



III-L Labor Transaction File Reporting

The labor reports display detailed personal service charges from the CALSTARS Labor Distribution Subsystem and are used to support summary information displayed on the Operating File “Q” Reports. The personal service charges include amounts charged to the “Supplemental” and “Undistributed” Index and PCA Codes. These reports may be requested on the same day after the labor distribution process is successfully executed.

FILE INFORMATION

The prior month labor transactions are maintained in the Labor Distribution Subsystem and contain the data for the labor reports. As a part of the month-end roll process, the Labor Transaction (LT) File is completely purged. It is rebuilt in the subsequent month as agencies run the Generator and Labor Adjustment Processes.

FILE KEY

The key to the Labor Transaction File includes both the Data Type and the Transaction Identification. Batch Types **LG** identifies transactions from the Labor Generator Process when monthly labor is run. Batch Type **LA** identifies transactions from the Labor Timesheet Adjustment Process.

EXHIBIT III-L01

REPORT NAME: Labor Distribution by PCA, Index, Unit, and Name	REPORT NO: CSTARL01
PURPOSE:	This report shows personal service charges that support the CALSTARS Q Reports.
DESCRIPTION:	<p>This report shows personal service charges from the CALSTARS Labor Distribution Subsystem for the SCO's legacy payroll system and is used to support the Operating File "Q" Reports. The prior month labor transactions are maintained in the Labor Distribution Subsystem and contain the data for this report. The personal service charges include amounts charged to the "Supplemental" and "Undistributed" Index and PCA Codes. The L01 report does not include any labor transactions entered manually into CALSTARS or changes made to transactions through the Error Correction Process. Error correction and/or manual labor transactions create reconciling differences between the L01 reports and "Q" Reports</p> <p>The report includes an option to select transactions from the Labor Adjustment run, the Monthly Labor Generators, or both. Before requesting this report for Monthly Labor Generators, ensure that the current FFY on the Command I.8 OC Table Maintenance/Inquiry screen displays "Labor has been Completed". Before requesting this report for Labor Adjustment transactions, ensure that the Labor Adjustment Process has been completed. This report can be requested on the same day after the Labor Distribution Process is successfully executed. A null report is created if labor transactions are not found for the prior month.</p> <p>The L01 report is similar to the system generated CFB550 - Labor by PCA Report; however, it does not include statistics (TC805s).</p>

EXHIBIT III-L01 (Continued)

REPORT NAME: Labor Distribution by PCA, Index, Unit, and Name	REPORT NO: CSTARL01		
REPORT REQUEST OPTIONS:			
Report Period:			
FM: PM only P: G - Report of Labor Generator transactions only. A - Report of Labor Adjustment transactions only. Blank - Report of both Labor Generator and Adjustment transactions.			
Level of Detail:			
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>
0-No Employee Nbr 1-Show Employee Nbr	1-TS & SCO Hours 2-Batch Information	Not Applicable	Not Applicable
Fund Selection: Not Applicable.			
GLAN Selection: Not Applicable.			
Additional Report Selection Options:			
Index Range:	Enter the Index or range of Indexes. Leave blank for all Indexes.		
PCA Range:	Enter the PCA or range of PCAs. Leave blank for all PCAs.		
OBJ Range:	Enter the Object Detail or range of Object Details. Leave blank for all Object Details.		
FFY Selection:	Enter the FFY or leave blank for all FFYs.		
PRJ/WP Selection:	Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.		
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:			
Report Period FM: PM only			
P: Blank only			
Level of Detail: All options available			
Additional Report Selection Options: All selections and ranges – Blank only			
FINANCIAL ELEMENTS:			
TS Hours: Shows how employee timesheet hours are distributed. This is an informational display only. Displayed only if the requested Program level is 1.			
SCO Hours: Shows how SCO hours from the payroll record are distributed. This is an informational display only. Displayed only if the requested Program level is 1.			
Amount: Shows the payroll amount charged by the Labor Distribution Subsystem.			

EXHIBIT III-L01 (Continued)

REPORT NAME: Labor Distribution by PCA, Index, Unit, and Name	REPORT NO: CSTARL01
--	----------------------------

SPECIAL NOTES:

The sub-totaling within the Position Number is by Agency Code and Reporting Unit only. There is not any sub-totaling for Class Code and Serial Number.

When the PCA changes, Object Detail and Agency Object totals are summarized.

When the requested Index level is **1**, the employees' Social Security Numbers are displayed on the report.

