

VI-3 Employee Master - Actuals Costing

The Actuals Costing method of distributing labor charges allocates actual Personal Services costs to agency accounts through the following tables:

- Labor Distribution Control (LC) Table
- Employee Master (EM) Table
- Timesheet (TS) Table.

Each month the State Controller's Office (SCO) transmits the actual payroll costs to CALSTARS. The Labor Distribution system interfaces the SCO data with CALSTARS accounting classifications to distribute labor costs as specified in the labor tables.

This chapter introduces the Employee Master (EM) Table. The EM Table specifies how labor charges for groups of employees and individual employees are distributed. The table is accessed during the labor distribution process to determine the Home Base accounts to be charged.

STRUCTURE

The Employee Master Table is divided into two segments: the control key and informational elements. The Control Key includes the Organization Code, FFY, Position, and Employee Number fields. The Organization Code is determined by the Userid. The FFY identifies the fiscal year for the record.

The informational elements are displayed in Exhibit VI-3-1.

RELATIONSHIP TO OTHER TABLES

The Organization Control (OC) Table, Index Code (IC) Table, Program Cost Account (PA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate data elements during EM Table updates.

A Labor Distribution Control (LC) Table record must exist before EM Table records are entered for the corresponding funding fiscal year. An EM Table record must be established before a timesheet for the corresponding employee/group is entered.

GUIDELINES FOR ESTABLISHING EM RECORDS

This section provides basic guidelines for establishing EM records in the EM Table.

Group Records Versus Employee Records

The EM Table specifies the accounts and features used in the labor distribution process. The Position and Employee Number fields are used to establish EM Table records by 'Group' or by 'Employee' as described below:

Group – The term 'Group' refers to a set of employees with the same 3-digit SCO Payroll Agency code **and** 3-digit Payroll Reporting Unit (PRU). When their payroll costs are charged exactly the same, including the accounting classifications and the percentages of distribution, a Group EM Table record may be established. A Group EM Table record must be established before Group timesheets can be entered in the Timesheet Table. To establish a Group record, key the 6-digit SCO Payroll Agency/PRU in the Position field and the other required fields on the Entry screen.

If expenditures for an individual in the group should be charged differently than the group, a separate EM Table record by 'Employee' must be established.

Example:

The Air Quality Unit includes 10 employees. Nine of the 10 employees charge their labor costs to PCA 12345, and the other employee charges his labor costs to PCA 99999. A Group record can be established for the 9 employees using PCA 12345. An Employee record must be established for the employee who charges to PCA 99999.

Employee – The Employee record is identified by Employee Number (SSN) and is keyed in the Employee Number field on the Entry screen. An Employee record is established if one or more of the following conditions apply:

- 1) The accounting (coding) information or the percentage of distribution is different than the Group's record.
- 2) No Group record exists for the PRU.
- 3) An employee submits timesheets for entry into the Timesheet Table.LC Table Position Coding Indicator

Full Position coding can also be used in conjunction with Employee Number coding. To use this option, the Labor Distribution Control Table's Position Coding Indicator must be set to **Y**. Note that use of this option requires that all 'Employee' EM Table records include full Position coding. Refer to the options in the following chart.

LC Table Position Coding Indicator		EM Table Key				
		Position				Employee Number (SSN)
		SCO Payroll Agency	PRU	Employee Class	Employee Serial	XXX-XX-XXXX
Group	Y or N	nnn	nnn			
Employee	N					nnn-nn-nnnn
Employee	Y	nnn	nnn	nnnn	nnn	nnn-nn-nnnn

METHODS AND SEQUENCE OF DISTRIBUTING PAYROLL CHARGES

The labor distribution process provides several methods for distributing payroll charges. More than one method can be used by an agency, but only one method is applied to a specific payroll charge.

Charges for regular, shift differential, overtime, and shift differential overtime payroll are matched in the sequence listed below:

1. Individual's Timesheet Table record – matched by Pay Period, Employee Number and, if used, Position.
2. Group's Timesheet Table record – matched by Pay Period and the first six digits of the Position (agency code and payroll reporting unit).
3. Individual's Employee Master Table record – matched by FFY, Employee Number and, if used, Position.
4. Group's Employee Master Table record – matched by FFY and the first six digits of the Position (agency code and payroll reporting unit).

Payroll charges that do not match Timesheet Table or Employee Master Table records are distributed based on the Undistributed Payroll Account fields of the Labor Distribution Control Table. These charges must be distributed manually or through the Adjustment Timesheet process.

Supplemental payroll distribution, such as lump sum pay distribution, is not distributed according to the sequence listed above. Supplemental pay is distributed based on the 'Supp Payroll' fields of the Employee Master or Labor Distribution Control tables.

INPUT CODING

A listing of the fields contained on the Employee Master Entry screen and/or on the activity reports is shown in Exhibit VI-3-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Employee Master Entry screen is keyed from the Employee Master Table Entry Form (CALSTARS 41). The form, shown in Exhibit V1-3-2, is formatted the same as the Entry screen and is available at www.dof.ca.gov/html/calstars/forms.htm.

All table maintenance must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Log* section of Chapter IV.

EMPLOYEE MASTER ENTRY SCREEN

The Employee Master Entry - Screen 1 shown here is available through Command **I.7.2**.

```

9999 I.7.2: Employee Master Entry Screen 1                MM-DD-YYYY HH:MM AM
                                                    MORE=Down
Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)
To retrieve record by Employee number, key last 4 digits and press enter ____

FFY : 2008  POSITION> ____  EMPLOYEE NUMBER> ____  NAME> _____

OBJECT DETAIL: REG> ____
AGENCY OBJECT: REG> ____ SD> ____ OT > ____ SDOT> ____ SCO-STATS> ____ TS-STATS > ____

INDICATORS   : TIMESHEET > _ EMPLOYEE TYPE> _ WORK-WEEK> _ OT CODING> _
                GENERATE > _

SUPP PAYROLL : INDEX> ____ PCA> ____

TIMESHEET HDR: INDEX> ____ CLASS TITLE: _____
                WORK WEEK GROUP: ____ MONTHLY SALARY RATE : ____
MISCELLANEOUS: CIVIL SERVICE CLASS : ____ POSITION AUTH NUMBER: _____
Press F11 to go to Home Base Accounts on Entry Screen 2
Command: _____ LP DATE: MM-DD-YY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log List Dfalt Bkwrđ Frwrđ Clear Up Down Main

```

Most Employee Master Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

Since the table is based on funding fiscal year (FFY), the EM Table records must be established for the current and two prior FFYs. FFY Maintenance (**G**enerate FFY, **P**=Print Table, **R**=Recall Maintenance/Print Request, and **X**=Delete FFY) is performed from the FFY Maintenance screen. Refer to the *FFY Maintenance* section in this chapter for further discussion.

