D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 16

Version 1.0

03/28/2025

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DSD 16/Payroll - Pay Rate Management

This section will provide a description of the CMIPS Payroll Pay Rate Management component. CMIPS solution will utilize the CGI Advantage® Commercial-Off-The-Shelf (COTS) Human Resource Management (HRM) Payroll and Financial packages to satisfy the payroll and fund source requirements.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area

This document will provide the high-level view of CMIPS Payroll – Provider Pay Rate. The CMIPS solution will utilize the CGI Advantage® COTS HRM Payroll and Financial packages to satisfy the payroll and fund source requirements.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process

The process diagram shown in the figure below provides an overview of CMIPS from a payroll perspective. It describes the interaction between the Recipient and Individual Provider (IP), County staff, CMIPS and interaction with other external agencies, such as the State Controller's Office (SCO), Employment Development Department (EDD) and other taxing entities.
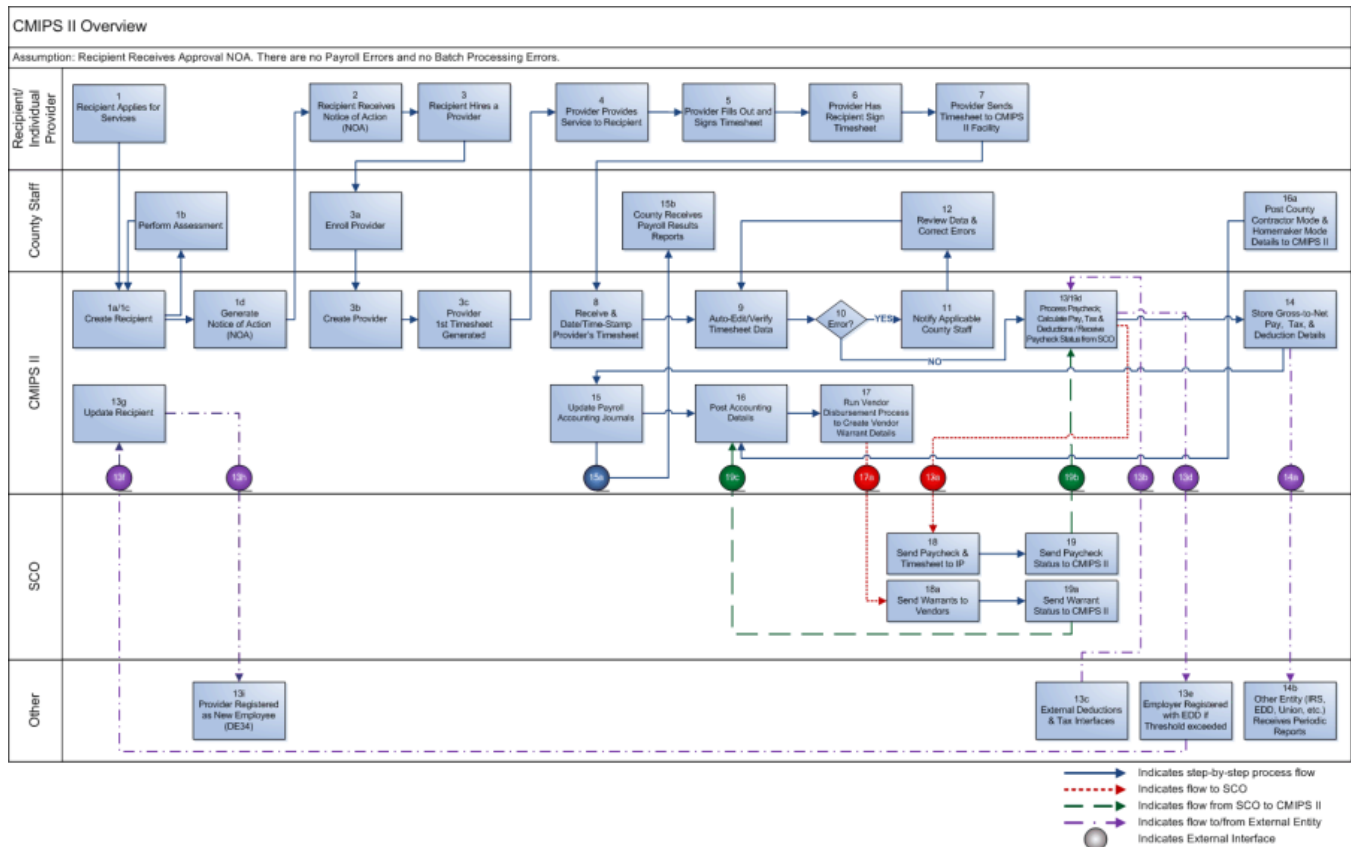
Figure – CMIPS Overview

The CMIPS Overview diagram helps to map the business functions that will be described in this document. Within the Provider Pay Rate Management track and topic area, the following business functions, all of which relate to boxes 13 and 19d in the diagram, will be addressed to satisfy the requirements:

1. Provider Pay Rate Management – This business function will describe the configuration necessary to create and maintain pay rates in the Payroll component. This will include establishing the appropriate pay rate for the Provider as they are initially setup to be paid. It will also include the maintenance of the county pay rates.
2. Calculate Pay – This business function will describe the process used to calculate pay based on the pay rate setup, the employee setup and the transactions, such as a timesheet and one-time payment that are processed in the Payroll component.
3. Process Pay – This business function will describe the payroll processing that will occur in the nightly cycle to compute payroll. This will include the processing of IP arrears pay, advance pay, meals warrants, emergency warrants, one-time payments, etc.
4. Provider Pay Rate Adjustment – The business function will describe how to adjust the pay for an employee, such as retroactive pay as well as adjustments for errors.
5. Federal Labor Standards Act (FLSA) Calculation – FLSA is not used in CMIPS but will be included in the system documentation for future processing needs.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – Provider Pay Rate Management

CI	Document Name
CI-69507 - DSD BF Provider Pay Rate Management `IMPLEMENTED`	DSD_BF_Provider_Pay_Rate_Management.doc

IP hourly pay rates are maintained by contractor users who have been authorized to make changes to pay rates upon approval from the Department of Health Care Services (DHCS). These rates are used to assess the cost of services and establish Recipient's Share of Cost (SOC). The Provider Pay Rate business function will be configured and managed directly in the Payroll component with rates being wrapped back to the Case Management (CM) component.

Staying within the Payroll component's COTS functionality, four factors have been considered for CMIPS pay configuration:

1. Determining use of exception or positive pay
2. Ensuring the Provider/Recipient record is associated with the correct taxes
3. Determining the use of table-driven versus non-table-driven pay
4. Variances in funding source contribution

In addition, the payroll component will utilize its leave functionality to store and report hours not paid. The leave type set to accommodate this will be established as leave without pay and will not have any accounting impacts.

Exception and Positive Pay

The Payroll component processes pay using two methods: exception-pay and positive-pay.

Exception-paid employees are paid for a set number of hours or dollars worked for each pay period and do not require a timesheet to be paid. For exception-paid employees, either an amount to be paid or set number of hours associated with an assigned pay rate or for a given pay period is used to determine pay. CMIPS will use the exception pay method to process pay for Restaurant Meal Allowance warrant requests to the Recipient.

Positive-paid employees are paid for the hours of work that are entered into a system timesheet. If a timesheet is not submitted, the employee is not paid. In addition to hours, any applicable accounting overrides to a positive paid employee's work must also be entered into the timesheet. CMIPS will utilize a Timesheet Adjustment transaction (TADJ) to record and process pay to the IP. The payroll system will also utilize the TADJ internally to process Recipient Advance Pay payment requests.

Taxation Scenarios

Because of tax structure and the way the Payroll component processes payroll and taxes, different pay categories have been identified:

1. Pay to an IP who has no familial relationship (parent, spouse or child) to the recipient. IPs hired from outside the family are subject to both California and Federal employee and employer taxes.
2. Pay to an IP who is a family member or younger than 18 years of age. Both are exempt from the employer and employee share of Federal Insurance Contributions Act (FICA) and Medicare Insurance (MEDI), the Federal Unemployment Tax Act (FUTA) employer tax, California State Unemployment Insurance (SUI) and Employment Training Tax (ETT) employer taxes and the California State Disability Insurance (SDI) employee tax; however, they can elect to have SDI withheld.
3. Pay to an IP who is between the ages of 18 and 21. IPs between 18 and 21 are exempt from federal FICA, MEDI and FUTA; however, they are no longer exempt from California SDI, SUI or ETT.
4. Pay to an IP who is the recipient's registered domestic partner. Domestic partners are exempt from California SDI, SUI and ETT but are not exempt from FICA, MEDI and FUTA. Like other family members, registered domestic partners can elect to have SDI withheld.
5. Pay to an Advance Pay recipient. For reconciliation purposes, an estimate of the employee-side of SDI. FICA and MEDI are withheld.
6. Recipient pay that is exempt from taxation, such as Restaurant Meal Allowance Warrants, State Hearing pay or Conlan claims.
7. Provider Live-in Exclusion. Wages for these providers are considered to be "difficulty of care" payments and are not considered part of gross income for purposes of federal and state income taxes. The 'live-in' status will be controlled by self-certification indication passed to payroll from Case Management. Only wages paid at the time the self-certification indication is set will be considered excluded from federal and state income.

The table below illustrates the CMIPS tax structure based on familial relationship to the recipient and/or age of the provider; note that Federal Income Tax (FIT) and Personal Income Tax (PIT) are optional in the instances where checked:

Pay Type	Definition	Employee Taxes					Employer Taxes					Voluntary/Involuntary Deductions		
		SDI/DIEC (opt)	FICA	Medi	PIT (opt)	FIT (opt)	ETT	SUI	FUTA	FICA	MEDI	Health Lien Labor Organization	SOC	Net Pay = $0
A	Advance Pay Recipient	X	X	X									X	
J	18-21 Provider	X			X	X	X	X				X	X	
	18-21 Provider - Live-in Exempt	X					X	X				X	X	
	18-21 Provider - Advance Pay/Live-in Exempt	X					X	X						X
D	Domestic Partner Provider	X	X	X	X	X			X	X	X	X	X	
	Domestic Partner Provider - Live-in Exempt	X	X	X					X	X	X	X	X	
	Domestic Partner Provider - Advance Pay/Live-in Exempt	X	X	X					X	X	X			X
F	Family/Child Provider	X			X	X						X	X	
	Family/Child Provider - Live-in Exempt	X										X	X	
	Family/Child Provider - Advance Pay/Live-in Exempt	X												X
P	Individual Provider	X	X	X	X	X	X	X	X	X	X	X	X	
	Individual Provider - Live-in Exempt	X	X	X			X	X	X	X	X	X	X	
	Individual Provider - Advance Pay/Live-in Exempt	X	X	X			X	X	X	X	X			X
	Recipient													

Figure – Tax Structure

Table-Driven and Non Table-Driven Pay

In the current CMIPS program, all but one county routinely maintains a single hourly pay rate within its borders. Los Angeles County, however, maintains two: its default hourly rate and a higher "Back-up Pilot Program" (BUPP) hourly rate that is paid to Providers who are certified to perform on-call services to severely impaired Recipients. With the implementation of CR171 and CR172, BUPP rates were configured for all counties to be used on an emergency basis as the direction of CDSS.

