3.0 Appendix B – Project Aspire Enhancement Functional Design

ADML ID	**169**
ADML Description	**Labor Redistribution**
ADML Tech #	**163**

3.1 Background

3.1.1 Functional Requirement

The primary requirement of the labor redistribution process is to capture labor hours and payroll costs from external systems and allocate across Aspire accounting chartfield combinations. Labor redistribution will allow data to be interfaced to the Projects module to reflect accurate project and grant costing.

3.1.2 Delivered Functionality

There is no delivered functionality in Aspire to perform labor redistribution.

3.1.3 Gap Description

The State's current Payroll system allocates an employee's salary to one FLAIR code combination from the Salary Detail file. In Aspire, this equates to one chartfield accounting redistribution. As a result, there is a lack of detailed costing information available. The State needs to be able to allocate payroll costs down to the project level in order to reflect true project and grant costing.

3.2 Description of New 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 Payroll transaction tables (See ADML #31 Salary Detail). The Labor Redistribution process will use the results from the Payroll Salary Detail process as the cost allocation pool. For the purpose of the labor redistribution, the Payroll posting process will provide employee gross salary and employer paid costs. Cancellations and adjustments will not be processed by the labor redistribution process. Any accounting entries created by labor

redistribution, that are subsequently cancelled, will be reversed by the ADML 31 process.

- PeopleFirst will be used to capture daily labor hours worked by employee and Time Reporting Code (TRC) (See ADML #151 PeopleFirst Timesheet Interface). A TRC is a code that will be used in Aspire to store labor accounting redistributions. Timesheet information will be interfaced from PeopleFirst into Aspire which will serve as the basis for the labor redistribution process.

- The Aspire labor redistribution process will allow agencies to allocate costs based on hours recorded to TRCs. The labor redistribution program will use input from the Payroll Salary Detail process, PeopleFirst timesheet interface, and TRC definitions to allocate payroll costs.

The labor redistribution process will require the following modifications to be made:

- Two custom records will be created to store TRC accounting definitions by Business Unit and TRC. TRC accounting distributions can include all chartfields except for GL Business Unit, Account, and Alternate Account, which will be automatically inherited from the original Salary Detail data. Other chartfields can be automatically inherited from the original Salary Detail data if the TRC definition is defined to do so. The Unallocated Activity ID cannot be used when defining TRCs.

- A custom record will be created that will mirror the payroll transaction distribution record created by ADML #31. This record will be used to store the labor redistribution calculations when the Process Trial Run option is selected. The Process Trial Run option will allow agencies to run labor redistribution and view results without actually creating the financial transactions. Combination editing and budget checking will not be performed for the trial run option.

- A custom page will be created to provide a user interface to enter TRC definitions.

- A custom application engine will be created to run the labor redistribution process.

- A custom record will be created to store labor redistribution application engine run control parameters.

- A custom page will be created to provide a user interface to run the labor redistribution program.

- A custom field will be created with two translate values: Process Trial Run and Process Actual Run. This field will be on the labor redistribution run control page. The default for the field will be Process Trial Run.

- Custom queries will be created that will allow agencies to review data in the payroll transaction and labor redistribution trial run records. The query for the payroll transaction records will prompt the user for Business Unit, Accounting Date From, and Accounting Date Thru. The query for the labor redistribution trial run record will prompt the user for Business Unit.

- An Earnings Code tree will be built to show the rollup of Earnings Codes

There are three main steps in the labor redistribution process. :

1. The first step of the process is to collect employee gross salary and employer paid payroll costs generated by the Payroll Salary Detail process for positions that require redistribution and for costs that are eligible to be processed by the labor redistribution process. Costs will be selected based on the Business Unit, payment date range, and earnings and deduction codes identified on the run control page.

   Positions that should not be processed by labor redistribution will be identified on the position record in Aspire (See ADML #33).

   Some agencies have costs that cannot be charged against grants. Agencies will be able to enter all Earnings and Deduction Codes that should be included in the labor redistribution process on the run control page.

   Payroll costs related to regular and supplemental transactions will be processed by the labor redistribution process in the same manner. Cancellations and adjustments, and all accounting entries related to these transaction types will be processed by the ADML 31 process.

   Each time the Process Trial Run option is selected on the run control page, the labor redistribution process will delete all records on the trial run record for the specified Business Unit and repopulate based on the current run control parameters.

2. The second step of the process to collect timesheet data interfaced from PeopleFirst (See ADML #151 PeopleFirst Timesheet Interface).

   Employees whose labor redistribution is based on hours worked, will key hours to a TRC. The TRC from the timesheet record will be matched against the TRC definition record to create accounting distributions.

The TRC definition will allow agencies to enter multiple lines of distribution with an associated percentage up to 100%. These TRCs can be used by an unlimited number of employees within the same Business Unit. An employee can use an unlimited number of TRCs on their timesheets.

Timesheet data will include Earnings Code that will be matched to the Earnings Code on the cost transaction to determine which hours should be used in the basis for redistributing the cost. People First will send multiple Earnings Code that when sent to BOSP roll up to a single Earnings Code. A tree will be created in Aspire in order to group these Earnings Codes.

Timesheet data related to the following Earnings Codes will be sent by People First:

- BOSP Wage Type 9170 will be sent for Regular Salary hours type (including Disaster Pay)
- BOSP Wage Type 9117 will be sent for On-Call Hours type.
- BOSP Wage Type 9171 will be sent for OPS Regular Salary hours.

