FAMIS Payroll Processing

Version 1.0
March 2026

FAMIS Services
The Texas A&M University System

DRAFT

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Section I
FAMIS Payroll Batches

FAMIS Payroll Batches

Payroll information is fed to FAMIS from files prepared in Workday. This information is loaded in various FAMIS batches that can be seen on Screen 24/Screen 27 and Screen 124/Screen127. This provides you with the ability to view payroll data as it is posted into accounting.

Payroll batches have standard batch headers assigned that allow easy recognition for payroll data. Many batch references begin with "PAYB" for biweekly payroll and "PAYM' for monthly payroll. The State Benefit Vouchers are posted with a batch header beginning with "BEN."

For example:

On Screen 24, entering "PAY" in the ***Batch Ref*** field and pressing <ENTER> will access a listing of all payroll batches.

```
 024 FA Session/Batch Header List - PROCESSED                        05/27/14 09:38
                                                                      FY 2014 CC 02
 Screen: ___  Batch Ref: PAY___  Batch Date: __________

S  Batch   Batch                                                  Bank    Run    S
e   Ref    Date        Description          Amount       Count    No     Date    t
- ------ -------- -------------------- ---------------- ----- ----- -------- -
_ PAYB01 09/01/13 CENTRAL PAYROLL DISB     1,470,428.94     2 06003 09/01/13 C
_ PAYB01 09/20/13 CENTRAL PAYROLL DISB     4,301,619.78     2 06003 09/19/13 C
_ PAYB01 09/27/13 CENTRAL PAYROLL DISB     2,122,807.89     3 06003 09/26/13 C
_ PAYB01 10/04/13 CENTRAL PAYROLL DISB       441,306.76     2 06003 10/10/13 C
_ PAYB01 10/11/13 CENTRAL PAYROLL DISB     3,203,162.88     2 06003 10/10/13 C
_ PAYB01 10/25/13 CENTRAL PAYROLL DISB     3,574,869.11     2 06003 10/24/13 C
_ PAYB01 11/01/13 CENTRAL PAYROLL DISB       180,594.06     2 06003 11/01/13 C
_ PAYB01 11/08/13 CENTRAL PAYROLL DISB     3,172,361.09     2 06003 11/07/13 C
_ PAYB01 11/22/13 CENTRAL PAYROLL DISB     3,927,017.31     3 06003 11/21/13 C
_ PAYB01 12/06/13 CENTRAL PAYROLL DISB     2,822,658.63     2 06003 12/05/13 C
_ PAYB01 12/20/13 CENTRAL PAYROLL DISB     3,793,644.51     3 06003 12/17/13 C
_ PAYB01 01/03/14 CENTRAL PAYROLL DISB     1,993,035.10     2 06003 01/02/14 C
_ PAYB01 01/17/14 CENTRAL PAYROLL DISB     2,996,400.25     3 06003 01/16/14 C
                                       * Continued *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Typing an "X" in the ***Se*** (Select) field next to the desired batch and pressing <ENTER> will take the user to Screen 27, where detailed batch information is provided.

```
 027 Transaction Inquiry by Batch                                  05/27/14 09:39
                                                                    FY 2014 CC 02
 Screen: ___ Batch Ref: PAYB01 Date: 09/20/2013 Indirect Also: N Ref: 2
                                           Dir/        Bank Option: N
  Account     TC  Ref 2   Date    Description  Ind     Amount      I Offset Acct
----------- --- ------- ----- ---------------- - ---------------- - -----------
011124 2400 049 PAYB01  09/20 TOTAL CHECK DISB D      841,862.76  D
011124 2400 049 PAYB01  09/20 TOTAL ACH DISBUR D    3,459,757.02  D
```

Placing the cursor on a transaction and pressing the PF6 key will display additional details about the specific transaction.

```
                 Display of Detailed Transaction Record

 09/20/2013 : TOTAL CHECK DISBURSEMENT            $841,862.76

   TransCode: 049 -> 04X - Disbursement           Dir/Ind: D
     Account: 011124 00000 2400   CENTRAL PAYROLL
                                  Accrued Payroll
      Offset:

PO/Enc/Ref 1:            Cost Ref1:               Fiscal  Yr: 2014
       Ref 2: PAYB01             2:               Proc Month: 01
       Ref 3:                    3:               Batch Date: 09/20/2013
       Ref 4:                 Bank: 06003         Batch  Ref: PAYB01
Vndr/Card Id:
  Enc Obj Cd:
Ovrd Comp Cd:                             Processed: 09/19/2013 18:40:10
Liquidation Amt: 0.00                       User Id: K702FA
                                            Oper Id: BATCH
Indirect Base Code:                         Term Id: STEP01
Base Amount: 0.00            Internal Tracking Nbr: 66405087
 PF3= Back to 027 PF4= Exit PF5= Acq PF6= Indirect Accts PF7= Corrections
```

The same information is available in FAMIS*web*, by accessing Batch Search in General Accounting. On this page, Fiscal Year and member will default but may be changed. Entering "PAY" in the reference number field and clicking the <Search> button will access a listing of all payroll batches across all types from September through the current month. Each of these fields may be edited to limit the batches displayed. The default sort is by batch date but may be changed by clicking the arrows in the column headers.

Batch search

Fiscal year * : 2026 | Enter a batch reference number * : 02 PAY | Batch origin * : All | Starting month * : September | Ending month * : September | Search

* indicates a required field

Search results

Total items: 47

Download

Batch ref		Batch date	Description	Amount	Count	Bank	Run date	Status	Transactions
PAYB01		09/05/2025	Central Payroll Disb	$4,275,701.93	2	06003	09/05/2025	Closed	Transactions
PAYB01		09/19/2025	Central Payroll Disb	$4,509,156.08	2	06003	09/18/2025	Closed	Transactions
PAYB03		09/05/2025	Emp Payroll Deductions	$1,100,052.11	48	06003	09/05/2025	Closed	Transactions
PAYB03		09/19/2025	Emp Payroll Deductions	$1,298,822.05	54	06003	09/18/2025	Closed	Transactions

Clicking the transactions link will display the transactions for the requested batch.

Transactions by batch

Fiscal year * : 2026 | Enter a batch reference number * : 02 PAYB01 | Batch date * : 09/05/2025 | View transactions

* indicates a required field

Search results

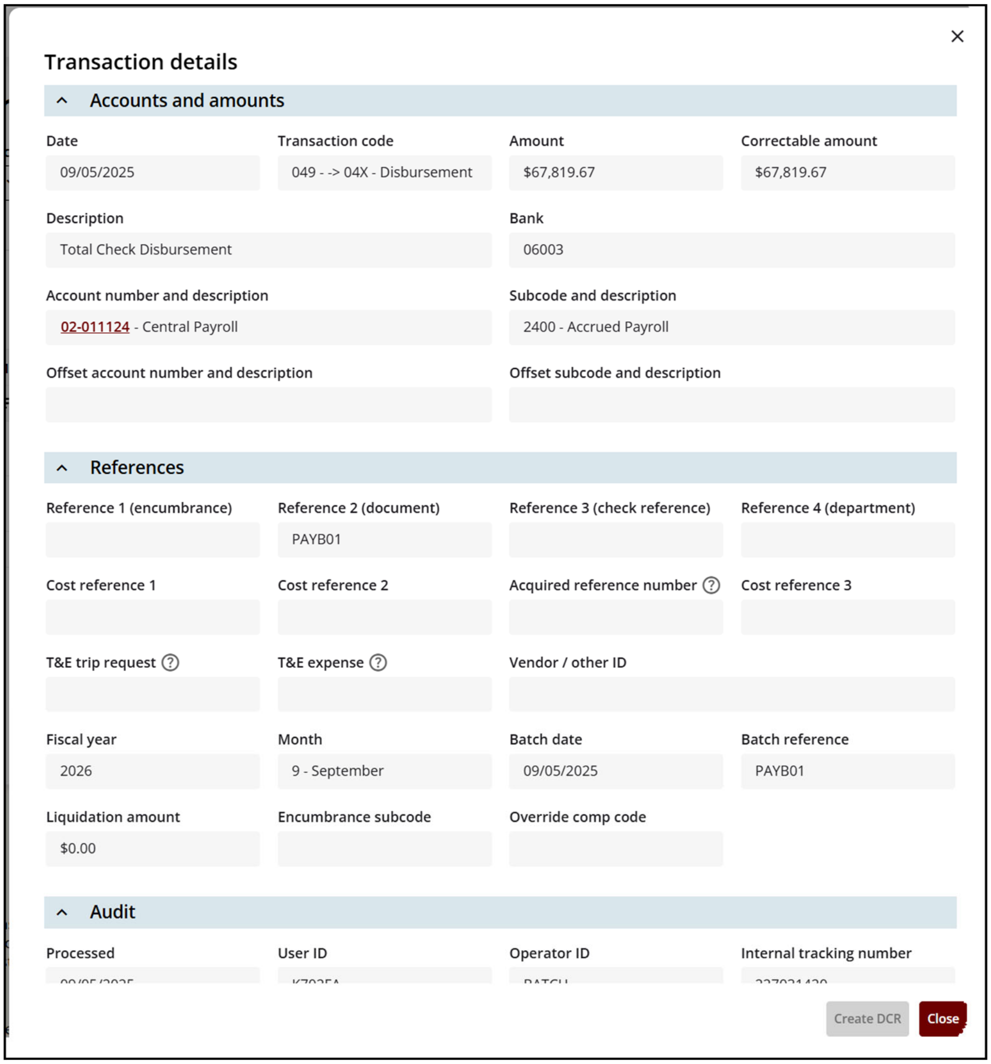
Total items: 2

Download

Detail	TC	Ref 1	Ref 2	Account	Subcode	Transaction description	Journal type	Rev/exp	Amount	Bank
	049		PAYB01	02-011124	2400	Total Check Disbursement	Actuals	General ledger	$67,819.67	06003
	049		PAYB01	02-011124	2400	Total Ach Disbursement	Actuals	General ledger	$4,207,882.26	06003

End of results (2)

Clicking the Detail link (👁) displays additional details about the specific transaction.



Transaction details

Accounts and amounts

Date	Transaction code	Amount	Correctable amount
09/05/2025	049 - -> 04X - Disbursement	$67,819.67	$67,819.67

Description	Bank
Total Check Disbursement	06003

Account number and description	Subcode and description
02-011124 - Central Payroll	2400 - Accrued Payroll

Offset account number and description	Offset subcode and description

References

Reference 1 (encumbrance)	Reference 2 (document)	Reference 3 (check reference)	Reference 4 (department)
	PAYB01		

Cost reference 1	Cost reference 2	Acquired reference number	Cost reference 3

T&E trip request	T&E expense	Vendor / other ID

Fiscal year	Month	Batch date	Batch reference
2026	9 - September	09/05/2025	PAYB01

Liquidation amount	Encumbrance subcode	Override comp code
$0.00		

Audit

Processed	User ID	Operator ID	Internal tracking number

Create DCR
Close

Click the "Close" button to hide the detailed information.

FAMIS*web* also provides an option to download transactions to Excel. To start the download, "Download" button on the far right. The downloaded file allows you to sort and manipulate the data as needed.

Batches Created with Each Payroll

Each payroll batch has an associated payroll report. These are discussed in detail in this document, but the following table provides a quick reference between the two. The batches listed below are processed with each payroll cycle.

Payroll Batch Reference Coding

- All payroll batch references begin with "PAY."
- Next is a "B" for biweekly payrolls.

  OR

  An "M" for monthly payrolls.

  Note: Because the fourth character can change, we use a small "x" to denote the position in the batch listings.
- The last two digits are sequentially assigned according to the specific batch.

FAMIS Batch	Report Number	Description	Laserfiche Report ID
PAYx01	FBPR005	Central Payroll Disbursements	
PAYx03	FBPR014	Employee Payroll Deductions	
PAYx04	FBPR010	Payroll - Local Funds	
PAYx05	FBPR021	Local Benefit Bank Transfers	
PAYx06	FBPR011	Central Payroll Bank Reimbursement	
PAYx07	FBPR015	Payroll State - Disbursements	F*nn*PRBW or F*nn*PRMON *(detail)* and F*nn*PPYRL *(posting)*
PAYx08	FBPR015	Payroll - State Funds	
PAYx09	FBPR015	Biweekly or Monthly Revolving Reimbursement	
PAYx10	FBPR020	Payroll – Employer Paid Benefits	
PAYx11	FBPR020	Payroll – Employer Paid Benefit Credits	
PAYx12	FBPR025	State Paid Benefits by Voucher	
PAYx13	FBPR025	State Benefits Journal Entries	
PAYx17	FBPR008	Payroll InterPart Due From	
PAYx18	FBPR008	Payroll InterPart Due To	
PAYx25	FBPR033	Payroll EPA Adjustments	
	FBPR5063	USAS Reimbursement Detail	F*nn*P5063
	FBPR5063	USAS Reimbursement Summary	F*nn*PUSAS
	FBPR151	Workday Pay Results to FAMIS Pay History Report Source Account Converted to Default Account	F*nn*PHRPT

PAYx01 **Central Payroll Disbursement**

Contains disbursement (04x) entries for the total amount paid by ACH (not necessarily the total amount funded from local funds) and the individual checks issued by the workstation.
Note: A change was made in December 2025 to list individual checks; prior to this, a summary total for all checks was posted.

debit Central Payroll Clearing - from Screen 823
credit Central Payroll Bank – from Screen 823

Created by program FBPR005 and run for every payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx03 **Employee Deductions**

Contains journal entries (06x) for the payroll deductions to post to the Employee Deduction, Insurance/Benefit Liability accounts on Screen 837.

debit Central Payroll Clearing - from Screen 823
credit Benefit Liability Accounts – from Screen 837, based on benefit type.

Created by program FBPR014 and run each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx04 **Local Funds Payroll Expense**

Contains journal entries (06x) charging (debiting) the SL accounts for the Gross pay and Longevity expenses. The credit entry is to the Central Payroll Clearing account.

debit Individual SL-SA accounts - from Payroll file.
credit Central Payroll Clearing - from Screen 823

Created by program FBPR010 and run each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx05 **<u>Local Funds Bank Transfers – Benefits</u>**

Contains bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits. Currently only AgriLife Extension (07) and AgriLife Research (06) have postings for this batch)

If some of the local funds benefits are funded by a bank account other than the primary local bank account (need to verify), these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Payroll Transfer to Local Bank - from <u>Screen 823</u>
credit Other Local Funds Bank accounts - from Payroll file.

These funds have NOT been disbursed from the primary local bank account but are held there until the benefit vendors are paid.

Created by program FBPR021 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx06 **<u>Local Funds Bank Transfers – Gross Pay/Longevity</u>**

Contains bank transfer entries (090) reimbursing the central payroll bank for Gross Pay and Longevity. Currently only AgriLife Extension (07) and AgriLife Research (06) have postings for this batch)

If some of the local funds benefits are funded by a bank account other than the central payroll bank account, these entries reflect those transfers of funds. Action with the bank must be manually initiated.

debit Payroll Transfer to Local Bank account - from <u>Screen 823</u>
credit Other Local Funds Bank accounts - from Payroll file.

These funds are reimbursing the central payroll bank account for funds already disbursed to employees (or for employee deductions) by the payroll interface process.

Created by program FBPR011 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx07 **State Funds Payroll Disbursements**

Contains a disbursement entry (04x) for every state bank funding this payroll. This is similar to batch PAYx01 but for state funds held in the state treasury.

For monthly transactions:

debit Monthly State Employee Gross Pay Clearing - from Screen 823
credit State Funds Bank accounts - from Payroll file.

For biweekly transactions:

debit Biweekly State Employee Gross Pay Clearing - from Screen 823
credit State Funds Bank accounts - from Payroll file.

The USAS vouchers with the payroll detail are sent to the comptroller by FAMIS Services.

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx08 **State Funds Payroll Expense**

Contains journal entries (06x) charging (debiting) SL accounts for the Gross Pay and Longevity expenses. The credit side is to the State Gross Pay clearing.

For monthly transactions:

debit Individual SL-SA accounts - from Payroll file.
credit Monthly State Employee Gross Pay - from Screen 823

For biweekly transactions:

debit Individual SL-SA accounts - from Payroll file.
credit Biweekly State Employee Gross Pay - from Screen 823

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx09 **<u>State Paid Revolving</u>**

Contains a single journal entry (06X) setting up the receivable "Due From the State Comptroller."

Since all Gross Pay and Longevity is paid from the central payroll bank and run through the Central Payroll Clearing account, this entry reimburses the Central Payroll Clearing account and sets up the receivable.

debit Payroll State Paid Revolving account - from <u>Screen 823</u>
credit Central Payroll Clearing account - from <u>Screen 823</u>

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx10 & PAYx11 **<u>Local Funds Benefits Disbursements and Credits</u>**

Two companion batches - each contains one side of the accounting for the local funds benefits disbursements and credits.

> PAYx10 and PAYx11 were originally combined as a single batch, using journal entries (06x) to credit the Benefit Liability accounts and charge/debit the SLs that were paying for benefits.
>
> However, due to the volume of entries created in the liability accounts and since there was no large volume batch compound journal entry capability, offsetting disbursement entries were created.

The effects of these two batches are:

debit Local Funds SL-SA accounts charge for Benefits (PAYx10) - from Payroll file.
credit Benefits Liability Accounts (PAYx11) – from <u>Screen 837</u>

Created by program FBPR020 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx12 **<u>State Funds Benefits Disbursements – FICA Only</u>**

Contains a disbursement entry (04x) for every State bank funding the FICA portion of the payroll.

The USAS vouchers with the payroll detail are sent to the comptroller by FAMIS Services. Only FICA is included in this batch because only the FICA vouchers are sent to USAS by FAMIS Services. The rest of the benefit disbursements are processed in FBPR096 end of month process.

For monthly transactions:

debit Monthly State Employer Payments- from <u>Screen 823</u>
credit Bank – from Payroll file.

For Biweekly Transactions:

debit Biweekly State Employer Payments- from <u>Screen 823</u>
credit Bank – from Payroll file.

Created by program FBPR025 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx13 **<u>State Funds Benefits Expense</u>**

Contains journal entries (06x) to charge/debit the SLs and credit the State Benefits Clearing account.

For monthly transactions:

debit Individual SL-SA accounts – from Payroll file.
credit Monthly State Employer Payments – from <u>Screen 823</u>

For biweekly transactions:

debit Individual SL-SA accounts – from Payroll file.
credit Biweekly State Employer Payments – from <u>Screen 823</u>

Created by program FBPR025 and run each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON.
Transactions posted by FxxPPYRL.

PAYx17 **Payroll Inter-Agency Due-From**

Contains journal entries (064) for posting the "Due From" transactions when A&M System members have split funding on a payroll.

debit Due From Other Parts GL - from Screen 823, using account control 18xx
credit Central Payroll Clearing Account - from Screen 823

Created by program FBPR008 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON, posted by FxxPPYRL.

PAYx18 **Payroll Inter-Agency Due-To**

Contains journal entries (064) for posting the "Due To" transactions when A&M System members have split funding on a payroll.

debit Central Payroll Clearing Account - from Screen 823
credit Due From Other Parts GL - from Screen 823, using account control 28xx.

Created by program FBPR008 and run with each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON, posted by FxxPPYRL.

PAYx25 **Payroll EPA Adjustments**

Contains one summarized encumbrance adjustment transaction (05x) for each SL-SA account expenditure account that has an encumbrance. The encumbrance reduction (credit) is for the net amount of the account's expenditures in the in the FBPR010 and FBPR015 payroll reports.

Created by programs FBPR032 (creates data file) and FBPR033 (processes data file into PAYx25 batch) combined processing.

Transactions are created by jobs FxxPRBW and FxxPRMON.
Transactions are posted by job FxxPPYRL.

FBPR5063 **USAS Reimbursement**

Contains detail transactions and summary for the USAS reimbursement

Created by the job FxxPUSAS and runs with each payroll

FBPR151 **Workday Pay Results to FAMIS Pay History Report**
Source Account Converted to Default Account

Contains a listing of all items processed through FAMIS that were posted using the Workday default account on screen 823; including the reason the default account was used

Created by the job F*nn*PHRPT and runs with each payroll

Additional Payroll Batches

The batches listed below are processed at various times as indicated below. The first three items only affect payroll encumbrances, while the remainder are part of the payroll process.

FAMIS Batch	Report Number	Description	Laserfiche Report ID
Beginning of Fiscal Year			
SENZ99	FBYR405	Salaries Encumbrance	F*nn*YR405
EPA001	FBYR040 FBYR041	Salaries Encumbrance	
Daily			
SENC01	FBPU516	Workday Encumbrances	F*nn*PU515
SEAS01 SEAS02	FBPU507 FBPR040	Payroll Supplement Encumbrance	F*nn*PU500
End of Processing Month			
	FBPR5063	USAS Reimbursement Detail-PCTs	FnnP5063
	FBPR5063	USAS Reimbursement Summary-PCTs	FnnPUSAS
BENV01	FBPR096	State Benefit Vouchers	
PAYT01	FBR009	Payroll Equity Transfers- Due From	F*nn*PMEND
PAYT02	FBR009	Payroll Equity Transfers- Due To	
SEAA01	FBPU526	Encumbrance Automatic Adjustments	F*nn*PU525
SSV001	FBPR050	Salary Savings Encumbrance Adjustment	F*nn*PR050 F*nn*SSAV
SSV005	FBPR050	Salary Savings Budget Transfer	F*nn*PR050 F*nn*SSAV
RTEQ01	FBPR055	Equity Transfer for Retirement	F*nn*PRRET
RTEQ02	FBPR056	Retirement Equity Transfer *(CC 01 Only)*	
Beginning of Next Processing Month			
IAP001	FBPR017	Interagency Payments - Due From	F*nn*PMIAP
IAP002	FBPR017	Interagency Payments - Due To	
INEQ01	FBPR035	Insurance Equity Transfers	F*nn*PRIET
INEQ02	FBPR036	Insurance Equity Transfers *(CC 01 Only)*	

Beginning of Fiscal Year Batches

SENZ99 **Salaries Encumbrance**

Contains encumbrance entries from Workday for initial salary encumbrances. Establishes the E5X entries by PIN and Account on screens 755, 756, 757 and 758.

Created by program FBYR405
Transactions created and posted in job F*nn*YR405.

EPA001 **State Benefit Vouchers**

Contains encumbrance entries from Workday for initial salary encumbrances. Posts the 051 transactions to financial accounting.

Created by program FBPR040
Transactions created and posted in job F*nn*YR405.

Daily Batches

SENC01 **Daily Encumbrances Post**

Contains encumbrances changes based on costing allocation changes in Workday. Posts the 051 transactions to financial accounting and the E5X entries by PIN and Account on screens 755, 756, 757 and 758.

Created by program FBPU516
Transactions created and posted in job F*nn*PU515.

SEAS01 **Daily Supplement Encumbrances Post**

Contains encumbrances changes for supplemental pay based on costing allocation changes in Workday. Posts the E5X entries by PIN and Account on screens 755, 756, 757 and 758.

Created by program FBPU507.
Transactions are created and posted in job FxxPU0500.

SEAS02 **Daily Supplement Encumbrances Post**

Contains encumbrances changes for supplemental pay based on costing allocation changes in Workday. Posts the 051 transactions to financial accounting.

Created by program FBPU516.
Transactions are created and posted in job FxxPU0515.

End of Processing Month Batches

The following batches are posted at the end of the processing month. Some are run after the last payroll is posted and others are run the last day of the month.

USAS **USAS Reimbursement for PCTs**

Contains detail transactions and summary for the USAS reimbursement and USAS deposit requirements for all PCTs affecting state funds approved in the current month

Created by the job FxxPMPCT and runs at the end of the month.

BENV01 **State Benefit Vouchers**

Contains disbursement entries to pay the state benefit vendors. Creates vouchers based on the State Funds Benefits Expense entries created in PAYx13.

Created by program FBPR096.
Transactions created and posted in job FxxPMEND

PAYT01 **Payroll Equity Transfers - Resolution of "Due-From"**

Contains journal entries (064) or disbursement entries (049) (dependent on whether the member's Cash Concentration Pool is recorded as a GL or a Bank) to record equity transfers reflecting the InterPart "Due From" transactions in System Concentration Pool.

Created by program FBPR009 and run at the end of the month, but posts on the first working day of the next month.
Transactions are created and posted in job FxxPMEND.

PAYT02 **Payroll Equity Transfers - Resolution of "Due-To"**

Contains journal entries (064) or disbursement entries (049)) (dependent on whether the member's Cash Concentration Pool is recorded as a GL or a Bank) to record equity transfers reflecting the InterPart "Due From" transactions in System Concentration Pool.

Created by program FBPR009 and run at the end of the month, but posts on the first working day of the next month.
Transactions are created and posted in job FxxPMEND.

SEAA01 **EPA Automatic Adjustments**

Current encumbrances in FAMIS are compared to what Workday is requiring through the end costing allocation period and posting the 051 transactions to financial accounting and the E5X entries by PIN and Account on screens 755, 756, 757 and 758 for any adjustments.

Transactions are created and posted by program FBPU526.
Transactions are created and posted in job FxxPU525.

SSV001 **Salary Savings Encumbrance Adjustment**

Posts the 051 transactions to financial accounting and the E5X entries by PIN and Account on screens 755, 756, 757 and 758.

Transactions are created by program FBPR050.
Transactions are created and posted by job FxxPR050.

SSV005 **Salary Savings Budget Transfers**

Posts the 022 transactions to transfer salary savings from the Payroll Account to the Salary Savings Account (based on entries on the Payroll Account).

Transactions are created by program FBPR050.
Transactions are created and posted by job FxxPU050.

RTEQ01 **Equity Transfer for Retirement**

Based on program parameters, contains either journal entries (06x) or disbursement entries (04x) to record the amount due to the TAMUS offices for retirement payments (Annuity, Deferred Compensation, ORP and Roth IRA)
Journal entries will:

debit the Insurance Liability Account (from Screen 837 based on type)
credit the account from the program parameters.

Created by program FBPR055.
Transactions created and posted by job FxxPRRET.

RTEQ02 **Insurance Equity Transfers from System Members**

This batch is created for the System offices (campus code 01) only. Creates receipt transactions to record the amount due from other System members.

Receipt Entries will credit the Transfer Account (from the PRODCARD) using the bank from the program parameters.

Created by program FBPR056.
Transactions created and posted by job FxxPRRET.

For each batch listed above, there will be an FBDU010 report generated. There are two parts to each FBDU010, warnings and errors. Warnings are informational data; FAMIS was updated, but there was some issue. Errors are fatal; FAMIS was not updated. Each FBDU010 report should be reviewed for any transactions that errored off.

Beginning of Next Processing Month Batches

The following batches are posted at the beginning of the next processing month.

IAP001 **Interagency Payments FICA/TRS Due From**

Contains journal entries (06x) or cash disbursements to record the Due From payments between system members.

When the Interagency Credit Account (from Screen 839 table) is a GL, a journal entry (064) will:

debit the Interagency Credit Account (from Screen 839 table)
credit the Interagency Debit Account (from Screen 839 table)

When the Interagency Credit Account (from Screen 839 table) is a Bank, a cash disbursement (049), using this bank, will be made from the Interagency Debit Account (from Screen 839 table).

Created by Program FBPR017.
Transactions created and posted by job FxxPMIAP

IAP002 **Interagency Payments FICA/TRS Due To**

Contains journal entries (06x) or cash disbursements to record the Due To payments between system members.

When the Interagency Credit Account (from Screen 853 table) is a GL, a journal entry (064) will:

debit the Interagency Debit Account (from Screen 853 table)
credit the Interagency Credit Account (from Screen 853 table)

When the Interagency Credit Account (from Screen 853 table) is a Bank, a cash disbursement (049), using this bank, will be made from the Interagency Debit Account (from Screen 853 table).

Created by Program FBPR017.
Transactions created and posted by job FxxPMIAP

INEQ01 **Insurance Equity Transfers to System Offices**

Based on program parameters, contains either journal entries (06x) or disbursement entries (04x) to record the amount due to the TAMUS offices for Insurance payments.

Journal entries will:

debit the Insurance Liability Account (from Screen 837 based on type)
credit the account from the program parameters.

Cash disbursement entries will be from the Insurance Liability Account (from Screen 837 based on type) and use the bank from the program parameters.

Created by program FBPR035.
Transactions created and posted by job FxxPRIET.

INEQ02 Insurance Equity Transfers from System Members

This batch is created for the System offices (campus code 01) only. Creates journal entries to reflect transfers for insurance administrative fees, self insured medical, self insured dental, WCI and receipt transactions to record the amount due from other System members.

Journal entries will:

debit the Carrier Account (from the PRODCARD)
credit the Transfer Account (from the PRODCARD)

Receipt Entries will credit the Transfer Account (from the PRODCARD) using the bank from the program parameters.

Created by program FBPR036.
Transactions created and posted by job FxxPRIET.

For each batch listed above, there will be an FBDU010 report generated. There are two parts to each FBDU010 - warnings and errors. Warnings are informational data; FAMIS was updated, but there was some issue. Errors are fatal; FAMIS was not updated. Each FBDU010 report should be reviewed for any transactions that errored off.

Laserfiche

After payroll is processed for a Biweekly or Monthly pay period, reports are generated as sent to Laserfiche. All Payroll reports are stored in the Payroll folder under each member:

FAMIS\Reports*CC*\Payroll (where *CC* is the member ID)

Within this folder are the F*nn*PRBW and F*nn*PRMON folders. These reports contain the detail information of the payroll data that was fed from Workday and processed in FAMIS.

