

**ENCUMBRANCE
OF
PAYROLL SUPPLEMENTS
(ALLOWANCES)**

Payroll Supplements

The use of monthly employee payroll supplements (such as a communication, uniform or transportation allowance) has grown considerably over the last few years. In some cases, these employee payments have become a significant portion of a department's overall operating budget. When this money has not been reserved, adequate budget may not be available to cover these expenses and the account can go over-budget.

The payroll expenditures associated with these allowances are posted into FAMIS as part of the biweekly payroll posting process. FAMIS provides the option for a Member to encumber these payroll supplements and adjust them monthly to reflect the commitment of funds for the remainder of the fiscal year. You may choose which of the Supplement Codes that you want to encumber, for example, you can choose to encumber Communication Allowances, but not the Uniform Allowances.

HOW THE PROCESS WORKS

Once a month B/P/P pays supplements (the allowances for communication, uniform, etc.) to qualified employees on the biweekly payroll that is paid closest to the end of the month. FAMIS accepts a file from B/P/P containing the supplements paid to employees during that month. The detailed employee supplements are then summarized by Supplement Code, Account, and Subcode.

FAMIS program FBPU500 (Payroll Supplement Encumbrance for &CALMONTH &CALYY) is run at the end of the month along with Salary Savings (FBPR050) and the Automatic Payroll Adjustments (FBPU525). The FBPU500 process creates or adjusts the summary supplement encumbrances reflecting both the Allowance and any applicable Benefit portion of the remaining commitment.

REPORTS AVAILABLE

Unless otherwise requested, the Supplement-related reports at each Member are sorted and distributed to the same people who currently receive the Salary Savings reports (FBPR050 and FBPR051).

FBPU500 produces two reports:

- one is a report by Supplement Code that lists the remaining encumbrances for each individual
- the second report shows the net encumbrance adjustment by Supplement Code and Account.

FBPR501 produces a detailed listing of the individuals currently receiving the payroll allowances by Supplement Code and Account. In addition, this report can be sorted by (1) Mail Stop 1 or (2) Mail Stop 2 or (3) Account or (4) College/Dept for easier distribution especially to departments.

Note: Since the B/P/P allowance table does not have a start and end date associated with each employee's supplemental allowance(s), it is assumed that anyone on the table will get the supplement for the remaining months of the fiscal year. Therefore, all monthly amounts are projected and encumbered over twelve months. Once a person is no longer eligible for an allowance and removed from the B/P/P table, their account's encumbrances will be adjusted to reflect the change.

PREPARATION WORK

In order for you to start using this process, contact FAMISHELP@tamu.edu with the following information:

1. **Supplement Code(s) to Encumber**

Indicate which supplement codes you want FAMIS to encumber. The valid Supplement Codes current as of 03/18/08 can be found at the end of this section. (Codes are maintained by B/P/P).

The most common codes are:

- 34 -- Uniform Allowance
- 38 -- Communication Allowance
- 47 -- Transportation Allowance

Please request a NOPOST run anytime a new Supplement Code is added!!

2. **Benefit Subcode - 1906**

The Benefit Subcode 1906 is used to post the Benefit portion of the encumbrance unless otherwise indicated.

FAMIS DEFAULTS

FAMIS uses the following defaults for all Supplement Codes. If you feel a need to override the defaults, please contact FAMISHELP.

1. **Payroll Allowance Subcode - 1705**

The Wage Subcode 1705 is used to post the Allowance portion of the encumbrance. (This is hard-coded into the program and cannot currently be changed).

2. **Pay Type 'U' is used for all Supplement Codes**

Pay Type is used to indicate which benefits are charged for each Supplement Code. Unless instructed otherwise, FAMIS uses Pay Type of "U" which calculates UCI, WCI, OAH and OASI deducts.

3. Transaction Reference

The Reference for the encumbrance transactions for both the Payroll Allowance and associated Benefits begins with an 'S' and are unique for each Supplement Code. Do not use these encumbrance references for any other non-related payroll encumbrances.

- SCAL001 Communication Allowances (Supplement Code 38)
- STAL001 Transportation Allowances (Supplement Code 47)
- SUAL001 Uniform Allowances (Supplement Code 34)

4. Transaction Description

The following standard descriptions are used:

Communication Allowance
 Transportation Allowance
 Uniform Allowance

TECH NOTE:

Two Screen 853 Generic Tables are used to control this process. The two tables are:

SUPPLEMENT – Generic Table used to define the Allowances used for each Member. It is keyed by CC and Pay Code, example 0134 for cc01 and pay code 34). The data includes Pay Type (currently only 'U', if others needed, must be defined on SUPP PAY TYPE Table, see below), Benefit subcode (should be 1906 unless otherwise requested), Transaction Reference (should be unique for each Pay Code), and Transaction Description (again, should be unique for each Pay Code, but could be different at Member's request).

