press Enter to View More Records**
### Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 3)

<table>
<thead>
<tr>
<th>S Acct No</th>
<th>No</th>
<th>Pct Eft</th>
<th>Code</th>
<th>Title Description</th>
<th>Enc Ref</th>
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<tr>
<td></td>
<td>00000</td>
<td>1</td>
<td>12</td>
<td>100.00</td>
<td>9151</td>
</tr>
</tbody>
</table>

**Press Enter to View More Records**

**Basic Steps**

- Advance to Screen 771.
- Type a valid salary/wage account number on the Action Line.
- Indicate whether or not you wish to include all SAs and whether or not you wish to view completed payroll records.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an ‘X’ next to a particular line item to select it for further display on Screen 779.

**Field Descriptions** *( ◆ = Required / Help = PF2, ? or * Field Help Available)*

**Action Line**

- **Fiscal Yr:** 4 digits
  
  Identify the fiscal year for which you would like to view payroll records.

- **S/W Account:** 11 digits
  
  Indicate the account number whose payroll transactions you would like to display.

**Incl:**

- **All SA’s:** 1 character
  
  Enter ‘Y’ if you want to include all SAs for the specified SL account selected.

**Only UIN:**

- **Universal Identification Number** 9 digits
  
  Identify the Universal Identification Number of the person whose payroll records you would like to display from the selected account.
Screen 771 – Payroll Detail Inquiry by S/W Account (cont’d)

Completed: 1 character
Indicate whether or not ('Y' or 'N') you wish to display completed payroll records.

**Screen Information**

Panel 1

**S:** 1 character
Type ‘X’ to select the record for further display on Screen 779.

**SAcct:** 5 digits
Support Account (SA) number from which the funds have been encumbered.

**Seq No:** 3 digits
Signifies the number of iterations processed for the selected pay cycle.

**Name:** 20 characters
Displays the name of the person whose payroll record is being viewed.

**Post St:** 4 characters
Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

**Voucher:** 7 digits
Displays the original payroll voucher number, or the corrected reference number.

**S/W Obj:** 4 digits
Identifies the object code from which the payroll voucher is issued.

**Sal/Wg/Lng Amount:** 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

**Ben Chrgd to S/W Acct:** 12 digits
Displays dollar amount benefits charged to the Salary/Wage account.

Panel 2

**UIN:** 9 digits
Shows the Universal Identification Number of the person whose payroll record is being displayed.

**Pay Prd Beg Date:** 8 digits
Displays the date of the first day of the pay period.

**Pay Prd End Date:** 8 digits
Displays the date of the last day of the pay period.

**Acct Cyl Date:** 8 digits
Indicates the exact date on which the payroll cycle was processed.
Screen 771 – Payroll Detail Inquiry by S/W Account (cont’d)

Cyl:
1 character
Signifies whether the payroll cycle is for Monthly employees, Biweekly employees, or Corrections.

Sal/Wg/Lng Amount: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Tot Benefit Amount: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3
Pt No: 2 digits
Indicates TAMUS Part that is paying the selected individual.

Hrs Wk/Pct Eft: 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per biweekly pay period; exempt staff (salaried) indicates a percent effort.)

Title Code: 4 digits
Displays the title code which identifies a particular position.

Title Description: 20 characters
Displays a description of the position for which the pay cycle is being processed.

Enc Ref: 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF Keys.

PF6 Payroll Detail
PrDtl
Shows the payroll detail information for the selected voucher.

+------------------------------------------------------------+
|                                                            |
|                                Covered                     |
|  Type          Account       Earnings    Amount    Bank  |
|  ========== ================= ========= ============ ===== |
|  S/W        119200 00000 1510               7500.00  17727 |
|  LNG        119200 00000 1610                300.00  17727 |
|  GIP-GH     119200 00000 1910                455.17  17727 |
|  GIP-GLR    119200 00000 1910                  2.85  17727 |
|  ORP-SSUP   199915 00000 1956  7800.00       102.17  01834 |
|  ORP-SUPL   199920 00000 1957  7800.00        92.82  01834 |
|  WCI        119200 00000 1945  7800.00        11.70  17727 |
|                                                            |
|                                                            |
|                                                            |
|            ** End of Detail List **                        |
+------------------------------------------------------------+
Payroll Distribution User Manual

Payroll Detail by BPP Voucher Number

Screen 772 is used to browse payroll detail information by BPP voucher number. You may position a particular payroll record at the top of the display by specifying a particular cycle date and social security number on the Action Line.

The data displayed on Screen 772 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

### Screen 772 - Payroll Detail Inquiry by Voucher (Panel 1)

<table>
<thead>
<tr>
<th>Seq</th>
<th>Voucher No</th>
<th>Name</th>
<th>St</th>
<th>Date</th>
<th>Cyl</th>
<th>Account</th>
<th>Obj</th>
<th>Salary/Wage</th>
<th>S/W</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000100</td>
<td>1</td>
<td>STAN SELENA S</td>
<td>CO</td>
<td>09/15/2006</td>
<td>B</td>
<td>02</td>
<td>510904</td>
<td>00000</td>
<td>1715</td>
</tr>
<tr>
<td>0000100</td>
<td>2</td>
<td>STAN SELENA S</td>
<td>CO</td>
<td>09/15/2006</td>
<td>B</td>
<td>02</td>
<td>510904</td>
<td>00000</td>
<td>1715</td>
</tr>
<tr>
<td>0000100</td>
<td>1</td>
<td>WARNER WHEN W</td>
<td>CO</td>
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<td>B</td>
<td>02</td>
<td>240912</td>
<td>00000</td>
<td>1720</td>
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<td>1</td>
<td>BLAIR BRITNEY B</td>
<td>CO</td>
<td>09/15/2006</td>
<td>B</td>
<td>02</td>
<td>144006</td>
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**Total Voucher**

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<th>Account</th>
<th>Obj</th>
<th>Salary/Wage</th>
<th>S/W</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000101</td>
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<td>FROEH FRANK F</td>
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<td>CO</td>
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<td>10000</td>
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</tr>
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**Total Voucher**

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<th>Cyl</th>
<th>Account</th>
<th>Obj</th>
<th>Salary/Wage</th>
<th>S/W</th>
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**Press ENTER To View More Records**

### Screen 772 - Payroll Detail Inquiry by Voucher (Panel 2)

<table>
<thead>
<tr>
<th>Seq</th>
<th>Voucher No</th>
<th>Date</th>
<th>UIN</th>
<th>Acct Cyl</th>
<th>Sal/Wg/Log</th>
<th>Ben. Chrgd</th>
<th>Total Benefit</th>
<th>Amount</th>
<th>S/W Acct</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
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**Voucher**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Acct Cyl</th>
<th>Date</th>
<th>UIN</th>
<th>Sal/Wg/Log</th>
<th>Ben. Chrgd</th>
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<th>S/W Acct</th>
<th>Amount</th>
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**Press ENTER To View More Records**
Screen 772 - Payroll Detail Inquiry by Voucher (Panel 3)

Screen 772 - Payroll Detail Inquiry by Voucher by Voucher                          04/05/07 15:26

<< More Starting from: Cycle Dt: __________ UIN: _________   Panel: 03

Seq  Pay Prd    Pay Prd    Hrs Wk/ Title
S Voucher No   Beg Date   End Date  Pct Eft Code   Title Description   Enc Ref
- ------- --- ---------- ---------- ------- ----- -------------------- -------
_ 0000100   1 08/10/2006 08/23/2006  40.00  9220  RESEARCH ASSOCIATE
_ 0000100   2 08/24/2006 08/31/2006  24.00  9220  RESEARCH ASSOCIATE
_ 0000100   1 08/24/2006 08/31/2006  14.00  0332  OFFICE SOFTWARE ASST
_ 0000100   1 08/24/2006 08/31/2006  50.00  7561  STUDENT WORKER I
_ 0000101   1 08/01/2006 08/31/2006   1.00  7100  PROFESSOR
_ 0000101   1 08/01/2006 08/31/2006   1.00  7200  ASSOCIATE PROFESSOR
_ 0000101   1 09/01/2006 09/30/2006   1.00  7290  CONT ED ASSOC PROF
_ 0000101   1 08/01/2006 08/31/2006   1.00  7100  PROFESSOR
_ 0000101   1 06/01/2006 07/31/2006   1.00  9221  GRAD ASST RESEARCH
_ 0000102   1 08/10/2006 08/23/2006  16.00  9247  RESEARCH ASSISTANT

** Press ENTER To View More Records **

Basic Steps

- Advance to Screen 772.
- Press <ENTER> to display all payroll records for a fiscal year by voucher number.
- Type additional information on the Action Line to position a payroll record on the first line of the display and press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an ‘X’ next to a line item to select it for further display on Screen 779.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Fiscal Yr:

4 digits
Identify the fiscal year for which you would like to view payroll records.

Voucher:

7 digits
Enter the voucher number for the payroll transactions to display on the first line.

Starting From:

Cycle Dt:

8 digits
Indicate the date after which all payroll records should be displayed.

UIN:

9 digits
Identify the Universal Identification Number of the person whose payroll records you would like to display on the first line.
Screen 772 – Payroll Detail Inquiry by Voucher (cont’d)

**Screen Information**

**Panel 1**

S: 1 character
Indicates whether or not ('X' or blank) you wish to select the record for further display on Screen 779.

Voucher: 7 digits
Displays the voucher produced during the selected payroll cycle.

Seq No: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

Post St: 4 characters
Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

Acct Cyl Date: 8 digits
Indicates the exact date on which the payroll cycle was processed.

Cyl: 1 character
Signifies whether the payroll cycle is for Monthly employees, Biweekly employees, or Corrections.

Pt No: 2 digits
Indicates TAMUS Part that is paying the selected individual.

Salary/Wage Account: 11 digits
Identifies the SL-SA account from which the voucher is issued.

S/W Obj: 4 digits
Identifies the object code from which the voucher is issued.

**Panel 2**

Acct Cyl Date: 8 digits
Indicates the exact date on which the payroll cycle was processed.

UIN: 9 digits
Shows the Universal Identification Number of the person whose payroll record is being displayed.

Sal/Wg/Lng Amt: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Ben Chrgd to S/W Acct: 12 digits
Displays dollar amount benefits charged to the Salary/Wage account.
Screen 772 – Payroll Detail Inquiry by Voucher (cont’d)

**Total Benefit Amount:**
12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

**Panel 3**

**Pay Prd Beg Date:**
8 digits
Displays the date of the first day of the pay period.

**Pay Prd End Date:**
8 digits
Displays the date of the last day of the pay period.

**Hrs Wk/Pct Eft:**
5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per biweekly pay period; exempt staff (salaried) indicates a percent effort.)

**Title Code:**
4 digits
Displays the title code which identifies a particular position.

**Title Description:**
20 characters
Displays a title description of the position for which the pay cycle is being processed.

**Enc Ref:**
7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

**Additional Functions**

**PF KEYS**
See the Appendix for explanations of the standard PF Keys.

**PF6 PrDtl**
Shows payroll detail for a selected voucher number.

---

<table>
<thead>
<tr>
<th>Type</th>
<th>Account</th>
<th>Covered Earnings</th>
<th>Amount</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/W</td>
<td>215660</td>
<td>00000 1770</td>
<td>12519.00</td>
<td>03000</td>
</tr>
<tr>
<td>FICA</td>
<td>215660</td>
<td>00000 1920</td>
<td>957.69</td>
<td>03000</td>
</tr>
<tr>
<td>UCI</td>
<td>215660</td>
<td>00000 1950</td>
<td>11.27</td>
<td>03000</td>
</tr>
<tr>
<td>WCI</td>
<td>215660</td>
<td>00000 1945</td>
<td>37.56</td>
<td>03000</td>
</tr>
</tbody>
</table>

**End of Detail List **
---
Screen 773 is used to browse payroll detail information by pay cycle, date, and social security number. You may position a particular payroll record at the top of the display by specifying a particular social security number on the Action Line. Likewise, you must know the exact cycle date to retrieve the data.

The data displayed on Screen 773 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.
### Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 3)

<table>
<thead>
<tr>
<th>Seq</th>
<th>UIN</th>
<th>No</th>
<th>Pct</th>
<th>Code</th>
<th>Title Description</th>
<th>Enc Ref</th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>1uuuuuu6</td>
<td>1</td>
<td>100.00</td>
<td>7971</td>
<td>SR MARINE INSTR SPEC</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu3</td>
<td>1</td>
<td>50.00</td>
<td>9221</td>
<td>GRAD ASST RESEARCH</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu3</td>
<td>2</td>
<td>100.00</td>
<td>9221</td>
<td>GRAD ASST RESEARCH</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu8</td>
<td>1</td>
<td>5.56</td>
<td>7050</td>
<td>PROFESSOR AND HEAD</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu9</td>
<td>1</td>
<td>100.00</td>
<td>7503</td>
<td>SENIOR LECTURER</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu0</td>
<td>1</td>
<td>100.00</td>
<td>7200</td>
<td>ASSOCIATE PROFESSOR</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu0</td>
<td>1</td>
<td>100.00</td>
<td>7100</td>
<td>PROFESSOR</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu2</td>
<td>1</td>
<td>60.00</td>
<td>9281</td>
<td>ASSOC VICE PRESIDENT</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu2</td>
<td>2</td>
<td>40.00</td>
<td>9281</td>
<td>ASSOC VICE PRESIDENT</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu1</td>
<td>1</td>
<td>100.00</td>
<td>7060</td>
<td>DISTINGUISHED PROF</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu7</td>
<td>1</td>
<td>17.43</td>
<td>7060</td>
<td>DISTINGUISHED PROF</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu7</td>
<td>2</td>
<td>5.67</td>
<td>7060</td>
<td>DISTINGUISHED PROF</td>
<td></td>
</tr>
<tr>
<td>_</td>
<td>1uuuuuu7</td>
<td>3</td>
<td>11.70</td>
<td>7060</td>
<td>DISTINGUISHED PROF</td>
<td></td>
</tr>
</tbody>
</table>

**Press ENTER To View More Records **

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Hmenu Help EHelp PrDtl Left Right

---

### Basic Steps

- Advance to Screen 773.
- Type a valid cycle type and cycle date on the Action Line.
- Press <ENTER> to display all payroll records.
- Type additional information on the Action Line to position a payroll record on the first line of the display and press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an ‘X’ next to a line item to select it for further display on Screen 779.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

<table>
<thead>
<tr>
<th>◆ Fiscal Yr:</th>
<th>4 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify the fiscal year for which you would like to view payroll records.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cycle/Date:</th>
<th>1 character, 8 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the payroll cycle type and date to display.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UIN:</th>
<th>9 digits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the Universal Identification Number of the persons whose payroll records should appear on the first line of the display.</td>
<td></td>
</tr>
</tbody>
</table>

