

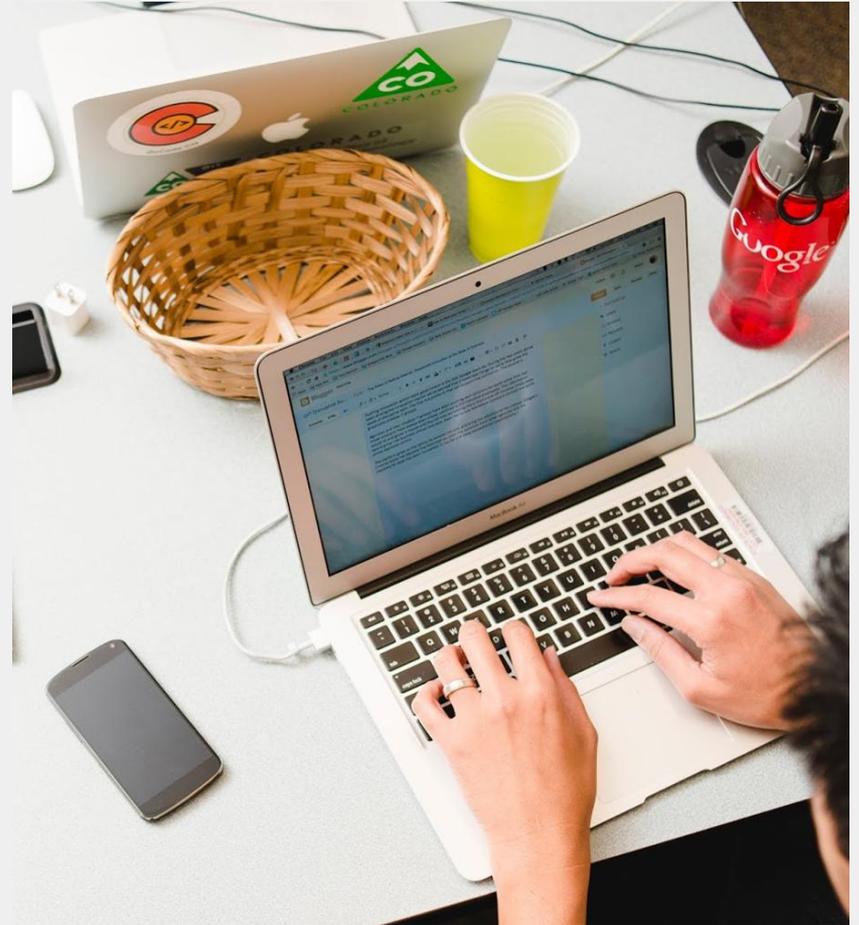
User Procedures: Prior Period Corrections

Labor Allocation Screen 11 (LA11)

March 2016

Agenda

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General Information

- After each payroll has been successfully loaded to CLAS, the records are available for correction on the Labor Allocation - 011 Employee Timesheet Update screen (LA11)
- Data will be open for corrections between the load to CLAS and the load to PAM only for each payroll. Please refer to the Labor Allocation schedule
- Transaction 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”.
- Cannot make changes in LA11 once loaded to PAM
- Data is sorted by Date, Job#, Template Code and Earnings type.
- To access an employee record:
 - TRANS=11, EMPL=997#, ORG=Dept Code, PAY SCHED= Pay Schedule, FY - Fiscal Year

General Information

- All changes are tracked as a set comprised of the MD record and all associated MA records.
 - MD records are manual delete records that are created
 - MA records are manual add records that are created
- The total amount of the MA record(s) must equal the amount of the corresponding MD record.
- 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.
- Update mode on LA11 can only be entered if the earnings costed flag is blank

Editable Fields

- The fields that are open for edits on an inserted line are:
 - Accounting Template
 - Must be valid on Accounting Template Table
 - Job Number
 - 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 number must be an active job for the Pay period being adjusted.
 - Position Number
 - When position is changed, the Employee Job Assignment will be read. When finding a matching position, the correlated Job Number will be brought back
 - Hours
 - If hours are modified, deleted, or added, the Amount will be recalculated across like object codes
 - Earnings Type
 - Must be valid on the Earnings Table
 - The Object Code related to the new Earnings Type must be the same as the Object Code tied to the original Earnings Type (Object Codes must stay the same) unless a ZNI/ZNE record is added to the set.
 - Amount
 - Only if Hours = 0

Completing a Correction

- To Delete a line, enter D (Delete) 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.
 - To Copy a line, enter C (Copy) in the SEL (Select) Field to create both an MD line with the opposite value and an editable MA record
 - If additional editable MA lines are needed:
 - Enter I (Insert) in the SEL field for a new blank record line
 - Once the user hits either “Enter” or “I” (Insert), the system will validate the MD & MA records to verify the accounting template is valid.
 - If no errors are found after all lines are complete, hit Enter a second time to save the corrections.
 - To Exit the screen without saving the corrections: **PF11**
 - To Correct the Errors: **PF4** (unprotect)
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Position & Job Number Fields

- Position Number Change
 - A valid position number for the Department must be utilized. It is up to the user to make sure that the Position Number is valid for that specific employee.
 - The Employee Job Assignment screen will be utilized to determine if it is a valid position number for the employee.
 - If the Position Number is not currently valid for that employee, the user will receive a soft error as a warning but will allow the user to continue.
- Job Number Change
 - The Employee Job Assignment screen will be utilized to determine if it is a valid job number for the employee.
 - The corresponding Position Number will be inferred. Position Number can be changed if needed.

ZNI/ZNE

- ZNI/ZNE records are used to move state fringe benefits from one accounting template to another template without affecting gross wages
- ZNI/ZNE records must net to 0
- There must be a corresponding ZNE record for every ZNI record by template.

Employee Reset

- Reset an employee record for a specific pay schedule back to their original PR records -
 1. Pull up the employee record
 2. Press the PF9 key - you should see all records disappear except the PR records
 3. Hit enter twice to save the update
 4. Enter LA11 again and you should see only the PR records
 5. Reallocate as needed

LA11 - Identified Errors

- If the MD or MA accounting template is invalid, the user will receive a hard error.
- Instances that may result in an invalid MD accounting template:
 - The original template was **deleted**
 - The original template was **inactivated**
- MA accounting templates may error if:
 - There is a timing difference between when the accounting template is added to CORE and when CPPS is updated
 - The accounting template was entered incorrectly on the screen.

LA11 - Rejected MD Processing

- If the original template was deleted:
 - Exit the screen and research historical information about this record
 - Add the original accounting template to the CORE ACPTL table with the original COA
 - To change an MD record, enter a ? in the SEL field
 - Users must wait until the next day to re-initiate the correction, allowing the overnight processing.

LA11 - Identified Errors

- If the original template was inactivated:
 - Exit the screen and view the accounting template in CORE
 - Check both the Active box and CPPS Indicator box
 - To change an MD record, enter a ? in the SEL field
 - Users must wait until the next day to re-initiate the correction

PAM - Identified Errors

- A CGI program will read the accounting templates for the MD and MA records and convert the accounting template to the current COA for processing to CORE
- The program uses the MD record to match to a record in the PAM expense journal
- The program looks for matches in the following fields:
 - GTN (PR Schedule), Transaction Date, Pay Period End Date, Employee ID, Earning Code, Line Number, Subline Number, Object Code, COA

PAM - Identified Errors

- If the error was caused by the MD COA, the rejected records report will contain the expanded COA for the MD accounting template & the COA that is in CORE
- If the error was that the MA accounting template was not valid in CORE, the file will show which MA record was in error along with the associated accounting template
- Based on the rejected records, departments should make the determination to create a new account template or find an existing accounting template with the corrected COA.

Processing

- Records will be pulled from CLAS as per the published Labor Allocation Schedule

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