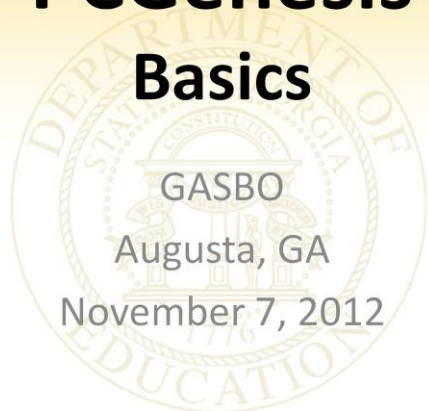


# PCGenesis Basics



GASBO

Augusta, GA

November 7, 2012



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# PCGenesis

## PCGenesis Development Team

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



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# Agenda

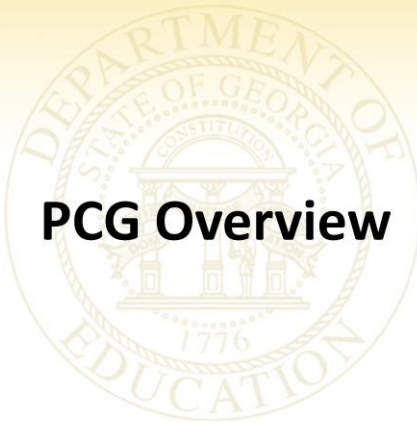
- PCG Overview
- Payroll
- Personnel
- Certified/Classified Personnel Information (CPI)
- Financial
- Tools



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# PCG Overview



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# PCG Overview

- Description
- User Interface
- Menu
- Security
- Print File
- Backup/Restore



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# PCG Description

- Provides Full Personnel/Payroll/CPI and Financial Fund Accounting Services
- Integrates Payroll and Financial Fund Accounting
- Enables Users to find mistakes and keep in balance (Debits & Credits)
- Minimal training curve for new users
- Designed specifically for Educational use
- Full Compliance with all Georgia Reporting Requirements
- Audit Dept has stated PCG sites are easiest to deal with



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# PCG User Interface

- Screen Color Option for Site & User
- Workstation vs Terminal Server Access
- Menu Design
- Print File Options
- Security
- Backup
- Restore



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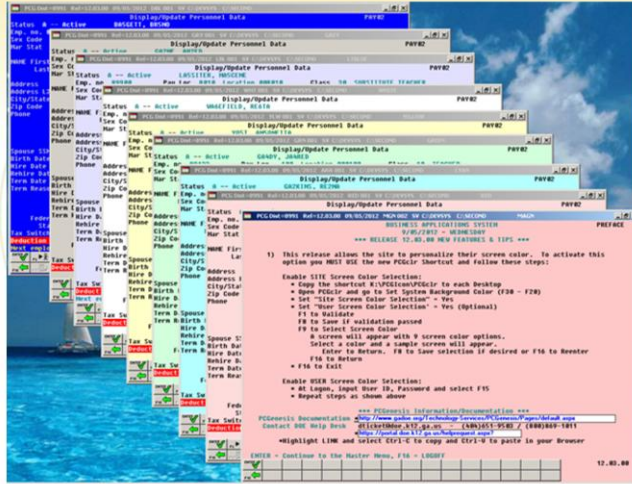
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# Screen Color Option for Site & User

You Must Use  
New Shortcut

K:\PCGIcon\PCGclr



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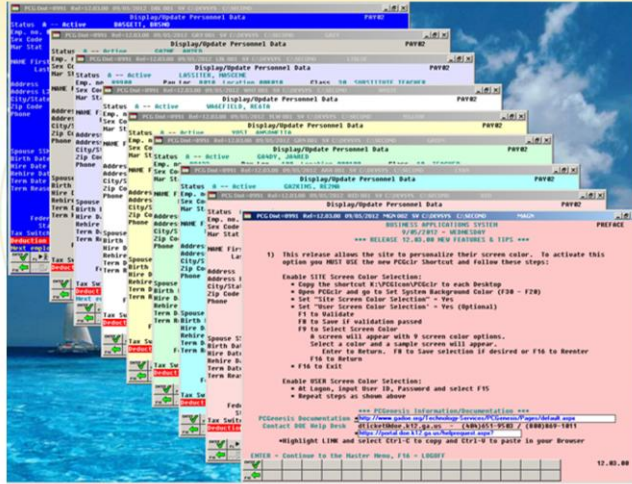
# Screen Color Option for Site & User

You Must Use  
New Shortcut

K:\PCGIcon\PCGclr



Will Only Display  
Blue Background



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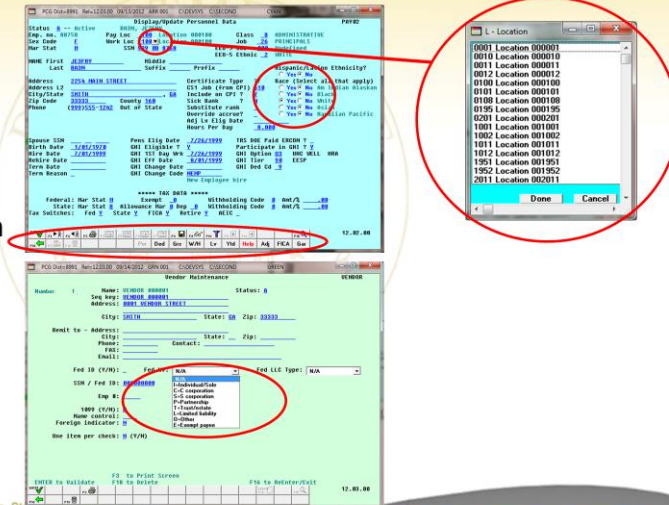
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## Demo User Color Setup

# PCG Screen

- Mouse Enabled
- Button Bar
- Radio Button
- Pull-down List
- Selection Screen



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# Menu Design

- Mouse Enabled
- Fkey Buttons
- Button Bar
- Print Options
- Monitor Options
- User List

PGC User List

| ID  | Seq | SS  | HL  | Status | Information |
|-----|-----|-----|-----|--------|-------------|
| 001 | 001 | 001 | 001 |        |             |
| 002 | 001 | 001 | 001 |        |             |
| 003 | 001 | 001 | 001 |        |             |
| 004 | 001 | 001 | 001 |        |             |
| 005 | 001 | 001 | 001 |        |             |

Refresh    Exit

Business Applications    MASTER

FKey                    Master Menu

- 1 -- Financial Accounting & Reporting System
- 2 -- Payroll System
- 3 -- Personnel System
- 4 -- Certified/Classified Personnel Information System

- 30 -- System Utilities

Buttons: Emp, Pay, VEND, etc.



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# Print File Options

## UQueue Menu

## QWord Menu

| SEQ | FILE                       | SIZE  | USERPR | BL  | SCOP | DIS | FRM | STATUS | Information         |                     |
|-----|----------------------------|-------|--------|-----|------|-----|-----|--------|---------------------|---------------------|
| 1   | C:\SECOND\SPR\PRIVREG00    | 13K   | 001    | A   | 1    | SCR | 000 | SPROG  | Created 03/26/09/10 |                     |
| 2   | C:\SECOND\SPR\PRIVREG0001  | 13K   | 001    | A   | 1    | SCR | 000 | HOLD   | Created 03/26/09/11 |                     |
| 3   | C:\SECOND\SPR\PRIVREG0002  | 13K   | 001    | A   | 1    | SCR | 000 | HOLD   | Created 03/26/09/12 |                     |
| 4   | C:\SECOND\BAR\PRIVREG0000  | 8956K | ARR    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 10/28/09/12 |
| 5   | C:\SECOND\BAR\PRIVREG0001  | 1K    | ARR    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 10/28/09/12 |
| 6   | C:\SECOND\BAR\PRIVREG0002  | 8956K | ARR    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 10/27/09/12 |
| 7   | C:\SECOND\BAR\PRIVREG0003  | 1K    | ARR    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 10/28/09/12 |
| 8   | C:\SECOND\BAR\PRIVREG0000  | 2K    | ARR    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 11/05/09/12 |
| 9   | C:\SECOND\SPR\PRIVREG0003  | 13K   | 001    | A   | 1    | SCR | 000 | HOLD   | Created 03/26/09/13 |                     |
| 10  | C:\SECOND\VLW\PRIVPRNT0001 | 711K  | VLW    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 08/23/09/14 |
| 11  | C:\SECOND\VLW\PRIVPRNT0002 | 1392K | VLW    | 001 | A    | 1   | SCR | 000    | HOLD                | Created 09/05/09/14 |

| Rec | User | File                       | Size  | Time  | Date       |
|-----|------|----------------------------|-------|-------|------------|
| 001 | VLW  | C:\SECOND\VLW\PRIVPRNT0002 | 1392K | 09:45 | 09/14/2012 |
| 002 | VLW  | C:\SECOND\VLW\PRIVPRNT0001 | 711K  | 08:33 | 09/14/2012 |
| 003 | SPL  | C:\SECOND\MSPL\PRIVREG0003 | 13K   | 03:26 | 08/29/2012 |
| 004 | ARR  | C:\SECOND\BAR\PRIVREG0000  | 2K    | 11:01 | 09/12/2012 |
| 005 | ARR  | C:\SECOND\BAR\PRIVREG0001  | 2K    | 10:28 | 09/12/2012 |
| 006 | ARR  | C:\SECOND\BAR\PRIVREG0002  | 6957K | 10:28 | 09/12/2012 |
| 007 | ARR  | C:\SECOND\BAR\PRIVREG0003  | 2K    | 10:28 | 09/12/2012 |
| 008 | ARR  | C:\SECOND\BAR\PRIVREG0000  | 6957K | 10:26 | 09/12/2012 |
| 009 | SPL  | C:\SECOND\MSPL\PRIVREG0002 | 13K   | 03:25 | 08/29/2012 |
| 010 | SPL  | C:\SECOND\MSPL\PRIVREG0001 | 13K   | 03:25 | 08/27/2012 |
| 011 | SPL  | C:\SECOND\MSPL\PRIVREG     | 13K   | 03:25 | 08/22/2012 |

\*\*\* End of list \*\*\*

### QWord Advantages

- ✓ All Current Functions
- ✓ Able to Browse to Select File
- ✓ Able to Select Printer



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# Workstation vs Terminal Server

- Workstation access
  - Shortcut Runs Program from Server at Workstation
  - All Data Loaded to Workstation from Server via LAN
- Terminal Server Access
  - Workstation Opens Window to Server
  - Program Runs on Server
  - No Data Network Traffic Required
  - Faster & More Reliable



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# PCG Security

- Server Access
  - Network Access Restricted to PCG User Group
- PCG Access
  - PCG Administrator Restricts User Access Within PCG
    - By Application i.e. Personnel, Payroll, Financial, CPI
    - Display/Update
    - Display Only



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# Backup

- Daily Backup
- Restore Point
  - Post Leave
  - Print Paycheck
  - Print Direct Deposit
  - Post Payroll to Earnings History/Financials
  - Update Budget Files From Vendor Check
- **Always Contact Help Desk to Restore Data**



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# Restore

- Events & Actions that Cause Problems
  - Power Outage
  - Operator Error
  - Claim Partial Posting
  - Paycheck/Direct Deposit Misprint
  - File Lock
  - Operator Selects Ctrl-Alt-Del (***Never, Never, Never Do This!***)
- What to Restore
  - Second **Daily Backup**
  - SecondL **Before Post Leave**
  - SeconQ **Before Payroll Update Financials**
  - SecondX **Begin Day Backup**
  - PaydataQ **Before Print Pay Check / Before Earning History**
  - PaydataD **Before Print Direct Deposit**
  - FardataQ **Before Vendor Check Update Financials**



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# Payroll



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# Basic Payroll Processing

- Add Class
- Add Job Description
- Add Deduction
- Add New Employee
- Update/Display Personnel Data
- Modify Payroll Schedule
- Payroll Setup
- Payroll Monitor
- Payroll Process
- Manual/Void Process
- Reports
- Posting



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# Add Job Class

F2, F9, F1 Maintain Description Record Type 'C' F13  
 Best to Use Same Schedule #'s Every Year

PCG Dist-8991 Rel=12.03.00 09/17/2012 WMT 001 SV C:\DEVSYS C:\SECOND WHITE PAVB100

Payroll Description File - File Maintenance

Record Type: C Number: 89  
 Description: BOOKKEEPER - PAYROLL Free format description

Pay Schedule #: 12 Pay Schedule # for each Pay Class

Certified/Non: N C=Certified, N=Non-certified  
 Type: E F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors  
 Instructional: N I=Instructional, N=Non-Instructional  
 Parapro: N P=Paraprofessional, N=Non-paraprofessional

ERS Job Class: 00 ERS Job Classification - DESC Record 'N'  
 TRS Job Class: 3 Executive Admin Managerial - DESC Record 'K'

ENTER-Validate \*\* Add Mode \*\* F8-Save F16-Exit 12.03.00



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# Add Job Description

F2, F9, F1    Maintain Description Record Type    'J' F13

PCG Dist-8991 Rel=12.03.00 09/17/2012 WMT 001 SV C:\DEVSYS C:\SECOND WHITE

Payroll Description File - File Maintenance P090100

Record Type: J    Number: 59

Description: Payroll Manager    Free format description

FLSA: E    E-Exempt, N-Non-exempt from overtime pay

\*\* Add Mode \*\*

ENTER-Validate    F8-Save    F16-Exit    12.03.00



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# Add Deduction

F2, F9, F5 Maintain Deduction Record '24' F11

```

PCG Dist=8991 Rel=12.03.00 09/17/2012 WHI 001 SV C:\DEVSYS C:\SECOND WHITE
PAYROLL DEDUCTION DATA ENTRY PAV805

Deduction code: 24 Sort: 0
Description: NON TAX INSURANCE Percent: .00000
Short desc.: NON TAX INS Vendor: 8
Vendor: 000008
Deduction type: 1 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
                  'F' = Imputed Income 'G' = Garnishment
                  'I' = Non-Taxable Insurance

Fund: 199 Fiscal: - Program: 9998 Expense/receipt function: 9800
Balance #: 476

Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 1 0 = None
                                  1 = Fixed Amount
                                  2 = % of Process Type Gross (specified below)
                                  3 = % of Employee Contribution

Employer Indicator '2' Process Types: S D N A B X V Q P
                                      Y N H N N N N N N

Contribution amount or %: 25.00000 Object: 29800 Balance: 421

(ENTER)-Add Record ** Add Mode ** F28-Help Screen 12.03.00
    
```



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# Add New Employee

F2, F2, F1 Add New Employee - Screen 1

PCG Dist=0991 Rel=12.03.00 09/17/2012 WHI 001 SV C:\DEVSYS C:\SECOND WHITE

Add New Employee PAVB1

Status A -- Active PAYROLL, PAMELA  
 Emp. no. 32488 Pay Loc 196 Location 000196 Class 16 BOOKKEEPER  
 Sex Code E Work Loc 196 Location 000196 Job 14 Admin AP/PR  
 Mar Stat H SSW 999 95 6789 EEO-5 Job 000 Undefined  
 EEO-5 Ethnic 6 MULTI-RACIAL

NAME First PAMELA Middle \_\_\_\_\_ Hispanic/Latino Ethnicity?  
 Last PAYROLL Suffix \_\_\_\_\_ Prefix \_\_\_\_\_  Yes  No  
 Race (Select all that apply)  
 Yes  No Am Indian Alaskan  
 Yes  No Black  
 Yes  No White  
 Yes  No Asian  
 Yes  No Hawaiian Pacific

Address 12345 MAIN ST Certificate Type \_\_\_\_\_  
 Address L2 \_\_\_\_\_ CSI Job (From CPI) 000  
 City/State SMITH CITY, GA Include on CPI?  No  
 Zip Code 33333 County 000 Sick Bank ?  Yes  No  
 Phone ( ) 000-0000 Hours Per Day 8.000

Birth Date 1/01/1960 Pens Elig Date 11/01/2012 TRS DOE Paid ERCON ?   
 Hire Date 10/31/2012 GHI Eligible ?  Yes  No Participate in GHI ?  Yes  No  
 Rehire Date \_\_\_\_\_ GHI 1st Day Wrk 1/11/2012 GHI Option 01 UMC WELL HMD  
 Term Date \_\_\_\_\_ GHI Eff Date \_\_\_\_\_ GHI Tier 96 FAMILY  
 Term Reason \_\_\_\_\_ GHI Change Date \_\_\_\_\_ GHI Ded Cd 8  
 GHI Change Code MEMP  
 New Employee hire

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 Federal: Mar Stat  Exempt 0 Withholding Code 0 Ant/2 .00  
 State: Mar Stat  Allowance Mar 2 Dep 2 Withholding Code 0 Ant/2 .00

Tax Switches: Fed  State  FICA  Retire   
 Validations passed. Check screen 2 or save your changes.

