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"Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 13.01.01 – Change to State of Georgia Employee Withholding and Miscellaneous Changes / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 13.01.01*.

PCGenesis supporting documentation is provided at:

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

April, 2013 Payroll Completion Instructions

Install this release <u>after</u> completing the April 2013 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the May 2013 payroll.

Contents

Section A: Overview of Release

A1. Payroll System

A1.1. Change to State of Georgia Employee Withholding

Effective immediately the Georgia Department of Revenue has revised the Georgia Form G-4 for 2013. This change reduces the maximum number of allowances from two to one for Georgia filing status '**B**', '**D**', and '**E**'.

Because of the revision of the Georgia Form G-4, the calculation method employers use to determine the amount of State of Georgia income tax to withhold from some employee payments has changed. This change will not impact everyone, but may result in a small change for those employees who claim certain MARRIED statuses and HEAD OF HOUSEHOLD statuses.

Employees that currently claim the impacted statuses ('**B**', '**D**', or '**E**') should be advised to complete a new Georgia G-4 withholding form. PCGenesis has been updated to allow only '**0**' or '**1**' for the **State Marital Allowance** field for filing statuses '**B**', '**D**', or '**E**'. Further, release 13.01.01 executes a conversion program which <u>changes</u> the marital allowance from '**2**' (no longer valid) to '**1**' for any employee claiming filing status '**B**', '**D**', or '**E**'.

The State withholding tax tables have been updated for calendar year 2013. This release <u>automatically</u> updates the Georgia tax tables into PCGenesis. Before, each marital allowance was worth $2700. Now, the amount of the marital allowance depends upon the employee's state marital filling status as illustrated in the table below.

State Marital Status	Description	Marital Allowance
'A' or 'E'	Single or Head of Household	$2700
'B' or 'C'	Married Filing Joint, one or both spouses working	$7400
'D'	Married Filing Separate	$3700

A1.2. Edit GL Account Numbers on Manual Payroll Checks/Direct Deposits

The edits for general ledger account numbers have been improved on the *Enter Manual Check/Direct Deposit* screen (F2, F3, F9, F9). Now, when a non-salary general ledger account number is entered, the following warning dialog box appears:
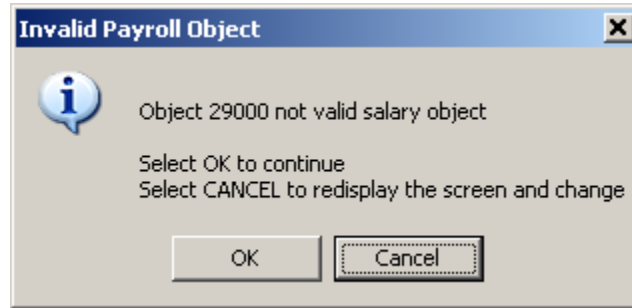
When this dialog box displays, the user may select [Cancel] (**Cancel**), and redisplay the screen and change to a salary general ledger account number, where appropriate.

A1.3. Import Selected Payroll Information

The *Import Selected Payroll Information* (F2, F13, F8, F6) process has been enhanced to accept Social Security Numbers formatted with or without the dashes. For example, a Social Security Number entered into a CSV (comma delimited) file as either 123-45-6789 or as 123456789 will be accepted by the import program without generating an error message.

A2. Personnel System

A2.1. Substitute Leave Detail Reports

A problem with the *Substitute Leave Detail Report – Current Leave Input File Only* (F3, F4, F3, F3) has been corrected. Before, the option to select a <u>single</u> substitute employee number did not work correctly. This problem has been fixed.

A2.2. Post Leave Input Data

When users enter the *Post Leave Input Data* screen (F3, F4, F2, F3), the posting option will now default to '**A**' for ADD mode.   This is because most districts using the *Enhanced Substitute Pay and Employee Leave System* select the option to ADD substitute gross data lines instead of replacing the substitute gross data lines.

