

The Oregon Statewide Payroll Application (OSPA) has functionality to allocate the costs for a specific employee to the agency's budget structure. This includes PCA (or RTI), Index, grant, project and agency / comptroller object.

For agencies that maintain accounting records at the detail level in R\*STARS, OSPA interfaces summarized costs to R\*STARS at the PCA, Index, grant, project and AOBJ / COBJ level. Some agencies receive a data file from OSPA, run it through their cost accounting and send summary information to R\*STARS.

Agencies choose the level of OSPA functionality they will use for labor costing, including:

- Labor costing entered in the Position and Personnel Database (the PPDB)
- Labor costing entered for specific hours on the OSPA P003 or P004 Time Capture screens
- One-time or on-going gross pay adjustments entered in OSPA

Agencies can choose to further breakdown the payroll data once it is in R\*STARS through the RTI-split and/or R\*STARS Cost Allocation process.

## ***THE PPDB***

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Through PICS / PPDB the budgetary funding is assigned to each position. From this structure, the PPDB attaches the position funding to a specific employee. In OSPA, this information displays on the P030 Job Status Data screen.

The data on the P030 screen includes up to four lines of labor costing with an allocation percentage for each line.

- For agencies that use R\*STARS at the detail level, each labor costing line includes biennium, PCA and Index. In R\*STARS, this structure might also reference a grant and/or project or trigger the R\*STARS cost allocation process.
- Agencies that use R\*STARS at the summary level, assign their own structure to the 12 numbers.

Unless overridden by specific time or gross pay adjustment entries, OSPA distributes the employee's wages to this labor costing.

## ***TIME ENTRY SCREENS***

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Employees record their time with paper timesheets, agency specific electronic timekeeping systems or OSPA On-line Daily Time (ODT).

The P003 Time Capture screen contains the time and attendance information for employees who are not on ODT. Employees who are on ODT enter their time on the P004 Time Capture screen.

These screens have the following characteristics:

- The P003 screen summarizes time for the entire month. The P004 summarizes time by day.
- Time can be entered up to one-hundredth of an hour (###.##).

- The screens allow the user to override or augment the employee's labor costing from the PPDB. For a given line, they can enter a project and/or grant and a specific biennium, PCA, Index combination which might look up a grant and/or project in R\*STARS.
- Users can enter up to 18 lines on each screen. The P004 does not have the functionality to continue to additional screens; i.e., the employee is limited to 18 lines / day. The P003 allows the user to continue to additional screens.
- OSPA does not have a limit for the number of lines possible on the P003 screen. The program that performs the payroll calculation has a data size limit of 32,767 bytes per employee. This includes pay and deductions data.

## **GROSS PAY ADJUSTMENTS**

Agency payroll staff can enter one-time or on-going gross pay adjustments on the P050 screen.

Examples of entries include:

- On-going payment in lieu of premium when an employee opts out of medical or medical and dental insurance
- Travel meals, mileage and lodging
- Reimbursements for training costs
- Clothing or tool allowances

These entries will post to the labor costing from the PPDB. Payroll can also enter a specific biennium / PCA / index combination and/or a grant and/or project on the P050 screen.

## **OTHER OSPA FUNCTIONALITY**

### **AGENCY / COMPTROLLER OBJECT**

Pay and leave codes from the Time Capture and Gross Pay Adjustments screens determine the agency / comptroller object for R\*STARS.

### **PCHG WORK CHARGE ENTRY SCREEN**

The PCHG screen in OSPA allows agencies to store frequently used grant / project and PCA/Index numbers. They assign a one to four-digit code to these numbers. When employees or payroll makes entries on the Time Capture or Gross Pay Adjustments screens, they can enter these codes rather than all of the accounting information.

On the PCHG, each code can designate a grant and/or project or a biennium/PCA index.

The codes can be common terms, a short series of numbers, etc that will be easy for employees to remember and enter.

## **REPORTS / DATAMART**

OSPA produces two sets of accounting reports:

- B500A, B500C EXAS OSPS Detail Labor Distribution and Prorate, which shows the accounting and dollar distribution for each employee
- XREF90 SFMS Cost Distribution series, "slices and dices" the data in multiple ways, including by object, by project, by grant, by PCA, by employee.

