

# FAMIS Payroll Accounting Screens User Manual

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Version 1.2  
October 2025

FAMIS Services  
The Texas A&M University System



# Introduction

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The purpose of this manual is to assist in understanding departmental budget requests procedures in the Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Purchasing, Receiving, Fixed Assets, and Sponsored Research. Manuals for these applications are either currently available or in the process of being developed.

The materials are grouped according to functions. All associated screens and processing information are included, along with field descriptions. The required fields are designated by a diamond symbol (◆). Data entry information (**Help**) can be accessed on some screen fields by using the **PF2** key or by typing an asterisk (\*) or question mark (?) in the field.

By utilizing the information and guidelines contained in this manual, a user should be able to process reports and programs required at the end of the fiscal year and prepare for closing procedures.

The FAMIS User Manuals are in a constant state of revision due to screen updates, changes in procedures, and a multitude of other reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6464, or copy the page with the error, note the correction or suggestion, and send it to one of the following addresses:

College Station based:

FAMIS Services  
The Texas A&M University System  
1144 TAMU  
College Station, TX 77843-1144

Non-College Station based:

FAMIS Services  
The Texas A&M University System  
301 Tarrow Street  
College Station, TX 77840-7896

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# FAMIS Payroll Accounting Screens Introduction

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## 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 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](mailto:FAMISHelp@tamus.edu) with any questions.

## FAMIS Payroll Accounting Screens Introduction (cont'd)

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/TTI
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	00 View by Campus Member	FAMIS Services
		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 Offices/ FAMIS Services

## FAMIS Payroll Accounting Screens Introduction (cont'd)

Screen	Screen Title	B/P/P Screen	B/P/P Title	Screen Type	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	Member / Central	Business / Payroll Offices/ FAMIS Services
727	College Work Study Maintenance	None	BPP Flat File Replacement	Update	By Member	FAMIS Services
730	Earning Code / Object Code Table	None	No BPP Equivalent	Update	Batch / FAMIS Services	FAMIS Services
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 Services	FAMIS Services
837	Employee Deduction, Insurance/Benefits Liability Accounts	n/a	n/a	Update	FAMIS Services	FAMIS Services
863	Payroll Accounting Tables	451	System Tables Maintenance	Both	FAMIS Services	FAMIS Services





## Section II

# FAMIS Payroll Accounting Screens

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# Payroll Accounting Screens

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# Menu M72-Payroll Accounting Menu

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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	10/18/21 12:01
	FY 2022 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

Screen720 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 members 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		10/18/21 12:04
720 Part/Account Maintenance		FY 2022 CC 18
Screen: ____	Account: 110006 00000	
Account Title: CHIEF INFORMATION OFFICER_____		
Dept: CIO__ SubDept: _____		
Payroll Signer: 116001696 WEBB, JAMES		
Expiration: _____		
AA Code: 0090		
Function: 35 INSTITUTIONAL SUPPORT		
SRS Flag: _		
SRS UIN: _____		
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 Member-provided batch interface file that is processed by program FBPU560 (currently used for TEEX project tasks)
- 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). There is an additional Screen 863 table (TT-TTI-EXCLUDE) that excludes some GL's from creating projects.
- Online data entry by Members

Daily, 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		10/18/21 12:07
721 Project Add/Modify		FY 2022 CC 12
Screen: ____	Project: 119100-00000____	
Project ID: 5219		
Project: ____	Task: ____	
Acct Campus Cd: 12	Account: 119100 00000	
Adloc: 12110100____		
Description: GENERAL ADMINISTRATION____		
Begin Date: 01/01/2007		
End Date: ____		
Freeze Date: ____		
Share Mode: N		
State: TX		
Project Code: 119100-00000		
Project Account: 12-119100-00000		
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. 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. There is not an interface between FAMIS and Workday for Adlocs.

Daily, 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. Workday Operations 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 may also be maintained by FAMIS Services Support by submitting a [FAMIS Update Request](#).

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

F0013 Please enter desired modifications												10/18/21 15:23		
722 Adloc Maintenance												FY 2022 CC 01		
Screen: ____		Adloc: 01215080_						Delete: _						
----- Short Desc ----- Long Desc -----														
F	Eff	Beg	Eff	End	W/S	Mail	Exec	Div	Col	Dept	SDept	St	Accr	2F
-	STRATEGIC INITIATIVE				STRATEGIC INITIATIVES									
-	02/23/2011	05/01/2017	S	1122	CH	ST				RSRH_		3	Y	_
-	VICE CHANC RESEARCH_				VICE CHANCELLOR FOR RESEARCH									
-	08/01/2008	02/22/2011	S	1122	CH	ST				RSRH_		3	Y	_
-	SPECIAL PROGRAMS				SPECIAL PROGRAMS									
-	08/31/1997	08/31/2002	S	1122	CH	ST				RSRH_		3	Y	_
-	_____				_____									
-	_____				_____									
-	_____				_____									
-	_____				_____									
***** End of data *****														
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---														
Hmenu Help EHelp							Prev Next							

# Screen 723 – Carrier Maintenance

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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 (cont'd)

To proceed with entry :

1. Enter the Carrier Group or enter "\*" to search and select from a list.
2. Enter the Carrier Code or enter "\*" to search and select from a list.

F0013 Please enter desired modifications		10/18/21 15:29
723 Carrier Maintenance		FY 2022 CC 01
Screen: ____	Carrier Group: ANU_____	Code: 015
Carrier Type: _____		
Carrier Name: ISC GROUP, INC._____		
Long Name: _____		
Vendor ID: 1*****4		
Mail Code: 000		
HRIS Code: 259_____		
Effective Dates: 01/01/1980 Thru: _____		
Address: 3100 MONTICELLO_____		
SUITE 800_____		
City: DALLAS_____ State: TX Zip: 75205 ____		
Phone: 214-520-1115		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp Ach VndId		



# Screen 724 – Accounting Analysis Maintenance

The accounting analysis (AA) table contains configuration and coding information that serves two primary purposes:

- Directing payroll expenses to the appropriation funding source, including specific Uniform Statewide Accounting System (USAS) information for state-funded payroll
- Directing employer-paid benefits to the correct funding source and FAMIS cost center (i.e., the FAMIS Subsidiary Ledger [SL] account)

Screen 724 is used by TAMUS Members to maintain Accounting Analysis (AA) tables. The data on Screen 724 may 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 vital 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. This screen may also be maintained by FAMIS Services Support by submitting a [FAMIS Update Request](#).


