

FAMIS

PAYROLL INTERFACE

USER'S MANUAL

Version 5.0
April 2007

INTRODUCTION

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

All associated screens and processing information are included along with field descriptions. The required fields are indicated, for your convenience, in the field descriptions of each section.

By utilizing the information and guidelines contained in this manual, a user should be able to enter, process, and track payroll transactions through the complete process.

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

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

Non-College Station based: FAMIS Services
 The Texas A&M University System
 200 Technology Way, Suite 2180
 College Station, TX 77845-3424

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PAYROLL

INTERFACE

General Concepts

Payroll for all A&M System members is processed by the Budget Payroll Personnel (BPP) System. The BPP / FAMIS payroll interface consists of a set of computer programs which use technology to keep the fiscal accounts updated with the payroll activities.

Some of the updates are done 'real time' - for example, EPA documents are encumbered in accounting when the document is closed. Other updates are processed in 'batch mode' such as Form 500 records created using the BPP screens and the accounting records for posting the payroll entries. These records are prepared by the BPP System and then processed into FAMIS. The FAMIS programs use the BPP data to generate batches of accounting entries according to predefined rules contained in the Accounting Analysis Table, a table in the BPP system.

FAMIS posts these payroll expenses "after the fact". The actual payroll has already been run and the payroll checks/ACHs have been issued by the time FAMIS posts the payroll information into accounting. Therefore, there is no budget checking done when the payroll file is posted into FAMIS.

Related Payroll Manuals

There are two additional FAMIS manuals that relate to Payroll. All of the manuals are available on the FAMIS website: <http://tamus.edu/offices/famis>.

[Payroll Encumbrance Module User's Guide](#)
[EPA \(Employee Payroll Action\) Module & FORM 500 Processes Manual](#)
[Payroll Distribution Module User's Guide](#)

Payroll Cycles

Payroll is processed and payments are made (check and/or ACH) in pay cycles.

B = **Biweekly** (processed every other week)
M = **Monthly** (processed once a month)

A **supplemental cycle** may be processed once each month using the cycle type of B (biweekly). Supplemental payroll entries are allowed and processed in the biweekly payroll cycle only and identified as BW0. These entries contain the corrections and cancellations.

If no payroll is processed for your agency on a biweekly or supplemental biweekly cycle, payroll reports will be blank and the batches in FRS will be empty.

Batch Identifiers

Much of the payroll posting in FAMIS is done through batch processing. Each batch is assigned a batch identifier. All the payroll batches are PAYx017 where x = B for Biweekly or M for Monthly

Interface Files

As BPP completes a payroll cycle, the BPP system produces several files that are used by FAMIS to create the accounting entries:

- 1) Payroll History file** *created each payroll*

Contains detail records at the employee and funding source level from the payroll cycle. It also includes applicable accounting analysis table entries that define the funding banks and accounts for benefits.
- 2) Payroll Check file** *provided each payroll*

Contains detail records of the employee payroll checks and the deduction checks for the benefit vendors.
- 3) Payroll ACH file** *provided each payroll*

Contains detail records of disbursements made to employees via the Federal ACH (Automated Clearing House) System.
- 4) Extended Pay Plan Deposits file** *provided each payroll*

Contains detail records of employee deposits to the extended pay plan fund.
- 5) Extended Pay Plan Withdrawals file** *provided each payroll plus 1x at month-end*

Contains detail records of employee withdrawals from the extended pay plan fund.
- 6) Payroll ORP/TDA ACH file** *provided 1x at month-end*

Contains detail records of the ACH payments made for ORP / TDA payments.
- 7) InterPart Due to/Due from file** *provided 1x at month-end*

Contains detail records of the payments that are due to other A&M System members.

Other Files Created by BPP

- | | |
|-----------------------|-----------------------------------|
| 1. Person file | <i>provided 1x each month</i> |
| 2. Carrier table | <i>provided 1x each month</i> |
| 3. Title Code file | <i>provided 1x each month</i> |
| 4. Form 500 | <i>provided daily</i> |
| 5. Reimbursement file | <i>provided with each payroll</i> |

Payroll Postings

General Information:

FAMIS makes use of several **clearing accounts** (typically GL accounts) to correctly book payroll and benefit expenses.

[\(Need for Screen 823 and brief explanation of each of the payroll clearing accounts\)](#)

Detail vs. Summary & Display of Individual's Name

1. Payroll is **posted in summary** at the voucher and object code level within an account. FAMIS does not, by default, post payroll at a detail (per employee) level. A **name does not display UNLESS there is only one SSN on a record**; in that case, there is nothing to summarize and we display the individual's name. When there is more than one entry, and you are posting in Summary – we do not fill in any name information.
2. Only those persons with **proper security** (EPHIST or E**** entity security) for the department of the account (or other entity grouping, such as College or Division) can view the name. All others see only the generic wording, such as Monthly Payroll.
3. Payroll is **posted in detail** (per employee) as an option set in the JCL as parameters. The 'detail flag' works in conjunction with an SL Range - these parameters are: Detail-SL and Detail-SLEND.

NOTE: Posting at an employee detail level can be activated upon request. However, detail posting of payroll expenses can reveal salary information to those with general access to FAMIS.

There are four programs in the PRMON job and in PRBW involved with the Detail flag settings, these are:

FBPR010 - Journal Entries for Expensing Local Funds Payroll
FBPR015 - Journal Entries for Expensing State Funded Payroll
FBPR020 - Summary of Employer Paid Benefit Credits
FBPR025 - State Paid Benefit Disbursements

4. Disbursement entries made against the payroll bank account are made in **summary**. Therefore, you will not see detail disbursements on your bank reconciliation reports (e.g. **FBMR219**).

To view detail checks, use FAMIS screen 185 or see BPP report BP5038. Additionally, FAMIS report **VBMR303** shows payroll checks in detail. This report is run as part of the CKREC process and will list new and paid checks.

Employee Deductions

Employee deductions are that portion of the employee's payroll paid by the employee and deducted from the paycheck to cover some benefits. Some of these deducts are required by the employer to be deducted and some are elected by the employee. Deductions are part of an employee's gross pay and payroll is expensed at a gross pay level.

BPP sends FAMIS a file of the deductions which FAMIS then posts into the accounts listed by type on Screen 837. SAGO pays the vendor for the whole A&M System and processes equity transfers from these same accounts into SAGO to cover the expenditures.

However, handling of deductions correctly is a critical function to the payroll office and will have impact on FAMIS especially when corrections are required. This will be discussed primarily in the benefit and correction sections of this manual.

Some examples of employee "deducts":

ADD	Accidental Death & Dismemberment
COD	Court Ordered Deductions
DCP	Deferred Compensation Plan
DEN	Dental
FIT	Federal Income Tax
MED	Medical
OL	Optional Life
OASI	Social Security – employee paid
OAHl	Medicare – employee paid
ORP	Optional Retirement Program
RTH	Roth 403B
TDA	Tax Deferred Annuity
TRS	Teachers Retirement System
VIS	Vision

Helpful Terms

Accounting Analysis Table & Key

The Accounting Analysis Table provides a way to charge benefit related expenses to a different account and/or bank other than that of the source account.

The first 4 digits of accounting analysis field are defined as the key. The accounting analysis key controls posting of the payroll expense and benefits to the correct fiscal accounts and banks. The remaining characters of the key can be defined by the various fiscal offices for their own needs (project accounting, Research Foundation cost sharing, etc.).

ACH

Automated Clearing House designates the electronic transfer of payroll transactions through the Federal Reserve Banking System. Payment by ACH sends funds directly to the appropriate bank and replaces a paper check.

AD&D

Accidental Death & Dismemberment refers to an optional insurance program offered to employees by TAMUS.

ADLOC

Admistrative Location -- references the administrator who has budgetary and operational responsibility; individuals whose regular employment falls within the operational scope of a particular area will be identified by the ADLOC of that area. Usually corresponds to the main FAMIS account used by that organizational unit.

Benefits (see Employer Payments / or Benefits)

Employer payments made on behalf of the employee.

(State) Benefit SLs

Subsidiary Ledgers established for the purpose of holding **State Appropriation Funds** authorized for the payment of employee benefits.

Budgeted Employees

Employees holding a position defined as budgeted because budget is created for that position at the beginning of the employment or fiscal year. These can be employees paid by monthly salary or by an hourly rate.

Deductions - “Deducts”

Employee deductions are funds “taken from” an employee’s gross pay for various reasons. BPP creates checks and/or ACH entries for the employee deductions. This is considered a part of employee gross pay, is paid by the employee and ‘deducted’ from the pay check.

FAMIS makes no direct entries related to deductions; however, the processing of deductions and payments to benefit vendors is handled in FAMIS.

Effective Date

Indicates the actual date on which the position change being implemented by the EPA document or Form 500 will occur.

Employee Deduction (see Deductions)

EPA / Employee Payroll Action System

The web-based EPA system is available to create or amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. This is the counterpart to the Form 500 process available in the BPP System.

NOTE: A separate EPA manual is available through the FAMIS website.

Employer Payment/Fringe Benefit

Employer payments or benefits are funds, *over and above an employee’s gross pay*, which are paid to third parties for the benefit of the employee. These employer payments do not impact the employee’s gross pay nor reduce the employee’s net pay. The benefits may or may not be paid by the same account that funds the employee’s gross pay.

Equity Transfers

Funds, or equity, transfers are made between A&M System members to transfer money owed to each other for shared payroll obligations. These transfers resolve, or clear out, the Due to/ Due-from accounts that arise when an employee is paid by more than one A&M System member.

Extended Pay Plan

This payroll feature allows an employee on a less than twelve-month contract to be paid over a twelve-month period.

FICA – Federal Insurance Contribution Act

The employer paid contribution to the Federal Government’s Social Security Program.

FIT – Federal Income Tax

The income tax for the Federal Government deducted from the employee pay.

Form 500 Personnel/Budget Action – (BPP System)

Computer generated document used to amend a position in the budget with respect to salaries and wages, occupant, job title, source(s) of funding, etc. A Form 500T is produced by the initial load of the budget for the fiscal year. A Form 500R is produced by any subsequent changes to the budget. The type (T or R) is determined by the iteration status. The EPA System is the web-based version.

Funding Requirement

Monetary amount required or saved for each source for the time between the effective date of the EPA or Form 500 and the end of the fiscal year. Salary savings are calculated automatically and do not require input to BPP.

GIP

Group Insurance Premiums, offered to the employees, includes Medical Insurance and Basic Life Insurance. Some programs have wider definitions - and define what part the State contributes to the program. Usually, SGIP refers to employer-paid premiums that can be used for BL, MED, DEN, ADD, VIS or LTD.

Goldplate Budget

This term refers to the payroll 'Prep Budget' following its approval by the Board of Regents.

Gross Pay

The total amount paid to the employee before deductions -- includes salary, but not longevity (which is treated as a negative deduction).

Gross Pay is the total amount an employee earns – before any taxes or other deductions are taken out of the pay. It does not include Longevity.

When accounting entries are made in FAMIS to expense payroll to a particular account, the entries are made for the gross pay amount.

Hazard Duty

Hazard Duty is a payment made to employees recognizing their performance under hazardous conditions and effectively increases their gross pay. In general, hazard duty pay is treated as a type of gross pay. However, it is a separate source item.

Hourly Employees

Employees that are paid for each hour worked at a predetermined rate of pay. Some are budgeted, others are not.

Iteration

An identifier used to define a specific action or situation of a position in the BPP Active Budget database. Iteration 01 is the first iteration generated by the initial load of the fiscal year budget.

Liability Accounts

Accounts, usually General Ledgers, established for the purpose of collecting the monies to be paid to the benefit vendors on behalf of the employees. These accounts are listed on FAMIS Screen 830.

Longevity

Longevity is a payment made to employees recognizing their years of service. This payment effectively increases their gross pay. In BPP, longevity is treated much like a negative deduction; however, in FAMIS, longevity is treated like gross pay and charged to a different expense code.

Net Pay

Net Pay is the amount of pay disbursed to the employee, either through a check or an ACH transaction. The Net Pay is always the gross pay + longevity less the deductions. BPP creates checks and/or ACH disbursements for the amount of the net pay.

Net Pay = Gross Pay + Longevity – Deductions

OAH – Old Age Health Insurance

The Medicare insurance program is sponsored by the Federal Government. This contribution is paid by the employee.

OASI – Old Age Survivors Insurance

The Social Security program is sponsored by the Federal Government. This contribution is paid by the employee.

ORP – Optional Retirement Program

Contributions to TAMUS retirement program which includes contributions by the employee (deduction) and the employer (employer-paid benefit).

Pay Cycle Date

The date that identifies the day the employee was paid.

Pay Period End Date

This date marks the end of the period for which the employee is being compensated.

Pay Type

Pay Type defines the processing required by the payroll calculation program to compute the net pay for the pay items.

PIN

Position Identification Number – a number given to each budgeted position of employment within TAMUS.

Requirement/Savings Account

Account identifies the funding source from which the requirement is being taken or into which the savings is being placed.

Salary Employees

Salary employees are compensated according to an agreed amount based on a payroll period.

Salary Encumbrance

An encumbrance posted at the beginning of the employment or fiscal year to reserve the payroll dollars for the employee.

Salary Savings

Process performed on the last working day of the month that calculates and distributes salary budget not spent during the month due to a position being vacant at least one day during the month. (FBPR050 & FBPR051)

Source Amount

Total dollar amount which is obligated to be paid by the fiscal source over the source period.

Source Line

A record associated with a given PIN and iteration that identifies funding information for the PIN. It includes the source account (SL-SA which will be charged), source object code, source accounting analysis, source percent effort, source amount (see above), source requirement account, and the source begin and end period dates.

TDA – Tax Deferred Annuity

An optional program for employees to deposits funds into an account on a tax deferred basis. Generally this is intended to be part of a retirement program. The funds are deducted from the employee gross pay.

TRS – Teachers Retirement System

The retirement system sponsored by the State of Texas for employees of Higher Education institutions. These contributions are paid both by employee deduction and employer-paid benefit.

UCI

Unemployment Compensation Insurance is a program handled by the State of Texas. All claims are initially paid by the State. However, if the employee is paid from local funds, each A&M System member must reimburse the State for the claim.

Wage Employees

Wage employees are not budgeted positions and are paid by the hour. Wage PINs are assigned by the system as a sequential number. Wage positions can contain different occupants over time.

WCI

Workers Compensation Insurance is a program coordinated by A&M System. TAMUS is self-insured (through SO) and all claims are a cost to TAMUS (SO), regardless of funding source. WCI is an assessment from SO to each A&M System member.

Accounting Analysis

The payroll Accounting Analysis Table defines the rules for posting payroll expenses and benefits to the correct fiscal accounts. The accounting analysis key is the first four digits of the accounting analysis field. The accounting analysis code entered on the Form 500 iteration source line is used when the payroll is run.

The Accounting Analysis Table

The BPP Accounting Analysis Table details the correct bank and accounts for the payment of payroll expenses and benefits. The table specifies:

- the **bank** from which **salaries** will be paid
- the **account** from which **benefits** will be paid
- the **bank** from which **benefits** will be paid
- the **retirement contribution** amount

BENEFITS DETERMINATION

The charge code columns, each with a column heading of 'C', are used by this table to make the benefits determination. There is a charge code column for each available type of benefit. Following are the valid values and meanings for charge code:

Charge Code	Definition
0	Paid by the State (code was formerly " <i>BLANK</i> ") by an appropriation that is not booked in FAMIS. FAMIS will not perform any accounting for this benefit.
1	Paid by the same account and bank as the salary.
2	Paid by the bank and account specified on the BPP Accounting Analysis Table.
3	Paid by the same account as Salary, but by the bank specified on the table.
4	Retirement Base Only: Paid by the same account and bank as the salary, but limited to a 3% contribution. The 3% balance is paid by the State. <i>Used for Federal Funds Only.</i>
5	Retirement Base Only: Paid by the bank and account listed on the table, but limited to a 3% contribution. The 3% balance is paid by the State. <i>Used for Federal Funds Only</i>

CHANGING THE ACCOUNTING ANALYSIS TABLE

Changes to the Accounting Analysis table are generally made during setup for a new fiscal year – at the time the budget process begins for the new fiscal year. However, by changing this table, you can make mass changes for many situations, such as changing the benefit-related expenses to a different account and/or bank than that of the source account.

By coordinating with BPP, you can set up mass overrides of an accounting analysis. The purpose of a mass override would be to change, for a single payroll, all employees from their default bank to another. For example, from State fund 0001 to State fund 0242.

Temporary Accounting Analysis Changes **(Prior to a Payroll)**

There are several types of temporary changes that can be made to a payroll record's accounting analysis prior to a payroll. They are:

1. Massive changes where you want the entire payroll moved from one accounting analysis to another (General Revenue to Local Funds, for example).

Timing is critical:

Biweekly payrolls – can easily be done before initial PPRs are generated

Monthly payrolls – can easily be done before the 2nd BVD

Monitor the Payroll Fund Report or USAS for account expenditures

This option will NOT impact corrections already entered in payroll maintenance.

2. Account by Account changes when you only want to move specified accounts from one accounting analysis to another.
3. Individual Online manual changes

The following shows a sample of the Accounting Analysis Table (BP3158).

TYPE S - ACCOUNTING ANALYSIS
PT LOW KEY FY S/L REV FUND

02		0110 1998 S				GENERAL REVENUE																
PT	ACTG	U	W	O	F	FND	AGY	APPROPRIATION														
	ANAL	C	C	A	I			-----LNG-----		-----GIP-----		-----WCI-----		-----UCI-----		-----FICA-----		-----EOASI-----				
	KEY	I	I	S																		
		FROM	THRU	SAL				---RET BASE---		---ORP SUPL---		---ORP SSUP---		-----FIR-----		-----CSRS-----						
		ACCT	ACCT	BANK#	C	BANK#	ACCT	C	BANK#	ACCT	C	BANK#	ACCT	C	BANK#	ACCT	C	BANK#	ACCT	C	BANK#	ACCT
02	0110	N	N	N	N	001	711	10711														
		120001	120001	18001	2	18001	121042	2	18021	121052	2	18001	121082	0		0					0	
								0			2	18001	121092	2	18001	121102	1				1	
02	0120	N	N	N	N	001	711	10711														
		120000	120010	18001	2	18001	121042	2	18021	121052	2	18001	121082	0		0					0	
								0			2	18001	121092	2	18001	121102	1				1	
		120023	129999	18001	2	18001	121042	2	18021	121052	2	18001	121082	0		0					0	
								0			2	18001	121092	2	18001	121102	1				1	
		120011	120022	18001	2	18001	121045	2	18021	121055	2	18001	121085	0		0					0	
								0			2	18001	121095	2	18001	121105	1				1	
02	0121	N	N	N	N	001	711	10711														
		121195	121195	18001	2	18001	121043	2	18021	121053	2	18001	121083	0		0					0	
								0			2	18001	121093	2	18001	121103	1				1	
02	0130	N	N	N	N	001	711	10711														
		121000	121999	18001	2	18001	121042	2	18021	121052	2	18001	121082	0		0					0	
								0			2	18001	121092	2	18001	121102	1				1	
02	0140	N	N	N	N	001	711	10711														
		137000	139999	18001	2	18001	121041	2	18021	121051	2	18001	121081	0		0					0	
								0			2	18001	121091	2	18001	121101	1				1	
02	0150	N	N	N	N	001	711	10711														
		149000	149999	18001	2	18001	121040	2	18021	121050	2	18001	121080	0		0					0	
								0			2	18001	121090	2	18001	121100	1				1	
02	0160	N	N	N	N	001	711	10711														

TYPE S - ACCOUNTING ANALYSIS
PT LOW KEY FY S/L REV FUND

02 5010 1998 L LOCAL FUNDS

PT ACTG U W O F FND AGY APPROPRIATION
ANAL C C A I
KEY I I S

-----LNG----- ----GIP----- ----WCI----- ----UCI----- ----FICA----- ----EOASI-----

FROM THRU SAL ---RET BASE--- ---ORP SUPL--- ---ORP SSUP--- ----FIR----- ----CSRS-----
ACCT ACCT BANK# C BANK# ACCT C BANK# ACCT

02 5012 Y Y Y Y 500 000 FBT IN B03000

200000	349999	03000	1		1		1		1		1		1		1
					1		1		1		1		1		1
150000	151699	03000	2	03000 121043	2 03000 121053	2 03000 121083	1		2 03000 121063	2 03000 121073					
					2 18001 121113	2 03000 121093	2 18001 121103	1			1				
400000	529999	03000	1		1		1		1		1		1		1
					1		1		1		1		1		1
120000	120010	03000	2	03000 121042	2 03000 121052	2 03000 121082	1		2 03000 121062	2 03000 121072					
					2 18001 121112	2 03000 121092	2 18001 121102	1			1				1
142000	143999	03000	2	03000 121044	2 03000 121054	2 03000 121084	1		2 03000 121064	2 03000 121074					
					2 18001 121114	2 03000 121094	2 18001 121102	1			1				1
120023	121999	03000	2	03000 121042	2 03000 121052	2 03000 121082	1		2 03000 121062	2 03000 121072					
					2 18001 121112	2 03000 121092	2 18001 121102	1			1				1
120011	120022	03000	2	03000 121045	2 03000 121055	2 03000 121085	1		2 03000 121065	2 03000 121075					
					2 18001 121115	2 03000 121095	2 18001 121105	1			1				1
130000	139999	03000	2	03000 121041	2 03000 121051	2 03000 121081	1		2 03000 121061	2 03000 121071					
					2 18001 121111	2 03000 121091	2 18001 121101	1			1				1
149000	149999	03000	2	03000 121042	2 03000 121052	2 03000 121082	1		2 03000 121062	2 03000 121072					
					2 18001 121112	2 03000 121092	2 18001 121102	1			1				1
153000	163199	03000	2	03000 121044	2 03000 121054	2 03000 121084	1		2 03000 121064	2 03000 121074					
					2 18001 121114	2 03000 121094	2 18001 121104	1			1				1
163200	163509	03000	2	03000 121041	2 03000 121051	2 03000 121081	1		2 03000 121061	2 03000 121071					
					2 18001 121051	2 03000 121091	2 18001 121101	1			1				1
163600	163699	03000	2	03000 121047	2 03000 121057	2 03000 121087	1		2 03000 121067	2 03000 121071					
					2 18001 121117	2 03000 121097	2 18001 121107	1			1				1

Posting and Processing Each Payroll Cycle

Payroll Processing & Accounting Transactions

This section details the accounting entries that are made by the FAMIS Payroll Interface.

GROSS PAY

To look at the payroll processing, we must understand how the interface posts accounting transactions for state and local paid gross pay amounts.

State Funds Processing

1. Journal entries debit each state SL-SA. The State Employee Gross Pay Clearing (Monthly or Biweekly) is credited.
2. Disbursement entries debit the State Employee Gross Pay Clearing and credit the state banks.

These entries correspond with the vouchers sent to the State Comptroller's Uniform Statewide Accounting System (USAS) by the BPP system.

Since all state payroll is paid revolving, the following entries are made with every payroll:

3. The Central Payroll Clearing is debited for gross pay paid to employees. The credit is to the *local payroll bank*.
4. The Due From State Comptroller (Payroll State Paid Revolving) is debited. The credit is to the *Central Payroll Clearing*.

Manual Steps:

1. Insure that all payroll batches submitted to USAS by BPP are approved and posted in USAS.
2. When the ACH from the State Comptroller is received, the credit is applied to the Due From State Comptroller account.

Local Funds Processing

1. Journal Entries debit each SL-SA and credit the Central Payroll Clearing account.
2. Disbursement entries debit the Central Payroll Clearing account. The credit is to the local payroll bank.
3. Other possible entries:

If you have a joint appointment where one of your employees (your workstation code) is funded by another agency, entries are made to debit the Payroll Due From other Parts GL account and credit the Central Payroll Clearing account.

If your agency is funding a joint appointment for an employee of another agency (NOT your workstation code), entries are made to debit the Central Payroll Clearing account and credit the Payroll Due From other Parts GL account which is also the Due To other Parts GL account.

If the local payroll is funded by a bank other than the primary local payroll bank, FAMIS creates bank transfer entries to reimburse the primary local bank (or treasury pool) from these other banks. This is done primarily when federal or grant funds are held in a bank account outside the TAMUS concentration account. This process uses the Payroll Transfer to Local Bank field on screen 823.

These entries are reported in batch PAYx06. When entries are created in batch PAYx06, perform the necessary fund transfers that correspond to these entries.

Manual Steps:

1. Be sure that the Central Payroll Clearing account 'zeros-out' with each payroll cycle.

Gross Pay “Walk-Through”

Payroll Facts

Gross Pay and Longevity

\$770,000 - disbursed by the workstation

This is comprised of: \$400,000 – ACHs directly to employees \$250,000 – Checks directly to employees \$120,000 – Checks to benefit vendors
--

Extended Pay Plan Activity

\$35,000 - contributions to EPP
\$ 5,000 - withdrawals from EPP

Funding

\$600,000 - payroll obligations from State SLs
\$210,000 - payroll obligations from Local Funds SLs

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)

<i>debit</i> Central Payroll Clearing (ACH)	\$400,000
<i>credit</i> Local Payroll Bank (ACH)	\$400,000
<i>debit</i> Central Payroll Clearing (checks)	\$370,000
<i>credit</i> Local Payroll Bank (checks)	\$370,000

EPP Entries (PAYx02)

Entry for contributions:

<i>debit</i> Central Payroll Clearing	\$35,000
<i>credit</i> Extended Pay Plan	\$35,000

Entry for withdrawal:

<i>debit</i> Extended Pay Plan	\$5,000
<i>credit</i> Central Payroll Clearing	\$5,000

**Posting and Processing
Each Payroll Cycle**

Entry for Due From (PAYx17)

debit Due From/To Other Parts GL \$5000
credit Central Payroll Clearing \$5000

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 \$210,000
credit Central Payroll Clearing \$210,000

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 Due from State Comptroller \$600,000
credit Central Payroll Clearing \$600,000

Activity in Central Payroll Clearing account:

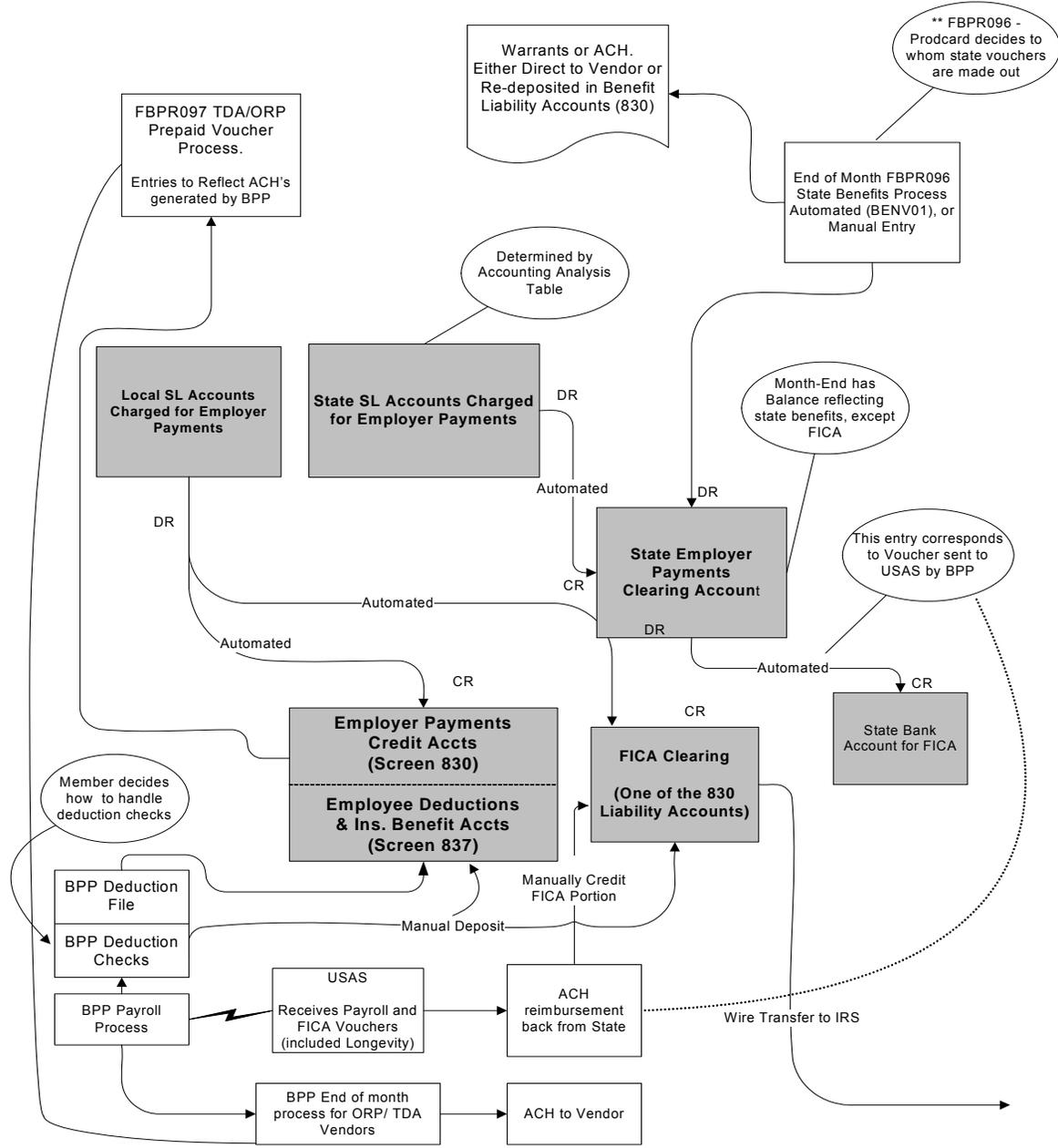
Description	Debits	Credits
ACH Disbursement	\$400,000	
Check Disbursement	\$370,000	
Transfer to EPP	\$35,000	
Transfer from EPP		\$5000
Due From Other A&M System members		\$5000
Due To Other A&M System members	\$15,000	
Offset From Local SLs		\$210,000
Offset From Due From State Comp.		\$600,000
Overall Total	\$820,000	\$820,000

Summary of Entries

1. Central Payroll Clearing entries net to zero
 2. Appropriate SLs are charged for Gross Pay (totaling \$810,000)
 3. Due From /To Other Parts GL has appropriate entries and are ready for resolution at end of the month.
 4. Due From State Comptroller (Payroll State Paid Revolving) has appropriate credit and is ready to be resolved and zeroed out by manual credit.
 5. Balance in state banks is reduced by \$600,000
 6. Balance in local fund banks is reduced by a net of \$170,000 after State reimbursement
 7. Balance in EPP account increases by \$30,000
-

See flow chart (next page) for another look at Gross Pay Accounting Transactions:

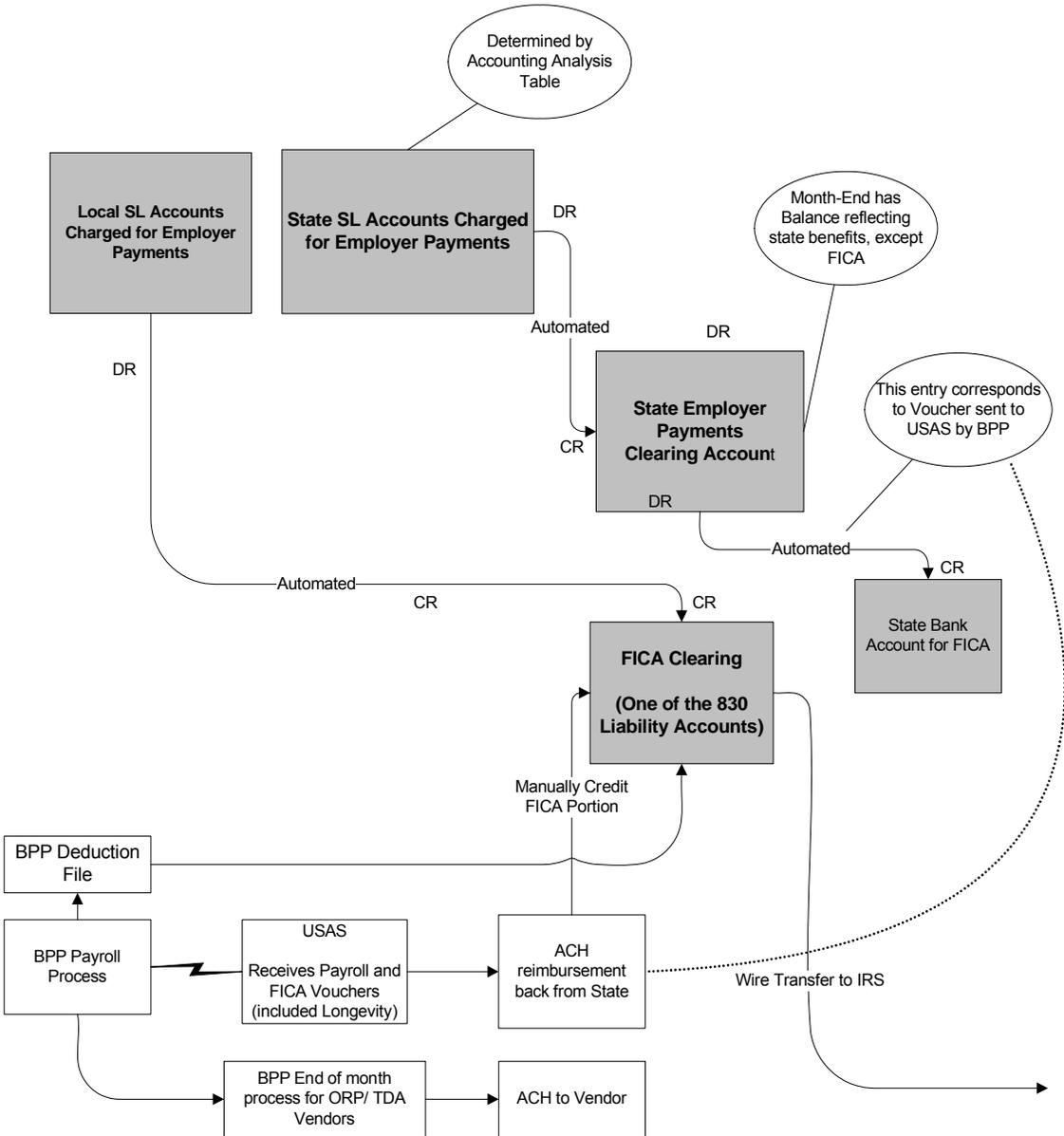
Employer Paid Benefits BPP and FAMIS Processing



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**Employer Paid Benefits
BPP and FAMIS Processing**

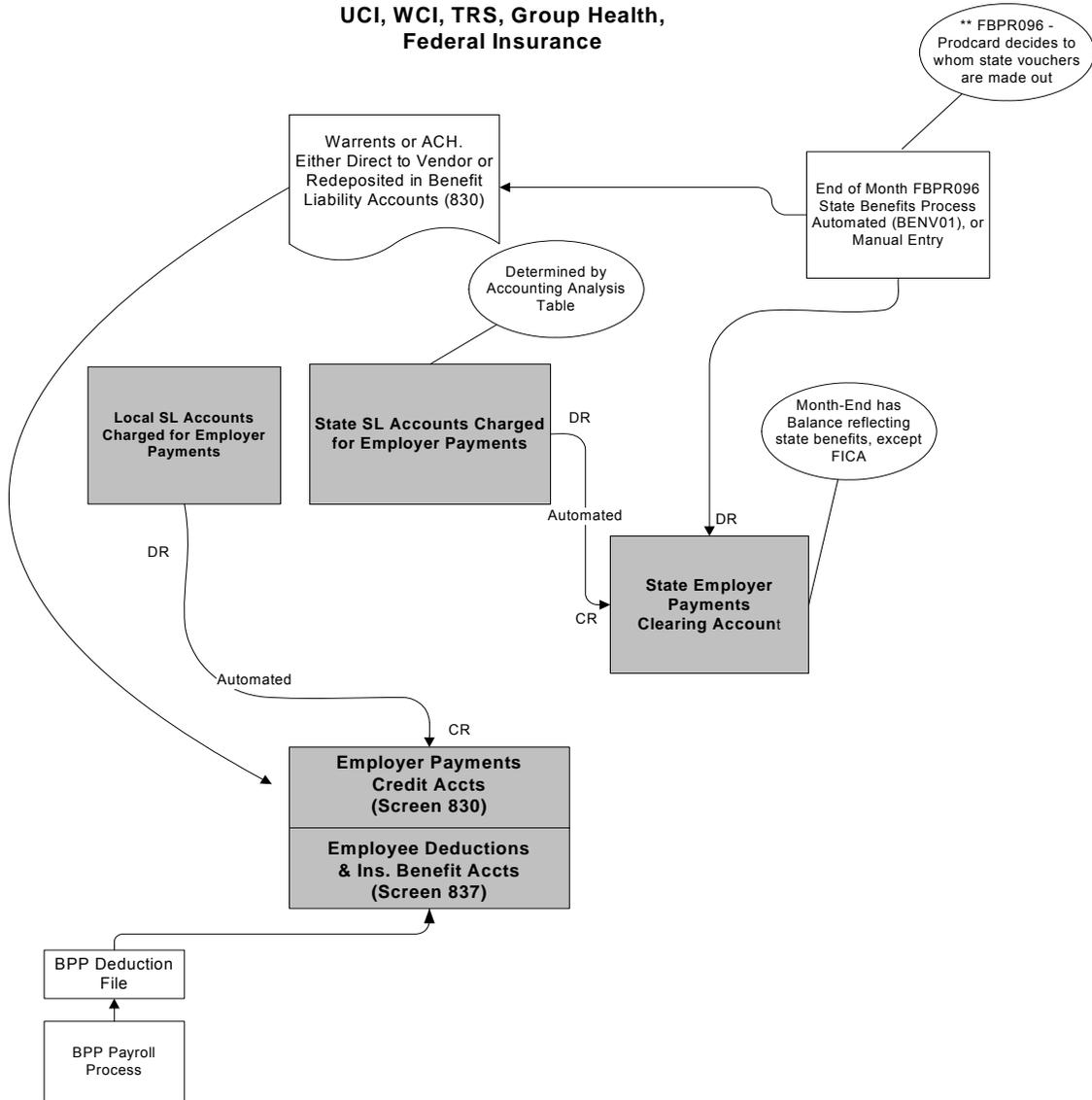
FICA Processing Only



\\sago-file.sago-ad.tamu.edu\work\FAVISIO\PAYROLL-CHARTS\BENEFIT-PROCESS-2002-FICA.VSD

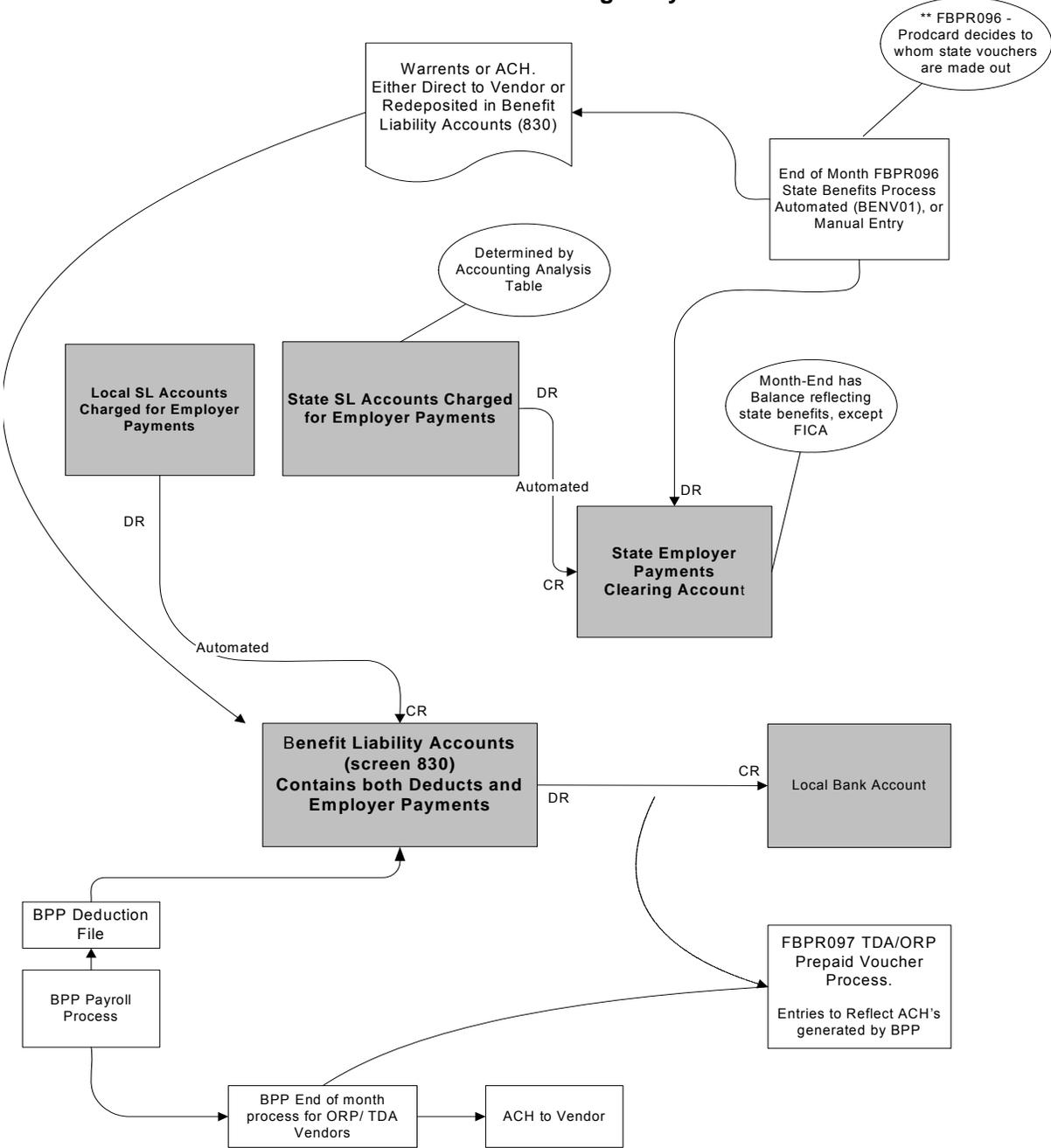
**Employer Paid Benefits
BPP and FAMIS Processing**

**UCI, WCI, TRS, Group Health,
Federal Insurance**



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**Employer Paid Benefits
BPP and FAMIS Processing
ORP and TDA Processing Only**



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Employer Paid Benefits

STATE

State Funds Processing

Each Payroll Cycle

1. SL/SA accounts are charged.

Each SL/SA (as specified in the Accounting Analysis Table) is charged by the payroll-to-accounting feed. (PAYx13)

- journal entries **debit** the SL/SA
- offset entries **credit** the State Employer Payments Clearing account (Screen 823)

2. FICA payments are disbursed.

BPP submits electronic vouchers to USAS with each payroll cycle for the state funds employer paid portion of FICA.

To reflect this USAS voucher, FAMIS posts the following entry (PAYx12):

debit State Employer Gross Payments Clearing
credit State Bank accounts for FICA

3. When the FICA reimbursement is received from the State (ACH or state warrant), deposit these funds into the FICA Clearing account. This reimburses the FICA Clearing account for the amount of the wire transfer (or check) that the A&M System member has already sent to the IRS – which was done shortly after the payroll cycle was completed.

Manual Steps: (Each Payroll)

- Make payment to the IRS for FICA amounts.
- Deposit the FICA reimbursement from the State Comptroller to the FICA Clearing account as described above.

For split payrolls:

The state reimburses FICA and ORP to each agency. If one agency paid full FICA and ORP, the other agency must send the state reimbursements to the paying agency.

FAMIS posts "Due To/Due From Other Parts GL" accounting entries to reflect the change in equity between Parts. SOBA processes the actual transfer of equity.

The job to post the equity transfers for FICA, ORP and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries. (Note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries.) These accounting entries have either 06x or 04x transaction codes depending on your process. For example, Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.

End-Of-Month Processing

At the end of the month, the State Employer Payments Clearing account contains the balance for all State paid benefits (excluding FICA).

The FBPR096 reports, and optionally posts, vouchers using this account for all benefit types (i.e. GIP, TRS, ORP, WCI, UCI -- except FICA).

Benefit vouchers to pay the vendors must be created either by:

- Manual entry using data on report FBPR096.

OR

- Automatic posting by FAMIS with data reported on FBPR096. Vouchers are created (by program FBPR096) using this account for all other benefit types (i.e. GIP, TRS, ORP, WCI, UCI).

State Warrants or ACH reimbursements, when received, are either:

- Recorded as receipts (credit) in appropriate liability accounts (Screen 830)
- Vouchered to the carriers

OR

- Sent directly to carriers.

NOTE: A more complete description of end of the month payroll processing and its relation to state benefits is contained in the Month-End Payroll Processing section of this manual.

Employer Paid Benefits

LOCAL

Local Funds Processing

Each Payroll Cycle

1. Each SL/SA is charged (**debited**) with a disbursement entry reflecting the local employer paid benefits. The account and bank is taken from the accounting analysis table. (PAYx10)
2. The appropriate benefit liability accounts (Employer Payment Credit Accounts on Screen 830) are **credited** with a single receipt entry using the primary local funds bank. (PAYx11)

NOTE: *These entries are done as separate receipt and disbursement entries (as opposed to simple journal entries) in order to reduce the number of entries in the benefit liability accounts. Reducing the entries in these accounts simplified the reconciliation process.*

3. If local benefits are funded by a bank other than the primary local funds bank, the FBPR011 (program and report) prepares bank transfer entries to reimburse the primary local bank (or TAMUS concentration pool).

debit local depository bank for concentration pool
credit other local bank (usually federal funds)

Manual Steps: (Each Payroll)

- Perform the necessary bank transfers (if any) reflected in report FBPR011.
- Process FICA payments to the IRS from FICA Clearing account.

NOTE: *A description of end of the month payroll processing and its relation to local benefits is contained in the Month-End Payroll Processing section of this manual.*

SPLIT PAYROLLS:

Each agency is reimbursed for their portion of FICA. Since one agency pays full FICA amount, the other agency must send their state reimbursements to them. FAMIS posts "Due To/Due From" accounting entries to reflect the change in equity between Parts. SOBA processes the actual transfer of equity.

The job to post the equity transfers for FICS, ORP and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries. (Note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries.) These accounting entries have either 06x or 04x transaction codes depending on your process. For example, Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.

Benefits “Walk-Through”

Benefits paid with a sample Payroll:

Benefit Type	State Funds	Local Funds
FICA	\$30,000	\$20,000
FIM (Federal Insurance Medical)		\$5000
GIP (Group Insurance Premium)	\$25,000	\$14,000
ORP (base & supplemental)	\$22,000	\$11,000
TRS	\$14,000	\$8,000
UCI	\$1200	\$800
WCI	\$2000	\$1100
Totals	\$94,200	\$59,900

Accounting Entries Performed by FAMIS

Entries for the State Benefits

<i>debit</i> State SL for FICA	\$30,000
<i>credit</i> State Employer Payments Clearing	\$30,000
<i>debit</i> State SL for GIP	\$25,000
<i>credit</i> State Employer Payments Clearing	\$25,000
<i>debit</i> State SL(s) for ORP	\$22,000
<i>credit</i> State Employer Payments Clearing	\$22,000
<i>debit</i> State SL(s) for TRS	\$14,000
<i>credit</i> State Employer Payments Clearing	\$14,000
<i>debit</i> State SL(s) for UCI	\$1200
<i>credit</i> State Employer Payments Clearing	\$1200
<i>debit</i> State SL(s) for WCI	\$2000
<i>credit</i> State Employer Payments Clearing	\$2000

Entry for State paid FICA (BPP prepared the USAS voucher)

<i>debit</i> State Employer Payments Clearing	\$30,000
<i>credit</i> appropriate state banks	\$30,000

NOTE: At the end of the month, State Employer Payments account should be zeroed out by the PBPR096 end of month process.

Entries for Local Fund Benefits

<i>debit</i> (various) Local SLs – FICA	\$20,000
<i>credit</i> Local Fund Bank	\$20,000
<i>debit</i> Local Fund Bank	\$20,000
<i>credit</i> FICA Benefit Liability account (screen 830)	\$20,000
<i>debit</i> (various) Local SLs – FIM	\$5000
<i>credit</i> Local Fund Bank	\$5000
<i>debit</i> Local Fund Bank	\$5000
<i>credit</i> FIM Benefit Liability account (screen 830)	\$5000
<i>debit</i> (various) Local SLs – GIP	\$14,000
<i>credit</i> Local Fund Bank	\$14,000
<i>debit</i> Local Fund Bank	\$14,000
<i>credit</i> GIP Benefit Liability account (screen 830)	\$14,000
<i>debit</i> (various) Local SLs – ORP	\$11,000
<i>credit</i> Local Fund Bank	\$11,000
<i>debit</i> Local Fund Bank	\$11,000
<i>credit</i> ORP Benefit Liability account (screen 830)	\$11,000
<i>debit</i> (various) Local SLs – TRS	\$8,000
<i>credit</i> Local Fund Bank	\$8,000
<i>debit</i> Local Fund Bank	\$8,000
<i>credit</i> TRS Benefit Liability account (screen 830)	\$8,000
<i>debit</i> (various) Local SLs – UCI	\$800
<i>credit</i> Local Fund Bank	\$800
<i>debit</i> Local Fund Bank	\$800
<i>credit</i> UCI Benefit Liability account (screen 830)	\$800
<i>debit</i> (various) Local SLs – WCI	\$1100
<i>credit</i> Local Fund Bank	\$1100
<i>debit</i> Local Fund Bank	\$1100
<i>credit</i> WCI Benefit Liability account (screen 830)	\$1100

NOTE: *The balances in the Benefits Liability accounts will be handled and resolved after the end of month benefit vendor processing is performed by the work station.*

Extended Pay Plan

The Extended Pay Plan (EPP) provides a mechanism for employees with an appointment of less than 12 months to have their net salary payments spread over a 12-month period. This is a service provided for the convenience of those employees who request to participate.

Under the EPP, an employee's gross pay and deductions continue to be calculated during the annual term of their appointment, for example, a nine-month basis for a faculty position. Only the actual amount paid (net pay) to the employee (via check or direct deposit) will change. For each of the nine months of September through May, the net amount paid to the employee will be reduced by either 12.5% or 25%. These funds will be held in a revolving fund by each participating A&M System member for the employee until the summer months. During the months of June, July, and August, the employee will receive three equal payments from the funds held for them.

For accounting and IRS purposes, the employee is still considered to be paid on their annual term. All deductions and FIT withholding will still be taken on this basis. Earnings for the period of September through December of each year will be reported on the W-2 form received in January. All BPP reports and records will reflect the earnings exclusive of any EPP activity. This includes the Permission to Pay report, Pay History, Voucher Detail report, and the Earning Register. Only the checks, earning statements, and check register will show the reduced amount.

The funds held are considered to have been earned and paid to the employee. The funds belong to the employee and not to the University. However, any interest accrued during the time this money is held by the University will be retained by the University to offset the administrative expenses associated with managing and dispensing these funds as directed by the employee. The employee may terminate their participation in the program at any time and withdraw all amounts held for them at that time. Disbursement will be made once a month to follow the same scheme as the current monthly pay date. For example, funds for the June period will be disbursed July 1 (or whenever this exact monthly pay date occurs).

EPP ACCOUNTING ENTRIES

Special extended pay plan processing is performed with each payroll to manage the extended pay plan funds. Contribution funds are debited to the Extended Pay Plan Account with all payrolls and are reflected in the following FAMIS batches:

PAYM02 – Monthly Cycle – Deposits to EPP
PAYB02 – Biweekly Cycle – Deposits & adjustments to EPP (cancellations)

Additionally, disbursement checks and ACH entries are processed in a special end-of-month cycle developed specifically for the EPP. These entries are reflected in two FAMIS batches:

PAYS01 – Entries for ACH and check disbursements
PAYS02 – Entries for withdrawals from EPP

Detail Description of EPP Accounting Entries

1. With each payroll, BPP provides FAMIS with a file of employees that have had activity in the extended pay plan for the pay period.

NOTE: EPP deductions are only taken on PAY TYPES B, H, L & I.

2. When the employee is contributing funds to the EPP account (i.e. during the first months of participation), the payroll interface **debits** the Central Payroll Clearing account (for the employee contribution amount) and **credits** the EPP account (for the employee contribution amount).
3. When the employee is being paid from the EPP account (i.e. during the summer months or when withdrawing funds), the payroll interface **debits** the EPP account (employee disbursement amount) and **credits** the Central Payroll Clearing account (employee disbursement amount).

Cancellations Impact

Cancellations involving EPP funds will process through BPP payroll as a negative EPP amount on a biweekly payroll.

In FAMIS, when a cancellation affects EPP funds, a manual journal entry will need to be made for the appropriate amount to clear the Cancellation Clearing account:

debit Central Payroll Clearing account (employee net amount)
credit Cancellation Clearing account (employee net amount)

Deductions

Payroll Deduction Processing

BPP produces a file of the deduction 'checks' to the appropriate vendors as each payroll cycle is processed. BPP report BP5077N lists deductions for which checks are not written. The records in this file detail the equivalent of one 'check' per vendor per accounting analysis key per payroll voucher. The file is sent to FAMIS for processing.

FAMIS job FBPR014 posts these deduction transfers into the accounts defined on Screen 837. Since payroll is charged against the SL accounts in FAMIS for the gross pay amount, there is no need to reflect any deduction information at the SL level.

Note that pay types 'C' & 'E' are included in this reporting.

Deduction checks are **not written** for the following deduction codes related to insurances and records are sent in the file to FAMIS for processing. TAMUS System Offices handle the payment for these deductions.

ADD	ADD insurance
BL	Basic Life
COD	Court Ordered Deductions
DEN	Dental Insurance
DL	Dependent Life
LTCE	Long Term care Employee
LTCS	Long Term care – Spouse
LTD	Long term disability
MED	Medical Insurance
OL	Optional Life
VIS	Vision insurance

Deduction checks are **not written** for the following deduction codes and records are sent in the file to FAMIS for processing. You are responsible for paying these vendors or recording the appropriate disbursements in your accounting system.

ORP	Optional Retirement Plan
SORP	Supplemental Optional Retirement
TRS	Teachers Retirement System
TDA/ANU/DCP	Tax Deferred Annuities
OASI/OAHI(FICA)	Old Age & Survivors Insurance
FIT	Federal Income Tax
RTH	Roth (403B)
WCI	Workers Compensation Insurance

BPP produces checks for the following deduction types. The checks should be handled using your current procedures.

BND1 & BND2	Savings Bonds
CHAR	Charitable Contributions
CHE	Charitable – Higher Ed
COD	Court Ordered Deductions
CSRS	Civil Service Retirement
CU & CUAF	Credit Unions, and Admin Fee
ENGL	English Deficiency
EORG	Employee Organizations
FIA, FIB, FIC	Federal Insurance (TAEX)
FIM, FIR	Federal Insurance (TAEX)
LEVY	Tax Levy
PARK	Parking Fee
SAAF, SADC, SAHC	Spending Accounts
SIT	State Income Tax
STL1, STL2	Student Loans
TTF	Texas Tomorrow Fund
TXPR	Texas Protects Life
USRF	User Services Fee

Vendor Payment

SAGO pays the appropriate vendors for the whole A&M System and includes all the benefit and deduction amounts that are owed to the vendor. Each agency, in turn, reimburses SAGO through the equity transfer programs that are run after the last payroll of the month.

Payments by the System members are handled using “Due to/Due From” processing. SOBA posts the equity transfer using data from FAMIS report FBPR036 and BPP report BP8563N.

This Equity Transfer process will take place near the 15th of the following month.

NOTE: Benefit Vendor processes are discussed also in the end-of-month processing section of this manual.

ORP, DCP and TDA Prepaid Vouchers

BPP processes ACH payments for ORP (including SORP), RTH and TDA/DCP vendors (for deductions and employer payments) to the vendors. A file of these payments is sent to FAMIS for processing.

At the end of the month, job PRACH (program FBPR097) reads this ACH file and creates prepaid vouchers to reflect those payments. These prepaid vouchers are posted against the ORP and TDA/DCP liability accounts on Screen 837 thereby clearing them out.

NOTES:

FBPR097 includes a parameter in the JCL that directs the posting of the prepaid vouchers.

AP vouchers will need to be created for TDA vendors who are not paid by BPP via ACH.

The date on the prepaid voucher is the date the funds would leave the bank. This date will always be in the NEXT month. The prepaid check date must match the processing month.

Cancellations, Corrections, and Adjustments

Payroll cancellations, corrections and adjustments can be very complex. Unfortunately, there are many appropriate ways to make payroll changes. In a perfect world, you would not have changes to make, but we do not have the luxury of a perfect world. So, as you prepare to enter payroll changes, be sure and take a moment to think through the process and decide the best way for you to proceed.

We present here some guidelines and explanation about the different ways to make payroll changes.

BPP PAY TYPES

The BPP system uses the concept of Pay Types. Different Pay Types cause different actions within both the BPP and FAMIS systems.

Following is a Chart with all BPP pay types and their description and information on how they impact payroll and accounting.

Mechanics of the Pay Types

Generally ~

- when the correction/adjustment amount is positive, it is handled the same as regular payroll
- when the correction/adjustment amount is negative, the accounting is reversed:
 - where the SL is usually debited, the SL is now credited
 - where the SL is normally debited and the liability account credited, the SL is credited and the liability account debited

The major impact of the different Pay Types is where the offset is made in FAMIS.

The three critical components of Pay Type in processing corrections through BPP and FAMIS are:

1. Which Pay Types create checks and/or ACHs in BPP?
All, but C, E and N
2. Which Pay Types allow negative entries?
A, S, C, and E
3. Which Pay Types cause entries in FAMIS to offset the Cancellation Clearing account?
C and E

Follow these guidelines:

For the negative side of a correction - use Pay Types C or E.

The cancellation clearing account will be debited for the Gross pay amount and credited for the deduction amount. You will need to offset that with either:

- A manual deposit (returned payroll)
- Or another offsetting entry in BPP

For the positive side of a correction – use Pay Types A, S or E.

- For Pay Types A and S
Accounting in FAMIS works like a regular payroll.

You will have checks or ACH for the net pay amounts. They may be either deposited in the Cancellation Clearing account or given to the employee, depending on the situation.

- For Pay Type E
The SL is debited and the Cancellation Clearing account is credited. The credits offset the entries for the negative side of the correction.

For Change Source of Funds - use Pay Type E.

Pay Type E should be used for Change Source of Funds due to its effect on both the budget and encumbrance in FAMIS.

Pay Type	Definition / Description
B	Pay Type B is used when processing regular monthly budgeted payroll . The monthly tax table is used in BPP. They create checks or ACHs.
H	Pay Type H is used when processing regular biweekly and/or hourly budgeted payroll . The biweekly tax table is used in BPP (half insurance premiums, etc). They create checks or ACHs.
D, L, M	These pay type have different functions within BPP. However within FAMIS they are all treated just like pay type “B”. These pay types all create checks or ACH entries.
N	Like an A, but will not generate payment. They will generate a payroll history record for a payroll that has already happened. These transactions could be done with an E and will eventually be eliminated.
F, I, J, K, P R, T, U, V, X	These pay type have different functions within BPP. However within FAMIS they are all treated just like pay type “B”. These pay types all create checks or ACH entries.
A, S	Pay Types A and S are used for “ adjustments ” to regular payroll processing. All payroll deduction changes are manually calculated (or obtained from a screen in BPP) and entered into BPP. Amounts in BPP can be positive or negative. Pay Type A will produce a check for net pay and deducts. Pay type S will attempt to pay by ACH, otherwise will issue a check. Since amounts in BPP can be negative, and since checks are produced, creating a negative check (in error) is possible.
C	Pay Type C is used for “ cancellations ” of previously paid payroll. Amounts in BPP are negative and reverse previous payrolls No physical check or ACH is produced since payments will be negative. In FAMIS, accounting entries are offset against the Cancellation Clearing Account instead of Central Payroll Clearing. There is a BPP screen function to automatically create cancellation / reversal amounts.
E	Pay Type C is used for “ corrections ” of previously paid payroll. Pay type E works essentially the same as pay type “C” in BPP. However, pay type “E” allows positive amounts as well as negative amounts. Therefore pay type “E” can be use to effect both sides of a correction. No checks or ACH payments will be produced in BPP In FAMIS, accounting entries are offset against the Cancellation clearing account instead of Central Payroll Clearing.

GENERAL INFORMATION FOR CANCELLATIONS, CORRECTIONS AND ADJUSTMENTS

Not Recommended to Make Corrections in FAMIS Only

The process of correcting payroll expenditures through FAMIS journal entries and not through BPP has the following audit and processing issues:

- The changes do not appear on the 770 screens (payroll inquiry screens) in FAMIS.
- The payroll voucher detail reflecting the account changes may be incorrect.
- End of month benefit reports may be incorrect.
- ABEST / USAS reconciliation on State accounts will be impacted
- Salary and benefit proportional funding calculations may be incorrect with the State
- They will not be on the payroll history tape

Therefore, it is recommended that you use the procedures in this manual.

Notes & Hints on the Cancellation Clearing Account

The Cancellation Clearing Account should always be reconciled monthly. FBPR091, which runs at the end of the month, reports on deduction cancellations (Pay Types C and E) from the payroll history file. Cancellations should always be put on a different voucher number from regular pay types in BPP.

Note: If the deduct 'amounts' are the same (i.e. not changing), you can do both the cancellation and corrections using pay type "E" as it can be either positive or negative. You will see both the debit and credit on the Cancellation Clearing account bringing it to zero.

Hint: As a shortcut, use the BPP Automatic Cancellation Screen which copies a previous positive record and creates a matching negative one. Then do a Copy for Issue for each source from the original payment. Change Pay Type "B" or "H" to an "E" to allow additional editing of the BPP fields before posting the transaction.

USAS and Cancellations

If the cancellations drive a fund or appropriation negative during the USAS feed, the whole payroll will not be processed by USAS. Also, if the net impact for a single appropriation is a credit, USAS will also reject the payroll voucher until that line is deleted.

To prevent cancellation of the whole payroll from happening, you can into USAS and delete enough of the cancellation to bring it positive and get it processed. This deletion must be done before the batch is approved in USAS. When this procedure is used, you will be over-reimbursed by the State and must send back the portion that represents the deleted cancellations using a deposit voucher.

If you change the appropriation in USAS, this must be done in FAMIS also.

You MUST review the USAS batches for processing status. A common delay is waiting for a vendor setup in TINS. It is very important to monitor the processing of USAS batches and take care of them as soon as possible. USAS deletes the batches within 60-90 days and then BPP has to recreate the file. To help you monitor the batches, BPP produces a fund recap with each payroll process that will show the status of each fund.

InterPart Entries and Corrections

When processing a correction for a position that is funded by another A&M system member, use of pay type will impact the way the Due to / Due from process is handled.

If your agency is processing a C or E voucher for a joint appointment, you will need to resolve the due to / due from with the other agency manually. If you are submitting a "C" along with an "A" voucher, you will still need to resolve the due to /due from portion on the "C" voucher manually.

When processing a correction for a PIN that is funded by another A&M System member, the processing in BPP and FAMIS does not really change.

The Due To / Due From accounts will be appropriately debited or credited similar to funding SL's in the correction process. This is handled with each payroll by the program FBPR008 and reflected in batch PAYx18.

Equity transfers made during end of month processing are handled by FBPR009 and reflected in batches PAYT01 and PAYT02.

Corrections and Employer Payments (Benefits)

FAMIS processes employer payments the same regardless of the choice of Pay Type in BPP for the correction. Negative entries in BPP create entries in FAMIS that are the reverse of regular payroll entries for benefits.

One issue to be aware of is the generation of State Paid Employer Payments. Program FBPR096 (run at the end of the month) creates vouchers for the state fund benefits. If the total for a benefit, carrier and state bank is negative, either a negative voucher line will be created, or special processing will need to be done with the State Comptroller.

Negative Checks

1. Depending on the **Pay Type** used in BPP and the action of the correction, BPP may try to create a “negative check.” In this case, a check stub and voided check will be produced.

Usually a negative check is produced when the recommended procedures in this manual are not followed.

