

Deltek Costpoint®

Version 7.1.1 Interface

June 30, 2016



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This edition published June 2016.

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EXPORT TIMESHEETS TO CERIDIAN

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EXPORT TIMESHEETS TO CERIDIAN

Use this screen to download a range of timesheets to a standard ASCII text file in the format prescribed by Ceridian for its Signature or Source 500 series payroll product. You can then transmit this file to Ceridian for payroll processing. You can select the Ceridian configuration to be used, the range of timesheets to be downloaded, and other processing options.

Use this screen after establishing all Ceridian configuration information and after all timesheets for the cycle are entered. If you have Costpoint Payroll installed, you must use this function before posting payroll.

Export Timesheets to Ceridian is a single-user application. Also, if you select the **Set Payroll Posted Flag** check box, the application requires momentary exclusive access to the Timesheet Header table. If you select this option, be sure that no other users are accessing timesheets while the application is running.

This is a separately licensed product for the current release of Deltek Costpoint.

Location


- People
- Labor
- Ceridian Interface

Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using Query.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. You can change any of the associated selection defaults as necessary.

Parameter ID

Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made in the screen, such as PERIOD or QUARTERLY.

When you save your record, all the selections made in the screen are stored with the parameter ID. Later, you can retrieve the parameter using Query.

You can use the parameter to produce reports and run processes more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display in the screen, you can override the defaults.

Description

Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.


Selection Ranges

Timesheet Cycle

Option

This field always displays **One**.

Start

Enter, or click , to select the timesheet cycle to be processed. Only one timesheet cycle can be processed at a time.

Timesheet Date

Use this group box to specify the range of timesheet dates to be processed by this application.

Option

From the drop-down list, select the range type for timesheet selection. Valid options are:

- **All** — Select this option to include all timesheet dates in the process.
- **One** — Select this option to include only one timesheet date in the process. Enter this timesheet date in the **Start** field.
- **Range** — Select this option to include timesheets dates fall within the date in the **Start** field and the date in the **End** field.
- **From Beginning** — Select this option to include all timesheet dates from the start up to the date in the **End** field.
- **To End** — Select this option to include all timesheet dates from the date in the **Start** field up to the last timesheet date.

Start

Enter the first timesheet date to be processed by this application. This field is required if you selected **One**, **Range**, or **To End** in the **Option** drop-down list.

End


Enter the last timesheet date to be processed by this application. This field is required if you selected **Range** or **From Beginning** in the **Option** drop-down list.

Ceridian Configuration

Option

This field always displays **One**.

Start

Enter, or click , to select the Ceridian configuration ID to be used.

The value you enter in this field determines the Ceridian company ID that populates the ASCII file. It also determines the format of Ceridian employee IDs. The format is specified in the Manage Ceridian Configuration screen.

If you are a Ceridian Signature user, the value entered here also determines the Ceridian Sub-Company that populates the ASCII file.

Company, Sub-Company

After you enter an ID in the **Ceridian Configuration ID** field, these fields display the information you entered in the Manage Ceridian Configuration screen.

Options

Ceridian Product

From the drop-down list, select the Ceridian product you are using. Valid options are:

- Source 500 Series
- Signature

The product you specify here determines the layout of the ASCII file generated by this application.

Processing Options

Use this group box to indicate whether certain options are enabled or disabled during timesheet processing.

Include Correcting Timesheets

Select this check box to include type **C** (Correcting) timesheets in the download process. If you do not select this check box, only type **R** (Regular) timesheets and type **B** (Bonus) timesheets are processed. The default setting is selected.

Set Payroll Posted Flag

EXPORT TIMESHEETS TO CERIDIAN

Select this check box to set the Payroll Posted Flag (PR_POSTED_FL) in the Timesheet Header table to **Y** (posted) after a timesheet has been successfully downloaded. If you do not select this check box, the Payroll Posted Flag setting is unaffected by this application.

If you do not have Costpoint Payroll installed, this check box is permanently selected and non-editable (that is, the Payroll Posted Flag is always selected after a successful timesheet export). If you do have Costpoint Payroll installed, this check box is cleared by default, allowing you to process Costpoint Payroll in parallel with Ceridian.

Use Pay Code 8 for all Bonus timesheets

Select this check box if you want to override the normal account/pay type links set up in the Ceridian Mapping subtask of the Manage Ceridian Configuration screen for a type **B** (Bonus) timesheet. When you select this check box, all timesheet lines in a bonus timesheet are exported with a Ceridian pay code of **8**, which instructs Ceridian to generate a separate check. The default setting is to export bonus timesheets as a separate check.

