

# Texas A&M Texarkana Budget Contact Training



# What is a Budget Contact?

- It is a Workday role
- One that assigns costing allocations during business process for promotions, new hires, reclassifications etc.
- One who coordinates with managers to keep department personnel on budget



# Where do I get my information?



Your manager or personnel budget



A search authorization form



Paperwork coordinating with a promotion, job change, allowance or other various business processes



Previous employee costing allocation/the position costing allocation

# When will I need this information?

- When prompted by the business process in Workday for the following:
  - New hires
  - Reclassifications
  - Allowance additions or changes
- When completing HR forms
- When funding changes for an employee (will be a manual process outside a business process)

# Terms to Know

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**FAMIS Web/Canopy** – They are the same system just with a different look and should have same information

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**PCT** – Payroll Cost Transfer- Allows you to move payroll expenses after processed between accounts to correct errors or change funding sources.

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**DBR** – Department Budget Request-Allows you to move available funds from account to account or between pools within the same account

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**CA** – Costing allocation-tells Workday which account the payroll expense should be coded to which should align with the personnel budget for 9/1

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**SENC** – Salary Encumbrance- A transaction batch type in canopy identifying that line as a salary encumbrance transaction

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**SSV** – Salary Savings; transaction batch type in Canopy identifying that line as a salary savings transaction

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**Work-tag** – What Workday calls an expense account

# Position Identification Number (PIN)

- Starts with P or N followed by a series of numbers
- Used to attach budget information to an employee or vacant position
- PINs starting with 1+ are P, 0 or 8 are N
- To find the PIN associated with an employee, go their profile, look on the summary page on the right-hand side. A screenshot example provided on next slide.
- If you already know a PIN and want to know who is attached to it, use the Workday search bar and type position: P-116218 or position: N00718



[E]

## Tricia Briggs

Assistant Director, Budgets

Actions



Email



Team

### Summary

Overview

Absence

Benefits

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Pay



#### Supervisory Organization

22160044 Office of VP for Finance And Administration (Budgets) (Ramona Knighton)



#### Position Title

P-149611 Assistant Director, Budgets



#### Location

Texarkana TAMUT



#### Manager

Ramona Knighton

### Job History

#### Finance Director

Texarkana Water Utilities | February 2021 - Present | 5 years 4 months | Texarkana TX

Edit

Duties include management of all financial operations including HR, customer service and field services personnel, preparation of the annual budget for approximately 40 million in expenditures with input from the Executive Director and all department heads, directs and oversees the annual audit, develop and maintain internal controls for all finance functions, develop and maintain financial policies and procedures, monitors revenues and expenses and makes recommendations as needed to maintain the financial health of the utility, ensures compliance with rules and regulations such as GAAP as well as the investment policy, prepares financial statements, works with financial advisors, bond attorneys and underwriters on bond issues, attends board and council meetings for presentation of financial data, serves as technical and professional finance advisor providing support to the Executive Director of the utility, provides HR support to departments for disciplinary issues, grievances, review of interview questions or personnel policy questions, annual reconciliation of fuel and parts inventory. Reviews personnel policy handbook as a committee member, gives feedback on required changes, makes clarification and/or wording suggestions, and reviews new policies as proposed.

#### Accounting/HR Manager

Texarkana Water Utilities | January 2018 - February 2021 | 3 years 1 month | Texarkana TX

Edit

Duties included oversight for all accounting functions, customer service and field services, reviewed and created operating procedures, handed all banking transactions, responded to employee complaints such as grievances, provided HR support to department for questions or employee issues, helped draft disciplinary actions including termination letters, assisted in interpreting personnel policies, assisted with extraordinary customer issues by phone and in person, reviewed various payroll functions for legal compliance, reviewed and approved all weekly expenditures, tracked and purchased investments, worked closely with Finance Director to monitor budgeted expenditures and cash flows, authorized all journal entries for month end closeout as well as year-end closeout.

More (4)

### Job Details

Employee ID	737008806
Supervisory Organization	Board of Regents (Robert Albritton [C]) >> 22160044 Office of VP for Finance And Administration (Budgets) (Ramona Knighton)
Position	P-149611 Assistant Director, Budgets
Business Title	Assistant Director, Budgets
Job Profile	Assistant Director, Budgets
Job Family	TAMUS > Business / Finance
Employee Type	Staff
Management Level	Director (5)
Time Type	Full time
FTE	100.00%
Location	Texarkana TAMUT
Annual Work Period	12 Month (September 1 - August 31)
Work Period Percent of Year	100%
Blended FTE	100.00%
Disbursement Plan Period	12 Month (September 1 - August 31)
Apply Percent of Year During Payroll Processing	Yes
Hire Date	10/20/2025
Original Hire Date	10/20/2025

### Contact Information - Public

# Costing Allocations

- Tells FAMIS what account an employee's payroll expense is coded to
- Can be attached to a PIN or an employee
- Aligns with budget created at beginning of FY by Department heads and the Budget Team
- To find an employee's CA go to their profile, click on the pay section in the blue menu on the left, and then click costing allocations at the top.
- To find the CA for a vacant position, search the PIN, click on the search result then click costing allocation.
- The next two slides are screenshots to show how to find the costing allocation for a filled position and a vacant position.



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**Tricia Briggs**

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**Pay**

Results Pay Group Input Payslips **Costing Allocations** Withholding Orders Arrears Tax Elections Tax Treaties Tax Documents

> Default Organizational Assignments

Current and Future Costing Allocations 4 items



Start Date	End Date	Costing Allocation Level	Position Restrictions	Position	Costing Company	Costing (As of Start Date)	Distribution Percent
10/20/2025		Worker Position		P-149611 Assistant Director, Budgets - Tricia Briggs	Texas A&M University - Texarkana	TAMUS Cost Center: 22-150765-00000 (30000) Bet-Finance Support	40.00%
					Texas A&M University - Texarkana	TAMUS Cost Center: 22-163010-00000 (31000) (3100) Budget Office	60.00%
09/01/2025		Position Restrictions	P-149611 Assistant Director, Budgets - Tricia Briggs		Texas A&M University - Texarkana	TAMUS Cost Center: 22-150765-00000 (30000) Bet-Finance Support	40.00%
					Texas A&M University - Texarkana	TAMUS Cost Center: 22-163010-00000 (31000) (3100) Budget Office	60.00%

[View All Costing Allocations](#)

Step One: Search employee name in search bar at the top, and click on name

Step Two: Click pay

Step Three: Click costing allocations

P-144762 Graduate Assistant (Unfilled) 

Position Overview

Requisitions

Incumbent

Position Overview

Hiring Restrictions

Qualifications

Default Compensation

Pre-Hires

Incumbent History

Business Process History

Costing Allocations

1 item

Allocation Detail				
Costing Start Date	Costing End Date	Costing Allocation Level	Costing Company	Costing Worktag
08/23/2021		Position Restrictions	Texas A&M University - Texarkana	TAMUS Cost Center: 22-203645-00000 (20000) Usf Provost's Office

Step One: Search the PIN in the search bar at the top on the home screen and click on the position results

Step Two: From this screen, click costing allocations on the far right

# Costing Allocation Tips to Remember

- The account you are entering must be prefixed with 22 then the account number  
Example: 22-360408 (22 is our campus code-often abbreviated as CC)
- End dates are only entered if you are going to change the funding source on a specific date from one account to another.
- Otherwise, do NOT put an end date.
  - When doing a new account, the end date of old and begin date for new must always be back-to-back.

# When prompted during the business process, what do I do?


- For hires, you will ALWAYS enter a costing allocation.
- For reclassifications:
  - Increase in pay MAY have a change
  - Switching of PINs WILL require one
  - No increase in pay and same PIN, submit to-do and make no changes

# Canopy

- **Main Menu-Payroll-Payroll Inquiry**– allows you to search by UIN, account or PIN

**Main Menu** ▸ **Payroll** ▸ **Payroll Inquiry** ▸ Payroll by UIN

Payroll by Account | Payroll by UIN | Payroll Encumbrance | Payroll Enc Trans

UIN/Name:   Search      Month: All ▾       Cycle  
 Pay Period

Show Inactive




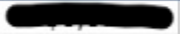


Payroll by UIN will show how payroll is allocated. This should align with Workday.

Briggs, Tricia D	1	M	05/31/2026	<a href="#">150765-00000</a>	N	1510	40.00%
Briggs, Tricia D	2	M	05/31/2026	<a href="#">163010-00000</a>	N	1510	60.00%

# Canopy

- **Main Menu-Payroll-Payroll Inquiry-Payroll Encumbrance**

You can use the payroll encumbrance tab to search by PIN this will show how much is left to be paid in salaries based on the month you select. This will reduce each month and zero at the end of the year. The payroll enc trans tab will show you where the full annual salary is encumbered and how it reduces with each payroll. It is a little more detail than this tab shows.

Payroll by Account	Payroll by UIN	Payroll Encumbrance	Payroll Enc Trans			
Account Number:	<input type="text"/>	 	Include ALL Support Accounts: <input checked="" type="checkbox"/> Enc Type: ALL <input type="text"/>			
Pin:	<input type="text" value="n188586"/>		Thru Month: Jun <input type="text"/> Include Completed: <input checked="" type="checkbox"/>			
<input type="button" value="Submit"/>						
<b>PAYROLL ENCUMBRANCE (TOTAL ITEMS: 2)</b>						
Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage
22	<a href="#">150765-00000</a>	N	N188586	Vacant	B	
22	<a href="#">163010-00000</a>	N	N188586	Vacant	B	
				Grand Total		

# Canopy

- **Main Menu-Payroll-Payroll Inquiry-Payroll by Account**

You can also search payroll by account. This is probably the most commonly used method. When you click the payroll by account tab it will take you to a different screen. This will show you payroll detail for all employees within the account. You can see the name, pay period to and from dates, the pay date, costing allocation and wage amounts.

Payroll by Account
Payroll by UIN
Payroll Encumbrance
Payroll Enc Trans

Account Number:

Pin:

Include ALL Support Accounts:  Enc Type:

Thru Month:  Include Completed:

**PAYROLL ENCUMBRANCE (TOTAL ITEMS: 2)**

Campus	Account	SRS	Pin	Name	Bud/Wage	Salary/Wage
22	<a href="#">150765-00000</a>	N	N188586	Vacant	B	[REDACTED]
22	<a href="#">163010-00000</a>	N	N188586	Vacant	B	[REDACTED]
				Grand Total		[REDACTED]

Account: **163010 Budget Office** Dept: **31000 Office Of Fiscal Affairs** Freeze: No SRS: No  
 Responsible Person: **Knighton, Ramona G** Sub-Dept: **3100 Budgets Office** Delete: No

Account Number:

Include ALL Support Accounts:

Cycle Month:  Thru:

**PAYROLL BY ACCOUNT (TOTAL ITEMS: 3)**

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
[REDACTED]	2	M	05/31/2026	<a href="#">163010-00000</a>	<a href="#">1510</a>	70.00%	0026050	0.00	[REDACTED]	\$0.00	CO	05/01/2026	05/31/2026
[REDACTED]	2	M	05/31/2026	<a href="#">163010-00000</a>	<a href="#">1510</a>	60.00%	0026050	0.00	[REDACTED]	\$0.00	CO	05/01/2026	05/31/2026
[REDACTED]	2	M	05/31/2026	<a href="#">163010-00000</a>	<a href="#">1510</a>	60.00%	0026050	0.00	[REDACTED]	\$0.00	CO	05/01/2026	05/31/2026

# Resources for Training

Traintraq in your SSO Menu

Use the search function on Office of IT web page on the tamus.edu website

<https://it.tamus.edu/famis/docs/reference/manuals/>

TAMU-T Budget Office Webpage

[www.tamut.edu/administration/budget](http://www.tamut.edu/administration/budget)

# Contacts

- **Budget Office** – [budget@tamut.edu](mailto:budget@tamut.edu)
- **Human Resources** – [HR@tamut.edu](mailto:HR@tamut.edu)



Questions?

