



VII-3 Employee Master - MyCalPAYS

The CALSTARS Labor Distribution Subsystem allocates actual Personal Services costs to agency accounts through the following tables:

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

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

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

STRUCTURE

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

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

RELATIONSHIP TO OTHER TABLES

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

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

GUIDELINES FOR ESTABLISHING MYCALPAYS EM RECORDS

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

Group Records Versus Employee Records

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

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

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

Example:

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

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

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

METHODS AND SEQUENCE OF DISTRIBUTING PAYROLL CHARGES

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

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

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

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

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

INPUT CODING

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

Data entered on the Employee Master Entry - MyCalPAYS screen is keyed from the Employee Master - MyCalPAYS Table Entry Form (CALSTARS 41M). The form, shown in Exhibit VII-3-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/accounting/calstars/forms/>.

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

EMPLOYEE MASTER ENTRY SCREEN - MYCALPAYS

The Entry Screen shown here is available through Command I.7.1.2

```

9990 I.7.1.2: Employee Master Entry Screen 1 - MyCalPAYS      05-24-2011 11:02 AM

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

FFY : 2010  GROUP>  _  _  PERSON ID>  _____
NAME>  _____

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

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

SUPP PAYROLL : INDEX>  _____  PCA>  _____

MISCELLANEOUS: CIVIL SERVICE CLASS:  _____  POSITION AUTH NUMBER:  _____
                INDEX>  _____

Press F11 to go to Home Base Accounts and LC Overrides on Entry Screen 2

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

```

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

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

Pressing **F11** brings up the Home Base Accounts and MyCalPAYS LC Override selections. An example of the screen is shown here:

```

9990 I.7.1.2: Employee Master Entry Screen 2 - MyCalPAYS      05-24-2011 11:02 AM
                Home Base and Override Distributions
FFY: 2010  GRP:                PERSON ID:                NAME:
HOME BASE PERCENT  INDX>    PCA>    ACTY>    PROJ/WP>    LOC>    MULTI PUR
DIST 1:  _____  _____  _____  _____  _____  _____  _____
DIST 2:  _____  _____  _____  _____  _____  _____  _____
DIST 3:  _____  _____  _____  _____  _____  _____  _____
DIST 4:  _____  _____  _____  _____  _____  _____  _____
DIST 5:  _____  _____  _____  _____  _____  _____  _____
DIST 6:  _____  _____  _____  _____  _____  _____  _____
DIST 7:  _____  _____  _____  _____  _____  _____  _____
DIST 8:  _____  _____  _____  _____  _____  _____  _____
DIST 9:  _____  _____  _____  _____  _____  _____  _____
DIST 10: _____  _____  _____  _____  _____  _____  _____

LC OVERRIDE  OD> AO>                OD> AO>                OD> AO>
OASDI   :  _____  DENTAL   :  _____  MEDICARE:  _____
RETIRE  :  _____  LIFE    :  _____  OTHER   :  _____
HEALTH  :  _____  VISION  :  _____

Press F11 to go to Entry Screen 1
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit Log List Dfalt Bkwrđ Erwrđ Clear Up Down Main
    
```

EMPLOYEE MASTER LIST SCREEN – MYCALPAYS

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

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

An example of the screen is displayed here.

```

9990 Employee Master List                                06-08-2011 01:39 PM
Function: _ (F=FFY Maint, P=Print Table, R=Recall Maint/Print)
              Go to Group Number/Person ID: ___ ___ / _____
                                                    FFY: 2010
Enter under F below: (C=Change, D=Delete, U=Gen Rec, V=View, W=Print Rec)

F   GROUP   PERSON ID   NAME
-   - - - - -
-   99999999  AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
-   99999999  AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
-   99999999  AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
-   99999999  AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA
-   999-999   AAAAAAAAAAAAAAAAAAAAAAAAAAAAAA

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

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

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

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

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

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

EMPLOYEE MASTER ACTIVITY LOG SCREEN - MYCALPAYS

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

