



CORE

Colorado Operations Resource Engine

EMPOWERING EFFICIENCY

Labor Data Collections / Timekeeping

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Introduction

Labor Data Collection/Timekeeping



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Agenda

- **Purpose**
- **Why CORE?**
- **What's New**
- **Policy & Procedure Overview**
- **LDC**
- **Question & Answer**



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Purpose

The Labor Data Collections (LDC)

/Timekeeping provides an overview of how departments will use CPPS/Labor Allocation to distribute labor costs and benefits to the appropriate accounts for recovery from the federal government and other grantors.

Why CORE?

- **Increased Job Assignment Account Lines for Labor Allocation from 3 to 49.**
- **Central Processing replaces spreadsheets and Access database systems used to make JV's now used in COFRS.**
- **Records in CPPS and records in CORE should match and can be reconciled.**
- **Minimize errors when charging grants and programs.**

What's New?

- **Job Assignment**
 - Accounting Templates
 - More accounting lines (49)
 - Labor allocation timesheet default
 - Timesheet generator
- **New subsystem of online timesheets and labor allocation adjustment and corrections**
- **HRM/PAM database for reporting**



Policy & Procedure Review Section



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Policy & Procedure for LDC

- All departments will use LDC to distribute costs to grants and programs.
- For data consistency, standardize fields in CPPS.
- Individual employees will not be entering timesheets in CPPS.
- KRONOS users will continue with the same process. External timekeeping users will also use the same process.
- New functionality in CPPS will automatically generate timesheets with default hours.



LDC Screenshots Section

Labor Data Collection



CORE

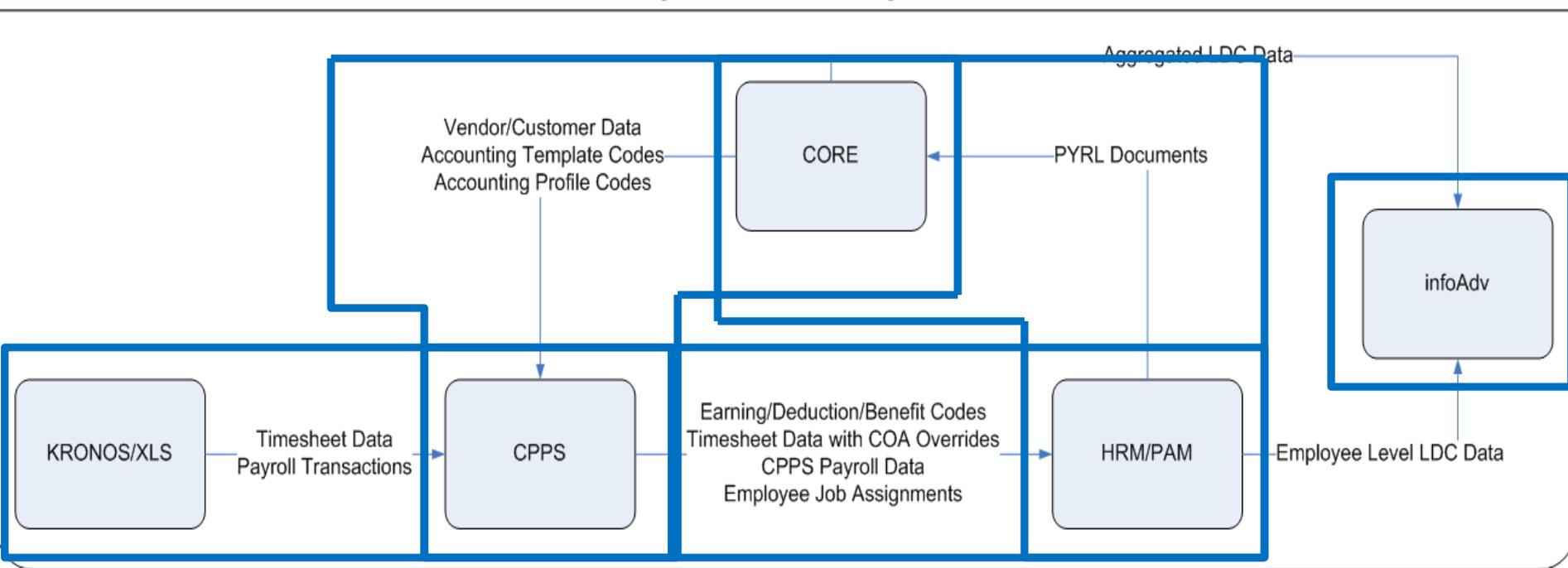
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CPPS Labor Allocation

High Level LDC Solution Diagram



CPPS Labor Allocation

- KRONOS users will send timesheet data to CPPS. KRONOS timesheets will override CPPS timesheets
- XLS timesheet uploads are possible.
- The data below will be sent from CORE to CPPS nightly:
 - Vendor data for wage attachments
 - Accounting Template and Accounting Profile codes (replaces existing CERT codes)
- CPPS will send data to HRM/PAM to execute labor allocation process.
- HRM/PAM will send aggregated labor allocation data to CORE via PYRL documents
- The infoAdvantage reporting tool will be used to create reports needed from CORE or HRM/PAM.
- Monday – Friday set to 8 hours automatically in CPPS.

