

BPP System Manual

USER TABLES

Section Seven

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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 - -

<p>?Help:</p>	<p>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</p>

ONLINE TABLES MAINTENENCE

The BPP-TABLES File # 64 in the Budget/Payroll/Personnel System consists of those tables used to define many of the codes or values assigned to various items throughout this computer system.

Some of these tables are used to control processing, while many others are used to verify that data input into the B/P/P System has meaning and is defined correctly. A few tables contain additional information related to payroll deduction information for specific employees.

The BPP-TABLES File # 64 is grouped into two broad categories. The first category contains the User Tables that may be **maintained by each institution or part**. These tables are generally being added to or changed constantly. Included in this group are such tables as the **Account Table**, the **Title Code Tables** (both Classified and Non-Classified), the **ADLOC Table**, the **Project Table** and the **Accounting Analysis Table**. The second category contains the B/P/P Tables that are maintained by personnel in the B/P/P Operations Center. These are the tables that require few changes but whose updating is tied closely to controls associated with normal processing. Included in this group are such tables as the Security Table, Pay Period Table, Payroll Deductions Table, Medical Carrier Table, ORP and TDA Carrier Table, etc.

This manual describes the user maintained tables in more detail. It includes instructions on how to enter the data as well as how the data is edited by the system. The tables that are maintained by the B/P/P Operations Center are included in a separate document so that the user can see what data is available. Users may have inquiry access to these tables as they contain information that may be necessary to complete a particular job assignment. However, only the B/P/P Operations Center staff can update this second set of tables.

SCREEN 000 - TAMUS BUDGET/PAYROLL/PERSONNEL SYSTEM MENU

This screen is used to access the user maintained tables in the BPP-TABLES File # 64 sub-system. Security access must be granted before viewing any of the following screens. If you have access to the User Tables, the 300 typically will be highlighted or a different color from those screens that the user does not have access to. To go to the table screen, type 300 in the Screen field and press the **ENTER** key.

000 TAMUS Budget/Payroll/Personnel System		08/14/01 17:11
		P BPP0002 02D2
Screen: <u> 1 </u>		
100 Personnel Database	050 Active Budget Database	
	001 Preparation Budget	
601 Estimated Insurance Premiums	010 Preparation Budget--Quick & Dirty	
603 Annual Charitable Contribution	500 Payroll Maintenance	
611 I-9 Inquiry	605 Net Pay Calculation	
612 I-9 Update	606 Cash Advance Calculation	
613 COBRA Flag Maintenance	607 Lump Sum Payment Calculation	
614 Aggie ID Card Office Inquiry	615 Transportaion Services Inquiry	
640 Billing Maintenance	609 Research Foundation Inquiry	
701 Employment History		
711 Salary History	300 User Tables	
	400 B/P/P Tables	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help	Exit	Stmt

NUMBER

DATA FIELD

EDITS PERFORMED

1

SCREEN

3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.

The Following User Table Maintenance Menu Screen should appear.

```
300 TAMUS Budget/Payroll/Personnel User Table Maintenance      02/02/05  14:30
                                                                D BPP0002  R003

Screen: _____

301 Account                                                    317 TRAQS - Modify TRS DB
302 Non-classified position                                    318 TRAQS - Working Retirees
303 Classified position                                       319 PG/PJ
304 County code                                               320 Long Error Message
305 District code                                             321 COD - Modify SDU Work File
306 ADLOC                                                     322 Supplemental Payments
307 W-2 Changes                                               323 Actg Anal Changes
308 Annuity/DCP carrier                                       340 COBRA Disability Maintenance
309 Accounting analysis                                       341 COBRA Subsidy Maintenance
310 ORP carrier
311 Project
312 Parking
313 Report sequence
315 Zip code/HMO
316 TRAQS - Modify BPP Work File

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

USER ACCESS AND/OR MAINTAINED TABLES

Any of the on-line tables that are to be maintained by the user are accessible by entering one of the following table types:

TABLE	<u>GENERAL DESCRIPTION</u>	<u>PAGE</u>
301	PART/ACCOUNT MAINTENANCE - used to obtain or set-up the short and long names of a particular part and account number.	7.7
302	NON-CLASSIFIED POSITION TITLE CODE - used to obtain or set-up the data of a particular non-classified title code (7000-9999).	7.12
303	CLASSIFIED POSITION TITLE CODE - used to obtain or set-up the data of a particular classified title code (0001-6999).	7.18
304	COUNTY CODE - used to obtain the short and long names of a particular county.	7.24
305	DISTRICT CODE - used to obtain the short and long names of a particular district.	7.29
306	ADLOC TITLE - used to obtain or set-up the data of a particular administrative location.	7.34
307	W-2 CHANGES - used to enter changes regarding W-2 information.	7.40
308	ANNUITY/DCP CARRIER - used to obtain the name and Vendor ID number of a particular tax deferred program (TDA or DCP).	7.47
309	ACCOUNTING ANALYSIS TABLE - used to define the type of fund and indicate valid account(s) where the salary and employer paid benefit expenses are to be charged.	7.52
310	ORP CARRIER - used to obtain the Vendor ID number and name of a particular ORP carrier.	7.63
311	PROJECT - used to identify or set-up valid projects for project level accounting.	7.68
312	PARKING FEES DEDUCTION- used to identify employees who have requested a payroll deduction for parking fees.	7.73
313	REPORT SEQUENCE - used to group budget or payroll reports by administrative department head. Currently (7/2001) used only by TAMU.	7.77

TABLE	<u>GENERAL DESCRIPTION</u>	<u>PAGE</u>
315	ZIP CODE/HMO - used to identify HMO's Available for a certain zip code.	7.86
316	TRAQS - modifies BPP work file	7.90
317	TRAQS - modifies TRS DB	7.93
318	WORKING RETIREES - used to meet the (E)mployment of (R)etired Members reporting requirements	7.96
319	PGM/PRJ CODE MAINTENANCE - this table defines valid TEES PG/PJ numbers in the B/P/P System, the valid time period and the name or description associated with that PG/PJ	7.100
320	Long Error Message - used only by SHR to maintain Long Error Messages used for Insurance Batch Processing	7.105
321	MODIFY COURT ORDERED DEDUCTIONS WORK FILE - This screen is used for ACH Court Ordered Deductions. The Screen will allow payments to be modified, prior to being transmitted to the Bank of America, and the Texas SDU.	7.108
322	Supplemental Payment Maintenance Screen	7.110
323	Accounting Analysis changes maintenance screen	
340	COBRA Disability Maintenance	7.114
341	COBRA Subsidy Maintenance	7.116

SCREEN 301 - PART / ACCOUNT MAINTENANCE TABLE

This table defines valid account numbers in the B/P/P System, the valid period of time and the name or description associated with that account (purpose).

After receiving the screen **301** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular account
3. Modify a particular account's title data
4. Delete a particular account from the account table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular account:

- **FUNCTION** field should be blank.
- Type the 2-digit numeric part number and the account number and press the **ENTER** key.
- All account title information, if any, will be displayed. If the account is not in the file, the user will receive the following message: **PART/ACCOUNT NOT ON DATABASE**

3. MODIFY

Before a new account is added to the file or before any modification is made to an existing account title, the user must first **INQUIRE** about the account as described above. This will 'pull up' any data that already exists for the account in the file.

To **ADD** a new account number to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The Part and Account should still be displayed from the user's previous inquiry.

- **TAB** to the mail code field and enter the appropriate mail code. The mail code is a **REQUIRED** field for any entity located in the Bryan/College Station area. This field may be ignored if the account is being set up for a remote location.
- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the account (maximum of 20 characters). **TAB** to the next field and type the long title of the account (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the account is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the account should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the account (maximum of 20 characters). **TAB** to the field on the long title line and type the new long title of the account (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire account must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of an account being entered erroneously.

To **restrict** the use of an account to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the account is valid. The best way to inactivate an account is to enter a **THRU** date, while leaving the account on the BPP-TABLES File # 64. This allows the account descriptions to be found when processing historical reports, while warning of use of the account on current payroll processing.

To **delete** a part and account (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the part (PT) and account number and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **PART/ACCOUNT HAS BEEN DELETED FROM D.B.** (if deleted) or **Delete canceled, record not changed** (if canceled).

To **delete** a particular title and/or time period range for an account:

- Type an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the account. If the last title is deleted, the part and account will be deleted as well.

SCREEN 301 - PART / ACCOUNT MAINTENANCE TABLE

301 TAMUS B/P/P System - Part/Account Maintenance						10:25
						D BPP0002 000B
Screen: <u> 1 </u>						
Function: <u> 2 </u> (Blank=Inquire, D=Delete, M=Modify, E=End)						
Pt	Account	Mail Stop				
<u> 3 </u>	<u> 4 </u>	<u> 5 </u>				
Title		Effective Dates				Action
Type	A/C	From	Thru		Title	Performed
Short	<u> 6 </u>	<u> 7 </u>	<u> 8 </u>	<u> 9 </u>	<u> 10 </u>	<u> 11 </u>
Long		<u> 14 </u>				<u> 13 </u>
Short	=	---	---	---	---	---
Long	=	---	---	---	---	---
Short	=	---	---	---	---	---
Long	=	---	---	---	---	---
Short	=	---	---	---	---	---
Long	=	---	---	---	---	---
Short	=	---	---	---	---	---
Long	=	---	---	---	---	---

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

SCREEN 301 - PART / ACCOUNT MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	PART NUMBER	Must be a valid 2-digit numeric part number
4	ACCOUNT NUMBER	Must be a 5 or 6 digit number
5	MAIL STOP	Blank or 4-digit mail code number; required field for Bryan/College Station entities.
6	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
7, 8, 9	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 7 - MM 8 - DD 9 - YYYY
10, 11, 12	EFFECTIVE THRU DATE	Blank or must be a valid date in MM DD YYYY format; 10 - MM 11 - DD 12 - YYYY
13	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
14	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 302 - NON-CLASSIFIED TITLE MAINTENANCE TABLE

This table defines valid non-classified title codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each title. Title Code edits are based on either the Work Station Code or the Administrative Location (ADLOC) part (if workstation code is unavailable).

After receiving the screen **302** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular title code
3. Modify a particular title code's title data
4. Delete a particular title code from the title code table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. **INQUIRE**

To inquire about a particular title code:

- **FUNCTION** field should be blank.
- Type the Workstation in the **WRK STN Code** field.
- Type the 4-digit non-classified title code (7000-9999) and press the **ENTER** key.
- All title code information, if any, will be displayed. If the title code is not in the file the user will receive the following message: **TITLE CODE NOT ON DATABASE.**

3. **MODIFY**

Before a new title code is added to the file or before any modification is made to an existing title code, the user must first **INQUIRE** about the title code as described above. This will 'pull up' any data that already exists for the title code in the file.

To **ADD** a new title code to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The Location and Title code should still be displayed from the user's previous inquiry.

TAB to the EEO field and enter the appropriate EEO code. The cursor will automatically go to the next field FAC RNK (Faculty Rank). Enter Faculty Rank as appropriate. The cursor will be positioned at the next field PRI ACT (Primary Activity Code). This field defaults to **A** (All Activities) for Faculty (i.e. EEO of 2, or EEO of 1 w/numeric Faculty Code). To use the default value, **TAB** to the next field or press the **ENTER** key. Otherwise, enter the appropriate primary activity code (or make your selection from the Help screen) and the cursor will be positioned at the next field (FLSA). Enter the correct FLSA. **TAB** to the other fields as needed. The FAC RNK (Faculty Rank), Primary Activity Code and ORP ELG (ORP Eligible) fields should be used if the title code requires this data. The JOB GROUP field can be filled out if this field is used by your system component. Enter the default Management/ Supervisor/ Other Staff Code (M/S/O) designated for this title code.

NOTE: The EEO, FLSA, and M/S/O fields are **REQUIRED** regardless of the title code. Primary activity code is required for those with EEO of 2, or 1 w/numeric faculty rank, and is blank for all others.

- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the title code (maximum of 20 characters). **TAB** to the **RANK** field and enter the appropriate 2-digit rank code. The Rank is used to sequence the various job titles by relative “importance.” The President would have the highest value, the Vice President is next, etc. This determines the sequence these title codes are presented on many reports. **TAB** to the next long title line and type the long title of the title code (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the title code is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.

- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the title code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the title code (maximum of 20 characters). **TAB** to the field on the long title line and type the new long title of the title code (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire title code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a title code being entered erroneously.

To **restrict** the use of a title code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the title code is valid. The best way to inactivate a title code is to enter a **THRU** date, while leaving the title code on the BPP-TABLES File # 64. This allows the title code descriptions to be found when processing historical reports, while warning of use of the title code on current payroll processing.

To **delete** a title code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the title code and press the **ENTER** key. The user will then see the following message: **TITLE CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a title code:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the title code. If the last title is deleted, the title code will be deleted as well.

SCREEN 302 - NON-CLASSIFIED TITLE MAINTENANCE TABLE

302 TAMUS B/P/P System - Non-Classified Title Maintenance										12/03/02	13:59		
										D BPP0002	0004		
Screen: <u>1</u>													
Function: <u>2</u> (Blank=Inquire,D=Delete,M=Modify,E=End)													
Wrk Stn	Title	Code	EEO	Fac	Rnk	Pri	Act	FLSA	Orp	Elg	Job Grp	M/S/O	P1
<u>3</u>	<u>4</u>	<u>5</u>		<u>6</u>		<u>7</u>		<u>8</u>		<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Title	Effective Dates										Action		
Type	A/C	From		Thru		Title		Rank	Performed				
Short	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>				
Long		<u>22</u>											
Short	-	-	-	-	-	-	-	-	-				
Long	-	-	-	-	-	-	-	-	-				
Short	-	-	-	-	-	-	-	-	-				
Long	-	-	-	-	-	-	-	-	-				
Short	-	-	-	-	-	-	-	-	-				
Long	-	-	-	-	-	-	-	-	-				
Short	-	-	-	-	-	-	-	-	-				
Long	-	-	-	-	-	-	-	-	-				
Short	-	-	-	-	-	-	-	-	-				
Long	-	-	-	-	-	-	-	-	-				
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---													
Help		EXIT Main											

SCREEN 302 - NON-CLASSIFIED TITLE MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
3	WORKSTATION	Valid Work Station Code: A - Texas Agricultural Experiment Station C - Texas Transportation Institute D - Texas Engineering Extension Service E - Texas Engineering Experiment Service F - Texas Forest Service G - Texas A&M University – Galveston H - TAMUS Health Science Center

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	WORKSTATION (con't.)	I - Texas A&M University – Corpus Christi J - Texas A&M University – Kingsville L - Texas A&M International University M - Texas A&M University N - Texas A&M University – Texarkana P - Prairie View A&M University R - Texas A&M University – Commerce S - System Administrative and General Offices T - Tarleton State University W - West Texas A&M University X - Texas Cooperative Extension
4	TITLE CODE	Must be 4-digit non-classified title code (7000-9999)
5	EEO FIELD	Must be valid 1-digit numeric EEO code. (See EEO Job Category in the Code Book)
6	FACULTY RANK	Enter Faculty Code if the title code requires this code (see FACULTY CODE – BPP-TABLES FILE # 64 in the Code Book Section)
7	PRIMARY ACTIVITY CODE	Must be valid one-character code or blank. Primary Activity Code is required for Faculty (i.e. EEO of 2, or EEO of 1 with faculty rank). Used for IPEDS reporting. Defaults to A (All Activities) . (See Primary Activity Code in the Code Book)
8	FLSA FIELD	Must be a valid 1 letter FLSA code. (See FLSA Code in the Code Book Section)
9	ORP ELIGIBILITY FIELD	Enter 1 to 2-digit code if the title code requires this code (see ORP ELIGIBILITY CODES in the Code Book Section)
10	JOB GROUP FIELD	Enter 3-digit code if this field is used by your system component

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
11	MGMT-SUPV-OTHER	Enter the default title code designation for the State Management to Staff ratio calculation
12	PI	Principal Investigator Designation (Y or blank) M - Management S - Supervisor O - Other Staff
13	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
14, 15, 16	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 12 - MM 13 - DD 14 - YYYY
17, 18, 19	EFFECTIVE THRU DATE	Must be a valid date in MM DD YYYY format; 15 - MM 16 - DD 17 - YYYY
20	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
21	RANK FIELD	Must be a valid 2-digit rank code in the order of the highest to lowest (President, Vice President, etc.)
22	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 303 - CLASSIFIED TITLE MAINTENANCE TABLE

This table defines valid classified title codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each title. Title Code edits are based on either the Work Station Code or the Administrative Location (ADLOC) part (if workstation code is unavailable).

After receiving the screen **303** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular title code
3. Modify a particular title code's title data
4. Delete a particular title code from the title code table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. **INQUIRE**

To inquire about a particular title code:

- **FUNCTION** field should be blank.
- Type the Workstation in the **WRK STN** field.
- Type the 4-digit classified title code (these title code number ranges vary depending on the location, but will be in the 0000 to 6999 range) and press the **ENTER** key.
- All title code information, if any, will be displayed. If the title code is not in the file the user will receive the following message: **TITLE CODE NOT ON DATABASE.**

3. **MODIFY**

Before a new title code is added to the file or before any modification is made to an existing title code, the user should first **INQUIRE** about the title code as described above. This will 'pull up' any data that already exists for the title code in the file.

To **ADD** a new title code to the file, the user should:

- Type **M** in the **FUNCTION** field.

- The Location and Title code should still be displayed from the user's previous inquiry.
- **TAB** to the EEO field and enter the appropriate EEO code. The cursor will automatically go to the next field (FLSA). Enter the correct FLSA code. The JOB GROUP field can be filled out if desired. Enter the default Management/Supervisor/Other Staff Code (M/S/O) designated for this title code. **NOTE:** The EEO, FLSA, and M/S/O fields are REQUIRED fields.
- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **'FROM'** date (MM DD YYYY format), **TAB** to the title field and type the short title of the title code (maximum of 20 characters). **TAB** to the **RANGE** field and type the appropriate 2-digit range code. **TAB** to the next field on the first long title line and type long title of the title code (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the title code is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the title code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the title code (maximum of 20 characters). **TAB** to the field on the long title line and type the new long title of the title code (maximum of 50 characters).

- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire title code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a title code being entered erroneously.

To **restrict** the use of a title code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the title code is valid. The best way to inactivate a title code is to enter a **THRU** date, while leaving the title code on the BPP-TABLES File # 64. This allows the title code descriptions to be found when processing historical reports, while warning of use of the title code on current payroll processing.

To **delete** a title code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the title code and press the **ENTER** key. The user will then see the following message: **TITLE CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a title code:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the title code. If the last title is deleted, the title code will be deleted as well.

SCREEN 303 - CLASSIFIED TITLE MAINTENANCE TABLE

303 TAMUS B/P/P System - Classified Title Maintenance							07/13/01 16:18		
							D BPP0002 000D		
Screen: <u>1</u>									
Function: <u>2</u> (Blank=Inquire,D=Delete,M=Modify,E=End)									
Wrk Stn	Title	Code	EEO	FLSA	Job	Group	M/S/O	P1	
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>		<u>7</u>	<u>8</u>	<u>9</u>		
