

FAMIS – Screens for Workday

Introduction

As part of the transition from B/P/P to Workday, many screens and functions formerly found in the BPP System now reside in FAMIS. Several new screens have been added and others have been modified to replace existing B/P/P screens or to provide new functionality that is needed for the Workday HCM implementation.

This manual provides a screen cross walk, functionality change summaries and introduction of additional screens which have been created.

The chart below provides information for each screen:

- FAMIS Screen Number and Title
- B/P/P Screen equivalent
- B/P/P Title
- Screen Type(Inquiry or Update or Both)
- Update control – suggested area to maintain screen values
- Update / Primary User

Following the chart, we include screen examples and further documentation for each new screen.

BPP users which are required to maintain or review any of the screens covered in this document, may require FAMIS Security access to continue those activities. A list of Security Administrators can be found on the following site for all Members: <https://it.tamus.edu/famis/security/famissecadmins/> Access requests should be directed to the appropriate contacts on this list.

Please contact FAMISHelp@tamus.edu with any questions.

Screen	Screen Title	B/P/P Screen	B/P/P Title	Screen Type	Maintaining Org	User Type
M72	Payroll Accounting Menu	n/a	N/A	Inquiry	n/a	n/a
720	Part / Account Maintenance	301	Part/Account Maintenance	Update	Batch 09/18	TEEX / WTAMU
721	Project Add/Modify	311	Project Code Maintenance	Update	Batch 09/12	TEEX
722	Adloc Maintenance	306	ADLOC Maintenance	Update	Member / Central	Business / Payroll Offices/ FAMIS Services
723	Carrier Maintenance	308	Annuity Carrier Table – UT – prefix ANU	Update Element #8 Rqd.	Campus 00 View by Member	Central Payroll Operations
		310	ORP Carrier Table – UO – prefix ORP, SORP			
		403	Dental/Vision Carrier Table – 03 – prefix DEN			
		408	Medical Carrier Table – 08 – prefix MED			
		409	CHE Carrier Maintenance – 09 – prefix CHE			
		415	Employee Organization Maintenance – 15 - prefix EORG			
		416	State Income Tax Maintenance – 16 - prefix SIT			
		417	Credit Union Maintenance – 17 – prefix CU			
		418	Charitable Organization Table – 09 - prefix CHAR			
		419	Student loan recipients – 19 – prefix STDL			
		421	Payroll Deduction Maintenance – PAYD – prefix PAYD			
		424	Deduction Recipient Table – 24USRF- prefix USRF			
		480	Local Income Tax Carrier – 80 prefix LIT			
724	Accounting Analysis Maintenance	309	Accounting Analysis Maintenance	Update	Member / Central	Business / Payroll / Operations Offices/ FAMIS Services

FAMIS Screen	FAMIS Title	B/P/P Screen	B/P/P Title	Type Screen	Maintaining Org	User Type
725	Accounting Analysis Override	323	Accounting Analysis Changes	Update	Member / Central	Business / Payroll / Operations Offices
726	AA Override by UIN	None	No BPP Equivalent	Update	TEEX / Central	TEEX
727	College Work Study Maintenance	None	BPP Flat File Replacement	Update	By Member	FAMIS Staff
730	Earning Code / Object Code Table	None	No BPP Equivalent	Update	Batch / FAMIS Staff	FAMIS Staff
731	Title Codes	302	Non-classified position	Inquiry	n/a	n/a
		303	Classified position	Inquiry	n/a	n/a
		455	SPP Title Code Maintenance	Update	Campus 00	TAMUS Pay Plan Admin
732	Employee ACH Inquiry	None	No BPP Equivalent	Inquiry Element #8 Rqd.	Workday Batch	Select Payroll / A/P Staff
823	Payroll Interface Control Record	n/a	n/a	Update	FAMIS Staff	FAMIS Staff
837	Employee Deduction, Insurance/Benefits Liability Accounts	n/a	n/a	Update	FAMIS Staff	FAMIS Staff
Delete **861**	BPP Table Inquiry	306	ADLOC Maintenance	n/a	n/a	n/a
863	Payroll Accounting Tables	451	System Tables Maintenance	Both	FAMIS Staff	FAMIS Staff

Screen M72 – Payroll Accounting Menu

Screen M72 is a Menu of screens that have been added to FAMIS to support additional functionality needed for the Workday HCM system.

This is an inquiry only screen and no explicit security is required for a valid FAMIS user to be able to view this screen.

M72 Payroll Accounting Menu		08/07/17 16:20
		FY 2017 CC 02
Screen: ____		
720	Part/Account Maintenance (TEEX WTAMU)	
721	Project Task Maintenance	
722	Adloc Maintenance	
723	Carrier Maintenance	
724	Accounting Analysis Maintenance	
725	Accounting Analysis Override	
726	AA Override by UIN	
727	College Work Study Maintenance	
730	Earning Code / Object Code Table	
731	Title Code Inquiry	
732	Employee ACH Inquiry	
863	Payroll Generic Tables	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Screen 720 – Part / Account Maintenance

Screen 720 is used by TAMUS Members who do not use FAMIS as their accounting system of record. The screen is used to maintain a list of valid payroll accounts. The information provided on this screen can be maintained by both a batch interface file provided by the Member and/or online screen entry by the Member.

