

# PCGenesis Training

## PCGenesis Budget System

GASBO  
Augusta, GA  
November 4, 2020



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*"Educating Georgia's Future"*

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# PCGenesis Training

## New PCGenesis Budget System

PCGenesis Development Team

Diane Ochala PCGenesis Lead Analyst/Developer

Angela Tennyson PCGenesis Senior Developer



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# 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 payroll salaries and employer benefits.

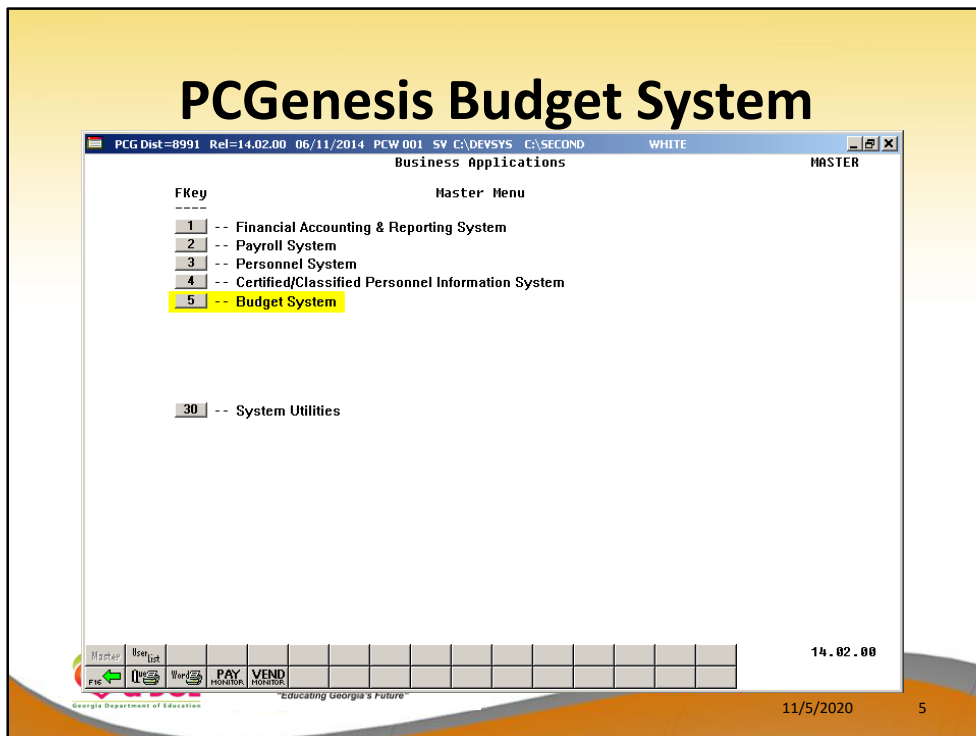


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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business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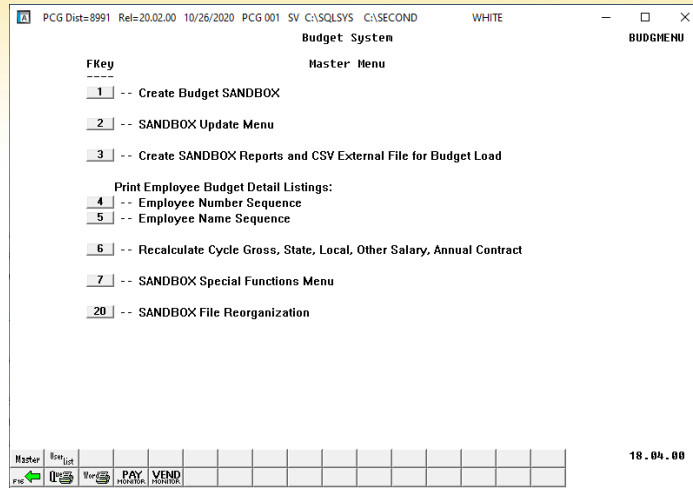
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- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.



## 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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- 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

PCG Dist=8991 Rel=14.01.00 06/05/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Gross Data PAV07

EmpNo 89391 AL2NS0, J02TTE Class 12 BUS DRIVERS  
 SSN 999-08-9391 Loc 8012 Location 008012 Job cd 30 BUS DRIVERS

Salary sched Cert level Pay step E State yrs 0 Local yrs 7  
 Work sched ID Hrs/Day 5.000 Days/Week 5 Hrs/Week 25.00 13/14 pay sw Budget pay cat 99  
 Ann work days 179 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	CHI %	Pay Dist	Pay for Reas	Pay Period End
01.	S				944.27		1.0000			
02.	H	0022	12.950							
03.	H	0022	7.250							
04.	H	0022	7.250							
05.	-									
06.	-									

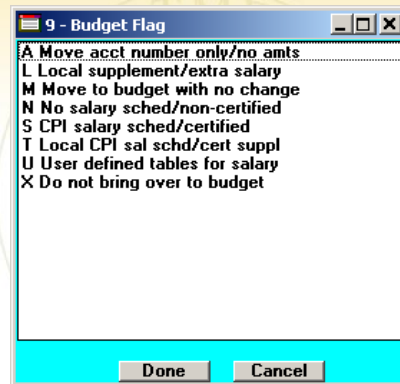
Yr	End	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens Amt	Contract	Sub	Distrib	Budget Flag
ACCT 01	14	100	-	1320	2700	18000	8012	-							U
ACCT 02	14	100	-	1320	2700	18000	8012	-							N
ACCT 03	14	604	-	9990	3100	11400	195	1							N
ACCT 04	14	605	-	9990	3100	11400	201	1							N
ACCT 05	00	00	-												-
ACCT 06	00	00	-												-

TRS & ERS Pens Gross Adj Total gross 944.27  
 Amt/% Pay sch. # 12 Contract amt 11331.25 Cycle gross 944.27 Cycle 1 Cal Yr  
 Pens code 1 OLD PSERS State salary 11331.25 Local salary  
 Pens elig date 8/14/2006 Amt/% 4.0000 Other  
 Pens switch Y TRS service ind 0 PY contno 10

Mode changed to update 14.02.00

- 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



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- 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').