Title	Effective Dates				Title	Range	Action	Performed	
Type	A/C	From	Thru						
Short	<u>10</u>	<u>11</u> <u>12</u> <u>13</u>	<u>14</u> <u>15</u> <u>16</u>		<u>17</u>	<u>18</u>			
Long		<u>19</u>							
Short	-	-----	-----						
Long		-----							
Short	-	-----	-----						
Long		-----							
Short	-	-----	-----						
Long		-----							
Short	-	-----	-----						
Long		-----							
Short	-	-----	-----						
Long		-----							
Short	-	-----	-----						
Long		-----							

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

SCREEN 303 - CLASSIFIED TITLE MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
3	WORKSTATION	Valid Work Station Code: A - Texas Agricultural Experiment Station C - Texas Transportation Institute D - Texas Engineering Extension Service E - Texas Engineering Experiment Service F - Texas Forest Service G - Texas A&M University - Galveston H - TAMUS Health Science Center

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	WORKSTATION (con't.)	I - Texas A&M University-Corpus Christi J - Texas A&M University - Kingsville L - Texas A&M International University M - Texas A&M University N - Texas A&M University-Texarkana P - Prairie View A&M University R - Texas A&M University-Commerce S - System Administrative and General Offices T - Tarleton State University W - West Texas A&M University X - Texas Cooperative Extension
4	TITLE CODE	Must be 4-digit classified title code (0000-6999)
5	EEO FIELD	Must be valid 1-digit numeric EEO code. (See EEO Job Category in the Code Book)
6	FLSA FIELD	Must be a valid 1-letter FLSA code. (See FLSA Code in the Code Book Section)
7	JOB GROUP FIELD	Enter 3-digit code if this field is used by your system component
8	MGMT-SUPV-OTHER	Enter the default title code designation for the State Management to Staff ratio calculation M - Management S - Supervisor O - Other Staff
9	PI	Principal Investigator Designation (Y or blank).
10	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
11, 12, 13	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 10 - MM 11 - DD 12 - YYYY

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
14, 15, 16	EFFECTIVE THRU DATE	Must be a valid date in MM DD YY format; 13 - MM 14 - DD 15 - YYYY
17	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
18	RANGE FIELD	Must be a valid 2 Salary Range Code associated with that title
19	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 304 - COUNTY CODE MAINTENANCE TABLE

This table defines valid county codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each county code.

After receiving the screen **304** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular county code
3. Modify a particular county code's title data
4. Delete a particular county code from the county code table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. **INQUIRE**

To inquire about a particular county code:

- **FUNCTION** field should be blank.
- Type the 3-digit county code in the **COUNTY CODE** field and press the **ENTER** key.
- All county code information, if any, will be displayed. If the county code is not in the file the user will receive the following message: **COUNTY CODE NOT ON DATABASE**

3. **MODIFY**

Before a new county code is added to the file or before any modification is made to an existing county code, the user should first **INQUIRE** about the county code as described above. This will 'pull up' any data that already exists for the county code in the file.

To **ADD** a new county code to the file the user should:

- Type **M** in the **FUNCTION** field.
- The county code should still be displayed from the user's previous inquiry.

- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the county code (maximum of 20 characters). **TAB** to the next field on the long title line and then type the names of the county seat (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the county is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the county code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the county code (maximum of 20 characters). **TAB** to the next field on the long title line and type the new county seat of the county (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire county code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a county code being entered erroneously.

To **restrict** the use of a county code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the county code is valid. The best way to inactivate a county code is to enter a **THRU** date, while leaving the county code on the BPP-TABLES File # 64. This allows the county code descriptions to be found when processing historical reports, while warning of use of the county code on current payroll processing.

To **delete** a county code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the county code and press the **ENTER** key. The user will then see the following message: **COUNTY CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a county code:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the county code. If the last title is deleted, the county code will be deleted as well.

SCREEN 304 - COUNTY CODE MAINTENANCE TABLE

304 TAMUS B/P/P System - County Code Maintenance						09/30/05 13:08			
						P BPP0002 R069			
Screen: <u> 1 </u>		Function: <u> 2 </u> (Blank=Inquire, D=Delete, M=Modify, E=End)							
County code: <u> 3 </u>		SECC Payee code: <u> 4 </u>							
Title		Effective Dates					Action		
Type	A/C	From		Thru		Title	Performed		
Short	5	6	7	8	9	10	11	12	
Long		13							
Short									
Long									
Short									
Long									
Short									
Long									
Short									
Long									
Short									
Long									
Short									
Long									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main									

SCREEN 304 - COUNTY CODE TABLE MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
4	SECC PAYEE CODE	The 3-digit Payee Code of the United Way Local Campaign Area the <u>county</u> is assigned to. ('000' if not assigned)
3	COUNTY CODE	Must be a valid 3-digit county code (refer to BPP-TABLES File # 64 Listing)
5	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
6, 7, 8	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 5 - MM 6 - DD 7 - YYYY
9, 10, 11	EFFECTIVE THRU DATE	Must be a valid date in MM DD YYYY format; 8 - MM 9 - DD 10 - YYYY
12	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
13	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 305 - DISTRICT CODE MAINTENANCE TABLE

This table defines valid district codes used in the B/P/P System as well as the valid effective **FROM** and **THRU** dates associated with each district code.

After receiving the screen **305** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular district code
3. Modify a particular district code's title data
4. Delete a particular district code from the district code table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. **INQUIRE**

To inquire about a particular district code:

- **FUNCTION** field should be blank.
- Type the 2-digit district code in the **DISTRICT CODE** field and press the **ENTER** key.
- All district code information, if any, will be displayed. If the district code is not in the file the user will receive the following message: **DISTRICT CODE NOT ON DATABASE.**

3. **MODIFY**

Before a new district code is added to the file or before any modification is made to an existing district code, the user must first **INQUIRE** about the district code as described above. This will 'pull up' any data that already exists for the district code in the file.

To **ADD** a new district code to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The district code should still be displayed from the user's previous inquiry.

- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the district code (maximum of 20 characters). **TAB** to the next field on the first long title line and type the long title of the district code (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the district code is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the district code should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the district code (maximum of 20 characters). **TAB** to the next field on the long title line and type the new long title of the district code (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire district code must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a district code being entered erroneously.

To **restrict** the use of a district code to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the district code is valid. The best way to inactivate a district code is to enter a **THRU** date, while leaving the district code on the BPP-TABLES File # 64. This allows the district code descriptions to be found when processing historical reports, while warning of use of the district code on current payroll processing.

To **delete** a district code (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the district code and press the **ENTER** key. The user will then see the following message: **DISTRICT CODE HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a district code:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the district code. If the last title is deleted, the district code will be deleted as well.

SCREEN 305 - DISTRICT CODE MAINTENANCE TABLE

305 TAMUS B/P/P System - District Code Maintenance						07/13/01 09:16
						D BPP0002 001B
Screen: <u> 1 </u>						
Function: <u> 2 </u> (Blank=Inquire,D=Delete,M=Modify,E=End)						
District Code: <u> 3 </u>						
Title			Effective Dates			Action
Type	A/C	From	Thru		Title	Performed
Short	<u> 4 </u>	<u> 5 </u> <u> 6 </u> <u> 7 </u>	<u> 8 </u> <u> 9 </u> <u> 10 </u>		<u> 11 </u>	
Long		<u> 12 </u>				
Short	—	— — —	— — —		— — —	
Long						
Short	—	— — —	— — —		— — —	
Long						
Short	—	— — —	— — —		— — —	
Long						
Short	—	— — —	— — —		— — —	
Long						
Short	—	— — —	— — —		— — —	
Long						

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

SCREEN 305 - DISTRICT CODE MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquire D - Delete M - Modify E - End
3	DISTRICT CODE	Numeric, 2-digit
4	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
5, 6, 7	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 5 - MM 6 - DD 7 - YYYY
8, 9, 10	EFFECTIVE THRU DATE	Must be a valid date in MM DD YYYY format; 8 - MM 9 - DD 10 - YYYY

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
11	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
12	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 306 - ADLOC MAINTENANCE TABLE

This table defines valid ADLOC (Administrative Location) numbers in the B/P/P System, the valid period of time and the name or description associated with that ADLOC (purpose). Various associations to FAMIS reporting levels (attributes) are recorded for some components to facilitate security access to the Active and Prep Budget files, as well as, many batch reports.

The ADLOC is a primary control point for the LeaveTraQ System, with flags on this table determining participation and controlling accruals for employees. Be sure that entry is made consistent with the A&M System member's current LeaveTraQ status.

Entries into the "EPA Route Path" field on the ADLOC Table controls routing of EPA documents. During the routing process, when the document first enters the payroll office, the document must select an initial path within that office. If the path code for the current ADLOC is populated on the ADLOC Table, the system will route the document down this path. If the path code is blank on the ADLOC Table, the document will look for a path named MONTHLY or BIWEEKLY - depending on the documents pay cycle (pay indicator). If the EPA path code is not found, the document will route down the default path of the payroll office.

After receiving the screen **306** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular ADLOC
3. Modify a particular ADLOC's title data
4. Delete a particular ADLOC from the ADLOC table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular ADLOC:

- **FUNCTION** field should be blank.
- Type the 2-digit numeric part number and the ADLOC number and press the **ENTER** key.
- **NOTE:** Some Universities/Agencies use an alpha character at the end of their ADLOCs to further define the ADLOC. This alpha character should be used, if necessary, when inquiring, modifying or deleting an ADLOC.
- All ADLOC title information, if any, will be displayed. If the ADLOC is not in the file the user will receive the following message: **ADLOC NOT ON DATABASE**

3. MODIFY

Before a new ADLOC is added to the file or before any modification is made to an existing ADLOC, the user should first **INQUIRE** about the ADLOC as described above. This will 'pull up' any data that already exists for the ADLOC in the file.

To **ADD** a new ADLOC number to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The ADLOC should still be displayed from the user's previous inquiry.
- Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the ADLOC (maximum of 20 characters). **TAB** to the next field on the long title line and type the long title of the ADLOC (maximum of 50 characters).
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the ADLOC is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the ADLOC should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **FROM** date, **TAB** to the title field and type the new short title of the ADLOC (maximum of 20 characters). **TAB** to the next field on the long title line and type the new long title of the ADLOC (maximum of 50 characters).
- Once all desired data has been entered press the **ENTER** key. The data will be edited, and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire ADLOC must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of an ADLOC being entered erroneously.

To **restrict** the use of an ADLOC to a specific time period:

- The user must enter the appropriate dates (both **FROM** and **THRU**) for which the ADLOC is valid. The best way to inactivate an ADLOC is to enter a **THRU** date, while leaving the ADLOC on the BPP-TABLES File # 64. This allows the ADLOC descriptions to be found when processing historical reports, while warning of use of the ADLOC on current payroll processing.

To **delete** an ADLOC (and all the title data associated with it):

- The user must type a **D** in the **FUNCTION** field, the ADLOC number and press the **ENTER** key. The user will then see the following message: **ADLOC HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for an ADLOC:

- The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the ADLOC. If the last title is deleted, the ADLOC will be deleted as well.

SCREEN 306 - ADLOC MAINTENANCE TABLE

306 TAMUS B/P/P System - ADLOC Maintenance										11/03/04 08:19	
										D BPP0002 R006	
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)								*-----Leave-----*	
Adloc: <u>3</u>		Exec <u>4</u>	Dvsn <u>5</u>	Colg <u>6</u>	Dept <u>7</u>	Sdept <u>8</u>	Status <u>9</u>	Accrual <u>10</u>	WS <u>11</u>		
Title		Effective Dates			EPA Route Path			12		Action	
Type	A/C	From		Thru		Title				Performed	
Short	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>			
Long		<u>21</u>									
Short	-	-		-		-		-			
Long		-		-		-		-			
Short	-	-		-		-		-			
Long		-		-		-		-			
Short	-	-		-		-		-			
Long		-		-		-		-			
Short	-	-		-		-		-			
Long		-		-		-		-			
Short	-	-		-		-		-			
Long		-		-		-		-			
Short	-	-		-		-		-			
Long		-		-		-		-			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help		Exit Main									

SCREEN 306 - ADLOC MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	ADLOC CODE	Must be an 8 or 9 character number. The first 2 characters are the part number, the next 6 characters are usually an account number, the suffix is optional and when used, is alphabetic.
4	EXEC	Executive: 2-digit field; no edits performed

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	DVSN	Division: 2-digit field; no edits performed
6	COLG	College: 2-digit field; no edits performed
7	DEPT	Department: 5-digit field; no edits performed
8	SDEPT	Sub-department - 5-digit field; no edits performed
9	LEAVE STATUS	0 - Leave System not active 1 - Leave Transaction for this ADLOC Recording Mode 2 - Leave Docs with manual signature 3 - Leave Docs with electronic signature (Defaults to 1 if ADLOC Part is active on LeaveTraq, 0 if not)
10	LEAVE ACCRUALS	N - No, do not calculate leave accruals at beginning of new month (default) Y - Yes, calculate leave accruals on 1 st day of new month
11	LEAVE WORKSTATION	Valid workstation code
12	EPA ROUTE PATH	Up to 10 alpha-numeric characters defined as a routing path in FAMIS routing and approvals
13	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
14, 15, 16	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 13 - MM 14 - DD 15 - YYYY
17, 18, 19	EFFECTIVE THRU DATE	Blank or must be a valid date in MM DD YYYY format; 13 - MM 14 - DD 15 - YYYY
20	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
21	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 307 - W-2 CHANGES TABLE

This table holds the W-2 Changes for the current year. W-2 Changes are entered for employees by workstation code. The changes are held in this table then dumped to a file for uploading into the W-2 printing program. The table is cleared each year prior to W-2 processing. (documentation updated 1/11/2006)

After receiving the **SCREEN 307** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular Workstation/SSN combination
3. Modify data for a particular Workstation/SSN
4. Delete a particular Workstation/SSN from the W-2 Changes Table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** in the **FUNCTION** field or **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular Workstation/SSN:

- **FUNCTION** field should be blank.
- Type the Workstation and Social Security Number (SSN) for the employee needing W-2 changes and press the **ENTER** key.
- All information, if any, for the Workstation/SSN will be displayed. If the Workstation/SSN is not in the file, the user will receive the following message:
3002 EMPLOYEE RECORD NOT FOUND

If the Social Security number entered is not on the BPP-EMPLOYEES File # 58, the user will receive the following message: **SSN NOT ON PERSONNEL DATABASE**

1. MODIFY

Before a new Workstation/SSN is added to the file or before any modification is made to an existing Workstation/SSN, the user should first **INQUIRE** about the Workstation/SSN as described above. This will 'pull up' any data that may already exist for the Workstation/SSN in the file.

To **ADD** a new Workstation/SSN to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The Workstation and SSN Codes should still be displayed from the user's previous inquiry.
- Enter the corrected W-2 information into the appropriate fields on the screen. All data fields must be numeric or blank. **In order to enter 0 in the amount field, you must use the 1-character field which follows the amount field. If you enter a 0 in the larger field, it will be replaced with blanks and no change will be made to that amount on the W2.** Negative numbers can NOT be entered.
- Once all desired data has been entered press the **ENTER** key. The data will be edited, and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If any Workstation/SSN information is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Go to the field that is to be changed, type the new information and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**
- In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**
- The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.
- To zero all the numeric data fields, type **Y** in the 'zero all field (Y)' field.

4. DELETE

To delete a Workstation/SSN:

- The user must type a **D** in the FUNCTION field, type in the Workstation/SSN Code and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **SSN DELETED FROM DATA BASE** (if deleted) or **DELETE CANCELED, RECORD NOT CHANGED** (if canceled).

SCREEN 307 - W-2 CHANGES TABLE

