

BPP System Manual

SPECIAL PURPOSE PROCESSING

Section Eight

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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



RULES - -

?Help:	Symbol (?) is used next to field names, like Screen? , 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 Screen , 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

```

000 TAMUS Budget/Payroll/Personnel System                                01/10/08  08:26
                                                                    D BPP0017  R005

Screen: ____

100 Personnel Maintenance                                050 Active Budget Maintenance
001 Preparation Budget
601 Estimated Insurance Premiums                          010 Preparation Budget--Quick & Dirty
602 Dependent Query
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
614 Aggie ID Card Office Inquiry                        615 Transportation Services Inquiry
640 Billing Maintenance                                616 Parking Payroll Deduct Maintenance
609 Research Foundation Inquiry

701 Employment History
711 Salary History
750 Benefit History
300 User Tables
400 B/P/P Tables
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit                                     Stmt

```

SPECIAL PURPOSE PROCESSING

Several special purpose screens have been developed to answer specific needs or to perform special functions for Budget/Payroll/Personnel system users. Generally, these screens provide optional avenues for accessing or updating B/P/P data, or provide information to system users. A short description of these special purpose screens are:

SCREEN:	BENEFIT SCREENS:	<u>See Page</u>
601	Estimated Insurance Benefits Calculation - these two screens are used to allow employees or prospective employees to model their benefit package, having the employee out-of-pocket premiums detailed so that the employee can see the financial impact of his benefit selections before committing to them for an entire fiscal year.	8.7
602	Dependent Query – this screen became necessary because of the many requests from Medical Vendors/Doctor’s Offices/Medicare along with other external entities outside of the Texas A&M University System who are only able to provide dependent information and do not have the associated identification for the employee/retiree.	8.14
603	Charitable Contribution - this screen is used to collect annual charitable contribution enrollment information to become effective at the start of the next calendar year. This is an annual process beginning in September and continuing through mid-December, as part of the State Employee Charitable Contribution (SECC) program.	8.17

SCREEN: BENEFIT SCREENS:**See
Page**

- | | | |
|------------|--|------|
| 605 | Net Pay Calculation - this screen is used to estimate Gross to Net Payroll calculations for existing employees as well as prospective employees. It allows for “modeling” of deductions so that impact of changes can be gauged prior to actually making the change. | 8.21 |
| 606 | Cash Advance Calculation - this screen is used to perform the gross-to-net calculation, including all employee deduction and employer payment amounts based on information in the Personnel Data Base. | 8.26 |
| 607 | Lump Sum Calculation - this screen is used to perform the gross-to-net calculation for a lump sum annual leave payment to a terminated employee. | 8.32 |

NON-BPP USER SCREENS:

- | | | |
|------------|---|------|
| 609 | Research Foundation Inquiry - this screen is used to inquire into the Personnel Data Base based on the employee’s PIN. It is designed to assist the TAM Research Foundation in accessing information they need. | 8.35 |
| 611 | I-9 Inquiry - this screen is used to inquire on I-9 and employment information for a particular employee. | 8.38 |
| 612 | I-9 Update - this screen is used to update the I-9 Valid Flag or reset the I-9 Valid Flag, Processing Date and Expiration Date in the Personnel Database. | 8.39 |
| 613 | COBRA Notification Maintenance - This screen is for updating the COBRA notify flag. The flag will initially be blank for a new employee. Screen 106 will update the flag to N if the flag was blank and the medical and dental deduct codes are not blank. The only way the Cobra Notify flag is changed to Y is by updating this screen. | 8.40 |
| 614 | Aggie ID Card Office Inquiry - This screen contains personnel information for use by the Aggie ID Card Office. | 8.41 |
| 615 | TRANSPORTATION SERVICES Inquiry - this inquiry screen is used to assist in the administration of the payroll deduction for parking fees. | 8.43 |
| 616 | Parking Payroll Deduct Maintenance – Allows updates to the Parking Deduction after the monthly load for parking deductions has been created. | 8.46 |

SCREEN:	BENEFIT SCREENS:	8.6
		<u>See</u>
		<u>Page</u>
640	Billing Data Base Information - this data base contains information on bills, bank drafts, and receipts for retiree billings. All the information in the data base is organized by social security number and invoice number.	8.48
HIGHLIGHTED MESSAGES		
641	BILL REQUEST - used to enter or adjust invoice information.	8.50
642	RECEIPT ENTRY - used to enter or adjust receipt information.	8.52
643	INVOICE HISTORY - used to view all invoices for a specific person (by SSN).	8.54
644	INVOICE DETAIL - used to view all detail and historical information for a specific invoice.	8.56
645	BATCH TOTAL - used to see amount total and invoice list for a specific Batch.	8.58
646	BATCH INSURANCE TOTALS - used to see totals by Insurance type for a specific Batch.8.28	8.59
701	EMPLOYMENT & SALARY HISTORY Personnel / Budget Records - This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time a change is made to Personnel and Budget records. General information is available including salary, job title, appointment period, percent effort, PIN, and original and current employment dates.	8.60
711	This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time Payroll records are generated. General information is available including actual compensation, monthly FTE rate, salary, job title, percent effort, percent increase, PIN, and original and current employment dates. The detail screen (described further below) shows pay information for pay dates in a chosen month, including object class, pay type, and longevity paid.	8.66
750	Screens that display the benefit history with dependent history as detail as the 106 and 115 screens for current information.	8.72

SCREEN 601 - ESTIMATED INSURANCE PREMIUMS

This screen is used to display an employee's or prospective employee's **CURRENT** and **PROPOSED** insurance benefit coverages and premiums, as well as spending account deductions. On the **PROPOSED** side, the terminal operator can make any desired changes to the insurance coverages and spending accounts, press the enter key, and the new rates will be calculated and displayed. The **CURRENT** side will remain constant and will not change so that a quick comparison can be easily made.

Once the Estimated Insurance screen has been retrieved, enter the employee's UIN or **999999999** if this is for a prospective employee and press the **ENTER** key. For a prospective employee you will also have to provide the **BIRTHDT** and **BENEFIT SALARY**.

Once this is done, you can add, change, or delete insurances or spending accounts as desired on the proposed side. Use the same codes as those used on the appropriate benefit screens in the Personnel Data Base. After you have made all the changes required, press the enter key and the new insurance premiums will be calculated. You may continue to model the benefit packages as many times as you desire.

For Optional Life (OL), when you change the plan number, blank out the coverage amount so that a new one will be calculated. You can also enter a coverage amount if you wish someone to have a certain dollar amount and the program will use that number in the premium calculation. In other words if there is an amount in the coverage field the program assumes that is the coverage amount to be used in the premium calculation; if it is blank, then it will calculate a new coverage amount using the OL salary and plan number.

If you wish to drop an insurance or a spending account, blank out the deduct code and the entire line will be blanked out.

This is an information only screen. No permanent changes are made to any benefits or coverages in the Personnel Data Base from information entered here. If you desire to start over, clear your screen and begin again. To move to another employee, simply enter the next person's social security number and press the **ENTER** key. The data for this next individual will be displayed.

A second screen is available which details the information displayed under the proposed side of the Estimated Insurance (EI) screen. The codes are translated to text in hopes of making the screen more "friendly" and usable for someone who is not familiar with the benefit coding schemes. The intent behind this screen was to be able to print a hard copy screen image to give to an employee. However, you must have a printer attached to your terminal to be able to use this screen in this fashion. (The print screen image from a PC is an example of how you might take advantage of this screen).

To get the Estimated Insurance Print Format Screen (601), make whatever adjustments you desire in the proposed side and then press **<PF11>**. The **601** screen will be presented to you. Once it is presented, you can print it. To return to the 601 screen, simply press the **ENTER** key.

SCREEN 601 - ESTIMATED INSURANCE PREMIUMS

```

601 TAMUS B/P/P System - Estimated Insurance Calculation          09/01/03  16:34
Screen:  1                                                    D BPP0014  0005

  UIN:  2      Name      SGIP Rate:  3      Ben Sal:  4
                    Birthdt:  5  5  5  OL Sal:  6
-----> Current <-----> -----> Proposed for FY  7 <----->
  D P P C F      D P P C F
  e t l a a      e t l a a      Cvrgr Deduct Payment
  d y n r m      d y n r m      Amnt  Amount  Amount
  d y n r m      d y n r m      Amnt  Amount  Amount

BL      8 9      10
MED     11 12 13 14 15 16
DEN     17 18 19 20
VIS     21 22 23
OL      24 25 26 27
DL      28 29 30
ADD     31 32 33
LTD     34 35 36
LTCE    37
LTCS    39
SAHC    44      45
SADC    46      47

Totals

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

SCREEN 601 - ESTIMATED INSURANCE PREMIUMS EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN?	System Standard Use
2	EMPLOYEE'S UIN	System Standard use
3	SGIP RATE	F - apply full SGIP P - apply part-time SGIP
4	BENEFIT SALARY	Numeric, no decimal places
5	BIRTHDATE	YY MM DDDD
6	OL SALARY	Numeric, no decimal places; should equal the FTE Salary x percent effort.
7	PROPOSED FOR FY	2 digits

NUMBER DATA FIELD EDITS PERFORMED

8	BL DEDUCT CODE	L - LOA Billing Basis M - Family Medical Leave Act N - Inactive R - Retired Billing Basis W - Waived Premiums 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
9	BL PRIORITY	1 - Priority for SGIP distribution N - Not participating (eligible) for SGIP
10	BL COVERAGE	Numeric, not to exceed \$50,000; must be \$5000 with medical coverage
11	MED DEDUCT CODE	D - Divorced Spouse/Dependent of employee (COBRA) L - LOA Billing Basis M - Family Medical Leave Act N - Inactive O - Certifies to Other Health Coverage & Applies 1/2 EO SGIP to Other Premiums R - Retired Billing Basis S - Survivor of Deceased Employee T - Terminated Employee (COBRA) 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
12	MED PRIORITY	2 - 2nd priority for SGIP distribution N - Not participating (eligible) for SGIP
13	MED PLAN	1 - Plan #1 - A&M Care 350, HMOs 4 - Plan #4 - Medical Carrier 01 - A&M Care 1250 3 - Plan #3 - A&M Care 65+
14	MED PV (Medical Provider)	Valid provider code from Table 408
15	MED COVERAGE FLAG	E - Employee Only C - Employee & Children S - Employee & Spouse F - Employee & Family

NUMBER**DATA FIELD****EDITS PERFORMED**

16	MED NUMBER COVERED	Numeric
17	DEN DEDUCT CODE	D - Divorced Spouse/Dependent of employee (COBRA) L - L - LOA Billing Basis M - Family Medical Leave Act N - Inactive R - Retired Billing Basis S - Survivor of Deceased Employee T - Terminated Employee (COBRA) 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
18	DEN PLAN	1 - A&M Care Dental PPO 2 - Cigna Dental HMO
19	DEN COVERAGE FLAG	E - Employee Only C - Employee & Children S - Employee & Spouse F - Employee & Family
20	DEN NUMBER COVERED	Numeric
21	VIS DEDUCT CODE	D - Divorced Spouse/Dependent of employee (COBRA) L - LOA Billing Basis M - Family Medical Leave Act N - Inactive O - Certifies to Other Health Coverage & Applies 1/2 EO SGIP to Other Premiums R - Retired Billing Basis S - Survivor of Deceased Employee T - Terminated Employee (COBRA) 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree

NUMBER**DATA FIELD****EDITS PERFORMED**

22	VIS COVERAGE FLAG	E - Employee Only
----	-------------------	-------------------

		C - Employee & Children S - Employee & Spouse F - Employee & Family
23	VIS NUMBER COVERED	Numeric
24	OL DEDUCT CODE	L - LOA Billing Basis M - Family Medical Leave Act N - Inactive R - Retired Billing Basis W - Waived Premiums 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
25	OL PLAN	0 - One-Half Times "Base" Salary Option (Active Employee Only) 1 - One Times "Base" Salary Option 2 - Two Times "Base" Salary Option 3 - Three Times "Base" Salary Option 4 - Four Times "Base" Salary Option 5 - Five Times "Base" Salary, Retiree 6 - Six Times "Base" Salary, Retiree
26	OL SMOKER FLAG	N - Non-Smoker S - Smoker
27	OL COVERAGE AMOUNT	Numeric, in hundreds of dollars
28	DL DEDUCT CODE	L - LOA Billing Basis M - Family Medical Leave Act N - Inactive R - Retired Billing Basis W - Waived Premiums 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
29	DL PLAN	A - Based on OL Insurance Coverage B - Flat Rate C - Based on Alternate Basic Life (BL)

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
30	DL COVERAGE FLAG	E - Employee only C - Employee & Children S - Employee & Spouse F - Employee & Family
31	ADD DEDUCT CODE	L - LOA Billing Basis N - Inactive R - Retired Billing Basis 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium 4 - 12-Month Ded. Basis - Working Retiree
32	ADD PLAN	1 - Employee Only Coverage 2 - Family Coverage
33	ADD COVERAGE AMOUNT	Numeric, in hundreds of dollars (AMOUNT cannot exceed 10 times benefit salary or \$800,000, whichever is less)
34	LTD DEDUCT CODE	L - LOA Billing Basis M - Family Medical Leave Act N - Inactive W - Waived Premiums 1 - 9-Month Ded. Basis - Ded 4 months in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for Summer Premium
35	LTD PRIORITY	6 - 6th priority for SGIP distribution N - Not participating (eligible) for SGIP
36	LTD SMOKER FLAG	N - Non-Smoker S - Smoker
37	LTCE DEDUCT CODE	Blank-Inactive N Inactive - Numeric -Same code from 'CURRENT' LTCE
39	LTCS DEDUCT	Blank-Inactive N - Inactive Numeric-Same code from 'CURRENT' LTCS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
44	SAHC DEDUCT CODE	1 -9-month Deduction Basis 2 -12-month Deduction Basis N -Inactive
45	SAHC DEDUCT AMT	Numeric
46	SADC DEDUCT CODE	1 - 9-month Deduction Basis 2 - 12-month Deduction Basis N - Inactive
47	SADC DEDUCT AMOUNT	Numeric
PF11	PRINT FORMAT	Blank - return screen BPRSEIMO Y - present alternate screen

