



## this issue

Interim Reporting P.1

GL Module Update P.1

EPICS Flex Calendars P.2

Employee Self Service P.2

Upcoming Events P.2

## Using Budget Development as a Tool for Interim Reporting

We realize that everyone is just recovering from the budget season and looking anxiously to the new fiscal year. Before you know it, the first interim reporting deadline will be upon us once again. Financial staff will be analyzing the budgets and creating a considerable amount of budget transfers to align the budgets to more realistic positions. Budget Development 2000 can be utilized to streamline the analysis and journal entry process.

Users will learn on October 26, 2010 how to use Budget Development 2000 to assist with the calculation and creation of the budget transfer amounts. Projected Budgets are built and compared to the current budget. Users will also learn how to use the budget transfer upload program which will be the basis for interim revisions. This will involve using the Budget Development 2000 Comparative report (Excel format) which can be used to calculate a difference column. This difference column (current budget versus projected budget) will provide the values needed for budget transfers.

Discussion will also be encouraged. Come and share your ideas and learn more about the budgeting process related to interim reporting. Please watch for the training advisory in mid-September.

## General Ledger Beginning Balance Module Update

Have you ever thought that it would be great to have a program that would calculate the ending (EFB) and the beginning balance (BB) for the start of the fiscal year? Well, that dream is becoming a reality. Concept designs have blossomed into programming and the first phase of testing starts this month. Business Support Services will begin validating the calculations from Budget Development (BDV) for the tentative budget model this month. Each model created will calculate and store its Object 9XXX budget control values. Future budget model years can be linked to these models for multi-year budget projections.

The Beginning Balance Module will provide districts with the means to view the calculated EFB and BB from the selected budget model. All of these calculations will be available to be viewed in summary or detail in the Beginning Balance Module. The district has the opportunity to enter further detail in the components of the Beginning Balance (i.e. receivables and liabilities) and in the Fund Balance (designations and reserves) or use the entries as is. As entries are made the offset accounts are adjusted keeping the components in balance with the overall totals from BDV.

This new program will be a module within the current Budget Development 2000 program and is anticipated to make its debut in January 2011.

# EPICS Flex Calendars are available for use in Fiscal Year 2010-2011

EPICS (Employee Position Information Collaborative System) Flex Calendars were designed to create employee specific Work Calendars for those employees that select preferred work dates for the school year. Furthermore, they provide the corresponding supervisor with the ability to approve, reject, and check for coverage for all employees that he/she supervises on a Flex Calendar. E-mail notification is used to communicate to both the employee and the supervisor throughout the process.

Several EPICS programs are utilized for Flex Calendars. In Position Control, the Supervisor field is used to tie the employee's Position Attachment record(s) to the appropriate supervisor. Both the home and work e-mail fields in Employee Attributes are also used in communicating information about Flex Calendar. Additionally, the employee's Position Attachment record is used to create the initial Flex Calendar.

To initiate a Flex Calendar, the Flex Calendar checkbox on Position Attachment will be selected in lieu of selecting a Work Calendar from the

existing dropdown. The user will then be prompted to identify the Total Contract Days and Total Paid Days as well as apply a Holiday Master, if applicable, to set the parameters for the employee for completing the Flex Calendar. Once the Position Attachment record is saved and the Flex Calendar is in a pending status, to fulfill payroll requirements, the Total Paid Days are distributed evenly across all months in the Extra Days column of the Work Calendar until the Flex Calendar is approved by the supervisor. E-mail notifications will be sent to the employee and supervisor indicating that the Flex Calendar is ready for marking the preferred dates.

The employee will log into the Flex Calendar website to mark the preferred dates in each month. After the employee's markings meet the Total Paid Days and the calendar is saved, the status of the Flex Calendar will be changed to Ready and an e-mail notification will be sent to the supervisor for approval.

The supervisor will then review the employee's date selections in conjunction

with coverage from other employees utilizing Flex Calendar, when applicable, in determining whether to approve or reject the selections that have been made. If the Flex Calendar is rejected, the supervisor will have the opportunity to make recommendations on changes that are needed before the calendar can be approved. The employee must revisit the calendar and make modifications prior to resubmitting for approval. When the Flex Calendar is approved, an e-mail notification will be sent to the employee indicating that the supervisor has approved the dates selected. In addition, both the EPICS and the MAGIC Work Calendar programs will be updated to reflect the markings set by the employee.

A Flex Calendar brochure is available on SharePoint- [Home](#) > [CECC](#) > [Shared Documents](#) > [EPICS](#) > [Flex Brochures](#) with details on how to logon to the Flex Calendar website and mark the Flex Calendars. For more information on Flex Calendar training, please contact the [epics\\_helpdesk@sbcss.k12.ca.us](mailto:epics_helpdesk@sbcss.k12.ca.us).

## Employee Self Service Goes Green

As part of our efforts to be more eco-friendly, an enhancement has been made to the Employee Self Service Site! The Employee Self Service Site is a web-based application that allows employees to log on to a secured server and access their Warrant/EFT Information as well as W2 data. The change being made will allow employees to choose whether or not they wish to have their EFT Stub printed on paper and mailed or distributed to them, or if they will join us in "Saving our Resources!" The resources affected are not only the natural ones, but are also the financial ones we face as the state struggles with the current economic situation. There are currently **8, 275** employees utilizing the Employee Self Service Site in San Bernardino County and both Santa Cruz and Napa COE will be joining us in "Saving our Resources!" Allowing employees to view their Salary and W2 information online without the printing of the EFT Stubs is a significant cost savings to entire counties.

The choice is a simple selection from the Preference Page on the Main Menu. The employee will check the box to indicate they do NOT wish to have a paper EFT Statement created and that they will be accessing salary information from the Employee Self Service Site. For new employees, or employees who have never used the site, their selection field will be part of their registration steps.

The Employee Self Service Site is a valuable and efficient tool to not only view current and past pay information and W2's, but some future enhancements could include:

- Ability to view/change HW Benefit Information
- Absence Tracking Information
- Email Reminders for Password Expiration

## UPCOMING EVENTS

### Meetings and Trainings for August, September & October

General Ledger Design Committee Meeting – 8/4/10

County Support Meeting – 8/5/10

Disaster Recovery Planning Meeting – 8/12/10

CDUCS New User for Technical Staff – 8/17/10

CDUCS New User for HR Staff – 8/17/10

CDUCS Refresher for Technical Staff – 8/24/10

CDUCS Refresher for HR Staff – 8/25/10

EPICS Additional Earnings Design Meeting – 8/26/10

County Support Meeting – 9/10/10

EPICS Additional Earnings Design Meeting – 10/6/10

Financial 2000 Purchasing/Stores User's Meeting – 10/14/10

Budget Development Roundtable – 10/26/10

Payroll Fiscal Year End Meeting – 10/28/10

[Link to Calendar](#)

<http://www.cecc.org>

The California Educational Computer Consortium  
601 North E Street  
San Bernardino, CA 92415  
(909) 386-2700  
(909) 386-2759 FAX

