



VII-4 Labor Distribution-Timesheets - MyCalPAYS

This chapter contains a detailed discussion on the monthly timesheet process and the Timesheet - MyCalPAYS (TS) Table maintenance instruction. The monthly timesheet process discussed in this Chapter is the same process discussed in Chapter VI-4, Labor Distribution-Timesheet.

Timesheets are used to distribute labor costs when salaries and wages must be charged to specific work activities that vary each month and/or when required for specific funding sources, e.g., Federal funds.

Through the optional timesheet process, CALSTARS labor distribution accommodates two types of time reporting:

- ⊗ Full positive time reporting – Timesheets are always required from the employee/group.

- ⊗ Exception basis – No timesheets are required but one may be submitted as needed.

Prior to using timesheets, Chapter VII-2, Labor Distribution Control MyCalPAYS (LC) Table, and Chapter VII-3, Employee Master MyCalPAYS (EM) Table, should be fully understood in order to determine the requirements necessary for the timesheet process.

TIMESHEET CREATION AND PRINTING

To help departments provide staff with written procedures for the timesheet process, a Timesheet Handbook is available by department request. The handbook can be used as a template for creating a department-specific handbook. To request the handbook, send an e-mail to the CALSTARS System Support Unit at calstars@dof.ca.gov.

Before implementing the timesheet process, departments must design a department specific timesheet. Departments should develop a timesheet format similar to the Timesheet Entry screen to make the key entry process easier.

CALSTARS has a timesheet data printing feature available through the ET4 report. This feature allows departments to print specific information on department designed timesheet each month. To use this feature, the timesheet must be designed to accommodate the print pattern provided by CALSTARS. Exhibit VII-4-1 displays a sample timesheet.

ET4 Report

The ET4 Report must be activated before it can be requested through the Request Standard Reports Screen (Command **G.3**). To activate ET4 Report, departments must send a request via an e-mail to the CALSTARS System Support Unit at calstars@dof.ca.gov.

The following Report Request options are available for the ET4 Report:

Report Period

FM - The FM Report Period on the Report Selection Options screen is used to select the Pay Period that prints on the timesheets.

CM - Prints the timesheet with the current calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **CM** option will reflect the *August Pay Period*).

NM - Prints the timesheet with the next calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **NM** option will reflect the *September Pay Period*).

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 Start and End Dates	D46 Descriptor Table (based on the fiscal month option in the report request)

Option/Source (O/S) - The available options control the display of the Pay Period Year as follows:

0 - Displays the 2-digit Pay Period Year.

1 - Displays the 4-digit Pay Period Year.

One page is printed for every MyCalPAYS 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 Miscellaneous Index Code (from the MyCalPAYS EM Table), and Group/Person ID. A maximum of 10 lines of distribution classification per timesheet is printed.

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. The test pattern for the ET4 and a sample page are displayed in Exhibit VII-4-2.

STEPS IN THE MONTHLY TIMESHEET PROCESS

Exhibit VII-4-3 displays the monthly timesheet process. The following steps must be completed before running the Labor Distribution Process.

1. Distribute the Timesheet.

Timesheets are normally distributed before the beginning of a month to allow for timely posting to the timesheet.

2. Employees Complete and Submit Timesheets.

Each employee (or group of employees) completes and submits a timesheet according to the department specific "Timesheet Handbook". The actual number of hours entered and the methodologies used for determining the distribution of hours and costs are defined by the department.

3. Supervisors Approve Timesheets.

Each supervisor reviews and approves completed employee/group timesheets and distributes copies to the Accounting Office, Personnel, employee, etc.

4. Accounting Office Technical Review Prior to Data Entry.

The Accounting Office staff reviews, verifies computations and inserts coding, as appropriate.

5. Enter Timesheet Data.

The Accounting Office staff enters timesheets into CALSTARS via the MyCalPAYS Timesheet Entry screen (Command **J.1.1** or **I.7.1.3**). Timesheets are fully edited online. All records that pass online edits are accepted.

6. Review the Daily Timesheet Activity Reports.

The Accounting Office staff reviews the Timesheet Table Activity Reports - MyCalPAYS to validate timesheet input. Refer to the *Timesheet Table Reports - MyCalPAYS* section, for a description of the Timesheet Table Activity Reports - MyCalPAYS.

7. Identify Missing Timesheets using the ET3, Timesheet Exception Report-MyCalPAYS

The ET3 Report is used to identify missing timesheets prior to the Labor Distribution process. To allow time for corrective action, the report should be ordered a few days before Labor Distribution is set to run.