FAMIS sends this information to Workday on a daily basis. FAMIS uses data from this screen to create and supplement USAS transactions sent to the State for non-FAMIS Members' payroll reimbursement process.

This is an update screen. To update or view the screen, users must have the appropriate screen number access. It is recommended that update access only be given to a select few business office or payroll office users who maintain payroll accounts for the Member. Daily batch files provided by the non-FAMIS member(s) will update any manually entered information.

Initial values to this table are loaded from batch file(s) provided by TEEX and WTAMU.

This screen replaces B/P/P Screen 301 - TAMUS B/P/P System - Part/Account Maintenance.

F0013 Please enter desired modifications		
720 Part/Account Maintenance		08/07/17 16:09
		FY 2017 CC 18
Screen: ____ Account: 110006 00000 (* to search)		
Account Title: Chief Information Officer_____		
Dept: CIO__ SubDept: _____		
DeptHead(UIN): 116001696 WEBB, JAMES		
Expiration: _____		
AA Code: 0090		
Function: 35 INSTITUTIONAL SUPPORT ■		
SRS Flag: _		
SRS UIN: _____		
WTAMU Acct: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

Screen 721 – Project Add/Modify

Screen 721 is used to maintain and display projects and project tasks for TAMUS Members that use them in their payroll processes.

A combination of methods is used to maintain the information on this screen, including:

- a) A Member-provided batch interface file that is processed by program FBPU560 (currently used for TEEX project tasks)
- b) A daily batch program (FBPU561) that reads current FAMIS SL/SA accounts for a Member and constructs project numbers based on predefined terms (currently used for TTI projects)
- c) Online data entry by Members

On a daily basis, this entire information is pulled (by program FBPU562) and sent to Workday. The FAMIS payroll posting processes and Payroll Cost Transfers (PCTs) for selected Members use this data to augment the payroll account data the pay history file and associated transactions.

Existing project and project task data from existing B/P/P screens will not be converted.

This is an update screen. To update or view the screen, users must have the appropriate screen number access. It is recommended that only a select few business office or payroll office users be given update access to this screen.

This screen replaces B/P/P Screen 311 - TAMUS B/P/P System - Project Code Maintenance.

F0013 Please enter desired modifications		
721 Project Add/Modify		08/07/17 15:19
		FY 2017 CC 18
Screen: ____	Project: 608211-00000____	
Project ID: 8003		
Project: ____	Task: ____	
Acct Campus Cd: 12	Account: 608211 00000	
Adloc: 12401703____		
Description: WAIT TIME MEASUREMENT OF PRIVATELY_		
Begin Date: 12/01/2016		
End Date: 09/30/2019		
Freeze Date: ____		
Share Mode: N		
State: TX		
Project Code: 608211-00000		
Project Account: 12-608211-00000		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

Screen 722 – Adloc Maintenance

Screen 722 is used to add, update, and delete the TAMUS Member Adlocs table. Workday also maintains an org table containing valid TAMUS Member Adlocs. It is important to keep the two Adloc tables in sync because Adlocs are used for varying purposes by both Workday and FAMIS.

On a daily basis, a process is run by the data warehouse to compare the Adlocs used by Workday against those downloaded from FAMIS by the DBAR237 extract program. An exception report is produced identifying any discrepancies. The Workday Operations team is responsible for resolving these discrepancies.

FAMIS program FBWTLDOI downloads the existing BPP Adloc table from B/P/P and FBWTLOAD loads it into the new FAMIS Adloc table.

Screen 722 is an update screen. To update or view the screen, users must have the appropriate screen number access. It is recommended that only a select few business office or payroll office users be given update access to maintain Adlocs on this screen.

This screen replaces B/P/P Screen 306 - TAMUS B/P/P System - ADLOC Maintenance.

F0013 Please enter desired modifications												08/03/17 10:00	
722 Adloc Maintenance												FY 2017 CC 01	
Screen: ____ Adloc: 01215080_ (* to select)												Delete: _	
Effective Dates													
F	--From--	--Thru--	W/S	Mail	Exec	Div	Col	Dept	SDept	St	Accr	2F	
-	SPECIAL PROGRAMS_____		SPECIAL PROGRAMS_____										
	08/31/1997	08/31/2002	S	1122	CH	ST		RSRH_	_____	3	Y	N	
-	VICE CHANC RESEARCH_		VICE CHANCELLOR FOR RESEARCH_____										
	08/01/2008	02/22/2011	S	1122	CH	ST		RSRH_	_____	3	Y	N	
-	STRATEGIC INITIATIVE		STRATEGIC INITIATIVES_____										
	02/23/2011	05/01/2017	S	1122	CH	ST		RSRH_	_____	3	Y	N	
-	_____	_____	-	_____				_____	_____	-	-	-	
-	_____	_____	-	_____				_____	_____	-	-	-	
-	_____	_____	-	_____				_____	_____	-	-	-	

Screen 723 – Carrier Maintenance

Screen 723 is a centrally controlled screen used to maintain payment information about the various carrier codes used in payroll processing. The values on this screen are used by FBPR5032 to produce the consolidated insurance billing files used by FAMIS.

Screen 723 is an update screen. To update or view the screen, users must have the appropriate screen number access. Users must have Element Security #8 (ACH Information) to view/add/update the ACH information at the bottom of the screen. Since this is a centrally maintained screen, update is controlled and done in the FAMIS Master Campus (cc=00) and access should be given to only a minimal number of central office staff.