If the requested Program level is **2**, the TS and SCO Hours data will be replaced by Batch Information.

REPORT SORT:

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
FFY	Yes	Yes	Yes
PCA	Yes	Yes	Yes
Index	Yes	No	Yes
Agency Code & Reporting Unit	None	No	Yes
Name	None	No	Yes
Clearance	None	No	No
Pay Period	None	No	No
PCA Activity	None	No	No
Project and Work Phase	Yes	No	No
Location	None	No	No
Multi-Purpose	None	No	No
Object Detail	Yes	No	Yes
Agency Object	None	No	Yes

EXHIBIT III-L01 (Continued)
WITH EMPLOYEE NUMBER AND BATCH INFORMATION

CSTARL01 9990 (DEST: AA SPEC) PM, ,1,2,0,0, ***** RUN:07/03/12 TIME:06.00
FISCAL MONTH: 12 JUNE 1(EMPNO) 2(BATCH)*****

DEPARTMENT OF AIR QUALITY
LABOR DISTRIBUTION BY PCA, INDEX, UNIT, AND NAME
AS OF 06/30/12

GENERATORS AND ADJUSTMENTS

***** PAGE 47
FFY: 2011
PCA: 54821

INDEX	POSITION NBR	NAME	CLEARANCE	PER	PAY	PCA	PROJ	WP	LOC	MULTI	OD	AO	DATE	T	NUM	SEQ	AMOUNT
XXXX	XXX-XXX-XXXX-XXX	XXXXXXXXXXXXX	XXXXXXXXXX-XX	XX	XX	XXXX	XXXXXX	XX	XXXXXX	XXXXXXXXXXXXXX	XXX	XX	XX/XX/XX	XX	XXX	XXXXX	99,999,999.99-
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						003		06/03/03	LG	811	00199	2,863.00
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						103		06/03/03	LG	811	00200	173.99
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						105		06/03/03	LG	811	00201	1.43
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						106		06/03/03	LG	811	00202	456.42
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						134		06/03/03	LG	811	00203	459.61
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						135		06/03/03	LG	811	00204	2.79
5482	363-521-5313-001	JANE DOE	CL010602-00	06	12						137		06/03/03	LG	811	00205	40.69
*** SSN 452-11-4535 *** NAME JANE DOE TOTAL 3,997.93																	
*** REPORTING UNIT 363-521 TOTAL 15,722.16																	
*** INDEX 5482 TOTAL 20,028.37																	
*** PCA 54821 TOTAL 20,028.37																	
*** FFY 2011 TOTAL 1,256,270.68																	
*** ORG 9990 TOTAL 1,258,526.77																	

*** OBJECT DETAIL	003	TOTAL WITHIN PCA	14,322.80
*** OBJECT DETAIL	103	TOTAL WITHIN PCA	854.09
*** OBJECT DETAIL	105	TOTAL WITHIN PCA	7.38
*** OBJECT DETAIL	106	TOTAL WITHIN PCA	2,281.82
*** OBJECT DETAIL	134	TOTAL WITHIN PCA	2,343.18
*** OBJECT DETAIL	135	TOTAL WITHIN PCA	19.35
*** OBJECT DETAIL	137	TOTAL WITHIN PCA	199.75
*****	TOTAL FOR PCA 54821	***	20,028.37 ***

NOTE: THIS REPORT REFLECTS PERSONAL SERVICE CHARGES FROM THE LABOR SUBSYSTEM TO SUPPORT Q REPORTS.
HOWEVER, IT DOES NOT REFLECT CHANGES/CHARGES MADE DIRECTLY INTO THE ACCOUNTING SYSTEM.

EXHIBIT III-L02

REPORT NAME: Labor Distribution by Index, PCA, Unit, and Name	REPORT NO: CSTARL02
PURPOSE: This report shows personal service charges that support the CALSTARS Q Reports.	
DESCRIPTION: <p>This report shows personal service charges from the CALSTARS Labor Distribution Subsystem for the SCO's legacy payroll system and is used to support the Operating File "Q" Reports. The prior month labor transactions are maintained in the Labor Distribution Subsystem and contain the data for this report. The personal service charges include amounts charged to the "Supplemental" and "Undistributed" Index and PCA Codes. The L02 report does not include any labor transactions entered manually into CALSTARS or changes made to transactions through the Error Correction Process. Error correction and/or manual labor transactions create reconciling differences between the L02 reports and "Q" Reports</p> <p>The report includes an option to select transactions from the Labor Adjustment run, the Monthly Labor Generators, or both. Before requesting this report for Monthly Labor Generators, ensure the OC Table for the current FFY shows that "Labor has been Completed". Before requesting this report for Labor Adjustment transactions, ensure that the Labor Adjustment Process has been completed. This report can be requested on the same day after the Labor Distribution Process is successfully executed. A null report will be created if labor transactions are not found for the prior month.</p> <p>This report is similar to the system generated CFB551 - Labor by Index Report; however, this report does not include statistics (TC805s).</p>	

