

PCGenesis
Budget System
Overview & Setup

Gary Jenkins
Payroll/Personnel Officer
Jasper Co. Charter System

Overview & Setup

- ❖ Payroll salaries
- ❖ Employer benefits

Create a “sandbox” to manipulate salary and benefit data to produce budgeting reports and .csv file to update payroll gross data without affecting your live data

Overview & Setup

Budget System

Business Applications

MASTER

FKey

Master Menu

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

30 -- System Utilities

Overview & Setup

- ✓ Sandbox
- ✓ Budget Flags
- ✓ Salary Schedules
- ✓ Update Employee Data
- ✓ Export/Import
- ✓ Reports

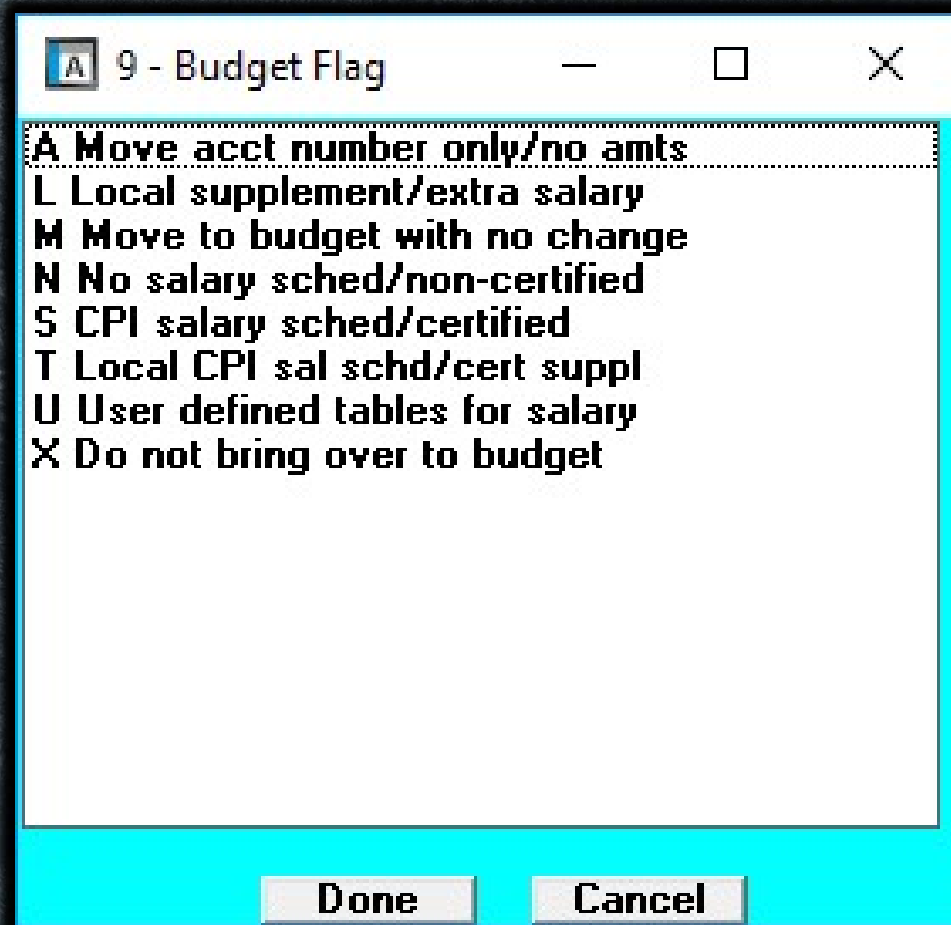
Overview & Setup

Sandbox

- Calculate scenarios
- Separate from live data
- Apply parameters

Overview & Setup

Budget Flags



Overview & Setup

**Budget
Flag**

Description

A

Move account number to budget but
not the amounts

Regardless of process type

Overview & Setup

**Budget
Flag**

Description

L

Local supplement/extra salary
Adjust by amount or percentage

- Annual amount or percentage

Salary
Hourly

Process type codes S, B, Y, or Q

Process type codes D, H, A, X, or P

Overview & Setup

**Budget
Flag**

Description

M

Move account to budget but do
change amount

Regardless of process type

Overview & Setup

**Budget
Flag**

Description

N

Budget as salary but do not apply to salary schedule (classified)

- Annual amount or percentage

Salary
Hourly

Process type codes S, B, Y, or Q

Process type codes D, H, A, X, or P

Overview & Setup

**Budget
Flag**

Description

S

Budget as state salary applying state
CPI salary schedule

- Certified employee
- Process type S

Overview & Setup

**Budget
Flag**

Description

T

Budget as local salary applying local
CPI salary schedule

- Certified employee
- Process type S

Overview & Setup

**Budget
Flag**

Description

U

Budget as user defined salary
schedule

- Budget Pay Category and Annual Work Days
- Cert EE: State Years of Exp
- Class EE: Local Years of Exp

