

**B/P/P Operations Center**

**Payroll Preparation and Maintenance**

**Section Six**

**Revised Edition**  
March 3, 2009

## **PAYROLL PROCESSING**

### **GENERAL DESCRIPTION**

There are two basic payroll cycles used to pay employees of The Texas A&M University System. The biweekly payroll cycle is generally used to pay student employees throughout A&M System and all classified workers employed by TAMU and the agencies headquartered in College Station. The monthly payroll cycle is generally used for all budgeted employees for those institutions of higher education other than TAMU and for the non-classified employees at TAMU and the agencies headquartered in College Station.

The initial source of data for both payroll cycles is the Active Budget File.

Data is built into one of two “payroll” files depending on the cycle. Ultimately, all data must be loaded into the “Permission to Pay” (P2PAY) File prior to the final processing by the Gross-to-Net pay Calculation (Pay Calc) program. Processing requirements and schedules for each part may vary to meet the requirements for each part up to the actual gross-to-net calculation of the payroll. The actual gross-to-net calculations is accomplished for all parts of the system at the same time.

### **BIWEEKLY PAYROLL PROCESSING**

For biweekly payrolls, payroll records are initially loaded into the “Hours” File. This file is the source of the Hourly Payroll Preparation Report (PPR). This report is generated at the beginning of each biweekly payroll cycle and is to be used to collect and organize the hours worked for the employees to be paid for the payroll period. The biweekly payroll period starts on a Thursday and ends on a Wednesday two weeks later, covering ten (10) working days.

Because of the start of a new fiscal year, the last payroll cycle of the old fiscal year and the first two payroll cycles of the new fiscal year may not have ten (10) working days in them, but will total twenty (20) days when added together. The twenty (20) working days may be paid on two or three different dates in September.

Each part of the system collects and organizes the hours for their biweekly paid employees in a manner that is most effective for them. Some parts distribute the report to the individual departments and have the departmental “payroll” clerk enter the hours for the employee to be paid. Other parts keep the PPR in their payroll office and have the departments submit the hours worked data to them. The payroll office records the hours on the PPR.

After all of the hours have been collected, verified, and recorded on a PPR for a particular department, the data is ready to be entered into the Hours File via the “Prepare Hourly” **PH** function found on Screen 500 - Payroll Maintenance Menu in the B/P/P System. See page 6.7.

After the hours have been entered, some parts receive an updated PPR reflecting the hours that have been input. They use this updated report to verify against the original PPR submitted by the various departments and make any additional corrections.

Each part of the A&M System must have the data in the Hours File moved to the P2PAY File for the payroll calculation process. This procedure is called “validation.” During the validation

process, the data records in the Hours File are reviewed and those with hours entered (regular or overtime) are used to build records in the P2PAY File. Edits are also performed against the Active Budget File and any variances from the original input (changes in hourly rate, etc.) are reported. The records in the P2PAY File are then processed.

Essentially the same edits used in the payroll calculation “Pay Calc” program are performed against the records in the P2PAY File. Two types of errors are detailed on the P2PAY Fatal Error Report. Error messages beginning with an “ERR” are fatal; the records with this type of an error message will not be processed by the payroll calculation program. These records will not generate a payment to the employee unless the error is corrected.

Error messages beginning with a “WRN” are warnings that indicate a payment will be made for this record, but it may not be exactly what was originally intended. There may be an inaccurate entry or an omission that may cause a payment to be made incorrectly.

A second report (RECAP REPORT) produced is intended for the fiscal office to verify that there is sufficient funding available, especially for the portions of the payroll to be paid from state funds, in order to cover the payroll costs.

The third report (PERMISSION TO PAY - P2PAY) details the employees to be paid on the payroll. Following the initial detail report, after all parts of the A&M System have been validated, unless a change has been made in a department, subsequent P2PAY reports will only give account totals for departments. If a change has been made, all of the detail records for that department will be listed on the report.

Updates and corrections may be made in the P2PAY File via the Add Source (**AS**), Correct Source (**CS**), and Delete Source (**DS**) functions on the Payroll Maintenance Menu screen. These screens allow for updating of only one payroll source at a time for an employee.

Once the gross pay has been verified and entries have been made for a particular part, the BPP Operations Center should be notified that the payroll work station is ready to have the payroll calculated.

## **MONTHLY PAYROLL PROCESSING**

For monthly payrolls, generally seven work days prior to the actual scheduled calculation date, a Budget Verification Document (BVD) is produced to allow department heads to review the scheduled payments to be made to their employees. This report is generally distributed to the Administrative Locations (ADLOC departments), although some parts review this report centrally in their payroll office and do not distribute it. Should errors be found and/or corrections needed, an appropriate form (generally a Request for a Form 500) should be prepared and forwarded for processing by that part’s budget office or payroll work station to correct the Active Budget. This will allow sufficient time to have the Request for a Form 500 processed before the next significant monthly payroll activity takes place.

Two days before the day the monthly payroll is scheduled to be processed, the Active Budget File is read again and records are generated and loaded into the Permission to Pay (P2PAY) File. These records may be updated and/or corrected via the Add Source ('AD'), Correct Source ('CS'), and Delete Source ('DS') functions on the Payroll Maintenance Menu Screen. As a result, it is much more onerous and time consuming. It is imperative that Requests for a Form 500 be processed quickly and accurately to minimize corrections required to process a payroll.

At the same time, the P2PAY File is loaded and the records are processed. Essentially, the same edits used in the "Pay Calc" program are performed against the records in the P2PAY File. Two types of errors are detailed on the P2PAY Fatal Error Report. Error messages beginning with an **ERR** are fatal; the records with this type of an error message will not be processed by the payroll calculation program. These records will not generate a payment to the employee unless the error is corrected. Error messages beginning with a "WRN" are warnings that indicate a payment will be made for this record, but it may not be exactly what was originally intended. There may be an inaccurate entry or an omission that may cause a payment to be made incorrectly.

A second report produced is intended for the fiscal office to verify that there is sufficient funding available, especially for the portions of the payroll to be paid from state funds, in order to cover the payroll costs.

The third report details the employees to be paid on the payroll. Following the initial detail report after all parts of TAMUS have been validated, subsequent P2PAY reports will only give account totals for departments unless a change has been made in that department. If a change has been made, all of the detail records for that department will be listed on the report.

Updates and corrections may be made in the P2PAY file via the Add Source (**AS**), Correct Source (**CS**), and Delete Source (**DS**) functions on the Payroll Maintenance function selection screen. These screens allow for updating only one payroll source at a time for an employee.

Once the gross pay has been verified and entries have been made for a particular part, the BPP Operations Center should be notified that the payroll workstation is ready to have the payroll calculated.

