Biweekly Payroll
[BIPY]

The **Biweekly Payroll** (BIPY) on-line documentation is divided into the following sections:

Section 1 — Introduction to the BIPY Form

Section 2 — Initial Use of the BIPY Form

Section 3 — What Happens to the BIPY Form

Section 4 — Subsequent Use of the BIPY Form

Section 1 — Introduction to the BIPY Form

Objectives

Section 1 — Introduction to the BIPY Form
Provides an overview of the Biweekly Timecard Process. This covers the procedure for submitting W-4 cards to the Payroll office, initial and subsequent use of the form, the approval cycle of the form, and the overall structure of the form.

Section 2 — Initial Use of the BIPY Form
Gives guidelines for using the Biweekly Timecard form. This includes detailed information about each screen of the form, along with step-by-step instructions on how to complete the form. Section 2 also explains how to use the Auxiliary Accounting Bridge with the Biweekly Timecard form.

Section 3 — What Happens to the BIPY Form
Contains information on the approval cycle of the form, the required approvals for the form, and how to re-add rejected forms. It also explains how the initial Biweekly Timecard form will generate a template for subsequent use.

Section 4 — Subsequent Use of the BIPY Form
Provides guidelines for using the Batch-Created Biweekly Timecard form. This section gives step-by-step instructions on retrieving, changing, and submitting the batch-created form. It also explains how to add or delete social security numbers from a Biweekly Timecard form.

Section 5 — Viewing an Employee's BIPY Forms

Contains instructions for using the IWPC (Inquiry BIPY Payroll Cards) function.

Overview of the Form

The Biweekly Timecard (BIPY) Form is used to record time worked and to initiate payment for overtime, holiday time and shift differential for all regular Technical Service employees. It is also used to record and initiate payment for regular time for Technical Service employees in the Department of Housing and Food Services, Nittany Lion Inn, Ritenour Health Center, and the Hershey Medical Center.

For a new employee, a W-4 card (paper form) must be submitted to the Payroll Office. If the W-4 card is received by Payroll before 12:00 PM of any week day, the employee's Social Security Number will be entered in the database by the next day. This means that the Social Security Number is also ready to be entered on a BIPY Form.

There is no limit to the number of employees that can be entered on a BIPY electronic form. The data that is entered for an employee is the same information that was previously written on the paper Biweekly payroll card. Also on the BIPY form is a grid to record hours worked on each day.

After the form completes the approval cycle, a batch program will pull information from the processed BIPY and the employees will be paid.

The batch program will also create a new BIPY form to be used for the next pay period. This new BIPY will contain all of the information from the processed BIPY with the exception of the hours worked. The new batch-created BIPY can be retrieved through the BFMB (Browse Forms By Budget) screen. It can then be changed and submitted for the next pay period.

Structure of the Form

Summary Screens

- Page 1 — Summary of Totals:
    - Gross Pay
    - All Hours Worked
    - All Hour Rates

❍ Pay Class

- Page 2 — Summary of Details:
  ❍ Individual /SSN
  ❍ Budget/Fund
  ❍ Hrs — Regular/Overtime/Holiday/Shift Differential
  ❍ Rate

Detail Cards (Page 3)

- Detail Info By Individual:
  ❍ Budget
  ❍ Rate
  ❍ Hours Worked
  ❍ Overtime/OnCall/Shift Differential

Standard Notepad Area (Page 4)

Section 2 — Initial Use of the BIPY Form

Getting Ready to Put Employees on the Form

For new employees, a W-4 card must be sent to Payroll before their Social Security Number can be entered on a BIPY.

If the W-4 card of a new bipy employee is received at Payroll before 12:00 PM of any day, the employee's Social Security Number will be entered into the database and will be ready to be used on the BIPY the next day.

If a W-4 card is not sent to Payroll, the error message, "Invalid SSN," will appear when trying to enter that Social Security Number.
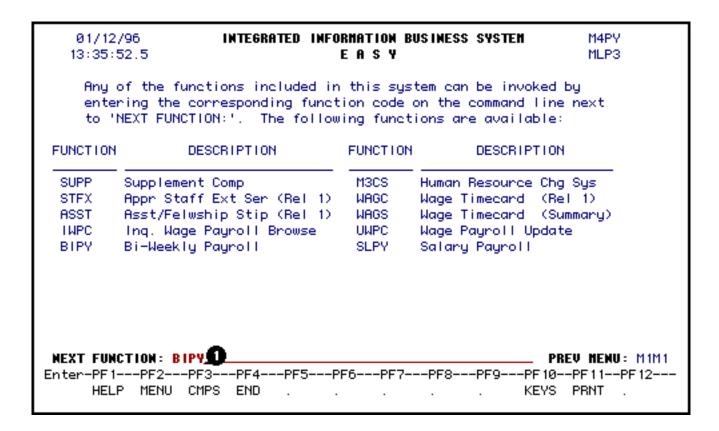
The method in which an employee's hours worked for each pay period are collected is at the discretion of each department. It is not mandatory to obtain and complete a signature card.

