

Hot Off The Press

Screen 118 – Retirement Work Station and ADLOC

Effective Monday, August 27, 2007, a new field, Retired From ADLOC, will be added to Screen 118 – Billing Info.

1. Purpose:

- a. Retain the ADLOC* and Work Station for employees at the time of retirement. Both will be stored on the billing record in the BPP System and accessed through Screen 118.
- b. Having these two fields on the billing record will allow for these values to be different than the values on Screen 101. This will be useful, for example, when a retiree returns to work at another Work Station. The Work Station on Screen 118 is used to designate which Work Station administers certain billing related reports and letters for this individual. The ADLOC on Screen 118 will be used to define funding responsibility for SGIP costs determined by the Billing System.

2. Implementation:

- a. Both the Retirement Work Station and ADLOC may be modified directly from Screen 118. Edits will be performed to insure the values entered are valid.
- b. When the retirement date is populated, the Work Station and ADLOC on Screen 101 will automatically be copied to Screen 118. If either field is already populated on Screen 118, they will not be updated.
- c. The retirement date is updated either through Screen 101 or the BPP Active Budget (Screen 051 or the EPA module of Canopy).

3. Initialization:

- a. The B/P/P Operations Center will execute a program to initialize the retirement Work Station and ADLOC on Screen 118. The program will select employees with a non-blank retirement date on Screen 101. Those with employee status codes C, D, K, Q, or U will be bypassed. If the retirement Work Station on Screen 118 is blank, the Work Station and ADLOC will be copied from Screen 101 to Screen 118. If the retirement Work Station on Screen 118 is already populated and matches the Work Station on Screen 101, the ADLOC will be copied from Screen 101 to Screen 118.
- b. Two reports will be generated. The first will list the employees that had 118 updated. The second will list employees that did not have 118 updated. These reports, INITRTAD INITRTAD-01 and INITRTAD INITRTAD-02, will only be generated during the initialization of the new ADLOC field.

4. Notes:

- a. The word employee is used to represent employee/retiree/survivor.
- b. Screen 51 and the EPA module of Canopy are used to view and maintain data pertaining to an employee's position in the BPP Active Budget, the occupant of the position and the salary or rate of pay of the occupant.
- c. Screen 101 is used to view and maintain general information about an employee.
- d. Screen 118 is used to view and maintain a billed employee's group insurance billing data. Coverage information is loaded from and updated through Screen 106.
- e. Screen 106 is used to view and maintain data relating to an employee's group insurance benefits.

Please contact bpphelp@tamu.edu with problems or questions.

* The Check Distribution Code on 101 will be used in lieu of the ADLOC for select Work Stations