Request ET3 Report

The ET3, Timesheet Exception Report - MyCalPAYS, is requested through Command **G.3**, Request Standard Reports screen, to determine if Labor Distribution is ready to be run.

The following Report Request options are available on the Report Selection Options screen for the ET3 Report:

Report Period

PM – only Report Period option available.

Level of Detail - IPOF

Program (**P**) Indicator – The available options control the detailed print information as follows:

- 0** – Displays standard employee information; e.g., Group, Person ID, Employee Name, etc.
- 1** – Displays standard employee information and MyCalPAYS EM Home Base account information (from MyCalPAYS EM Table).

Exhibit VII-4-4 displays examples of the ET3 (P Indicator =0 and P Indicator =1).

Destination Options

All available output media is available for the ET3 Report (**A, D, E, F, H, L, M, N, R**). Refer to Volume 6, Chapter II-A for a description of these options.

The ET3 is sorted by Index Code (under Miscellaneous in the MyCalPAYS EM Table record), Group and Person ID.

Edits are performed based upon two indicators in the MyCalPAYS 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 (MyCalPAYS EM Timesheet Indicator = Y), an exception message is displayed on the ET3. Exhibit VII-4-5 displays all of the edit messages, describes why the messages occur, what corrective action should be taken, and what happens if corrective action is not taken prior to running Labor Distribution.

