

EXHIBIT III-ET3

REPORT NAME: Timesheet Exception Report – MyCalPAYS	REPORT NO: CSTARET3		
PURPOSE: Used to identify missing timesheets prior to the Labor Distribution process.			
DESCRIPTION: The ET3 Report displays a listing of missing timesheets.			
REPORT REQUEST OPTIONS:			
Report Period:			
FM: PM P: Not applicable			
Level of Detail:			
<u>Index (I)</u> Not applicable	<u>Program (P)</u> 0-Standard employee information 1-Standard employee information and EM Home Base account information	<u>Object/Source (O/S)</u> Not applicable	<u>Fund (F)</u> Not Applicable
Fund Selection: Not applicable			
GLAN Selection: Not applicable			
Additional Report Selection Options: Not applicable			
Destination Options: All available output media			
E1 (Electronic Storage) Report Request Options: Not applicable			
FINANCIAL ELEMENTS: Not applicable			
SPECIAL NOTES:			
<p>If Program (P) Indicator 0 is selected the detailed print information displays standard employee information; e.g., Group Number, Person ID, Name, etc.</p> <p>If Program (P) Indicator 1 is selected the detailed print information displays standard employee information and EM Home Base account information (from EM Table).</p> <p>Edits are performed based upon two indicators in the EM Table, the Timesheet Indicator and the Workweek Indicator. If an edit fails, e.g., missing timesheets for employees who are on a positive time reporting basis (timesheet required), an exception message is displayed on the ET3.</p>			

EXHIBIT III-ET4

REPORT NAME: Timesheet Turnaround Documents - MyCalPAYS	REPORT NO: CSTARET4								
PURPOSE: To provide a timesheet with prefilled department information such as Org Code, Department Name, Division/Unit Name, Employee Name, Employee Number, Pay Period, etc.									
DESCRIPTION: This feature allows departments to print prefilled information on the Standard CALSTARS timesheet (CALSTARS 42), before distributing the form to employees.									
REPORT REQUEST OPTIONS: Report Period: FM: CM=Current calendar month, NM=Next calendar month P: Not applicable Level of Detail: <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;"><u>Index (I)</u></td> <td style="text-align: center;"><u>Program (P)</u></td> <td style="text-align: center;"><u>Object/Source (O/S)</u></td> <td style="text-align: center;"><u>Fund (F)</u></td> </tr> <tr> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">Not Applicable</td> <td style="text-align: center;">0-Two digit pay period year 1-Four digit pay period year</td> <td style="text-align: center;">Not Applicable</td> </tr> </table> Fund Selection: Not applicable GLAN Selection: Not applicable Additional Report Selection Options: Not applicable Destination Options: Agency print and data file only E1 (Electronic Storage) Report Request Options: Not applicable		<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>	Not Applicable	Not Applicable	0-Two digit pay period year 1-Four digit pay period year	Not Applicable
<u>Index (I)</u>	<u>Program (P)</u>	<u>Object/Source (O/S)</u>	<u>Fund (F)</u>						
Not Applicable	Not Applicable	0-Two digit pay period year 1-Four digit pay period year	Not Applicable						
FINANCIAL ELEMENTS: Not applicable									

EXHIBIT III-ET4 (Continued)

REPORT NAME: Timesheet Turnaround Documents - MyCalPAYS

REPORT NO: **CSTARET4**

SPECIAL NOTES:

The following table lists the fields on the print header and the source of the data displayed:

Data Name	Source of Data
Organization Code	Organization Code from signon
Organization Name	D01 Descriptor Table
Index	EM Table (Under Miscellaneous)
Index Name	Index Code Table
Employee or Group Name	EM Table
Person ID or Group Number	EM Table
Civil Service Class	EM Table
Pay Period Year and Month	Based upon the fiscal month option in the report request
Pay Period Start and End Dates	D46 Descriptor Table (based on the fiscal month option in the report request)

One page is printed for every EM Table record (each employee or group) that has a Time Sheet Flag Indicator of **Y**. A timesheet is also printed if a timesheet was keyed for an employee or group in the prior-prior month, even if the Time Sheet Flag Indicator is **not Y**. The preprinted timesheets are sorted by the Timesheet Index Code (from the EM Table), Group and Person ID.

Prior to the printing of the employee timesheet data, ten sample timesheet test patterns are printed with X's in the ET4 Report heading to assist with the print alignment. The printer can be paused to adjust the alignment of the paper.