```

9990 Employee Master Activity Log Screen 1                                06-08-2011 01:43 PM
                                                                MORE=>
Sort: D (D=Date/Time, U=UserID, K=FFY/Group/Person ID)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID  FFY   GROUP  PERS ID      NAME
F -----
- -----
G 06-20-2007 03:00 PM CSAQKLC  2007          99999990 DOE, JOHN A
G 06-20-2007 03:00 PM CSAQKLC  2007          99999991 DOE, JOHN L
G 06-20-2007 03:00 PM CSAQKLC  2007          99999992 DOE, JANE
G 06-20-2007 03:00 PM CSAQKLC  2007          99999993 DOE, JEAN E
G 06-20-2007 03:00 PM CSAQKLC  2007          99999994 DOE, ROBERT
G 06-20-2007 03:00 PM CSAQKLC  2007          99999995 DOE, RICHARD
G 06-20-2007 03:00 PM CSAQKLC  2007          99999996 DOE, ANN
G 06-20-2007 03:00 PM CSAQKLC  2007          99999997 DOE, BETTY
G 06-20-2007 03:00 PM CSAQKLC  2007          99999998 DOE, THOMAS
G 06-20-2007 03:00 PM CSAQKLC  2007          99999999 DOE, HOWARD
G 06-20-2007 03:00 PM CSAQKLC  2007 999 999 ADMINISTRATION
G 06-20-2007 03:00 PM CSAQKLC  2007 999 991 PERSONNEL

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

```

9990 Employee Master Activity Log Screen 2                                06-08-2011 01:54 PM
                                                                <=MORE
Sort: D (D=Date/Time, U=UserID, K=FFY/Group/Person ID)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID  FFY   NAME
F -----
- -----
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, JOHN A
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, JOHN L
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, JANE
D 07-26-2007 04:15 PM CSAQKLC  2007 DOE, JEAN E
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, ROBERT
C 07-26-2007 03:35 PM CSAQKLC  2007 DOE, RICHARD
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, ANN
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, BETTY
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, THOMAS
G 06-20-2007 03:00 PM CSAQKLC  2007 DOE, HOWARD
G 06-20-2007 03:00 PM CSAQKLC  2007 ADMINISTRATION
G 06-20-2007 03:00 PM CSAQKLC  2007 PERSONNEL

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

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

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

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

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

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

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

LOG DETAIL SCREEN - MYCALPAYS

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

An example of the Log Detail screen is displayed here.

```

9990 Emp Master Log Detail - Date/Time Order Screen 1      06-09-2011 08:51 AM
                                     MORE=Down
Function: F  DATE: 06-09-2011  TIME: 08:51:13 AM  USERID: CSCSPRT

FFY : 2010  GROUP:          PERSON-ID:
NAME: LEE, RENEE

AGENCY OBJECT: REG:      SD:      OT:      SDOT:      SCO-STATS:      TS-STATS:
INDICATORS   : TIMESHEET :      EMPLOYEE TYPE:      WORK-WEEK:      OT CODING:
                GENERATE  :

SUPP PAYROLL : INDEX:          PCA:

MISCELLANEOUS: CIVIL SERVICE CLASS :      POSITION AUTH NUMBER:
                INDEX:

Press F11 to go to Home Base Accounts and LC Overrides
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit          Bkwrđ Erwrđ      Up    Down  Main

```

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

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

FFY MAINTENANCE SCREEN

The FFY Maintenance screen is accessed from:

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

An example of the screen is displayed here.

