Electronic Payroll Action (EPA)
Guide to Creating Successful Document Types

Developed Fiscal Year 2009
Human Resources / Payroll

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Introduction

This document was developed to assist unit contacts in creating electronic payroll actions, or EPA's using the on-line Canopy system. The basis for this guide centers on the 7 "document types" that all EPA's begin from:

(01) Occupant Change   05) End of Term (Period)
(02) Create or Reactivate   (06) Eliminate Position
(03) Source Funding Change   (07) Other Changes
(04) Change Salary /Title /Term (Period)

After determining the document type that is needed, you will be prompted by Canopy through a series of drop down menus, for the remaining required actions. In the following sections, you will be taken through each of these document types with a detailed breakdown of every field, where to gather the required information, and best practices.

It is our goal that presenting the information in this comprehensive document will allow users, both new and experienced; with a written guide of the questions we hear the most.

(01) Occupant Change

This document type is used to place a new employee into a vacant, existing PIN that has already been established in the payroll system. The PIN must be active in the current fiscal year for this option to be used.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

The Recommended Occupant Action's available when creating the EPA:

- **New Hire** – A new employee is a person who has not worked previously for a TAMU System Member during the past two years. All new hire paperwork must be completed as listed on the New Employee Checklist, AG-421.
- **Transfer/Promote In** - A direct transfer from any another TAMUS member.
  - ➢ For budgeted employees: If the employee is transferring from an "A" or "X" PIN to an "A" or "X" PIN, only the paperwork new to the budgeted position is required: Background Check, Hiring Certificate, Offer Letter, Great Job PD (for new positions) D-1156 (for County Programs only), Request to Hire (for County Programs only)
  - ➢ For wage employees: Background Check (if changing units) Please refer to the Background Check FAQ's: http://aghr.tamu.edu/FAQ-UC-background.htm
  - ➢ Please remember the Payroll Office will be looking for the transfer out EPA before approving the transfer in EPA to avoid overpaying the employee. Coordination among Units is important.
- **Re-Hire** – A rehire is a TAMU System employee who has returned to employment with any System member after a break in service of less than two years. All new hire paperwork must be completed due to a break in service.
- **Return From Leave** – An employee who is returning from leave without pay in the same fiscal year that they started leave without pay.

Once the EPA has been created, you will be able to edit the "shell" of the EPA document, known as the "header." The following explanations are broken out by the actual headings of the EPA.

- ❖ **EPA Document Information**
  - ➢ *EPA Document Number:* A sequential number assigned to an active EPA document. Example, 0408484
  - ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
    The number will begin with an **E** (for Electronic)
    Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
    Followed by an **R** (for Routing)
    Followed by campus code, in our case **06** for Research or **07** for Extension
    Followed by the original 7 digit EPA document number
    Example, EBR060408484
  - ➢ *Action Effective Date:* The date the new employee begins employment.
    - ⭐ *Best Practice!* Make sure the date of hire is also mentioned in the justification.
  - ➢ *Source Balance Edits Overridden:* Should only be checked "Yes" if the percent effort and monthly salary amounts in the "Funding Source Lines" are not adding up due to a rounding error. When not checked, this is an edit that keeps you from making a mistake.
  - ➢ *Override Budget:* If checked "Yes" you are overriding an edit that checks the source account

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against FAMIS to see if funds are available to expend. Units should know why the account does not have enough funds to perform this function. Examples- pending payroll corrections, reimbursable account, etc.

➢ *Replace Prior Iteration:* If checked "Yes" you are allowed to create a document with the same action effective date as the last budget action done. You will replace what was previously done.

➢ *Justification/Comments:* Should include written explanation of what the EPA is trying to accomplish. For a new new hire / re-hire / transfer in:
- ▪ Research On & Off Campus / Extension On Campus- Budgeted new hires need to include education (or previous work experience), short description of duties, and supervisor.
- ▪ Student Workers & Graduate Assistants – Include the school in which they are enrolled, classification, major, hours enrolled, supervisor, short description of duties
- ☆ *Best Practice!* Extension County Programs - Include if the Agent is eligible or ineligible for Base Plus. Indicate Agent's current level of education. State whether they are First Step, and indicate the first step county and the ultimate home county.

❖ **Position Information**
➢ *PIN Number:* Enter the established Position Identification Number (PIN) you are hiring for. Occupant changes will NEVER create a new PIN.
➢ *ADLOC:* The administrative location of a Unit, see Appendix I.
➢ *Title Code:* The 4 digit code that is associated with the title and will be assigned to this PIN.
➢ *Annual Term From-To:* Will usually be for the entire year (9/1 – 8/31) for 12 month appointments. Some appointments will be less than 12 months (faculty.)
➢ *Assignment District / County:* Must be filled in for all "X" PINS whether budgeted or wage. Codes are found on the "Listing of Counties in Alphabetical Order."
➢ *Annual Term Months:* Is automatically populated from the Annual Term From-To dates.
➢ *Temporary PIN:* Only used for PIN's assigned by the Payroll Office in limited circumstances involving employees who remain on the payroll to train their replacements.

❖ **Occupant Information**
➢ *Occupant SSN:* Should be entered directly from the employee's actual social security card.
➢ *Occupant UIN:* Will automatically populate into the EPA from the payroll system after being set up in the UIN Manager. If the UIN does not appear in your document after saving it, you have entered the SSN incorrectly. This must be fixed before routing the EPA.
➢ *From / To PIN:* When completing a transfer IN EPA, you are required to put the employee's old PIN in the "From" box. If you are unable to get the actual PIN, you may substitute by using the applicable workstation and five "9's." For example, if transferring in from an AgriLife Research Unit, you could use "A99999." You should never populate both boxes.
➢ *Occupant Name:* Should be entered directly from the social security card.
➢ *Employee Location and Check Distribution:* Optional. See Appendix I.
☆ *Best Practice! Check Distribution for County Agents should be 07-118400.*

❖ **Rate Information**
➢ *Percent Effort:* Should always equal the percent effort reflected on the source lines, totaled.
➢ *FTE Monthly:* Should be within the limits set by the respective Research Procedures:
- o *31.01.01.A1.01 Compensation Administration, Units Located Away from College Station*
- o *31.01.01.12.02 Compensation Administration, Units Located in College Station*
➢ *FTE Monthly:* Should be within the limits set by the respective Extension Procedures:
- o *31.01.01.X1.01 Compensation Administration, Units Located Away from College Station*
- o *31.01.01.X1.02 Compensation Administration, Units Located in College Station*

- o *For All County Programs (ADLOCS 07118401 – 07118412):* The salary should be reflected on the "Request to Hire" form and attached to the EPA for appropriate routing to the Budget Office. Follow the professional career ladder for County Extension Agents.
- ➤ The salary will be checked to make sure it is not 10% over the previous occupant. If it exceeds 10%, approval is needed by the Director, or designee.
- ➤ *Pay Indicator:* See Appendix II.
- ➤ *Source Control- Normal:* Allows the user to edit only the percentages in the funding source lines.
- ➤ *Source Control- Locked:* Allows the user to edit only the annual dollar amount in the funding source lines. This is for monthly paid positions only.
- ➤ *Pay Type:* "Normal" is the default. "P" pay type should only be used when budgeted employees are working in an additional wage PIN so insurance is deducted from only one paycheck. You would use "P" pay type on the wage position.
- ➤ *Salary Action:* When hiring new employees at a rate lower than the previous occupant, use "HS," Hiring Salary Adjustment, instead of Decrease, "DE."