```

307 TAMUS B/P/P System - W-2 Changes Entry                                01/12/06  09:05
                                                                                   D BPP0002  R008

Screen:   1           Function:   2  (Blank=Inquire, D=Delete, M=Modify, E=End)

Workstation:   3      SSN:      4      Name:      5
Zero all fields (Y):   6

Taxes:
  FIT   7   8      OASI   9  10      OASI-CW  11  12
  EIC  13 14      OAHl  15 16      OAHl-CW  17 18
  STATE  19A 19b  SIT  20a 20b  SIT-CW  21 22
                                     FIM  23 24      FIM-CW  25 26

Taxable Items:
  Gross  27 28      Lng  29  30
  Emol  31 32      Trty-CW  33 34

Non-taxable Items:
  ORP  35 36      SORP  37 38      TRS  39  40
  TSA  41 42      DCP  43 44      HLT-T  45  46
  SAAF  47 48      SADC  49 50      SAHC  51  52
  Trty17  53 54  Trty18  55 56  Trty19  57 58
                                     PK-T  59 60      Q-moving  61 62
After-Tax Items:
  RTH  63 64

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

```

SCREEN 307 - W-2 CHANGES TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	WORKSTATION CODE	Must be a valid 1-character alpha workstation code
4	SOCIAL SECURITY NUMBER (SSN)	Must be a valid 9-digit numeric SSN existing on the BPP-EMPLOYEES File # 58
5	NAME	Name from BPP-EMPLOYEES File
6	ZERO ALL FIELDS (Y)	If blank, no action indicated. If Y and function is M , all detail amounts below are zeroed and W2 change record is updated as such.

Edit Rule #1: Numeric field. Must be either blank (no change) or numeric with up to 2 decimal places (like 123 or 24.65). No negatives allowed

Edit Rule #2: Action flag field. Must be blank or zero (0). If zero (0) entered, the preceding numeric amount field will be set to zero.

7	FEDERAL INCOME TAX WITHHELD (FIT)	Edit Rule #1
8	ZERO 7	Edit Rule #2
9	OASI DEDUCTED (OASI)	Edit Rule #1
10	ZERO 9	Edit Rule #2
11	OASI COVERED WAGES (OASI-CW)	Edit Rule #1
12	ZERO 11	Edit Rule #2
13	ADVANCE EARNED INCOME CREDIT (EIC)	Edit Rule #1
14	ZERO 13	Edit Rule #2
15	OAH I DEDUCTED (OAH I)	Edit Rule #1
16	ZERO 15	Edit Rule #2

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
17	OAHI COVERED WAGES (OAHI-CW)	Edit Rule #1
18	ZERO 17	Edit Rule #2
19a	STATE INCOME TAX TAXING STATE	Blank or valid state code.
19b	BLANK 19a	Edit Rule #2
20a	STATE INCOME TAX WITHHELD (SIT)	Edit Rule #1
20b	ZERO 20a	Edit Rule #2
21	STATE INCOME TAX COVERED WAGES (SIT-CW)	Edit Rule #1
22	ZERO 21	Edit Rule #2
23	FEDERAL INSURANCE - MEDICARE DEDUCTED (FIM)	Edit Rule #1
24	ZERO 23	Edit Rule #2
25	FEDERAL INSURANCE - MEDICARE COVERED WAGES (FIM-CW)	Edit Rule #1
26	ZERO 25	Edit Rule #2
27	GROSS PAY (GROSS)	Edit Rule #1
28	ZERO 27	Edit Rule #2
29	LONGEVITY PAY (LNG)	Edit Rule #1
30	ZERO 29	Edit Rule #2
31	EMOLUMENTS (EMOL)	Edit Rule #1
32	ZERO 31	Edit Rule #2
33	TAXABLE TREATY COVERED WAGES (TRTY-CW)	Edit Rule #1
34	ZERO 33	Edit Rule #2
35	OPTIONAL RETIREMENT (ORP)	Edit Rule #1

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
36	ZERO ORP	Edit Rule #2
37	SUPPLEMENTAL OPTIONAL RETIREMENT (SORP)	Edit Rule #1
38	ZERO 37	Edit Rule #2
39	TEACHER'S RETIREMENT (TRS)	Edit Rule #1
40	ZERO 39	Edit Rule #2
41	TAX SHELTERED ANNUITY (TSA)	Edit Rule #1
42	ZERO 41	Edit Rule #2
43	DEFERRED COMPENSTAION (DCP)	Edit Rule #1
44	ZERO 43	Edit Rule #2
45	HLT-T = TOTAL INSURANCE PRE - TAX AMOUNT (INCLUDES HEALTH, DENTAL, VISION & ADD DEDUCTIONS	Edit Rule #1
46	ZERO 45	Edit Rule #2
47	TAX SAVER SPENDING ACCOUNT ADMINISTRATIVE FEE (SAAF)	Edit Rule #1
48	ZERO 47	Edit Rule #2
49	TAX SAVER SPENDING ACCOUNT - DEPENDENTS (SADC)	Edit Rule #1
50	ZERO 49	Edit Rule #2
51	TAX SAVER SPENDING ACCOUNT – HEALTH (SAHC)	Edit Rule #1
52	ZERO 51	Edit Rule #2
53	TREATY TYPE 17	Edit Rule #1
54	ZERO TREATY 53	Edit Rule #2

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
55	TREATY TYPE 18 (Trty18)	Edit Rule #1
56	ZERO 55	Edit Rule #2
57	TREATY TYPE 19 (Trty19)	Edit Rule #1
58	ZERO 57	Edit Rule #2
59	PRE-TAX PARKING	Edit Rule #1
60	ZERO 59	Edit Rule #2
61	QUALIFIED MOVING EXPENSES (Q-moving)	Edit Rule #1
62	ZERO 61	Edit Rule #2
63	ROTH TDA	Edit Rule #1
64	ZERO 63	Edit Rule #2

SCREEN 308 - ANNUITY CARRIER TABLE

This table defines valid Annuity Carrier codes in the B/P/P System as well as the corresponding Comptroller Code, Vendor Identification Number, address, and ACH information.

The Annuity Carrier Code Table is maintained by the System Human Resources Office. Data is added, changed or deleted **only** at the direction of the responsible individual within the Human Resource Office.

After receiving the screen **308** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular Annuity Carrier
3. Modify a particular Annuity Carrier's data
4. Delete a particular Annuity Carrier from the Annuity Carrier table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular Annuity Carrier:

- **FUNCTION** field should be blank.
- Type the 3-digit numeric Annuity Carrier Code and press the **ENTER** key.
- All information, if any, for the Annuity Carrier will be displayed. If the Annuity Carrier is not in the file, the user will receive the following message: **ANNUITY CODE NOT ON DATABASE**

3. MODIFY

Before a new Annuity Carrier is added to the file or before any modification is made to an existing Annuity Carrier, the user should first **INQUIRE** about the Annuity Carrier as described above. This will 'pull up' any data that may already exist for the Annuity Carrier in the file.

To **ADD** a new Annuity Carrier to the file, the user should:

- * Type **M** in the **FUNCTION** field.
- * The Annuity Carrier Code should still be displayed from the user's previous inquiry.
- * Type the Comptroller Code.
- * The Comptroller Code is an 8-digit number (right justified, leading zeros) that is obtained from the Coordinating Board in Austin. The name and phone number of the individual that can supply this information can be found in the printout of the BPP-TABLES File # 64 that is located in the Operations Center.
- * Type the name of the Annuity Carrier under the heading **CARRIER** (maximum of 25 characters).
- * Type the Vendor Identification Number under the heading **VENDOR ID NO** (first 10 digits - the system will automatically fill in the last digit).
- * Type the Mail Code under the heading '**MAIL CODE**', if known (3-digit number).
- * Type **ANU** under the heading **ABBREV**.
- * Type the Address and Phone Number in the appropriate areas. Address lines 1, 2 and 3 have a maximum of 40 characters each. The **CITY** line has a maximum of 16 characters.
- * Once all desired data has been entered press the **ENTER** key. The data will be edited, and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If any Annuity Carrier information is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * Go to the field that is to be changed, type the new information and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

- In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**
- The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

To **delete** an Annuity Carrier:

- The user must type a **D** in the FUNCTION field, the Annuity Carrier Code and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **TDA CARRIER DELETED FROM D.B.** (if deleted) or **DELETE CANCELED, RECORD NOT CHANGED** (if canceled).

At this time the only individual that deletes Annuity Carrier Codes from the BPP-TABLES File # 64 is the Director of Information Resources.

SCREEN 308 - ANNUITY CARRIER TABLE

308 TAMUS B/P/P System - Annuity Carrier Table					07/16/01 13:14
					D BPP0002 00A9
4084 Carrier code does not exist on the tables database					
Screen: <u>1</u> Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)					
Carrier Code: <u>3</u>		Comptroller Code: <u>4</u>			
Carrier:	Vendor ID NO	AIG Cd	Mail Cd	Abbrev	
<u>5</u>	<u>6</u> <u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	
ACH Routing Cd: <u>11</u> <u>12</u>		Bank Acct: <u>13</u>			
					Change Date:
Address 1: <u>14</u>					
Address 2: <u>15</u>					
Address 3: <u>16</u>					
City: <u>17</u>					
State: <u>18</u>					
Zip: <u>19</u> <u>20</u>					
Phone: <u>21</u> <u>22</u> <u>23</u>					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---					
Help		Exit Main			

SCREEN 308 - ANNUITY CARRIER TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	ANNUITY CARRIER CODE	Must be a valid 3-digit numeric Annuity Carrier Code (refer to BPP-TABLES File # 64 Report)
4	COMPTROLLER CODE	Must be a valid 8-digit number obtained from the Coordinating Board in Austin, must be right justified with leading zeros
5	ANNUITY CARRIER FIELD	Must be valid Annuity Carrier name (up to 25 characters)
6, 7	VENDOR ID NO	Must be the first 10-digits of the Vendor Identification Number, System will automatically fill in the last digit

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	AIG Cd	8 digit code Supplied by AIG. This field is used in the monthly remittance file to AIG. AIG uses the field to identify the vendor.
9	MAIL CODE FIELD	Must be a valid 3-digit number
10	ABBREVIATION FIELD	Must be ANU or DCP
11	BANK ACCOUNT TYPE	C - Checking S - Savings N - Not Participating in ACH funds transfer
12	BANK ROUTING TRANSIT CODE	Valid Bank Code, numeric, up to 9-digits
13	BANK ACCOUNT NUMBER	Numeric, up to 17-digits
14	ADDRESS 1	Blank, or more than three characters (up to 40 characters)
15	ADDRESS 2	Blank, or more than three characters (up to 40 characters)
16	ADDRESS 3	Blank, or more than three characters (up to 40 characters)
17	ADDRESS CITY	Blank, or more than two characters (up to 16 characters)
18	ADDRESS STATE	Blank, or in code book
19, 20	ADDRESS ZIP CODE	Blank, 5-digits, or 9-digits
21,22,23	ADDRESS PHONE	Blank, or 10-digits

FIELD BELOW IS MAINTAINED BY THE SYSTEM

A	CHANGE DATE	Date of Pre-note, all zeroes will pre-note when BPOC027 is run, if ACCT Type = N , then this is the date participation was ended
---	-------------	---

SCREEN 309 - ACCOUNTING ANALYSIS MAINTENANCE TABLE

This table defines the interface between the payroll module of the B/P/P System and the accounting systems, especially FAMIS. This table defines the type of fund and indicates the account(s) where the salary and employer paid benefit expenses are to be charged. These charges may vary by account or ranges of sequential accounts, as necessary.

After receiving the screen **309** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular Accounting Analysis Key and/or a particular account in an Accounting Analysis Key
3. Modify a particular Accounting Analysis Key and/or a particular account in an Accounting Analysis Key
4. Delete a particular Accounting Analysis Key and/or a particular account in an Accounting Analysis Key

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press F4 to return to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular Accounting Analysis Key or account in a particular accounting analysis key:

- * **FUNCTION** field should be blank.
- * **TAB** to the Part field and enter a valid 2-digit part number.
- * **TAB** to the Accounting Analysis Key field (field #10) and type the 4-digit numeric Accounting Analysis Key and, if inquiring about a particular account, **TAB** to the FROM Account and enter the desired account number and press the **ENTER** key.
- * All information, if any, for the Accounting Analysis Key and/or Account (or range of accounts that includes the account number requested) will be displayed.

If the Accounting Analysis Key is not in the file the user will receive the following message: **NOT FOUND** - under the action performed column on the same line as the Accounting Analysis Key.

If the Account is not in the file the user will receive the following message, “**NOT FOUND**” under the action performed column on the same line as the Account Range.

3. **MODIFY**

If an agency or institution has a need to define an entirely new fund, please call the B/P/P Operations Center for assistance. This will require the creation of a new Low Key in the Accounting Analysis Table. This is a very rare situation. Generally, all maintenance by the fiscal or payroll offices should be with the various Accounting Analysis Keys and the account and/or account ranges.

Before a new Accounting Analysis Key and/or Account Range is added to the file or before any modification is made to an existing Accounting Analysis Key and/or Account Range, the user should first **INQUIRE** as described above. This will ‘pull up’ any data that may already exist for the Accounting Analysis Key and/or Account in the file.

To **ADD** a new Accounting Analysis Key to the file, the user should:

- * Type **M** in the **FUNCTION** field and enter an **A** under the **A/C** field (field # 14) next to the Accounting Analysis Key field.
- * The Accounting Analysis Key should still be displayed from the user’s previous inquiry.
- * Enter the UCI Trigger, WCI Trigger, OASI Trigger, FI Trigger, the State Fund number, the State Agency (state department) number and the appropriation number or description to be associated with this Accounting Analysis Key.
- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message, “**ADDED**” displayed under the Action Performed column on the same line as the Accounting Analysis Key.

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message, “**ERROR**” displayed under the Action Performed column on the same line as the Accounting Analysis Key.

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **ADDED** message.

After performing the inquiry described above, to **ADD** a new Account or a new range of Accounts within an Accounting Analysis Key, the user should:

- * Type **M** in the **FUNCTION** field and enter an **A** under the **A/C** field (field # 14) next to the Account Range From Account field.
- * The From Account should still be displayed from the user’s previous inquiry. It should indicate that this account was not found in the file.
- * Enter the **THRU** Account, the Salary Bank, and the Charge Codes, Bank and Account for the following employer paid benefits: Longevity (LNG), Group Insurance Premium (GIP), Workers’ Compensation Insurance (WCI), Unemployment Compensation Insurance (UCI), FICA (employer match for Social Security),

Retirement Program Base (RET), ORP Supplement (ORP SUPL), the ORP System Supplement (ORP SSUP), Federal Retirement Insurance (FIR), and the Civil Service Retirement System (CSRS).

- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message, “**ADDED**” displayed under the Action Performed column on the same line as the Account Range.

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message, “**ERROR**” displayed under the Action Performed column on the same line as the Account Range.

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **ADDED** message.

Both an Accounting Analysis Key and a range of Accounts may be added at the same time. Most of the maintenance, however, will just involve the Accounts. The User must include the Accounting Analysis Key field when performing maintenance for account(s) as the accounts are associated with specific Accounting Analysis Keys.

If any Accounting Analysis Key or Account Range information is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field and enter an **C** under the **A/C** field (field # 14) next to the Accounting Analysis Key field.
- * The Accounting Analysis Key should still be displayed from the user’s previous inquiry.
- * Modify the UCI Trigger, WCI Trigger, OASI Trigger, FI Trigger, the State Fund number, the State Agency (state department) number or the appropriation number or description to be associated with this Accounting Analysis Key as necessary.
- * Once all desired data has been modified, press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message, “**CHANGED**” displayed under the Action Performed column on the same line as the Accounting Analysis Key.

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message, “**ERROR**” displayed under the Action Performed column on the same line as the Accounting Analysis Key.

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **CHANGED** message.

After performing the inquiry described above, to **CHANGE** an existing Account or to add to an existing range of Accounts within an Accounting Analysis Key, the user should:

- * Type **M** in the **FUNCTION** field and enter an **C** under the **A/C** field (field # 14) next to the Account Range From Account field.

- * The From Account should still be displayed from the user's previous inquiry. It should indicate that this account was not found in the file.
- * Modify the THRU Account, the Salary Bank, and the Charge Codes, Bank and Account for the following employer paid benefits: Longevity (LNG), Group Insurance Premium (GIP), Workers' Compensation Insurance (WCI), Unemployment Compensation Insurance (UCI), FICA (employer match for Social Security), Retirement Program Base (RET), ORP Supplement (ORP SUPL), the ORP System Supplement (ORP SSUP), Federal Retirement Insurance (FIR), and the Civil Service Retirement System (CSRS) fields as necessary.
- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message, "**CHANGED**" displayed under the Action Performed column on the same line as the Account Range.

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message, "**ERROR**" displayed under the Action Performed column on the same line as the Account Range.

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **CHANGED** message.

Both an Accounting Analysis Key and a range of Accounts may be changed at the same time. Most of the maintenance, however, will just involve the Accounts. The User must include the Accounting Analysis Key field when performing maintenance for account(s) as the accounts are associated with specific Accounting Analysis Keys.

4. **DELETE**

Great **CARE** should be exercised when deleting information from the Accounting Analysis Table. The deletion of the **LOW KEY** data has been restricted to the B/P/P Operations Center. This data should rarely require deletion.

When an Accounting Analysis Key is deleted, **all** of the account ranges associated with that key are deleted, not just the one displayed on the screen.

Most of the delete activity will take place with the account or account ranges associated with an Accounting Analysis Key.

To **delete** an Accounting Analysis Key or an account range:

- * The user must type an **M** in the **FUNCTION** field and enter a **D** under the **A/C** column next to the Accounting Analysis Key or Account Range to be deleted and press the **ENTER** key. The user will then see the following message, "**DELETED**" displayed under the Action Performed column on the same line as they entered the **D**.

SCREEN 309 - ACCOUNTING ANALYSIS MAINTENANCE TABLE

309 TAMUS B/P/P System - Accounting Analysis Maintenance										09/29/05 15:27	
										D BPP0002 R014	
Screen: <u> 1 </u>		Function: <u> 2 </u> (Blank=Inquire, D=Delete, M=Modify, E=End)									
Part <u> 3 </u> A/A Key <u> 4 </u>											
A/C	Fiscal Year	Pay Kind	Revolv Fund	Fund Title	State Fund	State Agency	Action Performed				
<u> 5 </u>	<u> 6 </u>	<u> 7 </u>	<u> 8 </u>	<u> 9 </u>	<u> 10 </u>	<u> A </u>	<u> B </u>				
		Appropriation		<u> 11 </u>							
A/C	Acct From: <u> 13 </u>		Thru: <u> 14 </u>		Salary Bank: <u> 15 </u>						
BEN	C	BANK	ACCT	BEN	C	BANK	ACCT	BEN	C	BANK	ACCT
GIP	<u> 16 </u>	<u> 17 </u>	<u> 18 </u>	WCI	<u> 19 </u>	<u> 20 </u>	<u> 21 </u>	UCI	<u> 22 </u>	<u> 23 </u>	<u> 24 </u>
LNG	<u> 25 </u>	<u> 26 </u>	<u> 27 </u>	FICA	<u> 28 </u>	<u> 29 </u>	<u> 30 </u>				
TRS	<u> 31 </u>	<u> 32 </u>	<u> 33 </u>	TRS 90	<u> 34 </u>	<u> 35 </u>	<u> 36 </u>	TRS SURC	<u> 37 </u>	<u> 38 </u>	<u> 39 </u>
ORP BASE	<u> 40 </u>	<u> 41 </u>	<u> 42 </u>	ORP SUPL	<u> 43 </u>	<u> 44 </u>	<u> 45 </u>	ORP SSUP	<u> 46 </u>	<u> 47 </u>	<u> 48 </u>
FIR	<u> 49 </u>	<u> 50 </u>	<u> 51 </u>	CSRS	<u> 52 </u>	<u> 53 </u>	<u> 54 </u>	LEAVE	<u> 55 </u>	<u> 56 </u>	<u> 57 </u>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---											
Help		Exit Main									

SCREEN 309 - ACCOUNTING ANALYSIS MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	PART NUMBER	Must be a valid 2-digit numeric part number
4	LOW KEY	Must be 4-digit low key code number
5	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
6	FISCAL YEAR	Must be a valid year with the YYYY format
7	PAY KIND	Must be a valid 1-digit code
8	REVOLVE FUND	Must be a valid 1-digit code
9	FUND TITLE	Valid title up to 20 characters
10	STATE FUND CODE	Must be a valid 3-digit numeric code
11	APPROPRIATION FIELD	Must be a valid number for appropriation of the account number (up to 18 characters)
12	A/C FIELD	A - Add a new A/A Key C - Correct an existing A/A Key D - Delete an A/A Key
13	ACCOUNT RANGE FROM FIELD	Must be a valid 5 or 6 digit account number
14	ACCOUNT RANGE THRU FIELD	Must be a valid 5 or 6 digit account number
15	SALARY BANK	Must be a valid 5-digit Bank code
16	GIP CODE FIELD	Must be a valid 1-digit numeric code: 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
17	GIP BANK CODE	Must be a valid 5-digit Bank code

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
18	GIP ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
19	WCI CODE FIELD	Must be a valid 1-digit numeric code: 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
20	WCI BANK CODE	Must be a valid 5-digit Bank code
21	WCI ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
22	UCI CODE FIELD	Must be a valid 1-digit numeric code: 0 - No bank and no account charged (state paid) 1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account
23	UCI BANK CODE	Must be a valid 5-digit Bank code
24	UCI ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
25	LONGEVITY CODE FIELD	Must be a valid 1-digit numeric code: 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged
26	LONGEVITY BANK CODE	Must be a valid 5-digit longevity code
27	LONGEVITY ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
28	FICA CODE FIELD	Must be a valid 1-digit numeric code: 0 - No bank and no account charged (state paid) 1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account
29	FICA BANK CODE	Must be a valid 5-digit Bank code
30	FICA ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
31	TRS CODE FIELD	Must be a valid 1-digit numeric code: 0 - No bank and no account charged (state paid) 1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account 4 - Salary bank and salary account charged - Federal - charged at only 3.0% - State to pay balance 5 - Specified bank and specified account charged - Federal - charged for 3.0%- State to pay balance
32	TRS BANK CODE	Must be a valid 5-digit Bank code
33	TRS ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
34	TRS 90 CODE FIELD	1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account 4 - Salary bank and salary account charged - Federal - charged at only 3.0% - State to pay balance 5 - Specified bank and specified account charged - Federal - charged for 3.0%- State to pay balance
35	TRS 90 BANK CODE	Must be a valid 5-digit bank code
36	TRS 90 ACCOUNT NUMBER	Must be a valid 5 or 6-digit account number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
37	TRS SURC CODE FIELD	0 - No bank and no account charged (state paid) 1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account
38	TRS SURC BANK CODE	Must be a valid 5-digit bank code
39	TRS SURC ACCOUNT NUMBER	Must be a valid 5 or 6-digit account number
40	ORP BASE CODE FIELD	Must be a valid 1-digit numeric code 0 - No bank and no account charged (state paid) 1 - Salary bank and salary account 2 - Specified bank and specified account 3 - Specified bank and salary account 4 - Salary bank and salary account charged - Federal - charged at only 3.0% - State to pay balance 5 - Specified bank and specified account charged - Federal - charged for 3.0%- State to pay balance
41	ORP BASE BANK CODE	Must be a valid 5-digit Bank code
42	ORP BASE ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
43	ORP SUPPLEMENT CODE FIELD	Must be a valid 1-digit numeric code 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
44	ORP SUPPLEMENT BANK CODE	Must be a valid 5-digit Bank code

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
45	ORP SUPPLEMENT ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
46	ORP SYSTEM SUPPLEMENT CODE FIELD	Must be a valid 1-digit numeric code: 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
47	ORP SYSTEM SUPPLEMENT BANK CODE	Must be a valid 5-digit Bank code
48	ORP SYSTEM SUPPLEMENT ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
49	FIR CODE FIELD	Must be a valid 1-digit numeric code: 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
50	FIR BANK CODE	Must be a valid 5-digit Bank code
51	FIR ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number
52	CSRS CHARGE CODE FIELD	Must be a valid 1-digit numeric code 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged 3 - Specified bank and salary account charged
53	CSRS BANK CODE	Must be a valid 5-digit Bank code
54	CSRS ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number

55	LEAVE CHARGE CODE	Must be a valid 1-digit numeric code 1 - Salary bank and salary account charged 2 - Specified bank and specified account charged
56	LEAVE BANK CODE	Must be a valid 5-digit Bank code
57	LEAVE ACCOUNT NUMBER	Must be a valid 5 or 6 digit account number

FIELD BELOW IS MAINTAINED BY THE SYSTEM

A	STATE AGENCY	3-character alpha/numeric code as defined by the state corresponding to the Part
B	ACTION PERFORMED	System generated information

SCREEN 310 - ORP CARRIER MAINTENANCE

This table defines valid ORP Carrier codes in the B/P/P System as well as the corresponding Coordinating Board Code, Vendor Identification Number, address, and ACH information.

The ORP Carrier Code Table is maintained by the System Human Resources Office. Data is added, changed or deleted **only** at the direction of the responsible individual within the Human Resource Office.

After receiving the screen **310** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular ORP Carrier
3. Modify a particular ORP Carrier's data
4. Delete a particular ORP Carrier from the ORP Carrier table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular ORP Carrier:

- **FUNCTION** field should be blank.
- Type the 3-digit numeric ORP Carrier Code and press the **ENTER** key.
- All ORP Carrier information, if any, for the ORP Carrier will be displayed. If the ORP Carrier is not in the file the user will receive the following message: **ORP CARRIER CODE NOT ON DATABASE.**

3. MODIFY

Before a new ORP Carrier is added to the file or before any modification is made to an existing ORP Carrier, the user should first **INQUIRE** about the ORP Carrier as described above. This will 'pull up' any data that may already exist for the ORP Carrier in the file.

To **ADD** a new ORP Carrier to the file, the user should:

- Type **M** in the **FUNCTION** field.
- The ORP Carrier Code should still be displayed from the user's previous inquiry.

- Type the Coordinating Board Code.
- The Coordinating Board Code is an 8-digit number (right justified, leading zeros) that is obtained from the Coordinating Board in Austin. The name and phone number of the individual that can supply this information can be found in the printout of the BPP-TABLES File # 64 that is located in the Operations Center.
- Type the name of the ORP Carrier under the heading CARRIER (maximum of 25 characters).
- Type the Vendor Identification Number under the heading VENDOR ID NO (first 10 digits the system will automatically fill in the last digit).
- Type the Mail Code under the heading 'MAIL CODE', if known (3-digit number).
- Type ORP under the heading ABBREV.
- Type the Address and Phone Number in the appropriate areas. Address lines 1, 2 and 3 have a maximum of 40 characters each. The CITY line has a maximum of 16 characters.
- Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If any ORP Carrier information is being **CHANGED**, the user should:

- Type **M** in the **FUNCTION** field.
- Go to the field that is to be changed, type the new information and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

SCREEN 310 - ORP CARRIER TABLE

```

310 TAMUS B/P/P System - ORP Carrier Table                                05/11/04 15:28
                                                                           D BPP0002 R007

Screen:  1      Function:  2 (Blank=Inquire, D=Delete, M=Modify, E=End)

Carrier Code:  3   SORP Carr:  4   Coordinating Board Code:  5

Carrier:      Vendor ID NO  AIG Cd  Mail Cd  Abbrev
      6          7  8      9      10      11

ACH Routing Cd: 12  13      Bank Acct:  14

Change Date:

Address 1:      15
Address 2:      16
Address 3:      17
City:          18
State:         19
Zip:          20  21
Phone:        22  23  24

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

SCREEN 310 - ORP CARRIER TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	CARRIER CODE	Must be a valid 3-digit numeric ORP Carrier Code (refer to BPP-TABLES File # 64 Listing)
4	SORP CARR	Y - an SORP carrier N - not an SORP carrier
5	COORDINATING BOARD CODE	Must be a valid 8-digit number obtained from the Coordinating Board in Austin, must be right justified with leading zeros.
6	CARRIER	Must be valid ORP Carrier name (up to 30 characters)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
7, 8	VENDOR ID NO	Must be the first 10-digits of the Vendor Identification Number. The system will automatically fill in the last digit.
9	MAIL CD	Must be a valid 3-digit number
10	ABBREV	Must type ORP in the blank.
11	BANK ACCOUNT TYPE	C - Checking S - Savings N - Not Participating in ACH funds transfer
12	ACH ROUTING CD	Valid Bank Code, numeric, up to 9-digits
13	BANK ACCT	Numeric, up to 17-digits
14	ADDRESS 1	Mailing Address; Blank, or between 3 and 40 characters
15	ADDRESS 2	Mailing Address; Blank, or between 3 and 40 characters
16	ADDRESS 3	Mailing Address; Blank, or between 3 and 40 characters
17	CITY	Mailing Address; Blank, or between 2 and 16 characters
18	STATE	Mailing Address; Blank, or in code book
19, 20	ZIP	Mailing Address; Blank, or 5-digits, or 9-digits
21, 22, 23	PHONE	Area Code and phone number; Blank or 10-digits

FIELD BELOW IS MAINTAINED BY THE SYSTEM

A	CHANGE DATE	Date of Pre-note or last change; If ACCT Type = N, then this is the date participation ended
---	-------------	--

SCREEN 311 - PROJECT CODE MAINTENANCE

This table defines valid TEES project numbers in the B/P/P System, the valid account number, the valid period of time and the name or description associated with that project.

After receiving the screen **311** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular project
3. Modify a particular project's title data
4. Delete a particular project from the project table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular project:

- * **FUNCTION** field should be blank.
- * Type the 2-digit numeric part number and the project number and press the **ENTER** key.
- * All project title information, if any, will be displayed. If the project is not in the file the user will receive the following message: **PART/PROJECT NOT ON DATABASE.**

3. MODIFY

Before a new project is added to the file or before any modification is made to an existing project title, the user should first **INQUIRE** about the project as described above. This will 'pull up' any data that already exists for the project in the file.

To **ADD** a new project number to the file, the user should:

- * Type **M** in the **FUNCTION** field.
- * The Part and Project numbers should still be displayed from the user's previous inquiry.
- * **TAB** to the Account field and enter a valid account number.

- * Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the project (maximum of 20 characters). **TAB** to the next field on the first long title line and type the long title of the project (maximum of 50 characters).
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the project is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the project should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- * The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective **'FROM'** date, **TAB** to the title field and type the new short title of the project (maximum of 20 characters). **TAB** to the next field on the long title line and type the new long title of the project (maximum of 50 characters).
- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

- The user must type a **D** in the FUNCTION field, the ORP Carrier Code and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **ORP CARRIER CODE DELETED FROM D.B.** (if deleted) or **DELETE CANCELED, RECORD NOT CHANGED** (if canceled).

Two new fields have been added to screen 311 in BPP. Screen 311 is used to maintain the BPP project table.

This table and screen is used exclusively by TEES and TEEEX to set up projects so that BPP source lines can be properly validated during the entry of EPA documents, the prep budget, payroll screens , etc.

The two new fields are:

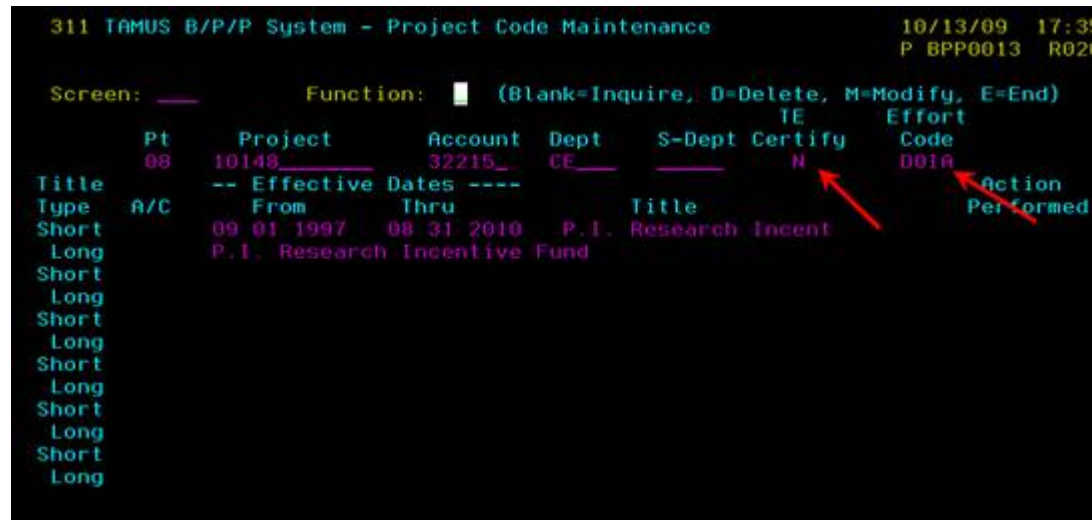
- TE Certify. If “Y”, then employees paid on this project must have their time certified.
- Effort Code. The Effort code or category used on the account (e.g. DRES – Direct Instruction, etc.)

