

SUNGARD PUBLIC SECTOR
POSITION BUDGETING

IFAS
Integrated Financial &
Administrative Solution

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Document Change Log

Version	Date	Change Description
7.9.4	May 2009	7.9.4 Version

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1 System Overview

1.1 Overview

The Position Budgeting (PB) module creates a budget for the next fiscal year based on the existing data from the Human Resource (HR) and Payroll (PY) modules. A "Model" is created for Position Budgeting and the data is imported into the "Model" from Human Resource (HR) and Payroll (PY) systems. Several models may be created and used simultaneously for various client specific objectives. The PB system includes very flexible utilities that enable the imported data to be manipulated until the desired budget results are obtained. Since the HR and PY data is imported into the PB system, there is no danger of affecting live HR or PY data. The following steps are followed when Calculating a Budget:

- 1) Complete the Data import screens (PBSTRQ – Position Budgeting Set up Screen) to indicate what data is to be imported and what data manipulations are to be performed by the import program.
- 2) Import data into a PB model using the PB Utilities (PBMDHR – Import Data into Model from HR & PBMDPY – Import Data into Model from PY).
- 3) Review the imported data.
- 4) Calculate the model to attain the current budget amounts.
- 5) Review the calculation results using the Budget Calculation screen (PBGLCR) and/or by reading the supplied reports.
- 6) Copy the model to another model prior to performing any data manipulations. This is simply for the sake of performance. It is much faster to copy a model than it is to perform a full import into a model. This is due to the deletes that must occur prior to importing data into a model and due to the manipulations that occur while the data is being imported. Having a copy is useful in the event that the process must be modified and restarted.
- 7) Modify the imported data with the provided utilities and calculate the model until the desired budget is created.
- 8) Complete the budget flat-file control screen (PBGLMB – Make GL Budget) to populate certain fields in the budget file and to indicate what type of rounding, if any, should be performed on the calculated amounts.
- 9) Create the GL budget flat-file which can then be disbursed to the GL (PBGLBU) or to Budget Item Detail (PBUTBD).

More information about the process of calculating budgets is provided below.

1.2 Position Budgeting Features

- Automatically "roll" changes made to salary and benefit tables through the system.
- Maintain salaries, benefits, and overtime based on full-time equivalencies (FTE).
- Support salary saving calculations when installed with Payroll.
- Assign salaries and benefits to multiple General Ledger and Job Ledger accounts within a single position assignment.
- Automatically maintain salary "step" increases.
- Maintain salaries as annual, monthly, bi-weekly, or hourly figures.
- Define benefits as a percentage of salary or as straight-dollar amount. Different benefits can be defined for regular and overtime pay.
- Adjust salary budgets up or down by a fixed percentage with "fudge factor" capability.
- Assignments are date-sensitive (i.e., next year's structure may be reorganized without affecting the current year).
- Set salary and FTE limits at the job and/or position level.
- Create a budget for unfilled positions (vacancies).
- Integrated with General Ledger, Budget Item Detail, and Job Ledger; create monthly or annual budgets based on position assignments.
- Set up scenarios to adjust salaries by percentages and report "what if" information.
- Human Resources information is maintained for reporting purposes.

1.3 PB Process

1.3.1 Complete the Data Import Screens

The first step in the PB process is to complete the PB setup screens listed below. Use the initial setup screen (PBSTRQ) to indicate what data is to be imported and what data manipulations are to be performed by the import program, and then work through Data Import screens as listed below.

PBSTRQ - Setup Position Budgeting

PBSTCD - Default CDH Rate/Information

PBSTEL – Employee Ledger Security

PBSTIS – Import Support Information

PBSTMA – Overtime Information

PBSTML – Model Lock Information

PBSTWK – Workers Compensation Info

1.3.2 Setup Position Budgeting (PBSTRQ)

This screen consists of the following tabs for the input information which governs the import process.

- Create model definition
- Set up global data
- Data import selection criteria
- Record type import selection

Create Model Definition Tab

This tab is used to define a model. The screen is also used to activate several special functions in the import and calculation program.

Model: Description:

Comments:

Entity: Ledger: Data Import Begin/End Date:

Calc Method: Debug: *No debug*

Override Calculation Begin/End Date: Re-Import

Years of Service Date:

Misc 1: 2: 3: 4:

5: 6: 7: 8:

Information on Last Processing of Import/Calculation/Batch Creation

Import -> ID: When:

Calc -> ID: When:

Batch -> ID: When: Interface: Batch:

Model: Enter a name for the model. The model name uniquely identifies which records belong to the model. A new model can be added by clicking the ADD icon or an existing model can be selected using the Find option.

Description: Enter a description of the model. The description will be displayed on all screens that have the Model field.

Comments: Information about the model can be entered in the comments field. This is very helpful for tracking data modifications within a model.

Entity: Enter an Entity ID. If your site has multiple entities, a model for each entity is typically created.

Ledger: Enter the general ledger code. This varies per site, but often "GL" is used.

Data Import Beg/End Dates: Enter the begin and end date for the data import. When creating a future budget, these dates usually represent the dates of the current fiscal year. Note that the PB system is designed to project a future budget based on current information.

Calc Method: The Calc Method field is only used if a client ordered customization to the calculation program. If such a customization has been made, then enter the client ID into the Calc Method field. Otherwise, it is left blank.

Debug: This field display debug information regarding the import or calculation process. Set this field to "1" for import debug. If, for example, the import process fails with a 4GL error, then the record that caused the failure will be the last item displayed. The data in that record can then be verified for accuracy. Set this field to "2" for complete calculation debug. Because of the extensive amount of information displayed, it is suggested to only run option 2 when calculating a single employee or a small group of employees. Controlling the number of employee's to be calculated is explained later. Set this field to "3" to display only Worker's Comp calculation debug.

Override Calc Begin: Normally, the Data Import dates are used as the model calculation dates. If though, the cost for a specific date range is needed, then an override calculation begin date may be entered. If entered, this date must be greater than the Data Import Begin Date. If this field is left blank, and then the Data Import Begin Date will be used as the calculation begins date.

Override Calc End: Normally, the Data Import Dates are used as the model calculation dates. If though, the cost for a specific date range is needed, then an override calculation end date may be entered. If entered, this date must be less than the Data Import End Date. If this field is left blank and then the Data Import End Date will be used as the calculation end date.

Re-Import: This field is used to perform a special import after a normal import has been performed. When this field is set to "Y" (check mark), then only the employees that meet the model's selection criteria will be deleted and re-imported. For example, if the selection criteria on Data Import Selection criteria Tab was changed to only import a specific bargaining unit, and then only those employees assigned to that bargaining unit will be deleted and re-imported.

Years of Service Date: This date is used to calculate years of service for the following employee master (HREMEN) dates: Original Hire, Hire, Leave, Separation, Dist Sen., POS/PCN Sen., and Longevity. These years of service are written to the Employee Information screen (PBUPEM) and may be referenced by the PB utilities and Import Support Information (PBSTIS) screen.

Misc Fields 1 - 8: The eight Misc fields may be used to store any 10 character (max) client desired misc codes. The Misc fields also have pre-defined codes that activate special functionality in the import and calculation programs. The codes and a description of the functionality that the codes activate are displayed below:

MORESELCRI: This code is used when there isn't enough room on Data Import Selection criteria Tab to enter all desired selection criteria. When the data is being imported into PB, the user is prompted for additional selection criteria. This applies to the Global, Pay, Benefit, Misc Cont, and Salary select statements (not supported in version 7.9).

FTE=APU1: This code is used to set the PCN FTE equal to APU1 when importing records from the Employee Pay Assignment to the PB pay assignments. Note: since Quickpay does not have APU values, the FTE is still used for Quickpay records.

FTE=APU2: This code is used to set the PCN FTE equal to APU2 when importing records from Employee Pay Assignments to PB pay assignments. Note: since Quickpay does not have APU values, the FTE is still used for Quickpay records.

Note: do not enter both FTE=APU1 and FTE=APU2 into the Misc fields. If this is done, then the FTE=APU2 code is used.

USEINDEX: This code is used to always import the salary index from the HR pay assignments when inserting records into PB pay assignments using the Employee Information Screen (PBUPEM). Normally, the salary index is not imported for pay assignments with the salary override field set to 'Y' or for pay assignments attached to salary indexes that are a Min/Max type. Salary indexes are not imported for these pay assignments because the amounts have been hand keyed. Thus, the amounts do not necessarily correspond to the amount on the salary table for the salary index entered on the pay assignment. PB calculates salaries based on the salary index or the flat salary field. If you want the salary index to be imported for overridden pay assignments, select this option.

REORDERSAL: This code is used to re-order a salary table so that each step on the salary table is the next logical step when performing step increases. If this code is used, then the Misc field at the end of each salary index on Salary Table Information screen (PBTBSL), that is to be re-ordered, must contain a new step. All salary indexes that were marked for re-order will be changed on Salary Table Information screen (PBTBSL) and (PBUPEM – Employee Information Screen – Pay Assignment tab).

NOTABLELCK: This code prevents the PB system from locking tables in exclusive mode. Normally, when importing data, calculating a model, or while running a utility, the PB system locks tables in exclusive mode. The advantage to this is that while a table is locked exclusively, no other process may update the data in that table. This ensures the integrity of the data. The disadvantage is that no other process may update the table while it is locked. Thus, if a model is being imported and another model is having a utility run on it, then locking errors can occur. The client needs to decide whether absolute data integrity or allowing users the ability to update tables simultaneously is more important.

BENERATFTE: This code applies to the Calc Pay Assignment Ratio FTEs utility (mask PBUTCR). It will cause the ratio FTE sum value calculated from an employee's pay assignments to be written to the Misc4 field on PBUPEM – Benefits screen. The ratio FTE sum may then be used, via an SQL statement in PBUPSS and PBTBPU, to prorate a benefit amount/percent value.

Example SQL: Update pcbencod set amount = amount * misc4 where cdh = "1654".

BENERATHRS: This code applies to the Calc Pay Assignment Ratio FTEs utility (mask PBUTCR). It will cause the ratio hours sum value calculated from an employee's pay assignments to be written to the Misc3 field on PBUPEM – Benefits screen. The ratio hours sum may then be used, via an SQL statement in PBUPSS and PBTBPU, to prorate a benefit amount/percent value.

Example SQL: Update pcbencod set amount = amount * misc3 where cdh = "1654".

FLAT*RT%: This code will make the system multiply the value in the Flat Slry field by the value in the RT% field. Normally, this only happens for the amounts that are tied to salary indexes.

PRORTESALS\$: This code will make the system multiply the value in the Fixed Salary Amount field by the calculated date ratio for a pay assignment. Normally, this does not happen.

WA: Only clients in the state of Washington use this code. It causes the import program to import retirement information from RETIREWA instead of RETIRECA.

Import ID: This field is system derived and displays the ID of the user that performed the most recent data import into the model. If the When field is blank, then the Last Import ID field will contain the ID of the user that created the PB Model entry.

When: This field is system generated and denotes the last time that data was imported into the model.

Last Calc'd ID: This field is system generated and displays the ID of the user that last calculated the model.

When: This field is system generated and denotes the last time that the model was calculated.

Set ID: This field is system generated and displays the ID of the user that last interfaced the model.

When: This field is system generated and denotes the last time that the model was interfaced.

Interface: This field contains the interface file name.

Set: This field contains the set name for the interface file.

1.4 Setup Global Data (PBSTRQ)

These screens contain default information used by the import and calculation programs.

Model: Description:

Create Model Definition | **Setup Global Data** | Data Import Selection Criteria | Record Type Import Selection

System Setup | Limits | Salary Increment Setup

HR Installed?: *Base HR*

If 'C', enter Pay Assignment Cluster: and Record Type Attribute:

Overtime Object Code:

Period Type: Hours/Year: Hours/Day: Days/Year:

Default/Actual Days & Hours Info from HR Pay Assignments: *Actual Days/Hours*

Pay Assignment/Employee Master Bargain Unit on PC Pay Assignments: *Employee Master*

Pay or Calc Dates for Salary Lookup: *Use Pay Dates for Salary Information*

Use Fully Qualified Accounts

Record 1 of 1

1.4.1 System Setup Tab

Model ID: Enter the Model ID. If the client determines that all or many of the models would have the exact same entries on PB set up screens, then each model does not need to have an entry on the PB set up screens. A default entry, with a Model ID of ROOT, may be entered. All models that do not have an entry on PB set up screens will use the information from the ROOT entry. Note: before the Model ID of "ROOT" can be entered, it must first be entered into the PB MODEL screen.

HR Installed: Enter a "B" if the IFAS Base HR system is installed. Enter a "C" if a custom HR system is installed. Enter a "P" if only payroll is installed.

Pay Assgn Cluster: If a custom HR system is installed, then enter the name of the pay assignment cluster. Usually, this would be "PAYASSGN", but verify the name if a custom HR system is installed.

Record Type Attr: If a custom HR system is installed, enter the name of the attribute that denotes the record type. Usually, this is RECTYPE or REC_TYPE, but verify the name if a custom HR system is installed.

Overtime Object Cd: Enter a default overtime object code. This object code will be used if an org key and amount/percent is entered on the PB Overtime screen without entering an object code or CDH#.

Period Type: Enter a default period type. This value is used by the calculation program to determine a number of periods for any entry on PCBENCOD with an AXP of "P" or on PCPAYTBL that is attached to a salary index with an AXP of "P" and with a "P" in the "Period Tp" field on PCPAYTBL.

Hours/Year: If a record on PCPAYTBL has 0 Days or 0 Hours and is attached to a salary index with an AXP of "H" (these pay assignments are calculated using: rate * days * hours) then this value will be used as a default number of annual hours when calculating the pay assignment. A warning message will be displayed indicating this value is being used. If this field is blank, then 2080 will be used as the default annual hrs.

Hours/Day: When entering a record on PBVACPOS, this value will auto-fill the "Hours" field after the cursor leaves the "Model ID" field.

Days/Year: When entering a record on PBVACPOS, this value will auto-fill the "Days" field after tabbing from the "Model ID" field. Also, if a PCPAYTBL record has 0 Days and is tied to a daily amount salary table, this value will be used as a default amount of annual days. If left blank, then 260 will be used.

Default/Actual Days/Hours Info from HR Pay Assignments: This field lets the user choose whether to use actual or default hours per day and days per year information. This is only used when an employee's pay assignment is attached to a salary table that is expressed in hourly amounts. The hourly amount from the salary table is multiplied by the hours per day and then that figure is multiplied by the days per year to determine an annual salary for the employee. If budgeting is determined based on default information then choose "D", otherwise choose "A"

to budget by actual amounts from EMPPAY. If "D" is chosen, then for PAYALT records (these records don't have default days/hours information) the user will be prompted whether the actual days/hours info from Quickpay or the days/hours info from the Position Control Number Definition table should be used. The default is "A" if this field is left blank.

Pay Assignment/Employee Master Bargaining Unit on PB Pay Assignments: This field lets the user control where the bargaining unit on PB pay assignments will be imported from. If "E" (HREMEN) is chosen, then if an employee has multiple pay assignments (e.g., PM, R0, S0, etc.), all of them will be populated with the employee's bargaining unit from the employee master. IF "P" (pay assignments) is chosen, then the bargaining unit on each pay assignment will be imported into PB. The default is "E" if this field is left blank.

Use Fully Qualified Accounts: Enter a check mark in this field if fully qualified accounts are set up in the GL. A check will activate the fully qualified code in PB.

Pay or Calc Dates for Salary Table Lookup: Enter a "P" if pay dates are used or a "C" if calc dates are to be used in PB for salary table lookups.

Use Fully Qualified Accounts: Enter a check mark in this field if fully qualified accounts are set up in the GL. A check will activate the fully qualified code in PB.

1.4.2 Limits

CDH	Rate	Limit
FICA CDH: 1005	Rate: 6.20000	Limit: 0.00
Medi CDH: 1010	Rate: 1.45000	Limit: 0.00
SDI CDH:	Rate: 0.00000	Limit: 0.00
SUI CDH: 1040	Rate: 0.06000	Limit: 0.00

FICA CDH: Enter the CDH associated with FICA if it has not been completed by the system. The FICA, Medicare, SDI, and SUI CDHs should auto-fill after the cursor leaves the Model ID field in ADD mode. The CDHs are selected from the PY database using Miscellaneous Code 1 as selection criteria. FICA, for example, will have a code of "FICA" in Miscellaneous Code 1.)

FICA Rate: Enter the rate (percent) associated with FICA. Be sure to enter the rate as a whole number (e.g., 5% would be entered as 5.00000, not 0.05000).

FICA Limit: Enter the FICA limit. The limit represents the annual dollars that will be paid on behalf of an employee. It is not the limit on applicable wages.

SDI CDH: Enter the CDH associated with Medicare if it has not been completed by the system. The FICA, Medicare, SDI, and SUI CDHs should auto-fill after the cursor leaves the Model ID field in ADD mode. The CDHs are selected from the PY database using Miscellaneous Code 1 as selection criteria. Medicare, for example, will have a code of "MEDI" in Miscellaneous Code 1.)

Medicare Rate: Enter the rate (percent) associated with Medicare. Be sure to enter the rate as a whole number (e.g., 5% is entered as 5.00000, not 0.05000).

Medicare Limit: Enter the Medicare limit. The limit represents the annual dollars that will be paid on behalf of an employee. It is not the limit on applicable wages.

SDI CDH: Enter the CDH associated with SDI if it has not been completed by the system. The FICA, Medicare, SDI, and SUI CDHs should auto-fill after the cursor leaves the Model ID field in ADD mode. The CDHs are selected from the PY database using Miscellaneous Code 1 as selection criteria. SDI, for example, will have a code of "SDI" in Miscellaneous Code 1.)

SDI Rate: If SDI is a contribution, then enter the rate (percent) associated with SDI. Be sure to enter the rate as a whole number (e.g., 5% is entered as 5.00000, not 0.05000).

DI Limit: Enter the SDI limit. The limit represents the annual dollars to be paid on behalf of an employee. It is not the limit on applicable wages.

SUI CDH: Enter the CDH associated with SUI (if it hasn't been auto filled. The FICA, Medicare, SDI, and SUI CDHs should auto-fill after the cursor leaves the Model ID field in ADD mode. The CDHs are selected from the PY database using Miscellaneous Code 1 as selection criteria. SUI, for example, will have a code of "SUI" in Miscellaneous Code 1.)

SUI Rate: If SUI is a contribution, then enter the rate (percent) associated with SUI. Be sure to enter the rate as a whole number (e.g., 5% is entered as 5.00000, not 0.05000).