CPPS Accounting Template from CORE

Accounting Template

Accounting Template	Name	Department	Department Name	Active
✓				true

First Prev Next Last

Save Undo Delete Insert Copy Paste Search

► **General Information**

*Accounting Template : Effective From :

*Name : Effective To :

*Department : CPPS Indicator :

Description :

Active :

► **Fund Accounting**

Fund : Department : BSA :

Sub Fund : Unit : Sub BSA :

Object : Sub Unit : Dept Object :

Sub Object : Appropriation : Dept Revenue :

Revenue :

Sub Revenue :

► **Detail Accounting**

Location : Reporting : Program :

Sub Location : Sub Reporting : Phase :

Activity : Task Order : Program Period :

Sub Activity : Task : Name :

Function : Sub Task :

Sub Function :

- Accounting Template (ACTPL) codes need to be entered and maintained in CORE
- ACTPL codes will be sent to CPPS from CORE nightly
- ACTPL codes will include effective dates to control when the code can be used.
- The ACTPL code will be 16 characters: 4 character DEPT code + 12 character CERT code.
- Start and stop effective dates.

New CPPS Job Assignment Screen

PERSONNEL 999999999 ***JOB ASSIGNMENT DATA*** PERU004
 999999999 XXXXXXXXXXXXXXXX,XXXXXXXXXXXX X
 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

JOB NO 1 TOTAL JOBS 1 EFF DATE USER FIELD ACTNS
 BEGIN DATE 08/29/2011 END DATE 99/99/9999
 POSITION NO XXXXXXXX JOB CLASS 999999 CLASS ENTRY DATE XX/XX/XXXX
 PAY RATE 9999999.9990 RATE CODE X GRADE 999
 % FULL-TIME 999.99 PAY CYCLE XX
 JOB DEPT XXXXX-XX TIME RPT CD X CONTRACT DATE
 SEASONAL IND SHIFT IND JOB SENIORITY DATE
 SUPERVISOR XXXX XXXXXXXX ADJ SENIORITY DATE
 JOB TITLE XXXXXXXXXXXXXXXXXXXX RETRO EFF DATE
 CHECK 100% SAVE PAY DATE

Default timesheet schedule used by CPPS Timesheet Generator. Will default to 8 hr M-F.

WORK SCHEDULE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	99.99	99.99	99.99	99.99	99.99	99.99	99.99

ACCOUNTING TEMPLATE ERN RATE/AMT PERCENT START STOP

01	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999.99	999.99	XX/XX/XXXX	XX/XX/XXXX
02	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999.99	999.99	XX/XX/XXXX	XX/XX/XXXX
03	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999.99	999.99	XX/XX/XXXX	XX/XX/XXXX
04	XXXXXXXXXXXX	XXXXXXXXXXXX	XXX	9999999.99	999.99	XX/XX/XXXX	XX/XX/XXXX

Only Accounting Templates are allowed on Job Assignment!!

ENTER YOUR CHANGES DISPLAYING DISTRIBUTIONS 1 THRU 4.

PA1=RESTART PA2=CANCEL PF1=HELP TEXT PF2=PAGE BACK PF3=PAGE FWD
 PF4=UNPROTECT PF5=DELETE PF7=PERS INQ PF8=TABLE INQ PF9=DET EDITS



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New Labor Allocation Menu in CPPS

COLORADO PERSONNEL PAYROLL SYSTEM (CPPS)

- Personnel - - Benefits - - Payroll - - System Control - - Navigation - - Reporting -

Personnel Action Data

Job Assignments

Personal Data

Alternate Address

Payroll and Tax Data: U.S.

Payroll and Tax Data: U.S. Local

Asset Data

Job Performance Data

Educational Background

Work Experience

Languages and Skills

Licenses and Honors

Name Search

Employee

Job

Time Input

Adjustments

Corrections

Calculations

History

Labor Allocation

CPPS -- PROD

Personnel Inquiry Menu

Memo Lines 1 - 4

Contact Data

Grievances

Progressive Discipline

Wage Attachments

Payment Disposition Data

Time Balances

Gross Dollar Balances

Gross-To-Net Balances

Prior Tax Balances

Recent Job History

SSN/Employee ID Search

Organization ID

Quarter

New Menu Options in CPPS Labor Allocation

```
LABOR ALLOCATION          ***LABOR ALLOCATION MENU***          LALU000

TRANS -----DESCRIPTION-----      TRANS -----DESCRIPTION-----

000  LABOR ALLOCATION MENU

010  EMPLOYEE TIMESHEET LISTING
011  EMPLOYEE TIMESHEET SUMMARY
012  EMPLOYEE TIMESHEET UPDATE      022  EMPLOYEE TIMESHEET INQUIRY

016  PAY SCHEDULE AUDIT

019  PRIOR SCHEDULE CORRECTION      029  PRIOR SCHEDULE INQUIRY

                                030  NAME SEARCH
                                031  SSN/EMPLOYEE ID SEARCH

WELCOME TO COLORADO LABOR ALLOCATION SYSTEM.
TRANS XXX  EMPL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  ORG XXX  PAY SCHEDULE XXX  FY 99
PF11=FUNC MENU  PF12=SIGN OFF
```


Employee Timesheet update

LABOR ALLOCATION

EMPLOYEE TIMESHEET UPDATE

LALU012

999999999 XXXXXXXXXXXXXXXX,XXXXXXXXXXXXX X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

PAYROLL SCHEDULE: XXX PAYEND DATE: 99/99/9999 POSITION: 99999 FY: 99

PAGE 1 OF 99

SEL	DATE	POSITION	ACCTG TMLPT	DESCRIPTION	AMOUNT	HOURS	ERN	STAT
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX
X	XX/XX	XXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	999,999.99	999.99	XXX	XX

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

TRANS XXX EMPL XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX ORG XXX PAY SCHEDULE XXX FY 99

PA2=TRAN MENU PF2=PAGE BACK PF3=PAGE FWD PF4=PREV EMPL PF5=NEXT EMPL PF7=INQUIRY

PF11=FUNC MENU PF12=SIGN OFF



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LDC Reports (infoAdvantage)

LDC Report ID	LDC Report Title	Report Description
LDC04R	LDC/CPPS Payroll Hours Reconciliation	Lists discrepancies in employee hours between CPPS and CLAS
LDC07R	Position Cost and Variance -- YTD Actual	Shows both year-to-date and total position costs by position number
LDC09R	Labor Distribution Positions Paid -- by Month/Qtr/YTD	Lists and accumulates the hours paid, FTEs and dollars paid during the period, quarter-to-date and year-to-date
LDC10R	Labor Distribution Positions Worked -- by Month/QTD/YTD	Lists and accumulates the hours paid, FTEs and dollars paid during the period, quarter-to-date and year-to-date
LDC11R	Position Cost by Month	Breaks down the total cost of each position by regular pay, overtime/other pay, shift differential and benefit amounts. The employee name and number are also provided.
LDC15R	LDC General Ledger Payroll Voucher Report	Provides information about the PYRL transactions posted to CORE. Designed for high-level reconciliations, the report identifies out-of-balance conditions and verifies in-balance conditions
LDC17R	LDC Unprocessed Employee Report	Lists payroll records that were not allocated by Labor Data Collection (LDC).



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Security in CPPS

- Updated security forms for everyone in CPPS.
- A new level of security within CPPS for LDC.
- CPPS security setup is similar to CORE security model. Security roles and screens are controlled by Central Payroll.
- Look for PPUG updates.

Training for LDC

- **Training will be provided.**
- **Training documents still being developed.**
- **Look for PPUG updates for training.**



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Review Section



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Key Takeaways

- LDC is daily timesheet reporting.
- LDC module is not connected to pay calc in CPPS. Payroll will be processed. Paychecks/Direct deposits will go out.
- Accounting Templates are replacing existing CERT codes.
- Fixes or cleanup on employees timesheets for accounting will be done in CPPS.
- Standardize information in CPPS.
- For payroll, document direct is not going away.

Key Takeaways

- **New functionality in CPPS will automatically generate timesheets with default hours.**
- **No new agency implementation of KRONOS prior to 07/01/2014.**
- **JV's will not be used to correct labor allocation errors in CORE.**
- **CPPS changes are still being implemented and HRM/PAM is still being tested.**
- **Records in CPPS (Time and \$) and records in CORE should be in sync and can be reconciled.**



QUESTIONS



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A Few Reminders

- **Test Drive CORE - Room 602**
- **Training Starts in April**
 - Registration instructions emailed to all
 - Register promptly for best selection of times and locations
 - Send training questions to: *core.training@state.co.us*
- **At end of conference, fill out the CORE Conference evaluation**
 - In your packet
 - Turn it in to any Conference Ambassador in a green shirt

Stay in Touch with CORE

- Read your emails from **CORE.news** & **CORE.training**
- Send questions or comments to **CORE.news@state.co.us**
- Request access to **CORE Project website**
by sending email to **CORE.news@state.co.us**
- Talk to your department leaders and **CORE functional experts**
- Share what you know with others on your teams



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Thank You

