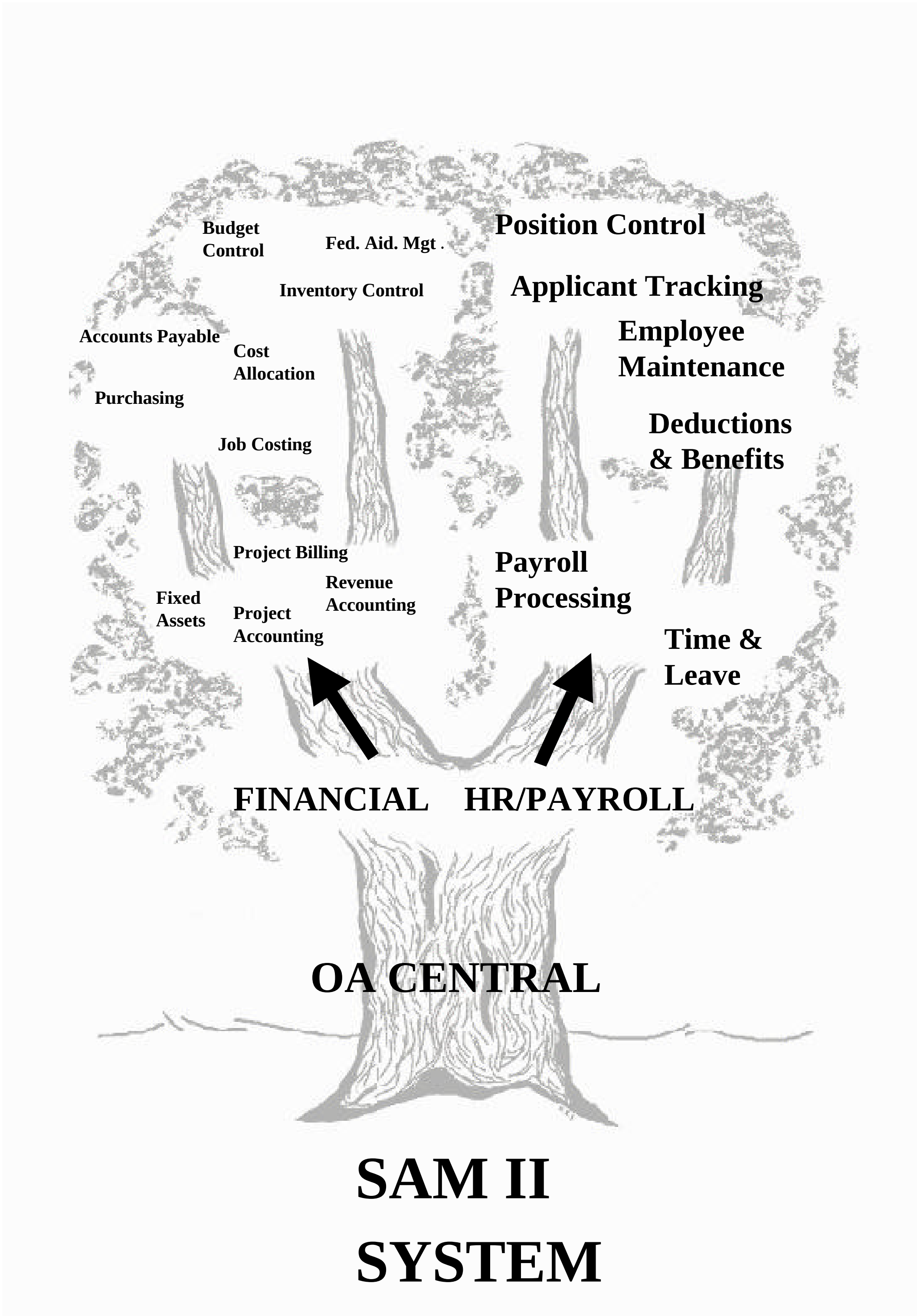
TOPIC 2: SAM II HR\PAYROLL DATA CONCEPTS

The purpose of this topic is to present a basic understanding of the structure and functionality of the SAMII HR/Payroll system. This will be needed to ensure success in appropriately handling Data Warehouse Data Model information.

At the end of this topic, you will be able to:

- Discuss the main parts of SAM II HR/Payroll system
- Describe key components and features of the SAMII HR/Payroll system that relate to the HR/Payroll Data Warehouse Data Model

SAMII HR/PAYROLL SYSTEM OVERVIEW



SAMII HR/PAYROLL SYSTEM OVERVIEW

The SAM II HR/Payroll is a component of the Statewide Advantage for Missouri (SAM II) system that is specifically designed to support personnel and payroll management activities. It is integrated with the SAM II Financial system.

The functionality provided by the SAM II HR/Payroll system includes the following:

- Position Control
- Applicant Tracking
- Employee Maintenance
- Deductions and Benefits

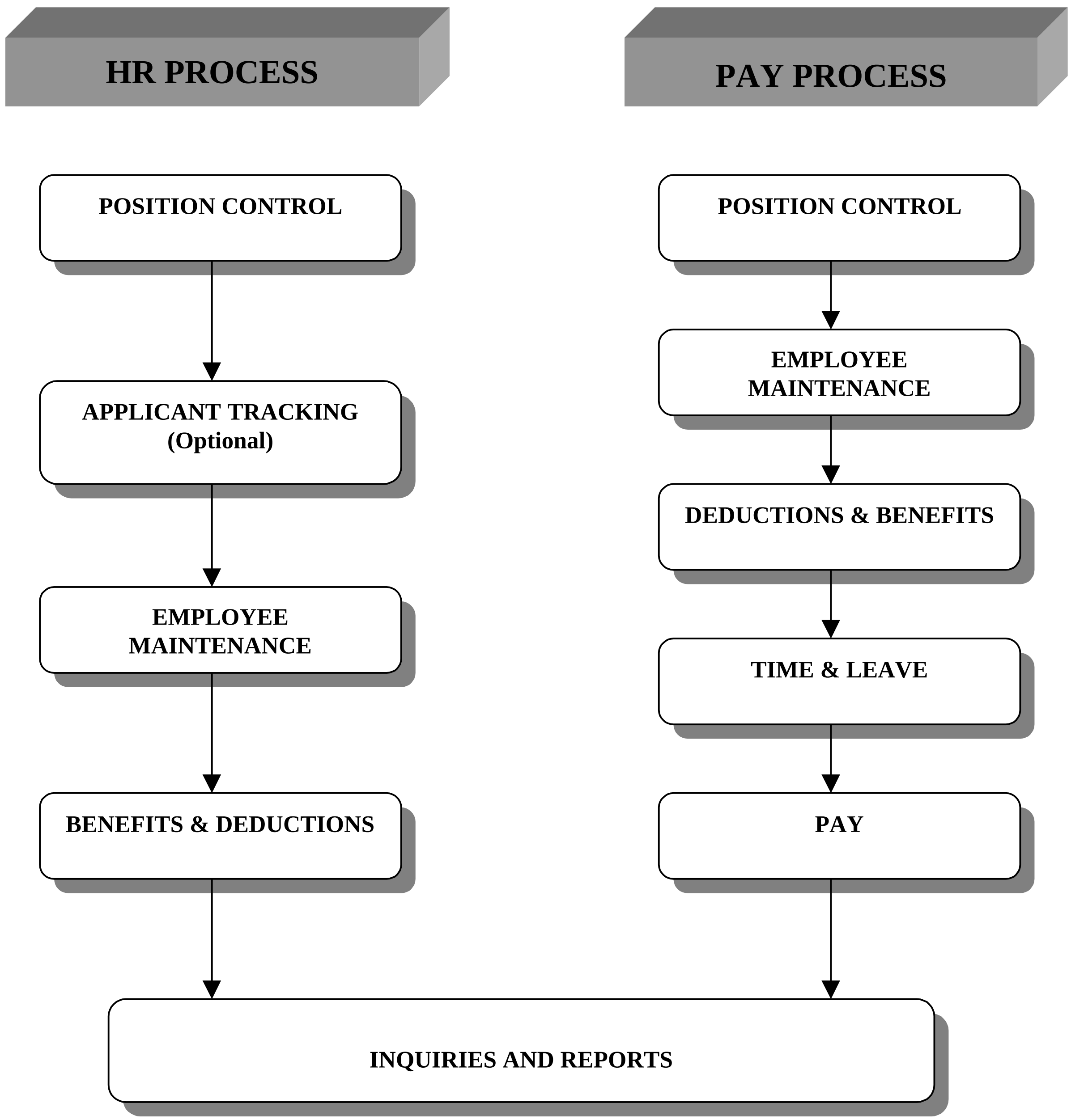
Let us briefly review the benefits of each of the functional areas.

POSITION CONTROL

The HR process begins with establishing and authorizing positions in the Position Control subsystem. The position record contains title data as well as other employee attributes such as salary grade, work location, default accounting data, and payroll group. The effective-dating feature and the real-time updating capability allow inquiry of the latest position status that controls hiring and recruitment. Although the subsystem allows budgetary planning and management at the position level, it is optional for agencies to utilize this function.

The functions described above will benefit the State of Missouri in making effective decisions necessary for staff planning, human resource budgetary control, position monitoring, and position analysis.

HR PROCESS AND PAY PROCESS



HR PROCESS

APPLICANT TRACKING

The Applicant Tracking subsystem provides the online processing of job vacancy notices and applications. This subsystem can maintain comprehensive information on applicants such as address, attributes, skills, prior work history and education history. Job notice records can be matched to open positions established in the Position Control subsystem as well as to both external and internal applicants. To facilitate the evaluation process, the system keeps track of test and interview data.

The functions described above will benefit the State of Missouri by tracking the progress of applicants throughout the hiring process and capturing data concerning applications, job notices and dispositions.

