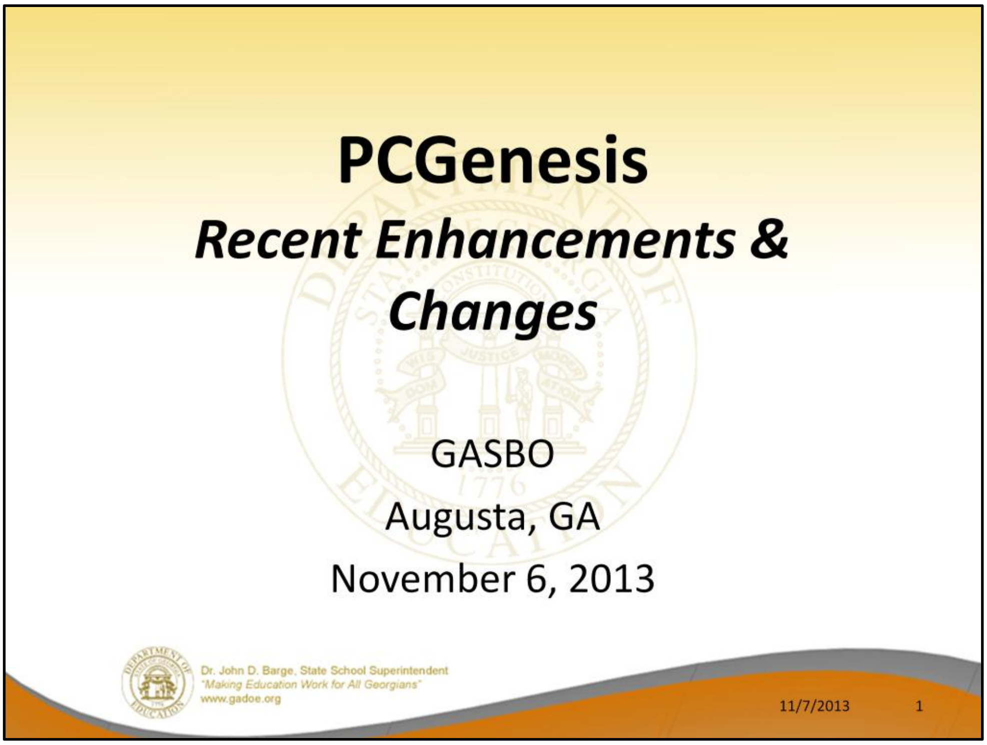


PCGenesis

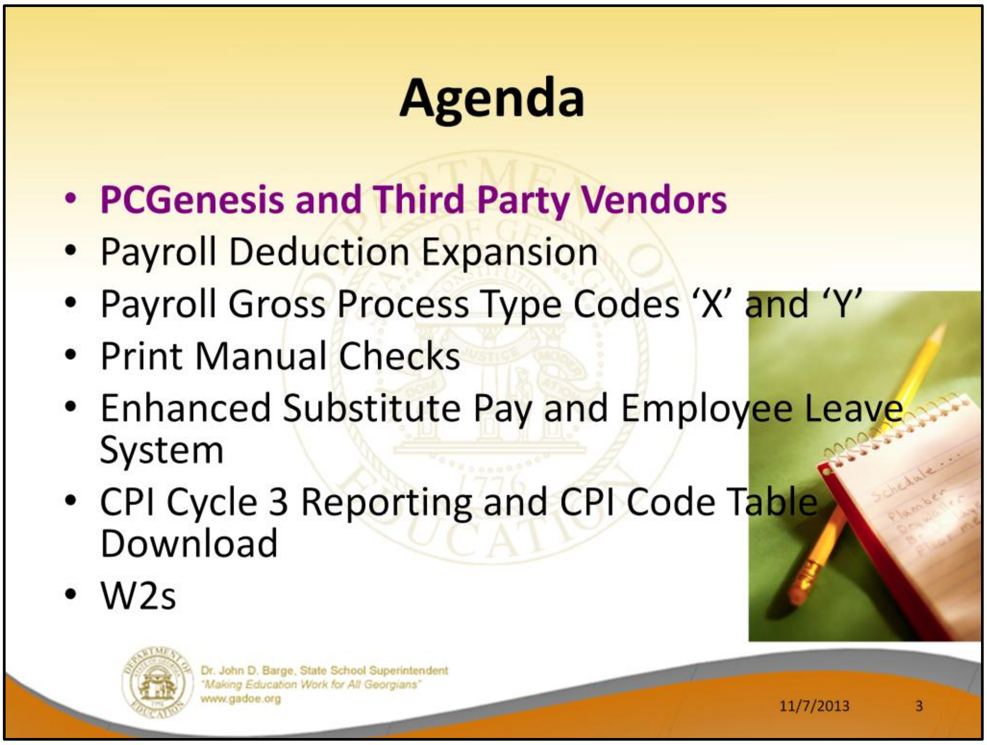
Recent Enhancements & Changes

GASBO
Augusta, GA
November 6, 2013

PCGenesis

Introduction

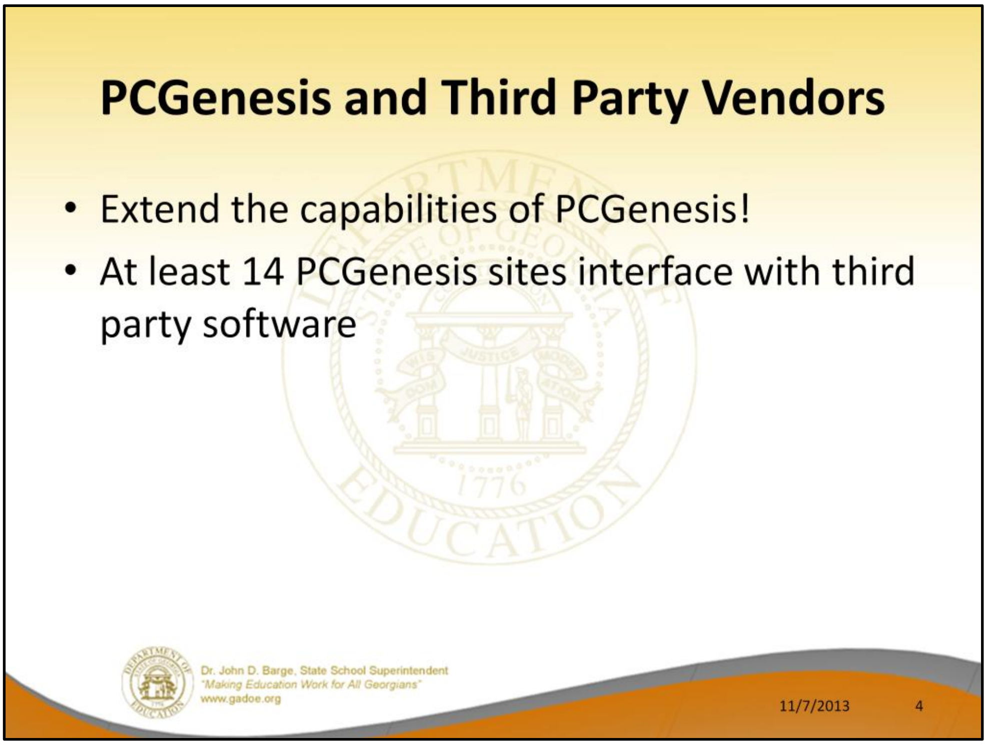
Alan Rees	PCGenesis Lead Analyst/Developer
Diane Ochala	PCGenesis Senior Analyst/Developer



Agenda

- **PCGenesis and Third Party Vendors**
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes ‘X’ and ‘Y’
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- CPI Cycle 3 Reporting and CPI Code Table Download
- W2s

2013 saw many new features and functions added to PCGenesis.



PCGenesis and Third Party Vendors

- Extend the capabilities of PCGenesis!
- At least 14 PCGenesis sites interface with third party software

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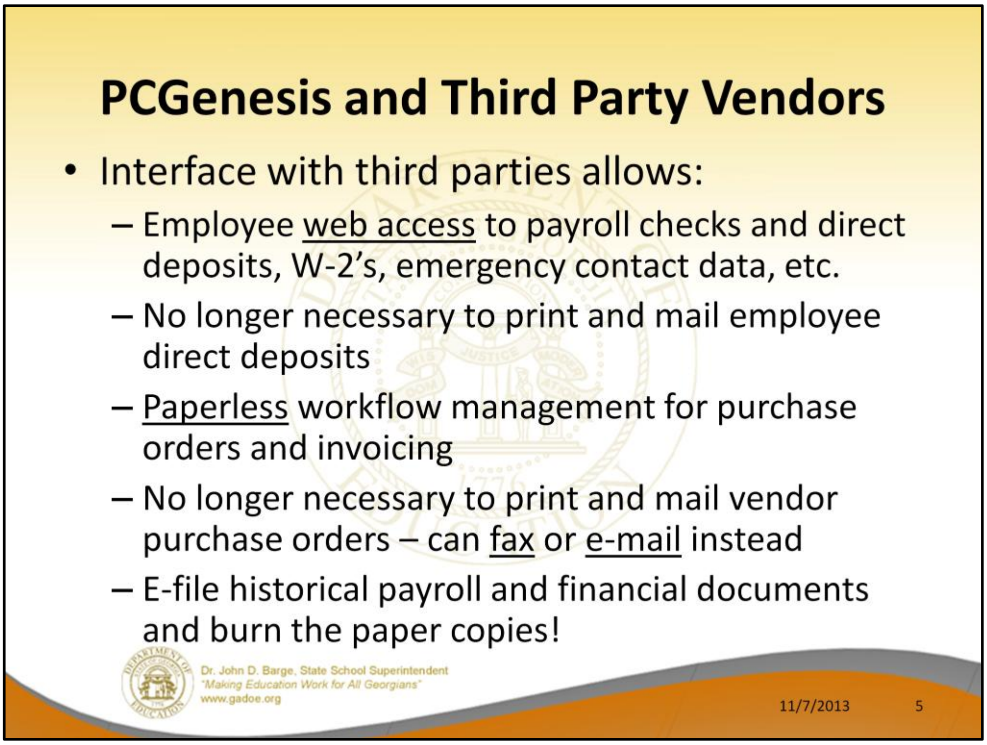
PCGenesis can be brought into the modern era by interfacing with third party software.



PCGenesis and Third Party Vendors

- Interface with third parties allows:
  - Employee web access to payroll checks and direct deposits, W-2's, emergency contact data, etc.
  - No longer necessary to print and mail employee direct deposits
  - Paperless workflow management for purchase orders and invoicing
  - No longer necessary to print and mail vendor purchase orders – can fax or e-mail instead
  - E-file historical payroll and financial documents and burn the paper copies!

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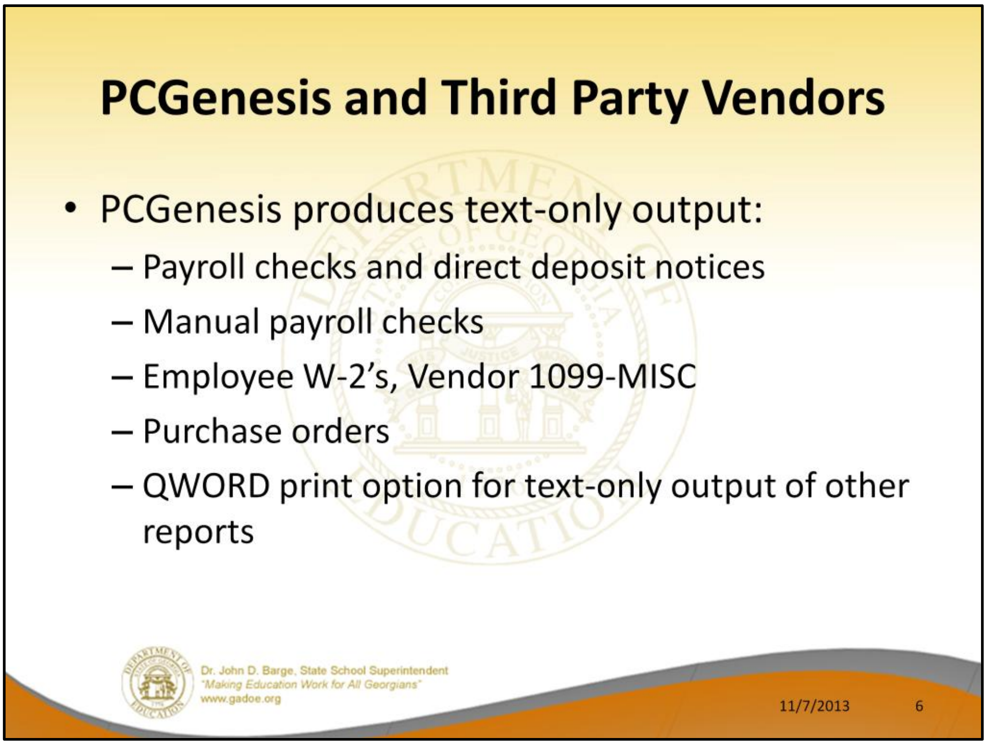

PCGenesis and Third Party Vendors

- PCGenesis produces text-only output:
  - Payroll checks and direct deposit notices
  - Manual payroll checks
  - Employee W-2's, Vendor 1099-MISC
  - Purchase orders
  - QWORD print option for text-only output of other reports

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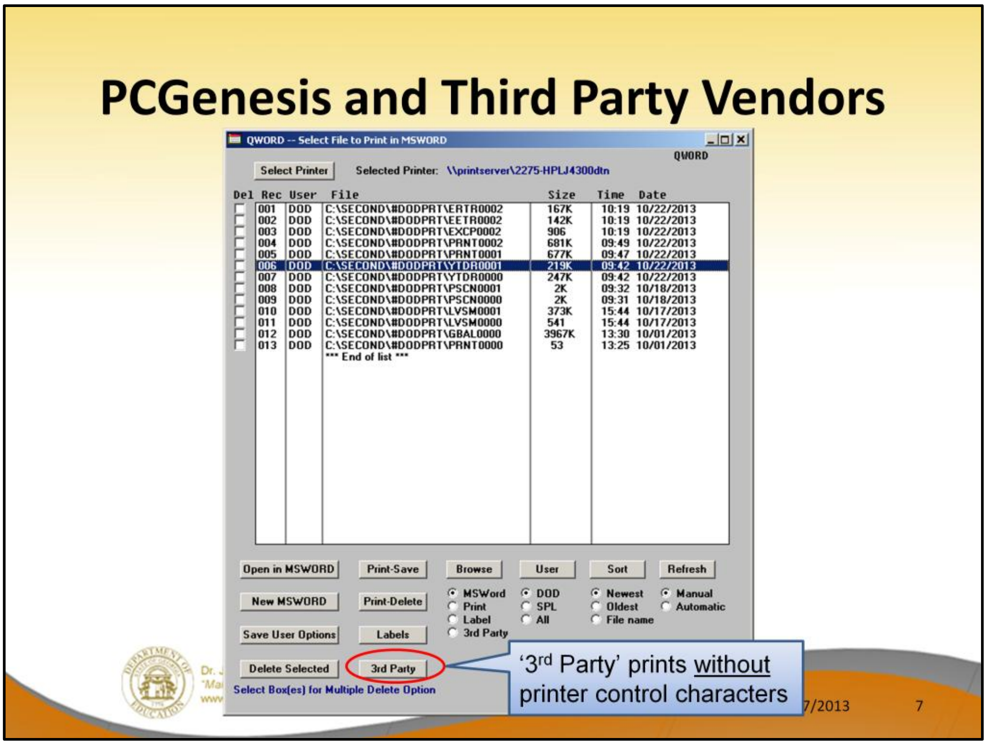
Text-only output allows third parties to intercept PCGenesis output.



PCGenesis and Third Party Vendors

QWORD -- Select File to Print in MSWORD

QWORD

Selected Printer: \\printserver\2275-HPLJ4300dtn

Del	Rec	User	File	Size	Time	Date
☐	001	DOD	C:\SECOND\#DODPRT\ERTR0002	167K	10:19	10/22/2013
☐	002	DOD	C:\SECOND\#DODPRT\EETR0002	142K	10:19	10/22/2013
☐	003	DOD	C:\SECOND\#DODPRT\EXCP0002	906	10:19	10/22/2013
☐	004	DOD	C:\SECOND\#DODPRT\PRNT0002	681K	09:49	10/22/2013
☐	005	DOD	C:\SECOND\#DODPRT\PRNT0001	677K	09:47	10/22/2013
☐	006	DOD	C:\SECOND\#DODPRT\YTDR0001	219K	09:42	10/22/2013
☐	007	DOD	C:\SECOND\#DODPRT\YTDR0000	247K	09:42	10/22/2013
☐	008	DOD	C:\SECOND\#DODPRT\PSCN0001	2K	09:32	10/18/2013
☐	009	DOD	C:\SECOND\#DODPRT\PSCN0000	2K	09:31	10/18/2013
☐	010	DOD	C:\SECOND\#DODPRT\LVSM0001	373K	15:44	10/17/2013
☐	011	DOD	C:\SECOND\#DODPRT\LVSM0000	541	15:44	10/17/2013
☐	012	DOD	C:\SECOND\#DODPRT\GBAL0000	3967K	13:30	10/01/2013
☐	013	DOD	C:\SECOND\#DODPRT\PRNT0000	53	13:25	10/01/2013
			*** End of list ***			

● MSWord
○ Print
○ Label
○ 3rd Party

● DOD
○ SPL
○ All

● Newest
○ Oldest
○ File name

● Manual
○ Automatic

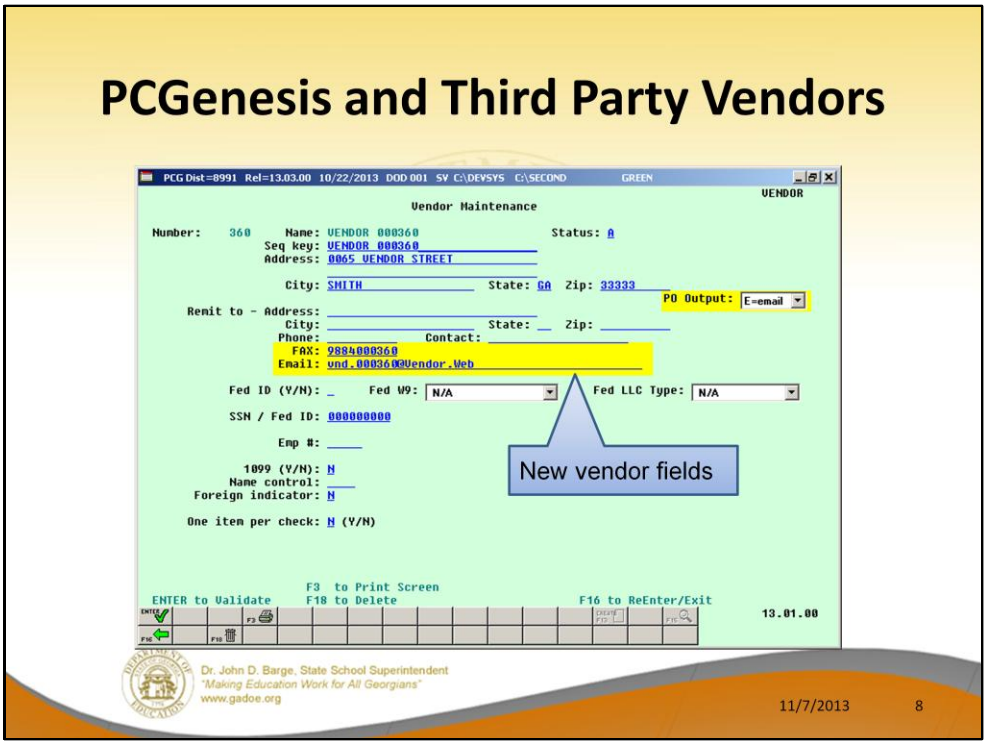
Select Box(es) for Multiple Delete Option

Select Printer
Open in MSWORD
Print-Save
Browse
User
Sort
Refresh
New MSWORD
Print-Delete
Save User Options
Labels
Delete Selected
3rd Party

‘3rd Party’ prints without printer control characters

A new feature added to QWORD allows reports to be generated without printer control characters. This text-only output allows third parties to intercept PCGenesis output.

PCGenesis and Third Party Vendors


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
ENTER to Validate
F3 to Print Screen
F18 to Delete
F16 to ReEnter/Exit
13.01.00

```
                                                                  VENDOR
                              Vendor Maintenance

Number:     360     Name: VENDOR 000360                 Status: A
                 Seq key: VENDOR 000360
                 Address: 0065 VENDOR STREET

                    City: SMITH               State: GA  Zip: 33333
                                                         PO Output: E=email
     Remit to - Address:
                    City:                     State:     Zip:
                   Phone:             Contact:
                     FAX: 9884000360
                   Email: vnd.000360@Vendor.Web

            Fed ID (Y/N): _     Fed W9: N/A          Fed LLC Type: N/A

            SSN / Fed ID: 000000000

                   Emp #:

             1099 (Y/N): N
            Name control:
       Foreign indicator: N

     One item per check: N (Y/N)
```

New vendor fields

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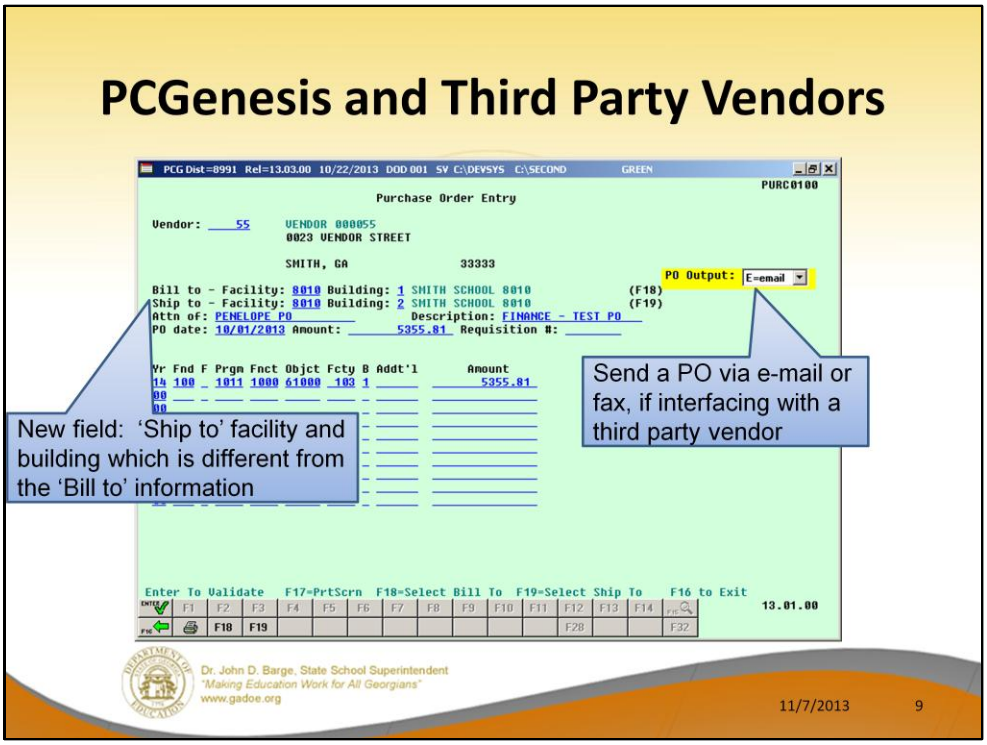
New fields have been added to the vendor record, including the vendor's fax phone number and e-mail address. If a district is interfacing with a third party vendor, the PO Output field defines the vendor's preference for receiving their POs. With a third party vendor, the PO can be faxed or e-mailed to the vendor.



PCGenesis and Third Party Vendors

```
PCG Dist=8991  Rel=13.03.00  10/22/2013  DOD 001  SV C:\DEVSYS  C:\SECOND        GREEN
                                                                        PURC0100
                              Purchase Order Entry

 Vendor: ____55     VENDOR 000055
                    0023 VENDOR STREET

                    SMITH, GA                    33333
                                                             PO Output: E=email
 Bill to - Facility: 8010 Building: 1 SMITH SCHOOL 8010           (F18)
 Ship to - Facility: 8010 Building: 2 SMITH SCHOOL 8010           (F19)
 Attn of: PENELOPE PO             Description: FINANCE - TEST PO
 PO date: 10/01/2013 Amount: ______5355.81  Requisition #: ________

 Yr Fnd F Prgm Fnct Objct Fcty B Addt'l        Amount
 14 100 _ 1011 1000 61000  103 1 ______  _______5355.81
 00

 Enter To Validate   F17=PrtScrn  F18=Select Bill To  F19=Select Ship To   F16 to Exit
                                                                          13.01.00
```

Send a PO via e-mail or fax, if interfacing with a third party vendor

New field: 'Ship to' facility and building which is different from the 'Bill to' information

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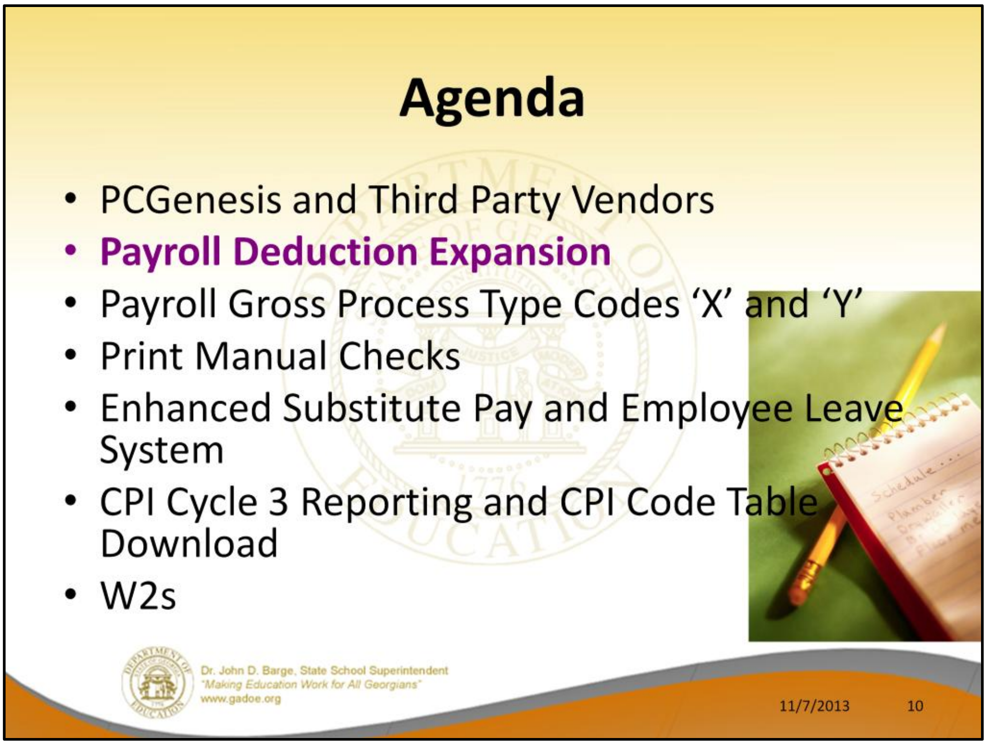
New fields have been added to the purchase order. The 'Ship to' facility and building codes have been added and are different from the 'Bill to' facility and building codes.

The PO Output field will default based on the value defined on the vendor record, but the user can override the PO Output field when entering the purchase order. Again, when using a third party vendor, the PO can be faxed or e-mailed to the vendor.



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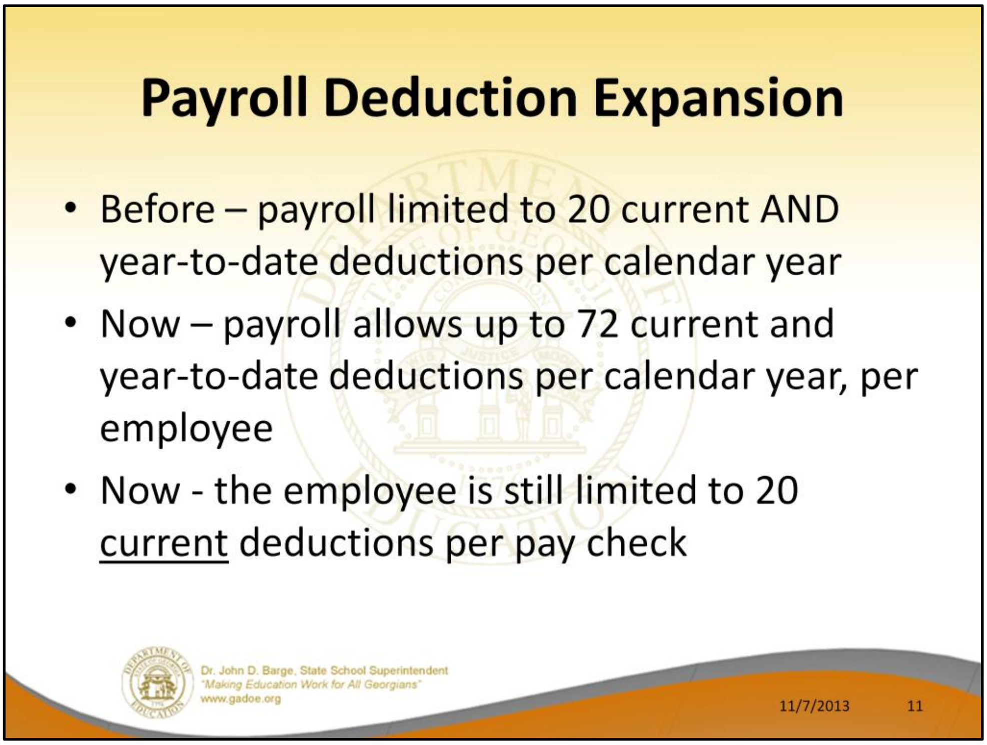

Payroll Deduction Expansion

- Before – payroll limited to 20 current AND year-to-date deductions per calendar year
- Now – payroll allows up to 72 current and year-to-date deductions per calendar year, per employee
- Now - the employee is still limited to 20 current deductions per pay check

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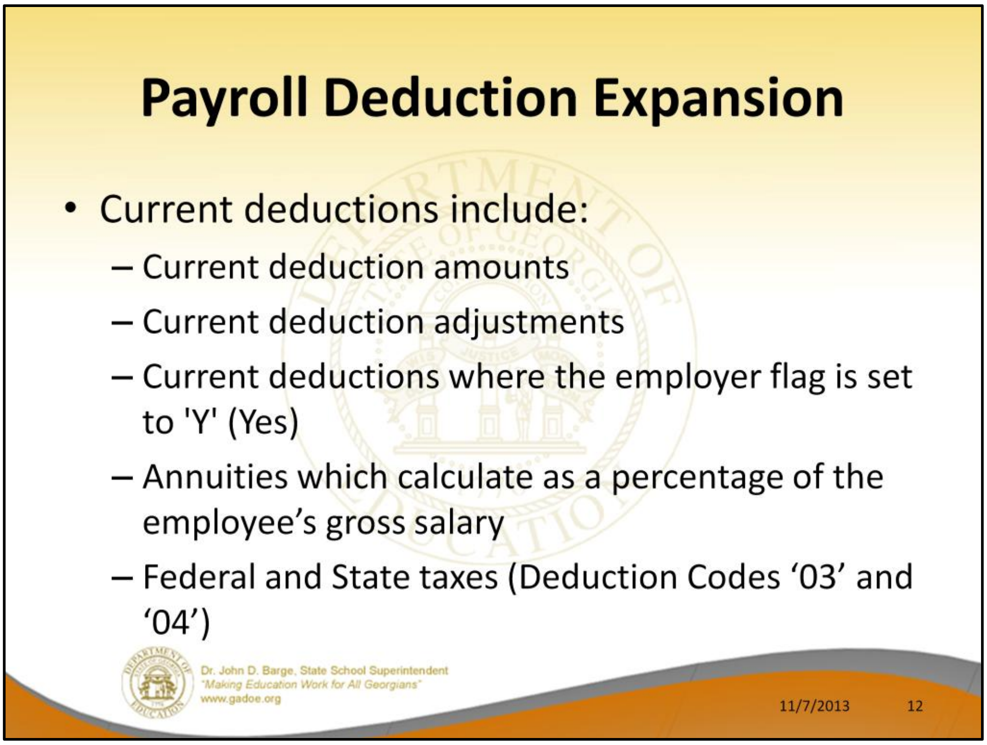
A major enhancement this year has been expanding the number of employee deduction which can be defined for an employee during the calendar year.