Once any updates have been made, a notes screen will be displayed. Notes are not required but highly encouraged. Notes may be viewed at any time by pressing the PF9 <Note> key.

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




F0001 Please enter a screen number to continue											
724 Accounting Analysis Maintenance											
09/09/25 09:04											
CC 07											
Screen: ____ Table FY: 2026 AA Code: 0160 From: 100000 Thru: 112729											
Del: _											
Salary Bank: 16116 From Account: 100000 Thru: 112729 Record 1 of 1											
Pay Kind: S Revolv Fund: _ Fund Title: GENERAL REVENUE__											
Appr Year: 2026 State Fund: 0001 Appr Number: 10555 Agency: 555											
Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
----	----	----	----	----	----	----	----	----	----	----	----
GIP	2	16002	111100	WCI	2	16116	111500	UCI	0		
LNG	2	16116	111000	FICA	2	16142	111101	TRS CARE	1		
TRS	0			TRS 90	2	16116	111910	TRS SURC	1		
ORP BASE	2	16646	111101	ORP SUPL	2	16116	111200	ORP SSUP	2	16116	111250
OEEC/FIR	2	08082	211900	CSRS	2	01500	171405	LEAVE	0		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp Note Updt											

### **Screen Field Definitions**

#### **Action Line**

- Screen: 3-digit code identifying the screen the user would like to view next. Used to maneuver through FAMIS screens
- FY: Fiscal year  
Must be a valid year in YYYY format
- AA Code: Accounting analysis number  
Enter a valid 4-digit AA code or enter an asterisk (\*) and press Enter to display a list of existing AA codes and the associated account ranges
- From: Account number (6-digit SL)  
Enter the beginning account number in the range for this AA code to display an existing range or create a new range.
-  Thru: Account number (6-digit SL)  
Enter the ending account number in the range for this AA code to display an existing range or create a new range.

#### **Header information**

- Salary Bank: Enter a valid 5-digit bank code when creating a new AA code; if an existing AA code is used, field displays the current bank. This is the bank that will be charged for the salary associated with this AA code.
- From Account: Displays the beginning account number (6-digit SL) in the range for this AA code
- Thru: Displays the ending account number (6-digit SL) in the range for this AA code)
-  Del: Enter 'Y' to delete an existing account range for a specified AA code
- Pay Kind: Indicates the type of funding for this AA code
- L - Local
  - S - State
- Revolv Fund: No longer used.
- Fund Title: Description of funding; maximum of 20 characters.
- Appr  Year: Required for Pay Kind 'S', must be a valid 4-digit appropriation year in USAS. If the state bank exists on screen 28, this will be filled in from the values on screen 28.
- State Fund: For Pay Kind 'S', must be a valid 3-digit fund in USAS. If the state bank exists on screen 28, this will be filled in from the values on screen 28.  
For Pay Kind 'L', 7999 will be added.
- Appr Number  For Pay Kind 'S', must be a valid 5-digit appropriation number in USAS. If the state bank exists on screen 28, this will be filled in from the values on screen 28.  
For Pay Kind 'L', this is left blank
- Agency: 3-digit agency ID as defined by the State; must match the value on screen 822

### Benefit information

#### Employer-paid benefits:

GIP	Group Insurance Premium
LNG	Longevity
TRS	Teachers' Retirement contribution
ORP BASE	Optional Retirement Base
FIR	Federal Retirement Insurance (employees with Civil Service appointments)
OEEC	Other Employee and Employer Charges (current taxes assessed by another state for employees that do not live in Texas)
WCI	Workers' Compensation Insurance
FICA	OASI (Social Security) and OAH (Medicare)
TRS 90	Teacher retirement contribution during the employee's first 90 days
ORP SUPL	ORP supplemental amount (grandfathered ORP participants only)
CSRS	Civil Service Retirement System
UCI	Unemployment Compensation Insurance assessment
TRS CARE	Additional TRS medical coverage for some employees
TRS SURC	TRS surcharge for TRS retirees working at more than 50% effort
ORP SSUP	ORP System supplement amount (grandfathered ORP participants only)
LEAVE	Accrued Leave assessment

#### Charge Codes

The purpose of the benefit charge codes is to direct benefit expenses to the correct FAMIS SL-SA and bank. Based on business requirements and statutory requirements (both state and federal), funding for various benefits may need to come from a different source than the funding of the actual payroll earnings

Charge Code 0	<p>Indicates that the benefit amount retrieved by Workday should be ignored or not charged.</p> <p>Special charge code applicable only to certain benefits.</p> <p><i>Note: Specifying Charge Code 0 does not eliminate any obligation the system member may have in paying or funding benefits.</i></p>
Charge Code 1	<p>Directs the benefit to the same FAMIS SL-SA and bank that funded the employee earnings.</p>
Charge Code 2	<p>Directs benefits to a specified FAMIS SL-SA and bank.</p> <p>Typically used when benefits are centrally funded or when other restrictions are in effect.</p> <p><i>Note: For SAs, the AA table does not allow for the specification of an SA as part of its configuration and process. However, special coding is in place for both AgriLife Research (06) and AgriLife Extension (07) to facilitate the assignment of the SA. For AgriLife Research, the SA is the same as the one used for the earnings; for AgriLife Extension, the support account is derived from the bank and the fiscal year.</i></p>
Charge Code 3	<p>Directs the benefit to the same FAMIS SL-SA that funded the employee earnings but is assigned to a different FAMIS Memo Bank.</p>

*Charge Codes 4 and 5 have special processing that splits the retirement benefit amount into two parts:*

- *Up to 5% of the covered earnings is considered the “charged” amount.*
- *Retirement benefit amounts beyond the 5% are considered “uncharged.”*
  - *Note that the payroll integration process does not handle these uncharged amounts. The state general revenue appropriation actually pays the uncharged benefits for TRS or ORP through special processes.*
  - *Charge Codes 4 and 5 are for TRS and ORP only and cannot be used on the other TRS benefits or the ORP supplemental benefits.*

Charge Code 4      Directs the benefit to the same FAMIS SL-SA and bank that funded the employee earnings.

Charge Code 5      Directs benefits to a specified FAMIS SL-SA and bank.  
The same special logic for SAs as applied in Charge Code 2 is also applied to the SA.