❖ **Funding Source Lines**
- ➤ *Title Code:* Should match the title code being used in the header of the EPA.
- ➤ *Effective Dates:* Should cover the employee through the year (9/1 – 8/31). If they do not, special caution should be taken, as an employee will not be paid if funding drops off.
- ➤ *Campus-Account-Object Code:* See Appendix III.
- ➤ *Accounting Analysis:* See Appendix IV.
- ➤ *Percent Effort:* As a total, match the employee's percent effort under Rate Information, above.
- ➤ *Monthly Salary:* As a total, match the employee's FTE Monthly under Rate Information, above.

❖ **Net Funding**
- ➤ *Requirement/Saving Account:* Can be changed, and should always be changed when charging a state Research & General (R&G) account or a state Extension and General (E&G) account. When you are charging an account, the net funding will be denoted in black text. When you are crediting an account, the net funding should be denoted in red text. See Appendix V. for instructions on changing the requirement account for R&G (state) and E&G (state) accounts.

(02) Create or Reactivate Position

This document type is used for both of the following situations:

Budgeted Positions:
Create *– When you are creating a brand new PIN for a newly created budgeted position. A new PD in Great Jobs accompanies the creation of a PIN.*
Reactivate *– When you must bring forward a vacant, existing PIN that is established in the payroll system. but not in the current fiscal year. You are not creating a new PIN.*

Wage Positions, including student workers:
Create *– When you are creating a brand new PIN for a new wage position.*
Reactivate *– When you are bringing forward an existing, vacant wage PIN already established in the payroll system but not in the current fiscal year. You are not creating a new PIN.*

The Recommended Occupant Actions available:

- **New Hire** – An employee new to the TAMU System, and has not worked previously for one year. All new hire paperwork must be completed as listed on the New Employee Checklist, AG-421.
- **Transfer/Promote In** - A direct transfer from any another TAMUS member.
  - ➢ For budgeted employees: If the employee is transferring from an "A" or "X" PIN to an "A" or "X" PIN, only the paperwork new to the budgeted position is required: Background Check, Hiring Certificate, Offer Letter, Great Job PD (for new positions) D-1156 (for County Programs only), Request to Hire (for County Programs only)
  - ➢ For wage employees: Background Check (if changing units) Please refer to the Background Check FAQ's: http://aghr.tamu.edu/FAQ-UC-background.htm
  - ➢ Please remember the Payroll Office will be looking for the transfer out EPA before approving the transfer in EPA to avoid overpaying the employee. Coordination among Units is important.
- **Re-Hire** – A rehire is a TAMU System employee who has returned to employment with any System member after a break in service of less than two years. All new hire paperwork must be completed due to a break in service.
- **Return From Leave** – An employee who is returning from leave without pay, but in a different fiscal year in which they started leave without pay.

The Position Actions available are:

- **Create Position** – This is selected when you are actually creating a new PIN, for a newly created position.
- **Reactivate Position** – This is selected when you are using a vacant, existing PIN and reestablishing it in the current fiscal year. You must enter the actual PIN next to the document type before you create the document.

Once the EPA has been created, you will be able to edit the "shell" of the EPA document, known as the "header." The following explanations are broken out by the actual headings of the EPA.

- ❖ **EPA Document Information**
  - ➢ *EPA Document Number:*   A sequential number assigned to an active EPA document. Example, 0408484

- ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
  The number will begin with an **E** (for Electronic)
  Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
  Followed by an **R** (for Routing)
  Followed by campus code, in our case **06** for Research or **07** for Extension
  Followed by the original 7 digit EPA document number
  Example, EBR060408484
- ➢ *Action Effective Date:* The date the new employee begins employment.
  ☆ *Best Practice!* Make sure the new hire date is also mentioned in the justification.
- ➢ *Source Balance Edits Overridden:* Should only be checked "Yes" if the percent effort and monthly salary amounts in the "Funding Source Lines" are not adding up due to a rounding error. When not checked, this is an edit that keeps you from making a mistake.
- ➢ *Override Budget:* If checked "Yes" you are overriding an edit that checks the source account against FAMIS to see if funds are available to expend. Units should know why the account does not have enough funds to perform this function. Examples- pending payroll corrections, reimbursable account, etc.
- ➢ *Replace Prior Iteration:* If checked "Yes" you are allowed to create a document with the same action effective date as the last budget action done. You will replace what was previously done.
- ➢ *Justification/Comments:* Should include written explanation of what the EPA is trying to accomplish. For a new hire / re-hire / transfer in:
  - ▪ Research On & Off Campus / Extension On Campus- Budgeted new hires need to include education (or previous work experience), short description of duties, and supervisor.
  - ▪ Student Workers & Graduate Assistants – Include the school in which they are enrolled, classification, major, hours enrolled, supervisor, short description of duties
  ☆ *Best Practice!* Extension County Programs - Include if the Agent is eligible or ineligible for Base Plus. Indicate Agent's current level of education. State whether they are a First Step and indicate the first step county and the ultimate home county.

- ❖ **Position Information**
  - ➢ *PIN Number, if the Position Action was "Create Position:"* you will not be given a PIN until the documents is placed in routing. This is because you are actually establishing the PIN via the EPA. Until the document is placed in routing, you will see the words "A NEW" or "X NEW" depending on the Agency.
  - ➢ *PIN Number, if the Position Action was "Reactive Position:"* Will be the established PIN that was entered when creating the document.
  - ➢ *ADLOC:* The administrative location of a Unit. See Appendix I.
  - ➢ *Title Code:* The 4 digit code that is associated with the title and will be assigned to this PIN.
  - ➢ *Annual Term From-To:* Will usually always be for the entire 12 months (9/1 – 8/31) for 12 month appointments. Some appointments will be less than 12 (faculty).
  - ➢ *Assignment District / County:* Must be filled in for all "X" PINS whether budgeted or wage. Codes are found on the "Listing of Counties in Alphabetical Order."
  - ➢ *Annual Term Months:* Is automatically populated from the Annual Term From-To dates.
  - ➢ *Temporary PIN:* Only used for PIN's assigned by the Payroll Office in limited circumstances involving employees who remain on the payroll to train their replacements.