EXHIBIT III-L02 (Continued)

REPORT NAME: Labor Distribution by Index, PCA, Unit, and Name	REPORT NO: CSTARL02												
REPORT REQUEST OPTIONS:													
<p>Report Period:</p> <p>FM: PM only P: G - Report of Labor Generator transactions only. A - Report of Labor Adjustment transactions only. Blank - Report of both Labor Generator and Adjustment transactions.</p> <p>Level of Detail:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;"><u>Index (I)</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Program (P)</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Object/Source(O/S)</u></th> <th style="text-align: center; border-bottom: 1px solid black;"><u>Fund (F)</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 2px 5px;">0-No Employee Nbr</td> <td style="padding: 2px 5px;">1-TS & SCO Hours</td> <td style="padding: 2px 5px;">Not Applicable</td> <td style="padding: 2px 5px;">Not Applicable</td> </tr> <tr> <td style="padding: 2px 5px;">1-Show Employee Nbr</td> <td style="padding: 2px 5px;">2-Batch Information</td> <td></td> <td></td> </tr> </tbody> </table> <p>Fund Selection: Not Applicable. GLAN Selection: Not Applicable.</p> <p>Additional Report Selection Options:</p> <p>Index Range: Enter the Index or range of Indexes. Leave blank for all Indexes. PCA Range: Enter the PCA or range of PCAs. Leave blank for all PCAs. OBJ Range: Enter the Object Detail or range of Object Details. Leave blank for all Object Details. FFY Selection: Enter the FFY or leave blank for all FFYs. PRJ/WP Selection: Enter the Project and Work Phase independently, or a combination of Project and Work Phase. Leave blank for all Project/Work Phases.</p> <p>Destination Options: All available output media</p> <p>E1 (Electronic Storage) Report Request Options: E1 options are limited to the following:</p> <p style="padding-left: 20px;">Report Period FM: PM only P: Blank only Level of Detail: All options available Additional Report Selection Options: All selections and ranges – Blank only</p>		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>	0-No Employee Nbr	1-TS & SCO Hours	Not Applicable	Not Applicable	1-Show Employee Nbr	2-Batch Information		
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source(O/S)</u>	<u>Fund (F)</u>										
0-No Employee Nbr	1-TS & SCO Hours	Not Applicable	Not Applicable										
1-Show Employee Nbr	2-Batch Information												
FINANCIAL ELEMENTS:													
<p>TS Hours: Shows how employee timesheet hours are distributed. This is an informational display only. Displayed only if the requested Program level is 1.</p> <p>SCO Hours: Shows how SCO hours from the payroll record are distributed. This is an informational display only. Displayed only if the requested Program level is 1.</p> <p>Amount: Shows the payroll amount charged by the Labor Distribution Subsystem.</p>													

EXHIBIT III-L02 (Continued)

REPORT NAME: **Labor Distribution by Index, PCA, Unit, and Name** REPORT NO: **CSTARL02**

SPECIAL NOTES:

The sub-totaling within the Position Number is by Agency Code and Reporting Unit only. There is not any sub-totaling for Class Code and Serial Number.

On the change of Index the report provides special summary totals by Object Detail and Agency Object.

When the requested Index level is **1**, the employees' Social Security Numbers are displayed on the report.

If the requested Program level is **2**, the TS and SCO Hours data will be replaced by Batch Information.

REPORT SORT:

SCO DATA FIELD	SELECTION OPTIONS	PAGE-BREAK	SUB-TOTAL
FFY	Yes	Yes	Yes
Index	Yes	Yes	Yes
PCA	Yes	No	Yes
Agency Code & Reporting Unit	None	No	Yes
Name	None	No	Yes
Clearance	None	No	No
Pay Period	None	No	No
PCA Activity	None	No	No
Project and Work Phase	Yes	No	No
Location	None	No	No
Multi-Purpose	None	No	No
Object Detail	Yes	No	Yes
Agency Object	None	No	Yes

