Payroll Encumbrance User Manual

FAMIS Services
The Texas A&M University System

Introduction

The purpose of this manual is to assist in understanding payroll encumbrance procedures in the 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, Purchasing, Receiving, Fixed Assets and Sponsored Research. Manuals for these applications are being developed or are currently available.

By utilizing the information and guidelines contained in this manual, a user should be able to view, establish, adjust, and liquidate payroll encumbrances.

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:

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Table of Contents

Table of Contents (cont'd)

Why We Encumber

In order to "reserve" enough money in the operating accounts to cover the payroll expenses, payroll funds are encumbered at the beginning of the fiscal year by most A&M System members. This insures that an operating account will not spend payroll funds on other expense items. Encumbrances generally cover all the budgeted employees' payroll for the fiscal year.

Summary – Creating Payroll Encumbrances at the Start of Fiscal Year

BPP Operations Center opens the Preparation (Prep) Budget which is used to update individual personnel salaries. During the period of budget preparation, the BPP Prep Budget is continually fed to the FAMIS Budget Preparation Module. The A&M System Offices give final approval for the budget to be loaded from the Budget Module into the FAMIS accounting records for the new Fiscal Year. The Budgeted Position (Salaried) payroll encumbrances are created with year-end program FBYR405, while the Wage Position payroll encumbrances are created with year-end program FBYR430.

> Additional information about the budget preparation process can be found in the **Budget Preparation User Manual**.
>
> Please refer to the **Year-End Procedures User Manual** for additional information about the year-end jobs and processes.

Summary - Additions / Changes to Payroll Encumbrances

Once the budget is loaded and accounting activity has begun in the new Fiscal Year, payroll budget actions are initiated on an ongoing basis. There are two methods for enacting these payroll budget changes: through the use of the Employee Payroll Action (EPA) System in the Canopy Web Applications or through the BPP Form 500 process (the original 3270 update process).

There is a difference in the 'freshness' of the data you view depending on the method of entry of the payroll action. With EPA, you can inquire and see the audit of payroll actions immediately in Canopy and FAMIS, whereas with entry to BPP Form 500 there is an overnight delay in the display of the information.

EPA - Employee Payroll Action System

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

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

BPP Form 500 System

Updating the BPP System's Active budget through the mainframe computer 3270 screens (Form 500 method) continues to be available. When entries are made directly into the BPP System via the Form 500 process by payroll workstation personnel, appropriate accounting entries must be created and posted into FAMIS. These BPP entries are generated when the Form 500 is printed and batch fed to FAMIS. This process occurs in the nightly batch processing cycle. The resulting encumbrances and budget transfers are posted later the same night by FAMIS programs FBPU510 and FBPU515. An error report from the FBPU515 is printed that details those transactions that reject. These 'rejects' did not post and need to be addressed.

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

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

Summary – Liquidations of Payroll Encumbrances

The BPP Operations Center processes a payroll cycle many times during the month. Typically, there is process for Monthly Payroll and two processes for Bi-weekly Payrolls. FAMIS processes records for each payroll, creating and posting the appropriate accounting transactions. Liquidating payroll encumbrances is part of the payroll posting.

Section II
Basic Viewing of Payroll Encumbrances

Payroll Encumbrances

Basics of Viewing Payroll Encumbrances
(See detail screens later in manual)

<u>**CANOPY**</u>

Canopy is a web-based application created and maintained by the Business Computing Services department of the A&M System. This umbrella application houses data from payroll (BPP) and accounting (FAMIS). Payroll Encumbrance information can be viewed at an account level under the FRS Inquiry Tab. Click on the Payroll Tab to access your account detail. Payroll transactions for an account can also be viewed under the Account Summary and Transaction Tabs.

<u>**FAMIS**</u>

The **Payroll Encumbrance Module** consists of a series of screens that display payroll encumbrance information. All A&M System agencies that encumber payroll expenditures via FAMIS can view their payroll encumbrances using the FAMIS screens.

> <u>**Payroll Encumbrances at the PIN Level**</u>
> The Payroll Encumbrance Module contains database files that keep track of balances and activity of payroll encumbrances on a PIN by PIN basis.
>
> FAMIS Screens 753 through 758 provide for the maintenance and inquiry of these encumbrances which are kept at the PIN and SL-SA account level.
>
> <u>**Payroll Encumbrances at the Summary Level**</u>
> For payroll adjustments and the initial budget load, encumbrance transactions are summarized into a single entry per SL-SA account / subcode containing salary, wage, benefits, and longevity amounts.
>
> Summary payroll encumbrances are tracked on the Open Commitment file and are viewable on Open Commitment screens such as Screens 21, 26, 61. The module keeps the summary encumbrances (SAL0001, WAGE001, BENB001, BENW001, LNGB001, and LNGW001) in sync with the detail payroll encumbrances.

Payroll encumbrance transactions can be seen on the Open Commitment screens (21, 26, 61, etc.) and the Transaction Inquiry screens (23, 46, 47, 48, 49, 63, etc). Associated budget transfer transactions are also posted in FAMIS and can be seen on the FRS Transaction Inquiry screens.

Menu 75 - EPA Payroll Encumbrance Module Menu defines the screens that display payroll encumbrance information. ***Detail for this menu and all the pertinent screens can be found elsewhere in this manual***.

M75 - Payroll Encumbrance Module Menu

```
  M75 Payroll Encumbrance Module Menu                      02/22/11 10:01
                                                           FY 2011 CC 02
   Screen: ____  PIN: _____   S/W Acct: __ _____ _____


                 ---------- Inquiry Screens ------------

                 755  Payroll Encumbrance Screen by PIN
                 756  Payroll Enc Transaction Screen by PIN
                 757  Payroll Encumbrance Screen by Account
                 758  Payroll Enc Transaction Screen by Account

                 -------- Maintenance Screens -----------

                 752  Payroll Enc Adjustment-Supplement
                 753  Payroll Enc Adjustment-Budget
                 754  Payroll Enc Adjustment-Wage




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

> **For payroll encumbrance data prior to FY 2005,**
> **you must use Screen 90 – Form 500 Tracking.**

Screen 90 - Form 500 Tracking

```
  F6098 Required action field is missing - Please Enter a valid value
   090 Form 500 Tracking                                   02/22/11 10:03
                                                           FY 2011 CC 02
   Screen: ____   Fiscal Year: 2011  PIN: _____


                   Bud Ch   Net Funding   Reqmt/Sav   First   Reverse  Form 500
  Iter Seq PT Acct  Nbr     Requirement     Acct      Entry    Entry   Prep Dt
  ==============================================================================










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

Section III
Establish Payroll Encumbrances

Establish Payroll Encumbrances

Payroll encumbrances are necessary to ensure that the funds are available when payroll is expensed. This is especially important as BPP processes the payroll and initiates the payments BEFORE the transactions are posted to accounting.

To establish the encumbrances, the following methods may be used:

> New Year Payroll Encumbrance Programs
> EPA & Form 500 Encumbrance Processes

New Year Payroll Encumbrances

Background -- The A&M System Budget and Payroll
The initial step in getting payroll ready for a new fiscal year is taken when BPP opens the Preparation (Prep) Budget which is used to update individual personnel salaries for employees in budgeted positions. During the period of budget preparation, additions and updates to the Prep Budget are continually fed to the FAMIS Budget Preparation Module thereby updating the salary information for the coming fiscal year.

Reconciliation of payroll encumbrances is made easier if during Budget Preparation you separate wages and salaries into different pools in your ABR rules. This means there should be no available balance in the salary pool, except when salary savings are retained in the same account and budget pool.

When the A&M System gives final approval, each Member chooses the accounts to be loaded from the Budget Module to accounting. This budget load includes the payroll budget requirement (but not the matching encumbrances) for the identified accounts. These budget transactions are processed as 02x transactions by the year-end job FBYU408. The accounts that are not included in the load have their payroll budget handled another way -- for example, they may be flagged to have budget rolled forward by other year-end jobs.

New Year Payroll Encumbrances
Since payroll encumbrances for a new year are not created with the budget load, two programs can be utilized to automatically encumber new-year payroll funds. Positions are defined in the BPP payroll system as either Budgeted or Wage Positions. Each of these categories has a different set of payroll rules and encumbrance rules.

Budgeted Positions Initial Encumbrances
The encumbrances for Salary, Benefits & Longevity for Budgeted Positions are posted at the beginning of the fiscal year. The data is sent to FAMIS in a file provided by BPP. This file contains the full detail of all budgeted employees at the PIN level and reflects the BPP "goldplate budget", essentially the budget information approved by the Board of Regents.

By Member request at year-end, FAMIS runs program FBYR405 which uses the BPP file and posts, in the new fiscal year, a single "lump sum" (summary) encumbrance transaction for each SL/SA account for all budgeted salaries. The process repeats for the benefits and longevity, that is, one summary transaction is posted the SL/SA combination. These encumbrances represent the amount of funds required to pay employees' gross pay and benefits for the remainder of a fiscal year. A report from the FBYR405 details by SL and SA the salary, benefit and longevity encumbrance by PIN number.

YR405 - Year End Job for Budgeted Positions

This job uses the FBYR405 program to load Salary, Benefits & Longevity for Budgeted Positions:

Batch Reference	EPA0901
Batch Description	EPA Summary Adjustment
Transaction Code	05x (E5x)
Reference 1	SAL0001 & BENB001 & LNGB001
Reference 2	EPA0901
Object Codes	1105 for salaries, 1906 for benefits and
	1605 for longevity

Note that the automated loads for benefits DO NOT include State accounts (1XXXXX).

Wage Positions

At year end, by request, FAMIS runs program FBYR430 which reads the FAMIS budget file and creates encumbrances equal to the dollar amounts in the Wage budget category. These are posted in the new fiscal year.

The FBYR430 for wage positions only establishes the wage portion of the wage payroll commitments. The benefits for wage positions are not specifically budgeted in the Budget Module, so they are not loaded with the FBYR430. However, you can estimate and manually encumber these amounts so that the commitments will be reserved.

Encumbrances for benefits are the most difficult to establish, since most wage payments are made to employees who are not eligible for benefits. An exception is FICA or the OASI employer match type of benefit. However, if the employee is an enrolled student, even this benefit is excepted.

Another method to load wage encumbrances is sometimes used. This is to create a file of transactions similar to the file created by the FBYR430 (FBDLE5X transaction layout), FTP the file to FAMIS Production and request that it be posted. This process might be chosen if you want to estimate benefits for ALL departmental accounts and don't want to manually enter them.

YR430 – **Year End Job for Wages**

This job **uses** the FBYR430 program to load Wage Salaries Encumbrances for Wage Positions. **Note that the batch reference and batch description must be set up in the JCL for FBYR430 and can be different than seen below.

Batch Reference	WAGE01**
Batch Description	WAGE ENCUMBRANCE**
Transaction Code	05x (E5x)
Transaction Desc	EPA – INITIAL - BLANKET
Reference 1	WAGE001
Reference 2	INITIAL
Object Codes	1705 for wages

Note that the automated loads for wages include ALL accounts.

> **Please refer to the Year-End Procedures Manual for additional information about the loading of the payroll encumbrances.**

EPA & Form 500 New Year Activity

At the beginning of a new fiscal year and until the loading of the budget into FAMIS accounting, all EPA and BPP Form 500 entries are flagged as 'held' and are not posted to FAMIS in 'real time'. Once the budget is loaded, the 'held' transactions are released to be processed in the nightly production cycle. The transactions are picked up and posted by programs FBPU510 and FBPU515 when they are run the first time after the EPA-ENC-TRANS flag is set to 'Y' in the new fiscal year. This processing posts not only the 'held' EPA transactions, but all unprocessed Form 500 actions in BPP. Once these 'held' entries are loaded, the regular new fiscal year payroll activities are processed in the regular nightly production cycles.

Create Payroll Encumbrances Throughout Fiscal Year

Aside from the initial budget load, when a new position is established, two things must take place in accounting. One is posting the budget to cover the position and second is posting the encumbrance to assure the money is available when the payroll is run. Generally speaking, when processing either an EPA document or a Form 500, the budget is designated to either be taken from the paying account or from another account specified as the 'requirement' account. In the latter case, the FAMIS processing takes care of 'moving' the required budget to the paying account. In that same processing, the payroll encumbrances are established. Payroll encumbrances can also be created using screens in the FAMIS Payroll Encumbrance Module.

Salary Encumbrances Automatically Created

When an EPA document is closed, budget is checked for availability and the encumbrance is posted in accounting immediately. If there is not sufficient budget, the document will not close and you will receive an error regarding insufficient funds.