```

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

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

F  FFY          TABLE
-  ----  -----
-  _____  Index Code          (IC)
-  _____  Appropriation Symbol (AS)
-  _____  Program Cost Account (PCA)
-  _____  Cost Allocation       (CA)
-  2007       Employee Master      (EF)
-  2007       Employee Master MyCalPAYS (EM)

-  _____  DGS Invoice Allocation (EA)
-  _____  DGS Services          (OD)

Press Enter to submit request(s)

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

```

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

TABLE MAINTENANCE FUNCTIONS

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

A=Add

From The Entry Screen:

Key **A** in the Function field and the appropriate values in the control key and informational element fields to **Add** a record to the MyCalPAYS EM Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, the MyCalPAYS EM File is updated. A message confirming that the MyCalPAYS EM Table record was added successfully is displayed at the bottom of the screen, and a fresh screen is displayed with blank data fields. If the transaction fails some online edits, incorrect fields will be highlighted on the screen and up to 3 error messages will be 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 **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate values in the control key fields, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the control key fields, and press **Enter**.

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

From The List Screen:

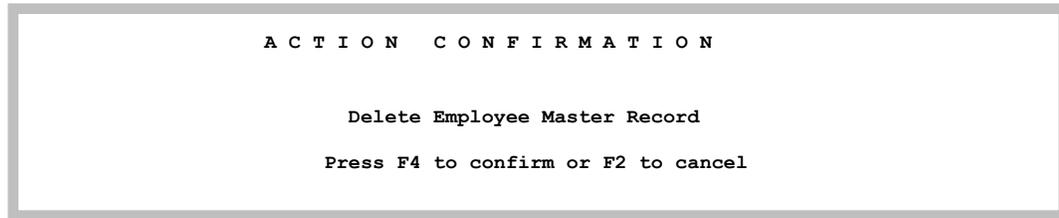
Key **C** in the F action column to the left of the desired MyCalPAYS EM record(s), and press **Enter** to display the record on the Entry screen. Key over the fields to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the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

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

To **Delete** a record, either:

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

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



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

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

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

From The List Screen:

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

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

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

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

F=FFY Maint

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

G=Generate FFY

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

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

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

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

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

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

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

N=Next

From The Entry Screen:

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

From The List Screen:

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

P=Print Table

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

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

From The Entry Screen:

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

From The List Screen:

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

From The FFY Maintenance Screen:

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

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

```

Print/Report File Selection
Employee Master (EM) Table

2005 Enter FFY or leave blank for entire table

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

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

    Press Enter to submit the request, or F2 to cancel

```

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

F – Immediately generates an electronic report file of the Employee Master – MyCalPAYS (EM) Table Listing Report (CSI510-2/CSI510-5).

P – Immediately generates an electronic report file of the Employee Master – MyCalPAYS (EM) Table Listing Report (CSI510-2/CSI510-5) **and** ROPES the MyCalPAYS EM Table Listing Report to an agency printer.

O – ROPES the Employee Master – MyCalPAYS (EM) Table Listing Report (CSB510-2/CSB510-5), including the current day's table maintenance, to an agency printer after the Labor process is complete.

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

Blank – Suppresses the printing of a line if all record fields included in that line are blank.

Y – Creates a report that prints all lines of every record.

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

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

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

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

R=Recall Maintenance/Print

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

From The Entry Screen Or The List Screen:

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

From The FFY Maintenance Screen:

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

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

```

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

Select one or more with a 'Y':

