



Functional Specification Document
Project Name: CPPS/LDC Integration
Version: 2.8

FUNCTIONAL SPECIFICATION DOCUMENT

DATE: JANUARY 14, 2014

Amended April 4, 2014

Amended June 9, 2014



Revision History

Date	Author	Version	Change Reference
8/13/13	Jeff Taylor	1.0	Original
12/12/2013	Jeff Taylor	2.0	Modify to interface to CGI's HR/PAM module
12/31/2013	Jeff Taylor	2.1	Modify after initial design review
01/06/2014	Jeff Taylor	2.2	Modify after second design review
01/08/2014	Jeff Taylor	2.3	Modify after third design review
01/10/2014	Jeff Taylor	2.4	Modify after fourth design review
01/13/2014	Jeff Taylor	2.5	Modify after fifth design review
01/14/2014	Jeff Taylor	2.6	Modify after sixth design review
4/4/2014	PeopleStrategy and State of Colorado	2.7	Modify Section 6 Interfaces
06/09/2014	Jeff Taylor	2.8	Design Changes <ul style="list-style-type: none"> • Modify to not use Daily Time • Modify to define expansion of 10 primary Job Accounts and 14 additional Job Account • Add additional Labor Allocation processing rules • Minor CLAS Online changes Adjustment of Milestone/Deliverable Dates

Document version 2.8 updates the design to use payroll summarized earnings in Labor Allocation.

The CLAS Earnings Database will carry Earnings Date so that incoming timesheets via Kronos or external spreadsheet can provide Agencies a method for specifying a date for labor allocations if they choose to do so. The default date from the payroll generated earnings will be Pay Period End Date.

The design changes have impacted the project deliverable dates. See Section 3.4.

A July 2014 Implementation has not changed, but the specific date of July 12, 2014 has been identified as the go-live date.

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1. PURPOSE

The State's General Ledger system (COFRS) is being replaced with CGI's Advantage General Ledger system. This system is being called CORE at the State.

CGI's HR/PAM module will be the interface of Labor costs to CORE.

CPPS will feed HR/PAM various data

- Employee data to populate required HR/PAM data elements
- Payroll employee expense and liability
 - Employee-level labor allocation
 - Employee-level benefit contributions
 - HR/PAM will allocate fringe benefits across labor allocation data
- Employee expense and liability prior period corrections
 - Employee-level labor corrections
 - HR/PAM will correct fringe benefits across labor allocation correction data

CPPS Payroll Wage Attachments

- Employee wage attachment data that is not Colorado Child Support will go from CPPS/Payroll to CORE in the form of PV transactions
 - CORE will create child support vendor payments from the PV transactions
- Colorado Child Support will not go to CORE, but directly from CPPS to Colorado Office of Child Support Enforcement SDU

The purpose of this project is to modify CPPS and build a Labor Allocation sub-system to interface labor and expense distribution data to HR/PAM, which will interface to CORE

- Payroll Labor Allocation
- Fringe Benefits Expenses
- Wage Attachment vendor payments made from CPPS



2. DOCUMENT RESOURCES

Identify all stakeholders and resources involved in gathering requirements.

Name	Business Unit	Role
Bob Jaros	Office of the State Controller	Project Sponsor
Bob Jaros	Office of the State Controller	COFRS Modernization Project Lead
Tammy Terrell	DPA	CPPS Functional Lead
Sandee Carter	OIT	CPPS Technical Lead
Dave Cuneo	OIT	LDC Functional Expert
Cynthia Wika	OIT	CPPS/CLAS Project Manager
Jorge Glez	OIT	CPPS/CLAS Testing Lead
Jeff Taylor	PeopleStrategy	CPPS/CLAS PeopleStrategy Project Manager
Marshall Lee	CGI	HR/PAM Project Lead



3. PROJECT INFORMATION

LDC functionality is being replaced by an integrated CPPS solution that feeds employee payroll labor and benefits data to HR/PAM and employee wage attachment data to CORE.

- *Problems or issues to resolve.*
 - Labor Allocation from CPPS will not interface with CORE as-is.
 - Labor Allocation (LDC) will not work with CORE as-is
- *Objectives or goals met with this solution.*
 - Labor Allocation data must interface with the new data requirements of HR/PAM
 - A solution for providing Labor Allocation must meet the CORE implementation timeline of a July 2014 go-live date.
- *Solution to be implemented.*
 - Labor Allocation from CPPS will be re-written to interface with HR/PAM

3.1. Project Description

Labor Allocation, which comes from CPPS, will be rewritten so that the data conforms to the HR/PAM data input requirements.

The Wage Attachment G/L interface will be rewritten so that the data conforms to the CORE payroll data input requirements.

Project Approach

The project has two phases. Phase one of the project is to perform a review of the current CPPS to LDC to COFRS interfaces. The deliverable of first phase is a design of the LDC replacement processes. Phase two of the project is to rewrite the Labor Allocation, Wage Attachment and Payroll Net Pay G/L interfaces as well as build Labor Allocation functionality into CPPS.

Project Activities

- Build Project Plan
- LDC Familiarization
 - Meet with LDC analysts for system overview
 - Review LDC User Guide
 - Review LDC functionality with agency users
 - Meet with all LDC agencies to discuss how they use the system and gather any special requirements that they might have with the system.
 - Review LDC batch jobs, COBOL programs, databases and files
 - Document inputs to LDC
 - KRONOS
 - Manual Timesheets
 - Employee data from CPPS
 - Review LDC interfaces to COFRS
 - Review LDC reports
- Requirements Definition
 - Document Labor Allocation interfaces to CORE
 - Document required functionality of LDC



- Online capabilities
 - Labor Allocation interfaces to CORE
 - Reporting requirements
 - Document Wage Attachment interfaces to CORE
 - Document Net Pay Voucher interface to CORE
 - Document reporting requirements
- Design
 - Build data mapping document of CPPS Labor Allocation interfaces to CORE
 - Design Online functionality of CPPS Labor Allocation
 - Build prototype inquiry and update mainframe screens and web pages
 - Describe field defaults, edits and requirements
 - Define CPPS Labor Allocation database layouts
 - Design Labor Allocation reports
 - Describe business scenarios
 - Define necessary CPPS modifications to support CPPS Labor Allocation
 - Control Database changes to support Distribution Code table
 - Define Distribution Code table that replaces CERT Code
 - Define changes to add new Control Table
 - Define interface from CORE to maintain Distribution Code table
 - Job Assignment changes
 - Job Account changes
 - Define data mapping conversion of current CERT Code to new Distribution Code
 - Design Timesheet database
 - Define Batch processes to support CPPS Labor Allocation
 - Timesheet generator
 - Timesheet archival
 - Labor Allocation file(s) from KRONOS and external timesheet files
 - Reallocates original Payroll Labor Allocation based on KRONOS and external timesheet data
 - KRONOS time lines use Accounting Profiles.
 - Accounting Profiles can relate to multiple Accounting Templates
 - Account Lines will be split into the related Accounting Template, based on the percentage splits identified on the Accounting Profile table
 - Define Reports to support CPPS Labor Allocation
 - Timesheet
 - Labor Allocation
 - Error reporting
 - Historical
 - Build data mapping document of Labor Allocation interfaces to CORE
 - Build data mapping document of CPPS Wage Attachment interfaces to CORE
 - Build data mapping document of CPPS Net Pay Voucher interfaces to CORE
- Build and Unit Test
 - CPPS Labor Allocation interfaces to CORE
 - CPPS Wage Attachment interfaces to CORE
 - CPPS Net Pay Voucher interfaces to CORE
 - CPPS
 - Modify HRMS main menu for new CPPS Labor Allocation Function



- Modify HRMS Name Search to include Employee Status
- Modify Job Assignment to replace CERT Code with Distribution Code
- Modify HRMS Control Table menu for new Distribution Code Table
 - Build Account Template file
 - Build Accounting Profile file
- CPPS Labor Allocation
 - Build online green screens and web pages
 - Timesheet inquiry and update
 - Labor Allocation inquiry and update
 - Benefits Allocation inquiry and update
 - Labor Allocation Adjustment inquiry and update
 - Benefits Allocation Adjustment inquiry and update
 - Distribution Code Inquiry
 - Receives Labor Allocation file(s) from KRONOS and external timesheet files
 - Reallocates original Payroll Labor Allocation based on KRONOS or external timesheet data
 - KRONOS time lines use Accounting Profiles.
 - Accounting Profiles can relate to multiple Accounting Templates
 - Account Lines will be split into the related Accounting Template, based on the percentage splits identified on the Accounting Profile table
 - Build Batch jobs
 - Error reporting
 - Timesheet archival
 - Build Reports
 - Labor Allocation
 - Historical
- System and User Acceptance Testing
- Parallel Testing
- Implementation



3.2. Assumptions, Dependencies and Constraints

- CPPS Labor Allocation Functional Assumptions
 - All agencies will use CPPS Labor Allocation system to modify or correct Labor Allocation as processed in Payroll
 - Job Accounts
 - Standard seven accounts per job will be expanded to allow additional Accounts to 21 Accounts per Job
 - KRONOS and external timesheet labor allocation interface will overlay employee timesheet default data where applicable
 - All agencies will use CPPS Labor Allocation for labor allocation to feed HR/PAM
 - Labor Allocation data will be updateable for current pay period
 - CPPS Labor Allocation will provide online inquiry to current and prior period data
 - CPPS Labor Allocation will provide online adjustment functionality to prior period labor and benefit data
 - Adjustments will feed to HR/PAM daily
 - CLAS Earnings Labor Allocation will be based on:
 - Summarized Employee Payroll Detail from Payroll Processing
 - Timesheet Reallocation from KRONOS or other external time input file(s)
 - Online access to CPPS Labor Allocation data will be available for a rolling 36 month period (previous two years plus current year).
- CPPS Labor Allocation Assumptions of CORE
 - CGI CORE will provide Distribution Code template
 - Will provide conversion table/file for converting existing CERT Codes to new Distribution Code template values
 - Will build a daily feed of Distribution Code changes to be loaded
 - CGI CORE implementation team will provide file templates for all interface files from CPPS and CPPS Labor Allocation to CORE.
 - CPPS Labor Allocation Labor Allocation
 - Wage Attachments
 - Net Pay Vouchers
 - No mass JV files from agencies will be permitted to CORE
 - CLAS will pass Fringe Benefit total expenses by benefits with Object Code to HR/PAM
 - **HR/PAM will allocate benefits expenses based on Earnings Labor Allocation from CLAS**
 - CORE will provide historical labor and benefit allocation reporting functionality
- CPPS Labor Allocation Assumptions of CPPS
 - Wage Attachments
 - All vendors will be set up on the CPPS Vendor table
 - CORE will send CPPS a daily Vendor table feed of updates
 - All non-Child Support vendors will be identified as CORE Miscellaneous Vendor
 - Vendor ID, Case/Docket Number and Amount will be included on the CORE document (GAX clone?).



3.3. Open Items

3.3.1. Labor Allocation (see [Appendix A](#), 7.1). Priority High

3.3.2. Labor Reallocation. Priority High

3.3.3. Definition of the use of Default Template codes is needed – Priority Medium

3.3.4. Timesheet Functionality – Priority Medium

3.3.5. Define timing of Labor Allocation processes – Priority Medium

3.3.5.1. Labor Allocation, which occurs immediately after Payroll processing

3.3.5.1.1. Biweekly and Monthly

3.3.5.2. User input window

3.3.5.2.1. Reallocation also occurs when changes to Labor Allocation Update (LALU011) are entered

3.3.5.3. Labor Allocation close and send data to HR/PAM

3.3.5.3.1. Open question if this date can vary Org (Bob Jaros)

3.3.5.4. Month-end close

3.4. Delivery Dates

List high-level deliverables / milestones for the project and their associated target dates.

