

PRAIRIE VIEW A&M UNIVERSITY

EMPLOYEE BUDGET REQUEST (EBR)

OFFICE OF BUDGET &
RECONCILIATIONS



TRAINING OBJECTIVES



By the end of this session, you will know how to:

- Access Canopy
- Log into Canopy
- Create a New Budget Position
- Review and approve an EBR

CANOPY ACCESS

- **HOW TO ACCESS CANOPY**

- Approved Account Profile

- <http://www.pvamu.edu/pages/2279.asp>

- Canopy Internet Address

- Production: <https://sago-apps.tamu.edu/canopy/logon.aspx?c=1>

- Training:

- <https://lab1.system.tamu.edu/Training/canopytwo/logon.aspx>

CANOPY LOG-IN

- **HOW TO LOG-IN**

@ Canopy Login Homepage - The Texas A&M University System:

- Enter your FAMIS User Id
 - Enter your Password
 - Click “Login”
- The Creator Selects:
 - EPA - Personnel Action Module
 - Create New Doc


**EPA Personnel
Action Module**

Canopy [Logout](#)
The Texas A&M University System

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008
[Set CC/FY](#)

[HELP ?](#) [FEEDBACK](#)

 **INFO:** You have 1 item in your Inbox.

Available Modules

- [EPA - Personnel Action Module](#)
- [FFX - Fixed Assets Module](#)
- [FRS - Financial Reporting Module](#)
- [Routing - Document Routing Module](#)
- [System - System Settings and General Information](#)

Create New Doc

Canopy

The Texas A&M University System

Logout

EPA FFX FRS Routing
System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008

Set CC/PY

Main Menu > EPA > Create Document

HELP? Send Feedback

Search Employee Details Position Details Document Create New Doc

Create Type: New Iteration for PIN PIN: Fiscal Year: 2008 Workstation:

Document Type: Select...

Recommended Occupant Action: Select...

Current Occupant Action: Select...

Position Action: Select...

Create Document

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 11/15/2007 11:20:01 AM

Top of Page

Theme: Large Font Set Theme
System - Site Map

Main Menu – EPA – Create Document

- Select Create Type:
 - New Budgeted Position
- Enter Workstation:
 - “P”
- Select Document Type:
 - Create or Re-activate Position
- Select Recommended Occupant Action:
 - New Hire
 - Re-appoint

Main Menu – EPA – Create Document

- Select Current Occupant Action:
 - (This action is auto filled for this Create Type)
- Select Position Action:
 - Create Position
- Click:
 - Create Document

Canopy

The Texas A&M University System

EPA

FFX

FRS

Routing

System

Create Document

Campus:

PVAMU - TRAINING CAMPUS (PV)

Fiscal Year:

2009

Set

Main Menu > EPA > Create Document

HELP?

>>>>

Search Employee Details Position Details Document Details **Create Document**

Create Type: New Budgeted Position PIN: Fiscal Year: 2009 Workstation: P

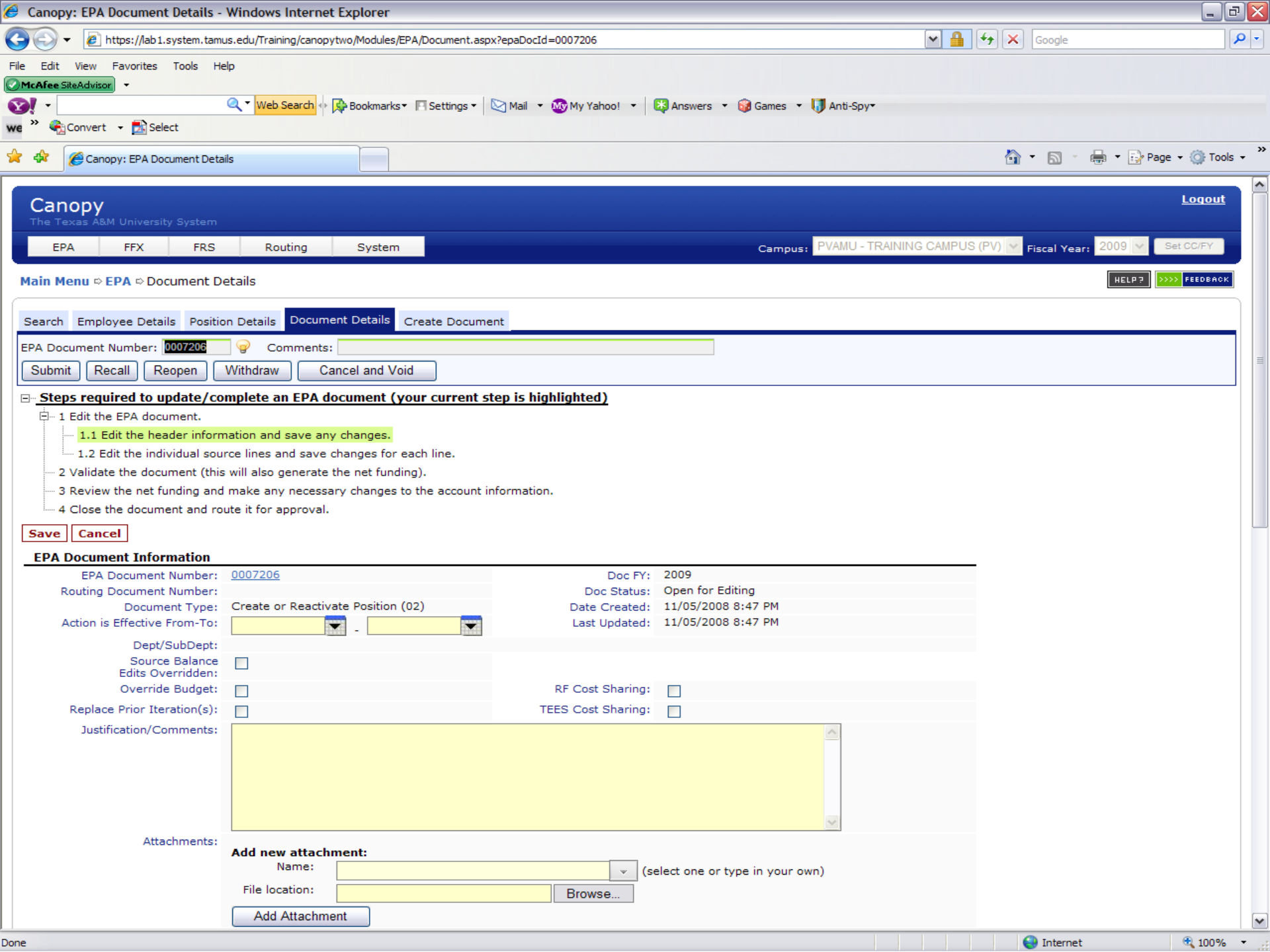
Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Create Position

Create Document



EPA ON SCREEN HELP

Steps required to update/complete an EPA document (your current step is highlighted)

1. Edit the EPA document.
 - 1.1 Edit the header information and save any changes.
 - 1.2 Edit the individual source lines and save changes for each line.
2. Validate the document.
3. Review Net Funding
4. Close the document and route it for approval.