If the department chooses to retain a signature card for each pay period, a paper form can be

developed by the department. A data entry form developed by Systems and Procedures is also available and can be obtained from the Administrative Training and Support Center.

Pulling Up a Blank Form

- Select **CCOM** (IBIS) from the **Net-Pass Activity** table to go into the production environment.

- Select **IBIS Admin Menus** at the **Com-Pass** screen.

```
    01/12/96              INTEGRATED INFORMATION BUSINESS SYSTEM       M4PY
    13:35:52.5                         E A S Y                         MLP3

      Any of the functions included in this system can be invoked by
      entering the corresponding function code on the command line next
      to 'NEXT FUNCTION:'.  The following functions are available:

   FUNCTION         DESCRIPTION           FUNCTION         DESCRIPTION
  _____  _____   _____  _____

    SUPP      Supplement Comp              M3CS      Human Resource Chg Sys
    STFX      Appr Staff Ext Ser (Rel 1)   WAGC      Wage Timecard   (Rel 1)
    ASST      Asst/Felwship Stip (Rel 1)   WAGS      Wage Timecard   (Summary)
    IWPC      Inq. Wage Payroll Browse     UWPC      Wage Payroll Update
    BIPY      Bi-Weekly Payroll            SLPY      Salary Payroll




  NEXT FUNCTION: BIPY❶_____   PREV MENU: M1M1
  Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         HELP  MENU  CMPS  END    .     .     .     .     .      KEYS  PRNT   .
```

1. At the **NEXT FUNCTION** line, type **BIPY** and press **Enter.**

    A blank **BIPY** form will appear.
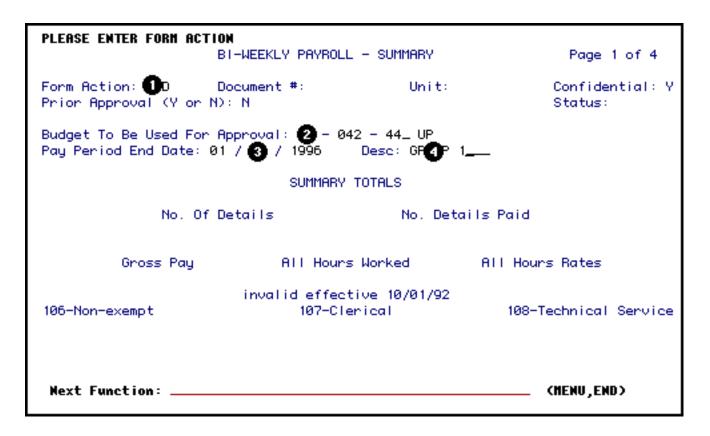
    > Note:
    To locate the form within the **IBIS** menus, follow the steps below:

- At the **M1M1** (IBIS Main Menu) menu, enter **M2AS** (EASY Electronic Approval System) at the **Next Function** line and press **Enter**.

- At the **M2AS** menu, enter **M3FM** (EASY forms) at the **Next Function** line and press

Enter.

- At the **M3FM** menu, enter **M4PY** (Payroll) at the **Next Function** line and press **Enter**.

- At the **M4PY** menu, enter **BIPY** (Biweekly Payroll) at the **Next Function** line to pull up the blank BIPY form.

Page 1 — Completing the Summary of Totals Screen

```
PLEASE ENTER FORM ACTION
                   BI-WEEKLY PAYROLL - SUMMARY                    Page 1 of 4

Form Action: ❶D        Document #:          Unit:            Confidential: Y
Prior Approval (Y or N): N                                   Status:

Budget To Be Used For Approval: ❷ - 042 - 44_ UP
Pay Period End Date: 01 / ❸ / 1996      Desc: GR❹P 1__

                          SUMMARY TOTALS

          No. Of Details                    No. Details Paid


        Gross Pay            All Hours Worked          All Hours Rates

                      invalid effective 10/01/92
106-Non-exempt                  107-Clerical           108-Technical Service



Next Function: _____    <MENU,END>
```

1. At **FORM ACTION**, type **ADD**

2. At **BUDGET TO BE USED FOR APPROVAL** enter the budget number that the form will route on for approval. This is NOT the field for the pay budget.

   > Hint:

   - If your budget number is five digits long, you need to make it seven digits by placing a zero in front of, and behind, the first digit of the budget.

     Example:
     142-44 UP will be 01-042-44 UP

- If an approval path does not exist for a lower level mnemonic or budget, the **BIPY** form does not automatically route to the highest level mnemonic. Use a budget under the highest mnemonic if that path is to be used for approval.