Overview & Setup

**Budget
Flag**

Description

X

Do not bring gross data over to
budget process



Overview & Setup

Salary Schedules

- State
- Local
- User defined

Overview & Setup

Salary Schedules

Home
→ Technology Services
→ Technology Services → PCGenesis → Certified/Classified Personnel Information (CPI) System Operations Guide

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

Certified/Classified Personnel Information (CPI) System Operations Guide

- Checklists
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycles One and Two
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycle Three
- System Operations Guide
 - Section A: Displaying/Updating Individual Employee Information
 - Section B: Displaying/Updating Personnel Information
 - Section C: Third Party Processing
 - Section D: CPI Salary Schedule Processing
 - PCGenesis CPI Salary Schedule.csv File

Overview & Setup

Salary Schedules



→ Technology Services → Technology Services → PCGenesis → Budget System Operations Guide

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**

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

Overview & Setup

Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0 1 or 2	E	37217	38154	37217	39092	41308	44206	46754	49303	52183	54176
3	1	38184	39149	37217	40115	42397	45382	48007	50632	53598	55651
4	2	39180	40173	37217	41168	43519	46593	49297	52001	55056	57171
5	3	40205	41228	37217	42253	44675	47841	50626	53411	56558	58736
6	4	41261	42315	37217	43743	46262	49555	52451	55347	58620	60885
7	5	42349	43434	37217	44905	47500	50892	53875	56857	60229	62562
8	6	43469	44587	37217	46701	49413	52957	56074	59191	62714	65152
9 or 10	7	44623	45775	37217	47952	50745	54396	57606	60817	64445	66957
11 or 12	L1	45812	46998	37217	49241	52117	55878	59184	62492	66228	68816
13 or 14	L2	47036	48258	37217	50568	53531	57404	60810	64217	68065	70730
15 or 16	L3	48297	49556	37217	51935	54987	58976	62484	65994	69957	72702
17 or 18	L4	49596	50893	37217	53343	56487	60595	64209	67824	71906	74733
19 or 20	L5	50934	52270	37217	54793	58032	62263	65985	69709	73913	76825
21 +	L6	52312	53688	37217	56287	59623	63981	67815	71650	75980	78980

Overview & Setup

Update Employee Data

- Personnel
- Deductions
- Gross data
- Withholding

Overview & Setup

Update Employee Data

SANDBOX - Update/Display Personnel Data PAY02

Status **A -- Active** **AC9ER, NU9IA**

Emp. no. **87789** Pay Loc **100** Location **000100** Class **2** **TEACHER AIDES**

Sex Code **F** Work Loc **100** Location **000100** Job **15** **TEACHER AIDE SPECI**

Mar Stat **M** SSN **999 08 7789** EEO-5 Job **A13** **Teachers Aids**

Ethnic **2** **WHITE**

NAME First **NU9IA** Middle
Last **AC9ER** Suffix Prefix

EEO-5 and CPI Ethnic/Race:
Hispanic/Latino Ethnicity?
 Yes No

Address **3252 MAIN STREET** Certificate Type **B0** Race (Select all that apply)

Address L2 CS1 Job (from CPI) **435** 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)555-2252** Out of State Substitute rank Yes No **Asian**

Cell phone () **000-0000** Override accrue? Yes No **Hawaiian Pacific**

Spouse SSN Adj Lv Elig Date
Lv Reason Max

Birth Date **8/01/1961** Hours Per Day **7.500**

Hire Date **9/01/2001** Hrs/Week **37.50** Pens Elig Date **12/19/2007**

Rehire Date **12/19/2007** GHI Eligible ? **Y** TRS DOE Paid ERCON ?

Background Ck GHI 1ST Day Wrk **12/19/2007** Health ins flag **Y**

Date of Death GHI Cover Start **2/01/2008** Participate in GHI ? **Y**

Elig for Rehire GHI Final Ded Dt
GHI BOE Transfer in?

