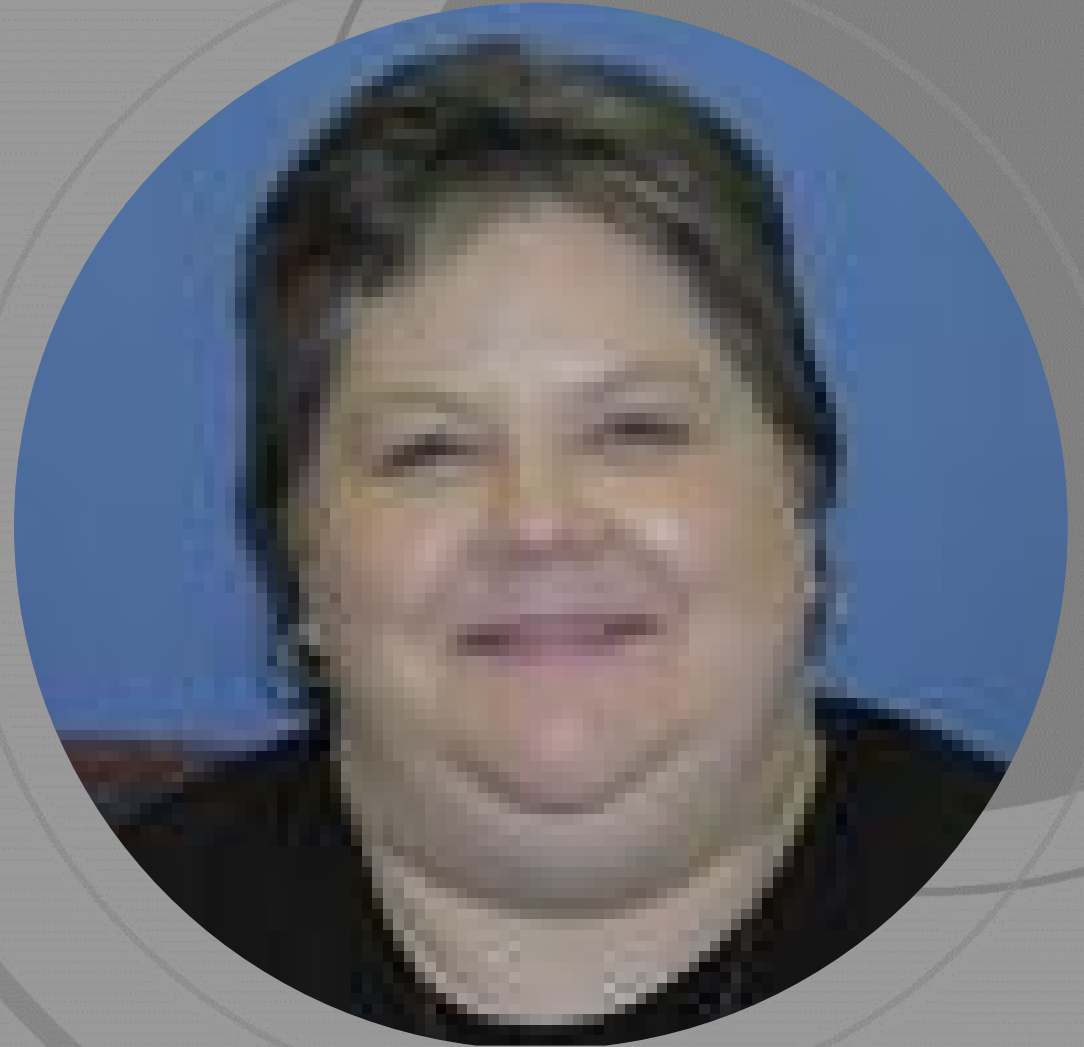JOURNEY 2019

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How Does Payroll Flow Into FAMIS?

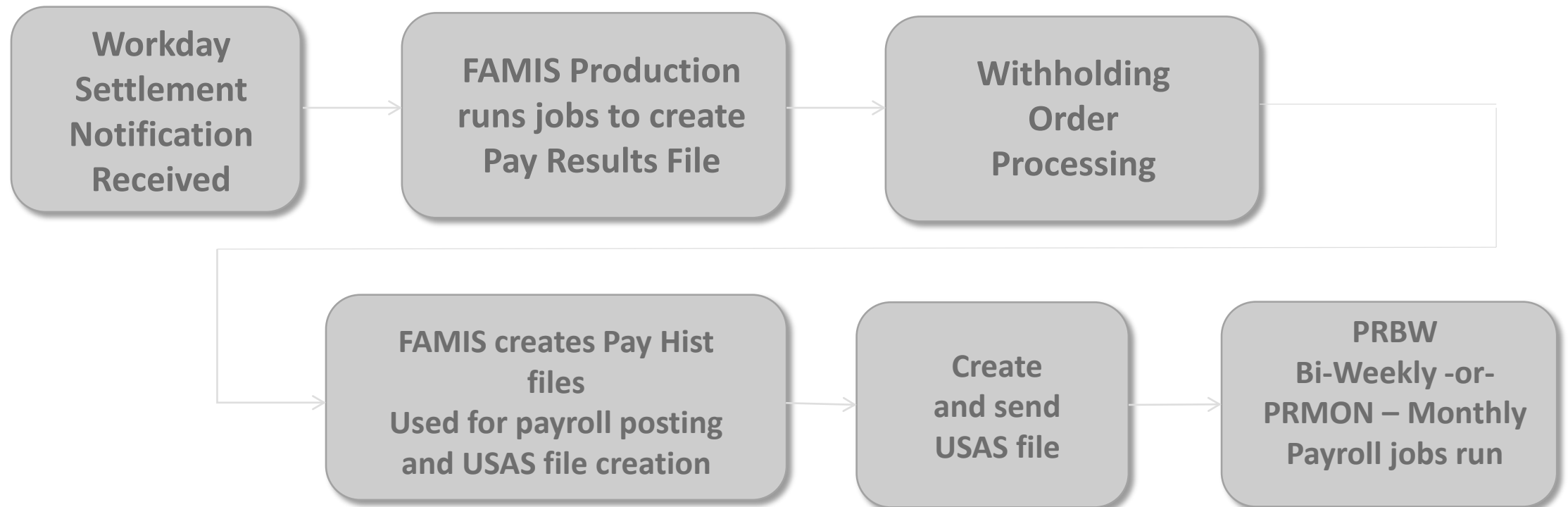# Melissa Ray

IT Business Analyst III

Agenda

- Payroll Flow / Timeline

- Tips

- FAMIS / Canopy Inquiry

- College Work Study

- Payroll Posting

- Reports

- Progress and Changes Needed

- Feedback / Questions?

Payroll Flow / Timeline

Payroll Process Flow / Timeline

```
┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│   Workday    │     │FAMIS Production│     │ Withholding  │
│  Settlement  │ ──▶ │runs jobs to create│ ──▶ │   Order      │
│ Notification │     │Pay Results File│     │ Processing   │
│   Received   │     │              │     │              │
└──────────────┘     └──────────────┘     └──────────────┘
                                                   │
       ┌───────────────────────────────────────────┘
       │
       ▼
┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│FAMIS creates Pay Hist│     │   Create     │     │    PRBW      │
│    files     │     │  and send    │     │ Bi-Weekly -or-│
│Used for payroll posting│ ──▶ │  USAS file   │ ──▶ │PRMON – Monthly│
│and USAS file creation│     │              │     │Payroll jobs run│
└──────────────┘     └──────────────┘     └──────────────┘
```

Pay History Creation

- Pay History File Created

- Pay History file extracts created for
  - Data Warehouse
  - Tarleton
  - WTAMU
  - A&M – CIS and Student Financial Aid
  - TEEX

Workday Process vs BPP Process

- Part 06, 12 and 99 – used Labor Distribution in the past
- All biweekly is now processed with no Labor Distribution
  - Posting process is streamlined and timely
- Screen 761 – Payroll Distribution Rules
  - Part 12 (only) uses monthly Labor Distribution
  - Part 99 Labor Distribution
    - Used as before, but including PCT cycles
- Screen 762 - CIADM (BARDA) Payroll Distribution Rules
  - Part 23 only
  - PCTs cannot be processed on BARDA payroll
    - Screen 793 and 794 used to adjust

Tips

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Tips

- FAMIS Screen 770 and Series
  - Popups
  - Paneling
  - PCT Posting tips

- CANOPY Payroll Screens

- Reports

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Screen 770 – Payroll Detail Inquiry by UIN

```
F2321 Make selection to proceed to screen 779
 770 Payroll Detail Inquiry by UIN                          03/27/19 11:51
                                                            FY 2019 CC 01
   Screen: █__   Fiscal Yr: 2019  UIN:            Pay Prd End Date: _____
      Incl: Only S/W Account: ____ ____    Completed: N   Panel: 01 More >>
     Pay Prd   Seq Earn Post        Salary/Wage  S/W   Sal/Wg/Lng   Ben. Chrgd
  S  End Date   No  Cd  St  Voucher   Account    Obj     Amount     to S/W Acct
  -- --------  --- ---- --  -------  ----------- ----  -----------  -----------
  _  09/30/2018  1 RPS  CO  0019090          00000 1510    7385.03     1923.29
  _  09/30/2018  1 035  CO  0019100          00000 1580    1000.00       70.50
  _  09/30/2018  1 035  CO  0019100          00000 1580    1000.00-      70.50-
  _  09/30/2018  2 035  CO  0019100          00000 1580    1000.00       81.80
  _  10/31/2018  2 RPS  CO  0019100          00000 1510    7385.03     1999.78
  _  11/30/2018  1 RPS  CO  0019110          00000 1510    7385.03     1923.29
  _  12/31/2018  1 RPS  CO  0019120          00000 1510    7385.03     1923.29
  _  01/31/2019  1 RPS  CO  0019010          00000 1510    7385.03     1923.29
  _  02/28/2019  1 RPS  CO  0019020          00000 1510    7405.03     1926.22
  _  03/31/2019  1 RPS  CO  0019030          00000 1510    7405.03     1926.24


  *** End of Record List ***              Total:    52735.21    13627.20
```

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PCT Temporary Encumbrances


```
F2321 Make selection to proceed to screen 779
  770 Payroll Detail Inquiry by UIN                          03/27/19 12:49
                                                             FY 2019 CC 06
  Screen: ___   Fiscal Yr: 2019   UIN                 Pay Prd End Date: _____
         Incl: Only S/W Account: _____ _____   Completed: N   Panel: 01 More >>
    Pay Prd    Seq Earn Post           Salary/Wage   S/W   Sal/Wg/Lng    Ben. Chrgd
 S  End Date    No   Cd   St  Voucher   Account      Obj    Amount      to S/W Acct
 _ ----------  --- ----  --- -------  ------------- -----  ----------- -----------
 _  09/30/2018   1  RPS   CO           114218 08325  1510     3166.67
 _  10/31/2018   1  RPS   CO           114218 08325  1510     3166.67
 _  11/30/2018   1  RPS   CO           114218 08325  1510     3166.67
 _  12/31/2018   1  RPS   CO           114218 08325  1510     3166.67
 _  01/31/2019   1  RPS   CO           114218 08325  1510     3166.67
 _  01/31/2019   1  RPS   IP           114218 08325  1510     3166.67-
 _  01/31/2019   2  RPS   IP           505725 96210  1510     3166.67      1499.86
 _  02/28/2019   1  RPS   CO           505725 96210  1510     3166.67      1499.86
 _  03/31/2019   1  RPS   CO           505725 96210  1510     3166.67      1499.86




 *** End of Record List ***                      Total:    22166.69      4499.58
```

**Prior to posting, PCTs create temporary encumbrances which appear as IP items
On Screen 770 in FAMIS**

PF5 – Workday Information

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Hmenu Help EHelp   WdInf PrDtl   Left Right

```
F2321 Make selection to proceed to screen 779
  770 Payroll Detail Inquiry by UIN                          03/27/19 11:51
                                                             FY 2019 CC 01
  Screen: ____   Fiscal Yr: 2019  UIN              Pay Prd End Date: _____
        Incl: Only S/W Account: _____ _____   Completed: N   Panel: 01 More >>
      Pay Prd    Seq Earn Post        Salary/Wage   S/W   Sal/Wg/Lng    Ben. Chrgd
 S  +------------------------------------------------------------------------+ cct
 -                                                                            ---
 _                         Workday Information                                29
 _                         ===================                                50
 _                                                                            50-
 _                    PIN:                                                    80
 _  Supervisory Organization:                                                 78
 _                                                                            29
 _            Earning Code: 035                                               29
 _              Exempt Flag: Y                                                29
 _            Employee Type: STAFF                                            22
 _              Job Family: INFORMATION_TECHNOLOGY_DATA                       24

           ** End of Workday Information **
```

Place your cursor on a specific line on 770, then press PF5 to see the related Workday information for the item

PF6 – Payroll Detail


```
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help   EHelp         WdInf PrDtl                    Left  Right
```

```
F2321 Make selection to proceed to screen 779
 770 Payroll Detail Inquiry by UIN                          03/27/19 12:03
                                                            FY 2019 CC 01
  Screen: ___   Fiscal Yr: 2019  UIN                  Pay Prd End Date: _____
       Incl: Only S/W Account: _____ _____     Completed: N   Panel: 01 More >>
     Pay Prd    Seq Earn Post         Salary/Wage  S/W    Sal/Wg/Lng    Ben. Chrgd
+---------------------------------------------------------------------------------+

                                  Covered                      Ben C Uncharged
      Type           Account      Earnings     Amount    Bank  Fg  C  Amount
   =========  ================  =========  ============  =====  ===  =  =========
   S/W                00000 1580                1000.00- 79001    S  1
   LEAV-ST-NF         00000 1951  1000.00-                79001    N  0    11.30-
   TRS                00000 1960  1000.00-       68.00-  79001    S  1
   UCI                00000 1950  1000.00-        1.00-  79001    S  1
   WCI                00000 1945  1000.00-        1.50-  79001    S  1
```

Place your cursor on a specific line on 770, then press PF6 to see the related Payroll Detail for the item

Paneling on Screen 770

F2321 Make selection to proceed to screen 779
 770 Payroll Detail Inquiry by UIN   03/27/19 12:50
                                                          FY 2019 CC 06
 Screen: █   Fiscal Yr: 2019 UIN   Pay Prd End Date: _____
<< More Incl: Only S/W Account: _____ _____ Completed: N Panel: 02 More >>
     Pay Prd   Seq   Pay Prd   Hrs Wk/   Acct Cyl   Sal/Wg/Lng   Tot Benefit
 S   End Date No   Beg Date Pct Eff Cyl   Date   Amount   Amount
 -   --------- ---   --------- ------- ---   ---------- -----------   -----------
 _ 09/30/2018 1   09/01/2018 100.00   M   09/30/2018   3166.67   609.86
 _ 10/31/2018 1   10/01/2018 100.00   M   10/31/2018   3166.67   609.86
 _ 11/30/2018 1   11/01/2018 100.00   M   11/30/2018   3166.67   609.86
 _ 12/31/2018 1   12/01/2018 100.00   M   12/31/2018   3166.67   850.11
 _ 01/31/2019 1   01/01/2019 100.00   M   01/31/2019   3166.67   1211.69
 _ 01/31/2019 1   01/01/2019 100.00   X   02/20/2019   3166.67-   1211.69-
 _ 01/31/2019 2   01/01/2019 100.00   X   02/20/2019   3166.67   1499.86
 _ 02/28/2019 1   02/01/2019 100.00   M   02/28/2019   3166.67   1499.86
 _ 03/31/2019 1   03/01/2019 100.00   M   03/31/2019   3166.67   1499.86

        Screen Paneling - PF11 ⟶ Shows data in columns to the right

*** End of Record List ***   Total: 22166.69   7179.27

FAMIS / Canopy Inquiry

Screen 779 – Payroll Detail Record Inquiry

- FAMIS Screen 779
    - PF5 – Workday Information available here
    - PF6 – Payroll Detail available
    - PCT Posting tips

Screen 779 – PCT Encumbrance

```
779 Payroll Detail Record Inquiry                          03/27/19 12:50
                                                           FY 2019 CC 06
Screen: ___  Fiscal YY: 2019 Cycle/Date: X 02/20/2019 UIN: ▓▓▓▓▓▓  Seq No: 1__

     Name: WANG RUI                    Part: 06            Source Seq: 1
     Dept:                             PIN: ▓▓▓▓▓▓               Iter:
     Title: 8630  POSTDOCTORAL RESEARC Adloc: ▓▓▓▓▓▓       WD Earn Cd: RPS

     S/W Acct: ▓▓▓▓▓▓ ▓▓▓▓▓  Sal/Wg/Lng Amt: -3166.67   FTE Mo Sal: 3166.67
     Vchr Ref: 0019010          Benefit Amt: -1211.69    Hrs Wrked:
     Acct Anl: 0131                 Date Pd: 02/01/2019   Hrly Rate:
     Pay Ind.: A    Pay Type: E   Per Beg Dt: 01/01/2019  Lng Rate:
     Bud/Wage: B    Pay Kind: S   Per End Dt: 01/31/2019   Pct Eft: -100.00

     Off Campus:            EEO: 3  --Carrier Codes---   Posting Req: Y
 Correction Fg: Y  Early SGIP: N  Med: 01    ORP:        Post Status: IP
   Previous FY: N  GIP GRP Cd:    Den:      SORP:        Post    Date:
   Sys Mem Acct:              Federal Emp: N             Eff Acct Dt:
       Account: ▓▓▓▓▓▓ ▓▓▓▓ 1510    Vchr Nbr: 19010      Payroll Enc: CTABHMW
 TAMRF Account:                                          Reject Enc:
                   >> Press PF6 Key to View Details <<
```

Payroll Inquiry in Canopy

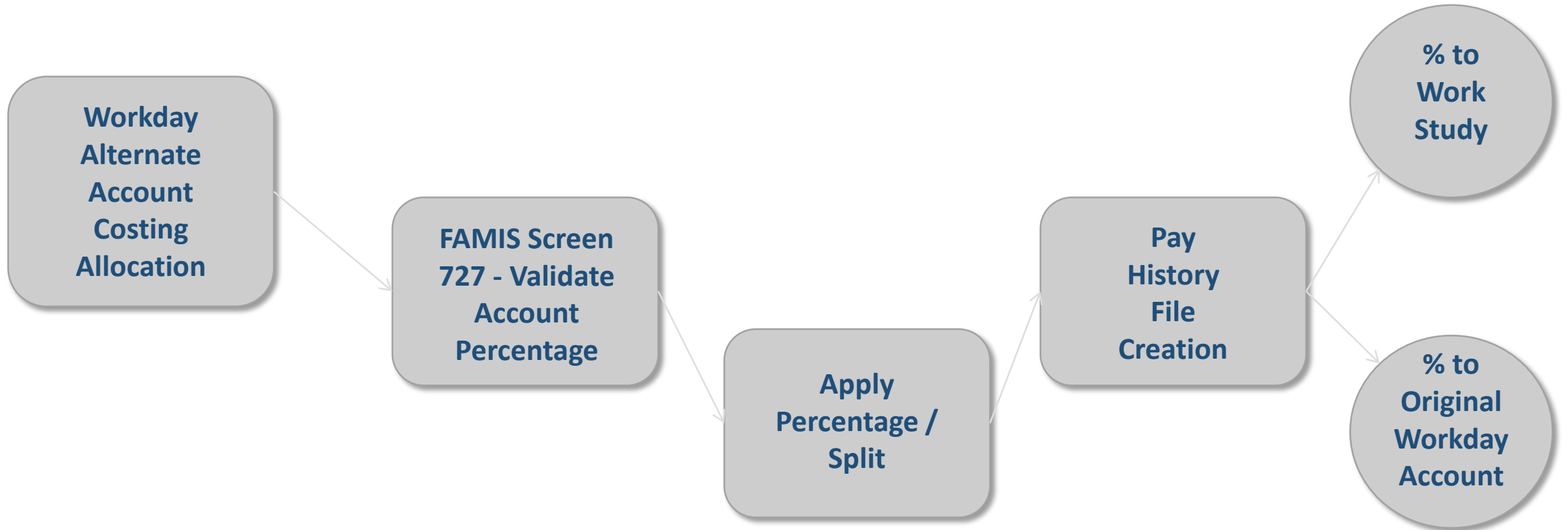# College Work Study

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College Work Study

- College Work Study Accounts are never loaded in Workday

- Alternative account must be used for costing allocations
  - Costing allocations should be 100% to the alternative account in Workday

- A translation is done during Payroll History creation
  - The translation is done using Screen 727 College Work Study screen in FAMIS
  - Percentages are stored on Screen 727
  - Pay Type F and E – and Earning Code WSH determines CWS eligibility
    - Student Worker Work Study Job Family and Earning is RPH – translate to WSH Earning Code
  - FAMIS uses Fund Type (S/L) and Title Code to determine CWS split

College Work Study Flow

Workday Alternate Account Costing Allocation → **FAMIS Screen 727 - Validate Account Percentage** → **Apply Percentage / Split** → **Pay History File Creation** → **% to Work Study** / **% to Original Workday Account**

College Work Study – Split Posting

```
F0013 Please enter desired modifications
  727 College Work Study Maintenance                        03/27/19 11:21
                                                            FY 2019 CC 02
  Screen: ___        Title Code:  7649   Fund Type:  S
                             FEDERAL COLLEGE WORK STUDY-COMMUNITY SERVICE

Func    Start Date      End Date      Campus      Account           Percent
----    ----------      --------      ------      ----------------  -------
 _      08/13/2018      9999999999      02        415993  00000      75.00
 _      _____      _____      __        _____  _____      _____

History

        01/01/1977      08/12/2018      02        415983  00000      75.00
```

- **75% will post to the College Work Study account**
- **The remainder will post to the account from Workday**

College Work Study – 100% Posting


```
F0013 Please enter desired modifications
  727 College Work Study Maintenance                    03/27/19 11:28
                                                        FY 2019 CC 02
  Screen: █ __      Title Code:  7745   Fund Type:  L
                               FEDERAL COLLEGE WORK STUDY -STUDENT READING/MATH T

Func      Start Date      End Date      Campus      Account         Percent
----      ----------      --------      ------      ----------      -------
  _       08/16/2018      10/01/2018      02        415996 00000     100.00


History
```

100% will post to the College Work Study account

Payroll Posting

Current Process

- Workday creates and FAMIS receives
  - Pay Results file
  - Withholding orders
  - Check Register

- Settlement Cycle notification from Workday
  - Between 12:30 and 5:00

- FAMIS Production is notified when the files are available
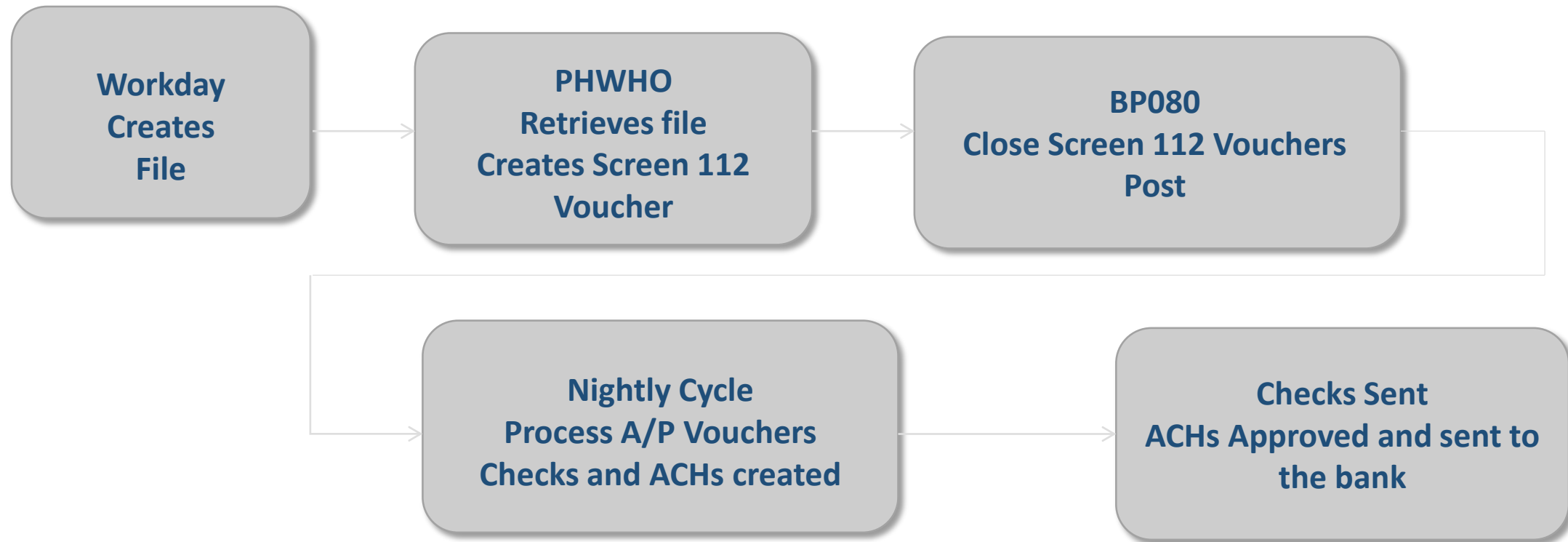 - Pay History File is created using the Pay Results file from Workday

