



FI\$Cal

Financial Information System for California

FI\$Cal Solution Walkthrough (SWT): Labor Distribution

Agenda

- Solution Walkthrough Objectives
- Labor Distribution Solution Overview
- Labor Distribution Processes
 - Load SCO Payroll Data
 - Reconcile LD Data
 - Process Labor Distribution
 - Resolve Errors
 - Create Reports
- Technology Considerations
- Session Recap
- Q&A Session

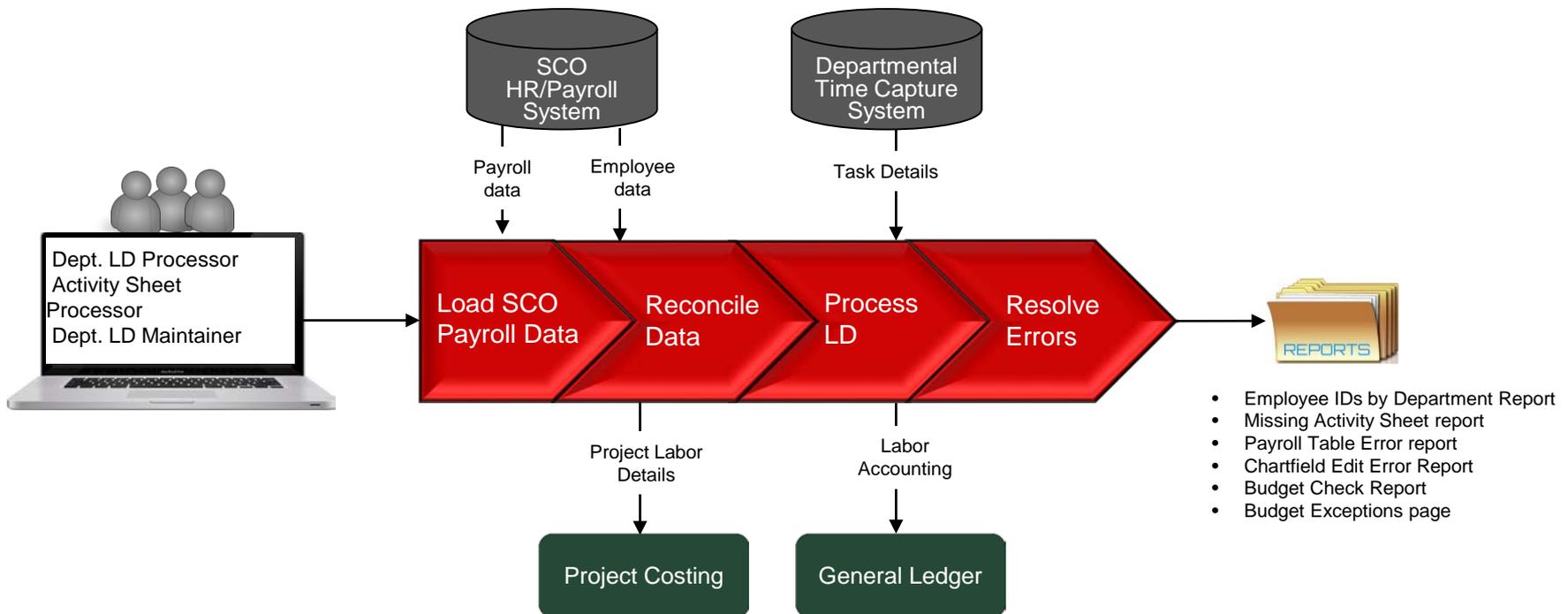


SWT Objectives

The Solution Walkthroughs will provide:

- An overview of the business processes, including key terms and functionalities
- A demonstration of the FI\$Cal solution
- “To-Be” business processes

Labor Distribution



Labor Distribution Overview

- Payroll costs are initially recorded in the General Ledger at a high level – typically the department’s “Payroll Clearing Account”.
- The Labor Distribution process reclassifies payroll costs at a lower level of detail.
 - It creates accounting entries to distribute payroll costs based on departmental rules and (optionally) Activity Sheets.
 - As costs are distributed, it creates accounting entries that reverse the costs from the ChartField combination where they were originally recorded.
- Departments address errors and rerun Labor Distribution as needed.
- Departments may later enter Adjustment Activity Sheets to reclassify payroll costs that were incorrectly recorded by the Labor Distribution Process.

FI\$Cal's Labor Distribution Benefits

- Allows Labor to be run more than once a month.
- Provides central payroll reconciliation against SCO disbursements by the Fiscal Service Center before Labor Distribution is run.
- Provides ability to distribute costs using default Chartfield combinations and percentages (Employee Defaults, Group Defaults, Task IDs, etc.).
- Allows costs to be distributed based on Activity Sheets.
- Allows distributed payroll costs to be reclassified by entering Adjustment Activity sheet.
- Allows supplemental payments to be recorded in unique separate ChartField combinations depending on their payroll payment type.
- Generates Employee IDs that are unique identifiers used across several modules.

Labor Distribution Key Terms

Term	Definition
Defaults	Chartfield combinations for recording payroll costs. Defaults are configured at various levels and are used based on predefined hierarchies. Some defaults include multiple Chartfield combinations and associated percentages for splitting costs across multiple funding sources.
Task IDs	Shortcut codes to split payroll costs across Chartfield combinations based on percentages. These simplify configuring defaults that have the same ultimate funding sources and percentages. They are similar to SpeedCharts and PCAs, but like SpeedCharts, they are not recorded in accounting entries.