3. At **PAY PERIOD END DATE**, enter the ending date of the pay period that the employees are being paid for.

   Example:
   October 5, 1991 would be entered as: 10 05 1991

4. A description of the form can be entered in the **DESC** field. If several **BIPY** forms route under the same mnemonic or approval path, the description will distinguish a particular form on the **BFMB** screen. This field is optional.

   After the Summary of Totals Screen has been completed, press PF8 to continue to the next page.

   > Note:

- Pay class 107 will only show data prior to 10/1/92.

Display Fields on the Summary of Totals Screen

- **Form Number** — The form number will be generated when the form is added.

- **Unit** - The unit will appear after the form has been added. This is determined by the budget that was entered in the *Budget To Be Used For Approval.* The form will route on the approval path associated with the unit.

- **Confidential** — All BIPY forms are confidential and can only be viewed by individuals on the approval table.

- **Prior Approval —** This field cannot be modified.

- **Status** — The status will become NEW after the form has been added.

- **Number of Details** — This indicates the total number of SSNs on the form.

- **Number of Details Paid** — This indicates the total number of employee Detail Cards that were completed to be paid.

- **Gross Pay** — This indicates the total gross pay of all the employees to be paid on the form.

- **All Hours Worked —** This indicates the total number of hours entered for all employees on the form. This includes shift, holiday, meals, and overtime hours.

- **All Hours Rates** — This indicates the sum of all hourly rate of all the employees to be paid on the form. This includes shift, holiday, meals, and overtime hours.

- **106-Non-Exempt and 108-Technical** — This indicates the total amount paid to all employees under a particular pay class.

  > Note:

  - Pay class 107 will only show data prior to 10/1/92.

Page 2 — Completing the Summary of Details Screen

```
                    BI-WEEKLY PAYROLL - SUMMARY              Page 2 of 4

        NAME            SSNO        BUDGET      HOURS      OT  HRS    HOL HRS
                                      NO      REG    SD   REG    SD  REG    SD   RATE

    1.                91●0841
    2.                914010610
    3.                _____
    4.                _____
    5.                _____
    6.                _____
    7.                _____
    8.                _____
    9.                _____
   10.                _____
   11.                _____
   12.                _____
   13.                _____

    Selection Number: __
    More Employees To Add: N  ❷
    Begin Name: _____
     Next Function: _____  (MENU,END)
```

1. At Line 1 of the **SSNO** field, enter a Social Security Number without any spaces or dashes. After the first Social Security Number has been entered, the cursor will automatically advance to Line 2. When all Social Security Numbers have been entered, press **PF12** to add the form.

2. If all 13 lines have been used and more are needed, enter a "**Y**" at **MORE EMPLOYEES TO ADD** and press **PF12**. The message, "Form has been created," will appear. This means that the first 13 Social Security Numbers have been recorded and the form is ready to accept another set.

    This process can be repeated until all bipy employees have been entered on the form.

Entering a SSN More Than Once

- If the employee is to be paid at more than one rate, separate Detail Cards are prepared for each rate.

- If the employee is to be paid from more than one fund, separate Detail Cards are prepared for each fund.

- If the employee is paid from more than one budget, separate Detail Cards are prepared

for each budget.

- If the employee works in more than one payroll classification, separate Detail Cards are prepared for each classification.

- If the employee needs to be paid for more than one pay period, separate Detail Cards are prepared for each pay period.

- If the employee needs to be paid for both shift code "2" and shift code "3", separate detail cards are prepared for each shift period.

Adding the Form

When all of the Social Security Numbers have been entered, press **PF12** to add the form.

The first page of the form will appear and the following information will be updated:

- The **message,** "Form Has Been Created," will appear.

- A **Form Number** will be generated.

- The **Status** will be NEW.

- The **Unit**, which indicates which path the form will flow on, will be displayed.

- The **Number of Details** field will indicate the total number of Social Security Numbers entered on the form.

```
                BI-WEEKLY PAYROLL - SUMMARY                    Page 1 of 4

Form Action: ___        Document #: 72346        Unit: MS        Confidential: Y
Prior Approval (Y or N): N                                       Status: NEW

Budget To Be Used For Approval: 01 - 042 - 44_ UP
Pay Period End Date: 01 / 20 / 1996     Desc: GROUP 1__

                          SUMMARY TOTALS

          No. Of Details                    No. Details Paid
                2
```

Getting Ready to Complete the Employee's Detail Card

Page 2 — Completing the Employee's Detail Card

At **FORM ACTION,** type **CHG** and press **PF8**. The **Summary of Details** screen will appear with the employee names filled in next to the appropriate Social Security Numbers.