Payroll Deduction Expansion

- Current deductions include:
  - Current deduction amounts
  - Current deduction adjustments
  - Current deductions where the employer flag is set to 'Y' (Yes)
  - Annuities which calculate as a percentage of the employee’s gross salary
  - Federal and State taxes (Deduction Codes ‘03’ and ‘04’)

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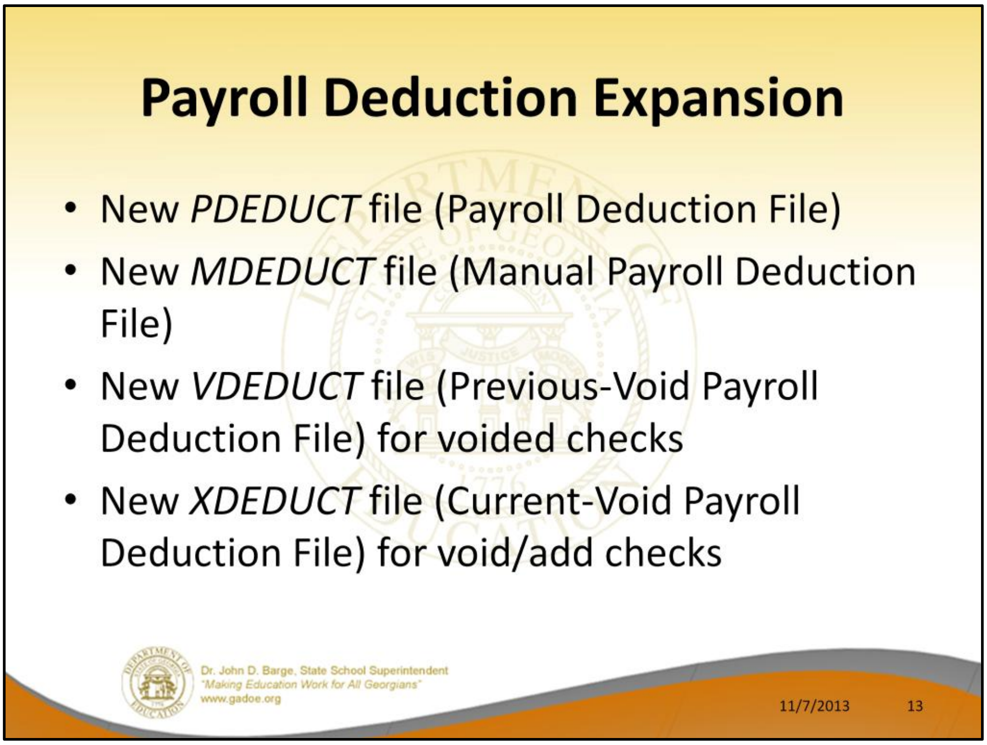
The employee is still limited to 20 current deductions.



Payroll Deduction Expansion

- New *PDEDUCT* file (Payroll Deduction File)
- New *MDEDUCT* file (Manual Payroll Deduction File)
- New *VDEDUCT* file (Previous-Void Payroll Deduction File) for voided checks
- New *XDEDUCT* file (Current-Void Payroll Deduction File) for void/add checks

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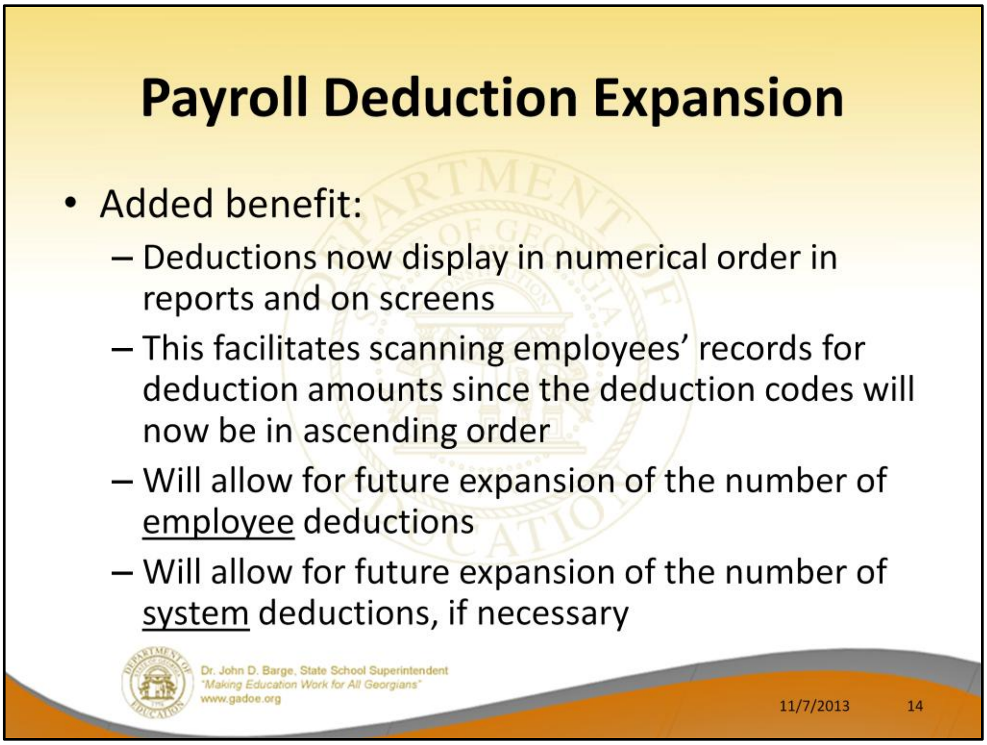
The deduction fields have been moved off of the PAYROLL file, and a new file has been created called the PDEDUCT file which contains the employee deduction information.

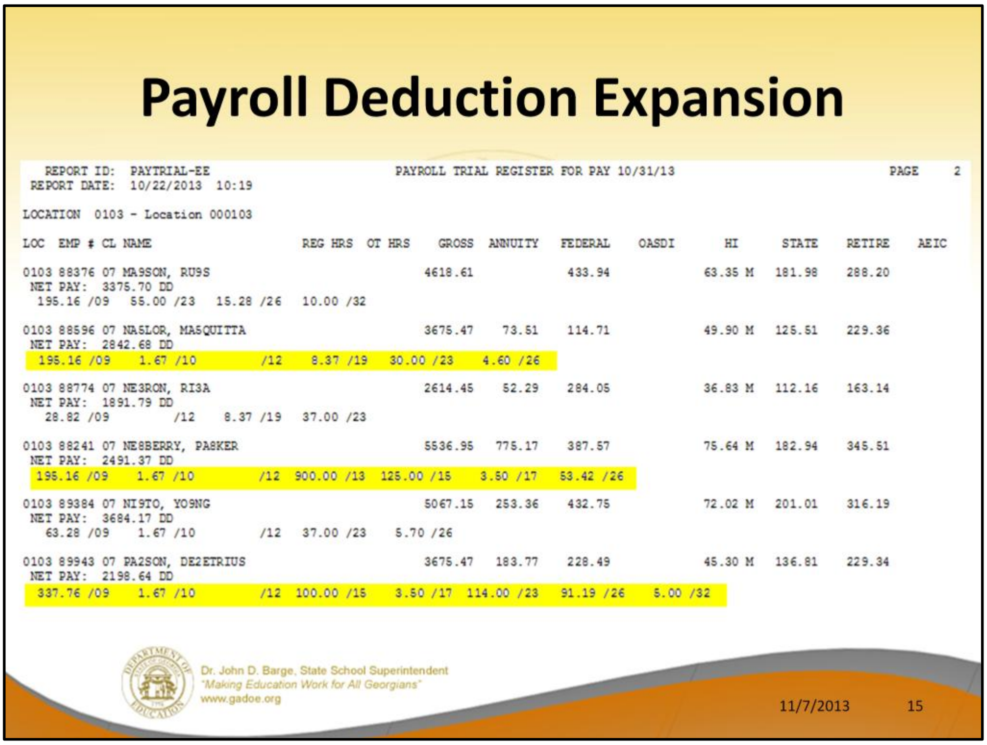
Similar files are needed for manual checks, previous-void checks, and current-void checks.



Payroll Deduction Expansion

- Added benefit:
  - Deductions now display in numerical order in reports and on screens
  - This facilitates scanning employees' records for deduction amounts since the deduction codes will now be in ascending order
  - Will allow for future expansion of the number of employee deductions
  - Will allow for future expansion of the number of system deductions, if necessary

There are many benefits to expanding the number of employee deductions.

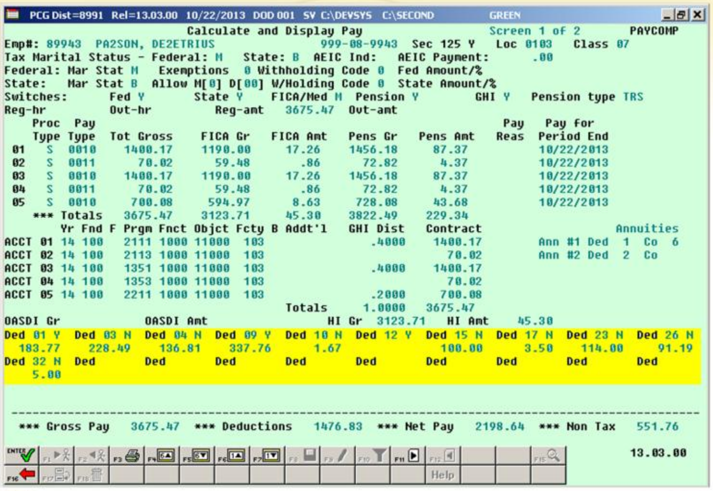


Payroll Deduction Expansion

```
   REPORT ID:  PAYTRIAL-EE                          PAYROLL TRIAL REGISTER FOR PAY 10/31/13                              PAGE     2
 REPORT DATE:  10/22/2013  10:19

LOCATION  0103 - Location 000103

LOC  EMP # CL NAME                     REG HRS  OT HRS    GROSS  ANNUITY   FEDERAL    OASDI       HI      STATE    RETIRE    AEIC

0103 88376 07 MA9SON, RU9S                              4618.61             433.94             63.35 M   181.98    288.20
 NET PAY:  3375.70 DD
  195.16 /09   55.00 /23   15.28 /26   10.00 /32

0103 88596 07 NA5LOR, MA5QUITTA                         3675.47    73.51    114.71             49.90 M   125.51    229.36
 NET PAY:  2842.68 DD
  195.16 /09    1.67 /10         /12    8.37 /19   30.00 /23    4.60 /26

0103 88774 07 NE3RON, RI3A                              2614.45    52.29    284.05             36.83 M   112.16    163.14
 NET PAY:  1891.79 DD
   28.82 /09         /12    8.37 /19   37.00 /23

0103 88241 07 NE8BERRY, PA8KER                          5536.95   775.17    387.57             75.64 M   182.94    345.51
 NET PAY:  2491.37 DD
  195.16 /09    1.67 /10         /12  900.00 /13  125.00 /15    3.50 /17   53.42 /26

0103 89384 07 NI9TO, YO9NG                              5067.15   253.36    432.75             72.02 M   201.01    316.19
 NET PAY:  3684.17 DD
   63.28 /09    1.67 /10         /12   37.00 /23    5.70 /26

0103 89943 07 PA2SON, DE2ETRIUS                         3675.47   183.77    228.49             45.30 M   136.81    229.34
 NET PAY:  2198.64 DD
  337.76 /09    1.67 /10         /12  100.00 /15    3.50 /17  114.00 /23   91.19 /26    5.00 /32
```

Payroll reports will now display an employee’s deductions in numerical order.

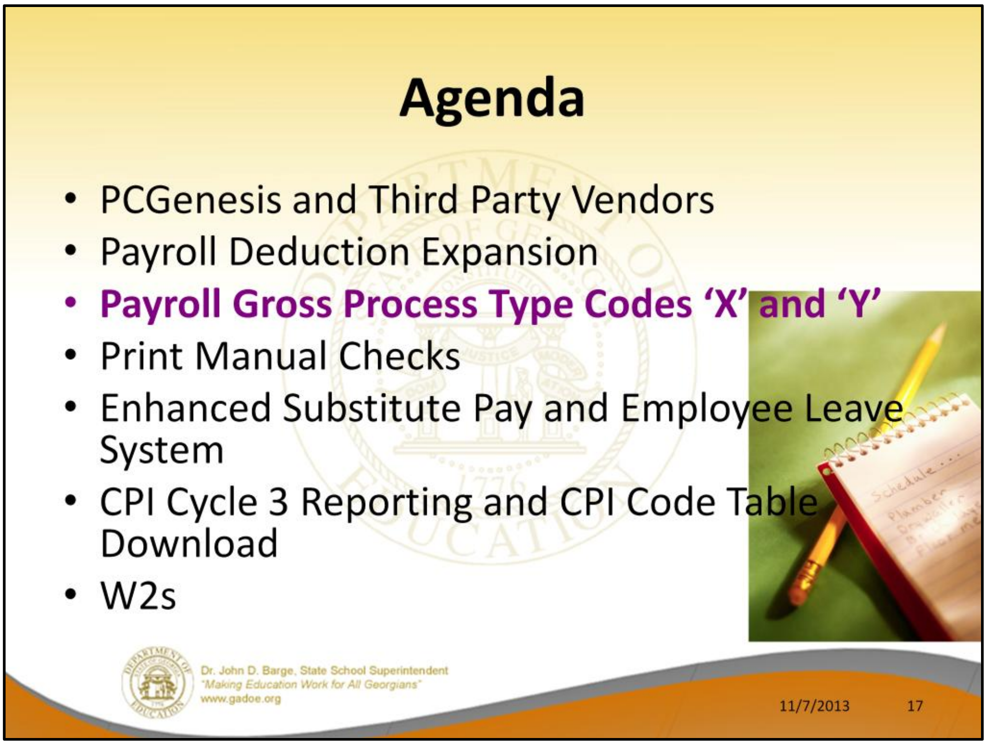
Payroll Deduction Expansion



PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

```
                          Calculate and Display Pay            Screen 1 of 2       PAYCOMP
Emp#: 89943  PA2SON, DE2ETRIUS                     999-08-9943  Sec 125 Y   Loc 0103   Class 07
Tax Marital Status - Federal: M   State: B  AEIC Ind:   AEIC Payment:       .00
Federal: Mar Stat M   Exemptions  0 Withholding Code 0  Fed Amount/%
State:   Mar Stat B  Allow M[0] D[00] W/Holding Code 0  State Amount/%
Switches:     Fed Y       State Y    FICA/Med M  Pension Y       GHI Y   Pension type TRS
Reg-hr        Ovt-hr        Reg-amt   3675.47  Ovt-amt
    Proc  Pay                                                        Pay   Pay for
    Type  Type  Tot Gross    FICA Gr   FICA Amt   Pens Gr    Pens Amt   Reas  Period End
 01   S   0010   1400.17   1190.00     17.26   1456.18     87.37          10/22/2013
 02   S   0011     70.02     59.48       .86     72.82      4.37          10/22/2013
 03   S   0010   1400.17   1190.00     17.26   1456.18     87.37          10/22/2013
 04   S   0011     70.02     59.48       .86     72.82      4.37          10/22/2013
 05   S   0010    700.08    594.97      8.63    728.08     43.68          10/22/2013
    *** Totals   3675.47   3123.71     45.30   3822.49    229.34
        Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   GHI Dist   Contract              Annuities
ACCT 01 14 100   2111 1000 11000  103              .4000    1400.17       Ann #1 Ded  1  Co  6
ACCT 02 14 100   2113 1000 11000  103                          70.02       Ann #2 Ded  2  Co
ACCT 03 14 100   1351 1000 11000  103              .4000    1400.17
ACCT 04 14 100   1353 1000 11000  103                          70.02
ACCT 05 14 100   2211 1000 11000  103              .2000     700.08
                                            Totals    1.0000   3675.47
OASDI Gr            OASDI Amt                   HI Gr  3123.71   HI Amt     45.30
Ded 01 Y  Ded 03 N  Ded 04 N  Ded 09 Y  Ded 10 N  Ded 12 Y  Ded 15 N  Ded 17 N  Ded 23 N  Ded 26 N
  183.77    228.49    136.81    337.76      1.67              100.00      3.50    114.00     91.19
Ded 32 N  Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded       Ded
    5.00

 ------------------------------------------------------------------------------------------------
 *** Gross Pay   3675.47  *** Deductions   1476.83  *** Net Pay   2198.64  *** Non Tax   551.76

                                                                                        13.03.00
```

Payroll screens such as the Calculate and Display Pay screen and the Earnings History screens will now display an employee's deductions in numerical order.



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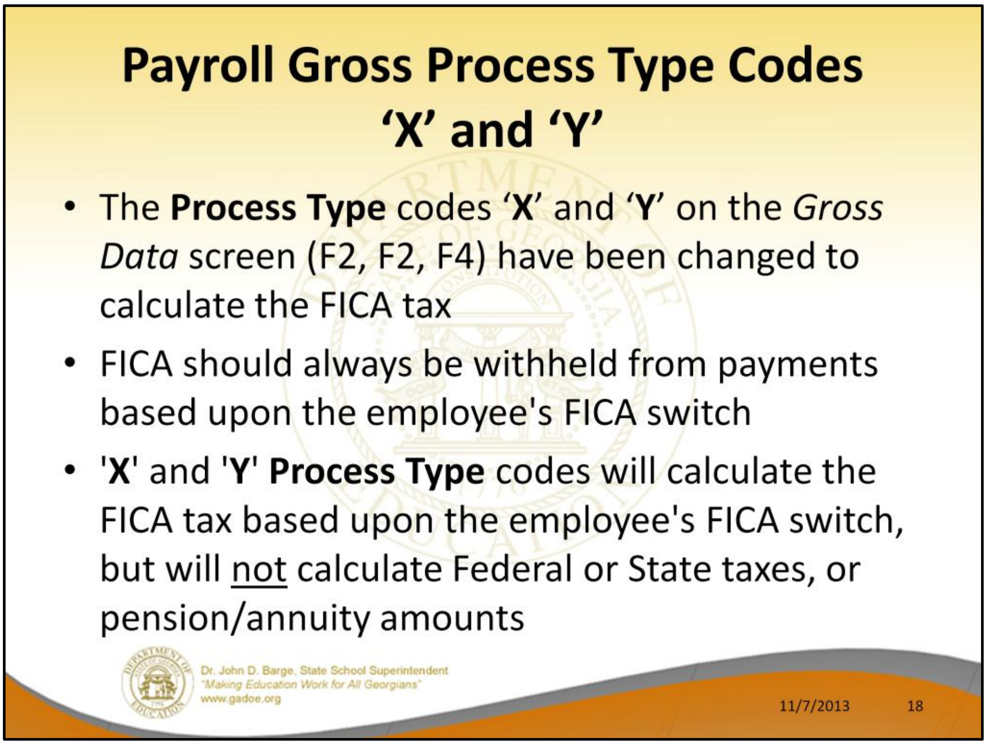
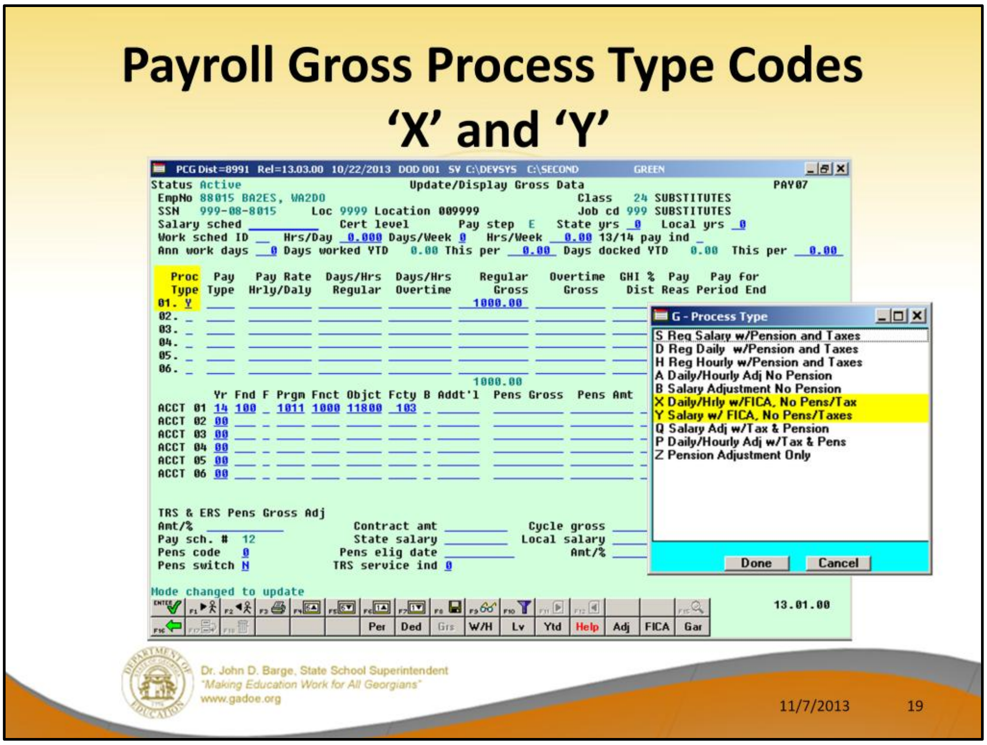


Payroll Gross Process Type Codes 'X' and 'Y'

- The **Process Type** codes '**X**' and '**Y**' on the *Gross Data* screen (F2, F2, F4) have been changed to calculate the FICA tax
- FICA should always be withheld from payments based upon the employee's FICA switch
- '**X**' and '**Y**' **Process Type** codes will calculate the FICA tax based upon the employee's FICA switch, but will not calculate Federal or State taxes, or pension/annuity amounts

Many users called the Help Desk to indicate that it did not make sense for Process Type codes 'X' and 'Y' to NOT calculate FICA. So we changed the way the 'X' and 'Y' Process Type codes process. Now these codes calculate FICA but will not calculate Federal or State taxes, or pension/annuity amounts.

Payroll Gross Process Type Codes
‘X’ and ‘Y’



PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
Status Active                     Update/Display Gross Data                          PAY07
 EmpNo 88015 BA2ES, WA2DO                                      Class   24 SUBSTITUTES
 SSN   999-08-8015     Loc 9999 Location 009999                Job cd 999 SUBSTITUTES
 Salary sched __________   Cert level        Pay step  E   State yrs _0   Local yrs _0
 Work sched ID __   Hrs/Day _0.000 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. Y                                         1000.00
 02. _
 03. _
 04. _
 05. _
 06. _
                                               1000.00
          Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Pens Gross  Pens Amt
 ACCT 01  14 100 _ 1011 1000 11800  103 _
 ACCT 02  00
 ACCT 03  00
 ACCT 04  00
 ACCT 05  00
 ACCT 06  00

 TRS & ERS Pens Gross Adj
 Amt/%                      Contract amt _________    Cycle gross ____
 Pay sch. #  12              State salary _________   Local salary ____
 Pens code   0             Pens elig date __________         Amt/% ____
 Pens switch N            TRS service ind 0

Mode changed to update
                                                                                13.01.00
```

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/Hrly w/FICA, No Pens/Tax
- Y Salary w/ FICA, No Pens/Taxes
- Q Salary Adj w/Tax & Pension
- P Daily/Hourly Adj w/Tax & Pens
- Z Pension Adjustment Only

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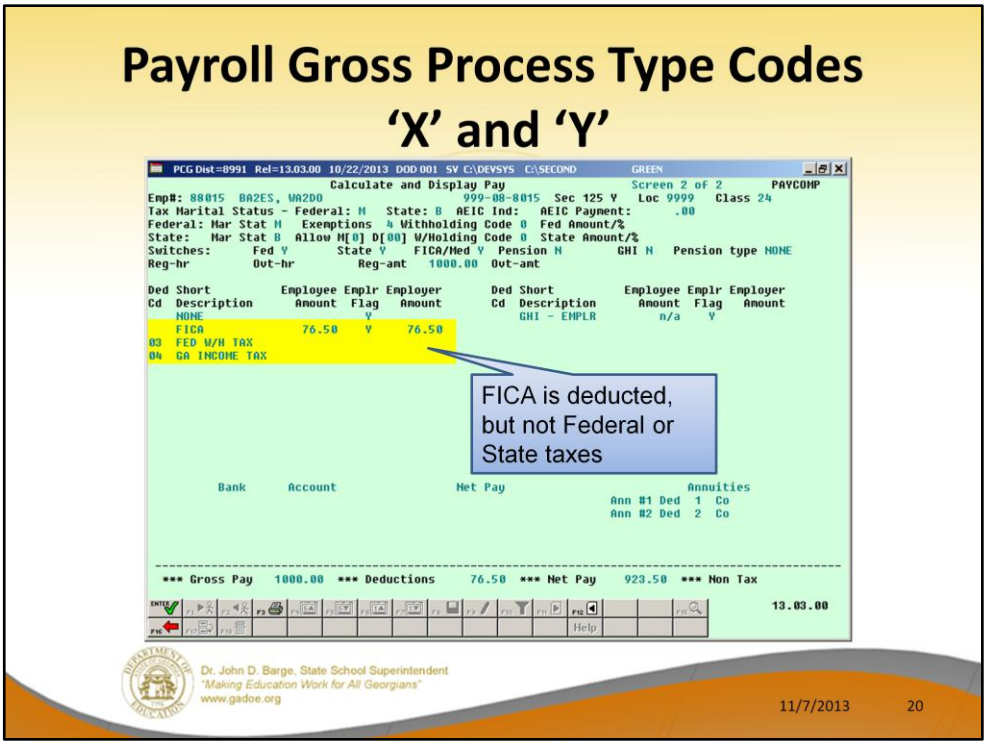
Here is an example of Process Type code ‘Y’.

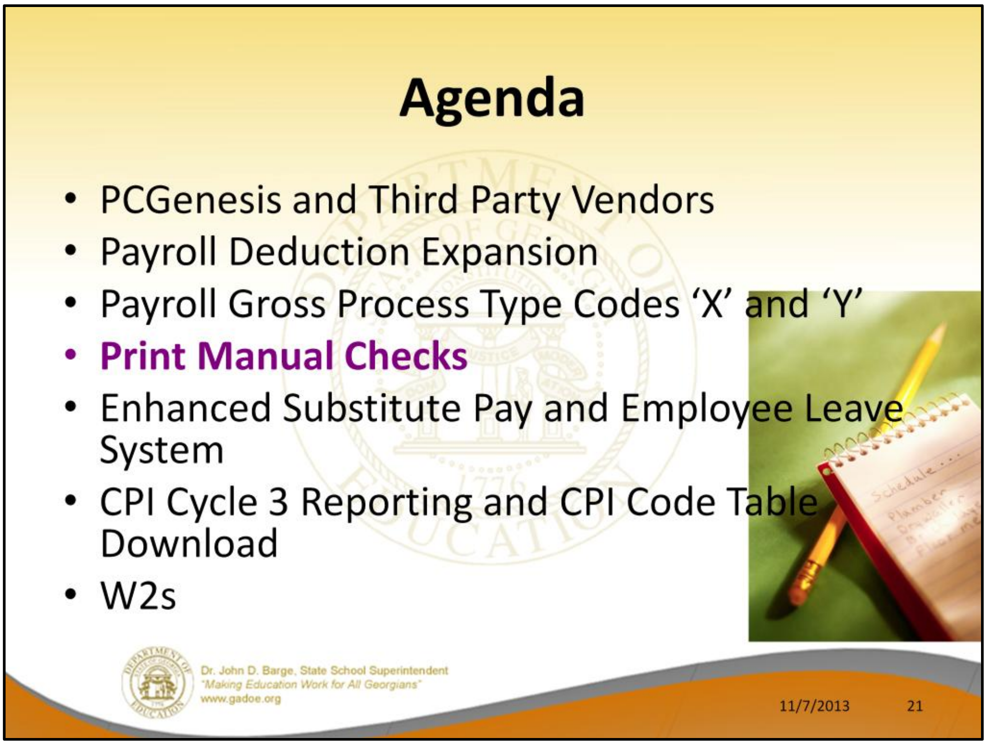


Payroll Gross Process Type Codes 'X' and 'Y'

```
PCG Dist=8991  Rel=13.03.00  10/22/2013  DOD 001  SV C:\DEVSYS  C:\SECOND          GREEN
                              Calculate and Display Pay                  Screen 2 of 2       PAYCOMP
Emp#: 88015  BA2ES, WA2DO                         999-08-8015  Sec 125 Y   Loc 9999   Class 24
Tax Marital Status - Federal: M   State: B  AEIC Ind:   AEIC Payment:       .00
Federal: Mar Stat M   Exemptions  4 Withholding Code 0  Fed Amount/%
State:   Mar Stat B  Allow M[0] D[00] W/Holding Code 0  State Amount/%
Switches:     Fed Y        State Y    FICA/Med Y  Pension N        GHI N   Pension type NONE
Reg-hr        Ovt-hr         Reg-amt   1000.00  Ovt-amt

Ded Short              Employee Emplr Employer       Ded Short              Employee Emplr Employer
Cd  Description          Amount  Flag   Amount       Cd  Description          Amount  Flag   Amount
    NONE                          Y                      GHI - EMPLR            n/a     Y
    FICA                  76.50   Y      76.50
03  FED W/H TAX
04  GA INCOME TAX

         Bank       Account                 Net Pay                          Annuities
                                                                  Ann #1 Ded  1  Co
                                                                  Ann #2 Ded  2  Co

 -----------------------------------------------------------------------------------------------
  *** Gross Pay   1000.00  *** Deductions     76.50  *** Net Pay   923.50  *** Non Tax
                                                                                          13.03.00
```

FICA is deducted, but not Federal or State taxes

Note that the 'Y' Process Type code generated a FICA deduction, but Federal and State taxes were NOT deducted.



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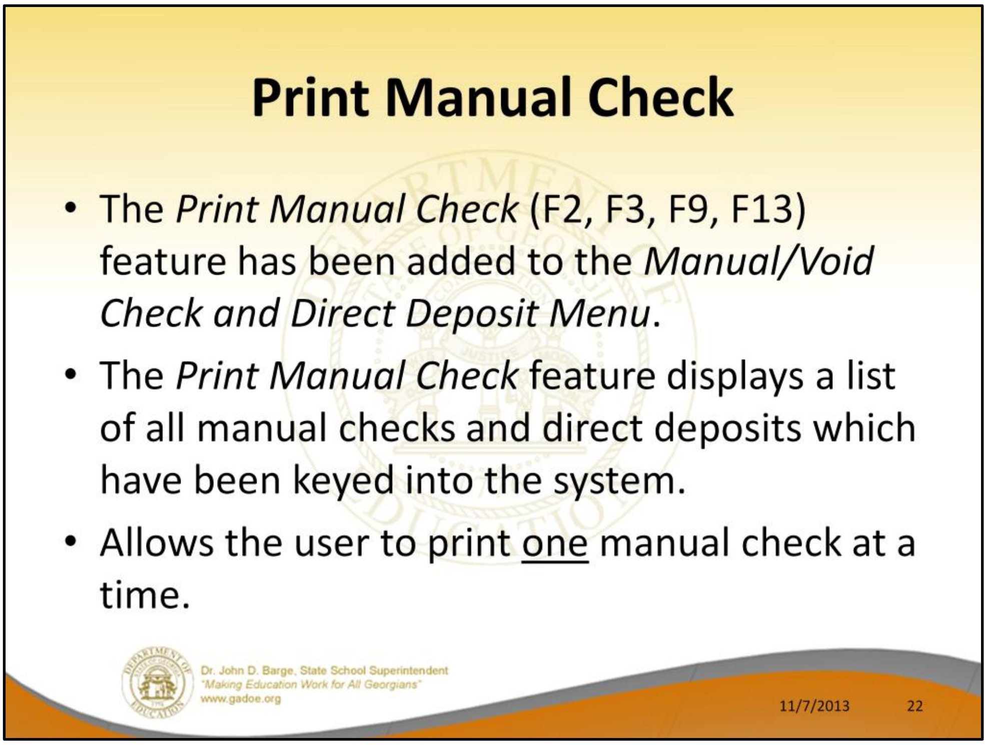
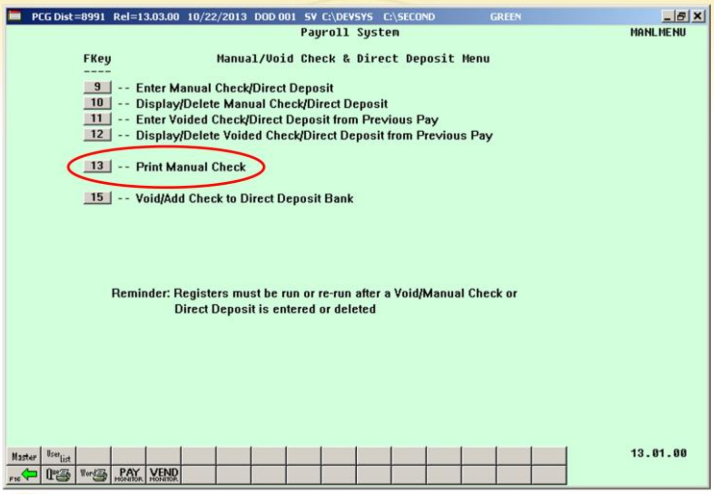
- CPI Cycle 3 Reporting and CPI Code Table Download
- W2s



Print Manual Check

- The *Print Manual Check* (F2, F3, F9, F13) feature has been added to the *Manual/Void Check and Direct Deposit Menu*.
- The *Print Manual Check* feature displays a list of all manual checks and direct deposits which have been keyed into the system.
- Allows the user to print one manual check at a time.

Print Manual Check


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR

Payroll System MANLMENU

FKey Manual/Void Check & Direct Deposit Menu

----

9 -- Enter Manual Check/Direct Deposit
10 -- Display/Delete Manual Check/Direct Deposit
11 -- Enter Voided Check/Direct Deposit from Previous Pay
12 -- Display/Delete Voided Check/Direct Deposit from Previous Pay

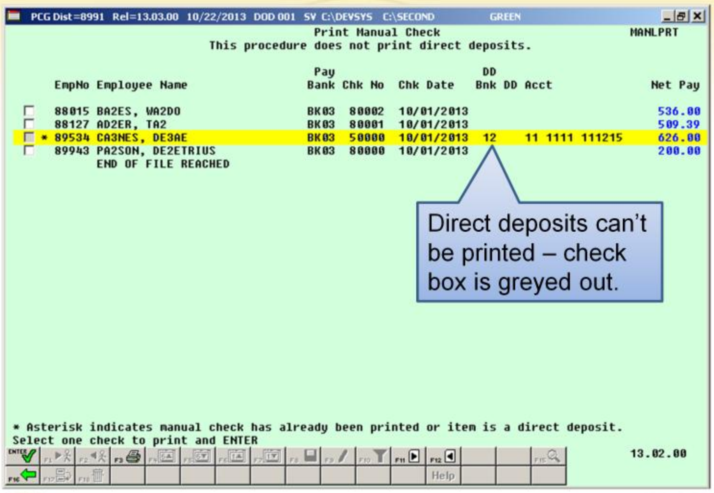
13 -- Print Manual Check

15 -- Void/Add Check to Direct Deposit Bank

Reminder: Registers must be run or re-run after a Void/Manual Check or Direct Deposit is entered or deleted

13.01.00

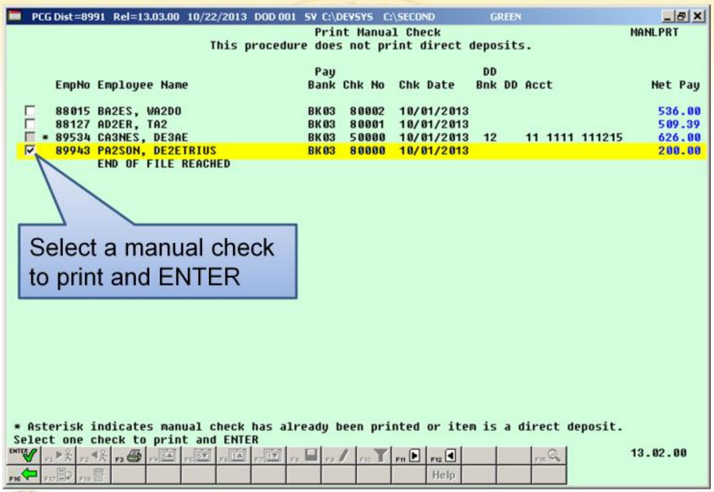
Print Manual Check



```
PCG Dist=8991  Rel=13.03.00  10/22/2013  DOD 001  SV C:\DEVSYS  C:\SECOND          GREEN
                                  Print Manual Check                               MANLPRT
                         This procedure does not print direct deposits.