The **F10=Up** and **F11=Down** keys are used to toggle through the Entry screens. Examples of Entry Screens 2 – 4 are displayed here.

```

9999 I.7.2: Employee Master Entry Screen 2                MM-DD-YYYY HH:MM AM
                                                    MORE=Up/Down
Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

FFY : ____ POSITION> ____ EMPLOYEE NUMBER> ____
NAME> _____

HOME BASE PERCENT INDX> PCA> ACTY> PROJ/WP> LOCATION> MULTI PURPOSE
DIST 1: _____
DIST 2: _____
DIST 3: _____
DIST 4: _____
DIST 5: _____
DIST 6: _____
DIST 7: _____
DIST 8: _____
DIST 9: _____
DIST 10: _____

Press F10 to go to Entry Screen 1, press F11 to go to Entry Screen 3
Command: _____ LP DATE: MM-DD-YYYY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrđ Frwrđ Clear Up Down Main
    
```

```

9999 I.7.2: Employee Master Entry Screen 3                MM-DD-YYYY HH:MM AM
                                                    MORE=Up/Down
Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

FFY : ____ POSITION> ____ EMPLOYEE NUMBER> ____
NAME> _____
LC TABLE OVERRIDE REG SD OT SDOT PERCENT INDX> PCA> OD> AO>
VARIANCE : _____
OASDI : _____
RETIREMENT : _____
HEALTH : _____
DENTAL : _____
LIFE INSURANCE : _____
VISION : _____
MEDICARE : _____
OTHER : _____
STANDARDS: AVERAGE HOURS : _____ PAY RATE IND : _
          PAY RATES: REG: _____ SD: _____ OT: _____ SDOT: _____

Press F10 to go to Entry Screen 2, press F11 to go to Entry Screen 4
Command: _____ LP DATE: MM-DD-YYYY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrđ Frwrđ Clear Up Down Main
    
```

```

9999 I.7.2: Employee Master Entry Screen 4                                MM-DD-YYYY HH:MM AM
                                                                MORE=Up
Function: _ (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
          (R=Recall Maint/Print, U=Gen Rec, V=View, W=Print Rec)

FFY : _____ POSITION> _____ EMPLOYEE NUMBER> _____
NAME> _____
LC TABLE OVERRIDE          ----CHARGE----- -----CREDIT-----
  ADD-ON          REG  SD  OT  SDOT  PERCENT  OD> AO>  INDX>  PCA>  OD> AO>
  ACCOUNT 1 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 2 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 3 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 4 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 5 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 6 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 7 :    -  -  -  -      _____  _____  _____  _____  _____
  ACCOUNT 8 :    -  -  -  -      _____  _____  _____  _____  _____
CTO INDICATOR> _ CTO PERCENT: _____ CTO INDEX> _____ CTO PCA> _____
OTHER INDICATORS: DIST METHOD: _ STAFF BEN: _ AVG HOURLY RATE: _
Press F10 to go to Entry Screen 3, press F11 to go to Entry Screen 1
Command: _____ LP DATE: MM-DD-YYYY
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Retrn Quit Log List Dfalt Bkwrld Frwrld Clear Up Down Main

```

Record Retrieval By Last Four Digits Of The Employee Number

The EM Entry screen has an option to retrieve an employee record based on the last four digits of the record's Employee Number. To perform this retrieval, key the last four digits of the Employee Number in the field titled 'To retrieve record by Employee number, key last 4 digits and press enter'. If a match is found, the entire EM record is displayed in the respective fields on the Entry screen. If multiple matches are found OR if no match is found, the Employee Record Search screen is displayed. From this screen, the desired record can be selected or a new search can be initiated using other information from the employee record.

The Employee Record Search screen also appears when the cursor is in any of the following fields and **F1**=Help is pressed:

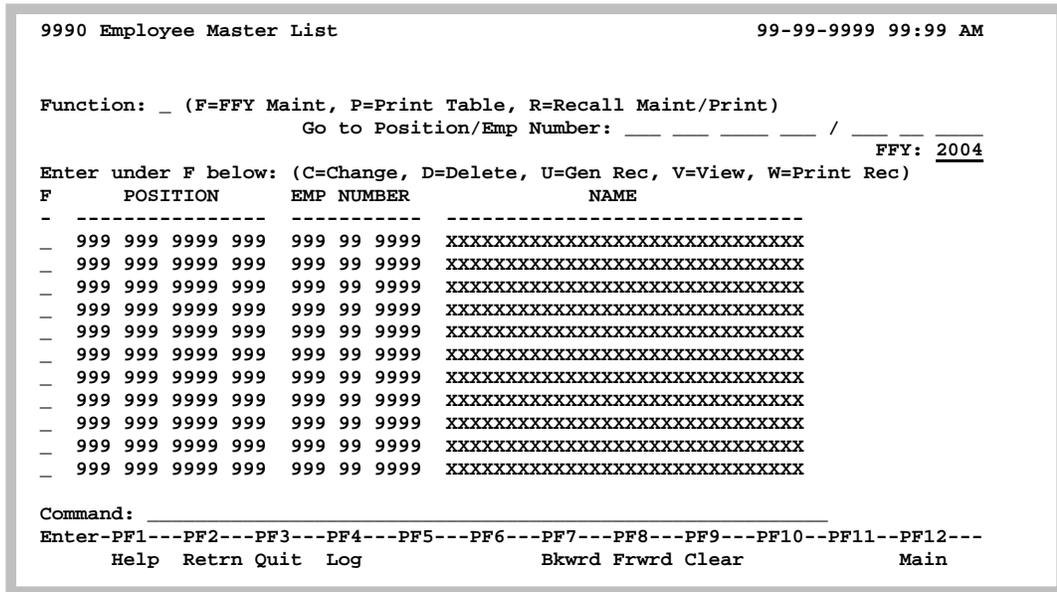
- ✳ Position
- ✳ Employee Number
- ✳ Name
- ✳ 'To retrieve record by Employee number, key last 4 digits and press enter'.

EMPLOYEE MASTER LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screens is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **F**=FFY Maintenance (**G**=Generate FFY and **X**=Delete FFY), **P**=Print Table, **R**=Recall Maintenance/Print, **U**=Generate a single record, **V**=View, and **W**=Print Record, can be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is finished.

An example of the screen is displayed here.



The list of EM records is displayed in Position/Employee Number order within the FFY. If the Entry screen is blank when **F5** is pressed, the List screen will begin with the first sequential record in the current FFY. Otherwise, it will begin with the record that was displayed on the Entry screen when **F5** was pressed.

The FFY is shown in the upper right corner of the screen. To change the FFY, enter the desired FFY and press **Enter**. The List screen will begin with the first sequential record of the requested FFY.

To find a specific EM record, enter the Position/Employee Number in the 'Go to Position/Emp Number:' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter an **F**, **P** or **R** in the Function Field **or** enter a **C**, **D**, **U**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected for action from the List screen and **Enter** is pressed, the first record selected is displayed on the Entry screen. The **F2** key is used to go to the next record. All selected records are displayed in ascending order by Position/Emp Number within the FFY. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen or the FFY Maintenance screen may be re-accessed.

EMPLOYEE MASTER ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. Examples of Screens 1 and 2 are displayed here.

```

9990 Employee Master Activity Log Screen 1                                08-03-2007 11:43 AM
                                                                MORE=>
Sort: K (D=Date/Time, U=UserID, K=FFY/Position/Emp Number)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID  FFY      POSITION      EMP NUMBER
F -----
- -----
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9990
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9991
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9992
D 07-26-2007 04:15 PM  CSAQKLC  2007      999-99-9993
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9994
C 07-26-2007 03:35 PM  CSAQKLC  2007      999-99-9995
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9996
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9997
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9998
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9999
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9999
G 06-20-2007 03:00 PM  CSAQKLC  2007      999-99-9999

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit      Dtail      Bkwr  Frwr  Left  Right Main
    
```

```

9990 Employee Master Activity Log Screen 2                                08-03-2007 11:44 AM
                                                                <=MORE
Sort: K (D=Date/Time, U=UserID, K=FFY/Position/Emp Number)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID  FFY      NAME
F -----
- -----
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, JOHN A
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, JOHN L
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, JANE
D 07-26-2007 04:15 PM  CSAQKLC  2007  DOE, JEAN E
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, ROBERT
C 07-26-2007 03:35 PM  CSAQKLC  2007  DOE, RICHARD
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, ANN
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, BETTY
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, THOMAS
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, HOWARD
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOW, CHARLES
G 06-20-2007 03:00 PM  CSAQKLC  2007  DOE, RANDOLPH

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit      Dtail      Bkwr  Frwr  Left  Right Main
    
```

The **F10** and **F11** keys are used to toggle between the Activity Log screens. The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by FFY/Position Number/Employee Number when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by FFY/Position Number/Employee Number in ascending order beginning with the FFY/Position Number/Employee Number of the record previously on the Entry screen or the FFY/Position Number/Employee Number of the List screen record where the cursor was positioned. If there are multiple activity records for the same FFY/Position Number/Employee Number, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the FFY/Position Number/Employee Number columns are displayed in white to indicate FFY/Position Number/Employee Number as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=FFY/Position Number/Employee Number in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, FFY, FFY/Position Number, FFY/Position Number/Employee Number, or FFY/Employee Number (with the Position Number blank) in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

If values are keyed in both the Sort field and one of the 'Go To' fields at the same time, an online error message is displayed.

Although all EM Table records can be viewed on the EM Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed here.

```

9990 Emp Master Log Detail - Date/Time Order Screen 1          07-11-2008 10:23 AM
                                                                MORE=Down
Function: G  DATE: 07-09-2008  TIME: 09:00:17 AM  USERID: CSCSPRT

FFY : 2007  POSITION:                               EMPLOYEE NUMBER: 999-99-9991
NAME: DOE, JOHN A

OBJECT DETAIL: REG: 003
AGENCY OBJECT: REG:      SD:      OT :      SDOT:      SCO-STATS:      TS-STATS :

INDICATORS   : TIMESHEET   : Y   EMPLOYEE TYPE: S   WORK-WEEK: N   OT CODING:
                GENERATE    :
SUPP PAYROLL : INDEX      : 0160          PCA : 80199

TIMESHEET HDR: INDEX: 0165      CLASS TITLE: SR ENGINEER          S99
                WORK WEEK GROUP: E      MONTHLY SALARY RATE :
MISCELLANEOUS: CIVIL SERVICE CLASS :      POSITION AUTH NUMBER: 1234-999

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retr  Quit          Bkwr  Frwr  Up    Down  Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The **F7** and **F8** keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records. The **F10** and **F11** keys are used to toggle through all four record screens.

FFY MAINTENANCE SCREEN

The FFY Maintenance screen is accessed from:

- ✪ The Employee Master Entry or List screens by keying a **F** in the Function field and pressing **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed.)
- ✪ The I: Table Maintenance/Inquiry screen by keying **80** in the Code field at the bottom of the screen and pressing **Enter**.
- ✪ Any CALSTARS screen with a Command line by keying **I.80** on the Command line and pressing **Enter**.

An example of the screen is displayed here.

```

9990 FFY Maintenance                                02-24-2005 01:36 PM

Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                    (X=Delete FFY)
Enter under FFY below the year to Generate from, Delete, or Print.