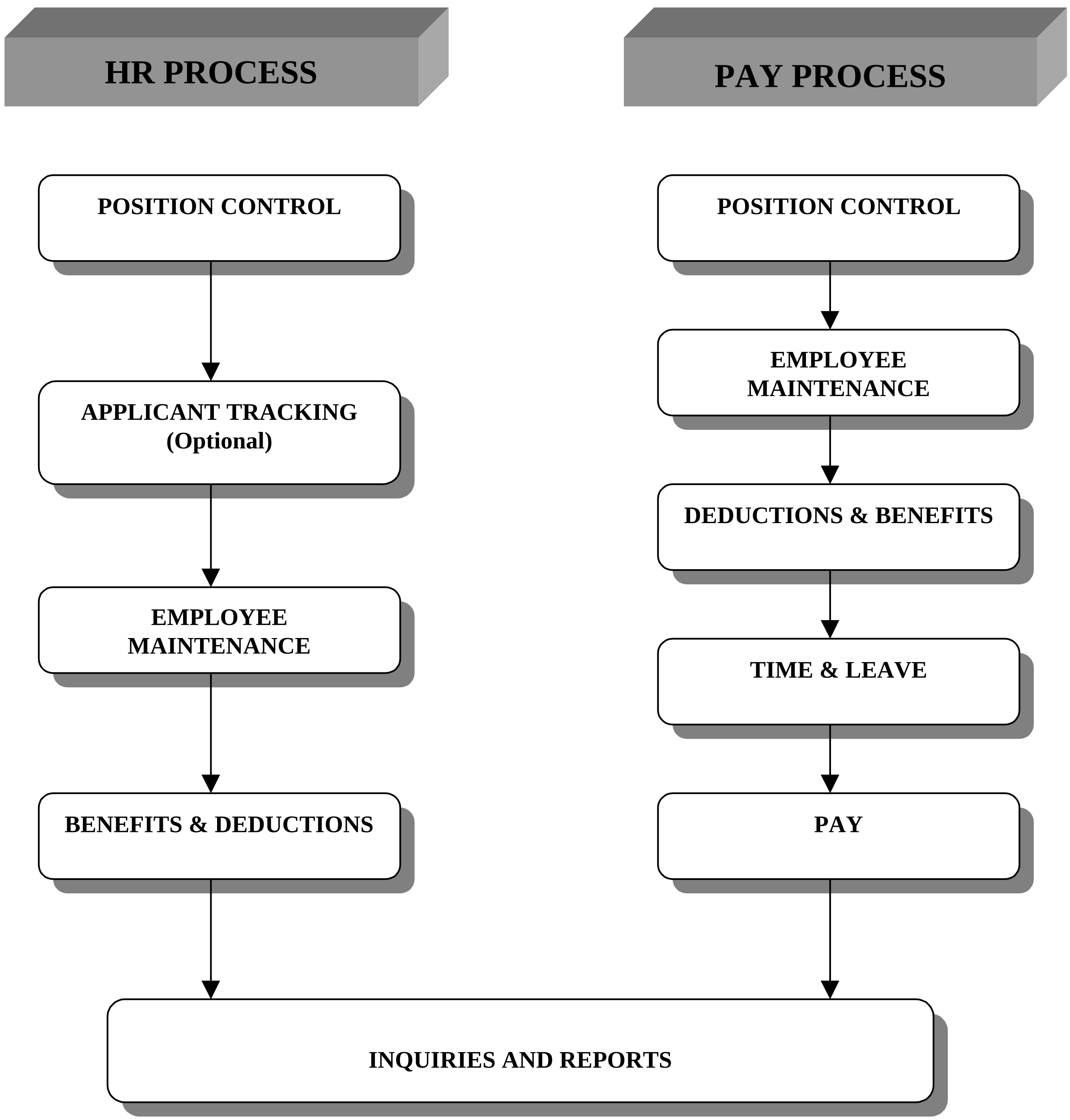
The use of the SAM II HR/Payroll Applicant Tracking subsystem is optional. Individual agencies may, at their own discretion, utilize the Applicant Tracking subsystem to facilitate the recruitment process and the maintenance of applicant data on a departmental basis. The Management and Applicant Information Resources System (MAIRS) is an existing system currently used by the Office of Administration/Division of Personnel. MAIRS will continue to be utilized for merit employees within Uniform Classification and Pay (UCP) System agencies. The SAM II HR/Payroll Applicant Tracking Module may be implemented for non-UCP agencies or for applicants to non-merit positions within UCP agencies.

EMPLOYEE MAINTENANCE

The Employee Maintenance subsystem provides the functions of recording employee information, hiring employees, performing in-service personnel actions and separating employees. You must have an approved vacant position before you can hire an employee. Once a person is hired, the basic information that identifies them is entered into the employee database. If you are using Applicant Tracking, data for an applicant is carried over to the applicable employee record. Employee assignment data ties each employee to an authorized position within an agency/organization. Using the effective-dating feature, the subsystem maintains detailed records of personnel actions performed on employees.

The functions described above will enable the State of Missouri to view the latest employee information online. The effective-dating feature allows the recording of a complete history of changes and updates made to employee records.

HR PROCESS AND PAY PROCESS



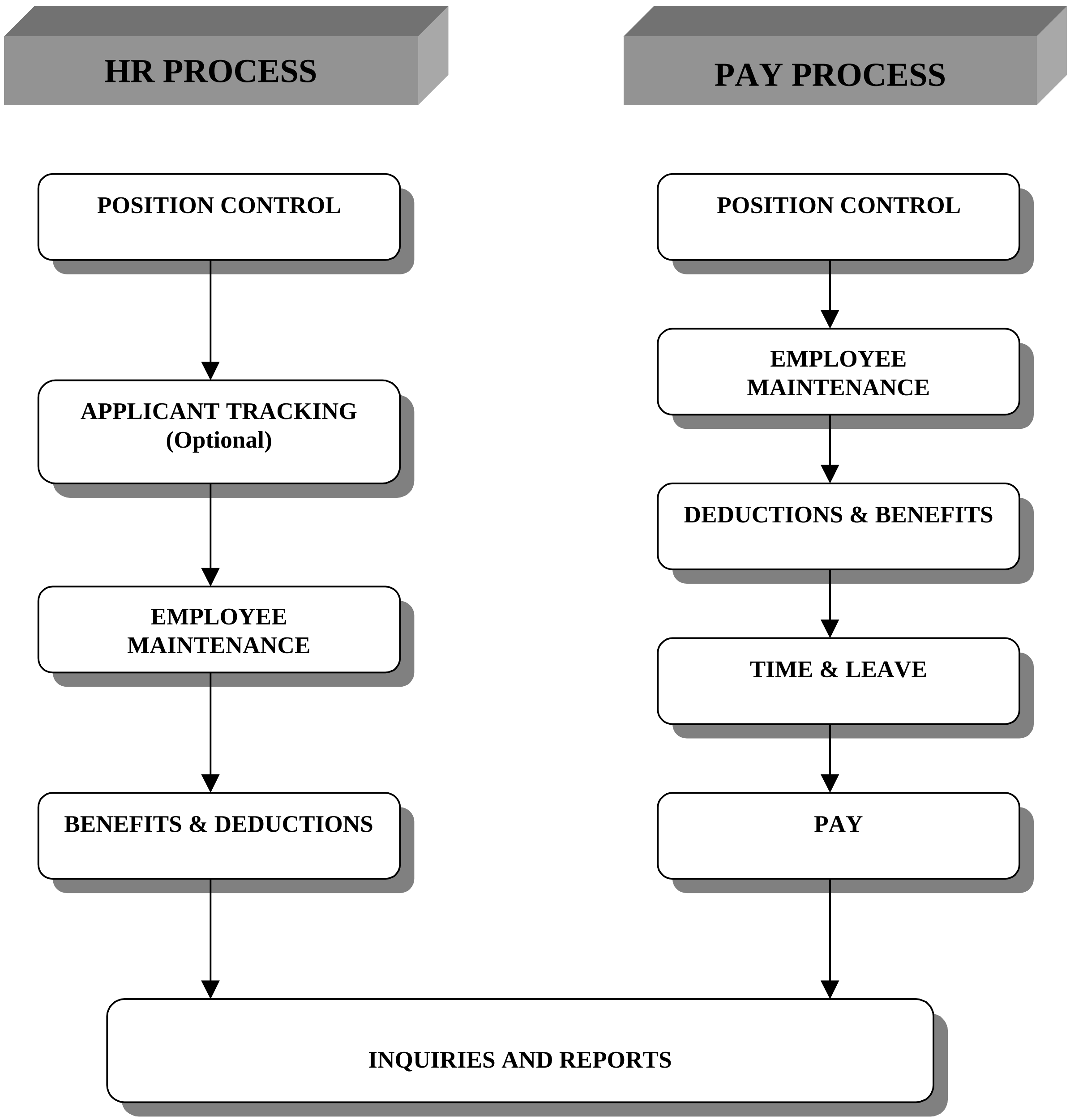
HR PROCESS

DEDUCTIONS AND BENEFITS

The Employee Benefits subsystem provides the functionality of defining benefit eligibility rules, identifying a specific benefit option available to an employee, outlining voluntary and non-voluntary deductions and establishing employee benefits and deductions.

The functions described above will enable the State of Missouri to accurately set up tax withholding calculations for city, state and federal entities and improve information tracking regarding employee benefits and deductions.

HR PROCESS AND PAY PROCESS



PAY PROCESS

The functionality provided by the SAM II HR/Payroll system includes the following:

- Position Control
- Employee Maintenance
- Benefits and Deductions
- Time and Leave
- Pay

Let us briefly review the benefits of each of the functional areas.

POSITION CONTROL

In addition to entering descriptive information of positions in the HR process, pay parameters are also entered in the Position Control subsystem to facilitate the pay process. When defining a position in the Position Control subsystem, the accounting distribution can be assigned to an employee or employees within this position. In addition, the "Title" entered defines and identifies the employee's position and provides a salary range guideline. The "Sub-Title" determines pay policy, deduction policy and leave policy.