*Charge Codes 6 and 7 are new in Fiscal Year 2025 and replace special hard-coding and exception logic, placing control of the retirement split in the hands of the person maintaining the AA table. These codes have special processing that splits the retirement benefit amount into two parts, which differs from the split used for Charge Codes 4 and 5:*

- *One-half of the employee’s retirement benefit, with a maximum of 5% of the covered earnings.*
- *The remaining amount (nearly always the other half) is uncharged.*
  - *As with charge Codes 4 and 5, these uncharged amounts are not handled by the payroll integration process. The state general revenue appropriation actually pays the uncharged benefits for TRS or ORP through special processes.*
  - *With Charge Codes 6 and 7, the charged contribution is calculated as the employer ORP-covered earnings multiplied by .033 (half of 6.6%) for most employees and employer ORP-covered earnings multiplied by .0425 (half of 8.5%) for “grandfathered” employees.*
  - *Charge Codes 6 and 7 are for TRS and ORP only and cannot be used on the other TRS benefits or the ORP supplemental benefits.*

Charge Code 6      Directs the benefit to the same FAMIS SL-SA and bank that funded the employee earnings.

Charge Code 7      Directs benefits to a specified FAMIS SL-SA and bank.  
The same special logic for SAs as applied in Charge Code 2 is also applied to the SA.

Bank                      Must be a valid 5-digit bank code

Account                      Must be a valid 6-digit account number

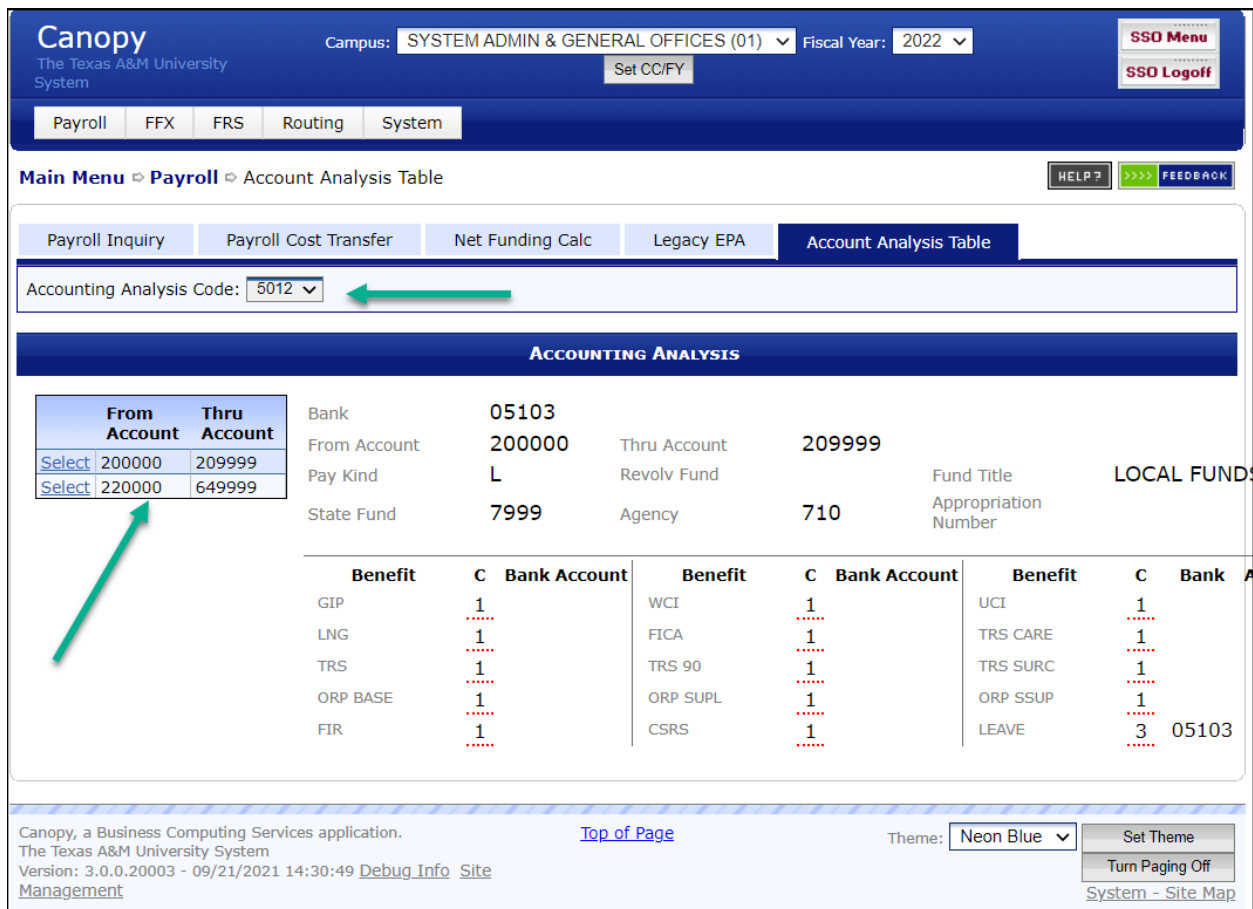
# Accounting Analysis Inquiry in Canopy

The ability to view Accounting Analysis Codes exists in Canopy. Users will access this by accessing Canopy via the SSO menu, then go to FRS → Payroll → Account Analysis Table.

Select the Accounting Analysis Code to view from the drop-down list, all ranges for that Campus/AA Code will then be displayed.. 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 3270 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

Campus: SYSTEM ADMIN & GENERAL OFFICES (01) Fiscal Year: 2022  
Set CC/FY

SSO Menu  
SSO Logoff

Payroll FFX FRS Routing System

Main Menu > Payroll > Account Analysis Table

HELP? >>>> FEEDBACK

Payroll Inquiry Payroll Cost Transfer Net Funding Calc Legacy EPA Account Analysis Table

Accounting Analysis Code: 5012

**ACCOUNTING ANALYSIS**

From Account	Thru Account	Bank	05103
Select 200000	209999	From Account	200000
Select 220000	649999	Pay Kind	L
		State Fund	7999
		Thru Account	209999
		Revolv Fund	
		Agency	710
		Fund Title	LOCAL FUND
		Appropriation Number	

Benefit	C	Bank Account	Benefit	C	Bank Account	Benefit	C	Bank Account
GIP	1		WCI	1		UCI	1	
LNG	1		FICA	1		TRS CARE	1	
TRS	1		TRS 90	1		TRS SURC	1	
ORP BASE	1		ORP SUPL	1		ORP SSUP	1	
FIR	1		CSRS	1		LEAVE	3	05103

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Version: 3.0.0.20003 - 09/21/2021 14:30:49 [Debug Info](#) [Site Management](#)

[Top of Page](#)

Theme: Neon Blue  
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 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 may also be maintained by FAMIS Services Support by submitting a [FAMIS Update Request](#).

