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VII-6 MyCalPAYS Labor Distribution - Processing, Reports and Reconciliation

This subchapter describes the process that occurs within each step of labor distribution, the transactions and reports generated during those steps, and how to reconcile the State Controller's Office (SCO) MyCalPAYS payroll data with CALSTARS.

LABOR PROCESSING

The labor distribution process occurs in two phases:

1. When the MyCalPAYS Payment History file is received from SCO, CALSTARS extracts pertinent data and prepares the information for the labor distribution process.
2. When an agency is ready, it will initiate the labor distribution process for its organization. Labor distribution processing results in:
 - a. Transactions that distribute payroll data from MyCalPAYS based on the Timesheet – MyCalPAYS (TS), Employee Master – MyCalPAYS (EM) and Labor Distribution Control – MyCalPAYS (LC) tables.
 - b. Transactions that assign payroll data from MyCalPAYS that cannot be distributed.
 - c. Labor reports that display the generated transactions.

The process and accounting events for each phase are described in the following sections.

Phase 1 - Payroll data is extracted from the MyCalPAYS Payment History file

At the beginning of each month, SCO provides CALSTARS with a payment history file that contains data regarding the MyCalPAYS's payment of labor costs for the prior month. This file also includes payments for temporary help and overtime for the prior-prior month because these are paid during the month after the work was performed. Since SCO processes the prior month's Master Payroll during the prior month, these payments also appear in the file (even though the actual warrants are dated for the current month).

Because the MyCalPAYS Payment History file contains records for all state

agencies, the specific records for CALSTARS agencies must be extracted from this file each month. Using the following Descriptor Tables, the CALSTARS Payroll Data Extract process selects specific records for CALSTARS agencies and extracts information pertinent for labor distribution processes.

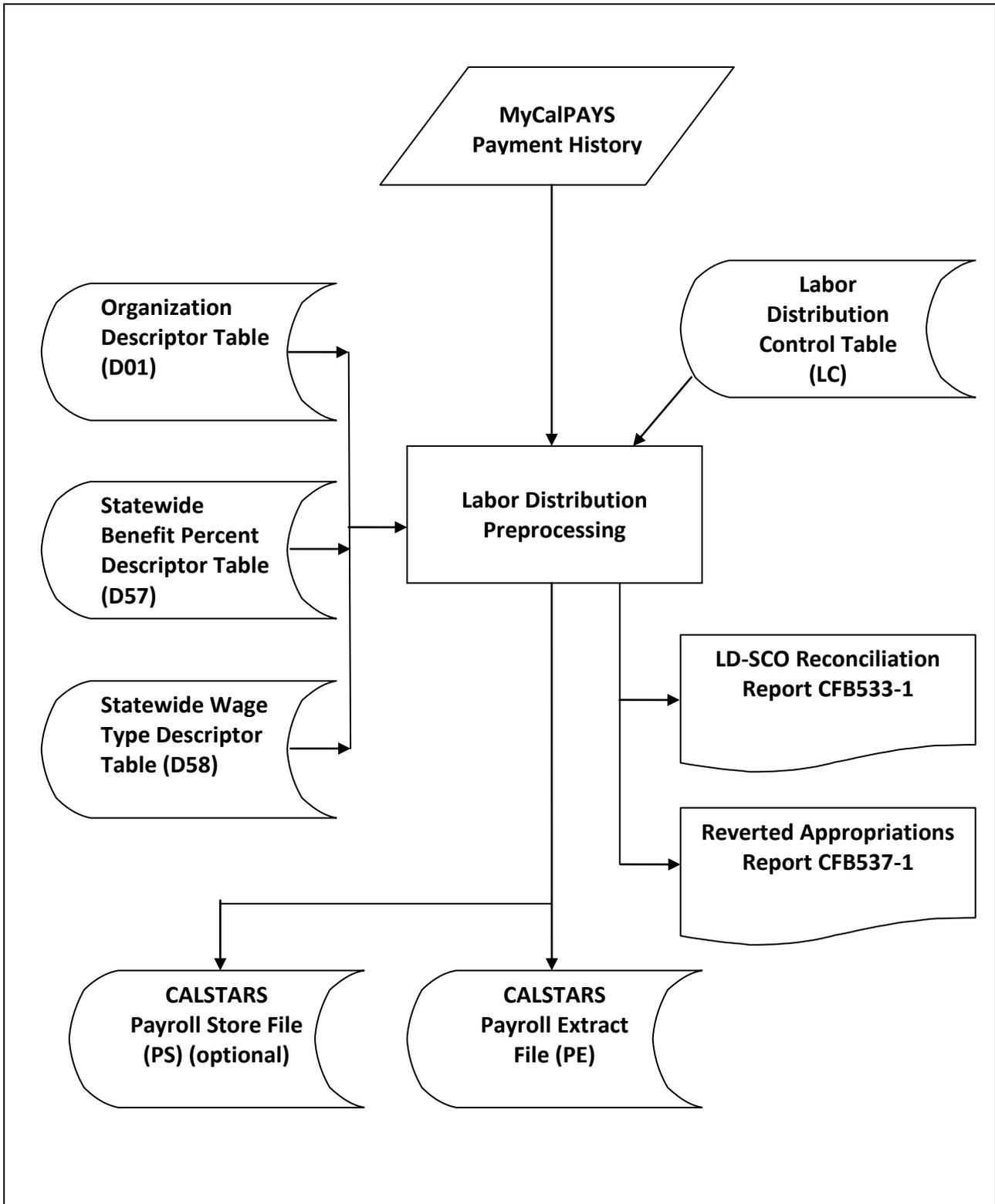
- ✦ D01 – Organization Code Descriptor Table - Identifies all current CALSTARS agencies. This table is used to select CALSTARS agency records from the Payment History file.
- ✦ D57 – Benefit Percent Descriptor Table - Assigns a percentage to Percentage-based employer-paid benefits (i.e., Medicare and Social Security). The Percentage-based employer-paid benefits are calculated based on the employee's gross wages using the D57 assigned percentage.
- ✦ D58 – Statewide Wage Type Descriptor Table - Assigns Payment Classes to the Payment History records based on the Wage Type. Every record in the Payment History file contains a Wage Type. Payment Classes are used when summarizing Payroll History records to create CALSTARS Payroll Extract (PE) records.

The information is summarized so there is only one record for each type of payroll payment (i.e., Wage Type) and stored in the PE file. (The PE file is refreshed at the beginning of each month.) If an agency's current fiscal year's Labor Control Table record's Payroll indicator has a "Y", a copy of the agency's payroll payment records also will be stored in the Payroll Store (PS) file. (The records in the PS file are purged only during the annual purge of the previous fiscal year's records in October.) The processing described in this paragraph is illustrated in Exhibit VII-6-1.

The LD-SCO Reconciliation report generated by this process is described in the *Reports Generated By Labor Distribution* and *Labor Reconciliation* sections of this chapter.

Note: There will not be an Account Receivable Analysis (CFB535-1) report for MyCalPAYS.

EXHIBIT VII-6-1
PHASE 1: EXTRACT DATA FROM MYCALPAYS PAYMENT HISTORY FILE



Phase 2 - CALSTARS labor distribution process by agency

The second phase of labor distribution occurs when an agency sets the Run Labor indicator to **Y** in the current year Organization Control (OC) table record. This initiates a series of programs that generate both transactions and reports for that agency. This process is illustrated on Exhibit VII-6-2.

NOTE: Setting the Run Labor indicator in the OC table will initiate labor distribution processes for both original (Legacy) and MyCalPAYS. Agencies will not need to set to run labor separately for Legacy and MyCalPAYS.

The current year Labor Distribution Control – MyCalPAYS (LC) table record must exist before the OC record's Run Labor indicator can be set to **Y**. If the MyCalPAYS LC record is not established, the labor distribution process will not run.

NOTE: If Employee Master – MyCalPAYS (EM) table records are not created for the current year before the labor distribution process is run, all current year labor costs will be charged to the MyCalPAYS LC record's Undistributed Account.

CALSTARS edits prevent deletion of the *current* and *two prior year's* MyCalPAYS LC table records. However, if there is a payment for a prior fiscal year that does not have a MyCalPAYS LC record, the payment posts to the prior funding fiscal year but is assigned the *current funding fiscal year's* Index and PCA from the Undistributed account.

Using the CALSTARS PE records, three general processes occur for the agencies that have selected to run the labor distribution process in the following order:

- ✦ Distribute applicable payroll data using Undistributed and Supplemental Payroll account.
- ✦ Distribute applicable payroll data using MyCalPAYS Timesheet and MyCalPAYS EM Home Base accounts.
- ✦ Create transaction batches.

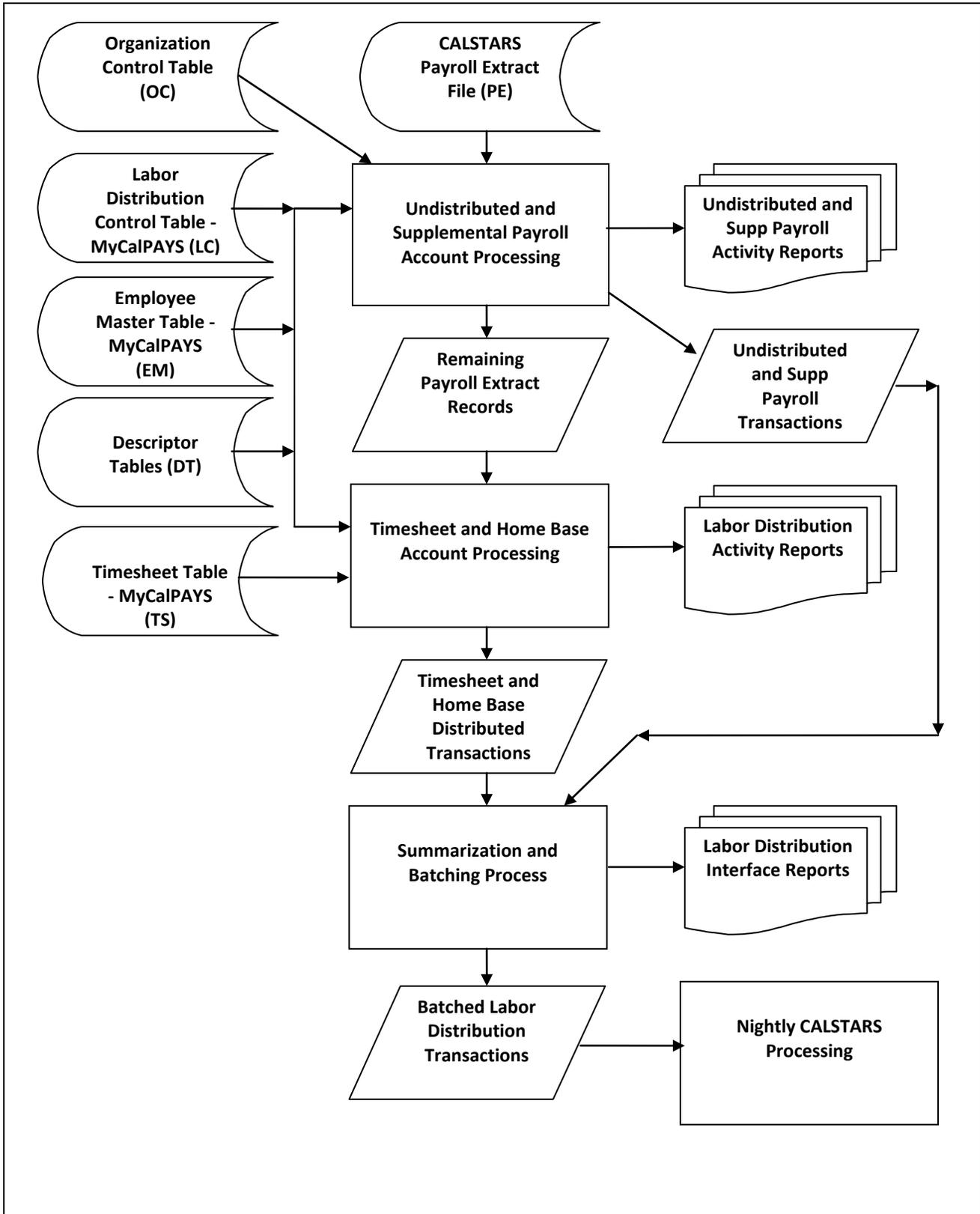
Undistributed and Supplemental Account

The MyCalPAYS payments for the agency are matched against the agency's MyCalPAYS EM table. MyCalPAYS payments that do not match a record in the MyCalPAYS EM table are distributed based on the **Undistributed** account (Index and PCA) coding as defined in the MyCalPAYS LC table.

Note: It is recommended that the same Index and PCA codes be used on Undistributed accounts from year-to-year for consistency and ease of moving these costs to the correct accounts.

MyCalPAYS payments that are **not** “normal” monthly wage payments (e.g.: lump-sum leave credits (on retirement) or Sustained Superior Performance cash awards) are distributed based on the appropriate **Supplemental Payroll** account specified in the MyCalPAYS EM table; or if not specified in the MyCalPAYS EM table, post based on the Supplemental Payroll account identified in the MyCalPAYS LC Table. (Timesheets cannot be used to direct Supplemental Payroll.) To identify which types of payments will be distributed as Supplemental Payroll, refer to Statewide Descriptor Table D58. The Wage Types defined with Payment Class ‘OB’ or ‘8’ will be distributed using **Supplemental Payroll** account specified in the MyCalPAYS EM/LC table.

EXHIBIT VII-6-2
PHASE 2: CALSTARS LABOR DISTRIBUTION BY AGENCY



MyCalPAYS Timesheet and MyCalPAYS EM Home Base Accounts

MyCalPAYS payments for “normal” monthly wages (i.e.: regular, shift differential, overtime and shift differential overtime) are distributed based on the employee’s or group’s **MyCalPAYS Timesheet** accounts. If there is no timesheet for the employee/group for that pay period, the distribution is done based on the employee/group’s MyCalPAYS EM **Home Base** accounts.

The **payroll** costs and hours (if appropriate) are distributed as **charges**; conversely, **redeposited warrants** are distributed as **credits**.

There are three types of labor distribution accounting transactions. The accounting transactions and their general ledger impact are displayed in following illustration.

| <u>Accounting Event</u> | <u>T C</u> | | <u>GLA</u> | |
|---|-------------|---------------|------------|-----------|
| | <u>Auto</u> | <u>Manual</u> | <u>Dr</u> | <u>Cr</u> |
| (1) Record Current Year Payroll Distributions (\$5,500) | 372 | 242 | 9000 | 1140 |
| (2) Record Prior Year Payroll Liquidating Accounts Payable. (\$2,000) | 378 | 248 | 3010 | 1140 |
| (3) Record Payroll/Timesheet Statistics (40 hours) | 805 | 805 | 6902 | 6909 |

| | | |
|--------------------------------|---------------------------|-----------------------------------|
| 1140-Cash In State Treasury | 3010- Accounts Payable | 6902-Performance Data - Actual |
| 5,500 (1) 2,000 (2) | (2) 2,000 | (3) 40 |

| | |
|-----------------------------------|-----------------------|
| 6909-Performance Data – Offset | 9000- Expenditures |
| 40 (3) | (1) 5,500 |

1. **Current Year Payroll Distributions** – The labor distribution process generates transactions using Transaction Code (TC) 372 to post current year payroll based on the previously described distribution methodology. Up to nine disbursement transactions may be created to record a SCO MyCalPAYS payment (i.e.: gross pay, OASDI, retirement, health insurance, dental insurance, life insurance, vision insurance, Medicare, and other benefits). Illustrations of TCs are contained in Volume 5.

TC 372 - PAYROLL DISBURSEMENT (SCO)
DR 9000 Expenditures
CR 1140 Cash in State Treasury

The Object Detail of gross wages is primarily derived from information provided by the MyCalPAYS Payment History file. The Object Detail for Civil Service – Permanent, Civil Service - Temporary Help, and Exempt/Statutory gross wages are determined by the Position Type and Salary Type. Agency Objects may be optionally assigned for them through MyCalPAYS EM records. The Object Details for other gross wages are determined by the Wage Type (D58) table. If the Object Details are determined by Wage Type, the Object Details (and Agency Objects) may be optionally reassigned by the Agency Wage Type Descriptor (D59) table.

The Employee Benefits' Object Details (*and optionally*, Agency Objects) are specified in the MyCalPAYS LC (*optionally* MyCalPAYS EM) record.

Exhibit VII-6-3 illustrates how CALSTARS transactions are generated to record an employee's MyCalPAYS payroll. The distributions assume a timesheet was entered for 176 hours. The payment hours for this month are also 176 hours. The timesheet includes 132 hours to Index 2400, PCA 10000 and 44 hours to Index 1600, PCA 20000. The labor distribution process calculates ratios for each distribution by dividing the distribution hours by the total hours and then multiplies the results to the MyCalPAYS payroll. In this example, the gross pay amount distributed to Index 2400, PCA 10000 is \$4,000 x 0.75 (132 hours / 176 hours) or \$3,000. The gross pay for Index 1600, PCA 20000 is \$4,000 x 0.25 (44 hours / 176 hours) or \$1,000. Similarly, the charges for associated staff benefits are computed and distributed using the same ratios to Index 2400, PCA 10000 and Index 1600, PCA 20000.

2. **Prior Year Payroll** – When payroll expenditures are incurred in a prior FFY but are disbursed in the next FFY, a year-end accrual must be established for that future payment. These accruals must be established using Current Document Number **PRA99999-99** and the associated Object Detail code(s). When the labor distribution process processes the payroll in the following FFY, it generates TC 378s. This transaction liquidates GLAN 3010-Accounts Payable (payroll accrual) and is used when posting *all prior year payroll costs*. The labor distribution process assigns Reference Document Number **PRA99999-99** to the accrual liquidation transactions. This document number is used by CALSTARS to match the accrual liquidations to the original accrual established in the Document File.

