



I Introduction

This volume contains descriptions and codes used in CALSTARS to maintain accounting data and system tables. Listed below are the major topics of each chapter:

Chapter II - System Processing Schedule and Cycle

The system availability, processing schedule and cycle, and report outputs are described.

Chapter III - CALSTARS Client Services

The available CALSTARS staff services, special processing services, CALSTARS assistance on the Internet, communication tools and special or unscheduled sessions are described.

Chapter IV - Table Maintenance Coding Procedures:

Procedures for coding and entering maintenance transactions for the nine CALSTARS tables are described. Table activity reports and listings are displayed.

Chapter V - Program Cost Accounting

A detailed discussion of the cost allocation process is presented and the decision making process to use when preparing table maintenance transactions that control cost allocation is described.

Chapter VI - Labor Distribution Process

Procedures for maintaining and using the Labor Distribution Sub-system for SCO's legacy payroll system are described. Several methods for allocating those agency labor costs and recording related statistics are provided.

Chapter VII - MyCalPAYS Labor Distribution Process

Procedures for maintaining and using the Labor Distribution Sub-system for SCO's MyCalPAYS system are described. The methodology provided for MyCalPAYS were designed to streamline workflow and retain the useful features of the sub-system for the legacy payroll system.

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