The Payroll component of CMIPS uses two different methods to store pay rates.

- A multitude of pay rates can be stored on a reference table and then assigned to a Provider/Recipient record. This is referred to as table-driven pay. Table-driven pay makes it possible to define codes such as Grade and Step that can be used to establish a pay schedule; Grade represents a pay level (or range), and Step represents the increments of pay within that level or range. The CMIPS Payroll component will use table-driven pay to store the hourly pay rates used for Arrears pay, Waiver Personal Care Services (WPCS) pay, pay to the Advance pay Recipient and the dollar amount for Restaurant Meal Allowance warrant.
- A pay rate can also be stored as a pay parameter at the Provider/Recipient relationship level. This is referred to as non-table-driven pay. The relationship is one pay rate per Provider/Recipient record. Because Providers will only be paid using established county rates, pay parameters will not be used.

Funding Source Contribution

An additional factor in determining pay rate configuration is the funding source contribution for WPCS services, In-Home Supportive Services – Residual Program (IHSS-R) services and Personal Care Services Program (PCSP)/IHSS Plus Waiver (IPW) services. WPCS is 100 percent funded by a single source. However, IHSS-R and PCSP/IPW funding source splits vary depending on the pay rate. For rates up to $12.10 per hour without benefits, or $11.50 with benefits, the State will contribute toward a portion of the rate; the funding source split for the PCSP/IPW programs is 50 percent Federal/32.5 percent State/17.5 percent County. For IPW, when a timesheet is received for a service period that is more than 24 months old, the split is 65 percent State/35 percent County. Currently, pay rates do not exceed this State contribution threshold in 57 of the 58 counties.

When the pay rate does exceed the State contribution threshold, which is the case for Santa Clara County, contribution for the amount over the threshold becomes 50 percent Federal/50 percent County for PCSP/IPW and 100 percent County for IHSS-R or IPW after 24 months. If the rate were to exceed $16.00, the contribution for the amount greater than $16.00 would be 100 percent County for all three programs.

Utilizing the table-driven pay described in the previous section, Grades will be used to differentiate between these changes in funding source contribution percentages. One Grade (Grade 01) will be established to identify rates associated with the 50 percent Federal/32.5 percent State/17.5 percent County split; another Grade (Grade 02) will be established to identify rates associated with the 50 percent Federal /50 percent County split; and a third Grade (Grade 03) will be established to identify rates associated with the 100 percent County contribution. The funding split is derived from the employee's record, prior to the rate exceeding the maximum. For example, an employee funded through IHSS-R would be split 65 percent State/35 percent County until the maximum rate is reached. At that point, the amount greater than the maximum rate is charged 100 percent County.

The table below illustrates an extreme example of how Grade and Step in table-driven pay can be used to address the splits in funding source contribution; County XX has five pay rates: $7.50, $8.00, $12.35, $13.10 and $16.50. The State is not contributing toward benefits for this county, so the State contribution threshold is $12.10.

Grade	Step	Rate	Program	BASE PAY Pay Event Type	BASE PAY Amt	FED/CO Pay Event Type	FED/CO Amt	CO ONLY Pay Event Type	CO ONLY Amt
01	01	$ 9.00	IPW/PCSP, IHSS-R	"GP1"	$ 9.00				
01	01	$ 9.00	WPCS	"GPW"	$ 9.00				
01	02	$12.00	IPW/PCSP, IHSS-R	"GP1"	$12.00				
01	02	$12.00	WPCS	"GPW"	$12.00				
02	01	$12.35	IHSS-R	"GPR"	$12.10			"GPC"	$0.25
02	01	$12.35	IPW/PCSP	"GP2"	$12.10	"GPF"	$0.25		
02	01	$12.35	WPCS	"GPW"	$12.35				
02	02	$13.10	IHSS-R	"GPR"	$12.10			"GPC"	$1.00
02	02	$13.10	IPW/PCSP	"GP2"	$12.10	"GPF"	$1.00		
02	02	$13.10	WPCS	"GPW"	$13.10				
03	01	$16.50	IHSS-R	"GPR"	$12.10			"GPC"	$4.40
03	01	$16.50	IPW/PCSP	"GP3"	$12.10	"GPF"	$3.90	"GPC"	$0.50
03	01	$16.50	WPCS	"GPW"	$16.50				

Figure – Example of Pay Rate Configuration

Hours Not Paid

There is a business requirement to report timesheet hours requested greater than authorized hours in the case that there were hours not paid from what the Provider submitted on his/her timesheet. Both hours not paid and paid hours are required to appear on the payment stub/advice. The Provider is paid for only those hours that are within the authorized limits in the case. Hours not paid computed in the CM component will be sent as leave without pay to Payroll to be included on the SCO daily file.

Within the payroll component, leave can be configured to store indicated hours without incurring payment or accounting against those hours. Total submitted hours will be calculated for the SCO file by adding paid hours to hours not paid.

The Reference Table screens used to configure pay rates and hours not paid are introduced below.

Category (CATG)

This screen defines types of categories for pay, deduction and compensation processing events. CATG is also used for pay and deduction reporting purposes (e.g., W-2 and 941 reporting) and check printing. In addition, this screen defines how events are summarized and stored on the employee's records.

The following list provides a sample of categories that CMIPS will use for base pay:

- GP – for pay to non-familial providers (Arrears)
- GPW – for pay to non-familial providers paid through WPCS
- GF – for pay to family/child providers (Arrears)
- GFW – for pay to family/child providers paid through WPCS
- GD – for pay to providers who are the registered domestic partner of the recipient (Arrears)
- GDW – for pay to providers who are the registered domestic partner to the recipient paid through WPCS
- GJ – for pay to providers between 18 and 21 years of age (Arrears)
- GJW – for pay to providers between 18 and 21 years of age paid through WPCS
- L (appended to provider pay categories) – for pay to providers, regardless of age or familial relationship, who are identified as Live-in Excluded
- GA – for Advance Pay
- GM – for Restaurant Meal Allowance

Other categories have been created to address the various payment adjustments identified during the Payroll Deductions General System Design (GSD) sessions.
In addition, the "CBHR" leave category will be used to process hours not paid.

Event (EVNT)

This screen identifies and defines pay events such as regular gross pay and payment adjustments. The event codes will be used on time transactions, such as a timesheet.
For CMIPS, the following naming conventions will establish pay events that address the taxation and funding source contribution scenarios described above:

- GP – to use as base pay type for PCSP/IPW/IPO/IHSS-R IPs who have no familial relationship to the recipient
- GD – to use as base pay type for a PCSP/IPW/IPO/IHSS-R IP who is the recipient's registered Domestic Partner
- GJ – to use as base pay type for PCSP/IPW/IPO/IHSS-R IPs who are between the ages of 18 and 21
- GF – to use as base pay type for PCSP/IPW/IPO/IHSS-R IPs who qualify as the recipient's family and IPs who are younger than age 18
- GA – to use as base pay type for the Advance Pay recipient
- GM – to use as a base pay type for the Restaurant Meal Allowance
- 1 (appended to GP, GD, GJ or GF) – to use as a base pay type for Grade 01 for PCSP /IPW/IHSS-R programs
- 2 (appended to GP, GD, GJ, or GF) – to use as a base pay type for Grade 02 for PCSP and/or IPW programs
- R (appended to GP, GD, GJ or GF) – to use as a base pay type for Grades 02 and 03 for the IHSS-R program; because IHSS-R is not federally funded, it will move to 100 percent County when the rate exceeds the State contribution threshold
- F (appended to GP, GD, GJ or GF) – to account for the portion of the pay rate that goes to a Federal/County split
- C (appended to GP, GD, GJ or GF) – to account for the portion of the pay rate that is county only
- W (appended to GP, GD, GJ or GF) – to use as a base pay type for WPCS in all Grades, as WPCS rates aren't affected by the funding split scenarios described above.
- L (appended to provider pay events) – for pay to providers, regardless of age or familial relationship, who are identified as Live-in Excluded

Title (TITL)

This screen defines the Provider/Recipient's job title. It specifies job information including FLSA exemption, Client Compensation exemption, EEO category, occupational group, title group, grade, labor organization membership and standard pay range. CMIPS will have a default of "PROVDR" for all Provider/Recipient records.

Sub Title (STTL)

This screen defines the set of pay, leave, and deduction policies, the FLSA profile, the Client Compensation profile and pension system parameters that govern employees in a particular title. Multiple subtitles can exist for one title. CMIPS will be utilizing a single subtitle containing a placeholder for pay and deduction policies and a default leave policy. The default leave policy will provide the ability to store hours not paid when received from the CM component. The pay policy and deduction policy will be overridden on the Employee Status Maintenance document (ESMT) introduced during Payroll Management.

Leave Policy (LPOL)

This screen defines the codes which link the Provider/Recipient record to an established leave event. The number of policies setup reflects the amount of control over leave processing. At least one leave policy is required. For CMIPS, a single leave policy of "00" will be created.

Leave Category (LPCT)

This screen lists all leave categories for a given leave policy. A leave category defines a type of leave balance. For CMIPS leave category "CBHR," tied to leave policy "00," will be created to store hours not paid.

Leave Policy Event Type (LPET)

This screen is used to link the leave category and leave event to the associated leave policy.

Pay Policy (PPOL)

This screen defines the codes that link the Provider/Recipient record to the pay rates available within the established policy. The system refers to these policies when processing employee documents. The number of policies setup reflects the control over pay processing.

For CMIPS, three pay policies will be created for each county: one for the Provider, one for the Recipient, and one for the Advance Pay Recipient. One pay policy will also be created for the Restaurant Meal Allowance.

Pay Policy Event Type (PPET)

This screen is used to link the Pay Policy (PPOL) to a Pay Event (EVNT) and defines how pay will be calculated for that policy/event combination. A PPET must be created for every EVNT to be used within the PPOL. For CMIPS, a PPET will be defined for the Restaurant Meals Allowance PPOL and EVNT combination, as well as for each county-related PPOL and EVNT combination.

The tables that follow provide examples of Pay Policy Event Types (PPETs) to be created for: a) County 34 (Sacramento), where the rate is less than the State contribution threshold; b) County 43 (Santa Clara), where the rate exceeds the State contribution threshold; and c) County XX (where XX represents a county in the future), where all rates exceed the Federal contribution threshold.

