BPP Electronic Feed Template Review

- The template will be distributed 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! 😊

- Columns under the gray header – These fields will be pre-populated by the Budget Office and will not feed! If changes need to be made to any of these fields, they must be done manually in BPP. To keep an internal record of BPP entry, you can update these cells, just be aware they will not feed.

- Position Reclassifications/Position Actions, must be made manually in BPP Prep. These changes can be entered in the template, but will not feed.

- Any changes to Recommendation 1 must be done manually.

- Data entered in the columns under the brown header will be loaded to BPP Prep IF there is a match on PIN and UIN AND no manual entry has been entered for 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 those positions paid on multiple sources, the source percent effort will determine how the rate entered in Rec 2 or 3 is split.

- How can you manipulate the template?
  - You may delete rows.
  - You may only delete columns that are highlighted.
  - You may add columns but highlight.
  - You may sort the data
  - You may make changes to all data in the spreadsheet; however, not all changes will feed to BPP.

- What can you not do in with the template?
  - You may not change the order of the columns...these have been preset.
Calendar

Phase II – Important Dates

• **July 2** – New BPP User Training

• **July 3** – 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 10** – Last day an updated BPP Electronic Feed Template can be requested from the Budget Office.

• **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 18** – FAMIS Budget Module opens for adjustments related to Phase II (Screen 599). Electronic Feed Template loaded by BPP into Prep Budget.

• **July 21–29** – 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 25** – Last day to enter joint appointments between system parts.

• **July 29** – 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.