PCGenesis Training
New PCGenesis Budget System

GASBO

Augusta, GA

November 9, 2016

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PCGenesis Training
New PCGenesis Budget System

PCGenesis Development Team

Diane Ochala   PCGenesis Lead Analyst/Developer

Angela Tennyson PCGenesis Senior Developer

Agenda

- **PCGenesis Budget System Concepts**
- Payroll Gross Data **Budget Flag** Field
- Create the Budget Sandbox
- Budget Update Menu
- Sandbox Reports
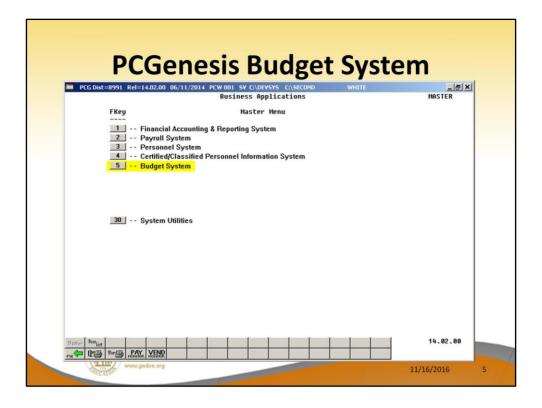- The Budget is Complete
- How the **Budget Flag** fields work

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Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for <u>payroll salaries</u> and <u>employer benefits</u>.

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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

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PCGenesis Budget System

- The concept of the budgeting system is to create a "playground" or "sandbox" with copies of employee and system files.
- Once the data is in the "sandbox", a site can manipulate salary and benefit data:
  - Generate a series of budgeting reports.
  - Create a .csv external file that will be used for loading the budget on the financial side.
  - Use the "sandbox" gross data to load the payroll gross data for the next fiscal year.

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- The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the "sandbox", a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side.
- Once the budget is finalized, a site can use the "sandbox" gross data to load the employee salaries (payroll gross data) for the next fiscal year.
- By utilizing the concept of a "playground" or

"sandbox", users may execute a variety of "what if" scenarios to model various budget outcomes without affecting their "live" payroll files

PCGenesis Budget System

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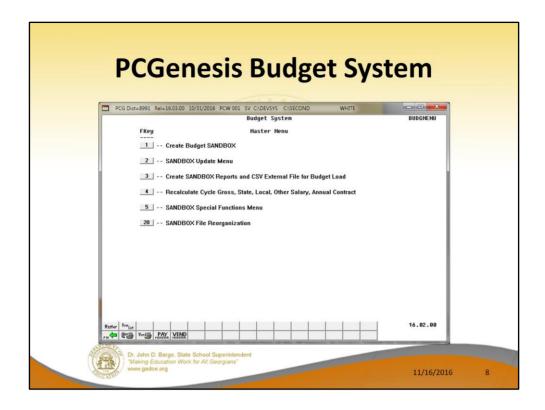
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- The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files.
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- In the "sandbox", a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side.
- Once the budget is finalized, a site can use the "sandbox" gross data to load the employee salaries (payroll gross data) for the next fiscal year.
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"sandbox", users may execute a variety of "what if" scenarios to model various budget outcomes without affecting their "live" payroll files

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- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

PCGenesis Budget System

- Every time the user accesses the **F1** *Create Budget SANDBOX* option, a new copy of the *SANDBOX* directory is built.
- Payroll file and other accompanying files are copied into the directory *K:\SECOND\SANDBOX.*
- **Budgeting parameters are applied to the data.**
- The *Create Budget SANDBOX* option can be run as many times as desired.
- Each time the user can apply a new set of parameters to the employee data.

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- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data
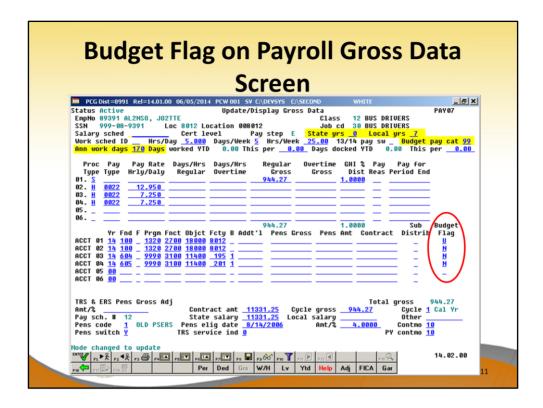
Budget Flag on Payroll Gross Data Screen

- The **Budget Flag** is a new field defined on the *Update/Display Gross Data* screen for the employee.
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

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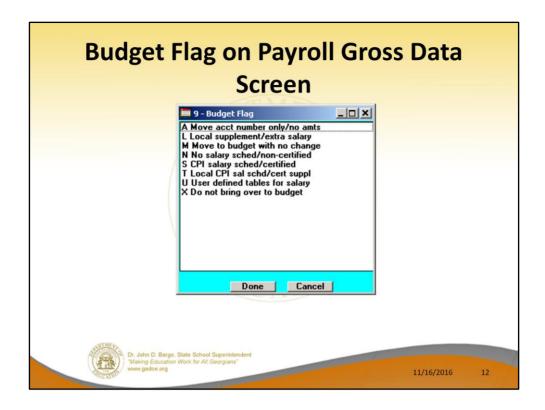"Making Education Work for All Georgians"
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- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen

- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

Budget Flag on Payroll Gross Data Screen

- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').

- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N').

Budget Flag on Payroll Gross Data Screen

- You can move the account numbers only, with no amounts ('**A**').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('**S**').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('**T**').
- You can budget salary lines based upon a **Budget Pay Category** field and user-defined salary schedules ('**U**').
- You can budget hourly/daily lines and salary lines by specifying a percentage or an amount increase ('**L**' or '**N**').