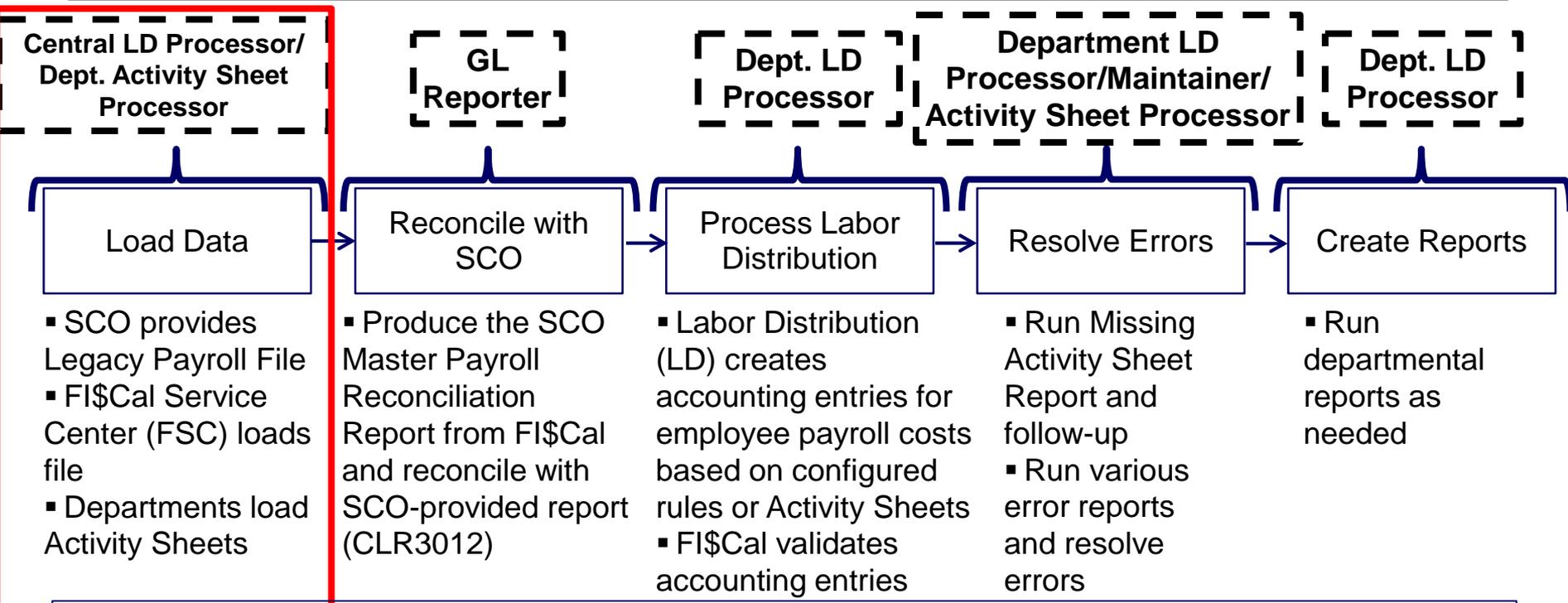
Labor Distribution Key Terms

Term	Definition
Employee Groups (Groups)	Employees within an Agency Code and Reporting Unit that share default Chartfield combinations and percentages. The defaults, called Group Defaults, are configured once for the group.
Personal Activity Sheet (Activity Sheet)	The Labor Distribution (LD) term for timesheets. These identify the number of hours worked by an employee or an employee group by type (e.g., regular, overtime) and by Chartfield combination. An Activity Sheet for a single employee is called an individual Activity Sheet.
Group Activity Sheet	Employees that share the same Group Defaults may optionally share an Activity Sheet. An Activity Sheet that includes hours worked by multiple members of a group is called a group Activity Sheet.

Labor Distribution Key Terms

Term	Definition
Adjustment Activity Sheet	<p>An Activity Sheet entered to reclassify payroll costs for either an individual or a group that have already been recorded in the General Ledger by the Labor Distribution process. An Adjustment Activity Sheet triggers the reversal and redistribution of the payroll costs.</p>

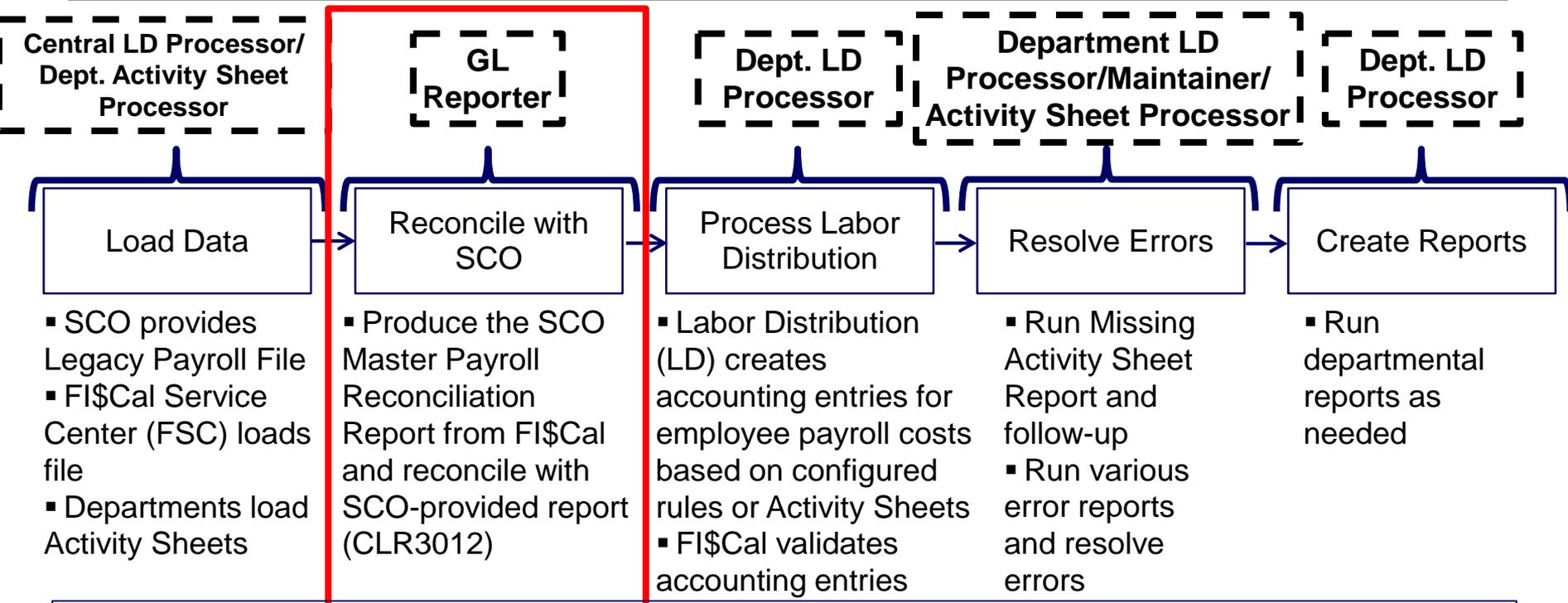
Load Labor Distribution Data



Key Impacts

- There are three different methods for loading Activity Sheets: Excel upload, interface from existing time capture system, and manual entry.
- Payroll is reconciled centrally against SCO disbursements before the LD process is run.

