

BPP System Manual

CODE BOOK

Section Nine

Revised Edition
October 22, 2009

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
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ABO FLAG

Y - Received accelerated benefit option (changes edits on Life coverage)
Blank - No ABO

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) DEDUCTION CODE

L - Leave of Absence (LOA) billing basis
M - Family Medical Leave Act
N - Inactive
R - Retired billing basis
1 - 9-month deduction basis - deduct 4 months in May for summer premiums
2 - 12-month deduction basis
3 - 9-month deduction basis - bill for summer premium
4 - 12-month deduction basis - Working Retiree

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) PLAN

1 - Employee Only Coverage
2 - Family Coverage

ACCIDENTAL DEATH AND DISMEMBERMENT (ADD) PRIORITY

3 - May Receive State Employer Payment
N - No State Employer Payment to be applied

ACCOUNT NUMBER

Refer to the Tables File Report (or Listing)

ADLOC CODE

Refer to the Tables File Report (or Listing)

ANNUAL TERM MODIFIER

Blank - No break in term
A - Break from 0601-0715
B - Break from 0116-0531
C - Break from 0116-0715
D - Other (Non-Specified)

ANNUITY CARRIER

Refer to the Tables File Report (or Listing)

ANNUITY DEDUCTION CODE

D - Delete Annuity Segment from Deduct File
N - Do not compute deduction
1 - Compute deduction from September thru May only - no summer deductions
2 - Compute deduction during entire year - for all twelve months

ANNUITY DEDUCTION TYPE

F - Fixed amount deduction
P - Percentage of salary deduction

ARMED SERVICES MEDAL VETERAN (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

N - No Y – Yes

ATTAINED

A - Appointment
C - Change Title
P - Promotion

BANK CODES

Refer to the Tables File Report (or Listing)

BASIC LIFE (BL) DEDUCTION CODE

L - Leave of Absence (LOA) billing basis
M - Family Medical Leave Act
N - Inactive
R - Retired billing basis
W - Waived premiums
1 - 9-month deduction basis - deduct 4 months in May for summer premiums
2 - 12-month deduction basis
3 - 9-month deduction basis - bill for summer premium
4 - 12-month deduction basis - working retiree

BASIC LIFE (BL) PRIORITY

1 - Receiving State money to pay BL premium
N - No State payment

BILL ADDRESS

H - Send to home (residence address)
M - Send to mailing address

BILLING STATUS CODE

Blank - Send bill to participant
A - Bill on annual basis
D - Participation in bank draft plan
P - Participation in pre-payment plan
Q - Bill on quarterly basis
S - Bill on semi-annual basis

BOND BENEFICIARY/CO-OWNER CODE

Blank - None
B - Beneficiary
C - Co-owner

BOND DEDUCTION CODE

D - Delete bond segment from file
N - Do not compute deduction
Y - Compute deduction

BOND DENOMINATION

100.00
200.00
500.00
1000.00

BUDGET WAGE CODE

B - Budget
W - Wage

CHARITABLE CONTRIBUTIONS DEDUCT CODE

N - Do not compute deduction
1 - 9-month deduct basis (academic year - September through May)
2 - 12-month deduct basis

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) CHARGE CODE

1 - Salary bank and salary account charged
2 - Specified bank and specified account charged
3 - Specified bank and salary account charged

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) DEDUCTION CODE

D - Delete FR/FIR/FIA segment from file
N - Do not compute deduction ('inactive')
R - Do not compute deduction ('retired')
Y - Compute deduction ('active')

CIVIL SERVICE RETIREMENT SYSTEM (CSRS) RETIREMENT TYPE

27 - Resignation
30 - Termination (RIF)
31 - Termination
32 - Retirement disability (CSRS or FERS)
33 - Retirement voluntary (CSRS or FERS)
34 - Retirement special option (CSRS early out)
35 - Retirement special option (FERS early out)
36 - Retirement-in lieu of involuntary action (ILIA) (CSRS DSR or FERS DSR)
37 - Retirement mandatory (CSRS or FERS)
38 - Death

COUNTY CODE

001 - 254 =Actual counties (all parts except 11)
255 = 'District' or out-of-state
301 - 459 =Used only by Part 11 (Texas Forest Service)
(refer to the Tables File listing for county names.)

COUNTRY CODE

Please refer to the NATIONAL ORIGIN section of this Code Book.

CURRENT OCCUPANT ACTION

(Valid on both Active & Prep Budgets, unless otherwise noted)

CN - Change name (Active only)	PW - Promote within
CT - Change title	RC - Reclassification
DO - Demote out	RE - Retire
DW - Demote within	RH - Reappoint/Rehire (Active only) (with same member)
IR - In-grade promotion	SL - Start leave
IT - Involuntarily terminated	TO - Transfer out
NH - New hire	VA - Vacant
PO - Promote out	VT - Voluntarily terminated

DENTAL (DEN) DEDUCTION CODE

D - Divorced spouse/dependent of employee (COBRA)
L - Leave of Absence (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 deduction basis - deduct 4 months in May
2 - 12-month deduction basis
3 - 9-month deduction basis - bill for summer premium
4 - 12-month deduction basis - working retiree
Blank - Has never had Denta; coverage

DENTAL (DEN) FAMILY STATUS

E - Employee only
C - Employee and Children
S - Employee and Spouse
F - Employee and Family

DENTAL (DEN) PRIORITY

4 - Receiving State money to pay Dental premium
N - No State payment

DEPENDENT CERTIFICATION TYPE

1 - Spouse
2 - Child (natural or adopted)
3 - Stepchild
4 - Prospective adoptive child
5 - Grandchild
6 - Foster child
7 - Legal Guardian
8 - Managing Conservator

DEPENDENT COVERAGE FLAGS

- N - No coverage (for MED, DEN, DL, or LTC)
- Y - With coverage (for MED, DEN, DL, or LTC)

DEPENDENT HRC HIDE FLAG

- Y - Don't show dependent on HRConnect Screens
- N - Show dependent on HRConnect
- Blank - Show dependent on HRCconnect

DEPENDENT LIFE (DL) DEDUCTION CODE

- L - Leave of Absence (LOA) billing basis
- M - Family Medical Leave Act
- N - Inactive
- R - Retired billing basis
- S - Survivor (will eventually be phased out)
- W - Waived premiums
- 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium
- 4 - 12-month deduction basis - working retiree
- Blank - Has never had DL coverage

DEPENDENT LIFE (DL) PLAN

- A - Based on OL insurance coverage
- B - Flat rate
- C - Based on BL insurance coverage

DEPENDENT QUALIFY FLAG (IRS WFTRA PRETAX QUALIFYING STATUS FLAG)

The dependent qualify flag resulted from implementation of the Working Families Tax Relief Act (WFTRA) in January 2006. It is used to determine which dependents' health insurance coverage qualifies for pretax purposes. The qualify flag is required for dependents with active or future insurance coverage who are between the ages of 18 and 24, as of December 31 of the calendar year. See <http://sago.tamu.edu/shro/wftra.pdf> for qualifying criteria. See HOP #504 for more information.

- Y - Qualified as dependent for pretax purposes. Disabled dependents over the age of 18 automatically qualify and their flag is automatically set to Y.
- N - Not qualified as a dependent for pretax purposes.
- Blank - Pretax qualification does not apply. Either dependent is a spouse, has no health insurance coverage, or automatically qualifies for health insurance premium pretax purposes since they will be 18 or younger as of December 31 of the current calendar year.