```

601 TAMUS B/P/P System - Insurance Coverage Selections          01/10/08  13:01
                                                                D BPP0017  R009

Screen: ____

                ** ACTIVE **      OL Salry   76 732 For FY 2008
WHITE SNOW E          UIN 111002222 Anl Trm 12.0  Salry   76 732 State   You
  Plan                Coverage                Prty    Pays    Pay
Basic Life           $5 000 TERM LIFE                1      2.85
Medical *           TAMUS SELF-INSURED MED EMP PLUS CHILDREN 2    485.69   66.99
Dental *            ** NO COVERAGE **
Vision *            EMPLOYEE PLUS CHILDREN                N                10.18
Optional Life       PLAN 5:  $383 000 TERM LIFE                N                72.77
Dependent Life     PLAN A SPOUSE & CHILDREN                36.39
Accidental Death * $400,000 FAMILY COVERAGE                N                9.60
Long Term Disabilty CURRENTLY ENROLLED                N                21.74
Long Term Care     EMPLOYEE AND SPOUSE COVERAGE                64.38
Flex Spending Acct Health Care  0.00 Dependent Care  0.00
                                                                Total Premiums   488.54  282.05

Medical Number Covered = 2  * DEDUCTION ON A BEFORE TAX BASIS
Dental Number Covered = 0
Vision Number Covered = 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      Exit  Main                                PrFmt
    
```

This screen pulls data from SCREEN 601 and puts it in a readable format that can be printed off and given to the employee.

Hit the **ENTER** key to return to SCREEN 601.

SCREEN 602 – Dependent Query

This screen became necessary because of the many requests from Medical Vendors/Doctor's Offices/Medicare along with other external entities outside of the Texas A&M System who are only able to provide dependent information and do not have the associated identification for the employee/retiree.

Pressing PF1 on the UIN/SSN will display a help popup box that will allow you to search by dependent Name/SSN.

```

602,TAMUS B/P/P System - Dependent Query Screen                ,09/19/08,,13:47
                                                                ,D BPP0007  R003

Screen: ,__,

  Dep UIN/SSN: ,101009284, Name NUZHAT YASMEEN
+-----+
| ,Top of Data |
| , TAMUS Dependent Name | ,Dep,UIN | ,Emp,Uin | Emp Name |
| , ,_,YASMEEN TEST | ,101008881,301007770 | RIAZ TEST |
| , ,_,CHINGBINGYONG TEST | 101008882,602007771 | DUMBRIGUE TEST |
| , ,_,GREENBAUM TEST | 101008883,501007772 | GREENBAUM TEST |
| , ,_,WATSON TEST | 101008884,901007773 | WATSON TEST |
| , ,_,LABRIE TEST | 101008885,101007774 | LABRIE TEST |
| , ,_,LABRIE TEST | 101008886,274347775 | LABRIE TEST |
| , ,_,MOGILEVSKY TEST | 101008887,901007776 | KUCHMENT TEST |
| , ,_,BRAHA TEST | 101008888,401007777 | BAYLEY TEST |
| , ,_,RILEY TEST | 101008889,701007778 | RILEY TEST |
| , ,_,GRIFFITH TEST | 101008890,103007779 | GRIFFITH TEST |
| , , | ,F7=,Up | ,F8=,Down | ,F9=,S/Nam |

```

SCREEN 602 – Dependent Query

