COLORADO

CORE User Workshop
Labor Allocation

Agenda

* Introduction to Labor Allocation

* Overview of the Labor Allocation Systems

* Additional System Information

* Labor Allocation Reports

* Review of Labor Allocation Challenges

Introduction to Labor Allocation

What is Labor Allocation?

Distribution of Payroll Expenses to Appropriate Funding

*   Gross Earnings (Expense)

*   Fringe Benefits (State Paid)

Implication on Statewide Financial Reporting

*   No monthly lagged Payroll. Allocation of wages after the fact.

*   Accurate representation of payroll expenditures by funding source

*   Significance of payroll within the State financial system

*   Federal , grant, and other funding reporting needs

*   PAM system of record for all labor charges

*   Impact on budget processing (OSPB)

Overview of Labor Allocation Systems

*   CPPS – Colorado Personnel Payroll System

*   Timekeeping – KRONOS, Timesheet, SAP, Manual Entry

*   CLAS – Colorado Labor Allocation System

*   PAM – Payroll Accounting Management

*   CORE – Colorado Operations Resource Engine

CPPS – Colorado Personnel Payroll System

What it is:
*   Limited HR and Payroll system
*   Receives CORE generated accounting profile/template data
*   Mainframe application

Impact on Labor Allocation
*   Job Assignment – Job screen with template set-up
*   Salary (gross wages) data from CPPS drives labor allocation process

Passed Through Data
*   CLAS: Pay Date, Employee Data, Template, Job Number, Position Number, Earnings Type, Hours, Salary (gross wages), Check Number

Timekeeping – KRONOS, Timesheets, SAP, Manual Entry

What it is:
* Mechanism for tracking hours worked and leave taken
* Track activities related to the hours worked – accounting profiles/templates

Impact on Labor Allocation
* Feeds CPPS related to pay – bi-weekly, monthly premium pay, etc.
* Utilize detail activity out of timekeeping system used in labor allocation process.

Passed Through Data
* CPPS: Employee Data, Hours, Template, Job Number, Earnings Type
* CLAS: Pay Date, Employee Data, Profiles/Templates, Job Number, Earnings type, Hours

CLAS – Colorado Labor Allocation System

What It Is:

*   Labor allocation processing system – distribution of salary (gross wages) to funding or   activity based on accounting template. Initial load from CPPS
*   Labor reallocation processing system – utilizes timesheet data
*   Provide mechanism for manual reallocations
*   Mainframe application

Impact on Labor Allocation

*   Source system for all allocation and reallocation processing
*   Utilizes hours or percentages from the Job Assignment screen as the basis for salary (gross wages) allocation.
*   Timesheet would overlay initial CPPS allocation data – If no timesheet, stays as is from CPPS
*   Ability to change funding source if initial data is not accurate
*   Reporting capabilities

Passed Through Data

*   PAM: CLAS provides all of the source data used by PAM – 16 files of employee data
*   Employee data, check paid information, employee state paid benefits, employee withholdings, employee deductions, earnings types, job classification, object codes based on employee classification, include/exclude data relating earnings to benefits, etc.

PAM – Payroll Accounting Management

What it is:
* "Black Box"
* Stores information at COA (chart of account) level – employee, earnings type, hours, salary (gross wages)
* System of record with regard to employee salary, hours worked, FTE, etc.
* CORE application

Impact on Labor Allocation
* Changes accounting templates into COA elements
* Allocates state benefits based on the allocated salary (gross wages) from CLAS
* Users are not able to effectively change or view data. All changes flow from CLAS
* Creates the expense, fringe, and liability journals.

Passed Through Data
* CORE: Generates all the PYRL documents that are posted to CORE
    - PREXP, PRLNP, PRLIA, PRLID, PREXC
* infoAdvantage: Source for infoAdvantage LDC reports.

CORE – Colorado Operations Resource Engine

What it is:
  *   Stores accounting templates
  *   General Ledger – Financial reporting system

