

2.0 Appendix A – Project Aspire Conversion/Interface Functional Design

ADML ID	151
ADML Description	Labor Redistribution Timesheet Interface
ADML Tech #	147

2.1 Description Functionality

Once Aspire is live, there will be two systems to support the State's payroll processes:

- The Bureau of State Payrolls (BOSP) will continue with its responsibilities of creating paychecks and distributing the Salary Detail file. The Salary Detail file will be loaded into the Payroll Transaction tables (See ADML #31 Salary Detail). The Labor Redistribution process will use the results from the Payroll Interface as the cost allocation pool. For the purpose of the labor redistribution process, the Payroll posting process will provide employee gross salary and employer paid payroll costs.
- PeopleFirst will be used to capture daily labor hours worked by employee and Time Reporting Code (TRC). A TRC is a code that will be used in Aspire to store labor accounting distributions. Timesheet information will be interfaced from PeopleFirst into Aspire which will serve as the basis for the labor redistribution process.

A custom labor hour detail record and interface will be created to upload and store timesheet information from PeopleFirst. Employees whose labor redistribution is based on hours worked, will enter timesheets in PeopleFirst and record their hours worked against a TRC. Records from PeopleFirst that do not contain hours recorded to TRCs will not be loaded into Aspire because the Labor Redistribution process only redistributes costs based on the hours worked method when a TRC is used. Total Hours will be sent to Aspire to account for hours not recorded to a TRC.

When loading an interface file, the interface program will compare the key fields of the record to the key fields already stored in the timesheet detail record to determine if it is a duplicate.

- If no records exist with those keys and there are hours recorded to a TRC, then all records with those keys that have hours recorded to TRCs are loaded into Aspire with a STATUS of ‘A’ and a SEQNBR of 1.
- If a record with those keys already exists in Aspire, then all other fields in the interface file will be compared with the records currently in Aspire.
 - If all the records for the key combination in the interface file already exist in Aspire, none of the records from the interface file will be loaded into Aspire. In this case, the records are duplicate.
 - If any one record in the interface file is different than the records already in Aspire, then all records with the key combination currently in Aspire will be inactivated by updating the STATUS to ‘I’. All records in the interface file with those keys that have hours recorded to TRCs are loaded into Aspire with a STATUS of ‘A’. The Sequence number on the new records will be set to the next sequential number.
- If a timesheet is interfaced and loaded into Aspire, then subsequently changed in People First, whereby the new timesheet does not have any hours recorded to TRCs or the timesheet is deleted in People First and not re-entered, then People First will send an ‘I’ record containing only the keys, which will indicate to Aspire, that all records with that key combination should be Inactivated in Aspire. When

2.2 Scheduling

The Labor Redistribution Interface will run on demand at the agencies request.

2.3 Run Control Parameters

Interface / Conversion Parameters	
<i>Parameters (Required)</i>	<i>Possible Values (Prompt Table)</i>
Path and file name	TBD

<i>Parameters (Optional)</i>	<i>Possible Values</i>

2.4 Unit Test Considerations

Load a flat file that with the following data elements:

- Timesheet with missing required values
- Timesheet with invalid Business Unit
- Timesheet with invalid Employee ID
- Timesheet with invalid Employee Position Number
- Timesheet with invalid TRC value
- Timesheet with valid values
- Timesheet with valid values for an employee with multiple positions within the same agency
- Timesheet with valid values for an employee with multiple positions across multiple agencies
- Timesheet with overtime hours
- Timesheet with some hours not recorded to a TRC
- Timesheet with no hours recorded to a TRC
- Timesheet for a Business Unit, Position, Employee, Pay Period Begin Date, Pay Period End Date combination that already exists in the timesheet detail record and all other data values are the same (new records should not be created in Aspire)
- Timesheet for a Business Unit, Position, Employee, Pay Period Begin Date, Pay Period End Date combination that already exists in the timesheet detail record and the TRC, Hours, and Total Hours are different (all records in Aspire should be inactivated with new records in the interface file that are recorded to TRCs created in Aspire)
- Timesheet with multiple Earnings Codes

- Timesheet with invalid Earnings Codes
- Timesheet File with “I”, Inactive, records
- Timesheet with an I and H record for the same key combination. The I should be processed first, then the H record
- Timesheet with invalid Natural Position Key
- Timesheet with one record that is missing at least one of the key fields. The entire file should be rejected

2.5 Miscellaneous

Produce a process log report if any of the following conditions are met:

- Timesheet has missing required values
- Timesheet has invalid Business Unit
- Timesheet has invalid Employee Position Number
- Timesheet has invalid Employee ID
- Timesheet has invalid TRC value
- Timesheet with no hours recorded to a TRC
- Timesheet records that were not processed due to duplicate records existing in Aspire
- Flat File load error
- Timesheet with invalid Earnings Codes
- Timesheet with invalid Natural Position Key

2.6 Assumptions

- The Aspire Labor Redistribution process is not intended to replace all Agencies' methods for processing labor redistribution. Those agencies that cannot use the labor redistribution as designed in Aspire will continue to use their current methods and upload data to GL (See ADML #007 Journal Entries for Agency Use). The delivered application engine, PC_GL_TO_PC, will be run to bring those results into Project Costing.
- All agencies that will use the Aspire labor redistribution process will use PeopleFirst for time entry. Agencies that do not use PeopleFirst for time entry will be unable to use the Aspire Labor Redistribution process. No other interfaces will be supported to capture hours worked in Aspire.
- PeopleFirst will only interface approved timesheets to Aspire.
- An employee that works in multiple agencies will enter a timesheet for each Business Unit. They will also receive a separate warrant from each Business Unit.
- An employee who changes positions in the middle of a pay period where the FLAIR Account Code (FAC) on each position is different, will have timesheet data and warrant for each position
- An employee with multiple positions within an agency or who change positions in the middle of a pay period where the FAC on each position is the same, will have timesheet data for each position and a single warrant. BOSP will record all positions held during the pay period and their associated gross salary in the filler portion of File 0001 which will flow through to the Salary Detail. BOSP and PeopleFirst will work together to develop the process to capture this information. ADML 31 will split the costs by position and post to the Payroll Accounting Distribution tables. This will provide the labor redistribution process with costs at the position level that can be matched up to the timesheet data.
- PeopleFirst will provide a mechanism within their system for agencies to request timesheet data to be sent. This mechanism will allow the agency to make a request for multiple pay periods. Once a pay period has been sent to Aspire, subsequent requests for the same pay period will only send new or changed and approved timesheet data since the last time the interface was run. The interface file will contain all approved timesheets for the specified criteria. The Aspire Timesheet Interface program will select and load the required data from the file.
- Hours recorded to TRC via the one-time supplemental payment screen will not be interfaced to Aspire and thus will not be processed by labor redistribution.

- Daily hours will be captured in PeopleFirst and summarized by Business Unit, Position, Employee, Pay Period Begin Date, Pay Period End Date, and TRC prior to interfacing into Aspire.
- Costs posted by the Salary Detail process can only be processed once by the labor redistribution program. Adjustments to previously processed transactions will be manually made through GL.
- PeopleFirst will interface Total Hours for each timesheet record which will be the accumulation of all paid hours types for the pay period. In addition, the Total Hours field will include holiday credit hours. PeopleFirst advised that they will not be able to add holiday hours to the total hours until the timesheet is modified to include a line item that reflects Holidays. It is Aspire's understanding that this enhancement has been implemented in PeopleFirst.
- PeopleFirst will send all of the following required fields for the Labor Hours Interface:
 - Business Unit
 - Employee Position Number
 - Employee Central Personnel
 - Pay Period Begin Date
 - Pay Period End Date
 - Time Reporting Code
 - Hours
 - Total Hours
 - Earnings Code
 - Natural Position Key
- Regular, Sick, Administrative, and Annual leave will be treated as regular hours in order to be consistent with BOSP.
- Time Reporting Codes will be defined and maintained in Aspire.

