Cleaning up Files for the AFFORD Report

1. **<u>Removing termination dates</u>** on employees that have come back to work.
   a. Open Excel and do a Safari query using the **Biographical** view. Select the following fields:
      i. TRUE_SSN
      ii. SSN – (employee ID)
      iii. FULL_NAME
      iv. LAST_PAID_DATE
      v. TERMINATION_DATE
      vi. USER_DEFINED_DATE_2

   b. Filter on:
      i. LAST_PAID_DATE **is greater than** MM/DD/YYYY where MM/DD/YYYY is either:
         1. the start of your measurement period **or**
         2. the last date that you concealed employees
      ii. TERMINATION_DATE **is greater than** 01/01/1970

   c. Sort by:
      i. FULL_NAME, ascending

   d. View spreadsheet. Review all employees listed to determine if the Termination Date is still valid. If no longer valid, either:
      i. Remove Termination Dates on the second screen of the BIOSCN **or**
      ii. Add a rehired date in User Defined Date 2 on the second screen of the BIOSCN if you are using the CENSUS report.

   e. If using the USPLoad/BIOSCN program to load the file:
      i. Change column heading SSN to EMPLOYEE_ID
      ii. Remove LAST_PAID_DATE column
      iii. Change value in TERMINATION_DATE column to blank or add rehired date to column with heading

USER_DEFINED_DATE_2 (Caution: This will overwrite any value currently in this field)

    iv. Save file as a CSV

    v. Use the file transfer option to transfer the CSV file to Reflection.

    vi. Use USPLoad/BIOSCN to load blank termination dates

2. **Add stop dates** to all Employer Sponsored health care deductions that have blank or zero deduction amounts but no stop dates.

    a. Open Excel and do a Safari query using the *annuity deduction* view (DED_ANNUITIES). Select the following fields:

        i. EMPLOYEE_ID

        ii. FULL_NAME

        iii. DED_CODE

        iv. RATE

        v. BOARD_RATE

        vi. STOP_DATE

    b. Filter on:

        i. DED_CODE **equals** XXX or XXX or XXX

          1. Enter all deductions codes that are marked as "Employer sponsored" on the DEDNAM record.

```
Annuity type: D     ACH Transfer Type/Id:  _____
Include as employer-sponsored health coverage?: Y
```

        ii. RATE **equals** 0

        iii. BOARD_RATE equals 0

    c. Sort by Stop_Date

    d. Remove all lines that contain a stop date.

    e. View spreadsheet. Add *Stop Dates* on all employee deductions that have a zero in the Rate and Board Rate fields but do not have a stop date either one by one or by using the USPLoad/DEDSCN program.

f. To load the file:
    i. Add stop date to STOP_DATE column
    ii. Save file as a CSV
    iii. Use the file transfer option to transfer the CSV file to Reflection.
    iv. Use USPLoad /DEDSCN to load stop dates

3. **<u>Add retire hours</u>** on the second screen of JOBSCN.
    a. Open Excel and do a Safari query the **Jobs** view. Select the following fields:
        i. EMPLOYEE_ID
        ii. FULL_NAME
        iii. JOB_NO
        iv. JOB_STATUS
        v. JOB_TITLE
        vi. UNIT_AMOUNT
        vii. PAY_UNIT
        viii. HOURS_IN_DAY
        ix. LAST_PAID_DATE
        x. RETIRE_HOURS

    b. Filter on
        i. JOB_STATUS **equals** 0 or 1
        ii. HOURS_IN_DAY **is greater than** 0
        iii. RETIRE_HOURS **equals** 0
        iv. LAST_PAID_DATE **equals** XX/XX/XXXX

    c. Sort by FULL_NAME and JOB_NO

    d. View the spreadsheet. Add *Retire Hours* to all jobs listed.

    e. To load:
        i. Remove the LAST_PAID_DATE columns
        ii. Copy the contents of the HOURS_IN_DAY to the RETIRE_HOURS column
        iii. Save file as a CSV

      iv. Use the file transfer option to transfer the CSV file to
          Reflection.
      v. Use USPLoad /JOBSCN to load retire hours

4. **<u>Check retire hours for teachers</u>** on the second screen of JOBSCN.
   a. Open Excel and do a Safari query the **Jobs** view. Select the following
      fields: (you can modify the last spreadsheet)
      i. EMPLOYEE_ID
      ii. FULL_NAME
      iii. JOB_NO
      iv. JOB_STATUS
      v. JOB_TITLE
      vi. APPOINTMENT_TYPE
      vii. HOURS_IN_DAY
      viii. RETIRE_HOURS
      ix. FYTD_GROSS_PAY

   b. Filter on:

      i. JOB_STATUS **equals** 1
      ii. APPOINTMENT_TYPE **equals** 1
      iii. FYTD_GROSS_PAY **is greater than** 0

   c. Sort by FULL_NAME and JOB_NO

   d. View the spreadsheet. Add **_Retire Hours_** to all jobs listed.

   e. To load:
      i. Remove the FYTD_GROSS_PAY column
      ii. Copy the contents of the HOURS_IN_DAY to the
          RETIRE_HOURS column
      iii. If HOURS_IN_DAY is blank, you should add hours or collect
           timesheets.
      iv. Save file as a CSV
      v. Use the file transfer option to transfer the CSV file to
         Reflection.
      vi. Use USPLoad /JOBSCN to load retire hours

5. **<u>Find all remaining jobs with pay this fiscal year that are missing both hours per day and retire hours</u>** on the second screen of JOBSCN.
    a. Open Excel and do a Safari query the **Jobs** view. Select the following fields: (you can modify the last spreadsheet)
        i. EMPLOYEE_ID
        ii. FULL_NAME
        iii. JOB_NO
        iv. JOB_STATUS
        v. JOB_TITLE
        vi. APPOINTMENT_TYPE
        vii. HOURS_IN_DAY
        viii. RETIRE_HOURS
        ix. FYTD_GROSS_PAY

    b. Filter on:

        i. HOURS_IN_DAY **equals** 0
        ii. RETIRE_HOURS **equals** 0
        iii. FYTD_GROSS_PAY **is greater than** 0

    c. Sort by APPOINTMENT_TYPE and JOB_TITLE

    d. View the spreadsheet. Add *Retire Hours* to all jobs that will not have hours posted through ATDSCN, UPDCAL_FUT, or UPDCAL_CUR but should be receiving hours.

    e. To load:
        i. Remove the FYTD_GROSS_PAY column
        ii. If HOURS_IN_DAY and RETIRE_HOURS are blank, you should add hours or collect timesheets.
        iii. Save file as a CSV
        iv. Use the file transfer option to transfer the CSV file to Reflection.
        v. Use USPLoad /JOBSCN to load retire hours

6. **<u>Check mid year contract changes</u>** for classified employees to correct hours per day that have been paid.

   a. Open Excel and do a Safari query the **Jobs** view. Select the following fields: (you can modify the last spreadsheet)

       i. EMPLOYEE_ID
       ii. FULL_NAME
       iii. JOB_NO
       iv. JOB_STATUS
       v. JOB_TITLE
       vi. APPOINTMENT_TYPE
       vii. CONTRACTUAL_OBLIGATION
       viii. CONTRACT_AMOUNT
       ix. FYTD_GROSS_PAY

   b. Filter on:

       i. JOB_STATUS **does not equal** 8 or 9
       ii. APPOINTMENT_TYPE **equals** 2
       iii. FYTD_GROSS_PAY **is greater than** 0
       iv. CONTRACTUAL_OBLIGATION **is greater than** 0

   c. View the spreadsheet. Create a calculated column:

       i. CONTRACT_AMOUNT minus CONTRACTUAL_OBLIGATION

   d. Review each employee with a dollar amount in calculated column. Make error adjustments as needed in the ATDSCN to correct the hours worked.

     *Note: this will only find employees with mid-year contract adjustments that were not retro for the entire contract. If a mid-year contract adjustment was retroactive for the entire contract, the contract obligation and contract amount on the JOBSCN will be the same.

7. **Late payments and lump sum supplemental payments**

   a. Open Excel and do a Safari query the **Jobs** view. Select the following fields:

       i. EMPLOYEE_ID
       ii. FULL_NAME

      iii. JOB_NO
      iv. JOB_STATUS
       v. JOB_TITLE
      vi. CONTRACTUAL_OBLIGATION
     vii. HOURS_IN_DAY
    viii. RETIRE_HOURS
      ix. FYTD_GROSS_PAY
       x. PAY_GROUP
      xi. CALENDAR_TYPE

b. Filter on:

    i. FYTD_GROSS_PAY **is greater than** 0
   ii. PAY_GROUP **equals** _____ (supplemental pay group)
  iii. CALENDAR_TYPE **equals** _____ (supplemental calendar)

c. Sort by CONTRACTUAL_OBLIGATION
Or consider additional filter on
CONTRACTUAL_OBLIGATION is greater than 0

d. View the spreadsheet.

    i. Consider the timing of these payments in relation to your measurement period. What was your INICAL date range for each payment? Any hours will only appear on AFFORD when ran to include the INICAL Period End Date. Make error adjustments as needed in the ATDSCN to move hours worked to the correct month.
   ii. Consider the timing of these payments. Were any timesheets received late? Make error adjustments as needed in the ATDSCN to move hours worked to the correct month.
  iii. Consider the retire hours listed (if any) are they correct for the position? If not, make adjusting entries in ATDSCN.

*Note: this will not find any non-supplemental payments that were paid late to employees (i.e. a timesheet submitted late for a substitute)