F  FFY          TABLE
-  ----  -----
-  _____  Index Code      (IC)
-  _____  Appropriation Symbol (AS)
-  _____  Program Cost Account (PA)
-  _____  Cost Allocation   (CA)
-  2007      Employee Master   (EM)
-  _____  DGS Invoice Allocation (EA)
-  _____  DGS Services      (OD)

Press Enter to submit request(s)

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                                Clear          Main

```

To initiate maintenance activity from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY, and press **Enter**. If the FFY is displayed on the Entry or List screen when the F Function is initiated, the FFY will already be displayed on the FFY Maintenance screen.

TABLE MAINTENANCE FUNCTIONS

The following functions (except **G**, **X** and some **P**) are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add

From The Entry Screen:

Key **A** in the Function field and the appropriate values in the control key and informational element fields to **Add** a record to the EM Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, the EM File is updated. A message confirming that the EM Table record was added successfully is displayed at the bottom of the screen, and a fresh screen is displayed with blank data fields.

From The List Screen:

The **Add** function is not available on the List screen.

C=Change**From The Entry Screen:**

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate values in the control key fields, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the control key fields, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the EM record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

From The List Screen:

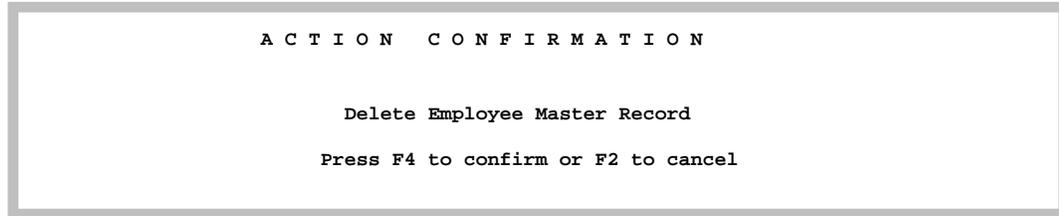
Key **C** in the F action column to the left of the desired EM record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

D=Delete**From The Entry Screen:**

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the appropriate values in the control key fields, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate values in the control key fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown here.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the EM Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the Entry screen. In either case, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the EM Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the Entry screen. In either case, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

F=FFY Maint

The **F=FFY Maint** function is used to access the FFY Maintenance screen. To access the screen, key **F** in the Function field of the Employee Master Entry or List screen and press **Enter**. Refer to the FFY Maintenance Screen section (previous section in this chapter) for more information.

G=Generate FFY

The **Generate** function copies Employee Master records from one year to the next and increases the FFY by one during the Labor process, which begins daily at 3:00 P.M. This function is only available through the FFY Maintenance screen.

To initiate the **Generate** function from the FFY Maintenance screen, key **G** in the F action column on the Employee Master line. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the following example.

Key the existing FFY: (Year 1) in the FFY field	To Generate records for: (Year 2)
2007	2008
2008	2009

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **Generate** function can be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **Generate** function a second time may be quicker than manually adding new Year 1 records to Year 2 records **after** Year 1 records were generated. The **Generate** function does not update or replace records previously **Added** or **Generated**, so records are not duplicated. However, if a Year 1 record is deleted from year 2 and the **Generate** function is run a second time, the deleted Year 1 records will be added back to Year 2.

If an attempt is made to **Generate** records that have already been **Added**, an error message is displayed on the Employee Master (EM) Table Activity Report for each existing record. However, error messages are not issued when an attempt is made to **Generate** previously generated records. If the **G=Generate** function for a specific FFY is keyed more than once during the same processing day, an online message is displayed stating that the **Generate** FFY has already been requested.

When the **Generate** function is used, the **Generate** indicator of the EM record determines whether the record will be generated. If the record contains a "**Blank**" **Generate** indicator value, the record is generated to the next FFY. If the indicator is "**N**", the record will NOT be generated to the next FFY. If the indicator is "**1**", the record is generated for one fiscal year only. The newly generated record's **Generate** indicator is then systematically set to "**N**".

N=Next

From The Entry Screen:

Next performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

P=Print Table

The **Print Table** function provides agencies the option of generating an electronic report file of the Employee Master (EM) Table Listing Report and/or printing the report.

If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected. If the FFY field is blank, the **entire** Employee Master Table (all FFYs) is selected.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the Entry screen when **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen. Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request **all** records within the Employee Master Table, delete the FFY from the FFY field on the pop-up screen. Except for the function and the FFY fields, all fields must be blank when **Enter** is pressed.

From The FFY Maintenance Screen:

Key **P** in the F action column, the FFY if desired, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when **Enter** is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen is shown here.

```

Print/Report File Selection
Employee Master (EM) Table

2005 Enter FFY or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI510-*.TBL-EF.IQ.D2070201.T0833362
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI510-*.TBL-EF.IQ.D2070201.T0833362
  O=Report Output after Labor Process
    Printer ID : CTP2      Report Class: A      Report ID: LABT

_ Enter 'Y' to create a fixed format report (for Monarch use)

Press Enter to submit the request, or F2 to cancel

```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Employee Master (EM) Table Listing Report (CSI510-2/CSI510-5).
- P** – Immediately generates an electronic report file of the Employee Master (EM) Table Listing Report (CSI510-2/CSI510-5) **and** ROPES the EM Table Listing Report to an agency printer.
- O** – ROPES the Employee Master (EM) Table Listing Report (CSB510-2/CSB510-5), including the current day's table maintenance, to an agency printer after the Labor process is complete.

Leave **Blank** or key **Y** in the ' _ Enter 'Y' to create a fixed format report (for Monarch use)' field as explained below:

- Blank** – Suppresses the printing of a line if all record fields included in that line are blank.
- Y** – Creates a report that prints all lines of every record.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry, List or FFY Maintenance).

Because the Employee Master Listing report can be very large, the following should be considered:

- 1) Specify a FFY.
- 2) Leave the ' _ Enter 'Y' to create a fixed format report (suitable for Monarch use)' option blank.
- 3) Request a Report File.
- 4) Select option **O** if the report Print Output Destination is microfiche.

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to delete EM Table maintenance before the Labor process is initiated. For this table, only print (option **O**) and FFY maintenance may be recalled.

From The Entry Screen Or The List Screen:

Key **R** in the function field, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen as shown below. The FFY must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

From The FFY Maintenance Screen:

Key **R** in the F action column, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen is shown here.