These fields will be used by TimeTraQ to help create the additional pop-up window that will appear to managers when they approve timesheets.

Both TEES and TEEEX update this table through automated nightly processes. The TEES nightly process has also been modified to update these new fields. Since TEEEX will not be using their own TE system, the TEEEX nightly process will ignore these new fields.

Due to the automated updates, no additional effort or procedures are required by users of BPP. Users, however, may use screen 311 to verify the current value of those fields for a particular project.

A screen shot is below.



SCREEN 311 - PROJECT CODE MAINTENANCE TABLE

311 TAMUS B/P/P System - Project Code Maintenance						07/16/01 10:53
						9 BPP0002 0020
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire,D=Delete,M=Modify,E=End)				
					TE	Effort
Pt	Project	Account	Dept	S-Dept	Certify	Code
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	8	9
Title	Effective Dates					Action
Type	A/C	From	Thru	Title		Performed
Short	<u>10</u>	<u>11</u> <u>12</u> <u>13</u>	<u>14</u> <u>15</u> <u>16</u>	<u>17</u>		
Long		<u>18</u>				
Short	-	-	-	-	-	
Long						
Short	-	-	-	-	-	
Long						
Short	-	-	-	-	-	
Long						
Short	-	-	-	-	-	
Long						
Short	-	-	-	-	-	
Long						

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

SCREEN 311 - PROJECT CODE MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	PART NUMBER	Must be a valid 2-digit numeric part number
4	PROJECT NUMBER	Must be 5 or 6 digit number
5	ACCOUNT NUMBER	Must be 5 or 6 digit number
6	DEPT CODE	Required EPIK project code
7	S-DEPT	Optional sub-department

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	TE CERTIFY	Y- Employee must have time certified
9	EFFORT CODE	The Effort code or category used on the account.
10	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title
11, 12, 13	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 7 - MM 8 - DD 9 - YYYY
14, 15, 16	EFFECTIVE THRU DATE	Blank or must be a valid date in MM DD YYYY format; 10 - MM 11 - DD 12 - YYYY
17	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters
18	LONG TITLE	Must be Full Account Name without abbreviations - maximum of 50 characters

SCREEN 312 - PARKING MAINTENANCE TABLE

This screen is currently used by TAMUS HSC in Dallas, Texas A&M University at Galveston, Texas A&M University - Corpus Christi and Prairie View A&M University. This screen has the functionality of adding, modifying, or deleting a parking fee deduction record for an employee in the BPP-TABLES File # 64. All the information displayed on the screen is stored in the BPP-TABLES File # 64 except the Name and Date Paid, which is stored in the BPP-DEDUCTIONS File # 51.

To access this screen, sign on to the B/P/P System and enter 312 in the screen number field.

After receiving the Parking Fee Maintenance Screen, there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular Employee's Parking Deduction Data
3. Modify a particular Employee's Parking Deduction Data
4. Delete a particular SSN from the Parking Deduction Table

After entering the function, press the **ENTER** key.

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press F4 to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular UIN:

- * **FUNCTION** field should be blank.
- * Type the 9-digit UIN. The UIN must be numeric and in the BPP-EMPLOYEES File # 58.
- * Once a valid UIN is entered, all of the employee's Parking Deduction data will be displayed. The information is pulled from the BPP-EMPLOYEES File # 58, the BPP-DEDUCTIONS File # 51 and the BPP-TABLES File # 64. If the UIN is not in the file the user will receive the following message: **UIN IS NOT IN THE PARKING DEDUCTION TABLE.**

3. **MODIFY**

Before a new UIN is added to the file or before any modification is made to an existing UIN, the user should first **INQUIRE** as described above. This will 'pull up' any data that already exists for the UIN in the file.

To **ADD** information for a particular UIN to the file, the user should:

- * Type **M** in the **FUNCTION** field.
- * Enter a valid Campus Code and Deduct Amount.
- * Past Due Amount and Last Deduction Date will be left blank on when adding.

If information for a particular SSN is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * The UIN and information to be changed should still be displayed from the user's previous inquiry.
- * Modify the Deduct Amount, Past Due Amount, and the Last Deduct Date.

After the fields have been added or changed, press the **ENTER** key and a message will be displayed informing you that the record has been updated.

4. **DELETE**

Before deleting a UIN in the file, the user should first **INQUIRE** as described above. This will 'pull up' any data that already exists for the UIN in the file.

To **delete** a UIN (and all the data associated with it):

- * Make sure that this is the employee that you would like to delete.
- * The cursor will then be back on the Function field.
- * The user must type a **D** in the **FUNCTION** field, the social security number and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **RECORD DELETED FROM D.B.** (if deleted) or **DELETE CANCELED, RECORD NOT CHANGED** (if canceled).

SCREEN 312 - PARKING MAINTENANCE TABLE

312 TAMUS B/P/P System - Parking Maintenance		06/24/04 10:51 D BPP0002 R006
Screen: <u>1</u>	Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)	
UIN: <u>3</u>	Name: <u>A</u>	
Campus Code: <u>4</u>	Ded Cd: <u>5</u>	
Deduct Amt: <u>6</u>	Past Due Amt: <u>7</u>	
Date Paid: <u>B</u>	Last Ded Date: <u>8 8 8</u>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Exit Main		

SCREEN 312 - PARKING MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	UIN	Valid 9-digit UIN
4	CAMPUS CODE	1 character alpha field, currently the only valid values are a H, I, J, K, and P
5	DEDUCT CODE	1 - 9-month (no deductions for June, July or August) 2 - 12 month N - Deduction will not be created
6	DEDUCT AMOUNT	Numeric - decimal places NOT assumed

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
7	PAST DUE AMOUNT	Numeric or blank - decimal places NOT assumed; Leave blank when adding an employee
8	LAST DEDUCTION DATE	Leave blank when adding an employee otherwise, must be a valid date in MM DD YYYY format;

FIELD BELOW IS MAINTAINED BY THE SYSTEM

A	NAME	Last,Suffix First Mi
B	DATE PAID	MM DD YYYY format

SCREEN 313 - REPORT SEQUENCE MAINTENANCE TABLE

This table defines the Report Sequence in the BPP System.

After receiving screen **313** there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a Report Sequence
3. Delete a particular Report Sequence
4. Modify a Report Sequence

These options are described below:

1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the PF3 function key or the PF4 to return to the B/P/P Main Menu.

2. INQUIRE

To inquire about a specific employee organization:

- **FUNCTION** field should be blank.

- **TAB** to **Workstation** field, type in a valid part, account and project. Press the **ENTER** key. The data will be edited and if no errors are encountered by the system, all available information will be displayed.
- In the event the system detects errors, the problem fields will be highlighted and the appropriate error message displayed: **INVALID PART/ACCOUNT;** or **PART/ACCOUNT NOT ON DATABASE.**

3. DELETE

Before deleting a Report Sequence record from the database, the user should **INQUIRE** on it first, as described above.

To delete a specific record:

- The workstation, part, account, and project will still be displayed from the previous **INQUIRY**.
- Enter a **D** in the **FUNCTION** field and press the **ENTER** key. The database will be updated and the following message will be displayed:
WORKSTATION/PART/ACCOUNT/PROJECT DELETED FROM THE DATABASE.

4. MODIFY

Before adding a new Report Sequence record or modifying an existing record, the user should **INQUIRE** on it first, as described above.

To **CHANGE** a specific Report Sequence record:

- **FUNCTION** field should be **M**
- **Workstation/Part/Account/Project** should be filled in, **TAB** to the field(s) to be modified, make the desired change(s), and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED.**

To **ADD** a new Report Sequence Record:

- **FUNCTION** field should be **M**
- **TAB** to **WORKSTATION** field, type the **Workstation/Part/Account/Project**, type in PaySeq, BudSeq, PVDSeq and description. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**

SCREEN 313 - REPORT SEQUENCE MAINTENANCE TABLE

313 TAMUS B/P/P System - Report Sequence Maintenance				10/09/03 13:25
				D BPP0002 001F
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)		
WS	Pt	Account	Proj	
<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	
	Payseq	Budseq	PVDseq	Short Description
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main				

SCREEN 313 - REPORT SEQUENCE MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	WORKSTATION	Must be a valid workstation
4	PART NUMBER	Must be a valid 2-digit numeric part number
5	ACCOUNT NUMBER	Must be a 5 or 6 digit number
6	PROJECT NUMBER	Must be a 4-digit number
7	PAYROLL SEQUENCE NUMBER	Must be a valid 3-digit number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	BUDGET SEQUENCE NUMBER	Must be a valid 2-digit number
9	PVD SEQUENCE	Must be a valid 3-digit number
10	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters

SCREEN 315 - ZIP CODE/HMO TABLE MAINTENANCE

This table defines valid HMO's for the relative zip code.

After receiving the screen **315** there are three options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular zip
3. Add/modify an HMO for the zip

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. **INQUIRE**

To inquire about a particular zip:

- * **FUNCTION** field should be blank.
- * Type the 4-digit fiscal year and the 5-digit zip code and press the **ENTER** key.
- * **NOTE:** During Annual Enrollment, data will be present for the current fiscal year and the next fiscal year.
- * HMO's will be displayed along with descriptions.

3. **MODIFY**

Before a new fiscal year/zip code is added to the file or before any modification is made to an existing fiscal year/zip code, the user should first **INQUIRE** about the zip code as described above. This will 'pull up' any data that already exists for the fiscal year/zip code in the file.

To **ADD** a new fiscal year/zip code number to the file the user should:

- * Type **M** in the **FUNCTION** field.
- * Type in a new fiscal year and zip code along with the HMO(s).
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

If the name of the fiscal year/zip code is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * Add or change HMO(s). The fiscal year and zip code should not be changed.
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **FISCAL YEAR/ZIP CODE UPDATED.**

FIELDS BELOW ARE MAINTAINED BY THE SYSTEM

A	CARRIER	Carrier name
B	Validity	Validity Code
C	Validity	Validity Code description

SCREEN 316 - MODIFY BPP WORK FILE

This screen is used for the TRAQS - TRS Reporting and Query System. Information entered on this screen will modify payroll information prior to being sent to TRS. The information will be used to create a 10 record type Regular Payroll Detail Record. Information entered on this screen will overwrite covered wages and deduct amounts listed on your BP8503 report. To delete a person listed on your BP8503 report, leave the covered wages and deduct amount blank.

After receiving Screen 316, there are five options available. The information will allow three values: A-Add, C-Change, and D-Delete.

1. Return to the User Table Maintenance (Menu)
2. Inquire on the reporting period
3. Add a new record (A)
4. Change information on a record (C)
5. Delete the record (D)

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire on a reporting period:

- * Type in the workstation and the reporting month and year. Press the **ENTER** key.
- * All the employees for the workstation/reporting period will appear. If there are no employees for the workstation/reporting period, a blank screen will appear along with the message: **End of Records for Wrk Stn/Reporting Period**. If the screen is full, the message: **Press Enter to View More Records**, will be shown.

3. ADD

TAB to the function key field and enter **A** along with the new SSN, typing over an SSN or going to a blank field. Once the required fields have been entered, press **ENTER**. The message **ADDED** will be shown. Press **ENTER** once again to refresh the screen and to view the newly added SSN in SSN order. Multiple SSN's may be added by entering **A** in the function code field next to the new SSN's.

4. **CHANGE**

TAB to the function key field and enter **C** next to the SSN that is being changed. Once all the changes for the SSN have been entered, press **ENTER**. The message **UPDATED** will be shown. Multiple SSN's may be changed at once by entering **C** in the function code field next to each SSN.

5. **DELETE**

To delete a person from the BP8503 report, place an **A** in the function code field. Type in the new SSN and leave the deduction and covered wages blank. Entries entered on Screen 316 will over-write what is seen on the BP8503 Report. Entries that have blank or zero covered wages and deduct amounts will not be written to the RP File. The SSN must be present on Screen 316 in order for any change to happen to the RP file.

If a person was inadvertently added to the Tables File and the person does not need to be changed on the RP File, the SSN may be deleted from the Tables File by doing an inquiry and placing a **D** in the function code field next to the SSN to be deleted. Once you press **ENTER**, the message **TO CONFIRM DELETE, ENTER 'DE' → NO** will appear. If you wish to delete the SSN, enter **DE** and press **ENTER**. The message **DELETED** will then be displayed. If you do not wish to delete, enter **NO**. The message **Delete canceled, record not changed** will be displayed.

SCREEN 316 - MODIFY BPP WORK FILE

316 TAMUS B/P/P System - Modify BPP Work File				09/16/02 13:22
				D BPP0002 000A
Screen: <u>1</u>				
Wrk Stn: <u>2</u> Reporting Mo/Year: <u>3</u> _____				
F				
U				
N	SSN	Deduction	Cvrd Wages	
<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
-	_____	_____	_____	_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---				
Help Exit Main				

SCREEN 316 - BPP WORK FILE TABLE DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	WORK STATION	Valid work station
3	REPORTING MO\YEAR	Report month and year
4	FUNCTION CODE FIELD	A - Add C - Change D - Delete Blank - Inquire
5	SSN	Valid SSN must be in BPP-EMPLOYEES File # 58 and must correspond with the workstation entered.
6	DEDUCTION	Total current month contribution. Does not include adjustments. No edit characters, 2 decimal places implied.
7	CVRD WAGES	Total current month salary. Does not include adjustment records. No edit characters, 2-decimal places implied.

