ACCELERATED BENEFIT OPTION (ABO) FLAG

Blank -   Has not received an ABO payment.

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD OR AD&D) DEDUCTION

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

4 -   Working Retiree - 12-month deduction basis

L -   Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M -   Family Medical Leave Act (FMLA) billing status

R -   Retired billing status

N or   Inactive, no coverage.
Blank -

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) PLAN

The level of coverage selected by the participant.

1 -   Employee Only Coverage

2 -   Family Coverage

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

3 -   May apply State Employer Payment (SGIP) to premium

N -   Do not apply State Employer Payment (SGIP)

ACCOUNT OR ACCOUNT NUMBER

Six digit code identifying an accounting unit within an agency of the A&M System.
For actual values, refer to screen 301 Part/Account Maintenance and hit F1 in the account field or request the Tables File Report/Listing (BPP job REQST003 BP3158).

ACH (BANK ACCOUNT TYPE FOR DIRECT DEPOSIT)

N or   Not participating in Direct Deposit
Blank -
C -   Checking Account

S -   Savings Account

F -   Not allowed to participate in Direct Deposit due to the compliance issues with the United States Department of Treasury Office of Foreign Assets Control. This value (F) cannot be changed through HRConnect.

ADLOC

Administrative Location; composed of a two-digit Part number, six-digit Account number, optionally a one-character Suffix.

For actual values, refer to screen 306 Adloc Maintenance and hit F1 in the Adloc field or request the Tables File Report/Listing (BPP job REQST003 BP3158).

ANNUAL TERM MODIFIER

Code indicating a pre-defined break in the annual term months.

Blank -   No break in term

A -   Break from 0601-0715

B -   Break from 0116-0531

C -   Break from 0116-0715

D -   Other (Non-Specified)

ANNUITY CARRIER

Refer to the Tables File Report (or Listing) or screen 308 Annuity Carrier Table.

ANNUITY DEDUCTION CODE

Indicates the employee has an annuity/deferred compensation deduction and type of deduction.

1 -   Compute deduction from September thru May only - no summer deductions

2 -   Compute deduction during entire year - for all twelve months

D -   Delete Annuity Segment from Deduct File

N -   Do not compute deduction

ANNUITY DEDUCTION TYPE

Indicates type of deduction to take

F -   Fixed amount deduction (annuities and DCP)

P -   Percentage of salary deduction (annuities only)

ARMED SERVICES MEDAL VETERAN

See the Employee Personal Data form from your HR office for additional detail.

N -   No or not provided

Y -   Yes

ATTAINED

Indicates how current position was attained.

A -   Appointment

C -   Change Title

P -   Promotion

BANK CODES

Transit routing number of the employee's bank if they participate in the payroll direct deposit program or the bank draft billing option for insurance billing.
For actual values, refer to the Tables File Report/Listing (BPP job REQST003 BP3158).

BASIC LIFE (BL) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -	9-month deduction basis - deduct 4 months in May for summer premiums
2 -	12-month deduction basis (or less than 9)
3 -	9-month deduction basis – bill for summer premiums
4 -	Working Retiree - 12-month deduction basis
L -	Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)
M -	Family Medical Leave Act (FMLA) billing status
R -	Retired billing status
W -	Waived premiums
N or Blank -	Inactive, no coverage.

BASIC LIFE (BL) PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

1 -	May apply State Employer Payment (SGIP) to premium
N -	Do not apply State Employer Payment (SGIP)

BILL ADDRESS

H -	Send to home (residence address)
M -	Send to mailing address

BILLING STATUS CODE

The billing status of the participant who receives insurance bills.

Blank -	Send bill to participant
A -	Bill on annual basis (September only)
D -	Participation in bank draft plan (monthly)
Q -	Bill on quarterly basis (Sept, Dec, Mar, June)
S -	Bill on semi-annual basis (Sept, March)

BUDGET WAGE CODE

B -	Budget
W -	Wage

CHARITABLE CONTRIBUTIONS DEDUCT CODE

N -   Do not compute deduction

1 -   9-month deduct basis (academic year - September through May)

2 -   12-month deduct basis

3 -   One time payroll deduction

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

3 -   Specified bank and salary account charged

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) DEDUCTION CODE

D -   Delete FR/FIR/FIA segment from file

N -   Do not compute deduction ('inactive')

R -   Do not compute deduction ('retired')

Y -   Compute deduction ('active')

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) RETIREMENT TYPE

27 -   Resignation

30 -   Termination (RIF)

31 -   Termination

32 -   Retirement disability (CSRS or FERS)

33 -   Retirement voluntary (CSRS or FERS)

34 -   Retirement special option (CSRS early out)

35 -   Retirement special option (FERS early out)

36 -   Retirement-in lieu of involuntary action (ILIA) (CSRS DSR or FERS DSR)

37 -   Retirement mandatory (CSRS or FERS)

38 -   Death

COUNTY CODE

001 - 254   Actual counties (all parts except 11 - Texas Forest Service)

255 -   'District' or out-of-state

301 - 459   Used only by Part 11 (Texas Forest Service)

               (refer to the Tables File listing for county names.)

COUNTRY CODE

Please refer to the NATIONAL ORIGIN section of this Code Book.

CURRENT OCCUPANT ACTION

** Valid on both Active & Prep Budgets, unless otherwise noted

CN - Change name (Active Budget only)

CT- Change Title

DI- Demote In

DO - Demote out

DW- Demote Within

IR- Ingrade Promotion

IT - Involuntarily terminated

NH- New Hire

NO No occupant (wage PINs only, Active Budget Only)

OA Other action (Active Budget Only)

PI- Promote In

PO - Promote out

PW - Promote within

RC- Reclassification

RE - Retire

RL- Return Leave (Prep Budget Only)

SL - Start leave

TI- Transfer In

TO - Transfer out

VA - Vacant (budgeted PINs only)

VT - Voluntarily terminated

DENTAL (DEN) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

4 - Working Retiree - 12-month deduction basis

L - Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M - Family Medical Leave Act (FMLA) billing status

R - Retired billing status

S - Survivor of deceased employee or retiree

D - COBRA - 36 Month Event (Dependents Only

T - COBRA - 18 Month Event (Employee or Dependent)

N or Inactive, no coverage.
Blank -

DENTAL (DEN) FAMILY STATUS

Indicates whether or not family members are covered by this insurance and if so which ones.

E -   Employee only

C -   Employee and Children

S -   Employee and Spouse

F -   Employee and Family

DENTAL (DEN) PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

4 -   May apply State Employer Payment (SGIP) to premium

N -   Do not apply State Employer Payment (SGIP)

DEPENDENT CERTIFICATION TYPE

1 -   Spouse

2 -   Child (natural or adopted)

3 -   Stepchild

4 -   Prospective adoptive child

5 -   Grandchild

6 -   Foster child

7 -   Legal Guardian

8 -   Managing Conservator

DEPENDENT COVERAGE FLAGS

N -   No coverage (medical, dental, vision, dependent life)

Y -   With coverage (medical, dental, vision, dependent life)

DEPENDENT HRC HIDE FLAG

Y -   Don't show dependent on HRConnect screens

N or blank -   Show dependent on HRConnect screens

DEPENDENT LIFE (DL) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 - 9-month deduction basis - deduct 4 months in May for summer premiums

2 - 12-month deduction basis (or less than 9)

3 - 9-month deduction basis – bill for summer premiums

4 - Working Retiree - 12-month deduction basis

L - Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M - Family Medical Leave Act (FMLA) billing status

R - Retired billing status

S - Survivor (being phased out)

W - Waived premiums

N or Blank - Inactive, no coverage.

DEPENDENT LIFE (DL) PLAN

Indicates which Dependent Life plan the individual is participating in.

A - Based on optional life (OL) insurance coverage

B - Flat rate

C - Based on basic life (BL) insurance coverage

DEPENDENT RELATION CODES

DA - Daughter

DD - Permanently disabled daughter

DS - Permanently disabled son

GD - Granddaughter

GS - Grandson

NE - Nephew

NI - Niece

SO - Son

SP - Spouse

DISABLED VETERAN CODE

Indicates whether or not the person is a disabled veteran. See the Employee Personal Data form from your HR office for additional detail.

N or blank - Not a disabled veteran or data not provided

Y - Disabled veteran

DISTRICT CODE

District Code used by the Texas Forest Service (part 11) on the Active Budget.
Refer to the Tables File Report (or Listing)

EDUCATION LEVEL

Indicates the highest level of education a person has completed.