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

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

```

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

U=Generate Record

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

From The Entry Screen:

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

From The List Screen:

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

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

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

From The List Screen:

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

W=Print Record

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

From The Entry Screen:

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

From The List Screen:

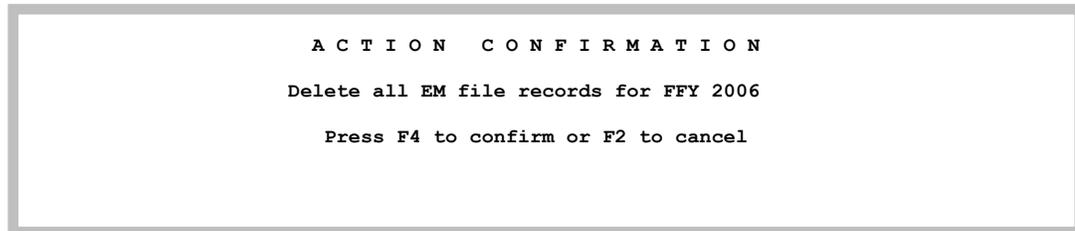
Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

X=Delete FFY

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

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

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



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

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

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

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

FUNCTION (F) KEYS

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

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

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

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

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

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

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

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

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

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

List—Displays the Employee Master List screen.

Log Detail—Displays the Employee Master Log Detail screen.

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

To set Defaults:

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

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

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

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

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

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

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

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

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

EM TABLE REPORTS

The following reports are system generated:

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

The following report is produced upon agency request:

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

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

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

CONTROL

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

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

EXHIBIT VII-3-1
EMPLOYEE MASTER – MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|--|--------|--|
| <u>CONTROL KEY:</u> | | |
| ORGANIZATION CODE | 4 | The Organization is automatically displayed based on the signon used. It cannot be altered. |
| <u>Screen 1:</u> | | |
| FFY | 4 | Enter the Funding Fiscal Year that identifies the year to which this record pertains. |
| GROUP | 6 | This field is used to identify group records. Group record: Enter the 6-digit group Group: <ul style="list-style-type: none"> • 3-digit SCO Agency code • 3-digit Payroll Reporting Unit (PRU). Individual employee record: Leave blank. |
| PERSON ID (PERSON ID) (PERS ID) | 8 | Individual employee record: Enter the individual's Person ID. Group record: Leave blank. |
| <u>INFORMATION ELEMENTS:</u> | | |
| NAME | 30 | Enter the name of the employee or group, e.g., Doe John or Field Services Branch. When adding an individual employee record, enter the last name first to make record retrieval via the 'Name' field easier. |
| <u>Agency Object:</u> An optional 2-digit Agency Object can be assigned to further classify Object Detail for the following: | | |
| REG | 2 | (Optional) Enter the Agency Object for regular pay. |
| SD | 2 | (Optional) Enter an Agency Object for shift differential. |
| OT | 2 | (Optional) Enter the Agency Object only if overriding the overtime pay Agency Object in the MyCalPAYS LC Table. |
| SDOT | 2 | (Optional) Enter an Agency Object only if overriding the shift differential overtime pay Agency Object in the MyCalPAYS LC Table. |
| SCO-STATS | 2 | (Optional) Enter an Agency Object only if overriding the SCO Statistics Agency Object in the MyCalPAYS LC Table. |
| TS-STATS | 2 | (Optional) Enter an Agency Object only if overriding the Timesheet Statistics Agency Object in the MyCalPAYS LC Table. |

EXHIBIT VII-3-1 (CONTINUED)
EMPLOYEE MASTER – MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|--|--------|--|
| <u>Indicators:</u> | | |
| TIMESHEET | 1 | Enter Y or N to indicate if timesheets are required : Y - Employee/group is required to submit a timesheet. N - Employee/group is not required to submit a timesheet, but may be submitted. |
| EMPLOYEE TYPE | 1 | Enter the employee type: S - Individual Employee G - Group |
| WORK-WEEK | 1 | Enter Y or N to indicate whether the employee's timesheet must report the State standard number of hours per month. Y - Yes N - No |
| OT CODING | 1 | (Optional) Enter Y or N only if overriding the OT Coding indicator setting on the MyCalPAYS LC Table. Y - Yes, overtime is coded on the timesheet. N - No, overtime, if any, is included with regular time on the timesheet. |