DEPENDENT RELATION CODES

- | | |
|------------------------------------|-------------|
| DA - Daughter | NE - Nephew |
| DD - Permanently disabled daughter | NI - Niece |
| DS - Permanently disabled son | SO - Son |
| GD - Granddaughter | SP - Spouse |
| GS - Grandson | |

DISABLED VETERAN CODE (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

N - No Y - Yes

DISTRICT CODE

Refer to the Tables File Report (or Listing)

EARNED INCOME CREDIT (EIC) DEDUCTION CODE

- A - single
- B - married without spouse filing certificate
- C - married with both spouses filing certificate
- N - do not calculate EIC

EARNED INCOME CREDIT (EIC) MARITAL STATUS

- M - Married
- S - Single

EDUCATION LEVEL

- 1 - Less than high school
- 2 - High school/GED
- 3 - Associate degree
- 4 - Baccalaureate degree
- 5 - Master's degree
- 6 - Doctoral degree
- 7 - Special professional (D.D.S., D.V.M., J.D., M.D., etc.)

EMPLOYEE ORGANIZATION CODE

Refer to the Tables File Report (or Listing)

EMPLOYEE ORGANIZATION DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

EMPLOYEE STATUS CODE

- A - Active
- C - COBRA (employee)
- D - Deceased
- I - Disability Retiree
- K - COBRA (dependent)
- L - Leave of Absence
- Q - Invalid SSN / Obsolete Record
- R - Retired
- S - Survivor of employee
- T - Terminated
- U - New Employee Base Record
- W - Working Retiree

EMPLOYMENT LOCATION CODE

It must be a valid part and account number. Refer to the Tables File Report (or Listing).

ENGLISH PROFICIENCY DEDUCTION CODE

N - Do not compute deduction

Y - Compute deduction

EQUAL EMPLOYMENT OPPORTUNITY (EEO) JOB CATEGORY

1 - Executive/Administrative/Managerial

2 - Faculty

3 - Professional non-faculty

4 - Secretary/Clerical

5 - Technical/Paraprofessional

6 - Skilled Craft

7 - Service/Maintenance

EQUAL EMPLOYMENT OPPORTUNITY (EEO) MINORITY CODE (See

<http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

1 - White (not Hispanic or Latino)

2 - Black or African American (not Hispanic or Latino)

3 - Hispanic or Latino

4 - Asian (not Hispanic or Latino)

5 - American Indian or Alaskan Native (not Hispanic or Latino)

6 - Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)

7 - Two or More Races (not Hispanic or Latino)

Blank - Not Provided

EQUAL EMPLOYMENT OPPORTUNITY (EEO) TERMINATION CODE

I - Involuntary termination

V - Voluntary termination

EXEMPTION CODE

E - Exempt

N - Non-exempt

EXTENDED PAY DEDUCTION CODE

N - Discontinue

1 - Deduct at 12.5% of net for summer reimbursement

2 - Deduct at 25% of net for summer reimbursement

FACULTY RANK CODE - TABLES FILE

Blank - Staff

S - Student

NUMERIC - FACULTY:

0 - Graduate Assistant (teaching or non-teaching)

1 - Lecturer

2 - Instructor

3 - Assistant Professor

4 - Associate Professor

5 - Professor

FAIR LABOR STANDARDS ACT (FLSA) CODE

- A - Administrative (exempt from overtime)
- E - Executive (exempt from overtime)
- P - Professional (exempt from overtime)
- X - Partially exempt (sometimes exempt from overtime)
- N - Non-exempt (not exempt from overtime)

FEDERAL INCOME TAX (FIT) DEDUCTION CODE

- E - Exempt
- F - Foreign national, exempt
- P - U.S. Citizen residing outside US eligible for exemption based on IRS Form 673
- R - Residency outside US - exempt
- T - Tax employee's total income (ignore exemption amount, for work stations P & X)
- Y - Compute tax in normal manner (include additional amount, if any.)

FEDERAL INCOME TAX (FIT) MARITAL STATUS

- M - Married
- S - Single

FEDERAL INCOME TAX (FIT) SUBSTANTIAL PRESENCE FLAG

- Y - Foreign national, meets substantial presence tests for tax withholding
- Blank or N - Other

FEDERAL INCOME TAX (FIT) TREATY CODE

Refer to the Tax Treaty Table in the Tables File Report (or listing)

FEDERAL INSURANCE MEDICARE (FIM) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

FEDERAL INSURANCE OPTION A (FIA) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

FEDERAL INSURANCE OPTION B (FIB) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

FEDERAL INSURANCE OPTION C (FIC) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

FEDERAL INSURANCE REGULAR (FIR) CHARGE CODE

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

FEDERAL INSURANCE REGULAR (FIR) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

FOSTER CHILD

Gives an employment preference for an individual age 25 or younger on the hire date who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday over other applicants for the same position who do not have a greater qualification.

- N - No
- Y - Yes

FUND GROUP

Refer to the Tables File Report (or listing)

GIP CHARGE CODE

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

HAZARD DUTY STATUS

- N - Not eligible for Hazard Duty Pay
- E - Eligible for Hazard Duty Pay

I-9 VERIFIED

- Blank - No, not eligible for payroll
- Y - Yes

INVOICE TYPE

- A - Automated
- D - Draft
- R - Requested

ITERATION STATUS

- C - Cleared
- D - Disapproved
- E - End of Term
- R - Retroactively Over-ridden
- S - Suspense
- W - Withdrawn

LAST ACTION CODE

This data element includes all current & recommended occupant actions for the BPP-ACTV-BUDGET File. Refer to:

CURRENT OCCUPANT ACTION;
RECOMMENDED OCCUPANT ACTION; or,
SALARY ACTION CODE.

LOCATION

Same as PAY PLAN

LONG TERM CARE EMPLOYEE (LTCE) COVERAGE (DAILY BENEFIT)

- 60 *(60 allowed if enrolled before 09/01/1998)*
- 80
- 100
- 120
- 140

LONG TERM CARE EMPLOYEE (LTCE) DEDUCT CODE

- L - Leave of Absence (LOA) billing basis
- M - Family Medical Leave Act
- N - Inactive
- W - Premium waiver
- 1 - 9-month deduction basis - deduct 4 months in May
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium

LONG TERM CARE SPOUSE (LTCS) COVERAGE (DAILY BENEFIT)

- 60 *(60 allowed if enrolled before 09/01/1998)*
- 80
- 100
- 120
- 140

LONG TERM CARE SPOUSE (LTCS) DEDUCT CODE

- L - Leave of Absence (LOA) billing basis
- M - Family Medical Leave Act
- N - Inactive
- W - Premium waiver
- 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium

LONG TERM DISABILITY (LTD) DEDUCTION CODE

- L - Leave of Absence (LOA) billing basis
- M - Family Medical Leave Act
- N - Inactive
- W - Premium waiver
- 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium

LONG TERM DISABILITY (LTD) PRIORITY

- 6 - Receiving State money to pay LTD premium
- N - No State payment

LONGEVITY CHARGE CODE

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged

LONGEVITY STATUS

- N - Not eligible for Longevity Pay
- Y - Eligible, unless any source has teaching object class
- R - Retiree, not eligible
- F - Retiree, eligible for Fixed amount based on months of service through 8/31/2005

LUMP SUM CATEGORY

Refer to the Tables File Report (or listing)

