



JOURNEY 2019

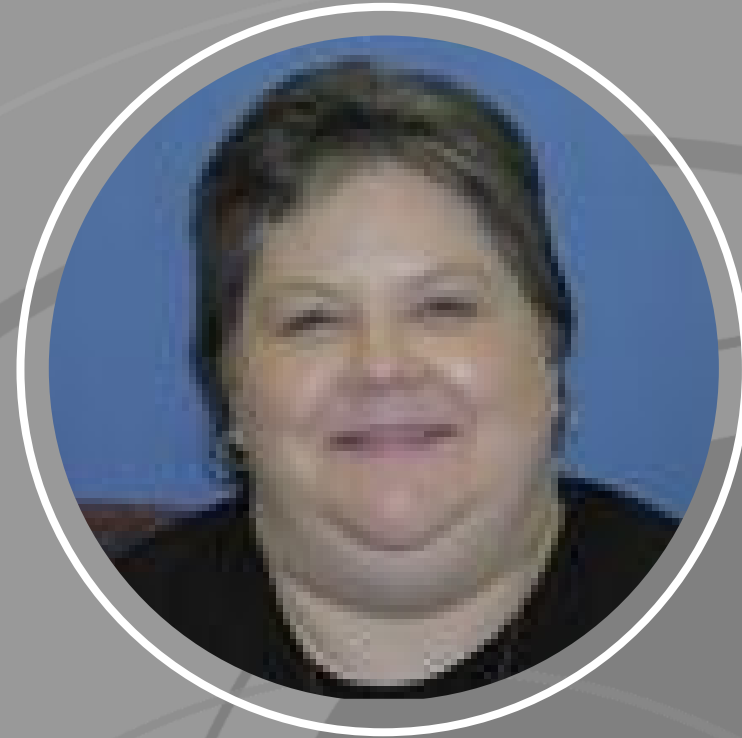
A&M System IT Shared Services Conference

Tables, Accounts, Object Codes... Oh My!





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Workday Services



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FAMIS



Agenda

- Workday Supervisory Organizations
- Account Feed to Workday
- FAMIS Payroll Screens
- FAMIS Maintained Control Screens
- Feedback / Questions?

Workday Supervisory Org



Supervisory Organization

- Foundational to Workday
- Group workers into *who reports to whom*
- Establish the management organizational hierarchy
- Drive business processes for jobs, positions, compensation, hiring employees and other functionality
- Has hierarchy

Supervisory Organization & ADLOC

- Three critical fields
 - Supervisory Organization Name is generally ADLOC description
 - Supervisory Organization Code is ADLOC #
 - Manager is an assigned role
- Display name in Workday is all three fields
 - Example: 02999991 TAMU WU Office of the President ((Virtual) Faye Scott)
- Supervisory Organization ID
 - Converted records: ADLOC #_Manager's PIN
 - New records: SO-12345

Account Feed to Workday



Account Feed to Workday

- Accounting Analysis Code
 - Entered on Screen 8 or 52
 - When no entry on Screen 52 these will come from Screen 8
 - AA Code 9999 will prevent the account from feeding to Workday
- Start / End Dates
- College Work Study Accounts are not fed to Workday
- Accounts beginning with “8” or “9” are not fed to Workday
 - Except for Part 02

FAMIS Payroll Screens



M72 – Payroll Accounting Menu

M72 Payroll Accounting Menu

03/28/19 16:26

FY 2019 CC 01

Screen: █

720 Part/Account Maintenance (TEEX WTAMU)
721 Project Task Maintenance
722 Adloc Maintenance
723 Carrier Maintenance
724 Accounting Analysis Maintenance
725 Accounting Analysis Override
726 AA Override by UIN
727 College Work Study Maintenance

730 Earning Code / Object Code Table
731 Title Code Inquiry
732 Employee ACH Inquiry

863 Payroll Generic Tables

Screen 720 – Part/Account Maintenance

F0013 Please enter desired modifications
720 Part/Account Maintenance

03/28/19 12:19
FY 2019 CC 09

Screen: █ Account: 102101 00000

Account Title: FINANCIAL SERVICES -BIWEEKLY_____

Dept: TEEX_ SubDept: _____

Payroll Signer: ██████████ ██████████ ██████████

Expiration: 12/31/2030

AA Code: 5012

Function: 10 INSTRUCTION

SRS Flag: -

SRS UIN: _____

Screen 721 – Project Add / Modify

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F0013 Please enter desired modifications
721 Project Add/Modify
03/28/19 12:20
FY 2019 CC 09