Table – Rate Less Than State Contribution Threshold

Pay Policy (34)	Pay Event (Primary)	Pay Event (Secondary)	Pay Event (Tertiary)
34	GP1	Blank	Blank
34	GD1	Blank	Blank
34	GF1	Blank	Blank
34	GJ1	Blank	Blank
34R	GR	Blank	Blank
34A	GA	Blank	Blank
34	GPW	Blank	Blank

34	GDW	Blank	Blank
34	GFW	Blank	Blank
34	GJW	Blank	Blank

Table – County 43: Rate Exceeding State Contribution Threshold

Pay Policy (43)	Pay Event (Primary)	Pay Event (Secondary)	Pay Event (Tertiary)
43	GPF	Blank	Blank
43	GDF	Blank	Blank
43	GFF	Blank	Blank
43	GJF	Blank	Blank
43	GPC	Blank	Blank
43	GDC	Blank	Blank
43	GFC	Blank	Blank
43	GJC	Blank	Blank
43	GP2	GPF	Blank
43	GD2	GDF	Blank
43	GF2	GFF	Blank
43	GJ2	GJF	Blank
43	GPW	Blank	Blank
43	GDW	Blank	Blank
43	GFW	Blank	Blank
43	GJW	Blank	Blank
43	GPR	GPC	Blank
43	GDR	GDC	Blank
43	GFR	GFC	Blank
43	GJR	GJC	Blank
43R	GR	Blank	Blank
43A	GA	Blank	Blank

Table – Any County (XX): Rate Exceeding Federal Contribution Threshold

Pay Policy (XX)	Pay Event (Primary)	Pay Event (Secondary)	Pay Event (Tertiary)
XX	GPF	Blank	Blank
XX	GDF	Blank	Blank
XX	GFF	Blank	Blank
XX	GJF	Blank	Blank
XX	GPC	Blank	Blank
XX	GDC	Blank	Blank
XX	GFC	Blank	Blank
XX	GJC	Blank	Blank
XX	GP3	GPF	GPC
XX	GD3	GDF	GDC
XX	GF3	GFF	GFC
XX	GJ3	GJF	GJC
XX	GPW	Blank	Blank
XX	GDW	Blank	Blank
XX	GFW	Blank	Blank

XX	GJW	Blank	Blank
XX	GPR	GPC	Blank
XX	GDR	GDC	Blank
XX	GFR	GFC	Blank
XX	GJR	GJC	Blank
XXR	GR	Blank	Blank
XXA	GA	Blank	Blank

As demonstrated in the tables above, more than one pay event can be included on a single PPET; this option will be used in the instance where the funding source percentages change. For instance, in Santa Clara County, where the rate is $12.35/hour and the State is not contributing toward benefits (Table 2B), a PPET for a PCSP or IPW IP who has no familial relationship to the Recipient would be created in the following manner:

- Pay Policy = 43 (for Santa Clara)
- Pay Event = "GP2" – used to calculate the $12.10 rate
- An additional Pay Event "GPF" is also added to the PPET to calculate the $0.25 greater than the state contribution maximum rate

By the same token, a PPET for an IHSS-R IP with familial relationship would be created as follows:

- Pay Policy = 43 (for Santa Clara)
- Pay Event = "GFR" – used to calculate the $12.10 rate
- An additional Pay Event "GFC" is also added to the PPET to calculate the $0.25 greater than the state contribution maximum rate

Pay Rate Grade (GRDE)

This screen defines the codes that establish a category, or range, of pay rates. Pay Rate Grade (GRDE) will be used to differentiate between the different funding percentages splits as previously described in Funding Source Contribution. Refer to Figure 3 – Example of Pay Rate Configuration for an example.

Pay Step (STEP)

The Pay Step (STEP) screen defines the increments of pay within a grade. There may be multiple steps within a grade depending on county configuration.

Pay Policy Rate Table (PPRT)

This screen links a pay rate to a Pay Policy Event Type (PPET), Grade and Step. In the instance where two Pay Events belong to the same PPET to split out the rate, the Pay Policy Rate (PPRT) table defines how much of the rate goes to one Pay Event and how much to another.
The Provider/Recipient record is tied to these pay configuration tables through the Provider setup process introduced during the Payroll Management GSD sessions.

Business Process Flow – Provider Pay Rate Management

CI	Document Name
◆ **CI-69499** - DSD BP Provider Pay Rate Management IMPLEMENTED	DSD_BP_Provider_Pay_Rate_Management.doc
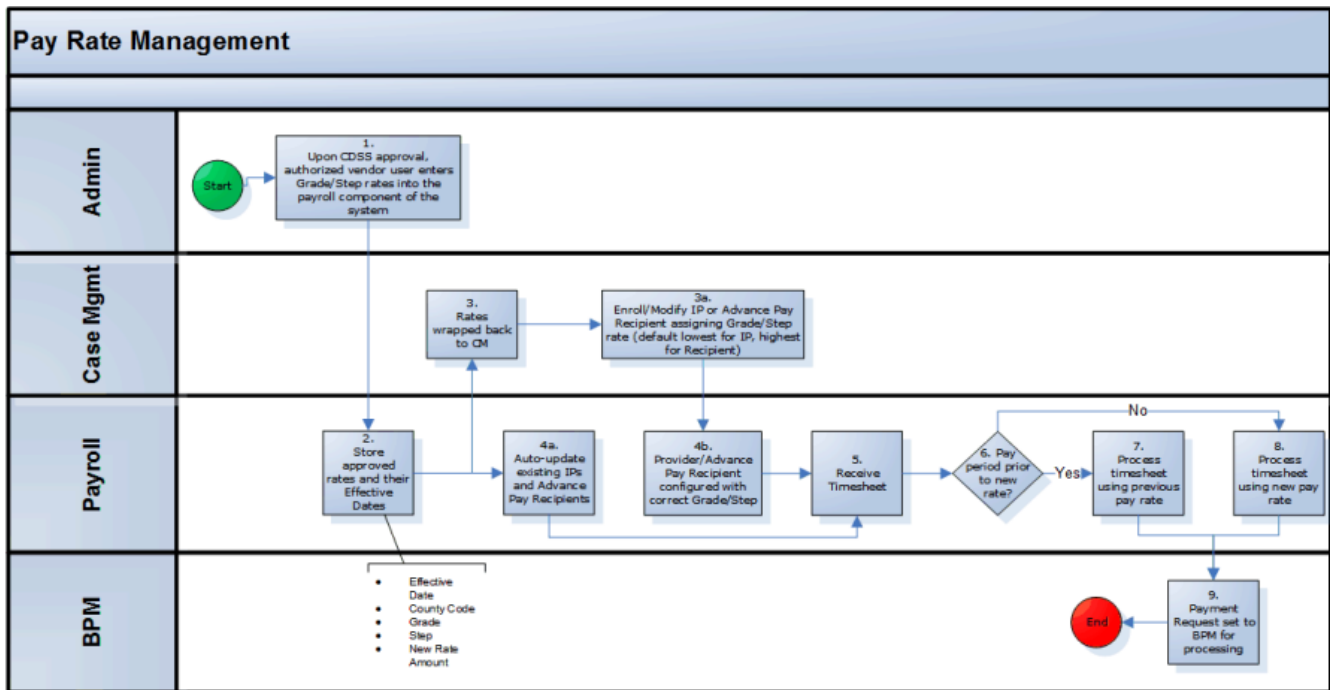
Figure 4 – Provider Pay Rate Management

Initiation/Triggers, Pre-Conditions and Post-Conditions

This section is not applicable for Provider Pay Rate Management.

Process/Screen Flow

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Function – Calculate Pay

Please reference DSD 17/Payroll - Payroll Management/Payroll Management Topic Area/Business Process/Business Process Function - Calculate Pay for the Business Process Function – Calculate Pay.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Function – Process Pay

CI	Document Name
‹› **CI-69510** - DSD BF Process Pay [IMPLEMENTED]	DSD_BF_Process_Pay.doc

In the Payroll component, there are a set of tables to define the payroll run. The tables included here will be configured to meet CMIPS site specifications and control what pay is to be processed through a payroll run.

Pay Class (PYCL)

The Pay Class (PYCL) table defines groups of employees whose pay is calculated in an identical manner; determines pay as Exception, Positive or Both; and determines the frequency of the pay. Pay classes will be established for the following groups:

- Semi-monthly, hourly, positive-paid providers (IP)
- Semi-monthly, hourly, positive-paid Advance Pay providers (IPA)
- Semi-monthly, dollar-based, exception-paid Restaurant Meal warrant recipients (RMEAL)
- Monthly, hourly, positive-paid Advance Pay recipients
- Monthly, hourly, positive pay to be used as a placeholder for all recipients (RECIP); in order to process special pay to recipients, such as State Hearing pay or Reimbursement of Buyout, all recipients will be set up as providers to themselves at the time they have been established as employers in the payroll system.

Cycle (CYCL)

This screen defines a distinct payroll cycle period in which pay and deduction details are processed for a given group of employees. The definitions include pay period begin date, pay period end date, and check date. In addition, each cycle (CYCL) contains the FLSA period end-dates in CYCLs where FLSA applies. Multiple cycles can be run on a particular day.

CMIPS will have two different types of cycles: Semi-monthly to process arrears and WPCS IP pay as well as issue Restaurant Meal Allowance warrants; and monthly to process Advance Pay warrants, pay to Advance Pay providers and special transactions to Recipients.

Pay Group (PYGP)

This screen defines the groups of employees for check printing purposes based on their assigned pay cycle. The payroll group is linked to employees via the Payroll Number (PYNO) screen. CMIPS will use Pay Group (PYGP) to define how the payroll warrants are grouped to be sent on the electronic claim file to SCO.

Payroll Number (PYNO)

This screen defines the payroll numbers used to group employees for whom pay is generated at the same time. This screen also identifies the payroll group with which a payroll number is associated. CMIPS will have payroll numbers for Advance pay (AP), Advance Pay with Share of Cost (APSOC), Restaurant Meals Allowance (RMEAL), Advance Pay providers (IPA), and arrears and WPCS providers (IP).

Check Print Parameters (CPRM)

This screen provides information to the Check Print process, in order to print checks or generate an electronic funds transfer (EFT) file. More specifically, this screen provides the Check Print process with the bank account number for the checks and electronic fund transfers in each pay cycle and payroll group combination. The check print process is run after GTN and the check formatting process.

Pay Period (PERD)

This screen defines time and pay parameters for each pay period. After the initial entries for each pay period are established, this screen is automatically updated for each payroll number in each pay period.

Below is a calendar month that was created to illustrate the different pay processes. A supplemental payroll, or daily process, will be run every week day to process the timesheets received daily that pass validation rules in CM. "IP" represents an official payroll run date for semi-monthly pay to providers; "RM" represents a payroll run date to process Restaurant Meal warrants; "AP" and "APSOC" represent payroll run dates for Advance Pay and "IPA" represents an official payroll for Advance Pay providers.

