

## VI-5 Labor Distribution-Adjustment Process

The Labor Distribution Adjustment process is used to correct personal services charges that were incorrectly distributed through a prior month labor distribution process. This chapter includes a detailed discussion of the process as well as the Adjustment Timesheet (AJ) Table and the Adjustment Payroll (PT) Table.

### BACKGROUND

Incorrect labor distribution can occur for various reasons. Some of the causes of erroneous labor charges include:

- ❖ Incorrectly recorded timesheets - The original timesheet was incorrectly coded or keyed. Erroneous coding can occur when employees are required to submit timesheets prior to the last day of the month.
- ❖ Missing timesheets - This typically occurs when an employee does not submit a timesheet or the timesheet is lost or overlooked. In this situation, the labor charges default to the group or employee's Home Base account(s).
- ❖ Employee is not in the Employee Master (EM) Table – Labor charges are posted to the Undistributed Account when there is a SCO payment for an individual or group that is not identified in the EM Table. The Undistributed Account can be cleared through the labor distribution adjustment process if the labor charges are for regular pay, overtime, shift differential, or shift differential overtime.

During the Labor Distribution Adjustment process, the Timesheet (TS) Table is used to create transactions to reverse the original labor distribution allocations. The PT Table specifies the original dollars and hours to be reversed and redistributed. The AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

Prior to the Labor Distribution Adjustment process, the original TS record must be present in the TS Table. If the timesheet was previously purged, is missing, or if the employee was not in the EM Table when Labor Distribution was run, the timesheet must be keyed or uploaded as follows:

**Purged Timesheet:** When a timesheet has been purged, key or upload the timesheet as originally keyed or uploaded. Refer to the CSB525-1, Time Sheet – File Purge Listing to determine the original timesheet information.

**Missing Timesheet:** When a timesheet is missing during the monthly Labor Distribution process, the EM/LC Table Home Base Account is accessed to allocate labor costs. Key or upload the required Timesheet Entry fields and set the Default (D) Indicator to **Y** or **1**.

**NOTE:**

If the Statistics indicator is set to **B** or **T** in the Labor Control (LC) Table, key a nominal number of hours, e.g., 1/100 hour in the Hours field. This is done because there were no timesheet statistic transactions generated during the original labor distribution. Using a nominal number of hours during the Labor Distribution Adjustment process keeps the generated negative statistics to a minimum.

**Employee Not In EM Table:** When an employee is not in the EM Table during the monthly Labor Distribution process, labor charges are posted to the Undistributed Account. Key or upload the timesheet with the total hours that were charged to the Undistributed Account, the Undistributed Index and the PCA. Set the Default (D) Indicator to **N** or **0**(zero).

## LABOR DISTRIBUTION ADJUSTMENT CONSIDERATIONS

The following factors should be considered prior to running the Labor Distribution Adjustment process:

- ✦ The Labor Distribution Adjustment process is only used to correct erroneous labor charges that were previously distributed during the monthly Labor Distribution.
- ✦ The Labor Distribution Adjustment process must be run **before** monthly Cost Allocation/Fund Split.
- ✦ The Labor Distribution Adjustment process can be run as many times as necessary during a fiscal period. However, it cannot be run on the same day as the Labor Distribution process.
- ✦ The Labor Distribution Adjustment process is **not** used to correct negative distributions such as a SCO Clearance Type 4 transaction (Void or Redeposited Warrant).
- ✦ The Labor Distribution Adjustment process is used only for the Actuals Costing method.

The remainder of this chapter provides detailed information about the AJ Table, the PT Table, and the Labor Distribution Adjustment System Process.

## ADJUSTMENT TIMESHEET TABLE

The AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

### Structure

The AJ Table is divided into two segments: the control key and informational data. The control key identifies each AJ record and it consists of an Organization Code, (optional) Position, Employee Number (for individual only), Year-Month pay period, and Page number.

The informational data identifies the labor distributions on the adjustment timesheet. It consists of the Number of Hours, Hour Type, Default Indicator, Index Code, Program Cost Account (PCA), PCA Activity, Agency Object (AO), Project/Work Phase (PH), Location, and Multi Purpose.

### Relationship To Other Tables

During the update of the AJ Table, the Organization Control (OC) Table, Labor Distribution Control (LC) Table, Employee Master (EM) Table, TS Table, Index Code (IC) Table, Program Cost Account (PCA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

**NOTE:** An AJ Table record must be established before a PT Table record.

### Input Coding

A listing of the fields contained on the AJ Entry screen and/or on the activity reports is shown in Exhibit VI-5-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the AJ Entry screen is keyed from the Employee Adjustment TS Table Entry Form (CALSTARS 43). The form, shown in Exhibit VI-5-2, is formatted the same as the Entry screen and is available at [www.dof.ca.gov/html/calstars/forms.htm](http://www.dof.ca.gov/html/calstars/forms.htm).

### Adjustment Timesheet Entry Screen

The Adjustment Timesheet Entry screen is available through Command **J.2** or **I.7.4**. AJ Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **H**=Add PT Rec, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **T**=Copy Timesheet, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

```

9990 I.7.4: Adjustment Timesheet Entry                                01-26-2007 11:12 AM

Function: _ (A=Add, C=Change, D=Delete, H=Add PT Rec, N=Next, P=Print Table)
          (R=Recall Maint/Print, T=Copy Timesheet, V=View, W=Print Rec)
To retrieve Employee Number, key last four digits and press Enter XXX-XX- ____
POSITION > _____ EMPLOYEE NUMBER> _____
YEAR-MONTH : ____ PAGE: ____ NAME: ____
TOTAL HOURS: _____ AVERAGE HOURLY RATE: ____
          HOURS  TYPE  D  INDX>  PCA>  ACTY>  AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
To access all distribution lines (1 through 15), press F11
Command: _____ LP DATE: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrdr Frwrdr Clear TSLst D1-15 Main
    
```

When entering adjustment timesheets, the employee or group, position (if used) and the year month (pay period) must match an existing entry in the TS Table. All hours and distributions must be entered on the AJ Entry screen, not just those being corrected. A full accounting classification is associated with each distribution line on the adjustment timesheet. Up to 15 distributions can be entered for each record, and up to 99 pages can be entered for a group or employee.

Optional numeric values are available for both the Hour Type and the Default option so that adjustment timesheets can be keyed exclusively from the 10-key numeric pad portion of the keyboard.

The AJ Entry screen displays only the first ten of fifteen distribution lines. Press **F11=D1-15** to display the entire AJ Distribution pop-up screen, which contains all fifteen distribution lines available for key entry.

An example of the AJ Distribution screen is displayed here:

Adjustment Timesheet Distribution									
POSITION:	EMP NBR:			NAME:			AVG HOURLY RATE:		
YEAR-MONTH:	PAGE:	TOTAL HOURS:							
HOURS	TYPE	D	INDX>	PCA>	ACTY>	AO>	PROJ/WP>	LOC>	MULTI PUR
1:									
2:									
3:									
4:									
5:									
6:									
7:									
8:									
9:									
10:									
11:									
12:									
13:									
14:									
15:									

PF1 PF2 PF6 PF7 PF8 PF11  
 Help Retrn Dfalt Bkwrđ Frwrđ Entry  
 Press Enter to accept, F2 to cancel, or F11 to access Entry Screen

**Note:** The AJ record key (Position, Employee Number, Year-Month, Page) is displayed on the pop-up screen, but must first be keyed on the AJ Table Entry screen.

To exit the AJ Distribution screen and return to the AJ Entry screen, press one of the following keys:

- ⊗ **Enter** – When **Enter** is pressed, edits are performed. If the data passes all online edits, the AJ Entry screen is displayed with a message confirming that the table maintenance was successfully performed.
- ⊗ **F2=Retrn** – When **F2=Retrn** is pressed, the AJ Entry screen is displayed. All data entered on the AJ Distribution screen is lost.
- ⊗ **F11=Entry** – When **F11=Entry** is pressed, the AJ Entry screen is displayed. All data entered is retained. Edits are not performed until Enter is pressed from the Entry screen.

### Record Retrieval By Last Four Digits Of The Employee Number

The AJ Entry screen has an option to retrieve the Employee Number from the EM Table based on the last four digits of the Employee Number. To perform this retrieval, key the last four digits of the Employee Number in the field titled 'To retrieve Employee Number, key last four digits and press Enter'. If a match is found, the entire Employee Number, Position (if used), and Name is displayed in the respective fields on the AJ 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.

If a pay period is keyed in the Year-Month field on the AJ Entry screen, the specified FFY is searched. If the Year-Month field is left blank, the current FFY is searched.

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 Employee Number, key last four digits and press Enter'.

### Add Payroll Adjustment Table Record (H=Add PT Rec)

The '**H=Add PT Rec**' Function is an option to add a PT record from the AJ Entry screen. When executed, the **H** Function performs a search to retrieve the SCO payroll record using the Position (if used), Employee Number, and the Year-Month data of the AJ record. Once retrieved, the information from the payroll records (i.e., SCO hours, gross pay, etc.) is copied and used to create a PT record. This feature helps reduce the time for obtaining and inputting payroll information manually when preparing to run the Labor Distribution Adjustment Process.

The **H** Function is available if the Payroll Record Indicator in the LC Table is set to 'Y'. Setting the Payroll Record Indicator to 'Y' will initiate a process to save the monthly SCO payroll records in one centralized file called the Payroll Stored (PS) file. It is from the PS files that the payroll records are retrieved through the use of the **H** Function. Refer to Chapter VI-2 Labor Distribution Control Table – Actual Costing for more detailed information about the Payroll Record Indicator.

When performing the **H** Function, either the AJ record or the control key (Position (if used), Employee Number, and Year-Month) must be displayed on the Entry screen. Based on the data populated in the Position, Employee Number, and Year-Month fields, the system retrieves the SCO payroll record from the PS file and creates a PT record.

The **H** Function is limited to create Adjustment Payroll record for individual timesheets only. If a group Adjustment Timesheet or the record key of a group Adjustment Timesheet is displayed when the **H** Function is executed, an error message will appear.

If multiple payroll records for the same employee and pay period are retrieved from the PS file, multiple PT records will be created. If negative value(s) is in the payroll record, the SCO payroll data is summarized with other payroll record(s) for the same employee and pay period; and only one PT record is created. The summarized PT record is assigned with a '99999' Clearance number.

The **H** Function can be executed from the AJ List Screen also.

**Note:** Each year on the last processing day of October, prior fiscal year payroll records from the PS file are purged. Using the **H** Function to retrieve and add

PT records for prior fiscal year pay periods after the October purge date will result in a no record found error message.

### Adjustment Timesheet List Screen

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

```

9990 Adjustment Timesheet List                                02-07-2007 09:05 AM

Function: _ (P=Print Table, R=Recall Maint/Print)
Go to Position/Emp Number:  _ _ _ _ / _ _ _ _
Year-Month:  _ _ _ _

Enter under F below: (C=Change, D=Delete, H=Add PT Rec, V=View, W=Print Rec)
F   POSITION          EMP NUMBER          NAME                  YEAR-MO  PAGE
-   - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
-   999-99-9991     DOE, JANE            2006 11             01
-   999-99-9992     DOE, ADAM            2006 08             01
-   999-99-9993     DOE, KEVIN           2006 12             01
-   999-99-9994     DOE, WILLIAM         2006 07             01
-   999-99-9995     DOE, HENRY           2006 09             01
-                                     *** End of Data ***

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

```

Most table maintenance, **C**=Change, **D**=Delete, **H**=Add PT Rec, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, may 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 on the current screen is finished.

The list of AJ records is displayed in Position/Emp Number order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.

