

Hot Off The Press

Tax Saver Spending Account Process Change

Effective with the September 1, 2006 monthly pay date, all Tax Saver Spending Account deduction checks should be sent to the System Office instead of depositing in the Comsal account.

Starting August 17th, the deduct checks will be issued with the System Office vendor ID. Please submit these checks to the System Office at the following address:

The Texas A&M University System
Office of Treasury Services
200 Technology Way, Suite 1120
College Station, Texas 77845-3424

The System Office will deposit these checks into a System Office bank account. The new spending account provider will draft the System Office's bank account as payments are made.

We are working to automate this process and eliminate the deduct checks for the Spending Account. Until the automation is complete, please send the deduct checks to the System Office for deposit.

If you have questions about this new process, please contact Tracy Crowley 458-6077 or tcrowley@tamu.edu.

New Object Classes

Effective immediately, the following object classes are available for your use:

- 1771 - Vacation Payout-Faculty (comptroller expense code 7008) - To record faculty vacation payout at termination taken in lieu of lump sum payout.
- 1772 - Vacation Payout-Professional (comptroller expense code 7010) - To record professional staff vacation payout at termination taken in lieu of lump sum payout.
- 1773 - Vacation Payout-Classified (comptroller expense code 7015) - To record classified staff vacation payout at termination taken in lieu of lump sum payout.
- 1774 - Vacation Payout-Faculty Equivalent (comptroller expense code 7009) - To record faculty equivalent vacation payout at termination taken in lieu of lump sum payout.
- 1776 - Vacation Payout-County Agents (comptroller expense code 7011) - To record county agent vacation payout at termination taken in lieu of lump sum payout.

These new object classes will be used to identify the expenses associated with employees who retire or terminate and stay on the payroll to use up their annual leave. When you have an employee in this situation, you should change the object class associated with the position to the appropriate vacation payout object class. When a new occupant assumes the position, the object class will need to be modified accordingly to reflect the correct expense code.

Letter Changes

Effective with August month end processing, the memo text and timing of the Probationary Employee Performance Evaluation letters (BP8020) has been changed. The letters and reports will now only be generated when the employee has been employed for approximately five months. The three and four month letters and reports will no longer be produced. The new memo text is as follows:

According to our records, the above named person, whose date of employment was (date), has been employed in your unit approximately five months. To comply with our probation regulation, the employee's supervisor should complete a performance evaluation and discuss it with the employee before the end of the six-month probationary period, if the employee is expected to remain employed by the A&M System after the end of the probationary period.

Please forward this memorandum to the appropriate supervisor. If an evaluation has already been conducted, please disregard this reminder.

Contact this office at the above number if you have any questions.

The Probation (BP8020) and Age 55 letters (BP8014) have also been modified to print on the local workstation printers.

New Table in the Access/SQL database

Effective immediately, the ESHPayrollHistoryDeducts table is available in the Access/SQL database. The UIN, pay date, sequence number, deduction type, employee deduction amount, covered earnings amount, employer payment amount, and carrier code fields are available. Link this table with the ESHPayrollHistory table for complete payroll history information. Currently, payroll deduction history is available for all of fiscal year 2007.

Please contact bpphelp@tamu.edu with problems or questions of any of these topics.