Salaries, Benefits, and Longevity for *budgeted positions* are automatically encumbered through the EPA process for those who pay from an SL account. Benefits and Longevity *for budgeted positions* are encumbered automatically **if they are paid from the same account as the salary source account**. These benefits and longevity are NOT automatically encumbered for budgeted positions when they are paid from a different account than the salary source account and you must enter them manually.

When using the Form 500 process, the encumbrance is posted from BPP and available for viewing within 24 hours. Encumbrance transactions reject if there is not sufficient budget in the account to post. Error reports are generated to alert budget offices of the situation.

Salary & Benefit Encumbrances Manually Created

Salary Encumbrances

Salary encumbrances can be manually created or adjusted on Screen 753 at the detail level. This screen accommodates creating or adjusting salary, the salary benefits and the longevity for budgeted positions. While it is possible to create or adjust the salary encumbrance at the detail level, it is strongly discouraged. All budgeted employees' salary encumbrances will be maintained and synchronized by the automated payroll encumbrance processes. ***Therefore, the use of Screen 753 is typically unnecessary.***

Benefits and Longevity Tied to the Salary

However, there are times that a workstation or department might choose to enter encumbrance adjustments for budgeted employees especially for salary benefits or longevity and these may be done at the detail or summary level.

For example, blanket encumbrances can be used to encumber benefits for state accounts whose benefits are charged to central consolidated accounts. This may be necessary because salary benefits and longevity encumbrances are automatically encumbered ONLY if they are paid on the same account as the salary / wage source account. While this screen can be used by departmental personnel, it is more likely to be used by workstation personnel.

As payroll is posted, the module looks for an encumbrance at the PIN level. If one is found, that encumbrance will be adjusted. If one is not found, the module searches for a 'blanket' encumbrance and posts an adjustment transaction against the blanket encumbrance.

Computation of Salary Benefits and Longevity

Salary Benefits and Longevity encumbrances are automatically computed for each position based on the occupant's benefit choices, longevity eligibility, and standard Federal and System Member rates. *Group Insurance Benefits and Longevity* are computed based on a monthly amount. All other benefit types are computed based on a percentage of the covered earnings. Each funding account, based on percent effort, is assigned a percent of each monthly amount for the time period it covers. These benefit and longevity encumbrances are posted at the same time as the salary encumbrance is posted.

Wage Encumbrances NOT Automatically Created

Wage encumbrances ARE NOT automatically created by either EPA documents or by the Form 500 process.

Wage Encumbrances Manually Created in FAMIS

Each A&M System member can choose to manually encumber wages, wage benefits and longevity for automatic liquidation. To do this, you must create them with the appropriate encumbrance object codes and encumbrance commitment references. You should then use these object codes and commitment numbers to create the manual wage encumbrances and adjust them during the fiscal year. This assumes that you already have budget established to cover these encumbrances.

Wage encumbrances can be manually created on FAMIS Screen 754 and are set up on object code 1705 (generally) and the wage encumbrance commitment reference of WAGE01. Benefit encumbrances (BENB001) are set up on expense code 1906 (generally) and DO NOT include State accounts (1XXXXX). Longevity encumbrances are set up on expense code 1605 with the longevity encumbrance commitment reference (ref 1) of LNGB001.

Wage Encumbrances at a PIN Level OR a Summary "Blanket" Level

These Wage Position related encumbrances may be created at the detail PIN level or at the summary "blanket" level on Screen 754. For example, blanket encumbrances can be used to encumber benefits for state accounts whose benefits are charged to central consolidated accounts. This screen can be used by departmental personnel, but is more likely to be used by Business Office or Payroll Workstation personnel.

Encumbering of wages, benefits, and longevity and the subsequent payroll reduction of the encumbrances can be performed at the detailed person level, summarized by account / subcode or a combination of the two methods. Departments or workstations may prefer to create a blanket wage encumbrance to cover multiple employees / positions rather than to create individual estimates for each individual paid on wages. It should be noted that it is not a FAMIS requirement that wages be encumbered. Each System Member's workstation or individual department can determine if they want to encumber wage positions for their Member or department.

As payroll is posted, the encumbrance adjustment process will look for a specific (detailed) wage encumbrance for the person being paid. If one is found, that encumbrance will be adjusted. If one is not found, the process will look for a 'blanket' wage encumbrance for the SL-SA and post an adjustment transaction against the blanket encumbrance to reflect the amount being paid.

Once the encumbrance is created, you can't change an encumbrance for an individual PIN to a Blanket encumbrance. However, you can change from a Blanket encumbrance to an individual PIN.

Section IV
Payroll Encumbrance Adjustments

Adjustments of Payroll Encumbrances

Payroll Encumbrances Adjustment Process

Changes to payroll encumbrances can be made various ways. Once encumbrances are established, adjustments to the amount encumbered are made by:

(1) posting a Bi-weekly or Monthly payroll

(2) processing an EPA document or Form 500

(3) running the Auto-Adjustment Program
   a.   (run by FAMIS near the end of each month)

(4) entering manually using the FAMIS payroll encumbrance screens –
   a.   Screens 753 and 754

(1) Bi-Weekly or Monthly Payroll Posted

When a payroll is expensed, the encumbrances are adjusted. The posting of payroll expenditures generates two accounting transactions: one is the payroll expense transaction and the other is a summarized 05x encumbrance transaction which reflects the reduction in the payroll obligation. One 05x encumbrance transaction is posted for each SL-SA / subcode combination.

Wage Adjustments

As payroll is posted, the encumbrance adjustment process looks for a specific (detailed) wage encumbrance for the person being paid. If one is found, that encumbrance is adjusted. If one is not found, the process looks for a 'blanket' wage encumbrance for the SL-SA and posts an adjustment transaction against the blanket encumbrance to reflect the amount being paid.

If the wage encumbrances are manually established, they will be automatically adjusted by the payroll posting to reflect the amounts that have been expensed on the payroll.

(2) EPA / Form 500 Changes to Encumbrances

Payroll encumbrances are also adjusted through a budget change initiated by either an EPA document or by a Form 500 entry. With a new iteration for a salary action, the old encumbrance is adjusted and the new encumbrance posted in FAMIS.

Sometimes an error occurs when adjusting an encumbrance. The 'new' encumbrance is created first, then the 'old' encumbrance is adjusted. To resolve: Override the EPA budget with a note or cancel the document and re-issue.

EPA documents are created for various activities that affect the BPP active budget. Not all budget actions necessitate adjustments to payroll encumbrances. Whenever an EPA document changes the funding or requirement accounts, then the appropriate changes to the encumbrances are posted upon 'close' of the EPA document.

For example, an EPA document is created and the activity chosen is a new iteration for a PIN to change the funding account. When the document is closed, the salary action requires that the encumbrance on the 'old' account be adjusted and a new encumbrance on the 'new' account be posted in FAMIS.

> Wage encumbrances are NOT adjusted through EPA or Form 500 documents.

Adjustments initiated through the EPA system or by a Form500R to employees' budgeted amounts throughout the year are encumbered by PIN.

> See the **Employee Payroll Action (EPA) Web-Based Module Manual** *for further information on using the EPA Module or the BPP screens to initiate payroll actions that adjust encumbrances. The manual is available on the FAMIS website,* http://www.tamus.edu/offices/famis/.

Sequence Numbers
A sequence number may be assigned if a Payroll Workstation makes a change through the BPP System after the initial processing of a budget action through either an EPA document or after a Form 500 has been printed. FAMIS keeps track of a sequence number each time the same iteration is received. A subsequent sequence number replaces the previous sequence number when changes are received from BPP All accounting for the previous sequence number is reversed when the next sequence number is created.

The reverse date may be observed using the Reverse Entry: field on Screen 90. Screen 90 also shows the net funding requirement at the SL-SA level.

Funding Sources & Net Requirements —EPA & Form 500 Documents
FAMIS is primarily concerned with the accounting impact of payroll actions. Two accounting actions take place when changes are made to the funding sources on an EPA or Form 500 document. In FAMIS one action is a salary encumbrance adjustment (TC=051) and the other is a budget transaction (TC=022).

Definition of Net Requirement Amount

When the funding sources change and the difference is a positive amount, the listed SL-SA needs to pay that much more than it was paying before the new document was processed. This "difference" amount is referred to as the "net funding requirement" or "net requirement amount." If the net funding is less than zero (negative), the listed SL-SA will be relieved from paying that net difference. These net differences always project the amount "needed" or "saved" through the end of the Fiscal Year.

It is this net requirement amount that is dealt with by FAMIS. The current (before change) amount should already be accounted for in FAMIS, but the incremental amount needs to be adjusted. In addition, there may be multiple net funding requirements for many SL-SAs for one given document.

Encumbrance Adjustments & Requirement Amounts

If the EPA or Form 500 results in a positive or negative net funding requirement, an encumbrance adjustment (TC=051) is made. If the iteration is iteration 01, then the full funding source requirement amount is the net funding requirement amount. If the net funding requirement amount for an account is zero (0), no action is taken by FAMIS.

If you change an iteration and print a new Form 500 in BPP, the previous net change for the last iteration is backed out and the new net change amount is processed instead. The previous net changed amount is tracked only in FAMIS, not in BPP.

Budget Adjustments & Requirement Accounts

When a document has a positive or negative net funding requirement, several questions arise:

> How will that account fund the increase?
> What will happen with the budget 'savings' from the decrease?

This is where the requirement account comes into play. On any given funding source line, the account to fund an increase or receive a savings is referred to as the requirement/savings account. The account that will fund an increase is the "requirement account." The account that will receive the savings is the "savings account."

Requirement Account - when the Net Funding Amount is Positive

The requirement account is that account that will fund the increase necessary due to the change in the funding amount. If there is an increase in funding requirements for a position, the requirement account and object code must be entered on the document.

When entering a Form 500, BPP uses a control flag that makes the requirement account field required for entry. If the funding requirement account is left out, and the net funding is positive, the Form 500 will not print and no activity will take place in FAMIS. Screen 8 is NOT used in this situation. The account selected by the Form 500 program will be on the first source line with requirement data. This is very important if you have two source lines with the same account.

In creating an EPA document, the requirement field is required in order to close the document.

Based on the account and object code, FAMIS will initiate the following (TC=022) budget transactions:

⇨ The "from" (credit) account will be the requirement account and object code entered on the EPA or FORM 500.

⇨ The "to" (debit) account is the account on the funding source line; the object code will be the corresponding budget pool of the object code on the source line.

> This budget transaction is **made** with the cash transfer flag set to 'Y,' which creates a journal entry (TC=060) between the GLs if they are different.

> Budget transfer transactions (TC=022) are not made for Benefits.

Savings Account - when the Net Funding Amount is Negative

If there is a decrease in the funding requirement for a position, the account to receive the budget savings must be determined. The determination is done a little differently for an EPA document versus a Form 500.

The requirement/savings account is entered on the EPA document and is validated against the distribution fields on FAMIS Screens 8 & 52.

For a Form 500, the requirement account is not required to be entered. The requirement account is determined using the entries on FAMIS Screens 8 & 52. (One reason that the FAMIS screens are used is that there is not always a place in the BPP system to enter the savings account. An old source account may not be on the recommended iteration.)

In either case, a budget transfer transaction (02x) is posted to transfer the savings amounts to another account if the appropriate four distribution fields on Screens 8 & 52 so indicate. If the fields are filled in on Screen 52, they supersede those entered on Screen 8.

The four distribution fields, highlighted on Screen 52 & 8 below; are the ones that are used to determine the appropriate budget savings accounts. These fields are:

> Salary Sav Dist (Salary Savings Distribution)
> Fac Salary Sav Dist (Faculty Salary Savings Distribution)
> Fac Savings Form 500 (Faculty Savings Form 500)
> Grad Savings Form 500 (Graduate Student Savings Form 500).

How each of these fields is used is detailed below.