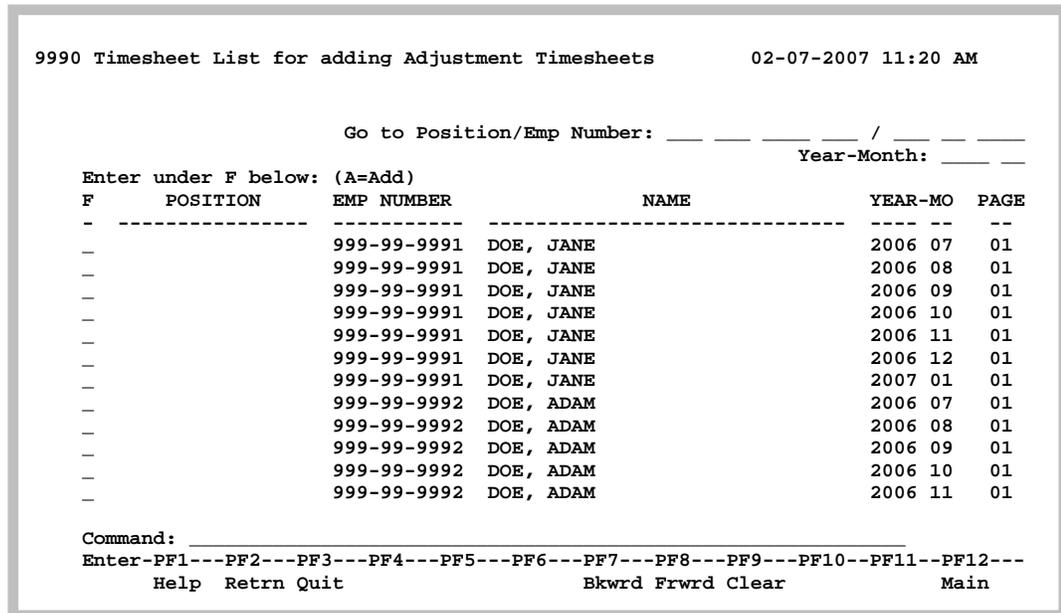
To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press Enter. If the record exists, it will be the first record listed on the screen. If the request record does not exist, the list will start with the next sequential record. If only the Position/Emp number is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D**, **H**, **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 from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

**Timesheet Screen (F10=TSLst)**

When creating a new AJ record, a TS record can be copied and modified to create an AJ record. The Timesheet List For Adding Adjustment Timesheets screen, via F10 on the AJ Entry screen, is available to make the key entry process easier. This screen can be used to select a TS record and copy it to the AJ Entry screen.



The list of TS records is displayed in Position/Emp Number order. If the Entry screen is blank when **F10** is pressed, the list of records will begin with the first sequential record of the TS File. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. The **F7** and **F8** keys can be used to scroll through the list. To list records for a specific pay period, key the pay period in the Year-Mo (month) field and press **Enter**.

To select a TS record and copy it to the AJ Entry screen, enter an **A** in the F action column to the left of the record to be copied. When **Enter** is pressed, the selected record is displayed on the AJ Entry screen. Make the appropriate changes and press **Enter**.

When multiple records are selected for copying and **Enter** is pressed, the first selected record is displayed on the Entry screen. After the appropriate changes have been made and a new record is created, the **F2** key must be selected to go to the next record. All maintenance must be completed or cancelled (by pressing **F2=Next**) before the screen may be re-accessed.

**Adjustment Timesheet 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 Adjustment Timesheet - Activity Log Screen 1                                08-08-2007 01:35 PM
                                                                                   MORE=>
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      POSITION      EMP NUMBER
F -----
- -----
D 06-14-2007 03:15 PM ADJ-TS      999-99-9990 2006-09 01
A 06-13-2007 03:58 PM CSAQKLC     999-99-9990 2006-09 01
D 08-08-2007 03:15 PM ADJ-TS      999-99-9990 2006-10 01
A 08-08-2007 10:52 AM CSAQKLC     999-99-9990 2006-10 01
D 08-08-2007 03:15 PM ADJ-TS      999-99-9991 2006-10 01
A 08-08-2007 10:52 AM CSAQKLC     999-99-9991 2006-10 01
D 07-11-2007 03:15 PM ADJ-TS      999-991     2006-03 01
A 07-11-2007 03:00 PM UPLOAD     999-991     2006-03 01
                                End of Data

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

```

9990 Adjustment Timesheet - Activity Log Screen 2                                08-08-2007 01:37 PM
                                                                                   <=MORE
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      NAME
F -----
- -----
D 06-14-2007 03:15 PM ADJ-TS      JOHN DOE
A 06-13-2007 03:58 PM CSAQKLC     JOHN DOE
D 08-08-2007 03:15 PM ADJ-TS      JOHN DOE
A 08-08-2007 10:52 AM CSCSPRT    JOHN DOE
D 08-08-2007 03:15 PM ADJ-TS      JANE DOE
A 08-08-2007 10:52 AM CSCSPRT    JANE DOE
D 07-11-2007 03:15 PM ADJ-TS      EXECUTIVE
A 07-11-2007 03:00 PM UPLOAD     EXECUTIVE
                                End of Data

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

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= Position/Employee Number/Year-Month 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, Position (for group), Position/Employee Number, or Employee Number 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.

Each year on March 31, activity records are purged if:

- (1) The Log Date is prior to August 1; and
- (2) The pay period is for the Prior Fiscal Year or older.

For example, on March 31, 2008, activity records are purged if the pay period is older than July 2007 and the Log Date is before August 1, 2007.

## 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**.

```

9990 Adj-Timesheet Log Detail - Date/Time Order          08-08-2007 04:04 PM

Function: A  DATE: 08-08-2007  TIME: 10:52:51 AM  USERID: CSAQKLC

POSITION      :                EMPLOYEE NUMBER: 999-99-9990
YEAR-MONTH   : 2006-10        PAGE: 01          NAME: JOHN DOE
TOTAL HOURS  : 16800          AVERAGE HOURLY RATE:
      HOURS  TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI PUR
1:  16800  REG   Y
2:
3:
4:
5:
6:
7:
8:
9:
10:
To access all distribution lines (1 through 15), press F11
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                Bkwrdr Frwrdr                D1-15 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. When the F11 key is pressed, all fifteen distribution lines for the timesheet record are displayed on the Adjustment Timesheet Distribution pop-up screen.

## GUIDELINES FOR CODING PAY TYPE

Each type of payment from the PT Table is matched to each pay type on the adjustment timesheet. If the pay types identified do not match, the PT Table will be processed using the EM/LC Table.

### Coding Regular and Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Regular and Overtime Pay types can be posted together or separately on the adjustment timesheet.

The following chart illustrates two ways overtime pay (OT) can be recorded.

OT Coding Indicator Setting	Hours	Type
Overtime Indicator set to <b>Y</b> (per LC or EM Table):	176	REG
	10	OT
Overtime Indicator set to <b>N</b> (per LC or EM Table):	186	REG

If the OT Coding Indicator is set to **Y**, the OT hours should be posted on a line separate from Regular Pay. If an OT line is not coded on the adjustment timesheet, Overtime Pay is allocated according to the EM/LC Tables (Home Base Accounts).

If the OT Coding Indicator is set to **N**, Overtime Pay is allocated in the same manner as Regular Pay. Regular Pay and OT Hours are combined under REG on one line of the adjustment timesheet.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that none of the hours were on a shift basis.

Refer to the Using Overtime Coding section in Chapter VI-1, Labor Distribution-Introduction for details.

### Coding Shift Differential and Shift Differential Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Shift Differential and Shift Differential Overtime Pay types can be posted together or separately on the adjustment timesheet. The following chart illustrates two ways shift differential pay (SD) and shift differential overtime pay (SDOT) can be recorded.

OT Coding Indicator Setting	Hours	Type
Overtime Indicator set to <b>Y</b> (per LC or EM Table):	176	SD
	10	SDOT
Overtime Indicator set to <b>N</b> (per LC or EM Table):	186	SD

If the OT Coding Indicator is set to **Y**, the SD and SDOT hours should be posted on separate lines on the adjustment timesheet. When they are not posted on separate lines, SDOT Pay is allocated according to the LC/EM Tables (Home Base Accounts).

If the OT Coding Indicator is set to **N**, the total hours are combined under SD on one line of the adjustment timesheet. When the indicator is set to **N**, SDOT Pay is allocated in the same manner as SD Pay.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that all of the hours were on a shift basis.

**Coding Regular and Shift Differential Pay**

Regular pay and shift differential hours must be coded on separate lines on the adjustment timesheet. The following two charts illustrate how to record shift differential pay. The employees in both examples worked 176 hours. The employee in Example A worked a shift that qualified for shift differential pay the entire month.

Example A

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>176</u>	SD (matched to the SCO shift differential payment)
352	TOTAL ADJUSTMENT TIMESHEET HOURS

Example B

The employee in Example B worked a total of 176 hours; 40 of those hours qualified for shift differential pay.

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>40</u>	SD (matched to the SCO shift differential payment)
216	TOTAL ADJUSTMENT TIMESHEET HOURS

Each pay type is allocated separately and must be recorded on separate lines on the adjustment timesheet. Although the total adjustment timesheet hours are more than the 176 hours worked, the employee is only paid for the actual hours worked.

**TABLE MAINTENANCE FUNCTIONS**

The following functions 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 an **A** in the Function field, Position (if used), Employee Number, Year-Month, Page, and the appropriate values in the informational elements fields to **Add** a record to the AJ Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the AJ File. A fresh screen is displayed with blank data fields, and a message confirming that the AJ Table record was added successfully is displayed at the bottom of the screen.

**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, choose one of the following options:

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

Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the AJ 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 a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) 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, choose one of the following options:

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

```
ACTION CONFIRMATION
Delete Adjustment Timesheet Record
Press F4 to confirm or F2 to cancel
```

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

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

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

**From The List Screen:**

Key a **D** in the F action column to the left of the desired record(s), 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 AJ Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, 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.

### **H=Add PT Rec**

The **H** (Add PT Rec) Function provides agencies the option of creating a PT record from the Adjustment Timesheet screen.

**From The Entry Screen:**

Key an **H** in the Function field, Position (if used), the Employee Number, and Year-Month in their respective fields and press **Enter** to add a record to the PT Table. If the transaction passes all online edits, the PT file is updated. A message confirming that the PT Table record was added successfully is displayed at the bottom of the screen.

**From The List Screen:**

Key an **H** in the F action column to the left of the desired record(s) and press **Enter**. A message confirming that the PT record was added successfully is displayed at the bottom of the Adjustment Timesheet Entry screen. Use **F2** to proceed to the next selected record or to return to the List screen.

## 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

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the AJ Table Listing Report and/or printing the report. The report contains all records within the AJ Table and is displayed in Exhibit VI-5-4.

