

ABO Flag	People	Flag indicating whether someone has elected the Accelerated Benefit Option or not (Y or N).
Account & Suffix	Adloc	Six digit code identifying an administrative location within an agency of the Texas A&M System with a one character code at the end to provide a further break down when used with an adloc.
Account	Accounts	Six digit code identifying an accounting unit within an agency of the Texas A&M System.
ADD Change Date	Insurances	Date of last change to a person's ADD coverage.
ADD Ded Code	Insurances	Code indicating whether the person has ADD coverage and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act R - Retired Billing Status 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - bill for summer premiums 4 - 12-Month Ded. Basis - Working Retiree
ADD Emp Ded Amt	Insurances	Amount the employee pays each month for ADD coverage.
ADD Empr Pymt Amt	Insurances	Amount the employer pays each month for an employee's ADD coverage.
ADD Plan	Insurances	Code indicating the ADD plan the individual participates in. 1 - Employee Only Coverage 2 - Family Coverage
ADD Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it. 3 - SGIP is used N - Employee pays
ADD Start Date	Insurances	Date a person's ADD coverage began.
ADD Stop Date	Insurances	Date a person's ADD coverage stopped.
Adloc Account & Suffix	People	Six digit code identifying an administrative location within an agency of the Texas A&M System with a one character code at the end to provide a further break down when used with an adloc.
Adloc Account	People	Six digit code identifying an administrative unit within an agency of the Texas A&M System.

Adloc Part	People	Two digit code identifying the agency or institution within the Texas A&M University System.
Annual Term Modifier	Positions	Code indicating a pre-defined break in the annual term months. Blank - No break in term A - Break from 0601 - 0715 B - Break from 0116 - 0531 C - Break from 0116 - 0715 D - Other (non-specified)
Annual Term Months	People	Number of months a person is scheduled to work in a position (maximum of 12).
Annual Term Months	Positions	Number of months a position is budgeted.
Annuity Ded Code	Annuities	Code indicating whether the employee has an annuity/deferred compensation deduction and type of deduction. N or blank - no deduction 1 - Compute deduction from September through May (during academic year) 2 - Compute deduction during entire year
Annuity CALC Date	Annuities	Date cutoff amount was calculated for the Annuity Deduction
Annuity Last Update Date	Annuities	Date annuity was last updated.
Annuity Start Date	Annuities	Start date of this annuity.
Annuity Stop Date	Annuities	Stop Date of annuity.
Annuity Ded Type	Annuities	Code indicating type of deduction to take P – Percentage deduction (annuities only) F – Fixed amount (annuities and DCP)
Annuity Carrier Code	Annuities	Three digit code identifying the company designated by the employee to receive the annuity
Annuity Ded Amt	Annuities	Amount to be deducted when the fixed deduction amount is selected.
Annuity Ded Pct	Annuities	Percentage to be deducted when the percentage deduction amount is selected.
Annuity YTD Ded Amt	Annuities	Calendar year-to-date amount that has been deducted.

Annuity MTD Ded Amt	Annuities	Month-to-date amount that has been deducted.
Annuity Cutoff Amt	Annuities	Calendar year-to-date amount at which to stop taking this annuity deduction.
Attained	People	A one character code showing how the employee attained their current position. A - Appointment C - Changed Title P - Promotion
Bank Account Number	People	The employee's bank account number if they participate in the payroll direct deposit program.
Bank Account Type	People	This indicates the employee's bank account type. C - Checking S - Savings
Bank Change Date	People	The last date an employee's direct deposit information was changed and a pre-note generated.
Bank Code	People	This is the transit routing number of the employee's bank if they participate in the payroll direct deposit program.
Basic Life Cvrgr Amount	Insurances	The amount of Basic Life coverage the individual has.
Basic Life Ded Code	Insurances	Code indicating whether the person has Basic Life coverage and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act R - Retired Billing Basis W - Waived Premiums 1 - 9-Month Ded. Basis - Ded 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - Bill for summer premiums 4 - 12-Month Ded. Basis - Working Retiree
Basic Life Emp Ded Amt	Insurances	Amount an employee pays each month for basic life coverage.
Basic Life Empr Pymt Amt	Insurances	Amount the employer pays each month for an employee's basic life coverage.
Basic Life Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it.

1 - SGIP is used  
N - Employee pays

Basic Life Start Date	Insurances	Date a person's Basic Life coverage began.
Basic Life Stop Date	Insurances	Date a person's Basic Life coverage stopped.
Benefit Salary	People	The salary used to base benefits on for insurance initialization. This is generally the person's salary as of September 1st, after the new fiscal year's budget has been applied.
Billed Status	People	The billing status of the participant who receives insurance bills. Blank - Send bill to participant D - Participation in bank draft plan A - Billed on an annual basis Q - Billed on a quarterly basis S - Billed on a semi-annual basis
Birthdate	People	The individual's date of birth.
Bond Ded Code	Bonds	Code indicating whether the employee has a bond deduction. N or blank - No bond deduction Y - Bond Deduction
Bond Number	Bonds	Sequential number of the bond (1 or 2)
Bond FYTD Ded Amt	Bonds	Fiscal year-to-date amount deducted for this bond.
Bond FYTD Purchase Value	Bonds	Fiscal year-to-date purchase value amount deducted.
Bond Amt Accumulated	Bonds	Amount accumulated from payroll deductions toward the purchase of a bond.
Bond Denomination	Bonds	The face value of the bond being purchased.
Bond Cost	Bonds	The actual cost of the bond being purchased .
Bond Emp Ded Amt	Bonds	Amount deducted from each paycheck to apply toward the purchase of a bond.
Bond Start Date	Bonds	Start date of the bond deduction.
Bond Stop Date	Bonds	Stop date of the bond deduction.
Bond Last Update Date	Bonds	Date the bond deduction was last modified.