Screen 52 – Support Account Attributes 2

```
 052 Support Account Attributes 2                          02/23/07 11:38
                                                           FY 2007 CC 01
   Screen: ___  Account: _____ _____

       Accountant Resp: _____

       Salary Sav. Dist: 133502 00003 1000          Obj Cat Trans Type
  Fac Salary Sav. Dist: 133505 00001 1005    Cost Ref 1:    _      _
  Fac Savings Form 500: 133505 00001 1000    Cost Ref 2:    _      _
  Grad Savings Form 500: 133501 00002 1005

       Interest Exempt: _ Int Exe Reason: __     --- Subcode Edits ---
          Interest Acct: _____ _____            Low   High  Match
                                                 ____  ____   _
    ------- Responsible Persons ------           ____  ____   _
    1:                                           ____  ____   _
    2: _____                                 ____  ____   _
    3: _____                                 ____  ____   _
    4: _____                                 ____  ____   _

   *** All fields entered on this screen override fields on the Parent SL ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Screen 8 - SL Attributes 2

```
 008 SL Attributes 2                                       02/23/07 11:21
                                                           FY 2007 CC 02
   Screen: ___   Account: 133501 _____ BIOLOGY

       Element of Cost: IN_  Sub-El: DO      Foreign Tvl: 0   Gen Exp Bud: _
       Effort Category: DINS_                Rev Pledged: _    Restricted: _
       Salary Sav. Dist: 133505 00001 1000 Pyrl Acct Anal: 0180   Delg Type: _
  Fac Salary Sav. Dist: 133505 00002 1000    Int Exempt: _ Int Exe Reason: __
  Fac Savings Form 500: 133505 00000 1000  Interest Acct: _____ _____
  Grad Savings Form 500: 133501 00000 1005             --- Subcode Edits ---
   Construction Project: _____          Obj Trans  Low   High   Match
            Bond Issue: _____            Cat Type   ____   ____    _
           Budget Sort: _____      Cost Ref 1: _    _   ____   ____    _
       Gift Fee Exempt: _           Cost Ref 2: _    _   ____   ____    _
        A/R  Clerk Cd: __      Cap. Campaign: 4        ____   ____    _
  Accountant Resp: 5uuuuuuu2 CRAWDAD, CHARLIE C        ____   ____    _
   Title to Equip: _____
  Comments: STATE FUNDING FOR DEPARTMENTAL OPERATING EXPENSES. PURCHASES
            MUST FOLLOW STATE GUIDELINES._____
            _____
            _____
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12—
        Hmenu Help  EHelp      Next  CAcct
```

FAMIS determines the budget savings account by looking at the funding source object codes (and for AL-RSCH, the title code), then determining the appropriate account by using the fields on Screen 8 and Screen 52.

For Faculty Object Codes or AL-RSCH Title Codes

If the object code is one of the faculty object codes in the **1400 range** or for AL-RSCH, the title code is 7027-7127, 7200-7250, 7270-7348, 7510-7515, and 7148-7150, then:

⇨ First, if the *Fac Savings Form 500* field (due to hiring at a lower rate) is filled in, it is used.

⇨ Next, if the *Fac Salary Sav Dist* field (due to vacancy) is filled in, it is used.

   Technical Note: This field can be loaded or changed using XXCHGSSV.

⇨ If both of the above are blank, the savings remains in the same account and budget pool as the source account. The requirement account, if filled in, will be ignored.

Graduate Assistant Object Codes

Graduate Assistant object codes include those for Graduate Assistant Non-Teaching (GANT) positions, Graduate Assistant Teaching (GAT) positions, and Graduate Assistant Research (GAR) positions. The object codes currently are: 1325, 1415, 1525, and 1526.

⇨ First, if the *Grad Savings Form 500* field is filled in, it is used.

⇨ If the above is blank, the savings remains in the same account and budget pool as the source account. The requirement account, if filled in, will be ignored.

   All Other Salary Object Codes are checked in the following order:

⇨ First, if the *Salary Sav Dist* field is filled in, it is used.

⇨ If the above is blank, the savings remains in the same account and budget pool as the source account. The requirement account, if filled in, will be ignored.

   Technical Note: This field can be loaded or changed using XXCHGSSV.

The accounts used in the rule test are supplied to BPP from FAMIS, through a file on a daily basis (FAMIS job is DR160).

After the savings account is determined, FAMIS posts a budget transaction as follows:

⇨ The "from" (credit) account will be the same account on the EPA/Form 500 source line; the object code will be the corresponding budget pool of the object code on the source line.

⇨ The "to" (debit) account will be the account and object code of the savings account as determined above.

(3) Automated Adjustments

To ensure that BPP budget and FAMIS encumbrances are 'in sync', FAMIS runs program FBPU525. If, for any reason, the FAMIS Payroll Encumbrance Module has an amount that is greater or less than the amount reflected in the BPP system, the amounts in FAMIS will be automatically adjusted. Put another way, the auto adjust "AA" entries are posted by a month end process that compares the remaining payroll obligation for the year with what is currently encumbered and performs an adjustment if it finds any differences.

Salary, Salary Benefit, and Longevity encumbrances are "synced" for each Budget PIN. FBPU525 produces a report for each System Member. In FAMIS you can view these transactions on Screen 24 using the batch identifier of SEAAnn and the batch description is EPA AUTOMATIC ADJUST.

Wage PINs are not automatically adjusted.

Auto Adjustments Particulars

The calculation and posting of auto adjustments is not exact, but is an estimate of the differences between BPP and FAMIS records. The sources of the adjustments can be many and the process is not simple. Two of the more prevalent reasons for an auto adjustment are:

1. Timing Issues – for example, FICA and some of the pre-tax deductions are not always available at the time of the auto adjust program

(4) Manual Changes Using FAMIS Screens

Workstation, Business Office, and / or departmental personnel (if authorized) are able to manage encumbrances for budget positions on Screen 753 and wage positions (or blanket wage encumbrances) on Screen 754 in FAMIS. These two FAMIS screens offer the ability to make manual payroll encumbrance adjustments. While salary encumbrances can be created (or adjusted) on Screen 753 at the detail level, it is strongly discouraged. All budgeted employees' salary encumbrances will be maintained and synchronized by the EPA automated process at the end of each month.

It is recommended, however, that budget encumbrances only be entered for those benefits or longevity amounts that are NOT paid out of the same account as the salary source.

Budget or wage encumbrances can be entered at the PIN level by entering the PIN number or they can be entered at the blanket level by entering a "Y" in the blanket field on the Action Line. If a blanket encumbrance is indicated, a "blanket" PIN number will be assigned which has the workstation as the first character of the PIN followed by all 9s.

> Screen 753 - Payroll Enc Adjustment-Budget
> Screen 754 - Payroll Enc Adjustment-Wage

See the detail for these screens in a later section of this manual.

Salary Savings Adjustments of Payroll Encumbrances

Salary Savings & Salary Encumbrance Adjustments

Salary encumbrances are frequently adjusted via the Salary Savings process that is run each month. The Salary Savings program adjusts encumbrances and transfer "savings" budgets, as necessary, for budgeted positions that were vacant at any point during the month. Encumbrances are adjusted for the number of days that the positions were vacant during the preceding month.

BPP calculates the salary savings and sends the salary savings file to FAMIS on a monthly basis. The data (on every position that is <u>vacant</u> for any length of time during a given month) is summarized by account and posted in FAMIS. The file is correct as of the last day of the month and does not include any retroactive salary savings changes entered in BPP after the end of the month. FAMIS report FBPR051 produces a page detailing the monthly salary savings activity for each account.

Positions remain encumbered while vacant. When the salary savings file is received at the end of the month, the encumbrances are reduced for the amount of salary that was "saved" during the preceding month - based on the number of days the position was vacant.

Action is also taken if the "savings" from the vacant position should be transferred to another account.

> For Entry into the BPP system: If a position is eliminated after being vacant for several months, the effective date of the elimination **should not** be **before** the last day of a month for which salary savings was completed and posted. Using an earlier date will cause too much of the encumbrance to be liquidated.

On the basis of the information in the file, FAMIS takes the following actions:

Encumbrance Adjustments
An encumbrance transaction **was originally posted** (transaction code 05x) for the vacant position. Therefore, the salary encumbrance is reduced by the amount of the savings.

Budget Adjustments
With the salary savings programs, FAMIS must determine (1) where the budget is currently posted on the payroll account (i.e. the 'FROM' account) and (2) to what account the salary savings budget should be transferred (i.e. the 'TO' account).

Analysis of the 'FROM' account

Screen 6 flags and JCL parameters impact whether the transaction is posted from the SL versus SA.

Because payroll may be budgeted at the SL and expensed at the SA account, FAMIS will transfer FROM the base SL of the payroll expense account EXCEPT WHEN one of the following parameters is set in the FBPR050 program. Only one of these two parameters should be set in the JCL.

OPTION Parameter

If OPTION equals 'OVERRIDE', the program examines the Expense Budget flag in the SA Transactions matrix on Screen 6 for the 'FROM' account.

```
----SA Transactions---
     Budget   Actual
Expense: Y        _
Revenue: _        _
```

If the flag is set to "Y" or "B", then the program uses the SA of the 'FROM' account.
If the flag is 'blank', then the program uses the base SL of the 'FROM' account.

FSA-BUD Parameter

If the OPTION parameter is 'blank', then the program examines the FSA-BUD parameter.

If FSA-BUD is set to 'Y', then the program uses the SA of the 'FROM' account.
If FSA-BUD is set to "N" or 'blank', the program uses the SL of the 'FROM' account.

Analysis of the 'TO' Account

For salary savings, FAMIS determines where to post the savings by analyzing the payroll account (is it an SL or SA) which indicates whether to use Screen 8 or Screen 52. Next, the program checks the payroll object code (or for AL-RSCH, the Title code) which determines which of the two distribution fields to use as the 'TO' account of the budget transfer. If the distribution fields are blank, the savings is retained in the payroll account and no budget transfer takes place.

Screen 8 vs. Screen 52

If the payroll account is an SL, FAMIS uses the distribution fields from Screen 8. If the payroll account is an SA, FAMIS uses the distribution fields from Screen 52.

If these fields are blank on Screen 52, FAMIS uses the values on Screen 8.

Distribution fields

FAMIS relies on entries in two accounting fields to determine if budget transfers are required.

Salary Savings Distribution (Salary Sav Dist)
Faculty Salary Savings Distribution (Fac Salary Sav Dist)

Screen 52 – Support Account Attributes 2

```
 052 Support Account Attributes 2                        02/23/07 11:38
                                                         FY 2007 CC 01

   Screen: ____  Account: _____ _____

        Accountant Resp: _____

        Salary Sav. Dist: 133501 00001 1006      Obj Cat Trans Type
   Fac  Salary Sav. Dist: 133505 00001 1000   Cost Ref 1:   _     _
        Fac Savings Form 500: _____ _____ ____   Cost Ref 2:   _     _
   Grad Savings Form 500: _____ _____ ____

        Interest Exempt: _ Int Exe Reason: __     --- Subcode Edits ---
           Interest Acct: _____ _____            Low   High  Match
                                                  ____  ____   _
   ------- Responsible Persons ------             ____  ____   _
   1:                                             ____  ____   _
   2: _____                                  ____  ____   _
   3: _____                                  ____  ____   _
   4: _____

   *** All fields entered on this screen override fields on the Parent SL ***
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu  Help   EHelp
```

Screen 8 - SL Attributes 2

```
 008 SL Attributes 2                                     02/23/07 11:21
                                                         FY 2007 CC 02
   Screen: ____   Account: 133501 _____ BIOLOGY