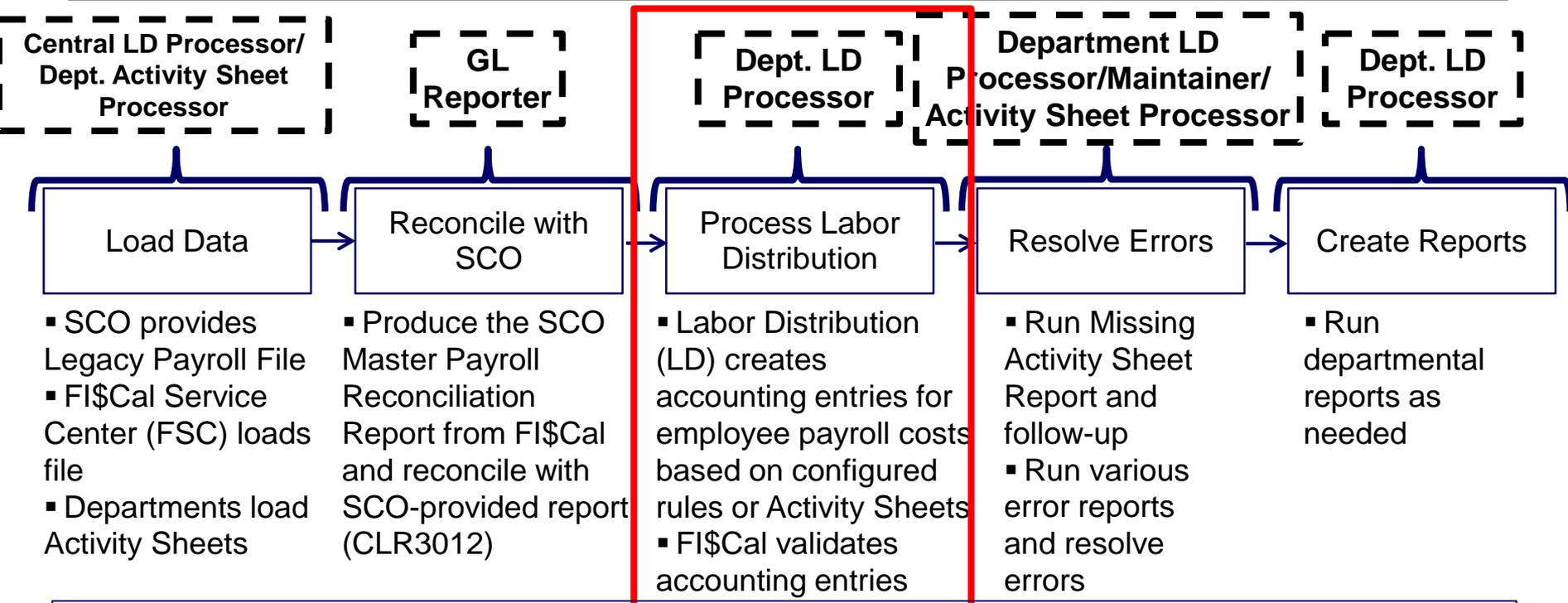
Reconcile LD Data



Key Impacts

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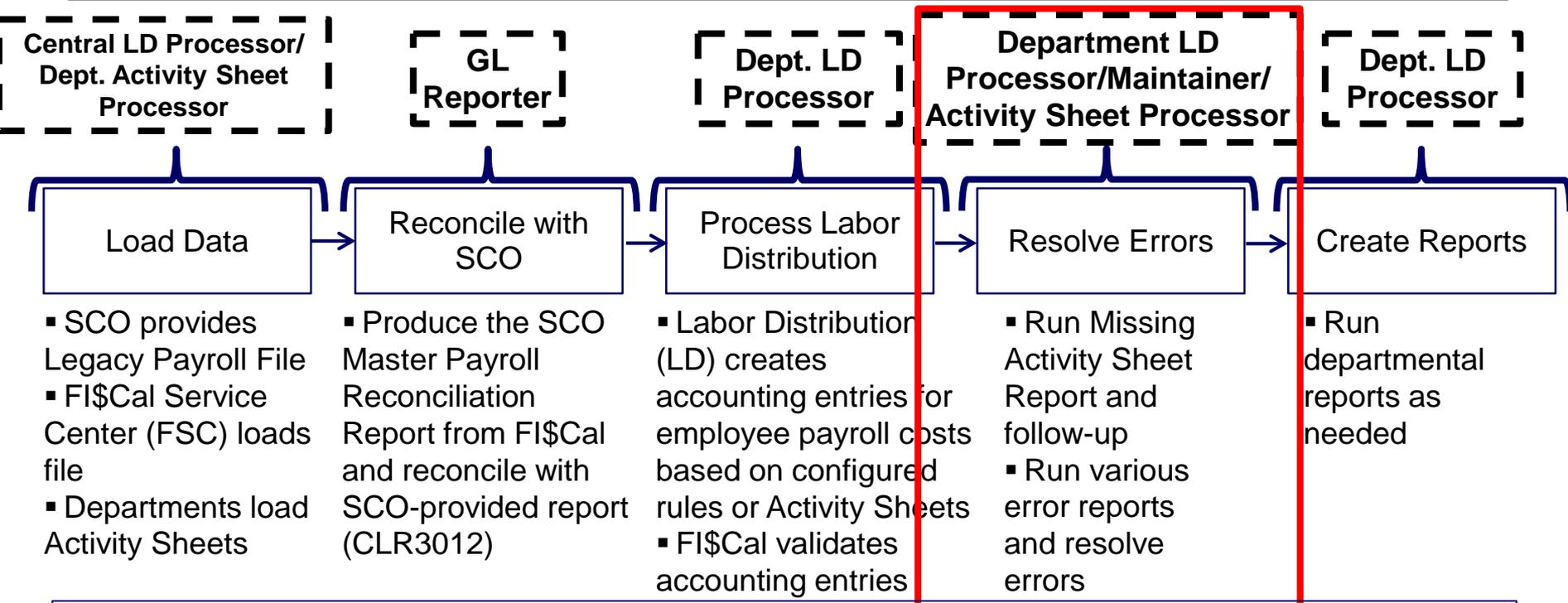
Process Labor Distribution