<i>Milestone / Deliverable</i>	<i>Target Date</i>
Vendor Table interface delivered by CORE/CGI	December 19, 2013
CLAS Design Document Approval	January 10, 2014
Interface Design mapping document completed by CGI	January 17, 2014
CPPS Job Account expansion completed	January 17, 2014
CPPS PAR Earnings expansion completed	January 24, 2014
CPPS Vendor Table key expansion completed	January 24, 2014
CPPS Daily Time generator completed	January 31, 2014
Payroll Expense Distribution interface files to CORE completed	February 7, 2014
Employee and Control Interface files to HR/PAM completed	February 14, 2014
Wage Attachment interface files ready for HR/PAM testing	February 28, 2014
CLAS Online Development and Unit Testing Completed	March 31, 2014
Labor Allocation interface files ready for CORE testing	April 14, 2014
Labor Allocation Adjustment files ready for CORE testing	April 21, 2014
Development and Unit Testing Completed	May 30, 2014
System Testing Completed	June 13, 2014
User Training Completed	June 20, 2014
User Acceptance Testing Completed	July 7, 2014
Implementation	July 12, 2014



4. PROCESS INFORMATION

4.1. Current Processes

Current LDC Process Flow Diagram

CPPS (pink)

- Sends daily employee data changes to LDC
- Sends employee data to KRONOS
- Processes time files
 - Creates monthly payroll transactions from CPPS
 - Receives payroll time files from KRONOS
 - Receives Payroll time files from agencies
- Processes payroll
- Creates Labor and Expense files
 - Current Allocation sent to COFRS
 - Current Allocation Holding file sent to LDC

KRONOS (yellow)

- Receives employee data from CPPS
- Sends payroll time files to CPPS payroll
- Sends Labor Allocation files to COFRS SUSF

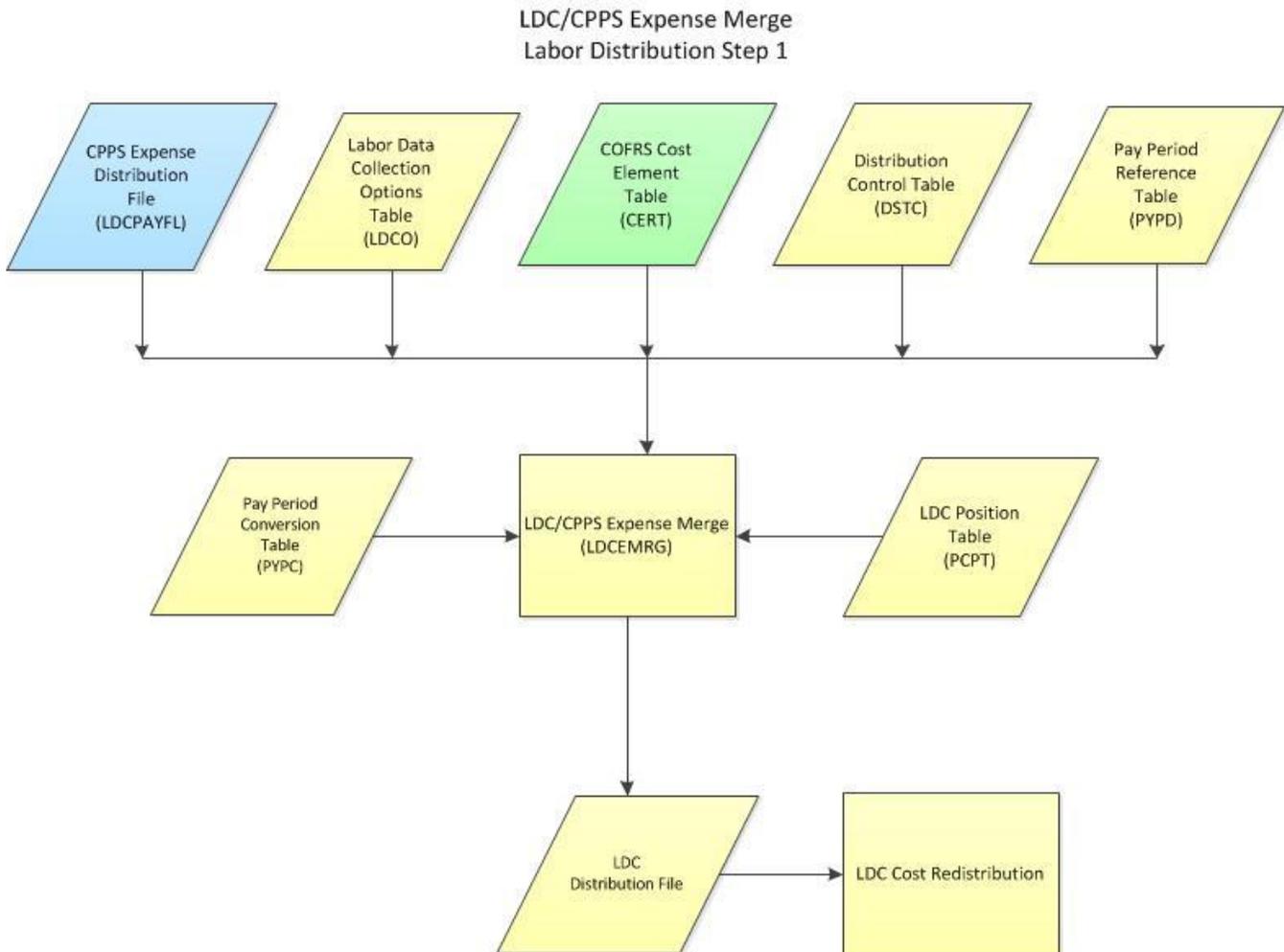
LDC (blue)

- Receives Labor Allocation file from KRONOS
- Receives employee data from CPPS
- Receives Labor and Expense file from CPPS/Payroll
- Receives manual timesheet input from agencies
- Loads KRONOS and manual timesheets into TSHT table
- Loads distribution tables
 - Monthly (MDIS)
 - Biweekly (BDIS)
- Sends Labor Allocation reversal and Labor Allocation file to COFRS

Data Flow Diagram of LDC Cost Reallocation process

This diagram shows the expense merge process, step 1 of the LDC to COFRS interface

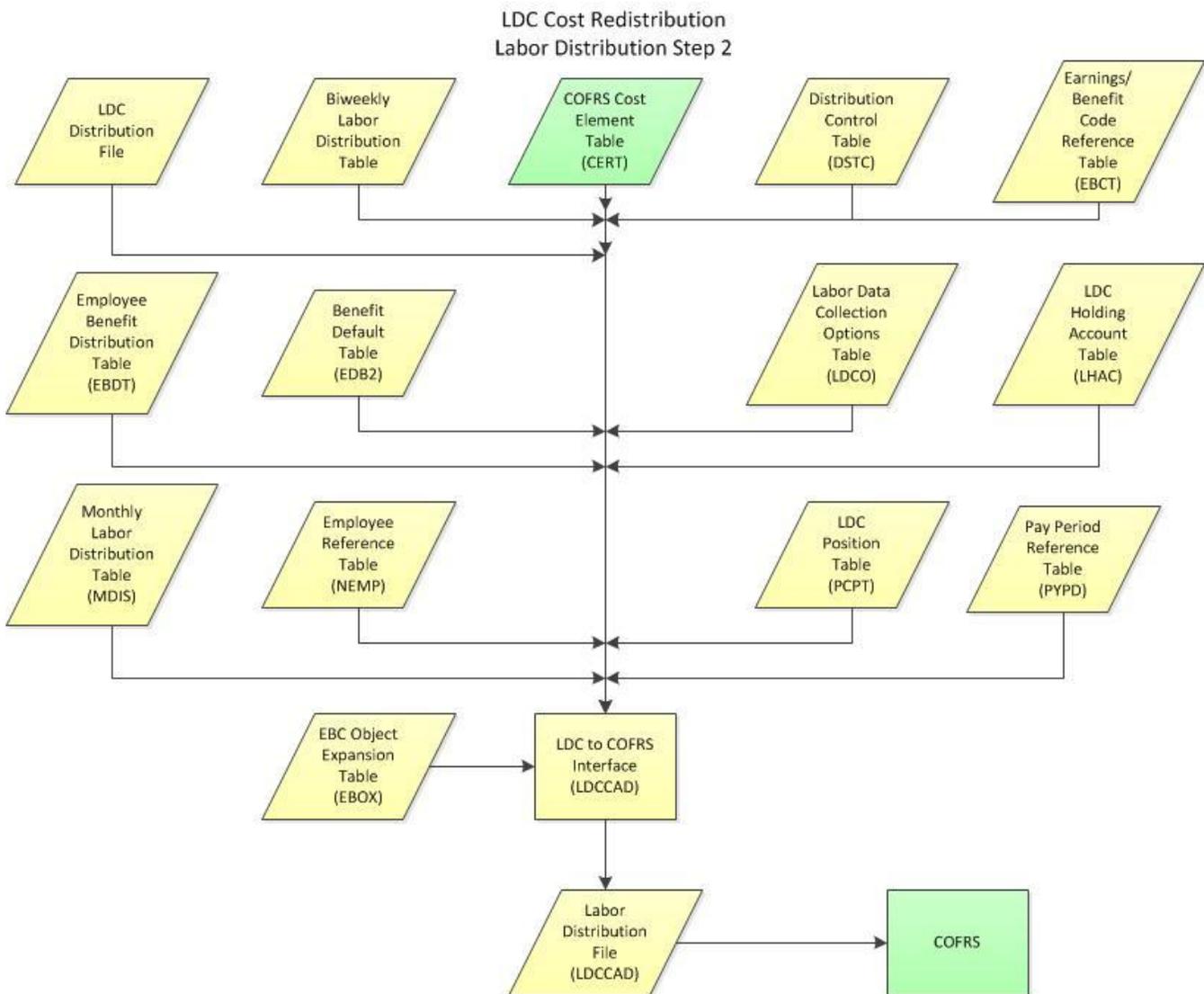
- Receives CPPS Labor and Expense file (blue)
- Reads COFRS Cost Element Table (CERT) (green)
 - CERT Table template is shown below
- Uses LDC tables for system control data (yellow)
- Creates Cost Redistribution file (yellow)



This diagram shows the expense merge process, step 1 of the LDC to COFRS interface

- Reads LDC Distribution file from step 1 above
- Reads Monthly and Biweekly Distribution files (MDIS & BDIS) which contain Labor Reallocation data
- Reads various LDC Control Tables necessary for processing
- Reads COFRS CERT table
- Creates Cost Allocation (Labor Reallocation) file (LDCCAD) as input to COFRS
 - Contains “back-out” transactions from the original Labor Allocation
 - Contains Reallocation of backed-out transactions with a net zero result
 - LDCCAD template is shown below

This process occurs for Labor and Benefits Reallocation, Premium Pay Costing and Prior Period Adjustments.





The Time Sheet Summary Input Transaction (TS) is used for entry of summarized timesheet information. The following types of information are entered on the Time Sheet Summary Input Transaction (TS):

- Agency code, employee number, position number, cost element and earnings/benefit code.
- Time collection information including pay cycle, pay period, and hours worked.

Summarization

Three frequencies may be used to summarize timesheet data:

- Weekly
- Biweekly
- Monthly

The Time Sheet Summary Input Transaction (TS) is used to input information from employee time sheets that have been signed and approved by the employee's supervisor.

Prior to the month-end close, the Time Sheet screen can be used to modify labor allocation on data coming in via KRONOS

```

FUNCTION: DOCID: TS ... .. /.../.. ..:..:.. .M
STATUS: ..... BATID: .. ... .. ORG: ..... -.... OF ...
                TIMESHEET SUMMARY INPUT FORM
PY CYC: . PY PRD: .. AGY: ... EMPL NO: ... .. .
POS NO: ..... ORG: .... FREQ IND: . ACTION: .
LAST NAME: ..... FIRST NAME: ..... MI: .

DOCUMENT HOURS: ..... ACTUAL DOC HOURS: ..... NET TSHT: .....
COST ELEMENT COST NAME TOTAL HRS EBC WEEK EMPL ALLOWANCE I/D
-----
01- .....
02- .....
03- .....
04- .....
05- .....
06- .....
07- .....
08- .....
09- .....
10- .....
  
```



Employee Timesheet Reference Table (TSHT)

The Employee Timesheet Reference Table (TSHT) displays detail information from Time Sheet Summary Input Transactions (TS). It shows labor hours and non-labor costs by pay period, employee number, position number, cost element and earnings benefit code.

This table is used by supervisors to review timesheet information entered on Time Sheet Summary Input Transactions (TS) or imported from Kronos. The information on this table is summarized and loaded to the Biweekly Labor Distribution Table (BDIS) and Monthly Labor Distribution Table (MDIS).

Records are added to this table when the Time Sheet Summary Input Transactions (TS) are processed or from Kronos. Individual lines may be deleted, but not added or changed. The Processed field is modified when the records on this table have been costed and loaded to the Biweekly Labor Distribution Table (BDIS) and Monthly Labor Distribution Table (MDIS).

```

ACTION: R   SCREEN: TSHT   USERID: $DR113                               06/05/13   04:38:17
PM
  PROCESSED: Y
***** EMPLOYEE TIMESHEET REFERENCE TABLE *****
KEY IS PAY CYC, PAY PRD, AGY, EMPL-#, POS NO, ORG, COST ELEM ENT, EBC

PY CYC: B PY PRD: 09   AGY: KAA   EMPL NO: 997 00 0206   POS: 10344   ORG:
1221
LAST NAME: LAITRES                               FIRST NAME: RITA                               MI: R
FREQ IND: B PY PRD TOTAL: 80.00 NET TSHT: 91.00 ROLL TYPE:
DOC ID:
  COST ELEMENT      COST DESCRIPTION      TOTAL      EBC      ALLOWANCE
  -----
01- 24112172410    UI DIRECTOR MGMT/SUPERVIS    12.75    OTB
02- 24112172410    UI DIRECTOR MGMT/SUPERVIS    78.25    REG
03-
04-
05-
06-
07-
08-
09-
10-
03-*L009 HEADER CHANGE
  
```



Monthly and Biweekly Labor Distribution Table (MDIS & BDIS)

Agencies that use KRONOS or enter data via manual timesheets summarize the monthly timesheets of employees who are paid on a monthly basis. Information displayed on this table includes the earnings/benefit code, cost element, hours worked, and labor amount.