BRP Amt	People	Annual amount of Benefit Replacement Pay an employee is eligible to receive.
BRP Eligibility Code	People	Code indicating eligibility for Benefit Replacement Pay Y - Eligible N - Not Eligible
Budget/Wage Code	Sources	Code indicating whether this source is budgeted or on wages. B - Budgeted W - Wages
Budget/Wage Code	Position	Code indicating whether this position is budgeted or on wages. B - Budgeted W - Wages
Budgeted Salary	People	The actual budgeted salary for an individual. (FTE Monthly Salary * Percent Effort * Annual Term Months)
Budgeted Salary	Positions	The actual budgeted salary for an individual. (FTE Monthly Salary * Percent Effort * Annual Term Months)
Budgeted Salary/Hourly Rate	Sources	This contains the amount of the monthly budgeted salary if the person is budgeted. It contains the hourly rate if the person is paid on wages.
Certified Other Coverage	Insurances	An indicator for employees wishing to not have health coverage at Texas A&M but wanting to use the 1/2 SGIP option. This flag indicates whether a person has coverage outside the A&M system and therefore is eligible for the 1/2 SGIP to be used to pay for optional benefit coverages. N or blank - No other coverage Y - Other medical coverage outside Texas A&M
Charitable Org Code	Charitable Org	Code indicating the charitable organization the deduction is sent to. Valid organizations are on the Tables Database.
Charitable Org Emp Ded Amt	Charitable Org	Amount an employee has deducted with each payroll and sent to a Charitable Organization.
Charitable Org Ded Code	Charitable Org	Code indicating whether the employee has a Charitable Organization deduction. N or blank - No deduction Y - Charitable Organization deduction taken
Charitable Org Start Date	Charitable Org	Date indicating when this Charitable Organization deduction began.
Charitable Org Stop Date	Charitable Org	Date indicating when this Charitable Organization deduction stopped.

Charitable Org Emp Ded Amt	Charitable Org	Amount employee has elected to have deducted for this organization.
Charitable Org MTD Ded Amt	Charitable Org	Month-to-date amount deducted for this charitable organization.
Charitable Org YTD Ded Amt	Charitable Org	Year-to-date amount deducted for this charitable organization.
Charitable Org Last Update Date	Charitable Org	Last date charitable organization deduction was modified.
Check Dist Code Account	People	Six digit code indicating the department where an employee's check is sent.
Check Dist Code Part	People	Two digit code indicating the part of the system where an employee's check is sent.
COD Ded Code	Court Ordered	Code indicating whether the employee has a Court Ordered Deduction. N or blank - No deduction Y - Court Ordered Deduction Taken
COD Max Pct	Court Ordered	Maximum percentage of "disposable income" to be withheld for this deduction.
COD Mail Code	Court Ordered	Code identifying the recipient of this deduction.
COD Emp Ded Amt	Court Ordered	Amount to be deducted for this court order.
COD DTD Ded Amt	Court Ordered	Amount that has been deducted since this court order began.
COD Last Update Date	Court Ordered	Date this deduction was last modified.
County Code	Address	Three digit code indicating the county in which a person works.
County Code	Positions	County code used by the Texas Forest Service on the Active Budget.
Credit Union Code	Credit Union	Code indicating the Credit Union where the employee's deduction is sent. Valid Credit Unions are on the tables database.
Credit Union Ded Amt	Credit Union	Amount an employee has deducted with each payroll and sent to a Credit Union.
Credit Union Ded Code	Credit Union	Code indicating whether the employee has a Credit Union deduction. N or blank - No deduction Y - Credit Union deduction taken
Credit Union Start Date	Credit Union	Date indicating when this Credit Union deduction begins.

Credit Union Stop Date	Credit Union	Date indicating when this Credit Union deduction stops.
Credit Union MTD Ded Amt	Credit Union	Month-to-date amount deducted for this credit union deduction.
Credit Union YTD Ded Amt	Credit Union	Year-to-date amount deducted for this credit union deduction.
Credit Union Last Update Date	Credit Union	Date this credit union deduction was last modified.
CSRS Ded Code	Federal Ded	Code indicating the employee's status and participation in the civil service retirement system. N or blank - No CSRS deduction taken R - Retired, do not compute deduction Y - Active, compute deduction
CSRS SCD Date	Federal Ded	Date calculated for employees under the CSRS to determine total amount of service.
Current MEA Type	People	Current type of Maximum Exclusion Allowance submitted.
Date Employed - Current	People	The date an employee was hired at the system part they currently work for.
Date Employed - Orig	People	The original date an employee was hired by any part of the Texas A&M University System.
Date Last Paid	People	Date an employee was last paid by the B/P/P system. This is the actual pay date.
Date Last Updated	People	Date an employee's personnel information was last updated.
Date Promoted	People	Date of the employee's last promotion.
Date Retired	People	Date an employee retired from the Texas A&M University System.
Date Terminated	People	Date an employee terminated employment with the Texas A&M University System.
Dental Change Date	Insurances	Date of last change to a person's Dental coverage.

Dental Ded Code	Insurances	Code indicating whether the person has Dental coverage and how the premiums are paid. N or blank - No coverage D - Divorced spouse/dependent of employee (COBRA) L - Leave of Absence Billing Status M - Family Medical Leave Act R - Retired Billing Basis S - Survivor of Deceased Employee T - Terminated Employee (COBRA) 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - bill for summer premiums 4 - 12-Month Ded. Basis - Working Retiree
Dental Emp Ded Amt	Insurances	Amount the employee pays each month for Dental coverage.
Dental Empr Pymt Amt	Insurances	Amount the employer pays each month for an employee's Dental coverage.
Dental Family Indicator	Insurances	Code indicating whether or not family members are covered by Dental and if so which ones. E - Employee Only S - Employee and Spouse C - Employee and Children F - Employee and Family
Dental Number Covered	Insurances	Number of people covered under the Dental plan.
Dental Plan	Insurances	Code indicating the type of Dental coverage. F - Full coverage P - Preventative coverage (1st year of enrollment)
Dental Pre Tax Waive Flag	Insurances	Flag indicating whether someone is pre-taxing their dental premiums.
Dental Pre Tax Amt	Insurances	Amount of dental premium being pre-taxed.
Dental Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it. 4 - SGIP is used N - Employee pays
Dental Start Date	Insurances	Date a person's Dental coverage began.
Dental Stop Date	Insurances	Date a person's Dental coverage stopped.



- W - Waived Premiums
- 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May
- 2 - 12-Month Ded. Basis
- 3 - 9-Month Ded. Basis - bill for summer premiums
- 4 - 12-Month Ded. Basis - Working Retiree

Dep Life Emp Ded Amt	Insurances	Amount the employee pays each month for Dependent Life coverage.
Dep Life Plan	Insurances	Code indicating the Dependent Life plan the individual participates in. A - Based on Optional Life insurance coverage B - Flat Rate C - Based on Basic Life insurance coverage
Dep Life Start Date	Insurances	Date a person's Dependent Life coverage began.
Dep Life Stop Date	Insurances	Date a person's Dependent Life coverage stopped.
Direct Deposit Agency	People	The state agency number of the system part that originally set the employee up for direct deposit on the B/P/P system.
Disabled Veteran Code	People	Code indicating whether the person is a disabled veteran or not. N or blank - Not a disabled veteran Y - Disabled veteran
District Code	Positions	District Code used by the Texas Forest Service on the Active Budget.
Education Level	People	Code indicating the highest level of education a person has completed. 1 - Less than High School 2 - High School Diploma or GED Equivalency Test 3 - Associate Degree 4 - Baccalaureate Degree 5 - Masters Degree 6 - Doctoral Degree 7 - Special Professional Program
EEO	People	The person's current job category. 1 - Executive/Administrative/Managerial 2 - Faculty 3 - Professional/Non-Faculty 4 - Secretarial/Clerical 5 - Technical/Paraprofessional

6 - Skilled Craft  
7 - Service/Maintenance

EEO	Title Codes	The job category assigned to a specific title code. (Same definitions as above in EEO for People table).
EEO Minority Code	People	The person's ethnic background. 1 - White (not of Hispanic origin) 2 - Black (not of Hispanic origin) 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native
EEO Termination Code	People	Code that indicates whether a termination was voluntary or involuntary on the employee's part. I - Involuntary Termination V - Voluntary Termination
EEO Training Date	People	Date of EEO training in YYYYMM format.
EIC Ded Code	Misc	Code indicating whether the employee is participating in the EIC program or not. N or blank - No EIC calculation A - Single or married without spouse filing certificate B - Married with both spouses filing certificate
Empl Address	Address	Employment address description.
Empl Address City	Address	City where the employee works.
Empl Address State	Address	State where the employee works.
Empl Address Street	Address	Street address of the employee's work location.
Empl Address Zip	Address	Zip Code (first 5 digits) of the employment address.
Empl Address Zip Suffix	Address	Zip Code suffix (last 4 digits) of the employment address.
Empl Location Account	People	Six digit number indicating a department where a person is actually located.
Empl Location Part	People	Two digit code indicating the part of the system where an employee is actually located.
Empl Phone Extension	Address	The person's phone extension at work.
Empl Phone Number	Address	Phone number where the person can be reached during work hours.

Employee Status	People	Code indicating the status of a person on the B/P/P system. A - Active C - COBRA Participant D - Deceased I - Incapacitated K - COBRA Dependent L - Leave of Absence R - Retired S - Survivor of Employee T - Terminated W - Working Retiree
English Proficiency Ded Code	Misc Ded	Code indicating whether to take the English Proficiency deduction or not. N or blank - No deduction taken Y - Take the English deduction
EORG Ded Code	Employee Org	Code indicating whether the employee has an Employee Organization deduction. N or blank - No deduction taken Y - Deduction taken
EORG Code	Employee Org	Two digit code indicating the employee organization.
EORG Start Date	Employee Org	Start date of employee organization deduction.
EORG Stop Date	Employee Org	Stop date of employee organization deduction.
EORG Emp Ded Amt	Employee Org	Amount to be deducted for this employee organization
EORG MTD Ded Amt	Employee Org	Month-to-date amount deducted for this employee organization.
EORG Last Update Date	Employee Org	Date this employee organization deduction was last updated.
EPP Code	People	Code indicating whether the employee participates in the Extended Pay Plan or not. N or blank - Not participating 1 - Deduct at 12.5% of net for summer reimbursement 2 - Deduct at 25% of net for summer reimbursement
ESH Pay Date	ESH Payroll	The actual date this payment was made.
ESH Seq No	ESH Payroll	A sequential number when a person is paid from multiple sources of funding on one paydate.

ESH Gross Pay	ESH Payroll	The total gross pay amount for this funding source.
ESH Pos Title Code	ESH Payroll	The four digit title code for this payroll source.
ESH Adloc Part No	ESH Payroll	The two digit system part number associated with the Adloc.
ESH Adloc Acct No	ESH Payroll	The six digit account number associated with the administrative location code.
ESH Adloc Suffix	ESH Payroll	A one digit code to further break down an adloc.
ESH Wrk Stn	ESH Payroll	A one character code representing the payroll office responsible for the person's records. See below for definitions.
ESH PIN Seq No	ESH Payroll	A five digit number identifying the position identification number the person is occupying.
ESH Pos Pct Effort	ESH Payroll	The total percent effort for the position the person is occupying.
ESH Curr Empl Date	ESH Payroll	The current employment date of the individual.
ESH Pay Type	ESH Payroll	The pay type of an individual for this payroll run.
ESH Src Title Code	ESH Payroll	The four digit code identifying the title for which this payroll source is for.
ESH Src Part No	ESH Payroll	A two digit code representing the system part responsible for paying this portion of the salary.
ESH Src Acct No	ESH Payroll	A six digit code representing the department responsible for paying this portion of the salary.
ESH Obj Class	ESH Payroll	The object class this source of funding falls under.
ESH Src Pct Effort	ESH Payroll	The percent effort only for this source of funding.
ESH Lng Paid	ESH Payroll	The amount of longevity paid on this source of funding.
ESH Lng Mos	ESH Payroll	The number of longevity months the person has accumulated as of this paydate.
ESH Src Hrly Rate	ESH Payroll	The hourly rate paid on this payroll source.
ESH FTE Mo Rate	ESH Payroll	The full-time equivalent monthly salary for this source.
ESH Curr Budgeted Salary	ESH Payroll	The current, actual budgeted salary for this source.

ESH Pay Indicator	ESH Payroll	The one character indicator showing the type of payment this is.
ETD ORP Reduction	People	The employee's earnings to date (since becoming an employee of the Texas A&M System) ORP reduction amount.
ETD TSA Reduction	People	The employee's earnings to date (since becoming an employee of the Texas A&M System) TSA reduction amount.
Ethics Indicator	People	Code indicating whether a person has had the required ethics training. Y - Yes N or Blank - No P - Policy training only
Faculty Code	Title Codes	Code indicating if the person's current title code is considered faculty and if so, what faculty level. Blank - Staff S - Student Numeric - Faculty 0 - Grad. Asst. (Teaching or Non-Teaching) 1 - Lecturer 2 - Instructor 3 - Assistant Professor 4 - Associate Professor 5 - Professor
FIA Ded Code	Federal Ded	Code indicating whether the person participates in the federal insurance, FIA, or not. N or blank - Does not participate Y - Participates in FIA
FIB Ded Code	Federal Ded	Code indicating whether the person participates in the federal insurance, FIB, or not. N or blank - Does not participate Y - Participates in FIB
FIC Ded Code	Federal Ded	Code indicating whether the person participates in the federal insurance, FIC, or not. N or blank - Does not participate Y - Participates in FIC

FIM Ded Code	Federal Ded	Code indicating whether the person participates in the federal insurance, FIM, or not. N or blank - Does not participate Y - Participates in FIM
FIR Ded Code	Federal Ded	Code indicating whether the person participates in the federal insurance, FIR, or not. N or blank - Does not participate Y - Participates in FIR
First Name	People	The person's first name.
Fiscal Year	Sources	The fiscal year in which the source of funding is valid.
Fiscal Year	Positions	The fiscal year in which the position is budgeted.
FIT Arrival Date	Misc Ded	Date a foreign citizen arrived in this country.
FIT Ded Code	Misc Ded	Code indicating the FIT deduction status of an employee. A - Agricultural Worker, Exempt B - Deduct Additional Amount Only (phasing out) E - Exempt F - Foreign National, Exempt R - Residency Outside US - Exempt T - Tax Employee's Total Income (ignore exemptions amount) Y - Compute tax in normal manner (include additional amount, if any)
FIT Prior Visit	Misc Ded	Flag indicating whether the person has made prior visits to the U.S.
Position FLSA	Positions	Code indicating the FLSA category for this position. 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)
FLSA Code	Title Codes	Code indicating the FLSA of a specific title code. (same as definitions above for FLSA on Positions table).
FMLA Start Date	People	Date a person started on leave under the Family Medical Leave Act.
FTE Monthly Salary	Positions	Monthly FTE salary amount for this position, taking into consideration annual term months, percent effort and budgeted salary amount.

FTE Salary	People	Annual FTE salary for an individual taking into consideration annual term months, percent effort and budgeted salary amount.
Full Name	People	The person's full name in the format "Last, Suffix First MI".
Full or Part Time	People	Code indicating whether the employee is full or part-time. F - Full Time P - Part Time
FYTD Gross Earnings	People	Employee's fiscal year-to-date gross earnings.
Handicap Code	People	Code indicating whether the person is handicapped or not. N - Not handicapped Y - Handicapped
Hazardous Duty Months of Svc	People	Number of Hazardous Duty Months of Service the person has accumulated.
Hazardous Duty Status	People	Code indicating if the employee is currently eligible to accumulate Hazardous Duty Months of Service in their current job assignment. N - Not eligible for Hazardous Duty Pay Y - Eligible for Hazardous Duty Pay
Highest Iteration Flag	Positions	Flag indicating that this is the highest current iteration for this PIN.
Home Address City	Address	City where the person's home address is located.
Home Address State	Address	State where the person's home address is located.
Home Address Street	Address	Person's home street address.
Home Address Zip	Address	Zip Code (first 5 digits) of the person's home address.
Home Address Zip Suffix	Address	Zip Code (last 4 digits) of the person's home address.
Home Phone Number	Address	Person's home phone number.
Hourly Rate	Positions	Hourly rate of pay for this position.
Iteration Number	Sources	Number indicating the number of budget changes for a position during the current fiscal year.
Iteration Number	Positions	Number indicating the number of budget changes for a position during the current fiscal year.