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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L'

or 'N')

Create Budget SANDBOX

- Before the *Create Budget SANDBOX* process is run, the user must define:
  - The State CPI Salary Schedule
  - The Local CPI Salary Schedule
  - The User-Defined Salary Schedules

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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of '**S**', '**T**', '**U**', '**N**', and '**L**', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Create Budget SANDBOX

- The *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of '**S**', '**T**', '**U**', '**N**', and '**L**'.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

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- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of '**S**', '**T**', '**U**', '**N**', and '**L**', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.
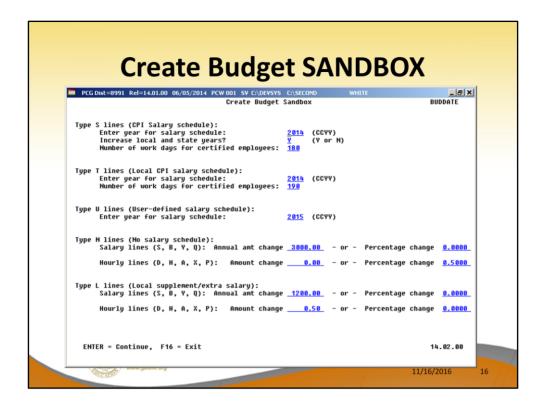
Create Budget SANDBOX

- **Budget Flag** of '**S**': The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
- **Budget Flag** of '**T**': The user specifies the CPI <u>local</u> salary schedule year to use, and also specifies the number of work days for certified employees. The local salary schedule is based on **190** days per

calendar year.

- **Budget Flag** of '**U**': The user specifies the user-defined salary schedule year to use. Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field.
- **Budget Flag** of '**L**' (budget as a local supplement/extra salary) or with a **Budget Flag** of '**N**' (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

Create Budget SANDBOX Report


```
| REPORT ID:  BUDCLR02                    CREATE BUDGET SANDBOX REPORT                                      PAGE   1
  REPORT DATE:  10/27/2016

87354    BU7KHART, JA7EL              01   CLASSROOM TEACHERS          CERT

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S                      11          T4         L1         43,376.00       43,376.00      3,614.67        190

       Proc Type    Account                                 Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross  Ovt Gross  Bud Flg
          S         16 100 0 1051 1000 11000 0100 1 000000                                    3,094.52               S
          S         16 100 0 2111 1000 11000 0100 1 000000                                      382.43               S
          S         16 100 0 1053 1000 11000 0100 1 000000                                      122.54               S
          S         16 100 0 2113 1000 11000 0100 1 000000                                       15.18               S
          D         16 100 0 1051 1000 11000 0100 1 000000     1.91                                                  N
          D         16 100 0 2111 1000 11000 0100 1 000000   197.27                                                  N
          D         16 100 0 1053 1000 11000 0100 1 000000    24.38                                                  N
          D         16 100 0 2113 1000 11000 0100 1 000000     7.82                                                  N
          D         16 100 0 9990 2400 19100 0100 1 000000      .97                                                  N
          S         16 100 0 9990 2400 19100 0100 1 000000                                       29.17               N
------------------------------------------------------------------------------------------------------------------------

87362    HU7TLEY, CO7RINNE            01   CLASSROOM TEACHERS          CERT

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S                      11          T5         L1         49,881.00       49,881.00      4,156.75        190

       Proc Type    Account                                 Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross  Ovt Gross  Bud Flg
          S         16 100 0 1011 1000 11000 0195 1 000000                                    4,156.75               S
          S         16 100 0 1013 1000 11000 0195 1 000000                                      147.50               L
------------------------------------------------------------------------------------------------------------------------

87374    AP3NTE, RE3D                 01   CLASSROOM TEACHERS          CERT

  Bud    Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S   E=INHIBIT EXPERI   10          T4         7          42,113.00       42,113.00      3,509.42        190

       Proc Type    Account                                 Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross  Ovt Gross  Bud Flg
          S         16 404 0 2824 1000 11000 0108 1 000000                                    3,509.42               S
          S         16 404 0 2824 1000 11000 0108 1 000000                                      114.16               L
------------------------------------------------------------------------------------------------------------------------
```

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Budget Update Menu

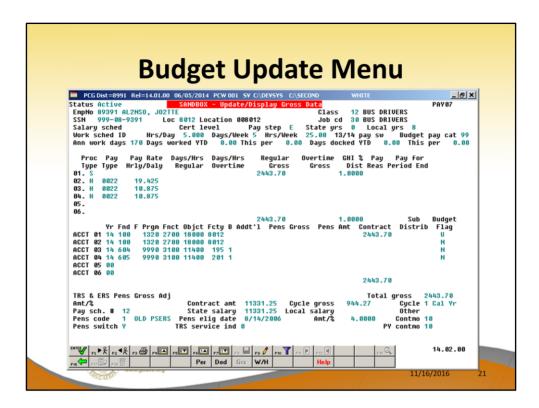- The *Create Budget SANDBOX* process has completed.
- Now, the user can make <u>additional</u> changes to the employees' gross data salary lines from the *Budget Update Menu*.

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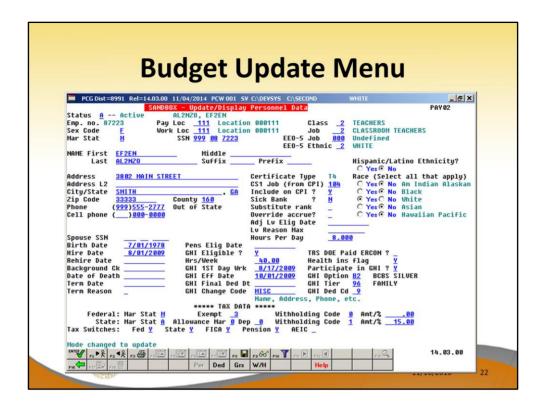"Making Education Work for All Georgians"
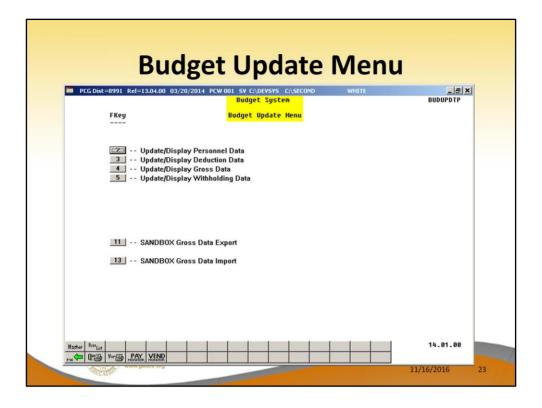www.gadoe.org

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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- Once the *Create Budget SANDBOX* process has completed, the user can make any <u>additional</u> changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- This menu allows the user to modify employee information in the *SANDBOX* directory including:
  - personnel data
  - deduction data
  - gross data
  - withholding data

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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.
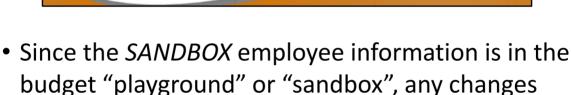
Budget Update Menu

- An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

Budget Update Menu

- An example of an employee's *SANDBOX - Update/Display Personnel Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Personnel Data* screen.