```

Recall Labor Process Maintenance/Print Request
Employee Master (EM)

Select one or more with a 'Y':

_ Remove the request to Generate FFY 2007
_ Remove the request to Print FFY 2006
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn       Bkwrd Frwr

```

Key **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

U=Generate Record

The **U=Generate Record** immediately generates a single record.

From The Entry Screen:

Key **U=Generate Record** in the Function field, the appropriate values in the control key fields, and press **Enter** to generate an individual record for the new FFY. A message confirming that the record was successfully generated is displayed at the bottom of the screen.

From The List Screen:

Key **U** in the F action column to the left of the desired record(s) and press **Enter**. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

V=View**From The Entry Screen:**

Key **V** in the Function field, the appropriate values in the control key fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

W=Print Record

The **W=Print Record** function immediately prints a single record report (CSI510-2) **and** generates a single record report file from the Employee Master Table. The printed report is ROPEd to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI510-2.TBL-EF.IQ.Dcyymmdd.Thmmss.

From The Entry Screen:

Key **W** in the Function field, the appropriate values in the control key fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

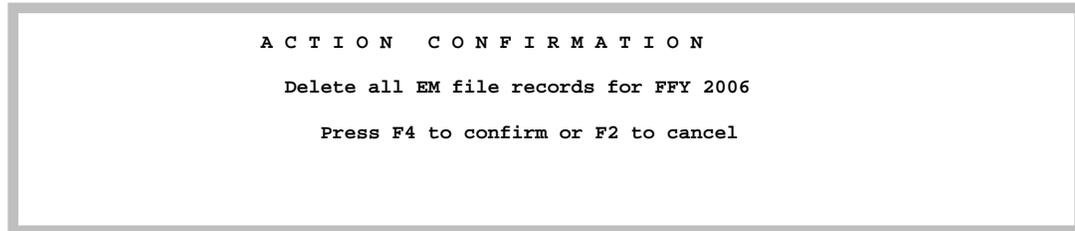
Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

X=Delete FFY

The **X=Delete FFY** function initiates the deletion of all EM records for a specified FFY during the Labor process, which begins daily at 3:00 P.M. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the FFY Maintenance screen. If the FFY field is blank when **Enter** is pressed, it is necessary to key the FFY.

Key **X** in the F action column (on the maintenance screen), the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen is displayed as shown here.



If **F4** is selected, **all** table records for the selected FFY will be deleted during the next Labor processing cycle.

If **F2** is selected, the FFY records remain in the Employee Master Table.

A message confirming that the records were deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen.

Note: Function **X** cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Employee Master screens:

F1=Help—The following two types of online help is available on pop-up screens:

- **Field look-up assistance** is available for entry fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the **F7** and **F8** keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when **Enter** is pressed.

- ❖ **General text information** is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

F2=Retrn (Return) or **Next**—The following two functions are available for the **F2** key.

Retrn—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

Next—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

F3=Quit—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F4=Log—Displays the Employee Master Log Activity screen.

F5=List or **Log Detail**—The following two functions are available for the **F5** key.

List—Displays the Employee Master List screen.

Log Detail—Displays the Employee Master Log Detail screen.

F6=Dfalt (Default)—Locks and unlocks fields for data entry. Defaults can be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions.)
2. To skip fields that will **not** be used, enter a period (.) in the **first** position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Enter the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

F7=Bkwrđ (Backward)—Go to the previous record (page of records.)

F8=Frwrđ (Forward)—Go to the next record (page of records.)

F9=Clear—Erases all keyed fields except any fields locked by **F6=Dfalt**.

F10=Up—Go to the previous screen of the same record.

F11=Down—Go to the next screen of the same record.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

EM TABLE REPORTS

The following reports are system generated:

- ☛ Employee Master (EM) Activity Report (CSB510-1) - This report displays all transactions successfully entered online during the work day. It is produced during the labor process whenever online table maintenance has been completed. The report is displayed in Exhibit VI-3-3.
- ☛ Employee Master (EM) – Delete FFY (yyyy) Report (CSB510-3) –This report displays all records deleted when Function **X=Delete FFY** is entered. The report is displayed in Exhibit VI-3-3.
- ☛ Employee Master (EM) Upload Activity Report (CSB510-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-3-3.

The following report is produced upon agency request:

- ☛ Employee Master Listing (CSB510-2/CSI510-2/CSB510-5/CSI510-5) - This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the Employee Master screen. If Function **P** and a Funding Fiscal Year are entered, the listing is limited to the fiscal year requested. If **P** is entered without a FFY, the listing contains all fiscal years in the EM Table. The reports are displayed in Exhibit VI-3-3.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Employee Master (EM) Activity Report (CSB510-1) and the Employee Master (EM) Upload Activity Report (CSB510-4) should be proofread to ensure that all maintenance was done correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

EXHIBIT VI-3-1
EMPLOYEE MASTER TABLE (ACTUALS COSTING) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>CONTROL KEY:</u>		
ORGANIZATION CODE	4	The Organization is automatically displayed based on the signon used. It cannot be altered.
<u>Screen 1:</u>		
FFY	4	Enter the Funding Fiscal Year that identifies the year to which this record pertains.
POSITION	6 or 13	<p>This field is used to identify group and, optionally, individual employee records.</p> <p>Individual employee record:</p> <p>If the LC Table's Position Coding indicator is Y (refer to Exhibit VI-2-1 in Chapter VI), enter the employee's 13-digit position:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code • 3-digit Payroll Reporting Unit (PRU) • 4-digit Class code • 3-digit Employee Serial Number. <p style="text-align: center;">OR</p> <p>If the LC Table's Position Coding indicator is N, leave blank.</p> <p>Group record:</p> <p>Enter the 6-digit group Position:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code • 3-digit Payroll Reporting Unit (PRU).
EMPLOYEE NUMBER (EMP NUMBER) (EMP NBR)	9	<p>Individual employee record:</p> <p>Enter the individual's Employee Number.</p> <p>Group record:</p> <p>Leave blank.</p>
<u>INFORMATION ELEMENTS:</u>		
NAME	30	Enter the name of the employee or group, e.g., Doe John or Field Services Branch. When adding an individual employee record, enter the last name first to make record retrieval via the 'Name' field easier.
OBJECT DETAIL: REG	3	<p>Regular (REG) pay –Enter 003, 063, etc. as appropriate. The codes entered may be overridden per the explanation below:</p> <p>A D47 Descriptor Table record can be established for each type of SCO blanket (temporary help, overtime). The Object Detail and Agency Object specified in the D47 Table overrides the Object Detail specified on EM Table records.</p> <p>Statistic transactions are always assigned Object Detail 998 regardless of the EM REG Object Detail.</p> <p>Overtime transactions are assigned Object Detail 083 if the EM REG Object Detail is 003-017 or 063-077. If the REG Object Detail is not within these ranges, overtime is posted using the EM REG Object Detail.</p>

EXHIBIT VI-3-1 (Continued)
EMPLOYEE MASTER TABLE (ACTUALS COSTING) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Agency Object:</u>		
An optional 2-digit Agency Object can be assigned to further classify Object Detail for the following:		
REG	2	(Optional) Enter the Agency Object for regular pay.
SD	2	(Optional) Enter an Agency Object for shift differential.
OT	2	(Optional) Enter the Agency Object only if overriding the overtime pay Agency Object in the LC Table.
SDOT	2	(Optional) Enter an Agency Object only if overriding the shift differential overtime pay Agency Object in the LC Table.
SCO-STATS	2	(Optional) Enter an Agency Object only if overriding the SCO Statistics Agency Object in the LC Table.
TS-STATS	2	(Optional) Enter an Agency Object only if overriding the Timesheet Statistics Agency Object in the LC Table.
<u>Indicators:</u>		