EXHIBIT VII-4-3
MONTHLY TIMESHEET PROCESS

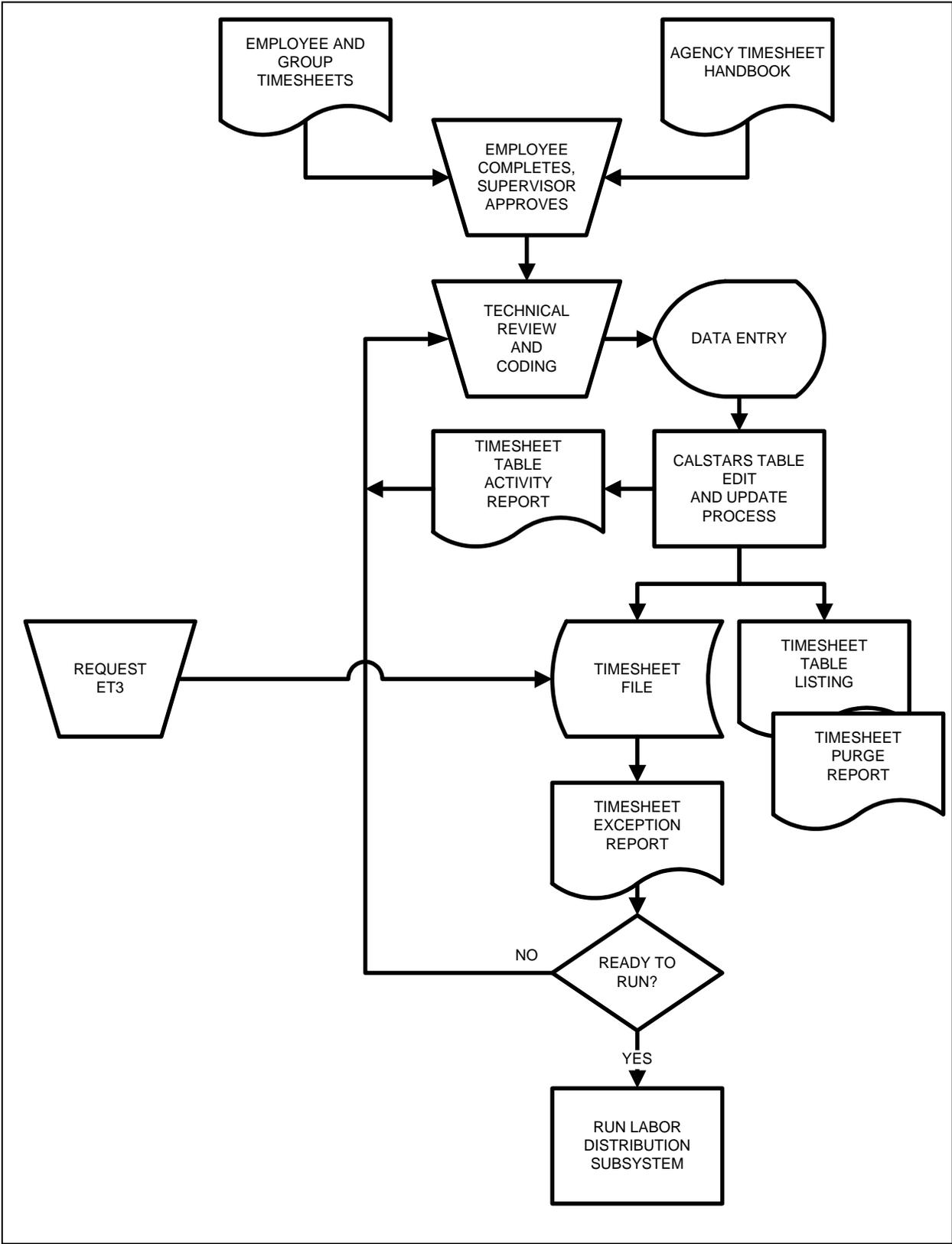


EXHIBIT VII-4-5
EXCEPTION CONDITIONS - TIMESHEET EXCEPTION REPORT – CSTARET3^{1/}

Message	Reason	Corrective Action	Default Handling
REQUIRED TIMESHEET NOT FOUND	The timesheet indicator in the MyCalPAYS EM Table indicates that a timesheet is required for this employee or group of employees. However, no timesheet has been input.	Obtain and input timesheet for the employee/group Or Change the Timesheet indicator to N in the MyCalPAYS EM Table.	The SCO hours, if selected, and dollars are distributed to the employee's Home Base accounts.
TS HOURS DOES NOT EQUAL NORMAL MONTHLY HOURS	The Work Week indicator in the MyCalPAYS EM Table indicates that the employee must work the State standard hours for the month. However, the employee's timesheet does not contain the proper number of regular hours to meet this requirement.	Correct the hours on the timesheet Or Change the Work Week Edit Indicator to N in the MyCalPAYS EM Table.	Timesheet hours will be used to distribute payroll costs in proportion to the hours recorded.
OT CANNOT BE DISTRIBUTED - NO REGULAR HOURS	Warning message that overtime or shift differential overtime is on the timesheet, but no regular hours are present. Regular hours are defined as REG .	Code regular hours on the timesheet, if appropriate.	The overtime is distributed per the timesheet when the SCO payment arrives. The SCO regular payment for the pay period is charged to the Home Base accounts.

^{1/} Refer to Exhibit VII-4-7 for a description of acronyms and indicator settings.

TIMESHEET TABLE STRUCTURE

The Timesheet - MyCalPAYS (TS) Table is divided into two segments: the control key and informational data. The control key identifies each MyCalPAYS TS record and consists of an Organization Code, Group (for group timesheet), Person ID (for individual timesheet), Year-Month pay period, and Page number.

The informational data segment identifies the account codes to be charged. It consists of the number of Hours, Hour Type, Default Indicator, Index, Program Cost Account (PCA), PCA Activity, Agency Object (AO), Project/Work Phase, Location, and Multi Purpose.

RELATIONSHIP TO OTHER TABLES

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

To give departments flexibility for distributing labor costs, the MyCalPAYS TS Table overrides the MyCalPAYS EM Table. This allows costs for specific units or individuals to be distributed differently for a particular fiscal month from the home base distribution.

INPUT CODING

A listing of the fields contained on the MyCalPAYS Timesheet Entry screen and/or on the activity reports is shown in Exhibit VII-4-7. It includes explanations of the fields as well as coding instructions for data entry. There is no standard input coding form since it is based on the department specific timesheet. The MyCalPAYS Timesheet Entry screen is accessed online using Command **J.1.1** or **I.7.1.3**. Up to 99 timesheet pages can be entered for each employee or group for any given month. Optional numeric values are available for both the Hour Type and the Default option so that timesheets can be keyed exclusively from the 10-key numeric pad portion of the keyboard.

Note: Both the MyCalPAYS LC Table and MyCalPAYS EM Table must be established before a timesheet can be entered

TIMESHEET ENTRY SCREEN – MYCALPAYS

The Entry screen shown here is available through Command **J.1.1** or **I.7.1.3**.

```

9990 J.1.1: Timesheet Entry - MyCalPAYS                                04-07-2011 09:21 AM
Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)

GROUP      > _____
PERSON ID > _____ NAME>
YEAR-MONTH: 2011 10 PAGE: 01 TOTAL HOURS: _____
          HOURS  TYPE> D  INDX>  PCA>  ACTY> AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
To access all distribution lines (1 through 15), press F11
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Retrn Quit Log List Dfalt Bkwrđ Frwrđ Clear LCopy D1-15 Main
    
```

Table maintenance, **A=Add**, **C=Change**, **D=Delete**, **N=Next**, **P=Print Table**, **R=Recall Maintenance/Print**, **V=View**, and **W=Print Record**, can be performed from the Entry screen.

The Entry screen displays only the first ten of the fifteen distribution lines available. Press **F11=D1-15** to navigate to the pop-up Timesheet Distribution screen to display all fifteen distribution lines for key entry. An example of the Timesheet Distribution screen is displayed here.

```

9990 J.1.1: Timesheet Entry - MyCalPAYS                                11-30-2011 09:04 AM
          Timesheet Distribution - MyCalPAYS
GROUP:      PERSON ID:      NAME:
YEAR-MONTH: 2011-10 PAGE: 01 TOTAL HOURS:
          HOURS  TYPE> D  INDX>  PCA>  ACTY> AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
11: _____
12: _____
13: _____
14: _____
15: _____
          PF1  PF2                                PF6  PF7  PF8                                PF10 PF11
          Help Retrn                                Dfalt Bkwrđ Frwrđ                                LCopy Entry
Press Enter to accept, F2 to cancel, or F11 to access Entry Screen
    
```

The MyCalPAYS TS control key (Group, Person ID, Year-Month, Page) is displayed on the Timesheet Distribution pop-up screen and cannot be modified.

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

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

TIMESHEET 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**, **P=Print Table**, **R=Recall Maintenance/Print**, **V=View**, and **W=Print Record**, can 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 on the current screen is finished.

An example of the screen is displayed here.

```

9990 Timesheet List - MyCalPAYS                                04-07-2011 10:46 AM
Function: _ (P=Print Table, R=Recall Maint/Print)
Go to Group or Person ID: ___ / ___
Year-Month: 2011 03

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  GROUP  PERSON ID  NAME  YEAR-MO  PAGE
-  - - - -  - - - - -  - - - - -  - - - - -  - - - - -  - -
-          12345678  EMPLOYEE 5678          2011-03  01
-          12345678  EMPLOYEE 5678          2011-03  11
-          22223333  EMPLOYEE 3333          2011-03  11
-  123-333          GROUP 123-333          2011-03  01
                                     *** End of Data ***

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

```

If the Entry screen is blank when **F5** is pressed, the list of MyCalPAYS TS records begins with the first sequential record in the file. If the Entry screen is blank except for the Year-Month field, the list begins with the first sequential record within the Year-Month period.

The Year-Month is shown in the upper right corner of the screen. To change the Year-Month, enter the desired pay period and press **Enter**. To find a record, enter the Group or Person ID and the Year-Month in their respective fields 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. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record.

All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

TIMESHEET 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 Timesheet - Activity Log Screen 1 - MyCalPAYS                04-07-2011 10:52 AM
                                                                MORE=>
Sort: K (D=Date/Time, U=UserID, K=Group/Person ID/Year-Mo)
-----Go To----- -Go To-- ----- Go To-----
      DATE      TIME      USERID      GROUP      PERSON ID      YEAR-MO
F  -----
-  -----
A  01-10-2011  01:30 PM  CSCSPRT    123-111          2010-12      01
C  04-01-2011  11:58 AM  CSCSPRT    123-333          2011-03      01
A  04-01-2011  11:29 AM  CSCSPRT    123-333          2011-03      01
                                *** End of Data ***

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

```

9990 Timesheet - Activity Log Screen 2 - MyCalPAYS          04-07-2011 11:06 AM
                                                    <=MORE
Sort: K (D=Date/Time, U=UserID, K=Group/Person ID/Year-Mo)
-----Go To----- -Go To--
      DATE      TIME      USERID
F  -----
-  -----
A  01-10-2011  01:30 PM  CSCSPRT  GROUP 123-111      2010-12  01
C  04-01-2011  11:58 AM  CSCSPRT  GROUP 123-333      2011-03  01
A  04-01-2011  11:29 AM  CSCSPRT  GROUP 123-333      2011-03  01
                                     *** End of Data ***

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

```

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

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Group/Person ID/Year-Mo 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, Group (for a group of employees), or Person ID (for individual) in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Each year on March 31, activity records are purged if (1) the Log Date is prior to August 1; and (2) the pay period is for the Prior Fiscal Year or older. For example, on March 31, 2012, activity records are purged if the pay period is older than July 2011 and the Log Date is before August 1, 2011.