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- 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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- 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

PCG Dist=8991 Rel=20.02.00 10/26/2020 PCG 002 SV C:\SQLSYS C:\SECOND WHITE BUDDATE

Create Budget Sandbox

Type S lines (CPI Salary schedule):  
 Enter year for salary schedule: 2021 (CCYY)  
 Increase local and state years? Y (Y or N)  
 Number of work days for certified employees: 190

Type T lines (Local CPI salary schedule):  
 Enter year for salary schedule: 2021 (CCYY)  
 Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):  
 Enter year for salary schedule: 2021 (CCYY)

Type N lines (No salary schedule):  
 Salary lines (S, B, V, Q): Annual amt change 3000.00 - or - Percentage change 0.0000  
 Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

Type L lines (Local supplement/extra salary):  
 Salary lines (S, B, V, Q): Annual amt change 1200.00 - or - Percentage change 0.0000  
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

Sort report by:  Employee name  
 Employee ID

ENTER = Continue, F16 = Exit 19.02.00

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- **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 local 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		BUTKHART, JATEL		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		HUTTLEY, CO'RAINNE		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		APSNTE, 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						

## Budget Update Menu

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



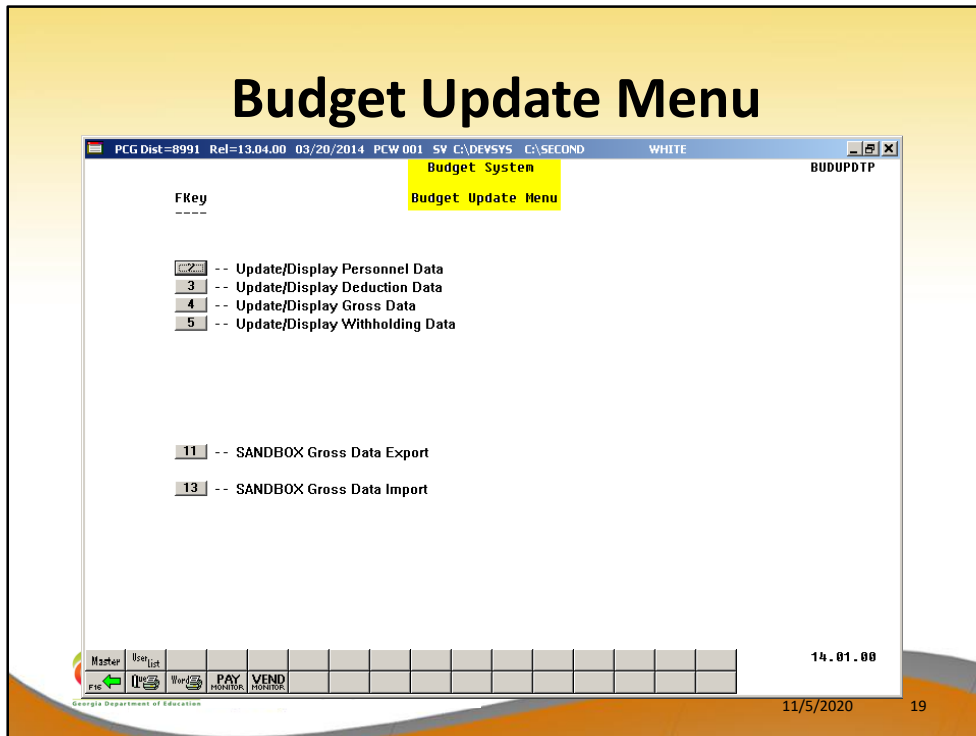
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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee 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



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## 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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# Budget Update Menu

The screenshot shows a software window titled "SANDBOX - Update/Display Gross Data" with a red title bar. The window displays employee information for "WHITE" (Employee No. 89391, Job Title AL2NS0, J021TE) and budget data. The window title and several menu items are highlighted in red.

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	CHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S				2443.70		1.0000		
02.	H	0022	19.425						
03.	H	0022	10.875						
04.	H	0022	10.875						
05.									
06.									

Yr	End	F	Prgm	Fnct	Objct	Fcty	B	Adtd'l	Pens	Gross	Pens	Contract	Sub	Budget
ACCT 01	14	100	1320	2700	18000	8012						2443.70		U
ACCT 02	14	100	1320	2700	18000	8012								N
ACCT 03	14	604	9990	3100	11400	195	1							N
ACCT 04	14	605	9990	3100	11400	201	1							N
ACCT 05	00													
ACCT 06	00													

TR & ERS	Pens	Gross	Adj	Contract amt	11331.25	Cycle gross	944.27	Total gross	2443.70
Pay sch. #	12	State salary	11331.25	Local salary		Other		Cycle	1 Cal Yr
Pens code	1	OLD PSERS	Pens elig date	8/14/2006	Ant/%	4.0000	Contno	10	
Pens switch	Y	TRS service ind	0				PV contno	10	

14.02.00

- 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

PCG Dist=8991 Rel=14.03.00 11/04/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

**SANDBOX - Update/Display Personnel Data** PAY02

Status A -- Active AL2N20, EF2EN  
 Emp. no. 87223 Pay Loc 111 Location 000111 Class 2 TEACHERS  
 Sex Code E Work Loc 111 Location 000111 Job 2 CLASSROOM TEACHERS  
 Mar Stat H SSN 999 08 7223 EEO-5 Job 000 Undefined  
 EEO-5 Ethnic 2 WHITE

NAME First EF2EN Middle \_\_\_\_\_  
 Last AL2N20 Suffix \_\_\_\_\_ Prefix \_\_\_\_\_  
 Hispanic/Latino Ethnicity?  
 Yes  No

Address 3802 MAIN STREET Certificate Type T4 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 104  Yes  No  Am Indian Alaskan  
 City/State SMITH, GA Include on CPI? Y  Yes  No  Black  
 Zip Code 33333 County 160 Sick Bank? N  Yes  No  White  
 Phone (999)555-2777 Out of State Substitute rank \_\_\_\_\_  Yes  No  Asian  
 Cell phone (\_\_\_\_) 999-0000 Override accrue? \_\_\_\_\_  Yes  No  Hawaiian Pacific  
 Adj Lv Elig Date \_\_\_\_\_  
 Lu Reason Max \_\_\_\_\_  
 Hours Per Day 8.000

Spouse SSN \_\_\_\_\_  
 Birth Date 7/01/1978 Pens Elig Date \_\_\_\_\_  
 Hire Date 8/01/2009 GHI Eligible? Y TRS DOE Paid ERCON? \_  
 Rehire Date \_\_\_\_\_ Hrs/Week 40.00 Health ins flag Y  
 Background Ck \_\_\_\_\_ GHI 1ST Day Wrk 8/17/2009 Participate in GHI? Y  
 Date of Death \_\_\_\_\_ GHI Eff Date 10/01/2009 GHI Option B2 BCBS SILVER  
 Term Date \_\_\_\_\_ GHI Final Ded Dt \_\_\_\_\_ GHI Tier 96 FAMILY  
 Term Reason \_\_\_\_\_ GHI Change Code MISC GHI Ded Cd 9  
 Name, Address, Phone, etc.

