

## VII-5 Labor Distribution-Adjustment Process - MyCalPAYS

The Labor Distribution Adjustment process is used to correct personal services charges that were incorrectly distributed through a prior month labor distribution process. This chapter includes a detailed discussion of the Adjustment process as well as the Adjustment Timesheet - MyCalPAYS (AJ) Table and the Adjustment Payroll - MyCalPAYS (PT) Table.

**Note:** The Labor Distribution Adjustment process for MyCalPAYS is the same process as the current Adjustment process discussed in Chapter VI-5 Labor Distribution – Adjustment Process.

### BACKGROUND

Incorrect labor distribution can occur for various reasons. Some of the causes of erroneous labor charges include:

- ❖ Incorrectly recorded timesheets - The original timesheet was incorrectly coded or keyed. Erroneous coding can occur when employees are required to submit timesheets prior to the last day of the month.
- ❖ Missing timesheets - This typically occurs when an employee does not submit a timesheet or the timesheet is lost or overlooked. In this situation, the labor charges default to the group or employee's Home Base account(s).
- ❖ Employee is not in the Employee Master - MyCalPAYS (EM) Table – Labor charges are posted to the Undistributed Account when there is a SCO payment for an individual or group that is not identified in the MyCalPAYS EM Table. The Undistributed Account can be cleared through the labor distribution adjustment process if the labor charges are for regular pay, overtime, shift differential, or shift differential overtime.

During the Labor Distribution Adjustment process, the Timesheet - MyCalPAYS (TS) Table is used to create transactions to reverse the original labor distribution allocations. The MyCalPAYS PT Table specifies the original dollars and hours to be reversed and redistributed. The MyCalPAYS AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

Prior to the Labor Distribution Adjustment process, the original MyCalPAYS TS record must be present in the MyCalPAYS TS Table. If the timesheet was previously purged, is missing, or if the employee was not in the MyCalPAYS EM Table when Labor Distribution was run, the timesheet must be keyed or uploaded as follows:

**Purged Timesheet:** When a timesheet has been purged, key or upload the timesheet as originally keyed or uploaded. Refer to the CSB525-1, Time Sheet File Purge Listing - MyCalPAYS to determine the original timesheet information. See Chapter VII-4 Annual Timesheet Purge Section for more detailed information.

**Missing Timesheet:** When a timesheet is missing during the monthly Labor Distribution process, the MyCalPAYS EM Table Home Base Accounts are accessed to allocate labor costs. Key or upload the required Timesheet Entry fields and set the Default (D) Indicator to **Y** or **1**.

**NOTE:** If the Statistics indicator is set to **B** or **T** in the Labor Control (LC) Table, key a nominal number of hours, e.g., 1/100 hour in the Hours field. This is done because there were no timesheet statistic transactions generated during the original labor distribution. Using a nominal number of hours during the Labor Distribution Adjustment process keeps the generated negative statistics to a minimum.

**Employee Not In MyCalPAYS EM Table:** When an employee is not in the MyCalPAYS EM Table during the monthly Labor Distribution process, labor charges are posted to the Undistributed Account. Key or upload the timesheet with the total hours that were charged to the Undistributed Account, the Undistributed Index and the PCA. Set the Default (D) Indicator to **N** or **0**(zero).

## LABOR DISTRIBUTION ADJUSTMENT CONSIDERATIONS

The following factors should be considered prior to running the Labor Distribution Adjustment process:

- ✪ The Labor Distribution Adjustment process is only used to correct erroneous labor charges that were previously distributed during the monthly Labor Distribution.
- ✪ The Labor Distribution Adjustment process must be run **before** monthly Cost Allocation/Fund Split.
- ✪ The Labor Distribution Adjustment process can be run as many times as necessary during a fiscal period. However, it cannot be run on the same day as the Labor Distribution process.

The remainder of this chapter provides detailed information about the MyCalPAYS AJ Table, the MyCalPAYS PT Table, and the Labor Distribution Adjustment Process.

## ADJUSTMENT TIMESHEET TABLE - MYCALPAYS

The MyCalPAYS AJ Table specifies the new distribution information and is used to repost labor transactions with the correct data.

## Structure

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

The informational data identifies the labor distributions on the adjustment timesheet. It consists of the Number of Hours, Hour Type, Default Indicator, Index Code, Program Cost Account (PCA), PCA Activity, Agency Object (AO), Project/Work Phase (PH), Location, and Multi Purpose.

## Relationship To Other Tables

During the update of the MyCalPAYS AJ Table, the Organization Control (OC) Table, Labor Distribution Control - MyCalPAYS (LC) Table, Employee Master - MyCalPAYS (EM) Table, MyCalPAYS TS 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.

**NOTE:** A MyCalPAYS TS Table record must be established before a MyCalPAYS AJ Table record.

## Input Coding

A listing of the fields contained on the MyCalPAYS AJ Entry screen and/or on the activity reports is shown in Exhibit VII-5-1. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the MyCalPAYS AJ Entry screen is keyed from the Employee Adjustment MyCalPAYS TS Table Entry Form (CALSTARS 43M). The form, shown in Exhibit VII-5-2, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/accounting/calstars/forms/>.

## Adjustment Timesheet Entry Screen - MyCalPays

The Entry screen is available through Command **J.1.2** or **I.1.7.4**. MyCalPAYS AJ Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **H**=Add PT Rec, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **T**=Copy Timesheet, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

```

9990 I.7.1.4: Adjustment Timesheet Entry - MyCalPAYS          07-13-2012 11:38 AM

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

GROUP      >  ___
PERSON ID >  _____  NAME>
YEAR-MONTH: _____  PAGE:  ___  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  Retr  Quit  Log   List  Dfalt  Bkwr  Frwr  Clear  TSLst  D1-15  Main
    
```

When entering adjustment timesheets, the employee or group and the year month (pay period) must match an existing entry in the MyCalPAYS TS Table. All hours and distributions must be entered on the Entry screen, not just those being corrected. A full accounting classification is associated with each distribution line on the adjustment timesheet. Up to 15 distributions can be entered for each record, and up to 99 pages can be entered for a group or employee.

Optional numeric values are available for both the Hour Type and the Default option so that adjustment timesheets can be keyed exclusively from the 10-key numeric pad portion of the keyboard. Refer to Exhibit VII-5-1, MyCalPAYS AJ Table and Report Field Descriptions for the numeric values.

The Entry screen displays only the first ten of fifteen distribution lines. Press **F11=D1-15** to display the entire Distribution pop-up screen, which contains all fifteen distribution lines available for key entry.

An example of the Distribution screen is displayed here:

```

Adjustment Timesheet Distribution - MyCalPAYS
GROUP:          PERSON ID:          NAME:
YEAR-MONTH:    PAGE:          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          PF11
Help Retrn          Dfalt Bkwrd Frwr          Entry
Press Enter to accept, F2 to cancel, or F11 to access Entry Screen
    
```

**Note:** The MyCalPAYS AJ record key (Group or Person ID, Year-Month, Page) is displayed on the pop-up screen, but must first be keyed on the Entry screen.

To exit the 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 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.

**Add Payroll Adjustment Table Record - MyCalPays (H=Add PT Rec)**

The '**H=Add PT Rec**' Function is an option to add a MyCalPAYS PT record from the Entry screen. When executed, the **H** Function performs a search to retrieve the SCO payroll record using the Person ID and the Year-Month data of the MyCalPAYS AJ record. Once retrieved, the information from the payroll records (i.e., SCO hours, gross pay, etc.) is copied and used to create a MyCalPAYS PT record. This feature helps reduce the time for obtaining and inputting payroll information manually when preparing to run the Labor Distribution Adjustment Process.

The **H** Function is available if the Payroll Record Indicator in the MyCalPAYS LC Table is set to 'Y'. Setting the Payroll Record Indicator to 'Y' will initiate a process to save the monthly SCO payroll records in one centralized file called the Payroll Stored (PS) file. It is from the PS files that the payroll records are retrieved through the use of the **H** Function. Refer to Chapter VII-2 Labor Distribution Control Table – MyCalPays for more detailed information about the Payroll Record Indicator.

When performing the **H** Function, either the MyCalPAYS AJ record or the control key (Person ID and Year-Month) must be displayed on the Entry screen. Based on the data populated in the Person ID and Year-Month fields, the system retrieves the SCO payroll record from the PS file and creates a MyCalPAYS PT record.

The **H** Function is limited to create an Adjustment Payroll record for individual timesheets only. If a group Adjustment Timesheet or the record key of a group Adjustment Timesheet is displayed when the **H** Function is executed, an error message will appear.

If multiple payroll records for the same employee and pay period are retrieved from the PS file, multiple MyCalPAYS PT records will be created. If negative value(s) is in the payroll record, the SCO payroll data is summarized with other payroll record(s) for the same employee and pay period; and only one MyCalPAYS PT record is created. The summarized MyCalPAYS PT record is assigned with a '99999' Clearance number.

The **H** Function can be executed from the List Screen also.

**Note:** Each year on the last processing day of October, prior fiscal year payroll records from the PS file are purged. Using the **H** Function to retrieve and add MyCalPAYS PT records for prior fiscal year pay periods after the October purge date will result in a no record found error message.

### Adjustment Timesheet List Screen - MyCalPays

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

```

9990 Adjustment Timesheet List - MyCalPAYS                                04-27-2011 08:55 AM
Function: _ (P=Print Table, R=Recall Maint/Print)
                                           Go to Group or Person ID: ____ / ____
                                           Year-Month:
Enter under F below: (C=Change, D=Delete, H=Add PT Rec, V=View, W=Print Rec)
F  GROUP  PERSON ID  NAME  YEAR-MO  PAGE
-  - - - -  - - - - -  - - - - -  - - - -  - -
-           12345678  IND 5678TEST  2010-12  01
-           12345678  IND 5678TEST  2011-01  01
-           12345678  IND 5678TEST  2011-01  02
-  123-111  GROUP 123-111  2010-12  01
                                     *** End of Data ***

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

```

Most table maintenance, **C**=Change, **D**=Delete, **H**=Add PT Rec, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, may 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 on the current screen is finished.

The list of MyCalPAYS AJ records is displayed in Group/Person ID order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field and press **Enter**.

To find a record, enter the Person ID or Group and the Year-Month in their respective fields and press **Enter**. If the record exists, it will be the first record listed on the screen. If the request record does not exist, the list will start with the next sequential record. If only Group or Person ID is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

To perform maintenance, either enter a **P** or **R** in the Function Field **or** enter a **C**, **D**, **H**, **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 Screen – MyCalPays (F10=TSLst)

When creating a new MyCalPAYS AJ record, a MyCalPAYS TS record can be copied then modified to create a MyCalPAYS AJ record. The Timesheet List For Adding Adjustment Timesheets screen - MyCalPAYS, via F10 on the Entry screen, is available to make the key entry process easier. This screen can be used to select a MyCalPAYS TS record and copy it to the MyCalPAYS AJ Entry screen.

```

9990 Timesheet List For Adding Adj Timesheets-MyCalPAYS      04-27-2011 10:27 AM

                                Go to Group or Person ID: ____ / ____
                                                Year-Month: ____

Enter under F below: (A=Add)
F  GROUP  PERS ID      NAME      YEAR-MO  PAGE
-  -----  -----  -----  -----  --
-          12345678  IND 5678      2010-10  01
-          12345678  IND 5678      2010-11  01
-          12345678  IND 5678      2010-12  01
-  123-111          GROUP 123      2010-10  01
-  123-111          GROUP 123      2010-11  01
-  123-111          GROUP 123      2010-12  02
                                *** End of Data ***

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

```

The list of MyCalPAYS TS records is displayed in Group/Person ID order. If the Entry screen is blank when **F10** is pressed, the list of records will begin with the first sequential record of the TS File. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. The **F7** and **F8** keys can be used to scroll through the list. To list records for a specific pay period, key the pay period in the Year-Mo (month) field and press **Enter**.

To select a MyCalPAYS TS record and copy it to the Entry screen, enter an **A** in the F action column to the left of the record to be copied. When **Enter** is pressed, the selected record is displayed on the Entry screen. Make the appropriate changes and press **Enter**.

When multiple records are selected for copying and **Enter** is pressed, the first selected record is displayed on the Entry screen. After the appropriate changes have been made and a new record is created, the **F2** key must be selected to go to the next record. All maintenance must be completed or cancelled (by pressing **F2=Next**) before the screen may be re-accessed.

### Adjustment 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.

Screen 1

```

9990 Adjustment Timesheet - Activity Log Screen 1-MyCalPAYS 05-12-2011 07:22 AM
                                                                MORE=>
Sort: D (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  05-09-2011  06:00 AM  UPLOAD      12345609      2011-03      01
A  05-09-2011  06:00 AM  UPLOAD      12345609      2011-03      01
A  05-06-2011  03:16 PM  CSCSPRT     12345621      2010-07      01
A  05-06-2011  01:55 PM  UPLOAD      12345609      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345603      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345605      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345606      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345607      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345608      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345612      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345613      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      12345614      2011-03      01

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

Screen 2

```

9990 Adjustment Timesheet - Activity Log Screen 2-MyCalPAYS 05-12-2011 07:23 AM
                                                                <=MORE
Sort: D (D=Date/Time, U=UserID, K=Group/Person ID/Year-Mo)
-----Go To----- -Go To-- ----- Go To-----
      DATE      TIME      USERID
F  -----
-  -----
A  05-09-2011  06:00 AM  UPLOAD      IND 5678TEST      2011-03      01
A  05-09-2011  06:00 AM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  03:16 PM  CSCSPRT     IND 5678TEST      2010-07      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01
A  05-06-2011  01:55 PM  UPLOAD      IND 5678TEST      2011-03      01

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 in ascending order beginning 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. All activity records are displayed in ascending order by Group/Person ID/Group/Year-Month. If there are multiple activity records for the same Group/Person ID/Group/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/Group/Year-Month columns are displayed in white to indicate 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 or Person ID 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.
- (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**=Dtail.

```

9990 Adj TS Log Detail - Date/Time Order - MyCalPAYS          05-12-2011 08:23 AM
Function: A  DATE: 05-06-2011  TIME: 03:16:54 PM  USERID: CSCSPRT

GROUP      :
PERSON ID : 12345621  NAME: IND 5678TEST
YEAR-MONTH: 2010-07  PAGE: 01  TOTAL HOURS:      1
   HOURS  TYPE D  INDX  PCA  ACTY  AO  PROJ/WP  LOC  MULTI PUR
1:        1  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  Retr  Quit          Bkwr  Frwr          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 Adjustment Timesheet Distribution pop-up screen.

## GUIDELINES FOR CODING PAY TYPE

The Wage Type in the MyCalPAYS PT Table is matched to each pay type on the adjustment timesheet. If the pay types identified do not match, the MyCalPAYS PT Table 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 adjustment timesheet.

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

OT Coding Indicator Setting	Hours	Hour Type
Overtime Indicator set to <b>Y</b> (per MyCalPAYS LC or EM Table):	176	REG
	10	OT
Overtime Indicator set to <b>N</b> (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 adjustment timesheet, Overtime Pay is allocated according to the 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 adjustment 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, 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 adjustment 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	Type
Overtime Indicator set to <b>Y</b> (per MyCalPAYS LC or EM Table):	176	SD
	10	SDOT
Overtime Indicator set to <b>N</b> (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 adjustment timesheet. When they are not posted on separate lines, SDOT Pay is allocated according to the 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 adjustment 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 adjustment timesheet. The following two charts illustrate how to record shift differential pay. The employees in both examples 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 ADJUSTMENT 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 ADJUSTMENT TIMESHEET HOURS

Each pay type is allocated separately and must be recorded on separate lines on the adjustment timesheet. Although the total adjustment 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 AJ Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the MyCalPAYS AJ File. A fresh screen is displayed with blank data fields, and a message confirming that the MyCalPAYS AJ 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 **Change** a record, the record must first be displayed on the screen. To display a record and make a change, choose one of the following options:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key a **C** in the Function field.
- (3) Key a **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 MyCalPAYS AJ record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

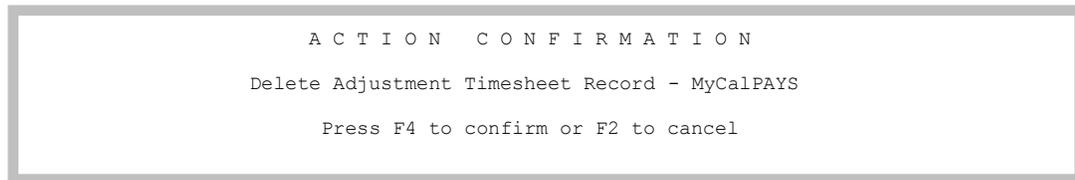
**From The List Screen:**

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(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 **Delete** a record, choose one of the following options:

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

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

#### **From The List Screen:**

Key a **D** in the F action column to the left of the desired record(s), 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 AJ 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.

### **H=Add PT Rec**

The **H** (Add PT Rec) Function provides agencies the option of creating a MyCalPAYS PT record from the Adjustment Timesheet screen.

#### **From The Entry Screen:**

Key an **H** in the Function field, Person ID and Year-Month in their respective fields and press **Enter** to add a record to the MyCalPAYS PT Table. If the transaction passes all online edits, the MyCalPAYS PT file is updated. A message confirming that the MyCalPAYS PT Table record was added successfully is displayed at the bottom of the screen.

#### **From The List Screen:**

Key an **H** in the F action column to the left of the desired record(s) and press **Enter**. A message confirming that the MyCalPAYS PT record was added successfully is displayed at the bottom of the Adjustment Timesheet Entry screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**N=Next****From The Entry Screen:**

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

**From The List Screen:**

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

**P=Print**

The **Print Table** function causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the MyCalPAYS AJ Table Listing Report and/or printing the report. The report contains all records within the MyCalPAYS AJ Table and is displayed in Exhibit VII-5-4.

**From The Entry Screen:**

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

**From The List Screen:**

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

```

Print/Report File Selection

Adjustment Timesheet (AJ) Table - MyCalPAYS

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI522-*.TBL-AZ.IQ.D2070208.T103528
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI522-*.TBL-AZ.IQ.D2070208.T103528
  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 Adjustment Timesheet - MyCalPAYS (AJ) Table Listing Report (CSI522-2).

- P** – Immediately generates an electronic report file of the Adjustment Timesheet - MyCalPAYS (AJ) Table Listing Report (CSI522-2) **and** ROPES the Adjustment Timesheet - MyCalPAYS (AJ) Table Listing Report (CSI522-2) to an agency printer.
- O** – ROPES the Adjustment Timesheet - MyCalPAYS (AJ) Listing Report (CSB522-2), 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 CSB522-5 which suppresses the printing of a line if all record fields included in that line are blank (e.g., Distribution Lines).

**Y** – generates CSB522-2 which prints all lines of every record.

An example of the CSB522-2 is displayed in Exhibit VII-5-4.

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](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

## R=Recall Maintenance/Print

The Recall Function is used to delete MyCalPAYS AJ 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 an **R** in the Function field and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen. All fields from the screen must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

```

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

      Select one or more with a 'Y':

      _ Remove the request to Print table
      *** End of Data ***

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

Key a **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.

### **T=Copy Timesheet**

The Copy Timesheet function can be used to copy a MyCalPAYS TS record from the MyCalPAYS TS Table and populate the information on the MyCalPAYS AJ Entry screen.

#### **From The Entry Screen:**

Key a **T** in the Function field, the record key values in their respective fields, and press **Enter** to display the timesheet record on the MyCalPAYS AJ Entry screen. Key an **A** in the Function field, make any necessary changes, and press **Enter**. A confirmation message is displayed at the bottom of the screen.

#### **From The List Screen:**

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

### **V=View**

#### **From The Entry Screen:**

Key a **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 a **V** in the F action column to the left of the desired record(s) 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 (CSI522-2) **and** generates a single record report file from the MyCalPAYS AJ Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI522-2.TBL-AZ.IQ.Dcyymmdd.Thhmmss.

#### **From The Entry Screen:**

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

**FUNCTION (F) KEYS**

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

**F1=Help** - The following two types of online help are 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 AJ Log Activity screen.

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

**List**—Displays the MyCalPAYS AJ List screen.

**Log Detail**—Displays the MyCalPAYS AJ 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=TSLst** (Timesheet List) – Displays the Timesheet List For Adding Adjustment Timesheets screen. This key is used to retrieve MyCalPAYS TS records when creating an adjustment timesheet.

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

**D1-15** (Distribution line 1 through 15) – Displays all 15 distribution lines on the pop-up MyCalPAYS AJ Distribution screen.

**Entry** – Exits the pop-up MyCalPAYS AJ Distribution screen and returns to the MyCalPAYS AJ Entry screen. All data entered is retained.

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

## ADJUSTMENT TIMESHEET TABLE REPORTS

The following reports are system generated:

- ✦ Adjustment Timesheet Table - MyCalPAYS Activity Report (CSB522-1) – displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VII-5-3.
- ✦ Adjustment Timesheet Table - MyCalPAYS Upload Activity Report (CSB522-4) – displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VII-5-5.

The following report is produced upon agency request:

- ✦ Adjustment Timesheet Table - MyCalPAYS Listing Report (CSB522-2/CSI522-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the MyCalPAYS AJ Entry or List screen. The report is displayed in Exhibit VII-5-4.

**NOTE:** CSBnnn-n and CSIinnn-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 Adjustment Timesheet Table - MyCalPAYS Activity Report (CSB522-1) and the Adjustment Timesheet - MyCalPAYS Table Upload Activity Report (CSB522-4) 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-5-1  
ADJUSTMENT TIMESHEET TABLE - MYCALPAYS REPORT AND FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION NUMBER (ORG)	4	The statewide organization code is automatically entered from the signon.
GROUP	6	<p><b>Group adjustment timesheet:</b></p> <p>Enter the <b>6-digit Group number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code; and</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul> <p><b>Individual employee adjustment timesheet:</b></p> <p><b>Leave blank.</b></p>
PERSON ID	8	<p><b>Individual employee timesheet:</b></p> <p>Enter the individual's <b>Person ID.</b></p> <p><b>Group timesheet:</b></p> <p>Leave blank.</p>
YEAR MONTH (YEAR-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 <b>01.</b> )
<b>Informational Elements:</b>		
TOTAL HOURS	1-9	Enter the total number of hours for the timesheet page, including the 2 digits for hundredths. Do <b>not</b> enter the decimal point. (Example: 176 hours would be <b>17600</b> ).
<b>Distributions:</b>		
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 <b>4050</b> ).
TYPE	2-4	<p>Refer to the Guidelines For Coding Pay Type section for details.</p> <p>Enter the Type (Pay Type):</p> <p>REG or 0009 - Regular time</p> <p>OT or 1008 - Overtime</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>

EXHIBIT VII-5-1 (Continued)  
ADJUSTMENT TIMESHEET TABLE REPORT AND FIELD DESCRIPTIONS

Data Element	Length	Contents
D (DEFAULT)	1	Enter the Default to Home Base Indicator:  Y or 1 - Charge MyCalPAYS EM Table Home Base Accounts for these hours.  N or 0 - Charge using the classification on this line of the timesheet for these hours.
<b>Accounts to be Charged:</b>		If the Default to Home Base Indicator is coded <b>N</b> or <b>0</b> , enter all of the classification elements to be charged.
INDEX	4	Enter the Index Code to be charged.
PROGRAM COST ACCOUNT (PCA)	5	Enter the PCA to be charged.
PCA ACTIVITY (ACTY)	4	(Optional) Enter the PCA Activity to be charged.
AGENCY OBJECT (AO)	2	(Optional) Enter the Agency Object to be charged. This Agency Object code overrides the Agency Object codes in the MyCalPAYS EM and LC Tables.
PROJECT (PROJ)	6	(Optional) Enter the Project to be charged.
WORK PHASE (WP)	2	If Project is coded, enter the Work Phase to be charged.
LOCATION (LOC)	6	(Optional) Enter the Location to be charged.
MULTI PURPOSE (MULTI PUR)	12	(Optional) Enter the Multi Purpose Code to be charged.
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB522-2 and CSB522-5 REPORTS:</b>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user.
<b>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB522-1, CSB522-4, CSB522-6, and CSB522-7 REPORTS:</b>		
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-5-2

CALSTARS 43M  
(revised 6/20/2011)

ADJUSTMENT TIMESHEET (AJ) TABLE ENTRY FORM - MYCALPAYS

ORG: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

FUNCTION  (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)

GROUP

PERSON ID

EMPLOYEE NAME

YEAR-MONTH

PAGE

TOTAL HOURS

	HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJECT	WP	LOCATION	MULTI PURPOSE
1:	<input type="text"/>										
2:	<input type="text"/>										
3:	<input type="text"/>										
4:	<input type="text"/>										
5:	<input type="text"/>										
6:	<input type="text"/>										
7:	<input type="text"/>										
8:	<input type="text"/>										
9:	<input type="text"/>										
10:	<input type="text"/>										
11:	<input type="text"/>										
12:	<input type="text"/>										
13:	<input type="text"/>										
14:	<input type="text"/>										
15:	<input type="text"/>										

P=PRINT FUNCTION SELECTED:

REPORT DESTINATION

(F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)

CREATE FIXED FORMAT REPORT

(Y=Fixed Format Report for use with Monarch, Blank=Suppress Blank Lines)

ADDITIONAL YEAR-MONTH TO PRINT \_\_\_\_\_

R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL \_\_\_\_\_

EXHIBIT VII-5-3

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		
				F									05-12-2011	09:46:48 AM	CSCSPRT
	12345609 DIST 04	2011-03	01 REG	C	IND 5678	TEST							05-12-2011	01:16:00 PM	CSCSPRT
				O									05-12-2011	09:46:34 AM	CSCSPRT N02-SEE REPORT CSB522-5

EXHIBIT VII-5-4

CSB522-2 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 ADJUSTMENT TIMESHEET (AJ) LISTING-MYCALPAYS REPORT  
 05/12/2011 (10:20) \*\*\*\*\*  
 \*\*\*\*\*

ORG NUMBER: 9990  
 ORG PAGE: 3  
 RUN PAGE: 3

GROUP	PERSON ID	YEAR-MO	PAGE	NAME							TOTAL HOURS	LP DATE	
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR		
12345678		2010-07	01	IND	5678	TEST					15.00		05-05-2011
	DIST 01	1.00	REG	N	0110	10001	0001	01	DODR11 01	111111	A00000000001		
	02	1.00	REG	N	0120	10002	2222	02	DODR11 02	111112	A00000000002		
	03	1.00	REG	N	0130	10003	3333	03	DODR11 03	111113	A00000000003		
	04	1.00	REG	N	0140	10004	4444	04	DODR11 04	111114	A00000000004		
	05	1.00	REG	N	0150	10005	5555	05	DODR11 05	111115	A00000000005		
	06	1.00	REG	N	0160	10006	6666	06	DODR11 06	111116	A00000000006		
	07	1.00	REG	N	0170	10007	7777	07	DODR11 07	111117	A00000000007		
	08	1.00	REG	N	0180	10008	8888	08	DODR11 08	111118	A00000000008		
	09	1.00	REG	N	0190	10009	9999	09	DODR11 09	111119	A00000000009		
	10	1.00	REG	N	0200	10010	1010	10	DODR11 10	111120	A00000000010		
	11	1.00	REG	N	0210	10011	1011	11	DODR11 11	111121	A00000000011		
	12	1.00	REG	N	0220	10012	1212	12	DODR11 12	111122	A00000000012		
	13	1.00	REG	N	0230	10013	1313	13	DODR11 13	111123	A00000000013		
	14	1.00	REG	N	0240	10014	1414	14	DODR11 14	111124	A00000000014		
	15	1.00	REG	N	0250	10015	1515	15	DODR11 15	111125	A00000000015		
123-111		2010-12	01	GROUP	123-111						1.00		03-09-2011
	DIST 01	1.00	REG	Y									
	02												
	03												
	04												
	05												
	06												
	07												
	08												
	09												
	10												
	11												
	12												
	13												
	14												
	15												

EXHIBIT VII-5-5

CSB522-4 *****													DEPARTMENT OF AIR QUALITY													*****			ORG NUMBER:	9990
05/12/2011 (10:20) *****													CALSTARS ADJ TIMESHEET (AJ) TABLE UPLOAD ACTIVITY-MYCALPAYS REPORT													*****			ORG PAGE:	3
																										*****			RUN PAGE:	3
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																
-----	-----	-----	---	-	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----														
	12345605	2011-03	A1	A	IND	5678	TEST																							
	DIST 01	1.00	REG	N	0110	10001	0001	01	DODR11 01	111111	A000000000001			X87-INVALID PAGE																
	02	1.00	REG	N	0120	10002	2222	02	DODR11 02	111112	A000000000002																			
	03	1.00	REG	N	0130	10003	3333	03	DODR11 03	111113	A000000000003																			
	04	1.00	REG	N	0140	10004	4444	04	DODR11 04	111114	A000000000004																			
999-997		2006-12	01	A	REGION 7 PROGRAM ADMIN						1050.00					ZCA-INVALID TOTAL HOURS														
999-998		2006-12	01	A	REGION 8 PROGRAM ADMIN						1050.00		01-20-2007 02:19:45 PM	UPLOAD																
	DIST 01	1050.00	REG	Y																										

## ADJUSTMENT PAYROLL TABLE - MYCALPAYS

The MyCalPAYS PT Table specifies the original dollars and hours to be reversed and redistributed. The information needed to complete this table can be obtained from the following documents corresponding to the original labor run:

- ✧ The Undistributed/Supplement Generator Activity Report (CFB536).
- ✧ The Actuals Generator Report (CFB540).
- ✧ The Undistributed Payroll Analysis Report (CFB556-1).
- ✧ The SCO Payroll Registers.

### Structure

The MyCalPAYS PT Table is divided into two segments: The control key and informational data. The control key identifies each payroll record and consists of an Organization Code, Group (for unit/section), Person ID (for individual), Funding Fiscal Year, Year-Month, Clearance, Wage Type, and Position Type.

The informational data segment identifies the Salary Setting and the original payroll distribution data (e.g. SCO hours, gross amount, and benefits amounts).

### Relationship To Other Tables

During the update of the MyCalPAYS PT Table, the Labor Control - MyCalPAYS (LC) Table, the Employee Master - MyCalPAYS (EM) Table, MyCalPAYS TS Table, and the MyCalPAYS AJ Table are used to validate the MyCalPAYS PT record key.

**NOTE:** A MyCalPAYS AJ Table record must be established before a MyCalPAYS PT Table record.

### Input Coding

A listing of the fields contained on the Payroll Adjustment Entry screen and/or on the activity reports is shown in Exhibit VII-5-6. It includes explanations of the fields as well as coding instructions for data entry.

Data entered on the MyCalPAYS PT Entry screen is keyed from the MyCalPAYS PT Table Entry Form (CALSTARS 44M). The form, shown in Exhibit VII-5-7, is formatted the same as the Entry screen and is available at <http://www.dof.ca.gov/accounting/calstars/forms/>

### Adjustment Payroll Entry Screen - MyCalPAYS

The Entry screen is available through Command **J.1.3** or **I.7.1.5**.

```

9990 I.7.1.5: Adjustment Payroll Entry - MyCalPAYS          08-09-2012 01:37 PM

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>
FFY:  ___  YEAR-MONTH:  ___  DOCUMENT NUMBER: SLO  ___
WAGE TYPE>  ___  POSITION TYPE>  ___  SALARY SETTING>  ___  CLASS CODE:  ___

SCO HOURS      :  _____
GROSS PAY      :  _____
RETIREMENT     :  _____
OASDI          :  _____
HEALTH         :  _____
DENTAL         :  _____
LIFE INSURANCE:  _____
VISION         :  _____
MEDICARE       :  _____
OTHER          :  _____

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          Main
    
```

MyCalPAYS PT 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.

### Adjustment Payroll List Screen - MyCalPAYS

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

```

9990 Adjustment Payroll List - MyCalPAYS          08-09-2012 01:44 PM

Function:  (P=Print Table, R=Recall Maint/Print)
          Go to Group/Person ID:  ___  ___  /  _____
          Year-Month:  ___  ___

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F  GROUP  PERS ID  NAME  FFY  YEAR-MO  SLO  WAGE TP
-  - - - -  - - - -  - - - -  - - - -  - - - -  - - - -  - - - -
  12345678  EMPLOYEE A  2010 2010-07  11111  0001
-  123-456  GROUP A  2010 2010-07  22222  0001
-  - - - -  - - - -  - - - -  - - - -  - - - -  - - - -
          *** 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
    
```

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 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.

The list of MyCalPAYS PT records is displayed in Person ID/Group order. If the Entry screen is blank when **F5** is pressed, the list of records will begin with the first sequential record of the table. If a record is displayed on the Entry screen, the list will begin with that record followed by the next sequential record within the Year-Month period. To list records for a specific pay period, key the pay period in the Year-Month field 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 record exists, it will be the first record listed on the screen. If the requested record does not exist, the list will start with the next sequential record. If only Group or Person ID (no Year-Month) is entered, the list will begin with the first record for that employee and will include all pay periods. If only the Year-Month field is keyed, the list will include all records for the specified pay period.

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

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. 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.

### Adjustment Payroll 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.

Screen 1

```

9990 Adjustment Payroll - Activity Log Screen 1 - MyCalPAYS 08-09-2012 01:48 PM
                                                                MORE=>
Sort: D (D=Date/Time, U=UserID, K=Group/Person ID)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      GROUP  PERSON ID      FFY      YEAR-MO      SLO      WAGE
F -----
D 08-08-2012 10:44 AM ADJ-TS      00012893 2012 2012-07 11111 0005
D 08-08-2012 10:44 AM ADJ-TS      00012893 2012 2012-08 00001 0005
D 08-08-2012 10:44 AM ADJ-TS      690-762   2012 2012-08 00001 0005
D 08-08-2012 10:44 AM ADJ-TS      690-762   2012 2012-08 00001 0226
D 08-08-2012 10:44 AM ADJ-TS      690-762   2012 2012-08 00001 0266
A 08-08-2012 10:33 AM CSCSPRT     690-762   2012 2012-08 00001 0266
A 08-08-2012 10:32 AM CSCSPRT     690-762   2012 2012-08 00001 0226
A 08-08-2012 10:31 AM CSCSPRT     690-762   2012 2012-08 00001 0005
A 08-08-2012 10:29 AM CSCSPRT     00012893 2012 2012-08 00001 0005
A 08-08-2012 09:55 AM CSCSPRT     00012893 2012 2012-07 11111 0005
D 08-08-2012 09:49 AM CSCSPRT     121-121   2011 2011-06 11111 5080
D 08-08-2012 09:49 AM CSCSPRT     121-121   2010 2011-06 11111 2999

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

Screen 2

```

9990 Adjustment Payroll - Activity Log Screen 2 - MyCalPAYS 08-09-2012 01:50 PM
                                                                <=MORE
Sort: D (D=Date/Time, U=UserID, K=Group/Person ID)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      NAME      FFY      YEAR-MO      POS      SALARY
F -----
D 08-08-2012 10:44 AM ADJ-TS      LEE, RENEE 2012 2012-07 01 01
D 08-08-2012 10:44 AM ADJ-TS      LEE, RENEE 2012 2012-08 01 01
D 08-08-2012 10:44 AM ADJ-TS      LEE, RENEE 2012 2012-08 01 01
D 08-08-2012 10:44 AM ADJ-TS      LEE, RENEE 2012 2012-08 01 01
D 08-08-2012 10:44 AM ADJ-TS      LEE, RENEE 2012 2012-08 01 01
A 08-08-2012 10:33 AM CSCSPRT     LEE, RENEE 2012 2012-08 01 01
A 08-08-2012 10:32 AM CSCSPRT     LEE, RENEE 2012 2012-08 01 01
A 08-08-2012 10:31 AM CSCSPRT     LEE, RENEE 2012 2012-08 01 01
A 08-08-2012 10:29 AM CSCSPRT     LEE, RENEE 2012 2012-08 01 01
A 08-08-2012 09:55 AM CSCSPRT     LEE, RENEE 2012 2012-07 01 01
D 08-08-2012 09:49 AM CSCSPRT     TEST       2011 2011-06 01 01
D 08-08-2012 09:49 AM CSCSPRT     TEST       2010 2011-06 01 03

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

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

The list of activity records is sorted by 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 in ascending order beginning 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. All activity records are displayed in ascending order by Group/Person ID/Year-Month. 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 columns are displayed in white to indicate the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Group/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, Group (for a group of employees) or Person ID (for individual) in the 'Go To' fields 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

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.

```

9990 Adj Payroll Log Detail - Date/Time Order - MyCalPAYS 08-09-2012 01:57 PM
Function: D DATE: 08-08-2012 TIME: 10:44:00 AM USERID: ADJ-TS

GROUP:                PERSON ID: 00012893  NAME: LEE, RENEE
FFY: 2012              YEAR-MONTH: 2012 07  DOCUMENT NUMBER: SLO11111
WAGE TYPE: 0005       POSITION TYPE: 01      SALARY SETTING: 01  CLASS CODE:

SCO HOURS             :      17333
GROSS PAY              :      709800
RETIREMENT             :      129006
OASDI                  :      42686
HEALTH                 :      90903
DENTAL                 :      4021
LIFE INSURANCE        :           0
VISION                 :       864
MEDICARE               :      9983
OTHER                  :           0

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                Bkwrd FrwrD                Main

```

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

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

## TABLE MAINTENANCE FUNCTIONS

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

### A=Add

#### From The Entry Screen:

Key **A** in the Function field and the required fields on the screen to **Add** a record to the MyCalPAYS PT Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the MyCalPAYS PT file. A fresh screen is displayed with blank data fields, and a message confirming that the MyCalPAYS PT 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 **Change** a record, the record must first be displayed on the screen. To display a record and make a change, choose one of the following options:

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

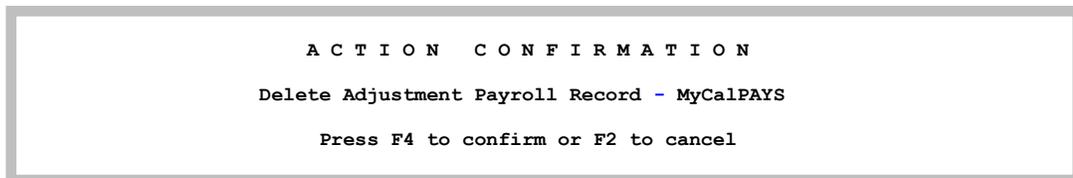
Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was 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 **Delete** a record, choose one of the following options:

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

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

**From The List Screen:**

Key a **D** in the F action column to the left of the desired record(s), 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 PT 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 causes the Print/Report File Selection pop-up screen to be displayed. This pop-up screen gives agencies the option of generating an electronic report file of the MyCalPAYS PT Table Listing Report and/or printing the report. The report contains all records within the MyCalPAYS PT Table and is displayed in Exhibit VII-5-9.

### From The Entry Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

### From The List Screen:

Key a **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen.

```

Print/Report File Selection
Adjustment Payroll (PT) Table - MyCalPAYS

Enter Destination:
F=Report File only
  Report File: CS9990.CSI524-2.TBL-PZ.IQ.D2070213.T0959468
P=Printer Output and Report File
  Printer ID : CTP2      Report Class: Z      Report ID: ITBL
  Report File: CS9990.CSI524-2.TBL-PZ.IQ.D2070213.T0959468
O=Report Output after Labor Process
  Printer ID : CTP2      Report Class: A      Report ID: LABT

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 Adjustment Payroll - MyCalPAYS (PT) Table Listing Report (CSI524-2).
- P** – Immediately generates an electronic report file of the Adjustment Payroll - MyCalPAYS (PT) Table Listing Report (CSI524-2) **and** ROPES the Adjustment Payroll - MyCalPAYS (PT) Table Listing Report (CSI524-2) to an agency printer.
- O** – ROPES the Adjustment Payroll - MyCalPAYS (PT) Listing Report (CSB524-2), including the current day's table maintenance, to an agency printer after the labor process is run.