SUI Limit: Enter the SUI limit. The limit represents the annual dollars that will be paid on behalf of an employee. It is not the limit on applicable wages.

1.4.3 Salary Increment Setup

The screenshot shows the 'Salary Increment Setup' form with the following fields and values:

Increment Date	Cluster	Attribute	+ Days	Salary Increment Date
Increment Date 1	<NONE>			07/01/2008
Increment Date 2	EMPLOYEE INFORMATION	HDT		

Inc Date1&2 Cluster, Attribute, + Days, and Salary Inc Date: These fields are related to step increases for pay assignments and control how two effective date fields will be populated on PB pay assignments. If step increases are based on an employee's hire date or anniversary date (or another date that is stored on one of the clusters in the pick list) then the cluster and attribute of the date field may be entered in the Cluster and Attr fields. For example, if step increases are effective on an employee's hire date, which resides on the Employee Master, then the Cluster field contains the Employee Master and the Attribute field contains the HDT (the column name for hire date).

When the data is imported into the model, the year of the employee's hire date is converted into a year that falls within the model's begin and end dates and will be written to one of the Sal Inc Date fields on PB pay assignment. If step increases are based on an entered date (hire date, anniversary date, etc.) plus a number of days (e.g., 30, 60, 90) then this number may be entered into the + Days field. If step increases are based on a pre-defined date, such as the beginning of the fiscal year, then this date may be entered into one of the "Salary Inc Date" fields. This date is not modified, so it should fall within the dates of the model. The + Days field may also be used with the "Salary Inc Date" fields. The system will not allow a salary increment cluster/attribute and a salary increment date to be entered.

1.5 Data import selection criteria (BSTRQ)

1.5.1 Global Selection Criteria

The Data import selection criteria screens enables very detailed, client specific, selection criteria to be entered, which will control what data is imported into each model. It can also be used to globally disable the importing of HR screens such as Benefits, Misc Contributions, Taxes, Additional Contributions, Retirement Contributions, or Tax Sheltered Annuities.

Global Tab

The screenshot shows the 'Data Import Selection Criteria' screen with the 'Global' tab selected. The 'Data to Import' section has six checked items: Benefits, Miscellaneous Contributions, Taxes, Additional Contributions, Retirement, and Tax Sheltered Annuities (TSA). Below this is a text box for a 'Custom Where Clause Setup For Data Import' containing the text 'Global: STAT = 'A''. The bottom right corner shows 'Record 1 of 1'.

Create Model Definition | Setup Global Data | **Data Import Selection Criteria** | Record Type Import Selection

Data Selection Criteria | Misc Field Selects

Global | Compensation | Other

Data to Import

- Benefits
- Miscellaneous Contributions
- Taxes
- Additional Contributions
- Retirement
- Tax Sheltered Annuities (TSA)

Custom Where Clause Setup For Data Import

Global: STAT = 'A'

Record 1 of 1

Model ID: Enter the model ID.

BENEFITS: If the model is to include the cost of benefits, then enter a check mark in the BENEFITS field. If this field contains a blank, then no benefits from BENEINFO will be imported into the model.

MSC CONT: If the model is to include the cost of miscellaneous contributions, then enter a check mark in the Miscellaneous Contribution field. If this field contains a blank, then no contributions from the HR will be imported into the model.

TAXES: If the model is to include the cost of tax contributions, then enter a check mark in the TAXES field. If this field contains a blank, then no contributions from MANDDED will be imported into the model.

ADDLCONT: If the model is to include the cost of additional contributions then enter a check mark in the Additional Contribution field. If this field contains a blank, then no contributions from Additional contributions will be imported into the model.

RETIRExx: If the model is to include the cost of retirement contributions, then enter a check mark in the RETIRExx field. If this field contains a blank, then no contributions from RETIRExx will be imported into the model. **Note:** Entering a check mark in these fields will cause all of the data from the appropriate screens to be imported into the model. If only certain data is to be imported, then the next eight fields may be used. The next eight fields control what data, either globally and/or by screen, is imported into PB.

GLOBAL: Enter the global selection criteria. The Global selection criteria entry creates a list of employee IDs that are allowed to have data imported into the model. Each of the other selection criteria fields (PAY, BENEFITS, MSC CONT, ADDLCONT, TAXES, and RETIRExx) may further limit the records that are imported for those employees, but they cannot cause data to be imported for employees that are not included in the global list. If the Global line is entered as shown below, (BARGUNIT = "CLER" OR BARGUNIT = "MGMT"), then only employee's whose bargaining unit, on the hr_empmstr table, equals "CLER" or "MGMT" will be imported.

Compensation Tab

Create Model Definition | Setup Global Data | **Data Import Selection Criteria** | Record Type Import Selection

Data Selection Criteria | Misc Field Selects

Global | **Compensation** | Other

Pay: PAY_END >= '12/31/2008'

Benefits: BENE_END >= '12/31/2008'

Misc Contributions:

Additional Contributions:

Record 1 of 1

Pay: Enter any Employee pay assignment/Quickpay specific selection criteria. For clients with only payroll, this selection criteria applies to the pyp_pay_dtl table.

Benefits: Enter any benefit specific selection criteria. For clients with only payroll, this selection criteria applies to the pyd_cdh_dtl table.

Misc Contributions: Enter any miscellaneous contributions specific selection criteria. Not used for payroll only clients.

Additional contributions: Enter any Additional contributions specific selection criteria. Not used for payroll only clients.

Other Tab

The screenshot displays the 'Other Tab' interface. At the top, there are three tabs: 'Global', 'Compensation', and 'Other', with 'Other' being the active tab. Below the tabs, there are four empty text input fields, each with a label to its left: 'Taxes:', 'Retirement:', 'Salary Table:', and 'TSA's:'. The bottom right corner of the window shows 'Record 1 of 1' and a small icon.

Taxes: Enter any Mandatory taxes specific selection criteria. Not used for payroll only clients.

RETIRExx: Enter any RETIRExx specific selection criteria. Not used for payroll only clients.

SLRYTBLE: Enter any SLRYTBLE specific selection criteria. Not used for payroll only clients.

1.6 Data import selection criteria – Misc Field Selects (PBSTRQ)

The Data import selection criteria screen controls how misc fields and effective date fields on PB pay assignments and benefits are populated. These misc fields are used as custom selection criteria when running utilities. The effective date fields are used as new begin dates when running utilities.

The screenshot shows the 'Data Import Selection Criteria' screen with the 'Misc Field Selects' tab selected. The screen is divided into several sections: 'Create Model Definition', 'Setup Global Data', 'Data Import Selection Criteria', and 'Record Type Import Selection'. Under 'Data Import Selection Criteria', there are sub-tabs for 'Data Selection Criteria' and 'Misc Field Selects'. The 'Misc Field Selects' tab is active, showing a 'Pay' section with sub-tabs for 'Pay', 'Benefits', and 'Dates'. The 'Employee Master' section is also visible, with a 'Custom Setup' sub-tab. The main area is titled 'Pay Assignment Information (Employee Master Only)' and contains two columns of dropdown menus. The left column has fields 0 through 8, and the right column has fields 1 through 9. Field 0 is set to 'CALENDAR' and field 1 is set to 'CYCLE'. Fields 2 through 9 are currently blank.

Field	Value
0:	CALENDAR
1:	CYCLE
2:	TYPE
3:	
4:	
5:	
6:	
7:	
8:	
9:	

By default, the Misc Fields on PB pay assignments and Benefits are populated as follows:

PB Pay Assignments

Misc 0 = Record Type from HR pay assignment

Misc 1 = Department from HR pay assignment

Misc 2 = Job code from HR PCN/Position Definition Table

Misc 3 = Division from HR pay assignment

Misc 4 = Pay class from HR pay assignment

Misc 5 = Calendar from HR pay assignment

Misc 6 = Record from HR pay assignment

Misc 7 = Blank

Misc 8 = Blank

Misc 9 = Blank

PB Benefits

Misc 0 = Benefit Package from HR Benefit assignment

Misc 1 = The first misc code on HR Benefit assignment

Misc 2 = The second misc code on HR Benefit assignment

Misc 3 = The third misc code on HR Benefit assignment

Misc 4 = The calc option from HR Benefit assignment

Screen	Field	Type	Positions	
0: <NONE>				
1: <NONE>				
2: <NONE>				
3: PAY INFORMATION	REAS_CD	CH	1	2
4: SALARY INFORMATION	SCHEDULE	CH	1	4
5: JOB INFORMATION	WCOMP	CH	1	8
6: POSITION INFORMATION	BUDG_STAT	CH	1	2
7: EMPLOYEE INFORMATION	LNAME	CH	1	10
8: PAY INFORMATION	BASE_ANN	L2		
9: <NONE>				

These defaults may be overridden with the Pay/Benefit/Data screens. The employee master screen may be used to populate the misc fields with any field from HR Employee Master that is defined as a "character" type. Only character type fields display in the pick list. If this part of the screen is used then the value from the entered field will be imported into the chosen misc field. The custom tabs can also be used to override the misc field default entries. If the custom section is used for the pay assignments, the user may enter a cluster from the available list, (Employee Information, Pay Information, Salary Information, Position Information and Job Information) for the pay assignment misc fields. If the Benefit custom tab is selected, the user may enter a cluster from the available list (Employee Information, Benefit information and Benefit assignments). After a cluster has been entered, any field from that cluster may then be chosen. After a field is chosen the user may enter a start and stop position for the field. (Note: the system will default a start position of 1 and a stop position of the entered fields maximum length with a limit of 10. The maximum stop position is 10 because the start position is 1 and the misc fields have a length of 10. Thus, for any given start position, the stop position can include a maximum of 10 positions. The stop position may also be less than the length of the entered field. For

example, if the first two characters of the Employee Type field (a four character field) are to be imported, then the start position would be 1 and the stop position would be 2. If the last two characters of the Employee Type field are to be imported, then the start position would be 3 and the stop position would be 4. Only fields with a displayed Type of "CH" may have the start and stop positions modified. Changes to the start and stop position for any other displayed Type will be ignored. This is because only "CH" field types may be parsed with a start and stop position.

If an entry is made on the employee master and custom tabs for the same misc field, then the entry on the custom screen will be used. The Dates Tab control what dates are imported into the Date1 and Date2 fields on Pay assignments and benefits. Simply choose from the available list of dates. The field after the "+" is used to offset the entered dates by an amount of days.

Pay 1: Enter an attribute, from the supplied list, that will be imported into the Date 1 field on PB pay assignment. The year of the date stored in HR will be modified to fall within the date range of the model. Thus, if HDT (hire date) was entered and the hire date was 04/03/1989 and the model dates were 07/01/2001 - 06/30/2002, then the date written to the Date 1 field would be 04/31/2002. This date can then be used as selection criteria when running utilities.

Pay 2: Enter an attribute, from the supplied list, that will be imported into the Date 2 field on PB pay assignment. The year of the date stored in HR will be modified to fall within the date range of the model. Thus, if HDT (hire date) was entered and the hire date was 04/03/1989 and the model dates were 07/01/2001 - 06/30/2002, then the date written to the Date 2 field would be 04/31/2002. This date can then be used as selection criteria when running utilities.

Bene3: Enter an attribute, from the supplied list, that will be imported into the Date 3 field on PB Benefits. The year of the date stored in HR will be modified to fall within the date range of the model. Thus, if LONGEVITY (longevity date) was entered and the longevity date was 04/03/1989 and the model dates were 07/01/2001 - 06/30/2002, then the date written to the Date 3 field would be 04/31/2002.

This date can then be used as selection criteria or as an effective date when running utilities.

Bene4: Enter an attribute, from the supplied list, that will be imported into the Date 4 field on PB Benefits. The year of the date stored in HR will be modified to fall within the date range of the model. Thus, if LONGEVITY (longevity date) was entered and the longevity date was 04/03/1989 and the model dates were 07/01/2001 - 06/30/2002, then the date written to the Date 4 field would be 04/31/2002.

This date can then be used as selection criteria or as an effective date when running utilities.

1.7 Record Type Import Selection (PBSTRQ)

Record Type Import Selection Tab controls what pay assignment record types will be imported into each model. If all pay assignment record types are to be imported into a model, then enter a "Y" in the "Import All Record Types" field. Note: you do not have to press Enter after entering a "Y" (check mark), the system will automatically select all existing record types from the pay assignment table (usually hr_emppay or

hr_payassgn) and enter them into the screen. To view the record types, press F3, choose "Select New" and press Enter. Complete the Model ID field and press Enter. If only selected record types are to be imported, then they may be entered manually.

Model: MTEST1 Description: TEST MASTER MODEL

Create Model Definition Setup Global Data Data Import Selection Criteria Record Type Import Selection

Import all Record Types

Record Type
A0
PM

Record 1 of 2

Model ID: Enter the model ID.

Import All Record Types?: If all assigned record types on Employee pay assignments/Quickpay are to be imported into the model, then enter a "Y" in this field (if not, press Enter).

Record Types: Enter/view/remove the pay assignment record types that will be imported into the model.

1.8 Worker's Compensation Setup

The PB Worker's Compensation screen contains worker's compensation object codes, salary percentages, and work comp codes. When the import program populates the model with data, the PYWC common codes are read to determine how to populate the PB Worker's comp fields. Note: Depending upon the PYWC setup, some of the PB Worker's Comp fields may not be populated after the import. See the PYWC common code description below. If the object code is not identified in the common code, then it will be set to WKCMPOBJ as a default. If the object code for any of the work comp codes is left at WKCMPOBJ, then any pay assignment with that work comp code will not have anything calculated for workers compensation. The user will need to enter the appropriate object codes if worker's comp is to be calculated and budgeted for by PB. (Note: worker's compensation amounts are calculated by matching the value in the Work Comp field from PB employee pay assignscreen with the appropriate code from the PB Worker's Comp screen to determine the work comp salary percentage. This percentage is then applied to the annual amount calculated for the pay assignment. If the salary percentage is supposed to be 5%, then the value on PB record type needs to be 5.00000, not 0.05000. If 0.05000 is in the common code, then it will need to be changed on PB worker's comp to equal 5.00000.

Model: TEST MASTER MODEL Ledger:

Workers Comper	Salary Percenta	Object Code	Position Type
7720	0.04320	2020	
4512	0.00810	WKCMPOBJ	
9015	0.06550	2020	
9179	21.01000	2020	
8810	0.00832	2020	CY

Model ID: Enter the model ID.

Ledger: Enter the ledger code. This must be the ledger code from PCMODEL for the entered model ID.

Work Comp Code: The worker's comp code should populate from common codes. If any codes are not in common codes, then they will need to be hand entered.

Salary Percentage: The salary percentage should populate from common codes. If this field is blank, then it will need to be hand entered. The percent must be entered as a whole number (e.g., 5 percent would be entered as 5.00000, not 0.05000). If the value from common codes has already been divided by 100 (e.g., 0.05000), then it will need to be changed on the PB Work Comp screen.

Obj Code: The object code should populate from common codes. If the object code is not specified in the common code, then the import program will insert a default entry of WKCMPOBJ. For any records with a value of WKCMPOBJ, enter the appropriate object code for the displayed worker's comp code. This object code will be used as the expense object code for the displayed worker's comp code when calculating the model. If any object codes containing WKCMPOBJ are changed, then worker's comp will not be calculated for those work comp codes.

Position Type: If different posting strategies are to be used based on position type for the same Work Comp Code, then this field must contain the appropriate position type (must be CL, CE, or CY). If the posting does not vary based on position type, then this field may be left blank.

An example of a worker's comp common code.

Code Category: Code Value: Ledger: ▼

Short Desc:

Medium Desc:

Long Desc:

<u>Associated Numeric Values</u>	<u>Associated Codes</u>	<u>Associated Descriptions</u>
<input type="text" value="0.00810"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Code Category: Must be PYWC.

Code Value: Enter the worker's compensation code.

Ledger: Enter the corresponding MODEL ledger code if work comp codes are stored at the Ledger, otherwise enter @@.

Short/Medium/Long Descriptions: Enter text as desired.

Numeric Values 1: Enter the worker's compensation salary percentage. This must be entered as a whole number (e.g., 5.25% is entered as 5.25, not .0525).

Numeric Values 2: If the displayed worker's compensation code is posted differently based on position type, then enter the rate for the second position type. This will usually be the same value as is in Numeric Values 1. If the displayed worker's compensation code is not posted differently based on position type, then leave this field blank.

Numeric Values 3-5: Not used.

Codes 1: Enter the worker's compensation object code.

Codes 2: If the displayed worker's compensation code is posted differently based on position type, then enter the object code rate for the second position type. If the displayed worker's compensation code is not posted differently based on position type, then leave this field blank.

Codes 3-5: Not used.

Descriptions 1: If the displayed worker's compensation code is posted differently based on position type, then enter the appropriate 2-character position type (e.g., CL, CE, CY). If the displayed worker's compensation code is not posted differently based on position type, then this field may be left blank.

Descriptions 2: If the displayed worker's compensation code is posted differently based on position type, then enter the appropriate 2-character position type (e.g., CL, CE, CY). If the displayed worker's compensation code is not posted differently based on position type, then leave this field blank.

Descriptions 3-5: Not used.

1.9 Enter Overtime/Miscellaneous Amounts (PBSTMA)

The PB Overtime screen is used to budget for overtime and any other miscellaneous costs, if desired. The amounts entered on this screen are expected to be annual amounts and are not modified by any calculations. When the records are calculated, the calculation results will be written with an employee ID of LUMPSUM. Note, if the Notes field is entered, then the employee ID of LUMPSUM will be replaced with the value in the Notes field. If a Benefit ID is entered, to have benefits calculated, the calculation results will be written with an employee ID of the entered benefit ID. Note, the overtime records are always calculated when a model is calculated. Thus, if new overtime records are added or existing overtime records are modified, the PB pay assignment Calc Flags do not have to be set to Y to calculate the overtime records. The PB calculation Misc0 field is populated with PCOVRTIM. Thus, If just the PCOVRTIM calculation results are to be viewed using the PB reports, then a selection criteria of, misc0 = "PCOVRTIM", will only display the overtime calculation results.

Model: TEST MASTER MODEL

Use an Override Employee ID: Use Notes as Employee ID

Account Information	CDH	OT/Misc Amount	Benefit ID	Misc	Notes
ZL COUNCIL -2021		10,000.00	E00001		COUNCIL
ZL FINANCE -5020		500.00	E00008		CITYMF10
ZL POLICE -5020		1,000.00	E00013		CITYMF20
ZL -					

Record 1 of 3

Model ID: Enter the model ID.

