

B/P/P Operations Center

System Navigation

INTRODUCTION

The Budget/Payroll/Personnel (B/P/P) System is an integrated data management system through which staff budgets are created and maintained, payrolls are produced and recorded, and personnel data are stored and maintained. The system consists of five major databases or database groups.

The PREPARATION BUDGET (Prep Budget) database is used in the preparation of annual staff (personnel) budgets. It carries the essential data on individual budgeted positions. This data is then passed to the Budget Module in the Financial Accounting Management Information System (FAMIS), which prepares the formal budget document presented to the Board of Regents.

The ACTIVE BUDGET database is very similar to the PREP BUDGET database. After approval of budgets by the Board of Regents, the PREP BUDGET database is converted to the ACTIVE BUDGET database where it is updated as changes occur in positions, occupants, salary rates, sources, and other characteristics throughout the fiscal year. The first "iteration" on the ACTIVE BUDGET database is the status of a particular position as it appears in the approved budget. As changes are made, succeeding iterations are added; as each occurs, the system produces a FORM 500-Budget and Personnel Change, which serves to record administrative approval of such changes.

The PERSONNEL database carries a variety of information on each employee of the A&M System, including benefit deduction information that is required for payrolls, AA/EEO reporting, group insurance and other benefit reporting, and a variety of related purposes.

The PAYROLL databases (Hours, P2PAY and History) are driven by the ACTIVE BUDGET database and the PERSONNEL database to produce reports, vouchers, payroll checks, etc., for monthly and biweekly payrolls, and to record all such payments.

The TABLES database is used to store descriptive information for codes used throughout the other databases. It also contains data which controls various system processing functions on a daily or monthly basis.

The B/P/P system utilizes the mainframe computer system in the Computer Information Service Department of the Texas A&M University. It is in many aspects a table-driven system, operating in an ADABAS data management software. The staff of the B/P/P Operations Center performs maintenance of this system.

Data input to the system occurs through a series of B/P/P "workstations" or payroll offices, each of which is responsible for a segment of the employee population. Personnel in the various budget, payroll or human resource (personnel) offices at each institution or agency (part or member) perform actual data input. The particular office responsible for the maintenance of the data elements in each B/P/P System sub-system varies depending on the internal organization of each A&M System member.

System Standard Use Fields and Rules

General fields with their rules, uses, hints and techniques.

SCREEN (Next Screen, Screen Nbr) 3-digit code that identifies the next screen to be viewed; this is used to maneuver through the B/P/P System screens.

UIN (Universal Identification Number) 9 digit number assigned by TAMUS to identify students, staff, faculty, dependents in and between TAMUS systems. Generally the preferred 'key' for finding persons in the system through screens or reports. Pattern is NNN00NNNN where position 4 and 5 are zeros.

SSN (Social Security Number) 9 digit number assigned by Federal agency for US residents. Where possible should be protected data for screens and reports



RULES - -

?Help:	Symbol (?) is used next to field names, like Screen ? , to show that there is a help function related to that data field. After the cursor has been placed in/on the field area, pressing <F1> will display the help information related to that field. In the case of Screen , the multiple values possible for input to the screen number can be viewed or selected. If pressing <F1> gives you the message 'WNMP0101 0253 NAT1148 No help available for this data field.' then there no current help for that field on this screen

Using IBM Mainframe 3270 Type Terminals

The intent of the descriptions contained in the following section is to assist various computer users with the essential information necessary to be able to use 3270 type terminals on the mainframe administrative applications in use throughout The Texas A&M University System. This document contains numerous items that discuss specific edit or screen manipulative features that can be performed. Not only is this section useful to new employees learning to use the system and 3270 terminal architecture, but it can also be helpful to experienced users who may not perform a particular data entry function on a regular basis and may need assistance in specific areas.

3270 EMULATION PROGRAMS

There are several software products that will enable a personal computer (PC) to emulate an IBM 3270 type terminal. This type of terminal architecture has become the industry standard for IBM operating environments, however, this terminal is no longer manufactured and distributed in mass in the market place anymore. The more versatile PC has replaced it. Software operating on the PC emulates many of the 3270 functions, enabling the PC to 'become' a 3270 terminal.

The recommended 3270 emulation program currently being recommended for use in administrative functions around the A&M System is Hummingbird Host-Explorer. It uses the TCP/IP protocol that is becoming the A&M System standard. Older versions of TCP3270 and NET3270 should be replaced with this new product whenever

possible. A copy of this software is available through Internet download from: <http://itim.tamu.edu/hostexplorer/download.html>

It is recommended that you download the FAMIS version of this product. Most of the following key definitions are already preset to the recommended below.