# 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 - -

<p><b>?Help:</b></p>	<p>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 &lt;F1&gt; 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 &lt;F1&gt; 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</p>

# SCREEN 000 - TAMUS BUDGET/PAYROLL/PERSONNEL SYSTEM MENU

Security access must be granted before viewing any of the following screens. If you have access to the Payroll Preparation & Maintenance Screens, the 500 typically will be highlighted or a different color from those screens that the user does not have access to. To go to the Payroll Preparation & Maintenance Screens, type **500** in the Screen field and press the **ENTER** key.

```

000 TAMUS Budget/Payroll/Personnel System                11/11/02  09:15
                                                           P BPP0002  0081

Screen:  ____

100 Personnel Maintenance                                050 Active Budget Maintenance
001 Preparation Budget
601 Estimated Insurance Premiums                        010 Preparation Budget--Quick & Dirty

603 Annual Charitable Contribution                    500 Payroll Maintenance

611 I-9 Inquiry                                        605 Net Pay Calculation
612 I-9 Update                                        606 Cash Advance Calculation
613 COBRA Flag Maintenance                            607 Lump Sum Payment Calculation

640 Billing Maintenance                                609 Research Foundation Inquiry
615 PTTs Inquiry

701 Employment History                                300 User Tables
711 Salary History                                    400 B/P/P Tables

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit                               Stmt

```

## SCREEN 000 - TAMUS BUDGET/PAYROLL/PERSONNEL SYSTEM MENU EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.

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<u><b>FUNCTION</b></u>	<u><b>GENERAL DESCRIPTION</b></u>	<u><b>SEE PAGE</b></u>
	PAYROLL PROCESSING	
	GENERAL DESCRIPTION	6.2
	BIWEEKLY PAYROLL PROCESSING	6.2
	MONTHLY PAYROLL PROCESSING	6.3
<b>500</b>	ONLINE PAYROLL MAINTENANCE MENU - main menu for payroll maintenance.	6.7
<b>PH - 501</b>	PREPARE HOURLY - used to maintain records in the Hours File for Biweekly Payrolls prior to the "validation" processing for the workstations. Generally, this is where "hours worked" data is entered and verified.	6.10
<b>Blank - 502</b>	HISTORY INQUIRY - used to inquire into the History File for records that have been processed by Payroll Calculation.	6.15
<b>IN-503</b>	P2PAY INQUIRE - used to inquire into the P2PAY File.	6.17
<b>CI - 504</b>	COPY FOR ISSUE - used to copy a source record in the History File to the P2PAY File.	6.19
<b>AS - 505</b>	ADD SOURCE - used to add a new source record to the P2PAY File.	6.24
<b>CS - 506</b>	CORRECT SOURCE - used to maintain records in the P2PAY File. Records are entered into this file with "validation" for Biweekly Payrolls and with the generation of the second BVD report for Monthly Payrolls.	6.30
<b>AF - 507</b>	AUTOMATIC FUND SWITCH - used to enter payroll retroactive transfers.	6.36
<b>DS</b>	DELETE SOURCE - used to delete a specified source record from the P2PAY File.	6.43
<b>AC</b>	AUTOMATIC CANCELLATION - used to make a "negative" image copy of a record from the History File in the P2PAY File.	6.44
<b>EM - 508</b>	EMOLUMENT PAYMENT ENTRY - used to enter multiple emolument payments for an individual	6.46



<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
2 (con't)	ENTER DESIRED FUNCTION	DS - Delete Source AC - Automatic Cancellation CI - Copy For Issue PH - Prepare Hourly AF - Automatic Fund Switch E - Return to Main Menu
3	BUDGET WORK STATION	Must be a valid budget workstation code
4	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
5	PAY CYCLE	B - Biweekly M - Monthly
6	DATE PAID	Must be valid date in MM DD YYYY format
7	PART	Must be a valid part number
8	ACCOUNT	Must be a valid account number
9	ADLOC SUFFIX	Used in conjunction with the account number to establish an ADLOC number
10	SUPPORT ACCOUNT	Must be blanks or a valid support account
11	PROGRAM	None
12	VOUCHER	Must be a four (4) digit number
13	SOURCE SEQUENCE NUMBER	Must be a number of from 1 to 3 digits. The computer will right justify and fill with leading zeros.
14	PAGE	Must be a number of from 1 to 4 digits. The computer will right justify and fill with leading zeros
15	AUTOMATIC CANCELLATION VOUCHER	Must be a four (4) digit number
16	AUTOMATIC CANCELLATION PROCESS DATE	Must be a valid date in MM DD YYYY format
17	AUTOMATIC CANCELLATION PAY CYCLE	B - Biweekly M - Monthly

After all the required information is entered onto Screen 500 – Payroll Maintenance, press the **ENTER** key and the system will take you to the screen that you specified in the **FUNCTION** Section.

In all cases, the specific processing to be accomplished is controlled through the use of a field called the Screen Number. Valid codes and actions performed are described with each Function description.

To return to Screen 500 – Payroll Maintenance Menu from any screen in the payroll maintenance system, type an **E** in the **FUNCTION** field or **500** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Press **F4** to return to the main B/P/P Menu.

Included is a layout of the four basic screens used and a description of the edits performed on each of the data fields on the screen. Screen layouts begin on page 6.12.

A printout of the Payroll Deductions Table is also included on page 6.45. This table has all the valid deduct types that can be entered.

## SCREEN 501 - PREPARE HOURLY PAYROLL FUNCTION

This screen is used to enter or change the hours worked for employees on the biweekly payroll. Budgeted employees will have a default number of hours already loaded into the hours worked field. Wage employees will not have any hours entered. Changes are only required for those budgeted employees who do not work the scheduled number of hours and who do not have leave to cover the hours not worked. All hours worked by wage employees must be entered.

After receiving the menu screen, the following data fields are used to access the records in the Hours File. The proper values to enter can be found on top of the work stations Hourly Payroll Preparation Report.

Budget Work Station  
 Date Paid  
 Part  
 Account Number (ADLOC)  
 Suffix  
 Support Account  
 Program  
 Page

After the control fields have been entered, press the enter key to transmit the data to the computer for processing. The computer will return a screen that has basically the same format as the Hourly Payroll Preparation Report. The top part of the screen controls transportation to the next screen, without going back to the menu screen following the processing of the changes entered into the "main body" of the screen. The actual data presented on the screen is for the page requested. This is sometimes confusing to first time users.

Screen Number- enter one of the following, depending on the processing desired:

bb (blank) - This code causes the data entered on the body of the screen to be edited. If it passes all edits, the system will be updated and the next page specified in the top portion of the screen will be presented to the user. If a field(s) fails the edits, the same screen will be presented again with the field(s) in error highlighted. The user may correct the field(s) and repeat the cycle. No system updates will take place if an error(s) exists.

BP - This code By-Passes the editing and updating of the current screen and returns the next page screen specified in the top portion of the screen. No system updates are made.

SP - This code performs as the bb (blank) code except that it returns the Same Page instead of proceeding to the next page specified. This allows the terminal operator to review the data entered after the system updates have occurred.

Eb - This code performs as the bb (blank) code except that it returns to the menu screen instead of the next page specified.

The following fields are already filled with the data necessary to carry the user to the next page on the user's Hourly Preparation Report. The user may opt to change these to go directly to any page in the report by simply changing the appropriate field:

Work Station  
 Pay Date  
 Part  
 Account Number (ADLOC)  
 Support Account  
 Program Code  
 Next Page

The main body of the screen consists of the "source" information that will be used to pay the employees. The following fields may be changed for the employees listed on the page:

Name  
 Program  
 Accounting Analysis  
 Object Class  
 Title Code  
 Hourly Rate  
 Regular Hours Worked  
 Overtime Hours Worked

To add a new source record, the payroll office may use one of the two options. If a valid record in the Active Budget already exists, simply add an employee into one of the blank lines on this screen (at the end of each account). If a budget record does not exist and you are not able to add one in a timely manner, then you must use the Add Source function from the payroll maintenance menu to pay this employee.

To delete an employee's source at this point, simply change the employee's name field to "DELETE" or enter zero hours in the regular hours worked field for that employee.