EXHIBIT VII-6-3
LABOR DISTRIBUTION EXAMPLE

MyCalPAYS Payroll

\$4,000.00 Gross Pay
248.00 OASDI
58.00 Medicare
694.00 Retirement
500.00 Other
\$5,500.00 Total Payroll

Timesheet

132 REG Hours (.75) to Index 2400, PCA 10000
44 REG Hours (.25) to Index 1600, PCA 20000

176 Total Timesheet Hours

| Accounting Event | Distributed Charges | | | | |
|---|---------------------|-------|-------|---------------|-------------|
| | Transaction Code | Index | PCA | Object Detail | Amount |
| Gross Pay \$4,000 x .75 | 372 | 2400 | 10000 | 003 | \$3,000.00 |
| Gross Pay 4,000 x .25 | 372 | 1600 | 20000 | 003 | 1,000.00 |
| OASDI 248 x .75 | 372 | 2400 | 10000 | 103 | 186.00 |
| OASDI 248 x .25 | 372 | 1600 | 20000 | 103 | 62.00 |
| Medicare 58 x .75 | 372 | 2400 | 10000 | 137 | 43.50 |
| Medicare 58 x .25 | 372 | 1600 | 20000 | 137 | 14.50 |
| Retirement 694 x .75 | 372 | 2400 | 10000 | 106 | 520.50 |
| Retirement 694 x .25 | 372 | 1600 | 20000 | 106 | 173.50 |
| Other 500 x .75 | 372 | 2400 | 10000 | 134 | 375.00 |
| Other 500 x .25 | 372 | 1600 | 20000 | 134 | 125.00 |
| <i>Note: Other benefits (i.e.: Health, Dental, Life Insurance, and Vision) may be associated with payroll also.</i> | | | | | |
| TOTAL | | | | | \$ 5,500.00 |

TC 378 - SCO PAYROLL DISTRIBUTION - ACCOUNTS PAYABLE
LIQUIDATION [*Distribution of prior year payroll costs*]
DR 3010 Accounts Payable
CR 1140 Cash in State Treasury

Since the SCO accrual liquidation transaction may not contain the same classification data as the original accrual document, fatal file match errors may occur. To avoid posting transactions to the Error File, labor distribution assigns Modifier code **B** to by-pass the FJ0 - FJ8 errors. These TC 378 accrual liquidation transactions are the only type of transaction generated for prior year payroll costs.

NOTE: The payroll accrual document must be monitored closely and closed (Modifier code **C**) when the accrual amount is fully liquidated. All later TC 378 transactions generated will post to the Error File. Change the Transaction Code to TC 242 or TC 372 to allow them to post as expenditures.

3. **Statistics Transactions** – Statistics transactions are only created if specified in the MyCalPAYS LC Table (Statistics Indicator is **B**, **S** or **T**) using Object Detail code **998**. TC 805 is used to record all statistics, including labor hours. Statistics transactions always assign the classification data using the MyCalPAYS Timesheet or MyCalPAYS EM Home Base accounts.

NOTE: If both SCO statistics and timesheet statistics are used, Agency Object codes must be assigned to distinguish between them. Agency Objects for statistics can be established in the MyCalPAYS LC and MyCalPAYS EM tables.

TC 805 - RECORD PERFORMANCE DATA/STATISTICS
DR 6902 Performance Data - Actual
CR 6909 Performance Data - Offset

TC 805R is generated to record negative statistics. These transactions are created as a result of SCO redeposit transactions and contain the Home Base or Timesheet accounting classification information.

TC 805R - RECORD REVERSAL OF PERFORMANCE DATA/STATISTICS
DR 6909 Performance Data - Offset
CR 6902 Performance Data – Actual

Create transaction batches

After all the labor distribution transactions are generated and other intermediate reports are produced, the labor distribution process summarizes all the transactions it has created and places them into batches for the nightly CALSTARS process. The transactions generated are summarized using every applicable data element in the transaction (i.e.: Transaction Code, Reverse Code, Index, PCA, Object Detail, Agency Object, Current Document Number, etc.). The Current Document Number (prefix with SLOnnnn) in the transaction is used as the reference to reconcile to the

SCO. The Batch Type for labor distribution transactions for MyCalPAYS is **MG**, except for timesheet adjustments that use Batch Type **MA**.

REPORTS GENERATED BY THE LABOR DISTRIBUTION PROCESS

The reports generated from the labor distribution process are created separately for Phase 1 - Extract Data from MyCalPAYS Payment History File and Phase 2 - CALSTARS Labor Distribution by Agency. The purpose of this section is to describe the reports produced during these phases. Exhibit VII-6-4 lists the reports, and designates the exhibit reference for locating the report sample in this subchapter.

MyCalPAYS Data Extract Reports

During Phase 1 in the labor distribution process specific payroll data are extracted from the MyCalPAYS Payment History File and the LD-SCO Reconciliation Report and the Reverted Appropriations Report is generated. Both the SCO recorded hours and detailed payroll costs are extracted from the MyCalPAYS Payment History File. Following is a description of the two labor reports generated from the payroll extraction process.

CFB533-1, LD-SCO Reconciliation Report - Summarizes payment information for the current and two prior funding fiscal years by key information such as SLO Document Number and Group. This report is used in the first step of the labor reconciliation process. See the *Labor Reconciliation* section, Exhibit VII-6-17.

CFB537-1, Labor Distribution Analysis - Reverted Appropriations - Contains detailed SCO information for transactions posted to reverted appropriations (generated only if reverted appropriation data is present). The report, shown in Exhibit VII-6-18, lists all of the records on the MyCalPAYS Payment History File for payments or refunds applicable to reverted fiscal years. These transactions should be posted manually to CALSTARS to the current FFY.

Labor Distribution By Agency Reports

Labor distribution produces activity and transaction reports. These reports reflect the activity and the transactions generated in the Undistributed/Supplemental and Labor Distribution process. Each report is described here.

CFB536G1, Undistributed/Supplemental Generator – The Transactions Generator process produces the Undistributed/Supplemental Generator activity report shown in Exhibit VII-6-5. The SCO payroll record shows the acronym '**PAYR**' followed by the associated payroll record. The acronyms '**SUPP**' and '**UNDS**' under the SCO payroll record denote the postings to the Supplemental or Undistributed accounts and the appropriate accounts for that payroll record. The SCO payroll record has one field each for Gross Pay, OASDI, Retirement, Health Insurance,

Dental Insurance, Management Life Insurance, Vision Insurance, Medicare, and Other benefits.

The labor distribution process generates Transaction Code (TC) 372 to post to the Undistributed and Supplemental accounts. There is also a message field indicating certain exception conditions. These messages and their meanings are:

EMP NOT FOUND FOR PAY REC - The MyCalPAYS EM Table record or MyCalPAYS LC Table record for the funding fiscal year of the payment record was not found. If the MyCalPAYS LC Table record for the funding fiscal year is not found, then the payment record posts to the Undistributed Payroll Account in the most current MyCalPAYS LC Table.

NO PAYROLL DATA - There is an employee record (MyCalPAYS EM Table) on file for which there is no payroll data from the SCO.

EXHIBIT VII-6-4
REPORTS GENERATED BY THE LABOR DISTRIBUTION PROCESS

| Name | Number | Type | Exhibit Reference |
|---|----------|-------------------|-------------------|
| Phase 1: Data Extract | | | |
| LD-SCO Reconciliation Report | CFB533-1 | Reconciliation | VII-6-17 |
| Reverted Appropriations Report | CFB537-1 | Reference/Posting | VII-6-18 |
| Phase 2: Labor Distribution by Agency^{1/} | | | |
| Undistributed/Supplemental Generator | CFB536G1 | Activity | VII-6-5 |
| Undistributed/Supplemental Generator | CFB536G2 | Reconciliation | VII-6-19 |
| Labor Distribution Activity | CFB540G1 | Activity | VII-6-6 |
| Labor Distribution Activity | CFB540G2 | Reconciliation | VII-6-20 |
| Labor Distribution Interface | CFB544G1 | Activity | VII-6-7 |
| Labor Distribution Interface | CFB544G2 | Reconciliation | VII-6-21 |
| Labor Distribution by PCA | CFB550G1 | Management | VII-6-8 |
| Labor Distribution by Index | CFB551G1 | Management | VII-6-9 |
| Labor Distribution by Object, Index, PCA | CFB553G1 | Reference | VII-6-12 |
| LD Analysis - Supplemental | CFB555G1 | Reference | VII-6-10 |
| LD Analysis - Undistributed | CFB556G1 | Reference | VII-6-11 |
| Labor Distribution by FFY, Index and PCA (Detail) | CFB557G1 | Reference | VII-6-13 |
| Labor Distribution by Group/Person ID | CFB559G1 | Reference | VII-6-14 |

^{1/} Labor distribution **generator** reports are identified by a **G** following the report ID number. Adjustments generator reports are identified by an **A** in that position.

CFB540G1 - Labor Distribution Generator – The Transactions Generator process produces the Transactions Generator activity report shown in Exhibit VII-6-6. There are several acronyms shown to the left of the report. These relate to the type of record and/or distribution being processed. The following chart displays these acronyms and their definitions.

| Acronym | Definition |
|-------------|---|
| PAYR | SCO Payroll Extract record |
| DIST | Labor distribution transactions |
| TS | Distribution transactions based on accounts on the timesheet. May be used to report either hour statistic or dollar amount transactions |
| SCO | Distribution transactions of hours reported on the SCO Payroll File |
| THB | Distribution transactions based on hours reported on the timesheet and defaulted to charge the Home Base accounts |
| PHB | Distribution transactions for amounts reported on the SCO payroll extract and charged to the Home Base accounts |
| AB | Distribution transactions for staff benefits |

The SCO extract payroll record is identified by the acronym '**PAYR**'. Unless multiple SCO extract payroll records are being grouped together to create transactions, the actual distributions appear directly under the SCO payroll record. Like the Undistributed/Supplemental Generator, the Transactions Generator has a message field to indicate the exception conditions encountered during processing. These messages are:

- ❖ **NO TIMESHEET** - No timesheet was found for an employee that is required to submit a timesheet. The SCO hours and dollars are charged to the Home Base accounts defined in the Employee Master – MyCalPAYS Table.
- ❖ **HOURS VARIANCE TO SCO** - The hours recorded on the timesheet do not agree with the hours recorded in the payroll system. The hours recorded in the payroll system are used.
- ❖ **NO REG TS HOURS** - If there are no regular hours on the timesheet and if the timesheet has overtime but no regular hours and there are regular hours in the payroll system, the regular payment for the timesheet pay period is charged to the Home Base accounts.

The Totals Page (CFB540-2) produced by the Transactions Generator is shown in Exhibit VII-6-20. These totals are entered on the Labor Distribution Reconciliation Sheet.

EXHIBIT VII-6-6
CFB540G1 - LABOR DIST ACTIVITY – TRANSACTION GENERATION – MyCalPAYS REPORT

CFB540G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS LABOR DIST ACTY - TRANSACTION GENERATION - MYCALPAYS REPORT ORG PAGE: 1
 07/26/12 (15.00)***** RUN PAGE: 4

| 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: | | | 00010971 | 00001 | 12 | 2011 | 0005 | 01 | 01 | 173.33 | 6,703.10 | 383.03 | 1,134.83 | 1,218.29 | 103.85 | 0.00 |
| | 690-762 | | 00010971 | | | | | | | | 8.64 | 89.58 | 0.00 | | | |
| DIST: | SCO | 805 | 0130 | 81000 | | | 2011 | | | | 998-01 | 173.33 | NO TIME SHEET | | | |
| DIST: | PHB | 372 | 0130 | 81000 | | | 2011 | | | | 003 | 6,703.10 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 103 | 383.03 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 106 | 1,218.29 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 105 | 1,134.83 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 104 | 103.85 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 136 | 8.64 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 0130 | 81000 | | | 2011 | | | | 137 | 89.58 | NO TIME SHEET | | | |
| PAYR: | | | 00011182 | 00001 | 12 | 2011 | 0005 | 01 | 01 | 173.33 | 9,235.36 | 553.26 | 1,182.23 | 1,678.53 | 105.36 | 0.00 |
| | 695-363 | | 00011182 | | | | | | | | 8.64 | 129.39 | 0.00 | | | |
| DIST: | SCO | 805 | 1000 | 81000 | | | 2011 | | | | 998-01 | 173.33 | NO TIME SHEET | | | |
| DIST: | PHB | 372 | 1000 | 81000 | | | 2011 | | | | 003 | 9,235.36 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 103 | 553.26 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 106 | 1,678.53 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 105 | 1,182.23 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 104 | 105.36 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 136 | 8.64 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 137 | 129.39 | NO TIME SHEET | | | |
| PAYR: | | | 00011194 | 00001 | 12 | 2011 | 0005 | 01 | 01 | 173.33 | 6,890.50 | 435.15 | 0.00 | 1,252.35 | 40.21 | 4.40 |
| | 695-241 | | 00011194 | | | | | | | | 8.64 | 101.77 | 128.00 | | | |
| DIST: | SCO | 805 | 1000 | 81000 | | | 2011 | | | | 998-01 | 173.33 | NO TIME SHEET | | | |
| DIST: | PHB | 372 | 1000 | 81000 | | | 2011 | | | | 003 | 6,890.50 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 103 | 435.15 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 106 | 1,252.35 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 104 | 40.21 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 135 | 4.40 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 136 | 8.64 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 137 | 101.77 | NO TIME SHEET | | | |
| DIST: | AB | 372 | 1000 | 81000 | | | 2011 | | | | 134 | 128.00 | NO TIME SHEET | | | |

CFB544G1, Labor Distribution Interface – The final step in the labor distribution process is the interface between the labor distribution process and the CALSTARS master files. This interface process summarizes every labor distribution transaction by data classification to create summary transactions, which are batched in the CALSTARS input transaction format. A batch is created for each SCO SLO`nnnnn` Document Number. The SLO number appears in the transactions as the Current Document Number, SLO`nnnnn-00`.

The Labor Distribution Interface Report produced during this process shows every generated labor distribution transaction that was summarized into a unique CALSTARS transaction as shown in Exhibit VII-6-7. The additional information given in the generated transactions includes Group and Person ID. This detailed information is **not** included when the generated transactions are summarized into CALSTARS input transactions.

CFB550G1 - Labor Distribution By FFY, PCA, And Index – A report that allows program managers to monitor the personal services charges and credits in their programs. Exhibit VII-6-8 is a sample page. This report is automatically produced monthly when the labor distribution process or the timesheet adjustment process is executed.

The sequence of data sort and summarization is by:

- ★ FFY
- ★ PCA
- ★ Index
- ★ Group
- ★ Person ID
- ★ Cur Doc-Sfx
- ★ Pay Period (Year and Month)
- ★ PCA Activity
- ★ Project/Work phase
- ★ Location
- ★ Multi-purpose code

Detail charge and adjustment transactions are summarized for each employee or group by Group or Person ID and pay period within an SLO Document Number. Totals are computed for hours and dollars charged by PCA and FFY. Each time there is a change in PCA or FFY, appropriate totals are printed and the report starts a new page.

EXHIBIT VII-6-7
LABOR DISTRIBUTION INTERFACE CONTROL - MYCALPAYS REPORT

| CFB544G1 ***** | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | | | ***** | | | | ORG NUMBER: 9990 | | |
|---|----|-----|-------|---|----|-----|-----|------|------|---------------------------|----|-----|---------|-------------|-----|----------|--------|------------------|---------|----------|
| CALSTARS LABOR DISTRIBUTION INTERFACE CONTROL - MYCALPAYS | | | | | | | | | | REPORT | | | | ORG PAGE: 1 | | | | | | |
| 07/26/12 (15.03) ***** | | | | | | | | | | | | | | RUN PAGE: 1 | | | | | | |
| ---- 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 | |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 128.00 | 695-241 | 00011194 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 128.00 | 695-362 | 00012899 |
| 20120726 | MG | 999 | 00030 | 0 | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 256.00 | | |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 4.40 | 695-241 | 00011194 |
| 20120726 | MG | 999 | 00031 | 0 | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 4.40 | | |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 8.64 | 695-241 | 00011194 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 8.64 | 695-362 | 00012899 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 8.64 | 695-363 | 00011182 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 8.64 | 695-363 | 00012893 |
| 20120726 | MG | 999 | 00032 | 0 | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 34.56 | | |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 101.77 | 695-241 | 00011194 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 104.26 | 695-362 | 00012899 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 129.39 | 695-363 | 00011182 |
| | | | | | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 99.83 | 695-363 | 00012893 |
| 20120726 | MG | 999 | 00033 | 0 | | | 372 | 2011 | 1000 | 81000 | | | | | | SLO00001 | 00 | 435.25 | | |
| | | | | | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 690-761 | 00033882 |
| | | | | | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 690-762 | 00010971 |
| | | | | | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 690-762 | 00011393 |
| | | | | | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 10.50 | 690-762 | 00011393 |
| | | | | | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 4.00 | 690-762 | 00011393 |
| 20120726 | MG | 999 | 00034 | 0 | | | 805 | 2011 | 0130 | 81000 | | | 998-01 | | | SLO00001 | 00 | 534.49 | | |
| | | | | | | | 805 | 2011 | 1000 | 80199 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 690-762 | 00013212 |
| 20120726 | MG | 999 | 00035 | 0 | | | 805 | 2011 | 1000 | 80199 | | | 998-01 | | | SLO00001 | 00 | 173.33 | | |
| | | | | | | | 805 | 2011 | 1000 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 695-241 | 00011194 |
| | | | | | | | 805 | 2011 | 1000 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 695-362 | 00012899 |
| | | | | | | | 805 | 2011 | 1000 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 695-363 | 00011182 |
| | | | | | | | 805 | 2011 | 1000 | 81000 | | | 998-01 | | | SLO00001 | 00 | 173.33 | 695-363 | 00012893 |
| 20120726 | MG | 999 | 00036 | 0 | | | 805 | 2011 | 1000 | 81000 | | | 998-01 | | | SLO00001 | 00 | 693.32 | | |