Term Date **12/18/2007** GHI Coverage End GHI Option **B3** **BCBS BRONZE**

Term Reason **9** GHI Change Code **MISC** GHI Tier **90** **EESP**

RESIGNATION GHI Ded Cd **8**

***** TAX DATA *****

Federal: Mar Stat **M** Exempt **0** Withholding Code **1** Amt/% **50.00**

State: Mar Stat **B** Allowance Mar **0** Dep **0** Withholding Code **0** Amt/% **.00**

Tax Switches: Fed **Y** State **Y** FICA **Y** Pension **Y** AEIC

Overview & Setup

Update Employee Data

Status Active SANDBOX - Update/Display Deduction Data Screen 1 of 2 PAY06
'#' = Ded Not Taken, '*' = Ded Taken, '@' = Ded Not Taken, Insufficient Gross
Employee 87789 AC9ER, NU9IA Class 02 Loc 0100 GHI deduction code 08
SSN 999-08-7789 Work-Loc 0100

Cd Description	Amount	Emplr	Cd Description	Amount	Emplr (Y/N)
00 FRINGE			01 VALIC 403B	100.00	* N
02 EMPLOYEE 2ND ANNUITY			03 FED W/H TAX	57.32	* N
04 GA INCOME TAX	36.34	* N	08 BCBS BRNZE EESP -CLAS	215.91	* N
09 BCBS BRNZE EESP -CERT			10 VENDOR 002488		
11 VENDOR 000999			12 I-VNDR 000005		
13 I-VNDR 000006			14 I-VNDR 004603		
15 VENDOR 004373			16 VENDOR 000012		
17 VENDOR 000016	7.29	* N	18 COURT W/H		
19 COURT W/H			20 COURT W/H		
21 COURT W/H			22 VENDOR 000005		
23 CUNION 001001			24 VENDOR 003960		
25 VENDOR 003702			26 COURT W/H		
27 I-VNDR 003702			28 COURT W/H		
29 COURT W/H			30 COURT W/H		
31 VENDOR 000110			32 COURT W/H		
33 VENDOR 004085			34 VENDOR 001975		
35 VENDOR 004894			36 VENDOR 005347		
37 COURT W/H			38 COURT W/H		

Credit Union 0000000000000000 Section 125 Y
Employee Contribution

Ded Desc	Ded	Annuity Company	Ann Type
EMP ANNUITY	/ 01	1 VALIC (403B PLAN)	403(b)
EMP ANNUITY	/ 02		

Overview & Setup

Update Employee Data

SANDBOX - Update/Display Gross Data

Status Active EmpNo 87789 AC9ER, NO910 Class 2 TEACHER AIDES PAY07
 SSN 999-08-7789 Loc 100 Location 000100 Job cd 15 TEACHER AIDE SPECIAL
 Salary sched Cert level B0 Pay step E State yrs 0 Local yrs 11
 Work sched ID Hrs/Day 7.500 Days/Week 5 Hrs/Week 37.50 13/14 pay sw Budget pay cat
 Ann work days 180 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S	0020			1288.42		1.0000		
02.	S	0020			150.00				
03.									
04.									
05.									
06.									

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	%	Contract	Sub Distrib	Budget Flag
ACCT 01	19	402		1750	1000	14000	100	1		1288.42	77.31				N
ACCT 02	19	100		1051	1000	14000	100	1		150.00	9.00				N
ACCT 03	00														
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

Total gross	1438.42	Pens code	2	TRS	Pens Amt/%	.0600
Cycle gross	1438.42	Pens switch	Y			
State salary	15461.25	TRS service ind	1		TRS/ERS Pens Gross	
Local salary		TRS serv lock	N		Adj Amt/%	
Other	1800.00	No pension code				
Contract amt	17261.25	Pens elig date	12/19/2007			

Pay sch. # 12
 Cycle 1 Cal Yr
 Contmo 10
 PY contmo 10

Overview & Setup

Update Employee Data

Status **Active** **SANDBOX-Update/Display Withholding/Direct Deposit Data** PAY08

Employee number **87789** Name **AC9ER, NOYIA** Loc **100**
Social security **999 08 7789**

Federal: Mar Stat **M** Exempt **0** Withholding Code **1** Amt/% **50.00**
State: Mar Stat **B** Allowance Mar **0** Dep **0** Withholding Code **0** Amt/% **.00**

Switches: Fed **Y** State **Y** FICA **Y** (Y=Yes N=No M=Medicare)
AEIC

Enable Direct Deposit Yes
 No

Direct Deposit Accounts

DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	02	MCINTONSH STATE BANK	11 1111 111573	C	P	1.0000	N
DD #2						0.0000	
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

Ded Desc	Ded	Annuity Company	Type	Use Percentage:	Percentage of Annuity Gross:
EMP ANNUITY	/ 01	1 VALIC (403B PLAN)	403(b)	N	0.0000
EMP ANNUITY	/ 02			N	0.0000
Annuity # 3	/ 00			N	0.0000
Annuity # 4	/ 00			N	0.0000
Annuity # 5	/ 00			N	0.0000

