

Hot Off The Press

WAGE PIN CHANGES FOR FY 2006

Effective Monday, August 29, 2005, the Wage PIN format will be changing. The current format of using the workstation code in combination with the SSN will be discontinued. Beginning with FY 2006, the format will be the workstation code + 8 + a sequential 8-digit number. For instance:

A800012345 - workstation A, pin number 800012345

We will not assign the same sequential number to different workstations. For example, if we assign A800012345, no other workstation would have 800012345 as the sequential portion of their wage PIN.

We will be rolling all existing wage PINs from FY 2005 to FY 2006 this weekend and in the process will generate this new PIN. There will be one PIN generated for each different rate of pay a person has.

We will also create an Excel spreadsheet out of this process that will contain the Old and New PIN for each person as well as their ADLOC, source part & account, rate of pay and several other fields that will help to identify those that have been converted. There will be one row in the spreadsheet for each source on a wage employee's PIN. This spreadsheet will be emailed to the payroll offices on Monday morning. There will not be a hardcopy, paper report produced with the wage rollover this year.

3270 SPECIFICS

On the 050 screen, to create a new wage position you would enter your workstation code followed by '800000000' (i.e. M800000000) to assign the next available wage PIN.

The hourly rate for all wage employees (like budgeted) employees will now be entered on the 51 screen rather than on the source screen (52) as it was before. The rate will be displayed on the 52 screen but you will not be able to edit it there.

You will also have to enter an "allocation" percent for each wage source. This is entered in the Percent Effort field and indicates what percentage, out of 100, is allocated to this source. For instance, if an employee has three sources of funding, all at the same hourly rate, the default allocation would be 33%, 33% and 34% (it must total 100%). You can however, change these to be 25%, 25% and 50% if the person works more at one job than another. Again, this is not a Percent Effort as with budgeted employees, but instead will be used by TimeTraq to allocate time worked for wage employees. More information on this will follow.

The Occupant action of "None" is no longer valid. You now must use "Vacant" to remove an employee from a wage position. Most of the Position and Occupant actions have been combined so that all actions that work for budgeted employees can now be used with wage employees.

CANOPY/EPA SPECIFICS

In Canopy/EPA you would select "Create new Wage PIN" and the system would assign the next available number.

The hourly rate is entered in the Position portion rather than on the source lines. You must also enter the "allocation" percent for each source line as on the 3270 screens.

Again, most of the actions have been combined with those of budgeted employees in the drop-down boxes.

No entry of new FY 2005 wage positions will be allowed in Canopy after this weekend. Any FY 2005 documents that are already in the pipeline however, will flow through and process normally.

If you have any questions regarding this change, please call Larry Field at (979) 458-6310 or send an email to larryfield@tamu.edu.