**Screen Information**

**Panel 1**

<table>
<thead>
<tr>
<th>S:</th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type ‘X’ to select the record for further display on Screen 779.</td>
<td></td>
</tr>
</tbody>
</table>
## Screen 773 – Payroll Detail Inquiry by Pay Cycle/Date (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UIN:</strong></td>
<td>9 digits&lt;br&gt;Displays the Universal Identification Number of the person whose payroll record is being viewed.</td>
</tr>
<tr>
<td><strong>Seq No:</strong></td>
<td>3 digits&lt;br&gt;Signifies the sequence number of iterations processed for the selected pay cycle.</td>
</tr>
<tr>
<td><strong>Name:</strong></td>
<td>20 characters&lt;br&gt;Displays the name of the person whose payroll record is being viewed.</td>
</tr>
<tr>
<td><strong>Voucher:</strong></td>
<td>7 digits&lt;br&gt;Displays the number of the voucher posted during the selected pay cycle.</td>
</tr>
<tr>
<td><strong>Post St:</strong></td>
<td>4 characters&lt;br&gt;Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).</td>
</tr>
<tr>
<td><strong>Pt No:</strong></td>
<td>2 digits&lt;br&gt;Indicates TAMUS Part number that is paying the selected individual.</td>
</tr>
<tr>
<td><strong>Salary/WageAccount:</strong></td>
<td>11 digits&lt;br&gt;Identifies the SL-SA account from which the payroll voucher is issued.</td>
</tr>
<tr>
<td><strong>S/W Obj:</strong></td>
<td>4 digits&lt;br&gt;Shows the salary wage object code from which the payroll voucher is issued.</td>
</tr>
</tbody>
</table>

### Panel 2

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pay Prd Beg Date:</strong></td>
<td>8 digits&lt;br&gt;Displays the date of the first day of the pay period.</td>
</tr>
<tr>
<td><strong>Pay Prd End Date:</strong></td>
<td>8 digits&lt;br&gt;Displays the date of the last day of the pay period.</td>
</tr>
<tr>
<td><strong>Sal/Wg/Lng Amt:</strong></td>
<td>12 digits&lt;br&gt;Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.</td>
</tr>
<tr>
<td><strong>Ben Chrgd to S/W Acct:</strong></td>
<td>12 digits&lt;br&gt;Displays dollar amount benefits charged to the Salary/Wage account.</td>
</tr>
<tr>
<td><strong>Tot Benefit Amount:</strong></td>
<td>12 digits&lt;br&gt;Displays the dollar amount of all benefits to be processed for the selected pay cycle.</td>
</tr>
</tbody>
</table>
Screen 773 – Payroll Detail Inquiry by Pay Cycle/Date (cont’d)

Panel 3

Hrs Wk/Pct Eft:  
5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees, indicates hours worked per biweekly pay period; exempt staff (salaried) indicates a percent effort.)

Title Code:  
4 digits
Displays the title code which identifies a particular position.

Title Description:  
20 characters
Displays a title description of the position for which the pay cycle is being processed.

Enc Ref:  
7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

PF KEYS:  
See the Appendix for explanations of the standard PF Keys.

PF6  
Payroll Detail
PrDtl  
Shows the payroll detail of a selected voucher.

<table>
<thead>
<tr>
<th>Type</th>
<th>Account</th>
<th>Covered Earnings</th>
<th>Amount</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/W</td>
<td>133504 00000 1410</td>
<td>12137.00</td>
<td>17001</td>
<td></td>
</tr>
<tr>
<td>FICA</td>
<td>121301 00000 1920 11849.95</td>
<td>906.52</td>
<td>17010</td>
<td></td>
</tr>
<tr>
<td>GIP-GH</td>
<td>121051 00000 1910</td>
<td>511.55</td>
<td>17021</td>
<td></td>
</tr>
<tr>
<td>GIP-GLR</td>
<td>121051 00000 1910</td>
<td>2.85</td>
<td>17021</td>
<td></td>
</tr>
<tr>
<td>ORP-BASE</td>
<td>121301 00000 1955 12137.00</td>
<td>728.24</td>
<td>17011</td>
<td></td>
</tr>
<tr>
<td>ORP-SSUP</td>
<td>121101 00000 1956 12137.00</td>
<td>158.98</td>
<td>17001</td>
<td></td>
</tr>
<tr>
<td>ORP-SUPL</td>
<td>249901 00000 1957 12137.00</td>
<td>146.43</td>
<td>03000</td>
<td></td>
</tr>
<tr>
<td>WCI</td>
<td>121081 00000 1945 12137.00</td>
<td>36.41</td>
<td>17001</td>
<td></td>
</tr>
</tbody>
</table>

** End of Detail List **
Display Payroll Detail Record

Screen 779 is used to view the payroll detail record from the BPP Payroll Detail File. From this screen, an overall picture of the payroll record is displayed.

The data displayed on Screen 779 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

### Screen 779 - Payroll Detail Record Inquiry

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: MARLEY MARIE M</td>
<td>Part: 02</td>
</tr>
<tr>
<td>Dept:</td>
<td>PIN: A9xxx6</td>
</tr>
<tr>
<td>Title: 9221 GRAD ASSIST RESEARCH</td>
<td>Source Seq: 2</td>
</tr>
<tr>
<td>S/W Acct: 456343 00000</td>
<td>Sal/Wg/Lng Amt: 18.58</td>
</tr>
<tr>
<td>Vchr Ref: 0003541</td>
<td>Benefit Amt: 0.08</td>
</tr>
<tr>
<td>Acct Anl: 5012</td>
<td>Hrs Wked:</td>
</tr>
<tr>
<td>Date Pd: 02/01/2007</td>
<td>Hrly Rate:</td>
</tr>
<tr>
<td>Pay Ind.: C</td>
<td>Pay Type: B</td>
</tr>
<tr>
<td>Pay Kind: L</td>
<td>Per Beg Dt: 01/01/2007</td>
</tr>
<tr>
<td>Eff Acct Dt:</td>
<td>Pct Eft: 100.00</td>
</tr>
<tr>
<td>Med Carrier:</td>
<td>Posting Req:</td>
</tr>
<tr>
<td>Correction Flag:</td>
<td>Pre Dtl:</td>
</tr>
<tr>
<td>BPP Account: 456343 00000 1798</td>
<td>Payroll Enc:</td>
</tr>
<tr>
<td>TAMRF Account:</td>
<td></td>
</tr>
<tr>
<td>Vchr Nbr: 03541</td>
<td></td>
</tr>
<tr>
<td>Federal Emp: N</td>
<td></td>
</tr>
<tr>
<td>Den Carrier:</td>
<td></td>
</tr>
<tr>
<td>Sys Mem Acct:</td>
<td></td>
</tr>
<tr>
<td>ORP Carrier:</td>
<td></td>
</tr>
<tr>
<td>SORP Carrier:</td>
<td></td>
</tr>
<tr>
<td>Med Carrier:</td>
<td></td>
</tr>
<tr>
<td>Post Status: CO</td>
<td></td>
</tr>
<tr>
<td>Federal Emp: N</td>
<td></td>
</tr>
</tbody>
</table>

### Basic Steps
- Advance to Screen 779.
- Type a valid fiscal year, cycle type and cycle date, Universal Identification Number (UIN), and sequence number on the Action Line.
- Press <ENTER> to display the payroll detail record.

### Field Descriptions (♦ = Required / Help = PF2, ? or * Field Help Available)

#### Action Line
- ♦ Fiscal YY: 4 digits
  Key in the fiscal year for which you would like to view payroll records.
- ♦ Cycle/Date: 1 character, 8 digits
  Include the last day of the pay period for which you wish to see data.
- ♦ UIN: 9 digits
  Indicate the Universal Identification Number of the persons whose payroll records to display.
Screen 779 – Payroll Detail Record Inquiry (cont’d)

- **Seq Nbr:** 3 digits
  Signify the number of iterations processed for the selected pay cycle.

**Screen Information**

- **Name:** 20 characters
  Displays the name of the person whose payroll record is being viewed.

- **Part:** 2 digits
  Indicates TAMUS Part that is paying the selected individual.

- **Source Seq:** 3 digits
  Signifies the number of iterations processed for the selected pay cycle.

- **Dept:** 5 characters
  Indicates the department in which the selected position is located.

- **PIN:** 6 characters
  Displays the Position Identification Number. The first digit indicates which System part has budgeted the position: M=TAMU; P=PV; A=AL-RSCH; X=TAEX; E=TEES; D=TEEX; G=TAMUG; I=TTI; C=TAMUCC; L=TAMIU; B=TAMUBD.

- **Iter:** 3 digits
  Signifies the number of iterations processed for the selected payroll record.

- **Title:** 4 digits, 20 characters
  Displays the title code and description of the selected position.

- **Adloc:** 8 digits
  Indicates the administrative location.

- **S/W Acct:** 11 digits
  Identifies the SL-SA account from which the payroll voucher is issued.

- **Sal/Wg/Lng Amt:** 12 digits
  Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

- **FTE Mo Sal:** 7 digits
  Indicates the dollar amount paid to the employee, if he/she is a full time salaried employee.

- **Vchr Ref:** 7 digits
  Displays the number of the voucher posted during the selected pay cycle.

- **Benefit Amt:** 12 digits
  Displays the dollar amount of all benefits to be processed for the selected pay cycle.

- **Hrs Wrked:** 5 digits
  Displays the number of hours worked during the selected pay cycle.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acct Anl:</td>
<td>4 digits&lt;br&gt;Controls the posting of the payroll expense and benefits to the correct fiscal accounts.</td>
</tr>
<tr>
<td>Date Pd:</td>
<td>8 digits&lt;br&gt;Indicates the date the person received their paycheck (or electronic transfer) for the selected pay cycle.</td>
</tr>
<tr>
<td>Hrly Rate:</td>
<td>12 digits&lt;br&gt;Indicates the dollar amount per hour the selected person earns.</td>
</tr>
<tr>
<td>Pay Ind:</td>
<td>1 character&lt;br&gt;Identifies the payroll cycle and type of employee being paid (Full time/Part time/Student).</td>
</tr>
<tr>
<td>Pay Type:</td>
<td>1 character&lt;br&gt;Identifies the type of payroll processing performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section for more detail.</td>
</tr>
<tr>
<td>Per Beg Dt:</td>
<td>8 digits&lt;br&gt;Displays the date of the first day of the pay period.</td>
</tr>
<tr>
<td>Lng Rate:</td>
<td>5 digits&lt;br&gt;Indicates the rate at which employees earn longevity. (FTE longevity rate if full-time employee)</td>
</tr>
<tr>
<td>Bud/Wage:</td>
<td>1 character&lt;br&gt;Indicates whether the job is a Budgeted or Wage-earning position.</td>
</tr>
<tr>
<td>Pay Kind:</td>
<td>1 character&lt;br&gt;Indicates whether State or Local funding is used.</td>
</tr>
<tr>
<td>Per End Dt:</td>
<td>8 digits&lt;br&gt;Displays the date of the last day of the pay period.</td>
</tr>
<tr>
<td>Pct Eft:</td>
<td>5 digits&lt;br&gt;Indicates the percent effort (percent of a 40 hour work week) on this account for the specified person.</td>
</tr>
<tr>
<td>Off Campus:</td>
<td>1 character&lt;br&gt;Indicates whether or not the position is located off of the main TAMU campus.</td>
</tr>
<tr>
<td>Med Carrier:</td>
<td>2 digits&lt;br&gt;Displays the code that identifies the type of health insurance for the person.</td>
</tr>
<tr>
<td>Posting Req:</td>
<td>1 character&lt;br&gt;Indicates whether or not posting is required for the payroll voucher.</td>
</tr>
<tr>
<td>Correction Flag:</td>
<td>1 character&lt;br&gt;Indicates whether or not the selected pay cycle is a correction cycle.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ORP Carrier:</td>
<td>2 digits&lt;br&gt;Displays the code that identifies the type of ORP vendor for the person.</td>
</tr>
<tr>
<td>Post Status:</td>
<td>4 characters&lt;br&gt;Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).</td>
</tr>
<tr>
<td>Previous FY:</td>
<td>1 character&lt;br&gt;Shows if previous fiscal year.</td>
</tr>
<tr>
<td>SORP Carrier:</td>
<td>2 digits&lt;br&gt;Displays the code that identifies the type of SORP vendor for the person.</td>
</tr>
<tr>
<td>Post Date:</td>
<td>8 digits&lt;br&gt;Shows the date the payroll voucher was posted.</td>
</tr>
<tr>
<td>Sys Mem Acct:</td>
<td>15 digits&lt;br&gt;Identifies the original SL account from System member before it was converted/distributed to a RF account number.</td>
</tr>
<tr>
<td>Den Carrier:</td>
<td>2 digits&lt;br&gt;Identifies the dental carrier.</td>
</tr>
<tr>
<td>Eff Acct Dt:</td>
<td>8 digits&lt;br&gt;Displays the batch date the record was posted to the FT file and completed.</td>
</tr>
<tr>
<td>BPP Account:</td>
<td>15 digits&lt;br&gt;Identifies the SL-SA account from which the payroll voucher is issued.</td>
</tr>
<tr>
<td>Vchr Nbr:</td>
<td>5 digits&lt;br&gt;Displays the last 5 digits of the BPP voucher reference number.</td>
</tr>
<tr>
<td>Payroll Enc:</td>
<td>12 digits&lt;br&gt;Indicates the &quot;projected&quot; encumbrance that this record will liquidate.</td>
</tr>
<tr>
<td>TAMRF Account:</td>
<td>15 digits&lt;br&gt;Cross references the TAMRF SL/SA account. Note: This field is used by TAMUS members (not TAMRF).</td>
</tr>
<tr>
<td>Federal Emp:</td>
<td>1 character&lt;br&gt;Indicates 'Y' or 'N' if person is a Federal employee.</td>
</tr>
<tr>
<td>Reject Enc:</td>
<td>12 digits&lt;br&gt;Indicates the encumbrance reference under which the rejected encumbrance is posted.</td>
</tr>
</tbody>
</table>
**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF Keys.

**PF6**

**Payroll Detail**

Shows the payroll detail of a selected voucher.

<table>
<thead>
<tr>
<th>Type</th>
<th>Account</th>
<th>Covered Earnings</th>
<th>Amount</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>S/W</td>
<td>456343 00000 1798</td>
<td>18.58</td>
<td>0.000 03000</td>
<td></td>
</tr>
<tr>
<td>UCI</td>
<td>456343 00000 1950</td>
<td>18.58</td>
<td>0.02 03000</td>
<td></td>
</tr>
<tr>
<td>WCI</td>
<td>456343 00000 1945</td>
<td>18.58</td>
<td>0.06 03000</td>
<td></td>
</tr>
</tbody>
</table>

** End of Detail List **
Payroll Encumbrances by Vendor/UIN

Screen 750 is used to search payroll open commitments (encumbrances) by vendor ID or UIN.

