

## **FI\$Cal – PAL Frequently Asked Questions (FAQs)**

### **Why is this happening?**

- As part of the Financial Information System for California (FI\$Cal) project, DGS is changing from Activity Based Management System (ABMS) Financials to PeopleSoft. This necessitates a change in the structure used to capture information.

### **When does it all start?**

- The old Project Accounting & Leave (PAL) system will be shut down at 5 p.m. on July 1.
- The new PAL will go live on July 13.

### **What will be different about PAL?**

- New category and subcategory columns have been added to the timesheet.
- For Division of the State Architect (DSA) employees, a Change Document Review Number (CDR#) column has also been added.
- DSA employees will be allowed to create personal aliases.
- Real Estate Services Division (RESD) Project/Budget View has been removed.
- Project numbers are 15 digits versus the previous six digits.
  - Project numbers converted from ABMS will be identified as “DGS000000XXXXXX” (XXXXXX represents the ABMS project number).
  - Project numbers created after July 1 in PeopleSoft will not contain letters, only numbers.
- Building and Property Management (BPM) and Direct Construction Unit (DCU) overtime expenditures have been removed.

### **When will my last timesheet be entered in the current system?**

- It is extremely important that you enter all time by 5 p.m. on July 1, 2016, when the current PAL will be shut down. After that, no one can regain access to edit or approve the June timesheet. On July 13 the link will be connected to the new PAL.

### **Will my paycheck be affected?**

- No.

### **What exactly do I need to do?**

- Make sure your June timesheet is complete and approved by 5 p.m. on July 1, 2016. At that time, your link to PAL will be disconnected from the old PAL.

- If you use PAL personal aliases, you will need to recreate them in the new PAL. You may want to make notes of your existing personal aliases (or take a screen shot) before the old PAL is removed to help you recreate them in the new PAL.

### **How do I do this? Is there tech support? Operational support?**

- Creation of new personal aliases will remain the same process as it is today. Refer to the PAL User Guide for New Employees available on the PAL website at <http://inside.dgs.ca.gov/abms/UserGuides.aspx>.
- Tech support is provided by the Enterprise Technology Solutions (ETS) [Help Desk](#).
- Operational support is provided by your attendance clerk/personnel liaison.

### **Will there be training?**

- Each division is responsible for training its staff. Contact your attendance clerk/personnel liaison for more information.

### **Will my login and password for PAL be the same? If not, how and when do I change it?**

- Your login and password will remain the same.

### **What are global vs. personal aliases? How will I create new personal aliases and by when?**

- Global aliases (such as vacation, annual leave, sick leave, etc.) are created by PAL Administrators for departmentwide use.
- Personal aliases are created by employees and attendance clerks for personal use of specific project/activity/expenditure type/category/subcategory combinations.

### **Will I log onto this via the internet/intranet or an app on my desktop?**

- Login to PAL will remain the same and will be accessible through the DGS intranet.
- Your desktop shortcuts will work the same when the new system is up.

### **How does this affect those who work remotely outside the Ziggurat building?**

- For those employees who work remotely, Horizon will direct you to the new PAL.

### **If my paycheck comes out wrong, whom do I contact?**

- Errors in your paycheck should be directed to your attendance clerk/personnel liaison, just as they are now.

**I have an atypical schedule; should I be concerned?**

- No. PAL functionality remains the same regardless of your schedule.

**What if I am paid mid-month; how is it different for me?**

- Semimonthly employees will enter time for the first half of July when the system is up on July 13. Your attendance clerk/personnel liaison will provide any special instructions. After the first half of July, time reporting will resume as it was before.

**Will the new system carry over vacation/sick balances?**

- Yes.

**I'm going on vacation soon and won't be back until July – what do I do before leaving?**

- Department policy requires employees to enter and submit their PAL timesheet no later than the last day of the pay period. If you will be on vacation on the last day of the pay period, submit your timesheet to your supervisor prior to leaving on vacation.
- If your supervisor is out of the office on July 1 and has not approved your timesheet, submit your timesheet to another supervisor for approval. This can be done even if the timesheet was already submitted to your prior supervisor. Simply open your timesheet, change the Approver and press the Submit button.

**Between the shutdown of old PAL on June 30 and the start of new PAL on July 13, what happens? What if someone leaves employment during that time frame?**

- Between June 30 and July 13, please track your time manually and enter it when the new PAL becomes available. Employees whose last day of work is between June 30 and July 13 should contact their attendance clerk/personnel liaison, who will work with OHR.

**Whom do I contact with questions?**

- Questions should be directed to your attendance clerk/personnel liaison.

## How to Resize Columns in PAL

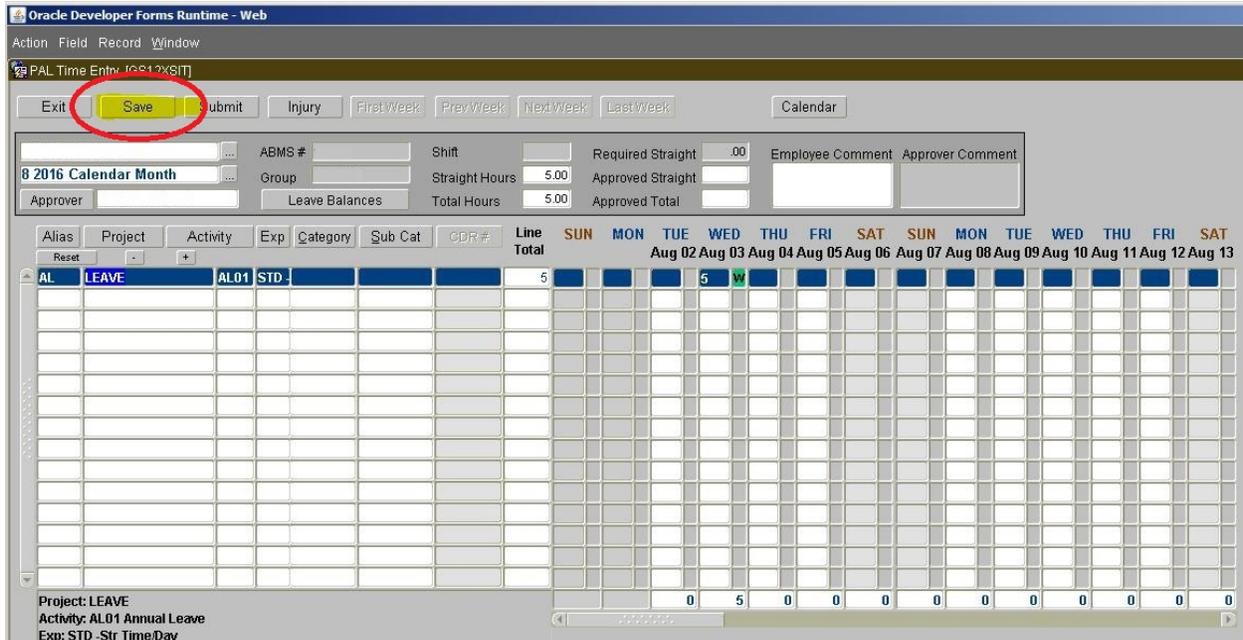
Click on **Field** and select **Resize**.

The screenshot shows the 'PAL Time Entry' form in Oracle Forms Runtime. The 'Field' menu is open, and 'Resize' is highlighted. The form includes fields for 'ABMS #', 'Shift', 'Required Straight', 'Employee Comment', and 'Approver Comment'. Below these are summary fields for '8 2016 Calendar Month' showing 'Straight Hours' and 'Total Hours' both at 5.00. A table below lists columns for days of the week from Sunday to Saturday, with a 'Line Total' column. The first row shows a total of 5 for Wednesday. At the bottom, project and activity information is displayed: 'Project: LEAVE', 'Activity: AL01 Annual Leave', and 'Exp: STD - Str Time/Day'.

Then click on the field you want to resize. You can increase or decrease the size of the Alias, Project and Activity fields. You will see three buttons: **Reset**, minus (-) and plus (+) buttons as highlighted below.

This screenshot is identical to the one above, but with the 'Alias', 'Project', and 'Activity' fields highlighted in yellow. A red circle highlights the 'Reset', minus (-), and plus (+) buttons located to the left of the 'Alias' field. The rest of the form, including the summary fields and the table, remains the same.

When you've resized the desired fields, click the **Save** button to save the resized columns' lengths.



Once you have resized your column lengths, the timesheet will retain those settings. If you wish to reset the column lengths to the original default width, click **Reset** (don't click Save). Exit the timesheet and open it again, and the columns will be reset.