October 10						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
					October 1	2
					1st Cycle IP: 09/16-30 IPA: 09/01-30 APSOC: 10/01-31 Friday Routine	Weekend Routine
3	4	5	6	7	8	9
Weekend Routine	Daily Cycle	Daily Cycle	Daily Cycle	Daily Cycle	Daily Cycle Friday Routine	Quarterly Cycle Month End Close Weekend Routine
10	11	12	13	14	15	16
Weekend Routine	Daily Cycle	Daily Cycle	**13th Cycle** RM: 10/16-31	Daily Cycle	**16th Cycle** IP: 10/01-15 Friday Routine	Weekend Routine
17	18	19	20	21	22	23
Weekend Routine	Daily Cycle	Daily Cycle	Daily Cycle	Daily Cycle	Daily Cycle Friday Routine	Weekend Routine
24	25	26	27	28	29	30
Weekend Routine	Daily Cycle	Daily Cycle	Daily Cycle	**28th Cycle** AP: 11/01-30 RM: 11/01-15	Daily Cycle Friday Routine	Weekend Routine
31						
Weekend Routine						

Figure – Example Run Calendar

Because Restaurant Meal Allowance is exception-paid, a transaction document is not required to process the payments to recipients. However, providers must submit timesheets in order to be paid wages. CMIPS will utilize the TADJ transaction along with the Supplemental Trigger (STRG) transaction to process the timesheets received into CMIPS's Payroll component. The payroll component will also utilize the TADJ transaction internally to translate the Advance Pay recipient's authorized hours and assigned pay rate into an Advance Pay payment request.

Timesheet Adjustment (TADJ)

Timesheets can be processed for a prior or current pay period. This can include hours misreported (increased or decreased) for a prior period, an adjustment to a previously submitted time record or current time.

Supplemental Trigger (STRG)

A supplemental pay cycle is an interim payroll run used to produce replacement, duplicate and special payment checks. In addition, the STRG will be used to process tax refunds that occur through quarterly and annual processing. Employees are processed through a supplemental pay cycle when a supplemental pay trigger exists for that employee. These triggers can be created manually online or automatically through online transactions. Because timesheets are received on a daily basis for prior and current pay periods, supplemental pay cycles will be run every day to process timesheets. The supplemental trigger will be automatically created via the internal interface between CM and Payroll. The diagram below shows the role of the STRG transaction when processing timesheets from different pay periods.
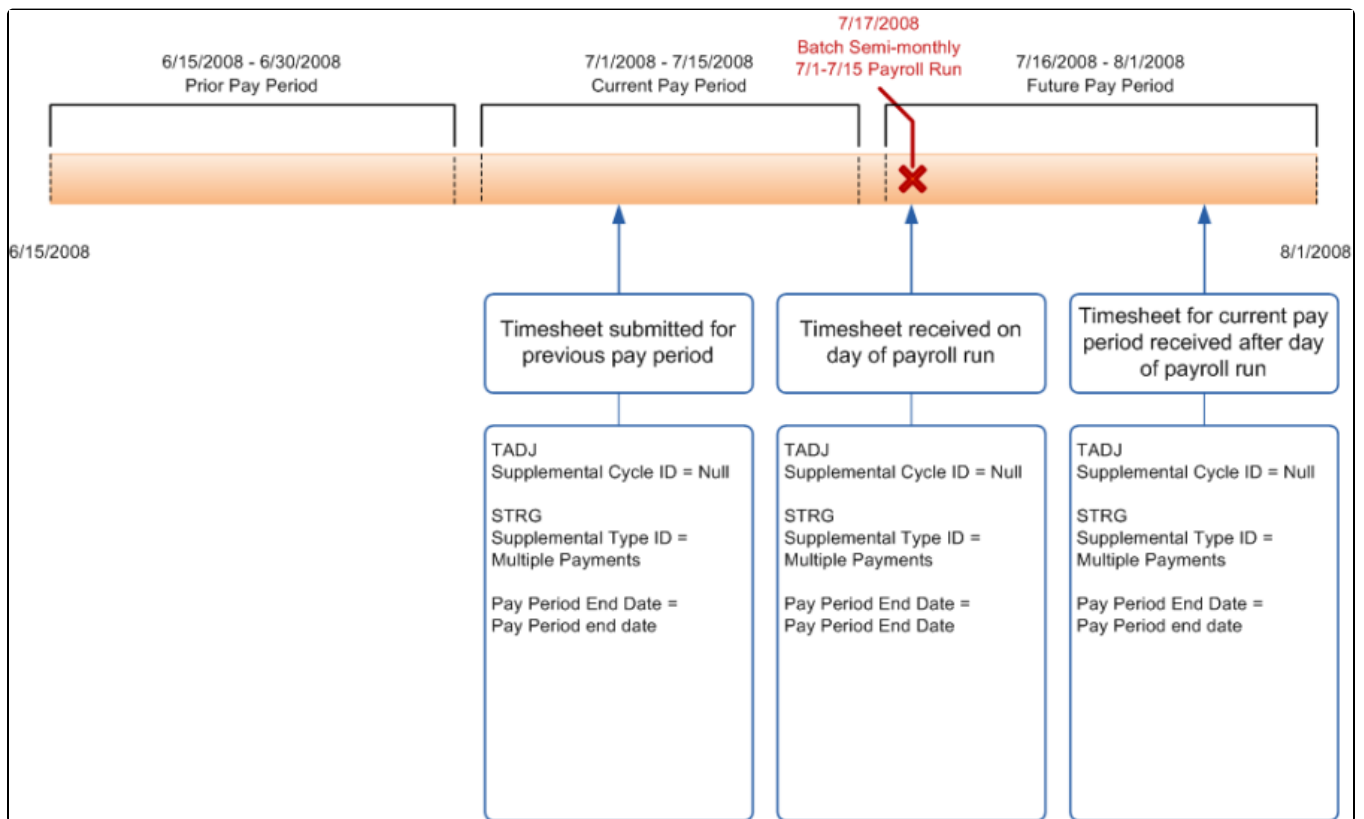
Figure – Timing of STRG and Timesheet Transactions

Business Process Flow – Process Pay

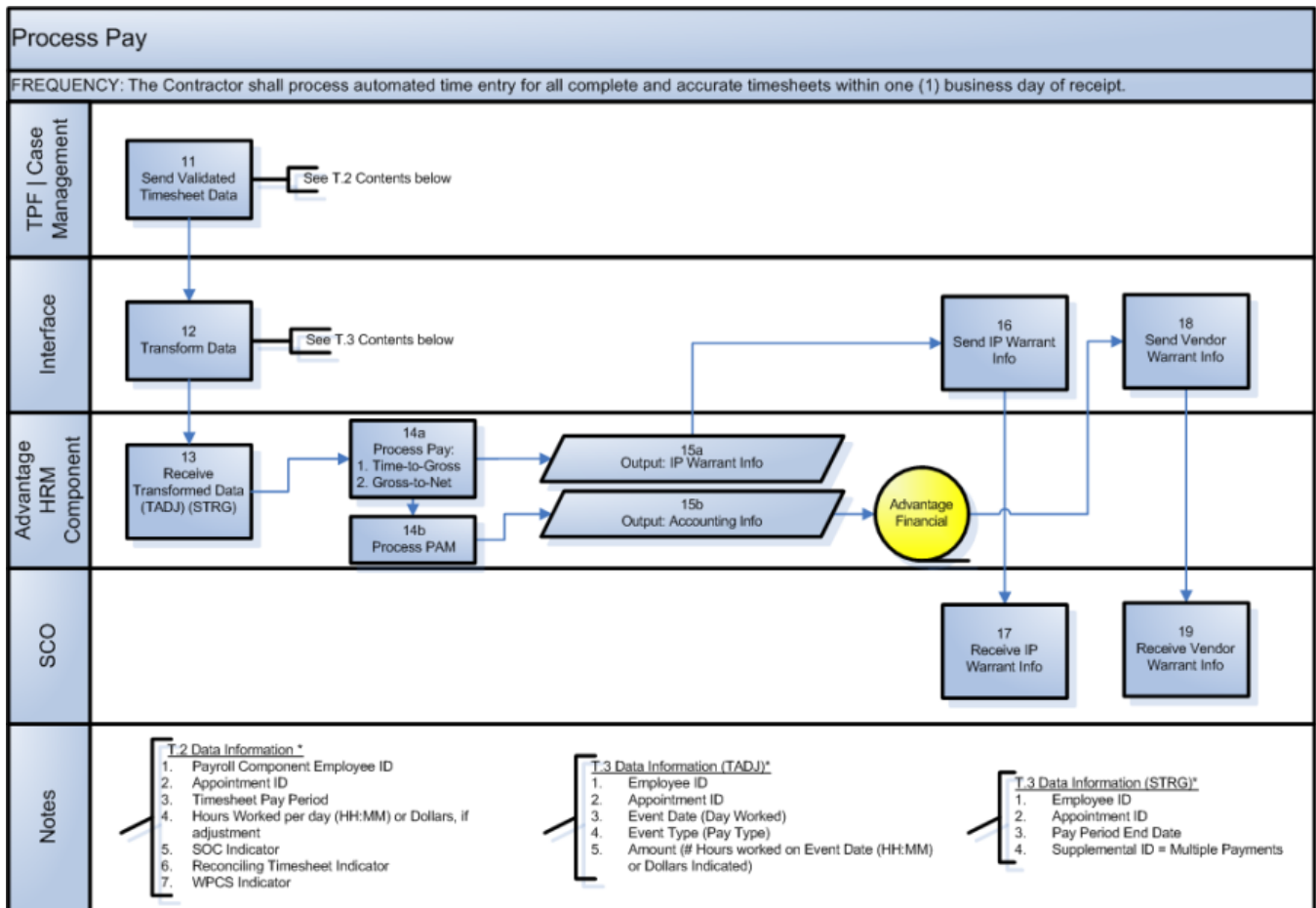| CI	Document Name
◂▸ **CI-69495** - DSD BP Process Pay IMPLEMENTED	DSD_BP_Process_Pay.doc

Figure – Process Pay

Initiation/Triggers, Pre-Conditions and Post Conditions

This section is not applicable for Provider Pay Rate Management.

Process/Screen Flow

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Function – Provider Pay Rate Adjustment

CI	Document Name
CI-69509 - DSD BF Provider Pay Rate Adjustment IMPLEMENTED	DSD_BF_Provider_Pay_Rate_Adjustment.doc

Welfare and Institutions (W&I) Code 12306.1(2).b states, "Any rate approved pursuant to subdivision (a) shall take effect commencing on the first day of the month subsequent to the month in which final approval is received from the department..." As a result, it was decided during Requirements Validation sessions that retroactive changes to pay rates will not occur.

While retroactive changes to pay rates will not occur, retroactive pay can still occur in the following instances:

- When the pay rate that goes into effect, the subsequent month is entered into the system after that month's payroll is processed for Advance Pay Recipients without SOC. New rates can be input into the system prior to the first of the month with the first day of the subsequent month as the future effective date. If the new rate is input prior to the payroll for Advance Pay Recipients without SOC, then their payroll will be processed using the correct pay rate; however, if their payroll has already processed, retroactive pay will have to be processed to make up the difference. In this instance, retroactive pay is triggered by creating a mass change request directly in the payroll system.
- In a county where multiple rates exist, a Provider could be incorrectly assigned the wrong rate (grade/step). Correcting the Provider's rate using a historical date will translate to a retroactive change in grade and/or step on the Provider/Recipient record in Payroll, which will automatically cause a retroactive trigger to occur for each affected pay period where the Provider's pay was already processed. This could be positive or negative.

Retroactive Pay Trigger (RTRG)

Retroactive pay processing begins with the creation of a Retro Pay Trigger (RTRG), the record that contains the identifying information needed for the retroactive batch jobs to perform the appropriate recalculation. Triggers can be generated in three ways:

1. Automatically from a change entered online – Changes to the Employee Status Maintenance screen (ESMT): Personnel Action, Employment Status, Full-time Equivalent (FTE) %, Override Pay, Override Grade, Step, Pay Progression Start Date, Payroll Number/Pay Class, Title, Sub-Title, Pay Parameters Pay Type, Rate Code and Amount/Percent.
2. Manually for an individual employee – Using the RTRG document or Trigger Management (TRGM) activity folder.
3. Enter mass for a group of affected employees – Enter Mass Change Request for One-Time Transactions (MAS3), run Mass Change batch process to generate RTRGs, generally used to identify employees affected by a change to the Pay Policy Rate (PPRT) table.

For CMIPS, most of the causes for retroactive pay identified above will automatically trigger retroactive pay to occur. In the case where pay to the Advance Pay Recipient without SOC has been processed prior to the pay rate making it into the system, a MAS3 batch process will need to be run.

Retroactive Frequency Transaction (RSEL)
This screen, along with the RTRG screen, controls the scheduling of retroactive calculations and payments. At least one Retro Frequencies entry must be entered in order to run an offline retroactive pay process successfully. If all retroactive pay triggers are to be picked up every time retroactive pay processing runs, all asterisks (*) need to be entered in all fields, leaving Retro Frequencies blank.

Business Process Flow – Provider Pay Rate Adjustment

This section is not applicable for Provider Pay Rate Management.

Initiation/Triggers, Pre-Conditions and Post-Conditions

This section is not applicable for Provider Pay Rate Management.

Process/Screen Flow

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Function – Overtime Calculation

CI	Document Name
‹› **CI-69506** - DSD BF Overtime Calculation IMPLEMENTED	DSD_BF_Overtime_Calculation.doc

In March 2014, President Obama signed into law a bill that expands overtime rules from the Fair Labor Standards Act (FLSA) to include IHSS Providers. FLSA defines overtime as hours worked exceeding 40 within an established seven-day work week – within 168 consecutive hours.

For direct care services provided through the State of California, several different entities are considered the employer, depending on the process being discussed. At the highest level, CDSS, who is responsible for implementing and managing the IHSS program, is considered a third party employer. At mid-level, counties act as employers when implementing new pay rates / health benefits and managing the cases. At the lowest level, each of the over 400,000 active cases is considered an individual employer when hiring/scheduling/managing Providers and assessing the state and federal-related taxes.

By design CMIPS payroll treats each case-Provider relationship as a separate employee to accommodate the Recipient as the employer. A Provider working for two Recipients, for instance, will be issued two W-2s at the end of the year.

At the highest level, however, CDSS is considered a third party employer to the Provider, and this is the level where overtime calculation takes place. Overtime is applied to the sum of hours claimed by a Provider working for more than one Recipient within a given established workweek; this includes time claimed traveling from Recipient A to Recipient B.

The CMIPS payroll system's baseline functionality can only calculate overtime at the case-Provider level. It was determined that the effort required to modify the functionality to track overtime at the Provider level while at the same time maintain the Recipient as the employer would be too complex and costly, and not possible within the given timeframe.

The Case Management will instead keep track of service hours, travel hours and overtime hours and send the values to payroll. Payroll will be configured to identify hours related to services, travel and overtime and process them accordingly.

Configuring Pay to allow overtime and travel:

- Pay Categories (CATG) and Events (EVNT) will be created to identify Overtime and Travel pay.
- The new pay events will be linked to each county on the Pay Policy Event Table
    - Like the service-related pay events currently in place, Travel pay events will be configured to pay the county rate
    - Overtime pay events will be configured to pay at one half the applicable rate.

Configuring FLSA

The following screens are used to configure the Payroll component to calculate FLSA:

- **Site Specific Parameter**, "FLSA Calculations Bypassed" must be unchecked.
- **Work Day** screen defines normal work days, off days (i.e. weekends), holidays and contract work days for each work cycle.
- **Work Cycle** screen defines the scheduled shifts, hours and days that constitute the work cycle.
- **FLSA Work Cycle** screen defines the codes used to specify time periods that constitute a normal work schedule for different FLSA plan types. For example, police officers or firefighters might have different work cycles to account for varying shifts, while a receptionist working a more structured Monday through Friday shift would have only one work cycle.
- **FLSA Hours** screen defines hours charged against an FLSA plan type. In order for employees to receive FLSA, they must work the maximum hours stated in their FLSA plan type.
- **FLSA Profile** screen associates valid combinations of FLSA plans with pay types and provides fields to setup the control of pay for compensatory time. The FLSA profile is a configuration element on the Provider/Recipient Employee Status Maintenance (ESMT) record.

Configuring Pay to allow FLSA

- A Pay and Leave Category (CATG) and Event (EVNT) must be created for FLSA pay.
- The applicable Pay and Leave Events (EVNT) identified in the Provider Pay Rate Management EVNT section must be configured to allow the FLSA calculation.
- The Pay Cycle (CYCL) for the semi-monthly pay will contain each FLSA work period end-date, along with the number of days in the FLSA period. For instance, for CYCL representing the pay period of 01/01/2008 – 01/15/2008, two FLSA end-dates would be added to the record. Assuming the FLSA work cycle is from Sunday to Saturday, the two end-dates would be 01/05/2008 and 01/12/2008. The number of days indicated for FLSA would be seven.

Configuring the Employee to allow FLSA

- **Title** for the employee determines whether the employee is eligible to receive FLSA premium compensation. FLSA exemption/non-exemption can be overridden at the ESMT level.
- **Sub-title** determines the FLSA profile that will be used if the employee is to be eligible to receive FLSA premium compensation. The FLSA profile can also be overridden at the ESMT level.

Business Process Flow – FLSA Calculation

This section is not applicable for Provider Pay Rate Management.

Initiation/Triggers, Pre-Conditions and Post Conditions

This section is not applicable for Provider Pay Rate Management.

Process/Screen Flow

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – Provider Sick Leave

CI	Document Name
<> **CI-790525** - DSD BP Provider Sick Leave Pay IMPLEMENTED	DSD_BP_Provider_Sick_Leave_Pay.docx

California Senate Bill No. 3 provides a new benefit for IHSS and WPCS provides in the form of paid sick leave. This benefit will allow IHSS and WPCS providers to submit claims for payment in instances when they are ill and unable to care for their recipients.

Along with service, travel, and overtime hours, Case Management will keep track of sick leave hours and send the values to payroll. Payroll will be configured to identify hour's related to sick leave and process them accordingly.

Configuring Pay to allow sick leave:

- Pay Categories (CATG) and Events (EVNT) will be created to identify sick leave pay.
- The new pay events will be linked to each county on the Pay Policy Event Table
  - Like the service-related pay events currently in place, sick leave pay events will be configured to pay the county rate
- A new Pay Category (CATG) and Event (EVNT) will be created to identify cutback sick leave pay
- The new cutback sick leave pay event (CBHS) will be configured on the Pay Policy Event Table, but will not be linked to a county
  - Because there is no rate associated to cutback hours, the events will not be configured on the Pay Policy Rate table
- A new Object Code 5401 will be used to identify transactions associated to Sick Leave in compliance with best practices and to accommodate reporting requirements

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – Provider Emergency Sick Leave

CI
‹› **CI-822587** - DSD BP Provider Emergency Sick Leave Pay `IMPLEMENTED`

With the Federal Families First Coronavirus Response Act that went into effect for the year 2020, CDSS will grant all Providers a one-time allotment of up to 80 hours of sick leave and wave all accrual periods.

Configuring Pay to allow emergency sick leave:

- Pay Categories (CATG) and Events (EVNT) will be created to identify emergency sick leave pay.
- The new pay events will be linked to each county on the Pay Policy Event (PPET) Table
    - As with regular sick leave, the emergency sick leave pay events will be configured to pay the county rate
- Newly-created CATG records will be added to the Deduction Include/Exclude Pay Categories (DPPC) table to:
    - Exclude Federal and State income tax from pay CATG records that are used to pay live-in exempt providers
    - Exclude liens, health benefits and union deductions from emergency sick leave payments
- Newly-created CATG records will be added to the Tax Reporting (TAXR) table

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – COVID Sick Leave State and COVID Medical Appointment

CI
CI-823022 - DSD BP COVID Sick Leave State and COVID Medical Appointment pay `IMPLEMENTED`

In response to COVID-19, CDSS will grant all Providers up to 80 hours of additional sick leave related to the receipt of vaccines. This will be processed using existing pay configuration for Emergency Sick Leave Pay granted under the Federal Families First Coronavirus Response Act and implemented with CR167 – CGI M&O – SSR – E – Provide Sick Leave Eligibility to all Providers. Providers have also been granted a supplemental paid benefit maximum of up to 4 hours to assist Recipients in order to receive vaccines. These COVID Medical Accompaniment are considered service hours, and existing special transaction pay configuration will be leveraged. However, as the existing special transaction for service hours is included in the Advance Pay reconciliation process, new pay configuration will be added for COVID Medical Accompaniment that is excluded from the reconciliation process and payable directly to the Advance Pay provider.

Configuring Pay to allow COVID Medical Accompaniment for Advance Pay Providers:

- Pay Categories (CATG) and Events (EVNT) will be created to identify COVID Medical Accompaniment (CVDR).
- The new pay events will be linked to each county on the Pay Policy Event (PPET) Table.
    - As with regular and emergency sick leave pay events, COVID Medical Accompaniment will be configured to pay the county rate and use the existing case funding source.
- Newly-created CATG records will be added to the Deduction Include/Exclude Pay Categories (DPPC) table to:
    - Exclude Federal and State income tax from pay CATG records that are used to pay live-in exempt Providers.
    - Exclude liens, health benefits and union deductions from COVID Medical Accompaniment payments.
- Newly-created CATG records will be added to the Tax Reporting (TAXR) table.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – Care Economy Payment

CI
<> **CI-823100** - DSD BP Special Care Payment   IMPLEMENTED

Care Economy Payments have been approved by CDSS for eligible In-Home Supportive Services (IHSS) and Waiver Personal Care Services (WPCS) Providers. This special payment will provide a one-time disbursement of $500 to each eligible Provider that rendered services to a program Recipient(s) during at least three (3) months between March 1, 2020, and December 31, 2020. These payments will be sent from Case Management to Payroll with a Pay Adjustment Transaction Type of POTP (Provider One Time Payment.) The special transactions will be processed using existing pay configuration for taxable adjustments.

DSD 16/Payroll – Pay Rate Management/Pay Rate Management Topic Area/Business Process/Business Process Functions – Career Pathways Training Time and Incentive Claims

CI
‹› **CI-823355** - DSD BF Career Pathways Training Time and Incentive Claims IMPLEMENTED

Under California Senate Bill No. 172, CDSS will be administering a new Career Pathways Program that will offer training opportunities for career advancement in the home care and health care industries. This program will allow IHSS and WPCS providers to receive compensation from time-based claims for the training and dollar-based incentive claims for completing 15 hours of training or for applying the skills learned from the training over a period of time. These claims will be sent to the Managed Advantage Service (MAS) payroll system from Case Management once they have gone through the CDSS Career Pathways approval process.

