

# IV-D47 Payroll Object Conversion

The Payroll Object Conversion Descriptor Table allows departments to assign specific Object Detail and Agency Object Codes to SCO Blankets (i.e., Temporary Help Blanket).

The Payroll Object Conversion Table ID is **47** and is available on the Command **I.5: Agency Descriptor Tables** screen.

## STRUCTURE

The Payroll Object Conversion Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Payroll Object Conversion record and contains the Descriptor Table Identification (ID), Organization Code, and SCO Blanket code.

The Organization Code is determined by the Userid. The SCO Blanket is assigned by the department.

The informational element segment for the Payroll Object Conversion Descriptor Table consists of the Object Detail, Agency Object, and Title.

## RELATIONSHIP TO OTHER TABLES

Before the Payroll Object Conversion code can be created, the Object Detail and Agency Object codes must be established in the Statewide Object Detail Descriptor Table (D11) and the Agency Object Descriptor Table (D12) respectively.

## INPUT CODING

A listing of the fields contained on the Payroll Object Conversion Entry screen and/or the activity reports is shown in Exhibit IV-D47-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Payroll Object Conversion Entry screen is keyed from the Payroll Object Conversion Descriptor Table Entry form (CALSTARS 1.47). The form, shown in Exhibit IV-D47-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/html/calstars/forms.htm>.

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

## PAYROLL OBJECT CONVERSION ENTRY SCREEN

The Entry screen shown below is available through Command **I.5.47**.

```

9990 I.5.47: Payroll Object Conversion (D47) Entry          04-07-2005 03:03 PM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

SCO BLANKET : ____

OBJECT DETAIL> ____

AGENCY OBJECT> ____

TITLE      : _____

Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retr  Quit  Log   List      Bkwr  Frwr  Clear      Main

```

All Payroll Object Conversion Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Entry screen.

## PAYROLL OBJECT CONVERSION LIST SCREEN

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

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```

9990 Payroll Object Conversion (D47) List                                04-07-2005 03:06 PM
Function: _ (P=Print Table, R=Recall Maint/Print)                    Go to SCO Blnkt: ___
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
SCO
F  BLNKT  OD  AO                                TITLE
-  - - -  - - -  - - -  -----
-   910   033   TEMPORARY HELP
-   920   063   EXEMPT BOARD MEMBER
-   950   083   OVERTIME BLANKET
                                     *** End of Data ***

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

```

The list of records is displayed in SCO Blanket order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the department. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific record, enter the code in the 'Go to SCO Blnkt' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter 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 SCO Blanket). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## PAYROLL OBJECT CONVERSION 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. An example of the screen is displayed below.

```

9990 Payroll Object Conversion (D47) - Activity Log          08-24-2007 12:49 PM

Sort: D (D=Date/Time, U=UserID, K=SCO)
-----Go To-----  -Go To--  Go To
                        SCO
      DATE      TIME      USERID  BLNKT      OD  AO      TITLE
F  -----
-  -----
A  10-11-2006  04:09 PM  CSAQKLC   911    033      TEMPORARY HELP BLANKET - RETIR
P  08-29-2006  10:38 AM  CSAQKLC
                                End of Data

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit          Dtail          Bkwrdr Frwrdr          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 SCO Blanket when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by SCO Blanket in ascending order beginning with the SCO Blanket of the record previously on the Entry screen or the SCO Blanket of the List screen record where the cursor was positioned. If there are multiple activity records for the same SCO Blanket, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the SCO Blanket column is displayed in white to indicate SCO Blanket as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= SCO Blanket 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, or SCO Blanket 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.

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

## LOG DETAIL SCREEN

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

An example of the Log Detail screen is displayed below.

```

9990 Payrl Obj Conv Log Detail - Date/Time Order          08-24-2007 12:52 PM
Function: A  DATE: 10-11-2006  TIME: 04:09:27 PM  USERID: CSAQKLC

SCO BLANKET   : 911
OBJECT DETAIL: 033 CIVIL SERVICE-TEMP
AGENCY OBJECT:
TITLE        : TEMPORARY HELP BLANKET - RETIRED ANNUITANT

Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                          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 an **A** in the Function field and the appropriate values in the SCO Blanket, Object Detail, Agency Object, and Title fields to Add a record to the table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the 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, either:

- (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 value in the SCO Blanket field, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate value in the SCO Blanket field, and press **Enter**.

Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. 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 to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. 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.

**Note:** To blank out (delete) information on input fields, use the delete key or the space bar. Dollar signs are no longer used in Change transactions to delete information on input fields.

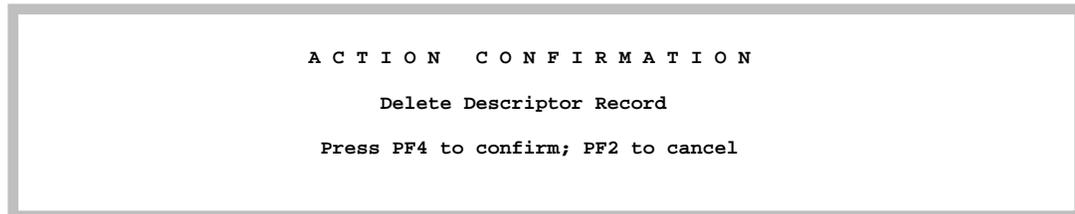
## D=Delete

### From The Entry Screen:

To **Delete** a record, either:

- (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 value in the SCO Blanket field, 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 value in the SCO Blanket field, and press **Enter**.

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



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

If **F2** is selected, the record remains in the Payroll Object Conversion 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, 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 Payroll Object Conversion 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 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 Table**

The **P** function provides departments the option of generating an electronic report file of the Payroll Object Conversion Descriptor Table Listing Report and/or printing the report. The report contains all records within the Payroll Object Conversion Table and is displayed in Exhibit IV-D47-3.

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

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

