

CALSTARS PROCEDURES MANUAL
VOLUME 2
TABLE OF CONTENTS

<u>CHAPTER</u>	<u>PAGE</u>
I INTRODUCTION	I-1
II SYSTEM PROCESSING SCHEDULE AND CYCLE	II-1
System Availability	II-1
CALSTARS Processing Schedule	II-3
CALSTARS Processing Cycle	II-6
Report Output	II-9
III CALSTARS CLIENT SERVICES	III-1
Client Support Unit	III-1
System Support, Training and Information Coordination Unit	III-3
Technology Support Unit	III-7
IV TABLE MAINTENANCE CODING PROCEDURES	IV-1
Table Processing	IV-2
Table Maintenance Functions	IV-4
General Table Entry Procedures	IV-9
Table Maintenance Log	IV-11
IV-AS APPROPRIATION SYMBOL TABLE	IV-AS-1
IV-BS BUDGET SEQUENCE TABLE	IV-BS-1
IV-CA COST ALLOCATION TABLE	IV-CA-1
IV-D DESCRIPTOR TABLES INTRODUCTION	IV-D-1
IV-Agency Descriptor Tables	IV-DA-1
IV-D02 Organizational Hierarchy (D02-06)	IV-D02-1
IV-D12 Agency Object	IV-D12-1
IV-D15 Program Hierarchy (D15-18)	IV-D15-1
IV-D19 PCA Level 1	IV-D19-1
IV-D23 Fund Detail	IV-D23-1
IV-D26 Reference	IV-D26-1
IV-D32 Subsidiary	IV-D32-1
IV-D34 Agency Source	IV-D34-1
IV-D35 Location	IV-D35-1
IV-D40 Federal Catalog	IV-D40-1
IV-D42 Project	IV-D42-1
IV-D43 PCA Activity	IV-D43-1
IV-D47 Payroll Object Conversion	IV-D47-1
IV-D53 Fund/Fund Source Edit	IV-D53-1
IV-D54 Remittance Advice Message	IV-D54-1
IV-Statewide Descriptor Tables	IV-DS-1
IV-FFY TABLE MAINTENANCE SCREEN	IV-FFY-1
IV-IC- INDEX CODE	IV-IC-1
IV-OC ORGANIZATION CONTROL TABLE	IV-OC-1
IV-PCA PROGRAM COST ACCOUNT TABLE	IV-PCA-1

CALSTARS PROCEDURES MANUAL
VOLUME 2
TABLE OF CONTENTS

<u>CHAPTER</u>	<u>PAGE</u>
IV-PC PROJECT CONTROL	IV-PC-1
IV-VE VENDOR EDIT TABLE	IV-VE-1
V PROGRAM COST ACCOUNTING	V-1
Overview	V-1
Accounting Classification	V-1
Cost Allocation	V-2
Fund Distribution (Split)	V-3
Cost Allocation Guidelines	V-6
Tables Affecting the Cost Allocation Process	V-7
Month-end Processing: Sequence of Events	V-8
Reporting	V-13
VI-1 LABOR DISTRIBUTION-INTRODUCTION	VI-1-1
Overview	VI-1-1
System Options	VI-1-3
Descriptor Tables Used in Labor Distribution	VI-1-8
Monthly Labor Distribution Process Schedule	VI-1-8
System Features	VI-1-9
Account Definitions	VI-1-12
VI-2 LABOR DISTRIBUTION CONTROL TABLE-ACTUALS COSTING	VI-2-1
Structure	VI-2-1
Relationship to Other Tables	VI-2-2
Input Coding	VI-2-2
Creation and Maintenance	VI-2-2
Table Maintenance Functions	VI-2-3
Function (F) Keys	VI-2-7
LC Table Reports	VI-2-8
Control	VI-2-8
VI-3 EMPLOYEE MASTER TABLE-ACTUALS COSTING	VI-3-1
Structure	VI-3-1
Relationship to Other Tables	VI-3-1
Guidelines for Establishing EM Records	VI-3-2
Methods and Sequence of Distributing Payroll Charges	VI-3-3
Input Coding	VI-3-4
Employee Master Entry Screen	VI-3-4
Employee Master List Screen	VI-3-6
FFY Maintenance Screen	VI-3-8
Table Maintenance Functions	VI-3-9
Function (F) Keys	VI-3-17
EM Table Reports	VI-3-18
Control	VI-3-19

CALSTARS PROCEDURES MANUAL
VOLUME 2
TABLE OF CONTENTS

<u>CHAPTER</u>		<u>PAGE</u>
VI-4	LABOR DISTRIBUTION-TIMESHEETS	VI-4-1
	Timesheet Creation and Printing	VI-4-1
	Steps in the Monthly Timesheet Process	VI-4-7
	Timesheet Table Structure	VI-4-13
	Relationship to Other Tables	VI-4-13
	Input Coding	VI-4-13
	Timesheet Entry Screen	VI-4-14
	Timesheet List Screen	VI-4-16
	Guidelines for Coding Pay Type	VI-4-17
	Table Maintenance Functions	VI-4-19
	Function (F) Keys	VI-4-25
	Timesheet Table Reports	VI-4-27
	Control	VI-4-28
	Annual Timesheet Purge	VI-4-28
VI-5	LABOR DISTRIBUTION-ADJUSTMENT PROCESS	VI-5-1
	Background	VI-5-1
	Labor Distribution Adjustment Considerations	VI-5-2
	Adjustment Timesheet Table	VI-5-3
	Guidelines for Coding Pay Type	VI-5-8
	Table Maintenance Functions	VI-5-11
	Function (F) Keys	VI-5-16
	Adjustment Timesheet Table Reports	VI-5-18
	Control	VI-5-19
	Adjustment Payroll Table	VI-5-29
	Table Maintenance Functions	VI-5-32
	Function (F) Keys	VI-5-36
	Adjustment Payroll Table Reports	VI-5-38
	Control	VI-5-38
	Labor Distribution Adjustment System Process	VI-5-45
VI-6	LABOR DISTRIBUTION-PROCESSING, REPORTS AND RECONCILIATION	VI-6-1
	Labor Processing	VI-6-1
	Reports Generated by the Labor Distribution Process	VI-6-16
	Reconciliation	VI-6-34
VI-7	LABOR DISTRIBUTION-OTHER LABOR COSTING OPTIONS ^{1/}	VI-7-1
	Standards Costing Option	VI-7-1
	Combination/Override Features	VI-7-20
	CTE/CTO Reserve Accounts, Add-ons and Other Paid Leave Reserves	VI-7-23
VI-8	LABOR DISTRIBUTION- AN EMPLOYEE GUIDE TO TIMESHEET PREPARATION ^{1/}	VI-8-1

^{1/} Available by special request only.