- PeopleFirst will be provided with a valid list of Time Reporting Codes as defined in Aspire.
- PeopleFirst will use the existing charge object field to store the Aspire 16 character Time Reporting Codes.
- Agencies will run the timesheet interface just prior to running the Labor Redistribution program to ensure that the latest time data has been interfaced into Aspire.
- The Labor Redistribution program will be run by each agency. The frequency will be determined by the agency in order to satisfy their grants billing requirements.
- PeopleFirst will send separate timesheet interface files for each agency.
- Prior to Aspire go-live, BOSP will modify the payroll system to accurately record Pay Period Begin and End dates on payroll transactions.
- The archival process for timesheet data from PeopleFirst will be determined by DFS.
- The Position record will include a field to indicate whether a position should be processed by labor redistribution.
- Lump Annual and Sick Leave Payout will be differentiated from Regular Sick and Leave by Earning Codes.
- Agencies that will not use the Aspire labor redistribution process will set the Labor Redistribution Flag for all positions to 'N' to indicate those positions should not be processed by labor redistribution.
- Positions that require exception processing for labor redistribution will have the Labor Redistribution Flag set to 'N' to indicate the position should not be processed by labor redistribution. These positions will be processed manually via a journal entry.
- Payroll costs will have a Pay Period Begin and Pay Period End Date associated with each cost. This is how the labor redistribution program will match time data to payroll costs. Prior to Aspire go-live, BOSP will modify the payroll system to accurately record Pay Period Begin and End dates on payroll transactions.
- Distributing partial payroll costs will not be supported by the labor redistribution process.

- Timesheet data from PeopleFirst will have Pay Period Begin and Pay Period End Date associated with each time record. This is how the labor redistribution program will match timesheet data to payroll costs.
- Labor Redistribution will be run on demand at the Agency's request.

2.7 Record Layout

Conversion/Interface Requirements						
Sourcesys.table.field	Field Format / Length	Selection Criteria	Processing Rules	Comments	Targetsys.table.field	Field Format / Length
N/A	CHAR/1		Record ID Valid values are H and I. “H” for records that contain TRC(s). “I” for records that were previously interfaced into Aspire, but have subsequently been changed to contain no TRCs or deleted.		N/A	N/A
N/A	N/A	N/A	Start with 1. Increment by 1 for each subsequent interface load	Key; Required	FL_LBR_TIME_DTL. SEQNBR	NBR/5
Agency Code	CHAR	Required	Valid value from BUSINESS_UNIT_GL record	Key; Required	FL_LBR_TIME_DTL. BUSINESS_UNIT	CHAR/5
SAP Natural Position Key	NUMBER	Required	Valid value from the Position Definition table (See ADML 33)	Key; Required	FL_LBR_TIME_DTL. POSITION_NBR	NBR/8

Conversion/Interface Requirements						
Employee Position Number	NUMBER	Required	Valid value from the Position Definition table (See ADML 33)	Key; Required	FL_LBR_TIME_DTL. FL_PR_POSN_NBR	NBR/6
Employee Central Personnel	NUMBER	Required	Valid value from PERSONAL_DATA record	Key; Required	FL_LBR_TIME_DTL. EMPLID	CHAR/11
Pay Period Begin Date	DATE	Required	Standard date edits	Key; Required	FL_LBR_TIME_DTL. BEGIN_DT	DATE/10
Pay Period End Date	DATE	Required	Must be greater than or equal to BEGIN_DT; Standard date edits	Key; Required	FL_LBR_TIME_DTL. END_DT	DATE/10
Charge Object/TRC	CHAR	Required.	Valid value from FL_TRC_TBL record.	Key; Required This record is keyed by Business Unit.	FL_LBR_TIME_DTL. FL_TRC	CHAR/16
N/A	N/A	N/A	All new, unique records from the interface file should have a value of 'A'. Inactive rows should have a value of 'I'.	Required	FL_LBR_TIME_DTL. STATUS	CHAR/1
BOSP Earnings Code	CHAR/4	Required	Must be valid value on the Earnings Code table in Aspire	Key; Required	FL_LBR_TIME_DTL. FL_EARNINGS_ID	CHAR/4

Conversion/Interface Requirements						
Hours	NUMBER	Required.		Required; total hours for the TRC	FL_LBR_TIME_DTL. HOURS	NBR/4.2
Total Hours	NUMBER	Required		Required; total hours for the pay period	FL_LBR_TIME_DTL. TOTAL_HOURS	NBR/4.2