Payroll encumbrances may also be viewed on Screens 22, 62, and 69.

Only encumbrances for UINs may be selected.

Screen 750 - Open Commitments by Vendor/UIN

<table>
<thead>
<tr>
<th>Vendor/UIN</th>
<th>Description</th>
<th>Acct</th>
<th>SAcct</th>
<th>Obj</th>
<th>Ref No</th>
<th>Typ</th>
<th>Current Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>7uuuuuuu7</td>
<td>BENEFIT ENCUMBRANCE</td>
<td>289190</td>
<td>00000</td>
<td>1906</td>
<td>BENB001</td>
<td>5</td>
<td>933.36</td>
</tr>
<tr>
<td>7uuuuuuu7</td>
<td>SALARY ENCUMBRANCE</td>
<td>289190</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td>5920.20</td>
</tr>
<tr>
<td>7uuuuuuu2</td>
<td>BENEFIT ENCUMBRANCE</td>
<td>500261</td>
<td>00000</td>
<td>1906</td>
<td>BENW001</td>
<td>5</td>
<td>5.52</td>
</tr>
<tr>
<td>7uuuuuuu2</td>
<td>WAGE ENCUMBRANCE</td>
<td>500261</td>
<td>00000</td>
<td>1705</td>
<td>WAGE001</td>
<td>5</td>
<td>201.50</td>
</tr>
<tr>
<td>1uuuuuuu9</td>
<td>SALARY ENCUMBRANCE</td>
<td>120404</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td>36280.40</td>
</tr>
<tr>
<td>7uuuuuuu9</td>
<td>BENEFIT ENCUMBRANCE</td>
<td>512025</td>
<td>00000</td>
<td>1906</td>
<td>BENB001</td>
<td>5</td>
<td>2680.59</td>
</tr>
<tr>
<td>7uuuuuu9</td>
<td>LONGEVITY ENCUMBRAN</td>
<td>200200</td>
<td>00000</td>
<td>1605</td>
<td>LNB001</td>
<td>5</td>
<td>40.00</td>
</tr>
<tr>
<td>7uuuuuu9</td>
<td>LONGEVITY ENCUMBRAN</td>
<td>512155</td>
<td>00000</td>
<td>1605</td>
<td>LNB001</td>
<td>5</td>
<td>200.00</td>
</tr>
<tr>
<td>7uuuuuu9</td>
<td>SALARY ENCUMBRANCE</td>
<td>512025</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td>10712.00</td>
</tr>
<tr>
<td>7uuuuuu9</td>
<td>SALARY ENCUMBRANCE</td>
<td>512155</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td>6981.31</td>
</tr>
<tr>
<td>8uuuuuu8</td>
<td>SALARY ENCUMBRANCE</td>
<td>144007</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9uuuuuu4</td>
<td>SALARY ENCUMBRANCE</td>
<td>130001</td>
<td>00000</td>
<td>1105</td>
<td>SAL0001</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

*** Press Enter to View More Open Commitments

Basic Steps
- Advance to Screen 750.
- Type a valid social security number or vendor ID on the Action Line. An asterisk in the vendor line will prompt a search for a vendor by person name or vendor name (P/V).
- Press <ENTER> to display the list of payroll encumbrances, beginning with those for the vendor/person identified on the Action Line.
- Place an ‘X’ next to a particular line and press <ENTER> to select the line item to advance to Screen 751.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
◆ Vendor/UIN: 11 digits
Enter the desired vendor identification number or vendor’s Universal Identification Number to place it at the top of the displayed list.

**Screen Information**
◆ S: 1 character
Type an ‘X’ next to a vendor and SSN to select it and view additional information.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor/UIN:</td>
<td>Displays the vendor identification number or Universal Identification Number.</td>
</tr>
<tr>
<td>Description:</td>
<td>Identifies the person or vendor for whom the payroll funds have been encumbered.</td>
</tr>
<tr>
<td>Acct:</td>
<td>Subsidiary Ledger (SL) account number from which the funds have been encumbered.</td>
</tr>
<tr>
<td>SAcct:</td>
<td>Support Account (SA) number from which the funds have been encumbered.</td>
</tr>
<tr>
<td>Obj:</td>
<td>Indicates the object code for which funds have been encumbered.</td>
</tr>
<tr>
<td>Ref No:</td>
<td>Displays the user-defined sequence reference number identifying the payroll transaction.</td>
</tr>
<tr>
<td>Enc Typ:</td>
<td>Identifies from which part of the FAMIS system the encumbrances comes.</td>
</tr>
<tr>
<td>Current Amount:</td>
<td>Indicates the current amount of commitment by vendor.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF Keys.
Display Payroll Items to be Posted

This screen is used only by TAMRF (Research Foundation).

Screen 764 is used to display all payroll items that have not yet been posted. You may choose a particular payroll item for further display on Screen 765.

### Screen 764 - Payroll Detail to be Posted

<table>
<thead>
<tr>
<th>Seq Post</th>
<th>FY</th>
<th>UIN</th>
<th>No</th>
<th>St</th>
<th>Name</th>
<th>Mbr</th>
<th>Cyl/ Dt</th>
<th>Date</th>
<th>Voucher</th>
<th>Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2006</td>
<td>6uuuuu4</td>
<td>5</td>
<td>EN LAWLEY LISA L</td>
<td>06</td>
<td>B</td>
<td>08/04/2006</td>
<td>0604224</td>
<td>499999</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2006</td>
<td>6uuuuu4</td>
<td>5</td>
<td>EN LAWLEY LISA L</td>
<td>06</td>
<td>B</td>
<td>08/18/2006</td>
<td>0604260</td>
<td>499999</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2007</td>
<td>1uuuuu0</td>
<td>12</td>
<td>EN TRANT TERRANCE T</td>
<td>12</td>
<td>M</td>
<td>03/31/2007</td>
<td>1203758</td>
<td>040100</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2007</td>
<td>1uuuuu0</td>
<td>2</td>
<td>EN CARLY CHARLENE C</td>
<td>02</td>
<td>B</td>
<td>03/30/2007</td>
<td>0203740</td>
<td>455124</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2007</td>
<td>1uuuuu0</td>
<td>2</td>
<td>EN CARLY CHARLENE C</td>
<td>02</td>
<td>B</td>
<td>03/30/2007</td>
<td>0203740</td>
<td>455124</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2007</td>
<td>1uuuuu0</td>
<td>3</td>
<td>EN CARLY CHARLENE C</td>
<td>02</td>
<td>B</td>
<td>03/30/2007</td>
<td>0203740</td>
<td>455124</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2007</td>
<td>1uuuuu3</td>
<td>1</td>
<td>EN BERRY BRENDA B</td>
<td>02</td>
<td>M</td>
<td>03/31/2007</td>
<td>0203776</td>
<td>455124</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2007</td>
<td>1uuuuu3</td>
<td>1</td>
<td>EN BERRY BRENDA B</td>
<td>02</td>
<td>M</td>
<td>03/31/2007</td>
<td>0203776</td>
<td>455124</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2007</td>
<td>1uuuuu8</td>
<td>1</td>
<td>EN LYMON LORENA L</td>
<td>23</td>
<td>M</td>
<td>02/28/2007</td>
<td>2303660</td>
<td>480103</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2007</td>
<td>1uuuuu8</td>
<td>1</td>
<td>EN LYMON LORENA L</td>
<td>23</td>
<td>M</td>
<td>03/31/2007</td>
<td>2303768</td>
<td>480103</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2007</td>
<td>1uuuuu1</td>
<td>1</td>
<td>EN RHYLE RHONDA R</td>
<td>02</td>
<td>B</td>
<td>03/30/2007</td>
<td>0203740</td>
<td>455124</td>
<td></td>
</tr>
</tbody>
</table>

*** Press Enter to View More ***

### Basic Steps
- Advance to Screen 764.
- Press <ENTER> to display the all payroll items that have not yet posted.
- You may position the display at a particular payroll item by specifying its fiscal year or social security number on the Action Line.
- Press <ENTER> to display the selected payroll items that have not yet posted.
- Type an ‘X’ next to a line item to select it for further display on Screen 765.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

#### Action Line

**Starting From**

**Fiscal YY:** 4 digits

Identify the fiscal year for which you would like to view payroll records.

**UIN:** 4 digits

Indicate the Universal Identification Number of the person whose payroll records you would like to display.

**Include Only**

**Sys Mbr:** 2 digits

Indicate the TAMUS Part whose payroll records you wish to display.
Screen 764 – Payroll Detail to be Posted (cont’d)

- **Cyl/Dt:** 1 character, 8 digits
  Include the cycle type and date whose payroll records you would like to display.

- **Vchr:** 7 digits
  Indicate the voucher number of the payroll record you wish to display.

- **BPP Ac:** 6 digits
  Identify the SL account from which BPP issues the payroll voucher.

- **RA:** 9 digits
  Enter the UIN of the person responsible for the account.

- **Post St:** 2 characters
  Indicate the desired post status to be displayed.

- **Acct:** 11 digits
  Identify the desired account number to be displayed.

**Screen Information**

- **S:** 1 character
  Type an 'X' next to a specific fiscal year and SSN to select it and view additional information.

- **FY:** 4 digits
  Identifies the fiscal year of detail to be posted.

- **UIN:** 11 characters
  Displays the Universal Identification Number of the person whose payroll record is being viewed.

- **Seq No:** 3 digits
  Signifies the number of iterations processed for the selected pay cycle.

- **Post St:** 4 characters
  Indicates whether the status of payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

- **Name:** 20 characters
  Displays the name of the person whose payroll record is being viewed.

- **Sys Mbr:** 2 digits
  Indicates TAMUS Part that is paying the selected individual.

- **Cyl:** 1 character
  Signifies whether the payroll cycle is for Monthly employees, Biweekly employees, or Corrections.

- **Acct Cyl Date:** 8 digits
  Indicates the exact date on which the payroll cycle was processed.
Screen 764 – Payroll Detail to be Posted (cont’d)

Voucher: 7 digits
Displays the number of the voucher posted during the selected pay cycle.

BPP Account: 15 digits
Identifies the account from which BPP issues the payroll voucher.

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF Keys.
Section VI
Payroll Control Screens
Payroll Clearing Accounts

Payroll clearing accounts are defined by each TAMUS Part in the Chart of Accounts. They must be maintained as part of the payroll interface on Screen 823.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-11124-2400</td>
<td>CENTRAL PAYROLL</td>
</tr>
<tr>
<td>0-11125-2400</td>
<td>GROSS PAY MONTHLY P/R</td>
</tr>
<tr>
<td>0-11126-2210</td>
<td>MONTHLY EMPLOYER PAYMENTS</td>
</tr>
<tr>
<td>0-11129-1610</td>
<td>CANCELLATIONS - CLEARING LOCAL</td>
</tr>
<tr>
<td>0-01603-1610</td>
<td>NEGATIVE CHECK CLEARING ACCOUNT</td>
</tr>
<tr>
<td>0-11100</td>
<td>PAYROLL DUE FROM OTHER PARTS</td>
</tr>
<tr>
<td>0-11135-2500</td>
<td>9 MONTH OVER 12 DEPOSITS</td>
</tr>
<tr>
<td>0-01005-1615</td>
<td>CLEARING ACCT TRANSUITE OVER/SHORT</td>
</tr>
<tr>
<td>0-01018-1610</td>
<td>CLEARING-CHANGE SOURCE OF FUNDS</td>
</tr>
<tr>
<td>806003</td>
<td>TAMU - PAYROLL</td>
</tr>
<tr>
<td>806000</td>
<td>TAMU - ACCOUNTS PAYABLE</td>
</tr>
<tr>
<td>806000</td>
<td>TAMU - PAYROLL</td>
</tr>
<tr>
<td>806000</td>
<td>TAMU - ACCOUNTS PAYABLE</td>
</tr>
</tbody>
</table>
## Screen 823 – Payroll Interface Control Record (cont’d)

### Basic Steps
- Advance to Screen 823.
- Type information in the fields, as desired, and press <ENTER> to record the information.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

#### Screen Information

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The following fields are entered only by the FAMIS Team</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GL Clearing Accounts</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Central Payroll:</strong></td>
<td>10 digits&lt;br&gt;Enter the <a href="#">GL account number and account control</a> that is used for <a href="#">local funds</a> payroll checks.</td>
</tr>
<tr>
<td><strong>Accounts Payable</strong></td>
<td>10 digits&lt;br&gt;Indicate the <a href="#">GL account and account control</a> used for the “due from State Comptroller” revolving vouchers in AP.</td>
</tr>
<tr>
<td><strong>State Paid Revolving:</strong></td>
<td>10 digits&lt;br&gt;Enter the <a href="#">GL clearing account and account control</a> used for gross pay amounts for the <a href="#">monthly payroll</a>.</td>
</tr>
<tr>
<td><strong>Monthly State Employee Gross Pay:</strong></td>
<td>10 digits&lt;br&gt;Signify the <a href="#">account</a> used to collect the <a href="#">gross pay amounts</a> for monthly employees paid by state funds.</td>
</tr>
<tr>
<td><strong>Biweekly State Employee Gross Pay:</strong></td>
<td>10 digits&lt;br&gt;Enter the <a href="#">GL clearing account and account control</a> used for gross pay amounts for the <a href="#">biweekly payroll</a>.</td>
</tr>
<tr>
<td><strong>Monthly State Employer Payments:</strong></td>
<td>10 digits&lt;br&gt;Type the <a href="#">GL clearing account</a> for employer <a href="#">monthly payroll</a> payments (benefits).</td>
</tr>
<tr>
<td><strong>Biweekly State Employer Payments:</strong></td>
<td>10 digits&lt;br&gt;Enter the <a href="#">GL clearing account</a> for employer <a href="#">biweekly payroll</a> payments (benefits).</td>
</tr>
<tr>
<td><strong>Cancellation Clearing Account:</strong></td>
<td>10 digits&lt;br&gt;Include the <a href="#">account used</a> to post transactions reflecting payroll <a href="#">cancellation activity</a> entered in BPP. These usually result from BPP pay types C &amp; E.</td>
</tr>
<tr>
<td><strong>Negative Payroll Check Clearing Account:</strong></td>
<td>10 digits&lt;br&gt;Enter the <a href="#">GL clearing account credited when payroll interface encounters a negative payroll check</a>. This usually results from use of an incorrect pay type in BPP. If activity in BPP causes a ‘negative check’, FAMIS posts activity to this account.</td>
</tr>
</tbody>
</table>
Due from other
Parts GL Account: 6 digits
Indicate the GL account used for the “Due From Other Parts”. Account controls used follow the pattern 18xx, where xx is the Part number.

