

# B/P/P Operations Center

## **Menu**

### Section Two

**Revised Edition**  
March 3, 2009

## B/P/P SYSTEM MENU

The B/P/P System Menu provides access to the various sub-systems of the B/P/P system. To use the menu, complete the proper sign-on procedure to BPP and enter from a blank screen:

BPP\_ ('BPP' followed by a space)

Most often, a menu screen will be presented to the terminal operator. Select from the menu the three-digit application identification code for the particular sub-system or special screen that you desire to access.

Annually, a two-screen Statement of Responsibility is presented to B/P/P users. Users must enter their Social Security Number (SSN) to indicate they agree (sign) to the terms and conditions. Once a user's SSN has been entered and validated against the BPP Security data, they will be allowed to continue within the system.

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SCREEN BPSOR1          B/P/P SECURITY          SITE TPXGR022
BPP                   STATEMENT OF RESPONSIBILITY    DATE 10/04/00
                                                           TIME 09:03:48

      I UNDERSTAND THAT INFORMATION CONCERNING EMPLOYEES AND/OR POSITIONS
      WHICH MAY COME TO MY KNOWLEDGE WHILE USING THE BUDGET/PAYROLL/PERSONNEL
      (B/P/P) SYSTEM IS TO BE HELD IN THE STRICTEST CONFIDENCE AND MAY NOT BE
      DISCLOSED EXCEPT AS PROVIDED IN POLICY AND PROCEDURES PERTAINING TO
      PERFORMANCE OF MY JOB DUTIES AND ASSIGNMENTS.

      BY LOGGING ON TO THIS COMPUTER SYSTEM, I ACKNOWLEDGE MY RESPONSIBILITY
      FOR STRICTLY ADHERING TO UNIVERSITY POLICY AND STATE AND FEDERAL LAW. I
      ALSO AM AWARE THAT PENALTIES EXIST FOR UNAUTHORIZED ACCESS, UNAUTHORIZED
      USE OR UNAUTHORIZED DISTRIBUTION OF INFORMATION FROM THE B/P/P SYSTEM.

      IN ADDITION, I UNDERSTAND THAT COMPUTER SYSTEM PASSWORD(S) I RECEIVE
      OR DEVISE IS (ARE) CONFIDENTIAL. I WILL NOT DISCLOSE TO ANY UNAUTHORIZED
      PERSON ANY PASSWORD(S) WHICH I AM GIVEN OR DEVISE AND I WILL NOT WRITE DOWN
      SUCH PASSWORD(S) OR POST THEM WHERE THEY MAY BE VIEWED BY UNAUTHORIZED
      PEOPLE. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY COMPUTER TRANSACTIONS
      PERFORMED AS A RESULT OF ACCESS AUTHORIZED BY USE OF MY PASSWORD(S).
      I AGREE FURTHER NOT TO ATTEMPT TO CIRCUMVENT THE COMPUTER SECURITY SYSTEM