### From The Entry Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

### From The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

```

Print/Report File Selection

Adjustment Timesheet (AJ) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI522-*.TBL-AJ.IQ.D2070208.T103528
  P=Printer Output and Report File
    Printer ID : CTP2    Report Class: Z    Report ID: ITBL
    Report File: CS9990.CSI522-*.TBL-AJ.IQ.D2070208.T103528
  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 Adjustment Timesheet (AJ) Table Listing Report (CSI522-2).

- P** – Immediately generates an electronic report file of the Adjustment Timesheet (AJ) Table Listing Report (CSI522-2) **and** ROPES the Adjustment Timesheet (AJ) Table Listing Report (CSI522-2) to an agency printer.
- O** – ROPES the Adjustment Timesheet (AJ) Listing Report (CSB522-2), including the current day's table maintenance, to an agency printer after the labor process is run.

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

**Blank** – generates CSB522-5 which suppresses the printing of a line if all record fields included in that line are blank (e.g., Distribution Lines).

**Y** – generates CSB522-2 which prints all lines of every record.

An example of the CSB522-2 is displayed in Exhibit IV-5-4.

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

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

### R=Recall Maintenance/Print

The Recall Function is used to delete AJ Table maintenance before the Labor process is initiated. For this table, only print (option O) maintenance may be recalled.

#### From The Entry Screen Or The List Screen:

Key an **R** in the Function field and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen. All fields from the screen must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

```

Recall Labor Process Maintenance/Print Request
Adjustment Timesheet (AJ) Table

Select one or more with a 'Y':

_ Remove the request to Print table
*** End of Data ***

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

```

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

### **T=Copy Timesheet**

The Copy Timesheet function can be used to copy a TS record from the TS Table and populate the information on the AJ Entry screen.

#### **From The Entry Screen:**

Key a **T** in the Function field, the record key values in their respective fields, and press **Enter** to display the timesheet record on the AJ Entry screen. Key an **A** in the Function field, make any necessary changes, and press **Enter**. A confirmation message is displayed at the bottom of the screen.

#### **From The List Screen:**

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

### **V=View**

#### **From The Entry Screen:**

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

#### **From The List Screen:**

Key a **V** in the F action column to the left of the desired record(s) 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** function immediately prints a single record report (CSI522-2) **and** generates a single record report file from the AJ Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI522-2.TBL-TS.IQ.Dcyymmdd.Thhmmss.

#### **From The Entry Screen:**

Key a **W** in the Function field, the record key values in their respective 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 a **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.

**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 AJ Table screens:

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

- ✪ **Field look-up assistance** is available for 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 AJ Log Activity screen.

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

**List**—Displays the AJ List screen.

**Log Detail**—Displays the AJ Log Detail screen.

**F6=Dfalt** (Default) - Locks and unlocks fields for data entry. Defaults may 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.

Key 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=TSLst** (Timesheet List) – Displays the Timesheet List For Adding Adjustment Timesheets screen. This key is used to retrieve TS records when creating an adjustment timesheet.

**F11=D1-15** or **Entry** – The following two functions are available for the F11 key.

**D1-15** (Distribution line 1 through 15) – Displays all 15 distribution lines on the pop-up AJ Distribution screen.

**Entry** – Exits the pop-up AJ Distribution screen and returns to the AJ Entry screen. All data entered is retained.

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

## ADJUSTMENT TIMESHEET TABLE REPORTS

The TS/AJ Rept Sort indicator in the LC Table controls which table activity reports are generated. If the indicator is set to **0** (sort by Position/Employee), the following reports are generated:

- ✦ Adjustment Timesheet Table Activity Report (CSB522-1) – displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VI-5-3.
- ✦ Adjustment Timesheet Table Upload Activity Report (CSB522-4) – displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-5-5.

If the indicator is set to **1** (sort by the last four digits of the Employee Number), the following reports are generated:

- ✦ Adjustment Timesheet Table Activity Report (CSB522-6) – displays all transactions successfully entered online during the work day. The report is displayed in Exhibit VI-5-6.
- ✦ Adjustment Timesheet Table Upload Activity Report (CSB522-7) – displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-5-7.

The following report is produced upon agency request:

- ✦ Adjustment Timesheet Table Listing Report (CSB522-2/CSI522-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the AJ Entry or List screen. The report is displayed in Exhibit VI-5-4.

**NOTE:** CSBnnn-n and CSIinnn-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 Adjustment Timesheet Table Activity Report (CSB522-1 or CSB522-6) and the Adjustment Timesheet Table Upload Activity Report (CSB522-4 or CSB522-7) 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-5-1  
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION NUMBER (ORG)	4	The statewide organization code is automatically entered from the signon.
POSITION	6 or 13	<p><b>Individual employee timesheet:</b></p> <p>If the LC Table Position Coding indicator is <b>Y</b>, enter the <b>employee's 13-digit position number</b>:</p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code;</li> <li>• 3-digit Payroll Reporting Unit (PRU);</li> <li>• 4-digit Class code; and</li> <li>• 3-digit employee Serial Number.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>If the LC Table Position Coding indicator is <b>N</b>, <b>leave blank</b>.</p> <p><b>Group timesheet:</b></p> <p>Enter the <b>6-digit group Position number</b>:</p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code; and</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul>
EMPLOYEE NUMBER (EMP NUMBER) (EMP NBR)	9	<p><b>Individual employee timesheet:</b></p> <p>Enter the individual's <b>Employee Number (SSN)</b>.</p> <p><b>Group timesheet:</b></p> <p>Leave blank.</p>
YEAR MONTH (YEAR-MO)	6	Enter the pay period calendar year and month.
PAGE	2	Enter the page number of the timesheet. The page number must be numeric and greater than zero. (Example: the first page would be <b>01</b> .)
<b>Informational Elements:</b>		
TOTAL HOURS	1-9	Enter the total number of hours for the timesheet page, including the 2 digits for hundredths. Do <b>not</b> enter the decimal point. (Example: 176 hours would be <b>17600</b> ).
AVERAGE HOURLY RATE (AVG)		Leave blank, not used for Actuals Costing.
<b>Distributions:</b>		
HOURS	1-7	Enter the number of hours worked to two decimal places. Do not enter the decimal point. (Example: 40 and 1/2 hours would be <b>4050</b> ).

EXHIBIT VI-5-1 (Continued)  
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

Data Element	Length	Contents
TYPE	2-4	<p><b>Refer to the Guidelines For Coding Pay Type section for details.</b></p> <p>Enter the Type (Pay Type):</p> <p><b>REG</b> or <b>0009</b> - Regular time</p> <p><b>OT</b> or <b>1008</b> - Overtime</p> <p><b>SD</b> or <b>2007</b> - Shift differential (paid separately from regular time)</p> <p><b>SDOT</b> or <b>3006</b> - Shift differential overtime (paid separately from overtime)</p> <p>If Reserve Accounts are used, the following codes are valid:</p> <p><b>HOL</b> or <b>4005</b> - Holiday time</p> <p><b>VAC</b> or <b>5004</b> - Vacation time</p> <p><b>SL</b> or <b>6003</b> - Sick leave</p> <p><b>CTO</b> or <b>7002</b> - Compensating time off</p> <p><b>CTD</b> or <b>8001</b> - Compensating time direct (earned and charged to a specific timesheet PCA)</p> <p><b>CT</b> or <b>9005</b> - Compensating time (earned and allocated to all timesheet PCAs)</p>
D (DEFAULT)	1	<p>Enter the Default to Home Base Indicator:</p> <p><b>Y</b> or <b>1</b> - Charge EM Table Home Base Accounts for these hours.</p> <p><b>N</b> or <b>0</b> - Charge using the classification on this line of the timesheet for these hours.</p>
<b>Accounts to be Charged:</b>		If the Default to Home Base Indicator is coded <b>N</b> or <b>0</b> , enter all of the classification elements to be charged.
INDEX	4	Enter the Index Code to be charged.
PROGRAM COST ACCOUNT (PCA)	5	Enter the PCA to be charged.
PCA ACTIVITY (ACTY)	4	<i>(Optional)</i> Enter the PCA Activity to be charged.
AGENCY OBJECT (AO)	2	<i>(Optional)</i> Enter the Agency Object to be charged. This Agency Object code overrides the Agency Object codes in the EM and LC Tables.
PROJECT (PROJ)	6	<i>(Optional)</i> Enter the Project to be charged.
WORK PHASE (WP)	2	If Project is coded, enter the Work Phase to be charged.
LOCATION (LOC)	6	<i>(Optional)</i> Enter the Location to be charged.
MULTI PURPOSE (MULTI PUR)	12	<i>(Optional)</i> Enter the Multi Purpose Code to be charged.

EXHIBIT VI-5-1 (Continued)  
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB522-2 and CSB522-5 REPORTS:</b>		
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.
<b>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB522-1, CSB522-4, CSB522-6, and CSB522-7 REPORTS:</b>		
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-5-2

CALSTARS 43  
(revised 4-13-2007)

ADJUSTMENT TIMESHEET (AJ) TABLE ENTRY FORM

ORG: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

FUNCTION  (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)

POSITION

EMPLOYEE NUMBER

YEAR-MONTH

PAGE

EMPLOYEE NAME

TOTAL HOURS

AVERAGE HOURLY RATE

	HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJECT	WP	LOCATION	MULTI PURPOSE
1:	<input type="checkbox"/>										
2:	<input type="checkbox"/>										
3:	<input type="checkbox"/>										
4:	<input type="checkbox"/>										
5:	<input type="checkbox"/>										
6:	<input type="checkbox"/>										
7:	<input type="checkbox"/>										
8:	<input type="checkbox"/>										
9:	<input type="checkbox"/>										
10:	<input type="checkbox"/>										
11:	<input type="checkbox"/>										
12:	<input type="checkbox"/>										
13:	<input type="checkbox"/>										
14:	<input type="checkbox"/>										
15:	<input type="checkbox"/>										

P=PRINT FUNCTION SELECTED: REPORT DESTINATION  (F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)  
 CREATE FIXED FORMAT REPORT  (Y=Fixed Format Report for use with Monarch, Blank=Suppress Blank Lines)  
 ADDITIONAL YEAR-MONTH TO PRINT \_\_\_\_\_  
 R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL \_\_\_\_\_

EXHIBIT VI-5-3

CSB522-1 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE ACTIVITY REPORT ORG PAGE: 1  
 01/20/2007 (17:58) \*\*\*\*\* RUN PAGE: 1

SORTED BY POSITION / EMPLOYEE NUMBER

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
	HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES		
	998-99-9995	2006-01	01	A	DOE, MARY					176.00		01-20-2007	01:19:18 PM	CSCSPRT
DIST 01	80.00	REG	Y											
	02	80.50	REG	N	1234	50300				123456789123				
	03	15.50	REG	N	1234	50400								
	999-99-9993	2006-12	01	A	DOE, KEVIN					176.00		01-20-2007	01:17:02 PM	CSCSPRT
DIST 01	76.00	REG	N	2222	50300									
	02	100.00	REG	N	2222	50500								
	999-99-9995	2006-09	01	A	DOE, HENRY					176.00		01-20-2007	01:20:52 PM	CSCSPRT
DIST 01	88.00	REG	Y											
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	REG	N	1234	50500								
999-993		2006-12	01	A	REGION 3 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01	525.00	REG	N	2300	50300									
	02	525.00	REG	N	2300	50400								
999-994		2006-12	01	A	REGION 4 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	CSCSPRT
DIST 01	1050.00	REG	Y											
999-995		2006-12	01	A	REGION 5 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01	1050.00	REG	Y											
999-996		2006-12	01	A	REGION 6 PROGRAM ADMIN					1050.00		01-20-2007	02:25:01 PM	CSCSPRT
DIST 01	1050.00	REG	Y											

EXHIBIT VI-5-4

CSB522-2 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE LISTING REPORT ORG PAGE: 1  
 01/20/2007 (17:58) \*\*\*\*\* RUN PAGE: 1

POSITION	EMP NUMBER	YEAR-MO	PAGE	NAME				TOTAL HOURS	AVG	LP DATE
	HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR
	999-99-9990	2006-12	01	DOE, JAMIE				176.00		01-15-2007
DIST 01	80.00	REG	Y							
02	80.50	REG	N	1234	50391				123456789123	
03	15.50	REG	N	1234	50400					
04										
05										
06										
07										
08										
09										
10										
11										
12										
13										
14										
15										
	999-99-9991	2006-12	01	ZELDA, JAMES				121.00		01-15-2007
DIST 01	80.00	REG	Y							
02	1.50	REG	N	1234	50391				123456789123	
03	15.50	REG	N	1234	50400					
04	2.00	REG	N	1234	50401					
05	2.00	REG	N	1234	50402					
06	2.00	REG	N	1234	50403					
07	2.00	REG	N	1234	50404					
08	2.00	REG	N	1234	50405					
09	2.00	REG	N	1234	50406					
10	2.00	REG	N	1234	50407					
11	2.00	REG	N	1234	50408					
12	2.00	REG	N	1234	50409					
13	2.00	REG	N	1234	50410					
14	2.00	REG	N	1234	50411					
15	2.00	REG	N	1234	50412					

EXHIBIT VI-5-5

CSB522-4 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE UPLOAD ACTIVITY REPORT ORG PAGE: 1  
 01/20/2007 (17:58) \*\*\*\*\* RUN PAGE: 1

S O R T E D B Y P O S I T I O N / E M P L O Y E E N U M B E R

\*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES	
	998-99-9996	2006-07	01	A	DOE, ZACHERY					176.00		01-20-2007	01:19:18 PM	UPLOAD
DIST 01	88.00	REG	N	3333	50500									
	02	88.00	REG	N	3333	50600								
	999-99-9994	2006-07	01	A	DOE, WILLIAM					176.00		01-20-2007	01:20:52 PM	UPLOAD
DIST 01	100.00	REG	N	2222	50300									
	02	76.00	REG	N	2222	50500								
	999-99-9996	2006-12	01	A	DOE, TERRY					176.00				
DIST 01	88.00	REG	Y									04	X97-OT/SDOT NOT ALLOWED	
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	OT	N	1234	50500								
999-997		2006-12	01	A	REGION 7 PROGRAM ADMIN					1050.00				ZCA-INVALID TOTAL HOURS
999-998		2006-12	01	A	REGION 8 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	UPLOAD
DIST 01	1050.00	REG	Y											

EXHIBIT VI-5-6

CSB522-6 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 ADJUSTMENT TIMESHEET (AJ) TABLE ACTIVITY REPORT ORG NUMBER: 9990  
 01/20/2007 (17:58) \*\*\*\*\*  
 ORG PAGE: 1  
 RUN PAGE: 1

S O R T E D B Y L A S T F O U R D I G I T S O F E M P L O Y E E N U M B E R

\*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
	HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES		
	999-99-9992	2006-08	01	A	DOE, ADAM					176.00		01-20-2007	01:17:02 PM	CSCSPRT
	DIST 01	76.00	REG	N	2222	50300								
	02	100.00	REG	N	2222	50500								
	998-99-9995	2006-01	01	A	DOE, MARY					176.00		01-20-2007	01:19:18 PM	CSCSPRT
	DIST 01	80.00	REG	Y										
	02	80.50	REG	N	1234	50300				123456789123				
	03	15.50	REG	N	1234	50400								
	999-99-9995	2006-09	01	A	DOE, HENRY					176.00		01-20-2007	01:20:52 PM	CSCSPRT
	DIST 01	88.00	REG	Y										
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	REG	N	1234	50500								
999-993		2006-12	01	A	REGION 3 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
	DIST 01	525.00	REG	N	2300	50300								
	02	525.00	REG	N	2300	50400								
999-994		2006-12	01	A	REGION 4 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	CSCSPRT
	DIST 01	1050.00	REG	Y										
999-995		2006-12	01	A	REGION 5 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
	DIST 01	1050.00	REG	Y										

EXHIBIT VI-5-7

CSB522-7 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS ADJUSTMENT TIMESHEET (AJ) TABLE UPLOAD ACTIVITY REPORT ORG PAGE: 1  
 01/20/2007 (17:58) \*\*\*\*\* RUN PAGE: 1

SORTED BY LAST FOUR DIGITS OF EMPLOYEE NUMBER

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES	
	999-99-9994	2006-07	01	A	DOE, WILLIAM					176.00		01-20-2007	01:20:52 PM	UPLOAD
DIST 01		100.00	REG	N	2222	50300								
	02	76.00	REG	N	2222	50500								
	998-99-9996	2006-07	01	A	DOE, ZACHERY					176.00		01-20-2007	01:19:18 PM	UPLOAD
DIST 01		88.00	REG	N	3333	50500								
	02	88.00	REG	N	3333	50600								
	999-99-9996	2006-12	01	A	DOE, TERRY					176.00				
DIST 01		88.00	REG	Y									04	X97-OT/SDOT NOT ALLOWED
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	OT	N	1234	50500								
999-997		2006-12	01	A	REGION 7 PROGRAM ADMIN					1050.00				ZCA-INVALID TOTAL HOURS
999-998		2006-12	01	A	REGION 8 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	UPLOAD
DIST 01		1050.00	REG	Y										

## ADJUSTMENT PAYROLL TABLE

The PT Table specifies the original dollars and hours to be reversed and redistributed. The information needed to complete this table can be obtained from any of the following documents corresponding to the original labor run:

- ✧ The Undistributed/Supplement Generator Activity Report (CFB536).
- ✧ The Actuals Generator Report (CFB540).
- ✧ The Undistributed Payroll Analysis Report (CFB556-1).
- ✧ The SCO Payroll Registers.

### Structure

The PT Table is divided into two segments: The control key and informational data. The control key identifies each payroll record and consists of an Organization Code, (optional) Position, Employee Number (for individual only), Funding Fiscal Year, and Year-Month, Payment Type, Suffix and Clearance.

The informational data segment identifies the Class Type and the original payroll distribution (e.g. SCO hours, gross amount, and benefits amounts).

### Relationship To Other Tables

During the update of the PT Table, the Labor Control (LC) Table, the Employee Master (EM) Table, TS Table, and the AJ Table are used to validate the PT record key.

**NOTE:** An AJ Table record must be established before a PT Table record.

### Input Coding

A listing of the fields contained on the Payroll Adjustment Entry screen and/or on the activity reports is shown in Exhibit VI-5-8. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the PT Entry screen is keyed from the PT Table Entry Form (CALSTARS 44). The form, shown in Exhibit VI-5-9, is formatted the same as the Entry screen and is available at [www.dof.ca.gov/html/calstars/forms.htm](http://www.dof.ca.gov/html/calstars/forms.htm).



Most table maintenance, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **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.

The list of PT records is displayed in Position/Emp Number order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.

To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press **Enter**. If the record exists, it will be the first record listed on the screen. If the requested record does not exist, the list will start with the next sequential record. If only the Position/Emp number is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D**, **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 from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order by Position (if used)/Emp Number. All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

### Adjustment Payroll 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 Adjustment Payroll - Activity Log Screen 1                                08-09-2007 08:40 AM
                                                                                   MORE=>
Sort: D (D=Date/Time, U=UserID, K=Position/Emp Number)
-----Go To-----  -Go To--  -----Go To-----
      DATE          TIME          USERID          POSITION          EMP NUMBER
F  -----
-  -----
D  08-08-2007 03:19 PM  ADJ-TS          999-99-9998      2006 2006-10
D  08-08-2007 03:18 PM  ADJ-TS          999-99-9995      2006 2006-10
D  08-08-2007 03:17 PM  ADJ-TS          999-99-9990      2006 2006-10
D  08-08-2007 03:16 PM  ADJ-TS          999-99-9991      2006 2006-10
D  08-08-2007 03:15 PM  ADJ-TS          999-99-9991      2006 2007-04
A  08-08-2007 12:38 PM  CSAQKLC         999-99-9998      2006 2006-10
A  08-08-2007 12:38 PM  CSAQKLC         999-99-9995      2006 2006-10
A  08-08-2007 12:38 PM  CSAQKLC         999-99-9990      2006 2006-10
A  08-08-2007 12:38 PM  CSAQKLC         999-99-9991      2006 2006-10
A  08-08-2007 12:38 PM  CSAQKLC         999-99-9991      2006 2006-10

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