1.1 - EDIT HEADER INFORMATION

- Header Information Sections must be updated before clicking “Save”:
 - EPA Document Information
 - Position Information
 - Occupant Information
 - Rate Information

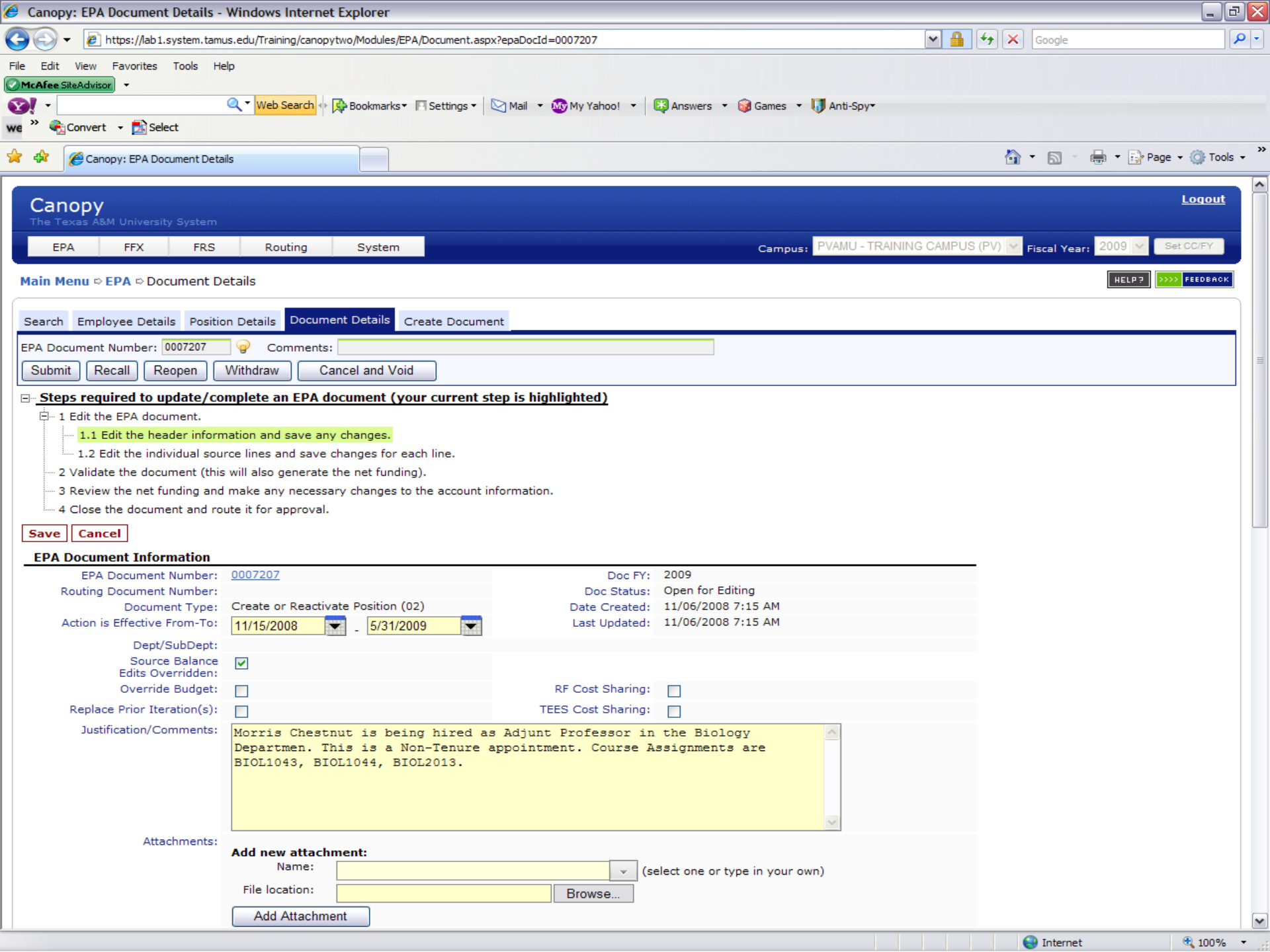
EPA Document Information

- Action is Effective From/To: (Date Field)
 - Physical Work Dates
 - Separate EPA is required for Faculty Summer Appointment
- Source Balance Edits Overridden
 - Check if Action Effective From/To dates are not the same as Annual Term and Funding Source Lines dates

EPA Document Information



- Replace Prior Iteration
 - Only required when making changes to a current PIN for the same period.
- Justification/Comments
 - An explanation as to why the EPA is being submitted



Position Information

- Administrative Location (Adloc)
 - 05XXXXXX
- Title Code
 - Please refer to Human Resource Web Site
<http://www.pvamu.edu/pages/2078.asp>
 - Faculty Appointments refer to memo from Provost for approve title codes

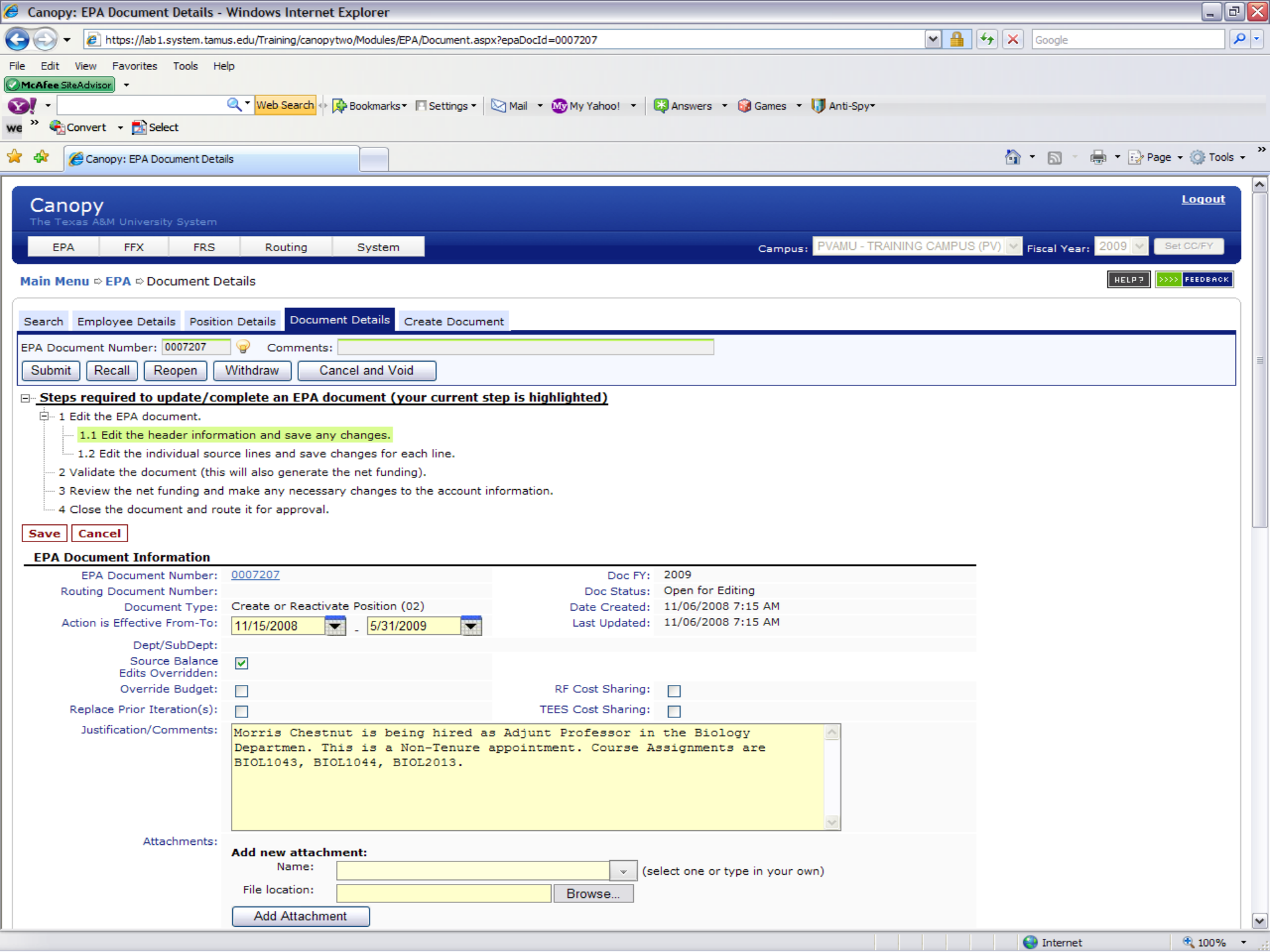
Position Information

- Annual Term From/To: (Date Field)
 - Term of Position (9 or 3 months)
 - Date Rules
 - Date can only begin on the 1st or 16th
 - Date can only end on the 15th or last day of the perspective month
- Annual Term Modifier
 - Select
 - Normal – No breaks in term

Position Information



- Annual Term Months
 - System will calculate based upon dates in the Annual Term From-To Field
- Assignment Dist/Cty
 - Not Required
- Temporary PIN
 - Not required Faculty Appointments



Occupant Information

- Social Security Number
 - Issued by Social Security Administration
- From/To Pin
 - Required if Recommended Occupant Action is “Transfer In”
 - Required if Current Occupant Action is “Transfer Out”

Occupant Information



- Occupant Name
 - Last
 - Suffix
 - First
 - MI
- Employee Location (Not Required)
- Check Distribution (Not Required)

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007207

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Web Search

Bookmarks

Settings

Mail

My Yahoo!

Answers

Games

Anti-Spy

we

Convert

Select

Canopy: EPA Document Details

Home RSS Print Page Tools

EPA Document Number: 0007207

Routing Document Number:

Document Type: Create or Reactivate Position (02)

Action is Effective From-To: 11/15/2008 - 5/31/2009

Dept/SubDept:

Source Balance ☒

Edits Overridden:

Override Budget: ☐

Replace Prior Iteration(s): ☐

Justification/Comments: Morris Chestnut is being hired as Adjunct Professor in the Biology Departmenten. This is a Non-Tenure appointment. Course Assignments are BIOL1043, BIOL1044, BIOL2013.

Doc FY: 2009

Doc Status: Open for Editing

Date Created: 11/06/2008 7:15 AM

Last Updated: 11/06/2008 7:15 AM

RF Cost Sharing: ☐

TEES Cost Sharing: ☐

Attachments:

Add new attachment:

Name: (select one or type in your own)

File location: Browse...

Add Attachment

Position Information

PIN Number: P - New (Budget)

Administrative Location: 05112115

Title Code: 7230

Previous Title Code:

Annual Term From-To: 9/1/2008 - 5/31/2009

Position Action: Create PIN (CR)

Assignment Dist/Cty:

Base/New Iteration: 00/01

Annual Term Modifier: Normal-No breaks in term

Annual Term Months: 0.0

Temporary PIN: ☐

Occupant Information

Occupant UIN:

Occupant SSN: 899999999

Previous Occupant SSN:

Occupant in Position From-To: -

Recommended Occupant Action: New Hire (NH)

Employee Location:

From/To Pin:

Occupant Name: Chestnut (last name)
(suffix)
Morris (first name)
F (middle initial)

Previous Occupant Name:

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution:

Internet 100%

Rate Information

- Percent Effort
 - Contract Appointments refer to FTE Calculation
- FTE Monthly/Hourly Rate of Pay
 - Monthly Rate of Pay for all other Budget Position
- Pay Indicator
 - “A” if Percent Effort = 100
 - “B” if Percent Effort < 100

Rate Information

- Source Control
 - Normal
 - Locked
 - Great Tool when only salary amount is known
- Pay Type
 - Normal

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007207

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Web Search

Bookmarks

Settings

Mail

My Yahoo!