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](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

### R=Recall Maintenance/Print

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

```

Recall Labor Process Maintenance/Print Request
Adjustment Payroll (PT) Table - MyCalPAYS

Select one or more with a 'Y':

_ Remove the request to Print the Table
*** End of Data ***

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

Key a **Y** in the field to the left of the desired 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 a **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 a **V** in the F action column to the left of the desired record(s), 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 (CSI524-2) **and** generates a single record report file from the MyCalPAYS PT Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI524-2.TBL-PZ.IQ.Dcyymmdd.Thhmmss.

#### From The Entry Screen:

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

### FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the MyCalPAYS PT 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 MyCalPAYS PT Log Activity screen.

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

**List** - Displays the MyCalPAYS PT List screen.

**Log Detail** - Displays the MyCalPAYS PT 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**.

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

## ADJUSTMENT PAYROLL TABLE REPORTS

The following reports are system generated:

- ✪ Adjustment Payroll Table - MyCalPAYS Activity Report (CSB524-1) - This report displays all transactions successfully entered online during the work day. It is produced during labor processing, which begins daily at 3:00 PM. The report is displayed in Exhibit VII-5-8.
- ✪ Adjustment Payroll Table - MyCalPAYS Upload Activity Report (CSB524-4) - 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-5-10.

The following report is produced upon agency request:

- ✪ Adjustment Payroll Table - MyCalPAYS Listing Report (CSB524-2/CSI524-2) - This report is produced when function **P=Print Table** or **W=Print Rec** (1 record only) is entered on the MyCalPAYS PT Entry or List screen. The report is displayed in Exhibit VII-5-9.

**NOTE:** CSBnnn-n and CSIInnn-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 Adjustment Payroll Table - MyCalPAYS Activity Report (CSB524-1) and the Adjustment Payroll Table - MyCalPAYS Upload Activity Report (CSB524-4) 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-5-6  
ADJUSTMENT PAYROLL TABLE - MYCALPAYS AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b>Control Key:</b>		
ORGANIZATION (ORG)	4	The Organization is automatically entered from the signon.
GROUP	6	<p><b>Group payroll record:</b></p> <p>Enter the <b>6-digit Group number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code.</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul> <p><b>Individual payroll record:</b></p> <p><b>Leave blank.</b></p>
PERSON ID	8	<p><b>Individual payroll record:</b></p> <p>Enter the individual's <b>Person ID.</b></p> <p><b>Group payroll record:</b></p> <p>Leave blank.</p>
FUNDING FISCAL YEAR (FFY)	4	Enter the Funding Fiscal Year.
YEAR-MONTH (YEAR-MO)	6	Enter the Pay Period Calendar Year and Month.
DOCUMENT NUMBER (SLO)	5	Enter the 5-digit SCO Clearance Number.
WAGE TYPE	4	Enter the 4-digits SCO Wage Type. Blank not allowed.
POSITION TYPE	2	<p>Enter the Position Type:</p> <ul style="list-style-type: none"> <li><b>01</b> Permanent</li> <li><b>02</b> Limited Term</li> <li><b>03</b> Blanket (Temp Help)</li> <li><b>04</b> Administratively Established</li> </ul>
SALARY SETTING	2	<p>Enter the Salary Setting:</p> <ul style="list-style-type: none"> <li><b>01</b> Civil Service</li> <li><b>02</b> DPA Exempt</li> <li><b>03</b> Statutory</li> <li><b>04</b> Judicial Council</li> <li><b>05</b> Military</li> <li><b>06</b> CCC</li> <li><b>07</b> Stem Cell</li> </ul>
CLASS CODE	4	(Optional) Enter the 4-digit Class Code to identify the employee's job classification.
SCO HOURS	1-7	Enter hours for original SCO payment record.
GROSS PAY (GROSS)	1-7	Enter gross pay from original SCO payment record.
RETIREMENT (RETIRE)	1-7	Enter State's share of retirement or enter zero, if none.
OASDI	1-7	Enter State's share of OASDI or enter zero, if none.
HEALTH	1-7	Enter State's share of Health Insurance or enter zero, if none.

EXHIBIT VII-5-7

Data Element	Length	Contents
DENTAL	1-7	Enter State's share of Dental Insurance or enter zero, if none.
LIFE INSURANCE (LIFE)	1-7	Enter State's share of Management Life Insurance or enter zero, if none.
VISION	1-7	Enter State's share of Vision Insurance or enter zero, if none.
MEDICARE	1-7	Enter State's share of Medicare Insurance or enter zero, if none.
OTHER	1-7	Enter State's share of Other Benefits such as FlexElect or enter zero, if none.
<b>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB524-2 REPORT:</b>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user.
<b>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB524-1 AND CSB524-4 REPORTS:</b>		
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.

**NOTE:** The SCO Hours field as well as all the Amount fields (Gross Pay – Other) must be keyed with two decimal places, but without the decimal point, e.g., 27.5 hours is keyed as **2750**.

EXHIBIT VII-5-7

<b>CALSTARS 44M</b> (revised 6/20/2011)	<b>ADJUSTMENT PAYROLL (PT) TABLE ENTRY FORM - MYCALPAYS</b>	ORG: _____
PREPARED BY: _____	DATE: _____	ENTERED BY: _____
DATE: _____		
<b>FUNCTION</b> <input type="checkbox"/> (A=Add, C=Change, D=Delete, P=Print Table, U=Gen Record, W=Print Record)		
<b>GROUP</b> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<b>PERSON ID</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>	
<b>FFY</b> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<b>YEAR-MONTH</b> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<b>DOCUMENT NUMBER (SLO)</b> <input style="width: 60px; height: 20px; border: 1px solid black;" type="text"/>
<b>WAGE TYPE</b> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>	<b>POSITION TYPE</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<b>SALARY SETTING</b> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>
		<b>CLASS CODE</b> <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
<b>SCO HOURS</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>GROSS PAY</b> <input style="width: 100px; height: 20px; border: 1px solid black;" type="text"/>		
<b>RETIREMENT</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>OASDI</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>HEALTH</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>DENTAL</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>LIFE INSURANCE</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>VISION</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>MEDICARE</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>OTHER</b> <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>		