```

9990 Adjustment Payroll - Activity Log Screen 2                                08-09-2007 08:40 AM
                                                                                   <=MORE
Sort: D (D=Date/Time, U=UserID, K=Position/Emp Number)
-----Go To-----  -Go To--
      DATE          TIME          USERID
F  -----
-  -----
D  08-08-2007 03:19 PM  ADJ-TS          JANE DOE          2006 2006-10 0 11223
D  08-08-2007 03:18 PM  ADJ-TS          RICHARD DOE       2006 2006-10 0 11223
D  08-08-2007 03:17 PM  ADJ-TS          CHRIS DOE         2006 2006-10 0 11223
D  08-08-2007 03:16 PM  ADJ-TS          JOHN DOE          2006 2006-10 0 11223
D  08-08-2007 03:15 PM  ADJ-TS          JOHN DOE          2006 2007-04 0 12345
A  08-08-2007 12:38 PM  CSAQKLC         JANE DOE          2006 2006-10 0 11223
A  08-08-2007 12:38 PM  CSAQKLC         RICARDO DOE       2006 2006-10 0 11223
A  08-08-2007 12:38 PM  CSAQKLC         CHRIS DOE         2006 2006-10 0 11223
A  08-08-2007 12:38 PM  CSAQKLC         JOHN DOE          2006 2006-10 0 11223
A  08-08-2007 12:38 PM  CSAQKLC         JOHN DOE          2006 2006-10 0 11223

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

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

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Position/Employee Number/Year-Month 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, Position (for group), Position/Employee Number, or Employee Number 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.

Each year on March 31, activity records are purged if:

- (1) The Log Date is prior to August 1; and
- (2) The pay period is for the Prior Fiscal Year or older.

For example, on March 31, 2008, activity records are purged if the pay period is older than July 2007 and the Log Date is before August 1, 2007.

## 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**.

```

9990 Adjustment Payroll Log Detail - Date/Time Order      08-09-2007 08:41 AM
Function: A  DATE: 08-08-2007  TIME: 12:38:22 PM  USERID: CSAQKLC

POSITION>                EMPLOYEE NUMBER> 999 99 9990
FFY: 2006  YEAR-MONTH: 2006 10  EMPLOYEE NAME : CHRIS DOE
PAYMENT TYPE> 0  PAYMENT SUFFIX>          CLEARANCE: 11223  CLASS TYPE>

SCO HOURS      : 17600
GROSS PAY      : 100000
RETIREMENT     : 10000
OASDI          : 10000
HEALTH         : 10000
DENTAL        : 10000
LIFE INSURANCE: 10000
VISION         : 10000
MEDICARE       : 10000
OTHER          : 1000

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

## TABLE MAINTENANCE FUNCTIONS

The following functions 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 required fields on the screen to **Add** a record to the PT Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the PT file. A fresh screen is displayed with blank data fields, and a message confirming that the PT Table record was added successfully is displayed at the bottom of the screen.

**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, choose one of the following options:

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

Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the PT 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:**

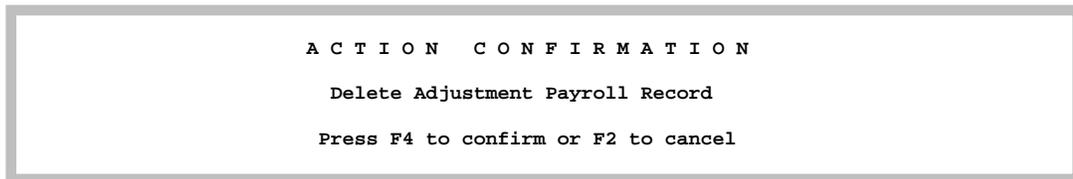
Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was 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, choose one of the following options:

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

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

#### **From The List Screen:**

Key a **D** in the F action column to the left of the desired record(s), 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 PT Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, 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.

### **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 causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the PT Table Listing Report and/or printing the report. The report contains all records within the PT Table and is displayed in Exhibit VI-5-11.

**From The Entry Screen:**

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

**From The List Screen:**

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

```

                                Print/Report File Selection
                                Adjustment Payroll (PT) Table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI524-2.TBL-PT.IQ.D2070213.T0959468
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI524-2.TBL-PT.IQ.D2070213.T0959468
  O=Report Output after Labor Process
    Printer ID : CTP2      Report Class: A      Report ID: LABT

                                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 Adjustment Payroll (PT) Table Listing Report (CSI524-2).
- P** – Immediately generates an electronic report file of the Adjustment Payroll (PT) Table Listing Report (CSI524-2) **and** ROPES the Adjustment Payroll (PT) Table Listing Report (CSI524-2) to an agency printer.
- O** – ROPES the Adjustment Payroll (PT) Listing Report (CSB524-2), including the current day's table maintenance, to an agency printer after the labor process is run.

