

Hot Off The Press

SCREEN 322 - SUPPLEMENTAL PAYMENT MAINTENANCE

Effective October 28th, 2005, Screen 322 - Supplemental Payment Maintenance, will be available for your use. From this point forward, workstations will use this screen to maintain their supplemental payroll items. Forms and/or spreadsheets should no longer be sent to B/P/P Production Control for entry into the B/P/P System. Screen 322 will allow adds, changes, and deletions of supplemental payroll items.

Items in the file are accessed by workstation, SSN or UIN, and sequence number. Once the workstation has been entered, position the cursor on the SSN/UIN field and press <F1> to get a pop-up list of the existing supplemental payroll items for your workstation. Enter a SSN or UIN to return a list of records in the file with the SSN for this employee. The same information that was required on the form and spreadsheet will be required on the screen.

Most of the edits performed by the current batch process, BP5017, will be performed on the screen as well. The batch process already in place will remain unchanged. Supplemental payroll items will only be processed on the biweekly payroll with a pay date closest to the first of the next month. For updates to be in effect for the biweekly payroll the supplements are processed on, they need to be entered prior to the validation/pre-validation process for that payroll, which is usually the Friday before a Tuesday bi-weekly payroll calculation.

The B/P/P Operations Center will load the existing supplemental payroll items into the new 322 table and generate a BP3158 report of all the items loaded. Please review the report and use Screen 322 to make any changes necessary. Payroll offices can request access to the new screen by emailing the appropriate B/P/P IDs to bpp-prod@tamu.edu. For more information on the new screen, please see the B/P/P System Manual on the B/P/P website, sago.tamu.edu/bpp.

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322 TAMUS B/P/P System - Supplemental Payment Maintenance      10/21/05  11:05
                                                                D
Screen:  ___          Function: m (Blank=Inquire, D=Delete, M=Modify, E=End)
WS  _  SSN/UIN  _____  Seq  ___
Name
Pay
Pin      Vchr Typ  Pt  Acct  S-Acct  Actg Anal      Obj  Pay  Amount
                    Class  Cd

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NEW SALARY ACTION CODES FOR BUDGET

Effective immediately, there are two new salary action codes available for use in both the Active and Prep Budgets. They are:

- HS - Hiring Salary Adjustment
- TS - Temporary Salary Increase

These new codes can be used in both the 3270 screens and in the EPA system.

MISCELLANEOUS B/P/P CHANGES

- BP5004 - P2Pay Errors has been modified to display the employee name in the Personnel Field Data column for 'ERR* WILL NOT PAY - NO I-9' errors.
- BP5004 - P2Pay Errors has been modified to display the warning message 'WRN* TEMP SSN BEING PAID ON STATE FUNDS' when a temporary SSN is being paid with state funds.
- Pay types **A, C, E, K, M, P, S, T,** and **U** are now allowed for processing non-payroll taxable items (object classes **1925** and **1940**).

Please contact bpphelp@tamu.edu with problems or questions on any of the topics in this HOP.



Happy Halloween