Wave 2 – User Acceptance Testing (UAT) Scenario Workshop – Labor Distribution (LD)

February 18, 2015
Agenda

- Purpose and Expected Outcome
- Review BUSN242 Response Template
- Wave 1 UAT Scenarios
  - Functionality Introduction
  - Review Related UAT Scenarios
  - Collect Additional UAT Scenarios
- Next Steps
Purpose and Expected Outcome

- **Purpose:**
  - The Purpose of this Workshop is to review the testing scenarios planned for Wave 2 User Acceptance Testing (UAT) – this is part of BUSN242. Our goal is to solicit additional testing scenarios from departments to ensure we have adequately covered the complete business process for each area.

- **Expected Outcome:**
  - Conduct workshops and capture feedback for additional departmental UAT Scenarios.
Review BUSN242 Response Template
## Wave 1 UAT Scenarios

<table>
<thead>
<tr>
<th>Business Process</th>
<th>UAT Scenario</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL3 – Enter and Process Labor Distribution</td>
<td>Establish Employee Defaults</td>
<td>Configure an employee group and an employee for your department.</td>
</tr>
<tr>
<td>GL3 – Enter and Process Labor Distribution</td>
<td>Enter Activity Sheets</td>
<td>Enter a Personal Activity Sheet for an employee and an employee group.</td>
</tr>
<tr>
<td>GL3 – Enter and Process Labor Distribution</td>
<td>Upload an Activity Sheet</td>
<td>Enter data for an employee into an Excel Activity Sheet. Upload the Activity Sheet to FI$Cal.</td>
</tr>
<tr>
<td>GL3 – Enter and Process Labor Distribution</td>
<td>Run Labor Distribution</td>
<td>Run the Labor Distribution Process. Run all of the Labor Distribution error reports and the Labor Distribution Budget Exceptions page to determine whether payroll costs were successfully distributed.</td>
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# Labor Distribution Key Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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</table>
| Personal Activity Sheet (Activity Sheet)  | The Labor Distribution term for timesheets:  
- These identify the number of hours an employee or employee group worked by type (e.g., regular, overtime) and by ChartField combination.                                                             |
| Employee Groups (Groups)                  | Employees within an Agency Code and Reporting Unit that share common characteristics (e.g., default ChartField combinations and percentages).                                                               |
| Group Activity Sheet                      | Activity Sheet that includes all hours worked by the members of a group.                                                                                                                                   |
## Labor Distribution Key Terms

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<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>Activity Sheets entered to adjust previously recorded time for either an individual or a group.</td>
</tr>
<tr>
<td>Activity Sheet</td>
<td></td>
</tr>
<tr>
<td>Defaults</td>
<td>ChartField combinations for recording payroll costs. Defaults are configured at various levels and are used based on predefined hierarchies.</td>
</tr>
<tr>
<td></td>
<td>Some defaults include multiple ChartField combinations and associated percentages for splitting costs across multiple funding sources.</td>
</tr>
<tr>
<td>Task IDs</td>
<td>Shortcut codes used to split payroll costs across ChartField combinations based on percentages.</td>
</tr>
<tr>
<td></td>
<td>These simplify recording costs in ultimate funding sources. They are similar to SpeedCharts and Program Cost Accounting (PCAs), but like</td>
</tr>
<tr>
<td></td>
<td>SpeedCharts, they are not recorded in accounting entries.</td>
</tr>
</tbody>
</table>
Labor Distribution Overview

- Configuration for Labor Distribution is loaded before “Go Live” and is maintained on an as-needed basis.
- State Controller’s Office (SCO) Legacy Payroll runs throughout the month.
  - After each run, departments record payroll costs at a summary level (for example, in departmental “Payroll Clearing Accounts”).
- At month-end, the SCO provides month-to-date payroll data and it is loaded into FI$Cal.
  - Departments using Activity Sheets record them in FI$Cal using one of three available methods: online entry; Excel template upload; interface from the departmental time capture system.
- Departments run the Labor Distribution process in FI$Cal.
The Labor Distribution process creates accounting entries to reclassify payroll costs:

- The process creates accounting entries to distribute payroll costs at a lower level of detail based on department-defined rules and Activity Sheets.
- As costs are distributed, the process reverses them from the agency’s “Payroll Clearing Account”.

Departments address errors and rerun Labor Distribution as needed.
Departments enter Adjustment Activity Sheets to correct errors in previously recorded costs.
Process Labor Distribution

Central LD Processor/Dept. Activity Sheet Processor
- Load Data
  - Payroll File from SCO automatically loads to Staging Tables
  - Departments load Activity Sheets

General Ledger (GL) Processor
- Reconcile with SCO
  - Produces the FI$Cal Payroll Recon. Report
  - Reconciles with SCO CLR3012 Report
  - Loads reconciled payroll into FI$Cal

Dept. LD Processor
- Process Labor Distribution
  - Labor Distribution creates accounting entries for payroll costs based on configured rules and/or Activity Sheets
  - FI$Cal validates accounting entries

Department LD Processor/Maintainer/Activity Sheet Processor
- Resolve Errors
  - Run Missing Activity Sheet Report and follow-up
  - Run various LD error reports and resolve

GL Reporter
- Create Reports
  - Run departmental reports as needed

Key Impacts
- FI$Cal provides three different methods for loading Activity Sheets
- Fiscal Service reconciles payroll with SCO before Labor Distribution is run
Wave 1 UAT Scenarios

- Collect Additional UAT Scenarios
  - Open dialogue to solicit additional UAT Scenarios for usage during UAT:
    - GL3 – Enter and Process Labor Distribution
Next Steps

- Provide any additional UAT Scenarios (BUSN242) prior to due date.
- Review and Complete the LD Scenarios as part of the BUSN242 Response Template due **Friday, February 27, 2015.**
Question and Answer

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