```
Print/Report File Selection
Descriptor Table - Payroll Obj Conversion (D47)

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI902.TBL-D47.IQ.D2050407.T1539216
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI902.TBL-D47.IQ.D2050407.T1539216
  O=Printer Output after Overnight Processing
    Printer ID : CTP2      Report Class: A      Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field:

- ⊛ **F** – Immediately generates an electronic report file of the Payroll Object Conversion Descriptor Table Listing Report (CSI90247)
- ⊛ **P** – Immediately generates an electronic report file (CSI90247) and ROPES the Payroll Object Conversion Descriptor Table Listing Report (CSI90247) to an agency printer
- ⊛ **O** - ROPES the Payroll Object Conversion Descriptor Table Listing Report (CSB90247), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

**Note:** To request a change to the printer/file destination or output media for a specific report, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

## R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Agency Object Table, overnight print maintenance (option O) is the only maintenance that 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 Overnight Maintenance/Print Request pop-up screen as shown below.

```

Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

_ Remove the request to Print D47
*** 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 maintenance or print request, and press **Enter** to delete the request. 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 appropriate value in the SCO Blanket field, 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, 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 (CSI902047) and generates a single record report file from the Payroll Object Conversion Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D47.IQ.Dcyymmdd.Thhmmss.

#### From The Entry Screen:

Key a **W** in the Function field, the appropriate values in the SCO Blanket field, 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 Payroll Object Conversion Descriptor 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 in the field 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. When the last record is displayed, **F2** changes from **Next** 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 Payroll Object Conversion Log Activity screen.

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

**List**—Displays the Payroll Object Conversion List screen.

**Log Detail**—Displays the Payroll Object Conversion Log Detail screen.

**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.

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

## PAYROLL OBJECT CONVERSION DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- ☛ Payroll Object Conversion Descriptor Table Activity Report (CSB90147) - This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D47-3.
- ☛ Payroll Object Conversion Descriptor Table Upload Activity Report (CSB90447) – This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D47-3.

The following report is produced upon request of the department:

- ☛ Payroll Object Conversion Descriptor Table Listing Report (CSB90247/CSI90247) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on an Payroll Object Conversion screen. The report is displayed in Exhibit IV-D47-3.

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

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

**CONTROL**

The Payroll Object Conversion Descriptor Table Activity Report (CSB90147) and the Payroll Object Conversion Descriptor Table Upload Activity Report (CSB90447) should be proofread to ensure that all maintenance was entered correctly.

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

EXHIBIT IV-D47-1

Data Element	Length	Contents
<b>Control Key:</b>		
DESCRIPTOR TABLE ID (D47)	2	The <b>Descriptor Table ID</b> is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
SCO BLANKET (SCO BLNKT)	3	Enter the <b>SCO Blanket</b> code.
<b>Informational Elements:</b>		
OBJECT DETAIL (OD)	3	Enter the <b>Object Detail</b> code to be assigned.
AGENCY OBJECT (AO)	2	Enter the <b>Agency Object</b> code to be assigned.
TITLE	50	Payroll Object Conversion title.
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND 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 automatically set when a transaction is processed. It cannot be altered directly by the user.
<b>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE REPORTS.</b>		
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.



EXHIBIT IV-D47-3

```

CSB90147 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS PAYROLL OBJECT CONV DESC TABLE (D47) ACTIVITY REPORT                                ORG NUMBER: 9990
04/20/2004 (17:58) *****                                ORG PAGE: 1
SC0                                                                    RUN PAGE: 1
BLNK  OD  AO  F  TITLE                                TRANS DATE  TRANS TIME  USERID  ERROR MESSAGES
---  ---  --  -  -----                                -----
920  063  C  EXEMPT BOARD MEMBER                                04-20-2004  01:29:05 PM  CSAQABC
    
```

```

CSB90247 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS PAYROLL OBJECT CONV DESCRIPTOR TABLE (D47) LISTING REPORT                                ORG NUMBER: 9990
04/20/2004 (17:58) *****                                ORG PAGE: 1
SC0                                                                    RUN PAGE: 1
BLNK  OD  AO  TITLE                                LP DATE
---  ---  --  -----                                -----
910  033  TEMPORARY HELP                                07-01-1997
920  063  EXEMPT BOARD MEMBER                                07-01-1997
950  083  OVERTIME BLANKET                                04-20-2004
970  520  UNIFORM ALLOWANCE                                04-20-2004
    
```

```

CSB90447 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS PAYROLL OBJ CONV DESC TABLE (D47) UPLOAD ACTIVITY REPORT                                ORG NUMBER: 9990
04/20/2004 (17:58) *****                                ORG PAGE: 1
SC0                                                                    RUN PAGE: 1
BLNK  OD  AO  F  TITLE                                TRANS DATE  TRANS TIME  USERID  ERROR MESSAGES
---  ---  --  -  -----                                -----
920  063  C  EXEMPT BOARD MEMBER                                07-01-1997  05:58:00 PM  UPLOAD  M10 NO CHNG MADE TO REC
970  520  A  UNIFORM ALLOWANCE
    
```