        Element of Cost: IN_  Sub-El: DO     Foreign Tvl: 0   Gen Exp Bud: _
        Effort Category: DINS_               Rev Pledged: _     Restricted: _
        Salary Sav. Dist: 133501 00000 1006  Pyrl Acct Anal: 0180  Delg Type: _
   Fac  Salary Sav. Dist: 133505 00000 1000     Int Exempt: _ Int Exe Reason: __
        Fac Savings Form 500: _____ _____ ____   Interest Acct: _____ _____
   Grad Savings Form 500: _____ _____ ____             --- Subcode Edits ---
   Construction Project: _____          Obj Trans  Low    High   Match
             Bond Issue: _____            Cat Type   ____   ____    _
            Budget Sort: _____    Cost Ref 1:  _    _  ____   ____    _
         Gift Fee Exempt: _        Cost Ref 2:  _    _  ____   ____    _
          A/R  Clerk Cd: __     Cap. Campaign: 4      ____   ____    _
   Accountant Resp: 5uuuuuuu2 CRAMER, CARRIE C        ____   ____    _
    Title to Equip: _____
   Comments: STATE FUNDING FOR DEPARTMENTAL OPERATING EXPENSES. PURCHASES
             MUST FOLLOW STATE GUIDELINES._____
             _____
             _____
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12—
        Hmenu Help  EHelp       Next  CAcct
```

When the payroll account has one of the following:

Faculty Object Codes 1400 – 1499
-**OR**-

For AL-RSCH only, Title Codes 7027-7127
             7200-7250
             7270-7348
             7510-7515
             7148-7150

The distribution fields are applied in this order:

⇨ First, if the ***Fac Salary Sav. Dist*** field (due to vacancy) is filled in, it is used.

 Technical Note: This field can be loaded or changed using XXCHGSSV.

⇨ If the above field is blank, the savings will remain in the same account and budget pool as the source account. The requirement account, if filled in, will be ignored.

All Other Salary Object Codes
The distribution fields are applied in this order:

⇨ First, if the ***Salary Sav. Dist*** field is filled in, it is used.

⇨ If the above field is blank, the savings will remain in the same account and budget pool as the source account. The requirement account, if filled in, will be ignored.

 Technical Note: This field can be loaded or changed using XXCHGSSV.

Section V
Liquidations of Payroll Encumbrances

Liquidations of Payroll Encumbrances

Salary Encumbrance Liquidations

Salary encumbrances are liquidated when payroll is posted to the subsidiary ledger (SL) or support accounts (SA) through the Payroll Interface. If, for any reason, the salary expense exceeds the current amount of salary encumbered, the encumbrance is completely liquidated. It will not go negative. ***Salary encumbrance liquidations are only made against object code 1105***.

> If the salary is being moved to another account, the encumbrance will be moved to another account only when an EPA or a Form 500 is processed and sent through the Interface. Payroll corrections alone will not move the encumbrance to another account.

Wage Encumbrance Liquidations

If requested by a TAMUS Member, the Payroll Interface may be set up to <u>liquidate</u> wage encumbrances and/or benefit encumbrances when the payroll is posted.

To do this, you can choose the *wage object code* and *wage reference* for FAMIS to use in the liquidation. Likewise, you can choose the *benefit object code* and *benefit reference* for FAMIS to use. These object codes and references must be given to FAMIS Services for inclusion in the JCL for the biweekly and monthly payroll jobs.

> When using this method, you will receive a warning message for those accounts that do not have an encumbrance to liquidate.

The wage and benefit encumbrances liquidate with the regular payroll processing in FAMIS:

Wages are liquidated by the FBPR010 and FBPR015 programs, while the local benefits are liquidated by FBPR020.

FBPR010 Biweekly Payroll - Expensed (date)
Journal Entries for Expensing Local Funds Payroll

FBPR015 Biweekly Payroll - Expensed (date)
Disbursements by Voucher and Bank from State Payroll Clearing Account

FBPR020 Biweekly Payroll Expensed (date)
Disbursements for Employer Paid Benefits – Local Funds

As the expenditures post, the encumbrances with references BEN0001 (benefits) and WAGE001 (wages) {or the user chosen designated reference for loading} are partially liquidated. Any encumbrances left at year-end are reduced to zero after the last payroll of the year is run.

FBPR010 and FBPR015 post wage expenditures using expense codes 1710 through 1760 and liquidate WAGE001 encumbrances using the object code listed on Screen 853, generally 1705 (Wage Encumbrance).

FBPR020 posts local benefit expenditures using expense codes 1910 through 1960 and liquidates BEN0001 encumbrances using the object code listed on Screen 853, generally 1906 (Benefits Encumbrance).

Departments can encumber at the base (SL) account or support account (SA) level. FAMIS liquidates where the encumbrance resides, whether at the support account or base account.

For example: An entry in FBPR020 is paying from account 30090-65000-1955. FAMIS looks to see if there is a benefit encumbrance on support account 65000. If there is, this expense would partially liquidate it. If there is no encumbrance at 65000, then the partial liquidation would occur at 300090-00000, assuming the encumbrance exists there.

BPP Pay Types and Liquidation of Payroll Encumbrances

The BPP pay type is important to the processing of the encumbrances in FAMIS. Please note the differences below.

The following BPP Pay Types will *always* attempt to liquidate the payroll encumbrance:

PAY TYPE

B   Normal 'current month' monthly payroll

F   Normal biweekly payroll for the current pay period Work Study Employees

H   Normal biweekly payroll for the current pay period

The following Pay Types will attempt to liquidate the payroll encumbrance *if the pay period indicated on the pay item would normally pay in the current month*.

PAY TYPE

I   Monthly supplemental for a prior pay period; is processed on the biweekly payroll; all deductions are calculated; produces check or ACH

J   Monthly supplemental for a prior pay period; is processed on the biweekly payroll; most optional deductions are NOT calculated; produces check or ACH

L   Monthly supplemental for a prior pay period; is processed on the biweekly payroll; all deductions are calculated; produces check only

M   Monthly supplemental for a prior pay period; is processed on the biweekly payroll; most optional deductions are NOT calculated; produces check only

All other Pay Types will be underlined excluded from the payroll liquidation process. Note: full descriptions of these and all other Pay Types can be found in the BPP code book in the manuals section on the BPP web site: http://www.tamus.edu/offices/bpp.

Technical Note:

Jobs are PRBW & PRMON:

Payroll Encumbrance Liquidation Rules

Budgeted Positions

Salary		Benefits & Longevity			
Salary		Benefits & Longevity Paid to same account as the Salary		Benefits & Longevity Paid by account different from the Salary account	
Salary Object	Wage Object	Salary Object	Wage Object	Salary Object	Wage Object
Look for PIN-specific Encumbrance	Do not look for PIN-specific Encumbrance **	Look for PIN-specific Encumbrance	Do not look for PIN-specific Encumbrance **	Do not look for PIN-specific Encumbrance **	Do not look for PIN-specific Encumbrance **
Do not look for Blanket Encumbrance	Look for Blanket Wage Encumbrance	Do not look for Blanket Encumbrance	Look for Blanket Wage Encumbrance	Look for Blanket Budgeted Encumbrance	Look for Blanket Budgeted Encumbrance
Pay types B, F, H – always. Pay types I, J, L, M – with date checks. No other pay types.	Any expense	Pay types B, F, H – always. Pay types I, J, L, M – with date checks. No other pay types.	Any expense	Any expense	Any expense

Wage Positions

Salary		Benefits & Longevity			
Salary		Benefits & Longevity Paid to same account as the Salary		Benefits & Longevity Paid by account different from the Salary account	
Salary Object	Wage Object	Salary Object	Wage Object	Salary Object	Wage Object
Look for Wage PIN-specific Wage Encumbrance	Look for wage PIN-specific Wage Encumbrance	Look for wage PIN-specific Wage Encumbrance	Look for Wage PIN-specific Wage Encumbrance	Do not look for PIN-specific Encumbrance **	Do not look for PIN-specific Encumbrance **
If specific encumbrance not found, look for Wage Blanket Encumbrance	If specific encumbrance not found, look for Wage Blanket Encumbrance	If specific encumbrance not found, look for Wage Blanket Encumbrance	If specific encumbrance not found, look for Wage Blanket Encumbrance	Look for Blanket Budgeted Encumbrance	Look for Blanket Budgeted Encumbrance
Any expense	Any expense	Any expense	Any expense	Any expense	Any expense

*** EPA system ONLY encumbers benefits or longevity at the PIN level if the benefits/longevity are paid by the same account as the salary*

Section VI
Employee Terminations

Employee Terminations

When the employee is paid via lump sum, the salary expense is posted to object code 1770 (Lump Sum Termination Pay – Vacation). The salary encumbrance may be liquidated through the salary savings process depending on how the position is handled through BPP.

Section VII
Impact of
Cancellations and Corrections

Impact of Cancellations and Corrections

Any current year payroll cancellations or corrections will **_re-encumber the salary commitment_** for the cancellation or correction amount. The FAMIS Payroll Interface prepares a separate encumbrance batch to accomplish this task.

Overstated Salary Encumbrance

Recommendation: Form 500s & EPA documents should deal with the present forward. Do not create retroactive Form 500s or EPA documents, if at all possible. If they are necessary, watch your error reports carefully and make necessary adjustments in a timely manner.

> **Prior year Form 500s and EPA documents are ignored by FAMIS.**

These examples are based on use of the Form 500:

Two scenarios exist that can cause salary encumbrances to be overstated. Both are caused by <u>retroactive</u> payroll <u>corrections</u> and their timing with the Form 500 or EPA correction. If the salary encumbrance is large enough on the accounts involved, all encumbrance adjustments will go through and no account will be in error.

Problems arise when there are not enough dollars from other salary encumbrances to cover the corrections.

In the following examples, the payroll source accounts are being changed from Account A to Account C.

<u>Scenario 1</u>
A payroll correction is processed through the payroll cycle BEFORE the Form 500 correction is processed.

The following may occur:
- The expense is backed out of Account A.
- Account A is re-encumbered for the amount of the correction.
- The expense is posted to Account C.
- However, at the same time, it tries to liquidate the encumbrance. This <u>fails</u> because the encumbrance does not yet exist on Account C, (because the Form 500 has not yet been processed.)

When the Form 500 later comes through, the following may occur:
- The encumbrance is backed out of Account A, leaving this account's encumbrances correct.
- Account C is encumbered, causing it to be over-encumbered by the amount of the retroactive payroll expense.

Result: The encumbrance is overstated on Account C.

Scenario 2
A Form 500 is processed BEFORE the payroll correction is made through the payroll cycle.

The following may occur:
- The Form 500 process tries to back out the encumbrance on Account A, but <u>fails</u> because the encumbrance does not yet exist on the account. This is reported on the error report in FAMIS.
- The encumbrance posts to Account C, leaving this account correct.

When the payroll correction is processed, the following may occur:
- The expense is backed out of Account A.
- Account A is re-encumbered, causing it to be over-encumbered by the amount of the retroactive payroll.
- The expense posts to Account C. At the same time, the encumbrance on Account C is liquidated, leaving this account correct.

Result: Encumbrance is overstated on Account A.

Section VIII
Year-End Zero Out of
Payroll Encumbrances

Year-End Zero Out of Payroll Encumbrances

YR410 – Zero Old Year Salary Encumbrances by PIN

The year-end job YR410 is run to zero out any remaining payroll encumbrances. This includes salary, wages, longevity and benefits. The batch reference is SENZxx and can be seen in the old fiscal year. E5x encumbrance records are created.

Section IX
Retroactive Budget Changes

Retroactive Budget Changes

Retroactive Payroll Changes

Retroactive Payroll Changes are not Encumbered

The Payroll Encumbrance Module DOES NOT encumber amounts for expenditure corrections. It encumbers only the current and future remaining payrolls.

The balance of each payroll encumbrance should be equal to the amount remaining to pay the employee's regular payroll for the remainder of the fiscal year.

Retroactive Payroll Change Budget Transfers are Made at Time of Entry

The Payroll Encumbrance Module DOES perform necessary budget transfers for payroll actions in both the past and future when the EPA document is closed and when a BPP Active Budget entry is made and processed by FAMIS.

Budget transfers are made if the requirement or savings accounts are different from the payroll source accounts.

Retroactive Payroll Encumbrances

When the EPA document or BPP Active Budget entry is effective on a date BEFORE the first day of the current calendar month (monthly) or BEFORE the first day of the biweekly payroll period of the first biweekly payroll paid in the current month (biweekly), part or all of the EPA document / BPP Active Budget entry is considered to be retroactive. In other words, the document is indicating a need to change *past payroll* as well as future payroll.

When this situation occurs, the net funding amounts are split into two columns on the EPA document (see example below). One column contains the amounts for prior month payrolls (past / correction net amount). The other column contains the amounts for payrolls yet to be paid (future net amount). The future net amount covers payrolls for the current month through the end of the Fiscal Year.

Assume the following for this **example of a monthly paid budgeted employee:**

- The employee earns $1000 a month.
- The employee originally was paid 100% on account AB-237237.
- In April, the department determines they want to pay this employee 50% from account AB-300090 and 50% from the original account (AB-237237). They want this effective all the way back to September 1st of the current fiscal year.

The effects of this change are:
- Annually, account AB-300090 is now going to fund an additional $6000.00.
- Annually, account AB-237237 will fund $6000.00 less of employee's pay for the year.
- The full annual amount of the EPA document is equal to the amount based on the document's effective date of 9/1.
- Of the $6000.00, only $2500.00 pertains to payroll yet to be paid (April through August). $3500.00 pertains to payroll that has already been processed (September through March) as seen in the "Past/Corr Net Amt" Column.
- If the department wishes to move the expense for payroll that has already been processed, they must submit a payroll correction in the amount of $3500.00.

Impact to Encumbrances
With the Payroll Encumbrance Module, encumbrances will only be adjusted for payrolls that are yet to occur. In this example, no encumbrances will be put on the accounts for the $3,500.00 that occurred prior to April. Correspondingly, the payroll expense correction transactions will not adjust the encumbrance when they are processed in FAMIS.

A biweekly example might also be useful. Let's say the first biweekly paid in October will be paid on October 8th. The first day of that pay period is September 15th. If an EPA document having an iteration effective date of September 13 is entered and closed on October 11, only the pay for September 13 and 14 will be considered retroactive and will not automatically encumber. The pay for September 15 and later will be considered future and will automatically encumber since it occurred on or after the first day of the pay period of the first biweekly that was paid in the month the EPA document was closed.

Section X
Detail of
Payroll Encumbrance Screens

Detail of the Payroll Module

Menu Screens

M70 – Payroll System Menu