Iteration Status	Positions	Code indicating the status of an iteration of a PIN. C – Cleared D – Disapproved E – End of term P – Pay R – Retroactively overridden S – Suspense W – Withdrawn
Job Group	Title Code	Job group assigned to a specific title code.
Last Action Code	People	Code indicating the last budget action for this employee. CN - Change Name CT - Change Title DI - Demote In DW - Demote Within NH - New Hire PI - Promote In PW - Promote Within RH - Re-appoint RL - Return from Leave TI - Transfer In VT - Voluntarily Terminated
Last Action Date	People	Date indicating when the Last Budget Action took place.
Last Name	People	The person's last name.
Location	Sources	Code indicating the campus the person works on. This is used in conjunction with the title code to obtain the source title description specific to a campus (Galveston, College Station, Laredo, etc.).
Location	Positions	Same as above except for use with position title code on Positions table.
Location	People	Same as above except for use with current position title code on People table.
Location	Title Codes	Code indicating for which campus this title code is valid.
Long Account Description	Accounts	A 50 character description of a part/account combination.
Long Adloc Description	Adloc	A 50 character description of the Adloc (Part, Account and Suffix).

Long Title Description	Title Codes	A 50 character description of a title code.
Longevity Months of Service	People	Number of Longevity Months of Service the person has accumulated.
Longevity Status	People	Code indicating if the employee is currently eligible to accumulate Longevity Months of Service in their current job assignment. N - Not eligible for Longevity Pay Y - Eligible for Longevity Pay
LTCE Coverage Amt	Insurances	Amount of daily benefit the employee has elected for Long Term Care coverage.
LTCE Ded Code	Insurances	Code indicating whether the person has Long Term Care for themselves and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - bill for summer premiums
LTCE Emp Ded Amt	Insurances	Amount the employee pays each month for LTCE (employee) coverage.
LTCE Start Date	Insurances	Date a person's LTCE coverage began.
LTCE Stop Date	Insurances	Date a person's LTCE coverage stopped.
LTCS Coverage Amt	Insurances	Amount of daily benefit the employee's spouse has elected for Long Term Care coverage.
LTCS Ded Code	Insurances	Code indicating whether the person has Long Term Care for their spouse and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - bill for summer premiums
LTCS Emp Ded Amt	Insurances	Amount the employee pays each month for LTCS (spouse) coverage.
LTCS Start Date	Insurances	Date a person's LTCS coverage began.
LTCS Stop Date	Insurances	Date a person's LTCS coverage stopped.

LTD Ded Code	Insurances	Code indicating whether the person has LTD coverage and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act W - Waived Premium 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis 3 - 9-Month Ded. Basis - bill for summer premiums
LTD Emp Ded Amt	Insurances	Amount the employee pays each month for LTD coverage.
LTD Empr Pymt Amt	Insurances	Amount the employer pays each month for an employee's LTD coverage.
LTD Plan	Insurances	Code indicating LTD plan. Currently only plan 1 is offered.
LTD Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it. 6 - SGIP is used N - Employee pays
LTD Start Date	Insurances	Date a person's LTD coverage began.
LTD Stop Date	Insurances	Date a person's LTD coverage stopped.
LWOP Start Date	People	Date a person started Leave Without Pay.
Mail Code	People	Three digit code set up in Austin at the comptroller's office for an employee.
Mail Stop	Accounts	The campus mail stop assigned to a specific part/account combination.
Mail Stop	Address	The person's current campus mail stop.
Marital Status	People	Code indicating the person's marital status. M - Married S - Single
Medical Carrier	Insurances	Code indicating the person's current medical provider. Valid medical carriers are maintained on the tables database.
Medical Change Date	Insurances	Date of last change to a participant's Medical coverage.
Medical Ded Code	Insurances	Code indicating whether the person has Medical coverage and how the premiums are paid. N or blank - No coverage

D - Divorced spouse/dependent of employee (COBRA)  
 L - LOA Billing Basis  
 M - Family Medical Leave Act  
 R - Retired Billing Basis  
 S - Survivor of deceased employee  
 T - Terminated employee (COBRA)  
 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May  
 2 - 12-Month Ded. Basis  
 3 - 9-Month Ded. Basis - bill for summer premiums  
 4 - 12-Month Ded. Basis - Working Retiree

Medical Emp Ded Amt	Insurances	Amount the person pays each month for Medical coverage.
Medical Empr Pymt Amount	Insurances	Amount the employer pays each month for an employee's Medical coverage.
Medical Family Indicator	Insurances	Code indicating whether or not family members are covered by Medical and if so which ones. E - Employee Only S - Employee and Spouse C - Employee and Children F - Employee and Family
Medical Number Covered	Insurances	Number of people covered under the Medical plan.
Medical Plan	Insurances	Code indicating the type of Medical coverage. 1 - Plan#1 - MetPlan 150, HMOs 2 - Plan #2 - Medical Carrier '01' - MetPlan 400; for HMOs indicates dental only coverage for COBRA participants 3 - Plan #3 - MetPlan 65+, HMO 65+
Medical Pre-x	Insurances	Code indicating the status of pre-existing conditions for Medical coverage. W - Pre-x limitation waived Blank - Pre-x applies
Medical Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it. 2 - SGIP is used N - Person pays
Medical Pre Tax Waive Flag	Insurances	Flag indicating whether someone is pre-taxing their medical premiums or not.
Medical Pre Tax Amt	Insurances	Amount of medical premiums being pre-taxed.