1 - Less than high school

2 - High School Diploma or GED Equivalency Test

3 - Associate degree

4 - Baccalaureate degree

5 - Master's degree

6 - Doctoral degree

7 - Special professional program (D.D.S., D.V.M., J.D., M.D., etc.)

Blank - For Employee Status of C, S or K

EMPLOYEE ORGANIZATION CODE

Two-digit code indicating the employee organization.
Refer to the Tables File Report (or Listing)

EMPLOYEE ORGANIZATION DEDUCTION CODE

Indicates whether or not the employee has an Employee Organization deduction.

N or
blank - Do not compute deduction

Y - Compute deduction

EMPLOYEE STATUS CODE

Indicates the status of the person on the B/P/P system

A - Active

C - COBRA participant (employee)

D - Deceased

I - Disability Retiree (or Incapacitated)

K - COBRA participant (dependent)

L - Leave of Absence

Q - Invalid SSN / Obsolete Record

R - Retired

S - Survivor of employee or retiree

T - Terminated

U - New employee base record for NEES/iBenefits

W - Working Retiree

EMPLOYMENT LOCATION CODE

Indicates the department where the person is physically located. Must be a valid part and account number and is validated against the Adloc table.

ENGLISH PROFICIENCY DEDUCTION CODE

Indicates whether or not to take the English Proficiency deduction.

N or blank -   Do not compute deduction

Y -   Compute deduction

EQUAL EMPLOYMENT OPPORTUNITY (EEO) JOB CATEGORY

The person's current job category. Also the job category assigned to a specific title code.

1 -   Executive/Administrative/Managerial

2 -   Faculty

3 -   Professional/Non-faculty

4 -   Secretary/Clerical

5 -   Technical/Paraprofessional

6 -   Skilled Craft

7 -   Service/Maintenance

Blank

EQUAL EMPLOYMENT OPPORTUNITY (EEO) MINORITY CODE

Reflects the person's ethnic background.
See the Employee Personal Data form from your HR office for additional detail.

1 -   White (not Hispanic or Latino)

2 -   Black or African American (not Hispanic or Latino)

3 -   Hispanic or Latino

4 -   Asian (not Hispanic or Latino)

5 -   American Indian or Alaskan Native (not Hispanic or Latino)

6 -   Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

7 -   Two or More Races (not Hispanic or Latino)

Blank -   Not Provided

EQUAL EMPLOYMENT OPPORTUNITY (EEO) TERMINATION CODE

Indicates whether a termination was voluntary or involuntary on the employee's part.

I -   Involuntary termination

V -   Voluntary termination

Blank -   Not terminated

EXTENDED PAY PLAN (EPP) DEDUCTION CODE

Indicates whether or not the employee participates in the Extended Pay Plan.

N or blank-   Not participating

1 -   Deduct at 12.5% of net for summer reimbursement

2 -   Deduct at 25% of net for summer reimbursement

FACULTY CODE, FACULTY RANK

Indicates if the person's current title code is considered faculty and if so, what faculty level.

Blank   Not Applicable

S -   Student

T -   Staff

Faculty (numeric values):

0 -   Graduate Assistant (teaching or non-teaching)

1 -   Lecturer

2 -   Instructor

3 -   Assistant Professor

4 -   Associate Professor

5 -   Professor

FAIR LABOR STANDARDS ACT (FLSA) CODE

Indicates the FLSA category for this position or title code

A -   Administrative (exempt from overtime)

E -   Executive (exempt from overtime)

P -   Professional (exempt from overtime)

X -   Partially exempt (sometimes exempt from overtime)

N -   Non-exempt (not exempt from overtime)

FEDERAL INCOME TAX (FIT) DEDUCTION CODE

Indicates the FIT deduction status of an employee

E -   Exempt (due to a tax treaty)

F -   Foreign national, exempt (due to a tax treaty)

P -   U.S. Citizen residing outside US eligible for exemption based on IRS Form 673

R -   Residency outside US - exempt

T -   Tax employee's total income (ignore exemption amount, for work stations P & X)

Y -   Compute tax in normal manner (include additional amount, if any)

S -   The FIT Deduction Code of 'S' is set through processing student exemption files from student enrollment systems for each university campus. This flag is verified from data submitted immediately prior to processing each payroll. This automated process may override flags set manually. If there is a need to adjust the flag for a student employee, please contact BPP Production Control to assist in the adjustment of the flag on the appropriate student file.

FEDERAL INCOME TAX (FIT) MARITAL STATUS

M -   Married

S -   Single

FEDERAL INCOME TAX (FIT) SUBSTANTIAL PRESENCE FLAG

Y -   Foreign national, meets substantial presence test for tax withholding;
             not subject to the single and one with additional amount withholding status for foreign
             nationals

Blank or   does not meet substantial presence test
N -

FEDERAL INCOME TAX (FIT) TREATY CODE

Used to identify federal tax exemptions for foreign nationals

Numeric, validated against Tables File (required if FIT DEDUCTION CODE is F)

For actual values, refer to screen 407 Tax Treaty Maintenance and hit F1 in the Treaty field or
request the Tables File Report/Listing (BPP job REQST003 BP3158).

FEDERAL INSURANCE MEDICARE (FIM) DEDUCTION CODE

Indicates whether or not the federal employee participates in this federal insurance

N or   Does not participate, do not compute deduction
blank -
Y -   Participates, compute deduction

FEDERAL INSURANCE OPTION A (FIA) DEDUCTION CODE

Indicates whether or not the federal employee participates in this federal insurance

N or   Does not participate, do not compute deduction
blank -
Y -   Participates, compute deduction

FEDERAL INSURANCE OPTION B (FIB) DEDUCTION CODE

Indicates whether or not the federal employee participates in this federal insurance

N or   Does not participate, do not compute deduction
blank -
Y -   Participates, compute deduction

FEDERAL INSURANCE OPTION C (FIC) DEDUCTION CODE

Indicates whether or not the federal employee participates in this federal insurance

N or   Does not participate, do not compute deduction
blank -
Y -   Participates, compute deduction

FEDERAL INSURANCE REGULAR (FIR) CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.
1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

3 -   Specified bank and salary account charged

FEDERAL INSURANCE REGULAR (FIR) DEDUCTION CODE

Indicates whether or not the federal employee participates in this federal insurance

N or   Does not participate, do not compute deduction
blank -
Y -   Participates, compute deduction

FOSTER CHILD

Foster Children are given an employment preference over applicants for the same position who do not have a greater qualification. To meet the definition, they must:
 - Be aged 25 or younger on the hire date and
 - Have been under the permanent managing conservatorship of the Department of Family & Protective Services on the day preceding their 18th birthday
N -   No

Y -   Yes

FUND GROUP

Six-digit code identifying an accounting unit within an agency of the A&M System.
For actual values, refer to screen 406 Fund Group Maintenance and hit F1 in the Fund Group field or request the Tables File Report/Listing (BPP job REQST003 BP3158).

GIP (OR SGIP) CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. Refer to the Accounting Analysis Maintenance Table, screen 309 and hit F1 for a list of values.
1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

3 -   Specified bank and salary account charged

HAZARD DUTY STATUS

Indicates if the employee is currently eligible to accumulate Hazardous Duty Months of Service in their current job assignment.
N -   Not eligible for Hazard Duty Pay

E -   *Eligible* for Hazard Duty Pay; to be *paid* Hazard Duty Pay, the employee must be included on Hazard Duty Pay Maintenance screen 324

I-9 VERIFIED (ALSO I-9 VALID FLAG, I-9 STATUS FLAG; IMPROPERLY NOTED IN SOME PLACES AS I9)

Indicates whether or not a new employee has submitted a proper I-9 Form (Employment Eligibility Verification) and identification
Blank -   No, not eligible for payroll

Y -   Yes

INVOICE TYPE (INSURANCE BILLING INVOICE TYPE)

Indicates which process created the insurance billing invoice.

A -   Automated

D -   Draft

R -   Requested

ITERATION STATUS

Indicates the status of an iteration of a position (PIN) in the budget. Only C and S generate payroll transactions.