Key Impacts

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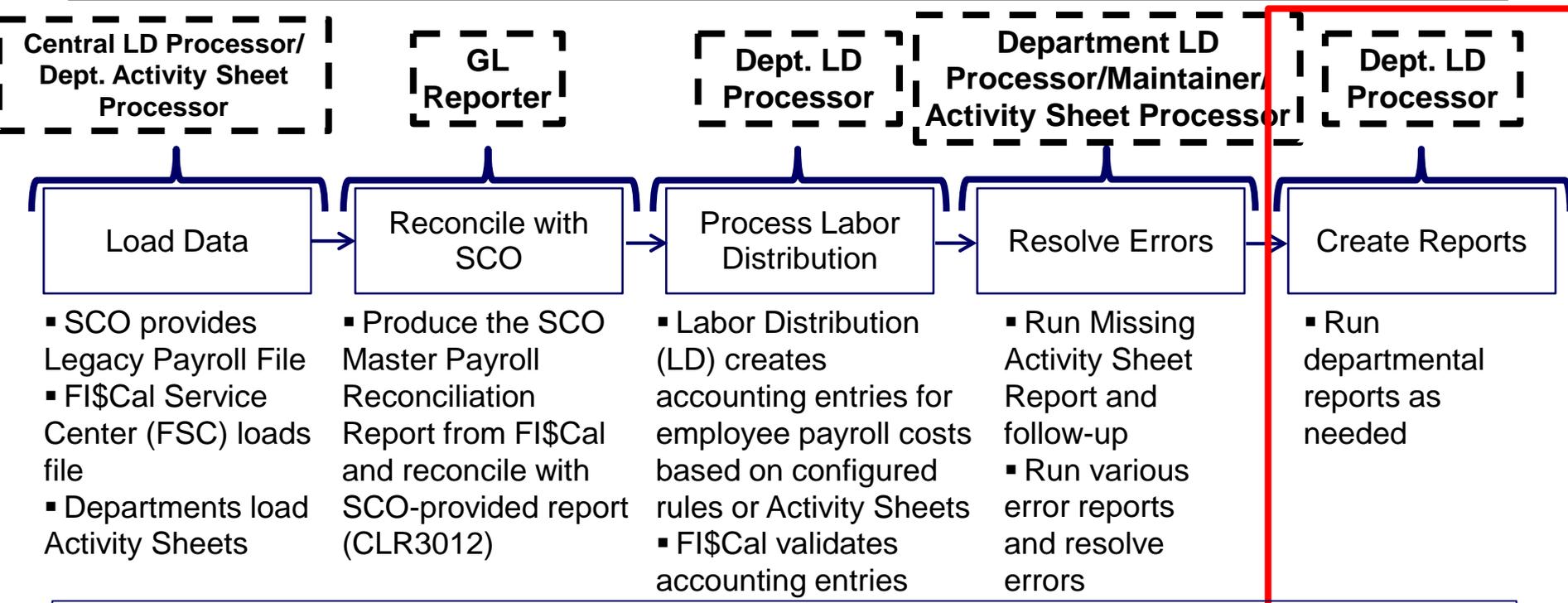
Process Labor Distribution



Key Impacts

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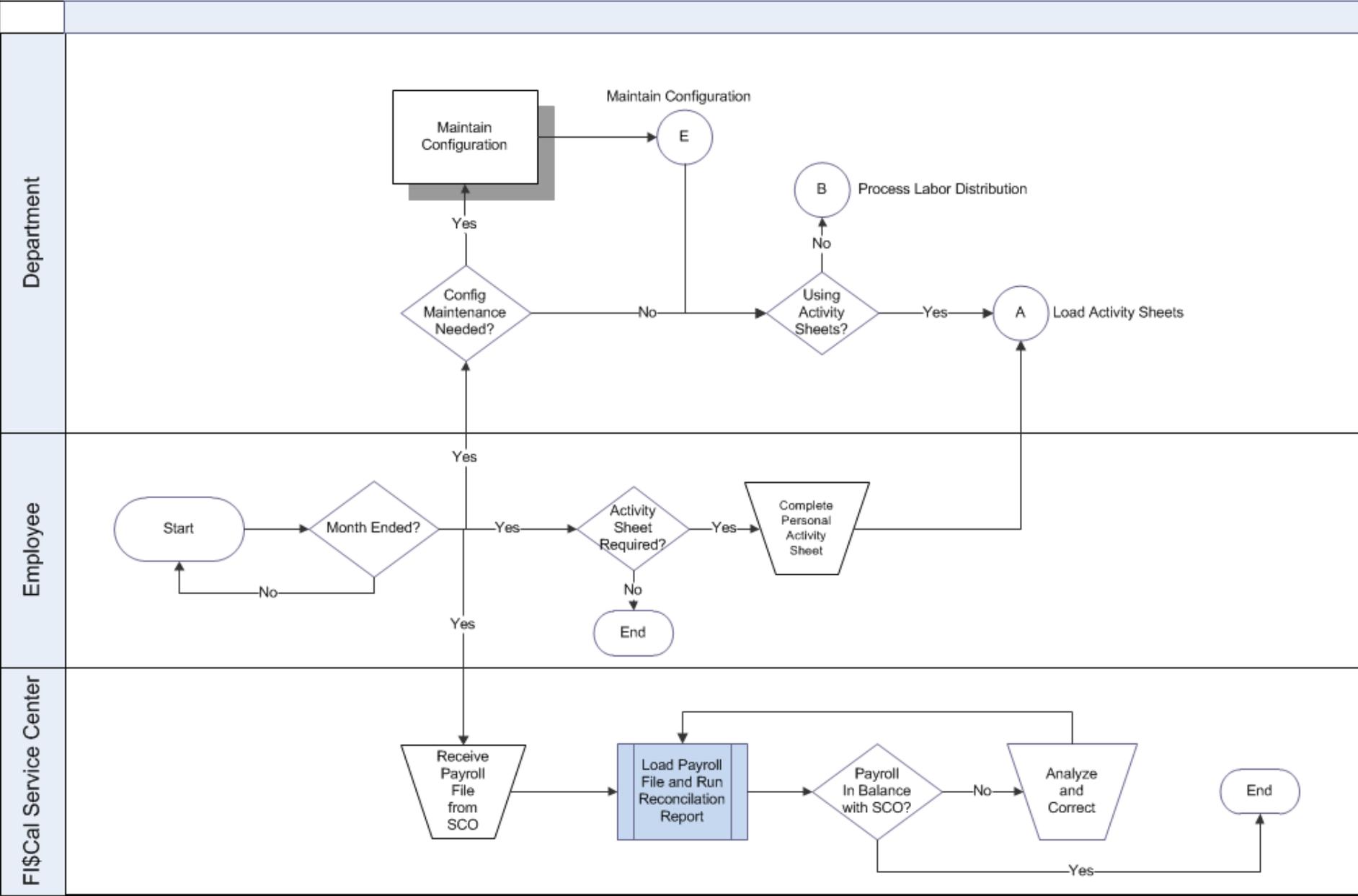
Process Labor Distribution