Screen 853 – Generic Table

853 Generic Table		03/21/08 10:24	
		CC 02	
Screen: ____	Campus Cd: **	Table Type: SUPPLEMENT____	
		Start From: _____	
Func Code	Key	Maint. on 853	Data
-	**SUPP_____	-	PT SUBC REFRNCE DESCRIPTION_____
-	0134_____	-	U 1906 SUAL001 UNIFORM ALLOWANCE_____
-	0138_____	-	U 1906 SCAL001 COMMUNICATION ALLOWANCE_____
-	0147_____	-	U 1906 STAL001 TRANSPORTATION ALLOWANCE_____
-	_____	-	_____
-	_____	-	_____
***** End of data *****			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Hmenu Help EHelp			

SUPP PAY TYPE – Generic Table used to define the deductions that are used for each pay type (These are what make up the associated benefit portion of each allowance). ** Currently, only 'U' is defined. If others need to be added, this table **MUST** be updated. ** FAMIS must check with B/P/P to determine the deductions that should be specified for the new Pay Type.

Screen 853 – Generic Table

```
853 Generic Table                                03/21/08 10:09
                                                CC 02
Screen: ___ Campus Cd: ** Table Type: SUPP PAY TYPE__
                          Start From: SUP_____

Func      Maint.      Data
Code      on 853
-         -         -
  **      -         EACH DEDUCTION IS 5 BYTES LONG_____
  U       -         UCI_WCI_OAHI_OASI_____
-         -         _____
-         -         _____

***** End of data *****
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp
```

Encumbrance Adjustments for Supplements

Screen 752 accommodates making manual adjustment to the encumbrances for either the payment allowance (subcode 1705) or the benefit portion (subcode 1906, unless otherwise requested).

Keep in mind that even though you can make changes to the encumbrances on this screen, they will be overridden the next month the FBPU500 is run unless a change is made in B/P/P for the supplement.

Screen 752 – Payroll Enc. Adjust - Supplement

```

752 Payroll Enc Adjust-Supplement                                03/18/08 14:24
                                                                FY 2008 CC 01
Screen:  ___ Account:  _____

Type:  _      Override Budget Edit:  _  Type  Description
Ref 1:  _____
Date:  _____                                0-6,8 Encumber using SL
Description:  _____                                account's budget
Amount:  _____                                suppress rules.
Debit / Credit:  _                                Override rules with
Ref 2:  _____                                'Y' in Override
Ref 3:  _____                                Budget Edit.
Ref 4:  _____
Cost Ref 1:  _____  2:  _____  3:  _____  7 Encumbrance Begin
ID No:  _____                                Year Carry Forward.
                                                                9 Encumber only if
                                                                sufficient budget
                                                                balance available.

Transactions:  0 Amount:  0.00 Batch:  Date:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                                Warns
  
```

BASIC STEPS

- Advance to Screen 752.
- Enter a valid account number on the Action Line and press <ENTER>.
- Include the type, Reference Number, and Amount in the fields available.
- Enter other data as desired.
- Once you have typed the required information for the encumbrance adjustment, press <ENTER>.

FIELD DESCRIPTIONS

Action Line

Account:	15 digits Enter the <u>SL account number + Support Account + Object Code.</u>	Entry Required
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FIELD DESCRIPTIONS (CONT'D)

Screen Information

Type:	1 digit Include the value 0-8 to encumber the account according to the value in the SL's budget suppress field. A value of 9 encumbers the account ONLY if there is sufficient budget to cover the commitment. It will always check the category balance as well as bottom line balance without regard to the flags set on Screen 44.	Entry Required
Override Budget Edit:	1 character Type 'Y' to <u>allow an override of budget edit</u> .	
Ref 1:	7 digits Enter the supplement encumbrance reference. This is equivalent to Ref #1 on inquiry screens.	Entry Required
Date:	8 digits Displays the <u>date of the encumbrance</u> . If left blank, FAMIS will default to the date of the batch.	
Description:	35 characters Provides a <u>description of the encumbrance</u> .	
Amount:	11 digits Enter the <u>dollar amount of the encumbrance</u> . <i>If a 0 (zero) is typed in this field and a value of 'C' (credit) in the Debit/Credit field, FAMIS will reduce the encumbrance balance of the specified OC record to 0 (zero).</i>	Entry Required
Debit/Credit:	1 character Indicate whether this is a <u>debit or credit</u> . It will default to 'C' - credit for revenue object codes.	
Ref 2:	7 characters/digits Displays the <u>reference number</u> defined by your department for encumbrances.	
Ref 3:	7 characters/digits Displays the <u>reference number</u> defined by your department for encumbrances.	
Ref 4:	7 characters/digits Displays the <u>reference number</u> defined by your department for encumbrances.	

FIELD DESCRIPTIONS (CONT'D)

Cost Ref:

Ref 1, 2, 3: 7 characters/digits
Displays the reference number defined by your department for encumbrances.