C -   Cleared

D -   Disapproved

E -   End of term

R -   Retroactively overridden

S -   Suspense

W -   Withdrawn

JOB GROUPS

Job Group	Description
001	Executive Staff
002	Academic Administrators
003	Administrative Staff
004	Senior Administrative Professional Staff
005	Administrative Professional Staff
006	Research And Extension Administrators
007	Faculty - Professor
008	Faculty - Associate Professor
009	Faculty - Assistant Professor
010	Faculty - Other / Instructional Staff
011	Managerial Staff
012	Professional Staff
013	Communication Professional Staff
014	Information Technology Professional Staff
015	Med, Health, And Social Services Professional
016	Senior Research Professional Staff
017	Research Professional Staff
018	Junior Research Professional Staff
019	Educational And Student Services Professional
020	Coaching Staff
021	Instructional Staff
022	Supervisory Support Staff
023	General Office Support Staff
024	Communication Support Technicians
025	Skilled Technical Support Staff

026	Building Maintenance And Repair Technician
027	Equipment Operation And Repair Technician
028	Printing And Duplicating Services Staff
029	Food Services Staff
030	General Services Staff
031	Protective Services Technical Staff
044	Discontinued
047	Business Operations
048	Sb & Hub Professionals
049	Administrative Assistance
054	Office Support - San Antonio Area
055	Office Support - Outlying Areas
056	Technical/Para-Professional B/Cs
062	Professional - Farm Management
063	Professional - Regulatory Services
064	Professional - Engineers
065	Agricultural Technicians
066	Farm Services
067	County Extension Agents
068	Extension Professional Support
069	Extension Junior Professional Support
070	Extension Para-Professional Support
071	Managerial Officers
072	Exec/Admin/Mgr - Other
073	Faculty - Academic Administrators
074	Faculty - All Other
075	Professional Non-Faculty - Supervisors
076	Professional Non-Faculty - All Other
077	Office Support Personnel
078	Technical And Para-Professional
079	Skilled Crafts
080	Service
081	Graduate Students
082	Undergraduate Students
083	Maintenance
084	Student Worker
088	Job Group: 088
099	Job Group: 099
111	Job Group: 111
112	Job Group: 112

113	Job Group: 113
114	Job Group: 114
201	Job Group: 201
331	Job Group: 331
332	Job Group: 332
333	Job Group: 333
334	Job Group: 334
335	Job Group: 335
336	Job Group: 336
441	Job Group: 441
442	Job Group: 442
443	Job Group: 443
444	Job Group: 444
445	Job Group: 445
446	Job Group: 446
551	Job Group: 551
552	Job Group: 552
553	Job Group: 553
554	Job Group: 554
661	Job Group: 661
662	Job Group: 662
663	Job Group: 663
771	Job Group: 771
772	Job Group: 772
773	Job Group: 773
774	Job Group: 774
775	Job Group: 775
999	Job Group: 999

LAST ACTION CODE (LAST BUDGET ACTION)

Indicates the last budget action for this employee. Refer to:

Current Occupant Action

Recommended Occupant Action

Salary Action

LEAVE ACCRUAL CHARGE CODE (LEAV)

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. Refer to the Accounting Analysis Maintenance Table, screen 309.

0 -   No bank and no account charged (state paid)

1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

3 -   Specified bank and salary account charged

LOCATION

Same as PAY PLAN and WORK STATION.

LONG TERM CARE EMPLOYEE (LTCE) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

L -   Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M -   Family Medical Leave Act (FMLA) billing status

W -   Waived premiums

N or   Inactive, no coverage.
Blank -

LONG TERM CARE SPOUSE (LTCS) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

L -   Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M -   Family Medical Leave Act (FMLA) billing status

W -   Waived premiums

N or   Inactive, no coverage.
Blank -

LONG TERM DISABILITY (LTD) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

L -   Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M -   Family Medical Leave Act (FMLA) billing status

W -   Waived premiums

N or   Inactive, no coverage.
Blank -

LONG TERM DISABILITY (LTD) PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

6-   May apply State Employer Payment (SGIP)

N -   Do not apply State Employer Payment (SGIP)

LONGEVITY CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

LONGEVITY STATUS

Indicates if the employee, in their current job assignment, is eligible to receive Longevity pay, what the leave accruals will be based on, and which "bucket" months of service are accumulated in. Months of service are accumulated into the longevity months of service for "N" and "Y" while "R" and "F" accumulate into the retirement months of service.

N -   Not eligible for Longevity Pay, accrue leave based on total months of state service

Y -   Eligible, unless any source has teaching object class, accrue leave based on total months of state service (includes ORP Working Retirees retired after 6/1/05)

R -   Not Eligible for Longevity Pay, accrue leave based on Retire months of service – (TRS only Working Retirees retired after 6/1/05)

F -   Eligible for Longevity Pay for Fixed amount based on longevity months of service through 8/31/2005, accrue leave based on total months of state service – (ORP or TRS Working Retirees retired prior to 6/1/05 AND returned to work prior to 9/1/05)

MANAGEMENT/SUPERVISOR/OTHER CODE (MSO CODE, M/S/O CODE)

Designation for the State Management to Staff ratio calculation; value set will be the default used for a particular title code

M -   Management

S -   Supervisor

O -   Other

MARITAL STATUS

M -   Married

S -   Single

MEDICAL DEDUCTION CODE (MED DEDUCT CODE)

Indicates the person has coverage and how the premiums are paid.

1 - 9-month deduction basis - deduct 4 months in May for summer premiums

2 - 12-month deduction basis (or less than 9)

3 - 9-month deduction basis – bill for summer premiums

4 - Working Retiree - 12-month deduction basis

L - Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M - Family Medical Leave Act (FMLA) billing status

R - Retired billing status

S - Survivor of deceased employee or retiree

D - COBRA - 36 Month Event (Dependents Only

T - COBRA - 18 Month Event (Employee or Dependent)

N or Inactive, no coverage.
Blank -

MEDICAL (MED) FAMILY COVERAGE INDICATOR

Indicates whether or not family members are covered by this coverage and if so which ones.

E - Employee only

C - Employee and Children

F - Employee and Family

S - Employee and Spouse

MEDICARE FLAG

Shows what type of Medicare coverage, if any, the participant has.

A - Medicare part A

B - Medicare part B

C - Medicare parts A&B

D - Medicare, part unknown

E or blankNo Medicare (value is E, not N)
-

MEDICAL (MED) PLAN

1 - HMOs; A&M Care 350; beginning 9/1/2011 this is HMOs and A&M Care 700

3 - A&M Care 65+

4 - A&M Care 1250; beginning 9/1/2011 this is A&M J Plan

MEDICAL (MED) PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

2 - May apply State Employer Payment (SGIP) to premium

N - Do not apply State Employer Payment (SGIP)

NATIONAL ORIGIN

Two character code indicating the country of citizenship for an employee. The Country Codes are taken from the IRS Instructions for Form 1042-S. Refer to screen 423 Country Code Maintenance and hit F1 in the Country Abbrev or request the Tables File Report/Listing (BPP job REQST003 BP3158).

OBJECT CLASS CODES - FAMIS CODES

Indicates the type of funds being expended

Salaries

1110 -	Salaries - Admin – Professional
1210 -	Salaries - Extension – Faculty
1211 -	Salaries - Extension - Faculty Equivalent
1215 -	Salaries - Extension - County Agents
1220 -	Salaries - Extension – Professional
1225 -	Salaries - Extension – Classified
1281 -	One-Time Merit for Faculty Equivalent (only AgriLife)
1285 -	One-Time Merit for County Agents (only AgriLife)
1310 -	Salaries - Research - Faculty Equivalent (Faculty Rank = 1,2,3,4,5)
1315 -	Salaries - Research - Other Non-classified/Professional
1320 -	Salaries - Research – Classified
1325 -	Salaries - Graduate Assistant Research - Professional (Faculty Rank = 0)
1410 -	Salaries - Teaching - Faculty (Faculty Rank = 1,2,3,4,5)
1415 -	Salaries - Teaching - Graduate Asst Teaching - Faculty/Academic (Faculty Rank = 0)
1416 -	Salaries - Teaching - Graduate Assistant Lecturer (Faculty Rank = 0)
1420 -	Salaries - Library - Faculty (Faculty Rank = 1,2,3,4,5)
1425 -	Salaries - Summer Teaching Faculty (Faculty Rank=1,2,3,4,5)
1480 -	One Time Merit – Faculty
1485 -	Supplemental Pay – Teaching Excellence Award
1505	Salaries – Resident Physician
1510 -	Salaries - Support Staff – Professional
1515 -	Salaries - Support Staff – Classified
1525 -	Salaries – Graduate Assistant Non-Teaching - Professional (Faculty Rank = 0)
1526 –	Salaries – Graduate Assistant Non-Teaching - Academic/Research Support
1580 -	One Time Merit
1599 -	AmeriCorps - Living Allowance
1610 -	Longevity Pay
1640 -	Salaries - Other Institutions (currently not used)

