

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 and Information Coordination Unit	III-3
Technology Support Unit	III-6
IV TABLE MAINTENANCE CODING PROCEDURES	IV-1
Table Processing	IV-2
Table Maintenance Functions	IV-3
General Table Entry Procedures	IV-7
Table Maintenance Log	IV-8
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
	Labor Control Entry Screen	VI-2-2
	Labor Control Activity Log Screen	VI-2-3
	Log Detail Screen	VI-2-4
	Table Maintenance Functions	VI-2-5
	Function (F) Keys	VI-2-9
	LC Table Reports	VI-2-10
	Control	VI-2-10
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
	Employee Master Activity Log Screen	VI-3-8
	Log Detail Screen	VI-3-9
	FFY Maintenance Screen	VI-3-10
	Table Maintenance Functions	VI-3-11
	Function (F) Keys	VI-3-20
	EM Table Reports	VI-3-22
	Control	VI-3-22

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
	Timesheet Activity Log Screen	VI-4-17
	Log Detail Screen	VI-4-19
	Guidelines for Coding Pay Type	VI-4-19
	Table Maintenance Functions	VI-4-22
	Function (F) Keys	VI-4-27
	Timesheet Table Reports	VI-4-29
	Control	VI-4-30
	Annual Timesheet Purge	VI-4-30
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-5-11
	Table Maintenance Functions	VI-5-13
	Function (F) Keys	VI-5-19
	Adjustment Timesheet Table Reports	VI-5-21
	Control	VI-5-21
	Adjustment Payroll Table	VI-5-31
	Table Maintenance Functions	VI-5-36
	Function (F) Keys	VI-5-41
	Adjustment Payroll Table Reports	VI-5-43
	Control	VI-5-44
	Labor Distribution Adjustment System Process	VI-5-51
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.