



PRAIRIE VIEW A&M UNIVERSITY

Employee Payroll History (EPHIST)

Office for Budgets
Financial Management



Training Objective

- The purpose of this training is to assist Account Managers and deemed employees in understanding Employee Payroll Encumbrances & Employee Payroll History information located in the Financial Accounting Management Information System (FAMIS) and/or Canopy.

Training Objective (Con't)

- Account Managers and deemed responsible employees can utilize Employee Payroll Encumbrances & Employee Payroll History information to reconcile accounts and research account deficits caused by payroll encumbrances, and payroll charged to the account(s).

Trainee Knowledge

- The trainee should possess
 - Access FAMIS/Canopy
 - Access and/or knowledge of Workday Costing Allocations

What is a Payroll Encumbrance?

- A Payroll Encumbrance is a specific dollar commitment that is set aside for future payroll payments that will be charged to a particular account.

Payroll Encumbrances

- Payroll encumbrance transactions originate from different sources and each source has its own 'type' code. These type codes identify the source of the payroll encumbrance adjustment.

Payroll Encumbrance Types

- **EN** – Encumbrance Adjustment
- **AA** – Automated Adjustment
- **IN** – Initial Load
- **MA** – Manual Adjustment
- **PL** – Payroll Liquidations
- **SS** – Salary Savings

Payroll Encumbrance Types

- **EN** Encumbrance Adjustment – These are the entries that result from Workday Costing Allocation. Description on transaction: “WE – (PIN#)”

Payroll Encumbrance Types

- **AA** Automated Adjustment - These transactions originate from the part of the system that automatically keeps the payroll encumbrances in balance with the Active Budget located in the Workday Payroll System. Description on transaction: “Auto Adj – (PIN#)”

Payroll Encumbrance Types

- **AA** Automated Adjustment Example

758 Payroll Enc Transactions by Account 03/31/23 15:10
CAREER SERVICES FY 2023 CC 05

Screen: ___ S/W Acct: 05 231115 00000 FY: 2023 Pin: _____ Correction: _
Include Only: Tran Type: ___ Month From: 9_ September Thru: 3_ March

PIN/SSN	Date	Description	Bud/ Trn	Wage Typ	Salary/Wage	Longevity	Benefit	d C
P01234	11/30	BABBS, DARR	B	AA	19343.73-			F
P01234	11/30	BABBS, DARR	B	AA		275.00		

Payroll Encumbrance Types

- **IN** Initial Load - These transactions occur at the beginning of the year and originate from the Position Budgeting App (PBA).
Description on transaction: “WDE Summary Adjustment”

Payroll Encumbrance Types

- **MA** Manual Adjustment - Manual adjustments are created by the Budget or Payroll Office. Description on transaction: “Man Adj – (PIN#)”

Payroll Encumbrance Types

- **MA Manual Adjustment Example**

758 Payroll Enc Transactions by Account

03/31/23 15:10

CAREER SERVICES

FY 2023 CC 05

Screen: ___ S/W Acct: 05 231115 00000 FY: 2023 Pin: _____ Correction: _

Include Only: Tran Type: ___ Month From: 9_ September Thru: 3_ March

Bud/ Trn

F

PIN/SSN Date Description Wage Typ Salary/Wage Longevity Benefit d C

P66666 11/30 PETE, MEGAN W MA 3600.00

P66666 11/30 PETE, MEGAN W MA 21.60

Payroll Encumbrance Types

- **PL** Payroll Liquidations – Reduction of an encumbrance due to payroll expenses. Description on transaction: “Summary Monthly Payroll EPA Adj” or “Summary Biweekly Payroll EPA Adj”.

Payroll Encumbrance Types

- **SS** Salary Savings - These transactions come from Vacant Positions. The salary savings process generates at the end of each month. Description on transaction: “Sal Sav – (PIN#)”

FAMIS Encumbrances

- **Financial Accounting Management Information System (FAMIS)**
 - The Payroll Encumbrance Module consists of a series of screens that display payroll encumbrance information.
 - Menu 75 - Payroll Encumbrance Module Menu defines the screens that display payroll encumbrance information.