<b>P=PRINT FUNCTION SELECTED:</b>		
<b>REPORT DESTINATION</b> <input type="checkbox"/>	(F=Report File only, P=Printer Output & Report File, O=Overnight Printer Output)	
<b>ADDITIONAL YEAR-MONTH TO PRINT</b> _____		
<b>R=RECALL MAINT FUNCTION SELECTED, ACTION(S) TO RECALL</b> _____		

EXHIBIT VII-5-8

CSB524-4 *****										DEPARTMETN OF AIR QUALITY			*****			ORG NUMBER:	9990
CALSTARS UPLOAD ADJUSTMENT PAYROLL (PT) ACTIVITY-MYCALPAYS										REPORT			ORG PAGE:	1			
02/03/2011 (06:00) *****													RUN PAGE:	2			
GROUP	PERSON ID	FFY	YEAR-MO	SLO	WAGE TYPE	POSITION TYPE	SALARY SETTING	CLASS CODE	F	SCO	HOURS	----- TRANSACTION -----					
NAME		GROSS		RETIRE		OASDI		HEALTH		DENTAL		ERROR MESSAGES					
LIFE		VISION		MEDICARE		OTHER											
	12345678	2010	2010-12	11111	0040	01	01		A		176.00						
	EMPLOYEE 12345678						1,000.00		1.00	2.00	3.00	4.00		M09-REC DOES NOT EXIST			
									5.00	0.00	7.00	8.00					
123-456		2010	2010-12	11111	0040	01	01		A		1000.00						
	GROUP 123456						11,000.00		1.00	2.00	3.00	5.00		H25-INVALID DENTAL			
									5.00	6.00	7.00	8.00		H07-LC RECORD NOT FOUND			
														H04-TIMESHEET NOT FOUND			
123-456		2010	2010-12	11112	0040	01	01		C		1000.00			02-03-2010 11:30:30 AM	CSCSPRT		
	GROUP 123456						11,000.00		1.00	2.00	3.00	5.00					
									5.00	6.00	7.00	8.00					





## LABOR DISTRIBUTION ADJUSTMENT SYSTEM PROCESS

After all information is entered on the MyCalPAYS TS, AJ and PT Tables, the adjustment process can be run. Key an **A** in the Run Labor Indicator field on the Organization Control Table Maintenance/Inquiry screen to initiate the adjustment process, which begins daily at 3:00 PM.

**NOTE:** Setting an **A** in the Organization Control Table will trigger the Labor Distribution Adjustment process to run for both the legacy (non-MyCalPAYS) and MyCalPAYS systems. If running the adjustment process for one system, make sure there are no entries in the other system's AJ and PT tables.

The major steps of the Labor Distribution Adjustment Run occur in the following order:

1. **Pre-Processor** – MyCalPAYS PT records/FFY are validated against other tables prior to the adjustment run.
2. **Reversal Run** – Generates transactions to reverse the original labor cost distributions.
3. **Reposting Run** – Generates the new distribution transactions.
4. **Summarization Batching Process** – Summarizes like transactions for entry.
5. **Labor Tables Update** – Updates the MyCalPAYS TS, AJ and PT tables, including the purge of the Adjustment Timesheet and Payroll entries to prevent duplication.
6. **OC Table Update** – resets the OC Table Run Labor Indicator to **N**.

Exhibit VII-5-11 displays a flowchart of the entire adjustment process.

### Pre-Processor

The Pre-Processor validates that changes have not been made since the creation of the MyCalPAYS PT records. The following edits are performed:

- ✦ Each MyCalPAYS PT Table entry must have a matching MyCalPAYS AJ Table entry.
- ✦ Each MyCalPAYS PT Table entry must have a matching original MyCalPAYS TS Table entry.
- ✦ Each MyCalPAYS PT Table entry must have a matching MyCalPAYS EM Table record.
- ✦ A MyCalPAYS LC Table record must exist for the FFY of the transactions.

MyCalPAYS PT Table records that pass the edits are duplicated as follows:

- ❖ One set contains hours and dollars with a *negative value* and is used to create the distributions in the **reversal run**.
- ❖ The other set contains hours and dollars with a *positive value* and is used to create the distributions in the **reposting run**.

MyCalPAYS PT Table records that do not pass the edits are displayed on the CFB554A1, Adjustments Preprocessor Exceptions Report. The report is displayed in Exhibit VII-5-13.

A flowchart of the Pre-Processor is displayed in Exhibit VII-5-12.

### Reversal Run

The reversal run creates transactions that reverse the original labor distributions by applying the negative MyCalPAYS PT values created during the Pre-Processor step to each original timesheet. A flowchart of the reversal process is displayed in Exhibit VII-5-14.

A sample of the CFB540A4, Labor Adjustments – Transaction Reversals – Actuals Report, is shown in Exhibit VII-5-15.

### Reposting Run

The reposting run creates transactions that repost the distributions by applying the positive MyCalPAYS PT values created during the Pre-Processor step to each adjustment timesheet. A flowchart of this process is displayed in Exhibit VII-5-16.

A sample of the CFB540A7, Labor Adjustments – Transaction Reposting – Actuals, is shown in Exhibit VII-5-17.

### Summarization Batching Process

After the reversal and reposting runs are completed and other intermediate reports are produced, the transactions are summarized and placed into batches by the CALSTARS Labor Distribution Interface program. The transactions generated by the labor distribution process are summarized using every accounting classification in the transaction (Transaction Code, FFY, Index, PCA and Object, etc.). All transactions are batched and identified by the SCO Clearance Number, which is the Current Document Number. A flowchart of the process is displayed in Exhibit VII-5-18.

The system generated Batch Type for labor distribution Reversal and Reposting transactions is **MA**. Two reports are generated from this process, the CFB544A1, Interface Control Report and the CFB544A2, Labor Distribution Interface Summary Report. A sample of the Interface Control Report is shown in Exhibit VII-5-19, and a sample of the Labor Distribution Interface Summary Report is shown in Exhibit VII-5-20.

### Labor Tables Update

The table update program performs the following functions:

- ✦ Replaces original timesheets with the Adjustment Timesheets.
- ✦ Deletes MyCalPAYS PT Table records.
- ✦ Deletes MyCalPAYS AJ Table records.
- ✦ Generates a purge report.

After the adjustment timesheet run (Run Labor Indicator A) is completed, the original timesheet is replaced with the Adjustment Timesheet to reflect the new timesheet distributions. All MyCalPAYS AJ Table and MyCalPAYS PT Table records are deleted so adjustments are not duplicated. MyCalPAYS AJ records that do not have a matching MyCalPAYS PT record at the time of the adjustment run are also purged.

The CFB558A1, Time Sheet Replacement / AT & PT Purge Report, is shown in Exhibit VII-5-21. This report displays the activity from the replacement and purge processes.

### OC Table Update

The OC Table Labor Run Indicator is reset to **N**.

EXHIBIT VII-5-11  
LABOR DISTRIBUTION ADJUSTMENT PROCESS

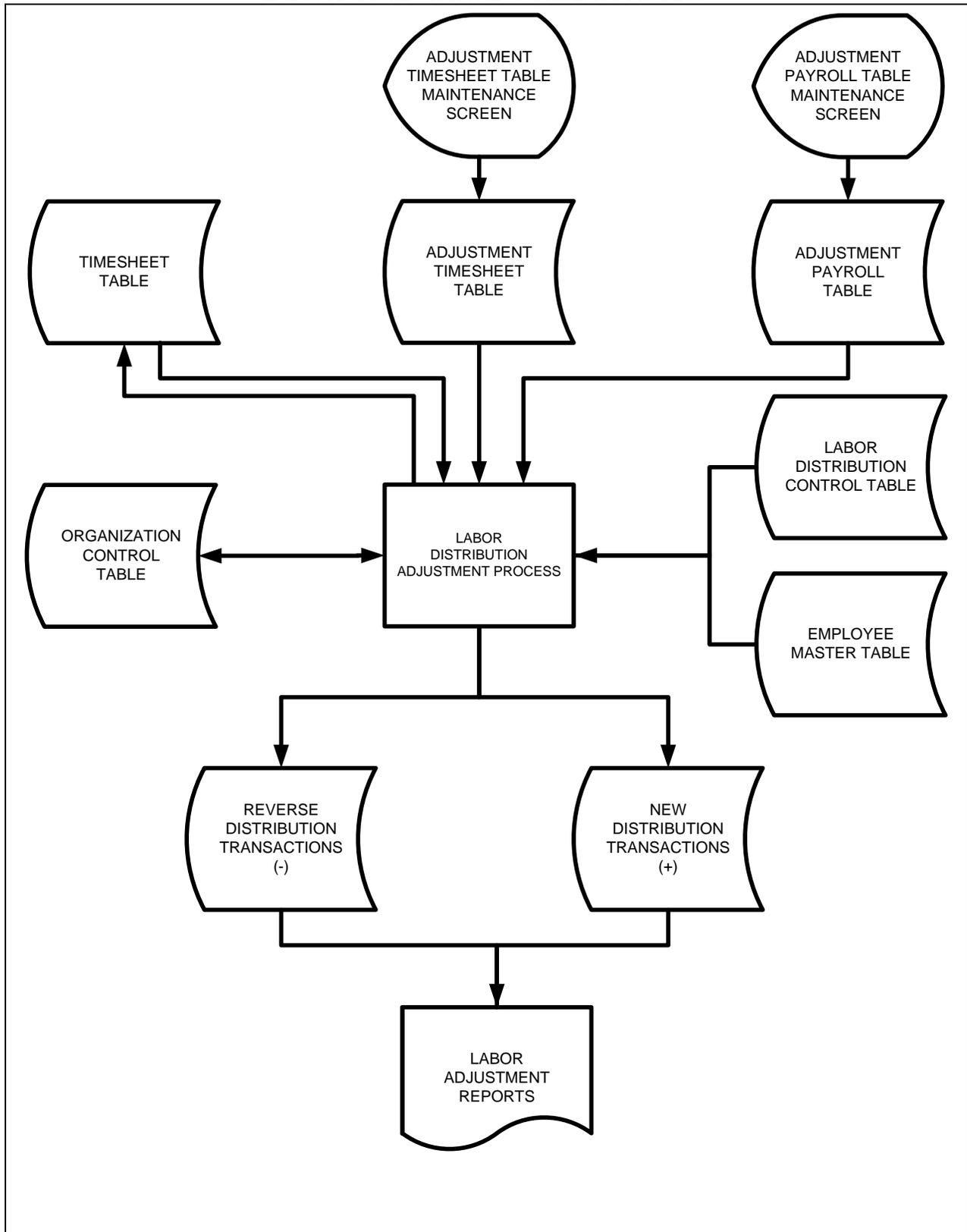


EXHIBIT VII-5-12  
PRE-PROCESSOR

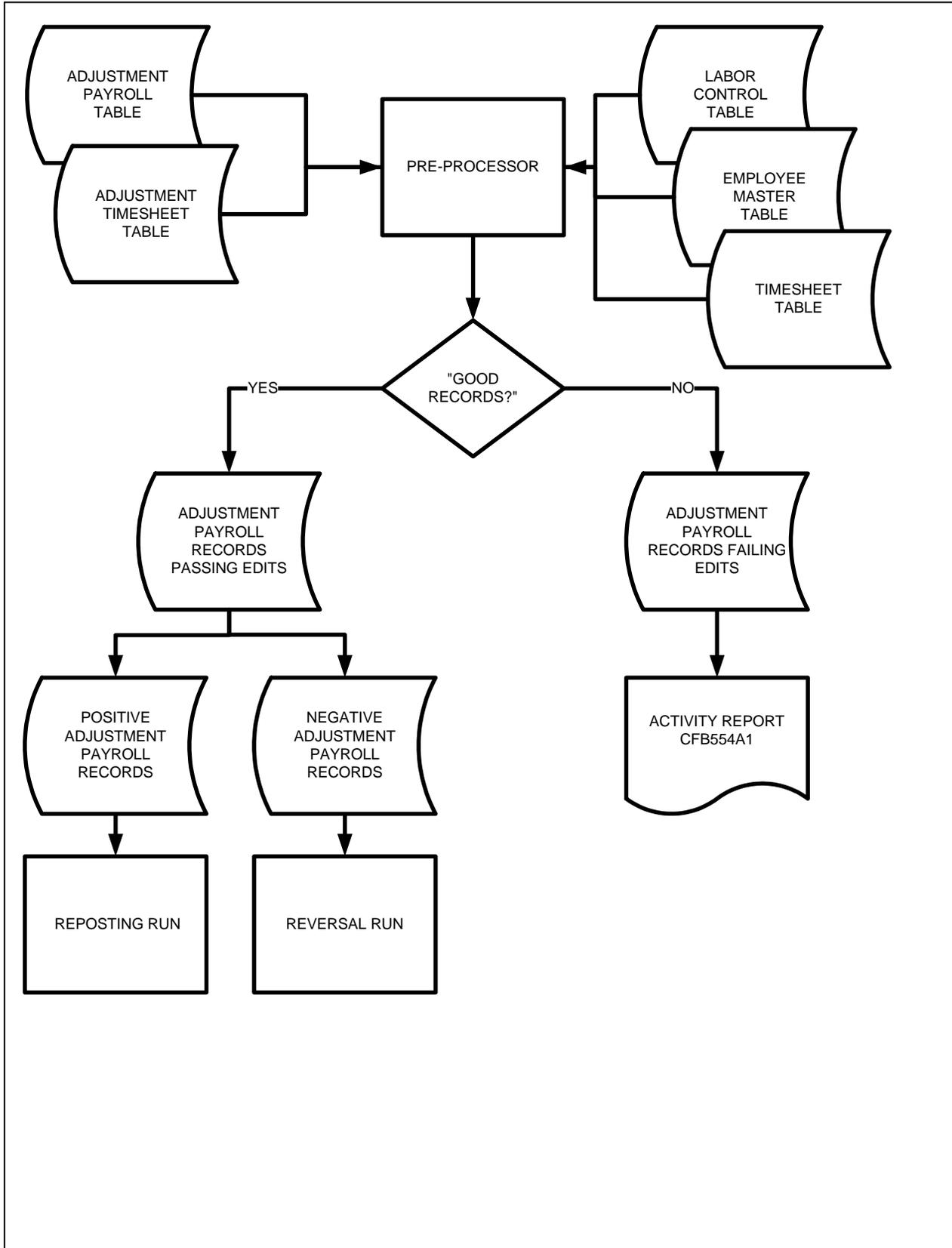


EXHIBIT VII-5-13