Key Impacts

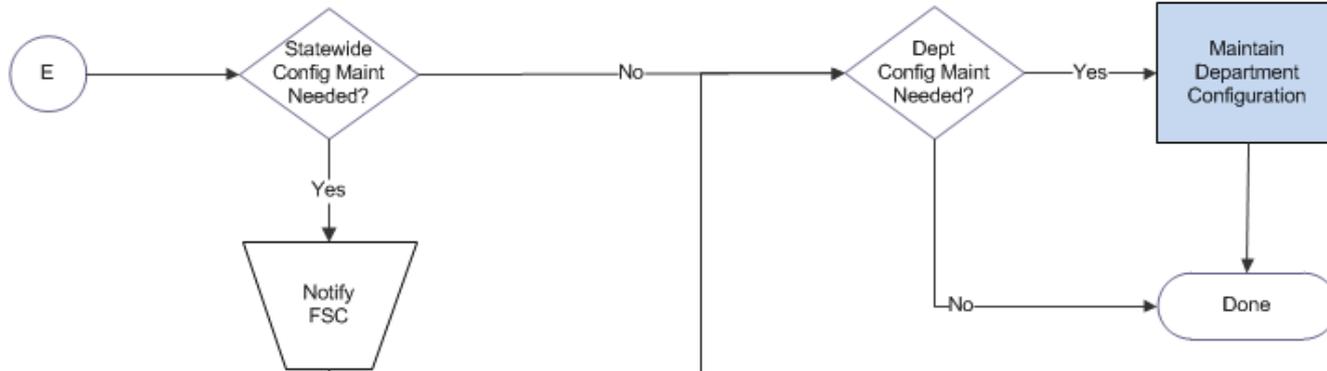
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GL Enter and Process Labor Distribution – Prepare for Labor Distribution