Wages

1710 -   Wages - Faculty (Faculty Rank = 1,2,3,4,5)

1711 -   Wages - Faculty Equivalent

1715 -   Wages - Professional

1720 -   Wages - Classified

1730 -   Wages - Overtime - Federal (paid at time and a half rate)

1735 -   Wages - Compensatory Time - State (paid at straight rate time)

1740 -   Wages - Student

1745 -   Wages - Student (Federal College Work-Study)

1746 -   Wages - Student (Federal Community Services)

1747 -   Wages - Student (Federal Off-Campus Work-Study)

1750 -   Wages - Student (State College Work-Study)

1751 -   Wages - Student (College Work Study Mentorship Program)

1755 -   Wages - Student (Reading Tutors Program)

1756 -   Wages - Student (America Counts - Federal)

1759 -   Wages - Student (Rising Scholars Work-Study – TAMUCC)

1760 -   Wages - Other Institutions

1765 -   Hazardous Duty Pay

1767 -   On Call Pay

1770 -   Lump Sum Termination Pay - Vacation

1771 -   Vacation Payout - Faculty

1772 -   Vacation Payout - Professional

1773 -   Vacation Payout - Classified

1774 -   Vacation Payout - Faculty Equivalent

1775 -   Termination Pay - Death Benefits

1776 -   Vacation Payout - County Agents

1778 -   Voluntary Termination Benefits - Salaries & Wages

1779 -   Involuntary Termination Benefits - Salaries & Wages

1781 -   Foreign (Non-US) Salary Incentive

1782 -   Foreign (Non-US) Housing Allowance

1783 -   Foreign (Non-US) Soft Goods Allowance

1784 -   Foreign (Non-US) Personal Transportation Allowance

1785 -   Foreign (Non-US) Miscellaneous

1786 -   Foreign (Non-US) Travel Allowance (Home Leave)

1787 -   Foreign (Non-US) Education Allowance

1788 -   Foreign (Non-US) Resettlement Allowance

1789 -   Foreign (Non-US) Interim Living Allowance

1790 -   Foreign (Non-US) Local Hire/ADSL Allowance

1791 -   Foreign (Non-US) Tax Protection Allowance

1792 -   Foreign (Non-US) Shipping Assistance Allowance

1793 -	Foreign (Non-US) Employee Utility Allowance
1794 -	Supplemental Compensation - Equalization Adjustment (all employees, across the board, amount depending on participation level – WTAM only)
1795 -	Supplemental Compensation - New Employee (across the board)
1796 -	Supplemental Compensation - Existing Employee (across the board)
1797 -	Departmental - Supplemental Compensation - New Employee (department elects to make contribution - not across the board for all departments)
1798 -	Supplemental Compensation - Graduate Assistant
1925 -	State Employee Relocation - Qualified Expenses
1926 -	State Employee Relocation – Non Qualified Expenses
1940 -	Supplemental Compensation - Emoluments and Allowances (Taxable Housing, Automobiles, Club Fees, Etc.; also for shift differential)
1978 -	Voluntary Termination Benefits – Payroll Related Costs in compliance w/GASB 47
1979 -	Involuntary Termination Benefits – Payroll Related Costs in compliance w/GASB 47
5240 -	Employee Awards
5480 -	Qatar Location Allowance

OCCUPANT ACTION CODE

See Current Occupant Action or Recommended Occupant Action

OLD-AGE AND SURVIVORS INSURANCE (OASI) DEDUCTION CODE

Indicates the OASI deduction status of an employee

F -	Foreign national, exempt
G -	Government employee (federal retirement), exempt
Y -	Compute OASI, subject up to cutoff less exempt amount
S -	Student, exempt. The deduction code of 'S' is set through processing student exemption files from student enrollment systems for each university campus. This flag is verified from data submitted immediately prior to processing each payroll. This automated process may override flags set manually. If there is a need to adjust the flag for a student employee, please contact BPP Production Control to assist in the adjustment of the flag on the appropriate student file.

OLD-AGE AND SURVIVORS INSURANCE (OASI) EMPLOYEE CHARGE CODE (FICA)

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

0 -	No bank and no account charged (state paid)
1 -	Salary bank and salary account charged
2 -	Specified bank and specified account charged
3 -	Specified bank and salary account charged

OLD-AGE AND SURVIVORS INSURANCE (OASI) EMPLOYER CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

| 0 - | No bank and no account charged (state paid) |

1 -	Salary bank and salary account charged
2 -	Specified bank and specified account charged
3 -	Specified bank and salary account charged

OPTIONAL LIFE (OL) DEDUCTION CODE

Indicates the person has coverage and how the premiums are paid.

1 -	9-month deduction basis - deduct 4 months in May for summer premiums
2 -	12-month deduction basis (or less than 9)
3 -	9-month deduction basis – bill for summer premiums
4 -	Working Retiree - 12-month deduction basis
L -	Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)
M -	Family Medical Leave Act (FMLA) billing status
R -	Retired billing status
W -	Waived premiums
N or Blank -	Inactive, no coverage.

OPTIONAL LIFE (OL) PLAN

Plan in which the individual participates.

0 -	One-half times OL Salary (active employees only)
1 -	One times OL Salary
2 -	Two times OL Salary
3 -	Three times OL Salary
4 -	Four times OL Salary
5 -	Five times OL Salary
6 -	Six times OL Salary
Blank -	Retiree (no longer has plan number)

OPTIONAL RETIREMENT PROGRAM BASE (ORP) CHARGE CODES

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

0 -	No bank and no account charged (State paid) – no entry in local accounting systems
1 -	Salary bank and salary account charged
2 -	Specified bank and specified account charged
3 -	Specified bank and salary account charged
4 -	Salary bank and salary account charged-federal-charged at only 3.2% - state to pay balance
5 -	Specified bank and specified account charged-federal-charged for 3.2% - state to pay balance

OPTIONAL RETIREMENT PROGRAM (ORP) CARRIER

Refer to the Tables File Report (or listing)

OPTIONAL RETIREMENT PROGRAM (ORP) DEDUCTION CODE

Indicates employee participates in the ORP retirement program

N -   Does not participate

Y -   Participates, take deduction

R -   ORP retiree, do not take deduction

OPTIONAL RETIREMENT PROGRAM (ORP) ELIGIBILITY CODE

Indicates if someone with this title code is eligible for ORP and, if so, the section of the law the title falls under. Refer to Retirement Annuity Programs Chapter 25, Section 2 of "Rules and Regulations of the Texas Higher Education Coordinating Board" for more complete descriptions.

1 -   Faculty Member

2 -   Faculty Administrator (Deans, Department Heads)

3 -   Executive Administrative (Chancellors, Presidents)

4 -   Other Key Administrator

5 -   Librarian

6 -   Athletic Coach

7 -   Professional (Lawyers, Engineers, Physicians)

OPTIONAL RETIREMENT PROGRAM (ORP) SUPPLEMENT CHARGE CODES

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. Refer to the Accounting Analysis Maintenance Table, screen 309.

1 -   Salary bank and salary account charged

2 -   Specified bank and specified account charged

3 -   Specified bank and salary account charged

ORPHAN OF VETERAN

See the Employee Personal Data form from your HR office for additional detail.

N -   No or not provided

Y -   Yes

OTHER VETERAN (OTHER PROTECTED VETERAN)

See the Employee Personal Data form from your HR office for additional detail.

N -   No or not provided

Y -   Yes

PART NUMBER

Two-digit number identifying a member of the A&M System. Refer to the Tables File Report (or listing).

PAY INDICATOR

Indicates how a person or position is paid.
A, B, C are paid on monthly payroll; others paid on biweekly.
Wage pins must be B, E, F, or H.

