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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 14.02.00 – Fiscal Year 14 (FY14) Year-End Updates and Miscellaneous Changes / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 14.02.00*.

PCGenesis supporting documentation is provided at:

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

June, 2014 Payroll Completion Instructions

*Install this release **after** completing the June 2014 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the July 2014 payroll.*

Make sure to import the 2015 CPI Salary Schedule into PCGenesis. The 2015 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please make sure to follow the instructions for completing the fiscal year end closing in the order provided.

*For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) **first**, and 2) Run the Advance Leave (F3, F4, F2, F10) **second**. The Create Original Leave of Absence File (F3, F5, F6) step can be run at any time since the leave data is pulled from the Leave History File.*

*For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F3, F5, F6) **first** in order to capture FY 2014 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) **second** in order to clear the 2014 Fiscal Year leave totals.*

Contents

Section A: Overview of Release

A1. Payroll System

A1.1. New Teachers Retirement System (TRS) Rates for FY 2015

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2014.

Fiscal Year 2015	
TRS	
Employer Rate:	**13.15%**
Employee Rate:	**6.00%**

This release <u>automatically</u> updates the TRS rates into PCGenesis.

A1.2. New Employees' Retirement System (ERS) Rates for FY 2015

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2014.

Fiscal Year 2015	
Old ERS	
Employer contribution:	17.21%
Pickup:	05.00 %
Total Employer Rate:	**22.21%**
Employee Rate:	**1.5%**

Fiscal Year 2015	
New ERS	
Employer Rate:	**21.96%**
Employee Rate:	**1.5%**

This release <u>automatically</u> updates the ERS rates into PCGenesis.

A1.3. Print Earnings History Report

The *Print Earnings History Report* (F2, F10, F3) has been enhanced to print the employer deduction amounts on the report. This will facilitate verifying the employer deduction amounts taken on each payment record for an employee.

```
-----------------------------------------------------------------------------------------------------
                        ** EARNINGS HISTORY PERIOD COVERED - 01/01/2014 THRU 12/31/2014 **
  CHK DATE   STATUS  TRN DATE                          TOT GROSS    HI-GR  OASDI-GR                    NET  BANK CHECK
LTYP   ACCOUNT                         PTYP REAS  PER DATE    GROSS  FICA-GR  PENS-GR   GHI-GR   GHI %
01/31/2014 I / C          FICA/MED Y                 4479.52  4148.18  4148.18                    2756.17 BK01 235140
     S  1410001041100011000010810 00000      10    1/31/2014  3700.67  3426.95  3700.67           .8600
     S  1410002111100011000010810 00000      10    1/31/2014   602.43   557.86   602.43           .1400
     S  1410001043100011000010810 00000      11    1/31/2014   151.72   140.49   151.72
     S  1410002113100011000010810 00000      11    1/31/2014    24.70    22.88    24.70
         1410001041100011000010810 00000           1/31/2014  3700.67- 3426.95- 3700.67-          .8600-
         1440201750100011000010010 00000           1/31/2014  3700.67  3426.95  3700.67           .8600
     268.77 /82   257.19 /85    60.15 /86  331.34 /87  250.00 /01  363.11 /03  181.09 /04  260.40 /09  70.94 /14  11.70 /15
  Employer deductions:
     550.08 /82   257.19 /85    60.15 /86  945.00 /GH
-----------------------------------------------------------------------------------------------------
```

A1.4. Export/Import Selected Payroll / Deduction / CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information* (F2, F13, F8, F6) features for the export/import of additional payroll fields. The user is now allowed to select the **Pension Eligible Date**, **Annual Work Days**, and the **Budget Pay Category** fields for export from the *Payroll File*. Also, when selecting deduction data to be exported, if the user selects an annuity deduction code for the export file (for example, deduction code 01 and/or 02), the system will include new columns containing the annuity company, the annuity company description, and the deduction percentage, if applicable.

Selecting the **Export File Type** of '**I**' (Create File to Modify and Import) during the export process allows the user to create an export file which, after user modifications to the data have been made, can then be imported back into the *Payroll File* data. The user is now allowed to select the **Pension Eligible Date**, **Annual Work Days**, and the **Budget Pay Category** fields for import into the *Payroll File*. This process will facilitate loading this data to employee records. It will also facilitate loading the **Annual Work Days**, and the **Budget Pay Category** fields which may be needed for the new *PCGenesis Budget System*.

A1.5. List Employees' Current Deductions

Support has been added to the *List Employees' Current Deductions* (F3, F6, F5) report to include annuity information for annuity deductions. When selecting deduction data to be printed, if the user selects an annuity deduction code for the report (for example, deduction code 01 and/or 02), the system will include new columns containing the annuity company, the company description, and the deduction percentage, if applicable.

A1.6. Employee Direct Deposit Listings

A new option has been added to the *Employee Direct Deposit Listings* report (F2, F8, F13). An option is now available to print active employees who are NOT set up for direct deposit. For districts with a policy of direct deposit only, this helps to identify the employees who are <u>not</u> set up for direct deposit.

A1.7. Georgia Department of Revenue G-1003 csv File for W-2 Reporting

Support has been added to the W-2 process to produce the G-1003 comma separated file (.csv file) required by the Georgia Department of Revenue. During the 2013 W-2 cycle, a problem existed where the 1003.csv file would not upload to the Georgia Department of Revenue website without changes to the file. To correct the problem, the trailing comma at the end of the record has been deleted, as well as leading spaces in front of any amount field. This should allow the 1003.csv file to upload correctly to the Georgia Department of Revenue website. The *1003.csv* file within directory *PAYSSA* on *SECOND* can be uploaded to the Department of Revenue Tax Center website to complete the electronic filing process.

A1.8. New Description File Table for Budget System Pay Categories

A new table, required by the new *PCGenesis Budget System*, has been added to the *Description File* (F2, F9, F1). Table '**B**' has been added which defines budget pay categories, typically needed for budgeting classified employees, but also needed for budgeting certified employees. The **Budget Pay Category** field on the employees' *Gross Data Screen* will determine which user-defined salary schedule to access for budget processing.

A1.9. Update/Display Gross Data Screen

A new field, the **Budget Pay Category** field, has been added to the *Gross Data Screen* (F2, F2, F4). Also, support has been added for a **Budget Flag** value of '**U**' on the *Gross Data* account lines. A **Budget Flag** of '**U**' indicates to the system that the account line is budgeted using a user-defined salary table. The user-defined salary tables can be defined for certified or non-certified employees and are based on 260 annual work days. The '**U**' account lines can only be used for salary account lines (**Process Type** of 'S', 'B', 'Y', and 'Q'). The system uses the employees' **Annual Work Days** field and **Budget Pay Category** field to calculate the user-defined salary distribution for each account line.

A1.10. GHI Change File for State Health Benefits

A new item has been added to the *GHI Change File for State Health Benefits* option (F2, F5, F4). This function allows users to easily create and/or view employee changes reported in the *State Health AUF file*. Users now will be able to submit the employee **Date of Death** to State Health by using the **GHI Change Code** of '**DCSD**'.

```
=  PCG Dist=8991  Rel=14.02.00  06/19/2014  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE              _|8|X|
                                                                                            PAYPE275
                       Create GHI AUF Change file to Export to State Health

       GHI Change Code      DCSD____  ▼  Deceased
                                         Select NEMP or Termination Code for this process
                                                      DCSD, LOFF, RETR or TERM
       GHI Empno           87893
       GHI Eligible ?      Y
       GHI Hire Date       _____   Hire/ReHire/New Eligibility Date - Required for NEMP
       GHI Final Ded Date _____    Final Deduction Date        - Required for Any Termination
       GHI Date of Death   _____   Date of Death               - Required for DCSD


          NOTE: This Process Does NOT CHANGE Employee Personnel Information




                            **** Current Employee Personnel Information ****
       Emp. no. 87893   SSN 999 08 7893      AB4EY, LE4NARDO              Status A
       Sex Code M    Mar Stat M    Pay Loc  198 Location 000198     Class  7 CERTIFIED 10 MONTH

       Birth Date    5/01/1958   GHI 1ST Day Wrk  8/06/2002    GHI Eligible ?        Y
       Hire Date     8/01/2002   GHI Eff Date     10/01/2002   Participate in GHI ? Y
       Rehire Date               GHI Final Ded Dt              GHI Option B3 BCBS BRONZE
       Term Date                 GHI Change Code  MISC         GHI Tier   10 SINGLE
       Term Reason                              Name, Address, Phone, etc.


                          Enter=Validate, F8=Create Record, F16=Return
 ENTER ✓                                                                          14.02.00
       |____|____|____|____|____| F8 🖫 |____|____|____|____|____|____|
 F16 ←
       |____|____|____|____|____|____|____|____|____|____|____|____|
```

A1.11. Payroll Exceptions Register

A problem has been reported with the *Payroll Exceptions Register* (F2, F3, F2) when running a special payroll run. Before when running a special payroll, GHI employees would receive the error message, 'PARTICIPATING EMP NEEDS 100% GHI DISTRIB'. This occurred because a special payroll run does not include any salary gross data lines (**Process Type Code** of '**S**', '**H**', or '**D**'). Now, these errors do not occur when running a special payroll.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Increase Size of Vendor Reference Field for Claims

The **Vendor Reference** field on vendor claims has been increased in size from 10 characters to 25 characters. This enhancement will facilitate tracking vendor invoices by allowing more space to record vendor reference information.

A2.2. Allow Export Option for List of Open Purchase Orders

The *List Open Purchase Orders* menu options have been updated to allow the user to create a .csv file export. The *List Open Purchase Orders by Facility Sequence* function (F1, F2, F8), *by Account Number Sequence* function (F1, F2, F9), *by Vendor Name Sequence* function (F1, F2, F10), and *by Purchase Orders Sequence* function(F1, F2, F11) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file as well. This allows users to perform data analysis on the budget and revenue account activity data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A2.3. Allow Expense and Revenue Accounts for Fund 9nn

PCGenesis will now allow accounts to be created for Fund 900. Before, PCGenesis contained an edit which would prohibit Fund 900 accounts from being created. Now, users will be able to book the annual entries needed to amortize the Bond Issuance Costs and Bond Premium.

> 900-0-9990-2500-83000-8010 (Issuance costs amort)
> 900-0-9990-6200 (Premium amort)

There will be amortization of some expenses (or revenues) that districts will need to enter at the end of each fiscal year. Now, users will be able to create the appropriate General Ledger accounts.

A2.4. Add the Fiscal Year to Text-Only PO Output

An update has been made for text-only PO output. Now, the PO output for text-only purchase orders will include the first two digits (**Fiscal Year**) of the general ledger account numbers. This enhancement will help districts using third party vendors to print and file their purchase orders. With this enhancement, third parties can automate the routing of purchase orders into the correct automated filing cabinet.

A2.5. Budget/Revenue Account Drop-Down Box

The *Budget/Revenue Account Drop-Down Box* has been expanded to handle up to 7000 general ledger accounts lines. Before, the maximum number of account lines was 5000. Also, the drop-down box has been updated to include headers on the filter string mask, making it easier to enter account masks.