People First will use the following rules to send total hours:

- The hours for 9170 & 9171 will not be sent in the total hours for 9117.
- The hours for 9117 will not be sent in the total hours for 9170 or 9171.
- The hours for 9171 will not be sent in the total hours for 9170 or 9117.
- The hours for 9170 will not be sent in the total hours for 9171 or 9117.

The following details how Earnings Codes will be rolled up in the tree:

On records coming back from BOSP on the Salary Detail File, the following Earnings Codes are regular hours worked and tie back to the 9170 Earnings Code on ADML 151: 9124 (overtime), 9130 (retro pay), 9170 (regular salary), 9182 (military supplement pay).

On records coming back from BOSP on the Salary Detail File, 9117 (On-Call) is the only Earnings Code that should be tied back to 9117 on ADML 151.

On records coming back from BOSP on the Salary Detail File, the following Earnings Codes are regular hours worked and tie back to the 9171 Earnings Code on ADML 151: 9124 (overtime), and 9171 (regular salary OPS).

The third step is to calculate and distribute the costs for each employee. The process will reverse the original accounting distribution posted by the Salary Detail process and redistribute to the accounting distribution created by the labor redistribution process. The reversal and redistribution will also include cash entries. Cash entries will be recorded only to the balancing chartfields. There will be one and only one cash account used by the payroll process. The labor redistribution program will get this account value from the Enterprise Payroll Chartfields record. If the fund type on the labor redistribution entries differs from the source entry, account and alternate account on the redistributed entries will change. The values should be selected using the payroll configuration defaulting hierarchy for the corresponding earnings and deduction codes.

If the Process Trial Run option is selected on the run control page, labor redistribution results will be recorded in the labor redistribution trial run. The results will not be sent to the ledger. They will be available for agencies to query against. Trial run results will not be combination edited or budget checked.

When the actual labor redistribution process is run, labor redistribution results will be recorded in an accounting staging table. Combination editing and budget checking will be performed prior to writing to the staging tables. Those accounting entries that pass both checks will be flagged as ready for journal generation. If any accounting entry fails either of the checks, all related accounting entries will be held and will not be available for journal generation. The source transactions will not be flagged as distributed and will be available for re-processing.

The staging table will be the source for the Journal Generator process. Once accounting entries are successfully journal generated, the entries will be deleted from the staging table and written to the payroll distribution tables. The source transactions will be flagged as distributed by labor redistribution and will not be available for further distribution.

3.3 Navigation path

Time Reporting Code Definition: Set Up Financials/Supply Chain > Product Related > Project Costing > General Options > TRC Definition

Labor Redistribution Application Engine: Project Costing > Cost Collection > Labor Redistribution

3.4 Set Up/Control Data

N/A

3.5 Application Changes (e.g., Pages, Components, Menus, Records, App Engines, SQRs, etc.)

TRC Definition (Header Record)

Key Fields:

BUSINESS_UNIT

FL_TRC - this is a custom 16 character field

EFFDT

Other Fields:

EFF_STATUS

DESCR

LOAD_STATUS

TRC Definition (Detail Record)

Key Fields:

BUSINESS_UNIT

FL_TRC – this is a custom 16 character field

EFFDT

LINE_NBR

Other Fields:

EFF_STATUS

PERCENTAGE

BUSINESS_UNIT_PC

PROJECT_ID

ACTIVITY_ID

RESOURCE_TYPE

RESOURCE_CATEGORY

RESOURCE_SUB_CAT

FUND_CODE

DEPTID

OPERATING_UNIT

PRODUCT

CLASS_FLD

PROGRAM_CODE

CHARTFIELD1

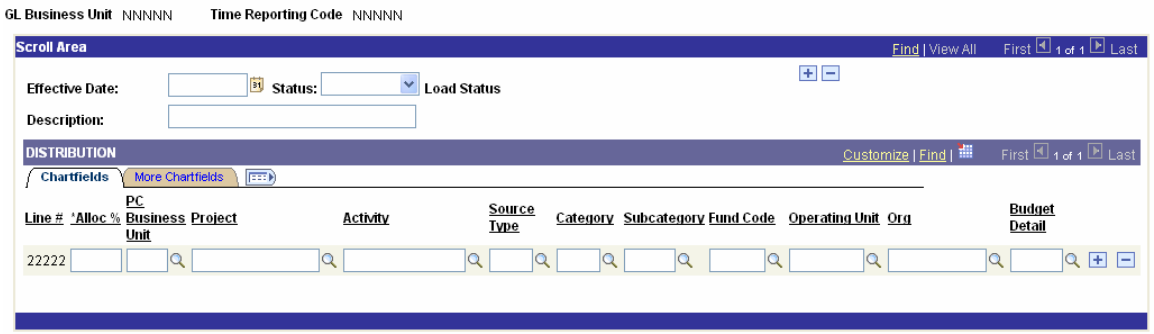
CHARTFIELD2

CHARTFIELD3

BUDGET_REF

BUSINESS_UNIT_GL

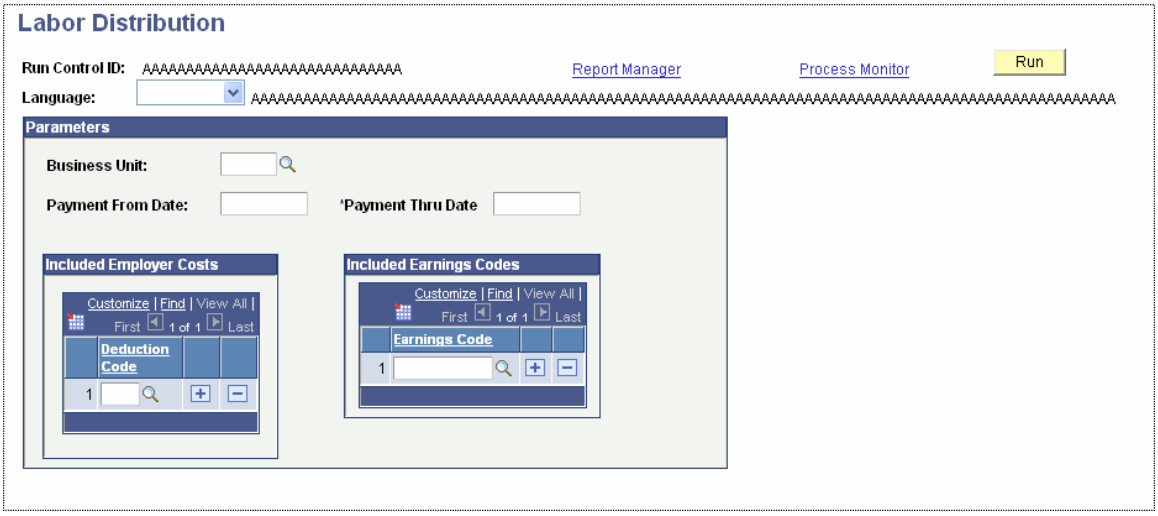
TRC Definition page



- Verify that Total % = 100%
- Department row level security must be incorporated on this page (See ADML #45).
- Row level security must be modified in order for agencies to select projects (pass-through grants) from other Business Units (See ADML #168 Row Level Security and Inter-Agency Grants).
- Integration Template functionality will be incorporated on the page.
- All Chartfields will prompt against corresponding control records.
- When initially entering the page, all fields in the detail section should be set to %. Each time a new row is entered, all chartfields should be set to %. The % indicates that the value from the source transaction will be used for the labor redistribution accounting entry.
- Combination Edits will be performed on this page.
- The 'Unallocated' standard activity will not be a valid value when entering the ACTIVITY_ID field.
- When a new effective dated row is entered, all data from the previous effective dated row should be copied into the new record.
- A blank value should never be allowed for the following fields:
    - FUND_CODE - Fund
    - DEPTID - Organization
    - OPERATING_UNIT – Budget Entity
    - PRODUCT - Category

- PROGRAM_CODE – Appropriation Year
- CHARTFIELD3 – Program Component

Labor Redistribution Application Engine Run Control Page



*** Change the labels Payment From Date and Payment Thru Date to Warrant From Date and Warrant Thru Date.

- The Deduction Code field will prompt against a view that selects Deduction Codes from the Deduction Code control record where the Deduction Type = Employer.
- The Earnings Code field will prompt against the Earnings Code control record.
- A custom field will be added to the page and will have the following valid values:
  - Process Trial Run: writes source transactions and labor redistribution results to the trial run record only; the labor redistribution status field is set to 'N'
  - Process Actual Run: writes labor redistribution results to the payroll transaction distribution record only;

3.6 Unit Test Considerations

- Load timesheet information (See ADML #151) and Salary Detail data (See ADML #31) for the following scenarios and run Labor Redistribution process:
  - Time Reporting Code Definition

- Enter TRC definition with valid chartfield combinations
- Enter TRC definition with invalid chartfield combinations
- Enter TRC definition with Projects BU and Project ID that the user does not have row-level security access to but has access via the Projects Integration Template (See ADML #168 Row Level Security and Inter-Agency Grants)
- Enter TRC definition and save. Re-enter definition and add a new effective dated row. Verify that all data from previous row is copied to new row and can be changed.
- Attempt to enter TRC definition using the Unallocated Activity ID
- Attempt to enter TRC definition with % less than 100%
- Attempt to enter TRC definition with % greater than 100%
- Attempt to enter TRC definition using a department to which the user does not have access (See ADML #45)

o Labor Redistribution

- Employee with one timesheet with hours recorded to valid TRCs
- Employee with one timesheet with hours recorded to one invalid TRC
- Employee with two timesheets from the same Business Unit with two different Begin and End Date range with hours recorded to valid TRCs
- Employee with two timesheets from the same Business Unit with two different Begin and End Date range with hours recorded to valid TRCs on one timesheet and hours recorded to invalid TRCs on the other timesheet
- Employee with two timesheets from the same Business Unit with the same Begin and End Date range and two different positions with hours recorded to valid TRCs
- Employee with a timesheet from two different Business Units for the same Begin and End Date range with hours recorded to valid TRCs
- Employee with a timesheet from two different Business Units for the same Begin and End Date range with hours recorded to valid TRCs on

one timesheet and hours recorded to invalid TRCs on the other timesheet

- Employee with a timesheet from two different Business Units for different Begin and End Date range with hours recorded to valid TRCs
- Employee with a timesheet from two different Business Units for different Begin and End Date range with hours recorded to valid TRCs on one timesheet and invalid TRCs on the other timesheet
- Employee with no timesheet that errors due to missing timesheet data
- Test distribution that fails combo edits. Correct combination edit, then re-process and verify transactions post to Ledger.
- Test distribution that fails budget checking. Add budget, then re-process and verify transactions post to Ledger.
- Verify labor redistribution does not pick up cancellation or adjustment transactions.
- Use TRC that changes the fund to a different fund type from the source transaction. Process labor redistribution and verify account and alternate account recorded on labor redistributed entries is the value defined in the payroll configuration tables for the corresponding earnings and deduction codes.
- Employee with 9170 and 9117 Earnings Codes on timesheet records and payroll records. All records should process.
- Employee with 9170 Earnings Code on timesheet records and payroll records with 9170 and 9117 records. 9117 records should give error that no time could be found.
- Employee in two positions, one is FTE and the other is OPS. Timesheet contains hours for 9170 and 9171 Earnings Codes and Payroll transactions have records for 9170 and 9124 for FTE position and 9171 and 9124 for OPS position. FTE position should only use hours with 9170 Earnings Code and OPS position should only use hours with 9171 Earnings Code.

o Miscellaneous

- Employee with costs from two different positions within the same Business Unit where only one position is defined to be processed by labor redistribution

- Employee with costs from two different Business Units where only one position is defined to be processed by labor redistribution

- Employee in a position whose costs should not be processed by the labor redistribution process because labor redistribution flag is set to 'N' on the position record

- Run the labor redistribution process using the Process Trial Run option

- Run the labor redistribution process using the Process Actual Run option

- Run the labor redistribution trial run query after a process run and verify the results

- Run the labor redistribution actual run query after a process run and verify the results

3.7 Miscellaneous

- Department row level security will be incorporated on the TRC Definition page (See ADML #45)

- Project Security (includes Row Level security and Integration Template functionality) must be modified on the TRC Definition page in order for agencies to select projects (pass-through grants) from other Business Units (See ADML #168 Row Level Security and Inter-Agency Grants).

- Custom reports/queries must be identified for reconciliation reporting.

- Combination Edits must be performed on the Time Reporting Code definition page.

Process Flow

The following transaction records will be created by the Salary Detail process (See ADML 31) and will be referenced in the process flow below. The keys for each record are also listed.

Payroll: Payroll ID

Payroll Transaction: Payroll ID, Trans ID

Payroll Elements: Payroll ID, Trans ID, Element ID

Payroll Distribution: Payroll ID, Trans ID, Element ID, Sequence Number

Enterprise Payroll Chartfields: Enterprise Usage Type, Direction

Step 1: Load the payroll costs for employees that require labor redistribution

- Only select Employees from the Payroll Transaction record that are in positions where the labor redistribution flag is set to 'Y and the Warrant Date is between the Warrant From Date and Warrant Thru Date on the Run Control record. The labor redistribution flag is stored on the Position record (See ADML 33). This record is effective dated so the current record must be selected. Use the Pay Period Begin Date from the Payroll record (match on the Payroll ID key) to determine the effective row. The Payroll ID and Trans ID from the Payroll Transaction records selected will be the keys for selecting subsequent data from related payroll records.

- Select the Payroll ID, Trans ID, and Element ID from the Payroll Elements record where Element Type is equal to Employer Contributions or Earnings; Code is equal to the Earnings and Deduction Codes entered on the run control; and the labor redistribution status is equal to 'N' for not processed or 'E' for in error.

- Select the records to be processed from the Payroll Distribution record where the Payroll ID, Trans ID, and Element ID are equal to the values selected from the Elements record; Origin is equal to 'P' for Payroll; and BU Type is equal to Employing BU. After transactions are selected and loaded into temp table, set the labor redistribution status on the Elements record to 'P' to indicate that the transactions are 'In Process'.

- If the Process Trial option is selected on the run control page, the labor redistribution process should always delete all records in the labor redistribution trial run record for the specified Business Unit and repopulate based on the criteria identified in the run control parameters.

Step 2: Select timesheet data from timesheet detail record for all those employees selected in Step Select timesheet data that matches the Business Unit, Position, Employee ID, Begin Date, End Date, and Earnings Code on the cost records selected in Step 1. Timesheet data will include Earnings Code that will be matched to the Earnings Code on the cost transaction to determine which hours should be used in the basis for redistributing the cost. All hours in the timesheet record that correspond to the Earnings Code on the cost record will be summed and used as the basis for redistributing all costs corresponding to that Earnings Code. The Earnings Code tree will be used to determine the Earnings Code rollup. If there is not an exact match on Pay Period Begin and End Dates, then use timesheet data that has a begin and end date range that includes the begin date on the cost records. If there is still no match, then the cost record should not be processed and it should be written to the process run report that no matching timesheet data could be found.

Step 3: Calculate payroll cost distributions for each employee. The hours from timesheet data interfaced from PeopleFirst will be the basis for labor redistribution. The TRC will define how the costs should be distributed.

Step 4: Create accounting entries to reverse the original earnings, deductions, and cash distributions and redistribute to the accounting distribution created by the labor redistribution process. To create the corresponding redistributed cash entries, copy the amount and balancing chartfield values from the redistributed earnings and deduction entries, and reverse the sign. Get the cash account and alternate account to use on all cash entries by going to the Enterprise Payroll Chartfield record and selecting the values where the Enterprise Usage Type is equal to Cash. If the fund type on the labor redistribution entries differs from the source entry, account and alternate account on the redistributed entries will change. The values should be selected using the payroll configuration defaulting hierarchy for the corresponding earnings and deduction codes.

A) If the Process Actual Run option is selected, combination editing and budget checking are performed. Accounting entries are then created in a staging table. Those accounting entries that pass both edits are flagged as ready to be processed by Journal Generator. Accounting entries that do not pass both edits will be flagged as on hold until they pass both edits.

- For the redistributed records, set the Payroll ID, Trans ID, and Element ID fields on the Payroll Distribution record to the same values as the source transactions. Set the Seq Nbr to the next sequential number for those 3 keys.

- Set the CF_SOURCE_XX fields on the redistributed records to the same values as the source records.

- Set the ANALYSIS_TYPE = 'PAY' and Origin = 'L' for all records (both reversal and redistributed records).

- If TRC definition had % as the value for a chartfield, then use the value from the original source transaction for the labor distributed transaction. Otherwise, use the value defined on the TRC definition for the labor redistribution transaction.

- Set the Timesheet Sequence Number on the Payroll Transaction record equal to the Sequence Number from the timesheet records used as the basis for the labor redistribution calculation.

B) If the Process Trial Run option is selected, the source transactions selected in Step 1 and the labor redistribution results are written to the labor redistribution trial run record. The labor distribution status is set to 'N' in the trial run table. Records are not written to the payroll transaction records. Only original payroll entries that were eligible to be processed by labor redistribution will be reversed and redistributed.

Step 5: Run journal generator to create journals. Journals will only be created when the Process Actual Run option is selected. Only accounting entries that have passed combination editing and budget checking will be written to the General Ledger.

Step 6: Write Accounting Entries to Payroll Transaction Distribution Records

After journal generation, all accounting entries processed are deleted from the accounting staging table and recorded in the payroll transaction distribution tables. In this closing process, the labor redistribution flag in the payroll transaction distribution record is set to 'D' for those accounting entries that are successfully journal generated. If the accounting entries were held due to combination editing or budget checking, the labor redistribution status is set to 'E' in both the payroll transaction distribution and accounting staging records.

Example

Payroll Posting Results

Payroll ID	Payroll Type	Warrant Dt	Pay Period Begin Dt	Pay Period End Dt
0000	M	11/26/2004	11/01/2004	11/30/2004
100001	B	11/12/2004	11/01/2004	11/12/2004
100002	B	11/12/2004	11/01/2004	11/12/2004
100003	B	11/12/2004	11/01/2004	11/12/2004

Payroll Transaction

Payroll ID	Trans ID	Employee ID	Position	Warrant Dt
100000	100000	1	1	11/26/2004
100001	100000	2	2	11/12/2004
100002	100000	2	2	11/12/2004
100003	100000	2	2	11/12/2004

Payroll Elements

Payroll ID	Trans ID	Element ID	Element Type	Code	Amount	Labor	Dist Status
100000	100000	100000	ERN	124	1000	N	
100000	100000	100001	DED	910	100	N	
100000	100000	100002	DED	920	200	N	
100000	100000	100003	DED	930	100	N	
100001	100000	100000	ERN	124	600	N	
100001	100000	100001	DED	910	100	N	
100001	100000	100002	DED	920	200	N	
100001	100000	100003	DED	930	100	N	
100002	100000	100000	ERN	124	-600	N	
100002	100000	100001	DED	910	-100	N	
100002	100000	100002	DED	920	-200	N	
100002	100000	100003	DED	930	-100	N	
100003	100000	100000	ERN	124	800	N	
100003	100000	100001	DED	910	100	N	
100003	100000	100002	DED	920	200	N	
100003	100000	100003	DED	930	100	N	

Payroll Distribution

Payroll ID	Trans ID	Element ID	Seq Nbr	Employing BU	Entry Type	Origin
100000	100000	100000	100000	52000	ERN	P
100000	100000	100000	100001	52000	ECS	P
100000	100000	100001	100000	52000	DED	P
100000	100000	100001	100001	52000	DCS	P
100000	100000	100002	100000	52000	DED	P
100000	100000	100002	100001	52000	DCS	P
100000	100000	100003	100000	52000	DED	P
100000	100000	100003	100001	52000	DCS	P
100001	100000	100000	100000	52000	ERN	P
100001	100000	100000	100001	52000	ECS	P
100001	100000	100001	100000	52000	DED	P
100001	100000	100001	100001	52000	DCS	P
100001	100000	100002	100000	52000	DED	P
100001	100000	100002	100001	52000	DCS	P
100001	100000	100003	100000	52000	DED	P
100001	100000	100003	100001	52000	DCS	P
100002	100000	100000	100000	52000	ERN	P
100002	100000	100000	100001	52000	ECS	P
100002	100000	100001	100000	52000	DED	P
100002	100000	100001	100001	52000	DCS	P
100002	100000	100002	100000	52000	DED	P
100002	100000	100002	100001	52000	DCS	P
100002	100000	100003	100000	52000	DED	P
100002	100000	100003	100001	52000	DCS	P

100003	100000	100000	100000	52000	ERN	P
100003	100000	100000	100001	52000	ECS	P
100003	100000	100001	100000	52000	DED	P
100003	100000	100001	100001	52000	DCS	P
100003	100000	100002	100000	52000	DED	P
100003	100000	100002	100001	52000	DCS	P
100003	100000	100003	100000	52000	DED	P
100003	100000	100003	100001	52000	DCS	P

Step 1 – Select Costs to be processed

Payroll ID	Trans ID	Element ID	Seq Nbr	Code	Amount
100000	100000	100000	100000	124	1000
100000	100000	100000	100001	124	-1000
100000	100000	100001	100000	910	100
100000	100000	100001	100001	910	-100
100000	100000	100002	100000	920	200
100000	100000	100002	100001	920	-200
100000	100000	100003	100000	930	100
100000	100000	100003	100001	930	-100
100001	100000	100000	100000	124	600
100001	100000	100000	100001	124	-600
100001	100000	100001	100000	910	100
100001	100000	100001	100001	910	-100
100001	100000	100002	100000	920	200
100001	100000	100002	100001	920	-200
100001	100000	100003	100000	930	100
100001	100000	100003	100001	930	-100
100002	100000	100000	100000	124	-600
100002	100000	100000	100001	124	600
100002	100000	100001	100000	910	-100
100002	100000	100001	100001	910	100
100002	100000	100002	100000	920	-200
100002	100000	100002	100001	920	200
100002	100000	100003	100000	930	-100
100002	100000	100003	100001	930	100
100003	100000	100000	100000	124	800
100003	100000	100000	100001	124	-800
100003	100000	100001	100000	910	100
100003	100000	100001	100001	910	-100
100003	100000	100002	100000	920	200
100003	100000	100002	100001	920	-200
100003	100000	100003	100000	930	100
100003	100000	100003	100001	930	-100

Step 2 – Select Time Detail

Time Detail

BU	Pos	Emplid	Beg Dt	End Dt	TRC	Hours	Total Hours
52000	1	1	11/1/04	11/30/04	T100	60	176
52000	1	1	11/1/04	11/30/04	T200	60	176
52000	1	1	11/1/04	11/30/04	T300	40	176
52000	2	2	11/1/04	11/12/04	T400	80	80

Step 3 – Process Labor Redistribution

Time Reporting Code Definitions

TRC	%	PC BU	Project	Activity
T100	50	52000	5200PRJ1	FED
T100	50	52000	5200PRJ1	MATCH
T200	100	52000	5200PRJ2	FED
T300	80	52000	5200PRJ3	FED
T300	20	52000	5200PRJ3	MATCH
T400	100	52000	5200PRJ4	MATCH

Labor Redistribution Results

BU	Pos	Emp	Code	PC BU	Project	Activity	Amount
52000	1	1	124	52000	5200PRJ1	FED	170.45
52000	1	1	124	52000	5200PRJ1	MATCH	170.45
52000	1	1	910	52000	5200PRJ1	FED	17.05
52000	1	1	910	52000	5200PRJ1	MATCH	17.05
52000	1	1	920	52000	5200PRJ1	FED	34.09
52000	1	1	920	52000	5200PRJ1	MATCH	34.09
52000	1	1	930	52000	5200PRJ1	FED	17.05
52000	1	1	930	52000	5200PRJ1	MATCH	17.05
52000	1	1	124	52000	5200PRJ2	FED	340.91
52000	1	1	910	52000	5200PRJ2	FED	34.09
52000	1	1	920	52000	5200PRJ2	FED	68.18
52000	1	1	930	52000	5200PRJ2	FED	34.09
52000	1	1	124	52000	5200PRJ3	FED	181.82
52000	1	1	124	52000	5200PRJ3	MATCH	45.45
52000	1	1	910	52000	5200PRJ3	FED	18.18
52000	1	1	910	52000	5200PRJ3	MATCH	4.55
52000	1	1	920	52000	5200PRJ3	FED	36.36
52000	1	1	920	52000	5200PRJ3	MATCH	9.09
52000	1	1	930	52000	5200PRJ3	FED	18.18
52000	1	1	930	52000	5200PRJ3	MATCH	4.55
52000	2	2	124	52000	5200PRJ4	MATCH	600
52000	2	2	910	52000	5200PRJ4	MATCH	100

52000	2	2	920	52000	5200PRJ4	MATCH	200
52000	2	2	930	52000	5200PRJ4	MATCH	100
52000	2	2	124	52000	5200PRJ4	MATCH	-600
52000	2	2	910	52000	5200PRJ4	MATCH	-100
52000	2	2	920	52000	5200PRJ4	MATCH	-200
52000	2	2	930	52000	5200PRJ4	MATCH	-100
52000	2	2	124	52000	5200PRJ4	MATCH	800
52000	2	2	910	52000	5200PRJ4	MATCH	100
52000	2	2	920	52000	5200PRJ4	MATCH	200
52000	2	2	930	52000	5200PRJ4	MATCH	100

Step 4 – Create Accounting Entries in Staging Table (maintain detail by employee)

The salary posting process recorded all original transactions in the following manner. The Enterprise Cash Account is 100000. Combination editing and budget checking are performed and status flags for each check are recorded. If an accounting line fails either check, that accounting line and all it's related accounting lines are flagged as on hold and will not be Journal Generated until all accounting lines are valid. All accounting entries will be recorded to the accounting staging table.

Code	Account	Org	Approp	Fund
124	700000	1000	A100	F100
910	700100	1000	A100	F100
920	700200	1000	A100	F100
930	700300	1000	A100	F100

Resulting accounting entries

Reversal of Original Payroll Posting

PR ID	Trans ID	Elem ID	Seq Nbr	Entry Type	Account	Org	Approp	Fund	PC BU	Project	Activity	Amount
100000	100000	100000	100002	ERN	700000	1000	A100	F100				-909.08
100000	100000	100000	100003	ECS	100000			F100				909.08
100000	100000	100001	100002	DED	700100	1000	A100	F100				-90.92
100000	100000	100001	100003	DCS	100000			F100				90.92
100000	100000	100002	100002	DED	700200	1000	A100	F100				-181.81
100000	100000	100002	100003	DCS	100000			F100				181.81
100000	100000	100003	100002	DED	700300	1000	A100	F100				-90.92
100000	100000	100003	100003	DCS	100000			F100				90.92
100001	100000	100000	100002	ERN	700000	1000	A100	F100				-600
100001	100000	100000	100003	ECS	100000			F100				600
100001	100000	100001	100002	DED	700100	1000	A100	F100				-100
100001	100000	100001	100003	DCS	100000			F100				100
100001	100000	100002	100002	DED	700200	1000	A100	F100				-200
100001	100000	100002	100003	DCS	100000			F100				200
100001	100000	100003	100002	DED	700300	1000	A100	F100				-100

100001	100000	100003	100003	DCS	100000			F100	100
100002	100000	100000	100002	ERN	700000	1000	A100	F100	600
100002	100000	100000	100003	ECS	100000			F100	-600
100002	100000	100001	100002	DED	700100	1000	A100	F100	100
100002	100000	100001	100003	DCS	100000			F100	-100
100002	100000	100002	100002	DED	700200	1000	A100	F100	200
100002	100000	100002	100003	DCS	100000			F100	-200
100002	100000	100003	100002	DED	700300	1000	A100	F100	100
100002	100000	100003	100003	DCS	100000			F100	-100
100003	100000	100000	100002	ERN	700000	1000	A100	F100	-800
100003	100000	100000	100003	ECS	100000			F100	800
100003	100000	100001	100002	DED	700100	1000	A100	F100	-100
100003	100000	100001	100003	DCS	100000			F100	100
100003	100000	100002	100002	DED	700200	1000	A100	F100	-200
100003	100000	100002	100003	DCS	100000			F100	200
100003	100000	100003	100002	DED	700300	1000	A100	F100	-100
100003	100000	100003	100003	DCS	100000			F100	100

Posting of Labor Redistribution

PR ID	Trans ID	Elem ID	Seq Nbr	Entry Type	Account	Org	Approp	Fund	PC BU	Project	Activity	Amount
100000	100000	100000	100004	ERN	700000	1000	A100	F100	52000	5200PRJ1	FED	170.45
100000	100000	100000	100005	ECS	100000			F100		5200PRJ1		-170.45
100000	100000	100000	100006	ERN	700000	1000	A100	F100	52000	5200PRJ1	MATCH	170.45
100000	100000	100000	100007	ECS	100000			F100		5200PRJ1		-170.45
100000	100000	100000	100008	ERN	700000	1000	A100	F100	52000	5200PRJ2	FED	340.91
100000	100000	100000	100009	ERC	100000			F100		5200PRJ2		-340.91
100000	100000	100000	100010	ERN	700000	1000	A100	F100	52000	5200PRJ3	FED	181.82
100000	100000	100000	100011	ECS	100000			F100		5200PRJ3		-181.82
100000	100000	100000	100012	ERN	700000	1000	A100	F100	52000	5200PRJ3	MATCH	45.45
100000	100000	100000	100013	ECS	100000			F100		5200PRJ3		-45.45
100000	100000	100001	100004	DED	700100	1000	A100	F100	52000	5200PRJ1	FED	17.05
100000	100000	100001	100005	DCS	100000			F100		5200PRJ1		-17.05
100000	100000	100001	100006	DED	700100	1000	A100	F100	52000	5200PRJ1	MATCH	17.05
100000	100000	100001	100007	DCS	100000			F100		5200PRJ1		-17.05
100000	100000	100001	100008	DED	700100	1000	A100	F100	52000	5200PRJ2	FED	34.09
100000	100000	100001	100009	DCS	100000			F100		5200PRJ2		-34.09

100000	100000	100001	100010	DED	700100	1000	A100	F100	52000	5200PRJ3	FED	18.18
100000	100000	100001	100011	DCS	100000			F100		5200PRJ3		-18.18
100000	100000	100001	100012	DED	700100	1000	A100	F100	52000	5200PRJ3	MATCH	4.55
100000	100000	100001	100013	DCS	100000			F100		5200PRJ3		-4.55
100000	100000	100002	100004	DED	700200	1000	A100	F100	52000	5200PRJ1	FED	34.09
100000	100000	100002	100005	DCS	100000			F100		5200PRJ1		-34.09
100000	100000	100002	100006	DED	700200	1000	A100	F100	52000	5200PRJ1	MATCH	34.09
100000	100000	100002	100007	DCS	100000			F100		5200PRJ1		-34.09
100000	100000	100002	100008	DED	700200	1000	A100	F100	52000	5200PRJ2	FED	68.18
100000	100000	100002	100009	DCS	100000			F100		5200PRJ2		-68.18
100000	100000	100002	100010	DED	700200	1000	A100	F100	52000	5200PRJ3	FED	36.36
100000	100000	100002	100011	DCS	100000			F100		5200PRJ3		-36.36
100000	100000	100002	100012	DED	700200	1000	A100	F100	52000	5200PRJ3	MATCH	9.09
100000	100000	100002	100013	DCS	100000			F100		5200PRJ3		-9.09
100000	100000	100003	100004	DED	700300	1000	A100	F100	52000	5200PRJ1	FED	17.05
100000	100000	100003	100005	DCS	100000			F100		5200PRJ1		-17.05
100000	100000	100003	100006	DED	700300	1000	A100	F100	52000	5200PRJ1	MATCH	17.05
100000	100000	100003	100007	DCS	100000			F100		5200PRJ1		-17.05
100000	100000	100003	100008	DED	700300	1000	A100	F100	52000	5200PRJ2	FED	34.09
100000	100000	100003	100009	DCS	100000			F100		5200PRJ2		-34.09