```

CFB554A1 *****
                                DEPARTMENT OF AIR QUALITY                *****
                                CALSTARS                                LABOR ADJUSTMENTS - MYCALPAYS        REPORT                ORG NUMBER:   9990
03/18/11 (13.01) *****                                ORGANIZATION REPORT                ORG PAGE:    1
                                ADJUSTMENTS PREPROCESSOR EXCEPTIONS
*****
GROUP  PERSON ID  FFY  PAY PER  WAGE  SLO  POSITION  SALARY  MESSAGE
-----  -
12345678  2010  02  2011  1234  12345  01      01      EF RECORD NOT FOUND

```

EXHIBIT VII-5-14  
REVERSAL RUN

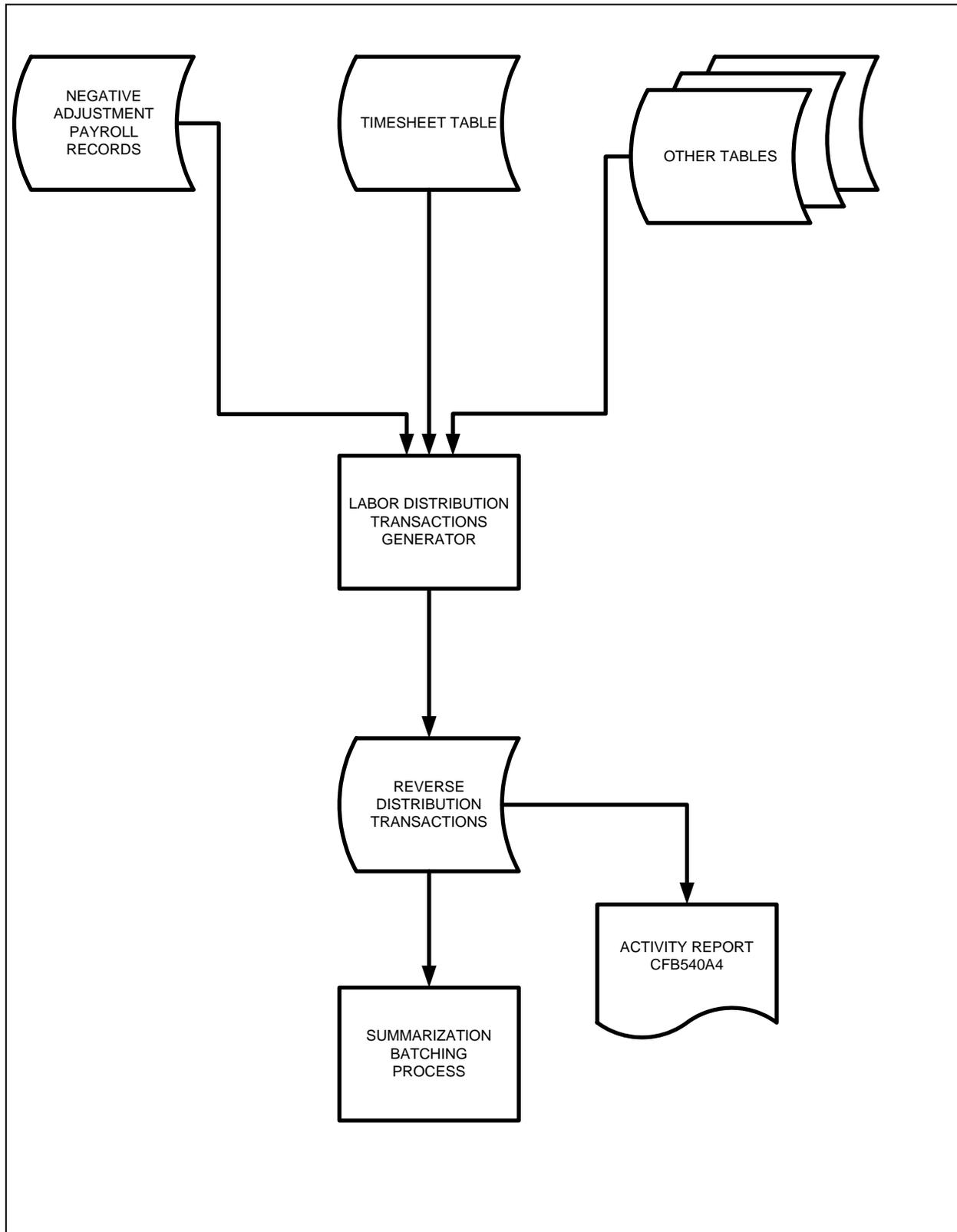


EXHIBIT VII-5-15

CFB540A4 9990 (DEST: D1 CKL2) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DIST ACTY - TRANSACTION REVERSALS - MYCALPAYS REPORT ORG PAGE: 1  
 12/05/11 (15.04)\*\*\*\*\* RUN PAGE: 4

ADJUSTMENT PROCESS

*****																		
GROUP	PERSON ID	SLO	PAY	PER	WT	PT	SS	HOURS	GROSS	OASDI/VISION	HEALTH/MED	RETIRE/OTHER	DENTAL	LIFE				
*****																		
PAYR:	SRC	TC	REV	INDX	PCA	ACTY	FFY	PROJ-WP	LOC	MULTI	PUR	OD -AO	AMOUNT	MESSAGE				
DIST:	---	---	---	---	---	---	---	---	---	---	---	---	---	---				
PAYR: 999-998					12345	10	2011	0004	01	01	168.00	5,904.98	375.72	0.00	1,035.02	1.00	4.40	
999-998	12345678												0.00	87.87	165.33			
DIST: SCO	805	R	2100	05020									998-02	168.00-				
DIST: PHB	372	R	2100	05020									003	5,904.98-				
DIST: AB	372	R	2100	05020									103	375.72-				
DIST: AB	372	R	2100	05020									106	1,035.02-				
DIST: AB	372	R	2100	05020									135	4.40-				
DIST: AB	372	R	2100	05020									137	87.87-				
DIST: AB	372	R	2100	05020									134	165.33-				
PAYR: 999-998					22223333	10812	10	2011	0004	01	01	168.00	5,646.50	343.57	1.92	0.00	0.00	0.00
999-998	22223333													0.00	80.35	440.69		
DIST: SCO	805	R	2100	05020										998-02	168.00-			
DIST: PHB	372	R	2100	05020										003	5,646.50-			
DIST: AB	372	R	2100	05020										103	343.57-			
DIST: AB	372	R	2100	05020										105	1.92-			
DIST: AB	372	R	2100	05020										137	80.35-			
DIST: AB	372	R	2100	05020										134	440.69-			

EXHIBIT VII-5-16  
REPOSTING RUN

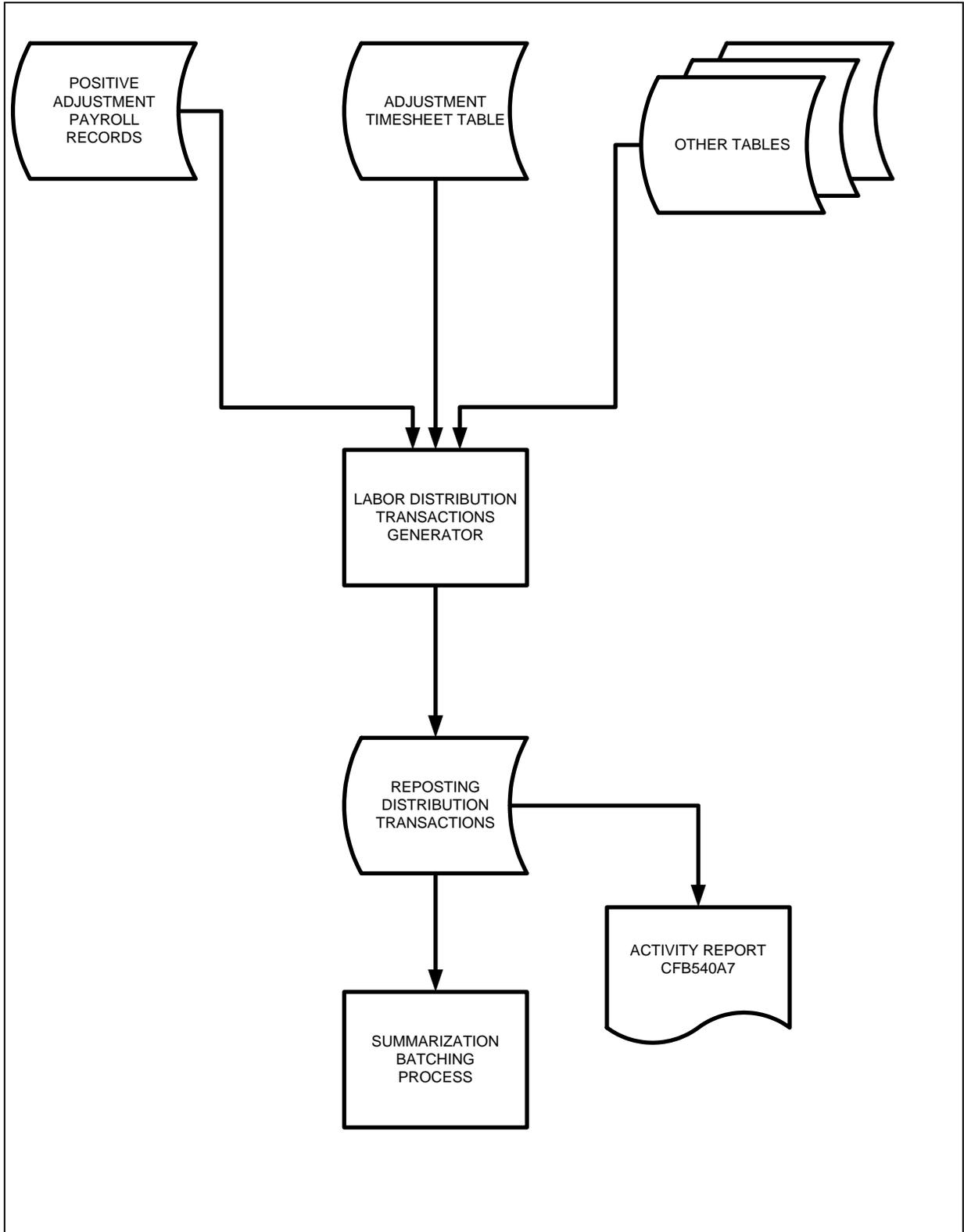


EXHIBIT VII-5-17

CFB540A7 9990 (DEST: D1 XXXX) \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS LABOR DIST ACTY - TRANSACTION REPOSTTNG - MYCALPAYS REPORT ORG PAGE: 1  
 12/05/11 (15.04)\*\*\*\*\* RUN PAGE: 4

ADJUSTMENT PROCESS

*****																		
GROUP	PERSON ID	SLO	PAY	PER	WT	PT	SS	HOURS	GROSS	OASDI/VISION	HEALTH/MED	RETIRE/OTHER	DENTAL	LIFE				
*****																		
PAYR:	SRC	TC	REV	INDX	PCA	ACTY	FFY	PROJ-WP	LOC	MULTI	PUR	OD -AO	AMOUNT	MESSAGE				
DIST:	---	---	---	---	---	---	---	---	---	---	---	---	---	---				
PAYR: 999-998					12345	10	2011	0004	01	01		168.00	5,904.98	375.72	0.00	1,035.02	1.00	4.40
999-998	12345678												0.00	87.87	165.33			
DIST: PHB	372		2100	05022									003	5,904.98				
DIST: AB	372		2100	05022									103	375.72				
DIST: AB	372		2100	05022									106	1,035.02				
DIST: AB	372		2100	05022									135	4.40				
DIST: AB	372		2100	05022									137	87.87				
DIST: AB	372		2100	05022									134	165.33				
PAYR: 999-998					10812	10	2011	0004	01	01		168.00	5,646.50	343.57	1.92	0.00	0.00	0.00
999-998	22223333												0.00	80.35	440.69			
DIST: PHB	372		2100	05022									003	5,646.50				
DIST: AB	372		2100	05022									103	343.57				
DIST: AB	372		2100	05022									105	1.92				
DIST: AB	372		2100	05022									137	80.35				
DIST: AB	372		2100	05022									134	440.69				

EXHIBIT VII-5-18  
SUMMARIZATION BATCHING PROCESS AND LABOR AND OC TABLE UPDATE

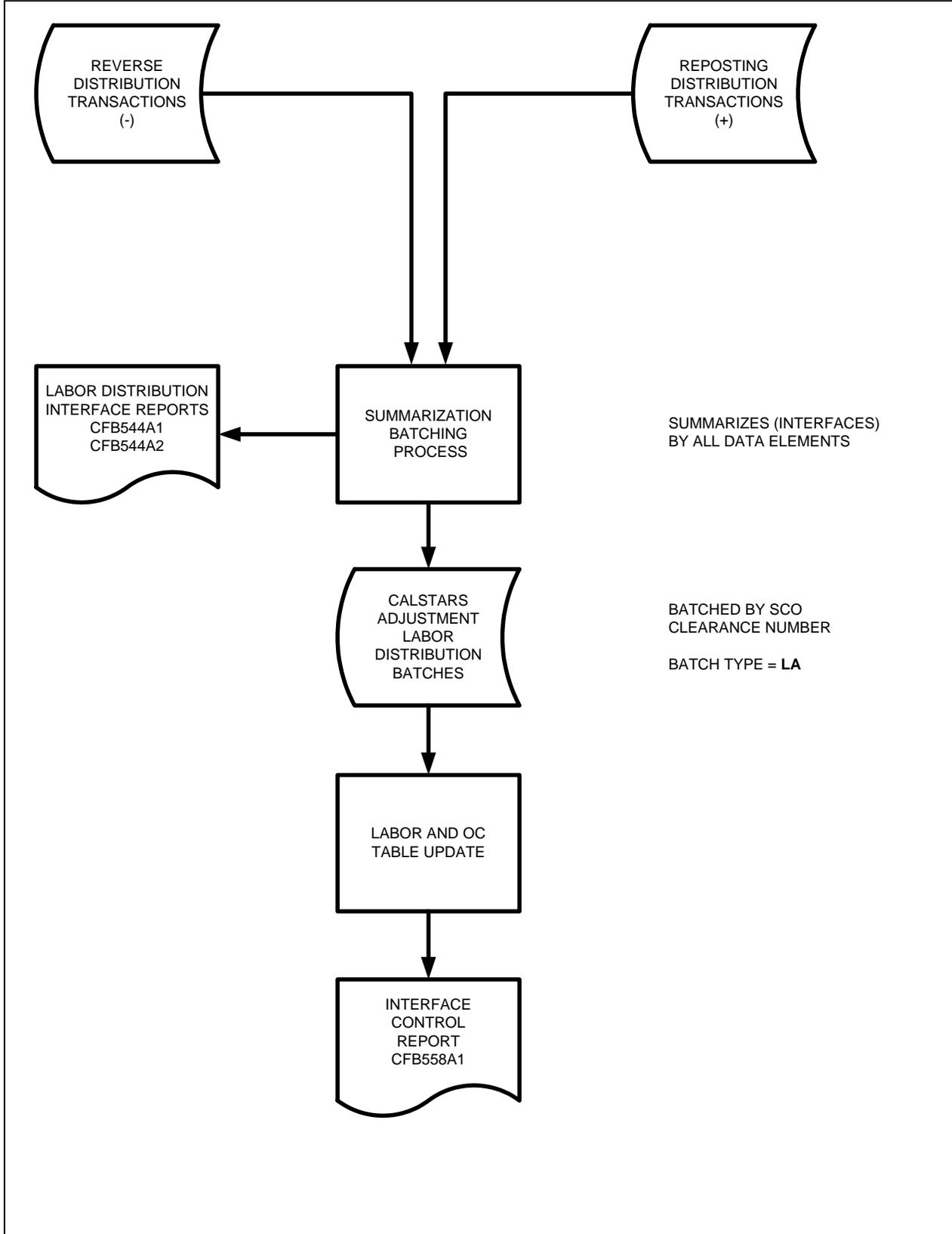


EXHIBIT VII-5-19

CFB544A1 \*\*\*\*\*  
 DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 CALSTARS LABOR DISTRIBUTION INTERFACE CONTROL - MYCALPAYS REPORT  
 12/05/11 (15.05) \*\*\*\*\*  
 ORG NUMBER: 9990  
 ORG PAGE: 1  
 RUN PAGE: 1

ADJUSTMENT PROCESS

TRANSACTION ID		PCA										PERSON					
DATE	TP NBR	SEQ	D	TC	RMO	FFY	INDX	PCA	ACTY	OD	-AO	PROJ-WP	LOC	CUR DOC-SFX	AMOUNT	GROUP	ID
20110308	LA 999	00033	0	371	R	2010	9999	99930	1234	134		123456 12	123456	SL010063 00	789.00	791-750	12345678
				371	R	2010	9999	99930		134				SL010063 00	789.00		
20110308	LA 999	00034	0	371	R	2010	9999	99930		135				SL010063 00	4.45	791-750	12345679
				371	R	2010	9999	99930		135				SL010063 00	4.45		
20110308	LA 999	00040	0	805	R	2010	0750	75300		998-02				SL010063 00	80.00	791-750	12345677
				805	R	2010	0750	75300		998-02				SL010063 00	80.00		

BATCH HEADER:

20110308 LA 999 00000 00040 1,496,873.45

EXHIBIT VII-5-20

CFB544A2 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
CALSTARS LABOR DISTRIBUTION INTERFACE SUMMARY - MYCALPAYS REPORT ORG PAGE: 5  
12/05/11 (15.03) \*\*\*\*\* RUN PAGE: 5

ADJUSTMENT PROCESS

-----  
ACCOUNTING TRANSACTION AGENCY TOTALS  
-----

INPUT COUNT	1,389
OUTPUT COUNT	680
TOTAL AMOUNT	\$1,496,873.45

EXHIBIT VII-5-21

CSB558A1 *****													DEPARTMENT OF AIR QUALITY													*****													ORG NUMBER: 9990												
CALSTARS													TS REPLACEMENT/ AJ & PT PURGE - MYCALPAYS													REPORT													ORG PAGE: 1												
12/05/2011 (15:04) *****																																							RUN PAGE: 1												
GROUP	PERSON ID	YEAR	MO	PAGE														MESSAGE																																	
					HOURS	DIST-HRS	TYPE	HB	INDEX	PCA	ACT	PROJ-WP	AO	LOC	MULTIPURPOSE																																				
	12345678	2010-07	01														DELETED TS																																		
					64.50	129.00	REG	N	0110	18011																																									
					14.50	29.00	REG	N	0110	20197																																									
					69.00	138.00	REG	N	0110	32451																																									
					28.00	56.00	REG	N	0110	80199																																									
	12345678	2010-07	01														REPLACEMENT TS																																		
					60.00	124.50	REG	N	0110	18011																																									
					14.00	28.50	REG	N	0110	20197																																									
					74.50	143.50	REG	N	0110	32451																																									
					27.50	55.50	REG	N	0110	80199																																									
	23456789	2010-10	01														DELETED TS																																		
					76.00	176.00	REG	N	0110	59101																																									
					76.00	176.00	REG	N	0110	80199																																									
	23456789	2010-10	01														REPLACEMENT TS																																		
					76.00	107.87	REG	N	0110	59101																																									
					48.00	68.13	REG	N	0110	80199																																									
123-456		2010-09	01														DELETED TS																																		
					85.00	196.84	REG	N	0110	18011																																									
					9.00	20.84	REG	N	0110	20197																																									
					32.00	74.10	REG	N	0110	26510																																									
					7.50	17.36	REG	N	0110	59101																																									
					18.50	42.86	REG	N	0110	80199																																									
123-456		2010-09	01														REPLACEMENT TS																																		
					78.00	188.74	REG	N	0110	18011																																									
					9.00	20.84	REG	N	0110	20197																																									
					29.00	70.63	REG	N	0110	26510																																									
					4.00	13.31	REG	N	0110	59101																																									
					32.00	58.48	REG	N	0110	80199																																									