                                         Pay                    DD
     EmpNo Employee Name                 Bank Chk No  Chk Date   Bnk DD Acct                Net Pay

 ☐   88015 BA2ES, WA2DO                  BK03  80002  10/01/2013                             536.00
 ☐   88127 AD2ER, TA2                    BK03  80001  10/01/2013                             509.39
 ☐ * 89534 CA3NES, DE3AE                 BK03  50000  10/01/2013  12    11 1111 111215       626.00
 ☐   89943 PA2SON, DE2ETRIUS             BK03  80000  10/01/2013                             200.00
           END OF FILE REACHED

* Asterisk indicates manual check has already been printed or item is a direct deposit.
Select one check to print and ENTER                                                    13.02.00
```

Direct deposits can’t be printed – check box is greyed out.

Print Manual Check

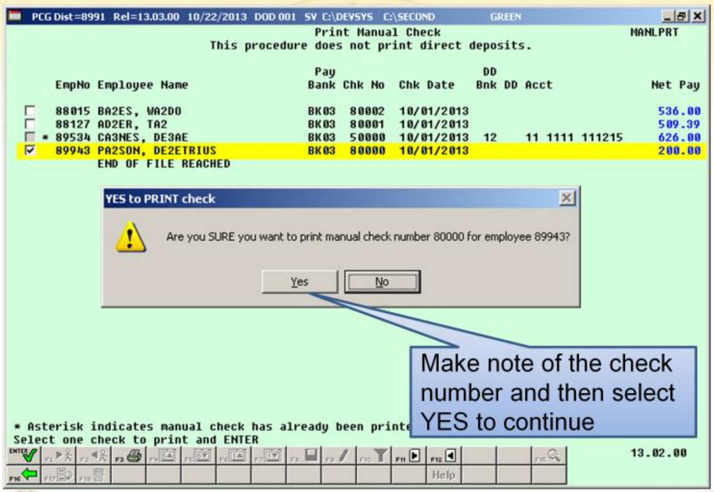

PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                              Print Manual Check                          MANLPRT
                     This procedure does not print direct deposits.

                                      Pay                    DD
   EmpNo Employee Name               Bank Chk No  Chk Date  Bnk DD Acct             Net Pay

☐    88015 BA2ES, WA2DO              BK03  80002  10/01/2013                          536.00
☐    88127 AD2ER, TA2                BK03  80001  10/01/2013                          509.39
☐  * 89534 CA3NES, DE3AE             BK03  50000  10/01/2013  12    11 1111 111215    626.00
☑    89943 PA2SON, DE2ETRIUS         BK03  80000  10/01/2013                          200.00
           END OF FILE REACHED

* Asterisk indicates manual check has already been printed or item is a direct deposit.
Select one check to print and ENTER
                                                                             13.02.00
```

Select a manual check to print and ENTER

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
Help
F16
F17
F18

Print Manual Check



PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                                   Print Manual Check                    MANLPRT
                          This procedure does not print direct deposits.

                                      Pay                     DD
     EmpNo Employee Name             Bank Chk No  Chk Date   Bnk DD Acct          Net Pay

☐     88015 BA2ES, WA2DO              BK03  80002  10/01/2013                      536.00
☐     88127 AD2ER, TA2                BK03  80001  10/01/2013                      509.39
☐   * 89534 CA3NES, DE3AE             BK03  50000  10/01/2013  12    11 1111 111215 626.00
☑     89943 PA2SON, DE2ETRIUS         BK03  80000  10/01/2013                      200.00
            END OF FILE REACHED
```

YES to PRINT check

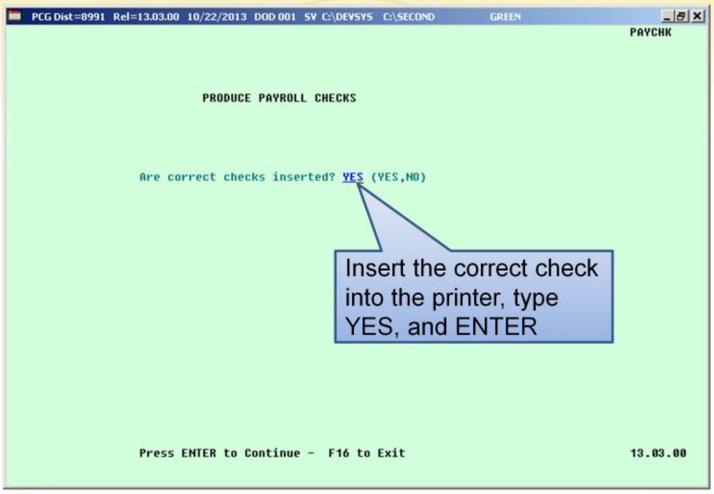
Are you SURE you want to print manual check number 80000 for employee 89943?

```
* Asterisk indicates manual check has already been printe
Select one check to print and ENTER
                                                                              13.02.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

Make note of the check number and then select YES to continue

Print Manual Check

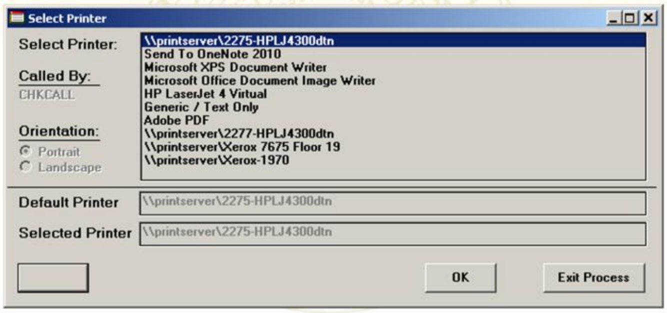


```
PCG Dist=8991  Rel=13.03.00  10/22/2013  DOD 001  SV C:\DEVSYS  C:\SECOND      GREEN
                                                                        PAYCHK

                 PRODUCE PAYROLL CHECKS


           Are correct checks inserted? YES (YES,NO)




           Press ENTER to Continue -  F16 to Exit                      13.03.00
```

Insert the correct check into the printer, type YES, and ENTER

Print Manual Check

- Select the printer



Select Printer

Select Printer:
\\printserver\2275-HPLJ4300dtn
Send To OneNote 2010
Microsoft XPS Document Writer
Microsoft Office Document Image Writer
HP LaserJet 4 Virtual
Generic / Text Only
Adobe PDF
\\printserver\2277-HPLJ4300dtn
\\printserver\Xerox 7675 Floor 19
\\printserver\Xerox-1970

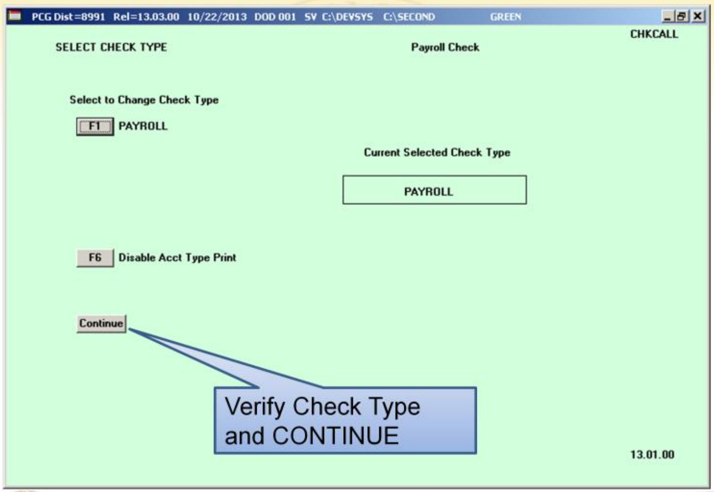
Called By: CHKCALL

Orientation:
● Portrait
○ Landscape

Default Printer: \\printserver\2275-HPLJ4300dtn

Selected Printer: \\printserver\2275-HPLJ4300dtn

Print Manual Check



PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

CHKCALL

SELECT CHECK TYPE

Payroll Check

Select to Change Check Type

F1 PAYROLL

Current Selected Check Type

PAYROLL

F6 Disable Acct Type Print

13.01.00

Verify Check Type and CONTINUE

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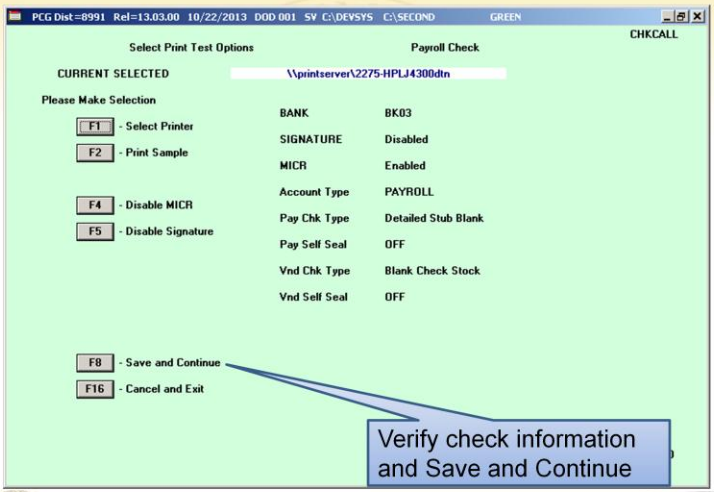
"Making Education Work for All Georgians"
www.gadoe.org

Print Manual Check


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
CHKCALL
F1 - Select Printer
F2 - Print Sample
F4 - Disable MICR
F5 - Disable Signature
F8 - Save and Continue
F16 - Cancel and Exit

Select Print Test Options

Payroll Check

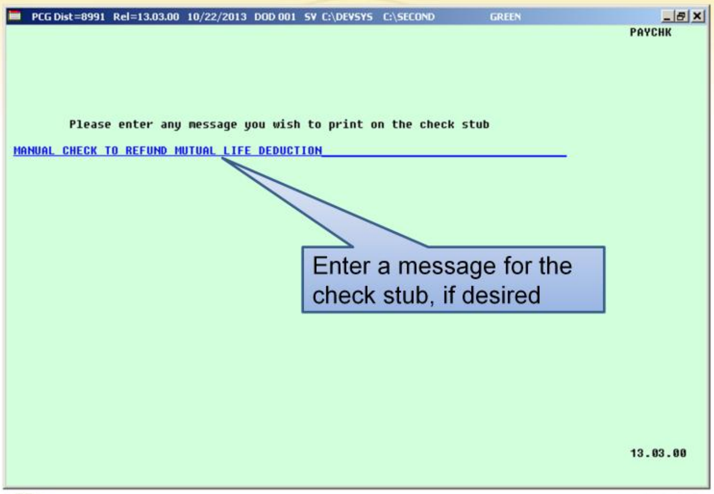
CURRENT SELECTED \\printserver\2275-HPLJ4300dtn

Please Make Selection

BANK BK03
SIGNATURE Disabled
MICR Enabled
Account Type PAYROLL
Pay Chk Type Detailed Stub Blank
Pay Self Seal OFF
Vnd Chk Type Blank Check Stock
Vnd Self Seal OFF

Verify check information and Save and Continue

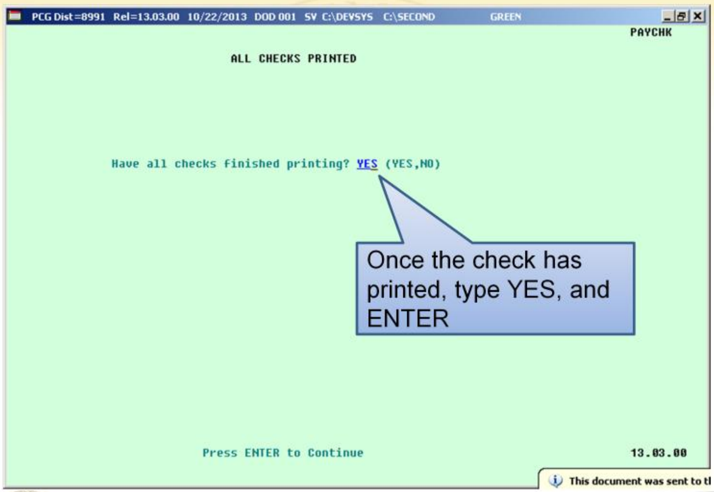
Print Manual Check


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
PAYCHK

```
Please enter any message you wish to print on the check stub
MANUAL CHECK TO REFUND MUTUAL LIFE DEDUCTION
13.03.00
```

Enter a message for the check stub, if desired

Print Manual Check

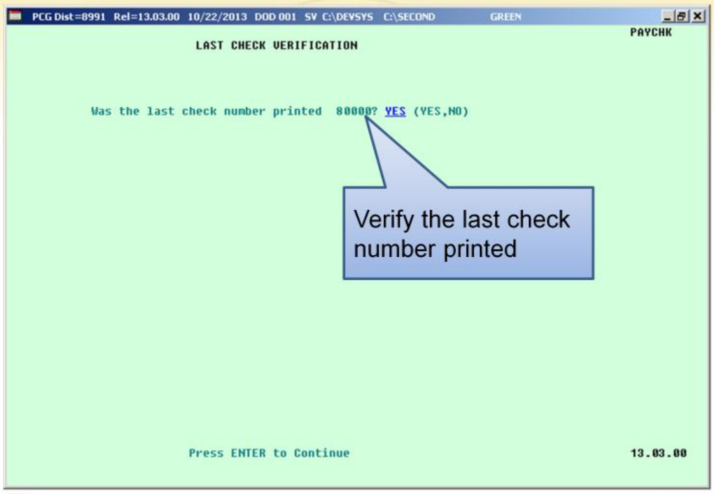

PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                                                                    PAYCHK
                      ALL CHECKS PRINTED


           Have all checks finished printing? YES (YES,NO)


                      Press ENTER to Continue                     13.03.00
```

Once the check has printed, type YES, and ENTER

This document was sent to tl

Print Manual Check

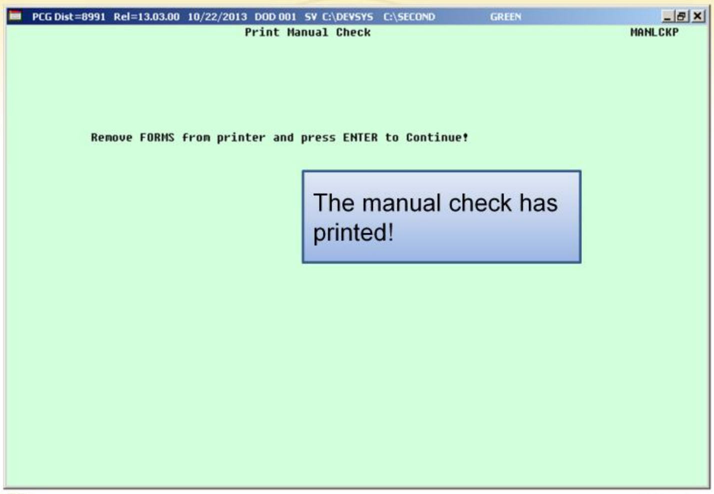


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                                                                      PAYCHK
                         LAST CHECK VERIFICATION


           Was the last check number printed  80000? YES (YES,NO)



                        Press ENTER to Continue                      13.03.00
```

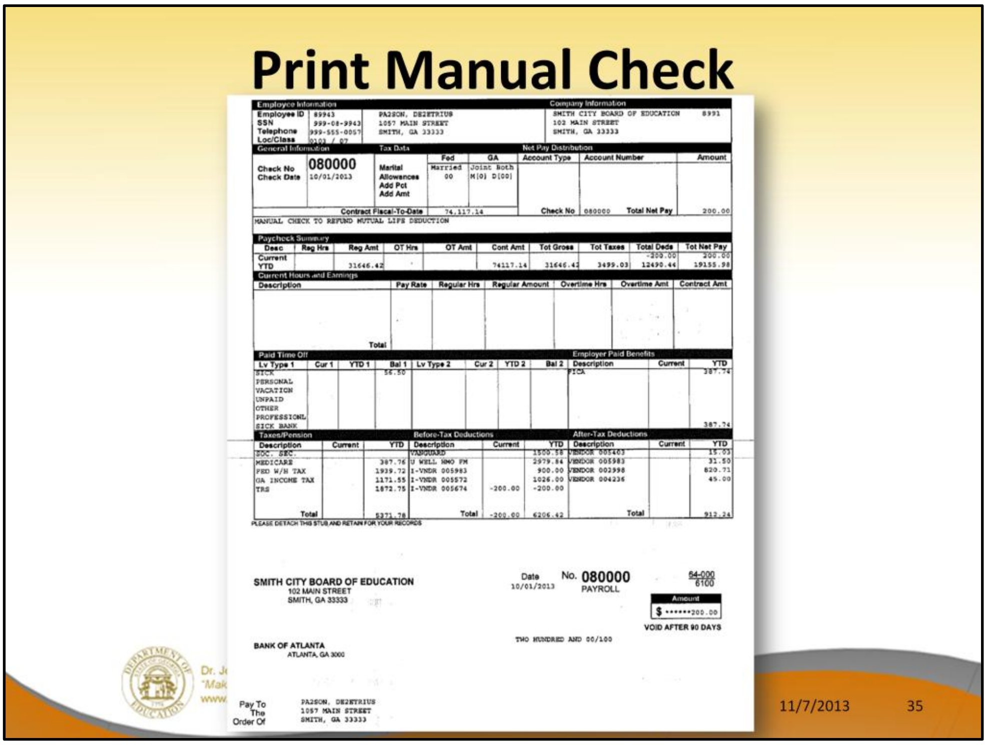
Verify the last check number printed

Print Manual Check


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                    Print Manual Check                    MANLCKP


   Remove FORMS from printer and press ENTER to Continue!
```

The manual check has printed!



Print Manual Check

Employee Information			Company Information	
Employee ID	89943	PA2SON, DE2ETRIUS	SMITH CITY BOARD OF EDUCATION	8991
SSN	999-08-9943	1057 MAIN STREET	102 MAIN STREET	
Telephone	999-555-0057	SMITH, GA 33333	SMITH, GA 33333	
Loc/Class	0101 / 07			

General Information		Tax Data	Fed	GA	Net Pay Distribution Account Type	Account Number	Amount
Check No	080000	**Marital**	Married	Joint Both			
Check Date	10/01/2013	**Allowances**	00	M[0] D[00]			
		Add Pct					
		Add Amt					
		Contract Fiscal-To-Date	74,117.14		**Check No**	080000 **Total Net Pay**	200.00

MANUAL CHECK TO REFUND MUTUAL LIFE DEDUCTION

Paycheck Summary

Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current								-200.00	200.00
YTD		31646.42			74117.14	31646.42	3499.03	12490.44	19155.98

Current Hours and Earnings

Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt
Total						

Paid Time Off Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Employer Paid Benefits Description	Current	YTD
SICK			56.50					FICA		387.74
PERSONAL										
VACATION										
UNPAID										
OTHER										
PROFESSIONL										
SICK BANK										387.74

Taxes/Pension Description	Current	YTD	Before-Tax Deductions Description	Current	YTD	After-Tax Deductions Description	Current	YTD
SOC. SEC.			VANGUARD		1500.58	VENDOR 005403		15.03
MEDICARE		387.76	U WELL HMO FM		2979.84	VENDOR 005983		31.50
FED W/H TAX		1939.72	I-VNDR 005983		900.00	VENDOR 002998		820.71
GA INCOME TAX		1171.55	I-VNDR 005572		1026.00	VENDOR 004236		45.00
TRS		1872.75	I-VNDR 005674	-200.00	-200.00			
Total		5371.78	Total	-200.00	6206.42	Total		912.24

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

Date
10/01/2013

No. **080000**
PAYROLL

64-000
6100

Amount
$ ******200.00

VOID AFTER 90 DAYS

TWO HUNDRED AND 00/100

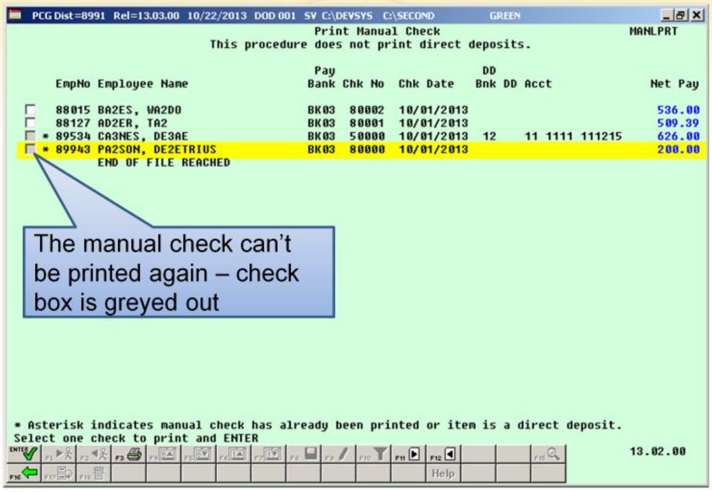
BANK OF ATLANTA
ATLANTA, GA 3000

Pay To
The
Order Of

PA2SON, DE2ETRIUS
1057 MAIN STREET
SMITH, GA 33333

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

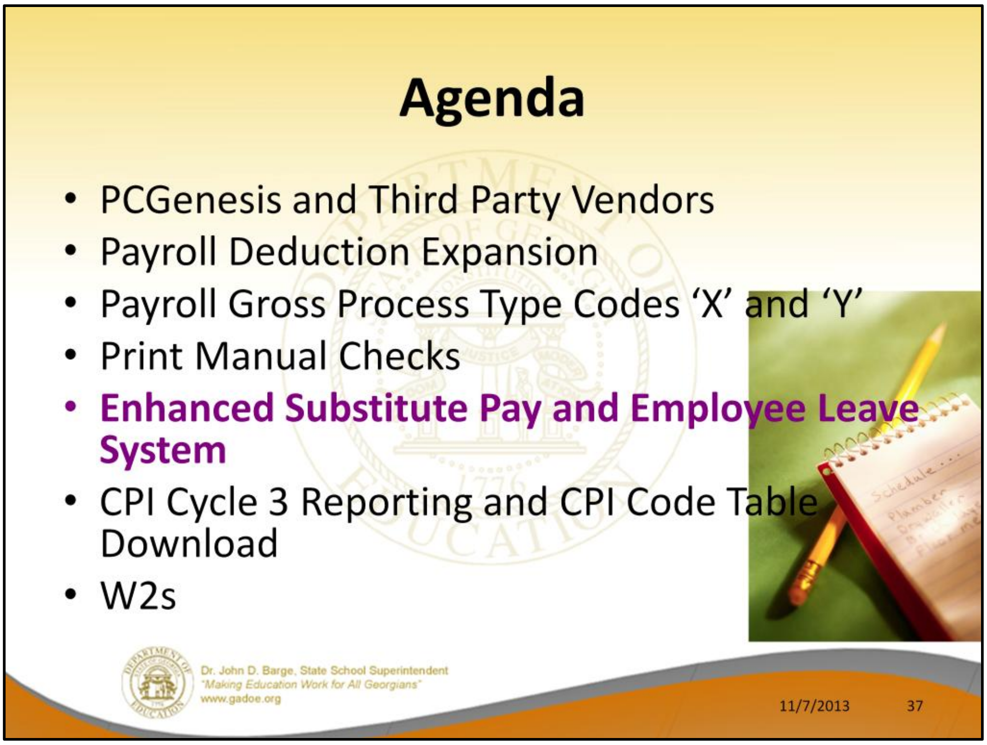
Print Manual Check


PCG Dist=8991 Rel=13.03.00 10/22/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                              Print Manual Check                           MANLPRT
                   This procedure does not print direct deposits.

                                            Pay                  DD
     EmpNo Employee Name                    Bank Chk No  Chk Date   Bnk DD Acct                 Net Pay

 ☐   88015 BA2ES, WA2DO                     BK03  80002  10/01/2013                              536.00
 ☐   88127 AD2ER, TA2                       BK03  80001  10/01/2013                              509.39
 ☐ * 89534 CA3NES, DE3AE                    BK03  50000  10/01/2013  12     11 1111 111215       626.00
 ☐ * 89943 PA2SON, DE2ETRIUS                BK03  80000  10/01/2013                              200.00
           END OF FILE REACHED

* Asterisk indicates manual check has already been printed or item is a direct deposit.
Select one check to print and ENTER
                                                                                        13.02.00
```

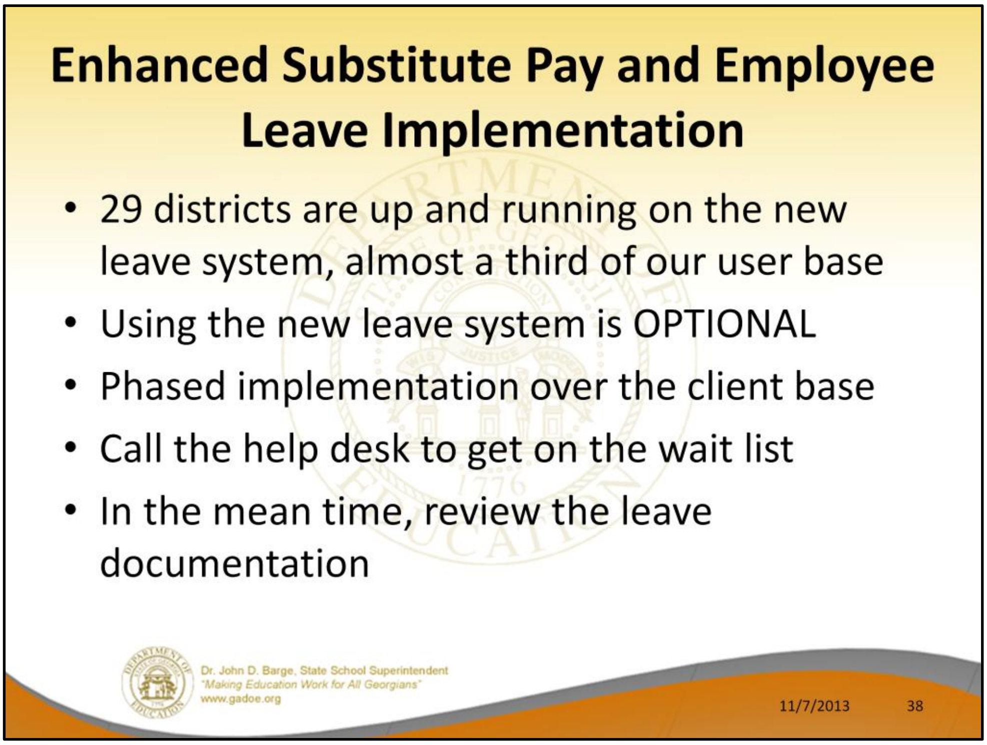
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

The manual check can't be printed again – check box is greyed out



Agenda

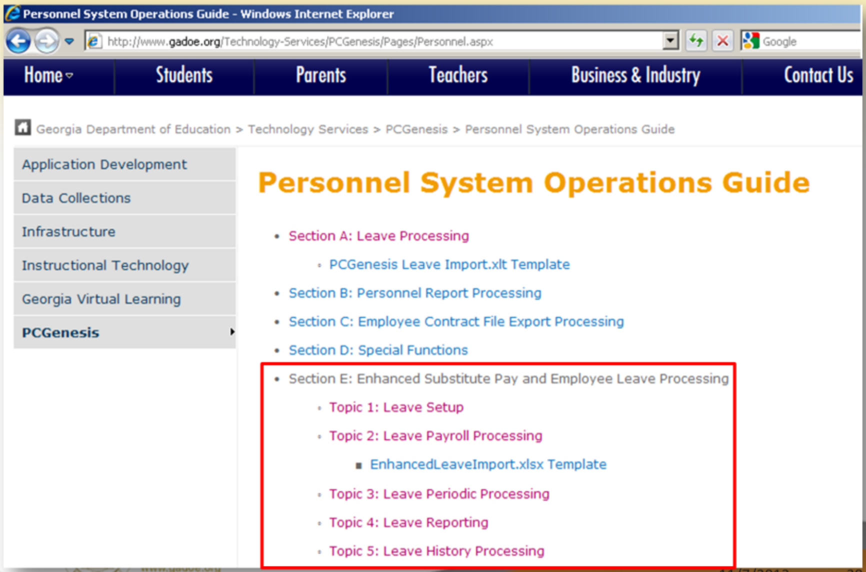
- PCGenesis and Third Party Vendors
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes ‘X’ and ‘Y’
- Print Manual Checks
- **Enhanced Substitute Pay and Employee Leave System**
- CPI Cycle 3 Reporting and CPI Code Table Download
- W2s



Enhanced Substitute Pay and Employee Leave Implementation

- 29 districts are up and running on the new leave system, almost a third of our user base
- Using the new leave system is OPTIONAL
- Phased implementation over the client base
- Call the help desk to get on the wait list
- In the mean time, review the leave documentation

Enhanced Substitute Pay and Employee Leave Processing Documentation

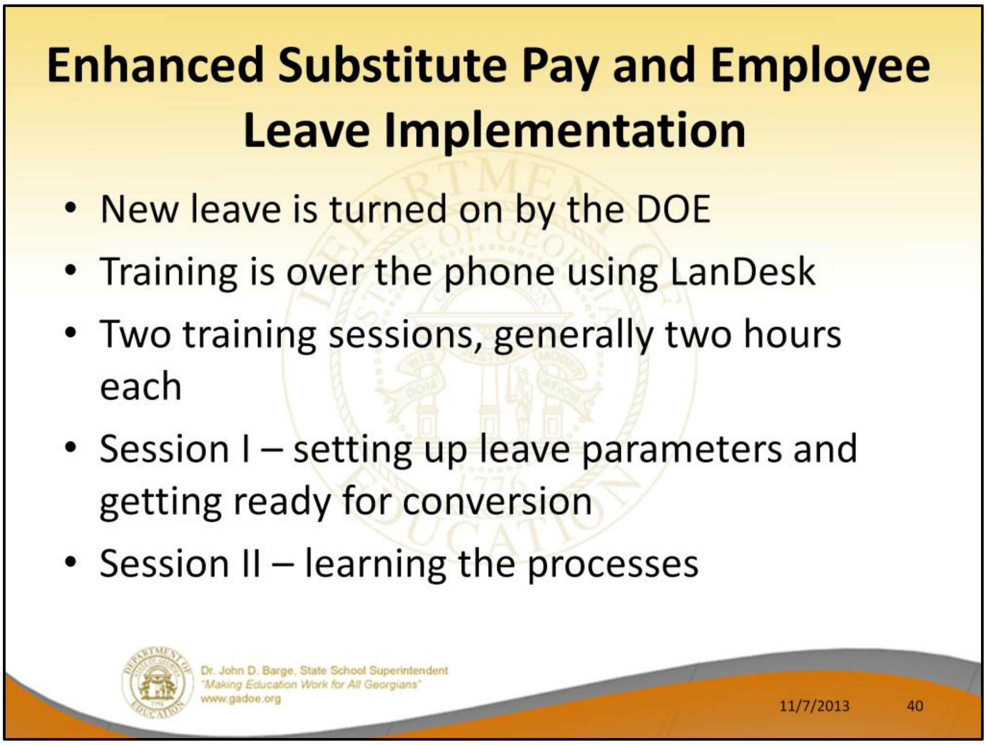


Personnel System Operations Guide - Windows Internet Explorer
http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx
Google
Home
Students
Parents
Teachers
Business & Industry
Contact Us
Georgia Department of Education > Technology Services > PCGenesis > Personnel System Operations Guide
Application Development
Data Collections
Infrastructure
Instructional Technology
Georgia Virtual Learning
PCGenesis

Personnel System Operations Guide

- Section A: Leave Processing
  - PCGenesis Leave Import.xlt Template
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
- Section D: Special Functions
- Section E: Enhanced Substitute Pay and Employee Leave Processing
  - Topic 1: Leave Setup
  - Topic 2: Leave Payroll Processing
    - EnhancedLeaveImport.xlsx Template
  - Topic 3: Leave Periodic Processing
  - Topic 4: Leave Reporting
  - Topic 5: Leave History Processing

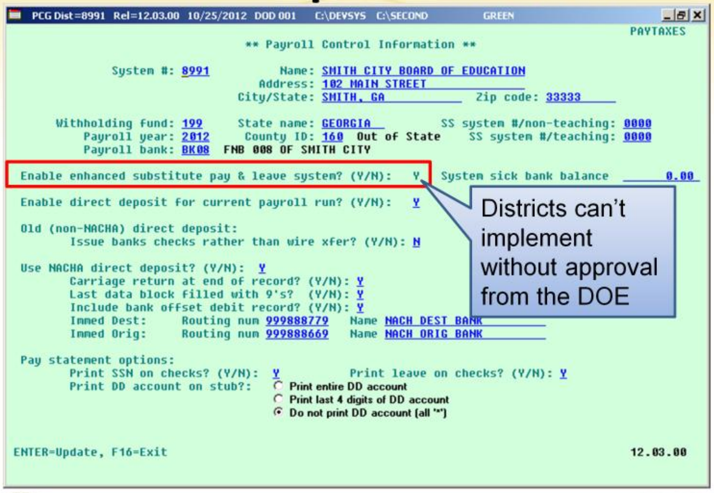
Documentation for the *Enhanced Substitute Pay and Employee Leave System* is available in the Personnel System Operations Guide.



Enhanced Substitute Pay and Employee Leave Implementation

- New leave is turned on by the DOE
- Training is over the phone using LanDesk
- Two training sessions, generally two hours each
- Session I – setting up leave parameters and getting ready for conversion
- Session II – learning the processes

Enhanced Substitute Pay and Employee Leave Implementation



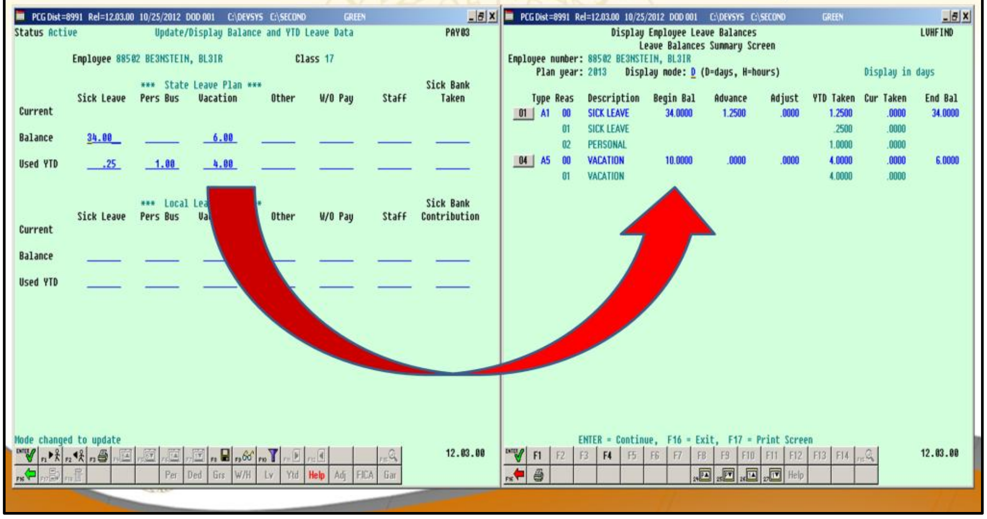
PCG Dist=8991 Rel=12.03.00 10/25/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN

```
                                                                    PAYTAXES
                       ** Payroll Control Information **

          System #: 8991          Name: SMITH CITY BOARD OF EDUCATION
                               Address: 102 MAIN STREET
                            City/State: SMITH, GA            Zip code: 33333

    Withholding fund: 199     State name: GEORGIA        SS system #/non-teaching: 0000
        Payroll year: 2012     County ID: 160  Out of State    SS system #/teaching: 0000
        Payroll bank: BK08  FNB 008 OF SMITH CITY

 Enable enhanced substitute pay & leave system? (Y/N):   Y  System sick bank balance        0.00

 Enable direct deposit for current payroll run? (Y/N):   Y

 Old (non-NACHA) direct deposit:
        Issue banks checks rather than wire xfer? (Y/N): N

 Use NACHA direct deposit? (Y/N):  Y
        Carriage return at end of record? (Y/N): Y
        Last data block filled with 9's?  (Y/N): Y
        Include bank offset debit record? (Y/N): Y
        Immed Dest:     Routing num 999888779   Name NACH DEST BANK
        Immed Orig:     Routing num 999888669   Name NACH ORIG BANK

 Pay statement options:
        Print SSN on checks? (Y/N):  Y          Print leave on checks? (Y/N): Y
        Print DD account on stub?:  ○ Print entire DD account
                                    ○ Print last 4 digits of DD account
                                    ● Do not print DD account (all "*")

ENTER=Update, F16=Exit                                                 12.03.00
```

Districts can't implement without approval from the DOE

Enhanced Substitute Pay and Employee Leave Implementation

- The new system requires converting existing PCG leave data to the new leave history file

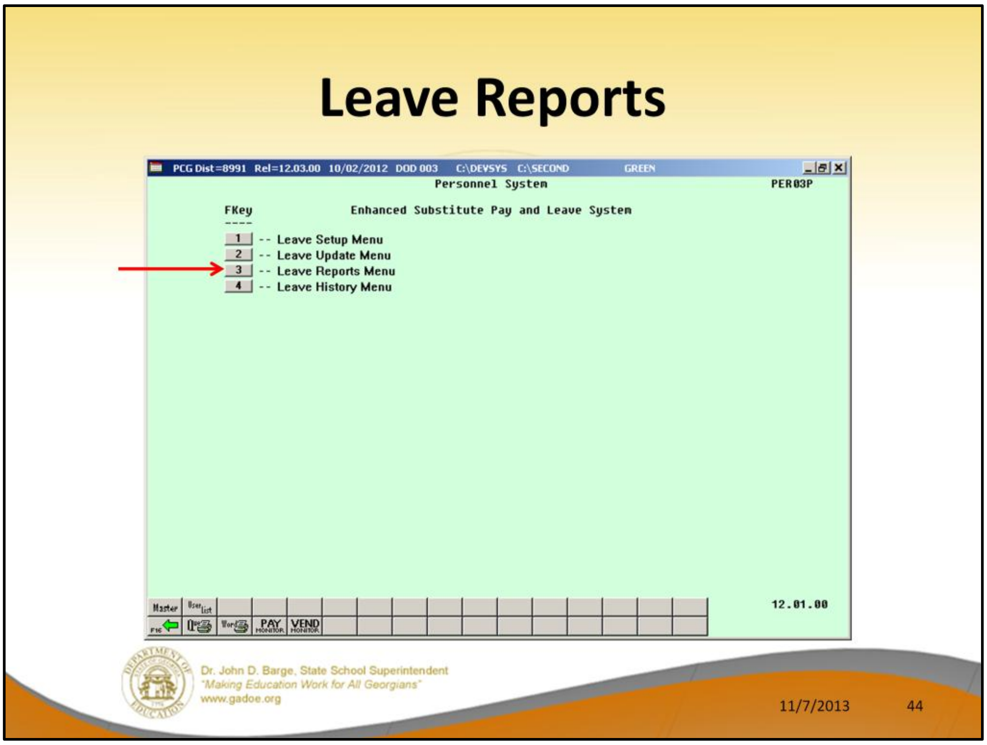


```
PCG Dist=8991  Rel=12.03.00  10/25/2012  DOD 001   C:\DEVSYS  C:\SECOND        GREEN
Status Active            Update/Display Balance and YTD Leave Data                PAY03

          Employee 88502 BE3NSTEIN, BL3IR                  Class 17

                       ***  State Leave Plan ***                                Sick Bank
          Sick Leave  Pers Bus   Vacation       Other     W/O Pay     Staff       Taken
Current

Balance     34.00_     _____      _6.00_       _____      _____       _____       _____

Used YTD    ___.25     _1.00_     _4.00_       _____      _____       _____       _____

                       ***  Local Lea                                           Sick Bank
          Sick Leave  Pers Bus   Va             Other     W/O Pay     Staff   Contribution
Current

Balance     _____      _____      _____        _____      _____       _____       _____

Used YTD    _____      _____      _____        _____      _____       _____       _____

Mode changed to update
                                                                               12.03.00
```

```
PCG Dist=8991  Rel=12.03.00  10/25/2012  DOD 001   C:\DEVSYS  C:\SECOND        GREEN
                      Display Employee Leave Balances                           LVHFIND
                         Leave Balances Summary Screen
Employee number: 88502 BE3NSTEIN, BL3IR
     Plan year: 2013    Display mode: D (D=days, H=hours)               Display in days

     Type Reas   Description   Begin Bal    Advance    Adjust   YTD Taken  Cur Taken    End Bal
 01   A1   00    SICK LEAVE      34.0000     1.2500     .0000      1.2500      .0000    34.0000
           01    SICK LEAVE                                         .2500      .0000
           02    PERSONAL                                          1.0000      .0000
 04   A5   00    VACATION        10.0000      .0000     .0000      4.0000      .0000     6.0000
           01    VACATION                                          4.0000      .0000

                     ENTER = Continue,  F16 = Exit,  F17 = Print Screen
                                                                               12.03.00
```

Enhanced Substitute Pay and Employee Leave Implementation

- The ***PCGenesis A, B, C's*** *session will provide an overview of entering employee leave and substitute pay during a payroll cycle*
- *In this session I will highlight the leave reports available in the new system*



Leave Reports

```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND        GREEN
                                   Personnel System                                   PER03P

     FKey              Enhanced Substitute Pay and Leave System
     ----
      1  -- Leave Setup Menu
      2  -- Leave Update Menu
      3  -- Leave Reports Menu
      4  -- Leave History Menu

                                                                                    12.01.00
```

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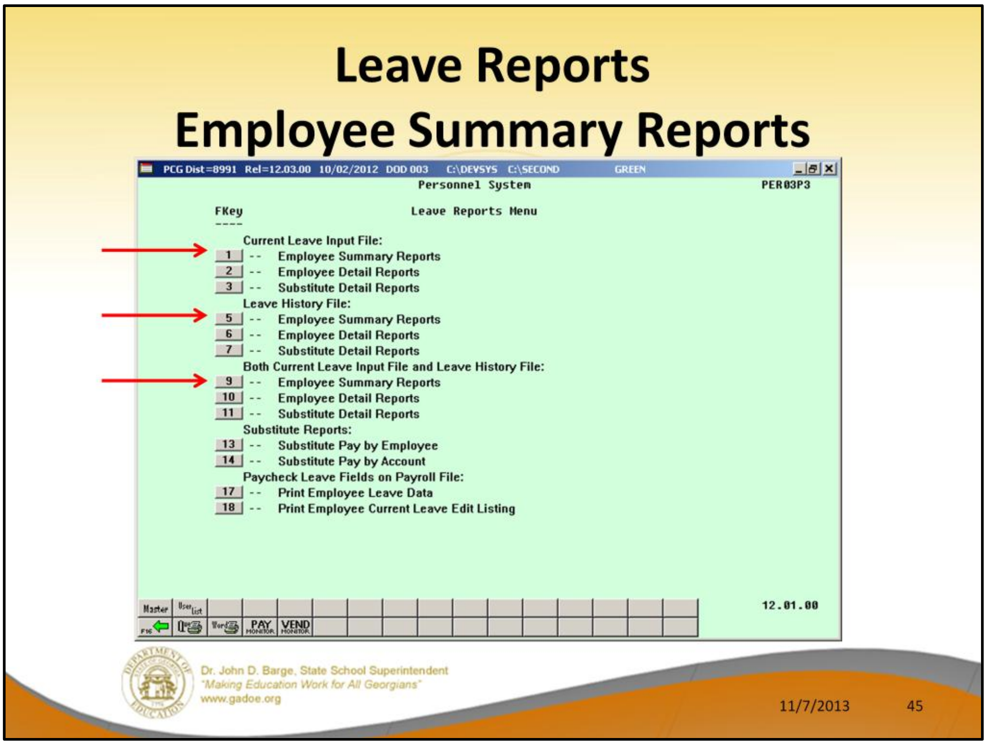
"Making Education Work for All Georgians"
www.gadoe.org

11/7/2013 44

The *Enhanced Substitute Pay and Employee Leave System* includes numerous reports. Reporting is available against the *Current Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports against the *Leave History File* are also available for further analysis and review.



Leave Reports
Employee Summary Reports

```
PCG Dist=8991  Rel=12.03.00  10/02/2012  DOD 003    C:\DEVSYS  C:\SECOND          GREEN
                                   Personnel System                                PER03P3

           FKey                    Leave Reports Menu
           ----
               Current Leave Input File:
            1  --    Employee Summary Reports
            2  --    Employee Detail Reports
            3  --    Substitute Detail Reports
               Leave History File:
            5  --    Employee Summary Reports
            6  --    Employee Detail Reports
            7  --    Substitute Detail Reports
               Both Current Leave Input File and Leave History File:
            9  --    Employee Summary Reports
           10  --    Employee Detail Reports
           11  --    Substitute Detail Reports
               Substitute Reports:
           13  --    Substitute Pay by Employee
           14  --    Substitute Pay by Account
               Paycheck Leave Fields on Payroll File:
           17  --    Print Employee Leave Data
           18  --    Print Employee Current Leave Edit Listing

                                                                                   12.01.00
```

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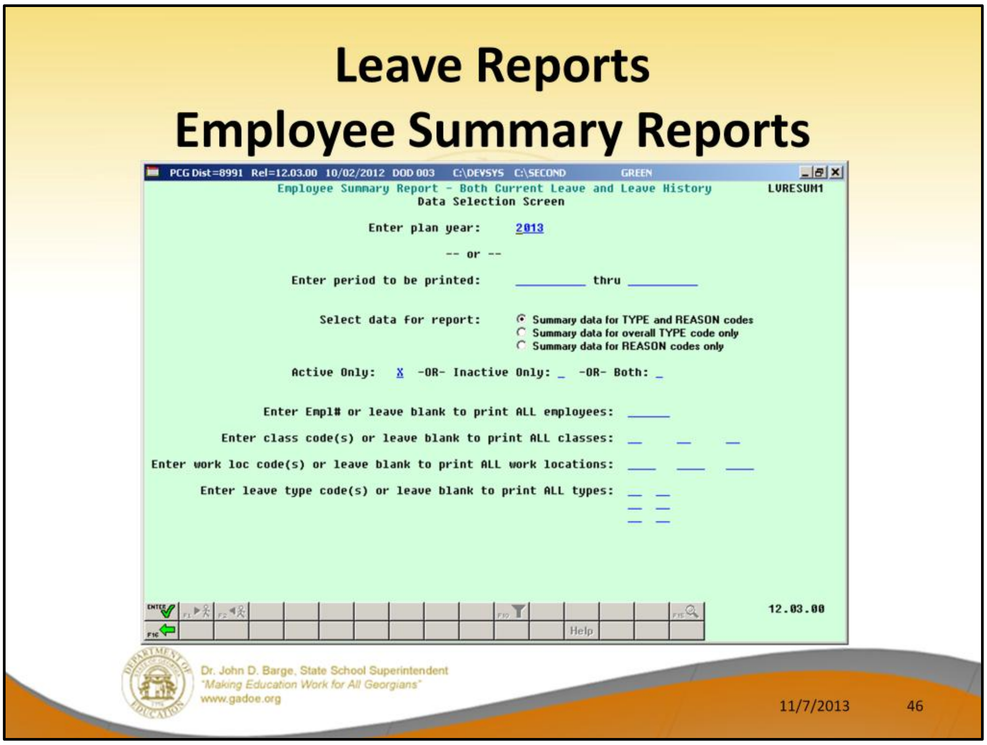
Three broad categories of reports are available for summary and detail reports:

- Current leave reports (generated from the *Current Leave Input File* only)
- Reports from leave history (generated from the *Leave History File* only)
- Reports from leave history and from current leave (generated from both the *Current Leave Input File* and the *Leave History File*)



Leave Reports
Employee Summary Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Summary Report - Both Current Leave and Leave History LVRESUM1
Data Selection Screen

Enter plan year: 2013

-- or --

Enter period to be printed: ________ thru ________

Select data for report:
● Summary data for TYPE and REASON codes
○ Summary data for overall TYPE code only
○ Summary data for REASON codes only

Active Only: X -OR- Inactive Only: _ -OR- Both: _

Enter Empl# or leave blank to print ALL employees: ______

Enter class code(s) or leave blank to print ALL classes: __ __ __

Enter work loc code(s) or leave blank to print ALL work locations: ____ ____ ____

Enter leave type code(s) or leave blank to print ALL types: __ __

12.03.00

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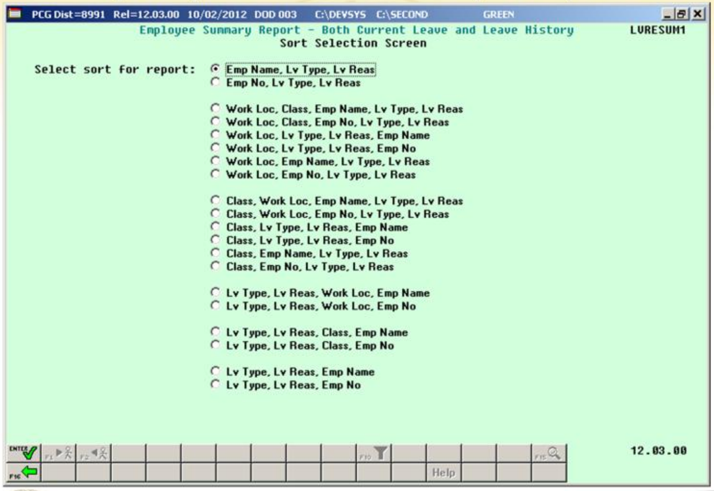
Employee Summary Reports: The *Employee Summary Reports* provide summarized leave data per employee. The *Employee Summary Reports* provide the following information:

Leave Type code information is summarized under reason code '**00**' on the report, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), Total Leave Taken, and Ending Balance.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), and Total Leave Taken. Totals for the reason codes summarize leave taken for the various reasons listed.

Leave Reports
Employee Summary Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Summary Report - Both Current Leave and Leave History LVRESUM1

Sort Selection Screen

Select sort for report:

● Emp Name, Lv Type, Lv Reas
○ Emp No, Lv Type, Lv Reas

○ Work Loc, Class, Emp Name, Lv Type, Lv Reas
○ Work Loc, Class, Emp No, Lv Type, Lv Reas
○ Work Loc, Lv Type, Lv Reas, Emp Name
○ Work Loc, Lv Type, Lv Reas, Emp No
○ Work Loc, Emp Name, Lv Type, Lv Reas
○ Work Loc, Emp No, Lv Type, Lv Reas

○ Class, Work Loc, Emp Name, Lv Type, Lv Reas
○ Class, Work Loc, Emp No, Lv Type, Lv Reas
○ Class, Lv Type, Lv Reas, Emp Name
○ Class, Lv Type, Lv Reas, Emp No
○ Class, Emp Name, Lv Type, Lv Reas
○ Class, Emp No, Lv Type, Lv Reas

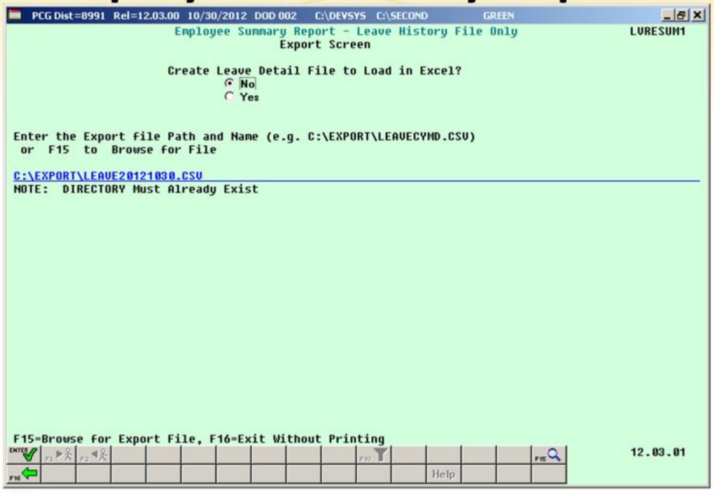
○ Lv Type, Lv Reas, Work Loc, Emp Name
○ Lv Type, Lv Reas, Work Loc, Emp No

○ Lv Type, Lv Reas, Class, Emp Name
○ Lv Type, Lv Reas, Class, Emp No

○ Lv Type, Lv Reas, Emp Name
○ Lv Type, Lv Reas, Emp No

The user can sort the leave reports in many, many different ways.

Leave Reports
Employee Summary Reports



PCG Dist=8991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Employee Summary Report - Leave History File Only LVRESUM1

Export Screen

Create Leave Detail File to Load in Excel?

● No

○ Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
or F15 to Browse for File

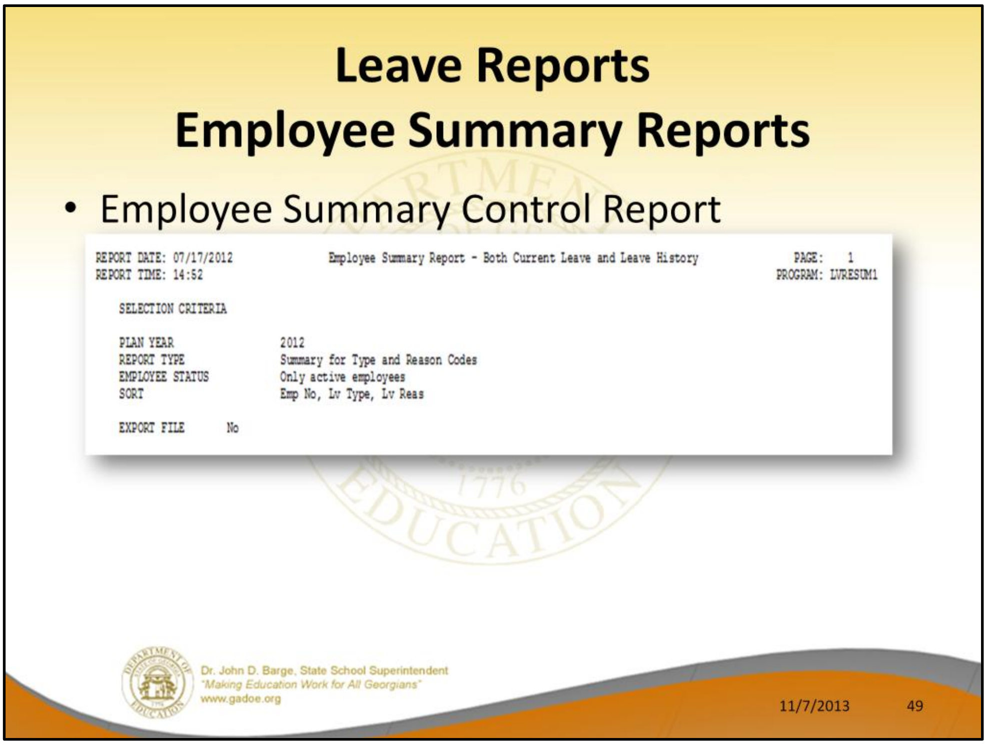
C:\EXPORT\LEAVE20121030.CSV

NOTE: DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing

12.03.01

All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.



Leave Reports
Employee Summary Reports

- Employee Summary Control Report

```
REPORT DATE: 07/17/2012            Employee Summary Report - Both Current Leave and Leave History            PAGE:    1
REPORT TIME: 14:52                                                                                        PROGRAM: LVRESUM1

   SELECTION CRITERIA

   PLAN YEAR               2012
   REPORT TYPE             Summary for Type and Reason Codes
   EMPLOYEE STATUS         Only active employees
   SORT                    Emp No, Lv Type, Lv Reas

   EXPORT FILE      No
```

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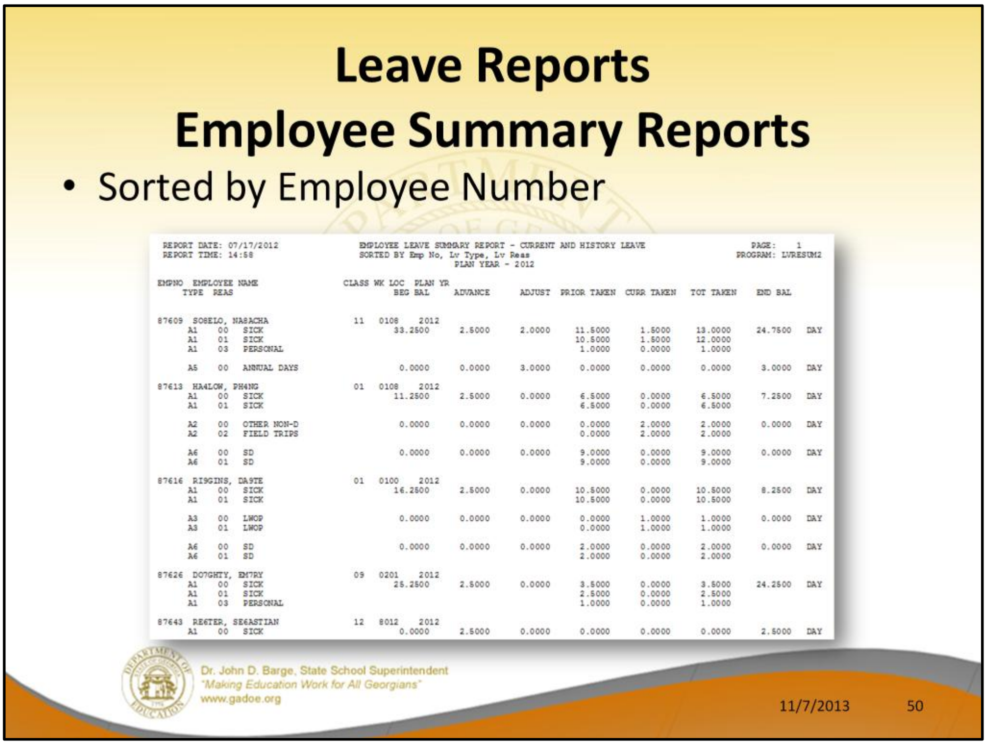
Most reporting processes within the *Enhanced Substitute Pay and Employee Leave System* produce a control report. This report documents the reporting options selected by the user.



Leave Reports

Employee Summary Reports

- Sorted by Employee Number

```
REPORT DATE: 07/17/2012             EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE           PAGE:    1
REPORT TIME: 14:58                  SORTED BY Emp No, Lv Type, Lv Reas                                  PROGRAM: LVRESUM2
                                                   PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME                     CLASS WK LOC  PLAN YR
   TYPE  REAS                                          BEG BAL    ADVANCE     ADJUST  PRIOR TAKEN  CURR TAKEN  TOT TAKEN    END BAL

87609  SOSELO, NASACHA                    11   0108    2012
     A1    00   SICK                                  33.2500     2.5000     2.0000     11.5000      1.5000     13.0000    24.7500  DAY
     A1    01   SICK                                                                    10.5000      1.5000     12.0000
     A1    03   PERSONAL                                                                 1.0000      0.0000      1.0000

     A5    00   ANNUAL DAYS                            0.0000     0.0000     3.0000      0.0000      0.0000      0.0000     3.0000  DAY

87613  HA4LOW, PH4NG                      01   0108    2012
     A1    00   SICK                                  11.2500     2.5000     0.0000      6.5000      0.0000      6.5000     7.2500  DAY
     A1    01   SICK                                                                     6.5000      0.0000      6.5000

     A2    00   OTHER NON-D                            0.0000     0.0000     0.0000      0.0000      2.0000      2.0000     0.0000  DAY
     A2    02   FIELD TRIPS                                                              0.0000      2.0000      2.0000

     A6    00   SD                                     0.0000     0.0000     0.0000      9.0000      0.0000      9.0000     0.0000  DAY
     A6    01   SD                                                                       9.0000      0.0000      9.0000

87616  RI9GINS, DA9TE                     01   0100    2012
     A1    00   SICK                                  16.2500     2.5000     0.0000     10.5000      0.0000     10.5000     8.2500  DAY
     A1    01   SICK                                                                    10.5000      0.0000     10.5000

     A3    00   LWOP                                   0.0000     0.0000     0.0000      0.0000      1.0000      1.0000     0.0000  DAY
     A3    01   LWOP                                                                     0.0000      1.0000      1.0000

     A6    00   SD                                     0.0000     0.0000     0.0000      2.0000      0.0000      2.0000     0.0000  DAY
     A6    01   SD                                                                       2.0000      0.0000      2.0000

87626  DO7GHTY, EM7RY                     09   0201    2012
     A1    00   SICK                                  25.2500     2.5000     0.0000      3.5000      0.0000      3.5000    24.2500  DAY
     A1    01   SICK                                                                     2.5000      0.0000      2.5000
     A1    03   PERSONAL                                                                 1.0000      0.0000      1.0000

87643  RE6TER, SE6ASTIAN                  12   8012    2012
     A1    00   SICK                                   0.0000     2.5000     0.0000      0.0000      0.0000      0.0000     2.5000  DAY
```

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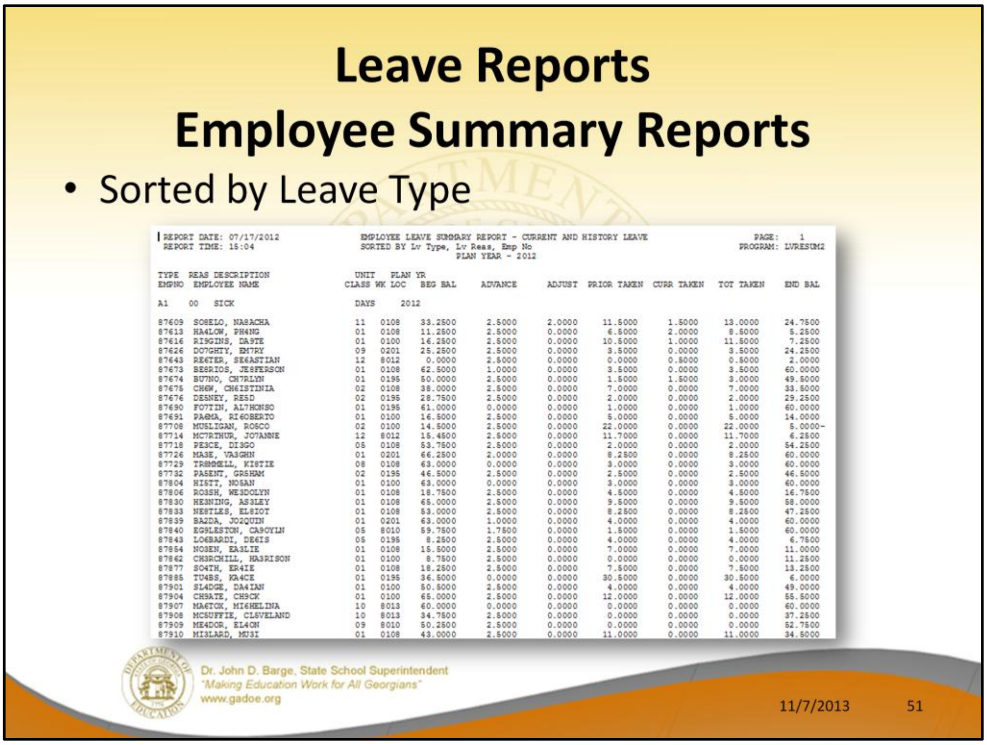
Employee Summary Reports: The *Employee Summary Reports* provide summarized leave data per employee. The Employee Summary Report looks very much like the on-line *Leave Balances* screen for the employee. The *Employee Summary Reports* provide the following information:

Leave Type code information is summarized under reason code '**00**' on the report, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), Total Leave Taken, and Ending Balance.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: Prior Leave Taken (stored on the *Leave History File*), Current Leave Taken (stored on the *Current Leave Input File*), and Total Leave Taken. Totals for the reason codes summarize leave taken for the various reasons listed.



Leave Reports
Employee Summary Reports

- Sorted by Leave Type

```
REPORT DATE: 07/17/2012                EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE                PAGE:     1
REPORT TIME: 15:04                     SORTED BY Lv Type, Lv Reas, Emp No                                       PROGRAM: LVRESUM2
                                                          PLAN YEAR - 2012

TYPE  REAS DESCRIPTION                  UNIT   PLAN YR
EMPNO  EMPLOYEE NAME                   CLASS WK LOC   BEG BAL     ADVANCE      ADJUST  PRIOR TAKEN  CURR TAKEN   TOT TAKEN     END BAL

A1    00   SICK                         DAYS     2012

87609  SO8ELO, NA8ACHA                  11   0108    33.2500      2.5000      2.0000     11.5000      1.5000     13.0000     24.7500
87613  HA4LOW, PH4NG                    01   0108    11.2500      2.5000      0.0000      6.5000      2.0000      8.5000      5.2500
87616  RI9GINS, DA9TE                   01   0100    16.2500      2.5000      0.0000     10.5000      1.0000     11.5000      7.2500
87626  DO7GHTY, EM7RY                   09   0201    25.2500      2.5000      0.0000      3.5000      0.0000      3.5000     24.2500
87643  RE6TER, SE6ASTIAN                12   8012     0.0000      2.5000      0.0000      0.0000      0.5000      0.5000      2.0000
87673  BE8RIOS, JE8FERSON               01   0108    62.5000      1.0000      0.0000      3.5000      0.0000      3.5000     60.0000
87674  BU7NO, CH7RLYN                   01   0195    50.0000      2.5000      0.0000      1.5000      1.5000      3.0000     49.5000
87675  CH6W, CH6ISTINIA                 02   0108    38.0000      2.5000      0.0000      7.0000      0.0000      7.0000     33.5000
87676  DE5NEY, RE5D                     02   0195    28.7500      2.5000      0.0000      2.0000      0.0000      2.0000     29.2500
87690  FO7TIN, AL7HONSO                 01   0195    61.0000      0.0000      0.0000      1.0000      0.0000      1.0000     60.0000
87691  PA6MA, RI6OBERTO                 01   0100    16.5000      2.5000      0.0000      5.0000      0.0000      5.0000     14.0000
87708  MU5LIGAN, RO5CO                  02   0100    14.5000      2.5000      0.0000     22.0000      0.0000     22.0000      5.0000-
87714  MC7RTHUR, JO7ANNE                12   8012    15.4500      2.5000      0.0000     11.7000      0.0000     11.7000      6.2500
87718  PE3CE, DI3GO                     05   0108    53.7500      2.5000      0.0000      2.0000      0.0000      2.0000     54.2500
87726  MA3E, VA3GHN                     01   0201    66.2500      2.0000      0.0000      8.2500      0.0000      8.2500     60.0000
87729  TR8MMELL, KI8TIE                 08   0108    63.0000      0.0000      0.0000      3.0000      0.0000      3.0000     60.0000
87732  PA5ENT, GR5HAM                   02   0195    46.5000      2.5000      0.0000      2.5000      0.0000      2.5000     46.5000
87804  HI5TT, NO5AN                     01   0100    63.0000      0.0000      0.0000      3.0000      0.0000      3.0000     60.0000
87806  RO3SH, WE3DOLYN                  01   0108    18.7500      2.5000      0.0000      4.5000      0.0000      4.5000     16.7500
87830  HE3NING, AS3LEY                  01   0108    65.0000      2.5000      0.0000      9.5000      0.0000      9.5000     58.0000
87833  NE8TLES, EL8IOT                  01   0108    53.0000      2.5000      0.0000      8.2500      0.0000      8.2500     47.2500
87839  BA2DA, JO2QUIN                   01   0201    63.0000      1.0000      0.0000      4.0000      0.0000      4.0000     60.0000
87840  EG9LESTON, CA9OYLN               05   8010    59.7500      1.7500      0.0000      1.5000      0.0000      1.5000     60.0000
87843  LO6BARDI, DE6IS                  05   0195     8.2500      2.5000      0.0000      4.0000      0.0000      4.0000      6.7500
87854  NO3EN, EA3LIE                    01   0108    15.5000      2.5000      0.0000      7.0000      0.0000      7.0000     11.0000
87862  CH3RCHILL, HA3RISON              01   0100     8.7500      2.5000      0.0000      0.0000      0.0000      0.0000     11.2500
87877  SO4TH, ER4IE                     01   0108    18.2500      2.5000      0.0000      7.5000      0.0000      7.5000     13.2500
87885  TU4BS, KA4CE                     01   0195    36.5000      0.0000      0.0000     30.5000      0.0000     30.5000      6.0000
87901  SL4DGE, DA4IAN                   01   0100    50.5000      2.5000      0.0000      4.0000      0.0000      4.0000     49.0000
87904  CH9ATE, CH9CK                    01   0100    65.0000      2.5000      0.0000     12.0000      0.0000     12.0000     55.5000
87907  MA6TOX, MI6HELINA                10   8013    60.0000      0.0000      0.0000      0.0000      0.0000      0.0000     60.0000
87908  MC5UFFIE, CL5VELAND              10   8013    34.7500      2.5000      0.0000      0.0000      0.0000      0.0000     37.2500
87909  ME4DOR, EL4ON                    09   8010    50.2500      2.5000      0.0000      0.0000      0.0000      0.0000     52.7500
87910  MI3LARD, MU3I                    01   0108    43.0000      2.5000      0.0000     11.0000      0.0000     11.0000     34.5000
```

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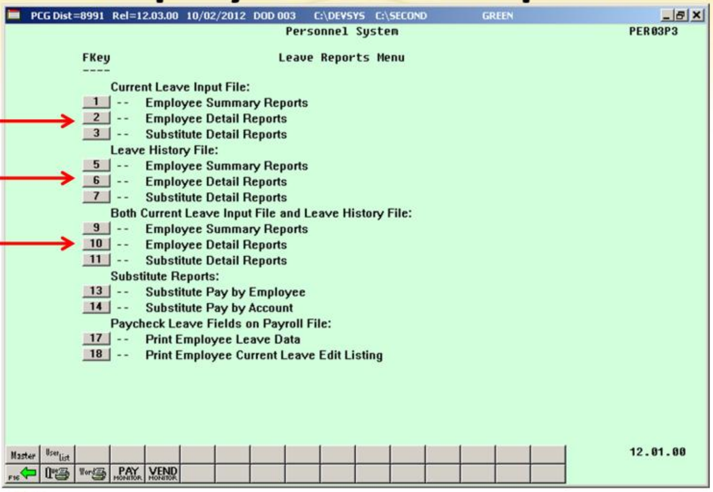
This is the same summary report sorted by Leave Type and Reason code. The report sorted this way looks much different!

Leave Reports
Employee Detail Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER03P3

FKey

Leave Reports Menu

Current Leave Input File:
1 -- Employee Summary Reports
2 -- Employee Detail Reports
3 -- Substitute Detail Reports

Leave History File:
5 -- Employee Summary Reports
6 -- Employee Detail Reports
7 -- Substitute Detail Reports

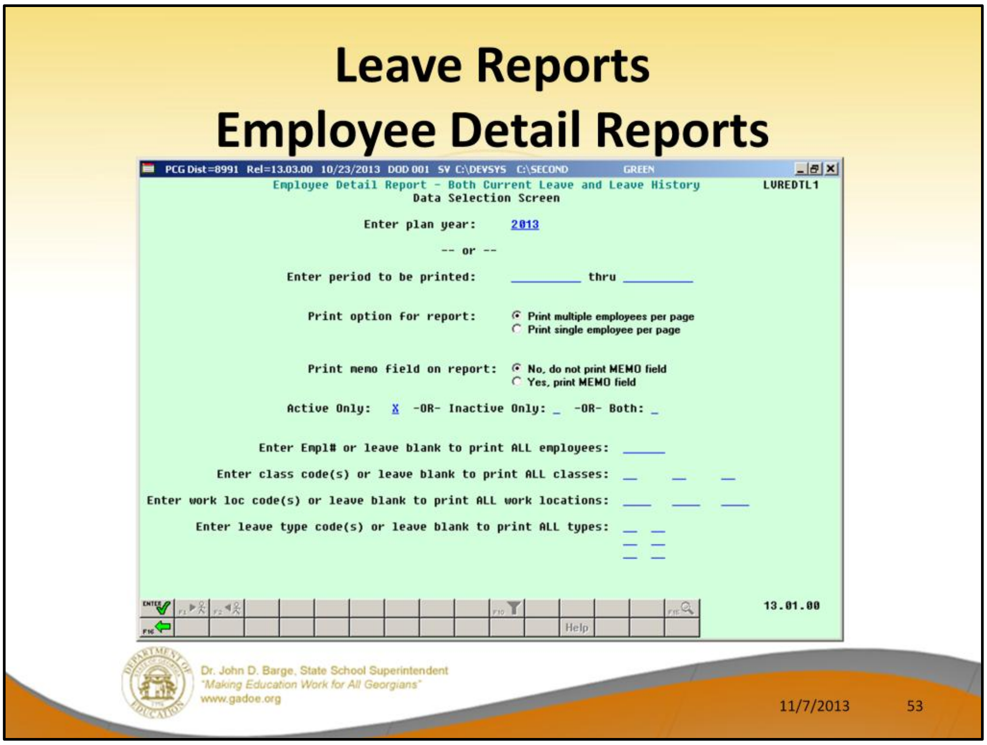
Both Current Leave Input File and Leave History File:
9 -- Employee Summary Reports
10 -- Employee Detail Reports
11 -- Substitute Detail Reports

Substitute Reports:
13 -- Substitute Pay by Employee
14 -- Substitute Pay by Account

Paycheck Leave Fields on Payroll File:
17 -- Print Employee Leave Data
18 -- Print Employee Current Leave Edit Listing

12.01.00

Now we will look at the Employee Detail Reports.



Leave Reports
Employee Detail Reports

```
PCG Dist=8991  Rel=13.03.00  10/23/2013  DOD 001  SV C:\DEVSYS  C:\SECOND          GREEN
                  Employee Detail Report - Both Current Leave and Leave History          LVREDTL1
                                      Data Selection Screen

                         Enter plan year:       2013

                                 -- or --

                    Enter period to be printed:      __________  thru  __________

                        Print option for report:    ● Print multiple employees per page
                                                    ○ Print single employee per page

                        Print memo field on report: ● No, do not print MEMO field
                                                    ○ Yes, print MEMO field

                    Active Only:  X  -OR- Inactive Only: _  -OR- Both: _

                 Enter Empl# or leave blank to print ALL employees:  ______
            Enter class code(s) or leave blank to print ALL classes:  __   __   __
Enter work loc code(s) or leave blank to print ALL work locations:  ____  ____  ____
           Enter leave type code(s) or leave blank to print ALL types:  __  __
                                                                        __  __
                                                                        __  __

                                                                                13.01.00
```

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Employee Detail Reports: The *Employee Detail Reports* provide detailed leave information per employee. The *Employee Detail Reports* which include data from the *Leave History File* look very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by "Leave In" and "Leave Out", and finishing with the ending balance.

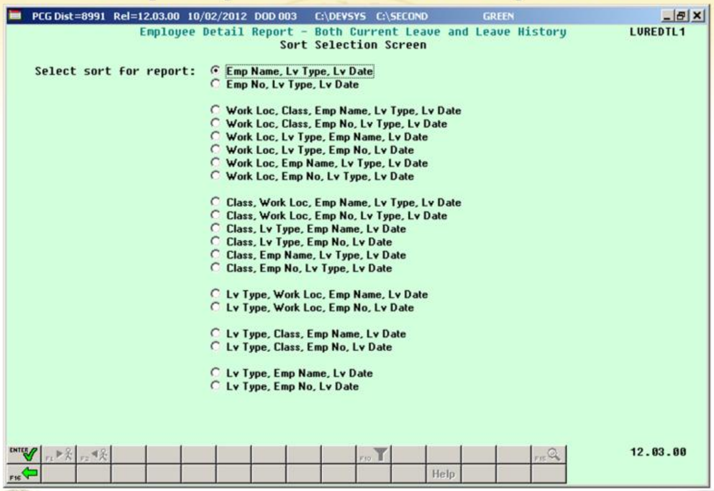
The "Leave In" and "Leave Out" columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type,** include BEG (Beginning Balance) line items, CUR LV (Current Leave Taken) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

The *Employee Detail Reports* provide the option to print either a single employee per page or multiple employees per page. Printing one employee per page allows the user to generate leave statements to distribute to employees. The *Employee Detail Reports* provide the following information:

- **Both *Current Leave Input File* and the *Leave History File*:** The *Employee Detail Reports* will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the *Current Leave Input File*, and the line items from the *Leave History File* including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

- ***Leave History File* only:** The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.
- ***Current Leave Input File* only:** The system produces a detailed report of the contents of the *Current Leave Input File.* Historical leave data is not included.

Leave Reports
Employee Detail Reports



PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Employee Detail Report - Both Current Leave and Leave History LVREDTL1

Sort Selection Screen

Select sort for report:

● Emp Name, Lv Type, Lv Date
○ Emp No, Lv Type, Lv Date

○ Work Loc, Class, Emp Name, Lv Type, Lv Date
○ Work Loc, Class, Emp No, Lv Type, Lv Date
○ Work Loc, Lv Type, Emp Name, Lv Date
○ Work Loc, Lv Type, Emp No, Lv Date
○ Work Loc, Emp Name, Lv Type, Lv Date
○ Work Loc, Emp No, Lv Type, Lv Date

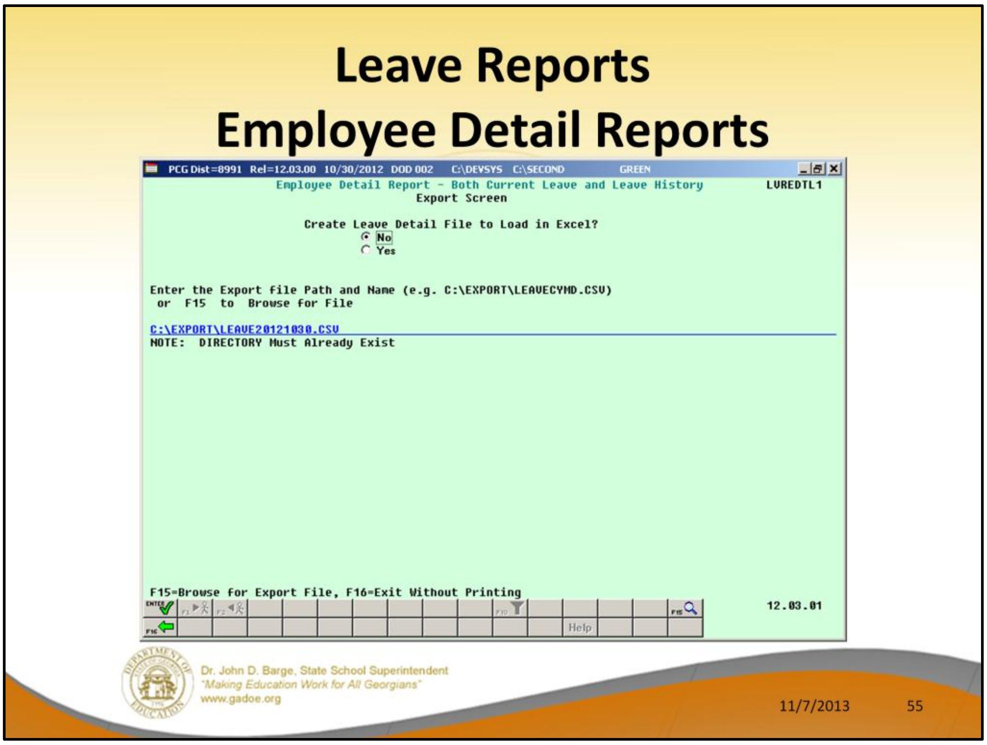
○ Class, Work Loc, Emp Name, Lv Type, Lv Date
○ Class, Work Loc, Emp No, Lv Type, Lv Date
○ Class, Lv Type, Emp Name, Lv Date
○ Class, Lv Type, Emp No, Lv Date
○ Class, Emp Name, Lv Type, Lv Date
○ Class, Emp No, Lv Type, Lv Date

○ Lv Type, Work Loc, Emp Name, Lv Date
○ Lv Type, Work Loc, Emp No, Lv Date

○ Lv Type, Class, Emp Name, Lv Date
○ Lv Type, Class, Emp No, Lv Date

○ Lv Type, Emp Name, Lv Date
○ Lv Type, Emp No, Lv Date

The user can sort the leave reports in many, many different ways.



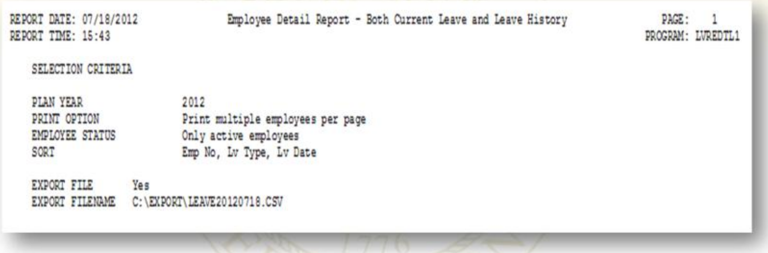
Leave Reports
Employee Detail Reports

```
PCG Dist=8991  Rel=12.03.00  10/30/2012  DOD 002    C:\DEVSYS  C:\SECOND        GREEN
                    Employee Detail Report - Both Current Leave and Leave History          LVREDTL1
                                        Export Screen

                       Create Leave Detail File to Load in Excel?
                                ● No
                                ○ Yes


Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
 or  F15  to  Browse for File

C:\EXPORT\LEAVE20121030.CSV
NOTE:  DIRECTORY Must Already Exist



F15=Browse for Export File, F16=Exit Without Printing
                                                                         12.03.01
```

All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.

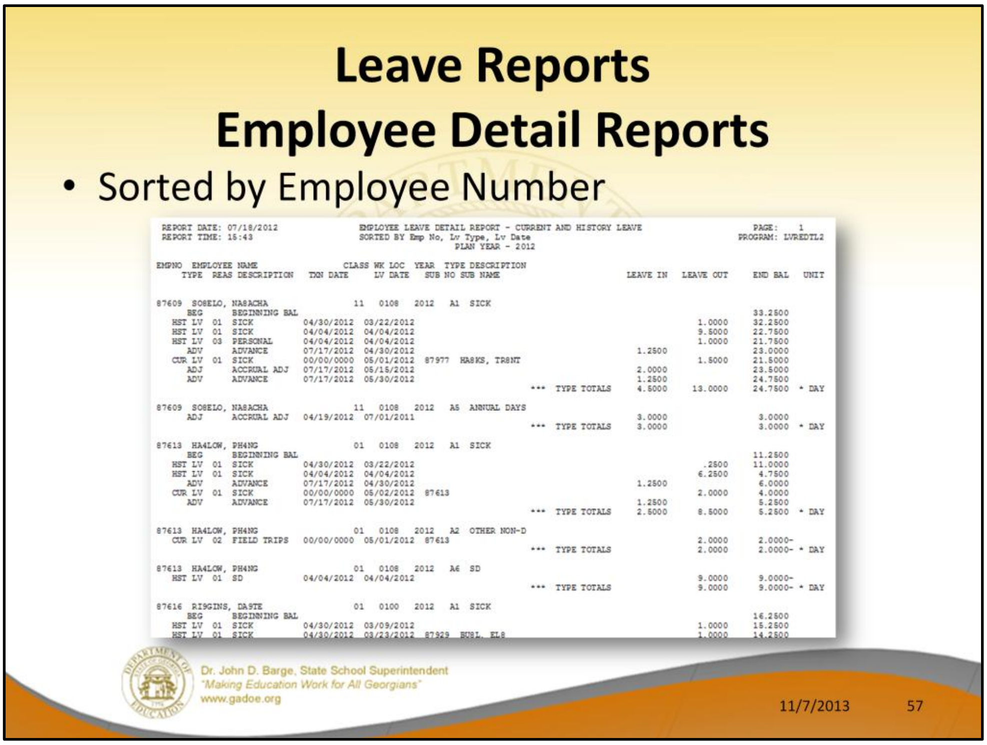
Leave Reports
Employee Detail Reports

- Employee Detail Control Report



```
REPORT DATE: 07/18/2012              Employee Detail Report - Both Current Leave and Leave History              PAGE:    1
REPORT TIME: 15:43                                                                                    PROGRAM: LVREDTL1

   SELECTION CRITERIA

   PLAN YEAR                    2012
   PRINT OPTION                 Print multiple employees per page
   EMPLOYEE STATUS              Only active employees
   SORT                         Emp No, Lv Type, Lv Date

   EXPORT FILE        Yes
   EXPORT FILENAME    C:\EXPORT\LEAVE20120718.CSV
```

Most reporting processes within the *Enhanced Substitute Pay and Employee Leave System* produce a control report. This report documents the reporting options selected by the user.



Leave Reports
Employee Detail Reports

- Sorted by Employee Number

```
REPORT DATE: 07/18/2012             EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE               PAGE:    1
REPORT TIME: 15:43                  SORTED BY Emp No, Lv Type, Lv Date                                 PROGRAM: LVREDTL2
                                                PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME               CLASS WK LOC  YEAR  TYPE DESCRIPTION
    TYPE  REAS DESCRIPTION   TXN DATE     LV DATE   SUB NO SUB NAME                LEAVE IN   LEAVE OUT    END BAL   UNIT


87609  SO8ELO, NA8ACHA               11   0108   2012   A1  SICK
     BEG       BEGINNING BAL                                                                             33.2500
  HST LV  01  SICK          04/30/2012  03/22/2012                                              1.0000   32.2500
  HST LV  01  SICK          04/04/2012  04/04/2012                                              9.5000   22.7500
  HST LV  03  PERSONAL      04/04/2012  04/04/2012                                              1.0000   21.7500
     ADV       ADVANCE       07/17/2012  04/30/2012                                   1.2500               23.0000
  CUR LV  01  SICK          00/00/0000  05/01/2012  87977  HA8KS, TR8NT                         1.5000   21.5000
     ADJ       ACCRUAL ADJ   07/17/2012  05/15/2012                                   2.0000               23.5000
     ADV       ADVANCE       07/17/2012  05/30/2012                                   1.2500               24.7500
                                                            ***  TYPE TOTALS         4.5000     13.0000   24.7500  * DAY

87609  SO8ELO, NA8ACHA               11   0108   2012   A5  ANNUAL DAYS
     ADJ       ACCRUAL ADJ   04/19/2012  07/01/2011                                   3.0000                3.0000
                                                            ***  TYPE TOTALS         3.0000                3.0000  * DAY

87613  HA4LOW, PH4NG                 01   0108   2012   A1  SICK
     BEG       BEGINNING BAL                                                                             11.2500
  HST LV  01  SICK          04/30/2012  03/22/2012                                               .2500   11.0000
  HST LV  01  SICK          04/04/2012  04/04/2012                                              6.2500    4.7500
     ADV       ADVANCE       07/17/2012  04/30/2012                                   1.2500                6.0000
  CUR LV  01  SICK          00/00/0000  05/02/2012  87613                                       2.0000    4.0000
     ADV       ADVANCE       07/17/2012  05/30/2012                                   1.2500                5.2500
                                                            ***  TYPE TOTALS         2.5000      8.5000    5.2500  * DAY

87613  HA4LOW, PH4NG                 01   0108   2012   A2  OTHER NON-D
  CUR LV  02  FIELD TRIPS   00/00/0000  05/01/2012  87613                                       2.0000    2.0000-
                                                            ***  TYPE TOTALS                    2.0000    2.0000- * DAY

87613  HA4LOW, PH4NG                 01   0108   2012   A6  SD
  HST LV  01  SD            04/04/2012  04/04/2012                                              9.0000    9.0000-
                                                            ***  TYPE TOTALS                    9.0000    9.0000- * DAY

87616  RI9GINS, DA9TE                01   0100   2012   A1  SICK
     BEG       BEGINNING BAL                                                                             16.2500
  HST LV  01  SICK          04/30/2012  03/09/2012                                              1.0000   15.2500
  HST LV  01  SICK          04/30/2012  03/23/2012  87929  BU8L, EL8                            1.0000   14.2500
```

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Employee Detail Reports: The *Employee Detail Reports* provide detailed leave information per employee. The *Employee Detail Reports* which include data from the *Leave History File* look very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by "Leave In" and "Leave Out", and finishing with the ending balance.

The "Leave In" and "Leave Out" columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type,** include BEG (Beginning Balance) line items, CUR LV (Current Leave Taken) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

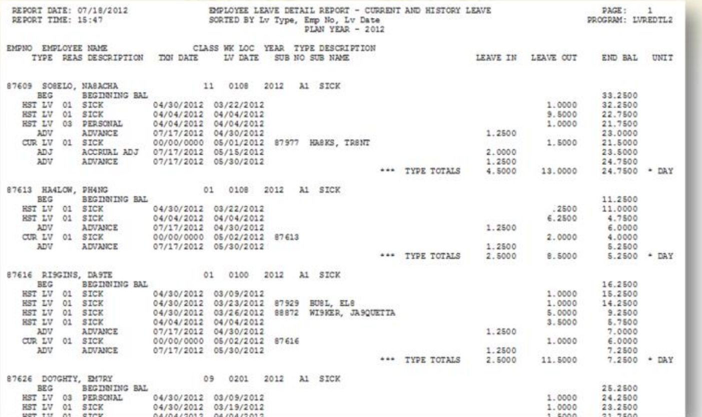
The *Employee Detail Reports* provide the option to print either a single employee per page or multiple employees per page. Printing one employee per page allows the user to generate leave statements to distribute to employees. The *Employee Detail Reports* provide the following information:

- **Both *Current Leave Input File* and the *Leave History File*:** The *Employee Detail Reports* will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the *Current Leave Input File*, and the line items from the *Leave History File* including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.

- ***Leave History File* only:** The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.
- ***Current Leave Input File* only:** The system produces a detailed report of the contents of the *Current Leave Input File.* Historical leave data is not included.

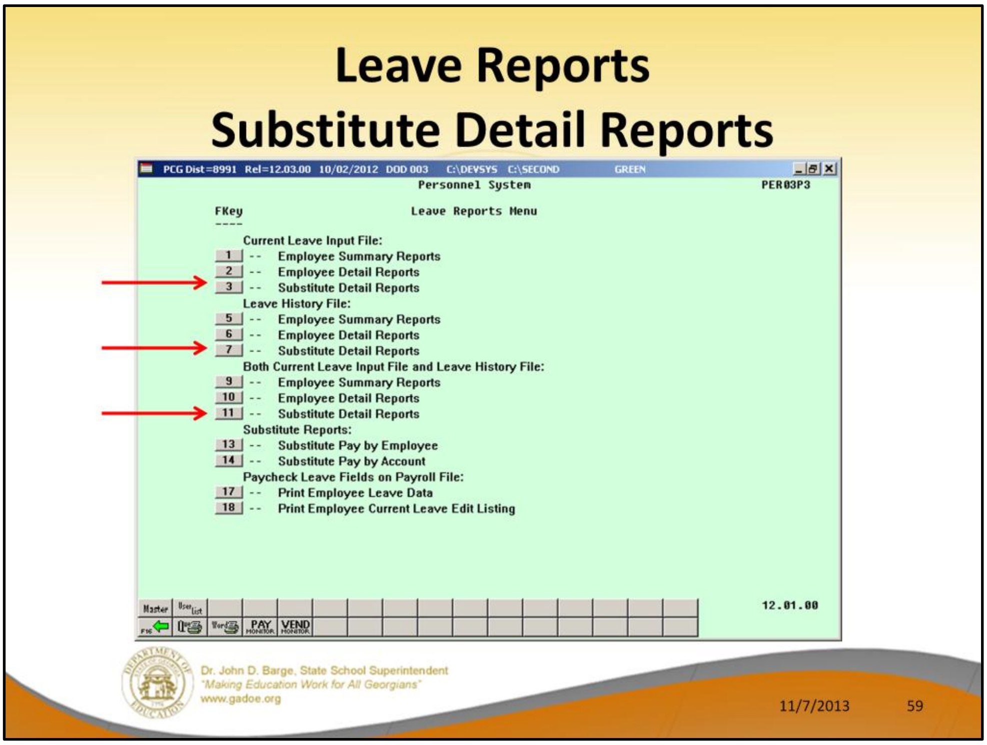
Leave Reports
Employee Detail Reports

- Sorted by Leave Type



```
 REPORT DATE: 07/18/2012                 EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE                PAGE:    1
 REPORT TIME: 15:47                      SORTED BY Lv Type, Emp No, Lv Date                                   PROGRAM: LVREDTL2
                                                            PLAN YEAR - 2012

EMPNO  EMPLOYEE NAME                  CLASS WK LOC  YEAR  TYPE DESCRIPTION
    TYPE  REAS DESCRIPTION   TXN DATE     LV DATE   SUB NO SUB NAME                 LEAVE IN   LEAVE OUT     END BAL   UNIT


87609  SO8ELO, NA8ACHA                  11   0108   2012   A1  SICK
      BEG       BEGINNING BAL                                                                              33.2500
   HST LV  01   SICK          04/30/2012  03/22/2012                                            1.0000     32.2500
   HST LV  01   SICK          04/04/2012  04/04/2012                                            9.5000     22.7500
   HST LV  03   PERSONAL      04/04/2012  04/04/2012                                            1.0000     21.7500
      ADV       ADVANCE       07/17/2012  04/30/2012                                 1.2500                23.0000
   CUR LV  01   SICK          00/00/0000  05/01/2012  87977  HA8KS, TR8NT                       1.5000     21.5000
      ADJ       ACCRUAL ADJ   07/17/2012  05/15/2012                                 2.0000                23.5000
      ADV       ADVANCE       07/17/2012  05/30/2012                                 1.2500                24.7500
                                                       ***  TYPE TOTALS              4.5000    13.0000     24.7500  * DAY

87613  HA4LOW, PH4NG                    01   0108   2012   A1  SICK
      BEG       BEGINNING BAL                                                                              11.2500
   HST LV  01   SICK          04/30/2012  03/22/2012                                             .2500     11.0000
   HST LV  01   SICK          04/04/2012  04/04/2012                                            6.2500      4.7500
      ADV       ADVANCE       07/17/2012  04/30/2012                                 1.2500                 6.0000
   CUR LV  01   SICK          00/00/0000  05/02/2012  87613                                     2.0000      4.0000
      ADV       ADVANCE       07/17/2012  05/30/2012                                 1.2500                 5.2500
                                                       ***  TYPE TOTALS              2.5000     8.5000      5.2500  * DAY

87616  RI9GINS, DA9TE                   01   0100   2012   A1  SICK
      BEG       BEGINNING BAL                                                                              16.2500
   HST LV  01   SICK          04/30/2012  03/09/2012                                            1.0000     15.2500
   HST LV  01   SICK          04/30/2012  03/23/2012  87929  BU8L, EL8                          1.0000     14.2500
   HST LV  01   SICK          04/30/2012  03/26/2012  88872  WI9KER, JA9QUETTA                  5.0000      9.2500
   HST LV  01   SICK          04/04/2012  04/04/2012                                            3.5000      5.7500
      ADV       ADVANCE       07/17/2012  04/30/2012                                 1.2500                 7.0000
   CUR LV  01   SICK          00/00/0000  05/02/2012  87616                                     1.0000      6.0000
      ADV       ADVANCE       07/17/2012  05/30/2012                                 1.2500                 7.2500
                                                       ***  TYPE TOTALS              2.5000    11.5000      7.2500  * DAY

87626  DO7GHTY, EM7RY                   09   0201   2012   A1  SICK
      BEG       BEGINNING BAL                                                                              25.2500
   HST LV  03   PERSONAL      04/30/2012  03/09/2012                                            1.0000     24.2500
   HST LV  01   SICK          04/30/2012  03/19/2012                                            1.0000     23.2500
   HST LV  01   SICK          04/04/2012  04/04/2012                                            1.5000     21.7500
```

The same detail report is now sorted by Leave Type and Reason codes.



Leave Reports
Substitute Detail Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER03P3

FKey

Leave Reports Menu

Current Leave Input File:
1 -- Employee Summary Reports
2 -- Employee Detail Reports
3 -- Substitute Detail Reports
Leave History File:
5 -- Employee Summary Reports
6 -- Employee Detail Reports
7 -- Substitute Detail Reports
Both Current Leave Input File and Leave History File:
9 -- Employee Summary Reports
10 -- Employee Detail Reports
11 -- Substitute Detail Reports
Substitute Reports:
13 -- Substitute Pay by Employee
14 -- Substitute Pay by Account
Paycheck Leave Fields on Payroll File:
17 -- Print Employee Leave Data
18 -- Print Employee Current Leave Edit Listing

12.01.00

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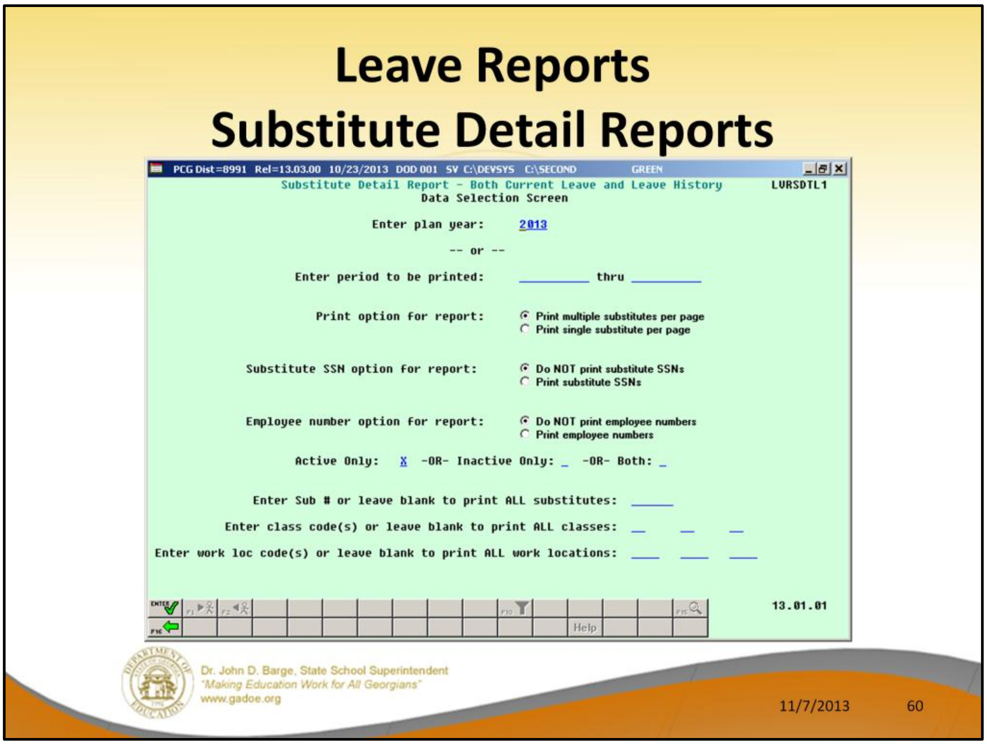
We will now look at the Substitute Detail Reports.



Leave Reports
Substitute Detail Reports

PCG Dist=8991 Rel=13.03.00 10/23/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LVRSDTL1
Data Selection Screen

Enter plan year: 2013

-- or --

Enter period to be printed: ______ thru ______

Print option for report:
● Print multiple substitutes per page
○ Print single substitute per page

Substitute SSN option for report:
● Do NOT print substitute SSNs
○ Print substitute SSNs

Employee number option for report:
● Do NOT print employee numbers
○ Print employee numbers

Active Only: X -OR- Inactive Only: _ -OR- Both: _

Enter Sub # or leave blank to print ALL substitutes: ______

Enter class code(s) or leave blank to print ALL classes: __ __ __

Enter work loc code(s) or leave blank to print ALL work locations: ___ ___ ___

13.01.01

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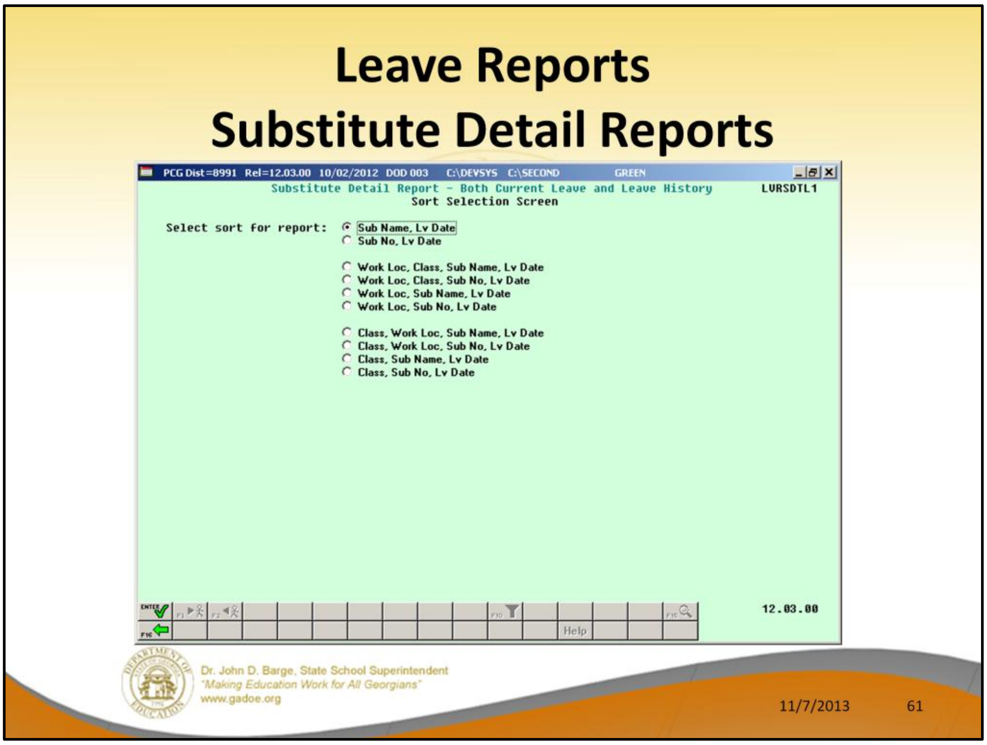
Substitute Detail Reports: The *Substitute Detail Reports* provide detailed work information per substitute employee.

- The *Substitute Detail Reports* provide the option to print either a single substitute employee per page or multiple substitute employees per page. Printing one substitute employee per page allows the user to generate substitute work statements to distribute to the employees.
- The reports also provide the option of whether or not to print the absent employees' ID numbers. If generating work statements to distribute to substitute employees, it may be advisable to suppress printing the employee ID numbers of the absent employees.
- The *Substitute Detail Reports* provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount paid.



Leave Reports
Substitute Detail Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LVRSDTL1

Sort Selection Screen

Select sort for report:
● Sub Name, Lv Date
○ Sub No, Lv Date

○ Work Loc, Class, Sub Name, Lv Date
○ Work Loc, Class, Sub No, Lv Date
○ Work Loc, Sub Name, Lv Date
○ Work Loc, Sub No, Lv Date

○ Class, Work Loc, Sub Name, Lv Date
○ Class, Work Loc, Sub No, Lv Date
○ Class, Sub Name, Lv Date
○ Class, Sub No, Lv Date

12.03.00

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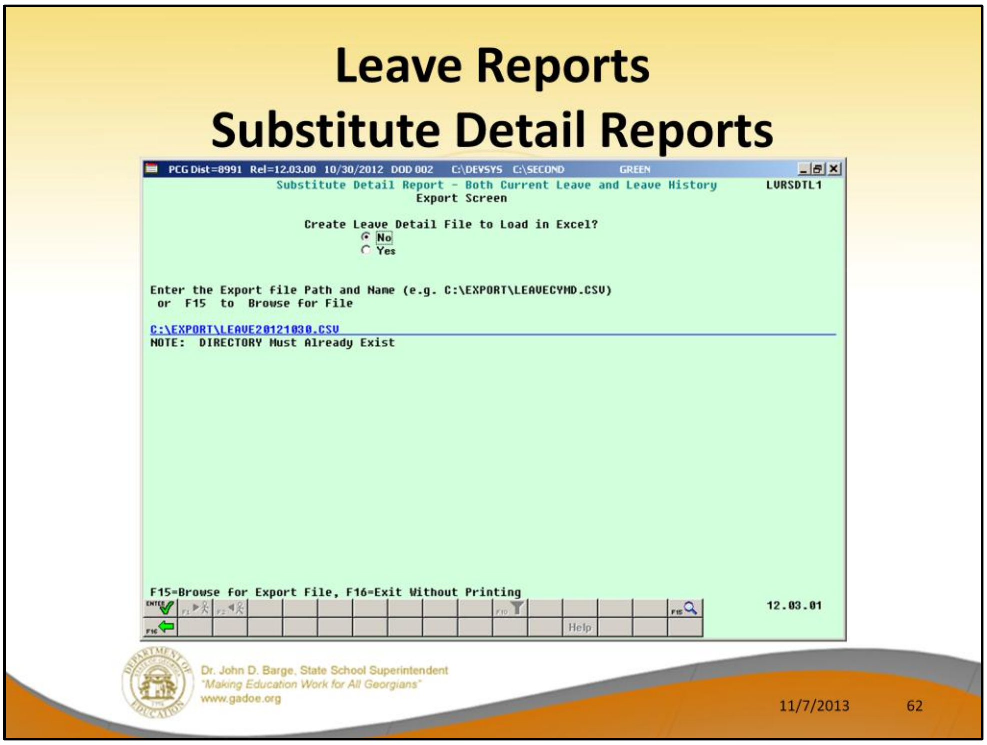
The user can sort the leave reports in many, many different ways.



Leave Reports
Substitute Detail Reports

PCG Dist=8991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LVRSDTL1

Export Screen

Create Leave Detail File to Load in Excel?

● No
○ Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\LEAVECYMD.CSV)
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV

NOTE: DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing

12.03.01

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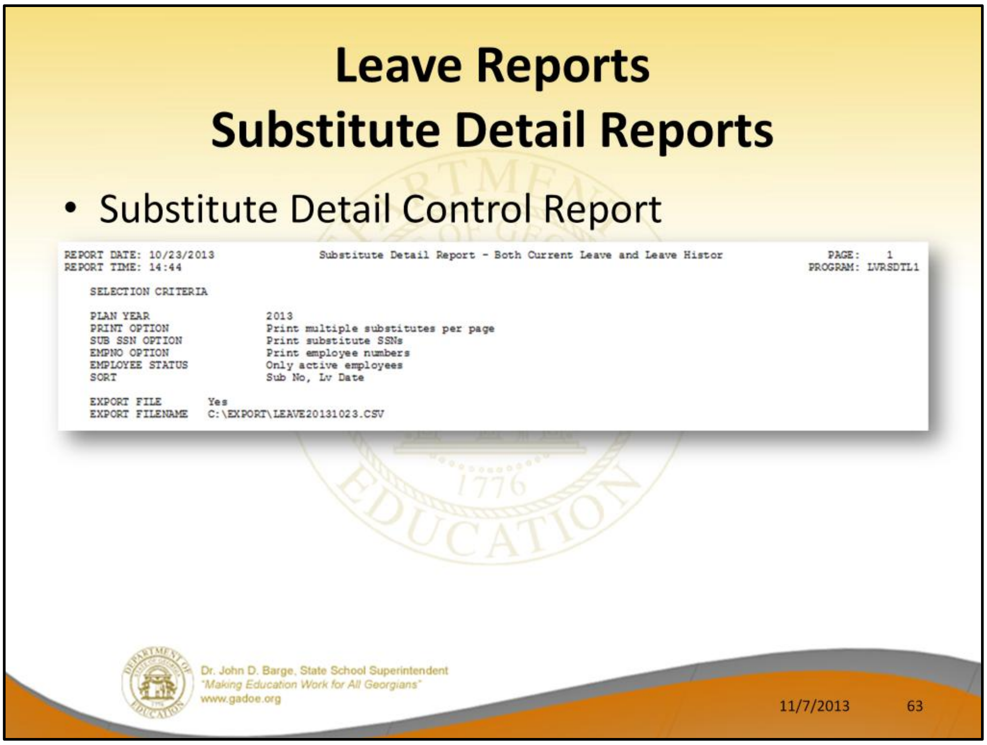
All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.



Leave Reports
Substitute Detail Reports

- Substitute Detail Control Report

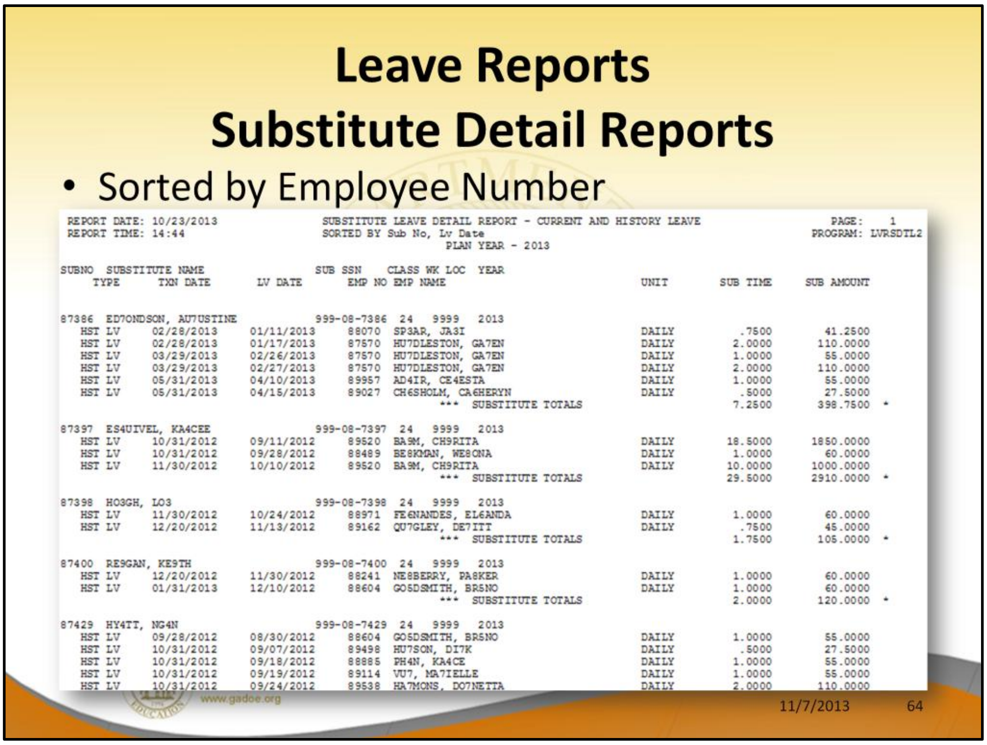
```
REPORT DATE: 10/23/2013              Substitute Detail Report - Both Current Leave and Leave Histor              PAGE:     1
REPORT TIME: 14:44                                                                                          PROGRAM: LVRSDTL1

    SELECTION CRITERIA

    PLAN YEAR                  2013
    PRINT OPTION               Print multiple substitutes per page
    SUB SSN OPTION             Print substitute SSNs
    EMPNO OPTION               Print employee numbers
    EMPLOYEE STATUS            Only active employees
    SORT                       Sub No, Lv Date

    EXPORT FILE       Yes
    EXPORT FILENAME   C:\EXPORT\LEAVE20131023.CSV
```

Most reporting processes within the *Enhanced Substitute Pay and Employee Leave System* produce a control report. This report documents the reporting options selected by the user.



Leave Reports
Substitute Detail Reports

- Sorted by Employee Number

```
REPORT DATE: 10/23/2013              SUBSTITUTE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE                PAGE:    1
REPORT TIME: 14:44                   SORTED BY Sub No, Lv Date                                                 PROGRAM: LVRSDTL2
                                                         PLAN YEAR - 2013

SUBNO  SUBSTITUTE NAME                       SUB SSN     CLASS WK LOC  YEAR
    TYPE       TXN DATE        LV DATE          EMP NO EMP NAME                             UNIT        SUB TIME      SUB AMOUNT


87386  ED7ONDSON, AU7USTINE                  999-08-7386  24   9999   2013
   HST LV      02/28/2013     01/11/2013      88070  SP3AR, JA3I                            DAILY           .7500         41.2500
   HST LV      02/28/2013     01/17/2013      87570  HU7DLESTON, GA7EN                      DAILY          2.0000        110.0000
   HST LV      03/29/2013     02/26/2013      87570  HU7DLESTON, GA7EN                      DAILY          1.0000         55.0000
   HST LV      03/29/2013     02/27/2013      87570  HU7DLESTON, GA7EN                      DAILY          2.0000        110.0000
   HST LV      05/31/2013     04/10/2013      89957  AD4IR, CE4ESTA                         DAILY          1.0000         55.0000
   HST LV      05/31/2013     04/15/2013      89027  CH6SHOLM, CA6HERYN                     DAILY           .5000         27.5000
                                                          ***  SUBSTITUTE TOTALS                           7.2500        398.7500  *

87397  ES4UIVEL, KA4CEE                      999-08-7397  24   9999   2013
   HST LV      10/31/2012     09/11/2012      89520  BA9M, CH9RITA                          DAILY         18.5000       1850.0000
   HST LV      10/31/2012     09/28/2012      88489  BE8KMAN, WE8ONA                        DAILY          1.0000         60.0000
   HST LV      11/30/2012     10/10/2012      89520  BA9M, CH9RITA                          DAILY         10.0000       1000.0000
                                                          ***  SUBSTITUTE TOTALS                          29.5000       2910.0000  *

87398  HO3GH, LO3                            999-08-7398  24   9999   2013
   HST LV      11/30/2012     10/24/2012      88971  FE6NANDES, EL6ANDA                     DAILY          1.0000         60.0000
   HST LV      12/20/2012     11/13/2012      89162  QU7GLEY, DE7ITT                        DAILY           .7500         45.0000
                                                          ***  SUBSTITUTE TOTALS                           1.7500        105.0000  *

87400  RE9GAN, KE9TH                         999-08-7400  24   9999   2013
   HST LV      12/20/2012     11/30/2012      88241  NE8BERRY, PA8KER                       DAILY          1.0000         60.0000
   HST LV      01/31/2013     12/10/2012      88604  GO5DSMITH, BR5NO                       DAILY          1.0000         60.0000
                                                          ***  SUBSTITUTE TOTALS                           2.0000        120.0000  *

87429  HY4TT, NG4N                           999-08-7429  24   9999   2013
   HST LV      09/28/2012     08/30/2012      88604  GO5DSMITH, BR5NO                       DAILY          1.0000         55.0000
   HST LV      10/31/2012     09/07/2012      89498  HU7SON, DI7K                           DAILY           .5000         27.5000
   HST LV      10/31/2012     09/18/2012      88885  PH4N, KA4CE                            DAILY          1.0000         55.0000
   HST LV      10/31/2012     09/19/2012      89114  VU7, MA7IELLE                          DAILY          1.0000         55.0000
   HST LV      10/31/2012     09/24/2012      89538  HA7MONS, DO7NETTA                      DAILY          2.0000        110.0000
```

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Substitute Detail Reports: The *Substitute Detail Reports* provide detailed work information per substitute employee.

- The *Substitute Detail Reports* provide the option to print either a single substitute employee per page or multiple substitute employees per page. Printing one substitute employee per page allows the user to generate substitute work statements to distribute to the employees.
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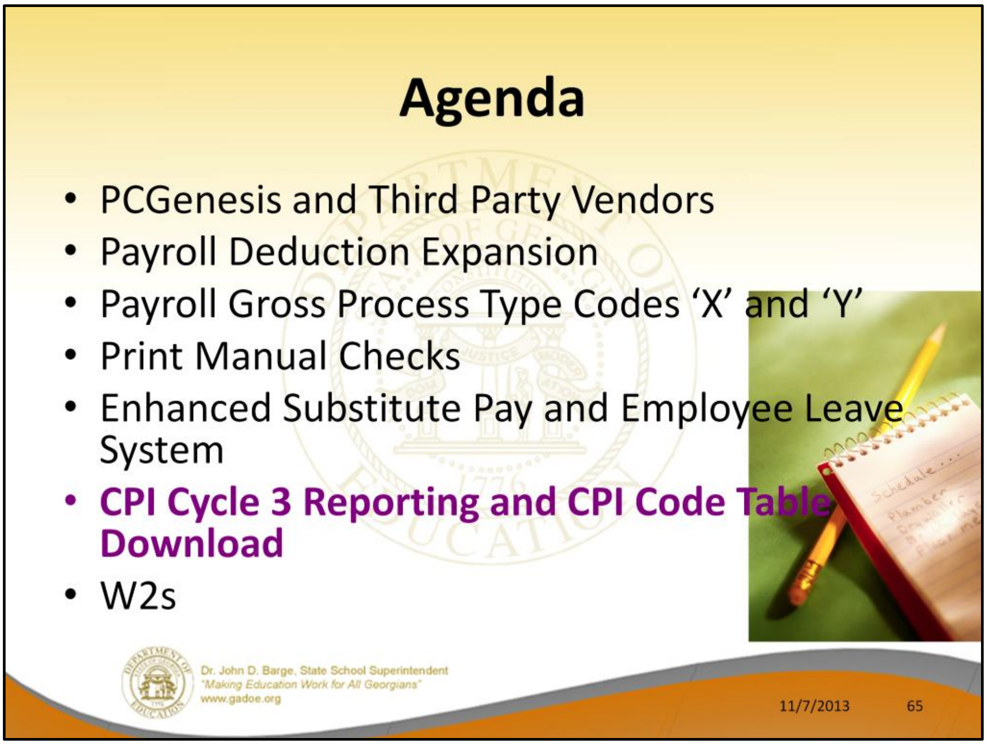
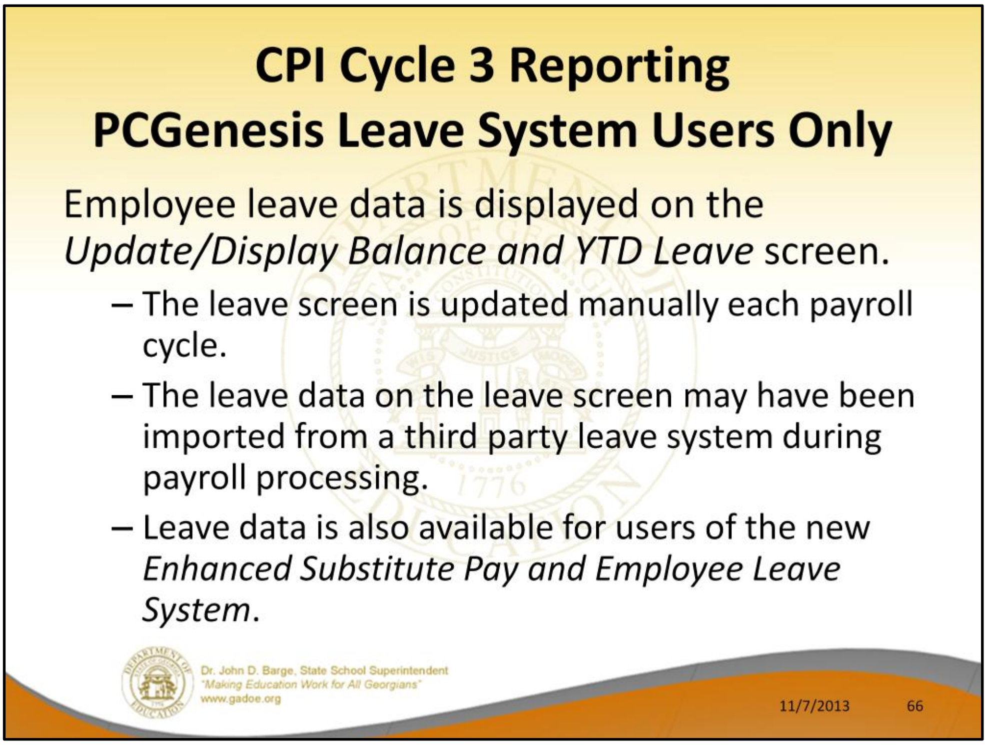
- The *Substitute Detail Reports* provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount paid.



Agenda

- PCGenesis and Third Party Vendors
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes 'X' and 'Y'
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- **CPI Cycle 3 Reporting and CPI Code Table Download**
- W2s



CPI Cycle 3 Reporting PCGenesis Leave System Users Only

Employee leave data is displayed on the *Update/Display Balance and YTD Leave* screen.

- The leave screen is updated manually each payroll cycle.
- The leave data on the leave screen may have been imported from a third party leave system during payroll processing.
- Leave data is also available for users of the new *Enhanced Substitute Pay and Employee Leave System*.

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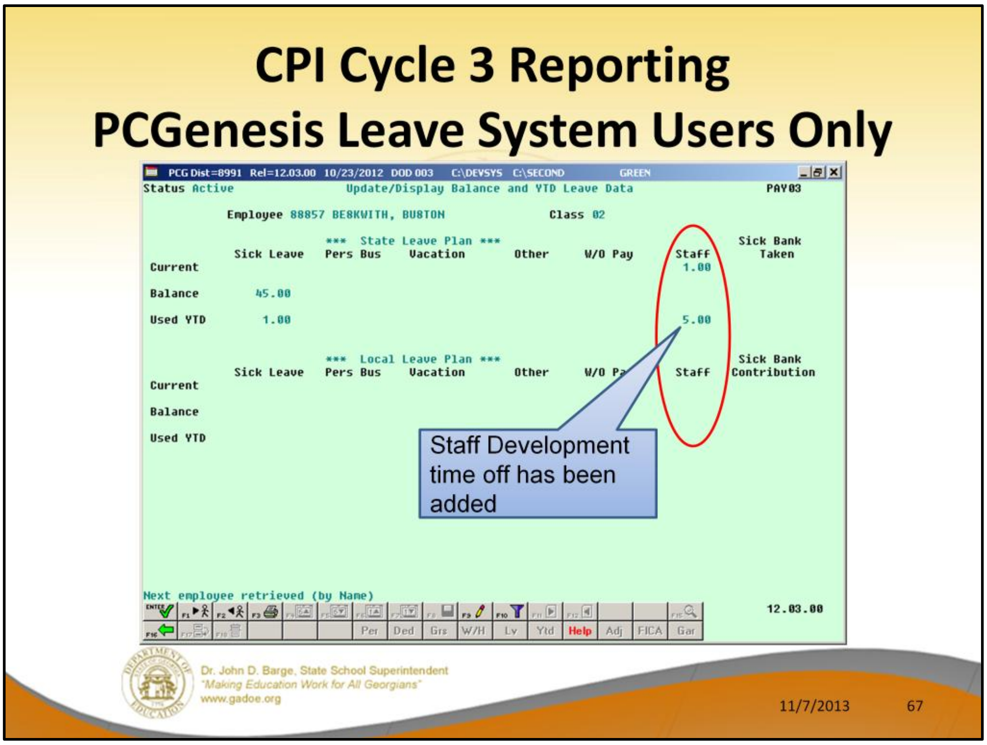

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

```
PCG Dist=8991  Rel=12.03.00  10/23/2012  DOD 003     C:\DEVSYS   C:\SECOND          GREEN
Status Active                   Update/Display Balance and YTD Leave Data                PAY03

             Employee 88857 BE8KWITH, BU8TON                    Class 02

                          ***  State Leave Plan ***                                  Sick Bank
              Sick Leave  Pers Bus    Vacation        Other     W/O Pay      Staff     Taken
 Current                                                                      1.00

 Balance         45.00

 Used YTD         1.00                                                        5.00

                          ***  Local Leave Plan ***                                  Sick Bank
              Sick Leave  Pers Bus    Vacation        Other     W/O Pay      Staff   Contribution
 Current

 Balance

 Used YTD



Next employee retrieved (by Name)
                                                                                      12.03.00
```

Staff Development time off has been added

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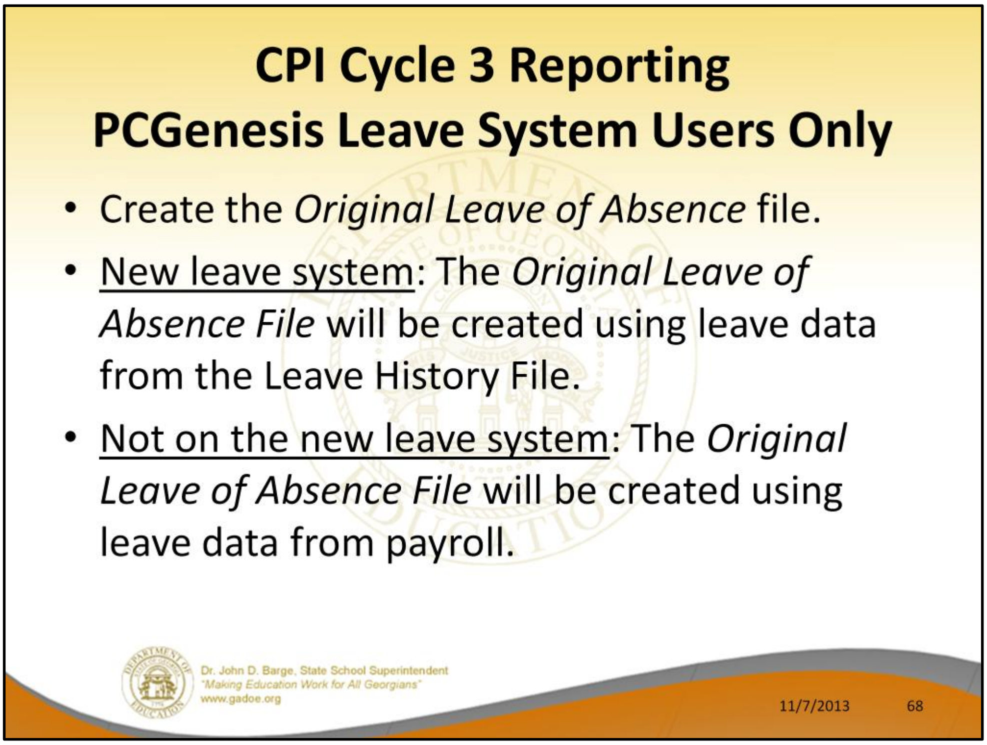
CPI Cycle 3 Leave Reporting includes:

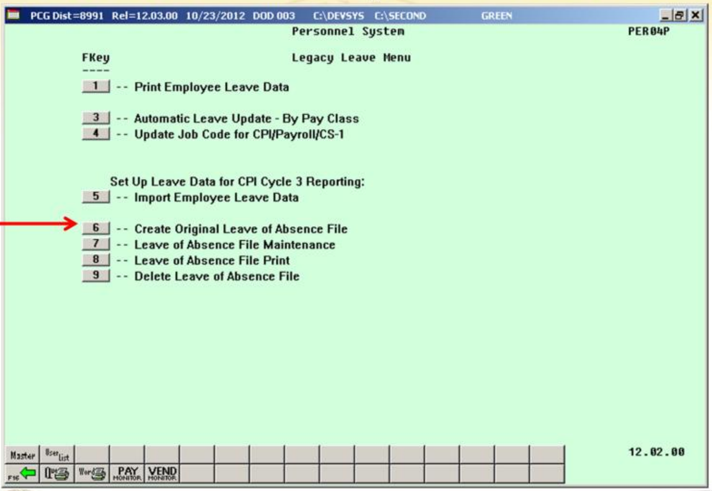
- Sick leave (including Personal leave and leave taken from the Sick Bank)
- Vacation leave
- Staff development leave
- Other leave (including leave without pay)



CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

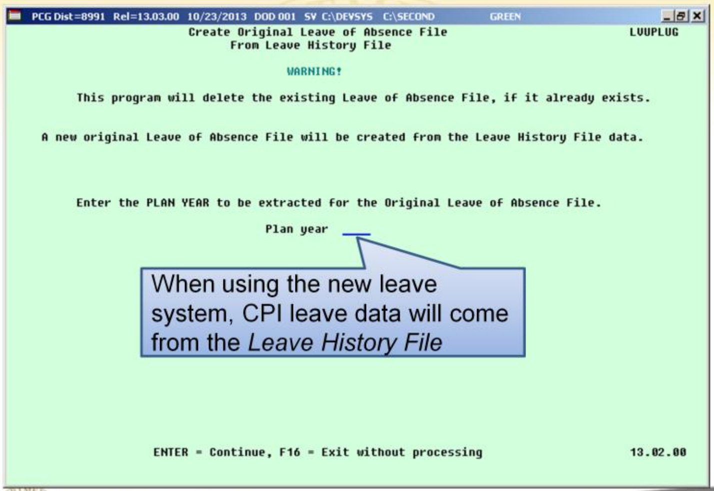
- Create the *Original Leave of Absence* file.
- New leave system: The *Original Leave of Absence File* will be created using leave data from the Leave History File.
- Not on the new leave system: The *Original Leave of Absence File* will be created using leave data from payroll.

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only


PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN
Personnel System
PER04P
FKey

Legacy Leave Menu
1 -- Print Employee Leave Data
3 -- Automatic Leave Update - By Pay Class
4 -- Update Job Code for CPI/Payroll/CS-1
Set Up Leave Data for CPI Cycle 3 Reporting:
5 -- Import Employee Leave Data
6 -- Create Original Leave of Absence File
7 -- Leave of Absence File Maintenance
8 -- Leave of Absence File Print
9 -- Delete Leave of Absence File
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR
12.02.00

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

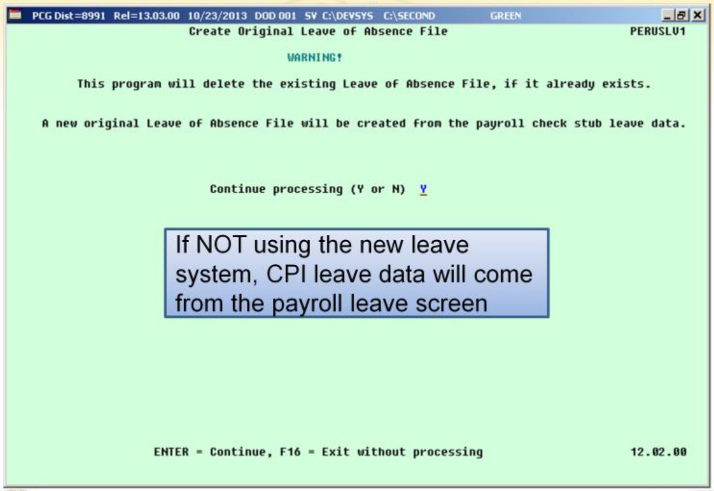


PCG Dist=8991 Rel=13.03.00 10/23/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                     Create Original Leave of Absence File                    LVUPLUG
                           From Leave History File

                                  WARNING!

        This program will delete the existing Leave of Absence File, if it already exists.


   A new original Leave of Absence File will be created from the Leave History File data.



        Enter the PLAN YEAR to be extracted for the Original Leave of Absence File.

                              Plan year  __









                  ENTER = Continue, F16 = Exit without processing                 13.02.00
```

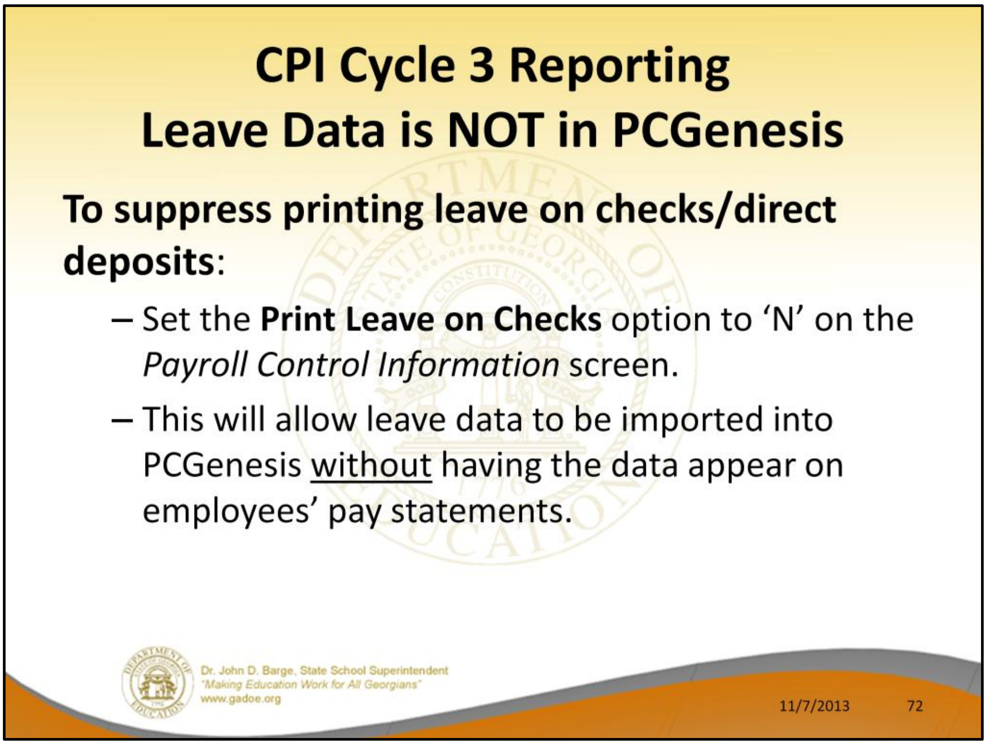
When using the new leave system, CPI leave data will come from the *Leave History File*

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only


PCG Dist=8991 Rel=13.03.00 10/23/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                    Create Original Leave of Absence File                    PERUSLV1

                                  WARNING!

      This program will delete the existing Leave of Absence File, if it already exists.

  A new original Leave of Absence File will be created from the payroll check stub leave data.


                  Continue processing (Y or N)  Y

               ENTER = Continue, F16 = Exit without processing               12.02.00
```

If NOT using the new leave system, CPI leave data will come from the payroll leave screen

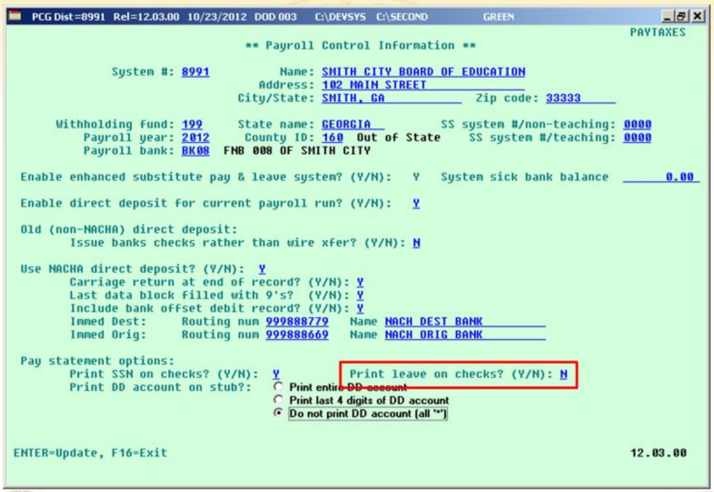


CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

To suppress printing leave on checks/direct deposits:

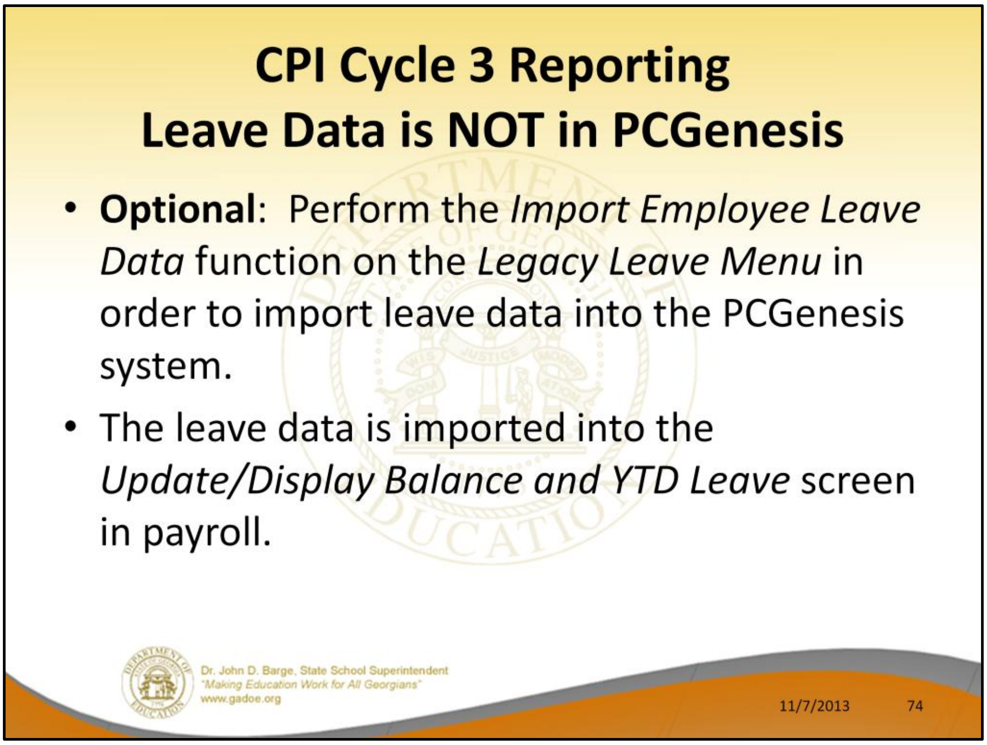
- Set the **Print Leave on Checks** option to ‘N’ on the *Payroll Control Information* screen.
- This will allow leave data to be imported into PCGenesis without having the data appear on employees’ pay statements.

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis



PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

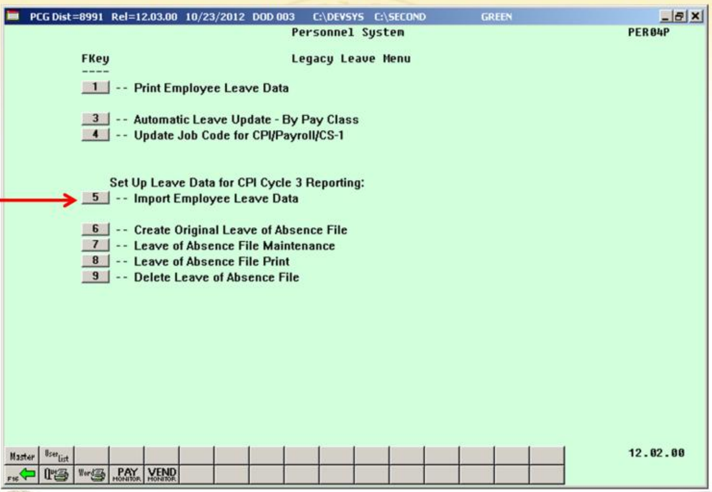
```
                                                                      PAYTAXES
                          ** Payroll Control Information **

           System #: 8991         Name: SMITH CITY BOARD OF EDUCATION
                               Address: 102 MAIN STREET
                            City/State: SMITH, GA          Zip code: 33333

    Withholding fund: 199     State name: GEORGIA        SS system #/non-teaching: 0000
        Payroll year: 2012     County ID: 160  Out of State   SS system #/teaching: 0000
        Payroll bank: BK08  FNB 008 OF SMITH CITY

 Enable enhanced substitute pay & leave system? (Y/N):   Y   System sick bank balance        0.00

 Enable direct deposit for current payroll run? (Y/N):   Y

 Old (non-NACHA) direct deposit:
        Issue banks checks rather than wire xfer? (Y/N): N

 Use NACHA direct deposit? (Y/N):  Y
        Carriage return at end of record? (Y/N): Y
        Last data block filled with 9's?  (Y/N): Y
        Include bank offset debit record? (Y/N): Y
        Immed Dest:     Routing num 999888779   Name NACH DEST BANK
        Immed Orig:     Routing num 999888669   Name NACH ORIG BANK

 Pay statement options:
        Print SSN on checks? (Y/N):  Y          Print leave on checks? (Y/N): N
        Print DD account on stub?:   ○ Print entire DD account
                                     ○ Print last 4 digits of DD account
                                     ● Do not print DD account (all "*")

ENTER=Update, F16=Exit                                                    12.03.00
```



CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- **Optional**: Perform the *Import Employee Leave Data* function on the *Legacy Leave Menu* in order to import leave data into the PCGenesis system.
- The leave data is imported into the *Update/Display Balance and YTD Leave* screen in payroll.

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis



PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Personnel System PER04P

FKey

Legacy Leave Menu

1 -- Print Employee Leave Data

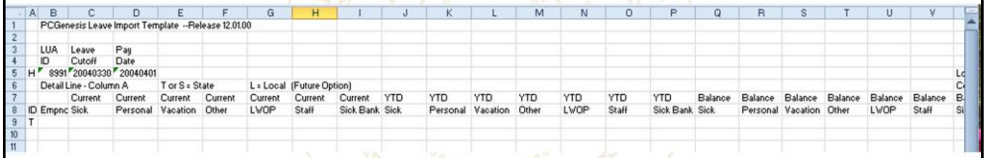
3 -- Automatic Leave Update - By Pay Class
4 -- Update Job Code for CPI/Payroll/CS-1

Set Up Leave Data for CPI Cycle 3 Reporting:
5 -- Import Employee Leave Data

6 -- Create Original Leave of Absence File
7 -- Leave of Absence File Maintenance
8 -- Leave of Absence File Print
9 -- Delete Leave of Absence File

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- This Leave Import populates data on the PCG leave screen in payroll



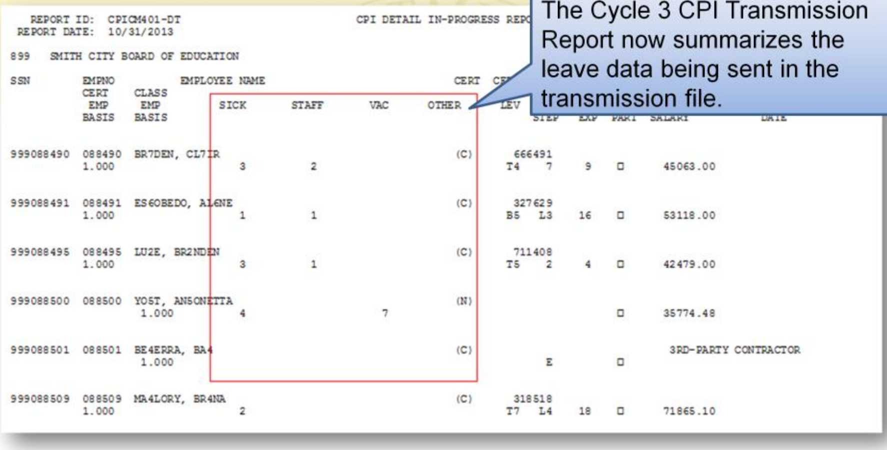
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1		PCGenesis Leave Import Template --Release 12.01.00																					
2																							
3		LUA	Leave	Pay																			
4		ID	Cutoff	Date																			
5	H	8991	20040330	20040401																			Lo
6		Detail Line - Column A			T or S = State		L = Local	(Future Option)															C
7			Current	Current	Current	Current	Current	Current	Current	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Balance	Balance	Balance	Balance	Balance	Balance	B
8	ID	Empnc	Sick	Personal	Vacation	Other	LWOP	Staff	Sick Bank	Sick	Personal	Vacation	Other	LWOP	Staff	Sick Bank	Sick	Personal	Vacation	Other	LWOP	Staff	Si
9	T																						
10																							
11																							

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

Create the *Original Leave of Absence* file.

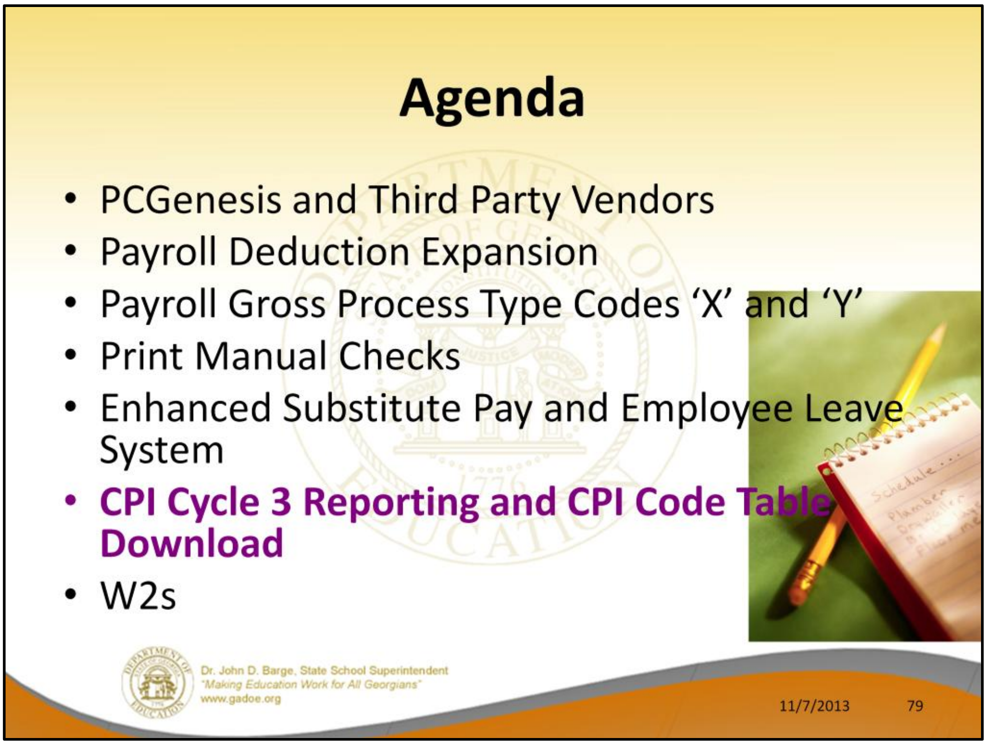
- If leave data has been imported or keyed into the data entry payroll screens, the *Original Leave of Absence File* will be created using leave data from payroll.
- If leave data has NOT been entered into payroll, the *Original Leave of Absence File* will be created as an empty file.

CPI Cycle 3 Reporting
CPI Transmission Report



```
  REPORT ID:  CPICM401-DT                                   CPI DETAIL IN-PROGRESS REPO
 REPORT DATE:  10/31/2013

899   SMITH CITY BOARD OF EDUCATION

SSN        EMPNO          EMPLOYEE NAME                        CERT  CE
           CERT    CLASS
            EMP     EMP        SICK        STAFF       VAC        OTHER     LEV
           BASIS   BASIS                                                        STEP   EXP   PART   SALARY            DATE

999088490  088490  BR7DEN, CL7IR                                  (C)       666491
           1.000                 3           2                              T4    7     9     ☐     45063.00

999088491  088491  ES6OBEDO, AL6NE                                (C)       327629
           1.000                 1           1                              B5   L3    16     ☐     53118.00

999088495  088495  LU2E, BR2NDEN                                  (C)       711408
           1.000                 3           1                              T5    2     4     ☐     42479.00

999088500  088500  YO5T, AN5ONETTA                                (N)
                   1.000         4                       7                                    ☐     35774.48

999088501  088501  BE4ERRA, BA4                                   (C)                                  3RD-PARTY CONTRACTOR
                   1.000                                                           E          ☐

999088509  088509  MA4LORY, BR4NA                                 (C)       318518
           1.000                 2                                          T7   L4    18     ☐     71865.10
```

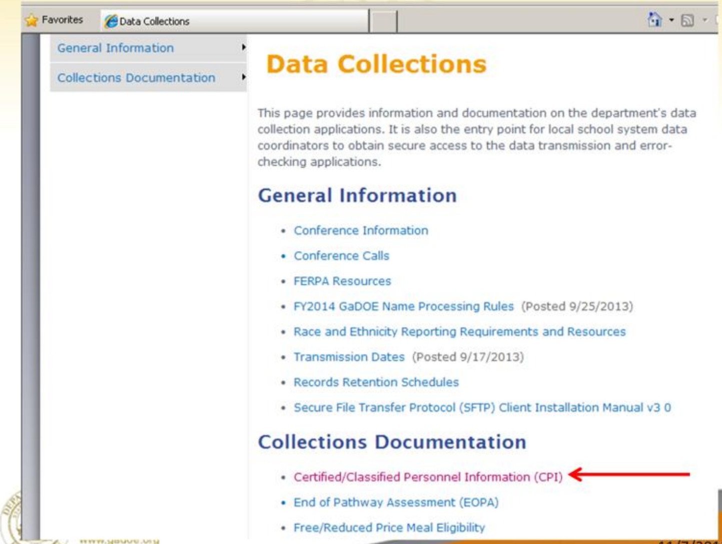
The Cycle 3 CPI Transmission Report now summarizes the leave data being sent in the transmission file.



Agenda

- PCGenesis and Third Party Vendors
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes 'X' and 'Y'
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- **CPI Cycle 3 Reporting and CPI Code Table Download**
- W2s

CPI Code Table Download



Data Collections

This page provides information and documentation on the department's data collection applications. It is also the entry point for local school system data coordinators to obtain secure access to the data transmission and error-checking applications.

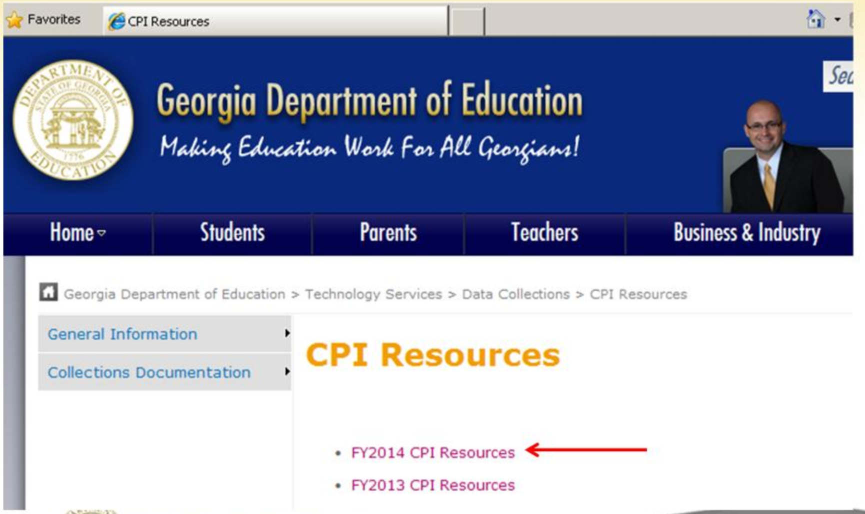
General Information

- Conference Information
- Conference Calls
- FERPA Resources
- FY2014 GaDOE Name Processing Rules (Posted 9/25/2013)
- Race and Ethnicity Reporting Requirements and Resources
- Transmission Dates (Posted 9/17/2013)
- Records Retention Schedules
- Secure File Transfer Protocol (SFTP) Client Installation Manual v3 0

Collections Documentation

- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility

CPI Code Table Download


Favorites
CPI Resources
Georgia Department of Education
Making Education Work For All Georgians!
Home
Students
Parents
Teachers
Business & Industry
General Information
Collections Documentation

Georgia Department of Education > Technology Services > Data Collections > CPI Resources

CPI Resources

- FY2014 CPI Resources
- FY2013 CPI Resources

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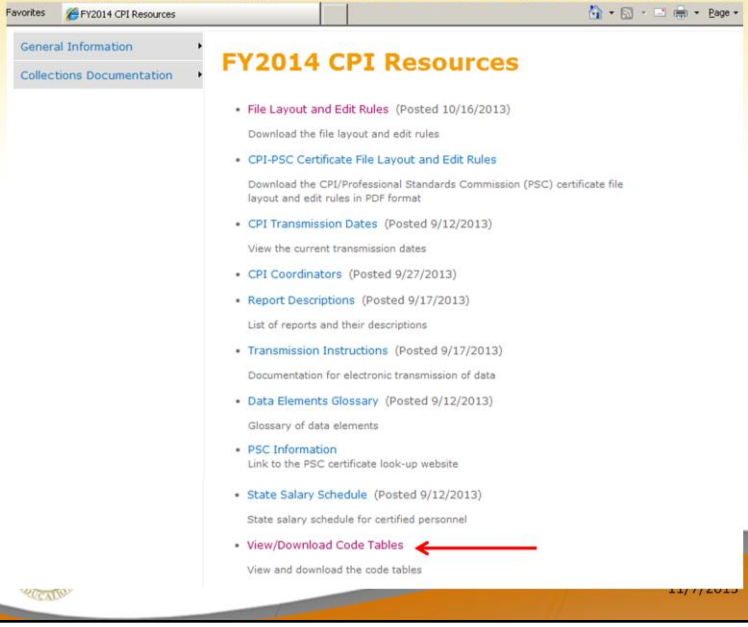
www.gadoe.org

11/7/2013

CPI Code Table Download



FY2014 CPI Resources

- File Layout and Edit Rules (Posted 10/16/2013)

  Download the file layout and edit rules
- CPI-PSC Certificate File Layout and Edit Rules

  Download the CPI/Professional Standards Commission (PSC) certificate file layout and edit rules in PDF format
- CPI Transmission Dates (Posted 9/12/2013)

  View the current transmission dates
- CPI Coordinators (Posted 9/27/2013)
- Report Descriptions (Posted 9/17/2013)

  List of reports and their descriptions
- Transmission Instructions (Posted 9/17/2013)

  Documentation for electronic transmission of data
- Data Elements Glossary (Posted 9/12/2013)

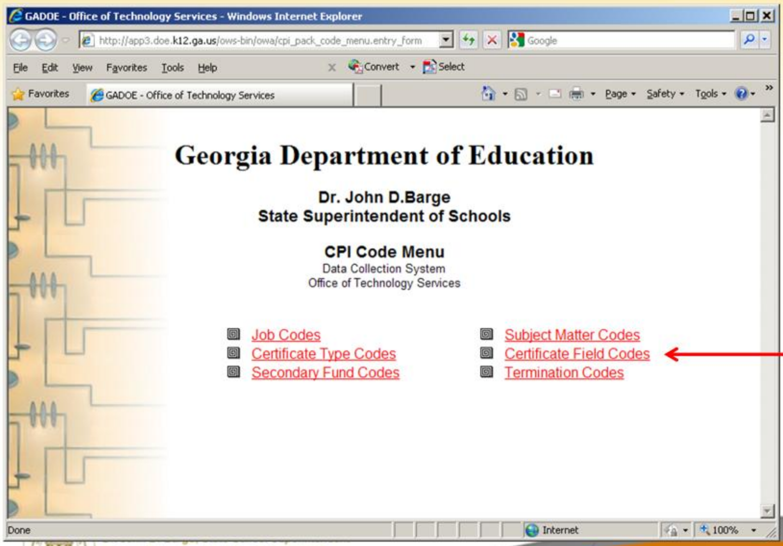
  Glossary of data elements
- PSC Information

  Link to the PSC certificate look-up website
- State Salary Schedule (Posted 9/12/2013)

  State salary schedule for certified personnel
- View/Download Code Tables

  View and download the code tables

CPI Code Table Download


GADOE - Office of Technology Services - Windows Internet Explorer
http://app3.doe.k12.ga.us/ows-bin/owa/cpi_pack_code_menu.entry_form
Google
File Edit View Favorites Tools Help
Convert
Select
Favorites
GADOE - Office of Technology Services
Page
Safety
Tools
Done
Internet
100%

Georgia Department of Education

Dr. John D.Barge
State Superintendent of Schools

CPI Code Menu
Data Collection System
Office of Technology Services

- Job Codes
- Certificate Type Codes
- Secondary Fund Codes
- Subject Matter Codes
- Certificate Field Codes ←
- Termination Codes

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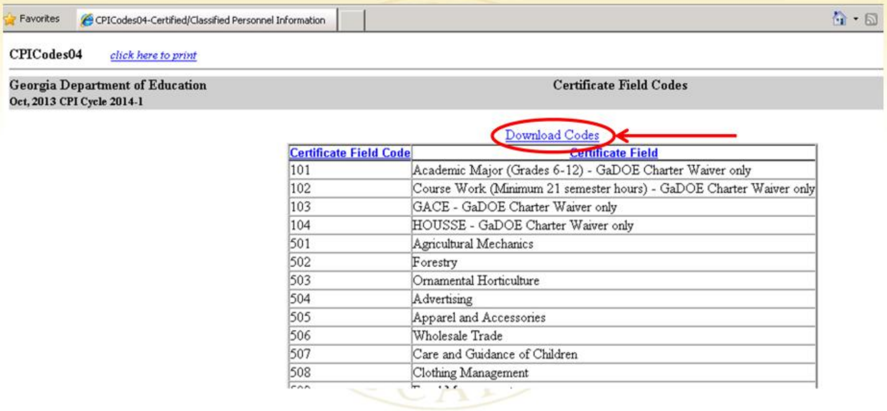
CPI Code Table Download



CPICodes04 *click here to print*

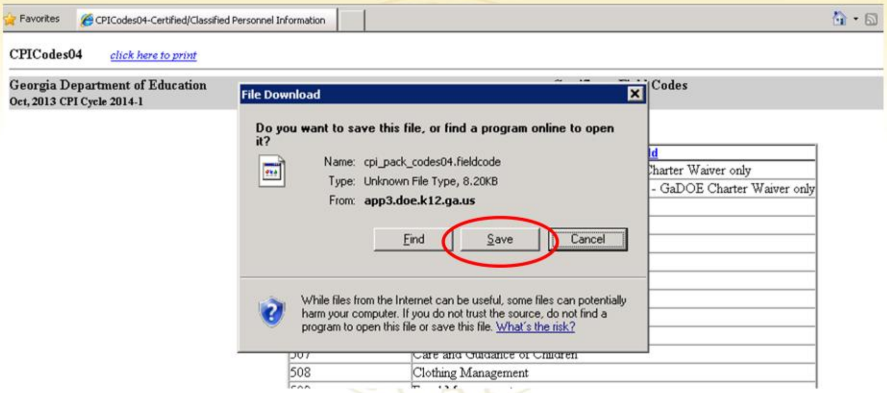
Georgia Department of Education **Certificate Field Codes**

Oct, 2013 CPI Cycle 2014-1

Download Codes

Certificate Field Code	Certificate Field
101	Academic Major (Grades 6-12) - GaDOE Charter Waiver only
102	Course Work (Minimum 21 semester hours) - GaDOE Charter Waiver only
103	GACE - GaDOE Charter Waiver only
104	HOUSSE - GaDOE Charter Waiver only
501	Agricultural Mechanics
502	Forestry
503	Ornamental Horticulture
504	Advertising
505	Apparel and Accessories
506	Wholesale Trade
507	Care and Guidance of Children
508	Clothing Management

CPI Code Table Download



Favorites
CPICodes04-Certified/Classified Personnel Information

CPICodes04 click here to print

Georgia Department of Education
Oct, 2013 CPI Cycle 2014-1

Codes

File Download

Do you want to save this file, or find a program online to open it?

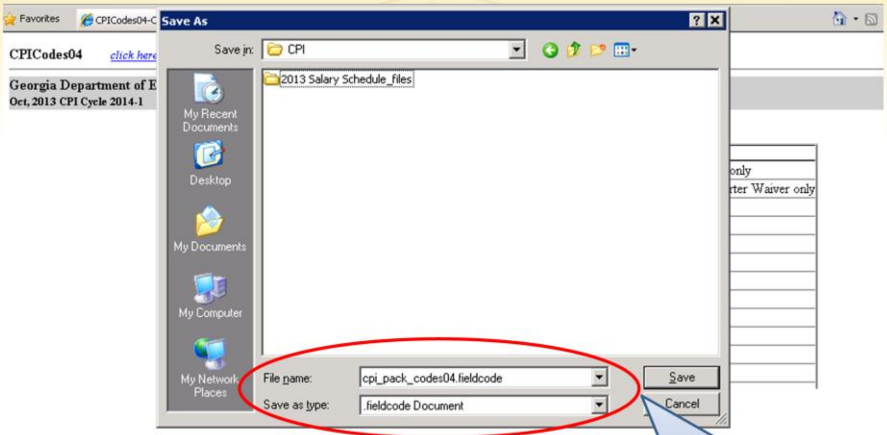
Name: cpi_pack_codes04.fieldcode
Type: Unknown File Type, 8.20KB
From: **app3.doe.k12.ga.us**

Find
Save
Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not find a program to open this file or save this file. What's the risk?

Charter Waiver only
- GaDOE Charter Waiver only
507 Care and Guidance of Children
508 Clothing Management

CPI Code Table Download


Favorites
CPICodes04-C
Save As
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Save
Cancel

CPICodes04 *click here*

Georgia Department of E

Oct, 2013 CPI Cycle 2014-1

only

rter Waiver only

Save in: CPI

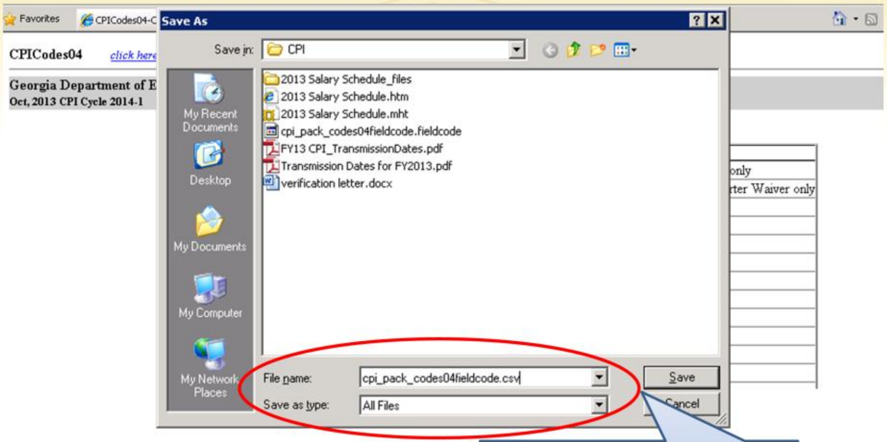
2013 Salary Schedule_files

File name: cpi_pack_codes04.fieldcode

Save as type: .fieldcode Document

The file must be renamed and saved as a .csv file

CPI Code Table Download



CPICodes04 click here

Georgia Department of E

Oct, 2013 CPI Cycle 2014-1

Save As

Save in: CPI

- 2013 Salary Schedule_files
- 2013 Salary Schedule.htm
- 2013 Salary Schedule.mht
- cpi_pack_codes04fieldcode.fieldcode
- FY13 CPI_TransmissionDates.pdf
- Transmission Dates for FY2013.pdf
- verification letter.docx

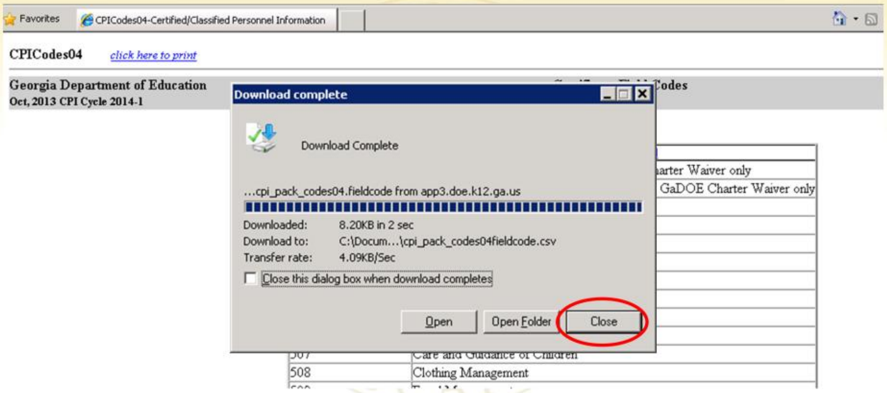
File name: cpi_pack_codes04fieldcode.csv

Save as type: All Files

Favorites
CPICodes04-C
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Save
Cancel
only
rter Waiver only

- Change the '**File name**' to **.csv**
- Change **'Save as type**' to **'All Files**'

CPI Code Table Download


Favorites
CPICodes04-Certified/Classified Personnel Information
Open
Open Folder
Close

CPICodes04 *click here to print*

Georgia Department of Education
Oct, 2013 CPI Cycle 2014-1

Download complete

Download Complete

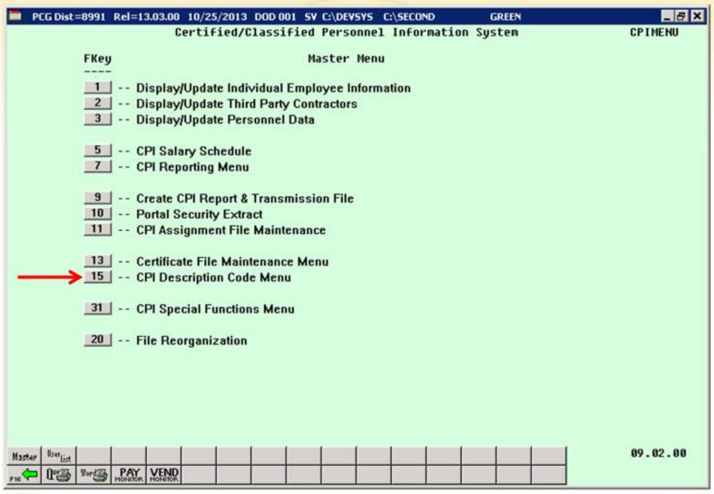
...cpi_pack_codes04.fieldcode from app3.doe.k12.ga.us

Downloaded: 8.20KB in 2 sec
Download to: C:\Docum...\cpi_pack_codes04fieldcode.csv
Transfer rate: 4.09KB/Sec

☐ Close this dialog box when download completes

	arter Waiver only
	GaDOE Charter Waiver only
508	Clothing Management

Update CPI Code Table in PCGenesis



PCG Dist=8991 Rel=13.03.00 10/25/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

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

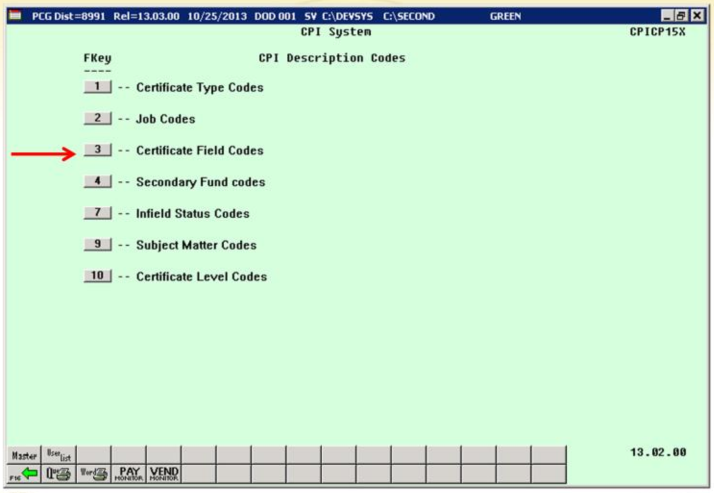
13 -- Certificate File Maintenance Menu
15 -- CPI Description Code Menu

31 -- CPI Special Functions Menu

20 -- File Reorganization

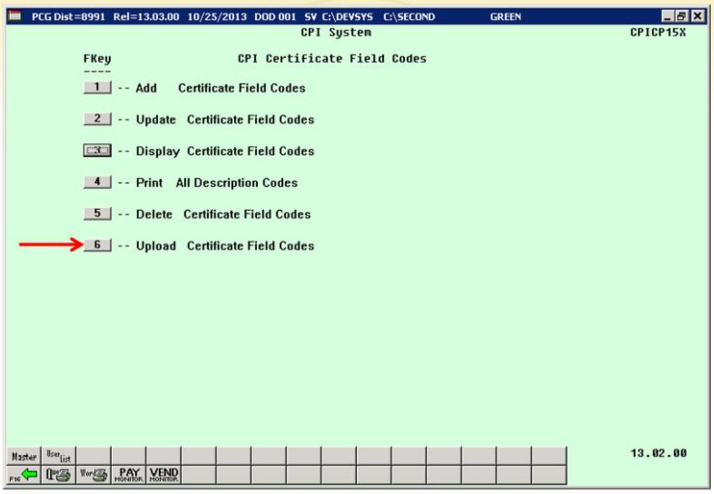
09.02.00

Update CPI Code Table in PCGenesis



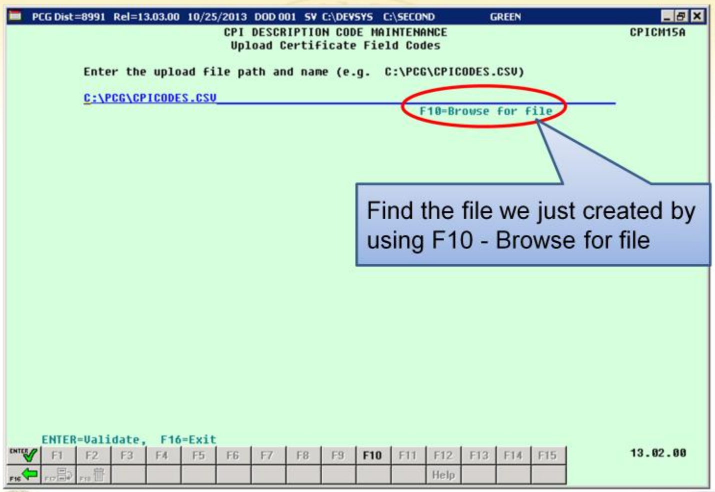
```
PCG Dist=8991  Rel=13.03.00  10/25/2013  DOD 001  SV C:\DEVSYS  C:\SECOND          GREEN
                                  CPI System                                     CPICP15X

       FKey                  CPI Description Codes
       ----
        1   -- Certificate Type Codes

        2   -- Job Codes

        3   -- Certificate Field Codes

        4   -- Secondary Fund codes

        7   -- Infield Status Codes

        9   -- Subject Matter Codes

       10   -- Certificate Level Codes

                                                                                 13.02.00
```

Update CPI Code Table in PCGenesis



PCG Dist=8991 Rel=13.03.00 10/25/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
CPI System
CPICP15X
FKey
CPI Certificate Field Codes
1 -- Add Certificate Field Codes
2 -- Update Certificate Field Codes
3 -- Display Certificate Field Codes
4 -- Print All Description Codes
5 -- Delete Certificate Field Codes
6 -- Upload Certificate Field Codes
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR
13.02.00

Update CPI Code Table in PCGenesis

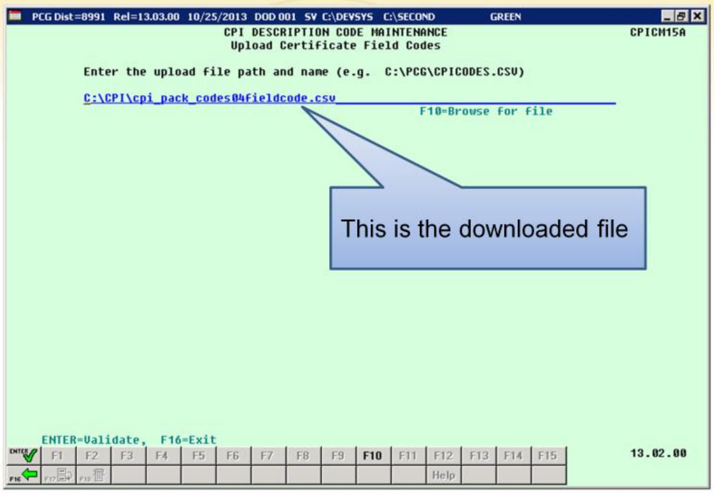


```
PCG Dist=8991  Rel=13.03.00  10/25/2013  DOD 001  SV C:\DEVSYS  C:\SECOND        GREEN
                         CPI DESCRIPTION CODE MAINTENANCE                        CPICM15A
                          Upload Certificate Field Codes

      Enter the upload file path and name (e.g.  C:\PCG\CPICODES.CSV)

      C:\PCG\CPICODES.CSV
                                                  F10=Browse for file

   ENTER=Validate,  F16=Exit
                                                                                 13.02.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
F17
F18
Help

Find the file we just created by using F10 - Browse for file

Update CPI Code Table in PCGenesis

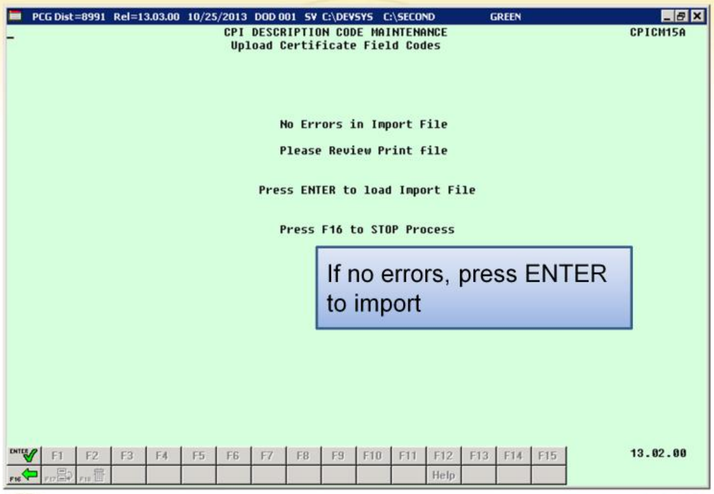


```
PCG Dist=8991  Rel=13.03.00  10/25/2013  DOD 001  SV C:\DEVSYS  C:\SECOND        GREEN
                      CPI DESCRIPTION CODE MAINTENANCE                        CPICM15A
                        Upload Certificate Field Codes

     Enter the upload file path and name (e.g.  C:\PCG\CPICODES.CSV)

     C:\CPI\cpi_pack_codes04fieldcode.csv
                                              F10=Browse for file

   ENTER=Validate,  F16=Exit
                                                                              13.02.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F16
F17
F19
Help

This is the downloaded file

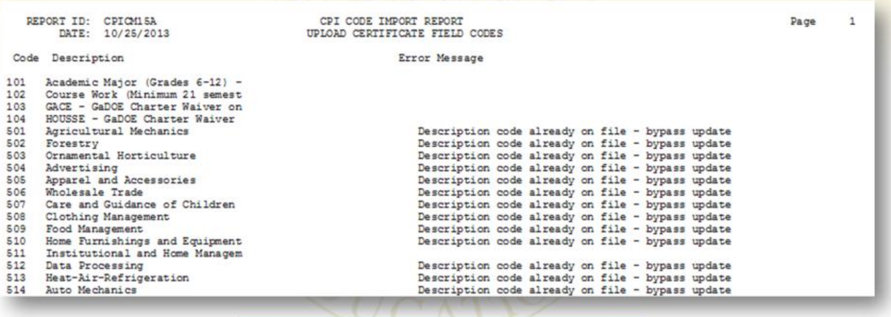
Update CPI Code Table in PCGenesis


PCG Dist=8991 Rel=13.03.00 10/25/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN
ENTER
F16
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F13
F14
F15
F17
F18
Help

```
                    CPI DESCRIPTION CODE MAINTENANCE                    CPICM15A
                     Upload Certificate Field Codes

                          No Errors in Import File

                          Please Review Print file

                       Press ENTER to load Import File

                          Press F16 to STOP Process

                                                                        13.02.00
```

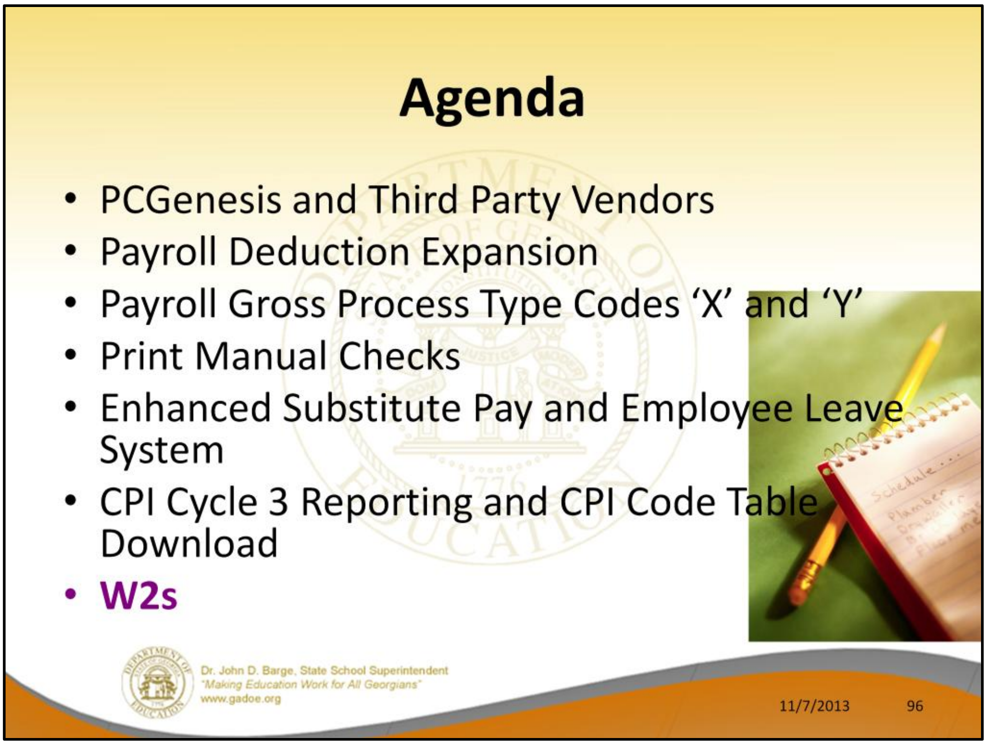
If no errors, press ENTER to import

Update CPI Code Table in PCGenesis



```
   REPORT ID:  CPICM15A                        CPI CODE IMPORT REPORT                                          Page     1
        DATE:  10/25/2013                     UPLOAD CERTIFICATE FIELD CODES

 Code  Description                                                Error Message

101   Academic Major (Grades 6-12) -
102   Course Work (Minimum 21 semest
103   GACE - GaDOE Charter Waiver on
104   HOUSSE - GaDOE Charter Waiver
501   Agricultural Mechanics                                         Description code already on file - bypass update
502   Forestry                                                       Description code already on file - bypass update
503   Ornamental Horticulture                                        Description code already on file - bypass update
504   Advertising                                                    Description code already on file - bypass update
505   Apparel and Accessories                                        Description code already on file - bypass update
506   Wholesale Trade                                                Description code already on file - bypass update
507   Care and Guidance of Children                                  Description code already on file - bypass update
508   Clothing Management                                            Description code already on file - bypass update
509   Food Management                                                Description code already on file - bypass update
510   Home Furnishings and Equipment                                 Description code already on file - bypass update
511   Institutional and Home Managem
512   Data Processing                                                Description code already on file - bypass update
513   Heat-Air-Refrigeration                                         Description code already on file - bypass update
514   Auto Mechanics                                                 Description code already on file - bypass update
```

The process <u>creates</u> codes that do not exist, and <u>bypasses</u> codes that are already on the file.



Agenda

- PCGenesis and Third Party Vendors
- Payroll Deduction Expansion
- Payroll Gross Process Type Codes ‘X’ and ‘Y’
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- CPI Cycle 3 Reporting and CPI Code Table Download
- **W2s**

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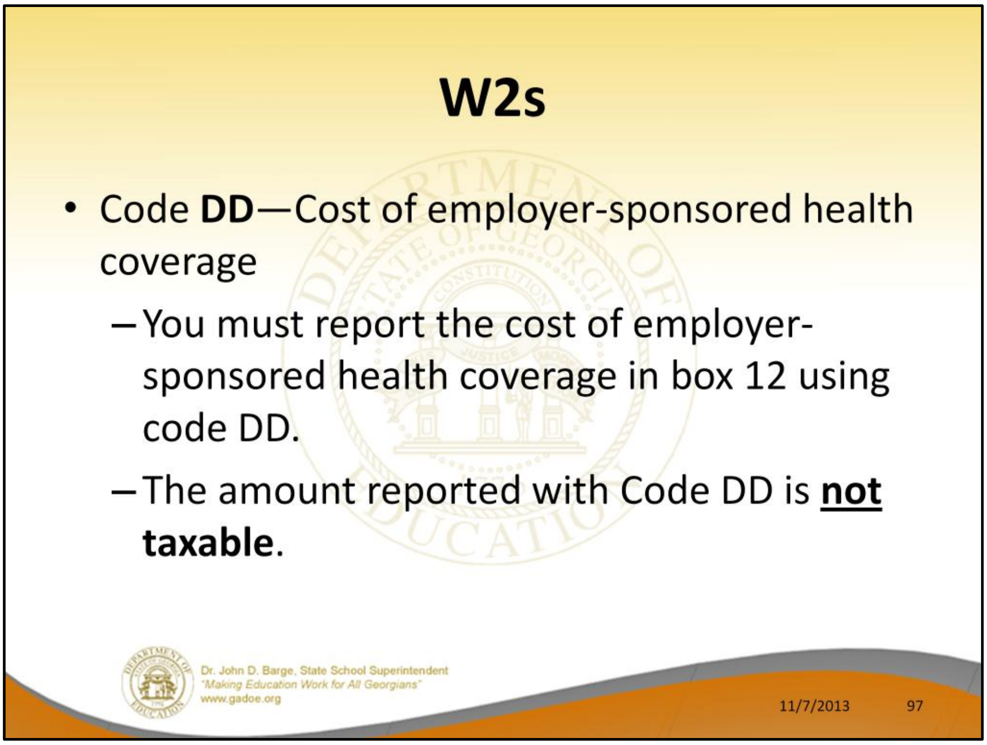

W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - You must report the cost of employer-sponsored health coverage in box 12 using code DD.
  - The amount reported with Code DD is **not taxable**.

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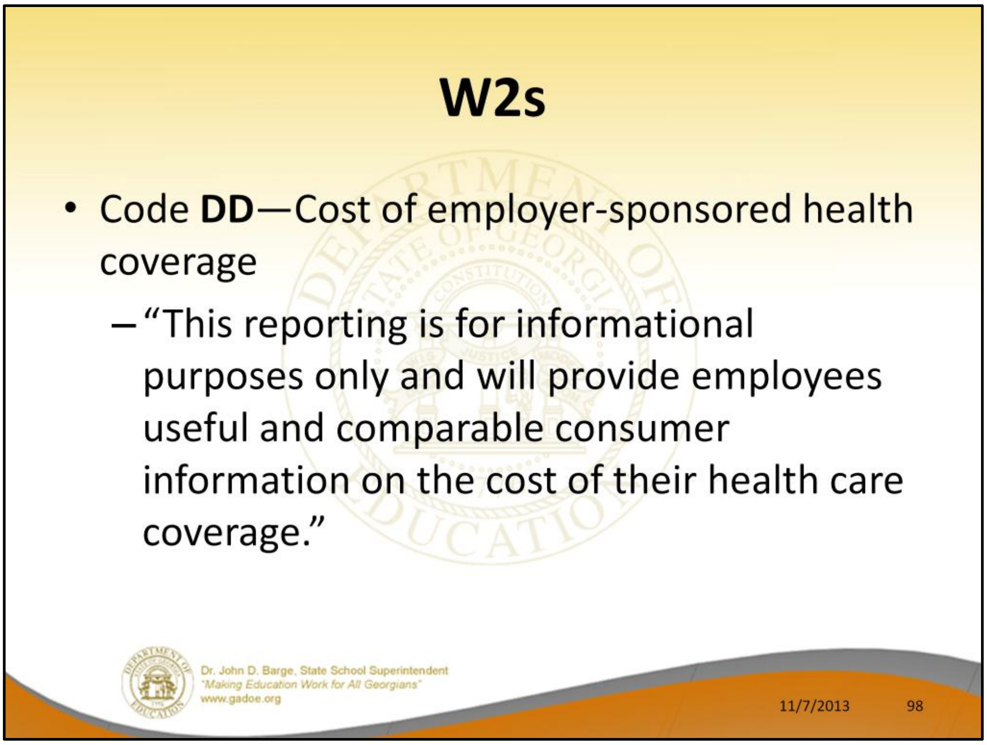
"Making Education Work for All Georgians"
www.gadoe.org

11/7/2013 97

New this year.



W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - “This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.”

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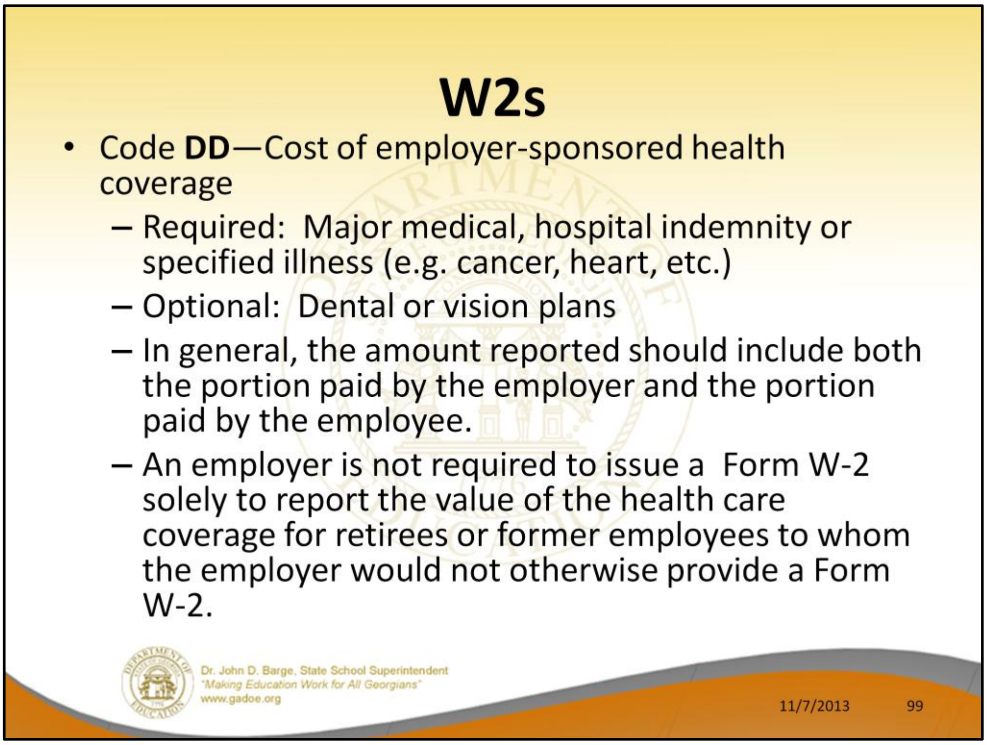
“Making Education Work for All Georgians”
www.gadoe.org

11/7/2013 98

Cost of employer-sponsored health coverage is required for calendar year 2012.

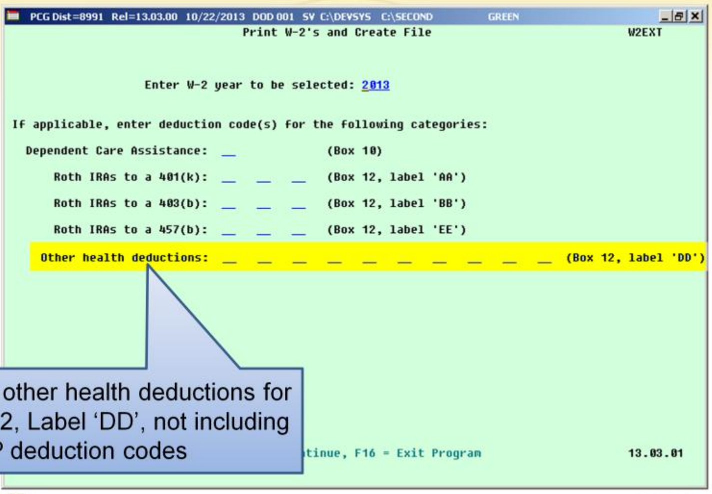


W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - Required: Major medical, hospital indemnity or specified illness (e.g. cancer, heart, etc.)
  - Optional: Dental or vision plans
  - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
  - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.

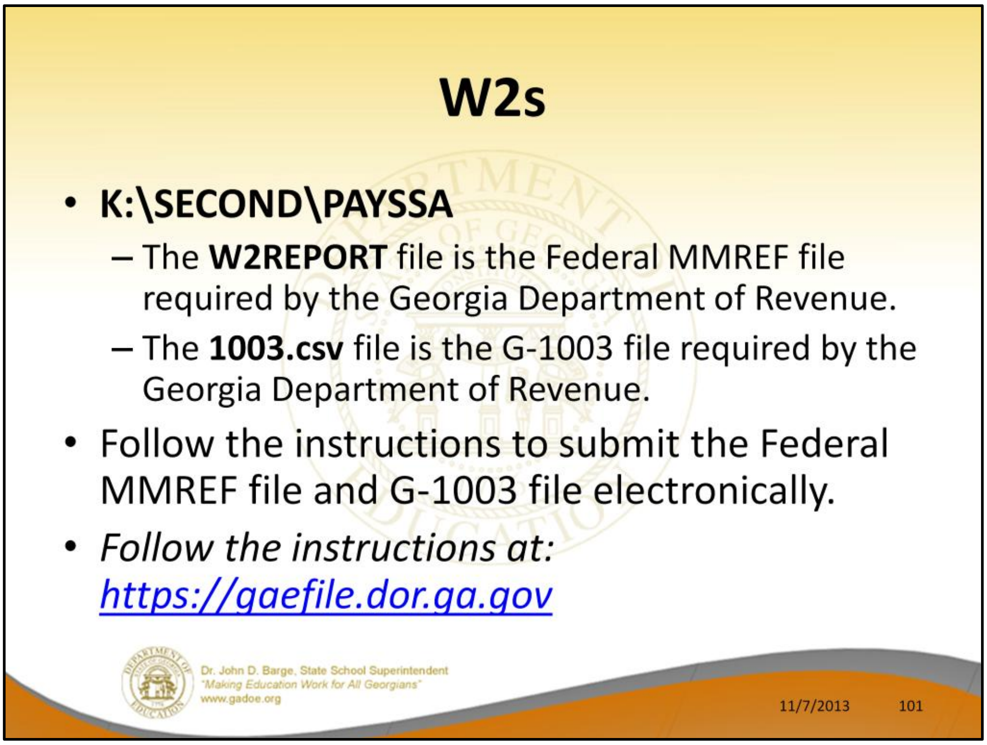
Cost of employer-sponsored health coverage is required for calendar year 2012.

W2s



```
PCG Dist=8991  Rel=13.03.00  10/22/2013  DOD 001  SV C:\DEVSYS  C:\SECOND        GREEN
                                  Print W-2's and Create File                    W2EXT


                   Enter W-2 year to be selected: 2013

If applicable, enter deduction code(s) for the following categories:

  Dependent Care Assistance: __              (Box 10)

      Roth IRAs to a 401(k): __   __   __    (Box 12, label 'AA')

      Roth IRAs to a 403(b): __   __   __    (Box 12, label 'BB')

      Roth IRAs to a 457(b): __   __   __    (Box 12, label 'EE')

   Other health deductions: __   __   __   __   __   __   __   __   __   __  (Box 12, label 'DD')


                                 tinue, F16 = Exit Program                    13.03.01
```

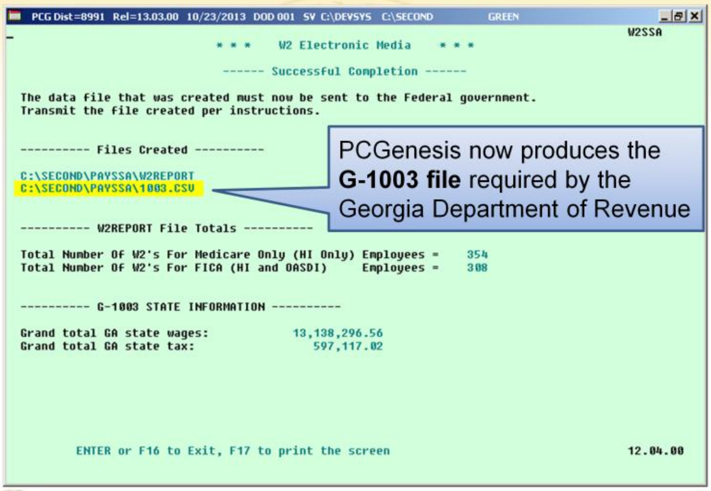
Enter other health deductions for Box 12, Label ‘DD’, not including SHBP deduction codes



W2s

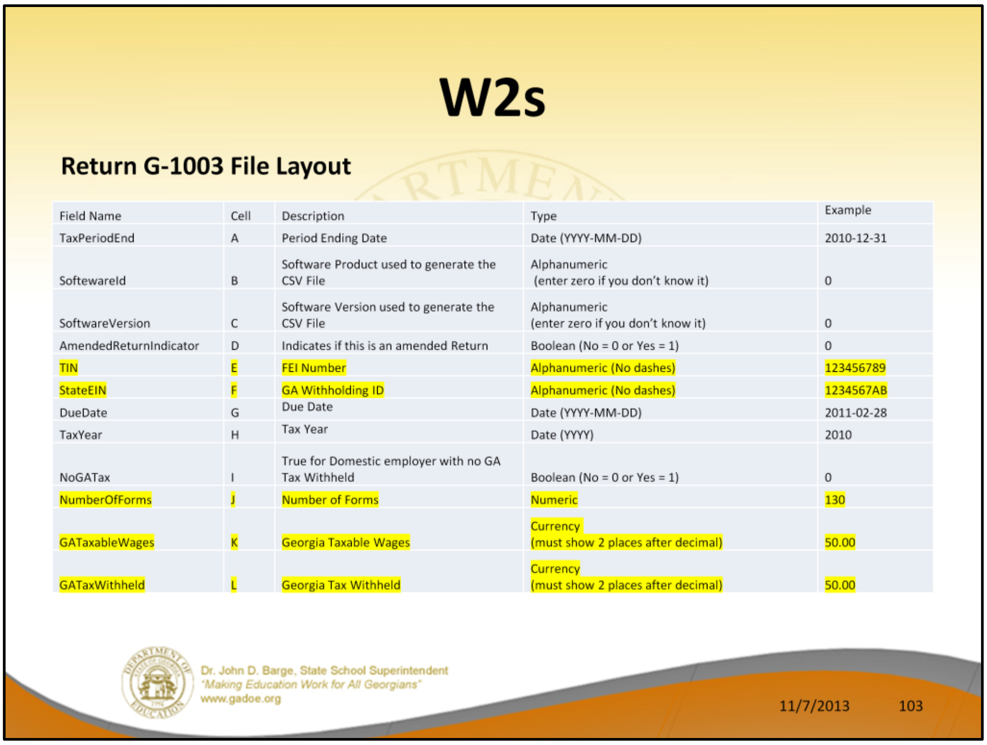
- **K:\SECOND\PAYSSA**
  - The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
  - The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.
- Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.
- *Follow the instructions at: https://gaefile.dor.ga.gov*

W2s


PCG Dist=8991 Rel=13.03.00 10/23/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                                                                   W2SSA
                        * * *   W2 Electronic Media    * * *

                        ------ Successful Completion ------

 The data file that was created must now be sent to the Federal government.
 Transmit the file created per instructions.

 ---------- Files Created ----------

 C:\SECOND\PAYSSA\W2REPORT
 C:\SECOND\PAYSSA\1003.CSV

 ---------- W2REPORT File Totals ----------

 Total Number Of W2's For Medicare Only (HI Only) Employees =    354
 Total Number Of W2's For FICA (HI and OASDI)     Employees =    308

 ---------- G-1003 STATE INFORMATION ----------

 Grand total GA state wages:           13,138,296.56
 Grand total GA state tax:                597,117.02



        ENTER or F16 to Exit, F17 to print the screen                12.04.00
```

PCGenesis now produces the **G-1003 file** required by the Georgia Department of Revenue



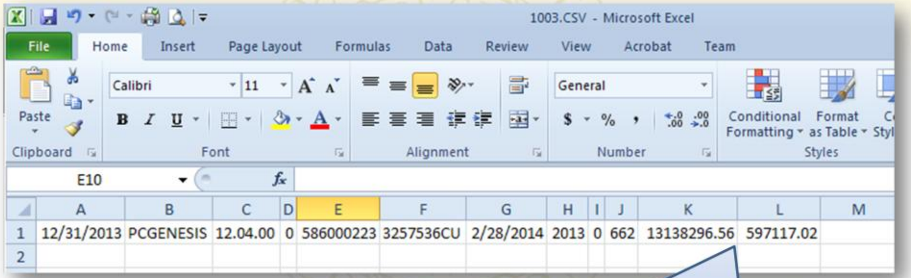
W2s

Return G-1003 File Layout

Field Name	Cell	Description	Type	Example
TaxPeriodEnd	A	Period Ending Date	Date (YYYY-MM-DD)	2010-12-31
SoftewareId	B	Software Product used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
SoftwareVersion	C	Software Version used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
AmendedReturnIndicator	D	Indicates if this is an amended Return	Boolean (No = 0 or Yes = 1)	0
TIN	E	FEI Number	Alphanumeric (No dashes)	123456789
StateEIN	F	GA Withholding ID	Alphanumeric (No dashes)	1234567AB
DueDate	G	Due Date	Date (YYYY-MM-DD)	2011-02-28
TaxYear	H	Tax Year	Date (YYYY)	2010
NoGATax	I	True for Domestic employer with no GA Tax Withheld	Boolean (No = 0 or Yes = 1)	0
NumberOfForms	J	Number of Forms	Numeric	130
GATaxableWages	K	Georgia Taxable Wages	Currency (must show 2 places after decimal)	50.00
GATaxWithheld	L	Georgia Tax Withheld	Currency (must show 2 places after decimal)	50.00

W2s

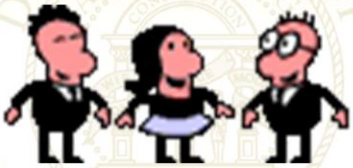
Return G-1003 CSV File

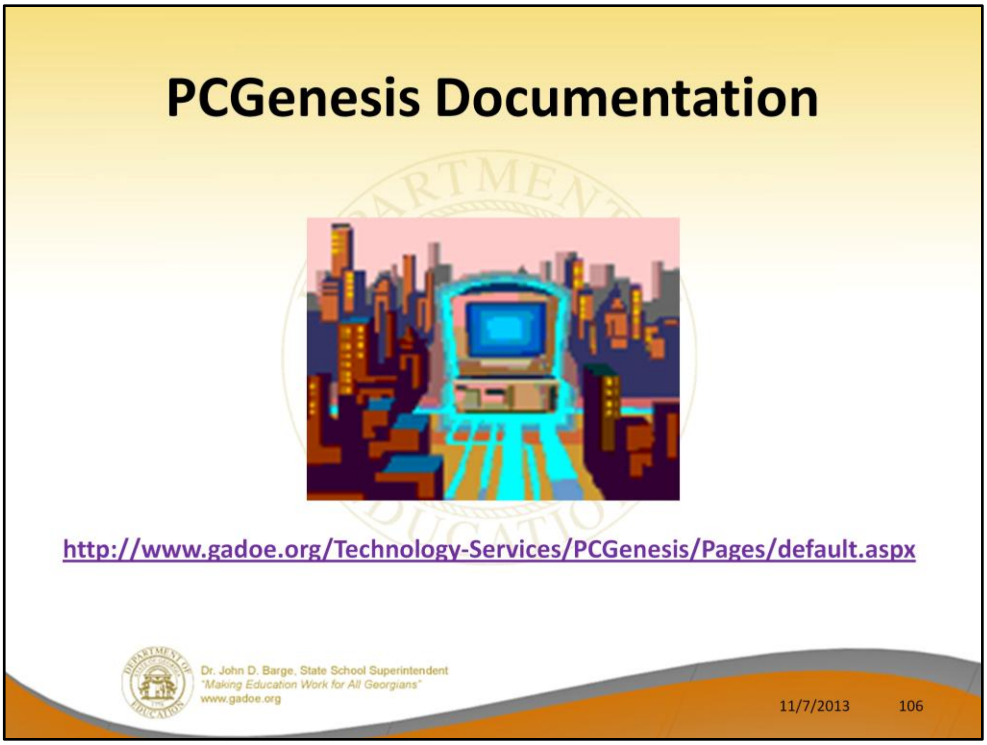

1003.CSV - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Team
Paste
Clipboard
Calibri
11
Font
Alignment
General
Number
Conditional Formatting
Format as Table
Styles
E10

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	12/31/2013	PCGENESIS	12.04.00	0	586000223	3257536CU	2/28/2014	2013	0	662	13138296.56	597117.02	
2													

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen

Questions?





PCGenesis Documentation

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

Thank you for attending!