3270 EMULATION KEYS

Special keys and key combinations must be used when working with the B/P/P System. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

Function Keys and Description

PF	When a key is listed as PF_n , PF represents <u>P</u> rogram <u>F</u> unction. Many PCs use the function keys labeled F_n for these PF keys. Others have special key combinations to represent the PF keys, for example, a combination of the ALT key and the number 1 will represent the PF1 key. At the bottom of the B/P/P Screens, there are PF keys listed that can assist in the use of the screen. For example: the PF1 key is the “HELP” key and the PF3 key is the “EXIT from this screen” key.
TAB and BACKTAB	Use the TAB and BACKTAB keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB , while the BACKTAB is a combination of the SHIFT/TAB keys. Using the arrow keys, instead of the TAB key, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.
CLEAR	The CLEAR key on many PC keyboards is the PAUSE key. This key is often used to clear, erase, or refresh, the screen before typing.
RESET	After pressing < ENTER > to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol " X () " or ⌘ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.
ERASE END OF FIELD	<p>To erase all the information in a field with one stroke, the ERASE EOF key on a 3270 keyboard is helpful. On most PCs, the common key to use is the END key next to the numeric keypad. If you are using Hummingbird and the END key does not work, it can be turned on using the following instructions:</p> <p>Click on OPTIONS on the Tool Bar. Click on KEYBOARD MAPPING. In the FUNCTION GROUP box, scroll to locate EDITING KEYS and click on that function. Move to the FUNCTION box and scroll to find ERASE-EOF. Click and drag ERASE-EOF to the END key on the keyboard map displayed on the screen and release the mouse. Check the Current Key-Escape Section for what it says next to the word “Normal”. If it says Erase-EOF then this procedure worked. If it doesn’t, then go back to the scroll bar and start over. Once the Current Key-Escape Section reads “Normal Erase-EOF”, click on the SAVE button so that the key function is saved. Exit the Keyboard Mapping section.</p> <p>One of the quickest ways to test the END key is to go to an updateable field on any screen and place the cursor at the beginning of the field. Instead of using the DELETE key, use the END</p>

Function Keys and Description

	key to delete. The END key should erase everything from where the cursor is located to the end of the field.
HOME	From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field. On most PCs, the HOME key will work.
NEWLINE	This key definition moves the cursor to the first updateable field on a new line below where the cursor is currently positioned. If the cursor is already positioned on the last line, the cursor will be positioned at the first updateable field on the screen. To define this function, follow the instructions found in the section for the ERASE END OF FIELD key above.
INSERT	The key with this definition allows for the insertion of characters in a modifiable field. The field must have sufficient “null” characters to allow for the insertion of the additional characters. On most PCs, the INSERT key is defined as a toggle insert function key.
DELETE	The key with this definition allows for the deleting of characters from a modifiable field. On most PCs, the DELETE key is defined as a delete function key.
MESSAGE LINE	On each screen there is a line reserved to display messages to the user. The print will usually appear in a different color so that it is highlighted for the user to easily see. These messages may be processing messages or error messages. The example that follows is an error message:

```

100 TANUS B/P/P - Personnel Maintenance                                07/19/11 10:3
                                                                    P BPP0002 R16
WNMP0100 0024 NAT1011 Requested function key not allocated.
Screen:  _____

Function:  _      Blank = Inquiry
UIN/SSN:  _____ C = Correction   N = New Record (Enter SSN)
                               D = Deletion   T = Transcribe data to correct SSN
                               V = Vendor file addition request
                               S = Schedule insurance mastercard

101 Personal Data                                                    127 Tax Levy/Student Loans/Bankrupt

```

Function Keys and Description

SCROLLING THROUGH DATA	Depending on the application and how it is written, pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, or panel one screen to the left or right. The PF keys defined and displayed at the bottom on the screens will identify this functionality.
HELP	<p>HELP functions are available for many screen fields in the B/P/P System. Placing the cursor in the desired field and pressing the <PF1> key will access a pop-up window with specified field information. Another way is to place a question mark in the desired field and press the <ENTER> key.</p> <p>For the Pop-Up Window: To get out of the HELP function, either select a value and press <ENTER> or press the PF3 key. Which method to use will normally be designated in the pop-up window (EX: PF3 = Exit).</p>

Function Keys and Description

ESCAPING FROM A POP-UP WINDOW	When in a pop-up window, pressing the PF3 key will usually take you back to the original screen. There are a few windows that won't allow this. For those windows pressing the <ENTER> key will take you back to the original screen. These windows may not contain the PF key definitions usually seen at the bottom of the screen. If the window contains the definitions, then the PF keys will apply.
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TPX Function Keys and Description