M75 Payroll Encumbrance Module Menu

03/11/19 09:40
FY 2019 CC 05

Screen: _____ PIN: _____ S/W Acct: 05 _____

----- Inquiry Screens -----

- 755 Payroll Encumbrances by PIN
- 756 Payroll Enc Transactions by PIN
- 757 Payroll Encumbrances by Account
- 758 Payroll Enc Transactions by Account

----- Maintenance Screens -----

- 746 Supplemental Pay Estimated - Budgeted
- 747 Supplemental Pay Estimated - Wages
- 748 Payroll Encumbrance Adjustment - Budgeted Corrections
- 749 Payroll Encumbrance Adjustment - Wage Corrections
- 752 Payroll Enc Adjustment-Supplement
- 753 Payroll Encumbrance Adjustment - Budgeted
- 754 Payroll Encumbrance Adjustment - Wage

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

FAMIS Encumbrances (Con't)

- Payroll Encumbrances at the PIN & Account Level
 - The Payroll Encumbrance Module keeps track of balances and activity of payroll encumbrances on a PIN by PIN basis.
 - Encumbrance Maintenance screens 746 thru 754
 - Update access is given to the Budget & Payroll Personnel
 - Encumbrance Inquiry screens at PIN level 755 & 756
 - Encumbrance Inquiry screens at Account level 757 & 758
 - Encumbrances are kept at the PIN and SL-SA account level.

FAMIS Encumbrances (Cont'd)

F2321 Make selection to proceed to screen 758

757 Payroll Encumbrances by Account

04/03/23 12:28

ADI-ACCOUNTING, FINANCE, AND MIS

FY 2023 CC 05

Screen: S/W Acct: 05 172405 00000 FY: 2023 Thru Month: 4_ April

Include: All SA's: N Only Pin: Completed: N

S	SAcct	PIN	Current Occupant	Bud/ Wage	Salary/Wage	Longevity	Benefit	C
00000	P07777		ORMAN, SUZE	B	8267.52			
00000	P02222		CHAN, JACKIE	B	24397.84			
00000	P01111		TUCKER, CHRIS	B	27645.54			

FAMIS Encumbrances (Con't)

- Payroll Encumbrances at the Account Level
 - For the initial budget load, encumbrance transactions are summarized into a single entry per SL-SA account / sub code containing salary, wage, benefits, and longevity amounts.
 - Summary payroll encumbrances are viewable on open commitment screens such as Screens 21, 22, 26, 61.

FAMIS Encumbrances (Cont'd)

```
021 OC File List                                04/05/23 09:04
                ADI-ACCOUNTING, FINANCE, AND MIS      FY 2023 CC 05
Screen:  ___ Account: 172405  ___ Ref:  _____
                Thru Month: 4_ April      Include Completed(Y/N): N
Department: AFIS   Resp Person: KHAN, MOHIUDDIN M   Flags: D F B C Z G ABR
                                     N N Y R N   017
```

Obj	Ref	Date	Original	Liquidated	Adjustments	Current
1105	SAL0001	0901	463827.96		359180.93-	104647.03

FAMIS Encumbrances (Con't)

- M75 module keeps the summary encumbrances (SAL0001, WAGE001, BENB001, BENW001, LNGB001, and LNGW001) in sync with the detail payroll encumbrances.
- Payroll encumbrance transactions can be seen on the Open Commitment screens (21, 22, 26, 61) and the Transaction Inquiry screens (23, 46, 47, 48, 49, 63,).