MANAGEMENT/SUPERVISOR/OTHER (MSO) CODE

- M - Management
- S - Supervisor
- O - Other

MARITAL STATUS

- M - Married
- S - Single

MEDICAL (MED) DEDUCTION CODE

- D - Divorced spouse/Dependent of employee (COBRA)
- L - LWOP billing basis
- M - Family Medical Leave Act
- N - Inactive
- O - Certifies to other health coverage and applies ½ EO SGIP to other premiums
- R - Retired billing basis
- S - Survivor of deceased employee
- T - Terminated employee (COBRA)
- 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium
- 4 - 12-month deduction basis - working retiree
- Blank - Never had MEDICAL coverage

MEDICAL (MED) FAMILY COVERAGE INDICATOR

- E - Employee only
- C - Employee and Children
- F - Employee and Family
- S - Employee and Spouse

MEDICAL (MED) MEDICARE FLAG

- A - Medicare, Part A
- B - Medicare, Part B
- C - Medicare, A&B
- D - Medicare, Part Unknown
- E or blank - No Medicare
- Y - Covered by Medicare

MEDICAL (MED) PLAN

- 1 - Plan # 1 - A&M Care 350, HMOs
- 3 - Plan # 3 - A&M Care 65+
- 4 - Plan #4 - A&M Care 1250 Plan

MEDICAL (MED) PRIORITY

- 2 - Receiving State money to pay MED premium
- N - No State payment

MEDICAL PROVIDER CODE

Refer to the Tables File Report (or listing)

NATIONAL ORIGIN (ALSO SEE B/P/P SYSTEM SCREEN 423)

Use the Country Codes found in the IRS Instructions for Form 1042-S

AF	Afghanistan	CM	Cameroon
AL	Albania	CA	Canada
AG	Algeria	CV	Cape Verde
		CJ	Cayman Islands
AN	Andorra	CT	Central African Republic
AO	Angola	CD	Chad
AV	Anguilla	CI	Chile
		CH	China, People's Republic of
		KT	Christmas Island (Indian Ocean)
AC	Antigua and Barbuda	IP	Clipperton Island
AR	Argentina	CK	Cocos (Keeling) Islands
AM	Armenia	CO	Colombia
AA	Aruba	CN	Comoros
AT	Ashmore and Cartier Islands	CF	Congo (Republic of)
AS	Australia	CG	Congo, Democratic Republic of
AU	Austria	CW	Cook Islands
AJ	Azerbaijan	CR	Coral Sea Islands Territory
BF	Bahamas, The	CS	Costa Rica
BA	Bahrain	IV	Cote D'Ivoire (Ivory Coast)
FQ	Baker Island	HR	Croatia
		CU	Cuba
BG	Bangladesh	CY	Cyprus
BB	Barbados	EZ	Czech Republic
BS	Bassas da India	DA	Denmark
BO	Belarus	DJ	Djibouti
BE	Belgium	DO	Dominica
BH	Belize	DR	Dominican Republic
BN	Benin		
BD	Bermuda	TT	East Timor
BT	Bhutan	EC	Ecuador
BL	Bolivia	EG	Egypt
BK	Bosnia-Herzegovina	ES	El Salvador

THE TEXAS A&M UNIVERSITY SYSTEM BUDGET/PAYROLL/PERSONNEL SYSTEM

BC	Botswana	UK	England
BV	Bouvet Island	EK	Equatorial Guinea
BR	Brazil	ER	Eritrea
IO	British Indian Ocean Territory	EN	Estonia
BX	Brunei	ET	Ethiopia
BU	Bulgaria	EU	Europa Island
UV	Burkina Faso	FK	Falkland Islands (Islas Malvinas)
BM	Burma	FO	Faroe Islands
BY	Burundi	FJ	Fiji
CB	Cambodia	FI	Finland
FR	France		
FG	French Guiana	JO	Jordan
FP	French Polynesia	JU	Juan de Nova Island
FS	French Southern and Antarctic Lands	KZ	Kazakhstan
GB	Gabon	KE	Kenya
GA	Gambia, The	KQ	Kingman Reef
GZ	Gaza Strip	KR	Kiribati
GG	Georgia	KN	Korea, Democratic People's Republic of (North)
GM	Germany	KS	Korea, Republic of (South)
GH	Ghana		
GI	Gibraltar		
GO	Glorioso Islands	KU	Kuwait
		KG	Kyrgyzstan
GR	Greece	LA	Laos
GL	Greenland	LG	Latvia
GJ	Grenada	LE	Lebanon
GP	Guadeloupe	LT	Lesotho
		LI	Liberia
GT	Guatemala	LY	Libya
GK	Guernsey	LS	Liechtenstein
GV	Guinea	LH	Lithuania
PU	Guinea-Bissau	LU	Luxembourg
GY	Guyana	MC	Macau
HA	Haiti	MK	Macedonia
HM	Heard Island and McDonald Islands	MA	Madagascar
HO	Honduras	MI	Malawi
HK	Hong Kong	MY	Malaysia
HQ	Howland Island	MV	Maldives
HU	Hungary	ML	Mali
IC	Iceland	MT	Malta
		IM	Man, Isle of
IN	India	RM	Marshall Islands
ID	Indonesia	MB	Martinique
IR	Iran	MR	Mauritania
IZ	Iraq	MP	Mauritius

THE TEXAS A&M UNIVERSITY SYSTEM BUDGET/PAYROLL/PERSONNEL SYSTEM

EI	Ireland	MF	Mayotte
		MX	Mexico
IS	Israel	FM	Micronesia, Federated States of
IT	Italy	MQ	Midway Islands
JM	Jamaica	MD	Moldova
JN	Jan Mayan	MN	Monaco
JA	Japan	MG	Mongolia
DQ	Jarvis Island	MJ	Montenegro
JE	Jersey	MH	Montserrat
JQ	Johnston Atoll	MO	Morocco
MZ	Mozambique	RB	Serbia
WA	Namibia	SE	Seychelles
NR	Nauru	SL	Sierra Leone
BQ	Navassa Island	SN	Singapore
NP	Nepal	LO	Slovakia
NL	Netherlands	SI	Slovenia
NT	Netherlands Antilles	BP	Solomon Islands
NC	New Caledonia	SO	Somalia
NZ	New Zealand	SF	South Africa
NU	Nicaragua	SX	South Georgia and the South Sandwich Islands
		SP	Spain
NG	Niger	PG	Spratly Islands
NI	Nigeria	CE	Sri Lanka
NE	Niue		
NM	No Man's Land	SH	St. Helena
NF	Norfolk Island	SC	St. Kitts and Nevis
UK	Northern Ireland	ST	St. Lucia
		SB	St. Pierre and Miquelon
NO	Norway	VC	St. Vincent and the Grenadines
MU	Oman	SU	Sudan
OC	Other Countries	NS	Suriname
PK	Pakistan	SV	Svalbard
PS	Palau	WZ	Swaziland
LQ	Palmyra Atoll	SW	Sweden
PM	Panama	SZ	Switzerland
PP	Papua New Guinea	SY	Syria
PF	Paracel Islands	TW	Taiwan
PA	Paraguay	TI	Tajikistan
PE	Peru	TZ	Tanzania, United Republic of
RP	Philippines	TH	Thailand
PC	Pitcairn Island	TO	Togo
PL	Poland	TL	Tokelau
PO	Portugal	TN	Tonga
QA	Qatar	TD	Trinidad and Tobago
		TE	Tromelin Island
RE	Reunion		