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

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

## R=Recall Maintenance/Print

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

### From The Entry Screen Or The List Screen:

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

```

Recall Labor Process Maintenance/Print Request
Adjustment Payroll (PT) Table

Select one or more with a 'Y':

_ Remove the request to Print the Table
*** End of Data ***

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

```

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

## V=View

### From The Entry Screen:

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

### From The List Screen:

Key a **V** in the F action column to the left of the desired record(s), 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** function immediately prints a single record report (CSI524-2) **and** generates a single record report file from the PT Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI524-2.TBL-TS.IQ.Dcyymmdd.Thhmmss.

### From The Entry Screen:

Key a **W** in the Function field, the record key values in their respective 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 a **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.

## 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 PT Table screens:

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

- ☛ **Field look-up assistance** is available for 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 PT Log Activity screen.

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

**List** - Displays the PT List screen.

**Log Detail** - Displays the PT Log Detail screen.

**F6=Dfalt** (Default) - Locks and unlocks fields for data entry. Defaults may 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.

Key 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**.

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

## ADJUSTMENT PAYROLL TABLE REPORTS

The following reports are system generated:

- ✪ Adjustment Payroll Table Activity Report (CSB524-1) - This report displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VI-5-10.
- ✪ Adjustment Payroll Table Upload Activity Report (CSB524-4) - 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-5-12.

The following report is produced upon agency request:

- ✪ Adjustment Payroll Table Listing Report (CSB524-2/CSI524-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the PT Entry or List screen. The report is displayed in Exhibit VI-5-11.

**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 Adjustment Payroll Table Activity Report (CSB524-1) and the Adjustment Payroll Table Upload Activity Report (CSB524-4) 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-5-8  
ADJUSTMENT PAYROLL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION (ORG)	4	The Organization is automatically entered from the signon.
POSITION	13	<p><b>Individual employee payroll record:</b></p> <p>If the LC Table Position Coding indicator is <b>Y</b>, enter the employee's <b>13-digit position number</b>:</p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code</li> <li>• 3-digit Payroll Reporting Unit (PRU)</li> <li>• 4-digit Class code</li> <li>• 3-digit employee Serial Number.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>If the LC Table Position Coding indicator is <b>N</b>, the Position number is optional. <b>Key the Position number or leave blank.</b></p> <p><b>NOTE:</b> When a Position number is entered in the Adjustment Payroll record, all PT Table Activity/Listings (CSB524-1 thru CSB524-4) and all Labor Adjustment Reports (CFB536A* and CFB540A*) are sorted by Position/Employee Number. When a Position number is not entered, the reports are sorted by Employee Number.</p> <p><b>Group payroll record:</b></p> <p>Enter the <b>6-digit group Position number</b>:</p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul>
EMPLOYEE NUMBER	9	<p><b>Individual payroll record:</b></p> <p>Enter the individual's <b>Employee Number (SSN)</b>.</p> <p><b>Group payroll record:</b></p> <p>Leave blank.</p>
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year.
YEAR-MONTH (YEAR-MO)	6	Enter the Pay Period Calendar Year and Month.
PAYMENT TYPE (TYPE)	1	Enter the Payment Type: <b>0</b> - Regular pay; <b>1</b> - Overtime pay; <b>2</b> - Shift Differential pay.
PAYMENT SUFFIX (SX)	1	Enter the Payment Suffix, or leave blank: <b>Blank</b> - No suffix <b>F</b> - FLSA Overtime (use only with Payment Type 1) <b>S</b> - Shift Differential Overtime. (Use only with Payment Type 1).
CLEARANCE (CLEAR)	5	Enter the 5-digit SCO Clearance Number.

EXHIBIT VI-5-8  
ADJUSTMENT PAYROLL TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Informational Elements:</b>		
CLASS TYPE	1	Enter the Class Type. <b>Blank</b> - Civil Service <b>C</b> - CSUC <b>E</b> - Ecology Corps <b>F</b> - Finance Exempt <b>J</b> - Judicial Council <b>L</b> - Statutory Officers <b>M</b> - Maritime Academy <b>P</b> - Exempt CETA <b>S</b> - SPB Exempt
SCO HOURS	1-7	Enter hours for original SCO payment record.
GROSS PAY (GROSS)	1-7	Enter gross pay from original SCO payment record.
RETIREMENT (RETIRE)	1-7	Enter State's share of retirement or enter zero, if none.
OASDI	1-7	Enter State's share of OASDI or enter zero, if none.
HEALTH	1-7	Enter State's share of Health Insurance or enter zero, if none.
DENTAL	1-7	Enter State's share of Dental Insurance or enter zero, if none.
LIFE INSURANCE (LIFE)	1-7	Enter State's share of Management Life Insurance or enter zero, if none.
VISION	1-7	Enter State's share of Vision Insurance or enter zero, if none.
MEDICARE	1-7	Enter State's share of Medicare Insurance or enter zero, if none.
OTHER	1-7	Enter State's share of Other Benefits such as FlexElect or enter zero, if none.
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB524-2 REPORT:</b>		
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.
<b>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB524-1 AND CSB524-4 REPORTS:</b>		
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.

**NOTE:** The SCO Hours field as well as all the Amount fields (Gross Pay – Other) must be keyed with two decimal places, but without the decimal point, e.g., 27.5 hours is keyed as **2750**.

EXHIBIT VI-5-9

<b>CALSTARS 44</b> <small>(revised 5-8-2007)</small>	<b>ADJUSTMENT PAYROLL (PT) TABLE ENTRY FORM</b>	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
DATE: _____		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)		
<b>POSITION</b> <input type="text"/>	<b>EMPLOYEE NUMBER</b> <input type="text"/>	
<b>FFY</b> <input type="text"/>	<b>YEAR-MONTH</b> <input type="text"/>	
<b>PAYMENT TYPE</b> <input type="checkbox"/>	<b>PAYMENT SUFFIX</b> <input type="checkbox"/>	<b>CLEARANCE</b> <input type="text"/>
		<b>CLASS TYPE</b> <input type="checkbox"/>
<b>SCO HOURS</b> <input type="text"/>		
<b>GROSS PAY</b> <input type="text"/>		
<b>RETIREMENT</b> <input type="text"/>		
<b>OASDI</b> <input type="text"/>		
<b>HEALTH</b> <input type="text"/>		
<b>DENTAL</b> <input type="text"/>		
<b>LIFE INSURANCE</b> <input type="text"/>		
<b>VISION</b> <input type="text"/>		
<b>MEDICARE</b> <input type="text"/>		
<b>OTHER</b> <input type="text"/>		
<b>P=PRINT FUNCTION SELECTED:</b>		
<b>REPORT DESTINATION</b> <input type="checkbox"/>	(F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)	
<b>ADDITIONAL YEAR-MONTH TO PRINT</b> _____		
<b>R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL</b> _____		

EXHIBIT VI-5-10

CSB524-1 *****										DEPARTMENT OF AIR QUALITY			*****			ORG NUMBER:	9990
CALSTARS										ADJUSTMENT PAYROLL (PT) ACTIVITY			REPORT			ORG PAGE:	1
01/20/2007 (17:58) *****													*****			RUN PAGE:	1
POSITION	EMPLOYEE NUMBER	FFY	YEAR-MO	PAYMENT		CLEAR	F	CLASS		----- TRANSACTION -----			DATE	TIME	USERID		
	NAME			TYPE	SX			TYPE	SCO	HOURS							
				GROSS	RETIRE			OASDI	HEALTH	DENTAL	ERROR MESSAGES						
					LIFE			VISION	MEDICARE	OTHER							
999-993	REGION 3 PROGRAM ADMIN	2006	2006-12	0	12345	A		1050.00			01/20/2007	02:25.52 PM	CSCSPRT				
				50,000.00	1,000.00			1,500.00	5,000.00	750.00							
								600.00	300.00								
999-999-9999-001	DOE, JAMIE	2006	2006-12	0	12345	A		176.00			01/20/2007	01:19.52 PM	CSCSPRT				
				6,000.00	120.00			170.00	500.00	90.00							
					100.00			60.00	30.00	20.00							
999-999-9999-002	ZELDA, JAMES	2006	2006-11	0	12345	A		176.00			01/20/2007	01:19.52 PM	CSCSPRT				
				3,000.00	60.00			85.00	500.00	90.00							
								60.00	30.00								
999-999-9999-002	ZELDA, JAMES	2006	2006-12	0	23456	A		176.00			01/20/2007	01:19.52 PM	CSCSPRT				
				4,000.00	75.00			100.00	500.00	90.00							
								60.00	30.00								

EXHIBIT VI-5-11

POSITION	EMPLOYEE NUMBER	FFY	YEAR-MO	PAYMENT TYPE	SX	CLEAR	CLASS TYPE	SCO HOURS	LP DATE
NAME				GROSS	RETIRE	OASDI	HEALTH	DENTAL	
				LIFE	VISION	MEDICARE	OTHER		
999-993	REGION 3 PROGRAM ADMIN	2006	2006-12	0	12345	12345	1050.00		01/15/2007
				50,000.00	1,000.00	1,500.00	5,000.00	750.00	
						600.00	300.00		
999-999-9999-001	DOE, JAMIE	2006	2006-12	0	12345	12345	176.00		01/15/2007
				6,000.00	120.00	170.00	500.00	90.00	
					100.00	60.00	30.00	20.00	
999-999-9999-002	ZELDA, JAMES	2006	2006-11	0	12345	12345	176.00		01/15/2007
				3,000.00	60.00	85.00	500.00	90.00	
						60.00	30.00		
999-999-9999-002	ZELDA, JAMES	2006	2006-12	0	23456	23456	176.00		01/15/2007
				4,000.00	75.00	100.00	500.00	90.00	
						60.00	30.00		

*SCO HOURS TOTAL:	528.00
*GROSS PAY TOTAL:	10,915.00
*RETIREMENT TOTAL:	1,641.40
*OASDI TOTAL:	433.79
*HEALTH TOTAL:	635.25
*DENTAL TOTAL:	119.86
*LIFE INSURANCE TOTAL:	26.90
*VISION TOTAL:	19.32
*MEDICARE TOTAL:	3.52
*OTHER TOTAL:	7.34
*TOTAL ADJUSTMENT PAYROLL RECORDS:	4

EXHIBIT VI-5-12

CSB524-4 *****										DEPARTMENT OF AIR QUALITY										*****										ORG NUMBER: 9990	
CALSTARS										UPLOAD ADJUSTMENT PAYROLL (PT) ACTIVITY										REPORT										ORG PAGE: 1	
01/20/2007 (17:58) *****																														RUN PAGE: 1	
POSITION	EMPLOYEE NUMBER	FFY	YEAR-MO	PAYMENT		CLEAR	F	CLASS		SCO		HOURS	--- TRANSACTION ---																		
	NAME			GROSS	RETIRE			OASDI	HEALTH	DENTAL			DATE	TIME	USERID	ERROR MESSAGES															
					LIFE			VISION	MEDICARE	OTHER																					
999-993	REGION 3 PROGRAM ADMIN	2006	2006-12	0	12345	A		1050.00					01/20/2007	03:15.00 PM	UPLOAD																
				50,000.00	1,000.00			1,500.00	5,000.00	750.00																					
								600.00	300.00																						
999-999-9999-001	DOE, JAMIE	2006	2006-12	0	12345	A		176.00					01/20/2007	03:15.00 PM	UPLOAD	H05-ADJUST TS NOT FOUND															
				6,000.00	120.00			170.00	500.00	90.00																					
					100.00			60.00	30.00	20.00																					
999-999-9999-002	ZELDA, JAMES	2006	2006-11	0	12345	A		176.00					01/20/2007	03:15.00 PM	UPLOAD																
				3,000.00	60.00			85.00	500.00	90.00																					
								40.00	130.00																						
999-999-9999-002	ZELDA, JAMES	2006	2006-12	0	23456	A		176.00					01/20/2007	03:15.00 PM	UPLOAD																
				4,000.00	75.00			100.00	500.00	90.00																					
								60.00	30.00																						

## LABOR DISTRIBUTION ADJUSTMENT SYSTEM PROCESS

After all information is entered on the TS, AJ and PT Tables, the adjustment process can be run. Key an **A** in the Run Labor Indicator field on the Organization Control Table Maintenance/Inquiry screen to initiate the adjustment process, which begins daily at 3:00 PM.