- To add a new line on this screen, type an 'A' in the "F" (Function) column of the line being created and then fill in the remainder of the information. Pressing <ENTER> will record the addition.
- To modify an existing line, type a 'U' in the "F" (Function) column of the line to be modified, then enter the changes. Pressing <ENTER> will record the changes.
- To delete an existing line, type a 'D' in the "F" (Function) column of the line to be modified and press the <ENTER> key to record the deletion of the line.

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

725 Accounting Analysis Override										10/18/21 15:49	
										FY 2022 CC AB	
Screen: ____		Fiscal Year: 2021		Show All: N							
Pay Cycle: _		Date: _____		Account: _____							
		Effective Pay Dates				Accounting Analysis		New			
F	Cycl	FY	From	Thru	Account	Code	(5-16)	AA	UIN		
_	All	2021	04/29/2021	09/01/2021	133503	*****	0428	*****	0500		
_	All	2021	04/29/2021	09/01/2021	133504	*****	0428	*****	0500		
_	All	2021	04/29/2021	09/01/2021	144002	*****	0431	*****	0500		
_	All	2021	04/29/2021	09/01/2021	144003	*****	0431	*****	0500		
_	All	2021	04/29/2021	09/01/2021	144004	*****	0431	*****	0500		
_	All	2021	04/29/2021	09/01/2021	144006	*****	0431	*****	0500		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0411	*****	0011		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0412	*****	0012		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0413	*****	0013		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0414	*****	0014		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0415	*****	0015		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0416	*****	0016		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0417	*****	0017		
_	Biw	2021	05/13/2021	06/04/2021	*****	*****	0418	*****	0018		

\*\* Press ENTER to Continue \*\*

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

Hmenu Help EHelp

## Screen 726 – AA Override by UIN

Screen 726 can be used to override the accounting analysis value that would normally be assigned to a payroll source record (based on the account's AA value / overridden value specified on Screen 725 – Accounting Analysis Override) to one specifically overridden based on the source record's UIN. When FAMIS receives the pay results file from Workday, FAMIS looks up the AA code associated with each payroll source account and then checks the Accounting Analysis Override table to see if an override exists. If it does, but an additional override has been set for the payroll source record's UIN, the new AA code 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 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.

To view or update the UINs associated with a source record override, go to Screen 725 (Accounting Analysis Override), type an 'x' in the "F" (Function) column of the appropriate override line, and press <ENTER>. This causes control to be passed to Screen 726 (AA Override by UIN), where specific UIN overrides can be seen or updated. Direct access from Screen 726 is available, but it is not as user-friendly as coming from Screen 725.

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.

**\*\* NOTE:** For initial conversion, Members must manually assign overrides for individuals (UINs) needing specific AA handling.

This screen does not replace an existing B/P/P screen but replaces B/P/P functionality.

```
F0013 Please enter desired modifications                               10/18/21 15:54  
726 AA Override by UIN                                              FY 2022 CC 09
```

Screen: \_\_\_\_ FY: 2022

Biw 09/24/2021 07/11/2022 102101 00000 5012 ***** 4501			
F	UIN Name	F	UIN Name
-	[REDACTED]	-	_____
-	[REDACTED]	-	_____
-	[REDACTED]	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____
-	_____	-	_____

End of List

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

Hmenu Help EHelp



# Screen 727 – College Work Study Maintenance

College work study funding accounts and percentage splits are not maintained and distributed in Workday. Instead, FAMIS Screen 727 is used by TAMUS Members to define the portion of a college work study student's salary that should be funded from a central work study account. Once payroll is calculated by Workday, Workday passes pay result source lines to FAMIS so that appropriate accounting can be applied. Any source line that has an earnings code of "WSH" (work study hours) indicates that FAMIS must calculate college work study splits for the associated source line. FAMIS, using the student's job profile (title code) and funding type, looks up the Screen 727 college work study distribution rule, multiplies the payroll source line's amount by the percentage indicated on the screen, and creates an additional payroll source line for the CWS amount against the CWS account. The salary amount of the original source line is then reduced by this amount and, if the remaining amount is greater than zero, the original source line with the reduced amount is stored on the pay history file.

Any benefits associated with the "WSH" earnings code are split by the same percentages that were used for the salary dollars. The accounting analysis code associated with the college work study account is used to determine the benefit funding source(s) of any benefits associated college work study account. If the college work study account is not allowed to have benefits associated with it, it is recommended that the Member establish a special accounting analysis code and associate it with the CWS account. The benefits on the special accounting analysis code should be assigned to a locally funded account on the Member's books.

Note: The object code associated with the "WSH" line is determined by the values on the system-wide Earnings Code Screen (Screen730). If it appears the wrong object code is being assigned to a college work study student's earnings, it might be wise to view the job profile assigned to the student's position. Regardless of the object code assigned, college work study earnings distributions are determined by the student's job profile (title code) and fund type, not the title code.

Screen 727 is an update screen that is maintained on each campus by either the member or FAMIS Services Support by submitting a [FAMIS Update Request](#). To update or view the screen, users must have the appropriate screen number access.

Maintaining the college work study account distribution rules on a screen is new. B/P/P did not previously maintain this data on a screen.