| GENERATE | 1 | Enter one of the following codes to specify how the MyCalPAYS EM record is treated when the Generate Function is used: Blank - This employee/group will be generated to the next fiscal year N - This employee/group will not be generated to the next fiscal year 1 - This employee/group will be generated only one more fiscal year |
| <u>Supplemental Payroll (Supp Payroll):</u> | | |
| These fields specify the Index and PCA charged for supplemental payroll processed through Labor Distribution, e.g., lump sum payroll or retroactive salary adjustments. If coded, these fields override the corresponding fields on the MyCalPAYS LC Table. If not coded, all Supplemental Payroll for this employee/group is charged to the Supplemental Payroll Index/PCA specified in the MyCalPAYS LC Table. | | |
| INDEX | 4 | (Optional) Enter an Index Code only if overriding the Supplemental Payroll Account in the MyCalPAYS LC Table. |
| PCA | 5 | (Optional) Enter a PCA only if overriding the Supplemental Payroll Account in the MyCalPAYS LC Table. |
| <u>Miscellaneous:</u> | | |
| These fields provide additional personnel data, which can be viewed on table listings. No edits are performed. | | |
| CIVIL SERVICE CLASS | 4 | (Optional) Enter the civil service class code. |
| POSITION AUTH NUMBER | 10 | (Optional) Enter the position authorization number. |
| INDEX | 4 | (Optional) Enter the Index Code. An edit is performed for the validation of the Index in the Index Code Table. If automated timesheets are used, the timesheet printout is sorted by this field. |

EXHIBIT VII-3-1 (CONTINUED)
EMPLOYEE MASTER – MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

| Data Element | Length | Contents |
|---|--------|---|
| Screen 2: | | |
| Home Base Distributions: | | |
| <p>The Home Base distributions define the CALSTARS accounting classifications used for charging employee hours and costs. Ten distribution lines are available.</p> <p>NOTE: Distribution line # 1 cannot be Blank</p> | | |
| PERCENT | 6 | Enter the percent of time and pay to be charged to the distribution. The Percent field must be entered in the format n.nnnn where 1.0000 = 100% . (Example: 50% = 0.5000) If only distribution line #1 is used, use 1.0000 . If more than one distribution line is used, the sum must equal 100%. |
| INDEX (INDX) | 4 | (Optional) Enter the Index to be charged. |
| PCA | 5 | Enter the PCA to be charged. |
| PCA ACTIVITY (ACTY) | 4 | (Optional) Enter the PCA Activity to be charged. |
| PROJECT / WORK PHASE (PROJ/WP) | 6 + 2 | (Optional) Enter the Project and Work Phase to be charged. |
| LOCATION | 6 | (Optional) Enter the Location to be charged. |
| MULTI PURPOSE | 12 | (Optional) Enter the Multi Purpose to be charged. |
| Labor Distribution Control Table Override: | | |
| (MyCalPAYS LC Table Override) | | |
| (Optional) Enter information only if the Object Detail or Agency Object for any of the staff benefits (OASDI, Retirement, Health, Dental, Life Insurance, Vision Insurance, Medicare or Other) need to be different from the coding specified on the MyCalPAYS LC Table. See Chapter VII-2, Labor Distribution Control Table – Actuals Costing. | | |
| <u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB510-2, CSB510-3, and CSB510-5 REPORTS:</u> | | |
| LAST PROCESSED DATE (LP DATE) | 2+2+4 | The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user. |
| <u>THE FIELD BELOW IS ONLY DISPLAYED ON THE CSB510-2, CSB510-3, and CSB510-5 REPORTS:</u> | | |
| CREATE DATE | 2+2+4 | The Create Date is the date the record was created. If blank, the record was created prior to the addition of the 'Create Date' field. |
| <u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB510-1 AND CSB510-4 REPORTS:</u> | | |
| TRANSACTION DATE | 2+2+4 | The Transaction Date identifies the date the transaction was processed. |
| TRANSACTION TIME | 2+2+2 | The Transaction Time identifies the time the transaction was processed. |
| USER IDENTIFICATION (USERID) | 7 | The User Identification identifies the Sign-on ID used to input the transaction. |

EXHIBIT VII-3-2

| | | |
|---|--|-------------------|
| CALSTARS 41M <small>(revised 6/20/2011)</small> | EMPLOYEE MASTER - MYCALPAYS (EM) TABLE ENTRY FORM | ORG: _____ |
| PREPARED BY: _____ | DATE: _____ | ENTERED BY: _____ |
| | | PAGE 1 OF 2 |

SCREEN 1

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

FFY GROUP PERSON ID

NAME

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

INDICATORS TIMESHEET EMPLOYEE TYPE WORK-WEEK OT CODING

GENERATE

SUPP PAYROLL INDEX PCA

MISCELLANEOUS CIVIL SERVICE CLASS POSITION AUTH NUMBER

INDEX

SCREEN 2 HOME BASE AND OVERRIDE DISTRIBUTIONS

| HOME BASE | PERCENT | INDEX | PCA | ACTY | PROJ/WP | LOC | MULTI PUR |
|-----------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| DIST 1 | <input type="text"/> |
| DIST 2 | <input type="text"/> |
| DIST 3 | <input type="text"/> |
| DIST 4 | <input type="text"/> |
| DIST 5 | <input type="text"/> |
| DIST 6 | <input type="text"/> |
| DIST 7 | <input type="text"/> |
| DIST 8 | <input type="text"/> |
| DIST 9 | <input type="text"/> |
| DIST 10 | <input type="text"/> |

| LC OVERRIDE | OD | AO | OD | AO | OD | AO | | |
|-------------|----------------------|----------------------|--------|----------------------|----------------------|----------|----------------------|----------------------|
| OASDI | <input type="text"/> | <input type="text"/> | DENTAL | <input type="text"/> | <input type="text"/> | MEDICARE | <input type="text"/> | <input type="text"/> |
| RETIRE | <input type="text"/> | <input type="text"/> | LIFE | <input type="text"/> | <input type="text"/> | OTHER | <input type="text"/> | <input type="text"/> |
| HEALTH | <input type="text"/> | <input type="text"/> | VISION | <input type="text"/> | <input type="text"/> | | | |

EXHIBIT VII-3-3