Overview & Setup

Export/Import

- Gross data export
- Manipulate data
- Gross data import

Overview & Setup

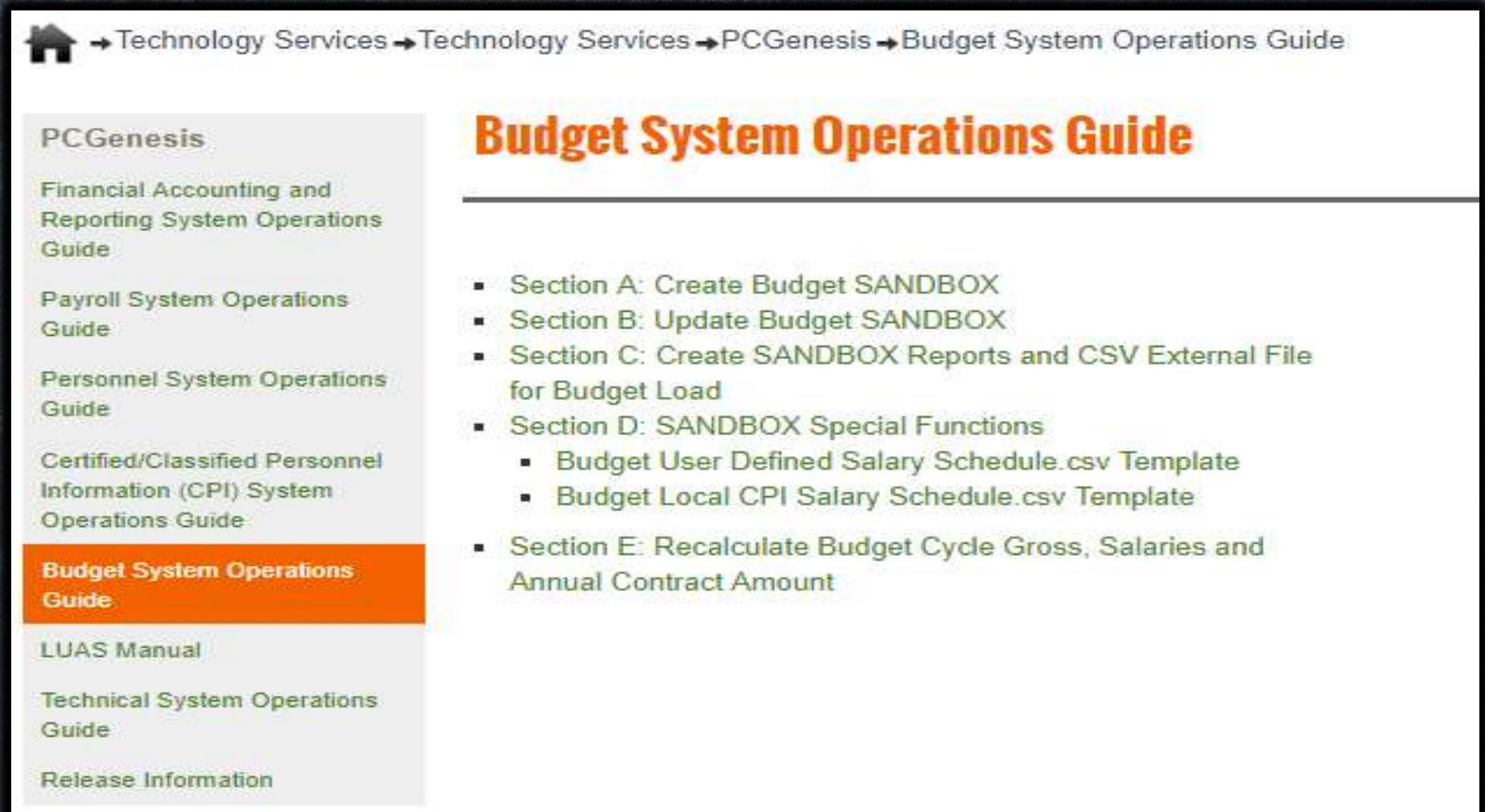
Reports

- Scenarios
- Outcomes
- Annualized amounts



Overview & Setup

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Budget-System-Operations-Guide.aspx>



The screenshot shows a webpage with a breadcrumb trail at the top: Home → Technology Services → Technology Services → PCGenesis → Budget System Operations Guide. On the left is a navigation menu with the following items: 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 (highlighted in orange), LUAS Manual, Technical System Operations Guide, and Release Information. The main content area features the title "Budget System Operations Guide" in orange, followed by a list of five sections: 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 (with sub-items: Budget User Defined Salary Schedule.csv Template and Budget Local CPI Salary Schedule.csv Template), and Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount.

Home → Technology Services → Technology Services → PCGenesis → Budget System Operations Guide

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Overview & Setup

<http://www.gadoe.org/Technology-Services/PCGenesis/Documents/GASBO%202016%20New%20Budget%20Process.pdf>

PCGenesis Training New PCGenesis Budget System

GASBO

Augusta, GA

November 9, 2016