A3. PCGenesis Budget System

A3.1. Announcing PCGenesis Budgeting System

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. The new budgeting system is being piloted at two test sites beginning in April 2014. PCGenesis development anticipates that the new system will be available for the remainder of our user base soon.
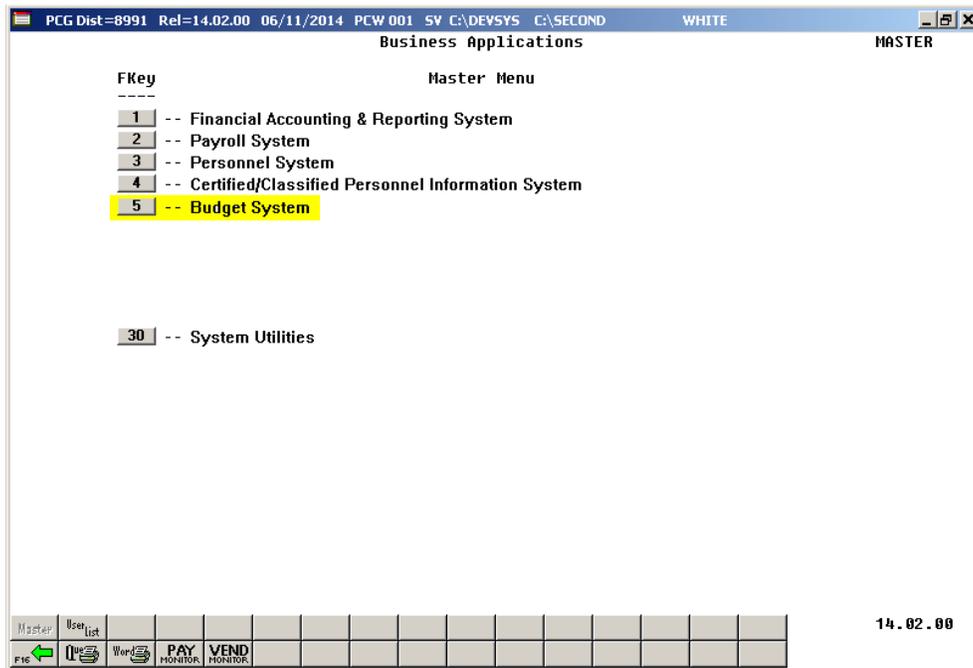
PCGenesis Business Applications Menu

With this release, we want to give our users a "first look" at the new PCGenesis budgeting system. Using the new budgeting system will be optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like. Highlights of the new PCGenesis budgeting system are detailed in the sections below.

The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that 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. 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.

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.
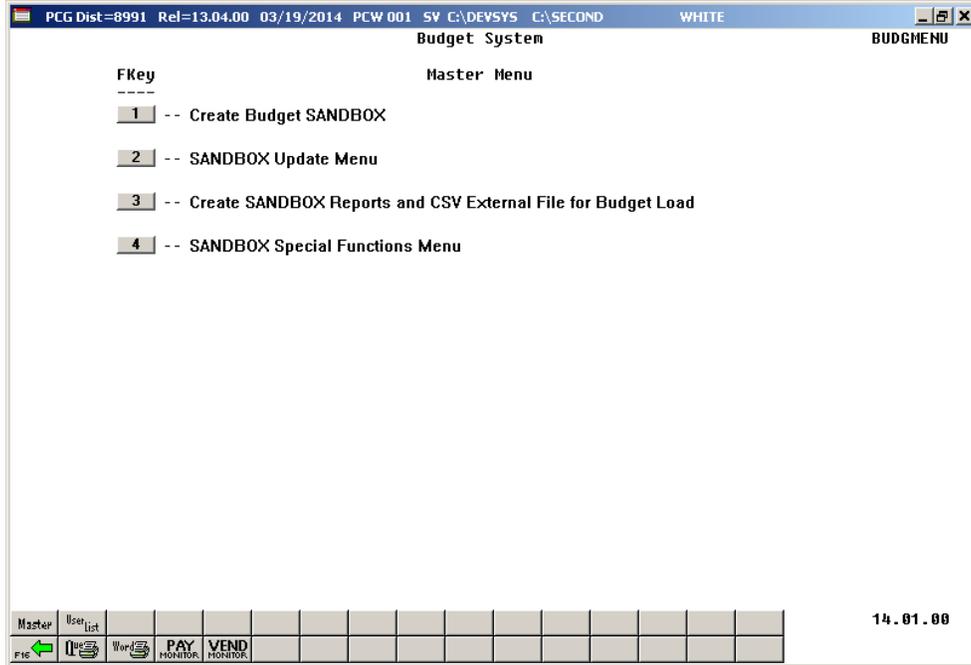
PCGenesis Budget System – Main Menu

A3.1.1. Budget Flag on Payroll Gross Data Screen

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

Payroll Gross Data Screen with Budget Flag Field

Drop down for Budget Flag Field

Valid values for the **Budget Flag** are as follows:

Budget Flag	Description
A	Move the account number over to the budget, but do NOT bring over any amounts.
L	Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the line salary or the line rate.
M	Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
N	Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the line salary or the line rate. (Usually used for non-certified employees)
S	Budget as state salary using the state CPI salary schedule. (Used for account lines with a **Process Type** of '**S**' for certified employees only.)
T	Budget as local supplement using a <u>local</u> CPI salary schedule. (Used for account lines with a **Process Type** of '**S**' for certified employees only.)
U	Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and non-certified 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**'. For certified employees, the system will use the **State Years of Experience** for determining the pay step into the user-defined salary schedule. For classified employees, the system will use the **Local Years of Experience** for determining the pay step into the user-defined salary schedule.
X	Do not bring the gross data account line over to the budget process. (Generally used for substitute pay, etc.)
Spaces	Do not bring the account line over to the budget process.

A3.1.2. Create Budget SANDBOX

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.

For lines with a **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.

For lines with a **Budget Flag** of 'T', the user specifies the CPI <u>local</u> salary schedule year to use, and also specifies the number of work days for certified employees. Since the 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 local salary schedule is prorated accordingly.

For lines with a **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.

For lines with a **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.

```
PCG Dist=8991  Rel=14.01.00  06/05/2014  PCW 001  SV C:\DEVSYS  C:\SECOND         WHITE                _|B|X|
                               Create Budget Sandbox                                    BUDDATE


   Type S lines (CPI Salary schedule):
           Enter year for salary schedule:               2014   (CCYY)
           Increase local and state years?               Y      (Y or N)
           Number of work days for certified employees:  180


   Type T lines (Local CPI salary schedule):
           Enter year for salary schedule:               2014   (CCYY)
           Number of work days for certified employees:  190


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


   Type N lines (No salary schedule):
       Salary lines (S, B, Y, 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, Y, 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




     ENTER = Continue,  F16 = Exit                                               14.02.00
```

Create Budget Sandbox Screen

A3.1.3. 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. Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.
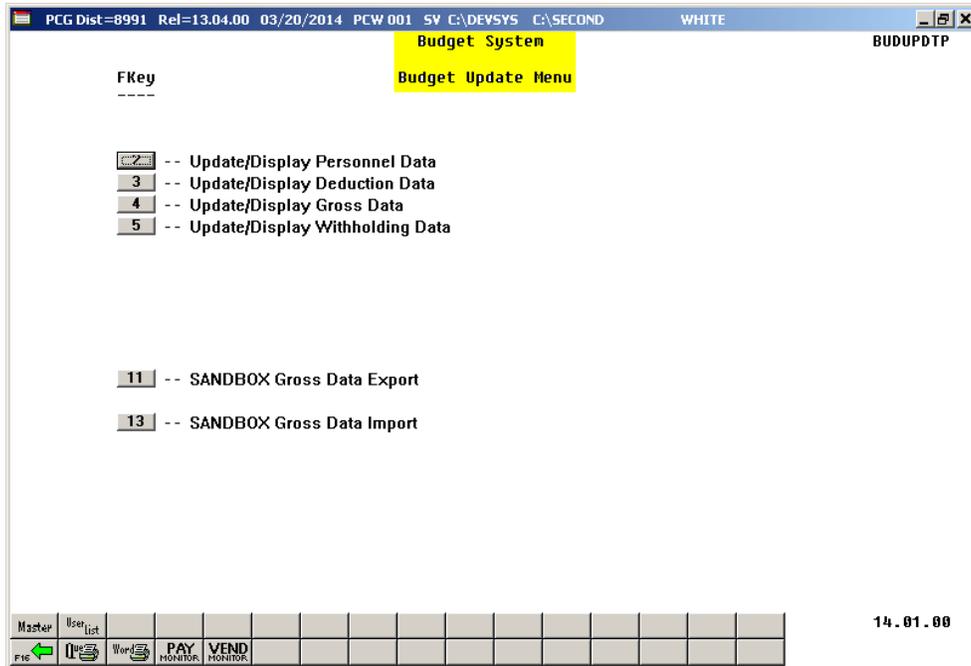
Budget Update Menu

An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System is shown below.

Sandbox Gross Data Screen

A3.1.4. SANDBOX Special Functions Menu

The user may want to anticipate rate changes to employer benefits for the upcoming budget year. The *SANDBOX Special Functions Menu* allows the user to set up a <u>local</u> CPI budget salary schedule (used in conjunction with the **Budget Flag** '**T**' option on the *Payroll Gross Data* screen) and to set up <u>user-defined</u> salary schedules (used in conjunction with the **Budget Flag** '**U**' option on the *Payroll Gross Data* screen).
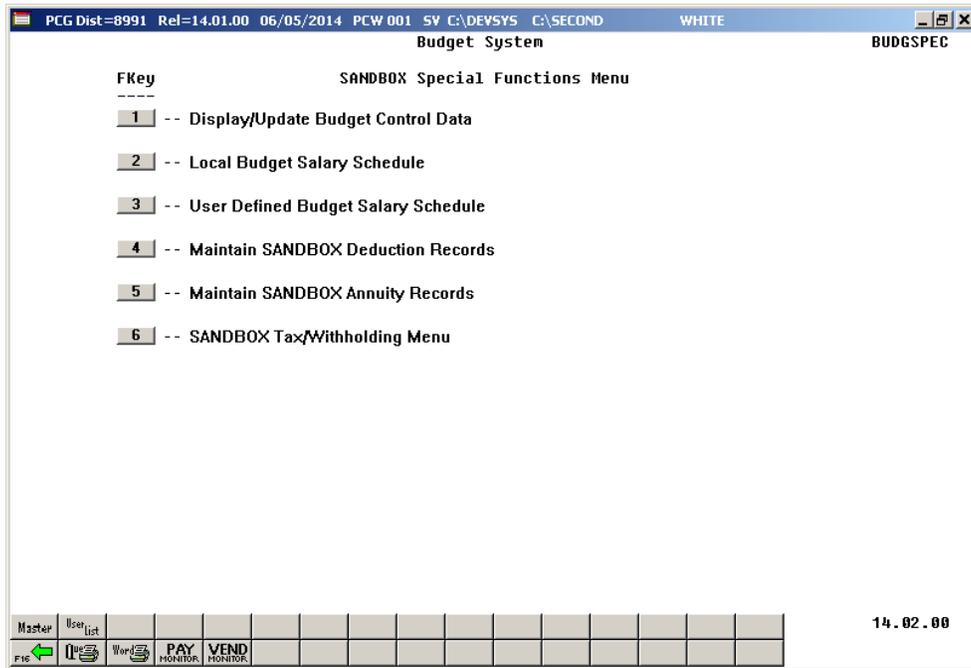
SANDBOX Special Functions Menu

For *Gross Data* account lines with a **Budget Flag** of '**U**', salary lines are budgeted using a user-defined salary schedule. This option may be used for both certified and non-certified employees. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field. 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.

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

An example of a user-defined salary schedule is shown in the figure below:

PCG Dist=8991 Rel=14.02.00 06/10/2014 PCW 001 SV C:\DEVSYS C:\SECOND				WHITE	
SANDBOX USER DEFINED SALARY SCHEDULE					BUDCM500
USER DEFINED SALARY SCHEDULE 2015					

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

(Use scroll keys to page through pay categories.)

