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# DSD - Section 14



# CMIPS

## D-4.2-03 – IHSS CMIPS Detailed System Design (DSD) (R2025.03.01) Section 14

Version 1.0

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# **DSD 14/Payroll - Advance Pay**

This section will describe CMIPS Payroll – Advance Pay. The CMIPS Application 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 14/Payroll – Advance Pay/Advance Pay Topic Area

Advantage HRM is a COTS product and is the Payroll component of the CMIPS Application. The application will be modified to provide the ability to support Advance Pay processing for CMIPS. The modification will be performed by CGI Solutions Management Group. While the process is complex, Advance Pay recipients comprise less than 700 of the overall IHSS caseload. In its original state, Advantage HRM does not provide the necessary functionality to support the requirements and the process must be automated because there will be limited to no hands-on processing within Payroll.

The process involves generating an Advance Pay check that has estimated employee taxes withheld that is actually paid to the recipient prior to the delivery of services by an Individual Provider (IP). This means that the recipient essentially has to be set up as an employee in the system in order to receive the payment. Once the services have been rendered, the recipient pays the IP for the services directly from the pay they received via the Advance Pay check. At the end of each IHSS pay period (1<sup>st</sup> – 15<sup>th</sup> and 16<sup>th</sup> – 28<sup>th</sup>/29<sup>th</sup>/30<sup>th</sup>/31<sup>st</sup>) the IP submits a reconciling timesheet for the actual hours worked. During processing of each reconciling timesheet in Payroll the actual Gross Pay, employee tax deductions, employer tax contributions, and net pay are recognized and attributed to the provider as the employee and an earnings statement is generated for the provider. Final reconciliation of Advance Pay is completed after all timesheets for the month have processed and when necessary adjustment activity is generated for the county users.

Although the IP is not paid directly from the system, he/she must receive an earnings statement reporting the payment and deductions for each pay period. The IP will also receive a W-2 form and be included in 940 and 941 tax reporting for the recipient. Conversely, the recipient who actually receives the pay will not be included in tax reporting and will not receive a W-2 form. A reconciliation process will also occur that compares the estimated amounts to the actual amounts calculated and variances will be reported.

# DSD 14/Payroll – Advance Pay/Business Process

Advance Pay is an IHSS program that allows recipients to apply for a special status that allows them to be paid in advance for authorized hours. Typically these cases include severely disabled individuals that cannot go without care. The Advance Pay for their authorized services is intended to ensure that the Recipient can find a provider and pay them on demand, if needed.

The Advance Pay amount paid to the recipient at the start of the month is considered an Advance Pay withholding estimate that calculates the expected gross pay based on authorized hours, calculates the estimated employee taxes, and the estimated net pay amount. The recipient is required to pay the IP the amount due to them based on the hours worked and the amount shown on the IP earnings statement (net of employee taxes). The actual pay calculated will produce an earnings statement that will show the IP his/her wages for the provided services and the amount of taxes related to the actual hours worked. The recipient is responsible to pay the IP; therefore the calculated net pay will be offset to result in a zero dollar (\$0.00) amount warrant.

Although the Advance Pay details are initially posted to the recipient, they are only estimated taxes and do not actually count for tax reporting purposes. The pay and taxes are calculated based on the date the advance payment was issued to the recipient. All amounts for actual pay and tax deduction should only be posted for the IP providing services once the IP submits his/her reconciling timesheet and the pay is calculated based on the check date. Once the IP has submitted the reconciling timesheets and the actual pay is calculated, the wages and taxes posted at that time will be included in 940 and 941 reporting. Although a W-2 will be created for the IP providing services, the Recipient will not receive a W-2 or be included in the 940 and 941 reporting, even though they initially received the Advance Pay payment.

The General Ledger (GL) posting for Advance Pay processing will follow the standard posting used for regular payroll processing. For CMIPS, the accounting will use a Labor Distribution Profile (LDP) based on the home department and home unit on the Employee Status Maintenance (ESMT) table and a look up to the Extended Department (DEPTX) table. The wages and taxes will be charged to the proper object based on the accounting set on the Event Type (EVNT) table. For the Advance Pay recipient payment, these estimated details will be posted to the State funding line for wages and a set of estimated tax objects. For the provider payment, the accounting will also follow the baseline model, but will be posted to another funding line and a set of actual tax objects.

A reconciliation process will be created to compare the estimated tax withholdings amounts calculated for the recipient with the actual amounts calculated for the IP and then create one-time deduction (OTDED) adjustments for the estimated withholdings for the next Recipient payment. The reconciliation process will compare the authorized hours for the Recipient and the estimated amounts of taxes with the actual hours worked and the actual amounts of taxes calculated for the IP and then generate the data that will be used by the Pay Reconciliation report for over and under variances. For variances due to under or over withholding of taxes, the system will generate an automatic adjustment to the tax withholding estimate for the next Advance Pay check.

A variance in hours and associated taxes will be reported, but a manual process to initiate an hourly adjustment correction will be applied in the Case Management (CM) application resulting in a payroll correction for the difference in authorized and actual provider hours, including the estimated taxes applied to those hours.

There are many complex issues related to this processing. The primary issues with Advance Pay processing are:

- Both the Advance Payment and the reconciling timesheets will be recorded and reconciled. The Advance Payment and the reconciling timesheets, along with any reconciling adjustments, will be recorded in the GL for reporting purposes. The actual accounting for the payments must be posted on a cash basis once the IP reconciling timesheets are submitted based on the actual check date. The posting of the recipient pay details will go to specific accounts to track the estimates. No actual GL posting will be done to the program until the reconciling timesheets are submitted by the IP and are calculated for the actual pay and tax deduction and contribution amounts.
- Multiple IPs can provide services to a recipient, but only one Advance Pay estimate is calculated for the recipient, so the actual net pay amount sent to the recipient must be split across all IPs based on the service hours they provide. When the system compares the estimated wages and tax withholding and employer contributions, it must consider how many IPs actually were paid during the month that are covered by the Advance Pay wages and reconcile the actual wages across the IPs based on the hours they actually submitted.
- IPs assigned to recipients can be family members that are eligible for a different set of employment taxes than non-family members. This always leads to reconciliation issues because the Advance Pay estimate always assumes that IPs are non-family members when there is more than one IP providing services and there is a blend of familial and non-familial IPs. Since only one Advance Pay withholding estimate is calculated, the taxes are calculated using the non-familial rates because there is no way to know in advance what the split of the hours will be for the familial or non-familial IPs.
- The amount of actual hours submitted by the IP(s) may not match the authorized service hours actually paid to the Recipient. This creates a reconciliation variance that must be adjusted via manual transactions that are applied later. The Advance Pay processing that takes place in HRM must be coordinated with the CM component of the CMIPS Application that establishes the recipients and providers. A reconciliation process will be executed in Payroll based on actions that occur across both systems that ensures the amounts paid to the recipient and the hours submitted by the IP are the same.
- For some recipients, a Share of Cost (SOC) deduction is made that reduces the net amount of the Advance Payment made to the Advance Pay recipient. This SOC is considered part of the gross pay to the provider(s) to whom the recipient pays it. The SOC amount is paid by the recipient to their IP. The system must account for SOC, tax refunds, overpayment recovery, and other adjustments that must be included in standard Advance Pay processing.

The objective of this document is to identify the system requirements for generating the Advance Pay estimate for the recipient and then recognizing the pay and tax withholdings for IPs providing services to the recipient. The system must be able to support the process of establishing the recipient as an employee linked to their own Taxing Entity record and also to the IPs providing services in an Advance Pay situation. The system must be able to support the reconciliation process to report on the estimated amounts paid to the recipient and the actual amounts paid to the IPs. Finally, the system must be able to support the proper account postings for estimated wages and withholdings and then the subsequent adjustments that should occur once the actual calculations have been completed.

# DSD 14/Payroll – Advance Pay/Business Process/Create and Maintain Recipients and Providers

CI	Document Name
<b>CI-69093</b> - DSD BF Create and Maintain Recipients and Providers <b>IMPLEMENTED</b>	DSD_BF_Create_and_Maintain_Recipients_and_Providers.doc

The act of authorizing a case to receive Advance Pay is a subset of the processes that create and Maintain Recipients and Providers, which are outlined in DSD Section 17 – Payroll Management. Selecting 'Submit' on the Case Management Evidence screen triggers the Update Recipient Authorized Hours in Payroll (PROO927A) interface, which sends the key case authorization information to payroll, and the Update Recipient Authorized Hours TXEN payroll response. If PROO927A indicates the case is Advance Pay, the payroll response performs several tasks:

- Marks the case as an Advance Pay case by populating the TAXING\_ENTITY.ST\_TAX\_ID\_7 field with the authorized service hours.
- Establishes the Recipient as an employee on the case, and creates an additional 'A' appointment specifically for issuing the advance pay-related payments to the Recipient.
- Configures all existing providers on the case as Advance Pay providers. This configuration prevents liens, health benefits, union dues, as well as federal and state income taxes from being withheld, and sets them up with the Advance Pay deduction that reduces their net pay to \$0.
- Associates all existing providers on the case, including the Recipient, with the new funding source or county, if either of those elements changed.
- Includes the 10-digit Advantage Employee Id in its response back to Case Management.

If the request indicates the case is no longer Advance Pay, then the ST\_TAX\_ID\_7 field is set back to zero, and the Recipient 'A' appointment is terminated. The existing providers will be configured as arrears providers, and the Advance Pay deduction will be end-dated as of the day prior to the effective date of the termination.

PROO927A is documented in DSD 22 - Final Determination. The Update Recipient Authorized Hours TXEN interface is documented in DSD 17 - Payroll Management.

## Business Process Flow

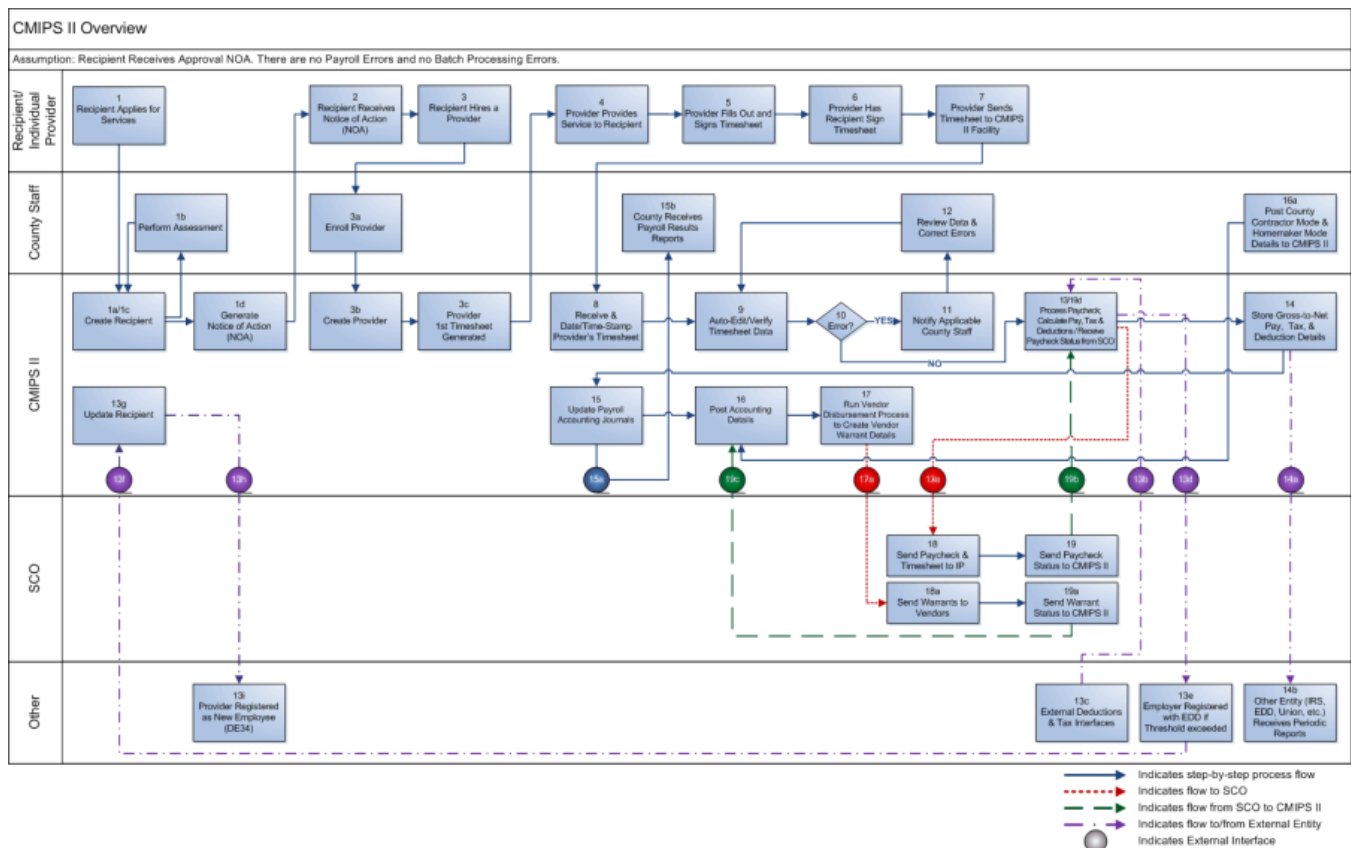


Figure – CMIPS Payroll Business Process Flow

## Business Process Flow- Create and Maintain Recipients and Providers

This section is not applicable for Advance Pay.

## Initiation/Triggers, Pre-Conditions and Post Conditions

This section is not applicable for Advance Pay.

## Process Flow

This section is not applicable for Advance Pay.



# DSD 14/Payroll – Advance Pay/Business Process/Advance Pay Processing

CI	Document Name
<a href="#">CI-69094 - DSD BF Advance Pay Processing</a> <b>IMPLEMENTED</b>	DSD_BF_Advance_Pay_Processing.doc

Within the Payroll track, Advance Pay processing serves approximately 700 severely impaired recipients and will allow for the providers to be paid directly by the recipient at the time services are provided. Once the services have been delivered by the provider a 'reconciling timesheet' will be completed for each IHSS pay period and signed by both the recipient and provider stating these services occurred. Once a reconciling timesheet is received, an earnings statement will be produced showing how much the provider should have been paid during that pay period. In addition, the taxes impacted will be reflected for that provider.

Payroll will generate Advance Payments for designated recipients based on authorized hours and a designated pay rate. Payroll will also process reconciling timesheets submitted by providers for the actual hours worked and support a reconciliation and adjustment process.

## Advance Pay Processing – Recipients

Payroll will calculate pay for Recipients based on the output from Gross-to-Net (GTN) using positive-paid processing, which does require time input to generate payment. The timesheet will be generated internally in the payroll component. GTN accumulates the employee's gross pay data, which will be derived using the Authorized Hours stored on the TXEN table, and does additional processing such as deduction and tax processing.

Based on the assumption that a severely impaired person would require the most skilled assistance, an Advance Pay Recipient will always be defaulted to the highest county rate unless a different rate is selected on the record in CM. All Providers that are subsequently linked to the Recipient should be assigned the same rate. If multiple Providers are assigned to the Recipient, they will all be paid for the same Advance Pay rate as what is assigned to the Recipient. The system establishes the current pay period, which will be established on a monthly frequency for Recipients, and then generates a single payment for the month. During the payroll run, GTN selects the specific group of Advance Pay Recipients based on the period they are being paid and performs the following functions:

- Generates gross pay based on authorized hours and rate
- Processes adjustments, if applicable
- Calculates share of cost and only eligible estimated tax deductions and withholds from the Gross Pay amount
- Updates summary/inquiry tables
- Writes the advance pay gross plus estimated tax withholding data to the Advance Pay Reconciliation table
- Creates the actual pay and Electronic Funds Transfer (EFT) records

Although Advance Pay Recipients will receive pay from the Payroll component, the payments will not be treated as wages and will not be included in W-2 reporting. The amounts paid to the Recipient will be used in reconciliation processing as timesheets are submitted by Providers.