If you do not select this check box, bonus timesheets are processed in the same fashion as regular and correcting timesheets. A bonus timesheet line is exported with a Ceridian pay code of **8** only if the account or pay type on that line has been linked to pay code **8** in the Ceridian Mapping subtask of the Manage Ceridian Configuration screen.

Ceridian generates a separate check for each record with a pay code of **8**. Therefore, a bonus timesheet containing more than one charge line generates more than one bonus check. For example, if this check box is selected and a bonus timesheet with three charge lines is processed, three records with a pay code of **8** are exported and three bonus checks are generated by Ceridian.

Print Audit Report

This check box is selected by default, to indicate that the audit report prints upon processing. If you clear this check box, only the error report is generated during processing.

Output File


File Name

Enter the file name to be used when creating the Ceridian export file. If an existing file name is entered, the application overwrites its contents when the export process begins.

International users: The data can contain non-English characters, provided they are in the ASCII character set. Before creating an ASCII text (.TXT) file, be sure that your keyboard language is set to "EN" (United States English) to prevent the application from generating errors.

We recommend the use of .TXT and .CSV file-naming conventions.

File Location

Enter, or click  to select, the alternate file location where you want to store the export file. Alternate file locations are set up on the Manage Alternate File Locations screen.

Ceridian Pay Period Year

Enter the Ceridian pay period year for this processing cycle. The system uses this value to populate the Ceridian Signature export file.


This is a required field if you selected a **Ceridian Product** of **Signature** on this screen.

Ceridian Pay Period


Enter the Ceridian pay period for this processing cycle. The system uses this value to populate the Ceridian Signature export file.

This is a required field if you selected a **Ceridian Product** of **Signature** on this screen.

Print

Click  to print the audit and error reports. The export file creation process does not take place nor is the Payroll Posted Flag set if you selected the **Set Payroll Posted Flag** check box.

Process

Click  to print the audit and error reports, generate the Ceridian export file, and (if you selected the **Set Payroll Posted Flag** check box) set the Payroll Posted Flag for processed timesheets to **Y** (posted.)

Processing Narrative



Ceridian Signature Export File Layout


Ceridian Source 500 Series Export File Layout

▶ [Table Information](#)

If you selected the **Set Payroll Posted Flag** check box, the Payroll Posted Flag (PR_POSTED_FL) in the Timesheet Header (TS_HDR) table is set to **Y** (posted) for each timesheet that is successfully exported. Otherwise, this process does not affect any tables in Costpoint.


PROCESSING DETAILS

When you click the  or  buttons, the application performs the following steps:

1. Worktables required by the application are created. If an error occurs during this process, the application is halted and an error message is displayed.
2. Timesheet records are selected for processing. To be processed by this application, a timesheet must meet the following selection criteria:
 - The timesheet cycle must equal the timesheet cycle you selected.
 - The timesheet date must fall within the date range you entered.
 - The timesheet type must be **R** (Regular), **B** (Bonus), or (if you select the **Include Correcting Timesheets** check box) **C** (Correcting). The application does not process type **L** (Labor only) timesheets.
 - The timesheet Payroll Posted Flag cannot be set to **Y** (posted.)
3. If no timesheet records meet the selection criteria, processing halts and a message displays.
4. The application translates the 12-character employee ID field on each timesheet record into a 10-character Ceridian employee ID using the formatting rules established in the Manage Ceridian Configuration screen. If you did not establish an ID format, the application halts and an error message displays.
5. The application determines whether the Costpoint account for each timesheet line record exists in the Ceridian Mappings table. If a match is found, the application inserts the record into the export data worktable, using the Ceridian pay code and rate code that are linked to the Costpoint account.
6. The application then determines whether the Costpoint pay type for each remaining timesheet line record exists in the Ceridian Mappings table. If a match is found, the application inserts the record into the export data worktable, using the Ceridian pay code and rate code that are linked to the Costpoint pay type.
7. The remaining timesheet records that were not inserted into the export data worktable contain accounts and pay types that are not linked to a Ceridian pay code and rate code. The application inserts these records into the error worktable.
8. The system examines each record in the export data worktable for the following errors (timesheet records failing any of these tests are inserted into the error worktable):
 - **Ceridian Rate Codes** other than **E**, **P**, or **R**.
 - Charge hours values greater than **999.99** or less than **-999.99**. These amounts overflow the five digits allocated by the Ceridian export file format for this field.
 - Labor cost amounts greater than \$99,999.99 or less than -\$99,999.99, where the **Ceridian Rate Code** is **E** (transmit earnings information). These amounts overflow the seven digits allocated by the Ceridian export file format for this field.
 - Labor rate amounts greater than \$999.9999 or less than -\$999.9999, where the **Ceridian Rate Code** is **P** or **R** (transmit rate information). These amounts overflow the seven digits allocated by the Ceridian export file format for this field.
9. If you selected the **Use Pay Code 8 for all Bonus Timesheets** check box, the application examines the export data worktable for all timesheet line records with a timesheet type of **B** (Bonus). All records with this timesheet type are updated with a Ceridian pay code of **8**. If you selected a **Ceridian Product** of **Source 500 Series** on this screen, processing stops at this point, the audit and error reports are generated, and the worktables are dropped from the database if either of the following conditions is true:
 -  was clicked.
 - One or more error records were written to the error worktable.
10. The application identifies timesheet line records in the export data worktable that belong to salaried employees. For the purposes of this application, a salaried employee is defined as one who has an Hourly/Salaried status of **F** (salaried with Fluctuating hours) or **S** (Salaried) in the Employee Labor Information table as of the processing date.
11. Within the subset of timesheet line records identified in step 10, the application identifies salaried employees not receiving a regular paycheck. To meet this criterion, a salaried employee can have timesheet line records with Ceridian pay codes of only **V**, **7**, **8**, or **9**.