```

***** Top of Data *****
CSB510-1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS EMPLOYEE MASTER (EM) ACTIVITY - MYCALPAYS REPORT ORG PAGE: 1
07/09/2008 (06:00) ***** RUN PAGE: 1
FFY: 2007 GROUP: PERSON ID: 99999991 TRANS DATE TRANS TIME USERID
FUNCTION: D JANE SMITH -----
                                08-15-2008 08:35:23 AM CSCSPRT

INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
            GENERATE :
HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000 0120 81000
FFY: 2007 GROUP: 999-999 PERSON ID: TRANS DATE TRANS TIME USERID
FUNCTION: A BUDGETS -----
                                08-15-2008 08:34:12 AM CSCSPRT

INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
            GENERATE :
HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE
-----
DISTRIBUTION 1: 1.0000 0120 81000
FFY: 2007 GROUP: PERSON ID: 99999992 TRANS DATE TRANS TIME USERID
FUNCTION: C MARY JONES -----
                                08-15-2008 08:35:13 AM CSCSPRT

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

EXHIBIT VII-3-3 (continued)

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

GROUP: PERSON ID: 999-99-9994 FFY: 2006
 NAME: MICHAEL JONES

CREATE DATE LP DATE

 06-13-2006 06-13-2006

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

| HOME BASE | PERCENT | INDX | PCA | ACTY | PROJ | WP | LOCATION | MULTI | PURPOSE |
|------------------|----------|--------|----------|-----------|----------|----|----------|-------|---------|
| ----- | | | | | | | | | |
| DISTRIBUTION 1: | 1.0000 | | 00131 | | | | | | |
| DISTRIBUTION 2: | | | | | | | | | |
| DISTRIBUTION 3: | | | | | | | | | |
| DISTRIBUTION 4: | | | | | | | | | |
| DISTRIBUTION 5: | | | | | | | | | |
| DISTRIBUTION 6: | | | | | | | | | |
| DISTRIBUTION 7: | | | | | | | | | |
| DISTRIBUTION 8: | | | | | | | | | |
| DISTRIBUTION 9: | | | | | | | | | |
| DISTRIBUTION 10: | | | | | | | | | |
| LC OVERRIDE | OD-AO | | | OD-AO | | | | OD-AO | |
| OASDI | : 999-99 | DENTAL | : 999-99 | MEDICARE: | 999-99 | | | | |
| RETIRE | : 999-99 | LIFE | : 999-99 | OTHER | : 999-99 | | | | |
| HEALTH | : 999-99 | VISION | : 999-99 | | | | | | |