BATCH HEADER:

| | | |
|-----------------------|-------|-----------|
| 20120726 MG 999 00000 | 00036 | 97,584.22 |
|-----------------------|-------|-----------|

EXHIBIT VII-6-8
LABOR DISTRIBUTION BY FFY, PCA, INDEX - MYCALPAYS REPORT

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CFB550G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
                CALSTARS LABOR DISTRIBUTION BY FFY, PCA, INDEX - MYCALPAYS REPORT                ORG PAGE: 3
07/26/12 (15.12) ***** RUN PAGE: 3

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| INDX | GROUP | PERSON ID | NAME | CUR | DOC-SFX | PAY PER | PCA ACTY | PROJ-WP | LOC | MULTI PURPOSE | TIMESHEET HOURS | SCO HOURS | AMOUNT |
|-------------------|---------|-----------|--------------|----------|---------|---------|----------|---------|-----|---------------|-----------------|-----------|-----------|
| FFY: 2011 | | | | | | | | | | | | | |
| PCA: 81000 | | | | | | | | | | | | | |
| 0130 | 690-761 | 00033882 | DOE, JOHN | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 7,783.83 |
| 0130 | 690-762 | 00010971 | SMITH, JOHN | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 9,641.32 |
| 0130 | 690-762 | 00011393 | SMITH, JOHN | SLO00001 | 00 | 12 | 2011 | | | | | 187.83 | 9,039.03 |
| *INDEX 0130 TOTAL | | | | | | | | | | | 534.49 | 26,464.18 | |
| | | | | | | | | | | | | | |
| 1000 | 695-241 | 00011194 | JOHNSON, BOB | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 8,861.02 |
| 1000 | 695-362 | 00012899 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 9,177.43 |
| 1000 | 695-363 | 00011182 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 12,892.77 |
| 1000 | 695-363 | 00012893 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | | | 173.33 | 9,872.63 |
| *INDEX 1000 TOTAL | | | | | | | | | | | 693.32 | 40,803.85 | |
| *PCA 81000 TOTAL | | | | | | | | | | | 1,227.81 | 67,268.03 | |
| *FFY 2011 TOTAL | | | | | | | | | | | 1,724.47 | 96,183.08 | |
| *ORG 9990 TOTAL | | | | | | | | | | | 1,724.47 | 96,183.08 | |