F0013 Please enter desired modifications						10/18/21 15:58
727 College Work Study Maintenance						FY 2022 CC 09
Screen: <u>    </u> Title Code: 7650 Fund Type: L						
FEDERAL COLLEGE WORK STUDY-STUDENT						
Func	Start Date	End Date	Campus	Account	Percent	
----	-----	-----	----	-----	-----	
-	06/27/2021	9999999999	02	415922 00000	75.00	
-	-----	-----	-	-----	-----	
History						
	06/30/2019	06/26/2021	02	415902 00000	75.00	
	02/10/2019	06/29/2019	02	415992 00000	75.00	
	01/01/1977	02/09/2019	02	415982 00000	75.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Hmenu Help EHelp						



## Screen 727 – College Work Study Maintenance (cont'd)

The functionality of this screen is that the existing line will only allow updates to the End Date for the current entry:

- Enter "U" in the "Func" column
- Update the End Date

All other changes to College Work Study require that a new line be entered below the current entry:

- Enter "A" in the "Func" column
- Enter the Start Date
- Enter the End Date or 9999999999
- Enter the Campus Code
- Enter the Account
- Enter the Percentage for the College Work Study Account
- Press Enter

727 College Work Study Maintenance						10/18/21 16:10
						FY 2022 CC 09
Screen: ____ Title Code: 7650 Fund Type: L						
FEDERAL COLLEGE WORK STUDY-STUDENT						
Func	Start Date	End Date	Campus	Account	Percent	
u	06/27/2021	10/31/2021	02	415922 00000	75.00	
a	11/01/2021	9999999999	02	415922 00000	100.00	
History						
	06/30/2019	06/26/2021	02	415902 00000	75.00	
	02/10/2019	06/29/2019	02	415992 00000	75.00	
	01/01/1977	02/09/2019	02	415982 00000	75.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

After pressing enter the display will change to:

727 College Work Study Maintenance						10/18/21 16:25
						FY 2022 CC 09
Screen: ____ Title Code: 7650 Fund Type: L						
FEDERAL COLLEGE WORK STUDY-STUDENT						
Func	Start Date	End Date	Campus	Account	Percent	
-	11/01/2021	9999999999	02	415922 00000	100.00	
History						
	06/27/2021	10/31/2021	02	415922 00000	75.00	
	06/30/2019	06/26/2021	02	415902 00000	75.00	
	02/10/2019	06/29/2019	02	415992 00000	75.00	
	01/01/1977	02/09/2019	02	415982 00000	75.00	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

# Screen 730 – Earning Code / Object Code Table

Screen730 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 whether the earning code is eligible for certain benefit types, FICA, etc.

Data for this screen was initially provided to FAMIS by the payroll accounting functional lead via a spreadsheet. This data was then loaded via a batch process. After the initial load, all changes to the table's entries are done in batch. It is important that this table be kept current since this controls the object codes assigned to all payroll transactions initiated by workday and by the PCT module.

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

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                                     10/18/21 16:34
                                                                                   FY 2022 CC 09

Screen:  __ Fiscal Year: 2022 Earning Code: RPS__
                                         REGULAR SALARY

F      Employee Type      Exem Univ  Job  Job Long Object  Expired
      Fg  Agcy  Prof  Fmly  Fg  Code  Date
-  * _____  *  *  U7681  *  *  1740  _____
-  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  _____

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

## Screen 730 – Earning Code / Object Code Table (cont'd)

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

```
F0013 Please enter desired modifications
730 Earning Code / Object Code Table                                     10/18/21 16:34
                                                                    FY 2022 CC 09

Screen:  Fiscal Year: 2022  Earning Code: RPS__

+-----+
| F0013 Please enter desired modifications                               |
| Earning Code: RPS  REGULAR SALARY                                     |
|                                                                       |
| GIP: Y      WCI: Y      Time/Effort: Y                               |
| Retirement: Y  Emoluments: N  Longevity: Y                         |
| FICA: Y      Allowances: N  Group 100%: Y                         |
| FIT: Y      Regular Pay: Y  Pay Type: B                             |
| UCI: Y      Task: N      Base Pay: Y                               |
| Work Hours: Y                                                     |
|                                                                       |
| Press <PF4> to Exit                                                  |
+-----+

GRADUATE_ASSISTANT  *  *  U9004  *  *  1325
GRADUATE_ASSISTANT  *  *  U9005  *  *  1325
GRADUATE_ASSISTANT  *  *  U9006  *  *  1325

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

Additionally, the complete database of Earnings Codes may be found online:

<https://tamus.quickbase.com/db/bqckiccab?a=td>

# 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 FBWTLTDC and loaded by FBWTLLOAD. After the initial load, only the unified title codes will be maintained.

This table is updated daily by a title code file provided by Workday, using FBPU731

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										10/18/21 16:40	
										FY 2022 CC 09	
Screen: ____ Title Code: 1150 Type: U Work Station: _											
EXECUTIVE ASSISTANT I											
Title Code Description		EE0	FLSA	Job	MS0	Pay	SOC	TRS	Act	Fac	
-Beg Dt- -End Dt-		Cd	Cd	Grp	Cd	Rng	Cd	Cat	Fg	Cd	
EXECUTIVE ASSISTANT I											
12/01/2016		3	A	TAM	0	9	436011	03	Y	T	
EXECUTIVE ASSISTANT I											
01/01/1900 11/30/2016		3	A	TAM	0	9	436011	03	N	T	
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 FBDUACH 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.

FBDUACH 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. Users without Security Element #8, will see this screen as displayed below, but will not have the PF4 option to view the ACH information. Even with this limitation, this access should be restricted to only those users that have a need to see the information, such as those in Vendor Administrator or Payroll.

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

732 Employee ACH Inquiry		07/15/21 10:53
		FY 2021 CC AB
Screen: ____ UIN: 999009999 MOUSE MICKEY		
* ----- Current Data ----- *		
* ----- Previous Data ----- *		
Pay Method: Direct Deposit	Pay Method: Direct Deposit	
Routing Number: 1*****9	Routing Number: 0*****9	
Account Number: *****	Account Number: *****	
Account Type: C - Checking	Account Type: S - Savings	
* ----- ACH Change Information ----- *		
Added Date: 01/02/2018	Modified Date: 10/22/2018	
Added Time: 06:02 AM	Modified Time: 06:18 AM	
	Modified By: FBDUACH	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Ach		VndId

## Screen 732 – Employee ACH (cont'd)

Pressing PF10 will display the Vendor IDs found for a particular UIN. To view this data, users must have FRS Security Element #11 – Social Security Number. Users without this element will not see the PF10 option.