\*\*\*\* TAX DATA \*\*\*\*  
 Federal: Mar Stat H Exempt 3 Withholding Code 0 Ant/% .00  
 State: Mar Stat A Allowance Mar 0 Dep 0 Withholding Code 1 Ant/% 15.00  
 Tax Switches: Fed Y State Y FICA Y Pension Y AEIC \_

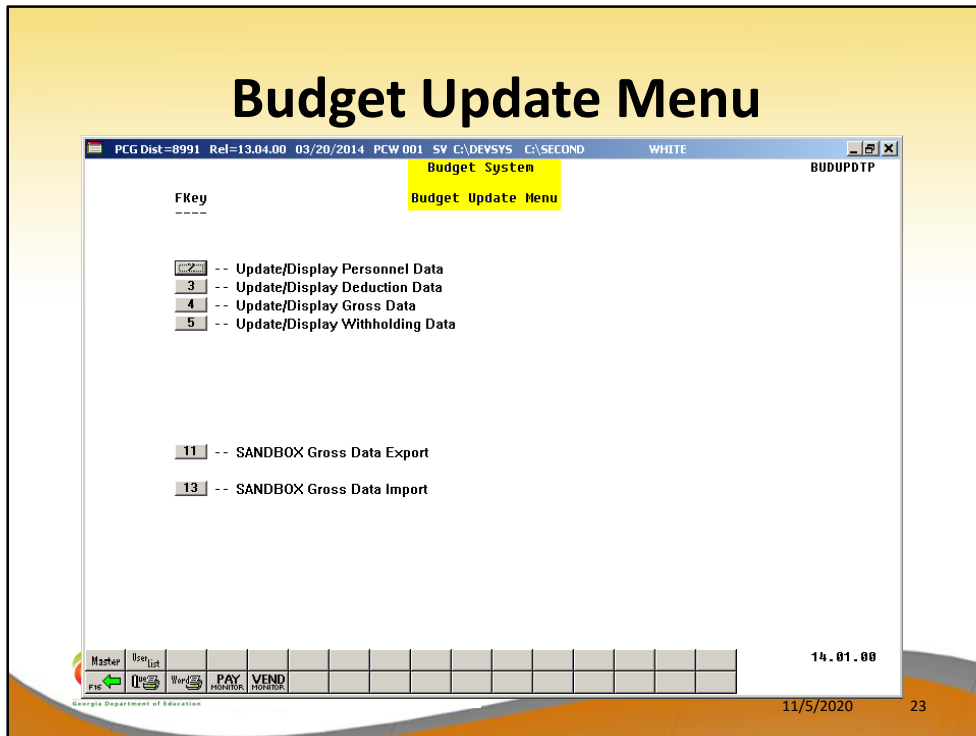
Mode changed to update

14.03.00

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- 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 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

- *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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## Budget Update Menu

- The *SANDBOX* employee information is in the budget “playground” or “sandbox”.
- Any changes made within the budgeting system do not 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 not 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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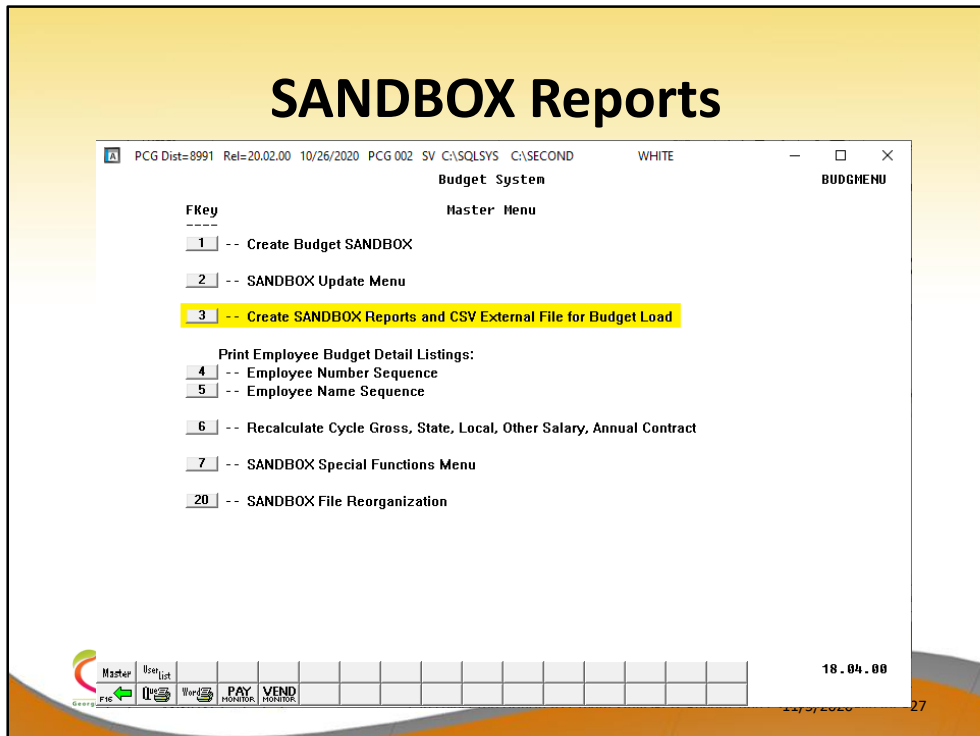
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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This 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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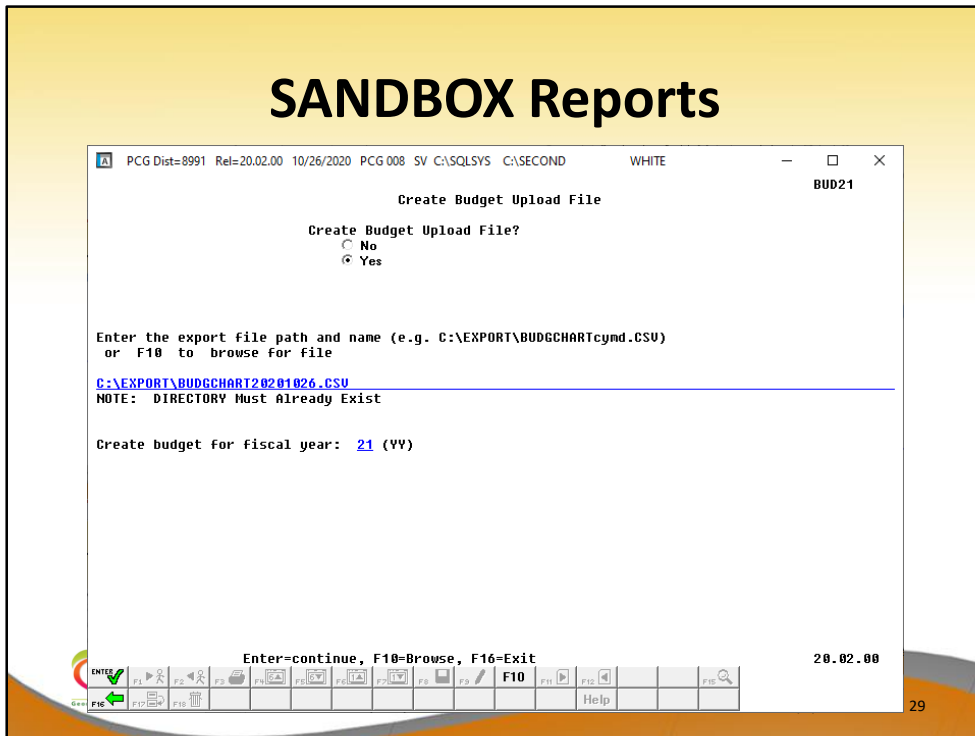
Georgia Department of Education

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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.

