

Hot Off The Press

F673 DEDUCTION (CURRENTLY ONLY IN USE FOR QATAR EMPLOYEES)

Effective immediately, **F673** may be entered as a deduction type when adding or correcting P2Pay information in Payroll Maintenance. The Covered Earnings column is the only valid data entry field. Amounts entered will update the Form 673 YTD-Exp-Amt field on Screen 102. This new deduction will help to quickly identify when an employee started having earnings exempted under Form 673 and how much was applied on a specific pay date. The new deduction has also been added to the Voucher Detail and Earnings Register.

NEW POP-UP HELP BOXES ADDED

Effective immediately, several new Pop-up Help boxes have been added to the BPP System. To view the Help box, press PF1 when your cursor is on the field. The Help box will appear in both inquire and correct modes. If you are in correct mode, you will be able to select any of the values in the box by typing an **X** in the space preceding the value. In addition to the already existing Help boxes, the following have been added:

Screen 101 Education Level
EEO Minority Code
EEO Job Category
Student/Staff/Faculty Code
Previous Title Code
Current Title Code
Screen 701 Last Action Code
Screen 711 Pay Type

SCREEN 106 - SPENDING ACCOUNTS

Effective October 8, 2004, the spending account deductions have been modified to include a yearly enrollment amount and a change date. In addition, the payroll calculation process has been modified to use the spending account due date when calculating the deduction amount. The spending account deductions will now function like the other insurance deductions and catch up deduction amounts based on the due date. If the due date is for the previous month, the deduction amount withheld will be doubled. The yearly enrollment amount is calculated based on the start date and deduction amount. The change date has been initialized to the start date, and will be updated anytime the employee deduct amount changes.

The yearly enrollment amount represents the annual amount the employee chooses to contribute to the spending account at the time of enrollment, and can only be updated when there is a change in family status. The new yearly amount will also serve as a cutoff amount and be checked during the payroll calculation process to ensure that employees do not over contribute to their spending accounts. Once the FYTD deduction amount for a spending account reaches the yearly amount, no further deductions will be taken.

Attention should now be paid to the spending account due dates because of the catch up feature. An employee may now have more than the current monthly/biweekly amount deducted if the premium due date is prior to the current month. The spending account administrative fee will also have the catch up feature based on the due date. The administrative fee will continue to be deducted only if there is a corresponding health care or dependent care deduction, and will be deducted for an entire month for both monthly and biweekly paid employees.

SCREEN 104 - RETIREMENT PROGRAMS

Effective immediately, the edits on Screen 104 for ORP and SORP have been strengthened. For ORP, the Supl-Elig flag will only accept a Y when the ORP Start-Date is less than 9/1/1995 and the Ben-Cap flag will only accept a Y when the ORP Start-Date is on or after 9/1/1996. For SORP, the SORP-Ded-Cd can only be Y when the ORP-Ded-Cd is Y. A report of exceptions has been provided to System HR.

GANTS

The process of automatically generating an extra source on the biweekly payroll for any hours over budget is in place for GANTS for everyone except those workstations that requested otherwise. The same is true of the process of defaulting the number of regular hours in a pay period for budgeted employees.

MISCELLANEOUS

- The quarterly ‘Terminal Security Report’, ZBAR3158, has been modified to verify employees in the BPP Security table against the Personnel database and inactivate those that have not been paid in the past month. A new report, ‘Inactivated Userid Report’, ZBAR3159, will be generated detailing those BPP IDs that were inactivated. This new report will be produced and distributed with ZBAR3158.
- The monthly ‘Employees with Possible Unreported Service to TRS’ report, BP8022, has been modified to exclude new employees under the ninety day waiting period. This should significantly reduce the number of records on this report.