12.03.00



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# Add New Employee

F2, F2, F1 Add New Employee - Screen 2

PCG Dist=0991 Rel=12.03.00 09/17/2012 WHT 001 SV CA\DEVSYS C\SECOND WHITE

**Add New Employee** PAY01  
 \*\*\*\*\* SCREEN 2 \*\*\*\*\*

Emp. # 32488 PAYROLL, PAHELIA Status A Loc 196 Class 16

TR5 & ERS Pens Gross Adj (Amt/%) .0000 Contno 10 Serv 1  
 Contract Amt 60000.00 Cycle Gross 5000.00 Cycle 1 CALENDAR YEAR  
 State Salary Local Salary 60000.00 Other  
 Pension Code 2 Amt/% Switch Y Pay Sch. # 24

| Proc Type | Pay Type | Pay Rate | Reg Hrs | Out Hrs | Reg Gr  | Out Gr | GHI Dist | Pay Reas |
|-----------|----------|----------|---------|---------|---------|--------|----------|----------|
| 1.        | S        |          |         |         | 5000.00 |        | 1.0000   |          |
| 2.        |          |          |         |         |         |        |          |          |
| 3.        |          |          |         |         |         |        |          |          |
| 4.        |          |          |         |         |         |        |          |          |
| 5.        |          |          |         |         |         |        |          |          |
| Totals    |          |          |         |         | 5000.00 |        | 1.0000   |          |

\*\* Total Gross 5000.00

| Acct #  | Yr | Fnd | F    | Prgm | Fact  | Objct | Fcty | B | Adt'l | Contract |
|---------|----|-----|------|------|-------|-------|------|---|-------|----------|
| Acct #1 | 13 | 100 | 9220 | 2500 | 15000 | 8010  |      |   |       | 5000.00  |
| Acct #2 | 00 |     |      |      |       |       |      |   |       |          |
| Acct #3 | 00 |     |      |      |       |       |      |   |       |          |
| Acct #4 | 00 |     |      |      |       |       |      |   |       |          |
| Acct #5 | 00 |     |      |      |       |       |      |   |       |          |
| Totals  |    |     |      |      |       |       |      |   |       | 5000.00  |

Validations passed. Check screen 1 or save your changes.

12.03.00



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data

Will Open PayFind and Allow Use of Selection Filter (F10)

The screenshot shows a terminal window with the following content:

```
PCG Dist=0991 Rel=12.03.00 00/17/2012 WHI002 SM C:\DEV\SYS C:\SECOND WHITE
Display/Update Personnel Data
Select Employee PAVFIND

Filter not active Current Order
Emp Number

Input: _____

Fkey Name Empno SSN Loc CIs Cert Pens ContHo Job Stat

Input Employee Number or Name or SSN - Press Enter Key
F16 to Exit, F18 Clear employee filter
F1-9 = Choose from Selection Above
```

At the bottom of the terminal window, there is a function key row:

|     |    |    |    |    |    |    |    |    |    |     |     |     |      |  |  |  |          |
|-----|----|----|----|----|----|----|----|----|----|-----|-----|-----|------|--|--|--|----------|
| new | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 | Help |  |  |  | 12.03.00 |
|-----|----|----|----|----|----|----|----|----|----|-----|-----|-----|------|--|--|--|----------|



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data

The Filter will define subset criteria

The screenshot shows a window titled "Display/Update Personnel Data" with the subtitle "Set Employee Selection Filter". The window contains the following fields and text:

Filter set: Class, TRS, Certified, Status Current Order  
Status: 8 - - Pension: 2 Contract no: \_ Certified (C or N): 0 13 month (Y or N): \_  
Class Code: 10 ▾ \_\_\_\_\_  
Work Location: \_\_\_\_\_  
Job Code: \_\_\_\_\_  
CS1 Job: \_\_\_\_\_

NOTE: The entries you place on this screen are not checked against the description file. This may be used to search for employees who may have invalid entries.

At the bottom of the window is a keyboard shortcut bar with the following items: ENTER, F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, a search icon, and a refresh icon. The date "12.03.00" is displayed in the bottom right corner of the window.



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data

The Filter will define subset criteria

Choose Employee

PCG Dist=8991 Rel=12.03.00 09/17/2012 WHT 002 5V C:\DEVSY5 C:\SECOND WHITE

Display/Update Personnel Data  
Select Employee PAVF IND

Filter set: Class,TRS, Certified, Status Current Order Name

| Fkey | Name             | Empno | SSN         | Loc | Cls | Cert | Pens | ContHo | Job | Stat |
|------|------------------|-------|-------------|-----|-----|------|------|--------|-----|------|
| 1    | ADZER, TAZ       | 88127 | 999-08-8127 | 100 | 10  | C    | 2    | 10     | 4   | A    |
| 2    | ALZNSO, JD2TTE   | 89391 | 999-08-9391 | 100 | 10  | C    | 2    | 10     | 4   | A    |
| 3    | ALZNSO, WAZD     | 89623 | 999-08-9623 | 105 | 10  | C    | 2    | 10     | 4   | A    |
| 4    | ALZEY, YES       | 89659 | 999-08-9659 | 105 | 10  | C    | 2    | 10     | 4   | A    |
| 5    | ALSMAN, RISKIE   | 89624 | 999-08-9624 | 100 | 10  | C    | 2    | 10     | 4   | A    |
| 6    | AM2ROSE, SH2NTAY | 88631 | 999-08-8631 | 105 | 10  | C    | 2    | 10     | 4   | A    |
| 7    | APBLEGATE, ELB0T | 88833 | 999-08-8833 | 105 | 10  | C    | 2    | 10     | 4   | A    |
| 8    | AR3HULETA, CU3   | 89038 | 999-08-9038 | 205 | 10  | C    | 2    | 10     | 4   | A    |
| 9    | AVZLOS, LE2ISHA  | 89743 | 999-08-9743 | 100 | 10  | C    | 2    | 10     | 4   | A    |
|      | BAGRIOS, ZAGHERY | 88475 | 999-08-8475 | 205 | 10  | C    | 2    | 10     | 6   | A    |

FKEY -> Record Found Above  
or PgUp/PgDn = Previous/Next 10 Records  
F16-new search, F18-Clear Employee Filter  
F1-9 = Choose from Selection Above

Order changed to Alpha

12.03.00



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data  
 F9 to Enter Update Mode

PCG Dist=8991 Rel=12.03.00 09/17/2012 WHI 002 SV CA DEVSYS CA SECOND WHITE

Display/Update Personnel Data P4V8Z

Status A -- Active AN2ROSE, SH2NTAV  
 Emp. no. 88631 Pay Loc 105 Location 000105 Class 10 TEACHER  
 Sex Code E Work Loc 105 Location 000105 Job 4 TEACHER  
 Mar Stat H SSN 999 88 8631 EEO-5 Job A06 Second Teacher  
 EEO-5 Ethnic 2 WHITE

NAME First SH2NTAV Middle \_\_\_\_\_ Prefix \_\_\_\_\_ Hispanic/Latino Ethnicity?  
 Last AN2ROSE Suffix \_\_\_\_\_

Address 2397 MAIN STREET Certificate Type T6 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 105  Yes  No Am Indian Alaskan  
 City/State SMITH, GA Include on CPI ? Y  Yes  No Black  
 Zip Code 33333 County 160 Sick Bank ? H  Yes  No White  
 Phone (999)555-1369 Out of State Substitute rank \_\_\_\_\_  Yes  No Asian  
 Override accrue? \_\_\_\_\_  Yes  No Hawaiian Pacific  
 Adj Lv Elig Date \_\_\_\_\_  
 Hours Per Day 8.000

Spouse SSN \_\_\_\_\_ Pens Elig Date 8/01/2011 TRS DOE Paid ERCON ? \_\_\_\_\_  
 Birth Date 5/01/1956 GHI Eligible ? Y Participate in GHI ? Y  
 Hire Date 8/01/2011 GHI 151 Day Wrk 8/01/2011 GHI Option 03 DMC WELL HRA  
 Rehire Date \_\_\_\_\_ GHI Eff Date 10/01/2011 GHI Tier 10 SINGLE  
 Term Date \_\_\_\_\_ GHI Change Date \_\_\_\_\_ GHI Ded Cd 9  
 Term Reason \_\_\_\_\_ GHI Change Code NEHP  
 New Employee hire

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 Federal: Mar Stat H Exempt 0 Withholding Code 0 Amt/% .00  
 State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00  
 Tax Switches: Fed Y State Y FICA Y Retire Y AIC

Deduction updates NOT allowed at this time. Calculate Payroll & Update VTD has been run.  
 Mode changed to update

Per Ded Gns W/H Lv Ytd Help Adj FICA Gar 12.02.00



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# Update Display Gross Data

F2, F4 Update/Display Gross Data

| PCG Dist=8991 Rel=12.03.00 09/17/2012 WHI 002 SY C:DEVSYS C:SECOND WHITE              |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
|---|-------------|------------------|----------|----------|--------------|-----------------|----------------|--------------|-------------|---------|--------|-----|----|----------|
| Status Active Update/Display Gross Data PRY07   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| EmpNo   | 88631       | AH2ROSE, SH2NTAY |          | Class    | 10           | TEACHER         |                |              |             |         |        |     |    |          |
| SSN   | 999-00-8631 | Loc              | 105      | Location | 000105       | Job cd          | 4              | TEACHER      |             |         |        |     |    |          |
| Dert level 16 State yrs 21 Pay step 16 Local yrs 0 Salary sched                       |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| Work sched 10 Hrs/Day 8.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind                   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00 |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| Proc  | Pay         | Pay Rate         | Days/Hrs | Days/Hrs | Regular      | Overtime        | GHI %          | Pay          | Pay For     |         |        |     |    |          |
| Type  | Type        | Hrly/Daly        | Regular  | Overtime | Gross        | Gross           | Dist           | Reas         | Period      | End     |        |     |    |          |
| 01-   | S           |                  |          |          | 5273.30      |                 | 1.0000         |              |             |         |        |     |    |          |
| 02-   | S           |                  |          |          | 207.33       |                 |                |              |             |         |        |     |    |          |
| 03-   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| 04-   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| 05-   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| 06-   |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
|   |             |                  |          |          | 5480.63      |                 | 1.0000         | Sub          |             |         |        |     |    |          |
| ACCT  | 01          | 13               | 100      | 1051     | 1000         | 11000           | 105            |              |             |         |        |     |    |          |
| ACCT  | 02          | 13               | 100      | 9990     | 1000         | 11000           | 105            |              |             |         |        |     |    |          |
| ACCT  | 03          | 00               |          |          |              |                 |                |              |             |         |        |     |    |          |
| ACCT  | 04          | 00               |          |          |              |                 |                |              |             |         |        |     |    |          |
| ACCT  | 05          | 00               |          |          |              |                 |                |              |             |         |        |     |    |          |
| ACCT  | 06          | 00               |          |          |              |                 |                |              |             |         |        |     |    |          |
| TRS & ERS Pens Gross Adj  |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
| Ant/%   |             |                  |          |          | Contract ant | 67831.00        | Cycle gross    | 5480.63      | Total gross | 5480.63 |        |     |    |          |
| Pay sch. #  | 12          |                  |          |          |              | State salary    | 65340.00       | Local salary | 2488.00     | Cycle   | 1      | Cal | Vr |          |
| Pens code   | 2           | TRS              |          |          |              |                 | Pens elig date | 8/01/2011    | Ant/%       | .0600   | Contno | 10  |    |          |
| Pens switch   | Y           |                  |          |          |              | TRS service ind | 0              |              |             | PV      | contno | 00  |    |          |
| VID update has run - no updates are allowed at this time.                             |             |                  |          |          |              |                 |                |              |             |         |        |     |    |          |
|   |             |                  |          |          |              |                 |                |              |             |         |        |     |    | 12.03.00 |



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# Modify Payroll Schedule

F2, F13, F1 Update/Display Pay Schedules  
Input Pay Schedule & Year

PCG Dist=0991 Rel=12.03.00 09/17/2012 LBL001 SY C:\DEVSYSC\SECOND LTRBLUE PAYS

Display/Update Pay Schedule

Enter Key of Record

Pay Schedule #: \_

Year: 00

\*\* Find Mode \*\*

(ENTER)-Exact Key F2-First F16-Exit 12.03.00



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# Modify Payroll Schedule

Screen will open in Add mode if record does not exist

Enter to Validate

```
PCG Dist=0991 Rel=12.03.00 09/17/2012 LBL001 SY C:\DEVSY5 C:\SECOND LTRBLUE
*** Calendar Year Pay Schedule ***
PAYS

Year: 13 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *
No. of Pays For Tax Calc: 12 Max No. of Pays Per Year: 12
Description: MONTHLY PAY SCHEDULE
Current Pay Period: 1 No. of days between Pay Dates: 30
SCHEDULE COMPLETE INDICATOR : N

** Add Mode **

(ENTER)-Validate Entries F11-Sort Dates F16-Return to Find Mode 12.03.00
```



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# Modify Payroll Schedule

Date fields will appear

Enter first pay date & F31 to Generate Dates

PCG Dist=0991 Rel=12.03.00 09/17/2012 LBL002 SY C:\DEVSYS C:\SECOND LTRBLUE

\*\*\* Calendar Year Pay Schedule \*\*\* PAYS

Year: 13 Pay Schedule #: 12 \* SCHEDULE IN PROGRESS \*  
No. of Pays For Tax Calc: 12 Max No. of Pays Per Year: 12  
Description: MONTHLY PAY SCHEDULE  
Current Pay Period: 1 No. of days between Pay Dates: 31  
SCHEDULE COMPLETE INDICATOR : N

|              |               |               |               |
|--------------|---------------|---------------|---------------|
| 1). 01/31/10 | 2). 02/28/10  | 3). 03/31/10  | 4). 04/30/10  |
| 5). 05/31/10 | 6). 06/30/10  | 7). 07/31/10  | 8). 08/31/10  |
| 9). 09/30/10 | 10). 10/31/10 | 11). 11/30/10 | 12). 12/31/10 |

Missing Date \*\* Add Mode \*\*

(ENTER)-Add Record F1-Reenter F11-Sort Dates F31-Generate Dates 12.03.00



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# Modify Payroll Schedule

Date fields will appear

Enter first pay date & F31 to Generate Dates - Correct dates as required

PCG Dist=0991 Rel=12.03.00 09/17/2012 10L002 SY C:\DEVSY5 C:\SECOND LTRBLUE

\*\*\* Calendar Year Pay Schedule \*\*\* PAYS

Year: 13 Pay Schedule #: 12 \* SCHEDULE IN PROGRESS \*  
No. of Pays For Tax Calc: 12 Max No. of Pays Per Year: 12  
Description: MONTHLY PAY SCHEDULE  
Current Pay Period: 1 No. of days between Pay Dates: 31  
SCHEDULE COMPLETE INDICATOR : N

|            |             |             |             |
|------------|-------------|-------------|-------------|
| 1). 013113 | 2). 022813  | 3). 032913  | 4). 043013  |
| 5). 053113 | 6). 062813  | 7). 073113  | 8). 083013  |
| 9). 093013 | 10). 103113 | 11). 112913 | 12). 123113 |

\*\* Add Mode \*\*

(ENTER)-Add Record F1-Reenter F11-Sort Dates F31-Generate Dates 12.03.00



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# Payroll Setup

F2, F1, F1 Setup Payroll for a New Payroll Run

Enter 'Y' for Correct Pay Schedule(s) & for Employer Share GHI

PCG Dist=0991 Ref=12.03.00 09/10/2012 LBL001 SY C:\DEVSYSC:\SECOND LTRBLUE

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run.

| Pay Sch | No. Pays | Tax Calc | Description                | Period | Check Date | Run | Empl'r GHI |
|---------|----------|----------|----------------------------|--------|------------|-----|------------|
| 12      | 12       |          | MONTHLY PAY SCHEDULES      | 8      | 08/31/12   | Y   | Y          |
| 24      | 24       |          | SEMI MONTHLY PAY SCHEDULES | 16     | 08/31/12   | Y   | Y          |

NOTE: Verify the NO. of PAYS for TAX CALCulation field. If incorrect, return to the DISPLAY/UPDATE PAY SCHEDULES function and modify.

ENTER = Continue, F16 = Exit

12.03.00



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# Payroll Setup

Verify the 'Selected Classes'

PCG Dnt=9991 Rel=12.03.00 09/18/2012 1BL001 SV C:\DEV\SVS C:\SECOND LTRBLUE PAVDATE

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run.

| Pay No. | Sch | Pays Tax Calc | Description                | Period | Check Date | Run | Emplr GHI |
|---------|-----|---------------|----------------------------|--------|------------|-----|-----------|
| 12      | 12  |               | MONTHLY PAV SCHEDULES      | 8      | 08/31/12   | Y   | Y         |
| 24      | 24  |               | SEMI MONTHLY PAV SCHEDULES | 16     | 08/31/12   | Y   | Y         |

NOTE: Verify the NO. of PAYS for TAX CALCULATION field. If incorrect, return to the DISPLAY/UPDATE PAV SCHEDULES function and modify.

The 'Selected Classes' shown below will indicate which employees are to be paid during this payroll run. Erase any Class which should NOT be paid.

|    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |    |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 |
| 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 |
| 63 | 64 | 65 | 66 | 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 |

ENTER = Continue, F16 = Reenter 12.03.00

**G - Process Type**

- S Reg Salary w/Pension and Taxes
- D Reg Daily w/Pension and Taxes
- H Reg Hourly w/Pension and Taxes
- A Daily/Hourly Adj No Pension
- B Salary Adjustment No Pension
- X Daily/Hourly No Pens or Taxes
- Y Salary w/ No Pension or Taxes
- Q Salary Adj w/Tax & Pension
- P Daily/Hourly Adj w/Tax & Pens
- Z Pension Adjustment Only

Done Cancel

**Proc Types Cleared**  
**Current Leave Cleared**

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## During Payroll Setup:

- Payroll gross data adjustment lines types A, B, P, Q, X, and Y are always cleared, as are Deduction Adjustment amounts when Payroll Setup is run.
- Current Leave is always reset to zero. If you enter leave and run setup payroll again, the YTD leave will be incorrect.
- Days worked and docked on the gross data screen are also reset to zero.
- Pre-payroll reports are where the employees are selected for payroll. If you run the Exception Report error free, then add an employee, **always run the Exception Report again after making changes before calculating the payroll.**

# Payroll Setup

Enter 'Y' Next to Pension Types to be Deducted

**NOTE: PSERS not withheld for June, July & August**

PCG Dist=0991 Rel=12.03.00 09/10/2012 LBL001 SV C:\DEVSYS C:\SECOND LTRBLUE PAVDATE

Enter a 'Y' next to the pension types to be deducted on this payroll run:

|               |   |
|---------------|---|
| (1) Old PSERS | N |
| (2) TRS       | Y |
| (3) OLDERS    | N |
| (4) NEWERS    | Y |
| (5) New PSERS | N |

ENTER = Continue, F16 = Exit

12.03.00



**Pay Attention  
To Warning  
Dialog Boxes**



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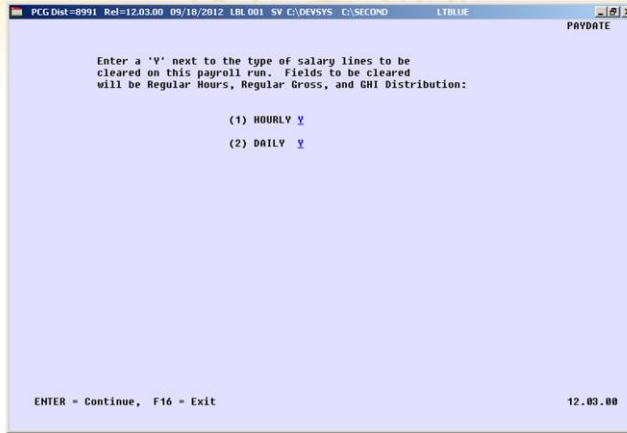
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PSERS deductions should be set to N for June, July, August.

# Payroll Setup

Enter 'Y' Next to Salary Lines to be Cleared



PCG Dist=9991 Rel=12.03.00 09/18/2012 LBL 001 SV C:\DEVSY S C:\SECOND LTBUE PAYDATE

Enter a 'Y' next to the type of salary lines to be cleared on this payroll run. Fields to be cleared will be Regular Hours, Regular Gross, and GHI Distribution:

(1) HOURLY  Y

(2) DAILY  Y

ENTER = Continue, F10 = Exit 12.03.00



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Usually, when a payroll is setup, the hourly and daily entries are cleared so that the correct time can be entered for employees.

**If the payroll is being re-setup and daily and hourly time has already been entered for this run, the entries should NOT be cleared and should be populated with N.**

# Payroll Setup

Enter 'Y' Next to Gross Types to be Selected

```
PCG Dist=9991 Rel=12.03.00 09/18/2012 LBL 001 SV C:\DEVSY S C:\SECOND LTBLLUE PAYDATE
Enter a 'Y' next to the Gross types to be selected
on this payroll run:
(1) Regular Gross Types (H,B,S) Y
(2) Special Gross Types (A,B,P,Q,X,V,Z) Y
NOTE: On a normal payroll run, both the regular and special
gross type fields should be 'Y'; on a special payroll
run, only the special gross type field should be a 'Y'.
ENTER = Continue, F10 = Exit 12.03.00
```



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There may be occasions when you want to give an employee an extra check for special pay. If so, the special pay can be set up as a special gross type and the payroll can be run for only regular or only special gross.

An extra pay date will need to be added to the schedule if you are running a special pay run.

# Payroll Setup

Enter 'Y' If Deduction is to be Taken

| Deduction Control                             |   | PAYDATE          |   |
|---|---|------------------|---|
| (Enter a 'Y' if the deduction is to be taken) |   |                  |   |
| 01-ANNUITY # 1                                | Y | 02-ANNUITY # 2   | Y |
| 03-FED INCOME TA                              | Y | 04-VENDOR 000006 | Y |
| 05-CHI-NON-CERT                               | Y | 06-CHI-CERT      | Y |
| 07-VENDOR 000009                              | Y | 08-VENDOR 000012 | Y |
| 09-COURT W/H                                  | Y | 10-COURT U/H     | Y |
| 11-VENDOR 000406                              | N | 12-VENDOR 000013 | Y |
| 13-VENDOR 000009                              | Y | 14-VENDOR 000012 | Y |
| 15-COURT W/H                                  | Y | 16-COURT U/H     | Y |
| 17-VENDOR 000469                              | Y | 18-VENDOR 000470 | Y |
| 19-VENDOR 001000                              | Y | 20-VENDOR 000406 | Y |
| 21-VENDOR 000406                              | Y | 22-VENDOR 000406 | Y |
| 23-VENDOR 002605                              | Y | 24-VENDOR 002629 | Y |
| 25-VENDOR 002865                              | Y | 26-VENDOR 002783 | Y |
| 27-VENDOR 002865                              | Y | 28-VENDOR 000013 | Y |
| 29-VENDOR 003449                              | Y | 30-VENDOR 004407 | Y |
| 31-VENDOR 003881                              | Y | 32-VENDOR 003586 | Y |
| 33-VENDOR 003882                              | Y | 34-VENDOR 003663 | Y |
| 35-VENDOR 003882                              | Y | 36-VENDOR 003586 | Y |
| 37-VENDOR 003586                              | Y | 38-VENDOR 003663 | Y |
| 39-VENDOR 003663                              | Y | 40-VENDOR 003663 | Y |
| 41-VENDOR 003663                              | Y | 42-VENDOR 003663 | Y |
| 43-VENDOR 003663                              | Y | 44-VENDOR 003663 | Y |
| 45-VENDOR 003663                              | Y | 46-VENDOR 003663 | Y |
| 47-VENDOR 003663                              | Y | 48-VENDOR 003663 | Y |
| 49-VENDOR 003663                              | Y | 50-VENDOR 003663 | Y |



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Select the deductions that will be taken from this pay check. If more than one payroll occurs in a month, some districts may include different deductions in each payroll.

If a new deduction is added, it must be added before the payroll is set up; otherwise, the deduction will not show up on this screen and will not be taken out of the paychecks. (Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.)

Be sure to mark the new deduction with a Y or else it will still not be taken out of the paychecks.



# Payroll Monitor

Payroll Sequence Monitor - Screen 1  
 To Unset Payroll Change 'Y' to 'N' F11 to View Screen 2  
**Proceed With Caution to Unset Setup**

```

PGC Dist=8991 Rel=12.03.00 09/18/2012 LBL001 SV C:\DEVSY5 C:\SECOND LTBUE
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions N
Post substitute pay and employee leave N
Calculate payroll and update YTD figures N
Print paychecks and Direct Deposits N
(This cycle can be repeated more than once) / Void/Add Run Completed N
                                           / Final Register N
                                           \ Deduction Registers N
                                           \ Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: N Old ERS: N New PSERS: N
Special Gross Types : Y TRS: Y New ERS: Y

-----
PAYROLLS SELECTED DURING SETUP:
-----
PAY NO. PAYS NO. PAYS DESCRIPTION PERIOD CHECK DATE GHI
SCH TAX CALC
12 12 MONTHLY PAY SCHEDULES 8 08/31/12 Y
24 24 SEMI-MONTHLY PAY SCHEDULES 16 08/31/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
                  26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51
                  52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 79

ENTER=Validate, F11=Go to screen 2, F16=Exit. 12.03.00
  
```



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The monitor process controls all phases of the payroll processing cycle. **The Payroll Monitor protects you from performing steps out of order.**

## The Payroll Setup process selects and the monitor process tracks:

- The payroll date, as determined by the selected schedules.
- The classes selected.
- Whether or not pension will be withheld – overall control over PSERS pensions for summer months but can be used to prevent TRS for special incentive pay runs.
- The deductions selected for the pay run – such as controlling GHI to deduct only once a month if payroll is processed semi-monthly.

**If the monitor screen has the first two fields enabled, it is safe to set the fields back to N to allow setup to be rerun – but:**

- Reprocessing setup has consequences... Don't do without considering them. In particular, leave updates should be reversed before running.
- If all the monitor switch fields are set to N, you may set the first switch back to Y to recover the prior payroll setup.

# Payroll Monitor

Payroll Sequence Monitor

- Screen 2

Yes, There Is a Screen 2!

F9 to Modify Selected Deductions

F12 to View Screen 1

| PAYROLL SEQUENCE MONITOR<br>Deduction Control       |   |                  |   |
|---|---|------------------|---|
| (A 'Y' indicates that the deduction is to be taken) |   |                  |   |
| 01-ANNUITY # 1                                      | Y | 02-ANNUITY # 2   | Y |
| 03-FED INCOME TR                                    | Y | 04-VENDOR 000006 | Y |
| 05-DII-NON-CERT                                     | Y | 06-DII-CERT      | Y |
| 07-VENDOR 000009                                    | Y | 08-VENDOR 000012 | Y |
| 09-COURT M/H  | Y | 10-VENDOR 000406 | N |
| 11-VENDOR 000020                                    | Y | 12-VENDOR 000013 | Y |
| 13-VENDOR 000009                                    | Y | 14-VENDOR 000012 | Y |
| 15-COURT M/H  | Y | 16-VENDOR 000470 | Y |
| 17-VENDOR 000469                                    | Y | 18-COURT M/H     | Y |
| 19-VENDOR 000404                                    | Y | 20-VENDOR 000406 | N |
| 21-VENDOR 000406                                    | Y | 22-VENDOR 000406 | Y |
| 23-VENDOR 002685                                    | Y | 24-VENDOR 002629 | Y |
| 25-VENDOR 002629                                    | Y | 26-VENDOR 002783 | Y |
| 27-VENDOR 002865                                    | Y | 28-VENDOR 002865 | Y |
| 29-VENDOR 002865                                    | Y | 30-VENDOR 000013 | Y |
| 31-VENDOR 003449                                    | Y | 32-VENDOR 003882 | Y |
| 33-VENDOR 003882                                    | Y | 34-VENDOR 003586 | Y |
| 35-VENDOR 003586                                    | Y | 36-VENDOR 003663 | Y |
| 37-VENDOR 003881                                    | Y |                  |   |



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Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.



# Payroll Process

- Load Employee Payroll Acct Distrib **(Gross Data)**
- Generate Payroll Preliminary Reports
- Calculate Payroll and Update YTD
- Print Checks and Direct Deposits
- Print Registers and Create NACHA
- Print Final Payroll Distribution
- Post to Earnings History and Financial



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# Payroll Process

- Load Employee Payroll Account Distribution
  - Salary/Hourly Employees - **Load Once & Keep**
  - Hourly Employees who vary - **Input/Import**
  - Substitute Employees - **Input/Import**
  - Special/Extra Pay - **Input/Import**
  - Other - **Input/Import**
  - Post Leave if using new Leave System

**SecondL**



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# Payroll Process

- Generate Payroll Preliminary Reports
  - F1 Print Balance Sheets
    - Verify Account Numbers
    - Verify Substitute Pay
  - F2 Calculate Payroll & Print Exceptions
    - Find & Correct Errors
  - F3 Calculate Payroll & Print Trial Registers
    - Verify FICA, GHI, Pension, Deduction amounts & %'s
    - Confirm no obvious errors/omissions



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You will first make all changes to payroll and print the balance sheets (F1). After checking the balance sheets, you will run the Exceptions Reports (F2).

Fatal exceptions must be cleared before payroll processing can continue. To find these errors, check the gross data screen and the deduction screen.

# Payroll Balance Sheet

REPORT DATE: 10/12/2012      PAYROLL BALANCE \*\*\* AFTER UPDATES - LOCATION WITHIN CLASS      PAGE 50  
 REPORT ID: PAYBAL2/PAYBAL

| LOC  | EMP#  | CL | NAME              | RATE | REG-HRS | OVT-HRS | REG-AMT | OVT-AMT | GHI-DIST | ACCOUNT NUMBER                           |
|------|-------|----|-------------------|------|---------|---------|---------|---------|----------|--|
| 0101 | 89892 | 21 | HOSTON, DUSCAN    |      |         |         | 1361.43 |         |          | S 13-100-0-9990-2600-18100-8013-9-000000 |
|      |       |    | HOSTON, DUSCAN    |      |         |         | 22.69   |         |          | S 13-100-0-9990-2600-18100-8013-9-000000 |
|      | **    |    | EMPLOYEE TOTAL    |      |         |         | 1388.74 |         |          |  |
|      | **    |    | LOCATION - TOTAL  |      |         |         | 1388.74 |         |          |  |
| 8013 | 89116 | 21 | CRSWLEY, MISE     |      |         |         | 1332.50 |         |          | S 13-100-0-9990-2600-18100-8013-0-000000 |
|      |       |    | CRSWLEY, MISE     |      |         |         | 22.21   |         |          | S 13-100-0-9990-2600-18100-8013-0-000000 |
|      | **    |    | EMPLOYEE TOTAL    |      |         |         | 1310.29 |         |          |  |
| 8013 | 89919 | 21 | OUZILLETTE, ROZCE |      |         |         | 1760.00 |         | 1.0000   | S 13-100-0-9990-2600-18100-8013-0-000000 |
|      |       |    | OUZILLETTE, ROZCE |      |         |         | 23.33   |         | 1.0000   | S 13-100-0-9990-2600-18100-8013-0-000000 |
|      | **    |    | EMPLOYEE TOTAL    |      |         |         | 1783.67 |         |          |  |
| 8013 | 89127 | 21 | SAZER, TA2        |      |         |         | 3153.59 |         | 1.0000   | S 13-100-0-9990-2600-18000-8013-0-000000 |
|      |       |    | SAZER, TA2        |      |         |         | 82.56   |         | 1.0000   | S 13-100-0-9990-2600-18000-8013-0-000000 |
|      | **    |    | EMPLOYEE TOTAL    |      |         |         | 3101.03 |         |          |  |
|      | **    |    | LOCATION - TOTAL  |      |         |         | 6141.99 |         |          |  |
|      | **    |    | CLASS - TOTAL     |      |         |         | 7480.73 |         |          |  |



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Check location, class, and grand totals. Are the gross totals correct?

# Payroll Exceptions Register

| REPORT DATE | 10/12/2012 | PAYEXCEP | CALC EXCEPTIONS REGISTER FOR PAY 09/28/12 | PAGE | 1                              |
|-------------|------------|----------|---|------|--------------------------------|
| LOC         | EMP #      | CL       | NAME                                      |      |                                |
| 8010        | 88828      | 23       | HASEL, ARSCA                              | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 0302        | 89172      | 08       | MOSLEY, AMSE                              | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 8010        | 89340      | 23       | CHENG, BRBOKS                             | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 8010        | 89491      | 23       | PEGGENSEN, ALANE                          | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 0102        | 89548      | 10       | STSOHN, EUSTOLLA                          | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 8010        | 89731      | 23       | CR6OK, KIEZIE                             | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 0202        | 89768      | 05       | BRNXTON, RASHAL                           | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 8010        | 89886      | 11       | ROJRK, BESITO                             | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 0102        | 89937      | 05       | TASBOT, ROBY                              | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 8010        | 89977      | 23       | CUFVER, TRBNT                             | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |
| 0302        | 89995      | 05       | MOEELAND, JO6NETTE                        | C 06 | POSSIBLE CONTRACT OVER-PAYMENT |

| REPORT DATE                   | 10/12/2012 | PAYEXCEP | CALC EXCEPTIONS REGISTER FOR PAY 09/28/12 | PAGE | 2        |
|-------------------------------|------------|----------|---|------|----------|
| EXCEPTIONS REGISTER COMPLETED |            |          |   |      |          |
| RECORDS INPUT                 |            |          |   |      | 320      |
| FATAL ERRORS                  |            |          |   |      | 0        |
| CAUTION ERRORS                |            |          |   |      | 11 ***** |



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Fatal exceptions must be resolved!!!



# Payroll Trial Register

REPORT DATE 10/12/2012 09:58 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12 PAGE 38  
 LOCATION 8012 - Location 008012

| LOC  | EMP # | CL NAME   | REG HRS | OT HRS | GROSS   | ANNUITY | FEDERAL | OASDI | HI    | STATE | RETIRE | AEIC |
|------|-------|---|---------|--------|---------|---------|---------|-------|-------|-------|--------|------|
| 8012 | 88800 | 12 BISELOW, TERRELL   | 6.00    |        | 972.40  | 30.00   |         | 25.24 | 8.71  | 9.38  | 4.00   |      |
|      |       | NET PAY: 296.01 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 2.96 /13 133.13 /18 64.40 /25 12.55 /28 30.06 /30 63.44 /33 233.64 /08 49.80 /36 10.08 /24      |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89735 | 12 BOZLES, KRISTIN  | 9.00    |        | 981.20  |         |         | 27.20 | 9.40  |       | 4.00   |      |
|      |       | NET PAY: 607.05 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 316.86 /08 16.69 /33 /13  |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89175 | 12 CASILLAS, ALONZO   |         |        | 938.60  |         |         | 25.00 | 33.24 | 11.47 | 21.64  | 4.00 |
|      |       | NET PAY: 667.31 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 2.96 /13 66.94 /25 23.63 /28 16.97 /24 63.44 /33 2.00 /43                                       |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89411 | 12 CASTELLANOS, LUGLENE   |         |        | 1240.03 |         |         | 27.09 | 45.49 | 15.71 | 11.04  | 4.00 |
|      |       | NET PAY: 587.93 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 80.58 /08 2.96 /13 1.00 /19 387.00 /20 17.30 /24 58.93 /33 1.00 /43                             |         |        |         |         |         |       |       |       |        |      |
| 8012 | 88655 | 12 COOPER, NIKOLAS  |         |        | 847.95  |         |         | 17.30 | 35.61 | 12.29 | 25.05  | 4.00 |
|      |       | NET PAY: 734.69 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 10.00 /11 2.96 /13 6.06 /28   |         |        |         |         |         |       |       |       |        |      |
| 8012 | 88585 | 12 CHS, NESTOR  | 18.50   |        | 1452.62 |         |         | 95.03 | 59.87 | 20.66 | 59.69  | 4.00 |
|      |       | NET PAY: 844.89 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 17.34 /11 14.58 /17 130.81 /18 100.00 /21 10.60 /25 31.86 /28 16.69 /33 12.00 /35 34.60 /36 /13 |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89455 | 12 GIZARD, ROZIO  | 9.50    |        | 1002.81 |         |         | 28.63 | 9.88  | 4.54  | 4.00   |      |
|      |       | NET PAY: 488.66 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 303.86 /08 18.71 /28 90.00 /21 34.60 /36 2.96 /13 16.97 /24                                     |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89255 | 12 GRZF, ROZRICK  | 37.00   |        | 1193.47 |         |         | 46.21 | 15.96 | .25   | 4.00   |      |
|      |       | NET PAY: 526.03 DD  |         |        |         |         |         |       |       |       |        |      |
|      |       | 2.96 /13 76.46 /08 10.00 /11 4.33 /28 16.69 /33 490.58 /20                                      |         |        |         |         |         |       |       |       |        |      |
| 8012 | 89474 | 12 HEYM, SP7RICKLE  |         |        | 860.31  |         |         | 25.09 | 8.66  | 10.71 | 4.00   |      |
|      |       | NET PAY: 535.76   |         |        |         |         |         |       |       |       |        |      |
|      |       | 246.24 /08 10.20 /11 2.96 /13 16.69 /33   |         |        |         |         |         |       |       |       |        |      |



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Review the Trial Register for obvious errors – are all the appropriate deductions included for this payroll cycle?

# Payroll Trial Register

REPORT DATE 10/12/2012 09:58 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12 PAGE 44

|                           |            |           |              |
|---------------------------|------------|-----------|--------------|
| PAYROLL GROSS             | 912,388.59 |           |              |
| FICA - OASDI              | 35,566.36  |           | 846,818.72   |
| FICA - HEALTH INSURANCE   | 12,278.81  |           | 846,818.72   |
| 01 ANNUITY # 1            | 8,509.00   | A         |              |
| 03 FED INCOME TAX         | 70,254.79  |           |              |
| 04 VENDOR 000012          | 34,979.28  |           |              |
| 08 GHI-NON-CERT           | 17,990.60  | I         |              |
| 09 GHI-CERT               | 29,903.02  | I         |              |
| 10 VENDOR 000014          | 1,057.58   |           |              |
| 11 VENDOR 002203          | 2,595.17   |           |              |
| 12 VENDOR 004850          | 234.24     |           |              |
| 13 VENDOR 002920          | 1,696.44   |           |              |
| 15 VENDOR 000018          | 416.43     |           |              |
| 17 VENDOR 000019          | 1,454.83   |           |              |
| 18 VENDOR 000008          | 8,632.00   |           |              |
| 19 VENDOR 000841          | 274.34     |           |              |
| 20 COURT W/H              | 6,448.61   | G         |              |
| 21 VENDOR 000021          | 6,092.42   | C         |              |
| 23 VENDOR 004805          | 82.00      |           |              |
| 24 VENDOR 002920          | 1,685.98   | I         |              |
| 42 VENDOR 004059          | 4,745.00   |           |              |
| 43 VENDOR 004320          | 1,045.97   |           |              |
| NEW PSERS                 | 30.00      |           | 2,649.50     |
| OLD PSERS                 | 212.00     |           | 58,711.79    |
| TRS                       | 49,593.31  |           | 836,938.63   |
| * PAYROLL CHECKS NET      | 43,798.53  |           |              |
| ** DIRECT DEPOSIT NET     | 547,741.70 |           |              |
| TOTAL DEDUCTIONS          | 320,848.36 |           |              |
| # OF CHECKS TO BE WRITTEN | 320        | MALES: 73 | FEMALES: 247 |

Make sure the correct pensions are withheld!



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Check the grand totals!!!

# Payroll Trial Register

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| ANN CO | ANNUITY COMPANY NAME    | TOTAL ANN EMPLOYEE AMT | ANNUITY TYPE |
|--------|-------------------------|------------------------|--------------|
| 02     | ING FINANCIAL PARTNERS, | 100.00                 | 403(b)       |
| 07     | VARIABLE ANNUITY LIFE I | 3,500.00               | 403(b)       |
| 08     | MASS MUTUAL V. A.       | 3,560.00               | 403(b)       |
| 09     | AVIVA LIFE              | 1,349.00               | 403(b)       |



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Check the annuity company totals!

# Trial Employer Benefit Register

REPORT DATE: 10/12/2012 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 PAYTRIAL PAGE 4

| EMP. #                         | EMPLOYEE NAME      | SALARY GROSS | 22000 ***** 22000 |              | PENSION (OBJECT) TYPE | PENSION GROSS AMOUNT | ***** 21000 ***** 21000 ***** |           | (OBJECT) PEN EMPR SHR/EMPL |
|--------------------------------|--------------------|--------------|-------------------|--------------|-----------------------|----------------------|-------------------------------|-----------|----------------------------|
|                                |                    |              | CASDI GROSS AMT   | HI GROSS AMT |                       |                      | C GHI AMT                     | N GHI AMT |                            |
| W14LOUGHY, CIADERELLA<br>88525 |                    | 6,326.98     | 6,263.54          | 6,263.54     | TRS                   | 6,386.38             |                               |           |                            |
| Deductions:                    | 5.75 /13 16.69 /33 |              | 388.34            | 90.82        |                       | 728.68               |                               |           |                            |
| WR3N, LOSSE<br>89102           |                    | 4,595.17     | 4,578.48          | 4,578.48     | TRS                   | 4,675.90             |                               |           |                            |
| Deductions:                    | 5.75 /13 16.69 /33 |              | 283.87            | 66.39        |                       | 533.52               |                               |           |                            |
| HUTTLEY, ARYAND<br>89762       |                    | 4,065.07     | 3,761.21          | 3,761.21     | TRS                   | 4,144.00             | 912.34                        |           |                            |
| Deductions:                    | 5.75 /13           |              | 233.20            | 84.54        |                       | 472.83               |                               |           |                            |
| BUZNEY, ST2PANIE<br>88935      |                    | 3,950.71     | 3,608.59          | 3,608.59     | TRS                   | 4,035.67             |                               |           |                            |
| Deductions:                    | 16.69 /33 5.75 /13 |              | 223.73            | 52.32        |                       | 460.47               | 912.34                        |           |                            |
| BASBOUR, GESARO<br>88432       |                    | 1,259.84     | 1,156.61          | 1,156.61     | TRS                   | 1,286.93             |                               |           |                            |
| Deductions:                    | 5.75 /13 16.69 /33 |              | 71.71             | 16.77        |                       | 146.84               |                               | 446.20    |                            |
| CYS, SHSINTE<br>89785          |                    | 1,683.07     | 1,683.07          | 1,683.07     | TRS                   | 1,707.69             |                               |           |                            |
| Deductions:                    | 5.75 /13           |              | 104.35            | 24.40        |                       | 194.84               |                               |           |                            |
| CASE, MYSES<br>88372           |                    | 1,433.07     | 1,352.49          | 1,352.49     | TRS                   | 1,457.69             |                               |           |                            |
| Deductions:                    | 5.75 /13           |              | 83.85             | 19.61        |                       | 166.32               |                               |           | 446.20                     |
| MCTAIN, BR7AN<br>88834         |                    | 966.05       | 885.47            | 885.47       | TRS                   | 986.83               |                               |           |                            |
| Deductions:                    | 5.75 /13           |              | 54.90             | 12.84        |                       | 112.60               |                               |           | 446.20                     |
| TACOR, DOBOVAN<br>88664        |                    | 1,529.23     | 1,421.88          | 1,421.88     | TRS                   | 1,553.85             |                               |           |                            |
| Deductions:                    | 5.75 /13 16.69 /33 |              | 88.16             | 20.62        |                       | 177.29               |                               |           | 446.20                     |



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Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?

# Trial Employer Benefit Register

| REPORT DATE: 10/12/2012    |               | TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 |                          |                         |                             |                            |            | PAYTRIAL  |                                  | PAGE 25 |
|----------------------------|---------------|--|--------------------------|-------------------------|-----------------------------|----------------------------|------------|-----------|----------------------------------|---------|
| EMP. #                     | EMPLOYEE NAME | SALARY GROSS   | CASDI GROSS<br>CASDI AMT | HI GROSS<br>HI AMT      | PENSION<br>(OBJECT)<br>TYPE | PENSION<br>GROSS<br>AMOUNT | C GHI AMT  | N GHI AMT | (OBJECT)<br>PEN EMPL<br>SHR/EMPL |         |
| 89127                      | SAIER, TAZ    | 3,101.03   | 2,732.69<br>169.43       | 2,732.69<br>39.62       | TRS DOE                     | 3,153.59<br>359.92         |            | 446.20    |                                  |         |
| Deductions:                |               | 5.75 /13 16.69 /33   |                          |                         |                             |                            |            |           |                                  |         |
| EMPLOYER SHARE GRAND TOTAL |               | 912,388.59   | 846,818.72<br>82,502.82  | 846,818.72<br>12,278.89 | (23000)<br>TRS              | 826,446.97<br>94,820.69    | 111,305.48 | 45,512.40 |                                  |         |
|                            |               |  |                          |                         | (23000)<br>TRS DOE          | 10,491.66<br>1,197.09      |            |           |                                  |         |

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

| REPORT DATE: 10/12/2012 |                      | TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 |                         |  |  | PAYTRIAL | PAGE 26 |
|-------------------------|----------------------|--|-------------------------|--|--|----------|---------|
| ANN CO                  | ANNUITY COMPANY NAME | TOTAL ANN EMPLR AMT  | ANNUITY EMPLR INDICATOR |  |  |          |         |
|                         |                      |  |                         |  |  |          |         |

| REPORT DATE: 10/12/2012 |                       | TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 |                        |  |  | PAYTRIAL | PAGE 27 |
|-------------------------|-----------------------|--|------------------------|--|--|----------|---------|
| DED NO                  | DEDUCTION DESCRIPTION | TOTAL DED EMPLR AMT  | DEDUCT EMPLR INDICATOR |  |  |          |         |
| 13                      | VENDOR 002920         | 1,667.50   | Fixed amount           |  |  |          |         |
| 33                      | VENDOR 002920         | 3,822.01   | Fixed amount           |  |  |          |         |



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Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?

Look specifically at the employer contribution for annuities and other miscellaneous deductions.

# Payroll Monitor Status

```

PCGDist=0991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures N
Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N
                                           / Final Register N
                                           / Deduction Registers N
                                           \ Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```



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# Payroll Process

- F4 - Calculate Payroll & Update YTD (**Final**) **PayDataQ**
  - Cannot be repeated
    - Must Go Back to Restore Point & Repeat Payroll Setup**
- F5 - Print **Checks** and Direct Deposits
  - Select Sequence
  - Verify Check Date
  - Verify Checks Inserted
  - Select Printer
  - Verify Settings, **Print Sample**, Save & Continue
  - Input Payroll Message to Appear on Remittance
  - Input Starting Check Number (Last Number should be displayed)
  - Verify All Checks Finished Printing & Last Check Number Printed



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Calculate payroll and update YTD makes a backup of PAYDATA to PAYDATAQ. This allows immediate recovery to the point in time just before checks are finalized.

# Payroll Monitor Status

Status changes to 'C' after checks are printed, but before direct deposits are printed.

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD002 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits C

(This cycle can be repeated more than once) / Void/Add Run Completed N
                                                / Final Register N
                                                \ Deduction Registers N
                                                \ Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```



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# Payroll Process

- F5 - Print Checks and **Direct Deposits**
  - Verify Direct Deposits Inserted
  - Select Printer
  - Verify Settings, **Print Sample**, Save & Continue
  - Input Starting DD Number (Last Number should be displayed)
  - Verify All DD Finished Printing & Last DD Number Printed

**PayDataD**



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Printing checks makes a backup from PAYDATA to PAYDATAD between the checks and the direct deposit printing. This allows recovery to restart direct deposits without having to reprint the checks also.

# Detailed Pay Check Stub

| Employee Information   |               |                       |                 | Company Information    |                |   |               |
|--|---------------|-----------------------|-----------------|------------------------|----------------|---|---------------|
| Employee ID  | 421           | DOB, JANE R.          |                 | BOARD OF ED            |                |   |               |
| SSN  | 777-222-4444  | 1 WEST FIRST STREET   |                 | 1 WEST FIRST STREET    |                |   |               |
| Telephone  | 777-222-4444  | ATLANTA, GA 30000     |                 | ATLANTA, GA 30000      |                |   |               |
| Loc/Class  | 0100 / 01     |                       |                 |                        |                |   |               |
| General Information  |               | Tax Data              |                 | Net Pay Distribution   |                |   |               |
| Check No   | 228239        | Marital Allowances    | Fed             | GA                     | Account Type   | Account Number                          | Amount        |
| Check Date   | 06/30/2012    | Add Pct               | 02              | 02                     | Checking       | *****1234                               | 1,610.26      |
|  |               | Add Amt               |                 | M(2) D(00)             | Checking       | ***1111                                 | 1,079.51      |
| Contract Fiscal-To-Date  |               | .00                   |                 | Check No.              |                | 228239                                  | Total Net Pay |
|  |               |                       |                 |                        |                |   | 2,689.77      |
| HAVE A GREAT, RELAXING AND SAFE SUMMER.<br>YOUR STIPEND HAS BEEN ADDED TO YOUR PAY CHECK FOR THIS PAYROLL CYCLE. |               |                       |                 |                        |                |   |               |
| Paycheck Summary   |               |                       |                 |                        |                |   |               |
| Desc   | Reg Hrs       | Reg Amt               | OT Hrs          | OT Amt                 | Cont Amt       | Tot Gross                               | Total Taxes   |
| Current  |               | 3,916.65              |                 |                        |                | 3,916.65                                | 564.99        |
| YTD  |               | 24668.49              |                 | 1078.94                |                | 25747.43                                | 3372.39       |
| Current Hours and Earnings   |               |                       |                 |                        |                |   |               |
| Description  | Pay Rate      | Regular Hrs           | Regular Amount  | Overtime Hrs           | Overtime Amt   | Contract Amt                            |               |
| State Salary   |               |                       | 3,210.71        |                        |                |   |               |
| Local Reg Salary   |               |                       | 127.22          |                        |                |   |               |
| Dept Chair/Team Leader   |               |                       | 146.24          |                        |                |   |               |
| Coaching Supplement  |               |                       | 47.16           |                        |                |   |               |
| Stipends   |               |                       | 345.12          |                        |                |   |               |
| <b>Total</b>   |               |                       | <b>3,916.65</b> |                        |                |   |               |
| Paid Time Off  |               |                       |                 | Employer Paid Benefits |                |   |               |
| Type   | Current       | Year to Date          | Balance         | Future 1               | Future 2       | Description                             | Current       |
| SICK   |               | 32.00                 | 2.00            |                        |                | STATE HEALTH                            | 312.34        |
| PERSONAL   | 1.00          | 1.00                  |                 |                        |                | FRS                                     | 446.90        |
| ANNUAL DAYS  |               |                       |                 |                        |                | PTCA                                    | 268.65        |
| LWOP   |               |                       |                 |                        |                |   |               |
| OTHER DAYS   | .50           | .50                   |                 |                        |                |   |               |
| STAFF DEVELOP  | 1.00          | 6.00                  |                 |                        |                |   |               |
|  |               |                       |                 |                        |                |   | 1627.89       |
|  |               |                       |                 |                        |                |   | 8032.46       |
| Taxes/Retision   |               | Before Tax Deductions |                 | After Tax Deductions   |                |   |               |
| Description  | Current       | YTD                   | Description     | Current                | YTD            | Description                             | Current       |
| BOC - REC  | 147.51        | 921.54                | U N RBA FMR/Y   | 333.86                 | 2357.24        | IGNA LIFE                               | 15.60         |
| MEDICARE   | 50.92         | 332.00                | AMERITAS SERV   | 70.94                  | 496.58         | WAGE                                    | 12.00         |
| FED TAX  | 222.78        | 1212.76               |                 |                        |                |   | 87.50         |
| GA TAX   | 143.78        | 865.09                |                 |                        |                |   |               |
| TRF  | 234.99        | 1382.33               |                 |                        |                |   |               |
| <b>Total</b>   | <b>799.98</b> | <b>4753.94</b>        | <b>Total</b>    | <b>404.80</b>          | <b>2833.82</b> | <b>Total</b>                            | <b>28.10</b>  |
|  |               |                       |                 |                        |                |   | 126.70        |
| PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS.   |               |                       |                 |                        |                |   |               |
| <b>REMOVE DOCUMENT ALONG THIS PERFORATION</b>  |               |                       |                 |                        |                |   |               |
| THIS DOCUMENT IS PRINTED IN TWO COLORS TO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.                          |               |                       |                 |                        |                |   |               |
| BOARD OF ED<br>14 PAYROLL STREET<br>ATLANTA, GA 30000  |               |                       |                 | Date<br>06/30/2012     |                | No. 228239<br>PAYROLL<br>DIRECT DEPOSIT |               |
|  |               |                       |                 |                        |                | Amount<br>\$ *****2,689.77              |               |
| TWO THOUSAND SIX HUNDRED EIGHTY THREE AND 77/100   |               |                       |                 |                        |                |   |               |
| <b>THIS IS NOT A CHECK - DO NOT CASH</b>   |               |                       |                 |                        |                |   |               |
| Deposit To The Account Of<br>DOB, JANE R.  |               |                       |                 |                        |                |   |               |



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All sites should consider going to the new detailed pay check stub. Much more information is available to the employees.

# Payroll Monitor Status

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSYS C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits Y
(This cycle can be repeated more than once) / Void/Add Run Completed Y
                                           / Final Register N
                                           / Deduction Registers N
                                           \ Final Distribution N
Update earnings history with current pay N
Update budget files with current pay N
Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N
----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y
Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23
F11=Go to screen 2, F16=exit. 12.03.00
    
```

Status changes to 'Y' after direct deposits are printed.



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# Payroll Process

- **Print Registers and Create NACHA**
  - F6 - Check/Direct Deposit Void/Add Menu (Optional)
  - F7 - Print Final Payroll Register
  - F8 - Print Deduction Register & Create DD Export File (NACHA)
  - F9 – Manual Checks & Voids From Previous Pay (Optional)
- **Print Final Payroll Distribution**
  - F12 - Print Final Payroll Distribution



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- Any time changes have been made by voiding or adding a pay check, the reports must be run again because they have changed to include the void/add information and manual check information.
- The reports can be run as often as needed.

# Final Register Reports

- Pay Check Register
- Direct Deposit Register
- Voids Entered For Pay MM/DD/YY
- Payroll Final Register



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# Payroll Final Register

| REPORT DATE 10/12/2012 11:50 PAX10C |             | PAYROLL FINAL REGISTER FOR PAY 09/28/12 |            |            |            |            |             |            |           |        |        | PAGE 54 |         |
|-------------------------------------|-------------|---|------------|------------|------------|------------|-------------|------------|-----------|--------|--------|---------|---------|
| LOCATION 8012 - Location 008012     |             |   |            |            |            |            |             |            |           |        |        |         |         |
| EMP #                               | CL          | CHECK NAME                              | REG HRS    | OT HRS     | GROSS      | ANNUITY    | FEDERAL     | CASDI      | HI        | STATE  | RETIRE | AEIC    | NET PAY |
| 88799                               | 09          | GAZNE, RO2                              | 2.00       |            | 120.00     |            |             | 5.04       | 1.74      |        |        |         | 113.22  |
| CHECK#                              | 10046       | GHI N                                   | YTD 2.00   |            | 120.00     |            |             | 5.04       | 1.74      |        |        |         | 113.22  |
| 88704                               | 09          | GESGER, DESICK                          | 2.00       |            | 120.00     |            |             | 5.04       | 1.74      |        |        |         | 113.22  |
| CHECK#                              | 50268DD     | GHI N                                   | YTD 2.00   |            | 1927.50    |            | 91.25       | 80.96      | 27.95     | 16.54  |        |         | 1710.80 |
| 89174                               | 09          | SP3RLOCK, LYSAN                         | 3.00       |            | 180.00     |            |             | 7.56       | 2.62      |        |        |         | 169.82  |
| CHECK#                              | 10051       | GHI N                                   | YTD 3.00   |            | 1020.00    |            |             | 42.84      | 14.82     |        |        |         | 962.34  |
| 88800                               | 12          | BISELOW, TEPRELL                        | 6.00       |            | 972.40     | 30.00      |             | 25.24      | 8.71      | 9.38   | 4.00   |         | 295.01  |
| CHECK#                              | 50259DD     | GHI Y                                   | YTD 5.50   |            | 8097.32    | 270.00     |             | 199.62     | 68.89     | 55.87  | 24.00  |         | 2100.20 |
|                                     | 2.96 /13    | 133.13 /18                              | 64.40 /25  | 12.55 /28  | 30.06 /30  | 63.44 /33  | 233.64 /08  | 49.80 /36  | 10.08 /24 |        |        |         |         |
|                                     | 26.64 /13   | 1158.17 /18                             | 579.60 /25 | 112.51 /28 | 249.18 /30 | 570.56 /33 | 2102.76 /08 | 448.20 /36 | 90.72 /24 |        |        |         |         |
| 89735                               | 12          | BOZLES, KR2STIN                         | 9.00       |            | 981.20     |            |             | 27.20      | 9.40      |        | 4.00   |         | 607.05  |
| CHECK#                              | 50260DD     | GHI Y                                   | YTD 60.00  |            | 8353.78    |            |             | 224.80     | 77.58     |        | 24.00  |         | 5025.45 |
|                                     | 316.86 /08  | 16.63 /33                               |            |            |            |            |             |            |           |        |        |         |         |
|                                     | 2851.74 /08 | 150.21 /33                              | /16        | /13        |            |            |             |            |           |        |        |         |         |
| 89175                               | 12          | CAZILLAS, ALGONZO                       |            |            | 938.60     |            | 25.00       | 33.24      | 11.47     | 21.64  | 4.00   |         | 667.31  |
| CHECK#                              | 50261DD     | GHI N                                   | YTD .75    |            | 8430.18    |            | 225.00      | 298.40     | 102.98    | 193.77 | 24.00  |         | 6003.37 |
|                                     | 2.96 /13    | 66.94 /25                               | 23.63 /28  | 16.97 /24  | 63.44 /33  | 2.00 /43   |             |            |           |        |        |         |         |
|                                     | /16         | 26.64 /13                               | 602.46 /25 | 211.87 /28 | 152.73 /24 | 570.56 /33 | 18.00 /43   |            |           |        |        |         |         |
| 89411                               | 12          | CASTELLANOS, LUELENE                    | 1.50       |            | 1330.03    |            | 36.09       | 49.27      | 17.01     | 15.33  | 4.00   |         | 659.56  |
| CHECK#                              | 50262DD     | GHI Y                                   | YTD 45.50  |            | 9018.11    |            | 155.04      | 372.13     | 128.55    | 74.03  | 4.00   |         | 7735.59 |
|                                     | 80.58 /08   | 2.96 /13                                | 1.00 /19   | 387.00 /20 | 17.30 /24  | 59.93 /33  | 1.00 /43    |            |           |        |        |         |         |
|                                     | /16         | 80.58 /08                               | 2.96 /13   | 1.00 /19   | 387.00 /20 | 17.30 /24  | 59.93 /33   | 1.00 /43   |           |        |        |         |         |



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# Payroll Final Register

| REPORT DATE             | 10/12/2012 | 11:50 | PAYLOC | PAYROLL FINAL REGISTER FOR PAY | 09/28/12     | PAGE | 6 |
|-------------------------|------------|-------|--------|--------------------------------|--------------|------|---|
| PAYROLL CHECK GROSS     |            |       |        | 67,561.40                      |              |      |   |
| DIRECT DEPOSIT GROSS    |            |       |        | 851,212.19                     |              |      |   |
| TOTAL PAYROLL GROSS     |            |       |        | 918,773.59                     |              |      |   |
| FICA - OASDI            |            |       |        | 35,834.51                      | 853,203.72   |      |   |
| FICA - HEALTH INSURANCE |            |       |        | 12,371.53                      | 853,203.72   |      |   |
| 01 ANNUITY # 1          |            |       |        | 8,509.00                       |              |      |   |
| 03 FED INCOME TAX       |            |       |        | 70,496.99                      |              |      |   |
| 04 VENDOR 000012        |            |       |        | 35,081.25                      |              |      |   |
| 08 GHI-NON-CERT         |            |       |        | 17,990.60                      |              |      |   |
| 09 GHI-CERT             |            |       |        | 29,903.02                      |              |      |   |
| 10 VENDOR 000014        |            |       |        | 1,057.58                       |              |      |   |
| 11 VENDOR 002203        |            |       |        | 2,595.17                       |              |      |   |
| 12 VENDOR 004850        |            |       |        | 234.24                         |              |      |   |
| 13 VENDOR 002920        |            |       |        | 1,696.44                       |              |      |   |
| 15 VENDOR 000018        |            |       |        | 416.43                         |              |      |   |
| 17 VENDOR 000019        |            |       |        | 1,454.83                       |              |      |   |
| 18 VENDOR 000008        |            |       |        | 8,432.00                       |              |      |   |
| 19 VENDOR 000541        |            |       |        | 274.34                         |              |      |   |
| 20 COURT W/H            |            |       |        | 5,445.61                       |              |      |   |
| 35 VENDOR 001383        |            |       |        | 24.00                          |              |      |   |
| 36 VENDOR 002920        |            |       |        | 1,387.28                       |              |      |   |
| 37 VENDOR 004764        |            |       |        | 702.10                         |              |      |   |
| 41 VENDOR 004043        |            |       |        | 686.58                         |              |      |   |
| 42 VENDOR 004059        |            |       |        | 4,745.00                       |              |      |   |
| 43 VENDOR 004320        |            |       |        | 1,045.97                       |              |      |   |
| OLD PSERS               |            |       |        | 212.00                         | 50,861.79    |      |   |
| NEW PSERS               |            |       |        | 30.00                          | 2,649.50     |      |   |
| TRS                     |            |       |        | 49,647.31                      | 837,838.63   |      |   |
| TOTAL DEDUCTIONS        |            |       |        | 321,757.85                     |              |      |   |
| DIRECT DEPOSIT NET      |            |       |        | 551,730.30                     |              |      |   |
| PAYROLL CHECK NET       |            |       |        | 45,285.44                      |              |      |   |
| TOTAL PAYROLL NET       |            |       |        | 597,015.74                     |              |      |   |
| TOTAL CHECKS ISSUED     | 338        |       |        |                                |              |      |   |
|                         |            |       |        |                                | MALES: 74    |      |   |
|                         |            |       |        |                                | FEMALES: 264 |      |   |

# Payroll Check Register

REPORT DATE 10/12/2012      \*\* PAY CHECK REGISTER FOR 09/28/12 \*\*      PAGE 1

Program Id: CHECKREG

| ISSUE DATE | CANCEL DATE | CHECK NO. | NET AMT. | EMP#  | NAME               |
|------------|-------------|-----------|----------|-------|--------------------|
| 09-28-12   |             | 010000    | 2,140.66 | 88464 | AGUILERA, JOSKE    |
| 09-28-12   |             | 010001    | 1,015.53 | 89026 | EUTLESON, RYLAND   |
| 09-28-12   |             | 010002    | 1,188.72 | 89001 | DUGGAN, ZOSTA      |
| 09-28-12   |             | 010003    | 1,822.83 | 88522 | ECBERT, VITO       |
| 09-28-12   |             | 010004    | 611.89   | 89628 | GRSMAN, GASHM      |
| 09-28-12   |             | 010005    | 1,072.00 | 88604 | COCKSMITH, BRENO   |
| 09-28-12   |             | 010006    | 520.16   | 89352 | HOSTON, DUSCAN     |
| 09-28-12   |             | 010007    | 1,017.38 | 89406 | MOJA, CYBUS        |
| 09-28-12   |             | 010008    | 375.93   | 88419 | SQUIRES, HUGO      |
| 09-28-12   |             | 010009    | 676.62   | 89837 | VCHT, HAALAN       |
| 09-28-12   |             | 010010    | 975.94   | 89742 | WASTE, MOBY        |
| 09-28-12   |             | 010011    | 2,592.57 | 89647 | BAZLEY, TIZANY     |
| 09-28-12   |             | 010012    | 526.07   | 89049 | GAMBLE, DIALON     |
| 09-28-12   |             | 010013    | 690.79   | 89966 | FEADLETON, LAONT   |
| 09-28-12   |             | 010014    | 2,192.55 | 89937 | TABBOT, ROSKY      |
| 09-28-12   |             | 010015    | 3,375.66 | 88680 | WHYMAN, DEPOSEE    |
| 09-28-12   |             | 010016    | 1,674.06 | 88862 | MASCH, HANPSON     |
| 09-28-12   |             | 010017    | 1,183.93 | 89128 | ALGARD, RISSARCA   |
| 09-28-12   |             | 010018    | 482.82   | 88943 | ANZLIN, DEZETRIUS  |
| 09-28-12   |             | 010019    | 931.70   | 89215 | BAZES, COZEMAN     |
| 09-28-12   |             | 010020    | 483.55   | 89144 | GRSSHAM, TEMMA     |
| 09-28-12   |             | 010021    | 707.67   | 89994 | HOTEYCUTT, JETEE   |
| 09-28-12   |             | 010022    | 495.09   | 89574 | IVRSON, BEJU       |
| 09-28-12   |             | 010023    | 772.06   | 89355 | JASSEN, COGENE     |
| 09-28-12   |             | 010024    | 804.79   | 88613 | KOHLER, PHANG      |
| 09-28-12   |             | 010025    | 751.64   | 89907 | KONIG, MICHIELINA  |
| 09-28-12   |             | 010026    | 2,396.14 | 89996 | MOGLAND, JOGHETTE  |
| 09-28-12   |             | 010027    | 490.18   | 89710 | NECCOMB, JAKEE     |
| 09-28-12   |             | 010028    | 664.63   | 89441 | NESSBERRY, PES     |
| 09-28-12   |             | 010029    | 674.45   | 88763 | NIKERSON, BREON    |
| 09-28-12   |             | 010030    | 16.02    | 89364 | NOLLES, FOSSET     |
| 09-28-12   |             | 010031    | 1,005.74 | 89335 | POZSWELL, MIKA     |
| 09-28-12   |             | 010032    | 650.97   | 89014 | TESL, FRSDRIC      |
| 09-28-12   |             | 010033    | 232.90   | 89297 | BASHGMAN, SHSRARIL |
| 09-28-12   |             | 010034    | 6.46     | 89444 | COSSRM, PISG       |
| 09-28-12   |             | 010035    | 56.61    | 88865 | CRSET, DESON       |
| 09-28-12   |             | 010054    | 1,501.74 | 89127 | SAZER, TAZ         |

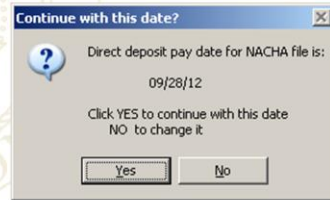
\*\*\*      55      CHECKS ISSUED IN THE AMOUNT OF      45,285.44      \*\*\*  
 \*\*\*           CHECKS VOIDED IN THE AMOUNT OF           \*\*\*

\*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.



# Create Direct Deposit Export File

- Print Deduction Register and Create Direct Deposit Export File (F8)
- You may change the date on the direct deposit file to be different than the pay date
- Creates ACH file in K:\SECOND\GOSEND\NACHA



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# Deduction Register Reports

- Leave Taken
- Direct Deposits Deduction Register
- Annuity Deduction Register
- Deduction Registers



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# Print Final Payroll Distribution

- Calculates the employer paid benefits
- Creates the files for posting to Earnings History and budget (financials)
- Creates accrual data file for the current payroll run
- Creates the Employer Benefit Reports



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# Print Final Payroll Distribution

- Payroll Gross Pay Distribution by Employee
- Payroll Gross Pay Distribution by Account
- Payroll Employer Benefit Distribution by Account
- Payroll Employer Benefit Distribution by Employee
- Distribution of Benefits - Detail Items by Account
- Employer Deduction Contribution Report by account
- Employer Deduction Contribution Report by employee



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# Payroll Gross Pay Distribution by Account

| REPORT DATE 10/12/2012 |     | PAYROLL GROSS PAY DISTRIBUTION |      |      |       | FOR 09/28/12 |   | PAGE 12 |                       |          |          |                |          |
|------------------------|-----|--------------------------------|------|------|-------|--------------|---|---------|-----------------------|----------|----------|----------------|----------|
| PROGRAM PAY20          |     |                                |      |      |       |              |   |         |                       |          |          |                |          |
| YR                     | FND | F                              | PRGM | FNCT | OBJCT | FCY          | B | ADDT'L  | ACCOUNT DESCRIPTION   | AMOUNT   | OBJECT   | TOTALS<br>FNCT | FUND     |
| 13                     | 585 | 0                              | 9990 | 3300 | 19900 | 0302         | 1 | 000000  | CCASPR SALARIES       | 984.14   | 984.14   | 984.14         | 984.14   |
| 13                     | 586 | 0                              | 9990 | 3300 | 19900 | 0302         | 1 | 000000  | CC DAYCARE SALARIES   | 3,043.67 | 3,043.67 | 3,043.67       | 3,043.67 |
| 13                     | 602 | 0                              | 9990 | 3100 | 11400 | 0302         | 2 | 000000  | SFS SUBSTITUTE SALARY | 81.56    | 81.56    |                |          |
| 13                     | 602 | 0                              | 9990 | 3100 | 18400 | 0302         | 2 | 000000  | SFS SALARY            | 8,093.03 | 8,093.03 | 8,174.59       | 8,174.59 |
| 13                     | 604 | 0                              | 9990 | 3100 | 14200 | 8010         | 2 | 000000  | SFS CLERICAL SALARY   | 2,001.12 | 2,001.12 |                |          |
| 13                     | 604 | 0                              | 9990 | 3100 | 19000 | 8010         | 2 | 000000  | SFS DIRECTOR SALARY   | 4,941.33 | 4,941.33 | 6,942.45       | 6,942.45 |
| 13                     | 607 | 0                              | 9990 | 3100 | 11400 | 0101         | 2 | 000000  | SFS SUBSTITUTE SALARY | 653.73   | 653.73   |                |          |
| 13                     | 607 | 0                              | 9990 | 3100 | 18400 | 0101         | 2 | 000000  | SFS SALARY            | 5,302.19 | 5,302.19 | 5,955.92       | 5,955.92 |
| 13                     | 608 | 0                              | 9990 | 3100 | 11400 | 0102         | 2 | 000000  | SFS SUBSTITUTE SALARY | 38.64    | 38.64    |                |          |
| 13                     | 608 | 0                              | 9990 | 3100 | 18400 | 0102         | 2 | 000000  | SFS SALARY            | 7,749.51 | 7,749.51 | 7,788.15       | 7,788.15 |



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# Employer Benefit Distribution by Employee

| REPORT DATE: 10/12/2012        |               | PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 |                          |                         |                                      |  |            |           | PAGE 19                          |  |
|--------------------------------|---------------|--|--------------------------|-------------------------|--------------------------------------|--|------------|-----------|----------------------------------|--|
| PROGRAM: PAYPR103              |               | 22000 ***** 22000 *****  |                          | 21000 ***** 21000 ***** |                                      |  |            |           |                                  |  |
| EMP. #                         | EMPLOYEE NAME | SALARY GROSS   | CASDI GROSS<br>CASDI AMT | HI GROSS<br>HI AMT      | PENSION<br>(OBJECT)<br>TYPE          | PENSION<br>GROSS<br>AMOUNT                       | C GHI AMT  | N GHI AMT | (OBJECT)<br>PEN EMPR<br>SHR/EMPL |  |
| WEANSTEIN, JO4IE<br>88997      |               | 1,444.82   | 1,295.49<br>80.32        | 1,295.49<br>18.78       | TRS                                  | 1,156.47<br>131.95                               |            | 446.20    |                                  |  |
| WHSTINGTON, MA3SHA<br>89750    |               | 1,273.65   | 1,047.28<br>64.93        | 1,047.28<br>15.19       | TRS                                  | 1,037.40<br>118.37                               |            | 446.20    |                                  |  |
| WH4THORE, KA4EIGH<br>88573     |               | 1,635.69   | 1,572.25<br>97.48        | 1,572.25<br>22.80       | TRS                                  | 1,662.60<br>189.70                               |            |           |                                  |  |
| WHSTMAN, DESORSE<br>88680      |               | 5,447.39   | 5,090.67<br>315.62       | 5,090.67<br>73.81       | TRS                                  | 5,545.88<br>632.75                               | 912.34     |           |                                  |  |
| WIZBUR, AL2SA<br>88823         |               | 1,315.10   | 1,256.17<br>77.88        | 1,256.17<br>18.21       | TRS                                  | 1,228.67<br>140.19                               |            |           |                                  |  |
| WIZES, CIZO<br>89143           |               | 983.92   | 796.57<br>49.39          | 796.57<br>11.55         | OLD PSERS                            |  |            | 446.20    |                                  |  |
| W14LUGNEY, CIADERELLA<br>88525 |               | 6,326.98   | 6,263.54<br>388.34       | 6,263.54<br>30.82       | TRS                                  | 6,386.38<br>728.68                               |            |           |                                  |  |
| WOSFORD, ARSENTINA<br>88956    |               | 2,792.66   | 2,792.66<br>173.14       | 2,792.66<br>40.49       | TRS                                  | 2,785.33<br>317.81                               |            |           |                                  |  |
| WR3M, LO3SE<br>89102           |               | 4,595.17   | 4,578.48<br>283.87       | 4,578.48<br>66.39       | TRS                                  | 4,675.90<br>533.52                               |            |           |                                  |  |
| WYNNER, SH7RAN<br>88930        |               | 1,190.40   | 1,034.18<br>64.12        | 1,034.18<br>15.00       | TRS                                  | 1,216.00<br>138.75                               |            | 446.20    |                                  |  |
| ZESGLER, DOSNETTE<br>89540     |               | 735.00   | 735.00<br>45.57          | 735.00<br>10.66         |                                      |  |            |           |                                  |  |
| EMPLOYER SHARE GRAND TOTAL     |               | 918,773.59   | 853,203.72<br>52,898.69  | 853,203.72<br>12,371.49 | (23000)<br>TRS<br>(23000)<br>TRS DCE | 827,346.97<br>95,023.39<br>10,451.66<br>1,137.05 | 111,305.48 | 45,512.40 |                                  |  |

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

# Distribution of Benefits Detail Items

Date: 10/12/2012 14:08  
 Program: PAYDRI02

Page 1

| Distribution of Benefits<br>Detail Items by Account for Period 09/28/2012 |                    |    |     |   |      |       |       |      |   |        |        |             |        |
|---|--------------------|----|-----|---|------|-------|-------|------|---|--------|--------|-------------|--------|
| Empno   | Name               | Yr | Fnd | F | Prgr | Funct | Objct | Fcty | B | Adtt   | Ded Cd | Ded Company | Amount |
| 88833   | APSELEGATE, ELSIOT | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.68   |
| 88833   | APSELEGATE, ELSIOT | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 16.49  |
| 88904   | COSKRELL, CHUCK    | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.75   |
| 89202   | SHYMS, CRISTA      | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.24   |
| 89202   | SHYMS, CRISTA      | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 15.21  |
| 89208   | HESTON, LE9        | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.75   |
| 89208   | HESTON, LE9        | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 16.69  |
| 89224   | HUSTAD, CRESYNA    | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.75   |
| 89224   | HUSTAD, CRESYNA    | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 16.69  |
| 89507   | SKELTON, BRETTANEY | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.65   |
| 89507   | SKELTON, BRETTANEY | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 16.40  |
| 89698   | LY7, STUCEY        | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 13     |             | 5.75   |
| 89698   | LY7, STUCEY        | 13 | 100 | 0 | 1011 | 1000  | 11000 | 0302 | 1 | 000000 | 33     |             | 16.69  |
| Account Total   |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| 137.74  |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| 88823   | WIZBUR, ALZSA      | 13 | 100 | 0 | 1011 | 1000  | 11300 | 0302 | 1 | 000000 | 13     |             | .11    |
| 88823   | WIZBUR, ALZSA      | 13 | 100 | 0 | 1011 | 1000  | 11300 | 0302 | 1 | 000000 | 33     |             | .32    |
| Account Total   |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| .43   |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| 89294   | ROSAL, SH3N        | 13 | 100 | 0 | 1011 | 1000  | 11800 | 0302 | 1 | 000000 | 13     |             | 1.47   |
| 89294   | ROSAL, SH3N        | 13 | 100 | 0 | 1011 | 1000  | 11800 | 0302 | 1 | 000000 | 33     |             | 4.26   |
| 89885   | PA4R, KA4CE        | 13 | 100 | 0 | 1011 | 1000  | 11800 | 0302 | 1 | 000000 | 13     |             | 1.42   |
| 89885   | PA4R, KA4CE        | 13 | 100 | 0 | 1011 | 1000  | 11800 | 0302 | 1 | 000000 | 33     |             | 4.13   |
| Account Total   |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| 11.28   |                    |    |     |   |      |       |       |      |   |        |        |             |        |
| 88763   | WIGHERSON, BR6CN   | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 13     |             | 4.49   |
| 88763   | WIGHERSON, BR6CN   | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 33     |             | 13.06  |
| 88823   | WIZBUR, ALZSA      | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 13     |             | 5.26   |
| 88823   | WIZBUR, ALZSA      | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 33     |             | 15.26  |
| 88830   | MOSICA, AS3LEY     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 13     |             | 4.82   |
| 88830   | MOSICA, AS3LEY     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 33     |             | 13.12  |
| 88981   | LI4ELY, MO4GAN     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 13     |             | 1.47   |
| 88981   | LI4ELY, MO4GAN     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 33     |             | 4.26   |
| 89093   | AB4EY, LI4LLAM     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 13     |             | .98    |
| 89093   | AB4EY, LI4LLAM     | 13 | 100 | 0 | 1011 | 1000  | 14000 | 0302 | 1 | 000000 | 33     |             | 2.88   |



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Use this report when it is necessary to transfer gross earnings after payroll is complete. This report will give you the necessary information.

# Employer Deduction Contribution Report by Employee

REPORT DATE: 10/12/2012  
PROGRAM: PAYDR101

EMPLOYER DEDUCTION CONTRIBUTION REPORT  
BY EMPLOYEE FOR 09/28/12

PAGE 1

DEDUCTION #: 13 VENDOR 002920 CONTRIBUTION TYPE: 1 1 = FIXED AMOUNT  
VENDOR #: 2920 VENDOR 002920 2 = % OF PROC TYPE GROSS  
EMPLOYER OBJECT: 29000 EMPLOYER BLNK: 0421 3 = % OF EMPLOYEE CONTRIBUTION

| EMP. # | NAME                | EMPLOYER CONTRIBUTION AMOUNT | SOC. SEC. NO. |
|--------|---------------------|------------------------------|---------------|
| 88942  | ABSEU, ETSAN        | 5.75                         | 999-08-8942   |
| 89093  | ABEY, LIALLIAM      | 5.75                         | 999-08-8993   |
| 89128  | ALBARD, RIGARDA     | 5.75                         | 999-08-9128   |
| 89831  | AMZROSE, BEZHANIE   | 5.75                         | 999-08-9831   |
| 88943  | ANZLIN, DEZETRIUS   | 5.75                         | 999-08-8943   |
| 88933  | APPELDATE, ELSTOT   | 5.75                         | 999-08-8833   |
| 89230  | ARSE, JASKELYN      | 5.75                         | 999-08-9230   |
| 89068  | ASSCRAFT, JASIKA    | 5.75                         | 999-08-9068   |
| 89868  | ASSEW, GESALD       | 5.75                         | 999-08-9868   |
| 89058  | ASTER, GEVEVIVE     | 5.75                         | 999-08-9058   |
| 89421  | AUJUSTINE, MAALIN   | 5.75                         | 999-08-9421   |
| 88967  | AYZES, VIZENTE      | 5.75                         | 999-08-8967   |
| 89215  | BAGES, COZEMAN      | 5.75                         | 999-08-9215   |
| 89236  | BASFELD, JOSEFINE   | 5.75                         | 999-08-9236   |
| 88361  | BASON, MISCHEL      | 5.75                         | 999-08-8361   |
| 89912  | BASE, NASENE        | 5.75                         | 999-08-9912   |
| 88432  | BASBOUR, GESARO     | 5.75                         | 999-08-8432   |
| 88903  | BEJAY, HAZIROSE     | 5.75                         | 999-08-8903   |
| 89087  | BEWER, LENNOXA      | 5.75                         | 999-08-9087   |
| 88502  | BENNSTEIN, BLSIR    | 5.75                         | 999-08-8502   |
| 88530  | BE7M, CL7UDE        | 5.75                         | 999-08-8530   |
| 89730  | BE7M, KR7S          | 5.75                         | 999-08-9730   |
| 88962  | BE7NIEA, COTRINNE   | 5.75                         | 999-08-8962   |
| 89562  | BE7NIEA, JOTNATHON  | 5.75                         | 999-08-9562   |
| 88857  | BE8KWITH, BUSTON    | 5.75                         | 999-08-8857   |
| 88968  | BE8AVIDEL, EL92     | 5.75                         | 999-08-8968   |
| 89254  | BELINGSLEY, LAHEAUN | 5.75                         | 999-08-9254   |
| 88800  | BELWEL, TERRELL     | 5.75                         | 999-08-8800   |
| 89640  | BLNK, SHWANNA       | 5.75                         | 999-08-9640   |



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# Process Payroll

```

PCGDist=0991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) / Void/Add Run Completed Y
                                           / Final Register Y
                                           / Deduction Registers Y
                                           \ Final Distribution Y

Update earnings history with current pay N
Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```

These steps can be repeated as often as necessary



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# Payroll Process

Post to Earnings History and Financial

- F13 - Update Earnings History **PayDataQ/SeconQ**  
With Current Pay
- F14 - Update Budget Files With  
Current Pay



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- A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done in financial.
- You should try to always run the Earnings Update F13 and Budget Update F14 back to back.
- ALL other users must be out of the system for the budget update.
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Payroll Process

## Post to Earnings History and Financial

- Run the Earnings Update F13 and Budget Update F14 back to back
- Payroll is complete
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps



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- A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done in financial.
- You should try to always run the Earnings Update F13 and Budget Update F14 back to back.
- ALL other users must be out of the system for the budget update.
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Process Payroll

Payroll is complete!

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period V
Run exceptions register with no exceptions V
Post substitute pay and employee leave V
Calculate payroll and update YTD figures V
Print paychecks and Direct Deposits V

(This cycle can be repeated more than once) / Void/Add Run Completed V
                                           / Final Register V
                                           / Deduction Registers V
                                           \ Final Distribution V

Update earnings history with current pay V
Update budget files with current pay V

Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : V Old PSERS: V Old ERS: N New PSERS: V
Special Gross Types : V TRS: V New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GH1

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

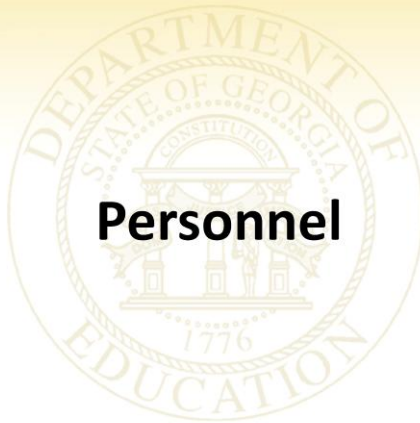
F11=Go to screen 2, F16=exit. 12.03.00
    
```



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# Personnel



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# Personnel Master Menu

The screenshot shows a software window titled "Personnel System". The window title bar includes the text "PCG Dist=8991 Rel=12.03.00 09/17/2012 GRV 001 SV C:\DEV\SVS C:\SECOND GREY". The main area of the window displays a menu titled "Master Menu" with a list of options, each preceded by a boxed "FKey". The options are: 1 -- Update/Display Personnel Data; 2 -- Update/Display Emergency Data; 3 -- Update/Display Educational Data; 4 -- Enhanced Substitute Pay and Leave System; 5 -- Legacy Leave Menu; 6 -- Personnel Reports Menu; 11 -- Employee Contract File Export; 12 -- Salary Projection Menu; 13 -- Special Functions Menu; and 20 -- File Reorganization. At the bottom left of the window, there are icons for "Master" and "Per" and a grid of buttons labeled "PERMENU", "PAY", "VEND", and "PERSONNEL". At the bottom right, the version number "12.01.00" is displayed.



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# Basic Personnel Processing

- Update/Display Personnel Data
  - F1 - Update/Display Personnel Data (Payroll Screen)
  - F2 - Update/Display Emergency Data
  - F3 - Update/Display Educational Data
- Leave Processing
  - F4 - Enhanced Substitute Pay & Leave System
  - F5 - Legacy Leave Menu
- Other
  - F6 - Personnel Reports Menu
  - F11 - Employee Contract File Export
  - F12 - Salary Projection Menu
  - F13 - Special Functions Menu



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# Certified/Classified Personnel Information (CPI)



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# CPI Master Menu

PCG Dist=8991 Rel=12.03.00 09/17/2012 MGN 001 SV E:\DEVSY5 E\SECOND MAGN  
Certified/Classified Personnel Information System CPIMENU

FKey Master Menu

- 1 -- Display/Update Individual Employee Information
- 2 -- Display/Update Third Party Contractors
- 3 -- Display/Update Personnel Data
  
- 5 -- CPI Salary Schedule
- 7 -- CPI Reporting Menu
  
- 9 -- Create CPI Report & Transmission File
- 10 -- Portal Security Extract
- 11 -- CPI Assignment File Maintenance
  
- 13 -- Certificate File Maintenance Menu
- 15 -- CPI Description Code Menu
  
- 31 -- CPI Special Functions Menu
  
- 20 -- File Reorganization

Master    BSA    ICS    PAY    VEND  
FILE    MONITOR    MONITOR    MONITOR

09.02.00



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# Basic CPI Processing

- Update/Display Certified/Classified Personnel Data
  - F1 - Update/Display Individual Employee Information (CPI)
  - F2 - Update/Display Third Party Contractors
  - F3 - Update/Display Personnel Data **(Payroll Screen)**
- Other
  - F5 - CPI Salary Schedule
  - F7 - CPI Reporting Menu
  - F9 - Create CPI Report & Transmission File
  - F10 - Portal Security Extract
  - F11 - CPI Assignment File Maintenance
  - F13 - Certificate File Maintenance Menu
  - F15 - CPI Description Code Menu

**You Must Add New Codes, It Is Not Automatic**



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# Financial



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# Basic Financial Processing

- Budget/PO/Claim/Expense/Vendor Processing
  - F1 – Budget Account Master Menu
  - F2 – Purchase Orders Processing
  - F3 – Claims Processing Menu
  - F4 – Vendor Check Processing Menu
- Revenue/Accts Receivable/Receipt/Cash Processing
  - F5 - Revenue Account Master Menu
  - F6 - Accounts Receivable Processing Menu
  - F7 - Receipt Processing Menu
  - F8 – Cash Management & Investment Management Menu
- GL/Financial Reporting Month & Year End Close
  - F9 - Financial Reporting & Month/Yr-end Close Menu
  - F10 – Account Master Description File Menu
  - F11 – General Ledger Account Master Menu
  - F12 – Year End Master Menu



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# Tools



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# Tools

- Payroll
  - Gross Data                    **Export**   **Import**
  - Deduction                    **Export**   **Import**
  - Payroll/Deduction/CPI      **Export**   **Import (Partial)**
  - Mass Update
  - Earnings History            **Export**
  - Gross Pay                    **Export**
  - New Hire                    **Export**   **Import**
- Financial
  - Budget Report                **Export**
  - Revenue Report              **Export**
  - GL Report                    **Export**
  - Budget/Revenue Load      **Export**   **Import**
  - Accounts Receivable Import            **Import**
  - Receipt Import                **Import**
  - PO Import                    **Import**



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# Payroll/Deduction/CPI Export/Import

- **How Does This Help ME???**

- Fulfill Request for Employee Demographic Information
  - Superintendent
  - School Board
- Respond to Benefit Provider Request for Information
- Provide Meaningful Data for 'What If' Analysis
- Streamline Data Entry for New Requirements for Employee



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# Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

F2, F13, F8, F5 Set Filter for 'Active'

The screenshot shows a window titled "Export Selected Payroll / Deduction / CPI Information" with a yellow background. The window contains the following text and options:

- Export File Type: **E** Export File For Report  
E = Export File for Report  
I = Create File to Modify & Import
- F10** to set selection criteria Filter set: Status
- Export sort order:
  - Employee Number
  - Employee SSN
  - Employee Name (LName FName)
- Amount Format:
  - Include Decimal (\$10.00 = 10.00)
  - No Decimal (\$10.00 = 1000)
- SSN Format:
  - Alpha - 999-88-7777
  - Numeric - 999887777
- Date Format:
  - MM/DD/CCYY
  - CCYYMMDD
- P&V Item(s) Selected: 13      F4 to select P&V Items
- CPI Item(s) Selected: 0      F5 to select CPI Items
- Deduction(s) Selected: 1      F6 to select Deductions

Enter-Create File, F4-Select P&V Items, F5-Select CPI Items, F6-Select Deductions, F16-Exit  
12.03.00

|       |    |    |    |    |    |    |     |     |     |     |     |     |     |
|-------|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|
| Enter | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 | F13 | F14 | F15 | F16 |
|-------|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|



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List of Name Address For Principal

How Many Minorities?

# Payroll/Deduction/CPI Export/Import

## Respond to Benefit Provider Request for Information

Select Employee Personnel Information

Select Employee Deduction Information

PGSDot#991 Ref:12/03/09 10/04/2012 ABR 004 SV C/DEVSYS C/SECOND YELLOW PWT/LEI

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported

F11>Select All, F12=eselect All

|                |                     |                     |                     |
|----------------|---------------------|---------------------|---------------------|
| LAST NAME X    | LIC                 | CONFID              | BIRTH DATE X        |
| FIRST NAME X   | WORK LIC            | CONTRACT DATES      | HIKE DATE X         |
| MIDDLE NAME X  | SECTION 135         | CONTRACT BULKELY    | RESIGN DATE         |
| NAME SUFFIX X  | CLASS               | CONTRACT BULKELY    | TERM DATE           |
| STREET X       | JOBCLASS            | STATE ANNUAL        | TERM REASON         |
| STREET2 X      | CPI JOB             | LOCAL ANNUAL        | PENL SERVICE DATE   |
| CITY X         | CERT EXP            | OTHER ANNUAL        | PENL TERM DATE      |
| STATE X        | NO OF PAYS          | FICA SW             | PENL TERM REASON    |
| ZIP X          | PAY CYCLE           | FED EXEMPT          | PRI EFFECTIVE DATE  |
| TELEPHONE X    | SERVICES            | FED VETA CODE       | LEAVE ELIGIBLE DATE |
| STATUS X       | SICK BANK           | STATE DEV ALLOWANCE | CHI LND             |
| SEX X          | PENSION             | TRA 0001 FED        | BOE PAID ERROR FLAG |
| ETHNIC X       | RETIRE SW           | TRA 000 STATE       | CHI INCLUDE         |
| HOMING X       | SPOUSE SW           | DOI                 |                     |
| ED-5 JOB CODE  | PRIOY YEAR CONFID   |                     |                     |
| HOURS PER WEEK | SUBSTITUTE BANK     |                     |                     |
| HOURS PER DAY  | OVERBRIDE ACCRUE    |                     |                     |
|                | BOJ LEAVE ELIG DATE |                     |                     |

F7=Return, F11>Select All, F12=eselect All, F10=Clear Selections and Exit

12.03.08

PGSDot#991 Ref:12/03/09 10/04/2012 ABR 004 SV C/DEVSYS C/SECOND YELLOW PWT/LEI

Export Selected Payroll / Deduction / CPI Information

Select Payroll Deduction Fields

Include deductions with zero dollar amounts? N (Y or M)

Enter 'X' for the deduction to be reported.

|                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|
| 01-ANNUITY B 1   | 02-ANNUITY B 2   | 03-FED INCOME TA | 04-HEH00R 000017 |
| 05-CHI-HEW-CEB1  | 06-CHI-CEB1      | 10-00H00R 000014 | 11-00H00R 002740 |
| 12-00H00R 000050 | 13-00H00R 002920 | 14-00H00R 000019 | 15-00H00R 000023 |
| 17-00H00R 000019 | 18-00H00R 000008 | 19-COUNT M/A     | 20-COUNT M/A     |
| 21-00H00R 000021 | 22-COUNT M/A     | 23-00H00R 000007 | 24-00H00R 002920 |
| 25-00H00R 000013 | 26-00H00R 002200 | 27-00H00R 002399 | 28-00H00R 000009 |
| 29-00H00R 000019 | 30-00H00R 001000 | 31-00H00R 002920 | 32-00H00R 002920 |
| 34-COUNT M/A     | 35-00H00R 001000 | 36-00H00R 002920 | 37-00H00R 000700 |
| 38-00H00R 002210 | 39-00H00R 000019 | 40-00H00R 002775 | 41-00H00R 000000 |
| 42-00H00R 000059 | 43-00H00R 000020 |                  |                  |

Select up to 20 deduction codes to report.

F7=Return to Select Fields, F12=eselect All, F10=Exit No Deductions Selected

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# Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

- F1, F9, F1, F8 - Balance Sheet for Any Period
- F1, F9, F3, F2 - Budget Account Activity Summary
- F1, F9, F3, F3 - Budget Chart of Accounts
- F1, F9, F30 - CS1 with Transmission File
- F1, F9, F31 - DOAA Transparency in Government Export File
- F1, F9, F1, F4 - General Ledger for Any Period
- F1, F9, F1, F3 - Journal Voucher for Any Period
- F1, F9, F1, F2 - Receipts for Any Period
- F1, F9, F3, F9 - Revenue Account Activity Summary List
- F1, F9, F3, F10 - Revenue Chart of Accounts
- F1, F9, F1, F5/F6 - Revenue & Expenditure for any Period
- F1, F9, F1, F9 - School Nutrition Online Reporting System File (DE 106)
- F1, F9, F1, F7 - Trial Balance & Audit Year-End Transmission File
- F1, F9, F1, F1 - Vendor Payments for Any Period



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## Demo Financial Report Export

### F1, F9, F1, F2, F6 Receipts for Any Period

07012011 - 06302012

# Export Financial Report for Analysis

- **How Will This Help ME???**
  - **Fulfill Request for Budget Analysis**
    - Superintendent
    - School Board
  - **Evaluate Budget Planning Options**
  - **Review Spending History**
  - **Provide Meaningful Data for 'What If' Analysis**



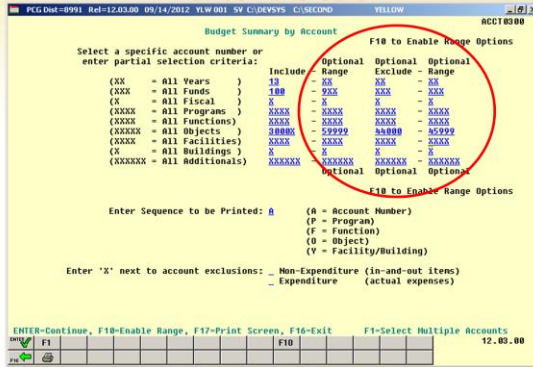
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# Report Include/Exclude Range

Some Reports will also provide export option to CSV file for analysis



F1, F9, F3, F2 - Budget Account Activity

F1, F9, F3, F9 - Revenue Account Activity

F1, F9, F3, F12 - Summary of Monthly Estimated vs Actual Expenses



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# Export Financial Report for Analysis

Export All Object 620xx and Sort by FCTY and/or FNCT

| BUDGSUM20120925.xlsx |        |     |   |      |      |       |      |   |      |                               | K          | L          | M          | N          | O    | P          | Q         | R         | S         | T |
|----------------------|--------|-----|---|------|------|-------|------|---|------|-------------------------------|------------|------------|------------|------------|------|------------|-----------|-----------|-----------|---|
| A                    | B      | C   | D | E    | F    | G     | H    | I | J    | Description                   | Original   | Budget     | Disbursed  | FCTY       | FNCT | Claims     | Open PO's | Balance   |           |   |
| 1                    | FY     | FND | F | PRGM | FNCT | OBJCT | FCTY | B | ADDL |                               |            |            |            |            |      |            |           |           |           |   |
| 2                    | 12     | 100 | 0 | 3011 | 1000 | 62000 | 101  | 1 | 101  | VOC.INSTR.ENERGY-FUEL MHS     | 0.00       | 0.00       | 0.00       | 0.00       | 101  | 0.00       | 0.00      | 0.00      |           |   |
| 3                    | 12     | 462 | 0 | 1839 | 2700 | 62000 | 102  | 1 | 0    | FY12 21ST CENT FUEL MMS       | 8,840.00   | 8,840.00   | 8,327.09   |            |      | 0.00       | 0.00      | 512.91    |           |   |
| 4                    | 12     | 608 | 0 | 9990 | 2700 | 62000 | 102  | 2 | 0    | SUMMER FEEDING BUS FUEL       | 0.00       | 0.00       | 0.00       | 8,327.09   | 102  | 0.00       | 0.00      | 0.00      |           |   |
| 5                    | 12     | 462 | 0 | 1839 | 2700 | 62000 | 202  | 1 | 0    | BUS FUEL / EXPENSE            | 8,840.00   | 8,840.00   | 8,327.10   |            |      | 0.00       | 0.00      | 512.90    |           |   |
| 6                    | 12     | 463 | 0 | 1839 | 2700 | 62000 | 202  | 1 | 0    | 21ST CENT BUS EXP. FY11       | 0.00       | 0.00       | 0.00       | 8,327.10   | 202  | 0.00       | 0.00      | 0.00      |           |   |
| 7                    | 12     | 402 | 0 | 1763 | 2700 | 62000 | 302  | 1 | 0    | MIGRANT SUMMER FUEL FOR BUS   | 0.00       | 0.00       | 0.00       |            |      | 0.00       | 0.00      | 0.00      |           |   |
| 8                    | 12     | 403 | 0 | 1763 | 2700 | 62000 | 302  | 1 | 2    | MIGRANT FUEL FIELD TRIP       | 0.00       | 0.00       | 0.00       |            |      | 0.00       | 0.00      | 0.00      |           |   |
| 9                    | 12     | 462 | 0 | 1839 | 2700 | 62000 | 302  | 1 | 0    | 21ST CENT. FUEL MMS           | 13,680.00  | 13,680.00  | 8,187.07   | 8,187.07   | 302  | 0.00       | 0.00      | 5,492.93  |           |   |
| 10                   | 12     | 100 | 0 | 1320 | 2700 | 62000 | 8012 | 0 | 0    | TRANSP.ENERGY/FUEL            | 168,000.00 | 168,000.00 | 119,174.12 |            |      | 1,814.56   | 0.00      | 47,011.32 |           |   |
| 11                   | 12     | 402 | 0 | 1763 | 2700 | 62000 | 8012 | 0 | 0    | MIGRANT BUS FUEL              | 1,100.00   | 1,100.00   | 567.80     |            |      | 0.00       | 0.00      | 532.20    |           |   |
| 12                   | 12     | 402 | 0 | 1763 | 2700 | 62000 | 8012 | 0 | 0    | MIGRANT SUMMER FUEL FOR BUS   | 0.00       | 0.00       | 0.00       |            |      | 0.00       | 0.00      | 0.00      |           |   |
| 13                   | 12     | 462 | 0 | 1839 | 2700 | 62000 | 8012 | 0 | 0    | 21ST CENTURY TRANSP.FUEL EXP. | 0.00       | 0.00       | 0.00       |            |      | 0.00       | 0.00      | 0.00      |           |   |
| 14                   | 12     | 463 | 0 | 1839 | 2700 | 62000 | 8012 | 0 | 0    | 21ST CENTURY TRANSP.FUEL      | 0.00       | 0.00       | 0.00       |            |      | 0.00       | 0.00      | 0.00      |           |   |
| 15                   | 12     | 560 | 0 | 1540 | 2700 | 62000 | 8012 | 0 | 0    | PRE-K TRANSP. EXPENSE         | 0.00       | 0.00       | 9,330.75   | 129,072.67 | 8012 | 0.00       | 0.00      | -9,330.75 |           |   |
| 16                   | 12     | 100 | 0 | 9990 | 2600 | 62000 | 8013 | 0 | 0    | M&O ENERGY/FUEL               | 50,000.00  | 50,000.00  | 48,802.20  |            |      | 0.00       | 0.00      | 1,197.80  |           |   |
| 17                   | 12     | 100 | 0 | 9990 | 2600 | 62000 | 8013 | 1 | 0    | M&O ENERGY/FUEL               | 14,000.00  | 14,000.00  | 8,573.91   |            |      | 0.00       | 0.00      | 5,426.09  |           |   |
| 18                   | 12     | 100 | 0 | 9990 | 2600 | 62000 | 8013 | 2 | 0    | M&O ENERGY/FUEL               | 100,000.00 | 100,000.00 | 102,770.99 |            |      | 0.00       | 0.00      | -2,770.99 |           |   |
| 19                   | 12     | 100 | 0 | 9990 | 2600 | 62000 | 8013 | 3 | 0    | M&O ENERGY/FUEL               | 85,500.00  | 85,500.00  | 77,050.55  |            |      | 0.00       | 0.00      | 8,449.45  |           |   |
| 20                   | 12     | 100 | 0 | 9990 | 2600 | 62000 | 8013 | 9 | 0    | M&O ENERGY/FUEL               | 150,000.00 | 150,000.00 | 129,585.99 |            |      | 0.00       | 0.00      | 20,414.01 |           |   |
| 21                   | 12     | 560 | 0 | 1540 | 2600 | 62000 | 8013 | 3 | 0    | PRE-K OPERATIONS EXP.         | 0.00       | 0.00       | 6,141.64   | 372,925.28 | 8013 | 0.00       | 0.00      | -6,141.64 |           |   |
| 22                   | Totals |     |   |      |      |       |      |   |      |                               | 599,960.00 | 599,960.00 | 526,839.21 | 526,839.21 |      | 526,839.21 | 1,814.56  | 0.00      | 71,306.23 |   |



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## Demo Financial Report Export – Account Activity Summary List

**F1, F9, F3, F2**  
**13**

**620XX**

# Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget) or F1, F5, F3 (Revenue)

PKG.Dad-9991 Rd-12.03.00 10/09/2012 ARR 000: SV C:REV5YS C:SEC2ND YELLOW ACCT 05 00

Budget Chart of Accounts

Enter accounting period to be printed:  
Beginning date: 7/01/2012  
Ending date: 6/30/2013

\* Any accounts which are ACTIVE during the above dates will be printed. \*  
\* To allow CLOSED accounts to be printed, enter a "C" here: \* -

Enter an "X" next to any of the following items to be printed on the chart of accounts:

Original budget: -  
Current budget: -  
Current balance: -

Print each fund on a separate page:  (Y/N)

Create EXPORT file to load in Excel:  None  
 Export Current Fiscal Year  
 Export for New Fiscal Year BUDGET LOAD

ENTER - Continue, F16 - Exit 12.03.00

PKG.Dad-9991 Rd-12.03.00 10/09/2012 ARR 000: SV C:REV5YS C:SEC2ND YELLOW ACCT 05 00

Budget Chart of Accounts

Enter the export file path and name (e.g. C:\VPC\BUDCHARTEXP1.CS or F10 to Browse for File

C:\VPC\BUDCHARTLOAD\_CSU

NOTE: DIRECTORY must already exist

Verify LOAD File parameters:  
13 New Fiscal Year  
03.00 Budget Change

Fund 199 Not Included

Enter - Continue or F16 - Exit 12.03.00



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# Export Budget for New Fiscal Year

| A  | B  | C   | D | E    | F     | G     | H   | I    | J   | K   | L          | M                               | N          | O | P | Q | R |
|----|----|-----|---|------|-------|-------|-----|------|-----|-----|------------|---------------------------------|------------|---|---|---|---|
| 1  | YR | FND | F | PROG | OBJCT | FACD  | B   | ADDS | BAL | NEW | BUDG       | NAME                            | CURRENT    |   |   |   |   |
| 2  | 14 | 100 | 0 | 1011 | 1000  | 11000 | 302 | 1    | 0   | 799 | 365,842.30 | KINDERGARTEN TEACHER SAL        | 365,842.00 |   |   |   |   |
| 3  | 14 | 100 | 0 | 1011 | 1000  | 11300 | 302 | 1    | 0   | 799 | 4,635.00   | SUB SAL FOR CERTIFIED EMP       | 4,500.00   |   |   |   |   |
| 4  | 14 | 100 | 0 | 1011 | 1000  | 11400 | 302 | 1    | 0   | 799 | 0.00       | KINDERGARTEN CLASSIFIED SUB     | 0.00       |   |   |   |   |
| 5  | 14 | 100 | 0 | 1011 | 1000  | 11800 | 302 | 1    | 0   | 799 | 27,267.19  | ART MUSIC PE TEACHER            | 26,473.00  |   |   |   |   |
| 6  | 14 | 100 | 0 | 1011 | 1000  | 14000 | 302 | 1    | 0   | 799 | 112,959.07 | KINDERGARTEN TA SALARY          | 109,669.00 |   |   |   |   |
| 7  | 14 | 100 | 0 | 1011 | 1000  | 14000 | 302 | 1    | 6   | 799 | 0.00       | KINDERGARTEN TA SAL MES REIMB   | 0.00       |   |   |   |   |
| 8  | 14 | 100 | 0 | 1011 | 1000  | 14200 | 302 | 1    | 0   | 799 | 5,761.15   | KIND INSTR CER SALAR            | 5,871.00   |   |   |   |   |
| 9  | 14 | 100 | 0 | 1011 | 1000  | 21000 | 302 | 1    | 0   | 799 | 129,002.35 | KINDERGARTEN GHI BENEFITS       | 125,245.00 |   |   |   |   |
| 10 | 14 | 100 | 0 | 1011 | 1000  | 21000 | 302 | 1    | 6   | 799 | 0.00       | KINDERGARTEN GHI MES REIMB      | 0.00       |   |   |   |   |
| 11 | 14 | 100 | 0 | 1011 | 1000  | 22000 | 302 | 1    | 0   | 799 | 89,257.42  | KINDERGARTEN INSTR FICA         | 88,114.00  |   |   |   |   |
| 12 | 14 | 100 | 0 | 1011 | 1000  | 22000 | 302 | 1    | 6   | 799 | 0.00       | KINDERGARTEN FICA MES REIMB     | 0.00       |   |   |   |   |
| 13 | 14 | 100 | 0 | 1011 | 1000  | 23000 | 302 | 1    | 0   | 799 | 60,011.92  | KINDERGARTEN INSTR TRS          | 58,264.00  |   |   |   |   |
| 14 | 14 | 100 | 0 | 1011 | 1000  | 23000 | 302 | 1    | 6   | 799 | 0.00       | KINDERGARTEN TRS MES REIMB      | 0.00       |   |   |   |   |
| 15 | 14 | 100 | 0 | 1011 | 1000  | 26000 | 302 | 1    | 0   | 799 | 0.00       | KINDERGARTEN WKRS COMP          | 0.00       |   |   |   |   |
| 16 | 14 | 100 | 0 | 1011 | 1000  | 29000 | 302 | 1    | 0   | 799 | 0.00       | OTH BEN SUM INSTRUCTION         | 0.00       |   |   |   |   |
| 17 | 14 | 100 | 0 | 1011 | 1000  | 43000 | 302 | 1    | 0   | 799 | 0.00       | KIND INSTR EG MAINT             | 0.00       |   |   |   |   |
| 18 | 14 | 100 | 0 | 1011 | 1000  | 44200 | 302 | 1    | 0   | 799 | 2,249.34   | 1/5 KIND COPIER RENTAL          | 2,178.00   |   |   |   |   |
| 19 | 14 | 100 | 0 | 1011 | 1000  | 53000 | 302 | 1    | 5   | 799 | 180.25     | TECH SPEC CELL PHONE            | 175.00     |   |   |   |   |
| 20 | 14 | 100 | 0 | 1011 | 1000  | 61000 | 302 | 1    | 0   | 799 | 0.00       | KINDERGARTEN INSTR SUPPLIES/BOE | 0.00       |   |   |   |   |
| 21 | 14 | 100 | 0 | 1011 | 1000  | 61000 | 302 | 1    | 4   | 799 | 0.00       | LD INITIATIVES INSTR SUPPL      | 0.00       |   |   |   |   |
| 22 | 14 | 100 | 0 | 1011 | 1000  | 61000 | 302 | 1    | 302 | 799 | 7,408.84   | KINDERGARTEN INSTR SUPPLIES     | 7,188.00   |   |   |   |   |
| 23 | 14 | 100 | 0 | 1011 | 1000  | 61100 | 302 | 1    | 802 | 799 | 0.00       | KINDERGARTEN COMP REL SUPPLIES  | 0.00       |   |   |   |   |
| 24 | 14 | 100 | 0 | 1011 | 1000  | 61200 | 302 | 1    | 14  | 799 | 0.00       | K-5 INSTR SFTWR-BOE FUNDS       | 0.00       |   |   |   |   |
| 25 | 14 | 100 | 0 | 1011 | 1000  | 61200 | 302 | 1    | 302 | 799 | 0.00       | KIND SOFTWARE                   | 0.00       |   |   |   |   |
| 26 | 14 | 100 | 0 | 1011 | 1000  | 61200 | 302 | 1    | 302 | 799 | 0.00       | KINDERGARTEN EXP EQUIP          | 0.00       |   |   |   |   |
| 27 | 14 | 100 | 0 | 1011 | 1000  | 61600 | 302 | 1    | 302 | 799 | 0.00       | KINDERGARTEN COMP EQMPT         | 0.00       |   |   |   |   |
| 28 | 14 | 100 | 0 | 1011 | 1000  | 64200 | 302 | 1    | 0   | 799 | 0.00       | KINDERGARTEN TEXTBOOKS BOE      | 0.00       |   |   |   |   |
| 29 | 14 | 100 | 0 | 1011 | 1000  | 64200 | 302 | 1    | 302 | 799 | 0.00       | KIND TEXTBOOKS MES              | 0.00       |   |   |   |   |
| 30 | 14 | 100 | 0 | 1011 | 1000  | 64200 | 302 | 1    | 302 | 799 | 0.00       | KINDERGARTEN BOOKS/PERIODICALS  | 0.00       |   |   |   |   |
| 31 | 14 | 100 | 0 | 1011 | 1000  | 61200 | 302 | 1    | 302 | 799 | 0.00       | KINDERGARTEN DUES/FEES          | 0.00       |   |   |   |   |
| 32 | 14 | 100 | 0 | 1011 | 1000  | 11000 | 302 | 1    | 0   | 799 | 1,442.00   | KIND TEACHERS LOCAL SUPR        | 1,400.00   |   |   |   |   |
| 33 | 14 | 100 | 0 | 1013 | 1000  | 22000 | 302 | 1    | 0   | 799 | 110.21     | KINDERGARTEN LOCAL FICA         | 107.00     |   |   |   |   |
| 34 | 14 | 100 | 0 | 1013 | 1000  | 22000 | 302 | 1    | 4   | 799 | 0.00       | FICA MES SUM INSTRUCTION        | 0.00       |   |   |   |   |
| 35 | 14 | 100 | 0 | 1013 | 1000  | 23000 | 302 | 1    | 0   | 799 | 164.80     | KINDERGARTEN LOCAL TRS          | 160.00     |   |   |   |   |
| 36 | 14 | 100 | 0 | 1013 | 1000  | 23000 | 302 | 1    | 4   | 799 | 0.00       | TRS SUMMARY INSTRUCTION         | 0.00       |   |   |   |   |
| 37 | 14 | 100 | 0 | 1013 | 1000  | 29000 | 302 | 1    | 0   | 799 | 1,676.13   | KIND LOCAL LIFE/IDENTAL         | 1,571.00   |   |   |   |   |
| 38 | 14 | 100 | 0 | 1021 | 1000  | 11000 | 302 | 1    | 0   | 799 | 718,194.28 | GR 1-3 TEACHER SALARIES         | 697,276.00 |   |   |   |   |
| 39 | 14 | 100 | 0 | 1021 | 1000  | 11000 | 302 | 1    | 4   | 799 | 0.00       | MASTER TEACHER SUPPL            | 0.00       |   |   |   |   |
| 40 | 14 | 100 | 0 | 1021 | 1000  | 11300 | 302 | 1    | 0   | 799 | 9,270.00   | GR 1-3 TEACHER SUBS             | 9,000.00   |   |   |   |   |
| 41 | 14 | 100 | 0 | 1021 | 1000  | 11300 | 302 | 1    | 6   | 799 | 0.00       | GR 1-3 REIMB TEACHER SUB        | 0.00       |   |   |   |   |
| 42 | 14 | 100 | 0 | 1021 | 1000  | 11300 | 302 | 1    | 10  | 799 | 0.00       | 1-3 TEACHER SUB OTHER PAID      | 0.00       |   |   |   |   |
| 43 | 14 | 100 | 0 | 1021 | 1000  | 11400 | 302 | 1    | 0   | 799 | 0.00       | GR 1-3 CLASSIFIED SUBS          | 0.00       |   |   |   |   |
| 44 | 14 | 100 | 0 | 1021 | 1000  | 11800 | 302 | 1    | 0   | 799 | 89,322.63  | ART MUSIC PE TEACHERS           | 86,721.00  |   |   |   |   |



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# Import Budget

Export Current Budget to Modify & Import for New Financial Year

The screenshot shows a budget application window with a list of budget items on the left and a 'Budget Upload from File' dialog box on the right. The list includes columns for 'PR', 'FND', 'FUNC', 'OBJCT', 'FACIL', 'B', 'ACCO', 'BAL', 'NEW BUDG', 'NAME', and 'CURRENT'. The dialog box prompts the user to enter an upload file path and name, with a text box containing 'C:\BUDGET\BUDGDATA.CSV'. It also includes a 'F10-Browse for file' button and a section for 'Use data to set original budget or to enter budget adjustment?' with a 'Note: Account will be added or changed for original but must exist for adjustment.' Below this, there are fields for 'ORIGINAL/ADJUST?' (set to 'ORIGINAL'), 'Enter reason desc: ADDED APPROPRIATION', and a table for 'Budget Yr', 'Tran Date', 'Beg Date', and 'End Date'.

F1, F1, F4



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**Demo Financial Budget Export/Import**

**F1, F1, F3**

**F1, F1, F4**

**F1, F5, F3**

**F1, F5, F4**

# Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

- F1, F2, F2 - Import Purchase Order
- F1, F3, F5 - Import Claim
- F1, F6, F2 - Import Receivable
- F1, F7, F6 - Import Receipt
- F1, F11, F5 - Import Journal Entry



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# Import Purchase Order

Use PCGenesis\_PO\_Requisition.xls to Create a Purchase Order

- H – Requisition, Date
- V – NEW or Vendor Nbr
- N – Vendor Name, EIN
- P – Phone, SSN
- D – Address 1, 1099
- E – Address 2
- F - City, St, Zip
- G - Contact
- S – Ship to facility, Ship to Building
- T – Attention of
- O – Order Description
- C – Enter up to 10 Charge Lines
- R – Enter Total (Must Balance)
- L – Enter Items, Qty, Unit, Desc, Price



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The screenshot shows a spreadsheet titled "PCGenesis\_PO\_Requisition.xls" in compatibility mode. The main area is a form for creating a purchase requisition. It includes fields for:
 

- Requisition number (H)
- Date (MM/DD/CCYY) (H)
- Vendor number or "NEW" (V)
- Requestor Name and Phone (V)
- Approved by (V)
- Vendor name (N)
- Phone, Fax, or SSN (N)
- Address L1, L2, City-St-Zip (D, E, F)
- Contact (G)
- Ship to facility or building (S)
- Facility description and attention of (T)
- Order description (O)
- Charge Lines table (C) with columns: Line, Yr, Prod, Desc, Prog, Func, Order, Qty, Unit, Desc, Price, Ext Price.
- Total requisition amount: \$0.00
- Line items extended price total: \$0.00

 A note at the bottom states: "Enter the purchase order line items, quantity, units, description and unit price. Description may span lines." The spreadsheet footer shows "Sheet1, Sheet2, Sheet3" and the date "11/8/2012".

DEMO PO

School Create PO input CSV

Enter PO F1, F2, F2

C:\PO\GASBOPO.CSV

# Import Claim

Use claim.xls to Create a Claim (Non-PO)

Line 2 – Enter Reason for Claim

V – Vendor Nbr, Reference, Blnc, Date

X – Discount Date & Amount

D – Description 1 & 2

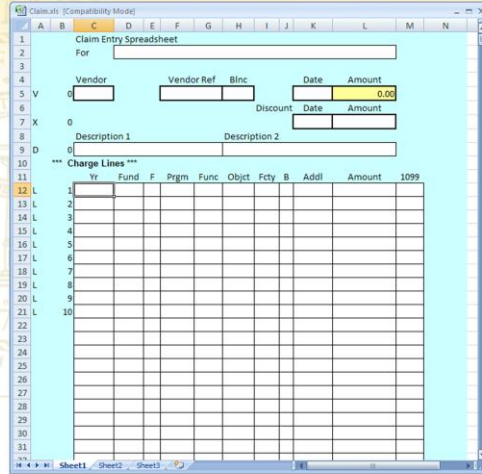
L – Enter Account, Amount, 1099

(Up to 998 entries allowed)

Example:

**Summer Salary Accrual**

**Power Bill**



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## DEMO CLAIM

**Summer Salary Accrual F2, F5, F9**

**Enter Claim F1, F3, F5**

**C:\CLAIMS\CLAIM2012AUG01.CSV**

**C:\CLAIMS\CLAIM2013AUG01.CSV**

# Import Receivable/Receipt

Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

- H – 'RCV' (receivable) or 'REC' (receipt)
- Line 5 – Enter Reason
- B – A/R balance acct for Receivable or
- R – Reference # for Receipt
- S – Source, Date
- D – Accounts Receivable Reason
- L – Enter Account, Amount
- (Up to 998 entries allowed)

**Create this to import a Receivable,  
Then Change the 'H' & 'R' lines to  
import the Receipt**

Example:

**QBE  
Taxes**

Example: Will Aid Processing Monthly QBE



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## Demo Receivable/Receipt Import

**F1, F6, F2**

**F1, F7, F6**

# Import Journal Entry

Use JournalEntry.xls to Create a Journal Entry

- V – Voucher Nbr, MM, DD, YY, FY, Reason
- C – Bank, Ck No, Vendor/Payee, Amt (998)
- L – Acct Type, 1099, Account, DR Amount  
CR Amount, Bank, Source/Vendor
- C – Bank, Ck No, Vendor/Payee, Amt (20)

(Up to 20 Lines OR up to 998 Lines)

Example:

- QBE (no longer best option)
- Transfer Fund from School Nutrition

| JournalEntry.xls (Compatibility Mode) |         |       |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
|---------------------------------------|---------|-------|---------------------|-------|------|------|----------|--------|------|-----------|-----------|--------|--------------|---|---|---|
| A                                     | B       | C     | D                   | E     | F    | G    | H        | I      | J    | K         | L         | M      | N            | O | P | Q |
| 1                                     | Voucher |       |                     | Tran  |      | Tran |          |        |      |           |           |        |              |   |   |   |
| 2                                     | Number  |       |                     | MM    | DD   | YY   | JE FY    | Reason |      |           |           |        |              |   |   |   |
| 3                                     |         |       |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 4                                     | Act     | Bilnc | Srce                | Objec |      |      |          |        |      |           |           |        |              |   |   |   |
| 5                                     | Type    | Fund  | Fisc                | Prgm  | Func | t    | Facility | B      | Addl | DR Amount | CR Amount | Bank   | Vendor       |   |   |   |
| 6                                     | L       | 1     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 7                                     | L       | 2     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 8                                     | L       | 3     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 9                                     | L       | 4     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 10                                    | L       | 5     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 11                                    | L       | 6     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 12                                    | L       | 7     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 13                                    | L       | 8     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 14                                    | L       | 9     |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 15                                    | L       | 10    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 16                                    | L       | 11    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 17                                    | L       | 12    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 18                                    | L       | 13    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 19                                    | L       | 14    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 20                                    | L       | 15    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 21                                    | L       | 16    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 22                                    | L       | 17    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 23                                    | L       | 18    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 24                                    | L       | 19    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 25                                    | L       | 20    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 26                                    |         |       |                     |       |      |      |          |        |      |           | Total     | \$0.00 | \$0.00       |   |   |   |
| 27                                    | Check   | Check |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |
| 28                                    | Bank    | No    | Vendor - or - Payee |       |      |      |          |        |      |           |           |        | Check Amount |   |   |   |
| 29                                    | C       | 21    |                     |       |      |      |          |        |      |           |           |        |              |   |   |   |



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## Demo Journal Voucher Import

F1, F11, F5

22976

# Screen Print Option

PCG Dist=8991 Ref=12.03.00 10/15/2012 ARR 002 SV C:\DEV\SYS C:\SECOND YELLOW EXP0200

Expense/Inquiry-Vendor 4978 VENDOR 004978 PAID  
 2765 VENDOR STREET  
 SMITH, GA 33333

Remit To:

Seq: 9948 A/P Invc: 421 Cross-ref seq: 5469112  
 Description: STUFF Vendor ref: 000000  
 Purchase order: 000000  
 Claim date: 9/01/2012 Claim amount: 6117.44  
 Disc date: Discount amount:  
 Bank: BK08 Payment: 9/04/2012 Check#: 70981 Amount: 6117.44

| Yr | Fnd | F    | Prgn | Funct | Objct | Fcty | B | Addt'l | Amount  |
|----|-----|------|------|-------|-------|------|---|--------|---------|
| 13 | 100 | 1320 | 2700 | 26000 | 8012  |      |   |        | 1099    |
| 13 | 100 | 9990 | 1000 | 26000 | 8010  | 1    |   |        | 795.23  |
| 13 | 100 | 9990 | 2500 | 26000 | 8010  | 1    |   |        | 2936.38 |
| 13 | 100 | 9990 | 2600 | 26000 | 8013  |      |   |        | 734.10  |
| 13 | 602 | 9990 | 3100 | 26000 | 302   | 2    |   |        | 1024.09 |
| 13 | 607 | 9990 | 3100 | 26000 | 101   | 2    |   |        | 209.01  |
| 13 | 608 | 9990 | 3100 | 26000 | 102   | 2    |   |        | 209.62  |
| 00 |     |      |      |       |       |      |   |        |         |
| 00 |     |      |      |       |       |      |   |        |         |
| 00 |     |      |      |       |       |      |   |        |         |

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn, F16=Reenter/Exit 12.03.00

Exit Next Prev Last F17 Help



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# Screen Print Option

```

PCG Dist=8991  Rel=12.03.00  10/15/2012  AFR 002  SV  C:\DEVSYS  C:\SECOND  YELLOW
                                                                 EXP0200
Expense/Inquiry/Vendor  4978  VENDOR 004978
                        2765 VENDOR STREET  PAID
                        SMITH, GA  33333
Remit To:

Seq: 9948  A/P blnc: 421  Cross-ref seq:
Description: STUFF  Vendor ref: 5469112
Claim date: 9/01/2012  Purchase order: 000000  Claim amount: 6117.44
Disc date:  Bank: BK08  Payment: 9/04/2012  Check#: 70981  Amount: 6117.44
                                                                 Discount amount:

Charge to:
Yr  Fnd  F  Prgm  Fncd  Object  Fcty  B  Adde'l  Amount  1099
13  100  1320  2700  26000  8012  795.23
13  100  9990  1000  26000  8010  1  2936.36
13  100  9990  2500  26000  8010  1  734.10
13  100  9990  2600  26000  8012  1024.99
13  602  9990  3100  26000  302  2  209.01
13  607  9990  3100  26000  101  2  209.01
13  608  9990  3100  26000  102  2  209.62
00
00
00

Cancellation Date:
F1=First, F2=Next, F3=Prev, F4=Last, F17=PrintScreen  F15=Reenter/Exit
                                                         12.03.00
    
```



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Demo Screen Print F1, F3, F1

4978

Open Qword & Document



# School Level Access

- New Hire Import
- Payroll Gross Data Import
- Leave Import
- Purchase Order Import
- Claim Import



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# Third Party Printing / Data Capture

- A third party company, such as SoftDocs, will now be able to interface with PCGenesis
- PCGenesis will output text-only files so that these files may be captured by a third party
  - Payroll Checks
  - Direct Deposit Advices
  - W2s
  - 1099s
  - Vendor Checks
  - Purchase Orders
- Third Party will provide multiple options such as **Employee Web Access**



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# Questions



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