NOTE: leaving the deduction and correct wages blank will delete the person from the RP File.

SCREEN 317 - MODIFY TRS DB SCREEN

This screen is used for the TRAQS - TRS Reporting and Query System. Information entered on this screen will be used to modify the TRS DB. Entries on this screen will be used to give credit for prior months or retract credit for a month. Fields entered on this screen will correct an incorrectly submitted Regular Payroll Detail Record or will add a detail record from a previous report. This is a net difference transaction. The information will be used to create a 15 record types on the Regular Payroll Detail Record. All the information displayed on the screen is stored in the BPP-TABLES File # 64 except the Name which is stored in the BPP-EMPLOYEES File # 58. The screen takes the place of the Adjustment Letter.

After receiving Screen 317, there are five options available. The information will allow three values: A-Add, C-Change, and D-Delete.

1. Return to the User Table Maintenance (Menu)
2. Inquire on the reporting period
3. Add a new record (A)
4. Change information on a record (C)
5. Delete the record (D)

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire on a reporting period:

- * Type in the workstation and the reporting month and year. Press the **ENTER** key.
- * All the employees for the workstation/reporting period will appear. If there are no employees for the workstation/reporting period, a blank screen will appear along with the message: **End of Records for Wrk Stn/Reporting Period.** If the screen is full, the message: **Press Enter to View More Records,** will be shown.

3. ADD

Tab to the function key field and enter **A** along with the new SSN, typing over an SSN or going to a blank field. Once the required fields have been entered, press **ENTER.** The message **ADDED** will be shown. Press **ENTER** once again to refresh the screen and to view the newly added SSN in SSN order. Multiple SSN's may be added by entering **A** in the function code field next to the new SSN's.

SCREEN 317 - MODIFY TRS DB SCREEN EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	WORK STATION	Valid work station
3	REPORTING MO\YEAR	Report month and year
4	FUNCTION CODE FIELD	A - Add C - Change D - Delete Blank - Inquire
5	SSN	Valid SSN must be in BPP-EMPLOYEES File # 58 and must correspond with the workstation entered.
6	DEDUCTION	Difference between the original amount reported and the correct amount. Negatives may be entered. No edit characters, 2 decimal places implied.
7	COVERED WAGES	Difference between the original amount reported and the correct amount. Negatives may be entered. No edit characters, 2 decimal places implied.
8	ADJUSTMENT REASON CODE	D - Deceased E - Eligible for TRS I - Ineligible for TRS N - New Retirees R - Incorrect amounts reported S - Sick Leave U - Unreported service V - VOIDed check
9	ORIGINAL MO/YEAR	Original Report Month/Year that covered wages and deduct amount should be applied.

SCREEN 318 - WORKING RETIREES

This table will be used to meet the (E)mployment of (R)etired Members reporting requirements. **BP8048** will automatically write any working retirees with a retirement date greater than or equal to January 01, 2001 to the table shown on 318.

After receiving screen **318**, there are five options available. The function field will allow three values: A-Add, C-Change, and D-Delete.

1. Return to the User Table Maintenance (Menu)
2. Inquire on the reporting period
3. Add a new record (A)
4. Change information on a record (C)
5. Delete the record (D)

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type **300** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

2. INQUIRE

To inquire on a reporting period:

- * Type in the workstation and the reporting month and year. Press the **ENTER** key.
- * All the working retirees for the workstation/reporting period will appear. If there are no working retirees for the workstation/reporting period, a blank screen will appear along with the message: **End of Records for Wrk Stn/Reporting Period**. If the screen is full, the message: **Press Enter to View More Records**, will be shown.

3. ADD

Tab to the function key field and enter **A** along with the new SSN, typing over an SSN or going to a blank field. Once the required fields have been entered, press **ENTER**. The message **ADDED** will be shown. Press **ENTER** once again to refresh the screen and to view the newly added SSN in SSN order. Multiple SSN's may be added by entering **A** in the function code field next to the new SSN's.

SCREEN 318 - WORKING RETIREES EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	WORK STATION	Valid work station
3	REPORTING MO\YEAR	Report month and year
4	FUNCTION CODE FIELD	A - Add C - Change D - Delete Blank - Inquire
5	SSN	Valid SSN must be in BPP-EMPLOYEES File # 58 and must correspond with the workstation entered.
6	POS CODE	01 - Professional Staff 02 - Teacher/Full Time Librarian 03 - Support Staff 04 - Bus Driver 05 - Full Time Nurse / Counselor
7	FULL/HALF FLAG	F - Full Time Employment H - Half Time Employment
8	HOURS WORKED	Work units worked in Calendar month. Time worked in reported calendar month. Only Required for half time employment and Bus drivers who are not eligible for the Bus driver exception. (No edit Characters, no decimal places implied)
9	FULL TIME HOURS	Work units required in Calendar month. Time required for full time employment in reported calendar month. Only required for half time employment and bus drivers who are not eligible for the bus driver exception. (no edit characters, no decimal places implied.)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
10	FULL TIME CODE	Code indicating type of full time employment. T - Working under a 3 month Exception (disability retiree only). S - Working under a 6 month Exception. A - Working in an acute shortage area W - Employee is waiving their Retirement benefits this month. B - Bus Driver exception P - Principal/Assistant Principal Exception
11	BEGIN DATE	Beginning Date of Employment. Start Date of full time employment in MMDDYYYY format.
12	END DATE	Ending Date of Employment. Ending date of full time employment in MMDDYYYY format.
13	DISABILITY FLAG	If employee is on a disability retirement, this flag = Y, else flag =N.
14	SERVICE DAYS	Number of service days member worked in this calendar month. Only required for disability retirees working half time or as a substitute. (no edit characters, no decimal places).

SCREEN 319 - PGM/PRJ CODE MAINTENANCE

This table defines valid TEES PG/PJ numbers in the B/P/P System, the valid period of time and the name or description associated with that PG/PJ.

After receiving the screen **319** there are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular PG/PJ
3. Modify a particular PG/PJ title data
4. Delete a particular PG/PJ from the PG/PJ table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular project:

- * **FUNCTION** field should be blank.
- * Type the 2-digit numeric part number and the PG/PJ number and press the **ENTER** key.
- * Once the part and PG/PJ have been entered, the title information, if any, will be displayed. If the project is not in the file the user will receive the following message: **PART PG/PJ NOT ON DATABASE.**

3. MODIFY

Before a new PG/PJ is added to the file or before any modification is made to an existing PG/PJ title, the user should first **INQUIRE** about the PG/PJ as described above. This will 'pull up' any data that already exists for the PG/PJ in the file.

To **ADD** a new PG/PJ number to the file the user should:

- * Type **M** in the **FUNCTION** field.
- * The PG/PJ numbers should still be displayed from the user's previous inquiry.

- * Type an **A** (add) in the **A/C** field on the first short title line, enter the effective **FROM** date (MM DD YYYY format), **TAB** to the title field and type the short title of the project (maximum of 20 characters).
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

If the name of the PG/PJ is being **CHANGED**, the user should:

- * Type **M** in the **FUNCTION** field.
- * Type **C** (change) in the **A/C** field and type the closing date in the **THRU** field on the appropriate short title line. The old name of the project should be closed with an effective date that is one day less than the effective date of the new name (new name effective 04 01 1997 - close date would be 03 31 1997). *Date ranges may NOT overlap.*
- * The user will then type an **A** (add) in the **A/C** field on the next short title line, enter the effective '**FROM**' date, **TAB** to the title field and type the new short title of the project (maximum of 20 characters). **TAB** to the next field on the long title line and type the new long title of the project (maximum of 50 characters).
- * Once all desired data has been entered press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

In the event the system detects an error the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

It is very rare that an entire PG/PJ must be deleted from the BPP-TABLES File # 64. Generally, this need is the result of a PG/PJ being entered erroneously.

To **restrict** the use of a PG/PJ to a specific time period:

- * The user must enter the appropriate dates (both **FROM** and **THRU**) for which the PG/PJ is valid. The **best** way to inactivate a PG/PJ is to enter a **THRU** date, while leaving the PG/PJ on the BPP-TABLES File # 64. This allows the PG/PJ descriptions to be found when processing historical reports, while warning of use of the PG/PJ on current payroll processing.

To **delete** a PG/PJ (and all the title data associated with it):

- * The user must type a **D** in the **FUNCTION** field, the part (PT), PG/PJ number and press the **ENTER** key. The user will then see the following message: **PG/PJ HAS BEEN DELETED FROM D.B.**

To **delete** a particular title and/or time period range for a project:

- * The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the Effective Dates and Titles for the project. If the last title is deleted, the PG/PJ will be deleted as well.

SCREEN 319 - PGM/PRJ CODE MAINTENANCE TABLE

319 TAMUS B/P/P System - Pgm/Prj Code Maintenance						01/21/03 15:10	
						D BPP0002 000B	
Screen: <u>1</u>		Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)					
	Pt	PG/PJ					
	<u>3</u>	<u>4</u>					
Title	Effective Dates			Title		Action	
Type	A/C	From	Thru	Title		Performed	
Short	<u>5</u>	<u>6</u> <u>7</u> <u>8</u>	<u>9</u> <u>10</u> <u>11</u>	<u>12</u>			
Short	-	- - -	- - -	_____			
Short	-	- - -	- - -	_____			
Short	-	- - -	- - -	_____			
Short	-	- - -	- - -	_____			
Short	-	- - -	- - -	_____			

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

Help Exit Main

SCREEN 319 - PGM/PRJ CODE MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	PART NUMBER	Must be a valid 2-digit numeric part number
4	PG/PJ NUMBER	Must be 4 characters or less
5	A/C FIELD	A - Add a new Title C - Correct an existing Title D - Delete a Title

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
6, 7, 8	EFFECTIVE FROM DATE	Must be a valid date in MM DD YYYY format; 6 - MM 7 - DD 8 - YYYY
9, 10, 11	EFFECTIVE THRU DATE	Blank or must be a valid date in MM DD YYYY format; 9 - MM 10 - DD 11 - YYYY
12	SHORT TITLE	Abbreviated Account Name from 1 to 20 characters

SCREEN 320 - LONG ERROR MESSAGE

This table is used by SHR to enter a long error message for their Batch Insurance Processing.

After receiving the screen **320** there are three options available:

4. Return to the User Table Maintenance (Menu)
5. Inquire about an error message
6. Add/modify an error message

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press F4 to return to the main B/P/P menu.

2. INQUIRE

To inquire about a particular error:

- * **FUNCTION** field should be blank.
- * Type the 4-digit error number and press the **ENTER** key.
- * The short error message will be displayed along with any long error message text.

2. MODIFY

Before a new long error message is added to the file or before any modification is made to an existing error message, the user should first **INQUIRE** about the error as described above. This will 'pull up' any data that already exists for the error number in the file.

To **ADD** new error message text to the file the user should:

- * Type **M** in the **FUNCTION** field.
- * Type in the new error message text.
- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED.**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	ERROR NUMBER	Error messages 8300 - 8600 may be entered
4	SHORT DESCRIPTION	Display only: gives the short error message
5	LONG DESCRIPTION	Free test fields

SCREEN 321 - MODIFY COURT ORDERED DEDUCTION WORK FILE

This screen is used for ACH Court Ordered Deductions. The Screen will allow payments to be modified, prior to being transmitted to the Bank of America, and the Texas SAU. Once the file has been transmitted, COD payments can no longer be modified.

After receiving Screen 321, there are three options available.

1. Return to the User Table Maintenance (Menu)
2. Inquire on the ACH Court Order Deduction payments for a workstation.
3. Change information on a record (C) for an ACH Court Order Deduction payment.

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. INQUIRE

To inquire on the ACH Court Order Deduction payments for a workstation:

- * Type in the workstation, pay cycle and date paid. Press the **ENTER** key.
- * All the employees for the workstation will appear. If there are no employees for the workstation, a blank screen will appear along with the message: **End of Records for Wrk Stn.** If the screen is full, the message: **Press Enter to View More Records,** will be shown.

3. CHANGE

TAB to the function key field and enter **C** next to the SSN/Mail Code that is being changed. Once all the changes for the SSN have been entered, press **ENTER**. The message **UPDATED** will be shown. Multiple SSN's may be changed at once by entering **C** in the function code field next to each SSN. To delete a record, zero-out the COD Emp Amt field.

SCREEN 321 - MODIFY COURT ORDERED DEDUCTION WORK FILE

321 TAMUS B/P/P System - Modify COD Work File					02/25/05 15:51
					D BPP0002 R002
Screen: <u>1</u>					
Wrk Stn: <u>2</u> Pay Cycl: <u>3</u> Date Pd <u>4</u> <u>4</u> <u>4</u>					
F					
U		Mail	COD Emp		
N	SSN	Code	Amt	Name	Case
5	6	7	8	9	10
-					
-					
-					
-					
-					
-					
-					
-					
-					
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Help Exit Main					

SCREEN 321 - COURT ORDERED DEDUCTION WORK FILE TABLE DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	WORK STATION	Valid work station
3	PAY CYCLE	B - Biweekly M - Monthly
4	DATE PAID	MMDDYYYY format
5	FUNCTION CODE FIELD	C - Change Blank - Inquire
6	SSN	Non-modifiable
7	MAIL CODE	Non-modifiable
8	COD EMP AMT	Must be greater than or equal to zero.
9	NAME	Non-modifiable
10	CASE NUMBER	Non-modifiable

SCREEN 322 - SUPPLEMENTAL PAYMENT MAINTENANCE TABLE

This table defines the Supplemental Maintenance Screen in the BPP System.