Medical Start Date	Insurances	Date a person's Medical coverage began.
Medical Stop Date	Insurances	Date a person's Medical coverage stopped.
Medicare Flag	Insurances	Code indicating whether a person is eligible for Medicare or not. Y - Eligible for Medicare Blank - Eligibility not indicated
Middle Initial	People	The person's middle initial.
Monthly or Hourly Paid	People	Code indicating whether the person is paid Monthly (salaried) or Biweekly (hourly). M - Monthly (salaried) H - Biweekly (hourly)
Name Suffix	People	The person's name suffix (Jr., Sr., etc.).
Name Title	People	The person's title. Determined by using the sex and education level. There are currently three titles used, 'Mr.', 'Ms.', or 'Dr.'.
National Origin	People	Two character code indicating the country of citizenship for an employee. Valid values are maintained in the code book.
OASI Ded Code	Misc Ded	Code indicating the OASI deduction status of an employee. F - Foreign National, Exempt G - Government Employee (Federal Retirement, Exempt) Y - Compute OASI, subject to cutoff less exempt amount
Occupant Action	Positions	Last budget action applied to this person.

CN - Change name  
 CT - Change title  
 DO - Demote out  
 DW - Demote within  
 IT - Involuntarily terminated  
 NH - New hire  
 NO - No occupant (wage pins only)  
 PO - Promote out  
 PW - Promote within  
 RE - Retire  
 RH - Reappoint  
 SL - Start leave  
 TO - Transfer out  
 VA - Vacant (budgeted PINS only)  
 VT - Voluntarily terminated

Occupant Effective Begin Dt	Positions	Date the current occupant began in this position.
Occupant Effective End Dt	Positions	Date the occupant of this position vacated it.
Occupant Name	Positions	Name of the current occupant of this position (in the format of Full Name above).
Occupant Social Security Number	Positions	Social Security Number of the current occupant of this position.
Optional Life Change Date	Insurances	Date of last change to a person's Optional Life coverage.
Optional Life Coverage Amt	Insurances	The amount of Optional Life insurance coverage the person has.
Optional Life Ded Code	Insurances	Code indicating whether the person has Optional Life coverage and how the premiums are paid. N or blank - No coverage L - Leave of Absence Billing Status M - Family Medical Leave Act R - Retired Billing Basis W - Waived Premiums 1 - 9-Month Ded. Basis - deduct 4 months (summer premiums) in May 2 - 12-Month Ded. Basis

3 - 9-Month Ded. Basis - bill for summer premiums  
4 - 12-Month Ded. Basis - Working Retiree

Optional Life Emp Ded Amt	Insurances	Amount the employee pays each month for Optional Life coverage.
Optional Life Empr Pymt Amt	Insurances	Amount the employer pays each month for an employee's Optional Life coverage.
Optional Life Plan	Insurances	Code indicating the Optional Life plan the individual participates in. 0 - 1/2 times "base" salary (active employees only) 1 - One times "base" salary 2 - Two times "base" salary 3 - Three times "base" salary 4 - Four times "base" salary 5 - Five times "base" salary (retiree only) 6 - Six times "base" salary (retiree only) 7 - Seven times "base" salary (retiree only) 8 - Eight times "base" salary (retiree only) Note: \$7500 is used as the "base" salary for retiree calculations.
Optional Life Priority	Insurances	Code indicating whether SGIP is used to pay for this coverage or if the person pays for it. 5 - SGIP is used (currently not allowed) N - Employee pays
Optional Life Start Date	Insurances	Date a person's Optional Life coverage began.
Optional Life Stop Date	Insurances	Date a person's Optional Life coverage stopped.
ORP Benefit Cap Flag	Retirement	Flag indicating whether someone's ORP benefit is capped at a certain percentage.
ORP Carrier	Retirement	Valid ORP carrier code from tables database.
ORP Ded Code	Retirement	Code indicating whether this employee participates in the ORP retirement program or not. N or blank - Does not participate in ORP Y - Participates in ORP
ORP Eligibility Code	Title Codes	Code indicating if this title code is eligible for ORP and if so the section of the law that the title falls under.
ORP Start Date	Retirement	Date a person started participating in the Optional Retirement Plan.
ORP Supplement Flag	Retirement	Code indicating whether a person is eligible for the ORP supplemental amount. Y - Eligible

N - Not Eligible

Orphan Vet Code	People	Code indicating whether a person is an orphan of a veteran. Y - Orphan of Veteran N - Not an Orphan of a Veteran
Other Vet Code	People	Code indicating whether a person has served as a veteran. Y - Veteran N - Not a Veteran
Paid Thru Date	People	Date an employee has been paid "through". The last day of a pay period.
Part	Adloc	Two digit code identifying a member agency of the Texas A&M System.
Part	Accounts	Two digit code identifying a member agency of the Texas A&M System.
Pay Indicator	People	Code indicating how this person is paid. A - Monthly Full Time Budgeted Position B - Monthly Less Than 100% Budgeted Position C - Monthly Student Worker D - Biweekly Full Time Budgeted (overtime paid) E - Biweekly Less than 100% Budgeted (overtime paid) F - Biweekly Student Worker (overtime paid) G - Biweekly Full Time Budgeted (overtime not paid) H - Biweekly Less Than 100% Budgeted (overtime not paid) I - Biweekly Student Worker (overtime not paid)
Pay Indicator	Positions	Code indicating how a position is paid. (Code definitions are the same as above for Pay Indicator on the People table).
Pay Range Code	Title Codes	Code indicating the pay range for a specific title code.
Pay Range Code	Positions	Code indicating the current pay range for a position.
Pay Step Code	Positions	Code indicating the current pay step for a position.
Percent Effort	People	The percent time required in the position the person currently holds.
Pin Seq Number	People	A five digit number which represents the Position Identification Number an employee holds in the budget.

PIN/Social Security Number	Sources	Either a five digit number (for budgeted employees) indicating the position identification number for their position, or a nine digit social security number (for wage employees).
PIN/Social Security Number	Positions	Same as PIN/Social Security Number for Sources table
Position Action	Positions	Last budget action applied to this position. CP - Change period CR - Create CT - Change title EL - Eliminate ET - End of term RA - Reassign administrator RT - Retroactive OA - Other action
Position Adloc Account	Positions	Department where this position is assigned.
Position Adloc Account & Suffix	Positions	Combination of adloc account and one character suffix to further break down Budget Position Adloc Part/Account into smaller entities.
Position Adloc Part	Positions	Two digit code identifying the member agency of the Texas A&M System responsible administratively for this position in the budget.
Position Effective From Date	Positions	Date a position begins.
Position Effective Thru Date	Positions	Date a positions ends.
Position Percent Effort	Positions	Value representing the percent effort required for this position.
Position Rank	Title Codes	Code indicating the relative ranking of this title code compare to other title codes. This is a numeric value between 1 and 100.
Position Title Code	Positions	Four digit code indicating the job title for a position on the active budget.
Position Title Code	People	Four digit code indicating the employee's current job title.
Position Adloc Part	Positions	Two digit code identifying the member agency of the Texas A&M System responsible administratively for this position in the budget.
Prep Date	Positions	Date this PIN was last updated.
Previous MEA Type	People	Previous type of Maximum Exclusion Allowance submitted.

Previous Title Code	People	The person's most recent title code before the one they currently hold.
Privacy Flag	Address	An indicator showing whether the employee has authorized their name and address to be given to requesters outside the Texas A&M System. Y - Maintain privacy, do not give out information N or blank - No privacy requested, information can be given out
Program Code	Sources	Code to further break down the part/account combination used by some system parts to group programs and projects together.
SADC Ded Code	Spending Acct	Code indicating whether the person has a Dependent Care Spending Account and when deductions are taken. N or blank - No Dependent Care Spending Account 1 - Take deduction during academic year only (Sep - May) 2 - Take deduction during entire benefit year (Sep - Aug)
SADC Emp Ded Amt	Spending Acct	Amount the employee has deducted each month for a Dependent Care Spending Account.
SADC Start Date	Spending Acct	Date the employee's Dependent Care Spending Account began.
SADC Stop Date	Spending Acct	Date the employee's Dependent Care Spending Account stops.
SAHC Ded Code	Spending Acct	Code indicating whether the person has a Health Care Spending Account and when deductions are taken. N or blank - No Health Care Spending Account 1 - Take deduction during academic year only (Sep - May) 2 - Take deduction during entire benefit year (Sep - Aug)
SAHC Emp Ded Amt	Spending Acct	Amount the employee has deducted each month for a Health Care Spending Account.
SAHC Start Date	Spending Acct	Date the employee's Health Care Spending Account began.
SAHC Stop Date	Spending Acct	Date the employee's Health Care Spending Account stops.
Salary Action	Positions	Last salary action taken for this position. CE - Change effort CF - Correct file DE - Decrease IN - Increase SC - Status change

Sex	People	The person's sex. M - Male F - Female
SGIP Eligible Code	People	Code indicating whether the person is eligible for SGIP and if so what type of eligibility exists. N - Not eligible ? - Eligibility not determined M - Eligible (FMLA) R - Eligible (Retiree) W - Eligible (Waived Premium Status - Disabled) 1 - Eligible (Active Employee < 12 Month Status - Deduction in May) 2 - Eligible (Active Employee - 12 Month Status) 3 - Eligible (Active Employee < 12 Month Status - Billed in Summer) 4 - Eligible (Working Retiree)
Short Account Description	Accounts	A 20 character description of a part/account combination.
Short Adloc Description	Adloc	A 20 character description of the Adloc (part, account, suffix).
Short Title Description	Title Codes	A 20 character description of the job title.
SIT Ded Code	Misc Ded	Code indicating whether the employee should have state income tax withheld from their pay. N or blank - Do not withhold any state tax Y - Withhold state tax for the state indicated
Smoker Flag	People	An indicator showing whether the employee uses tobacco products or not. This is used in calculating insurance premiums that have different rates for tobacco users/non-tobacco users. N - Person does not use tobacco products Y - The person does use tobacco products
Social Security Number	Sources	The social security number of the current occupant of the position this source is associated with.
Social Security Number	All tables	The social security number of the employee, retiree, survivor or dependent.
Source Account	Sources	Department responsible for funding a portion of a salary.
Source Actg Anal	Sources	Accounting information which varies by part and account indicating where the various benefits, salary, etc. are paid from.