Extended Pay
Plan Account: 10 digits
Enter account number that accumulates dollars in reserve for payments in the extended pay plan.

Cash Voucher
Clearing Account: 10 digits
Indicate which account number should be used in processing cash vouchers.

Change Source
Funds Clearing Account: 10 digits
Enter clearing account number to be used when processing a change source of funds transaction.

Banks
Central Payroll: 5 digits
Type the bank number used for processing payroll checks.

Revolving: 5 digits
Indicate the revolving bank number for the “due from State Comptroller” transactions. Not used by the payroll programs.

Payroll transfer to Local Bank: 5 digits
Enter the local bank number to facilitate payroll transactions involving federal funds.

Primary Local: 5 digits
Shows primary disbursement bank, set on Screen 821.

Work Station: 1 character
Indicate the payroll work station defined by BPP:
M = Texas A&M University (HSC/TVMDL)
N = Texas A&M University at Texarkana
P = Prairie View A&M University
R = Texas A&M University - Commerce
S = System Administrative & Gen Office
T = Tarleton State University
W = West Texas A&M University
X = Texas Agri Extension Srvc

Additional Functions
PF KEYS
See the Appendix for explanations of the standard PF Keys.
Payroll Bank Accounts

Payroll bank accounts are defined by each TAMUS Part on Screen 28. However, they must be maintained as part of the payroll interface on Screen 823.

Screen 28 – Create/Maintain Bank Accounts

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Account: B03004</th>
<th>Long Description: BANK OF NATIONS REVOLVING FUND DEMAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Title: BANK OF NATIONS REVOLVING FUND DEMAND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Bank Information</td>
<td>State Appropriation Information</td>
<td></td>
</tr>
<tr>
<td>Contact: CARA CARLEY</td>
<td>Appropriation Year:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone: 222 211 3333 Ext:</td>
<td>Appropriation Number:</td>
<td></td>
</tr>
<tr>
<td>ABA Number:</td>
<td>Agency Code:</td>
<td></td>
</tr>
<tr>
<td>Bank Name: BANK OF AMERICA, N.A.</td>
<td>Cost Center:</td>
<td></td>
</tr>
<tr>
<td>Old Account: B00004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments: USE OF B00004 WILL TERMINATE ON 07-01-92</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THIS IS A CONTROLLED DISBURSEMENT ACCOUNT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

TAMU'S PAYROLL BANKS
(use as a guide)

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B03000</td>
<td>Local Funds - Demand</td>
</tr>
<tr>
<td>B03004</td>
<td>Revolving Funds - Demand</td>
</tr>
<tr>
<td>B03003</td>
<td>Central Payroll - Demand</td>
</tr>
<tr>
<td>B00060</td>
<td>Payroll Transfer to Local Bank</td>
</tr>
</tbody>
</table>
Employer Payment Credit Accounts

Benefits – Local Funds

Screen 830 identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits. These are the liability accounts that accumulate the local funds due to benefit vendors. These accounts will be cleared with the Equity Transfer Process.

This screen is maintained and updated by FAMIS Services. The information is campus specific.

Screen 830 - Employer Payment Credit Account Table

<table>
<thead>
<tr>
<th>BPP Type</th>
<th>Benefit Type</th>
<th>Credit Account</th>
<th>BPP Type</th>
<th>Benefit Type</th>
<th>Credit Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CSRS</td>
<td>000000-0000</td>
<td>16</td>
<td>ORP</td>
<td>ORP-BASE</td>
</tr>
<tr>
<td>2</td>
<td>N/A</td>
<td>EOASI 011113-2210</td>
<td>17</td>
<td>ORP</td>
<td>ORP-SSUP</td>
</tr>
<tr>
<td>3</td>
<td>OASI</td>
<td>FICA 011111-2210</td>
<td>18</td>
<td>ORP</td>
<td>ORP-SUPL</td>
</tr>
<tr>
<td>4</td>
<td>FIM</td>
<td>FIM 000000-0000</td>
<td>19</td>
<td>SORP</td>
<td>SORP-BASE</td>
</tr>
<tr>
<td>5</td>
<td>FIR</td>
<td>FIR 000000-0000</td>
<td>20</td>
<td>SORP</td>
<td>SORP-SUPL</td>
</tr>
<tr>
<td>6</td>
<td>ADD</td>
<td>GIP-ADD 011103-2210</td>
<td>21</td>
<td>SORP</td>
<td>SORP-SUPL</td>
</tr>
<tr>
<td>7</td>
<td>DEN</td>
<td>GIP-DTL 011122-2210</td>
<td>22</td>
<td>TRS</td>
<td>TRS-CARE</td>
</tr>
<tr>
<td>8</td>
<td>MED</td>
<td>GIP-GH 011149-2210</td>
<td>23</td>
<td>TRS</td>
<td>TRS-SURC</td>
</tr>
<tr>
<td>9</td>
<td>ORP</td>
<td>GIP-GLO 011106-2210</td>
<td>24</td>
<td>TRS</td>
<td>TRS-SURC</td>
</tr>
<tr>
<td>10</td>
<td>BL</td>
<td>GIP-GLR 011106-2210</td>
<td>25</td>
<td>TRS</td>
<td>TRS90</td>
</tr>
<tr>
<td>11</td>
<td>MED</td>
<td>GIP-HMO 011149-2210</td>
<td>26</td>
<td>UCI</td>
<td>UCI</td>
</tr>
<tr>
<td>12</td>
<td>LTD</td>
<td>GIP-LTD 011104-2210</td>
<td>27</td>
<td>WCI</td>
<td>WCI</td>
</tr>
<tr>
<td>13</td>
<td>VIS</td>
<td>GIP-VIS 011145-2210</td>
<td>28</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>N/A</td>
<td>LUMP-SUM</td>
<td>29</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>ORP</td>
<td>ORP</td>
<td>30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Multiple benefits may be credited to a single account.

For example, the GIP-GLO, and GID-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (such as ORP - account 011110 and TRS - account 011119) in order to facilitate the reconciliation process.
## TAMU’S LIABILITY ACCOUNTS
(\textit{use as a guide})

<table>
<thead>
<tr>
<th>BPP Type</th>
<th>Benefit Type</th>
<th>Credit Account</th>
<th>Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSRS</td>
<td>CSRS</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td>EOASI</td>
<td>011113-2210</td>
<td>EOASI - EMPLOYER’S SHARE OF OASI</td>
</tr>
<tr>
<td>OASI</td>
<td>FICA</td>
<td>011111-2210</td>
<td>FICA CONTRIBUTIONS</td>
</tr>
<tr>
<td>FIM</td>
<td>FIM</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>FIR</td>
<td>FIR</td>
<td>000000-0000</td>
<td></td>
</tr>
<tr>
<td>ADD</td>
<td>GIP-ADD</td>
<td>011103-2210</td>
<td>GROUP ADD INSURANCE PREMIUM</td>
</tr>
<tr>
<td>DEN</td>
<td>GIP-DTL</td>
<td>011122-2210</td>
<td>GROUP DENTAL INSURANCE PAYABLE</td>
</tr>
<tr>
<td>MED</td>
<td>GIP-GH</td>
<td>011149-2210</td>
<td>GROUP MEDICAL INSURANCE</td>
</tr>
<tr>
<td>OL</td>
<td>GIP-GLO</td>
<td>011106-2210</td>
<td>GROUP LIFE INSURANCE PREMIUM</td>
</tr>
<tr>
<td>BL</td>
<td>GIP-GLR</td>
<td>011106-2210</td>
<td>GROUP LIFE INSURANCE PREMIUM</td>
</tr>
<tr>
<td>MED</td>
<td>GIP-HMO</td>
<td>011149-2210</td>
<td>GROUP MEDICAL INSURANCE</td>
</tr>
<tr>
<td>LTD</td>
<td>GIP-LTD</td>
<td>011104-2210</td>
<td>GROUP DISABILITY INSURANCE</td>
</tr>
<tr>
<td>VIS</td>
<td>GIP-VIS</td>
<td>011145-2210</td>
<td>GIP - VISION BENEFIT</td>
</tr>
<tr>
<td>N/A</td>
<td>LUMP-SUM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORP</td>
<td>ORP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-BASE</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-SSUP</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>ORP</td>
<td>ORP-SUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-BASE</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-SSUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>SORP</td>
<td>SORP-SUPL</td>
<td>011108-2210</td>
<td>ORP STATE MATCHING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS</td>
<td>011110-2210</td>
<td>TRS/ ORP CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS-CARE</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS-SURC</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>TRS</td>
<td>TRS90</td>
<td>011148-2210</td>
<td>TRS SURCHARGE CLEARING</td>
</tr>
<tr>
<td>UCI</td>
<td>UCI</td>
<td>270370-0532</td>
<td>UCI RESERVE</td>
</tr>
<tr>
<td>WCI</td>
<td>WCI</td>
<td>011117-2210</td>
<td>WORKER’S COMPENSATION COLLECTION</td>
</tr>
</tbody>
</table>

### Basic Steps
- Advance to Screen 830.
- Enter/modify credit accounts and press <ENTER> to record information.

### Field Descriptions (\textit{\ding{51} = Required / Help = PF2, ?, or * Field Help Available})

#### Screen Information
- **BPP Type:** 4 characters
  - Displays \textit{code used by Budgets and Payroll Processing} to identify a benefit type.
- **Benefit Type:** 10 characters
  - Identifies the \textit{type of benefit} to be credited by the payroll interface.
- **Credit Account:** 10 digits
  - \textbf{FAMIS Team Entry Only}
  - Indicate \textit{account to be credited} for the employer paid local funds benefits.

#### Additional Functions
- **PF KEYS**
  - See the Appendix for explanations of the standard PF Keys.
Insurance and Benefits Participants

After the last payroll of each month (generally between the 20th and the 25th of the month), the BPP system provides a file of retirees who have been billed for their insurance by BPP.

The State contribution for retirees does not flow through the BPP system; however, BPP Report 7511 provides the dollar amount of the State contribution. This information is used to pay the carriers.

Screen 837 identifies the accounts that are credited by the payroll interface for the employee deductions, insurance and benefits billing system. TAMUS Parts may then prepare vouchers from these accounts to pay the benefit carriers.

These accounts may be set to the same accounts as the local funds benefit liability accounts (Screen 830), if desired.

Multiple benefits may be credited to a single account.

For example, the BL and OL are both designated to account 011106.
Screen 837 – Employee Deduction, Ins./Benefits Liab. Accounts (cont’d)

**Basic Steps**
- Advance to Screen 837.
- Enter/modify the account number for Ins/Deduct Type and press <ENTER> to record information.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

*Screen Information*
- **Ins/Deduct Type**: 10 characters
  Identifies the type of benefit to be credited by the payroll interface.
- **Account**: 10 digits
  Enter the account number to be credited by the payroll interface for the specified insurance or benefits billings.

*Additional Functions*
- **PF KEYS**: See the Appendix for explanations of the standard PF Keys.
InterAgency Payment Account Table

Screen 839 displays the account numbers used for the InterAgency payments.

The state reimburses FICA and ORP to each agency. If one agency paid full FICA and ORP, the other agency must send the state reimbursements to the paying agency.

FAMIS posts "Due To/Due From" accounting entries to reflect the change in equity between Parts. **SOBA processes the actual transfer of equity.**

The job to post the equity transfers for FICA, ORP and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries. (Note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries.) These accounting entries have either 06x or 04x transaction codes depending on your process. For example, Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.
Screen 839 – InterAgency Payment Account Table (cont’d)

Basic Steps
- Advance to Screen 839.
- Enter/modify the table information as needed and press <ENTER> to record the information.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information
- Payment Type: 10 characters
  Identifies the type of payment.
- Posting or Due To/From Account: 10 digits
  Enter the account number for the posting or due to/from account.
- Offset or Bank Account: 10 digits
  Include the appropriate offset or bank account number.

Additional Functions
- PF KEYS
  See the Appendix for explanations of the standard PF Keys.
Person Information

The FAMIS person file is built through two mechanisms:

- Manual entry on Screen 850, as seen below.
- Through an upload (ZBAU610) of a BPP file that contains records of persons paid through the TAMUS payroll system. Budgeted personnel are generally included as well as anyone paid through a restricted account.

FAMIS security cannot be established for a person unless they have a record on the person file. If a person’s name does not display in the file, you may enter the record using this screen.

This screen is updated and maintained by each campus.
The information is available to all TAMUS members and is not campus specific.

Screen 850 – FRS Person Information

| Screen 850 Person Information | 01/23/09 15:34 |
| CC 02 |  |
| Screen: ___ | Person: 4uuuuuuu2 | Inactive: _ | Delete: _ (Y/N) |
| Person’s Name: (Last) CARSON________ (First) COLLEEN ___ (MI) C (Suffix) _____ |
| (Prefix) _____ | SSN: 4ss-ss-sss4 | Title Code: 8185 ANALYST |
| Phone: 979-458-9999 | Date Hired: 07/08/2004 | Gender: F |
| FAX: 979-458-8888 | Adloc Part: 01 Acct: 271030 Suffix: _ |
| BPP phone: 979-458-9898 |
| Home CC Dept S-Dept | Address: FAMIS SERVICES | Mail Cd: C1144 |
| 01 INRE FAMIS | 200 TECHNOLOGY WAY #2180 |
| ______ ______ | City: COLLEGE STATION | State: TX |
| ______ ______ | Zip: 778453424 | Country: _ |
| ______ ______ | Routing Email Prefs |
| PI/Researcher: _ | Email from BPP: N | Notify Freq: _ |
| E-Mail: ccarson@tamu.edu | Type: N N |
| Printer Default: __________________________ | Voided Apps: N N |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- |

Basic Steps

- Advance to Screen 850.
- Enter a valid Universal Identification Number (UIN) or last name to locate the desired person’s information. You may also type an asterisk (*) in this field to view a pop-up display of matching names from which to select.
- Press <ENTER> to view or record the information.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Person: [Help] 9 digits
Enter the person’s Universal Identification Number (UIN). You may also type an asterisk (*) to search for a name.
Screen 850 – Person Information (cont’d)

Inactive: 1 character
Type ‘Y’ to make the selected person inactive.
This field can only be set by security officers.

Delete (Y/N): 1 character
Enter ‘Y’ to delete the person’s record from the person file.

Screen Information
Person’s Name
(Last): 20 characters
Identify the person’s last name.

(First): 10 characters
Enter the person’s first name.

(MI): 1 character
Include the person’s middle initial, if any.

(Suffix): 4 characters
Provide the suffix of the person, if any.

(Prefix): 4 characters
Enter the prefix of the person, if any.

SSN: 9 digits
Displays the person’s Social Security Number.

Title Code: 4 digits
Include the person’s title code as provided by TAMUS.

Phone: 10 digits
Enter the phone number of the person.

Date Hired: 8 digits
Include the date the person began working for The Texas A&M University System.

Gender: 1 digit
Identify the gender of the person.

FAX: 10 digits
Provide the person’s FAX number, if desired.

Adloc Part: 2 digits
Enter the adloc (administrative location) for the person.

Acct: 6 digits
Identify the account number from which the person is paid.
Suffix: 1 character/digit
Enter a code, if needed, to further separate the Adloc.

BPP phone: 10 digits
Shows the phone number listed in BPP.

Home CC: Help 2 digits
Include the home campus code of the person.

Dept: 5 digits
Identify the department where the person works.

S-Dept: 5 digits
Enter the sub-department where the person works.

Address: 3 lines (30 characters/digits each)
Include the business address of the department where the person works.

Mail Cd: Help 4 digits
Enter the on campus mail code of the department where the person works.

City: 30 characters
Identify the city where the department is located.

State: Help 2 characters
Include the state in which the department is located.

Zip: 9 digits
Provide the ZIP Code + 4 digits of the department.

Country: Help 3 characters
Include the country of the person.

Routing Email Prefs (** or EPA)
Notify Freq: 1 character
Identifies the frequency of the person’s inbox notification:
D = Daily
E = Every Document
W = Weekly

Type: 1 character
Indicates the email notification type:
A = Approvals Only
N = None (no email)
Y = All (include notifications)
Screen 850 – Person Information (cont’d)

<table>
<thead>
<tr>
<th><strong>Voided Apps:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determines if email notification is sent when a document is rejected after you have given your approval. You are notified of that someone further down the path rejected the document.</td>
<td></td>
</tr>
<tr>
<td>Y = Send email notification</td>
<td></td>
</tr>
<tr>
<td>N = Don’t send email notification</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PI/Researcher:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicate if the person is a researcher or principal investigator.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E-mail from BPP:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays ‘Y’ if the current email address was obtained from the BPP employees file.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Inbox Notify Frequency:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the frequency of the person’s inbox notification:</td>
<td></td>
</tr>
<tr>
<td>D = Daily</td>
<td></td>
</tr>
<tr>
<td>E = Every Document</td>
<td></td>
</tr>
<tr>
<td>W = Weekly</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Type:</strong></th>
<th>1 character</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indicates the email notification type:</td>
<td></td>
</tr>
<tr>
<td>A = Approvals Only</td>
<td></td>
</tr>
<tr>
<td>N = None (no email)</td>
<td></td>
</tr>
<tr>
<td>Y = All (include notifications)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>E-Mail:</strong></th>
<th>30 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include the person’s E-mail address.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Printer Default:</strong></th>
<th>30 characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the default printer where the person may receive reports.</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See the Appendix for explanations of the standard PF Keys.
UIN Verification

Screen 858 is used to display and verify entries in the UIN (Universal Identification Number) Table maintained by BPP. You should use this screen for name searches before assigning a new UIN.

**Screen 858 – UIN Verification**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ UIN: 8uuuuuuu6</td>
<td>UIN Verification Screen 858 used to display and verify entries in the UIN</td>
</tr>
<tr>
<td>Last Name: MYERS</td>
<td>Shows the last name (MYERS) associated with the specified UIN number entered</td>
</tr>
<tr>
<td>First Name: MARTHA</td>
<td>Shows the first name (MARTHA) associated with the specified UIN number entered</td>
</tr>
<tr>
<td>Middle Init: M</td>
<td>Shows the middle initial (M) of the specified person.</td>
</tr>
<tr>
<td>Social Security: 4ss-ss-sss4</td>
<td>Social Security number (4ss-ss-sss4) associated with the specified UIN number entered</td>
</tr>
<tr>
<td>Verification Date: 20061004</td>
<td>Verification date (20061004) associated with the specified UIN number entered</td>
</tr>
<tr>
<td>Gender: F</td>
<td>Shows the gender (F) of the specified person.</td>
</tr>
<tr>
<td>Birth Date: 01/02/1953</td>
<td>Shows the birth date (01/02/1953) of the specified person.</td>
</tr>
<tr>
<td>Relation:</td>
<td>Shows the relation (relation) of the specified person.</td>
</tr>
<tr>
<td>Systems Using: EMPL</td>
<td>Identifies the systems using EMPL</td>
</tr>
<tr>
<td>Systems Using: FAMI</td>
<td>Identifies the systems using FAMI</td>
</tr>
<tr>
<td>Added by INITLOAD</td>
<td>Shows the user ID (INITLOAD) who added the specified UIN number</td>
</tr>
<tr>
<td>Modified Kxxxxxx1</td>
<td>Shows the user ID (Kxxxxxx1) who modified the specified UIN number</td>
</tr>
<tr>
<td>Date: 03/29/2003</td>
<td>Shows the date (03/29/2003) when the specified UIN number was added</td>
</tr>
<tr>
<td>Time: 12:00 AM</td>
<td>Shows the time (12:00 AM) when the specified UIN number was added</td>
</tr>
<tr>
<td>Time: 04/23/2004</td>
<td>Shows the date (04/23/2004) when the specified UIN number was modified</td>
</tr>
<tr>
<td>Time: 11:19 PM</td>
<td>Shows the time (11:19 PM) when the specified UIN number was modified</td>
</tr>
<tr>
<td>Systems: EMPL</td>
<td>Shows the system (EMPL) associated with the specified UIN number</td>
</tr>
<tr>
<td>Comments:</td>
<td>Comments associated with the specified UIN number</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 858.
- Enter a valid UIN number on the Action Line, or search for name by typing the last name in the UIN: field and press <ENTER>. This will provide you with a pop-up window from which you may make a selection.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ UIN: 9 digits
Enter a valid **Universal Identification Number** or type a last name for name search.

**Screen Information**

- Last Name: 25 characters
  Shows person’s last name associated with the specified UIN number entered on the Action Line.

- First Name: 25 characters
  Identifies the person’s first name.

- Middle Init: 1 character
  Shows the middle initial of the specified person.
Screen 858 – UIN Verification (cont’d)

**Suffix:**
4 characters
If provided, identifies the suffix appended to a person’s name. For example: Jr., Sr., III, IV, etc.

**Social Security:**
9 digits
Displays the person’s Social Security Number.

**Verification Date:**
8 digits
If displayed, identifies the date the SSN/UIN was assigned and verified.

**Gender:**
1 character
Shows if the person is Male (M) or Female (F).

**Birth Date:**
8 digits
Displays the person’s date of birth.

**Relation:**
2 characters
Identifies the person’s relation. For example: 
DA = Daughter
SO = Son
SP = Spouse

**Systems Using:**
4 characters, (2 lines available)
Identifies the groups using the UIN system code. For example: FAMI (FAMIS), CISD (CIS group), WARE (warehouse), DEPN (System personnel), EMPL (BPP).

**Added by**

**Userid:**
8 characters/digits
Identifies the FAMIS Userid of the person adding the UIN information.

**Date:**
8 digits
Identifies the date the UIN was added to FAMIS.

**Time:**
4 digits
Displays the time the UIN information was added to FAMIS.

**System:**
4 characters (4 rows available)
Shows the system that added the UIN information.

**Modified**

**Userid:**
8 characters/digits
Identifies the FAMIS Userid of the person modifying the UIN information.

**Date:**
8 digits
Shows the date modifications were made.

**Time:**
4 digits
Indicates the time a modification was made.
Screen 858 – UIN Verification (cont’d)

Comments: 30 characters
Displays any comments entered.

Additional Functions
PF KEYS See the Appendix for explanations of the standard PF Keys.
Screen 859 is used to display employee information from the BPP Employees File. Because of the nature of the information, few persons should be able to view this screen.

**Security officers can use this screen as part of the verification process for establishing or reviewing a UIN.**

### Basic Steps
- Advance to Screen 859.
- Enter a valid UIN number on the Action Line, or search for name by typing the last name in the UIN: field and press <ENTER>. You may also type an asterisk (*) in this field. This will provide you with a pop-up window from which you may make a selection.

### Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- ◆ UIN: 9 digits
  - Enter a valid Universal Identification Number (UIN), or type a last name for name search.

**Screen Information**
- Privacy Flag: 1 character
  - ‘Y’ indicates the employee has requested that personal information is private and not to be released to the public.
- Last Name: 25 characters
  - Displays the person’s last name.
**Screen 859 – BPP Verification (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td>25 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the person’s first name.</td>
</tr>
<tr>
<td>Middle Init:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Shows the middle initial of the specified person.</td>
</tr>
<tr>
<td>Suffix:</td>
<td>4 characters</td>
</tr>
<tr>
<td></td>
<td>Identifies the suffix appended to a person’s name. For example: Jr., Sr., III, IV, etc.</td>
</tr>
<tr>
<td>Social Security:</td>
<td>9 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the person’s Social Security Number.</td>
</tr>
<tr>
<td>Title Code:</td>
<td>4 digits / 15 characters</td>
</tr>
<tr>
<td></td>
<td>Shows the title code and position title.</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>10 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the employee’s office phone number.</td>
</tr>
<tr>
<td>Date Hired:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the date the employee was hired.</td>
</tr>
<tr>
<td>Gender:</td>
<td>1 character</td>
</tr>
<tr>
<td></td>
<td>Shows the person’s gender: male (M) or female (F).</td>
</tr>
<tr>
<td>Orig. Date Hired:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>If this employee has previous employment within TAMUS, the original hire date will be displayed.</td>
</tr>
<tr>
<td>Adloc Part:</td>
<td>2 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the address location (campus code) for the employee.</td>
</tr>
<tr>
<td>Account:</td>
<td>6 digits</td>
</tr>
<tr>
<td></td>
<td>Displays the account number used for paying the salary.</td>
</tr>
<tr>
<td>Paid Thru Date:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Identifies the pay cycle end date for the most recent paycheck.</td>
</tr>
<tr>
<td>On:</td>
<td>8 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the date the paycheck was issued.</td>
</tr>
<tr>
<td>Dept:</td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Shows the department where the person works.</td>
</tr>
<tr>
<td>Sub-Dept:</td>
<td>5 digits</td>
</tr>
<tr>
<td></td>
<td>Indicates the sub-department where the person works.</td>
</tr>
<tr>
<td>Address:</td>
<td>30 characters / digits</td>
</tr>
<tr>
<td></td>
<td>Provides the business mailing address for the employee.</td>
</tr>
</tbody>
</table>
Screen 859 – BPP Verification (cont’d)

Last Modified: 8 digits
Displays the date information for the employee was last modified.

City: 30 characters
Identifies the city where the department is located.

State: 2 characters
Provides the state in which the department is located.

Zip: 9 digits
Provides the ZIP Code + 4 digits of the department.

Mail Stop: 4 digits
Identifies the on-campus mail code for the person’s department.

Country: 2 characters
Includes the country where the department is located.

E-Mail Address: 30 characters
Identifies the person’s E-mail address.

Additional Functions

PF KEYS
See the Appendix for explanations of the standard PF Keys.
Department Table Maintenance

FAMIS provides a table of valid departments for each campus. These department codes are used extensively throughout FAMIS. Both FRS and FFX modules utilize this table.

This table is not fiscal year dependent—any changes you make will affect any open year.

Screen 860 is used to add a new department to FAMIS by authorized personnel. You can also modify information on existing departments and expire a department to make it inactive. Departments cannot be deleted. Also note that:

- **School/College** – This is the only screen where you can update this field. It will not be a protected field for anyone who has update access to the screen. The School/College field is also protected if you are trying to modify it on a sub-department. Remove it from the department and all its sub-departments by taking the college off of the department (FISA or FISC). The change will ripple to all of the sub-departments.
- **EPA Allow Flag** – controls the creation on EPA documents and was added for Form 500 processing. Entering ‘Y’ allows the department to create EPA documents, which will be routed through the department. If the flag is off (‘N’ or blank), you will still be able to view payroll data in CANOPY, provided you have the appropriate security clearance to do so.
- **Purchasing Trn Flag** – if not set to ‘Y’ on this screen, FAMIS does not recognize that routing of purchasing documents exists for the department.
- **Exec Level** – a code that can be used as a sort field by many of our reports to group all accounts that report to a specific level (such as a report of all accounts for a Vice President). The values are campus specific so each campus assigns their own values.

This screen is maintained and updated by each campus. The information is campus specific.

Screen 860 – Department Table Maintenance

860 Department Table Maintenance  07/09/09 10:25

Screen: ___   Department: CHEM_   Sub Dept: ______ 

Dept Name: CHEMISTRY_______________________________
Head/Director ID: 4uuuuuuu8                Alt APO ID: 6uuuuuuu4
Mail Code: C3255 Building Number: 00484
Exec Level: AA Building Campus: 02
Division: CD Group Cd: ______
School/College: SC Other Loc: ___________

Budget Sort Dept Nbr: ______ Approx. Inv. Count: ______
FacTrn Flag: Y FFX Cert. Month: 2_ Surplus: _
Maestro: Org Unit: 8464_____ Parent Dept: ___ Center/Institute: ___
Chemistry Mail to Dept Head: __
Off Campus Flag: N Other Loc: ______
Other Part Nbr: __ Dept Office: CHEMISTRY General Comments: Y
Other Part Dept: ____ Dept View: CHEMISTRY Hit <PF10>
Other Part Sub Dept: ______ Exec Office: FFX Comments: Y
Exec View: Hit <PF11>
Dept Expiration Date: __________

A department can’t be deleted, it can only be “expired” by entering the expiration.
Screen 860 – Department Table Maintenance (cont’d)

Basic Steps
- Advance to Screen 860.
- Enter a department code on the Action Line, and Sub Department if needed. You may also type an asterisk (*) in the Department: field to see a list of departments and subdepartments.
- If the department is not listed in the pop-up box, type an “i” in the TYPE: field to search by Department ID. This will allow you to find what you are searching for if it is an active department - subdepartment.
- Press <ENTER> to view the information.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**
- ◆ Department: [Help] 5 characters
  Enter a valid department code.
- Sub Dept: 5 characters
  Enter the sub-department, if needed.

**Screen Information**
- Dept Name: 50 characters
  Enter the full name of the department.
- ◆ Head/Director ID: 9 digits
  Provide the Universal Identification Number (UIN) of the department head or director. The name will be displayed when you press <Enter>.
- Alt APO ID: 9 digits
  Enter the UIN of the alternate APO (accountable property officer). The name will be displayed when you press <Enter>.
- Head/Director Phone: 10 digits
  Indicate the phone number of the head/director of the department.
- Alt APO Phone: 10 digits
  Provide the phone number of the alternate APO.
- Mail Code: [Help] 5 characters/digits
  Enter the mail code for the department.
- Building Number: 5 digits
  Identify the department’s building number.
- Exec Level: [Help] 2 characters
  Include the executive level of the department.
- Building Campus: 2 digits
  Identify the campus code for the building.
### Screen 860 – Department Table Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Division:</strong></td>
<td>2 characters Provide division code reflecting the structure of the campus.</td>
</tr>
<tr>
<td><strong>Room:</strong></td>
<td>6 digits Include the room number or the floor number of the department.</td>
</tr>
<tr>
<td><strong>School/College:</strong></td>
<td>Help 2 characters Provide the level of organizational structure. This is the only screen where you can update this field.</td>
</tr>
<tr>
<td><strong>Group Cd:</strong></td>
<td>5 characters Include the group code for the department. Used for grouping departments together for special purposes, perhaps security or reporting.</td>
</tr>
<tr>
<td><strong>Off Campus Flag:</strong></td>
<td>1 character Enter ‘Y’ if the department is located off campus.</td>
</tr>
<tr>
<td><strong>Other Loc:</strong></td>
<td>20 characters Type ‘Y’ if the department is located in more than one location.</td>
</tr>
<tr>
<td><strong>Budget Sort Dept Nbr:</strong></td>
<td>4 characters Used for AL-RSCH budget sort number.</td>
</tr>
<tr>
<td><strong>Approx. Inv. Count:</strong></td>
<td>6 characters Enter the approximate inventory numbers.</td>
</tr>
</tbody>
</table>

**Allow Flags**

- **FRS:** 1 character Enter ‘Y’ to indicate this department is valid for accounting in FRS.
- **EPA:** 1 character Enter ‘Y’ if the department is allowed to create EPA documents.
- **DBR:** 1 character Type ‘Y’ if the department is allowed to create Departmental Budget Requests.
- **DCR:** 1 character Enter ‘Y’ to identify that the department is allowed to create Departmental Correction Requests.
- **SciQuest:** 1 character Type ‘Y’ to identify this department is using the SciQuest application.
- **FFX:** 1 character Enter ‘Y’ to indicate this department is valid for asset control in FFX.
- **TDP:** 2 digits Enter ‘Y’ if the department is allowed to create TDP (asset transfer) documents.
Screen 860 – Department Table Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purch Trn Flag:</td>
<td>1 character Type ‘Y’ to identify this department has been fully trained and is ready to use the Purchasing system.</td>
</tr>
<tr>
<td>FFX Cert Month:</td>
<td>2 digits Indicate the month for inventory certification for this department.</td>
</tr>
<tr>
<td>Surplus:</td>
<td>1 character Enter ‘Y’ if this is an inventory surplus department for TDP routing.</td>
</tr>
<tr>
<td>Maestro</td>
<td><strong>Org Unit:</strong> 10 digits Identify the number of the organization unit (as determined by TEES). This is used to group departments together for reporting.</td>
</tr>
<tr>
<td>Parent Dept:</td>
<td>4 characters Enter a valid FAMIS department. This allows FAMIS to identify the departmental hierarchy along with the current standard hierarchy levels (executive, department, division, college, etc.) By default the department is the parent department for a department with a subdepartment and is not modifiable.</td>
</tr>
<tr>
<td>Center/Institute:</td>
<td>2 characters Used to determine if a department is a Center or Institute and to group departments together for reporting. Valid values are: Blank = Regular department CA = Center – Board Approved CG = Center – Grandfathered CN = Center – Not Board Approved IA = Institute – Board Approved IG = Institute – Grandfathered IN = Institute – Not Board Approved</td>
</tr>
<tr>
<td>Mail to Dept Head:</td>
<td>1 character Type ‘Y’ if the department head or director wants to receive a statement.</td>
</tr>
<tr>
<td>Other Part Nbr:</td>
<td>2 digits Include another campus code that owns part of the department inventory.</td>
</tr>
<tr>
<td>Other Part Dept:</td>
<td>5 characters Enter the department on another campus code that owns part of the department inventory.</td>
</tr>
<tr>
<td>Other Part Sub Dept:</td>
<td>5 characters Enter the other FAMIS member’s sub-department, if needed.</td>
</tr>
<tr>
<td>Dept Expiration Date:</td>
<td>8 characters Provide the date the department expires.</td>
</tr>
</tbody>
</table>
### Screen 860 – Department Table Maintenance (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept Office:</td>
<td>10 characters&lt;br&gt;Shows the <strong>office for Routing &amp; Approvals</strong> that governs this department.</td>
</tr>
<tr>
<td>Dept View:</td>
<td>10 characters&lt;br&gt;Indicates the <strong>electronic view</strong> within the electronic office <strong>for</strong> Routing &amp; Approvals that governs this <strong>department</strong>.</td>
</tr>
<tr>
<td>Exec Office:</td>
<td>10 characters&lt;br&gt;Shows the <strong>executive office for</strong> Routing &amp; Approvals that governs this <strong>department</strong>.</td>
</tr>
<tr>
<td>Exec View:</td>
<td>10 characters&lt;br&gt;Shows the <strong>electronic view within the executive office for</strong> Routing &amp; Approvals that governs this <strong>department</strong>.</td>
</tr>
<tr>
<td>General Comments:</td>
<td>1 character&lt;br&gt;‘Y’ indicates <strong>general comments</strong> have been entered.</td>
</tr>
<tr>
<td>FFX Comments:</td>
<td>1 character&lt;br&gt;Displays ‘Y’ if <strong>comments</strong> have been entered for <strong>Fixed Assets</strong>.</td>
</tr>
</tbody>
</table>

### Additional Functions

**PF KEYS**

- **PF7 Audit**
  - **Audit Information**
  - Displays the **departmental table audit information**.

- **PF9 Dload**
  - **Download**
  - Download information from this screen using ** Entire Connection**.

- **PF10 GenCm**
  - **General Comments**
  - View any **general comments**.

- **PF11 FFXCm**
  - **Fixed Assets Comments**
  - Shows any **fixed assets comments**.
Payroll Batches

Payroll information is fed to FAMIS from files prepared in BPP. This information is loaded in various FAMIS batches that can be seen on Screens 24 and 27. This provides you the ability to view payroll data as it is posted into accounting.

Payroll batches have standard batch headers assigned that allow easy recognition for payroll data. Many batch references begin with “PAY” as the first three characters. The ACH batches begin with “ACH” and the State Benefit Vouchers are posted with a batch header beginning with “BEN”.

For example:

On Screen 24, entering "PAY" on the Action Line and pressing <ENTER> will access a listing of all payroll batches. Typing an "X" in the Select field, next to the desired batch, and pressing <ENTER> will take the user to Screen 27 where detailed batch information is provided.

Payroll Batch Reference Coding

- All payroll batch references begin with “PAY”.

- Next is a “B” for biweekly payrolls
  OR
  an “M” for monthly payrolls
  OR
  an “S” for specials.

Because the fourth character can change, we use a small ‘x’ to denote the position in the batch listings.

- The last two digits are sequentially assigned.

Example: PAYB01
          PAYM01
          PAYS01
These batches and transactions are currently used only by Workstation M.

<table>
<thead>
<tr>
<th>PAYx20</th>
<th>Interpart 01 – 02</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>debit</strong></td>
<td>Central Payroll GL 01 (bank 00001)</td>
</tr>
<tr>
<td><strong>credit</strong></td>
<td>Central Payroll GL 02 (bank 00001)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYx21</th>
<th>Interpart 01 - 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>debit</strong></td>
<td>Central Payroll GL 20 (bank 00001)</td>
</tr>
<tr>
<td><strong>credit</strong></td>
<td>Central Payroll GL 02 (bank 00001)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYx22</th>
<th>Interpart 01 - 02 Revolving</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>debit</strong></td>
<td>Revolving Receivable GL 01 (bank 00001)</td>
</tr>
<tr>
<td><strong>credit</strong></td>
<td>Central Payroll GL 02 (bank 00003)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAYx23</th>
<th>Interpart 20 -02 Revolving</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>debit</strong></td>
<td>Revolving Receivable GL 20 (bank 00003)</td>
</tr>
<tr>
<td><strong>credit</strong></td>
<td>Central Payroll GL 02 (bank 00003)</td>
</tr>
</tbody>
</table>

Bank number is really not significant in any of the above Interpart transactions, but must be the same on both parts of the accounting transaction.

<table>
<thead>
<tr>
<th>PAYx30</th>
<th>Interpart 01 - 02 Local Benefit Liability account</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAYx31</td>
<td>Interpart 20 - 02 Local Benefit Liability account</td>
</tr>
<tr>
<td>PAYx32</td>
<td>Interpart 20 - 01 Local Benefit Liability account -- UCI</td>
</tr>
<tr>
<td>PAYx33</td>
<td>Interpart 02 - 01 Local Benefit Liability account -- UCI</td>
</tr>
</tbody>
</table>
Appendix – Payroll Batches (cont’d)

Batches Created with Each ACH Payroll

1)  **PAYx01**  Central Payroll Disbursement
Contains disbursement (04x) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

\[
\begin{align*}
\text{debit} & \quad \text{Central Payroll Clearing} \\
\text{credit} & \quad \text{Payroll Bank Account}
\end{align*}
\]

*Created by program FBPRO05 and run with every payroll.*

2)  **PAYx02**  Extended Pay Plan Entries - EPP
Contains journal entries (06x) for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and adjustment processing (for academic appointments, generally during the fall and spring when funds are being reserved for future pay out):

\[
\begin{align*}
\text{debit} & \quad \text{Central Payroll Clearing} \\
\text{credit} & \quad \text{Extended Pay Plan Liability/Clearing}
\end{align*}
\]

Withdrawal processing (for academic appointments, generally during the summer when previously reserved funds are being paid out):

\[
\begin{align*}
\text{debit} & \quad \text{Extended Pay Plan Liability/Clearing} \\
\text{credit} & \quad \text{Central Payroll Clearing}
\end{align*}
\]

*Created by program FBPRO06 and run each payroll.*

3)  **PAYx03**  Employee Deductions
Contains journal entries (06x) for the payroll deductions to post to the Employee Deduction, Insurance/Benefit Liability accounts on Screen 837.

\[
\begin{align*}
\text{debit} & \quad \text{Central Payroll Clearing} \\
\text{credit} & \quad \text{Benefit Liability Accounts}
\end{align*}
\]

*Created by program FBPRO14 and run each payroll.*
Appendix – Payroll Batches (cont’d)

4) **PAYx04**  
Local Funds Payroll Expense  
Contains journal entries (06x) charging (debiting) the SL accounts for the Gross pay and Longevity expenses. The credit side is to the Central Payroll Clearing account.

\[
\begin{align*}
\text{debit} & \quad \text{Individual SL accounts (expense object codes)} \\
\text{credit} & \quad \text{Central Payroll Clearing}
\end{align*}
\]

*Created by program FBPR010 and run each payroll.*

5) **PAYx05**  
Local Funds Bank Transfers – Benefits  
Contains bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits.

If some of the local funds benefits are funded by a bank account other than the primary local bank account (need to verify), these entries reflect those transfers of funds. Action with the bank must be manually initiated.

\[
\begin{align*}
\text{debit} & \quad \text{Primary Local Bank Account} \\
\text{credit} & \quad \text{Other Local Funds Bank accounts.}
\end{align*}
\]

These funds have NOT been disbursed from the primary local bank account, but are held there until the benefit vendors are paid.

*Created by program FBPR021 and run with each payroll.*

6) **PAYx06**  
Local Funds Bank Transfers – Gross Pay / Longevity  
Contains bank transfer entries (090) reimbursing the central payroll bank for Gross Pay and Longevity.

If some of the local funds benefits are funded by a bank account other than the central payroll bank account, these entries reflect those transfers of funds. Action with the bank must be manually initiated.

\[
\begin{align*}
\text{debit} & \quad \text{Central Payroll Bank account} \\
\text{credit} & \quad \text{Other Local Funds Bank accounts.}
\end{align*}
\]

These funds are reimbursing the central payroll bank account for funds already disbursed to employees (or for employee deductions) by the payroll interface process.

*Created by program FBPR011 and run with each payroll.*
7) **PAYx07**  
**State Funds Payroll Disbursements**  
Contains a disbursement entry (04x) for every state bank funding this payroll. This is similar to batch PAYx01, but for state funds (held in the state treasury).

*debit* State Gross Pay Clearing account  
*credit* State Funds Bank accounts

The USAS vouchers with the payroll detail are sent to the Comptroller by BPP.

*Created by program FBPR015 and run with each payroll.*

8) **PAYx08**  
**State Funds Payroll Expense**  
Contains journal entries (06x) charging (debiting) SL accounts for the Gross Pay and Longevity expenses. The credit side is to the State Gross Pay clearing.

*debit* Individual SL Accounts (expense object codes)  
*credit* Central Payroll Clearing

*Created by program FBPR015 and run with each payroll.*

9) **PAYx09**  
**State Paid Revolving**  
Contains a single journal entry (06X) setting up the receivable “Due From the State Comptroller.”

Since all Gross Pay and Longevity is paid from the central payroll bank and run through the Central Payroll Clearing account, this entry reimburses the Central Payroll Clearing account and sets up the receivable.

*debit* Due From State Comptroller GL account  
*credit* Central Payroll GL account

*Created by program FBPR015 and run with each payroll.*

10) **PAYx10 & PAYx11**  
**Local Funds Benefits Disbursements and Credits**  
Two companion batches - each contains one side of the accounting for the local funds benefits disbursements and credits.

**PAYx10 and PAYx11 were originally combined as a single batch, using journal entries (06x) to credit the Benefit Liability accounts and charge/debit the SLs that were paying for benefits.**

However, due to the volume of entries these created in the liability accounts and since there was no large volume batch compound journal entry capability, offsetting disbursement entries were created.
The effects of these two batches are:

*debit* Local Funds SLs charge for Benefits (PAYx10)
*credit* Benefits Liability Accounts (PAYx11)

*Created by program FBPR020 and run with each payroll.*

**11) PAYx12  State Funds Benefits Disbursements – FICA Only**
Contains a disbursement entry (04x) for every State bank funding the FICA portion of the payroll.

The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in FBPR096 end-of-month process.

*Created by program FBPR025 and run with each payroll.*

**12) PAYx13  State Funds Benefits Expense**
Contains journal entries (06x) to charge/debit the SLs and credit the State Benefits Clearing account.