Screen: ____ Project: 021010-010000_____

Project ID: 2
Project: 021010 Task: 010000
Acct Campus Cd: 09 Account: 102101 00000
Adloc: 09020000_____

Description: FINANCIAL SERVICES_____
Begin Date: 09/01/2000
End Date: _____
Freeze Date: _____
Share Mode: W
State: TX

Project Code: 021010-010000
Project Account: 09-102101-021010-010000
```

- Screen 721 is used by TEEX and TTI only
- The screen is populated by FAMIS, but also allows direct entry

Screen 722 – Adloc Maintenance

F0013 Please enter desired modifications

722 Adloc Maintenance

03/28/19 12:22

FY 2019 CC 09

Screen: ___ Adloc: 09040000_

Delete: _

	----- Short Desc -----		----- Long Desc -----								
F	Eff Beg	Eff End	W/S Mail	Exec	Div	Col	Dept	SDept	St	Accr	2F
_	NETWORK & INFO.SERV.		NETWORK & INFORMATION SERVICES								
	09/01/1998		D 8000				04		3	Y	_
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
-	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

New Adloc's must be created in Workday and FAMIS

Screen 723 – Carrier Maintenance

F0013 Please enter desired modifications
723 Carrier Maintenance

03/28/19 13:20
FY 2019 CC 09

Screen: ____ Carrier Group: DEN_____ Code: ____

Carrier Type: SYSTEM-INS_____

Carrier Name: TAMUS SELF INSURED-DEN_____

Long Name: _____

Vendor ID: 3*****6

Mail Code: 000

HRIS Code: _____

Effective Dates: _____ Thru: _____

Address: _____

City: _____ State: __ Zip: _____

Phone: _____

Accounting Analysis Maintenance

- Maintained on Screen 724
- AA Codes may apply to:
 - A single account
 - A range of accounts
 - Multiple account ranges
- AA Codes control the posting of benefits related to payroll
- FAMIS will roll the Accounting Analysis Table forward
 - State banks must be established prior to the roll forward
- Users must use PF10 to update the screen

Screen 724 – Accounting Analysis Maintenance

724 Accounting Analysis Maintenance

03/28/19 13:22
FY 2019 CC 02

Screen: █ FY: 2019 AA Code: 5012 From: _____ Thru: _____ Del: _
 Salary Bank: 06000 From Account: 120001 Thru: 120799 Record 1 of 39

Pay Kind: L Revolv Fund: _ Fund Title: LOCAL FUNDS _____
 Appr Year: _____ State Fund: 7999 Appr Number: _____ Agency: 711

Benefit	C	Bank	Account	Benefit	C	Bank	Account	Benefit	C	Bank	Account
GIP	2	06000	121052	WCI	2	06000	121229	UCI	2	06000	121229
LNG	2	06000	249930	FICA	2	06000	121229	TRS CARE	1	_____	_____
TRS	2	06000	121229	TRS 90	2	06000	121229	TRS SURC	1	_____	_____
ORP BASE	2	06000	121229	ORP SUPL	2	06000	249902	ORP SSUP	2	06000	121229
FIR	0	_____	_____	CSRS	0	_____	_____	LEAVE	2	06000	249908

Accounting Analysis Override

- Screen 725 – Accounting Analysis Override