Section B: Installation Instructions for Release 13.01.01 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 13.01.01* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release.* In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as **"Data Backup Prior to Release 13.01.01"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
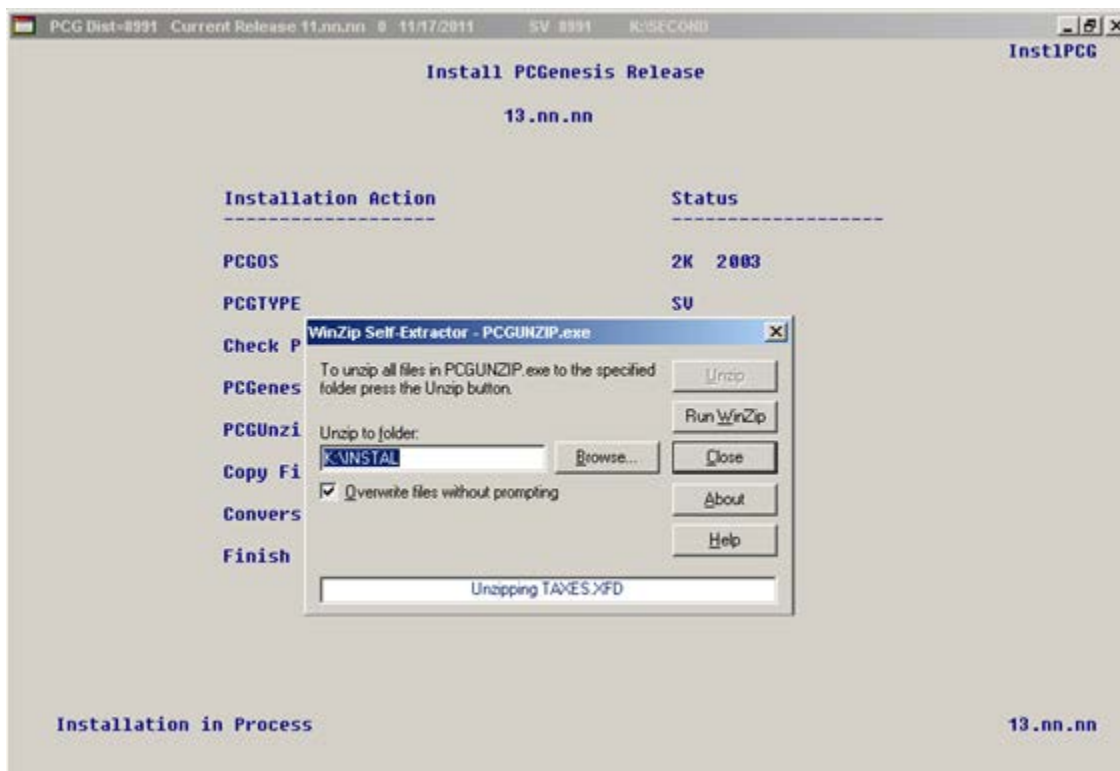
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 13.01.01"**.
5	Proceed to *B2. Install PCGenesis Release 13.01.01*.

B2. Install PCGenesis Release 13.01.01

FROM THE PCGENESIS SERVER

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
5	Double-click **RELINSTL.BAT** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 13.01.01* successful installations, the following message displays:

```
 PCG Dist=8991  Current Release 11.nn.nn  0  11/17/2011     SV 8991     K:\SECOND          _|8|X|
                                                                                   Inst1PCG
                         Install PCGenesis Release

                              13.nn.nn


         Installation Action                    Status
         ------------------                     --------------------

         PCGOS                                  2K  2003

         PCGTYPE                                SU

         Check Previous Install                 Continue Installation

         PCGenesis Status                       No Active User

         PCGUnzip                               Files Unzipped

         Copy Files                             Files Copied

         Conversion                             Conversion Completed

         Finish Installation                    Installation Successful



   _   Any Key to Continue                                              13.nn.nn
```

Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 13.01.01 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:
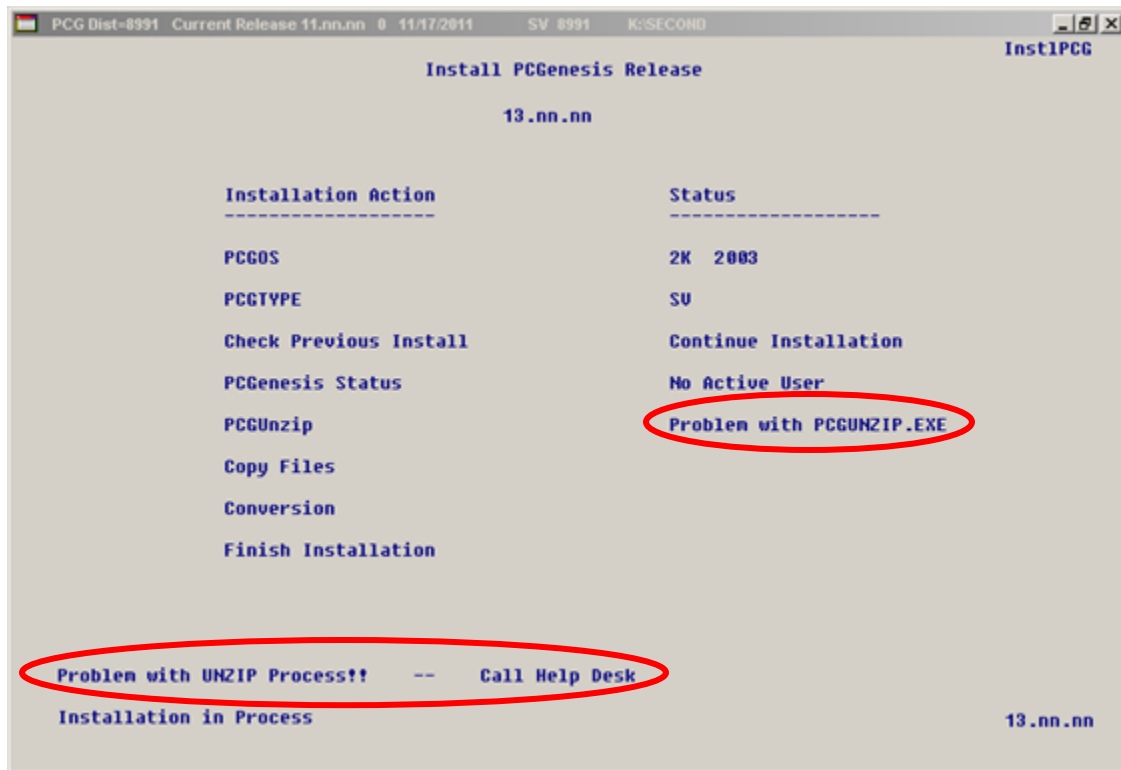
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:
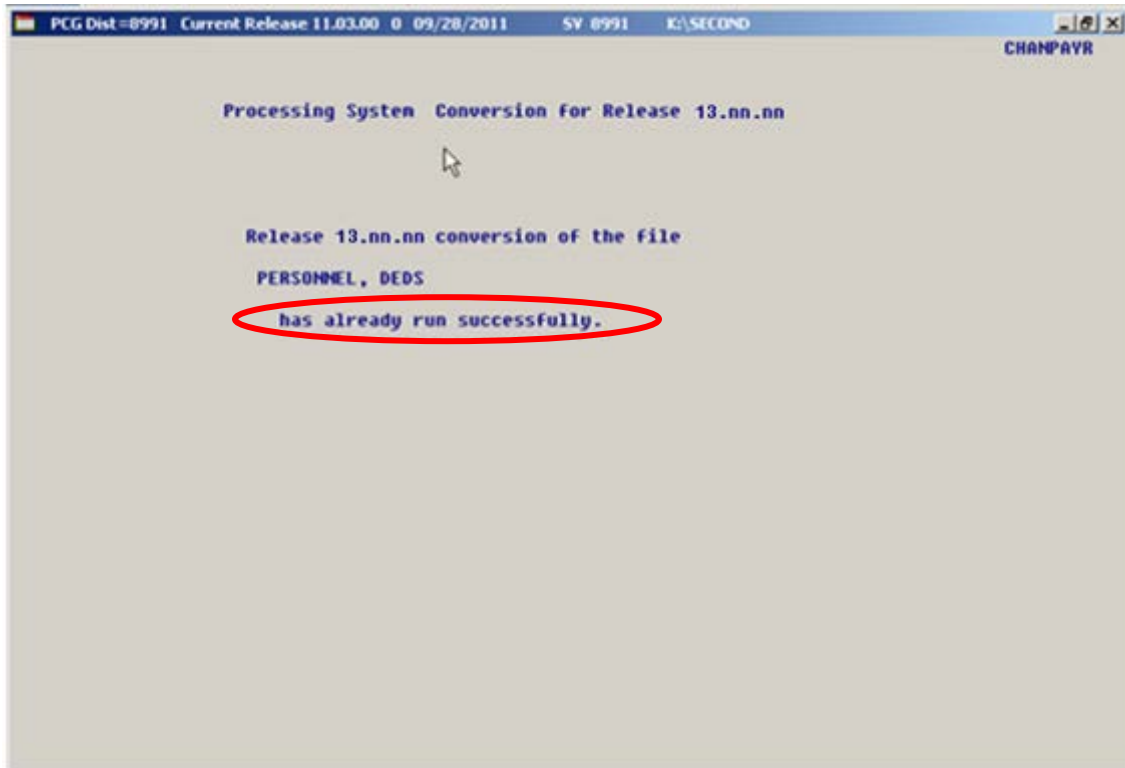
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
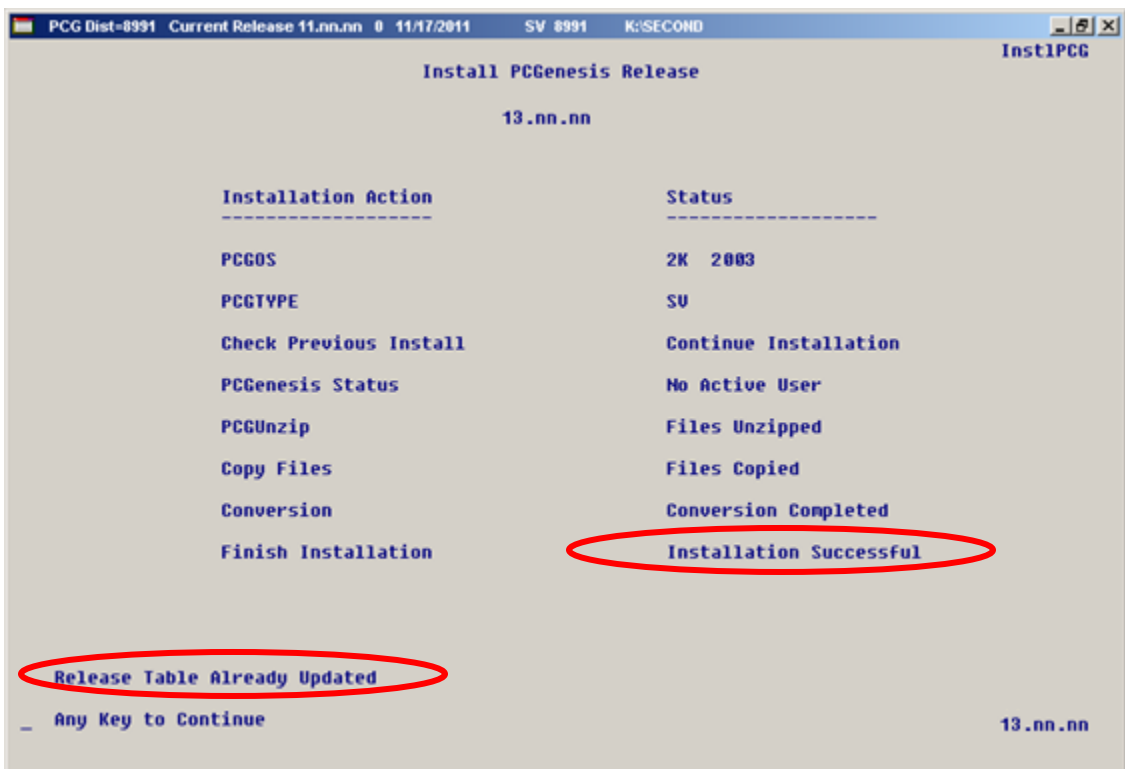
Step	Action
11	Proceed to *B3. Verify Release 13.01.01 Was Successfully Installed.*