```
 M70 Payroll System Menu                               02/22/11 10:21
                                                       FY 2011 CC 02
   Screen: ___  Cycle: _  Date: _____  UIN: _____

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

                   M75  EPA Payroll Encumbrance Module Menu
                   M77  Payroll Detail Module Menu
                   M78  Payroll Distribution Module Menu









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

M75 - Payroll Encumbrance Module Menu

```
 M75 Payroll Encumbrance Module Menu                   02/22/11 10:21
                                                       FY 2011 CC 02
   Screen: ___   PIN: _____   S/W Acct: __ _____ _____

                   ---------- Inquiry Screens -------------

                   755  Payroll Encumbrance Screen by PIN
                   756  Payroll Enc Transaction Screen by PIN
                   757  Payroll Encumbrance Screen by Account
                   758  Payroll Enc Transaction Screen by Account

                   -------- Maintenance Screens -----------

                   752  Payroll Enc Adjustment-Supplement
                   753  Payroll Enc Adjustment-Budget
                   754  Payroll Enc Adjustment-Wage



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

For payroll encumbrance data prior to FY 2005, you must use Screen 90 – Form 500 Tracking.

Update Screens

Screen 753 Payroll Enc Adjustment-Budgeted Positions

This screen accommodates creating or adjusting salary, salary benefits and longevity for budgeted positions. While it is possible to create or adjust the salary encumbrance at the detail level, it is strongly discouraged. All budgeted employees' salary encumbrances will be maintained and synchronized by the automated payroll encumbrance processes.

Therefore, entry of data on this screen is typically unnecessary, however, there are times that a workstation or department might choose to enter encumbrance adjustments for budgeted employees especially for salary benefits or longevity. For example, blanket encumbrances can be used to encumber benefits for state accounts whose benefits are charged to central consolidated accounts. This may be necessary because salary benefits and longevity encumbrances are automatically encumbered ONLY if they are paid on the same account as the salary / wage source account.) While this screen can be used by departmental personnel, it is more likely to be used by workstation personnel.

> In order to enter EPA encumbrance adjustments for an account, the user must have encumbrance creation security for the account entered on the Action Line.

Screen 753 – Payroll Enc. Adjustment - Budget

```
 753 Payroll Enc Adjustment-Budget                        09/17/04 18:14
                                                          FY 2004 CC AB
  Screen: ___  Account: 430000 00000 PIN: Zxxxx5     Blanket Enc: N
                                                     Thru Month: 7  July
              Acct Title: SAMPLE ACCOUNT
         Current Occupant: DWARF, SLEEPY
               UIN/SSN: 1uuuuuuu1

            Ref/Doc ID: _____

     Increase/Decrease: _

                        Current Amt    Adjustment    New Amount
                        -----------    -----------   -----------
            Salary:          23000    _____
            Benefit:          2412    512_____      2924.12
           Longevity:          240    _____



  Transactions:      0 Amount:                    Batch: 1111AA Date: 07/31/2004
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp    Post                                         Warns
```

If <PF5> is not pressed, the information entered will NOT be posted into accounting.

Basic Steps

- Advance to Screen 753.
- Enter a valid account number on the Action Line and press <ENTER.>
- Entering "Y" in the Blanket Enc. Field on the Action Line will change the PIN to the campus code's workstation followed by all nines.

- Once you have typed the required information for the encumbrance adjustment, press <ENTER>.
- If there are no errors and the information displayed is what was intended, press <PF5> to post the adjustment.

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

Action Line

◆ **Account:** 11 digits
Identify the subsidiary ledger (SL) and support account (SA) number on which you wish to encumber funds.

PIN: 6 characters/digits
Enter the Position Identification Number (PIN).

Blanket Enc: 1 character
Type 'Y' to change the PIN to the campus code's workstation followed by all nines.

Thru Month: 2 digits
Displays the current processing month.

Screen Information

Acct Title: 25 characters
Shows the name on the account.

Current Occupant: 25 characters
Identifies the name associated with the PIN.

UIN/SSN: 9 digits
If 'N' was entered in the Blanket Enc: field, enter the employee's Universal Identification Number or Social Security Number. If 'Y' was entered, this field will be filled in automatically by FAMIS.

Ref/Doc ID: 7 characters/digits
Enter the EPA/Form 500 document identification number.

Increase/Decrease: 1 character
Type 'I' for increase; 'D' for decrease.

Salary

Current Amt: 12 digits
Displays the current amount.

Adjustment: 12 digits
Enter the amount of the increase or decrease for the adjustment.

New Amount: 12 digits
Shows the <u>new adjusted amount after the increase or decrease</u>.

Benefit
Current Amt: 12 digits
Displays the <u>current amount</u>.

Adjustment: 12 digits
Enter the amount of the <u>increase or decrease for the adjustment</u>.

New Amount: 12 digits
Shows the <u>new adjusted amount after the increase or decrease</u>.

Longevity
Current Amt: 12 digits
Displays the <u>current amount</u>.

Adjustment: 12 digits
Enter the <u>amount of the increase or decrease for the adjustment</u>.

New Amount: 12 digits
Shows the <u>new adjusted amount after the increase or decrease</u>.

Transactions: 3 digits
Displays the <u>number of transactions processed</u> in this batch.

Amount: 14 digits
Indicates the <u>total dollar amount of current entries processed</u> in this batch.

Batch: 6 characters
Identifies the <u>batch header</u> used to process the transactions.

Date: 8 characters
Shows the <u>date of the batch session</u>.

Additional Functions

PF KEYS See the Appendix for an explanation of the standard PF Keys.

PF5 **Post**
Post Used to <u>post the adjustment</u> after verifying information entered.

PF12 **Warns**
Warns Displays any <u>FAMIS warnings</u>.

Screen 754 Payroll Enc Adjustment for Wage Positions

Screen 754 is an entry screen used to manually create and adjust encumbrances for wage positions. Wage, wage benefits and longevity are entered and adjusted on this screen.

These encumbrances are automatically adjusted by the payroll posting process to reflect the amounts that have been expensed on the payroll.

Encumbering of wages, wage benefits, and longevity and the subsequent payroll reduction of them can be done at the detailed person level, summarized by account, or a combination of the two methods. Departments or workstations may prefer to create a blanket wage encumbrance to cover multiple employees / positions rather than to create individual estimates for each person paid on wages.

This screen can be used by departmental personnel or workstation personnel, depending on the needs of the agency. Large departments that have a high percentage of employees paid on wages may especially want to encumber their waged employees' benefits and / or longevity so that the money to support them will be committed for the year.

> In order to enter EPA encumbrance adjustments for an account, the user must have encumbrance creation security for the account entered on the Action Line.

Screen 754 – Payroll Encumbrance Adjustment-Wage

```
 754 Payroll Enc Adjustment-Wage                        09/17/04 18:16
                                                         FY 2004 CC AB
  Screen: ___  Account: 430001 00000 PIN: S99999  Blanket Enc: Y
                                                  Thru Month: 8  August
           Acct Title: TESTING ACCOUNT FOR WAGE ENC
      Current Occupant: ** No Current Occupant **
            UIN/SSN: 9uuuuuuu9

          Ref/Doc ID: PPP001_



  Increase/Decrease: _

                        Current Amt    Adjustment     New Amount
                        -----------    -----------    -----------
              Salary:    505287.00    _____     505287.00
             Benefit:      2000.00    5000.00_____       7000.00
           Longevity:       10.00     480.00_____        490.00



  Transactions:      3  Amount:_____      7,010.00 Batch: 1111AA Date: 07/31/2004
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp      Post                                      Warns
```

Transactions ARE NOT POSTED until the PF5 is pressed.

Notes for Adjustments - Wage Process

- Departments have the option of encumbering benefits at the SL-SA account level (summary) or for each wage position within the account (detail).

- Departments (if authorized) are able to manage encumbrances for wage positions (or blanket wage encumbrances) on Screen 754.

- If you want to maintain encumbrances at the PIN level, enter the wage PIN number and the FAMIS account number at the top of the screen.

- If you want to encumber benefits at the blanket level, enter a "Y" in the blanket field.

- The format of the assigned "blanket" PIN number is the workstation indicator from Screen 823, followed by nine 9s.

- Enter the amount you want to adjust the encumbrance by and then press PF5 to post the transaction. **Transactions ARE NOT POSTED until the PF5 is pressed!!!**

Basic Steps
- Advance to Screen 754.
- Enter a valid 11-digit Support Account in the Account: field.
- Type the wage PIN number in the PIN: field.
- Enter a "Y" in the Blanket Enc: field if you want to encumber benefits at the blanket level.
- Enter a reference/document ID number.
- Indicate the type of encumbrance: 'I' for increase, or 'D' for decrease.
- Enter the amount of the adjustment(s) in the Adjustment column and press <ENTER>.
- If there are no errors and the information displayed is what was intended, press <PF5> to post the adjustment.
  If the PF5 key is not pressed, the information will NOT be posted into accounting.

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

Action Line
◆ **Account:**   11 digits
Enter the subsidiary ledger (SL) and support account (SA) number on which you wish to encumber funds.

PIN: 6 characters/digits
Enter a valid Position Identification Number (PIN).

| **Blanket Enc:** | 1 character |
| | Entering 'Y' will <u>change the PIN</u> to the campus code's workstation followed by all nines. |

| **Thru Month:** | 2 digits |
| | Displays the <u>current processing month</u>. |

Screen Information

| **Acct Title:** | 25 characters |
| | Shows the <u>name on the account</u> entered on the Action Line. |

| **Current Occupant:** | 25 characters |
| | Identifies the <u>name associated with the PIN</u> entered on the Action Line. |

| **UIN/SSN:** | 9 digits |
| | If 'N' was entered in the Blanket Enc: field, enter the employee's <u>Universal Identification Number or Social Security Number</u>. If 'Y' was entered, this field will be filled in automatically by FAMIS. |

| **Ref/Doc ID:** | 7 characters/digits |
| | Enter the <u>EPA/Form 500 document identification number</u>. |

| **Increase/Decrease:** | 1 character |
| | Type 'I' for <u>increase</u>; 'D' for <u>decrease</u>. |

Salary

| **Current Amt:** | 12 digits |
| | Displays the <u>current amount</u>. |

| **Adjustment:** | 12 digits |
| | Enter the <u>amount of the increase or decrease for the adjustment</u>. |

| **New Amount:** | 12 digits |
| | Shows the <u>new adjusted amount after the increase or decrease</u>. |

Benefit

| **Current Amt:** | 12 digits |
| | Displays the <u>current amount</u>. |

| **Adjustment:** | 12 digits |
| | Enter the <u>amount of the increase or decrease for the adjustment</u>. |

| **New Amount:** | 12 digits |
| | Shows the <u>new adjusted amount after the increase or decrease</u>. |

Longevity

| **Current Amt:** | 12 digits |
| | Displays the <u>current amount</u>. |

| **Adjustment:** | 12 digits |
| | Enter the amount of the <u>increase or decrease for the adjustment</u>. |

Detail of the Payroll Module (cont'd)

New Amount: 12 digits
Shows the <u>new adjusted amount after the increase or decrease</u>.

Transactions: 3 digits
Displays the <u>number of transactions processed</u> in this batch.

Amount: 14 digits
Indicates the <u>total dollar amount of current entries processed</u> in this batch.

Batch: 6 characters
Identifies the <u>batch header</u> used to process the transactions.

Date: 8 characters
Shows the <u>date of the batch session</u>.

Additional Functions

PF KEYS   See the Appendix for an explanation of the standard PF Keys.

PF5   **Post**
Post   Used to <u>post the adjustment</u> after verifying information entered.

> If this key is not pressed, information will NOT be posted into accounting.

PF12   **Warns**
Warns   Displays any <u>FAMIS warnings</u>.

Inquiry Screens

Screen 755 – Payroll Encumbrance Screen by PIN
Screen 755 displays the Payroll Encumbrance file by PIN. It displays the encumbrance across all campus codes. In the example below, the PIN S20000 has funds encumbered on two accounts. To see the detail supporting the PIN's account information, select an account by placing an 'x' next to it and press <ENTER>. You will be transferred to Screen 756.

In order to view a PIN's encumbrance activity on this screen, the user must have security to see payroll history transactions for at least one salary / wage account for the PIN. This includes activity that is not viewed on the screen due to all of the transactions for the account being completed (shown if "Include Completed (Y/N):" is 'Y'). The user does not have to have access to the account specified in the Action Line if the user has permission to view other accounts that have encumbered the PIN during the year. Eventually, access will also be permitted if the user has access to the payroll history transactions for the PIN's ADLOC. This access by ADLOC will only be granted for five years (FY plus four) because the ADLOC information is only kept by BPP on the Active Budget file for five years.

> Activity for PINs in fiscal years prior to 2005 are not displayed on this screen, but can be viewed on Screen 90 – Form 500 Tracking.

Screen 755 – Payroll Encumbrance Screen by PIN

```
 755 Payroll Encumbrance Screen by PIN                       09/17/04 18:16
                 SMITH, SCOT S                               FY 2005 CC 01
  Screen: ___   Pin: Sxxxx2____  FY: 2005  Thru Month: 9_ September
          S/W Acct: __ _____ _____   Include Completed(Y/N): N
      Salary/Wage                       Bud/
  S     Account           Account Name  Wage Salary/Wage Longevity  Benefit
  - --------------- ---------------------- ---- ----------- --------- ---------
  _ 02 430001 00000 TEST ACCOUNT 1         B      61579.63           11832.97
  _ 06 230002 00000 TEST ACCOUNT 2         B       8420.37            2040.22




                        *** End of Encumbrance List ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps
- Advance to Screen 755.
- Enter a valid PIN number on the Action Line, press <ENTER> and the balances display.
- To view the blanket encumbrances:
  - For Wage blanket encumbrances, enter x999999999 (where x is the workstation code)
  - For Budget blanket encumbrances, enter x99999 (where x is the workstation).

