SCREEN 504 - COPY FOR ISSUE FUNCTION

This function may also be used to add a payroll source to the P2PAY File. Unlike the Add Source function, which starts from scratch, this function will copy the source from the History File and present it to the user. The user is then able to make any modifications necessary (like erasing all payroll deduction information presented on the screen or changing the gross pay) before the source is actually added to the P2PAY File.

After receiving the menu screen, enter the following data fields to copy records from the History File to the P2PAY File, excluding Federal Retirement and Insurance data:

> Budget Work Station (Bud work station)
> Social Security Number (SSN)
> Pay Cycle
> Date Paid
> Part*
> Account Number*
> Support Account*
> Voucher*
> Source Sequence Number*

* These values need to be input if a specific source for the employee is desired. Otherwise, the "first" source will be presented.

After the control fields have been input, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the information for the requested source from the History File.

Screen Number - enter one of the following, depending on the processing desired:

bb (blank) - The data input on the body of the screen is edited. If all edits are passed, a record will be added to the P2PAY File. The source added to the P2PAY File will again be presented. This screen may be used again to add other sources to the P2PAY File.

BP - This code <u>B</u>y <u>P</u>asses the edits, and updating and returns the user to the menu screen. No source segments will be added to the P2PAY File.

Eb - This code performs the same function as the bb (blank) code, except that it returns the menu screen to the user instead of another blank screen to add another source to the P2PAY File.

All data fields may be changed on the source data screen.

Use <**F7**> and <**F8**> to scroll through the deductions.

Numeric fields may be made negative by placing a minus sign (-) in front of the first numeric digit in the field.

SCREEN 504 - COPY FOR ISSUE

```
504 TAMUS B/P/P - Payroll - Copy for Issue              10/25/01  15:12
                                                         D BPP0014  001B
 4091 Press <PF8> to see more deductions
 Screen:  1        SSN:      2      Cycle: 3  Date-Paid:  4  __ ____
                  Name:      5              Orig-Date:  6  __ __
 PIN/It:  7    8 P-Id: 9 Vchr:  10  Typ: 11Pd-From: 12 __ ____ to  13 __ ____
 Part:   14      Acct:   15        S-A:  16   AA: 17            Days: 18
 Adloc:  19      Pgm:   20        Obj:  21 TlCd:  22          Seq#:  23
 Pos%:   24      Src%: 25        Fund: 26  Rate: 27    Hrs/Tsk:  28
 Lng-Cd: 29      P/Cd: 30        EPP: 31 32
                                 ------------- Deductions ---------------
 Gross:  33                      Type   Emp-Ded  Covrd-Earn  Empr-Pay Carr
 Net:    34                    1  35      36        37          38      39
                              2 WCI
                              3 OAHI
                              4 OASI
                              5 FIT
                              6 LNG
                              7 TRS
                              8 ORP
                              9 MED
                          + 10 BL
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help         Exit  Main              Up   Down                    Clear
 ------------------------------------------------------------------------------
 4-©           1    Sess-1   128.194.103.18                             4/11
```

SCREEN 504 - COPY FOR ISSUE EDIT DEFINITIONS

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. Blank - Next Page SP - Same Page - return this screen BP - Bypass Processing - return to function select screen without updating the system E - End – return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly M - Monthly

| 4 | DATE PAID | Must be valid date in MM DD YYYY format |

NUMBER	DATA FIELD	EDITS PERFORMED
5	NAME	Must be greater than four (4) characters in length
6	ORIGINAL DATE PAID	Must be a valid date in MM DD YYYY format
7	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position, must be a valid workstation code and five (5) blanks
8	ITERATION NUMBER	Must be two (2) digit number
9	PAY INDICATOR	Must be a valid Pay Indicator
10	VOUCHER	Must be a four (4) digit number
11	PAY TYPE	Must be **A**, **B**, **C**, **D**, **E**, **F**, **H**, **I**, **J**, **K**, **L**, **M**, **P**, **R**, **S**, **T**, **U**, **V** or **X** See code book
12	PAY DATE FROM	Must be a valid date in MM DD YYYY format
13	PAY DATE THRU	Must be a valid date in MM DD YYYY format
14	PART	Must be a valid Part number in the Tables File
15	ACCOUNT	Must be a valid account number in the Tables File
16	SUPPORT ACCOUNT	Must be spaces or a valid support account
17	ACCOUNTING ANALYSIS	Must be a valid accounting analysis for the part and account in the Tables File
18	DAYS PAID	Must be numeric
19	ADMINISTRATIVE LOCATION	Must be a valid ADLOC in the Tables File
20	PROGRAM CODE	None

NUMBER	DATA FIELD	EDITS PERFORMED
21	OBJECT CLASS	Must be a valid object class for the pay type and part - see code book
22	SOURCE TITLE CODE	Must be a valid title code found in the Tables File
23	SOURCE SEQUENCE	Must be an unique three digit number for the part and account
24	POSITION PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
25	SOURCE PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
26	FUND	Loaded from Accounting Analyses Table in Table File
27	HOURLY RATE	Must be numeric if pay cycle **B**. Else may be blank.
28	HOURS / TASKS	Must be numeric.
29	LONGEVITY STATUS	N - Not eligible for longevity pay Y - Eligible, unless any source has teaching object class
30	SUPPLEMENTAL PAY CODE	Must be a valid supplemental pay code on Tables File if required. (A source title code of **8491** with a source part number of **02, 10, 20** or **23** requires a supplemental pay code with a task payment code of **Y**. **P** or **K** type vouchers for Part **02**, **03**, and **20** are required to have supplemental pay codes.)
31	EXTENDED PAY PLAN CODE	Blank - Not participating N - Discontinue 1 - Deduct at 12.5% of net for summer reimbursement 2 - Deduct at 25% of net for summer reimbursement

| 32 | EXTENDED PAY PLAN AMOUNT | None, display only |

NUMBER	DATA FIELD	EDITS PERFORMED
33	GROSS PAY	Must be numeric. Two decimal places assumed. If pay cycle is **B** and pay type is not **A**, **C**, **D**, **E**, **L**, **N**, and **S**, the amount will be calculated from the Hourly Rate and Hours Worked. Otherwise, it must be input.
34	NET PAY	None, display only.
35	DEDUCT TYPE	Must be a valid deduct type on Tables File. Enter the code from the 1st position on the left. The computer will <u>NOT</u> left justify. For example, **ADDb** is a valid code while **bADD** is not. Must not be entered more times than the limit indicated on the Tables File. For example, a person can have up to 6 different court ordered deductions, but only one tax levy deduction. See the Payroll Deductions Table printout.
36	EMPLOYEE DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Emolument (EMOL) cannot have an employee deduction amount.
37	COVERED EARNINGS AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Court Ordered Deduction (COD) cannot have a covered earnings amount.
38	EMPLOYER PAID DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Annuities (ANU) cannot have an employer paid deduction amount.
39	CARRIER CODE	Must be a valid code on the Tables File for the deduction. Enter the code from the 1st position on the left. The computer will NOT left justify. For example, Medical Carrier **01b** is a valid code while **b01** is not valid. Tobacco uses the Medical Carrier table.

Use **<F12>** to clear the deduction table and **<F7>** and **<F8>** to scroll through the deductions.