

Hot Off The Press

Screen 701 updates effective immediately:

In an effort to make the B/P/P System screens more consistent, Screen 701 has been modified to function like Screen 711. The changes are listed below. For more detailed documentation, see Section 8 - Special Purpose Processing, on the B/P/P website.

- An Effective Date may be entered to display a list of employment & salary history starting with a particular date. To use, after entering SSN and pressing <Enter>, type in the Effective Date and press <Enter>. The list will be displayed starting with the date desired.
- Pressing <Enter> on the last page of the list cycles back to the beginning of the list.
- The cursor remains in the Select column throughout viewing all pages of the list.
- While viewing selected detail, pressing <Enter> will return to the same date range from which the detail was selected.
- While viewing a list, pressing "Exit" <F3> places the cursor at SSN for new SSN entry; pressing "Exit" <F3> at SSN returns to the Main Menu.
- The SSN entered into screen 701 is retained for use on other screens.

Helpful hints for using Screen 701:

- Enter screen 701
- Enter social security number
- View list by pressing <Enter>
- Enter specific effective date for which to begin viewing records (optional)
 - Press <Enter>
- View detail (optional)
 - Use any character to select item
 - Press <Enter> to see detail screen
 - Press <Enter> again to return to list
- View more records by pressing <Enter>
- Quit viewing records by pressing <F3>
- Enter new social security number or Press <F3> to exit

New Employee Status code 'U'

The move to Single Sign On (SSO) and the exclusive use of the UIN as the logon id has made it necessary for the B/P/P Operations Center to create a new employee status code. Effective immediately, employee status code 'U' has been added for new employee base records added from the UIN manager program. These records are used to store information about employees as they actually start work (while their paper work moves slowly along) and are necessary for access to training and the new employee benefit enrollment system through HRConnect, and SSO.

This new status code will be used to identify and exclude these base records from normal B/P/P System processing. In addition, as long as the employee status code is 'U', no updates will be allowed in Personnel Maintenance. When the formal paper work finally arrives to be processed, you will need to change the status code from 'U' to 'A' (most likely) before any updates can be made.

Miscellaneous changes effective immediately:

- The TexaSaver Deferred Compensation Deduct Cd and Stop Date on Screen 109 can now be edited when the employee status code is 'C', 'D', 'I', 'K', 'Q', 'R', or 'T'. In keeping with System guidelines, the DCP deduction can now be turned off when person is no longer employed.
- BP8020 - Probationary letters and reports now have a four month option.
- Screen 052 has been modified to display the sources sorted in ascending order by part and account. This is how the screen used to function prior to the Natural/Adabas conversion from IMS.

W2, 1042-S Processing

The procedure to request replacement W2 and/or 1042-S forms is in place and ready to use (please refer to HOP #125 for instructions). The password is the same as in years past.

The job to produce the replacement forms runs each Wednesday night. The forms will be printed and put in campus mail for the local workstations and mailed to the remote workstations on Thursday morning.

If a person has selected the HRConnect print option, do not request a replacement W2 through BPP. The employee can get a replacement W2 through HRConnect. If a correction is made, BPP will process the change and update HRConnect, but will not print the corrected W2 automatically. For those that did not select the HRConnect print option, a replacement can be generated through BPP, or they can access a replacement through HRConnect.

Deceased Employees

Many processors are incorrectly coding deceased employees on Screen 101 with a status code of 'T' and a term reason code of '99'. The proper way to code deceased employees on Screen 101 is with a status code of 'D' and a term reason code of '69'. In the Active Budget, the current occupant action should be 'IT' for involuntary termination. Improperly coding deceased employees causes them to show up on reports, letters, etc, which can be quite uncomfortable for survivors.

If you have suggestions, comments or questions, please e-mail bpphelp@tamu.edu.