```
FBPR010                                              TEXAS A&M UNIVERSITY                                        02/18/2026 15:1
FY 2026 CC 02                                  BIWEEKLY PAYROLL - EXPENSED 02/20/2026                                PAGE:
                                           JOURNAL ENTRIES FOR EXPENSING LOCAL FUNDS PAYROLL

 SES    TRN    DEBIT      SUP    COST                                                                 CREDIT      SUP                       CR
 REF    CD    ACCOUNT     ACCT    REF        DESCRIPTION           SSN        REF    VOUCHER T BANK    ACCOUNT     ACCT       AMOUNT       FLAG
------ --- ----------- ----- ------- ------------------- ----------- ------- ------- - ----- ----------- ----- --------------- ---

PAYB04 064 200000-1720 00000         BIWEEKLY PAYROLL                        0026022 K 06000 011124-2400 00000         1922.29
PAYB04 064 200000-1740 00000         BIWEEKLY PAYROLL                        0026022 K 06000 011124-2400 00000         3864.19
PAYB04 064 200000-1750 00000         BIWEEKLY PAYROLL                        0026022 F 06000 011124-2400 00000          325.87
PAYB04 064 200020-1740 99001         BIWEEKLY PAYROLL                        0026022 H 06000 011124-2400 00000           48.75
PAYB04 064 200090-1740 00000         BIWEEKLY PAYROLL                        0026022 H 06000 011124-2400 00000          309.00
PAYB04 064 200160-1740 00000         BIWEEKLY PAYROLL                        0026022 H 06000 011124-2400 00000          312.76
PAYB04 064 200160-1745 00000         BIWEEKLY PAYROLL                        0026022 F 06000 011124-2400 00000          102.81
[illegible]
```

Also in the Payroll folder is the F*nn*PPYRL folders. These reports contain the posting details for each of the reports include in the F*nn*PRBW and F*nn*PRMON processes.

There are two sections in the FBU001 report that are split into two sets:

1. First set includes these reports. For Biweekly payrolls, the posting date is the Biweekly pay date. For Monthly payrolls, the posting date is the last day of the month.
   - PAYB03
   - PAYB04
   - PAYB05
   - PAYB06
   - PAYB08
   - PAYB10
   - PAYB11
   - PAYB13
   - PAYB13
2. Second set includes these reports. For Biweekly payrolls, the posting date is the Biweekly pay date. For Monthly payrolls, the posting date is the Monthly pay date.
   - PAYB01
   - PAYB07
   - PAYB09
   - PAYB12
   - PAYB17
   - PAYB18

For each batch listed above, there will be an FBDU010 report generated.

There are two parts to each FBDU010 – Batch Status and Rejected Transactions Due to Errors and Transactions Processed with Warnings.

Each batch will have separate Batch Status and Rejected Transactions Due to Errors. These will all be in the first part of the report. Errors are fatal; FAMIS was not updated; these entries will need to be manually entered.

The number of errors will be noted and each transaction that was in error will be listed, along with the reason for the error.

```
FBDU010                                   TEXAS A&M UNIVERSITY                                02/24/2026 07:
FY 2026 CC 02                    Batch Transaction Processor for FA and AP                      PAGE:
                           Batch Status and Rejected Transactions Due to Errors

CURRENT BATCH: PAYM25  20260228 PAYROLL EPA ADJUSTMENTS

F0015 Session opened for processing               $$#PAYM2520260228PAYROLL EPA ADJUSTMENTS         NFA0000000000000
F8476 Cannot reduce Salary by more than the current amount   E532709501000000260020                 C596305451X0
F8476 Cannot reduce Salary by more than the current amount   E53270950100000026020                  C756397181X0
F8476 Cannot reduce Salary by more than the current amount   E534100810300100260020                 C874683465X0
F6354 Reversing Encumbrance of 76.00- exceeds current amt of 0514100811605LNGB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     00000
F8476 Cannot reduce Salary by more than the current amount   E53499001000030026020                  C566843719X0
F8476 Cannot reduce Benefit by more than the current amount  E53499001000050026020                  C328940962X0
F8476 Cannot reduce Benefit by more than the current amount  E53499001000050026020                  C399177704X0
F0017 Session PAYM25 closed
******************************************************************************************************************
*                                COUNTS         AMOUNTS                    READ IN      REJECTED       PROCESSED  *
*                                                                                                                 *
* BANK = 06003                                                                                                    *
* MAINTENANCE RECORDS                                                            0             6          15,689  *
* DOLLAR RECORDS                                                             7,860             1           7,859  *
* EXPECTED BY USER                    0             .00                                                           *
* PROCESSED BY SYSTEM            44,734  238,353,863.74                                                           *
* RECEIPTS                                          .00                                                           *
* DISBURSEMENTS                                     .00                                                           *
* BATCH TOTALS                                                              23,555             7          44,734  *
******************************************************************************************************************
```

Warnings will be in the second part of the FBDU010. Warnings are informational data; FAMIS was updated, but there was some issue.

```
FBDU010                                   TEXAS A&M UNIVERSITY                                02/24/2026 08:03
FY 2026 CC 02                    Batch Transaction Processor for FA and AP                      PAGE:     475
                                   Transactions Processed with Warnings

CURRENT BATCH: PAYM25  20260228 PAYROLL EPA ADJUSTMENTS

F0104 Accepted - Encumbrance (OC) record has been zeroed out 051439431105SAL000120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000040
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514396211605LNGB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000000
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514396611906BENB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000025
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514396611605LNGB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000000
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514398211105SAL000120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000014
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514398211906BENB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000003
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514398211605LNGB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000000
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514572521105SAL000120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000044
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514572521906BENB00120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000017
F0104 Accepted - Encumbrance (OC) record has been zeroed out 0514676231105SAL000120260228SUMMARY MONTHLY PAYROLL EPA ADJ     0000239
```

Each FBDU010 report should be reviewed for any transactions that errored off.

Section II
Payroll Accounting Screens

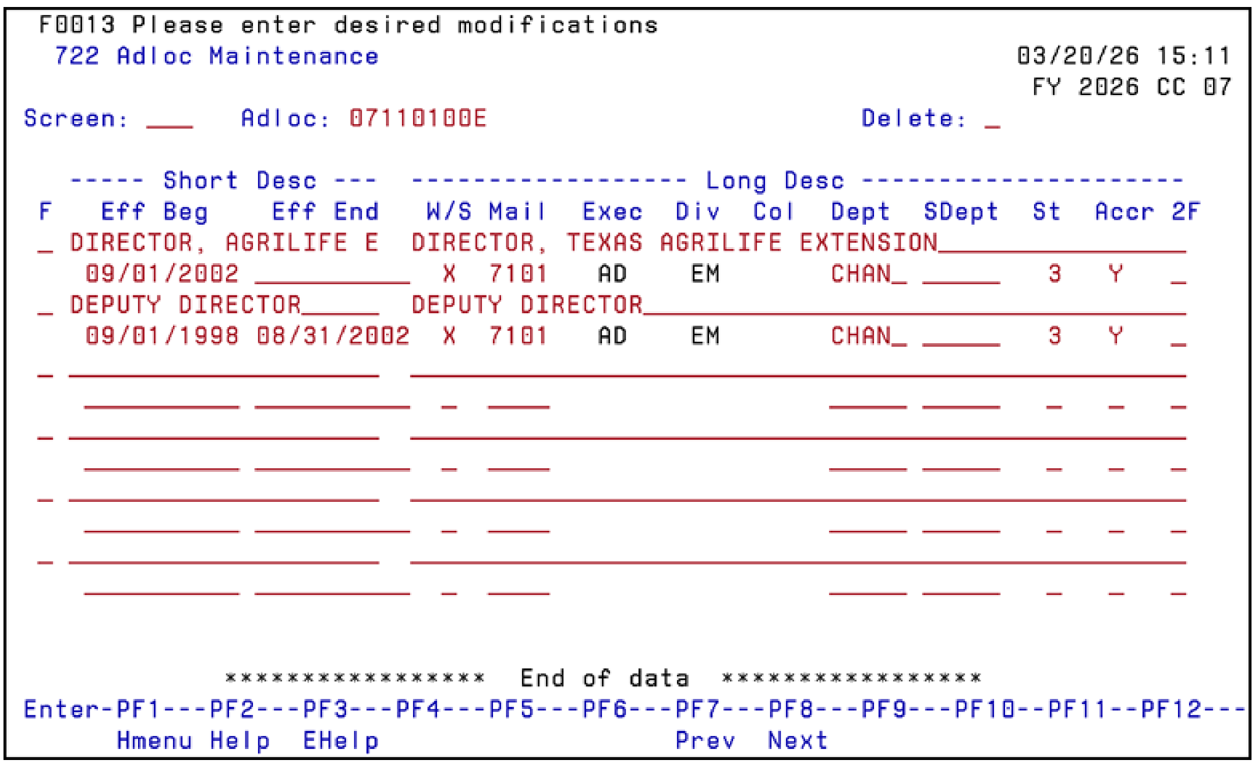
Screen 722 – Adloc Maintenance

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. The Workday Operations team is responsible for resolving these discrepancies.

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. Best practice for all changes is to enter an end date on the current profile and add a new record with a new start date. Updates may also be completed by FAMIS Support by completing a <u>FAMIS Update Request</u>.

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



```
 F0013 Please enter desired modifications
  722 Adloc Maintenance                                               03/20/26 15:11
                                                                        FY 2026 CC 07
Screen: ___   Adloc: 07110100E                                 Delete: _

   ----- Short Desc ---  ------------------ Long Desc ---------------------
 F   Eff Beg    Eff End   W/S Mail  Exec  Div  Col  Dept  SDept  St  Accr 2F
 _ DIRECTOR, AGRILIFE E  DIRECTOR, TEXAS AGRILIFE EXTENSION________________
    09/01/2002 __________  X  7101   AD    EM        CHAN_ _____   3    Y   _
 _ DEPUTY DIRECTOR_____  DEPUTY DIRECTOR___________________________________
    09/01/1998 08/31/2002  X  7101   AD    EM        CHAN_ _____   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

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 completed in the FAMIS Master Campus (cc=00) and access should be given to only a minimal number of central office staff.

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

To proceed with entry :

1. Enter the Carrier Group or enter “*” to search and select from a list.
   Enter the Carrier Code or enter “*” to search and select from a list.

```
 F0013 Please enter desired modifications
  723 Carrier Maintenance                                          10/18/21 15:29
                                                                   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
```

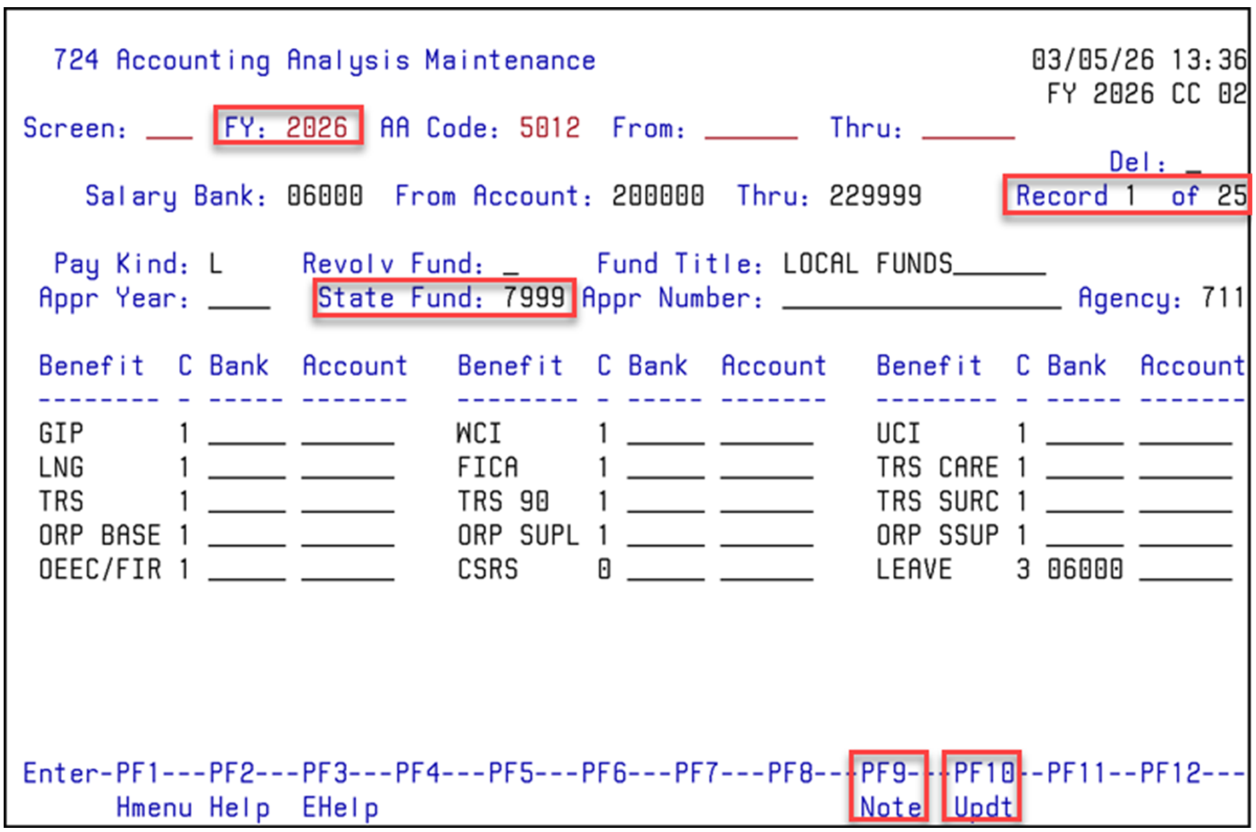
Screen 724 – Accounting Analysis Maintenance

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 and entity 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 F10 <Updt> key has been pressed. Updates may also be completed by FAMIS Support by completing a FAMIS Update Request.

Program FBYU724 is run at the beginning of the Budget Cycle to copy the current year AA codes to the new fiscal year and update the banks and AY data to match the new fiscal year. This can also be requested to be run at other times, but care should be taken to not wipe out any changes.

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



When changes are recorded, a notes screen will be displayed. These notes are viewable by pressing the F9 <Note> key.

Screen Header Field Definitions

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.
From Account:	Account number (6-digit SL) Displays the beginning account number in the range for this AA code
Thru:	Account number (6-digit SL) Displays the beginning account number in the range for this AA code
Salary Bank:	FAMIS 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.
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:	AA Code Title Description of funding; maximum of 20 characters.
Appr Year:	USAS Appropriation Year Valid 4-digit appropriation year in USAS; this should be the same as the appropriation year on the salary bank.
State Fund:	USAS Fund Valid 3-digit fund in USAS; should be the same as the fund on the salary bank.
Appr Number	USAS Appropriation Valid 5-digit appropriation number in USAS; this should be the same as the appropriation number on the salary bank.
Agency:	Agency Number 3-digit agency ID as defined by the State that has been assigned to the member Defaults in from agency number set on screen 822, Accounts Payable Control Record.

Benefit Field Definitions

GIP - Group Insurance Premium

Charge codes valid for GIP:

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

GIP Bank

Valid 5-digit bank code. This is the bank that will be charged for the GIP charges associated with this AA code for charge codes 2 and 3.

GIP Account

Valid 6-digit SL account. This is the account that will be charged for the GIP charges associated with this AA code for charge code 2.

Benefit	Employer-paid benefits: GIP Group insurance premium LNG Longevity TRS Teachers' Retirement System (TRS) ORP BASE Optional Retirement Program (ORP) base FIR Federal retirement insurance WCI Workers' compensation insurance FICA Federal Insurance Contributions Act (employer match for Social Security) TRS 90 TRS surcharge clearing ORP SUPL Optional Retirement Program supplement CSRS Civil Service Retirement System UCI Unemployment compensation insurance TRS CARE TRS surcharge clearing TRS SURC TRS surcharge clearing ORP SSUP Optional Retirement Program system supplement LEAVE Leave Assessment
C	Charge code (must be a valid 1-digit numeric code: 0. No bank and no account charged (State paid; ORP BASE, UCI, FICA, TRS, TRS CARE, TRS SURC) 1. Salary bank and salary account charged 2. Specified bank and specified account charged 3. Specified bank and salary account charged 4. Salary bank and salary account charged (ORP BASE, TRS, TRS 90) Federal charged for 3.0%; State to pay balance Specified bank and specified account (ORP BASE, TRS, TRS 90) Federal charged for 3.0%; State to pay balance
Bank	Must be a valid 5-digit bank code
Account	Must be a valid 5- or 6-digit account number

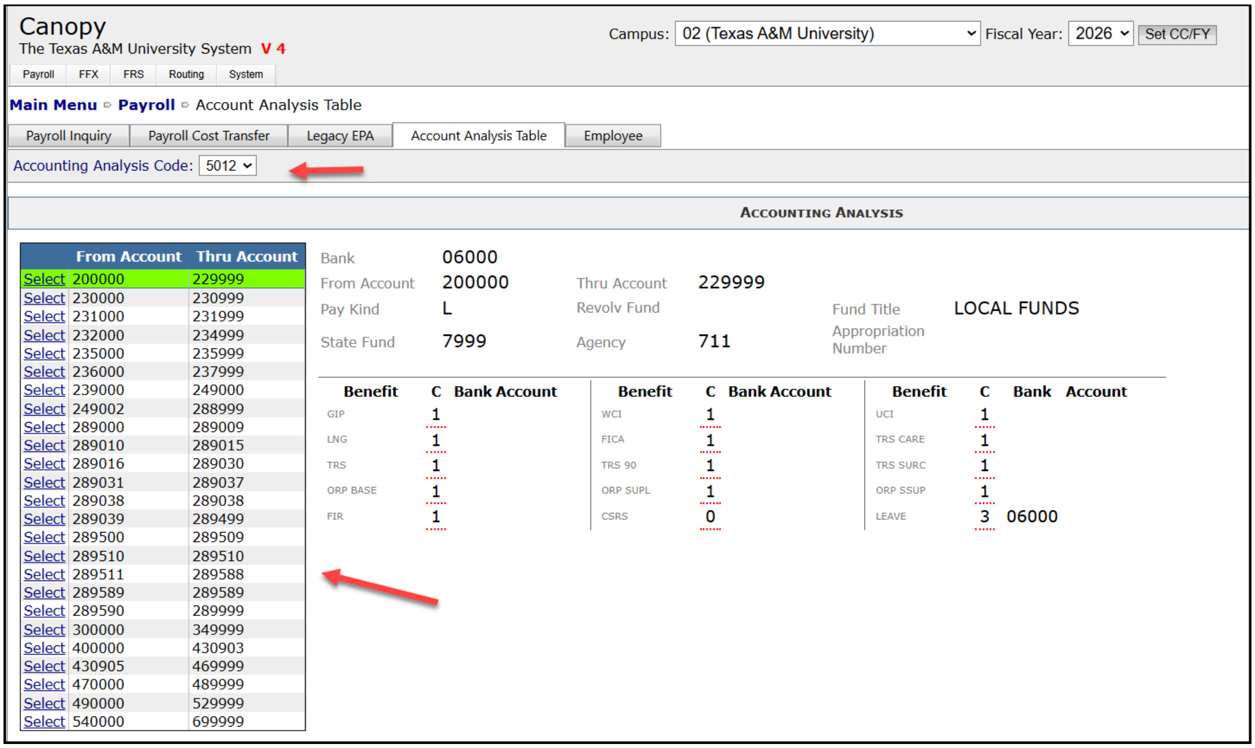
Accounting Analysis Inquiry in Canopy

The ability to view Accounting Analysis Codes is not currently available in FAMIS*web* but is still available in Canopy.

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 to view the data in Canopy. To update or view the screen, users must have the appropriate screen number access.



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 overrride, 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.

Screen 725 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. Updates may also be completed by FAMIS Support by completing 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                                   03/20/26 15:25
                                                                      FY 2026 CC 09
    Screen: ___   Fiscal Year: 2026   Show All: N
           Pay Cycle: _ Date: __________ Account: ______
               Effective Pay Dates                  Accounting Analysis New
  F Cycl FY      From        Thru       Account    Code    (5-16)      AA    UIN
  _ Biw 2026 09/19/2025 08/07/2026 102101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 08/07/2026 103101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 08/07/2026 104101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 08/07/2026 107101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 09/19/2025 108101 00000 5012 ************ 4501
  _ Biw 2026 09/19/2025 08/07/2026 109101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 08/07/2026 114101 00000 5012 ************ 4501    *
  _ Biw 2026 09/19/2025 08/07/2026 125108 00000 5012 ************ 4501    *
  _ Biw 2026 10/03/2025 08/07/2026 127102 00000 5012 ************ 4501    *
  _ Biw 2026 10/03/2025 03/06/2026 127108 00000 5012 ************ 4501
  _ Mon 2026 10/01/2025 08/01/2026 101100 00000 5012 ************ 0501    *
  _ Mon 2026 10/01/2025 08/01/2026 102100 00000 5012 ************ 0501    *
  _ Mon 2026 10/01/2025 08/01/2026 103100 00000 5012 ************ 0501    *
  _ Mon 2026 10/01/2025 08/01/2026 104100 00000 5012 ************ 0501    *
                ** Press ENTER to Continue **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

If there are also UIN Overrides entered, this is indicated by an asterisk (*) in the UIN column.

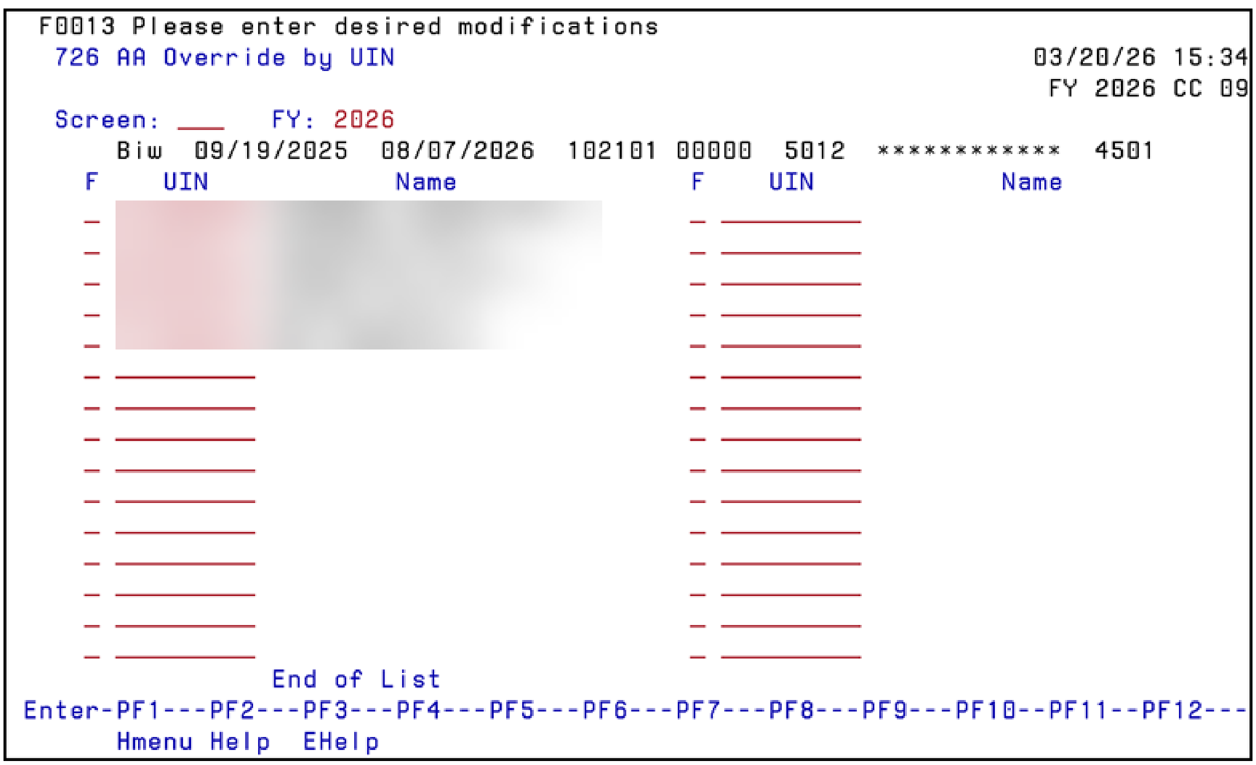
Screen 726 – AA Override by UIN

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.

Screen 726 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. Updates may also be completed by FAMIS Support by completing a FAMIS Update Request.

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



```
F0013 Please enter desired modifications
 726 AA Override by UIN                                           03/20/26 15:34
                                                                  FY 2026 CC 09
 Screen: ___    FY: 2026
      Biw  09/19/2025  08/07/2026  102101 00000  5012  ************  4501
   F    UIN              Name                F    UIN              Name
   _  [redacted]                             _  _________
   _                                         _  _________
   _                                         _  _________
   _                                         _  _________
   _                                         _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
   _  _________                              _  _________
                End of List
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp
```

Screen 726 – AA Override by UIN (cont'd)

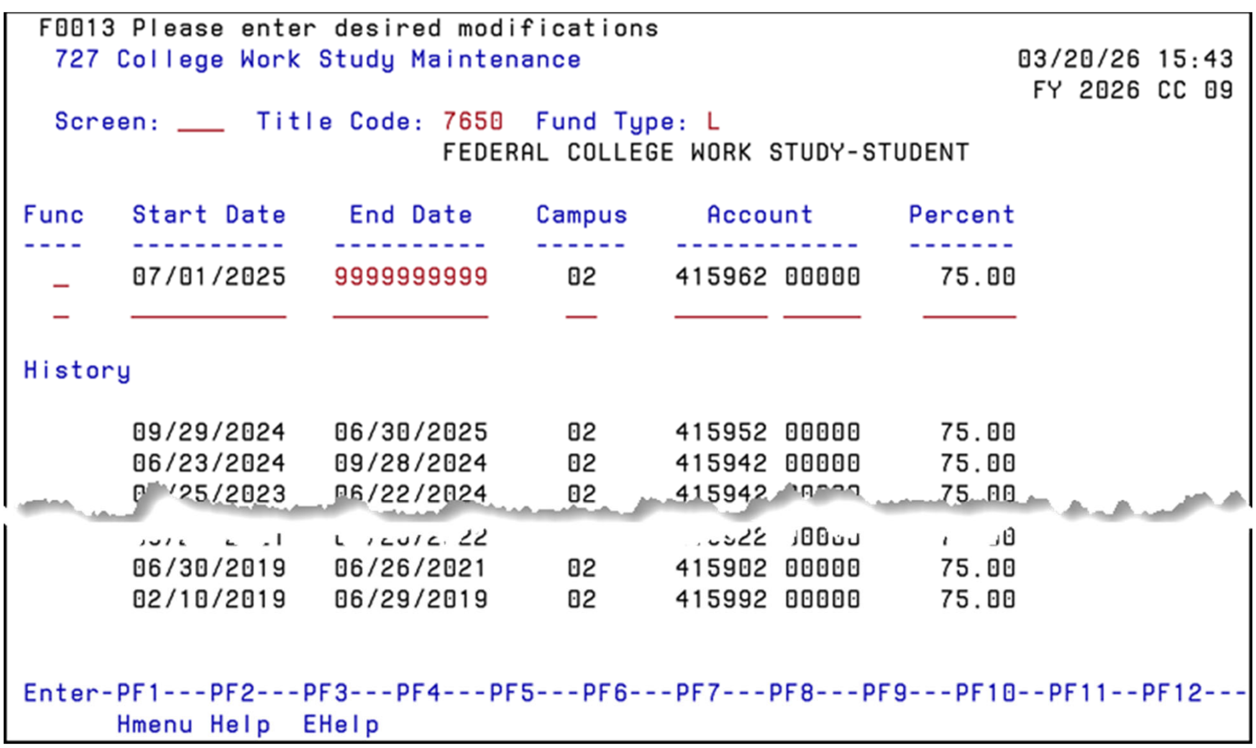
Screen 727 – College Work Study Maintenance

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. 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. Updates may also be completed by FAMIS Support by completing a FAMIS Update Request.


F0013 Please enter desired modifications
727 College Work Study Maintenance 03/20/26 15:43
FY 2026 CC 09
Screen: ___ Title Code: 7650 Fund Type: L
FEDERAL COLLEGE WORK STUDY-STUDENT

Func	Start Date	End Date	Campus	Account	Percent
_	07/01/2025	9999999999	02	415962 00000	75.00

History

Start Date	End Date	Campus	Account	Percent
09/29/2024	06/30/2025	02	415952 00000	75.00
06/23/2024	09/28/2024	02	415942 00000	75.00
0[illegible]/25/2023	06/22/2024	02	415942 [illegible]	75.00
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
06/30/2019	06/26/2021	02	415902 00000	75.00
02/10/2019	06/29/2019	02	415992 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)

Best practice is that any changes are recorded with an end date, and a new record is created with the changes. This documents what is in place for a specific time period.

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.

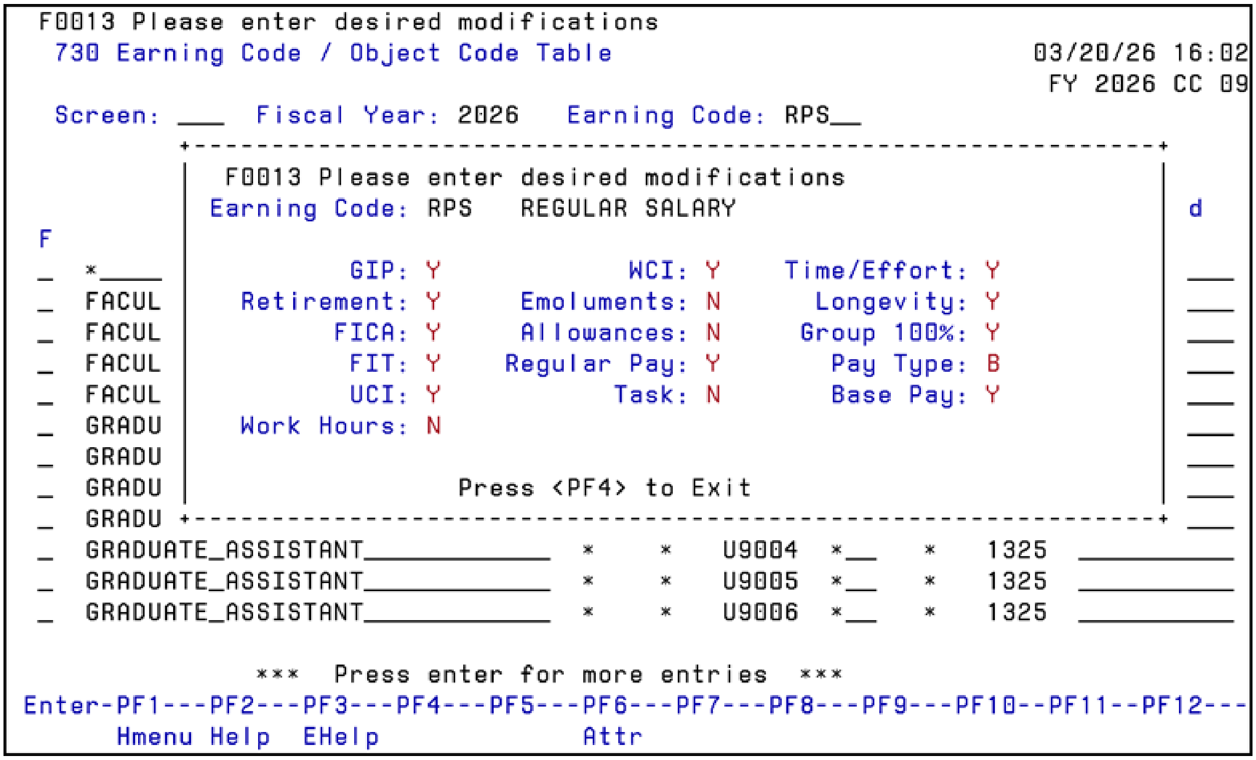
Data for this screen was initially provided to FAMIS by the payroll accounting functional lead via a spreadsheet. This data was then loaded via a batch process. After the initial load, all changes to the table's entries are done in batch. It is very important that this table be kept current since this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

Screen 730 is an update screen maintained centrally by FAMIS Support. To view the screen, users must have the appropriate screen number access.

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                             03/20/26 16:02
                                                                    FY 2026 CC 09
  Screen: ___  Fiscal Year: 2026   Earning Code: RPS__
                                               REGULAR SALARY

                                     Exem Univ  Job   Job Long Object  Expired
 F         Employee Type              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
```

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                                03/20/26 16:02
                                                                      FY 2026 CC 09
 Screen: ___  Fiscal Year: 2026   Earning Code: RPS__
                +---------------------------------------------------------------+
                | F0013 Please enter desired modifications                      |
                | Earning Code: RPS   REGULAR SALARY                            |   d
F               |                                                               |
_  *____        |          GIP: Y           WCI: Y     Time/Effort: Y           |  ___
_  FACUL        |   Retirement: Y    Emoluments: N       Longevity: Y           |  ___
_  FACUL        |         FICA: Y    Allowances: N      Group 100%: Y           |  ___
_  FACUL        |          FIT: Y   Regular Pay: Y        Pay Type: B           |  ___
_  FACUL        |          UCI: Y          Task: N        Base Pay: Y           |  ___
_  GRADU        |   Work Hours: N                                               |  ___
_  GRADU        |                                                               |  ___
_  GRADU        |                  Press <PF4> to Exit                          |  ___
_  GRADU        +---------------------------------------------------------------+  ___
_  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...

Screen 731 is an inquiry screen that is updated daily from a 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 FBWTLDTC and loaded by FBWTLOAD. 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     EEO FLSA Job    MSO   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
```

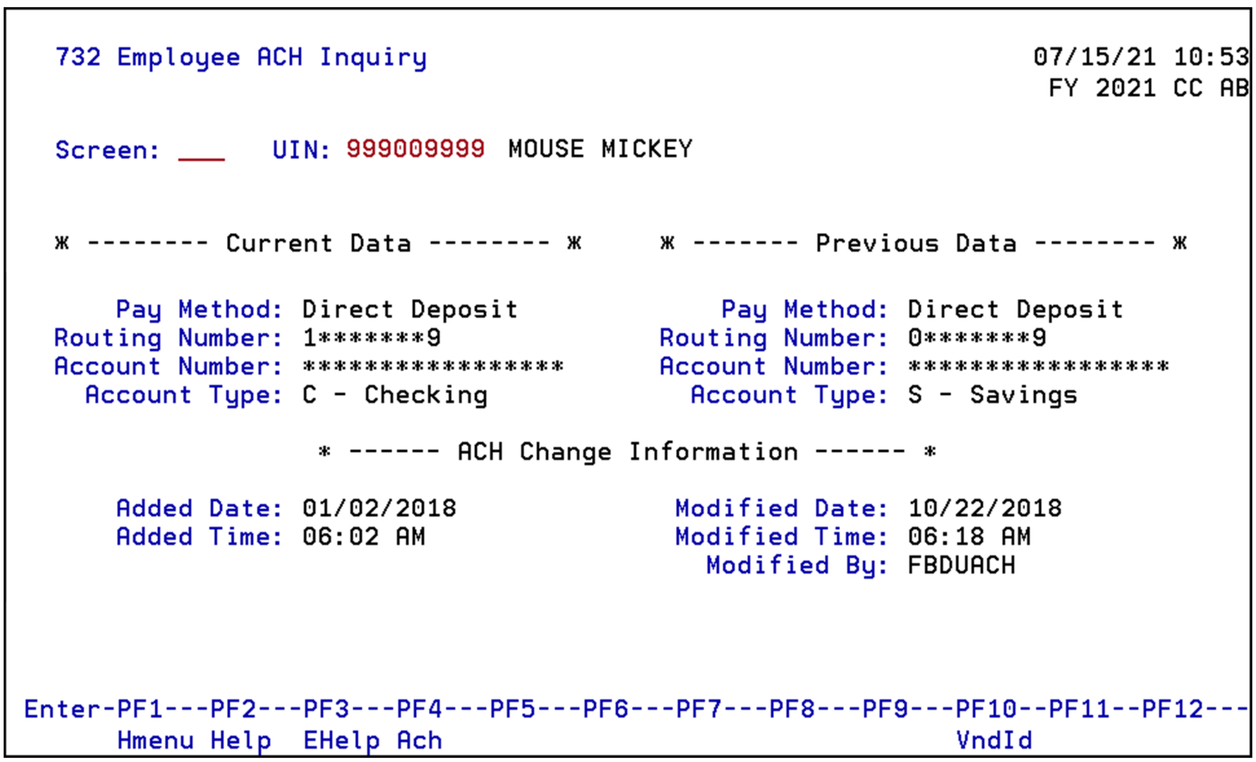
Screen 732 – Employee ACH

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.

Screen 732 is an inquiry screen that is updated daily from a Workday data feed. FBDUACH only updates only vendor records with a vendor type of EM, IN, or ST that match an active employee's Federal Tax ID.

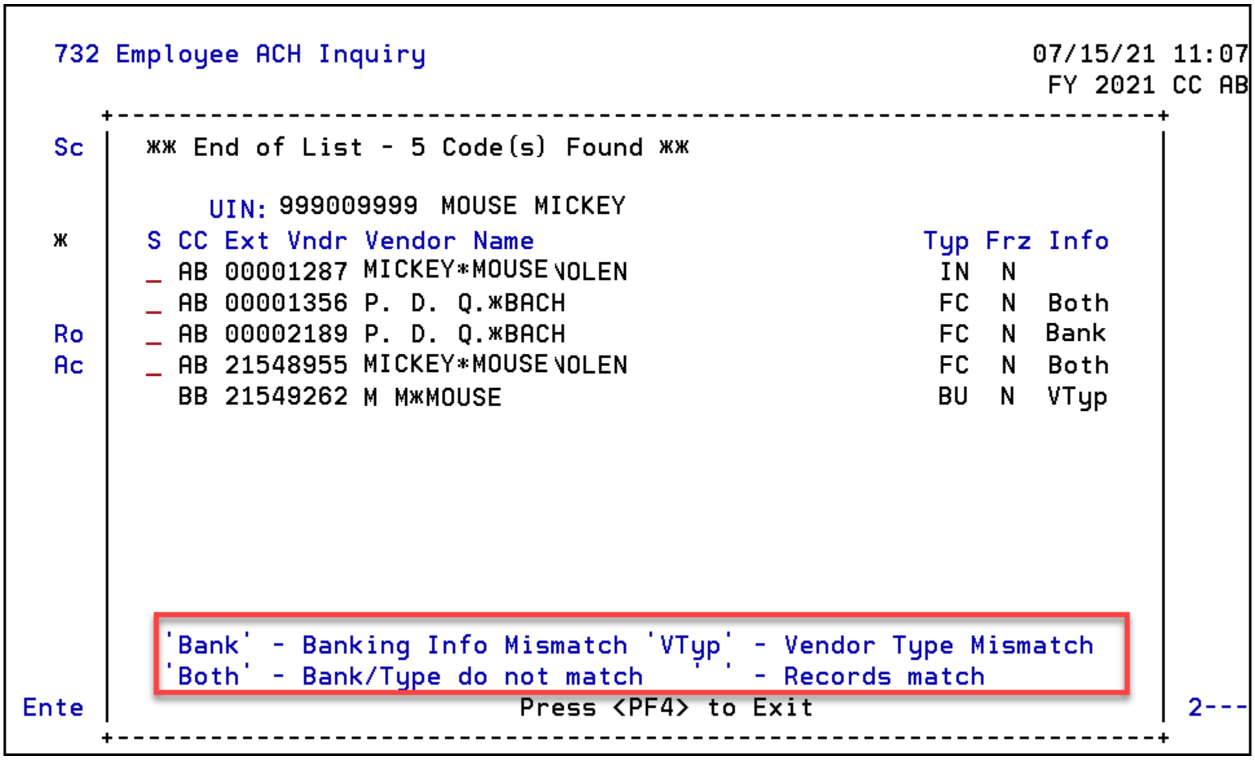
This is a confidential Inquiry Only screen. To view data on the screen, users must have the appropriate screen number access AND FRS Security Element #8 – ACH Information. Users without Security Element #8, will see this screen as displayed below, but will not have the PF4 option to view the ACH information. 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
```

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 NOLEN                 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 NOLEN                 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.

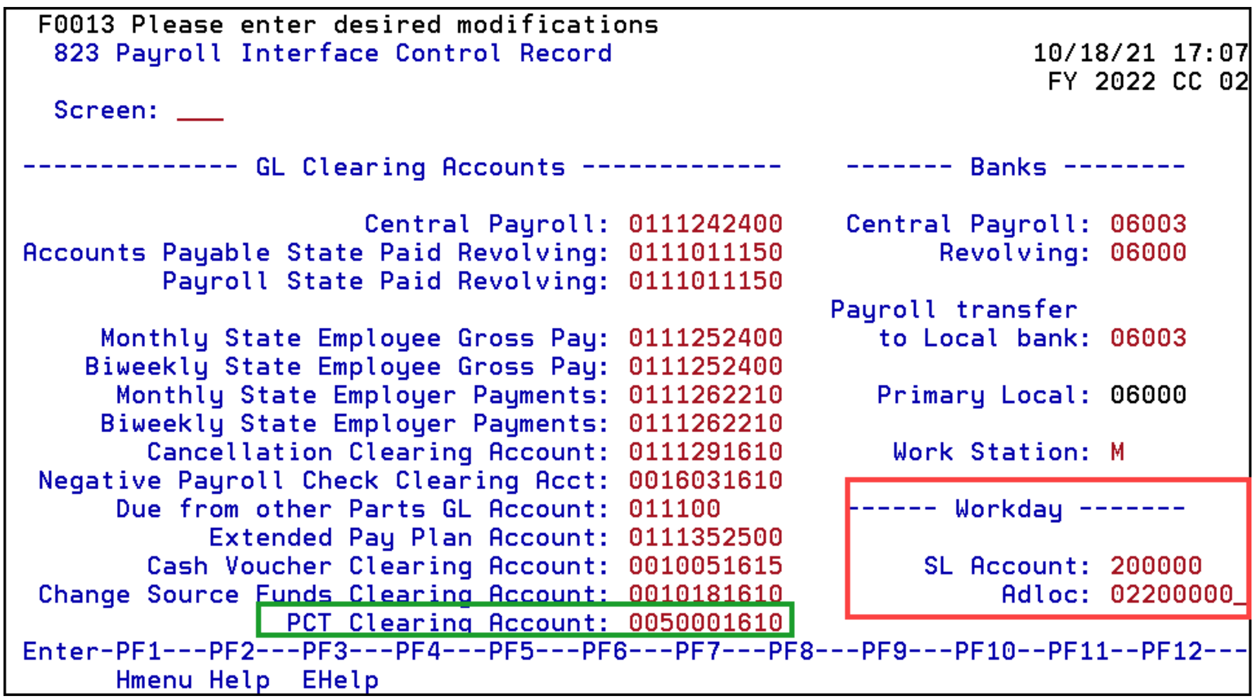
- Bank – The existing ACH information on the vendor does not match the previous ACH information on the vendor screens in FAMIS. The assumption in this case is that the member's Accounts Payable department has entered specific information and we will not override that. The ACH information will need to 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.

Screen 823 is an update screen maintained by the FAMIS Support, changes are requested by completing a FAMIS Update Request. To update or view the screen, users must have the appropriate screen number access.



```
 F0013 Please enter desired modifications
  823 Payroll Interface Control Record                            10/18/21 17:07
                                                                   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
                                                    Payroll transfer
     Monthly State Employee Gross Pay: 0111252400      to Local bank: 06003
    Biweekly State Employee Gross Pay: 0111252400
      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        ------ Workday -------
            Extended Pay Plan Account: 0111352500
         Cash Voucher Clearing Account: 0010051615        SL Account: 200000
 Change Source Funds Clearing Account: 0010181610              Adloc: 02200000_
                 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 values for this screen are:

- CSRS Civil Service Retirement
- OAHI/OASI Federal Payroll taxes
- OAHI Federal Medicare
- OASI Federal Social Security
- FIM Federal Insurance Medicare
- FIR Federal Insurance Regular
- ADD GIP-Accidental Death Insurance
- DEN GIP-Dental
- MED GIP-Medical
- OL GIP-Optional
- BL GIP-Basic Life
- MED GIP-Medical HMO
- LTD GIP-Long Term Disability
- MSP Medical Supplement *(Obsolete)*
- VIS GIP-Vision
- LEAV Leave-Local Faculty
- LEAV Leave-Local Non-Faculty
- LEAV Leave-State Faculty
- LEAV Leave-State Non-Faculty
- OEEC Other Employer & Employee Charges
- ORP Optional Retirement-Base (6%)
- ORP ORP-System Supplement (1.31%)
- ORP ORP-Supplement (1.19%)
- SORP Supplemental ORP-Base (6%)
- SORP SORP-System Supplement (1.31%)
- SORP SORP- Supplement (1.19%)
- TRS Teacher Retirement
- TRS TRS-Care
- TRS TRS-Surcharge
- TRS TRS-90 (New member)
- UCI Unemployment Compensation
- WCI Workers Compensation

Each member must provide account numbers for this screen.

