Phase II - BPP Prep Salary Budget

The Goal:
To update BPP Prep so it is as close to the 9/01 salary budget as possible

BPP Prep Update Methods:
1. **Manual entry** – available to users June 27 through July 14
   - Click [here](#) for BPP Prep access instructions. All users working with the FY 2012 Salary budget must have access.

2. **BPP Prep Template** – update spreadsheet now through July 13; upload daily beginning June 28 through July 13.
   Submit template to [budget@tamu.edu](mailto:budget@tamu.edu) by noon for guaranteed upload. The template will upload to Prep if a PIN and UIN combination on the template matches a PIN and UIN combination in Prep.

Template Information/Instructions:
- Data as of May 27 for early template or June 24 for later template
- Supplemental pay increase for employees earning $34,500 or less - automatically applied in Recommendation 1
- Update template for 9/01 – columns/column headers highlighted are the fields available for update, except for Pay Indicator. Pay indicator can be modified **ONLY** if updating from A to B; B to A or D to E; E to D.
- Actions available in template

<table>
<thead>
<tr>
<th>Type of Action</th>
<th>Occupant Action Code</th>
<th>Position Action Code</th>
<th>Rec 3 Salary Action Code</th>
<th>UIN</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote Within</td>
<td>PW</td>
<td>CT</td>
<td>PI</td>
<td></td>
<td>Updates salary recommendation</td>
</tr>
<tr>
<td>Change Title</td>
<td>CT</td>
<td>CT</td>
<td>OT</td>
<td></td>
<td>Updates salary recommendation</td>
</tr>
<tr>
<td>Voluntary Termination</td>
<td>VT</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclassification</td>
<td>CT</td>
<td>RC</td>
<td>IN/DE</td>
<td></td>
<td>Updates salary recommendation</td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>IT</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retire</td>
<td>RE</td>
<td>EL</td>
<td></td>
<td></td>
<td>Updates Salary recommendation</td>
</tr>
<tr>
<td>Equity</td>
<td></td>
<td></td>
<td>EQ</td>
<td>999999999</td>
<td>Resets name to “Vacant”</td>
</tr>
<tr>
<td>Vacate</td>
<td>VA</td>
<td>OA</td>
<td>999999999</td>
<td></td>
<td>Removes Rec 1 salary recommendations</td>
</tr>
<tr>
<td>Vacate</td>
<td>VA</td>
<td>EL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
• **Salary Recommendations**
  
  o Rec 1 - AD (updating to decrease or increase for a stipend); CE (changing effort causing a decrease or increase in rate); CF (correct file)
  
  o Rec 2 – no actions
  
  o Rec 3 – equity (EQ); decrease (DE); promotion (PI); increase (IN); other salary action (OT)

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

• **Reminders**
  
  o 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
  
  o No entry should be made in Rec 2 in the template or in **BPP Prep**
  
  o Change source title codes if a position title code is changing
  
  o Rates entered in Rec 1 and Rec 3 should be hourly rates for hourly employees and monthly rates for monthly employees
  
  o Do not change the order of the columns
  
  o 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
  
  o Salary in the **highest recommendation column** will become the FY2012 rate

• **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 2012 salaries; Per instructions above, add/delete/update items to template

2. Send to budget@tamu.edu anytime between now and July 13th – upload to BPP Prep to begin June 27th – guaranteed upload if template received by noon

3. Receive upload reports – records with errors

4. Correct the error report received and send back to budget@tamu.edu

5. Verify BPP Prep entry by using the Current Prep Salary report – Salary report to be distributed daily via email beginning June 28th

6. Complete BPP Prep entry as necessary until salary information is correct