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Labor Distribution Configuration Workshop

2018 Release Department

Agenda

1. Objectives of Workshop
2. Labor Distribution Process Overview
3. Initial Configuration
4. Ongoing Configuration
5. Determining the source of ChartField Values for Distribution of Cost
6. Additional Working Sessions
7. Questions and Answers

Objectives of Workshop

- FI$Cal Team: Provide information to departments about Labor Distribution (LD) configuration and the Response Template for BUSN817b/BUSN817c.

- FI$Cal Departments: Understand FI$Cal Labor Distribution configuration and how to complete the Response Template.

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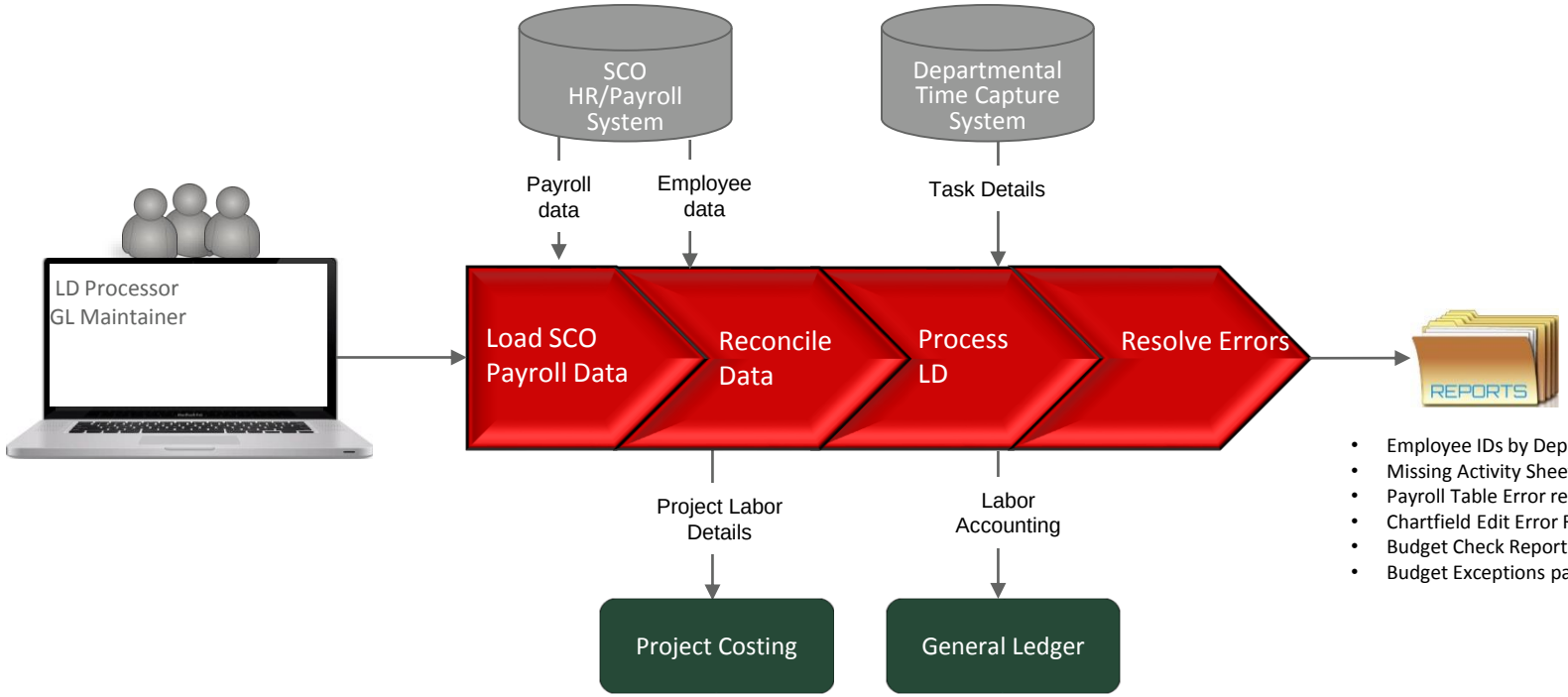
Labor Distribution Process Overview