TIMESHEET	1	Enter Y or N to indicate if timesheets are required : Y - Employee/group is required to submit a timesheet. N - Employee/group is not required to submit a timesheet, but may be submitted.
EMPLOYEE TYPE	1	Enter the employee type: S - Individual Employee G - Group
WORK-WEEK	1	Enter Y or N to indicate whether the employee's timesheet must report the State standard number of hours per month. Y - Yes N - No
OT CODING	1	(Optional) Enter Y or N only if overriding the OT Coding indicator setting on the LC Table. Y - Yes, overtime is coded on the timesheet. N - No, overtime, if any, is included with regular time on the timesheet.
GENERATE	1	Enter one of the following codes to specify how the EM record is treated when the Generate Function is used: Blank - This employee/group will be generated to the next fiscal year N - This employee/group will not be generated to the next fiscal year 1 - This employee/group will be generated only one more fiscal year
<u>Supplemental Payroll (Supp Payroll):</u>		
These fields specify the Index and PCA charged for supplemental payroll processed through Labor Distribution, e.g., lump sum payroll or retroactive salary adjustments. If coded, these fields override the corresponding fields on the LC Table. If not coded, all Supplemental Payroll for this employee/group is charged to the Supplemental Payroll Index/PCA specified in the LC Table.		
INDEX	4	(Optional) Enter an Index Code only if overriding the Supplemental Payroll Account in the LC Table. If this field is filled, the value in the Supplemental Payroll Index field will also override the LC Table.
PCA	5	(Optional) Enter a PCA only if overriding the Supplemental Payroll Account in the LC Table. If this field is filled, the value in the Supplemental Payroll PCA field will also override the LC Table.

EXHIBIT VI-3-1 (Continued)
EMPLOYEE MASTER TABLE (ACTUALS COSTING) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Timesheet Header (Timesheet Hdr):</u>		
These fields provide additional personnel data for sorting and printing timesheets (ET2) and the Timesheet Exception Report (ET1).		
INDEX	4	(Optional) Enter the Index Code. An edit is performed for the validation of the Index in the Index Code Table. If automated timesheets are used, the timesheet printout is sorted by this field.
CLASS TITLE	30	(Optional) Enter the civil service class title to be printed on the timesheet.
WORK WEEK GROUP	4	(Optional) Enter the work week group to be printed on the timesheet.
MONTHLY SALARY RATE	7	(Optional) Enter the monthly salary rate to be printed on the timesheet.
<u>Miscellaneous:</u>		
These fields provide additional personnel data, which can be viewed on table listings. No edits are performed.		
CIVIL SERVICE CLASS	4	(Optional) Enter the civil service class code.
POSITION AUTH NUMBER	10	(Optional) Enter the position authorization number.
<u>Screen 2:</u>		
<u>Home Base Distributions:</u>		
The Home Base distributions define the CALSTARS accounting classifications used for charging employee hours and costs. Ten distribution lines are available.		
<u>NOTE:</u> Distribution line # 1 cannot be Blank.		
PERCENT	6	Enter the percent of time and pay to be charged to the distribution. The Percent field must be entered in the format n.nnnn where 1.0000 = 100% . (Example: 50% = 0.5000) If only distribution line #1 is used, use 1.0000 . If more than one distribution line is used, the sum must equal 100%.
INDEX (INDX)	4	(Optional) Enter the Index to be charged.
PCA	5	Enter the PCA to be charged.
PCA ACTIVITY (ACTY)	4	(Optional) Enter the PCA Activity to be charged.
PROJECT / WORK PHASE (PROJ/WP)	6 + 2	(Optional) Enter the Project and Work Phase to be charged.
LOCATION	6	(Optional) Enter the Location to be charged.
MULTI PURPOSE	12	(Optional) Enter the Multi Purpose to be charged.

EXHIBIT VI-3-1 (Continued)
EMPLOYEE MASTER TABLE (ACTUALS COSTING) AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Screen 3:		
Labor Distribution Control Table Override: (LC Table Override)		
(Optional) Enter information only if the Variance and/or any of the staff benefits (OASDI, Retirement, Health, Dental, Life Insurance, Vision Insurance, Medicare or Other) need to be different from the coding specified on the LC Table. For each override, all applicable fields in the row must be filled out or all fields must be left blank. See Chapter VI-2, Labor Distribution Control Table – Actuals Costing.		
Standards:		Leave blank, not used in Actuals Costing.
Screen 4:		
Add-ons:		(Optional) Enter information only if overriding the Add-ons settings on the LC Table. See Chapter VI-7, Other Labor Costing Options.
CTO Reserve fields:		(Optional) Enter information only if overriding the CTO Reserve settings (Indicator, Percent, Index, and PCA) on the LC Table. Refer to Chapter VI-6-2, Labor Distribution Control Table – Actuals Costing.
Other Indicators		Consult with a DOF CALSTARS analyst before using, otherwise, leave blank.
<u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB510-2, CSB510-3, and CSB510-5 REPORTS:</u>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user.
<u>THE FIELD BELOW IS ONLY DISPLAYED ON THE CSB510-2, CSB510-3, and CSB510-5 REPORTS:</u>		
CREATE DATE	2+2+4	The Created Date is the date the record was created. If blank, the record was created prior to the addition of the 'Create Date' field.
<u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB510-1 AND CSB510-4 REPORTS:</u>		
TRANSACTION DATE	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies the Sign-on ID used to input the transaction.

EXHIBIT VI-3-2

CALSTARS 41 (revised 9-4-2008) **EMPLOYEE MASTER (EM) TABLE ENTRY FORM** ORG: _____

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____ PAGE 1 OF 2

SCREEN 1

FUNCTION (A=Add, C=Change, D=Delete, F=FFY Maint, N=Next, P=Print Table)
(R=Recall Maint/Print, U=Gen Record, V= View, W=Print Record)

FFY **POSITION** **EMPLOYEE NUMBER**

NAME

OBJECT DETAIL **REG**

AGENCY OBJECT **REG** **SD** **OT** **SDOT** **SCO-STATS** **TS-STATS**

INDICATORS **TIMESHEET** **EMPLOYEE TYPE** **WORK-WEEK** **OT CODING** **GENERATE**

SUPP PAYROLL **INDEX** **PCA**

TIMESHEET HDR **INDEX** **CLASS TITLE**

WORK WEEK GROUP **MONTHLY SALARY RATE**

MISCELLANEOUS **CIVIL SERVICE CLASS** **POSITION AUTHORIZATION NUMBER**

SCREEN 2

HOME BASE	PERCENT	INDEX	PCA	ACTY	PROJ/WP	LOCATION	MULTI PURPOSE
DISTRIBUTION 1	<input type="text"/>						
DISTRIBUTION 2	<input type="text"/>						
DISTRIBUTION 3	<input type="text"/>						
DISTRIBUTION 4	<input type="text"/>						
DISTRIBUTION 5	<input type="text"/>						
DISTRIBUTION 6	<input type="text"/>						
DISTRIBUTION 7	<input type="text"/>						
DISTRIBUTION 8	<input type="text"/>						
DISTRIBUTION 9	<input type="text"/>						
DISTRIBUTION 10	<input type="text"/>						

F=FFY MAINT FUNCTION SELECTED, FUNCTION ON FFY MAINT SCREEN (G=Generate FFY, P= Print Table, R=Recall Maint/Print)
(X=Delete FFY)

P=PRINT FFY FUNCTION SELECTED, REPORT DESTINATION (F=Report File only, P=Printer Output and Report File)
(O=Overnight Report Output)

CREATE FIXED FORMAT REPORT (Y=Fixed Format Report, suitable for Monarch use)
(Blank=Suppress Blank Lines)

ADDITIONAL FFYS TO PRINT _____

R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL _____

CALSTARS 41 (revised 9-4-2008)	EMPLOYEE MASTER (EM) TABLE ENTRY FORM	PAGE 2 OF 2							
SCREEN 3									
LC TABLE OVERRIDE									
	REG	SD	OT	SDOT	PERCENT	INDEX	PCA	OD/AO	
VARIANCE						<input type="text"/>	<input type="text"/>		
OASDI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
RETIREMENT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
HEALTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
DENTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
LIFE INSURANCE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
VISION	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
MEDICARE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
OTHER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
STANDARDS:	AVERAGE HOURS				PAY RATE INDICATOR				
	PAY RATES: REG				SD	OT	SDOT		
SCREEN 4									
LC TABLE OVERRIDE									
	REG	SD	OT	SDOT	-----CHARGE----- PERCENT	OD/AO	-----CREDIT----- INDEX	PCA	OD/AO
ADD-ON									
ACCOUNT 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCOUNT 8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CTO INDICATOR	<input type="text"/>	CTO PERCENT			CTO INDEX			CTO PCA	<input type="text"/>
OTHER INDICATORS:	DISTRIBUTION METHOD			<input type="text"/>	STAFF BENEFITS			AVG HOURLY RATE	<input type="text"/>

EXHIBIT VI-3-3