Source Begin Date	Sources	Date a source of funding begins.
Source End Date	Sources	Date a source of funding ends.
Source Object Class	Sources	Code indicating the type of funds being expended.
Source Part	Sources	Two digit code indicating the member agency responsible for funding a portion of a salary.
Source Percent Effort	Sources	Percent effort required for the job associated with this source. The sum of all sources for a given period make up the position percent effort.
Source Support Account	Sources	Code indicating a further breakdown of the account funding this source.
Source Title Code	Sources	Four digit code indicating the job title for this source.
State Vendor Info	People	Information for the comptroller's office in Austin.
SL Ded Code	Student Loan	Code indicating whether the employee has a Student Loan Deduction taken. N or blank - no deduction taken Y - Student Loan Deduction of 10% of disposable income is taken
SL Recipient Code	Student Loan	Two digit code indicating the recipient of the Student Loan Deduction. Valid recipients are maintained on the tables database.
SL Start Date	Student Loan	Start date of student loan deduction.
SL Last Update Date	Student Loan	Date this student loan was last updated.
SL DTD Ded Amt	Student Loan	Amount deducted since this Student Loan deduction began.
Student/Staff/Faculty	People	Code indicating the category an employee falls into. 1 - Student 2 - Staff 3 - Faculty

Surviving Spouse Vet Code	People	Code indicating whether a person is the surviving spouse of a veteran. Y - Surviving Spouse N - Not a Surviving Spouse
Tenure Status	People	Code indicating whether the person's tenure status. N or blank - Not tenured Y - Yes, tenured P - Probationary Service, on tenure track
Title Code	Title Codes	Four digit code indicating a specific job within the Texas A&M System.
Total TAMUS Service	People	Total years of TAMUS service through the end of the prior fiscal year for those participating in an annuity.
TRS Benefit Cap Flag	Retirement	Flag indicating whether someone's TRS benefits are capped at a certain percentage.
TRS Ded Code	Retirement	Code indicating whether this employee participates in the TRS retirement program or not. N or blank - Does not participate in TRS Y - Participates in TRS
TRS Start Date	Retirement	Date a person started participating in the Teacher's Retirement System.
TTF Ded Code	Texas Tomorrow	Texas Tomorrow Fund deduct code.
TTF Code	Texas Tomorrow	Code indicating the type of TTF deduction.
TTF Last Update Date	Texas Tomorrow	Date the TTF deduction was last updated.
TTF Emp Ded Amt	Texas Tomorrow	Amount of the TTF deduction.
TTF MTD Ded Amt	Texas Tomorrow	Month-to-date amount deducted for the TTF deduction.
TTF YTD Ded Amt	Texas Tomorrow	Year-to-date amount deducted for the TTF deduction.
TX Ded Code	Student Loan	Tax Levy deduct code.
TX Last Update Date	Student Loan	Date this Tax Levy deduction was last updated.
TX Ded Option	Student Loan	Tax Levy deduction option.
TX Mail Code	Student Loan	Tax Levy mail code indicating the recipient of the deducted amounts.

TX Levy Amt	Student Loan	Tax Levy deduction amount
TX DTD Deduct Amt	Student Loan	Amount deducted since this Tax Levy deduction began.
UCI Ded Code	Misc Ded	Code indicating the status of an employee's UCI deduction. N - Do not calculate UCI deduction (only if exempt from OASI) Y - Calculate UCI deduction
Vietnam Veteran Code	People	Code indicating if the person is a Vietnam veteran or not. N or blank - No Y - Yes
VIN Trans Date	People	Date a vendor identification number was established for this person at the comptroller's office in Austin.
VISA J1 Status	People	Status of a foreign national with a J1 VISA type.
VISA Expiration Date	People	Date a person's VISA expires (YYMM).
VISA Type	People	The type of VISA a foreign employee has. AA - Adjustment Applicant AM - Amnesty A1 - Ambassador, Public Minister, Career Diplomatic or Consular Officer and Immediate Family A2 - Other Foreign Government Official or Employee of Alien Classified A1 or A2 and Family A3 - Attendant, Servant or Personal Employee of Alien Classified A1 or A2 and Immediate Family C1 - Alien in Transit C2 - Alien in Transit to United Nations Headquarters District under Sec. 11(3), (4) or (5). ED - Extended Departure - People's Republic of China only F1 - Student G4 - Dependent of United Nations Diplomat H1 - Temporary worker of Distinguished Merit and Ability H2 - Temporary worker performing services unavailable in the United States H3 - Trainees J1 - Exchange Visitor J2 - Spouse or child of an Exchange Visitor TC - Treaty Agreement with Canada TN - Treaty Agreement with Canada (NAFTA) TP - Temporary Protected Status PA - Political Asylum PI - Public Interest Parole (by State Department) PR - Permanent Resident RF - Refugee XN - Exempt National - Resident of another country working outside the US

Work Station	Sources	Code indicating the payroll office responsible for the position associated with this source. A - Texas Agricultural Experiment Station B - Baylor College of Dentistry C - Texas Transportation Institute D - Texas Engineering Extension Service E - Texas Engineering Experiment Station F - Texas Forest Service G - Texas A&M at Galveston I - Texas A&M - Corpus Christi J - Texas A&M - Kingsville L - Texas A&M International University M - Texas A&M University N - Texas A&M - Texarkana P - Prairie View A&M University R - Texas A&M - Commerce S - System Administrative and General Offices T - Tarleton State University W - West Texas A&M University X - Texas Agricultural Extension Service
Work Station	People	Code indicating the payroll office responsible for the PIN this person is assigned to. (Code definitions are the same as Work Station on the Sources table).
Work Station	Positions	Code indicating the payroll office responsible for this position. (Code definitions are the same as Work Station on the Sources table).
YTD Gross Earnings	People	Employee's year-to-date gross earnings paid through the B/P/P system.

# 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 - -

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