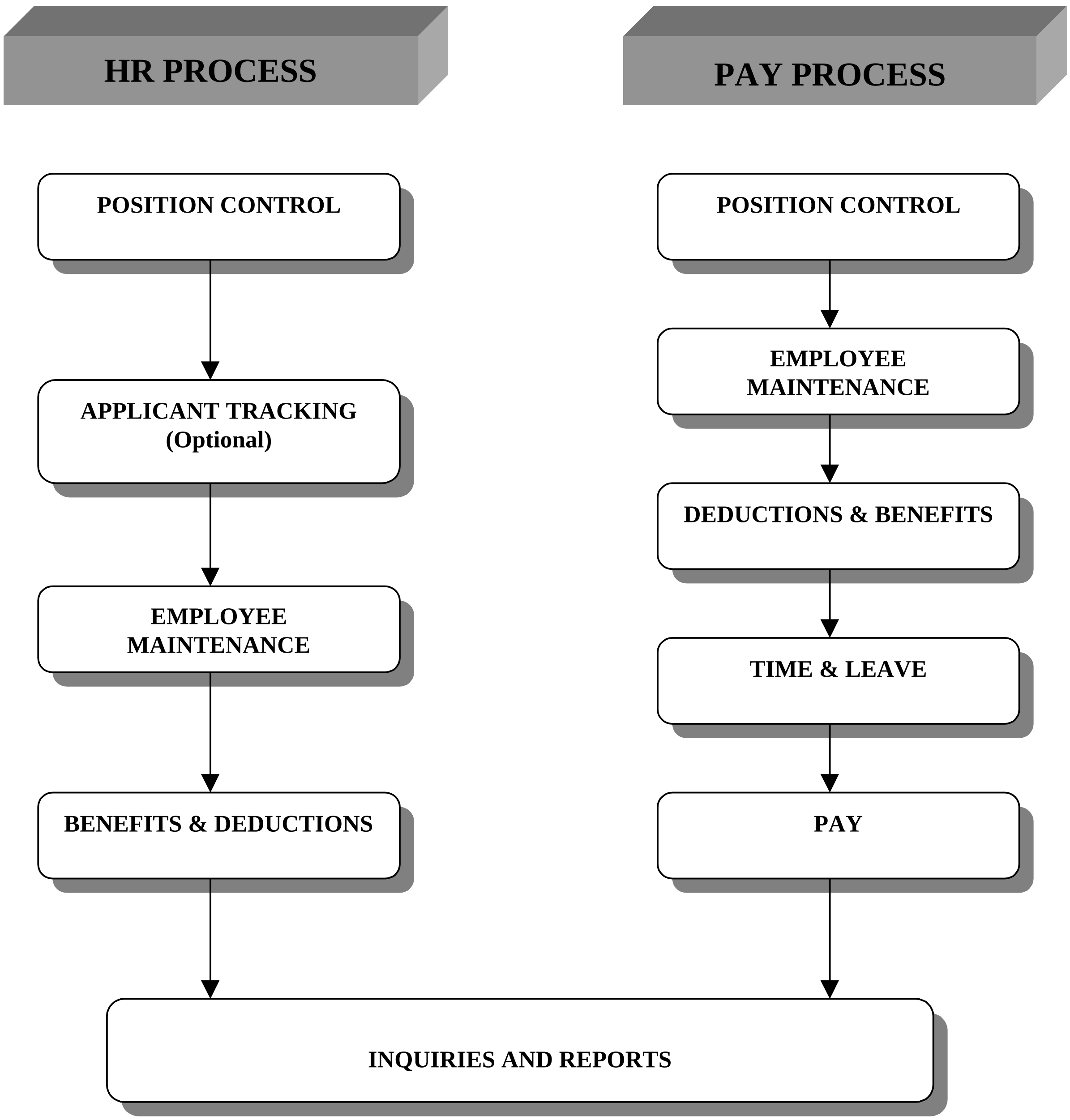
EMPLOYEE MAINTENANCE

The Employee Maintenance subsystem provides the functionality to manage an employee's pay information. Once an applicant is hired into a position, pay information entered in the Position Control subsystem will be used automatically on the Employee Maintenance screens unless overridden. If the position data is not appropriate, the user can override information including pay parameters. Flexibility in associating an employee with a pay setup is part of maintaining the employee in the system. The established pay data will then be used in the pay process.

DEDUCTIONS AND BENEFITS

The relationship of employee benefits and deductions to specific "policies" established by the employee's assignment is an important component. In addition to mandatory tax withholdings, there are a variety of payroll deductions that may be withheld from each paycheck such as 401K, credit union, saving bonds, etc. All of this information plays a crucial role in facilitating a pay process.

HR PROCESS AND PAY PROCESS



PAY PROCESS

TIME AND LEAVE

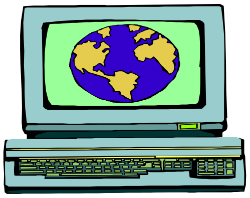
The time-reporting process in the SAM II HR/Payroll system supports the functionality of entering, correcting, and viewing time and attendance data at the employee level as well as the pay location level. It also allows employees to electronically submit leave requests that supervisors subsequently approve.

The functions described above will accommodate time reporting not only for positive-paid (hourly) employees, but time will also be entered for exception-paid (salaried) employees where they take leave, earn overtime, or change their accounting distribution information. The SAM II HR/Payroll system will also implement pay processing on a semi-monthly basis. Accurate time and leave reporting is critical because it determines the accuracy of employee paychecks generated by the pay process.

PAY

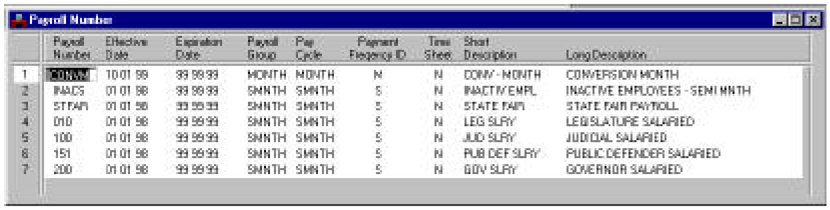
Using information fed from the subsystems described above, the SAM II HR/Payroll system supports automated leave accrual and accounting, automated pay calculations, online payroll adjustments and comprehensive cost accounting capabilities. Payroll processing has activities associated with individual agencies as well as with the administrative groups in the Office of Administration (OA).

The new payroll system will enable the State of Missouri to run pay processes on a semi-monthly basis. It will also maintain detailed and summary payroll history and allow online inquiries.

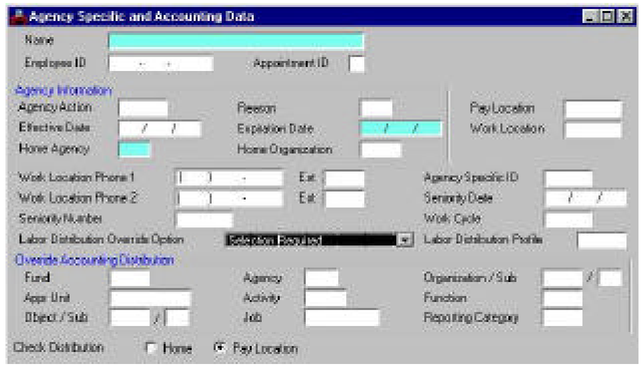


SAM II OPERATIONAL SYSTEM COMPONENTS

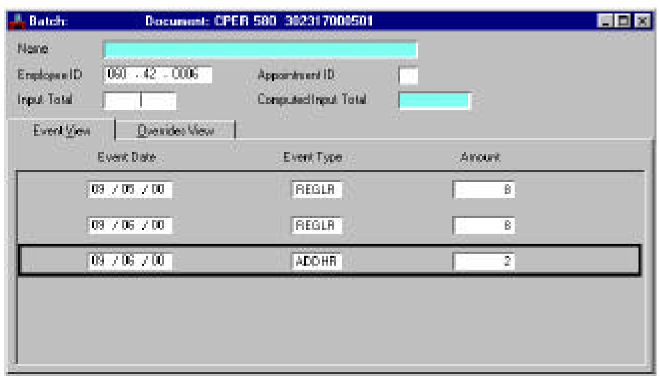
- ## Reference Tables



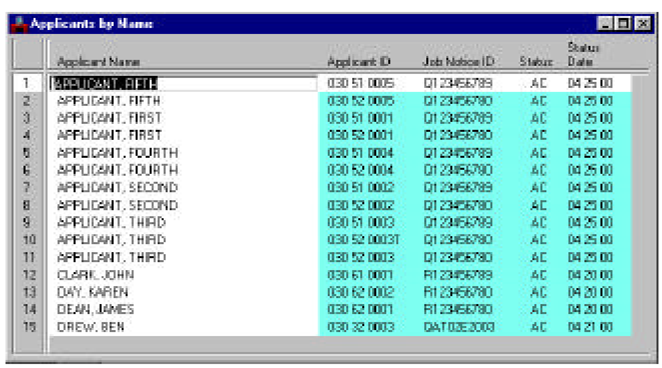
- ## Transactions



- ## Documents



- ## Inquiries



SAM II OPERATIONAL SYSTEM COMPONENTS

This section provides a basic understanding of how information is organized and stored in the system. The SAM II HR/Payroll system consists of the following major data components:

- Table windows
- Transaction windows
- Documents
- Inquiry windows

Table windows access tables that contain HR information. These are referenced by a variety of activities in the system. As part of your work activities, you may use table windows to maintain and update information. Reference tables are used to validate entries in the system. They require a one-time setup and are maintained by the Office of Administration. “Simple” table windows display multiple records per screen; “complex” table windows display one record per screen with more detailed information. The term "table" is often used synonymously with "table window" in the SAM II system.

