BPP Electronic Feed Template Review

- The template is based on ADLOC unit...The ADLOC unit “owns” the position. If you own a position that is sourced to another department or TAMU System member, begin communicating salary recommendations!

- Most of the columns have been pre-populated by the Budget Office. All columns beginning with Occupant Action can be edited and will feed EXCEPT for the Current Position Title Code; Adloc Part; Hourly/Monthly and FTE Current Rate columns.

- Position Reclassifications can be handled through the template as long as the UIN and PIN do not change.

- Data entered in the spreadsheet will upload to BPP Prep IF there is a match on PIN and UIN in the BPP Prep database AND no manual entry has been entered for a position on Rec 2 or Rec 3.

- The Recommendation 2 rate is reserved for Merit entry only and Recommendation 3 is available for all other salary actions. You do not have to enter a recommendation 2 in order to have a recommendation 3 and vice versa.

- For positions paid on multiple sources, the source percent effort will determine how the rate entered in Rec 2 or 3 is split. To add or delete source rows, insert or delete as needed.

- Be sure to enter hourly rates for hourly employees and monthly rates for monthly employees.

- How can you manipulate the template?
  - You may insert/delete rows.
  - You may make changes to all data in the spreadsheet; however, not all changes will feed to BPP. If you need to change the PIN for a UIN or a UIN for a PIN, this must be done in BPP Prep manually.

- What can you *not* do in the template?
  - You may not change the order of the columns...these have been preset.
  - If you need to sort the data in a different way than you received it, be sure to sort it back to the original format before submitting to Budget Office. The sort should be based on Exec, Div, College, Depart, PIN, Employee Name.
Calendar

Phase II – Important Dates

• **July 1 & 2** – New BPP User Training

• **July 6** – Phase II Begins
  • BPP Prep opens for manual data entry and clean-up
  • Populated BPP Electronic Feed Templates distributed to budget contacts via email

• **July 7** – Current Prep Salary Report with Estimated Benefits distributed automatically via a daily email in .xls format by college/department. Automatic distribution ends August 1st.

• **July 13** – FAMIS Budget Module opens for adjustments related to Phase II (Screen 599).

• **July 17** – BPP Electronic Feed Templates due to the Budget office via email (budget@tamu.edu); *Departments needing assistance with BPP Prep data entry should contact budget office before July 17, 2008.*

• **July 20** – Electronic Feed Template loaded by BPP into Prep Budget.

• **July 20–28** – Salaries entered into BPP (Phase II) fed daily to FAMIS. Re-allocator begins adjusting budget categories in FAMIS. Manual updates and corrections must be entered in BPP.

• **July 24** – Last day to enter joint appointments between system parts.

• **July 28** – BPP Prep Budget manual corrections due by 4:30 pm – BPP Prep closed to users.

• **July 30** – FAMIS Screen 599 corrections due by 4:30 pm – FAMIS closed to users.