```

602 TAMUS B/P/P System - Dependent Query Screen                ,09/19/08,,15:03

Screen: 1

  Dep UIN/SSN: 2 Name A

Employee Detail -----
  UIN: B Name: C
      Med Carr D Den Carr E

Dependent Detail -----
                                Start Stop
                                MED F G
  Birth Dt H Mult Birth I DEN J K
  Cert Typ L Qualify M Medicare N VIS P Q
  Rel R HRC Hide S DL T W

```

SCREEN 602 – Dependent Query Edit Definitions

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ²	System Standard Use
2	EMPLOYEE'S UIN	System Standard use
 <u>DISPLAY ONLY</u>		
A	Dependent Name	
B	Employee UIN	
C	Employee Name	
D	Employee's Medical Carrier	
E	Employee's Dental Carrier	
F	Dependent Medical Start Date	
G	<u>Dependent Medical Stop Date</u>	
H	Dependent Birth Date	
I	Dependent Multiple Birth	
J	Dependent Dental Start Date	
K	Dependent Dental Stop Date	
L	Dependent Certification Type	
M	Dependent Qualify	
N	Dependent Medicare	
P	Dependent Vision Start Date	
Q	Dependent Vision Stop Date	
R	Dependent Relation	
S	Dependent HRC Hide Flag	
T	Dependent DL Start Date	

W Dependent DL Stop Date

SCREEN 603 - STATE EMPLOYEE CHARITABLE CONTRIBUTION (SECC) MAINTENANCE

This screen provides a method of collecting charitable contribution enrollment information to become effective at the beginning of the next calendar year. The collection process begins in October, for the State Employee Charitable Contribution (SECC) campaign and continues through mid-December at which time the collected data is applied to the Personnel Maintenance Data Base. All contribution enrollments from the previous year are terminated, unless the employee has signed up to continue or re-enroll. These programs are based on a calendar year.

The local campaign manager (usually the local United Way regional office) in each region of the state participating in the SECC is responsible for the development (within general guidelines provided by the State Comptroller's Office) and the distribution of the SECC enrollment forms. Therefore, these forms are different for those agencies and institution in different regions around the state.

The local campaign manager is responsible for the actual distribution of the contributed funds to the individual charitable organizations being served through the local campaign manager. The recipient code is entered into the B/P/P System. The recipient code on the enrollment form is a six-digit code. These codes are converted to a three-digit payee code when the SECC data is transferred to the Personnel Maintenance Data Base. The first two digits of the recipient code preceded by a leading zero are the payee code used in the Personnel Maintenance Data Base. For example, from the documentation provided by the Brazos Valley United Way, **250001** is the recipient code for the American Red Cross, Brazos Valley. The first two digits are **25**. A leading zero is added and **025** is moved to the Personnel Maintenance Data Base. If there are multiple entries on the enrollment form for different agencies served by the same local campaign manager (federation), these items will be consolidated and transferred as a single payee code. For example, entries for **250001** (Red Cross) and **250002** (BSA) will be combined and transferred as a single item for payee code **025**. The local campaign manager will receive a copy of all of the enrollment forms and will be responsible for making the distribution to the Red Cross and the BSA, based on all of the enrollment forms they receive during the campaign.

After receiving the Screen **603** there are four options available:

1. Return to the Main B/P/P Menu
2. Inquire about a particular Social Security Number (SSN)
3. Add/Modify an individual's charitable contribution
4. Delete an individual from the maintenance screen

These options are described below:

1. RETURN

To return to the Main B/P/P Menu:

- Type an **E** in the **FUNCTION** field or **000** in the **SCREEN** field and press the **ENTER** key or use the **F3** function key. Pressing **F4** will also return you to the main B/P/P Menu.

2. INQUIRE

To inquire about a particular SSN:

- **FUNCTION** field should be blank.
- Type in the individual's SSN and press the **ENTER** key.
- All charitable contributions will be displayed. If the SSN is not on the database the user will receive the following message: **SSN NOT ON PERSONNEL DATABASE**

3. MODIFY

Before a new SSN is added to the database or before any modification is made to an existing charitable contribution, the user must first **INQUIRE** about the SSN as described above. This will 'pull up' any data that already exists for the SSN on the database.

To **ADD** a new SSN to the database the user should:

- Type **M** in the **FUNCTION** field.
- Type in the charitable contribution code along with the deduct amount and press the **ENTER** key.
- The data will be edited and if no errors are encountered by the system, the database will be updated and the user will see the following message: **TABLES DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLES DATABASE UPDATED** message.

To **CHANGE** an existing individual's current deduction(s), the user should:

- Type **M** in the **FUNCTION** field.
- **TAB** to the charitable contribution section of the screen and type in the modification needed.
- Once all desired data has been entered, the user should press the **ENTER** key. The data will be edited and if no errors are encountered by the system, the database will be updated and the user will see the following message: **TABLES DATABASE UPDATED.**

In the event the system detects an error, the incorrect field(s) will be highlighted and the user will see the following message: **HIGHLIGHTED DATA IN ERROR - RE-ENTER.**

The user should correct the error(s) and press the **ENTER** key. If the error(s) were corrected properly the user will then see the **TABLE DATABASE UPDATED** message.

4. **DELETE**

In the event that a SSN must be deleted from the charitable contribution database, the **DELETE** function may be used. Generally, this need is the result of a SSN being entered erroneously.

To **DELETE** an SSN:

- The user must type a **D** in the **FUNCTION** field, type in the SSN and press the **ENTER** key. A delete confirmation window will open. Type **DE** to confirm or **NO** to cancel the deletion and press the **ENTER** key. The user will then see one of the following messages: **SSN HAS BEEN DELETED FROM D.B.** (if deleted) or **Delete canceled, record not changed** (if canceled).

While modifying an employee's contributions, a particular contribution can be deleted by typing over it with a new contribution. Only the last line in a series of contributions can be blanked out to delete the entry.

SCREEN 603 - STATE EMPLOYEE CHARITABLE CONTRIBUTION (SECC) MAINTENANCE

603 TAMUS B/P/P System - Char Contr/Higher Educ Maintenance		09/30/05 13:52
		P BPP0002 R069
Screen: <u>1</u>	Function: <u>2</u> (Blank=Inquire, D=Delete, M=Modify, E=End)	
SSN: <u>3</u>	Name: <u>A</u>	WS: <u>B</u>
Charitable Contribution: <u>4</u>	<u>5</u>	Ded Cd: <u>6</u> Src CD: <u>C</u>
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main		

SCREEN 603 - STATE EMPLOYEE CHARITABLE CONTRIBUTION (SECC) MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ²	System Standard Use
2	FUNCTION	Blank -Inquiry D -Delete M -Modify E -Return to the Main Menu
3	SSN ²	System Standard Use
4	ORGANIZATION (SECC) ²	Numeric, valid 6-digit code. Up to nine allowed, but the first 2-digits must fall into no more than 6 groups.
5	AMOUNT (SECC)	Numeric, not < \$2.00, with decimal point Monthly deduction amount
6	DED CD	1 - 9-Month Deduct Basis (Academic year, Sept. thru May) 2 - 12-Month Deduct Basis

All remaining fields are system generated.

A	NAME	Name of person attached to the SSN
B	WORK STATION	Valid Work Station code
C	DATA SOURCE CODE (SECC)	P - Data input through Screen 603 W - Data input through the web

SCREEN 605 - NET PAY CALCULATION

This screen is used to display an employee's, or prospective employee's, *estimated* net pay amount. The terminal operator can make any desired changes to the deductions allowing them to illustrate to an employee the impact it will have on their "take home pay".

To access this screen, enter **605** in the Screen Code on the main B/P/P Menu and press the **ENTER** key. The Net Pay Calculation screen will be returned.

Once the Net Pay Calculation screen has been presented, enter the employee's UIN or **999999999** if this is for a prospective employee and press the **ENTER** key. For existing employees, the program will return the employee's name as well as all their current deductions. For prospective employees, the name field will contain "Prospective Employee" and the rest of the screen will be blank.

Once you've entered the appropriate UIN and pressed enter you can now make any changes you desire to the deductions and or deduction amounts. After you have made all the required changes, press the **ENTER** key and the deductions will be recalculated and the new net pay amount returned.

The employee's current BPP information is only retrieved once when you enter the UIN initially. After that time the program uses the values on the screen to do all net pay calculations. To reset the employee to the original BPP values, enter **999999999** for the UIN and press the **ENTER** key. Then re-enter the employee's UIN and press the **ENTER** key. The actual BPP values will now be displayed and you can start over with a new scenario for calculating the net pay.

Longevity/Hazardous Duty pay is calculated using the appropriate status code and service months from the Personnel Data Base. Since there is no way for the program to determine whether the person is currently eligible for this entitlement or not, the terminal operator may need to blank this field out before calculating in some instances.

There are several fields that are percentage calculations and therefore, not directly entered by the terminal operator. These are SIT, FIT, OASI, OAH, ORP/TRS, Student Loans, FIM and CSRS. Each of these fields has an associated "deduct code" to indicate whether to calculate the deduction or not. The valid values are listed in the Net Pay Screen Code Values that follow.

SCREEN 605 - NET PAY CALCULATION

605 TAMUS B/P/P System - Net Pay Calculation				08/11/04 10:13	
				D BPP0002 R005	
Screen: <u>1</u>					
UIN: <u>A1</u>		Gross Pay: <u>A2</u>		Lng/Hzd: <u>A3</u>	
Name:		Mo/Bw: <u>B1</u>		Pretax: <u>B2</u>	
-----		Tax Stat: <u>C1 C1</u>		Cty Pay: <u>C2</u>	
* Net Pay: *		Days in Prd: <u>D1</u>			

SIT: <u>D2</u>	<u>D3</u>	<u>D4</u>			
FIT: <u>E1</u>	<u>E2</u>	<u>E3</u>	BL: <u>E4</u>		
OASI: <u>F1</u>		BND: <u>F2</u>	MED: <u>F3</u>		
OAHI: <u>G1</u>		ENGL: <u>G2</u>	DEN: <u>G3</u>		
COD: <u>H1</u>	<u>H2</u>	PARK: <u>H3</u>	VIS: <u>H4</u>		
STD: <u>I1</u>	<u>I2</u>	<u>I3</u>	CHAR: <u>I4</u>	ADD: <u>I5</u>	FIA: <u>I6</u>
LEVY: <u>J1</u>	<u>J2</u>		CHE: <u>J3</u>	LTD: <u>J4</u>	FIB: <u>J5</u>
TTF: <u>K1</u>			EORG: <u>K2</u>	OL: <u>K3</u>	FIC: <u>K4</u>
ANU: <u>L1</u>	<u>L2</u>	<u>L3</u>	TXPR: <u>L4</u>	DL: <u>L5</u>	FIM: <u>L6</u>
DCP: <u>M1</u>			DCPL: <u>M2</u>	LTCE: <u>M3</u>	FIR: <u>M4</u>
SA: <u>N1</u>	<u>N2</u>		USRF: <u>N3</u>	LTCS: <u>N4</u>	CSRS: <u>N5</u>
CU: <u>O1</u>	<u>O2</u>				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---					
Help		Exit Main			

SCREEN 605 - NET PAY CALCULATION EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
A1	UIN ?	System Standard Use
A2	GROSS PAY	Numeric, 2 decimal places
A3	LNG/HZD	Numeric, 2 decimal places
B1	MNTH/BIWK (MONTHLY/BIWEEKLY)	M - Monthly paid employee B - Biweekly paid employee
B2	PRE TAX STATUS	P - Pretax Medical and Dental Amounts, Vision, and ADD Amounts W - Waive Blank -
C1	TAX STATUS	This consists of two parts, the indicator and number of dependents. The format is M or S the marital status followed by a number from 0 to 99 indicating the number dependent exemptions. For example, "M0" or "S1".
C2	COUNTY PAY	Numeric, 2 decimal places
D1	DAYS IN PERIOD	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
D2	SIT DEDUCT CODE	Y - Calculate SIT using tax tables and use any additional amount entered as well Not Y - Do not calculate FIT
D3	SIT EXTRA DEDUCT AMT	Numeric, 2 decimal places
D4	SIT STATE ²	Two character state code for which SIT is withheld.
E1	FIT DEDUCT CODE	Y - Calculate FIT using tax tables and use any additional amount entered as well B - Only use the additional amount entered N - Do not calculate FIT
E2	FIT EXTRA DEDUCT AMT	Numeric, 2 decimal places
E3	ORP/TRS INDICATOR	ORP - Calculate ORP deduction TRS - Calculate TRS deduction
E4	BL - BASIC LIFE DEDUCT	Numeric, 2 decimal places
F1	OASI DEDUCT CODE	Y - Calculate OASI/EOASI/OAHI N - Do not calculate O - Calculate OASI, Override OASI cap
F2	BND - SAVINGS BOND DEDUCT AMT	Numeric, 2 decimal places
F3	MEDICAL DEDUCT AMT	Numeric, 2 decimal places
G1	OAHI DEDUCT CODE	Y - Calculate OAHI N - Do not calculate
G2	ENGL PROFICIENCY DEDUCT AMT	Numeric, 2 decimal places
G3	DENTAL DEDUCT AMT	Numeric, 2 decimal places
H1	COD - COURT ORDER DEDUCT AMOUNT	Numeric, 2 decimal places
H2	COD - COURT ORDER DEDUCT PCT	Numeric, 2 decimal places
H3	PARKING DEDUCTION	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
H4	VIS - VISION DEDUCT AMT	Numeric, 2 decimal places
I1	STUDENT LOAN DEDUCT TYPE	F - Fixed P - Percentage
I2	STUD LOAN DEDUCTAMT	Numeric, 2 decimal places
I3	STUD LOAN DEDUCT PCT	Numeric, 2 decimal places
	MAX PERCENT OF DISPOSABLE INCOME	Greater than zero and less than 100% Five decimals assumed (i.e., 50%=50000)
I4	CHAR - CHARITABLE CONTR DEDUCT AMT	Numeric, 2 decimal places
I5	ADD DEDUCT AMT	Numeric, 2 decimal places
I6	FIA DEDUCT AMT	Numeric, 2 decimal places
J1	TAX LEVY DEDUCT CODE	E - Exemption - Employee is to have Deduct Amount as Net Pay D - Deduction - Deduct Amount is taken in addition to calculated taxes
J2	LEVY - TAX LEVY DEDUCT AMOUNT	Numeric, 2 decimal places
J3	CHE - CHARITABLE CONT EDUCATION	Numeric, 2 decimal places
J4	LTD DEDUCT AMT	Numeric, 2 decimal places
J5	FIB DEDUCT AMT	Numeric, 2 decimal places
K1	TTF - TEXAS TOMORROW FUND DEDUCT AMT	Numeric, 2 decimal places
K2	EORG - EMPL ORG DEDUCT AMOUNT	Numeric, 2 decimal places
K3	OL - OPTIONAL LIFE DEDUCT AMOUNT	Numeric, 2 decimal places
K4	FIC DEDUCT AMT	Numeric, 2 decimal places
L1	ANNUITY DEDUCT CODE	(F) = amount > zero; or, (P) = percent > zero

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
L2	ANNUITY DEDUCT AMT	Numeric, 2 decimal places
L3	ANNUITY DEDUCT %	Numeric, 2 decimal places
L4	TEXAS PROTECTS	Numeric, 2 decimal places
L5	DL - DEP LIFE DEDUCT AMOUNT	Numeric, 2 decimal places
L6	FIM DEDUCT CODE	Y - Calculate FIM N or Blank - Do not calculate
M1	DCP DEDUCT AMOUNT	Numeric, 2 decimal places
M2	DCPL DEDUCT AMOUNT	Numeric, 2 decimal places
M3	LTCE - LTC EMPLOYEE DEDUCT AMT	Numeric, 2 decimal places
M4	FIR DEDUCT AMT	Numeric, 2 decimal places
N1	SA - SPENDING ACCT DEDUCT AMOUNT	Numeric, 2 decimal places (Note: If a spending account amount is entered, the SA Fee will be filled in automatically.)
N2	SA FEE	System generated
N3	USER SERVICES FEE	Numeric, 2 decimal places
N4	LTCS - LTC SPOUSE DEDUCT AMT	Numeric, 2 decimal places
N5	CSRS DEDUCT CODE	Y - Calculate CSRS N or Blank - Do not calculate
O1	CU - CREDIT UNION DEDUCT AMOUNT	Numeric, 2 decimal places
O2	C U FEE - CREDIT UNION FEE	Numeric, 2 decimal places

SCREEN 606 - CASH ADVANCE CALCULATION

This screen is used to display an employee's, or prospective employee's, *estimated* net pay amount. It is similar to the Net Pay Screen, except this screen also calculates employer payment amounts. The terminal operator can also use this screen to "model" any desired changes to the deductions allowing them to illustrate to an employee the impact it will have on their "take home pay". This screen should be used to calculate emergency payments or cash advances to employees who miss a regularly scheduled payroll calculation

To access this screen, enter **606** in the Screen Code form the B/P/P Main Menu and press the **ENTER** key. The Cash Advance Calculation screen will be returned.

Once the Cash Advance Calculation screen has been presented, enter the employee's UIN or '999999999' if this is for a prospective employee, the payroll cycle to be used in the calculation (biweekly or monthly), and either the hours and the hourly rate of pay (if biweekly) or the gross pay amount (if monthly) and press enter. For biweekly paid employees, the gross pay will be calculated. For existing employees, the program will return the employee's name as well as all their current deductions. For prospective employees, the name field will contain "Prospective Employee" and the rest of the screen will be blank.

Once you've entered the appropriate UIN and pressed enter you can now make any changes you desire to the deductions and or deduction amounts. After you have made all the required changes, press the enter key and the deductions will be recalculated and the new net pay amount returned.