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

14.02.00

SANDBOX User-Defined Salary Schedule

The *SANDBOX Special Functions Menu* also allows the user to maintain *SANDBOX* deduction records, maintain *SANDBOX* annuity records, and maintain *SANDBOX* tax records. These options allow the user to change the employer contribution amounts or percentages for system deductions and/or system annuity companies. The user can also change the employer rates for FICA, ERS, TRS, or GHI.
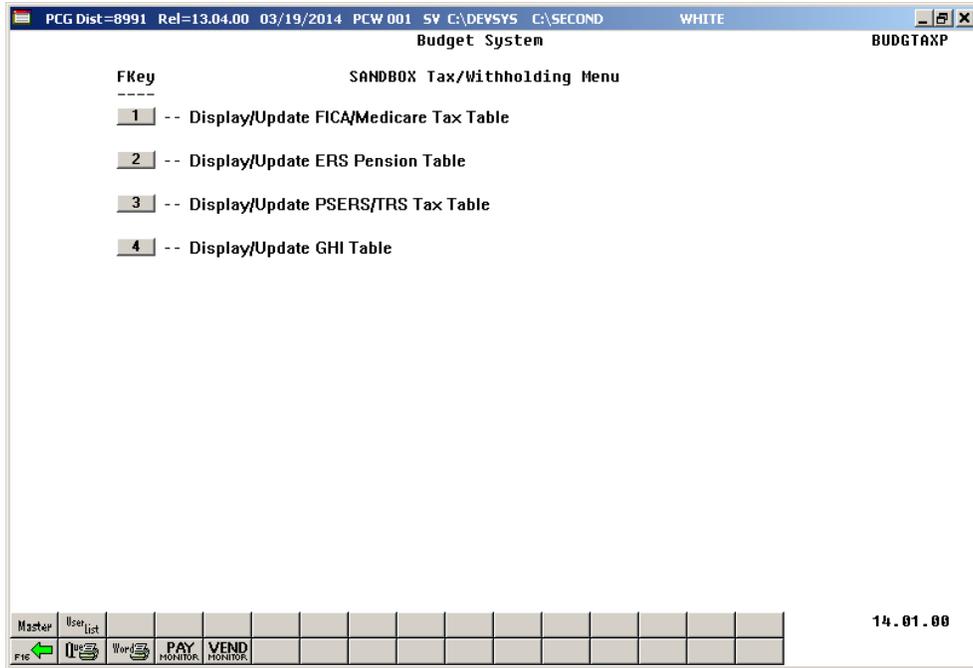
SANDBOX Tax/Withholding Menu

For example, the user may be able to anticipate a change to the GHI employer premium amounts in the coming budget year. With the new budgeting system, users have the ability to modify the employer rates in the budget "playground" or "sandbox". Again, any changes made to employer rates within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.

The *SANDBOX Special Functions Menu* also allows the user to display *Budget Control Data* screen (F5, F4, F1). The *Budget Control Data* screen is shown in the figure below, and shows the parameters the user defined when creating the Budget Sandbox.

```
PCG Dist=8991  Rel=14.02.00  06/10/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE                    _ |8|X|
                    DISPLAY/UPDATE BUDGET CONTROL DATA              Screen 1 of 2      BUDSTUPD

                                            Schedule    No of Work Days    Increase Local
                                              Year      for Cert Employees  & State Years
   Type S lines (CPI Salary schedule):         2014           180                Y
   Type T lines (Local CPI salary schedule):   2014           190
   Type U lines (User-defined salary schedule): 2015

   Type N lines (No salary schedule):
     Salary lines (S, B, Y, 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, Y, 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

              -------------------- SCHEDULES SELECTED DURING SETUP ----------------------
            PAY     NO. PAYS
            SCH     TAX CALC   DESCRIPTION                        PERIOD   CHECK DATE   GHI
            12        12       2014 MONTHLY PAY                     5       06/05/14     Y



     Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
                       26 27 28 29 30 31


     Regular Gross Types: Y    Special Gross Types: Y    TRS: Y    Old PSERS: Y    Old ERS: Y
                                                                  New PSERS: Y    New ERS: Y

     F3=Print screen, F11=Go to screen 2, F16=exit.
 ENTER                                                                              14.02.00
   √        F3                           F8   F9          F11  F12
 F16
```

Display/Update Budget Control Data

A3.1.5. Create SANDBOX Reports and CSV External File for Budget Load

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.