- ❖ **Occupant Information**
  - ➢ *Occupant SSN:* Should be entered directly from the employee's actual social security card.

- ➢ *Occupant UIN:* Will automatically populate into the EPA from the payroll system after being set up in the UIN Manager. If the UIN does not appear in your document after saving it, you have entered the SSN incorrectly. This must be fixed before routing the EPA.
- ➢ *From / To PIN:* When completing a transfer IN EPA, you are required to put the employee's old PIN in the "From" box. If you are unable to get the actual PIN, you may substitute by using the applicable workstation and five "9's." For example, if transferring in from an AgriLife Research Unit, you could use "A99999." You should never populate both boxes.
- ➢ *Occupant Name:* Should be entered directly from the social security card.
- ➢ *Employee Location and Check Distribution:* Optional. See Appendix I.
  ☆ *Best Practice! Check Distribution for County Agents should be 07-118400.*
- ➢ *Occupant Name:* Should be entered from the social security card.
- ➢ *Employee Location and Check Distribution:* Optional, See Appendix I.
- ➢ *Check Distribution for County Agents should be 07-118400.*

❖ **Rate Information**
- ➢ *Percent Effort:* Should always equal the percent effort reflected on the source lines, totaled.
- ➢ *FTE Monthly:* Should be within the limits set by the respective Research Procedures:
  - o *31.01.01.A1.01 Compensation Administration, Units Located Away College Station*
  - o *31.01.01.12.02 Compensation Administration, Units Located in College Station*
- ➢ *FTE Monthly:* Should be within the limits set by the respective Extension Procedures:
  - o *31.01.01.X1.01 Compensation Administration, Units Located Away from College Station*
  - o *31.01.01.X1.02 Compensation Administration, Units Located in College Station*
  - o *For All County Programs, ADLOCS 07118401 – 07118412):* The salary should be reflected on the "Request to Hire" form and attached to the EPA for appropriate routing to the Budget Office. Follow the professional career ladder for County Extension Agents.
- ➢ For newly created budgeted positions, using the "Create" position action, the salary will be checked against the PD in Great Jobs.
- ➢ For established PIN's reactivated, the salary will be checked to make sure it is not 10% over the previous occupant.
- ➢ Salaries exceeding 10% require approval by the Director, or designee.
- ➢ *Pay Indicator:* See Appendix II.
- ➢ *Source Control- Normal:* Allows the user to edit only the percentages in the funding source lines.
- ➢ *Source Control- Locked:* Allows the user to edit only the annual dollar amount in the funding source lines. This is for monthly paid positions only.
- ➢ *Pay Type:* "Normal" is the default. "P" pay type should only be used when budgeted employees are working in an additional wage PIN so insurance is deducted from only one paycheck. You would use "P" pay type on the wage position.
- ➢ *Salary Action:* Use "Blank – none"

❖ **Funding Source Lines**
- ➢ *Title Code:* Should match the title code being used in the header of the EPA.
- ➢ *Effective Dates:* Should cover the employee through the year (9/1 – 8/31). If they do not, special caution should be taken, as an employee will not be paid if funding drops off.
- ➢ *Campus-Account-Object Code:* See Appendix III.
- ➢ *Accounting Analysis:* See Appendix IV.
- ➢ *Percent Effort:* As a total, match the employee's percent effort under Rate Information, above.
- ➢ *Monthly Salary:* As a total, match the employee's FTE Monthly under Rate Information, above.

❖ **Net Funding**
  ➢ *Requirement/Saving Account:* Can be changed, and should always be changed when charging a state Research & General (R&G) account or a state Extension and General (E&G) account. When you are charging an account, the net funding will be denoted in black text. When you are crediting an account, the net funding should be denoted in red text. See Appendix V. for instructions on changing the requirement account for R&G (state) and E&G (state) accounts.

(03) Source of Funding Change

This document type is used to change account numbers, support accounts, or to change the percentages on account numbers for employees. There is a maximum of 10 source lines that can be utilized on a source change EPA.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

Once the EPA has been created, you will be able to edit the "shell" of the EPA document, known as the "header." The following explanations are broken out by the actual headings of the EPA.

❖ **EPA Document Information**
  ➢ *EPA Document Number:* A sequential number assigned to an active EPA document. Example, 0408484
  ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
    The number will begin with an **E** (for Electronic)
    Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
    Followed by an **R** (for Routing)
    Followed by campus code, in our case **06** for Research or **07** for Extension
    Followed by the original 7 digit EPA document number
    Example, EBR060408484
  ➢ *Action Effective Date:* The date the source change should be effective. On a source change, the EPA will only encumber funds based on the effective date used here.
  ➢ *Source Balance Edits Overridden:* Should only be checked "Yes" if the percent effort and monthly salary amounts in the "Funding Source Lines" are not adding up due to a rounding error. When not checked, this is an edit that keeps you from making a mistake.
  ➢ *Override Budget:* If checked "Yes" you are overriding an edit that checks the source account against FAMIS to see if funds are available to expend. Units should know why the account does not have enough funds to perform this function. Examples- pending payroll corrections, reimbursable account, etc.
  ➢ *Replace Prior Iteration:* If checked "Yes" you are allowed to create a document with the same action effective date as the last budget action done. You will replace what was previously done.
  ➢ *Justification/Comments:* Should include written explanation of what the EPA is trying to accomplish.
    ☆*Best Practice!* Justification should mention that the employee's services are needed on account.

❖ **Position Information**
  ➢ *No changes in this section are needed.*

❖ **Occupant Information**
  ➢ *No changes in this section are needed.*

❖ **Rate Information**
  ➢ *Source Control- Normal:* Allows the user to edit only the percentages in the funding source lines. For biweekly employees, this is your only option.
  ➢ *Source Control- Locked:* Allows the user to edit only the annual dollar amount in the funding source lines. This is for monthly paid positions only. If you are trying to spend a specific dollar amount on an account, this simplifies for the user.

❖ **Funding Source Lines**
  ➢ *Title Code:* Should match the title code being used in the header of the EPA.
  ➢ *Effective Dates:* Should cover the employee through the year (9/1 – 8/31). If they do not, special caution should be taken, as an employee will not be paid if funding drops off.
  ➢ *Campus-Account-Object Code:* See Appendix III.
  ➢ *Accounting Analysis:* See Appendix IV.
  ➢ *Percent Effort:* As a total, match the employee's percent effort under Rate Information, above.
  ➢ *Monthly Salary:* As a total, match the employee's FTE Monthly under Rate Information, above.