- Typing an "X" next to the desired account and pressing <ENTER.> transfers you to Screen 756 where you can view the payroll encumbrance detail activity on the PIN and account.

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

Action Line

◆ **PIN:**
10 digits
Enter the Position Identification Number to be displayed at the top of the screen.

◆ **FY:**
4 digits
Identify the fiscal year to be displayed.

Thru Month:
2 digits
Signify through which month you would like to view the account information.

S/W Acct:
11 digits
Identify the campus code and salary/wage SL-SA account from which the payroll voucher is issued.

Include Completed:
1 character
Indicate whether or not ('Y' or 'N') to include completed encumbrances.

Screen Information

S:
1 character
Select an item by typing an 'X' and press ENTER to view additional information.

Salary/Wage Account:
13 digits
Identifies the campus code and account number of the salary wage account.

Account Name:
18 characters/digits
Displays the name on the account.

Bud/Wage:
1 character
Indicates whether the encumbrance is budget (B) or wage (W).

Salary/Wage:
12 digits
Shows the current salary/wage amount.

Longevity:
12 digits
Identifies the current longevity amount.

Benefit:
12 digits
Displays the current benefit amount.

Additional Functions

PF KEYS
See the Appendix for a detailed description of the standard PF keys.

Payroll Encumbrance Transactions by PIN

Screen 756 (Payroll Encumbrance Screen by PIN) allows you to view all the detail encumbrance activity for a PIN and salary / wage account for a year. If the amounts displayed are positive, the encumbrance increases. Reductions of encumbrances are reflected with negative amounts. The description normally displays the occupant at the time of the action.

> In order to view a PIN's encumbrance activity on this screen, the user must have security to see payroll history transactions for the salary / wage account entered on the Action Line.

Screen 756 – Payroll Enc Transaction Screen by PIN (Panel 1)

```
  756 Payroll Enc Transaction Screen by PIN                  09/17/04 18:17
            SMITH, SCOT                 TESTING ACCOUNT 1      FY 2005 CC 01
   Screen: ___   Pin: Sxxxx2____   FY: 2005  S/W Acct: 01 230001 00000
   Include Only: Tran Type: __    Month From: __ Thru: 9_ September
                           Bud/ Trn
   Date   Description      Wage Typ Salary/Wage Longevity  Benefit   I BatRef Fd
   ----- ----------------- ---- --- ----------- --------- ---------- - ------ --
   09/01 VACANT              B   IN    30004.00                        D SENZ98
   09/17 SMITH, SCOT         B   EN     2408.56-                       C SENC01
   09/17 SMITH, SCOT         B   EN                 400.00    7322.38  D SENC01
   09/30 SMITH, SCOT         B   PL     2150.00      10.00      85.90  D PPB001




                        *** End of Encumbrance List ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              View                    Left  Right
```

The following information is shown on the second panel:

Screen 756 – Payroll Enc Transaction Screen by PIN (Panel 2)

```
  756 Payroll Enc Transaction Screen by PIN                  09/19/04 20:41
            SMITH, SCOT                 TESTING ACCOUNT 1      FY 2005 CC 01
   Screen: ___   Pin: Sxxxx2____   FY: 2005  S/W Acct: 01 230001 00000
   Include Only: Tran Type: __    Month From: __ Thru: 9_ September
                                  Proc  Ref/   ---- Processed ----   Cross
   Date   Description             MM  Doc ID    Date       Time      Ref
   ----- ------------------------------ ---- ------- ---------- -------- -------
   09/01 VACANT                         01  INITIAL 09/13/2004 14:57:11 A000028
   09/17 SMITH, SCOT                    01  0xxxxx3 09/17/2004 11:44:48
   09/17 SMITH, SCOT                    01  0xxxxx3 09/17/2004 11:44:48
   09/30 SMITH, SCOT                    01  0xxxxx3 09/27/2004 18:44:48 A000927




                        *** End of Encumbrance List ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp              View                    Left  Right
```

Basic Steps

- Advance to Screen 756.
- Press <PF10> and <PF11> to panel the screen from left to right.
- Detailed information for the transactions can be seen by pressing the <PF6> "View" key.

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

Action Line

◆ **PIN:** 10 digits
Enter the <u>Position Identification Number</u> to be displayed at the top of the screen.

◆ **FY:** 4 digits
Identify the <u>fiscal year</u>.

S/W Acct: 11 digits
Enter the <u>campus code and salary/wage SL-SA account number</u> from which the payroll voucher is issued.

Include Only: Help 2 characters
Tran Type: Indicate the <u>transaction types</u> to display:
AA	=	Automated Adjustments
Blank	=	Not Specified
EN	=	EPA Doc Encumbrance Adj.
FL	=	Final Liquidation
F5	=	F500 Encumbrance Adj. (3270 Entry)
IN	=	Initial Load
MA	=	Manual Adjustments
PL	=	Payroll Liquidation
SS	=	Salary Savings

Month From: 2 digits
Identify the <u>beginning month</u> to be used for the account information displayed.

Thru: 2 digits
Signify <u>through which month</u> you would like to view the account information.

Screen Information
Panel 1

Date: 5 digits (mm/dd)
Displays the <u>payroll encumbrance date</u>.

Description: 11 characters
Shows the <u>name associated with the PIN</u>.

Bud/Wage: 1 character
Identifies whether the <u>encumbrance is budget (B) or wage (W)</u>.

Trn Typ:	2 characters	

Shows the <u>transaction type</u>.

Salary/Wage: 12 digits
Displays the <u>current salary/wage amount</u>.

Longevity: 12 digits
Identifies the <u>longevity amount</u>.

Benefit: 12 digits
Indicates the <u>benefit amount</u>.

I: 1 character
Displays an <u>indicator for</u> whether the transaction is a <u>credit (C), debit (D), or encumbrance liquidation (P for Partial or F for Final)</u>.

BatRef: 6 characters/digits
Displays the <u>batch reference</u> for each transaction.

Fd: 1 character
Identifies if the encumbrance has been <u>fed to accounting</u>. For example:
Blank   =   has been fed
Y   =   needs to be fed (Detail)
S   =   needs to be fed (Summ)

Panel 2

Proc MM: 2 digits
Identifies the <u>type of transaction</u>:
E   =   Encumbrance
L   =   Liquidation

Ref/Doc ID: 7 characters/digits
Shows the <u>EPA/Form 500 document identification</u>.

Processed Date: 10 digits
Displays the <u>date the transaction was processed</u>.

Processed Time: 8 digits
Indicates the <u>time the transaction was processed</u>.

Cross Ref: 7 character/digits
Identifies the <u>cross-reference number</u>.

Additional Functions

PF KEYS   See the Appendix for a detailed description of the standard PF keys.

PF6   **View**
View   Place the cursor on a line of data on the screen and press this PF key to <u>view the details of the transaction record</u>.

Payroll Encumbrance Screen by Account

Screen 757 (Payroll Encumbrance Screen by Account) displays the payroll encumbrance file by Account Number. You may enter an SL-SA account on Screen 757 to display all the payroll encumbrances for that account. Individuals that have no remaining encumbrances on the selected account will not appear unless a 'Y' is typed in the "Completed:" field at the top of the screen. Blanket and wage encumbrances are included in the display.

> In order to view a PIN's encumbrance activity on this screen, the user must have security to see payroll history transactions for the Action Line SL-SA account if the "Include: All SA's:" indicator is 'N' (default). If all SAs are included ("Include: All SA's:" = 'Y'), the user must have payroll history transaction security for only the Action Line SL account.

Screen 757 – Payroll Encumbrance Screen by Account

```
  757 Payroll Encumbrance Screen by Account                  09/17/04 18:17
                  COMPUTER OPERATIONS                          FY 2005 CC 01
   Screen: ___   S/W Acct: 01 430001 00000  FY: 2005  Thru Month: 9_ September
               Include: All SA's: N  Only Pin: _____  Completed: N
                                      Bud/
  S SAcct     PIN        Current Occupant    Wage Salary/Wage Longevity  Benefit
  - ----- ---------- --------------------- ---- ----------- --------- ---------
  _ 00000 Sxxxx1     DUCK, DAFFY             B      25935.00    960.00   5993.89
  _ 00000 Sxxxx3     FUDD, ELMER             B      35145.00    480.00   8442.60
  _ 00000 Sxxxx8     SLOUCH, CADET           B      54710.00   1440.00  12511.24
  _ 00000 Sxxxx1     DOE, JOSEPH             B      33200.00      0.00   7306.60
  _ 00000 Sxxxx1     SMITH, MARY             B      38110.00    240.00   8200.78




                    *** Press ENTER To View More Encumbrances ***
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Hmenu Help  EHelp
```

Basic Steps

- Advance to Screen 757.
- Enter a valid account number on the Action Line and press <ENTER>.
- Placing an "X" next to the desired account / PIN and pressing <ENTER> transfers you to Screen 758 which displays activity for that particular PIN and account.

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

Action Line

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

◆ **FY:**   4 digits
                   Identify the fiscal year.

Thru Month:	2 digits Signify <u>through which month</u> you would like to view the account information.
Include: All SA's	1 character Type 'Y' to <u>include all support accounts</u>.
Only PIN:	10 digits Enter a valid <u>Position Identification Number</u> if you only want to view one PIN.
Completed:	1 character Type 'Y' to <u>include completed encumbrances</u>.

Screen Information

S:	1 character Type an 'X' next to an account to <u>select</u> it and press ENTER to view additional information.
SAcct:	5 digits Displays the <u>Support Account (SA) number</u> from which the funds have been encumbered.
PIN:	6 characters Shows the <u>Position Identification Number</u>.
Current Occupant:	17 characters Identifies the <u>occupant associated with the PIN</u>.
Bud/Wage:	1 character Identifies whether the <u>encumbrance is budget (B) or wage (W)</u>.
Salary/Wage:	12 digits Displays the <u>current salary/wage amount</u>.
Longevity:	12 digits Identifies the <u>longevity amount</u>.
Benefit:	12 digits Indicates the <u>benefit amount</u>.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.

Payroll Encumbrance Transactions by Account

Screen 758 (Payroll Encumbrance Screen by Account) displays detailed payroll encumbrance transactions from the payroll encumbrance file for a salary / wage account. A PIN can be specified to begin the display at that PIN. Once all transactions for the PIN are displayed, the transactions for the next PIN are displayed.

> In order to view a PIN's encumbrance activity on this screen, the user must have security to see payroll history transactions for the salary / wage account entered on the Action Line.

