

Department of Administrative Services
Chief Financial Office - Statewide Accounting & Financial Reporting Services
UPDATED Agency Communication for Enterprise-wide COVID-19 Cost Tacking

Original date: March 20, 2020

Updated: March 24, 2020

UPDATES MADE:

1. 3/24/2020 - Corrected guidance on how to ensure the payroll costs are correctly reported in R*STARS on pages 2 and 3.

Purpose

To establish an SFMA profile for all agencies to use to track COVID-19 costs. By establishing a single profile used by all agencies, DAS will be able to query activity from the SFMA Datamart.

Process

Create an SFMA project and phase number for use by all agencies that use SFMA. Unless granted an exception by SARS, each agency shall create the profiles in their agency specific accounting structure. The project and phase numbers may be used in any budgetary fund type, ORBITS cross reference, GAAP fund account, cash account, treasury account, etc.

Agency responsibility

Step 1. Create a D06 Project Type profile in the agency's accounting structure using the data referenced in the below screen shot. *Note:* replace agency "XXX" with the actual agency number.

```
SD06 UC: 10 STATE OF OREGON 03/17/20 01:10 PM
LINK TO: _____ PROJECT TYPE PROFILE PROD

AGENCY: XXX (MUST BE IN D02 AGENCY PROFILE)

PROJECT TYPE: Y

TITLE: ENTERPRISE TRACKING

STATUS CODE: A

EFF START DATE: 01012020 EFF END DATE: _____ LAST PROC DATE:
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Step 2. Create a D42 Project Number profile using the data referenced in the below screenshot. *Note:* replace agency “XXX” with the actual agency number and enter the agency’s contact information (name and phone number).

```

SD42 UC: 10 STATE OF OREGON 03/17/20 05:21 PM
LINK TO: _____ PROJECT NUMBER PROFILE PROD

AGENCY: XXX (MUST BE IN D02 AGENCY PROFILE)

PROJECT NUMBER: COVID1
TITLE: COVID-19 ENTERPRISE COST TRACKING
DESC: COVID-19 ENTERPRISE COST TRACKING
PROJ TYPE: Y (MUST BE IN D06 PROJECT TYPE)

PROJ PH BUDGET LEVEL IND: N (Y OR N - CONTROL BUDGETS AT PHASE LEVEL)
AGY BUD PROJECT LEVEL IND: 0 (0=NO PROJECT, 1=PROJECT, 2=PROJECT/PHASE)
PROJECT CATEGORY: _____ FISCAL YEAR END: _____
PROJECT MANAGER: <ENTER AGENCY CONTACT NAME>
PHONE NO: _____
REPORT DATES: _____

STATUS CODE: A
EFF START DATE: 01012020 EFF END DATE: _____ LAST PROC DATE: _____
  
```

Step 3. Create a 27 Project Control profile using the data referenced in the below screenshot. *Note:* replace agency “XXX” with the actual agency number.

```

S027 UC: 10 STATE OF OREGON 03/17/20 05:23 PM
LINK TO: _____ PROJECT CONTROL PROFILE NOTE: N PROD

AGY: XXX PROJ NO/PH: COVID1 19 AGY CD 2: _____
TITLE: COVID-19 ENTERPRISE COST TRACKING
PROJ TYPE: _ CONTRACTOR/SFX: _____ FINAL POST DATE: _____
VALID PCAS: _____
GRANT NO/PH: _____ AGY CD 1: _____ SERV DATE CTL IND: N GEOG CODE: _____
SGL POST LVL IND: 0 EXP POST LVL IND: B REV POST LVL IND: B PROJ CTL TYPE: 0
BILLING TYPE: 1 METHOD: 0 CYCLE: 0 MMDD: 1 2 3 4
OBJ RANGE - LOW: _____ HIGH: _____ RATE: _____ CUST NO/MC: _____

BILLING - AGY: _____ CUR DOC/SFX: _____ TC: _____ INDEX: _____
PCA: _____ AY: _____ COMP/AGY OBJ: _____ FUND: _____
PROJ/PH: _____ GRANT/PH: _____ REF DOC/SFX: _____
MP CODE: _____ AGY CD - 1: _____ 2: _____ 3: _____
RECOVERY - CUR DOC/SFX: _____ TC: _____ INDEX: _____ PCA: _____
AY: _____ COMP/AGY OBJ: _____ FUND: _____ REF DOC/SFX: _____
MP CODE: _____ AGY CD - 1: _____ 2: _____ 3: _____
RTI: _____ SPEC PURGE IND: _____ STATUS CODE: A
EFF START DATE: 01012020 EFF END DATE: _____ LAST PROC DATE: _____
  
```


Step 4. Use the COVID-19 project and phase number for all financial transactions (including payroll costs) related to the COVID-19 pandemic. If transactions have already posted to SFMA without reference to the COVID-19 project and phase number, agencies must reclassify the transactions to ensure the COVID-19 project and phase number are included.

****UPDATE – 3/24/2020****

The guidance for payroll needs to be amended so that it flows through accurately from ePayroll to R*STARS. “PJT” needs to be added before the COVID1 project number indicating the system to look for a project number instead of a grant number. Further, the phase needs to be added at the end. The naming convention is Project (PJT), Project Number (a six digit code, COVID1), and Phase (a two digit code, 19). Therefore, the work charge should be “PJTCOVID119”. The original guidance has been updated, with changes highlighted.

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Payroll costs should be recorded in ePayroll by recording "PJTCOVID119" in the Work Charge field for **hours worked**, for this purpose, please do not record "PJT COVID119" in the Work Charge field for any paid/unpaid leave.

| Pay Code  | Hours | Work Charge | Override | Delete |
|--|-------|-------------|----------|--------------------------|
| RG | 4.25 | PJTCOVID119 | | <input type="checkbox"/> |
| RG | 2.75 | | | <input type="checkbox"/> |
| PB | 1.00 | | | <input type="checkbox"/> |

It is critical that the project number and phase match between R*STARS and ePayroll. If not, R*STARS will not assign that project number and phase to the payroll costs. The transaction will error out on the 530 screen. Agency accountants will be able to enter the correct project number and phase to clear the error.

Further, R*STARS will only have payroll costs by comptroller object, it will not be broken down by employee. However, hours by employee could still be obtained from the Payroll Datamart.