Press PF8 to advance to Page 2, the Summary of Details screen.

```
                    BI-WEEKLY PAYROLL - SUMMARY              Page 2 of 4

       NAME           SSNO       BUDGET      HOURS        OT  HRS      HOL HRS
                                   NO      REG    SD    REG     SD    REG    SD    RATE

  1.   JONES,THOMAS  914010841
  2.   SMITH,SUSAN   914010610
  3.                 _____
  4.                 _____
  5.                 _____
  6.                 _____
  7.                 _____
  8.                 _____
  9.                 _____
 10.                 _____
 11.                 _____
 12.                 _____
 13.                 _____

 Selection Number:  ➊
 More Employees To Add: N
 Begin Name: _____
  Next Function: _____ (MENU,END)
```

1. At **SELECTION NUMBER**, type the number that corresponds to the employee name.

   Press PF8 to obtain this employee's detail Card.

___

Page 3 — Completing the Employee's Detail Card

```
                          BI-WEEKLY PAYROLL - DETAIL                  Page 3 of 4
Form Action: CHG           Document #: 72346       Unit: MS      Confidential: Y

Ssno: 914 - 01 - 0841      Name: JONES,THOMAS

Pay Period End Date: 01 /  ② /  1996      Prepaid (Y/N): N③
Type Card: R④
Budget: ⑤ - 042 - 44_ UP   Fund: 10⑥_   Project: _⑦_  Pay Class: 6⑧

Rate: 7.50⑨    Total Regular Hours:        Regular Overtime Hours: 5⑩
On Call Time: _⑪_           Meals: ⑫         Gross Pay:
Meal Hours (invalid as of 11/27/93 pay period): ⑬_
              Hours Paid - Regular Time (including Regular Overtime)
        Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday   Total
WEEK1   -⑭-     ___      ___       ___       ___      ___      2__
WEEK2   ___     ___      ___       ___       ___      ___      3__

   Regular Holiday Pay: ⑮_    Overtime Holiday Pay: _⑯_

            Hours Worked - Shift Differential (SD)   Shift Code:⑰

     Total SD Regular Time: _⑱    Total SD Regular Holiday: _⑲_
   Total SD Holiday Overtime: ⑳_    Total SD Regular Overtime: _㉑
```

1. At **FORM ACTION**, type **CHG**. (If CHG already appears in Form Action, proceed to Step 2.)

2. The **PAY PERIOD END DATE** will appear as the same date that was entered on the Summary Totals screen. This date can be changed if the employee is being paid for a different pay period.

3. The **PREPAID** field will default to " **N**", but can be changed to "**Y**" if the bipys for this pay period are to be charged to the next fiscal year.

4.
    The **TYPE CARD** must be entered. Valid type cards can be displayed by pressing **PF1** (HELP) while the cursor is on the type card field. Valid types as of 10/30/92 are:

    ❍ H: for Housing and Food Services
    ❍ L: for the Nittany Lion Inn
    ❍ R: for other departments' shift differential, overtime, on-call and holiday pay.

5. At **BUDGET**, enter the pay budget to be charged.

    > Hint:

    ●
        If the budget you are using is 5 digits long, it will need to be converted to

the expanded format by placing a zero in front of, and behind, the first digit.

Example:
142-44 UP expands to 01-042-44 UP

6. At **FUND**, enter the fund to be charged.

7. At **PROJECT**, enter the project number to be charged, if applicable.

8.

   At **PAY CLASS**, enter the pay classification of the employee.

   6. Staff Nonexempt (HY only)

   8. Technical Service

9. At **RATE,** enter the hourly rate. Example: 7.50

10. At **REGULAR OVERTIME HOURS,** enter the total amount of non-holiday overtime hours worked. For details, see the booklet "Agreement Between the Pennsylvania State University and Teamsters Local Union No. 8."

11. At **ON CALL TIME,** enter the total number of hours the employee worked on-call. The on-call time should not be included in the Hours Worked columns. All on-call time will be paid at the rate of $1.50/hour.

12. At **MEALS**, enter the number of meals per day the employee will eat in a University facility.

13. At **MEAL HOURS**, enter number of hours subject to meals deduction (Housing and Food Services, Nittany Lion Inn, and Ritenour Health Center only).

14. Enter the **HOURS PAID-REGULAR TIME** for weeks 1 and 2 in their respective days. Enter number of regular hours worked only for Tech Service employees of Housing and Food Services, Ritenour Health Center and Nittany Lion Inn.

   > Note:

   - Include overtime hours, but do not include on-call time under hours worked.

Fill in the following items if they are appropriate:

15. At **REGULAR HOLIDAY PAY**, enter the number of regular hours worked on a scheduled holiday. Do not enter these on the grid above for weeks 1 and 2.

16. At **OVERTIME HOLIDAY PAY**, enter the number of overtime hours worked on a scheduled holiday.

17.
    At **SHIFT CODE**, enter according to the time the employee began work each day during the pay period, as defined in detail below:

    ❍ Leave the block blank if the employee began work between the hours of 5:00 a.m. and 12:59 p.m.