Screen 758 – Payroll Enc Transaction Screen by Account (Panel 1)

```
    758 Payroll Enc Transaction Screen by Account               09/17/04 18:17
            FAMIS SERVICES                                      FY 2005 CC 01
    Screen: ___   S/W Acct: 01 271030 00000  FY: 2005  Pin: Sxxxx3____
    Include Only: Tran Type: __    Month From: 9_ September Thru: 9_ September
                                    Bud/ Trn
    PIN/SSN    Date  Description    Wage Typ Salary/Wage Longevity  Benefit    Fd
    ---------- ----- ---------------- ---- --- ----------- --------- ---------- --
    Sxxxx3     09/01 VACANT           B    IN     31717.00
    Sxxxx3     09/17 DUCK, DAFFY      B    EN      2408.56-
    Sxxxx3     09/17 DUCK, DAFFY      B    EN                                 5993.89
    Sxxxx8     09/01 FUDD, ELMER      B    IN     35145.00    480.00    8442.68
    Sxxxx1     09/01 SLOUCH, CADET    B    IN     48000.00




                       *** Press ENTER to view more Encumbrances ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               View                     Left  Right
```

Screen 758 – Payroll Enc Transaction Screen by Account (Panel 2)

```
    758 Payroll Enc Transaction Screen by Account               09/19/04 20:54
            FAMIS SERVICES                                      FY 2005 CC 01
    Screen: ___   S/W Acct: 01 271030 00000  FY: 2005  Pin: _____
    Include Only: Tran Type: __    Month From: 9_ September Thru: 9_ September
                                    Proc  Ref/   ---- Processed ----   Cross
    PIN/SSN    Date  Description  I BatRef  MM  Doc ID   Date       Time      Ref
    ---------- ----- ----------- - ------  --  ------- ---------- -------- -------
    Sxxxx3     09/01 VACANT      D SENZ98  01  INITIAL 09/13/2004 14:57:11 A000028
    Sxxxx3     09/17 DUCK, DAFFY D SENC01  01  0xxxxx3 09/17/2004 11:44:48
    Sxxxx3     09/17 DUCK, DAFFY D SENC01  01  0xxxxx3 09/17/2004 11:44:48
    Sxxxx8     09/01 FUDD, ELMER D SENZ98  01  INITIAL 09/13/2004 14:57:11 A000028
    Sxxxx1     09/01 SLOUCH, CAD D SENZ98  01  INITIAL 09/13/2004 14:57:11 A000028




                       *** Press ENTER to view more Encumbrances ***
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp               View                     Left  Right
```

Basic Steps

- Advance to Screen 758.
- Enter a valid account number, fiscal year, and PIN number on the Action Line and press <ENTER>.
- Press <PF10> and <PF11> to panel the screen from left to right.
- Detailed information for the transactions can be seen by pressing the <PF6> "View" key.

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

Action Line

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

◆ **FY:**   4 digits
Include the fiscal year.

Pin: 10 digits
Enter the Position Identification Number to be displayed at the top of the screen.

Include Only: Help 2 characters
Tran Type: Indicate the type of transactions to display:

AA	=	Automated Adjustments
Blank	=	Not Specified
EN	=	EPA Doc Encumbrance Adj.
FL	=	Final Liquidation
F5	=	F500 Encumbrance Adj. (3270 Entry)
IN	=	Initial Load
MA	=	Manual Adjustments
PL	=	Payroll Liquidation
SS	=	Salary Savings

Month From: 2 digits
Identify the beginning month for the account information to be displayed.

Thru: 2 digits
Signify through which month you would like to view the account information.

Screen Information
Panel 1

PIN/SSN: 10 digits
Displays the Position Identification Number (PIN) or Social Security Number (SSN).

Date: 5 digits
Displays the date of the encumbrance transaction.

Description: 11characters
Includes the <u>occupant associated with the PIN</u>.

Bud/Wage: 1 character
Identifies if <u>encumbrance is budget (B) or wage (W)</u>.

Trn Typ: 2 characters
Indicates the <u>type of transaction</u>.

Salary/Wage: 12 digits
Displays the <u>current salary/wage amount</u>.

Longevity: 12 digits
Identifies the <u>longevity amount</u>.

Benefit: 12 digits
Indicates the <u>benefit amount</u>.

Fd: 1 character
Identifies if the <u>encumbrance has been fed to accounting</u>. For example:
Blank   =   has been fed
Y   =   needs to be fed (Detail)
S   =   needs to be fed (Summ)

Panel 2

I: 1 character
Indicates if <u>transaction as Credit, debit, or encumbrance liquidation (either P for Partial or F for Final)</u>.

BatRef: 6 characters/digits
Designates the <u>batch reference</u> for each transaction.

Proc MM: 2 digits
Identifies the <u>type of transaction</u>:
E   =   Encumbrance
L   =   Liquidation

Ref/Doc ID: 7 characters/digits
Shows the <u>EPA/Form 500 document identification</u>.

Processed Date: 10 digits
Displays the <u>date the transaction was processed</u>.

Processed Time: 8 digits
Indicates the <u>time the transaction was processed</u>.

Cross Ref: 7 character/digits
Identifies the <u>cross-reference number</u>.

Additional Functions

PF KEYS	See the Appendix for a detailed description of the standard PF keys.
PF6 **View**	**View** Place the cursor on a line of data on the screen and press this PF key to <u>view</u> the details of the transaction record.

Screen 90 – Form 500 Tracking Pre FY 2005 ONLY

Pre 2005 -- Screen 90 in FAMIS shows the Form 500 activity for a given PIN number. Iteration 01 is loaded at the start of the fiscal year for all budgeted positions at the same time the initial salary encumbrance is loaded. This is done in program FBPR115 in job PF500.

Screen 90 - Form 500 Tracking

```
 090 Form 500 Tracking                                    01/15/04 16:32
                                                           FY 2004 CC 01
   Screen: ___   Fiscal Year: 2004  PIN: X99999

                          Bud Ch    Net Funding  Reqmt/Sav   First   Reverse  Form 500
 Iter Seq  PT  Acct       Nbr       Requirement    Acct      Entry   Entry    Prep Dt
 =======================================================================================
  01  001  01  271030                31207.92                09/10/98          08/18/98
  02  001  02  211750    00366        2600.66   211750 1000 07/16/99          07/15/99
  02  001  01  271030    00366        2600.66-  271030 1100 07/16/99          07/15/99


                    *******  End of Data  *******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                           More
```

Additional information can be viewed by pressing PF11.

Screen 90 - Form 500 Tracking (PF11)

```
 090 Form 500 Tracking                                    01/15/04 16:32
                                                           FY 2004 CC 01
   Screen: ___   Fiscal Year: 2004  PIN: X99999
  +--------------------------------------------------------------------------+
  |             Employee                Suppt Obj    Begin      End    Pos Eff |
  | Itr Seq      Name           SSN     Acct  Code   Date      Date    Date   |
  | ======================================================================== |
  |  01 001 MARSH MARY M      8sssssss3 00000 1510 09/01/98 08/31/99 09/01/98 |
  |  02 001 MARSH MARY M      8sssssss3 00000 1510 07/01/99 07/31/99 07/01/99 |
  |  02 001 MARSH MARY M      8sssssss3 00000 1510 09/01/98 06/30/99 07/01/99 |
  +--------------------------------------------------------------------------+

                    *******  End of Data  *******
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                           More
```

Section XI
Encumbrance of
Payroll Supplements (Allowances)

Payroll Supplements

The use of monthly employee payroll supplements (such as a communication, uniform or transportation allowance) has grown considerably over the last few years. In some cases, these employee payments have become a significant portion of a department's overall operating budget. When this money has not been reserved, adequate budget may not be available to cover these expenses and the account can go over-budget.

The payroll expenditures associated with these allowances are posted into FAMIS as part of the biweekly payroll posting process. FAMIS provides the option for a Member to encumber these payroll supplements and adjust them monthly to reflect the commitment of funds for the remainder of the fiscal year. You may choose which of the Supplement Codes that you want to encumber, for example, you can choose to encumber Communication Allowances, but not the Uniform Allowances.

How the Process Works

Once a month B/P/P pays supplements (the allowances for communication, uniform, etc.) to qualified employees on the biweekly payroll that is paid closest to the end of the month. FAMIS accepts a file from B/P/P containing the supplements paid to employees during that month. The detailed employee supplements are then summarized by Supplement Code, Account, and Subcode.

FAMIS program FBPU500 (Payroll Supplement Encumbrance for &CALMONTH &CALYY) is run at the end of the month along with Salary Savings (FBPR050) and the Automatic Payroll Adjustments (FBPU525). The FBPU500 process creates or adjusts the summary supplement encumbrances reflecting both the Allowance and any applicable Benefit portion of the remaining commitment.

Reports Available

Unless otherwise requested, the Supplement-related reports at each Member are sorted and distributed to the same people who currently receive the Salary Savings reports (FBPR050 and FBPR051).

FBPU500 produces two reports:

- one is a report by Supplement Code that lists the remaining encumbrances for each individual

- the second report shows the net encumbrance adjustment by Supplement Code and Account.

FBPR501 produces a detailed listing of the individuals currently receiving the payroll allowances by Supplement Code and Account. In addition, this report can be sorted by (1) Mail Stop 1 or (2) Mail Stop 2 or (3) Account or (4) College/Dept for easier distribution especially to departments.

Since the B/P/P allowance table does not have a start and end date associated with each employee's supplemental allowance(s), it is assumed that anyone on the table will get the supplement for the remaining months of the fiscal year. Therefore, all monthly amounts are projected and encumbered over twelve months. Once a person is no longer eligible for an allowance and removed from the B/P/P table, their account's encumbrances will be adjusted to reflect the change.

Preparation Work

In order for you to start using this process, contact famishelp@tamu.edu with the following information:

1. **Supplement Code(s) to Encumber**
   Indicate which supplement codes you want FAMIS to encumber. The valid Supplement Codes current as of 03/18/08 can be found at the end of this section. (Codes are maintained by B/P/P).

   The most common codes are:

   34 -- Uniform Allowance
   38 -- Communication Allowance
   47 -- Transportation Allowance

   Please request a NOPOST run anytime a new Supplement Code is added!!

2. **Benefit Subcode - 1906**
   The Benefit Subcode 1906 is used to post the Benefit portion of the encumbrance unless otherwise indicated.

FAMIS Defaults

FAMIS uses the following defaults for all Supplement Codes. If you feel a need to override the defaults, please contact FAMISHELP.

1. **Payroll Allowance Subcode - 1705**
   The Wage Subcode 1705 is used to post the Allowance portion of the encumbrance. (This is hard-coded into the program and cannot currently be changed).

2. **Pay Type 'U' is used for all Supplement Codes**
   Pay Type is used to indicate which benefits are charged for each Supplement Code. Unless instructed otherwise, FAMIS uses Pay Type of "U" which calculates UCI, WCI, OAHI and OASI deducts.

3. **Transaction Reference**
   The Reference for the encumbrance transactions for both the Payroll Allowance and associated Benefits begins with an 'S' and are unique for each Supplement Code. Do not use these encumbrance references for any other non-related payroll encumbrances.

SCAL001	Communication Allowances (Supplement Code 38)
STAL001	Transportation Allowances (Supplement Code 47)
SUAL001	Uniform Allowances (Supplement Code 34)

4. **Transaction Description**
   The following standard descriptions are used:

   Communication Allowance
   Transportation Allowance
   Uniform Allowance

TECH NOTE:
Two Screen 853 Generic Tables are used to control this process. The two tables are:

SUPPLEMENT – Generic Table used to define the Allowances used for each Member. It is keyed by CC and Pay Code, example 0134 for cc01 and pay code 34). The data includes Pay Type (currently only 'U', if others needed, must be defined on SUPP PAY TYPE Table, see below), Benefit subcode (should be 1906 unless otherwise requested), Transaction Reference (should be unique for each Pay Code), and Transaction Description (again, should be unique for each Pay Code, but could be different at Member's request).

Screen 853 – Generic Table

```
    853 Generic Table                                        03/21/08 10:24
                                                                   CC 02
    Screen: ___    Campus Cd: **    Table Type: SUPPLEMENT_____
                                    Start From: _____

    Func                       Maint.
    Code          Key          on 853              Data
    _       **SUPP_____   _    PT_SUBC_REFRNCE_____DESCRIPTION_____
    _       0134_____   _    U  1906 SUAL001 UNIFORM ALLOWANCE_____
    _       0138_____   _    U  1906 SCAL001 COMMUNICATION ALLOWANCE_
    _       0147_____   _    U  1906 STAL001 TRANSPORTATION ALLOWANCE
    _       _____   _    _____
    _       _____   _    _____

                    ****************  End of data  *****************
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

SUPP PAY TYPE – Generic Table used to define the deductions that are used for each pay type (These are what make up the associated benefit portion of each allowance). ****** Currently, only 'U' is defined. If others need to be added, this table **MUST** be updated. ****** FAMIS must check with B/P/P to determine the deductions that should be specified for the new Pay Type.

Screen 853 – Generic Table

```
    853 Generic Table                                    03/21/08 10:09
                                                               CC 02
    Screen: ___    Campus Cd: **   Table Type: SUPP PAY TYPE__
                                    Start From: SUP_____

    Func                     Maint.
    Code          Key        on 853               Data
     _     **_____   _    EACH DEDUCTION IS 5 BYTES LONG_____
     _     U_____    _    UCI__WCI__OAHI_OASI_____
     _     _____     _    _____
     _     _____     _    _____


                  ****************  End of data  ****************
    Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Hmenu Help  EHelp
```

Encumbrance Adjustments for Supplements

Screen 752 accommodates making manual adjustment to the encumbrances for either the payment allowance (subcode 1705) or the benefit portion (subcode 1906, unless otherwise requested).

> Keep in mind that even though you can make changes to the encumbrances on this screen, they will be overridden the next month the FBPU500 is run unless a change is made in B/P/P for the supplement.

Screen 752 – Payroll Enc. Adjust - Supplement

```
752 Payroll Enc Adjust-Supplement                        03/18/08 14:24
                                                         FY 2008 CC 01

   Screen: ___  Account: _____ _____ ____

            Type: _          Override Budget Edit: _   Type  Description
            Ref 1: _____                            -----  -------------------
            Date: _____                          0-6,8 Encumber using SL
      Description: _____           account's budget
           Amount: _____                              suppress rules.
    Debit / Credit: _                                       Override rules with
            Ref 2: _____                                  'Y' in Override
            Ref 3: _____                                  Budget Edit.
            Ref 4: _____
        Cost Ref 1: _____  2: _____  3: _____     7 Encumbrance Begin
            ID No: _____                             Year Carry Forward.