MDIS & BDIS screens are identical other than the screen title header

```

ACTION: R   SCREEN: MDIS USERID: $DR113                06/05/13   03:30:48
PM
***** MONTHLY LABOR DISTRIBUTION TABLE *****
KEY IS PAY PRD, AGY, EMPL-#, POS NO, ORG, EBC, PRM IND, COSTELEMENT

PAY PRD: 01  AGY: DAA  EMPL NO: 997 00 xxxx   POS NO: 00276  ORG:
LAST NAME: xxxxx                               FIRST NAME: xxxxxxxx   MI: L

      COST          PRM  PERIOD          COSTED
      ELEMENT      SHORT NAME  HOURS  EBC  IND  END-DATE  COSTED AMOUNT  FLAG
-----
01- 23XB-3401     F-IDEA ADMN   100.00  REG   01  31  13           3,456.00   Y
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
02-*L009 HEADER CHANGE
  
```



The Biweekly Labor Distribution Table (BDIS) summarizes the biweekly timesheets for biweekly-paid employees. Information displayed on this table includes the earnings/benefit code, cost element, hours worked, and labor amount.

```

ACTION: R   SCREEN: BDIS   USERID: $DR113                               06/05/13   03:30:34
PM
***** BIWEEKLY LABOR DISTRIBUTION TABLE *****
KEY IS PAY PRD, AGY, EMPL-#, POS NO, ORG, EBC, PRM IND, COST ELEMENT

PAY PRD: 01   AGY: KAA   EMPL NO: 997 00   xxxx   POS NO: 02139   ORG: 2421
LAST NAME: xxxxxxxxxxxx   FIRST NAME: xxxxxxxx   MI:
A

```

COST ELEMENT	SHORT NAME	HOURS	EBC	PRM IND	PERIOD END-DATE	COSTED AMOUNT	COSTED FLAG
01- 24211832210	UI EUC	4.01	HOL		01 11 13	77.87	Y
02- 24212172210	UI OPERATION	3.99	HOL		01 11 13	77.49	Y
03- 24211832210	UI EUC	8.00	OTB		01 11 13	233.04	Y
04- 24212172210	UI OPERATION	7.75	OTB		01 11 13	225.76	Y
05- 24211832210	UI EUC	38.00	REG		01 11 13	737.96	Y
06- 24212172210	UI OPERATION	38.25	REG		01 11 13	742.82	Y
07-							
08-							
09-							
10-							
11-							
07-*L009	HEADER CHANGE						



The LDC Adjustment Transaction (AJ) is used to make adjustments in prior payroll period timesheet data. Such adjustments are necessary when erroneous data has been processed and posted to ledgers by LDC batch processes. After an LDC Adjustment Transaction (AJ) has been entered, the LDC database will be updated, and, if desired, a Payroll Voucher Transaction (PB) will be created to modify the COFRS ledgers.

```

FUNCTION: S          DOCID: AJ PEA 1413xxxxxxxxx      06/05/13      03:00:33
PM
STATUS: ACCPT      BATID:                          ORG: EGB          001-002 OF
002
H-                LDC ADJUSTMENT INPUT FORM

      PY CYC: B      PY PRD: 14      AGY: PEA          EMPL NO: xxx xx xxxx
      POS NO: 40069  ORG: DIV3      NEW AGY:          NEW POS NO:          NEW ORG:
LAST NAME: xxxxxxxxxxxx          FIRST NAME: xxxxxxxxxxxx
MI: N
DOCUMENT HOURS: 150.00      ACTUAL DOC HOURS: 150.00

      COST ELEMENT  COST NAME      TOTAL HRS  EBC  DOLLAR AMOUNT  I/D  NEW  PB
      -----
01- PEADIV31      CONV CERT      75.00      REG      937.50      D      Y
02- PEAHYDSMM      SAT MON MNT    75.00      REG      937.50      I      Y
03-
04-
05-
06-
07-
08-
09-
10-
A--*HD04-INV COMM FOR READ-ONLY ACCESS
  
```



4.2. New Processes

4.2.1 Process and Data Flow Diagrams

New CLAS Process Flow Diagram

CPPS (pink)

- Sends Employee data to KRONOS – Current process, no change needed
- Sends Employee and Control data to HR/PAM – New outbound interfaces required
- Receives Accounting Template and Accounting Profile data from CORE – New inbound interfaces required
- Processes time files
 - Manual Payroll Input is entered in CPPS/Payroll – Current process, no system changes required.
 - **Need Central Payroll subject matter expert input**
- Processes payroll
 - KRONOS timesheet employees summarize earnings at the Account Template and Earnings Type and Pay Period level. – Current process, no change needed
 - Send Manual Warrants and Wage Attachment Check requests to CORE – Modification to current outbound interface
- Creates Labor and Expense files
 - Current Allocation sent to CORE (Cash Clearing Account Transactions) – Modifications to current outbound interface
 - Current Expense Distribution Labor and Expense file sent to CLAS – New processes

KRONOS (yellow)

- Receives employee data from CPPS – Current process, no change needed
- Sends payroll time files to CPPS payroll – Current process, no change needed
- Send Labor Allocation file(s) to CLAS

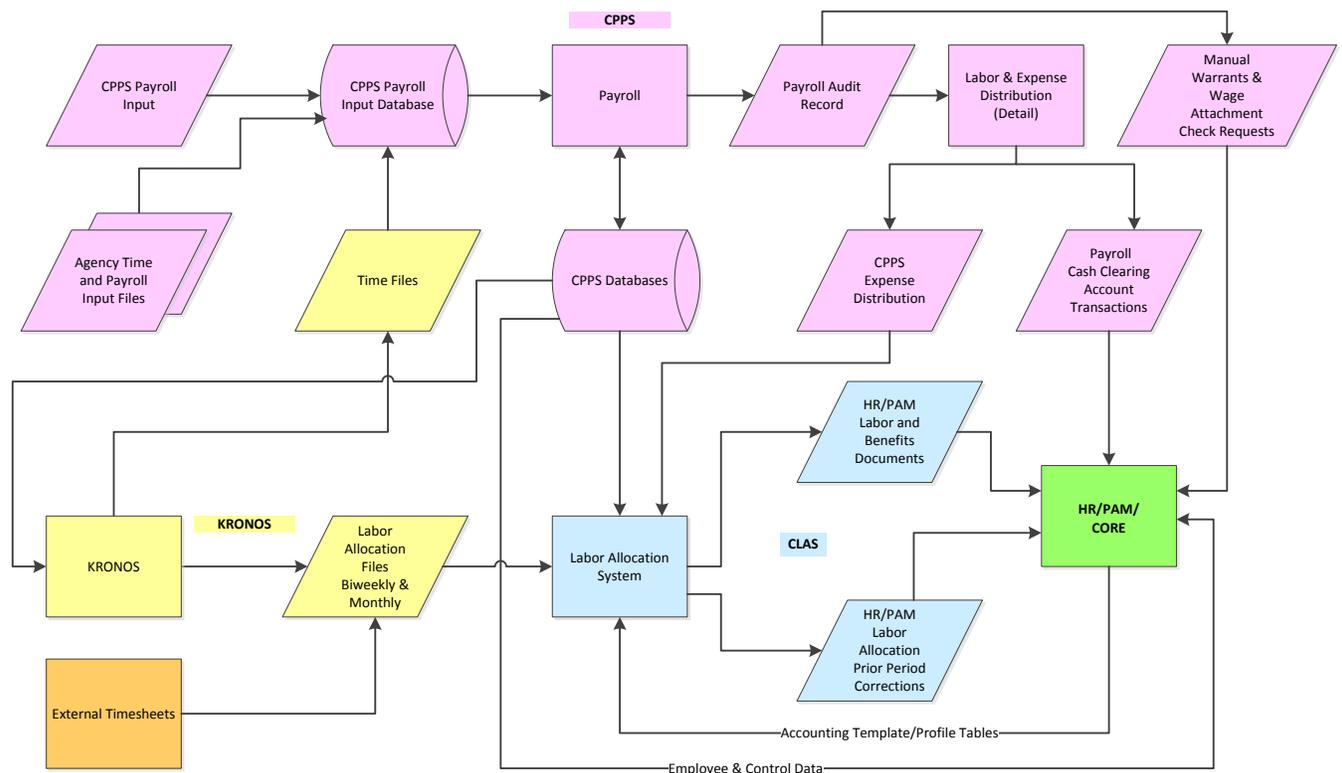
External Timesheets (orange)

- Send Labor Allocation file(s) to CLAS



CPPS/CLAS Labor Allocation (blue) – New

- Receives Labor Allocation file(s) from KRONOS
 - Reallocates original Payroll Labor Allocation based on KRONOS data
 - KRONOS time lines use Accounting Profiles.
 - Accounting Profiles can relate to multiple Accounting Templates
 - Account Lines will be split into the related Accounting Template, based on the percentage splits identified on the Accounting Profile table
- Receives Labor Allocation file(s) from external timesheets
 - Reallocates original Payroll Labor Allocation based on Timesheet data
- Employee and Control data is integrated from CPPS
- Receives Labor and Expense file from CPPS/Payroll
 - See [Appendix A](#) for Labor Allocation Rules
- Provides online access to update Labor Allocation prior to month-end close
 - Sends Labor Allocation file to HR/PAM (once per Payroll Schedule)
- Provides online access to make prior period Labor Allocation corrections
 - Sends Prior Period Labor Allocation Corrections to HR/PAM (daily)
- Creates Labor Allocation Expense Distribution interface files for HR/PAM.
 - See [Interfaces](#) for Interface definitions and Appendix A for Labor Allocation Rules





4.2.2 Online Design

4.2.2.1. CPPS Organization Table

To identify which Orgs use Profile Accounting , a value of 'P' will be stored in the field 'TIMESHEET TYPE'.

This is a repurposing of the CRFN field which is a Canadian Payroll field that is not in use at State of Colorado.

```
CONTROL TABLES                ***ORGANIZATION TABLE***                CTLU003
CHANGE RECORD:  ORG ID AAA                ORG SEQ 1
                LAST UPDATED 12/11/2012  TIME 13:35:14  ACTION TYPE C
UI NUMBER 109802006
NAME
PERSONNEL & ADMINISTRATION-AAA          ADDRESS 1
                                         633 17TH STREET, SUITE 1400
                                         ST/
ADDRESS 2                                CITY                PROV ZIP/POSTAL
(303) 866-3000                          DENVER              CO                80202
COUNTY                                PD END             TIME RPT          COMMON
DENVER                                PAY CYCLE          SORT SEQ         PAYMASTER ID
FMLA PD 2                               J
TIMESHEET TYPE P
CONTROL TABLE GROUP CODES:
GTN          CAL          ERN          TET          JOB          DEPT
BEN          VEN
ENTER YOUR CHANGES.
PA1=RESTART PA2=TRAN MENU  PF1=HELP TEXT  PF4=UNPROTECT  PF5=DELETE
PF7=SEARCH PF9=DET EDITS  PF11=FUNC MENU PF12=SIGN OFF
```



4.2.2.2. CPPS Earnings Table

LDC stores Object Code for CPPS Classified and Non-classified Full-Time and Part-Time, Permanent and Temporary employees. Analysis of the LDC EBOX table shows that Object for Perm/Temp code 'R' is always the same code as Perm/Temp code 'P':

EBC Object Expansion Table (EBOX)

```

ACTION: . SCREEN: .... USERID: .....
***** EBC OBJECT EXPANSION TABLE *****
KEY IS EBC, C/N, F/P, P/T
  
```

	CLASSIFIED/ EBC	NON-CLASSIFIED	FULL-TIME/ PART-TIME	PERMANENT/ TEMPORARY	OBJECT
	(1)	(2)	(3)	(4)	(5)
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
11-
12-
13-



To facilitate Object Code for different types of employees, the Earnings table will be expanded to add additional Object Codes for Classified and Non-Classified, Full-Time and Part-Time employees (highlighted in yellow)

Web Page:

COLORADO PERSONNEL PAYROLL SYSTEM (CPPS)

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

Earnings Table

COMPLETE NEXT TRANSACTION REQUEST.

DISPLAY Record:
 Earnings Type: REG Control Group:
 Last Updated: 11/30/2011 Time: 12:48:18 Action Type: Change

Description: REGULAR Abbreviated Description: REGULAR Sequence No: 001

Leave Accrual: No, time does not count toward leave accrual
 Expense Accrual: No, do not accrue expenses for the earnings
 Productive/ Non-Productive: Productive time
 Pay Category: Normal or regular payment
 Hours Category: Regular or leave hours
 Retroactive Pay: Eligible for automatic retroactive
 Disposable Earnings: Yes, included in wage attachment disposable earnings

	FT/Reg	PT/Reg	FT/Temp	PT/Temp
Class Object	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Non Class Object	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subject Grosses

Total Gross Pay: Earnings added to gross. Federal Withholding Tax Earnings added to subject gross 1
 FICA/CPP/QPP: Earnings added to gross State Add earnings to subject gross 1
 Retirement: Earnings added to gross Effect on Unemployment Insurance Gross Earnings added to gross
 Disability: Add earnings to gross

Standard Calculation

Routine Number: 01 - Rate x Time Factor:
 User Routine:

Pre-Calculation:
 Post-Calculation:

Balance Elements Updated

Hour	<input type="text"/>	Dollar	5556	5664	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
------	----------------------	----------------------	----------------------	----------------------	----------------------	--------	------	------	----------------------	----------------------	----------------------	----------------------

Earnings Type: Group: Table:

Enter Menu Search Browse Data Beam Return ?