The Managed Advantage Service (MAS) payroll system will use pay categories and pay events beginning with "N" to identify hours and dollars related to these Career Pathways payments and process them accordingly. Because it is a temporary program, no new pay type line will be added to the Remittance Advice or to the payroll reports. Instead, the hours and dollars will be reported under "Services", Object Code 5001. All of the time-based "N" pay events have been configured to calculate wages using the county rate associated with the employee profile for the given pay period.

To receive payments in payroll, a provider must be assigned to a case to submit a claim. However, the provider does not have to be actively providing services on a case to take the training. As a result, it is possible for a provider to submit a claim for a pay period that is prior to the provider's hire date for the case selected. For the claim to be accepted and processed in the MAS payroll system, Case Management will trigger a web service to MAS upon approval for payment, so that the provider's employee profile associated with selected case is configured to allow the processing. MAS will use an "N" employment status on this new training profile to identify it as separate from the "A" (active) employment status associated with the IHSS or WPCS services.

DSD 16/Payroll – Pay Rate Management/Screen Designs

The screens that will be used for Provider Pay Rate Management functionality are documented in Recip CM & OS – Payroll within Case Management.

Hyperlinks/Functions

This section is not applicable for Provider Pay Rate Management.

Payroll Data Elements

Refer to Appendix C for baseline Advantage configuration elements.

DSD 16/Payroll – Pay Rate Management/Navigation Elements

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Error Messages

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Business Rules

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Tasks/Notifications

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Internal Interfaces

- Multiple Pay Rate Send (PPRT)
- Timesheet Receive (TADJ)

DSD 16/Payroll – Pay Rate Management/Internal Interfaces /Multiple Pay Rate Send (PPRT)

CI	Document Name
CI-69596 - DSD INTF Multiple Pay Rate Send PPRT IMPLEMENTED	DSD_INTF_Multiple_Pay_Rate_Send_PPRT.doc

This interface is used to send the multiple pay rate information to CM from Payroll. Payroll will be the responsible of storing these values. The grade, step and amount are stored in Pay Policy Rate table. For this interface, a file with the multiple pay rate information will be generated from Advantage at a scheduled time, some data transformation will take place and the XML file will be posted in an agreed upon directory to be picked up by CM.

Characteristics of Interface

- Type – Batch (data extraction and query)
- Format – XML
- Priority – Critical
- Frequency – Scheduled process (whenever rates are changed on Payroll)
- Timing – Sequencing – None
- Security & Privacy Classification – It is assumed that no encryption is required on the data elements specified in this document as this is an internal interface.
- Source(s) – Payroll
- Target(s) – CM
- Data Transformation - There will be data transformation, which will be done using a tool which Payroll can integrate.
- Media – Electronic file
- Interface Method – XML data transfer

Data Elements of Interface

Table – Multiple Pay Rate Send

Target: CM		Source:PAY_POLICY_RATE			
Batch Name: PayRate_Refresh	**Field Name**	**Field Name**	**Data Type(Format-length)**	**Description(Data Transformation rules)**	**R/O(Required or optional)**
PayRate_Refresh	CountyCode	PAYPOL_CD	String (5)	Two-digit county code	R
PayRate_Refresh	GradeCode	GRDE_CD	String (5)	Sample value(s): "01," "02," "03"	R
PayRate_Refresh	StepCode	STEP_CD	String (5)	Sample value(s): "01," "02," etc.	R
PayRate_Refresh	PayTypeCode	PAY_TYP_CD	String (5)	Sample value: GPW Used in the search criteria	R
PayRate_Refresh	PayRate	PAY_RT_AM	Numeric (11,4)	County Rate	R
PayRate_Refresh	FromDate	EFFECTIVE_DT	DATE (MMDDYYYY)	Sample value: 01/01/1900	R
PayRate_Refresh	toDate	EXPIRATION_DT	DATE (MMDDYYYY)	Sample value: 01/01/1900	R

Triggering Events

This section is not applicable for Provider Pay Rate Management.

Errors

The error processing will be following the same process as other asynchronous errors. SMU errors will be captured and relayed back to CM. Error log files will be written for the Operations staff.

Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures from a synchronous call will send back the failure on the response to CM. Any failures from an asynchronous call will be written to an error log, and when the error is from a document create or update the document will remain in the Advantage application with a rejected status.

DSD 16/Payroll – Pay Rate Management/Internal Interfaces /Receive Timesheet (TADJ/STRG)

CI	Document Name
CI-69595 - DSD INTF Timesheet Receive TADJ IMPLEMENTED	DSD_INTF_Timesheet_Receive_TADJ.doc

The primary task of the Timesheet Receive interfaces is to load Regular and Supplemental timesheets as a Timesheet Adjustment (TADJ) into the Payroll system. The secondary task is to scan the Health Benefits (HB) and Labor Organization (LO) vendor tables, create county deductions if a match to the provider id is found and the record has not been set to "Processed", and delete existing LO deductions that were previously setup against the Provider from the prior month's load. Deductions for a given county are only deducted from timesheets from the first timesheet (IHSS or WPCS) processed for services in that county. HB deductions are created using a One-time Deduction (OTDED) document, and LO deductions are created using a Miscellaneous (MISC) document.

Timesheets that are successfully loaded into payroll as TADJs via web service are those that have passed all edits and audits in CM. Timesheets that have been manually entered into CM by users are batched at the end of the day and uploaded as TADJs for processing as part of the nightly cycle.

Both the web service and batch methods map the input data elements to the appropriate Advantage Java class to create, TADJ, STRG, OTDED and MISC XML documents.

Characteristics of Interface

- Type – Batch (Manual Timesheets) / Web Service (TPF Timesheets)
- Format – XML
- Priority – Critical
- Frequency – As Needed
- Timing – Sequencing – Operations Procedure Manual – Batch Scheduling
- Security & Privacy Classification – Refer to 4.4.5 System Security Plan
- Source(s) (System) – CMIPS – Case Management
- Target(s) (System) – CMIPS – Payroll
- Data Transformation – None
- Media – Electronic File
- Interface Method – Web Services over HTTPS

Data Elements of Interface

Table – TADJ Document Layout

Source: timesheetServices			Target: TADJ		
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
timesheet Services	employe eId	TADJ_D OC_HD R. DOC_ID	String (20)	Digits starting at character 5 of the doc_id are reserved for the timesheet id sent from CM	R
timesheet Services	timeshe etId	TADJ_D OC_HD R. EMPLO YEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
timesheet Services	Program	TADJ_D OC_HD R. APPOIN TMENT_ ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
timesheet Services	suppInd	TADJ_D OC_HD R. DOC_ID	String (20)	If suppInd = 'Y', characters 1-4 of the doc_id will be set to 'S000'. Otherwise, set to 'GP00'	N/A

timesheet Services	socInd recInd	TADJ_DOC_HDR. CMIPS_SPEC_PROC	String (5)	Rule Driven. if SOC_IND = 'Y' then REC_IND = 'N' and vice versa. If SOC_IND = 'Y' then this field will be set to 'S'. If REC_IND = 'Y' then this field will be set to 'P'. Otherwise it will be null.	O
timesheet Services	socInd recInd	TADJ_DOC_HDR. DOC_STA_CD	Numeric (1)	If socInd = 'Y', or recInd = 'Y' set to 1 (draft/held status) for hourly TADJProcessing queue (see Section 15, SOC process for more detail). Or set to 1 if socInd = 'N' and pending pay exists for another timesheet for the same person where socInd = 'Y'. Otherwise, set to '4' (submitted status).	N/A
timesheet Services	cutback Hrs	TADJ_DOC_LINE. EVNT_TYP_CD TADJ_DOC_LINE. LN_AM_SC	String (5) String (12)	EVNT_TYP_CD = "CBHP" for Cutback Hours LN_AM_SC = cutbackHrs value. CM will send data in HHH:MM format. If this value is negative, the timesheet shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]".	R
N/A	N/A	TADJ_DOC_HDR. SUP_PAY_CD	String (1)	Set to 'R'.	R
timesheet Services	payPeriodStDt	N/A	N/A	N/A	O
timesheet Services	payPeriodEndDt	TADJ_DOC_LINE. EFFECTIVE_DT	Date (CCYY-MM-DD)	When creating cutbackHrs or overtimeHours detail lines, set EFFECTIVE_DT = payPeriodEndDt.	O
timesheet Services	overtime Hrs	TADJ_DOC_LINE. EVNT_TYP_CD TADJ_DOC_LINE. LN_AM_SC TADJ_DOC_LINE. LABR_DIST_OVRD_FL TADJ_DOC_LINE. LABR_DIST_PROF_CD	String (5) String (12) String (5)	If present, a TADJ detail line will be created with the following values, all of which are required: EFFECTIVE_DT = payPeriodEndDt EVNT_TYP_CD = EMPL_ASGNMT.CIVIL_SVC_STA_CD, where 1st character 'G' is replaced with 'F' (e.g. = if 'GP1', set to 'FP1') LN_AM_SRC = overtimeHrs. CM will send data in HHH:MM format. If this value is negative, the timesheet shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". LABR_DIST_OVRD_FL = 'P' LABR_DIST_PROF_CD is set to a 5-character value derived from EMPL_ASGNMT.HOME_DEPT_CD (funding source) and HOME_UNIT_CD (county/district). Char 1 is the pre-determined character that represents the funding source indicated in HOME_DEPT_CD field for the pay period in question. Characters 2-5 are the values in the HOME_UNIT_CD field. For instance, if HOME_DEPT_CD = 'PCSP' and HOME_UNIT_CD = '5701', the value would be 'P5701'	O
timesheet Services	Date	TADJ_DOC_LINE. EFFECTIVE_DT	Date (CCYY-MM-DD)	EFFECTIVE_DT on table corresponds to EFFECTIVE_DT in source	R

| timesheet Services | Hours | TADJ_D OC_LIN E. EVNT_T YP_CD TADJ_D OC_LIN E. LN_AM_ SC TADJ_D OC_LIN E. LABR_D IST_OV RD_FL | String (5) String (12) String (5) | Set EFFECTIVE_DT = Date on the detail line created for the service hours (Hours) LN_AM_SC = Service Hours. If this value is negative, the timesheet shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". | R |

Table – STRG Document Layout

Source: timesheetServicesRequest		Target: STRG			
Table Name/File Name /WSDL Name	**Field Name**	**Field Name**	**Data Type (Format- length)**	**Description(Data Transformation rules)**	**R/O (Required or optional)**
timesheetServices	timesheetId	STRG_ DOC_H DR. DOC_ ID	String (20)	Digits starting at character 5 of the doc_id are reserved for the timesheet id sent from CM	R
timesheetServices	suppInd	STRG_ DOC_H DR. DOC_ ID	String (20)	If SUPPLEMENT_ID = 'Y', characters 1-4 of the doc_id will be set to 'S000'. If SUPPLEMENT_ID ='N' characters 1-4 of the doc_id will be set to 'GP00'	R
timesheetServices	employeeId	STRG_ DOC_H DR. EMPLO YEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
timesheetServices	Program	STRG_ DOC_H DR. APPOIN TMENT_ ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
N/A	N/A	STRG_ DOC_H DR. SUPP_T YP_ID	String (1)	This value is always set to 'S' (CMIPS Single Warrant)	R
timesheetServices	socInd recInd	STRG_ DOC_H DR. DOC_S TA_CD	Numeric (1)	This field will be set to '1' if socInd = 'Y' or recInd = 'Y', or if socInd = 'N' and pending pay exists for another timesheet for the same person where socInd = 'Y'. Otherwise, this is set to '4' (submitted status)	R
timesheetServices	payPeriod EndDt	STRG_ DOC_H DR. PPRD_E ND_DT	Date (CCYY- MM-DD)		R

Table – OTDED Document Layout for Health Benefits Deduction

Source: Advantage HRM		Target: OTDED			
Table Name/ File Name/ WSDL Name	**Field Name**	**Table Name. Field Name**	**Data Type (Form at- length)**	**Description (Data Transformation rules)**	**R/O (Required or optional)**

N/A	N/A	OTDED_DOC_HDR. DOC_ID	String (20)	Core Advantage auto-document numbering is used.	R
HBM_VENDOR_DEDUCTIONS	PROVIDER_ID PROCESSED_FL	OTDED_DOC_HDR. EMPLOYEE_ID	String (10)	The web service uses EMPLOYEE_ID to get PROVIDER_ID from EMPL.EMPL_ALT_ID_NO. If a match of EMPL_ALT_ID_NO to PROVIDER_ID is found and the PROCESSED_FL = 'N', then create the OTDED.	R
N/A	N/A	OTDED_DOC_HDR. APPOINTMENT_ID	String (1)	Set to Asterisk (*)	R
N/A	N/A	OTDED_DOC_HDR. ADD_REPLACE_ID	String (1)	Defaulted to 'A' (Add)	R
EMPL_ASGNMENT	EFFECTIVE_DT	OTDED_DOC_DED. EFFECTIVE_DT	Date	Min(EMPL_ASGNMT.EFFECTIVE_DT) where EMPLMT_STA_CD <> 'I'	R
HBM_VENDOR_DEDUCTIONS	DEDPLAN_CD1 DEDPLAN_CD2 DEDPLAN_CD3	OTDED_DOC_DED. DEDTYPE_CD	String (5)	Create a separate line for each DEDPLAN_CD value present. Set DEDTYP_CD = SELECT DEDTYP_CD from DED_PLAN where DEDPLAN_CD = DEDPLAN_CD[1,or 2, or 3]	R
HBM_VENDOR_DEDUCTIONS	DEDPLAN_CD1 DEDPLAN_CD2 DEDPLAN_CD3	OTDED_DOC_DED. DEDPLAN_CD	String (5)	Create a separate line for each DEDPLAN_CD value present.	R
HBM_VENDOR_DEDUCTIONS	DEDPLAN_AM1 DEDPLAN_AM2 DEDPLAN_AM3	OTDED_DOC_DED. DED_AM	String (9,2)	FOR DEDPLAN_CD1, set the amount to DEDPLAN_AM1. FOR DEDPLAN_CD2, set the amount to DEDPLAN_AM2. FOR DEDPLAN_CD3, set the amount to DEDPLAN_AM3.	R

Table - MISC Document Layout for Labor Organization Deductions

Source: Advantage HRM		Target: MISC				
Table Name/ File Name/ WSDL Name	Field Name	Table Name. Field Name	Data Type (Format-Length)	Description (Data Transformation Rules)		R/O (Required or Optional)
N/A	N/A	MISC_DOC_HDR. DOC_ID	String (20)	Core Advantage auto-document numbering is used.		R
LO_VENDOR_DEDUCTIONS	PROVIDER_ID PROCESSED_FL	MISC_DOC_HDR. EMPLOYEE_ID	String (10)	The web service uses EMPLOYEE_ID to get PROVIDER_ID from EMPL.EMPL_ALT_ID_NO. If a match of EMPL_ALT_ID_NO to PROVIDER_ID is found and the PROCESSED_FL = 'N', then create the MISC.		R
N/A	N/A	MISC_DOC_HDR. APPOINTMENT_ID	String (1)	Set to Asterisk (*)		R
EMPL_ASGNMT	EFFECTIVE_DT	MISC_DOC_DED. EFFECTIVE_DT	Date	Min(EMPL_ASGNMT.EFFECTIVE_DT) where EMPLMT_STA_CD <> 'I'		R

N/A	N/A	MISC_DOC_DED.EXPIRATION_DT	Date	Set to last day of the current month.		R
LO_VENDOR_DEDUCTIONS	DEDPLAN_CD1 DEDPLAN_CD2 DEDPLAN_CD3 DEDPLAN_CD4 DEDPLAN_CD5	MISC_DOC_DED.DEDTYP_CD	String (5)	Create a separate line for each DEDPLAN_CD value present. Configuration for LO deductions – the DEDTYP_CD is the same value as the DEDPLAN_CD.		R
LO_VENDOR_DEDUCTIONS	DEDPLAN_CD1 DEDPLAN_CD2 DEDPLAN_CD3 DEDPLAN_CD4 DEDPLAN_CD5	MISC_DOC_DED.DEDPLAN_CD	String (5)	Set DEDPLAN_CD = DEDTYP_CD on the line being created.		R
LO_VENDOR_DEDUCTIONS	DEDPLAN_AM1 DEDPLAN_AM2 DEDPLAN_AM3 DEDPLAN_AM4 DEDPLAN_AM5	MISC_DOC_DED.GOAL_DED_AM	Decimal(9,2)	FOR DEDPLAN_CD1, set the amount to DEDPLAN_AM1. FOR DEDPLAN_CD2, set the amount to DEDPLAN_AM2. FOR DEDPLAN_CD3, set the amount to DEDPLAN_AM3. FOR DEDPLAN_CD4, set the amount to DEDPLAN_AM4. FOR DEDPLAN_CD5, set the amount to DEDPLAN_AM5.		R
LO_VENDOR_DEDUCTIONS	DEDPLAN_AM1 DEDPLAN_AM2 DEDPLAN_AM3 DEDPLAN_AM4 DEDPLAN_AM5	MISC_DOC_DED.OVRD_DED_AM	Decimal(9,2)	FOR DEDPLAN_CD1, set the amount to DEDPLAN_AM1. FOR DEDPLAN_CD2, set the amount to DEDPLAN_AM2. FOR DEDPLAN_CD3, set the amount to DEDPLAN_AM3. FOR DEDPLAN_CD4, set the amount to DEDPLAN_AM4. FOR DEDPLAN_CD5, set the amount to DEDPLAN_AM5.		R
LO_VENDOR_DEDUCTIONS	VENDOR_CODE	MISC_DOC_DED.VEND_CUST_CD	Varchar2 (20)	The identification code associated with the vendor.		R

Triggering Events

Timesheet transactions from TPF will be triggered by CM throughout the day as timesheets pass all edits and audits. Timesheet transactions created through CM screens will be extracted onto xmls by a Case Management batch job at the end of the day. A payroll batch job will then load the transactions as TADJs during nightly batch.

Errors

The error processing will follow the same process as other asynchronous errors. SMU errors will be captured and relayed back to CM. Error log files will be written for the Operations staff.

Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures from a synchronous call will send back the failure on the response to CM. Any failures from an asynchronous call will be written to an error log, and when the error is from a document create or update the document will remain in the Advantage application with a rejected status.

Table – Error Codes

Error No.	Error Code	Description
1	TSTPF1001	Appointment ID not found
2	TSTPF1002	Pay Event Not Found
3	TSTPF1003	Detail Line Add Failed
4	TSTPF1004	Hours Missing on Timesheet
5	TSTPF1005	TADJ Document Failed
6	TSTPF1006	OCHK Failed
7	TSTPF1007	Net Pay Could Not Be Calculated
8	TSTPF1008	Net Pay Could Not Be Calculated
9	TSTPF1009	TADJ validation failed
10	TSTPF1010	Overtime or TravelTime hrs should not be present in Recon Timesheet
11	GEN1006	General Exception

DSD 16/Payroll – Pay Rate Management/Internal Interfaces /Process Sick Claim Request (TADJ/STRG)

CI	Document Name
<> **CI-790579** - DSD INTF Process Sick Claim Request IMPLEMENTED	DSD_INTF_Process_Sick_Claim_Request.docx

The Timesheet Receive Sick Leave interface loads Sick Leave Claims as TADJs into the Payroll system. Sick Leave Claims that have passed all edits and audits in CM are loaded into payroll throughout the day via web service.

Input data elements will be mapped to the appropriate Advantage Java class to create a TADJ and STRG XML document.

Characteristics of Interface

- Type –Web Service
- Format – XML
- Priority – Critical
- Frequency – As Needed
- Timing – Sequencing – Operations Procedure Manual – Batch Scheduling
- Security & Privacy Classification – Refer to D-6.7-01 System Security Plan
- Source(s) (System) – CMIPS – Case Management
- Target(s) (System) – CMIPS – Payroll
- Data Transformation – None
- Media – Electronic File
- Interface Method – Web Services over HTTPS

Data Elements of Interface

Table – Timesheet Adjustment Document (TADJ)

Source: processSickClaimRequest				Target: TADJ_DOC_HDR	
Table Name/ File Name/ WSDL Name	**Field Name**	**Field Name**	**Data Type (Format-length)**	**Description(Data Transformation rules)**	**R/O (Required or optional)**
processSickClaimRequest	sickClaimId	DOC_ID	String (20)	Digits 1-4 contain the pay type, which is derived from the Web Service name (SCLV for Sick Leave Claims) Digits starting at character 5 of the doc_id are reserved for the sickClaimId sent from CM	R
	employeeID	EMPLOYEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
	program	APPOINTMENT_ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
	recInd	CMIPS_SPEC_PROC	String (5)	If REC_IND = 'Y' then this field will be set to 'P'. Otherwise it will be null.	O
	recInd	DOC_STA_CD	Numeric (1)	This field will be set to '1' if recInd = 'Y' and pending pay from a reconciling timesheet exists for the same person, or if recInd = 'N' and pending pay from a timesheet that is subject to share of cost exists for the same person. Otherwise, this is set to '4' (submitted status). '4' indicates that time-to-gross calculation has occurred, resulting in pending pay records which are ready for processing during the nightly cycle.	
	N/A	SUP_PAY_CD	String (1)	Defaulted to 'R'.	R