❖ **Net Funding**
  ➢ *Requirement/Saving Account:* Can be changed, and should always be changed when charging a state Research & General (R&G) account or a state Extension and General (E&G) account. When you are charging an account, the net funding will be denoted in black text. When you are crediting an account, the net funding should be denoted in red text. See Appendix V. for instructions on changing the requirement account for R&G (state) and E&G (state) accounts.

(04) Change Salary, Title, or Term (Period)

This document type is used when the salary, title, percent effort, or annual term months need to be changed.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

The Recommended Occupant Actions available:

- **Change SALARY, Term, or Percent Effort** – Used for salary increases and changes in percent effort. Common Salary Actions include:
    - *Merit Increases*
    - *Equity Increases*
    - *Base Plus (County Programs Only, per the HRIS system)*
    - *Degree Increases, (County Programs Only)*
    - *County (Part 50) Increases, (County Programs Only, per the CB5)*
    - **All Salary Actions:**
    - Should be within the limits set by the respective Research Procedures:
        - *31.01.01.A1.01 Compensation Administration, Units Away from College Station*
        - *31.01.01.12.02 Compensation Administration, Units Located in College Station*
    - Should be within the limits set by the respective Extension Procedures:
        - *31.01.01.X1.01 Compensation Administration, Units Away from College Station*
        - *31.01.01.X1.02 Compensation Administration, Units Located in College Station County Programs, (ADLOCS 07118401 – 07118412) follow the professional career ladder for County Extension Agents.*

- **Change TITLE** – Used to change title with no change in salary; a reclassification in Great Jobs has been done.

- **Promote Within** – Used for salary increases AND a title change to a higher position; a reclassification in Great Jobs has been done.

Once the EPA has been created, you will be able to edit the "shell" of the EPA document, known as the "header." The following explanations are broken out by the actual headings of the EPA.

- ❖ **EPA Document Information**
    - ➢ *EPA Document Number:* A sequential number assigned to an active EPA document. Example, 0408484
    - ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
      The number will begin with an **E** (for Electronic)
      Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
      Followed by an **R** (for Routing)
      Followed by campus code, in our case **06** for Research or **07** for Extension
      Followed by the original 7 digit EPA document number
      Example, EBR060408484
    - ➢ *Action Effective Date:* Check for validity against the wording in the justification. For salary increases on Part 02/06/07 dollars, this cannot be retroactive.

- ➢ *Source Balance Edits Overridden:* Should only be checked "Yes" if the percent effort and monthly salary amounts in the "Funding Source Lines" are not adding up due to a rounding error. When not checked, this is an edit that keeps you from making a mistake.
- ➢ *Override Budget:* If checked "Yes" you are overriding an edit that checks the source account against FAMIS to see if funds are available to expend. Units should know why the account does not have enough funds to perform this function. Examples- pending payroll corrections, reimbursable account, etc.
- ➢ *Replace Prior Iteration:* If checked "Yes" you are allowed to create a document with the same action effective date as the last budget action done. You will replace what was previously done.
- ➢ *Justification/Comments:* Should include written explanation of what the increase is for and dollar amount. If reclassifying the position, it should also include reclass number from Great Jobs.

❖ **Position Information**
- ➢ *Title Code:* The 4 digit code should be changed if an approved Reclassification is done in Great Jobs. The number should be denoted in the justification, above. (Reclassification are when you remain in your current PIN, but are promoted to a higher title.)
- ➢ *Previous Title Code:* Would populate the old title code automatically.
- ➢ *Assignment District / County:* Must be filled in for all "X" PINS whether budgeted or wage. Codes are found on the "Listing of Counties in Alphabetical Order."

❖ **Occupant Information**
- ➢ *No changes in this section*

❖ **Rate Information**
- ➢ *Percent Effort:* Should always equal the percent effort reflected on the source lines, totaled.
- ➢ *FTE Monthly:* Should be within the limits set by the respective Research Procedures:
    - o *31.01.01.A1.01 Compensation Administration, Units Located Away from College Station*
    - o *31.01.01.12.02 Compensation Administration, Units Located in College Station*
- ➢ *FTE Monthly:* Should be within the limits set by the respective Extension Procedures:
    - o *31.01.01.X1.01 Compensation Administration, Units Located Away from College Station*
    - o *31.01.01.X1.02 Compensation Administration, Units Located in College Station*
    - o *For All County Programs, ADLOCS 07118401 – 07118412):* Follow the professional career ladder for County Extension Agents. See documents needed above.
- ➢ *Pay Indicator:* See Appendix II.
- ➢ *Source Control- Normal:* Allows the user to edit only the percentages in the funding source lines.
- ➢ *Source Control- Locked:* Allows the user to edit only the annual dollar amount in the funding source lines. This is for monthly paid positions only.
- ➢ *Pay Type:* On monthly positions, this should be 'Normal.'
- ➢ *Salary Action:*
    - o (AD) – Administrative Increase
        - ▪ Adding administrative stipend for positions with administrative appointments.
        - ▪ Written approval is needed. Usually for a specific amount of time.
    - o (EQ) – Equity Increase
        - ▪ Pay increase for employees who perform similar duties and responsibilities, possess comparable qualifications, and have a comparable amount of time in their current position as other support staff in the same title. Written backup approval is needed.
    - o (IN) – Increase
        - ▪ General term
        - ▪ Used for County Salary Increases
        - ▪ Used for County Base Plus Salary Increases

- Use for County Degree Increases
  - o (MA) – Legislature Mandated Increase for State Employees (handled during the budget.)
  - o (ME) – Merit Increase
    - Merit increases not awarded during the budget cycle must be approved via memo format through Human Resources to the Director/designee.
    - 6 months MUST have elapsed since the last merit increase.
    - See official procedure for rules.
  - o (OA) – Other Action
    - Too general, try to avoid
  - o (OT) – Other Salary Action
    - Use for Salary Enhancement Program (SEP) increases
    - SEP letter will have backup documentation
  - o (PI) – Promotion Increase
    - Would be done with an approved reclassification (change in title)
    - Increases above the minimum amount will not exceed 10% of the promoted employee's current salary or Director approval is needed.
  - o (TS) – Temporary Salary Increase
    - Job duties performed temporarily for less than one year

❖ **Funding Source Lines**
  - ➢ *Title Code:* Should match the title code being used in the header of the EPA.
  - ➢ *Effective Dates:* Should cover the employee through the year (9/1 – 8/31). If they do not, special caution should be taken, as an employee will not be paid if funding drops off.
  - ➢ *Campus-Account-Object Code:* See Appendix III.
  - ➢ *Accounting Analysis:* See Appendix IV.
  - ➢ *Percent Effort:* As a total, match the employee's percent effort under Rate Information, above.
  - ➢ *Monthly Salary:* As a total, match the employee's FTE Monthly under Rate Information, above.

