

# Hot Off The Press

## Billing Info - Screen 118

### Screen 118 – Retirement Emp-Loc and Chk-Distr

Effective Monday, February 18, 2008, two new fields, Retired From Emp-Loc and Retired From Chk-Distr will be added to Screen 118 – Billing Info.

#### 1. Purpose:

- a. Retain the Employee Location and Check Distribution Codes on an employee's record at the time of retirement. Both will be stored on the billing record in BPP and accessed through Screen 118.
- b. Having these two fields on Screen 118 will allow for these values to be different than the values on Screen 101. This will be useful for example, when a retire returns to work at another Work Station. The Employee Location and Check Distribution Codes on Screen 118 will be available, for example, for those Work Stations using the Employee Location and Check distribution codes to distinguish between state and local funds for their SGIP costs in the Billing System.

#### 2. Implementation:

- a. Both the Retirement Check Distribution and Employee Location Codes may be modified directly from screen 118. Edits will be performed to check for validity. The new fields will be required if a retirement date is present on Screen 101 or the retirement Work Station is present on Screen 118.
- b. When the retirement date on Screen 101 changes from blank to a valid date, the Check Distribution and Employee Location Codes on Screen 101 will be copied to Screen 118. If the Check Distribution Code on 118 is already populated, it will not be updated. If the Employee Location Code on 118 is already populated, it will not be updated. Neither will be updated if the Work Station on Screen 118 does not match the Work Station on Screen 101.
- 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 Check Distribution Code and Employee Location Code 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 Check Distribution and Employee Location Codes will be copied, along with the Work Station and ADLOC, from Screen 101 to Screen 118. If there is a retirement Work Station on Screen 118, the Check Distribution and Employee Location Codes will only be copied from Screen 101 if the Work Stations on Screen 101 and Screen 118 match.
- b. Two reports from the initialization process will be available upon request. The first will list the employees that had Screen 118 updated. The second will list employees that did not have Screen 118 updated.

4. Notes:

- a. The word employee is used to represent employee/retiree/survivor.
- b. Screen 051 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 an employee's group insurance billing data. Coverage information is loaded from and updated through Screen 106.
- e. The retired from ADLOC was added to Screen 118 back in August of 2007. See HOPs 529 and 530 for details.

Please contact [bpphelp@tamu.edu](mailto:bpphelp@tamu.edu) with problems or questions.

BPP Screen Samples

Old - Screen 118

```

118 TAMUS B/P/P - Billing Info - Inquiry                                02/12/08  15:30
Screen:  _____                                                P BPP0001  R021
SSN:  _____          Name:

  Bill Status      Bill Addr      Med Carr      Den Carr      Percent Local
  Bank Draft      Acct                          Change Date
  Retired From Wrk Stn  and ADLOC
  Employer  Retiree      Days          FYTD      Available  Total
  Amt Due   Amt Due     Due   Past   FYTD   Paid   To Pay  Owed
  Carrier   Carrier     Date  Due   Received  Carrier  Carrier  Carrier

BL
MED
DEN
VIS
OL
ADD
LTD
DL
LTCE
LTCS
Total
  ADDL-MED                                ADDL-DEN
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Help           Exit  Main  Prev  Next                                Left  Right
    
```

New - Screen 118

```

118 TAMUS B/P/P - Billing Info - Inquiry                                02/12/08  13:09
Screen:  _____                                                D BPP0001  R006
SSN:  _____          Name:

  Bill Status      Bill Addr      Med Carr      Den Carr      Percent Local
  Bank Draft      Acct                          Change Date
  Retired From: Wrk Stn  ADLOC      Emp-Loc      Chk-Distr
  Employer  Retiree      Days          FYTD      Available  Total
  Amt Due   Amt Due     Due   Past   FYTD   Paid   To Pay  Owed
  Carrier   Carrier     Date  Due   Received  Carrier  Carrier  Carrier

BL
MED
DEN
VIS
OL
ADD
LTD
DL
LTCE
LTCS
Total
  ADDL-MED                                ADDL-DEN
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Help           Exit  Main  Prev  Next                                Left  Right
    
```