FAMIS Navigation – Employee Payroll History

- From the M70 Menu
 - Menu M70 - Payroll System Menu show the screens available in the Payroll Module of FAMIS.
 - For example Enter M77 and press **Enter** to proceed to the Payroll Detail Module



M70 Payroll System Menu

03/11/19 09:41
FY 2019 CC 05

Screen: ___ Cycle: _ Date: _____ UIN: _____

* ----- Payroll Menus ----- *

- M72 Payroll Accounting Menu
- M75 EPA Payroll Encumbrance Module Menu
- M77 Payroll Detail Module Menu
- M78 Payroll Distribution Module Menu

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

FAMIS Navigation - Employee Payroll History

- From FAMIS Menu M77
 - Payroll Detail Inquiry by FY, UIN
 - In the Screen Field type “770”
 - Hit Enter
 - Payroll Detail Inquiry by FY, Account
 - In the Screen Field type “771”
 - Hit Enter
 - Payroll History for an account or employee can also be viewed in Canopy under the FRS Payroll Tab.

M77 Payroll Detail Module Menu

11/26/08 10:04
FY 2009 CC 05

Screen: __ Cycle: _ Date: _____ UIN: _____

----- Inquiry Screens -----

- 770 Payroll Detail Inquiry by FY, UIN
- 771 Payroll Detail Inquiry by FY, Account
- 772 Payroll Detail Inquiry by Voucher
- 773 Payroll Detail Inquiry by Pay Cycle, Date
- 779 Payroll Detail Record Inquiry

- 750 Open Commitments by Vendor/UIN (Payroll Encumbrances)
- 764 Payroll Detail To Be Posted

----- Maintenance Screens -----

- 751 Payroll Encumbrance Maintenance
- 765 Payroll Detail Record Maintenance

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp

CANOPY ENCUMBRANCE

- **CANOPY**

- Canopy is a web-based application created and maintained by the Business Computing Services department of the A&M System. This application houses data from Workday, FAMIS, and Legacy BPP Systems.
- Payroll Encumbrance information can be viewed at an account level under the FRS Inquiry Tab.

Canopy Encumbrances (Con't)

- Payroll encumbrances for an account can also be viewed under the following tabs
 - Account Summary
 - Transaction

TEXAS A&M UNIVERSITY SYSTEM SINGLE SIGN ON

Logon Sign in to your account











UIN Logon


UIN:

Password:

Campus or Agency Logon

You can now logon using a Campus or Agency Logon like NetID or Island ID. [More information...](#)

 TAMU NetID	 Island ID	 HSC	 TAMUCT
 TEXAS A&M AGRILIFE	 Texas A&M	 ATM	 PVAMU

[Trouble Loading In?](https://it.tamus.edu/sso/help-system/key-concepts/security/2fa-instructions/) 



TEXAS A&M UNIVERSITY SYSTEM
SINGLE SIGN ON

SSO Logoff

- Home
- My Managers
- My Employees
- My Roles
- Profile
- Log
- Blocked Countries
- Contact

Applications you have access to

Name : **Francone, Margaret A** UIN : **713008955** ADLOC : **05110220**

Click on the Canopy Button to Access Canopy

SSO Menu

▶ AggieBuy	▶ Business Objects
▶ Business Objects CMC	▶ Canopy
▶ Canopy (Training)	▶ Concur
▶ HRConnect Legacy	▶ Maestro
▶ PrepBudget - Costing	▶ TrainTraq
▶ Workday	▶ Workday Help

Manage Menu Refresh Menu

Recent Logon Activity [Help](#)

Date/Time	Activity
<input type="checkbox"/> 03/11/2019	Successful Logon.
<input type="checkbox"/> 03/11/2019	Successful Logon.
<input type="checkbox"/> 03/08/2019	Successful Logon.
<input type="checkbox"/> 03/08/2019	Successful Logon.
<input type="checkbox"/> 03/08/2019	Successful Logon.

[View Security Log](#)

What should I report?

[Report Problem](#)



Canopy Navigation

- Main Menu of Canopy
 - Click FRS-Financial Reporting Module
 - Click Account Summary
 - Enter Account Number
 - Thru Month – Default Month is always the current month
 - Click Submit

Canopy Navigation - Employee Payroll History

- From Main Menu of Canopy
 - Click FRS-Financial Reporting Module
 - Click Payroll
 - Payroll by UIN (Universal Identification Number)
 - Enter Employee's UIN
 - Click Submit
 - Payroll by Account
 - Enter Account Number
 - Click Submit

Click Payroll on the Canopy Menu Bar Or Click Payroll – Inquiry, PCT, NFC and Legacy EPAs

Canopy
The Texas A&M University System

Payroll ← PFX FRS Buy A&M Routing System

Open Comm

Transactions

Voucher Search

INFO: You have more than **100** items in your [Inbox](#).

Available Modules

- ▶ [Payroll - Inquiry, PCT, NFC and Legacy EPAs](#)
- ▶ [FFX - Fixed Assets Module](#)
- ▶ [FRS - Financial Reporting Module](#)
- ▶ [Routing - Document Routing Module](#)
- ▶ [System - System Settings and General Information](#)

Recently Visited

- [Financial Reporting Module](#)
-
- [Account - Transactions](#)
- [Account - Summary](#)
- [Account Search](#)

What's New

- [Preliminary Assets](#)
 - Search, Create and Update Preliminary Assets.
 - Create and Update Non-Purchase Order Preliminary Assets.
- [Asset Transfer](#)
 - Transfer assets between departments within the same part using the new Form - TDP.
 - Transfers will also be routed through the approval process.
- **Enhanced:** [Voucher Corrections](#)
 - A new routing form has been added - DCR - Department Corrections Request.
 - Paid Vouchers (local only) can be adjusted under this form.
 - ***NEW*** Receipt (03x) and Journal Entries (06x) (local only) can also be adjusted.
 - Changes are routed for approval.
- [Inbox /Outbox](#)
 - New 'Purchasing' View added to both.
 - Outbox gets time toggle, view (field) selector, and filter row.
 - Click the icons on the displayed grid's title row



Payroll History by Employee Enter Employee UIN

Canopy
The Texas A&M University System

Campus: PRAIRIE VIEW A&M UNIVERSITY (05) Fiscal Year: 2019 Set CC/FY


SSO Menu SSO Logoff

Payroll FFX FRS Buy A&M Routing System

Main Menu > Payroll > Payroll Inquiry > Payroll by UIN

HELP? Send Feedback

Payroll by Account Payroll by UIN Payroll Encumbrance Payroll Transactions

UIN/Name: 

Month:

Cycle
 Pay Period

Show Inactive



For Payroll inquiry by account, click on Payroll by Account

Canopy
The Texas A&M University System

Payroll FFX FRS Buy A&M Routing System

Main Menu > Payroll > Payroll Inquiry > Payroll by UIN

HELP? Send Feedback

Payroll by Account Payroll by UIN Payroll Encumbrance Payroll Transactions

UIN/Name: Search Month: Mar Cycle Pay Period Show Inactive

PAYROLL BY UIN

No records found to display.

Payroll History by Account Enter Account Number

EPA

FFX

FRS

Routing

System

Campus: **MU - TRAINING CAMPUS (PV)**

Fiscal Year:

2009

[Set CC/FY](#)

[HELP?](#)

[>>>> FEEDBACK](#)

[Main Menu](#) [FRS](#) [Account](#) [Payroll](#)

[Account Search](#)

[Subcode Search](#)

[My Accounts](#)

[Attributes](#)

[Summary](#)

[Open Comm](#)

[Transactions](#)

Payroll

[Reports](#)

[Vouchers](#)

Select an account:

or type in an account number:



Cycle Month:

Thru:

Include ALL Support Accounts: Yes No

[Submit](#)

Canopy Navigation – Employee Payroll History

4/4/23, 3:35 PM

Canopy: Account - Payroll - 172405

Texas A&M University System

Campus Cd: 05 Fiscal Year: 2023

Account: 172405 ADI-ACCOUNTING, FINANCE, AND MIS

Dept: AFIS Accounting, Finance, & Admin. Info Sys Freeze: No SRS: No

Responsible Person: Khan, Mohiuddin M

Sub-Dept:

Delete: No

Account Number:

172405



Include ALL Support Accounts:

Cycle Month:

All ▼

Thru:

End ▼

PAYROLL BY ACCOUNT (TOTAL ITEMS: 51)

Name	Seq Nbr	Pay Cycle	Cycle Date	Account	S/W Obj	Pct Eft	Voucher	Hrs Worked	S/W/L Amt	Charged Benefit Amt	Status	Pay Prd Beg Date	Pay Prd End Date
Orman, Suze	2	M	09/30/2022	172405-00000	1410	8.50%	0023090	0.00	8,267.52	\$0.00	CO	09/01/2022	09/30/2022
Chan, Jackie	1	M	09/30/2022	172405-00000	1410	100.00%	0023090	0.00	24,397.84	\$0.00	CO	09/01/2022	09/30/2022
Tucker, Chris	2	M	09/30/2022	172405-00000	1410	19.03%	0023090	0.00	27,645.54	\$0.00	CO	09/01/2022	09/30/2022

Canopy Navigation – Employee Payroll History

4/5/23, 3:14 PM

Canopy: Payroll - Encumbrance - 172405

Texas A&M University System

Campus Cd: 05 Fiscal Year: 2023

Account: 172405 ADI-ACCOUNTING, FINANCE, AND MIS

Dept: AFIS Accounting, Finance, & Admin. Info Sys

Freeze: No SRS: No

Responsible Person: Khan, Mohiuddin M

Sub-Dept:

Delete: No

Account Number:

172405



Include ALL Support Accounts:



Enc Type: ALL



Pin:

Thru Month:

13th



Include Completed:



PAYROLL ENCUMBRANCE (TOTAL ITEMS: 10)

Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage	Longevity	Benefit	Enc Type
05	172405-00000	N	P07777	Oman, Suze	B	8,267.52	\$0.00	\$0.00	BASEPAY
05	172405-00000	N	P02222	Chan, Jackie	B	24,397.84	\$0.00	\$0.00	BASEPAY
05	172405-00000	N	P01111	Tucker, Christop	B	27,645.54	\$0.00	\$0.00	BASEPAY

Payroll Definitions & Concepts

- ***Payroll Cycles***

- Payroll is processed and payments are made via check and/or ACH.

- B = Biweekly Payroll (processed every other week)
- M = Monthly Payroll (processed once a month)

Payroll Definitions & Concepts

- **Gross Pay** is the total amount an employee earns – before any taxes or other deductions are taken out of the pay. It does not include Longevity.
 - When accounting entries are made in FAMIS to expense payroll to a particular account, the entries are made for the gross pay amount.

Payroll Definitions & Concepts

- **Longevity** is a payment made to employees recognizing their years of service.
 - In FAMIS, longevity is treated like gross pay.
 - For State Accounts Longevity is charged to a different account.

Payroll Definitions & Concepts

- **Hazard Duty** is a payment made to employees recognizing their performance under hazardous conditions and effectively increases their gross pay. In general, hazard duty pay is treated as a type of gross pay.

Payroll Definitions & Concepts

- **Employee Deductions** are funds deducted from an employee's gross pay (for example FIT, OASI, Group Insurance)
- **Net Pay** is the amount of pay disbursed to the employee, either through a check or an ACH transaction.
 - Net Pay = Gross Pay + Longevity – Deductions

Payroll Definitions & Concepts

- **Employer Payments or Benefits** are funds, over and above an employee's gross pay, which are paid to third parties for the benefit of the employee. These employer payments do not impact the employee's gross pay. The benefits may or may not be paid by the same account that funds the employee's gross pay.

Contact Information

For more Information on Employee Payroll History, please contact:

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Vacant

Financial Analyst II

Margaret Francone

Financial Analyst II

Vacant

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Vacant

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