THE TEXAS A&M UNIVERSITY SYSTEM BUDGET/PAYROLL/PERSONNEL SYSTEM

RO	Romania	TS	Tunisia
RS	Russia	TU	Turkey
RW	Rwanda	TX	Turkmenistan
WS	Samoa	TK	Turks and Caicos Islands
SM	San Marino	TV	Tuvalu
TP	Sao Tome and Principe	UG	Uganda
SA	Saudi Arabia	UP	Ukraine
UK	Scotland	AE	United Arab Emirates
SG	Senegal	UK	United Kingdom

US United States
 UY Uruguay
 UZ Uzbekistan
 NH Vanuatu
 VT Vatican City
 VE Venezuela
 VM Vietnam
 VI Virgin Islands (British)
 WQ Wake Island
 UK Wales
 WF Wallis and Futuna
 WE West Bank
 WI Western Sahara
 YM Yemen (Aden)
 ZA Zambia
 ZI Zimbabwe

OBJECT CLASS CODES - FAMIS CODES

SALARIES

1110 - Salaries - Admin – Professional
 1210 - Salaries - Extension – Faculty
 1211 - Salaries - Extension - Faculty Equivalent
 1215 - Salaries - Extension - County Agents
 1220 - Salaries - Extension – Professional
 1225 - Salaries - Extension – Classified
 1310 - Salaries - Research - Faculty Equivalent (Faculty Rank = 1,2,3,4,5)
 1315 - Salaries - Research - Other Non-classified
 1320 - Salaries - Research – Classified
 1325 - Salaries - GAR Professional (Faculty Rank = 0)
 1410 - Salaries - Teaching - Faculty (Faculty Rank = 1,2,3,4,5)
 1415 - Salaries - Teaching - GAT - Faculty /Academic (Faculty Rank = 0)
 1416 - Salaries - Teaching – GA Lecturer (Fac Rank = 0)
 1420 Salaries - Library - Faculty (Faculty Rank = 1,2,3,4,5)
 1425 Salaries – Summer Teaching Faculty (Fac Rank=1,2,3,4,5)
 1480 One Time Merit – Faculty
 1485 Supplement – Teaching Excellence Award

THE TEXAS A&M UNIVERSITY SYSTEM BUDGET/PAYROLL/PERSONNEL SYSTEM

SECTION 9 - (BPP CODES)

OCTOBER 22, 2009

- 1510 - Salaries - Support Staff – Professional
- 1515 - Salaries - Support Staff – Classified
- 1525 - Salaries - GANT Professional (Faculty Rank = 0)
- 1526 – Salaries – GA Non -Teaching - Academic/Research Support
- 1580 - One Time Merit
- 1599 - Americorp Living Allowance
- 1610 - Longevity Pay
- 1640 - Salaries - Other Institutions (currently not used)

WAGES

- 1710 - Wages - Faculty (Faculty Rank = 1,2,3,4,5)
- 1711 - Wages – Faculty Equivalent
- 1715 - Wages – Professional
- 1720 - Wages - Classified
- 1730 - Wages - Overtime - Federal (paid at time and a half rate)
- 1735 Wages – Compensatory Time - State (paid at straight rate time)
- 1740 - Wages - Student
- 1745 - Wages - Student (Federal College Work Study)
- 1746 - Wages - Student (Federal Community Services)
- 1747 - Wages - Student (Federal Off-Campus Work Study)
- 1750 - Wages - Student (State College Work Study)
- 1751 - Wages - Student (College Work Study Mentor Program)
- 1755 - Wages - Student (Reading Tutors Program)
- 1756 - Wages - Student (Math Counts Tutors Program)
- 1759 - Wages - Student (Rising Scholars Work Study – TAMUCC)
- 1760 - Wages - Other Institutions
- 1765 - Hazardous Duty Pay
- 1767 - On Call Pay
- 1770 - Lump Sum Termination Pay-Vacation
- 1771 - Vacation Payout – Faculty
- 1772 - Vacation Payout – Professional
- 1773 - Vacation Payout – Classified
- 1774 - Vacation Payout – Faculty Equivalent
- 1775 - Termination Pay – Death Benefits
- 1776 - Vacation Payout – County Agents
- 1778 - Voluntary Termination Benefits – Salaries & Wages
- 1779 - Involuntary Termination Benefits – Salaries & Wages
- 1781 - TAMUQ Salary Incentive
- 1782 - TAMUQ Housing Allowance
- 1783 - TAMUQ Soft Goods Allowance
- 1784 - TAMUQ Personal Transportation Allowance
- 1785 - TAMUQ Miscellaneous
- 1786 - TAMUQ Travel Allowance (Home Leave)
- 1787 - TAMUQ Education Allowance
- 1788 - TAMUQ Resettlement Allowance
- 1789 - TAMUQ Interim Living Allowance
- 1791 - TAMUQ Tax Protection Allowance
- 1792 TAMUQ Shipping Assistance Allowance
- 1793 TAMUQ Utility Allowance

- 1794 - Supplemental Compensation - Equalization Adjustment (all employees, across the board, amount depending on participation level – WTAM only)
- 1795 - Supplemental Compensation - New Employee (across the board)
- 1796 - Supplemental Compensation - Existing Employee (across the board)
- 1797 - Departmental - Supplemental Compensation - New Employee (dept elects to make contribution - not across the board for all departments)
- 1798 - Supplemental Compensation - Graduate Assistant
- 1940 - Supplemental Compensation - Emoluments And Allowances (Taxable Housing, Automobiles, Club Fees, Etc.)
- 1978 - Voluntary Termination Benefits – Payroll Related Costs
- 1979 - Involuntary Termination Benefits – Payroll Related Costs

OCCUPANT ACTION CODE

See current or recommended Occupant Action Code

OLD-AGE AND SURVIVORS INSURANCE (OASI) DEDUCTION CODE

- F - Foreign, exempt
- G - Government (federal retirement), exempt
- S - Student exemption from OASI deduction
- Y - Compute OASI, subject up to cutoff less exempt amount

OLD-AGE AND SURVIVORS INSURANCE (OASI) EMPLOYEE CHARGE CODE (FICA)

- 0 - No bank and no account charged (state paid)
- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

OLD-AGE AND SURVIVORS INSURANCE (OASI) EMPLOYER CHARGE CODE

- 0 - No bank and no account charged (state paid)
- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

OPTIONAL LIFE (OL) DEDUCTION CODE

- L - Leave of Absence (LOA) billing basis
- M -Family Medical Leave Act
- N - Inactive
- R - Retired billing basis
- W -Waived premiums
- 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
- 2 - 12-month deduction basis
- 3 - 9-month deduction basis - bill for summer premium
- 4 - 12-month deduction basis - working retiree

OPTIONAL LIFE (OL) PLAN

- 0 - one-half times annual salary option
- 1 - one times annual salary option
- 2 - two times annual salary option
- 3 - three times annual salary option
- 4 - four times annual salary option
- 5 - five times “base” salary
- 6 - six times “base” salary
- Blank - retiree (no longer have plan number)

OPTIONAL RETIREMENT PROGRAM (ORP) BASE CHARGE CODES

- 0 - No bank and no account charged (State paid) – no entry in local accounting systems
- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged
- 4 - Salary bank and salary account charged-federal-charged at only 3.2% - state to pay balance
- 5 - Specified bank and specified account charged-federal-charged for 3.2% - state to pay balance

OPTIONAL RETIREMENT PROGRAM (ORP) CARRIER

Refer to the Tables File Report (or listing)

OPTIONAL RETIREMENT PROGRAM (ORP) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction

OPTIONAL RETIREMENT PROGRAM (ORP) ELIGIBILITY CODES*

- 1 - Faculty Member
- 2 - Faculty Administrator (Deans, Department Heads)
- 3 - Executive Administrative (Chancellors, Presidents)
- 4 - Other Key Administrator
- 5 - Librarian
- 6 - Athletic Coach
- 7 - Professional (Lawyers, Engineers, Physicians)

* Refer to Retirement Annuity Programs Chapter 25, Section 2 of “Rules and Regulations of the Texas Higher Education Coordinating Board” for more complete descriptions.