Initial values were copied from existing B/P/P tables by FAMIS program FBWTLDCAL and loaded into FAMIS by FBWTLLOAD.

This screen replaces multiple B/P/P Screens:

- 308 - Annuity Carrier Table – UT – prefix ANU
- 310 - ORP Carrier Table – UO – prefix ORP, SORP
- 403 - Dental/Vision Carrier Table – 03 – prefix DEN
- 408 - Medical Carrier Table – 08 – prefix MED
- 409 - CHE Carrier Maintenance – 09 – prefix CHE
- 415 - Employee Organization Maintenance – 15 - prefix EORG
- 416 - State Income Tax Maintenance – 16 - prefix SIT
- 417 - Credit Union Maintenance – 17 – prefix CU
- 418 - Charitable Organization Table – 09 - prefix CHAR
- 419 - Student Loan Recipients – 19 – prefix STDL
- 421 - Payroll Deduction Maintenance – PAYD – prefix PAYD
- 424 - Deduction Recipient Table – 24USRF - prefix USRF
- 480 - Local Income Tax Carrier – 80 - prefix LIT

Screen 723 – Carrier Maintenance (continued)

To proceed with entry, enter the Carrier Code, or enter "*" to search and select from a list.

F0013 Please enter desired modifications		08/03/17 10:01
723 Carrier Maintenance		FY 2017 CC 01
Screen: ____	Carrier Code: ANU015__ (* to search)	
Carrier Name: ISC GROUP, INC._____		
Vndr Cat: 1		
Vndr Tax ID: 752290811		
Mail Code: NU_		
Expiration Date: _____		
Address: X75205 21452011151980010199999999_____		
Address: _____		
Address: _____		
City: _____		
State: ____		
Zip: _____		
Phone: _____		
ACH Type: _		
Routing#: _____		
Bank Account: _____	1	
ACH Date: _____		

Screen 724 – Accounting Analysis Maintenance

Screen 724 is used by TAMUS Members to maintain Accounting Analysis (AA) tables which are key to payroll. FAMIS uses data from this screen to distribute payroll benefits to the appropriate accounts and to later send transactions to USAS. This screen is fiscal year oriented. The data on Screen 724 can also be viewed in Canopy.

Screen 724 is an update screen. To update or view the screen, users must have the appropriate screen number access. It is recommended that update access only be given to a select few business office or payroll office users who maintain payroll accounts for the Member. Since this screen is so important to the payroll posting process, extra precautions have been taken to avoid accidental updates. Existing accounting analysis entries can be updated only after the PF10 <Updt> key has been pressed.

Initial AA table values and their association information will be copied from the existing B/P/P tables by FAMIS program XXWDAADN and then loaded into FAMIS by FBWDAAUP. The data can then be updated in any open Fiscal Year.

This screen replaces B/P/P Screen 309 - TAMUS B/P/P System - Accounting Analysis Maintenance.

724 Accounting Analysis Maintenance										11/20/17 16:08	
Screen: <input type="text"/> FY: 2017 AA Code: 5012 From: <input type="text"/> Thru: <input type="text"/>										FY 2017 CC 02	
Salary Bank: 06000 From Account: 120001 Thru: 120799										Del: <input type="text"/> Record 1 of 39	
Pay Kind: L Revolv Fund: <input type="text"/> Fund Title: LOCAL FUNDS											
Appr Year: <input type="text"/> State Fund: 7999 Appr Number: <input type="text"/> Agency: 711											
Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
GIP	2	06000	121052	WCI	2	06000	121229	UCI	2	06000	121229
LNG	2	06000	121042	FICA	2	06000	121229	TRS CARE	1		
TRS	2	06000	121229	TRS 90	2	06000	121229	TRS SURC	1		
ORP BASE	2	06000	121229	ORP SUPL	2	06000	249902	ORP SSUP	2	06000	121229
FIR	1			CSRS	1			LEAVE	2	06000	121312

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

Accounting Analysis Inquiry in Canopy

The ability to view Accounting Analysis Codes exists in Canopy. Users will access this by logging into Canopy, then go to FRS → Payroll → Account Analysis Table.

Enter the Accounting Analysis Code to view, then all ranges for that Campus/AA Code will appear. View the individual Accounting Analysis settings for each range by clicking the Select next to the range.

Canopy offers view access only, all entry or maintenance must be done in the 3270 screens on Screen 724.

Screen 724 access is required in order to view the data in Canopy. To update or view the screen, users must have the appropriate screen number access. It is recommended that update access only be given to a select few business office or payroll office users who maintain payroll accounts for the Member.