	Code	Employee Type	Overtime Paid
Monthly	A	Full time budgeted line-item position	No
	B	Less than 100% budgeted line-item or wage fund	No
	C	Graduate Student	No
Biweekly	D	Full time budgeted line-item position	Yes
	E	Less than 100% budgeted line-item or wage fund	Yes
	F	Student Worker/Student Intern	Yes
	H*	Less than 100% budgeted line-item or wage fund	No
	I*	Student Worker/Student Intern	No

* Used by work stations A, F, H, J, P, S only

PAY KIND

L -   Local Funds
S -   State Funds

Pay Plan

See Pay Plan Maintenance screen 401 for detail including Salary Range and Pay Steps

A -   Texas AgriLife Research - for ADLOC Part 06

           College of Agriculture - for ADLOC Part 02

B -   ~~Baylor College of Dentistry - for ADLOC Part 19~~ - (DISCONTINUED SEPTEMBER 2000)

C -   Texas Transportation Institute - for ADLOC Part 12

D -   Texas Engineering Extension Service - for ADLOC Part 09

E -   Texas Engineering Experiment Station - for ADLOC Part 08

           College of Engineering - for ADLOC Part 02

F -   Texas Forest Service - for ADLOC Part 11

G -   Texas A&M at Galveston - for ADLOC Part 10

H -   Texas A&M University System Health Science Center - for ADLOC Part 23

I -   Texas A&M University - Corpus Christi - for ADLOC Part 15

J -   Texas A&M University - Kingsville - for ADLOC Part 17

K -   Texas A&M University - Central Texas – for ADLOC Part 24

L -   Texas A&M International University - for ADLOC Part 16

M -   Texas A&M University - for ADLOC Part 02

N -   Texas A&M University - Texarkana - for ADLOC Part 22

O -   Texas A&M University - San Antonio – for ADLOC Part 25

P -   Prairie View A&M University - for ADLOC Part 05

R -   Texas A&M University - Commerce - for ADLOC Part 21

S -   System Administrative and General Offices - for ADLOC Part 01

T -   Tarleton State University - for ADLOC Part 04

V-   Texas Veterinary Medical Diagnostic Laboratory- for ADLOC Part 20

W -   West Texas A&M University - for ADLOC Part 18

X -   Texas AgriLife Extension Service - for ADLOC Part 07

PAY RANGE CODE (SALARY RANGE CODE)

Indicates the pay range (salary range) for a specific title code or position.
See Pay Plan Maintenance screen 401 for detail including Pay Plan, Salary Range, Pay Step Code, Pay Step Amounts.
Valid values are 1 thru 42.

PAY STEP CODE

Indicates the current pay step for a position

A thru L - On step designated

W -   Within range but not on a step

X -   Out of town

Y -   Below range

Z -   Above range

PAY TYPE

Type of pay for this individual on this payroll run.

A -   Adjustment or correction entry. Generates check only - No ACH. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files. (see S)

B -   Normal current month Monthly Payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It is included on USAS files.

C -   Cancellation. Cancels a check (all sources) previously paid. No check or ACH entries generated. Adds to FYTD and YTD depending upon original paid date. Only extra deductions are taken. It is included on USAS files.

D -   Payment of death benefits. Generates check only - No ACH. Adds to FYTD and YTD totals depending on original paid date. Only extra deductions are taken. It is included on USAS files.

E -   Adjustment or correction entry. No check or ACH entries generated. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files.

F -   Work study employee. Normal biweekly payroll for current pay period. Will pay via ACH or check. Adds to all FYTD and YTD totals. Generates additional accounting entries for work study funding. Generated during payroll calculation processing for object class code of '1745', '1747', '1750' and '1751'. It is included on USAS files.

H -   Normal biweekly payroll for current pay period. Will pay via ACH or check. Adds to all FYTD and YTD totals. It is included on USAS files.

I -   Monthly supplemental for prior pay period. Processed on biweekly payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It uses the monthly tax table. It is included on USAS files. All deductions are calculated. (see L)

J -   Monthly supplemental for prior pay period. Processed on biweekly payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It uses the monthly tax table. Does not calculate Longevity, Insurance, COD, Bankruptcy, Tax Levy (D), Spending Accounts, English Proficiency, Annuity, Deferred Compensation, Employee Organization, Credit Union, Charitable Contributions (SECC and Higher Ed), Texas Tomorrow Fund, Parking, Texas Protects, User Services Fees, or EPP Deductions. It is included on USAS files. (see M)

K -   Biweekly supplemental. Will pay via ACH or check. Adds to FYTD and YTD totals. Fit withheld at flat 25% rate. Does not calculate Longevity, Civil Service, Insurance, COD, Bankruptcy, Tax Levy (D), Spending Accounts, English Proficiency, Annuity, Deferred Compensation, Employee Organization, Credit Union, Charitable Contributions (SECC and Higher Ed), Texas Tomorrow Fund, Parking, Texas Protects, User Services Fees, or EPP Deductions. It is included on USAS files. (see P)

L -   Monthly supplemental for prior pay period. Processed on biweekly payroll. Generates check only - No ACH. Adds to all FYTD and YTD totals. It uses the monthly tax table. It is included on USAS files. All deductions are calculated. (see I)

M -   Monthly supplemental for prior pay period paid.   Processed on biweekly payroll. Generates check only - No ACH. Adds to all FYTD and YTD totals. It uses the monthly tax table. Does not calculate Longevity, Insurance, COD, Bankruptcy, Tax Levy (D), Spending Accounts, English Proficiency, Annuity, Deferred Compensation, Employee Organization, Credit Union, Charitable Contributions (SECC and Higher Ed), Texas Tomorrow Fund, Parking, Texas Protects, User Services Fees, or EPP Deductions. It is included on USAS files. (see J)

P -   Biweekly supplement. Will pay via ACH or check. Adds to FYTD and YTD totals. Does not calculate Longevity, Civil Service, Insurance, COD, Bankruptcy, Tax Levy (D), Spending Accounts, English Proficiency, Annuity, Deferred Compensation, Employee Organization, Credit Union, Charitable Contributions (SECC and Higher Ed), Texas Tomorrow Fund, Parking, Texas Protects, User Services Fees, or EPP Deductions. It is included on USAS files. (see K)

Q -   Biweekly Supplement. Will pay via ACH or check. Only calculates OAHI, OASI, Federal Insurance – Medicare, SIT, WCI and UCI. Restricted to accounts 02 470000 thru 02 489999 & 293690; also 08 32468. Meant for QATAR Supplements.

R -   Reimbursement entry. Generates a check entry for each entry on voucher payable to account indicated by either the ADLOC or account, depending on the WS. All ADLOCs or accounts on the voucher must point to same payable account. Adds to all FYTD and YTD totals for each entry on voucher. Only extra deductions are taken. It is included on USAS files.

S -   Adjustment or correction entry. Will pay via ACH or check. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files. (see A)

T -   Biweekly emolument (non-payroll) payment - allows for special object classes. Generates check only - No ACH. Adds to FYTD and YTD totals. Only calculates OASI, OAHI, Federal Insurance - Medicare, FIT, SIT, Student Loan, UCI, and WCI deductions. FIT withheld at flat 25% rate. No additional FIT is taken. It is included on USAS files. (see U)

U -   Biweekly emolument (non-payroll) payment - allows for special object classes. Will pay via ACH or check. Adds to FYTD and YTD totals. Only calculates OASI, OAHI, Federal Insurance - Medicare, FIT, SIT, Student Loan, UCI, and WCI deductions. FIT withheld at flat 25% rate. It is included on USAS files. (see T)

V -   Vacation payment for terminating employees. Will pay via ACH or check. Adds to FYTD and YTD totals. Only calculates OASI, OAHI, Federal Insurance - Medicare, FIT, SIT, Student Loan, UCI, and WCI deductions. FIT withheld at flat 25% rate. It is included on USAS files.

X -   Extra pay supplement. Processes on biweekly or monthly payroll Will pay via ACH or check. Adds to FYTD and YTD totals. Only calculates OASI, OAHI, Civil Service, Federal Insurance - Medicare, TRS, ORP, SORP, FIT, SIT, Student Loan, UCI, and WCI deductions. Overtime object classes are not allowed. It is included on USAS files.

For a complete list of deductions calculated for each pay type, see the Payroll Deductions Table in the Payroll FAQ's on the BPP website.

PAYROLL CYCLE

B -   Biweekly

M -   Monthly

PAYROLL PROCESSED

Y -   PAYCALC - has not been run for this Pay Cycle/Date

N -   PAYCALC - has been run for this Pay Cycle/Date

Blank -   Defaults to N

PIN TITLE CODE

Position Title Code, as opposed to Source Title Code; same as Title Code.

POSITION ACTION

Denotes the last budget action applied to this position.
Valid on both Active & Prep Budgets, unless otherwise noted.

CP -   Change Period

CR -   Create (Iteration 01 only)

CT -   Change Title

EL -   Eliminate

ET -   End of Term (Active budget only)

OA -   Other Action

RA -   Reassign Administrator

RC -   Reclassification

RP -   Reactivate Position (Active budget only)

RT -   Retroactive (Active budget only)

PRE-TAX FLAG

Indicates whether or not person wants to participate in the Tax Saver Pre-Taxing Program, which allows deductions to be taken prior to computing taxes. Applies to medical, dental, vision and ADD (AD&D) coverage.