OPTIONAL RETIREMENT PROGRAM (ORP) REDUCTION-DEDUCTION CODE

- R - Take reduction (tax sheltered)

OPTIONAL RETIREMENT PROGRAM (ORP) SUPPLEMENT CHARGE CODES

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

OPTIONAL RETIREMENT PROGRAM (ORP) SYSTEM SUPPLEMENT CHARGE CODES

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged

ORPHAN OF VETERAN (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

N - No Y - Yes

OTHER VETERAN (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

N - No Y - Yes

PART NUMBER

Refer to the Tables File Report (or listing)

PAY INDICATOR

If payroll indicator = **A, B, C** => FTE monthly salary (on monthly payroll)

If payroll indicator = **D** thru **I** => FTE hourly rate (on biweekly payroll)

For wage pins, must be **B, E, F, or H**

A thru F – All Work Stations

H and I - A, F, H, J, and S

	<u>Code</u>	<u>Type Employee</u>	<u>Overtime Paid at 1 ½ Rate</u>
Monthly	A	Full time budgeted line-item position	No
	B	Less than 100% budgeted line-item or wage fund	No
	C	Graduate Student	No
Biweekly	D	Full time budgeted line-item position	Yes
	E	Less than 100% budgeted line-item or wage fund	Yes
	F	Student Worker/Student Intern	Yes
	H	Less than 100% budgeted line-item or wage fund	No
	I	Student Worker/Student Intern	No

PAY KIND

- L - Local Funds
- S - State Funds

PAY PLAN

- A - Texas Agricultural Experiment Station - for ADLOC Part 06
College of Agriculture - for ADLOC Part 02
- B - Baylor College of Dentistry - for ADLOC Part 19 - (DISCONTINUED SEPTEMBER 2000)
- C - Texas Transportation Institute - for ADLOC Part 12
- D - Texas Engineering Extension Service - for ADLOC Part 09
- E - Texas Engineering Experiment Station - for ADLOC Part 08
College of Engineering - for ADLOC Part 02
- F - Texas Forest Service - for ADLOC Part 11
- G - Texas A&M at Galveston - for ADLOC Part 10
- H - Health Science Center - for ADLOC Part 23
- I - Texas A&M University - Corpus Christi - for ADLOC Part 15
- J - Texas A&M University - Kingsville - for ADLOC Part 17
- K - Texas A&M University – Central Texas – for ADLOC Part 24
- L - Texas A&M International University - for ADLOC Part 16
- M - Texas A&M University - for ADLOC Part 02
- N - Texas A&M University - Texarkana - for ADLOC Part 22
- O - Texas A&M University – San Antonio – for ADLOC Part 25
- P - Prairie View A&M University - for ADLOC Part 05
- R - Texas A&M University - Commerce - for ADLOC Part 21
- S - System Administrative and General Offices - for ADLOC Part 01
- T - Tarleton State University - for ADLOC Part 04
- V - Texas Veterinary Medical Diagnostic Laboratory- for ADLOC Part 20
- W - West Texas A&M University - for ADLOC Part 18
- X - Texas Agricultural Extension Service - for ADLOC Part 07

PAY RANGE CODE

1 thru 42

PAY RANGE STEP AMOUNT

Refer to Classified Pay Plan listing

PAY STEP CODE

- A - thru L (on step)
- W - Within range but not on a step
- X - Out of town
- Y - Below range
- Z - Above range

PAY TYPE

- A - Adjustment or correction entry. Generates check only - No ACH. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files. (see S)

- B - Normal current month Monthly Payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It is included on USAS files.

- C - Cancellation. Cancels a check (all sources) previously paid. No check or ACH entries generated. Adds to FYTD and YTD depending upon original paid date. Only extra deductions are taken. It is included on USAS files.

- D - Payment of death benefits. Generates check only - No ACH. Adds to FYTD and YTD totals depending on original paid date. Only extra deductions are taken. It is included on USAS files.

- E - Adjustment or correction entry. No check or ACH entries generated. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files.

- F - Work study employee. Normal biweekly payroll for current pay period. Will pay via ACH or check. Adds to all FYTD and YTD totals. Generates additional accounting entries for work study funding. Generated during payroll calculation processing for object class code of '1745', '1746', '1747', '1750' and '1751'. It is included on USAS files.

- H - Normal biweekly payroll for current pay period. Will pay via ACH or check. Adds to all FYTD and YTD totals. It is included on USAS files.

- I - Monthly supplemental for prior pay period. Processed on biweekly payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It uses the monthly tax table. It is included on USAS files. All deductions are calculated. (see L)

- J - Monthly supplemental for prior pay period. Processed on biweekly payroll. Will pay via ACH or check. Adds to all FYTD and YTD totals. It uses the monthly tax table. Does not calculate Insurance, Annuity, Bond Deductions, COD, English Proficiency Deduction, or Longevity. It is included on USAS files. (see M)

- K - Biweekly supplemental. Will pay via ACH or check. Adds to FYTD and YTD totals. Fit withheld at flat 25% rate. Does not calculate Insurance, Annuity, Bond Deductions, COD, English Proficiency Deduction, or Longevity. It is included on USAS files. (see P)

- L - Monthly supplemental for prior pay period. Processed on biweekly payroll. Generates check only - No ACH. Adds to all FYTD and YTD totals. It uses the monthly tax table. It is included on USAS files. All deductions are calculated. (see I)

- M - Monthly supplemental for prior pay period paid. Processed on biweekly payroll. Generates check only - No ACH. Adds to all FYTD and YTD totals. It uses the monthly tax table. Does not calculate Insurance, Annuity, Bond Deductions, COD, English Proficiency Deduction, or Longevity. It is included on USAS files. (see J)

- P - Biweekly supplement. Will pay via ACH or check. Adds to FYTD and YTD totals. Does not calculate Insurance, Annuity, Bond Deductions, COD, English Proficiency Deduction, or Longevity. It is included on USAS files. (see K)

 - Q - Biweekly Supplement. Will pay via ACH or check. Only calculates OAH, OASI, WCI and UCI. Restricted to accounts 02 470000 thru 02 489999. Meant for QATAR Supplements.

 - R - Reimbursement entry. Generates a check entry for each entry on voucher payable to account indicated by either the ADLOC or account, depending on the WS. All ADLOCs or accounts on the voucher must point to same payable account. Adds to all FYTD and YTD totals for each entry on voucher. Only extra deductions are taken. It is included on USAS files.

 - S - Adjustment or correction entry. Will pay via ACH or check. Adds to all FYTD and YTD totals based on original paid date. Only extra deductions are taken. It is included on USAS files. (see A)

 - T - Biweekly emolument (non-payroll) payment - allows for special object classes. Generates check only - No ACH. Adds to FYTD and YTD totals. Only calculates FIT, FIM, OASI, OAH, UCI, and WCI deductions. FIT withheld at flat 25% rate. No additional FIT is taken. It is included on USAS files. (see U)

 - U - Biweekly emolument (non-payroll) payment - allows for special object classes. Will pay via ACH or check. Adds to FYTD and YTD totals. Only calculates FIT, FIM, OASI, OAH, UCI, and WCI deductions. Fit withheld at flat 25% rate. It is included on USAS files. (see T)

 - V - Vacation payment for terminating employees. Will pay via ACH or check. Adds to FYTD and YTD totals. Only calculates FIT, OASI, OAH, WCI and UCI deductions. FIT withheld at flat 25% rate. It is included on USAS files.

 - X - Extra pay supplement. Processes on biweekly or monthly payroll Will pay via ACH or check. Adds to FYTD and YTD totals. Does not calculate Insurance, Annuity, Bond Deductions, COD, English Proficiency Deduction, or Longevity. Overtime object classes are not allowed. It is included on USAS files.
- See the Payroll Deductions Table and the end of the Payroll FAQ's on the BPP website for a complete list of the deductions calculated for each pay type.

PAYROLL CYCLE

- B - Biweekly
- M - Monthly

PAYROLL PROCESSED

- Y - PAYCALC - has not been run for this Pay Cycle/Date
- N - PAYCALC - has been run for this Pay Cycle/Date
- Blank -Defaults to N

PIN TITLE CODE

Same as Title Code

POSITION ACTION

(Valid on both Active & Prep Budgets, unless otherwise noted)

- CP - Change Period
- CR - Create (Iteration 01 Only)
- CT - Change Title
- EL - Eliminate
- ET - End of Term (Active Only)
- RA - Reassign Administrator
- RT - Retroactive (Active Only)
- OA - Other Action
- RP - Reactivate Position (Active Only)
- RC - Reclassification

PRE-TAX FLAG - APPLIES TO HEALTH, DENTAL, VISION AND ADD COVERAGES

- Blank - Participating in Tax Saver Pre-Taxing Program
- W - Waive participation in Tax Saver Pre-Taxing Program

PRETAX QUALIFY FLAG (IRS WFTRA PRETAX QUALIFYING STATUS FLAG)

The employee pretax qualify flag resulted from implementation of the Working Families Tax Relief Act (WFTRA) in January 2006. It is used to indicate whether or not health insurance premiums qualify for pretax purposes. See <http://sago.tamu.edu/shro/wftra.pdf> for qualifying criteria. See HOP #504 for more information.

- Y - Yes, credit full deduction amounts as pretax amounts since all covered dependents qualify under WFTRA Guidelines.
- N - No, credit only a portion of deduction amounts as pretax amounts since at least one insurance type has only non-qualifying dependents under WFTRA Guidelines.

PREPARATION BUDGET SALARY ACTION CODES

- AD Annual Salary Decrease
- AI Annual Salary Increase
- AS Annual Salary
- DR Delete Recommendation
- HD Hourly Rate Decrease
- HI Hourly Rate Increase
- HR Hourly Rate
- MD Monthly Salary Decrease
- MI Monthly Salary Increase
- MS Monthly Salary
- MW Minimum Wage Increase
- NC No Change
- PI Percent Increase
- RS Range/Step
- SC Standard Change

PRIMARY ACTIVITY CODE

The primary activity code is a one-character code designed for IPEDs reporting. It is defined for non-classified title codes. Its use enables reporting of faculty (and those with an EEO Code of 1 to be considered faculty) by their primary function/occupational activity as defined by IPEDs. Primary activity code is required for title codes with an EEO Code of 2 and those with an EEO Code of 1 having a numeric faculty rank. It is blank for all other non-classified title codes.

A - All Activities (Default)
I - Primarily Instruction
R - Primarily Research
P - Primarily Public Service

PRIOR VISIT

Y - Have made prior visit to U.S.
SPACE - No prior visits to U.S.

PRIVACY FLAG

Y - Do not give home address or phone number to non-TAMU organizations

PROGRAM CODE

This data element is used exclusively by workstation M.

PROJECT CODE

This data element is used exclusively by workstation E.

RECOMMENDED OCCUPANT ACTION

(Valid on both Active & Prep Budgets, unless otherwise noted)

CT - Change Title
DI - Demote In
DW -Demote Within
IR - In-grade Promotion
NA - No occupant change (no action)
NH - New Hire
PI - Promote In
PW - Promote Within
RH - Reappoint/Rehire (with the same A&M System member)
RL - Return Leave
TI - Transfer In
VA - Vacant

REVOLVING FUND INDICATOR

BLANK - No Revolving Fund
X - Revolving Account

SALARY ACTION

AB - Across the Board Increase
AD - Administrative Change
CE - Change Effort
CF - Correct File (Valid During Correction)
DE - Decrease
EQ - Equity Increase
HS - Hiring Salary Adjustment
IN - Increase
MA - Legislatively Mandated Increase
ME - Merit Increase
MW - Minimum Wage Increase
OA - Other Action
PI - Promotion Increase
PP - Pay Plan Adjustment
SC - Source Change
TS - Temporary Salary Increase

SEX CODE

M - Male
F - Female

SGIP ELIGIBILITY CODE

E - Eligible, but has waived all coverage
M - Eligible for SGIP (FMLA)
N - Not eligible
? - Not eligible
R - Eligible for SGIP (retiree)
W - Eligible for SGIP (waived premium status - disabled)
1 - Eligible (active employee = 12 month status - deduction in May for summer premiums)
2 - Eligible (active employee = 12 month status)
3 - Eligible (active employee < 12 month status - bill summer)
4 - Eligible (working retiree)

SGIP DATE

Date employee/retiree is eligible to receive SGIP. Default to the 1st of the month following 90th day of employment. Can be overridden.

SGIP RATE

F - Full SGIP
P - Part SGIP
N - No SGIP

SIT DEDUCTION CODE

- Blank - Do not compute deduction
- N -Do not compute deduction
- Y -Compute deduction
- B -Boarder City State Employee Exemption (will only have their covered wage incremented)
- E -Wage Exemption (will only have their covered wage incremented)

SIT MARITAL STATUS

- H -Head of Household (California)
- M -Married
- S -Single
- O -No personal exemptions
- T -Two income

- Blank - Valid if State = MD, PA, VA
- H -Valid if State = AL, CA, NC, MO
- O -Valid if State = AL
- T -Valid if State = ME, GA, MO
- M, S - Valid for all states

SIT STATE

Refer to State Income Tax Table in Tables File Reports (or listing)

SOURCE PERCENT EFFORT

- 0.01 thru 100.00
- 0.01 thru 150.00 (for A PINs only)

SOURCE SEQUENCE NUMBER

- A 3-digit number assigned by the system to insure uniqueness among all the sources of an employee for a pay period. The third digit signifies source type:
- 0 - Regular
 - 1 - Overtime
 - 2 - Irregular

SPENDING ACCOUNT DEDUCTION CODE (FOR HEALTH CARE AND DEPENDENT CARE)

- N - Do not compute deduction
- 1 - Compute deduction during academic year only (Sept - May)
- 2 - Compute deduction during entire benefit year

SPENDING ACCOUNT DIRECT DEPOSIT FLAG

- Y - Receive reimbursement via Direct Deposit
- N - Do not receive reimbursement via Direct Deposit

STATE AGENCY NUMBER

- 555 - Texas Cooperative Extension
- 556 - Texas Agricultural Experiment Station
- 557 - Texas Veterinary Medical Diagnostic Laboratory
- 576 - Texas Forest Service
- 577 - Texas Wildlife Damage Management Service (discontinued 9/1/2003)
- 709 - Texas A&M System Health Science Center
- 710 - Texas A&M University System Administration & General Offices
- 711 - Texas A&M University
- 712 - Texas Engineering Experiment Station
- 713 - Tarleton State University
- 715 - Prairie View A&M University
- 716 - Texas Engineering Extension Service
- 718 - Texas A&M University at Galveston
- 727 - Texas Transportation Institute
- 732 - Texas A&M University – Kingsville
- 748 - Baylor College of Dentistry (discontinued 9/1/1999)
- 751 - Texas A&M University - Commerce
- 757 - West Texas A&M University
- 760 - Texas A&M University - Corpus Christi
- 761 - Texas A&M International University
- 764 - Texas A&M University - Texarkana