Canopy
The Texas A&M University System **CanopyTraining (PAL)**

Campus: **TEXAS A&M UNIVERSITY (02)** Fiscal Year: **2017** [Set CC/FY](#) [Logout](#)

[PCT](#) [Net Funding](#) [FFX](#) [FRS](#) [Buy A&M](#) [Routing](#) [System](#)

Main Menu → [FRS](#) → [Payroll](#) → **Account Analysis Table** [HELP ?](#) [Send Feedback](#)

[Payroll by Account](#) [Payroll by UIN](#) [Payroll Encumbrance](#) [Payroll Transactions](#) **Account Analysis Table** [Payroll Cost Transfer](#)

Accounting Analysis Code: **0061**

From Account	Thru Account
Select 120001	120799
Select 121200	121999
Select 130000	134999
Select 135000	135499
Select 137000	137999
Select 138100	138200
Select 138201	138249
Select 138250	138999
Select 144000	145999
Select 149000	156899
Select 158000	159699
Select 163200	163289
Select 163600	163699

ACCOUNTING ANALYSIS

Bank: 77001
From Account: 120001 Thru Account: 120799
Pay Kind: S Revolv Fund:
State Fund: 0047 Agency: 711 Fund Title: AVAILABLE FUND
Appropriation Number: 13058

Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
GIP	2	77001	121052	WCI	2	77001	121229	UCI	2	06000	121229
LNG	2	77001	121042	FICA	2	77001	121229	TRS CARE	1		
TRS	2	77001	121229	TRS 90	2	77001	121229	TRS SURC	1		
ORP BASE	2	77001	121229	ORP SUPL	2	06000	249902	ORP SSUP	2	77001	121229
FIR	1			CSRS	1			LEAVE	2	06000	121312

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/15/2017 13:51:29 [CanopyTraining \(PAL\)](#) [Debug Info](#) [Site Management](#)

[Top of Page](#) Theme: **Default** [Set Theme](#) [Turn Paging Off](#) [System - Site Map](#)

Screen 725 – Accounting Analysis Override

Screen 725 is used by TAMUS Members to temporarily override an account's Accounting Analysis (AA) code to one specified for a select campus code / fiscal year / payroll cycle(s) / time period / account mask / accounting analysis code combination.

When FAMIS receives the pay results file from Workday, FAMIS looks up the AA code associated with each payroll source account and then checks this table to see if the override exists on this table. If so, the new AA code specified on this screen is validated against the Accounting Analysis table (Screen 724), and if it is valid, the new AA code is assigned to the payroll source record. If it is not valid, the payroll source account and associated AA code are set to the campus code's default payroll account/AA value. This substitution is done when the payroll history tape is created and when a Payroll Cost Transfer (PCT) is processed.

Accounting Analysis values can additionally be overridden at the individual UIN level. To view or update the UINs associated with a Part 09 source record override, type an 'x' in the "F" (Function) column of the appropriate override line and press <ENTER>. Control is then passed to Screen 726 – AA Override by UIN. View this screen for more detail.

This is an update screen. To update or view the screen, users must have the appropriate screen number access. It is recommended that update access only be given to a select few business office or payroll office users. This screen can also be maintained by the FAMIS Services Help Team upon request.

Initial AA override values and their association information will be copied from the existing B/P/P tables by FAMIS program XXWDAADN and then loaded into FAMIS by FBWDAAUP.

This screen replaces B/P/P Screen 323 - TAMUS B/P/P System - Accounting Analysis Changes.

725 Accounting Analysis Override										07/20/17 12:54	
										FY 2016 CC AB	
Screen: ____ CC: AB Fiscal Year: 2016 Show All: N											
Pay Cycle: _ Date: _____ Account: _____											
Effective Pay Dates											
F	Cycl	FY	From	Thru	Account	Code	Accounting Analysis New	AA	UIN		
							(5-16)				
_	All	2016	07/01/2016	08/01/2016	11000*	*****	0056	*****	0057	*	
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0110	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0120	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0130	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0140	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0150	*****	0061	*	
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0160	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0170	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0180	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0230	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0240	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0250	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0270	*****	0061		
_	Mon	2016	12/01/2015	12/01/2015	*****	*****	0390	*****	0061		

** Press ENTER to Continue **

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

Hmenu Help EHelp

```
F0013 Please enter desired modifications                                07/20/17 12:58
726 AA Override by UIN                                              FY 2016 CC AB

Screen:   ___    CC: AB     FY: 2016
Mon 12/01/2015 12/01/2015 *****      0150 ***** 0061
F       UIN           Name              F       UIN           Name
_ 501009145 CAROLYN J RECORD            _ _____
_ 706006371 JOHN M ROMERO               _ _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
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- _____                          - _____
- _____                          - _____
- _____                          - _____
- _____                          - _____
End of List
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

Screen 727 – College Work Study Maintenance

Screen 727 is used by TAMUS Members to define the portion of a college work study student's salary that is paid from a central account. This information is not passed from the Workday via the pay results calculation. FAMIS receives a Workday pay results source line for an individual with an earnings code of CWS. FAMIS takes the payroll source line's amount, multiplies it by the percentage indicated on the screen, and creates an additional payroll source line for the CWS amount. The original source line's amount is then reduced by this same amount and the original source line is then stored on the pay history file. The accounting analysis code associated with the college work study account is used to determine the benefit funding source(s) of the associated college work study account.

Screen 727 is an update screen that is maintained on each campus by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access.

The initial data populating this screen will be manually entered by the FAMIS Services Help staff using a data file provided from the B/P/P Operations Center.

Maintaining this data on a screen is new. B/P/P did not previously maintain this data on a screen.

F0013 Please enter desired modifications

727 College Work Study Maintenance 08/08/17 17:25

FY 2016 CC AB

Screen: ____ Title Code: 7745

FEDERAL COLLEGE WORK STUDY -STUDENT READING/MATH T

Func	Start Date	End Date	Campus	Account	Percent
---	-----	-----	----	-----	-----
-	02/03/2017	12/31/2016	BB	165000 00001	25.50
-	_____	_____	---	_____	_____

History

	02/03/2017	02/03/2017	AB	155000 00001	20.00
	09/01/2016	02/03/2017	AB	330001 00000	60.00

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

Screen 730 – Earning Code / Object Code Table

Screen 730 is used by FAMIS to assign a FAMIS object class code (subcode) to each payroll record based upon its Workday earnings code plus additional fields. Earnings attributes are associated with each earnings code to indicate the earning code is eligible for certain benefit types, FICA, etc.

Data for this screen is provided to FAMIS by the payroll accounting functional lead via a spreadsheet that is then loaded via a batch process. Manual changes can be made to this screen, however it is recommended that all changes be made to the spreadsheet and then programmatically loaded to avoid the changes being overwritten with a subsequent batch load.

This is an update screen maintained centrally by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access, and be a member of the FAMIS User Services Team.

This is a new FAMIS screen that does not replace an existing B/P/P screen.