12. For each salaried employee meeting the criterion in step 11, the application inserts one Ceridian type "30" record (employee status change) into the export data worktable with a status code of **S** (Skip forecast). When exported, this record tells Ceridian that the specified salaried employee is not receiving a regular paycheck or overtime during this pay period, but is receiving at least one other type of check (a type **V**, **7**, **8**, or **9** check). This prevents Ceridian from generating a regular paycheck for the employee's normal salary amount in addition to the special check(s).

At this point, processing stops, the audit and error reports are generated, and the worktables are dropped from the database if either of the following conditions is true:

-  was clicked.
- One or more error records were written to the error worktable.

If no errors are encountered during the initial phase of processing and the selected **Ceridian Product** is **Signature**, the following steps occur:

1. The output file is opened for write access. If a file with the same name already exists, it is overwritten.
2. The type **-DC-** and **BA** control records are written to the output file. (See the Ceridian Export File Layout section for the layout of all record types and the data sources for all fields.)
3. One type **51** record is written to the output file for each timesheet line record in the export data worktable. This means, for example, that if an employee has a timesheet with 10 charge lines, 10 type **51** records for that employee are written to the export file.
4. One type **30** record with a status code of **S** is written to the output file for each salaried employee receiving one or more special checks but no regular or overtime checks for the pay period. (See steps 10 through 12 in the preceding section for more information.)
5. The type **95** batch total record is written to the output file. The output file is then closed and the application verifies that it was created.
6. If you selected the **Set Payroll Posted Flag** check box, the application identifies the Timesheet Header table records for each timesheet that was processed by the application. For each of these records, the Payroll Posted Flag is set to **Y** (posted).
7. The audit and error reports are generated, and the worktables are dropped from the database. Processing is completed.

If no errors are encountered during the initial phase of processing and the selected **Ceridian Product** is **Source 500 Series**, the following steps occur:

1. The output file is opened for write access. If a file with the same name already exists, it is overwritten.
2. A record is written to the output file for each timesheet line record in the export data worktable. For example, if an employee has a timesheet with 10 charge lines, 10 records for that employee are written to the export file.
3. If you selected the **Set Payroll Posted Flag** check box, the application identifies the Timesheet Header table records for each timesheet that was processed by the application. For each of these records, the Payroll Posted Flag is set to **Y** (posted).
4. The audit and error reports are generated, and the worktables are dropped from the database. Processing is now complete.

In rare circumstances, you may have to reset the Payroll Posted Flag to a value of **N** (not posted) after the Ceridian file has been exported so that the download process can be rerun for the same timesheets. Such circumstances could include the inadvertent corruption or deletion of the export file, or the need to add more employee timesheets to the payroll transmission. Use the Delete Timesheet Payroll Computed Flags screen to reset this flag. See your Costpoint Payroll documentation for information on how to use this application.

CERIDIAN SOURCE 500 SERIES EXPORT FILE LAYOUT

The following table shows the format and data source for the Ceridian Source 500 Series export file.