STATE APPROPRIATION NUMBER

Refer to Accounting Analysis Table in Tables File Report (or Listing)

STATE CODE

(Used in bond, home, & employment addresses)

Alabama.....	AL	Montana	MT
Alaska.....	AK	Nebraska.....	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire.....	NH
California.....	CA	New Jersey	NJ
Colorado	CO	New Mexico.....	NM
Connecticut.....	CT	New York.....	NY
Delaware.....	DE	North Carolina.....	NC
District of Columbia	DC	North Dakota.....	ND
Florida.....	FL	Ohio.....	OH
Georgia	GA	Oklahoma	OK
Hawaii.....	HI	Oregon.....	OR
Idaho	ID	Pennsylvania	PA
Illinois.....	IL	Rhode Island	RI
Indiana	IN	South Carolina.....	SC
Iowa	IA	South Dakota.....	SD
Kansas.....	KS	Tennessee	TN
Kentucky.....	KY	Texas	TX
Louisiana	LA	Utah.....	UT
Maine	ME	Vermont	VT
Maryland.....	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan.....	MI	West Virginia	WV
Minnesota	MN	Wisconsin.....	WI
Mississippi.....	MS	Wyoming.....	WY
Missouri.....	MO	Puerto Rico.....	PR

STATE FUND NUMBER

- 001 - General Revenue
- 006 - Department of Transportation (DOT) (Part 12 only)
- 009 - Local Fund in Local Deposit
- 042 - Available Funds (Part 05 only)
- 047 - Available Funds
- 230 - Local Funds in State Treasury (Part 15 only)
- 231 - Local Funds in State Treasury (Part 16 only)
- 232 - Local Funds in State Treasury (Part 22 only)
- 242 - Local Funds in State Treasury (Part 02 only)
- 243 - Local Funds in State Treasury (Part 04 only)
- 245 - Local Funds in State Treasury (Part 05 only)
- 254 - Local Funds in State Treasury (Part 17 only)
- 257 - Local Funds in State Treasury (Part 21 only)
- 263 - Local Funds in State Treasury (Part 18 only)
- 275 - Local Funds in State Treasury (Part 10 only)
- 563 - Soil and Water (Part 06 and 07 only)

STATE INCOME TAX (SIT) DEDUCTION CODE

- N - Do not compute deduction
- Y - Compute deduction
- B - Border city exemption

STATE INCOME TAX (SIT) MARITAL STATUS

- M - Head of Household (California)
- M - Married
- S - Single

STATE INCOME TAX (SIT) STATE

Refer to State Income Tax Table in Tables File Report (or Listing)

STATE'S GROUP INSURANCE PREMIUM (SGIP) DATE

Date employee/retiree is eligible to receive SGIP. Default to the 1st of the month following 90th day of employment. Can be overridden.

STATE'S GROUP INSURANCE PREMIUM (SGIP) ELIGIBILITY CODE

- E - Eligible, but has waived all coverage
- M - Eligible for SGIP (FMLA)
- N or ? - Not eligible
- R - Eligible for SGIP (retiree)
- W - Eligible for SGIP (waived premium status - disabled)
- 1 - Eligible (active employee < 12 month status - deduction in May for summer premiums)
- 2 - Eligible (active employee = 12 month status)
- 3 - Eligible (active employee < 12 month status - bill summer)
- 4 - Eligible (working retiree)

STATE'S GROUP INSURANCE PREMIUM (SGIP) RATE

- F - Full SGIP
- P - Part SGIP
- N - No SGIP

STUDENT/STAFF/FACULTY INDICATOR

- 1 - Student
- 2 - Staff
- 3 - Faculty

SUFFIX

Alphanumeric (A thru Z) or (1 thru 9) - added to ADLOC

SURVIVOR/SPOUSE OF VETERAN (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

- N - No
- Y - Yes

TABLE TYPE CODES

User maintained table screen codes:

- 301 - Account
- 302 - Non-Classified Position
- 303 - Classified Position
- 304 - County Code
- 305 - District Code
- 306 - ADLOC
- 307 - W-2 Changes
- 308 - Annuity/DCP Carrier
- 309 - Accounting Analysis
- 310 - ORP Carrier
- 311 - Project
- 312 - Parking
- 313 - Report Sequence
- 315 - Zip Code/HMO
- 316 - TRAQS - Modify Work
- 317 - TRAQS - Modify TRS DB
- 318 - TRAQS - Working Retirees
- 319 - Program/Project (PG/PJ)
- 320 - Long Error Message
- 321 - COD - Modify SDU work file
- 322 - Supplemental Payments

TABLE TYPE CODES

BPP maintained table screen codes:

- | | |
|------------------------------|------------------------------------|
| 401 - Pay Plan | 415 - Employee Organizations |
| 402 - Part Name | 416 - State Income Tax |
| 403 - Dental Carriers | 417 - Credit Unions |
| 404 - Form 500 Processing | 418 - Charitable Organizations |
| 405 - Terminal Security | 419 - Student Loan Recipients |
| 406 - Fund Group | 420 - Supplemental Payments |
| 407 - Tax Treaty | 421 - Payroll Deduction |
| 408 - Medical Carrier | 422 - Workdays/Holidays By Part |
| 409 - Char Cont Edu Carrier | 423 - Country Codes |
| 410 - Non-Payroll Items | 424 - Deduction Recipient Table |
| 411 - Pay Period/Voucher No. | 430 - Annual Enrollment |
| 412 - PIN/Budget Change No. | 431 - Annual Enrollment Change Log |
| 413 - Fiscal Year | 451 - Generic Table Maintenance |
| 414 - Work Days | 452 - Leave Role Maintenance |

TAX TREATY

TREATY	INCOME CODE	MAX. PRESENCE PER YEAR	MAX. AMOUNT PER YEAR	MAX. EARNINGS	COUNTRIES					
01	18	02	99999	9999999	AJ EG ID KG NO SI UP	AM EZ IN KS PK TD UZ	BE FR IS LO PL TH VE	BG GG IT LU PO TI	BO GM JA MD RO TX	DA HU JM NL RP UK
02	18	03	99999	9999999	CH	GR				
03	19	04	9000	9999999	GM					
04	19	05	2000	9999999	BE NL	CY NO	ID PL	JA RO	KS TD	MO
05	19	05	3000	9999999	EG	IS	RP	TH		
06	19	05	4000	9999999	TS					
07	19	05	5000	9999999	EN PO	EZ SI	FR VE	LG	LH	LO
08	19	99	5000	9999999	CH	PK				
09	17	99	10000	9999999	CA					
10	19	05	1350	9999999	SP					
11	19	99	8000	9999999	BG					
12	19	99	9000	9999999	BU					
13	18	02	99999	9999999	BU					
14	19	05	9000	9999999	IC					

TEACHER RETIREMENT SERVICE (TRS) CHARGE CODES

- 0 - No bank and no account charged (State paid) – no entry in local accounting systems
- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged
- 4 - Salary bank and salary account charged-federal-charged at only 3.29% - state to pay balance
- 5 - Specified bank and specified account charged-federal-charged for 3.29% - state to pay balance

