

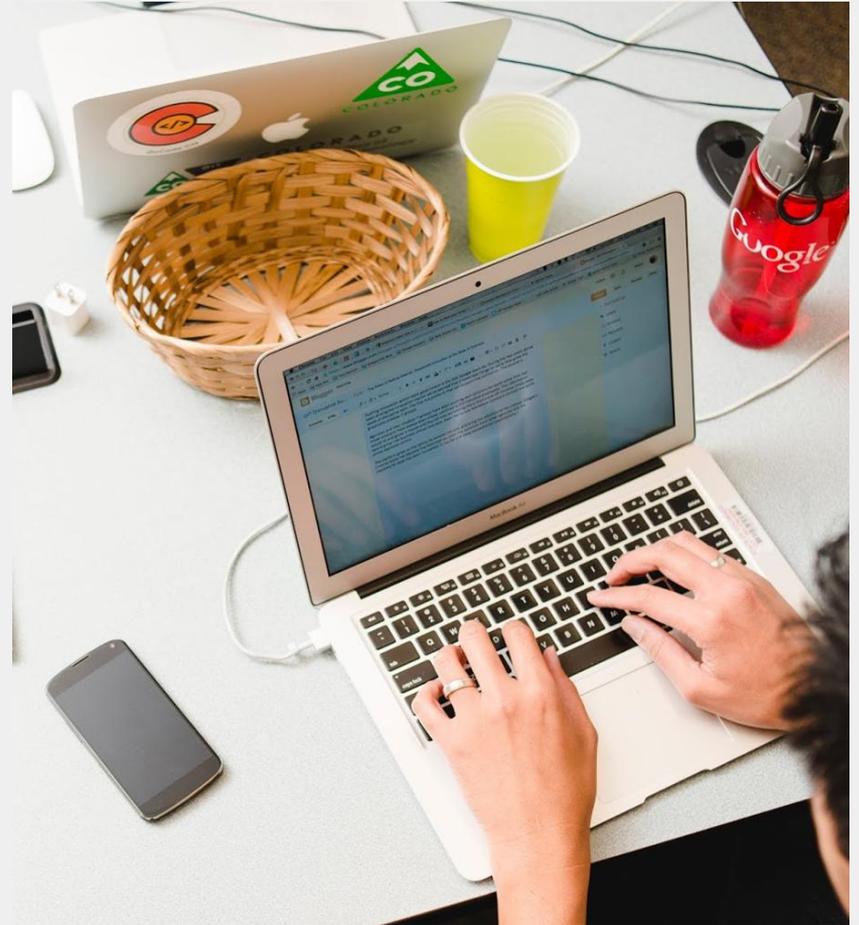
# User Procedures: Prior Period Corrections

## Labor Allocation Screen 15 (LA15)

February 2016

# Agenda

1. General Information
2. Editable Fields
3. Position & Job Number
4. ZNI/ZNE
5. Initiate a Correction
6. Errors
7. LA15 - Identified Errors
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# General Information

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- After each payroll has been successfully processed by PAM and posted to CORE, the records are available for correction on the Labor Allocation - Prior Period Correction Screen (LA15).
- Data will be open for corrections for periods during the current fiscal year or during the term of the grant, whichever end date comes last.
- To access an employee record:
  - TRANS=15, EMPL=997#, ORG=Dept Code, PAY SCHED= Pay Schedule, CY=Calendar Year (not needed for current CY changes)

# General Information

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- 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 an MD or MA set has been saved, it cannot be changed until the initial changes have been sent to PAM for nightly processing.
- The CHDT (Change Date) field will display the last date a record was changed and saved.
- There is a Y and N indicator on the screen. The Y indicator flags the records to be sent to CORE as well as update the PAM journals. The N indicator flags the record to only update the PAM journals, the record is not sent to CORE.

# Editable Fields

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- The fields that are open for edits on an inserted line are:
  - Accounting Template
    - Must be valid on Accounting Template Table
  - Job Number
  - Position Number
  - Hours
  - 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

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- Enter D (Delete) or 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”, 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. The corrected records will be sent to PAM for nightly processing.
  - Exit the screen without saving the corrections: **PF11**
  - Correct the Errors: **PF4** (unprotect)
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# Position & Job Number Fields

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- 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

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- 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.

# LA15 - Identified Errors

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- 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.

# LA15 - Rejected MD Processing

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- 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.

# LA15 - Identified Errors

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- 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

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- 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

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- The record will reject in PAM if:
  - No match is found - likely because COA is different
  - If an MA accounting template is not found
- The records will process in PAM if:
  - A match is found for the MD record and all associated MA records have valid templates
- A rejected records report will be sent from PAM identifying the error(s)

# PAM - Identified Errors

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- 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 PAM
- 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

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- Records will be pulled from CLAS nightly to be sent to PAM for processing
- PREXC documents will load into CORE in final submitted unless there is an issue and then it will reject. The documents will post with the current BFY, FY and accounting period.

# Labor Allocation Support

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