ID No: 11 digits
Identifies the user- defined identification number for encumbrances. May be used for vendor ID.

Transactions: 5 digits
Provides the number of processed transactions for this batch.

Amount: 13 characters
Shows the total dollar amount of all transactions for the batch.

Batch: 6 characters/digits
Displays the batch reference number.

Date: 8 digits
Shows the date of the batch.

Additional Functions

PF KEYS See the Appendix for explanations of the standard PF Keys.

Pay Codes For Allowances

BPP Defined Supplement Pay Codes (Allowances)

(as of 03/18/08)

SPC	ALLOWANCE DESCRIPTION
01	PROFESSIONAL DEVELOPMENT
02	WRITING/EDITING/TRANSLATING SV
03	INTRAMURAL OFFICIATING
04	ATHLETIC CAMPS
05	HEALTH CENTER TECHNICAL SRVC
06	MERIT INCREASES
07	SALARY AUGMENTATION
08	EXTENSION COURSE TRAINING
09	GAME ATTENDANTS
10	HOLIDAY PAY
11	UNIVERSITY PLUS
12	PAY INCREASES DUE TO PROMOTION
13	TIPS (ETC. FACULTY CLUB)
14	CONTINUING EDUCATION
15	OTHER
16	SEA PAY
17	SALARY SUPPLEMENT-TEACHING
18	TEACHING IN EXCESS OF 100%
19	STUDENT COUNSELNG-AFTR HRS/WKD
20	PROFESSIONAL SRVCS-MEDICAL STU
21	PARTICIPATION-SEMINARS & PRSTN
22	SPECIAL PROGRAMS
23	PAY DUE FROM PRIOR PAYPERIODS
24	CORRECTION TO HOURLY RATE
25	ADMINISTRNG, TESTNG & EVALUATN
26	RECREATION SPORTS PROGRAMS
27	DORM ADMINISTRATION CORP
28	ATHLETICS EXTRA WORK PAY
29	4-H CAMP
30	CO-PILOTS
31	STUDENT LIFE
32	ATHLETIC CONSULTING
33	TACTICAL OFFCR-CORPS OF CADETS
34	UPD UNIFORM ALLOWANCE
35	ONE TIME MERIT PAYMENT

SPC	ALLOWANCE DESCRIPTION
36	STD HLTH CNTR-RADIOLOGY READNG
37	STUDENT MEDIA TASK SERVICES
38	CELL PHONE SERVICE ALLOWANCE
39	CELL PHONE EQUIPMENT ALLOWANCE
40	TESTING SPECIALIST
41	COMPENSATORY TIME
42	CAR ALLOWANCE
43	HOUSING ALLOWANCE
44	MEDIA PAYMENT
45	SPORTS CONTRACT PAYMENT
46	HOUSING ALLOWANCE - QATAR
47	TRANSPORTATION ALLOWANCE-QATAR
48	EDUCATION ALLOWANCE - QATAR
49	INSTRUCTIONAL MATERIALS-QATAR
50	TAX CONSULTANT ALLOWANCE-QATAR
51	INTERIM LIVING COSTS - QATAR
52	RESETTLEMENT ALLOWANCE - QATAR
53	SOFT GOODS PACKAGE ALLOW-QATAR
54	RELOCATION ALLOWANCE - QATAR
55	COMPASSIONATE LEAVE - QATAR
56	DEPT-SUPP COMP - NEW EMPLOYEE
57	TRAVEL ALLOW HOME LV - QATAR
58	ANNOUNCER - CORP OF CADETS
59	TAX PROTECTION - QATAR
60	CLEANUP FEES - ATHLETIC EVENTS
61	EXTRA PAY OUTSIDE REG JOB DUTY
62	TEMPORARY SALARY INCREASE
63	GRAD STUD IN EXCESS OF 50%
64	EXCESS OF 100% NON-TEACHING
65	FELLOWSHIP AWARD
66	PHD PROGRAM-MED REIMBURSEMENT
67	BUILDING PROCTOR
68	GAME ATTENDANT
69	MILITARY PAY
70	DISTINGUISHED CHAIR STIPEND
71	CAMPS
72	MASSAGE THERAPY
73	CRITICAL INCIDENT RESPONSE TM
74	ON CALL COMM.ASST.-RES.LIFE

**Pay Codes
For Allowances**

SPC	ALLOWANCE DESCRIPTION
75	WAGE POSITION-EXTRA PAY
76	ADD'L COMP-OFFSET EMPL INS DED
77	EXTRA PAY-FAC POSITION <100 %
78	SEVERANCE PAY
79	RELOCATION ALLOWANCE
80	DEFERRED COMPENSATION
81	TVMDL
82	MARKETING AND PROMOTION
83	VET CAMPS
84	PHOTOGRAPHY SERVICES
86	REPATRIATION ALLOWANCE - QATAR
87	BLOGGER
88	EXPENDITURE ALLOWANCE