Green Screen:

```

CONTROL TABLES          ***EARNINGS TABLE***          CTLU010
CHANGE RECORD:  EARNINGS TYPE OTP
                  LAST UPDATED 08/22/1995   TIME          ACTION TYPE C
DESCRIPTION OVERTIME AT 1.5          ABBREV DESC OVERTIME          SEQ NO. 050

LEAVE ACCRUAL N          EXPENSE ACCRUAL N          PRODUCTIVE/NON-PRODUCTIVE P
PAY CATEGORY D          HOURS CATEGORY N          RETRO PAY
DISP EARN          OBJECT CPPS Labor Allocations 1130

SUBJECT GROSSES:
TOTAL GROSS PAY + FED WITH TAX + FICA/CPP/QPP TAX + STATE/PROV +
RETIREMENT + UNEMP INS + DISABILITY N

STANDARD CALCULATION:
ROUTINE NO. 99  FACTOR 999999999          FT/REG PT/REG FT/TMP PT/TMP
CLASSIFIED OBJECT: 9999 9999 9999 9999
NON-CLASSIFIED OBJECT: 9999 9999 9999 9999
USER ROUTINE:
PRE-CALCULATION 99  POST-CALCULATION 99

BALANCE ELEMENTS UPDATED:
HOUR 9999 9999 9999 9999 9999          DOLLAR 9999 9999 9999 9999 9999
      9999 9999 9999 9999 9999          9999 9999 9999 9999 9999

ENTER YOUR CHANGES.
PA1=RESTART PA2=TRAN MENU PF1=HELP TEXT PF4=UNPROTECT PF5=DELETE
PF7=SEARCH PF9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF
  
```

4.2.2.3. CERT Code is being replaced by Distribution Code.



Distribution Code table will be added to CPPS.

This table will have no online inquiry access and will be maintained by a nightly feed from CORE.

Replace existing CERT code control table with two new control tables that will store Accounting Template (ACTPL) and Accounting Profile (ACTPR) codes. ACTPL and ACTPR codes will be interfaced from CORE to CPPS nightly. The following fields are required:

Accounting Template Flat File layout from CORE

Field Name	Type	Size	Start Position	Required	Valid Values
Record Type 1					
Action	Text	01	01	Yes	A,C,D (Add, Change, Delete)
Table Code	Text	02	02	Yes	'18'
Account Number	Text	20	04	Yes	
Tran. Number	Text	01	24	Yes	'1'
Name	Text	30	25	Yes	
Effective From	Date	08	55	Yes	Format CCYYMMDD
Effective To	Date	08	63	Yes	Format CCYYMMDD
Org ID	Text	04	71	Yes	CORE Department
Status	Text	01	75	Yes	Active: 'A' Inactive: 'I'
Table Type	Text	05	81	Yes	'TEMPL'



The CPPS Vendor table will be used to house the Accounting Template table. Group Code 'TEMPL' will identify the Accounting Template version of the Vendor Table:

CONTROL TABLES		***VENDOR TABLE***		CTLI018	
DISPLAY RECORD:	VENDOR ID	JOB2 ACCT1	CONTROL GROUP	TEMPL	ACTION TYPE A
	LAST UPDATED	04/10/2014	TIME		
VENDOR NAME	ACCOUNTING PROFILE	JOB2 ACCT1	VENDOR TYPE		
ADDRESS 1	2001081820010824	A T	PHONE		
ADDRESS 2					
CITY			STATE	ZIP	
A/P SETUP	DISBURSE METHOD	CHECK DISPOSITION			
A/P COMPANY	VENDOR DISTRIB				
RPT EMPL NAME	RPT EMPL SSN				
ROUTING NUMBER	SDU ACCT NUM				
COMPLETE NEXT TRANSACTION REQUEST.					
NEXT TABLE KEY: VENDOR ID			TEMPL	OR TABLE#	
PA2=TRAN MENU	PF1=HELP TEXT	PF7=SEARCH	PF8=BROWSE	PF9=DET EDITS	
PF11=FUNC MENU	PF12=SIGN OFF				



Accounting Profile Flat File layout from CORE

Field Name	Type	Size	Start Position	Required	Valid Values
Record Type 1					
Action	Text	01	01	Yes	A,C,D (Add, Change, Delete) Full File of Adds sent with each load
Account Number	Text	20	02	Yes	Accounting Profile Code
Tran. Number	Text	01	22	Yes	'1'
Name	Text	60	23	Yes	Accounting Profile Name
Effective From	Date	08	83	Yes	Format CCYYMMDD
Effective To	Date	08	91	Yes	Format CCYYMMDD
Org ID	Text	04	99	Yes	CORE Department
Template Number	Text	20	103	Yes	Accounting Template Code
Percentage	Number	7	123	Yes	Template Percentage
Status	Text	01	130	Yes	Active: 'A' Inactive: 'I'



4.2.2.4. Vendor Table

Increase field length of existing Vendor ID from 9 characters to 20 characters. This is required to align with the CORE vendor/customer codes.

Vendor Table Flat File layout from CORE

Field Name	Type	Size	Start Position	Required	Valid Values
Record Type 1					
Action	Text	1	1	YES	A,C,D (Add, Change, Delete)
Table Code	Text	2	2	YES	'18'
Vendor ID	Text	20	4	YES	
Tran. Number	Numeric	1	13	YES	'1'
Vendor Name	Text	30	14	YES	

All references to Vendor ID (employee data, control tables, programs, files) will be expanded from the delivered 9 character field to the expanded 20 character field.



4.2.3.1. CPPS Name Search

CPPS Name Search provides the same information as the LDC EMPX and AEMO tables with the exception of displaying the Employee Status.

CPPS Name Search will be modified to add Employee Status 'Status'

Web Page:

COLORADO PERSONNEL PAYROLL SYSTEM (CPPS)

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

Name Search

Page

SEARCH CONCLUDED.

Select	Employee Name	Employee ID	Organization ID	Status	Home Dept #	Home Dept Name
<input type="radio"/>	SMITH,AUTUMN G	997095500	EGB	A	EGB 03	AGENCY SERV
<input type="radio"/>	SMITH,BRET RUSSELL	997099039	EGB	A	EGB 02	SERV OPS
<input type="radio"/>	SMITH,CAITLIN F	997005284	EGB	T	EGB 03	AGENCY SERV
<input type="radio"/>	SMITH,DAMIAN	997040405	EGB	A	EGB 02	SERV OPS
<input type="radio"/>	SMITH,DOUGLAS A	997099727	EGB	T	EGB BUS	OIT BUS SVCS
<input type="radio"/>	SMITH,FRED M	997007702	EGB	A	EGB 03	AGENCY SERV
<input type="radio"/>	SMITH,GERALD WILFRED	997003686	EGB	A	EGB 03	AGENCY SERV
<input type="radio"/>	SMITH,SCOTT N	997002805	EGB	A	EGB 03	AGENCY SERV

Transaction Employee

Organization

CPPS Name Search green screen.

Shorten literal 'ORG ID' to 'ORG'.

```

PERSONNEL                               ***NAME SEARCH***                               PERI030
EMPLOYEE NAME                           EMPL ID  ORG STATUS  HOME DEPT # AND NAME
SMITH DEC'D, RONALD                     997020776 HAA      X      HAA      TRANSPORTATIO
SMITH-CAMPBELL, VICTORIA C              997087772 NAA      X      NAA      DEM DEM
SMITH-CAMPBELL, VICTORIA C              997087772 RAA      X      RAA      DHS DHSEM
SMITH-EL-SENUSSI, BETINA M              997055449 FAA      X      FAA      MAIN CAMPUS
SMITH-JIMENEZ, CYNTHIA MAE              997037408 PAA      X      PJA 320  ARK HEADWTR R
SMITH, ADAM S                            997058801 GGB      X      GGB      CSU
SMITH, ADRIAN                           997016577 GGB      X      GGB      CSU
SMITH, ALLAN LEE                         997087061 PAA      X      PAA 203  ACCOUNTING
SMITH, ALLAN P                           997103933 OAA      X      OAA      MILITARY & VE
SMITH, AMY C                             997059167 JAA      X      JAA 18P  18TH DISTRICT
SMITH, AMY R                             997095134 JCA      X      JCA  DU  PUBLIC DEFEND
SMITH, ANDRE DESHAWN                    997075611 IHA      X      IHA  IIB  HS HOSPITAL
SMITH, ANDRE KENDALL                    997047812 FAA      X      FAA      MAIN CAMPUS
SMITH, ANDREA L                          997055973 FAA      X      FAA      MAIN CAMPUS
SMITH, ANDREW A                          997094155 JAA      X      JAA 18   18TH DISTRICT
SMITH, ANDREW T                          997090138 JAA      X      JAA 28   DEN ADULT PRO
SMITH, ANITA M                           997041352 BAA      X      BAA 90   STATE FAIR
TO SELECT AN EMPLOYEE PLACE THE CURSOR NEXT TO THE NAME AND HIT <ENTER>.
PAGE FORWARD FOR ADDITIONAL DATA.
TRAN 030 EMPLOYEE NAME SMITH                               ORG ALL
PA2=TRAN PF1=HELP PF7=PRIOR PF8=NEXT PF9=FIRST PF11=FUNC PF12=OFF
  
```



4.2.3.2. Job Assignment Account Distribution

```

PERSONNEL                               ***JOB ASSIGNMENT DATA***                PERU004
999999999                               XXXXXXXXXXXXXXXXXXXX,XXXXXXXXXXXXX      X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

      JOB NO 1                TOTAL JOBS 1                EFF DATE                ACTNS
      BEGIN DATE 08/29/2011    END DATE 99/99/9999        USER FIELD
      POSITION NO XXXXXXXXX     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
      ACCOUNTING TEMPLATE        ERN      RATE/AMT    PERCENT    START      STOP
01 XXXXXXXXXXXXXXXXXXXXXXXX    XXX      9999999.99    999.99    XX/XX/XXXX XX/XX/XXXX
02 XXXXXXXXXXXXXXXXXXXXXXXX    XXX      9999999.99    999.99    XX/XX/XXXX XX/XX/XXXX
03 XXXXXXXXXXXXXXXXXXXXXXXX    XXX      9999999.99    999.99    XX/XX/XXXX XX/XX/XXXX
04 XXXXXXXXXXXXXXXXXXXXXXXX    XXX      9999999.99    999.99    XX/XX/XXXX XX/XX/XXXX
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
  
```

Modify Account Distribution lines to carry Accounting Template.

Expand number of Accounts per Job from 7 to 10.

Accounting Template must be a valid accounting template as validated against the Accounting Template table interfaced from CORE.

Accounting Profile Orgs need to set use a valid Accounting Template on these screens/pages.

ERN must be a valid Earnings Type as validated against the CPPS Earnings table.



4.2.3.3. Additional Job Assignment Account Distribution Screen

This is a new Green Screen only. Web screen will have Account Lines on the Job Assignment page

New screen to edit and display Additional Account Distributions 11 – 24

```

PERSONNEL          ***ADDITIONAL ACCOUNT DISTRIBUTIONS***          PERU050
999999999          xxxxxxxxxxxxxxxx,xxxxxxxxxxxxx x          xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

JOB #: 99          POSITION: 99999 JOB CLASS: xxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
ACCOUNTING TEMPLATE          ERN          RATE/AMT          PERCENT          START          STOP
xxxxxxxxxxxxxxxxxxxxxxxxxxxx          xxx          9999999.99          999.99          xx/xx/xxxx          xx/xx/xxxx

ENTER YOUR CHANGES.          DISPLAYING DISTRIBUTIONS 5 THRU 21.
TRANS 999  EMPL xxxxxxxxxx          JOB 99  ORG xxx
PA2=TRAN MENU  PF1=HELP TEXT  PF2=PAGE BACK  PF3=PAGE FWD  PF7=INQUIRY
PF8=TABLE INQ  PF9=DET EDITS  PF11=FUNC MENU  PF12=SIGN OFF
  
```

Accounting Template must be a valid accounting template as validated against the Accounting Template table interfaced from CORE.

Accounting Profile Orgs need to set use a valid Accounting Template on these screens/pages.

ERN must be a valid Earnings Type as validated against the CPPS Earnings table.



4.2.3.4. Employee Alternate Address/Kronos

Kronos Labor Levels are stored on the CPPS Alternate Address Screen PER*006

```

PERSONNEL                ***ALTERNATE ADDRESS***                PERI006
999999999 XXXXXXXX,XXXXXXX X                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                ---ALTERNATE MAILING ADDRESS---

                STREET
                CITY
STATE OR PROVINCE
ZIP/POSTAL CODE

                --USER FIELDS--

                FIELD/DATE
                FIELD/DATE
                -KRONOS LABOR LEVELS--
LEVEL-2    EGB-2702
LEVEL-3    EGB-UNASSIGNED
LEVEL-4    EGB-UNASSIGNED
LEVEL-5    EGB-92010
PAY RULE   062

COMPLETE NEXT TRANSACTION REQUEST.
TRANS      EMP 999999999                JOB 01...ORG XXX                QTR
PA2=TRAN MENU PE1=HELP TEXT PF7=INQUIRY PF8=TABLE INQ PF9=DET EDITS
PF11=FUNC MENU PF12=SIGN OFF
  
```

Labor Level 5 is passed to Kronos from CPPS as the employee's supervisor Position number.