- Employee IDs by Department Report
- Missing Activity Sheet report
- Payroll Table Error report
- Chartfield Edit Error Report
- Budget Check Report
- Budget Exceptions page

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Labor Distribution Process Overview

Central LD Processor/ GL Maintainer	Central LD Processor	Dept. LD Processor	Dept. LD Processor	Dept. LD Processor
Load Data/Maintain configuration	Reconcile with SCO	Process Labor Distribution	Resolve Errors	Create Reports
▪ SCO provides Legacy Payroll File ▪ FI$Cal Service Center (FSC) loads file ▪ Departments load Activity Sheets	▪ Produce the SCO Master Payroll Reconciliation Report from FI$Cal and reconcile with SCO-provided report (CLR3012)	▪ Labor Distribution (LD) creates accounting entries for employee payroll costs based on configured rules or Activity Sheets ▪ FI$Cal validates accounting entries	▪ Run Missing Activity Sheet Report and follow-up ▪ Run various error reports and resolve errors	▪ Run departmental reports as needed

Key Impacts

- There are different methods for loading Activity Sheets: Interface from existing time capture system, and manual entry.
- Payroll is reconciled centrally against SCO disbursements

Perform Labor Distribution Department Roles

FI$Cal End-User Role	Description
LD Processor	The department end user who loads and updates Activity Sheets using the online Activity Sheet page or the Excel Activity Sheet upload process and runs the monthly Inbound Activity Sheet Interface (if applicable), runs the Labor Distribution Process and orders Labor Distribution reports
GL Maintainer	The department end user who maintains all department-level configuration for Labor Distribution

Initial Configuration

Initial Configuration is prepared before go-live. Some may be updated annually. This includes:

- Reporting Unit Translation Table
- Business Unit Options
- Payment Type Options and Mapping
- Serial Numbers
- Class Types

Reporting Unit Translation

Reporting Unit Translation:

1. Crosswalks SCO Agency Code and Reporting Unit on the payroll payment file to Business Unit.
2. Identifies the Payroll Clearing Account for each Reporting Unit, similar to SCO's existing Payroll Header.

Reporting Unit Translation

Reporting Unit Translation

Payroll Agency Code: 300 **Reporting Unit:** 110

Options | Find | View All First 1 of 1 Last

*Effective Date: 07/01/2014 *Status: Active

*Business Unit: 8860

Description: CAPITOL OFFICE

Payroll Clearing Gross Pay Account

*Account: 5100000

*Alternate Account: 5100000000

Payroll Clearing ChartFields

Approp Ref: 001

Fund: 0001

ENY: 2014

Program: 9999

PC Bus Unit:

Project:

Activity:

Business Unit Options

Business Unit Options:

1. Identifies whether or not the department is using Labor Distribution.
2. Identifies whether the department wants retroactive benefits distributed by employee (i.e., based on Activity Sheet for the pay period or employee or group defaults for the pay period).
3. Identifies whether Labor Distribution records payroll or Activity Sheet hours in the General Ledger.
4. Identifies the default Gross Pay Account and Alternate Account for the department.
5. Identifies the default ChartField combination for the department (similar to CALSTARS Supplemental Index/PCA).

Business Unit Options

Business Unit Options

Business Unit: 8260

Options — Find | View All — First 1 of 1 Last

***Effective Date:** 07/01/2014 ***Status:** Active

***Using Labor Distribution?** Yes

Distribute Retro Benefits by Employee? Yes

Currency Code: USD

***Statistics Option:** None **Statistics Code:**

Gross Pay Default Account

***Account:** 5100000

***Alternate Account:** 0000000000

Default Chartfields

Approp Ref: 001

Fund: 0001

ENY: 2014

Program: 9999

Payment Type Options

Payment Type Options:

1. Configured by either Payment Type or Payment Type and Suffix.
2. Configuration by Payment Type and Suffix supersedes configuration by Payment Type.
3. Identifies whether or not related payments are distributed by employee (i.e., based on Activity Sheet or employee or group defaults for the pay period).
4. May optionally assign a specific Account and Alternate Account (e.g., overtime, industrial disability leave, non-industrial disability leave).
5. If related payments are not distributed by employee, may optionally assign the ChartField combination for distribution.