/L<ENTER>	This command locks your terminal so that no one can access your terminal or sessions without first typing in your password. This command should be used if you need to be away from your desk and you do not wish to logoff completely. This is a great security feature of TPX. All applications you are in will remain logged on and active. Remember to follow the command with the <ENTER> key. In order to re-access your session, you must correctly enter the password you used to initially access TPX.
/K<ENTER>	This command "kills" your TPX session, but leaves all the applications you are logged into active. This will free your terminal for others to use in your absence. Remember to follow the command with the <ENTER> key.
/<PFn> key	This command will enable you to 'jump' to another online session defined by that function key on your TPX menu. This allows a person to be signed on to multiple concurrent sessions and to be able to move freely from one session to another without going through the TPX menu.
/W<PF12>	This command returns you to the TPX menu from any system screen you have active.

The cursor should be positioned at the **Command** ==> prompt. There are three ways to select the online system that you desire:

1. The function keys. Example: The command for BPP would be <F3>.
2. Place the cursor on the line in front of the desired session on the menu and press the <ENTER> key.
3. Type the session name at the **Command** ==> prompt. Example: Type **BPP** and press the <ENTER> key.

```

TPX MENU FOR      BPP0002      Panelid - TEND041
                                Terminal - TAMT3858
                                Model - PC92-2RG
                                System - TAMTPX

Cmdkey=PF12      Jump=NONE      Menu=NONE
Print=NONE       Cmdchar=/

  Sessid      Sesskey      Session Description      Status
- BPPST      PF 1         BPP - Test
- BPPTRN     PF 2         BPP - Training
- BPP        PF 3         Budget Payroll Personnel
- WYLBUR     PF 4         OBS WYLBUR
- WYLBUR2    PF 5         OBS WYLBUR
- TSO        PF 6         TSO
- CICS       PF 7         CICS - public transactions
- FAMIS      PF 8         FAMIS
- BPP2       PF 9         Budget Payroll Personnel
- INFOVIEW   PF 10        Report Viewing System
- BPPST2     PF 11        BPP - Test
- FAMISTRN   PF 17        FAMIS - Training

Command ==>
PF1=Help PF7/19=Up PF8/20=Down PF10/22=Left PF11/23=Right H =Cmd Help

```

A Sign-On screen should appear. Most sessions have additional logon requirements. Enter User ID and Password then press the <ENTER> key

```

Signon for CICS Transaction Server Release 3.1.0      APPLID TAMBPP
Welcome to BPP at Texas A&M University

*****NOTICE*****NOTICE*****NOTICE*****

This computer system and data herein are
available only for authorized purposes by
authorized users. Use for any other purpose
may result in administrative/disciplinary
actions or criminal prosecution against the
user. Usage may be subject to security
testing and monitoring. Applicable privacy
laws establish the expectations of privacy.

For additional information please see:

http://cis.tamu.edu/security/tos/

*****NOTICE*****NOTICE*****NOTICE*****

DFHCE3520 Please type your userid.
F3=Exit

```

Following a successful sign-on to CICS, you will receive an almost blank screen. The cursor should be flashing in the upper left-hand corner and a message will appear at the bottom telling you of your successful sign-on. Type **BPP** and press the <ENTER> key. This will sign you on to the NATURAL programming language operating environment.

```

BPP |
DFHCE3549 Sign-on is complete (Language ENU).

```

The screen to the left is the B/P/P Main menu screen. Type the corresponding 3-digit number for the desired subsystem or screen in the **Screen:** field and then press the <ENTER> key.

```

000 TAMUS Budget/Payroll/Personnel System      07/19/11 13:12
                                                P BPP0002 R184

Screen: ---

100 Personnel Maintenance      050 Active Budget Maintenance
                                001 Preparation Budget

601 Estimated Insurance Premiums
602 Dependent Query
603 Annual Charitable Contribution      500 Payroll Maintenance

611 I-9 Inquiry      615 Transportation Services Inquiry
612 I-9 Update      616 Parking Payroll Deduct Maintenance
613 COBRA Flag Maintenance      609 Research Foundation Inquiry
614 Aggie ID Card Office Inquiry
640 Billing Maintenance

701 Employment History
711 Salary History      300 User Tables
750 Benefit History      400 B/P/P Tables

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

```

BPP SCREEN 000

Valid Screen selections and their functions are as follows:

100 PERSONNEL MAINTENANCE

This function allows for the access to data pertaining to the records for individual employees/retirees of the Texas A&M University System. Data stored here includes general demographic information, group insurance benefits and coverage, payroll deductions, address information, etc.

601 ESTIMATED INSURANCE PREMIUMS

This function allows for the access to screens pertaining to the estimation of insurance premiums to be charged to an employee based on the insurance selections entered on this screen. It is designed to assist in the counseling of benefit participants.

603 ANNUAL CHARITABLE CONTRIBUTION

This function allows for the input of the annual charitable contribution enrollment selections for the state's employee charitable campaign for the next calendar year (to start with payroll paid on or after January 1st of each year.)

611 I-9 INQUIRY

This function allows for inquiry into the I-9 filing status of employees of the Texas A&M University System.

612 I-9 UPDATE

This function allows for the updating of a new employee's I-9 status. Failure to submit proper documentation will result in not processing payroll data for this employee.

640 BILLING MAINTENANCE

This function allows for access into insurance benefit information for those participants in a billing status. This may include retirees, employees in a leave status, survivors, etc.

701 EMPLOYMENT HISTORY

This function allows for the access of selected employment history information for an employee. General information is available, including salary, job title, appointment period, percent effort, and PIN.

711 SALARY HISTORY

This function allows for the access of actual total monthly salary payments made to an employee. Information about the specific source of funding is also available, along with information relative to the job title, percent effort, PIN and budgeted rate of pay.

050 ACTIVE BUDGET MAINTENANCE

This function allows for the access of a specific iteration of a position in the Active Budget File. Positions define a particular job for a period of time, the occupant (employee), salary and the source of funding. Information in this file is the source for payroll processing.

001 PREPARATION BUDGET

This function allows for the access of a specific recommendation for a position in the Preparation Budget File. Positions define a particular job for a period of time, the occupant (employee), salary and the source of funding. Salary recommendations are used to build the Active Budget File records for the next fiscal year.

010 PREPARATION BUDGET – QUICK & DIRTY

This function allows for the quick creation of a new salary recommendation in the Preparation Budget database. Only salary rate changes are available.

500 PAYROLL MAINTENANCE

This function allows for accessing information pertaining to payroll processing. Historical information is available for payroll records processed in the last twelve (12) months. Data may be added, changed or deleted for any payroll scheduled to process during the next payroll processing cycle, whether monthly or biweekly.

605 NET PAY CALCULATION

This function allows for the access to screens pertaining to the estimation of the net payment (or take home pay) due an employee. Changes to an employee's deduction amounts may be entered on the screen to reflect changes in payroll deductions. It is designed to assist in the counseling of new employees or employees considering changes in their payroll withholdings. Only employee deductions are calculated and displayed.

606 CASH ADVANCE CALCULATION

This function allows for access to screens used to calculate an estimate of the net payment (or take home pay) that is due an employee. This screen is used primarily to calculate a payment to an employee who was not included in the regular payroll calculation process. This program calculates both the employee deduction and the employer benefit payments for the employee.

607 LUMP SUM CALCULATION

This function allows for access to screens used to calculate an annual leave payment that is due an employee at termination. It can also be used to calculate a sick leave payment due the estate of a deceased employee.

609 RESEARCH FOUNDATION INQUIRY

This function is designed to assist the TAM Research Foundation in the development of more accurate and timely proposals for research projects within the A&M System. Salary and benefit information is provided for potential researchers to assist in the development of the final proposal.

615 PTTs INQUIRY

This function allows the TAMU Parking Traffic and Transit Department to access current information on employees to assist in the administration of campus parking. Information pertaining to the current employment status, home and campus address information is available.

300 USER TABLES

This function allows for the maintenance of various tables in the B/P/P System which are maintained by personnel in the various members of the A&M System. These tables are designed to be specific for each agency and/or institution in the A&M System. Examples of these tables are the job title tables, account table and the accounting analysis table.

400 B/P/P TABLES

This function allows for the maintenance of various tables in the B/P/P System which control or are controlled by general processing within the computer application. Many of these tables contain general information that either changes daily or is static for long periods of time. Examples of these tables include the security table, Form 500 processing, part name table, the fiscal year and payroll period/voucher number assignment table.

HELP OPTIONS

There are two types of help that can be provided. The first type is informational only. A pop-up window will appear and the window will generally contain text which describes the field and outlines the options that may be selected.

The second type of help is more “active” and allows for the user to “select” information and return it to the main screen for processing.

Both types of help are available in the BPP System and can be invoked in the same manner. The following section describes how these help features can be initiated.

Perhaps one of the most useful help windows is the alpha look-up window available on the Personnel and Payroll Maintenance screens. The following describes how to implement and use this feature.

