

Screen 11 Allocation Rules

Employee Timesheet Update:

Data is sorted by Date, Job #, Template Code and Earnings Type.

Date, Accounting Template, Job #, Position, Hours and Earnings Type can be updated.

Data on screen 21 will be available for a rolling 36 month period, keyed by Pay Schedule and CY.

Cannot make changes to closed payroll periods

Accounting Template must be a valid accounting template on the Accounting Template table.

When Position is changed, the Employee Job Assignments will be read. When finding a matching Position, the correlated Job Number will be brought back.

If Job Number is changed, the Employee Job Assignments will be read. When finding a matching Job Number, the correlated Job Number will be brought back.

The Job found in the above two conditions must be an Active job for the Pay Period being adjusted.

Earnings Type must be a valid earnings type on the Earnings Table.

Once records are sent to PAM, the Costed flag will be set to "Y".

When the Costed Flag = 'Y', no update is allowed on this screen. Once LA11 file has been processed, LA15 must be used to reallocate further

Timesheet Source Code:

- PR = Generated from Payroll
- TS = Created by Timesheet

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 across like object codes

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.

LA21 can be used for inquiry only.

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

Records to be sent to PAM and shown on reports.