When this occurs, FAMIS makes the following entries:

debit - Negative Payroll Check Clearing account
credit - Central Payroll Clearing account

2. One of two actions is needed, depending on whether or not an offsetting entry was made, and how it was made.
 - a. **If the payroll action was a cancellation and there was no offsetting entry made in BPP:**
 - Obtain the net pay amount back from the employee, either the original check or other payment. Deposit (use Screen 12) this in the Negative Check Clearing account.
 - Processing for the deduction amounts is taken care of by the Interface programs.
 - b. **If the correction was offset by a positive correction “E” voucher, the gross pay amount will be in the cancellation clearing account:**
 - Make the following journal entry (screen 14)

debit Cancellation Clearing account – gross pay amount
credit – Negative Check Clearing account – gross pay amt
 - c. **If the correction was offset by a positive voucher – type “A”:**
 - Deposit (Screen 12) the checks produced by this voucher in the Negative Check Cancellation Clearing account.

Manual Payroll Checks – Pay type N

Pay Type N is used in BPP to record a manually produced payroll check. Transactions created with Pay Type N are not sent to USAS, so should NOT be used for state funds.

NOTE: This pay type is not recommended. See the example of payroll advance as described in the examples section

Corrections – Gross Pay and Benefit Walk-Throughs

The following ‘Walk-Throughs’ are provided to illustrate the movement of payroll corrections.

To simplify the ‘Walk-Through’, longevity is not discussed in detail. However, it works the same as the gross pay amounts.

Walk-Through Example 1: OVERPAYMENT

Situation: Employee remained on payroll too long, but error was caught before payday. Cancel original payroll and enter the correct amount.

Incorrect Payroll

- Gross Pay \$2000 (\$1700 net pay, \$300 deducts)
- Employer paid Benefits - \$500

Correction: New Payroll

- Gross Pay \$1200 (\$1000 net pay, \$200 deducts)
- Employer Paid Benefits - \$400

Pay Type "C" is used for the old amount
Pay Type "A" is used for the new amount

Accounting Entries Performed by FAMIS

New disbursement entries for Central Payroll

<i>debit</i> Central Payroll Clearing (check)	\$1200
<i>credit</i> Local Payroll Bank (check)	\$1000
<i>credit</i> Local Payroll Bank (deducts)	\$200

Entries for Local SL expenses (reverses old, creates new)

<i>debit</i> Cancellation Clearing	\$2000
<i>credit</i> SL	\$2000
<i>debit</i> SL	\$1200
<i>credit</i> Central Payroll Clearing	\$1200

Entries for employer paid benefits (reverses old, creates new)

<i>debit</i> Employer Payments Liability	\$500
<i>credit</i> SL	\$500
<i>debit</i> SL	\$400
<i>credit</i> Employer Payments Liability	\$500

Entries to journal entry the old deductions:

<i>debit</i> Deduction Liability accounts	\$300
<i>credit</i> Cancellation Clearing	\$300

Manual Steps:

Deposit or void original net pay check:

<i>debit</i> Local Bank account	\$1700
<i>credit</i> Cancellation Clearing	\$1700

Summary of Accounting (highlighted entries must be performed manually)

Account	Description	Debits	Credits
Payroll Bank	Net pay for new payroll amount		\$1000
Payroll Bank	New deduction checks		\$200
Payroll Bank	Deposit/void original payroll (net pay)	\$1700	
Payroll / Local Bank	Re-deposit original deduct checks	\$200	
Central Payroll GL	New check to employee	\$1000	
Central Payroll GL	New deduction checks	\$200	
Central Payroll GL	Gross pay – new SL		\$1200
SL account	New gross pay – SL	\$1200	
SL account	Original gross pay – SL		\$2000
SL account	New employer payments – SL	\$400	
SL account	Original employer payments – SL reversed		\$500
Cancellation Clearing GL	Original gross pay – old SL	\$2000	
Cancellation Clearing GL	Deposit/void original payroll		\$1700
Cancellation Clearing GL	JE – original deduct amounts		\$300
Benefit Liability GL's	JE – original deduct amounts	\$300	
Benefit Liability GL's	JE -- new deduct amount		\$200
Benefit Liability GL's	Original employer payments – SL reversed	\$500	
Benefit Liability GL's	New employer payments – SL		\$400
Totals		\$7500	\$7500

Overall Net Impact:

- Local funds bank balance debited \$700
- Deduction Liability debited \$100
- Employer Payment Liability debited \$100
- SL credited \$800 for Gross Pay
- SL credited \$100 for Employer Payments

Walk-Through Example 2 **CHANGE SOURCE OF FUNDS**
(Local to State)

Situation: Change funding source from a local fund SL to a state funded SL.
Gross pay amount is \$1700 (\$1400 net pay, \$300 deductions). Sum
of employer paid benefits is \$450.

Correction: Pay Type "E" is used for both sides of this entry.

Accounting Entries Performed by FAMIS

Note: SL-A is the old account
SL-B is the new account

Entries for SL expenses

<i>debit</i> Cancellation Clearing	\$1700
<i>credit</i> original SL (SL-A)	\$1700
<i>debit</i> new SL (SL-B)	\$1700
<i>credit</i> State Employee Gross Pay Clearing	\$1700
<i>debit</i> State Employee Gross Pay Clearing	\$1700
<i>credit</i> State Bank	\$1700
<i>debit</i> Due from State Comptroller	\$1700
<i>credit</i> Cancellation Clearing	\$1700

Entries for employer paid benefits

<i>debit</i> Benefits Liability	\$450
<i>credit</i> SL-A	\$450
<i>debit</i> SL -B	\$450
<i>credit</i> State Employer Paid Benefits GL	\$450

Manual Steps:

No manual entries are required. Deductions are not impacted. Be sure
to reconcile cancellation clearing account.

NOTE: the reimbursement from the State Comptroller will be
increased \$1700.

Summary of Accounting (highlighted entries must be performed manually)

Account	Description	Debits	Credits
Cancellation Clearing GL	Gross Pay – SL-A – reversed	\$1700	
Cancellation Clearing GL	Due from State Comptroller		\$1700
State Employee Gross Pay Clearing	Gross Pay – SL-B		\$1700
State Employee Gross Pay Clearing	Entry to reduce state bank (SL-B)	\$1700	
State Bank Account	Entry to reduce state bank (SL-B)		\$1700
Due from State Comptroller	Due from State Comptroller	\$1700	
SL account – A (original)	Gross Pay – SL-A – reversed		\$1700
SL account – A (original)	Employer payments – SL-A		\$450
SL account – B (new)	Gross Pay – SL-B	\$1700	
SL account – B (new)	Employer payments – SL-B	\$450	
Benefit Liability GL's	Employer payments – SL-A	\$450	
State Empr. Payments GL	Employer payments – SL – B		\$450
Totals		\$7700	\$7700

Overall net impact:

- Original SL is credited \$1700 – Gross Pay
- Original SL is credited \$450 – Employer payments
- New State SL is debited \$1700
- New State SL is debited \$450 – Employer payments
- Due from State Comptroller is debited \$1700
- Balance in state bank is credited \$1700
- Benefits Liability GL is debited \$450
- State Employer payments is credited \$450, and end of month state benefit vouchers will be increased \$450 (FBPR096 process)

Walk-Through Example 3 CHANGE SOURCE OF FUNDS
(Local to Local)

Situation: Change funding source from a local fund SL to another local SL. Gross pay amount is \$800 (\$700 net pay, \$100 deductions). Sum of employer paid benefits is \$150.

Correction: Use Pay Type "E" for both sides of this correction

Accounting Entries Performed by FAMIS

Note: SL-A is the old account
SL-B is the new account

Entries for local SL expenses

<i>debit</i> Cancellation Clearing	\$800
<i>credit</i> original SL (SL-D)	\$800

<i>debit</i> new SL (SL-E)	\$800
<i>credit</i> Cancellation Clearing	\$800

Entries for employer paid benefits

<i>debit</i> Benefits Liability	\$100
<i>credit</i> SL-A	\$100
<i>debit</i> SL -B	\$100
<i>credit</i> Benefits Liability	\$100

Manual Steps:

- No manual entries are required.
- Deductions are not impacted.
- Reconcile the Cancellation Clearing account.

Summary of Accounting (highlighted entries must be performed manually)

Account	Description	Debits	Credits
Cancellation Clearing GL	Gross Pay – SL-A – reversed	\$800	
Cancellation Clearing GL	Gross Pay – SL-B		\$800
SL account – A (original)	Gross Pay – SL-A – reversed		\$800
SL account – A (original)	Employer payments – SL-A - reversed		\$100
SL account – B (new)	Gross Pay – SL-B	\$800	
SL account – B (new)	Employer payments – SL-B	\$100	
Benefit Liability GL's	Employer payments – SL-A – reversed	\$100	
Benefit Liability GL's	Employer payments – SL-B	\$	\$100
Totals		\$1800	\$1800

Overall net impact:

- Original SL is credited \$800 – Gross Pay
- Original SL is credited \$100 – Employer payments
- New SL is debited \$800 – Gross Pay
- New SL is credited \$100 – Employer Payments
- Net impact of Benefit liability accounts is 0

Walk-Through Example 4 CHANGE SOURCE OF FUNDS
(State to Local)

Situation: Change funding source from a state SL to a local funds SL
Gross pay amount is \$2500 (net pay \$2000, \$500 deductions)
Employer paid benefits - \$650

Correction: Use Pay type "E" for both sides of this entry.

Accounting Entries Performed by FAMIS

Note: SL-A is the old account
SL-B is the new account

Entries for SL expenses

<i>debit</i> State Employee Gross Pay Clearing	\$2500
<i>credit</i> original SL (SL-F)	\$2500
<i>debit</i> State Bank	\$2500
<i>credit</i> State Employee Gross Pay Clearing	\$2500
<i>debit</i> Cancellation Clearing	\$2500
<i>credit</i> Due from State Comp.	\$2500
<i>debit</i> new SL (SL-G)	\$2500
<i>credit</i> Cancellation Clearing	\$2500

Entries for employer paid benefits

<i>debit</i> State Employer Paid Benefits GL	\$650
<i>credit</i> SL-A	\$650
<i>debit</i> SL -B	\$650
<i>credit</i> Benefits Liability account	\$650

Manual Steps for Gross Pay

- *Verify the USAS debit to the state banks.*
The payroll will only clear in USAS if there are other charges on that payroll that offset the amount of this correction. If it does not clear, you will need to cancel that line item and perform a manual deposit request voucher.
- If the correction is offset by other charges – no manual entries are required. Your reimbursement from the State Comptroller will be reduced.
- If the correction causes an error on the USAS voucher.
 1. Cancel that line item on the payroll voucher
 2. Create deposit request voucher for the gross pay amount.
 3. Create a voucher (on screen 104) to send the funds to the State Comptroller. Funds are in the Due from State Comptroller GL.

Manual Steps for Employer Payments

The credit for the state employer payments will be incorporated into the end of month state employer payments process (FBPR096). If this credit is offset by positive charges to that state bank, for that vendor – the net amount will be processed and no manual entries will be required.

1. If there correction is offset by other charges – no manual entries are required. Your reimbursement for other state benefit amounts will be reduced.
2. If the correction creates a negative voucher line item in FBPR096 processing – processing depends on your options in FBPR096 processing
 - Some agencies include these credits in the vouchers. If the total voucher is positive – processing will proceed normally.
 - Some agencies separate these credits and perform deposit request vouchers.

**Cancellations, Corrections,
and Adjustments**

Summary of Accounting (highlighted entries must be performed manually)

Account	Description	Debits	Credits
Cancellation Clearing GL	Gross Pay – SL-B		\$2500
Cancellation Clearing GL	Due from State Comptroller	\$2500	
State Employee Gross Pay Clearing	Gross Pay – SL-A – reversed	\$2500	
State Employee Gross Pay Clearing	Entry to increase state bank (SL-B)		\$2500
State Bank Account	Entry to increase state bank (SL-B)	\$2500	
Due from State Comptroller	Due from State Comptroller		\$2500
SL account – A (original)	Gross Pay – SL-A – reversed		\$2500
SL account – A (original)	Employer payments – SL-A		\$650
SL account – B (new)	Gross Pay – SL-B	\$2500	
SL account – B (new)	Employer payments – SL-B	\$650	
Benefit Liability GL's	Employer payments – SL-A		\$650
State Empr. Payments GL	Employer payments – SL – B	\$650	
Totals		\$7700	\$7700

Overall net impact:

- Original SL is credited \$2500 – Gross Pay
- Original SL is credited \$650 – Employer payments
- New SL is debited \$2500 – Gross Pay
- New SL is credited \$650 – Employer Payments
- Local Fund Benefit Liability account is credited \$650
- State employer payments GL is debited \$650.

Recommended Processes & Best Practices

There are many situations that require payroll corrections. The following examples are provided to address the most common situations.

OVERPAYMENTS – Best Practice

Situation 1 -- Employee is on the payroll too long; the error is caught after pay-calc, but before payday (i.e. before the check handed out or the ACH is sent to the bank).

Recommended processing for canceling the payment

1. If employee is paid by **check**,

- void the payroll check on FAMIS Screen 110 (will credit the cancellation clearing account).
- Alternately, deposit the check into the Cancellation Clearing account

debit payroll bank / or local funds bank
credit Cancellation Clearing Account

2. If the employee is paid by **ACH**.

- Contact the bank to stop the ACH.
- On FAMIS Screen 12, make the following entry to reflect the stop payment

Use transaction code 033
Use the payroll bank that pays the ACH as the bank
Use the Cancellation Clearing account as the FAMIS account

debit Payroll Bank account
credit Cancellation Clearing account.

3. Make journal entries to recover the deductions from the liability accounts (assuming deductions are deposited in the liability accounts). Perform journal entries for each of the liabilities as follows:

debit Benefit Deduct Liability account – deduction amount
credit Cancellation Clearing account – deduction amount

NOTE: The Cancellation Clearing account ends with a credit balance equal to Gross Pay plus Longevity.

OVERPAYMENTS – Best Practice, cont’d

4. At the next payroll, process the following cancellation:
 - Use Pay Type “C” to cancel the original payroll (on Screen 500, C causes the automatic reversal of gross pay and longevity).

FAMIS credits the SL that originally paid the payroll and the offset (debit) is the Payroll Cancellation Clearing account.

debit Payroll Cancellation Clearing account – Gross Pay + Longevity
credit – SL - Gross Pay + Longevity
5. The employer payments are reversed automatically in FAMIS. No manual processing is required.
 - The end of month benefit reports created in BPP reflect the changes in the deduction amounts.
6. If the employee is to be paid a lesser amount, that amount should be processed on the next biweekly/correction pay cycle. If a payroll advance is required, follow the payroll advance process as described later in this section.

Situation 2 -- Employee is on payroll too long and the error is not caught before payday.

Recommended processing:

1. Recover the net pay from the employee/former employee.
2. Deposit the recovered funds into the payroll Cancellation Clearing account.
3. Make journal entries to recover the deductions from the liability accounts (assuming deductions are posted in the liability accounts). Perform journal entries for each of the liabilities as follows:

debit Benefit Deduct Liability account – deduction amount
credit Cancellation Clearing account – deduction amount

NOTE: The Cancellation Clearing account ends with a credit balance equal to Gross Pay plus Longevity.

NOTE: The end of month benefit reports created in BPP, reflect the changes in the deduction amounts.

OVERPAYMENTS – Best Practice, cont’d

4. At the next payroll, process the following cancellation:

- Use Pay Type “C” – cancel the original payroll.

FAMIS credits the SL that originally paid the payroll and the offset (debit) is the payroll Cancellation Clearing account.

debit Payroll Cancellation Clearing account – Gross Pay + longevity
credit SL - Gross Pay + Longevity

5. The employer payments are reversed automatically in FAMIS. No manual processing is required.
6. If the employee is to be paid a lesser amount, that amount should be processed on the next biweekly/correction pay cycle. If a payroll advance is required, follow the payroll advance process as described later in this section.

FAILED ACH – Best Practices

Situation 1 -- Employee ACH failed at the bank and requires payment of their net pay by manual check.

This situation most often occurs when the employee closes their bank account without adequate notice to the payroll workstation.

Recommended processing:

1. Make the following entry in FAMIS to show the failed ACH
- Use Screen 12 and transaction code 033
 - Use the payroll bank that pays the ACH as the bank
 - Use the Cancellation Clearing account as the FAMIS account

debit – Payroll Bank account – net pay amount
credit - Cancellation Clearing account (or any GL)
net pay amount

FAILED ACH – Best Practices, cont'd

2. Create a voucher in FAMIS to pay the employee:
 - On Screen 104 use the Cancellation Clearing account and your regular local bank account.

debit – Cancellation Clearing account
credit – payroll Cancellation Clearing account

NOTE: No entry is required in BPP, but don't forget to update the direct deposit status in BPP.

PAYROLL ADVANCE or IMMEDIATE PAYMENT – Best Practices

Situation 1 --The need for a payroll advance or immediate payment occurs for a number of reasons:

- Employee was not put on the payroll in time for payday
- In combination with Overpayment (situations 1 and 2 above), you need to pay the employee for a reduced amount, since the original payroll was cancelled.
- Retroactive payroll increase – needed quickly.

Recommended processing:

1. Create a voucher on Screen 104 to pay the employee for the correct net amount.

NOTE: If the check is needed immediately, create a prepaid voucher using Screen 109

- Use your Payroll Advance Revolving account, other appropriate GL or the Cancellation Clearing account.
2. Use Pay Type “A” in BPP to create the payroll action which creates a BPP check. BPP Screen 606 calculates deductions from gross so that you can see the net.
 3. Deposit the check to the employee into the Payroll Advance Revolving account.
 4. Deductions will be handled normally.

CHANGE IN DEDUCTS – Best Practices

Situation 1 -- A correction or change is needed in the employee's deductions

Recommended processing:

- Adjust the employee's deductions on their next payroll.

This increases or decreases the employee's net pay on the next payroll. The end of month BPP benefit reports will reflect the deduction adjustments.

Situation 2 -- An employee has separated from TAMUS and requires the refund of a deduction

This processing may also be used in other situations where you cannot make the deduction correction on a follow-up payroll.

Recommended Processing:

1. Use Pay Type "E" in BPP to enter a payroll record with a negative deduction – resulting in a positive net pay. BPP will not attempt to generate a posting.
2. FAMIS creates no accounting entries since there is no gross pay involved and no checks are generated.
3. Create a voucher using FAMIS Screen 104 to the former employee out of the Benefit Liability account.
4. The end-of-the-month BPP reports reflect the change in the deduction.

Alternate Processing:

1. Use Pay Type "A" in BPP to enter a payroll record with a negative deduction – resulting in a positive net pay.

If you put this action on a voucher that has positive deductions for the same deduction type:

- a check is generated to the former employee for the deduction amount
- the deduction check amount to the vendor will be reduced by the deduction amount.

CHANGE IN DEDUCTS – Best Practices, cont’d

If you put this action on a separate voucher:

- a check is generated to the former employee for the deduction amount
- a negative check is generated to the deduction vendor for the deduction amount.

For negative checks, FAMIS makes the following entry:

debit Negative Payroll Check Clearing
credit Central Payroll Clearing

To credit the Negative Payroll Check Clearing account, make the following journal entry using Screen 14 in FAMIS:

debit Benefit Liability account – deduction amount
credit Negative Payroll Check Clearing

Situation 3 -- An employee separates from TAMUS and payment is required for a deduction.

This processing may also be used in other situations where you cannot make the deduction correction on a follow-up payroll.

Recommended Processing:

1. Obtain the funds from the former employee.
2. Use Pay Type “E” or “C” in BPP (process will work the same with both) to enter a payroll record with a negative deduction – resulting in a positive net pay. BPP will send the transaction to FAMIS.
3. Deposit the funds from the former employee into the correct Benefit Liability account.
4. The end of the month BPP reports will reflect the change in the deduction.

CARRIER ERRORS – Best Practices

Situation 1 -- A carrier change is required for one of the benefits types
(e.g. ORP, Medical)

Recommended processing:

- Create offsetting “E” vouchers, (negative with the old carrier, positive with the new carrier) at the next correction cycle.
- The end-of-month benefit processing will handle reporting and benefit vendor changes.

CHANGE SOURCE OF FUNDS – Best Practices

Situation 1 -- Payroll is to be funded by a different account -- A source change.

Recommended processing:

- Create offsetting “E” vouchers for both sides of the transaction.
- The end-of-month benefit processing will handle reporting and benefit vendor changes.
- Verify that the Cancellation Clearing account zeros out at the end of the month.

NOTE: See description of the accounting in “Walk-Through” Example 4 – Change Source of Funds described in the Walk-Through section.

College Work Study Program Processing - BPP

Two college work study (CWSP) programs are currently available, one funded by the Federal Government and a second funded by the State.

Each TAMUS Member will set its own policies and procedures for the college work study program. Participation levels vary between the State and Federal programs, as well as from institution to institution, so the appropriate percentages and accounts must be defined to BPP and the accounts must be set up or exist in FAMIS. NOTE: *This information may change from one federal fiscal year to the next.*

All benefits for State funds can be directed to a single account through the use of charge codes in the accounting analysis and the set up of special codes for College Work Study.

ILLUSTRATION

To illustrate how CWSP procedures and policies can be set up, Texas A&M University will serve as our guideline.

Texas A & M University College Work Study - CURRENT METHOD

College Work Study programs at TAMU are handled through BPP and FAMIS as follows:

- Identification of a CWSP person is done by the object code used on the Form 500. The object codes are:
 - 1745 - Federal
 - 1746 - Federal Community Service
 - 1750 - State
- State or local fund designations are indicated by the accounting analysis key code as entered on the Form 500.
- BPP maintains a CWSP table for each A&M System member which contains:
 - * the Federal CWSP account and accounting analysis
 - * the State CWSP account and accounting analysis
 - * the split percentages

CWSP employee records are created in the BPP system as for any other employee. Following the gross to net calculation (payroll calculation), the original payroll source is divided into two or more sources. One source identifies the locally funded portion, while the others identify the Federal (or State) funded portion(s).

Local Funds Original Account

If the original account is local funds, two source segments are created. The actual percentages are defined by each A&M System member.

The following example is from **TAMU**:

1. **30% of Gross and 100% of Benefits**
This source uses the original Form 500 account and the original Form 500 accounting analysis for 30% of the wages and 100% of the benefits. Determination of banks and benefit accounts is controlled by the original accounting analysis.
2. **70% of Gross**
This source uses a six-digit account from the BPP CWSP table for the source account. This table also uses accounting analysis data to determine the 70% funding.

The object code (1745 - Federal, 1746 - Community, 1750 - State) determines which account and accounting analysis specified on the BPP CWSP table are used.

State Funds Original Account

If the original account is State funds, two source segments are created. The actual percentages are defined by each A&M System member.

The following example is from **TAMU**:

1. **30% of Gross and 30% of Benefits**
This source uses the original Form 500 account and accounting analysis for the 30% of the wages and benefits. Determination of the banks and benefit accounts is made by the original accounting analysis.
2. **70% of Gross and 70% of Benefits** (except UCI for TAMU)
This source uses a six-digit account, from a BPP table, as the source account. This table also uses its accounting analysis data to determine the 70% funding.

The object code (1745-Federal, 1750-State) determines which account and accounting analysis specified on the BPP CWSP table are used.

3. **70% of UCI** (special for TAMU)
This source uses the original Form 500 account as the source account. The BPP table determines the accounting analysis. This analysis indicates a different bank for the UCI funding source.

Retiree Billing System

The BPP system contains a module that handles billing and receipt collection for insurance premiums. This system is used for retirees, employees on leave without pay, and employees opting to have benefits deducted over the academic year due to a nine-month appointment.

At the end of each month, BPP provides 3 files to FAMIS that are used to record the receipt, carrier, and prepaid activity into FAMIS.

Cobra Participants are not included in this system. They are billed directly by the insurance carrier.

FAMIS PROCESS

At the end of each month, FAMIS takes the files provided by BPP and prepares accounting entries. This process is performed by program FBPR140.

Two tables in FAMIS control the accounts used in this process.

Screen 837 -Employee Deduction, Ins. Liability Accounts Table

837 Employee Deduction, Insurance/Benefits Liability Accounts				04/05/07 11:12	
				FY 2007 CC 02	
Screen: ____					
Ins/Deduct			Ins/Deduct		
Type	Account		Type	Account	
1	ADD	011103 2210	16	ORP	011107 2210
2	BL	011106 2210	17	SORP	011107 2210
3	OL	011106 2210	18	DCP	011154 2210
4	DL	011106 2210	19	DCPL	011154 2210
5	MED	011149 2210	20	WCI	011117 2210
6	DEN	011122 2210	21	RTH	011142 2210
7	LTD	011104 2210	22		_____
8	LTCE	011123 2210	23		_____
9	LTCS	011123 2210	24		_____
10	VIS	011145 2210	25		_____
11	FIT	011116 2210	26		_____
12	OASI	011112 2210	27		_____
13	OAHI	011112 2210	28		_____
14	ANU	011115 2210	29		_____
15	TRS	011109 2210	30		_____

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

NOTE: This table is maintained by FAMIS Services Staff.

Screen 853 –Generic Table – Insurance Billing Accounts

853 Generic Table		04/05/07 11:27	
		CC 02	
Screen: ____	Campus Cd: **	Table Type: GENERIC TABLES_	
		Start From: _____	
Func Code	Key	Maint. on 853	Data
-	ACH-CONTROL	Y	ACH CONTROL BANK TABLES
-	ACH-TRACE-NBRS	Y	TRACE NUMBERS FOR ACH
-	AFR AVAILABLE	Y	FAMIS AFR AVAILABILITY
-	AFR CAMPUS CON	Y	AFR CAMPUS CONTROL (AFR SCREEN 203)
-	AFR GASB PRE	Y	AFR NEW GASB PREREQUISITES
-	AFR QUERY BLOCK	Y	AFR CAMPUS CONTROL (AFR SCREEN 203)
-	AFR REPORT PRE	Y	AFR REPORT PREREQUISITES
-	AFRCC-CONV	Y	MULTIPLE CAMPUS CONVERSION FOR AFR
-	ASSIGN CONTROL	Y	SCREEN 854
-	ATPARP-CONV	N	SPECIAL CONVERSION FOR TAES IN FALL 1991
-	AVAILABLE	Y	FAMIS AVAILABILITY
-	BENEFIT TYPE	Y	SCREEN 831 FOR PAYROLL INTERFACE
*** Press enter for more entries ***			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

NOTE: This table is maintained by the FAMIS Services Staff.

Insurance Types

Following are the codes and descriptions used on Screen 837.

TYPE CODE	DESCRIPTION
BL	Basic Life
OL	Optional Life
DL	Disability
MED-01 (GH-01)	Medical, A&M Care (Carrier 01)
MED (GH-HMO)	Medical, HMO
ADD	Accidental Death & Dismemberment
LTD	Long Term Disability
DEN (DTL)	Dental
LTCE	Long Term Care – Employee
LTCS	Long Term Care – Spouse
ADMIN-FEE	Administrative Fee
VIS	Vision

BPP REPORTS FOR BILLING

Report Identification and Description

- BP7500 – Error Report for Monthly Billing
 - Bills (to send to participants)
 - Bank Draft Report (lists bank draft ACH participants & amount drafted)
- BP7501 – Billing Registers (informational only)
- BP7503 – Receipt Summary
- BP7502 – Past Due Reports
- BP7512 – Cancellation Report
- BP7504 – Shows what is due (includes several reports)
- BP7508 – Draft Debit Report (shows all ACH information for drafts done:
routing, trace #, etc.)
- BP7511 – Splits State and Local (informational report)

PAYMENTS ON RETIREE BILLS

Cash Payments

Retirees may send cash payments to the Member Fiscal Office. These checks are given to 'cashiers' for handling. The 'cashiers' enter these payments into the BPP Insurance and Benefits Billing System at the employee level by insurance type. Batch reports are created from BPP screen 645 and 646. In addition, the *daily total* for all retiree billing receipts is posted (receipted) 'lump-sum' into FAMIS at the end of each day. This deposit, using Screen 12, credits the Insurance Receipts Clearing account (the "REC-CLEAR" account on Screen 853). A combination of Screen 12 and Screen 36 may be used by some.

At the end of the month, BPP provides FAMIS a file of those cashier-handled receipts that have been entered into BPP, totaled by date of entry and reported in BP7503 Receipt Summary. FAMIS then creates journal entry transactions debiting the Insurance Receipts Clearing Account (REC-CLEAR) and crediting the Insurance General Clearing (GEN-CLEAR). These automated entries should match day-for-day the manual deposits entered into BPP as well as the entries manually posted to FAMIS. Report FBPR140 shows these entries. (FBPR140 produces batch INS001; the bank is specified on Screen 853 – INS-BILL-ACCTS)

Automated Debit Retiree Payments

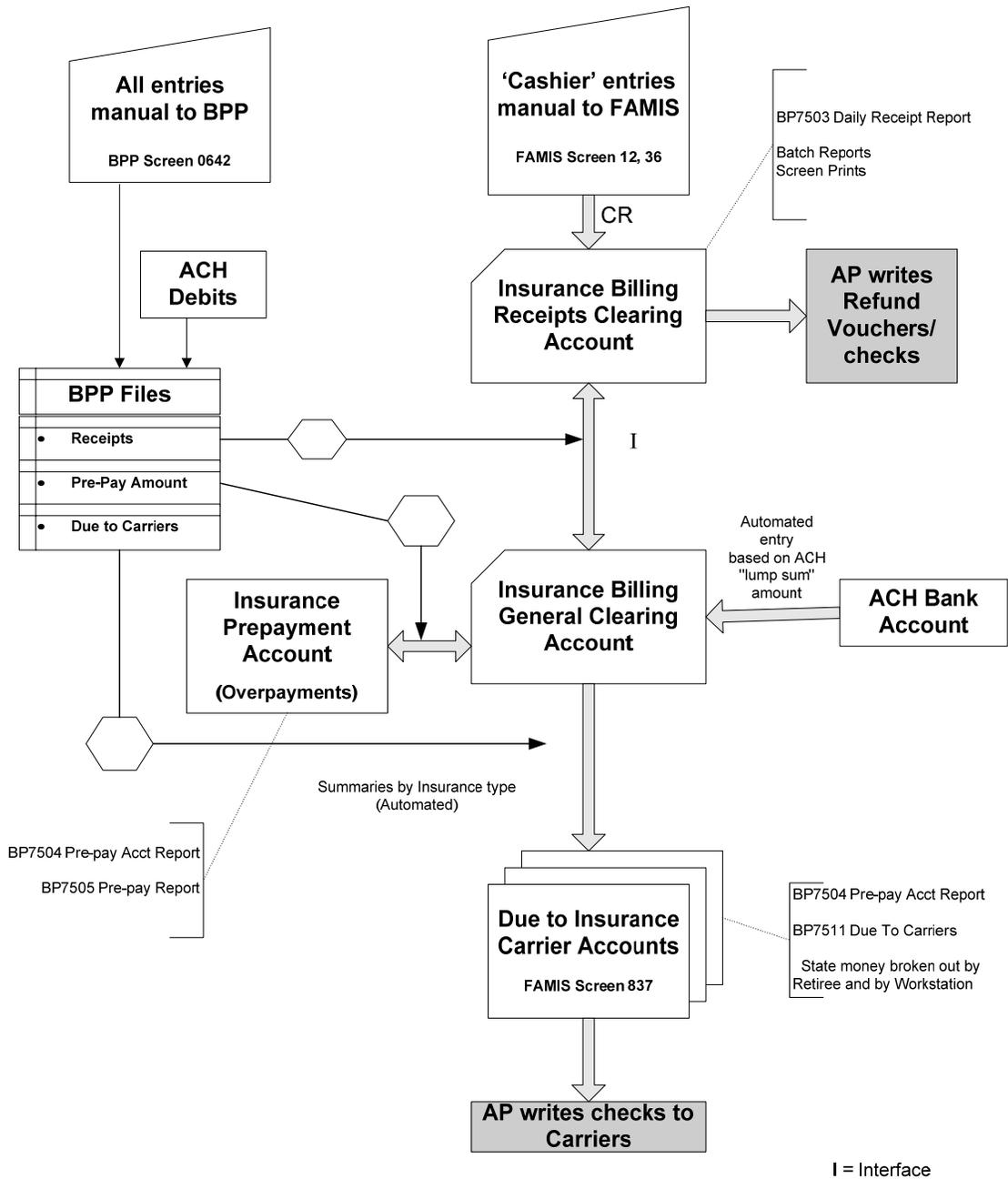
Retirees can elect to have their payments made by automated debit from their bank account.

When the billing cycle is run, BPP creates a file of ACH transactions that is sent to the bank processor. These ACH transactions are for all retirees that are paying via automated debit. BPP provides these transactions to FAMIS in the same file as the cashier-handled payments.

Automated Debit Retiree Payments, cont'd

FAMIS then posts a receipt entry that debits the appropriate bank account (see Screen 853) and credits the Insurance General Clearing account (see Screen 853). This book entry should coincide with the ACH credit that the agency will actually see on their bank statement.

Summary of Local Insurance and Benefits Billing System Interface



K:/FAVISIO/PAYROLL-CHARTS/NEWSBILING2

PAYMENTS TO INSURANCE CARRIERS

Based on complete payments by Retirees, BPP also provides FAMIS in the file, BPP report BP7504, how much each insurance carrier and type should be paid each month. The data matches reports created by BPP. BPP report BP7511 reports on the employer dollar amount due each of the carriers and is broken out according to state and local contribution. A BPP month-end report, BP8563N, summarizes the carrier amounts due. Premiums for insurance are sent to the System Offices for payment to the carriers.

FAMIS creates a file of journal entries to post to accounting. The entries debit the Insurance General Clearing Account (from screen 853) and credit the various benefit accounts (identified on FAMIS screen 837) used to pay the insurance carriers. These benefit accounts may be set to the same accounts as the local benefit accounts on Screen 830.

PRE-PAYMENTS AND OVERPAYMENTS

The BPP system will only apply payments to bills if the payment completely pays a full month's premium for an insurance type; any amount of payment that cannot be applied to an insurance will be treated as a pre-payment. There are two cases in which a pre-payment situation may arise.

1. A retiree can pay several months of insurance in advance resulting in overpayment.
2. A retiree may make only a partial payment.

BPP provides FAMIS with a file of pre-payment activity. From this file journal entries are made which debits the Insurance General Clearing account and credits the Insurance Prepayment account.

If a previous pre-payment is used to pay a premium in a given month, the entry is reversed. The pre-payment account is credited and the Insurance General Clearing is debited.

The actual entry in FAMIS is a net of the above two entries.

Refunds Of Pre-Payments

If a retiree is due a refund of a pre-payment, the following procedure should be followed:

- First, the receipt of the funds should be reversed in the BPP system.
- At the end of the month (with the end of the month accounting entries), FAMIS debits the pre-payment account and credits the Insurance General Clearing account. FAMIS also credits the Insurance Receipts clearing and debits the Insurance General Clearing.
- From this balance in the Insurance Receipts Clearing, a voucher (payable to the employee) is entered.

REVERSALS OF ACH TRANSACTIONS

If an ACH entry is rejected by the Bank, the ACH receipt needs to be reversed in the BPP system. This action in the BPP system results in an accounting entry between the ACH bank and the Insurance General Clearing account.

MONTHLY BALANCE TRACKING

Insurance Billing Receipts Clearing Account

debit all receipts entered into BPP in the current cycle (20th through 19th)
credit all receipts entered in FAMIS for the month

debit any refund vouchers entered against the account
credit any reversed receipts entered into BPP in the current cycle

Ending Balance: This should be the amount of receipts entered in FAMIS from the 20th through the end of the month.
NOTE: At year-end, this balance may be temporarily transferred to the pre-payment account, for proper year-end reporting.

Insurance Billing General Clearing Account

debit ACH reversals
debit Amount to pay the insurance carriers

credit all receipts entered into BPP in the current cycle
credit ACH transactions

Ending Balance: This should be zero.
Note: The net of these debits /credits would have been transferred to/from the prepayment account.

Insurance Pre-Payment Account

debit/credit: monthly balance change in the pre-payment account.

Ending Balance: The amount of pre-payments held for retirees; this should match the amount from the BPP report.

Insurance Liability Accounts (Due To System Offices for Carriers)

debit: vouchers to the carriers -- not sure how this is handled now that all carriers are paid from the System Offices

credit: amounts due the carriers - transferred from the Insurance General Clearing.

Ending balance: This balance should be zero if vouchers are written in the same month and no other activity is run through these accounts.

End of Month Processing

STATE BENEFIT VOUCHER PROCESSING

With each payroll, benefits are charged to State Funds SLs and are transferred to the State Benefits Clearing account.

Obtaining The Funds From The State

- **FICA**
FAMIS posts the FICA disbursement entry for the state banks with each payroll. This reflects the FICA processed with each payroll and included by BPP on the voucher sent to USAS. Reimbursement for FICA will be included with the reimbursement for payroll.
- **All Other State Benefits**
For the remainder of state benefits, FAMIS, using program FBPR096, creates voucher entries for each unique combination of benefit type, carrier code, state bank and PCA. (Contact FAMIS Services for setup)

Vendor IDs

Each BPP benefit type, stored on screen 853 in FAMIS, is associated with a 14 digit state vendor ID. The Office of System Human Resources keeps the updated list of addresses and coordinates these addresses with both BPP and FAMIS.

REMEMBER: each A&M System member agency must create and maintain these exact same vendor IDs on their own vendor file on FAMIS. This is done using the vendor create screens in FAMIS (Screen 103 or 203).

If, during the month end processing of programs FBPR096 and FBPR097, FAMIS doesn't find the vendor ID with the same 14 digits as listed on Screen 853, FAMIS will use the 1st mail code for the vendor that it does find. This may or may not be correct

Vendor IDs, cont'd

Below is a view of Screen 853 which shows the 'Key' (a BPP code):

Screen 853 – Generic Table

853 Generic Table		04/05/07 11:27	
		CC 02	
Screen: ____	Campus Cd: **	Table Type: GENERIC TABLES_	
		Start From: _____	
Func Code	Key	Maint. on 853	Data
-	ACH-CONTROL	Y	ACH CONTROL BANK TABLES
-	ACH-TRACE-NBRS	Y	TRACE NUMBERS FOR ACH
-	AFR AVAILABLE	Y	FAMIS AFR AVAILABILITY
-	AFR CAMPUS CON	Y	AFR CAMPUS CONTROL (AFR SCREEN 203)
-	AFR GASB PRE	Y	AFR NEW GASB PREREQUISITES
-	AFR QUERY BLOCK	Y	AFR CAMPUS CONTROL (AFR SCREEN 203)
-	AFR REPORT PRE	Y	AFR REPORT PREREQUISITES
-	AFRCC-CONV	Y	MULTIPLE CAMPUS CONVERSION FOR AFR
-	ASSIGN CONTROL	Y	SCREEN 854
-	ATPARP-CONV	N	SPECIAL CONVERSION FOR TAES IN FALL 1991
-	AVAILABLE	Y	FAMIS AVAILABILITY
-	BENEFIT TYPE	Y	SCREEN 831 FOR PAYROLL INTERFACE

*** Press enter for more entries ***

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

Negatives / Corrections

By default, if program FBPR096 encounters a negative amount (after summarizing the data), it will create **credit** vouchers to be sent to USAS along with the regular vouchers.

Depending on your agencies volume of corrections and other factors (numbers or PCAs, etc), this may or may not be good thing.

If the negative vouchers are offset by positive vouchers and they process through USAS without issue, then the default option is good. However, if the negative vouchers cause batches to not post in USAS, it may be better to handle corrections through the USAS deposit request voucher process.

Determining the Payee

Each TAMU agency also has the option of determining the payee by use of the alternate vendor flag in FAMIS A/P.

Contact FAMIS services to set the options on FBPR096 appropriately for your agency.

ORP / TDA/ DCP MONTH-END PROCESSING

BPP generates two special month-end reports (BP8509 for ORP and BP8510 for TDA) for the workstations. If you have corrections to make to the totals for any vendor participating in the ACH deposit of funds, you need to fax the changes to BPP for entry prior to creating the ACH files. The workstations then receive reports from the ACH processing: BP8525 for ORP, BP8526 for TDA and BP8554 for SORP. Vendors also receive reports and/or files detailing the distribution of total funds to individual accounts. The ACH files are created and sent to the bank two days prior to the first working day of the month. Funds are transferred on the first working day of the month.

BPP generates and sends the bank ACH entries for all ORP and TDA/DCP deductions and employer payments.

FAMIS program FBPR097 records the ACH disbursements as prepaid vouchers (TC 166 with no reconciliation). This process will zero out the ORP and TDA/DCP deduction accounts – after all InterPart Due-to / Due-from issues are resolved.

Each A&M System member must keep their vendor file in sync with Screen 853 (BENEFIT-VENDOR) table.

NOTE: This process (ORP/TDA/DCP processing) is in addition to the FBPR096 process which requests the funds from the state. Funds obtained via FBPR096 for ORP will be deposited in the ORP Liability accounts.

EQUITY TRANSFER PROCESSES

The Equity Transfer Processes handle two functions: (1) the transfer of reimbursements to SAGO for the Insurance Benefits that SAGO pays on behalf of all the System Parts and (2) the processing of payroll transfers between System Parts for shared positions.

The equity transfer transactions change each A&M System member's share in the A&M System concentration pool. Two System offices, SOBA and System Treasury Services, coordinate these transfers.

INSURANCE BENEFITS

The A&M System Offices are responsible for *payment to the insurance carriers* for the whole A&M System. The System Office of Budgets and Accounting carries out this responsibility using the data on BPP report, BP8569N, to pay Vendors.

Then System Offices are *reimbursed from each of the A&M System members* through equity transfers. BPP generates a report, BP8563N, once a month reflecting the Due-to / Due-from positions for the equity transfers. The report summarizes the portion that each system member owes for each insurance type. Each A&M System payroll office receives a copy of the report, BP8563N. In addition, FAMIS produces report FBPR036 for SAGO for this purpose also.

The Insurance Equity Transfer process takes place near the 15th of the following month.

In FAMIS the following transactions are generated in this process. (Job PRIET)

Each payroll, journal entries (064) are created for "Due FROM" in batch PAYX17
debit Due to/from Other Parts account - subcode 18xx "Due from Part xx"
credit Central Payroll Clearing - subcode 2400

Each payroll, journal entries are created (064) for "Due TO" in batch PAYX18
debit Central Payroll Clearing - subcode 2400
credit Due to/from Other Parts - subcode 28xx "Due to Part xx"

FAMIS users receive new report FBPR035 which details journal entries for 'Funds Due to SAGO'. Workstations use BPP report BP8505 to verify payment information for vendors.

MONTH-END SHARED POSITIONS EQUITY TRANSFERS

When a position is funded across multiple A&M System members, BPP provides FAMIS with a file (FBPR009) of all 'due-to' and 'due-from' amounts between the A&M System members. From this file, transactions are created in FAMIS reflecting these "Due-to / Due-from" activity. This process is automated with each payroll using data from a BPP file. The equity transfers made during end of month processing are also handled by FBPR009 and are reflected in batches PAYT01 and PAYT02.

The month end Equity Transfers are processed (batch PAYS03) one of two ways at the choice of the A&M System member:

As journal entries (transaction code 064):

debit Due to/from Other Parts account – subcode 28xx
credit Cash Concentration Pool GL – subcode 1206

debit Cash Concentration Pool GL – subcode 1206
credit Due to/from Other Parts account – subcode 28xx

OR

As disbursements (transaction code 049):

debit Due to/from Other Parts account – subcode 28xx
credit Cash Concentration Bank

debit Cash Concentration Bank
credit Due to/from Other Parts account – subcode 28xx

PAYROLL

CONTROL

SCREENS

Payroll Control Accounts and Banks

PAYROLL CLEARING ACCOUNTS

Payroll clearing accounts are defined by each TAMUS Part in the Chart of Accounts. They must be maintained as part of the payroll interface on Screen 823.

Screen 823 - Payroll Interface Control Record

```

823 Payroll Interface Control Record                                04/05/07 11:29
                                                                    FY 2007 CC 02
Screen: ____

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

                                                                    Central Payroll: 0111242400
                                                                    Accounts Payable State Paid Revolving: 0111011150
                                                                    Payroll State Paid Revolving: 0111011150
                                                                    Monthly State Employee Gross Pay: 0111252400
                                                                    Biweekly State Employee Gross Pay: 0111252400
                                                                    Monthly State Employer Payments: 0111262210
                                                                    Biweekly State Employer Payments: 0111262210
                                                                    Cancellation Clearing Account: 0111291610
                                                                    Negative Payroll Check Clearing Acct: 0016031610
                                                                    Due from other Parts GL Account: 011100

                                                                    Extended Pay Plan Account: 0111352500
                                                                    Cash Voucher Clearing Account: 0010051615
                                                                    Change Source Funds Clearing Account: 0010181610
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---
Hmenu Help EHelp
  
```

TAMU'S PAYROLL CLEARING ACCOUNTS (use as a guide)

Screen 823	Account	Account Name
Central Payroll:	0-11124-2400	CENTRAL PAYROLL
Accounts Payable State Paid Revolving:	0-11101-1150	REVOLVING FUND RECEIVABLE
Payroll State Paid Revolving:	0-11101-1105	REVOLVING FUND RECEIVABLE
Monthly State Employee Gross Pay:	0-11125-2400	GROSS PAY MONTHLY P/R
Biweekly State Employee Gross Pay:	0-11125-2400	GROSS PAY MONTHLY P/R
Monthly State Employer Payments:	0-11126-2210	MONTHLY EMPLOYER PAYMENTS
Biweekly State Employer Payments:	0-11126-2210	MONTHLY EMPLOYER PAYMENTS
Cancellation Clearing Account:	0-11129-1610	CANCELLATIONS - CLEARING LOCAL
Negative Payroll Check Clearing Acct:	0-01603-1610	NEGATIVE CHECK CLEARING ACCOUNT
Due from other Parts GL Account:	0-11100	PAYROLL DUE FROM OTHER PARTS
Extended Pay Plan Account:	0-11135-2500	9 MONTH OVER 12 DEPOSITS
Cash Voucher Clearing Account:	0-01005-1615	CLEARING ACCT TRANSUITE OVER/SHORT
Change Source Funds Clearing Account:	0-01018-1610	CLEARING-CHANGE SOURCE OF FUNDS
Central Payroll (BANK):	B06003	TAMU - PAYROLL
Revolving (BANK):	B06000	TAMU - ACCOUNTS PAYABLE
Payroll transfer to Local Bank:	B06003	TAMU - PAYROLL
Primary Local (Bank):	B06000	TAMU - ACCOUNTS PAYABLE

FIELD DESCRIPTIONS

Screen Information

NOTE: The following fields are entered only by the FAMIS Team

---GL Clearing Accounts---

Central Payroll:	10 digits Identifies the GL account number and account control that is used for local funds payroll checks.
Accounts Payable State Paid Revolving:	10 digits Indicates the GL account and account control that is to be used for the “due from State Comptroller” for AP.
Payroll State Paid Revolving:	10 digits Indicates the GL account and account control that is to be used for the “due from State Comptroller” for Payroll.
Monthly State Employee Gross Pay:	10 digits Represents the GL clearing account and account control used for gross pay amounts for the monthly payroll .
Biweekly State Employee Gross Pay:	10 digits Identifies the GL clearing account and account control used for gross pay amounts for the biweekly payroll .
Monthly State Employer Payments:	10 digits Displays the GL clearing account for employer monthly payroll payments (benefits).
Biweekly State Employer Payments:	10 digits Displays the GL clearing account for employer biweekly payroll payments (benefits).
Cancellation Clearing Account:	10 digits Identifies the GL clearing account that will be debited when the payroll interface credits the SL.
Negative Payroll Check Clearing Account:	10 digits Identifies the GL clearing account that will be credited when the payroll interface encounters a negative payroll check.
Due from other Parts GL Account:	6 digits Indicates the GL account to be used for the “Due From Other Parts.” Account controls used with this account follow the pattern 18xx, where xx is the Part number.

FIELD DESCRIPTIONS (CONT'D)

Extended Pay Plan Account:	10 digits Identifies the account to be used in processing funds for the Extended Pay Plan.
Cash Voucher Clearing Account:	10 digits Indicates which account should be used in processing cash vouchers.
Change Source Funds Clearing Account:	10 digits Displays the clearing account to be used when processing a change source of funds transaction.
---Banks---	
Central Payroll:	5 digits Identifies the bank used for processing payroll checks.
Revolving:	5 digits Not used by the payroll programs. Indicates the revolving bank for the "due from State Comptroller" transactions.
Payroll transfer to Local bank:	5 digits Used to facilitate payroll transactions involving federal funds.
Primary Local:	5 digits Represents the primary disbursement bank, as set on Screen 821.
Work Station:	1 digit Indicates the payroll work station.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

PAYROLL BANK ACCOUNTS

Payroll bank accounts are defined by each TAMUS Part on Screen 28. However, they must be maintained as part of the payroll interface on Screen 823.

Screen 28 – Create/Maintain Bank Accounts

```
028 Create/Maintain Bank Accounts                                01/15/04 16:38
                                                                FY 2004 CC 02
Screen:  ___ Account: B03004  ___ BANK OF AMERICA REVOLVING FUND

Account Title: BANK OF AMERICA REVOLVING FUND ___
Long Description: BANK OF AMERICA REVOLVING FUND DEMAND ___

Local Bank Information                                         State Appropriation Information
-----
Account No: 99900-0111-5                                       Appropriation Year:  ___
Contact: MARY CARSON ___                                       Fund:  ___
Contact Phone: 222 211 3333 Ext:  ___ Appropriation Number:  ___
ABA Number:  ___ LType: BC02                                   Agency Code:  ___
Check Stock:  ___                                             Cost Center:  ___
Bank Name: BANK OF AMERICA, N.A. ___ SType:  ___
Old Account: B00004 ___
Comments: USE OF B00004 WILL TERMINATE ON 07-01-92
THIS IS A CONTROLLED DISBURSEMENT ACCOUNT

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

TAMU'S PAYROLL BANKS (use as a guide)

B03000 Local Funds - Demand
B03004 Revolving Funds - Demand
B03003 Central Payroll - Demand
B00060 Payroll Transfer to Local Bank

Employer Payment Credit Accounts

BENEFITS – LOCAL FUNDS

Screen 830 identifies the accounts that are credited by the payroll interface for the employer paid local funds benefits. These are the liability accounts that accumulate the local funds due to benefit vendors. These accounts will be cleared with the Equity Transfer Process.

Screen 830 - Employer Payment Credit Account Table

830 Employer Payment Credit Account Table			04/05/07 11:31 FY 2007 CC 02				
Screen: ____							
BPP Type	Benefit Type	Credit Account	BPP Type	Benefit Type	Credit Account		
1	CSRS	CSRS	000000-0000	16	ORP	ORP-BASE	011108-2210
2	N/A	EOASI	011113-2210	17	ORP	ORP-SSUP	011108-2210
3	OASI	FICA	011111-2210	18	ORP	ORP-SUPL	011108-2210
4	FIM	FIM	000000-0000	19	SORP	SORP-BASE	011108-2210
5	FIR	FIR	000000-0000	20	SORP	SORP-SSUP	011108-2210
6	ADD	GIP-ADD	011103-2210	21	SORP	SORP-SUPL	011108-2210
7	DEN	GIP-DTL	011122-2210	22	TRS	TRS	011110-2210
8	MED	GIP-GH	011149-2210	23	TRS	TRS-CARE	011148-2210
9	OL	GIP-GLO	011106-2210	24	TRS	TRS-SURC	011148-2210
10	BL	GIP-GLR	011106-2210	25	TRS	TRS90	011148-2210
11	MED	GIP-HMO	011149-2210	26	UCI	UCI	270370-0532
12	LTD	GIP-LTD	011104-2210	27	WCI	WCI	011117-2210
13	VIS	GIP-VIS	011145-2210	28			_____
14	N/A	LUMP-SUM	_____	29			_____
15	ORP	ORP	_____	30			_____

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

Hmenu Help EHelp

NOTE: Multiple benefits may be credited to a single account. For example, the GIP-GLO, and GID-GLR are both designated to account 011106. However, it is best to assign separate liability accounts (as are ORP - account 011110 and TRS - account 011119 above) in order to facilitate the reconciliation process.

TAMU'S LIABILITY ACCOUNTS
(use as a guide)

BPP Type	Benefit Type	Credit Account	Account Name
CSRS	CSRS	000000-0000	
N/A	EOASI	011113-2210	EOASI - EMPLOYER'S SHARE OF OASI
OASI	FICA	011111-2210	FICA CONTRIBUTIONS
FIM	FIM	000000-0000	
FIR	FIR	000000-0000	
ADD	GIP-ADD	011103-2210	GROUP ADD INSURANCE PREMIUM_
DEN	GIP-DTL	011122-2210	GROUP DENTAL INSURANCE PAYABLE_
MED	GIP-GH	011149-2210	GROUP MEDICAL INSURANCE
OL	GIP-GLO	011106-2210	GROUP LIFE INSURANCE PREMIUM
BL	GIP-GLR	011106-2210	GROUP LIFE INSURANCE PREMIUM
MED	GIP-HMO	011149-2210	GROUP MEDICAL INSURANCE
LTD	GIP-LTD	011104-2210	GROUP DISABILITY INSURANCE
VIS	GIP-VIS	011145-2210	GIP - VISION BENEFIT
N/A	LUMP-SUM		
ORP	ORP		
ORP	ORP-BASE	011108-2210	ORP STATE MATCHING
ORP	ORP-SSUP	011108-2210	ORP STATE MATCHING
ORP	ORP-SUPL	011108-2210	ORP STATE MATCHING
SORP	SORP-BASE	011108-2210	ORP STATE MATCHING
SORP	SORP-SSUPL	011108-2210	ORP STATE MATCHING
SORP	SORP-SUPL	011108-2210	ORP STATE MATCHING
TRS	TRS	011110-2210	TRS/ ORP CLEARING
TRS	TRS-CARE	011148-2210	TRS SURCHARGE CLEARING
TRS	TRS-SURC	011148-2210	TRS SURCHARGE CLEARING
TRS	TRS90	011148-2210	TRS SURCHARGE CLEARING
UCI	UCI	270370-0532	UCI RESERVE
WCI	WCI	011117-2210	WORKER'S COMPENSATION COLLECTION

FIELD DESCRIPTIONS

Screen Information

BPP Type: 4 characters
BPP's code for the benefit type.

Benefit Type: 10 characters
Identifies the type of benefit to be credited by the payroll interface.

Credit Account: 10 digits **FAMIS Team Entry Only**
Indicates the account to be credited by the payroll interface for the specified employer paid local funds benefits.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Employee Deductions & Insurance/Benefits Liability Accounts

INSURANCE AND BENEFITS PARTICIPANTS

After the last payroll of each month (generally between the 20th and the 25th of the month), the BPP system provides a file of retirees who have been billed for their insurance by BPP.

The State contribution for retirees does not flow through the BPP system; however, BPP Report 7511 provides the dollar amount of the State contribution. This information is used to pay the carriers.

Screen 837 identifies the accounts that are credited by the payroll interface for the employee deductions and the insurance and benefits billing system.

These accounts may be set to the same accounts as the local funds benefit liability accounts (screen 830), if desired.

Screen 837 - Employee Deduction, Ins./Benefits Liability Accounts

```

837 Employee Deduction, Insurance/Benefits Liability Accounts 04/05/07 11:31
                                FY 2007 CC 02
Screen:  _____

      Ins/Deduct      Account      Ins/Deduct      Account
      Type              Type              Type              Type
1  ADD      011103 2210  16  ORP      011107 2210
2  BL       011106 2210  17  SORP     011107 2210
3  OL       011106 2210  18  DCP      011154 2210
4  DL       011106 2210  19  DCPL     011154 2210
5  MED      011149 2210  20  WCI      011117 2210
6  DEN      011122 2210  21  RTH      011142 2210
7  LTD      011104 2210  22  _____
8  LTCE     011123 2210  23  _____
9  LTCS     011123 2210  24  _____
10 VIS      011145 2210  25  _____
11 FIT      011116 2210  26  _____
12 OASI     011112 2210  27  _____
13 OAH      011112 2210  28  _____
14 ANU      011115 2210  29  _____
15 TRS      011109 2210  30  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
  
```

NOTE: Multiple benefits may be credited to a single account. For example, the GLO and GLR are both designated to account 011106.

FIELD DESCRIPTIONS

Screen Information

Ins/Deduct Type: 10 characters
Identifies the type of benefit to be credited by the payroll interface.

Account: 10 digits
Indicates the account to be credited by the payroll interface for the specified insurance or benefits billings.

FAMIS Team Entry Only

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

InterAgency Payment Account Table

Screen 839 displays the account numbers used for the InterAgency payments. This table is maintained by the FAMIS Services Team.

The job to post the equity transfers for FICA, ORP and SORP is PMIAP (Payroll Month-end Inter-Agency Payments). This runs the same night as your PMEND. From this process, you will see a new report, FBPR017, which shows the accounting entries. (Note that this is VERY similar to the FBPR009 currently in use for other such payroll accounting entries.) These accounting entries have either 06x or 04x transaction codes depending on your process. For example, Members who use a GL account for both the debit and credit side of the entry, a 06x (JE) transaction will be posted. For those who use a GL account and a Bank account, a 04x (disbursement) entry will be posted. There are two batch headers: IAP001 for Due From entries and IAP002 for Due To entries.

FAMIS Screen 839 displays the account fields used for this process. If you choose, you may separate the FICA into STATE and LOCAL entries by using two different debit/posting accounts. This separation is reflected in the description on both the transactions and the FBPR017 report. If only one FICA account is used, the STATE and LOCAL portions are combined into one description and transaction.

Screen 839 – InterAgency Payment Account Table

839 InterAgency Payment Account Table						04/09/07 15:17
						FY 2007 CC 02
Screen: ____						
Payment Type	Posting or Due To/From Account	Offset or Bank Account	Payment Type	Posting or Due To/From Account	Offset or Bank Account	
1	FICA	2210	1206	16		
2	FICA-LOCAL	011111 2210	034992 1206	17		
3	FICA-STATE	011119 2210	034992 1206	18		
4	ORP	011108 2210	034992 1206	19		
5	PAYROLL	011100	034992 1206	20		
6	SORP	011108 2210	034992 1206	21		
7				22		
8				23		
9				24		
10				25		
11				26		
12				27		
13				28		
14				29		
15				30		

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

FIELD DESCRIPTIONS

Screen Information

Payment Type: 10 characters
Identifies the type of payment.

**Posting or Due
To/From Account:** 10 digits
Indicates the account number used for
the InterAgency payment.

FAMIS Team Entry Only

**Offset or Bank
Account:** 10 digits
Shows the offset or bank account
number used for the InterAgency
payment.

FAMIS Team Entry Only

Additional Functions

PF KEYS See the Appendix for explanations of the
standard PF Keys.

PAYROLL

INQUIRY

Browse Payroll Detail Records By Fiscal Year and Social Security

Screen 770 is used to view detail payroll information by Universal Identification Number (UIN) for a particular fiscal year. You can search by name only if the person is on the FAMIS Person Table (Screen 850). The data displayed on Screen 770 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 770 - Payroll Detail Inquiry by UIN (Panel 1)

```

770 Payroll Detail Inquiry by UIN                                04/05/07 11:42
                                                                HARRIS, MIKE T
                                                                FY 2007 CC 02
Screen: 00 Fiscal Yr: 2006 UIN: 2uuuuuuu7 Pay Prd End Date:
Incl: Only S/W Account: Completed: Y Panel: 01 More >>
  Pay Prd  Seq  Post      Salary/Wage  S/W  Sal/Wg/Lng  Ben. Chrgd
  S  End Date No   St   Voucher   Account  Obj   Amount    to S/W Acct
-----
_ 09/30/2005 1   CO   0003078  132001 00000  1325    1650.00
_ 10/31/2005 1   CO   0003186  132001 00000  1325    1650.00
_ 11/30/2005 1   CO   0003294  132001 00000  1325    1650.00
_ 12/31/2005 1   CO   0003402  132001 00000  1325    1650.00

*** End of Record List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               PrDtl                               Left Right
Total: 6600.00 0.00
  
```

Screen 770 - Payroll Detail Inquiry by UIN (Panel 2)

```

770 Payroll Detail Inquiry by UIN                                04/05/07 11:43
                                                                HARRIS, MIKE T
                                                                FY 2007 CC 02
Screen: 00 Fiscal Yr: 2006 UIN: 2uuuuuuu7 Pay Prd End Date:
<< More Incl: Only S/W Account: Completed: Y Panel: 02 More >>
  Pay Prd  Seq  Pay Prd  Hrs Wk/  Acct Cyl  Sal/Wg/Lng  Tot Benefit
  S  End Date No   Beg Date  Pct Eff Cyl  Date   Amount    Amount
-----
_ 09/30/2005 1 09/01/2005 50.00 M 09/30/2005 1650.00 6.60
_ 10/31/2005 1 10/01/2005 50.00 M 10/31/2005 1650.00 6.60
_ 11/30/2005 1 11/01/2005 50.00 M 11/30/2005 1650.00 8.09
_ 12/31/2005 1 12/01/2005 50.00 M 12/31/2005 1650.00 178.81

*** End of Record List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                               PrDtl                               Left Right
Total: 6600.00 200.10
  
```

Screen 770 - Payroll Detail Inquiry by UIN (Panel 3)

```

770 Payroll Detail Inquiry by UIN                                04/05/07 11:45
                                                                FY 2007 CC 02
Screen: 00 Fiscal Yr: 2006 UIN: 2uuuuuuu7 Pay Prd End Date:
<< More Incl: Only S/W Account: Completed: Y Panel: 03
  Pay Prd  Seq  Title
  S  End Date No  Code  Title Description  Enc Ref
  -----
  _ 09/30/2005 1  9221  GRAD ASST RESEARCH
  _ 10/31/2005 1  9221  GRAD ASST RESEARCH
  _ 11/30/2005 1  9221  GRAD ASST RESEARCH
  _ 12/31/2005 1  9221  GRAD ASST RESEARCH

*** End of Record List ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                      PrDtl                      Left  Right

```

BASIC STEPS

- Advance to Screen 770.
- Type a valid UIN number on the Action Line. Or you may enter the person's last name for an alphabetical listing, which will help identify employees with multiple SSN records in error.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display. You may enter a pay period end date to specify a starting search date.
- Enter 'Y' in the Completed: field to indicate whether or not you wish to view only completed payroll records.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a particular line item to select it for further display on Screen 779.

FIELD DESCRIPTIONS

Action Line

Fiscal Yr:	4 digits Identifies the fiscal year for which you would like to view payroll records.	Entry Required
UIN:	9 digits Indicates the Universal Identification Number of the person whose payroll records you would like to display.	Entry Required
Pay Prd End Date:	8 digits Identifies the pay period end date for the record you would like to have displayed on the first information line.	

FIELD DESCRIPTIONS (CONT'D)

Incl:		
Only S/W Account:	8 digits Indicates whether or not you would like to display only a particular salary/wage account.	
Completed:	1 character 'Y' indicates whether to display only completed (CO) payroll records; 'N' displays all, regardless of status.	Entry Required

Screen Information

Panel 1

S:	1 character Indicates whether or not ('X' or blank) you wish to <u>select</u> the record for further display on Screen 779.	
Pay Prd End Date:	8 digits Displays the date of the last day of the pay period.	
Seq No:	3 digits Signifies the number of iterations processed for the selected pay cycle.	
Post St:	4 characters Indicates the payroll voucher is (CO) completed for all Parts except TAMRF payroll: Other values are for TAMRF: new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).	
Voucher:	7 digits Displays the original BPP payroll voucher number, or the corrected reference number.	
Salary/Wage Account:	11 digits Indicates the SL-SA in which payroll funds are encumbered.	
S/W Obj:	4 digits Identifies the salary object code from which the payroll voucher is issued.	
Sal/Wg/Lng Amount:	12 digits Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.	

FIELD DESCRIPTIONS (CONT'D)

Ben Chrgd to S/W Acct: 12 digits
Displays benefits dollar amount charged to the Salary/Wage account.

Panel 2

Pay Prd Beg Date: 8 digits
Displays the date of the first day of the pay period.

Hrs Wk/Pct Eff: 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (For nonexempt employees indicates hours worked per bi-weekly pay period. For nonexempt staff (salaried) indicates a percent effort for the month.)

Cyl: 1 character
Signifies whether the payroll cycle is for **M**onthly employees, **B**iweekly employees, or **C**orrections.

Acct Cyl Date: 8 digits
Indicates the exact date on which the payroll cycle was processed. Pay period end date.

Sal/Wg/Lng Amt: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Tot Benefit Amount: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Title Code: 4 digits
Displays the code which identifies a particular position.

Title Description: 20 characters
Displays a description of the position for which the pay cycle is being processed.

Enc Ref: 7 digits
TAMRF only. Displays the value of the user-defined reference code entered when processing the payroll transaction.

FIELD DESCRIPTIONS (CONT'D)

Additional Functions

PF KEYS

See the Appendix for explanations of the standard PF Keys.

PF6
PrDtl

Shows the payroll detail of a selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	132001 00000 1325		1650.00	16001
GIP-GLR	121051 00000 1910		2.85	16021
GIP-HMO	121051 00000 1910		169.36	16021
WCI	121081 00000 1945	1650.00	6.60	16001

** End of Detail List **

Search Payroll Detail Records By Fiscal Year and Account

Screen 771 is used to view all payroll transactions that affect a particular subsidiary ledger (SL) account, including all support accounts associated with the account. The data displayed on Screen 771 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 771 - Payroll Detail Inquiry by S/W Account (Panel 1)

771 Payroll Detail Inquiry by S/W Account							04/05/07 11:52
							FY 2007 CC 02
Screen: ___ Fiscal Yr: 2007 S/W Account: 271020 00000							
Incl: All SA's: N Only UIN: _____ Completed: N Panel: 01 More >>							
S	SAcct	Seq	Name	Post	S/W	Sal/Wg/Lng	Ben Chrgd
	No			St	Obj	Amount	to S/W Acct
-	00000	1	ROGERS HELENA P	CO	0003504 1740	78.00	0.30
-	00000	1	ROGERS HELENA P	CO	0003576 1740	94.25	0.36
-	00000	1	ROGERS HELENA P	CO	0003612 1740	107.25	0.42
-	00000	1	ROGERS HELENA P	CO	0003684 1740	68.25	0.26
-	00000	1	ROGERS HELENA P	CO	0003720 1740	152.75	0.60
TOTAL						500.50	1.94
-	00000	1	WHITE JILES G	CO	0003000 1740	120.00	0.47
-	00000	1	WHITE JILES G	CO	0003036 1740	315.00	1.23
-	00000	1	WHITE JILES G	CO	0003108 1740	150.00	0.59
-	00000	1	WHITE JILES G	CO	0003144 1740	270.00	1.05
-	00000	1	WHITE JILES G	CO	0003216 1740	247.50	0.96
-	00000	1	WHITE JILES G	CO	0003252 1740	217.50	0.85
-	00000	1	WHITE JILES G	CO	0003324 1740	150.00	0.59
Sub Total:						1970.50	7.68
** Press Enter to View More Records **							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Hmenu Help EHelp				PrDtl		Left Right	

Screen 771 - Payroll Detail Inquiry by S/W Account, Panel 2

771 Payroll Detail Inquiry by S/W Account							04/05/07 11:52	
							FY 2007 CC 02	
Screen: ___ Fiscal Yr: 2007 S/W Account: 271020 00000								
<< More Incl: All SA's: N Only UIN: _____ Completed: N Panel: 02 More >>								
S	SAcct	Seq	UIN	Pay Prd	Pay Prd	Acct Cyl	Sal/Wg/Lng	Tot Benefit
	No			Beg Date	End Date	Date Cyl	Amount	Amount
-	00000	1	4uuuuuu3	01/11/07	01/24/07	02/02/07 B	78.00	0.30
-	00000	1	4uuuuuu3	01/25/07	02/07/07	02/16/07 B	94.25	0.36
-	00000	1	4uuuuuu3	02/08/07	02/21/07	03/02/07 B	107.25	0.42
-	00000	1	4uuuuuu3	02/22/07	03/07/07	03/13/07 B	68.25	0.26
-	00000	1	4uuuuuu3	03/08/07	03/21/07	03/30/07 B	152.75	0.60
TOTAL						500.50	1.94	
-	00000	1	8uuuuuu1	09/01/06	09/06/06	09/15/06 B	120.00	0.47
-	00000	1	8uuuuuu1	09/07/06	09/20/06	09/29/06 B	315.00	1.23
-	00000	1	8uuuuuu1	09/21/06	10/04/06	10/13/06 B	150.00	0.59
-	00000	1	8uuuuuu1	10/05/06	10/18/06	10/27/06 B	270.00	1.05
-	00000	1	8uuuuuu1	10/19/06	11/01/06	11/10/06 B	247.50	0.96
-	00000	1	8uuuuuu1	11/02/06	11/15/06	11/22/06 B	217.50	0.85
-	00000	1	8uuuuuu1	11/16/06	11/29/06	12/08/06 B	150.00	0.59
Sub Total:						1970.50	7.68	
** Press Enter to View More Records **								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
Hmenu Help EHelp				PrDtl		Left Right		

Screen 771 - Payroll Detail Inquiry by S/W Account, Panel 3

```

771 Payroll Detail Inquiry by S/W Account                                04/05/07 11:53
                                                                    FY 2007 CC 02
Screen: 00 Fiscal Yr: 2007 S/W Account: 271020 00000
<< More Incl: All SA's: N Only UIN: _____ Completed: N Panel: 03
Seq Pt Hrs Wk/ Title
S SAcct No No Pct Eft Code Title Description Enc Ref
-----
- 00000 1 02 12.00 7561 STUDENT WORKER I
- 00000 1 02 14.50 7561 STUDENT WORKER I
- 00000 1 02 16.50 7561 STUDENT WORKER I
- 00000 1 02 10.50 7561 STUDENT WORKER I
- 00000 1 02 23.50 7561 STUDENT WORKER I

- 00000 1 02 16.00 7562 STUDENT WORKER II
- 00000 1 02 42.00 7562 STUDENT WORKER II
- 00000 1 02 20.00 7562 STUDENT WORKER II
- 00000 1 02 36.00 7562 STUDENT WORKER II
- 00000 1 02 33.00 7562 STUDENT WORKER II
- 00000 1 02 29.00 7562 STUDENT WORKER II
- 00000 1 02 20.00 7562 STUDENT WORKER II
** Press Enter to View More Records **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp PrDtl Left Right
    
```

BASIC STEPS

- Advance to Screen 771.
- Type a valid salary/wage account number on the Action Line.
- Indicate whether or not you wish to include all SAs and whether or not you wish to view completed payroll records.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a particular line item to select it for further display on Screen 779.

FIELD DESCRIPTIONS

Action Line

Fiscal Yr:	4 digits Identifies the fiscal year for which you would like to view payroll records.	Entry Required
S/W Account:	11 digits Indicates the account whose payroll transactions you would like to display.	Entry Required
Incl: All SA's:	1 character Enter 'Y' if you want to include all SAs for the specified SL account selected.	
Only UIN:	9 digits Identifies the particular person whose payroll records you would like to display from the selected account.	

FIELD DESCRIPTIONS (CONT'D)

Completed: 1 character
Indicates whether or not ('Y' or 'N') you wish to display completed payroll records.

Screen Information

Panel 1

S: 1 character
Indicates whether or not ('X' or blank) you wish to select the record for further display on Screen 779.

SACct: 5 digits
Support Account (SA) number from which the funds have been encumbered.

Seq No: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

Post St: 4 characters
Indicates whether the payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

Voucher: 7 digits
Displays the original payroll voucher number, or the corrected reference number.

S/W Obj: 4 digits
Identifies the object code from which the payroll voucher is issued.

Sal/Wg/Lng Amount: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

Ben Chrgd to S/W Acct: 12 digits
Displays dollar amount benefits charged to the Salary/Wage account.

FIELD DESCRIPTIONS (CONT'D)

Panel 2

UIN:	9 digits Indicates the Universal Identification Number of the person whose payroll record is being displayed.
Pay Prd Beg Date:	8 digits Displays the date of the first day of the pay period.
Pay Prd End Date:	8 digits Displays the date of the last day of the pay period.
Acct Cyl Date:	8 digits Indicates the exact date on which the payroll cycle was processed.
Cyl:	1 character Signifies whether the payroll cycle is for M onthly employees, B iweekly employees, or C orrections.
Sal/Wg/Lng Amount:	12 digits Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.
Tot Benefit Amount:	12 digits Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Pt No:	2 digits Indicates TAMUS Part that is paying the selected individual.
Hrs Wk/Pct Eft:	5 digits Indicates number of hours worked per week or the percent effort for the specified person. (Nonexempt employees indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)
Title Code:	4 digits Displays the code which identifies a particular position.
Title Description:	20 characters Displays a description of the position for which the pay cycle is being processed.

FIELD DESCRIPTIONS (CONT'D)

Enc Ref: 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

**PF6
PrDtl** Shows detailed information for the selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	271020 00000 1740		152.75	06000
UCI	271020 00000 1950	152.75	0.14	06000
WCI	271020 00000 1945	152.75	0.46	06000

** End of Detail List **

Display Payroll Detail Records by BPP Voucher Number

Screen 772 is used to browse payroll detail information by BPP voucher number. You may position a particular payroll record at the top of the display by specifying a particular cycle date and Universal Identification Number (UIN) on the Action Line.

The data displayed on Screen 772 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 1)

```

772 Payroll Detail Inquiry by Voucher                                04/05/07 11:58
                                                                    FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Voucher:  _____
Starting from: Cycle Dt:  _____ UIN:  _____ Panel: 01 More >>
Seq      S Voucher No  Name                Post Acct Cyl  Pt Salary/Wage S/W
-----  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -
_ 0000100 1 SAILS LEEANNE T     CO 09/15/2006 B 02 510904 00000 1715
_ 0000100 2 SAILS LEEANNE T     CO 09/15/2006 B 02 510904 00000 1715
_ 0000100 1 WILEY MYRA S       CO 09/15/2006 B 02 240912 00000 1720
_ 0000100 1 BASON CARL E       CO 09/15/2006 B 02 144006 00000 1740
_          * * Total Voucher >>
_ 0000101 1 FIELD IRA P        CO 09/15/2006 B 02 246031 10000 1710
_ 0000101 1 SLYDER OLSON C     CO 09/15/2006 B 02 246031 10000 1710
_ 0000101 1 ELLIS JACK H      CO 09/15/2006 B 02 215660 00000 1770
_ 0000101 1 LANCE NANCY L     CO 09/15/2006 B 02 246031 10000 1710
_ 0000101 1 HOMEYER BENNY I   CO 09/15/2006 B 02 130015 44656 1770
_ 0000101 1 ZORBA VINCE E     CO 09/15/2006 B 02 130040 11010 1325
_          * * Total Voucher >>
_ 0000102 1 DANIEL YVONNE D   CO 09/29/2006 B 02 290254 00000 1715
_          * * Press ENTER To View More Records * *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                PrDtl                                Left Right
  
```

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 2)

```

772 Payroll Detail Inquiry by Voucher                                04/05/07 11:59
                                                                    FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Voucher:  _____
<< More Starting from: Cycle Dt:  _____ UIN:  _____ Panel: 02 More >>
Seq      S Voucher No  Acct Cyl  UIN          Sal/Wg/Lng  Ben. Chrgd  Total Benefit
-----  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - - - - -
_ 0000100 1 09/15/2006 1uuuuuuu7    1260.00     101.31     101.31
_ 0000100 2 09/15/2006 1uuuuuuu7    756.00      60.78      60.78
_ 0000100 1 09/15/2006 5uuuuuuu9    137.34      19.28      19.28
_ 0000100 1 09/15/2006 9uuuuuuu4    312.50      .94
_          *Voucher 2465.84     181.37     182.31
_ 0000101 1 09/15/2006 1uuuuuuu8    2000.00     330.80     330.80
_ 0000101 1 09/15/2006 6uuuuuuu4    4000.00     561.60     561.60
_ 0000101 1 09/15/2006 7uuuuuuu8    12519.00    1006.52    1006.52
_ 0000101 1 09/15/2006 9uuuuuuu4    4000.00     661.60     661.60
_ 0000101 1 09/15/2006 9uuuuuuu9    6518.86     428.85     428.85
_ 0000101 1 09/15/2006 9uuuuuuu2    150.00      .45
_          *Voucher 29187.86    2560.52    2989.82
_ 0000102 1 09/29/2006 3uuuuuuu5    172.48      24.22      24.22
_          * * Press ENTER To View More Records * *
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                PrDtl                                Left Right
  
```

Screen 772 - Payroll Detail Inquiry by Voucher (Panel 3)

772 Payroll Detail Inquiry by Voucher						04/05/07 11:59	
Screen: ___ Fiscal Yr: 2007 Voucher: _____						FY 2007 CC 02	
<< More Starting from: Cycle Dt: _____						Panel: 03	
S	Seq	Pay Prd	Pay Prd	Hrs Wk/	Title		
Voucher No	Seq	Pay Prd	Pay Prd	Hrs Wk/	Title	Title Description	Enc Ref
		Seq	Pay Prd	Pay Prd	Hrs Wk/	Title	Enc Ref
		Seq	Pay Prd	Pay Prd	Hrs Wk/	Title	Enc Ref
-	0000100	1	08/10/2006	08/23/2006	40.00	9220 RESEARCH ASSOCIATE	
-	0000100	2	08/24/2006	08/31/2006	24.00	9220 RESEARCH ASSOCIATE	
-	0000100	1	08/24/2006	08/31/2006	14.00	0332 OFFICE SOFTWARE ASST	
-	0000100	1	08/24/2006	08/31/2006	50.00	7561 STUDENT WORKER I	
-	0000101	1	08/01/2006	08/31/2006	1.00	7100 PROFESSOR	
-	0000101	1	08/01/2006	08/31/2006	1.00	7200 ASSOCIATE PROFESSOR	
-	0000101	1	09/01/2006	09/30/2006	1.00	7290 CONT ED ASSOC PROF	
-	0000101	1	08/01/2006	08/31/2006	1.00	7100 PROFESSOR	
-	0000101	1	08/01/2006	08/31/2006	1.00	7100 PROFESSOR	
-	0000101	1	06/01/2006	07/31/2006	1.00	9221 GRAD ASST RESEARCH	
-	0000102	1	08/10/2006	08/23/2006	16.00	9247 RESEARCH ASSISTANT	

** Press ENTER To View More Records **

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

BASIC STEPS

- Advance to Screen 772.
- Press <ENTER> to display all payroll records for a fiscal year by voucher number.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a line item to select it for further display on Screen 779.

FIELD DESCRIPTIONS

Action Line

Fiscal Yr:	4 digits Identifies the fiscal year for which you would like to view payroll records.	Entry Required
Voucher:	7 digits Indicates the voucher number for the payroll transactions you would like to display on the first line.	
Starting From: Cycle Dt:	8 digits Indicates the date after which all payroll records should be displayed.	
UIN:	9 digits Identifies the particular person whose payroll records you would like to display on the first line.	

FIELD DESCRIPTIONS (CONT'D)

Screen Information

Panel 1

S:	1 character Indicates whether or not ('X' or blank) you wish to <u>select</u> the record for further display on Screen 779.
Voucher:	7 digits Displays the voucher produced during the selected payroll cycle.
Seq No:	3 digits Signifies the number of iterations processed for the selected pay cycle.
Name:	20 characters Displays the name of the person whose payroll record is being viewed.
Post St:	4 characters Indicates whether the payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Acct Cyl Date:	8 digits Indicates the exact date on which the payroll cycle was processed.
Cyl:	1 character Signifies whether the payroll cycle is for M onthly employees, B iweekly employees, or C orrections.
Pt No:	2 digits Indicates TAMUS Part that is paying the selected individual.
Salary/Wage Account:	11 digits Identifies the SL-SA from which the voucher is issued.
S/W Obj:	4 digits Identifies the object code from which the voucher is issued.

Panel 2

Acct Cyl Date:	8 digits Indicates the exact date on which the payroll cycle was processed.
UIN:	9 digits Indicates the Universal Identification Number of the person whose payroll record is being displayed.

FIELD DESCRIPTIONS (CONT'D)

Sal/Wg/Lng Amt:	12 digits Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.
Ben Chrgd to S/W Acct:	12 digits Displays dollar amount benefits charged to the Salary/Wage account.
Total Benefit Amount:	12 digits Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Pay Prd Beg Date:	8 digits Displays the date of the first day of the pay period.
Pay Prd End Date:	8 digits Displays the date of the last day of the pay period.
Hrs Wk/Pct Eft:	5 digits Indicates number of hours worked per week or the percent effort for the specified person. (Nonexempt employees indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)
Title Code:	4 digits Displays the code which identifies a particular position.
Title Description:	20 characters Displays a description of the position for which the pay cycle is being processed.
Enc Ref:	7 digits Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

FIELD DESCRIPTIONS (CONT'D)

PF6
PrDtl

Shows payroll detail for a selected
voucher number.

Type	Account	Covered Earnings	Amount	Bank
S/W	131505 00000 1710		375.00	17001
FICA	121301 00000 1920	375.00	28.69	17010
ORP-BASE	121301 00000 1955	375.00	22.50	17011
WCI	121081 00000 1945	375.00	1.13	17001

** End of Detail List **

Display Payroll Detail Records by Pay Cycle/Date

Screen 773 is used to browse payroll detail information by pay cycle, date, and Universal Identification Number (UIN). You may position a particular payroll record at the top of the display by specifying a particular UIN on the Action Line. Likewise, you must know the exact cycle date to retrieve the data.

The data displayed on Screen 773 comes directly from and reflects entries into BPP. No employee deduction information is included. If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 1)

```

773 Payroll Detail Inquiry by Pay Cycle/Date                                04/05/07 12:09
                                                                            FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Cycle/Date: M 02/28/2007 UIN:  _____
                                                                            Panel: 01 More >>

```

S	UIN	Seq No	Name	Voucher	Post St	Pt No	Salary/Wage Account	S/W Obj
_	1uuuuuuu6	1	KILEY MAURICE G	0003668	CO	02	455125 00000	1510
_	1uuuuuuu3	1	LORE UMA P	0003648	CO	02	456343 00000	1325
_	1uuuuuuu3	2	LORE UMA P	0003649	CO	02	456343 00000	1798
_	1uuuuuuu8	1	PAULEY MIKALA O	0003658	CO	02	134311 24059	1410
_	1uuuuuuu0	1	TEAL JEREMY I	0003668	CO	02	133506 00000	1410
_	1uuuuuuu0	1	ROSE INEZ B	0003668	CO	02	133506 00000	1410
_	1uuuuuuu2	1	ASANA NIGEL M	0003668	CO	02	120404 00000	1110
_	1uuuuuuu2	2	ASANA NIGEL M	0003668	CO	02	470702 07000	1110
_	1uuuuuuu1	1	SAYALA VAUHN S	0003668	CO	02	133504 00000	1410
_	1uuuuuuu7	1	SAYALA VAUHN S	0003668	CO	02	510904 00000	1410
_	1uuuuuuu7	2	SAYALA VAUHN S	0003668	CO	02	135002 00000	1410
_	1uuuuuuu7	3	SAYALA VAUHN S	0003668	CO	02	144007 11410	1410
_	1uuuuuuu7	4	SAYALA VAUHN S	0003668	CO	02	144018 00000	1410

```

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

```

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 2)

```

773 Payroll Detail Inquiry by Pay Cycle/Date                                04/05/07 12:10
                                                                            FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Cycle/Date: M 02/28/2007 UIN:  _____
<< More                                                                                                            Panel: 02 More >>

```

S	UIN	Seq No	Pay Prd Beg Date	Pay Prd End Date	Sal/Wg/Lng Amount	Ben. Chrgd to S/W Acct	Tot Benefit Amount
_	1uuuuuuu6	1	02/01/2007	02/28/2007	4309.80	296.77	296.77
_	1uuuuuuu3	1	02/01/2007	02/28/2007	1833.33	189.17	189.17
_	1uuuuuuu3	2	02/01/2007	02/28/2007	18.58	0.08	0.08
_	1uuuuuuu8	1	02/01/2007	02/28/2007	749.85		136.21
_	1uuuuuuu0	1	02/01/2007	02/28/2007	9500.00		1898.60
_	1uuuuuuu0	1	02/01/2007	02/28/2007	11200.00		2335.76
_	1uuuuuuu2	1	02/01/2007	02/28/2007	8265.60		1572.40
_	1uuuuuuu2	2	02/01/2007	02/28/2007	5510.40	1053.23	1053.23
_	1uuuuuuu1	1	02/01/2007	02/28/2007	12137.00		2488.97
_	1uuuuuuu7	1	02/01/2007	02/28/2007	1084.36	199.70	199.70
_	1uuuuuuu7	2	02/01/2007	02/28/2007	3333.41		610.90
_	1uuuuuuu7	3	02/01/2007	02/28/2007	2855.30		523.29
_	1uuuuuuu7	4	02/01/2007	02/28/2007	2237.58		410.06
** Press ENTER To View More Sub Total:					63035.21	1738.95	11715.14

```

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

```

Screen 773 - Payroll Detail Inquiry by Pay Cycle/Date (Panel 3)

```

773 Payroll Detail Inquiry by Pay Cycle/Date                                04/05/07 12:10
                                                                              FY 2007 CC 02
Screen:  ___ Fiscal Yr: 2007 Cycle/Date: M 02/28/2007 UIN:  _____
<< More                                                                                               Panel: 03

```

S	UIN	Seq No	Hrs Pct	Wk/ Eft	Title Code	Title Description	Enc Ref
-	1uuuuuuu6	1	100.00		7971	SR MARINE INSTR SPEC	
-	1uuuuuuu3	1	50.00		9221	GRAD ASST RESEARCH	
-	1uuuuuuu3	2	100.00		9221	GRAD ASST RESEARCH	
-	1uuuuuuu8	1	5.56		7050	PROFESSOR AND HEAD	
-	1uuuuuuu0	1	100.00		7200	ASSOCIATE PROFESSOR	
-	1uuuuuuu0	1	100.00		7100	PROFESSOR	
-	1uuuuuuu2	1	60.00		9281	ASSOC VICE PRESIDENT	
-	1uuuuuuu2	2	40.00		9281	ASSOC VICE PRESIDENT	
-	1uuuuuuu1	1	100.00		7100	PROFESSOR	
-	1uuuuuuu7	1	5.67		7060	DISTINGUISHED PROF	
-	1uuuuuuu7	2	17.43		7060	DISTINGUISHED PROF	
-	1uuuuuuu7	3	14.93		7060	DISTINGUISHED PROF	
-	1uuuuuuu7	4	11.70		7060	DISTINGUISHED PROF	

```

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

```

BASIC STEPS

- Advance to Screen 773.
- Type a valid cycle type and cycle date on the Action Line.
- Press <ENTER> to display all payroll records.
- Type additional information on the Action Line to position a particular payroll record on the first line of the display.
- Press <ENTER> to display existing payroll information.
- Press <ENTER> to scroll through the available payroll records.
- Type an 'X' next to a line item to select it for further display on Screen 779.

FIELD DESCRIPTIONS

Action Line

Fiscal Yr:	4 digits Identifies the fiscal year for which you would like to view payroll records.	Entry Required
Cycle/Date:	1 character, 8 digits Indicates the cycle type and date whose payroll records you would like to display.	
UIN:	9 digits Indicates the Universal Identification Number of the persons whose payroll records should appear on the first line of the display.	

Screen Information

Panel 1

S:	1 character Indicates whether or not ('X' or blank) you wish to <u>select</u> the record for further display on Screen 779.
-----------	--

FIELD DESCRIPTIONS (CONT'D)

UIN:	9 digits Displays the <u>Universal Identification Number</u> of the person whose payroll record is being viewed.
Seq No:	3 digits Signifies the <u>sequence number</u> of iterations processed for the selected pay cycle.
Name:	20 characters Displays the name of the person whose payroll record is being viewed.
Voucher:	7 digits Displays the number of the voucher posted during the selected pay cycle.
Post St:	4 characters Indicates whether the payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Pt No:	2 digits Indicates TAMUS <u>Part number</u> that is paying the selected individual.
Salary/Wage Account:	11 digits Identifies the SL-SA from which the payroll voucher is issued.
S/W Obj:	4 digits Identifies the <u>salary wage object code</u> from which the payroll voucher is issued.

Panel 2

Pay Prd Beg Date:	8 digits Displays the date of the first day of the pay period.
Pay Prd End Date:	8 digits Displays the date of the last day of the pay period.
Sal/Wg/Lng Amt:	12 digits Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.
Ben Chrgd to S/W Acct:	12 digits Displays dollar amount benefits charged to the Salary/Wage account.

FIELD DESCRIPTIONS (CONT'D)

Tot Benefit Amount: 12 digits
Displays the dollar amount of all benefits to be processed for the selected pay cycle.

Panel 3

Hrs Wk/Pct Eft: 5 digits
Indicates number of hours worked per week or the percent effort for the specified person. (Nonexempt employees indicates hours worked per bi-weekly pay period; exempt staff (salaried) indicates a percent effort.)

Title Code: 4 digits
Displays the code which identifies a particular position.

Title Description: 20 characters
Displays a description of the position for which the pay cycle is being processed.

Enc Ref: 7 digits
Displays the value of the user-defined reference code entered when processing the payroll transaction.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

PF6 PrDtl Shows the payroll detail of a selected voucher.

Type	Account			Covered Earnings	Amount	Bank
S/W	130015	14990	1410		9366.25	17001
FICA	121301	00000	1920	9086.74	695.12	17010
GIP-GH	121051	00000	1910		361.19	17021
GIP-GLR	121051	00000	1910		2.85	17021
ORP-BASE	121301	00000	1955	9366.25	561.99	17011
ORP-SSUP	121101	00000	1956	9366.25	122.68	17001
ORP-SUPL	249901	00000	1957	9366.25	111.46	03000
WCI	121081	00000	1945	9366.25	28.10	17001
** End of Detail List **						

Display Payroll Detail Record

Screen 779 is used to view the payroll detail record from the BPP Payroll Detail File. From this screen, an overall picture of the payroll record is displayed.

The data displayed on Screen 779 comes directly from and reflects entries into BPP. No employee deduction information is included.

If corrections are made in FAMIS and not put through BPP, they will not be reflected. To see all payroll detail, all corrections must be done in BPP.

Screen 779 - Payroll Detail Record Inquiry

```

779 Payroll Detail Record Inquiry                                04/05/07 12:29
                                                                FY 2007 CC 02
Screen:  ___ Fiscal YY: 2007 Cycle/Date: M 02/28/2007 UIN: luuuuuuul Seq No: 1__

Name: SIMMS SARI S                Part: 02                Source Seq: 1
Dept:                               PIN: M02691           Iter: 01
Title: 7100 PROFESSOR             Adloc: 02133504

S/W Acct: 133504 00000 Sal/Wg/Lng Amt: 12137.00 FTE Mo Sal: 12137.00
Vchr Ref: 0003668          Benefit Amt: 2488.97 Hrs Wrkd:
Acct Anl: 0180              Date Pd: 03/01/2007 Hrly Rate:
Pay Ind.: A Pay Type: B     Per Beg Dt: 02/01/2007 Lng Rate:
Bud/Wage: B Pay Kind: S    Per End Dt: 02/28/2007 Pct Eft: 100.00

Off Campus:                    Med Carrier: 01        Posting Req:
Correction Flag:                ORP Carrier: 069      Post Status: CO
Previous FY: N                  SORP Carrier:         Post Date:
Sys Mem Acct:                  Den Carrier: 03       Eff Acct Dt:
BPP Account: 133504 00000 1410 Vchr Nbr: 03668 Payroll Enc:
TAMRF Account:                  Federal Emp: N         Reject Enc:

>> Press PF11 Key to View Details <<
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHlp                                     PrDtl
  
```

BASIC STEPS

- Advance to Screen 779.
- Type a valid fiscal year, cycle type and cycle date, Universal Identification Number (UIN), and sequence number on the Action Line.
- Press <ENTER> to display the payroll detail record.

FIELD DESCRIPTIONS

Action Line

Fiscal Yr:	4 digits Key in the fiscal year for which you would like to view payroll records.	Entry Required
Cycle/Date:	1 character, 8 digits Key in the last day of the pay period for which you wish to see data.	Entry Required

FIELD DESCRIPTIONS (CONT'D)

UIN: 9 digits **Entry Required**
Indicates the Universal Identification Number of the persons whose payroll records you wish to display.

Seq Nbr: 3 digits **Entry Required**
Signifies the number of iterations processed for the selected pay cycle.

Screen Information

Name: 20 characters
Displays the name of the person whose payroll record is being viewed.

Part: 2 digits
Indicates TAMUS Part that is paying the selected individual.

Source Seq: 3 digits
Signifies the number of iterations processed for the selected pay cycle.

Dept: 5 characters
Indicates the department in which the selected position is located.

PIN: 6 characters
Displays the Position Identification Number. The first digit indicates which System part has budgeted the position: M=TAMU; P=PV; A=TAES; X=TAEX; E=TEES; D=TEEX; G=TAMUG; I=TTI; C=TAMUCC; L=TAMIU; B=TAMUBD.

Iter: 3 digits
Signifies the number of iterations processed for the selected payroll record.

Title: 4 digits, 20 characters
Displays the title code and description of the selected position.

Adloc: 8 digits
Indicates the administrative location.

S/W Acct: 11 digits
Identifies the SL-SA from which the payroll voucher is issued.

Sal/Wg/Lng Amt: 12 digits
Displays dollar amount of the gross salary, including longevity, for the selected pay cycle.

FIELD DESCRIPTIONS (CONT'D)

FTE Mo Sal:	7 digits Indicates the dollar amount paid to the employee, if he/she is a full time salaried employee.
Vchr Ref:	7 digits Displays the number of the voucher posted during the selected pay cycle.
Benefit Amt:	12 digits Displays the dollar amount of all benefits to be processed for the selected pay cycle.
Hrs Wrked:	5 digits Displays the number of hours worked during the selected pay cycle.
Acct Anl:	4 digits Controls the posting of the payroll expense and benefits to the correct fiscal accounts.
Date Pd:	8 digits Indicates the date the person received their paycheck (or electronic transfer) for the selected pay cycle.
Hrly Rate:	12 digits Indicates the dollar amount per hour the selected person earns.
Pay Ind:	1 character Identifies the payroll cycle and type of employee being paid (Full time/Part time/Student).
Pay Type:	1 character Identifies the type of payroll processing performed during the selected pay cycle. See the Corrections, Cancellations, and Adjustments section (page 39) for more detail.
Per Beg Dt:	8 digits Displays the date of the first day of the pay period.
Lng Rate:	5 digits Indicates the rate at which employees earn longevity. (FTE longevity rate if full-time employee)
Bud/Wage:	1 character Indicates whether the job is a B udgeted or W age-earning position.

FIELD DESCRIPTIONS (CONT'D)

Pay Kind:	1 character Indicates whether State or Local funding is used.
Per End Dt:	8 digits Displays the date of the last day of the pay period.
Pct Eft:	5 digits Indicates the percent effort (percent of a 40 hour work week) on this account for the specified person.
Off Campus:	1 character Indicates whether or not the position is located off of the main TAMU campus.
Med Carrier:	2 digits Displays the code that identifies the type of health insurance for the person.
Posting Req:	1 character Indicates whether or not posting is required for the payroll voucher.
Correction Flag:	1 character Indicates whether or not the selected pay cycle is a correction cycle.
ORP Carrier:	2 digits Displays the code that identifies the type of ORP vendor for the person.
Post Status:	4 characters Indicates whether the payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).
Previous FY:	1 character Shows if previous fiscal year.
SORP Carrier:	2 digits Displays the code that identifies the type of SORP vendor for the person.
Post Date:	8 digits Displays the date the payroll voucher was posted.
Sys Mem Acct:	15 digits Identifies the original SL from System member before it was converted/distributed to a RF account number.

FIELD DESCRIPTIONS (CONT'D)

Den Carrier:	2 digits Identifies the dental carrier.
Eff Acct Dt:	8 digits Displays the batch date the record was posted to the FT file and completed.
BPP Account:	15 digits Identifies the SL-SA from which the payroll voucher is issued.
Vchr Nbr:	5 digits Displays the last 5 digits of the BPP voucher reference number.
Payroll Enc:	12 digits Indicates the "projected" encumbrance that this record will liquidate.
TAMRF Account:	15 digits Cross references the TAMRF SL/SA. Note: This field is used by TAMUS members (not TAMRF).
Federal Emp: 1	character Indicates 'Y' or 'N' if person is a Federal employee.
Reject Enc:	12 digits Indicates the encumbrance reference under which the rejected encumbrance is posted.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
PF11 PrDtl	Shows the payroll detail of a selected voucher.

Type	Account	Covered Earnings	Amount	Bank
S/W	133504 00000 1410		12137.00	17001
FICA	121301 00000 1920	11849.95	906.52	17010
GIP-GH	121051 00000 1910		511.55	17021
GIP-GLR	121051 00000 1910		2.85	17021
ORP-BASE	121301 00000 1955	12137.00	728.23	17011
ORP-SSUP	121101 00000 1956	12137.00	158.98	17001
ORP-SUPL	249901 00000 1957	12137.00	144.43	03000
WCI	121081 00000 1945	12137.00	36.41	17001

** End of Detail List **

Browse Payroll Encumbrances By Vendor/UIN

Screen 750 is used to search payroll open commitments (encumbrances) by vendor ID or Universal Identification Number (UIN).

Payroll encumbrances may also be viewed on Screens 22, 62, and 69.

NOTE: Only encumbrances for UINs may be selected.

Screen 750 - Open Commitments by Vendor/UIN

750 Open Commitments By Vendor/UIN							04/05/07 12:38	
							FY 2007 CC 02	
Screen: ____		Vendor/UIN: _____						
S	Vendor/UIN	Description	Acct	SAcct	Obj	Ref No	Typ	Enc Current Amt
-----	-----	-----	-----	-----	-----	-----	-----	-----
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E720483 E	43.17					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E720486 E	129.77					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E720511 E	120.82					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E720513 E	56.99					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E720667 E	20.22					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E721767 E	292.01					
T00000uuuu0	COLLINS NINA L SPA	289010 40000 8510 E721773 E	303.79					
T00000uuuu2	MCGILL UNIVERISTY	289010 89000 5616 E705935 E						
T00000uuuu1	PARENTS WEEKEND COM	300460 00000 5230 A716482 L	300.00					
T00000uuuu0	JILLIAN*REECE	241305 00000 3130 E712426 E						
T00000uuuu0	JILLIAN*REECE	241305 00000 3125 E712426 E						
T00000uuuu0	JILLIAN*REECE	225740 00000 5765 L721352 L						
T00000uuuu0	CAMBRIDGE ELECTRONI	245013 50000 8422 P701840 P	12180.00					
T00000uuuu0	CAMBRIDGE ELECTRONI	245013 50000 5650 P701840 P	300.00					
*** Press Enter to View More Open Commitments								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp								

BASIC STEPS

- Advance to Screen 750.
- Type a valid UIN number or vendor ID on the Action Line. An asterisk in the vendor line will prompt a search for a vendor by person name or vendor name (P/V).
- Press <ENTER> to display the list of payroll encumbrances, beginning with those for the vendor/person identified on the Action Line.
- Type an 'X' next to a particular line and press <ENTER> to select the line item to advance to Screen 751.

FIELD DESCRIPTIONS

Action Line

Vendor/UIN:

11 digits
Vendor identification number or vendor
Universal Identification Number.

Entry Required

Open Commitments by Vendor/UIN
Screen 750

Screen Information

		Entry Required
S:	1 character Place an 'X' next to a vendor and SSN to obtain additional information.	
Vendor/UIN:	11 characters Displays the vendor identification number or Universal Identification Number.	
Description:	19 characters Identifies the person or vendor for whom the payroll funds have been encumbered.	
Acct:	6 digits Subsidiary Ledger (SL) account number from which the funds have been encumbered.	
SAcct:	5 digits Support Account (SA) number from which the funds have been encumbered.	
Obj:	4 digits Indicates the object code for which funds have been encumbered.	
Ref No:	7 characters Displays the user-defined sequence identifying the payroll transaction.	
Enc Typ:	1 character Identifies from which part of the FAMIS system the encumbrances comes. Encumbrance types are: 1,2,3,4 = Payroll for Research Foundation P,L = Purchasing F = FRS	
Current Amt:	14 digits Indicates the current amount of commitment by vendor.	

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Display Payroll Items to be Posted

This screen is used only by TAMRF (Research Foundation).

Screen 764 is used to display all payroll items that have not yet been posted. You may choose a particular payroll item for further display on Screen 765.

Screen 764 - Payroll Detail to be Posted

764 Payroll Detail To Be Posted										04/05/07 12:45	
										FY 2007 CC 99	
Screen: ____		Starting From: Fiscal YY: ____		UIN: ____							
Include Only: Sys Mbr: ____		Cyl/Dt: ____		Vchr: ____		BPP Ac: ____					
RA: ____		Post St: ____		Acct: ____							
S	FY	UIN	Seq No	Post St	Name	Sys Mbr	Cyl	Acct Date	Cyl	Voucher	BPP Account
—	2006	6uuuuuuu4	5	EN	LAWRENCE GARY H	06	B	08/04/2006	0604224	499999	
—	2006	6uuuuuuu4	5	EN	LAWRENCE GARY H	06	B	08/18/2006	0604260	499999	
—	2007	1uuuuuuu0	1	EN	TROWELL KEVIN F	12	M	03/31/2007	1203758	040100	
—	2007	1uuuuuuu3	1	EN	BRYER DAWN D	02	M	02/28/2007	0203668	455124	
—	2007	1uuuuuuu3	1	EN	BRYER DAWN D	02	M	03/31/2007	0203776	455124	
—	2007	1uuuuuuu0	1	EN	CLAREY MYRA O	02	B	03/30/2007	0203740	455124	
—	2007	1uuuuuuu0	2	EN	CLAREY MYRA O	02	B	03/30/2007	0203740	455124	
—	2007	1uuuuuuu0	3	EN	CLAREY MYRA O	02	B	03/30/2007	0203740	455124	
—	2007	1uuuuuuu3	1	EN	MCDERMOTT HENRY T	02	B	03/30/2007	0203740	455124	
—	2007	1uuuuuuu8	1	EN	LORENZA JULIA H	23	M	02/28/2007	2303660	480103	
—	2007	1uuuuuuu8	1	EN	LORENZA JULIA H	23	M	03/31/2007	2303768	480103	
—	2007	1uuuuuuu1	1	EN	RILEY BENITA M	02	B	03/30/2007	0203740	455124	

*** Press Enter to View More ***

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

Hmenu Help EHelp

BASIC STEPS

- Advance to Screen 764.
- Press <ENTER> to display the all payroll items that have not yet posted.
- You may position the display at a particular payroll item by specifying its fiscal year or UIN on the Action Line.
- Press <ENTER> to display the selected payroll items that have not yet posted.
- Type an 'X' next to a line item to select it for further display on Screen 765.

FIELD DESCRIPTIONS

Action Line

Starting From:

Fiscal YY:

4 digits

Identifies the fiscal year for which you would like to view payroll records.

UIN:

4 digits

Indicates the Universal Identification Number of the person whose payroll records you would like to display.

FIELD DESCRIPTIONS (CONT'D)

Include Only:

Sys Mbr:	2 digits Indicates the TAMUS Part whose payroll records you wish to display.
Cyl/Dt:	1 character, 8 digits Indicates the cycle type and date whose payroll records you would like to display.
Vchr:	7 digits Indicates the voucher number of the payroll record you wish to display.
BPP Ac:	6 digits Identifies the SL from which BPP issues the payroll voucher.
RA:	9 digits Displays the UIN of the person responsible for the account.
Post St:	2 characters Identify the post status to be displayed on the screen.
Acct:	11 digits Enter the desired account number.

Screen Information

S:	1 character Place an 'X' next to a specific fiscal year and SSN to obtain additional information.
FY:	4 digits Identifies the fiscal year of detail to be posted.
UIN:	11 characters Displays the Universal Identification Number of the person whose payroll record is being viewed.
Seq No:	3 digits Signifies the number of iterations processed for the selected pay cycle.
Post St:	4 characters Indicates whether the payroll voucher is new (NW) and not yet posted, completed (CO), in error (ER) and could not post, encumbered (EN), canceled (CN), or re-opened (RE).

FIELD DESCRIPTIONS (CONT'D)

Name:	20 characters Displays the name of the person whose payroll record is being viewed.
Sys Mbr:	2 digits Indicates TAMUS Part that is paying the selected individual.
Cyl:	1 character Signifies whether the payroll cycle is for M onthly employees, B iweekly employees, or C orrections.
Acct Cyl Date:	8 digits Indicates the exact date on which the payroll cycle was processed.
Voucher:	7 digits Displays the number of the voucher posted during the selected pay cycle.
BPP Account:	6 digits Identifies the account from which BPP issues the payroll voucher.

Additional Functions

PF KEYS	See the Appendix for explanations of the standard PF Keys.
----------------	--

A

P

P

E

N

D

I

X

Payroll Batches

Payroll information is fed to FAMIS from files prepared in BPP. This information is loaded in various FAMIS batches that can be seen on Screens 24 and 27. This provides you 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 "PAY" as the first three characters. The ACH batches begin with "ACH" and the State Benefit Vouchers are posted with a batch header beginning with "BEN".

For example:

On screen 24, entering "**PAY**" on the *Action Line* and pressing <ENTER> will access a listing of all payroll batches. Typing an "**X**" in the Select field, next to the desired batch, and pressing <ENTER> will take the user to Screen 27 where detailed batch information is provided.

PAYROLL BATCH REFERENCE CODING

- All payroll batch references begin with "PAY".
- Next is a "B" for biweekly payrolls
OR
an "M" for monthly payrolls
OR
an "S" for specials.
- 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.

Example: PAYB01
PAYM01
PAYS01

Payroll Batches
Appendix

NOTE: These batches and transactions are currently used only by Workstation M.

- PAYx20** Interpart 01 - 02
debit - Central Payroll GL 01 (bank 00001)
credit - Central Payroll GL 02 (bank 00001)
- PAYx21** Interpart 01 - 20
debit - Central Payroll GL 20 (bank 00001)
credit - Central Payroll GL 02 (bank 00001)
- PAYx22** Interpart 01 - 02 Revolving
debit - Revolving Receivable GL 01 (bank 00001)
credit - Central Payroll GL 02 (bank 00003)
- PAYx23** Interpart 20 -02 Revolving
debit - Revolving Receivable GL 20 (bank 00003)
credit - Central Payroll GL 02 (bank 00003)

NOTE: Bank number is really not significant in any of the above Interpart transactions, but must be the same on both parts of the accounting transaction.

- PAYx30** Interpart 01 - 02 Local Benefit Liability account
- PAYx31** Interpart 20 - 02 Local Benefit Liability account
- PAYx32** Interpart 20 - 01 Local Benefit Liability account -- UCI
- PAYx33** Interpart 02 - 01 Local Benefit Liability account -- UCI

BATCHES CREATED WITH EACH PAYROLL

EPA999 – EPA Auto Adjustments

Contains encumbrance (05x) transactions to automatically adjust the payroll encumbrances.

Created by program FBPR048.
Transactions created and posted by job FxxPR048

IAP001 – Interagency Payments ORP/SORP/FICA 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 853 table) is a GL, a journal entry (064) will

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

IAP002 – Interagency Payments ORP/SORP/FICA 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

INS001 – Insurance Billing

Contains journal entries (06x) to record ACH reversals or the cash receipts of payments from retirees. Creates journal entries (06x) transactions to reflect payments to each insurance vendor. Creates receipt transactions (03x) to record the monthly ACH transfers of payments from retirees.

For Cash receipts or ACH reversals:

debit the Insurance Billing Receipts Clearing Account (from Screen 853)
credit the Insurance Billing General Clearing Account (from Screen 853)

For insurance vendor payments:

debit the Insurance Billing General Clearing account (from Screen 853)
credit the Insurance Liability account (from Screen 837 based on type)

For monthly ACH transfers:

debit the account fed from Payroll
credit the Insurance Billing General Clearing Account (from Screen 853)

Created by program FBPR140 and run for every payroll.
Transactions created and posted by job FxxPR140.

PAYx01 - Central Payroll Disbursement

Contains disbursement (04x) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

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, posted by FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx02 – Extended Pay Plan Entries - EPP

Contains journal entries (06x) for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and adjustment processing (for academic appointments, generally during the Fall and Spring when funds are being reserved for future pay out):

debit Central Payroll Clearing - from Screen 823
credit Extended Pay Plan Clearing - from Screen 823

Withdrawal processing (for academic appointments, generally during the Summer when previously reserved funds are being paid out):

debit Extended Pay Plan Clearing - from Screen 823
credit Central Payroll Clearing - from Screen 823

Created by program FBPR006 and run each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON, posted by FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx03 – Employee Deductions

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

For Cancellation and Correction vouchers (types C and E):

debit Cancellation Clearing Account - from Screen 823
credit Benefit Liability Accounts – from Screen 837, based on benefit type

For all other vouchers:

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, posted by FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx04 – Local Funds Payroll Expense

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

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

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

PAYx05 – Local Funds Bank Transfers – Benefits

Contains bank transfer entries (090) reimbursing the central payroll bank for the employer paid benefits.

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 Screen 823
credit Other Local Funds Bank accounts - from Payroll file

NOTE: 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, FxxPRMON, and FxxPRCOR.
Transactions posted by FxxPPYRL.

PAYx06 – Local Funds Bank Transfers – Gross Pay / Longevity

Contains bank transfer entries (090) reimbursing the central payroll bank for Gross Pay and Longevity.

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 Screen 823
credit Other Local Funds Bank accounts - from Payroll file

Note: 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, FxxPRMON, and FxxPRCOR.
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 and correction 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

NOTE: The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW, FxxPRMON, and FxxPRCOR.
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 and correction transactions:

debit Individual SL Accounts - from Payroll file
credit Monthly State Employee Gross Pay - from Screen 823

For biweekly transactions:

debit Individual SL 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, FxxPRMON, and FxxPRCOR.
Transactions posted by FxxPPYRL.

PAYx09 – State Paid Revolving

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 Screen 823
credit Central Payroll Clearing account - from Screen 823

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

PAYx10 & PAYx11 - Local Funds Benefits Disbursements and Credits

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

NOTE: 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 these 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 SLs charge for Benefits (PAYx10) - from Payroll file
credit Benefits Liability Accounts (PAYx11) – from screen 837

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

PAYx12 – State Funds Benefits Disbursements – FICA Only

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

Note: The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Note2: Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in FBPR096 end-of-month process.

For monthly and correction transactions:

debit Monthly State Employer Payments- from Screen 823
credit Bank – from Payroll file

For Biweekly Transactions:

debit Monthly State Employer Payments- from Screen 823
credit Bank – from Payroll file

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

PAYx13 – State Funds Benefits Expense

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

For monthly and correction transactions:

debit Individual SL accounts – from Payroll file
credit Monthly State Employer Payments - from Screen 823

For biweekly transactions:

debit Individual SL accounts – from Payroll file
credit Biweekly State Employer Payments - from Screen 823

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

PAYx14 – Payroll Cancellation – Re-encumber Payroll for a Cancellation

Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances. The encumbrance will be made at the individual payroll expense accounts using the object code provided in the program parameters.

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

PAYx15 – Payroll Cancellation – Re-encumber Payroll for Cancellations

Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances. The encumbrance will be at the individual payroll expense accounts using the object code provided in the program parameters.

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW, FxxPRMON, and FxxPRCOR.
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.

For correction and cancellation entries (types C and E):

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

For all others:

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.

For correction and cancellation entries (types C and E):

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

For all others:

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.

SEAA01 – EPA Automatic Adjustments

Transactions are created and posted by program FBPU525.
Transactions are created and posted in job FxxPU050.

SSV001 – Salary Savings Encumbrance Adjustment

Contains E53 payroll transactions to transfer the salary savings out of the encumbrance.

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

SSV005 – Salary Savings Budget Transfers

Contains 022 transactions to transfer salary savings from the Payroll Account Payroll account to the Salary Savings Account.

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

INTERMEMBER BATCHES POSTED AT END-OF-MONTH

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.

PAYT01 – Payroll Equity Transfers - Resolution of “Due-From”

Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

Transactions are created and posted in job FxxPMEND.

PAYT02 – Payroll Equity Transfers - Resolution of “Due-To”

Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.

Transactions are created and posted in job FxxPMEND.

BATCHES RUN FOR WAGE & BENEFIT ENCUMBRANCE

PAYx25 – Local Wage Encumbrance Reversal

Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run.

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.

**BATCHES RUN WHEN ONE WORKSTATION PROCESSES
PAYROLL FOR TWO SYSTEM MEMBERS
WITH A SINGLE SET OF BANK ACCOUNTS
(TAMU & TVMDL)**

PAYx21 – Equity Transfers – One Business Office Posting 2 A&M System Members

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Note: Processes twice – one for each campus code.

Example: Interpart 02 TAMU & 20 TVMDL

First batch:

debit Central Payroll GL 20 (using Payroll Transfer to Local Bank from screen 823)

Separate batch:

credit Central Payroll GL 02 (using Payroll Transfer to Local Bank from screen 823)

Created by program FBPR012.

Transactions are created by jobs FxxPRBW and FxxPRMON.

Transactions are posted by job FxxPPYRL.

PAYx23 – Equity Transfers – One Business Office Running two System Members

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

debit Central Payroll GL 20 (using Central Payroll Bank from Screen 823)

credit Central Payroll GL 02 (using Central Payroll Bank from Screen 823)

Created by program FBPR016.

Transactions are created by jobs FxxPRBW and FxxPRMON.

Transactions are posted by job FxxPPYRL.

PAYx31 – Corresponds to PAYx21 – Inter Campus Code

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

Example: Interpart 20 - 02 Local Benefit Liability account

Created by program FBPR022

Transactions are created by jobs FxxPRBW and FxxPRMON.

Transactions are posted by job FxxPPYRL.

EPP BATCHES RUN AT END-OF-MONTH

EPP entries can be included with regular monthly and biweekly payrolls. However, there is a special end-of-month run for EPP processing.

PAYS01 – EPP Disbursements

Contains disbursement entries (049) reflecting the checks and ACHs written by BPP .process. These entries are debits from the Central Payroll Clearing account and are in 'lump sum'.

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

Created by program FBPR005.
Transactions are created and posted in job FxxPREPP

PAYS02 – EPP Transfers

Contains journal entries (064) entries reflecting the transfers in and out of the EPP account to/from the Central Payroll Clearing account.

Deposit and adjustment processing (for academic appointments, generally during the Fall and Spring when funds are being reserved for future pay out):

debit Central Payroll Clearing - from Screen 823
credit Extended Pay Plan Account - from Screen 823

Withdrawal processing (for academic appointments, generally during the Summer when previously reserved funds are being paid out):

debit Extended Pay Plan Account - from Screen 823
credit Central Payroll Clearing - from Screen 823

Created by program FBPR006.
Transactions are created and posted in job FxxPREPP

***BATCHES RUN AT END-OF-MONTH FOR
STATE BENEFIT VOUCHER PROCESSING***

BENV01 – State Benefit Vouchers

Contains disbursement entries to pay the state benefit vendors.

Created by program FBPR096

Transactions created and posted in job FxxPMEND

***BATCHES RUN AT END-OF-MONTH FOR ACH PROCESS
(FIRST DAY OF NEXT MONTH)***

ACH001 – ORP Prepaid Vouchers

Contains disbursement entries (04x) reflecting ORP payments to vendors.

Created by program FBPR097

Transactions created and posted in job FxxPRACH

ACH002 – ACH Prepaid Vouchers

Contains disbursement entries (04x) reflecting other ACH payments to vendors.

Created by program FBPR097

Transactions created and posted in job FxxPRACH

Payroll Batches by Batch Number

EPA999 – EPA Auto Adjustments

Contains encumbrance (05x) transactions to automatically adjust the payroll encumbrances.

Created by program FBPR048.
Transactions created and posted by job FxxPR048

IAP001 – Interagency Payments ORP/SORP/FICA 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 853 table) is a GL, a journal entry (064) will

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

IAP002 – Interagency Payments ORP/SORP/FICA 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

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.

INS001 – Insurance Billing

Contains journal entries (06x) to record ACH reversals or the cash receipts of payments from retirees. Creates journal entries (06x) transactions to reflect payments to each insurance vendor. Creates receipt transactions (03x) to record the monthly ACH transfers of payments from retirees.

For Cash receipts or ACH reversals:

debit the Insurance Billing Receipts Clearing Account (from Screen 853)
credit the Insurance Billing General Clearing Account (from Screen 853)

For insurance vendor payments:

debit the Insurance Billing General Clearing account (from Screen 853)
credit the Insurance Liability account (from Screen 837 based on type)

For monthly ACH transfers:

debit the account fed from Payroll
credit the Insurance Billing General Clearing Account (from Screen 853)

Created by program FBPR140 and run for every payroll.
Transactions created and posted by job FxxPR140.

ACH001 – ORP Prepaid Vouchers

Contains disbursement entries (04x) reflecting ORP payments to vendors.

Created by program FBPR097
Transactions created and posted in job FxxPRACH

ACH002 – ACH Prepaid Vouchers

Contains disbursement entries (04x) reflecting other ACH payments to vendors.

Created by program FBPR097
Transactions created and posted in job FxxPRACH

BENV01 – State Benefit Vouchers

Contains disbursement entries to pay the state benefit vendors.

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

PAYS01 – EPP Disbursements

Contains disbursement entries (049) reflecting the checks and ACHs written by BPP .process. These entries are debits from the Central Payroll Clearing account and are in 'lump sum'.

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

Created by program FBPR005
Transactions are created and posted in job FxxPREPP

PAYS02 – EPP Transfers

Contains journal entries (064) entries reflecting the transfers in and out of the EPP account to/from the Central Payroll Clearing account.

Deposit and adjustment processing (for academic appointments, generally during the Fall and Spring when funds are being reserved for future pay out):

debit Central Payroll Clearing - from Screen 823
credit Extended Pay Plan Account - from Screen 823

Withdrawal processing (for academic appointments, generally during the Summer when previously reserved funds are being paid out):

debit Extended Pay Plan Account - from Screen 823
credit Central Payroll Clearing - from Screen 823

Created by program FBPR006
Transactions are created and posted in job FxxPREPP

PAYT01 – Payroll Equity Transfers - Due-From

Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll.
Transactions are created and posted in job FxxPMEND.

PAYT02 – Payroll Equity Transfers - Due-To

Contains journal entries (064) or disbursement entries (049) (at the choice of the A&M System member) to record equity transfers reflecting the InterPart “Due From” transactions in System Concentration Pool.

Created by program FBPR009 and run with each payroll
Transactions are created and posted in job FxxPMEND.

PAYx01 Central Payroll Disbursement

Contains disbursement (04X) entries for the total amount paid by the workstation in checks and ACH (not necessarily the total amount funded from local funds).

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

Created by program FBPR005 and run with every payroll.
Transactions created by jobs FxxPRBW and FxxPRMON, posted by FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx02 – Extended Pay Plan Entries - EPP

Contains journal entries (06x) for the total amount contributed or withdrawn from the Extended Pay Plan account.

Deposit and adjustment processing (for academic appointments, generally during the Fall and Spring when funds are being reserved for future pay out):

debit Central Payroll Clearing - from Screen 823
credit Extended Pay Plan Clearing - from Screen 823

Withdrawal processing (for academic appointments, generally during the Summer when previously reserved funds are being paid out):

debit Extended Pay Plan Clearing - from Screen 823
credit Central Payroll Clearing - from Screen 823

Created by program FBPR006 and run each payroll.
Transactions created by jobs FxxPRBW and FxxPRMON, posted by
FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx03 – Employee Deductions

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

For Cancellation and Correction vouchers (types C and E):

debit Cancellation Clearing Account - from Screen 823
credit Benefit Liability Accounts – from Screen 837, based on benefit type

For all other vouchers:

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, posted by
FxxPPYRL.
Transactions created in job FxxPREPP are also posted by FxxPREPP.

PAYx04 – Local Funds Payroll Expense

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

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

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

PAYx05 – Local Funds Bank Transfers – Benefits

Contains bank transfer entries (090) reimbursing the central payroll bank for
the employer paid benefits.

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 Screen 823
credit Other Local Funds Bank accounts - from Payroll file

NOTE: 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, FxxPRMON, and FxxPRCOR.
Transactions posted by FxxPPYRL.

PAYx06 – Local Funds Bank Transfers – Gross Pay / Longevity

Contains bank transfer entries (090) reimbursing the central payroll bank for Gross Pay and Longevity.

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 Screen 823
credit Other Local Funds Bank accounts - from Payroll file

Note: 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, FxxPRMON, and FxxPRCOR.
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 and correction 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

NOTE: The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW, FxxPRMON, and FxxPRCOR.
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 and correction transactions:

debit Individual SL Accounts - from Payroll file
credit Monthly State Employee Gross Pay - from Screen 823

For biweekly transactions:

debit Individual SL 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, FxxPRMON, and FxxPRCOR.
Transactions posted by FxxPPYRL.

PAYx09 – State Paid Revolving

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 Screen 823
credit Central Payroll Clearing account - from Screen 823

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

PAYx10 & PAYx11 - Local Funds Benefits Disbursements and Credits

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

NOTE: 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 these 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 SLs charge for Benefits (PAYx10) - from Payroll file
credit Benefits Liability Accounts (PAYx11) – from screen 837

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

PAYx12 – State Funds Benefits Disbursements – FICA Only

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

Note: The USAS vouchers with the payroll detail are sent to the comptroller by BPP.

Note2: Only FICA is included in this batch because only the FICA vouchers are sent to USAS by BPP. The rest of the benefit disbursements are processed in FBPR096 end-of-month process.

For monthly and correction transactions:

debit Monthly State Employer Payments- from Screen 823
credit Bank – from Payroll file

For biweekly transactions:

debit Biweekly State Employer Payments- from Screen 823
credit Bank – from Payroll file

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

PAYx13 – State Funds Benefits Expense

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

For monthly and correction transactions:

debit Individual SL Accounts – from Payroll file
credit Monthly State Employer Payments - from Screen 823

For biweekly transactions:

debit Individual SL Accounts – from Payroll file
credit Biweekly State Employer Payments - from Screen 823

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

PAYx14 – Payroll Cancellation – Re-encumber Payroll for a Cancellation

Contains encumbrance entries (05x) for local funded payroll cancellations to re-establish the original encumbrances. The encumbrances will be made at the individual payroll expense accounts using the object code from the program parameters.

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

PAYx15 – Payroll Cancellation – Re-encumber Payroll for Cancellations

Contains encumbrance entries (05x) for state funded payroll cancellations to re-establish the original encumbrances. The encumbrances will be made at the individual payroll expense accounts using the object code from the program parameters.

Created by program FBPR015 and run with each payroll.
Transactions created by jobs FxxPRBW, FxxPRMON, and FxxPRCOR.
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.

For correction and cancellation entries (types C and E):

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

For all others:

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.

For correction and cancellation entries (types C and E):

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

For all others:

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.

PAYx21 – Equity Transfers – One Business Office Running to System Members

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Note: Processes twice – one for each campus code.

Example: Interpart 02 TAMU & 20 TVMDL

First batch:

debit Central Payroll GL 20 (using Payroll Transfer to Local Bank from screen 823)

Separate batch:

credit Central Payroll GL 02 (using Payroll Transfer to Local Bank from screen 823)

Created by program FBPR012
Transactions are created by jobs FxxPRBW and FxxPRMON.
Transactions are posted by job FxxPPYRL.

PAYx23 – Equity Transfers – One Business Office Running two System Members

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts.

Example: InterPart 20 -02 Revolving

debit Central Payroll GL 20 (using Central Payroll Bank from Screen 823)
credit Central Payroll GL 02 (using Central Payroll Bank from Screen 823)

Created by program FBPR016
Transactions are created by jobs FxxPRBW and FxxPRMON.
Transactions are posted by job FxxPPYRL.

PAYx25 – Local Wage Encumbrance Reversal

Contains one summarized encumbrance adjustment transaction (05x) for each SL/SA or base SL wage expenditure account that has a wage encumbrance. The encumbrance reduction (credit) is for the net amount of the account's wage expenditures in the in the FBPR010 (local wage) payroll run.

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.

PAYx31 – Corresponds to PAYx21 – Inter Campus Code

Contains receipt entries (03x) to record transfers between GLs for two A&M System members with common bank accounts. These transfers are for resolve the Local Benefit Liability accounts.

Example: Interpart 20 - 02 Local Benefit Liability account

Created by program FBPR022
Transactions are created by jobs FxxPRBW and FxxPRMON.
Transactions are posted by job FxxPPYRL.

SEAA01 – EPA Automatic Adjustments

Transactions are created and posted by program FBPU525.
Transactions are created and posted in job FxxPU050.

SSV001 – Salary Savings Encumbrance Adjustment

Contains E53 payroll transactions to transfer the salary savings out of the encumbrance.

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

SSV005 – Salary Savings Budget Transfers

Contains 022 transactions to transfer salary savings from the Payroll Account Payroll account to the Salary Savings Account.

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

Work Station Code Assignments

From BPP program BPP9999

Code	Work Station Assigned	Part	Splitter Assigned
A	TAES	06, 02	TAES
B		19	BCOD
C	TTI	12	TTI
D	TEEX	09	TEEX
E	TEES	08, 02	TEES
F	TFS	11	TFS
G	TAMUG	10	TAMUG
H	HSC	23	Health Science Center
I	TAMU-CC	15	TAMU-CC
J	TAMU-K	17	TAMU-K
K			
L	TAMIU	16	TAMIU
M	TAMU	02, 20	TAMU
N	TAMU - Texarkana	22	TAMU-T
O			
P	PVAMU	05	PVAMU
Q	----		TAMU Human Resources
R	TAMU - Commerce	21	TAMUC
S	SAGO	01	SAGO
T	TARL	04	TSU
U	----		System Comptroller
V			
W	WTAM	18	WTAM
X	TAEX	07, 14	TAEX
Y			
Z	----		Misc Other Users
1	----		B/P/P Operations Center
2	----		
3			
4			
5			
6			
7			
8			

FAMIS Payroll Reports

MONTHLY/BI-WEEKLY PAYROLL PROCESSING REPORTS

FBPR001 - Payroll to Accounting Edit Error Report

This is a statistics report of payroll records based on the payroll history file after validating them against the chart of accounts and subcode edit tables and supplying benefit information.

Run in jobs FxxPRBW, FxxPRMON

FBPR005 - Disbursements from Central Payroll

Creates a work file and report of disbursement transactions from the Central Payroll Clearing Account producing a check or ACH. This report will display negative checks, if any. All negative checks should be reported to the FAMIS staff via the FAMIS Hotline (979) 458-6464, FAX at (979) 458-6455, or via E-mail at famishelp@tamu.edu.

Run in jobs FxxPRBW, FxxPRMON, FxxPREPP.

FBPR006 - Extended Pay Plan Entries

Used to create a work file and report of extended pay plan transactions for a specified workstation.

Run in jobs FxxPRBW, FxxPRMON, FxxPREPP.

FBPR008 - Central Payroll Reimbursement from Other Parts

Produces a "Due To" and "Due From" other Parts work file, report, and transactions. Replaces the need for BPP to cut reimbursement checks between the parts.

Run in jobs FxxPRBW and FxxPRMON.

FBPR009 – End of Month Equity Transfers

Creates a file of transactions which reflect the equity transfers that will be processed to resolve all payroll due to/ due from transactions created that month. These transactions are then posted to FAMIS.

Run in job FxxPMEND.

FBPR010 - Journal Entries for Expensing Local Funds Payroll

This is a work file of payroll expenditure transactions and re-encumbrance transactions which are based on the payroll-to-accounting work file sorted by voucher number, bank, 15-digit account number, cost reference, previous fiscal year flag, detail flag, and pay type. It also produces a listing of these transactions (FBPR010).

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR011 - Reimbursing Central Payroll from Other Local Funds Banks

Creates a work file of bank transfer transactions based on the work file created in FBPR010, sorted by bank and produces a report of the transactions.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR014 - Journal Entries for Employee Deductions

Produces a report of journal entries from the Central Payroll Clearing account to the Benefit Liability accounts.

Run in jobs FxxPRBW, and FxxPRMON.

FBPR015 - Journal Entries for Expensing State Funded Payroll

Produces a report of disbursements from the State Payroll Clearing Account sorted by voucher and bank, journal entries for expensing State funded payroll, reimbursements or payroll from the revolving general ledger account, and re-encumbrance entries for payroll corrections, based on the payroll history file.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR020 - Summary of Employer Paid Benefit Credits

Shows debit disbursement transactions and creates a work file of credit disbursement transactions to charge employer paid benefits against the subsidiary ledger accounts and credit the liability accounts.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR021 - Bank Transfers for Local Fund Employer Payments

This report shows bank transfers from each source bank to its primary local bank based on the disbursement transactions work file created in FBPR020.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR025 - State Paid Benefit Disbursements

Creates a work file and report of State fund employer paid benefit transactions, prepaid voucher transactions for these expenses sorted by voucher, bank, object code, account number, support account number, cost reference, (optionally) UIN, and previous fiscal year flag. Section 1 shows State paid benefit disbursement by voucher and bank; Section II shows journal entries for expensing State employer paid benefits.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR032 – EPA Encumbrance Adjustment Entries

Creates a work file and report of payroll encumbrance adjustments to be posted into the payroll module. This file will be processed by FBPR033 into the actual transactions to be posted.

Run in jobs FxxPRBW and FxxPRMON.

FBPR033 – EPA and Open Commitment Entries

Completes the work file of EPA encumbrance adjustment transactions for the payroll module and produces and reports the encumbrance adjustment transactions to be posted into the FRS module.

Run in jobs FxxPRBW and FxxPRMON.

FBPR048 – EPA Open Commitments - for Salary and Wages

Creates a work file and report of encumbrance transactions to reflect the adjustments needed for payroll encumbrances.

Run in job FxxPR048.

FBPR070 – Monthly Payroll Detail Report

This report is sorted by account number, social security number (SSN), pay period end date, voucher number, benefit code and object code. Not all system members run this report.

Run in job FxxPMEND.

FBPR071 – Monthly Payroll Detail Report

This report is sorted by a choice of SL/SA account, home department, or responsible person, voucher number, universal ID number (UIN), payroll period, and object code. Not all System members run this report.

Run in jobs FxxPMEND and FxxPR071.

EXTENDED PAY PLAN REPORTS

FBPR005 - Disbursements from Central Payroll

Produces a work file and report of disbursement transactions based on the payroll check records and electronic transfer records for a specified work station.

Run in job FxxPREPP

FBPR006 - Extended Pay Plan Entries

Used to create a work file of extended pay plan transactions for a specified work station.

Run in job FxxPREPP.

EMPLOYER/STATE PAID BENEFITS REPORTS

FBPR090 - Employer Paid Benefit Report

Used to produce a summary report of employer paid benefits sorted by subcode, bank, voucher, account analysis code, pay date, and 10-digit account number.

Run in job FxxPMEND.

FBPR091 - Employee Deduction Cancellation Report

Produces a detail report of employee deductions that are to be returned to the deduction accounts (canceled) sorted by deduction type, voucher number, account analysis code, and 6-digit account number.

Run in job FxxPMEND.

FBPR096 - State Paid Benefit Vouchers

This is a benefit summary report. It is generally run at month end and produces a summary report for the entire month.

Run in job FxxPMEND.

INTER-PART EQUITY TRANSFERS

FBPR012 – Inter-Part Funds Transfer – Central Payroll GL’s

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the central payroll GL’s of each agency.

Run in jobs FxxPRBW and FxxPRMON.

FBPR016 – Inter-Part Funds Transfer – Due From Comptroller Accounts

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the due from comptroller accounts of each agency.

Run in jobs FxxPRBW and FxxPRMON.

FBPR017 - Interagency Payments ORP/SORP/FICA Due To/Due From

Creates a work file and report of journal entries and cash disbursements reflecting the interagency transfer of funds for ORP/SORP/FICA payments.

Run in job FxxPMIAP.

FBPR022 – Inter-part Funds Transfer – Employer Payment Liability Accounts

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the employer payment liability accounts of each agency.

Run in jobs FxxPRBW and FxxPRMON.

FBPR035 – Insurance Equity Transfers Due To System Offices

Creates a work file and report of journal entries and cash disbursement transactions from System members to reimburse the Systems Offices for Insurance payments.

Run in job FxxPRIET.

FBPR036 – Insurance Equity Transfers Received From System Members

This is run for the System Office (campus code 01) only. Creates a work file and report of transactions to record the receipt of insurance transfers and journal entries to transfer funds to the fee or self insured accounts.

Run in job F01PRIET for System Offices (campus code 01) only.

CIVIL SERVICE / FIR REPORTS

FBPR092 – Civil Services Retirement – Employee Deductions

Produces a report of federal retirement (CSRS) employee deductions and covered earnings – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by employee name and social security number (SSN).

Run in job FxxPMEND.

FBPR093 – Federal Group Life Insurance Report

Produces a report of federal insurance (FIR) employee deductions and covered earnings, and employer payments – Developed for TAEX. Usually run at month end for the entire month.

Run in job FxxPMEND.

FBPR094 – Matching Retirement Payments

Produces a report of federal retirement (CSRS) employee deductions and covered earnings – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by bank number, SL account, account number, and social security number (SSN).

Run in job FxxPMEND.

FBPR095 – Civil Services Retirement – Other Parts Employer Payments

Produces a report of federal retirement (CSRS) employee payments to be made by other parts – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by part number, account number, and social security number (SSN).

Run in job FxxPMEND.

SALARY SAVINGS REPORTS

FBPR050 - Salary Savings Report of Encumbrance Adjustments

Creates a work file of salary savings encumbrance adjustments and a work file of salary savings budget transfers, sorted by account number, support account, position ID number (PIN) and produces reports of the transactions created. This program has parameters that control whether the budget transfer is returned to the base or support account.

Run in job FxxPU050

FBPR051 - Salary Savings Report

Produces a report of salary savings, sorted by Mail Code 1, Mail Code 2, Account Number or College/Department, support account and position ID number (PIN). This report is based on the work file created by program FBPR050.

Run in job FxxPU050

TRS / ORP REPORTS

FBPR080 - TRS-ORP Reimbursement Calculations

This error report lists the records where the TRS-ORP amount is not within a tolerance of .02 +/- of the calculated amount. FAMIS takes the covered earnings amount and multiplies this by .03 or .06 (as determined by the charge code). It then compares this calculated amount that has been fed from BPP. If the difference is greater than .2 cents, a warning message is generated. The rate that appears on this report is calculated by comparing the TRS-ORP amount to the covered earnings. In addition, the work file created by this program is used to produce other TRS/ORP reports, including FBPR081.

If we look at the first warning message, we have covered earnings of 27,346.75 and BPP has sent us a TRS-ORP amount of 1,640.85.

FAMIS calculates the expected amount as:

$$27346.75 * .06 = 1640.81$$

The BPP amount and the calculated amount differ by more than .02 so this record appears on the warning list. FAMIS then calculates the rate as:

$$(1640.85 / 27346.75) * 100$$

The result of this is 6.00 (actually 6.00016 because this difference was so small) and this is the rate that is printed on the warning report.

Run in job FxxPRTRS.

FBPR081 - TRS Contracts and Grants Reimbursement

Produces a report of contracts and grants TRS reimbursement information and a report of reimbursement errors (negative amounts) sorted by name, universal ID number (UIN), federal/private flag, TRS/ORP flag, Part number, TRS/ORP reimbursement rate and account analysis code. ORP is not reported on these reports.

Run in job FxxPRTRS.

FBPR082 – Teachers Retirement System Report

Produces a summary report containing TRS and ORP data from both contract and grant accounts and non-contract and grant accounts. The report is sorted by part number, account number, name, universal ID number (UIN), federal/private flag, TRS/ORP indicator and detail count.

Run in job FxxPRTRS.

FBPR083 - TRS Reimbursement All Other Than Contracts and Grants

Shows a detail report of non-educational TRS reimbursement information. Section 1 of this report sorts this information by name, universal ID number (UIN), federal/private flag, TRS/ORP flag, Part number, TRS/ORP reimbursement rate and account analysis code. Section 2 of this report is used to display negative amounts processed as non-educational TRS reimbursements. ORP is not reported on these reports.

Run in job FxxPRTRS.

FBPR084 - TRS Reimbursement for F&G - Non-General Revenue Salaries

Creates a detail report of non-contract and grant account TRS reimbursement information. Section 1 of this report sorts this information by TRS/ORP flag, name, universal ID number (UIN), federal/private flag, Part number, TRS/ORP reimbursement rate, account analysis code and provides information about the successful completion of transactions. Section 2 of this report is an error report used to display negative amounts processed.

Run in job FxxPRTRS.

FBPR085 - TRS Base and Supplement Summary

Produces a summary report, or snapshot, of TRS and ORP information for local and state banks, sorted by bank type and bank number.

Run in job FxxPRTRS.

FBPR097 – ORP/TDA Prepaid Voucher Report

Creates a file of prepaid vouchers reflecting the ORP and TDA payments automated via ACH and BPP. The vouchers are subsequently posted into the FAMIS A/P system.

Run in job FxxPRACH.

FAMIS PAYROLL REPORTS BY NUMBER

FBPR001 - Payroll to Accounting Edit Error Report

This is a statistics report of payroll records based on the payroll history file after validating them against the chart of accounts and subcode edit tables and supplying benefit information.

Run in jobs FxxPRBW and FxxPRMON.

FBPR005 - Disbursements from Central Payroll

Creates a work file and report of disbursement transactions from the Central Payroll Clearing Account producing a check or ACH. This report will display negative checks, if any. All negative checks should be reported to the FAMIS staff via the FAMIS Hotline (409) 845-0101, FAX at (409) 847-8975, or via E-mail at famishelp@tamu.edu.

Run in jobs FxxPRBW, FxxPRMON, FxxPREPP.

FBPR006 - Extended Pay Plan Entries

Used to create a work file of extended pay plan transactions for a specified workstation.

Run in jobs FxxPRBW, FxxPRMON, FxxPREPP.

FBPR008 - Central Payroll Reimbursement from Other Parts

Produces a "Due To" and "Due From" other Parts work file, report, and transactions. Replaced the need for BPP to cut reimbursement checks between the parts.

Run in jobs FxxPRBW and FxxPRMON.

FBPR009 – End of Month Equity Transfers

Creates a file of transactions which reflect the equity transfers that will be processed to resolve all payroll due to/ due from transactions created that month. These transactions are then posted to FAMIS.

Run in job FxxPMEND.

FBPR010 - Journal Entries for Expensing Local Funds Payroll

This is a work file of payroll expenditure transactions and re-encumbrance transactions which are based on the payroll-to-accounting work file sorted by voucher number, bank, 15-digit account number, cost reference, previous fiscal year flag, detail flag, and pay type. It also produces a listing of these transactions (FBPR010).

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR011 - Reimbursing Central Payroll from Other Local Funds Banks

Creates a work file of bank transfer transactions based on the work file created in FBPR010, sorted by bank and produces a report of the transactions.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR012 – Inter-part Funds Transfer – Central Payroll GL’s

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the central payroll GL’s of each agency.

Run in jobs FxxPRBW and FxxPRMON.

FBPR014 - Journal Entries for Employee Deductions

Produces a report of journal entries from the Central Payroll Clearing account to the Benefit Liability accounts.

Run in jobs FxxPRBW, and FxxPRMON.

FBPR015 - Journal Entries for Expensing State Funded Payroll

Produces a report of disbursements from the State Payroll Clearing Account sorted by voucher and bank, journal entries for expensing State funded payroll, reimbursements or payroll from the revolving general ledger account, and re-encumbrance entries for payroll corrections, based on the payroll history file.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR016 – Inter-part Funds Transfer – Due From Comptroller Accounts

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the due from comptroller accounts of each agency.

Run in jobs FxxPRBW and FxxPRMON.

FBPR017 - Interagency Payments ORP/SORP/FICA Due To/Due From

Creates a work file and report of journal entries and cash disbursements reflecting the interagency transfer of funds for ORP/SORP/FICA payments.

Run in job FxxPMIAP.

FBPR020 - Summary of Employer Paid Benefit Credits

Shows debit disbursement transactions and creates a work file of credit disbursement transactions to charge employer paid benefits against the subsidiary ledger accounts and credit the liability accounts.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR021 - Bank Transfers for Local Fund Employer Payments

This report shows bank transfers from each source bank to its primary local bank based on the disbursement transactions work file created in FBPR020.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR022 – Inter-part Funds Transfer – Employer Payment Liability Accounts/

Used when one business office performs accounting for two agencies, but does not keep banking separate. Creates a file of transactions moving funds between the employer payment liability accounts of each agency

Run in jobs FxxPRBW and FxxPRMON.

FBPR025 - State Paid Benefit Disbursements

Creates a work file and report of State fund employer paid benefit transactions, prepaid voucher transactions for these expenses sorted by voucher, bank, object code, account number, support account number, cost reference, (optionally) SSN, and previous fiscal year flag. Section 1 shows State paid benefit disbursement by voucher and bank; Section II shows journal entries for expensing State employer paid benefits.

Run in jobs FxxPRBW, FxxPRMON, FxxPRCOR.

FBPR032 – EPA Encumbrance Adjustment Entries

Creates a work file and report of payroll encumbrance adjustments which are used by FBR033 and put into the actual transactions to be posted.

Run in jobs FxxPRBW and FxxPRMON.

FBPR033 – EPA and Open Commitment Entries

Completes the work file of EPA encumbrance adjustment transactions for the payroll module and produces and reports the encumbrance adjustment transactions to be posted into the FRS module.

Run in jobs FxxPRBW and FxxPRMON.

FBPR035 – Insurance Equity Transfers Due To System Offices

Creates a work file and report of journal entries and cash disbursement transactions from System members to reimburse the Systems Offices for Insurance payments.

Run in job FxxPRIET.

FBPR036 – Insurance Equity Transfers Received From System Members

This is run for the System Office (campus code 01) only. Creates a work file and report of transactions to record the receipt of insurance transfers and journal entries to transfer funds to the fee or self insured accounts.

Run in job F01PRIET for System Offices (campus code 01) only.

FBPR048 – EPA Open Commitments - for Salary and Wages

Creates a work file and report of encumbrance transactions to reflect the adjustments needed for payroll encumbrances.

Run in job FxxPR048.

FBPR050 - Salary Savings Report of Encumbrance Adjustments

Creates a work file of salary savings encumbrance adjustments and a work file of salary savings budget transfers, sorted by account number, support account, position ID number (PIN) and produces reports of the transactions created. This program has parameters that control whether the budget transfer is returned to the base or support account.

Run in job FxxPU050

FBPR051 - Salary Savings Report

Produces a report of salary savings, sorted by your choice of Mail Code 1, Mail Code 2, Account Number or College/Department, support account, and position ID number. This report is based on the work file created by program FBPR050.

Run in job FxxPU050.

FBPR070 – Monthly Payroll Detail Report

This report is sorted by account number, social security number (SSN), pay period end date, voucher number, benefit code and object code. Not all System members run this report.

Run in job FxxPMEND.

FBPR071 – Monthly Payroll Detail Report

This report is sorted by a choice of SL/SA account, home department, or responsible person, voucher number, social security number (SSN), payroll period, and object code. Not all System members run this report.

Run in jobs FxxPMEND and FxxPR071.

FBPR080 - TRS-ORP Reimbursement Calculations

This error report lists the records where the TRS-ORP amount is not within a tolerance of .02 +/- of the calculated amount. FAMIS takes the covered earnings amount and multiplies this by .03 or .06 (as determined by the charge code). It then compares this calculated amount that has been fed from BPP. If the difference is greater than .2 cents, a warning message is generated. The rate that appears on this report is calculated by comparing the TRS-ORP amount to the covered earnings. In addition, the work file created by this program is used to produce other TRS/ORP reports, including FBPR081.

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$$(1640.85 / 27346.75) * 100$$

The result of this is 6.00 (actually 6.00016 because this difference was so small) and this is the rate that is printed on the warning report.

Run in job FxxPRTRS.

FBPR081 - TRS Contracts and Grants Reimbursement

Produces a report of contracts and grants TRS reimbursement information and a report of reimbursement errors (negative amounts) sorted by name, universal ID number (UIN), federal/private flag, TRS/ORP flag, Part number, TRS/ORP reimbursement rate and account analysis code. ORP is not reported on these reports.

Run in job FxxPRTRS.

FBPR082 – Teachers Retirement System Report

Produces a summary report containing TRS and ORP data from both contract and grant accounts and non-contract and grant accounts. The report is sorted by part number, account number, name, Universal ID number (UIN), federal/private flag, TRS/ORP indicator and detail count.

Run in job FxxPRTRS.

FBPR083 - TRS Reimbursement All Other Than Contracts and Grants

Shows a detail report of non-educational TRS reimbursement information. Section 1 of this report sorts this information by name, universal ID number (UIN), federal/private flag, TRS/ORP flag, Part number, TRS/ORP reimbursement rate, and account analysis code. Section 2 of this report is used to display negative amounts processed as non-educational TRS reimbursements. ORP is not reported on these reports.

Run in job FxxPRTRS.

FBPR084 - TRS Reimbursement for F&G - Non-General Revenue Salaries

Creates a detail report of non-contract and grant account TRS reimbursement information. Section 1 of this report sorts this information by TRS/ORP flag, name, universal ID number (UIN), federal/private flag, Part number, TRS/ORP reimbursement rate, account analysis code and provides information about the successful completion of transactions. Section 2 of this report is an error report used to display negative amounts processed.

Run in job FxxPRTRS.

FBPR085 - TRS Base and Supplement Summary

Produces a summary report, or snapshot, of TRS and ORP information for local and state banks, sorted by bank type and bank number.

Run in job FxxPRTRS.

FBPR090 - Employer Paid Benefit Report

Used to produce a summary report of employer paid benefits sorted by subcode, bank, voucher, account analysis code, pay date, and 10-digit account number.

Run in job FxxPMEND.

FBPR091 - Employee Deduction Cancellation Report

Produces a detail report of employee deductions that are to be returned to the deduction accounts (canceled) sorted by deduction type, voucher number, account analysis code, and 6-digit account number.

Run in job FxxPMEND.

FBPR092 – Civil Services Retirement – Employee Deductions

Produces a report of federal retirement (CSRS) employee deductions and covered earnings – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by employee name and social security number (SSN).

Run in job FxxPMEND.

FBPR093 – Federal Group Life Insurance Report

Produces a report of federal insurance (FIR) employee deductions and covered earnings, and employer payments – Developed for TAEX. Usually run at month end for the entire month.

Run in job FxxPMEND.

FBPR094 – Matching Retirement Payments

Produces a report of federal retirement (CSRS) employee deductions and covered earnings – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by bank number, SL account, account number, and social security number (SSN).

Run in job FxxPMEND.

FBPR095 – Civil Services Retirement – Other Parts Employer Payments

Produces a report of federal retirement (DSRS) employee payments to be made by other parts – Developed for TAEX. Usually run at month end for the entire month. The report is sorted by part number, account number, and social security number (SSN).

Run in job FxxPMEND.

FBPR096 - State Paid Benefit Vouchers

This is a benefit summary report. It is generally run at month end and produces a summary report for the entire month.

Run in job FxxPMEND.

FBPR097 – ORP/TDA Prepaid Voucher Report

Creates a file of prepaid vouchers reflecting the ORP and TDA payments automated via ACH and BPP. The vouchers are subsequently posted into the FAMIS A/P system.

Run in job FxxPRACH.

BPP Payroll Reports

BPP PAYROLL CYCLE REPORTS BY NUMBER

BP3158 – Accounting Analysis Table Report by Table Type

This report displays the entries in the accounting analysis table. This table controls the posting of the gross pay and various employer paid benefit charges to the accounting systems, especially FAMIS. A copy is produced for distribution to each work station during the payroll calculation process

Run in Job(s) PAYRL23B/M

BP5000 - Budget Verification Document

This report details gross payroll information for all employees assigned to each Administrative Location (ADLOC) for the review and certification (authorization) to pay the employees the gross salaries listed from the accounts identified for a particular monthly pay date.

Run in Job(s) PAYRL01/02

BP5000 -Payroll Preparation Errors Report – Budget File

This report lists various problems (errors or warnings) with data in the Budget File for the current payroll cycle being processed, either biweekly or monthly. It is generated for each payroll work station with suspicious data.

Run in Job(s) PAYRL01/02/04

BP5000 – TCE Longevity

This is a special longevity report produced for the Texas Cooperative Extension.

Run in Job(s) PAYRL02

BP5001 – Hazard Duty Pay

This report lists employees by work station who have had a payroll source record built to pay hazard duty for the payroll cycle identified on the report. A companion error list is also created when circumstances indicate an employee that has been identified as being eligible for Hazard Duty Pay is no longer (no longer in the position, etc.).

Run in Job(s) PAYRL02/05

BP5002 or BP5035 – Hourly Payroll Preparation Report

This report identifies employees, either by ADLOC or account sequence (as determined by each payroll work station), detailing payroll information for the review and authorization of the ADLOC/account administrator for the current biweekly payroll cycle being processed. Hours worked are defaulted for 'budgeted' employees and may be adjusted as necessary. Hours worked for 'wage' employees must be entered or written on the report. This report is designed to be a turn around document to authorize the payment of biweekly paid employees. It is designed to mimic the online screen used to make the updates.

Run in Job(s) PAYRL04/06

BP5003 – Payroll Validation Error Report

This report details employees by payroll work station with error or warning messages resulting from the processing to build payroll source records in the Permission-to-Pay (P2PAY) File from the data supplied in the Hours File for a particular biweekly pay date.

Run in Job(s) PAYRL07

BP5004 – P2Pay Fatal Errors Report

This report details errors and/or warnings by work station for the biweekly or monthly payroll cycle being processed. An employee listed on this report, with an error (ERR) in the Error Description column will not be paid (the error is fatal), while those with a warning (WRN) will be paid, but the payment may not be entirely correct, based on the information the computer program has at hand.

Run in Job(s) PAYRL02/03/07/08

BP5004 – Report of Employees with Multiple Pins on Payroll

This report lists employees to be paid on a particular biweekly or month payroll cycle identified as being in more than one position on the Active Budget File (i.e., they have multiple Position Identification Numbers or PINs).

Run in Job(s) PAYRL03

BP5005 – Payroll Preparation Errors Report - Payroll File

This report lists various problems (errors or warnings) with data and/or calculations resulting during the actual payroll calculation processing, for either a biweekly or monthly payroll cycle. It is generated for each payroll work station with errors and describes the error and indicates if the employee was not paid as a result of this error.

Run in Job(s) PAYRL21B/M

BP5005 – Summary of Persons Paid for the Pay Date of MMDDYY

This report summarizes, by system part and by work station, the total number of individuals paid on this particular payroll processing cycle.

Run in Job(s) PAYRL21B/M

BP5006 – P2Pay Exceptions Report for the Pay Date of MMDDYY

This report details employees that the payroll administrator may want to review based on specified cautionary flags, i.e. regular hours worked in excess of 80 hours, overtime hours worked, being paid from multiple positions (PINs), and percent effort in excess of 100%.

Run in Job(s) PAYRL10B/M

BP5007 – Deceased Employees

This report is produced for the Parking, Traffic and Transportation Services office to notify them of the death of a Texas A&M University System employee who has a current valid parking tag in any of the College Station campus lots.

Run in Job(s) PAYRL36B/M

BP5009 – Pre-Tax Health Premium Audit Report for Pay Date MMDDYY

This report lists employees whose payroll history records indicated their out-of-pocket insurance employee premium deduction (for medical, vision, AD&D and dental coverage) does not equal their pre-tax health deduction amount.

Run in Job(s) PAYRL21B/M

BP5013 – A15R003 Payroll Voucher Detail for Payroll Paid MMDDYY

This report lists detailed employee payroll deduction and employer payment information by each payroll source for a given pay date. The report is sorted by voucher number, part, fund type or appropriation and account. Information included on the report includes such items as job title and description, rate of pay, source percent effort, position percent effort, gross and net pay, tax deductions, insurance benefit deductions and employer payments, retirement deductions, etc.

Run in Job(s) PAYRL23B/M

BP5014 – College Work Study Hours Report

This report details student employees participating in various college work study programs administered by the Student Financial Aid Office for work stations requesting this report. Reports are generated in two basic sequences, by employee and by paying account.

Run in Job(s) PAYRL06

BP5016 – CSRS Covered Wage

This report produced for the Texas Cooperative Extension (TCE), lists Civil Service Retirement System (CSRS) wages. It is designed to assist in the prorating of CSRS benefits across sources.

Run in Job(s) PAYRL21B/M

BP5017 – Supplemental Payments Report

This report details recurring supplemental payment items identified by a payroll work station and that have been added to the P2PAY file for processing on the upcoming biweekly payroll.

Run in Job(s) PAYRL05

BP5018 – Direct Deposit Report by Name/Voucher-SSN

This report lists all employees, their bank routing and account number, their net payment or deposit amount and their transaction identification number for those employees who have enrolled in the directly deposited program through the Federal Reserve Banking System's Automated Clearing House (ACH).

Run in Job(s) PAYRL31B/M

BP5019 – Hours Audit for Graduate Students (not currently being processed)

Memorandums are produced by Work Station and separated by account number, addressed to Department Heads, informing of Graduate Student employees that are not registered for sufficient class hours to maintain eligibility for their Graduate Assistant position.

Run in Job(s) PAYRL10B/M

BP5029 – Fund Switch Summary for Pay Date MMDDYYYY

This report details 'funding switches' which will be processed via automatic accounting analysis changes to be processed on a biweekly payroll, itemizing the employees and voucher numbers to be changed. This has the effect of changing the source of funds (state vs. local) for the payroll items identified.

Run in Job(s) PAYRL07

BP5031 – PCA Error Report

This report identifies payroll activity from state funds that contain errors in the PCA coding that will fail USAS edits.

Run in Job(s) PAYRL23B/M

BP5032 – Extended Pay Plan Withholding for Pay Date MMDDYYYY

This report identifies those employees participating in the Extended Pay Plan (EPP) and itemizes their original net pay, their insurance premium costs, EPP withholdings and final net pay.

Run in Job(s) PAYRL23B/M

BP5038 – Check Register Detail for Work Station *

This report details the payroll checks produced for a given payroll (pay date) by voucher number, detailing the payee name, check amount, check number and check sequence number.

Run in Job(s) PAYRL26

BP5038 – Voucher Total

This report provides a summary total of all the payroll checks processed for a given pay date by voucher number.

Run in Job(s) PAYRL26

BP5038 – Negative Checks

This report provides a list of all negative checks (if any) that were processed for a given pay date.

Run in Job(s) PAYRL26

BP5039 – Tax Levy Deduction

This report lists employees who are subject to federal taxes levies and details the amount withheld from their paycheck for a particular pay date as ordered by the Internal Revenue Service.

Run in Job(s) PAYRL24B/M

BP5023 – OASI Deduct Codes

This report lists employees with an OASI Deduct Code G and A Source Object Class of 1410.

Run in Job(s) PAYRL02

BP5025 – Missing Court Ordered Deductions

This report lists employees with one or more active court ordered deductions, where no deduction was taken in the most recently processed payroll.

Run in Job(s) PAYRL36B/M

BP5043– PVAM Monthly Payroll

This program reads Pay History and generates a report reflecting hours worked, hourly rate and gross pay for CWSP students at Tarleton.

Run in Job(s) PAYRL38B/M

BP5044 – PVAM Monthly Payroll

This report lists all Prairie View A&M University monthly paid non-student employees by name, social security number and ADLOC.

Run in Job(s) PAYRL38B/M

BP5044 – PVAM Graduate Students Paid Monthly

This report lists all Prairie View A&M University monthly paid students by name, social security number and ADLOC.

Run in Job(s) PAYRL38B/M

BP5045 – Summary of Payroll for the Period Ending MMDDYY

This is a report, produced for Parts 05, 10, and 15, summarizing a given payroll cycle processing by voucher, accounting analysis, department and object class codes.

Run in Job(s) PAYRL28B/M

BP5047 – Privacy Flag Set for Peace Officers

This report details those Certified Peace Officers (based on title codes provided by each institution) who are forced to have their Privacy Flag set to a withhold or protected status.

Run in Job(s) PAYRL31B/M

BP5049 – Spending Account Report

This report lists all employees from a given payroll that had a Tax Saver Spending Account deduction from their gross pay.

Run in Job(s) PAYRL37B/M

BP5050 – Check Distribution

This report is used to record that employees have picked up their pay check. It is used by Texas A&M International University.

Run in Job(s) PAYRL26

BP5056N – Overdue TimeTraq Timesheets

This program generates a list of budgeted employees with overdue TimeTraq timesheets.

Run in Job(s) PAYRL01/02

BP5057 – Net Payment Totals by System for Pay Date – YYMMDD

This report details the total dollar amount of checks written, ACH Transactions, and Grand Totals for each Texas A&M University System member for each payroll processed. It is used by Treasury Services to insure that sufficient funds are available in the payroll accounts to cover the payments.

Run in Job(s) PAYRL45

BP5059 – Student Loan Deductions

This program generates mailing labels for WTSU, using their Earning Statement file, to produce a label for each employee on direct deposit only.

Run in Job(s) PAYRL24B/M

BP5060 – Student Loan Deductions

This report lists the employees with mandatory Student Loan deductions processed with each payroll.

Run in Job(s) PAYRL24B/M

BP5062 – Check Distribution

This report is generated for specific institutions requesting it, which lists employees by check distribution code and details their name, SSN and net pay.

Run in Job(s) PAYRL24B/M

BP5063 – USAS Reimbursement Detail and Summary

These reports are generated with each payroll to provide the agencies and institutions with information about their data being reported to the State Comptroller's Uniform Statewide Accounting System. This report details the amounts paid by A&M System members from funds in the state treasury which should be reimbursed to the A&M System member. All A&M System payrolls are processed on a reimbursement basis from the state (i.e., employees do not receive a state warrant).

Run in Job(s) PAYRL29B/M

BP5063 – Benefit Changes Error Report (a.k.a. LNG/FICA/EOASI Errors)

This report identifies any coding errors detected in the processing of USAS reimbursement transactions.

Run in Job(s) PAYRL29B/M

BP5063 – USAS Reimbursement Summary for Treasury Services

This report provides the total USAS reimbursement amounts for each A&M System member to the System Treasury Services Office. It is used to verify that the payroll funds are received timely from the state comptroller's office.

Run in Job(s) PAYRL29B/M

BP5064 – Child Support Deduction (a.k.a. Court Ordered Deduction)

This report is produced with each payroll to identify the Court Ordered Child Support Deductions taken from their employee's paychecks. This report lists the affected employees, their recipient's name and address and the deduction amount.

Run in Job(s) PAYRL24B/M

BP5066 – Credit Union Deductions

This report details credit union deductions taken on a particular payroll processing. Totals are provided at credit union level.

Run in Job(s) PAYRL24B/M

BP5068 – Employee ORP/Annuity–Deferred Compensation Maintenance Audit

This report details changes in employee's participation in various retirement programs, specifically, ORP, TDA and DCP. This report is produced with each payroll processing.

Run in Job(s) PAYRL10M

BP5069 – CWSP Earnings Summary

This report summarizes College Work Study Program participants at Prairie View A&M University, detailing their average, current and accumulative hours and earnings for each type of college work study program.

Run in Job(s) PAYRL35B

BP5069 – CWSP Current Earnings

This report details the current month's payroll activity of College Work Study Program participants at Prairie View A&M University, itemizing by account, the participating students by name, social security number, sex, object class, hourly flag, current hours and current earnings.

Run in Job(s) PAYRL35B

BP5071 – Warning Report

This program generates a warning when it finds a negative entry in the Positive Pay records file.

Run in Job(s) PAYRL48

BP5073 – Charitable Higher Education Deductions

This report details charitable contribution deductions toward the A&M System higher education contribution programs.

Run in Job(s) PAYRL24B/M

BP5075 – Student Employees also Enrolled at Other Campuses

This report is produced immediately prior to the payroll calculation process to allow the institutions to reconcile eligibility of students for the OASI exemption who may be registered as part-time on more than one campus.

Run in Job(s) PAYRL11/12

BP5075 – Students with Invalid SSN, Name, Hours or Exemption

This report lists information from student record systems that have invalid information in any of the fields named above. Since matches with records in the B/P/P System are impossible, no OASI exemptions will be given for any student employees on the error report.

Run in Job(s) PAYRL11/12

BP5076 – Student Employees Whose OASI Deduction Code has been Changed

This report is produced immediately prior to the start of the payroll calculation process to list student employees that have had their BPP record updated to reflect a change in their eligibility for the OASI exemption.

Run in Job(s) PAYRL12

BP5076 – Possibly Exempt Student Employees Whose OASI Deduction Code Has Not Been Changed to S

This report lists student employees that are not eligible for OASI exemption due to their employment status (are eligible for retirement benefits) or other tax exemption status (foreign national students). The specific reason for their ineligibility is detailed.

Run in Job(s) PAYRL12

BP5077N – Payroll Deduction Report

This program produces the payroll deductions report.

Run in Job(s) PAYRL24B/M

BP5081 – SGIP Supplement Error Report

This program generates SGIP Supplement Sources based on the Pay Authorization File. An Error Report is also generated.

Run in Job(s) PAYRL02/04

BP5082N – SGIP Supplement Error Report

This program produces a report of workstation 'X' monthly employees not loaded to the BPP-TCE-D228 table (currently Americorps and Grad Students)

Run in Job(s) PAYRL24M

BP5089 – CWSP for Corpus Christi

This program produces a College Work Study Plan Audit Report for Corpus Christi sorted by ADLOC.

Run in Job(s) PAYRL06

BP6549 – TPIS Update Reports

This program removes duplicate and TPIS transactions and generates a report.

Run in Job(s) PAYRL31B

BP7047N – TPIS Update Reports

This program produces report of employee qualify flag changes from file produced in BP7046N

Run in Job(s) PAYRL12

BP8013 – Payroll Deduction Error Report

This report is generated each payroll processing to assist work station personnel in identifying potential errors made in the processing of manual corrections and/or adjustments (extra deductions). It tests the deductions to verify that the deduction amount is in balance with the covered wage. Deductions tested are OASI, OAH, CSRS, FIM, ORP and TRS.

Run in Job(s) PAYRL31B/M

BP8073N – Flexible Spending Accounts Deductions

This is a report of payroll deductions for employees with a Flexible Spending Account.

Run in Job(s) PAYRL37B/M

BP8502 – Payroll Fund Report by Workstation

This report is produced each payroll processing detailing payroll activity based (totaled) on the payroll work station code, voucher number, fund, part number, appropriation, and pay type. Totals are reflected for Covered Earnings, Employee Deductions, and Employer Deductions.

Run in Job(s) PAYRL32B/M

BP8502 – Payroll Fund Summary by Workstation

This report is very similar to that above, except that detail down to the voucher and pay type is not presented. Totals are reflected for Covered Earnings, Employee Deductions, and Employer Deductions.

Run in Job(s) PAYRL32B/M

BP8502 – Fund Recap Exception Report

This report identifies payroll source records for which there is no fund and/or appropriation defined in the program. These records are excluded from the report and identify issues that must be resolved to be able to balance the payroll fund report back to the actual amounts expended on the payroll (on the voucher detail report). This is a serious situation that should require assistance from the B/P/P Operations Center to correct.

Run in Job(s) PAYRL32B/M

BP8508 – Payroll Fund Report by Part

This report is produced each payroll processing detailing payroll activity based (totaled) on the payroll part number, voucher number, fund, work station code, appropriation, and pay type. Totals are reflected for Covered Earnings, Employee Deductions, and Employer Deductions.

Run in Job(s) PAYRL32B/M

BP8508 – Payroll Fund Summary Report by Part

This report is very similar to the Fund Report above, except that all the detail by voucher number and pay type is not produced. Totals are reflected for Covered Earnings, Employee Deductions, and Employer Deductions.

Run in Job(s) PAYRL32B/M

BP8534 – EPP Updates Report

This program updates the EPP information on the Personnel file and generates a report of the updates.

Run in Job(s) PAYRL34

BP8544 – Employee User Fees Deductions Report

This is a report of user fees deducted from an employee's paycheck for the current pay period.

Run in Job(s) PAYRL24B/M

BP8552 – Students Without Entries in the OASI Exemption File for the Date Paid MMDDYYYY

This report, produced during biweekly payroll processing, identifies student employees that were paid on the payroll but who do not have a record in the file identifying them as a student for their campus. Therefore, they generally do not receive the student OASI exemption. Currently, this report is only produced for Tarleton State University.

Run in Job(s) PAYRL47B

BP8557N – System Parts Payroll Reimbursement Report

This report is produced with each payroll to reflect the amount of reimbursement due from one A&M System member to another. It is produced for each work station that has employees with joint appointments.

Run in Job(s) PAYRL46B/M

BP8558 – FICA Report

This program produces a report showing how much FICA was paid by other parts for each workstation.

Run in Job(s) PAYRL46B/M

BP9117 – Emolument Report

This program produces a file and a report for the emolument data (non-cash items from Pay History).

Run in Job(s) PAYRL31B

BP9622 – Payroll Preparation None List

This report is produced at the start of each payroll cycle process to identify employees in the Active Budget file that have no matching record in the Personnel (Employee) File. Either the paper work has not been processed by the Payroll/Human Resource Office or the Active Budget entry may be in error.

Run in Job(s) PAYRL01/02

BP9624 – Payroll Recap Report

The primary purpose of this report, produced during the final preparation of the payroll cycle but prior to the calculation process, is to allow the fiscal offices the opportunity to verify that they have sufficient funds on deposit in the state treasury to fund that portion of the payroll from those funding sources. If there are insufficient state funds, the fiscal offices should request the processing of 'Accounting Analysis Changes' to alter the funding source prior to processing the payroll. This report is sequenced by voucher number within work station, with detail down to the employee level.

Run in Job(s) PAYRL03/07/08

BP9625 – Permission to Pay

This report allows the payroll offices to verify the gross salary to be processed on the payroll against the payroll authorization documents supplied by the department heads or account administrators. If the totals do not match, the payroll office must reconcile the differences prior to processing the payroll.

Run in Job(s) PAYRL03/07/08

BP9626 – Payroll Recap Report

This alternative report is produced only for TAMU during the final preparation of the payroll cycle prior to the calculation process. It provides essentially the same information as the Recap Report produced by BP9624, except sequenced by part within workstation and without the employee level detail.

Run in Job(s) PAYRL03/07/08

TB5014 –TimeTraq CWSP Report

This program produces a report for the Student Financial Aid Office of all College Work Study Program students reporting their time using TimeTraq, for selected workstations.

Run in Job(s) PAYRL06

BPP PAYROLL MONTH-END REPORTS BY PROGRAM NUMBER

BP3174 – State Income Tax Report

This report details state income tax deductions by Workstation and state. Currently only processed for TAMUS HSC at month end. It is also processed at Month End for all Workstations.

Run in Job(s) MONPAY20

BP8002 - Bond Purchases Recap Report

The report details all US Savings Bond purchases to be completed for the month.

Run in Job(s) MONPAY03

BP8002 -Bond Purchasing Status Report

This report details the current "account" status for all employees participating in US Savings Bond deductions. The report details each employee's month-beginning balance, payroll deductions, purchases and month-end balance.

Run in Job(s) MONPAY03

BP8002 – Bond Deduction Refunds

The report details US Savings Bond refunds processed during the month.

Run in Job(s) MONPAY03

BP8002 – Bond Purchasing Error Report

This report details employees in an error status, indicating activity for an employee without an active deduction code. This generally is an employee who needs a refund or who has been refunded too much.

Run in Job(s) MONPAY03

BP8004 – Federal Group Life Insurance

This report details the employees participating in the federal group life insurance plans. A summary report is available summarizing the number of participants, deductions, and employer contributions in each plan.

Run in Job(s) MONPAY03

BP8007 – Report of Inactive Participants in Federal Retirement Program Report of Active Participants in Federal Retirement Program

This pair of reports details current Federal Retirement participants (CSRS) and defines the participants' current status as active or inactive.

Run in Job(s) MONPAY03

BP8009 – Terminated Employees Being Paid

This report lists those "employees" with a termination date prior to the current month end processing date who remain active on the payroll.

Run in Job(s) MONPAY03

BP8021 – Claim Exemption per IRS Form 673-FIT

This report lists those employees who are claiming to be exempt from Federal Income Tax under IRS Form 673-FIT (Foreign Residency).

Run in Job(s) MONPAY03

BP8036 – Working Retirees with a Non-Retiree Longevity Status Code

This report identifies working retirees with potentially an invalid longevity status code.

Run in Job(s) MONPAY03

BP8047 – ORP Non-Vested Termination Report

This report lists all ORP participants who appear to have terminated prior to their vesting in their retirement program. (Prior to completing 12 months of continuous employment)

Run in Job(s) MONPAY03

**BP8048 – Working Retirees Before January 1, 2001,
Working Retirees On or After January 1, 2001,
Working Retirees Non TRS Prg**

This series of reports defines working retirees based on when they returned to work within the A&M System and their current retirement participation status.

Run in Job(s) MONPAY03

BP8051 – ORP/TRS Error List

This report details currently paid employees who potentially have an error associated with their retirement benefit deduction enrollments, mostly associated with their percent effort work, job title and their benefit enrollment status.

Run in Job(s) MONPAY17

BP8058 – Federal Insurance Premium Increase Statement

These statements are generated for Federal Insurance participants who are moving into a higher or new age group bracket for premium calculation purposes.

Run in Job(s) MONPAY03

BP8501 – Earnings Register

This report details all payroll transactions for a calendar year period by Workstation, employee, and pay period (i.e. based on an accounting month.)

Run in Job(s) MONPAY21

BP8501 – Earnings Register

This report details all payroll transactions for a calendar year period by Workstation, employee, and pay date based on the actual pay date. This is the version of the report that is stored and made available through the ALVA viewer software and corresponds to the annual W-2 processing.

Run in Job(s) MONPAY22

BP8502 – Payroll Fund Report by Workstation

This report summarized monthly activity based on an accounting month by Appropriations Fund, Pay Type, Voucher Numbers, and Workstation. Exception reports are available to highlight correction processing.

Run in Job(s) MONPAY04

BP8502 – Payroll Fund Report by Workstation

This report in this job summarizes all payroll activity by pay date (based on calendar month of the pay date) and Workstation on a Year to Date basis.

Run in Job(s) MONPAY20

BP8503 – TRS Report for Period Ending – MM/DD/YYYY

This report details all payroll deductions activity for the Teacher Retirement System (TRS) for the month. This first report is used as the initial worksheet prior to making final deposits to TRS.

Run in Job(s) MONPAY04

BP8504 – Employer Contributions for Insurance Benefits

This series of reports details the employer contributions at the employee level by period type for all of the insurance benefit programs. Exception reports exist to identify employees with contributions (payments) in excess of the state allowable amount.

Run in Job(s) MONPAY04

BP8506 – Unemployment Compensation Insurance Payments for Tarleton State University

This report details UCI payment by employee and source account for Tarleton.

Run in Job(s) MONPAY04

BP8508 – Payroll Fund Report by Part

This report summarized monthly activity based on an accounting month by Appropriations Fund, Pay Type, Voucher Numbers, and Part. Exception reports are available to highlight correction processing.

Run in Job(s) MONPAY04

BP8508 – Payroll Fund Report by Part

This report in this job summarizes all payroll activity by pay date (based on calendar month of pay date) and source part on a Year to Date basis.

Run in Job(s) MONPAY20

BP8509 – Optional Retirement Plan

This series of reports details ORP deductions and employer contributions for all carriers and by individual carrier for each Workstation. A summary report is also available with the Workstation totals by carrier. Additional detail is provided for the local and system supplements for the employer contributions above the state TRS match, currently 6%.

Run in Job(s) MONPAY04

BP8510 – Tax Deferred Annuity & Deferred Compensation Plan

This series of reports details the TDA and DCP payroll deductions for all carriers and by individual carrier for each Workstation. A summary report is available with Workstation totals by carrier.

Run in Job(s) MONPAY04

BP8511 – Reporting Entity Payments for New Members

This report details the employee's TRS9 and TRS CVRD earnings and the employer payments associated with this deduction.

Run in Job(s) MONPAY03

BP8517 – Bureau of Labor Statistics Report

This report is used to file employment statistics with the Texas Employment Commission.

Run in Job(s) MONPAY04

BP8518 – Bond Reconciliation Report

This report details the Bond Deductions on the payroll history file for the month by employee.

Run in Job(s) MONPAY04

BP8522 – UCI/WCI Remittance Checklist

This report provides a summary of the UCI and WCI remittances by fund, voucher and system member.

Run in Job(s) MONPAY04

BP8524 – Exception Report: Original Payday > Pay Date

This report lists all payroll sources records with an original pay date later than the payroll pay date. This usually occurs when making corrections to a monthly payroll on a subsequent biweekly payroll cycle.

Run in Job(s) MONPAY02

BP8525 – ORP ACH Deposit Report by Workstation

This report details the final ORP payments made to each vendor for the ORP deductions and employer payment for the month being processed.

Run in Job(s) MONPAY26

BP8526 – TDA ACH Deposit Report by Workstation

This report details the final TDA payments made to each vendor for TDA participants for the month being processed.

Run in Job(s) MONPAY26

BP8527 – Non-Educational/General Matching Insurance Report

This report details the Non-Educational and General Fund employer payments mad toward the various insurance programs for TAMIU.

Run in Job(s) MONPAY10

BP8529 – ORP Payments by Workstation

This report provides a detail summary of the due to/due from transactions (equity transfers) to be processed through FAMIS for ORP and SORP. ORP is broken out by the base, local or agency supplement and the system supplement.

Run in Job(s) MONPAY04

BP8530 – WCI from Funds in State Treasury

This report details WCI contributions to be made from state funds.

Run in Job(s) MONPAY04

BP8532 – Employee Organization Deductions

This report details the employee deductions made for the various employee organizations by Workstation for the month being reported.

Run in Job(s) MONPAY10

BP8533 – Continuing Education Employment Costs

This report details the supplemental payments made to employees for payroll supplemental pay code '14' - Continuing Education, for Workstation M -TAMU.

Run in Job(s) MONPAY10

BP8535 – Month End Benefit Voucher Summary Report

This program generates a report of all benefit programs requiring state vouchers for reimbursement for Non-FAMIS Workstations.

Run in Job(s) MONPAY04

BP8536 – ORP All Fund Voucher Summary

This report details the ORP Match from state funds to be entered into USAS for processing by the state to reimburse the A&M System members.

Run in Job(s) MONPAY04

BP8537 – Charitable Contributions for Month Ending MM/DD/YYYY

This report details the charitable contribution deductions processed by individual payee.

Run in Job(s) MONPAY04

BP8540 – ACH Deposit Report

This report details the final DCP and DCPL deduction detail by Workstation and employee for the month being reported.

Run in Job(s) MONPAY26

BP8541 – TRS/ORP Matching Report for Fund

This report details the local retirement employer matching required for employees paid each month. Report breaks on fund type (state vs. local) and retirement program. Used by West Texas A&M University.

Run in Job(s) MONPAY10

BP8544 – Employer User Services Fee Deduction Report

This report details all employer user services fees deductions, made during the month being reported, by Workstation and employee.

Run in Job(s) MONPAY44

BP8545 – Permanent Life Insurance Deduction Report

This report details all of the Permanent Life Insurance deductions made during the month being reported, by Workstation and employee.

Run in Job(s) MONPAY43

BP8546 – Texas Tomorrow Fund Deductions

This report details the employee payroll deductions for the Texas Tomorrow Fund participants.

Run in Job(s) MONPAY04

BP8547 – Employee's Benefit Change Report

This reports all major benefit charges by account and accounting analysis for TAMUG.

Run in Job(s) MONPAY04

BP8548 – Employee's Benefit Change Report

This reports all major benefit charges by account and accounting analysis for PVAMU.

Run in Job(s) MONPAY04

BP8550 – Parking Reconciliation Report

This report details all parking deduction information for campuses other than College Station. It details the requested deduction the actual deduction and past due amounts, by employee. Currently used by Galveston, Corpus Christi, Prairie View and HSC-Baylor-Dallas Campus.

Run in Job(s) MONPAY42

BP8554 – S-ORP ACH Deposit Report by Workstation

This report details the final S-ORP payments made to the vendor for S-ORP deductions and employer payments for the month.

Run in Job(s) MONPAY26

BP8555 – Charitable Contribution Education Deduction

This report details the Higher Education Charitable Contribution deductions processed by individual payee.

Run in Job(s) MONPAY04

BP8557N – System Parts Reimbursement Report

This report provides a summary by voucher number of the payroll gross pay being reimbursed to the various system members by each member of the A&M System.

Run in Job(s) MONPAY46

BP8559 – RTH ACH Deposit Report by Workstation

This report details the final Roth (RTH) payments made to each vendor for the Roth TDA participants for the month being processed.

Run in Job(s) MONPAY26

BP8560N – System Parts FICA Reimbursement Report

This report provides a summary by voucher number of the FICA (OASI matching) to be reimbursed to the various A&M system members by each member.

Run in Job(s) MONPAY46

BP8572N – System Parts ORP Reimbursement Report

This report provides a summary by voucher number of the ORP employer payment amounts to be reimbursed to the various members by each A&M System member.

Run in Job(s) MONPAY46

BP8573N – System Parts SORP Reimbursement Report

This report provides a summary by voucher number of the SORP employer payment amounts to be reimbursed to the various members by each A&M System member.

Run in Job(s) MONPAY46

BP8604 – Payroll Checks for Period Ending

This report details all of the payroll checks produced through the BPP System for the month being reported.

Run in Job(s) MONPAY35

Payroll Menus

The following menus show the screens available in the Payroll Module of FAMIS. These screens are described in further detail throughout this manual.

Menu M70 - Payroll System Menu

```
M70 Payroll System Menu                                01/25/07 14:33
                                                    FY 2007 CC 02
Screen:  ___ Cycle:  _ Date:  _____ UIN:  _____
* ----- Payroll Menus ----- *
M75 EPA Payroll Encumbrance Module Menu
M77 Payroll Detail Module Menu
M78 Payroll Distribution Module Menu

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

Menu M75 - Payroll Encumbrance Module Menu

```
M75 Payroll Encumbrance Module Menu                    01/25/07 14:35
                                                    FY 2007 CC 02
Screen:  ___ PIN:  _____ S/W Acct:  _  _  _  _
----- Inquiry Screens -----
755 Payroll Encumbrance Screen by PIN
756 Payroll Enc Transaction Screen by PIN
757 Payroll Encumbrance Screen by Account
758 Payroll Enc Transaction Screen by Account

----- Maintenance Screens -----
753 Payroll Enc Adjustment-Budget
754 Payroll Enc Adjustment-Wage

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

Menu M77 - Payroll Detail Module Menu

```
M77 Payroll Detail Module Menu                                01/25/07 14:31
                                                            FY 2007 CC 02
Screen:  ___ Cycle:  _ Date:  _____ UIN:  _____

----- Inquiry Screens -----

770 Payroll Detail Inquiry by FY, UIN
771 Payroll Detail Inquiry by FY, Account
772 Payroll Detail Inquiry by Voucher
773 Payroll Detail Inquiry by Pay Cycle, Date
779 Payroll Detail Record Inquiry

750 Open Commitments by Vendor/UIN (Payroll Encumbrances)
764 Payroll Detail To Be Posted

----- Maintenance Screens -----

751 Payroll Encumbrance Maintenance
765 Payroll Detail Record Maintenance

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

Menu M78 - Payroll Distribution Module Menu

```
M78 Payroll Distribution Module Menu                          01/25/07 14:32
                                                            FY 2007 CC 02
Screen:  ___ Cycle:  _ Date:  _____ UIN:  _____

----- Inquiry Screens -----

760 Distribution Rules By UIN
780 Browse Pay Cycle Control Records
781 Pay Cycle Control Record Inquiry
782 Browse Source Records by SSN
783 Browse Source Records by Department
784 Browse Source Records in Error
789 Detail Source Record Inquiry

----- Maintenance Screens -----

761 Payroll Distribution Rules
791 Maintain Source Record Account
792 Maintain Source Record Distribution
793 Create Correction Source Record

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



Payroll Screen Information

MENU SCREEN	DESCRIPTION	MENU SCREEN	DESCRIPTION
750	Open Commitments by Vendor/UIN Used to display encumbrances by UIN (mainly for purchasing & RF payroll encumbrances). Page..... IV-27	779	Payroll Detail Record Inquiry Used to display detailed payroll activity for a particular FY, pay cycle / date, SSN, sequence. Page..... IV-22
764	Payroll Detail to be Posted Used to display and select payrolls that have not been posted. Filters are available to select by SSN, FY, System Member, Cycle, Voucher, BPP account, and RF. Once selected, control will be passed to Screen 765. Page..... IV-29	823	Payroll Interface Control Record Used to maintain clearing accounts as part of the payroll interface. Page..... III-3
770	Payroll Detail Inquiry by UIN Used to display and select payroll activity for an SSN by payroll end date. If a selection is made, control is passed to Screen 779. Page..... IV-3	830	Employer Payment Credit Account Table Identifies the accounts credited by the payroll interface for the employer paid local funds benefits. Page..... III-7
771	Payroll Detail Inquiry by S/W Account Used to display and select payroll activity for a particular account. If a selection is made, control is passed to Screen 779. Page..... IV-8	837	Employee Deduction, Insurance/Benefits Liability Accounts Indicates the accounts credited by the payroll interface for the insurance and benefits billing system. Page.....III-10
772	Payroll Detail Inquiry by Voucher Used to display and select payroll activity for a particular voucher. If a selection is made, control is passed to Screen 779. Page..... IV-13	839	InterAgency Payment Account Table Used to display the InterAgency account numbers used for the payment types. Page.....III-12
773	Payroll Detail Inquiry by Pay Cycle/ Date Used to display and select payroll activity for a particular pay cycle/ date combination. If a selection is made, control is passed to Screen 779. Page..... IV-18	M70	Payroll System Menu Shows payroll detail screens. Page..... I-7
		M78	Payroll Distribution Module Menu Lists the screens used with the Payroll Distribution System. Page..... I-7



Payroll Screen Information

MENU	SCREEN	DESCRIPTION	MENU	SCREEN	DESCRIPTION
------	--------	-------------	------	--------	-------------

Standard PF Keys

PF Keys are used in the payroll reference module of FAMIS to access additional information. Wherever possible the same assignment has been given to the same PF key. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the standard PF keys that you will see on the many screens in this module.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen or pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Press <PF4> to exit a pop-up window and return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the document or item.

LIST OF EXTENDED FUNCTION KEYS TO FOLLOW

Bkwd	Backwards	Left	Position Screen Left
Frwd	Forward	Right	Position Screen Right
Next	Next Screen		

EXTENDED FUNCTION KEYS

Bkwd	Backwards Returns to the previous screen or scrolls one page back for a particular item.
Frwd	Forward Advances to the next screen or scrolls one page forward for a particular item.
Next	Next Screen Advances to the next screen.

EXTENDED FUNCTION KEYS (CONT'D)

Left

Scroll Left

Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the left.

Right

Scroll Right

Some windows include several adjacent panels. These will be designated by the word Panel: ## appearing in the window. Pressing this key scrolls the panel to the right.



INSTRUCTIONS



Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

3270 EMULATION KEYS

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

PF Keys

When a key is listed as **PF_n**, PF represents Program Function. Many PCs use the function keys labeled **F_n** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.



INSTRUCTIONS



RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "X ()" or ⌘ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your RESET key -- often the ESCAPE key on a PC.

ERASE END OF FIELD Key

To erase all the information in a field with one stroke, the ERASE EOF key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the END key on the numeric keypad.

HOME Key

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the ALT/RULE keys. On most PCs, the HOME key on the numeric keypad will work.

PROTECTED AREA

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

ACTION LINE/CONTEXT

The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the action line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.



INSTRUCTIONS



The <ENTER> key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing <ENTER>, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added		03/03/94 14:56
002 GL 6 Digit		FY 1994 CC AA
Screen: _____	Account: 032365 _____	NAVSO, INC.
Account Title: NAVSO, INC. _____		

MESSAGE LINE

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.

➔	F6537 Please enter a valid six digit GL account	01/20/92 11:26
	002 GL 6 Digit	

SCROLLING THROUGH DATA

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

HELP

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

ESCAPING FROM A POP-UP WINDOW

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.



INSTRUCTIONS



Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                     11/24/97 12:05
                                                FY 1997 CC AA
Screen: ___ Account: 032365 ___                NAVSO, INC.

Account Title: NAVSO, INC.
Resp Person: 4uuuuuuu9 SOSA, MARIE M           Old Acct: _____
Year-end Process: F   Reclassify: _ Reporting Group: ___ Aux Code: ___
Fund Group: FG Sub Fund Group: DF Sub-Sub: GP Function: ___

Default Bank: 00001 Override: Y           SL Mapped Count: 1
Alternate Banks: 00002 _____ Security: _____

```

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

```

+-----+
3
3          *** D I C T I O N A R Y - H E L P ***
3
3  VALUES                                MEANING
3  -----
3  ACCN                                ACADEMIC COMPUTING CENTER
3  ACCS                                ACADEMIC COMPUTING SERVICES
3  ACCT                                ACCOUNTING
3  ADEX                                ADULT & EXTENSION EDUCATION
3  ADLL                                ADULT LITERACY & LEARNING CEN
3
3  Lookup Value / . Menu _____
3  Rule : IASYS-DEPT                    Default value is:
3  View : IAFRS-GENERAL-SUBSIDIARY
3  Field: FG-FS-DEPT

```



INSTRUCTIONS



Question Mark (?) and Asterisk (*) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

In some instances, typing an asterisk (*) will provide additional information for a field.

A pop-up window is displayed with the valid values for the field. By placing an 'X' next to the desired value, that value is passed to the main screen. This is the Passback feature.

Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                     11/24/97 13:09
                                                FY 1997 CC AA
Screen:  ___ Account: 032365  ___          NAVSO, INC.

Account Title: NAVSO, INC.
Resp Person: 4uuuuuu9  SOSA, MARIE M          Old Acct:  _____
Year-end Process: F  Reclassify:  _  Reporting Group:  ___  Aux Code:  ___
Fund Group: FG  Sub Fund Group: DF          Sub-Sub: GP  Function:  ___

Default Bank: 00001  Override: Y          SL Mapped Count: 1
Alternate Banks: 00002  _____          Security:  _____

          Dept  S-Dept Exec Div  Coll Mail Cd Stmt
Primary: ELEN_  EPI_  AA  CD  EN  C3128  Y
Secondary:  _____

Long Title: NAVSO, INC. ENDOWMENT _____

Account Letter: Y  Setup Date: 02/28/1994

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

```

Screen 002 – Sub Fund Group ?-Help Pop-Up Window

```

+-----+
|          *** D I C T I O N A R Y - H E L P ***          |
|-----|
| VALUES                                     MEANING      |
|-----|
| AP                                           AUXILIARY PLEDGED |
| AX                                           AUXILIARY NON-PLEDGED |
| BLANK                                       NOT SPECIFIED      |
| DF                                           DESIGNATED FUNCTIONAL & GENER |
| DS                                           DESIGNATED SRVC-PROF FEES & S |
| IA                                           ANNUITY - INCOME ACTIVITY   |
| IP                                           INVESTMENT IN PLANT        |
| LF                                           LOANS - UNIVERSITY FUNDS    |
|-----|
| PF1=Menu PF4=Exit                          |
+-----+

```

Glossary

A

ABR

See Automatic Budget Reallocation.

ABR Pool Table

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

Account

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

Account Control

The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

Account ID

A 6-digit identification number for an account.

Account Number

A 10-position ID within the master file of the Financial Accounting System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

Accounts Payable

An application of the Financial Records System. AP processes vendor payments and keeps track of financial activity involving vendors.

Action/Context Line

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

Alias

A commonly used name for a customer, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

AP

See Accounts Payable.

Attributes

Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

Automatic Budget Reallocation (ABR)

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

B

Bank Transfer

A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

Batch/Session

A collection of related transactions input to the system with a header record and control totals, usually prepared by one person or subsystem feed.

Batch Interface

A type of interface where one system generates transactions to be batched for input into another system.

BBA

See Budget Balance Available.

Budget

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

Budget Balance Available (BBA)

That portion of budget funds that is unspent and unencumbered.

Budget Pool

A budget summarized at significant levels of revenue or expense. A single pool of money defines for use by specific object codes.

C

Cash

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

Cash Disbursement

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

Cash Receipt

Cash received from cash sales, collections on accounts receivable and sale of other assets.

Chart of Accounts

A listing, at the 6-digit level, of all account numbers within the Financial Accounting System.

Check Override

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

Claim-On-Cash

The share of ownership that an account has in the institution's Moines.

Clearing Account

A temporary summary account (such as a payroll account) which is periodically set to zero.

COA

See Chart of Accounts.

Compound Journal Entry

A two-sided transaction that posts debits and credits.

Context

The information that identifies the record being displayed or to be displayed by the system.

Credit Memo

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

Cycle

Two or more programs that are run in a specific sequence.

D

Data

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

Database

The collected information that is accessible to the computer for processing.

Data Control

The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

Data Element HELP

An on-line feature which assists the user by providing immediate information about any particular field on a screen.

Data Entry

A means for adding information into the system.

Default

The value that the system will assign if no other value is entered.

Delete Flag

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

Diagnostic Message HELP

An on-line feature which assists the user with data entry by providing an explanation of a message and the appropriate action to take.

Diagnostics

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

Digit 3 of TC

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

Discount Account

The account credited for discounts taken by the system when a check is written.

Discount Table

A table containing user-defined values representing discount terms for vendors.

Dollar Data

A record of the dollar amount and the type of financial transactions posted to an account.

Dollar Limit

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

Drop Flag

A data element whose condition signifies that a document is to be removed from the database immediately.

E

Encumbrance

An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

Endowment

Funds received by an institution from a donor who specifies the condition that the principal not be spent.

Endowment

The income generated by investing the principal of an Endowment Fund.

Entry Code

The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, may be predefined by the system. It is also known as the Transaction Code.

F

FA

See Financial Accounting

Feed

Transactions from other systems that are transferred to the Financial Records System.

Field

That part of a control record, transaction or screen established for displaying or entering information.

File

A storage area established within a computer system or database for the purpose of organizing similar kinds of data.

Financial Accounting (FA)

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

Financial Records System (FRS)

A system that supports the financial record-keeping and reporting of a college or university.

Financial Transaction

An entry made to the system to record information.

Flag

A data element used to set controls or conditions on a process or program.

Freeze Flag

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

FRS

See Financial Records System.

Fund

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

Fund Balance

The equity of a fund (the difference between assets and liabilities).

Fund Group

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

Fund Group ID

A one-digit identification number representing the fund group with which an account is associated.

Fund Transfer

A movement of dollars from one fund balance to another.

G

General Ledger (GL)

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

GL

See General Ledger.

GL/SL Relationships

User-defined structures relating SL revenue/expense accounts to GL fund accounts.

Global Subcode Edit (GSE)

A system edit which checks each new 10-digit account against a table which specifies valid combinations of 6-digit accounts and subcodes.

GSE

See Global Subcode Edit.

H

Header

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

I

Indirect Updating

The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

Inquiry Screen

A screen which only displays information and cannot be used for entering data.

Interface

A communication link between data processing systems or parts of systems that permits sharing of information.

Interfund Borrowing

The transfer of an asset or liability from one fund to another.

J

JCL

See Job Control Language.

Job Control Language

A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

Journal Entry

A non-cash transfer of dollars between two or more accounts.

L

Ledger

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

Liability Account

In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

M

Map Code

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

Memo Bank Account

An account that represents the balances of deposits for operating accounts.

Menu

A screen containing a list of available processes, screens or other menus.

N

Name Rotation

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports on on-line searching.

O

Object Code

A four-digit number identifying specific items of revenue/expense.

P

Parameter

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

R

Regular Order

A type of purchase order that denotes a typical order.

Remit-To Address

The address to which the check for goods and/or services rendered will be sent.

Requisition

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

Retention Months

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

S

6-Digit Account

For GL: An entity which consists of a self-balancing accounts.
For SL: An entity of revenues and/or expenses.

Screen HELP

An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

Secondary Vendor

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

Session

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

SL

See Subsidiary Ledger.

Split Encumbrance

An encumbrance which applies to several accounts.

Standing Order

A type of purchase order used for reoccurring services like those provided by the telephone and electric companies.

Subcode

Four digits appended to the account ID to identify attributes and dollar records within an account.

Subsidiary Ledger

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

Suspense Account

A GL clearing account reflecting real dollar activity directed to the Suspense File.

T

1099 Vendor

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

1099 Voucher

A voucher that must be reported to the IRS on Form 1099.

10-Digit Account

The six-digit account ID combined with the four-digit subcode, *i.e.* an account control or object code.

Tax Code

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

Tax ID

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

Taxes

An additional charge on the acquisition of goods which is imposed by the taxing authority and should be paid with the invoice.

Temporary Vendor

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

Transaction Code

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

U

Update Screen

A screen that allows a user to enter data for updating the files.

V

Valid Value

A value of a data element that has been defined for input.

Vendor

A provider of goods and/or services.

Vendor Addresses

See Order-From Addresses and Remit-To Addresses.

Vendor File

A record of all attributes, dollar data, and control information for all vendors.

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