The employee's current BPP information is only retrieved once when you enter the UIN initially. After that time the program uses the values on the screen to do all net pay calculations. To reset the employee to the original BPP values, enter **999999999** for the UIN and press the **ENTER** key. Then re-enter the employee's UIN and press the **ENTER** key. The actual BPP values will now be displayed and you can start over with a new scenario for calculating the net pay.

Longevity/Hazardous Duty pay is calculated using the appropriate status code and service months from the Personnel Data Base. Since there is no way for the program to determine whether the person is currently eligible for this entitlement or not, the terminal operator may need to blank this field out before calculating in some instances.

There are several fields that are percentage calculations and therefore, not directly entered by the terminal operator. These are SIT, FIT, OASI, OAH, ORP/TRS, Student Loans, FIM and CSRS. Each of these fields has an associated "deduct code" to indicate whether to calculate the deduction or not. The valid values are listed in the Net Pay Screen Code Values that follow.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
C4-5	TAX STATUS	This consists of two parts, the indicator and number of dependents. The format is M or S the marital status followed by a number from 0 to 99 indicating the number dependent exemptions. For example, "M0" or "S1".
C6	PARKING PRETAX	P - Pretax parking W - Waive Blank
C7	INSURANCE PRETAX	P - Pretax Medical and Dental Amounts, Vision, ADD W - Waive Blank
C8	PRETAX QUALIFIER	Y or N
D1	FIT DEDUCT CODE	Y - Calculate FIT using tax tables and use any additional amount entered as well. B - Only use the additional amount entered N - Do not calculate FIT
D2	FIT EXTRA DEDUCT AMOUNT	Numeric, 2 decimal places
D3	DAYS IN PERIOD	Numeric
D4	COUNTY PAY	Numeric, 2 decimal places
E1	EIC DEDUCTION CODE	A - Single or head of household B - Married without spouse filing certificate C - Married with both spouses filing certificate Blank or N - Do not calculate EIC
E2	EIC MARITAL STATUS	M - Married S - Single
F1	ANNUITY DEDUCT CODE	Filled in by the system using: (F) = amount > zero; or, (P) = Percent > zero

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
F2	ANNUITY DEDUCT AMOUNT	Numeric, 2 decimal places
F3	ANNUITY DEDUCT PERCENTAGE	Numeric, 2 decimal places
F4	DCP DEDUCT AMOUNT	Numeric, 2 decimal places
F5	ORP/TRS INDICATOR	ORP - Calculate ORP deduction TRS - Calculate TRS deduction
F6	ORP/TRS DEDUCT CODE	TRS Blank or N - Do not compute TRS deduction, or A&M System retiree exempt from TRSS surcharge R - Area 1 TRS Retiree from Non-A&M System reporting district, cannot participate in TRS, compute TRSS surcharge. S - Area 1 or Area 2 TRS Retiree from A&M System reporting district, cannot participate in TRS, compute TRSS surcharge. X - Area 2 TRS Retiree from Non-A&M System reporting district, cannot participate in TRS, do not compute TRSS surcharge. Y - Compute TRS deduction ORP Blank or N - Do not compute deduction R - ORP Retiree, do not compute deduction Y - Compute deduction Blank or N - Do not calculate EIC
F7	ORP/TRS AMOUNT	Numeric, 2 decimal places
G1	ROTH DEDUCT CODE	Filled in by the system using: (F) = amount > zero; or, (P) = Percent > zero
G2	ROTH DEDUCT AMOUNT	Numeric, 2 decimal places
G3	ROTH DEDUCT PERCENTAGE	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
G4	DCPL DEDUCT AMOUNT	Numeric, 2 decimal places
G5	OASI DEDUCT CODE	Y - Calculate OASI/OAHI N - Do not calculate O - Calculate OASI, Override OASI cap
G6	OASI EMPLOYER PAYMENT	Numeric, 2 decimal places
H1	TAX LEVY DEDUCT CODE	E - Exemption - Employee is to have CODE D - Deduction - Deduct Amount is taken in addition to calculated taxes.
H2	TAX LEVY DEDUCT AMOUNT	Numeric, 2 decimal places
H3	TEXAS PROTECTS	Numeric, 2 decimal places
H4	OAHI DEDUCT CODE	Y - Calculate OASI/OAHI N - Do not calculate
H5	OAHI EMPLOYER PYMT	Numeric, 2 decimal places
I1	STUDENT LOAN DEDUCT TYPE	F - Fixed P - Percentage
I2	STUDENT LOAN DEDUCT AMOUNT	Numeric, 2 decimal places
I3	STUDENT LOAN PCT	Numeric, 2 decimal places
I4	PARKING DEDUCTION	Numeric, 2 decimal places
I5	PART	Valid Part number
I6	UCI COVERED EARNINGS	Numeric, 2 decimal places
I7	UCI EMPLOYER PAYMENT	Numeric, 2 decimal places
J1	SAVINGS BOND DEDUCT AMOUNT	Numeric, 2 decimal places
J2	CHARITABLE CONTR DEDUCT AMOUNT	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
J3	TITLE CODE	Title Code
J4	WCI COVERED EARNING	Numeric, 2 decimal places
J5	WCI EMPLOYER PAYMENT	Numeric, 2 decimal places
K1	COURT ORDER DEDUCT AMOUNT	Numeric, 2 decimal places
K2	MAX PERCENT OF DISPOSABLE INCOME	Greater than zero and less than 100% Five decimals assumed (i.e., 50%=50000)
K3	CHARITABLE CONT. HIGHER ED	Numeric, 2 decimal places
K4	POSITION VACATION ELIGIBILITY	Y or N
K5	LEAVE COVERED EARNINGS	Numeric, 2 decimal places
K6	LEAVE EMPLOYER PAYMENT	Numeric, 2 decimal places
L1	BNKR DEDUCT AMOUNT	Numeric, 2 decimal places
L2	OPTIONAL LIFE DEDUCT AMOUNT	Numeric, 2 decimal places
L3	BASIC LIFE DEDUCT	Numeric, 2 decimal places
L4	BL EMPLOYER PAYMENT	Numeric, 2 decimal places
M1	FIA DEDUCT AMT	Numeric, 2 decimal places
M2	FIB DEDUCT AMT	Numeric, 2 decimal places
M3	DEP LIFE DEDUCT AMOUNT	Numeric, 2 decimal places
M4	MSP EMPLOYER PYMT	Numeric, 2 decimal places
N1	FIC DEDUCT AMT	Numeric, 2 decimal places
N2	LTC EMPLOYEE DEDUCT AMT	Numeric, 2 decimal places
N3	MEDICAL PRE-TAX AMOUNT	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
N4	MEDICAL DEDUCT AMOUNT	Numeric, 2 decimal places
N5	MEDICAL EMOLUMENT AMOUNT	Numeric, 2 decimal places
N6	MED. EMPLOYER PYMT	Numeric, 2 decimal places
O1	FIM DEDUCT CODE	Y - Calculate FIM N or Blank - Do not calculate
O2	LTC SPOUSE DEDUCT AMOUNT	Numeric, 2 decimal places
O3	DENTAL PRE-TAX AMOUNT	Numeric, 2 decimal places
O4	DENTAL DEDUCT AMOUNT	Numeric, 2 decimal places
O5	DENTAL EMOLUMENT AMOUNT	Numeric, 2 decimal places
O6	DEN EMPLYR PAYMENT	Numeric, 2 decimal places
P1	FIR DEDUCT AMT	Numeric, 2 decimal places
P2	EMPL ORG DEDUCT AMT	Numeric, 2 decimal places
P3	VISION PRE-TAX AMT	Numeric, 2 decimal places
P4	VISION DEDUCT AMT	Numeric, 2 decimal places
P5	VISION EMOLUMENT AMT	Numeric, 2 decimal places
P6	VISION EMPLYR PAY	Numeric, 2 decimal places
Q1	CSRS DEDUCT CODE	Y - Calculate CSRS N or Blank - Do not calculate
Q2	TEXAS TOMORROW FUND DEDUCT AMT	Numeric, 2 decimal places
Q3	ADD DEDUCT AMT	Numeric, 2 decimal places
Q4	ADD EMPLYR PAYMENT	Numeric, 2 decimal places

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
R1	SPENDING ACCT DEDUCT AMOUNT	Numeric, 2 decimal places (Note: If a spending account amount is entered, the SA Fee will be filled in automatically.)
R2	SPENDING ACCT FEE	System generated
R3	ENGL PROFICIENCY DEDUCT AMOUNT	Numeric, 2 decimal places
R4	LTD DEDUCT AMT	Numeric, 2 decimal places
R5	LTD EMPLYR PAYMENT	Numeric, 2 decimal places
S1	CREDIT UNION DEDUCT AMOUNT	Numeric, 2 decimal places
S2	CREDIT UNION FEE	Numeric, 2 decimal places
S3	USER SERVICES FEE	Numeric, 2 decimal places

SCREEN 607 - LUMP SUM CALCULATION

This screen is used to display terminated employee's net pay amount based on receiving a Lump Sum payment for unused annual leave.

To access this screen, enter **607** in the Screen field on the B/P/P Main Menu and press the **ENTER** key. The Lump Sum Calculation screen will be returned.

Once the Lump Sum Calculation screen has been presented, enter the terminated employee's UIN and press the **ENTER** key. The program will return the employee's name, tax status and other fields. Now enter the type of hours (Sick or Vacation), payroll cycle of normal pay (Monthly or Biweekly), hours remaining in balance to be paid, pay rate (hourly rate for biweekly employees and monthly rate for monthly paid employees), **Y** or **N** for a tax-sheltered annuity (TSA), and the termination date.

Once you've entered the appropriate fields above press enter and the program will calculate the net payment and the deduction amounts. These are the relevant amounts that can be entered into the payroll maintenance screens using a non-calculation pay type; or this information can be used to verify the calculation if you use pay type **U**, which performs all of the appropriate calculations during the paycalc process.

Please note that as of 6/18/2003 Federal Income Tax on this screen is computed at a flat rate of 25% of Gross Pay. As of 8/12/2009 State Income Tax on this screen is computed at a flat rate determined by the taxing state.

SCREEN 607 - LUMP SUM CALCULATION

607 TAMUS B/P/P System - Lump Sum Calculation		01/17/02 11:59
		D BPP0002 0015
Screen: <u>1</u>		
UIN: <u>2</u>	Sick/Vac: <u>3</u>	Mnthly/Bwkly: <u>4</u> Hours: <u>5</u> Pay Rate: <u>6</u>
Name:	TSA: <u>7</u>	Term Date: <u>8 8 8</u> Gross Pay: <u>9</u>
Tax Status: <u>10</u>		
Employer Payments	*-----*	
Lng/Hzd: <u>11</u>	UCI: <u>12</u>	* Net Pay: *
PIN No:	WCI: <u>13</u>	*-----*
Vchr:		
Typ:	Covered Earnings	
Pt No:	OASI:	
Acct No:	OAH:	
S-A:	WCI:	
AA:	UCI:	
Obj:	Deductions	
Tlcd:	SIT: <u>14</u>	<u>15</u> <u>16</u>
Adloc:	FIT: <u>17</u>	<u>18</u>
Pos %:	OASI: <u>19</u>	
Src %:	OAH:	<u>20</u>
FLSA:	Annuity: <u>21</u>	
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Exit Main		

SCREEN 607 - LUMP SUM CALCULATION EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use
3	SICK/VAC	S or V
4	MONTHLY/BIWEEKLY	M - Monthly paid employee B - Biweekly paid employee
5	HOURS	Hours accumulated. Numeric; 2 decimals places. Must be Hours accumulated after termination date. Days will be determined based on the number of Hours to determine the number of Holidays to be paid after the termination date.
6	PAY RATE	Monthly salary or hourly rate. Numeric; 2 decimals places
7	TSA	Tax Sheltered Annuity (Y, N, Blank)
8	TERM DATE	Format MM DD YYYY

9	GROSS PAY	Calculated. Numeric; 2 decimals places. Hours + (8 * Number of Holidays) * Pay Rate
10	TAX STATUS	This consists of two parts, the indicator and number of dependents. The format is M or S for the marital status followed by a number from 0-99 indicating the number of dependent exemptions. For example, 'M0' or 'S1'
11	LNG/HZD	Numeric
12	EMPLOYER PAYMENT (UCI)	Numeric
13	EMPLOYER PAYMENT (WCI)	Numeric
14	SIT DEDUCT CODE	Y - deduct SIT N - do not deduct
15	SIT EXTRA DEDUCT AMOUNT	Numeric
15	SIT STATE	Two character state code
17	FIT DEDUCT CODE	Y - deduct amount N - do not deduct
18	FIT DEDUCT AMOUNT	Numeric
19	OASI DEDUCT CODE	Y - deduct amount N - do not deduct
20	OAHI DEDUCT CODE	Y - deduct amount N - do not deduct
21	TAX SHELTERED ANNUITY	Numeric

SCREEN 609- RESEARCH FOUNDATION ALPHA LIST

This screen provides a means of accessing a limited amount of personnel data using an employee's name. It was developed for the TAM Research Foundation to assist them in estimating costs associated with various research project proposals.

To access this screen from a clear screen, enter **609** in the Screen Code on the Main B/P/P Menu and press the **ENTER** key. An Alpha List screen will be returned. The user may request a screen listing individuals alphabetically by last name starting at any point they wish. The workstation and ADLOC for each individual are also listed.

From this screen, once you identify the person you are looking for, enter an **S** by that person and the Research Foundation Inquiry screen will be returned to you.

Data for another employee may be displayed by pressing the <**F3**> key or entering an **E** by NEXT SCREEN. This will return the Research Foundation alpha list screen.

SCREEN 609- RESEARCH FOUNDATION ALPHA LIST

TAMUS B/P/P System - Research Foundation Alpha List		03/06/02 11:51
		BPP0002 0019
Screen: <u>1</u>	Function: <u>2</u> (Blank=Inquire,E=End)	
Alpha list beginning at <u>3</u>		Ending at <u>4</u>
Sel	Name	WS Adloc
<u>5</u>		
-		
-		
-		
-		
-		
-		
-		
-		
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-		
-		
-		
-		
-		
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main		

SCREEN 609- RESEARCH FOUNDATION ALPHA LIST EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	FUNCTION	Blank - Inquiry E - End
3	BEGINNING AT	Alphabetic
4	ENDING AT	Alphabetic
5	SELECT	Blank - no action S - Research Foundation Inquiry Screen

SCREEN 609- RESEARCH FOUNDATION INQUIRY

609 TAMUS B/P/P System - Research Foundation Inquiry		03/06/02 12:08
		D BPP0014 001A
Screen: ____	Function: (Blank=Inquire,E=End)	
Name: A	Paid From: B	
Adloc: C		
Emp Loc: D		
Chk Distr: E		
Bud Sal: F		
Fte Sal: G		
Med Cov: H		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main		

The following data field are displayed for the employee selected:

A	NAME	Name
B	PAID FROM	Paid from Part and Description
C	ADLOC	ADLOC and Description
D	EMP LOC	Employee Location and Description
E	CHK DISTR	Check Distribution and Description
F	BUD SAL	Budgeted Salary
G	FTE SAL	FTE Salary
H	MED COV	Medical Coverage Code

SCREEN 611 - I-9 INQUIRY

This screen contains I-9 form validation and general employment demographic information for a particular employee.

611 TAMUS B/P/P System - I9 Inquiry		01/16/08	12:15
		D BPP0002	0015
Screen: <u> 1 </u>			
SSN/UIN: <u> 2 </u>	Name:	A	
I9 Status: B	User Id:	C	
	Date:	D	
	Expires:	E	
Birth Data: F	Orig Empl:	G	
	Curr Empl:	H	
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Exit Main			

SCREEN 611 - I-9 INQUIRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	SSN/UIN ?	System Standard Use
All remaining fields are protected - inquiry only.		
A	Name	Employee's name associated with SSN
B	I-9 Status	Y - if I-9 Information is on file N - if I-9 information is not on file
C	User ID	User ID that entered the I-9 information
D	Date	Date I-9 information was entered
E	Expires	Date I-9 status expires
F	Birth Date	Birth date of individual associated with SSN
G	Original Employment	The original TAMUS employment date
H	Current Employment	The latest hire date for this employee in this part

SCREEN 612 - I-9 UPDATE

This screen is used to update the I-9 Valid Flag in the Personnel Database. This screen will allow changes of up to 15 employees at the same time. After entering the SSNs, press the **ENTER** key, and a message will appear next to the SSN if the update was successful; otherwise, an error message will be shown stating the problem. Upon updating: If the Reset Flag was blank, the I-9 Valid Flag will be changed from **N** to **Y**, the processing date will be recorded and the I-9 expiration date will be recorded if entered. If the reset flag was **Y**, the I-9 Valid Flag will be reset to **N** and the processing and expiration dates will be reset to blank. If reset flag is **Y** and the expiration date is entered, the reset flag take precedence and the fields are reset. In all cases the processing user ID will be recorded.

612 TAMUS B/P/P System - I9 Update		06/08/09 16:20
		D BPP0009 R005
Screen: <u> 1 </u>		
SSN/UIN	Message	Reset_(Y) I-9-Exp-Dt
<u> 2 </u>	A	<u> 3 </u> <u> 4 </u>
_____		- - - - -
_____		- - - - -
_____		- - - - -
_____		- - - - -
_____		- - - - -
_____		- - - - -
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Exit Main		

SCREEN 612 - I-9 UPDATE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	SSN/UIN ?	System Standard Use UIN/SSN of employees that need I9 flag reset due to revised information
3	RESET FLAG	Y or Blank – Y causes the I-9 flag to be reset to N and the I-9 processing and expiration dates to be reset to spaces. Blank causes the I-9 flag to be set to Y, the processing date is set to today and the expiration date is set to the date entered.
4	I-9 Expiration date	Blank or MM DD YYYY
All remaining fields are protected - inquiry only.		
A	Message	Messages will include the following: Personnel DB Record Updated; SSN is Not Numeric; No Personnel DB Records Exist; I-9 Already Flagged On

SCREEN 613 - COBRA NOTIFICATION MAINTENANCE

This screen is for updating the COBRA notify flag. The flag will initially be blank for a new employee. Screen 106 will update the flag to 'N' if the flag was blank and the medical and dental deduct codes are not blank. The only way the Cobra Notify flag is changed to **Y** is by updating this screen.

613 TAMUS B/P/P - Cobra Notification Maintenance	01/16/08 11:10 P BPP0008 052F
Screen: <u> 1 </u>	
UIN: <u> 2 </u> Name: A	
Cobra Notification: <u> 3 </u>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Exit Main -----	

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use
3	COBRA NOTIFICATION	Blank - Cobra form not sent N - Cobra form not sent Y - Cobra form sent I - Employee is ineligible to receive

All remaining fields are protected - inquiry only.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
A	NAME	

SCREEN 614 - AGGIE ID CARD OFFICE INQUIRY

This screen contains personnel information for use by the Aggie ID Card Office. This is an inquiry only screen. Information may be looked up by entering a valid UIN or SSN or by pressing the <F1> key while the cursor is on the UIN field. A pop-up screen will be displayed where a starting name or UIN can be entered. Select the desired employee by entering any character next to the name (can not be blank). Press <ENTER> to fill in the UIN on the 614 Screen and press <ENTER> again to display the employment information.

To access this screen from a clear screen, enter 614 in the Screen Code on the Main B/P/P Menu and press the ENTER key. The AGGIE ID CARD OFFICE Inquiry Screen will be returned.