Screen 830 is an update screen maintained by the FAMIS Support, changes are requested by completing a FAMIS Update Request. 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 03/04/26 13:29
FY 2026 CC 02

Screen: ___

	BPP Type	Benefit Type	Credit Account		BPP Type	Benefit Type	Credit Account
1	CSRS	CSRS	000000-0000	16	LEAV	LEAV-LO-FA	271620-0691
2	OAHI/OASI	FICA	011111-2210	17	LEAV	LEAV-LO-NF	271630-0690
3	OAHI	FICA-OAHI	011111-2210	18	LEAV	LEAV-ST-FA	179922-1952
4	OASI	FICA-OASI	011111-2210	19	LEAV	LEAV-ST-NF	179923-1951
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	011149-2210	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	011149-2210	27	TRS	TRS	011110-2210
13	LTD	GIP-LTD	011104-2210	28	TRS	TRS-CARE	011148-2210
14	MSP	GIP-MSP	202180-0695	29	TRS	TRS-SURC	011148-2210
15	VIS	GIP-VIS	011145-2210	30	TRS	TRS90	011148-2210

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
  830 Employer Payment Credit Account Table                                  03/04/26 13:31
                                                                              FY 2026 CC 02
  Screen: ___

      BPP         Benefit      Credit                 BPP         Benefit      Credit
      Type          Type       Account                Type          Type       Account
 31  UCI        UCI          270370-0532      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 values for this screen are:

- ADD Accidental Death Insurance
- ANU Tax Deferred Annuity
- BL Basic Life
- BNKR Bankruptcy
- CHAR Charitable Contributions
- CHE Charitable Cont. Higher Ed
- COD Court Ordered Deductions
- CSRS Civil Service Retirement
- DCP Deferred Compensation Plan
- DCPL Deferred Comp - Loan
- DCPR Deferred Comp - Roth
- DEN Dental
- DL Dependent Life
- EORG Employee Organization Dues
- FIA Federal Ins – Opt A
- FIB Federal Ins – Opt B
- FIC Federal Ins – Opt C
- FIR Federal Insurance Regular
- FIT Federal Income Tax
- LEVY Tax Levy
- LIT Local Income Tax
- LTCE Long Term Care - Employee
- LTCS Long Term Care - Spouse
- LTD Long Term Disability
- MED Medical
- OAHI Federal Medicare
- OASI Federal Social Security
- OEEC Other Employer & Employee Charges
- OL Optional Life
- ORP Optional Retirement
- PARK Parking
- RTH Roth 403 (B)
- S4S Save For Summer *(formerly EPP)*
- SIT State Income Tax
- SORP TAMUS SORP
- STDL Student Loans
- TOB TAMUS Tobacco
- TRS TRS
- TTF Texas Tomorrow Fund
- USRF User Service Fee
- WCI Workers Compensation
- WEL TAMU Wellness

Each member must provide account numbers for this screen.

Screen 837 is an update screen maintained by the FAMIS Support, changes are requested by completing a FAMIS Update Request. To update or view the screen, users must have the appropriate screen number access.

```
 F0013 Please enter desired modifications
  837 Employee Deduction, Insurance/Benefits Liability Accounts  03/05/26 11:35
                                                                  FY 2026 CC 02
  Screen: ___

            Ins/Deduct                          Ins/Deduct
               Type         Account                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           011116 2210
        5   CHAR          011136 2400     20   FSA           011167 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           011154 2210     24   LTCS          011123 2210
       10   DCPL          011154 2210     25   LTD           011104 2210
       11   DCPR          011154 2210     26   MED           011149 2210
       12   DEN           011122 2210     27   OAHI          011112 2210
       13   DL            011106 2210     28   OASI          011112 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.

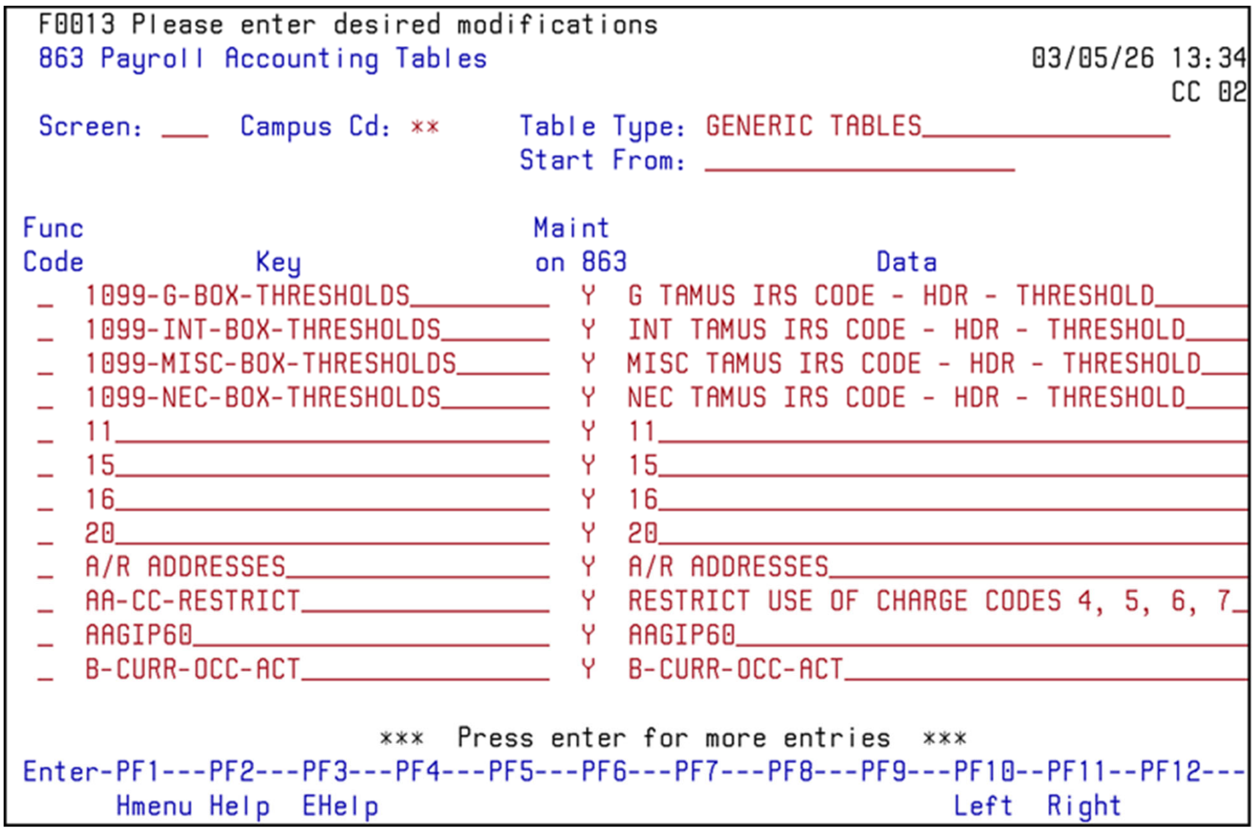
```
 F0013 Please enter desired modifications
  837 Employee Deduction, Insurance/Benefits Liability Accounts  03/05/26 11:36
                                                                  FY 2026 CC 02
  Screen: ___

            Ins/Deduct                          Ins/Deduct
               Type         Account                Type         Account
       31   ORP           011107 2210     46                 ______ ____
       32   PARK          011152 2400     47                 ______ ____
       33   RTH           011142 2210     48                 ______ ____
       34   S4S           011135 2400     49                 ______ ____
       35   SIT           011131 2210     50                 ______ ____
       36   SORP          011110 2210     51                 ______ ____
       37   STDL          011153 2400     52                 ______ ____
       38   TOB           011149 2210     53                 ______ ____
       39   TRS           011109 2210     54                 ______ ____
       40   TTF           011138 2400     55                 ______ ____
       41   USRF          011161 2400     56                 ______ ____
       42   VIS           011145 2210     57                 ______ ____
       43   WCI           011117 2210     58                 ______ ____
       44   WEL           011149 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.

Screen 863 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                                       03/05/26 13:34
                                                                              CC 02
 Screen: ___  Campus Cd: **      Table Type: GENERIC TABLES________________
                                 Start From: ____________________

Func                            Maint
Code           Key              on 863               Data
 _  1099-G-BOX-THRESHOLDS_________  Y  G TAMUS IRS CODE - HDR - THRESHOLD______
 _  1099-INT-BOX-THRESHOLDS_______  Y  INT TAMUS IRS CODE - HDR - THRESHOLD____
 _  1099-MISC-BOX-THRESHOLDS______  Y  MISC TAMUS IRS CODE - HDR - THRESHOLD___
 _  1099-NEC-BOX-THRESHOLDS_______  Y  NEC TAMUS IRS CODE - HDR - THRESHOLD____
 _  11____________________________  Y  11______________________________________
 _  15____________________________  Y  15______________________________________
 _  16____________________________  Y  16______________________________________
 _  20____________________________  Y  20______________________________________
 _  A/R ADDRESSES_________________  Y  A/R ADDRESSES___________________________
 _  AA-CC-RESTRICT________________  Y  RESTRICT USE OF CHARGE CODES 4, 5, 6, 7_
 _  AAGIP60_______________________  Y  AAGIP60_________________________________
 _  B-CURR-OCC-ACT________________  Y  B-CURR-OCC-ACT__________________________

                        ***  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

Screen 746 – Supplemental Pay Estimated - Budgeted

Screen 746 allows users with proper screen access to manually add or adjust an encumbrance for supplemental pay for budgeted employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin and press <Enter>.
  Account title, current occupant information, and current amount encumbered will now be displayed.
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an 'I' or a 'D'
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

Please note that if there are valid costing allocations in place in Workday, the monthly auto adjust process may overwrite these entries.

```
 F6538 Please enter a valid six digit SL account
  746 Supplemental Pay Adjustment -  Budgeted                  03/06/26 11:42
                                                                 FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                    Thru Month: 3  March
           Acct Title:
      Current Occupant:
              UIN/SSN: _________

          Ref/Doc ID: _______

     Increase/Decrease: _

                        Current Amt     Adjustment      New Amount
                        ------------    ------------    ------------
               Salary:                  ____________
              Benefit:                  ____________
            Longevity:                  ____________



 Transactions:      0 Amount:                    Batch: 7777AF Date: 03/06/2026
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Post                                       Warns
```

Screen 747 – Supplemental Pay Estimated - Wages

Screen 747 allows users with proper screen access to manually add or adjust an encumbrance for supplemental pay for wage employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin (Workstation + UIN) and press <Enter>.
  Account title, current occupant information, and current amount encumbered will now be displayed.
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an 'I' or a 'D'
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

```
 F6538 Please enter a valid six digit SL account
  747 Supplemental Pay Adjustment -  Wage                          03/06/26 11:39
                                                                    FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                     Thru Month: 3  March
            Acct Title:
      Current Occupant:
               UIN/SSN: _________

            Ref/Doc ID: _______

     Increase/Decrease: _

                         Current Amt     Adjustment      New Amount
                        ------------    ------------    ------------
                Salary:                 ____________
               Benefit:                 ____________
             Longevity:                 ____________



 Transactions:      0 Amount:                  Batch: 7777AF Date: 03/06/2026
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

Screen 748 allows users with proper screen access to manually add or adjust an encumbrance for corrections for budgeted employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin and press <Enter>.
  Account title, current occupant information, and current amount encumbered will now be displayed.
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an 'I' or a 'D'
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

Please note that if there is an open PCT, reducing the encumbrance will cause posting issues once routing is completed.

```
 F6538 Please enter a valid six digit SL account
  748 Correction Reserve Estimated - Budgeted                       03/06/26 12:42
                                                                     FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                     Thru Month: 3  March
            Acct Title:
      Current Occupant:
               UIN/SSN: _________

           Ref/Doc ID: _______

     Increase/Decrease: _

                          Current Amt    Adjustment     New Amount
                         ------------   ------------   ------------
                Salary:                 ____________
               Benefit:                 ____________
             Longevity:                 ____________


 Transactions:       0 Amount:                  Batch: 7777AF Date: 03/06/2026
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Hmenu Help  EHelp       Post                                       Warns
```

Screen 749 – Payroll Encumbrance Adjustment - Wage Corrections

Screen 749 allows users with proper screen access to manually add or adjust an encumbrance for corrections for wage employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin (Workstation + UIN) and press <Enter>.
  Account title, current occupant information, and current amount encumbered will now be displayed.
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an 'I' or a 'D'
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

Please note that if there is an open PCT, reducing the encumbrance will cause posting issues once routing is completed.

```
 F6538 Please enter a valid six digit SL account
  749 Correction Reserve Estimated - Wage                          03/06/26 12:43
                                                                    FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                      Thru Month: 3  March
            Acct Title:
      Current Occupant:
               UIN/SSN: _________

            Ref/Doc ID: _______

     Increase/Decrease: _

                          Current Amt    Adjustment     New Amount
                         ------------   ------------   ------------
                Salary:                 ____________
               Benefit:                 ____________
             Longevity:                 ____________


 Transactions:      0 Amount:                  Batch: 7777AF Date: 03/06/2026
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Post                                       Warns
```

Screen 753 - Payroll Encumbrance Adjustment - Budgeted

Screen 753 allows users with proper screen access to manually add or adjust an encumbrance for budgeted employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin and press <Enter>.
  Account title, current occupant information, and current amount encumbered will now be displayed.
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an ‘I’ or a ‘D’
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

Please note that if there are valid costing allocations in place in Workday, the monthly auto adjust process may overwrite these entries.

```
 F6538 Please enter a valid six digit SL account
  753 Payroll Encumbrance Adjustment - Budgeted                    03/06/26 12:48
                                                                    FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                     Thru Month: 3  March
            Acct Title:
       Current Occupant:
               UIN/SSN: _________

            Ref/Doc ID: _______

      Increase/Decrease: _

                          Current Amt    Adjustment     New Amount
                         ------------   ------------   ------------
                Salary:                 ____________
               Benefit:                 ____________
             Longevity:                 ____________


 Transactions:      0 Amount:                  Batch: 7777AF Date: 03/06/2026
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Post                                       Warns
```

Screen 754 - Payroll Encumbrance Adjustment - Wage

Screen 749 allows users with proper screen access to manually add or adjust an encumbrance for wage employees.

To record an entry:

- Header line: Enter a valid SL-SA account and Pin (Workstation + UIN) and press <Enter>. *Account title, current occupant information, and current amount encumbered will now be displayed.*
- Ref/Doc ID: Enter a 7-character reference ID.
- Increase/Decrease: Enter an 'I' or a 'D'
- Adjustments: Enter amounts for Salary, Benefits and Longevity as needed and press <Enter> to process the change.
- Press <F5> to post the entry.

```
 F6538 Please enter a valid six digit SL account
  754 Payroll Encumbrance Adjustment - Wage                        03/06/26 12:49
                                                                    FY 2026 CC 01
  Screen: ___ Account: ______ _____ PIN: __________ Blanket Enc: N
                                                   Thru Month: 3  March
            Acct Title:
      Current Occupant:
               UIN/SSN: _________

           Ref/Doc ID: _______

     Increase/Decrease: _

                        Current Amt    Adjustment     New Amount
                       ------------   ------------   ------------
                Salary:               ____________
               Benefit:               ____________
             Longevity:               ____________


 Transactions:      0 Amount:                      Batch: 7777AF Date: 03/06/2026
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp       Post                                      Warns
```

Screen 752 – WorkDay Payroll Position Documents

Screen 752 displays 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 payroll entity to view information for PINs on this screen.

```
  752 WorkDay Payroll Position Documents                           10/14/25 12:06
                                                                            CC 01
  Screen: ___ PIN: [redacted]4____ Comp Type: A Since Date: 09/01/2025 Curr Only: N

                 Snapshot   Obligation Obligation  Monthly      Monthly   Pos Pct
Se  Doc ID  Ty    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: FBYR405              |
|          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 Encumbrances by PIN

Screen 755 displays all summarized encumbrances for a specific PIN across all members. This includes regular pay encumbrances, supplemental encumbrances and those created through the PCT 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 payroll entity to view information for PINs on this screen.

```
 F2321 Make selection to proceed to screen 756
  755 Payroll Encumbrances by PIN                                 03/06/26 12:56
                                                                   FY 2026 CC 01
  Screen: ___  Pin: _________  FY: 2026  Thru Month: 3_ March
          S/W Acct: __ ______ _____   Include Completed(Y/N): N
     Salary/Wage                          Bud/
 S     Account         Account Name       Wage Salary/Wage  Longevity    Benefit    C
 - --------------- ---------------- ---- ------------ ---------- ------------ -
 _ 01 271200 00000 SYSTEM ENTERPRIS  B       77427.12    1026.00     14360.82
 _ 01 809064 00000 TAMUS FAMIS REPL  B       86030.19    1140.00     15956.54
 _ 26 271781 00000 WORKDAY SERVICES  B        8603.04     114.00      1594.74
           ** Total Salary/Wages >>          172060.35    2280.00     31912.10

 _ 01 271200 00000 SYSTEM ENTERPRIS  B         360.00                   28.28 S
           ** Total Supplemental >>            360.00                   28.28




   ** Total                                  172420.35    2280.00     31940.38
                         *** End of Encumbrance List ***
 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 (cont'd)

If there are any issues with posting the changes from Workday or the autoadjust process, a '*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                                03/06/26 13:00
                VACANT                         *PENDING NF*        FY 2026 CC 01
  Screen: ___  Pin: T00058____  FY: 2026  Thru Month: 3_ March
+------------------------------------------------------------------------------+
|
|                       *** Pending Net Funding ***
  Trn
  Typ CC     Account      Doc      Date     Salary        Longevity   Benefit
  --- -- ------------ ------- ---------- ----------- ---------- -----------
  AA  04 300220-00001 AABGH49 02/27/2026   10565.41
         Account 300220 is deleted (Error: 6222)


|                     ** End of Pending Net Funding **                         |
+------------------------------------------------------------------------------+
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                   PNF                   Left  Right
```

Payroll Encumbrance by Pin is not currently available in FAMIS*web* but is still available in Canopy.

Canopy
The Texas A&M University System

Campus: 01 (System Admin & General Offices) Fiscal Year: 2026 Set CC/FY — SSO Menu SSO Logoff

Payroll | FFX | FRS | Routing | System

Main Menu ▹ Payroll ▹ Payroll Inquiry ▹ Payroll Encumbrance — HELP? Send Feedback

Payroll by Account | Payroll by UIN | Payroll Encumbrance | Payroll Enc Trans

Account Number: — Include ALL Support Accounts: ☑ Enc Type: ALL
Pin: — Thru Month: 13th — Include Completed: ☐
Submit

Payroll Encumbrance (Total items: 4)

Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage	Longevity	Benefit	Enc Type	
01	271200-00000	N	S24042		B	$77,427.12	$1,026.00	$14,360.82	BASEPAY	Transactions
01	271200-00000	N	S24042		B	$360.00	$0.00	$28.28	ALLOWANCE	Transactions
01	809064-00000	N	S24042		B	$86,030.19	$1,140.00	$15,956.54	BASEPAY	Transactions
26	271781-00000		S24042		B	$8,603.04	$114.00	$1,594.74	BASEPAY	Transactions
				Grand Total		$172,420.35	$2,280.00	$31,940.38		

prev 1 next Page: 1 of 1 Go Page size: 4 Change (Showing page 1 of 1, items 1-4) **Total items: 4**

Screen 756 – Payroll Enc Transactions by PIN

Screen 756 displays the individual transactions that created the summarized encumbrances for a specific PIN and account. This includes regular pay encumbrances, supplemental encumbrances and those created through the PCT process. The encumbrances shown are those 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.

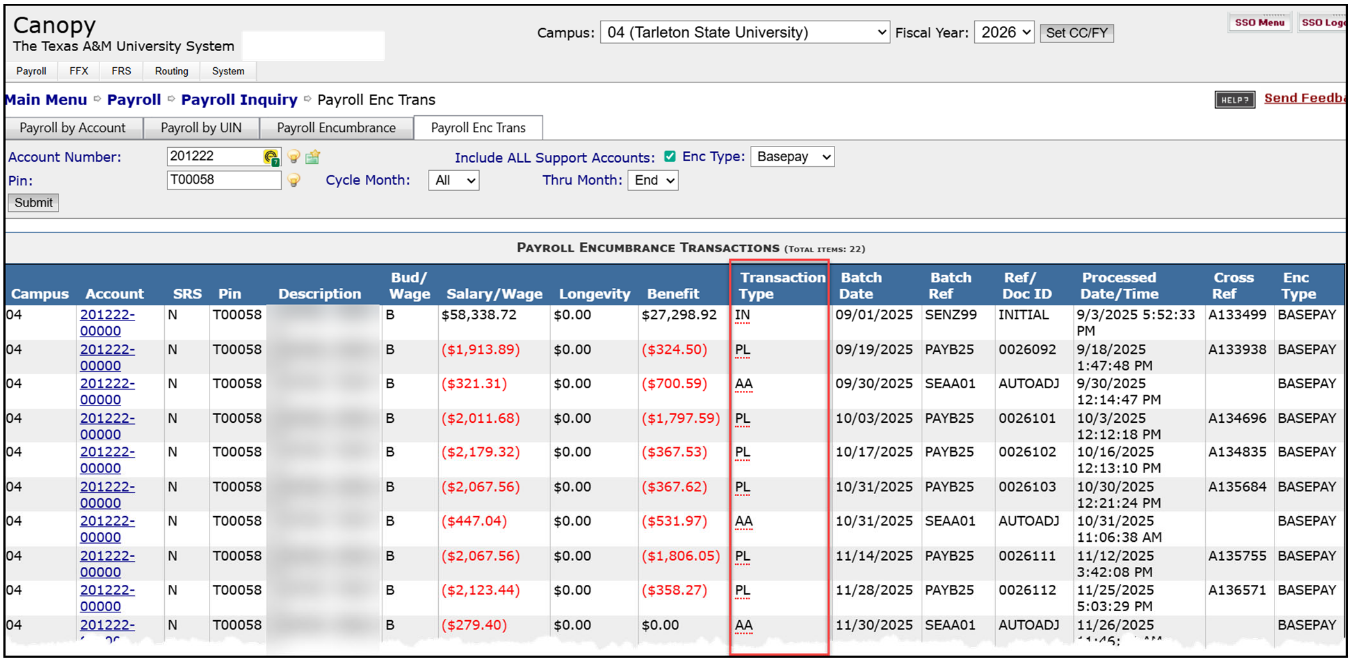
Each transaction indicated by transaction type how that transaction was created:

- AA Automated Adjustment
- AC Automated Correction
- CA Correction Adjustment
- EN Encumbrance Adjustment
- F5 Form 500 Legacy Adjustment
- FL Final Liquidation
- IN Initial Begin Year Encumbrance
- MA Manual Adjustment
- PL Payroll Adjustment
- SA Supplemental Adjustment
- SE SUPPLEMENT ENCUMBRANCE
- SL Supplemental Liquidation
- SS Salary Savings
- WE Workday Encumbrance Adjustment

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

```
  756 Payroll Enc Transactions by PIN                         03/06/26 13:12
                        VACANT USF-UNIVERSTIY POLICE-SAL       FY 2026 CC 01
  Screen: ___ Pin: T00058____ FY: 2026 S/W Acct: 04 201222 00000 Correction: _
  Include Only: Tran Type: __ Month From: 9_ September  Thru: 3_ March
                       Bud/ Trn                                             F
 Date  Description Wage Typ  Salary/Wage   Longevity     Benefit    I BatRef d C
 ----- ----------- ---- --- ------------- ----------- ------------ - ------ - -
 09/01              B   IN      58338.72                 27298.92  D SENZ99
 09/19              B   PL       1913.89-                  324.50- C PAYB25
 09/30              B   AA        321.31-                  700.59- C SEAA01
 10/03              B   PL       2011.68-                 1797.59- C PAYB25
 10/17              B   PL       2179.32-                  367.53- C PAYB25
 10/31              B   PL       2067.56-                  367.62- C PAYB25
 10/31              B   AA        447.04-                  531.97- C SEAA01
 11/14              B   PL       2067.56-                 1806.05- C PAYB25
 11/28              B   PL       2123.44-                  358.27- C PAYB25
 11/30              B   AA        279.40-                          C SEAA01
 12/12              B   PL       1955.80-                 1788.51- C PAYB25
 12/26              B   PL       2011.68-                  341.38- C PAYB25

                   *** 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
```

Payroll Encumbrance Transactions by Pin is not currently available in FAMIS*web* but is still available in Canopy, by clicking the 'Transactions' link on the Payroll Encumbrance by Pin page.



Campus	Account	SRS	Pin	Description	Bud/ Wage	Salary/Wage	Longevity	Benefit	Transaction Type	Batch Date	Batch Ref	Ref/ Doc ID	Processed Date/Time	Cross Ref	Enc Type
04	201222-00000	N	T00058	[illegible]	B	$58,338.72	$0.00	$27,298.92	IN	09/01/2025	SENZ99	INITIAL	9/3/2025 5:52:33 PM	A133499	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($1,913.89)	$0.00	($324.50)	PL	09/19/2025	PAYB25	0026092	9/18/2025 1:47:48 PM	A133938	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($321.31)	$0.00	($700.59)	AA	09/30/2025	SEAA01	AUTOADJ	9/30/2025 12:14:47 PM		BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($2,011.68)	$0.00	($1,797.59)	PL	10/03/2025	PAYB25	0026101	10/3/2025 12:12:18 PM	A134696	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($2,179.32)	$0.00	($367.53)	PL	10/17/2025	PAYB25	0026102	10/16/2025 12:13:10 PM	A134835	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($2,067.56)	$0.00	($367.62)	PL	10/31/2025	PAYB25	0026103	10/30/2025 12:21:24 PM	A135684	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($447.04)	$0.00	($531.97)	AA	10/31/2025	SEAA01	AUTOADJ	10/31/2025 11:06:38 AM		BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($2,067.56)	$0.00	($1,806.05)	PL	11/14/2025	PAYB25	0026111	11/12/2025 3:42:08 PM	A135755	BASEPAY
04	201222-00000	N	T00058	[illegible]	B	($2,123.44)	$0.00	($358.27)	PL	11/28/2025	PAYB25	0026112	11/25/2025 5:03:29 PM	A136571	BASEPAY
04	201222-	N	T00058	[illegible]	B	($279.40)	$0.00	$0.00	AA	11/30/2025	SEAA01	AUTOADJ	11/26/2025 [illegible]		BASEPAY

Screen 757 – Payroll Encumbrances by Account

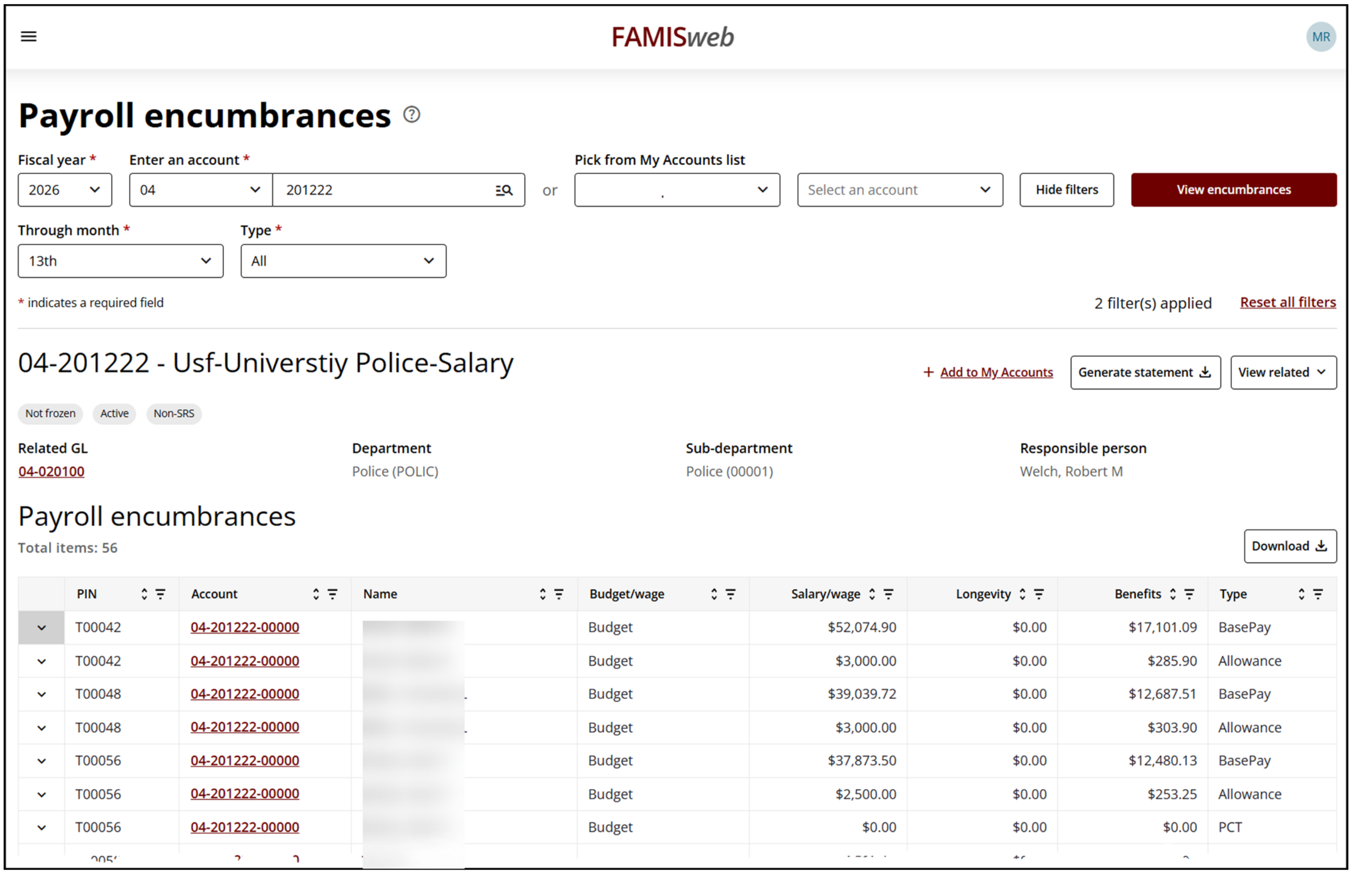
Screen 757 displays all payroll encumbrances for an account, summarized by PIN and type. This includes regular pay encumbrances, supplemental encumbrances and those created through the PCT process. The encumbrances shown are those initially created by the original budget load process and are then updated 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 payroll entity to view information for PINs on this screen.

```
 F2321 Make selection to proceed to screen 758
  757 Payroll Encumbrances by Account                                03/06/26 13:50
                      USF-UNIVERSTIY POLICE-SALARY                     FY 2026 CC 01
  Screen: ___  S/W Acct: 04 201222 00000  FY: 2026  Thru Month: 3_ March
               Include: All SA's: N  Only Pin: __________  Completed: N
                              Current       Bud/
 S SAcct    PIN               Occupant      Wage Salary/Wage  Longevity    Benefit    C
 - ----- ---------- --------------- ---- ------------ ---------- ------------ -
 _ 00000 T00042                              B      52074.90                17101.09
 _ 00000 T00042                              B       3000.00                  285.90 S
             ** Total                               55074.90                17386.99
 _ 00000 T00048                              B      39039.72                12687.51
 _ 00000 T00048                              B       3000.00                  303.90 S
             ** Total                               42039.72                12991.41
 _ 00000 T00056                              B      37873.50                12480.13
 _ 00000 T00056                              B       2500.00                  253.25 S
             ** Total                               40373.50                12733.38
 _ 00000 T00058                              B      16525.39
 _ 00000 T00483                              B      26764.50     120.00     11941.45
 _ 00000 T00673                              B      64302.54                18130.93
   ** Running Total                                245080.55     120.00     73184.16
                        *** 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 757 – Payroll Encumbrances by Account (cont’d)

Payroll Encumbrances by Account is also available in FAMIS*web*



FAMIS*web*

MR

Payroll encumbrances

Fiscal year * : 2026

Enter an account * : 04 | 201222

or

Pick from My Accounts list: Select an account

Hide filters | View encumbrances

Through month * : 13th

Type * : All

* indicates a required field

2 filter(s) applied | Reset all filters

04-201222 - Usf-Universtiy Police-Salary

+ Add to My Accounts | Generate statement | View related

Not frozen | Active | Non-SRS

Related GL	Department	Sub-department	Responsible person
04-020100	Police (POLIC)	Police (00001)	Welch, Robert M

Payroll encumbrances

Total items: 56

Download

PIN	Account	Name	Budget/wage	Salary/wage	Longevity	Benefits	Type
T00042	04-201222-00000		Budget	$52,074.90	$0.00	$17,101.09	BasePay
T00042	04-201222-00000		Budget	$3,000.00	$0.00	$285.90	Allowance
T00048	04-201222-00000		Budget	$39,039.72	$0.00	$12,687.51	BasePay
T00048	04-201222-00000		Budget	$3,000.00	$0.00	$303.90	Allowance
T00056	04-201222-00000		Budget	$37,873.50	$0.00	$12,480.13	BasePay
T00056	04-201222-00000		Budget	$2,500.00	$0.00	$253.25	Allowance
T00056	04-201222-00000		Budget	$0.00	$0.00	$0.00	PCT

Screen 758 – Payroll Enc Transactions by Account

Screen 758 displays the individual transactions that created the summarized encumbrances by PIN for a specified PIN. This includes regular pay encumbrances, supplemental encumbrances and those created through the PCT process. The encumbrances shown are those 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.

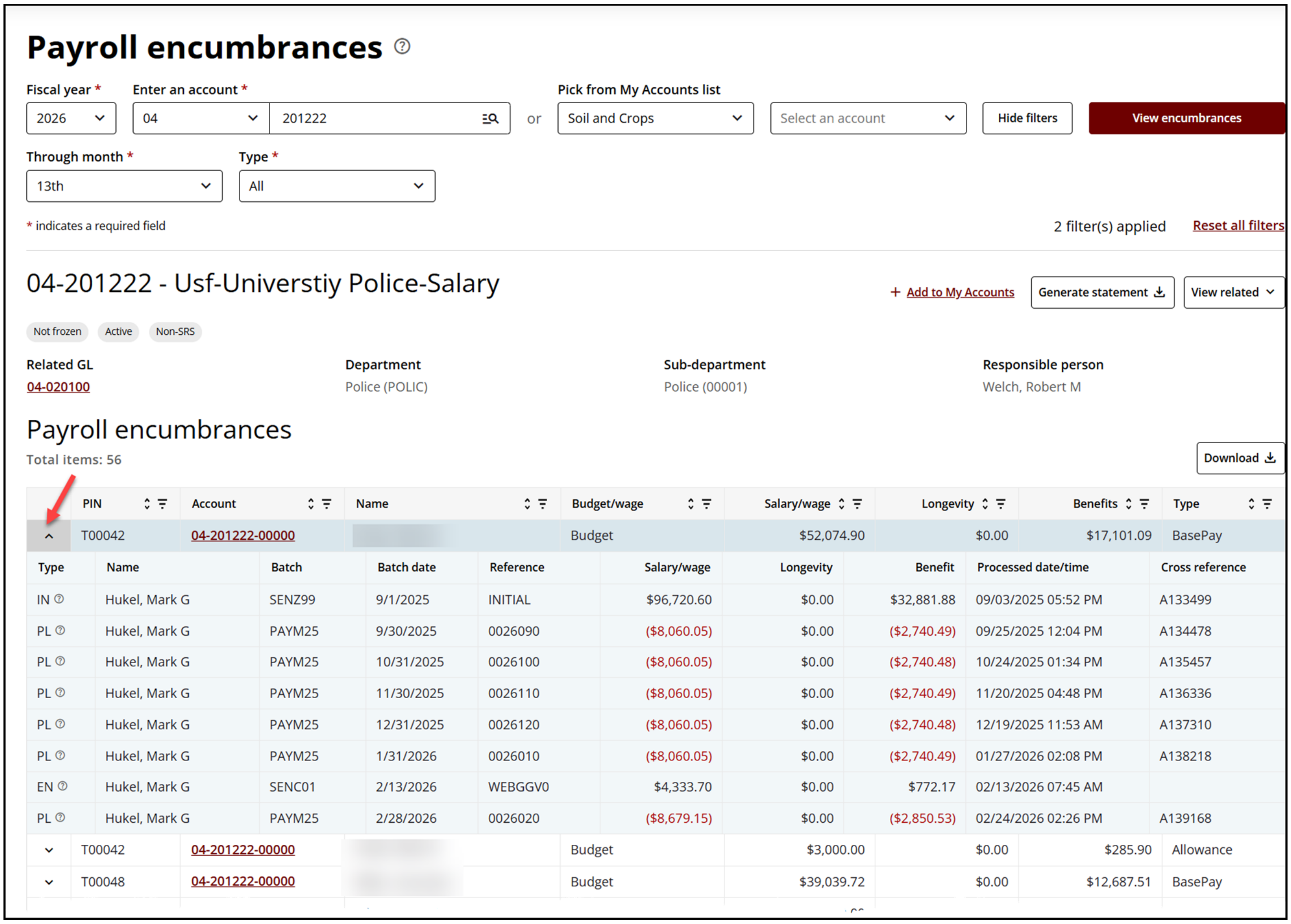
Each transaction indicated by transaction type how that transaction was created:

- AA Automated Adjustment
- AC Automated Correction
- CA Correction Adjustment
- EN Encumbrance Adjustment
- F5 Form 500 Legacy Adjustment
- FL Final Liquidation
- IN Initial Begin Year Encumbrance
- MA Manual Adjustment
- PL Payroll Adjustment
- SA Supplemental Adjustment
- SE SUPPLEMENT ENCUMBRANCE
- SL Supplemental Liquidation
- SS Salary Savings
- WE Workday Encumbrance Adjustment

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

```
 758 Payroll Enc Transactions by Account                     03/06/26 14:03
      USF-UNIVERSTIY POLICE-SAL                                FY 2026 CC 01
 Screen: ___ S/W Acct: 04 201222 00000 FY: 2026 Pin: T00058____ Correction: _
 Include Only: Tran Type: __   Month From: 9_ September  Thru: 10 October
                                   Bud/ Trn                                     F
 PIN/SSN    Date  Description Wage Typ  Salary/Wage  Longevity    Benefit    d C
---------- ----- ----------- ---- --- ------------- ---------- ----------- - -
T00058     09/01               B   IN     58338.72                27298.92
T00058     09/19               B   PL      1913.89-                 324.50-
T00058     09/30               B   AA       321.31-                 700.59-
T00058     10/03               B   PL      2011.68-                1797.59-
T00058     10/17               B   PL      2179.32-                 367.53-
T00058     10/31               B   PL      2067.56-                 367.62-
T00058     10/31               B   AA       447.04-                 531.97-
T00483     09/01               B   IN     44161.20     240.00      7890.93
T00483     09/19               B   PL      1692.00-     20.00-      304.10-
T00483     10/03               B   PL      1692.00-                1347.32-
T00483     10/17               B   PL      1692.00-     20.00-      300.83-
T00483     10/31               B   PL      1692.00-                 300.85-