GL Enter and Process Labor Distribution – Maintain Configuration

Department

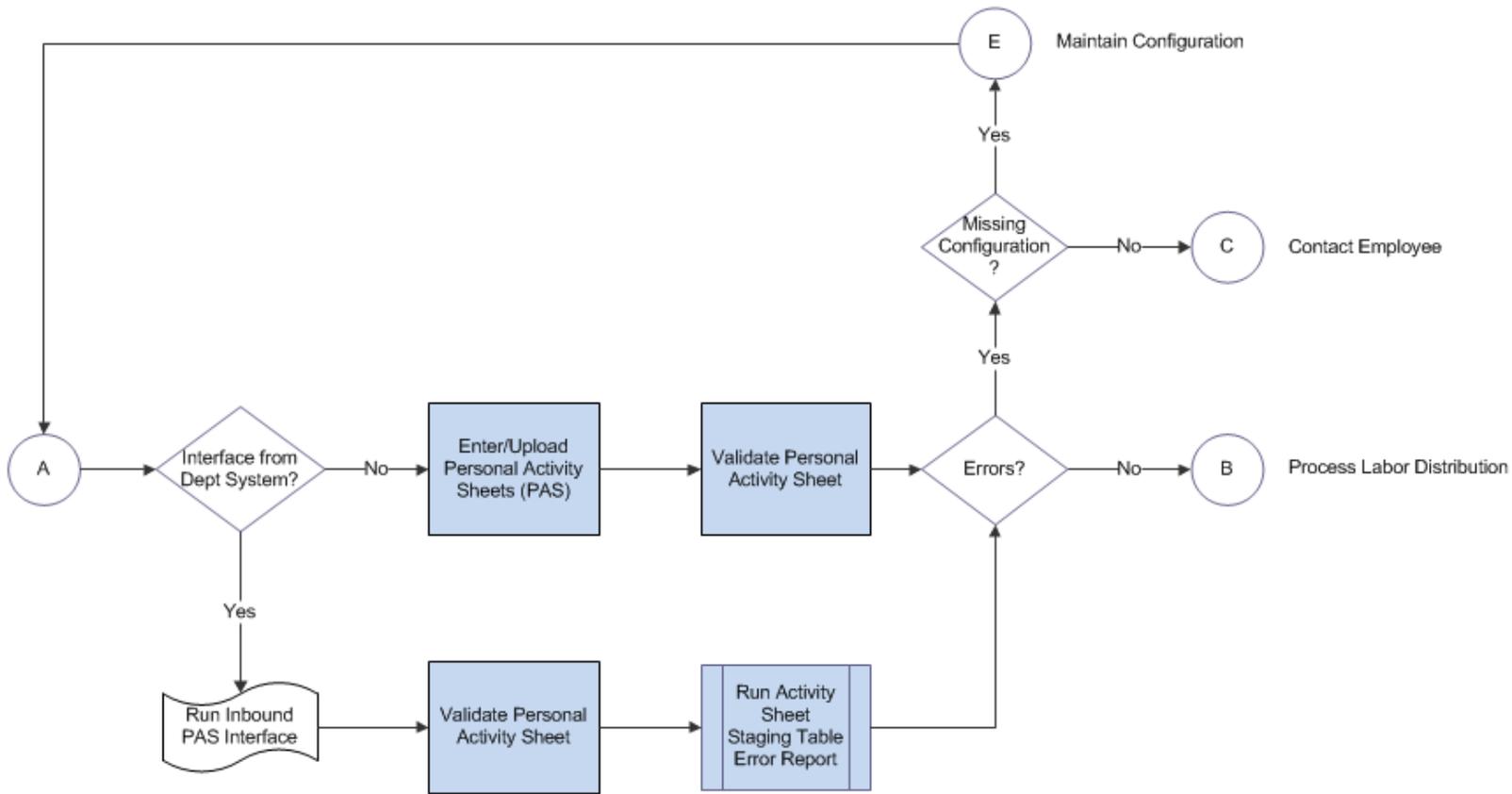


FISCAL Service Center

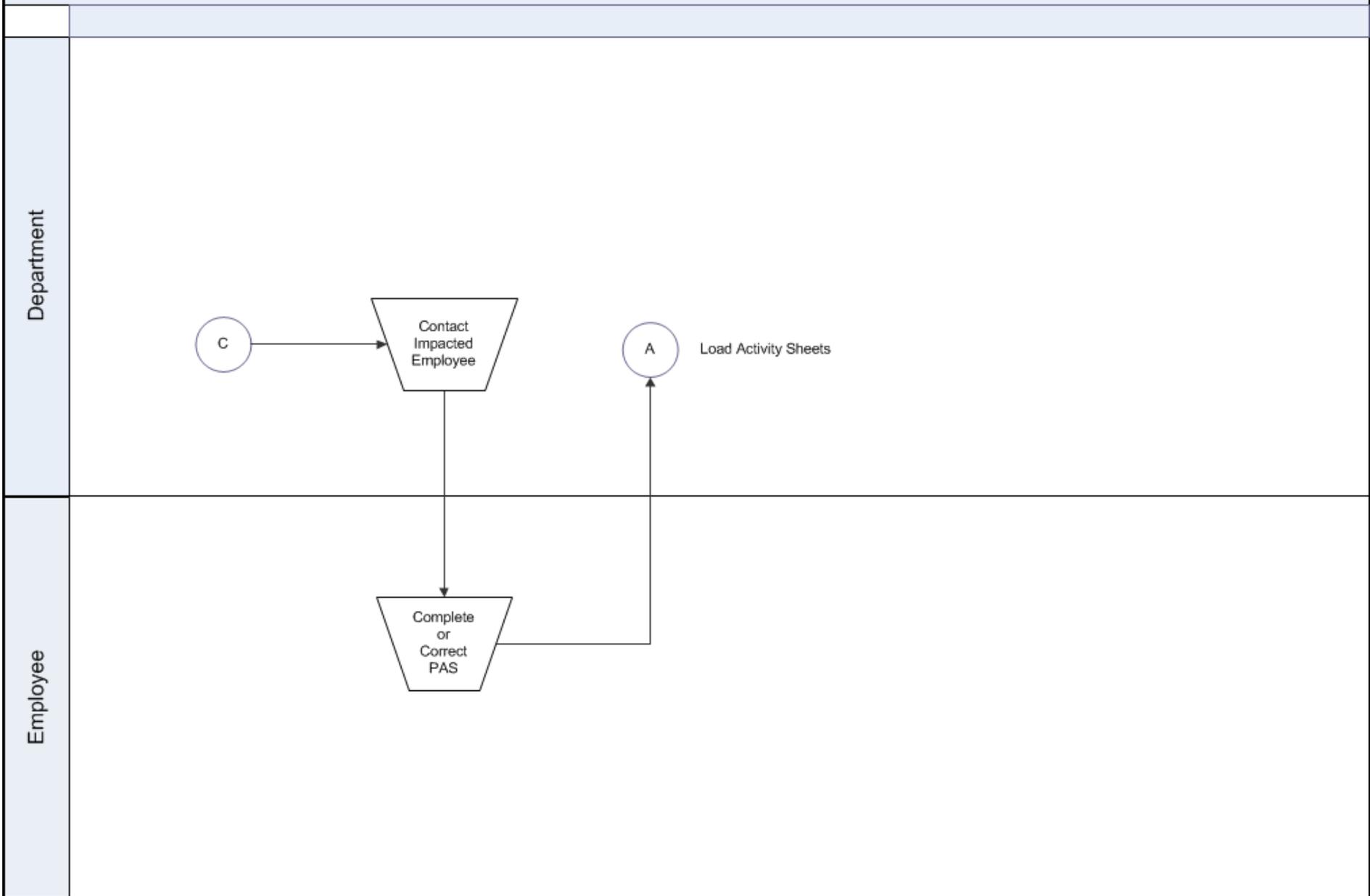


GL Enter and Process Labor Distribution – Load Activity Sheets