Ledger: Enter the ledger code. This is the ledger code from the PB MODEL screen.

Org Key: Enter an org key that is to have a budgeted amount.

Obj Code: Enter an object code, if a specific one is to be used.

CDH#: If the object code from the CDH definition screen in payroll is to be used, then enter the CDH number. The CDH# is used to determine the object code that the overtime or miscellaneous amounts will be expensed to. If an object code and a CDH# are entered, the

CDH# will be ignored. If neither an object code nor a CDH# is entered, then the default object code from the PB SETUP screen will be used. If all overtime or miscellaneous amounts are to be expensed to the same object code, then it is not necessary to enter any object codes or CDH#'s because the default from PB SETUP will be used.

OT/Misc Amt: Enter the overtime or miscellaneous amount. Remember that this is an annual amount.

Benefit ID: If benefits are to be calculated on the amounts entered in PB Overtime screen, then enter an employee ID in the Benefit ID field. All of the benefits, on PB Benefit assignments, for the entered employee ID will be calculated with the PB overtime amount.

Misc: The PCOVRTIM Misc field is equivalent to the HR employee pay assignment Dist window Misc field. The entered value will be written to the PB calculation DstMsc field and can be used in reports.

Notes: Enter any desired notes. If any notes are entered, then the default ID of LUMPSUM, written to the PB calculation storage table, will be replaced with the entered notes.

1.10 Amounts for CDHs Calculated in PY (PBSTCD)

The Default CDH/Rate Information screen is used to set up a default amount for any CDH that is in PB benefits with a 0 entry in the Amount and Percent fields. These types of benefits usually are calculated in payroll (e.g., an amount of 0 is entered in HR). Note: the PB system is a budget estimation tool. Some contributions entered in HR are modified by calculation codes in payroll. PB does not recognize these calculations. If, for example, a contribution is entered in HR as 5%, but the 5% is actually calculated on a special pay base in payroll (e.g., child support), PB does not recognize this. The 5% will be budgeted on the employee's calculated annual salary.) If any records in PB benefits, after importing, have an amount and percent of 0, then those CDHs will be inserted into the this screen by the import file. The user may then enter amounts/percents and an expressed as value to budget a default amount for those contributions. Percents are entered as whole numbers (e.g., 5.25% would be entered as 5.25, not 0.0525). Percents are based on the employee's calculated annual salary. Comments may be entered for each entry. On most screens within PB, the existing data for that screen is deleted each time the model is imported. This does not happen with this screen. If the user wishes to delete all entries from the screen then use the 'Delete All' tool.

CDH	Description	Amount	Percent	Axp	Comments
1005		0.00000	0.00000		
1010		0.00000	0.00000		
1040		0.00000	0.00000		
1500		0.00000	0.00000		
1501		0.00000	0.00000		
1705		0.00000	0.00000		

CDH: The import file will populate the CDH field. Any CDH listed on this screen has at least one occurrence on PB benefit assignment, for the displayed model ID, with an entry of 0 in the Amount and Percent fields.

Desc: This field will display the short description from the CDH definition screen in payroll.

Amount: Enter a flat dollar amount for the CDH.

Percent: Enter a percent for the CDH (Note: Enter a flat dollar amount OR a percent amount. If both are entered, then the Amount entry will be used).

AXP: Enter the AXP (amount expressed as). If the Percent field has been entered, this value is then assumed to be an "A".

Comments: Enter any desired comments.

Delete All: Entries can be deleted with the Delete All tool

1.11 Import Support Setup (PBSTIS)

The PB Import Support screen is used to activate several pre-defined special processing functions within the PB system. Clients may also pay for client-specific options to be created for this screen to perclient-specific functions. The pre-defined functions are defined below.

PLAN	CDH	OBJ CODE	DESCRIPTION	AMOUNT	0=\$, 1=% AXP		
Data Element	Code 0	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6
FICA	1005	5010	FICA	6.20000	1A		
TEST	9999	5010	TEST	100.00000	A		
TEST2	9999	5010	TEST2	50.00000	A		

Model ID: Enter the Model ID.

Data ID: Enter the Data ID (run option) for the entries. Several pre-defined options exist (listed below).

Data ID Description: Enter a description for the entered Data ID. Note: if multiple screens are entered for the same Data ID, then the description must be exactly the same for each screen. Otherwise, the entries will not sort correctly. Once a full screen of entries has been made and a second screen is being entered in Add mode, for the same Model ID/Data ID, a code of COPY may be entered into the Data ID Description field. When the cursor leaves the field the previously entered description will populate the field.

Data Elem. Screen: The Data Elem. Screen is used to indicate the screen that shall be used as the selection criteria screen. The available options are California Retirement Information, Employee Information, PB Employee Benefits, PB employee Information and PY Employee Information.

Data Elem. Attribute: The Data Elem. Attribute field is used in conjunction with the Data Elem. Screen field to indicate the screen and attribute that will be used as the selection criteria for the entries on in this screen for each Data ID. The field is validated to only accept fields that exist on the entered Data Elem. Screen.

Data ID Help Line: This field is used to assist the user in entering the appropriate data into each field. For pre-defined options, the Data ID Help Line will automatically be populated when the cursor leaves the Data ID field. This field has the same copy feature that was described for the Data ID Description field.

Data Elem.: The Data Elem. field stores the actual selection criteria value that will be used to indiwhich entry applies to an employee for each Model ID/Data ID combination.

Example:

Data Elem. Screen: Employee Information

Data Elem. Attribute: BARGUNIT

Data Elem.: MGMT

The above entry would apply to any employee with a bargaining unit of "MGMT" on the Employee Master screen.

Example:

Data Elem. Screen: PB Employee Benefits

Data Elem. Attribute: MISC1

Data Elem.: EO

The above entry would apply to any employee with a Misc 1 value of "EO" on the PB Benefits screen (the PB screen that stores all employee benefits).

Code 0 - 6: The Code fields (0 - 6) have specific meaning based on which option is entered in the Data ID field. See the Data ID Help Line for a description of what should be entered in each misc field. Some options do not use all of the misc fields.

Data Elem.: Enter the selection criteria value that is appropriate for the entered Data Elem. Screen and Data Elem. Attribute.

Code 0: If the CDH's rate is to be overridden, then enter a \$ (flat dollar) or % (percent) in this field. If this field is blank, and the Code 3 field contains a value, then a default of \$ will be assumed for the Code 0 field.

Code 1: If the object code for the CDH that is set up in payroll is to be overridden, then enter the new object code in this field.

Code 2: If the CDH is a percent CDH and is to always calculate using base salary (as opposed to using the inflated salary calculated when the ADDLCDHS Data ID option is entered, see below for a complete description of the ADDLCDHS option), then enter "BASESLRY" anywhere in the field. This will cause the "Use Base Sal" field on PCBENCOD to be set to "Y" for the CDH for the selected employee's. This field can also be used to store descriptive text about the CDH entered in Code 4. **Note:** the field may contain descriptive text AND the BASESLRY code simultaneously.

Code 3: If the CDH's rate is to be overridden, then enter the new rate in this field. Note: whether the rate is entered in the Percent or Amount field, on PCBENCOD, is determined by what is entered in the Code 0 field.

Code 4: Enter the CDH that the line of values (Data Elem., Code 0 - Code3, and Code 5) applies to.

Code 5: If the AXP (amount expressed as) is to be overridden, then enter the new AXP in this field.

Code 6: This field is used as a selcri field for years of service (stored on PCEMPTBL). Valid codes are O-Original Hire, H-Hire, V-Leave, S-Sepr, D-Dist Sen, P-PosPcn, and L-Long. Valid operators are =, <, >, ><.

Examples:

To add the selection criteria of "Hire years =5", enter H=5.

To add the selection criteria of "Leave years <10", enter V<10.

To add the selection criteria of "Longevity years >5 and Longevity years <10", Enter L>5<10.

To add the selection criteria of "Orig Hire years >5", enter O>5.

CDHLIMIT1

The CCDHLIMIT1 option is used to assign limit amounts to CDH's. If, when the CDH is calculated, the amount exceeds the limit, then the calculated amount will be set to the limit amount.

Model: TEST MASTER MODEL
 Data ID: Description:
 Data Element Screen: Data Element Attribute: Code 2 Attribute:
 DESCRIPTION ANNUAL LIMIT CDH#

Data Element	Code 0	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6
ROOT			LIMIT	2,000.00000	1010		

Data Elem.: Enter the selection criteria value that is appropriate for the entered Data Elem. Screen and Data Elem. Attribute.

Code 0: Not used.

Code 1: Not used.

Code 2: This field can be used to store descriptive text about the CDH entered in Code 4.

Code 3: Enter the annual limit. Note: the limit amount must be entered as an annual flat dollar limit.

Code 4: Enter the CDH that the line of values (Data Elem., Code 0 - 3, and Code 5 - 6) applies to.

Code 5: Not used.

Code 6: Not used.

ADDLCDHS

This option allows for the employee's calculated salary to be inflated for the purpose of calculating percent benefits (CDHs). The CDHs that are entered, using the ADDLCDHS code, will have their amounts added to the calculated salary for each of the employee's pay assignments, for the purpose of calculating percent CDHs assigned to the employee. The CDHs added to the pay assignments can be flat dollar or percent CDHs. If a percent CDH is not to be calculated on the inflated salary amount (e.g., it is to be calculated on the regular calculated annual salary), then either set the PCBENCODE Stry field to Y or set any of the PCBENCODE Misc fields to BASESLRY. This can be done by hand or with the PBUPDATE screen.

Note: If a percent CDH is listed under the ADDLCDHS Data ID, then the amount calculated for that CDH will NOT be added to the employee's salary when calculating the actual benefit amount to be budgeted for that same CDH. See example below.

Example of the above statement:

An employee has 4 CDHs and a base salary of \$100,000.

CDH A is a 2% CDH

CDH B is a 4% CDH

CDH C is a 5% CDH

CDH D is a 10% CDH

CDHs C and D are also set up on PBIMPSPT as ADDL CDHs.

Calculation for CDH A:

Base salary: 100,000

Amount to add to base salary from ADDL CDH C: 5,000

Amount to add to base salary from ADDL CDH D: 10,000

Total salary to calculate CDH A: 115,000

CDH A = $115,000 * .02 = \$2,300$

Calculation for CDH B:

Base salary:100,000

Amount to add to base salary from ADDL CDH C: 5,000

Amount to add to base salary from ADDL CDH D: 10,000

Total salary to calculate CDH A: 115,000

CDH B = $115,000 * .04 = \$4,600$

Calculation for CDH C (which is also listed under the ADDLCDHS Data ID):

Base salary: 100,000

Amount to add to base salary from ADDL CDH D: 10,000

Total salary to calculate CDH C: 110,000

Note: The amount to add to base salary from ADDL CDH C (CDH C) is not added to base salary when calculating CDH C (to prevent over paying of the CDH), but the amount from ADDL CDH D is still added to the base salary when calculating CDH C.

CDH C = $110,000 * .05 = \$5,500$

Calculation for CDH D (which is also listed under the ADDLCDHS Data ID):

Base salary: 100,000

Amount to add to base salary from ADDL CDH C: 5,000

Total salary to calculate CDH D: 105,000

Note: The amount to add to base salary from ADDL CDH D (CDH D) is not added to salary when calculating CDH D (to prevent over paying of the CDH), but the amount from ADDL CDH C is still added to the base salary when calculating CDH D.

CDH D = $105,000 * .10 = \$10,500$

Overall example of ADDLCDHS:

An employee has 4 CDHs and a base salary of \$100,000.

CDH A is a \$1000 annual flat dollar CDH

CDH B is a \$2000 annual flat dollar CDH

CDH C is a 5% CDH

CDH D is a 10% CDH

Amount to add to base salary from ADDL CDH A: 1,000

Amount to add to base salary from ADDL CDH B: 2,000

Amount to add to base salary from ADDL CDH C: 5,000

Amount to add to base salary from ADDL CDH D: 10,000

Total salary to calculate all percent CDHs (other than C and D): \$118,000

Total salary to calculate CDH C: \$113,000

Total salary to calculate CDH D: \$108,000

Note: If a percent CDH is not to be calculated on the inflated salary generated by the ADDLCDHS set up, then set the "Use Base Sal" field to "Y" on PCBENCODE for the CDH. This can be done using the CDHOVRDx (x being 1 to 10) PBSETUP code (explained previously), or by using the PBUPDATE screen (explained later), or by hand entry.

Model: TEST MASTER MODEL
 Data ID: Description:
 Data Element Screen: Data Element Attribute: Code 2 Attribute:

SELCRI	DESCRIPTION	LIMIT	CDH#				
Data Element	Code 0	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6
ROOT			STIPEND	2,000.00000	1705		

Data Elem.: Enter the selection criteria value that is appropriate for the entered Data Elem. Screen and Data Elem. Attribute.

Code 0: Not used.

Code 1: Not used.

Code 2: This field can be used to store descriptive text about the CDH entered in Code 4.

Code 3: Enter a limit to be placed on the amount added to the employee's salary for a CDH, if required. Note: the limit amount must be entered as an annual flat dollar limit.

Code 4: Enter the CDH that the line of values (Data Elem., Code 0 - Code3, and Code 5) applies to.

Code 5: Not used.

Code 6: Not used.

ADD2PBBENTBL

The ADD2PBBENTBL option will insert into PB Benefit tables CDHs that normally would not be entered into that screen. Examples include FICA, Medicare, SUI, and SDI. Since these CDHs come from the Mandatory Tax screen (which does not validate to the benefit tables), they are not included when populating the PB Benefit tables (which is populated from the HR benefit table). Also, any new CDHs that do not exist in HR, but the user wants to assign them on the PB Benefit tables, either by hand or by the benefits utility, should be entered using the ADD2PBBENTBL code. All entries listed under this code will be inserted into the PB Benefit table for validation to, and assignment on, PB benefit assignments.

Model: TEST MASTER MODEL

Data ID: Description:

Data Element Screen: Data Element Attribute: Code 2 Attribute:

PLAN	CDH	OBJ	CODE	DESCRIPTION	AMOUNT	0=\$, 1=%	AXP
Data Element	Code 0	Code 1	Code 2	Code 3	Code 4	Code 5	Code 6
FICA	1005	5010	FICA	6.20000	1A		
TEST	9999	5010	TEST	100.00000	A		
TEST2	9999	5010	TEST2	50.00000	A		

Data Elem.: Enter the benefit plan code. This can be a maximum of 8 characters.

Code 0: Enter the CDH associated with the benefit plan.

Code 1: Enter the object code associated with the benefit plan.

Code 2: This field can be used to store descriptive text about the benefit plan.

Code 3: Enter the rate for the benefit plan.

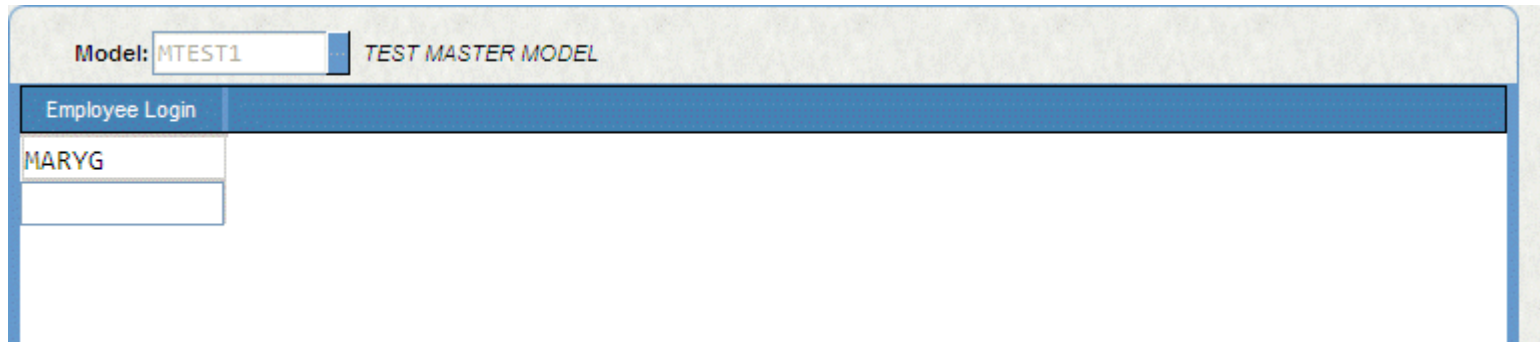
Code 4: Enter a 0 if the rate, in Code 3, is a flat dollar rate, or enter a 1 if the rate is a percent.

Code 5: Enter the AXP (amount expressed as) for the benefit plan. This field can be left blank for percent benefits.

Code 6: Not used.

1.12 Model Lock Setup (PBSTML)

The PB Model Lock screen is used to limit the ability to update a model to a specific set of users or to prevent anyone from updating the model's data. If the Create Budget Adjustment utility is to be used, then the model must be locked after a budget set has been created and distributed to the GL. If the model is not locked, then inaccurate results may occur.



The screenshot shows the PB Model Lock Setup (PBSTML) screen. At the top, there is a header bar with the text "Model: MTEST1" and "TEST MASTER MODEL". Below the header is a blue bar labeled "Employee Login". Underneath, there is a text input field containing "MARYG" and an empty text input field below it.

Model ID: This field stores the Model ID.

Employee Login: If the model is to have restricted access, then enter the employee login names that may update the model. If a model ID is entered without any employee login names, then the model will be locked to all users. Note: To fully implement the locking feature, security should be used to limit access to the PB Model Lock screen itself.

1.13 Importing Data into a PB model

1.13.1 PBMDHR - Import Data into Model from HR

The second step in the PB process is to import data into the model (mask PBMDHR). Typically, most of the data is imported from HR, while some object codes are imported from Payroll. Upon entering the mask PBMDHR, the following prompt will be displayed:

Enter the Model ID to process?

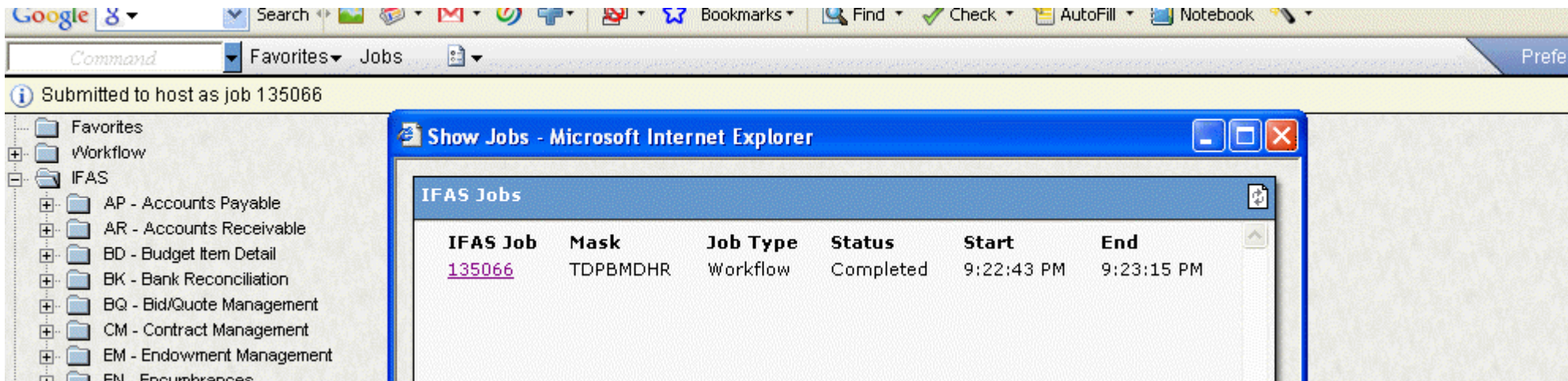
Type the name of the desired model and press Enter. If a model ID is entered that does not exist on the MODEL screen, then the following message is displayed:



If you select yes to perform a fast import you will only be re-importing employee data. The tables will not be re-imported.

If you select yes to re-import Work Comp Codes than the work comp codes that were previously imported into your model will be deleted and replaced.

Job Completion status: You can view the status of the job in the Show Jobs options



Tail Sheet of the Execution: PBMDHR (Imported no of employees)

IFAS Job Number: 135066

IFAS User: BALA

Output

Starting Tailsheet, 2/2/2009 9:22:43 PM

Starting PBFromHR version:7.9.3.267 2/2/2009 9:23:18 PM

Mask : TDPBMDHR

GLLedger : GL

JLLedger : PR

* -----

MDO1 : BALA

Perform fast import? : NO

Re-import Work Comp codes? : NO

JobNumber : 135066

Preparing Select Statement

Processing PBIMPSPT records

Running 'PRECDHOVRD' PBUPDATE SQLs

Number of SQL statements executed: 0

Checking For CDH Overrides

Import data into BALA

Employees to import: 80

Deleting Old Entries for Model: BALA

Deleting Positions

Deleting PCN's

Deleting Jobs

Deleting Locations

Deleting Departments

Deleting Salary Tables

Deleting Pay Assignments

Deleting Benefit Table

Deleting Employee Benefits

Deleting Bargaining Units

Deleting calculation results

Deleting Pbcdhamt Table

Deleting Pbcdhamt Master Table

..Delete Complete for Model: BALA

Recording PB Data for Model: BALA

1.13.2 Review Imported Data

The next step in the PB process is to view the data that was imported.

PBUPEM – Employee Information, Pay Assignment Information, Benefit Information.

PBTBSL Salary Table Information

PBTBPS - Position Information, Job Code Information, PCN Information.

PBTBLC -Location Code Information / Department Code Information/ Bargaining Unit Information

PBTBBE- Benefit Plan Information

PBSTCD - CDH Key/Obj Vectoring

PBUPVP- Vacant Position Information

PBSTML - Model Lock Set-up

PBUPSS - Select Statement Storage

PBTBPU- SQL Update Storage

PBUPCA- CDH Calculated Amounts

These screens contain the data that was imported into the PB system and a few that will need to be hand entered.

PBUPEM – Employee Information, Pay Assignment Information, Benefit Information.

Employee Information- PBUPEM

This screen is divided into three main parts.

The Employee information contains employee demographic information and calculated years of service. Note: All of the displayed fields may be referenced as selection criteria when running utilities on employee records (e.g., step increases, benefit increases, etc.).

The Pay Assignment contains the pay assignments imported from the HR system. Only pay assignments with a Calc DT range that touches the model calculation date range (displayed at the upper right of the screen) will be calculated. Also, the Calc Flag field must contain a Y for a pay assignment to be calculated. Only those employees that have calculated pay assignments will have their benefits calculated. Many of the fields that comprise a pay assignment may be adjusted with the supplied utilities.

The Benefits contains employee benefit information. Only those benefits with a date range that overlaps the model's calculation date range (displayed at the upper right of the screen), by at least one day, will be calculated.

Record 2 of 81

Model: TO TEST IMPORT FOR 794 Model Calculation Dates: 7/1/2000 12/31/2050

Employee ID: Employee Name: Employee Type: Employee Status:

Employee Information		Pay Assignments		Benefits	
Miscellaneous	Years of Service	Character		Dates and Numbers	
Cycle: <input type="text" value="01"/>	Bargain Unit: <input type="text" value="ADMIN"/>	Calendar: <input type="text" value="10HOURS"/>			
Department/Selection Code 1: <input type="text" value="100"/>	Selection Code 2: <input type="text"/>	FTE: <input type="text" value="1.00000"/>			
Education 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/>	Check Distribution/Education Code 5: <input type="text" value="MAIN"/>				
Skill 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/> 5: <input type="text"/>					
Misc 1: <input type="text"/> 2: <input type="text"/> 3: <input type="text"/> 4: <input type="text"/>					
Location: <input type="text"/>	Division: <input type="text"/>				
Days/Week: <input type="text" value="260.00"/>	Periods/Week: <input type="text" value="24.00"/>	Periods Paid: <input type="text" value="24.00"/>			

Model: The imported/entered Model ID.

Model Calculation Dates: The two dates displayed after the Model Description represent the dates that will be used as the model calculation dates. They are on Pay Assignments Information screen strictly as informational fields so that a pay assignment's Calc Dates can be compared to the model's calculation dates.

Employee ID: This field stores the employee ID.

Employee Name: This field stores the employee name.

Employee Type/Status: The employee type is used to "group" or "categorize" employees.

Bargaining Unit: Indicates the employee's primary bargaining unit.

Calendar: Indicates the employee's primary calendar. Each employee is associated with a calendar. If multiple positions are assigned to an employee, he or she may have different calendars.

Education 1 - 5: Education codes 1 - 5 are miscellaneous fields and may be used based upon payroll setup.

Skill 1 - 5: Skill codes are an optional field and will be used based upon payroll setup.

Selection Code 1 & 2: Selection codes are an optional field and will be used based upon payroll setup.

Misc 1 - 5: Miscellaneous code is client defined value. The attribute is defined as an integer. Payroll common codes may be modified to interpret the data differently.

Division: The division code indicates the primary division with which the employee is associated. If the division organization is not utilized, leave the field blank.

Location: The employee's work location.

Days/Week: Indicates the number of days per year the employee will work. This information is critical to retirement processing.

Periods/Week: The number of periods per year the employee will work. This value is critical to PERS/STRS processing and reporting.

Periods Paid: The number of periods to be paid. If on a monthly payroll the number would be 12. If the employee is paid on a bi-weekly payroll, the number of periods would be 26.

1.13.3 Years of Service Tab

Record 1 of 22

Model: TO TEST IMPORT - PY FOR 794 Model Calculation Dates: 7/1/2005 6/30/2009

Employee ID: Employee Name: Employee Type: Employee Status:

Employee Information Pay Assignments Benefits

Miscellaneous **Years of Service** Character Dates and Numbers

Original Hire Date: Hire Date:

Leave Date: Separation Date:

District Seniority Date: PCN/Position Seniority Date: Longevity Date:

Years of Service based on:

Original Hire: Hire: Separation: Leave:

District Seniority: PCN/Position Seniority: Longevity:

Original Hire Date: The "original hire date" may vary from the "hire date" if the individual was a previous employee and is returning to work at the same entity. If this date is after the "Hire Date" an error message is displayed.

Hire Date: The employee's current hire date. It may differ from the original hire date value.

Years of Service based on: This is a copy of the Model Definition Years of Service Date field at the time of the import.

Original Hire: This is the calculated years of service based on the Original Hire date and the Model Definition Years of Service date.

Hire: This is the calculated years of service based on the Hire date and the Model Definition Years of Service date.

District Seniority Date: The employee's district seniority date is most often used for reporting purposes. The field may also be used for other purposes by entities not using district seniority dates.

Position/PCN Seniority Date: The employee's position seniority date.

Longevity Date: The longevity date is used for seniority or additional pay purposes and indicates the additional service time being credited to an employee.

Leave: This is the calculated years of service based on the Longevity date and the Model Definition Years of Service date. This field will always be identical to the "Long" field because they are based on the same date. This field only exists because it is in the PY system and the term Leave years is meaningful to some clients.

Separation: This is the calculated years of service based on the Term date and the Model Definition Years of Service date.

District Seniority: This is the calculated years of service based on the District Seniority date and the Model Definition Years of Service date.

Position/PCN Seniority: This is the calculated years of service based on the POS/PCN date and the Model Definition Years of Service date.

Longevity: This is the calculated years of service based on the Longevity date and the Model Definition Years of Service date. All of the fields on the Employee Information screen may be used in selection criteria when running utilities that affect employee data (e.g., pay assignments and benefits).

Character Tab

Record 1 of 22

Model: TO TEST IMPORT - PY FOR 794 Model Calculation Dates: 7/1/2005 6/30/2009

Employee ID: Employee Name: Employee Type: Employee Status:

Employee Information Pay Assignments Benefits

Miscellaneous Years of Service **Character** Dates and Numbers

Characters

1: <input type="text"/>	2: <input type="text"/>	3: <input type="text"/>	4: <input type="text"/>	5: <input type="text"/>	6: <input type="text"/>	7: <input type="text"/>
8: <input type="text"/>	9: <input type="text"/>	10: <input type="text"/>	11: <input type="text"/>	12: <input type="text"/>	13: <input type="text"/>	14: <input type="text"/>
15: <input type="text"/>	16: <input type="text"/>	17: <input type="text"/>	18: <input type="text"/>	19: <input type="text"/>	20: <input type="text"/>	21: <input type="text"/>
22: <input type="text"/>	23: <input type="text"/>	24: <input type="text"/>	25: <input type="text"/>	26: <input type="text"/>	27: <input type="text"/>	28: <input type="text"/>

Character Fields 1-16: There are sixteen fields, eight characters in length which may be used in reports or as desired.

Character Fields 17 – 28: There are twelve miscellaneous fields, 4 characters in length which may be used in reports or as desired.

Dates and Numbers Tab

Record 1 of 22

Model: TO TEST IMPORT - PY FOR 794 Model Calculation Dates: 7/1/2005 6/30/2009

Employee ID: Employee Name: Employee Type: Employee Status:

Employee Information Pay Assignments Benefits

Miscellaneous Years of Service Character **Dates and Numbers**

Date Fields			Numeric Fields		
1: <input type="text"/>	4: <input type="text"/>		1: <input type="text" value="0.00000"/>	5: <input type="text" value="0.00000"/>	
2: <input type="text"/>	5: <input type="text"/>		2: <input type="text" value="0.00000"/>	6: <input type="text" value="0.00000"/>	
3: <input type="text"/>	6: <input type="text"/>		3: <input type="text" value="0.00000"/>	7: <input type="text" value="0.00"/>	
			4: <input type="text" value="0.00000"/>	8: <input type="text" value="0.00"/>	
				9: <input type="text" value="0.00"/>	

Date Fields (1 - 6): The date fields #1 - 6 are formatted to hold a date (MM/DD/YYYY).

Numeric Fields (1-9): The numeric fields #1 - 6 are formatted to hold a 10 digit number with 5 decimal places (9999.99999).

1.13.4 Pay Assignments Tab

Record 8 of 22

Model: BALA TO TEST IMPORT - PY FOR 794 Model Calculation Dates: 7/1/2005 6/30/2009
Employee ID: 1560 Employee Name: RETRO, ROGER L Employee Type: RTRO Employee Status: A

Employee Information **Pay Assignments** Benefits

Position Misc

Record Type: PM
Pay Dates: 01/01/2000 01/01/2050 **Calculation Dates:** 01/01/2000 01/01/2050
PCI: 1001 **Position:** 1001
FTE Assigned: 1.00000 **Total FTE:** 1.00000 Pay Class: Schedule Type: Period Type: B
Calendar: NORMAL Override Days Default Days/Year: 260.00 Default Hours/Day: 8.00000
 Salary Index: / 1 Axp: Amount:
 Fixed Salary Amount: 0.00 **Ratio Percent:** 1.00000
 Year Ratio: 0.00000
 Ratio Percent FTE: 0.00000 Sum of all Pay Assignment FTEs: 0.00000
 Ratio Hours: 0.00000 Pay Assignment Hours Sum: 0.00000 Annual Salary: 0.00000
 Optional Benefit Employee ID: Additional Amount for % Benefits: 0.00
 Salary Overridden
 Pay Assignment at Max Step Salary Increase Date 1: 12/30/2005
 Calculate Pay Assignment Salary Increase Date 2:
 Vacant Position Salary Lookup Dates: 01/01/2000 01/01/2050
 Debug Pay Assignment

Record 1 of 1

Record Type: This field stores the pay assignment record type.

Pay Dates: These fields store the Effective dates for the pay assignment. Note: these dates are not used when calculating the pay assignments date ratio (see the description for the DT Ratio field).

Calculation Dates: These fields store the calculation dates for the pay assignment. These dates are used when calculating the pay assignments date ratio (see the description for the DT Ratio field).

PCN: This field stores the PCN (position control number).

Position: This field stores the Position.

Pay Type: The pay type refers to when the employee receives a paycheck (i.e., bi-weekly, monthly, etc.).

FTE Assigned: This field stores the PCN FTE. If FTE=APU1 or FTE=APU2 is entered into any of the Model Definition Misc fields, then the FTE field will contain either the APU1 or APU2 value.

Total FTE: This field stores the employee's total FTE from Employee Master Screen.

Ratio Percent: This field stores the ratio percent. The ratio percent is used as a multiplier for the salary. For example, if a pay assignment is tied to a salary index with an annual amount of \$50,000 and the Rt% field contains 1.10, then the annualized salary will be $50,000 * 1.10$.

Pay Class: This field stores the pay class.

Calendar: This field stores the calendar. The calendar is used in conjunction with the Calc dates to determine the number of paid days (stored in the Days field) for the pay assignment. This paid day value is used when a pay assignment is tied to a salary index with an AXP of "H" or "D".

Days Override: Set this field to "Y" if the calculated number of paid days is to be overridden.

Default Days/Year: This field stores the number of paid days for the displayed calendar and Calc date range. It is used in the salary calculation for pay assignments with salary index amounts that have an AXP of "H" or "D".

Default Hours/Day: This field stores the hours per day associated with the pay assignment. It is used in the salary calculation for pay assignments with salary index amounts that have an AXP of "H".

Salary Index: This field stores the salary index. It is populated with the salary index from Employee Pay Information. After importing data into a model, this field could be blank for two reasons:

1) The imported pay assignment is tied to any type of Min/Max salary index (schedule types 2, 3, and 4).

2) The imported pay assignment had its salary overridden (the Employee Pay Ovrd Salary field is "Y").

In these two cases the salary index is left blank and the actual annual salary is imported into the Flat Slry field. The salary index is left blank, because in these two scenarios, the salary index does not tie directly to the amount on the salary table because the amount has been hand entered. If the salary indexes are to always be imported, then see the documentation for the Model Definition screen regarding the USEINDEX Misc field code.

AXP: This field is an echo field that displays the associated AXP for the displayed salary index.

Amount: This field is an echo field that displays the associated amount for the displayed salary index.

Fixed Salary Amount: If the imported pay assignment has been overridden, then this field will contain the Actual Annual salary from the Employee Pay screen. The amount in this field is budgeted for the pay assignment and is not altered. See the documentation for the Model Definition screen Misc fields and the PRORTESAL\$ code for an exception.

Ratio Percent: This field stores the ratio percent. This field is multiplied by the calculated annual salary. If this field is other than 1.00000, then the annual salary will be altered.

Year Ratio: This field is calculated when the model is calculated or when the Calc Pay Assign Ratio FTEs/Hrs utility is run. It indicates the percentage of the Model Calculation dates that are encompassed by the pay assignments calc dates. For example, if the model calculation dates are 01/01/2003 - 12/31/2003 and the pay assignments calc dates are 01/01/2003 - 09/30/2003, then the date ratio will be .75 because the pay assignment's calc dates encompass $\frac{3}{4}$ of the model's calculation date range. The date ratio is used to prorate the annualized salary for the pay assignment. e.g., If the pay assignment is tied to a salary index with an AXP of M and an amount of \$2000, then the annualized amount would be $12 * 2000 = \$24,000$. The amount budgeted for the pay assignment though would be this annualized amount multiplied by the date ratio. So for the example above, the budgeted amount would be $24,000 * .75 = \$18,000$.

Calculated Annual Salary: This field is populated by the calculation program and displays the final calculated annual salary.

Ratio FTE: This field displays the prorated value of the FTE * DT Ratio.

Ratio FTE Sum: This field displays the sum of all Ratio FTE's for an employee in a model.

Ratio Hrs: This field displays the prorated value of the Hours * DT Ratio.

Ratio Hrs Sum: This field displays the sum of all Ratio Hrs for an employee in a model.

Salary Overridden: The field will contain a Y if the pay assignment's salary was overridden in the HR system.

Pay Assignment at Max Step: This field can be set to Y with the Apply Step Increases utility (the mask is TDPBUPAI) for pay assignments that are at the maximum step. This field can then be used as selection criteria for the Increase Flat Amounts utility (the mask is TDPBUPIA) if pay assignments at the maximum step should receive a flat amount bonus or stipend.

Sal Inc Dates 1&2: These fields are used in conjunction with the Apply Step Increases and Increase Flat Amounts utilities. They contain employee specific dates that can be used as begin dates for new pay assignments. How they are populated is determined on the Setup Global data screen. If, for example, the Sal Inc Date 1 field is to be populated with the employee's hire date, then this field will contain the that date, but the year will be modified to fall within the date range of the model. This year modification is required for the date to be used as a begin date for new pay assignments.

Calculate Pay Assignment: This field determines whether the pay assignment will be calculated. After a full import or after a pay assignment is modified in any way, this field will be set to Y. After a model is calculated, this field will be set to N. The calculation program will prompt the user as to whether this field should be set to Y for all pay assignments within the model being calculated. If the user responds with an N to the prompt, then only those pay assignments that have been modified since the last calculation will be calculated. Note: If a pay assignment is modified, either by hand or by a utility, the Calc Flag field for all pay assignments assigned to that employee will be set to Y.

Vacant Position: This field will be set to Y for records that were inserted from the Vacant Position Information screen.

Debug Pay Assignment: If a pay assignment is not calculating, this option will check for several known causes and display any problems with the pay assignment to the screen.

Salary Lookup Dates: This field displays the dates that will be used when selecting salary index amounts from Salary Table Information.

Distribution Worksheet: To view the distribution worksheet select the options button at the bottom of the screen and select distribution worksheet. This screen enables you to view and change the distribution.

PBUPEMDS - Distribution Worksheet - SunGard -- Web Page Dialog

Record 1 of 1

Preferences Help Close

Rec Tp: PCN: ACCOUNTANT Pos: ACCOUNTANT

Rec	Account Information	Percent	Misc	Total
PM	ZL 10 -	100.000		<input type="text" value="100.000"/>

Remaining

Misc Tab

Model: *TO TEST IMPORT - PY FOR 794*
Model Calculation Dates: 7/1/2005 6/30/2009

Employee ID:
Employee Name:
Employee Type:
Employee Status:

Employee Information **Pay Assignments** Benefits

Position **Misc**

Position Type:
Location:
Bargain Unit:

Job:
Workers Comp Code:

<u>Misc Dates</u>	<u>Misc Fields</u>
1: <input type="text"/>	0: <input type="text" value="195"/> 5: <input type="text"/>
2: <input type="text"/>	1: <input type="text"/>
3: <input type="text"/>	2: <input type="text"/>
4: <input type="text" value="12/01/1991"/>	3: <input type="text"/>
	4: <input type="text" value="15.00000"/> 9: <input type="text"/>

Unique ID: a66a5bdd-d484-4910-b34b-eb8c0b9957b8

Record 1 of 1

Position Type: This field contains the first two characters of the PCN Validation Position Type for the PCN/Position. This field is used when the CDH Key/Obj Vectoring options PTB or PTV are active or if different posting strategies based on position type (e.g., classified vs. certified) are used for worker's compensation.

Bargaining Unit: The bargaining unit associated with the displayed pay assignment.

Location: The location associated with the PCN/Position.

Workers Comp Code: This field displays the worker's comp code associated with the displayed Job code. The value in the field is used to determine the correct worker's comp rate from the Workers comp Setup screen. If this field is blank then worker's comp will not be calculated for the pay assignment.

Job: This field displays the job code associated with the PCN/Position.

Misc Dates 1-4: The Misc Dates 1 & 2 fields are populated with employee specific dates based on the PBSTRQ screen. These dates can be used as selection criteria when running pay assignment utilities. The Misc Date 3 field is populated with the employee's original hire date from Employee Master. The Misc Date 4 field is populated with the employee's hire date from Employee Master. Both of these dates may also be used as selection criteria when running pay assignment utilities.

Misc Fields 0-9: These miscellaneous fields are designed to be used as selection criteria fields when running pay assignment utilities. They are populated based on entries made on the PBSTRQ screen. If DEBUG is entered into any of these fields, then debug for this pay assignment will be displayed. The debug will be displayed even if the Model Definition "Debug" field is not set to 2 (display calculation debug). This enables debug for just a specific pay assignment to be displayed.

Display unique ID: This option will display the pay assignment's unique ID.

Benefits Tab

Record 8 of 22

Model: BALA TO TEST IMPORT - PY FOR 794 Model Calculation Dates: 7/1/2005 6/30/2009

Employee ID: 1560 Employee Name: RETRO, ROGER L Employee Type: RTRO Employee Status: A

Employee Information Pay Assignments **Benefits**

Benefit Plan Dates: 01/01/1990 12/31/2050

Benefit Plan Code: FICA Social Security

CDH: 1001 **Frequency:** A **Axp:** S

Object Code: 5100 **Posting Code:**

Amount: 0.00 **Percentage (0.0-100.0):** 6.45000 **# Hours:** **Benefit FTE:** 1.00000

Bargain Unit: UNIT1

Misc 0: 1: 2: 3: 4:

Use Base Salary for % Benefit

Hire Date: **Begin Date:** **Benefit Date 3:** **Benefit Date 4:**

Additional Contribution Add to Type:

Additional Contribution Priority: 99

Additional Contribution PCN/Position:

Where the record came from: PYD-CDH-DTL

Result Code:

Special Code 1 = A or P:

Record 1 of 2

Benefit Plan Dates: These fields display the assigned benefit date range.

Benefit Plan Code: The Plan field represents the benefit plan code. This field validates to the PBTBBE screen and will only allow entry of benefit plans with a PBTBBE date range that spans the Employee Benefits Information date range. Only Benefit Information actually has a benefit plan on the screen, CDH ASSIGNMENT SCREEN, Mandatory Taxes, and Additional Contributions populate this field via the import file. For Mandatory Taxes, the Plan field is populated with the type of contribution (e.g., FICA, SUI, SDI, MEDICARE, etc.). CDH ASSIGNMENT SCREEN and Additional Contributions populate the Plan field by using the first eight characters of the Desc field. (This field is the description for the CDH in payroll). If a record is hand entered into Employee Benefits Information, the screen will be populated with PBTBBE data after making an entry into the Plan field and exiting the field.

CDH: This field displays the CDH associated with the benefit plan.

Object Code: This field displays the object code associated with the benefit plan. If the object code is on the CDH definition in payroll the import will bring in the object code. This object code will be used as the posting object code when the model is calculated. If this field is blank and the PstTo field is blank, then the object code(s) from the employee's pay assignment(s) will be used. If the PstTo field is not blank, then the displayed object code is ignored because a special posting option is being used for the benefit.

Frequency: This field stores the frequency associated with the benefit. This field can have an effect on how the benefit is calculated.

AXP: This field displays how the displayed amount/percent is expressed. E.g., A - annual, M- monthly, S- semi-monthly, etc.

CDH Description: If the "From" field contains Benefit Information, then this field will contain the PBTBBE short description for the benefit plan. If the "From" field does not contain Benefit Information, then this field will contain the CDH description stored in the PY CDH definition master.

Hours: This field will always be 0 unless the record was imported from CDH ASSIGNMENT SCREEN and was assigned a 3000 series CDH (e.g., an hour code). This field will then be interpreted as the number of hours associated with the record. The value will come from the CDH ASSIGNMENT SCREEN. Amount field. For this type of record to calculate, the SQL Storage Update Screen must be used to set the Employee Benefits Information \$ field to the appropriate hourly rate. That rate will then be multiplied by the value in the Hrs field to determine the benefit amount.

Amount: If the field contains a value other than 0, then the import program determined that the imported record was a flat dollar benefit. Percent benefits and flat dollar benefits with an amount of 0 will populate this field with a 0. See the documentation for the "Cd1" field for some related information.

Percentage: If this field contains a value other than 0, then the import program determined that the imported record was a percent benefit. Flat dollar benefits and percent benefits with a value of 0 will populate this field with a 0.

Benefit FTE: This field will contain the Benefit Information Benefit FTE. If the record originates from a screen other than Benefit Information, this field will be populated with 1.00000.

Bargaining Unit: This field contains the employee's bargaining unit from the Employee Master screen.

Misc 0-4: The five Misc fields can contain employee specific data that the benefit utilities can use as selection criteria. The Misc fields are populated based on set up on the PBSTRQ screen. The Misc fields also can be used to trigger special benefit processing features.

The following codes are supported:

DEBUG: If this code is entered into any of the Misc fields, then details on how the benefit is calculated will be displayed. The debug will be displayed even if the PBSTRQ "Debug" field is not set to 2 (display calculation debug). This enables debug for just a specific benefit to be displayed.

PCTRTxx: This code is only supported for percent benefits. If this code is entered into any of the Misc fields for a percent benefit, then the benefit will only be calculated on the pay assignment(s) with the record type specified by xx (Note xx must be replaced with the desired record type). This code is generally used if an employee has a primary pay assignment (record type PM) and one or more temporary or seasonal pay assignments that a percent benefit should not be calculated on.

EMPFTE: This code is only supported for flat amount benefits. If this code is entered into any of the Misc fields for a flat amount benefit, then the benefit's annualized amount will be prorated by the employee's FTE from Employee Information. Note: If an Employee Benefits Information record has EMPFTE and BENEFTE in its Misc fields, then the BENEFTE code will be ignored and the EMPFTE code will be used.

BENEFTE: This code is only supported for flat amount benefits. If this code is entered into any of the Misc fields for a flat amount benefit, then the benefit's annualized amount will be prorated by the employee's benefit FTE from Employee Benefits Information. Note: If an Employee Benefits Information record has EMPFTE and BENEFTE in its Misc fields, then the BENEFTE code will be ignored and the EMPFTE code will be used.

Slry: If the benefit is a percent benefit and it is to be calculated only on the employee's base salary (e.g., ignoring any ADDLCDHS set up, see the PBSTIS documentation for more information), then this field must be set to Y. This can be done by hand or with the PBUTPU screen.

Hire: This field contains the employee's Employee Master Hire date with the year modified to fall within the model's date range. It can thus be used as an employee specific new begin date by the benefit utilities.

Beg: This field contains the employee's Employee Master Original Hire date with the year modified to fall within the model's date range. It can thus be used as an employee specific new begin date by the benefit utilities.

Two Date Fields Following the Beg Field: These two date field function the same as the Hire and Beg fields, but they may be populated with an employee specific date specified on the PBSTRQ screen. The field tags for these fields are based on the set up on PBSTRQ. These dates can also be used as new begin dates by the benefit utilities.

Additional Contribution Add Type: If this benefit came from the pay related contributions screen in HR the field will contain the codes found in the ADD to PCN/ID.

Additional Contribution Priority: If this benefit came from the pay related contribution screen in HR this field will contain the priority for the contribution assignment.

Additional Contribution PCN/Position: If this benefit came from the pay related contribution screen in HR this field will contain the associated PCN and Position attached to the assignment.

Where the record came from: This field displays where the Benefit Information record originated from.

Result Code: This field indicates if a detail entry was found in payroll for the displayed CDH. If this field is blank, then a single detail entry was found in payroll. If this field contains an N, then the import program was not able to find a single detail record in PY for the CDH spanning the Benefit Information date range or with blank dates. If this field is N, then the "Object" field will be blank because the object code is derived from the payroll detail entry. If this field is an M, then multiple detail records were found in payroll for the CDH with a date range spanning the Benefit Information date range or with blank dates. Again, the Obj field will be blank because the system will not know which detail entry to use.

Special Code: The Cd1 field indicates the value of the Special Code 1 field on CDH ASSIGNMENT SCREEN. The Special Code 1 field on CDH ASSIGNMENT SCREEN is used to indicate if the amount entered is a flat dollar or percent. If the Cd1 field is blank, then the Special Code 1 field is either an A or P. This is normal. If the Cd1 field is an N, then the misc code 1 field on CDH ASSIGNMENT SCREEN is not equal to A or P. In that case the amount on CDH ASSIGNMENT SCREEN will be assumed to be a flat dollar amount.

1.14 Salary Table Information (PBTBSL)

This screen contains salary table records from the HRTBSL screen. The amounts on this screen are used by PB pay assignment screen in conjunction with the salary index and salary look up dates to determine an initial salary amount for the pay assignment.

Record 6 of 99

Model: BALA TO TEST IMPORT - PY FOR 794

Index Prefix: ADMIN Begin Date: 07/01/2005 End Date: 06/30/2009

Bargain Unit: Scheduled Type: AXP: A

Misc 1: 2: 3: 4: 5: 6: 7: 8:

Salary \$	Step Description	Salary Step Index	Misc	Salary Step Amount
1		ADMIN/1		20,409.00000
10		ADMIN/10		0.00000
2		ADMIN/2		21,449.00000
3		ADMIN/3		22,489.00000
4		ADMIN/4		23,529.00000
5		ADMIN/5		24,569.00000

Record 1 of 6

Model: This field stores the Model.

Index Prefix: This field represents the displayed salary indexes without the steps. The Index Prefix can be used as a selection criteria field for performing salary table increases that include the entire salary table.

Begin Date: This date represent the date that the salary table is active.

End Date: This date represent the date that the salary table is active.

Bargaining Unit: This field is populated with the bargaining unit.

Scheduled Type: This field represents the type of salary schedule that the displayed salary table is attached to.

AXP: This field indicates how the Amount field is treated in determining an annual salary.

Misc 1-8: These fields will display any entered values from the eight Misc fields from HRTBSL screen.

Step: This field is the step value associated with an individual salary index.

Step Description: This field displays the description for a particular step. Note: When the step increase utility is run, the "next step" is simply the next displayed step on the salary table. Using the displayed salary table as an example, if an employee was on step 07 and they received a step increase, they would move to step 08. If any step is not to be considered a valid step to move to when performing a step increase, then enter NOSTEP anywhere in the step description field. This can be done by hand, in HR and imported into the model, or it can be set using the PBUTPU screen.

Index: This field is the concatenation of the Index Prefix and Step fields. This is the index that is assigned on TDPBUPEM screen.

Amount: This field represents the amount associated with an individual salary index.

Misc: This field displays the value entered in the Misc field from HRTBSL screen. This misc field is unique per salary index as opposed to the eight 4-character Misc fields at the bottom of HRTBSL screen. The salary index Misc fields from HRTBSL screen can be used to re-order an HR salary table when it is imported into the model.

1.15 Position Information (PBTBPS)

1.15.1 Job Code Information Tab

The Job Information tab contains records regarding job code information. This screen is used as a PCN/Position tab's validation screen and the fields under the DEFAULT JOB INFO header can, in certain situations, affect the budget calculation.

Model: This field stores the Model ID.

Job Code: This field contains the job code.

Job Description: This field contains the Job description.

Work Compensation Code: This field displays the worker's compensation code associated with the job code.

Bargaining Unit: This field displays the worker's compensation code associated with the job code.

Salary Index: This field is used to determine the initial salary amount if a pay assignment's salary index contains DEFAULT. This value of DEFAULT would generally be assigned on the PBUPVP screen and used for vacant pay assignments. If the salary index contains DEFAULT, then the salary index stored on the appropriate Job Code Information record is used to select an amount and AXP from PBTBSL. The amount and AXP are then used in determining the pay assignment's calculated salary.

Amount: This field functions the same as the Salary Index field in that it is only used for pay assignments with a salary index of DEFAULT. It is only used if the Job Code Information tab's Salary Index field is blank. The amount field is then used as an initial annual salary for the pay assignment.

Benefit Employee: This field is only used when calculating a vacant position. A vacant position is one that contains any of the following:

Employee ID = 0

Record Type = VC

Record Type = DF

Vacant field = Y

When calculating a vacant pay assignment, the system checks if the employee ID associated with the pay assignment exists on the TDPBUPEM's Benefit tab (e.g., does the employee ID associated with the vacant pay assignment have any benefits assigned on TDPBUPEM's Benefit tab). If the ID is not found on TDPBUPEM's Benefit tab, then the ID stored in the Job Information tab's Benefit Employee field is used. The benefits associated with that ID will then be calculated for the vacant pay assignment.

The six fields under the "**Apu Calculation Information**" header are specific to a particular client.

1.16 PCN/Position Information

Many of the fields on PCN/Position Information tab are used for validation on the Pay Assignment screen (PBUPEM's Pay Assignment tab). Thus, if a new position is to be budgeted for, it will first need to be entered on the PCN/Position Information tab before it can be entered on the PBUPEM's Pay Assignment tab or PBUPVP screens. Note: a new position is different from a vacant position. A vacant position is one that

currently exists in the HR system, but does not have an employee assigned to it. Since it exists in HR, it would be imported into the PCN/Position Information tab screen. A new position is one that does not currently exist in the HR system, thus it would need to be hand entered on PCN/Position Information tab. The position could then be assigned to an employee on Pay assignment and thus be budgeted for next year. None of the fields on this screen affect the budget calculation.

Record 1 of 1

Model: B&A TO TEST IMPORT - PY FOR 794

Job Code Information **PCN/Position Information** PCN Validation

PCN: 100 PCN Description: TESTERS IN HOUSE

Position: 100 Position Description: TESTERS IN HOUSE

Position Type: DFLT

Job Code: TESTER

Location: [Dropdown]

Department: [Dropdown]

Bargain Unit: [Dropdown]

Calendar: [Dropdown]

Position Begin/End Dates: 01/01/1990 12/31/2050

Hours/Day: 0.00 Days/Year: 0.00 Approved FTE: 0.00000

Salary Index: [Dropdown]

Misc 1: [Text] 2: [Text] 3: [Text] 4: [Text]

Record 1 of 31

PCN: This field displays the PCN.

PCN Description: This field displays the PCN description.

Position: This field displays the Position.

Position Description: This field displays the Position description.

Position Type: This field displays the position type (e.g., CLxx, CExx, CYxx) associated with the PCN/Position.

Job Code: This field displays the job code associated with the PCN/Position.

Location: This field displays the location associated with the PCN/Position.

Department: This field displays the department associated with the PCN/Position.

Bargaining Unit: This field displays the bargaining unit associated with the PCN/Position.

Calendar: This field displays the calendar associated with the PCN/Position.

Position Begin/End Dates: These fields display the active dates for the PCN/Position.

Hours/Day: This field displays the hours per day associated with the PCN/Position.

Days/Year: This field displays the days per year associated with the PCN/Position.

Approved FTE: This field displays the approved FTE for this PCN/Position.

Salary Index: This field displays the salary index associated with this PCN/Position.

Misc 1-4: These miscellaneous fields may be used to store any client-desired data. They are populated from the HR Position Definition Misc 1-4 fields.

1.17 PCN Validation

The PCN Validation tab stores unique PCN numbers and is used by the PBUPEM's Pay Assignment tab's PCN field as a validation table. It is populated by the import program. This screen does not need to be updated by the user. If a new PCN is needed on PCN Validation, then when an entry on PCN/Position information tab is made with the desired PCN, a new record will be created in PCN/Position information tab for that PCN.

PCN	PCN Description	Begin Date	End Date
100	Testers in House	01/01/1990	12/31/2050
1004	SECRETARY JOB CODES	01/01/1990	12/31/2050
1005	SECRETARY JOB CODES	01/01/1990	12/31/2050
1006	SECRETARY JOB CODES	01/01/1990	12/31/2050
1A	Title job MDS1234	01/01/1990	12/31/2050
200	Testers in House	01/01/1990	12/31/2050
200132002	MANAGEMENT ANALYST	01/01/1990	12/31/2050
300	Testers in House	01/01/1990	12/31/2050
400	Testers in House	01/01/1990	12/31/2050
ADMIN SUPP	ADMINISTRATIVE SUPPORT WORKERS	01/01/1990	12/31/2050
AT10	AT Job Description Title	01/01/1990	12/31/2050
CRAFT WORK	CRAFT WORKERS	01/01/1990	12/31/2050
HELPERS	LABORERS AND HELPERS	01/01/1990	12/31/2050

PCN: This field stores a unique PCN number used by the PBUPEM's Pay Assignment tab's PCN field for validation.

PCN Description: This field displays the PCN description.

Begin-End dates: These dates indicate the active date range of the PCN. The dates are also used as filters for the PBUPEM's Pay Assignment tab's PCN pick list. Only PCN's with a date range spanning the PBUPEM's Pay Assignment tab's Calc date range will be displayed.

1.18 Location Table (PBTBLC)

This Screen has three Sections. First Section under Location Codes Tab contains location codes and descriptions. This screen is only used as a validation table for any other PB screen that has a location field. Second Section under Department Codes Tab contains job codes and descriptions. This screen is only used as a validation table for any other PB screen that has a department field. Third Section under the Bargaining Unit Codes contains bargaining unit's descriptions. This screen is only used as a validation table for any other PB screen that has a bargaining unit field.

1.18.1 Location Codes Tab

Model: BALA TO TEST IMPORT - PY FOR 794

Location Codes | Department Codes | Bargain Unit Codes

Location	Description
STS	BANGALORE

Add Mode

Model: A look-up Field. This field uniquely identifies the Model ID.

Location: This Field contains the Location Unit Code.

Description: Contains Brief Information about the Location Code.

1.18.2 Department Codes Tab

Record 1 of 1

Model: BALA TO TEST IMPORT - PY FOR 794

Location Codes Department Codes Bargain Unit Codes

Department	Description
QA	QUALITY ASSURANCE

Add Mode

Department: This Field contains the Department Unit Code.

Description: Contains Brief Information about the Department Code

1.18.3 Bargaining Unit Codes Tab

Model: BALA TO TEST IMPORT - PY FOR 794

Location Codes Department Codes **Bargain Unit Codes**

Bargain Unit	Description
2	2
7777	7777
ADMIN	ADMIN
AFSCME	AFSCME
B	B
B2	B2
BARG	BARG
BARGU	BARGU
BARGUNIT	BARGUNIT
BARU	BARU

Record 1 of 27

Bargaining Unit: This Field contains the Bargaining Unit Code.

Description: Contains Brief Information about the Bargaining Unit Code.

1.19 Vacant Position Information (PBUPVP)

The PBUPVP screen is used to store pay assignments associated with vacant positions so that the vacancies will be included in the budget. These records, once inserted via the "Insert into PB" field, will create records for the PBUPEM screen. Those records will then be calculated and included in the budget. If a default amount of benefits is to be calculated for a vacant position then either the ID needs to be 0 or the record type (RcTP) needs to be VC. A date range that falls within or is equal to the model's date range should be entered. The PosFTE, TotFTE, and Ratio% will all default to 1.00000. They may be overridden. If multiple vacant positions of the same position are to be entered, then the PosFTE should equal the total number of FTE for the vacant positions while the TotFTE should equal 1.00000. For example, if 10 vacant fire

fighter positions are to be inserted, the PosFTE will be 10 and the TotFTE will be 1.00000. If a salary amount of \$50,000 is entered, then the calculated amount for the 10 vacant positions will be: $50,000 * (10 / 1.00000) * \text{ratio\%} * \text{date ratio}$. A salary index or amount needs to be entered for each vacant pay assignment. Enter a PCN and Position for each entry on PBVACPOS. The Hrs, Days, and Prd Type fields are only used if the pay assignment is attached to a salary table that is expressed as an hourly or per period amount. The Work Comp field may be entered if an amount for worker's compensation is to be calculated. The Barg Unit, Misc0 - 9, and Date1 - 2 field may be entered to be used as selection criteria when performing adjustments. At least one org key and percent must be entered. Whether an object code needs to be entered is client specific. When all the entries for a model have been entered on PBUPVP, then while in BROWSE mode, run the Insert Tool. A message is displayed on the screen indicating the vacant pay assignments that were inserted.

Record 19 of 22

Model: BALA TO TEST IMPORT - PY FOR 794

Employee ID: 1571 AP-Accounts Payable, Robbie P

Position Misc

Record Type: VC

Position Dates: 07/01/2005 06/30/2009 Calc Dates: 07/01/2005 06/30/2009

PCI: 1006 SECRETARY JOB C Vacant Position: 1006 SECRETARY JOB CODES

Position FTE: 1.00000 Total FTE: 1.00000

Pay Class: Schedule Type: Period Type (B,S,M,W):

Calendar: NORMAL Override Days

Default Days/Year: 912.00 Default Hours/Day: 0.00000

Salary Index: Axp: Amount: 0.00000

Optional Salary Amount: 0.00 Ratio Percent: 1.00000

Optional Benefit Employee ID:

Record 1 of 1

Model: This field displays the Model.

Employee ID: This field displays the ID for the vacant pay assignment.

Record Type: This field stores the vacant pay assignment's record type. This field will default to VC, but may be changed to any other record type. The value of VC is an indicator of a vacant pay assignment. The other indicators are:

Employee ID = 0

Record Type = DF

Vacant field = Y

Remember that the "Insert into PB" field functionality deletes all PB pay assignment records with the vacant field set to "Y". If some of those records have had the Vacant field cleared so that they will not be deleted and the TDPBTBPS default benefit selection is to be used (see the information for the PCJOBTL Benefit Employee ID field), then the record type of VC should be kept to maintain the fact that the pay assignment is a vacant one.

PCN: This field stores the PCN associated with the vacant pay assignment.

Vacant Position: This field stores the Position associated with the vacant pay assignment.

Position Dates: This date range represents the set of dates that the pay assignment will be paid over. Note: This date range is not used to determine the pay assignments date ratio and is not used for any other calculations.

Calc Dates: This date range represents the set of dates that the pay assignment will be calculated over. This date range is used to determine the pay assignments date ratio (which is used to prorate the annual salary), thus this date range will affect the calculated annual salary. See the documentation for the PBUPEM DT Ratio field for more information.

Position FTE: This field represents the FTE associated with the pay assignment. If duplicate, generic positions are to be assigned, then the FTE field can be entered with a value greater than 1.

Total FTE: This field stores the employee's total FTE. This is equivalent to the FTE that would be entered in the Base HR EMPMSTR2 screen.

Schedule Type: This field indicates the type of schedule associated with the entered salary index.

Period Type: This field indicates the type of period associated with the pay assignment. Examples are: M - monthly, S - Semi-monthly, B -Bi-weekly, etc. If the pay assignment is assigned a salary index with an AXP of P, then this field will be used to determine a multiplier to annualize the PCSALTBL per period amount.

M - multiplier of 12

S - multiplier of 24

B - multiplier of 26

W - multiplier of 52

Calendar: This field stores the calendar associated with the vacant pay assignment. If the assignment is assigned a salary index that has an AXP of H or D, then the paid days calculated for the Calendar will be used in the calculation of the annual salary.

Override days: Set this field to "Y" if the calculated number of paid days is to be overridden.

Default Days/Years: This field stores the number of paid days for the displayed calendar and Calc date range. It is used in the salary calculation for pay assignments with salary index amounts that have an AXP of "H" or "D".

Record 19 of 22

Model: TO TEST IMPORT - PY FOR 794

Employee ID: AP-Accounts Payable, Robbie P

Position **Misc**

Job Code: Workers Comp Code:

Location: Bargain Unit:

Misc Dates

1: 2: 3: 4:

Misc Fields

0: 1: 2: 3: 4:

5: 6: 7: 8: 9:

Record 1 of 1

Job Code: This field stores the job code associated with the PCN/Position.

Workers Comp Code: This field displays the worker's comp code associated with the displayed Job code. The value in the field is used to determine the correct worker's comp rate from the PBWRKCMP screen. If this field is blank then worker's comp will not be calculated for the pay assignment.

Location: This field stores the location code associated with the PCN/Position.

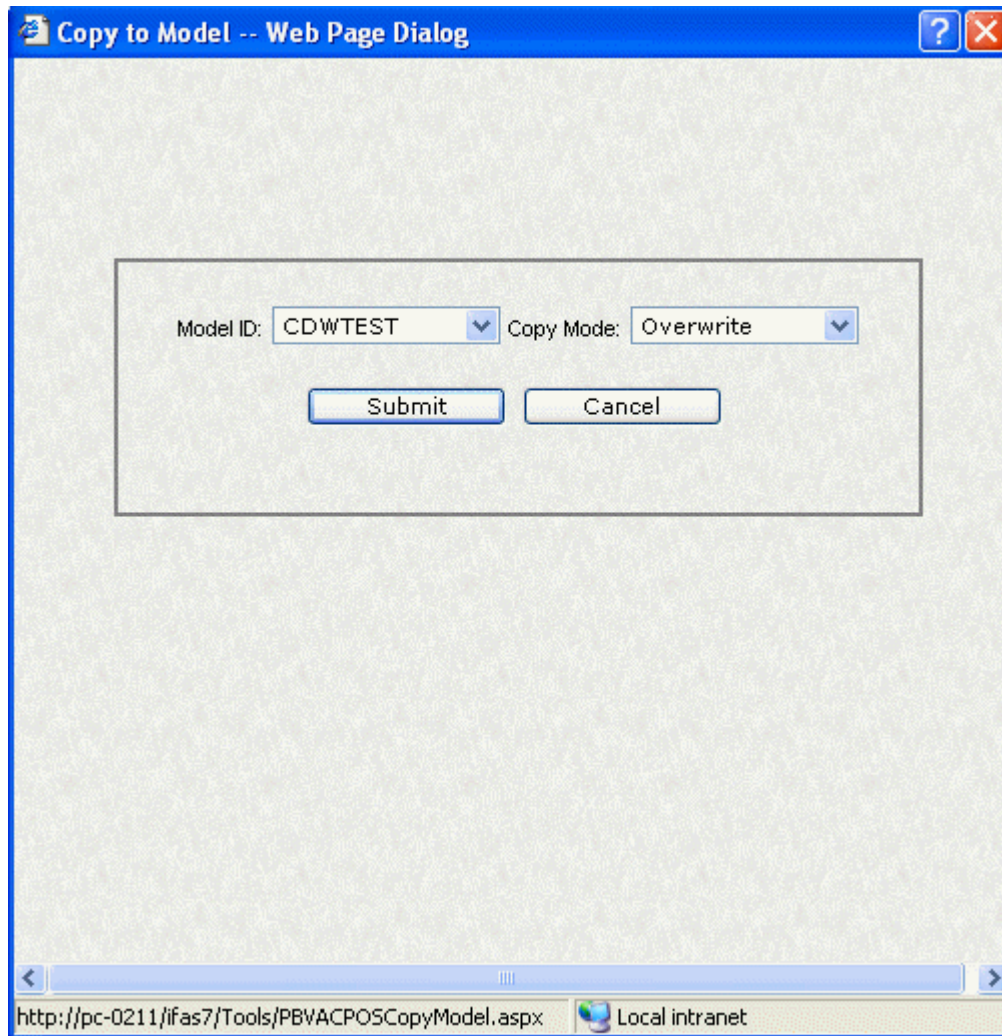
Bargain Unit: This field stores the bargaining unit associated with the PCN/Position.

Misc Dates 1-4: The Misc Dates 1 & 2 fields are used to store employee specific, or in the case of a vacant pay assignment, PCN/Position specific dates that can be used as selection criteria by the pay assignment utilities.

Misc Fields 0-9: These miscellaneous fields are designed to be used as selection criteria fields when running pay assignment utilities. They may be populated with any desired data.

1.19.1 TOOLS

Copy to Model Tool



The tool is specific to the current record. A pop-up window displays allowing you to select a model from the drop down.

This tool is used to copy the special postings from one model to another. Selecting the destination model and clicking submit will copy the special postings of current model to the selected model. User also a option to either overwrite or append to the records of target model.

Insert to PB Tool

This field is used to insert the vacant position records into the Employee Pay table for a particular model. Once it is clicked, the vacant position records will be inserted into Employee Pay table. The records written to Employee Pay table will have the "Vacant" field set to Y. Prior to the inserts, all existing records in Employee Pay table with a Y in the Vacant field will be deleted for the model being processed.

1.20 Select Statement Storage (PBUPSS)

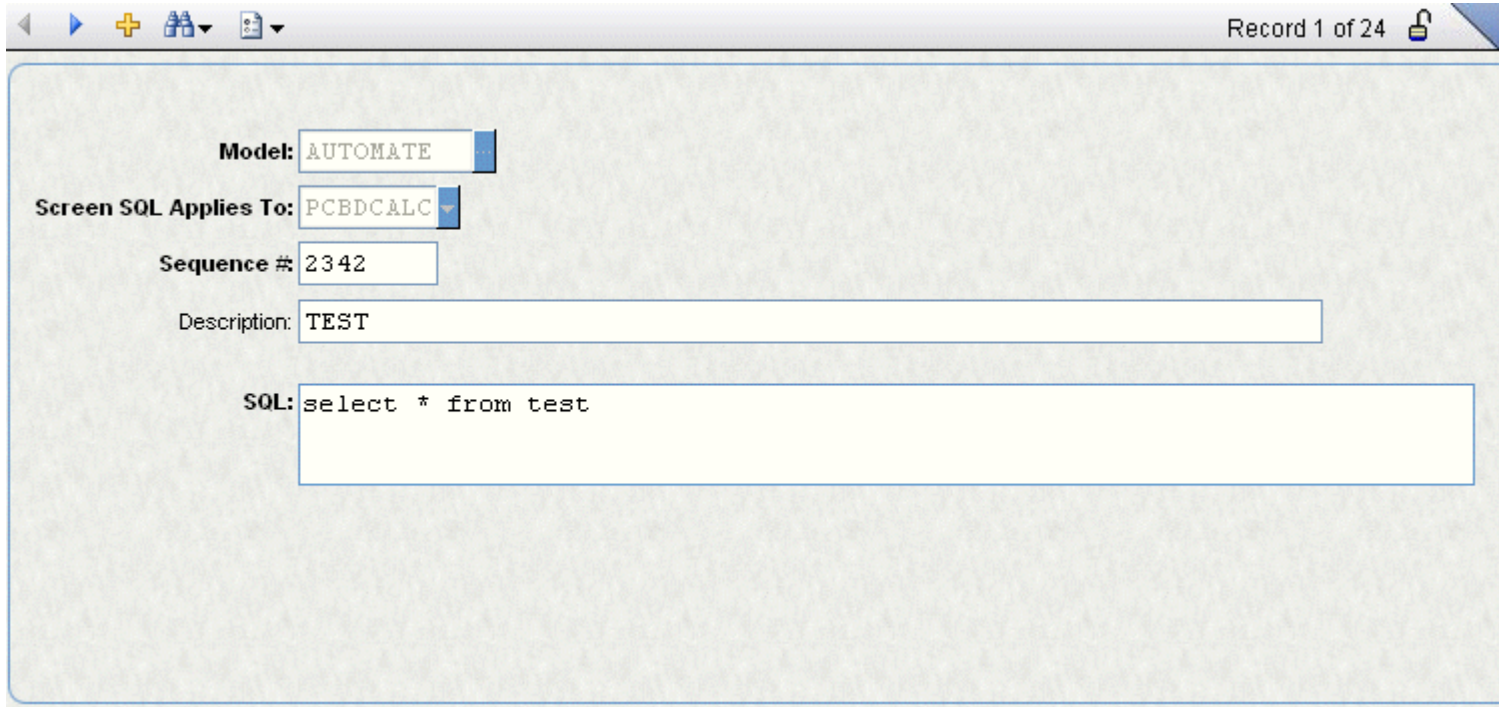
The PBUPSS screen is used to store user defined "where clauses" for commonly used or complex SQL statements. These user defined where clauses are added to the system created "select statement" when running PB utilities. For example, when running the Apply Step Increase utility (mask TDPBUTAI), the system created select statement for model DEMO would be:

```
select * from pcpaytbl,pcemtbl where pcpaytbl.model_id = 'DEMO' and pcemtbl.model_id = 'DEMO' and pcpaytbl.emp_id = pcemtbl.emp_id and length(sal_index) > 0
```

If PBUPSS sequence (Seq#) BENEFTE was chosen, then the user modified select statement would be:

```
select * from pcpaytbl,pcemtbl where pcpaytbl.model_id = 'DEMO' and pcemtbl.model_id = 'DEMO' and pcpaytbl.emp_id = pcemtbl.emp_id and length(sal_index) > 0 and pcpaytbl.emp_id in (select emp_id from pcbencod where model_id = 'DEMO' and bene_fte = 1)
```

By storing commonly used and/or complex user defined where clause additions, the running of the PB utilities is made significantly easier. Users do not need to know anything about SQL, they simply choose from one of the pre-defined options and the SQL is built for them.



Record 1 of 24

Model: AUTOMATE

Screen SQL Applies To: PCBDCALC

Sequence #: 2342

Description: TEST

SQL: select * from test

Model: This field stores the Model ID.

Screen: This field is used to identify which PB screen the entered SQL is going to affect. For example, any entered SQL that is going to be used with one of the pay assignment utilities should have a Screen of PBUPEM. The reason for the Screen identifier is that different screens have different column names. If an SQL was entered that referenced the PB Benefits BENE_FTE column and then that SQL was added to a pay assignment utility, then the SQL statement would generate an error. Possible values for this field are PCPAYTBL (for pay assignment utilities), PCBENCOD (for benefit utilities), PCSALTBL (for salary table utilities), and PCBDCALC (for calculation results utilities).

Sequence# and Description: These fields are used to identify a sequence number and description for the entered SQLs. The sequence number may contain letters and/or numbers. The description should be detailed enough to assist the user when running the utilities. Note: The user, when running the PB utilities, can view the description field. Thus, entering detailed descriptions is very helpful.

SQL: Enter any commonly used and/or complex SQL where clauses. When referencing columns, the exact column name must be used.

1.20.1 TOOL

Copy to Model

FE43

The tool is specific to the current record. A pop-up window appears where a Model can be selected from the drop down.

This tool is used to copy the select statement from one model to another. By selecting the destination Model and submitting will copy the select statement of current Model to the selected Model.

1.21 SQL Update Storage (PBTBPU)

The PBUTPU screen is used to store any required data manipulation SQL statements required to perform accurate budgeting. The PBUTPU screen is a "catch-all" screen used to perform updates or deletes not otherwise accommodated by the PB system. This screen may or may not be used. It depends on client data manipulation needs. Note that there is not a Model ID field on this screen. The PBUTPU SQLs are model independent.

- Favorites
- Links
- Workflow
- Attachments
- Tools
- Reports
- 6 Entity List

SEQUENCE #	
110	Set dates on PCF
106	Delete excess ID:
10	qweewe
100	Delete excess ID:
1	test
3	sample test

Sequence #: Description:

Global Run Link ID: Global Run Order: Model: TEST MODEL

Action: Table: See Example SQL:

Statement:

```
pcpaytbl set misc0 = 10
```

Notes:

Copy Sequence #:

Sequence#: Enter a unique integer sequence number value.

Description: Enter detailed description. The description may be viewed when running the PBUTPU utility, thus a detailed description is very helpful in choosing the correct sequence.

Global Run Link ID: This field is used to group sequence numbers together for global processing. Sequence numbers that are to be run one after the other can be given the same Global Run Link ID value and be run consecutively by the "Run PBUTPU SQL" utility. If this field is left blank, then the sequence may only be run individually. Note: If a code of POSTIMPORT is entered for any SQLs, then those SQLs will automatically be run after the import program has finished. If a code of PRECDHOVRD is entered for any SQLs, then those SQLs will automatically be run just before the PBTBSTIS override records are processed. If a code of POSTCALC is entered for any SQLs, then those SQLs will automatically be run after the calculation program has finished.

Global Run Order: This numeric field indicates the order in which sequences set up to run globally shall be processed. The lower the number the higher the precedence (e.g., number 1 will run first, number 2 second, etc.).

Model: Enter the Model ID.

Action: Choose the SQL Action. Have two values:

DELETE FROM: Delete from a PB table.

UPDATE: Update a PB table.

Table: Choose the PB table to affect.

See Example SQL: Shows base or Example SQLs.

Statement: Enter the desired SQL update or delete statement. The entered SQL will be checked for validity when saving the record unless multiple SQL statements are entered for the same sequence number.

Notes: Enter any desired notes about the entered PBUTPU record.

Copy Sequence#: Select the Sequence number to Copy.

1.22CDH Calculated Amounts (PBUPCA)

The PBUPCA screen displays the calculated amount of each CDH at the pay assignment level. This screen is similar to the PBGLUPCR screen, but instead of storing the calculation results at the key/object level, they are stored at the pay assignment level. Thus, it is easy to see for each pay assignment, the calculated amount of each CDH. Two types of records exist on this screen differentiated by the "Data Filter" field. Records with a Data Filter value of BENEFIT are actual benefits that will be included in the calculated budget. Only CDHs set up on the PBSTIS screen with a Data ID of ADDLCDHS will be written to the PBUPCA screen with a Data Filter value of ADDLCDH. Those ADDLCDH amounts are then used by percent benefits to calculate the CDH inflated amount for each pay assignment. See the documentation for the PBSTIS screen ADDLCDHS section for more information on how ADDLCDHS are calculated. This data is not used by the PB reports or by the GL budget file program. It is for viewing purposes only. This screen is populated by the calculation program and does not allow edits.

Model: TEST MASTER MODEL Model Calculation Dates: 1/1/2008 12/31/2008

Employee ID: RICHARDSON, MARY BETH

Unique ID:

Rec Type: PCN: POS: Calculated Annual Salary:

Data Filter:

CDH #	CDH Description	Assignment Begin C	Assignment End Da	Ratio Begin Date	Ratio End Date	Calculated CDH Amou
1705	STIPEND	01/01/2008	12/31/2008	01/01/2008	12/31/2008	1,000.00000
1180	COB MED A	01/01/2008	12/31/2008	01/01/2008	12/31/2008	9,100.00000
1040	SUI	01/01/2008	12/31/2008	01/01/2008	12/31/2008	60.75048
1010	MEDICARE	01/01/2008	12/31/2008	01/01/2008	12/31/2008	1,468.13660
0000	WORKCOMP	01/01/2008	12/31/2008	01/01/2008	12/31/2008	4,631.81886
1405	401K	01/01/2008	12/31/2008	01/01/2008	12/31/2008	60.75048
1005	SOCIAL SEC	01/01/2008	12/31/2008	01/01/2008	12/31/2008	6,277.54960

Model: This field stores the Model ID.

Model Calculation Dates: The two dates displayed after the Model Description represent the dates that will be used as the model calculation dates. They are on PBCDHAMT strictly as informational fields.

Employee ID: This field displays the employee ID.

Unique ID: This field displays the unique ID of the pay assignment. It is used as a selection criteria field for displaying data to the Calc'd Annual Salary, RT, PCN, Pos, and Calc Dates echo fields.

Calculated Annual Salary: This echo field displays the calculated annual salary for the pay assignment associated with the displayed UID.

Rec Type: This echo field displays the record type for the pay assignment associated with the displayed UID.

PCN: This echo field displays the PCN for the pay assignment associated with the displayed UID.

POS: This echo field displays the position for the pay assignment associated with the displayed UID.

Calculated Dates: This field displays the calculation dates for the pay assignment associated with the displayed UID.

Data Filter: This field will contain either BENEFIT, for actual benefits included in the budget, and ADDLCDH, for ADDLCDHS set up on PBIMPSPT.

H #: This field displays the CDH.

CDH Description: This field displays the CDH description.

CDH Assignment Dates: These fields display the actual PCBENCOD date range for the CDH.

Calculated Ratio Dates: These dates display the CDH ratio dates as determined by the Model date range, the pay assignment date range, and the actual benefit date range. This date range will contain the maximum begin date of the three listed date ranges and the minimum end date of the three listed date ranges. This date range is used to determine a ratio value that is used to prorate the annualized benefit amount.

Calculated CDH Amount: This field displays the actual calculated amount for the CDH that was calculated for the displayed pay assignment.

1.23 Calculate the Model

1.23.1 PBUPCE - Calculate Estimated Budget

Calculate the model to attain the current budget amounts.

The next step is to calculate the data for the imported model. The mask PBUPCE will calculate a model. After entering the mask, you will be prompted for a model ID. Enter the model to be calculated and the system will then calculate the model.

Once the PBUPCE utility runs for a given model, each employee within the model from the PBUPEM screen goes through a calculation process based on pay/benefits information and ultimately ends up on the PBGLCR screen. Navigate to PBGLCR. Once the screen loads, put the screen in find mode and search for a given model and employee id that you are familiar with.

The calculation process produces results based on employee information within PB. The specific fields are Fringe, Salary, and Budget. These fields were previously not calculated correctly before this bug was fixed. These fields are calculated based on the following information:

Salary is pulled directly from PBTBSL based on the Salary Index assigned to an employee on the PBUPEM screen. It is then annualized based on PBSTRQ's Setup Global Data – System Setup tab Period Type (B in this case) and the dates specified on the Create Model Definition tab (2005 fiscal year in this case). This model/employee setup will cause the annualized amount to calculate the salary over an entire year. Note that salary will usually be blank on benefits that are inserted into PBGLCR during the calculation process. The budget amount will usually be the same as the salary amount when salaries are calculated and inserted into PBGLCR during the calculation. Fringe can be one of two amounts depending on the benefit being a percentage or flat amount. This is distinguished on the PBUPEM screen's Benefits tab. When an amount is entered, the benefit is considered a flat amount. If the percentage is specified, the benefit is considered a percentage benefit. Note that the Fringe amount will usually be the Budget Amount as well.

Flat Amount

Fringe = annualized amount of the "Amount" specified on PBUPEM's Benefits tab. The annualized amount is specific to how the benefit's AXP value instructs the software to calculate. In the case where the AXP value is P thus the amount will be annualized by multiplying the amount by the number of periods. The number of periods is specified by the model's Period Type of B on PBSTRQ's Setup Global Data – System Setup tab. Thus, for a benefit with a flat amount of \$275 this will be $\$275 \times 26 = \7150

Percentage

Fringe = (salary from PBUPEM's Pay Assignment tab linked to the pay table by Salary Index) + (PBUPEM's Pay Assignments – Position tab's additional benefits amount) * (the Percentage from PBUPEM's Benefits tab / 100) * number of years between the Begin/End dates of the model (from PBSTRQ).

So for an annual Salary of \$62,722.92 the Social Security benefit would be:

$$(\$62,722.92) * (0.062) = \$3,888.82$$

1.23.2 Copy the model

Copy To/From Model (PBMDCP)

Copy the model to another model prior to performing any data manipulations.

The next step is to copy the model to another model prior to performing any data manipulations. This is simply for the sake of performance. If the data manipulations performed on a model do not provide the desired results and the process must be re-started, then without a copy of the original imported model, the full import would have to be run again. The performance difference is that it is much faster to copy a model than it is to perform a full import into a model. This is due to the deletes that must occur prior to importing data into a model and due to the manipulations that occur while the data is being imported. To copy one model to another, the Copy To/From Model utility (mask PBMDCP) must be run. This utility is used to copy the PB data from one model to another. Two copy modes exist, Copy the entire model, and Just copy the model definition screens. If the copy entire model is chosen, then the entire source model will be copied to the destination model with a few exceptions. The copy function prompts you with options to copy or not copy Select Statement Storage, CDH Vectoring, Import Support, Vacant Positions and calculation result information. These screens can also be copied to other models at the screen level.

Two additional copy options exist, Append and Overwrite. If the Overwrite option is chosen, then all data in the screens being copied to will be deleted (for the destination model) prior to the copy. If the Append option is chosen, then the model being copied to will not have any data deleted prior to the copy. With the Append option, the user can decide which tables will have data appended to them. Before data is copied, the system prompts for whether each table should be copied.

1.23.3 Manipulate the Imported Data

Position Budgeting Utilities (PBUT)

Modify the imported data with the provided utilities and calculate the model until the desired budget is created.

The next step in the PB process is to manipulate the data as desired and calculate the model until the desired budget is attained. Several utilities are included with the PB system to facilitate these manipulations. The utility names and descriptions are listed below.

Adjust Calculation Results

Adjust Pay/Bene Begin/End Dates

Apply Step Increases

Adjust Salary Begin/End Dates

PB to BID Interface

Create Budget Adjustment

Copy To/From Model

Calc Pay Assgn Ratio FTEs/Hrs

Delete Benefits

Delete Calculation Results

Delete Model ID and Data

Calculate Employee Hours

Flat File Import

Flat File Export

Fix Pay Assignment Sal Dates

Delete Data w/o Valid Model

Increase/Decrease Flat Amounts

Increase/Decrease/Add Benefits

Increment All Dates for Model

Adjust Ratio Percents

Increase Salary Tables

Low Resource Delete

Merge Calculation Results

Match Pay Assgns to Sal Tables

Print Model Info

Set Post To Code on PCBENCOD

Run PBUPDATE SQL

Re-calc PCPAYTBL Addl Benes

Reset Calc Flag to Y

Recalc PCPAYTBL Paid Days

Spread Additional Dollars

Adjust Calculation Results: This utility is used to increase/decrease the calculated results of a model (e.g., the records stored in the PBGLCR screen). The results may be adjusted by up to 100%. Selection criteria may be used to only affect certain records. The adjustment is only made to the calculation screen, thus if the model is re-calculated after running the Adjust Calculation Results utility, then the adjustments made by the utility will be lost.

Adjust Pay/Bene Begin/End Dates: This utility is used to adjust the begin and/or end dates of pay assignment and/or benefits. Dates may be moved forward or backward. Selection criteria may be used to only affect certain records. This utility ties in directly to the date ratio calculated for a pay assignment and benefits. If an imported pay assignment or benefit only partially spans the date range of the model, then it's annual amount will be prorated by the calculated date ratio. If the calannual amount should not be prorated, then this utility must be run to "stretch" the dates of the assignment so that they are equal to or greater than the dates of the model. See the description for the PB pay assignment DT Ratio field for more information on the date ratio.

Examples:

Model Begin/End dates for all examples: 07/01/2002 - 06/30/2003

A salary index equivalent to \$50,000 per year and an employee PosFTE and TotFTE of 1.00000 is assumed for all examples.

- 1) Pay assignment calc begin/end dates: 07/01/2002 - 06/30/2003. Since the dates for the pay assignment and the model are equal, this will create a date ratio of 1 (Date ratio as pertaining to calculations was explained in the description of PB Pay Assignment). Since the date ratio equals 1 then the full \$50,000 will be budgeted for this pay assignment.
- 2) Pay assignment calc begin/end dates: 07/01/2002 - 12/31/2003. Since the dates for the pay assignment are 6/12 of the model date range, this will create a date ratio of 0.5 (6/12). Thus, \$25,000 ($50,000 * 0.5$) will be budgeted for this pay assignment.
- 3) Pay assignment calc begin/end dates: 08/01/2002 - 06/30/2003. Since the dates for the pay assignment are 11/12 of the model date range, this will create a date ratio of 0.91667 (11/12). Thus, \$45,833.50 ($50,000 * 0.91667$) will be budgeted for this pay assignment.

Example 1 would not require this utility to be run because its date range spans the model's date range, thus the date ratio will be 1. Examples 2 and 3 would require this utility to be run, if those pay assignments are to be budgeted at the full \$50,000, because their date ranges do not span the model's date range and will result in a calculated date ratio less than 1.

Apply Step Increases: This utility is used to increment the pay assignment salary index to a higher step on the associated salary table. The user may enter the number of steps to increase with a max of 500. The utility has six options regarding the date range of the step increase.

1. Use the existing date range. Choosing this option will increase the step on the affected records without changing dates.
2. Use a new hand entered Begin date. Choosing this option will close the selected records one day prior to the new begin date and insert a new record with a begin date equal to the hand entered date and an end date equal to the end date of the original selected record.
3. Use the Salary Increment Date 1 field. Choosing this option will close the selected records one day prior to the date stored in the PB pay assignment Sal Inc Dtes 1 field and insert a new record with a begin date equal to the date stored in the PB pay assignment Sal Inc Dtes 1 field and an end date equal to the end date of the original selected record.
4. Use the Salary Increment Date 2 field. Choosing this option will close the selected records one day prior to the date stored in the PB pay assignment Sal Inc Dtes 2 field and insert a new record with a begin date equal to the date stored in the PB pay assignment Sal Inc Dtes 2 field and an end date equal to the end date of the original selected record.

5. Use the Misc Date 1 field. Choosing this option will close the selected records one day prior to the date stored in the PB pay assignment Misc Date 1 field and insert a new record with a begin date equal to the date stored in the PB pay assignment Misc Date 1 field and an end date equal to the end date of the original selected record.
6. Use the Misc Date 2 field. Choosing this option will close the selected records one day prior to the date stored in the PB pay assignment Misc Date 2 field and insert a new record with a begin date equal to the date stored in the PB pay assignment Misc Date 2 field and an end date equal to the end date of the original selected record.

See the description of the PB salary table Step Description field for how certain steps may be set up to be skipped when determining the new step.

This utility also has the ability to mark pay assignments that are already at the maximum step. If the user chooses the option to mark pay assignments that are already the maximum step, then that is the only function that the utility will perform (e.g., no step increases will be performed). When this option is chosen, the PB pay assignment field Max Step is set to 'Y' for the appropriate pay assignment. Then, the Increase/Decrease Flat Amounts utility may be run to give a flat amount increase to those pay assignments that are at the maximum step.

Adjust Salary Begin/End Dates: This utility is used to adjust the begin and/or end dates of salary tables. Dates may be moved forward or backward. Selection criteria may be used to only affect certain records.

PB to BID interface: If the new GL budget is not to be created from PB, but rather written to the BID system and merged with its data to create the new GL budget, then run this utility to write the PB calculation results to the BID BDPOSB screen.

Create Budget Adjustment: This utility is used to compare the calculation results of a model against the calculation results of a previous version of the same model, and create a budget that contains the difference between the two. This utility enables a client to run PB several times during the year and only post the changes that occurred from one version of the model to another. If a client is going to use this utility, then after posting a model to the GL, that model should be locked to all users on PBMDLLCK. This will prevent the calculation results in PB from being changed. Thus, when a new budget is compared to the posted budget, the created budget adjustment will be accurate (e.g., the calculation results stored in the PBGLCR table, for the posted model, must exactly match the amounts that were in the posted budget).

Copy To/From Model: This utility is used to copy all the PB data from one model to another.

Calc Pay Assgn Ratio FTEs/Hrs : This utility is used to calculate the ratio FTE, ratio Hours, sum FTE, and Sum Hours for PB pay assignments. Normally, this is done by the calculation program, but if it is necessary to have these fields populated prior to running the calculation program (for example, if flat amounts need to be prorated by the ratio FTE or Hours fields prior to the calculation then this utility must be run. How these fields are calculated is displayed below:

1. Calculate Date Ratio. The date ratio is calculated by determining how much of the date range of the pay assignment comprises the date range of the model (MODEL Data Import Dates). Both of the examples below assume a MODEL date range of 07/01/02 - 06/30/03.

Example 1:

The pay assignment has a Calc date range of 10/01/02 - 06/30/03. The date ratio will be .75 because the pay assignment date range comprises $\frac{3}{4}$ of the model date range.

Example 2:

The pay assignment has a Calc date range of 01/01/03 - 12/31/03. The date ratio will be .50 because the pay assignment date range comprises $\frac{1}{2}$ of the model date range (01/01/03 - 06/30/03). The other six months (07/01/03 - 12/31/03) is ignored by the calculation because it falls outside the date range of the model.

2. Calculate the Ratio FTE. The ratio FTE is calculated by multiplying the Date Ratio by the value in the PB pay assignment FTE field. This value is written to the individual pay assignment.

3. Calculate the Ratio Hours. The ratio Hours is calculated by multiplying the Date Ratio by the value in the PB pay assignment Hours field. This value is written to the individual pay assign

4. Calculate the Sum FTE. The sum FTE is calculated by summing all of the ratio FTE values for an employees pay assignments. This value is written to all of the employees pay assign

5. Calculate the Sum Hours. The sum hours is calculated by summing all of the ratio Hours values for an employees pay assignments. This value is written to all of the employees pay assignments.

Delete Benefits: This utility is used to delete a benefit from all employees or from a group of employees that meet the users entered selection criteria. This utility will remove the benefit from PB benefits for all affected employees.

Delete Calculation Results: This utility will delete the calculation results from PBGLCR for the entered model. This utility is used in conjunction with the Merge Calculation Results utility. Why it needs to be used will be explained with the Merge Calculation Results utility.

Delete Model ID and Data: This utility is used to completely delete a model from the PB system.

Calculate Employee Hours: This utility is used to calculate a custom amount of hours for a pay assignment. This only affects pay assignments with salary indexes that are attached to salary tables with an AXP of 'H'. Normally, these pay assignments are calculated by multiplying the saltable hourly rate times the imported number of days times the imported number of hours. If this value of days times hours needs to be

overridden, then this utility may be used. It prompts the user for two PB pay assignment fields. The values in these fields are multiplied together and the result is written to the PB pay assignment Hours field. The PB pay assignment Days field is set to '1' and the Days Overfield is set to 'Y'. The two fields chosen to be multiplied together should be populated with meaningful data via set up on the PB selection criteria screen.

Flat File Import: This utility will import data into a model from flat files created by the Flat File Export utility. If the flat files were modified in EXCEL, and have been transferred to the DATA, or other applicable directory, then this utility will import them into PB with the user entered model ID.

Flat File Export: This utility will extract all data from several of the PB screens and create flat files for each screen. The files are usually stored in the DATA directory, but the clients system setup controls where the files will be stored. The names of the files will be the model ID followed by an underscore, followed by the screen name, followed by .OUT (for example, DEMO_PCPAYTBL.OUT). After the flat files are created, they may be transferred to a local PC and imported into EXCEL for viewing/modifying.

Fix Pay Assignment Sal Dates: This utility should really never have to be run, but it's included as a safeguard. The PB system, like the HR system, allows the user to choose to use either the pay assignments Pay dates or Calc dates when performing salary table lookups. Two non-enterable date fields (Sal Index Lookup Dates) are populated with one of the date ranges (controlled by a field on the PB SETUP screen) by the system when data is imported or if a utility is run that inserts PB pay assignment records. When the model is calculated, these dates are used in conjunction with the salary index to select an amount from PB salary table. If, for whatever reason, these dates get out of sync, then the calculated amounts for the affected pay assignments will not be correct. Running this utility will reset the Sal Index Lookup Dates fields to the correct dates.

Delete Data w/o Valid Model: This utility is used to delete all of the data from the PB system for all models that have been 'orphaned'. This happens when a user deletes a model definition from the PB Model screen without using the delete model utility. The model would be deleted from PB Model but would still reside on all other PB screens. The current version of PB does not allow the user to delete records from PB Model.

Increase/Decrease Flat Amounts: This utility increases/decreases the amount in the Flat Slry field on PB pay assignment. This field is populated via the HR to PB import program for pay assignments that are associated with min/max type salary indexes or that have the salary override flag set to 'Y'. The user has the option to only increase/decrease flat amounts that are already > 0, or to increase/decrease flat amounts that are >= 0. The amount in the Flat Slry field may be increased/decreased by a flat amount or by a percent. The user may affect all pay assignments, or may use selection criteria to only affect specific pay assignments. This utility has the same date options as the Apply Step Increase utility.

Increase/Decrease/Add Benefits: This utility increases current benefits or add a new benefit to the PCBENCOD screen. The utility may be run on all employees or with selection criteria. If a benefit is to be added, the user may choose from the benefits on PB benefit table. Percent benefits may be increased by an entered percent (e.g., if the user enters an increase of 1% to a 2.5% benefit, then the benefit will be increased to

3.5%). Increases are entered as whole numbers. (e.g., 5% is entered as 5, not 0.05). For Flat amount benefits, the user may choose to only affect amounts already > 0 or may choose to affect flat amounts > 0 and flat amounts $= 0$. Flat amounts may be increased by a flat amount or by a percent. There are six date options with the increase utility,

1) use current dates,

2) hand enter a new begin date. If a new begin date is entered, the old benefit will be closed one day prior to the new begin date and a new benefit will be inserted into PB benefits.

3-6) use the Date1 - Date 4 fields.

Increment All Dates For Model: This utility is provided for multi-year budgeting. It will increment the dates on PB position table, PB pay assignment, PB benefits, and PB salary table by one year. The user must increment the dates on model by hand. After the adjustments to a model are complete the model is copied to another model and then this utility would be run on the new model. The user would then change the dates on the model screen to the new desired dates. Since the date range on the model screen doesn't have to be a full fiscal year, the dates are not automatically incremented. After the dates on the model screen have been adjusted, the user may then apply any desired changes to the second year model. This may be repeated as many times as desired.

Adjust Ratio Percents: This utility is used to increase or decrease the value in the Rt% field for a pay assignment. The Rt% field is used as a multiplier for the annual salary. The ratio percent may be increased by a flat amount. For example, if the ratio percent is 1.00000 and it is increased by .1, then the new ratio percent will be 1.10000 and the net effect on the annual salary will be an increase of 10 percent. The same six new date options are available as with the Apply Step Increase utility. The utility may also be run with detailed selection criteria.

Increase Salary Tables: This utility is used to apply flat dollar or percent increases to salary indexes on PB salary table. The utility may be run with selection criteria and the user has two date options: 1) use the current dates, and 2) enter a new begin date. If a new begin date is entered, the old records will be closed one day before the new begin date. If a new begin date is entered, the only those salary tables whose date range spans the new begin date will be affected. If a new date is entered, then any pay assignments attached to the affected salary tables will be closed one day prior to the new begin date and have a new record inserted with a begin date equal to the new begin date. This is because a pay assignment date range cannot span multiple salary index date ranges.

Low Resource Delete: This utility is not included in a standard installation. It is only installed if the Delete Model ID and Data utility have a problem with filling the systems logs and creating a long transaction abort. If this happens, contact the help desk to have this utility installed.

Merge Calculation Results: This utility is used to combine the calculation results of two or more models into a single model to post to the GL. A model to hold the merged calculation results will need to be entered on the model screen. This model will only have an entry in model and, after merging, entries in PBGLCR. Since the model will not have any entries in the table module, the model cannot be calculated or have any of the adjustment utilities run on it. The utility will continuously prompt the user to enter a model to be merged. The user may enter as many

models, one at a time, until a D (done) is entered. At that point, the user will be prompted for the model to store the merged calculation results. If the user has entered a model that should not have been merged, then the Delete Calculation Results utility can be run on the merged model. After deleting the merged model, the user may start merging again. Note: all of the desired models that were originally merged, will have to be merged again. The merged model can then be posted to the GL.

Match Pay Assgns To Sal Tables: This utility has been included in the Increase Salary Tables utiland is no longer needed. It will eventually be removed from the system.

Print Model Info: This utility is used to print the a model's set up information on the model definition screen and set up screens. Process import support records - This utility is used to process the import support records independent from the import program. The import support records are always processed during the import process, but if for any reason the import support records need to be processed after the import has been run, then this utility can be run.

Set Post To Code On PB Benefits: This utility is used to apply the Post To code created on PBTBVC to the appropriate benefits on PB benefits. The utility may be run with selection criteria. This utility must be used for the custom posting strategies setup on PBTBVC to be used.

Run PBUPDATE SQL: This utility is used to run one of the SQL statements entered on the PBUPDATE screen.

Re-calc PB pay assignment Addl Benes: This utility is obsolete and no longer supported.

Reset Calc Flag to Y: This utility is used to manually reset the PB pay assignment Calc Flag field to Y for a user-specified group of pay assignments. Remember, that the Calc Flag field determines which pay assignments will be calculated when a model is calculated. See the PB pay assignment Calc Flag field description for more information.

Recalc PCPAYTBL Paid Days: This utility is used to re-calculate the PB pay assignment paid Days field. This utility is only needed if one or more pay assignments had a Y in the Days Override field, but were globally reset to N using a PBUPDATE SQL. This scenario can occur if pay assignments with the Days Override field set to Y are attached to a salary index with an AXP of D or H and have a utility run that breaks them into two assignments. The problem is that since the Days Override field is set to Y, both assignments will have the full days amount and will be over budgeted. In that scenario, the PBUPDATE screen should be used to set the Days Override field to N, then run the Recalc PB pay assignment Paid Days utility to set the Days field.

Spread Additional Dollars: This utility is under development and will be included in the documentation at a later date.

1.24 Complete the Budget Control Screen

1.24.1 Make GL Budget (PBGLMB)

Complete the budget flat-file control screen (PBGLMB)

After all data adjustments have been completed, the next step in the PB process is to complete the PCGLMB screen. This screen controls how certain fields in the budget set file will be populated and what type, if any, of rounding will be used. This field must be entered before a budget set file can be created.

The screenshot displays the PBGLMB budget control screen with the following fields and values:

- Interface File Name: PBTEST
- Model: MTEST1 (dropdown menu) TEST MASTER MODEL
- Batch File Name: MTEST1 Batch Description: MARYS TEST MODEL
- User ID: MGOHLKE
- Fiscal Year: 2008
- Fund Type: FY (dropdown menu)
- Create Date: 03/10/2009 (dropdown menu)
- Reason: RB (dropdown menu)
- GL Code: ZL
- Level: OB
- Version: PR
- Type of Rounding: 2 (dropdown menu) Round to Nearest Dollar
- Comments: TESTING PB TO GL

Interface File Name: This field stores the interface file name. The interface file name, along with the model ID, is used by the budget creation program to select the appropriate GL set control record for populating certain fields in the budget set file.

Model ID: This field stores the Model ID.

Set Name: This field specifies the name of the set file that will be created for the model. Note: A popular Interface File Name and Set Name naming convention is to use the model ID for both. Since both the interface and set name will be prompted for, an easy way to remember the names is to name them the same as the model. One caveat though is that the Set Name is limited to 8-characters. Thus, if a model name is longer than 8-characters, then another naming convention must be used for the set name.

User ID: System populated field identifying the name of the user that created the screen.

FY: This field specifies the fiscal year value written to the budget set.

Fund Type: This field specifies the fund type value written to the budget set. Validates to the common code BUFT.

Create Date: System populated field indicating the date that the record was created.

Reason: This field identifies the reason for the set file creation. Validates to the common code BURS.

GL Code: This field specifies the general ledger code written to the set file. It is populated based on the value in the PB model Ledger field for the entered model ID.

Level: System populated field that identifies the level of budgeting. Currently, only OB is sup

Version: This field specifies the version of the budget.

Type of Rounding: This field is used to specify what type, if any, of rounding is to be applied to the calculated budget amounts.

Comments: Enter any desired comments.

Create the GL budget flat-file which can then be disbursed to the GL.

OR

Write the PB calculation results to the Budget Item Detail system (BID) to be written to the GL with the BID data.

If PB is to create the budget set, then after the budget screen is completed, the mask PBGLBU is used to create the budget set in the GL. After entering the mask, the user will be prompted for the interface file to use.

If PB is to be interfaced into BID the mask PBUTBD.

1.25 Pay Assignment Calculation Rules

Pay assignments are calculated using the following logic:

1) Select the amount and AXP from the PB Salary table record that has the same salary index as the pay assignment and a date range spanning the pay assignment's Sal Index Lookup Dates.

2) Annualize the PB salary table selected amount based on the AXP.

AXP = A; Multiply amount by 1

AXP = M; Multiply amount by 12

AXP = S; Multiply amount by 24

AXP = B; Multiply amount by 26

AXP = W; Multiply amount by 52

AXP = D; Multiply amount by pay assignment's number of days. If the pay assignments Days field is 0 or blank, then the value in the PB SETUP Days/Year field will be used. If that field is 0 or blank, then a default of 260 will be used.

AXP = H; Multiply the amount by the pay assignments number of days and number of hours. If the pay assignment has 0 days or 0 hours, then multiply the amount by the value in the PB set up Hours/Year field. If that field is 0 or blank, then use a default of 2080.

AXP = P; Multiply the amount by the derived periods. The periods are derived based on the PB pay assignment Perd Tp field.

PayAssignment	Perd Tp Conversion:
A	Periods = 1
M	Periods = 12
S	Periods = 24
B	Periods = 26
W	Periods = 26

If the PB pay assignment Perd Tp field does not equal one of these values, then a default of 12 is used.

3) Multiply the annualized salary amount by the pay assignments ratio percent (Rt%).

If the pay assignment is attached to a salary index expressed as an hourly or daily amount, then stop processing. Otherwise proceed to step 4.

4) Multiply the amount from Step 3 by the calculated date ratio. The date ratio is calculated by comparing the calculation dates of the pay assignment to the model calculation dates. The date ratio is the ratio of the time frame that the pay assignment's calculation dates overlaps the model's calculation dates. For example, If the pay assignment's calculation dates encompass $\frac{3}{4}$ of the model's calculation dates, then the pay assignment will have a date ratio of 0.75.

5) Multiply the amount from step 4 by the PCN FTE.

Percent benefits are calculated using the following logic:

1) Determine the benefit to model ratio dates. These dates are determined by choosing the maximum begin date and the minimum end date from the model calculation dates and the benefit dates. Thus, if the model calculation dates were 01/01/03 - 12/31/03 and the benefit dates were 07/01/02 - 03/31/03, then the benefit to model ratio dates would be 01/01/03 - 03/31/03.

2) For the pay assignment that the percent benefit is being calculated on, determine the pay assignment to model ratio dates. These dates are determined by choosing the maximum begin date and the minimum end date from the model calculation dates and the pay assignment Calc dates. Thus, if the model calculation dates were 01/01/03 - 12/31/03 and the pay assignment Calc dates were 07/01/02 - 06/30/03, then the benefit to model ratio dates would be 01/01/03 - 06/30/03.

3) Determine the benefit to pay assignment date ratio. This is calculated by determining the amount of the dates derived in step 2 that is overlapped by the dates determined in step 1. Thus, for the example above, the benefit dates of 01/01/03 - 03/31/03 (from Step 1) overlap half of the pay assignment dates of 01/01/03 - 06/30/03 (from Step 2). So the benefit to pay assignment date ratio will be 0.5 (approximately).

4) Multiply the pay assignment calculated annual salary by the benefit percent (divided by 100).

5) Multiply the amount from Step 4 by the date ratio from Step 3.

Flat amount benefits are calculated using the following logic:

1) Annualize the benefit by multiplying the amount by the appropriate value based on the benefit AXP.

AXP = A; Multiply amount by 1

AXP = M; Multiply amount by 12

AXP = S; Multiply amount by 24

AXP = B; Multiply amount by 26

AXP = W; Multiply amount by 52

AXP = P; Derive the AXP based on the value in the PBSETUP Period Type field. The value for that field can be A, M, S, B, and W. Thus, for an AXP of P, the multiplier will be 1, 12, 24, 26, or 52.

2) Determine the benefit to model date ratio. This is calculated by determining the amount of the model calculation dates that is overlapped by the benefit dates. Thus, if the benefit dates were 07/01/02 - 06/30/03 and the model calculation dates were 1/01/03 - 12/31/03, then since the benefit dates overlap half of the model calculation dates, then the date ratio would be 0.5.

3) Multiply the amount from Step 1 by the date ratio from Step 2. Thus, if a benefit had an amount of \$50 and an AXP of M and the date scenario from Step 2, the calculated benefit amount would be:

$$\$50 * 12 * 0.5 = \$300.00$$

1.26 How Benefits are Expensed

For all examples below the model calculation date range will be: 01/01/03 - 12/31/03

1.26.1 Example 1

\$50 flat amount benefit with an AXP of M and a date range of 01/01/03 - 12/31/03.

Pay assignment A with a Calc date range of 01/01/03-12/31/03 and a calculated annual salary of \$50,000.

Pay assignment B with a Calc date range of 01/01/03-12/31/03 and a calculated annual salary of \$10,000.

The benefit's annualized amount will be $\$50 * 12 = \600 .

The benefit dates to pay assignment date ratio is then calculated and the calculated annual salary is prorated by the date ratio.

Date ratio for the benefit dates to pay assignment A dates = 1.00000

Date ratio * Calculated annual salary = \$50,000

Date ratio for the benefit dates to pay assignment B dates = 1.00000
Date ratio * Calculated annual salary = \$10,000

Calculated annual salary sum = \$60,000

Pay assignment A will receive $50,000/60,000 * 600 = \$500$

Pay assignment B will receive $10,000/60,000 * 600 = \$100$

1.26.2 Example 2

\$50 flat amount benefit with an AXP of M and a date range of 01/01/03 - 12/31/03.

Pay assignment A with a Calc date range of 01/01/03-12/31/03 and a calculated annual salary of \$50,000.

Pay assignment B with a Calc date range of 01/01/03-06/30/03 and a calculated annual salary of \$5,000.

The benefit's annualized amount will be $\$50 * 12 = \600 .

The benefit dates to pay assignment date ratio is then calculated and the calculated annual salary is prorated by the date ratio.

Date ratio for the benefit dates to pay assignment A dates = 1.00000
Date ratio * Calculated annual salary = \$50,000

Date ratio for the benefit dates to pay assignment B dates = 0.50000
Date ratio * Calculated annual salary = \$2,500

(This is a key difference between example 1 and example 2. Since the benefit is only active for 6 months of the pay assignment B date range, then the flat amount benefit would only be paid to the employee for those 6 months. Thus, the value of the pay assignment is reduced by a value of .5)

Calculated annual salary sum = \$52,500

Pay assignment A will receive $50,000/52,500 * 600 = \$571.43$

Pay assignment B will receive $2,500/52,500 * 600 = \$28.57$

(Actual amounts may differ by a few to several cents due to date ratio rounding used in the example.)

1.27 Things to Remember

- 1) An employee must have at least one active pay assignment to have their benefits calculated.
- 2) For a PB vectorying record to be utilized by the calculation program, the value in the PB vectoring Post Code field must be written to the appropriate PB benefits records using the "Set Post To Code On PB benefit" utility.
- 3) Pay assignments and benefits are prorated based on a date ratio. A date ratio is the ratio of the amount of the model calculation dates that is overlapped by the pay assignment or benefit date range. Thus, any partial year benefits or pay assignments that are to be expensed at a full year amount must have their date ranges "stretched" to equal the model calculation dates using the "Adjust Pay/Bene Begin/End Dtes" utility.
- 4) If the word DEBUG is entered into any PB pay assignment or PB benefits Misc field, then calculation debug information will be displayed for that record. The debug will be displayed regardless of the value in the PB MODEL Debug field.
- 5) The PB MODEL Debug field controls what type of debug information is displayed. If model import debug information or calculation debug information is needed, then this field can be used to trigger the display of information. This field is very useful when information on how a pay assignment or benefit is calculated is desired. Note: This field controls the display of debug information at a global level. See point 4 above about individual record level debug.
- 6) The PB pay assignment "Sal Index" value and "Sal Index Lookup Dates" value must be encompassed by a single record on PB salary table. For example, the PB pay assignment "Sal Index Lookup Dates" cannot span more than one salary table record on PB salary table. This is the same validation that takes place on the HR pay assignment screens in the HR system.