❖ **Net Funding**
  - ➢ *Requirement/Saving Account:* Can be changed, and should always be changed when charging a state Research & General (R&G) account or a state Extension and General (E&G) account. When you are charging an account, the net funding will be denoted in black text. When you are crediting an account, the net funding should be denoted in red text. See Appendix V. for instructions on changing the requirement account for R&G (state) and E&G (state) accounts.

(05) End of Term (Period)

This document type is only used when an employee is budgeted in a position for a certain period of employment (usually 12 month, or 11, 10, 10.5, 9 month) and they are to terminate on the last day of the period

Example: Employee XYZ is on the budget for 9/1/2008 – 8/31/2009 (Annual Term)
Employee term/retires on 8/31/2009 (Last day in the office and **Last Day on the Budget**)

An End of Term is needed to terminate the employee on 8/31/2009 because the employee is not on the budget beyond this date. The Action Effective Date of the EPA must be 8/31/2009. You cannot cross beyond the original period (in this example fiscal year, or 8/31/2009.) The employee will still be paid for 8/31/2009.

Note: If you attempted to do this as an "Eliminate Position" document type, and used 8/31/2009 as the action effective date, the employee would NOT be paid for 8/31/2009. Since we know an "Eliminate Position" Action Effective Date is the FIRST VACANT DAY the PIN is vacant. An "Eliminate Position" NEVER pays an employee for the action effective date. End of Term EPA's do not release any encumbrances, as there are not any remaining at the end of the term.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

The Current Occupant Actions Available:

- **Retire –** Officially retiring from TAMU System employment after meeting certain eligibility criteria
- **Voluntary Term –** Mutually agreeable termination
- **Involuntary Term –** Reduction in force, or dismissal for cause. Subject to System Policy 32.02.
- **Transfer Out –** The employee is transferring within the TAMU System to another PIN. This could be within a Unit, within an Agency, or within the System. This does not constitute a break in service and should be coordinated with the other workstation to reflect so. Transfer Out EPA's can use the same action effective date as the Transfer In EPA.
- **Promote Out –** The employee is transferring within the TAMU System to a higher position. This could be within a Unit, within an Agency, or within the System. This does not constitute a break in service and should be coordinated with the other workstation to reflect so. Transfer Out EPA's can use the same action effective date as the Transfer In EPA.

Once the EPA has been created, you will be able to edit the "shell" of the EPA document, known as the "header." The following explanations are broken out by the actual headings of the EPA.

- ❖ **EPA Document Information**
  - ➢ *EPA Document Number:* A sequential number assigned to an active EPA document. Example, 0408484
  - ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
    They number will begin with an **E** (for Electronic)
    Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
    Followed by an **R** (for Routing)
    Followed by campus code, in our case **06** for Research or **07** for Extension
    Followed by the original 7 digit EPA document number

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Example, EBR060408484

- ➢ *Action Effective Date:* Check for validity against the date in the justification. On an End of Term, the Action Effective Date is always the last day of the period.
- ➢ *Justification/Comments:* Should include written explanation of what the EPA is trying to accomplish. The last day in the office is needed for an End of Term.

❖ **Position Information**
- ➢ *No changes in this section*

❖ **Occupant Information**
- ➢ *Occupant SSN:* Will remain the employees, since the PIN is not going vacant.
- ➢ *Occupant UIN:* Will remain the employees, since the PIN is not going vacant.
- ➢ *From / To PIN:* If doing a transfer OUT EPA, you are required to put the employee's new PIN in the "TO" box. If you are unable to get the actual PIN, you may substitute by using the applicable workstation and five "9's." For example, if transferring out to an AgriLife Research Unit, you could use "A99999." You should never populate both boxes.
- ➢ *Occupant Name:* Will remain the employees, since the PIN is not going vacant.
- ➢ *Previous Occupant SSN:* Will remain the employees, since the PIN is not going vacant.
- ➢ *Previous Occupant Name:* Will remain the employees, since the PIN is not going vacant.
- ➢ *Recommended Occupant Action:* Will automatically populate with "No Occupant Action (NA)"
- ➢ *Termination Reason:* Must be filled in by the Unit. Reasons include:
  - ▪ *Blank/None – to be used for Transfer or Promote Out*
  - ▪ *(51) Inadequate Salary*
  - ▪ *(52) Lack of Opp. For Advancement*
  - ▪ *(53) Dissatisfied with Supervisor*
  - ▪ *(54) Travel*
  - ▪ *(55) Working Hours*
  - ▪ *(56) Dislike/unsuitable for assigned duties*
  - ▪ *(58) Resignation/Personal Reasons not related to the job*
  - ▪ *(59) Resignation/Reasons Unknown*
  - ▪ *(63) At will termination – should be accompanied with approval*
  - ▪ *(64) Reduction in Force - should be accompanied with approval*
  - ▪ *(65) Transfer non-TAMUS Agency/ No break in service*
  - ▪ *(66) End/Expiration of Contract or Grant*
  - ▪ *(68) Retirement*
  - ▪ *(69) Death*

❖ **Rate Information**
- ➢ *No changes in this section*

❖ **Funding Source Lines**
- ➢ Source lines will still show the dollar amounts, since the end of term (period) has been reached. No funds will be released, as all funds have been expended. There are no encumbrances to release.

❖ **Net Funding**
  Requirement/Saving Account: Will not show any dollar amounts in the "Iteration Effective," "Future Net," or "Past Correction Net Amount" since there are not any funds to release

(06) Eliminate Position

This document type is used when an employee leaves that position on any day other than the last day of the period. A "period" is defined as the original annual term the employee is on the budget.

Example: Employee XYZ is on the budget for 9/1/2008 – 8/31/2009 (Annual Term)
                  Employee term/retires on 8/15/2009 (Last day in the office)

An Eliminate EPA is needed to terminate the employee with an Action Effective Date of 8/16/2009, the first full day the PIN IS VACANT. This is possible because the employee was originally on the budget for an annual term period of 9/1 through 8/31. The Action Effective Date falls within that original period. The employee is then paid for 8/1/2009 – 8/15/2009 as he or she should be. An "Eliminate Position" NEVER pays an employee for the action effective date, 8/16/2009 in this example.

Eliminate Position EPA's release all encumbrances based on the effective date of the EPA.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

The Current Occupant Actions Available:

- **Retire** – Officially retiring from TAMU System employment after meeting certain eligibility criteria
- **Voluntary Term** – Mutually agreeable termination
- **Involuntary Term** – Reduction in force, or dismissal for cause. Subject to System Policy 32.02.
- **Transfer Out** – The employee is transferring within the TAMU System to another PIN. This could be within a Unit, within an Agency, or within the System. This does not constitute a break in service and should be coordinated with the other workstation to reflect so. Transfer Out EPA's can use the same action effective date as the Transfer In EPA.
- **Promote Out** – The employee is transferring within the TAMU System to a higher position. This could be within a Unit, within an Agency, or within the System. This does not constitute a break in service and should be coordinated with the other workstation to reflect so. Transfer Out EPA's can use the same action effective date as the Transfer In EPA.
- **Demote Out** – Should not be used.
- **Start Leave** – Employee is going on leave without pay (LWOP) after exhausting all other leave resources. Employees being placed on leave without pay should have an Action Effective Date of the first full vacant day. Example: If the employee went on LWOP on 11/15/2008 at 11:00 am, the EPA Action Effective Date would be 11/16/2008, the first full vacant date. If the employee is monthly paid, you would have to manually adjust your BVD to take into consideration the partial day LWOP. As the BVD would try to pay the employee for the entire day of the 15th.

- ❖   **EPA Document Information**
  - ➢ *EPA Document Number:* A sequential number assigned to an active EPA document. Example, 0408484
  - ➢ *Routing Document Number:* The number assigned to the EPA once it is closed and placed into routing. This allows the user to see where the document is in the routing path.
    They number will begin with an **E** (for Electronic)
    Followed by either a **B** (for budgeted) **G** (for graduate assistants) or a **W** (for wage employees)
    Followed by an **R** (for Routing)
    Followed by campus code, in our case **06** for Research or **07** for Extension

Followed by the original 7 digit EPA document number
Example, EBR060408484

- ➢ *Action Effective Date:* Check for validity against the date in the justification. On Eliminate Position, the Action Effective Date is always the first full day the PIN is vacant.
- ➢ *Override Budget:* If checked "Yes" you are overriding an edit that checks the account against FAMIS to see if funds are available to spend. Units should know why the account does not have enough funds to perform this function. Examples- pending payroll corrections, reimbursable account, etc. Even on Eliminate position, this sometime must be checked.
- ➢ *Replace Prior Iteration:* Rarely used on an eliminate position.
- ➢ *Justification/Comments:* Should include written explanation of what the EPA is trying to accomplish. The last day in the office is needed for all Eliminate Positions.

❖ **Position Information**
- ➢ *No changes in this section*

❖ **Occupant Information**
- ➢ *Occupant SSN:* Will be changed to 999-99-9999 since you are removing the employee from the budget.
- ➢ *Occupant UIN:* Will automatically become blank
- ➢ *From / To PIN:* If doing a transfer OUT EPA, you are required to put the employee's new PIN in the "TO" box. If you are unable to get the actual PIN, you may substitute by using the applicable workstation and five "9's." For example, if transferring out to an AgriLife Research Unit, you could use "A99999." You should never populate both boxes.
- ➢ *Occupant Name:* Will automatically read "Vacant" since employee is removed from the budget.
- ➢ *Previous Occupant SSN:* The terminating employee will have their SSN fill this field
- ➢ *Previous Occupant Name:* The terminating employee will have their name fill this field.
- ➢ *Recommended Occupant Action:* Will automatically populate with "Vacant (VA)"
- ➢ *Termination Reason:* Must be filled in by the Unit. Reasons include:
    - ▪ *Blank/None – to be used for Transfer or Promote Out*
    - ▪ *(51) Inadequate Salary*
    - ▪ *(52) Lack of Opp. For Advancement*
    - ▪ *(53) Dissatisfied with Supervisor*
    - ▪ *(54) Travel*
    - ▪ *(55) Working Hours*
    - ▪ *(56) Dislike/unsuitable for assigned duties*
    - ▪ *(58) Resignation/Personal Reasons not related to the job*
    - ▪ *(59) Resignation/Reasons Unknown*
    - ▪ *(63) At will termination – * should be accompanied with approval per policy**
    - ▪ *(64) Reduction in Force - * should be accompanied with approval per policy **
    - ▪ *(65) Transfer non-TAMUS Agency/ No break in service*
    - ▪ *(66) End/Expiration of Contract or Grant*
    - ▪ *(68) Retirement*
    - ▪ *(69) Death*

❖ **Rate Information**
- ➢ *Budgeted Salary*- Automatically reverts to $0.00 based on the source lines below now being zero.

❖ **Funding Source Lines**
- ➢ Source lines will show $0.00 as the dollar amount and the percent effort will revert to 0%

❖ **Net Funding:** *Rqmt/Saving Account:* Will show the release of money to the accounts in red.

(07) Other Changes

This document type is used when an employee and position (PIN) are being assigned to a different ADLOC. This document type is rare in nature and should be used after consultation with someone in the Human Resources / Payroll Office.

Important Item to Remember: Only "A" PIN's may be moved between 02/06 ADLOCS.

Only "X" PIN's may be moved between 07 ADLOCS.

Begin the EPA by selecting "New Iteration for PIN" as the Create Type, since you already have a PIN.

The Current Occupant Actions Available:

- **Reassign Admin**

ADLOC	4 Digit Code	DEPARTMENT
Texas AgriLife Research ADLOC's		
06112000	VDEN	Vet Research General
06112002	VTAN	Vet Anatomy & Public Health
06112006	VPAT	Vet Pathobiology
06112008	VTPP	Vet Phys & Pharm
02137001	ADMN	Dean College of Agriculture
06110000	ADMN	Vice Chancellor of Agriculture
06110001	ADMN	Directors Office
02130001	AGEC	Agricultural Economics
06111200	AGEC	Ag Economics
02130003	AGEN	Head Agricultural Engineering
06111202	AGEN	Ag Engineering
02130002	AGED	Head Agricultural Education
06111228	AGED	Agricultural Education
02130004	ANSC	Head Animal Science
06111204	ANSC	Animal Science
02130005	BCBP	Head Biochemistry & Biophysics
06111206	BCBP	Biochemistry & Biophysics
02130006	ENTO	Head Entomology
06111208	ENTO	Entomology
02130012	ESSM	Ecosys. Science & Mgmt (ESSM)
06111209	ESSM	Ecosys. Science & Mgmt (ESSM)
02130008	HORT	Head Horticultural Sciences
06111212	HORT	Horticulture
02130010	NFSC	Nutrition & Food Science
06111213	NFSC	Nutrition & Food Science
02130009	PLPM	Head Plant Science
06111214	PLPM	Plant Pathology
02130011	POSC	Head Poultry Science
06111216	POSC	Poultry Science
02130013	REPK	Head Recreation & Parks
06111220	REPK	Recreation, Parks & Tourism
02130014	SCSC	Head Soil & Crop Science
06111222	SCSC	Soil & Crop Sciences
06112502	FSVS	Farm Services (Soil & Crop)
02130015	WFSC	Head Wildlife Science
06111224	WFSC	Wildlife & Fisheries
06111259	IPGB	Inst for Plant Geno & Bio (IPGB)
06111262	ICAB	Institute of Countermeasures
06111264	COTG	Information Technology
06111265	IRNR	Inst of Renew Nat. Reso (IRNR)