Blank -   Participating in Tax Saver Pre-Taxing Program

W -   Waived participation in Tax Saver Pre-Taxing Program

Pretax Qualify Flag (IRS WFTRA Pretax Qualifying Status Flag)

WFTRA program was discontinued 1/2010

The employee pretax qualify flag resulted from implementation of the Working Families Tax Relief Act (WFTRA) in January 2006. It is used to indicate whether or not health insurance premiums qualify for pretax purposes. See http://sago.tamu.edu/shro/wftra.pdf for qualifying criteria. See HOP #504 for more information.

Y - Yes, credit full deduction amounts as pretax amounts since all covered dependents qualify under WFTRA Guidelines.

N - No, credit only a portion of deduction amounts as pretax amounts since at least one insurance type has only non-qualifying dependents under WFTRA Guidelines.

PRIMARY ACTIVITY CODE

The primary activity code is a one-character code designed for IPEDs reporting. It is defined for non-classified title codes. Its use enables reporting of faculty (and those with an EEO Code of 1 to be considered faculty) by their primary function/occupational activity as defined by IPEDs. Primary activity code is required for title codes with an EEO Code of 2 and those with an EEO Code of 1 having a numeric faculty rank. It is blank for all other non-classified title codes.

A - All Activities (Default)

I - Primarily Instruction

R - Primarily Research

P - Primarily Public Service

PRINCIPAL INVESTIGATOR (PI) DESIGNATION

A PI is a lead scientist or engineer for a particular research project that is funded by grants. The PI is the person who takes direct responsibility for completion of a funded project, directing the research and reporting directly to the funding agency.

The PI Dsg value for a title code is based on the type of work performed by that title code. Typically PIs are professors, researchers, or other technical persons who could as a part of their work be awarded grants for research projects.

Y - Yes PI eligible

N - Not PI eligible

PRINCIPAL INVESTIGATOR (PI) ELIGIBLE

A PI is a lead scientist or engineer for a particular research project that is funded by grants. The PI is the person who takes direct responsibility for completion of a funded project, directing the research and reporting directly to the funding agency.

The PI Elig value is by default based on the PI Designation value for the title code the individual is in. The value may be overridden (using a 1 or 0 value) on an individual basis as it pertains to that individual's actual work.

Y - Yes PI eligible, reset monthly to PI Dsg value on title code table

N - Not PI eligible, reset monthly to PI Dsg value on title code table

1 - Yes PI eligible, not reset monthly (override from title code)

0 - Not PI eligible, value not reset monthly (override from title code)

PRIOR VISIT

Based on receipt of a completed "**International Employee Certificate of Visa Status, U.S. Arrival Date, and History of Presence**", Prior Visit indicates whether or not a new foreign

national (non-resident alien) employee has made a prior visit to the U.S.
See screen 102 OASI/UCI/EIC/FIT/SIT

Y -   Has made prior visit to U.S.

N -   No prior visit made.

Blank -   Certificate not received from employee.

PRIVACY FLAG

Y -   Do not give home address or phone number to non-TAMU organizations

PROGRAM CODE

Code to further break down the part/account combination used by some system parts to group programs and projects together.

PROJECT CODE

This data element is used exclusively by work station E. See screen 311 Project Code Maintenance.

RECOMMENDED OCCUPANT ACTION

** Valid on both Active & Prep Budgets, unless otherwise noted

CT -   Change title

DI -   Demote in

DO-   Demote Out

DW -   Demote within

IR -   In-grade promotion

IT -   Involuntary Terminate

NH -   New hire

NO-   No Occupant (Active Budget Only)

OA-   Other action (Active Budget Only)

PI -   Promote in

PO-   Promote Out

PW -   Promote within

RC -   Reclassification

RE-   Retire

RH -   Reappoint/Rehire (Active budget only; with same System member)

RL -   Return from leave

SL-   Starte Leave

TI -   Transfer in

TO-   Transfer Out

VA -   Vacant (budgeted PINs only)

VT-   Voluntary Terminate

REGULAR PAY FLAG

Y -   Indicates that a supplemental payment code is considered 'regular pay' (RP)

N -   The supplemental payment code is not regular pay

REVOLVING FUND INDICATOR

Blank -   No Revolving Fund

X -   Revolving Account

SALARY ACTION

** Valid on both Active & Prep Budgets, unless otherwise noted

Blank   None (no action)

AB -   Across the Board Increase

AD -   Administrative Change

CE -   Change Effort

CF -   Correction

DE -   Decrease

EQ -   Equity Increase

HS -   Hiring Salary Adjustment

IN -   Increase

MA -   Legislatively Mandated Increase

ME -   Merit Increase

MW -   Minimum Wage Increase

NA   N/A – No Salary Change

OA -   Other Action

OT -   Other Salary Action

PI -   Promotion Increase

PP -   Pay Plan Adjustment

SC -   Source Change

TS -   Temporary Salary Increase

SEX CODE

The person's gender.

M -   Male

F -   Female

SGIP – SEE STATE GROUP INSURANCE PREMIUM CONTRIBUTION

SOURCE PERCENT EFFORT

Percent effort required for the job associated with this source. The sum of all sources for a given period make up the position percent effort.

0.01 thru 100.00

0.01 thru 150.00 (for **A** PINs only)

SOURCE SEQUENCE NUMBER

A 3-digit number assigned by the system to insure uniqueness among all the sources of an employee for a pay period. The third digit signifies source type:

0 -   Regular

1 -   Overtime

2 -   Irregular

SPENDING ACCOUNT DEDUCTION CODE (SAHC - HEALTH CARE; SADC - DEPENDENT CARE)

N -   Do not compute deduction

1 -   Compute deduction during academic year only (Sept - May)

2 -   Compute deduction during entire benefit year (Sept – Aug)

SPENDING ACCOUNT DIRECT DEPOSIT FLAG (SADD)

Y -   Receive reimbursement via Direct Deposit (uses same account as payroll direct deposit).

N or Blank Do not receive reimbursement via Direct Deposit
-

STATE AGENCY NUMBER

Number assigned by the state comptroller's office.

555 -   Texas AgriLife Extension Service

556 -   Texas AgriLife Research

557 -   Texas Veterinary Medical Diagnostic Laboratory

576 -   Texas Forest Service

577 -   Texas Wildlife Damage Management Service (discontinued 9/1/2003)

709 -   Texas A&M University System Health Science Center

710 -   Texas A&M University System

711 -   Texas A&M University

712 -   Texas Engineering Experiment Station

713 -   Tarleton State University

715 -   Prairie View A&M University

716 -   Texas Engineering Extension Service

718 -   Texas A&M University at Galveston

727 -   Texas Transportation Institute

732 -   Texas A&M University – Kingsville

748 -   Baylor College of Dentistry (discontinued 9/1/1999)

749 -   Texas A&M University at San Antonio

751 -   Texas A&M University – Commerce

757 -   West Texas A&M University

760 -   Texas A&M University – Corpus Christi

761 -   Texas A&M International University

764 -   Texas A&M University – Texarkana

770 -   Texas A&M University – Central Texas

STATE APPROPRIATION NUMBER

Refer to Accounting Analysis Table in Tables File Report (or Listing)

STATE CODE

(Used in bond, home, & employment addresses)

State	Code	State	Code
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO	Puerto Rico	PR

STATE FUND NUMBER

001 -   General Revenue

006 -   Department of Transportation (DOT) (Part 12 only)

009 -   Local Fund in Local Deposit

042 -   Available Funds (Part 05 only)

047 -   Available Funds

230 -   Local Funds in State Treasury (Part 15 only)

231 -   Local Funds in State Treasury (Part 16 only)

232 -   Local Funds in State Treasury (Part 22 only)

242 -   Local Funds in State Treasury (Part 02 only)

243 -   Local Funds in State Treasury (Part 04 only)

245 -   Local Funds in State Treasury (Part 05 only)

254 -   Local Funds in State Treasury (Part 17 only)

257 -   Local Funds in State Treasury (Part 21 only)

263 -   Local Funds in State Treasury (Part 18 only)

275 -   Local Funds in State Treasury (Part 10 only)

563 -   Soil and Water (Part 06 and 07 only)

STATE INCOME TAX (SIT) DEDUCTION CODE

Indicates employee should have state income tax withheld from their pay.

Y -   Withhold state tax for the state indicated

B -   Boarder City State Employee Exemption (will only have their covered wage incremented)

E -   Wage Exemption (will only have their covered wage incremented)

N or
Blank   Do not withhold any state tax

STATE INCOME TAX (SIT) MARITAL STATUS

Marital status for those having state income tax withheld from their pay.