```

614 TAMUS B/P/P System - Aggie ID Card Office Inquiry          08/11/04  10:34
                                                                D BPP0002  R005

Screen:  1_
UIN    ___ 2 ___

      Last Name: A
      First Name: B
      Middle initial: C
      Suffix: D

      Title: E
      Status: F
      Curr-Empl: G
      Last-Paid: H
      Birth-date: I

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

SCREEN 614 - AGGIE ID CARD OFFICE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use

All remaining fields are protected - inquiry only.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
A	LAST NAME	Last Name on Personnel Data Base
B	FIRST NAME	First Name on Personnel Data Base
C	MIDDLE INITIAL	Middle Initial on Personnel Data Base
D	SUFFIX	Name Suffix on Personnel Data Base
E	TITLE	Title description from the Tables Data Base
F	EMPLOYEE STATUS	A - Active C - Cobra Participant D - Deceased I - Incapacitated K - Dependents on COBRA L - Leave of Absence Q - Invalid SSN R - Retired S - Survivor of Emp T - Terminated W - Working Retiree
G	CURR-EMPL DATE	MM DD YYYY format, the latest hire date for this employee in the current agency
H	LAST-PAID DATE	MM DD YYYY format, date the employee was last paid
I	BIRTH-DATE	MM DD YYYY format, date the employee was born

SCREEN 615 - TRANSPORTATION SERVICES INQUIRY

This screen contains personnel information for use by TAMU Parking, Traffic and Transit Office (TRANSPORTATION SERVICES). This screen is designed to assist in the administration of the payroll deduction for parking fees. This is an inquiry only screen. Information may be looked up by entering a valid SSN or by pressing the <F1> key while the cursor is on the SSN field. A pop-up screen will be displayed where a starting name or SSN can be entered. Select the desired employee by entering any character next to the name (can not be blank). Press <ENTER> to fill in the SSN on the 615 Screen and press <ENTER> again to display the employment information.

To access this screen from a clear screen, enter 615 in the Screen Code on the Main B/P/P Menu and press the **ENTER** key. The TRANSPORTATION SERVICES Inquiry Screen will be returned.

615 TAMUS B/P/P System - Transportation Services Inquiry						01/17/08 13:15	
						D BPP0002 0015	
Screen:	<u>1</u>						
SSN:	<u>2</u>	UIN:	<u>3</u>	Name:	A	Pin:	B
Stu-Stf-Fac:	C	Pos-Pct-Eft:	D	Annual-Term-Mos:	E	Status:	F
Curr-Empl:	G	Termination:	H	Last-Paid:	I		
Retired-Dt:	J			Paid-Thru:	K		
Residence Address		City		St	Zip	Phone	Priv
L		M		N	O	P	Flag
							Q
Mailing Address							
R							
S		T		U	V	W	
Employment Address							
X							
Y		Z		AA	AB	AC	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help		Exit Main					

SCREEN 615 - TRANSPORTATION SERVICES EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	SSN ?	System Standard Use
3	UIN ?	System Standard Use

All remaining fields are protected - inquiry only.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>DEFINITIONS</u>
A	NAME	Last, Suffix, First MI

B	PIN	Valid alpha Workstation Code followed by a 5-digit numeral; Wage employees will have a Workstation Code followed by spaces
C	STU-STF-FAC	1 - Student 2 - Staff 3 - Faculty
D	POS-PCT-EFT	0.01 thru 100.00 - for budgeted employees 0.0 thru 150.00 - for A PINs 0 - for wage employees
E	ANNUAL-TERM-MOS	1.0 thru 12.0, in half-month increments. One decimal place assumed
F	EMPLOYEE STATUS	A - Active C - COBRA Participant D - Deceased I - Incapacitated L - Leave of Absence R - Retired S - Survivor of Emp T - Terminated W - Working Retiree
G	CURR-EMPL DATE	MM DD YYYY format, the latest hire date for this employee in the current agency
H	TERMINATION DATE	Indicated when the Employee's Status is: D - Deceased R - Retired T - Terminated
I	LAST-PAID DATE	MM DD YYYY format, date the employee was last paid
J	RETIRED-DATE	MM DD YYYY format, indicated when Employee Status is R
K	PAID-THRU DATE	MM DD YYYY format, the last day the employee was paid
L	RESIDENCE - STREET	Alphanumeric, Length=30
M	RESIDENCE - CITY	Alphanumeric, Length=16
N	RESIDENCE - STATE	Alpha, Length=2
O	RESIDENCE - ZIP	Numeric, 5-digit prefix, 4-digit suffix

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>DEFINITIONS</u>
P	RESIDENCE - PHONE	Numeric, Area Code, Prefix, Suffix
Q	PRIV FLAG	Y - Do not give residence address or phone number to Non-TAMU organizations
R	MAILING - C/O	Alphanumeric, Length=30
S	MAILING - STREET	Alphanumeric, Length=30
T	MAILING - CITY	Alphanumeric, Length=16
U	MAILING - STATE	Alpha, Length=2
V	MAILING - ZIP	Numeric, 5-digit prefix, 4-digit suffix
W	MAILING - PHONE	Numeric, Area Code, Prefix, Suffix
X	EMPLOYMENT LOCATION	Alphanumeric, Length=30
Y	EMPLOYMENT - STREET	Alphanumeric, Length=30
Z	EMPLOYMENT - CITY	Alphanumeric, Length=16
AA	EMPLOYMENT - STATE	Alpha, Length=2
AB	EMPLOYMENT - ZIP	Numeric, 5-digit prefix, 4-digit suffix
AC	EMPLOYMENT - PHONE	Numeric, Area Code, Prefix, Suffix

SCREEN 616 – Parking Payroll Deduct Maintenance

Before the first paycalc of the month, a feed is received from PTTS. Remotes enter their parking deductions using Screen 312. Both the feed from PTTS and Screen 312 are read to produce parking deductions for the month. The parking deductions can be viewed using Screen 616. Currently updates are only allowed for PTTS. This will allow PTTS to make updates to employees during the month and not have to wait until the beginning of the next cycle. Screen 616 will only allow updates, new employees will have to added from the feed from PTTS or added on Screen 312 for remote work stations.

To access this screen from a clear screen, enter 616 in the Screen Code on the Main B/P/P Menu and press the **ENTER** key. The Parking Payroll Deduct Maintenance Screen will be returned

```

616 TAMUS B/P/P System - Parking Deduct Maintenance          03/05/08  08:45
                                                            P BPP0003  R128

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

UIN:  2           Name:  A
Campus Code:  B           Ded Cd:  3
Deduct Amt:  4           MTD Deduct Amount:  C
Last Ded Date:  D       Pre Tax Waive:  5

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           EXIT  Main
  
```

SCREEN 616 – Parking Deduct Edits

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN CODE	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. E - Exit (Back to BPP Menu)
2	UIN	Valid 9 digit UIN Pressing PF1 on the UIN will display a pick list of all UIN's that have been set up to have parking deductions for the month.

3	Ded Code	Y or N; Y – Parking deduction will get taken. N – No Parking deduction will get taken. An employee that was not on the initial load at the beginning of the parking cycle cannot have their parking deduction set to ‘Y’. A new parking deduction will have to get created on the next load.
4	Deduct Amount	Monthly Parking Deduct Amount to be taken. This amount will be split for Biweekly employees.
5	Pre Tax Waive	Blank – Pre Tax; W- Waive Pretax

All remaining fields are protected - inquiry only.

<u>NUMBER</u>	<u>DATA FIELD</u>
A	NAME
B	CAMPUS Code
C	MTD DED Amt
D	Last Deduction Date

SCREEN 640 - BILLING DATA BASE MAINTENANCE

Included with the Budget/Payroll/Personnel Data Base is information relating to various insurance programs offered to employees and retirees, survivors, employees on leave status, and etc. Premiums for these insurance benefits are collected for employees through payroll deductions. The other benefit participants are required to pay their premiums to either The Texas A&M University System or directly to the benefit carrier (example: Long Term Care for retirees only and COBRA participants). **All Benefit Eligibility** data (except Long Term Care for retiree only) is maintained in the Personnel Data Base maintenance module of the B/P/P System.

Most benefit participants pay their premiums through a monthly billing system. This feature is offered through the BPP System. The BPP Billing system automatically generates bills or bank drafts for participants, allows for entry of payments, allows for a request of a manual bill, and maintains a history of each participant's payment status by type of coverage.

The Billing Data Base maintenance module contains information on bills, bank drafts, and receipts for retiree billing. All the information in the data base is organized by social security number and invoice number.

Invoices are generated monthly by an automated billing process, and may be created or adjusted on Screen 641 - Bill Request. A receipt must have an invoice number in order to be entered into the data base. Receipts are automatically generated for bank drafts and may be entered or adjusted on the Screen 642 - Receipt Entry. Amounts entered or adjusted on the Screen 641 - Bill Request and Screen 642 - Receipt Entry update fields in the Personnel Data Base (viewed on Screen 118 in Personnel Data Base Maintenance).

To access the Billing System from a clear screen enter **640** in the Screen Code on the B/P/P Main Menu and press the **ENTER** key. The Billing Menu screen will be returned.

SCREEN 640 - BILLING DATA BASE MAINTENANCE

640 TAMUS Budget/Payroll/Personnel Billing System	01/10/2008 13:32 D BPP0017 0015
<p>Screen: <u> 1 </u> Optional→ UIN: <u> 2 </u> Invoice: <u> 3 </u></p> <p>641 Bill Request 642 Receipt Entry 643 Invoice History 644 Invoice Detail 645 Batch Total 646 Batch Insurance Totals 000 Exit to Menu</p>	
<p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---</p> <p style="text-align: center;">Help Exit MAIN</p>	

SCREEN 640 - BILLING DATA BASE MAINTENANCE EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use, Optional to be entered here.
3	INVOICE	7 digit invoice number related to the requested UIN.

SCREEN 641 – BILL REQUEST

This screen is used to request a mid-cycle bill, or to make adjustments to an existing invoice. These invoices may be requested at any time during the month. They are printed once per month by BPP and can be printed by HRConnect as users need them. Amounts billed are reflected in the Personnel Data Base on the Billing Information screen as soon as they are entered here. This process is most often used for new retirees or LWOP employees. (Revised 11/01/2007) There is a HRConnect process (11/2007) to create and print a bill for more urgent processing.

641 TAMUS B/P/P System - Bill Request Screen						01/10/08 14:21	
						D BPP0017 R009	
Screen: <u>1</u>	Function: <u>2</u> (Blank=Inquire N=New A=Add C=Correct E=End)						
<u>3</u>	<u>4</u>	<u>5</u>					
UIN: 111002222	Invoice: 0101010	WS: F					
Name: WHITE SNO E							
Due Date	Invoice	Coverage	Medical	Dental	Status		
MM DD YYYY	Total	MM YYYY	carrier	carrier			
09 01 2005	<u>7</u> 186.92	09 2005	01	01	PAID		
<u>6</u>		<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>		
Bill Amounts							
BL	Medical	Dental	Vision	OL	DL	ADD	LTD
<u>12</u>	102.98	61.11	7.88	12.00	1.20	1.75	
				LTCE			
				LTCS			
Employer Amounts (SGIP) <u>13</u>							
	2.85	430.47					
Comment: _____						Re-Print: N <u>15</u>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help			Exit Main				

<u>Nbr</u>	<u>Data Field</u>	<u>Description / Values</u>
1	SCREEN ?	System Standard Use
2	Function	Valid values are: <ul style="list-style-type: none"> • Blank – Inquiry – UIN/SSN and invoice number are required • C - Correction – An inquiry must precede a correction. Used to adjust the amount of a previously entered invoice. You enter what the new amounts should be. This function updates the database. • N - New Bill – This option fills in insurance amounts for this bill from premiums and employer amounts as they appear on Screen 118. These amounts may then be changed. You must ADD (A) after this to write the bill to the database. • A - Add – Adds this invoice to the database. • E - End – Ends screen use; returns to the Billing System menu (640)
3	UIN/SSN ?	System Standard Use
4	Invoice ?	Enter this number if correcting a previously created bill; a new

number will be generated if creating a new bill.