Source: processSickClaimRequest	Target: TADJ_DOC_LINE

Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
processSickClaimRequest	sickclaimHrs payPeriodEndDt	EFFECTIVE_DT EVNT_TYP_CD LN_AM_SC	Date (CCYY-MM-DD) String (5) String (12)	For sick leave hours, a TADJ detail line will be created with the following values: TADJ_DOC_LINE.STEP_CD = '01' to ensure the sick leave is always paid at the regular county pay rate EFFECTIVE_DT = source TADJ PAY_PERIOD_END_DT EVNT_TYP_CD = EMPL_ASGNMT.CIVIL_SVC_STA_CD, where 1st character 'G' is replaced with 'S' (e.g. = if 'GP1', set to 'SP1') LN_AM_SRC = sickclaimHrs - If this value is negative, the sick leave claim shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". CM will send data in HHHH:MM format.	R
	sickclaimCutbackHrs payPeriodEndDt	EFFECTIVE_DT EVNT_TYP_CD LN_AM_SC	Date (CCYY-MM-DD) String (5) String (12)	When this field is populated, a TADJ detail line will be created with the following values: EFFECTIVE_DT = source TADJ PAY_PERIOD_END_DT EVNT_TYP_CD = 'CBHS' LN_AM_SRC = sickclaimCutbackHrs - If this value is negative, the sick leave claim shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". CM will send data in HHHH:MM format.	O

Table – Supplemental Trigger Document (STRG)

Source: processSickClaimRequest				Target: STRG Header	
Table Name /File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
processSickClaimRequest	sickClaimId	DOC_ID	String (20)	Digits 1-4 contain the pay type, which is derived from the WebService name (SCLV for Sick Leave Claims) Digits starting at character 5 of the doc_id are reserved for the sickClaimId sent from CM	R
	employeeID	EMPLOYEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
	program	APPOINTMENT_ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
	N/A	SUPP_TYP_ID	String (1)	This value is always set to 'S' (CMIPS Single Warrant)	R
	recInd	DOC_STA_CD	Numeric (1)	This field will be set to '1' if recInd = 'Y' and pending pay from a reconciling timesheet exists for the same person, or if recInd = 'N' and pending pay from a timesheet that is subject to share of cost exists for the same person. Otherwise, this is set to '4' (submitted status)	R
	payPeriodEndDt	PPRD_END_DT	Date (CCYY-MM-DD)		R

Triggering Events

Sick Leave transactions will be triggered by CM throughout the day as timesheets pass all edits and audits.

Errors

The error processing will follow the same process as other asynchronous errors. SMU errors will be captured and relayed back to CM. Error log files will be written for the Operations staff.

Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures from a synchronous call will send back the failure on the response to CM. Any failures from an asynchronous call will be written to an error log, and when the error is from a document create or update the document will remain in the Advantage application with a rejected status.

Table – Error Codes

Error No.	Error Code	Description
1	TSTPF1001	Appointment ID not found for Employee ID
2	TSTPF1002	Event Code not found for Employee ID
3	TSTPF1003	Detail Line Add Failed for Employee ID
4	TSTPF1004	Hours or Dollar Amt is null
6	GEN1006	General Exception - Timesheet contains negative hours for Employee ID - [employeeId]

DSD 16/Payroll – Pay Rate Management/Internal Interfaces /Process Travel Claim Request (TADJ/STRG)

CI
CI-823193 - DSD INTF Process Travel Claim Request `IMPLEMENTED`

The Process Travel Claim interface loads Travel Claims as TADJs into the Payroll system. Travel Claims that have passed all edits and audits in CM are loaded into payroll throughout the day via web service. In addition to Travel Claim Hours, Travel Cutback Hours and Overtime Hours can be included in the transaction if the Case Management system calculates these values. Separate lines on the TADJ will be created for each type of hours sent.

Input data elements will be mapped to the appropriate Advantage Java class to create a TADJ and STRG XML document.

Characteristics of Interface

- Type –Web Service
- Format – XML
- Priority – Critical
- Frequency – As Needed
- Timing – Sequencing – Operations Procedure Manual – Batch Scheduling
- Security & Privacy Classification – Refer to D-6.7-01 System Security Plan
- Source(s) (System) – CMIPS – Case Management
- Target(s) (System) – CMIPS – Payroll
- Data Transformation – None
- Media – Electronic File
- Interface Method – Web Services over HTTPS

Data Elements of Interface

Table – Timesheet Adjustment Document (TADJ)

Source: processTravelClaimRequest				Target: TADJ_DOC_HDR	
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
processTravelClaimRequest	travelClaimId supplementId	DOC_ID	String (20)	Digits 1-4 contain the pay type, which is derived from the Web Service name and the supplementId value. supplementId will = "Y" if the travelClaimTypeCode = "Supplemental - IHSS Travel Claim" or Supplemental – WPCS Travel Claim", otherwise it will be set to "N". • When "Y" digits 1-4 will be set to "TCS0" • When "N" digits 1-4 will be set to "TC00" Digits starting at character 5 of the doc_id are reserved for the travelClaimId sent from CM	R
	employeeID	EMPLOYEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
	program	APPOINTMENT_ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
	recInd	CMIPS_SPEC_PROC	String (5)	If REC_IND = 'Y' then this field will be set to 'P'. Otherwise it will be null.	O
	recInd	DOC_STA_CD	Numeric (1)	This field will be set to '1' if recInd = 'Y' and pending pay from a reconciling timesheet exists for the same person, or if recInd = 'N' and pending pay from a timesheet that is subject to share of cost exists for the same person. Otherwise, this is set to '4' (submitted status). '4' indicates that time-to-gross calculation has occurred, resulting in pending pay records which are ready for processing during the nightly cycle.	R
	N/A	SUP_PAY_CD	String (1)	Defaulted to 'R'.	R

Source: processTravelClaimRequest				Target: TADJ_DOC_LINE	
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
processTravelClaim Request	traveltime Hrs payPerio dEndDt	EFFECT IVE_DT EVNT_T YP_CD LN_AM_ SC	Date (CCYY-MM-DD) String (5) String (12)	For travel hours, a TADJ detail line will be created with the following values: set TADJ_DOC_LINE.STEP_CD = '01' to ensure the travel time hours and Over time hours are always paid at the regular county pay rate EFFECTIVE_DT = source TADJ PAY_PERIOD_END_DT EVNT_TYP_CD = EMPL_ASGNMT.CIVIL_SVC_STA_CD, where 1st character 'G' is replaced with 'V' (e.g. = if 'GP1', set to 'VP1') LN_AM_SRC = traveltimeHrs - If this value is negative, the travel claim shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]" CM will send data in HHHH:MM format.	R
	traveltime CutbackH rs payPerio dEndDt	EFFECT IVE_DT EVNT_T YP_CD LN_AM_ SC	Date (CCYY-MM-DD) String (5) String (12)	When this field is populated, a TADJ detail line will be created with the following values: EFFECTIVE_DT = source TADJ PAY_PERIOD_END_DT EVNT_TYP_CD = 'HCBT' LN_AM_SRC = traveltimeCutbackHrs - If this value is negative, the travel claim shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". CM will send data in HHHH:MM format.	O
	overtime Hrs payPerio dEndDt	EFFECT IVE_DT EVNT_T YP_CD LN_AM_ SC	Date (CCYY-MM-DD) String (5) String (12)	For overtime hours, a TADJ detail line will be created with the following values: EFFECTIVE_DT = source TADJ PAY_PERIOD_END_DT EVNT_TYP_CD = EMPL_ASGNMT.CIVIL_SVC_STA_CD, where 1st character 'G' is replaced with 'L' (e.g. = if 'GP1', set to 'LP1') LN_AM_SRC = overtimeHrs - If this value is negative, the travel claim shall be rejected with error code GEN1006 with the additional details, "Timesheet contains negative hours for Employee ID - [advantage employee id]". CM will send data in HHHH:MM format.	O

Table – Supplemental Trigger Document (STRG)

Source: processTravelClaimRequest				Target: STRG Header	
Table Name/File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
processTravelClaimR equest	sickClai mId	DOC_ID	String (20)	Digits 1-4 contain the pay type, which is derived from the WebService name (TC00 for Travel Claims or TCS0 for Supplemental Travel Claims) Digits starting at character 5 of the doc_id are reserved for the sickClaimId sent from CM	R
	employe eID	EMPLO YEE_ID	String (10)	The Advantage Employee Id associated with the Case/Provider relationship	R
	program	APPOIN TMENT_ ID	String (1)	Used to determine Appointment_id. Only two values allowed. If 'IHSS', this field is set to ' '. If 'WPCS', it is set to 'W'	R
	N/A	SUPP_T YP_ID	String (1)	This value is always set to 'S' (CMIPS Single Warrant)	R
	N/A	DOC_S TA_CD	Numeric (1)	This field will be set to '1' if recInd = 'Y' and pending pay from a reconciling timesheet exists for the same person, or if recInd = 'N' and pending pay from a timesheet that is subject to share of cost exists for the same person. Otherwise, this is set to '4' (submitted status).	R
	payPerio dEndDt	PPRD_E ND_DT	Date (CCYY-MM-DD)		R

Triggering Events

Travel transactions will be triggered by CM throughout the day as timesheets pass all edits and audits.

Errors

The error processing will follow the same process as other asynchronous errors. SMU errors will be captured and relayed back to CM. Error log files will be written for the Operations staff.

Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures from a synchronous call will send back the failure on the response to CM. Any failures from an asynchronous call will be written to an error log, and when the error is from a document create or update the document will remain in the Advantage application with a rejected status.

Table – Error Codes

Error No.	Error Code	Description
1	TSTPF1001	Appointment ID not found for Employee ID
2	TSTPF1002	Event Code not found for Employee ID
3	TSTPF1003	Detail Line Add Failed for Employee ID
4	TSTPF1004	Hours or Dollar Amt is null
6	GEN1006	General Exception - Timesheet contains negative hours for Employee ID - [employeeId]

DSD 16/Payroll – Pay Rate Management/External Interfaces

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Batch Processing

This section will describe the identified CMIPS batch processes.

No	Batch Process Name	CI	Description	Estimated Size (Records)	Frequency	Send Receive Maintenance
1	H-INT-10019-TimeSheet	‹› **CI-480892** - DSD BTCH pro adv H INT 10019 TimeSheet IMPLEMENTED	This batch job uploads regular and supplemental timesheets that were entered directly in CM by a user. Special indicator fields will be populated if the timesheet is an Advance Pay reconciling timesheet, a Supplemental timesheet, or has SOC calculation. Both regular and supplemental timesheets can be processed for a prior or current period. Advance Pay reconciliation timesheet hours are reported at default county rate. An associated STRG document is created for each TADJ to flag it for processing during the Supplemental GTN that evening. Timesheets follow the process defined in the Receive Timesheet (TADJ/STRG) internal interface. If the manually entered timesheet contains negative service hours, overtime hours, or cutback hours, the batch rejects the timesheet with the message, "timesheet contains negative hours".	Under 10,000	Daily	Receive

DSD 16/Payroll – Pay Rate Management/Applicable Security Roles

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Reporting

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Forms

This section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Code Table Definitions

This entire section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Database Entities

This entire section is not applicable for Provider Pay Rate Management.

DSD 16/Payroll – Pay Rate Management/Business Class Definitions

This entire section is not applicable for Provider Pay Rate Management.