Answers

Games

Anti-Spy

we

Convert

Select

Canopy: EPA Document Details

Page

Tools

Annual Term From-To:9/1/2008 - 5/31/2009

Annual Term Modifier:Normal-No breaks in term

Position Action:Create PIN (CR)

Annual Term Months:9.0

Assignment Dist/Cty:

Temporary PIN:

Occupant Information

Occupant UIN:

Occupant SSN:899999999

From/To Pin:

Occupant Name:Chestnut (last name)

(suffix)

Morris (first name)

F (middle initial)

Previous Occupant SSN:

Previous Occupant Name:

Occupant in Position From-To:11/15/2008 -

Current Occupant Action:Vacant (VA)

Recommended Occupant Action:New Hire (NH)

Termination Reason:Blank/None

Employee Location:

Check Distribution:

Rate Information

Percent Effort:25.00

Pay Indicator:Monthly - Less than 100% (B)

Previous Percent Effort:

Source Control:Normal

FTE Monthly/Hourly Rate:3333.00

Budgeted Salary:\$7,500.00

Previous Monthly/Hourly Rate:\$0.00

Previous Budgeted Sal:\$0.00

Salary Action:Blank - none

Pay Type:Normal

Save

Cancel

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eft | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|-----------------------------|--------------------------|---|---------------|----------|---------|--------------|-------------------------|------|------------------|
| 1 | 7230 - Description not foun | 09/01/2008 to 05/31/2009 | - ** Account not found ** Description not found | | | 0.00% | / | \$0.00 \$0.00 | Edit | Replicate Delete |

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM

[Top of Page](#)

Theme: Neon Blue

Set Theme

Turn Paging Off

System - Site Map

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007207

File Edit View Favorites Tools Help

McAfee

Click Save

Mail My Yahoo! Answers Games Anti-Spy

Page Tools

Position Action: Create PIN (CR)

Assignment Dist/Cty:

Annual Term Modifier: Normal-No breaks in term

Annual Term Months: 9.0

Temporary PIN:

Occupant Information

Occupant UIN:

Occupant SSN: 899999999

From/To Pin:

Occupant Name: Chestnut (last name)

(suffix)

Morris (first name)

F (middle initial)

Previous Occupant SSN:

Previous Occupant Name:

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution:

Employee Location:

Rate Information

Percent Effort: 25.00

Previous Percent Effort:

FTE Monthly/Hourly Rate: 3333.00

Previous Monthly/Hourly Rate: \$0.00

Salary Action: Blank - none

Pay Indicator: Monthly - Less than 100% (B)

Source Control: Normal

Budgeted Salary: \$7,500.00

Previous Budgeted Sal: \$0.00

Pay Type: Normal

Save Cancel

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eft | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|-----------------------------|--------------------------|---|---------------|----------|---------|--------------|-------------------------|------|------------------|
| 1 | 7230 - Description not foun | 09/01/2008 to 05/31/2009 | - ** Account not found ** Description not found | | | 0.00% | / | \$0.00 \$0.00 | Edit | Replicate Delete |

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM

Top of Page

Theme: Neon Blue Set Theme Turn Paging Off System - Site Map

Internet 100%

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Web Search

Bookmarks Settings Mail My Yahoo! Answers Games Anti-Spy

Convert Select

Canopy: EPA Document Details

Page Tools

- 1 Edit the EPA document.
 - 1.1 Edit the header information and save any changes.
 - 1.2 Edit the individual source lines and save changes for each line.
- 2 Validate the document (this will also generate the net funding).
- 3 Review the net funding and make any necessary changes to the account information.
- 4 Close the document and route it for approval.

Record has been successfully modified (Message: 0003)

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

EPA Document Information

| | | | |
|----------------------------------|---|--------------------|--------------------|
| EPA Document Number: | 0007207 (coversheet) | Doc FY: | 2009 |
| Routing Document Number: | | Doc Status: | Open for Editing |
| Document Type: | Create or Reactivate Position (02) | Date Created: | 11/06/2008 7:15 AM |
| Action is Effective From-To: | 11/15/2008 - 05/31/2009 | Last Updated: | 11/06/2008 7:36 AM |
| Source Balance Edits Overridden: | Yes | | |
| Dept/SubDept: | | | |
| Override Budget: | No | RF Cost Sharing: | No |
| Replace Prior Iteration(s): | No | TEES Cost Sharing: | No |
| Justification/Comments: | Morris Chestnut is being hired as Adjunct Professor in the Biology Department. This is a Non-Tenure appointment. Course Assignments are BIOL1043, BIOL1044, BIOL2013. | | |
| Attachments: | | | |

Position Information

| | | | |
|-----------------------|---------------------------------|-----------------------|-------|
| PIN Number: | P - New (Budget) | Base/New Iteration: | 00/01 |
| Adloc: | 05-112115 DEPARTMENT OF BIOLOGY | | |
| Title Code: | 7230 ADJUNCT PROFESSOR | | |
| Previous Title Code: | | | |
| Annual Term From-To: | 09/01/2008 - 05/31/2009 | Annual Term Modifier: | |
| Position Action: | Create PIN (CR) | Annual Term Months: | 9.0 |
| Assignment Dist/Cnty: | | Temporary PIN: | No |

Occupant Information

| | | | |
|-------------------------------|---------------|--------------------------|-------------------|
| Occupant UIN: | | From/To Pin: | |
| Occupant SSN: | 899-99-9999 | Occupant Name: | Chestnut Morris F |
| Previous Occupant SSN: | | Previous Occupant Name: | |
| Occupant in Position From-To: | 11/15/2008 - | Current Occupant Action: | Vacant (VA) |
| Recommended Occupant Action: | New Hire (NH) | Termination Reason: | Blank/None |
| Employee Location: | | Check Distribution: | |

Rate Information

| | | | |
|-------------------------------|--------------|------------------------|------------------------------|
| Percent Effort: | 25.00% | Pay Indicator: | Monthly - Less than 100% (B) |
| Previous Percent Effort: | | Source Control: | Normal |
| FTE Monthly/Hourly Rate: | \$3,333.00 | Budgeted Salary: | \$7,500.00 |
| Previous Monthly/Hourly Rate: | \$0.00 | Previous Budgeted Sal: | \$0.00 |
| Salary Action: | Blank - none | Pay Type: | Normal |

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

Record has been successfully modified (Message: 0003)

1.2 FUNDING SOURCE LINES

- Click:
 - Edit
 - This action will display all edit fields
 - Replicate
 - This action will add additional Funding Source Lines
 - Delete
 - This action will remove extra Funding Source Lines
 - EPA requires at least 1 Funding Source Line

1.2 FUNDING SOURCE LINES

- Effective Dates
 - Date Rules
 - Date can only begin on the 1st or 16th
 - Date can only end on the 15th or the last day of the perspective month
- Campus Code
 - “05”
- Account
 - Determined by Unit

1.2 FUNDING SOURCE LINES



- Object Code
 - Determined upon the Title
 - Do not select Object Codes in the 1700 Series

1.2 FUNDING SOURCE LINES

– Acct Analysis Code

- 0130 – Account Range 110000 – 117999
- 0915 – Account Range 112000 – 112090
- 0159 – Account Range 118581 – 118587
- 0132 – Account Range 170202 – 178028
- 0766 – Account Range 180000 – 189999

1.2 FUNDING SOURCE LINES

– Acct Analysis Code (continued)

- 5410 – Account Range 200000 – 299999
- 5211 – Account Range 300000 – 399999
- 5100 – Account Range 400000 – 499999
- 5012 – Account Range 500000 – 599999
- 5160 – Cooperative Extension
- 5170 – Cooperative Ag Research Center

1.2 FUNDING SOURCE LINES



- Pgm Code
 - Only required for Campus 08 Accounts
- Percent Effort
 - Should equal Rate Information Percent Effort
- MSO/SP Flags
 - Not Required

1.2 FUNDING SOURCE LINES

- Click:
 - Save
 - Validate
 - Close

Justification/Comments: Morris Chestnut is being hired as Adjunct Professor in the Biology Departmen. This is a Non-Tenure appointment. Course Assignments are BIOL1043, BIOL1044, BIOL2013.

Attachments:

Position Information

| | | | |
|-----------------------|---------------------------------|-----------------------|-------|
| PIN Number: | P - New (Budget) | Base/New Iteration: | 00/01 |
| Adloc: | 05-112115 DEPARTMENT OF BIOLOGY | | |
| Title Code: | 7230 ADJUNCT PROFESSOR | | |
| Previous Title Code: | | | |
| Annual Term From-To: | 09/01/2008 - 05/31/2009 | Annual Term Modifier: | |
| Position Action: | Create PIN (CR) | Annual Term Months: | 9.0 |
| Assignment Dist/Cnty: | | Temporary PIN: | No |

Occupant Information

| | | | |
|-------------------------------|---------------|--------------------------|-------------------|
| Occupant UIN: | | From/To Pin: | |
| Occupant SSN: | 899-99-9999 | Occupant Name: | Chestnut Morris F |
| Previous Occupant SSN: | | Previous Occupant Name: | |
| Occupant in Position From-To: | 11/15/2008 - | Current Occupant Action: | Vacant (VA) |
| Recommended Occupant Action: | New Hire (NH) | Termination Reason: | Blank/None |
| Employee Location: | | Check Distribution: | |

Rate Information

| | | | |
|-------------------------------|--------------|------------------------|------------------------------|
| Percent Effort: | 25.00% | Pay Indicator: | Monthly - Less than 100% (B) |
| Previous Percent Effort: | | Source Control: | Normal |
| FTE Monthly/Hourly Rate: | \$3,333.00 | Budgeted Salary: | \$7,500.00 |
| Previous Monthly/Hourly Rate: | \$0.00 | Previous Budgeted Sal: | \$0.00 |
| Salary Action: | Blank - none | Pay Type: | Normal |

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

Funding Source Lines

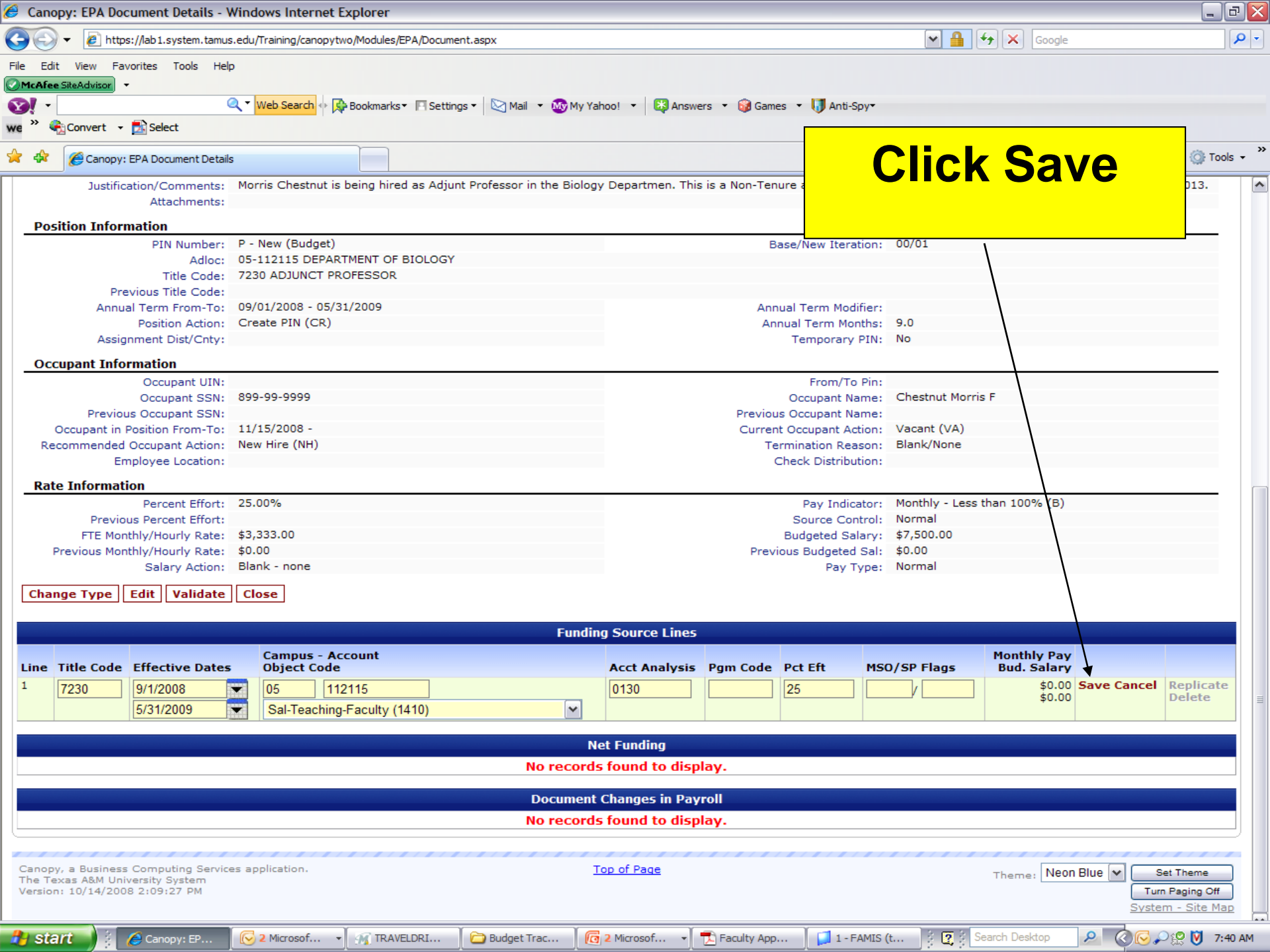
| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eff | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|------------|-----------------------|--|---------------|----------|---------|--------------|-------------------------|-------------|------------------|
| 1 | 7230 | 9/1/2008 5/31/2009 | 05 112115 Sal-Teaching-Faculty (1410) | 0130 | | 25 | | \$0.00 \$0.00 | Save Cancel | Replicate Delete |

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.



Click Save

Position Information

PIN Number: P - New (Budget)
Adloc: 05-112115 DEPARTMENT OF BIOLOGY
Title Code: 7230 ADJUNCT PROFESSOR
Previous Title Code:
Annual Term From-To: 09/01/2008 - 05/31/2009
Position Action: Create PIN (CR)
Assignment Dist/Cnty:

Base/New Iteration: 00/01

Annual Term Modifier:
Annual Term Months: 9.0
Temporary PIN: No

Occupant Information

Occupant UIN:
Occupant SSN: 899-99-9999
Previous Occupant SSN:
Occupant in Position From-To: 11/15/2008 -
Recommended Occupant Action: New Hire (NH)
Employee Location:

From/To Pin:
Occupant Name: Chestnut Morris F
Previous Occupant Name:
Current Occupant Action: Vacant (VA)
Termination Reason: Blank/None
Check Distribution:

Rate Information

Percent Effort: 25.00%
Previous Percent Effort:
FTE Monthly/Hourly Rate: \$3,333.00
Previous Monthly/Hourly Rate: \$0.00
Salary Action: Blank - none

Pay Indicator: Monthly - Less than 100% (B)
Source Control: Normal
Budgeted Salary: \$7,500.00
Previous Budgeted Sal: \$0.00
Pay Type: Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eff | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|------------|-----------------------|--|---------------|----------|---------|--------------|-------------------------|-------------|------------------|
| 1 | 7230 | 9/1/2008 5/31/2009 | 05 112115 Sal-Teaching-Faculty (1410) | 0130 | | 25 | | \$0.00 \$0.00 | Save Cancel | Replicate Delete |

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Web Search

Bookmarks

Settings

Mail

My Yahoo!

Answers

Games

Anti-Spy

we

Convert

Select

Canopy: EPA Document Details

Page

Tools

Justification/Comments: Morris Chestnut is being hired as Adjunct Professor in the Biology Departmen. This is a Non-Tenure appointment. Course Assignments are BIOL1043, BIOL1044, BIOL2013.

Position Information

Click VALIDATE

Base/New Iteration: 00/01

Previous Title Code:

Annual Term From-To: 09/01/2008 - 05/31/2009

Position Action: Create PIN (CR)

Assignment Dist/Cnty:

Annual Term Modifier:

Annual Term Months: 9.0

Temporary PIN: No

Occupant Information

Occupant UIN:

Occupant SSN: 899-99-9999

Previous Occupant SSN:

Occupant in Position From-To: 11/15/2008

Recommended Occupant Action: New Hire (NH)

Employee Location:

From/To Pin:

Occupant Name: Chestnut Morris F

Previous Occupant Name:

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution:

Rate Information

Percent Effort: 25.00%

Previous Percent Effort:

FTE Monthly/Hourly Rate: \$3,333.00

Previous Monthly/Hourly Rate: \$0.00

Salary Action: Blank - none

Pay Indicator: Monthly - Less than 100% (B)

Source Control: Normal

Budgeted Salary: \$7,500.00

Previous Budgeted Sal: \$0.00

Pay Type: Normal

Change Type

Edit

Validate

Close

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eff | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|------------|-----------------|------------------------------|---------------|----------|---------|--------------|-------------------------|-------------|------------------|
| 1 | 7230 | 9/1/2008 | 05 112115 | 0130 | | 25 | | \$0.00 | Save Cancel | Replicate Delete |
| | | 5/31/2009 | Sal-Teaching-Faculty (1410) | | | | | \$0.00 | | |

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.

Canopy, a Business Computing Services application.

The Texas A&M University System

Version: 10/14/2008 2:09:27 PM

Top of Page

Theme: Neon Blue

Set Theme

Turn Paging Off

System - Site Map

start

Canopy: EP...

2 Microsof...

TRAVELDRI...

Budget Trac...

2 Microsof...

Faculty App...

1 - FAMIS (t...

Search Desktop

7:40 AM

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx

File Edit View Favorites Tools Help

McAfee SiteAdvisor

Web Search

Bookmarks

Settings

Mail

My Yahoo!

Answers

Games

Anti-Spy

we >>

Convert

Select

Canopy: EPA Document D

Click CLOSE

Base/New Iteration: 00/01

PIN Number

Adl

Title Code: 7230 ADJUNCT PROFESSOR

Previous Title Code:

Annual Term From-To: 09/01/2008 - 05/31/2009

Position Action: Create PIN (CR)

Assignment Dist/Cnty:

Annual Term Modifier:

Annual Term Months: 9.0

Temporary PIN: No

Occupant Information

Occupant UIN:

Occupant SSN: 899-99-9999

Previous Occupant SSN:

Occupant in Position From-To: 11/15/2008 -

Recommended Occupant Action: New Hire (NH)

Employee Location:

From/To Pin:

Occupant Name: Chestnut Morris F

Previous Occupant Name:

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution:

Rate Information

Percent Effort: 25.00%

Previous Percent Effort:

FTE Monthly/Hourly Rate: \$3,333.00

Previous Monthly/Hourly Rate: \$0.00

Salary Action: Blank - none

Pay Indicator: Monthly - Less than 100% (B)

Source Control: Normal

Budgeted Salary: \$7,500.00

Previous Budgeted Sal: \$0.00

Pay Type: Normal

Change Type

Edit

Validate

Close

The document was validated and net funding was generated successfully.

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eff | MSO/SP Flags | Monthly Pay Bud. Salary | | |
|------|--------------------------|--------------------------|---|---------------|----------|---------|--------------|-------------------------|------|---------------------|
| 1 | 7230 - ADJUNCT PROFESSOR | 09/01/2008 to 05/31/2009 | PV - 112115-00000 DEPARTMENT OF BIOLOGY 1410 Sal-Teaching-Faculty | 0130 | | 25.00% | O/ | \$833.25 \$7,500.00 | Edit | Replicate Delete |

Net Funding

The document was validated and net funding was generated successfully.

| Line | Campus | Source Account | Rqmt/Sav. Account | Type | Annual Net Amount estimate | Iter Eff Date Net Amt | Future Net Amt | Past/Corr Net Amt | |
|------|--------|--|--|---------------------------------|----------------------------|--------------------------------|--------------------------------|-------------------|------|
| 1 | PV | 112115-00000-1000 DEPARTMENT OF BIOLOGY | 112115-00000-1000 DEPARTMENT OF BIOLOGY | Salary Benefits Longevity | \$7,5 | \$5,416.13 \$0.00 \$0.00 | \$5,416.13 \$0.00 \$0.00 | \$0.00 | Edit |

Document Changes in Payroll

No records found to display.

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM

Top of Page

Theme: Neon Blue

Set Theme

Turn Paging Off

System - Site Map

start

Canopy: EP...

2 Microsof...

TRAVELDRI...

Budget Trac...

2 Microsof...

Faculty App...

1 - FAMIS (t...

Search Desktop

7:42 AM

Position Information

PIN Number: P05490 (Budget) Base/New Iteration: 00/01
Adloc: 05-112115 DEPARTMENT OF BIOLOGY
Title Code: 7230 ADJUNCT PROFESSOR
Previous Title Code:
Annual Term From-To: 09/01/2008 - 05/31/2009 Annual Term Modifier:
Position Action: Create PIN (CR) Annual Term Months: 9.0
Assignment Dist/Cnty: Temporary PIN: No

Occupant Information

Occupant UIN:
Occupant SSN: 899-99-9999 From/To Pin:
Previous Occupant SSN: Occupant Name: Chestnut Morris F
Occupant in Position From-To: 11/15/2008 - Previous Occupant Name:
Recommended Occupant Action: New Hire (NH) Current Occupant Action: Vacant (VA)
Employee Location: Termination Reason: Blank/None
Check Distribution:

Rate Information

Percent Effort: 25.00% Pay Indicator: Monthly - Less than 100% (B)
Previous Percent Effort: Source Control: Normal
FTE Monthly/Hourly Rate: \$3,333.00 Budgeted Salary: \$7,500.00
Previous Monthly/Hourly Rate: \$0.00 Previous Budgeted Sal: \$0.00
Salary Action: Blank - none Pay Type: Normal

Document is now at desk SIGNER DSK in Office BIOL on Campus PV (Message: 2216)

Funding Source Lines

| Line | Title Code | Effective Dates | Campus - Account Object Code | Acct Analysis | Pgm Code | Pct Eff | MSO/SP Flags | Monthly Pay Bud. Salary |
|------|--------------------------|--------------------------|--|---------------|----------|---------|--------------|-------------------------|
| 1 | 7230 - ADJUNCT PROFESSOR | 09/01/2008 to 05/31/2009 | PV - <u>112115-00000</u> DEPARTMENT OF BIOLOGY 1410 Sal-Teaching-Faculty | 0130 | | 25.00% | O/ | \$833.25 \$7,500.00 |

Net Funding

| Line | Campus | Source Account | Rqmt/Sav. Account | Type | Annual Net Amount estimate | Iter Eff Date Net Amt | Future Net Amt | Past/Corr Net Amt |
|------|--------|--|--|---------------------------------|----------------------------|--------------------------------|--------------------------------|-------------------|
| 1 | PV | <u>112115-00000</u> -1000 DEPARTMENT OF BIOLOGY | <u>112115-00000</u> -1000 DEPARTMENT OF BIOLOGY | Salary Benefits Longevity | \$7,5 | \$5,416.13 \$0.00 \$0.00 | \$5,416.13 \$0.00 \$0.00 | \$0.00 |

Document Changes in Payroll

No records found to display.

Primary Approver



- Canopy Main Menu
 - Place Cursor on Routing Tab
 - Click on Inbox
 - Click on the EGR Document number

Place Cursor on Routing

Canopy

The Texas A&M University System

Logout

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008 Set CC/FY

HELP? FEEDBACK



INFO: You have 6 items in your

- Inbox
- Outbox
- Document
- Profile

Available Modules

- EPA - Personnel Action Module
- FFX - Fixed Assets Module
- FRS - Financial Reporting Module
- Routing - Document Routing Module
- System - System Settings and General Information

Canopy

The Texas A&M University System

Logout

EPA

FFX

FRS

Routing

System

Campus: PVAMU - TRAINING CAMPUS (PV)

Fiscal Year:

2008

Set CC/FY

Inbox

Outbox

Document

Profile

HELP ?