Payment Type Options

Options | Mapping

Payment Type Options

SetID: 8260 Payment Type Code: 0 Payment Type Suffix:

Options Find First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description REGULAR PAY

*Distribute by Employee Yes

Gross Pay Distribution Account

Account:

Alternate Account:

Standard Distribution Chartfields

Approp Ref:

Fund:

ENY:

Program:

PC Bus Unit:

Payment Type Mapping

Payment Type Mapping:

1. Links Payment Type and Suffix on the payroll payment file to Activity Sheet Earnings Types.
2. Not required unless department is using Activity Sheets.

Payment Type Mapping

Options | Mapping

Payment Type Options

SetID: 8260 **Payment Type Code:** 0 **Payment Type Suffix:**

Effective Date: 01/01/1901 **Status:** Active

Personalize | Find | View All | First 1-4 of 4 Last

	*Earnings Type	Account	Alternate Account
1	REG		
2	VAC		
3	SICK		
4	HOL		

Earnings Types (Centrally Maintained)

- Current Earnings Type values are:
  - REG (Regular)
  - VAC (Vacation)
  - HOL (Holiday)
  - SICK (Sick Leave)
  - CTO (Comp Time Off/Taken)
  - OT (Overtime)
  - SD (Shift Differential)
  - SDOT (Shift Differential Overtime)
  - JURY (Jury Duty)
  - CALL (On Call/Standby)
  - SUPP (Supplemental)

Serial Numbers

Serial Numbers:

1. Allow the Serial Numbers in blanket Position Numbers to look up a specific Account and Alternate for recording the gross amount if appropriate.
2. Must be > 899.
3. Are useful for assigning the correct Account and Alternate for Temporary Civil Service employees without having to configure them for each employee.

Serial Numbers

Serial Number Options

SetID: 0977 **Serial Number:** 900

Options Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1901 ***Status:** Active

***Description:** TEMPORARY HELP

Gross Pay Account

***Account:** 5100150

***Alternate Account:** 0000000000

Class Types

Class Types:

1. Allow payroll Class Type to look up a specific Account and Alternate for recording the gross amount if appropriate.
2. Are useful for assigning the correct Account and Alternate for all Exempt/Statutory employees without having to configure them for each employee.

Class Types

Class Type Options

SetID: 8860 **Class Type:** S

Options Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1901 ***Status:** Active

***Description:** Earnings-Exempt/Statutory

Distribution Account

***Account:** 5105000

***Alternate Account:** 0000000000

Ongoing Configuration

- Task IDs
- PC/GL Defaults
- Employees - Statewide; Centrally Maintained
- Employee Options and Defaults - Business Unit-specific; will be included in a later departmental Task
- Employee Group Options and Defaults – Business Unit-specific; included in this task

Task IDs

Task IDs:

1. Allow costs related to a work activity that is performed by one or more employees to be distributed (i.e., split) based on their funding sources by referencing a unique identifier.
2. Simplify maintenance of funding sources for tasks by providing a single place where they are defined and maintained.
3. Can be used in employee and group defaults and on Activity Sheets.
4. Eliminate the need for employees using Activity Sheets to be aware of funding sources.
5. If funding sources and/or percentages for a Task ID are changed by adding a new effective dated-row, the distribution of payroll costs for pay periods using that effective-dated row is automatically changed.

Task IDs

Task ID

SetID 8860 **Task ID** 141770

Task ID Lines

Find | View All First 1 of 3 Last

*Effective Date 07/01/2014 *Status Active

*Description State Budget - Finance/FI$Cal Total Percent 100.00

Lines

Personalize | Find | View 2 | First 1-8 of 8 Last

	*Percent	Reference	*Fund	YOE	Program
1	42.00	001	0001	2014	6770010
2	11.20	001	0001	2014	6770019
3	2.24	001	0001	2014	6770028
4	0.56	001	0001	2014	6770037
5	33.00	001	9740	2014	6770010
6	8.80	001	9740	2014	6770019
7	1.76	001	9740	2014	6770028
8	0.44	001	9740	2014	6770037

PC/GL Defaults

PC/GL Defaults:

1. Identify the funding sources for a Work Breakdown Structure (WBS) element in the GL Chart of Accounts.
2. Interface to PAL to identify valid WBS elements.
3. Eliminate the need for PAL to be aware of GL funding sources.
4. Allow a WBS element to use either a Task ID or an employee's defaults (individual or group) to determine the GL funding sources.
5. Allow the GL funding sources to change over time through effective dating.