EXHIBIT VII-3-3 (continued)

```

CSB510-3 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS EMPLOYEE MASTER (EM) - DELETE FFY (2001) - MYCALPAYS REPORT                                ORG NUMBER: 9990
                                *****
07/09/2008 (06:00) *****                                ORG PAGE: 1
GROUP: 368-645      PERSON ID:                                FFY: 2001                                CREATE DATE   LP DATE
                                NAME: OCDE                                -----
                                05-30-2001   05-30-2001

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

```

CSB510-4 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS EMPLOYEE MASTER (EM) UPLOAD ACTIVITY - MYCALPAYS REPORT                                ORG NUMBER: 9990
                                *****
07/09/2008 (06:00) *****                                ORG PAGE: 1
FFY: 2008  GROUP:      PERSON ID: 999-99-9991                                TRANS DATE TRANS TIME  USERID
FUNCTION: A  NAME: DOE J A                                -----

AGENCY OBJECT   : REG: XX SD: XX OT :      SDOT:      SCO-STATS:      TS-STATS :
INDICATORS      : TIMESHEET : N   EMPLOYEE TYPE: S   WORK-WEEK: B   OT CODING:
                                GENERATE : 1
SUPPLEMENTAL PAYROLL: INDEX:      PCA: 91000                                LINE      ERROR MESSAGES
HOME BASE      PERCENT  INDX  PCA  ACTY  PROJ  WP  LOCATION  MULTI PURPOSE                                AGYOBJ Q03-REG AGY OBJ NOT D12
DISTRIBUTION  1: 0.0510      90001                                AGYOBJ Q04-SD AGY OBJ NOT D12
DISTRIBUTION  2: 0.9490      90002                                IND      X72-INVAL WORK WEEK IND

FFY: 2007  GROUP:      PERSONAL ID: 999 99 9992                                TRANS DATE TRANS TIME  USERID
FUNCTION: A  NAME: DOE J R                                -----
                                07-09-2008 06:00:00 AM  UPLOAD

INDICATORS      : TIMESHEET : N   EMPLOYEE TYPE: S   WORK-WEEK: N   OT CODING:
                                GENERATE :
SUPPLEMENTAL PAYROLL: INDEX:      PCA: 91000
HOME BASE      PERCENT  INDX  PCA  ACTY  PROJ  WP  LOCATION  MULTI PURPOSE
-----
DISTRIBUTION  1: 1.0000      90001
    
```

EXHIBIT VII-3-3 (continued)

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

GROUP: PERSON ID: 99999999 FFY: 2007 CREATE DATE LP DATE
 NAME: JOHN DOE -----
 06-14-2007 07-07-2008
 INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: Y OT CODING:
 GENERATE :
 SUPPLEMENTAL PAYROLL: INDEX: PCA: 00150
 HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE

 DISTRIBUTION 1: 1.0000 00150

GROUP: 999-999 PERSON ID: FFY: 2007 CREATE DATE LP DATE
 NAME: BUDGETS -----
 06-14-2007 06-14-2007
 INDICATORS : TIMESHEET : Y EMPLOYEE TYPE: S WORK-WEEK: N OT CODING:
 GENERATE :
 SUPPLEMENTAL PAYROLL: INDEX: PCA: 00151
 HOME BASE PERCENT INDX PCA ACTY PROJ WP LOCATION MULTI PURPOSE

 DISTRIBUTION 1: 0.8000 00151
 DISTRIBUTION 2: 0.2000 00188