```

F0013 Please enter desired modifications
730 Earning Code / Object Code Table
Screen:  █ Fiscal Year: 2017 Earning Code: RPS_
                                           11/20/17 16:23
                                           FY 2017 CC 02
                                           REGULAR SALARY

F      Employee Type      Exem Univ  Job  Job  Long  Object  Expired
      Fg  Agcy  Prof  Fmly  Fg  Code  Date
- FACULTY      *      A  *      *      *  1310
- FACULTY      *      A  *      *      L  1310
- FACULTY      *      U  *      *      *  1410
- FACULTY      *      U  *      *      L  1310
- GRADUATE_ASSISTANT  *      *  U7872  *      *  1525
- GRADUATE_ASSISTANT  *      *  U9001  *      *  1525
- GRADUATE_ASSISTANT  *      *  U9002  *      *  1525
- GRADUATE_ASSISTANT  *      *  U9003  *      *  1525
- GRADUATE_ASSISTANT  *      *  U9004  *      *  1325
- GRADUATE_ASSISTANT  *      *  U9005  *      *  1325
- GRADUATE_ASSISTANT  *      *  U9006  *      *  1325
- GRADUATE_ASSISTANT  *      *  U9007  *      *  1525

*** Press enter for more entries ***

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

Pressing PF6 with the cursor placed on an individual line will display the flag values for GIP, WCI etc...

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Screen 731 – Title Codes

Screen 731 is used to view the Title Code (job profile) table. The information on this screen is provided to FAMIS daily via a Workday integration. This data is also used to populate the previously existing FAMIS Title Code table maintained on Screen 853 – Generic Table. By default, the System Pay Plan / Unified Title Codes are displayed.

Common Pay Plan and Classified codes can be viewed on this screen by changing the 'Type' field in the Action Line to either an 'N' (Non-Classified title codes-UB) or a 'C' (Classified title codes-UC) and entering the appropriate Workstation..

This is an inquiry screen that is updated daily from Workday data feed. To view the screen, users must have the appropriate screen number access.

The initial title code values (U-Unified, C-Classified, and N-Non-Classified) and their associated information will be copied from the existing B/P/P tables by FAMIS program FBWTLDTTC and loaded by FBWTLLOAD. After the initial load, only the unified title codes will be maintained. A daily title code file will be provided by Workday and FAMIS will use program FBPU731 to update this table.

This screen replaces B/P/P Screens:

- Screen 302 - TAMUS B/P/P System - Non-classified position
- Screen 303 - TAMUS B/P/P System - Classified position
- Screen 455 - SPP Title Code Maintenance

731 Title Codes

Screen: Title Code: **1150** Type: **U** Work Station: **S**

EXECUTIVE ASSISTANT I

08/08/17 18:47

FY 2016 CC AB

Title Code Description	EEO Cd	FLSA Cd	Job Grp	MSO Cd	Pay Rng	SOC Cd	TRS Cat	Act Fg	Fac Cd
-Beg Dt- -End Dt-									
EXECUTIVE ASSISTANT I									
01/01/2018 12/31/2016	3	A	TAM	0	9	436011	03	N	
EXECUTIVE ASSISTANT I									
01/01/2017	3	A	TAM	0	9	436011	03	Y	

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

Screen 732 – Employee ACH

Screen 732 is a restricted screen containing ACH information that employees provided to Workday to be used for Accounts Payable-type reimbursements. FAMIS receives an updated file of employee A/P ACH information from Workday daily and uses the FBPUACH program to both update existing FAMIS vendor records and to store them in this table. The table is kept to be used in cases where the employee gets added as a vendor on one or more FAMIS campuses, then the ACH information can be automatically populated on that vendor record. FBPUACH only updates only vendor records with a vendor type of EM, IN, or ST that match an active employee's Federal Tax ID.

This is a confidential Inquiry Only screen. To view data on the screen, users must have the appropriate screen number access AND FRS Security Element #8 – ACH Information. Few people should have viewing access to this information, and they should be in the Vendor Administrator and/or the Payroll Office.

This screen supports and enhances functionality that did not exist previously in either B/P/P or FAMIS.