H -   Head of Household (AL, CA, NC, MO only)

M -   Married (all states except NJ)

O -   No personal exemptions (AL only)

S -   Single (all states)

T -   Two Income (ME, GA, MO)

Blank-   (DC, MD, PA, VA only)

A -   19% (AZ only)

B -   23% (AZ only)

C -   25% (AZ only)

D -   31% (AZ only)

E -   37% (AZ only)

STATE INCOME TAX (SIT) STATE CODE

For actual values, refer to screen 416 State Income Tax Maintenance and hit F1 in the State Abbrev field or request the Tables File Report/Listing (BPP job REQST003 BP3158).

STATE GROUP INSURANCE PREMIUM CONTRIBUTION (SGIP) DATE

Date employee/retiree is eligible to receive SGIP. Default to the 1st of the month following 90th day of employment. Can be overridden.

STATE GROUP INSURANCE PREMIUM CONTRIBUTION (SGIP) ELIGIBILITY CODE

Indicates if person is eligible for SGIP and, if so, what type of eligibility exists.

1 -	Eligible; active employee; less than 12 month deduction basis - deduct 4 months in May for summer premiums
2 -	Eligible; active employee; 12 month deduction basis
3 -	Eligible; active employee; less than 12 month status - bill summer months
4 -	Eligible; working retiree
E -	Eligible, but has waived all coverage
M -	Eligible; on FMLA
R -	Eligible; retiree
W -	Eligible; has waived premium status
N -	Not eligible
? -	Not eligible

STATE GROUP INSURANCE PREMIUM CONTRIBUTION (SGIP) RATE

F -	Eligible for full SGIP amount
P -	Eligible for only partial SGIP amount
N or Blank -	Not eligible for SGIP

STUDENT/STAFF/FACULTY INDICATOR

1 -	Student
2 -	Staff
3 -	Faculty

SUFFIX

Alphanumeric (A thru Z) or (1 thru 9) - added to ADLOC

SUPPLEMENTAL PAY CODES

This attribute indicates whether or not this supplemental payment code is considered "regular pay". In addition to any supplemental pay codes flagged as "Y" for regular pay, a new supplemental pay code of "RP" has been established for regular pay.

Supplemental Pay Code	Task Payment	Supplemental Pay Description	Regular Pay
01	N	Professional Development	N
02	Y	Writing/Editing/Translating Sv	N
03	Y	Intramural Officiating	N
04	Y	Athletic Camps	N
05	Y	Health Center Technical Srvc	N
06	N	Merit Increases	Y
07	N	Salary Augmentation	N
08	N	Extension Course Training	N
09	Y	Game Attendants	N

10	N	Holiday Pay	N
11	N	University Plus	N
12	N	Pay Increases Due To Promotion	Y
13	Y	Tips (Etc. Faculty Club)	N
14	N	Continuing Education	N
15	Y	Other	N
16	N	Sea Pay	N
17	N	Salary Supplement-Teaching	Y
18	N	Teaching In Excess Of 100%	Y
19	N	Student Counselng-Aftr Hrs/Wkd	N
20	Y	Professional Srvcs-Medical Stu	N
21	Y	Participation-Seminars & Prstn	N
22	N	Special Programs	N
23	N	Pay Due From Prior Payperiods	Y
24	N	Correction To Hourly Rate	Y
25	Y	Administrng, Testng & Evaluatn	N
26	Y	Recreation Sports Programs	N
27	N	Lump Sum Vacation Payments	N
28	N	Athletics Extra Work Pay	N
29	Y	4-H Camp	N
30	Y	Co-Pilots	N
31	N	Wct Work Capacity Test	N
32	Y	Athletic Consulting	N
33	Y	Tactical Offcr-Corps Of Cadets	N
34	Y	Upd Uniform Allowance	N
35	N	Merit Payment	Y
36	Y	Std Hlth Cntr-Radiology Readng	N
37	Y	Student Media Task Services	N
38	Y	Cell Phone Service Allowance	N
39	N	Cell Phone Equipment Allowance	N
40	Y	Testing Specialist	N
41	N	Compensatory Time	N
42	N	Car Allowance	N
43	N	Housing Allowance	N
44	N	Media Payment	N
45	N	Sports Contract Payment	N
46	N	Housing Allowance - Qatar	N
47	N	Transportation Allowance-Qatar	N
48	N	Education Allowance - Qatar	N
51	N	Interim Living Costs - Qatar	N

52	N	Resettlement Allowance - Qatar	N
53	N	Soft Goods Package Allow-Qatar	N
56	N	Employee Utility Allow - Qatar	N
57	N	Travel Allow Home Lv - Qatar	N
58	Y	Announcer - Corp Of Cadets	N
59	N	Tax Protection - Qatar	N
60	N	Cleanup Fees - Athletic Events	N
61	N	Extra Pay Outside Reg Job Duty	Y
62	N	Temporary Salary Increase	N
63	N	Grad Stud In Excess Of 50%	N
64	N	Excess Of 100% Non-Teaching	N
65	N	Fellowship/Teaching Awards	N
66	N	Cash Award	N
67	N	Building Proctor	N
69	N	Military Pay	N
70	N	Distinguished Chair Stipend	N
71	Y	Camps	N
72	N	1st 90 Days Sgip Reimbursement	N
73	N	Critical Incident Response Tm	N
74	N	Internet Service Allowance	N
75	N	Wage Position-Extra Pay	N
76	N	Add'l Comp-Offset Empl Ded	N
77	N	Extra Pay-Fac Position <100 %	N
78	N	Separation Arrangement	N
79	N	Relocation Allowance	N
80	N	Deferred Compensation	N
81	Y	Tvmdl	N
82	Y	Marketing And Promotion	N
83	Y	Vet Camps	N
84	Y	Photography Services	N
85	N	Retention Payment	N
86	N	Repatriation Allowance - Qatar	N
87	Y	Blogger	N
88	N	Expenditure Allowance	N
89	N	Tuition Reimbursement	N
90	N	Childcare	N
91	N	School Transport Allow - Qatar	N
92	N	Shipping Assist Allow - Qatar	N
93	N	Adsl Allowance - Qatar	N
94	N	Vsp Payment	N

RP	N	Regular Pay	Y

SURVIVOR/SPOUSE OF VETERAN

Indicates a person is the surviving spouse of a veteran. See the Employee Personal Data form from your HR office for additional detail.

N – No or not provided

Y – Yes

TASK PAYMENT FLAG

Y - Any payments made for task payments as determined by the supplement pay code

N - All other payments

TAX TREATY CODE

Treaty code categories for foreign national FIT withholdings; used to identify federal tax exemptions. The values below are also available on screen 407 Tax Treaty Maintenance.

TREATY	INCOME CODE	MAX YEARS OF PRESENCE	MAX AMOUNT PER YEAR	MAX EARNINGS	COUNTRIES					
01	18	02	99999	9999999	AJ	AM	BE	BG	BO	
					EG	EZ	FR	GG	GM	HU
					ID	IN	IS	IT	JA	JM
					KG	KS	LO	LU	MD	NL
					NO	PK	PL	PO	RO	RP
					SI	TD	TH	TI	TX	UK
					UZ	VE				
02	18	03	99999	9999999	CH	GR				
03	19	04	9000	9999999	GM					
04	19	05	2000	9999999	BE	CY	ID	JA	KS	MO
					NL	NO	PL	RO	TD	
05	19	05	3000	9999999	EG	IS	RP	TH		
06	19	05	4000	9999999	TS					
07	19	05	5000	9999999	EN	EZ	FR	LG	LH	LO
					PO	SI	VE			
08	19	99	5000	9999999	CH	PK				
09	17	99	10000	9999999	CA					
10	19	05	1300	9999999	SP					
11	19	99	8000	9999999	BG					
12	19	99	9000	9999999	BU					
13	18	02	99999	9999999	BU					

14	19	05	9000	9999999	IC

TEACHER RETIREMENT SERVICE (TRS) CHARGE CODES

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. The charges may vary by account or ranges of sequential accounts, as necessary. Refer to the Accounting Analysis Maintenance Table, screen 309.