PC/GL Defaults

Employees (Centrally Maintained)

Employee Table:

- Translates SSN to Employee ID.
- Provides a permanent Employee ID for each SSN, so employees who leave State service and then return have the same Employee ID.
- Has restricted access due to confidential data.
- Updated automatically by Employee Data Interface and Payroll Interface from SCO.
- Updated manually if needed by authorized FI$Cal Service Center personnel.

Employees (Centrally Maintained)

Employee Data | Employee Position

Employees

(This is provided for informational purposes only)

SSN: 987-65-4321

Employee Data

Employee ID: 1301425

***Last Name:** Employee

***First Name:** Test

Middle Initial:

Last Update

Personalize | Find | First 1 of 1 Last

	SetID	User Name	Updated Date/Time	Effective Date
1	0977	10000071	10/22/14 8:45:15AM	10/22/2014

Employees (Centrally Maintained)

Employee Data | Employee Position

Employee ID: 1301425 **(This is provided for informational purposes only)**

Position — Personalize | Find | View All | First 1 of 1 Last

	Payroll Agency Code	Reporting Unit	Class Code	Serial Number	Effective Date	Status	Business Unit
1							

Current Position Number(s) are identified for each employee. This information is populated by the Employee Data Interface from SCO. No historical information is tracked. This table is used to produce the Employee Listing by department.

Employee Options

Employee Options:

- Required for every employee in the department.
- Identify whether the employee must be included in a group Activity Sheet or may submit an individual Activity Sheet.
- Identify whether or not the employee shares the group's defaults (employee is **required** to share group defaults if included in the group's Activity Sheet).
- Identify the Reporting Unit of the employee's group if applicable
- Optionally identify the employee's default Account and Alternate Account for Gross Pay.
- For employees who may submit an individual Activity Sheet, identifies whether or not an Activity Sheet is required.

Options | Defaults

Employee Options

SetID: 8860
Employee Id: 1000342
Last Name: CUMMINS
Middle Initial: M
First Name: DIANE

Options — Find — First 1 of 1 Last

*Effective Date: 07/01/2014
*Status: Active
*Group Time Reporting?: No
*Group Default?: Yes
Reporting Structure:

Default Gross Pay Account

Account:
Alt Account:

Employee Group ID

Payroll Agency Code: 300
Reporting Unit: 110

Individual Employee

Activity Sheet Required: No

Options | Defaults

Employee Options

SetID: 0977 Employee Id: 1000224

Last Name: ELLIS

First Name: STEPHEN Middle Initial: H

Effective Date: 07/01/2014 Status: Active Percentage 100.00

Personalize | Find | First 1-2 of 2 Last

	Percent	Task ID	Approp Ref	*Fund	ENY	Program
1	40.00		001	3085	2014	0880
2	60.00		005	604600001	2014	0890

Employee Group Options

Employee Group Options:

- Must be configured for each Employee Group before employees can be assigned to the group.
- Identify whether or not a group Activity Sheet is required.
- Optionally identify a Reporting Structure for the group. This is used only in reporting (e.g., Missing Activity Sheet Report can be requested by Reporting Structure). This is **not** used in recording any payroll costs.

Employee Group Options

Options | Defaults

Employee Group

SetID: 0977 **Payroll Agency Code:** 324 **Reporting Unit:** 001

Options Find First 1 of 1 Last

*Effective Date: 01/01/1901 Status: Active

*Description: CHFFA

*Group Activity Sheet Required? Yes

Reporting Structure:

Employee Group Defaults

Employee Group Defaults:

1. Identify the default ChartField combinations (i.e., funding sources) and percentages for employees that share the group's defaults.
2. Can be shared by both employees who submit individual Activity Sheets as well as those included in group Activity Sheets. This is controlled on the Employee Options page.
3. Can include a Task ID or ChartField combination on each line.