- | | | |
|----|-------------------------|--|
| 5 | WS (Work Station Code) | Required for security checking; display only. |
| 6 | Due Date | If left blank, the first day of the next month is used. |
| 7 | Invoice Total | Total amount of the Invoice. If left blank, the process adds up the individual insurance amounts and fills in this total. |
| 8 | Coverage | Indicates the month and year of coverage being billed. This prints on the bill. |
| 9 | Medical Carrier | Valid medical carrier code. |
| 10 | Dental Carrier | Valid dental carrier code. |
| 11 | Bill Amounts | The insurance amounts the retiree must pay. |
| 12 | Status | Display only, values can be: <ul style="list-style-type: none"> • Credit • Entered • New • Paid • Printed • Re-print |
| 13 | Employer Amounts (SGIP) | The amounts the employer pays. |
| 14 | Comment | Comments pertaining to the creation of this bill. |
| 15 | Re-print | N / Blank – no re-print requested
Y - re-print requested. |

SCREEN 642 - RECEIPT ENTRY

This screen is used to enter all receipts and adjustments to receipts. Receipt information entered here immediately updates the balances on Screen 118 in the Personnel Database. This screen is used to cancel the automatic receipt for a bank draft if the draft is returned for insufficient funds. Bank draft adjustments and cash receipts must be entered in separate batches. A batch number is created on entry to this screen and the batch is "closed" when the screen is exited.

642 TAMUS B/P/P System - Receipt Entry Screen				11/09/04 13:58			
				D BPP0002 R011			
1067 Invalid SSN/UIN, must be 9 digits							
Screen: <u>1</u> Function: <u>2</u> (Blank=Inquire, N=New, A=Add, C=Correct, E=End)							
UIN	<u>3</u>	Invoice	<u>4</u>	WS	Batch Number	Batch Total	
Name							
Check Number		Total		Date			
<u>5</u>		<u>6</u>		<u>7</u>			
BL	MED	DEN	VIS	OL	DL	ADD	LTD
<u>8</u>							
				LTCE:		LTCS:	
Comment: <u>9</u>							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Help		Exit		Main			

DESIRED
FUNCTION
CODE

GENERAL DESCRIPTION

- | | |
|-------|--|
| BLANK | INQUIRY - This will show the total of all receipts and receipt adjustments entered for the designated invoice. |
| C | CORRECTION - SSN and invoice are required. This must follow an inquiry. Enter what the amounts should be, not the amount of the adjustment. This function will update the database. |
| N | NEW RECEIPT - Enter the SSN and an invoice number with this code and the corresponding amounts still due from that invoice will be filled in. You may then edit the amounts. You must ADD (A) in order to write to the database. |
| A | ADD to database. |

SCREEN 642 - RECEIPT ENTRY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	FUNCTION	Blank - Inquire N - New A - Add C - Correct E - End
3	UIN ?	System Standard Use
4	INVOICE ?	Invoice number already present in the Billing Database.
5	CHECK NUMBER	Required field.
6	TOTAL	Total of receipt.
7	DATE	Date of receipt. Will fill in today's date, but may be edited. Must be a valid date in the format MM DD YYYY.
8	INSURANCE AMOUNTS	Numeric
9	COMMENT	This field is only for the processor's notes. It is stored in the database, but not printed.

SCREEN 643 - INVOICE HISTORY

This screen is for inquiry only. It will show 9 invoices in due date order for the designated person in the Billing Database. START NEXT WITH may be indicated to select a starting point at a specific date. The initial screen of information will start with the newest invoice on the database. If you have paged all the way to the bottom of the invoices, placing a future date (like 01 01 2099) will start the list over from the latest available invoice. The OUTSTANDING ONLY field allows you to select only those invoices that have amounts still due. A Y in this field will cause the screen to skip those invoices that are fully paid. Only Invoice summary information is shown. You may go directly from this screen to the Invoice Detail screen (644) by typing the line number of the invoice number for which you want to see detail. If 0(zero) is left in the SELECT-LINE-NBR field, the screen will page to the next set of invoices. (revised 1/2008)

```

643 TAMUS B/P/P System - Invoice History Screen                                01/10/08  15:14
                                                                                   D BPP0017  R009

Screen:  1  UIN: 111002222  Select Line Nbr: 0  3
          Name: WHITE SNO E  4  WS: F  5
Start next with: 05 01 2006  Outstanding Only:  7
          6 MM DD YYYY  (Enter 'Y' to limit)

Select
Line      Invoice Typ Status  Due-Date--  Month      Med  Balance
Nbr      Invoice Typ Status  MM DD YYYY  MM YYYY Comment Carr Due
1      0118629  A PAID    01 01 2007  01 2007
2      0111297  A PAID    12 01 2006  12 2006
3      0103972  A PAID    11 01 2006  11 2006
4      0096612  A PAID    10 01 2006  10 2006
5      0089316  A PAID    09 01 2006  09 2006
6      0081891  A PAID    08 01 2006  08 2006
7      0074464  A PAID    07 01 2006  07 2006
8      0067035  A PAID    06 01 2006  06 2006
9      0059848  A PAID    05 01 2006  05 2006

8  9  10 11  12  13  14  15  16
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
          Help      Exit  Main
    
```

SCREEN 643 - INVOICE HISTORY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use
3	SELECT LINE NBR	Select 1 – 9 to get details of Invoice desired. 0 (zero) will allow paging.
6	START NEXT WITH	Due Date to start from. (MM DD YYYY)
7	OUTSTANDING ONLY	Y - Show only invoices with outstanding amounts due. N or Blank - Show all invoices

All remaining fields are protected - display only.

4	NAME	Retiree/ billing person requested.
5	WS	Work Station
8	Select Line Nbr	Lines of detail invoices from which to choose. Marked 1 – 9.
9	INVOICE NUMBER	
10	INVOICE TYPE	A - automated D - draft R - requested
11	STATUS	Entered, Printed, Re-Print, Paid
12	DUE DATE	MM DD YYYY
13	COVERAGE MONTH	MM YYYY month and year of coverage
14	COMMENT	
15	MEDICAL CARRIER	
16	BALANCE DUE	

SCREEN 644 - INVOICE DETAIL

This is the Invoice Detail screen. It will show detail for bills, receipts and bank drafts for a specific invoice number. Up to four transactions associated with the invoice will be shown at a time.

644 TAMUS B/P/P System - Invoice Detail Screen										01/11/08	15:01
Screen: <u>1</u>										D BPP0017	R013
2		3			4			5			
UIN: 111002222 Name: WHITE SNO E										WS: F 10	Bal Due: 50.00 11
Inv: 0178641 Seq: 04 Type: A Status: PRINTED										Due: 09 01 2007	Med Carrier: 01 13
6		7		8		9		12			
Cv: 09 2007										Den Carrier:	
14		15		16							
01 BILL 09 03 2007										6.20	1.40
2.85 485.69										15.00	1.50
02 RECEIPT 09 07 2007										BATCH: 0030714	CHECK: 0001163
39.06										6.20	1.40
03 CORRECT 09 07 2007										BATCH: 0030717	CHECK: 0001163
-39.06										-6.20	-1.40
04 RECEIPT 10 17 2007										BATCH: 0031460	CHECK: 0001214
66.99										6.20	1.40
17										15.00	1.50
18											
Enter PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Help			Exit Main			Hist List					

SCREEN 644 - INVOICE DETAIL EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	UIN ?	System Standard Use
3	NAME	Retiree / billing person requested.
4	WS	Work station of this person.
5	TOTAL BALANCE DUE	A negative number indicates over payment
6	INVOICE ?	Valid invoice number.
7	SEQ	Beginning Sequence number. Automatically fills in the next number after this page.

All remaining fields are protected - inquiry only.

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
8	TYPE	Batch Type
9	STATUS	Entered, Printed, Re-print, or Paid.
10	DUE DATE	Due Date of original invoice. MM DD YYYY
11	MED CARRIER	Medical Carrier Code
12	COVERAGE	Year and month of insurance coverage. For quarterly, semi-annual or annual invoices, this will show the last month of coverage.
13	DEN CARRIER	Dental Carrier Code
14	SEQUENCE NUMBER	Transaction number.
15	TRANSACTION TYPE	BILL, ADJ BILL, RECEIPT, ADJ RECEIPT, DRAFT
16	DATE ENTERED	
17	THIS ROW SHOWS RETIREE AMOUNTS	
18	THIS ROW SHOWS EMPLOYER AMOUNTS	
<PF6>	Returns to Invoice History (Screen 643)	
<PF7>	List Invoice Summary (644 in report format) and returns to 644 screen.	

SCREEN 645 - BATCH TOTAL

This screen is used to view the total receipts entered for a given Batch number. It will show up to 32 receipts in invoice number order. When the Work Station code and batch number are entered, the receipts and total for that batch will be shown. If the batch has more than 32 receipts, you may enter a starting sequence number.

```

645 TAMUS B/P/P System - Batch Total Screen                               11/09/04  14:37
                                                                           D BPP0002  R011

Screen:  1_  Batch:  2_  Type:                                     Start:  3_
      WS:   Date:                                     Number of Receipts:  Total:
Seq  UIN      Invoice      Amount  Seq  UIN      Invoice      Amount

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

SCREEN 645 - BATCH TOTAL EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	BATCH	Enter a valid Batch number.
3	START	Enter a starting sequence number.

SCREEN 646 - BATCH INSURANCE TOTAL

This screen is used to view the total receipts entered for a given Batch number. It will show total amounts for that Batch by insurance type.

```

646 TAMUS B/P/P System - Batch Insurance Totals                                01/17/02 13:41
                                                                                   D BPP0002 0015

Screen:  1  Batch:   2      Type:
      WS:   Date:      Number of Receipts:      Total: _____