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*OBJECT DETAIL 003 TOTAL WITHIN PCA 49,102.31
*OBJECT DETAIL 103 TOTAL WITHIN PCA 3,019.92
*OBJECT DETAIL 106 TOTAL WITHIN PCA 8,872.76
*OBJECT DETAIL 136 TOTAL WITHIN PCA 60.48
*OBJECT DETAIL 137 TOTAL WITHIN PCA 706.27
*OBJECT DETAIL 134 TOTAL WITHIN PCA 396.00
*OBJECT DETAIL 105 TOTAL WITHIN PCA 4,096.02
*OBJECT DETAIL 104 TOTAL WITHIN PCA 465.84
*OBJECT DETAIL 083 TOTAL WITHIN PCA 544.03
*OBJECT DETAIL 135 TOTAL WITHIN PCA 4.40
*TOTAL FOR PCA 81000 67,268.03

```

NOTE: THIS REPORT REFLECTS PERSONAL SERVICE CHARGES FROM THE LABOR SUBSYSTEM TO SUPPORT Q REPORTS. HOWEVER, IT DOES NOT REFLECT CHANGES/CHARGES MADE DIRECTLY INTO THE ACCOUNTING SYSTEM.

CFB551G1 - Labor Distribution By FFY, INDEX, And PCA – Labor Distribution by Index, CFB551G1, allows managers to monitor the personal services charges in their sections or divisions. Exhibit VII-6-9 is a sample page. This report is automatically produced monthly when the labor distribution process or the timesheet adjustment process is executed.

The sequence of data sort and summarization is by:

- ✧ FFY
- ✧ Index
- ✧ PCA
- ✧ Group
- ✧ Person ID
- ✧ Cur Doc-Sfx
- ✧ Pay Period (Year and Month)
- ✧ PCA-Activity
- ✧ Project/Work phase
- ✧ Location
- ✧ Multi-purpose code.

Detailed charge and adjustment transactions are summarized for each employee (or group) by Group or Person ID and pay period within an SLO Document. Totals are computed for hours and dollars charged by Index and FFY. Each time there is a change in the Index Code or FFY, the appropriate totals are printed and the report starts on a new page. The grand total for the report matches the grand total on the CFB550G1 - Labor Distribution by PCA Report.

EXHIBIT VII-6-9
LABOR DISTRIBUTION BY FFY, INDEX, PCA - MYCALPAYS REPORT

| PCA | GROUP | PERSON ID | NAME | CUR DOC-SFX | PAY PER ACTY | PROJ-WP | LOC | MULTI PURPOSE | TIMESHEET HOURS | SCO HOURS | AMOUNT |
|---|---------|-----------|--------------|-------------|--------------|---------|------|---------------|-----------------|-----------|-----------|
| CFB551G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990 | | | | | | | | | | | |
| CALSTARS LABOR DISTRIBUTION BY FFY, INDEX, PCA - MYCALPAYS REPORT | | | | | | | | | | | |
| | | | | | | | | | | ORG PAGE: | 1 |
| 07/26/12 (15.12) ***** | | | | | | | | | | RUN PAGE: | 1 |
| FFY: | 2011 | | | | | | | | | | |
| INDEX: | 1000 | | | | | | | | | | |
| 80199 | 690-762 | 00013212 | SMITH, MARY | SLO00001 | 00 | 12 | 2011 | | | 173.33 | 9,282.42 |
| *PCA 80199 TOTAL | | | | | | | | | | 173.33 | 9,282.42 |
| 81000 | 695-241 | 00011194 | JOHNSON, BOB | SLO00001 | 00 | 12 | 2011 | | | 173.33 | 8,861.02 |
| 81000 | 695-362 | 00012899 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | 173.33 | 9,177.43 |
| 81000 | 695-363 | 00011182 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | 173.33 | 12,892.77 |
| 81000 | 695-363 | 00012893 | LEE, RENEE | SLO00001 | 00 | 12 | 2011 | | | 173.33 | 9,872.63 |
| *PCA 81000 TOTAL | | | | | | | | | | 693.32 | 40,803.85 |
| *INDEX 1000 TOTAL | | | | | | | | | | 866.65 | 50,086.27 |
| *FFY 2011 TOTAL | | | | | | | | | | 1,724.47 | 96,183.08 |
| *ORG 9990 TOTAL | | | | | | | | | | 1,724.47 | 96,183.08 |
| | | | | | | | | | | | |
| *OBJECT DETAIL 003 TOTAL WITHIN INDEX | | | | | | | | | | 36,885.46 | |
| *OBJECT DETAIL 103 TOTAL WITHIN INDEX | | | | | | | | | | 2,257.74 | |
| *OBJECT DETAIL 106 TOTAL WITHIN INDEX | | | | | | | | | | 6,703.94 | |
| *OBJECT DETAIL 105 TOTAL WITHIN INDEX | | | | | | | | | | 2,095.12 | |
| *OBJECT DETAIL 135 TOTAL WITHIN INDEX | | | | | | | | | | 8.80 | |
| *OBJECT DETAIL 137 TOTAL WITHIN INDEX | | | | | | | | | | 528.02 | |
| *OBJECT DETAIL 134 TOTAL WITHIN INDEX | | | | | | | | | | 1,283.00 | |
| *OBJECT DETAIL 104 TOTAL WITHIN INDEX | | | | | | | | | | 289.63 | |
| *OBJECT DETAIL 136 TOTAL WITHIN INDEX | | | | | | | | | | 34.56 | |
| *TOTAL FOR INDEX 1000 | | | | | | | | | | 50,086.27 | |
| NOTE: THIS REPORT REFLECTS PERSONAL SERVICE CHARGES FROM THE LABOR SUBSYSTEM TO SUPPORT Q REPORTS. HOWEVER, IT DOES NOT REFLECT CHANGES/CHARGES MADE DIRECTLY INTO THE ACCOUNTING SYSTEM. | | | | | | | | | | | |

Supplemental and Undistributed LD Analysis Reports – These two reports are similar in format and provide a complete listing of generated transactions that are classified as Supplemental or Undistributed. The reports are as follows:

- ✦ CFB555G1, Supplemental
- ✦ CFB556G1, Undistributed.

Examples of these reports are in Exhibits VII-6-10 and VII-6-11.

The CFB555G1 data is sorted and summarized by:

- ✦ Index
- ✦ PCA
- ✦ Funding Fiscal Year
- ✦ Transaction Code
- ✦ Reverse Code

The report displays subtotal for each Account Total.

The CFB556G1 data is sorted and summarized by:

- ✦ Funding Fiscal Year
- ✦ Transaction Code
- ✦ Reverse Code
- ✦ Current Document -Suffix

The report displays a subtotal for each Funding Fiscal Year.

The CFB555G1 and CFB556G1 can be used to determine the total payroll costs distributed to the Supplemental and Undistributed Payroll Accounts respectively. To manually clear Supplemental/Undistributed Payroll Accounts, use TC 372/372R or 242/242R to reverse charges out of the Supplemental and/or the Undistributed Payroll Accounts and redistribute the payroll costs to the appropriate accounts (Index/PCA).

TC 372 - SCO PAYROLL DISBURSEMENT
DR 9000 Expenditures
CR 1140 Cash in State Treasury

OR

TC 242 – REC DIRECT SCO PAY OF EXP NOT PREV ENC OR ACC
DR 9000 Expenditures
CR 1140 Cash in State Treasury.

EXHIBIT VII-6-10
LABOR DISTRIBUTION ANALYSIS SUPPLEMENTAL - MYCALPAYS REPORT

CFB555G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS LABOR DIST ANALYSIS SUPPLEMENTAL - MYCALPAYS REPORT ORG PAGE: 1
 07/26/12 (15.12) ***** RUN PAGE: 59

| FFY | TC | R | INDX | PCA | PAY PER | OD -AO | GROUP | PERSON ID | WAGE TYPE | CUR DOC-SFX | NAME | AMOUNT | SCO HOURS |
|----------------|-----|---|------|----------------------|---------|--------|---------|---------------|-----------|-------------|------------|-----------|-----------|
| 2011 | 372 | | | 00111 | 12 2011 | 003 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 7,752.20 | 150.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 103 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 463.48 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 104 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 40.21 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 105 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 1,182.23 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 106 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 1,408.96 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 136 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 8.64 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 137 | 695-380 | 00010969 | 0300 | SLO00001 00 | LEE, RENEE | 108.39 | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 003 | AGENCY OBJECT | DOLLARS | | 7,752.20 | HOURS | 150.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 103 | AGENCY OBJECT | DOLLARS | | 463.48 | HOURS | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 104 | AGENCY OBJECT | DOLLARS | | 40.21 | HOURS | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 105 | AGENCY OBJECT | DOLLARS | | 1,182.23 | HOURS | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 106 | AGENCY OBJECT | DOLLARS | | 1,408.96 | HOURS | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 136 | AGENCY OBJECT | DOLLARS | | 8.64 | HOURS | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | | | 137 | AGENCY OBJECT | DOLLARS | | 108.39 | HOURS | 0.00 |
| *ACCOUNT TOTAL | | | | | | | | | | | | 10,964.11 | 150.00 |
| *TOTAL ORG | | | | | | | | | | | | 10,964.11 | 150.00 |

EXHIBIT VII-6-11
LABOR DISTRIBUTION ANALYSIS UNDISTRIBUTED - MYCALPAYS REPORT

CFB556G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
 CALSTARS LABOR DIST ANALYSIS UNDISTRIBUTED - MYCALPAYS REPORT ORG PAGE: 1
 07/26/12 (15.12) ***** RUN PAGE: 59

| FFY | TC | R | INDX | PCA | PAY PER | OD -AO | GROUP | PERSON ID | WAGE TYPE | CUR DOC-SFX | NAME | AMOUNT | SCO HOURS |
|------------|-----|---|------|----------------------|---------|---------------|---------|-----------|-----------|-------------|----------|----------|-----------|
| 2011 | 372 | | | 00111 | 12 2011 | 003 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 6,788.00 | 173.33 |
| 2011 | 372 | | | 00111 | 12 2011 | 103 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 403.74 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 106 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 1,233.72 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 134 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 140.00 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 136 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 8.64 | 0.00 |
| 2011 | 372 | | | 00111 | 12 2011 | 137 | 695-363 | 00340296 | 0005 | SLO00001 00 | NGUYEN T | 94.42 | 0.00 |
| | | | | *TOTAL OBJECT DETAIL | 003 | AGENCY OBJECT | DOLLARS | 6,788.00 | HOURS | 173.33 | | | |
| | | | | *TOTAL OBJECT DETAIL | 103 | AGENCY OBJECT | DOLLARS | 403.74 | HOURS | 0.00 | | | |
| | | | | *TOTAL OBJECT DETAIL | 106 | AGENCY OBJECT | DOLLARS | 1,233.72 | HOURS | 0.00 | | | |
| | | | | *TOTAL OBJECT DETAIL | 134 | AGENCY OBJECT | DOLLARS | 140.00 | HOURS | 0.00 | | | |
| | | | | *TOTAL OBJECT DETAIL | 136 | AGENCY OBJECT | DOLLARS | 8.64 | HOURS | 0.00 | | | |
| | | | | *TOTAL OBJECT DETAIL | 137 | AGENCY OBJECT | DOLLARS | 94.42 | HOURS | 0.00 | | | |
| *TOTAL FFY | | | | | | | | | | | | 8,668.52 | 173.33 |
| *TOTAL ORG | | | | | | | | | | | | 8,668.52 | 173.33 |

CFB553G1, Labor Distribution By Object, Index, and PCA
CFB557G1, Labor Distribution By FFY, Index and PCA (Detail)
CFB559G1, Labor Distribution By Group/Person-ID, Index, and PCA

These reports display personal services charges by different sort order. CFB553G1 (new report for MyCalPAYS) is sorted by Objects such as Salaries, OASDI, Health Insurance, Other, and etc. CFB557G1 is sorted by Index and PCA. CFB559G1 (another report for MyCalPAYS) is sorted by Group/Person-ID. These reports may be used to compare with SCO documents to be sure that all labor costs have been properly transferred. See Exhibit VII-6-12, VII-6-13, and VII-6-14 for sample page of the reports. The total by Funding Fiscal Year and Total Org will match those totals on the CFB550G1 - Labor Distribution by PCA and CFB551G1 - Labor Distribution by Index reports. If there are differences, the agency should not proceed further without consulting the CALSTARS staff.

The Labor Distribution by Object Report is automatically produced when the labor distribution process or the timesheet adjustment process is executed.

Report sort for these reports:

| CFB553G1 | CFB557G1 | CFB559G1 |
|-------------------------|-------------------------|-------------------------|
| Funding Fiscal Year | Funding Fiscal Year | Funding Fiscal Year |
| Object Detail | Index | Group |
| Agency Object | PCA | Person-ID |
| Index | Current Document-Suffix | Index |
| PCA | Object Detail | PCA |
| Current Document-Suffix | Agency Object | Current Document-Suffix |
| Group | | |

If an agency has a complex program structure and employees regularly charge several PCAs, this could become a large report. For example, if an employee charged to more than one PCA, the costs by Object Detail would be displayed within each PCA.

EXHIBIT VII-6-12
LABOR DISTRIBUTION BY FFY, OBJECT, INDEX, PCA – MYCALPAYS REPORT

| CFB553G1 ***** | | | | | | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | ***** | | ORG NUMBER: | 4280 |
|---|-----|---|------|-------|------|----|-----|---------|-----|-------|---------|----------|---------|---------|---|------------|--------|-----------|-------------|----------|
| CALSTARS | | | | | | | | | | | | | | | LABOR DIST BY FFY, OBJECT, INDEX, PCA - MYCALPAYS | | REPORT | | ORG PAGE: | 1 |
| 07/26/12 (15.12) ***** | | | | | | | | | | | | | | | | | | | RUN PAGE: | 59 |
| FFY | TC | R | INDX | PCA | ACTY | OD | -AO | PROJ-WP | LOC | MULTI | PURPOSE | CUR | DOC-SFX | GROUP | PERSON | ID | NAME | AMOUNT | SCO | HOURS |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-761 | 00033882 | DOE, JOHN | | 140.00 | | 0.00 |
| 2011 | 372 | | 1000 | 80199 | | | | | | | | SLO00001 | 00 | 690-762 | 00013212 | SMITH, MAR | | 1,027.00 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | 128.00 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | 128.00 | | 0.00 |
| *TOTAL OBJECT DETAIL 134 OTHER-STAFF BENEFITS | | | | | | | | | | | | | | | | | | 1,423.00 | | 0.00 |
| 2011 | 372 | | 1000 | 80199 | | | | | | | | SLO00001 | 00 | 690-762 | 00013212 | SMITH, MAR | | 4.40 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | 4.40 | | 0.00 |
| *TOTAL OBJECT DETAIL 135 LIFE INSURANCE | | | | | | | | | | | | | | | | | | 8.80 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00011393 | SMITH, JOH | | 8.64 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00010971 | SMITH, JOH | | 8.64 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-761 | 00033882 | DOE, JOHN | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-363 | 00012893 | LEE, RENEE | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-363 | 00011182 | LEE, RENEE | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | 8.64 | | 0.00 |