    ❍ Enter the number "**2**" in the block if the employee began work between the hours of 1:00 p.m. and 9:59 p.m.

    ❍ Enter the number "**3**" in the block if the employee began work between the hours of 10:00 p.m. and 4:59 a.m.

18. At **TOTAL SD REGULAR TIME**, enter the number of regular hours of shift differential (all Technical Service employees).

19. At **TOTAL SD REGULAR HOLIDAY**, enter the number of shift differential regular hours worked on a scheduled holiday.

20. At **TOTAL SD HOLIDAY OVERTIME**, enter the number of shift differential overtime hours worked on a scheduled holiday.

21. At **TOTAL SD REGULAR OVERTIME**, enter the number of shift differential non-holiday overtime hours worked.

After the Detail Card has been completed, press PF12 to process the information.

The form will then return to the **Summary of Details** screen, ready for you to enter the selection number of the next employee's **Detail Card** you want to complete.

The **Total Regular Hours** will be automatically calculated based on the number of **Hours Worked**.

Each **Detail Card** has its own Notepad. To access the notepad for a **Detail Card,** press **PF8** while in a **Detail Card**.

Display Fields on the Summary of Details Screen

```
WAGE T/C DETAIL AND SUMMARY FORM HAVE BEEN CHANGED
                        BI-WEEKLY PAYROLL - SUMMARY              Page 2 of 4

      NAME           SSNO        BUDGET       HOURS        OT   HRS      HOL  HRS
                                   NO       REG    SD    REG    SD     REG    SD      RATE

  1.  JONES,THOMAS 914010841 0104244 UP                  5.0                         7.50
  2.  SMITH,SUSAN   914010610 0104244 UP  80.0                                       8.00
-
```

 After the first Detail Card has been completed, the form will return to the **Summary of Details** screen. (The next detail card can be completed at this time by selecting the appropriate number and pressing **PF8**.)

Notice that the information from the Detail Card just completed has been transferred to the Summary of Details screen:

- **Budget Number** — The budget number from which the employee will be paid.

- **Hours Regular** — Shows the number of regular hours worked.

- **Hours/Shift Differential** — This shows the number of shift differential regular hours to be paid from BIPY.

- **Overtime Hours/Regular** — This shows the number of regular overtime hours worked.

- **Overtime Hours/Shift Differential** — This shows the number of shift differential regular overtime hours worked.

- **Holiday Hours/Regular** — This shows the number of regular holiday hours worked.

- **Holiday Hours/Shift Differential** — This shows the number of shift differential regular holiday hours worked.

- **Rate** — Shows the hourly rate of pay.

Navigating Through the Summary of Details Screens

If there are more than 13 employees on a **BIPY** form, there will be multiple **Summary of Details** screens.

Only 13 employees can be viewed at one time. If there are more than 13 employees on a **BIPY** form, there will be multiple **Summary of Details** screens.

Press Enter to advance to the next 13 employees.

To advance to a specific employee, enter the individual's last name at BEGIN NAME and press Enter.

Submitting the Form

After all of the employee Detail Cards have been completed, press **PF5** to go to the **Summary of Totals** screen. The information from the Detail Cards is now displayed in summary form.

```
                          SUMMARY TOTALS

          No. Of Details                No. Details Paid
               2                              2

       Gross Pay           All Hours Worked         All Hours Rates
        692.75                  91.0                    15.50
                       invalid effective 10/01/92
  106-Non-exempt             107-Clerical         108-Technical Service
      56.25                                              636.50
```

Enter SUB at FORM ACTION and press PF12 to submit the form through the approval path.

Enter FIN at FORM ACTION and press PF12 to exit the form.

> **Note:**

- The **PRT** (print) option is not available for the **BIPY** form. Screens may be printed individually by using the print screen function.

Section 3 — What Happens to the BIPY Form

Approval Cycle of the Form

Approval Cycle
The **BIPY** form will flow through the approval path associated with the budget entered in the **Budget To Be Used For Approval** field on the first page of the form.

Required Approvers
The minimum approvals required for the **BIPY** form are the Budget Assistant (to confirm that the program/budget has authorization to accept wage expenses) and the Financial Assistant (to assure that adequate funds exist to cover the hours worked at the stated rate).

> **> Note:**

- If the Budget Assistant cannot vouch for the hours reported, an individual who can verify the hours must be added to the electronic approval path or must approve a paper data entry document.

Completing the Approval Cycle
After the last approver on the path has approved the **BIPY** form, the status will change to **PRO** (Processed).

Re-Adding a Rejected Form

If a **BIPY** form is rejected, it can be re-added to retain the original information.

In order to do this, open the rejected form and type **ADD** in **FORM ACTION.** Press **PF12** to create a new copy of the BIPY that contains all the information from the rejected form.