Insurance Type      Amount

                BL
                MED
                DEN
                VIS
                OL
                DL
                ADD
                LTD
                LTCE
                LTCS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help      EXIT Main

```

SCREEN 646 - BATCH INSURANCE TOTAL EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
2	BATCH	Valid Batch number.

SCREEN 701 - EMPLOYMENT & SALARY HISTORY

Personnel / Budget Records

This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time a change is made to Personnel and Budget records. General information is available including salary, job title, appointment period, percent effort, PIN, and original and current employment dates.

To access this screen, type **701** in the Screen field on any screen and press the **ENTER** key. The Employment & Salary History screen will be returned.

Once the Employment & Salary History screen has been presented; key in the employee's social security number in the SSN field. (You may press the <**F1**> key to obtain a list of available social security numbers and select one from that list.) Then, optionally, you can choose a particular date with which to start the list. To do so, type the date into the Effective Date field in the upper right corner of the screen. When you press the **ENTER** key, a portion of the list is displayed.

Once the list of employee and salary history is presented, you have several options from which to choose. You can either:

- Key in another screen's number in the Screen field at the top of the screen to go to that screen; or,
- Press the **ENTER** key to view more of the list (pressing the **ENTER** key when the message "END OF RECORDS FOR SSN" appears at the bottom of the screen will return you to the beginning of the list); or,
- Press the <**F3**> key (now labeled "Exit" on the screen) to quit the list and return to the main menu; or,
- View the detail of an item.

To view the detail of an item, Place an **X** in the **Sel** column by the row of the item whose detail you wish to view and then press the **ENTER** key. The detail of the item you selected is now presented.

After the detail of the item is displayed, you can:

- Type in a screen number in the Screen field to go to another screen; or,
- Press the **ENTER** key to return to the list of records from which you left; or,
- Press the <**F3**> key (now labeled "Exit") to quit viewing both the detail and the list, returning to the SSN field, ready to enter another employee's social security number.

Quick steps for screen 701:

- Type 701 in the screen field
- Type in the social security number
- Press <ENTER> to view list
- Key in specific effective date for which to begin viewing records (optional)
 - Press <ENTER>
- View detail (optional)
 - Use any character to select item
 - Press <ENTER> to see detail screen
 - Press <ENTER> again to return to list
- View more records by pressing <ENTER>
- Input new social security number or Press <F3> to exit

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
D	Title Code	Title code as of corresponding Action Date
E	ADLOC	Administrative location as of corresponding Action Date
F	Location	Employee location as of corresponding Action Date
G	Percent Effort	Percent effort as of corresponding Action Date
H	PIN	Position identification number as of corresponding Action Date
I	Last Action Code [?]	Budget action code as of corresponding Action Date
J	Action Date	Budget Action Date
K	Current Employment Date	Current employment date as of corresponding Action Date

[?] Help is available on screen by pressing the <F1> key

SCREEN 701 - DETAIL SCREEN OF EMPLOYMENT & SALARY HISTORY

701 TAMUS BPP System - Employment and Salary History		01/25/05 13:46
Personnel/Budget		P BPU0005 R038
Screen: <u>1</u>		
SSN <u> A </u>	Name <u> B </u>	Orig Employment Date <u> C </u>
Title Code <u> E </u>	<u> F </u>	Effective Date/Seq <u> D </u>
Adloc <u> I </u>	<u> J </u>	Appt Period <u> G </u> <u> H </u>
Loc <u> L </u>	<u> M </u>	Annual Term <u> K </u>
FTE Mo/Hrly <u> O </u>		Action Code(s) <u> N </u> <u> N </u>
Perc Effort <u> Q </u>		Action Date <u> P </u>
PIN <u> S </u>		Change Date <u> R </u>
Employee Status Cd <u> U </u>		Term Date <u> T </u>
Source of Update <u> W </u>		Retire Date <u> V </u>
		Term RC <u> X </u>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
HELP Quit Main		

**SCREEN 701 - DETAIL SCREEN OF EMPLOYMENT & SALARY HISTORY
EDIT DEFINITIONS**

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	Screen ?	System Standard Use
A	SSN ?	System Standard Use
B	Name	Employee's name
C	Original Employment Date	MM DD YYYY Date employee was originally employed in the agencies of the A&M System
D	Effective Date & Sequence Number	MM DD YYYY nnn Effective date & sequence of the record from which the data displayed is taken
E	Title Code	Title code
F	Title Code Description	Title code description
G	Appointment Period Start	Starting date of appointment period
H	Appointment Period End	Ending date of appointment period
<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>

I	ADLOC	Part & account of administrative location
J	ADLOC description	Description of administrative location
K	Annual Term months	Length of appointment for the fiscal year
L	Location	Part & account of employee location
M	Location description	Description of employee location
N	Action Code(s)	Action code(s)
O	FTE Monthly/Hourly	FTE monthly salary for budgeted employees; hourly rate for non-budgeted
P	Action Date	MM DD YYYY Date the change was to take effect
Q	Percent Effort	Percent effort
R	Change Date	MM DD YYYY Date item was entered
S	PIN	Position Identification Number
T	Termination Date	MM DD YYYY Date of termination of employment, if any
U	Employee Status Code	Status of employee in BPP at time the history record was made
V	Retire Date	Retirement date at the time the history record was made
W	Source of Update	FY - During process of new Fiscal Year BUDGT - Record change in Budget PERS - Change in Personnel record
X	Term RC	Termination reason code at time history record was made

? Help is available on screen by pressing the <F1> key

SCREEN 711 - EMPLOYMENT & SALARY HISTORY

Payroll Records

This screen displays a list of selected employment and salary history information for an employee. The history is gathered at the time Payroll records are generated. General information is available including actual compensation, monthly FTE rate, salary, job title, percent effort, percent increase, PIN, and original and current employment dates. The detail screen (described further below) shows pay information for pay dates in a chosen month, including object class, pay type, and longevity paid.

To access the main Employment & Salary History screen, type **711** in the Screen field on any screen and press the **ENTER** key. The Employment & Salary History screen will be returned.

Once the Employment & Salary History screen has been presented, type the employee's social security number in the SSN field. (You may press the <F1> key to obtain a list of available social security numbers and select one from that list.) Then, optionally, you can choose a particular date with which to start the list. To do so, type the month and year into the Start With field in the upper right corner of the screen. When you press the **ENTER** key, a portion of the list is displayed.

Once the list of employee and salary history is presented, you have several options from which to choose. You can either:

- Type in another screen's number in the Screen field at the top of the screen to go to that screen; or,
- Press the **ENTER** key to view more of the list (pressing the **ENTER** key when the message "END OF RECORDS FOR SSN" appears at the bottom of the screen will return you to the beginning of the list); or,
- Press the <F3> key (labeled "Exit") to return to the main menu; or,
- View the detail of an item.

To view the detail of an item, Place an **X** in the **Sel** column by the row of the item whose detail you wish to view and then press the **ENTER** key. The detail of the item you selected is now presented.

After the detail of the item is displayed, you can:

- Type in a screen number in the Screen field to go to another screen; or,
- Press the **ENTER** key to return to the list of records from which you left; or,
- Press the <F3> key (labeled "Exit") to quit viewing the detail and return to the SSN field, ready to enter another employee's social security number.

Quick steps for screen 711:

- Type 711 in the screen field
- Type in the social security number
- Press <ENTER> to view list
- Key in specific effective date for which to begin viewing records (optional)
 - Press <ENTER>
- View detail (optional)
 - Use any character to select item
 - Press <ENTER> to see detail screen
 - Press <ENTER> again to return to list
- View more records by pressing <ENTER>
- Input new social security number or Press <F3> to exit

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
C	Month/Year	MM YYYY Month & year for which the data in the row is shown
D	Actual Compensation	Total dollar amount of compensation for the particular Month/Year
E	Mo FTE Rate	Monthly FTE rate for the particular Month/Year
F	Pct Inc	Percent Increase, if any, over the amount of compensation from the prior month
G	Title Code	Title code for the particular Month/Year
H	ADLOC	Administrative location for the particular Month/Year
I	PIN	Position identification number for the particular Month/Year
J	Percent Effort	Percent Effort for the particular Month/Year
K	Current Employment Date	Current employment date for the particular Month/Year

? Help is available on screen by pressing the <F1> key

SCREEN 711 - EMPLOYMENT & SALARY HISTORY

Detail Records Screen

```

711 TAMUS BPP System - Employment and Salary History          01/31/05  16:32
                        Payroll                                D BPU0005  R005

Screen:  1

SSN      A      Name      B      Orig Employment Date  C
Adloc    D
Paydate  Pay      Mo/Hrly  Title      Obj  Perc  Longevity
   E      Typ      Rate      Code Pin   PT  Acct Class  Effort  Paid
   E      F      G      H      I  J      K      L      M      N

*** END OF DETAIL RECORDS FOR 11 / 2004 ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
HELP      Exit  Main ---

```

SCREEN 711 - DETAIL SCREEN OF EMPLOYMENT & SALARY HISTORY EDIT DEFINITIONS

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
1	SCREEN ?	System Standard Use
A	SSN/UIN	System Standard Use
B	Name	Employee's name
C	Original Employment Date	MM DD YYYY Date employee was originally employed in the agencies of the A&M System
D	Ad Loc	Part number & account number and description of the Administrative Location
E	Pay date	MM DD YYYY Pay date for which the data in the row is displayed

<u>NUMBER</u>	<u>DATA FIELD</u>	<u>EDITS PERFORMED</u>
F	Pay Type [?]	Pay Type for the particular pay date item
G	Salary	Dollar amount paid for the particular pay date item
H	Monthly or Hourly Rate	Pay rate, per hour if paid bi-weekly or per month if paid monthly, for the particular pay date item
I	Title Code	Title code in effect for that particular pay date item
J	PIN	Position identification number for the particular pay date item
K	Part & Account	Part & account from which the particular pay date item was paid
L	Object Class	Object class given to the particular pay date item
M	Percent Effort	Percent effort for the particular pay date item
N	Longevity	Dollar amount of longevity pay for the particular pay date item

[?] Help is available on field by pressing the <F1> key after placing cursor in/on that field value.

SCREEN 750 – BENEFIT HISTORY MENU

```

750 TAMUS Budget/Payroll/Personnel Benefit History                                01/11/08 15:47
                                                                                   D BPP0017 R013

Screen: 1__  UIN: 2_____  Type: 3__

751 Benefit History by Date/Reinstate
754 Benefit History by Ded Type
757 Benefit History As Of A Date
758 Dependent History As Of A Date

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

```

- 1 SCREEN ? System Standard Use
- 2 UIN ? System Standard Use
- 3 TYPE ? Used to bring up the possible values for "deduct type" used in conjunction with screen 754

? Help is available on field by pressing the <F1> key after placing cursor in/on the field value.

SCREEN 751 - CHANGES BY DATE/REINSTATE

Benefit History recorded events in date sequence.

751 TAMUS BPP System - Benefit History - Changes by Date						01/11/08 15:55		
Personnel/Budget						D BPP0017 R013		
Screen: <u>1</u>								
UIN: <u>2</u>		Name: <u>3</u>			Start From: <u>4</u>			
Date/Time		Hdr						
Sel	Updated	Userid	Chg	Benefits Changed				
<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>				
	<u>10</u>		<u>11</u>					
	09 19 2007	BPP0000	*	VIS LIF ADD				
	23:15:45							
	09 03 2007	BPP0000	*	BL MED DEN VIS LIF ADD LTD				DEP
	11:59:59 INITIAL BENEFIT HISTORY RECORD FOR FY 2008							
	08 17 2007	K138MA	*	MED DEN VIS LIF ADD				DEP
	10:39:40 Coverage changed/cancelled due to balance owed.							
	08 16 2007	BPP0000	*	MED DEN VIS LIF ADD				
	23:19:32							
	07 18 2007	K138MA	*	MED DEN VIS LIF ADD				DEP
	10:55:14							
*** Press ENTER to View More Records ***								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
Help		Exit		Main				

- 1 SCREEN ? System Standard Use
- 2 UIN ? System Standard Use
- 3 Name Display
- 4 Start From MM DD YYYY Selectable date from which to look Back in time
- 5 Sel B - Benefit Detail D - Dependent Details , R – Reinstate, U – Unreinstate.
- 6 Date Date updated MM DD YYYY of the particular Benefit History event being created.
- 7 Userid User id that modified benefits to have this record created of benefit history. BPP0000 is a system process that created this BH. K138MA is a personnel action that created a BH. LOADAE is the annual process that places the new/revised 9/1 coverages out on the benefit system for Annual Enrollment choices.
- 8 Hdr Chg * indicates that information in the header lines of data changed.
- 9 Benefits Chg See detail lines below this to see the possibilities like BL, Med, Dep.
- 10 Time updated HH:MM:SS of the particular Benefit History record being created. HH is military 24 hour time.
- 11 Comment Last comment and/or comment made during this BH update. When a person is Reinstated, a comment will appear stating that the record has been flagged to be reinstated.

? Help is available on field by pressing the <F1> key after placing cursor in/on the field value.

Reinstate Process.

The new Reinstate function is a two step process. The first step involves going to the '751 Benefit History by Date/Reinstate' Screen and selecting the record to be reinstated. The second step involves using the 115 and 106 Screens in Correct Mode. The screens will show a pop-up letting you know the record has been flagged for reinstatement.

Pressing PF1 under the 'Sel' column will bring up the below pop up box.

```

751,TAMUS BPP System - Benefit History - Changes by Date      12/17/08,,15:26
                    Personnel/Budget                          D R003

Screen:____

UIN: ,XXXXXXXXX Name: AGGIE JOE                               Start From: 06 09 2008
   Date/Time      Hdr
Sel  Updated      Userid   Chg  Benefits Changed
   12 17 2008    BPP0007   *   BL  MED DEN VIS LIF ADD LTD   SA  DEP
       13:23:59
   12 16 2008    BPP0007   *           MED      VIS      ADD   SA  DEP
+-----+-----+
| No more data                                     | S   ADD   SA  DEP
|           BPP Help Routine                       |
|           Benefit history function               |
|           Code           Description             |
|-----|-----|
| _ B   ,,View 106 BH Benefit Screen              | S LIF ADD LTD   SA  DEP
| _ D   ,,View 115 BH Dependent Screen            | FOR FY 2009
| _ R   ,,Reinstate BH Record                    | ND STOP DATES
| _ U   ,,UnReinstate BH Record                  |
|                                               *
|
| F7= Up   F8= Down
+-----+-----+

```


Once the Benefit History Record has been flagged for Reinstatement through Screen 751. You may then proceed to the 100 series in Correct mode. In regards to making changes to benefits it has always been important to update the 115 dependent screen before proceeding to Screen 106 benefit screen. To ensure a successful reinstatement it's important to reinstate dependents on the 115 screen prior to reinstating benefits on the 106 screen.

Once you are in correct mode on the 115 screen and press ENTER, the program will identify that this UIN has been flagged for reinstatement and will display the below pop up box. The dependent UIN's on the benefit history record will be matched with the UIN on the 115 screen and the dependent will be overlaid.

```

115,TA+-----Benefit History Reinstatement-----+ 08:54
Screen | | R002
| | Flagged for Reinstatement. Enter Y to Begin or N to Exit _ |
UIN: 8 +-----+
Last Name          First Name      MI Sufx          Start      Stop
AGGIE _____  JOE _____  _____  MED Y 09012007 999999
Birth Dt _____ Mult Birth _      UIN _____  DEN
Cert Typ 1         Qualify _ Medicare _ SSN _____  VIS Y 09012008 999999
Rel SP            HRC Hide _      DL Y 11011996 999999
                                     MED
-----
Birth Dt _____ Mult Birth _      UIN _____  DEN
Cert Typ _____ Qualify _ Medicare _ SSN _____  VIS
Rel              HRC Hide _      DL
                                     MED
-----
Birth Dt _____ Mult Birth _      UIN _____  DEN
Cert Typ _____ Qualify _ Medicare _ SSN _____  VIS
Rel              HRC Hide _      DL
                                     MED
-----
Birth Dt _____ Mult Birth _      UIN _____  DEN
Cert Typ _____ Qualify _ Medicare _ SSN _____  VIS
Rel              HRC Hide _      DL

```

The 106 screen will also provide a pop up box. The pop up text will show how the dates will be defaulted. Below is a list of fields that will not be reinstated.

Fields/Deductions Not Allowed to be Reinstated.

- Wrk Stn
- Employee Status
- Benefit Salary
- Optional Life Salary
- Employee and Employer Payment Amounts will be recalculated.
- LTCE/LTCS Deductions
- Comments will always be blank on Reinstatement

Other Rules.

- Only deductions that are turned on in Benefit History will be Reinstated, this is true for dependents also.
- Reinstatement will only happen if the 106 deduct code changes. Reinstatement will not happen if the Benefit History flags are turned off or are the same as the 106 screen.
- Reinstatement ion will restore a dependent’s insurance type. Reinstatement will not be done if the dependent’s benefit history flag is set to ‘N’.

Defaults

- Comments will be defaulted to ‘Reinstated from MMDDYYYY’.
- Optional Life Employees – Plan Number Only, Coverage Amount will be zero.
- Optional Life Retirees – Only Coverage Amount will be Reinstated.

Once the record has been successfully reinstated, a background process will unreinstate the Benefit History Record and the record will no longer be shown as ‘Flagged’ when viewed on the 751 screen.

106 TA	+-----Benefit History Reinstatement-----+										18/08 0:18
Screen											R002
UIN: 8	Flagged for Reinstatement, Blanking out Dates (Y,N).										Status: A
+-----+											
SGIP-Rate	F	SGIP-Dt	09011994	GS-Sup	PreTaxWaive	Tob,N,Ben-Salary	76376				
D P P	C F	Certified-other-med,N,PreTaxQual	Y	OL-Salary	76376						
Ins e t l a a	Cover	Deduct	Payment	Start	Due	Change	Stop				
d y n r m	Amount	Amount	Amount	Date	Date	Date	Date				
BL	2 1	5000	2.85	09011994	09012008	09011994	99999999				
MED	2 2 1 61 F	5	150.33	639.33	09012007	12012008	09012007	99999999			
DEN	2 N 2 04 C	4	34.97		09012006	09012008	09012006	99999999			
VIS	2 N	F	5	18.16	09012008	12012008	10012008	99999999			
OL	2 2	152000	10.64		09011996	09012008	09012007	99999999			
DL	2 A	F	121600	5.32	11011996	09012008	05102005	99999999			
ADD	2 N 2	F	500000	12.00	09011998	12012008	10012008	99999999			
LTD	2 N		21.64		09012007	09012008	09012007	99999999			
LTCE											
LTCS											
SAHC	2 12	1200.00	100.00		09012008	12012008	09012008	08312009			
SADC	2 12	4999.92	416.66		09012008	12012008	10012008	08312009			
Debit Card Y											
Direct-Dep	Y	MedCr	ABO	LWOP-Start-Date	09012008	FMLA-Start-Date					
Comments											

SCREEN 754 - CHANGES BY TYPE

This is a new look at benefit history whereby the benefit being researched is the first level of selection for that employee. This allows the processor to select a benefit like AD&D (accidental death and dismemberment) to have the screen show only those events in time that included a revision to AD&D. Then the processor can use the B (benefit via 757) or D (dependent via 758) selection to see the details of that action. The three categories of Type would be HDR (header), DEP (dependent) or others (MED-medical, DEN-dental, etc.)

```

754 TAMUS BPP System - Benefit History - Changes by Type          01/11/08  16:39
                               Benefits                          D BPP0017  R013

Screen:  1

UIN:  2   Name:  3                                     Type:  4
                                                Start From:  5

Sel   Date/Time Updated   Userid
D P P C F
e t l a a   Cover   Deduct   Payment   Start   Change   Stop
d y n r m Amount   Amount   Amount   Date     Date     Date
 6    7            8            9           18       19       20
10 11 12 13 14 15   16           17
09 01 2006   23:59:59   LOADAE
R 2 1 01 C 3     147.06     455.17     09 16 1982   11 01 2005   99 99 9999
09 01 2005   23:59:59   LOADAE
R 2 1 01 C 3     102.98     430.47     09 16 1982   02 01 2005   99 99 9999
09 01 2004   23:59:59   LOADAE
R 2 1 01 C 3     116.08     370.69     09 16 1982   08 01 2004   99 99 9999
02 21 2007   23:59:59   K138MA
R 2 1 01 C 3     147.06     455.17     09 16 1982   02 01 2007   99 99 9999
*** End of records for UIN ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
    
```

- 1 SCREEN ? System Standard Use
- 2 UIN ? System Standard Use
- 3 Name Display
- 4 Type ?* Deduction or benefit type to search by. Like Med or Vis.
- 5 Start From Date MM DD YYYY from which to start search.
- 6 SEL Benefit detail select with B (screen 757)or Dependent details with D (screen 758)
- 7 Date upd Date updated MM DD YYYY of the particular Benefit History event being created.
- 8 Time upd Time HH:MM:SS of benefit history event. HH is military.

9 Userid See screen 751 Userid for more details.

Detail fields below are copies of values and codes from Screen 106. Refer to that documentation for details.

- 10 DED Benefit deduction code like R, W, 2, N ...
- 11 PTY Priority
- 12 PLA Plan
- 13 CAR Carrier
- 14 FAM Family status like E=Employee only,F=Family, C=Child, S=Spousal
- 15 Cover Amt Number covered or dollar amount of coverage or level of coverage.
- 16 Ded Amt Employee share of benefit cost per month.
- 17 Pay Amt Employer share of benefit cost per month.
- 18 Start Dt MM DD YYYY of benefit coverage start
- 19 Change Dt MM DD YYYY of benefit coverage change
- 20 Stop Dt MM DD YYYY of benefit coverage stop

? Help is available on field by pressing the <F1> key after placing cursor in/on the field value.

* The screen will be displayed as follows when the type selected is DEP :

```

754 TAMUS BPP System - Benefit History - Changes by Type          06/11/08  14:34
                        Dependents                                D BPP0009  R004

Screen:  1

UIN:  2  Name:  3  Type:  4
                        Start From:  5

Sel   Date/Time Updated   Userid
Name   Name               Rel           DOB        UIN/SSN
-----
06 11 2008  13:33:51  BPP0009
BEXAR ABRAM A           Rel: SO MED: Y 20070901 201809  19930907  999009999
                        MB:   DEN: Y 20070901 201809                999999999
                        Medicare: Qual: 2 VIS:                DL: Y 19990101 201809
06 11 2008  13:33:51  BPP0009
BEXAR CELESTE          Rel: DA MED: N 20070901 200711  19840507  999009999
                        MB:   DEN: N 20070901 200711                999999999
                        Medicare: Qual: 2 VIS:                DL:
06 02 2008  13:55:43  BPPSTART
SMITH ANGELINE         Rel: SP MED: Y 20070901 999999  19560606  999009999
                        MB:   DEN: Y 20070901 999999                999999999
                        Medicare: Qual: 1 VIS:                DL: Y 19991001 999999
*** Press ENTER to View More Records ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help           Exit  Main
-----
4-©                3                128.194.103.18                TAMT2987                4/11

```

SCREEN 757 – STATUS AS OF DATE LISTED

This will list the benefit detail coverages for the selected BH event. On the same line as the Name is an area called LCD: (Last Change Date) which directly correlated to the actual record being displayed. This is in contrast to the AS OF: date on line two which is used as the search starting point for benefit history information. 757 in large part is a duplicate of the layout and data presented on the 106 screen for this person. The DUE DATE column from the 106 is not presented because the Benefit History is a picture in time and Due dates progress through processing cycles without regard to BH events.

There are two screen formats that may be displayed. Changes to how Dependent Life is calculated made this a necessity. Fiscal Year 2010 changes were made to Dependent life making it necessary to show grandfather indicators and coverage amounts for Spouse and Children. Benefit history transactions created on or after 06/10/2009 will show user the Screen 1 format which matches Screen 106. The Screen 2 format is to detail transactions under the old dependent life rules Before it was necessary to maintain the split out coverage amount fields.

Screen 1.

Will be handing in manually.

Screen 2.

757 TAMUS B/P/P - Benefit History - Status As Of Date Listed										01/11/08	17:29
Screen:	<u>1</u>	UIN:	<u>2</u>	As Of:	<u>3</u>			D BPP0017	R013		
Name:	<u>4</u>			LCD:	<u>5</u>	WS: F	Status: R				
SGIP-Rate	F	SGIP-Dt	09161982	GS-Sup	PreTaxWaive	Tob S	Ben-Salary	31012			
	D P P	C F	SGIP-Elig	R	PreTaxQual	Y	OL-Salary	31012			
Ins e t l a a	Cover	Deduct	Payment	Start	Change	Stop					
d y n r m	Amount	Amount	Amount	Date	Date	Date					
BL	R 1	5000	2.85	09161982	08012004	99999999					
MED	R 2 4 01 E	1	367.87	09161982	08012007	99999999					
DEN	N N 1 03 C			09011998	09012007	08312007					
VIS	N N	E		08012004	09012007	08312007					
OL	N			10011982	09012007	08312007					
DL	N			08311994	09012007	08312007					
ADD	N N 1			10011982	09012007	08312007					
LTD	N N			09011988	08012004	07312004					
LTCE											
LTCS											
SAHC	2	12	3000.00	50.00	09012008	09012008	09012008	08312009			
SADC		0									
SAAF	No Dbt Crd										
Direct-Dep	MedCr	C	ABO	LWOP-Start-Date	09192002	FMLA-Start-Date	08292002				
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	PF9---	PF10---	PF11---	PF12---
HELP	Exit	Main									

- 1 SCREEN ? System Standard Use
- 2 UIN ? System Standard Use
- 3 As of MM DD YYYY for start of BH search. Search will display the BH

found if it is equal to this date otherwise the most recent in relation to this date. See LCD (Last Change Date) for exactly which BH record was retrieved.

4 NAME Display

5 LCD Display of the Last Change Date reflecting the date of the BH event being displayed. Placing a date prior to the LCD into the AS OF date above should step back to the previous BH event.

? Help is available on field by pressing the <F1> key after placing cursor in/on the field value.

SCREEN 758 – DEPENDENTS AS OF SPECIFIC DATE

BH dependents as of a specific date are invoked from 751 by entering a D in the B/D field or a D in the SEL field of the 754 screen. This screen gives a snapshot of the dependents (with coverage) that matches the Last Change Date of the BH record. The detail information is mapped to match the 115 dependent screen (in change mode).

```

758 TAMUS B/P/P - Benefit History - Deps As Of Specific Date    01/11/08  17:43
                                                                D BPP0017  R013

Screen:  1  UIN:  2  As Of:  3  LCD:  4
Name:  5

Last Name      First Name      MI Sufx MdC      Start      Stop
WHITE          SHERRY         B          MED N 09161982 052004
  Rel SP      Birthdt 05051963 MB  UIN 123004567  DL          DEN N 09011998 052004
  Type      Qualify      HD Y SSN 123456789          VIS
WHITE          JUSTIN         P          MED N 01141988 072007
  Rel SO      Birthdt 01141988 MB  UIN 222004444  DL N        DEN N 09011998 082007
  Type      Qualify      HD  SSN 666666666          VIS
WHITE          ALLISON        N          MED N 08311994 072007
  Rel DA      Birthdt 08311994 MB  UIN 444006666  DL N        DEN N 09011998 082007
  Type      Qualify      HD  SSN
                                MED
  Rel      Birthdt      MB  UIN          DL          DEN
  Type      Qualify      HD  SSN          VIS
                                MED
  Rel      Birthdt      MB  UIN          DL          DEN
  Type      Qualify      HD  SSN          VIS

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      HELP      Exit  Main          Up    Down
    
```

- 1 SCREEN ? System Standard Use
 - 2 UIN ? System Standard Use
 - 3 As of MM DD YYYY for start of BH search. Search will display the BH found if it is equal to this date otherwise the most recent in relation to this date. See LCD (Last Change Date) for exactly which BH record was retrieved.
 - 4 LCD Display of the Last Change Date reflecting the date of the BH event being displayed. Placing a date prior to the LCD into the AS OF date above should step back to the previous BH event.
 - 5 NAME Display
- ? Help is available on field by pressing the <F1> key after placing cursor in/on the field value.

HIGHLIGHTED MESSAGES

Certain messages are periodically displayed on the screens to give information and/or indicate the presence of errors detected during processing. These messages are displayed in a brighter intensity (or different color) than are the other fields on the screen.

It should be noted that on the Billing screens the current function, UIN, and employee's name are always highlighted.

The following messages may appear on any screen:

- 0188 UIN not found on database, verify and re-enter
- 1003 Invalid function, verify and re-enter
- 1004 You must inquire before using correction
- 1005 You must request a new invoice before adding
- 1006 Cannot change SSN/invoice before update
- 1007 Invalid SSN
- 1008 Invalid invoice number
- 1009 Invoice already exists on database
- 1010 Invoice not found on database
- 1011 SSN is not on the personnel database
- 1012 Could not read new invoice number
- 1014 Invalid due date year
- 1015 Invalid due date month
- 1016 Invalid due date day
- 1017 Invalid coverage year
- 1018 Invalid coverage month
- 1020 Invalid medical carrier
- 1030 Insurance amounts do not equal total amount
- 1037 Invalid print flag, must be **Y**, **N** or blank
- 1041 Exit the screen to open a new batch
- 1042 Receipt has been added
- 1043 Receipt has been corrected
- 1044 Invoice has been corrected
- 1045 Invoice has been added
- 1046 Invalid selection, must be **Y** or **N**
- 1047 Select only one invoice please
- 1048 Batch is not on database
- 1054 Invalid starting sequence number
- 1055 SSN/invoice is not on the billing database
- 1057 Check cannot be blank
- 1058 Nothing changed, invoice was not corrected
- 1059 Nothing changed, receipt was not corrected
- 1061 You must request a new receipt (function N) before adding
- 1062 Invalid date must be MM/DD/YYYY format
- 3002 SSN was not found on the database
- 6338 SSN not on Personnel Database
- 6481 Invalid Dental Carrier