| *TOTAL OBJECT DETAIL 136 VISION CARE | | | | | | | | | | | | | | | | | | 60.48 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00011393 | SMITH, JOH | | 2.87 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00011393 | SMITH, JOH | | 86.68 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00010971 | SMITH, JOH | | 89.58 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-762 | 00011393 | SMITH, JOH | | 1.40 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-761 | 00033882 | DOE, JOHN | | 84.34 | | 0.00 |
| 2011 | 372 | | 0130 | 81000 | | | | | | | | SLO00001 | 00 | 690-761 | 00033882 | DOE, JOHN | | 6.15 | | 0.00 |
| 2011 | 372 | | 1000 | 80199 | | | | | | | | SLO00001 | 00 | 690-762 | 00013212 | SMITH, MAR | | 92.77 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-363 | 00012893 | LEE, RENEE | | 99.83 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | 104.26 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-363 | 00011182 | LEE, RENEE | | 129.39 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | | | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | 101.77 | | 0.00 |
| *TOTAL OBJECT DETAIL 137 MEDICARE TAXATION | | | | | | | | | | | | | | | | | | 799.04 | | 0.00 |
| *TOTAL FFY | | | | | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |
| *TOTAL ORG | | | | | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |

EXHIBIT VII-6-13
LABOR DISTRIBUTION BY FFY, INDEX AND PCA (DETAIL) – MYCALPAYS REPORT

| CFB557G1 ***** | | | | | | | | | | | | | DEPARTMENT OF AIR QUALITY | | ***** | | ORG NUMBER: 4280 | | | |
|------------------------|-----|---|------|-------|------|----|-----|---------|-----|-------|----------|-----|---|----------|------------|----|------------------|-----------|-------------|----------|
| CALSTARS | | | | | | | | | | | | | LABOR DISTRIBUTION BY FFY, INDEX AND PCA (DETAIL) - MYCALPAYS | | | | REPORT | | ORG PAGE: 1 | |
| 07/26/12 (15.12) ***** | | | | | | | | | | | | | | | | | RUN PAGE: 59 | | | |
| FFY | TC | R | INDX | PCA | ACTY | OD | -AO | PROJ-WP | LOC | MULTI | PURPOSE | CUR | DOC-SFX | GROUP | PERSON | ID | NAME | AMOUNT | SCO | HOURS |
| 2011 | 372 | | 1000 | 81000 | | | | | 106 | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | | 1,289.88 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 106 | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | | 1,252.35 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 106 | | SLO00001 | 00 | 695-363 | 00011182 | LEE, RENEE | | | 1,678.53 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 134 | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | | 128.00 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 134 | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | | 128.00 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 135 | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | | 4.40 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 136 | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 136 | | SLO00001 | 00 | 695-363 | 00011182 | LEE, RENEE | | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 136 | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 136 | | SLO00001 | 00 | 695-363 | 00012893 | LEE, RENEE | | | 8.64 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 137 | | SLO00001 | 00 | 695-363 | 00012893 | LEE, RENEE | | | 99.83 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 137 | | SLO00001 | 00 | 695-362 | 00012899 | LEE, RENEE | | | 104.26 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 137 | | SLO00001 | 00 | 695-363 | 00011182 | LEE, RENEE | | | 129.39 | | 0.00 |
| 2011 | 372 | | 1000 | 81000 | | | | | 137 | | SLO00001 | 00 | 695-241 | 00011194 | JOHNSON, B | | | 101.77 | | 0.00 |
| *TOTAL FFY | | | | | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |
| *TOTAL ORG | | | | | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |

EXHIBIT VII-6-14
LABOR DISTRIBUTION BY FFY, GRP/PERSON-ID, INDEX, PCA – MYCALPAYS REPORT

| CFB559G1 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 4280 | | | | | | | | | | | | | | | | |
|--|-----|------|-------|-----|------|----|-----|---------|-----|------------------|-------------|---------------------|------------|-----------|-----|----------|
| CALSTARS LABOR DIST BY FFY, GRP/PERSON-ID, INDEX, PCA – MYCALPAYS REPORT ORG PAGE: 1 | | | | | | | | | | | | | | | | |
| 07/26/12 (15.12) ***** RUN PAGE: 59 | | | | | | | | | | | | | | | | |
| FFY | TC | R | INDX | PCA | ACTY | OD | -AO | PROJ-WP | LOC | MULTI PURPOSE | CUR DOC-SFX | PERSON ID | NAME | AMOUNT | SCO | HOURS |
| 2011 | 372 | 1000 | 81000 | | | | | | | 003 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 9,235.36 | | 173.33 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 103 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 553.26 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 104 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 105.36 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 105 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 1,182.23 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 106 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 1,678.53 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 136 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 8.64 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 137 | SLO00001 | 00 695-363 00011182 | LEE, RENEE | 129.39 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 003 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 7,098.00 | | 173.33 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 103 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 426.86 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 104 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 40.21 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 105 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 909.03 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 106 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 1,290.06 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 136 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 8.64 | | 0.00 |
| 2011 | 372 | 1000 | 81000 | | | | | | | 137 | SLO00001 | 00 695-363 00012893 | LEE, RENEE | 99.83 | | 0.00 |
| *TOTAL FFY | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |
| *TOTAL ORG | | | | | | | | | | | | | | 76,550.45 | | 1,401.14 |

LABOR RECONCILIATION

The labor reconciliation described in this section assures the CALSTARS data is:

- ✪ Extracted correctly to match the number and dollar amount of SCO records.
- ✪ Generated to match the number and dollar amount of labor distribution records as a result of the interface.

NOTE: This reconciliation process is *optional*. New CALSTARS agencies or agencies making significant changes in labor tables or features should reconcile their labor transactions for the first few monthly labor distribution cycles. If nothing unusual is encountered, it is not necessary to continue the monthly reconciliations as part of the routine month-end procedures.

The remainder of this section describes the documentation, forms, reports and special analyses that are used in the labor reconciliation process.

Actuals Reconciliation Sheet, CALSTARS 45A

A completed Labor Distribution Subsystem Actuals Reconciliation Sheet, CALSTARS 45A, is shown in Exhibit VII-6-15. Both the labor reconciliation and the use of this form are optional within the guidelines discussed above. When performing labor reconciliation, the agency should immediately follow-up on any errors or discrepancies. If the cause cannot be identified, contact the CALSTARS Hotline.

For agencies performing the monthly labor reconciliation, the completed and signed (by the person who prepared it) reconciliation sheet must be filed for later audit review. Since this is not a financial reconciliation, a second verifying signature is not required.

The following is a step-by-step procedure for completing the Actuals Reconciliation, CALSTARS Form 45A.

EXHIBIT VII-6-15
CALSTARS FORM 45A

CALSTARS 45A
(Rev. 9/00)

STATE OF CALIFORNIA
CALSTARS LABOR DISTRIBUTION SUBSYSTEM
ACTUALS RECONCILIATION SHEET

For Month of June, 2012.

PREPARED BY: Inoughmy Labor

DATE: Oct. 8, 2012

| REPORT SOURCE | RECORDS IN | RECORDS OUT | DOLLARS |
|--|------------|-------------|-----------|
| 1. SM62 | | | 96,183.08 |
| 2. LD-SCO Reconciliation Report CFB533-1 | | 13 | 96,183.08 |
| 3. Undistributed/Supplemental Generator CFB536G2 | 13 | | |
| a. Undistributed CFB536G2 | | 6 | 8,668.52 |
| b. Supplemental CFB536G2 | | 7 | 10,964.11 |
| c. Actual [non-add] CFB536G2 | | [11] | |
| 4. Actuals Generator CFB540G2 | 11 | 75 | 77,951.59 |
| 5. TOTAL (Sum of 3a, 3b, and 4) | | 88 | 97,584.22 |
| 6. LD Interface Control CFB544G2 | 88 | | 97,584.22 |

Line 1. Post the SCO Payroll Disbursement Amount

One of the payroll reports agencies receive from the SCO is the **Notice of State Payroll Revolving Fund Transfer (SM62)**. A sample of this report is shown in Exhibit VII-6-16. (The sample figures are significantly reduced for ease in explaining the process.)

Sum the dollar amounts within the box shown on the sample Business Month Clearance Summary and enter the amount on Line 1. The total is the amount of gross salaries paid to all employees and the *State's share* of staff benefits contributed.

Line 2. LD-SCO Reconciliation Report CFB533-1

Using the CFB533-1 Report, shown in Exhibit VII-6-17, record on Line 2 of the Actuals Reconciliation Sheet:

- ✪ The number of records shown in the "AGENCY TOTALS LESS A/R" line in the "Records Out" column.
- ✪ The dollar amount shown in "AGENCY TOTALS" line in the "Dollars" column.

The amounts posted on lines 1 and 2 in the "Dollars" column should be the same. If they are different, isolate the difference by comparing each unique FY and Payroll Clearance (SCO Payroll Agency Code/Payroll Reporting Unit/Clearance Number/ Type) combination shown on the Business Month Clearance Summary to the Clearance Number, Type, Agency, PRU, and FFY combination shown on the CFB533-1.

In resolving the difference, it may be necessary to analyze the CFB537-1 - Labor Distribution Analysis - Reverted Appropriations Report (Exhibit VII-6-18). This report includes:

- ✪ Refunds to reverted appropriations.
- ✪ Expenditures from reverted appropriations.
- ✪ Expenditures from continuing appropriations.

Refunds to Reverted Appropriations do not affect the reconciliation and should not be entered on the Actuals Reconciliation Sheet. All other transactions may affect the reconciliation process.

Except as noted above, if the total dollars on lines 1 and 2 do not match, then a problem may have occurred in the Payroll Extract process. Call the CALSTARS Hotline for further assistance.

EXHIBIT VII-6-16
NOTICE OF STATE PAYROLL REVOLVING FUND TRANSFER (SM62)

| Fund Level | | | | | | | | | | | |
|--|-------------------------------|------------|--------------|---|-----------|-------------------|----------------|----------|-----------|---------|--------------|
| The amount set forth below as the total amount transferred has been transferred today under government code provisions, Sections 16390-16395, 20751-20752, 22881 and 22883 | | | | STATE OF CALIFORNIA OFFICE OF THE CONTROLLER DIVISION OF ACCOUNTING AND REPORTING NOTICE OF STATE PAYROLL REVOLVING FUND TRANSFER | | | | | | | |
| RUNID FUND | Fund name | Rev or Obj | Gross Amount | Ret Amt | OASDI Amt | Pre Am Admin Amou | Doc Num | TDAT | TSFR Date | Rev Ind | Total Amount |
| 7 | 1 General Fund | 101001 | 70,751.14 | 0 | 0 | 0 | 0 SLO00001 | 20120201 | 20120130 | | 70,751.14 |
| 7 | 1 General Fund | 103103 | 0 | 0 | 4,283.81 | 0 | 0 SLO00001 | 20120201 | 20120130 | | 4,283.81 |
| 7 | 1 General Fund | 103104 | 0 | 0 | 0 | 506.05 | 0 SLO00001 | 20120201 | 20120130 | | 506.05 |
| 7 | 1 General Fund | 103105 | 0 | 0 | 0 | 5,254.00 | 0 SLO00001 | 20120201 | 20120130 | | 5,254.00 |
| 7 | 1 General Fund | 103107 | 0 | 12,708.56 | 0 | 0 | 0 SLO00001 | 20120201 | 20120130 | | 12,708.56 |
| 7 | 1 General Fund | 103134 | 0 | 0 | 0 | 1,563.00 | 0 SLO00001 | 20120201 | 20120130 | | 1,563.00 |
| 7 | 1 General Fund | 103135 | 0 | 0 | 0 | 8.8 | 0 SLO00001 | 20120201 | 20120130 | | 8.80 |
| 7 | 1 General Fund | 103136 | 0 | 0 | 0 | 77.76 | 0 SLO00001 | 20120201 | 20120130 | | 77.76 |
| 7 | 1 General Fund | 103137 | 0 | 0 | 0 | 1,001.85 | 0 SLO00001 | 20120201 | 20120130 | | 1,001.85 |
| 7 | 1 General Fund | 103138 | 0 | 0 | 0 | 0 | 28.11 SLO00001 | 20120201 | 20120130 | | 28.11 |
| 7 | 1 General Fund | 317308 | 0 | 0 | 0 | 0 | 0 SLO00001 | 20120201 | 20120130 | | 0.00 |
| * | 44 Motor Vehicle Account, STF | | 70,751.14 | 12,708.56 | 4,283.81 | 8,411.46 | 28.11 | | | | 96,183.08 |
| ** | 44 | | 70,751.14 | 12,708.56 | 4,283.81 | 8,411.46 | 28.11 | | | | 96,183.08 |
| *** | | | 70,751.14 | 12,708.56 | 4,283.81 | 8,411.46 | 28.11 | | | | 96,183.08 |

Record **dollars** on the Reconciliation Sheet, 'Dollars' Column, Line 1

EXHIBIT VII-6-18
LABOR DISTRIBUTION ANALYSIS - REVERTED APPROPRIATION - MYCALPAYS REPORT