0 - No bank and no account charged (State paid) – no entry in local accounting systems

1 - Salary bank and salary account charged

2 - Specified bank and specified account charged

3 - Specified bank and salary account charged

4 - Salary bank and salary account charged – Federal (charged at only 3.322%) - State to pay balance

5 - Specified bank and specified account charged – Federal (charged for 3.322%) - State to pay balance

TEACHER RETIREMENT SERVICE (TRS) DEDUCTION CODE

Y - Compute the TRS deduction, covered wage and employer payment amount.

N- Do NOT compute TRS deduction, covered wage or employer payment amount, and/or the retiree is exempt from TRS surcharge. Use this code for A&M System retirees who were listed on your January 2005 BP8048 reports, or are not benefit eligible. They are exempt from the TRS surcharge.

S - Compute the TRSS covered wage and employer payment amount (12.8% of covered wage). Use this code for A&M System retirees who were NOT listed on your January 2005 BP8048 reports.

X - Do NOT compute TRSS covered wage and employer payment amount. Use this code for Non-A&M System retirees who retired PRIOR to 1/1/01 (Area 2) and were listed on your January 2005 BP8048 reports, or are not benefit eligible. They are exempt from the TRS surcharge.

R - Compute TRSS covered wage and employer payment amount (12.8% of covered wage). If the TRS-Care amount entered on Screen 104 is not zero, compute the TRS-Care surcharge. Use this code for Non-A&M System retirees who retired 1/1/01 or AFTER (Area 1) and were NOT listed on your January 2005 BP8048 reports.

TEACHER RETIREMENT SERVICE FIRST 90 DAYS EMPLOYMENT (TRS9) CHARGE CODES

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. Refer to the Accounting Analysis Maintenance Table, screen 309.

1 - Salary bank and salary account charged

2 - Specified bank and specified account charged

3 - Specified bank and salary account charged

4 - Salary bank and salary account charged – Federal (charged at only 3.29%) - State to pay balance

5 - Specified bank and specified account charged – Federal (charged for 3.29%) - state to pay balance

TEACHER RETIREMENT SERVICE SURCHARGE (TRSS) CHARGE CODES

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.

Refer to the Accounting Analysis Maintenance Table, screen 309.

0 - No bank and no account charged (State paid) – no entry in local accounting systems
1 - Salary bank and salary account charged
2 - Specified bank and specified account charged
3 - Specified bank and salary account charged
4 - Salary bank and salary account charged – Federal (charged at only 3.29%) - State to pay balance
5 - Specified bank and specified account charged - Federal (charged for 3.29%) - State to pay balance

TENURE STATUS CODE

N - No

P - Probationary Service (on track)

Y - Yes

Blank - No (default)

TERMINATION REASON CODE

51 - Inadequate salary

52 - Lack of opportunity for advancement

53 - Dissatisfaction with supervisor or co-workers

54 - Dissatisfaction with travel

55 - Working hours

56 - Dislike/unsuitability for assigned duties

57 - Resignation in lieu of involuntary separation (before 11/08)

58 - Personal reasons not related to job

59 - Resignation / Reasons unknown

63 - At will termination

64 - Reduction in force

65 - Transfer to non-TAMUS agency/institution – no service break

66 - End or expiration of contract or grant

67 - Dismissal for cause (before 11/08)

68 - Retirement

69 - Death

TITLE CODE

Refer to Tables File Report (or Listing)

TITLE OR NAME – LONG

Refer to Tables File Report (or Listing)

TITLE OR NAME – SHORT

Refer to Tables File Report (or Listing)

TOBACCO USE FLAG

Two Tobacco Use flags exist, one for Employee and one for each Dependent. These show whether or not the person uses tobacco products. Used for Optional Life (OL), Long Term Disability (LTD) insurance, and setting the monthly Tobacco Premium Flags if person has Medical coverage.

N - Person does not use tobacco products

Y - The person does use tobacco products

U - Unspecified, has Medical coverage (used only for Dependents)

Blank - Unspecified, does not have medical coverage; for employees, also does not have OL or LTD.

TOBACCO PREMIUM FLAG(S)

These flags indicate whether or not to charge the tobacco premium to the employee. See Screen 106 for more information.

N - Person does not use tobacco products

Y - The person does use tobacco products

Blank - Not specified, does not have medical coverage

UNEMPLOYMENT COMPENSATION INCOME (UCI) CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged. Refer to the Accounting Analysis Maintenance Table, screen 309.

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

UNEMPLOYMENT COMPENSATION INCOME (UCI) DEDUCTION CODE

Indicates the status of an employee's UCI deduction

N - Do not compute deduction (only if exempt from OASI)

Y - Compute deduction

VALIDITY CODE

Indicates status of insurance carrier (for medical, dental, vision) for current fiscal year; see screens 403 Dental/Vision Carrier Table and 408 Medical Carrier Table.

C - Valid for current fiscal year

N - Next fiscal year carrier (not valid carrier for current FY)

P - Prior fiscal year carrier (not valid carrier for current FY)

R - Region code - not valid carrier

S - Special use carrier (not valid carrier for current FY)

VETERAN CODE

Indicates if person is a veteran. See the Employee Personal Data form from your HR office for additional detail.

N –	No or not provided

Y –	Yes

VETERAN SEPARATION DATE

Date a veteran was discharged or released from the armed services (meeting the federal definition). See the Employee Personal Data form from your HR office for additional detail.

VISA STATUS CODE

Status of a foreign national with a J1 VISA type; required if VISA type is 'J1'.

C -	Scholar; current title code can either be a student or non-student title code.

T -	Non-Student; current title code must be a non-student title code.

S -	Student; current title code must be a student title code.

VISA TYPE

Foreign VISA TypesThe type of VISA a foreign employee has.

AA	- Adjustment applicant

A1	- Ambassador, Public minister or diplomat & family

E3	- Australian Citizen

F1	- Student

H1	- Temporary worker of distinguished merit and ability

H3	- Temporary Trainee

J1	- Exchange visitor

J2	- Spouse or child of exchange visitor

L2	- Spouse Intracompany Transferee

O1	- Alien of Extraordinary Ability

PA	- Political asylum

PR	- Permanent resident

RF	- Refugee

TN	- Treaty agreement with Canada and Mexico (NAFTA)

TP	- Temporary protected status

U1	- Victim of violent crimes

U3	- Dependent of victim of violent crimes (U1)

XN	- Exempt national – working outside U.S.

VISION DEDUCT CODE

Indicates the person has coverage and how the premiums are paid.

1 -   9-month deduction basis - deduct 4 months in May for summer premiums

2 -   12-month deduction basis (or less than 9)

3 -   9-month deduction basis – bill for summer premiums

4 -   Working Retiree - 12-month deduction basis

L -   Leave of Absence (LOA) billing status; also known as leave w/o pay (LWOP)

M -   Family Medical Leave Act (FMLA) billing status

R -   Retired billing status

S -   Survivor of deceased employee or retiree

D -   COBRA - 36 Month Event (Dependents Only

T -   COBRA - 18 Month Event (Employee or Dependent)

N or   Inactive, no coverage.
Blank -

VISION FAMILY STATUS

Indicates whether or not family members are covered by this coverage and if so which ones.

E -   Employee only

C -   Employee and Children

F -   Employee and Family

S -   Employee and Spouse

VISION PRIORITY

Indicates whether SGIP is used to pay for this coverage or if the person pays for it.

4 -   May apply State Employer Payment (SGIP) to premium

N -   Do not apply State Employer Payment (SGIP)

WORK STATION CODE

Indicates payroll office responsible for PIN person is assigned to or position associated w/a source.

A - Texas AgriLife Research (includes TAMU College of Agriculture)

C - Texas Transportation Institute

D - Texas Engineering Extension Service

E - Texas Engineering Experiment Station (includes TAMU College of Engineering)

F - Texas Forest Service

G - Texas A&M University at Galveston

H - Texas A&M University System Health Science Center

I - Texas A&M University - Corpus Christi

J - Texas A&M University - Kingsville

K - Texas A&M University – Central Texas

L - Texas A&M International University

M - Texas A&M University

N - Texas A&M University - Texarkana

O - Texas A&M University at San Antonio

P - Prairie View A&M University

R - Texas A&M University – Commerce

S - Texas A&M University System

T - Tarleton State University

V - Texas Veterinary Medical Diagnostic Laboratory

W - West Texas A&M University

X - Texas AgriLife Extension Service

WORKER'S COMPENSATION INSURANCE (WCI) CHARGE CODE

Indicates the account(s) where the salary and employer paid benefit expenses are to be charged.
Refer to the Accounting Analysis Maintenance Table, screen 309.

1 - Salary bank and salary account charged

2 - Specified bank and specified account charged

3 - Specified bank and salary account charged