- AA Code Overrides are established by:
 - Pay Cycle
 - Fiscal Year
 - Effective Date From / Thru
 - The through date for the EOY bi-weekly process must be the **pay-date** in September
 - i.e. last year users entered 8/31, but should have entered 9/14
 - Monthly payroll is also affected, use September **pay-date**
 - Account
 - Accounting Code
- AA Codes may be overridden by UIN

Screen 725 – Accounting Analysis Override

F0013 Please enter desired modifications
 725 Accounting Analysis Override

03/28/19 13:25
 FY 2019 CC 12

Screen: _____ Fiscal Year: 2019 Show All: N
 Pay Cycle: _ Date: _____ Account: _____

F	Cycl	FY	Effective Pay Dates		Account	Accounting Analysis	New	UIN
			From	Thru		Code (5-16)	AA	
—	All	2019	09/01/2018	09/04/2019	190680 *****	9012 *****	5012	
—	Biw	2019	09/14/2018	09/14/2018	*****	0001 *****	5012	
—	Biw	2019	09/14/2018	09/14/2018	*****	0002 *****	5012	
—	Biw	2019	09/14/2018	09/14/2018	4*****	5012 *****	6012	*
—	Biw	2019	09/14/2018	09/14/2018	6*****	5012 *****	6012	*
—	Mon	2019	10/01/2018	11/01/2018	11*****	5012 *****	0001	
—	Mon	2019	10/01/2018	11/01/2018	19*****	5012 *****	0001	
—	Mon	2019	12/03/2018	01/02/2019	11*****	5012 *****	0002	
—	Mon	2019	12/03/2018	01/02/2019	19*****	5012 *****	0002	
—	Mon	2019	02/01/2019	04/01/2019	11*****	5012 *****	0002	*
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—



AA Override by UIN

- Screen 726 – AA Override by UIN
- Users must select the AA Override from the pop-up upon entering Screen 726
- Users will then be prompted to enter or maintain a list of UINs

College Work Study Maintenance

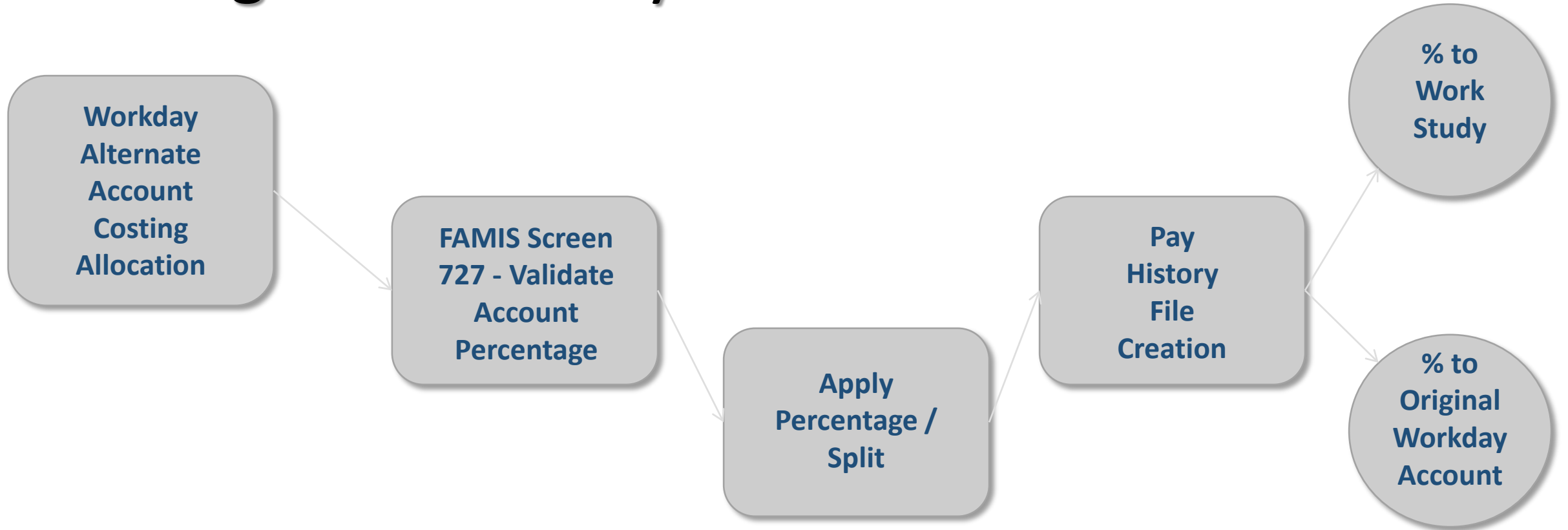
- Screen 727 – College Work Study Maintenance
- College Work Study accounts are not fed to Workday
 - Users must allocate payroll in Workday to another account
 - FAMIS maps to the Work Study account when posting payroll
- Only one period is active at one time
- College Work Study changes must be made timely with payroll posting

College Work Study – Payroll Posting

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



Screen 727 – College Work Study Maintenance

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

Screen 730 – Earning Code / Object Code Table

F0013 Please enter desired modifications
 730 Earning Code / Object Code Table

03/28/19 14:48
 FY 2019 CC 01

Screen: Fiscal Year: 2019 Earning Code: RPH_
 REGULAR HOURLY



F	Employee Type	Exem Fg	Univ Agcy	Job Prof	Job Fmly	Long Fg	Object Code	Expired Date
-	FACULTY	*	A	*_	*_	*	1711	
-	FACULTY	*	A	*_	*_	L	1711	
-	FACULTY	*	U	*_	*_	*	1710	
-	FACULTY	*	U	*_	*_	L	1711	
-	GRADUATE_ASSISTANT	*	*	U7872	*_	*	1525	
-	GRADUATE_ASSISTANT	*	*	U9001	*_	*	1525	