*Created by program FBPR025 and run each payroll.*

**13) PAYx14  Payroll Cancellation – Re-encumber Payroll for a Cancellation**
Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances.

*Created by program FBPR010 and run with each payroll.*

**14) PAYx15  Payroll Cancellation – Re-encumber Payroll for Cancellations**
Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances.

*Created by program FBPR015 and run with each payroll.*
Appendix – Payroll Batches (cont’d)

15) PAYx17  Payroll Inter-Agency Due-From  
Contains journal entries (064) for posting the “Due From” transactions when A&M System members have split funding on a payroll.

*Created by program FBPR008 and run with each payroll.*

16) PAYx18  Payroll Inter-Agency Due-To  
Contains journal entries (064) for posting the “Due To” transactions when A&M System members have split funding on a payroll.

*Created by program FBPR008 and run with each payroll.*

Interpart Batches Posted at End-of-Month

1) PAYS03  System Concentration Pool - Resolution of “Due-From”  
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

*Created by program FBPR009 and run with each payroll.*

2) PAYS04  System Concentration Pool - Resolution of “Due-To”  
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

*Created by program FBPR009 and run with each payroll.*
1. **PAYx25  Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR010 (local wage) payroll run.

*Created by program FBPR030.*

2. **PAYx26  State Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR015 (state wage) payroll run.

*Created by program FBPR030.*

3. **PAYx27  Local Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s benefit expenditures in the FBPR020 (local benefit) payroll run.

*Created by program FBPR030.*

4. **PAYx28  State Benefits Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s benefit expenditures in the FBPR025 (state benefit) payroll run.

*Created by program FBPR030.*

5. **PAYx32  Local Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR010 (local wage) payroll run. This batch is only used if the wage subcodes are not consecutive. This batch creates the second set of local wage encumbrance adjustments.

*Created by program FBPR030.*
6. **PAYx33 State Wage Encumbrance Reversal**
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR015 (state wage) payroll run. This batch is only used if the wage subcodes are not consecutive. This batch creates the second set of state wage encumbrance adjustments.

*Created by program FBPR030.*
Appendix – Payroll Batches (cont’d)

Batches Run When One Workstation Processes Payroll for Two System Members with a Single Set of Bank Accounts

1. **PAYx21**  
   **Equity Transfers – One Business Office Posting 2 A&M System Members**  
   Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.  
   
   Processes twice – one for each campus code.
   
   Example: Interpart 02 TAMU & 20 TVMDL  
   First batch:  
   *debit* Central Payroll GL 20 (bank 00001)  
   Separate batch:  
   *credit* Central Payroll GL 02 (bank 00001)

   *Created by program FBPR012.*

2. **PAYx23**  
   **Equity Transfers – One Business Office Running 2 System Members**  
   Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

   Example: InterPart 20 -02 Revolving  
   *debit* Revolving Receivable GL 20 (bank 00003)  
   *credit* Central Payroll GL 02 (bank 00003)

   *Created by program FBPR016.*

3. **PAYx31**  
   **Corresponds to PAYX21 – Inter Campus Code**  
   Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

   Example: Interpart 20 - 02 Local Benefit Liability account
EPP Batches Run at End-of-Month

EPP entries can be included with regular monthly and biweekly payrolls. However, there is a special end-of-month run for EPP processing.

1. **PAYS01**  
   **EPP Disbursements**  
   Contains disbursement entries (049) reflecting the checks and ACHs written by BPP .process. These entries are debits from the Central Payroll Clearing account and are in ‘lump sum’.

   *Created by program FBPR005.*

2. **PAYS02**  
   **EPP Transfers**  
   Contains journal entries (064) entries reflecting the transfers in and out of the EPP account to/from the Central Payroll Clearing account.

   *Created by program FBPR006.*

Batches Run at End of Month for State Benefit Voucher Processing

1. **BENV01**  
   **State Benefit Vouchers**  
   Contains disbursement entries to pay the state benefit vendors.

   *Created by program FBPR096*

2. **PAYS02**  
   **EPP Transfers**  

   *Created by program FBPR006*
Appendix – Payroll Batches (cont’d)

Batches Run at End-of-Month for ACH Process
(First Day of Next Month)

1. **ACH001**  
   ORP Prepaid Vouchers  
   Contains disbursement entries (04x) reflecting ORP payments to vendors.  
   
   *Created by program FBPR097*

2. **ACH002**  
   ACH Prepaid Vouchers  
   Contains disbursement entries (04x) reflecting other ACH payments to vendors.  
   
   *Created by program FBPR097*
Appendix – Payroll Batches (cont’d)

Payroll Batches by Batch Number

1. **ACH001**  ORP Prepaid Vouchers
   Contains disbursement entries (04x) reflecting ORP payments to vendors.

   *Created by program FBPR097*

2. **ACH002**  ACH Prepaid Vouchers
   Contains disbursement entries (04x) reflecting other ACH payments to vendors.

   *Created by program FBPR097*

3. **BENV01**  State Benefit Vouchers
   Contains disbursement entries to pay the state benefit vendors.

   *Created by program FBPR096*

4. **PAYx25**  Local Wage Encumbrance Reversal
   Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR010 (local wage) payroll run.

   *Created by program FBPR030*

5. **PAYx26**  State Wage Encumbrance Reversal
   Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR015 (state wage) payroll run.

   *Created by program FBPR030*

6. **PAYx27**  Local Benefits Encumbrance Reversal
   Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s benefit expenditures in the FBPR020 (local benefit) payroll run.

   *Created by program FBPR030*
Appendix – Payroll Batches (cont’d)

7. **PAYx28 State Benefits Encumbrance Reversal**  
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL benefit expenditure account that has a benefit encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s benefit expenditures in the FBPR025 (state benefit) payroll run.

*Created by program FBPR030*

8. **PAYx32 Local Wage Encumbrance Reversal**  
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR010 (local wage) payroll run.

*Created by program FBPR030 – this is used for the second wage subcode range*

9. **PAYx33 State Wage Encumbrance Reversal**  
Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account’s wage expenditures in the FBPR015 (state wage) payroll run.

*Created by program FBPR030 – this is used for the second wage subcode range*

10. **PAY01 Disbursements**  
Contains disbursement entries (049) reflecting the checks and ACHs written by BPP process. These entries are debits from the Central Payroll Clearing account and are in ‘lump sum’.

*Created by program FBPR005*

11. **PAY02 – EPP Transfers**  
Contains transfers in and out of the EPP account

*Created by program FBPR006*

12. **PAY03 End of Month Resolution of Due-From**  
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

*Created by program FBPR009 and run with each payroll.*
Appendix – Payroll Batches (cont’d)

13. **PAY04**  
**End of Month Resolution of Due-To**  
Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

*Created by program FBPR009 and run with each payroll.*

14. **PAYx01**  
**Central Payroll Disbursement**  
Contains disbursement (04X) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

\begin{align*}
\textit{debit} & \text{ Central Payroll Clearing} \\
\textit{credit} & \text{ Payroll Bank Account}
\end{align*}

*Created by program FBPR005 and run with every payroll.*

15. **PAYx02**  
**Extended Pay Plan Entries - EPP**  
Contains Journal (06X) entries for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and Adjustment Processing (generally during the fall and spring when funds are being reserved for future pay out):

\begin{align*}
\textit{debit} & \text{ Central Payroll Clearing} \\
\textit{credit} & \text{ Extended Pay Plan Liability/Clearing}
\end{align*}

Withdrawal Processing (generally during the summer when previously reserved funds are being paid out):

\begin{align*}
\text{debit} & \text{ Extended Pay Plan Liability/Clearing} \\
\text{credit} & \text{ Central Payroll Clearing}
\end{align*}

*Created by program FBPR006 and run each payroll.*

16. **PAYx03**  
**Employee Deductions**  
Contains journal entries (06x) for the payroll deductions to post to the Benefit Liability accounts on Screen 837.

\begin{align*}
\textit{debit} & \text{ Central Payroll Clearing} \\
\textit{credit} & \text{ Benefit Liability Accounts}
\end{align*}

*Created by program FBPR014 and run each payroll.*
Appendix – Payroll Batches (cont’d)

17. **PAYx04**  Local Funds Payroll Expense
Contains journal entries (06X) that charge/debit the SL accounts for the Gross Pay and Longevity expenses. The credit side is to the Central Payroll Clearing account.

\[
\text{debit} \quad \text{Individual SL accounts (expense object codes)} \\
\text{credit} \quad \text{Central Payroll Clearing}
\]

*Created by program FBPR010 and run each payroll.*

18. **PAYx05**  Local Funds Bank Transfers – Benefits
Contains Bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits.

If some of the local funds benefits are funded by a bank account other than the primary local bank account (need to verify), these entries reflect those transfers of funds. Action with the bank must be manually initiated.

\[
\text{debit} \quad \text{Primary Local Bank Account} \\
\text{credit} \quad \text{Other Local Funds Bank accounts.}
\]

These funds have NOT already been disbursed from the primary local bank account, but are held there until the benefit vendors are paid.

*Created by program FBPR021 and run with each payroll.*

19. **PAYx06**  Local Funds Bank Transfers – Gross Pay / Longevity
Contains Bank transfer entries (090) reimbursing the central payroll bank for gross pay and longevity.

If some of the local funds benefits are funded by a bank account other than the central payroll bank account, these entries reflect those transfers of funds. Action with the bank must be manually initiated.

\[
\text{debit} \quad \text{Central Payroll Bank Account} \\
\text{credit} \quad \text{Other Local Funds Bank accounts.}
\]

These funds are reimbursing the central payroll bank account for funds already disbursed to employees (or for employee deductions) by the payroll interface process.

*Created by program FBPR011 and run with each payroll.*
Appendix – Payroll Batches (cont’d)

20. **PAYx07**  
**State Funds Payroll Disbursements**
Contains a disbursement entry (04X) for every state bank funding this payroll.

Similar to batch PAYX01, but for state funds (held in the state treasury).

\[
\text{debit State Gross Pay Clearing account} \\
\text{credit State Funds Bank accounts}
\]

*The USAS vouchers with the payroll detail are sent to the comptroller by BPP.*

Created by program **FBPR015** and run with each payroll.

21. **PAYx08**  
**State Funds Payroll Expense**
Contains journal entries (06X) that charge/debit SL accounts for the Gross Pay and Longevity expenses. The credit side is to the State Gross Pay Clearing.

\[
\text{debit Individual SL Accounts (expense object codes)} \\
\text{credit Central Payroll Clearing}
\]

Created by program **FBPR015** and run with each payroll.

22. **PAYx09**  
**State Paid Revolving**
Contains a single journal entry (06X) setting up the “Due from the State Comptroller” receivable.

Since all Gross Pay and Longevity is paid from the Central Payroll bank and run through the Central Payroll Clearing account, this entry reimburses the Central Payroll Clearing account and sets up the receivable.

\[
\text{debit Due from State Comptroller GL account} \\
\text{credit Central Payroll GL account}
\]

Created by program **FBPR015** and run with each payroll.
Appendix – Payroll Batches (cont’d)

23. **PAYx10 & PAYx11**  
   Local Funds Benefits Disbursements and Credits
   Two companion batches - each contains one side of the accounting for the local funds benefits disbursements and credits.

   PAYX10 and PAYX11 were originally combined as a single batch, using journal entries (06X) to credit the Benefit Liability accounts and charge/debit the SLs that were paying for benefits.

   However, due to the volume of entries these created in the liability accounts, and since there was no batch large volume compound journal entry capability, offsetting disbursement entries were created.

   The effects of these two batches are:

   
   \[
   \text{debit Local Funds SLs for Benefits (PAYX10)} \\
   \text{credit Benefits Liability Accounts (PAYX11)}
   \]

   Created by program **FBPR020** and run with each payroll.

24. **PAYx12**  
   State Funds Benefits Disbursements – FICA Only
   Contains a disbursement entry (04X) for every State Bank funding the FICA portion of the payroll.

   The USAS vouchers with the payroll detail are sent to the Comptroller by BPP.

   Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in the FBPR096 end-of-month process.

   Created by program **FBPR025** and run with each payroll.

25. **PAYx13**  
   State Funds Benefits Expense
   Contains journal entries (06x) that charge/debit the SLs and credit the State Benefits Clearing account.

   Created by program **FBPR025** and run with each payroll.
Appendix – Payroll Batches (cont’d)

26. PAYx14  Payroll Cancellation – Re-encumber Payroll for a Cancellation
Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR010 and run with each payroll.

27. PAYx15  Payroll Cancellation – Re-encumber Payroll for Cancellations
Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances.

Created by program FBPR015 and run with each payroll.

28. PAYx17  Payroll Inter-Agency Due-From
Contains journal entries (06x) that create the Due From transactions for shared payroll responsibility between two A&M System members.

Created by program FBPR008 and run with each payroll.

29. PAYx18  Payroll Inter-Agency Due-To
Contains journal entries (06x) that create the Due To transactions for shared payroll responsibility between two A&M System members.

Created by program FBPR008 and run with each payroll.

30. PAYx21  Equity Transfers – One Business Office Running to System Members
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Processes twice – one for each campus code.

Example: Interpart 02 TAMU & 20 TVMDL
First batch:
\[ \text{debit Central Payroll GL 20 (bank 00001)} \]
Separate batch:
\[ \text{credit Central Payroll GL 02 (bank 00001)} \]

Created by program FBPR012
Appendix – Payroll Batches (cont’d)

31. PAYx23  **Equity Transfers – One Business Office Running two System Members**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Example:  InterPart 20 -02 Revolving  
*debit* Revolving Receivable GL 20 (bank 00003)  
*credit* Central Payroll GL 02 (bank 00003)

*Created by program FBPR016*

32. PAYx31  **Corresponds to PAYX21 – Inter Campus Code**
Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

Example:  Interpart 20 - 02 Local Benefit Liability account
# Work Station Code Assignments

From BPP program BPP9999

<table>
<thead>
<tr>
<th>Code</th>
<th>Work Station Assigned</th>
<th>Part</th>
<th>Splitter Assigned</th>
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<tbody>
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<td>09</td>
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</table>
Standard PF Keys

PF Keys are used in the payroll reference module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the standard PF keys that you will see on the many screens in this module.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item.

