

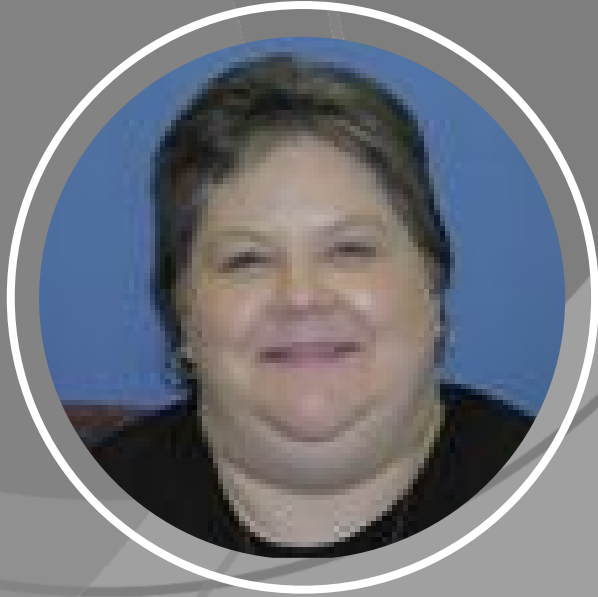


JOURNEY 2019

A&M System IT Shared Services Conference

PCTs: FAMIS Payroll Correction Processing





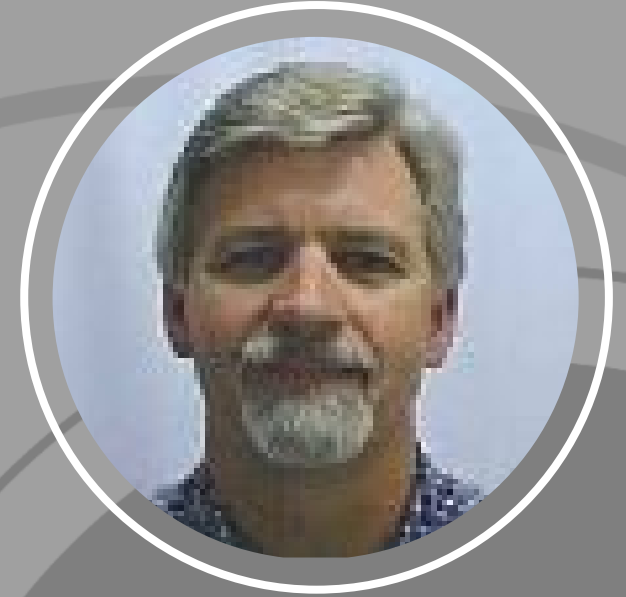
Melissa Ray

IT Business Analyst III



Scott Johns

Software Applications Developer IV



Larry Brown

Enterprise IT Technologist



Agenda

- Payroll Cost Transfer (PCT) Process Flow
 - Timeline and Lockout Period
- PCT Entry
 - Viewing in FAMIS and Canopy
- Temporary Encumbrances
- Security
- FAMIS PCT Posting Jobs
- Questions? / Feedback

PCT Process Flow

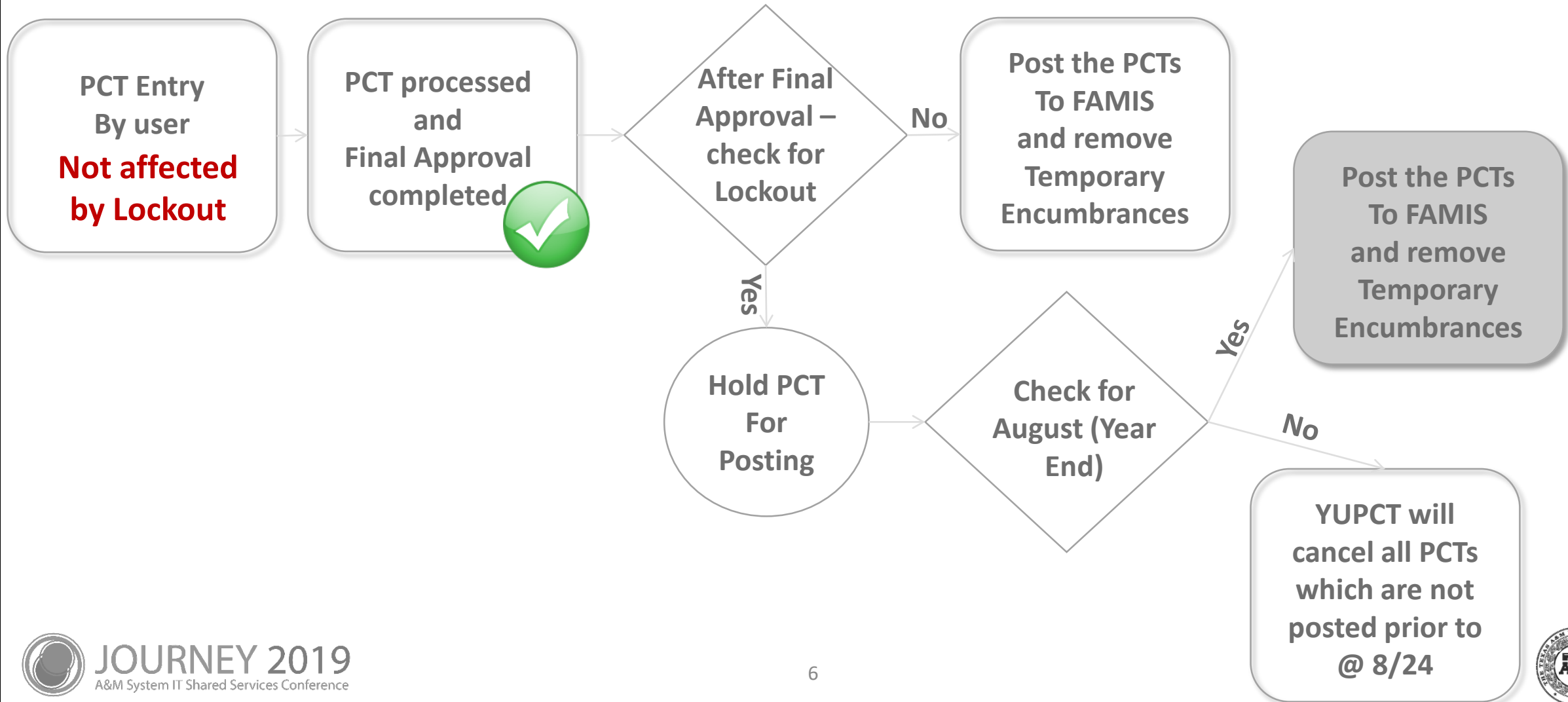


FAMIS PCTs

PCT – Payroll Cost Transfer

- Allows adjustment of posted payroll in FAMIS / Canopy
- Routes for approval using the E** Desk in FAMIS Routing

PCT Processing



PCT Processing – Typical Month



- In the typical processing months, PCT entry may continue regardless of the lockout period
- Additionally, approvals may continue during the lockout period
 - Routing notes will be added to Approved / Pending posting, indicating the hold
- All unposted PCTs, which reached Final Approval during the lockout period will be posted to FAMIS on the first working day of the new month

PCT Processing – August



- PCTs may be entered and approved through the last day prior to the lockout for August
- When the lockout occurs in August, this marks the end of entry AND approval for the Fiscal Year
- All unposted PCTs, regardless of approval status, will be Auto-Cancelled as part of Fiscal Year End processing
 - These PCTs must be re-entered in the New Fiscal Year

Timeline and Lockout Period

- Years Affected
 - Current Fiscal Year minus 1
 - Last fall BPP records (Sep-Dec) can still be changed through FY 2019
- Lockout Period
 - Entry allowed through midnight of the day prior to the lockout period
 - Last 3 “Working Days” of the month
 - Examples
 - February Close
 - Exclude Weekend
 - Exclude Holidays

Timeline and Lockout Period

- Current exceptions are August and December
 - These months could be different each year
- The lockout period is not related to FAMIS monthly close processing
- Except in August, PCTs may continue to be:
 - Created
 - Routed
 - Approved
- PCTs which have been held during the lockout period, will be posted automatically at the beginning of the new month

Payroll Cost Transfer (PCT) Entry



Payroll Cost Transfer (PCT) Entry

- Object Codes
 - Can only be changed at the Processing Office
 - Except on BPP related payroll changes
 - Most object codes are locked out
 - Object codes are mapped by Earning Codes – see Screen 730
 - BPP Payroll items can be changed – including Object Codes
- Accounting Analysis Codes
 - Can only be changed at the Processing Office
- Users should only enter data for desired changes
 - Examples

PAYROLL COST TRANSFER REQUEST

Document ID: [CTABM30](#) DOC FY: 2019 DOC Status: Closed (CL)
 Name: _____ UIN: _____ PAYROLL Pay Period End Date: 12/31/2018
Route Document: ECT06CTABM30 (Routing Document Report) Route Status: In Dept Rt (DR)
 Description: CHANGE IN EFFORT
 Justification Code: REDIRECT EFFORT (RE)
 Created By: Ray, Melissa A (03/28/2019)
 Last Update By: Ray, Melissa A (03/28/2019)
 Attachments: + Add Attachments

ORIGINAL PAYROLL RECORD (TOTAL ITEMS: 4)

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
	137004-00000	1510	0140		\$2,850.54	\$718.37	17.52 %
	110002-07040	1510	0131		\$10,692.78	\$2,597.63	65.72 %
	110200-29000	1510	0190		\$2,726.88	\$668.00	16.76 %
	240020-07020	1940	1300		\$50.00	\$4.13	100.00 %
Grand Total:					\$16,320.20		

prev 1 next Page: 1 of 1 Go Page size: 4 Change (Showing page 1 of 1, items 1-4) Total items: 4

PAYROLL WORKSHEET RECAP OVERVIEW

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
	110002-07040	1510	0131		(\$2,557.68)	(\$621.35)	15.72 %
	110200-29000	1510	0190		\$2,557.68	\$626.56	15.72 %
Grand Total:					\$0.00		

prev 1 next Page: 1 of 1 Go Page size: 2 Change (Showing page 1 of 1, items 1-2) Total items: 2

PAYROLL SUMMARY

PAYROLL CHANGE DETAILS (TOTAL ITEMS: 2)

PAYROLL COST TRANSFER REQUEST

Document ID: [CTABM30](#) DOC FY: 2019 DOC Status: Closed (CL)
 Name: [Redacted] UIN: [Redacted] PAYROLL Pay Period End Date: 12/31/2018
Route Document: ECT06CTABM30 (Routing Document Report) Route Status: In Dept Rt (DR)
 Description: CHANGE IN EFFORT
 Justification Code: REDIRECT EFFORT (RE)
 Created By: Ray, Melissa A (03/28/2019)
 Last Update By: Ray, Melissa A (03/28/2019)
 Attachments: + Add Attachments

ORIGINAL PAYROLL RECORD (TOTAL ITEMS: 4)

PAYROLL WORKSHEET RECAP OVERVIEW

PAYROLL SUMMARY

Campus Code	Account	Obj	AcctAnalysis	Project/Task	Salary/Wages Amt	Benefit Amt	Hrs/Pct
	137004-00000	1510	0140		\$2,850.54	\$718.37	17.52 %
	110002-07040	1510	0131		\$8,135.10	\$1,976.28	50.00 %
	110200-29000	1510	0190		\$2,726.88	\$668.00	16.76 %
	240020-07020	1940	1300		\$50.00	\$4.13	100.00 %
	110200-29000	1510	0190		\$2,557.68	\$626.56	15.72 %
Grand Total:					\$16,320.20		

prev 1 next Page: of 1 Go Page size: Change (Showing page 1 of 1, items 1-5) Total items: 5

PAYROLL CHANGE DETAILS (TOTAL ITEMS: 2)

Name	Seq Nbr	Pay Cycle	Cycle Date	CC	Account	SRS	S/W Obj	AcctAnalysis	Project/Task	Pct Eft	Benefit Amt	Voucher	Hrs Worked	S/W/L Amt	S/W Charged Benefit Amt	Status	Pay Prd Beg Date
	1	X	03/28/2019		110002-07040	N	1510	0131		-15.72%	(\$577.33)	0019120	0.00	(\$2,601.70)	\$0.00	IP	12/01/2018
	1	X	03/28/2019		110200-29000		1510	0190		15.72%	\$582.54	0019120	0.00	\$2,601.70	\$0.00	IP	12/01/2018

prev 1 next Page: of 1 Go Page size: Change (Showing page 1 of 1, items 1-2) Total items: 2

Viewing PCTs in FAMIS

- Pending / unposted PCT transaction appear on Screen 770 in FAMIS
 - These will have an IP Status
- Posted PCTs
 - These will have a CO Status

Canopy PCT – In Routing

Canopy
The Texas A&M University System

Campus: TEXAS A&M UNIVERSITY (02) Fiscal Year: 2019 Set CC/FY

SSO Menu SSO Logoff

Payroll FFX FRS Buy A&M Routing System

Main Menu Routing Document

HELP? >>> FEEDBACK

Inbox Enroute Outbox Document Global Queue User Profile

Document: ECT06CTABHMW Routing Action:

Submit

PAYROLL COST TRANSFER REQUEST

Document ID: CTABHMW DOC FY: 2019 DOC Status: Closed (CL)
 Name: Wang, Rui UIN: 427-00-6317 Pay Period End Date: 01/31/2019

Route Document: ECT06CTABHMW (Routing Document Report) Route Status: In Dept Rt (DR)

Description: RUI WANG 1/31/19
 Justification Code: SOURCE CHANGE (SC)
 Created By: Vierus, Kristin N (02/20/2019)
 Last Update By: Vierus, Kristin N (02/22/2019)

Attachments:

Name	Added Date	Added By	Deleted Date	Deleted By
Justification	2/20/2019 1:17:01 PM	Vierus, Kristin N	2/22/2019 10:12:21 AM	Vierus, Kristin N
Justification	2/22/2019 10:13:02 AM	Vierus, Kristin N		

ORIGINAL PAYROLL RECORD (TOTAL ITEMS: 1)

Campus Code	Account	Obj	AcctAnalysis	Salary/Wages Amt	Benefit Amt	Hrs/Pct
06	114218-08325	1510	0131	\$3,166.67	\$1,211.69	100.00 %
Grand Total:				\$3,166.67		

PAYROLL WORKSHEET RECAP OVERVIEW

PCT Pending Routing

DOCUMENT PATH (PENDING)					
Office	Desk	Name	Phone	Department	Action
02-TAMRF	EPA APPRVR	Rieck, Kathleen	979-458-2189	Research Foundation (RSFN)	ENROUTE
		(Sub) Upchurch, Rebekah L	979-458-4768		
		(Sub) Hollingsworth, Laura A	979-845-6149		
		(Sub) Henry, Victoria	979-458-4962		
		(Sub) Bienski, Natalie M	979-862-5947		
		(Sub) Woolard, Ashlee K	979-845-0707		
02-TAMRF	SIGNER E**	Rieck, Kathleen	979-458-2189	Research Foundation (RSFN)	ENROUTE
		(Sub) Upchurch, Rebekah L	979-458-4768		
		(Sub) Lacy, Karen R	979-458-3546		
		(Sub) Woolard, Ashlee K	979-845-0707		
		(Sub) Hollingsworth, Laura A	979-845-6149		
		(Sub) Bienski, Natalie M	979-862-5947		
06-ECT OFFICE	AG-R PCT A	Rincon, Sandra	979-845-7989		ENROUTE
		(Sub) Cherry, Karisa J	979-845-4260		
		(Sub) Spivey, Christin E	979-845-3637		
		(Sub) Cutler, Jacob L	979-458-0696		
06-ECT OFFICE	AG-R ECT P	(Sub) Cherry, Karisa J	979-845-4260		POST
		(Sub) Spivey, Christin E	979-845-3637		
		(Sub) Cutler, Jacob L	979-458-0696		
		(Sub) Curtis, Kari A	979-458-8543		
		Rincon, Sandra	979-845-7989		



PCTs will not be posted until Final Approval on the Posting Desk

Routing

- Routing is based on Departmental Routing in FAMIS
 - Uses the E** Path
- PCTs will post after routing final approval
 - Exception: PCTs will not post during the lockout period
 - PCTs approved during the lockout will post with the PCT Catch-up job

Temporary Encumbrances



Temporary Encumbrances

- Unposted PCTs have related temporary encumbrances
 - Examples
 - These only exist between the Closed and Posted status of the PCT
 - i.e. while the PCT is routing for approval
 - Status is IP (In Process) on Payroll Detail Records
 - These are not optional – system generated temporary encumbrance

Screen 779 – In-Process PCT Temporary 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 <<
```



Security



Cross Member PCT Security

- Security
 - A Member can only affect their own expenses on a particular payroll
 - This is based on the Adloc of the position
 - Cross Member PCTs require coordination with shared expenses on a:
 - PIN
 - Payroll

Security

- BARDA Payroll – cannot be edited on PCTs
 - These may only be modified using Screen 793 and 794
 - Label at the top of the PCT shows BARDA related payroll
 - Payroll designated as BARDA cannot be removed from BARDA

BARDA Security Message Example

Canopy
The Texas A&M University System

Campus: TEXAS A&M HEALTH SCIENCE CTR (23) Fiscal Year: 2019 Set CO/FY

SSO Menu SSO Logoff

Payroll FFX FRS Buy A&M Routing System

Main Menu Payroll Payroll Cost Transfer PCT Worksheet

HELP ? >>> FEEDBACK

PCT Worksheet PCT Document PCT Doc Search

UIN/Name: Search Fiscal Year: 2019 Select a Pay Period End Date: 09/08/2018 Worksheet Mode: Clear Document

Show Inactive

Name: UIN: PAYROLL Pay Period End Date: 09/08/2018
 Doc Campus: 23 Doc FY: 2019 **CIADM/BARDA lines are protected (use LDM)**

PAYROLL COST TRANSFER WORKSHEET

WORKDAY | PIN-H05791 | ADLOC-23150005 | RPH-REGULAR HOURLY | Hourly Rate-\$19.22 | TITLE-1128 ADMINIS

CC	SL	SA	OBJ	AA	Pct	Hrs	Salary/Wages	Benefits
23	244950	03000	1515	5010	0.00	12.00	230.64	222.84
23	486000	03000	1515	5010	0.00	28.00	538.16	519.96

WORKDAY | PIN-H05791 | ADLOC-23150005 | 038-COMMUNICATION ALLOWANCE | TITLE-1128 ADMINISTRATIVE ASSO

CC	SL	SA	OBJ	AA	Pct	Hrs	Salary/Wages	Benefits
23	244950	00000	1940	5010	0.00	0.00	90.00	7.12

* To view/hide TEEEX Project/Task Fields, update your [User Profile](#) settings

Canopy, a Business Computing Services application. The Texas A&M University System
 Version: 02/19/2019 17:30:41 [Debug Info](#) [Site Management](#)

[Top of Page](#) Theme: Forest [System - Site Map](#)

FAMIS PCT Posting Jobs



PCT Catch Up Posting

- FBMU103
 - This job will automatically post PCTS flagged during “PCT Lockout”
 - FAMIS runs this job at the end of the lockout period each month
 - The lockout period is not based on FAMIS Month End Processing
- Year End
 - YUPCT job will cancel all in-process or unapproved PCT Documents
 - Cancelled documents must be recreated in the new fiscal year

Questions? / Feedback



PCTs: FAMIS Payroll Correction Processing

- Questions?
- Feedback
 - Individual Benefits
 - Mass Moves
 - Suggestions

Thank you for attending

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