```
732 Employee ACH Inquiry                                07/15/21 11:07
                                                         FY 2021 CC AB
+-----+
Sc  ** End of List - 5 Code(s) Found **
      UIN: 999009999  MOUSE MICKEY
*  S CC Ext Vndr Vendor Name                               Typ Frz Info
  - AB 00001287 MICKEY*MOUSE\OLEN                         IN  N
  - AB 00001356 P. D. Q.*BACH                             FC  N  Both
Ro  - AB 00002189 P. D. Q.*BACH                             FC  N  Bank
Ac  - AB 21548955 MICKEY*MOUSE\OLEN                       FC  N  Both
    BB 21549262 M M*MOUSE                                 BU  N  VTyp

'Bank' - Banking Info Mismatch 'VTyp' - Vendor Type Mismatch
'Both' - Bank/Type do not match 'Records match'

Ente                                     Press <PF4> to Exit                2---
```

The 'Info' column on this screen will indicate any errors.

- Bank – The existing ACH information on the vendor does not match the previous ACH information on the vendor screens in FAMIS. The assumption in this case is that the member's Accounts Payable department has entered specific information, and we will not override that. The ACH information will need to be manually updated to match the ACH information coming from Workday.
- VType – The vendor type is not one of the allowed types: EM, IN, or ST. Correcting the type on the vendor record will allow the vendor to be updated with the ACH information.
- Both – Neither the banking information nor the vendor type match.
- Blank – No errors were found.

# 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, a new clearing account for PCT processing and two default values have been added to the screen:

- PCT Clearing Account –  
Clearing account to facilitate all PCT processing.
- 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.

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

F0013 Please enter desired modifications		10/18/21 17:07
823 Payroll Interface Control Record		FY 2022 CC 02
Screen: _____		
----- GL Clearing Accounts -----		----- Banks -----
Central Payroll:	0111242400	Central Payroll: 06003
Accounts Payable State Paid Revolving:	0111011150	Revolving: 06000
Payroll State Paid Revolving:	0111011150	
Monthly State Employee Gross Pay:	0111252400	Payroll transfer
Biweekly State Employee Gross Pay:	0111252400	to Local bank: 06003
Monthly State Employer Payments:	0111262210	Primary Local: 06000
Biweekly State Employer Payments:	0111262210	
Cancellation Clearing Account:	0111291610	Work Station: M
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:	0050001610	
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
- OEEC – Other Employee and Employer Charges (current taxes assessed by another state for employees that do not live in Texas)

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

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

F0013 Please enter desired modifications							10/14/25 11:57
830 Employer Payment Credit Account Table							FY 2026 CC 31
Screen: _____							
	BPP Type	Benefit Type	Credit Account		BPP Type	Benefit Type	Credit Account
1	CSRS	CSRS	000000-0000	16	LEAV	LEAV-LO-FA	280160-0691
2	OAHI/OASI	FICA	011111-2210	17	LEAV	LEAV-LO-NF	280160-0690
3	OAHI	FICA-OAHI	011111-2210	18	LEAV	LEAV-ST-FA	280160-0691
4	OASI	FICA-OASI	011111-2210	19	LEAV	LEAV-ST-NF	280160-0690
5	FIM	FIM	000000-0000	20	OEEC	OEEC	011131-2210
6	FIR	FIR	000000-0000	21	ORP	ORP-BASE	011108-2210
7	ADD	GIP-ADD	011103-2210	22	ORP	ORP-SSUP	011108-2210
8	DEN	GIP-DTL	011122-2210	23	ORP	ORP-SUPL	011108-2210
9	MED	GIP-GH	011102-2210	24	SORP	SORP-BASE	011108-2210
10	OL	GIP-GLO	011106-2210	25	SORP	SORP-SSUP	011108-2210
11	BL	GIP-GLR	011106-2210	26	SORP	SORP-SUPL	011108-2210
12	MED	GIP-HMO	011102-2210	27	TRS	TRS	011110-2210
13	LTD	GIP-LTD	011104-2210	28	TRS	TRS-CARE	011110-2210
14	MSP	GIP-MSP	200007-0695	29	TRS	TRS-SURC	011110-2210
15	VIS	GIP-VIS	011145-2210	30	TRS	TRS90	011110-2210
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							



## Screen 830 – Employer Payment Credit Account Table (cont'd)

---

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

F0013 Please enter desired modifications				10/14/25 11:59		
830 Employer Payment Credit Account Table				FY 2026 CC 31		
Screen: _____						
	BPP Type	Benefit Type	Credit Account		BPP Type	Benefit Type
31	UCI	UCI	280040-0532	46		
32	WCI	WCI	011117-2210	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
- OEEC – Other Employee and Employer Charges (current taxes assessed by another state for employees that do not live in Texas)
- 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 FAMIS Services Support. To update or view the screen, users must have the appropriate screen number access.

# Screen 837 – Employee Deduction, Insurance/Benefits Liability Accounts (cont'd)

F0013 Please enter desired modifications

837 Employee Deduction, Insurance/Benefits Liability Accounts 10/14/25 12:03  
FY 2026 CC 31

Screen:     

	Ins/Deduct Type	Account		Ins/Deduct Type	Account
1	ADD	011103 2210	16	FIB	000000 0000
2	ANU	011115 2210	17	FIC	000000 0000
3	BL	011106 2210	18	FIR	000000 0000
4	BNKR	011133 2400	19	FIT	011111 2210
5	CHAR	011136 2400	20	FSA	011112 2210
6	CHE	011136 2400	21	LEVY	011139 2400
7	COD	011134 2400	22	LIT	011201 2210
8	CSRS	000000 0000	23	LTCE	011123 2210
9	DCP	011115 2210	24	LTCS	011123 2210
10	DCPL	011115 2210	25	LTD	011104 2210
11	DCPR	011115 2210	26	MED	011102 2210
12	DEN	011122 2210	27	ORHI	011111 2210
13	DL	011106 2210	28	ORSI	011111 2210
14	EORG	011137 2400	29	OEEC	011131 2210
15	FIA	000000 0000	30	OL	011106 2210

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.

F0013 Please enter desired modifications

837 Employee Deduction, Insurance/Benefits Liability Accounts 10/14/25 12:04  
FY 2026 CC 31

Screen:     

	Ins/Deduct Type	Account		Ins/Deduct Type	Account
31	ORP	011108 2210	46		
32	PARK	011152 2400	47		
33	RTH	011115 2210	48		
34	S4S	011135 2400	49		
35	SIT	011131 2210	50		
36	SORP	011108 2210	51		
37	STD	011153 2400	52		
38	TOB	011102 2210	53		
39	TRS	011110 2210	54		
40	TTF	011138 2400	55		
41	USRF	011161 2400	56		
42	VIS	011145 2210	57		
43	WCI	011117 2210	58		
44	WEL	011102 2210	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 FAMIS Services Support. 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		10/18/21 17:21	
863 Payroll Accounting Tables		CC 02	
Screen: ____ Campus Cd: **		Table Type: GENERIC TABLES_____	
		Start From: _____	
Func Code	Key	Maint on 863	Data
-	A/R ADDRESSES_____	Y	A/R ADDRESSES_____
-	AAGIP60_____	Y	AAGIP60_____
-	B-CURR-OCC-ACT_____	Y	B-CURR-OCC-ACT_____
-	B-EM-STAT-CD_____	Y	B-EM-STAT-CD_____
-	BPP-SUPL-PAY-CDS_____	Y	BPP SUPL PAY CODES (REG PAY ONLY)_____
-	BW-CYCLE-OVERRIDE_____	Y	BIWEEKLY PAY CYCLE DATE OVERRIDE_____
-	CARRIER_____	N	CARRIER_____
-	COUNTY-FUNDING-ACCOUNT_____	Y	SOURCE ACCOUNT FOR COUNTY FUND EARNINGS_____
-	CWS-BENEFIT-ALLOCATION_____	Y	COLLEGE WORK STUDY BENEFIT ALLOCATION_____
-	DD-EE0-CD_____	Y	DD-EE0-CD_____
-	DD-FACULTY-RANK_____	Y	DD-FACULTY-RANK_____
-	DEDCON-CSRS_____	Y	Deduction constants for DEDCON-CSRS_____
*** Press enter for more entries ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Left Right			

## Section III

# FAMIS Payroll Encumbrance Screens

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# FAMIS Payroll Encumbrance Screens

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# FAMIS Payroll Encumbrance Screens

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Screen M75 is a menu of screens that have been added or modified 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.

M75 Payroll Encumbrance Module Menu		04/18/23 17:14
		FY 2023 CC 02
Screen: ____	PIN: _____	S/W Acct: ____
----- Inquiry Screens -----		
752	WorkDay Payroll Position Documents	
755	Payroll Encumbrances by PIN	
756	Payroll Enc Transactions by PIN	
757	Payroll Encumbrances by Account	
758	Payroll Enc Transactions by Account	
----- Maintenance Screens -----		
746	Supplemental Pay Estimated - Budgeted	
747	Supplemental Pay Estimated - Wages	
748	Payroll Encumbrance Adjustment - Budgeted Corrections	
749	Payroll Encumbrance Adjustment - Wage Corrections	
753	Payroll Encumbrance Adjustment - Budgeted	
754	Payroll Encumbrance Adjustment - Wage	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

## 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: 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 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 748 – Payroll Encumbrance Adjustment - Budgeted Corrections

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*Coming soon*

## Screen 749 – Payroll Encumbrance Adjustment - Wage Corrections

---

*Coming soon*

## Screen 753 – Payroll Encumbrance Adjustment - Budgeted

---

*Coming soon*

## Screen 754 – Payroll Encumbrance Adjustment - Wage

---

*Coming soon*

## Screen 752 – WorkDay Payroll Position Documents

Screen 752 provides a listing of the costing allocations from Workday resulting in encumbrances in FAMIS. Each line represents an integration from Workday.

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.

```
752 WorkDay Payroll Position Documents                                10/14/25 12:06
                                                                    CC 01
Screen:  __ PIN:  S14154 Comp Type: A Since Date: 09/01/2025 Curr Only: N

Se Doc ID Ty Snapshot Obligation Obligation Monthly Monthly Pos Pct
   ID      Date  Date From Date Thru FTE Salary  Bud Salary Effort
-----
_ WEBEPIB B  09/01/2025 09/01/2025 08/31/2026 11710.91  11710.91  100.00

*** End of List 1 record(s) found ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                      VDoc                      Left Right
```

Tabbing to a line and pressing the F6 key will display additional information about the document from Workday, including the accounts, percent effort and the obligation dates.

```
+-----+
| PIN: S14154      Doc ID: WEBEPIB  Comp Type: B                      |
|   Obligation From: 09/01/2025   Modified ID: FB4R405                |
|   Obligation Thru: 08/31/2026   Modified Time: 09/04/2025 12:38:58 |
|                                                           |
| Campus      Account      Monthly Pay      Pct Effort Supp Proc      |
|-----|-----|-----|-----|
| 01          215530 00000 1510          11710.91          100.00      |
|                                                           |
| *** End of List 1 record(s) found ***                          |
|                                                           |
| PF3= Back to 752 PF4= Exit                                      |
+-----+
```

## Screen 755 – Payroll Enc Transactions by PIN

Screen 755 shows all payroll encumbrances by PIN across all FAMIS Members. Prior to the implementation of Workday Payroll, this screen only showed salary and wage encumbrances, not those for supplements or corrections in process. The encumbrances shown are typically initially created by the original budget load process and are then updated via the initial budget load, daily encumbrance load, and auto-adjust processes. Separate encumbrances will be displayed while a PCT is in process; once the PCT is complete this encumbrance is released.

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  
FU, KAIYU  
Screen: \_\_\_\_ Pin: M195468\_\_\_\_ FY: 2026 Thru Month: 10 October  
10/14/25 14:08  
FY 2026 CC 02

\*PENDING NF\*

\*\*\* Pending Net Funding \*\*\*

Trn	Typ	CC	Account	Doc	Date	Salary	Longevity	Benefit
EN	02	431481-00001	WEBFEWU	10/01/2025	1641.50-			260.15-

Account 431481-00001 is frozen (Error: 6115)

\*\* End of Pending Net Funding \*\*

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

If a new costing allocation fails to update an encumbrance due to an account issue, the '\*PENDING NF\*' banner will be displayed. Pressing the F7 key will display the error:

F2321 Make selection to proceed to screen 756  
755 Payroll Encumbrances by PIN  
FU, KAIYU  
Screen: \_\_\_\_ Pin: M195468\_\_\_\_ FY: 2026 Thru Month: 10 October  
10/14/25 14:08  
FY 2026 CC 02

\*PENDING NF\*

\*\*\* Pending Net Funding \*\*\*

Trn	Typ	CC	Account	Doc	Date	Salary	Longevity	Benefit
EN	02	431481-00001	WEBFEWU	10/01/2025	1641.50-			260.15-

Account 431481-00001 is frozen (Error: 6115)

\*\* End of Pending Net Funding \*\*

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

## Screen 756 – Payroll Enc Transactions by PIN

Screen 756 shows all payroll encumbrance transactions by PIN for an account. Prior to the implementation of Workday Payroll, this screen only showed salary and wage encumbrances, not those for supplements or corrections in process. The encumbrances shown are typically initially created by the original budget load process and are then updated via the initial budget load, daily encumbrance load, and auto-adjust processes. Separate encumbrances will be displayed while a PCT is in process; once the PCT is complete this encumbrance is released.

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.

The 'Trn Type' field indicates the type of adjustment to the encumbrance:

- AA Automated Adjustment
- AC Automated Correction
- BLANK Not Specified
- CA Correction Adjustment
- EN Encumbrance Adjustment
- FL Final Liquidation
- IN Initial Begin Year Encumbrance
- MA Manual Adjustment
- PL Payroll Adjustment
- SA Supplemental Adjustment
- SE Supplement Encumbrance

756 Payroll Enc Transactions bu PIN							10/14/25 14:43	
SYSTEM AIRCRAFT							FY 2025 CC 01	
Screen: ____		Pin: ____		FY: 2025 S/W Acct: 01 270010 00000		Correction: _		
Include Only: Tran Type: ____		Month From: 9_ September		Thru: 13 13th Month				
Date	Description	Wage	Trn	Salary/Wage	Longevity	Benefit	I BatRef d C	
09/02		B	IN	240000.00	1040.00	51750.86	D SENZ99	
09/10		B	EN	34999.92		3863.97	D SENC01	
09/30		B	PL	27916.66-	80.00-	4448.13-	C PAYM25	
09/30		B	AA	5000.00	20.00	554.00	D SEAA01	
10/31		B	PL	22916.66-	80.00-	3896.13-	C PAYM25	
11/30		B	PL	22916.66-	80.00-	3896.56-	C PAYM25	
11/30		B	AA		20.00-		C SEAA01	
12/31		B	PL	22916.66-	80.00-	5290.36-	C PAYM25	
12/31		B	AA		20.00		D SEAA01	
01/31		B	PL	22916.66-	80.00-	5290.37-	C PAYM25	
02/28		B	PL	22916.66-	80.00-	5290.37-	C PAYM25	
03/31		B	PL	22916.66-	80.00-	5290.37-	C PAYM25	

\*\*\* Press ENTER To View More Encumbrances \*\*\*

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

Hmenu Help EHelp View 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 corrections in process. The encumbrances shown are typically initially created by the original budget load process and are then updated via the initial budget load, daily encumbrance load, and auto-adjust processes. Separate encumbrances will be displayed while a PCT is in process; once the PCT is complete this encumbrance is released.

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                                10/14/25 15:53
                        SYSTEM AIRCRAFT                                FY 2026 CC 01
Screen: 01 S/W Acct: 01 270010 00000 FY: 2026 Thru Month: 10 October
Include: All SA's: N Only Pin: Completed: N

S SAcct  PIN      Current  Bud/   Salary/Wage  Longevity  Benefit  C
-----
- 00000 S00000 00000 B      277291.63   1100.00    55509.25
- 00000 S00000 00000 B        990.00             83.39 S
    ** Total                                278281.63   1100.00    55592.64
- 00000 S00000 00000 B     197083.26    220.00    46576.60
- 00000 S00000 00000 B        990.00             77.82 S
    ** Total                                198073.26    220.00    46654.42
- 00000 S10000 00000 B      96250.00    220.00    17325.45
- 00000 S10000 00000 B        990.00             77.81 S
    ** Total                                97240.00    220.00    17403.26
- 00000 S10000 00000 B     160416.63    200.00    41662.12
- 00000 S10000 00000 B        990.00             77.81 S
    ** Total                                161406.63    200.00    41739.93
    ** Running Total                        735001.52   1740.00   161390.25

*** Press ENTER To View More Encumbrances ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                                Left Right
```

# Screen 758 – Payroll Enc Transactions by Account

Screen 758 shows all payroll encumbrance transactions by an account for all PINs. Prior to the implementation of Workday Payroll, this screen only showed salary and wage encumbrances, not those for supplements or corrections in process. The encumbrances shown are typically initially created by the original budget load process and are then updated via the initial budget load, daily encumbrance load, and auto-adjust processes. Separate encumbrances will be displayed while a PCT is in process; once the PCT is complete this encumbrance is released.

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.

The 'Trn Type' field indicates the type of adjustment to the encumbrance:

- AA Automated Adjustment
- AC Automated Correction
- BLANK Not Specified
- CA Correction Adjustment
- EN Encumbrance Adjustment
- FL Final Liquidation
- IN Initial Begin Year Encumbrance
- MA Manual Adjustment
- PL Payroll Adjustment
- SA Supplemental Adjustment
- SE Supplement Encumbrance

758 Payroll Enc Transactions by Account								10/14/25 15:55
SYSTEM AIRCRAFT								FY 2026 CC 01
Screen: ____ S/W Acct: 01 270010 00000 FY: 2026 Pin: _____ Correction: _								
Include Only: Tran Type: ____ Month From: 9_ September Thru: 10 October								
Bud/ Trn								F
PIN/SSN	Date	Description	Wage	Type	Salary/Wage	Longevity	Benefit	d C
S0	09/01		B	IN	302499.96	1200.00	59750.67	
S0	09/30		B	PL	25208.33-	100.00-	4241.42-	
S0	09/01		B	IN	214999.92	240.00	50005.96	
S0	09/30		B	PL	17916.66-	20.00-	4508.33-	
S0	09/30		B	AA			1078.97	
S1	09/01		B	IN	105000.00	240.00	18900.50	
S1	09/30		B	PL	8750.00-	20.00-	1575.05-	
S1	09/01		B	IN	174999.96	200.00	45597.66	
S1	09/30		B	PL	14583.33-		3935.54-	
S1	09/01		B	IN	184999.92	700.00	41930.10	
S1	09/30		B	PL	15416.66-	40.00-	3707.90-	
S1	09/30		B	AA			690.87	
*** Press ENTER To View More Encumbrances ***								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp View Left Right								

K:\FA\DOC\WRKNPRCS\Payroll Accounting\FAMISPayrollAccountingScreensvCurrent.docx  
Last updated: 10/14/2025 4:50 PM