
Glossary

Accounting Analysis

Provides specific accounts to charge benefit-related expenses to a different account/bank other than that of the source account.

This number will already be specified in the funding source line of the EPA document. If a new position is created, this number will not be specified and you may contact the Office of Budget, Payroll & Fiscal Analysis for the appropriate code.

Annual Term

This defines the period of time this position will be active and is found in the Position section of the EPA document.

For typical full-time budgeted positions, these dates are always 9/1/yy through 8/31/yy.

For Faculty and Graduate Assistant positions, the term is often different. The position may be held by semesters (Ex. Fall: 9/1 – 01/15, Spring: 01/16 – 05/31, SSI: 06/01 – 7/15, SSII: 07/16-08/31) Any term is valid - provided the term is specified in ½-month increments.

Annual Term Modifier

Sometimes the annual term is not continuous. For example, the Term may be from 9/1 to 8/31, but with a break for the first summer session.

If this is the case, the Annual Term Modifier is used. See the drop-down list in the Position section of the EPA document for the options for the term modifier. This option is not common.

Create Position

Use this document action when creating a brand new position for which a PIN number has not yet been created or assigned.

Change Salary, Title, Term, Pct Eft, or Promote

Use this document action when you have a change in salary, title, term period (i.e., extension), percent effort or promotion.

Check Distribution

Field located in the Occupant Information section of the EPA document. This number includes our Texas A&M part number, '16,' plus the six-digit paying account number, with no spaces or dashes in between.

Doc ID

Document number generated as soon as an EPA document is created in the Canopy system. It is located in the Occupant Information section of the EPA document.

Eliminate/Terminate Position

Use this action when a position needs to be eliminated. This action is different than terminating an occupant from a position and making the position vacant. This action removes the position (PIN) from the budget, eliminating the encumbrance for the position in the budgeted account.

Employee Budget Request (EBR)

Document used for two types of budgeted employees: Monthly positions - Faculty, Administrative Staff, Professional Staff; and Biweekly positions - Support Staff.

Employee Graduate Request (EGR)

Document used for graduate assistant positions: Graduate Assistant Non-Teaching (GANT), Graduate Assistant Teaching (GAT) and Graduate Assistant Research (GAR).

Employee Location

Field located in the Occupant Information section of the EPA document. This number is the same eight-digit number as the administrative location or ADLOC.

Employee Wage Request (EWR)

Document used for wage employees working less or equal to 49% effort paid on the biweekly schedule and not budgeted: Student workers, temporary wage employees, work study, etc.

End of Term

Use this action when a position has ended (i.e., grant ended or end of contract).

This option will be selected when full-time faculty or graduate assistant will not return employment the following year/term.

Iteration

Positions and people in these positions change over the course of the year. Each change to a position creates a new iteration. The first version of a position at the start of a fiscal year is always iteration 01. Thereafter, iterations increment by one over the course of the year as changes follow.

FTE Monthly/Hourly Rate

Field located in the Rate Information Section of the EPA document.

For monthly employees (Pay Indicators A, B and C), it is calculated by using the formula: Annual Rate/Number of Months/Percent Effort.

For biweekly budgeted employees (Pay Indicator D), it is calculated by using the formula: Annual Rate/Annual Working hours. (Note: FY 2011 has 2088 annual working hours. Please contact the Payroll Office for other FY amounts.)

For biweekly wage employees (Pay Indicators E and F) it is the hourly rate specified by the title of the position.

Funding Source Lines

The funding source lines specify how positions are funded. They specify the account that will pay the salary and the object code that will be charged.

Net Funding

This section is generated if there is a change to the Funding Source Lines due to a change of occupant or pay rate as a result of the EPA document submission. It is comprised of the following columns:

Annual Net Amount - Amount required for the entire fiscal year (09/01 – 08/31) or term (Spring – 01/15 – 05/31)

Iter Eff Date Net Amt - Amount required from effective from date through end of current fiscal year or term

Future Net Amount - Amount required from current date forward. Usually same as “Iter Eff Date Net Amt” but will be different if change was effective in prior pay periods

Past/Corr Net Amt - Amount required if action is retroactive to prior pay periods.

Occupant Change

Use this action when hiring someone into an existing vacant position or when the current occupant is leaving position (vacating).

Other Changes

Use this document action when a change needs to be made that does not fit any other description.

Pay Indicator

Field located in the Rate Information Section. This indicator is linked to the title code of position and will already be specified from the drop-down list if the position already exists. If creating a new position, this option needs to be selected from the following:

Monthly – Full Time Budgeted (A): All administrators and full-time faculty
Monthly – Less than 100 % (B) : All part-time faculty
Monthly –Grad Assistant (C) : All Graduate Assistant Teaching/
Research and Americorp Participants
Biweekly – Full Time Budgeted (D): All staff positions
Biweekly – Wages (E): All part-time position except student
positions (Tutors, Special Program Aids,
etc.)

Biweekly – Student worker (F): All student positions (Student Employees, Student Lab Assistants, Federal Work Study, etc.)

Source Control

Field located in the Rate Information Section. By selecting Locked Amts (L), the creator is allowed to indicate a Percent Effort (Pct Eft) amount rather than Budgeted Salary in the Funding Source Line section. This option is only available for monthly positions (Pay Indicators A, B, or C).

Source of Funding Change

Use this action when there is a change to any funding source, which is a change to the prior paying account number for a position.