TEACHER RETIREMENT SERVICE (TRS) DEDUCTION CODE

- Y - Compute the TRS deduction, covered wage and employer payment amount.
- N- Do NOT compute TRS deduction, covered wage or employer payment amount, and/or the retiree is exempt from TRS surcharge. Use this code for A&M System retirees who were listed on your January 2005 BP8048 reports, or are not benefit eligible. They are exempt from the TRS surcharge.
- S - Compute the TRSS covered wage and employer payment amount (12.4% of covered wage). Use this code for A&M System retirees who were NOT listed on your January 2005 BP8048 reports.
- X - Do NOT compute TRSS covered wage and employer payment amount. Use this code for Non-A&M System retirees who retired PRIOR to 1/1/01 (Area 2) and were listed on your January 2005 BP8048 reports, or are not benefit eligible. They are exempt from the TRS surcharge.
- T - Compute TRSS covered wage and employer payment amount (12.4% of covered wage). If the TRS-Care amount entered on Screen 104 is not zero, compute the TRS-Care surcharge. Use this code for Non-A&M System retirees who retired PRIOR to 1/1/01 (Area 2) and were NOT listed on your January 2005 BP8048 reports.
- E - Do NOT compute TRSS covered wage and employer payment amount. Use this code for Non-A&M System retirees who retired PRIOR to 1/1/01 (Area 1) and were listed on your January 2005 BP8048 reports, or are not benefit eligible. They are exempt from the TRS surcharge.
- R - Compute TRSS covered wage and employer payment amount (12.4% of covered wage). If the TRS-Care amount entered on Screen 104 is not zero, compute the TRS-Care surcharge. Use this code for Non-A&M System retirees who retired 1/1/01 or AFTER (Area 1) and were NOT listed on your January 2005 BP8048 reports.

TEACHER RETIREMENT SERVICE FIRST 90 DAYS EMPLOYMENT (TRS9) CHARGE CODES

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged
- 4 - Salary bank and salary account charged-federal-charged at only 3.29% - state to pay balance
- 5 - Specified bank and specified account charged-federal-charged for 3.29% - state to pay balance

TEACHER RETIREMENT SERVICE SURCHARGE (TRSS) CHARGE CODES

- 0 - No bank and no account charged (State paid) – no entry in local accounting systems
- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged
- 4 - Salary bank and salary account charged-federal-charged at only 3.29% - state to pay balance
- 5 - Specified bank and specified account charged-federal-charged for 3.29% - state to pay balance

TENURE STATUS CODE

- N - No
- Blank - No
- P - Probationary Service (on track)
- Y - Yes

TERMINATION REASON CODE

- 51 - Inadequate salary
- 52 - Lack of opportunity for advancement
- 53 - Dissatisfaction with supervisor or co-workers
- 54 - Dissatisfaction with travel
- 55 - Working hours
- 56 - Dislike/unsuitability for assigned duties
- 57 - Resignation in lieu of involuntary separation
- 58 - Personal reasons not related to job
- 59 - Resignation / Reasons unknown
- 63 - At will termination
- 64 - Reduction in force
- 65 - Transfer to non-TAMUS agency/institution – no service break
- 66 - End or expiration of contract or grant
- 67 - Dismissal for cause
- 68 - Retirement
- 69 - Death

TITLE CODE

Refer to Tables File Report (or Listing)

TITLE OR NAME - LONG

Refer to Tables File Report (or Listing)

TITLE OR NAME - SHORT

Refer to Tables File Report (or Listing)

TOBACCO (SMOKER) USER FLAG - USED FOR OL AND LTD

- N - Non-user or non-smoker
- S - User or Smoker

UNEMPLOYMENT COMPENSATION INCOME (UCI) CHARGE CODE

- 0 - No bank and no account charged (state paid)
- 1 - Salary bank and salary account
- 2 - Specified bank and specified account
- 3 - Specified bank and salary account

UNEMPLOYMENT COMPENSATION INCOME (UCI) DEDUCTION CODE

- N - Do not compute deduction (only if exempt from OASI)
- Y - Compute deduction

VALIDITY CODE (MED, DEN, AND VISION) SEE SCREEN 408

- C - Valid for current fiscal year
- N - Next fiscal year carrier - not valid
- P - Prior fiscal year carrier - not valid
- R - Region code - not valid for carriers
- S - Special use carrier

VETERAN CODE (See <http://www.tamus.edu/offices/hr/forms/181.pdf> for additional detail.)

- N - No
- Y - Yes

VETERAN SEPARATION DATE

Date a veteran was discharged or released from duty.

VISA STATUS

If visa-type is 'J1', then the following Visa Status Codes (ST) are required:

- C - Scholar
- T - Non-Student
- S - Student

If ST = C Then the CURR-TL-CD can either be a student or non-student title code.

If ST = T Then the CURR-TL-CD must be a non-student title code.

If ST = S Then the CURR-TL-CD must be a student title code.

VISA TYPE

- Non - immigrants
- AA - Adjustment applicant
- A1 - Ambassador, Public minister or diplomat & family
- E3 - Australian Citizen
- F1 - Student
- H1 - Temp. worker of distinguished merit and ability
- H3 - Temporary Trainee
- J1 - Exchange visitor
- J2 - Spouse or child of exchange visitor
- L2 - Spouse Intracompany Transferee
- O1 - Alien of Extraordinary Ability
- PA - Political asylum
- PR - Permanent resident
- RF - Refugee
- TN - Treaty agreement with Canada and Mexico (NAFTA)
- TP - Temporary protected status
- XN - Exempt National – working outside U.S.

VISION DEDUCT CODE

- D - Divorced from employee, dependent losing eligibility, death of employee/retiree (COBRA)
- L - LWOP billing basis
- M - Family Medical Leave Act
- N or BLANK - No Coverage
- R - Retired Billing Basis
- S - Survivor of Deceased Employee
- T - Terminated employee, LWOP, reduction of hours, dependent of terminated employee (COBRA)
 - 1 - 9-month deduction basis - deduct 4 months in May for summer premiums
 - 2 - 12-month deduction basis
 - 3 - 9-month deduction basis - bill for summer premium
 - 4 - 12-month deduction basis - working retiree

VISION FAMILY STATUS

- E - Employee only
- C - Employee and Children
- S - Employee and Spouse
- F - Employee and Family

VISION PRIORITY

- 4 - Receiving State money to pay VIS premium
- N - No State payment

WORK STATION CODE

- A - Texas AgriLife Research / TAMU College of Agriculture
- C - Texas Transportation Institute
- D - Texas Engineering Extension Service
- E - Texas Engineering Experiment Station / TAMU College of Engineering
- F - Texas Forest Service
- G - Texas A&M University at Galveston
- H - Texas A&M University System Health Science Center
- I - Texas A&M University - Corpus Christi
- J - Texas A&M University - Kingsville
- K - Texas A&M University – Central Texas
- L - Texas A&M International University
- M - Texas A&M University
- N - Texas A&M University - Texarkana
- O - Texas A&M University – San Antonio
- P - Prairie View A&M University
- R - Texas A&M University – Commerce
- S - System Offices
- T - Tarleton State University
- V - Texas Veterinary Medical Diagnostic Laboratory
- W - West Texas A&M University
- X - Texas AgriLife Extension

WORKER'S COMPENSATION INSURANCE (WCI) CHARGE CODE

- 1 - Salary bank and salary account charged
- 2 - Specified bank and specified account charged
- 3 - Specified bank and salary account charged