Extended Function Keys

<table>
<thead>
<tr>
<th>Key</th>
<th>Function</th>
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<tbody>
<tr>
<td>Bkwd</td>
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<td>Forward</td>
</tr>
<tr>
<td>Next</td>
<td>Next Screen</td>
</tr>
<tr>
<td>Left</td>
<td>Scroll Left</td>
</tr>
<tr>
<td>Right</td>
<td>Scroll Right</td>
</tr>
</tbody>
</table>

- **Bkwd** (Backwards): Returns to the previous screen or scrolls one page back for a particular item.
- **Frwd** (Forward): Advances to the next screen or scrolls one page forward for a particular item.
- **Next** (Next Screen): Advances to the next screen.
- **Left** (Scroll Left): Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left.
- **Right** (Scroll Right): Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.
Instructions

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

**PF Keys**
When a key is listed as PFn, PF represents Program Function. Many PCs use the function keys labeled Fn for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word ‘Bkwd’ under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

**TAB and BACKTAB Keys**
Use the TAB and BACKTAB keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

**CLEAR Key**
The CLEAR key on many PC keyboards is the PAUSE key. This key is often used to clear, or refresh, the screen before typing.

**RESET Key**
After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ( )" or  will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.
Appendix – Instructions (cont’d)

**ERASE END OF FIELD Key**
To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

**HOME Key**
From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

**Protected Area**
The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

**Action Line/Context**
The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in ‘context’ from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in ‘context’ until the user keys a different account in the field.

The **<ENTER>** key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.
Appendix – Instructions (cont’d)

Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

<table>
<thead>
<tr>
<th>Message Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>F6537 Please enter a valid six digit GL account</td>
</tr>
<tr>
<td>002 GL 6 Digit</td>
</tr>
<tr>
<td>01/20/92 11:26</td>
</tr>
</tbody>
</table>

Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.
Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.
Appendix – Instructions (cont’d)

Question Mark (?) and Asterisk (*) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

In some instances, typing an asterisk (*) will provide additional information for a field.

A pop-up window is displayed with the valid values for the field. By placing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

---

**Screen 002 - GL 6 Digit**

<table>
<thead>
<tr>
<th>002 GL 6 Digit</th>
<th>11/24/97 13:09</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td>Account: 032365 ____ NAVSO, INC.</td>
</tr>
<tr>
<td>Account Title: NAVSO, INC.</td>
<td></td>
</tr>
<tr>
<td>Resp Person: 4uuuuuu9 Sosa, Sarah S</td>
<td>Old Acct:</td>
</tr>
<tr>
<td>Year-end Process: F</td>
<td>Reclassify:</td>
</tr>
<tr>
<td>Fund Group: FG</td>
<td>Sub Fund Group: DF</td>
</tr>
<tr>
<td>Default Bank: 00001</td>
<td>Override: Y</td>
</tr>
<tr>
<td>Alternate Banks: 00002</td>
<td>Security:</td>
</tr>
<tr>
<td>Dept</td>
<td>S-Dept Exec Div</td>
</tr>
<tr>
<td>Primary: ELEN EPI AA CD EN C3128 Y</td>
<td></td>
</tr>
<tr>
<td>Secondary:</td>
<td></td>
</tr>
<tr>
<td>Long Title: NAVSO, INC. ENDOWMENT</td>
<td></td>
</tr>
<tr>
<td>Account Letter: Y</td>
<td>Setup Date: 02/28/1994</td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Next

---

**Screen 002 - Sub Fund Group ?-Help Pop-Up Window**

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP</td>
<td>AUXILIARY PLEDGED</td>
</tr>
<tr>
<td>AX</td>
<td>AUXILIARY NON-PLEDGED</td>
</tr>
<tr>
<td>BLANK</td>
<td>NOT SPECIFIED</td>
</tr>
<tr>
<td>DF</td>
<td>DESIGNATED FUNCTIONAL &amp; GENER</td>
</tr>
<tr>
<td>DS</td>
<td>DESIGNATED SRVC-PROF FEES &amp; S</td>
</tr>
<tr>
<td>IA</td>
<td>ANNUITY - INCOME ACTIVITY</td>
</tr>
<tr>
<td>IF</td>
<td>INVESTMENT IN PLANT</td>
</tr>
<tr>
<td>LF</td>
<td>LOANS - UNIVERSITY FUNDS</td>
</tr>
<tr>
<td>PFI=Menu PF4=Exit</td>
<td></td>
</tr>
</tbody>
</table>

---
# Payroll Distribution Screens List

<table>
<thead>
<tr>
<th>PAGE</th>
<th>Description</th>
</tr>
</thead>
</table>
| V-24 | Open Commitments by Vendor/SSN  
Used to display encumbrances by SSN (mainly for purchasing & RF payroll encumbrances). |
| III-5 | Payroll Encumbrance Maintenance  
Used to post salary and benefit payroll encumbrances (RF only). |
| IV-3 | Distribution Rules by UIN  
Used to display and select the available payroll distribution rules for a UIN. Once a rule is selected, control will be passed to Screen 761. |
| III-8 | Payroll Distribution Rules  
Used to create and maintain payroll distribution rules for a SSN for a Part, BPP account, and Object Code. |
| V-26 | Payroll Detail to be Posted  
Used to display and select payrolls that have not been posted. Filters are available to select by SSN, FY, System Member, Cycle, Voucher, BPP account, and RF. Once selected, control will be passed to Screen 765. |
| III-11 | Payroll Detail Record Maintenance  
Used to display, enter, and post payroll information on a person for a particular payroll cycle and sequence number. |
| V-3 | Payroll Detail Inquiry by UIN  
Used to display and select payroll activity for a UIN by payroll end date. If a selection is made, control is passed to Screen 779. |
| V-7 | Payroll Detail Inquiry by S/W Account  
Used to display and select payroll activity for a particular account. If a selection is made, control is passed to Screen 779. |
| V-11 | Payroll Detail Inquiry by Voucher  
Used to display and select payroll activity for a particular voucher. If a selection is made, control is passed to Screen 779. |
| V-15 | Payroll Detail Inquiry by Pay Cycle, Date  
Used to display and select payroll activity for a particular pay cycle/ date combination. If a selection is made, control is passed to Screen 779. |
| V-19 | Payroll Detail Record Inquiry  
Used to display detailed payroll activity for a particular FY, pay cycle / date, SSN, sequence. |
| IV-5 | Browse Pay Cycle Control Records  
Displays the payroll source records from BPP payroll history. |
| IV-7 | Pay Cycle Control Record Inquiry  
View the status of the payroll distribution system process. |
| IV-9 | Browse Source Records by SSN  
Shows individual payroll source record by SSN. |
| IV-11 | Browse Source Records by Department  
This screen is used to view payroll information by department. |
## Appendix – Payroll Distribution Screens List (cont’d)

<table>
<thead>
<tr>
<th>Page</th>
<th>Screen Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IV-13</td>
<td>Browse Source Records in Error</td>
<td>Displays payroll source records that are in need of error corrections.</td>
</tr>
<tr>
<td>IV-15</td>
<td>Detail Source Record Inquiry</td>
<td>Browse information about an employee’s payroll record.</td>
</tr>
<tr>
<td>III-17</td>
<td>Maintain Source Record Account</td>
<td>Used to change a payroll source record before payroll is posted to FAMIS.</td>
</tr>
<tr>
<td>III-20</td>
<td>Maintain Source Record Distribution</td>
<td>Provides for additional distribution of a source payroll record.</td>
</tr>
<tr>
<td>III-23</td>
<td>Create Correction Source Record</td>
<td>Used to copy a payroll source record from a closed pay cycle to a current pay cycle.</td>
</tr>
<tr>
<td>VI-7</td>
<td>Employer Payment Credit Account Table</td>
<td>Identifies the accounts credited by the payroll interface for the employer paid local funds benefits.</td>
</tr>
<tr>
<td>VI-9</td>
<td>Employee Deduction Insurance/Benefits Liability Accounts Table</td>
<td>Indicates the accounts credited by the payroll interface for the insurance and benefits billing system.</td>
</tr>
<tr>
<td>VI-11</td>
<td>InterAgency Payment Account Table</td>
<td>Displays the account numbers used for the InterAgency payments.</td>
</tr>
<tr>
<td>VI-13</td>
<td>FRS Person Information</td>
<td>Add or maintain information for budgeted personnel.</td>
</tr>
<tr>
<td>VI-17</td>
<td>UIN Verification</td>
<td>Used to display entries in the UIN Table.</td>
</tr>
<tr>
<td>VI-20</td>
<td>BPP Verification</td>
<td>Used to display employee information from the BPP Employees File.</td>
</tr>
<tr>
<td>VI-23</td>
<td>Department Table Maintenance</td>
<td>Used in FRS and FFX to maintain a table of valid departments for each TAMUS campus.</td>
</tr>
<tr>
<td>I-6</td>
<td>Payroll System Menu</td>
<td>Shows payroll detail screens.</td>
</tr>
<tr>
<td>I-6</td>
<td>Payroll Encumbrance Module Menu</td>
<td>Contains a list of payroll encumbrance entry and inquiry screens related to the EPA system.</td>
</tr>
<tr>
<td>I-7</td>
<td>Payroll Detail Module Menu</td>
<td>Contains a list of payroll detail screens.</td>
</tr>
<tr>
<td>I-7</td>
<td>Payroll Distribution Module Menu</td>
<td>Lists the screens used with the Payroll Distribution System.</td>
</tr>
</tbody>
</table>
Glossary

A

ABR
See Automatic Budget Reallocation.

ABR Pool Table
A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account
A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President’s Office is an example of a Subsidiary Ledger account.

Account Control
The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID
A 6-digit identification number for an account.

Account Number
A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

Action/Context Line
The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias
A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP
See Accounts Payable.

Attributes
Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)
When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

Bank Transfer
A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.
Appendix – Glossary (cont’d)

**Batch/Session**
A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

**Batch Interface**
A type of interface where one system generates transactions to be batched for input into another system.

**BBA**
See **Budget Balance Available**.

**Budget**
A plan of revenue and expenditures for an accounting period expressed in monetary terms.

**Budget Balance Available (BBA)**
That portion of budget funds that is unspent and unencumbered.

**Budget Pool**
A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

**Cash**
Coins, currency, checks, and anything else a bank will accept for immediate deposit.

**Cash Disbursement**
A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

**Cash Receipt**
Cash received from cash sales, collections on accounts receivable and sale of other assets.

**Chart of Accounts**
A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

**Check Override**
The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

**Claim-On-Cash**
The share of ownership that an account has in the institution’s money.

**Clearing Account**
A temporary summary account (such as a payroll account) which is periodically set to zero.

**COA**
See Chart of Accounts.

**Compound Journal Entry**
A two-sided transaction that posts debits and credits.

**Context**
The information that identifies the record being displayed or to be displayed by the system.

**Credit Memo**
The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.
Appendix – Glossary (cont’d)

Cycle
Two or more programs that are run in a specific sequence.

Data
Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database
The collected information that is accessible to the computer for processing.

Data Control
The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP
An on-line feature that assists the user by providing immediate information about any particular field on a screen.

Data Entry
A means for adding information into the system.

Default
The value that the system will assign if no other value is entered.

Delete Flag
A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Diagnostic Message HELP
An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics
The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC
The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Discount Account
The account credited for discounts taken by the system when a check is written.

Discount Table
A table containing user-defined values representing discount terms for vendors.

Dollar Data
A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit
A code used in Accounts Payable to specify a check amount. If the amount of a vendor’s check is greater than this value, the check will not be generated.

Drop Flag
A data element whose condition signifies that a document is to be removed from the database immediately.
Appendix – Glossary (cont’d)

**E**

**Encumbrance**  
An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

**Endowment**  
Funds received by an institution from a donor who specifies the condition that the principal not be spent.

**Endowment Income**  
The income generated by investing the principal of an Endowment Fund.

**Entry Code**  
The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

**F**

**FA**  
See Financial Accounting.

**Feed**  
Transactions from other systems that are transferred to the FRS.

**Field**  
That part of a control record, transaction or established for displaying or entering information.

**File**  
A storage area established within a computer system or database for organizing similar kinds if data.

**Financial Accounting (FA)**  
A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

**Financial Records System (FRS)**  
A system that supports the financial record-keeping and reporting of a college or university.

**Flag**  
A data element used to set controls or conditions on a process or program.

**Freeze Flag**  
A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

**FRS**  
See Financial Records System.

**Fund**  
An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

**Fund Balance**  
The equity of a fund (the difference between assets and liabilities).

**Fund Group**  
A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.
Appendix – Glossary (cont’d)

**Fund Group ID**
A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**
A movement of dollars from one fund balance to another.

**General Ledger (GL)**
A balance sheet account for the institution. All GL account numbers begin with “0” (zero).

**GL**
See General Ledger.

**GL/SL Relationships**
User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

**Global Subcode Edit (GSE)**
A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**
See Global Subcode Edit.

**Header**
That portion of a Purchasing document containing basic information such as the document’s number, the date and amount.

**Indirect Updating**
The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

**Inquiry Screen**
A screen which only displays information and cannot be used for entering data.

**Interface**
A communication link between data processing systems or parts of systems that permits sharing of information.

**Interfund Borrowing**
The transfer of an asset or liability from one fund to another.

**JCL**
See Job Control Language.

**Job Control Language (JCL)**
A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

**Journal Entry**
A non-cash transfer of dollars between two or more accounts.
Appendix – Glossary (cont’d)

L
Ledger
A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account
In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

M
Map Code
A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account
An account that represents the balances of demand deposits for operating accounts.

Menu
A screen containing a list of available processes, screens or other menus.

N
Name Rotation
A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

O
Object Code
A four-digit number identifying specific items of revenue/expense or attribute records.

P
Parameter
A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

R
Regular Order
A type of purchase order that denotes a typical order.

Remit-To Address
The address to which the check for goods and/or services rendered will be sent.

Requisition
A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months
A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

S
6-Digit Account
For GL: An entity that consists of a self-balancing set of 10-digit accounts.
For SL: An entity of revenues and/or expenses
**Screen HELP**
An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

**Secondary Vendor**
The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

**Session**
A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

**SL**
See Subsidiary Ledger.

**Split Encumbrance**
An encumbrance which applies to several accounts.

**Standing Order**
A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

**Subcode**
Four digits appended to the account ID to identify attributes and dollar records within an account.

**Subsidiary Ledger**
Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

**Suspense Account**
A GL clearing account reflecting real dollar activity directed to the Suspense File.

**T**

**1099 Vendor**
A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

**1099 Voucher**
A voucher that must be reported to the IRS on Form 1099.

**10-Digit Account**
The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

**Tax Code**
A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

**Tax ID**
A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

**Taxes**
An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.
Appendix – Glossary (cont’d)

Temporary Vendor
A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code
A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

Update Screen
A screen that allows a user to enter data for updating the files.

Valid Value
A value of a data element that has been defined for input.

Vendor
A provider of goods and/or services.

Vendor Addresses
See Order-From Addresses and Remit-To Addresses.

Vendor File
A record of all attributes, dollar data, and control information for all vendors.