Impact on Labor Allocation
  *   System that stores accounting profiles/templates – source for creation of accounting profiles/templates
  *   Posts PAM generated PYRL documents
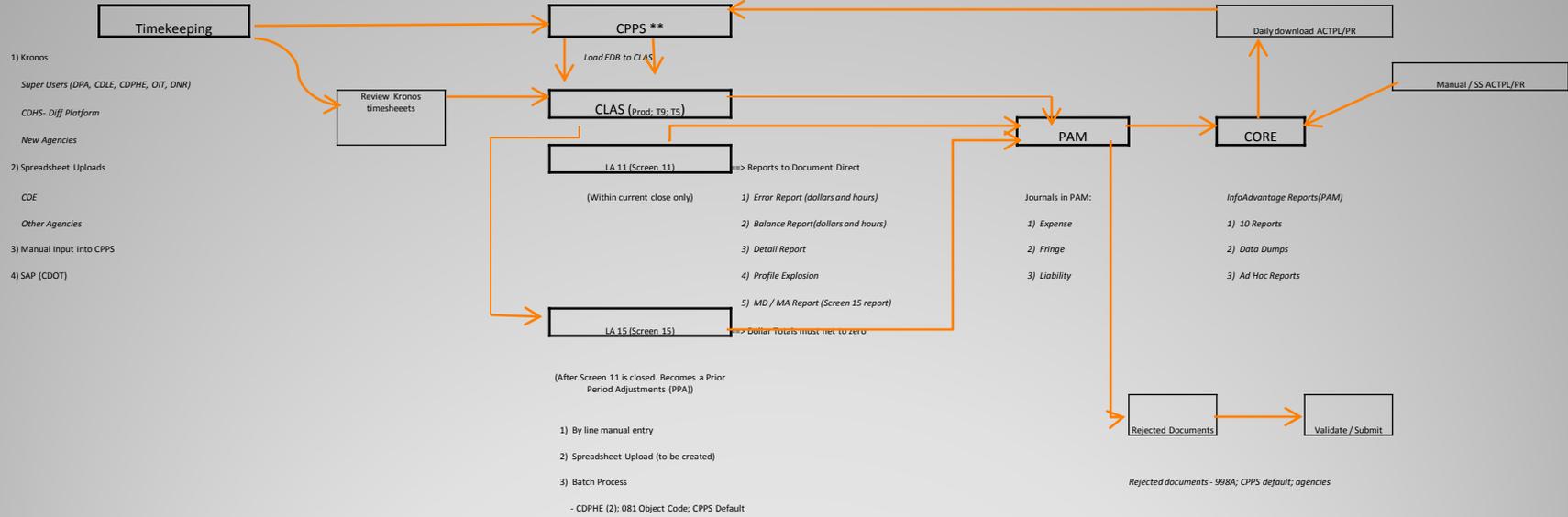   -   PREXP, PRLNP, PRLIA, PRLID, PREXC

Passed Through Data
  *   CPPS: Account profile/template table is uploaded to CPPS nightly
  *   infoAdvantage : Source for infoAdvantage Financial Reports

Labor Allocation Flowchart

Job Assignment Screen (ACTPL)

Labor Allocation Process

Timekeeping

1) Kronos

   Super Users (DPA, CDLE, CDPHE, OIT, DNR)

   CDHS- Diff Platform

   New Agencies

2) Spreadsheet Uploads

   CDE

   Other Agencies

3) Manual Input into CPPS

4) SAP (CDOT)

CPPS **

Load EDB to CLAS

Daily download ACTPL/PR

Manual / SS ACTPL/PR

Review Kronos timesheeets

CLAS (Prod; T9; T5)

LA 11 (Screen 11)

==> Reports to Document Direct

(Within current close only)

1) Error Report (dollars and hours)

2) Balance Report (dollars and hours)

3) Detail Report

4) Profile Explosion

5) MD / MA Report (Screen 15 report)

PAM

CORE

Journals in PAM:

1) Expense

2) Fringe

3) Liability

InfoAdvantage Reports (PAM)

1) 10 Reports

2) Data Dumps

3) Ad Hoc Reports

LA 15 (Screen 15)

==> Dollar Totals must net to zero

(After Screen 11 is closed. Becomes a Prior Period Adjustments (PPA))

1) By line manual entry

2) Spreadsheet Upload (to be created)

3) Batch Process

   - CDPHE (2); 081 Object Code; CPPS Default

Rejected Documents

Validate / Submit

Rejected documents - 998A; CPPS default; agencies

**Payroll Process: (Biweekly, Monthly, Special)

1) Jobs

2) Benefits

3) PAR File

*4) Payroll Reports

5) Disbursements

6) Earnings File (to CLAS)

Payroll Reconciliation

~CLAS Balance Report agrees dollar and hours from CPPS to CLAS by Agency, by Employee. This balance is also agreed to an email from CP summarizing gross payroll dollars. This report is in Document Direct for agency access.
~Payroll Reconciliation designed by CGI validates that same dollar amount through the 4 primary steps within the PAM processing.
~Five Payroll Reports from CPPS load to Document Direct to provide agencies with summary payroll totals to assist in reconciliation. Agencies also received a data dump of each payroll from CPPS with detail for additional information needs.