Once the changes have been entered, the total regular hours and overtime hours that are to be paid for that page must be entered on the bottom line of the screen for editing. If the total hours entered for each employee on that page does not equal the value of the total fields at the bottom of the page, NO system changes entered on the screens will be made.

### SCREEN 501 - PREPARE HOURLY PAYROLL

TAMUS B/P/P - Prepare Hourly Payroll										08/17/04 11:05	
Screen: <u>1</u>	Pay date: <u>2</u>	Wrk Stn: <u>3</u>	Vchr: <u>4</u>							BPP0002	R002
Part: <u>5</u>	Acct-No: <u>6</u>	Supp-Acct: <u>7</u>	Pgm: <u>8</u>							Next Page: <u>9</u>	
SSN/UIIN	Name		Obj	Tl-Cd	Pt Acct		S/Act	Prog	Actg-Anal		
	PIN	Iter			Hrly-Rate	Reg-Hrs	Overtime	Pay-Cd			
1	10	11			12 13	14 15	16				
		17 18	19 20		21	22	23	24			
2	_____										
3	_____										
4	_____										
5	_____										
6	_____										
7	_____										
8	_____										
Total:							25	26	Page:		
PF1=Help,PF3=Exit,PF4=Main											
-----											
4-©	3	Sess-1	128.194.103.18	TAMT0783				2/27			

### SCREEN 501 - PREPARE HOURLY PAYROLL EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	<p>3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.</p> <p>Blank - Next Page                      SP - <u>S</u>ame <u>P</u>age - return this screen                      BP - <u>B</u>ypass <u>P</u>rocessing - return to function select screen without updating the system                      E - <u>E</u>nd - return to function select screen and complete the system updates</p>
2	PAY DATE	Must be a valid date in MM DD YYYY format
3	WORK STATION	Must be a valid workstation code
4	VOUCHER	Must be a four (4) digit number

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	PART	Must be a valid part number
6	ACCOUNT / ADLOC NUMBER	Must be a valid account or ADLOC number
7	SUPPORT ACCOUNT	Must be blanks or a valid support account
8	PROGRAM	None
9	NEXT PAGE	Must be a number of from 1 to 4 digits. The computer will right justify and fill with leading zeros. Can not be zeros.
10	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
11	NAME	Must be greater than four (4) characters in length
12	SOURCE PART	Must be a valid Part number
13	SOURCE ACCOUNT	Must be a valid account (department) number
14	SUPPORT ACCOUNT	Must be blanks or a valid support account
15	PROGRAM	None
16	ACCOUNTING ANALYSIS	Must be at least a four (4) digit number
17	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position must be a valid workstation code and five (5) blanks
18	ITERATION NUMBER	Must be two (2) digit number
19	OBJECT CLASS	Must be valid for part number - see code book
20	TITLE CODE	Must be a valid four (4) digit Title Code number
21	RATE	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < zero.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
22	REGULAR HOURS	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < 0 or > 336.
23	OVERTIME HOURS	Must be a number of from 1 to 5 digits. The computer will right justify and fill with leading zeros. Can not be < 0 or > 336.
24	PAY CODE	Used for Task Payments. Can be blank or a valid task payment pay code. See BPP table 420. (A source title code of <b>8491</b> with a source part number of <b>02, 10, 20</b> or <b>23</b> requires a supplemental pay code with a task payment code of <b>Y</b> .)
25	PAGE TOTAL REGULAR	Must be a number of from 1 to 7 Hours digits. The computer will right justify and fill with leading zeros. This value must equal the sum of the regular hours entered for the employees listed on the page.
26	PAGE TOTAL OVERTIME HOURS	Must be a number of from 1 to 7 digits. This value must equal to the sum of the overtime hours entered for the employees listed on the page.

## SCREEN 502 - PAYROLL HISTORY INQUIRY FUNCTION

This function is used to inquiry about payroll source records in the History File for an employee. These records show the detail relative to the deductions withheld, prorated and/or applied to this specific payroll source.

After receiving the menu screen, enter the following data fields to access records in the History File (Source records after Payroll Calculation).

Budget Work Station (Bud Work Station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*

- \* These values need to be input if a specific source for the employee is desired. Otherwise, the "first" source will be presented. In either case, the user can "page" through all sources for the pay date and workstation.

After the control fields have been input, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the requested employee's source.

Screen Number - enter one of the following, depending on the processing desired:

Blank - The "next" source for the employee for the specified pay date and workstation will be presented. After the "last" source has been presented, the program will "wrap around" and present the "first" source.

E - This code returns the user to the menu screen.

Use <F7> and <F8> to scroll through deductions.

To view another History record, you may change the SSN, Pay Date, and/or Pay Cycle. If the requested History record exists on the file, it will be displayed, otherwise, Screen 500 will be returned.

## SCREEN 502 - PAYROLL HISTORY INQUIRY

```

502 TAMUS B/P/P - Payroll - History Inquiry                               10/25/01 13:45
                                                                           P BPP0014 03EA

Screen:  1      SSN:  2      Cycle:  3   Date-Paid:  4   _____
Name:                                     Orig-Date:
PIN/It:      P-Id:  Vchr:      Typ:   Pd from:      to
Part:        Acct:      S-A:      AA:      Days:
Adloc:       Pgm:      Obj:      TlCd:      Seq#:
Pos%:        Src%:      Fund:      Rate:      Hrs/Tsk:
Lng-Cd:      P/Cd:      EPP:

----- Deductions -----
Gross:      Type   Emp-Ded  Covrd-Earn  Empr-Pay Carr
Net:        1 UCI
            2 WCI
            3 OAH1
            4 OASI
            5 FIT
            6 LNG
            7 TRS
            8 ORP
            9 MED
            + 10 BL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help      Exit Main      Up      Down
-----
4-©          1      Sess-1      128.194.103.18          4/11
    
```

## SCREEN 502 - PAYROLL HISTORY INQUIRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly                      M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format

## SCREEN 503 - P2PAY INQUIRY FUNCTION

This function is used to inquiry about the payroll source records in the P2PAY File for an employee. This function allows the user to view one or all of the sources without having any editing or updating take place. Information displayed on this screen details data prior to being processed by the payroll calculation program.

After receiving the menu screen, the following data fields must be entered to access records in the P2PAY File:

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*

- \* These values need to be input if a specific source for the employee is desired. Otherwise, the "first" source will be presented. In either case, the user can "page" through all sources for the pay date and workstation.

After the control fields have been input, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the requested employee's source.

Screen Number - enter one of the following, depending on the processing desired:

Blank - The "next" source for the employee for the specified pay date and workstation will be presented. After the "last" source has been presented, the program will "wrap around" and present the "first" source.

Eb - This code returns the user to the menu screen.

To view another P2PAY record, you may change the SSN, Pay Date, and/or Pay Cycle. If the requested P2PAY record exists on the file it will be displayed, otherwise the Function Select Screen will be returned.

Use <F7> and <F8> to scroll through the deductions.

## SCREEN 503 - PAYROLL-SOURCE INQUIRY

```

503 TAMUS B/P/P - Payroll - Source Inquiry                                10/25/01 13:45
                                                                    P BPP0014 03EA

Screen:  1          SSN:  2          Cycle:  3   Date-Paid:  4   _____
Name:                                     Orig-Date:
PIN/It:      P-Id:   Vchr:      Typ:   Pd from:          to
Part:        Acct:          S-A:      AA:          Days:
Adloc:       Pgm:          Obj:      TlCd:         Seq#:
Pos%:        Src%:         Fund:      Rate:         Hrs/Tsk:
Lng-Cd:      P/Cd:         EPP:

----- Deductions -----
Gross:                                     Type   Emp-Ded  Covrd-Earn  Empr-Pay Carr
Net:                                         1 UCI
                                           2 WCI
                                           3 OAH I
                                           4 OAS I
                                           5 FIT
                                           6 LNG
                                           7 TRS
                                           8 ORP
                                           9 MED
                                           + 10 BL

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main      Up    Down
-----
4-©           1   Sess-1   128.194.103.18           4/11
    
```

## SCREEN 503 - PAYROLL-SOURCE INQUIRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly            M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format

## SCREEN 504 - COPY FOR ISSUE FUNCTION

This function may also be used to add a payroll source to the P2PAY File. Unlike the Add Source function, which starts from scratch, this function will copy the source from the History File and present it to the user. The user is then able to make any modifications necessary (like erasing all payroll deduction information presented on the screen or changing the gross pay) before the source is actually added to the P2PAY File.

After receiving the menu screen, enter the following data fields to copy records from the History File to the P2PAY File, excluding Federal Retirement and Insurance data:

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*

\* These values need to be input if a specific source for the employee is desired. Otherwise, the "first" source will be presented.

After the control fields have been input, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the information for the requested source from the History File.

Screen Number - enter one of the following, depending on the processing desired:

bb (blank) - The data input on the body of the screen is edited. If all edits are passed, a record will be added to the P2PAY File. The source added to the P2PAY File will again be presented. This screen may be used again to add other sources to the P2PAY File.

BP - This code By Passes the edits, and updating and returns the user to the menu screen. No source segments will be added to the P2PAY File.

Eb - This code performs the same function as the bb (blank) code, except that it returns the menu screen to the user instead of another blank screen to add another source to the P2PAY File.

All data fields may be changed on the source data screen.

Use <F7> and <F8> to scroll through the deductions.

Numeric fields may be made negative by placing a minus sign (-) in front of the first numeric digit in the field.

**SCREEN 504 - COPY FOR ISSUE**

```

504 TAMUS B/P/P - Payroll - Copy for Issue                                10/25/01 15:12
                                                                    D BPP0014 001B
4091 Press <PF8> to see more deductions
Screen:  1_      SSN:   2_      Cycle:  3_  Date-Paid:  4_  ___
                Name:   5_      Orig-Date:  6_  ___
PIN/It:  7_      8_ P-Id:  9_ Vchr: 10_  Typ: 11Pd-From: 12_  ___ to 13_  ___
Part:   14_      Acct: 15_      S-A: 16_  AA: 17_      Days: 18_
Adloc: 19_      Pgm: 20_      Obj: 21_  TlCd: 22_      Seq#: 23_
Pos%: 24_      Src%: 25_      Fund: 26_  Rate: 27_      Hrs/Tsk: 28_
Lng-Cd: 29_      P/Cd: 30_      EPP: 31_ 32_
----- Deductions -----
Gross: 33_      Type   Emp-Ded  Covrd-Earn  Empr-Pay Carr
Net:   34_      1  35_    36_      37_      38_    39_
                2  WCI
                3  OAH
                4  OASI
                5  FIT
                6  LNG
                7  TRS
                8  ORP
                9  MED
                + 10 BL
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help      Exit  Main      Up      Down      Clear
-----
4-©          1  Sess-1  128.194.103.18          4/11
    
```

**SCREEN 504 - COPY FOR ISSUE EDIT DEFINITIONS**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly                      M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	NAME	Must be greater than four (4) characters in length
6	ORIGINAL DATE PAID	Must be a valid date in MM DD YYYY format
7	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position, must be a valid workstation code and five (5) blanks
8	ITERATION NUMBER	Must be two (2) digit number
9	PAY INDICATOR	Must be a valid Pay Indicator
10	VOUCHER	Must be a four (4) digit number
11	PAY TYPE	Must be <b>A, B, C, D, E, F, H, I, J, K, L, M, P, R, S, T, U, V</b> or <b>X</b> See code book
12	PAY DATE FROM	Must be a valid date in MM DD YYYY format
13	PAY DATE THRU	Must be a valid date in MM DD YYYY format
14	PART	Must be a valid Part number in the Tables File
15	ACCOUNT	Must be a valid account number in the Tables File
16	SUPPORT ACCOUNT	Must be spaces or a valid support account
17	ACCOUNTING ANALYSIS	Must be a valid accounting analysis for the part and account in the Tables File
18	DAYS PAID	Must be numeric
19	ADMINISTRATIVE LOCATION	Must be a valid ADLOC in the Tables File
20	PROGRAM CODE	None

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
21	OBJECT CLASS	Must be a valid object class for the pay type and part - see code book
22	SOURCE TITLE CODE	Must be a valid title code found in the Tables File
23	SOURCE SEQUENCE	Must be an unique three digit number for the part and account
24	POSITION PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
25	SOURCE PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
26	FUND	Loaded from Accounting Analyses Table in Table File
27	HOURLY RATE	Must be numeric if pay cycle <b>B</b> . Else may be blank.
28	HOURS / TASKS	Must be numeric.
29	LONGEVITY STATUS	N - Not eligible for longevity pay Y - Eligible, unless any source has teaching object class
30	SUPPLEMENTAL PAY CODE	Must be a valid supplemental pay code on Tables File if required. (A source title code of <b>8491</b> with a source part number of <b>02</b> , <b>10</b> , <b>20</b> or <b>23</b> requires a supplemental pay code with a task payment code of <b>Y</b> . <b>P</b> or <b>K</b> type vouchers for Part <b>02</b> , <b>03</b> , and <b>20</b> are required to have supplemental pay codes.)
31	EXTENDED PAY PLAN CODE	Blank - Not participating  N - Discontinue 1 - Deduct at 12.5% of net for summer reimbursement 2 - Deduct at 25% of net for summer reimbursement
32	EXTENDED PAY PLAN AMOUNT	None, display only

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
33	GROSS PAY	Must be numeric. Two decimal places assumed. If pay cycle is <b>B</b> and pay type is not <b>A, C, D, E, L, N, and S</b> , the amount will be calculated from the Hourly Rate and Hours Worked. Otherwise, it must be input.
34	NET PAY	None, display only.
35	DEDUCT TYPE	Must be a valid deduct type on Tables File. Enter the code from the 1 <sup>st</sup> position on the left. The computer will <u>NOT</u> left justify. For example, <b>ADDb</b> is a valid code while <b>bADD</b> is not. Must not be entered more times than the limit indicated on the Tables File. For example, a person can have up to 6 different court ordered deductions, but only one tax levy deduction. See the Payroll Deductions Table printout.
36	EMPLOYEE DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Emolument (EMOL) cannot have an employee deduction amount.
37	COVERED EARNINGS AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Court Ordered Deduction (COD) cannot have a covered earnings amount.
38	EMPLOYER PAID DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Annuities (ANU) cannot have an employer paid deduction amount.
39	CARRIER CODE	Must be a valid code on the Tables File for the deduction. Enter the code from the 1st position on the left. The computer will <u>NOT</u> left justify. For example, Medical Carrier <b>01b</b> is a valid code while <b>b01</b> is not valid.

Use <**F12**> to clear the deduction table and <**F7**> and <**F8**> to scroll through the deductions.

## SCREEN 505 - ADD SOURCE FUNCTION

This function is used to add a payroll source record in the P2PAY File. This function allows for the addition of the payroll items without data existing on the Active Budget File.

After receiving the menu screen, the following data fields should be entered to add a record to the P2PAY File:

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid

After the above control fields have been entered, press the enter key to transmit the data to the computer for processing. The computer will return a screen to be used to add a source record for the employee.

Screen Number - enter one of the following, depending on the processing desired:

bb (blank) - This code causes the data entered in the body of the screen to be edited against the Active Budget and Personnel Files. Required fields that were not input are filled in from these files. After passing all edits, the source is added to the P2PAY File and the screen is refreshed to allow the user to add another source for the same employee. If errors are encountered, the field(s) in error is highlighted and the screen returned to the user.

BP - This code By Passes all editing and updating and returns the user to the menu screen. No source segments will be added to the P2PAY File.

Eb - This code performs the same function as the bb (blank) code except that it returns the menu screen to the user after adding the source to the P2PAY File.

Use <F7> and <F8> to scroll through the deductions.

All data fields may be changed on the source data screen except the following:

Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Total for Annuities (ANN)  
 Total for Court Ordered Deductions (COD)  
 Total for Employee Organization Deductions (EORG)  
 Total for Credit Union Deductions (CU)  
 Total for Charitable Contributions (CHAR)

A source could be created by supplying the following minimum fields:

Part (PT)  
 Account (ACCT)  
 Support Account (S-A)  
 Voucher (VCHR)  
 Type  
 PIN and Iteration Number (PIN-IT)  
 Hours Worked (HRS WRKD)\*  
 Gross Pay\*\*

\*Biweekly payroll only

\*\*Monthly payroll only

All of the other fields would be supplied from either the budget or personnel files, or computer generated. The user may override any budget or personnel data by entering the data on the screen. To have the computer retrieve this data from the Active Budget, the employee to be paid must be an occupant in a position in the Active Budget File. The user need only enter the part, account, support account, PIN and iteration and the following fields will be updated from the budget:

Name  
 Paid from Date  
 Paid thru Date  
 ADLOC  
 Accounting Analysis  
 Object Class  
 Pay Indicator  
 Source Title Code  
 Position Percent Effort  
 Source Percent Effort  
 Fund

The user will have to identify the gross to be paid, or supply the hourly rate and hours worked, depending on the pay type entered.

Numeric fields may be made negative by placing a minus sign (-) in front of the first numeric digit of the field.

**SCREEN 505 - PAYROLL - ADD SOURCE**

```

505 TAMUS B/P/P - Payroll - Add Source                                10/25/01 15:07
                                                                    P BPP0014 040B

Screen:  1          SSN:  2          Cycle:  3   Date-Paid:  4
Name:  5          Orig-Date:  6
PIN/It:  7  8 P-Id:  9 Vchr: 10 Typ: 11 Pd from: 12 to 13
Part: 14          Acct: 15          S-A: 16   AA: 17          Days: 18
Adloc: 19          Pgm: 20          Obj: 21   TlCd: 22          Seq#: 23
Pos%: 24          Src%: 25          Fund: 26  Rate: 27          Hrs/Tsk: 28
Lng-Cd: 29        P/Cd: 30          EPP: 31   32

----- Deductions -----
Gross:  33          Type   Emp-Ded   Covrd-Earn   Empr-Pay Carr
Net:  34          1 35    36          37          38          39
2 WCI
3 OAHl
4 OASl
5 FIT
6 LNG
7 TRS
8 ORP
9 MED
+ 10 BL

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
      Help      Exit  Main              Up    Down
-----
4-©          1   Sess-1   128.194.103.18          4/11
    
```

**SCREEN 505 - PAYROLL - ADD SOURCE EDIT DEFINITIONS**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly                      M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	NAME	Must be greater than four (4) characters in length
6	ORIGINAL DATE PAID	Must be a valid date in MM DD YYYY format
7	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position, must be a valid workstation code and five (5) blanks
8	ITERATION NUMBER	Must be two (2) digit number
9	PAY INDICATOR	Must be a valid Pay Indicator
10	VOUCHER	Must be a four (4) digit number
11	PAY TYPE	Must be <b>A, B, C, D, E, F, H, I, J, K, L, M, P, Q, R, S, T, U, V</b> or <b>X</b> See code book
12	PAY DATE FROM	Must be a valid date in MM DD YYYY format
13	PAY DATE THRU	Must be a valid date in MM DD YYYY format
14	PART	Must be a valid Part number in the Tables File
15	ACCOUNT	Must be a valid account number in the Tables File
16	SUPPORT ACCOUNT	Must be spaces or a valid support account
17	ACCOUNTING ANALYSIS	Must be a valid accounting analysis for the part and account in the Tables File
18	DAYS PAID	Must be numeric
19	ADMINISTRATIVE LOCATION	Must be a valid ADLOC in the Tables File
20	PROGRAM CODE	None

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
21	OBJECT CLASS	Must be a valid object class for the pay type and part - see code book
22	SOURCE TITLE CODE	Must be a valid title code found in the Tables File
23	SOURCE SEQUENCE	Must be an unique three digit number for the part and account
24	POSITION PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
25	SOURCE PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
26	FUND	Loaded from Accounting Analyses Table in Table File
27	HOURLY RATE	Must be numeric if pay cycle 'B'. Else may be blank.
28	HOURS / TASKS	Must be numeric.
29	LONGEVITY STATUS	N - Not eligible for longevity pay Y - Eligible, unless any source has teaching object class
30	SUPPLEMENTAL PAY CODE	Must be a valid supplemental pay code on Tables File if required. (A source title code of <b>8491</b> with a source part number of <b>02</b> , <b>10</b> , <b>20</b> or <b>23</b> requires a supplemental pay code with a task payment code of <b>Y</b> . <b>P</b> or <b>K</b> type vouchers for Part <b>02</b> , <b>03</b> , and <b>20</b> are required to have supplemental pay codes.)
31	EXTENDED PAY PLAN CODE	Blank - Not participating  N - Discontinue 1 - Deduct at 12.5% of net for summer reimbursement 2 - Deduct at 25% of net for summer reimbursement
32	EXTENDED PAY PLAN AMOUNT	None, display only

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
33	GROSS PAY	Must be numeric. Two decimal places assumed. If pay cycle is <b>B</b> and pay type is not <b>A, C, D, E, L, N, and S</b> , the amount will be calculated from the Hourly Rate and Hours Worked. Otherwise, it must be input.
34	NET PAY	None, display only.
35	DEDUCT TYPE	Must be a valid deduct type on Tables File. Enter the code from the 1 <sup>st</sup> position on the left. The computer will <u>NOT</u> left justify. For example, <b>ADDb</b> is a valid code while <b>bADD</b> is not. Must not be entered more times than the limit indicated on the Tables File. For example, a person can have up to 6 different court ordered deductions, but only one tax levy deduction. See the Payroll Deductions Table printout.
36	EMPLOYEE DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Emolument (EMOL) cannot have an employee deduction amount.
37	COVERED EARNINGS AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Court Ordered Deduction (COD) cannot have a covered earnings amount.
38	EMPLOYER PAID DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Annuities (ANU) cannot have an employer paid deduction amount.
39	CARRIER CODE	Must be a valid code on the Tables File for the deduction. Enter the code from the 1st position on the left. The computer will NOT left justify. For example, Medical Carrier <b>01b</b> is a valid code while <b>b01</b> is not valid.

Use <**F12**> to clear the deduction table and <**F7**> and <**F8**> to scroll through the deductions.

## SCREEN 506 - CORRECT SOURCE FUNCTION

This function is used to change data on an existing payroll source record in the P2PAY File. This record may have been added via the on-line "Add Source" function or generated by batch processing either from the Active Budget directly (for monthly payroll cycles) or indirectly by way of the Hours File (for biweekly payroll processing).

After receiving the menu screen, the following data fields are used to access the records in the P2PAY File.

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*

- \* These values need to be input if a specific source other than the "first" source for the employee is desired. Otherwise, the "first" source is returned to the user. Following the correction of this "first" source, other existing sources will be presented to the user for corrections.

After the control fields above have been entered, press the enter key to transmit the data to the computer for processing. The computer will return a screen displaying the requested employee's source information.

Screen Number - enter one of the following, depending on the processing desired:

- bb (blank) - The data entered on the body of the screen is edited. If all edits are passed, changes are then made to the source record and the "next" source for the employee will be returned to the user. If the source updated is the "last" one for the employee, the Payroll Maintenance Menu is returned.
- BP - This code By Passes all editing and updating and returns the user to the menu screen. No changes will be made to the source presented to the user.
- Eb - This code performs the same function as the bb (blank) code except that it returns the Payroll Maintenance Menu screen to the user after the changes are made to the source record in the system.

Use <F7> and <F8> to scroll through the deductions.

All data fields may be changed on the source data screen except the following:

- Social Security Number (SSN)
- Date Paid (DATE-PD)
- Cycle
- Part (PT)
- Account (ACCT)
- Support Acct (S-A)
- Voucher (VCHR)
- Source Sequence Number (SRC SEQ)

Position Identification Number (PIN)

Numeric fields may be made negative by placing a minus sign (-) in front of the first numeric digit in the field.

**SCREEN 506 - CORRECT SOURCE FUNCTION TABLE**

```

506 TAMUS B/P/P - Payroll - Correct Source                                10/25/01 15:07
                                                                    P BPP0014 040B

Screen:  1          SSN:  2          Cycle:  3   Date-Paid:  4
          Name:  5          Orig-Date:  6
PIN/It:  7  8 P-Id:  9 Vchr: 10 Typ: 11 Pd from:  12 to  13
Part: 14          Acct: 15          S-A: 16 AA: 17          Days: 18
Adloc: 19          Pgm: 20          Obj: 21 TlCd: 22          Seq#: 23
Pos%: 24          Src%: 25          Fund: 26 Rate: 27          Hrs/Tsk: 28
Lng-Cd: 29          P/Cd: 30          EPP: 31          32

----- Deductions -----
Gross: 33          Type   Emp-Ded  Covrd-Earn  Empr-Pay Carr
Net:   34          1 35   36       37       38   39
                2 WCI
                3 OAH
                4 OASI
                5 FIT
                6 LNG
                7 TRS
                8 ORP
                9 MED
                + 10 BL

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--PF12---
      Help      Exit Main      Up      Down
-----
4-©           1   Sess-1   128.194.103.18           4/11
    
```

**SCREEN 506 - CORRECT SOURCE FUNCTION EDIT DEFINITIONS**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete the system updates
2	SOCIAL SECURITY NUMBER	Must be a nine (9) digit number
3	PAY CYCLE	B - Biweekly                      M - Monthly
4	DATE PAID	Must be valid date in MM DD YYYY format

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
5	NAME	Must be greater than four (4) characters in length
6	ORIGINAL DATE PAID	Must be a valid date in MM DD YYYY format
7	PIN NUMBER	If a budgeted position, must be workstation code plus the five (5) digit number. If a wage position, must be a valid workstation code and five (5) blanks
8	ITERATION NUMBER	Must be two (2) digit number
9	PAY INDICATOR	Must be a valid Pay Indicator
10	VOUCHER	Must be a four (4) digit number
11	PAY TYPE	Must be <b>A, B, C, D, E, F, H, I, J, K, L, M, P, Q, R, S, T, U, V</b> or <b>X</b> See code book
12	PAY DATE FROM	Must be a valid date in MM DD YYYY format
13	PAY DATE THRU	Must be a valid date in MM DD YYYY format
14	PART	Must be a valid Part number in the Tables File
15	ACCOUNT	Must be a valid account number in the Tables File
16	SUPPORT ACCOUNT	Must be spaces or a valid support account
17	ACCOUNTING ANALYSIS	Must be a valid accounting analysis for the part and account in the Tables File
18	DAYS PAID	Must be numeric
19	ADMINISTRATIVE LOCATION	Must be a valid ADLOC in the Tables File
20	PROGRAM CODE	None

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
21	OBJECT CLASS	Must be a valid object class for the pay type and part - see code book
22	SOURCE TITLE CODE	Must be a valid title code found in the Tables File
23	SOURCE SEQUENCE	Must be an unique three digit number for the part and account
24	POSITION PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
25	SOURCE PERCENT EFFORT	Must be numeric greater than zero and less than 200.01.
26	FUND	Loaded from Accounting Analyses Table in Table File
27	HOURLY RATE	Must be numeric if pay cycle 'B'. Else may be blank.
28	HOURS / TASKS	Must be numeric.
29	LONGEVITY STATUS	N - Not eligible for longevity pay Y - Eligible, unless any source has teaching object class
30	SUPPLEMENTAL PAY CODE	Must be a valid supplemental pay code on Tables File if required. (A source title code of <b>8491</b> with a source part number of <b>02</b> , <b>10</b> , <b>20</b> or <b>23</b> requires a supplemental pay code with a task payment code of <b>Y</b> . <b>P</b> or <b>K</b> type vouchers for Part <b>02</b> , <b>03</b> , and <b>20</b> are required to have supplemental pay codes.)
31	EXTENDED PAY PLAN CODE	Blank - Not participating  N - Discontinue 1 - Deduct at 12.5% of net for summer reimbursement 2 - Deduct at 25% of net for summer reimbursement
32	EXTENDED PAY PLAN AMOUNT	None, display only

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
33	GROSS PAY	Must be numeric. Two decimal places assumed. If pay cycle is <b>B</b> and pay type is not <b>A, C, D, E, L, N, and S</b> , the amount will be calculated from the Hourly Rate and Hours Worked. Otherwise, it must be input.
34	NET PAY	None, display only.
35	DEDUCT TYPE	Must be a valid deduct type on Tables File. Enter the code from the 1 <sup>st</sup> position on the left. The computer will <u>NOT</u> left justify. For example, <b>ADDb</b> is a valid code while <b>bADD</b> is not. Must not be entered more times than the limit indicated on the Tables File. For example, a person can have up to 6 different court ordered deductions, but only one tax levy deduction. See the Payroll Deductions Table printout.
36	EMPLOYEE DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Emolument (EMOL) cannot have an employee deduction amount.
37	COVERED EARNINGS AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Court Ordered Deduction (COD) cannot have a covered earnings amount.
38	EMPLOYER PAID DEDUCTION AMOUNT	Must be numeric. Must be a valid field for the deduct type. For example, Annuities (ANU) cannot have an employer paid deduction amount.
39	CARRIER CODE	Must be a valid code on the Tables File for the deduction. Enter the code from the 1st position on the left. The computer will NOT left justify. For example, Medical Carrier <b>01b</b> is a valid code while <b>b01</b> is not valid.

Use <F12> to clear the deduction table and <F7> and <F8> to scroll through the deductions.

## SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION

This screen is used to maintain records for payroll retroactive transfers in the Tables File.

After receiving the menu screen, enter the following data fields to activate the Automatic Fund Switch Function:

Budget Work Station  
Date Paid (a biweekly pay date to process the transfers)  
Page (optional)

Page number is a system-generated number to group the fund switch requests. A page contains up to five accounting changes to be performed for as many as thirty employees during a maximum of twelve payroll periods. To enter a new page of retroactive fund transfers, enter the work station code and the pay date on the menu screen. The system will return a blank page when this is the first entry for that pay date for your work station. Otherwise, it will return the last page of the requests that have already been entered. Press the enter key again to receive a blank page. To view, correct, or delete a page that was previously entered, you must specify the page number on the menu screen.

Screen - enter one of the following, depending on the processing desired:

- Blank - The data entered is edited. If all edits are passed, the page is added or the changes are made. The system will return the same page with a message showing the action performed. If there is no change to the page, the system will return the next page to the user. If this is the last page, it will return a blank page for more input.
- BP - This code By Passes all editing and updating and returns the user to the menu screen. No changes will be made to the Tables File.
- E - This code performs the same function as the bb (blank) code except that it returns the menu screen to the user after the page is added or changed.
- DP - This code Deletes the Page and returns the same page with a message saying the page is deleted.
- LP - This code brings up the Last Page of the requests entered for the work station.
- NP - This code returns a New Page (blank page) for the user to make a new entry.

All data fields may be changed on the screen except the following:

Pay Date  
Work Station (WRK STA)  
Page

Pay date and work station code are passed from the menu screen. Page number is generated by the system when a new page is added.

Accounting changes could be from any of the following data elements to another:

- Part
- Account
- Support account
- Program code
- Accounting analysis
- Object class
- Source title code

The amount to be transferred is indicated by the percentage associated with each change. An example of transferring 20% from account 02 121202, accounting analysis code 0130 to 02 131504, accounting analysis code 0180, for employee 449-82-2672 from 9/1/1997 to 11/30/1997 is shown below.

```

507 TAMUS B/P/P - Automatic Fund Switch                               11/02/04 15:05
                                                                    D BPP0002 0004

Screen:  ___ Pay Date 08 03 2001          Cncl Vchr 0710 Pay Typ C
          Wrk Sta S      Page NEW          Repay Vchr 0499 Pay Typ A
SSN/    449822672
UIN(s)
Period C Date-Pd      Vchr C Date-Pd      Vchr C Date-Pd      Vchr C Date-Pd      Vchr
      M 10 01 1997 3092 M 11 03 1997 3200 M 12 01 1997 3308

Changes
1)  From 02 121202      S-A      Pgm      Actg Anal      Obj      TlCd      Pct
     To 02 131504      -----      -----      0130
     To 02 131504      -----      -----      0180
     To -----
2)  From -----
     To -----
3)  From -----
     To -----
4)  From -----
     To -----
5)  From -----
     To -----

PF1=Help,PF3=Exit,PF4=Main,PF7=Up,PF8=Down
-----
4-©          1      Sess-1      128.194.103.18          4/11
    
```

The support account, program code, object class, and source title code are not filled in because there is no change to those fields. If you need to change a source without a support account to one with a support account, fill in the 'from' support account field with dashes to indicate that it is to be replaced by the value in the 'to' support account field.

After all the fund switch requests have been entered, a 'pre-transfer' process is run by B/P/P on the Thursday before the Biweekly Payroll is processed (normally on Tuesdays). It retrieves pay history file records and performs edits on the new part number, account number, accounting analysis code, project number (for part 08), object class, and source title code. When all the edits are passed, the amount to be transferred is calculated from the pay history and reported on the Fund Switch Summary Report. The report shows all the fund switch requests from the Tables File. Any errors found during the editing are also listed next to the entry. The process also generates the Fund Switch Detail Report that lists all the individual cancellation and repayment entries in the format of the regular Permission to Pay Report. Work stations can use both reports to verify against the original request submitted by the departments and make any additional corrections on the Automatic Fund Switch screen. The actual 'transfer' process is run on the following day (Friday). It builds the reversal and correction records in the P2PAY File and generates the Fund Switch Summary Report and the Fund Switch Detail Report again. The title of both reports will indicate that this is the final run. Once the final reports are generated, any corrections must be made directly to the P2PAY File using various functions such as Correct Source, Add Source, and Delete Source, etc...

### SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION

```

507 TAMUS B/P/P - Automatic Fund Switch                               11/02/04 15:05
                                                                    D BPP0002 0004

Screen: 1 Pay Date 08 03 2001          Cncl Vchr 2 Pay Typ 3
        Wrk Sta S      Page NEW          Repay Vchr 4 Pay Typ 5
SSN/   6
UIN(s)
-----
Period C Date-Pd   Vchr C Date-Pd   Vchr C Date-Pd   Vchr C Date-Pd   Vchr
7 8           9
-----
Changes
-----
1) From 10 11 12 13 14 15 16
   To 17 18 19 20 21 22 23 24
2) From
   To
3) From
   To
4) From
   To
5) From
   To
-----
PF1=Help,PF3=Exit,PF4=Main,PF7=Up,PF8=Down
-----
4-©           1      Sess-1      128.194.103.18           4/11
    
```

### SCREEN 507 - AUTOMATIC FUND SWITCH FUNCTION EDIT DEFINITIONS

**NUMBER**

**DATA FIELD**

**EDITS PERFORMED**

1 SCREEN NUMBER

3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.

Blank - return the next page if the page presented to the user is not changed; return the same page if the page is just added, changed, or deleted

SP - Same Page - return this screen

BP - Bypass Processing and return to the function select screen without updating the system

E - Exit and return to the function select screen after updating the system

DP - Delete the Page and return the same screen

LP - go to the Last Page of the requests

NP - return a New Page (a blank page) for the user to make a new entry

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
2	CANCELLATION VOUCHER NUMBER	Voucher to be used for the reversal entries of the fund switch transactions, non zero, 4-digit number.
3	CANCELLATION VOUCHER PAY TYPE	Pay type for the cancellation voucher, <b>C</b> or <b>E</b>
4	REPAYMENT VOUCHER NUMBER	Voucher to be used for the repayment entries of the fund switch transactions, non zero, 4-digit number.
5	REPAYMENT VOUCHER PAY TYPE	Pay type for the repayment voucher, <b>A</b> or <b>E</b>
6	SSN/UIN(s)	Social Security Number of the employee(s) for the fund switch (up to 30 people). If the UIN is entered, it will be converted to the SSN prior to being updated.
7	PAY CYCLE	Pay cycle of the pay history records to be corrected
8	DATE PAID	Pay date of the pay history records to be corrected in MM DD YYYY format must be on the history File (within 13 months) be corrected in MMDDYYYY
9	VOUCHER	Voucher number of the pay history records to be corrected, non zero, 4-digit number.
10	FROM PART NUMBER	Must be a valid part number - find the pay history source with this part number
11	FROM ACCOUNT NUMBER	Must be a valid account number – find the pay history source with this account number, and account must be open
12	FROM SUPPORT ACCOUNT	blank - do not use this field to find the Number specific pay history source  '-----' (all dashes) – find the pay history source with no support account  valid support account number - find the pay history source with this support account

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
13	FROM PROGRAM CODE	None.
14	FROM ACCOUNTING ANALYSIS CODE	blank - do not use this field to find the specific pay history source  valid accounting analysis code - find the pay history source with this accounting analysis code
15	FROM OBJECT CLASS	blank - do not use this field to find the specific pay history source  valid object class - find the pay history source with this object class
16	FROM SOURCE TITLE	blank - do not use this field to find the Code specific pay history source  valid source title code - find the pay history source with this source title code
17	TO PART NUMBER	Must be a valid part number - transfer the amount to this part number
18	TO ACCOUNT NUMBER	Must be a valid account number - transfer the amount to this account number and the account must be open
19	TO SUPPORT ACCOUNT NUMBER	blank - do not change the support account (the From Support Account Number must be blank)  '-----' (all dashes) - change the support account to spaces (the From Support Account must not be blank)  valid support account number - transfer the amount to this support account (the From Support Account must not be blank)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
20	TO PROGRAM CODE	<p>blank - do not change the program code (the From Program Code must be blank)</p> <p>‘-----‘ (all dashes) - change the program code to spaces (the From Program Code must not be blank)</p> <p>valid program code - transfer the amount to this program code (the From Program Code must not be blank)</p>
21	TO ACCOUNTING ANALYSIS CODE	<p>blank - do not change the accounting analysis code (the From Accounting Analysis Code must be blank)</p> <p>valid accounting analysis code - transfer the amount to this accounting analysis code (the From Accounting Analysis Code must not be blank)</p>
22	TO OBJECT CLASS	<p>blank - do not change the object class (the From Object Class must be blank)</p> <p>valid object class - transfer the amount to this object class (the From Object Class must not be blank)</p>
23	TO SOURCE TITLE CODE	<p>blank - do not change the source title code (the From Source Title Code must be blank)</p> <p>valid source title code - transfer the amount to this source title code (the From Source Title Code must not be blank)</p>
24	PERCENT TRANSFERRED	<p>Percentage of the ‘From’ source to be transferred; default is 100%; six decimal places allowed; Ex:</p> <p style="padding-left: 40px;">10% can be entered as 10. or 10000000</p> <p style="padding-left: 40px;">10.5% can be entered as 10.5 or 10500000</p> <p>Can not be &lt; 0 or &gt; 100.</p>

## **DELETE SOURCE FUNCTION**

This function is used to delete a payroll source from the P2PAY File.

After receiving the menu screen (SCREEN 500), the following data fields must be entered to delete a record from the P2PAY File:

Budget Work Station (Bud work station)  
Social Security Number (SSN)  
Pay Cycle  
Date Paid  
Part  
Account Number  
Support Account  
Voucher  
Source Sequence Number (Src seq no)

After keying in the above control fields, press the enter key to transmit the data to the computer for processing. The computer will return the menu screen and ask the user to enter "DE" in the function code if the specified source is to be deleted or 'no' to bypass the delete function. If "DE" is keyed and entered, the source is deleted. Otherwise, no action is taken. In either case, the menu screen is returned to the user.

## AUTOMATIC CANCELLATION FUNCTION

This function is used to “automatically cancel” the payroll source that has already been processed. Like the Copy for Issue function, it reads the payroll History File and creates a record in the P2PAY File. However, this record will have all numeric values multiplied by -1, thus creating a reversal entry of the original payroll source. If the employee has multiple sources on the voucher number specified, all of the sources are processed.

After receiving the menu screen (SCREEN 500), enter the following data fields to create "negative" images of records in the History File to the P2PAY File:

Budget Work Station (Bud work station)  
 Social Security Number (SSN)  
 Pay Cycle  
 Date Paid  
 Voucher  
 Part\*  
 Account Number\*  
 Support Account\*  
 Voucher\*  
 Source Sequence Number\*  
 Voucher\*\*  
 Process Date\*\*  
 Pay Cycle\*\*

\* These values need to be input if a specific source for the employee is desired.

\*\* These fields are only entered for Automatic Cancellation processing and are found on the lower left-hand side of the menu screen. They identify the payroll and voucher number to be used to generate the cancellation entry.

After the control fields have been input, press the enter key to transmit the data to the computer for processing.

A new source will be created in the P2PAY File for each source in the History File with the specified new Pay Date, Pay Cycle and Voucher Number. All numeric value fields for the record in the History File will be multiplied by a negative one (-1), thus creating a "cancellation" record in the P2PAY File.

After all processing is complete, the menu screen will be returned to the user.

## PAYROLL DEDUCTIONS TABLE

The Payroll Deductions Table controls the edits performed on the Payroll Maintenance screens.

Deduct Name	Description of the deduction or the name of the carrier of the deduction
Employee Deduct	<p>Y - an employee deduct amount may be entered on the Payroll Maintenance screens</p> <p>N - an employee deduct amount may not be entered on the Payroll Maintenance screens</p>
Covered Wage	<p>Y - a covered wage may be entered on the Payroll Maintenance screens</p> <p>N - a covered wage may not be entered on the Payroll Maintenance screens</p> <p>O - obsolete, a covered wage may not be entered on the Payroll Maintenance screens</p>
Employer Payment	<p>Y - an employer paid deduct amount may be entered on the Payroll Maintenance screens</p> <p>N - an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p> <p>O - obsolete, an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p> <p>S - System generated, an employer paid deduct amount may not be entered on the Payroll Maintenance screens</p>
Carrier	<p>Y - a carrier code must be entered for the deduction on the Payroll Maintenance screens</p> <p>N - a carrier code may not be entered for the deduction on the Payroll Maintenance screens</p>
Limit	Maximum limit for the number of times a deduction can be entered on the Payroll Maintenance screens

### SCREEN 508 - EMOLUMENT PAYMENT ENTRY

```

508 TAMUS B/P/P System - Emolument Pymt Entry                               11/08/02 16:41
                                                                              D BPP0014 001A

Screen: 1           Function: 2 (Blank=Inquire, M=Modify, E=End)

WS: 3  SSN: 4      Name:

Pt  Acct  S-A  Actg Anal      Obj  Cyc  Pay Date  IT  Amt  Act
5 6  7  8          9 10 11  12 13 14
-----
-----
-----
-----
-----
-----
-----
-----
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
-----
4-©           1      Sess-1      128.194.103.18                               5/33

```

### SCREEN 508 - PAYROLL - EMOLUMENT ENTRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN	3-digit code that identifies the screen the user would next like to view; is used to maneuver through the B/P/P System Screens.  Blank - Next Page SP - <u>S</u> ame <u>P</u> age - return this screen BP - <u>B</u> ypass <u>P</u> rocessing - return to function select screen without updating the system E - <u>E</u> nd - return to function select screen and complete updates
2	FUNCTION	Blank - Inquire M - Modify E - End

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
3	WS	Workstation Code
4	Social Security Number	Must be a nine (9) digit number
5	Pt	Must be a valid part in the tables file
6	Acct	Must be a valid account in the tables file - and be valid for the pay date entered
7	S-A (Support Acct)	Must be a valid 5-digit number if entered
8	Actg Anal	Must be a valid accounting analysis for the part and account in the Tables File
9	Obj	Must be a valid object class for the pay type and part - see code book
10	Cycle	Pay cycle - must be <b>B</b> or <b>M</b>
11	Pay Date	Must be a valid date in the format MM DD YYYY - and it must exist on the Pay Period/Voucher No table
<p><b>You can enter up to 10 of the below items on the screen at one time.</b></p>		
12	Item Code	Must be a valid 2-digit item code for the type of emolument payment - this code must exist on the 410 table in BPP
13	Amount	Amount of the emolument payment for the item code specified
14	Action	Display only field that indicates successful addition of an emolument payment to the P2Pay File