Department

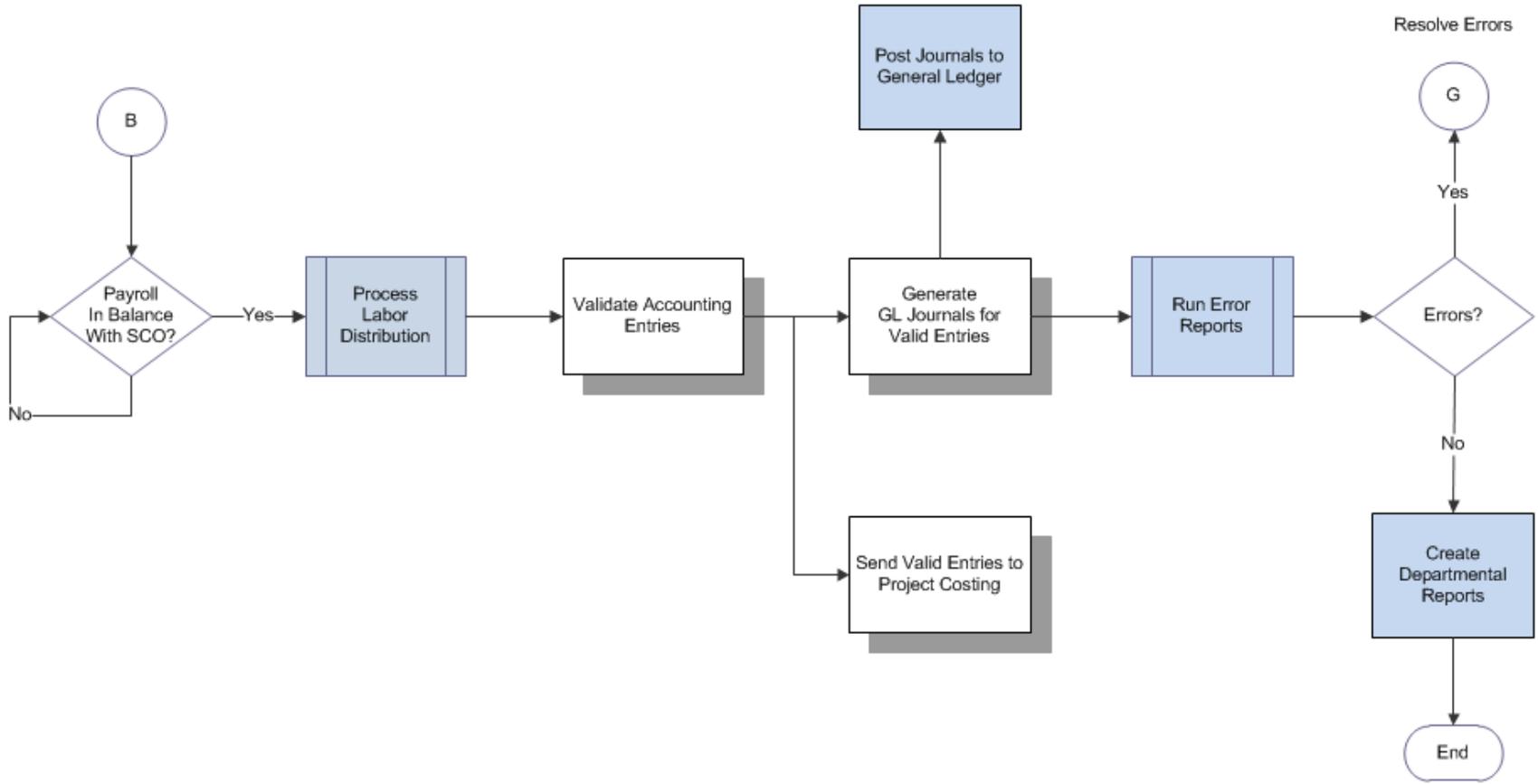


GL - Enter and Process Labor Distribution – Add/Revise Personal Activity Sheet



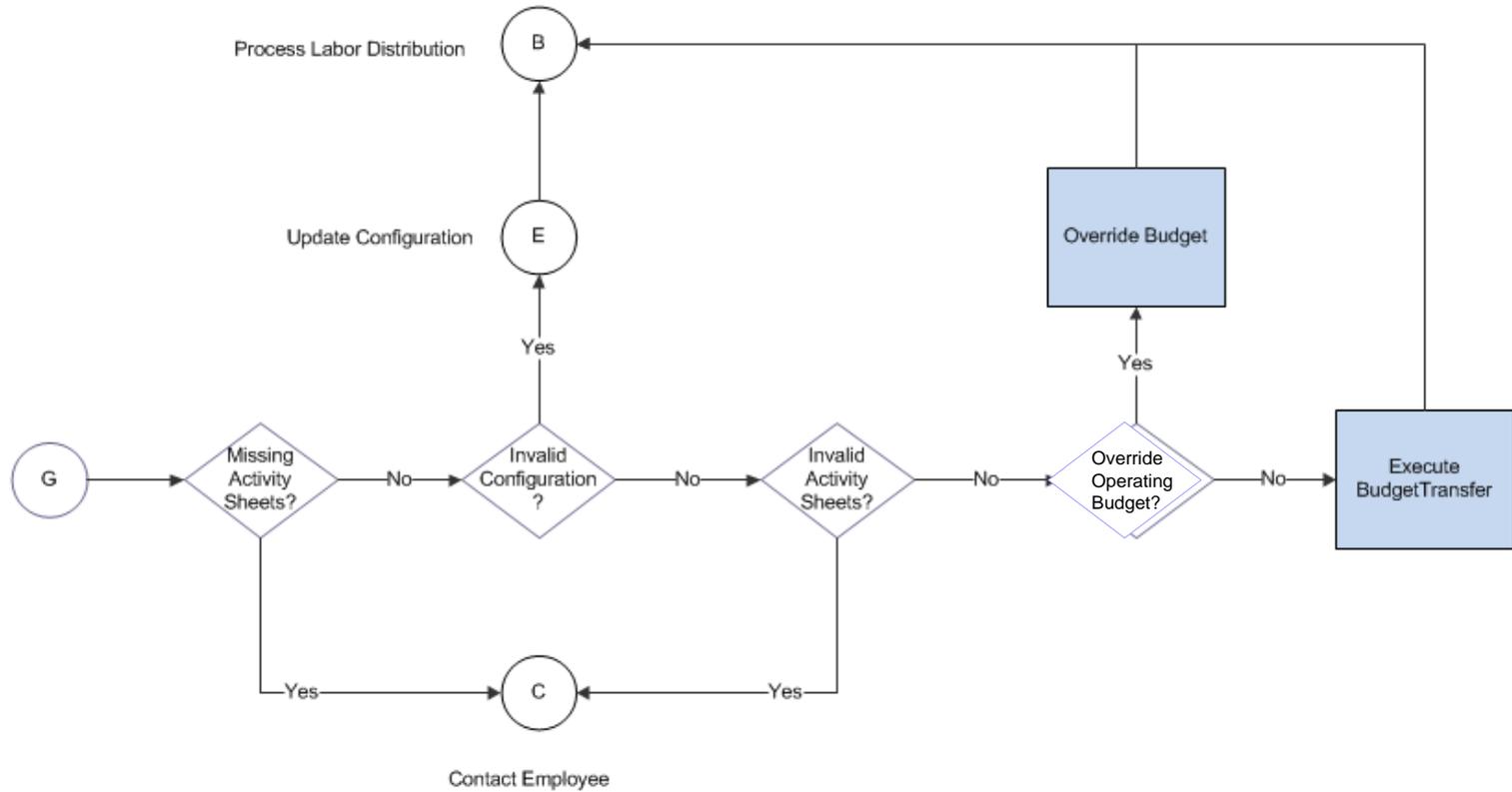
GL Enter and Process Labor Distribution – Process Labor Distribution

