EXHIBIT VI-4-1
SAMPLE TIMESHEET

CALSTARS 42 (3/82)

EMPLOYEE TIME REPORT

ORG. CODE	DEPARTMENT	INDEX	DIVISION OR UNIT

EMPLOYEE	AGCY UNIT	CLASS	SERIAL	EMPLOYEE NO.	YY/MM	AO USE

CLASS TITLE	WW GROUP	SALARY	PAY PERIOD THRU

MONTH BY DAY

30 3	1	2	3	4	5	6	7	8	9	11 1	13 1	15 1	17 1	19 2	21 2	23 2	25 2	27 2	29 3	31	2	TOT HRS	D	TYP	INDEX	PCA	ACTIVITY	A-OB	PROJECT WP LOCATION MULTI PURPOSE

ABSENCE INFORMATION

NATURE OF ILLNESS OR REASON FOR ABSENCE (EXPLAIN SICK LEAVE ABSENCES)

☐ Medical Appointment ☐ Dental Appointment ☐ Hospitalized ☐ Home ☐ Other ☐ Family Care (show relationship) ☐ Family Death (show relationship)

If absent because of self or family, was a physician in attendance? ☐ Yes ☐ No

DATE OF ABSENCE (Enter symbol and number of hours in date blocks.)

DATE OF OVERTIME (Enter symbol and number of hours in date blocks.)

30 3 1	1	2	3	4	5	6	7	8	9 10	11 1 2	13 1 4	15 1 6	17 1 8	19 2 0	21 2 2	23 2 4	25 2 6	27 2 8	29 3 0	31 1	2	TOTAL

TYP	INDEX	PCA	ACTIVITY	A-OB
CT				
CASH				

RECONCILIATION

Work Hours _____

Leave Hours _____

TOTAL _____

Less: O/T Hours _____

NET _____

CERTIFICATION OF EMPLOYEE: To the best of my knowledge and belief the facts stated are accurate and in full compliance with legal requirements.

SIGNATURE _____ DATE _____

CERTIFICATION OF SUPERVISOR: Attendance, absences and overtime recorded have been VERIFIED AND/OR AUTHORIZED in accordance with prescribed directives.

SIGNATURE _____ DATE _____

EXHIBIT VI-4-2
ET2 REPORT - TEST PATTERN & SAMPLE PAGE

```
CSTARET2 9990 (DEST: A1 CTP2) CM, ,0,1,0,0,     ,     ,     ,         ,             ,        ,          ********** RUN:07/16/08 TIME:06.00
 XXXX        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XXXX   XXXXXXXXXXXXXXXXXXXX
```

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record.

All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

TIMESHEET ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4**=Log key on the Entry or List screen is pressed. Examples of Screens 1 and 2 are displayed below.

```
9990 Timesheet - Activity Log Screen 1                    08-08-2007 07:30 AM
                                                                   MORE=>
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number/Year-Mo)
   -------Go To-------  -Go To--  ----------------Go To-----------------
      DATE      TIME     USERID       POSITION      EMP NUMBER   YEAR-MO
F  __ __ ____ __ __ __  ________  ___ ___ ____ ___  ___ __ ____  ____ __  PAGE
-  ---------- --------  --------  ----------------  -----------  -------   --
D  06-14-2007 03:15 PM  ADJ-TS                      999-99-9990  2006-09   01
A  06-14-2007 03:15 PM  ADJ-TS                      999-99-9990  2006-09   01
A  07-09-2007 01:10 PM  CSAQKLC                     999-99-9991  2006-03   01
D  06-26-2007 01:51 PM  CSAQKLC   999-991                        2006-03   02
A  06-26-2007 01:50 PM  CSAQKLC   999-991                        2006-03   02
D  06-26-2007 04:50 PM  CSAQKLC   999-992                        2006-03   02
A  06-26-2007 03:00 PM  UPLOAD    999-992                        2006-03   02
D  08-02-2007 03:00 PM  UPLOAD    999-993                        2006-03   03
D  07-12-2007 02:19 PM  CSAQKLC   999-994                        2006-03   03
C  07-12-2007 03:00 PM  UPLOAD    999-995                        2006-03   03
C  07-12-2007 03:00 PM  UPLOAD    999-996                        2006-03   03
D  06-29-2007 12:54 PM  CSAQKLC   999-997                        2006-03   03

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit        Dtail       Bkwrd Frwrd       Left  Right Main
```

```
9990 Timesheet - Activity Log Screen 2                    08-08-2007 07:32 AM
                                                                   <=MORE
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number/Year-Mo)
   -------Go To-------  -Go To--
      DATE      TIME     USERID
F  __ __ ____ __ __ __  ________              NAME                YEAR-MO  PAGE
-  ---------- --------  --------  ------------------------------  -------   --
D  06-14-2007 06:00 AM  ADJ-TS    JOHN DOE                        2006-09   01
A  06-14-2007 06:00 AM  ADJ-TS    JOHN DOE                        2006-09   01
A  07-09-2007 01:10 PM  CSAQKLC   JANE DOE                        2006-03   01
D  06-26-2007 01:51 PM  CSAQKLC   EXECUTIVE                       2006-03   02
A  06-26-2007 01:50 PM  CSAQKLC   EXECUTIVE                       2006-03   02
D  06-26-2007 01:50 PM  CSAQKLC   LEGAL                           2006-03   02
A  06-26-2007 06:00 AM  UPLOAD    BUDGETS                         2006-03   02
D  08-02-2007 06:00 AM  UPLOAD    ACCOUNTING                      2006-03   03
D  07-12-2007 02:19 PM  CSAQKLC   SUPPORT SERVICES                2006-03   03
C  07-12-2007 06:00 AM  UPLOAD    PERSONNEL                       2006-03   03
C  07-12-2007 06:00 AM  UPLOAD    REGION 1                        2006-03   03
D  06-29-2007 12:54 PM  CSAQKLC   REGION 2                        2006-03   03

Command: ____________________________________________________________
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Retrn Quit        Dtail       Bkwrd Frwrd       Left  Right Main
```

