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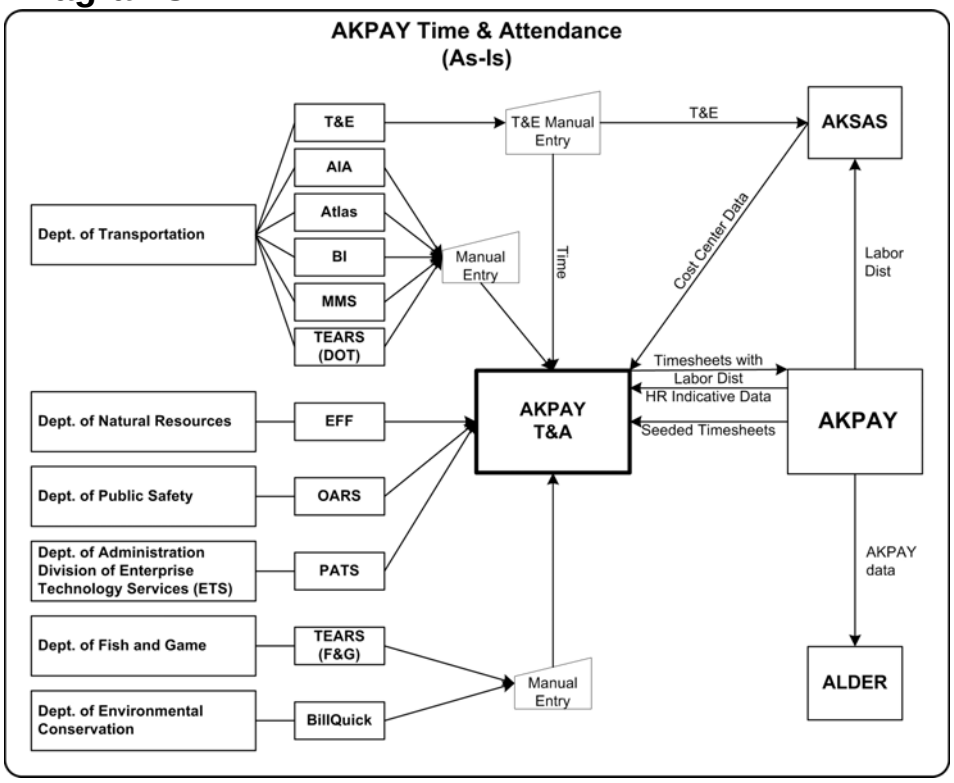
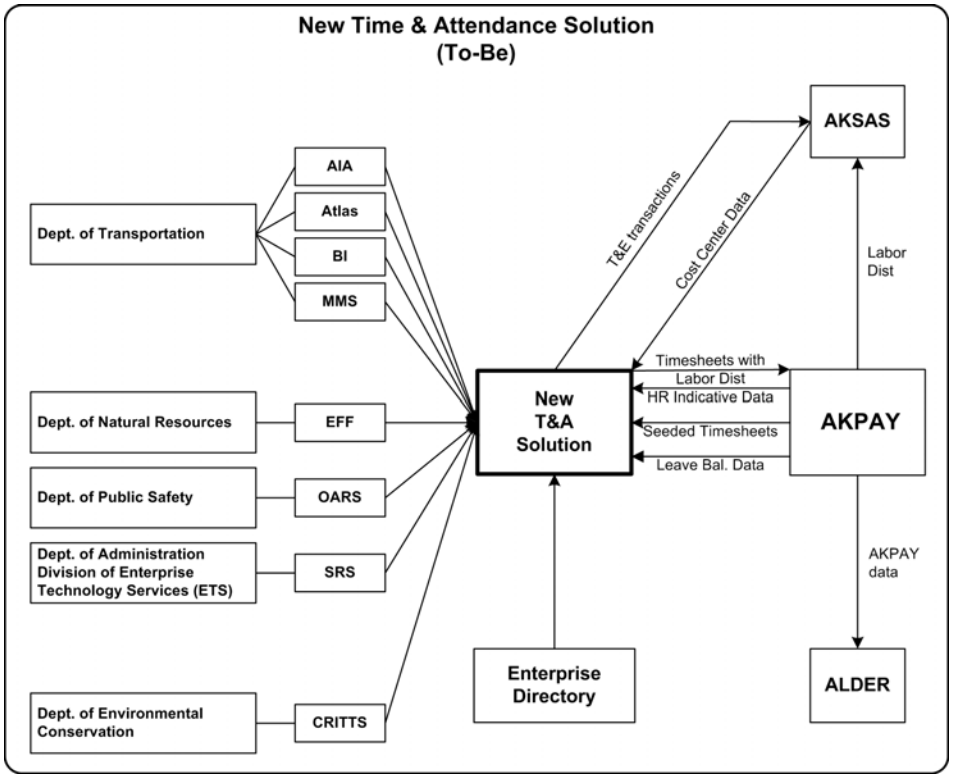
High Level Diagrams





Primary Timesheet Record Layouts Currently Used

Y1 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
1	1	5	Y1PYRCD	Pay Entity for Batch	X(5)		Left Justified. All subordinate Y5 segments must contain the same pay entity. For employee timesheet batches, this should be set to the pay entity of the employee. If the batch contains multiple employees, they all must be in the pay entity defined on the Y1.
2	6	7	Y1BATCH	Batch Number	X(7)		Batch number should be assigned using the following mask: XPPSSS where X is the character assigned to the creating agency, PP is the 2 character pay period batch is for, SSSS is a sequential number starting with 0000. Example: the first batch of period 5 would be 'L050000' if L was the agency assigned code.
3	13	2	Y1RECTP	Record Type	X(2)		Must be 'Y1'.
4	15	2	Y1SEQNO	Sequence Number	S9(4)	COMP	Must be zero.
5	17	3	Y1DTCRE	Date Batch Created	S9(5)	COMP-3	Must be valid Julian date (should be the same date as Y1OCRDT).
6	20	4	Y1TMCRE	Time Batch Created	S9(8)	COMP	Must be zero.
7	24	5	Y1DOCNO	Document Number	S9(9)	COMP-3	Must be numeric.
8	29	4	Y1EFFDT	Effective Date of Batch	S9(7)	COMP-3	Must be set to Pay Period end date in the format CYYMMDD. The century is 0 if date is between 1900-1999 and 1 if the date is between 2000-2099.
9	33	1	Y1RECFL	Record Flag	X(1)		Must be set to "C" for Closed.
10	34	3	Y1SUBTP	Record Subtype	S9(5)	COMP-3	Must be zero.
11	37	10	Y1LOGKY	Logical Key	X(10)		Must be spaces.
12	47	3	Y1OCRDT	Original Creation Date	S9(5)	COMP-3	Valid Julian Date in YYDDD format (should be the same date as Y1DTCRE).
13	50	4	Y1OCRTM	Original Creation Time	9(8)	COMP	Must be zero.
14	54	8	Y1BTYPE	Batch Type / RD Code	X(8)		Employee's RD code if batch is for a specific employee or special RD if batch is for multiple employees.
15	62	2	Y1PCPYR	Payroll Year	X(2)		Payroll Year batch is for (i.e. 97, 98, etc.).
16	64	2	Y1PCPER	Pay Period in Payroll Year	X(2)		Pay Period in calendar year batch is for; must have leading zero if < 10
17	66	2	Y1BTACT	Batch Action Code	X(2)		Set to "CT".
18	68	1	Y1BHEDT	Batch Edit Indicator	X(1)		Set to "Y".
19	69	1	Y1BHBAL	Batch Balance Indicator	X(1)		Set to "Y".
20	70	1	Y1BHLST	Batch List Indicator	X(1)		Set to "Y".
21	71	1	Y1BALST	Balance Status	X(1)		Set to "B".
22	72	1	Y1BTMIX	Mixed Batch Indicator	X(1)		Set to "N".
23	73	5	Y1DTLPE	Detail Pay Entity	X(5)		Same Value as PYRCD.

Y1 Record Layout						
Seq	**Start**	**Len**	**Field**	**Name**	**Format**	**Description**
24	78	1	Y1CHKCD	Check Code	X(1)	Set to spaces.
25	79	3	Y1BCCNT	Batch Control Count	S9(5) COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17. Should be same as Y1BESUC.
26	82	6	Y1BCAMT	Batch Control Amount	S9(9)V99 COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
27	88	5	Y1BCHRS	Batch Control Hours	S9(7)V99 COMP-3	Set to the sum of the Y5THOUR field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
28	93	6	Y1BCRTE	Batch Control Rate	S9(7)V9(4) COMP-3	Set to the sum of the Y5PRATE field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
29	99	5	Y1BCUNT	Batch Control Units	S9(9) COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
30	104	3	Y1BBCNT	Last Balance Count	S9(5) COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17.
31	107	6	Y1BBAMT	Last Balance Amount	S9(9)V99 COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
32	113	5	Y1BBHRS	Last Balance Hours	S9(7)V99 COMP-3	Set to the sum of the Y5THOUR field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
33	118	6	Y1BBRTE	Last Balance Rates	S9(9)V9(4) COMP-3	Set to the sum of the Y5PRATE field on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
34	124	5	Y1BBUNT	Last Balance Units	S9(9) COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
35	129	3	Y1BDCNT	Out of Balance Count	S9(5) COMP-3	Should be zero; system count - Control count.
36	132	6	Y1BDAMT	Out of Balance Amount	S9(9)V99 COMP-3	Should be zero; system amounts - Control amounts.
37	138	5	Y1BDHRS	Out of Balance Hours	S9(7)V99 COMP-3	Should be zero; system hours - Control hours.
38	143	6	Y1BDRTE	Out of Balance Rates	S9(7)V9(4) COMP-3	Should be zero; system rates - Control rates.
39	149	5	Y1BDUNT	Out of Balance Units	S9(9) COMP-3	Should be zero; system units - Control units.

Y1 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
40	154	3	Y1BHCNT	Batch Items Held Count	S9(5)	COMP-3	Should be zero; Count of detail items in batch that are held.
41	157	6	Y1BHAMT	Batch Items Held Amount	S9(9)V99	COMP-3	Should be zero; Sum of amounts in batch that are held.
42	163	5	Y1BHHRS	Batch Items Held Hours	S9(7)V99	COMP-3	Should be zero; Sum of hours in batch that are held.
43	168	6	Y1BHRTE	Batch Items Held Rate	S9(7)V9(4)	COMP-3	Should be zero; Sum of rates in batch that are held.
44	174	5	Y1BHUNT	Batch Items Held Units	S9(9)	COMP-3	Should be zero; Sum of units in batch that are held.
45	179	3	Y1BOCNT	Batch Open Items	S9(5)	COMP-3	Set to the number of items in the batch. If there are 17 subordinate time and attendance transactions, then this should be 17.
46	182	6	Y1BOAMT	Batch Open Items Amount	S9(9)V99	COMP-3	Set to the sum of all amounts entered on the subordinate segments. It is the sum of the Y5TAMNT fields.
47	188	5	Y1BOHRS	Batch Open Items Hours	S9(7)V99	COMP-3	Set to the sum of the Y5THOUR fields of the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
48	193	6	Y1BORTE	Batch Open Items Rate	S9(7)V9(4)	COMP-3	Set to the sum of the Y5PRATE fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
49	199	5	Y1BOUNT	Batch Open Items Units	S9(9)	COMP-3	Set to the sum of the Y5TUNIT fields on the subordinate segments for the batch. For tax/deduction batches this amount should always be set to zero.
50	204	3	Y1BRCNT	Batch Run Complete Items	S9(5)	COMP-3	Set to zero.
51	207	6	Y1BRAMT	Batch Run Complete amount	S9(9)V99	COMP-3	Set to zero.
52	213	5	Y1BRHRS	Batch Run Complete Hours	S9(7)V99	COMP-3	Set to zero.
53	218	6	Y1BRRTE	Batch Run Complete Rate	S9(7)V9(4)	COMP-3	Set to zero.
54	224	5	Y1BRUNT	Batch Run Complete Units	S9(9)	COMP-3	Set to zero.
55	229	3	Y1BEERR	Batch Edit Error Count	S9(5)	COMP-3	Set to zero.
56	232	3	Y1BESUC	Batch Successful Count	S9(5)	COMP-3	Count of detail lines without errors in batch. Should be same as Y1BCCNT.
57	235	3	Y1BETER	Batch Table Error Count	S9(5)	COMP-3	Set to zero.
58	238	3	Y1BEWRN	Batch Warning Count	S9(5)	COMP-3	Set to zero.
59	241	2	Y1HWMY2	High Water Mark for Y2 Segments	S9(4)	COMP	Set to low values.
60	243	2	Y1HWMY3	High Water Mark for Y3 Segments	S9(4)	COMP	Set to low values.

Y1 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
61	245	2	Y1HWMY4	High Water Mark for Y4 Segments	S9(4)	COMP	Set to low values.
62	247	2	Y1HWMY5	High Water Mark for Y5 Segments	S9(4)	COMP	Set to low values.
63	249	2	Y1HWMY6	High Water Mark for Y6 Segments	S9(4)	COMP	Set to low values.
64	251	2	Y1HWMY7	High Water Mark for Y7 Segments	S9(4)	COMP	Set to low values.
65	253	2	Y1HWMY8	High Water Mark for Y8 Segments	S9(4)	COMP	Set to low values.
66	255	2	Y1HWMY9	High Water Mark for Y9 Segments	S9(4)	COMP	Set to low values.
67	257	2	Y1HWMYA	High Water Mark for Y10 Segments	S9(4)	COMP	Set to low values.
68	259	2	Y1HWMYB	High Water Mark for Y11 Segments	S9(4)	COMP	Set to low values.
69	261	2	Y1HWMYC	High Water Mark for Y12 Segments	S9(4)	COMP	Set to low values.
70	263	2	Y1HWMYD	High Water Mark for Y13 Segments	S9(4)	COMP	Set to low values.
71	265	25	FILLER		X(25)		Set to spaces.

Y5 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
1	1	5	Y5PYRCD	Pay Entity for employee	X(5)		Must be same as Y1 pay entity as well as the pay entity of the employee.
2	6	7	Y5BATCH	Batch Number	X(7)		Must be the same as the associated Y1 segment.
3	13	2	Y5RECTP	Record Type	X(2)		Must be 'Y5'.
4	15	2	Y5SEQNO	Sequence Number	S9(4)	COMP	Must be zero.
5	17	3	Y5DTCRE	Date Batch Created	S9(5)	COMP-3	Must be valid Julian date (yyddd); should be the same as Y5OCRDT (original create date)
6	20	4	Y5TMCRE	Time Batch Created	S9(8)	COMP	Must be zero.
7	24	5	Y5DOCNO	Document Number	S9(9)	COMP-3	Must be numeric.
8	29	4	Y5EFFDT	Effective Date	S9(7)	COMP-3	Must be zero or valid eff (PPE) date (cyymmdd) where 'c' = 0 for 1900, 1 for 2000.
9	33	1	Y5RECFL	Record Flag	X(1)		Must be set to "A".
10	34	3	Y5SUBTP	Record Subtype	S9(5)	COMP-3	Must be zero.
11	37	4	Y5PQUAL	Item Number	X(4)		Must be four zeroes (same value as Y5SEQNO, but in displayable format)
12	41	6	FILLER	NOT USED	X(6)		Must be low values.
13	47	3	Y5OCRDT	Original Creation Date	S9(5)	COMP-3	Must be valid Julian date (yyddd); should be same as Y5DTCRE (date batch created)

Y5 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
14	50	4	Y5OCRTM	Original Creation Time	9(8)	COMP	Must be zero or valid time (hhmmsshh).
15	54	12	Y5EMPNO	Employee Number	X(12)		Employee Social Security number; left justified.
16	66	1	Y5CHKCD	Check Code	X(1)		Must be space.
17	67	5	Y5DTLPE	Detail Pay Entity	X(5)		Must be same value as PYRCD.
18	72	2	Y5PCPYR	Payroll Pay Year	X(2)		Can be spaces (value will default from Y1 segment) or valid pay year.
19	74	2	Y5PCPER	Payroll Pay Period	X(2)		Can be spaces (value will default from Y1 segment) or valid pay period.
20	76	1	Y5ETVCD	Check ETV Code	X(1)		Must be: "E" for earnings transaction "T" for tax override transaction "V" for deduction override transaction.
21	77	10	Y5ETVID	ETV Identification Number	X(10)		Left justified; Must be a valid earnings, tax, or deduction number.
22	87	4	Y5TDATE	Date the transaction is for	S9(7)	COMP-3	Valid date in CYYMMDD format for earnings. Must be zero for tax/deduction overrides.
23	91	1	Y5TNEGI	Transaction Negative Indicator	X(1)		Set to "N" if TAMNT is negative; otherwise, set to "P".
24	92	1	Y5TACTC	Transaction Action Code	X(1)		Valid values for earnings are: " " = regular pay entry "L" = labor distribution only "P" = pay only Valid values for taxes/deductions are: " " = additional amount "V" = override amount
25	93	5	Y5PRVPE	Previous Pay Entity	X(5)		Must be spaces. NOT USED
26	98	5	Y5TAMNT	Transaction Amount	S9(7)V99	COMP-3	Amount of the transaction; Must be zero if rate is entered.
27	103	10	Y5CKDES	Check Description	X(10)		Must be spaces.
28	113	5	Y5PRATE	Transaction Rate	S9(5)V9(4)	COMP-3	Must be numeric; always zero for tax/deduction transactions.
29	118	4	Y5THOUR	Transaction Hours	S9(5)V99	COMP-3	Must be numeric.
30	122	5	Y5TRSLT	Transaction Calculation Result	S9(7)V99	COMP-3	Must be zero. NOT USED
31	127	4	Y5TUNIT	Transaction Units	S9(7)	COMP-3	Must be zero. NOT USED
32	131	5	Y5DEPTC	Department Number Charged	X(5)		Must be spaces. NOT USED

Y5 Record Layout						
Seq	**Start**	**Len**	**Field**	**Name**	**Format**	**Description**
33	136	35	Y5LACCT	Labor Distribution Override	X(35)	Override Labor Distribution for this earnings transaction; if entered, the system will not use the employee default labor distribution for this transaction; does not apply to tax/deduction transactions. Must be left justified in the format CC-PGM-LC-SY where: CC is the 8 digit collocation code PGM is the 5 digit program code LC is the 8 digit ledger code SY is the 4 digit setup year in the format CCYY (e.g. 1994) There must be a " " (blank) between each component and each component must be valid and active on AKSAS. If an override LC is entered then the CC must be present; all other components are optional.
34	171	20	Y5JOBLC	Job Location Code	X(20)	Must be spaces except for Marine Hwy.
35	191	12	Y5TSKCD	Task Code	X(8)	Must be spaces. NOT USED
36	199	12	Y5USRFD	User Defined Field	X(12)	Must be spaces. NOT USED
37	211	3	Y5EFACT	Earnings Rate Factor Override	S9(1)V9(4) COMP-3	Must be zero. NOT USED
38	214	6	Y5USRAM	Earnings User Amount	S9(8)V9(3) COMP-3	Must be zero. NOT USED
39	220	10	Y5USRCH	Earnings User Characters	X(10)	Must be spaces. NOT USED
40	230	1	Y5TCALC	Transaction Calculation Code	X(1)	Must be "F" if TAMNT contains a flat amount tax/deduction transactions. Must be "P" if TAMNT contains a percentage tax/deduction transactions. Must be space for earnings transactions.
41	231	5	Y5TBASE	Transaction Base	S9(7)V99 COMP-3	Must be numeric; will override the deduction/tax base defined on the employee control record. Must be zero for earnings transaction.
42	236	5	Y5TTXBL	ER Taxable Amount Up-To Limit	S9(7)V99 COMP-3	Must be zero. NOT USED
43	241	2	Y5ETWKS	ER Tax Weeks Worked	S9(2)V9 COMP-3	Must be zero. NOT USED
44	243	1	Y5WRERR	Trans. Warning Error Flag	X(1)	Must be space. NOT USED
45	244	1	Y5EDERR	Trans. Edit Error Flag	X(1)	Must be space. NOT USED
46	245	1	Y5TBERR	Trans. Table Error Flag	X(1)	Must be space. NOT USED
47	246	3	Y5IPMDT	C9 Original Creation Date	S9(5) COMP-3	Must be zero. NOT USED
48	249	4	Y5IPMTM	C9 Original Creation Time	9(8) COMP	Must be zero. NOT USED

Y5 Record Layout							
Seq	**Start**	**Len**	**Field**	**Name**	**Format**		**Description**
49	253	3	Y5RUNDT	Run Date	S9(5)	COMP-3	Must be zero. NOT USED
50	256	4	Y5RUNTM	Run Time	9(8)	COMP	Must be zero. NOT USED
51	260	4	Y5PPLST	Pay Period Last	S9(7)	COMP-3	Must be zero. NOT USED
52	264	1	Y5RETFL	Retro Flag	X(1)		Must be space. NOT USED
53	265	4	Y5OREDT	Original Retro Effective Date	S9(7)	COMP-3	Must be zero. NOT USED

USERLOAD Record Layout						
Seq	**Start**	**Len**	**Field**	**Description**	**Type**	**Note**
1	1	5	SOURCEID	Source Identifier	Char	ASEA Health Insurance HMMS Highway Maintenance Management System (DOT) LTC Health Insurance TNRPD Travel Northern Region Per Diem (DOT) TCRPD Travel Central Region Per Diem (DOT) TSRPD Travel Southeast Region Per Diem (DOT) TMHPD Travel Marine Highway Per Diem (DOT) SLOP Seasonal Leave Override Process
2	6	2	SEGID	Segment Identifer	Char	Valid Values - T1, V1 or Y5
3	8	1	ACTION	Action to be Taken	Char	Values - A (add) or D (delete) perform the specified operation on the repository record(s). A replacement of a repository record is performed by an "A" (add) record with Identical Fields 1 through 6. **Note: Only fields 1 through 6 are required for a D record.**
4	9	9	EMPNO	Employee Social Security Number	Char	Padded with Leading Zeros
5	18	4	ETV	ETV Number Column 18 Must Be: E - Earning V - Deduction	Char	Specific to Source of Load
6	22	6	EFFDT	Effective Date of Transaction Format yymmdd (e.g. 050115 or 051231)	Char	Format - YYMMDD T1/V1 - First Day of Pay Period Y5 - Last Day of PP (normal) or Specific PP Date(s) for Detailed Hour Reporting, Any Day Active in PP (LWOP), Last Day in Prior PP (ADJ Catchup)
7	28	1	CALCT	Amount Derived from Table Entries	Char	Valid Values - T or Blank (for SEGID T1 only)
8	29	1	SIGN	Sign for Amount Value	Char	Negative '-' Amount Value is Negative Blank ' ' Amount Value is Positive
9	30	8	AMOUNT	Amount of Transaction Format nnnnn.nn (e.g. 00081.00 or 00705.00)	Char	Padded with Leading Zeros

USERLOAD Record Layout						
Seq	**Start**	**Len**	**Field**	**Description**	**Type**	**Note**
10	38	2	BU	Bargaining Unit	Char	Not used.
11	40	2	*PP	Pay Period	Char	Padded with Leading Zeros
12	42	2	*PPYR	Pay Year	Char	Padded with Leading Zeros
13	44	5	*PAYENT	Pay Entity	Char	Valid Values - SEMI, AMHS, IBUSM, BIWK1 or BIWK4
14	49	20	*JOBLC	49 Char 03 Job Code 52 Char 02 Ship Number 54 Char 01 Ship Status 55 Char 01 Union Code 56 Char 01 Region 57 Char 01 Residency 58 Char 01 Ship Dept 59 Char 01 Ship Class 60 Char 01 Probationary 61 Char 08 CC	Char	Marine Highway Transactions Only
15	69	5	*RDCODE	Payroll RD Code (e.g. 25600 or 02100)	Char	Padded with Leading Zeros
16	74	1	*SIGN	Sign for Transaction Hours	Char	Negative '-' Amount Value is Negative Blank ' ' Amount Value is Positive
17	75	8	*HOURS	Transaction Hours Format nnnnn.nn (e.g. 00060.00 or 00001.50)	Char	Padded with Leading Zeros
18	83	10	*PRATE	Payroll Rate Format nnnnn.nnnn (e.g. 00042.5500 or 00021.6700)	Char	Padded with Leading and Trailing Zeros Provide ONLY to override AKPAY determined rate
19	93	8	FILLER	Future Use	Char	

* Required on Y5 Record Only and for Specific Source Identifiers

AKPAY Cycle Detail Screen Examples

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G5A1 G11         STATE OF ALASKA - TIME AND ATTENDANCE DETAIL

 BATCH NUMBER 0112716    PAY YEAR 08             BATCH STATUS R
   TAX ENTITY 91000    PAY ENTITY SEMI             PAYROLL RD 02400
   PAY PERIOD 01         END DATE 12312007
EMPLOYEE NAME SALARIED,SAM                       SEARCH SEQ #

EMPLOYEE         EARNINGS                     LABOR DISTRIBUTION
  NUM       DATE   NUM    HOURS   UNITS  ===CC===-=PGM=-===LC===-=SY=
111223333 12252007 105      7.50       0
  SEQ 0002 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
111223333 12242007 100      3.50       0
  SEQ 0003 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
111223333 12312007 165      4.00       0
  SEQ 0004 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
111223333 12312007 21A      8.00       0
  SEQ 0005 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00

  SEQ      ERROR     ACTION   STATUS   OVERRIDE RATE            AMT

  SEQ      ERROR     ACTION   STATUS   OVERRIDE RATE            AMT


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G5A1 G11         STATE OF ALASKA - TIME AND ATTENDANCE DETAIL

 BATCH NUMBER 0102244    PAY YEAR 08             BATCH STATUS R
   TAX ENTITY 91000    PAY ENTITY SEMI             PAYROLL RD 02500
   PAY PERIOD 01         END DATE 12312007
EMPLOYEE NAME HOURLY,HOWARD                      SEARCH SEQ #

EMPLOYEE         EARNINGS                     LABOR DISTRIBUTION
  NUM       DATE   NUM    HOURS   UNITS  ===CC===-=PGM=-===LC===-=SY=
444556666 12312007 251      3.00       0 02570200       02470010
  SEQ 0002 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
444556666 12312007 100      2.50       0 02570200       02470020
  SEQ 0003 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
444556666 12312007 100      6.50       0 02570200       02470030
  SEQ 0004 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
444556666 12312007 100      5.50       0 02570200       02470060
  SEQ 0005 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
444556666 12312007 251      2.00       0 02570200       02470060
  SEQ 0006 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00
444556666 12312007 100     21.00       0 02570200       02470001
  SEQ 0007 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT        0.00


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G5M1 G11         STATE OF ALASKA   AMHS time and attendance DETAIL

 BATCH NUMBER 0100160    PAY YEAR 08             BATCH STATUS R
   TAX ENTITY 91000    PAY ENTITY AMHS             PAYROLL RD 25703
   PAY PERIOD 01         END DATE 12282007
EMPLOYEE NAME MARINE,MARCUS                       SEARCH SEQ #

EMPLOYEE         EARNINGS
  NUM        DATE     NUM     HOURS     JOB   SHIP#  REGION RESIDN     ---CC---
574265087 12152007 301        0.00      001    01      E       Y       25070130
  SEQ 0002 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT      664.40
777889999 12152007 355        0.00      001    01      E       Y       25070130
  SEQ 0003 ERROR     ACTION   STATUS A OVERRIDE RATE     0.0000 AMT       30.78
777889999 12202007 100       66.00      001    01      E       Y       25070130
  SEQ 0004 ERROR     ACTION   STATUS A OVERRIDE RATE    43.7400 AMT        0.00
777889999 12252007 105       12.00      001    01      E       Y       25070130
  SEQ 0005 ERROR     ACTION   STATUS A OVERRIDE RATE    43.7400 AMT        0.00
777889999 12202007 131       18.00      001    01      E       Y       25070130
  SEQ 0006 ERROR     ACTION   STATUS A OVERRIDE RATE    43.7400 AMT        0.00
777889999 12172007 251        4.00      001    01      E       Y       25070130
  SEQ 0007 ERROR     ACTION   STATUS A OVERRIDE RATE    43.7400 AMT        0.00


 TS0040-PRESS PF2 TO PAGE FORWARD, PF3 TO PAGE BACKWARD
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Detail Descriptions of Interfacing Systems

On the pages that follow are further details of systems that may have interface requirements with the new Time & Attendance system. Subject Matter Experts (SMEs) from other state agencies were surveyed to gather this information.

Potential offerors should be aware that reasonable effort has been made to identify potential interfaces and that additional analysis will be needed to determine final interface requirements.

After a contract has been awarded and the capabilities of the new TAS are known, the State and the successful offeror will share responsibility for developing final interface requirements.

Systems are listed in the same order in which they occur in Section 4.04.

Systems with Highly Probable Interfaces

System Short Name: AIA
System Long Name: Ted Stephens International Airport Timesheet
Original Implementation Date: ~1993

Description:
Ted Stevens Anchorage International Airport, a division of the Department of Transportation and Public Facilities (DOT&PF) currently uses a timesheet process written in-house which outputs printed timesheet reports for signature and then forwards to DOT&PF payroll personnel who enter them into AKPAY. There are different timesheet processes depending on the section within the airport:

- Admin: Simple timesheets, hours entered manually by time class (i.e. regular time, overtime, sick or annual leave, shift differentials)
- Police and Fire: Supervisors enter officers' time similar to Admin. In addition, they enter time based on job duty class (e.g. Police, Fire, Canine, Court). These job duty classes do not affect pay and are used for reports within the Police and Fire section.
- Time Cards: The Facilities and Field Maintenance sections personnel use a time clock system. From these In and Out times the timesheet information for the printed timesheet are generated. The time clock application also provides a way to enter leave and record overtime. Additionally, there is place where equipment drivers record what rolling stock (trucks, graders, etc) they have used and the hours they have used it.

The major challenge of migrating to another process will be recording Police & Fire duty along with equipment usage.

Future Initiatives:
No major initiatives to the program are planned at this time

Relationship to current Time & Attendance:
Manual entry of timesheet data through AKPAY.

Relationship to future Time & Attendance:
During implementation of the new TAS, analysis will be required to fully identify internal data and processing interdependencies.

Possible Interface Methods:
Analysis will be required.

System Short Name: AKPAY
System Long Name: Alaska Statewide Payroll System
Original Implementation Date: May 1990

Description:
AKPAY runs on the State's mainframe, currently on z/OS 1.7, DB2 V7 (converting to V8), CICS TS 2.2 (converting to 3.2). It is a customized vendor package known as Tesseract, licensed by Empagio. The online CICS system is typically available to users from 6am to 6pm and is written in COBOL and assembler. Most batch processing corresponds to the semi-monthly and bi-weekly payroll schedules. Most custom programs are for the batch environment and are predominantly SAS (about 250) and COBOL (about 115). Several custom programs for the online environment exist to support processing for cycle detail screens.

Future Initiatives:
Although a specific project is not currently underway, in the next 5 – 10 years the current system will likely be replaced with one that uses more current technology, so interface requirements will change significantly.

Relationship to current Time & Attendance:
AKPAY is tightly integrated with the current time and attendance function (which is part of the base Tesseract package). Customizations include:

1. Use of codes associated with each employee and tabled data to generate, for each employee, timesheets that are populated with default hours for the next pay period.
2. Custom online edits to validate override cost centers and derive rate and cost center for Marine Highways employees.
3. A batch edit process to report missing or incorrect timesheets.
4. Two methods for allowing timesheets generated by external systems to be input into the Tesseract database for use by TAS.

Relationship to future Time & Attendance:
Much of the processing and data that support time and attendance in the current AKPAY system would become obsolete. During implementation of the new TAS, significant analysis will be required to fully identify internal data and processing interdependencies that may need to be de-coupled. The State expects the contractor to assist in the analysis by documenting functionality and interface requirements of the solution. Analysis and programming responsibility for AKPAY is the responsibility of the State.

Possible Interface Methods:
As a mainframe-based legacy system, AKPAY currently has limited interface points. Real-time inquiry is limited (e.g. use of IBM DB2 Connect for MS Excel ODBC connectivity). The most likely interface methods include use of formatted files and FTP.

Key Interface Data Elements:
The following tables are a fair representation of data elements that may be needed by the TAS to fulfill requirements of the RFP. It should be considered only as a guide for estimating scope. During project implementation further analysis and design will determine which data elements are actually needed.

In the tables that follow, the following codes apply:

RT/daily	Real Time/daily interface possible
daily	A daily interface is probably sufficient
Payroll	Regular interface for production payroll processing possible

To TAS:

Data Element Name	Source	Frequency	Description/Usage
SSN	10x screen	RT/daily	
Pay Status	A1x	RT/daily	Indicates whether employee is active for payroll purposes
Collocation Code	A4x screen	RT/daily	For default labor distribution
Program Code	A4x screen	RT/daily	For default labor distribution
Ledger Code	A4x screen	RT/daily	For default labor distribution
Percentage	A4x screen	RT/daily	For default labor distribution
Bargaining Unit	10x screen Table 10000	RT/daily RT/daily	BU assigned to an employee (need to distinguish between different values depending on effective date) Table of Valid BU's
Pay Codes	Various tables	daily	For validation and descriptions
Cash Value of Leave	VSAM file	daily	For display to user
MH Hours of Service	MHSVCHRS	Payroll	Marine Highways Service Hours: Special file for Marine Highways employees is updated with time worked prior to gross pay calculation
Job Code Worked Most	MHMOT12	Payroll	Marine Highways Majority of Time: Special file for Marine Highways employees contains data for job worked most (total hours) during the previous 12 months; is updated each pay period

From TAS:

Data Element Name	Destination	Frequency	Description/Usage
SSN	Y1/Y5 rcds	Payroll	May include SSN not yet appointed, so interface exception processing needed
Pay Code	Y1/Y5 rcds	Payroll	ETVs
EFFDT	Y1/Y5 rcds	Payroll	
PP	Y1/Y5 rcds	Payroll	
HOURS	Y1/Y5 rcds	Payroll	
RATE	Y1/Y5 rcds	Payroll	
AMOUNT	Y1/Y5 rcds	Payroll	
Collocation Code	Y1/Y5 rcds	Payroll	For override labor distribution
Program Code	Y1/Y5 rcds	Payroll	For override labor distribution
Ledger Code	Y1/Y5 rcds	Payroll	For override labor distribution
PPYR	Y1/Y5 rcds	Payroll	
Pay Entity	Y1/Y5 rcds	Payroll	
RDCODE	Y1/Y5 rcds	Payroll	Payroll Grouping Code
JOBLC	Y1/Y5 rcds	Payroll	If needed for MH input.

System Short Name: AKSAS
System Long Name: Alaska Statewide Accounting System
Original Implementation Date: July 1985

Description:
AKSAS runs on the State's mainframe, currently on z/OS 1.7. The majority of the system's files are in an ADABAS database (Version 7.4.4) with a small number of IAM/VSAM reporting files. With the exception of the programs accessing the VSAM reporting files all online access is achieved using NATURAL (Version 4.2.3) running under CICS TS 3.2. ADABAS and NATURAL are both products of Software AG. The batch portion of the system is written primarily in COBOL with a limited number of batch NATURAL programs and a very small number of special purpose assembler programs. The system itself was developed specifically for the State of Alaska. The online CICS system is typically available to users from 6am to 6pm. Most batch processes are run in the early evening following the online system shutdown.

Future Initiatives:
Although a specific project is not currently underway, it is the intent of the State that a project to replace this system will be initiated within the next few years. The replacement is intended to allow a significant technology upgrade from the existing mainframe system and will simplify future maintenance through the use of more current technologies.

Relationship to current Time & Attendance:
AKSAS is used as the repository for valid accounting entities used in posting labor costs. The current time and attendance function (which is part of the base Tesseract package) has been customized to read this information from the AKSAS files.

Additional information is received from Tesseract following the completion of the usual payroll process.

Following AKSAS processing, a file of labor charge data which did not pass all of the AKSAS edits is created and made available to AKPAY.

Special Department of Transportation and Public Facilities (DOT&PF) Concerns
In the current environment, much of the work done by those involved with the design, building, and maintenance of the State's road system is entered twice: once in AKPAY for the purpose of paying the employee and again in Time & Equipment transactions in AKSAS for the purpose of specifically identifying the accounting entities which should be charged. As part of the AKSAS data entry, the employee supplies information about equipment used during the work. Tables within the accounting system convert hours worked by the employee and hours the equipment is used into charges which are posted on the financial ledgers.

Because the intent is that the new Time & Attendance system be the primary source of time and attendance data, provisions allowing the entry and edits of equipment data will be needed. The equipment data would likely need to be passed directly into AKSAS as it is not stored or maintained in AKPAY.

Possible Interface Methods:
As a mainframe-based legacy system, AKSAS currently has limited interface points. Real-time inquiry is limited (e.g. use of ADABAS web connectivity tools). The most likely interface methods include use of formatted files which are regularly updated and transmitted to the TAS via FTP.

Key Interface Data Elements:
The following accounting system fields are likely to be needed by the Time & Attendance System:

This list of fields should be considered only as a guide for estimating scope. During project implementation further analysis and design will determine which data elements are actually needed.

In the table that follows, the following code applies:
Structure Batch structure run for maintenance of accounting codes.
Nightly Variable schedule, can be as frequent as nightly.

To TAS:

Data Element Name	Source	Frequency	Description/Usage
Chart of Accounts Year	AKSAS	N/A	Combined with the LC, PR, or AC in determining the existence of a particular entity
Setup Year (SY)	AKSAS	N/A	Combined with CC to make a unique combination of codes.
Collocation Code (CC)	AKSAS	Nightly	Approximately 130,000; Chart of Accounts Year combined with the Appropriation Year are used in concert with the CC to determine if a particular CC exists
Ledger Code (LC)	AKSAS	Nightly	Approximately 80,000
Program (PR)	AKSAS	Structure	Approximately 20,000
Account (AC)	AKSAS	Structure	May be supplied to TAS by AKPAY; if so, may be re-validated from AKSAS
Payroll Routing Code	AKSAS	Nightly	Includes indicator whether valid for personal services
Equipment Number	AKSAS	Annually	

System Short Name: BI
System Long Name: Buildings Interface
Original Implementation Date: April 2004

Description:
The BI is an Internet application with the App/Web Server and Database Server located at the Department of Transportation and Public Facilities (DOT&PF) Maintenance and Operations (M&O) Facilities in Fairbanks. The BI is predominately an extensive soft ledger data collection and reporting application for tracking building maintenance costs. It is designed to be simple and intuitive for non-technical people. It was developed in-house using Visual Basic ASP.NET and SQL Server 2000.

Future Initiatives:
DOT&PF M&O Facilities continue to work on enhancements to the BI, including updates for changes in business rules to the GGU and SU bargaining agreements, uploading payroll data into AKPAY, and uploading project charges into AKSAS. This system is not expected to be retired when the new TAS is implemented.

Relationship to current Time & Attendance:
The BI does not have an interface with AKPAY time and attendance.

Relationship to future Time & Attendance:
The BI will be interfaced to the future TAS through an automated interface from the BI.

Possible Interface Methods:
Batch

Key Interface Data Elements:

To TAS:
EMPLOYEE ID
EMPLOYEE NAME
EARNINGS CODE
HOURS
HOURLY AMOUNT
RD CODE
DATE WORKED
PROJECT CODES

From TAS:
None

System Short Name: EFF
System Long Name: Emergency Fire Fighter Timesheets
Original Implementation Date: ~1992

Description:
EFF runs on the State's mainframe, currently on z/OS 1.7, ADABAS, CICS and Batch. The application was written by the Department of Natural Resources (DNR) to allow users to input timesheets for Emergency Fire Fighters. The online CICS system is typically available to users from 6am to 6pm and is written in COBOL. Most batch processing corresponds to the semi-monthly payroll schedules. The job is run on demand. It creates an interface tape for input into AKPAY. The system has very limited use during the winter.

Future Initiatives:
The timesheet format may be redesigned by the Bureau of Land Management. DNR's existing application meets several federal requirements for timekeeping for EFF staff.

Relationship to current Time & Attendance:
EFF does a batch interface with the current payroll application.

Relationship to future Time & Attendance:
Timesheet information is collected manually in the field. This process will probably remain the same for at least the next five years.

Possible Interface Methods:
The current method of creating a tape on the mainframe could be continued. DNR is receptive to alternate, more efficient, methods of interfacing data. Their preference is that a new TAS accept direct data entry from EFF.

Key Interface Data Elements:

To TAS:

Data Element Name	Source	Frequency	Description/Usage
Time Sheet Number	Interface file from DNR	Payroll	
SSN	Interface file from DNR	Payroll	For a temporary DNR employee who works as an Emergency Fire Fighter
Name	Interface file from DNR	Payroll	Name is needed as a backup to SSN. These are temporary hires often used only for the duration of a fire. Their timesheet may arrive before the hiring paperwork. Questions about the timesheet can be more easily answered if a name is provided.
Hourly Pay Rate	Interface file from DNR	Payroll	Different tasks may have a different pay rate
Collocation Code	Interface file from DNR	Payroll	For default labor distribution
Ledger Code	Interface file from DNR	Payroll	For default labor distribution
Hours Start Time	Interface file from DNR	Payroll	This must be HHMM format. EFF staff are only paid for the hours they work. Their work time can be any time in a 24 hour period. There may be multiple records for a single day.
Hours End Time	Interface file from DNR	Payroll	Similar to Start Time
Date Worked	Interface file from DNR	Payroll	Day the hours were worked

System Short Name: ETS SR App
System Long Name: Service Request Application
Original Implementation Date: February 2008

Description:
The Service Request Application (SR App) is a web based application used by the Department of Administration, Division of Enterprise Technology Services (ETS) for tracking and reporting on the time and cost of work done by ETS. The SR App is written in ASP.NET / C# (.NET 2.0) and uses SQL Server 2005 as its database backend. It does not currently interface to the time and attendance function of AKPAY.

Future Initiatives:
The SR App is still undergoing development. Before July 2008 it will be tightly integrated into a wiki or knowledge retention system of similar functionality and its reporting, data collection and usability will be further refined. Enhancements to send the time data collected directly to the TAS (to avoid double entry into other time entry systems such as PATS) are being considered.

Relationship to current Time & Attendance:
The SR app is not currently integrated with the current time and attendance function of AKPAY but enhancements are under consideration to send timesheet data. Analysis will be required to identify internal data and processing requirements.

Relationship to future Time & Attendance:
Analysis will be required to identify internal data and processing requirements.

Possible Interface Methods:
A web service or ODBC-based interface is the preferred method. Submitting formatted files via FTP is not desirable but could be achieved.

System Short Name: MMS
System Long Name: Maintenance Management System
Original Implementation Date: May 2003

Description:
The Department of Transportation and Public Facilities (DOT&PF), Division of Highways & Aviation contracted with Booz-Allen Hamilton to develop a maintenance management system (MMS) to record highway maintenance activities. This information consists of labor hours, equipment use, material use, and the location of the work. The State Equipment Fleet (a section of the division of Administrative Services) began recording labor in the MMS in September 2007. The MMS records labor hours for approximately 550 Highways & Aviation employees and approximately 150 State Equipment Fleet employees, primarily members of the LTC bargaining unit. A few GGU and SU employees enter labor hours. Currently, the "Employee Payroll Summary" (timesheet) is printed from MMS and a signed hardcopy is sent to the Division of Personnel for manual entry. There are very few business rules enforced for labor hours entered in MMS.

MMS data does not currently interface to AKPAY or AKSAS, but implementation of both interfaces is planned before 2009.

MMS runs on DOT&PF's server located in Juneau. The system is available 24x7and is accessed from approximately 100 locations around the state through the internet using a secured Citrix server. Internet access is obtained from a mainframe connection, a local internet service provider or on contract with Spacenet for Starband wireless dish access.

Future Initiatives:
No major alterations to the program are planned at this time. Some modifications required prior to interfacing with AKPAY are:

1. Correct the reporting of call back hours (after 4 of the end of shift) to report the hours worked (AKPAY code 244) separate from the minimum guarantee (AKPAY code 245).
2. Recording start and stop times.
3. Time reporting in quarter-hour increments.
4. Call back and holiday overtime need to have the ability to record premium pay (shift differential, lead pay, etc).

Relationship to current Time & Attendance:
Manual data entry of MMS timesheet data through AKPAY.

Relationship to future Time & Attendance:
MMS will be interfaced to the TAS. Customizations may include:

1) An automated interface from MMS.
2) A method to update earnings (including leave codes) in MMS from AKPAY.
3) A method to identify missing data or errors and their corrections.
4) A method to handle new employees who may not be available in MMS in a timely manner.
5) A method to advise employees of changes to their time for pay purposes.

During implementation of the new TAS, analysis will be required to fully identify internal data and processing interdependencies. Currently, employee and leave information is extracted from AKPAY and imported into MMS. Any change to these datasets (such as normalizing employees' names as opposed to a concatenated name which is the current format) would cause major problems for the MMS.

Possible Interface Methods:
Analysis will be required. Most likely interface methods include use of formatted files and FTP.

Key Interface Data Elements:

To TAS:

Data Element Name	Description/Usage
Employee ID	An alternate method to identify employees.
Date	The actual day of work or pay period ending date.
Earnings Code	AKPA ETV codes
Hours	The number of hours to pay an employee by ETV code
Collocation Code	For cost center allocation (and possibly for T&E)
Program Code	For cost center allocation (and possibly for T&E)
Ledger Code	For cost center allocation (and possibly for T&E)
Above Wage Scale	For LTC employees who work at a higher range. Reference LTC Contract Article 13.01.A Daily Upgrades.
Payroll RD Code	
Bargaining Unit	

System Short Name: OARS
System Long Name: Officers' Activity Reporting System
Original Implementation Date: ~1994

Description:
The Officers' Activity Reporting Systems (OARS) is a subsystem of the Alaska Public Safety Information Network (APSIN) used by the Department of Public Safety (DPS). It runs on the State's mainframe, currently on z/OS 1.7, CICS TS 3.2. It is a customized activity and time reporting system to serve the State Troopers. The online CICS system is typically available 24 x 7 (except when the mainframe/ADABAS is down) and is written in Natural. Time sheets are generated in batch processing each pay period using Natural and COBOL programs. The purpose of the OARS subsystem is two-fold. Although OARS is used for generating time reports for troopers, it is NOT just for Time Reporting. It is used by management to allocate and manage resources (troopers). It is vital that DPS does not lose this functionality from OARS.

Future Initiatives:
In the next 5 years the current system will likely be replaced with one that uses more current technology, so interface requirements will change significantly. To this end, the APSIN Redesign Project is already underway.

Relationship to current Time & Attendance:
OARS is tightly integrated with the current APSIN system (which is a mainframe-based system used by DPS). OARS makes possible reports to management on cases, number of warrants, contacts, and citations issued, along with the type of activity involved such as investigation, reporting, court duty, etc. To support time and attendance, OARS customizations include:

1. Use of codes associated with each employee and table data to generate for trooper timesheets that are populated with payroll activities and actual hours for the pay period that is being reported.
2. A batch edit process to report errors in processing timesheets.
3. A set of data files produced simultaneously along with timesheets for the troopers for the reporting pay period. The data files are for the Division of Finance, and eventually loaded into AKPAY.

Relationship to future Time & Attendance:
The TAS will have to provide DPS-specific fields to track information pertinent to the department's needs. Management needs for reports currently provided by the OARS system will continue in the future. These must be supported after the new TAS is implemented by sending relevant data fields from AKPAY through an interface to OARS. During implementation of the new TAS, significant analysis will be required to fully identify data and processing interdependencies.

Possible Interface Methods:
As a mainframe-based legacy system, OARS currently has very limited interface points. The Department of Administration, Division of Finance, Payroll Section (DOF) has limited access to the online OARS via the Employee Maintenance Screen. They maintain information pertinent to addition/transfer/termination of troopers to OARS. OARS batch processing produces timesheets for Payroll and also provides formatted files to DOF for further processing. This need for data back from TAS should be explored further before selecting an optimal method for exchange of data.

Key Interface Data Elements:

The State wants to minimize interfaces and redundant data entry. Requirement 102 states "The system shall allow the entry of non-time-and-attendance related data, and validation of this data against data from external sources such as APSIN tables or the OARS system." Final DPS approval to transition to entering time in the new TAS will depend, in part, on the comparative functionality compared to data entry in OARS.

To TAS:
If the existing OARS interface is retained, the following elements will be interfaced:

Data Element Name	Source	Frequency	Description/Usage
Employee Number	OARS	Payroll	Social Security Number or Alternate Employee ID
Pay Type	OARS	Payroll	Examples: Straight, Overtime, Doubletime, Comptime, or Taken
Transaction Date	OARS	Payroll	
Hours	OARS	Payroll	

From TAS:
If the existing OARS interface to AKPAY is decommissioned, the following elements to be interfaced to OARS will be required :

Data Element Name	Source	Frequency	Description/Usage
Pay Date	OARS	Payroll	The date on which the Activity/Duty was performed
Activity	OARS	Payroll	Each officer has many activities each day which may be associated with a specific Case Number in APSIN
Hours	OARS	Payroll	Per Activity
APSIN Case Number	APSIN	Payroll	Per Activity (optional)
Pay Type	OARS	Payroll	Examples: Straight, Overtime, Doubletime, Comptime, or Taken
Pay Duty Status	OARS	Payroll	Examples: Admin Leave, Court Leave, Holiday, Injury Leave
Pay Duty Type	OARS	Payroll	Examples: Standby, Recall, Travel, Officer in Charge
Pay Shift	OARS	Payroll	Duty Shift. Examples: Day, Swing or Grave
Flex or Non Flex Status	OARS	Payroll	If the trooper is allowed flex time or not
Number of Contacts	OARS	Payroll	Total number of contacts made while performing the stated activity
Number of Warnings	OARS	Payroll	Total number of warnings issued while performing the stated activity
Number Citations	OARS	Payroll	Total number of citations issued while performing the stated activity
Patrol Zone	APSIN	Payroll	The area/zone where the activity was performed

System Short Name: T&E
System Long Name: DOT&PF Time & Equipment timesheet
Original Implementation Date: prior to 1993

Description:
Time and Equipment (T&E) timesheets are Excel spreadsheets used by project charging employees of the Department of Transportation and Public Facilities (DOT&PF) to enter their work hours as well as equipment usage. In most cases they are overtime eligible LTC employees. The timesheets are forwarded to payroll as well as to a T&E entry clerk. After payroll has run, and interfaced payroll charges to the State accounting system (AKSAS), the T&E clerk selects applicable earnings codes and enters hours worked into AKSAS. Depending on the ledger code used the transactions may go through Third Party Billing System (TPBS) edits in AKSAS as described below. The AKSAS entry creates a journal entry. These journal entries are used to offset the suspense account and allocate time to the correct cost center.

AKSAS has a subsystem known as Third Party Billing subsystem (TPBS) which is only used by DOT&PF. The primary functions of TPBS are:

1. Edit all expenditure transactions attempting to post activity to Capital Improvement Projects (CIP).
2. Prepare/process an assortment of billing transactions via AKSAS accounting transactions.

Time and Equipment (T&E) transactions are currently entered manually into AKSAS and duplicate some of the AKPAY entry for employee time worked. Valid T&E transactions are “exploded” by AKSAS or TPBS into multiple financial lines. This process allows expenditures for time worked and equipment usage to be edited to ensure they conform to federal allocation rules. Because the correct cost center is not always known when time is entered for payroll purposes, time worked for payroll is often assigned to a suspense account, and journal entries are used to offset the suspense account and allocate time to the correct cost centers. TPBS is used in two categories:

1. Design and Construction – transactions entered manually as described above
2. Maintenance – transactions interfaced from MMS (described below) to AKPAY and AKSAS

One of the requirements (#41) for this RFP is that the new TAS allow equipment codes and valid project codes to be entered in addition to time worked. In addition to the interface of timesheet transactions sent to AKPAY for payroll purposes, interfaces with AKSAS will be required so the new TAS has access to valid cost center codes, and so T&E transactions can be interfaced.

Future Initiatives:
None

Relationship to current Time & Attendance:
Manual data entry of timesheet data through AKPAY.

Relationship to future Time & Attendance:
The new TAS should interface with AKSAS to create the journal entries needed. The need would be the ability to create either 450-10 or 450-30 transactions when applicable.

Possible Interface Methods: Not sure

Key Interface Data Elements:

From TAS:

Data elements needed include:

Element Name	Note
Employee number	
Earnings Type	E.G. regular, overtime, leave, holiday
Hours	
Account	
Ledger Code	
Collocation Code	
Pay Period End Date	
Chart of Account Year	

Some time sheets post to over 20 cost centers each pay period.

Systems with Possible Interfaces

System Short Name: Atlas
System Long Name: Time Keeping Module in Atlas for AMHS vessel employees
Original Implementation Date: Beta Testing January 2008 – present

Description:
The Department of Transportation and Public Facilities (DOT&PF), Division of Alaska Marine Highways System (AMHS) is beta testing the Atlas system, developed by Emerald City Software, acquired primarily for its vessel employee dispatching functionality. Although a basic timekeeping subsystem of Atlas could have been acquired, cost was prohibitive and DOT&PF chose to develop their own simple MS Excel time data capture application (Atlas TS).

This update was needed to become compliant with Department of Administration, Division of Personnel statewide standards requiring mandatory timesheet elements. In addition DOT&PF was looking for more automation, protection of cells, reduction in errors due to typos, standardizing overtime explanations, and, most importantly, interfacing with Atlas. Marine employees are on duty status 24x7 rather than a 7.5 or 8 hour work day so a unique timesheet application is required. The Atlas timesheet does not contain business rules, however, it does contain logic beyond a simple spreadsheet. Atlas uses personnel data interfaced from the AKPAY HR indicative file, verifies and adds dispatch information, then transfers electronic timesheets to the vessels.

Ships use wireless electronic bridges, similar to wireless routers, to transfer data within line of sight, up to approximately one mile from ferry terminals. Although some ships have satellite communication capability, data transfer is unreliable, so most transmissions take place when the ship is docked or within line of sight of the wireless bridge.

Timesheets are transmitted to the central payroll group for review and manual data entry into AKPAY. Due to the complexity of AMHS business rules, approximately 75% of timesheets reviewed require corrections. It is hoped that corrected timesheet data can be interfaced back into the Atlas system to enable more accurate reports on workforce utilization/analysis. Also, once Atlas has accurate time worked information, DOT&PF will be able to generate Sea Time Letters for United States Coast Guard certification.

Atlas TS runs on Sun servers located on each AMHS vessel and on the Atlas administrator's PC located in the Ketchikan Central Office. Atlas TS is also accessible through Citrix for Juneau users. Timesheets are in a tabulated text file format and transferred by an internal FTP process.

Future Initiatives:
It is anticipated that an interface of time worked from Atlas TS to the new TAS will be required. Continued upkeep and enhancements to the AMHS vessel timesheet or possible future interface with the Atlas dispatching and scheduling software are anticipated. Atlas TS will be deployed to the entire fleet, eventually utilizing satellite connections. A direct interface of data from AKPAY to Atlas TS is desired.

Relationship to current Time & Attendance:
AMHS vessel timesheet data is entered by hand and not directly interfaced to AKPAY.

Relationship to future Time & Attendance:
During implementation of the new TAS, significant analysis will be required to fully identify internal data and processing interdependencies. AMHS desires a direct interface between the Atlas Timesheet application and the new TAS.

Possible Interface Methods:
Further analysis required to determine feasible methods that work with technology available on marine vessels.

System Long Name: Cost Recovery Invoicing and Time Tracking System
System Short Name: CRITTS
Original Implementation Date: Expected fall 2008

Description:
The Cost Recovery Invoicing and Time Tracking System (CRITTS) is currently in development by the Department of Environmental Conservation (DEC) with a go-live date estimated by fall 2008. This system enables historical information about time spent working on, and billed to, permits to be captured as required by AS 37.10.054 in order to calculate fee amounts for annual permit fees so accurate billing for such work can be justified. All employees of the Department of Environmental Conservation (DEC) will use CRITTS to enter time worked. The system entails more than just State of Alaska time worked. It includes billable hours, fee study hours, and annual fees that will be billed from the system. It will also serve as an accounts receivable system in order to post payments related to invoices generated out of the system. CRITTS will replace an existing system, BILLQUICK, which has less functionality and is not used by all DEC employees. CRITTS will generate a paper timesheet that conforms to current Department of Administration guidelines. While an interface between CRITTS and the new TAS is intended, the direction will need to be determined during the discovery phase of the project.

Future Initiatives:
System still under development; no new initiatives planned.

Relationship to current Time & Attendance:
BILLQUICK (soon to be obsolete) does not have an automated interface with AKPAY or the current TAS function. CRITTS imports data from AKPAY.

Relationship to future Time & Attendance:
Electronic and automated interfaces between CRITTS and AKPAY (either directly or through the new TAS) are desired.

Possible Interface Methods:
To be determined.

Key Interface Data Elements:
The following are fields currently in CRITTS in several tables. In the table that follow, the following codes apply:

AKPAY	Field is input to CRITTS from AKPAY and would likely continue to be supplied by either AKPAY or the new TAS.
CRITTS	Populated and maintained within the current CRITTS system. Field may be one that could be interfaced into or from the new TAS or from AKPAY. Further analysis required.

From TAS:

Element Name	Source	Description
EMPStateID	AKPAY	Employee's State ID (we don't use SSN)
LastName	AKPAY	Employee Last Name
MiddleInit	AKPAY	Employee Middle Initial
FirstName	AKPAY	Employee First Name
Suffixe	AKPAY	Suffix of employee (JR, SR, etc)
DECLocation	AKPAY	Location City of Employee
EmpPayStatus	AKPAY	Pay Status of the Employee (to print on timesheets)
HireDate	AKPAY	Date Employee was Hired
AltWorkWeek	AKPAY	Indicator if employee works an alternate work week (to print on timesheets)
OTEligibility	AKPAY	Indicator is employee is OT eligible (prints on timesheets)

Element Name	Source	Description
SalaryFlag	AKPAY	Indicator if employee is Salary or Hourly (prints on timesheet)
MeritDate	AKPAY	Merit anniversary date
MonthlySalary	AKPAY	Monthly salary of the employee
Range	AKPAY	Range of employee
Step	AKPAY	Step of Range of employee
JobClass	AKPAY	Job Class of Employee
EmpBU	AKPAY	Employee Bargaining Unit
PCN	AKPAY	PCN of employee
Division	AKPAY	Division the employee works for
Program	AKPAY	Program the employee works for
Section	AKPAY	Section Employee works for
PayrollRD	AKPAY	Payroll RD Code of Section the employee works for
ProjectID	CRITTS	Project ID the employee posts their time to. (NOTE: project ID is related to Collocation Code, Ledger Code, Program Code and Description). An employee can have multiple time entries for one project ID but different activity codes within a given day, week, or pay period, or they can have multiple project ID entries within a given day, week, or pay period.
ActivityCode	CRITTS	Activity Code that relates to a specific work for the project
TimeEntryDay	CRITTS	CRITTS The day of the week for time entries
TimeEntryDate	CRITTS	The date of the day of the week for time entries
StartStop1	CRITTS	1st Start and Stop Time
StartStop2	CRITTS	2nd Start and Stop Time
StartStop3	CRITTS	3rd Start and Stop Time
RegularHrs	CRITTS	Regular Hours work in a day
OvertimeHrs	CRITTS	Overtime hours if employee is OT eligible
ExcessHrs	CRITTS	Extra Hours if employee is NOT OT eligible
HolidayHrs	CRITTS	Holiday Leave
SickLeaveHrs	CRITTS	Sick Leave
AnnualLeavehrs	CRITTS	Annual Leave
OtherLeaveHrs	CRITTS	Other leave
HourlyPayRate	CRITTS	Hourly pay rate of the employee
CollocationCode	CRITTS	Collocation code related to the entry that will print on a timesheet
LedgerCode	CRITTS	Ledger code related to the entry that will print on a timesheet (where used)
ProgramCode	CRITTS	Program code related to the entry that will print on a timesheet (where used)
%	CRITTS	Percentage of the CC/LC/PR combination
Hrs	CRITTS	Number of hours related to a specific entry for a specific CC/LC/PR. NOTE: some project IDs MAY have multiple CC/LC/PR combinations.
Description	CRITTS	Description of CC/LC/PG that will print on a timesheet.
Memo	CRITTS	Memo related to a specific time entry
Effective Date	CRITTS	Date the hourly pay rate is effective (not we can have many records for hourly pay rate, based on Effective Date (i.e. Promotions) – this is for historical data.
SeparationDate	CRITTS	Date employee terminated with Department
TimesheetComments	CRITTS	A memo box that will allow employees to enter comments regarding their monthly timesheet, this will print on the timesheets.

Systems with Obsolete Interfaces

System Short Name: TEARS
System Long Name: Timesheet Entry and Reporting System
Original Implementation Date: December 2005 for DFG; October 2006 for DOT&PF

Description:
TEARS is an Internet application with the App/Web Server and Database Server located at the Department of Fish & Game (DFG) in Juneau. DFG initiated development of the Time Entry and Reporting System (TEARS) and was later joined by the Department of Transportation and Public Facilities (DOT&PF). It is used by DOT&PF and DFG and their respective DOA/DOP payroll staff. It was developed in-house using JAVA and FLASH. A single application is used by both departments. Approximately 350 employees at DOT&PF currently use the system to enter time, anticipated to increase to 600 by July 2008. At DFG nearly all employees use TEARS, with about 915 year-round employees and approximately 300 seasonal employees. TEARS contains business rules for the following bargaining units SU, GGU, KK, EX, and PX and is used mainly by overtime eligible employees (both hourly and salaried), both Time and Equipment (project charging) and TAS (non project charging). Most overtime exempt employees do not complete timesheets although there are some exceptions (e.g. employees that get any of the special pays, such as standby pay). An automated interface from TEARS to AKPAY may or may not be in production use at project startup. Although this system is expected to be retired when the new TAS is implemented, it is noted here because conversion and change management issues will exist.

Future Initiatives:
DOT&PF and DFG continue to work on enhancements to TEARS. These enhancements are: staying current with programming new and/or changes in business rules to the GGU, SS, and other bargaining agreements; staying current with technological updates/enhancements; solutions to user needs, electronic signatures.

Relationship to current Time & Attendance:
At this time TEARS is not integrated with the TAS. It is likely that during the TAS project TEARS will be enhanced to upload timekeeping data into AKPAY.

Relationship to future Time & Attendance:
It is anticipated that TEARS will be decommissioned when the enterprise TAS goes on-line, however it is possible that TEARS can serve as a “prototype” system, or at least be utilized to help identify some of the challenges the enterprise TAS will be facing.

The AKSAS T&E report generated from TEARS may be a useful model for the new TAS.

Possible Interface Methods:
Not applicable.

Key Interface Data Elements:
Not applicable.