Current Process

- Create Pay History File
  - Apply default account to payroll items which are missing an account
    - Frozen
    - Deleted
    - Other invalid accounts
  - Create files to use for the current accounting posting and month end benefit processing
  - Create and send USAS files
  - Produce error reports by System member
    - FnnPHRPT – Error Report by Campus for:
      - UIN Substitutions
      - TIN Codes
      - GSE Edits
      - Frozen/Deleted Accounts

Current Process

- Withholding Orders are processed by the FAMIS AP system
  - All paid on Part 01
    - Local Taxes
    - Student Loan withholding
    - Court Ordered Deductions are set up for payment
  - Payments are processed and managed by TAMU Payroll Services as a shared service

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Withholding Order Process

```
┌─────────────┐      ┌──────────────────┐      ┌──────────────────┐
│  Workday    │      │      PHWHO       │      │      BP080       │
│  Creates    │ ───▶ │  Retrieves file  │ ───▶ │ Close Screen 112 │
│   File      │      │ Creates Screen 112│      │    Vouchers      │
│             │      │     Voucher      │      │      Post        │
└─────────────┘      └──────────────────┘      └──────────────────┘
                                                          │
        ┌─────────────────────────────────────────────────┘
        ▼
┌──────────────────┐      ┌──────────────────┐
│  Nightly Cycle   │      │   Checks Sent    │
│ Process A/P      │ ───▶ │ ACHs Approved    │
│ Vouchers         │      │ and sent to      │
│ Checks and ACHs  │      │   the bank       │
│ created          │      │                  │
└──────────────────┘      └──────────────────┘
```

Enclosure Codes are used for Withholding Order processing to indicate whether to combine or keep payments separate

Reports

Reports

- **FnnPRBW and FnnPRMON**
  - Creates financial transactions for payroll

- **FnnPPRYL**
  - Financial transactions are posted
  - Payroll Detail Records are created
  - Posts the Check Register in FAMIS
    - Used for reconciliation within FAMIS
    - Viewable on Screen 177 and 185 as a non-AP reconciling item

Progress and Changes Needed

Improvements since Workday Go-Live

- Reduction in Default Account posting

- Benefits
  - When there is no earning code record, but there is an account on the benefits, will distribute and post to the benefit accounts

- Summer GIP currently uses the May allocation

- Switched from use of the campus code on the Account (on the earning record) to use of the Company Code to determine the Default Account to post to

Improvements since Workday Go-Live

- Create Deposit batches for negative USAS batches
  - Reduce batch rejection

- Employees paid on State funds with no valid SSN are moved to the Default Account for posting of payroll
  - Avoid Holds on USAS Batches
  - PCT's cannot move payroll to a State account until a valid SSN is received from Workday

Improvements Needed

- Emoluments
  - We are still not receiving Costing Allocations from Workday causing these to post to the Default Account
  - This results in a PCT for each emolument

- We do not receive Costing Allocations for net zero movement
  - i.e. TRS to TRS90
    - Note: these can now be adjusted with PCTs

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Feedback / Questions?

Thank you for attending

We appreciate your time and hope to see you next year!