Labor Allocation System Process

*   Employee payroll is processed in CPPS
*   Timesheet input data is approved
*   Employee payroll data is loaded to CLAS
*   Timesheet data is loaded to CLAS
*   Reallocations are completed by departments as needed in LA11
*   CLAS files are generated – system checks accounting templates and applies to dump account if invalid
*   Files are transferred to PAM for processing
*   PAM processing occurs – system checks accounting template data and applies dump account or default coding if invalid
*   Payroll documents are loaded to CORE
*   Departments clear their rejected documents
*   Any corrections to labor allocation are completed in LA15
*   Files will be sent to PAM as per the LA15 load schedule
*   Departments will clear rejected correction documents (PREXC)

Additional System Information

* CPPS – Colorado Personnel Payroll System

* Timekeeping – KRONOS, Timesheet, SAP, Manual Entry

* CLAS – Colorado Labor Allocation System

* PAM – Payroll Accounting Management

* CORE – Colorado Operations Resource Engine

Colorado Personnel Payroll System

* Job Assignment Screen:
    - Accounting Template – default source data for labor allocation
    - Updated as needed with templates and percent distributions
    - Job Number – Labor Allocation system uses job number 1, should delete unused job screens, or move them to Job screens 2-5

* CORE Accounting Profile/Template Table
    - Control table within CPPS houses the Accounting Profiles/Templates
    - System checks are in place to ensure a valid template is used
    - Takes overnight cycle for profile/template to be available for use in CPPS/CLAS from CORE
    - Currently file is loaded nightly
    - Control table will be completely wiped and overlaid with the new data nightly   -

Timekeeping – KRONOS, Timesheets, SAP, Manual Entry

*   Key element in Labor Allocation Process – Starting Point

*   Ensure data is as accurate and complete as possible

*   Review files for missing hours, accurate earnings, proper accounting template usage, etc.

CLAS – Colorado Labor Allocation System

*   LA11: Employee Timesheet Update

- Allocation Rules

- Common Allocations

- Screen functionality

*   LA15: Prior Period Correction

- Allocation Rules

- Common Allocations

- Difference between LA11 and LA15

- Screen functionality

*   Other

- Earnings types by object code: ZNI/ZNE – Fringe no earnings or zero gross

- Source types PR (Payroll), RA (ReAllocation), TS (Timesheet), MD (Manual Delete), MA (Manual Add), BA (Balance Adjustment)

CORE – Colorado Operations Resource Engine

*   Accounting Profiles/Templates
- What is a profile and what is a template
- Manual entry into CORE vs. spreadsheet upload
- Nightly cycle processing from CORE to CPPS
- **<u>Do not</u>** delete or modify COA elements

*   Rejected Document Processing
- Department specific rejected documents
- 998A rejected documents

*   Other
- PREXP, PRLNP, PRLIA, PRLID, PREXC documents
- Monthly maintenance window for CORE (2nd weekend of each month)

Labor Allocation Demonstration

*	CPPS
-	Job Assignment Updates – Template and Position Number

*	CLAS
-	LA11
-	LA15

*	CORE
-	Accounting profile and template table
-	Rejected document processing

Labor Allocation Reports

* CPPS
  - Document Direct
  - Department defined data dump – Mainframe or Google Drive

* CLAS
  - Document Direct
  - Error Report, Detail Report, Not Balanced Report, Balance Report

* CORE infoAdvantage
  - LDC Reports – Employee specific data
  - General Accounting and other financial reports

Labor Allocation Reconciliation

* CPPS Reports

    - Summary Reports - Document Direct
    - Data Dump Report – Google Drive or Mainframe

* CLAS

    - Balance Report
    - Detail Report

* CORE – infoAdvantage

    - General Accounting and other financial reports
    - LDC Reports – Employee specific date CORE – infoAdvantage

* Challenges

    - Rejected Documents
    - Changes to COA in CORE (Causes rejected PR docs)

Review of Labor Allocation Challenges

*   Timely Approval of Timesheet files

*   Impact of Deleting/Changing Accounting Template Date

*   Payroll clearing to AP-2233

*   Balance Sheet Accounts greater than 2251 – To Central Payroll instead of Departments (must process ITI/ITA)

*   Inaccurate Position Number Data