The major steps of the Labor Distribution Adjustment Run occur in the following order:

1. **Pre-Processor** – PT records/FFY are validated against other tables prior to the adjustment run.
2. **Reversal Run** – Generates transactions to reverse the original labor cost distributions.
3. **Reposting Run** – Generates the new distribution transactions.
4. **Summarization Batching Process** – Summarizes like transactions for entry.
5. **Labor Tables Update** – Updates the TS, AJ and PT tables, including the purge of the Adjustment Timesheet and Payroll entries to prevent duplication.
6. **OC Table Update** – resets the OC Table Run Labor Indicator to **N**.

Exhibit VI-5-13 displays a flowchart of the entire adjustment process.

### Pre-Processor

The Pre-Processor validates that changes have not been made since the creation of the PT records. The following edits are performed:

- ✧ Each PT Table entry must have a matching AJ Table entry.
- ✧ Each PT Table entry must have a matching original TS Table entry.
- ✧ Each PT Table entry must have a matching EM Table record.
- ✧ A LC Table record must exist for the FFY of the transactions.

PT Table records that pass the edits are duplicated as follows:

- ✧ One set contains hours and dollars with a *negative value* and is used to create the distributions in the **reversal run**.
- ✧ The other set contains hours and dollars with a *positive value* and is used to create the distributions in the **reposting run**.

PT Table records that do not pass the edits are displayed on the CFB554A1, Adjustments Preprocessor Exceptions Report. The report is displayed in Exhibit VI-5-15.

A flowchart of the Pre-Processor is displayed in Exhibit VI-5-14.

### Reversal Run

The reversal run reverses the original labor distributions by applying the negative PT values created during the Pre-Processor step to each original timesheet. A flowchart of the reversal process is displayed in Exhibit VI-5-16.

A sample of the CFB540A4, Labor Adjustments – Transaction Reversals – Actuals Report, is shown in Exhibit VI-5-17.

### Reposting Run

The reposting run creates the new or reposted distributions by applying the positive PT values created during the Pre-Processor step to each adjustment timesheet. A flowchart of this process is displayed in Exhibit VI-5-18.

A sample of the CFB540A7, Labor Adjustments – Transaction Reposting – Actuals, is shown in Exhibit VI-5-19.

### Summarization Batching Process

After the reversal and reposting runs are completed and other intermediate reports are produced, the transactions are summarized and placed into batches by the CALSTARS Labor Distribution Interface program. The transactions generated by the labor distribution process are summarized using every accounting classification in the transaction (Transaction Code, FFY, Index, PCA and Object, etc.). All transactions are batched and identified by the SCO Clearance Number, which is the Current Document Number. A flowchart of the process is displayed in Exhibit VI-5-20.

The system generated Batch Type for labor distribution Reversal and Reposting transactions is **LA**. Two reports are generated from this process, the CFB544A1, Interface Control Report and the CFB544A2, Labor Distribution Interface Summary Report. A sample of the Interface Control Report is shown in Exhibit VI-5-21, and a sample of the Labor Distribution Interface Summary Report is shown in Exhibit VI-5-22.

### Labor Tables Update

The table update program performs the following functions:

- ✦ Replaces original timesheets with the Adjustment Timesheets.
- ✦ Deletes PT Table records.
- ✦ Deletes AJ Table records.
- ✦ Generates a purge report.

After the adjustment timesheet run (Run Labor Indicator A) is completed, the original timesheet is replaced with the Adjustment Timesheet to reflect the new timesheet distributions. All AJ Table and PT Table records are deleted so adjustments are not duplicated. AJ records that do not have a matching PT record at the time of the adjustment run are also purged.

The CFB558A1, Time Sheet Replacement / AT & PT Purge Report, is shown in Exhibit VI-5-23. This report displays the activity from the replacement and purge processes.

### OC Table Update

The OC Table Labor Run Indicator is reset to **N**.

