BPP Prep Update Methods:

1. **Manual entry** – available to users July 2 through July 23
   - Click [here](#) for BPP Prep access instructions
     *(All users working with the FY 2013 Salary budget must have access)*

2. **BPP Prep Template**
   - Upload templates distributed June 29
   - Update and submit spreadsheets July 2 - July 18
   - Submit template to budget@tamu.edu by noon for guaranteed upload
   - Template changes will upload to Prep if a PIN and UIN combination on the template matches a PIN and UIN combination in Prep with no errors

Template Information/Instructions:

- Template populated with June 28 BPP data
- Update template for 9/01/2012 – template columns/column headers highlighted are the fields available for update, except for Pay Indicator
- Pay indicator can be modified **ONLY** if updating from:
  - A (Monthly - Full Time) to B (Monthly - Part Time); B to A or;
  - D (Hourly - Full Time) to E (Hourly - Part Time); E to D
- Position actions available in template:

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Action</th>
<th>Employ Name</th>
<th>UIN</th>
<th>Occupant Code</th>
<th>Position Code</th>
<th>Rec 1 Action Code</th>
<th>Rec 2 Action Code</th>
<th>Rec 3 Action Code</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merit</td>
<td>ME</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter new salary</td>
</tr>
<tr>
<td>Equity</td>
<td>EQ</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter new salary</td>
</tr>
<tr>
<td>Promote/ Demote Within</td>
<td>PW/DW</td>
<td>CT</td>
<td>PI/DE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter new title code and salary</td>
</tr>
<tr>
<td>Reclassify</td>
<td>RC</td>
<td>RC</td>
<td>PI/IN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter new title code and salary</td>
</tr>
<tr>
<td>Change Salary (Admin Change)</td>
<td></td>
<td></td>
<td></td>
<td>AD/CF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enter new salary</td>
</tr>
<tr>
<td>Vacate</td>
<td>Vacant</td>
<td>9999999999</td>
<td>VA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Updates occupant as vacant but keeps the position</td>
</tr>
<tr>
<td>Vacate</td>
<td>Vacant</td>
<td>9999999999</td>
<td>VA</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Termination</td>
<td>VT</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>IT</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retire</td>
<td>RE</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ME-Merit; EQ-Equity; PW-Promote Within; DW-Demote Within; CT-Change Title; PI-Promote Within; DE-Decrease; RC-Reclassify; IN-Increase; AD-Administrative Change; CF-Correction; EL-Eliminate; VT-Voluntary Terminate; IT-Involuntary Terminate; RE-Retire; VA-Vacate
• **Position actions not available in template**
  - Transfers In
  - Transfers Out
  - New Hire
  - Voluntary/Involuntary Terminations and Retires **NOT** being eliminated
  - Changing the pay indicator from an hourly code to a monthly code or vice versa
  - Any action requiring a change to a PIN and UIN combination in the template will result in an error
  - Adding a PIN and/or UIN to the template
  - Deleting a PIN’s record from the template will result in **NO** change to BPP Prep

• **Salary Recommendations**
  - Rec 1 - AD (updating to decrease or increase for a stipend); CF (correction)
  - Rec 2 – ME only
  - Rec 3 – equity (EQ); decrease (DE); promotion (PI); increase (IN)

• **Source Changes**
  - To delete a source line, highlight the row, right click and delete
  - To add a source line(s), copy an original source line for the PIN and then insert the copied cell

• **Reminders**
  - Updates in the template will attempt to load if there is a UIN and PIN combination in the template matching a UIN and PIN combination in BPP Prep
  - Only merit recommendations should be made in Rec 2 in the template or in **BPP Prep**
  - Change source title code if a position title code is changing
  - Rates entered in Rec 1, 2 and 3 should be hourly rates for hourly employees and monthly rates for monthly employees
  - Do not change the order of the columns
  - Data may be resorted, but sort the data back in the original format before submitting to the Budget Office. Sort should be based on Exec, Division, College, Department, PIN, Employee Name
  - Highest recommendation number (not largest salary recommendation) becomes Iteration “01” in Active Budget for the new fiscal year

• **Upload Responses**
  - **Error Report** – examples of errors
    - Source % effort out of balance
    - Invalid accounting analysis code ([accounting analysis table](#))
    - Invalid Source Account Number
    - Occupant does not appear to be the same
    - UIN not found on Employee Table
    - PIN not found on Prep Budget
    - Rec 1 Salary rate changed without salary action code
    - Source dates outside annual term dates
    - Source % effort is invalid (example: .59 instead of 59.00)
    - Source begin date is invalid (example: 9/1/12)
    - Project code is invalid
  - **Records Uploaded Report**
  - **Records Already with Rec 2 Report**
Basic Steps:

1. Update template for FY 2013 salaries; Per instructions above, add/delete/update items to template

2. Send to budget@tamu.edu anytime between July 2\textsuperscript{nd} and July 18\textsuperscript{th} – guaranteed upload if template received by noon

3. Correct any errors on error report received and send back to budget@tamu.edu

4. Verify BPP Prep entry by using the Current Prep Salary report – Salary report to be distributed daily via email beginning July 3\textsuperscript{rd} through July 27\textsuperscript{th}.

5. Update BPP Prep entry until salary information is correct