Department



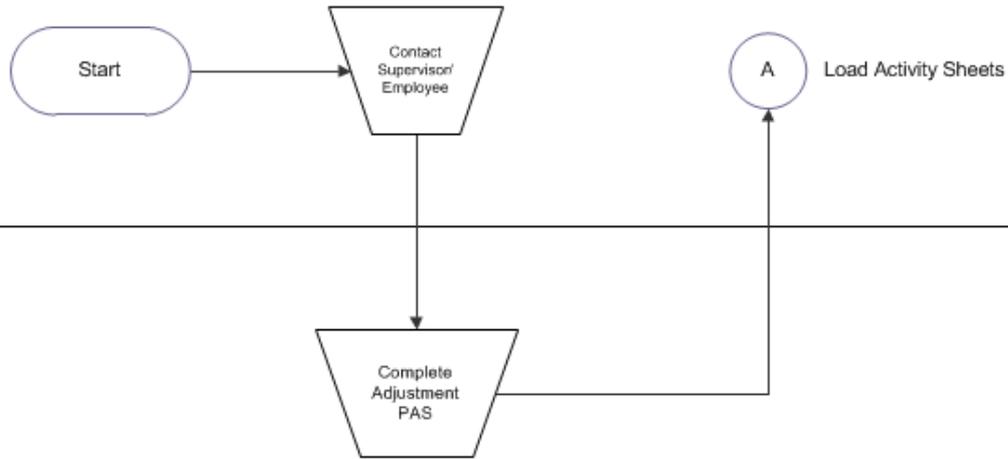
GL Enter and Process Labor Distribution – Resolve Errors

Department



GL Enter and Process Labor Distribution – Process Adjustments

Department



Employee

Technology Considerations

Interfaces:

- SCO Interfaces
 - An interface to load employees into FI\$Cal and assign Employee IDs
 - An interface to load payroll data into FI\$Cal from the SCO payroll system
- Department Interfaces
 - An Excel-based template to import Activity Sheets into FI\$Cal
 - An interface to load Activity Sheets into FI\$Cal from external time capture systems

Conversions:

- Historical payroll data will not be converted into FI\$Cal

Session Recap

- Key Considerations
- Action Items
- Open Questions

More Information Can be Found at...



FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

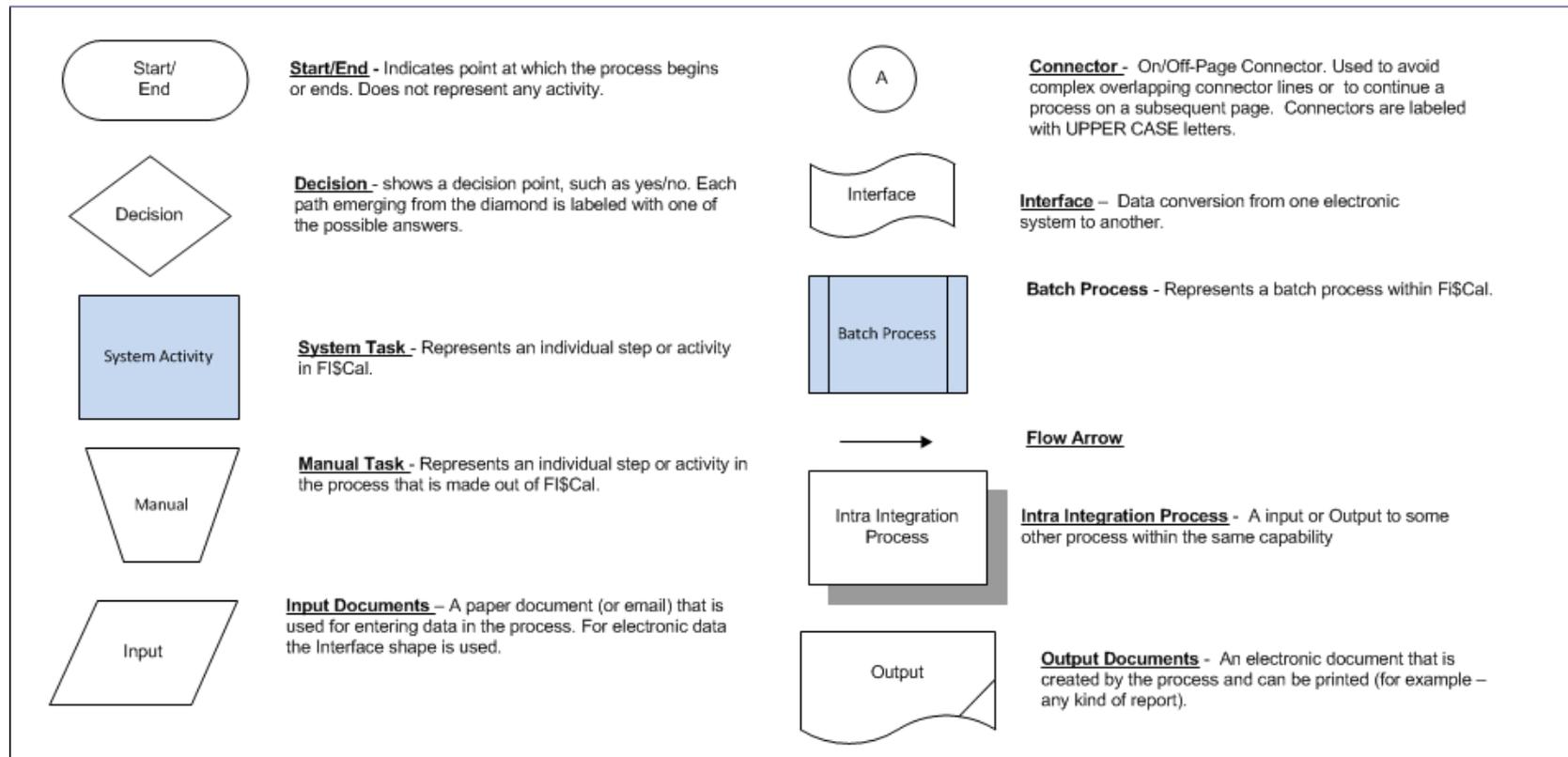
or e-mail the FI\$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov

Appendix

Additional information and screenshots for reference

Guide to Symbols in Flows



ChartField / UCM Codes Cross-Reference

