

Hot Off The Press

Revised BP3151 “Inactive Wage Employee Report”

This quarterly report was designed to make Payroll Administrators aware of discrepancies between the wage position sources in the Active Budget and the sources the occupants were actually being paid on. It identifies wage employees who are being paid from funding sources that do not match what is in the Active Budget. Administrators should use this report to identify wage positions that need to be eliminated/terminated or have the source of funding changed.

The report selects all active budget wage records and compares them to payroll history to identify budget sources with no recent payroll activity. The format is basically the same as before, with page breaks for each source being reported. There have been some program revisions to more accurately report sources which need research. The report program name has also been changed to BP3151N.

Three detail line columns have been revised/added:

- 1) *'Last Dt Pd on this Src'* (3rd column) contains either;
 - a. The date the employee was last paid on this source. -or-
 - b. The word “None” which indicates the employee has not been paid on this source during the past six(6) months.
- 2) *'Last Dt Pd for employee'* (2nd last column) contains the most recent pay date for this employee on ANY source. This is intended to illustrate how current this employee is in the payroll system.
- 3) *'UIN'* (last column) contains the universal identification number for the employee.

This report will be produced at the end of the quarter in September, December, March and June. If you have any questions or concerns please email bpphelp@tamu.edu.