Budget Update Menu

- Once the *Create Budget SANDBOX* process has completed, the user can make any <u>additional</u> changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

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Budget Update Menu

- *SANDBOX Gross Data Export* is available.
- *SANDBOX Gross Data Import* is available.

  - Export the *SANDBOX* gross data to a .csv file.
  - Make modifications to the spreadsheet.
  - Import the *SANDBOX* gross data back into the PCGenesis budgeting system.
  - When the budget is finalized, import the *SANDBOX* gross data back into the payroll system.

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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- The *SANDBOX* employee information is in the budget "playground" or "sandbox".
- Any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files.
- There is no impact on the current scheduled payroll cycle.
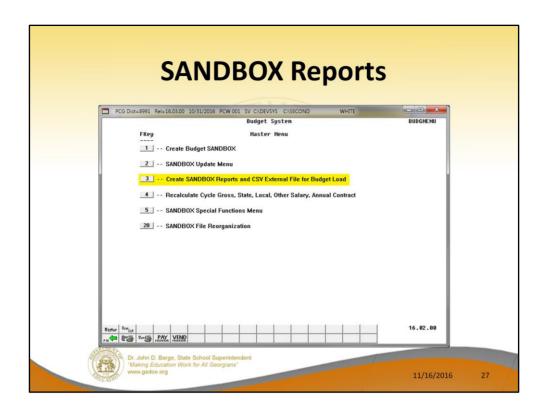
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- Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

SANDBOX Reports

- The user has finished making all necessary changes:

  - The *SANDBOX* employee data has been updated
  - The *SANDBOX* employer rates have been updated

- Now, the user is ready to select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option.

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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.
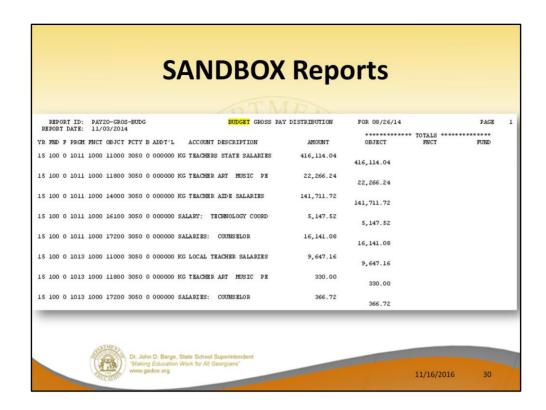
SANDBOX Reports

- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports

- Run the *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again.
- Use different gross data amounts on the employee records each time.
- Run any variety of budget scenarios.
- All of the reports show ANNUAL budgeted amounts.

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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.
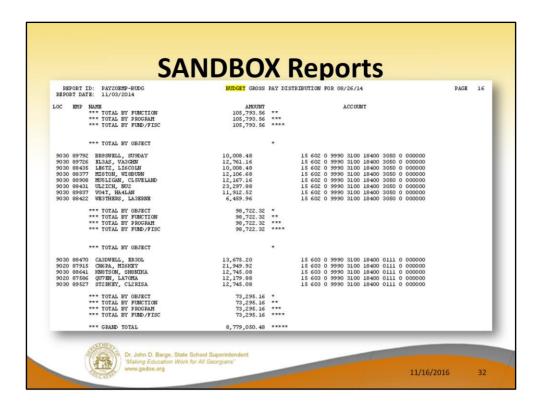
SANDBOX Reports

- The user can specify the location of the .csv external file
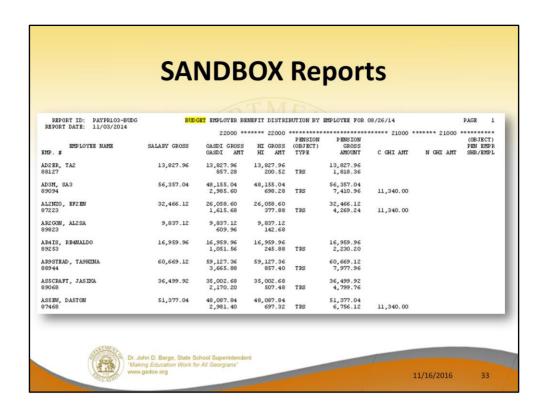- The user can specify the fiscal year for the budget file, as shown below.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Gross Pay Distribution by Account for the Budget Sandbox.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution for FICA, pensions, and GHI for the Budget Sandbox.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Gross Pay Distribution by Employee for the Budget Sandbox.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution by Employee for the Budget Sandbox.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Distribution by Employee for the Budget Sandbox.

- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Account for the Budget Sandbox.
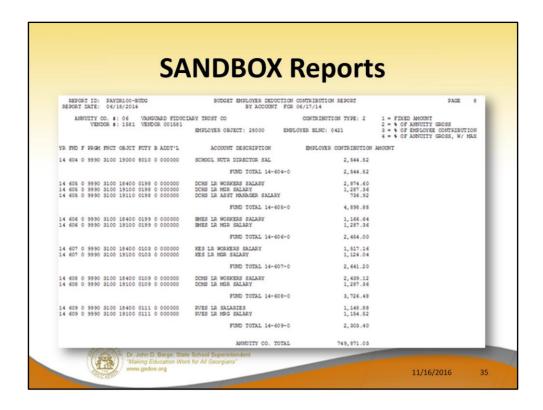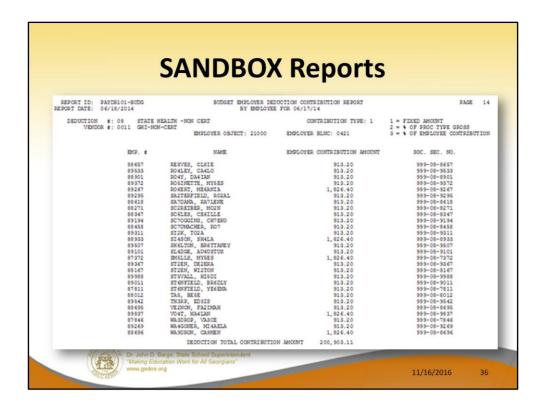
- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Employee for the Budget Sandbox.

SANDBOX Reports

- The budget is complete, when the user is satisfied with the budget reports.
  - Print the final budget reports.
  - Use the .csv external file to load the budget into the financial system.
  - Import the *SANDBOX* gross data into the payroll system.

- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The Budget is Complete
Load the budget into the financial system

- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

The Budget is Complete

Import *SANDBOX* gross data into the <u>payroll</u> system

- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

- PCGenesis Budget System Concepts
- Payroll Gross Data **Budget Flag** Field
- Create the Budget Sandbox
- Budget Update Menu
- Sandbox Reports
- The Budget is Complete
- **How the Budget Flag fields work**

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- **<u>Processing for Budget Flag 'A'</u>:** Move the account number over to the budget, but do NOT bring over any amounts.
- This option allows the gross data account number to be brought over to the budget sandbox without bringing any of the associated amounts from the current payroll cycle.
- This preserves only the account number in the budget sandbox.

Budget Flag 'A'

- Move the account number over to the budget, but do NOT bring over any amounts.
- This preserves only the account number in the budget sandbox.
- Does not bring any of the associated amounts from the current payroll cycle.

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- **<u>Processing for Budget Flag 'A'</u>:** Move the account number over to the budget, but do NOT bring over any amounts.
- This option allows the gross data account number to be brought over to the budget sandbox without bringing any of the associated amounts from the current payroll cycle.
- This preserves only the account number in the budget sandbox.

The line #04 account is brought over to the Sandbox, but the amount is NOT.

The line #04 account is brought over to the Sandbox, but the amount is NOT.

Budget Flag 'L'

- **'L'** = Local supplement / extra salary

Processing for Budget Flag 'L': When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**L**', as shown in the figure below.

Budget Flag 'L'

- **'L'** = Local supplement / extra salary
- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of **'L'**.

```
Type L lines (Local supplement/extra salary):
    Salary lines (S, B, Y, Q):  Annual amt change   1200.00   - or -  Percentage change  0.0000
    Hourly lines (D, H, A, X, P):  Amount change     0.00     - or -  Percentage change  0.1000
```

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Processing for Budget Flag 'L': When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**L**', as shown in the figure.

Create Budget SANDBOX

- Reminder of the *Create Budget Sandbox* screen.
- **Budget Flag** of '**L**' (budget as a local supplement/extra salary) or with a **Budget Flag** of '**N**' (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**')
- The user specifies an <u>amount</u> change or a <u>percentage</u> change for each flagged gross data account line.
- The amount change or the percentage change applies to each '**L**' line individually.

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- In the case of **Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**' (hourly/daily lines), a **Budget Flag** of '**L**' allows the user to specify an amount change or a percentage change for each flagged gross data account line.
- The amount change or the percentage change applies to each '**L**' line individually.

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**'), example:
- A <u>percentage</u> change of .1 is specified
- Employee paid a rate of $35.00 per day
- The rate on the '**L**' line will be increased by .1 times $35.00, or $3.50
- When $3.50 is added to the current rate of $35.00, the new rate for the '**L**' line in the budget sandbox is $38.50

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- For example, if a percentage change of .1 is specified, and the employee is paid a rate of $35.00 per day, the rate on the '**L**' line will be increased by .1 times $35.00, or $3.50.
- When $3.50 is added to the current rate of $35.00, the new rate for the '**L**' line in the budget sandbox is $38.50.

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**'), example:
- An <u>amount</u> change of $0.50 is specified
- The employee paid a rate of $35.00 on account line #4 and a rate of $42.50 on account line #5
- The new rates in the budget sandbox will be $35.50 and $43.00 respectively

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- Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each '**L**' line individually.
- For example, if an amount change of $0.50 is specified and the employee is paid a rate of $35.00 on account line #4 and a rate of $42.50 on account line #5, the new rates in the budget sandbox will be $35.50 and $43.00 respectively.

- In the case of **Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**' (salary lines), a **Budget Flag** of '**L**' allows the user to specify an annual amount change or a percentage change for each flagged gross data account line.
- If the user specifies an annual amount change, the system will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a **Budget Flag** of '**L**'.

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- In the example, an <u>annual amount</u> change of $1200.00 is specified for salary lines on the *Create Budget Sandbox Control* screen.
- The employee is paid 12 times per year, so the pay period amount to be disbursed over the salary account lines is $100.00 per pay period.
- $100.00 is distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type 'S'** salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

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Budget Flag 'L'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**L**'.

Type L lines (Local supplement/extra salary):
    Salary lines (S, B, Y, Q): Annual amt change 1200.00   – or – Percentage change 0.0000
    Hourly lines (D, H, A, X, P):   Amount change   0.00   – or – Percentage change 0.1000

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

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Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of 'S', 'B', 'Y', or 'Q'), example:

Process Type 'S' lines will be increased by $100 per pay period.

Update/Display Gross Data

	Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010				4685.25	S
02.	S	0011				234.27	L
03.	S	0036				77.33	L
04.	D	0030	35.000	30.00		1050.00	L
05.	D	0032	35.000	10.00		350.00	L

Process Type 'D' lines will be increased by 10% (or .1).

- Payroll *Gross Data Screen* with **Budget Flag 'L'**

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type 'S'** salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.
- Therefore, account line #2 is <u>increased</u> by $75.18 and account line #3 is <u>increased</u> by $24.82 for a

total of $100.00 in the budget sandbox.
- **Process Type** '**D**' lines will be increased by 10% (or .1).

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- *Gross Data* results in the SANDBOX when $1200 annual amount change for salary lines is specified and 10% for hourly lines

	Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01.	S	0010				4710.68
02.	S	0011				309.45
03.	S	0036				102.15
04.	D	0030	38.500	30.00		1155.00
05.	D	0032	38.500	10.00		385.00

SANDBOX – Update/Display Gross Data

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.
- Therefore, account line #2 is <u>increased</u> by $75.18 and account line #3 is <u>increased</u> by $24.82 for a

total of $100.00 in the budget sandbox.

- **Process Type** 'D' lines will be increased by 10% (or .1).
- If the employee is paid a rate of $35.00 per day, the rate on the 'L' line will be increased by .1 times $35.00, or $3.50. When $3.50 is added to the current rate of $35.00, the new rate for the 'L' line in the budget sandbox is $38.50.

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- Alternatively, a <u>percentage</u> change can also be specified.
- The percentage applies to each salary '**L**' line individually.
- If a change of .1 is specified, and the employee is paid a salary of $3500.00, the salary on the '**L**' line will be increased $350.00.
- When $350.00 is added to the current salary of $3500.00, the new salary for the '**L**' line in the budget sandbox is $3850.00.

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- Alternatively, a percentage change can also be specified for a **Budget Flag** of '**L**' in the case of '**S**', '**B**', '**Y**', or '**Q**' salary lines.
- The percentage change applies to each salary '**L**' line individually.
- For example, if a percentage change of .1 is specified, and the employee is paid a salary of $3500.00, the salary on the '**L**' line will be increased by .1 times $3500.00, or $350.00.
- When $350.00 is added to the current salary of $3500.00, the new salary for the '**L**' line in the budget sandbox is $3850.00.

Budget Flag 'N'

- **'N'** = No salary schedule / non-certified

9 - Budget Flag

A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

Done   Cancel

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- **Processing for Budget Flag 'N':** The processing for **Budget Flag** '**N**' is executed exactly the same way as processing for **Budget Flag** '**L**'.
- When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**N**', as shown in the figure below.

Budget Flag 'N'

- **'N'** = No salary schedule / non-certified
- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**N**'.

```
Type N lines (No salary schedule):
    Salary lines (S, B, Y, Q): Annual amt change  2400.00   - or -  Percentage change  0.0000
    Hourly lines (D, H, A, X, P):   Amount change      0.50   - or -  Percentage change  0.0000
```

- **<u>Processing for Budget Flag 'N':</u>** The processing for **Budget Flag** '**N**' is executed exactly the same way as processing for **Budget Flag** '**L**'.
- When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**N**', as shown in the figure.

- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of 'M' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

Budget Flag 'M'

- Move account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows gross data lines and all associated amounts to be brought over to the sandbox without changing any amounts.
- Bring over amounts that are not increasing or decreasing.

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- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of '**M**' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

Budget Flag 'M'

- Payroll *Gross Data Screen* with **Budget Flag** 'M'

										Regular	Budget
	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty B Addt'l	Gross	Flag
01.	S	0010	14	100	_	1455	2400	13100	198 _ _____	5119.67	S
02.	S	0011	14	100	_	1455	2400	13000	103 _ _____	255.98	S
03.	S	0036	14	100	_	1455	2400	13100	189 _ _____	591.33	M
04.	S	0031	14	602	_	9990	3100	11600	189 _ _____	1297.15	A
05.	S	0031	14	482	_	1862	1000	11300	198 _ _____	200.00	_

Update/Display Gross Data

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- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of '**M**' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

Budget Flag 'M'

- Gross Data Results in the SANDBOX

SANDBOX – Update/Display Gross Data

Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross
01. S	0010	14	100	_	1455	2400	13100	198	_	_____	5049.58
02. S	0011	14	100	_	1455	2400	13000	103	_	_____	252.37
03. S	0036	14	100	_	1455	2400	13100	189	_	_____	591.33
04. S	0031	14	602	_	9990	3100	11600	189	_	_____	
05. _	00										

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- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of '**M**' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

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Budget Flag 'S'

- 'S' = CPI salary schedule / certified

9 - Budget Flag

A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

Done   Cancel

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- **<u>Processing for Budget Flag 'S':</u>** Budget as state salary using the state CPI salary schedule. A **Budget Flag** of '**S**' can be used for account lines with a **Process Type** of '**S**' for certified employees only.
- When the *Create Budget Sandbox* process is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**S**', as shown in the figure below.

Budget Flag 'S'

- Budget as state salary using the state CPI salary schedule.
- Applies to <u>certified</u> employees only.

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- **<u>Processing for Budget Flag 'S':</u>** Budget as state salary using the state CPI salary schedule. A **Budget Flag** of '**S**' can be used for account lines with a **Process Type** of '**S**' for certified employees only.
- When the *Create Budget Sandbox* process is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**S**', as shown in the figure below.
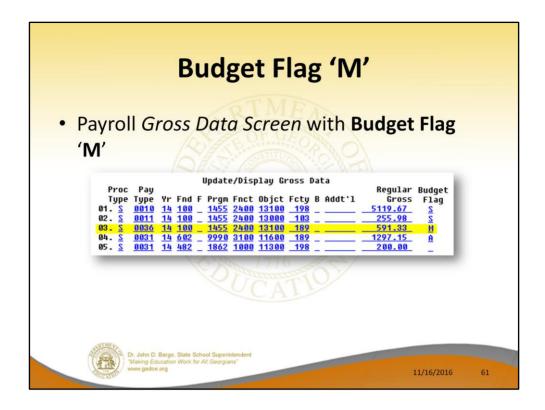
Budget Flag 'S'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of 'S'.

```
Type S lines (CPI Salary schedule):
    Enter year for salary schedule:                2015   (CCYY)
    Increase local and state years?                Y      (Y or N)
    Number of work days for certified employees:   185
```

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- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**S**' allows the user to specify the CPI state salary schedule <u>year</u> to use, and whether or not to increment the employees' local and state years of experience.

- The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.

- In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. The user also specified the **Number of work days for certified employees** as **185**.

