

# Hot Off The Press

**SCREEN 119 - USER SERVICE FEES**

Effective Monday, August 09, 2004, a new payroll deduction will be available. The new Personnel Maintenance screen 119 contains information relating to Employee User Service Fees. The two fees currently available are for Recreational Sports and Golf Club memberships on the Texas A&M campus in College Station. The deduction amount will be taken in full for monthly employees and halved for biweekly employees. If a biweekly employee misses the first deduction the entire amount will be taken on the second biweekly. If a new employee wants to start membership after the payroll has processed, the department will need to collect the fees for the first month at the time the employee enrolls. An enrollment form then needs to be submitted to the appropriate payroll office for entry into the BPP System with a start date of the next month.

The valid deduct codes are **1, 2** and **N**. Please refer to the Personnel File manual on the B/P/P Operations Center website for additional information on this screen. Month end reports will be generated by workstation for verification of clearing account balances. In addition, an electronic file will be generated of all transactions for the month for each recipient code for the department rendering the service. The payroll maintenance screen has been modified to accept this new deduction, as will the Net Pay and Cash Advance Screens. **USRF** will be the four-digit code to be entered on the Payroll Maintenance Screens. The Earnings Statement will show the total of all recipients for an employee and will be under the heading of **User Services Fee**. In order to establish a recipient, please provide the vendor ID, mail code, name of the recipient along with any address information. A two-digit recipient code will then be assigned that can be used on Screen 119 and on the Payroll Maintenance Screens.

119 TAMUS B/P/P - User Service Fees - Inquiry					08/03/04 08:42
Screen: <u>  1  </u>					
SSN: <u>  A  </u>		Name: <u>  B  </u>			
User Service Fees					
Ded Cd	Recipient Code	Start Date	Stop Date	Deduct Amount	MTD Deduct
<u>  2  </u>	<u>  3  </u>	<u>  4  </u>	<u>  5  </u>	<u>  6  </u>	<u>  C  </u>
<u>  -  </u>	<u>  -  </u>	<u>  -  </u>	<u>  -  </u>	<u>  -  </u>	<u>  -  </u>
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