FIELD HELP USING THE F1 PROGRAM FUNCTION KEY

On selected fields, additional information can be displayed using the F1 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F1 Key.

1. A pop-up window should appear. The cursor is positioned in the space in front of the name
2. Type over existing name to begin your search.
3. Press the <ENTER> key to initiate the search.
4. The system will return a name list starting with the name you entered. You should also see some basic information next to each name: the SSN; the PIN; and, the ADLOC.
5. The F8 key will move the page down (ascending) and the F7 key will move the page up (descending). The <ENTER> key may also be used as the default to move the page up. The F9 key will toggle back and forth between searching for a record by name and by SSN.
6. To exit this active help pop-up window, you may make a selection by entering any alpha character in the first column and pressing the <ENTER> key. To exit without making any selection, press the PF3 key.

Names in the BPP System are built in the following convention: Lastname,Suffix Firstname Middleinitial
The following examples are valid with the meanings:

<u>Data Entered</u>	<u>Last Name</u>	<u>Suffix</u>	<u>First Name</u>	<u>Middle Initial</u>
SMITH JOHN	SMITH		JOHN	
SMITH MARY L	SMITH		MARY	L
SMITH,JR LARRY H	SMITH	JR	LARRY	H
JONES,III L HARRY	JONES	III	L	H
JONES DAVID R G	JONES		DAVID	R

FIELD HELP USING THE QUESTION MARK (?)

A second method to invoke help is to move the cursor to the field in question and then to enter a question mark ('?') in the field and then press the <ENTER> key. This method will invoke the same help routines as the PF1 key.

1. Type a question mark in the SCREEN field and press the **ENTER** key.
2. A pop-up window should appear with a list of all the screens within the BPP System.
3. The F7 and the F8 keys will allow you to move through the list.
4. Simply place an 'x' or any character by the screen you wish to view and press the <ENTER> key.
5. The first time you press the <ENTER> key, you will notice that the system automatically transcribed the Screen Number into the SCREEN field for you.
6. You must now press the <ENTER> key again in order for the system to take you to that screen.

PROGRAM FUNCTION KEYS

The Budget/Payroll/Personnel (B/P/P) System makes use of Program Function (PF) keys for many terminal and screen operations. The follow describes the definitions assigned to the Program Function (PF) keys used by the B/P/P System. Not all of these function keys are available on every screen. Those keys that are active on a screen are defined at the bottom of each screen. These key definitions should be standardized throughout the system and have the same functionality wherever they are available.

1. PF1 - Help - This function will present a pop-up window with additional information about or data selection options for the field indicated by the cursor position.
 2. PF2 -
 3. PF3 - Exit - This function will return the session back to the sub-menu screen for the portion of the system where you are working, or if you are currently on the sub-menu screen, this function will take you back to the main B/P/P menu. If on the main B/P/P menu, this function will terminate the Natural session.
 4. PF4 - Main - This function will return your session to the main B/P/P menu, regardless of where you are.
 5. PF5 - Prev - This function will present the previous screen in a predefined screen sequence. (for example, back to the Personnel Data screen (101) from the Tax screen (102) in the personnel maintenance).
 6. PF6 - Next - This function will present the next screen in a predefined screen sequence. (for example, move to the Tax screen (102) from the Personnel data screen (101) in Personnel maintenance).
 7. PF7 - Up - This function allows for the scrolling backward in a help window of table being displayed (for example, deduction in payroll maintenance) or in an array, such as the payroll deductions table in payroll maintenance.
 8. PF8 - Down - This function allows for the forward scrolling in a help window of table being displayed (for example, deduction in payroll maintenance) or in an array, such as the payroll deduction table in payroll maintenance.
 9. PF9 -
 10. PF10 - Left - This function will move the screen one panel to the left. See the dependent screen in the Personnel File.
 11. PF11 - Right - This function will move the screen one panel to the right. See the dependent screen in the Personnel File.
 12. PF12 - Stmt - This function allows the user to review and sign the B/P/P Statement of Responsibility. This function is available from the B/P/P main menu.
- Clear - This function key will zero out values in a payroll maintenance deduction array. See the deductions array in Payroll Maintenance.

13. PF13 -
14. PF14 -
15. PF15 -
16. PF16 - Terminate - This function will terminate the Natural session from any screen.
17. PF17 -
18. PF18 -
19. PF19 -
20. PF20 -
21. PF21 -
22. PF22 -
23. PF23 -
24. PF24 - This function resets the security access codes for the userid. Valid operation from any B/P/P Screen. The function will return the user to the main B/P/P menu screen following the update of the security table by an authorized B/P/P System Security Officer.