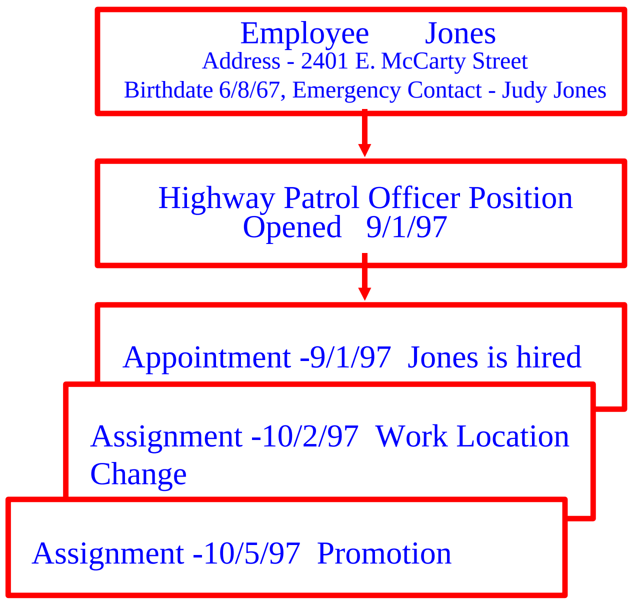
Transaction windows are used to record and maintain data for an employee, applicant, job notice, or position. These transactions update one or many tables. There is no such thing as an ESMT table or a PSMT table. A Transaction ID is associated with every transaction. If transaction data is accepted, it is immediately written to the system database; once a transaction is initiated, it is stored on a transaction listing table. The term "transaction" is often used synonymously with "transaction window" in the SAM II system.

Documents are used to record information specific to an employee’s accounting, pay and leave activity. They contain time-sensitive data. SAM II HR/Payroll validates the data entered in a document and either accepts or rejects the data. Accepted documents update the database immediately; rejected document data is stored with an associated error messages until deleted or corrected. Once a document is created, it is stored on a document listing table.

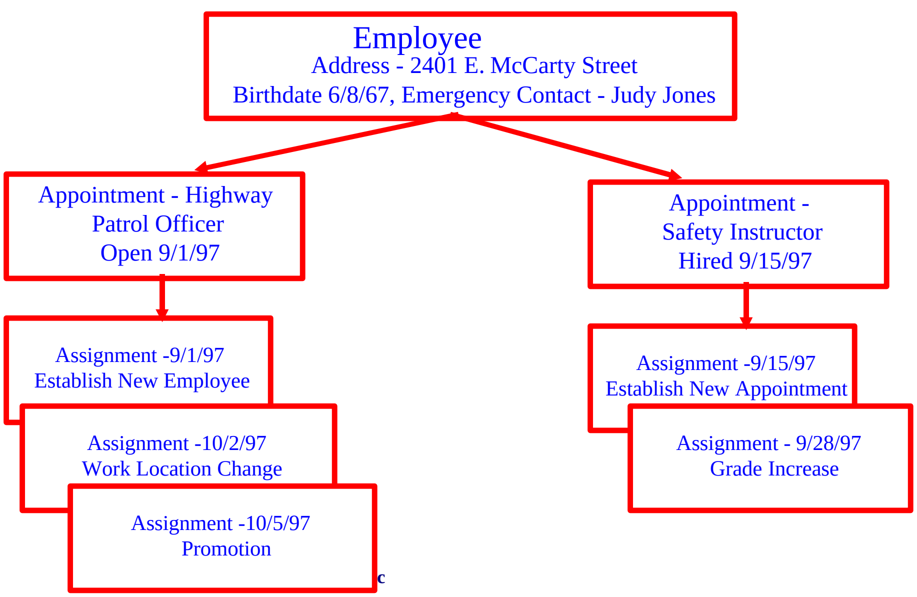
The inquiry window component of the system allows the viewing of position and employee information as well as the results of each pay period’s calculations. They are used to easily view pertinent data on-line. Inquiries are automatically maintained by the system. Data on the database cannot be added, changed or deleted manually by using an inquiry window. Some inquiries contain a summary of cross-reference information taken from several tables, which allows you to see highlights or information pertaining to a specific topic without having to open additional windows. Inquiry windows are often referred to as inquiries in the SAM II system.

APPOINTMENT, ASSIGNMENTS & POSITIONS

Position   Employee Appointment/Assignment



Employee with Multiple Appointments/Assignment



APPOINTMENT, ASSIGNMENTS & POSITIONS

Some special features impacting functional and technical processes in SAMII HR/Payroll are Appointments and Assignments.

Appointment – The particular job (or jobs) that an employee holds.

Appointment Record – If an employee holds more than one job with the State of Missouri, that employee will have an Appointment Record for each job for the discrete period of time the job is held.

Primary Appointment - If an employee holds only one job with the State of Missouri, that is their primary appointment. If an employee holds more than one job, the job representing the largest FTE will be their primary appointment. This will impact EEO and FLSA processing and reporting.

Secondary Appointment – Represents additional job(s) an employee may hold.

Assignment – Provides activity information about the job an employee holds for a specific period of time. For example, a new hire is an assignment; a promotion is a different assignment with the same "job". Any personnel action on an ESMT or AGYS is an "assignment".

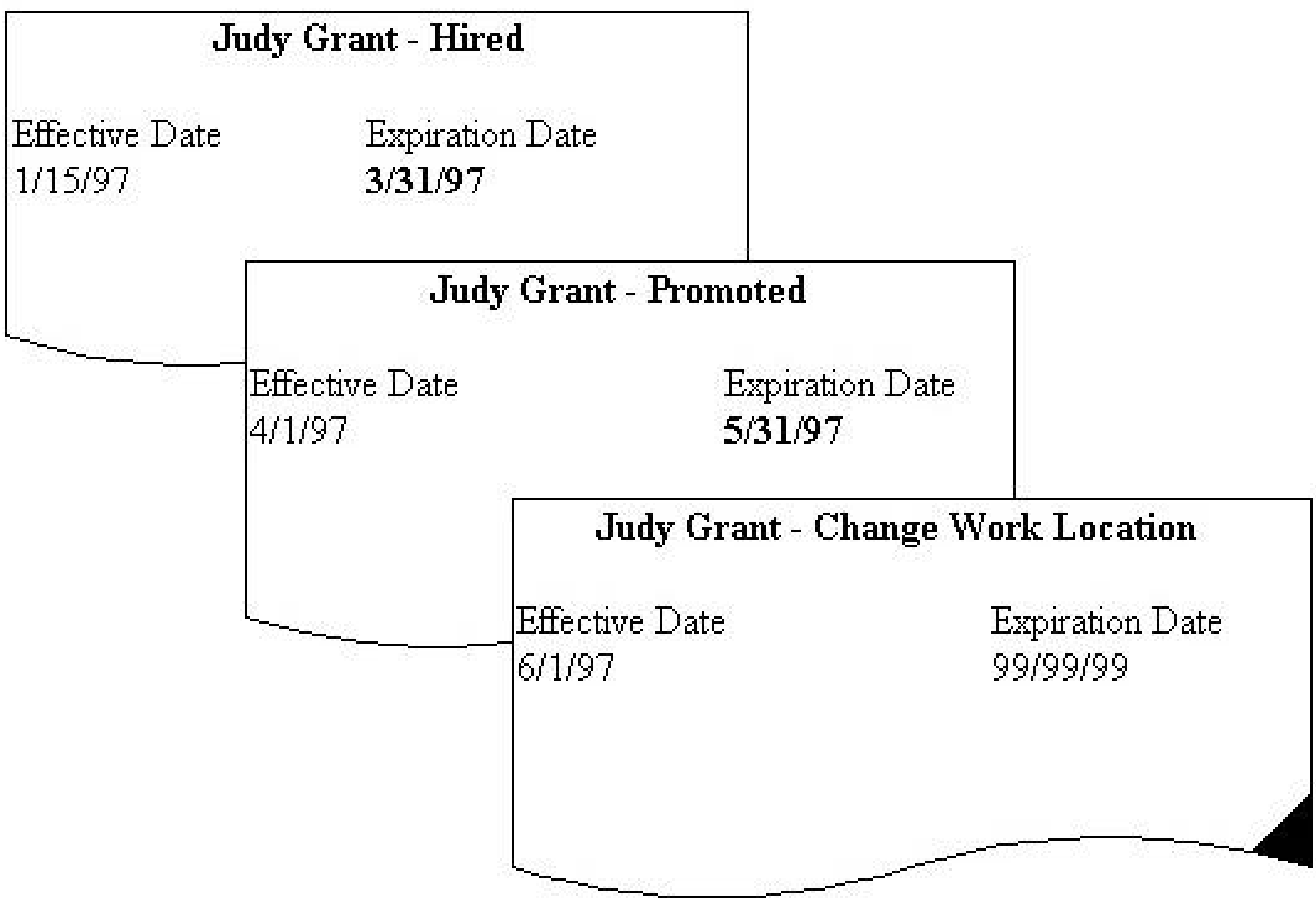
Assignment Record - An Assignment record is created every time something unique about an employee's appointment changes. For example, if an employee gets a new position or title, or is promoted or demoted, a new Assignment Record is created by the system. This provides a complete electronic personnel file about each discrete appointment or condition under which the employee works. One assignment record must be effective at all times, and there cannot be any gaps between Assignment Records.

It is important to know that personnel information is stored in the system at the employee level. The first illustration on the left indicates an example of appointment/assignments of an employee. The appointment is the employee's job - Highway Patrol Officer; the assignments (or activities within the job) include establishing a new employee, changing the work location and receiving a promotion. These represent time-sensitive changes to the employee. The second illustration reflects a second appointment and related assignments for the same employee. As noted in this illustration, HR (or personnel) information does not need to be re-entered since it is separate from Job information.

Position

Employees of the State of Missouri are hired or promoted into positions. The position number identifier is part of the assignment attributes. A position name/title is associated with each position number.

Assignments and Effective-Dating



EFFECTIVE DATING

Effective dating is used to describe the period of time for which an action or record is valid. Almost all tables in the SAM II HR/Payroll System contain effective-dated records. Each effective-dated record has two dates associated with it - an effective date and expiration date. These two dates describe a time period during which the data in the record is valid. When a particular record is no longer valid, it is not deleted from the table. Rather, an expiration date is entered, describing the last date on which the record is valid. If there is a subsequent (replacing) entry, it will have an effective date as of the next day. All history for employees and associated reference tables is maintained in the SAM II HR/Payroll System using effective dating. If a table is ever referred to as being effective dated, this means the table contains effective dated records. No table in the SAM II HR/Payroll system is effective dated on the table level.

The definition above and the illustration on the left explain how the system stores records, and how each record "lays over" the previous record. Notice the appointment of Judy Grant.

The effective date of hire was 1/15/97; at that time the expiration date automatically generated was 99/99/99.

The effective date of the promotion of Judy Grant was 4/1/97; at the time of this promotion, the system automatically assigned an expiration date of 3/31/97 to the previous record stored on her hire (the appointment record).

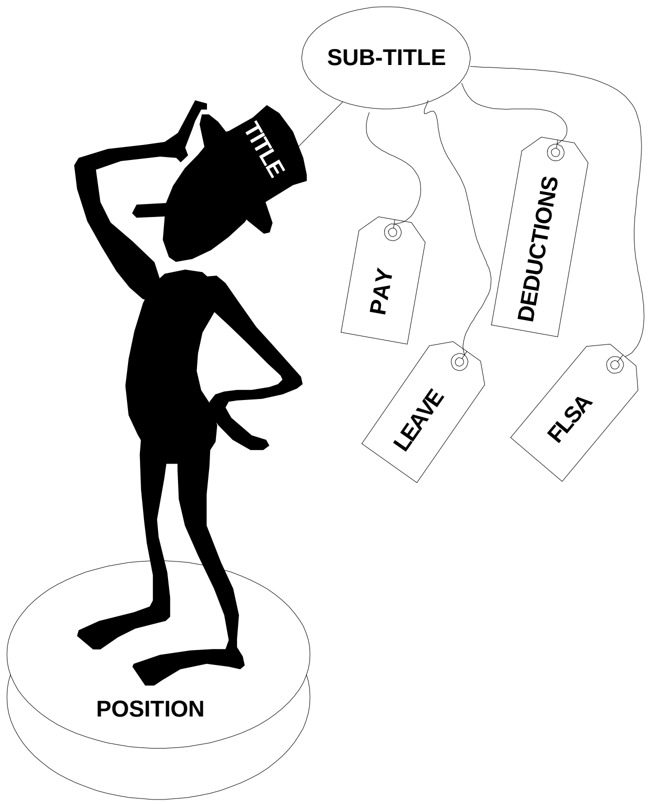
Later, the work location change effective on 6/1/97 caused an expiration date of 5/31/97 to be assigned to the previous record (promotion).

Understanding these features of the system will be beneficial as you continue to learn functional and technical processing tasks related to employee maintenance in the SAM II HR/Payroll System.

Multiple Personnel Actions on the Same Day

Changes to an employee's position, like promotion, leave without pay, title change, pay rate change, etc., are tracked by personnel actions. In order to select the desired personnel action from the Data Warehouse database, it is important to realize that an employee could have multiple personnel actions entered on the same day. Then when the nightly cycle runs to update the Data Warehouse from the SAM II database, all of the changes will be captured and loaded. The summary tables will also hold the changed information. When reports are run against this data, the user could get multiple actions returned. As will be discussed later in the Data Model, the ESML and other log tables will be used to track these changes.

TITLE / SUBTITLE RELATIONSHIPS



- Titles and subtitles are agency/org specific.
- An employee must have both a title and a sub-title
- The title drives/determines the salary minimums and maximums, pay grade, and FLSA status for the position.
- The subtitle drives/determines the position's pay, leave, and deduction policies, and the FLSA, and client profiles.
- Subtitles associated with a certain title drives/determine the policies and profiles that individual is eligible for in a certain position.

TITLE / SUBTITLE RELATIONSHIPS

The title and sub-title define specific parameters around a position. Every employee has a title and a subtitle. In SAM II HR/Payroll, the Title Table (TITL) is a "complex" reference table that defines the title for the position as well as the minimum and maximum salaries, pay grade and FLSA status for the position. The Title Category is used to tie multiple titles to a position. For example: multi-allocations, job clusters and trainee assignments. The Sub-Title (STTL) is also a "complex" reference table that identifies the set of pay, leave, and deduction policies as well as the FLSA profile and client profile that govern employees in a particular title. Multiple sub-titles have been set up per title.

The State of Missouri has established certain state-wide policies regarding pay, leave, benefits, and deductions that are in compliance with The Federal government's guidelines for overtime in certain situations. These policies translate into categories, types and plans that are available to certain groups of employees. Each employee appointment has certain policies associated with it. Separate policies have been established for each agency that has requirements unique to its organization. The system automatically checks to see that an employee is eligible for specific pay, benefits, and deductions according to their policy. The policy each employee is governed by is tied to the position through the subtitle.

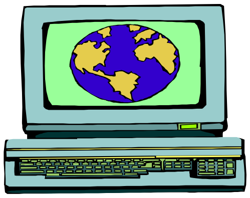
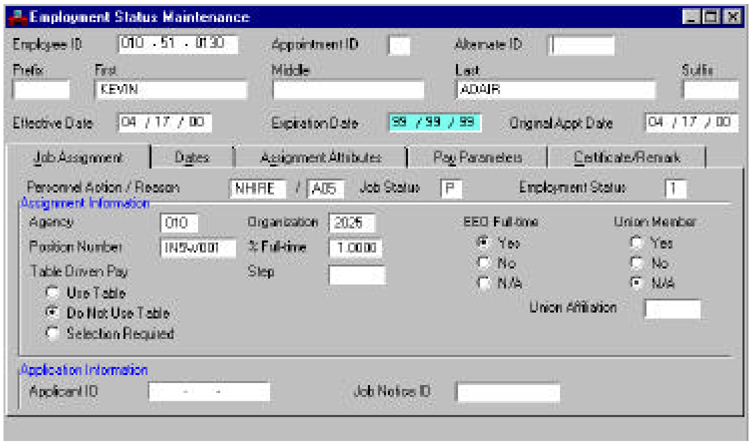
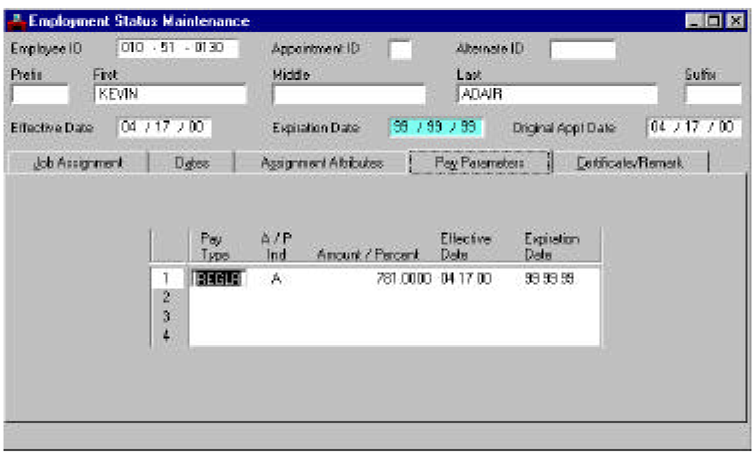


TABLE-DRIVEN & NON-TABLE-DRIVEN PAY



This employee has non-table driven pay. The "Do Not Use Table" option is checked.

The Step field is blank.



The Pay Parameters tab shows the amount of pay this individual will receive.

TABLE-DRIVEN & NON-TABLE-DRIVEN PAY

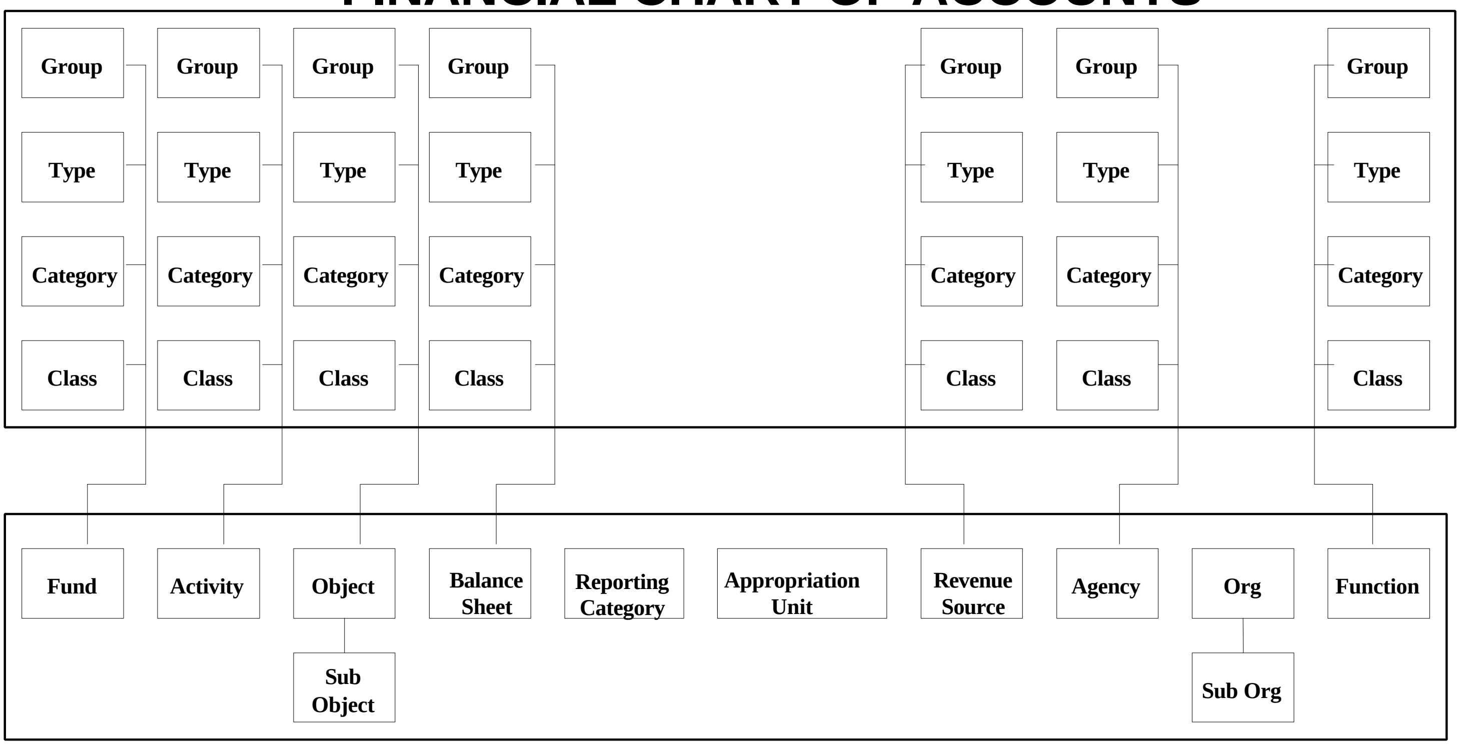
Table-driven pay means that an employee was hired into a position that was associated with a pay policy that pulled compensation from a table arranged in grades and steps according to experience or length of time. Non-table driven pay means the employee's compensation is not tied to a table entry, but is instead determined by other factors that are known to the employee and his/her supervisors. This is indicated by the use of the "Use Table" option on the PSMT and the ESMT transaction. Choosing this option indicates that the base pay for the position is tied to a specific pay plan in the SAM II system. The "Do Not Use Table" option indicates that the base pay for the option is not tied to a pay plan. Position information will contain the pay policy codes for those employees that are table driven and have not had an override applied to their assignment. Assignment information will hold the pay policy codes for table-driven employees that have had an override to the position information.

Non-classified employees, hourly, and temporary employees could fall into the non-table driven category. To produce pay-related reports for these individuals, you may need to differentiate between them and table driven employees. To determine this, examine the table driven or non-table driven flag in the on-line system or in the position information in the Data Warehouse. If the flag is set, the employee is table driven, otherwise, the individual is a non-table driven paid employee. Their pay rate information would then be found in the Pay Parameters tab on the ESMT in the on-line system or in the employee information in the Data Warehouse.

It may be necessary to be aware of this when obtaining or analyzing reports from the Data Warehouse. If this topic could become a problem in the analyzing, generating, or validation of reports, then you may need to seek out a functional individual with greater experience in this topic that could guide you toward your goal.

CHART OF ACCOUNTS DATA STRUCTURE

FINANCIAL CHART OF ACCOUNTS



HR/PAYROLL CHART OF ACCOUNTS

CHART OF ACCOUNTS STRUCTURE

The SAM II Chart of Accounts structure is depicted on the facing page. The structure has five "rollup" levels consisting of Group, Type, Category, Class, and Code. The HR/Payroll part of SAM II is generally concerned with the lower Code level consisting of ten areas. The Financial group emphasizes Group, Type, Category, and Class. All HR accounts have rollups to a Financial account except for Reporting Category, Appropriation Unit, and Organization. A "rollup" amounts to the summing of an account and adding it to the next higher level. The Cost Center from Financial has been replaced by the Agency/Org combination. The Department-Division-Section from PARS has also become Agency/Org. This unifies the Chart of Accounts for Statewide purposes.

Much of the SAM II HR/Payroll system data organization is keyed by Agency and/or Organization. This ties into the Chart of Accounts setup. Security in the SAM II HR/Payroll on-line system is determined through Agency / Org. This means that reports that are run against the on-line database display results only for the agency and organization to which that employee belongs or has authority to see.

In the Data Warehouse, security is determined by Agency only. This means that when reports are run against the Data Warehouse, results will be displayed only for the agency that the individual running the report belongs to or has authority to see. Data for all organizations in that agency will be present in the report results.

AGENCY / ORG ROLLUPS

Exhibit 1

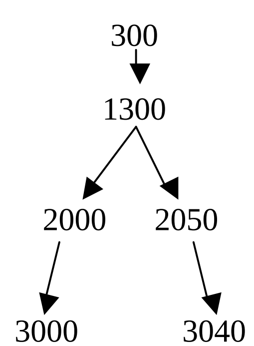
Each org rolls up to the one on its left															
Agency	Org	Level Ind.	1	2	3	4	5	6	7	8	9	10	11	12	Flag
300	1000	1	1000												
300	2000	2	1000	2000											
300	3050	3	1000	2000	3050										
300	4010	4	1000	2000	3050	X4VW									
300	5000	5	1000	2000	3050	X4VW	5000								
300	6000	6	1000	2000	3050	X4VW	5000	6000							
300	7000	7	1000	2000	3050	X4VW	5000	6000	7000						
300	2010														
300	3010														

Exhibit 2

FISC_YR	AGCY_CD	ORGN_CD	ORGN_LONG_DESC	LEVEL_IND	RPTG_ORGN_1	RPTG_ORGN_2	RPTG_ORGN_3	|	RPTG_ORGN_12	RPTG_ORGN_CONCAT
2000	300	1300	OFFICE ADMIN	01	1300			|		1300
2000	300	2000	COMMISSIONER'S OFFICE	02	1300	2000		|		13002000
3000	300	3000	COMMISSIONER'S OFFICE .STAFF	03	1300	2000	3000	|		130020003000
2000	300	2050	DIV OF ACCOUNTING	02	1300	2050		|		13002050
3000	300	3040	ADMINISTRATION	03	1300	2050	3040	|		130020503040

Exhibit 3

Without RPTG_ORGN_CONCAT field	**With RPTG_ORGN_CONCAT field**
1300	1300
2000	2000
2050	3000
3000	2050
3040	3040



AGENCY / ORG ROLLUPS

Rollups

Everything to the right of Agency in exhibit 1 in the chart on the facing page will roll up to the left and will then roll up to the Level 1 Org, - Org 1000. Then everything in Org 1000 will roll up to agency 300. Agency/Org 300/2000 could represent Rent. Agency/Org 300/2010 could represent Utilities. On each level, the total of each Org number rolls up to (or is summed and added to) the Org number to its left. Thus X4VW rolls to 3050; 3050 rolls to 2000; 2000 rolls to 1000. The complete listing of these Organizations represents the set from which the report developer must prepare the report. It is important to be aware of this structure when producing reports. A request for a report by Agency/Org sorted numerically is different than a request for a report by Agency/Org sorted hierarchically.

Concatenated fields on Org Table

Concatenation is the linking together of similar things like links of a chain one behind another to create a longer whole. The Data Warehouse database is built so that the Reporting Org fields are already concatenated. This allows reporting to be done much easier. The fields will sort properly and hierarchical reports will be more easily written. An example follows using the middle table, exhibit 2, on the facing page.

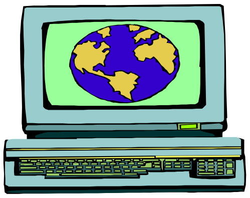
In the Data Warehouse, for the HR reference table REF_ORGN (Reference Organization) a new field RPTG_ORGN_CONCAT has been added.

This field will contain the concatenated value of the RPTG_ORGN_1 through RPTG_ORGN_12 fields. The RPTG_ORGN_CONCAT field will be used by the Data Warehouse front end web interface for organization level structure reporting

Note: If you had the organization value without the RPT_ORGN_CONCAT field you could not tell which level 2 organization 3000 reports to without applying additional coding logic to the fields. But with the RPTG_ORGN_CONCAT field you can tell organization 3000 reports to organization 2000. By sorting on this concatenated field, it becomes possible to sort the org data in hierarchical order. This is further illustrated in exhibit 3.

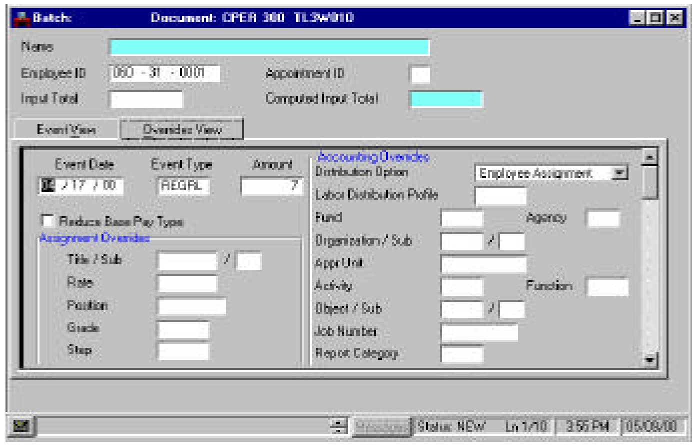
Usage

If the report writer is not aware of the implications of dealing with hierarchical rollups and concatenated keys when a report is produced, an entry could be listed many times on the report. Incorrect reporting will occur. When joining or selecting information dealing with the Chart of Accounts information, it is imperative that the correct data be selected by Agency/Org and Fiscal Year.



ACCOUNTING ATTRIBUTES & OVERRIDES

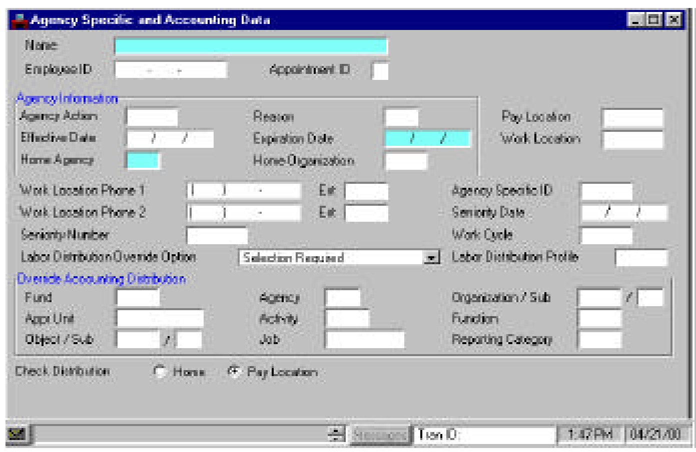
1) Are there any accounting overrides on the timesheet?



Accounting distribution overrides are done here.

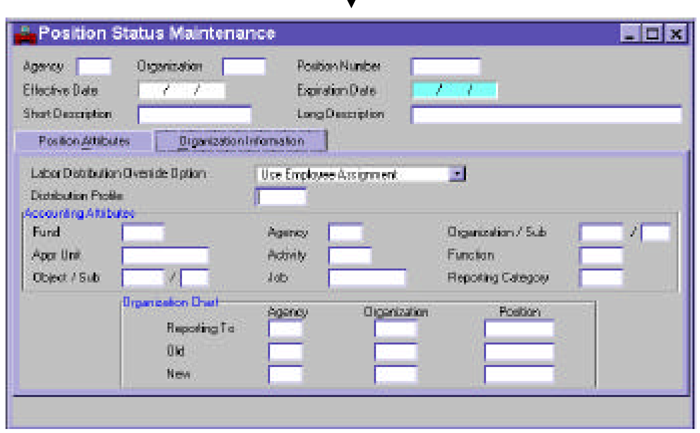
No - Then look at the assignment

2) Are there any accounting overrides on the employee's assignment (AGYS)?



NO

3) Then use the accounting distribution associated with the employee's position (PSMT).



Accounting distribution attributes are established here.

ACCOUNTING ATTRIBUTES & OVERRIDES

All positions in the SAM II HR/Payroll System have accounting attributes established on a Position Status Maintenance (PSMT) transaction. When an employee is assigned to a position, the accounting attributes that are established for the position are used as the employee's default accounting attributes. Any employee that fills a particular position automatically assumes the position's accounting attributes.

All pay events for the employee charge to the position's accounting attributes, unless this information is overridden at the employee level. It is possible to override the accounting information established on the position by:

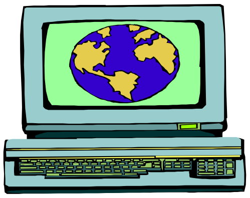
- Entering accounting information on the Agency Specific and Accounting Data (AGYS) window.
- Entering accounting information on Timesheets (i.e., Current Period Timesheet (CPER), Current Period Individual Timesheet (CITS), Group Timesheet (CREW) or Prior Period Timesheet (PPER)) for specific days, hours, or pay periods.

1) The SAM II HR/Payroll System first looks to the employee's timesheet to determine if any accounting information is entered. If there is accounting information entered on the employee's timesheet, the system uses that accounting information instead of the employee's default accounting information.

2) If no accounting information is entered on the employee's timesheet, then the system looks to the employee's AGYS to identify the accounting information. If there is accounting information entered on the employee's AGYS, the system uses that accounting information instead of the employee's default accounting information.

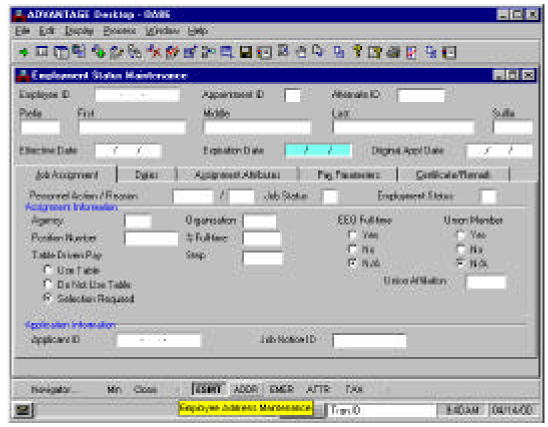
3) If no accounting information is entered on either the employee's timesheet or the employee's AGYS, the employee's position accounting information is used. Accounting information can be entered using a labor distribution profile. This is a pre-determined grouping of one or more specifically-defined accounting strips. This allows employees to be paid from one or multiple accounting distributions. Agencies can establish their own labor distribution profiles (LDPR).

It is necessary to keep in mind that timesheet entries (CPERs) are not effective-dated, while position (PSMT) and employee assignment (AGYS) entries are effective dated.

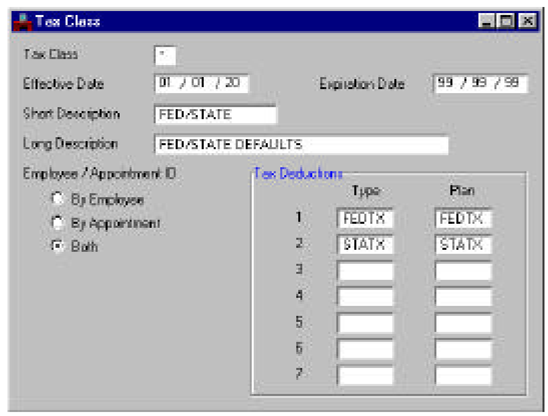


USE OF THE * (asterisk)

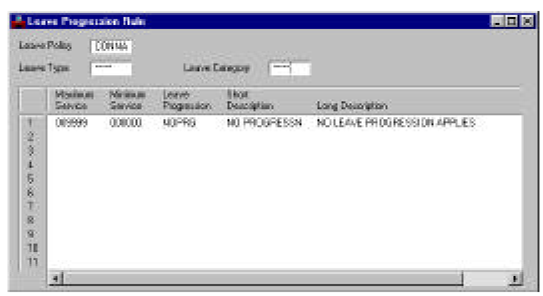
Appointment ID on the ESMT



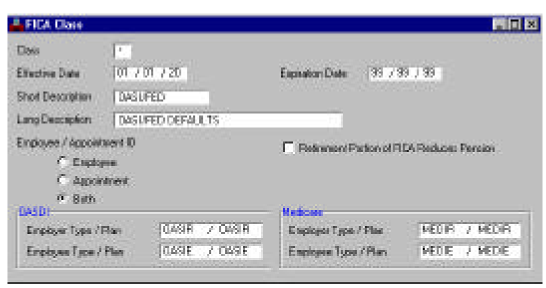
Asterisk on the TAXC table



Asterisks on the Leave Progression Rule table



Asterisk on the FICA Class screen.



USE OF THE * (asterisk)

The SAM II HR/Payroll system uses an asterisk * in a couple of ways

Appointment ID

The asterisk can be used in the Appointment ID field when a person has more than one appointment, or job, with the State. This could be within the same agency or not. When this occurs, there are times when reports need to be generated for an employee across all their jobs. In situations like these, the asterisk is used as a wildcard to indicate that whatever action is to be taken it will apply to all appointments the employee currently has.

TAXC

The asterisk is also used in the TAXC table as the name of a type of Tax Class. This identifies the taxes to which an employee in this particular tax class is subject.

Leave Progression

In the Leave Progression Rule table (LPRL), four asterisks are used as the name of a leave type. When this is entered, it means that this particular leave type is eligible for leave progression, because this leave progression rule is defined for all leave types.

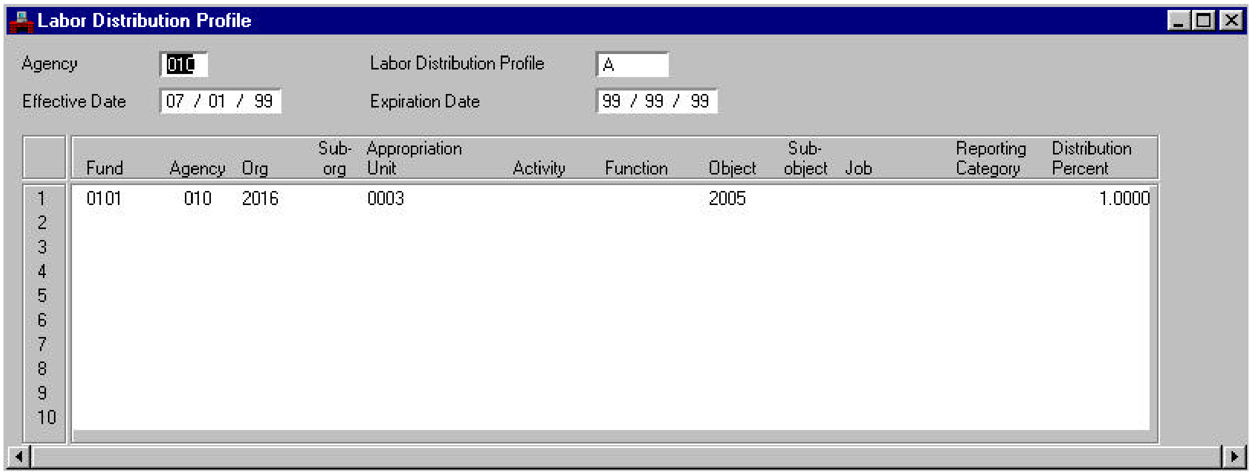
FICA/TAX

The asterisk is also used in the FICA table as the name of a type of FICA Class. This identifies the taxes to which an employee in this particular FICA tax class is subject.

When report results include one or more asterisks in the output, the user will need to consider carefully what they refer to and where they came from.

MASTER TABLE DRIVEN CHANGES TO DATA

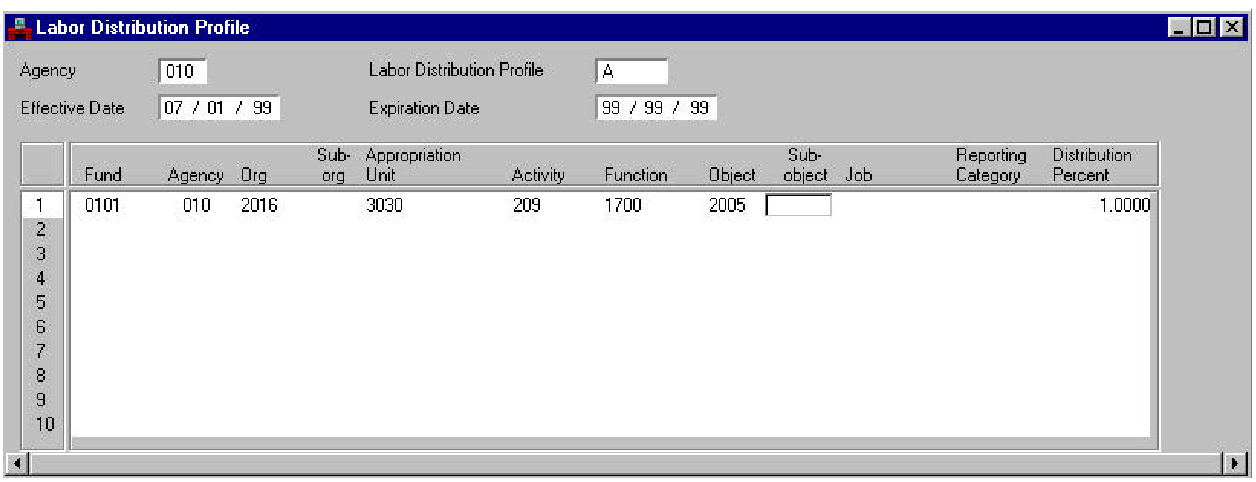
LDPR


Labor Distribution Profile

Agency: 010
Labor Distribution Profile: A
Effective Date: 07 / 01 / 99
Expiration Date: 99 / 99 / 99

	Fund	Agency	Org	Sub-org	Appropriation Unit	Activity	Function	Object	Sub-object	Job	Reporting Category	Distribution Percent
1	0101	010	2016		0003			2005				1.0000
2												
3												
4												
5												
6												
7												
8												
9												
10												

LDPR Change


Labor Distribution Profile

Agency: 010
Labor Distribution Profile: A
Effective Date: 07 / 01 / 99
Expiration Date: 99 / 99 / 99

	Fund	Agency	Org	Sub-org	Appropriation Unit	Activity	Function	Object	Sub-object	Job	Reporting Category	Distribution Percent
1	0101	010	2016		3030	209	1700	2005				1.0000
2												
3												
4												
5												
6												
7												
8												
9												
10												

MASTER TABLE DRIVEN CHANGES TO DATA

It is important to know that not all changes could be caught by reports that run using an effective dating criteria. Let's suppose that you run into some weird anomalies that present changed data in an employees record without a corresponding dated personnel action or other apparent reason. It would appear as if the data simply changed for no known reason. This would not be because of a change made to the employee's record in the operational database. It might be because someone changed an entry in a master table. Changes in master table data are not easily detected until anomalies appear. When a master table changes, there is no history connecting it to the employee's record, yet the data in the employee's record that depends on that table entry will change.

If this happens, then look for a table change to verify that it was correct. These types of changes will occur most frequently in labor distribution information. Position information and employee assignment information might need to be suspected next. Sometimes pay information needs to be examined as well.

For example, an agency might change a fund or an agency/org combination on the Labor Distribution Profile (LDPR) table in the 3rd quarter. Any data that is pulled from an employees record that touches that labor distribution profile will be changed data. This change would not be connected to the employee's history through a transaction or document change. Other changes that might happen could be a change to a deduction, a change to a subtitle, or a change to the work schedule (WDAY). Any of these could result in incorrect data being produced.

When analyzing report data, it is important to be aware of these possibilities.

LAG PAYROLL & ANTICIPATORY PAYROLL

Differences With Payroll

- Change from monthly to semi-monthly pay cycles.
- Change from anticipatory to lag payments.
- Centralized time processing.
- Decentralized time collection.
- Leave processing.

NOTES

LAG PAYROLL & ANTICIPATORY PAYROLL

The State of Missouri is changing from an anticipatory payroll to a lag payroll in the implementation of SAM II.

Anticipatory Payroll

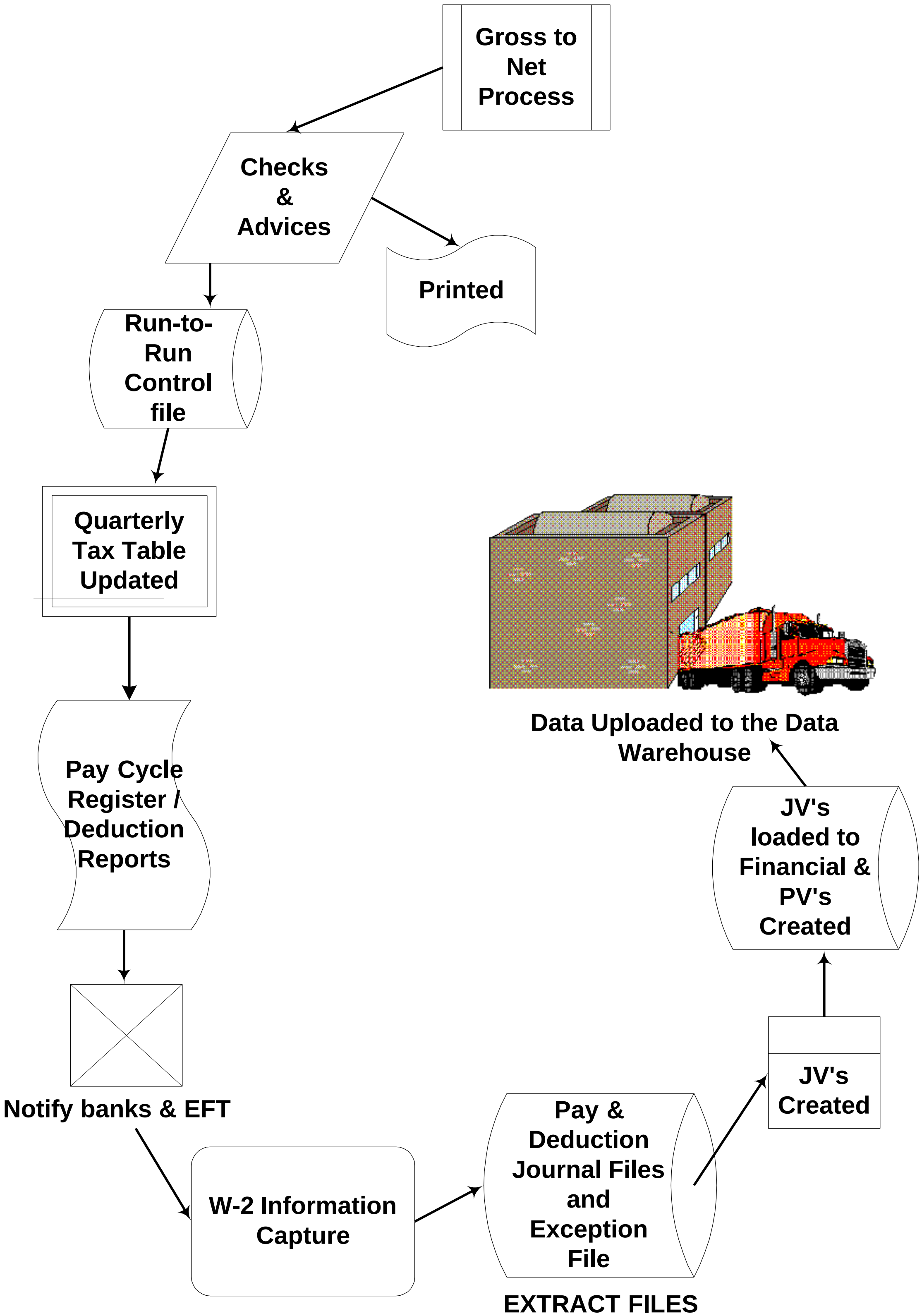
The anticipatory payroll assumes that the employee will be at work every day all day long the next month. It then pays the employee for the full next month's work. At the end of that next month, any time that was missed because of being taken for one reason or another must be accounted for and adjustments made. This cycle continues.

Lag Payroll

In a lag payroll situation there is a lag between when the employee works and when the employee gets paid for that work. The lag payroll assumes nothing. The semi-monthly process waits until the end of the next pay period to determine pay and "cut checks" to the employees.

Suppose you have worked from the first of the month through the 15$^{th.}$ (and now you are in the next pay period of the 16th through the 31st). In between the time of the 15th and the check cutting date, the 31st, the adjustments and all time taken the 1st through the 15th have been determined and entered into the system. This will be completed by the end of the next pay period (the 31st). At that time the system knows how much to pay the employee for the previous pay period. On the 31st the employee will then receive a paycheck for the 1st through the 15th pay period reflecting time worked, leave taken, and any other adjustments entered.

GROSS TO NET OVERVIEW



GROSS TO NET OVERVIEW

The Pay Cycle includes two main processes, Time to Gross and Gross to Net. Gross to Net (GTN) will produce the impacts found in the Data Warehouse.

The Office of Administrations, Division of Accounting (OA/ACC) will submit a "Regular Payroll Cycle Schedule" to the State Data Center in accordance with the Processing Calendar that will be initiated by OA/ACC with the workday cut off scheduling. The following describes the Gross to Net portion of the pay cycle.

The regular Gross to Net cycle calculates and accumulates gross payments such as base pay, FLSA pay, fringe pay, reimbursable pay, and leave cascading to pay. It also processes deductions and determines net pay amounts. It then calculates leave accrual amounts for eligible employees and creates a file of Automated Accrual (AACC) documents containing employee leave accrual information. These are then processed for FLSA compensatory leave accrual. Statistics for checks and their images are then prepared. Check and Advice (EFT pay stub) numbers are issued, the checks and advices are printed, and paycheck and advice information is applied back to the database. A Run-to-Run control file is then generated. The Quarterly Federal Tax Summary Table is updated. Pay Cycle Register reports and Pay Cycle Deduction reports are then generated. The bank notification and Electronic Funds Transfer extracts and register reports are then generated. W-2 tax reporting information is then captured. The next step creates a pay journal voucher extract file, a deduction journal voucher extract file and an exception extract file. Pay details and deduction details are read from the extracts and organized into Journal Voucher (JV) format with a header and detail line for each JV. JVs are created to reflect the payroll activity on the General Ledger. The JV documents are then loaded into the financial system for processing. The process then creates Vendor and Intra-governmental Payment Vouchers (PVs) for liabilities created as a result of the payroll run. The PVs can then be processed by the financial system in order to pay the various vendors. The Leave Summary Table is downloaded. This employee leave summary extract file can be used to determine current leave activity.

Output from the Pay Cycle Processing

- Employees' gross pay is converted to net pay,
- Benefits and deductions are calculated and subtracted,
- Affected detailed and summary tables are updated
- Checks are formatted and printed,
- Data is uploaded, processed, and updated to the database