Type **CHG** at **FORM ACTION** and make any necessary changes. Press **PF12** to save the changes.

Type **SUB** at **FORM ACTION** and press **PF12** to submit the form onto the approval path.

- The rejected form will remain in the database and can be viewed through **BFMB**.

What Happens to the Processed Form

A batch program pulls information from the detail cards of each employee to initiate payment of wages. The payroll checks and vouchers can then be prepared and distributed.

A batch program creates a new BIPY form retaining all pertinent information from the processed form. The new BIPY form is used for the next payroll period. It can be found through BFMB (Browse Forms by Budget) by entering the Budget from the processed form.

Section 4 — Subsequent Use of the BIPY Form

Retrieving the Batch-Created Form

- Logon to **CCOM**.

- At **NEXT FUNCTION**, type **BFMB** (Browse Forms By Budget) and press **Enter.**

```
 01/05/96                     E A S Y                          BFMB
 14:54:43.7    BROWSE FORMS BY BUDGET(S), FORM AND DATE ENTERED    MLP3


      PLEASE ENTER BUDGET YOU WISH TO BROWSE:  ❶ - ___ - __ UP

      ALL BUDGETS ASSOCIATED WITH THIS DEPARTMENT (MNEMONIC)
      WILL BE DISPLAYED IN CHRONOLOGICAL ORDER.


          PLEASE ENTER FORM TYPE FOR BROWSE:  ❷__


     PLEASE ENTER STARTING DATE FOR BROWSE:  ❸/ __ / ____  (MM / DD / YYYY)





 NEXT FUNCTION: _____  (KEYS,MENU,END)
```

1. Enter the **BUDGET YOU WANT TO BROWSE**. This is the **Budget To Be Used For Approval** on the processed form.

    > Hint:

    - If the budget you are using is 5 digits long, it will need to be converted to the expanded format by placing a zero in front of, and behind, the first digit.

      Example:
      142-44 UP expands to 01-042-44 UP.

2. At **FORM TYPE YOU WANT TO BROWSE**, enter **BIPY**.

3. At **STARTING DATE FOR BROWSE**, enter the last pay period date, and press enter.

    > Note:

    - The date must be entered in the format mm/dd/yyyy.

      Example:
      October 8, 1991 = 10/08/1991

```
 01/12/96                     E A S Y                        BFMB
 13:52:54.7    BROWSE FORMS BY BUDGET(S), FORM AND DATE ENTERED    MLP3


          FORM   FORM NO.   ACTION   DATE ENTERED   DESCRIPTION

  1 -   BIPY      72324    NEW      01/11/1996    0104244 UP  01-20-1996   TEST
  2 -   BIPY      72325    SUB      01/11/1996    0104244 UP  01-20-1996   TEST
  3 -   BIPY      72346    SUB      01/12/1996    0104244 UP  01-20-1996   GROUP 1
  4 -
  5 -
  6 -
  7 -
  8 -
  9 -
 10 -
 11 -
 12 -
 13 -


  SELECTION NUMBER:  ❶
 NEXT FUNCTION: _____ (MENU,KEYS,END)
```

How to:

1. At **SELECTION NUMBER**, type the number that appears to the left of the batch-created form. (Batch-created forms have a status of NEW.) Press enter to bring up the form.

Display Fields:

- **Form** — Indicates the type of form.

- **Document Number** — The document number of the form.

- **Action** — Indicates the current status of the form. BIPY forms for previous pay periods will have an action of PRO (processed). The batch-created form will have an action of NEW. This means it is ready to use for the next pay period.

- **Date Entered** — Reflects the date the form was added.

- **Description** — Displays the Budget Number (Budget Used for Approval), Pay Period End Date, and the Description (if a description was entered on the original BIPY form).
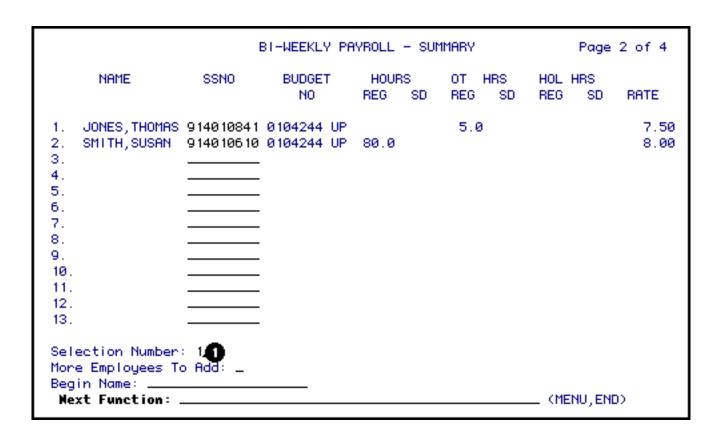
Changing the Summary of Totals Screen

At **FORM ACTION,** type **CHG**.