Employee Group Defaults

Options | Defaults

Employee Group

SetID: 0977 **Payroll Agency Code:** 324 **Reporting Unit:** 001

Effective Date: 01/01/1901 **Status:** Active **Percentage** 100.00

Personalize | Find | First Last

	*Percent	Task ID	Approp Ref	*Fund	ENY	Program
1	10.00		501	090400001	1979	0880
2	20.00		501	090400002	1979	0880
3	30.00		501	090400003	1979	0880
4	40.00		501	090400004	1979	0880

Determining the Source of ChartField Values for Distribution of Costs

- Payroll costs are either distributed by employee or not.
- This is controlled through configuration:
  - The Payment Type Options page identifies whether or not each Payment Type (or Payment Type and Suffix) is distributed by employee.
  - The Business Unit Options page identifies whether or not retroactive benefits are distributed by employee.
- There are different hierarchies for determining the source of ChartField values for distributing payroll costs depending upon whether or not they are distributed by employee.
- Account and Alternate Account are determined using a separate hierarchy.

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Hierarchy for Determining Source of ChartField Values when Distributing Costs by Employee

Activity Sheet Found?	Yes. Distribute using Activity Sheet	No. Next Step
Activity Sheet Required?	No. Distribute using Employee or Group Defaults.	Yes. Next Step
Activity Sheet Requirement Overridden on Run Control?	Yes. Distribute using Employee or Group Defaults.	No. Do not Distribute

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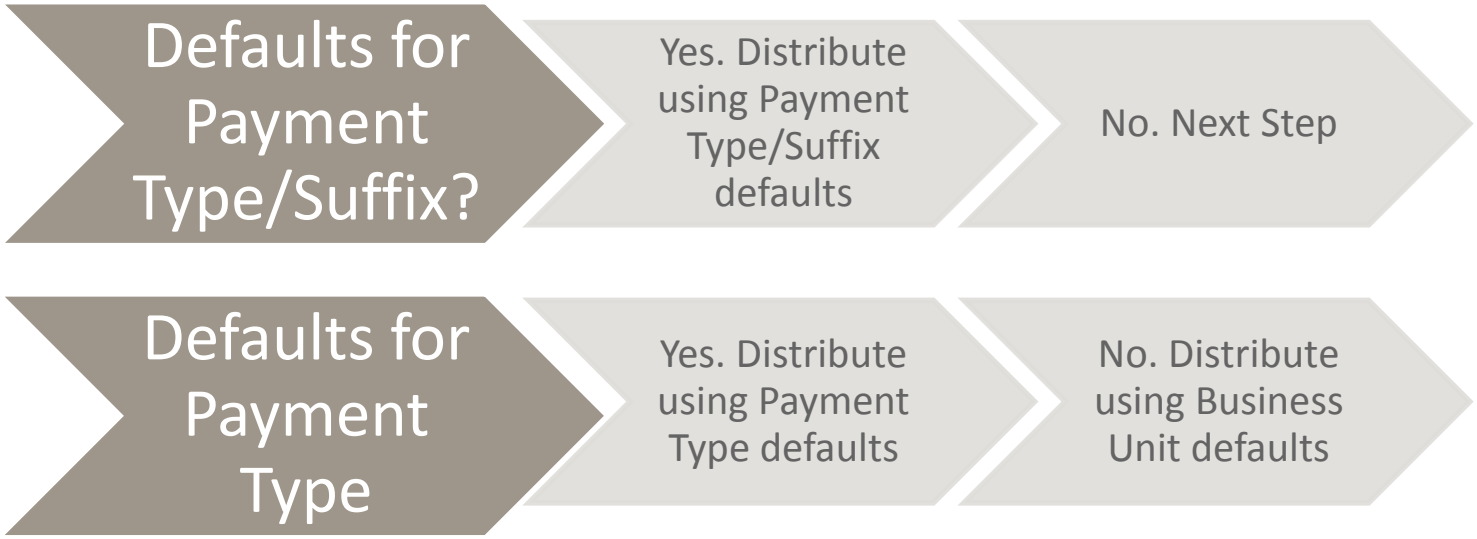
Hierarchy for Determining Source of ChartField Values when Not Distributing Costs by Employee



Hierarchy for Determining Account and Alternate Account for Gross Pay Amount

Serial Number Found?	Yes. Use Gross Pay Acct/Alt Acct from Serial Number Record	No. Next Step
Earnings Type has Acct/Alt Acct?	Yes. Use Acct/Alt Acct for Earnings Type from Payment Type Mapping Record	No. Next Step
Payment Type and Suffix have Acct/Alt Acct?	Yes. Use Acct/Alt Acct from Payment Type Record	No. Next Step
Payment Type without Suffix has Acct/Alt Acct?	Yes. Use Acct/Alt Acct from Payment Type Record	No. Next Step
Class Type Record Found?	Yes. Use Acct/Alt Acct from Class Type Record	No. Next Step
Employee has Acct/Alt Acct?	Yes. Use Acct/Alt Acct from Employee Record	No. Use Acct/Alt Acct from Business Unit Options Records

(1) Serial Number

Serial Number Options

SetID: 0977 **Serial Number:** 900

Options Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1901 ***Status:** Active

***Description:** TEMPORARY HELP

Gross Pay Account

***Account:** 5100150

***Alternate Account:** 0000000000

(2) Earnings Type

Options | Mapping

Payment Type Options

SetID: 8260 **Payment Type Code:** 0 **Payment Type Suffix:**

Effective Date: 01/01/1901 **Status:** Active

Personalize | Find | View All | First 1-4 of 4 Last

	*Earnings Type	Account	Alternate Account
1	REG		
2	VAC		
3	SICK		
4	HOL		

(3) Payment Type and Suffix

Options | Mapping

Payment Type Options

SetID: 8860 Payment Type Code: 1 Payment Type Suffix: F

Options Find First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description FLSA SALARY RATE OVERTIME

*Distribute by Employee Yes

Gross Pay Distribution Account

Account: 5108000

Alternate Account: 5108000000

Standard Distribution Chartfields

Approp Ref:

Fund:

ENY:

Program:

(4) Payment Type with No Suffix

Payment Type Options

SetID: 8860 Payment Type Code: 1 Payment Type Suffix:

Options Find First 1 of 1 Last

*Effective Date: 01/01/1901 *Status: Active

*Description OVERTIME PAY

*Distribute by Employee Yes

Gross Pay Distribution Account

Account: 5108000

Alternate Account: 5108000000

Standard Distribution Chartfields

Approp Ref:

Fund:

ENY:

Program:

(5) Class Type

Class Type Options

SetID: 8860 **Class Type:** S

Options Find | View All First 1 of 1 Last

***Effective Date:** 01/01/1901 ***Status:** Active

***Description:** Earnings-Exempt/Statutory

Distribution Account

***Account:** 5105000

***Alternate Account:** 0000000000

(6) Employee Options

Options | Defaults

Employee Options

SetID: 0977
Employee Id: 1000224
Last Name: ELLIS
Middle Initial: H
First Name: STEPHEN

Options — Find — First 1 of 1 Last

*Effective Date: 07/01/2014
*Status: Active
*Group Time Reporting?: No
*Group Default?: No
Reporting Structure:

Default Gross Pay Account
Account:
Alt Account:

Employee Group ID
Payroll Agency Code:
Reporting Unit:

Individual Employee
Activity Sheet Required: No

(7) Business Unit Defaults

Business Unit Options

Business Unit: 8260

Options — Find | View All — First 1 of 1 Last

***Effective Date:** 07/01/2014 ***Status:** Active

***Using Labor Distribution?** Yes

Distribute Retro Benefits by Employee? Yes

Currency Code: USD

***Statistics Option:** None **Statistics Code:**

Gross Pay Default Account

***Account:** 5100000

***Alternate Account:** 0000000000

Default Chartfields

Approp Ref: 001

Fund: 0001

ENY: 2014

Program: 9999

Questions & Answers

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov