



Budget System Checklist

✓	Step	Action
<i>Prepare Budget Fields in Production Payroll (Steps 1 – 10)</i>		
	1	<p>In production payroll system, the following employee fields are needed for budgeting and should be as accurate as possible:</p> <ul style="list-style-type: none"> • <u>Employer</u> GHI: All GHI fields including GHI participation switch, GHI option, tier, and deduction code. • <u>Employer</u> Pension: All pension codes and switches. • <u>Employer</u> FICA: All FICA switches. • <u>Employer</u> Deduction Amounts: Deduction employer switches. • <u>Employer</u> Annuity Amounts: Deduction employer switches for annuities. • Salaries on the employees' <i>Gross Data</i> account lines.
	2	In production payroll system: Review employee <i>Gross Data</i> lines. Make sure that the state salary gross data lines are separate from the local salary gross data lines, even if both types of salaries use the same GL account number. (F2, F2, F4)
	3	<p>In production payroll system:</p> <ul style="list-style-type: none"> • Use <i>Payroll Gross Data Export</i> to create a spreadsheet of employees' <i>Gross Data</i> account lines. (F2, F13, F8, F1). • Make modifications, as needed, in the spreadsheet to ensure that all Salary Budget Flags are set correctly. • Use <i>Payroll Gross Data Import</i> to import the Salary Budget Flags back into the production payroll system. (F2, F13, F8, F2)
	4	<p><u>For certified employees:</u> Ensure employees' Certification Level, State Years Experience, and the Advance/Inhibit Flag fields are correct. (F4, F1)</p> <p>NOTE: If a professional certificate is not used in an assignment, or if the certificate is expired, the system will budget based on a non-certified salary step.</p>
	5	<u>For classified employees:</u> Ensure employees' Local Years Experience and the Advance/Inhibit Flag fields are correct. (F4, F1)
	6	<u>For all employees:</u> Make sure the employees are set up for the correct payroll schedule . The payroll schedule field determines how many times per year an employee is paid.
	7	<u>When using Budget Flag 'U':</u> Ensure employees' Budget Pay Category and Annual Work Days fields are correct on the <i>Update/Display Gross Data</i> screen. (F2, F2, F4)



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	8	<p>Execute the <i>CPI Salary Schedule</i> procedure. (F4, F5)</p> <p>For the fiscal year being budgeted, update or create the State CPI Salary Schedule utilized for certified employees.</p> <p>A “future” State CPI Salary Schedule can be created in the system, even if the schedule hasn’t been finalized at the point in time a budget is being created. Once the state does finalize the State CPI Salary Schedule, remember to reload the final schedule into PCCGenesis.</p>
	9	<p>Execute the <i>Local Budget Salary Schedule</i> procedure. (F5, F7, F2)</p> <p>For the fiscal year being budgeted, update or create the Local CPI Salary Schedule utilized for certified employees.</p>
	10	<p>Execute the <i>User Defined Budget Salary Schedule</i> procedure. (F5, F7, F3)</p> <p>For the fiscal year being budgeted, update or create the appropriate User Defined Salary Schedules utilized for certified and/or classified employees.</p>
<p><i>Play in the SANDBOX</i></p> <p><i>Create Budget SANDBOX and Fine Tune Salaries (Steps 11 – 18)</i></p>		
	11	<p>Execute the <i>Create Budget Sandbox</i> procedure. (F5, F1)</p> <p>Review the <i>Create Budget Sandbox</i> report. This report facilitates understanding how the system calculates new salaries in the budget SANDBOX directory by documenting how gross data salary amounts are computed.</p> <p><u>Note:</u> Consider the timing of this procedure. For example, has CPI already been rolled over from <i>Cycle Three</i> to <i>Cycle One</i>? When rolling over from <i>Cycle Three</i> to <i>Cycle One</i>, the Years Experience fields are incremented for all employees whose Advance/Inhibit Flag is left blank, in which case the Increase Local and State Years Experience parameter should be set to ‘N’ when creating the Budget SANDBOX.</p> <p>The <i>Create Budget Sandbox</i> procedure recalculates the SANDBOX salaries from scratch. Therefore, if any manual salary adjustments have been made which need to be retained, be sure to use the <i>SANDBOX Gross Data Export</i> (F5, F2, F11) to save a copy of the manually modified budget salary data <u>prior to</u> running the <i>Create Budget Sandbox</i> procedure over again.</p>



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	12	<p>In the budget SANDBOX: Enter the <i>SANDBOX Tax/Withholding Menu</i> to update any employer amounts or percentages that are changing for the fiscal year:</p> <ul style="list-style-type: none"> • FICA (F5, F7, F6, F1) • New and/or Old ERS (F5, F7, F6, F2) • TRS (F5, F7, F6, F3) • GHI (F5, F7, F6, F4)
	13	<p>In the budget SANDBOX: Execute <i>Maintain SANDBOX Deduction Records</i> to update any employer amounts or percentages that are changing for individual deduction codes: (F5, F7, F4)</p>
	14	<p>In the budget SANDBOX: Execute <i>Maintain SANDBOX Annuity Records</i> to update any employer amounts or percentages that are changing for individual annuity companies. (F5, F7, F5)</p>
	15	<p>In the budget SANDBOX: Once the budget has been created, make any necessary manual adjustments to the employees' <i>Gross Data</i> lines, <i>Deduction Employer Flags</i>, and annuity data from within the <i>SANDBOX Update Menu</i>. (F5, F2)</p> <p>The <i>SANDBOX Gross Data Export</i> (F5, F2, F11) and <i>Import</i> (F5, F2, F12) can facilitate making any final adjustments to employee salaries. The user can export the <i>SANDBOX</i> gross data, make modifications on a spreadsheet, and then import the <i>SANDBOX</i> gross data back into the PCGenesis budgeting system.</p>
	16	<p>Utilize <i>Employee Budget Detail Listings</i> for reviewing data. (F5,F4) or (F5, F5)</p>
	17	<p>Execute the <i>Create SANDBOX Reports and CSV External File for Budget Load</i> procedure. (F5,F3)</p> <p>This option will generate a series of budgeting reports and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.</p> <p>The user can select the option to <i>Create SANDBOX Reports and CSV External File for Budget Load</i> option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the <i>SANDBOX Special Functions Menu</i>. The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.</p>



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	18	Repeat <i>Steps 11 - 18</i> as many times as necessary. The <i>Create Budget SANDBOX</i> option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee payroll information.
<i>Finalize the SANDBOX Budget</i>		
	19	Execute the <i>Create SANDBOX Reports and CSV External File for Budget Load</i> procedure for the <u>final</u> time. (F5,F3)
	20	Once all budget parameters and salaries are finalized, execute the procedure <i>Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract</i> . (F5, F6) This option will recalculate the following fields based upon the employees' gross data lines: <ul style="list-style-type: none"> • Cycle Gross • State Salary • Local Salary • Other Salary • Annual Contract Amount
	21	Once all budget parameters and salaries are finalized, use the output <i>Budget Upload File</i> from the <i>Create SANDBOX Reports and CSV External File for Budget Load</i> step to import into Financial System. (F1, F1, F4)
	22	<u>In the budget SANDBOX</u> : Once all budget parameters and salaries are finalized, use <i>SANDBOX Gross Data Export</i> to export salary data from the budget system. (F5, F2, 11)
	23	<u>In production payroll system</u> : Use <i>Payroll Gross Data Import</i> to import salary data into the production payroll system. (F2, F13, F8, F2)
	24	The budget cycle is complete.

Revision History

Date	Version	Description	Author
11/23/2022	1.0	22.04.00 – Add <i>Budget System Set Up Checklist</i> .	D. Ochala