      PRESS <ENTER> TO CONTINUE
```



## System Standard Use Fields and Rules

General fields with their rules, uses, hints and techniques.

**SCREEN** (Next Screen, Screen Nbr) 3-digit code that identifies the next screen to be viewed; this is used to maneuver through the B/P/P System screens.

**UIN** (Universal Identification Number) 9 digit number assigned by TAMUS to identify students, staff, faculty, dependents in and between TAMUS systems. Generally the preferred 'key' for finding persons in the system through screens or reports. Pattern is NNN00NNNN where position 4 and 5 are zeros.

**SSN** (Social Security Number) 9 digit number assigned by Federal agency for US residents. Where possible should be protected data for screens and reports




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### RULES - -

?Help:	Symbol ( ? ) is used next to field names, like <b>Screen ?</b> , to show that there is a help function related to that data field. After the cursor has been placed in/on the field area, pressing <F1> will display the help information related to that field. In the case of <b>Screen</b> , the multiple values possible for input to the screen number can be viewed or selected. If pressing <F1> gives you the message 'WNMP0101 0253 NAT1148 No help available for this data field.' then there no current help for that field on this screen

## SCREEN BPP\_

Valid Screen Codes and their functions are as follows:

**100 PERSONNEL MAINTENANCE**

This function allows for the access to data pertaining to the records for individual employees/retirees of the Texas A&M University System. Data stored here includes general demographic information, group insurance benefits and coverage, payroll deductions, address information, etc.

**601 ESTIMATED INSURANCE PREMIUMS**

This function allows for the access to screens pertaining to the estimation of insurance premiums to be charged to an employee based on the insurance selections entered on this screen. It is designed to assist in the counseling of benefit participants.

**603 ANNUAL CHARITABLE CONTRIBUTION**

This function allows for the input of the annual charitable contribution enrollment selections for the state's employee charitable campaign for the next calendar year (to start with payroll paid on or after January 1<sup>st</sup> of each year.)

**611 I-9 INQUIRY**

This function allows for inquiry into the I-9 filing status of employees of the Texas A&M University System.

**612 I-9 UPDATE**

This function allows for the updating of a new employee's I-9 status. Failure to submit proper documentation will result in not processing payroll data for this employee.

**640 BILLING MAINTENANCE**

This function allows for access into insurance benefit information for those participants in a billing status. This may include retirees, employees in a leave status, survivors, etc.

**701 EMPLOYMENT HISTORY**

This function allows for the access of selected employment history information for an employee. General information is available, including salary, job title, appointment period, percent effort, and PIN.

**711 SALARY HISTORY**

This function allows for the access of actual total monthly salary payments made to an employee. Information about the specific source of funding is also available, along with information relative to the job title, percent effort, PIN and budgeted rate of pay.

**050 ACTIVE BUDGET MAINTENANCE**

This function allows for the access of a specific iteration of a position in the Active Budget File. Positions define a particular job for a period of time, the occupant (employee), salary and the source of funding. Information in this file is the source for payroll processing.

**001 PREPARATION BUDGET**

This function allows for the access of a specific recommendation for a position in the Preparation Budget File. Positions define a particular job for a period of time, the occupant (employee), salary and the source of funding. Salary recommendations are used to build the Active Budget File records for the next fiscal year.

**010 PREPARATION BUDGET – QUICK & DIRTY**

This function allows for the quick creation of a new salary recommendation in the Preparation Budget database. Only salary rate changes are available.

**500 PAYROLL MAINTENANCE**

This function allows for accessing information pertaining to payroll processing. Historical information is available for payroll records processed in the last twelve (12) months. Data may be added, changed or deleted for any payroll scheduled to process during the next payroll processing cycle, whether monthly or biweekly.

**605 NET PAY CALCULATION**

This function allows for the access to screens pertaining to the estimation of the net payment (or take home pay) due an employee. Changes to an employee's deduction amounts may be entered on the screen to reflect changes in payroll deductions. It is designed to assist in the counseling of new employees or employees considering changes in their payroll withholdings. Only employee deductions are calculated and displayed.

**606 CASH ADVANCE CALCULATION**

This function allows for access to screens used to calculate an estimate of the net payment (or take home pay) that is due an employee. This screen is used primarily to calculate a payment to an employee who was not included in the regular payroll calculation process. This program calculates both the employee deduction and the employer benefit payments for the employee.

**607 LUMP SUM CALCULATION**

This function allows for access to screens used to calculate an annual leave payment that is due an employee at termination. It can also be used to calculate a sick leave payment due the estate of a deceased employee.

**609 RESEARCH FOUNDATION INQUIRY**

This function is designed to assist the TAM Research Foundation in the development of more accurate and timely proposals for research projects within the A&M System. Salary and benefit information is provided for potential researchers to assist in the development of the final proposal.

**615 PTTS INQUIRY**

This function allows the TAMU Parking Traffic and Transit Department to access current information on employees to assist in the administration of campus parking. Information pertaining to the current employment status, home and campus address information is available.

**300 USER TABLES**

This function allows for the maintenance of various tables in the B/P/P System which are maintained by personnel in the various members of the A&M System. These tables are designed to be specific for each agency and/or institution in the A&M System. Examples of these tables are the job title tables, account table and the accounting analysis table.

**400 B/P/P TABLES**

This function allows for the maintenance of various tables in the B/P/P System which control or are controlled by general processing within the computer application. Many of these tables contain general information that either changes daily or is static for long periods of time. Examples of these tables include the security table, Form 500 processing, part name table, the fiscal year and payroll period/voucher number assignment table.