Agencies can also query the LABOR\_COST table in the OSPA datamart for ad hoc reports similar to the XREF90 reports.

## **R\*STARS COST ALLOCATION**

The R\*STARS Cost Allocation subsystem allows agencies to further distribute payroll costs once OSPA interfaces them to R\*STARS. Agencies define the allocation pool on the 22 Cost Allocation Profile screen in R\*STARS. They may utilize up to nine allocation steps with up to 15 index / PCA combinations for each step. The agency may allocate the accumulated costs by percent or cost per statistical unit.

## SAMPLE SCREEN PRINTS

### OSPA TIME CAPTURE SCREENS

The labor costing for this employee will default to the labor cost codes on the P030 screen.

P002										Batch # 000	PROD	
Name										TC83 ENTERED TIME		
Total	Reg	159.00	LWOP	.00	Other	.00	F/T hours	159.00	WBF days	20		
LN	Type	Hours	Work	Charge	Override		Err	* Session Defaults *				
1	VA	28.00						Agency				
2	HO	8.00						T/S 020111/022811				
3	RG	111.50						Period End 022811				
4	SL	11.50						*Job Change Data*				
5								Labor Cost/PCT				
6								113320000000 100.00				
7												
8												
9												
10								J/C 070109/999999				
11								CREW POS 2165000				
12								APP P CL MMN X0212 08				
13								WS AA7 BASIS S O/T YN				
14								Forecast 160.0				
15								Hrs HO 8.0 F/T 160.0				
16								Max Hours 160.0				
17								LV ACCR 4 P/T 100.00				
18								Adjust Base 4047.75				
	CT	117.66	GL	8.00	-JD	8.00	-LA	8.00	PB	24.00	Equiv Rate 23.35	
	SL	116.49	VA	338.86							Hol O Ben XX Cont N	

This employee distributes time to multiple cost codes and routinely averages 13 P003 screens.

P002										Batch # 000	PROD	
Name										TC83 ENTERED TIME		
Total	Reg	52.00	LWOP	.00	Other	.00	F/T hours	160.00	WBF days	19		
LN	Type	Hours	Work	Charge	Override		Err	* Session Defaults *				
1	RG	21.50						Agency				
2	RG	.25	PJT10335000					T/S 020111/022811				
3	LA	8.00						Period End 022811				
4	RG	.25	PJT10675000					*Job Change Data*				
5	RG	.25	PJT11355000					Labor Cost/PCT				
6	RG	.50	PJT11785000					118993400000 100.00				
7	RG	1.50	PJT11933000									
8	RG	.25	PJT12610200									
9	RG	.25	PJT14510000									
10	RG	.75	PJT14511000					J/C 100110/999999				
11	RG	.50	PJT14512000					CREW 86882POS 0000567				
12	RG	1.50	PJT14512500					APP P CL AD C8503 09				
13	RG	.25	PJT16114500					WS AA7 BASIS S O/T YN				
14	RG	.25	PJT16190500					Forecast 160.0				
15	RG	.25	PJT17845000					Hrs HO 8.0 F/T 160.0				
16	RG	.25	PJT17875000					Max Hours 160.0				
17	RG	15.25	PJT18005100					LV ACCR 5 P/T 100.00				
18	RG	.25	PJT21170000					Adjust Base 5442.00				
	CT	.25	GL	8.00	-LA	16.00	PB	17.50	SL	310.47	Equiv Rate 31.40	
	VA	247.21									Hol O Ben CD Cont Y	

# OSPA Labor Costing Overview

Oregon Statewide Payroll Services

Employees with On-line Daily Time, enter their time by day on the P004 screen. This employee's labor costs will default to the codes on the P030 screen.

```

P004
Name                               SSN                               Batch # 001          PROD
Total Reg 8.00 LWOP .00 Other .00 F/T hours 168.00 WBF days 01
TC83 ENTERED TIME
LN Type Hours Work Charge          Override          Err * Session Defaults *
1  RG      8.00
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
GL      8.00-LA      8.00 PB      2.25 SL 181.31 VA 122.28

Agency
T/S      040111/040111
Period End      043011

CREW 1406 POS 0313322

WS AA7 BASIS S O/T YN
Forecast      8.0
Hrs HO      .0 F/T 168.0
Max Hours      8.0

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```

Like the P003 screen, the employee can enter grant and project and/or biennium/PCA/Index coding for a specific line.

```

P004
Name                               SSN                               Batch # 000          TEST
Total Reg 8.00 LWOP .00 Other .00 F/T hours 168.00 WBF days 01
TC83 ENTERED TIME
LN Type Hours Work Charge          Override          Err * Session Defaults *
1  RG      3.00
2  RG      .50 PJT999901
3  RG      1.75 GNT123451
4  RG      .75 GAP999901,123451
5  RG      2.00 GAP999901,443295      114200000000 █
6
7
8
9
10
11
12
13
14
15
16
17
18
GL      8.00-LA      8.00-PB      2.25 SL 197.31 VA 154.28

Agency
T/S      040411/040411
Period End      043011

CREW 1406 POS 0313322

WS AA7 BASIS S O/T YN
Forecast      8.0
Hrs HO      .0 F/T 168.0
Max Hours      8.0

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```

# OSPA Labor Costing Overview

Oregon Statewide Payroll Services

This is an excerpt from an agency's PCHG screen. All of these have biennium / PCA / Index codes

```

PCHG █                                OSPS - WORK CHARGE ENTRY TABLE
                                        - DISPLAYED AGENCY

**PRESS ENTER FOR NEXT RECORD ON FILE
ADD NEW ENTRIES:
CODE  AGENCY  WORK CHARGE  TYPE  DESCRIPTION
CA26  █                111769913100  F     OCS&PCFIMPLEMNTATNSUPPORT
CA27  █                111770315100  F     OCS&PCFIMPRESAFETYMODEL
CA28  █                111770415100  F     OCS&PCFDISPROPORTIONALITY
CA29  █                111770215100  F     OCS&PCFINCRRELATVPLACEMNT
CA30  █                111770515100  F     OCS&PCFIMPLEMNTATNSUPPORT
CA31  █                111752714100  F     OSSP-XXI CHIP ADM 90%PERM
CA32  █                111731414800  F     SSP-QC TITLE XIX ADMIN
CA33  █                111736814800  F     SSP-QC FS ADMIN
CA34  █                111749014800  F     SSP-QC TANF ADMIN
CA35  █                111731414900  F     SSP-PR ACCUR XIX ADMIN
CA36  █                111736814900  F     SSP-PR ACCUR FS ADMIN
CA37  █                111749014900  F     SSP-PR ACCUR TANF ADMIN
CA38  █                111753214800  F     SSP-QC TITLE XXI CHIP
CA39  █                111753214900  F     SSP-PR ACCUR TITLEXXICHIP
CA40  █                111763514800  F     SSP-QC ERDC
CA41  █                111763514900  F     SSP-PR ACCUR ERDC
CF01  █                111860010120  F     DISASTER REPORTING-CAF
CH11  █                117232978300  F     AMH FSTER GRNDPARNT PRGGF
  
```

The user enters the PCHG CODE in the Work Charge field on the P003 or P004.

```

P004                                     Batch # 000      TEST
Name                                     TC83 ENTERED TIME
Total Reg 8.00 LWOP .00 Other .00 F/T hours 168.00 WBF days 01
LN Type Hours Work Charge Override Err * Session Defaults *
1 RG 5.00
2 RG 3.00 CA26 █
3
4
5
6
7
8
9
10
11                                     CREW 1406 POS 0313322
12
13                                     WS AA7 BASIS S O/T YN
14 Forecast 8.0
15 Hrs HO .0 F/T 168.0
16 Max Hours 8.0
17
18
GL 8.00-LA 8.00-PB 2.25 SL 197.31 VA 154.28
Hol 0 Ben CO
  
```

# OSPA Labor Costing Overview

Oregon Statewide Payroll Services

When OSPA saves the entry, it brings in the coding from the PCHG table.

P004							Batch # 000	TEST
Name		SSN					TC83 ENTERED TIME	
Total Reg	8.00	LWOP	.00	Other	.00	F/T hours	168.00	WBF days 01
LN Type Hours Work Charge				Override		Err	* Session Defaults *	
1 RG	5.00						Agency	
2 RG	3.00			114200000000			T/S	040111/040111
3							Period End	043011
4								
5								
6								
7								
8								
9								
10								
11							CREW 1406 POS	0313322
12								
13							WS AA7 BASIS S O/T YN	
14							Forecast	8.0
15							Hrs HO	.0 F/T 168.0
16							Max Hours	8.0
17								
18								
GL	8.00-LA	8.00-PB	2.25 SL	197.31 VA	154.28			
							Hol 0 Ben	CO

## R\*STARS Cost Allocation Profile

This is an example of the R\*STARS 22 Cost Allocation Profile with the allocation by statistical unit.

S022 UC: 10	STATE OF OREGON	01/15/08 10:31 AM
LINK TO:	COST ALLOCATION PROFILE	PROD
AGENCY: 412 CA TYPE: S INDEX CODE: 99601 PCA: 00100 APPN YEAR: 09		
TITLE: COST ALLOCATION POOL	PCA TYPE: 2 SEQ: 1 VAR: 3	
DIST- TYPE: 5 RATE:	DESC:	
CHARGE- TC: 301 ALLOC BY OBJ: Y COMP/AGY OBJ:		
CREDIT- TC: 302 INDEX CODE: 99600 PCA: 00100 COMP/AGY OBJ:		
DIST BASE OBJ LOW 1: 9950 HIGH 1: 9950 LOW 2:	HIGH 2:	
RANGE- TYPE: A LOW 3:	HIGH 3:	LOW 4:
AND 1: 99600	1: 99600	1: 14000
ALLOC INDEX 2:	INDEX 2:	PCA 2:
RANGE- LOW: 3:	HIGH: 3:	LOW: 3:
4:	4:	4:
5:	5:	5:
INDEX PCA %	INDEX PCA %	INDEX PCA %
1:	2:	3:
FIXED 4:	5:	6:
PCNT 7:	8:	9:
ALLOC 10:	11:	12:
13:	14:	15:
EFF ST DT: 07012007 EFF END DT:	LAST PRC DT: 02132007	STAT CODE: A
Z06 RECORD SUCCESSFULLY RECALLED		

# OSPA Labor Costing Overview

Oregon Statewide Payroll Services

This is an example of the R\*STARS 22 Cost Allocation Profile with the allocation by percent.

S022	UC: 10	STATE OF OREGON			01/15/08 10:33 AM				
LINK TO:		COST ALLOCATION PROFILE				PROD			
AGENCY: 412	CA TYPE: X	INDEX CODE: 00000	PCA: 00100	APPN YEAR: 09					
TITLE: A-CAF: CLUSTER ALLOC-PS		PCA TYPE: 2		SEQ: 1	VAR: 3				
DIST-	TYPE: 4	RATE:	DESC:						
CHARGE- TC: 301	ALLOC BY OBJ: Y		COMP/AGY OBJ:						
CREDIT- TC: 302	INDEX CODE: 00000	PCA: 00100	COMP/AGY OBJ:						
DIST BASE OBJ	LOW 1:	HIGH 1:	LOW 2:	HIGH 2:					
RANGE-	TYPE:	LOW 3:	HIGH 3:	LOW 4:	HIGH 4:				
AND	1:	1:	1:	1:					
ALLOC INDEX 2:	INDEX 2:	PCA 2:	PCA 2:						
RANGE- LOW: 3:	HIGH: 3:	LOW: 3:	HIGH: 3:						
	4:	4:	4:	4:					
	5:	5:	5:	5:					
	INDEX	PCA	%	INDEX	PCA	%	INDEX	PCA	%
FIXED	1: 00000	14001	.19720	2: 00000	14002	.00080	3: 00000	14003	.01330
PCNT	4: 00000	14004	.02780	5: 00000	14005	.05080	6: 00000	14006	.04050
ALLOC	7: 00000	14007	.00600	8: 00000	14008	.05720	9: 00000	14009	
	10: 00000	14010	.03000	11: 00000	14011		12: 00000	14012	.01930
	13: 00000	14013	.00330	14: 00000	14014	.37310	15: 00000	09100	.18070
EFF ST DT: 07012007		EFF END DT:		LAST PRC DT: 02132007			STAT CODE: A		
Z06 RECORD SUCCESSFULLY RECALLED									
F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT									