

## SCREEN 508 – Emolument Payment Entry

Screen 508 is used to create nonrecurring **one time** emolument payments directly into the P2PAY database for the payroll being processed or recurring emoluments that are loaded to the P2PAY database for each monthly payroll and the biweekly payroll for the pay period containing the first of the month.

**Nonrecurring Emoluments:** The recurring field must contain **N** to enter nonrecurring emoluments. The **Pay Date** is required. Once entered, nonrecurring emoluments cannot be accessed via this screen. They must be accessed via the Payroll Maintenance (500) screens.

**Recurring Emoluments:** The recurring field must contain **Y** to enter recurring emoluments. The **Pay Date** field will be turned off and **Start** and **Stop Date** fields will become accessible.

Once entered, the recurring emoluments are accessed via this screen. The P2PAY sources for these emoluments will be automatically generated two to three working days prior to the payroll. (Biweekly emolument sources will only be generated when the pay period contains the first of the month.) Once the recurring emolument sources are generated for a particular payroll, those sources are accessed via the Payroll Maintenance (500) screens. Changes made to the sources via the 500 screens are not made in the recurring emolument database. If those changes are wanted for subsequent payrolls, the changes must also be made to the recurring emolument database made via this screen.

### Emolument Sets:

- *Employee Key* consist of the work station, employee and pay cycle to form an employee emolument set.
- *Accounting Key* consist of the part, account, support account, accounting analysis, object class and program code for a subset of emoluments in an employee emolument set.

1. **Inquire** on a employee emolument set before adding, changing or deleting that employee emolument set.
  - a) **Function** should be left Blank
  - b) Enter **UIN/SSN** and press **Enter**
  - c) There can be more than one accounting set within an employee emolument set. Hitting **Enter** will display the next accounting set. **4048 Inquiry Complete** will be displayed on the last accounting set for an employee emolument set. Pressing **Enter** again will return to the first accounting set for the employee emolument set.
2. **Add** a new employee emolument set:
  - a) **Inquire** on the employee emolument set as described above
  - b) Type **M** in the **Function** field
  - c) Type **A** in the **A/C** field
  - d) Type the Accounting information (**Acct, S-A**, etc)
  - e) Type in **Item Code** for at least one emolument
  - f) Once all of the desired data has been entered, press the **Enter** key and the word **ADDED** will be displayed in the **Action Performed** field

**Add** another accounting set to an employee emolument set:

- a) **Inquire** on the employee emolument set as described above

- b) Search through the existing accounting sets to ensure the desired accounting set does not exist already. (You will need to do a change if it does.)
- c) Type **M** in the **Function** field
- d) Type **A** in the **A/C** field
- e) Enter Accounting information (**Acct, S-A**, etc)
- f) Type in **Item Code** for at least one emolument
- g) Once all of the desired data has been entered, press the **Enter** key and the word **ADDED** will be displayed in the **Action Performed** field

**Add** an emolument to an existing accounting set:

- a) **Inquire** on the employee emolument set as described above
- b) Search the existing accounting sets until the desired accounting set is displayed
- c) Type **M** in the **Function** field
- d) Type **C** in the **A/C** field
- e) Type in **Item Code** for at least one emolument (More than one item can be entered in an accounting set at one time.)
- f) Once all of the desired data has been entered, press the **Enter** key and the word **UPDATED** will be displayed in the **Action Performed** field

3. **Delete** a complete employee emolument set:

- a) **Inquire** on the employee emolument set as described above
- b) Type **D** in the **Function** field and press the **ENTER** key
- c) You will receive a Delete Confirmation to delete enter **DE** and press **ENTER**
- d) The word **DELETED** will be displayed in the **Action Performed** field

**Delete** a complete accounting set:

- a) **Inquire** on the employee emolument set as described above.
- b) Search through the existing accounting sets until the desired accounting set is displayed. (If the accounting set being deleted is the only one for employee emolument set, the employee emolument set will have to be deleted instead.
- c) Type **M** in the **Function** field
- d) Type **D** in the **A/C** field
- e) Press **Enter** and the word **DELETED** will be displayed in the **Action Performed** field

**Delete** an individual emolument:

- a) **Inquire** on the employee emolument set as described above

- b) Search through the existing accounting sets until the desired accounting set is displayed. (If there will be no emoluments remaining on this account set after deletion, the account set will have to be deleted instead.)
- c) Type **M** in the **Function** field
- d) Type **C** in the **A/C** field
- e) Type spaces over the **Item Code** of the emolument(s) to be deleted
- f) Press **Enter** and **UPDATED** will be displayed in the **Action Performed** field

4. **Update or Change** accounting information of an accounting set:

- a) **Inquire** on the employee emolument set as describe above
- b) Search through the existing accounting sets until the desired accounting set is displayed
- c) Type **M** in the **Function** field
- d) Type **C** in "the **A/C** field
- h) Enter Accounting information (**Acct, S-A**, etc)
- e) Press **Enter** and the word **UPDATED** will be displayed in the **Action Performed** field

**Update or Change** individual emoluments:

- a) **Inquire** on the employee emolument set as described above
- b) Search through the existing accounting sets until the desired emolument is displayed
- c) Type **M** in the Function field
- d) Type **C** in the **A/C** field
- e) Update the emolument information (**Item Code, Amount**)as desired
- f) Press **Enter** and the word **UPDATED** will be displayed in the **Action Performed** field

### Nonrecurring Emoluments:

```
508 TAMUS B/P/P System - Emolument Payment Entry                                02/14/12 16:21
                                                                                   D BPP0009 R008

Screen: A1                Function: A2 (Blank=Inquire, M=Modify, E=End)

WS: B1 UIN/SSN: B2                Recurring: B3 Cyc: B4 Name: B5

Pay Date      Pt  Acct      S-A      Actg Anal      Obj  Pgm Cd
C1          C2 C3      C4      C5          C6  C7

                Item Cd      Amount
                D1      D2

                                                Action
                                                D3

                                                                 E1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
```

### Recurring Emoluments:

```
508 TAMUS B/P/P System - Emolument Payment Entry                                02/14/12 16:21
                                                                                   D BPP0009 R008

Screen: A1                Function: A2 (Blank=Inquire, D=Delete, M=Modify, E=End)

WS: B1 UIN/SSN: B2                Recurring: B3 Cyc: B4 Name: B5

A/C  Pt  Acct      S-A      Actg Anal      Obj  Pgm Cd      Action
B6 C2 C3      C4      C5          C6  C7      D3

                Item Cd      Amount      Start Date      Stop Date
                D1      D2          D4          D5

                                                                 E1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
```

Field Name	Description
A1	Screen See <a href="#">System Overview</a> .
A2	Function Blank - Inquire D - Delete, deletes all emoluments for the <a href="#">Employee Key</a> <sup>1</sup> from the recurring emolument database. M - Modify E - End (Exits the screen)
B1	Work Station <sup>1</sup> Work Station code
B2	UIN <sup>1</sup> See <a href="#">System Overview</a> . The UIN or SSN may be entered, but the UIN will be displayed.
B3	Recurring Y - The emoluments entered are recurring and stored in the recurring emolument database. The system will create sources in P2PAY two to three business days prior to a payroll based on the pay cycle, start date and stop date. Biweekly emoluments are only created when the pay period contains the first of the month. N - The emoluments entered are <b>one time</b> and sources are created directly in P2PAY.
B4	Pay Cycle <sup>1</sup> B - Biweekly. M - Monthly.
B5	Name Employee Name from personnel file. (Display only.)
B6	A/C A - Add C - Change D - Delete, deletes all emoluments for the <a href="#">Accounting Key</a> <sup>2</sup> in an employee emolument set from the recurring emolument database.
C1	Pay Date The pay date of the payroll you want to enter emoluments for in MM DD YYYY format.
C2	Part <sup>2</sup> Must be a valid part in the tables file. ( <a href="#">See BPP screen 402</a> )
C3	Account <sup>2</sup> Must be a valid account in the tables file for the pay date and part entered. ( <a href="#">See BPP screen 301</a> )
C4	Support Account <sup>2</sup> Not Required. It must be a valid 5-digit number when entered.
C5	Accounting Analysis <sup>2</sup> It must be a valid accounting analysis for the part and account in the Tables File. ( <a href="#">See BPP screen 309</a> )
C6	Object Class <sup>2</sup> Must be a valid object class for the pay type and part. (See <a href="#">BPP code book</a> .)
C7	Program Code <sup>2</sup> Not Required. It must be a valid Program Code for the Part entered when present.
D1	Item Code Must be a valid 2-digit item code for the type of emolument payment in the tables file. ( <a href="#">See BPP screen 410</a> ) Up to ten items may be entered.
D2	Amount Amount of the emolument payment for the item code specified.

Field Name		Description
D3	Action	Indicates successful addition, update or deletion of an emolument set for the employee and account information displayed. (Display only.)
D4	Start Date	The date the individual emolument goes into effect. The pay date must be on or after the start date for a source to be generated.
D5	Stop Date	The date the individual emolument ends. The pay date must be on or before the stop date for a source to be generated. 99 99 9999 is accepted.
E1	Emolument Total	It is the sum of the emoluments just submitted if the emoluments are nonrecurring. It is the sum of the emoluments that are active on the day checked if they are recurring.

<sup>1</sup> *Employee Key* consist of the work station, employee and pay cycle to form an employee emolument set.

<sup>2</sup> *Accounting Key* consist of the part, account, support account, accounting analysis, object class and program code for a subset of emoluments in an employee emolument set.