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=Detail**.

An example of the Log Detail screen is displayed here.

```

9990 TS Log Detail - Group/Pers ID/Yr-Mo/D/T - MyCalPAYS      04-07-2011 02:28 PM

Function: A  DATE: 01-10-2011  TIME: 01:30:30 PM  USERID: CSCSPRT

GROUP      : 123-111
PERSON ID :          NAME: GROUP 123-111
YEAR-MONTH: 2010-12  PAGE: 01  TOTAL HOURS:      17600
      HOURS  TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI  PUR
1:      17600  REG  Y
2:
3:
4:
5:
6:
7:
8:
9:
10:
To access all distribution lines (1 through 15), press F11
Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn  Quit          Bkwrd  Frwrld          D1-15  Main

```

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

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records. When the F11 key is pressed, all fifteen distribution lines for the timesheet record are displayed on the Timesheet Distribution pop-up screen.

GUIDELINES FOR CODING PAY TYPE

The gross pay Wage Type in the SCO payroll record is matched to each hour type on the timesheet. If the hour types identified do not match, the payroll will be processed using the MyCalPAYS EM Table home base account.

Coding Regular and Overtime Pay

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

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

OT Coding Indicator Setting	Hours	Hour Type
Overtime Indicator set to Y (per MyCalPAYS LC or EM Table):	176	REG
	10	OT
Overtime Indicator set to N (per MyCalPAYS LC or EM Table):	186	REG

If the OT Coding Indicator is set to **Y**, the OT hours should be posted on a line separate from Regular Pay. If an OT line is not coded on the timesheet, Overtime Pay is allocated according to the MyCalPAYS EM Table home base account.

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

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

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

Coding Shift Differential and Shift Differential Overtime Pay

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

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

If the OT Coding Indicator is set to **Y**, the SD and SDOT hours should be posted on separate lines on the timesheet. When they are not posted on separate lines, SDOT Pay is allocated according to the MyCalPAYS EM Table home base account.

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

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

Coding Regular and Shift Differential Pay

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

Example A

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

Example B

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

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

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

TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

A=Add**From The Entry Screen:**

Key an **A** in the Function field, Group or Person ID, Year-Month, Page, and the appropriate values in the informational elements fields to **Add** a record to the MyCalPAYS TS Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the MyCalPAYS Timesheet TS file. A fresh screen is displayed with blank data fields, and a message confirming that the MyCalPAYS TS Table record was added successfully is displayed at the bottom of the screen.

From The List Screen:

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

C= Change**From The Entry Screen:**

To **C**hange 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 record key fields, and press **Enter** to **V**iew a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the record key fields, and press **Enter**.

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

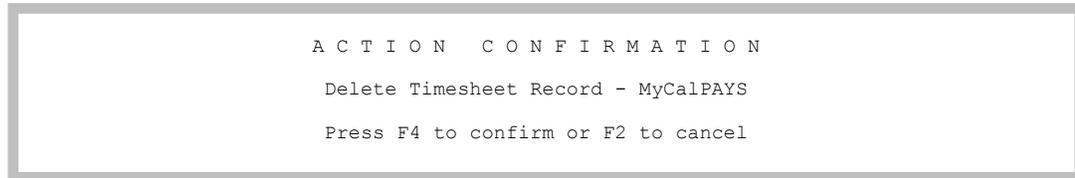
Key **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was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

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

To **D**elate 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 record key fields, and press **Enter** to **V**iew a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate values in the record key fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. 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 TS 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 **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 TS Table.

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

N=Next

From The Entry Screen:

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

From The List Screen:

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

P=Print Table

The **Print Table** function provides departments the option of generating an electronic report file of the MyCalPAYS Timesheet Table Listing Report and/or printing the report through the Print/Report File Selection pop-up screen. An example of the CSB520-2 report is displayed in Exhibit VII-4-9.

If a Year-Month is displayed on the pop-up screen, only records for the specified period are selected. If the Year-Month field is blank, the **entire** MyCalPAYS TS Table (all Year-Month's) 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 Year-Month displayed on the Entry screen when **Enter** is pressed, the Year-Month is displayed on the pop-up screen. If the Year-Month field is blank when Enter is pressed, the Year-Month is not displayed on the screen.

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 in the MyCalPAYS TS Table, delete the Year-Month from the field on the pop-up screen.

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

```

                                Print/Report File Selection
                                Timesheet (TS) Table - MyCalPAYS

_____ Enter Year-Month or leave blank for entire table

Enter Destination:
  F=Report File only
    Report File: CS9990.CSI520-*.TBL-TM.IQ.D2110407.T0746544
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI520-*.TBL-TM.IQ.D2110407.T0746544
  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 Timesheet (TS) Table Listing – MyCalPAYS Report (CSI520-2)
- P** – Immediately generates an electronic report file of the Timesheet (TS) Table Listing – MyCalPAYS Report (CSI520-2) **and** ROPES the Timesheet (TS) Table Listing – MyCalPAYS Report (CSI520-2) to an agency printer
- O** – ROPES the Timesheet (TS) Table Listing – MyCalPAYS Report (CSB520-2), including the current day's table maintenance, to an agency printer after the labor process is run

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

Blank – Generates CSB520-5 which suppresses the printing of a line if all record fields included in that line are blank (e.g., Distribution Lines)

Y – Generates CSB520-2 which 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 or List).

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

The MyCalPAYS TS file can be requested in raw data format through Command **G.1**.

R=Recall Maintenance/Print

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

From The Entry Screen Or The List Screen:

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

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

```

Recall Labor Process Maintenance/Print Request
Timesheet (TS) Table - MyCalPAYS

Select one or more with a 'Y':

_ Remove the request to Print 2006-12
_ Remove the request to Print table
*** End of Data ***

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

```

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

V=View

From The Entry Screen:

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

From The List Screen:

Key **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 (CSI520-2) **and** generates a single record report file from the MyCalPAYS TS Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI520-2.TBL- TM.IQ.Dcyymmdd.Thhmmss.

From The Entry Screen:

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

From The List Screen:

Key **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 MyCalPAYS Timesheet Table screens:

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

- **Field look-up assistance** is available for fields that display a “>” (greater than) sign to the right of the field label. When the cursor is placed on any

space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the **F7** and **F8** keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press **Enter**. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when **Enter** is pressed.

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

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

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

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

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

F4=Log—Displays the MyCalPAYS Timesheet Log Activity screen.

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

List—Displays the MyCalPAYS Timesheet List screen.

Log Detail—Displays the MyCalPAYS Timesheet Log Detail screen.

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

To set Defaults:

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

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

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

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

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

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

F10=LCopy (Line Copy) – Copies and pastes information from a distribution line to another. This function can be used when MyCalPAYS TS record information has slightly different accounting classification data in various distribution lines.

To perform the Line Copy function:

1. Place the cursor on any space in the line that contains the information to be copied, and press **F10**.
2. Place the cursor on any space in the line where the information is to be pasted.
3. Enter number of times the information should be pasted, then press **F10** again. The copied information is pasted starting on the line where the cursor is placed.

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

D1-15 (Distribution line 1 through 15) – Displays the pop-up Timesheet Distribution screen, including all 15 distribution lines.

Entry – Exits the pop-up Timesheet Distribution screen and returns to the Timesheet Entry screen. All data keyed in the pop-up Timesheet Distribution screen is retained. Edits are **not** performed when using **F11-Entry** to return to the Timesheet Entry screen.

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

TIMESHEET TABLE REPORTS

The following reports are system generated:

- ✪ Timesheet Table Activity – MyCalPAYS Report (CSB520-1) – This report displays all transactions successfully entered online during the work day. It is produced during labor processing begins daily at 3:00 PM. The report is displayed in Exhibit VII-4-8.
- ✪ Timesheet Table Upload Activity – MyCalPAYS Report (CSB520-4) – 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-4-10.

The following reports are produced upon department request:

- ✪ Timesheet Table Listing - MyCalPAYS Report (CSB520-2/CSI520-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the Timesheet Entry or List screen. If Function **P** and Year-Month are entered, the listing is limited to the specific Year-Month requested. If **P** is entered without a Year-Month, the listing contains all Year-Month pay periods in the MyCalPAYS TS table. The report is displayed in Exhibit VII-4-9.

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 labor processing and, therefore, include all table maintenance performed up to the time at which labor processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Timesheet Table Activity - MyCalPAYS Report (CSB520-1) and the Timesheet Table Upload Activity - MyCalPAYS Report (CSB520-4) should be reviewed to ensure that all maintenance was done correctly. All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

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

ANNUAL TIMESHEET PURGE

The prior fiscal year timesheet purge process is run automatically on the last processing day of October to give departments time to make adjustments, i.e., adjustment timesheets. Records are purged if (1) the pay period is for the Prior

Fiscal Year or older and (2) the Last Processing (LP) date is prior to August 1. For example, timesheet records are purged in October 2011 if the pay period is older than July 2011 and the LP date is prior to August 1, 2011.

Time Sheet – File Purge Listing

The CSB525-1, Timesheet (TS) File Purge Listing - MyCalPAYS, shown in Exhibit VII-4-6, is generated by the timesheet purge process. The report contains only those timesheets that were purged by the process.

This report displays purged records in the sequence of:

- ✪ Group
- ✪ Person ID
- ✪ Timesheet year and month
- ✪ Page number.

Exhibit VII-4-6

```

CSB525-1 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS    TIMESHEET (TS) FILE PURGE LISTING - MYCALPAYS REPORT
                                *****
04/20/2005 (17:58) *****
                                *****
GROUP  PERSON ID  YEAR-MO  PAGE  NAME  TOTAL HOURS  LP DATE
-----  -
                                HOURS  TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI PUR
                                -----
                                00000001  2004-03  01  REGION 3 PROGRAM ADMIN  1050.00  04-20-2004
                                DIST 01  1050.00  REG  Y
                                00000002  2004-03  01  DOE, JAMIE  176.00  04-20-2004
                                DIST 01  80.00  REG  Y
                                02  80.50  REG  N  1234  50391  123456789123
                                03  15.50  REG  N  1234  50400
123-567  2004-03  01  ZELDA, JAMES  121.00  04-20-2004
                                DIST 01  80.00  REG  Y
                                02  1.50  REG  N  1234  50391  123456789123
                                03  15.50  REG  N  1234  50400
                                04  2.00  REG  N  1234  50401
                                05  2.00  REG  N  1234  50402
                                06  2.00  REG  N  1234  50403
                                07  2.00  REG  N  1234  50404
                                08  2.00  REG  N  1234  50405
                                09  2.00  REG  N  1234  50406
                                10  2.00  REG  N  1234  50407
                                11  2.00  REG  N  1234  50408
                                12  2.00  REG  N  1234  50409
                                13  2.00  REG  N  1234  50410
                                14  2.00  REG  N  1234  50411
                                15  2.00  REG  N  1234  50412
123-890  2004-03  02  ZELDA, JAMES  81.50  04-20-2004
                                DIST 01  80.00  REG  N  1234  50413
                                02  1.50  REG  N  1234  50414

```

EXHIBIT VII-4-7
EMPLOYEE TIMESHEET – MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Control Key:</u>		
Organization Number (ORG)	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
GROUP	6	<p>Group timesheet:</p> <p>Enter the 6-digit Group number:</p> <ul style="list-style-type: none"> • 3-digit SCO Agency code • 3-digit Payroll Reporting Unit (PRU). <p>Individual employee timesheet:</p> <p>Leave blank.</p>
PERSON ID	8	<p>Individual employee timesheet:</p> <p>Enter the individual's Person ID.</p> <p>Group timesheet:</p> <p>Leave blank.</p>
YEAR-MONTH (MO)	6	Enter the pay period calendar year and month.
PAGE	2	Enter the page number of the timesheet. The page number must be numeric and greater than zero. (Example: the first page would be 01 .)
<u>Information Elements:</u>		
TOTAL HOURS	1-9	Enter the total number of hours for the timesheet page, including the 2 digits for hundredths. Do not enter the decimal point. (Example: 176 hours would be 17600).

EXHIBIT VII-4-7 (Continued)
EMPLOYEE TIMESHEET - MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
Distributions:		
HOURS	1-7	Enter the number of hours worked to two decimal places. Do not enter the decimal point. (Example: 40 and 1/2 hours would be 4050).
TYPE	2-4	<p>The hour type used is determined by the MyCalPAYS EM Table Overtime Indicator (OT). If the MyCalPAYS EM Table Overtime Indicator is blank, the hour type used is determined by the MyCalPAYS LC Overtime Indicator.</p> <p>Enter the hour type:</p> <p>REG or 0009 - Regular time</p> <p>OT or 1008 – Overtime - used (1) if MyCalPAYS EM Table OT Coding Indicator is Y or (2) if EM Table OT Coding Indicator is Blank and LC OT Coding Indicator is Y)</p> <p>SD or 2007 - Shift differential (paid separately from regular time)</p> <p>SDOT or 3006 - Shift differential overtime (paid separately from overtime)</p>