For Non-Profile Orgs, this will be changed to be an Accounting Template

For Profile Orgs, this will be changed to be an Accounting Profile.

Each Org is responsible for updating their employee's records to carry the new Accounting Template or Profile code.



4.2.3.5. Employee Wage Attachments

Expand Vendor Number from 9 to 20 characters

```

PERSONNEL          ***EMPLOYEE WAGE ATTACHMENTS***          PERI022
999999999|        XXXXXX,XXXXXXXXXX X M                    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

                MRT STAT
STATE EPLMNT 0006   M          RESIDENCE 0006   M          ACTUAL MRT STAT M

  PRIORITY 3      TYPE GN      GTN_NO. 188      ORIGINATING ENTITY 0006

  START DATE 99/99/9999          VENDOR 263968013          DEPENDENTS
  STOP DATE 99/99/9999          ALTERNATE FEE          2ND FAMILY
  CASE/DOCKET XXXXXXXXXXXX      FIPS CD          HEAD OF FAMILY
ORIGINAL AMT 9999.99          ARREARAGE          EXCESS
CURRENT BAL 9999.99          ORDER NUMBER
AMT TO TAKE 99.99          FREQUENCY/% %
ATTACH TO DT 9999.99          USE ALT
ALT EXEMPTN          AMT/%
- GTN LIST - 1 2 3 4 5 6 7 8 9 10
ATTACHMENT GN  GN  GN
  GTN_NO. 188 189 190
  PRIORITY 3 1 2
COMPLETE NEXT TRANSACTION REQUEST.
TRANS      EMP 999999999          JOB 01_ORG XXX          QTR
PA2=TRAN MENU PE1=HELP TEXT PF2=PAGE BACK PF3=PAGE FWD PF7=INQUIRY
PF8=TABLE INQ PE9=DET EDITS PF11=FUNC MENU PF12=SIGN OFF
  
```

Expand the Payroll Audit Record (PAR) and all associated references to Vendor Number from 9 characters to 20.



4.2.4. CPPS Advanced Data Security

Add new Function 010 for online access to the new Labor Allocation sub-system

```
ADVANCED DATA SECURITY          ***ADS MAINTENANCE MENU***          ADSM000

-TRANS-  ---DESCRIPTION-----
001      NON-QUERY OPERATOR UPDATE (For HRMS access only)
002      FUNCTION ACCESS UPDATE
003      TRANSACTION PATTERN UPDATE
004      ORGANIZATION ID PATTERN UPDATE
005      DEPARTMENT PATTERN UPDATE
006      EMPLOYEE TYPE PATTERN UPDATE
007      DATA ACCESS PATTERN UPDATE
008      VIEW PATTERN UPDATE
009      QUERY OPERATOR UPDATE (For HRMS and external access)
011      NON-QUERY/QUERY OPERATOR INQUIRY
012      FUNCTION ACCESS INQUIRY
013      TRANSACTION PATTERN INQUIRY
014      ORGANIZATION ID PATTERN INQUIRY
015      DEPARTMENT PATTERN INQUIRY
016      EMPLOYEE TYPE PATTERN INQUIRY
017      DATA ACCESS PATTERN INQUIRY
018      VIEW PATTERN INQUIRY
030      NAME SEARCH

TRANS 002 OPER          FUNCTION 010 PATTERN          GROUP  VIEW
PF1=HELP TEXT PF2=SEARCH PF11=FUNC MENU PF12=SIGN OFF
```

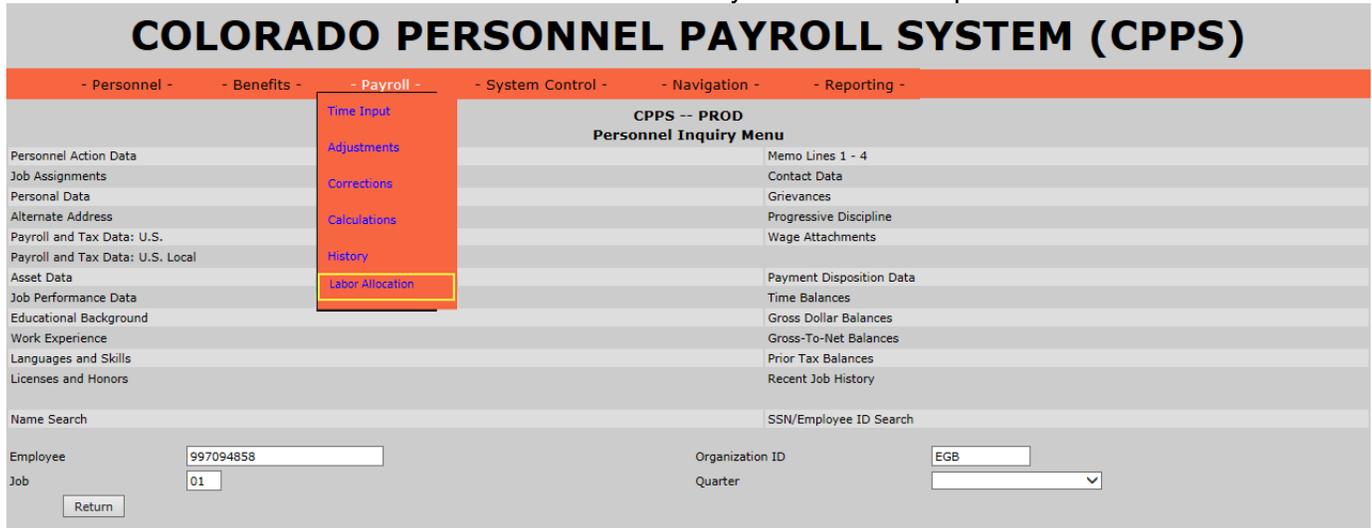


4.2.5. Labor Allocation

CPPS iTrust Menu

Web Page

“Labor Allocation” is a new transaction on the Payroll Function drop-down



Green Screen

“Function 10: Labor Allocation” will access Labor Allocation transactions:

```

**COLORADO PAYROLL PERSONNEL SYSTEM**
PEOPLESTRATEGY, INC HUMAN RESOURCES MANAGEMENT SYSTEM (C) COPYRIGHT 2001

01 PERSONNEL UPDATE          51 PAYROLL TIME INPUT
02 PERSONNEL INQUIRY         52 PAYROLL ADJUSTMENTS
03 BENEFITS UPDATE           53 PAYROLL CORRECTIONS
04 BENEFITS INQUIRY          54 PAYROLL CALCULATIONS
                               55 PAYROLL HISTORY

10 Labor Allocation          61 CONTROL TABLES UPDATE
                               62 CONTROL TABLES INQUIRY

                               71 ADVANCED DATA SECURITY

                               81 POSITION CONTROL UPDATE
                               82 POSITION CONTROL INQUIRY

ENTER REQUESTED FUNCTION HERE

OPERATOR ID          PASSWORD
PF5=CHANGE PASSWORD PF12=SIGN OFF
  
