



August 15, 2016

SUBJECT: FY 2017 EPA Processing Open for Budgeted PINS

FY17 prep budget was loaded into the FY17 active budget in BPP over the weekend. Now that this process has occurred, you are able to complete EPA's for BUDGETED PIN's in fiscal year 2017. Canopy, at this point, will still default to FY16. Any entry will require you to use the drop down menu and select FY17. The FY default will be changed to FY17 on the evening of 09/04/16. You are able to view how all budgeted PIN's rolled forward into FY17 in Canopy by doing a simple PIN search in Canopy, remembering to change to FY17.

DO NOT ENTER ANY EPA's FOR WAGE OR GRADUATE PIN's YET. The wage roll will not occur until the weekend of August 20th. You will be notified when it is open for processing.

EPA Encumbrances have not been processed for FY 2017 in FAMIS. They will be held until the Budget Office loads initial budgets and salary encumbrances.

Any EPA that was completed late in fiscal year 2016 and did NOT make it into the fiscal year 2017 budget, must be brought forward into fiscal year 2017. When you process the EPA in fiscal year 2017 to bring the employee forward the justification should always begin with the words "**BUDGET UPDATE.**" This is for any EPA's created after May 30th, which was not marked on your budget template or on your 901 corrections.

Here are two of the most common examples to assist you:

1. If you hired someone late in fiscal year 2016, and they did not roll forward into FY 2017, you must now complete a second EPA hiring them into fiscal year 2017. You would do an EPA as:
Create Type: "Copy PIN to Next Fiscal Year" enter the PIN " _____ " Fiscal Year "2017" Workstation "A, X, or V"
Document Type: "Create/Reactivate"
Recommended Occupant Action: "New Hire" or other as appropriate.
Current Occupant Action: "Already Vacant"
Position Action: "Reactivate Position"
Start the justification as "BUDGET UPDATE: NEW HIRE" The Effective date of the EPA will be 9/1/16
2. Or, perhaps you terminated someone late in fiscal year 2016, and they are still in your FY 2017 budget, you must now terminate them in fiscal year 2017 to ensure they are removed from the payroll and not paid. You would do an EPA as:
Create Type: "New Iteration For PIN"
Document Type: "Eliminate Position"
Recommended Occupant Action: "Eliminate/Vacate"
Current Occupant Action: "Voluntary Term, or Retire" as appropriate
Position Action: "Eliminate"
Start the justification as "BUDGET UPDATE: TERMINATE"
Check the box stating "Replace Prior Iteration"
The Effective date of the EPA will be 9/1/16

The Roll to New FY feature will not be used this year.

Please let us know if you have any questions.

For questions, please contact: Payroll at (979) 845-3636

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