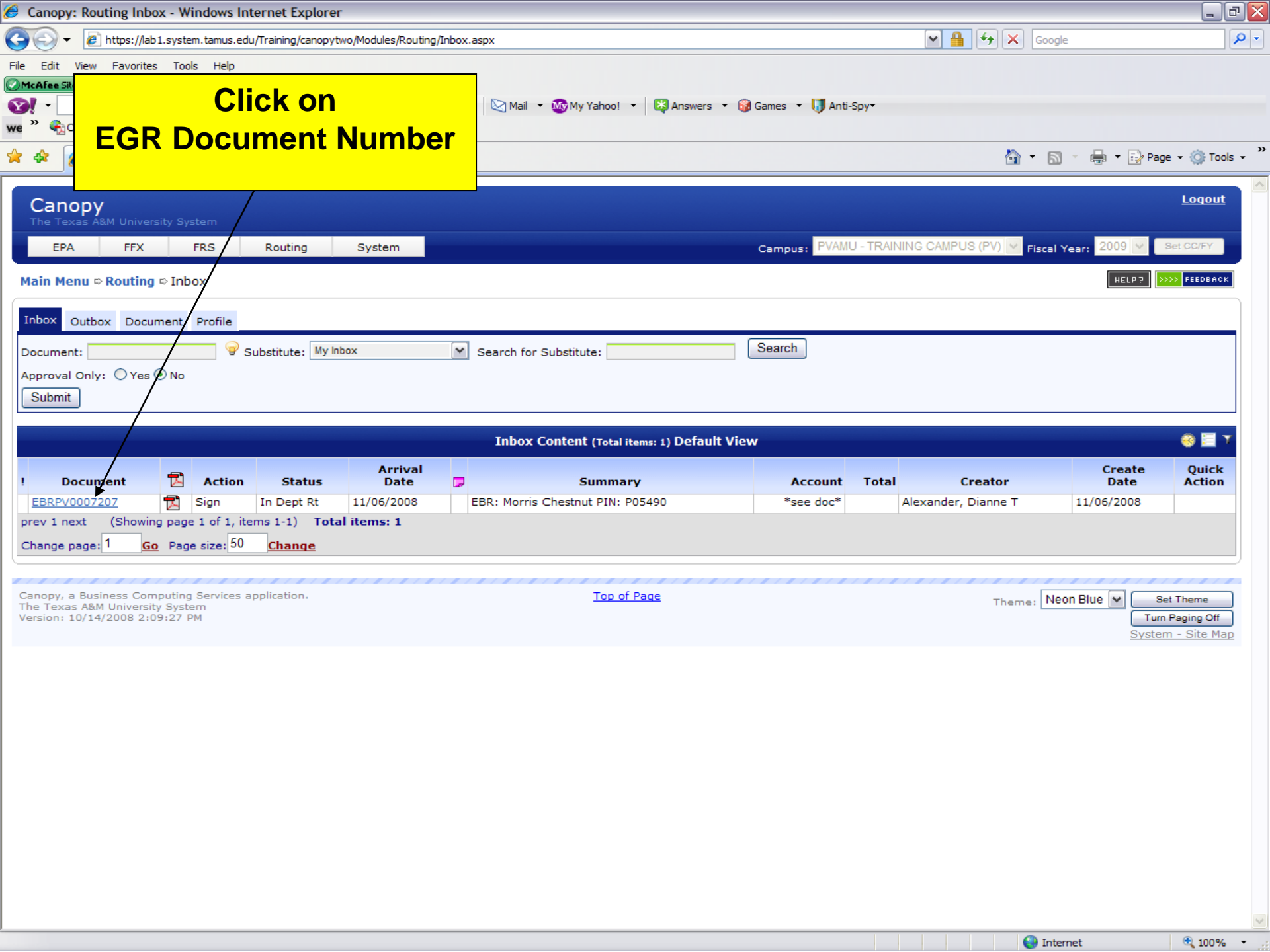
FEEDBACK



INFO: You have 6 items in your

Available Modules

- ▶ [EPA - Personnel Action Module](#)
- ▶ [FFX - Fixed Assets Module](#)
- ▶ [FRS - Financial Reporting Module](#)
- ▶ [Routing - Document Routing Module](#)
- ▶ [System - System Settings and General Information](#)



Click on
EGR Document Number

Canopy
The Texas A&M University System

Logout

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2009 Set CC/FY

Main Menu Routing Inbox

HELP? FEEDBACK

Inbox Outbox Document Profile

Document: Substitute: My Inbox Search for Substitute: Search

Approval Only: Yes No

Submit

Inbox Content (Total items: 1) Default View

| Document | Action | Status | Arrival Date | Summary | Account | Total | Creator | Create Date | Quick Action |
|--------------|--------|------------|--------------|----------------------------------|-----------|-------|---------------------|-------------|--------------|
| EBRPV0007207 | Sign | In Dept Rt | 11/06/2008 | EBR: Morris Chestnut PIN: P05490 | *see doc* | | Alexander, Dianne T | 11/06/2008 | |

prev 1 next (Showing page 1 of 1, items 1-1) Total items: 1

Change page: 1 Go Page size: 50 Change

Canopy, a Business Computing Services application.
The Texas A&M University System
Version: 10/14/2008 2:09:27 PM

[Top of Page](#)

Theme: Neon Blue Set Theme

Turn Paging Off

System - Site Map

Substitute Approver

- Following previous instructions to access your Inbox
- In the Search Field
 - Type the name of the primary approver
 - Click on search
 - Click on drop down arrow
 - Select the primary approver name

Substitute Approver

- Select the primary approver name
- System will auto-fill your selection in the Substitute field
- Click Submit
- Click on the EBR Document Number
- Review
- Select Appropriate Routing Action
- Click Submit

CONTACT

- For more Information on Creating EBRs , please contact:

Dianne Alexander

Office of Budget & Reconciliations

Phone: 936-261-2202

E-Mail: dtalexander@pvamu.edu

Alton Shillingford

Office of Budget & Reconciliations

Phone: 936-261- 2203

E-Mail: alshillingford@pvamu.edu

Raina McMillon

Office of Budget & Reconciliations

Phone: 936-261-2204

E-Mail: rnmcmillon@pvamu.edu

PRAIRIE VIEW A&M UNIVERSITY