EXHIBIT VI-5-13  
LABOR DISTRIBUTION ADJUSTMENT PROCESS

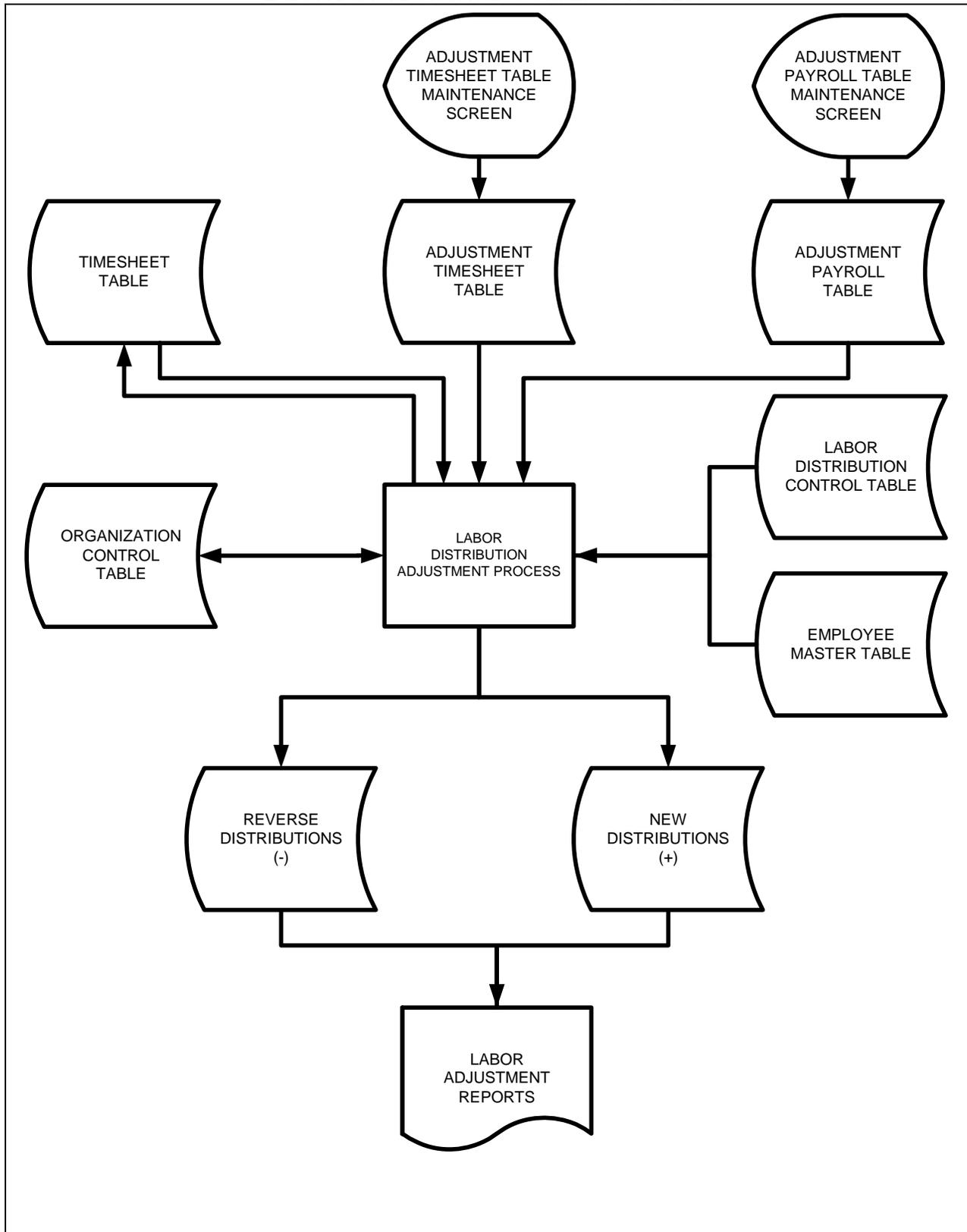


EXHIBIT VI-5-14  
PRE-PROCESSOR

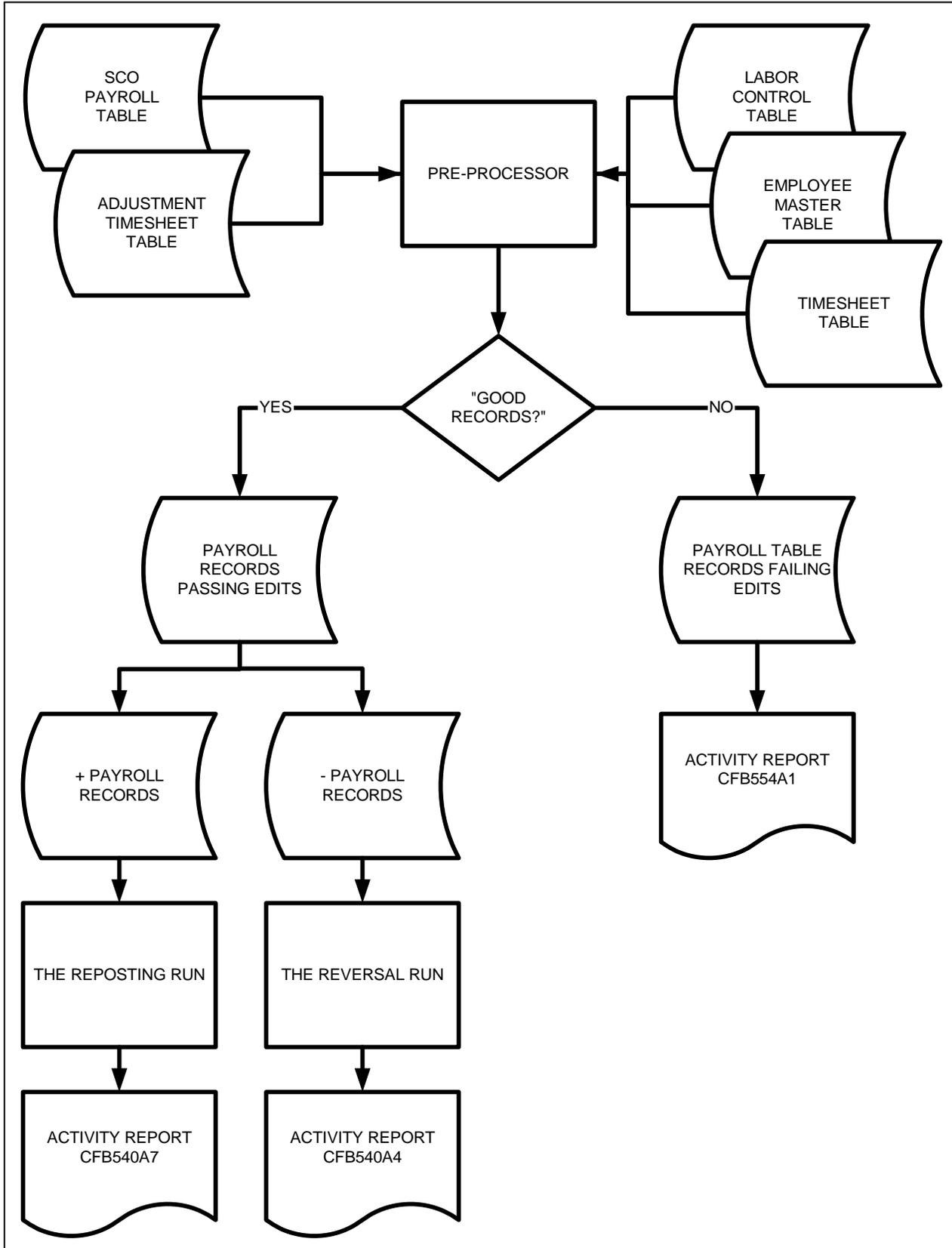




EXHIBIT VI-5-16  
REVERSAL RUN

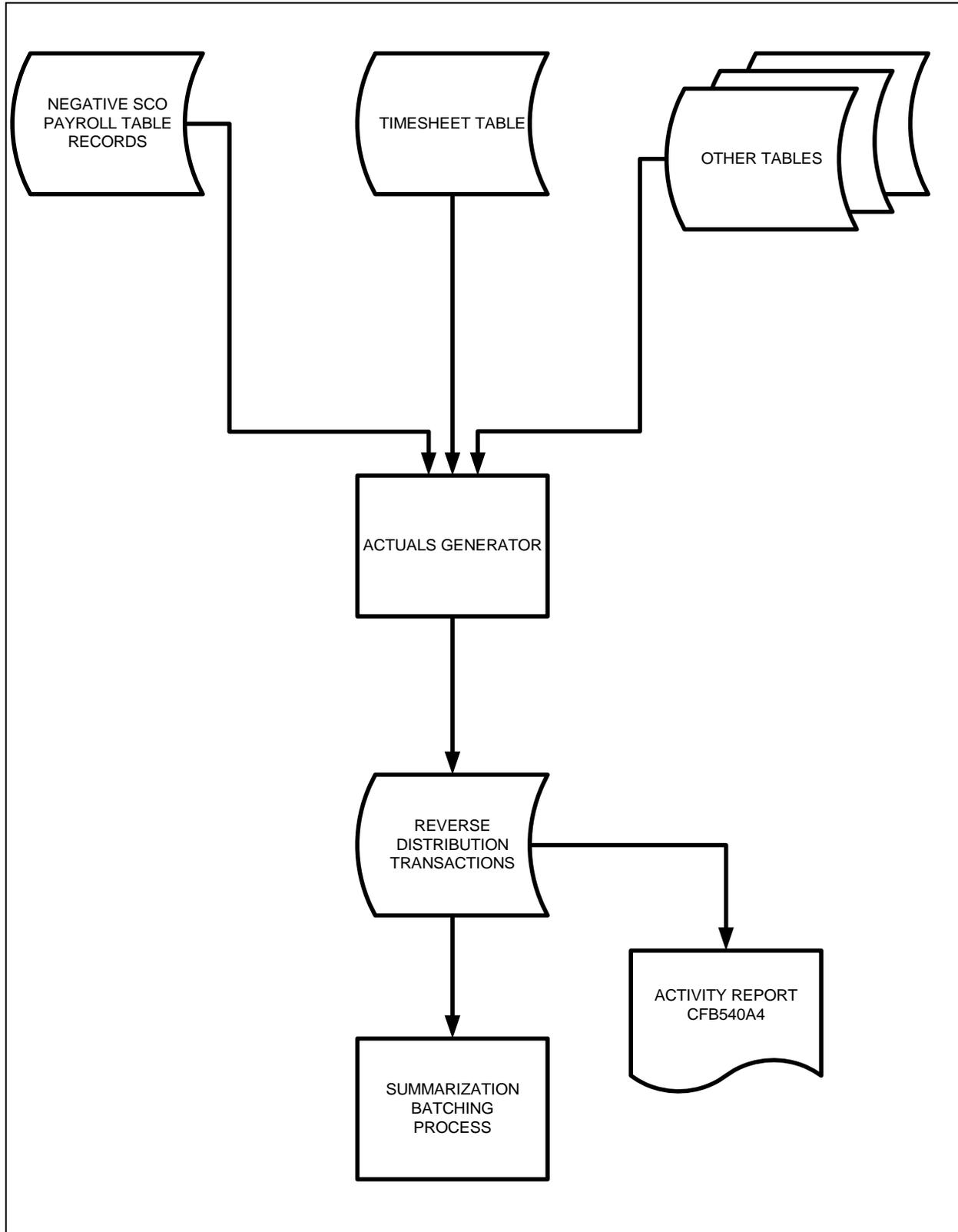


EXHIBIT VI-5-17

CFB540A4 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 LABOR DISTRIBUTION ACTIVITY REPORT ORG NUMBER: 9990  
 01/20/07 (32.42)\*\*\*\*\* ORG PAGE: 12  
 RUN PAGE: 12

LABOR ADJUSTMENTS - TRANSACTION REVERSALS - ACTUALS  
 \*\*\*\*\*

POS-NO	EMP-NO	CLEAR	YR	MO	P	S	CT	C	HOURS	GROSS	OASDI/VISION	HEALTH/MED	RETIRE/OTHER	DENTAL	LIFE
PAYR: XXX-XXX-XXXX-XXX	XXX-XX-XXXX	XXXXX	XX	XX	X	X	X	X	X,XXX.XX-	XX,XXX.XX-	XX,XXX.99-	XX,XXX.XX-	XX,XXX.XX-	XX,XXX.XX-	XX,XXX.XX-
SRC	TC	REV	INDX	PCA	ACTV	FFY	PROJ	WP	LOC	MP-CODE	OBJ-DET	AGCY-OBJ	AMOUNT	MESSAGE	
DIST: XXX	XXX	X	XXXX	XXXXX	XXXX	XX	XXXXXX	XX	XXXXXX	XXXXXXXXXXXXXX	XXX	XX	X,XXX,XXX.XX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	
PAYR: 999-998-	-	-	-	12345	06	12	0	1	6,351.45	99,999.99-	0.00	0.00	0.00	0.00	0.00
999-998-9999-001	999-99-9990				000						0.00	0.00	0.00	0.00	0.00
PAYR: 999-998-	-	-	-	12345	06	12	0	1	1,104.60	18,354.22-	0.00	0.00	0.00	0.00	0.00
999-998-9999-002	999-99-9991				000						0.00	0.00	0.00	0.00	0.00
DIST: SCO	805	R	7790	97790							998	02	13,807.50-	NO	TIME SHEET
DIST: PHB	371	R	7790	97790							003		218,354.20-	NO	TIME SHEET
DIST: PHB	371		9999	99003							003		218,354.20	NO	TIME SHEET
DIST: AB	371	R	7790	97790							103		13,409.04-	NO	TIME SHEET
DIST: AB	371		9999	99004							103		13,409.04	NO	TIME SHEET
DIST: AB	371	R	7790	97790							106		6,749.42-	NO	TIME SHEET
DIST: AB	371		9999	99005							106		6,749.42	NO	TIME SHEET
DIST: AB	371	R	7790	97790							105		19,185.13-	NO	TIME SHEET
DIST: AB	371		9999	99006							105		19,185.13	NO	TIME SHEET
DIST: AB	371	R	7790	97790							104		2,445.40-	NO	TIME SHEET
DIST: AB	371		9999	99007							104		2,445.40	NO	TIME SHEET
DIST: AB	371	R	7790	97790							135		90.72-	NO	TIME SHEET
DIST: AB	371		9999	99008							135		90.72	NO	TIME SHEET
DIST: AB	371	R	7790	97790							136		558.90-	NO	TIME SHEET
DIST: AB	371		9999	99009							136		558.90	NO	TIME SHEET
DIST: AB	371	R	7790	97790							137		3,139.25-	NO	TIME SHEET

EXHIBIT VI-5-18  
REPOSTING RUN

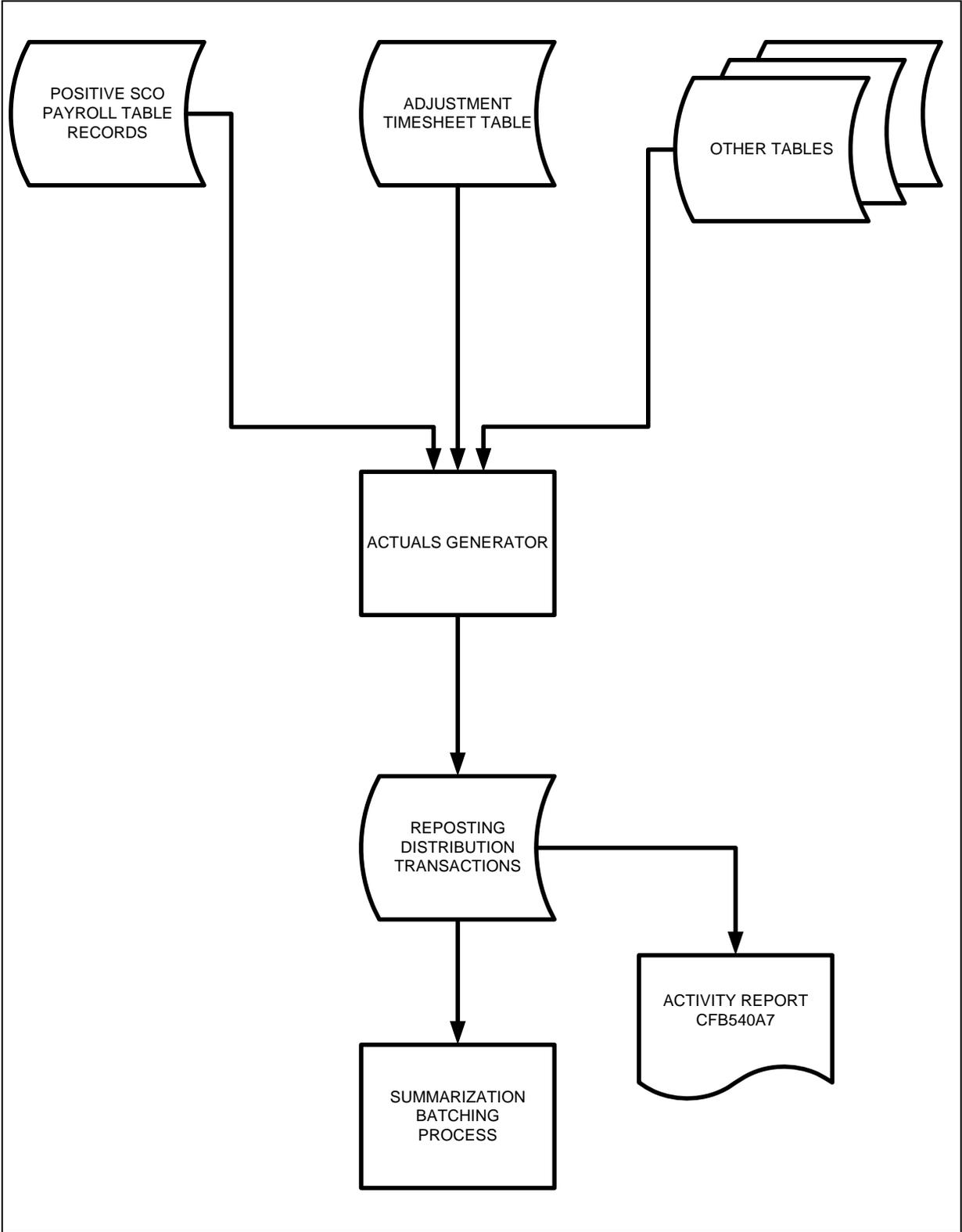


EXHIBIT VI-5-19

CFB540A7 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 01/20/07 (32.42)\*\*\*\*\*  
 REPORT ORG NUMBER: 9990  
 ORG PAGE: 1  
 RUN PAGE: 1

