



**FI\$Cal**

*Financial Information System for California*

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

February 18, 2015

# Agenda

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- 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

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- 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

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# Wave 1 UAT Scenarios

Business Process	UAT Scenario	Brief Description
GL3 – Enter and Process Labor Distribution	Establish Employee Defaults	Configure an employee group and an employee for your department.
GL3 – Enter and Process Labor Distribution	Enter Activity Sheets	Enter a Personal Activity Sheet for an employee and an employee group.
GL3 – Enter and Process Labor Distribution	Upload an Activity Sheet	Enter data for an employee into an Excel Activity Sheet. Upload the Activity Sheet to FI\$Cal.
GL3 – Enter and Process Labor Distribution	Run Labor Distribution	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.

# Labor Distribution Key Terms

Term	Definition
<b>Personal Activity Sheet (Activity Sheet)</b>	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.
<b>Employee Groups (Groups)</b>	Employees within an Agency Code and Reporting Unit that share common characteristics (e.g., default ChartField combinations and percentages).
<b>Group Activity Sheet</b>	Activity Sheet that includes all hours worked by the members of a group.

# Labor Distribution Key Terms

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

# Labor Distribution Overview

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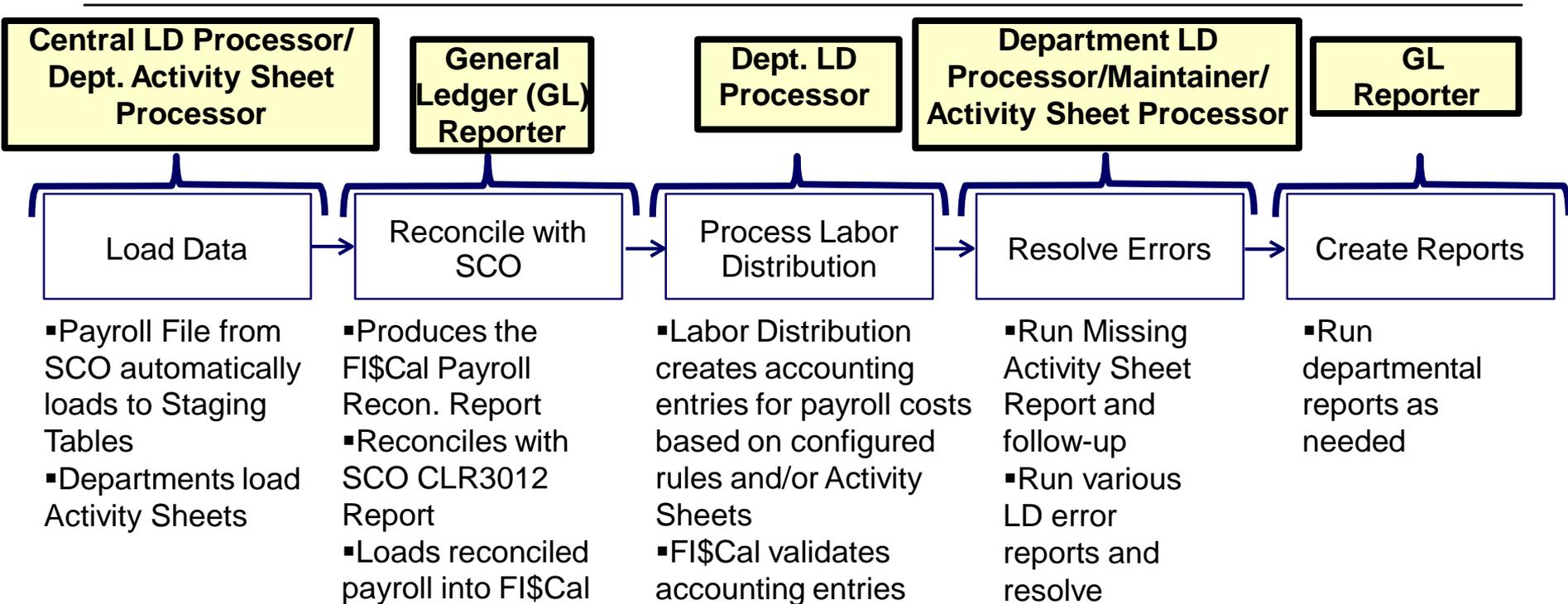
- Configuration for Labor Distribution is loaded before “Go Live” and is maintained on an as-needed basis.
- State Controller’s Office (SCO) Legacy Payroll runs throughout the month.
  - After each run, departments record payroll costs at a summary level (for example, in departmental “Payroll Clearing 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.

# Labor Distribution Overview

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- 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



## 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

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

# Next Steps

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- 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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