732 Employee ACH Inquiry		08/08/17 18:52
		FY 2016 CC AB
Screen: ____ UIN: 502001411 NOLEN GREGORY E		
* ----- Current Data ----- *		
* ----- Previous Data ----- *		
Routing Number: 498540125	Routing Number: 465401513	
Account Number: 111900659	Account Number: 111900659	
Account Type: C - Checking	Account Type: C - Checking	
* ----- ACH Change Information ----- *		
Added Date: 08/04/2017	Modified Date: 08/04/2017	
Added Time: 03:34 PM	Modified Time: 03:35 PM	
	Modified By: FBDUACH	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		TaxId Fei

FAMIS – Screens for Workday (cont'd)

Pressing PF10 will display the Vendor IDs found for a particular UIN:

732 Employee ACH Inquiry

08/08/17 18:50
FY 2016 CC AB

Screen:

** End of List - 5 Code(s) Found **

* -----

UIN: 502001411 NOLEN GREGORY E

Routing Account	CC	Vendor ID	Name	Vndr Typ	Frz
	* AB 2		0 GREGORY E. *NOLEN	IN	N
	AB 2		1 P. D. Q.*BACH	FC	N
	AB 2		2 P. D. Q.*BACH	FC	N
	AB 2		3 GREGORY E. *NOLEN	FC	N
	* BB 2		0 GREG EEORE*NOLEN	EM	N

Add

Add

'*' - denotes records matching update criteria

Press <PF4> to Exit

Enter-PF1

Hme

Screen 823 – Payroll Interface Control Record

Screen 823 is an existing FAMIS screen used by TAMUS Members to control FAMIS Payroll postings. It indicates the different types of accounts and banks that are used in the process. For Workday, two default values have been added to the screen:

- **SL Account** – This is the default account that will be used for posting Payroll and/or USAS transactions when the account passed to FAMIS from Workday is invalid for payroll expenditures. The Accounting Analysis value for this default account must be valid and it is used for all associated benefit transactions posted to the default account. Postings to this account must be corrected by Payroll Cost Transfers (PCTs) by the users having payroll access to the employee's Adloc department.
- **Adloc** – This is the administrative location (Adloc) that is used whenever an invalid Adloc is passed to FAMIS from Workday. This value is used to identify the appropriate Member or organization when a valid value is not provided from Workday.

Members must provide these default values to FAMIS User Services prior to Workday going live.

This is an update screen maintained by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access.

```

F0013 Please enter desired modifications
823 Payroll Interface Control Record
11/20/17 16:40
FY 2017 CC 02

Screen: █

----- GL Clearing Accounts -----
Accounts Payable State Paid Revolving: 0111011150
Payroll State Paid Revolving: 0111011150
Monthly State Employee Gross Pay: 0111252400
Biweekly State Employee Gross Pay: 0111252400
Monthly State Employer Payments: 0111262210
Biweekly State Employer Payments: 0111262210
Cancellation Clearing Account: 0111291610
Negative Payroll Check Clearing Acct: 0016031610
Due from other Parts GL Account: 011100
Extended Pay Plan Account: 0111352500
Cash Voucher Clearing Account: 0010051615
Change Source Funds Clearing Account: 0010181610
PCT Clearing Account: 0022162210

----- Banks -----
Central Payroll: 06003
Revolving: 06000
Payroll transfer to Local bank: 06003
Primary Local: 06000
Work Station: M

-- Workday Default --
SL Account: 202106
Adloc: 02120051

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

```

Screen 830 – Employer Payment Credit Account Table

Screen 830 is an existing FAMIS screen used by TAMUS FAMIS Members to identify FAMIS Employer Payment Credit Accounts used for payroll processing. Additional values have been added to the screen to accommodate processes that were previously performed by the B/P/P System.

The new values are:

- CSRS – Civil Service Retirement
- FIR – Federal Insurance Regular
- FIM – Federal Insurance Medicare

Members must provide these accounts to FAMIS User Services prior to Workday going live.

This is an update screen maintained by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access.

F0013 Please enter desired modifications

830 Employer Payment Credit Account Table 07/17/17 14:30

FY 2017 CC AB

Screen:

BPP	Benefit	Credit	BPP	Benefit	Credit
Type	Type	Account	Type	Type	Account
1 CSRS	CSRS	000000-0000	16 LEAV	LEAV-LO-FA	123456-0602
2 OAHI/OASI	FICA	011119-2210	17 LEAV	LEAV-LO-NF	123457-0601
3 OAHI	FICA-OAHI	011119-2210	18 LEAV	LEAV-ST-FA	123458-1952
4 OASI	FICA-OASI	011119-2210	19 LEAV	LEAV-ST-NF	123459-1951
5 FIM	FIM	010000-0000	20 ORP	ORP-BASE	011110-2210
6 FIR	FIR	000000-0000	21 ORP	ORP-SSUP	011110-2210
7 ADD	GIP-ADD	011103-2210	22 ORP	ORP-SUPL	011110-2210
8 DEN	GIP-DTL	011122-2210	23 SORP	SORP-BASE	011109-2210
9 MED	GIP-GH	011002-2210	24 SORP	SORP-SSUP	011109-2210
10 OL	GIP-GLO	011106-2210	25 SORP	SORP-SUPL	011109-2210
11 BL	GIP-GLR	011106-2210	26 TRS	TRS	011110-2210
12 MED	GIP-HMO	011005-2210	27 TRS	TRS-CARE	011110-2210
13 LTD	GIP-LTD	011104-2210	28 TRS	TRS-SURC	011110-2210
14 MSP	GIP-MSP	203310-0532	29 TRS	TRS90	011110-2210
15 VIS	GIP-VIS	010231-2210	30 UCI	UCI	260010-0532

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

Hmenu Help EHelp

Pressing enter will advance you to additional values established on this table.