                                                        9 Encumber only if
                                                          sufficient budget
                                                          balance available.

   Transactions:     0 Amount:              0.00 Batch:      Date:
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp                                               Warns
```

Basic Steps

- Advance to Screen 752.
- Enter a valid account number on the Action Line and press <ENTER>.
- Include the type, Reference Number, and Amount in the fields available.
- Enter other data as desired.
- Once you have typed the required information for the encumbrance adjustment, press <ENTER>.

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

Action Line

◆ **Account:**   15 digits
                       Enter the <u>SL account number + Support Account + Object Code</u>.

Screen Information

◆ **Type:** 1 digit
Include the value 0-8 to <u>encumber the account</u> according to the value in the SL's budget suppress field.

A value of 9 encumbers the account ONLY if there is sufficient budget to cover the commitment. It will always check the category balance as well as bottom line balance without regard to the flags set on Screen 44.

Override Budget Edit: 1 character
Type 'Y'' to <u>allow</u> an <u>override of budget edit</u>.

◆ **Ref 1:** 7 digits
Enter the <u>supplement encumbrance reference</u>. This is equivalent to Ref #1 on inquiry screens.

Date: 8 digits
Displays the <u>date of the encumbrance</u>. If left blank, FAMIS will default to the date of the batch.

Description: 35 characters
Provides a <u>description of the encumbrance</u>.

◆ **Amount:** 11 digits
Enter the <u>dollar amount of the encumbrance</u>.

If a 0 (zero) is typed in this field and a value of 'C' (credit) in the Debit/Credit field, FAMIS will reduce the encumbrance balance of the specified OC record to 0 (zero).

Debit/Credit: 1 character
Indicate whether this is a <u>debit or credit</u>. It will default to 'C' - credit for revenue object codes.

Ref 2: 7 characters/digits
Displays the <u>reference number</u> defined by your department for encumbrances.

Ref 3: 7 characters/digits
Displays the <u>reference number</u> defined by your department for encumbrances.

Ref 4: 7 characters/digits
Displays the <u>reference number</u> defined by your department for encumbrances.

Cost Ref:
Ref 1, 2, 3: 7 characters/digits
Displays the <u>reference number</u> defined by your department for encumbrances.

ID No: 11 digits
Identifies the <u>user- defined identification number</u> for encumbrances. May be used for vendor ID.

Transactions: 5 digits
Provides the <u>number of</u> processed <u>transactions</u> for this batch.

Amount: 13 characters
Shows the <u>total dollar amount</u> of all transactions for the batch.

Batch: 6 characters/digits
Displays the <u>batch reference number</u>.

Date: 8 digits
Shows the <u>date of the batch</u>.

Additional Functions

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

Pay Codes for Allowances

BPP Defined Supplement Pay Codes (Allowances)
(as of 03/18/08)

SPC	ALLOWANCE DESCRIPTION
01	PROFESSIONAL DEVELOPMENT
02	WRITING/EDITING/TRANSLATING SV
03	INTRAMURAL OFFICIATING
04	ATHLETIC CAMPS
05	HEALTH CENTER TECHNICAL SRVC
06	MERIT INCREASES
07	SALARY AUGMENTATION
08	EXTENSION COURSE TRAINING
09	GAME ATTENDANTS
10	HOLIDAY PAY
11	UNIVERSITY PLUS
12	PAY INCREASES DUE TO PROMOTION
13	TIPS (ETC. FACULTY CLUB)
14	CONTINUING EDUCATION
15	OTHER
16	SEA PAY
17	SALARY SUPPLEMENT-TEACHING
18	TEACHING IN EXCESS OF 100%
19	STUDENT COUNSELNG-AFTR HRS/WKD
20	PROFESSIONAL SRVCS-MEDICAL STU
21	PARTICIPATION-SEMINARS & PRSTN
22	SPECIAL PROGRAMS
23	PAY DUE FROM PRIOR PAYPERIODS
24	CORRECTION TO HOURLY RATE
25	ADMINISTRNG, TESTNG & EVALUATN
26	RECREATION SPORTS PROGRAMS
27	DORM ADMINISTRATION CORP
28	ATHLETICS EXTRA WORK PAY
29	4-H CAMP
30	CO-PILOTS
31	STUDENT LIFE
32	ATHLETIC CONSULTING
33	TACTICAL OFFCR-CORPS OF CADETS
34	UPD UNIFORM ALLOWANCE
35	ONE TIME MERIT PAYMENT
36	STD HLTH CNTR-RADIOLOGY READNG
37	STUDENT MEDIA TASK SERVICES
38	CELL PHONE SERVICE ALLOWANCE
39	CELL PHONE EQUIPMENT ALLOWANCE

SPC	ALLOWANCE DESCRIPTION
40	TESTING SPECIALIST
41	COMPENSATORY TIME
42	CAR ALLOWANCE
43	HOUSING ALLOWANCE
44	MEDIA PAYMENT
45	SPORTS CONTRACT PAYMENT
46	HOUSING ALLOWANCE - QATAR
47	TRANSPORTATION ALLOWANCE-QATAR
48	EDUCATION ALLOWANCE - QATAR
49	INSTRUCTIONAL MATERIALS-QATAR
50	TAX CONSULTANT ALLOWANCE-QATAR
51	INTERIM LIVING COSTS - QATAR
52	RESETTLEMENT ALLOWANCE - QATAR
53	SOFT GOODS PACKAGE ALLOW-QATAR
54	RELOCATION ALLOWANCE - QATAR
55	COMPASSIONATE LEAVE - QATAR
56	DEPT-SUPP COMP - NEW EMPLOYEE
57	TRAVEL ALLOW HOME LV - QATAR
58	ANNOUNCER - CORP OF CADETS
59	TAX PROTECTION - QATAR
60	CLEANUP FEES - ATHLETIC EVENTS
61	EXTRA PAY OUTSIDE REG JOB DUTY
62	TEMPORARY SALARY INCREASE
63	GRAD STUD IN EXCESS OF 50%
64	EXCESS OF 100% NON-TEACHING
65	FELLOWSHIP AWARD
66	PHD PROGRAM-MED REIMBURSEMENT
67	BUILDING PROCTOR
68	GAME ATTENDANT
69	MILITARY PAY
70	DISTINGUISHED CHAIR STIPEND
71	CAMPS
72	MASSAGE THERAPY
73	CRITICAL INCIDENT RESPONSE TM
74	ON CALL COMM.ASST.-RES.LIFE
75	WAGE POSITION-EXTRA PAY
76	ADD'L COMP-OFFSET EMPL INS DED
77	EXTRA PAY-FAC POSITION <100 %
78	SEVERANCE PAY
79	RELOCATION ALLOWANCE

SPC	ALLOWANCE DESCRIPTION
80	DEFERRED COMPENSATION
81	TVMDL
82	MARKETING AND PROMOTION
83	VET CAMPS
84	PHOTOGRAPHY SERVICES
86	REPATRIATION ALLOWANCE - QATAR
87	BLOGGER
88	EXPENDITURE ALLOWANCE

Section XII
Special Tables & Information

Payroll Terminology

(See Payroll Manual for more extensive definitions)

Payroll Encumbrance File
The Payroll Encumbrance File is a database table that contains one record for each PIN and SL-SA account combination. Each record in the file contains an amount for Salary/Wages, an amount for Longevity, and an amount for Benefits.

Payroll Encumbrance Transaction File
The Payroll Encumbrance Transaction File is a database file that contains at least one record for each action against the payroll encumbrance file. A transaction is added to the file each time the payroll encumbrance amounts are changed.

Payroll Encumbrance Type
Payroll encumbrance transactions originate from different sources and each source has its own 'type' code. These type codes identify the source of the payroll encumbrance adjustment. The payroll encumbrance types are:

Type Code	Description
EN	**Encumbrance Adjustment** – These are the entries that result from net funding changes created by the entry on an EPA document. Description on transaction: "EPA – (PIN#)"
F5	**Form 500** - These adjustments are created in batch from BPP Active Budget entries (formerly Form 500s). Description on transaction: "BPP – (PIN#)"
AA	**Automated Adjustment** - These transactions originate from the part of the system that automatically keeps the payroll encumbrances in balance with BPP. These are a result of the payroll encumbrance synchronization process. Description on transaction: "Auto Adj – (PIN#)"
IN	**Initial Load** - These transactions occur at the beginning of the year and originate from the initial budgeted salary amount (FBYR405 and FBYR430) Description on transaction: "EPA Sum Adj"
MA	**Manual Adjustment** - These manual adjustments are created as a result of entry on the FAMIS payroll encumbrance screens. Description on transaction: "Man Adj – (PIN#)"
PL	**Payroll Liquidations** – These transactions are created as part of the payroll posting process and reflect the reduction of an encumbrance due to corresponding payroll expenses. Description on transaction: "EPA Sum Adj"
SS	**Salary Savings** - These transactions come from the salary savings process that is run at the end of each month. Description on transaction: "Sal Sav – (PIN#)"

Payroll Iteration

A payroll iteration is a sequential change number assigned to each EPA document or Form 500 action for a given position. This iteration number is a 2-digit number that starts at 01 for the fiscal year. The PIN number plus the iteration number is used to identify a unique budget/position action.

Using the Budget update screens IN the BPP System, a given iteration may be changed several times over several days. While BPP does not track each individual change, they may be tracked in the FAMIS (if the Form 500 is printed after each change). Each iteration is assigned a unique change number. The change number is in the upper right corner of the Form 500 and is in the format 99999x - where 99999 is a sequential number and x is the work station code. (See Appendix for Work Station Code Assignments list.)

> This does not apply to EPA processing as the iteration is not built in BPP until the EPA has final approval by the payroll workstation.

Net Funding Calculation

When an EPA document is created, the change between the funding of the prior iteration and the funding of the new iteration is referred to as the "Net Funding". The change in net funding is computed on an account by account (SL-SA) basis.

It is this change in net funding that is used to calculate the budget entries and to adjust the payroll encumbrance. This is best understood by example:

The following table shows the net funding concept.

Iteration 01 shows the funding prior to the EPA document.
The lines for Iteration 02 indicate the funding after this document.

PIN:	S00001				
Month Salary	4,000.00				
Percent Effort	100%				
Acct	Begin	End	Percent Effort	Months	Budgeted Salary
ITERATION 01					
02-130010	9/1/2002	8/31/2003	50%	12	24,000.00
02-130015	9/1/2002	2/28/2003	25%	06	6,000.00
02-130020	9/1/2002	8/31/2003	25%	12	12,000.00
02-130025	3/1/2002	8/31/2003	25%	06	6,000.00
ITERATION 02					
02-130010	9/1/2002	8/31/2003	50%	12	24,000.00
02-130015	9/1/2002	2/28/2003	25%	6	6,000.00
02-130020	9/1/2002	2/28/2003	25%	6	6,000.00
02-430018	3/1/2002	8/31/2003	50%	6	12,000.00
	Net Funding changes by SL Account				
	(Subtract Iteration 01 amounts / Add Iteration 02 amounts)				
02-130010					0.00
02-130015					0.00
02-130020					(6,000.00)
02-130025					(6,000.00)
02-430018					12,000.00

The lines at the bottom of the chart are the change in funding or the 'net funding' amounts which occurred from this action. Account 02-430018 had no obligation on Iteration 01, but it now is obligated to pay $12,000 to fund 50% of this person's salary from 3/1 to 8/31.

Payroll Jobs

PRBW
PRMON
PPYRL

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