-	GRADUATE_ASSISTANT	*	*	U9002	*_	*	1525	
-	GRADUATE_ASSISTANT	*	*	U9003	*_	*	1525	
-	GRADUATE_ASSISTANT	*	*	U9004	*_	*	1325	
-	GRADUATE_ASSISTANT	*	*	U9005	*_	*	1325	
-	GRADUATE_ASSISTANT	*	*	U9006	*_	*	1325	
-	GRADUATE_ASSISTANT	*	*	U9007	*_	*	1525	

*** Press enter for more entries ***

Earning Code / Object Code Table

- Screen 730 – Earning Code / Object Code Table
- Controls Object Codes for payroll posting in FAMIS
 - By Employee Type
 - Exempt Flag
 - University / Agency
 - Job Profile
 - Job Family
 - Longevity

Earning Code / Object Code Table

- Flags control eligibility for
 - GIP
 - Retirement
 - FICA
 - FIT
 - UCI
 - Work Hours
 - WCI
 - Emoluments
- Flags control eligibility for
 - Allowances
 - Regular Pay
 - Task
 - Time/Effort
 - Longevity
 - Group 100%
 - Pay Type
 - Base Pay

Screen 731 – Title Codes

731 Title Codes

03/28/19 14:53
FY 2019 CC 01

Screen: ____ Title Code: 9462 Type: U Work Station: _
INSTRUCTIONAL DESIGNER I

Title Code	Description	EEO Cd	FLSA Cd	Job Grp	MSO Cd	Pay Rng	SOC Cd	TRS Cat	Act Fg	Fac Cd
	-Beg Dt- -End Dt-									
	INSTRUCTIONAL DESIGNER I									
	12/01/2016	3	A	TAM	0	8	259031	01	Y	T
	INSTRUCTIONAL DESIGNER I									
	01/01/1900 11/30/2016	3	A	TAM	0	8	259031	01	N	T

Screen 732 – Employee ACH Inquiry

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732 Employee ACH Inquiry                                03/28/19 16:32
                                                        FY 2019 CC 18
+-----+
Sc  ** End of List - 1 Code(s) Found **
    UIN: ████████████████████████████████████████
*   S  CC Ext Vndr Vendor Name                               Typ Frz Info
    01 00298585 ████████████████████████████████          EM   N
Ro
Ac

PF10 – Pop-up to view Vendor IDs for all members where the vendor exists

'Bank' - Banking Info Mismatch 'VTyp' - Vendor Type Mismatch
'Both' - Bank/Type do not match      ' ' - Records match
                                     Press <PF4> to Exit
+-----+
```

FAMIS Maintained Control Screens



Screen 863 Tables

- Maintained by FAMIS Services
- Deduction Constants for
 - Faculty and Staff Leave
 - OASI and OAHI
 - ORP
 - TRS
 - UCI
 - WCI
- PCT Lockout Days
- Change Enhancement Requests are required to make changes

Feedback / Questions?



Tables, Accounts, Object Codes... Oh My!

- Suggestions
 - Users want to have some special object codes on Screen 730 for QATAR, which will require additional processing and fields due to requiring the location of the employee to determine posting
- Feedback
- Questions?

Thank you for attending

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