LABOR ADJUSTMENTS - TRANSACTION REPOSTING - ACTUALS  
 \*\*\*\*\*

POS-NO EMP-NO CLEAR YR MO P S CT C HOURS GROSS OASDI/VISION HEALTH/MED RETIRE/OTHER DENTAL LIFE  
 PAYR: XXX-XXX-XXXX-XXX XXX-XX-XXXX XXXXX XX XX X X X X X,XXX.XX- XX,XXX.XX- XX,XXX.99- XX,XXX.XX- XX,XXX.XX- XX,XXX.XX-  
 SRC TC REV INDX PCA ACTV FFY PROJ WP LOC MP-CODE OBJ-DET AGCY-OBJ AMOUNT MESSAGE  
 DIST: XXX XXX X XXXX XXXXX XXXX XX XXXXXX XX XXXXXX XXXXXXXXXXXXX XXX XX X,XXX,XXX.XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX

POS-NO	EMP-NO	CLEAR	YR	MO	P	S	CT	C	HOURS	GROSS	OASDI/VISION	HEALTH/MED	RETIRE/OTHER	DENTAL	LIFE
PAYR: 999-998-	-	-	-	12345	06	12	0	1	336.00	8,395.00	516.93	350.00	133.04	44.62	0.00
999-998-9999-001	999-99-9990				000						16.20	120.89	2.22		
DIST: SCO	805	5560	80100		01				1234567890AA	998	02		336.00		
DIST: TS	805	5560	80100		01				1234567890AA	998	01		168.00		
DIST: TS	371	5560	80100		01				1234567890AA	003			8,395.00		
DIST: TS	371 R	9999	99003		01					003			8,395.00-		
DIST: AB	371	5560	80100		01				1234567890AA	103			516.93		
DIST: AB	371 R	9999	99004		01					103			516.93-		
DIST: AB	371	5560	80100		01				1234567890AA	106			133.04		
DIST: AB	371 R	9999	99005		01					106			133.04-		
DIST: AB	371	5560	80100		01				1234567890AA	105			350.00		
DIST: AB	371 R	9999	99006		01					105			350.00-		
DIST: AB	371	5560	80100		01				1234567890AA	104			44.62		
DIST: AB	371 R	9999	99007		01					104			44.62-		
DIST: AB	371	5560	80100		01				1234567890AA	136			16.20		
DIST: AB	371 R	9999	99009		01					136			16.20-		
DIST: AB	371	5560	80100		01				1234567890AA	137			120.89		
DIST: AB	371 R	9999	99010		01					137			120.89-		
DIST: AB	371	5560	80100		01				1234567890AA	134			2.22		
DIST: AB	371 R	9999	99011		01					134			2.22-		

EXHIBIT VI-5-20  
INTERFACE BATCHING PROCESS

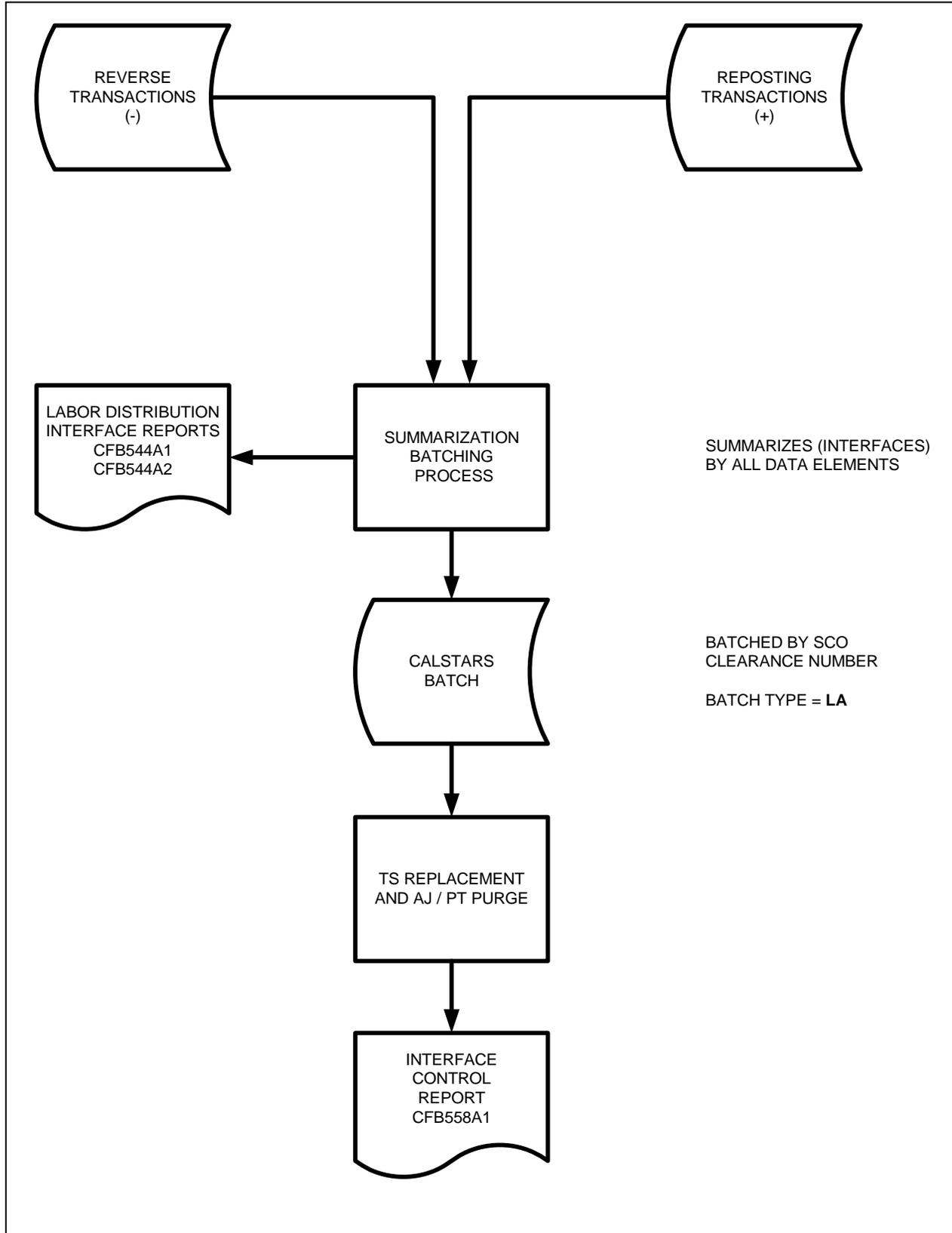


EXHIBIT VI-5-21

CFB544A1 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 01/20/07 (15.03) \*\*\*\*\*  
 LABOR DISTRIBUTION INTERFACE REPORT  
 ORG NUMBER: 9990  
 ORG PAGE: 1  
 RUN PAGE: 1

I N T E R F A C E C O N T R O L R E P O R T

-----BATCH ID-----	TC	RMO	FFY	INDEX	PCA	ACT	OBJ	AO	PROJ	WP	LOC	DOC#	A M O U N T	SUBSYSTEM INTERFACE DATA	
														POSITION NUMBER	EMP NO.
	371	06	0540	10000			033					CL012345-00	206.23	999-999-9999-001	999-99-9990
	371	06	0540	10000			033					CL012345-00	135.14	999-999-9999-002	999-99-9991
A9990070120LA999000010	371	06	0540	10000			033					CL012345-00	341.37	- - -	- - -
	371	06	0540	10000			137					CL012345-00	2.99	999-999-9999-001	999-99-9990
	371	06	0540	10000			137					CL012345-00	1.96	999-999-9999-002	999-99-9991
A9990070120LA999000020	371	06	0540	10000			137					CL012345-00	4.95	- - -	- - -
	371	06	0540	10030			033					CL012345-00	1,794.65	999-999-9999-003	999-99-9992
A9990070120LA999000030	371	06	0540	10030			033					CL012345-00	1,794.65	- - -	- - -
	371	06	0540	10030			137					CL012345-00	26.02	999-999-9999-003	999-99-9992
A9990070120LA999000040	371	06	0540	10030			137					CL012345-00	26.02	- - -	- - -
	371 R	06	7000	70000			033					CL012345-00	206.23	999-999-9999-001	999-99-9990

EXHIBIT VI-5-22

CFB544A2 \*\*\*\*\*  
01/20/07 (15.03) \*\*\*\*\*

DEPARTMENT OF AIR QUALITY  
LABOR DISTRIBUTION INTERFACE

\*\*\*\*\*  
\*\*\*\*\*

ORG NUMBER: 9990  
ORG PAGE: 16  
RUN PAGE: 16

I N T E R F A C E   S U M M A R Y   R E P O R T

-----

ACCOUNTING TRANSACTION AGENCY TOTALS

-----

INPUT COUNT	513
OUTPUT COUNT	79
TOTAL AMOUNT	\$386,472.96

EXHIBIT VI-5-23

CFB558A1 *****	DEPARTMENT OF AIR QUALITY	*****	ORG NUMBER: 9990
CALSTARS	TIME SHEET REPLACEMENT / AT & PT PURGE	REPORT	ORG PAGE: 1
01/20/2007 (08:06) *****	*****	*****	RUN PAGE: 2
T I M E S H E E T R E P L A C E M E N T / A T & P T P U R G E			
----- RECORD KEY -----			
POSITION	EMP NO	YR MO PAGE	AVG
	HOURS	DIST-HRS	TYPE
			HOME
			INDEX
			PCA
			ACT
			PROJ
			WP
			AO
			LOC
			MP-CODE
	998-99-9995	06 01 01	
	176.00	176.00	REG Y
	998-99-9995	06 01 01	
	80.00	80.00	REG Y
	80.50	80.50	REG N 1234 50300
	15.50	15.50	REG N 1234 50400
	998-99-9996	06 07 01	
	176.00	176.00	REG Y
	998-99-9996	06 07 01	
	88.00	88.00	REG N 3333 50500
	88.00	88.00	REG N 3333 50600
	999-99-9993	06 12 01	
	176.00	176.00	REG Y
	999-99-9993	06 12 01	
	76.00	76.00	REG N 2222 50300
	100.00	100.00	REG N 2222 50500
	999-99-9994	06 07 01	
	100.00	100.00	REG N 2222 50300
	76.00	76.00	REG N 2222 50500
999-994		06 12 01	
	1050.00	1050.00	REG Y
999-994		06 12 01	
	525.00	525.00	REG N 2300 50300
	525.00	525.00	REG N 2300 50400
999-995		06 12 01	
	1050.00	1050.00	REG Y