```



**For purposes of defining data and processes,
 the following screens are shown as "green screen"**

Web pages will be built once the data and processes are finalized

Labor Allocation Menu Transactions

```

LABOR ALLOCATION          ***LABOR ALLOCATION MENU***          LALU000
  TRANS  -----DESCRIPTION-----      TRANS  -----DESCRIPTION-----
  000   LABOR ALLOCATION MENU
  010   EMPLOYEE TIMESHEET UPDATE        020   EMPLOYEE TIMESHEET INQUIRY
  015   PRIOR SCHEDULE CORRECTION        025   PRIOR SCHEDULE INQUIRY

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




To insert a line, key "I" in the SEL column and a blank line will be inserted below the selected line.

If Hours are modified, deleted or added, the Amount will be re-calculated

To delete a line, key "D" in the SEL column and the line will be marked as deleted. Deleted lines will display as negative numbers even though they will be stored as positive numbers.

When a line is Deleted and the user hits <enter>, the deleted line amount will show as negative and a new/insert line will be displayed. Data can either be entered or the user can hit <enter> again to update the record.

Update mode on LA11 can only be entered if the earnings Costed flag is blank. Inquiry only is allowed if the Costed flag is non-blank (Y).

PF2 and PF3 will page the data up and down on Date and Accounting Template.

PF4 and PF5 will page the data up and down on Employee Name and ID



When a like is Deleted and the user hits <enter>, the deleted like amount will show as negative and a new/insert line will be displayed. Data can either be entered or the user can hit <enter> again to update the record.

To insert a line, key “I” in the SEL column and a blank line will be inserted below the selected line.

Update mode on LA15 can only be entered if the earnings Costed flag is not blank (Y).

PF2 and PF3 will page Template/Earnings data up and down.



5. REPORTS

Report definitions will be defined in technical design. Below is a listing of the currently known reporting needs.

2.1. Accounting Template and edit reports will be developed

- Employee Database Job Account Accounting Template no longer active
- CLAS Labor Allocation Accounting Template no longer active
- HR/PAM Interface
 - HR/PAM Interface edit of Accounting Template no longer active
 - HR/PAM Default Allocation report

5.2. Accounting Template earnings created from Kronos Accounting Profile data

5.3. Daily Labor Reallocation Change Report

2.4. LDC/CPSS Payroll Hours Reconciliation (LDC04R)

This report lists discrepancies in employee hours between CPPS and CPPS Labor Allocation.

The report sample below is taken from the COFRS Report Manual. Technical Design will identify changes needed to convert this report from LDC to CPPS Labor Allocation.

LDC/CPSS Payroll Hours Reconciliation (LDC04R)

REPORT ID: LDC04R RUN TIME: 01:37	STATE OF COLORADO COLORADO FINANCIAL REPORTING SYSTEM LDC/CPSS PAYROLL HOURS RECONCILIATION FOR STATE FISCAL YEAR 1995 - AS OF 07/12/95	PAGE: 2 RUN DATE: 07/12/95
AGENCY CATEGORY: 1 1ST STATE DEPARTMENT AGENCY CLASS: 1A 1ST STATE DIVISION	AGENCY: 1AA 1ST STATE AGENCY ORG: 1000 1ST STATE ORGANIZATION ORG MGR:	
----- LDC ----- PAYROLL TOTAL HOURS CODE RECORDED	----- CPSS ----- PAYROLL TOTAL HOURS CODE RECORDED EARNINGS AMOUNT	HOURS DIFFERENCE
EMPLOYEE NUMBER: 2222222222 LAST NAME: GENSLINGER	PAY CYCLE: B PAY PERIOD: 12 EXEMPT: N FIRST NAME: PAUL MI: L	
REG 62.40	REG 67.80 514.68	5.40
EMPLOYEE TOTAL: 62.40	67.80 514.68	5.40
ORG 1000 TOTAL: 62.40	67.80 514.68	5.40

LDC/CPSS Payroll Hours Reconciliation (LDC04R)

REPORT ID: LDC04R RUN TIME:	STATE OF COLORADO COLORADO FINANCIAL REPORTING SYSTEM LDC/CPSS PAYROLL HOURS RECONCILIATION (1) (2) FOR STATE FISCAL YEAR 1999 - AS OF 99/99/99	PAGE: RUN DATE: .././..
(5) (6) AGENCY CATEGORY: X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(3) (4) AGENCY: XXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(7) (8) ORG: XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
(9) (10) AGENCY CLASS: XX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	(11) ORG MGR: XXXXXXXXXXXXXXXX	
----- LDC ----- PAYROLL TOTAL HOURS CODE RECORDED	----- CPSS ----- PAYROLL TOTAL HOURS CODE RECORDED EARNINGS AMOUNT	HOURS DIFFERENCE
(12) EMPLOYEE NUMBER: XXX-XX-XXXXX	(13) PAY CYCLE: X (14) PAY PERIOD: XX (15) EXEMPT: X	
(16) (17) (18) LAST NAME: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	FIRST NAME: XXXXXXXXXXXXXXXXXXXXXXXX MI: X	
(19) (20) XXX 9999999999 XXX 9999999999	(21) (22) XXX 9999999999 999999999999 XXX 9999999999 999999999999	(24) 9999999999 9999999999
EMPLOYEE TOTAL: 9999999999	9999999999 999999999999	9999999999
ORG XXXX TOTAL: 9999999999	9999999999 999999999999	9999999999
AGENCY XXX TOTAL: 9999999999	9999999999 999999999999	9999999999



6. INTERFACES

Detailed interface designs will be developed by the CGI and State HR/PAM/LDC team. File layouts for all tables listed below are included in [Appendix A](#).

CORE → CPPS Interfaces:

1. Vendor/Customer (VCUST) – Sends data from VCUST table in CORE to CPPS to process wage attachments.
2. Accounting Template (ACTPL) – Sends accounting template data from CORE to CPPS so that accounting data is editable on timesheets.
3. Accounting Profile (ACTPR) – Sends accounting profile data from CORE to CPPS so that the CPPS routine can expand accounting profiles from KRONOS and other external timekeeping systems into accounting templates and split the worked hours between the templates based on percentages set on the accounting profile table.

CPPS/CLAS → HRM/PAM Interfaces (HRM Database Table Names provided by CGI)

PeopleStrategy will provide analysis and support of State OIT resources, and as amended, PeopleStrategy will build the interfaces listed below:

#	Interface	Notes	Responsibility	Due Date
1	PAY_CYCLE	Sets up payroll calendars in HRM	State of Colorado	5/30/2014
2	EVNT_CATG	Sets up pay and ded codes	State of Colorado	5/30/2014
3	EVNT_TYPE	Set up pay codes	State of Colorado	5/30/2014
4	DED_PLAN	Set up deduction codes	State of Colorado	5/30/2014
5	DED_TYPE	Set up deduction codes	State of Colorado	5/30/2014
6	ESMT_DOC_HDR	Sends CPPS job assignment data to HRM	State of Colorado	5/30/2014
7	PEND_PAY_HIST_ACTG	Sends CPPS timesheet data to HRM	People Strategy	5/30/2014
8	DED_PARM	Sets up all deductions for each employee	People Strategy	5/30/2014
9	C_PAY_DETL	Detailed pay data from payroll	People Strategy	5/30/2014
10	C_PAY_DETL_EXT	Detailed pay data from payroll	People Strategy	5/30/2014
11	C_DED_DETL	Detailed deduction data from payroll	People Strategy	5/30/2014
12	C_DED_DETL_EXT	Detailed deduction data from payroll	People Strategy	5/30/2014
13	C_PAY_CHECK	Summarized pay check data per employee	People Strategy	5/30/2014
14	C_PAY_CHECK_EXT	Detailed pay check data per employee	People Strategy	5/30/2014
15	GTN_STATS_HDR	Summary payroll data for each payroll schedule	People Strategy	5/30/2014
16	GTN_STATS_DETL	Summary payroll data for each payroll schedule	People Strategy	5/30/2014
17	MISC_DOC_HDR	No longer needed. Replaced by DED_PARM interface.		
18	ENRL_DOC_HDR	No longer needed. Replaced by DED_PARM interface.		
19	FAMC_DOC_HDR	No longer needed. Replaced by DED_PARM interface.		
20	LEVY_DOC_HDR	No longer needed. Replaced by DED_PARM interface.		
21	GARN_DOC_HDR	No longer needed. Replaced by DED_PARM interface.		

By amending the original functional design, the State of Colorado assigns the building of interfaces directly to PeopleStrategy staff, as needed. The hours over and above 216 for the interface portion of the project will be borrowed from the time currently allocated to the premium pay project (reference 3.3.5 above), ongoing support, and any available contingency. There is no change in total hours or total cost as a result of amending this document as of April 4, 2014.



7. APPENDIX

7.1. Appendix A: Labor Allocation Processing Rules

This Appendix is a work in progress and will be updated as continued analysis of the Labor Allocation rules is conducted.

7.1.1. Labor and Expense Allocation

Based on email, discussions, and concerns the design below meets the requirements of replacing the COFRS LDC system and allows for possible future needs.

The CPPS job assignment screen, accounting template lines, are being expanded from 3 to 21. These additional lines allow departments to charge their employee's time up to 21 different COA lines. Records sent to the CPPS allocation sub-system will be summarized by COA using the pay period end date. There will be no daily tracking. NOTE: The daily default fields originally proposed on the Job Assignment screen should be removed.

Departments interfacing Timesheet (TS) transactions (Kronos or any other outside time keeping system) will determine the level of detail they want to track employee time. The system will be able to use by day, by date or multiple dates, or summary being the last day of the pay period. A standard TS transaction file format is current being reviewed for approval.

Monthly Payroll. Each active employee will have their monthly earning consolidate by earnings code within the same object code. These earnings are spread to accounting templates based on the job assignment screen. The system must associate the Job #, Position #, Pay Schedule, Pay Date, FY, and CPPS ORG with each record associated with an accounting template and earnings code. There will be no daily tracking. All earnings will be posted using the payroll period end date.

Monthly Premium Pay. If an employee earns premium pay in a month, he/she is paid in the following month. The premium dollars paid are not included in the monthly allocation. There will be no costing of the premium pay in the month that it is earned. The earnings should be consolidated by earnings code within the same object code. These earnings are spread to accounting templates based CPPS input screens. The system must associate the Job #, Position #, Pay Schedule, Pay Date, FY, and CPPS ORG with each record associated with an accounting template and earnings code. There will be no daily tracking. All earnings will be posted using the payroll period end date?

Monthly Adjustment Payroll. If an employee has earnings on a monthly adjustment payroll, the earnings should be consolidated by earnings code within the same object code. These earnings are spread to accounting templates based on the job assignment screen. The system must associated the Job#, Position #, Pay Schedule, Pay date, FY, and CPPS Org with each record associated with an accounting template and earning code. There will be no daily tracking. All earnings will be posted using the payroll pay date? There will be no allocation process for these payrolls.

Bi-weekly Payroll: Each active employee will have their bi-weekly earning consolidated by earnings code within the same object code. These earnings are spread to accounting templates based on the job assignment screen. The system must associate the Job #, Position #, Pay Schedule, Pay Date, FY, and CPPS ORG with each record associated with an accounting template and earnings code. There will be no daily tracking. All earnings will be posted using the payroll end date.



Allocation Process

This process should occur sometime (2-4 days) after the end of the month for monthly payrolls or 1-2 days after bi-weekly payrolls. This process is for those CPPS ORG's that send in timesheets (Kronos or from manually time tracking systems) that need to allocate employees earning based on the details from their timesheet.

If a timesheet is received for an employee, the original records posted from CPPS to LALU 11 will be marked as Reallocated (RA) and new records will be added based on the TS detail. **Note:** Premium pay or Positive pay for items such as Housing or Clothing allowances should not be deleted/effected by this process. If no timesheet is received, no reallocation is done. If a timesheet is received but there is no CPPS earnings record, post the timesheet information to the LALU screen with zero dollars.

If a time sheet is received with a # (earning codes such as HOL, VAC) in the accounting template field, the # should be replaced with accounting templates used on the time sheet. The calculation would be to summarize the hours of all accounting templates and come up with a percentage by accounting templates related to the total hours. Then multiply this percentage times the hours for the #.

Example A: Time sheet had 40hrs with a template equal to #. It also had 120 hours with 3 templates:

60 hrs for Template #1, 50% of the 120 hours, so 20 hrs would be assigned to this temp.
40 hrs for Template #2, 30% of the 120 hours, so 12 hrs would be assigned to this temp.
20 hrs for Template #3. 20% of the 120 hours, so 8 hrs would be assigned to this temp.

The allocation program should consolidate all hours on the timesheet related to earnings codes with the same object code and accounting template for allocation purposes. Premium pay or positive pay should be eliminated from this allocation process.

The program should divide the earnings, eliminating any premium pay or positive pay items, by the number of hours on the time sheet to calculate the rate per hour. The rate per hour should then be multiplied by the hours on the time sheet for each earnings code with the same object code and accounting template. The system must associate the Job #, Position #, Pay Schedule, Pay Date, FY, and CPPS ORG with each record associated with an accounting template and earnings code at the level (by day, by date or summary) on the TS.

Note: The examples below are at a summary level.

Examples # 1

CPPS payroll has \$1000, 160 hours with REG earnings and accounting template# 99. A TS is received with 160 hours with REG earnings and five accounting templates. The system should reallocate the earnings.

Template #1 has 64 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 48 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #4 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100

Examples # 2



CPPS payroll has \$1000, 160 hours with REG earnings and accounting template# 99. A TS is received with 180 hours with REG earnings and five accounting templates. The system should reallocate the earnings.

Template #1 has 72 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 52 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 18 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #4 has 18 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 18 hours, 10% of the total hours, multiplied x \$1000 = \$100

Examples # 3

CPPS payroll has \$1000, 160 hours with REG earnings and accounting template# 99. A TS is received with 120 hours with REG earnings and five accounting templates. The system should reallocate the earnings.

Template #1 has 48 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 36 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 12 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #4 has 12 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 12 hours, 10% of the total hours, multiplied x \$1000 = \$100

Examples # 4

CPPS payroll has \$1000, 160 hours with REG earnings and accounting template# 99. A TS is received with 120 hours with REG earnings, 32 hour of VAC and 8 hours of HOL with 3 accounting templates. The system should reallocate the earnings.

Temp #1 has 48 REG hours, 40% of the total REG hours, multiplied x \$1000 = \$480
Temp #1 has 12.8 VAC hours, 40% of the total VAC hours, multiplied x \$1000 = \$128 Temp #1 has 3.2
HOL hours, 40% of the total HOL hours, multiplied x \$1000 = \$32
Temp #2 has 36 hours, 30% of the total REG hours, multiplied x \$1000 = \$360
Temp #2 has 9.6 VAC hours, 30% of the total VAC hours, multiplied x \$1000 = \$96 Temp #2 has 2.4
HOL hours, 30% of the total HOL hours, multiplied x \$1000 = \$24
Temp #3 has 36 hours, 30% of the total REG hours, multiplied x \$1000 = \$360
Temp #3 has 9.6 VAC hours, 30% of the total VAC hours, multiplied x \$1000 = \$96 Temp #3 has 2.4
HOL hours, 30% of the total HOL hours, multiplied x \$1000 = \$24

Examples # 5

CPPS payroll has \$1000, 160 hours with REG earnings for \$1000 charged to accounting template# 99. A TS is received with 160 hours with REG earnings and five accounting templates. The TS also has 40 hours with SH2 earning and accounting template ABC. The SH2 hours are not used in the allocation. The system should reallocate the earnings.

Template #1 has 64 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 48 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100



Template #4 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100

Examples # 6

CPPS payroll has \$1020, 160 hours with REG earnings for \$1000 charged to accounting template# 99 and 40 hours with SH2 for \$20 charged to accounting template# ABC. A TS is received with 160 hours with REG earnings and five accounting templates. The SH2 earning is not used in the allocation and should be left as posted from payroll. The system should reallocate the earnings.

Template #1 has 64 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 48 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #4 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100

Examples # 7

CPPS payroll has \$1075, 160 hours with REG earnings for \$1000 charged to accounting template# 99 and \$75 of CLO (clothing allowance) charged to accounting template# Clothing. A TS is received with 160 hours with REG earnings and five accounting templates. The CLO earning is not used in the allocation and should be left as posted from payroll. The system should reallocate the earnings.

Template #1 has 64 hours, 40% of the total hours, multiplied x \$1000 = \$400
Template #2 has 48 hours, 30% of the total hours, multiplied x \$1000 = \$300
Template #3 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #4 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100
Template #5 has 16 hours, 10% of the total hours, multiplied x \$1000 = \$100



Labor Allocation is created from the Payroll Audit Record (PAR) as part of each Payroll Schedule; Biweekly, Monthly, Monthly Premium Pay and Month-end Adjustment

The CPPS Gross-to-net table is used to identify how Fringe Benefits are processed in Labor Allocation (see Appendix C). This table is also used to derive the Object Code for Fringe Benefits.

CLAS does not allocate Fringe Benefits across multiple Earnings and Accounting Templates. This function is accomplished in HR/PAM

The CPPS Earnings table is used to identify how the Earnings are processed in Labor Allocation (see Appendix D). This table is also used to derive the Object Code for Earnings.

The CLAS Labor Allocation and Expense Distribution database will be loaded from the CPPS Payroll Expense Distribution process.

All Orgs will have summarized earnings based on their active Job Account lines. This data will be reallocated in the reallocation process described below in 7.1.2 Reallocation.

7.1.2. Labor and Expense Reallocation

7.1.2.1. Kronos Time Feed

When Kronos does their month-end close, a time file is created and sent to CLAS.

Kronos Profile Orgs will have summarized earnings based on their active Job Accounts.



From LDC User Guide:

Reallocation is used to back out the CPPS payroll/benefit expense transactions and replace them with new payroll/benefit transactions that assign payroll and benefit costs to the accounting distributions reported on employee timesheets.

For payroll expenses, the amount reallocated to a cost element is based upon the hours recorded by the employee for that cost element and pay code as a ratio of the total hours charged for the pay code in the payroll period.

The reallocation logic is defined in the formula below:

Costed Amount = (Hours recorded to cost element/ Total hours for pay code for cost element) * Payroll dollars

The reallocation process is actually performed in two phases.

1. First, leave entries on the timesheet are reallocated to the cost elements charged for work hours, in proportion to the regular hours worked.
2. Second, CPPS earnings are reallocated against the cost elements shown on the reallocated timesheet.

Once the reallocation has been completed, the cost elements are translated into accounting distributions and are sent to HR/PAM for further accounting string break-out.



7.1.4. Use of Dump Account

The CPPS Allocation Design
Use of Dump Account
May 27, 2014

Transactions generated out of the CPPS Allocation system are interfaced into PAM to record payroll and benefit expense. These transactions carry an Accounting Template code that will be expanded into the Departments COA for posting into PAM. During the generation of the payroll and benefit expense transactions, the CPPS Allocation system should verify the accounting template is still valid. If the accounting template is not valid, the accounting template should be changed to the departments “dump account”. Using the first 4 digits of the bad accounting template code (core department code) replace the remaining characters with Dump Account. Note: There is a space between Dump and Account. After changing the Accounting Template to Dump Account, verify this is a valid Accounting Template. If the Accounting Template with the Dump Account is not valid, do not include the records in the interface and mark these records with a special error code.

Example:

Account Template: EGBA123456EAS1 is invalid. Change the accounting template to EGBADump Account



1.1. Appendix B: LDC EBC Table

This LDC table defined Earnings and Benefits processing rules related to how earnings and benefits are processed in Labor Allocation

Earnings Object Code is obtained from the CPPS Earnings Table and is based on the Employee's Full-time/Part-time and Classified/Non-Classified indicators

Fringe Benefit Object Code is obtained from the CPPS Gross-to-Net table and is based on the Employee's Classified/Non-Classified indicator. The GTN table carries the Classified Object Code. If an employee is Non-Classified, the Object code is increased by 100, i.e. Object Code "1521" "becomes "1621".

EBC	Pay Code	Name	OBJT	Y = alloc based on hours, N = no alloc	Paid Leave Ind - Not used in LDC alloc	Hours Count Ind. Y= use hours on T/S in Alloc	Worked Hours Ind. This field is not used in alloc	Object Expansion Ind - Y = uses EBOX , N = use standard object	Premium Rate
Earnings									
912	912	9 MO SALARY PAID 12 MO	1210	Y	N	Y	Y	N	
ANL	ANL	ANNUAL BAL RESIGNATION	1140	Y	Y	N	N	Y	
ANR	ANR	ANNUAL BAL RETIREMENT	1140	Y	Y	N	N	Y	
X24	ANR	OBJ EXP-CLASS ANR	1140	N	N	N	N	N	
X28	ANR	OBJ EXP-NONCL-ANR	1240	N	N	N	N	N	
BEN	BEN	BENEFITS/ALLOWANCE	1630	N	N	N	N	N	
BNS	BNS	BONUS/COMMISSION	1340	N	N	N	N	N	
CBO	CBO	CALL BACK OVERTIME	1130	Y	N	Y	Y	Y	1.500
CLB	CLB	CALL BACK PAY CL	1110	Y	N	Y	Y	Y	
CLL	CLL	ON CALL DIFFERENTIAL CL	1300	Y	N	N	Y	N	
CLO	CLO	CLOTHING/UNIFORM ALLOWAN	3113	N	N	N	N	N	
CLP	CLP	CELL PHONE NON-TAXABLE	1630	N	N	N	N	N	
CSV	CSV	SETTLEMENT/SEVERENCE	1300	N	N	N	N	N	
XF1	FRL	OBJ EXP-CLASS FULL PERM	1112	N	N	N	N	N	
XF2	FRL	OBJ EXP-CLASS PART PERM	1113	N	N	N	N	N	
XF3	FRL	OBJ EXP-NONCL FULL PERM	1212	N	N	N	N	N	
XF5	FRL	OBJ EXP-NONCL PART TEMP	1223	N	N	N	N	N	
FRL	FRL	MANDATORY FURLOUGH	1112	Y	N	Y	Y	Y	
HON	HON	HONORIUM	1310	N	N	N	N	N	
HOU	HOU	HOUSING ALLOWANCE	1320	N	N	N	N	N	
INC	INC	INCENTIVE PAY	1340	Y	N	N	N	N	
LDG	LDG	LODGING - TAXABLE	2510	N	N	N	N	N	
MAT	MAT	MATCHING PAY AWARD	1110	N	N	N	N	N	
MEL	MEL	MEAL REIMBURSEMENT	2512	N	N	N	N	N	
MIL	MIL	MILITARY LEAVE PAY	1110	Y	N	Y	N	Y	
MLA	MLA	MEAL ALLOWANCE	2512	N	N	N	N	N	



EBC	Pay Code	Name	OBJT	Y = alloc based on hours, N = no alloc	Paid Leave Ind - Not used in LDC alloc	Hours Count Ind. Y= use hours on T/S in Alloc	Worked Hours Ind. This field is not used in alloc	Object Expansion Ind - Y = uses EBOX , N = use standard object	Premium Rate
MRT	MRT	MERIT/PERFORMANCE AWARD	1300	N	N	N	N	N	
OT0	OT0	WKND/HOL 1ST SH OT	1131	Y	N	N	N	Y	0.113
OT2	OT2	OVERTIME SHIFT 2	1131	Y	N	N	N	Y	0.132
OT3	OT3	OVERTIME SHIFT 3	1131	Y	N	N	N	Y	0.176
OTB	OTB	OVERTIME BIWEEKLY	1130	Y	N	Y	Y	Y	1.500
X21	OTP	OBJ EXP-CLASS OVERTIME	1130	N	N	N	N	N	
X25	OTP	OBJ EXP-NONCL-OVERTIME	1230	N	N	N	N	N	
OTP	OTP	OVERTIME CLASSIFIED	1130	Y	N	Y	Y	Y	1.500
PDM	PDM	PER DIEM	1320	N	N	N	N	N	
PDP	PDP	PER DIEM WITH RETIREMENT	1320	N	N	N	N	N	
RCN	RCN	MOVING-NON TAXABLE(COFRS)	4240	N	N	N	N	N	
RCT	RCT	MOVING - TAXABLE (CORFS)	4240	N	N	N	N	N	
REF	REF	REFERRAL AWARD	1340	N	N	N	N	N	
APX	REG	ACHIEVEMENT PAY EXTRA	1360	Y	N	N	N	Y	
PNB	REG	PERFORMANCE NON BASE BLD	1360	Y	N	N	N	Y	
TEM	REG	TEMP PAY DIFFERENTIAL	1110	Y	N	N	N	Y	
XF4	REG	OBJ EXP-NONCL PART PERM	1213	N	N	N	N	N	
XX1	REG	OBJ EXP-CLASS FULL PERM	1110	N	N	N	N	N	
XX2	REG	OBJ EXP-CLASS PART PERM	1111	N	N	N	N	N	
XX3	REG	OBJ EXP-CLASS FULL TEMP	1120	N	N	N	N	N	
XX4	REG	OBJ EXP-CLASS PART TEMP	1121	N	N	N	N	N	
XX5	REG	OBJ EXP-NONCL FULL PERM	1210	N	N	N	N	N	
XX6	REG	OBJ EXP-NONCL PART PERM	1211	N	N	N	N	N	
XX7	REG	OBJ EXP-NONCL FULL TEMP	1220	N	N	N	N	N	
XX8	REG	OBJ EXP-NONCL PART TEMP	1221	N	N	N	N	N	
ADM	REG	ADMINISTRATIVE LEAVE	1110	Y	N	Y	N	Y	
CMP	REG	COMP TIME TAKEN	1110	Y	N	Y	N	Y	
EDU	REG	EDUCATIONAL LEAVE	1110	Y	N	Y	N	Y	
FAM	REG	FAMILY SICK LEAVE	1110	Y	N	Y	N	Y	
FNL	REG	FUNERAL LEAVE	1110	Y	N	Y	N	Y	
HOL	REG	HOLIDAY LEAVE	1110	Y	N	Y	N	Y	
INJ	REG	INJURY LEAVE CL	1110	Y	N	Y	N	Y	
IOJ	REG	INJURY/ILLNESS ON JOB	1110	Y	N	Y	N	Y	



EBC	Pay Code	Name	OBJT	Y = alloc based on hours, N = no alloc	Paid Leave Ind - Not used in LDC alloc	Hours Count Ind. Y= use hours on T/S in Alloc	Worked Hours Ind. This field is not used in alloc	Object Expansion Ind - Y = uses EBOX, N = use standard object	Premium Rate
JRY	REG	JURY/COURT LEAVE	1110	Y	N	Y	N	Y	
OTH	REG	OTHER LEAVE	1110	Y	N	Y	N	Y	
PHY	REG	PHYSICAL FITNESS	1110	Y	N	Y	Y	Y	
REG	REG	REGULAR CLASSIFIED	1110	Y	N	Y	Y	Y	
SAB	REG	SABBATICAL LEAVE	1110	Y	N	Y	N	Y	
SIC	REG	SICK LEAVE	1110	Y	N	Y	N	Y	
TRA	REG	TRAINING	1110	Y	N	Y	Y	Y	
VAC	REG	VACATION	1110	Y	N	Y	N	Y	
XTR	REG	EXTRA DUTY PAY	1110	Y	N	Y	Y	Y	
RPN	RPN	MOVING-NON TAXABLE (PR)	4240	N	N	N	N	N	
RPT	RPT	MOVING - TAXABLE (PR)	4240	N	N	N	N	N	
RTN	RTN	NONTAXABLE RETIREMENT	1521	Y	N	N	N	N	
RTT	RTT	TAXABLE RETIREMENT	1521	Y	N	N	N	N	
SCK	SCK	SICK LEAVE PERA CONV15%	1142	Y	N	Y	N	Y	
SGN	SGN	SIGNING BONUS	1340	N	N	N	N	N	
SH2	SH2	SHIFT DIFFERENTIAL 2	1131	Y	N	N	N	Y	0.075
X22	SH2	OBJ EXP-CLASS SHIFT	1131	N	N	N	N	N	
X26	SH2	OBJ EXP-NONCL-SHIFT	1231	N	N	N	N	N	
SH3	SH3	SHIFT DIFFERENTIAL 3	1131	Y	N	N	N	Y	0.100
SKF	SKF	25% SICK PAY RETRMT/DEATH	1141	Y	Y	N	N	Y	
X29	SKF	OBJ EXP-CLASS SKF	1141	N	N	N	N	N	
X30	SKF	OBJ EXP-NONCL-SKF	1241	N	N	N	N	N	
TRN	TRN	TRANSCRIPT	1300	N	N	N	N	N	
UNF	UNF	UNIFORM/CLOTHING ALLOW	1300	N	N	N	N	N	
XV1	VFL	OBJ EXP-CLASS FULL PERM	1112	N	N	N	N	N	
XV2	VFL	OBJ EXP-CLASS PART PERM	1113	N	N	N	N	N	
XV3	VFL	OBJ EXP-NONCL FULL PERM	1212	N	N	N	N	N	
XV4	VFL	OBJ EXP-NONCL PART PERM	1213	N	N	N	N	N	
VFL	VFL	VOLUNTARY FURLOUGH	1112	Y	N	Y	Y	Y	
WKC	WKC	WORKMAN COMP NON TAX REIM	1110	N	N	N	N	Y	
WKM	WKM	WORK COMP - MEDICARE	1110	N	N	N	N	Y	
WSR	WSR	WORK-STUDY REGULAR PAY	1260	Y	N	Y	Y	N	



EBC	GTN #	Name	OBJT	Y = alloc based on hours, N = no alloc	Paid Leave Ind - Not used in LDC alloc	Hours Count Ind. Y= use hours on T/S in Alloc	Worked Hours Ind. This field is not used in alloc	Object Expansion Ind - Y = uses EBOX, N = use standard object	Premium Rate
		GTNS							
003	003	STATE PERA CONTRIBUTION	1522	Y	N	N	N	Y	
X33	005	OBJ EXT-NONCL-OTHER INS	1621	Y	N	N	N	N	
005	005	GREAT WEST CONTRIBUTION	1521	Y	N	N	N	Y	
007	007	HARTFORD CONTRIBUTION	1521	Y	N	N	N	Y	
009	009	PERA DC CONTRIBUTION	1521	Y	N	N	N	Y	
010	010	PERA RETIREE CONTRIBUTION	1522	Y	N	N	N	Y	
XX9	013	OBJ EXP-CLASS PERA	1522	Y	N	N	N	N	
X15	013	OBJ EXP-NONCL PERA	1622	Y	N	N	N	N	
X31	016	OBJ EXP-NC PERA AED	1624	Y	N	N	N	N	
016	016	PERA AMORT EQUAL DISBSMT	1524	Y	N	N	N	Y	
019	019	FLEX FEE CONTRIBUTION	4100	Y	N	N	N	N	
029	029	PERA MATCHMAKER %	1523	Y	N	N	N	Y	
X10	038	OBJ EXP-CLASS MED	1520	Y	N	N	N	N	
X16	038	OBJ EXP-NONCL MED	1620	Y	N	N	N	N	
038	038	MEDICARE	1520	Y	N	N	N	Y	
X32	046	OBJ EXP-NC PERA SAED	1625	Y	N	N	N	N	
046	046	PERA SUPPLEMENATAL AED	1525	Y	N	N	N	Y	
051	051	PERA RETREE CONTRIBUTION	1522	Y	N	N	N	N	
X11	079	OBJ EXP-CLASS LIFE	1512	Y	N	N	N	N	
X17	079	OBJ EXP-NONCL LIFE	1612	Y	N	N	N	N	
124	124	ICMA CONTRIBUTION	1521	Y	N	N	N	Y	
203	203	GREAT WEST INO-30 CONT	1511	Y	N	N	N	Y	
206	206	BLUE ADVANTAGE CONTRIB	1511	Y	N	N	N	Y	
209	209	CENTENNIAL PPO CONTRIB	1511	Y	N	N	N	Y	
X12	210	OBJ EXP-CLASS STD	1513	Y	N	N	N	N	
X18	210	OBJ EXP-NONCL STD	1613	Y	N	N	N	N	
212	212	GREAT WEST PPO-H CONT	1511	Y	N	N	N	Y	
215	215	GREAT WEST INO-40 CONT	1511	Y	N	N	N	Y	
218	218	PACIFICARE HMO CONTRIB	1511	Y	N	N	N	Y	
221	221	KAISER CONTRIB	1511	Y	N	N	N	Y	
224	224	GREAT WEST PPO-1500 CONT	1511	Y	N	N	N	Y	
227	227	GREAT WEST PPO-3500 CONT	1511	Y	N	N	N	Y	



EBC	Pay Code	Name	OBJT	Y = alloc based on hours, N = no alloc	Paid Leave Ind - Not used in LDC alloc	Hours Count Ind. Y= use hours on T/S in Alloc	Worked Hours Ind. This field is not used in alloc	Object Expansion Ind - Y = uses EBOX , N = use standard object	Premium Rate
230	230	SAN LUIS HMO CONTRIB	1511	Y	N	N	N	Y	
233	233	ROCKY MOUNTAIN RATE 2 CON	1511	Y	N	N	N	Y	
239	239	DENTAL CONTRIB	1510	Y	N	N	N	Y	
244	244	LIFE INS CONTRIB	1512	Y	N	N	N	Y	
246	246	SHORT TERM DISABILITY	1513	Y	N	N	N	Y	
X13	297	OBJ EXP-CLASS DENTAL	1510	Y	N	N	N	N	
X19	297	OBJ EXP-NONCL DENTAL	1610	Y	N	N	N	N	
X14	300	OBJ EXP-CLASS HEALTH	1511	Y	N	N	N	N	
X20	300	OBJ EXP-NONCL HEALTH	1611	Y	N	N	N	N	
X49	349	PERA N/C MATCH FLAT FEE	1623	Y	N	N	N	N	
349	349	PERA MATCHMAKER FLAT FEE	1523	Y	N	N	N	Y	
X51	351	PERA N/C MATCH 457	1623	Y	N	N	N	N	
351	351	PERA MATCHMAKER 457	1523	Y	N	N	N	Y	
353	353	DEFERRED COMP MATCHMAKER	1523	Y	N	N	N	Y	



Functional Specifications Document
 Project Name: CPPS/LDC Integration
 Version: 2.8

AIMS002/DD0100XX/111503

INTEGRAL SYSTEMS PAYROLL/PERSONNEL

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CONTROL DATA BASE MAINTENANCE
 GROSS-TO-NET TABLE (2)

RUN DATE 01/12/14

CONTROL GROUP:

ELEMENT SEQUENCE

PRTY	ELM	NO.	DESCRIPTION	TYP	GRP	S	B	W	D	S	Q	D	E	F	U	BEN	PLN	FLEX	CODES	F	D	T	REL	S	R	USE	BASE	RTN	RTN	VALUE/RANGE	EDT	CON	ACCOUNT	NO	A	
		0008	112 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 230.00	L:	2204					
		0008	113 RDN PARKING	RED	MISC	A	B	A	P											F	N	S	1				20-C	04	V: 231.00	L:	2204					
		0008	114 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 232.00	L:	2204					
		0008	115 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 233.00	L:	2204					
		0008	116 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 234.00	L:	2204					
		0008	117 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 235.00	L:	2204					
		0500	118 PARKING	DED	MISC	A	B	P												F	N	S	1				20-C		V: 243.00	L:	2268					
		0008	119 RDN PARKING	RED	MISC	A	B	P												F	N	S	1				20-C	04	V: 243.00	L:	2268					
		0040	123 ICMA PENSION PL	RED	RETR	A	A	P												F	124			2	R		15-M	71		L:	2220					
		0040	124 ICMA CONT	CON	RETR	A	A	P												F	123			2	R		15-M		L:	222001521					I	
		0116	145 RESIDENCY TAX	DED	TAX	A	A	A	P	S	Q									P				2	S-R		89-U	89		Y	L:	2700030000				
		0113	149 NJ FAM LV INS	DED	TAX	A	A	A	P		Q									F				2				88	L:	2700020203						
		0200	150 BC/BS	DED	INS	A	B	P							150					F	152			N	S		50-M		L:	2255						
		0001	151 RDN BC/BS	RED	INS	A	B	P							151					F	152			N	S		50-M	04	L:	2255						
		0300	152 CONT BC/BS	CON	INS	A	B	P							152					F				S			50-M		L:	225501611						
		0200	157 KAISER	DED	INS	A	B	P							157					F	159			N	S		50-M		L:	2259						
		0001	158 RDN KAISER	RED	INS	A	B	P							158					F	159			N	S		50-M	04	L:	2259						
		0300	159 CONT KAISER	CON	INS	A	B	P							159					F				S			50-M		L:	225901611						
		0201	164 DENTAL	DED	INS	A	B	P							164					F	166			N	S		50-M		L:	2254						
		0002	165 RDN DENTAL	RED	INS	A	B	P							165					F	166			N	S		50-M	04	L:	2254						
		0300	166 CONT DENTAL	CON	INS	A	B	P							166					F				S			50-M		L:	225401610						
		0201	167 UNITED-DENTAL	DED	INS	A	B	P							167					F				N	S		50-M		L:	2254						
		0002	168 RDN UNITED DEN	RED	INS	A	B	P							168					F				N	S		50-M	04	L:	2254						
		0204	169 AGENCY VISION	DED	INS	A	B	P							169					F				N	S		50-M		L:	2281						
		0004	170 RDN AG VISION	RED	INS	A	B	P							170					F				N	S		50-M	04	L:	2281						
		0202	171 BC/BS LIFE	DED	INS	A	B	P							171					F				N	S		50-M		L:	2260						
		0003	172 RDN BC/BS LIFE	RED	INS	A	B	P							172					F				N	S		50-M	04	L:	2260						
		0202	173 VOLUNTARY LIFE	DED	INS	A	B	P							173					F				N	S	F			L:	2260						
		0202	174 DEPENDENT LIFE	DED	INS	A	B	P							174					F				N	S		50-M		L:	2260						
		0202	175 ADTL DEPND LIFE	DED	INS	A	B	P							175					F				N	S	F			L:	2260						
		0300	176 FACULTY LIFE	CON	INS	A	B	P							176					F				S			50-M		L:	226001612						
		0205	178 A D & D	DED	INS	A	B	P							178					F				N	S		50-M		L:	2251						
																												R:	2224							
																												P:	2224							
		0206	179 LTD	DED	INS	A	B	P							179					F				N	S		50-M		L:	2262						
		0300	180 LTD	CON	INS	A	B	P							180					F				S			50-M		L:	226201613						
		9995	181 DIRECT DEPOSIT1	DED	DDEP	A	A	P												F				N	S		81-M		L:	2212						
		9996	182 DIRECT DEPOSIT2	DED	DDEP	A	A	P												F				N	S		81-M		L:	2212						
		9997	183 DIRECT DEPOSIT3	DED	DDEP	A	A	P												F				N	S		81-M		L:	2212						
		9998	184 DIRECT DEPOSIT4	DED	DDEP	A	A	P												F				N	S		81-M		L:	2212						
		9999	185 DIRECT DEPOSIT5	DED	DDEP	A	A	P												F				N	S		81-M		L:	2212						
		0160	186 WAGE ATT 1	DED	MISC	A	A	A	P											P				N	F		86-M	86	L:	2231						
		0160	187 WAGE ATT 2	DED	MISC	A	A	A	P											P				N	F		86-M	86	L:	2231						
		0159	188 WAGE ATT 3	DED	MISC	A	A	A	P											P				N	F		86-M	86	L:	2231						
		0160	189 WAGE ATT 4	DED	MISC	A	A	A	P											P				N	F		86-M	86	L:	2231						
		0160	190 WAGE ATT 5	DED	MISC	A	A	A	P											P				N	F		86-M	86	L:	2231						
		0200	201 GRT W OA 750	DED	INS	A	B	P	S						201					F	203			N	S		50-M		L:	2219						
																												R:	2224							
																												P:	2224							
		0001	202 125 GRTW OA 750	RED	INS	A	B	P	S						202					F	203			N	S		50-M	04	L:	2219						
		0300	203 GRTW OA 750 CON	CON	INS	A	B	P							203					F				S			50-M		L:	221901511	</					



Functional Specifications Document
 Project Name: CPPS/LDC Integration
 Version: 2.8

AIMS010/DD0100xx/111503

INTEGRAL SYSTEMS PAYROLL/PERSONNEL

PAGE NO. 00007

CONTROL DATA BASE MAINTENANCE
 EARNINGS TABLE (10)

RUN DATE 01/12/14

CONTROL GROUP:		SUBJECT													GROSSES		HOURS		DOLLAR		PRE	CALC	PST	FIXED	OBJCT
ERN	SEQ	CHECK DESC	L	C	A	C	CNT	R	D	-----	FICA	ST/	RTR	UI	SDI	---	BALANCES	---	BALANCES	CLC	RTN	CLS	RATE/	CLASS	
TYP		FULL DESCRIPTION	V	C	A	C	AS	T	P	TTL	FWT	/CPP	QUE									FACTR			
RCN	300	MOVING-NON TAXABLE	N	N	X	B	N		N	N	N	N	N	N	N	5664	5665	99	03-A			4240	
RCT	300	MOVING TAX	N	N	X	B	N		N	N	+	+	+	N	N	5662	5664	99	03-A			4240	
REF	300	REFERRAL AWARD	N	N	X	B	N				+	+	+	N	+	5541	5664		03-A			1340	
REG	001	REGULAR	N	N	P	N	R				+	+	+	+	+	5556	5664		01-R			1110	
RES	300	RESTORED INJURY LEAVE	N	N	P	B	R				+	+	+	N	+	5536	5664		01-R			1110	
RPN	300	MOVING-NON TAXABLE	N	N	X	B	N		N	+	N	N	N	N	N	5664	5665		03-A			4240	
RPT	300	MOVING TAX	N	N	X	B	N		N	+	+	+	+	N	N	5662	5664		03-A			4240	
RTT	030	TX RTRMNT	N	N	X	O	N				+	+	N	+	N	5555	5664		03-A			1110	
SAD	001	EMRGY SAD	N	N	P	O	R	N			+	+	N	+	N	5555	5664		01-R			1220	
SCK	100	SICK PAY	N	N	N	L	R				+	+	+	+	+	5556	5664		01-R	02		1142	
SGN	300	SIGNING AWARD	N	N	X	O	N				+	+	+	N	+	5540	5664		03-A			1340	
SH0	050	WE/HL-1ST SHIFT DIFF	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.075	1131	
SH2	050	2ND SHIFT DIFFERENTIAL	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.075	1131	
SH3	050	3RD SHIFT DIFFERENTIAL	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.100	1131	
SH4	050	2ND SHIFT DIFFERENTIAL	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.088	1131	
SH5	050	3RD SHIFT DIFFERENTIAL	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.117	1131	
SH7	050	SPECIAL - 3RD SHIFT	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.140	1131	
SH8	050	WE/HL-2ND SHIFT DIFF	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.140	1131	
SH9	050	WE/HL-3RD SHIFT DIFF	N	N	X	D	N				+	+	+	+	+	5657	5664		02-F		.200	1131	
SIC	100	SICK LEAVE	N	N	N	L	R				+	+	+	+	+	5556	5664		01-R			1110	
SKF	300	SICK FINAL	N	N	N	M	N				+	+	+	N	+	5555	5664		01-R	02		1141	
SPC	200	SPECIAL APPOINTMENT	N	N	N	D	N				+	+	+	+	+	5555	5664		03-A			1110	
STI	300	STIPEND	N	N	N	D	N				+	+	+	N	+	5555	5606	5664		03-A			1630	
STU	001	STUDENT HR	N	N	P	O	R				+	+	N	+	N	5556	5664		01-R			1260	
TEM	300	TEMP PAY	N	N	N	D	N				+	+	+	+	+	5539	5664		03-A			1110	
TFD	300	TAX DEP CR	N	N	X	Q	N	N	N	N	N	N	+	N	+	5664	5674	99	03-A			2660	
TUI	300	TUITION	N	N	X	B	N		N	N	+	N	N	+	N	5505	5509	5555	99	03-A			1531	
TVL	300	TEMPORARY TRAVEL	N	N	X	B	N		N	N	+	+	+	N	N	5664	5670	5664	99	03-A			2512	
UNF	200	UNIFORM	N	N	X	Q	N				+	N	N	N	+	5505	5509	5658		03-A			1300	
VAC	100	VACATION	N	N	N	L	R				+	+	+	+	+	5664	5556	5664		01-R	01		1110	
VEP	300	VEH PERK	N	N	X	Q	N				+	+	+	N	+	5632	5664		03-A			1630	
VFL	001	VOL FURLOU	N	N	P	N	R				+	+	+	+	+	5664	5673		01-R			1112	
WKC	300	WORK COMP	N	N	X	B	N		N	N	N	N	N	N	N	5505	5509	5660	99	03-A			1110	
WKM	300	WORKMAN COMP	N	N	X	B	N		N	N	N	N	N	N	N	5664	5505	5509	5607	99	03-A			1110
WSR	001	WORKSTUDY	N	N	P	O	R		N	+	+	N	+	N	N	5660	5664		01-R			1260	
XTP	300	EXTRA PAY	N	N	N	D	N				+	+	+	N	+	5555	5606	5664		03-A			1530	
XTR	200	EXTRA DUTY	N	N	N	D	N				+	+	+	+	+	5555	5664		03-A			1110	



State of Colorado

Authorized Signature

(Above name printed)

Title

Date

PeopleStrategy, Inc.

Authorized Signature

(Above name printed)

Title

Date