```

CFB537-1 *****
                                DEPARTMENT OF AIR QUALITY                                *****
                                CALSTARS LABOR DISTRIBUTION ANALYSIS - REVERTED APPRO - MYCALPAYS REPORT                                ORG NUMBER:    9990
07/01/12 (10:00) *****                                ORG PAGE:    1
                                RUN PAGE:    8
FFY   SLO  PAY PER  GROUP  PERSON ID  WAGE   NAME      HOURS   GROSS   OASDI/   RETIREMENT/  HEALTH/   DENTAL/
-----  NBR  -----  -----  -----  TYPE  -----  -----  -----  -----  -----  -----  -----
XXXX  XXXXX  XX  XXXX  XXX-XXX  XXXXXXXX  XXXX  XXXXXXXXXXXXXXXX  999.00-  9999,999.99-  99,999.00-  99,999.00-  99,999.00-  99,999.00-
2008  00001  07  2008  690-761  00016776  0005  LE          ,W B    0.00      0.00      0.00      447.14      0.00      0.00
                                           FFY TOTALS:    99,999.00  9999,999.99  999,999.99  999,999.99  999,999.99  999,999.99
                                           ORG TOTALS:    99,999.00  9999,999.99  999,999.99  999,999.99  999,999.99  999,999.99
TOTAL DOLLARS:  9999,999.00

```

(This transaction is a refund to a reverted appropriation which does not affect the reconciliation. Do not enter the amount on the Reconciliation Sheet.)

(If an expenditure transaction against a reverted or continuing appropriation appears on this report, it may or may not affect the reconciliation.)

Line 3. Undistributed/Supplemental Generator CFB536G2

Enter the **PAYROLL EXTRACT IN** count in the "Records In" column on **Line 3** using the CFB536G2 - Undistributed/Supplemental Generator Report. See Exhibit VII-6-19. This amount should match the "Out-count" column count on Line 2. The purpose of this reconciliation step is to ensure that all records extracted from the SCO Payroll File are correctly received for labor distribution processing.

Once this step has been completed, remaining reconciliation procedures focus on analyzing the transactions generated in the labor distribution process:

Line 3a Enter the **UNDISTRIBUTED OUT** count in the "Records Out" column, and the dollar amount in the "Dollars" column.

Line 3b Enter the **SUPPLEMENTALS OUT** count in the "Records Out" column and the dollar amount in the "Dollars" column.

Line 3c Enter the **PAYROLL EXTRACT OUT ACTS** count in the "Records Out" column. *This count is **not summed** in the reconciliation Total (Line 5).*

Line 4. Actuals Generator CFB540G2

Using the CFB540G2 - Actuals Generator Report (Exhibit VII-6-20):

- ☛ Enter the **PAYROLL EXTRACT IN** count in the "Records In" column on **Line 4**. *This amount must agree with the "Records Out" count posted on Line 3c.*
- ☛ Enter the **ACTUAL TRANSACTION OUT** count in the "Records Out" column and the dollar amount in the "Dollars" column.

Line 5. TOTALS

Sum the columns for **Lines 3a, 3b, and 4** and enter the counts and dollar amounts in their respective columns on **Line 5**. Exclude Line 3c.

Line 6. LD Interface Control CFB544G2

Enter the **INCOUNT** in the "Records In" column and the dollar **AMOUNT** in the "Dollars" column on **Line 6** using the CFB544G1 - LD Interface Control Report (Exhibit VII-6-21). *These data are found on the last page of the CFB544G1 Report.* The In-Count should match the "Records Out" on Line 5. (The CFB544G1 OUTCOUNT is not used.)

The Total Dollars on Line 6 should equal the Total Dollars on Line 5. This completes the labor reconciliation procedure.

EXHIBIT VII-6-21
LD INTERFACE CONTROL REPORT

CFB544G2 ***** DEPARTMENT OF AIR QUALITY ***** ORG NUMBER: 9990
CALSTARS LABOR DISTRIBUTION INTERFACE SUMMARY - MYCALPAYS REPORT ORG PAGE: 2
07/26/12 (15.13) ***** RUN PAGE: 2

ACCOUNTING TRANSACTION AGENCY TOTALS

| | |
|--------------|-------------|
| INPUT COUNT | 88 |
| OUTPUT COUNT | 36 |
| TOTAL AMOUNT | \$97,584.22 |

*Input count to RECORDS IN, Line 6—agrees with RECORDS OUT, Line 5
Output count not used
Amount to DOLLARS, Line 6—agrees with Line 5*

Other Associated Reconciliations

There are two additional reconciliations indirectly associated with the Labor Distribution Subsystem:

- ❖ The **MG** batches produced from this subsystem are included as part of the Daily Batch Reconciliation. See Volume 1, Chapter 18, Daily Batch Reconciliation, for more information.
- ❖ The cost of salaries and wages from the labor distribution process are part of the overall costs reconciled as part of the CALSTARS/SCO Monthly Reconciliation. See Volume 3, Chapter 7, CALSTARS/SCO Reconciliation, for more information.