The **F10** and **F11** keys are used to toggle between the Activity Log screens. The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Position/Employee Number/Year-Month when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Position/Employee Number/Year-Month in ascending order. The list begins with the Position/Employee Number/Year-Month of the record previously on the Entry screen or the Position/Employee Number/Year-Month of the List screen record where the cursor was positioned. If there are multiple activity records for the same Position/Employee Number/Year-Month, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Position/Employee Number/Year-Month columns are displayed in white to indicate Position/Employee Number/Year-Month as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= Position/Employee Number/Year-Month in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, Position (for group), Position/Employee Number, or Employee Number in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Each year on March 31, activity records are purged if (1) the Log Date is prior to August 1; and (2) the pay period is for the Prior Fiscal Year or older. For example, on March 31, 2008, activity records are purged if the pay period is older than July 2007 and the Log Date is before August 1, 2007.

F10=LCopy (Line Copy) – Copies and pastes information from a distribution line to another. This function can be used when TS record information has slightly different accounting classification data in various distribution lines.

To perform the Line Copy function:

1. Place the cursor on any space in the line that contains the information to be copied, and press **F10**.

2. Place the cursor on any space in the line where the information is to be pasted.

3. Enter number of times the information should be pasted, then press **F10** again. The copied information is pasted starting on the line where the cursor is placed.

F11=D1-15 or **Entry** – The following two functions are available for the F11 key.

D1-15 (Distribution line 1 through 15) – Displays the pop-up TS Distribution screen, including all 15 distribution lines.

Entry – Exits the pop-up TS Distribution screen and returns to the TS Entry screen. All data keyed in the pop-up TS Distribution screen is retained. Edits are **not** performed when using **F11-Entry** to return to the TS Entry screen.

F12=Main—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

Timesheet Table Reports

The following reports are system generated:

- ✪ Timesheet Table Activity Report – Sorted by Position/Employee Number (CSB520-1) - This report displays all transactions successfully entered online during the work day. It is produced during labor processing begins daily at 3:00 PM. The report is displayed in Exhibit VI-4-9.
- ✪ Timesheet Table Upload Activity Report – Sorted by Position/Employee Number (CSB520-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-4-11.
- ✪ Timesheet Table Activity Report – Sorted by Last Four Digits of Employee Number (CSB520-6) - The report is displayed in Exhibit VI-4-12.
- ✪ Timesheet Table Upload Activity Report – Sorted by Last Four Digits of Employee Number (CSB520-7) –The report is displayed in Exhibit VI-4-13.

NOTE: The sort order of the Table Activity Report is control by the "TS/AJ Rept Sort" indicator in the LC Table. A selection of "0" for report

sorted by Position/Employee Number and "1" for report sorted by the last four digits of the Employee Number. The selection of the sort order must be made before labor processing begins daily at 3:00 PM.

The following reports are produced upon department request:

- ✪ Timesheet Table Listing Report (CSB520-2/CSI520-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the TS Entry or List screen. If Function **P** and Year-Month are entered, the listing is limited to the specific Year-Month requested. If **P** is entered without a Year-Month, the listing contains all Year-Month pay periods in the TS table. The report is displayed in Exhibit VI-4-10.

Both the Timesheet Table Activity Report and the Timesheet Table Listing Report display the alpha or numeric value keyed for the Hour Type and Default fields.

NOTE: CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

CONTROL

The Timesheet Table Activity Report (CSB520-1) and the Timesheet Table Upload Activity Report (CSB520-4) should be reviewed to ensure that all maintenance was done correctly. All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

ANNUAL TIMESHEET PURGE

The prior fiscal year timesheet purge process is run automatically on the last processing day of October to give departments time to make adjustments, i.e., adjustment timesheets. Records are purged if (1) the pay period is for the Prior Fiscal Year or older and (2) the Last Processing (LP) date is prior to August 1. For example, timesheet records are purged in October 2007 if the pay period is older than July 2007 and the LP date is prior to August 1, 2007.