100000	100000	100003	100010	DED	700300	1000	A100	F100	52000	5200PRJ3	FED	18.18
100000	100000	100003	100011	DCS	100000			F100		5200PRJ3		-18.18
100000	100000	100003	100012	DED	700300	1000	A100	F100	52000	5200PRJ3	MATCH	4.55
100000	100000	100003	100013	DCS	100000			F100		5200PRJ3		-4.55
100001	100000	100000	100004	ERN	700000	1000	A100	F100	52000	5200PRJ4	MATCH	600.00
100001	100000	100000	100005	ECS	100000			F100		5200PRJ4		-600.00
100001	100000	100001	100004	DED	700100	1000	A100	F100	52000	5200PRJ4	MATCH	100.00
100001	100000	100001	100005	DCS	100000			F100		5200PRJ4		-100.00
100001	100000	100002	100004	DED	700200	1000	A100	F100	52000	5200PRJ4	MATCH	200.00
100001	100000	100002	100005	DCS	100000			F100		5200PRJ4		-200.00
100001	100000	100003	100004	DED	700300	1000	A100	F100	52000	5200PRJ4	MATCH	100.00
100001	100000	100003	100005	DCS	100000			F100		5200PRJ4		-100.00
100002	100000	100000	100004	ERN	700000	1000	A100	F100	52000	5200PRJ4	MATCH	-600.00
100002	100000	100000	100005	ECS	100000			F100		5200PRJ4		600.00
100002	100000	100001	100004	DED	700100	1000	A100	F100	52000	5200PRJ4	MATCH	-100.00
100002	100000	100001	100005	DCS	100000			F100		5200PRJ4		100.00
100002	100000	100002	100004	DED	700200	1000	A100	F100	52000	5200PRJ4	MATCH	-200.00
100002	100000	100002	100005	DCS	100000			F100		5200PRJ4		200.00
100002	100000	100003	100004	DED	700300	1000	A100	F100	52000	5200PRJ4	MATCH	-100.00
100002	100000	100003	100005	DCS	100000			F100		5200PRJ4		100.00

100003	100000	100000	100004	ERN	700000	1000	A100	F100	52000	5200PRJ4	MATCH	800.00
100003	100000	100000	100005	ECS	100000			F100		5200PRJ4		-800.00
100003	100000	100001	100004	DED	700100	1000	A100	F100	52000	5200PRJ4	MATCH	100.00
100003	100000	100001	100005	DCS	100000			F100		5200PRJ4		-100.00
100003	100000	100002	100004	DED	700200	1000	A100	F100	52000	5200PRJ4	MATCH	200.00
100003	100000	100002	100005	DCS	100000			F100		5200PRJ4		-200.00
100003	100000	100003	100004	DED	700300	1000	A100	F100	52000	5200PRJ4	MATCH	100.00
100003	100000	100003	100005	DCS	100000			F100		5200PRJ4		-100.00

3.8 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 hour 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 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 table. 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 even if no TRCs were used on a timesheet. 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 sc

reen 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. Labor Redistribution adjustments to previously processed transactions due to timesheet adjustments will have to be made manually through GL. Adjusted timesheet will be available for new costs.

- 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 is expected to be implemented in PeopleFirst by the end of 2005. At that time, Convergys will modify this interface to include the Holiday Hours in the Total Hours field. Aspire understands that this modification will only require that Convergys enter a new Type in the table below that represents Holiday Hours.

- 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 Aspire 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.
- The archival process for timesheet data from PeopleFirst will be determined by DFS.
- The Payroll Salary Detail design will create records to store payroll related transaction detail (See ADML #31 Salary Detail). At a minimum the following fields will be included in those record in order to run the labor redistribution process:
    - Employee ID
    - Position
    - Warrant Date
    - GL Business Unit
    - Account
    - Alternate Account
    - Department ID
    - Operating Unit
    - Product
    - Fund
    - Class

- Program Code
- Budget Reference
- Chartfield 1
- Chartfield 2
- Chartfield 3
- PC Business Unit
- Project ID
- Activity ID
- Source Type
- Category
- Sub-Category
- Analysis Type
- Labor Redistribution Status
- Earnings Code
- Deduction Code
- Amount
- Payroll Type
- Origin
- Pay Period Begin Date
- Pay Period End Date
- Timesheet Sequence Number

- The Payroll Salary Detail design will include a record to store Earnings and Deduction Codes (See ADML #31 Salary Detail).

- Agencies that know the distribution at the time of the payroll run will be encouraged to set up Payroll Rules to distribute accordingly. This will eliminate the need to re-allocate salary postings since it will be accurately distributed the first time it is recorded into Aspire.

- Labor Redistribution accounting entries will only be recorded to the source GL Business Unit as recorded in the Payroll transaction records. Inter-Agency accounting will not be supported by the labor redistribution process.

- Inter/Intra-Unit accounting across funds, projects, and operating units will be supported by the labor redistribution process

- The Payroll Salary Detail process will set the Labor Redistribution Status field to 'N' for all records created.

- The Payroll Salary Detail process will set the Analysis Type field to 'PAY' (only for records that are recorded to a Project ID) and the Origin field to 'P' for all records it creates.

- 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.
- Earning and Deduction Codes that are included for processing will be defined at the agency level. If there are exceptions for certain earnings or deduction codes, then those earnings and deduction codes will be handled manually for purposes of labor redistribution.
- Combination Edits will be performed on the TRC Definition page.
- Cancellation and adjustment payroll transaction types will not be processed by labor redistribution. Transactions that have been processed and subsequently cancelled will be reversed by ADML 31.
- All deduction related payroll transactions will have the corresponding Earnings Code recorded on the transaction.
- Earnings Codes sent from People First will match with Earnings Codes sent from BOSP in the Salary Detail process (See ADML 31).