After receiving screen **322** there are four options available:

1. Return to the B/P/P Table Maintenance Menu
2. Inquire about a Supplemental Payment
3. Delete a particular Supplemental Payment
4. Modify a Supplemental Payment

These options are described below:

1. RETURN

To Return to the B/P/P Table Maintenance Menu:

- Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key, or the **F4** function key to return to the B/P/P Main Menu.

2. INQUIRE

To inquire about a specific Supplemental Payment:

- **FUNCTION** field should be blank.
- **TAB** to **Workstation** field, type in a valid workstation, SSN and sequence number. Press the **ENTER** key. The data will then be displayed. The UIN may be entered in the SSN field. Once the **ENTER** key has been pressed the SSN will replace the UIN entered.
- In the event the system detects errors, the problem fields will be highlighted and the appropriate error message displayed: **INVALID WORKSTATION**; or **SSN NOT ON PERSONNEL DATABASE**; or **INVALID SEQUENCE NUMBER**.
- Help is available by entering the workstation, tabbing to the SSN field and pressing the **F1** key. A Pop-up window will appear listing records for the workstation entered.

3. DELETE

Before deleting a Supplemental Payment record from the database, the processor should **INQUIRE** on it first, as described above.

To delete a specific record:

- The workstation, SSN and sequence number should be displayed from the previous **INQUIRY**.

- Enter a **D** in the **FUNCTION** field and press the **ENTER** key. A Pop-up window will be displayed asking for a delete confirmation. The deletion can be confirmed by entering **DE** and pressing the **ENTER** key.

4. MODIFY

Before adding a new Supplemental Payment record or modifying an existing record, the user should **INQUIRE** on it first, as described above.

To **CHANGE** a specific Supplemental Payment record:

- **FUNCTION** field should be **M**
- **TAB** to the field(s) to be modified, make the desired change(s), and press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED.**

To **ADD** a new Report Sequence Record:

- **FUNCTION** field should be **M**
- **TAB** to the **WORKSTATION** field, type the **Workstation/SSN/Sequence**, type in a PIN, VCHR, Pay Type, Part, ACCT, Support ACCT, Accounting Analysis, Object Class, Pay Code, and Amount. The data will be edited and if no errors are encountered by the system, the database will be updated and the following message will be displayed: **TABLE DATABASE UPDATED**

SCREEN 322 - SUPPLEMENTAL PAYMENT MAINTENANCE TABLE

```

322 TAMUS B/P/P System - Supplemental Payment Maintenance      10/21/05  15:34
                                                                D BPP0002  R010

Screen:  1_          Function:  2  (Blank=Inquire, D=Delete, M=Modify, E=End)

WS  3  SSN/UIIN  ___4___  Seq  5_

Name          A

          Pay          Pgm          OBJ  PAY
Pin        Vchr Typ  Pt  Acct  S-Acct  Cd  Actg Anal  CLASS  CD  AMOUNT
___6___   ___7___ 8   9   10   11   12  ___13___ 14   15   16___

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

SCREEN 322 - SUPPLEMENTAL PAYMENT MAINTENANCE TABLE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	FUNCTION FIELD	Blank - Inquiry D - Delete M - Modify E - End
3	WORKSTATION	Must be a valid workstation
4	SSN/UIIN	Must be an SSN or UIN already in the Personnel File
5	SEQ	2-digit sequence number
6	PIN	6-character budget PIN or 10-character Wage PIN, including the workstation code
7	VCHR	4-digit voucher number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	PAY TYPE	Must be F, H, I, J, K, L, M, P, T or U .
9	PART	2-digit Part number. Must be a valid Part number.
10	ACCOUNT	6-digit Account Number. Must be in the Account Table.
11	S-ACCT	Support Account. Spaces or a 5-digit Support Account.
12	PGM Code	Only used for Part '08' Edits against values shown on 319 screen
13	ACTG ANAL	4-digit Accounting Analysis number. Must be in the Accounting Analysis Table.
14	OBJ CLASS	4-digit Object Class number between 1000 and 2000.
15	PAY CODE	2-digit Pay Code. Must be in Supplemental Payments Pay Code Table.
16	AMOUNT	Must be greater than zero.

SCREEN 323 – ACCOUNTING ANALYSIS CHANGES

After receiving the screen **323** here are four options available:

1. Return to the User Table Maintenance (Menu)
2. Inquire about a particular part's accounting analysis changes
3. Modify or add a specific accounting analysis change
4. Delete an accounting analysis change from the table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen:

- * Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press F4 to return to the main B/P/P menu.

2. **INQUIRE**

To inquire about a particular part's accounting analysis changes:

- * **FUNCTION** field should be blank.
- * Type the 2-digit numeric part number into the Part field and press the **ENTER** key. If you wish to limit the search by the Pay Type (i.e. Biweekly or Monthly), enter an 'X' in the appropriate Pay Period field.
- * Once the part has been entered, any accounting analysis changes that exist will be displayed. If none exist, the message "No Records found for Part/Pay Period Type" will be displayed.
- *

3. **MODIFY**

Before an accounting analysis change can be added or modified, you must do an inquiry to view the existing records. This will 'pull up' any data that already exists for the part in the accounting analysis change file.

To **ADD** a new accounting analysis change records:

- * Type **M** in the **FUNCTION** field.
- * The Part number should still be displayed from the user's previous inquiry.

- * Type an **A** (add) in the **A/C** field on the first short title line, enter the following data elements:
 - * Pay Cycle (MON, BIW or ALL)
 - * Effective From Date (MM DD YYYY) must be a valid pay date
 - * Effective Thru Date (MM DD YYYY) must be a valid pay date (can be the same as the From Date if this is only for one pay period. *However, date ranges cannot overlap with others that exist.*)
 - * Account
 - * Support Account
 - * Old Accounting Analysis Key (4 digit)
 - * Old Accounting Analysis (characters 5 – 16)
 - * New Accounting Analysis Key (4 digits)

- * Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the file will be updated and the user will see the following message: **TABLE DATABASE UPDATED**. There will also be a message indicating ‘Added’ displayed on each line added under ‘Action’.

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER**.

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

To **delete** an Accounting Analysis Change:

- * The user must type a **D** in the **FUNCTION** field, the Part and press the **ENTER** key. The user will then see the following message: **THIS WILL DELETE ALL ACCOUNTING ANALYSIS CHANGES FOR THIS PART FROM THE TABLE. BE SURE YOU WANT TO DO THIS.**

To **delete** an individual accounting analysis change:

- * The user must enter an **M** in the **FUNCTION** field and an action code of **D** in the **A/C** field. This only deletes the one line of accounting analysis changes.

SCREEN 323 – ACCOUNTING ANALYSIS CHANGES

```

323 TAMUS B/P/P System - Accounting Analysis Changes          02/21/07  11:01
                                                                P BPP0001  R151

Screen:  1           Function:  2  (Blank=Inquire, D=Delete, M=Modify, E=End)

Part  3           Pay Period:  Monthly 4 Biweekly 4 All 4

Effective for Pay Dates
A/C Cycl  From      Thru      Acct      S-Acct  (1-4)  (5-16)  New      Action
5  6  7  8  9  10  11  12  13  14
-  -  -  -  -  -  -  -  -  -
-  -  -  -  -  -  -  -  -  -

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

```

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
<u>1</u>	Screen	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
<u>2</u>	Function	Blank – Inquire 'D' – Delete 'M' – Modify 'E' – End
<u>3</u>	Part	2-digit system member number
<u>4</u>	Pay Period	Place an 'X' in only one of the pay periods to select only that type of change to be displayed.
<u>5</u>	A/C	'A' – Add a new record 'C' – Change an existing record

<u>6</u>	Cycl	‘MON’ – apply to Monthly payrolls only ‘BIW’ – apply to Biweekly payrolls only ‘ALL’ – apply to ALL payrolls
<u>7</u>	Effective From Date	First Pay Date that accounting analysis change will begin being effective (must be a valid Pay Date.)
<u>8</u>	Effective Thru Date	Last Pay Date that accounting analysis change will be effective (must be a valid Pay Date).
<u>9</u>	Acct	6 digit account number. Wildcards can be entered. For example, 12**** would apply to all account from 120000-129999, ***** would include all accounts. Wildcards cannot be embedded (i.e. 12**34)
<u>10</u>	S-Acct	5 digit support account. This field can also contain wildcards as above.
<u>11</u>	Old Acct Analysis Key	4 digit accounting analysis ‘key’ used in payroll processing. No wildcards.
<u>12</u>	Acct Analysis ‘User Area’	12 digit ‘user’ portion of accounting analysis code. Wildcards can be used here and <u>can</u> be embedded.
<u>13</u>	New Acct Analysis Key	4 digit accounting analysis ‘key that you want all payroll records changed to.
<u>14</u>	Action	‘Added’ – record successfully added ‘Changed’ – record successfully changed ‘Deleted’ – record successfully deleted

SCREEN 340 – COBRA DISABILITY MAINTENANCE

This screen is used to maintain and view a table listing individuals whose COBRA benefits have been extended due to disability.

After receiving the screen **340** here are four options available:

1. Return to the User Table Maintenance (Menu)
2. View records in the table
3. Add records to the table
4. Delete records from the table

These options are described below:

1. RETURN

To return to the User Table Maintenance Menu screen: Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. VIEW

Press **ENTER** to page through the table. Pressing **ENTER** again after the end of the table is reached will return to the beginning of the table. Press the **PF9** key to alternate between sorting by UIN and name. The screen returns to the start of the table in the order selected when the sort order is changed.

3. ADD

Enter an **A** in an **A/D** field and enter the desired **UIN** or **SSN** in the corresponding **UIN** field. Press **ENTER** to add the record. Press the **PF1** key with the cursor in the **UIN** field to provide Name/UIN look-up help. Multiple entries can be made by entering **A** and **UIN** on additional lines before pressing **ENTER**. Lines do not have to be blank to be used to enter new records.

4. DELETE

Enter a **D** in the **A/D** field of the record(s) to be deleted. Press **ENTER** to delete the selected record(s).

SCREEN 340 – COBRA DISABILITY MAINTENANCE

```

340 TAMUS B/P/P System - COBRA Disability Maintenance          02/18/10  14:19
                                                                D BPP0009  R001

Screen:  _1_

      Individuals with extended COBRA Disability Medical Rates in effect

A/D UIN      Name      End Date  WS Added By  Date Added
 2  3_____ 4              5           6 7          8
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

(Press ENTER to commit changes or move to next page if no changes pending)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit Main                          S/NAM
    
```

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	A/D	‘A’ Add a new record ‘D’ Delete the record
3	UIN	Valid UIN or SSN on BPP-EMPLOYEEES File # 58. Employee’s Dental, Medical or Vision deduct code must be D or T when adding.
4	NAME	Employee’s name when record was added.
5	END DATE	Expiration date of the COBRA extension. Calculated to be eleven months after the latest of the Dental, Medical and Vision stop dates when the record was added.
6	WORK STATION	Employee’s Work Station.
7	ADDED BY	User ID adding the record.
8	DATE ADDED	The date the record was added.

SCREEN 341 – COBRA SUBSIDY MAINTENANCE

This screen is used to maintain and view a table listing individuals whose COBRA benefits are subsidized.

After receiving the screen **341** here are five options available:

1. Return to the User Table Maintenance (Menu)
2. View records in the table
3. Add records to the table
4. Delete records from the table
5. Modify records in the table

These options are described below:

1. **RETURN**

To return to the User Table Maintenance Menu screen: Type an **E** or **300** in the **FUNCTION** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P menu.

2. **VIEW**

Press **ENTER** to page through the table. Pressing **ENTER** again after the end of the table is reached will return to the beginning of the table. Press the **PF9** key to alternate between sorting by UIN and name. The screen returns to the start of the table in the order selected when the sort order is changed.

3. **ADD**

Enter an **A** in an **Fnc** field and enter the desired **UIN** or **SSN** in the corresponding **UIN** field. Press **ENTER** to add the record. Press the **PF1** key with the cursor in the **UIN** field to provide Name/UIN look-up help. Multiple entries can be made by entering **A** and **UIN** on additional lines before pressing **ENTER**. Lines do not have to be blank to be used to enter new records.

4. **DELETE**

Enter a **D** in the **Fnc** field of the record(s) to be deleted. Press **ENTER** to delete the selected record(s).

5. **MODIFY**

Enter an **M** in the **Fnc** field of the record(s) to be modified. Enter the new **Subsidy End Date**. The Name and Work Station will be updated with the current BPP values by the system. Press **ENTER** to modify the selected record.

SCREEN 341 – COBRA SUBSIDY MAINTENANCE

```

341 TAMUS B/P/P System - COBRA Subsidy Maintenance                                02/18/10 14:19
                                                                                   D BPP0009 R001

Screen:  _1_

      Individuals with subsidized COBRA Rates in effect
      Subsidy
Fnc  UIN      Subsidy  End Date  Name      WS      Added/Updated
 2   3_____ 4_____ 5         6 7      By      Date
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -
-   -

(Press ENTER to commit changes or move to next page if no changes pending)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit Main      S/NAM
    
```

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.
2	A/D	‘A’ Add a new record ‘D’ Delete the record
3	UIN	Valid UIN or SSN on BPP-EMPLOYEEES File # 58. Employee’s Dental, Medical or Vision deduct code must be D or T when adding.
4	END DATE	Expiration date of the COBRA subsidy.
5	NAME	Employee’s name when record was added/updated.
6	WORK STATION	Employee’s Work Station.
7	ADDED BY	User ID adding the record.
8	DATE ADDED	The date the record was added/updated.