B3. Verify Release 13.01.01 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu,* select ___30___ (**F30** - System Utilities).
3	From the *System Utilities Menu,* select ___17___ (**F17 -** Display Current Release Number).

The following screen displays:

```
 PCG Dist=8991  Rel=13.01.01  04/15/2013  PCW 001    C:\DEVSYS   C:\SECOND        WHITE          _|8|X|
                                                                                            DEFNRELM

              The Following D.O.E. Releases Have Been Successfully Loaded:

                  DOE 11.01.00   03/31/2011
                  DOE 11.02.00   05/31/2011
                  DOE 11.02.01   07/14/2011
                  DOE 11.03.00   09/30/2011
                  DOE 11.03.01   11/29/2011
                  DOE 11.04.00   12/28/2011
                  DOE 11.04.01   01/25/2012
                  DOE 12.01.00   03/30/2012
                  DOE 12.02.00   06/28/2012
                  DOE 12.03.00   09/28/2012
                  DOE 12.03.01   11/28/2012
                  DOE 12.04.00   12/19/2012
                  DOE 12.04.01   01/16/2013
                  DOE 13.01.00   03/27/2013
                  DOE 13.01.01   04/24/2013




                           Press <ENTER> or  F16 to Exit
                                                                                    12.03.00
```

Step	Action
4	Verify **Release 13.01.01** displays.
	*The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as **DOE 13.01.01** displays.*
	If Release 13.01.01 does not display, contact the Technology Management Customer Support Center *for assistance.*
5	Select **Enter**.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B4. Perform a PCGenesis Full Backup after Release 13.01.01 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup After Release 13.01.01"**.