Time Import Record Layout

	Description	Column	Required	Contents
1	Company #	1 - 4	Y	Company ID corresponding to the Ceridian Configuration that you selected.
2	Batch description	5 - 36	Y	TIME IMPORT (right-padded w/spaces)
3	Clock number	37 - 46	Y	Ceridian Employee number dynamically built at runtime based on the format parameters that you established on the Manage Ceridian Configuration screen.
4	Ceridian Pay Code	47 - 48	N	Ceridian Pay Code linked to either the timesheet line account or pay type that you established on the Ceridian Mapping subtask of the Manage Ceridian Configuration screen (right-padded with spaces).
5	Hours	49 - 63	N	<p>Timesheet line charge hours expressed in 100ths of an hour (for example, 24.25 hours is sent as 000000000024.25).</p> <ul style="list-style-type: none"> • Right-justified • Zero fill • Precision of 2 (two digits allowed after the decimal point) • Include decimal points • No overpunch for negative numbers. Negative signs must be left-justified (for example, -69.00 hours is sent as -00000000069.00).
6	Rate Modifier	64 - 64	N	Ceridian Rate Code linked to either the timesheet line account or pay type that you established on the Ceridian Mapping subtask of the Manage Ceridian Configuration screen. Must be an E , P , or R (populated with # if there is no rate code).
7	Rate / Earnings	65 - 79	N	<p>If the Ceridian Rate Code is E, this field is populated with the timesheet line's labor cost amount, using the following rules:</p> <ul style="list-style-type: none"> • Right-justified • Zero fill • Precision of 4 (four digits allowed after the decimal point) • Include decimal points • No overpunch for negative numbers. Negative signs must be left-justified (for example, -

CERIDIAN SOURCE 500 SERIES EXPORT FILE LAYOUT

				<p>2760.00 hours is sent as -00000002760.00).</p> <p>If the Ceridian Rate Code is P or R, this field is populated with the timesheet line hourly amount, using the following rules:</p> <ul style="list-style-type: none"> • Right-justified • Zero fill • Precision of 2 (two digits allowed after the decimal point) • Include decimal points • No overpunch for negative numbers. Negative signs must be left-justified (for example, -27.60 hours is sent as -000000027.6000).
8	Charge to division	80 - 85	N	Blanks
9	Charge to department	86 - 91	N	Blanks
10	Distribution	92 - 110	N	Blanks
11	Labor Distribution	111 - 111	N	Blanks
12	Accounting Month	112 - 113	V	Blanks

CERIDIAN SIGNATURE EXPORT FILE LAYOUT

The following charts show the format and data source for each of the Ceridian Signature export file record types supported by this interface.

Header Record Type "-DC-"

This record appears once as the first record in the export file.

Field	Position	Size	Contents	Data Source / Description
1	01 - 04	4	-DC-	Record type -DC- .
2	05 - 07	3	Alphanumeric	Company ID corresponding to the Ceridian Configuration that you selected.
3	08 - 10	3	Alphanumeric	Sub-Company ID corresponding to the Ceridian Configuration that you selected.
4	11 - 25	15	Blank	
5	26 - 27	2	PR	Application code.
6	28 - 29	2	X4	This tells Ceridian that the data source was a custom program (that is, Costpoint).
7	30 - 40	11	Blank	
8	41 - 42	2	Numeric	Payroll period number that you entered in the Export Timesheets to Ceridian screen.
9	43	1	Numeric	Payroll sequence number that you entered in the Manage Ceridian Configuration screen.
10	44 - 79	36	Blank	
11	80	1	C	Ceridian Billing Code C .

Header Record Type "BA"

This record appears once as the second record in the export file.

Field	Position	Size	Contents	Data Source / Description
1	01 - 03	3	Alphanumeric	Company ID corresponding to the Ceridian Configuration that you selected.
2	04 - 06	3	Alphanumeric	Sub-Company ID corresponding to the Ceridian Configuration that you selected.
3	07 - 13	7	Blank	
4	14 - 15	2	BA	Record type BA .
5	16 - 17	2	Numeric	Payroll Year number that you entered without century (for example, 1996 is sent as 96).

6	18 - 19	2	Numeric	Payroll Period Number that you entered.
7	20	1	Numeric	Payroll Sequence Number that you entered.
8	21 - 80	60	Blank	

Hours/Earnings Record Type "51"

Type **51** records begin with the third record in the export file and appear once for each timesheet line that is processed by the application. (For example, a timesheet with seven charge lines would have seven type **51** records.)