                 *** 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
```

Payroll Enc Transactions by Account are displayed in FAMIS*web* by clicking the caret to the left of the PIN on the Payroll Encumbrance page.



Payroll encumbrances

Fiscal year * 2026
Enter an account * 04 201222
or
Pick from My Accounts list: Soil and Crops
Select an account
Hide filters
View encumbrances

Through month * 13th
Type * All

* indicates a required field

2 filter(s) applied
Reset all filters

04-201222 - Usf-Universtiy Police-Salary

+ Add to My Accounts
Generate statement
View related

Not frozen
Active
Non-SRS

Related GL	Department	Sub-department	Responsible person
04-020100	Police (POLIC)	Police (00001)	Welch, Robert M

Payroll encumbrances

Total items: 56

Download

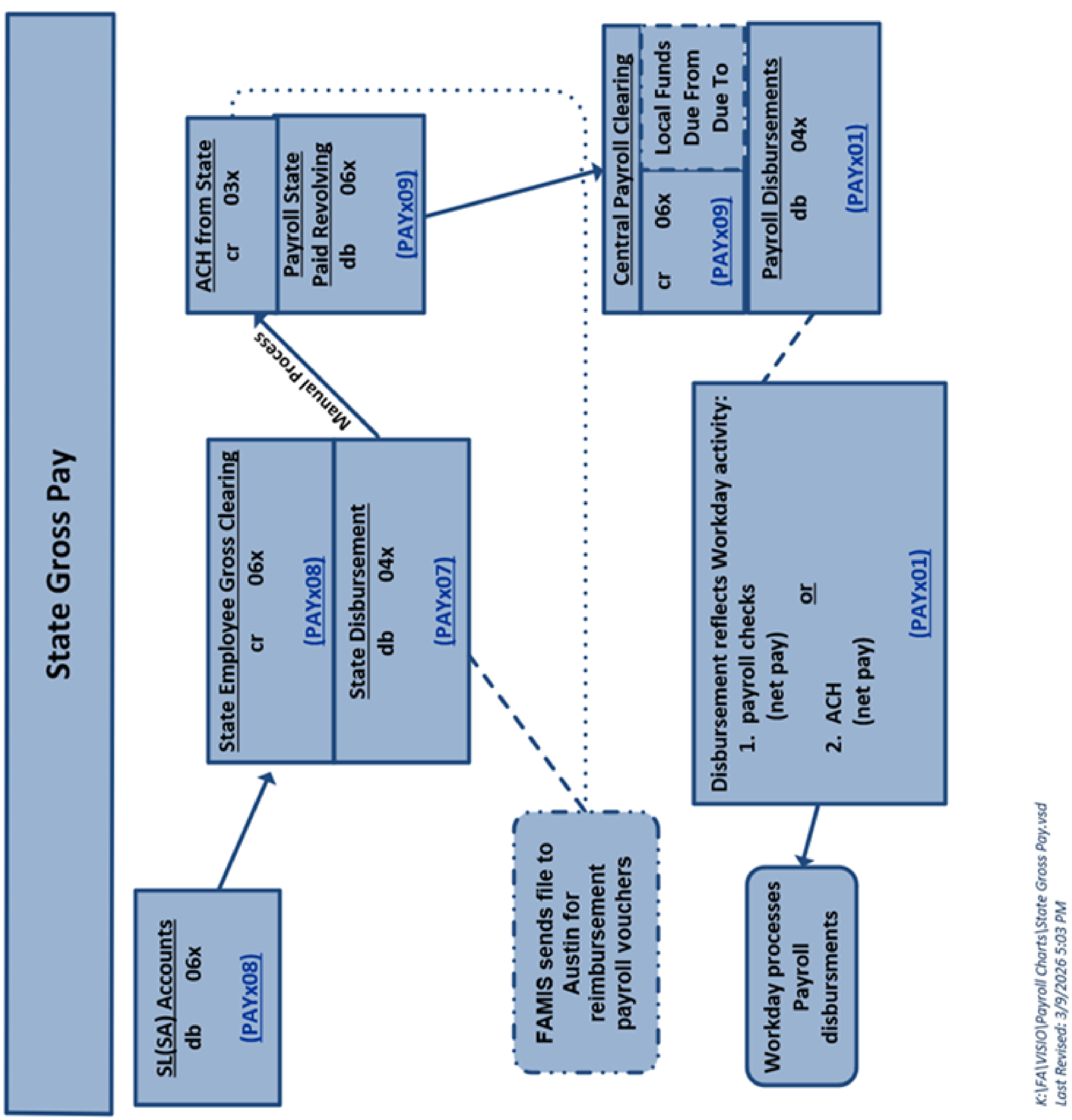
	PIN	Account	Name	Budget/wage	Salary/wage	Longevity	Benefits	Type
^	T00042	04-201222-00000		Budget	$52,074.90	$0.00	$17,101.09	BasePay

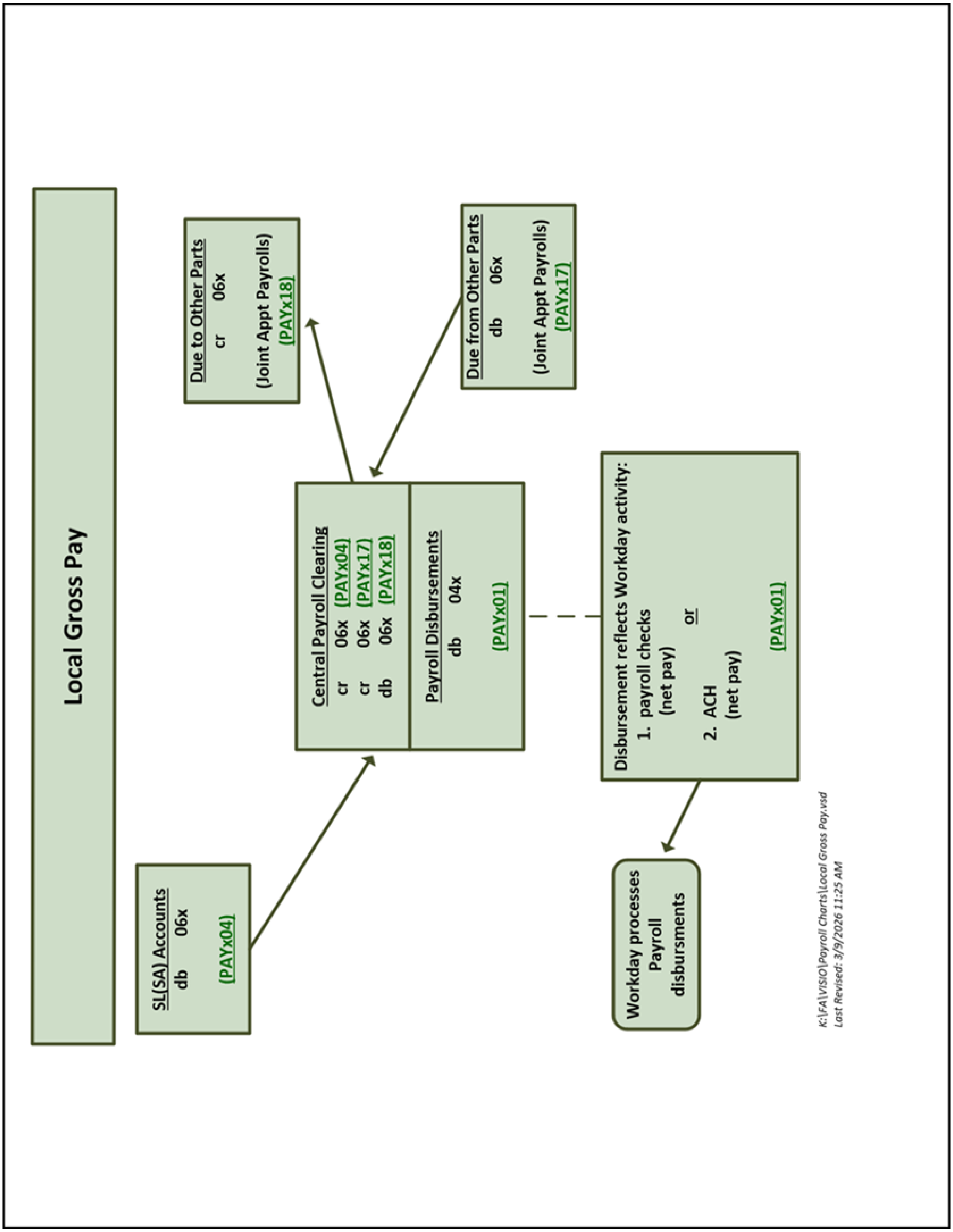
Type	Name	Batch	Batch date	Reference	Salary/wage	Longevity	Benefit	Processed date/time	Cross reference
IN	Hukel, Mark G	SENZ99	9/1/2025	INITIAL	$96,720.60	$0.00	$32,881.88	09/03/2025 05:52 PM	A133499
PL	Hukel, Mark G	PAYM25	9/30/2025	0026090	($8,060.05)	$0.00	($2,740.49)	09/25/2025 12:04 PM	A134478
PL	Hukel, Mark G	PAYM25	10/31/2025	0026100	($8,060.05)	$0.00	($2,740.48)	10/24/2025 01:34 PM	A135457
PL	Hukel, Mark G	PAYM25	11/30/2025	0026110	($8,060.05)	$0.00	($2,740.49)	11/20/2025 04:48 PM	A136336
PL	Hukel, Mark G	PAYM25	12/31/2025	0026120	($8,060.05)	$0.00	($2,740.48)	12/19/2025 11:53 AM	A137310
PL	Hukel, Mark G	PAYM25	1/31/2026	0026010	($8,060.05)	$0.00	($2,740.49)	01/27/2026 02:08 PM	A138218
EN	Hukel, Mark G	SENC01	2/13/2026	WEBGGV0	$4,333.70	$0.00	$772.17	02/13/2026 07:45 AM	
PL	Hukel, Mark G	PAYM25	2/28/2026	0026020	($8,679.15)	$0.00	($2,850.53)	02/24/2026 02:26 PM	A139168

	PIN	Account	Name	Budget/wage	Salary/wage	Longevity	Benefits	Type
v	T00042	04-201222-00000		Budget	$3,000.00	$0.00	$285.90	Allowance
v	T00048	04-201222-00000		Budget	$39,039.72	$0.00	$12,687.51	BasePay

Section IV
FAMIS Payroll Processes

State Gross Pay





Local Gross Pay
SL(SA) Accounts
db 06x
(PAYx04)
Due to Other Parts
cr 06x
(Joint Appt Payrolls)
(PAYx18)
Due from Other Parts
db 06x
(Joint Appt Payrolls)
(PAYx17)
Central Payroll Clearing
cr 06x (PAYx04)
cr 06x (PAYx17)
db 06x (PAYx18)
Payroll Disbursements
db 04x
(PAYx01)
Disbursement reflects Workday activity:
1. payroll checks (net pay)
or
2. ACH (net pay)
(PAYx01)
Workday processes Payroll disbursments
K:\FA\VISIO\Payroll Charts\Local Gross Pay.vsd
Last Revised: 3/9/2026 11:25 AM

Gross Pay Walk-Through

Payroll Facts

Gross Pay and Longevity

$800,000	-	disbursed by the workstation

This is comprised of:
- $400,000 – ACHs directly to employees
- $250,000 – Checks directly to employees
- $140,000 – Employee Deductions

Funding

$600,000	-	payroll obligations from State SL-SAs
$200,000	-	payroll obligations from Local Funds SL-SAs

Interagency (Due To/Due From Other System Parts)

$15,000	-	'Due To' (your obligations for other A&M System members' employees)
$ 5,000	-	'Due From' (other A&M System members' funding your employees)

Accounting Entries Performed by FAMIS

Disbursement entries for Central Payroll (PAYx01)

debit Central Payroll Clearing (ACH)	$400,000	
credit Local Payroll Bank (ACH)		$400,000
debit Central Payroll Clearing (checks)	$250,000	
credit Local Payroll Bank (checks)		$250,000

Employee Deductions (PAYx03)

debit Central Payroll Clearing (checks)	$140,000	
credit Deduction, Benefit Liability Accounts (Screen 837)		$140,000

Entry for Due From other A&M System members (PAYx17)

debit Due From/To Other Parts GL	$ 5,000	
credit Central Payroll Clearing		$ 5,000

Entry for Due To other A&M System members (PAYx18)

debit Central Payroll Clearing	$ 15,000	
credit Due From/To Other Parts GL		$ 15,000

Entry for Local SL expenses

debit (various) Local SLs	$200,000	
credit Central Payroll Clearing		$200,000

Entry for State SL expense

debit (various) State SLs	$600,000	
credit State Employee Gross Pay Clearing		$600,000
debit State Employee Gross Pay Clearing	$600,000	
credit State Banks		$600,000

Entry for State Paid Revolving

debit State Paid Revolving	$600,000	
credit Central Payroll Clearing		$600,000

Entry for State Paid Revolving Reimbursement

debit Local Bank	$600,000	
credit State Paid Revolving		$600,000

Entry for Deduction, Benefit Liability Accounts (Screen 837)

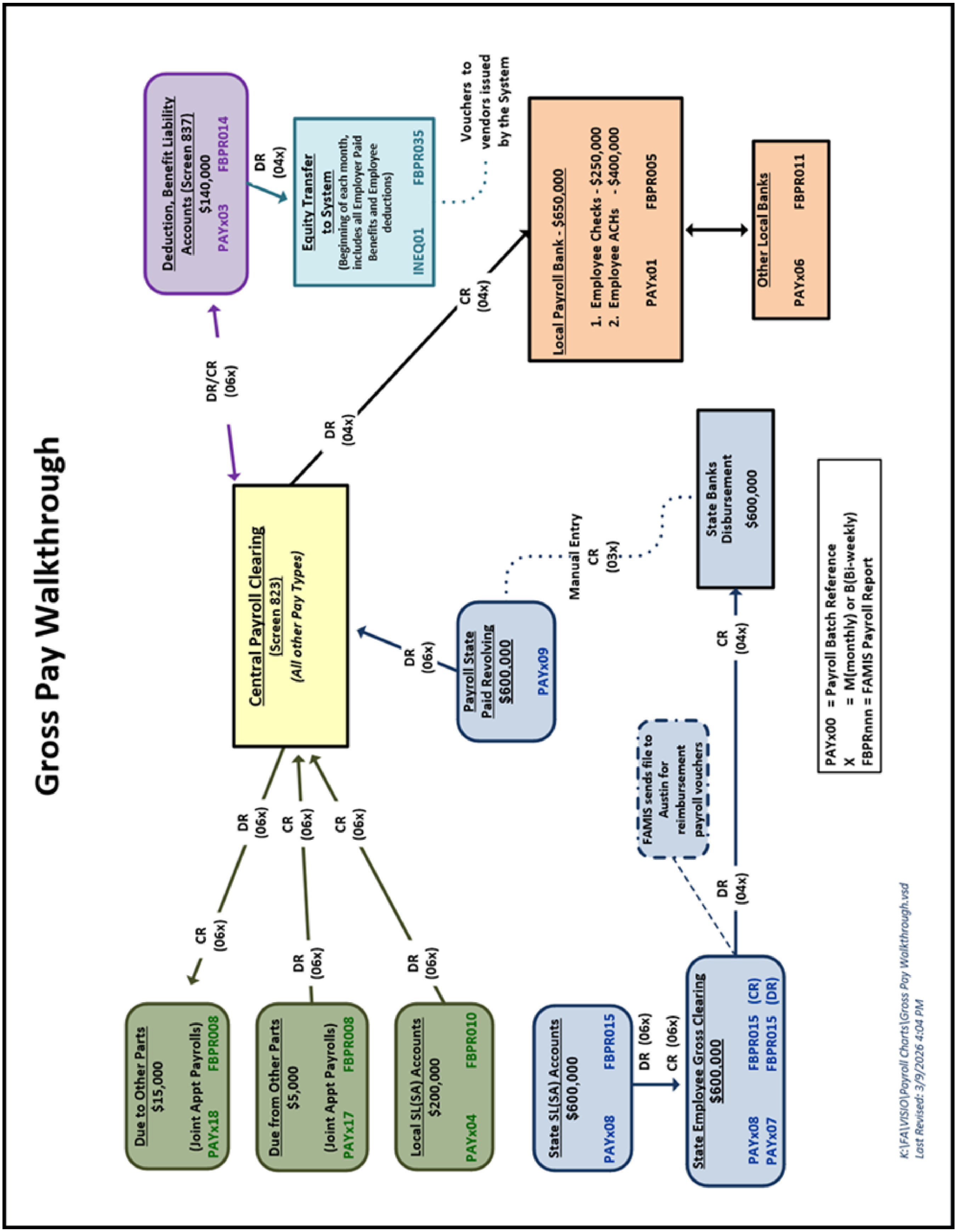
debit Cash Concentration Pool	$140,000	
credit Central Payroll Clearing		$600,000

Activity in Central Payroll Clearing account:

Description	Debits	Credits
ACH Disbursement	$ 400,000	
Check Disbursement	$ 250,000	
Employee Deductions	$ 140,000	
Due From Other A&M System members		$ 5,000
Due To Other A&M System members	$ 15,000	
Offset From Local SL-SAs		$ 200,000
Offset From Due From State Comp.		$ 600,000
Overall Total	**$ 805,000**	**$ 805,000**

Summary of Entries

1. Central Payroll Clearing entries net to zero.
2. Employee Deduction Clearing account balances are increased by $140,000, pending transfer to System Office for payments to carriers.
3. Appropriate SLs are charged for Gross Pay (totaling $800,000).
4. Due From/To Other Parts GL has appropriate entries and are ready for resolution at end of the month.
5. Due From State Comptroller (Payroll State Paid Revolving) has appropriate balance.
6. Manual receipt to record State Reimbursement.
7. Employee Deduction Clearing account balances are transferred to System Office by Equity Transfer to offset payments to carriers.


Gross Pay Walkthrough
Due to Other Parts
$15,000
(Joint Appt Payrolls)
PAYx18 FBPR008
Due from Other Parts
$5,000
(Joint Appt Payrolls)
PAYx17 FBPR008
Local SL(SA) Accounts
$200,000
PAYx04 FBPR010
CR (06x)
DR (06x)
DR (06x)
DR (06x)
CR (06x)
CR (06x)
Central Payroll Clearing
(Screen 823)
(All other Pay Types)
DR/CR (06x)
Deduction, Benefit Liability Accounts (Screen 837)
$140,000
PAYx03 FBPR014
DR (04x)
Equity Transfer to System
(Beginning of each month, includes all Employer Paid Benefits and Employee deductions)
INEQ01 FBPR035
Vouchers to vendors issued by the System
DR (04x)
CR (04x)
Local Payroll Bank - $650,000
1. Employee Checks - $250,000
2. Employee ACHs - $400,000
PAYx01 FBPR005
Other Local Banks
PAYx06 FBPR011
DR (06x)
Payroll State Paid Revolving
$600,000
PAYx09
Manual Entry
CR (03x)
State Banks Disbursement
$600,000
State SL(SA) Accounts
$600,000
PAYx08 FBPR015
DR (06x)
CR (06x)
State Employee Gross Clearing
$600,000
PAYx08 FBPR015 (CR)
PAYx07 FBPR015 (DR)
FAMIS sends file to Austin for reimbursement payroll vouchers
DR (04x)
CR (04x)
PAYx00 = Payroll Batch Reference
X = M(monthly) or B(Bi-weekly)
FBPRnnn = FAMIS Payroll Report
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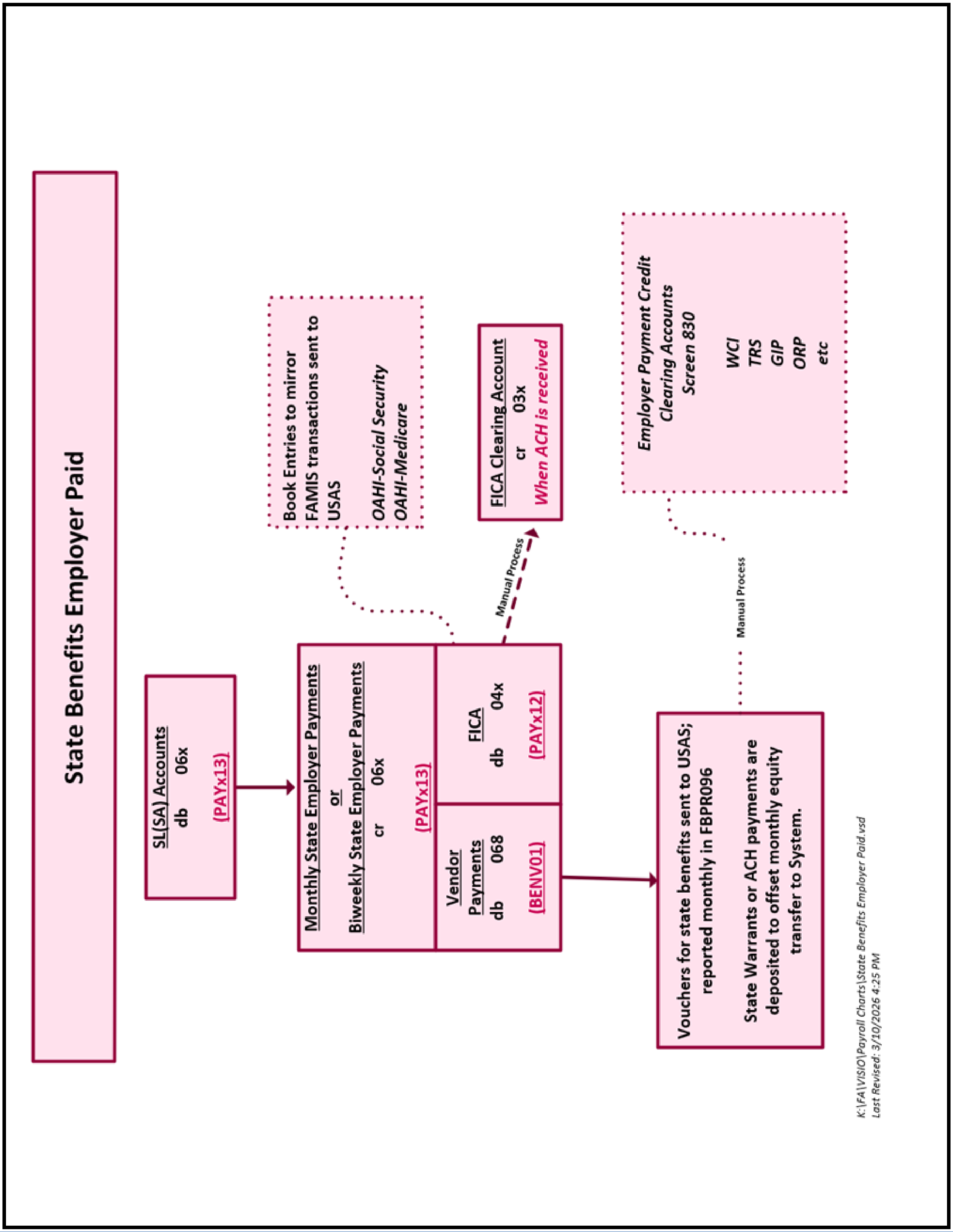
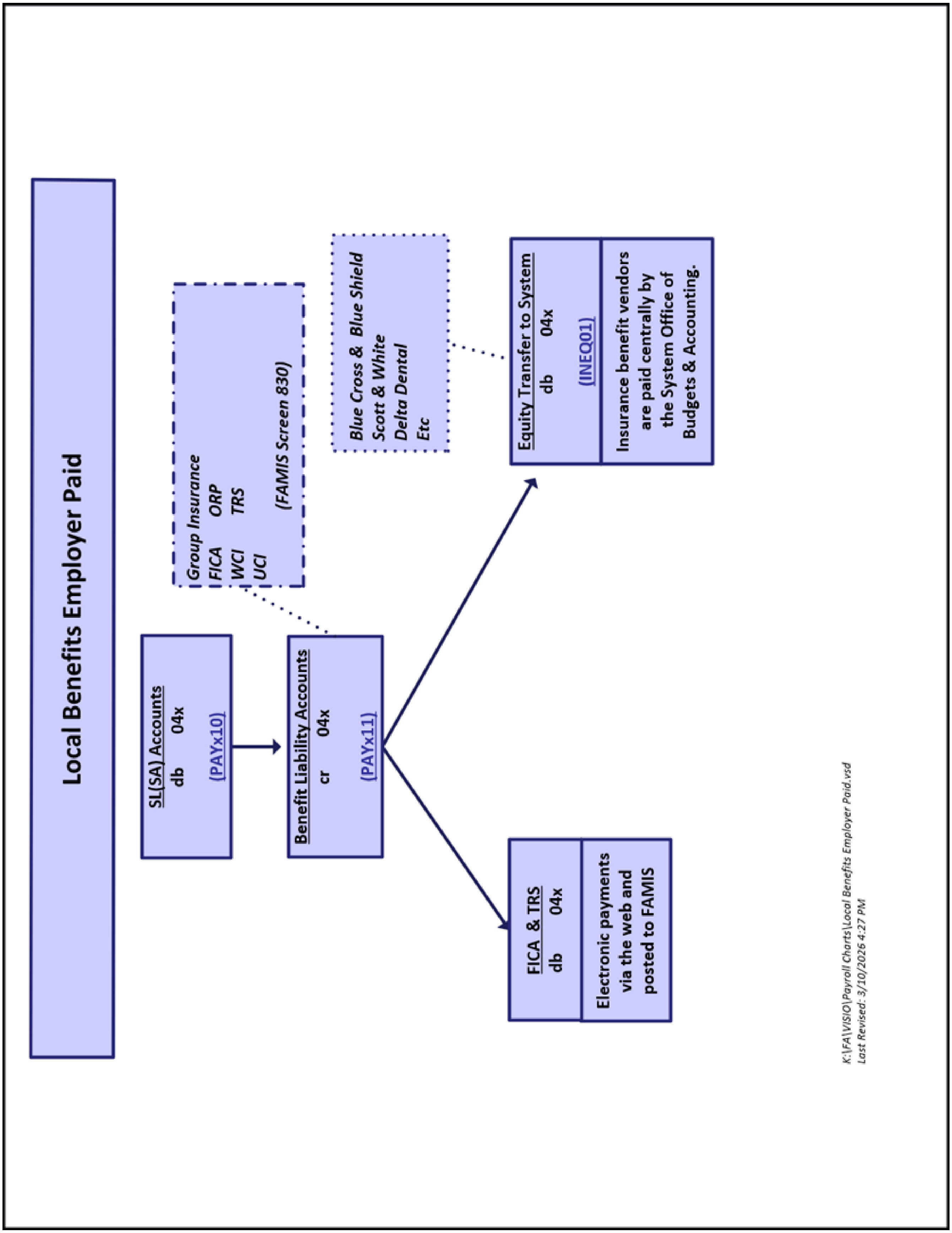
State Benefits Employer Paid



Local Benefits Employer Paid



Benefits Walkthrough

Benefit Facts Monthly Payroll

Benefit Type	State Funds	Local Funds
FICA	$ 30,000	$ 20,000
FIM (Federal Insurance Medical)		$ 5,000
GIP (Group Insurance Premium)	$ 25,000	$ 14,000
ORP (base and supplemental)	$ 22,000	$ 11,000
TRS	$ 14,000	$ 8,000
UCI		$ 800
WCI	$ 2,000	$ 1,100
Totals	**$ 93,000**	**$ 59,900**

Accounting Entries Performed by FAMIS

Entries for the State Benefits

debit State SL for FICA	$30,000	
credit Monthly State Employer Payments (Screen 823)		$30,000
debit State SL for GIP	$25,000	
credit Monthly State Employer Payments *(Screen 823)*		$25,000
debit State SL(s) for ORP	$22,000	
credit Monthly State Employer Payments *(Screen 823)*		$22,000
debit State SL(s) for TRS	$14,000	
credit Monthly State Employer Payments *(Screen 823)*		$14,000
debit State SL(s) for WCI	$2,000	
credit Monthly State Employer Payments *(Screen 823)*		$2,000

Entry for State paid FICA (FAMIS prepared and sent the USAS voucher)

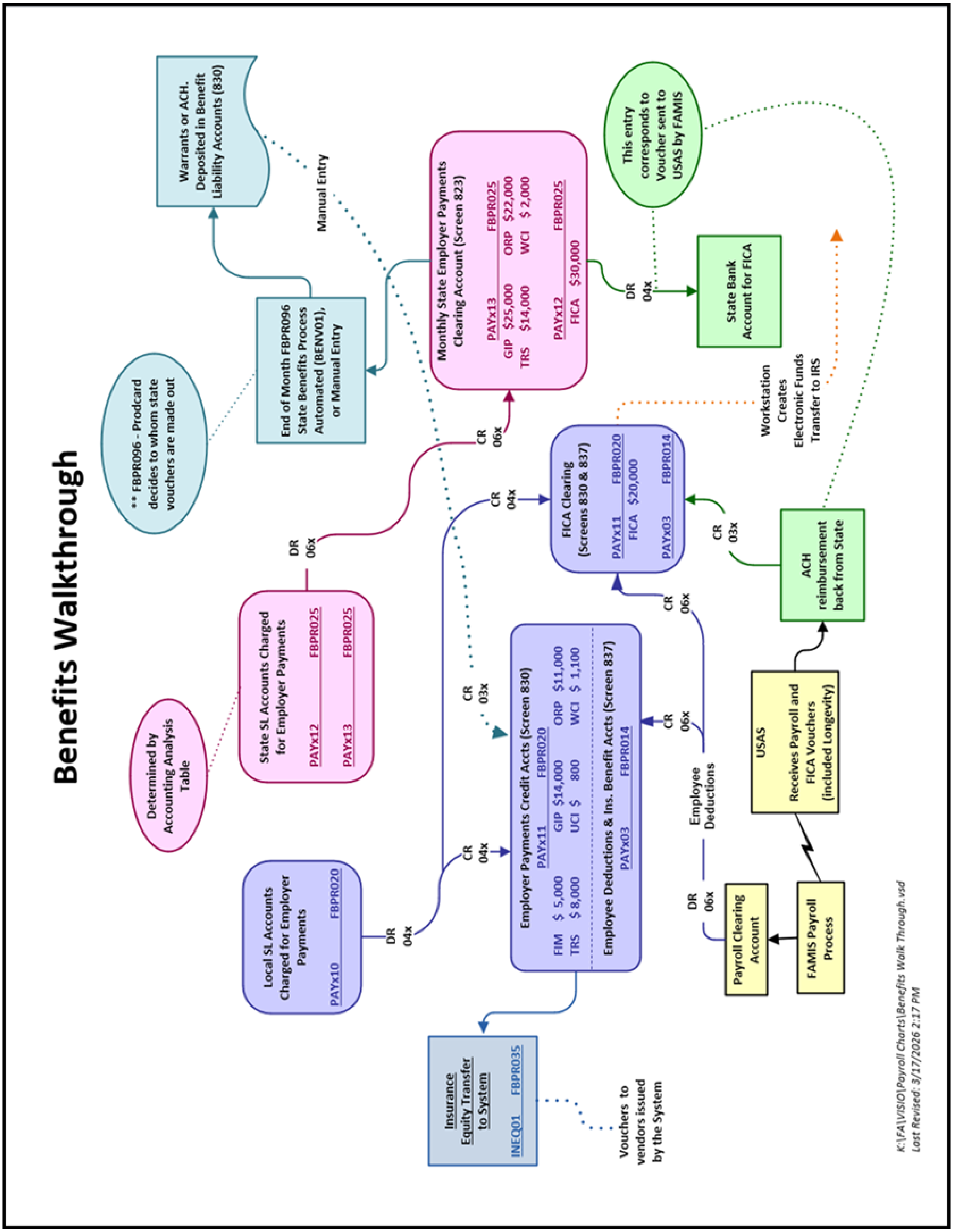
debit Monthly State Employer Payments (Screen 823)	$30,000	
credit appropriate state banks		$30,000

At the end of the month, State Employer Payments account should be zeroed out by the FBPR096 end of month process.

Entries for Local Fund Benefits

debit (various) Local SLs – FICA	$20,000	
credit Local Fund Bank		$20,000
debit Local Fund Bank	$20,000	
credit FICA Benefit Liability account (Screen 830)		$20,000
debit (various) Local SLs – FIM	$5,000	
credit Local Fund Bank		$5,000
debit Local Fund Bank	$5,000	
credit FIM Benefit Liability account (Screen 830)		$5,000
debit (various) Local SLs – GIP	$14,000	
credit Local Fund Bank		$14,000
debit Local Fund Bank	$14,000	
credit GIP Benefit Liability account (Screen 830)		$14,000
debit (various) Local SLs – ORP	$11,000	
credit Local Fund Bank		$11,000
debit Local Fund Bank	$11,000	
credit ORP Benefit Liability account (Screen 830)		$11,000
debit (various) Local SLs – TRS	$8,000	
credit Local Fund Bank		$8,000
debit Local Fund Bank	$8,000	
credit TRS Benefit Liability account (Screen 830)		$8,000
debit (various) Local SLs – UCI	$800	
credit Local Fund Bank		$800
debit Local Fund Bank	$800	
credit UCI Benefit Liability account (Screen 830)		$800
debit (various) Local SLs – WCI	$1,100	
credit Local Fund Bank		$1,100
debit Local Fund Bank	$1,100	
credit WCI Benefit Liability account (Screen 830)		$1,100

The balances in the Benefits Liability accounts will be handled and resolved after the Insurance Equity Transfer to the System at the beginning of the next month.


Benefits Walkthrough
Determined by Accounting Analysis Table
** FBPR096 - Prodcard decides to whom state vouchers are made out
Warrants or ACH. Deposited in Benefit Liability Accounts (830)
Manual Entry
End of Month FBPR096 State Benefits Process Automated (BENV01), or Manual Entry
State SL Accounts Charged for Employer Payments
PAYx12 FBPR025
PAYx13 FBPR025
DR 06x
CR 06x
Monthly State Employer Payments Clearing Account (Screen 823)
PAYx13 FBPR025
GIP $25,000 ORP $22,000
TRS $14,000 WCI $ 2,000
PAYx12 FBPR025
FICA $30,000
DR 04x
This entry corresponds to Voucher sent to USAS by FAMIS
State Bank Account for FICA
Local SL Accounts Charged for Employer Payments
PAYx10 FBPR020
DR 04x
CR 04x
CR 03x
Employer Payments Credit Accts (Screen 830)
PAYx11 FBPR020
FIM $ 5,000 GIP $14,000 ORP $11,000
TRS $ 8,000 UCI $ 800 WCI $ 1,100
Employee Deductions & Ins. Benefit Accts (Screen 837)
PAYx03 FBPR014
CR 04x
FICA Clearing (Screens 830 & 837)
PAYx11 FBPR020
FICA $20,000
PAYx03 FBPR014
CR 06x
CR 06x
CR 03x
Workstation Creates Electronic Funds Transfer to IRS
ACH reimbursement back from State
Employee Deductions
DR 06x
Payroll Clearing Account
FAMIS Payroll Process
USAS Receives Payroll and FICA Vouchers (included Longevity)
Insurance Equity Transfer to System
INEQ01 FBPR035
Vouchers to vendors issued by the System
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