Budget Flag 'S'

- Example: a certified employee is currently at **Certificate Level** 'T6' and **Pay Step** 'L1', and has **12** years of state experience.

Update/Display Gross Data

		Cert level **T6**		Pay step L1		**State yrs 12**	Local yrs 11			

	Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010				4685.25	S
02.	S	0011				234.27	N
03.	S	0036				77.33	N
04.	D	0030	35.000	30.00		1050.00	N
05.	D	0032	42.500	10.00		425.00	N

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- In the following example, a certified employee is currently at **Certificate Level** 'T6' and **Pay Step** 'L1', and has **12** years of state experience.
- One gross data account line with a **Process Type Code** of 'S' is flagged with a **Budget Flag** of 'S'.
- In this example, the user specified a 'Y' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure.
- The user also specified the **Number of work days for certified employees** as **185**.

Budget Flag 'S'
Based on **190** days per calendar year

- When the *Create Budget Sandbox* procedure is executed, the employee's **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **13** years of state experience and a **Pay Step** of '**L2**' in the *SANDBOX - Update/Display Gross Data* screen.
- PCGenesis uses the **2015** *CPI Salary Schedule*, as shown below, and looks up the annual state salary for a **Pay Step** of '**L2**' and a **Certificate Level** of '**T6**'.
- For this employee, $58,056 is extracted as the correct annual salary for **190** days.

Budget Flag 'S'

- To calculate the salary for the gross data line flagged with '**S**' in the budget sandbox, PCGenesis prorates the annual state salary of $58,056 for 185 days.
- PCG calculates $58,056 times 185 days, and then divides the product by 190 days, to give $56,528.21 as the new annual salary for this employee.

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- To calculate the salary for the gross data line flagged with a **Budget Flag** of '**S**' in the budget sandbox, PCGenesis prorates the annual state salary of $58,056 for **185** days.
- Therefore, it calculates $58,056 times 185 days, and then divides the product by 190 days, to give $56,528.21 as the new annual salary for this employee.
- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is $56,528.21 divided by 12, or $4710.68 per pay period.

Budget Flag 'S'

- Gross Data Results in the SANDBOX
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $4710.68 per pay period.

SANDBOX – Update/Display Gross Data					
Cert level T6	Pay step L2	State yrs 13	Local yrs 12		
Proc Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	
Type Type	Hrly/Daly	Regular	Overtime	Gross	
01. S 0010				4710.68	
02. S 0011				384.63	
03. S 0036				126.97	
04. D 0030	35.500	30.00		1065.00	
05. D 0032	43.000	10.00		430.00	

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- To calculate the salary for the gross data line flagged with a **Budget Flag** of '**S**' in the budget sandbox, PCGenesis prorates the annual state salary of $58,056 for **185** days.
- Therefore, it calculates $58,056 times 185 days, and then divides the product by 190 days, to give $56,528.21 as the new annual salary for this employee.
- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is $56,528.21 divided by 12, or $4710.68 per pay period.
- In the example, only <u>one</u> gross data account line is

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flagged with a **Budget Flag** of '**S**', so the entire pay period amount is distributed to account line #1.

- However, if more than one gross data account line was flagged with a **Budget Flag** of '**S**', the $4710.68 pay period amount would be distributed over all '**S**' flagged salary lines in proportion to the original salary distribution.

Budget Flag 'T'

- 'T' = Local CPI salary schedule / certified supplement

9 - Budget Flag
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

Done   Cancel

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- **<u>Processing for Budget Flag 'T':</u>** Budget as local supplement using a <u>local</u> CPI salary schedule.
- A **Budget Flag** of '**T**' can be used for account lines with a **Process Type** of '**S**' for <u>certified</u> employees only.
- When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of '**T**', as shown in the figure below.

Budget Flag 'T'

- Budget as local supplement using a local CPI salary schedule.
- Applies to <u>certified</u> employees only.

- **<u>Processing for Budget Flag 'T':</u>** Budget as local supplement using a <u>local</u> CPI salary schedule.
- A **Budget Flag** of '**T**' can be used for account lines with a **Process Type** of '**S**' for <u>certified</u> employees only.
- When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of '**T**', as shown in the figure below.

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Budget Flag 'T'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of 'T'.

```
Type T lines (Local CPI salary schedule):
    Enter year for salary schedule:              2015   (CCYY)
    Number of work days for certified employees: 185
```

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- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**T**' allows the user to specify the CPI local salary schedule <u>year</u> to use.

- The user must also specify the number of work days for certified employees. Since the CPI local salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI local salary schedule is prorated accordingly.

Budget Flag 'T'

- Example: a certified employee is currently at **Certificate Level** 'T6' and **Pay Step** 'L1', and has **12** years of state experience.

Update/Display Gross Data

	Cert level T6	Pay step L1	State yrs 12	Local yrs 11		
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01. S	0010				4685.25	S
02. S	0011				234.27	T
03. S	0036				77.33	T
04. D	0030	35.000	30.00		1050.00	N
05. D	0032	42.500	10.00		425.00	N

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- In the following example, a certified employee is currently at **Certificate Level** 'T6' and **Pay Step** 'L1', and has **12** years of state experience.
- Two gross data account lines with a **Process Type Code** of 'S' are flagged with a **Budget Flag** of 'T'.
- In this example, the user specified a 'Y' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of 'S' since it can only increment the years of experience one time.)
- The user also specified the **Number of work days**

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for certified employees as **185**.

Budget Flag 'T'
Based on **190** days per calendar year

- When the *Create Budget Sandbox* procedure is executed, the employee's **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **13** years of state experience and a **Pay Step** of '**L2**' in the *SANDBOX - Update/Display Gross Data* screen.
- PCGenesis uses the **2015** *CPI Local Salary Schedule*, as shown below, and looks up the annual local salary for a **Pay Step** of '**L2**' and a **Certificate Level** of '**T6**'.
- For this employee, extracts $5,805 as the correct annual salary for **190** days for this employee.

Budget Flag 'T'

- To calculate the salary for the gross data line flagged with 'T' in the budget sandbox, PCGenesis prorates the annual local salary of $5,805 for 185 days.
- PCG calculates $ 5,805 times 185 days, and then divides the product by 190 days, to give $5,652.24 as the new annual local salary for this employee.

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- To calculate the salary for the gross data lines flagged with a **Budget Flag** of '**T**' in the budget sandbox, PCGenesis prorates the annual local salary of $5,805 for 185 days.
- Therefore, it calculates $5,805 times **185** days, and then divides the product by 190 days, to give $5,652.24 as the new annual local salary for this employee.
- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is $5,652.24 divided by 12, or $471.02 per pay period.

Budget Flag 'T'

- Gross Data Results in the SANDBOX
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $471.02 per pay period.

SANDBOX – Update/Display Gross Data

| Cert level T6 | Pay step L2 | State yrs 13 | Local yrs 12 |

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010				4710.68
02. S	0011				354.11
03. S	0036				116.91
04. D	0030	35.500	30.00		1065.00
05. D	0032	43.000	10.00		430.00

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- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is $5,652.24 divided by 12, or $471.02 per pay period.
- In the example below <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**T**', so the pay period amount is distributed over account lines #2 and #3.
- The $471.02 is then distributed over all '**T**' flagged salary lines in proportion to the original salary distribution.
- Therefore, the salary of account line #2 is now $354.11 and the salary for account line #3 is now

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$116.91 for a total of $471.02 in the budget sandbox.

Budget Flag 'U'

- 'U' = User defined tables for salary

9 - Budget Flag

A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

Done   Cancel

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- **Processing for Budget Flag 'U':** Budget using a user-defined salary schedule for salary gross data lines.
- This option may be used for both certified and classified employees.
- The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required when account lines are flagged with '**U**'.

Budget Flag 'U'

- Budget using a user-defined salary schedule for salary gross data lines.
- Applies to both <u>certified</u> and <u>classified</u> employees.
- Requires the **Budget Pay Category** field and the **Annual Work Days** field on the *Gross Data* screen.

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- **<u>Processing for Budget Flag 'U':</u>** Budget using a user-defined salary schedule for salary gross data lines.
- This option may be used for both certified and classified employees.
- The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required when account lines are flagged with '**U**'.

Budget Flag 'U'

- For <u>certified</u> employees, the **State Years of Experience** is used for determining the pay step into the user-defined salary schedule.
- For <u>classified</u> employees, the **Local Years of Experience** is used for determining the pay step into the user-defined salary schedule.

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- For certified employees, PCGenesis will use the **State Years of Experience** for determining the pay step into the user-defined salary schedule.
- For classified employees, PCGenesis will use the **Local Years of Experience** for determining the pay step into the user-defined salary schedule.

Budget Flag 'U'

- The parameter on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**U**'.

```
Type U lines (User-defined salary schedule):
     Enter year for salary schedule:        2015   (CCYY)
```

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- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**U**' allows the user to specify the user-defined salary schedule <u>year</u> to use.

- In the following example, <u>two</u> gross data account lines with a **Process Type Code** of '**S**' are flagged with a **Budget Flag** of '**U**'.
- The classified employee currently has **10** years of local experience. In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of '**S**' since it can only increment the years of experience one time.)
- The user must also specify the number of annual

work days (**Ann work days**) for the employee on the payroll *Update/Display Gross Data* screen.

- Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly.
- The classified employee in our example below works **210** days per year (**Ann work days**).

Budget Flag 'U'

- The **Budget Pay Category** field is defined on the *Update/Display Gross Data* screen.
- The **Budget Pay Category** determines the correct user-defined salary schedule to use for the budget process.

- The **Budget Pay Categories** are user-defined so that each school district can customize their own categories.
- The user must also define the **Budget Pay Category** field for the employee on the *Update/Display Gross Data* screen in payroll.
- The **Budget Pay Category** determines the correct user-defined salary schedule to use for the budget process.
- The classified employee in our example above is assigned a **Budget Pay Category** of **01**, which is defined as '**Bus Drivers**' as shown in the drop-down box below.

Budget Flag 'U'

Based on **260** days per calendar year

SANDBOX USER DEFINED SALARY SCHEDULE   BUDCM500
USER DEFINED SALARY SCHEDULE   2015

Years

Exp	Bus Drivers	Custodians	Reg Nurses	Cert Bookkeep	Clinic Aide	Media Clerk
0	31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
1	31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
2	32534.00	33480.00	31586.00	34427.00	36665.00	39591.00
3	33510.00	34484.00	31586.00	35460.00	37765.00	40779.00
4	34515.00	35519.00	31586.00	36524.00	38898.00	42002.00
5	35550.00	36585.00	31586.00	37985.00	40454.00	43682.00
6	36617.00	37683.00	31586.00	39125.00	41668.00	44992.00
7	37716.00	38813.00	31586.00	40886.00	43543.00	47017.00
8	38847.00	39977.00	31586.00	42113.00	44849.00	48428.00
9	40012.00	41176.00	31586.00	43376.00	46194.00	49881.00
10	41212.00	42411.00	31586.00	44677.00	47580.00	51377.00
11	42448.00	43683.00	31586.00	46017.00	49007.00	52918.00
12	43721.00	44993.00	31586.00	47398.00	50477.00	54506.00
13	45033.00	46343.00	31586.00	48820.00	51991.00	56141.00
14	46384.00	47733.00	31586.00	50285.00	53551.00	57825.00
15	50000.00	50000.00	50000.00	53000.00	54000.00	58000.00
16	60000.00	60000.00	60000.00	60000.00	60000.00	60000.00
17	70000.00	70000.00	70000.00	70000.00	70000.00	70000.00
18	80000.00	80000.00	80000.00	80000.00	80000.00	80000.00
19	90000.00	90000.00	90000.00	90000.00	90000.00	90000.00
20	100000.00	100000.00	100000.00	100000.00	100000.00	100000.00
21	110000.00	110000.00	110000.00	110000.00	110000.00	110000.00
22	120000.00	120000.00	120000.00	120000.00	120000.00	120000.00
23	130000.00	130000.00	130000.00	130000.00	130000.00	130000.00
24	140000.00	140000.00	140000.00	140000.00	140000.00	140000.00

(Use scroll keys to page through pay categories.)