06111273	ORIN	Inst for Obesity Research
06112500	TWAR	TX Water Resource Inst (TWRI)
06112501	AGCO	Ag Communication
06119011	OTSC	Feed & Fert Control Serv (OTSC)
06112510	CIAP	International Ag. Prog.(CIAP)
06113000	AMAR	Amarillo
06113002	BEAU	Beaumont
06113004	VERN	ChillicotheVernon
06113006	CORP	Corpus Christi
06113008	DALL	Dallas
06113010	EPAS	El Paso
06113012	LUBB	Lubbock
06113801	PECO	Pecos(Lubbock)
06113014	MCGR	McGregor
06113015	OVER	Overton
06113018	STEP	Stephenville
06113020	SANG	San Angelo
06113022	TEMP	Temple
06113024	UVAL	Uvalde
06113026	WESL	Weslaco
06113803	SONR	Sonora

Texas AgriLife Extension Service ADLOCS

07110100A	ADMN	Vice Chancellor Ag (CHAN)
07110100E	ADMN	Director TCE (TAEX)
07110100D	ADMN	Overseas Based (ADAD)
07110100F	ADMN	Assoicate Director Administration (ADAG)
071101003	ADMN	Associate Director Agricultural Sciences (ADCA)
071101004	ADMN	Associate Director Human Sciences (ADCH)
071102001	ADMN	Administrative Support
071102002	ADMN	Auxiliary Services (AUXL)
071102003	ADMN	Fiscal Office (FISA)
071102004	ADMN	Contracts & Grants (CLAG)
07110300	ADMN	Human Resources AgProgram (CLAG)
07118000	ADMN	County Programs Agriculture (CNTY) (CP)
07120000	AGCH	Ag Chemicals
07122000	AGEC	Ag Economics
07131000	AGEC	Community Economics
07125000	AGED	Ag Education
071207000	AGEN	Ag Engineering
07128000	TWAR	Water Resources Institute (TWRI)
07129000	ANSC	Animal Science
07130000	NUTR	Nutrition
07133000	ENTO	Entomology
07118340	ENTO	IPM

07132000	ESSM	EcoSystems Management
07137000	HORT	Horticultural Sciences
07140000	PLPM	Plant Pathology & Microbiology
07142000	POSC	Poultry Science
07146000	REPK	Recreation, Parks & Tourism (RPTS)
07149000	IRNR	Institute Renewable Natural Resources
07150000	SCSC	Soil & Crop Science
07152000	VMEX	Veterinary Medicine
07154000	WFSC	Wildlife & Fisheries Sciences
07155000	FOUR	4H & Youth Development
07156000	AGCO	Ag. Communications
07157000	COTG	Extension Information Technology
07158000	COFS	Family Development Resource Mgmt (FDRM)
07159000	VGYI	County Government
07160000	TALL	TALL Program
07185820	WDMS	Wildlife Damangment Mgmt
07430140	BLTX	Better Living for Texans
07618500	MILT	Military Programs
07161000	CIAP	International Ag. Prog.(CIAP)
07118401	DS01	County Programs D01
07118402	DS02	County Programs D02
07118403	DS03	County Programs D03
07118404	DS04	County Programs D04
07118405	DS05	County Programs D05
07118406	DS06	County Programs D06
07118407	DS07	County Programs D07
07118408	DS08	County Programs D08
07118409	DS09	County Programs D09
07118410	DS10	County Programs D10
07118411	DS11	County Programs D11
07118412	DS12	County Programs D12
076183008	ENUT	ENP Adult Bexar
07618300C	ENUT	ENP Adult Cameron
07618300D	ENUT	ENP Adult Dallas
076183006	ENUT	ENP Adult El Paso
076183001	ENUT	ENP Adult Harris
07618300H	ENUT	ENP Adult Hidaldgo
076183005	ENUT	ENP Adult Nueces
07618300T	ENUT	ENP Adult Tarrant
076183000	ENUT	ENP Adult Travis
076183108	ENUT	ENP Youth Bexar
07618310C	ENUT	ENP Youth Cameron
07618310D	ENUT	ENP Youth Dallas
076183106	ENUT	ENP Youth El Paso
076183101	ENUT	ENP Youth Harris
07618310H	ENUT	ENP Youth Hidaldgo

076183105	ENUT	ENP Youth Nueces
07618310T	ENUT	ENP Youth Tarrant
076183100	ENUT	ENP Youth Travis

APPENDIX II.
PAY INDICATOR

Code	Payroll Frequency	Type Employee	Overtime Paid at 1 ½ Rate
A	monthly	Full time budgeted line-item position	No
B	monthly	Less than 100% budgeted line-item or wage fund	No
C	monthly	Graduate Student	No
D	biweekly	Full time budgeted line-item position	Yes
E	biweekly	Less than 100% budgeted line-item or wage fund	Yes
F	biweekly	Student Worker/Student Intern	Yes

APPENDIX III.
OBJECT CLASS CODES – FAMIS CODES
SALARIES

1110 -	Salaries - Admin – Professional
1210 -	Salaries - Extension – Faculty
1211 -	Salaries - Extension - Faculty Equivalent
1215 -	Salaries - Extension - County Agents
1220 -	Salaries - Extension – Professional
1225 -	Salaries - Extension – Classified
1310 -	Salaries - Research - Faculty Equivalent (Faculty Rank = 1,2,3,4,5)
1315 -	Salaries - Research - Other Non-classified (Professional)
1320 -	Salaries - Research – Classified
1325 -	Salaries - GAR Professional (Faculty Rank = 0)
1410 -	Salaries - Teaching - Faculty (Faculty Rank = 1,2,3,4,5)
1415 -	Salaries - Teaching - GAT - Faculty /Academic (Faculty Rank = 0)
1416 -	Salaries - Teaching – GA Lecturer (Fac Rank = 0)
1420	Salaries - Library - Faculty (Faculty Rank = 1,2,3,4,5)
1510 -	Salaries - Support Staff – Professional
1515 -	Salaries - Support Staff – Classified
1525 -	Salaries - GANT Professional (Faculty Rank = 0)
1526 -	Salaries – GA Non -Teaching - Academic/Research Support
1599 -	Americorp Living Allowance

	WAGES	
	WAGES	
1710 -	Wages - Faculty (Faculty Rank = 1,2,3,4,5) Not for Part 07	
1711 -	Wages – Faculty Equivalent For Part 07 only	
1715 -	Wages – Professional	
1720 -	Wages - Classified	
1730 -	Wages - Overtime - Federal (paid at time and a half rate)	
1735	Wages – Compensatory Time - State (paid at straight rate time)	
1740 -	Wages - Student	
1745 -	Wages - Student (Federal College Work Study)	
1746 -	Wages - Student (Federal Community Services)	
1747 -	Wages - Student (Federal Off-Campus Work Study)	
1750 -	Wages - Student (State College Work Study)	
1751 -	Wages - Student (College Work Study Mentor Program)	
1755 -	Wages - Student (Reading Tutors Program)	
1756 -	Wages - Student (Math Counts Tutors Program)	
1759 -	Wages - Student (Rising Scholars Work Study – TAMUCC)	
1760 -	Wages - Other Institutions	
1765 -	Hazardous Duty Pay	
1767 -	On Call Pay	
1770 -	Lump Sum Termination Pay-Vacation	
1771 -	Vacation Payout – Faculty	
1772 -	Vacation Payout – Professional	
1773 -	Vacation Payout – Classified	
1774 -	Vacation Payout – Faculty Equivalent	
1775 -	Termination Pay – Death Benefits	
1776 -	Vacation Payout – County Agents	
1778 -	Voluntary Termination Benefits – Salaries & Wages	
1779 -	Involuntary Termination Benefits – Salaries & Wages	
1940 -	Supplemental Compensation - Emoluments And Allowances (Taxable Housing, Automobiles, Club Fees, Etc.)	
1978 -	Voluntary Termination Benefits – Payroll Related Costs	
1979 -	Involuntary Termination Benefits – Payroll Related Costs	

Texas AgriLife Extension Service

Accounting Analysis List

Part 07

Acctg Analysis	Account Range From	To	Account Name
0100	100000	184999	General Revenue, with support acct 2X000
0101	185000	185999	General Revenue, with support acct 2X000
3100	100000	189999	Fed Smith-Lever, with support acct 9X000
3100	190000	199999	Fed Smith-Lever, with support acct 9X000
3600	600000	618399	Fed Smith-Lever, with support acct 9X000
3600	618401	620399	Fed Smith-Lever, with support acct 9X000
3600	620401	635399	Fed Smith-Lever, with support acct 9X000
3600	635401	699999	Fed Smith-Lever, with support acct 9X000
3601	618400	618400	ENP, Pest, Renew Funds, with sa 9X000
3601	620400	620400	ENP, Pest, Renew Funds, with sa 9X000
3601	635400	635400	ENP, Pest, Renew Funds, with sa 9X000
5000	094100	094100	Local Funds
5000	200000	299999	Local Funds
5000	400000	599999	Local Funds
8100	100000	184999	General Revenue, prior year
9100	100000	199999	Fed Smith-Lever, prior year
9600	600000	618399	Fed Smith-Lever, prior year
9600	618401	620399	Fed Smith-Lever, prior year
9600	620401	635399	Fed Smith-Lever, prior year
9600	635401	699999	Fed Smith-Lever, prior year
9601	618400	618400	ENP, Pest, Renew Funds, prior year
9601	620400	620400	ENP, Pest, Renew Funds, prior year
9601	635400	635400	ENP, Pest, Renew Funds, prior year

Part 50

3300	100000	199999	Non-Disburse/County
3900	100000	199999	Non-Disburse/County Longevity
9300	100000	199999	Non-Disburse/County, prior year
9900	100000	199999	Non-Disburse/County Longevity, prior year

Texas AgriLife Research

Accounting Analysis List

Part 06

Acctg Analysis	Account Range From	To	Account Name
0124	117611	117699	Advanced Research Program, odd numbered fy
0124	127601	127699	Advanced Research Program, even numbered fy
0125	125301	125399	General Revenue
0132	110000	114408	General Revenue, odd numbered fiscal year
0132	114415	114599	General Revenue, odd numbered fiscal year
0132	119012	119012	General Revenue, odd numbered fiscal year
0132	120000	124408	General Revenue, even numbered fiscal year
0132	124415	124799	General Revenue, even numbered fiscal year
0132	129012	129012	General Revenue, even numbered fiscal year
0151	114412	114414	General Revenue, odd numbered fiscal year
0151	124412	124414	General Revenue, even numbered fiscal year
0404	118400	118499	Fed-Initiative-Hatch
0505	118500	118599	Fed-Initiative-Multi-state
0808	118800	118899	Fed-Initiative-McIntire
1000	130000	138999	Sales
1100	119015	119015	Fertilizer Control, odd numbered fiscal year
1100	129015	129015	Fertilizer Control, even numbered fiscal year
1300	202000	270060	Designated
1400	400152	400299	Non-Fed Restricted
1400	400400	404036	Non-Fed Restricted
1400	404037	404037	Non-Fed Restricted
1400	404038	499999	Non-Fed Restricted
1500	500001	500899	Federal Restricted
1500	500951	589999	Federal Restricted
1501	590000	590499	Federal Restricted, Animal Health
5800	119000	119001	Feed Control
5800	119011	119011	Feed Control
5800	119013	119014	Feed Control
5800	119022	119023	Feed Control
5800	129000	129001	Feed Control
5800	129011	129011	Feed Control
5800	129013	129014	Feed Control
5800	129022	129023	Feed Control

For 06 R&G (State) Funds – Source Account structure will be:

Part Number:	06
Account:	1 "*" XXXX (the "*" denotes the second digit and will switch every fiscal year, odd numbered fiscal years are "1", even numbered fiscal years are "2"
Support Account:	XXXXX (any five digits)
Accounting Analysis:	0132 or 0124

Under "Rqmt/Sav. Account" for budgeted positions, the 4 digit requirement object code should always be changed to "1700."

For 07 E&G (State) Funds, Non-County Programs– Source Account structure will be:

Part Number:	07
Account:	1XXXXX
Support Account:	2 "*" XXX (the "*" denotes the second digit and will switch every fiscal year. For example, in fiscal year 2008, the second digit of the support account was "8" for 28000, the second digit of the account is "9" in fiscal year 2009, leading to a support account of 29000.
Accounting Analysis:	0100

Under "Rqmt/Sav. Account" for budgeted positions, the 4 digit requirement object code will normally be 1006 (it can also be 1600.) No other requirement account object code should be used unless so instructed by the Budget Office.

For 07 E&G (State) Funds, County Programs– Source Account structure will be:

Part Number:	07
Account:	1184XX
Support Account:	2 "*" XXX (the "*" changes every fiscal year. For example, in fiscal year 2009, the second digit of the support account should be "9")
	9 "*"XXX (the "*" changes every fiscal year. For example, in fiscal year 2009, the second digit of the support account should be "9")
Accounting Analysis:	0100 or 3100

Under "Rqmt/Sav. Account" for budgeted positions, the entire requirement account should be changed to: 07-118391-00000-1006.