```

***** Top of Data *****
CSB510-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS EMPLOYEE MASTER (EM) ACTIVITY REPORT ORG PAGE: 1
07/09/2008 (06:00) ***** RUN PAGE: 1
FFY: 2007 POSITION: EMPLOYEE NUMBER: 999-99-9990 TRANS DATE TRANS TIME USERID
FUNCTION: D JANE SMITH -----
                                08-15-2008 08:35:23 AM CSCSPRT

OBJECT DETAIL : REG: 003
INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
            GENERATE :
HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000 0120 81000
FFY: 2007 POSITION: EMPLOYEE NUMBER: 999-99-9991 TRANS DATE TRANS TIME USERID
FUNCTION: A JOHN DOE -----
                                08-15-2008 08:34:12 AM CSCSPRT

OBJECT DETAIL : REG: 003
INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
            GENERATE :
HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000 0120 81000
FFY: 2007 POSITION: EMPLOYEE NUMBER: 999-99-9992 TRANS DATE TRANS TIME USERID
FUNCTION: C MARY JONES -----
                                08-15-2008 08:35:13 AM CSCSPRT

INDICATORS : TIMESHEET : N EMPLOYEE TYPE: WORK-WEEK: OT CODING:
            GENERATE : N
SUPPLEMENTAL PAYROLL: INDEX: 0110 PCA: 10220
    
```

EXHIBIT VI-3-3 (continued)

CSI510-2 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS EMPLOYEE MASTER (EM) LISTING REPORT ORG PAGE: 1
 07/09/2008 (09:00) ***** RUN PAGE: 1

POSITION: EMPLOYEE NUMBER: 999-99-9994 FFY: 2006 CREATE DATE LP DATE
 NAME: MICHAEL JONES -----
 06-13-2006 06-13-2006

OBJECT DETAIL : REG: 001
 AGENCY OBJECT : REG: SD: OT : SDOT: SCO-STATS: TS-STATS :
 INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
 GENERATE :
 SUPPLEMENTAL PAYROLL: INDEX: PCA: 00131
 TIMESHEET HEADER : INDEX: CLASS TITLE :
 WORK WEEK GROUP : MONTHLY SALARY RATE:
 MISCELLANEOUS : CIVIL SERVICE CLASS : POSITION AUTH NUMBER:

HOME BASE	PERCENT	INDX	PCA	ACTY	PROJ	WP	LOCATION	MULTI	PURPOSE
DISTRIBUTION 1:	1.0000		00131						
DISTRIBUTION 2:									
DISTRIBUTION 3:									
DISTRIBUTION 4:									
DISTRIBUTION 5:									
DISTRIBUTION 6:									
DISTRIBUTION 7:									
DISTRIBUTION 8:									
DISTRIBUTION 9:									
DISTRIBUTION 10:									

LC TABLE OVERRIDE	REG	SD	OT	SDOT	PERCENT	INDX	PCA	OD	AO
VARIANCE :	-	-	-	-	-----	----	-----	----	----
OASDI :									
RETIREMENT :									
HEALTH :									
DENTAL :									
LIFE INSURANCE :									
VISION :									
MEDICARE :									
OTHER :									

STANDARDS: AVERAGE HOURS : PAY RATE IND :
 PAY RATES: REG: OT: SD: SDOT:

LC TABLE OVERRIDE	REG	SD	OT	SDOT	PERCENT	OD	AO	INDX	PCA	OD	AO
ADD-ON	-	-	-	-	-----	----	-----	----	-----	----	----
ACCOUNT 1:											
ACCOUNT 2:											
ACCOUNT 3:											
ACCOUNT 4:											
ACCOUNT 5:											
ACCOUNT 6:											
ACCOUNT 7:											
ACCOUNT 8:											

CTO INDICATOR: CTO PERCENT: CTO INDEX: CTO PCA :
 OTHER INDICATORS: DIST METHOD: STAFF BEN: AVG HOURLY RATE:

EXHIBIT VI-3-3 (continued)

```

CSB510-3 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      EMPLOYEE MASTER (EM) - DELETE FFY (2001)
                                REPORT
07/09/2008 (06:00) *****
POSITION: 368-645      EMPLOYEE NUMBER:      FFY: 2001      CREATE DATE      LP DATE
                        NAME: OCDE
                                -----
                                05-30-2001      05-30-2001

OBJECT DETAIL      : REG: 001
INDICATORS        : TIMESHEET : N  EMPLOYEE TYPE: G  WORK-WEEK: N  OT CODING:
                   GENERATE   :
SUPPLEMENTAL PAYROLL: INDEX:      PCA: 00131
HOME BASE          PERCENT  INDX  PCA  ACTY  PROJ  WP  LOCATION  MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000      00131
    
```

```

CSB510-4 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      EMPLOYEE MASTER (EM) UPLOAD ACTIVITY
                                REPORT
07/09/2008 (06:00) *****
FFY: 2008 POSITION:      EMPLOYEE NUMBER: 999-99-9991      TRANS DATE TRANS TIME  USERID
FUNCTION: A  NAME: DOE J A
OBJECT DETAIL      : REG: 003
AGENCY OBJECT      : REG: XX SD: XX OT :      SDOT:      SCO-STATS:      TS-STATS :      LINE      ERROR MESSAGES
INDICATORS        : TIMESHEET : N  EMPLOYEE TYPE: S  WORK-WEEK: B  OT CODING:      -----
                   GENERATE   : 1
SUPPLEMENTAL PAYROLL: INDEX:      PCA: 91000
HOME BASE          PERCENT  INDX  PCA  ACTY  PROJ  WP  LOCATION  MULTI PURPOSE
-----
DISTRIBUTION 1: 0.0510      90001
DISTRIBUTION 2: 0.9490      90002
                                X01-MISSING LC RECORD
                                AGYOBJ Q03-REG AGY OBJ NOT D12
                                AGYOBJ Q04-SD AGY OBJ NOT D12
                                IND      X72-INVAL WORK WEEK IND

FFY: 2007 POSITION:      EMPLOYEE NUMBER: 999 99 9992      TRANS DATE TRANS TIME  USERID
FUNCTION: A  NAME: DOE J R
OBJECT DETAIL      : REG: 003
INDICATORS        : TIMESHEET : N  EMPLOYEE TYPE: S  WORK-WEEK: N  OT CODING:
                   GENERATE   :
SUPPLEMENTAL PAYROLL: INDEX:      PCA: 91000
HOME BASE          PERCENT  INDX  PCA  ACTY  PROJ  WP  LOCATION  MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000      90001
                                -----
                                07-09-2008 06:00:00 AM  UPLOAD
    
```

EXHIBIT VI-3-3 (continued)

CSI510-5 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS EMPLOYEE MASTER (EM) LISTING REPORT ORG PAGE: 1
 07/09/2008 (09:00) ***** RUN PAGE: 1

POSITION: EMPLOYEE NUMBER: 999-99-9996 FFY: 2007 CREATE DATE LP DATE
 NAME: JOHN DOE -----
 06-14-2007 07-07-2008
 OBJECT DETAIL : REG: 001
 INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: Y OT CODING:
 GENERATE :
 SUPPLEMENTAL PAYROLL: INDEX: PCA: 00150
 HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE

 DISTRIBUTION 1: 1.0000 00150

POSITION: EMPLOYEE NUMBER: 999-99-9997 FFY: 2007 CREATE DATE LP DATE
 NAME: JAN DOE -----
 06-14-2007 06-14-2007
 OBJECT DETAIL : REG: 001
 INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
 GENERATE :
 SUPPLEMENTAL PAYROLL: INDEX: PCA: 00151
 HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE

 DISTRIBUTION 1: 0.8000 00151
 DISTRIBUTION 2: 0.2000 00188