ENTER=Validate   F3-Print Screen   F10-Load from File   F16=Exit

ENTER ✓   F3 🖨 F4 F5 F6 F7   F10   CREATE F10   14.02.00

F16 ←

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- When the *Create Budget Sandbox* procedure is executed, the employee's **Local Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **11** years of local experience in the *SANDBOX - Update/Display Gross Data* screen.
- The employee's **Budget Pay Category** field is **01** for Bus Drivers. Therefore, the 'Bus Drivers' user-defined salary schedule will contain the salary data for this employee.
- PCGenesis uses the **2015** *User-Defined Salary Schedule*, as shown below, and looks up the annual

user-defined salary for 11 years of experience for 'Bus Drivers',

- PCG extracts $42,448.00 as the correct annual salary for **260** days for this employee.
- Refer to the *Budget System Operations Guide, Section D: SANDBOX Special Functions* for information about configuring user-defined salary schedules.

Budget Flag 'U'

- To calculate the salary for the gross data line flagged with '**U**' in the budget sandbox, PCGenesis prorates the annual state salary of $42,448.00 for 210 days.
- PCG calculates $42,448.00 times 210 days, and then divides the product by 260 days, to give $34,284.92 as the new annual user-defined salary for this employee.

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- To calculate the salary for the gross data lines flagged with a **Budget Flag** of '**U**' in the budget sandbox, PCGenesis prorates the user-defined salary of $42,448.00 for 210 days.
- Therefore, it calculates $42,448 times 210 days, and then divides the product by 260 days, to give $34,284.92 as the new annual user-defined salary for this employee.
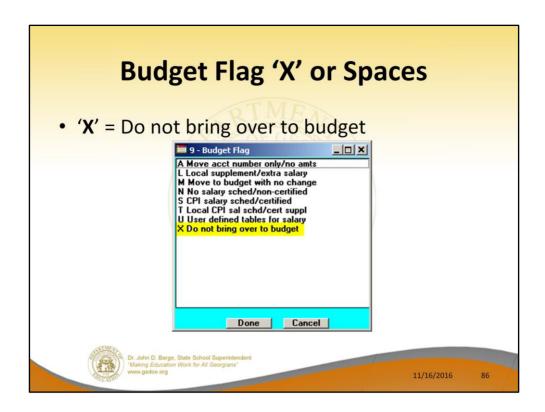- Since the employee is paid **24** times per year, the pay period amount to be disbursed over the salary account lines is $34,284.92 divided by 24, or $1,428.54 per pay period.

Budget Flag 'U'

- Gross Data Results in the SANDBOX
- Since the employee is paid 24 times per year, the pay period amount to be disbursed over the salary account lines is $1,428.54 per pay period.

- Since the employee is paid **24** times per year, the pay period amount to be disbursed over the salary account lines is $34,284.92 divided by 24, or $1,428.54 per pay period.
- In the example, <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**U**', so the pay period amount is distributed over account lines #2 and #3.
- The $1,428.54 is then distributed over all '**U**' flagged salary lines in proportion to the original salary distribution.
- Therefore, the salary of account line #2 is now $1,296.40 and the salary for account line #3 is now

$132.14 for a total of $1,428.54 in the budget sandbox.

Budget Flag 'X' or Spaces

- 'X' = Do not bring over to budget

9 - Budget Flag
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

Done   Cancel

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- **Processing for Budget Flag 'X' or Spaces:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

Budget Flag 'X'

- Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.
- Does not bring any accounts or amounts from the current payroll cycle.

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- **<u>Processing for Budget Flag 'X' or Spaces</u>:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

Budget Flag 'X'

- Payroll *Gross Data Screen* with **Budget Flag 'X'**
- Line #05 is NOT brought over to the sandbox

- **Processing for Budget Flag 'X' or Spaces:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.
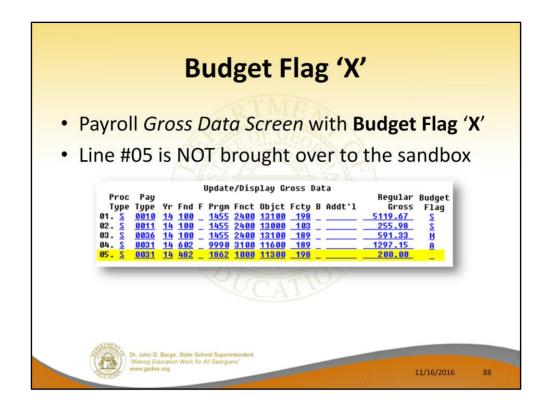- Line # 05 is not brought over to the Sandbox.

Budget Flag 'X'

- Gross Data Results in the SANDBOX
- Line #05 is NOT brought over to the sandbox

SANDBOX – Update/Display Gross Data

	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross
01.	S	0010	14	100	_	1455	2400	13100	198	_	_____	5049.58
02.	S	0011	14	100	_	1455	2400	13000	103	_	_____	252.37
03.	S	0036	14	100	_	1455	2400	13100	189	_	_____	591.33
04.	S	0031	14	602	_	9990	3100	11600	189	_	_____	_____
05.	_	____	00	___	_	____	____	_____	___	_	_____	_____

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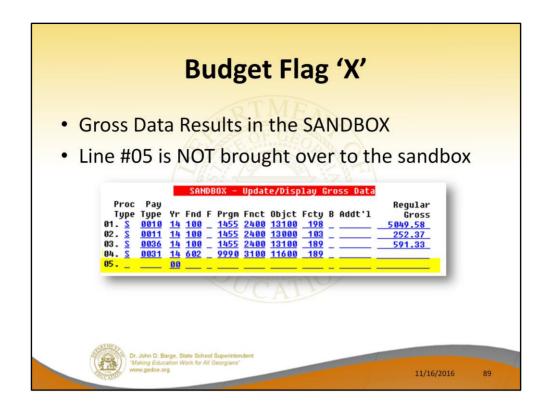"Making Education Work for All Georgians"
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- **<u>Processing for Budget Flag 'X' or Spaces:</u>** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

PCGenesis Documentation

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

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Questions?

Thank you for attending!

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