Screen 830 – Second Page

F0013 Please enter desired modifications				07/17/17 14:30		
830 Employer Payment Credit Account Table				FY 2017 CC AB		
Screen: _____						
	BPP Type	Benefit Type	Credit Account		BPP Type	Benefit Type
31	WCI	WCI	011117-2600	46		
32				47		
33				48		
34				49		
35				50		
36				51		
37				52		
38				53		
39				54		
40				55		
41				56		
42				57		
43				58		
44				59		
45				60		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

Screen 837 – Employee Deduction, Insurance/Benefits Liability Accounts

Screen 837 is an existing FAMIS screen used by TAMUS FAMIS Members to identify FAMIS employee deductions and insurance and benefit liability accounts used for payroll processing. Additional values have been added to the screen to accommodate processes that were previously performed by the B/P/P System.

The new values are:

- BNKR – Bankruptcy
- CHAR – Charitable Contributions
- CHE – Charitable Cont. Higher Ed
- COD – Court Ordered Deductions
- CSRS – Civil Service Retirement
- EORG – Employee Organization Deduction
- FIA – Federal Ins – Opt A
- FIB – Federal Ins – Opt B
- FIC – Federal Ins – Opt C
- FIR – Federal Insurance Regular
- LEVY – Tax Levy
- LIT – Local Income Tax
- PARK – Parking
- SIT – State Income Tax
- STDL – Student Loans
- S4S – Save For Summer (formerly EPP)
- TTF – Texas Tomorrow Fund
- TXPR – Texas Protects
- USRF – User Service Fee

Members must provide these accounts to FAMIS User Services prior to Workday going live.

This is an update screen maintained by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access.

FAMIS – Screens for Workday (cont'd)

F0013 Please enter desired modifications

837 Employee Deduction, Insurance/Benefits Liability Accounts 07/17/17 14:03
FY 2017 CC AB

Screen: ____

	Ins/Deduct Type	Account		Ins/Deduct Type	Account
1	ADD	011006 2200	16	FIB	_____
2	ANU	011014 2200	17	FIC	_____
3	BL	011001 2200	18	FIR	_____
4	CHAR	_____	19	FIT	011011 2200
5	CHE	_____	20	FSA	011019 2200
6	CSRS	_____	21	LTCE	011009 2200
7	DCP	011014 2200	22	LTCS	011009 2200
8	DCPL	011014 2200	23	LTD	011007 2200
9	DCPR	011014 2200	24	MED	011005 2200
10	DEN	011008 2200	25	OAHI	011013 2200
11	DL	011003 2200	26	OASI	011012 2200
12	EMOL	_____	27	OL	_____
13	ENGL	_____	28	ORP	011016 2200
14	EORG	_____	29	PARK	_____
15	FIA	_____	30	RTH	011016 2200

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

Pressing enter will advance you to additional values established on this table.

Screen 837 – Second Page

F0013 Please enter desired modifications

837 Employee Deduction, Insurance/Benefits Liability Accounts 07/17/17 14:03
FY 2017 CC AB

Screen: ____

	Ins/Deduct Type	Account		Ins/Deduct Type	Account
31	SIT	011131 2200	46		_____
32	SORP	011017 2200	47		_____
33	STL	_____	48		_____
34	TOB	011018 2200	49		_____
35	TRS	011015 2200	50		_____
36	TTF	_____	51		_____
37	TXPR	_____	52		_____
38	USRF	_____	53		_____
39	VIS	011010 2200	54		_____
40	WCI	011015 2200	55		_____
41	WEL	011020 2200	56		_____
42		_____	57		_____
43		_____	58		_____
44		_____	59		_____
45		_____	60		_____

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

Screen 863 – Payroll Accounting Tables

Screen 863 is a generic table that is used primarily for Workday payroll related functions. Tables maintained on 863 (flagged with a 'Y' in the "Maint on 863" field) are maintained centrally by FAMIS User Services. Entries not maintained on 863 typically have a companion FAMIS screen that is used to maintain their values by Member users.

This is an update screen maintained by the FAMIS User Services team. To update or view the screen, users must have the appropriate screen number access.

This screen replaces many table values from the B/P/P system, including those accessed and maintained by B/P/P Screen 450 - TAMUS B/P/P - System Tables Maintenance.

```

F0013 Please enter desired modifications
863 Payroll Accounting Tables                                07/17/17 14:02
                                                                CC AB

Screen: ____ Campus Cd: **      Table Type: GENERIC TABLES____
                                Start From: _____

Func      Key      Maint      Data
Code      Key      on 863
- A/R ADDRESSES_____ Y 282354739_____
- AA-OVER-BY-UIN_____ Y LIST OF CCS THAT OVERRIDE AA BY UINS____
- AAGIP6B_____ N AAGIP6B CODES_____
- B-CURR-OCC-ACT_____ Y B-CURR-OCC-ACT_____
- B-EM-STAT-CD_____ Y Values for Employee_____
- CARRIER_____ N CARRIER_____
- DD-EEO-CD_____ Y DD-EEO-CD_____
- DD-FACULTY-RANK_____ Y DD-FACULTY-RANK_____
- DEDCON-CSRS_____ Y DEDUCTION CONSTANTS FOR CSRS_____
- DEDCON-LEAV-FAC_____ Y DEDUCTION CONSTANTS FOR LEAVE-FACULTY____
- DEDCON-LEAV-STF_____ Y DEDUCTION CONSTANTS FOR LEAVE-STAFF_____
- DEDCON-OASI-OAHI_____ Y DEDUCTION CONSTANTS FOR OASI/OAHI_____

*** Press enter for more entries ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp                                Left Right
  
```

Screen 746 – Supplemental Pay Estimated - Budgeted

We will provide more information about this Screen ASAP.

F6538 Please enter a valid six digit SL account			07/17/17 14:40
746 Supplemental Pay Estimated - Budgeted			FY 2017 CC AB
Screen: _____	Account: _____	PIN: _____	Blanket Enc: N
			Thru Month: 4 April
Acct Title: _____			
Current Occupant: _____			
UIN/SSN: _____			
Ref/Doc ID: _____			
Increase/Decrease: _____			
	Current Amt	Adjustment	New Amount
	-----	-----	-----
Salary:	_____	_____	_____
Benefit:	_____	_____	_____
Longevity:	_____	_____	_____
Transactions: _____	Amount: _____	Batch: 1869FS Date: 07/17/2017	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help	EHelp	Post	Warns

Screen 747 – Supplemental Pay Estimated - Wage

We will provide more information about this screen ASAP.

F6538 Please enter a valid six digit SL account			07/17/17 14:42
747 Supplemental Pay Estimated - Wage			FY 2017 CC AB
Screen: _____	Account: _____	PIN: _____	Blanket Enc: N
			Thru Month: 4 April
Acct Title: _____			
Current Occupant: _____			
UIN/SSN: _____			
Ref/Doc ID: _____			
Increase/Decrease: _____			
	Current Amt	Adjustment	New Amount
	-----	-----	-----
Salary:	_____	_____	
Benefit:	_____	_____	
Longevity:	_____	_____	
Transactions: 0 Amount: _____			Batch: 1869FS Date: 07/17/2017
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Post			Warns

Screen 755 – Payroll Encumbrances by PIN

Screen 755 shows all payroll encumbrances by PIN for FAMIS Members. Prior to the implementation of Workday Payroll, this screen only showed salary and wage encumbrances, not those for supplements or EPA corrections in process. These encumbrances shown are typically initially created by the original budget load process and are then updated through payroll postings and/or auto-adjust process. Both salary and supplemental encumbrances are now updated via the initial budget load, daily encumbrance load, and auto-adjust processes.

This is an inquiry only screen. Users must have both inquiry access to this screen and the EPHIST entity to view information for PINs on this screen

```

F2321 Make selection to proceed to screen 756
755 Payroll Encumbrances by PIN                                07/17/17 15:12
                                BRINDLE, MICK W                      FY 2017 CC 01
Screen: 00 Pin: S09634 FY: 2017 Thru Month: 6_ June
S/W Acct: 000000 Include Completed(Y/N): N
Salary/Wage Bud/
S Account Account Name Wage Salary/Wage Longevity Benefit C
-----
_ 01 270010 000000 SYSTEM AIRCRAFT B 12500.00 160.00 3569.01
    ** Total EPA >> 12500.00 160.00 3569.01

_ 01 270010 000000 SYSTEM AIRCRAFT B 720.00 57.46 S
    ** Total Supplemental >> 720.00 57.46

** Total 13220.00 160.00 3626.47
*** End of Encumbrance List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Left Right
  
```

Screen 757 – Payroll Encumbrances by Account

Screen 757 shows all payroll encumbrances for an account. Prior to the implementation of Workday Payroll, this screen only showed salary and wage encumbrances, not those for supplements or EPA corrections in process. The encumbrances shown are typically initially created by the original budget load process and are then updated through payroll postings and/or auto-adjust process. Both salary and supplemental encumbrances are now updated via the initial budget load, daily encumbrance load, and auto-adjust processes.

This is an inquiry only screen. Users must have both inquiry access to this screen and the EPHIST entity to view information for PINs on this screen

```

F2321 Make selection to proceed to screen 758
757 Payroll Encumbrances by Account                                07/17/17 15:44
                                SYSTEM AIRCRAFT                      FY 2017 CC 01
Screen: ____ S/W Acct: 01 270010 00000 FY: 2017 Thru Month: 6_ June
                                Include: All SA's: N Only Pin: ____ Completed: N

```

S	SAcct	PIN	Current Occupant	Bud/ Wage	Salary/Wage	Longevity	Benefit	C
-	00000	S04802	OVERMAN, MARC S	B	16166.66	40.00	2578.03	
-	00000	S04802	OVERMAN, MARC S	B	720.00		57.46	S
	** Total	S04802 >>			16886.66	40.00	2635.49	
-	00000	S09634	BRINDLE, MICK W	B	12500.00	160.00	3569.01	
-	00000	S09634	BRINDLE, MICK W	B	720.00		57.46	S
	** Total	S09634 >>			13220.00	160.00	3626.47	
-	00000	S17237	SPIKERMANN, JOSH	B	11666.66	40.00	3770.11	
-	00000	S17237	SPIKERMANN, JOSH	B	720.00		57.46	S
	** Total	S17237 >>			12386.66	40.00	3827.57	
-	00000	S50431	VACANT	B	10833.34		35.75	
	** Total				53326.66	240.00	10125.28	
			*** End of Encumbrance List ***					

```

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

```

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DRAFT