## Advance Pay Processing – Providers

Payroll will process reconciling timesheets for Providers and calculate the actual paid amount based on the output from Time-to-Gross (TTG) and GTN. TTG translates the employee's hours worked to gross pay based on the employee's assigned pay rate. GTN accumulates the employee's gross pay data and does additional processing such as deduction and tax processing. The system verifies the employee is eligible for the pay type, in the pay period, and verifies the hours entered. The system then makes the conversion from time, multiplied by the hourly wage, to gross pay, and updates the summary tables for pay, tax and deduction activity. During the payroll run, GTN performs the following functions:

- Calculates the positive-paid employee's gross pay based on the pay rates associated with the employee and the timesheets submitted.
- Checks for positive gross pay for all employees on the Pending Payment (PEND) table.
- Calculates Federal Labor Standards Act (FLSA) for non-exempt employees (not used in CMIPS, but will be included in the system documentation, testing, etc., for future processing needs).
- Checks for deductions for all employees on the Pending Deduction (PDED) table and calculates benefits and deductions.
- Adds payments and subtracts deductions. For providers of Advance Pay Recipients, the remaining net pay will be offset to zero so no net pay amount is actually paid.
- Updates summary/inquiry tables.
- Writes the advance pay warrant data to the Advance Pay Reconciliation table.

Timesheets submitted by Advance Pay providers will have a specific indicator marking them as Advance Pay timesheets. This will invoke additional processing to post the resulting pay details for reconciliation purposes rather than for actual payment. Providers will never receive net pay from the Payroll component, but will get a generated W-2 reporting the wages they received from their assigned recipient. Providers will also receive an earnings statement for each semi-monthly reconciliation timesheet submitted.

## Advance Pay Processing – Overall

The Advance Pay component of the CMIPS Application affects a very small part of the overall recipient population. It is estimated that there are less than 700 current cases across all counties. The Advance Pay process requires the generation of a monthly paycheck for specifically designated Recipients who are eligible to receive payment for authorized hours in advance of the normal payroll processing schedule. Although the recipient actually receives the check, he/she is required to forward the payment to the IP who actually provides the services for the Advance Pay recipient.

In some cases, there may be more than one IP providing services to the recipient, and in those cases the recipient is required to split the lump sum payment received to the multiple IPs according to the hours that they actually work for the recipient. At the end of each IHSS pay period, the IPs submit reconciling timesheets to record the hours worked and allow for calculation of weekly overtime, travel time and possible violations. The paycheck calculated for the recipient is considered an estimate and not considered wages until the reconciling timesheets have been submitted to record the hours. Any weekly overtime or travel time will be paid directly to the Provider. Only the regular hours worked will be reconciled against the Advance Pay payment.

The monthly payment that is generated for the recipient must also calculate employment taxes from each paycheck, which is considered an Advance Pay withholding estimate. These taxes may include FICA, Medicare, State Disability Insurance (SDI), and Employment Training Tax (ETT). However, federal income taxes (FIT) and state personal income taxes (PIT) are not computed for Advance Pay.

When the Advance Pay paycheck is generated for the recipient, the employment taxes that have a related employee deduction are calculated and deducted from the gross pay amount. The recipient is then supposed to forward the net pay amount to the IP once the services have been completed for the month.

At the end of each IHSS pay period, the IPs submit reconciling timesheets to record the hours worked. Once the hours worked have been submitted, an earnings statement will be generated calculating the IP's actual pay for regular hours. The calculation of the pay will include the calculation of regular hours gross pay based on the hours submitted, the calculation of employee deductions for employment taxes, and the generation of employer fringes for employment taxes. Once the pay has been calculated for the IP for both pay periods in the month (Part A and Part B), the original employee tax withholdings that were estimated and initially posted to the Recipient record will be reconciled.

#### **Authorized Hours and Advance Pay Rate**

The Advance Pay estimate calculated for the Recipient will be based upon a number of hours that are authorized for services and an authorized pay rate. In CMIPS, the Recipient is the employer and a record will be created on the TXEN table to contain the Recipient information for purposes of tax reporting. Currently, the "State Tax ID 7" field is not designated for other purposes and will be used to contain the Authorized Hours for the Recipient. This field will be updated via an interface that establishes and maintains the Recipient records in the CMIPS Application.

In order for the Recipient to receive an Advance Payment that will allow direct payment of wages to his/her Provider(s), he/she will also have to be established as an "employee" in Payroll. This means that a Recipient will also have an ESMT generated via the CM to Payroll interface and processed once it is confirmed that he/she is an Advance Pay Recipient. Advance Pay Recipients will be assigned to a monthly pay cycle that will be separate from the standard IP payroll processing for standard CMIPS services. The Recipient will be established as a table-driven, positive paid employee with an assigned grade and step. The Recipient's pay policy, grade and step will be assigned via the CM-to-Payroll internal interface and rates will be established on the Pay Policy Rate (PPRT) table. The Advance Pay amount will be generated each time the monthly pay cycle is run.

The Recipient will also be assigned designated employment tax deductions based on whether or not a familial relationship has been identified between the Recipient and their related IPs. The calculation of the appropriate tax deduction estimated withholdings amount is dependent upon the appropriate deductions being assigned to the Recipient and to the IPs once they are entered into the system and linked together for Advance Pay processing. If not known, or if there is a mix of taxable and non-taxable IPs, then the highest tax rates are applied.

#### **Advance Pay Recipient Timesheet Processing**

In order to generate the Recipient Advance Pay amount on a monthly basis, a new batch process will be required to build Timesheet Adjustment (TADJ) documents for Advance Pay Recipients in the regularly scheduled pay cycle. There will actually be two designated payroll numbers for Advance Pay Recipients based on whether or not they have a SOC deduction. The timesheet generator batch process should be part of the pay cycle being run and in order to minimize the number of records that would be read in order to generate the timesheets.

Based on the Recipients selected for the pay cycle, the process should read the triggered set of employees. The batch process should provide the ability to specifically include or exclude employment status codes so that timesheets can be built for only active Advance Pay Recipients. The process should include a parameter driven Advance Pay event type code that will be entered on the timesheet. The process should read the employee assignment record for each Recipient in order to get the related Taxing Entity code that was added via the Isolation of Appointment modification. Once the Taxing Entity code is known, the batch process should read the Taxing Entity table to get the authorized hours and then plug in the event type code for the authorized hours for the pay period that is being paid and plug in the event date as the last date of the pay period being processed.

The job log for the process should keep a list of all Recipients that got a timesheet created and the authorized hours. Once the TADJ is created, the documents should be submitted to a final status, which will execute TTG and generate pending payments that will be used in Gross to Net. Once the timesheets have been processed, the pay cycle should resume processing the pay details for the timesheets that were just processed.

## **Business Process Flow – Advance Pay Processing**

This section is not applicable for Advance Pay.

## **Initiation/Triggers, Pre-Conditions and Post Conditions**

This section is not applicable for Advance Pay.

## **Process/Screen Flow**

This section is not applicable for Advance Pay.

# DSD 14/Payroll – Advance Pay/Business Process/Advance Pay Withholding

CI	Document Name
<a href="#">CI-69095</a> - DSD BF Advance Pay Withholding <b>IMPLEMENTED</b>	DSD_BF_Advance_Pay_Withholding.doc

Payroll will calculate estimated employment taxes and deductions for a Recipient at the time the Advance Pay payment is generated. Payroll will calculate and withhold actual employment taxes, including employer fringe, at the time a reconciling timesheet is submitted by a Provider.

## Tax Calculation Based on IP Familial Status

A Recipient will be assigned to a set of employment tax deductions based on the familial relationship of their assigned Provider(s). If there is a familial relationship to their Provider, then the employment taxes will be calculated according to the known relationship. In the event this status is not known, the Recipient will be assigned to a deduction policy with tax deductions that calculate the withholding estimate at the highest possible amount. If the Recipient has multiple assigned Providers and the relationship status is not known or a mix of familial and non-familial relationships exist, then the Recipient will be assigned to a deduction set that also calculates the withholding estimate at the highest possible amount. In most cases, this leads to a tax over-withholding condition that will be addressed as reconciling timesheets are submitted and the reconciliation process is executed.

A Provider will be assigned to a set of employment tax deductions based on the familial relationship to their assigned Recipient as they are entered into CM and are assigned to a Recipient. If the Provider's familial status changes, these updates will be passed into Payroll via the internal interface to update the assigned deduction tax set. The deduction tax setup for a Provider and Recipient is derived from the Benefit Policy code they are assigned during initial setup. Based on the assigned policy code, the deduction tax set will automatically be enrolled for the Provider and processed during payroll.

## Share of Cost (SOC)

An Advance Pay Recipient may be required to pay an SOC. The CM component will provide the ability to identify a Recipient as having an SOC and, via internal interface the Recipient will be assigned to the Advance Pay Recipient with SOC (APSOC) payroll number in Payroll, which is stored on the ESMT. The APSOC payroll is run on the first business day of the month. The deduction amount will be determined, and a one-time deduction (OTDED) created with the amount, during the batch process that is used to calculate the hours times rate amount for the Advance Pay payments. This deduction will be withheld during the payroll cycle to reduce the actual net pay amount that is paid to the Recipient from the monthly Advance Payment. The difference between the actual net and the adjusted net pay after SOC will be paid out of pocket by the Recipient to their Providers.

There are two types of SOC deductions. The first type requires an internal update between CM and Payroll to update the In-Home Supportive Services - Residual (IHSS-R) amount from month to month. The second type requires a real-time call external Point-of-Services (POS) call to get the actual deduction amount from an external system.

The Advance Pay Recipient must be established as having SOC prior to the monthly cycle that generates the Advance Pay payments. The deduction amount will be determined and created just prior to the execution of the APSOC payroll each month. A real-time call from the Payroll component to CM must be executed prior to the pay cycle to determine what the available net pay amount is for that month. Once the available net pay amount is passed from Payroll, CM uses the amount to determine the appropriate SOC deduction and sends that amount back to Payroll so that a one-time SOC deduction can be withheld from the warrant. For more information on how SOC is determined and processed, refer to Payroll within Case Management, Sections on Share of Cost Deduction Evaluation and Share of Cost Spend-Down Processing.

## Advance Pay Recipient Excluded from W-2 Processing

Although a Recipient will receive Advance Pay payments, the funds are actually not considered wages for federal or state income tax reporting purposes. Under optimal conditions, the payments made to the Recipient should be redistributed to the IP(s) assigned to the Recipient and once this is recognized in the system, the wages are then reportable to the IP for tax reporting purposes. An Advance Pay Recipient will be established on the TXEN table and will also have an employee record (established via ESMT) in order to receive Advance Pay, but should be excluded from W-2 processing. Using provided system configuration, the pay and tax categories used for the Recipient withholding estimate calculation will be excluded from the batch processes that generate W-2, 940, and 941 data.

## Advance Pay Reconciliation and Adjustments

CI	Document Name
<a href="#">CI-69087</a> - DSD BP Advance Pay Reconciliation and Adjustments <b>IMPLEMENTED</b>	DSD_BP_Advance_Pay_Reconciliation_and_Adjustments.doc

Correcting pay can be accomplished through a series of actions that will be processed through GTN. These actions include the following types of adjustment documents.

## Timesheet Adjustment (TADJ)

A timesheet can be processed for a prior or current period with the proper time needed for the next payroll. This can include hours misreported (increased or decreased) for a prior period, an adjustment to a previously submitted time record, or current time.

## Miscellaneous Deduction (MISC)

A miscellaneous deduction transaction can be used to recover overpaid payments against future payments. The total overpayment amount as well as the amount to be withheld per pay period is submitted. Depending on the configuration of the overpayment deduction, partial amounts can be withheld and the balanced not withheld from a payment can be recycled to the next payment until the full overpayment amount is collected. The MISC can be deleted if the requirement to recollect no longer exists, and can be adjusted for an amount of cash payment received.

### One-time Deduction (OTDED)

A one-time deduction (OTDED) transaction can be used to process a deduction correction against a future or pending payment. This can be used to catch up on a deduction or can be used to adjust a future payment by the amount specified. This is done in one payroll period.

### Supplemental Trigger (STRG)

A supplemental pay cycle is an interim payroll run used to produce replacement, duplicate and special payment checks. Employees are processed through a supplemental pay cycle when a supplemental pay trigger (STRG) 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.

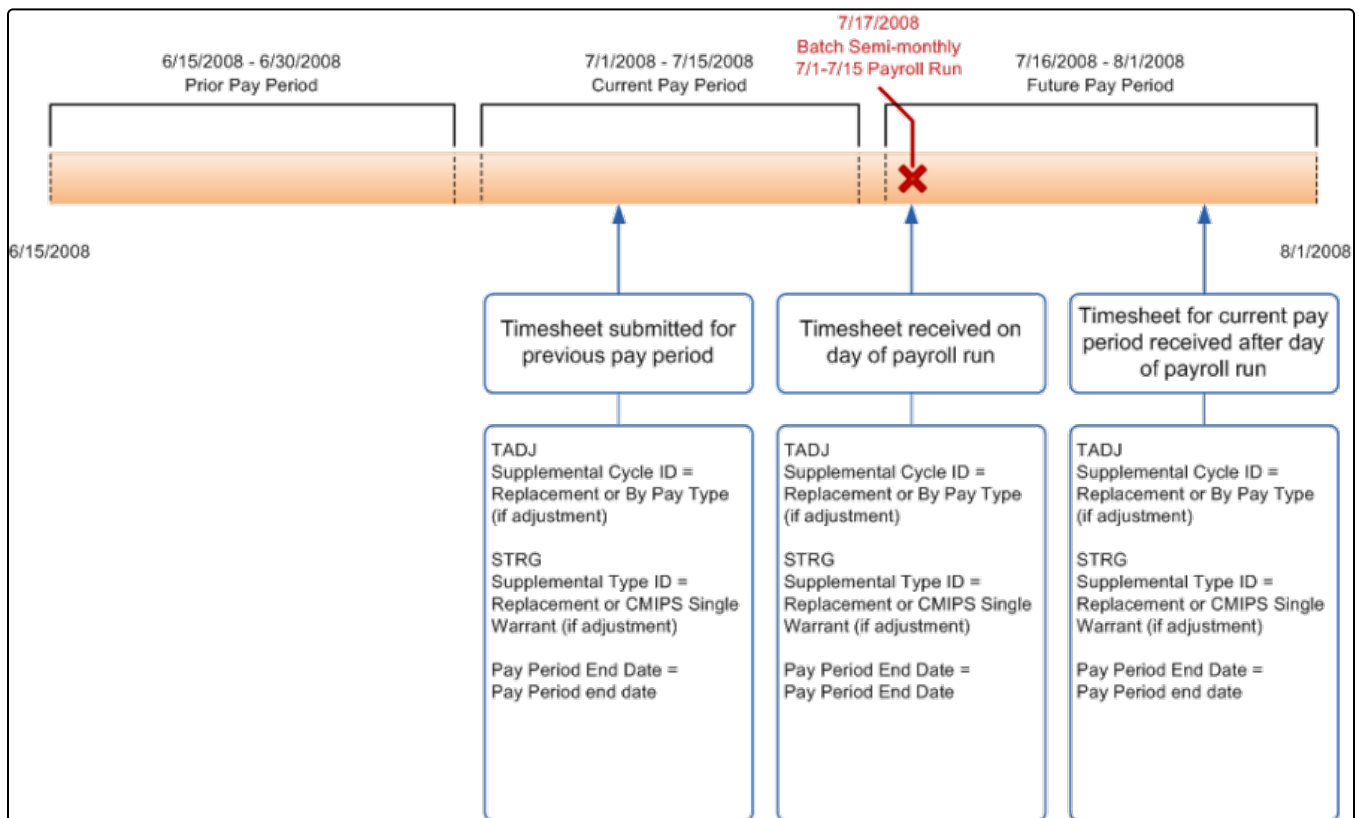


Figure – Supplemental Trigger Example

### Advance Pay Reconciliation

Payroll will support a reconciliation process that determines whether reconciling timesheets have been submitted by IPs linked to an Advance Pay recipient. The current reconciliation process consists of accessing the monthly Advance Pay Reconciliation report in the CMIPS reporting component and distributing the report to County staff members responsible for reviewing the results, following up on reported variances and initiating adjustments if needed. During semi-monthly reconciliation the reported hours for Part A of the Advance Pay month will be processed for the IP's actual earnings and the resulting wage and deduction information from the payroll calculation will be maintained to adjust the amount of gross pay and estimated deductions originally paid to the recipient. Once the Part B hours are reported and reconciled the combined resulting wage and deduction information from the payroll calculation is compared with the Advance Pay estimated withholding generated for the recipient at the beginning of the month and the variances for each paycheck component for the month will be recorded in the system. The information contained in the Payroll component will be exported via another process to a reporting environment for the generation of the reconciliation report.

For example, Payroll will match the Gross Pay components from the recipient payment with the Gross Pay calculated for all IPs for the entire month (Part A and Part B) and record the difference, if any, for reporting at the end of the final reconciliation month. Additionally, each employee tax deduction will also be compared. When multiple IPs are linked to a single recipient, the system must aggregate all pay and deduction amounts for all IPs and all time reporting periods to determine whether a variance has occurred. Employer tax contributions (deduction fringes) will not be calculated in the withholding estimate, so although the amounts are generated on the IP's actual earnings, they are not considered out of balance for the reconciliation process.

IPs do not submit the last reconciling timesheets (Part B) until the month after the recipient Advance Pay check is calculated. It should be expected that the reconciliation for the current month will always have a variance and that the submission of reconciling timesheets could potentially be lagged by several months. According to current program policy, recipients have 90 days from the generation of a payment to get into a reconciled state before they are considered out of compliance. It is also likely that reconciling timesheets may not be processed in the exact sequential order when multiple reconciling timesheets are submitted. The system should update the balance status each time an IP paycheck is calculated and the reconciliation report can then be run on whatever frequency the County chooses with the expected frequency being monthly.

Recon balances will be paid to the recipient as an OTDED refund after all authorized hours have been reported. This is the final step in the reconciliation process to ensure that appropriate taxes are calculated based on the entire month's pay.

The chart below depicts a monthly balance for the Advance Pay reconciliation table.

Step 0 - AP Recipient payment is made - no reconciliation action occurs; just entry into the table

TXEN	APPT ID	ALT ID	MM/CCYY	TMSHT	HOURS	GROSS	2FICA/2FICE	2MEDA/2MEDE	2SDIA/2SDIE/2DIEC	RECON	No Further Action	RECON DATE
A000002	A	A000002	01/2009		100	1000	\$ 62.00	\$ 14.50	\$ 1.00	N	N	
RECON BALANCE							\$ -	\$ -	\$ -			
REMAINING BALANCE							100	1000	\$ 62.00	\$ 14.50	\$ 1.00	

Step 1 - Non Familial timesheets submitted; no recon balance for taxes necessary

TXEN	APPT ID	ALT ID	MM /CCYY	TMSHT	HOURS	GROSS	2FICA/2FICE	2MEDA/2MEDE	2SDIA/2SDIE/2DIEC	RECON	No Further Action	RECON DATE
A000002	A	A000002	01/2009		100	1000	\$ 62.00	\$ 14.50	\$ 1.00	N	N	
A000002	" "	IP00001	01/2009	A	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00001	01/2009	B	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
RECON BALANCE							\$ -	\$ -	\$ -			
REMAINING BALANCE							50	500	\$ 31.00	\$ 7.25	\$ 0.50	

RECON BALANCE: Gross of Provider/Gross of Recipient = x%; then calculate 2FICA \* x%, if that result = 2FICE then no reconciling balance.

Repeat with 2MEDE and 2SDIE/2DIEC

Write results to recon balance line and update remaining balance.

Step 2 - Familial timesheet A submitted; recon balance for taxes necessary

TXEN	APPT ID	ALT ID	MM /CCYY	TMSHT	HOURS	GROSS	2FICA/2FICE	2MEDA/2MEDE	2SDIA/2SDIE/2DIEC	RECON	No Further Action	RECON DATE
A000002	A	A000002	01/2009		100	1000	\$ 62.00	\$ 14.50	\$ 1.00	N	N	
A000002	" "	IP00001	01/2009	A	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00001	01/2009	B	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00002	01/2009	A	20	200	\$ -	\$ -	\$ -			
RECON BALANCE							\$ 12.40	\$ 2.90	\$ 0.20			
REMAINING BALANCE							30	300	\$ 18.60	\$ 4.35	\$ 0.30	

RECON BALANCE: Gross of Provider/Gross of Recipient = x%; then calculate 2FICA \* x%, if that result = 2FICE then no reconciling balance.

Repeat with 2MEDE and 2SDIE/2DIEC

Write results to recon balance line and update remaining balance.

Step 3 – Timesheet Part B and supplemental Part A timesheet submitted for family member; recon balance for taxes necessary – triggering payment reconciliation and OTDED refund to the recipient

TXEN	APPT ID	ALT ID	MM /CCYY	TMSHT	HOURS	GROSS	2FICA/2FICE	2MEDA/2MEDE	2SDIA/2SDIE/2DIEC	RECON	No Further Action	RECON DATE
A000002	A	A000002	01/2009		100	1000	\$ 62.00	\$ 14.50	\$ 1.00	N	N	
A000002	A	A000002	01/2009				\$ (12.40)	\$ (2.90)	\$ (0.20)			
A000002	" "	IP00001	01/2009	A	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00001	01/2009	B	25	250	\$ 15.50	\$ 3.63	\$ 0.25			

A000002	**	IP00002	01/2009	A	20	200	\$ -	\$ -	\$ -			
A000002	**	IP00002	01/2009	B	25	250	\$ -	\$ -	\$ -			
A000002	**	IP00002	01/2009	A	5	50	\$ -	\$ -	\$ -			
RECON BALANCE							\$ 31.00	\$ 7.25	\$ 0.50			
REMAINING BALANCE					0	0	\$ 31.00	\$ 7.25	\$ 0.50			

Gross of Provider/Gross of Recipient = x%; then calculate 2FICA \* x%, if that result = total remaining taxes exclude the original 2FICA then no reconciling balance.

Repeat with 2MEDE and 2SDIE/2DIEC

Write results to recon balance line. If all = 0, then no OTDED necessary, otherwise create OTDED for related variance to refund to Recipient.

Step 4 - after OTDED processed and Recipient taxes adjusted. Remaining hours balance is computed to be 0;  
If any item shows an outstanding balance the account would appear on developed reports. Any action would be up to the County.

TXEN	APPT ID	ALT ID	MM /CCYY	TMSHT	HOURS	GROSS	2FICA/ 2FICE	2MEDA/ 2MEDE	2SDIA/ 2SDIE/ 2DIEC	RECON	No Further Action	RECON DATE
A000002	A	A000002	01/2009		100	1000	\$ 62.00	\$ 14.50	\$ 1.00	Y	N	3/14/2009
A000002	A	A000002	01/2009				\$ (31.00)	\$ (7.25)	\$ (0.50)			
A000002	" "	IP00001	01/2009	A	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00001	01/2009	B	25	250	\$ 15.50	\$ 3.63	\$ 0.25			
A000002	" "	IP00002	01/2009	A	20	200	\$ -	\$ -	\$ -			
A000002	" "	IP00002	01/2009	B	25	250	\$ -	\$ -	\$ -			
A000002	" "	IP00002	01/2009	A	5	50	\$ -	\$ -	\$ -			
RECON BALANCE							\$ -	\$ -	\$ -			
REMAINING BALANCE					0	0	\$ -	\$ -	\$ -			

The header section would have TXEN, MM/CCYY, Alt ID, and sub-key as keys

The list would show the amount of the Provider payments and deductions. Only the taxes need to show here; only these three types are allowed

The RECON BALANCE calculated amount = total hours on provider/total hours on recipient\*amount of deduction on recipient-what was paid

The REMAINING BALANCE is what is left to be reconciled

RECON FLAG indicates all values in REMAINING BALANCE are 0

FORCE BAL is a user updateable flag.

**Figure – Sample Advance Pay Reconciliation Table**

### Automated Adjustments

Automated adjustments will now occur as part of the Advance Pay Reconciliation process for specifically identified conditions. Previously, all adjustments were processed manually and had to be initiated by County staff after reviewing the monthly report. The automated adjustments will be applied to the estimated tax amounts and will result in OTDED transactions for the amounts over or under withheld for estimated taxes.

Automated adjustments will be generated when taxes are over withheld on the recipient withholding estimate. This is possible when a recipient has multiple IPs linked to him/her during a month and there is a mix that includes IPs that have a familial relationship and others that have a non-familial relationship. Since only one withholding estimate per recipient is generated, the employee tax deductions and contributions are calculated using the higher non-familial rates. Once the reconciling timesheets are submitted by IPs with a familial relationship, the system will determine a variance between the withholding estimate and the actual IP paycheck that exists because the actual taxable status of the authorized hours was unknown at the time the estimate was calculated. The resulting adjustments will be generated as negative one-time deductions to refund the appropriate taxes that were over withheld on the next pay period. This process will occur after all authorized hours have been reported.

### Recipient Tax Adjustments

Automated adjustments will be generated when taxes are over-withheld on the recipient Advance Pay withholding estimate. This is possible when the recipient has multiple providers linked to him/her during a month and there is a mix that includes providers that have a familial relationship and others that have a non-familial relationship.

Since only one recipient withholding estimate is generated, the employee tax deductions and contributions are calculated using the higher non-familial rates. As reconciling timesheets are submitted by providers with a familial relationship, the system will determine a variance between the withholding estimate and the actual provider paycheck that exists because the actual taxable status of the authorized hours was unknown at the time the estimate was calculated. After the remaining hours equals zero a final determination of the entire month tax liability will be calculated for each provider to account for split pay period variance. The resulting adjustments will be generated as negative one-time deduction to refund the appropriate taxes that were over-withheld. The recipient will then pass on the tax refunds to the appropriate Providers or keep the refunds if the appropriate net pay amounts were already paid to the provider.

If the recipient has an outstanding adjustment that has not been processed, the amount can be processed as an overpayment recovery or kept and the no further action flag set.

### **Manual Adjustments**

Manual adjustments to recipient and provider Advance Pay payments will be initiated by County staff based on information provided during the reconciliation process. Adjustments to recipient pay will primarily consist of hourly adjustments to increase or decrease the authorized hours paid on the Advance Pay warrant. The results of processing hourly adjustments will lead to the adjustment of tax deductions that were over or under withheld based on the initial hour entries. In addition, there may be adjustments to the SOC deduction and additional payments for State Hearing pay.

Manual adjustments will be limited to correction of hours, pay rates and deductions like SOC. For example, when a Gross Pay difference has occurred where a recipient was paid for more hours than what was submitted by the linked IP(s) for a pay period, then the system must be able to support reporting the variance, but it is up to an authorized county end-user to submit the appropriate correction into CMIPS from the CM application. In this situation, an additional provider reconciling timesheet may be submitted to increase the reported hours to equal the authorized hours paid to the recipient. Or, a retroactive ESMT could be processed with a changed Grade and Step that would lead to a negative pending pay adjustment.

Another type of manual adjustment could be the positive or negative adjustment of the SOC deduction. This type of adjustment impacts the reconciliation process for the recipient because the amount of net pay he or she would have received could have been more (or less) based on what the true SOC was and would lead to future period payment increases or decreases.

### **Recipient Rate and Authorized Hours Adjustments**

A recipient adjustment can occur when either the authorized hours or authorized pay rate changes. The hours or rate adjustment can either be an addition or a reduction action.

When the condition occurs, County staff will enter the adjustment into CM with an effective date for the change. The resulting change will update the Payroll component via the internal interface and will generate updates to the Taxing Entity page and to the Employment Status Maintenance page.

Payroll will compare what the recipient was initially advanced in the service period and create adjustments for the amount that should have been advanced. These adjustments are processed against the next recipient payment.

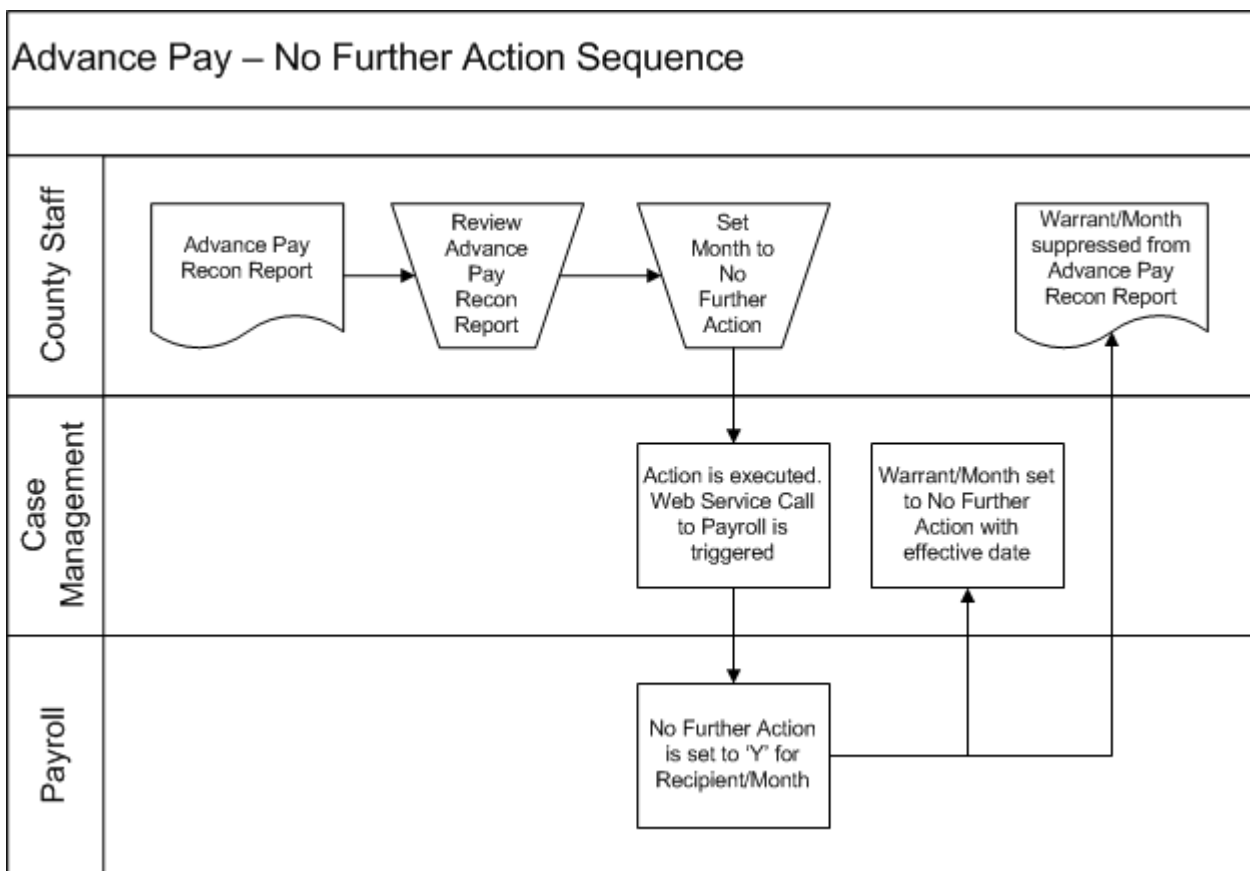
### **No Further Action Adjustment**

Those responsible for managing Advance Pay reconciliation and monitoring the Advance Pay Reconciliation Report may elect not to pursue reconciliation on an Advance Pay recipient for a particular month or months. In such cases, workers with the appropriate user role will have the ability to set an un-reconciled month to 'No Further Action.' This status excludes the month for that recipient from the Advance Pay Reconciliation Report. In addition, Advance Pay-type warrants paid to the recipient for that month will show a 'No Further Action' status on the View Timesheet Information screen in CM, along with the date that the status was set.

The workers will also have the ability to set the status back to 'Un-reconciled,' which puts the warrant(s) associated with the month back on the Advance Pay Reconciliation Report and sets them to 'Un-reconciled' on the View Timesheet Information screen.

For more information on No Further Action, refer to Payroll within Case Management, Section 27 Advance Pay Reconciliation Actions.

The following diagram outlines the process flow for No Further Action:



**Figure – No Further Action Adjustments**

#### Scenario 1: Advance Pay Recipient – One Non-Familial IP

An Advance Pay recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade, and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IP will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IP.

The Payroll Accounting Model (PAM) process is run to post the paycheck detail for the recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IP may submit the reconciling timesheets after the end of the month for the services that were provided. The IP receives an earnings statement for each reconciling timesheet submitted. At this time, the taxable wages and the withheld taxes for the calculated amounts are determined, and they will be compared to the estimated amounts and adjustments applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the provider's paycheck to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of provider actual accounts.

The Advance Pay reconciliation process will verify that the recipient estimated amounts and IP actual pay amounts are in balance. If variances exist on any of the evaluated components of the paycheck, then the amounts will be written to the database and the recipient will remain un-reconciled for the month.

#### Scenario 2: Advance Pay Recipient – One Familial IP or Multi-Familial IP

An Advance Pay recipient has one or more IP that has a familial relationship to the recipient, which makes the IP eligible for a different set of employment taxes than for non-familial IPs. Federal and state income taxes are still not applicable.



Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes. If the recipient only has an IP with a familial relationship, then the recipient will be established to calculate employment tax estimates for a set that applies to family members. The two options for an Advance Pay recipient with familial providers is no taxes withheld or Disability Insurance Elective Coverage (DIEC) only, as FICA and Medicare do not apply to these providers.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IP will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IP.

The PAM process is run to post the paycheck detail for the recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IP submits a reconciling timesheet after the end of the month for the services that were provided. The IP receives a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advice is issued as a statement to the IP. At this time, the taxable wages and the withheld taxes for the actual amounts are posted as actual details, and they will be compared to the estimated amounts and adjustments applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the Provider's paycheck to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of provider actual accounts.

The Advance Pay reconciliation process will verify that the recipient estimate amounts and IP actual pay amounts are in balance. For the condition where a Recipient has only one familial provider, estimated taxes will normally not have been calculated on the withholding estimate and the reconciliation process would only have to verify the authorized hours paid to the recipient with the actual hours reported by the provider and that the Gross Pay and Net Pay components of the checks are in balance.

### **Scenario 3: Advance Pay Recipient – Multiple IPs**

An Advance Pay recipient has multiple IPs that are non-familial, which makes them eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes. If the recipient only has an IP with a familial relationship, then the recipient will be established to calculate employment tax estimates for a set that applies to family members. If a recipient has more than one IP that is a mix of familial and non-familial, then the recipient will be established to calculate all employment taxes at the highest rate for all hours.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IPs.

The PAM process is run to post the paycheck detail for the recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IPs later submit their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advice is issued as a statement to the IPs. At this time, the taxable wages and the withheld taxes for the actual amounts are posted as actual details, and they will be compared to the estimated amounts and adjustments and applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the providers' paychecks to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of provider actual accounts.

The Advance Pay reconciliation process will verify that the recipient estimate amounts and IP actual pay amounts are in balance. For the condition where a Recipient has multiple providers, only the one recipient estimated payment will be compared to aggregated provider paycheck details to determine whether or not variances exist for each of the paycheck pay and tax detail components. If the accumulated provider payments balance with the single recipient payment, then the month is reconciled. However, if the aggregated provider amounts do not balance with the recipient payment, then the month is un-reconciled and must be reported to the counties to determine which provider payment is incorrect.

### **Scenario 4: Advance Pay Recipient – Multiple IPs with Familial Status Mix**

An Advance Pay recipient has multiple IPs that are a mix of familial and non-familial, which makes each IP eligible for a different mix of employment taxes. Federal and state income taxes, however, are not applicable.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes. Because the recipient has more than one IP that is a mix of familial and non-familial, then the recipient will be established to calculate all employment taxes at the highest rate for all hours.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IPs.

The PAM process is run to post the paycheck detail for the recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

Although the recipient has multiple providers, only one Advance Pay estimate is calculated and each of the IPs' paycheck amounts must be reconciled against the single estimated amount. Because of the mix of familial and non-familial IPs, the actual taxable wages and tax deductions withheld will be potentially overstated depending on the actual hours submitted by each of the IPs. The system must be able to reconcile the hours for each type of IP and identify a variance when taxable wages and tax deductions are over-withheld based on the actual calculation for providers with a familial relationship to the recipient.

The IPs submit their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advices are issued as statements to the IPs.

The Advance Pay reconciliation process will verify that the recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the recipient estimate and IP actual amounts are in balance. For the condition where the recipient has a blend of providers with familial and non-familial relationships, the estimated taxes on the recipient withholding estimate payment will exceed the actual taxes calculated based on the combined IPs' reported hours and adjustments will be required to refund the over-withheld taxes back to the recipient. Once the tax refunds have been processed, the reconciliation process must then re-evaluate the balances for the month, this time including the refunded taxes to the recipient, to evaluate whether or not the month is in balance and all initial variances have been resolved.

#### **Scenario 5: Advance Pay Recipient – Has SOC Deduction**

An Advance Pay recipient has a SOC deduction that is applied against the Net Pay amount calculated on his/her payment. The result is a reduced pay amount that is actually generated for the recipient although the full Net Pay is supposed to be passed onto the IP.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes. If the recipient only has an IP with a familial relationship, then the recipient will be established to calculate employment tax estimates for a set that applies to family members. If a recipient has more than one IP that is a mix of familial and non-familial, then the recipient will be established to calculate all employment taxes at the highest rate for all hours.

A SOC deduction amount will be created for the recipient via another external process. The SOC deduction cannot exceed the full amount of the remaining Net Pay after taxes. Any Net Pay amount remaining after taking the SOC deduction is what will actually be paid to the recipient.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The SOC deduction will be calculated during the pay cycle. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheet later to record that services were provided and to calculate the actual hours for the IP.

The PAM process is run to post the paycheck detail for the recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IPs submit their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). There is no SOC deduction; however, this is only on the recipient calculation. The paycheck advices are issued as statements to the IPs.

The Advance Pay reconciliation process will verify that the recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the recipient estimate and IP actual amounts are in balance. The reconciliation process must be able to account for the SOC deduction taken in the recipient's payment as a component that will not be included when evaluating the details on the IP payments. If all paycheck components, with the exception of SOC, are in balance, then the month is reconciled for the recipient.

#### **Scenario 6: Advance Pay Recipient – IP Submits Late Reconciling Timesheets**

An Advance Pay recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM-to-Payroll interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will transmit a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also transmit a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP is supposed to submit a reconciling timesheet after the end of the month to record that services were provided and to calculate the actual hours worked; however, there are instances when IPs do not submit their reconciling timesheets in timely manner. In a month where the IP does not submit his/her reconciling timesheet, no actual pay details can be applied for tax reporting and GL posting; therefore, a variance exists during the month for the difference between what was calculated for the withholding estimate for the Recipient payment and what was not calculated for the IP due to the lack of a submitted reconciling timesheet.

If the IP providing services submits a reconciling timesheet for a previous month and for the current month, the system recognizes the receipt of the prior period reconciling timesheet and records separate pay details for the previous and current month.

The PAM process is run to post the paycheck details to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Advantage Financial component of the CMIPS Application.

The Advance Pay reconciliation process will verify that the recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the recipient estimate and IP actual amounts are in balance.

#### **Scenario 7: Advance Pay Recipient – IP Submits Reconciling Timesheet Where Actual Hours Do Not Equal Authorized Hours**

An Advance Pay recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. The IP assigned to the recipient is required to submit his/her reconciling timesheet for the pay period in which the IP provides services. The actual hours the IP works is less than the authorized hours the recipient is paid for the month.

Once the recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM-to-Payroll interface will generate an ESMT document to establish the Advance Pay recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will transmit a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also transmit a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the recipient's TXEN and use that TADJ to process the Advance Pay recipient's GTN pay. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP is supposed to submit a reconciling timesheet after the end of the month to record that services were provided and to calculate the actual hours worked. The actual hours worked should equal the authorized hours. In the event of multiple IPs, the collective hours submitted by all IPs should equal the authorized hours; however, there are instances when the IPs do not submit the hours on their reconciling timesheet(s) equaling the total authorized hours for the Recipient.

The PAM process is run to post the paycheck details to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Advantage Financial component of the CMIPS Application.

The system must first accumulate all submitted hours for the IP and compare the actual totals against the estimated hours calculated for the recipient at the start of the month.

#### **Scenario 8: Advance Pay Recipient – Recipient Has Multiple IPs That Are a Blend of Familial and Non-Familial Status – Taxes Are Over-Withheld**

An Advance Pay recipient has multiple IPs and at least one IP is non-familial, which makes the IP eligible for all employment taxes. This situation almost always creates a reconciliation issue because the Advance Pay withholding estimate will be calculated using the non-familial basis for calculating estimated taxes for all Advance Pay wages. This is because the actual split of hours worked by familial IPs versus non-familial will not be known in advance. It is only after the actual hours are submitted by each IP that the system will be able to determine whether or not taxes have been over-withheld on the withholding estimate. Based on the reporting of the actual hours by the IPs, the distribution of the total authorized hours across all of IPs will be known along with the actual taxes. The system will automatically generate an OTDED document to refund the employment taxes that were calculated using the non-familial basis. The refund of taxes should occur for the recipient to increase the net amount they should have received for the period due to the over-withheld taxes. The adjustment will result in a refund to be paid on the recipient's next calculated paycheck.

An Advance Pay recipient has been established and is linked to two IPs – one that has a familial relationship and one that has a non-familial relationship. The Advance Pay monthly cycle runs to generate the paycheck for the Advance Pay recipient, and taxes are calculated using the non-familial tax basis. The Advance Pay recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP submits their reconciling timesheets after the end of the month to record that services were provided and to calculate the actual hours worked. The reported hours are evenly split between the two IPs. Once the actual hours have been reported by the IPs on reconciling timesheets, the system determines whether or not a variance exists between what was calculated on the withholding estimate and what was paid according to the reconciling timesheets. Once the reconciling timesheets have been processed, the system determines that the calculation of taxes has led to the overpayment of taxes for the amount paid to the familial IP. The system generates an OTDED document to refund the amount of taxes that were over-withheld.

#### Scenario 9: Advance Pay IP – IP Has an Hourly Adjustment That Is Processed In Addition to the Standard Reconciling Timesheet

An Advance Pay recipient has been paid for the month and the linked IPs submit their reconciling timesheets. An IP submits an initial reconciling timesheet for hours worked, but then a timesheet adjustment is entered, using the Payment Correction screen in Case Management, for additional hours worked. The original reconciling timesheet plus the additional hours worked are included in the determination of the variance between the Recipient's withholding estimate and the total hours submitted by the IP for the month. If the adjustment leads to a variance, the condition is recorded in the database and will ultimately be reported on the CMIPS Advance Pay Reconciliation report.

If the adjustment leads to a variance situation, then the condition is reported and a manual correction must be initiated by a county employee via the CM component of the CMIPS Application. An adjustment can occur in either direction – either additional hours are reported for an IP or a reduction of hours can be entered. The system must allow for both conditions for variance reporting and for adjustment reporting.

#### Scenario 10: Advance Pay Recipient – A Variance Condition Is Balanced Using a "No Further Action"

An Advance Pay recipient has been paid for the month and the linked IPs submit their reconciling timesheets. The combined amounts of the IP reconciliation timesheets do not match the total amount that was paid on the Recipient withholding estimate. Typically this is due to a small number of hours that is ultimately not paid to an IP and will never be entered on a reconciling timesheet or on an adjustment timesheet.

After several months of being reported on the CMIPS Advance Pay Reconciliation report, the county determines that the amount is uncollectable and decides to take "No Further Action" for the month. A staff member will initiate the No Further Action via the CM management component of the solution. The No Further Action inserts the current system date into the Balanced Date field, which prevents the employee from being displayed on subsequent versions of the reconciliation report. An override indicator should also be included to show that the Balanced Date is due to an override and not due an actual balance condition.

Once the adjustment has been entered, although the amounts will not be updated for the Recipient withholding estimate, the Balanced Date will be updated, which will eliminate the variance indication. Although the recipient will no longer appear on the CMIPS Monthly Reconciliation report the actual balance details will still remain in Payroll so that they could be addressed at a later time, if needed. If through another adjustment, the No Further Action condition is reversed, then the adjustment should be reported and the Balance Date field should be reset so that the employee could be picked up during the reconciliation if the payment is still out of balance.

## Initiation/Triggers, Pre-Conditions and Post Conditions

This section is not applicable for Advance Pay.

## Process/Screen Flow

This section is not applicable for Advance Pay.

## Business Process Flow – Advance Pay Timesheet

CI	Document Name
<a href="#">CI-69086 - DSD BP Advance Pay Timesheet</a> <b>IMPLEMENTED</b>	DSD_BP_Advance_Pay_Timesheet.doc

The diagram below outlines the process flow for Advance Pay Timesheet Generation.

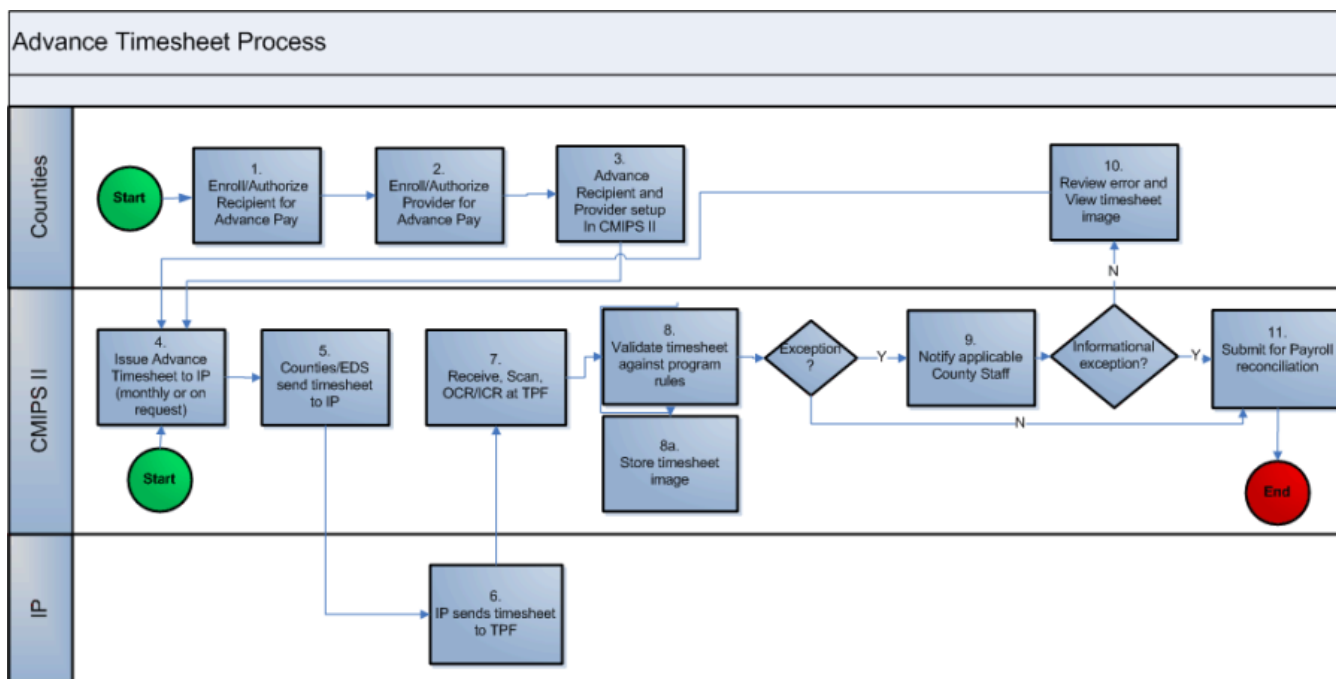


Figure – Overview of Advance Pay Timesheet Process

## Initiation/Triggers, Pre-Conditions and Post Conditions

This section is not applicable for Advance Pay.

## Process/Screen Flow

### Scenario 1: Advance Pay Recipient – One Non-Familial IP

An Advance Pay Recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the Recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade, and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IP will submit a reconciling timesheet later to record that services were provided and to calculate the actual hours for the IP.

The Payroll Accounting Model (PAM) process is run to post the paycheck detail for the Recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IP submits a reconciling timesheet after the end of the month for the services that were provided. The IP receives an earnings statement for each reconciling timesheet submitted. At this time, the taxable wages and the withheld taxes for the actual amounts are posted as actual details, and they will be compared to the estimated amounts and adjustments applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the Provider's paycheck to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of Provider actual accounts.

The Advance Pay reconciliation process will verify that the Recipient estimated amounts and IP actual pay amounts are in balance. If variances exist on any of the evaluated components of the paycheck, then the amounts will be written to the database and the Recipient will remain un-reconciled for the month.

### Scenario 2: Advance Pay Recipient – One Familial IP or Multi-Familial IP

An Advance Pay Recipient has one or more IP that has a familial relationship to the Recipient, which makes the IP eligible for a different set of employment taxes than for non-familial IPs. Federal and state income taxes are still not applicable.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the Recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes. If the Recipient only has an IP with a familial relationship, then the Recipient will be established to calculate employment tax estimates for a set that applies to family members. The two options for an Advance Pay Recipient with familial Providers is no taxes withheld or Disability Insurance Elective Coverage (DIEC) only, as FICA and Medicare do not apply to these Providers.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IP will submit a reconciling timesheet later to record that services were provided and to calculate the actual hours for the IP.

The PAM process is run to post the paycheck detail for the Recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IP submits a reconciling timesheet after the end of the month for the services that were provided. The IP receives a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advice is issued as a statement to the IP. At this time, the taxable wages and the withheld taxes for the actual amounts are posted as actual details, and they will be compared to the estimated amounts and adjustments applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the Provider's paycheck to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of Provider actual accounts.

The Advance Pay reconciliation process will verify that the Recipient estimate amounts and IP actual pay amounts are in balance. For the condition where a Recipient has only one familial Provider, estimated taxes will normally not have been calculated on the withholding estimate and the reconciliation process would only have to verify the authorized hours paid to the Recipient with the actual hours reported by the Provider and that the Gross Pay and Net Pay components of the checks are in balance.

### **Scenario 3: Advance Pay Recipient – Multiple IPs**

An Advance Pay Recipient has multiple IPs that are non-familial, which makes them eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing, which monthly pay cycle will be based on SOC being applied to the Recipient.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes. If the Recipient only has an IP with a familial relationship, then the Recipient will be established to calculate employment tax estimates for a set that applies to family members. If a Recipient has more than one IP that is a mix of familial and non-familial, then the Recipient will be established to calculate all employment taxes at the highest rate for all hours.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IPs.

The PAM process is run to post the paycheck detail for the Recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IPs later submit their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advice is issued as a statement to the IPs. At this time, the taxable wages and the withheld taxes for the actual amounts are posted as actual details, and they will be compared to the estimated amounts and adjustments and applied to the tax reporting tables, if needed.

The PAM process is run to post the paycheck detail for the Providers' paychecks to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application to a set of Provider actual accounts.

The Advance Pay reconciliation process will verify that the Recipient estimate amounts and IP actual pay amounts are in balance. For the condition where a Recipient has multiple Providers, only the one Recipient estimated payment will be compared to aggregated Provider paycheck details to determine whether or not variances exist for each of the paycheck pay and tax detail components. If the accumulated Provider payments balance with the single Recipient payment, then the month is reconciled. However, if the aggregated Provider amounts do not balance with the Recipient payment, then the month is un-reconciled and must be reported to the counties to determine which Provider payment is incorrect.

### **Scenario 4: Advance Pay Recipient – Multiple IPs with Familial Status Mix**

An Advance Pay Recipient has multiple IPs that are a mix of familial and non-familial, which makes each IP eligible for a different mix of employment taxes. Federal and state income taxes, however, are not applicable.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes. Because the Recipient has more than one IP that is a mix of familial and non-familial, then the Recipient will be established to calculate all employment taxes at the highest rate for all hours.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheets later to record that services were provided and to calculate the actual hours for the IPs.

The PAM process is run to post the paycheck detail for the Recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

Although the Recipient has multiple Providers, only one Advance Pay estimate is calculated and each of the IPs' paycheck amounts must be reconciled against the single estimated amount. Because of the mix of familial and non-familial IPs, the actual taxable wages and tax deductions withheld will be potentially overstated depending on the actual hours submitted by each of the IPs. The system must be able to reconcile the hours for each type of IP and identify a variance when taxable wages and tax deductions are over-withheld based on the actual calculation for Providers with a familial relationship to the Recipient.

The IPs submit their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). The paycheck advices are issued as statements to the IPs.

The Advance Pay reconciliation process will verify that the Recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the Recipient estimate and IP actual amounts are in balance. For the condition where the Recipient has a blend of Providers with familial and non-familial relationships, the estimated taxes on the Recipient withholding estimate payment will exceed the actual taxes calculated based on the combined IPs' reported hours and adjustments will be required to refund the over-withheld taxes back to the Recipient. Once the tax refunds have been processed, the reconciliation process must then re-evaluate the balances for the month, this time including the refunded taxes to the Recipient, to evaluate whether or not the month is in balance and all initial variances have been resolved.

#### **Scenario 5: Advance Pay Recipient – Has SOC Deduction**

An Advance Pay Recipient has a SOC deduction that is applied against the Net Pay amount calculated on his/her payment. The result is a reduced pay amount that is actually generated for the Recipient although the full Net Pay is supposed to be passed onto the IP.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will insert a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also insert a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes. If the Recipient only has an IP with a familial relationship, then the Recipient will be established to calculate employment tax estimates for a set that applies to family members. If a Recipient has more than one IP that is a mix of familial and non-familial, then the Recipient will be established to calculate all employment taxes at the highest rate for all hours.

A SOC deduction amount will be created for the Recipient via another external process. The SOC deduction cannot exceed the full amount of the remaining Net Pay after taxes. Any Net Pay amount remaining after taking the SOC deduction is what will actually be paid to the Recipient.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The SOC deduction will be calculated during the pay cycle. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided. The IPs will submit reconciling timesheet later to record that services were provided and to calculate the actual hours for the IP.

The PAM process is run to post the paycheck detail for the Recipient's gross pay and withholding estimate to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Funds Management component of the CMIPS Application.

The IPs submits their reconciling timesheets after the end of the month for the services that were provided. The IPs receive a paycheck for each reconciling timesheet submitted; however, the paycheck Net Pay amounts are offset by an Advance Pay deduction that reduces the net pay amount to zero dollars (\$0.00). There is no SOC deduction; however, this is only on the Recipient calculation. The paycheck advices are issued as statements to the IPs.

The Advance Pay reconciliation process will verify that the Recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the Recipient estimate and IP actual amounts are in balance. The reconciliation process must be able to account for the SOC deduction taken in the Recipient's payment as a component that will not be included when evaluating the details on the IP payments. If all paycheck components, with the exception of SOC, are in balance, then the month is reconciled for the Recipient.

### **Scenario 6: Advance Pay Recipient – IP Submits Late Reconciling Timesheets**

An Advance Pay Recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. Federal and state income taxes, however, are not applicable.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM-to-Payroll interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will transmit a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also transmit a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP is supposed to submit a reconciling timesheet after the end of the month to record that services were provided and to calculate the actual hours worked; however, there are instances when IPs do not submit their reconciling timesheets in timely manner. In a month where the IP does not submit his/her reconciling timesheet, no actual pay details can be applied for tax reporting and GL posting; therefore, a variance exists during the month for the difference between what was calculated for the withholding estimate for the Recipient payment and what was not calculated for the IP due to the lack of a submitted reconciling timesheet.

If the IP providing services submits a reconciling timesheet for a previous month and for the current month, the system recognizes the receipt of the prior period reconciling timesheet and records separate pay details for the previous and current month.

The PAM process is run to post the paycheck details to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Advantage Financial component of the CMIPS Application.

The Advance Pay reconciliation process will verify that the Recipient estimate amounts and IP actual pay amounts are in balance. The process must be able to accumulate multiple reconciling timesheets for multiple IPs in order to evaluate whether or not the Recipient estimate and IP actual amounts are in balance.

### **Scenario 7: Advance Pay Recipient – IP Submits Reconciling Timesheet Where Actual Hours Do Not Equal Authorized Hours**

An Advance Pay Recipient has one IP that is non-familial, which makes the IP eligible for all employment taxes. The IP assigned to the Recipient is required to submit his/her reconciling timesheet for the pay period in which the IP provides services. The actual hours the IP works is less than the authorized hours the Recipient is paid for the month.

Once the Recipient is approved for Advance Pay, the CM interface sends a transaction to Payroll, which will update the TXEN table to establish the Recipient record as Advance Pay and store the Recipient's authorized hours in its designated field.

In addition to updating the TXEN, the CM-to-Payroll interface will generate an ESMT document to establish the Advance Pay Recipient as a table-driven, positive paid employee with a monthly pay cycle separate from the standard IP payroll processing.

As part of the ESMT generation process, the interface will transmit a pay policy code, grade and step to be stored on the ESMT in order to derive the correct pay rate from the PPRT table. The interface will also transmit a benefit policy code to be stored on the ESMT that will auto-enroll the Advance Pay Recipient with the appropriate employment taxes.

The Advance Pay monthly pay cycle run will trigger a batch process that builds a TADJ with the authorized hours stored on the Recipient's TXEN and use that TADJ to process the Advance Pay Recipient's GTN pay. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP is supposed to submit a reconciling timesheet after the end of the month to record that services were provided and to calculate the actual hours worked. The actual hours worked should equal the authorized hours. In the event of multiple IPs, the collective hours submitted by all IPs should equal the authorized hours; however, there are instances when the IPs do not submit the hours on their reconciling timesheet(s) equaling the total authorized hours for the Recipient.

The PAM process is run to post the paycheck details to the payroll accounting journals and to create the payroll accounting documents to update the GL in the Advantage Financial component of the CMIPS Application.

The system must first accumulate all submitted hours for the IP and compare the actual totals against the estimated hours calculated for the Recipient at the start of the month.

### **Scenario 8: Advance Pay Recipient – Recipient Has Multiple IPs That Are a Blend of Familial and Non-Familial Status – Taxes Are Over-Withheld**

An Advance Pay Recipient has multiple IPs and at least one IP is non-familial, which makes the IP eligible for all employment taxes. This situation almost always creates a reconciliation issue because the Advance Pay withholding estimate will be calculated using the non-familial basis for calculating estimated taxes for all Advance Pay wages. This is because the actual split of hours worked by familial IPs versus non-familial will not be known in advance. It is only after the actual hours are submitted by each IP that the system will be able to determine whether or not taxes have been over-withheld on the withholding estimate. Based on the reporting of the actual hours by the IPs, the distribution of the total authorized hours across all of IPs will be known along with the actual taxes. The system will automatically generate an OTDED document to refund the employment taxes that were calculated using the non-familial basis. The refund of taxes should occur for the Recipient to increase the net amount they should have received for the period due to the over-withheld taxes. The adjustment will result in a refund to be paid on the Recipient's next calculated paycheck.



An Advance Pay Recipient has been established and is linked to two IPs – one that has a familial relationship and one that has a non-familial relationship. The Advance Pay monthly cycle runs to generate the paycheck for the Advance Pay Recipient, and taxes are calculated using the non-familial tax basis. The Advance Pay Recipient receives the value of his/her services in advance and then pays the IP as services are provided.

The IP submits their reconciling timesheets after the end of the month to record that services were provided and to calculate the actual hours worked. The reported hours are evenly split between the two IPs. Once the actual hours have been reported by the IPs on reconciling timesheets, the system determines whether or not a variance exists between what was calculated on the withholding estimate and what was paid according to the reconciling timesheets. Once the reconciling timesheets have been processed, the system determines that the calculation of taxes has led to the overpayment of taxes for the amount paid to the familial IP. The system generates an OTDED document to refund the amount of taxes that were over-withheld.

#### **Scenario 9: Advance Pay IP – IP Has an Hourly Adjustment That Is Processed In Addition to the Standard Reconciling Timesheet**

An Advance Pay Recipient has been paid for the month and the linked IPs submit their reconciling timesheets. An IP submits an initial reconciling timesheet for hours worked, but then a timesheet adjustment is entered, using the Payment Correction screen in Case Management, for additional hours worked. The original reconciling timesheet plus the additional hours worked are included in the determination of the variance between the Recipient's withholding estimate and the total hours submitted by the IP for the month. If the adjustment leads to a variance, the condition is recorded in the database and will ultimately be reported on the CMIPS Advance Pay Reconciliation report.

If the adjustment leads to a variance situation, then the condition is reported and a manual correction must be initiated by a county employee via the CM component of the CMIPS Application. An adjustment can occur in either direction – either additional hours are reported for an IP or a reduction of hours can be entered. The system must allow for both conditions for variance reporting and for adjustment reporting.

#### **Scenario 10: Advance Pay Recipient – A Variance Condition Is Balanced Using a "No Further Action"**

An Advance Pay Recipient has been paid for the month and the linked IPs submit their reconciling timesheets. The combined amounts of the IP reconciliation timesheets do not match the total amount that was paid on the Recipient withholding estimate. Typically this is due to a small number of hours that is ultimately not paid to an IP and will never be entered on a reconciling timesheet or on an adjustment timesheet.

After several months of being reported on the CMIPS Advance Pay Reconciliation report, the county determines that the amount is uncollectable and decides to take "No Further Action" for the month. A staff member will initiate the No Further Action via the CM management component of the solution. The No Further Action inserts the current system date into the Balanced Date field, which prevents the employee from being displayed on subsequent versions of the reconciliation report. An override indicator should also be included to show that the Balanced Date is due to an override and not due an actual balance condition.

Once the adjustment has been entered, although the amounts will not be updated for the Recipient withholding estimate, the Balanced Date will be updated, which will eliminate the variance indication. Although the Recipient will no longer appear on the CMIPS Monthly Reconciliation report the actual balance details will still remain in Payroll so that they could be addressed at a later time, if needed. If through another adjustment, the No Further Action condition is reversed, then the adjustment should be reported and the Balance Date field should be reset so that the employee could be picked up during the reconciliation if the payment is still out of balance.

# DSD 14/Payroll – Advance Pay/Business Process/Issue Warrants for Travel and Overtime Directly to the Advance Pay Provider

CI	Document Name
 <b>CI-480698</b> - DSD BF Issue Adv Pay Prov Warrant Travel Overtime Sick Leave <b>IMPLEMENTED</b>	DSD_BF_Issue_Adv_Pay_Prov_Warrant_Travel_Overtime.doc

Effective for pay periods from January 1, 2015, advance pay providers will be eligible for travel and overtime. The Recipient is not responsible for paying wages associated with travel hours, and travel hours contribute to the calculation of overtime hours. In addition, it is not possible to anticipate overtime accrual at the time the Advance Pay warrant is issued.

Because of the above, two changes are being implemented as part of CR 937. First, the travel and overtime from a reconciling timesheet will be issued as a separate warrant directly to the provider. Second, this warrant will be excluded from the advance pay reconciliation process.

At a high level, the changes involve the following:

The Case Management system will generate multiple transactions when a reconciling timesheet containing travel or overtime is received:

- The reconciling timesheet containing only the service hours
- A special transaction containing the Travel Hours
- A special transaction containing the overtime hours accrued by the timesheet
- Advantage payroll will then generate at least two warrants:
  - One for the reconciling timesheet
  - One for the overtime and/or travel transaction, which will be issued directly to the provider

The payroll system will be configured so that only warrants from the reconciling timesheets are included in the advance pay reconciliation process.

If the recon job identifies one pay event to be included, then all elements from that check will be included; meaning – if travel, overtime or sick leave are processed with the reconciling timesheet, then the travel, overtime and sick leave wages, along with their associated deductions, will write to the table and cause the month to be out of balance.

If this were ever to occur, the resulting warrant would need to be manually voided, and the associated transactions manually reprocessed one at a time by the payroll team.

# DSD 14/Payroll – Advance Pay/Business Process/Advance Pay Earnings Statement

CI	Document Name
<a href="#">CI-705721</a> - DSD BF Advance Pay Earning Statement Created <span>IMPLEMENTED</span>	DSD_BF_Advance_Pay_Earning_Statement_Created.doc

After an Advance Pay semi-monthly timesheet is processed through Payroll an Earnings Statement will be generated for the provider. This earnings statement will provide the total payment and initial determined tax withholding for the pay period. When the timesheet is processed the tax withholding may still have some variance since the earnings statement is usually generated prior to final monthly reconciliation. The Advance Pay Earning Statement (SOC 2260) will be printed in the nightly batch to the Case County for mailing.

# DSD 14/Payroll – Advance Pay/Screen Designs

The screens from the [Detailed System Design \(DSD\) Section 27: Recip CM & OS – Payroll within CM](#) will be used.

# **DSD 14/Payroll – Advance Pay/Screen Designs/Advance Pay Screens**

All user input necessary to establish and maintain Recipients who receive Advance Pay is performed using the screens in the Case Management component of CMIPS. As such, there are no screens represented here.

## **Hyperlinks/Functions**

This section is not applicable for Advance Pay.

## **Payroll Data Elements**

Refer to Appendix C for baseline Advantage configuration elements.

# DSD 14/Payroll – Advance Pay/Navigation Elements

This section is not applicable for Advance Pay.

# DSD 14/Payroll – Advance Pay/Error Messages

This section is not applicable for Advance Pay.

## **DSD 14/Payroll – Advance Pay/Business Rules**

This section is not applicable for Advance Pay.



# DSD 14/Payroll – Advance Pay/Tasks/Notifications

This section is not applicable for Advance Pay.

# DSD 14/Payroll – Advance Pay/Internal Interfaces

The following interfaces will be described in this section:

- Advance Pay Recipient Create (TXEN)
- Advance Pay Recipient Update Authorized Hours (TXEN)
- Update Person Service (TXEN, EICF, ATTR)
- Update Worker Number
- Update SSN (EICF)
- Update Mailing Address / Update Designee Address
- Update WPCS Hours
- Reconciling Timesheet Receive (TADJ)
- No Further Action Adjustment for Advance Pay Reconciliation
- Update Warrant File to CM
- Create Advance Pay TADJ
- Create Advance Pay TADJ for SOC
- EADJ and STRG Advance Pay Batch
- OTDED and STRG Advance Pay Batch
- Update Advance Pay DPOL Batch

# DSD 14/Payroll – Advance Pay/Internal Interfaces/Advance Pay Recipient Create (TXEN)

CI	Document Name
<a href="#">CI-69572</a> - DSD INTF Advance Pay Recipient Create TXEN <b>IMPLEMENTED</b>	DSD_INTF_Advance_Pay_Recipient_Create_TXEN.doc

A Recipient is established when PCSP/IPW/IPO/IHSS-R staff perform the needs assessment and validate the application for case intake and final determination. This allows County Welfare Department (CWDs) to authorize PCSP/IPW/IPO/IHSS-R services to a Recipient. An individual Recipient will exist as a unique employer in the payroll system. Case Management will send Recipient information to the Payroll system via an internal interface. The data will be sent to the Payroll system via individual Web service calls as soon as final determination occurs in Case Management, so that it is in place for the nightly payroll run.

## Characteristics of Interface

- Type – Synchronous
- Format – Extensible Markup Language (XML)
- Priority – Critical
- Frequency – Whenever Create Case Application screen is saved
- Timing/Sequencing – No sequencing; Recipient should be established in Payroll as an employer first
- 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) – CM
- Target(s) – Payroll
- Data Transformation(s) - Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Web service over Hyper Text Transfer Protocol Secure sockets (HTTPS)

## Data Elements of Interface

Table - Table Mapping for CreateDefaultRecipient Request

Source: Web Service: CreateDefaultRecipient		Target (TABLE : TAXING_ENTITY)			
Name for Request service	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required/Optional)
CreateDefaultRecipient	caseNumber	TAXING_ENTITY_CD	String (7)	Case Management Case Number (unique ID for communication between the 2 systems). Sample = "1234567"	R
CreateDefaultRecipient	effectiveFromDate	EFFECTIVE_DT	Date (YYYY-MM-DD)	CM Application Date.	R
		EXPIRATION_DT	Date (YYYY-MM-DD)	Default. This is always "9999-12-31" for new Recipient. Default value set by the interface process.	R
		TAXING_ENTITY_NM	String (50)	Case Management Individual Identifier. Populated with the caseNumber (i.e. TAXING_ENTITY_CD). Sample = "1234567"	R
		FED_TAX_ID	String (9)	Default to FEIN for State of CA IHSS Program. Default = "942629822"	R
CreateDefaultRecipient	socialSecurityNumber	ST_TAX_ID_1	String (20)	Recipient's SSN. No formatting i.e. not "123-45-6789."	R
		ST_TAX_ID_2	String (20)	Default to "0" for new Recipient (i.e. create request) For update Recipient this value is interfaced through external agency file. In most of the cases we receive one 'SEIN #.' In DIEC cases we receive the second 'SEIN #'. This field value may at some point have 2 values. SEIN1^SEIN2 (concatenated string) SEIN^SEIN2 - will be either converted or applied when Recipient is registered for primary and/or secondary SEIN for DIEC. If none is converted, or Recipient not yet registered, value will be 0	R

CreateDefaultRecipient	dateOfBirth	ST_TAX_ID_3	String (20)	Recipient's date of birth. Expected Date format i.e. YYYY-MM-DD Sample = "1931-07-21"	R
		ST_TAX_ID_4	String (20)	State Unemployment Insurance (UI) Rate and Employment Training Tax. (Look up to CSUIR on Deduction plan) On create use default .011 (Look up to CETTR on Deduction plan) Default SUI= "0.034" Default ETT = "0.001" Values are concatenated as "SUI^ETT" Updated annually from EDD. Sample = "0.034^0.001"	R
	shareOfCost restaurant Meal	ST_TAX_ID_5	String (20)	Defaulted to '0'	R
	programName	ST_TAX_ID_6	String (20)	Program name, concatenated if more than one program. The values identified are: IPW1, IPW2, IPW3, IPW4, IPW5, IPW6, PCSP, IHSS-R, IPO, WPCS – supplied from CM For this web service , it is defaulted to '0'	R
		ST_TAX_ID_7	String (20)	For regular Recipients this value is "0." For Advance pay Recipients this value is 'Authorized hours'. Specified in hours and minutes. For this web service , it is defaulted to '0'	R
		ST_TAX_ID_8	String (20)	Case Authorized hours. Specified as hours and minutes. Will include the hours funded from WPCS. The values will be concatenated, with IHSS first and WPCS second i.e. "IhssHrs^WpcsHrs" Note: IhssHrs value will be same as advance pay if AP = Y. For this web service , it is defaulted to '0'	R
		ST_TAX_ID_9	String (10)	Recipient Impairment Level. For this web service , it is defaulted to '0'	R
CreateDefaultRecipientRequest	workerNumber	ST_TAX_ID_10	String (10)	Social Worker Number. Sample = "8877665"	R
CreateDefaultRecipient	mailingAddress	STR_1_NM	String (75)	Recipient's mailing address, Street Name	R
CreateDefaultRecipient	mailingAddress	CITY_NM	String (28)	Recipient's mailing address, City Name	R
CreateDefaultRecipient	mailingAddress	ST_CD	String (2)	Recipient's State, Out of State is permitted	R
CreateDefaultRecipient	mailingAddress	ZIP	String (10)	Defaulted as below Sample = "95814"	R
CreateDefaultRecipient	mailingAddress	CTRY_CD	String (3)	Country Code. No foreign addresses are supported in CMIPS, therefore the country code will be defaulted to "US" for all entries. Sample ="US"	R
CreateDefaultRecipient	countyCode districtOfficeCode	CTY_CD	String (5)	Recipient's County & District office where the case is being served. Concatenate countyCode and districtOfficeCode County code will always be one of CA counties Sample = "5701"	R
CreateDefaultRecipient	lastName	CNTAC_LAST_NM	String (20)	Recipient's last name. Sample = "Smith"	R
CreateDefaultRecipient	firstName	CNTAC_FIRST_NM	String (15)	Recipient's first name. Sample = "Marie"	R
CreateDefaultRecipient	middleName	CNTAC_MIDDLE_NM	String (15)	Recipient's middle name. Sample = "Ann"	O
CreateDefaultRecipient	nameSuffix	CNTC_NM_SUFFIX	String (5)	Recipient's Suffix. Sample = "JR"	O
CreateDefaultRecipient	gender	CNTC_DESC	String (5)	Recipient's gender. Sample = "F"	R
		ESTAB_NO	String(5)	Set to 'I' for Inactive	R
		ST_TAX_CD_1	String (2)	State code – always California. Default = "CA"	R

**Table - Table Mapping for Create Recipient Response**

Source: System Generated	Target (Create Recipient Response)
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Table Name/ File Name/WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
N/A	N/A	returnStatus	String (1)	S- for Success F- for Failure	R

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will be the same process as other synchronous errors. System Maintenance Utility (SMU) errors will be captured and relayed back to CM.


## Edits and Audits

The standard COTS package edits will be performed in 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', it will remain in the Advantage application with a rejected status.

**Table – Error Codes**

Error No.	Error Code	Description
1	DEFRCIP1001	Missing CaseNumber
2	DEFRCIP1002	Missing DateOfBirth
3	DEFRCIP1003	Missing County
4	DEFRCIP1004	Missing DistrictOfficeCode
5	DEFRCIP1005	Missing FirstName
6	DEFRCIP1006	Missing LastName
7	DEFRCIP1007	Missing Gender
8	DEFRCIP1008	Missing SocialSecurityNumber
9	DEFRCIP1009	Missing MailingAddress
10	DEFRCIP1010	More than two mailing addresses
11	DEFRCIP1011	Missing MailingAddress.BeginDate
12	DEFRCIP1012	Missing MailingAddress.Address
13	DEFRCIP1013	Missing MailingAddress.Address.Street1
14	DEFRCIP1014	Missing MailingAddress.Address.City
15	DEFRCIP1015	Missing MailingAddress.Address.State
16	DEFRCIP1016	Missing MailingAddress.Address.Zip
17	DEFRCIP1017	Missing WorkerNumber
18	DEFRCIP1018	Missing ApplicationDate
19	DEFRCIP1019	Request processing failed (possibly due to invalid data)
20	GEN1006	General Exception

# DSD 14/Payroll – Advance Pay/Internal Interfaces/Advance Pay Recipient Update Authorized Hours (TXEN)

CI	Document Name
<div><div> <b>CI-69573</b> - DSD INTF Advance Pay Recipient Update Authorized Hours TXEN</div><div>CANCELLED</div></div>	DSD_INTF_Advance_Pay_Recipient_Update_Authorized_Hours_TXEN.doc

Cancelled by ASR Sprint 32 Team 1&2.

## **DSD 14/Payroll – Advance Pay/Internal Interfaces/Update Person Service (TXEN, EICF, ATTR)**

This section will describe the internal interface to update the Advance Pay Recipient detail information.

Please reference [DSD Section 17](#) for Internal Interface - [Update Person Service \(TXEN, EICF, ATTR\)](#).

# **DSD 14/Payroll – Advance Pay/Internal Interfaces/Update Worker Number**

This section will describe the internal interface to update the worker number on the Advance Pay Recipient case.

Please reference [DSD Section 17](#) for Internal Interface - [Update Worker Number](#).



## **DSD 14/Payroll – Advance Pay/Internal Interfaces/Update SSN (EICF)**

This section will describe the internal interface used to update the Advance Pay Recipient's SSN.

Please reference [DSD Section 17](#) for Internal Interface - [Update SSN \(EICF\)](#).

# **DSD 14/Payroll – Advance Pay/Internal Interfaces/Update Mailing Address/Update Designee Address**

This section will describe the internal interface used to update the mailing address on the Advance Pay Recipient, including the designee address.

Please reference [DSD Section 17](#) for Internal Interface - [Update Mailing Address/Update Designee Address](#).

# **DSD 14/Payroll – Advance Pay/Internal Interfaces/Update WPCS Hours (TXEN)**

This section will describe the update to the Recipient for WPCS hours.

Please reference [DSD Section 17](#) for Internal Interface - [Update WPCS Hours \(TXEN\)](#).

# DSD 14/Payroll – Advance Pay/Internal Interfaces /Reconciling Timesheet Receive (TADJ)

CI	Document Name
<a href="#">CI-69574</a> - DSD INTF Reconciling Timesheet Receive TADJ <b>IMPLEMENTED</b>	DSD_INTF_Reconciling_Timesheet_Receive_TADJ.doc

This section will describe the internal interface used for the reconciling timesheet.

## Characteristics of Interface

- Type – Asynchronous
- Format – XML
- Priority – Critical
- Frequency – Whenever TPF sends a timesheet or Manual timesheets are entered on CM screen
- Timing/Sequencing – No sequencing; an ESMT for Advance Pay Provider should exist
- 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) – CM
- Target(s) – Payroll
- Data Transformation(s) – N/A
- Media – Electronic file(s)
- Interface Method – Batch Web service over HTTPS

## Data Elements of Interface

The timesheet data received has been validated without errors from CM. Advantage HRM will run the TADJ document to process timesheets. The special indicator field will be populated if the timesheet is Advance Pay reconciling timesheet or has SOC calculation. A timesheet can be processed for a prior or current period with the proper time needed for the next payroll. This can include hours misreported (increased or decreased) for a prior period or an adjustment to a previously submitted time record. The STRG document will run in addition to the TADJ to set all timesheets as supplemental.

Regular timesheets are triggered via a Web service on the CM screen. Manual timesheets are batched at close of business each day and processed at night. The TADJ document will process timesheets in the CMIPS Payroll component. This interface uses a Web service call and a batch call. Both methods will map the input data elements to the appropriate Advantage Java class, and then create a TADJ and STRG XML document.

This section will cover the business logic for all timesheets received from CM. The STRG document will also be created after a TADJ as all timesheets will be ran as supplemental for processing. All timesheets will be processed as supplemental because payroll will run every night as part of the CMIPS design. The timesheets will be submitted throughout the day from CM via a Web service call. CM will provide one file per timesheet. The Web service call can process multiple timesheet files. Therefore, the processing of one file is not dependent on processing the next file. Payroll accepts the Web service call and transforms CM data into a TADJ XML document. Manual timesheet adjustment will be batched after close of business and sent to payroll. Manual timesheet adjustment will have the same logic as the timesheet process. The diagram below depicts how regular and manual timesheets will be processed.

Timesheets are scanned through the TPF and timesheet data files are made available. These data files are retrieved by the Business Process Manager (BPM) and placed on the CMIPS file server. The timesheets are then processed into CMIPS by a case management (CM) batch job. CM validates the timesheet and then requests a Web Service call to Payroll for a single timesheet. Manual timesheets are entered throughout the day by the user and then sent to Payroll at the close of business in a single file. The file will contain multiple timesheets.

1. For regular and manual timesheets, the program will be either IHSS or WPCS.
2. If the SOC Indicator is set to 'Y,' Payroll will calculate the Net Pay and send that amount back to CM. The TADJ will remain in the PEND table to process that evening.
3. If the Reconciling Timesheet Indicator is set to 'Y,' the Advance Pay reconciliation process reads this indicator for reconciliation batch process.
4. Hours not paid are over authorized hours that are needed from payroll to populate the SCO file. The hours not paid will be attached to the TADJ as a leave processing event type. Leave functionality is not activated in CMIPS; however, this will be used to bring in the over authorized hours.

There will be one header and multiple TADJ detail lines depending on how many days a provider has worked. For example, for a timesheet with a pay period of 02/01/2008 – 02/15/2008, a provider has worked six days. The end result of the TADJ XML is one TADJ header and six TADJ detail lines with the date, hours worked and event code populated for each line.

**Table – TADJ Table Mapping**

Source: tadjRegular		Target: TADJ Header			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)

CM	Timesheet ID	DOC_ID	String (20)	This will be the default Document ID for all TADJ. Payroll will have a rule where: If timesheets are from TPD then DOC_ID = 'REGR' + 'CM timesheet ID' If manual timesheet then DOC_ID = 'REGR' + 'CM timesheet ID' If TADJ is a special transaction then DOC_ID = 'SPEC' + 'Advantage DOC_ID'	R
CM	Employee ID	EMPLOYEE_ID	String (10)	This will be inferred from Advantage ESMT document based on Provider Unique Person Reference ID and Unique Recipient Case Reference ID number. Example: "7489227104"	R
CM	Program	APPOINTMENT_ID	String (1)	Default is the primary appointment (represented by a space). If a Provider has WPCS funding, the Appointment ID will be 'W'. If the Provider is a Recipient who has restaurant meals, the Appointment ID will be 'M.'	R
CM	SOC Indicator or Reconciling Timesheet Indicator	SPECIAL_INDICATOR	String (5)	Rule Driven. Concatenated string for 'SOC Indicator' ^ 'Reconciling Timesheet Indicator'. If SOC indicator is set to true then this field will be Y^N. If the Reconciling Timesheet indicator is set to true then this value will be N^Y.	R
N/A	N/A	Supplemental Pay Cycle	String (1)	Defaulted to 'P'	R
CM	Hours not paid	N/A	String (6)	When this field is populated a TADJ detail line will be created and the EVNT_TYP_CD will be set to 'CBHR' and the Hours not paid will be populated in the LN_AM_SC field.	O
<b>Source:</b>		<b>Target: TADJ Doc Line</b>			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O (Required or optional)
CM	Date	EFFECTIVE_DT	Date (CCYY-MM-DD)	The date the data was submitted. A line entry will be required for every day the Provider has worked.	R
N/A (see description)	N/A (see description)	EVNT_TYP_CD	String (5)	This will be a two-part look-up. First look-up on the EMPL table to the get INTERNAL_EMPL_ID for the corresponding the EMPLOYEE_ID. Then use the INTERNAL_EMPL_ID and the APPOINTMENT_ID as the key for the look-up on the EMPL_ASGNMT to get the EVNT_TYP_CD. If Cut-back hours is set on the CM header input file then the EVNT_TYP_CD will be 'CBHR.'	R
CM	Hours /Minutes	LN_AM_SC	String (12)	CM will send data in HHHH:MM format.	R

**Table – updateSsn (Table Mapping) to STRG**

<b>Source: Case Management</b>		<b>Target: STRG Header</b>			
Table Name/ File Name /WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
CM	Program	APPOINTMENT_ID	String (1)	Default is the primary appointment (represented by a space). If a Provider has WPCS funding, the Appointment ID will be 'W'. If the Provider is a Recipient who has restaurant meals, the Appointment ID will be 'M.'	R
N/A	N/A	SUPP_TYP_ID	String (1)	The default value is set to 'M.' Revise this value to 'CMIPS Single warrant'	R
CM	TODATE	Pay Period End Date	Date (CCYY-MM-DD)	Can be set after mod is in.	R
CM	Employee ID	EMPLOYEE_ID	String (10)	This will be inferred from Advantage ESMT document based on Provider Unique Person Reference ID and Unique Recipient Case Reference ID number. Example: "7489227104"	R

**TADJ Data Derivation Rules:**

CM will pass program data – IHSS or WPCS. Payroll will write a conditional if statement to determine the APPOINTMENT\_ID for the TADJ document. If the timesheet has a program of IHSS then the APPOINTMENT\_ID will be set to spaces. If the program is a WPCS then the APPOINTMENT\_ID will be set to 'W.'

A look-up will be necessary for the EVNT\_TYP\_CD for a TADJ. This will be a two-part look-up. First look-up on the EMPL table to get INTERNAL\_EMPL\_ID for the corresponding the EMPLOYEE\_ID. Then use the INTERNAL\_EMPL\_ID and the APPOINTMENT\_ID as the key for the look-up on the EMPL\_ASGNMT to get the CIVIL\_SVC\_ST\_CD. The update dates will be as part of the look up on the EMPL\_ASGNMT to ensure the correct CIVIL\_SVC\_ST\_CD is selected for the appropriate time period on the timesheet.

If the Provider has hours not paid CM will display the amount on the header and payroll will take the hours and create a detail line. The processing of the hours not paid will require a different EVNT\_TYP\_CD. A conditional if statement will determine if there is hours not paid then the EVNT\_TYP\_CD will be set to 'CBHR' and a TADJ detail line will be created.

#### **STRG Data Derivation Rules:**

PAY\_EVNT\_CD on STRG document – This will not be necessary when the Advance Pay mode is deployed. This logic will not be added on the STRG for testing purposes it will be hard coded until the Advance Pay mode is deployed.

CM will pass program data – IHSS or WPCS. Payroll will write conditional if statement to determine the APPOINTMENT\_ID for the STRG document. If the timesheet has a program of IHSS then the APPOINTMENT\_ID will be set to spaces. If the program is a WPCS then the APPOINTMENT\_ID will be set to 'W.'

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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

# DSD 14/Payroll – Advance Pay/Internal Interfaces/No Further Action Adjustment for Advance Pay Reconciliation

CI	Document Name
<a href="#">CI-69575</a> - DSD INTF No Further Action Adjustment for Advance Pay Reconciliation <b>IMPLEMENTED</b>	DSD_INTF_No_Further_Action_Adjustment_for_Advance_Pay_Reconciliation.doc

This section will describe the internal interface for marking an Advance Pay case with no further action.

## Characteristics of Interface

- Type – Synchronous
- Format – XML
- Priority – Non-critical
- Frequency – Whenever No Further Action
- Timing/Sequencing – No sequencing; Advance Pay Reconciliation batch job must have run
- 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) – CM
- Target(s) – Payroll
- Data Transformation(s) - Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Web service over HTTPS

## Data Elements of Interface

Advance Pay Recipients are serviced by Providers whose timesheets are reconciled against the upfront payment. In some cases, the timesheets cannot be reconciled and there may be a difference existing over a period of time. County workers may choose a forced balanced transaction on CM screen. CM will trigger a Web service call to send the transaction. This will be an update to the Advance Pay Recon table.

**Table – Advance Pay No Further Action Table**

Source:		Target: Advance Pay Recon (ADVANCE_PY_RECON)Table			
WSDL Name	Field Name	Field Name	Data Type(Format-length)	Description(Data Transformation rules)	R/O(Required or optional)
AdvancePayforcedbalanceReq	caseNumber	TAXING_ENTITY_CD	String (7)	Search Key for the Update	R
AdvancePayforcedbalanceReq	NoFurtheractionDate	RECON_DT	String (10)	Update with the incoming date from CM	R
AdvancePayforcedbalanceReq	NoFurtherActionIndicator	NO_FURT_ACTN_IND	String (2)	Update with the incoming indicator If "FB", then transform to 'Y' If "UR", then transform to 'N'	R

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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	NOFURACTION1001	Case number not found



# DSD 14/Payroll – Advance Pay/Internal Interfaces/Update Warrant File to CM

CI	Document Name
<a href="#">CI-69568</a> - DSD INTF Update Warrant File to CM <b>IMPLEMENTED</b>	DSD_INTF_Update_Warrant_File_to_CM.doc

This section will describe the internal interface used to send CM the updated warrant file information after each payroll is processed.

## Characteristics of Interface

- Type – Batch
- Format – XML
- Priority – Critical
- Frequency – Nightly
- Timing/Sequencing – Each night after Warrant number is updated; Warrant Status is updated and the Advance Pay Reconciliation job is run
- 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(s) – Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Batch process

## Data Elements of Interface

This is the interface between CMIPS and CM. Interface will extract all warrant-specific information from Advantage HRM tables for Recipient and Provider warrants issued on specified cycle dates and for specified GTN run numbers. This information will be stored in the file and will contain all data fields required by CM to store in CM-specific warrant table(s).

In CMIPS, Provider, Recipient, and vendor payment and deduction amounts will be determined by the Advantage component. Provider (employee) and Recipient (employer) payments will be created as part of nightly GTN runs.

The CM component of CMIPS will also require access to the most recent warrant information. HRM Warrant Create File to CM will extract all necessary data from Advantage HRM, create an XML file in the format specified by CM, and send the file.

**Table – Update Warrant File to CM Table**

Source: Payroll		Target: Warrant Information Create File			
Table Name/ File Name/ WSDL Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O (Required or optional)
TAXING_ENTITY	CNTAC_LAST_NM	RecipientName.lastName	String(20)		R
TAXING_ENTITY	CNTAC_MIDDLE_NM	RecipientName.middleName	String(15)		O
TAXING_ENTITY	CNTAC_FIRST_NM	RecipientName.firstName	String(15)		R
TAXING_ENTITY	CNTAC_NM_SUFFIX	RecipientName.suffix	String(5)		O
PAY_CHECK_EXT	EMPL_LAST_NM	payeeName.lastName	String(20)		R
PAY_CHECK_EXTM	EMPL_MIDDLE_NM	payeeName.middleName	String(15)		O
PAY_CHECK_EXT	EMPL_FIRST_NM	payeeName.firstName	String(15)		R
PAY_CHECK_EXT	EMPL_SUFFIX_CD	payeeName.suffix	String(5)		O

PAY_CHECK_EXT	STR_1_NM + "STR_2_NM	street	String(150)		R
PAY_CHECK_EXT	CITY_NM	city	String(28)		R
PAY_CHECK_EXT	ST_CD	state	String(2)		R
PAY_CHECK_EXT	ZIP (first 5 characters)	zip	String(5)		R
PAY_CHECK_EXT	ZIP (last 4 characters, if not empty)	zip4	String(4)		O
PAY_CHECK	CHK_DT	processedDate	Date (CCYY-MM-DD)		R
PAY_CHECK	PPRD_STR_T_DT	paymentFromDate	Date (CCY Y-MM-DD)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK	PPRD_END_DT	paymentToDate	Date (CCY Y-MM-DD)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_DETL	INPUT_AM	hoursOverAuth	Numeric	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
PAY_DETL	INPUT_AM	hoursPaidMin (provide in minutes only)	Numeric	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_DETL	PAY_RT_AM	payRate	Numeric (11,2)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK	PPRD_CHK_GROS_AM	PayStubItemTyp. amount - "GROSS" line item type code	Numeric (9,2)	PAY_CHECK.PPRD_CHK_GROS_AM	R
PAY_DETL	See description field	PayStubItemTyp. amount - "PAYADJ" line item type code	Numeric (9,2)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "FEDEIC" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 4	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "ADDFEDTX" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 5	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "STTX" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 6	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "ADDSTTX" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 7	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "FICA" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 8	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "MEDICARE" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 9	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "SDIDIEC" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 10	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "SOC" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 11	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "LIEN" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 13	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "HEALTH" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 14	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "DUES" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 15	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "HLTHTRST" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 16	O

DED_DETL	DED_AM	PayStubItemTyp. amount - "COPEPL" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 17	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "INIT" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 18	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "OTINS" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 19	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "APDED" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 20	O
DED_DETL	DED_AM	PayStubItemTyp. amount - "RECOVERY" line item type code	Numeric (9,2)	Sum of ded_detl.ded_am values for a check with ded_detl.dedtyp_cd corresponding to evnt_categ.chk_prnt_seq_no = 12	O
DED_DETL	PAY_CHK_AM	PayStubItemTyp. amount - the "NETPAY" line item type code	Numeric (9,2)	PAY_CHECK.PAY_CHK_AM	R
DED_DETL	PPRD_CHK_GROS_AM	PayStubItemTyp. ytdAmt - "GROSS" line item type code	Numeric (9,2)	Sum of the PAY_CHECK.PPRD_CHK_GROS_AM for all pay periods in the current calendar year.	R
PAY_DETL	See description field	PayStubItemTyp. ytdAmt - "PAYADJ" line item type code	Numeric (9,2)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "FEDEIC" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 4	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "ADDFEDTX" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 5	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "STTX" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 6	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "ADDSTTX" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 7	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "FICA" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 8	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "MEDICARE" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 9	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "SDIDIEC" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 10	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "SOC" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 11	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "LIEN" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 13	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "HEALTH" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 14	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "DUES" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 15	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "HLTHTRST" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 16	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "COPEPL" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 17	O
DED_DETL	DED_AM	PayStubItemTyp. ytdAmt - "INIT" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 18	O

DED_DETL	DED_AM	PayStubItemype. ytdAmt - "OTINS" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 19	O
DED_DETL	DED_AM	PayStubItemype. ytdAmt - "APDED" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 20	O
DED_DETL	DED_AM	PayStubItemype. ytdAmt - "RECOVERY" line item type code	Numeric (9,2)	Sum of ded_summ. ded_1st_qtr_am, ded_2nd_qtr_am, ded_3rd_qtr_am, ded_4th_qtr_am values for a current year with ded_summ.catg_cd corresponding to evnt_categ.chk_prnt_seq_no = 12	O
PAY_CHECK	PAY_CHK_AM	PayStubItemype. ytdAmt - "NETPAY" line item type code	Numeric (9,2)	Sum of the PAY_CHECK.PAY_CHK_AM for all pay periods in the current calendar year.	R
PAY_CHECK	CHK_NO	advWarrantNumber	String(13)		R
PAY_CHECK_Ext	EMPLOYEE_ID	employeeID	String(10)		R
TAXING_ENTITY	ST_TAX_ID_2	sein	String(8)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_DETL	DOC_ID	payType	String(4)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK_Ext	CIVIL_SVC_STA_CD	taxRelationshipCode	String(2)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK_Ext	FED_TAX_EXMP_CT	w4Allowances	Numeric	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK_Ext	FED_TAX_MAR_STA_CD	w4StatusCode	String(1)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
EMPL_TAX_PARM	TAX_CLS_CD	eicStatusCode	String(1)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
PAY_CHECK_Ext	ST_LC_TAX_EXMP_CT	de4Allowances	Numeric	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
PAY_CHECK_Ext	ST_LC_TX_MAR_STA_CD	de4StatusCode	String(1)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	O
TAXING_ENTITY	CTY_CD (first two characters)	countyCode	String(2)		R
TAXING_ENTITY	CTY_CD (last two characters)	districtOfficeCode	String(2)		R
PAY_CHECK_Ext	HOME_DEPT_CD	fundingSource	String(5)	See the logic in CMWarrantRecordProcessorImpl. populateWarrantInfo()	R
MICR	EFT_BANK_ACCT_NM	isEFT	String(1)	If MICR. EFT_BANK_ACCT_NM is empty then "N" else "Y"	R
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.amount - "FICA" line item type code	Numeric (9,2)	Sum of ded_detl records for a check with dedtyp_cd = "CFICR"	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.amount - "MEDICARE"	Numeric (9,2)	Sum of ded_detl records for a check with dedtyp_cd = "CMEDR"	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.amount - "FUTA"	Numeric (9,2)	Sum of ded_detl records for a check with dedtyp_cd = "CFU1R" and "CFU2R"	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.amount - "SUI"	Numeric (9,2)	Sum of ded_detl records for a check with dedtyp_cd = "CSUIR"	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.amount - "ETT"	Numeric (9,2)	Sum of ded_detl records for a check with dedtyp_cd = "CETTR"	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.ytdAmt - "FICA" line item type code	Numeric (9,2)	Sum of ded_summ records with catg_cd = "CFICR" for a current calendar year.	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.ytdAmt - "MEDICARE"	Numeric (9,2)	Sum of ded_summ records with catg_cd = "CMEDR" for a current calendar year.	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.ytdAmt- "FUTA"	Numeric (9,2)	Sum of ded_summ records with catg_cd = "CFU1R" and "CFU2R" for a current calendar year.	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.ytdAmt- "SUI"	Numeric (9,2)	Sum of ded_summ records with catg_cd = "CSUIR" for a current calendar year.	O
DED_DETL	DED_AM	EmployerPaidTaxItemTy pe.ytdAmt- "ETT"	Numeric (9,2)	Sum of ded_summ records with catg_cd = "CETTR" for a current calendar year.	O

PAY_DETL	DOC_ID	timesheetNumber	String(16)	See the logic in CMWarrantRecordProcessorImpl. populateTimesheetPayRequestList ()	O
PAY_DETL. DOC_ID	DOC_ID	specialTransactionNumber	String(16)	See the logic in CMWarrantRecordProcessorImpl. populateTimesheetPayRequestList ()	O
PAY_DETL. DOC_ID	DOC_ID	TimeAdjustmentNumber	String(16)	See the logic in CMWarrantRecordProcessorImpl. populateTimesheetPayRequestList ()	O
PAY_DETL	CNTRCT_P Y_AM	MultiplePayRequests. PayRequest.grossAmt	Numeric (9,2)	See the logic in CMWarrantRecordProcessorImpl. populateTimesheetPayRequestList ()	O
PAY_DETL	DOC_ID	MultiplePayRequests. PayRequest.PayType	String(4)	See the logic in CMWarrantRecordProcessorImpl. populateTimesheetPayRequestList ()	O

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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 14/Payroll – Advance Pay/Internal Interfaces/Create Advance Pay TADJ

CI	Document Name
<a href="#">CI-69566</a> - DSD INTF Create Advance Pay TADJ <span>IMPLEMENTED</span>	DSD_INTF_Create_Advance_Pay_TADJ.doc

The Create Advance Pay TADJ (10022) is internal to payroll and is run as part of the 28th of the month cycle, after the Update Advance Pay Recipient DPOL interface has been processed. The job is responsible for creating the TADJs that are used to generate advance pay warrants to Recipients who don't have share of cost. The job uses the following criteria when looking for eligible Recipients:

- The Recipient has an employee profile (Alternate Id = Taxing Entity Code) where the Appointment Id = 'A' (Advance Pay Appointment)
- The Payroll Number on the Appointment = "AP" (Advance Pay without share of cost)
- The Employment Status on the Appointment = "R" for any time during the service period

## Characteristics of Interface

- Type – Batch
- Format – XML
- Priority – Critical
- Frequency – Once per month
- Timing/Sequencing – Prior to Payroll processing
- 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 (Internal to Payroll)
- Target(s) – Payroll
- Data Transformation(s) – N/A
- Media – Electronic file(s)
- Interface Method – Batch process

## Data Elements of Interface

Table – Create Advance Pay TADJ

Source: Advantage		Target: TADJ Header			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O(Required or optional)
N/A	N/A	DOC_ID	String (20)	The document is prefixed with "GA00", followed by an automated document number	R
EMPL	Employee ID	EMPLOYEE_ID	String (10)	Eligible Advance Pay Recipients without Share of Cost are identified as follows: <ul style="list-style-type: none"> <li>• EMPL.EMPL_ALT_ID_NO = EMPL.ASGNMT.TAXING_ENTITY_CD and</li> <li>• EMPL.ASGNMENT.APPOINTMENT_ID = 'A' and</li> <li>• EMPL.ASGNMT.EMPLMT_STA_CD = 'R' at any time during the service month and</li> <li>• EMPL.ASGNMT.PYRL_NO_CD = 'AP'</li> </ul>	R
N/A	N/A	APPOINTMENT_ID	String (1)	"A"	R
EMPL_ASGNMT	PYRL_NO_CD	CMIPS_SPEC_PROC	String (5)	"R" (Advance Pay Recipient)	R
N/A	N/A	SUP_PAY_CD	String (1)	Not populated	R
Source: Advantage		Target: TADJ Doc Line			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description(Data Transformation rules)	R/O(Required or optional)
N/A	Date	EFFECTIVE_DT	Date (CCYY-MM-DD)	The last day of the service month	R
N/A	N/A	EVNT_TYP_CD	String (5)	"GA"	R

TAXING_ENTI TY	ST_TAX_ID_7	LN_AM_SC	String (12)	"HHH:MM" format	R
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## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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 14/Payroll – Advance Pay/Internal Interfaces/Create Advance Pay TADJ for SOC

CI	Document Name
<a href="#">CI-69565</a> - DSD INTF Create Advance Pay TADJ for SOC <span>CANCELLED</span>	DSD_INTF_Create_Advance_Pay_TADJ_for_SOC.doc

Cancelled by ASR Sprint 3 Team Case Management & Apps/Services



# DSD 14/Payroll – Advance Pay/Internal Interfaces/EADJ and STRG for Advance Pay

CI	Document Name
<a href="#">CI-116187</a> - DSD INTF EADJ and STRG for Advance Pay <b>IMPLEMENTED</b>	DSD_INTF_EADJ_and_STRG_for_Advance_Pay.doc

The purpose of this process is to create and trigger an adjustment (supported using the EADJ and STRG documents) that is part of the Advance Pay reconciliation process.

## Characteristics of Interface

- Type – Batch
- Format – XML
- Priority – Critical
- Frequency – Once per month
- Timing/Sequencing – Prior to Payroll processing
- 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 (internal to Payroll)
- Target(s) – Payroll
- Data Transformation(s) – Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Batch process

## Data Elements of Interface

**Table– Table Mapping for EADJ and STRG Advance Pay**

		Target: EADJ Header			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O
N/A	N/A	DOC_ID	String(20)	Derived	R
ADVANCE_PY_R ECON	EMPLOYE_ID	EMPLOYEE_ID	String(10)		R
N/A	N/A	APPOINTMENT_ ID	String(1)	Default to 'A'	R
ADVANCE_PY_R ECON	INTERNAL_EMPL_ID	INTERNAL_EMP L_ID	String(10)		R
Source:		Target: EADJ Doc Ded			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O
ADVANCE_PY_R ECON	EFFECTIVE_DT	EFFECTIVE_DT	Date(CCY-MM-DD)	Date at end of month indicated by source effective date (which is only MMCCYY)	R
ADVANCE_PY_R ECON	INTERNAL_EMPL_ID	INTERNAL_EMP L_ID	String (10)		R
N/A	N/A	APPOINTMENT_ ID	String (1)	Default to "A"	R
ADVANCE_PY_R ECON	RECON_BAL_FICAFICE /MEDAMEDE/SDIASDIE	DEDTYP_CD	String (5)	Based on non-zero values in RECON_BAL_FICA/MEDA /SDIA columns	R
ADVANCE_PY_R ECON	RECON_BAL_FICAFICE /MEDAMEDE/SDIASDIE	DEDPLAN_CD	String(5)	Same as DEDTYP_CD	R
N/A	N/A	DED_AM	NUMBER(9,2)	Derived: Negative value of RECON_BAL_X value divided by associated percentage deduction value.	R
N/A	N/A	ADJTYP_CD	String(1)	Default to "E" (Entity Adjustment)	R

**Table – Table Mapping for EADJ and STRG Advance Pay**

Source:		Target: STRG Header			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O
ADVANCE_PY_RECON	EMPLOYEE_ID	EMPLOYEE_ID	String(10)		R
N/A	N/A	SUPP_TYP_ID	String(1)	Set to 'C' (No Pay Calc)	R
N/A	N/A	APPOINTMENT_ID	String(1)	Set to 'A' (Advanced Pay)	R
ADVANCE_PY_RECON	INTERNAL_EMPL_ID	INTERNAL_EMPL_ID	String(10)		R
N/A	N/A	DOC_ID	String(20)	Derived	R

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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	ADPAYEADJ1000	SQL Error retrieving DED_PLAN results
2	ADPAYEADJ1001	Could not retrieve DED_PLAN results
3	ADPAYEADJ1002	Unrecognized Deduction Plan
4	ADPAYEADJ1003	SQL Error retrieving AdvPayRecon results
5	ADPAYEADJ1004	No records returned from Advance Pay Recon table today

# DSD 14/Payroll – Advance Pay/Internal Interfaces/OTDED and STRG for Advance Pay

CI	Document Name
<a href="#">CI-116188</a> - DSD INTF OTDED and STRG for Advance Pay <b>IMPLEMENTED</b>	DSD_INTF_OTDED_and_STRG_for_Advance_Pay.doc

The purpose of this process is to create and trigger a deduction (supported using the OTDED and STRG documents) that is part of the Advance Pay reconciliation process.

## Characteristics of Interface

- Type – Batch
- Format – XML
- Priority – Critical
- Frequency – Once per month
- Timing/Sequencing – Prior to Payroll processing
- 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 (internal to Payroll)
- Target(s) – Payroll
- Data Transformation(s) – Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)

Interface Method – Batch processsh1.Data Elements of Interface

**Table – Table Mapping for OTDED and STRG Advance Pay**

		Target: OTDED Header			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R /O
N/A	N/A	DOC_ID	String (20)	Derived	R
ADVANCE_PY_R ECON	EMPLOYE_ID	EMPLOYEE_ID	String (10)	N/A	R
N/A	N/A	APPOINTMENT_ID	String (1)	Set to 'A'	R
ADVANCE_PY_R ECON	INTERNAL_EMPL_ID	INTERNAL_EMP L_ID	String (10)	N/A	R
N/A	N/A	ADD_REPLACE_ID	String (1)	Set to 'A'	R
N/A	N/A	INCLUDE_INSU PP_FL	Unbounded String	Set to true if sum of negated recon balance values is negative, else set to false.	R
Source:		Target: OTDED Doc Ded			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R /O
ADVANCE_PY_R ECON	EFFECTIVE_DT	EFFECTIVE_DT	Date (CCYY-MM-DD)	Date at end of month indicated by source effective date (which is only MMCCYY)	R
ADVANCE_PY_R ECON	INTERNAL_EMPL_ID	INTERNAL_EMP L_ID	String (10)	N/A	R
N/A	N/A	APPOINTMENT_ID	String (1)	Default to "A"	R
ADVANCE_PY_R ECON	RECON_BAL_FICAFICE /MEDAMEDE/SDIASDIE	DEDTYP_CD	String (5)	Based on non-zero values in RECON_BAL_FICA/MEDA /SDIA columns	R
ADVANCE_PY_R ECON	RECON_BAL_FICAFICE /MEDAMEDE/SDIASDIE	DEDPLAN_CD	String (5)	Same as DEDTYP_CD	R
N/A	N/A	DED_AM	NUMBER (9,2)	Derived: Negative value of RECON_BAL_FICA/MEDA/SDIA value	R

**Table – Table Mapping for OTDED and STRG Advance Pay**

Source:		Target: STRG Header			
Table Name	Field Name	Field Name	Data Type (Format-length)	Description (Data Transformation rules)	R/O
ADVANCE_PY_RECON	EMPLOYEE_ID	EMPLOYEE_ID	String (10)	N/A	R
N/A	N/A	SUPP_TYP_ID	String (1)	Set to 'P' – By Pay Type	R
N/A	N/A	APPOINTMENT_ID	String (1)	Set to 'A' (Advanced Pay)	R
ADVANCE_PY_RECON	INTERNAL_EMPL_ID	INTERNAL_EMPL_ID	String (10)	N/A	R
N/A	N/A	DOC_ID	String (20)	Derived	R
N/A	N/A	PAY_TYP_CD	String (4)	"FXIT"	R

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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	ADPAYOTDED1001	SQL Error retrieving AdvPayRecon results
2	ADPAYOTDED1002	No records returned from Advance Pay Recon table today

# DSD 14/Payroll – Advance Pay/Internal Interfaces/Update Advance Pay Recipient DPOL

CI	Document Name
<a href="#">CI-116189</a> - DSD INTF Update Advance Pay Recipient DPOL <span>IMPLEMENTED</span>	DSD_INTF_Update_Advance_Pay_Recipient_DPOL.doc

On creation, Recipients have the default DPOL value applied (currently 'AP1'); however, as a Recipient has Providers associated, this DPOL value needs to be updated to reflect the familial relationship of the Providers. This job will run just before the Advance Pay GTNs to identify all Providers currently working for the Recipient and determine the best DPOL to use for that month on the Recipient's Advance Pay ESMT (Appointment ID = 'A').

## Characteristics of Interface

- Type – Batch
- Format – XML
- Priority – Critical
- Frequency – Once per month
- Timing/Sequencing – Prior to Advance Pay GTN run cycle
- 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 (internal to Payroll)
- Target(s) – Payroll
- Data Transformation(s) – Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Batch process

## Data Elements of Interface

Not applicable.

## Triggering Events

This section is not applicable for Advance Pay.

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

## Edits and Audits

The standard COTS package edits will be performed on the Advantage application. Any failures on a synchronous call will send back the failure on the response to CM. Any failures on 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	ADVPAYRCIP1001	SQL Error while trying to retrieve Advance Pay Appointments
2	ADVPAYRCIP1002	No Advance Pay Recipient-Provider relationships found (Info message)

# DSD 14/Payroll – Advance Pay/Internal Interfaces/Advance Pay SOC Recipient IHSS Hours

CI
<a href="#">CI-823092</a> - DSD INTF Advance Pay SOC Recipient IHSS Hours <span>IMPLEMENTED</span>

For Advance Pay Recipients, when CMIPS determines the share of cost hours for the month, the system sends this information to Payroll so it can update its records to reflect the authorized hours after the SOC adjustment.

The Advance Pay SOC Recipient IHSS Hours web service runs as part of the 1st of the month cycle. The interface is responsible for sending authorized hours after the share of cost adjustment, so that payroll can create the TADJ used to generate advance pay warrants to recipients who have share of cost.

## Characteristics of Interface

- Type – Web service
- Format – XML
- Priority – Critical
- Frequency – Monthly
- 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) – CM
- Target(s) – Payroll
- Data Transformation(s) - Transformations will be performed on data elements where appropriate
- Media – Electronic file(s)
- Interface Method – Web service over HTTPS

## Data Elements of Interface

Source: apSOCRecipientIHSSHours		Target: TADJ_DOC_HDR			
Table Name	Field Name	Field Name	Data Type(Format-Length)	Description(Data Transformation Rules)	R/O(Required or Optional)
CaseParticipantRole	employeeID	EMPLOYEE_ID	String(10)	Payroll assigned ID that is used when interfacing with payroll.	R
	N/A	APPOINTMENT_ID	String(1)	"A"	R
	N/A	CMIPS_SPEC_PROC	String(1)	"C"	R
	N/A	SUP_PAY_CD	String(1)	not populated	O
		Target: TADJ_DOC_LINE			
CaseSOCHours	serviceMonth	EFFECTIVE_DT	Date (CCYY-MM-DD)	Last Day of the Service Period	R
	N/A	EVNT_TYP_CD	String(5)	"GA"	
CaseSOCHours	authToPay	LN_AM_SC	String (HH:MM)	The hours (IHSS) adjusted after SOC hours are deducted	R

## Triggering Events

Advance Pay SOC IHSS Recipient Hours (PRMS944A)

## Errors

The error processing will follow the same process as other synchronous errors. SMU errors will be captured and relayed back to CM.

Error No.	Error Code	Description
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1	APSOCADJHR	Missing employee id in the request. employeeId is required.
2	APSOCADJHR	Missing or invalid service month. serviceMonth is required.
3	APSOCADJHR	Missing adjusted hours on request. adjustedIHSSHours is required.
4	APSOCADJHR	Invalid employee id in the request.
5	APSOCADJHR	Invalid service month in the request. Service month format CCYY-MM-DD.
6	APSOCADJHR	Invalid adjusted hours in the request.
7	APSOCADJHR	APSOC payroll code not found for the employee id and service month.
8	GEN1008	Advantage Import/Submit Error
9	GEN1007	Advantage Table or Document Import Error
10	GEN1006	General Exception
11	GEN1005	Memory Overflow
12	GEN1004	File Write Failed
13	GEN1003	File Read Failed
14	GEN1002	Database Not available
15	GEN1001	Null pointer Exception

## 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 14/Payroll – Advance Pay/External Interfaces

This section is not applicable for Advance Pay.



# DSD 14/Payroll – Advance Pay/Batch Processing

This section will describe the identified CMIPS batch processes.

#	Batch Process Name	CI	Description	Estimated Size (Records)	Frequency	SendReceiveMaintenance
1	Create Advance Pay TADJ (10022)	<a href="#">CI-116186</a> - DSD BTCH PRO ADV p h 028 10022 createadvpaytadj 28th <b>IMPLEMENTED</b>	Creates the TADJs for the Advance Pay recipients without Share of Cost. The TADJs contain the service hours for the upcoming month to be paid to the recipient in advance.	600-800	Monthly	N/A
2		<a href="#">CI-291392</a> - DSD BTCH PRO ADV p h 001 10039 advpaysoc 1st <b>CANCELLED</b>	Cancelled by ASR Sprint 3 Team Case Management & App/Services			
3	Advanced Pay Reconciliation (1100012) - Write	<a href="#">CI-116230</a> - DSD BTCH PRO ADV p h xxxx 1100012 n advpayrecon <b>IMPLEMENTED</b>	Writes payroll data related to the Advance Pay reconciliation process to the ADVANCE_PY_RECON table.	7,000	Daily	N/A
4	Advance Pay Reconciliation (1100012) - Perform Reconciliation	<a href="#">CI-116231</a> - DSD BTCH PRO ADV p h xxxx 1100012 y advpayrecon <b>IMPLEMENTED</b>	Performs the Reconciliation of advance payments based upon receipt of additional transactions received and processed during payroll.	7,000	Daily	N/A
5	OTDED and STRG Advance Pay Batch Job (10056)	<a href="#">CI-291371</a> - DSD BTCH PRO ADV p h pvp 10056 advancepayotded <b>IMPLEMENTED</b>	Creates reconciling transactions based upon the results from executing the Advance Pay Reconciliation with parameters set to "Reconcile."	1000	Daily	N/A
6	Warrant Information Table Update (10048)	<a href="#">CI-116185</a> - DSD BTCH PRO ADV p h out 10048 adpayupd warrant <b>IMPLEMENTED</b>	Extracts the advance pay reconciliation indication and date, a) when the service month has reconciled, or b) if a reconciled service month becomes unreconciled.	1,000	Daily	Send

# DSD 14/Payroll – Advance Pay/Applicable Security Roles

This section is not applicable for Advance Pay.

# DSD 14/Payroll – Advance Pay/Reporting

All payroll related reports are located in [DSD Section 28](#).

# DSD 14/Payroll – Advance Pay/Forms

See [DSD Section 31](#) for all CMIPS forms.

# DSD 14/Payroll – Advance Pay/Code Table Definitions

This entire section is not applicable for Advance Pay.

## **DSD 14/Payroll – Advance Pay/Database Entities**

This entire section is not applicable for Advance Pay.

# DSD 14/Payroll – Advance Pay/Business Class Definitions

This entire section is not applicable for Advance Pay.