BPP Prep

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 28 through July 16
   - Click here for BPP Prep access instructions. All users working with the FY 2011 Salary budget must have access.

2. BPP Prep Template – update now through July 14; upload daily beginning June 28 through July 14. Submit template to 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 Instructions:
- Data as of May 28
- 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 B to A; A to B 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>
</tr>
</thead>
<tbody>
<tr>
<td>Promote Within</td>
<td>PW</td>
<td>CT</td>
<td>PI</td>
<td></td>
</tr>
<tr>
<td>Change Title</td>
<td>CT</td>
<td>CT</td>
<td>OT</td>
<td></td>
</tr>
<tr>
<td>Voluntary Termination</td>
<td>VT</td>
<td>EL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reclassification</td>
<td>CT</td>
<td>RC</td>
<td>IN/DE</td>
<td></td>
</tr>
<tr>
<td>Involuntary Termination</td>
<td>IT</td>
<td>EL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retire</td>
<td>RE</td>
<td>EL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equity</td>
<td></td>
<td></td>
<td>EQ</td>
<td></td>
</tr>
<tr>
<td>Vacate</td>
<td>VA</td>
<td>OA</td>
<td>999999999</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

- Recommendations
  - Rec 1 - AD (updating to decrease or increase for a stipend); CE (changing effort causing a decrease or increase in rate); CF (correct file)
  - Rec 2 – no actions
  - Rec 3 – equity (EQ); decrease (DE); promotion (PI); increase (IN); other action (OA)
• **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.
  - No entry should be made in Rec 2 in the template or in BPP Prep
  - Rates entered in Rec 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, Div, College, Dept, PIN, Employee Name.
  - Salary in the *highest recommendation* will become the FY2011 rate

• **Upload Responses**
  - **Error Report** – examples of errors
    - Source % effort out of balance
    - Invalid accounting analysis code
    - 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: 9/1/11)
    - Project code is invalid
    - Rec 1 pay is invalid
  - **Records Uploaded Report**
  - **Records Already with Rec 2 Report**

**PLEASE READ THE FOLLOWING**
For maximum template functionality, please add the following items to your template.

• Add VA (Vacate) to Occupant Action table (Column I, between RE and VT)

• Add RC (Reclassification) to Position Action table (Column Q, between RA and OA)

• Add IN (Increase) and DE (Decrease) to the Rec 3 Salary Action table (Column AC, after EQ)

• To add the source budget salary formula to your template:
  - Copy the following Annual Term formula in column AP *(this formula **MUST** be copied in row 4 or the formula will not work)*:
    \[
    =\text{CEILING(ROUND((AG4-AF4)/30.33,2),0.5))}
    \]

  - Copy the following Source Budget Salary formula in column AQ *(this formula **MUST** be copied in row 4 or the formula will not work)*:
    \[
    =\text{IF(T4="m",ROUND(IF(AB4>0,AP4*(AN4/100)*AB4,IF(Z4>0,AP4*(AN4/100)*Z4,AP4*(AN4/100)*V4)),2)),ROUND(IF(AB4>0,AB4*2088/(AP4/12)*(AN4/100),IF(Z4>0,Z4*2088/(AP4/12)*(AN4/100)),V4*2088/(AP4/12)*(AN4/100))),2))}
    \]
Basic Steps:

1. Per instructions on page 2 of this document, add items to template

2. Update template for FY 2011 salaries

3. Send to budget@tamu.edu anytime between now and July 14th – upload to BPP Prep to begin June 28th – guaranteed upload if template received by noon

4. Receive upload reports – records updated, records with errors, records already having a Rec 2

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

6. Verify BPP Prep entry by using the Current Prep Salary report – Salary report to be distributed daily via email beginning June 29th

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