The following fields will be filled in, but can be changed, if necessary: *Budget To Be Used For Approval, Pay Period End Date*, and (if used on original form) *Description* and *Shift Code*. **Press PF8 to go to the Summary of Details screen.**

> **> Note:**

- The Pay Period End Date will reflect the current pay period.

```
                    BI-WEEKLY PAYROLL - SUMMARY              Page 2 of 4

      NAME          SSNO        BUDGET      HOURS      OT  HRS    HOL HRS
                                  NO      REG   SD    REG    SD   REG   SD    RATE

  1.  JONES,THOMAS 914010841 0104244 UP              5.0                      7.50
  2.  SMITH,SUSAN  914010610 0104244 UP   80.0                               8.00
  3.                         _____
  4.                         _____
  5.                         _____
  6.                         _____
  7.                         _____
  8.                         _____
  9.                         _____
 10.                         _____
 11.                         _____
 12.                         _____
 13.                         _____

 Selection Number:  1①
 More Employees To Add: _
 Begin Name: _____
  Next Function: _____ (MENU,END)
```

1. At **SELECTION NUMBER**, type the number that appears to the left of the employee's name whose Detail Card you want to complete.

   Press PF8 to go to the employee's Detail Card.

Changing the Detail Cards

```
                          BI-WEEKLY PAYROLL - DETAIL                    Page 3 of 4
 Form Action: CHG❶      Document #: 72346        Unit: MS        Confidential: Y

 Ssno: 914 - 01 - 0841      Name: JONES,THOMAS

 Pay Period End Date: 01 /  20 /  1996      Prepaid (Y/N): N
 Type Card: R
 Budget: 01 - 042 - 44_ UP  Fund: 10010_  Project: _____ Pay Class: 6

 Rate: 7.50___     Total Regular Hours:          Regular Overtime Hours: 5.0❷
 On Call Time: _____          Meals: __           Gross Pay:    56.25
 Meal Hours (invalid as of 11/27/93 pay period): ____
                 Hours Paid - Regular Time (including Regular Overtime)
            Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Total
 WEEK1      __❸    ___     ___      ___        ___       ___      2.0_      2.0
 WEEK2      __     ___     ___      ___        ___       ___      3.0_      3.0

   Regular Holiday Pay: _❹_    Overtime Holiday Pay: _❺_

           Hours Worked - Shift Differential (SD)    Shift Code: _❻

     Total SD Regular Time: _❼_      Total SD Regular Holiday: _❽_
   Total SD Holiday Overtime: ❾_     Total SD Regular Overtime: ❿_
```

1. At **FORM ACTION,** type **CHG**. (If CHG already appears in Form Action, proceed to step 2)

2. Enter the employee's **REGULAR OVERTIME HOURS** worked for this pay period, if applicable.

3. Enter the **HOURS PAID — REGULAR TIME** for week 1 and week 2 in their respective days. Include overtime hours, but do not include on call time under hours worked.

    > Note:

    - The other information on the Detail Card has been pulled from the previous BIPY form, but can be changed, if necessary.

4. At **REGULAR HOLIDAY PAY**, enter the number of regular worked on a scheduled holiday.

5. At **OVERTIME HOLIDAY PAY**, enter the number of overtime hours worked on a scheduled holiday.

6.

At **SHIFT CODE**, enter according to the time the employee began work each day during the pay period, as defined in detail below:

- ❍ Leave the block blank if the employee began work between the hours of 5:00 a.m. and 12:59 p.m.

- ❍ Enter the number "2" in the block if the employee began work between the hours of 1:00 p.m. and 9:59 p.m.

- ❍ Enter the number "3" in the block if the employee began work between the hours of 10:00 p.m. and 4:59 a.m.

7. At **TOTAL SD REGULAR TIME**, enter the number of regular hours of shift differential (all Technical Service employees).

8. At **TOTAL SD REGULAR HOLIDAY**, enter the number of shift differential regular hours worked on a scheduled holiday.

9. At **TOTAL SD HOLIDAY OVERTIME**, enter the number of shift differential overtime hours worked on a scheduled holiday.

10. At **TOTAL SD REGULAR OVERTIME**, enter the number of shift differential non-holiday overtime hours worked.

After the Detail Card has been completed, press PF12 to process the information.

The form will then return to the Summary of Details screen, ready for you to enter the selection number of the next employee's Detail Card you want to complete.

> **> Notes:**

- The **Total Regular Hours** will be automatically calculated based on the number of **Hours Worked**.

- Each Detail Card has its own Notepad. To access the notepad for a Detail Card, press PF8 while in a Detail Card.

Adding Social Security Numbers

At FORM ACTION, type CHG and press PF8 to go to the Summary of Details screen.