# SANDBOX Reports

REPORT ID: PAY20-GROS-BUDG		BUDGET GROSS PAY DISTRIBUTION		FOR 08/26/14		PAGE 1							
REPORT DATE: 11/03/2014													
YR	FND	F	PRGM	FNCT	OBJCT	ACTY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	*****	TOTALS	*****
										OBJECT	FNCT	FUND	
15	100	0	1011	1000	11000	3050	0	000000	HG TEACHERS STATE SALARIES	416,114.04		416,114.04	
15	100	0	1011	1000	11800	3050	0	000000	HG TEACHER ART MUSIC PE	22,266.24		22,266.24	
15	100	0	1011	1000	14000	3050	0	000000	HG TEACHER AIDE SALARIES	141,711.72		141,711.72	
15	100	0	1011	1000	16100	3050	0	000000	SALARY: TECHNOLOGY COORD	5,147.52		5,147.52	
15	100	0	1011	1000	17200	3050	0	000000	SALARIES: COUNSELOR	16,141.08		16,141.08	
15	100	0	1013	1000	11000	3050	0	000000	HG LOCAL TEACHER SALARIES	9,647.16		9,647.16	
15	100	0	1013	1000	11800	3050	0	000000	HG TEACHER ART MUSIC PE	330.00		330.00	
15	100	0	1013	1000	17200	3050	0	000000	SALARIES: COUNSELOR	366.72		366.72	



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- 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.

# SANDBOX Reports

REPORT ID: PAY20-BENE-BUDG      **BUDGET** EMPLOYER BENEFIT DISTRIBUTION      FOR 08/26/14      PAGE 1  
 REPORT DATE: 11/03/2014  
 YR FWD F      22000 \*\*\*\*\* 22000 \*\*\*\*\* 21000 \*\*\*\*\* 21000 \*\*\*\*\*

PRGM FNCT OBJCT FCTY B ADDT'L	SALARY GROSS	FICA EMPLOYER OASDI+HI GROSS OASDI+HI AMT	MED EMPLOYER HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
15 100 0								
1011 1000 11000 3050 0 000000	416,114.04	380,277.36	29,089.44	TRS	416,114.04	68,040.00		
KG TEACHERS STATE SALARIES					54,719.16			
1011 1000 11800 3050 0 000000	22,266.24	19,806.84	1,518.00	TRS	22,266.24	5,670.00		
KG TEACHER ART MUSIC PE					2,928.00			
1011 1000 14000 3050 0 000000	141,711.72	128,749.92	9,849.24	TRS	141,711.72		50,080.80	
KG TEACHER AIDE SALARIES					18,634.80			
1011 1000 16100 3050 0 000000	5,147.52	4,890.48	374.16	TRS	5,147.52		7,154.40	
SALARY: TECHNOLOGY COORD					676.92			
1011 1000 17200 3050 0 000000	16,141.08	14,177.76	1,084.68	TRS	16,141.08	3,779.64		
SALARIES: COUNSELOR					2,122.56			
1013 1000 11000 3050 0 000000	9,647.16	8,632.92	662.04	TRS	9,647.16			
KG LOCAL TEACHER SALARIES					1,268.64			
1013 1000 11800 3050 0 000000	330.00	293.40	22.20	TRS	330.00			
KG TEACHER ART MUSIC PE					43.44			
1013 1000 17200 3050 0 000000	366.72	322.08	24.24	TRS	366.72			
SALARIES: COUNSELOR					48.24			



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- 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.

# SANDBOX Reports

REPORT ID: PAY20EMP-BUDG      BUDGET GROSS PAY DISTRIBUTION FOR 08/26/14      PAGE 16  
 REPORT DATE: 11/03/2014

LOC	EMP	NAME	AMOUNT	ACCOUNT
*** TOTAL BY FUNCTION			105,793.56	**
*** TOTAL BY PROGRAM			105,793.56	***
*** TOTAL BY FUND/FISC			105,793.56	****
*** TOTAL BY OBJECT				*
9030	89792	BRISWELL, SUSDAY	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	89726	ELIAS, VASCHN	12,761.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88435	LEBETZ, LIGCOLN	10,008.48	15 602 0 9990 3100 18400 3050 0 000000
9030	88377	HILTON, WISEBURN	12,106.68	15 602 0 9990 3100 18400 3050 0 000000
9030	88906	MULLIGAN, CLEVELAND	12,167.16	15 602 0 9990 3100 18400 3050 0 000000
9030	88431	ULZICH, NUZ	23,297.88	15 602 0 9990 3100 18400 3050 0 000000
9030	89837	VOAT, HAALAN	11,912.52	15 602 0 9990 3100 18400 3050 0 000000
9030	88422	WESTHERS, LASERNE	6,459.96	15 602 0 9990 3100 18400 3050 0 000000
*** TOTAL BY OBJECT			98,722.32	*
*** TOTAL BY FUNCTION			98,722.32	**
*** TOTAL BY PROGRAM			98,722.32	***
*** TOTAL BY FUND/FISC			98,722.32	****
*** TOTAL BY OBJECT				*
9030	88470	CASWELL, ERSOL	13,675.20	15 603 0 9990 3100 18400 0111 0 000000
9020	87915	CHAPA, HIGKEY	21,949.92	15 603 0 9990 3100 18400 0111 0 000000
9030	88641	KNETSON, SHENIKA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
9020	87586	QUYEN, LATONIA	12,179.88	15 603 0 9990 3100 18400 0111 0 000000
9030	89527	STEPNEY, CLERISA	12,745.08	15 603 0 9990 3100 18400 0111 0 000000
*** TOTAL BY OBJECT			73,295.16	*
*** TOTAL BY FUNCTION			73,295.16	**
*** TOTAL BY PROGRAM			73,295.16	***
*** TOTAL BY FUND/FISC			73,295.16	****
*** GRAND TOTAL			8,779,050.48	*****



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- 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.



# SANDBOX Reports

REPORT ID: PAYP103-BUDG      **BUDGET** EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 08/26/14      PAGE 1  
 REPORT DATE: 11/03/2014

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	***** 21000 ***** 21000 *****		(OBJECT) PEN EMPR SHR/EMPL
			QA&DI GROSS AMT	HI GROSS AMT			C GHI AMT	N GHI AMT	
ADZEE, TA2 88127		13,827.96	13,827.96 857.28	13,827.96 200.52	TRS	13,827.96 1,818.36			
ADM. SA3 89094		56,357.04	48,155.04 2,985.60	48,155.04 698.28	TRS	56,357.04 7,410.96	11,340.00		
ALZENO, EFZEN 87223		32,466.12	26,058.60 1,615.68	26,058.60 377.88	TRS	32,466.12 4,269.24	11,340.00		
ARZGON, ALZSA 89823		9,837.12	9,837.12 609.96	9,837.12 142.68					
ARMIS, REMNALDO 89253		16,959.96	16,959.96 1,051.56	16,959.96 245.88	TRS	16,959.96 2,230.20			
ARSTREAD, TASHINA 88944		60,669.12	59,127.36 3,665.88	59,127.36 857.40	TRS	60,669.12 7,977.96			
ASSCRAFT, JASIKA 89068		36,499.92	35,002.68 2,170.20	35,002.68 507.48	TRS	36,499.92 4,759.76			
ASSEW, DASTON 87468		51,377.04	48,087.84 2,981.40	48,087.84 697.32	TRS	51,377.04 6,756.12	11,340.00		



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- 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.

# SANDBOX Reports

REPORT ID: PAYDRI02-BUDG  
 REPORT DATE: 06/18/2014 14:30

BUDGET Distribution of Benefits  
 Detail Items by Account for Period 06/17/2014

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Empno	Name	Yr	Fnd	F	Prgrm	Phct	Objct	Fcty	B	Addr'l	Ded	Cd	Ded	Company	Amount	
Account Total																3,982.08
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	1	06			1,287.36	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	8				313.20	
88732	WHITT, GRSHAM	14	606	0	9990	3100	19100	0199	0	000000	12				83.64	
Account Total																2,284.20
88586	EDMONSON, LATOMA	14	607	0	9990	3100	18400	0103	0	000000	1	06			514.56	
88586	EDMONSON, LATOMA	14	607	0	9990	3100	18400	0103	0	000000	8				313.20	
88586	EDMONSON, LATOMA	14	607	0	9990	3100	18400	0103	0	000000	12				33.48	
89560	BASNEY, STAS	14	607	0	9990	3100	18400	0103	0	000000	1	06			622.92	
89560	BASNEY, STAS	14	607	0	9990	3100	18400	0103	0	000000	8				313.20	
89560	BASNEY, STAS	14	607	0	9990	3100	18400	0103	0	000000	12				40.44	
89988	STWALL, HISED	14	607	0	9990	3100	18400	0103	0	000000	1	06			379.68	
89988	STWALL, HISED	14	607	0	9990	3100	18400	0103	0	000000	8				313.20	
Account Total																4,330.68
88229	UP4CN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	1	06			1,124.04	
88229	UP4CN, ELASEO	14	607	0	9990	3100	19100	0103	0	000000	12				73.08	
Account Total																1,197.12
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	1	06			564.24	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	8				313.20	
87954	HITALGO, ALBERTA	14	608	0	9990	3100	18400	0109	0	000000	12				36.72	
89306	LETESQUE, TH7D	14	608	0	9990	3100	18400	0109	0	000000	1	06			681.36	
89306	LETESQUE, TH7D	14	608	0	9990	3100	18400	0109	0	000000	8				313.20	
89306	LETESQUE, TH7D	14	608	0	9990	3100	18400	0109	0	000000	12				44.28	
89311	SIZM, TOGA	14	608	0	9990	3100	18400	0109	0	000000	1	06			512.16	
89311	SIZM, TOGA	14	608	0	9990	3100	18400	0109	0	000000	8				313.20	
89311	SIZM, TOGA	14	608	0	9990	3100	18400	0109	0	000000	12				33.24	
89738	BETEDICT, LA7ENRA	14	608	0	9990	3100	18400	0109	0	000000	1	06			681.36	
89738	BETEDICT, LA7ENRA	14	608	0	9990	3100	18400	0109	0	000000	8				313.20	
89738	BETEDICT, LA7ENRA	14	608	0	9990	3100	18400	0109	0	000000	12				44.28	
Account Total																6,250.44
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	1	06			1,154.52	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	8				313.20	
89087	BEZNER, LEZMORA	14	609	0	9990	3100	19100	0111	0	000000	12				75.00	
Account Total																2,142.72
Account Distribution Total															1,226,171.56	



- 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.

# SANDBOX Reports

REPORT ID: PAYDR100-SUBG		BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT				PAGE 8				
REPORT DATE: 06/18/2014		BY ACCOUNT FOR 06/17/14								
ANNUITY CO. #: 06 VANGUARD FIDUCIARY TRUST CO		CONTRIBUTION TYPE: 2		1 = FIXED AMOUNT						
VENDOR #: 1581 VENDOR 001581		EMPLOYER OBJECT: 28000		EMPLOYER BLNC: 0421						
				2 = % OF ANNUITY GROSS						
				3 = % OF EMPLOYEE CONTRIBUTION						
				4 = % OF ANNUITY GROSS, W/ MAX						
YR	END	F	PRGM	FNCT	OBJCT	FTY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
14	604	0	9990	3100	19000	8010	0	000000	SCHOOL NUTR DIRECTOR SAL	2,544.52
FUND TOTAL 14-604-0										2,544.52
14	605	0	9990	3100	18400	0198	0	000000	DCHS LR WORKERS SALARY	2,874.60
14	605	0	9990	3100	19100	0198	0	000000	DCHS LR MGR SALARY	1,287.96
14	605	0	9990	3100	19110	0198	0	000000	DCHS LR ASST MANAGER SALARY	736.92
FUND TOTAL 14-605-0										4,898.88
14	606	0	9990	3100	18400	0199	0	000000	EMES LR WORKERS SALARY	1,166.64
14	606	0	9990	3100	19100	0199	0	000000	EMES LR MGR SALARY	1,287.36
FUND TOTAL 14-606-0										2,454.00
14	607	0	9990	3100	18400	0103	0	000000	KES LR WORKERS SALARY	1,517.16
14	607	0	9990	3100	19100	0103	0	000000	KES LR MGR SALARY	1,124.04
FUND TOTAL 14-607-0										2,641.20
14	608	0	9990	3100	18400	0109	0	000000	DCHS LR WORKERS SALARY	2,439.12
14	608	0	9990	3100	19100	0109	0	000000	DCHS LR MGR SALARY	1,287.96
FUND TOTAL 14-608-0										3,726.48
14	609	0	9990	3100	18400	0111	0	000000	KVES LR SALARIES	1,148.88
14	609	0	9990	3100	19100	0111	0	000000	KVES LR MGR SALARY	1,154.52
FUND TOTAL 14-609-0										2,303.40
ANNUITY CO. TOTAL										749,871.03

- 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.

# SANDBOX Reports

REPORT ID: PAYDR101-BUDG		BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT		PAGE 14
REPORT DATE: 06/18/2014		BY EMPLOYEE FOR 06/17/14		
DEDUCTION #:	STATE HEALTH -NON CERT	CONTRIBUTION TYPE: 1	1 = FIXED AMOUNT	
VENDOR #:	GHI-NON-CERT	EMPLOYER OBJECT: 21000	EMPLOYER BLNC: 0421	2 = % OF PROC TYPE GROSS
				3 = % OF EMPLOYEE CONTRIBUTION
EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.	
88657	RESVES, OLSIE	913.20	999-08-8657	
89533	RO4LEY, CARLO	913.20	999-08-9533	
88901	RO4Y, DAALAN	913.20	999-08-8901	
89372	ROSINETTE, MYSES	913.20	999-08-9372	
89267	ROBERT, MEGANIA	1,826.40	999-08-9267	
89295	SAZTERFIELD, ROZAL	913.20	999-08-9295	
88618	SAVDANA, PATLENE	913.20	999-08-8618	
88271	SCZREIBER, MOZN	913.20	999-08-8271	
88347	SCLES, CEGILLE	913.20	999-08-8347	
89194	SCOTCINS, CRTEXO	913.20	999-08-9194	
88458	SCYUNGCHER, RO7	913.20	999-08-8458	
89311	SIZK, TOZA	913.20	999-08-9311	
88933	SI4SON, SHALA	1,826.40	999-08-8933	
89807	SKELTON, BRATTANEY	913.20	999-08-9807	
89101	SL4DGE, AMUSTUS	913.20	999-08-9101	
87372	SM5LLS, MYSES	1,826.40	999-08-7372	
89367	STZEN, DEZERA	913.20	999-08-9367	
88167	STZEN, WIZTON	913.20	999-08-8167	
89888	STEVAL, HIDI	913.20	999-08-9888	
89011	STENFIELD, BREDLY	913.20	999-08-9011	
87811	STENFIELD, YEEENA	913.20	999-08-7811	
88012	TAS, BESE	913.20	999-08-8012	
89542	THRP, ED3IS	913.20	999-08-9542	
88695	VEZNON, FAZINGAH	913.20	999-08-8695	
89837	VO4T, HAALAN	1,826.40	999-08-9837	
87846	W4SDROP, V4DCE	913.20	999-08-7846	
89269	W4GONER, H44ELA	913.20	999-08-9269	
88696	W4SDON, C4SMEN	1,826.40	999-08-8696	
DEDUCTION TOTAL CONTRIBUTION AMOUNT		200,903.11		

- 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.



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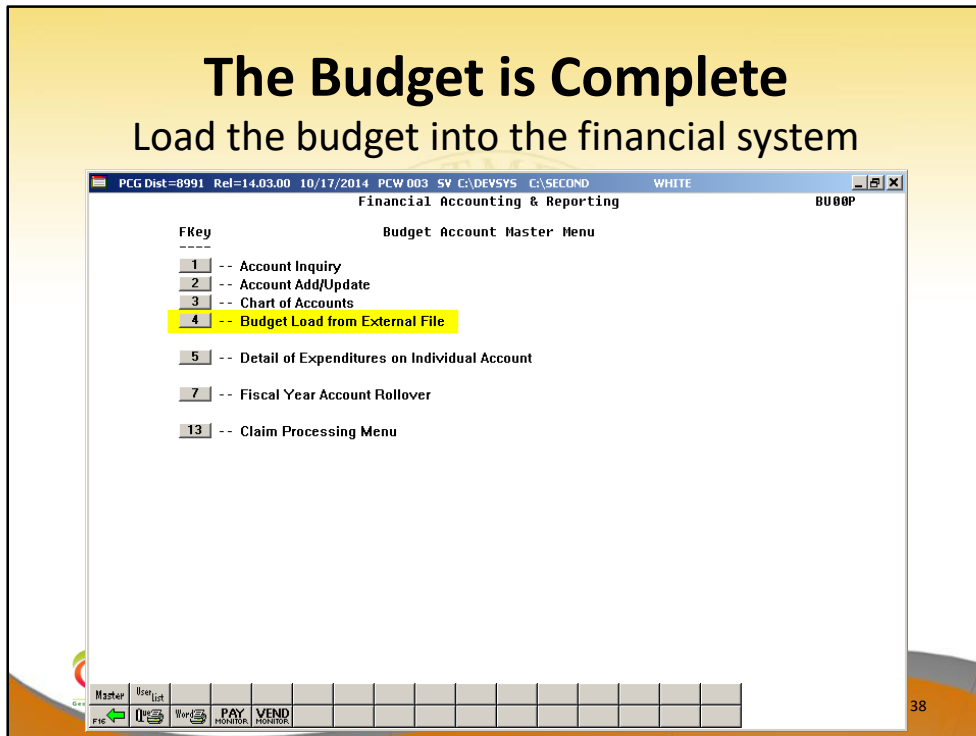
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- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *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.

# The Budget is Complete

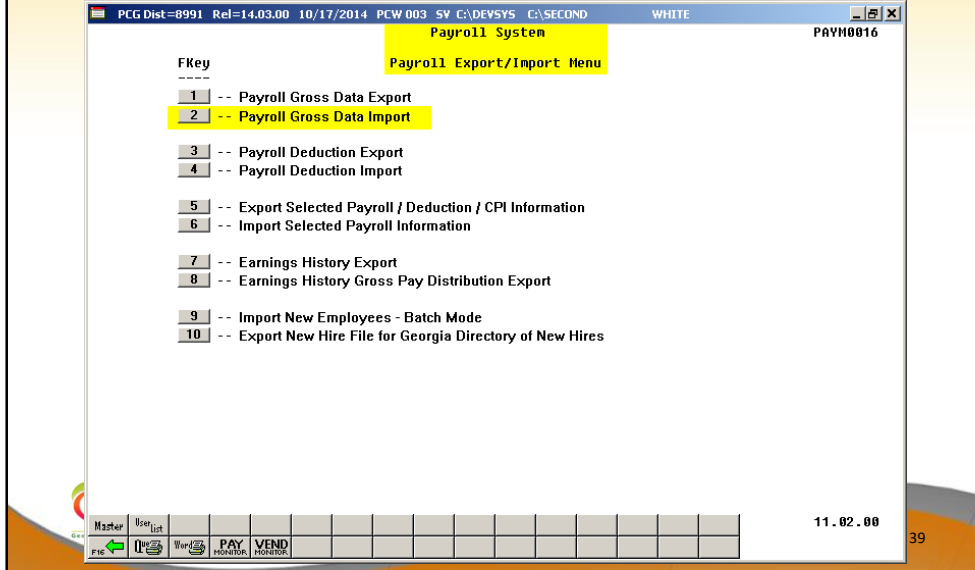
## Load the budget into the financial system



- 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 payroll 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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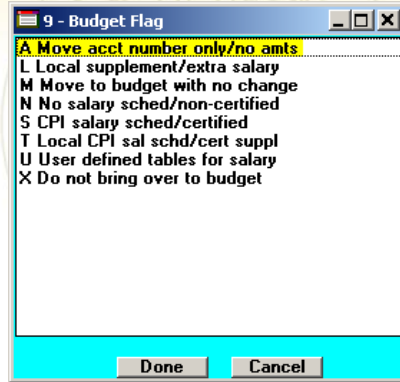
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# Budget Flag 'A'

- 'A' = Move account number only / no amounts



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- **Processing for Budget Flag 'A'**: 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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- **Processing for Budget Flag 'A'**: 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'

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

Update/Display Gross Data													
Proc	Pay											Regular	Budget
Type	Type	Yr	Fnd	F	Prgm	Funct	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	-	



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

# Budget Flag 'A'

- Gross Data Results in the SANDBOX

SANDBOX - Update/Display Gross Data											
Proc	Pay										Regular
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	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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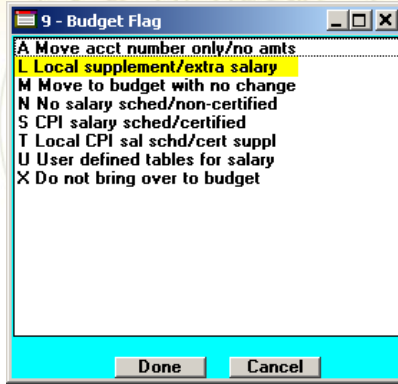
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The line #04 account is brought over to the Sandbox, but the amount is NOT.

# Budget Flag 'L'

- 'L' = Local supplement / extra salary



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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 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, V, 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

PCG Dist=8991 Rel=20.02.00 10/26/2020 PCG 002 SV CASQLSYS C:\SECOND WHITE  
Create Budget Sandbox BUDDATE

Type S lines (CPI Salary schedule):  
Enter year for salary schedule: 2021 (CCYY)  
Increase local and state years? Y (Y or N)  
Number of work days for certified employees: 190

Type T lines (Local CPI salary schedule):  
Enter year for salary schedule: 2021 (CCYY)  
Number of work days for certified employees: 190

Type U lines (User-defined salary schedule):  
Enter year for salary schedule: 2021 (CCYY)

Type N lines (No salary schedule):  
Salary lines (S, B, V, Q): Annual amt change 3000.00 - or - Percentage change 0.0000  
Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.5000

Type L lines (Local supplement/extra salary):  
Salary lines (S, B, V, Q): Annual amt change 1200.00 - or - Percentage change 0.0000  
Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

Sort report by:  Employee name  
 Employee ID

ENTER = Continue, F16 = Exit 19.02.00

- 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 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.



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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 percentage 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 amount 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.

## Budget Flag 'L'

- **Salary lines** (Process Type Codes of 'S', 'B', 'Y', or 'Q')
- The user specifies 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 divides the annual amount by the number of pay periods for the employee
- Then, distributes the pay period amount over all salary gross data lines flagged with a **Budget Flag** of 'L'



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- 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'

- 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.

## Budget Flag 'L'

- **Salary lines** (Process Type Codes of 'S', 'B', 'Y', or 'Q'), example:
  - In the example, an annual amount 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.

# 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'**

- 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 increased by \$75.18 and account line #3 is increased 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

SANDBOX - Update/Display Gross Data					
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



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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 increased by \$75.18 and account line #3 is increased 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 percentage 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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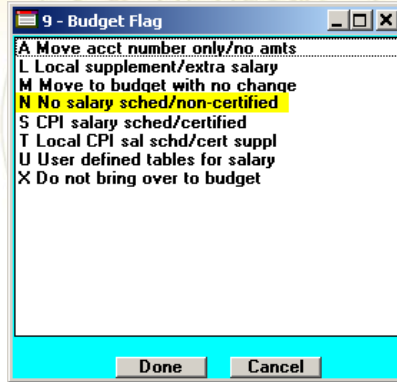
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- Alternatively, a percentage change can also be specified for a **Budget Flag** of 'L' in the case of 'S', 'B', 'Y', or 'Q' salary lines.
- The percentage change applies to each salary 'L' line individually.
- For example, if a percentage change of .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



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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



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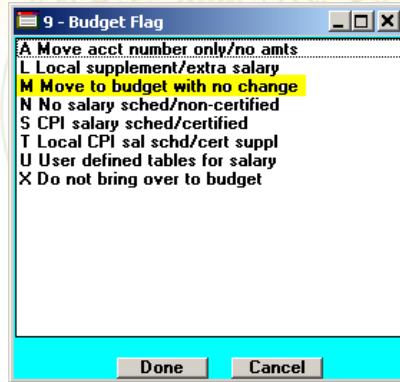
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- **Processing for Budget Flag 'N'**: The processing for **Budget Flag 'N'** is executed exactly the same way as processing for **Budget Flag 'L'**.
- When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the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

## Budget Flag 'M'

- 'M' = Move to budget with no change



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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'

- 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'**

Update/Display Gross Data											Regular	Budget	
Proc	Pay	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Gross	Flag
01.	\$	0010	14	100	-	1455	2400	13100	198	-	-	5119.67	S
02.	\$	0011	14	100	-	1455	2400	13000	103	-	-	255.98	S
03.	\$	0036	14	100	-	1455	2400	13100	189	-	-	591.33	M
04.	\$	0031	14	602	-	9990	3100	11600	189	-	-	1297.15	A
05.	\$	0031	14	482	-	1862	1000	11300	198	-	-	200.00	-



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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.

# Budget Flag 'M'

- Gross Data Results in the SANDBOX

SANDBOX - Update/Display Gross Data												
Proc	Pay											Regular
Type	Type	Yr	End	F	Prgm	Funct	Objct	Fcty	B	Addt'l	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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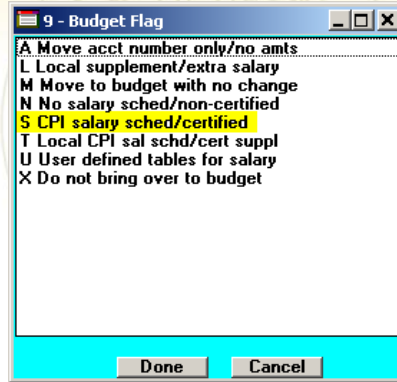
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- Processing for Budget Flag 'M'**: Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without 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 'S'

- 'S' = CPI salary schedule / certified



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- **Processing for Budget Flag 'S'**: 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 certified employees only.



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- **Processing for Budget Flag 'S'**: 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 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.
- 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

PCG Dist=8991 Rel=14.02.00 06/17/2014 PCW 001 SY C:\DEVSY5 C:\SECOND WHITE CPICM500

CPI SALARY SCHEDULE

STATE Salary Schedule: 2015 (CCVY)  
STATE SALARY SCHEDULE

Years Sal	Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E		31586	32505	31586	33424	35597	38438	40936	43435	46258	48213
3	1		32534	33480	31586	34427	36665	39591	42164	44738	47646	49659
4	2		33510	34484	31586	35460	37765	40779	43429	46080	49075	51149
5	3		34515	35519	31586	36524	38898	42002	44732	47462	50547	52683
6	4		35550	36585	31586	37985	40454	43682	46521	49360	52569	54790
7	5		36617	37683	31586	39125	41668	44992	47917	50841	54146	56434
8	6		37716	38813	31586	40886	43543	47017	50073	53129	56583	58974
9,10	7		38847	39977	31586	42113	44849	48428	51575	54723	58280	60743
11,12	L1		40012	41176	31586	43376	46194	49881	53122	56365	60028	62565
13,14	L2		41212	42411	31586	44677	47580	51377	54716	58056	61829	64442
15,16	L3		42448	43683	31586	46017	49007	52918	56357	59798	63684	66375
17,18	L4		43721	44993	31586	47398	50477	54506	58048	61592	65595	68366
19,20	L5		45033	46343	31586	48820	51991	56141	59789	63440	67563	70417
21+	L6		46384	47733	31586	50285	53551	57825	61583	65343	69590	72530

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

14.02.00

- 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 Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular	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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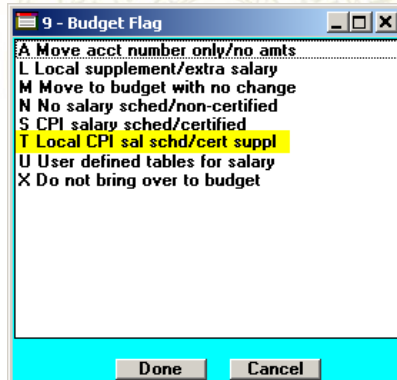
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- To calculate the salary for the gross data line flagged with a **Budget Flag** of 'S' in the budget sandbox, PCGenesis prorates the annual state salary of \$58,056 for **185** days.
- Therefore, it calculates \$58,056 times 185 days, and then divides 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 one gross data account line is 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



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- **Processing for Budget Flag 'T'**: Budget as local supplement using a local CPI salary schedule.
- A **Budget Flag** of 'T' can be used for account lines with a **Process Type** of 'S' for certified 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 certified employees only.



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- **Processing for Budget Flag 'T'**: Budget as local supplement using a local CPI salary schedule.
- A **Budget Flag** of 'T' can be used for account lines with a **Process Type** of 'S' for certified 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'

- 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](#) (CCVV)  
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 year 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 for certified employees** as **185**.

## Budget Flag 'T'

Based on 190 days per calendar year

LOCAL SALARY SCHEDULE

LOCAL Salary Schedule: 2015 (CCVY)

LOCAL SALARY SCHEDULE

Years	Sal	Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E			3158	3250	3158	3342	3559	3843	4093	4343	4625	4821
3	1			3253	3348	3158	3442	3666	3959	4216	4473	4764	4965
4	2			3351	3448	3158	3546	3776	4077	4342	4608	4907	5114
5	3			3451	3551	3158	3652	3889	4200	4473	4746	5054	5268
6	4			3555	3658	3158	3798	4045	4368	4652	4936	5256	5479
7	5			3661	3768	3158	3912	4166	4499	4791	5084	5414	5643
8	6			3771	3881	3158	4088	4354	4701	5007	5312	5658	5897
9,10	7			3884	3997	3158	4211	4488	4842	5157	5472	5828	6074
11,12	L1			4001	4117	3158	4337	4619	4988	5312	5636	6002	6256
13,14	L2			4121	4241	3158	4467	4758	5137	5471	5805	6182	6444
15,16	L3			4244	4368	3158	4601	4900	5291	5635	5979	6368	6637
17,18	L4			4372	4499	3158	4739	5047	5450	5804	6159	6552	6836
19,20	L5			4503	4634	3158	4882	5199	5614	5978	6344	6756	7041
21+	L6			4638	4773	3158	5028	5355	5782	6158	6534	6959	7253

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

14.02.00

- 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	



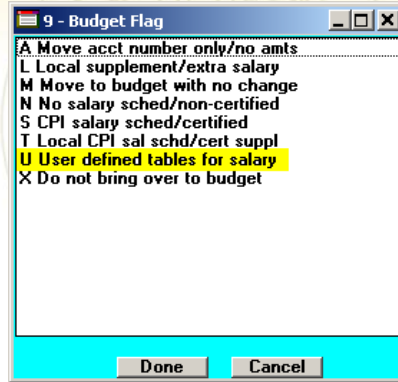
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- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is \$5,652.24 divided by 12, or \$471.02 per pay period.
- In the example below two gross data account lines are flagged with a **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 \$116.91 for a total of \$471.02 in the budget sandbox.

## Budget Flag 'U'

- 'U' = User defined tables for salary



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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 certified and classified employees.
- Requires the **Budget Pay Category** field and the **Annual Work Days** field on the *Gross Data* screen.



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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'

- For certified employees, the **State Years of Experience** is used for determining the pay step into the user-defined salary schedule.
- For classified 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 year to use.



## Budget Flag 'U'

- Example: a classified employee currently has **10** years of local experience.
- The employee works **210** days per year.

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Budget
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Flag
01.	S				980.58	U
02.	S				100.00	U
03.						

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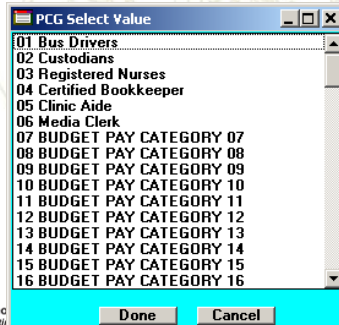
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- In the following example, two gross data account lines with a **Process Type Code** of 'S' are flagged with a **Budget Flag** of 'U'.
- The classified employee currently has **10** years of local experience. In this example, the user specified a '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

Years	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	40002.00	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

- 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.

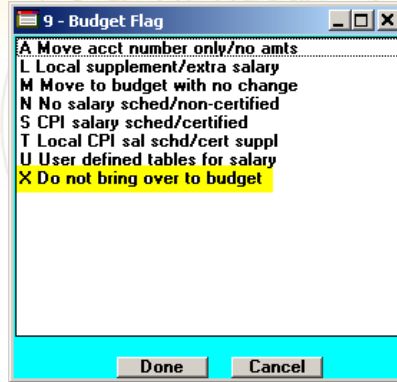
Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Gross
Type	Type	Hr19/Daly	Regular	Overtime		
01.	S					1296.40
02.	S					132.14
03.						

Pay sch. # 24

- 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, two 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



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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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- **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'

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

Update/Display Gross Data												
Proc	Pay										Regular	Budget
Type	Type	Yr	Fnd	F	Prgm	Funct	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	183	-	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	-



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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.
- 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	Pay										Regular
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	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	-						



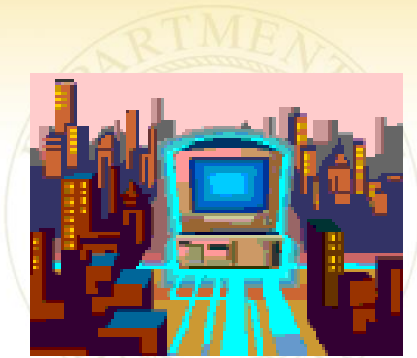
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- **Processing for Budget Flag 'X' or Spaces:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

# PCGenesis Documentation



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



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<https://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

# PCGenesis Documentation

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## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

[Budget System Operations Guide](#)

LUAS Manual

Technical System Operations Guide

Release Information

## PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
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## PCGenesis

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Personnel System Operations Guide

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**Budget System Operations Guide**

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## Budget System Operations Guide

- Section A: Create Budget SANDBOX
- Section B: Update Budget SANDBOX
- Section C: Create SANDBOX Reports and CSV External File for Budget Load
- Section D: SANDBOX Special Functions
  - Budget User Defined Salary Schedule.csv Template
  - Budget Local CPI Salary Schedule.csv Template
- Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount
- Section F: Print Employee Budget Detail Listings



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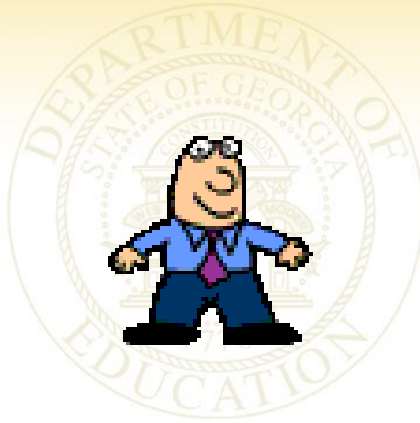
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# Questions?



# Thank you for attending!



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