Prep Budget Access for Entry of Data into the Payroll System

New Users – Complete the Budget/Payroll/Personnel (BPP) System Mainframe Statement of Responsibility Form located at http://tamus.edu/offices/bpp/BPPSystemMainFrameSOR.pdf

In the section “Please set-up the following access” indicate the AdLoc No. which access is being requested. Access will be defaulted to the Department level of the AdLoc unless the Executive, Division, or College is noted on the form.

Send the form to Payroll Services at MS 1261. You may also scan and email to payroll@tamu.edu to the attention of Danny Grimes/Laura Quirino.

Note “Prep Budget Access” in the subject line of the E-mail.

Allow 24-48 hours for processing.

Existing Users – If you have previously established a BPP user ID we still need to confirm that you will require prep budget access. An E-mail requesting prep budget access should be sent to payroll@tamu.edu for Danny Grimes/Laura Quirino.

Note “Prep Budget Access” in the subject line of the E-mail.

Allow 24 hours for processing

The E-mail should contain the following information:
  1. Name of employee needing access
  2. Adloc No. for which access is being requested.
Access will be defaulted to the Department level of the Adloc unless the Executive, Division, or College is noted on the form.

For questions or assistance please contact Payroll Services:

Danny Grimes
845-2779
d-grimes@tamu.edu

Laura Quirino
845-2778
lauraq@tamu.edu