At **MORE EMPLOYEES TO ADD,** enter a "**Y**" and press **Enter**.

Under **Ssno**, enter as many additional Social Security Numbers as needed.

Press PF12 to add the new numbers to the form.

> **> Note:**

- If the Social Security numbers are added after the form is submitted, the form will resubmit.

Deleting Social Security Numbers

Social Security Numbers can be kept on the BIPY form even if they are not being paid for every pay period. If you want to keep a Social Security Number on the form, but not pay the employee, do not fill out the detail card for that employee.

You may also choose to delete a Social Security Number from the BIPY form:

At FORM ACTION on the first page of the form (Summary of Totals screen) type CHG and press PF8.

On the **Summary of Details** screen, press the **Tab** key until the cursor is located on the first digit of the Social Security to be deleted. Type the letter "**D**" over the first digit and press **PF12**. The Social Security Number will disappear.

> **> Note:**

- More than one Social Security Number can be deleted at one time.

Submitting the Batch-Created Form

After all of the employee's Detail Cards have been completed, press PF5 to go the first page (Summary of Totals) of the form.

Enter SUB at FORM ACTION.

Press PF12 to submit the form onto the approval path.

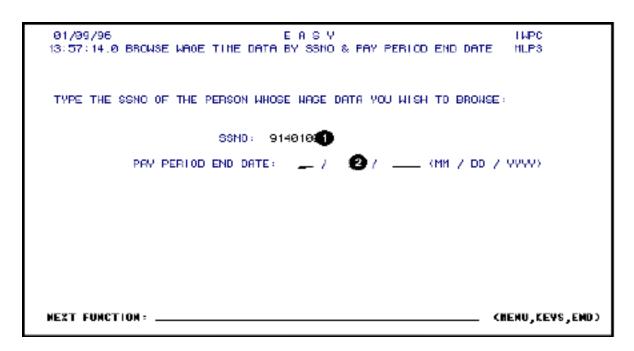# Section 5 — Viewing an Employee's BIPY Forms

Using the IWPC Function

Anyone with Human Resource Representative or Financial Officer security access will automatically receive authorization to use the IWPC (Inquiry Wage Payroll Cards) function. Anyone else desiring access to this function, should contact their Access and Security Representative.

Within CCOM:

- At **NEXT FUNCTION**, type **IWPC** and press **Enter**.

Within the IWPC Query screen

1.
    At **SSNO**, enter the Social Security Number of the employee whose Wage Timecard

information you want to view. Press **Enter**.

2. At **PAY PERIOD END DATE**, enter the end date you want to view and press **Enter**. The date must be entered in the format: mm/dd/yyyy. For example, October 8, 1991 would be 10/08/1991.

> **Note:**

   - If this field is left blank, all the **WAGC** forms processed for this employee will be displayed.

Within the IWPC return menu

```
01/12/96                        E A S Y                           IWPC
14:07:15.5          WAGE PAYROLL  -  PROCESSED FORMS               MLP3

                        NAME: ROGER RABBIT
 PAY PER.                    PAY              APPROVAL   DOCUMENT  TOTAL REG TOTAL
 END DATE          BUDGET         FUND        BUDGET     NUMBER     HOURS   OUT
   1 -  19/91/0001  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   2 -  10/91/0801  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   3 -  19/91/0001  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   4 -  19/91/0801  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   5 -  10/01/0901  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   6 -  19/91/0001  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   7 -  19/91/0801  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   8 -  19/91/0001  0104244 UP   10010    0104244 UP    24000     40.0     1.0
   9 -
  10 -
  11 -
  12 -
  13 -

    Select Number To View Detail: ❶
  NEXT FUNCTION: _____ (MENU,KEYS,END)
```

1.
   At **SELECT NUMBER TO VIEW DETAIL**, enter the number that appears to the left of the pay period end date you want to view. Press **Enter**. A condensed version of the **WAGC Detail Card** will appear.

```
                    SALARY PAYROLL - DETAIL


Ssno: 914 - 01 - 0033      Name: L0161LASTNAME,F0161FIRSTN

Pay Period End Date: 09 / 30 /  1994     Type Card: S  Employee Paid(Y/N): Y

Budget: 01 - 089 - 05  DE  Fund: 10010   Project: AGAIN Pay Class: 6

Rate: 5.00     Hours Worked-Shift Differential (SD)   Shift Code:  2


Shift Diff         Hours         Amount
           Reg     11.1           3.33
            OT     11.2           5.04
       Hol/OT      11.3           6.78
Reg Hours
 (Hol Only) Reg   111.4         557.00
 (Non-Hol )  OT    11.5          86.25
        Hol/OT     11.6         116.00
GROSS PAY:                      774.40

 Next Function: _____ (MENU,END)
```

Last Revised: 07/22/2003