D (DEFAULT)	1	<p>Enter the Default to Home Base Indicator:</p> <p>Y or 1 – Charge the hours on this line according to the accounting classifications on the Home Base distribution section of the MyCalPAYS EM Table.</p> <p>If Y or 1 is keyed, the accounting classification fields on this line (Indx-Multi Pur) must be blank.</p> <p>N or 0 - Charge the hours specified on this line according to the accounting classification information on this line.</p> <p>If N or 0, an Index Code and PCA are required. The PCA Activity, Agency Object, Project/Work Phase, Location and Multi Purpose fields are optional.</p>

EXHIBIT VII-4-7 (Continued)
EMPLOYEE TIMESHEET - MYCALPAYS TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<u>Accounts to be Charged:</u>		
		If the Default to Home Base Indicator is coded N or 0 , enter all of the classification elements to be charged.
INDEX (INDX)	4	Enter the Index Code to be charged.
PCA	5	Enter the PCA to be charged.
ACTY	4	<i>(Optional)</i> Enter the PCA Activity to be charged.
AO	2	<i>(Optional)</i> Enter the Agency Object to be charged. This Agency Object overrides the Agency Objects in the MyCalPAYS EM and LC Tables.
PROJ	6	<i>(Optional)</i> Enter the Project to be charged.
WP	2	If Project is used, enter the Work Phase to be charged.
LOC	6	<i>(Optional)</i> Enter the Location to be charged.
MULTI PUR	12	<i>(Optional)</i> Enter the Multi Purpose to be charged.
<u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB520-2 and CSB520-5 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 FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB520-1, CSB520-4, CSB520-6, and CSB520-7 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-4-8

CSB520-1 *****										DEPARTMENT OF AIR QUALITY				*****			ORG NUMBER:	9990
CALSTARS										TIMESHEET (TS) TABLE ACTIVITY - MYCALPAYS				REPORT			ORG PAGE:	1
04/13/2011 (06:00) *****													RUN PAGE:	10				
GROUP	PERSON ID	YEAR-MO	PAGE	F	NAME					TOTAL HOURS			TRANS DATE	TRANS TIME	USERID			
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI	PUR	DIST #	ERROR MESSAGES				
	12345678	2010-07	01	A	IND	5678	TEST							04-13-2011	11:16:20 AM	CSCSPRT		
	DIST 01	176.00	REG	Y														
	02	10.00	OT	N	1000	10000												
	03	1.00	SDOT	N	1000	20000												
111-123		2010-07	01	A	GROUP	111-123								04-13-2011	11:17:57 AM	CSCSPRT		
	DIST 01	528.00	REG	Y														
	02	30.00	OT	N	2000	10000												
	03	5.00	SDOT	Y														

EXHIBIT VII-4-9

CSB520-2 *****
 CALSTARS DEPARTMENT OF AIR QUALITY *****
 TIMESHEET (TS) TABLE LISTING - MYCALPAYS REPORT
 04/20/2011 (17:58) *****

ORG NUMBER: 9990
 ORG PAGE: 1
 RUN PAGE: 1

GROUP	PERSON ID	YEAR-MO	PAGE	NAME						TOTAL HOURS	LP DATE	
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI	PUR
	00000001	2005-03	01	DOE, JAMIE						176.00	04-20-2004	
	DIST 01	80.00	REG	Y								
	02	80.50	REG	N	1234	50391						
	03	15.50	REG	N	1234	50400	123456789123					
	04											
	05											
	06											
	07											
	08											
	09											
	10											
	11											
	12											
	13											
	14											
	15											

EXHIBIT VII-4-10

```

CSB520-4 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS TIMESHEET (TS) TABLE UPLOAD ACTIVITY - MYCALPAYS
                                REPORT
07/26/2010 (12:54) *****
                                S O R T E D   B Y   G R O U P / P E R S O N   I D
*****
GROUP  PERSON ID  YEAR-MO  PAGE  F  NAME  TOTAL HOURS  TRANS DATE  TRANS TIME  USERID
-----
                                HOURS  TYPE  D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI PUR  DIST #  ERROR MESSAGES
-----
00000001  2009-06  01  A  EMPLOYEE 3432  1.76  07-24-2010  09:35:07 AM  UPLOAD
DIST 01  1.76  REG  Y

000 001  2009-05  01  A  TESTING POSITION CODING  1.76  07-24-2010  09:34:40 AM  UPLOAD
DIST 01  1.76  REG  Y

```