Field	Position	Size	Contents	Data Source / Description
1	01 - 03	3	Alphanumeric	Company ID corresponding to the Ceridian Configuration that you selected.
2	04 - 13	10	Alphanumeric	Ceridian Employee number dynamically built at runtime based upon the format parameters that you established in the Manage Ceridian Configuration screen.
3	14 - 15	2	51	Record Type 51 .
4	16 - 17	2	Alphanumeric	Ceridian Pay Code linked to either the timesheet line account or pay type that you established in the Ceridian Mapping subtask of the Manage Ceridian Configuration screen.
5	18 - 22	5	Numeric	Timesheet line charge hours overpunched expressed in 100ths of an hour (for example, 24.25 hours is sent as 02425). (See the "Numeric Overpunched Fields" section for more information.)
6	23	1	Alphanumeric	Ceridian Rate Code linked to either the timesheet line account or pay type that you established in the Ceridian Mapping subtask of the Manage Ceridian Configuration screen. Must be an E , P , or R .
7	24 - 30	7	Numeric	Timesheet line labor (Rate Code E) or timesheet line hourly rate (Ceridian Rate Codes P and R) is cost overpunched. Labor cost is expressed in dollars and cents (for example, \$1234.56 is sent as 0123456) while hourly rate is expressed in 10,000ths of a dollar (for example, \$9.625 is sent as 0096250).
8	31 - 80	50	Blank	

Numeric Overpunched Fields

Ceridian requires that all numeric fields containing negative numbers be sent in the EBCDIC numeric overpunched format. If a numeric field has a value less than zero, the digit farthest right in the field is replaced with an overpunch character according to the following translation matrix.

Digit	Character	Digit	Character
0	}	5	N
1	J	6	O

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2	K	7	P
3	L	8	Q
4	M	9	R

For example, the number 750 is formatted for a five-digit field as 00750, while the number -1234 in the same field is 0123M, and the number -200 is 0020}.

Employee Status Change Record Type "30"

The only type **30** record currently supported by the Ceridian Timesheet Interface is for status code **S** (Skip forecast). The application generates one record for each salaried employee that is receiving at least one special paycheck (that is, a type **51** record with a Pay Code of **V**, **7**, **8**, or **9**) but no regular or overtime paycheck. This record type is interspersed among the type **51** records but appears as the first record for a given employee in the output file.

Field	Position	Size	Contents	Data Source / Description
1	01 - 03	3	Alphanumeric	Company ID corresponding to the Ceridian Configuration that you selected.
2	04 - 13	10	Alphanumeric	Ceridian Employee number dynamically built at runtime based upon the format parameters that you established in the Manage Ceridian Configuration screen.
3	14 - 15	2	30	Record Type 30 .
4	16	1	S	Status code S (Skip forecast).
5	17 - 80	64	Blank	

Batch Total Record Type "95"

This record appears once as the final record in the export file.

Field	Position	Size	Contents	Data Source / Description
1	01 - 03	3	Alphanumeric	Company ID corresponding to the Ceridian Configuration that you selected.
2	04 - 06	3	Alphanumeric	Sub-Company ID corresponding to the Ceridian Configuration that you selected.
3	07 - 13	7	Blank	
4	14 - 15	2	95	Record Type 95 .
5	16 - 24	9	000000000	Not currently used.
6	25 - 33	9	Numeric	Hash total for all charge overpunched hours fields in all type 51 records. (See "Hash Totals" section for more information.)
7	34 - 42	9	Numeric	Hash total for all labor cost/overpunched hourly rate fields in all type 51 records.

8	43 - 51	9	000000000	Not currently used.
9	52 - 60	9	000000000	Not currently used.
10	61 - 69	9	000000000	Not currently used.
11	70 - 79	10	Blank	
12	80	1	C	Internal use by Ceridian.

Hash Totals

The hash totals in fields 6 and 7 are the sum of all record type **51** entries in these fields without regard to decimals.

Here is an example of how the charge hours hash total is computed:

Charge Hours	Hash Value
20.00	2,000
100.00	10,000
-40.00	-4,000
79.25	<u>7,925</u>
Hash Total:	15,925

Here is an example of how the labor cost/hourly rate hash total is computed (remember, labor cost is expressed in 100ths of a dollar, and hourly rate is expressed in 10,000ths of a dollar):

Rate Code	Labor Amount	Hash Value
Labor Cost	\$1,000.00	100,000
Hourly Rate	\$17.5500	175,500
Labor Cost	\$266.67	26,667
Hourly Rate	\$9.3750	<u>93,750</u>
Hash Total:		342,583

Since hash totals can be negative, they are formatted in the EBCDIC numeric overpunch format described earlier. Thus, a hash total of 342,583 is formatted for the nine-digit hash total field as 000342583, while a hash total of -342,583 for the same field is 00034258L.