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▤ PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 SV C:\DEVSYS C:\SECOND  WHITE  _ ⯀ X │
│ ▬                                                                    BUDRPTSP  │
│               Create SANDBOX Reports and CSV External File for Budget Load     │
│                                                                                │
│                                                                                │
│                                                                                │
│                        To proceed, select ENTER.                               │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                                                                                │
│                   ENTER = Continue, F16 = Exit Program            14.01.00     │
└──────────────────────────────────────────────────────────────────────────────┘
```
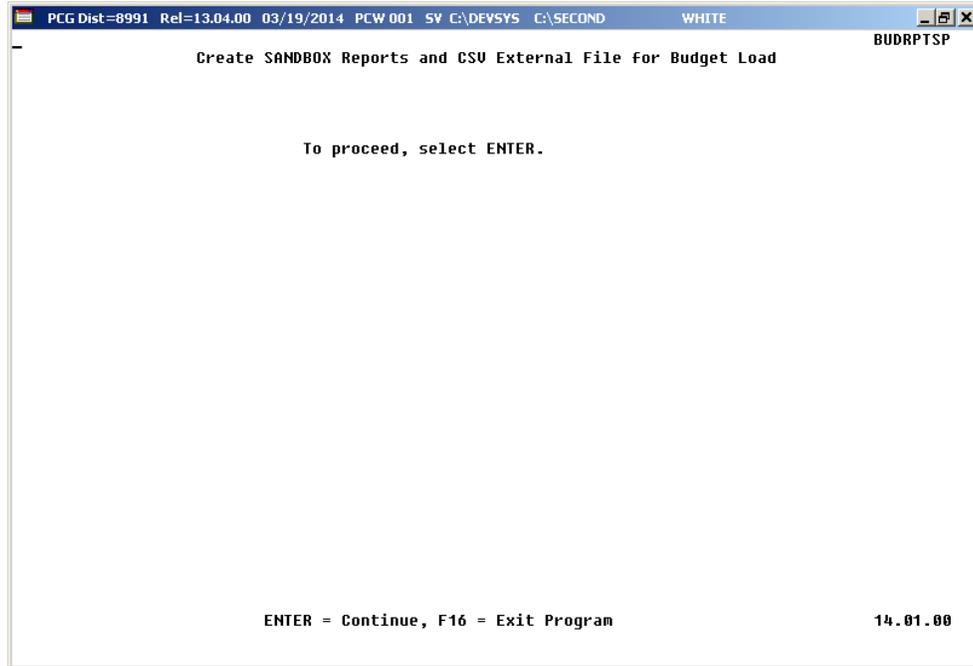
Create SANDBOX Reports and CSV External File for Budget Load – Screen 1

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.
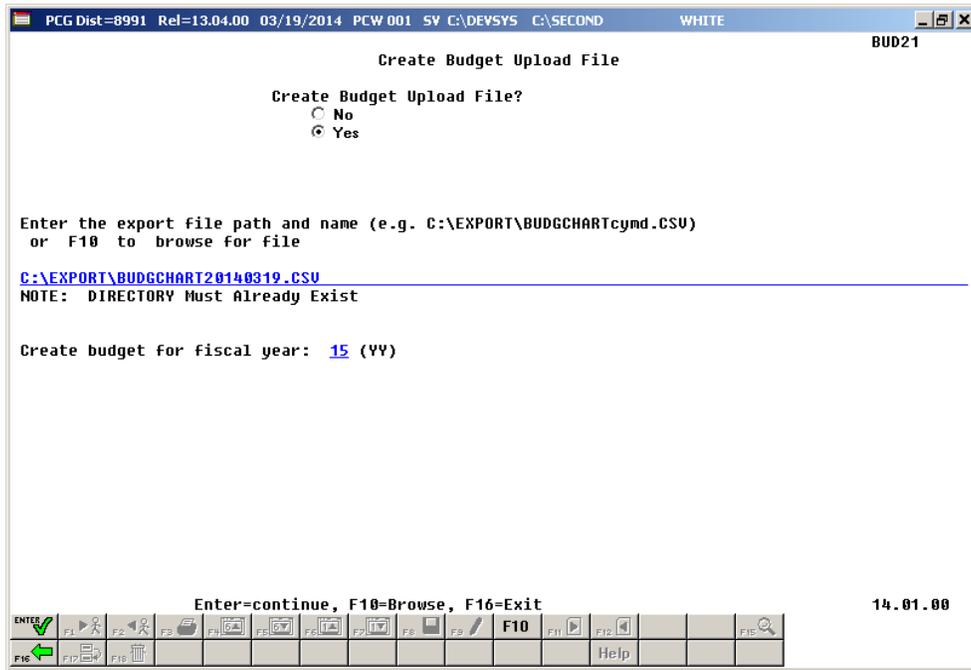
Create SANDBOX Reports and CSV External File for Budget Load – Screen 2

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.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Upload the 2015 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2015*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

A4.2. Cycle 3 Leave Reporting – Enhanced Substitute Pay and Employee Leave System

For users of the *Enhanced Substitute Pay and Employee Leave System*, the *Create Original Leave of Absence File* procedure (F3, F5, F6) has been updated so that the *Original Leave of Absence File* is created from the leave data contained in the *Leave History File*.
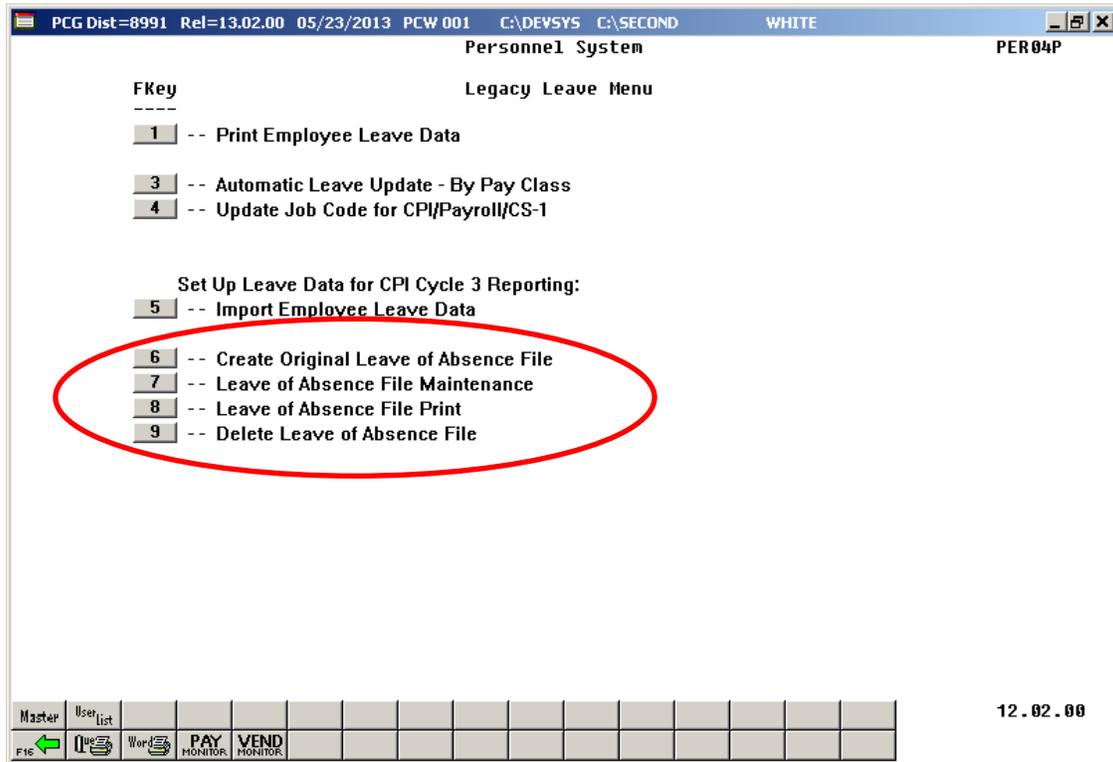
The *Create Original Leave of Absence File* procedure has been updated so that the user must enter the **Plan Year** to use when extracting leave data from the *Leave History File*, as shown in the screenshot below. The *Create Original Leave of Absence File* procedure will automatically pull all leave taken in the specified plan year into the *Leave of Absence File*. The data in the *Leave of Absence File* is then used to produce the Cycle 3 *CPI Transmission File*.

```
 PCG Dist=8991  Rel=13.02.00  05/23/2013  PCW 001    C:\DEVSYS  C:\SECOND        WHITE                    _|□|×|
                            Create Original Leave of Absence File                          LVUPLUG
                                   From Leave History File

                                         WARNING!

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


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




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

                                  Plan year    ____




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

Staff Development leave is now brought over from the *Leave History File* data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **SLST.**

A4.3. Cycle 3 Leave Reporting – Legacy Leave Systems

An *Import Employee Leave Data* (F3, F5, F5) option has been added to the *Legacy Leave Menu* screen which allows the user to import employee leave data for CPI reporting. The *Import Employee Leave Data* procedure allows for the upload of current leave, year-to-date leave, and leave balances via a comma separated (*.csv)* file. The completion of this procedure allows these totals to be printed on the employees' pay stubs. However, if the user does not wish to print the imported leave data on the employees' pay stub, the leave data may be suppressed from printing on the check.

If leave data is only being imported for the purpose of CPI reporting and is not being imported to print on checks, the user may go to the *Payroll Control Information* screen (F2, F13, F3, F9) and set *'Print Leave on Checks'* to **'N'** on the Payroll Identification record. This allows users to populate the current used, year-to-date used, and balance fields for leave without necessarily printing the information on employees' pay stubs. This is convenient if the only purpose for loading the leave data is to produce the Cycle 3 *CPI Transmission File*.

If leave data has already been loaded during the payroll process from a third party leave management system, it is not necessary to import leave using this new option.
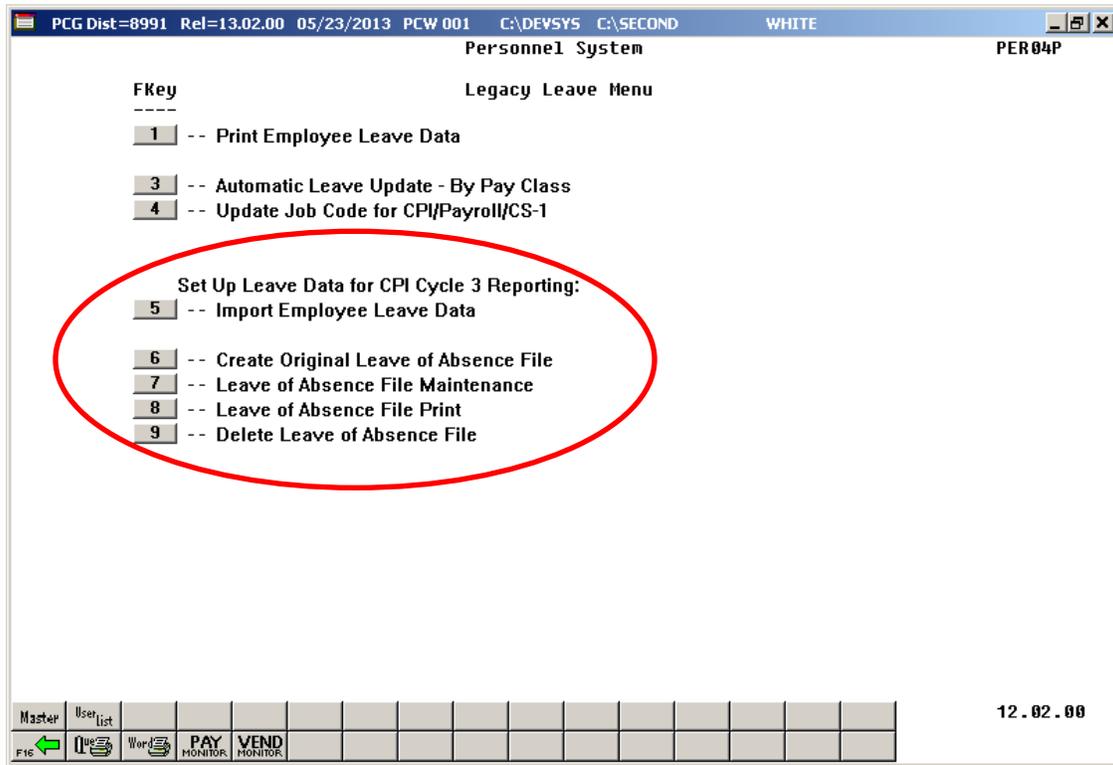
The *Create Original Leave of Absence File* procedure (F3, F5, F6) has been updated. If leave data has been imported (F3, F5, F5) or keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been entered into payroll, the original *Leave of Absence File* will be created as an empty file.

The *Create Original Leave of Absence File* procedure has been updated so that the user must confirm their intention to run this process. Before, this process would run immediately when the user selected the *Create Original Leave of Absence File* option from the menu, with the result that whatever data had been keyed into the *Leave of Absence File* could be deleted unexpectedly. Now, the user must confirm their intention to recreate the *Leave of Absence File.*
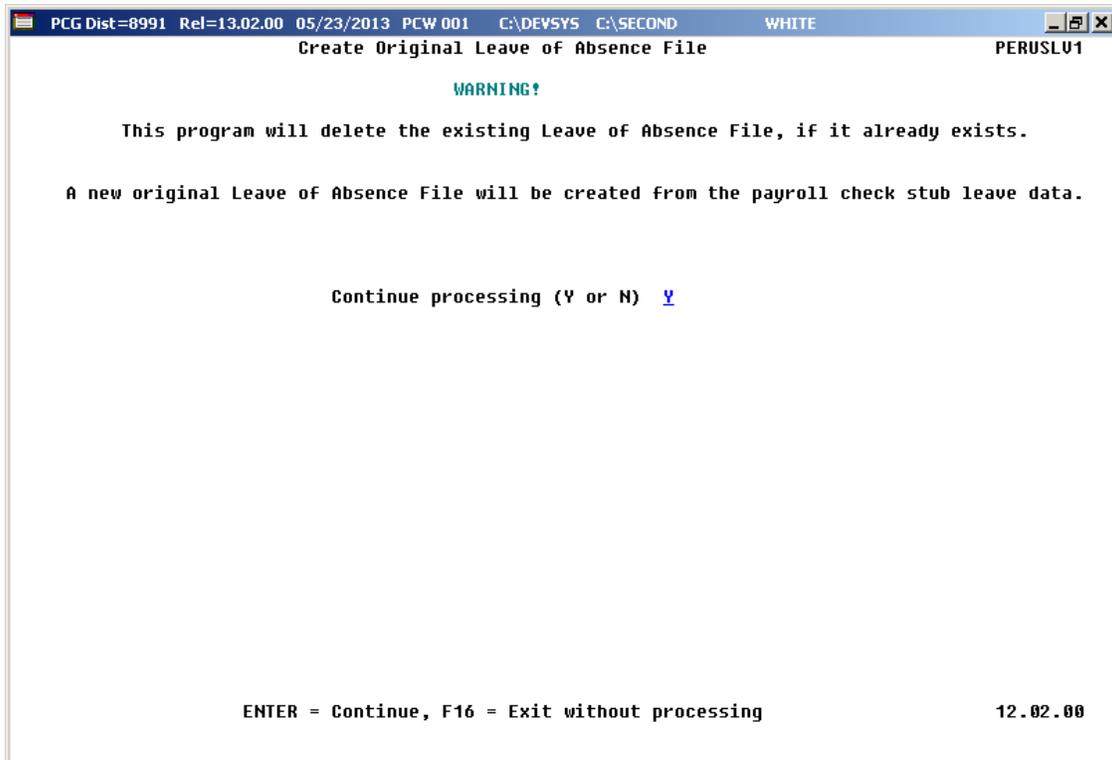
Staff Development leave is now brought over from the payroll leave data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **SLST.**

A4.4. Cycle 3 Leave Reporting – All Systems

The *Data Transmission and CPI In Progress Report* (F4, F9, F1) and the *CPI In Progress Report ONLY* (F4, F9, F2) options have been updated so that the leave data extracted in Cycle 3 *CPI Transmission File* will be printed on the report. Before, a summary report of the Cycle 3 *CPI Transmission File* was not provided. The new report for Cycle 3 will allow users to verify the leave data being sent to the Georgia Department of Education for Cycle 3 CPI reporting.

```
RUN DATE:     05/23/2013                                                        PROGRAM: CPIQM401
REPORT TIME: 10:16:00                     CPI DETAIL IN-PROGRESS REPORT              PAGE:   5

899   SMITH CITY BOARD OF EDUCATION

SSN         EMPNO       EMPLOYEE NAME                       CERT  CERT ID
            CERT   CLASS
            EMP    EMP       SICK      STAFF     VAC    OTHER    LEV  PAY   YRS  GHI  CONTRACT    TERMINATION
            BASIS  BASIS                                             STEP  EXP  PART SALARY         DATE

999088631  088631  AM2ROSE, SHANTAY                          (C)     410858
           1.000               2         2                          T5   L3   15   N    53118.00

999088632  088632  CO9CORAN, DE9NY                           (C)     458787
            .500               1                                    T5   L1   12   Y    25040.50

999088639  088639  DO2AN, UL2SSES                            (C)     422347
           1.130               1         6                          T6   L2   14   Y    70650.00

999088645  088645  TI4LEY, ST4FANY                          (C)     418843
           1.000               7         4                          T5    7   10   Y    50628.00

999088648  088648  CA9RIER, QU9NCY                           (C)     285914
           1.000               2                                    T5   L5   19   Y    56341.00
```

A5. Personnel System

A5.1. Import Leave Input Data from CSV

Several corrections have been made to the *Import Leave Input Data from CSV* (F3, F4, F2, F2) process. In the *Enhanced Substitute Pay and Employee Leave System*, the trial mode/final mode option is causing confusion during the *Import Leave Input Data from CSV* process. Since these modes are not really necessary, the trial/final mode selection option has been removed from the screen. Users may now run the process in FINAL mode only, which will prevent users from forgetting to run the import in FINAL mode. If the system detects any errors on the import file during the import process, an error message screen is displayed, at which point the user must correct the errors before the import file can be loaded.

A6. PCGenesis System Enhancements

A6.1. Update File Reorganization Screens

The *File Reorganization* screens have been updated on the *Financial Accounting & Reporting* main menu (F1, F20), the *Payroll System* main menu (F2, F20), the *Personnel System* main menu (F3, F20), and the *Certified/Classified Personnel Information System* main menu (F4, F20). Now, whenever a reorganization option is selected, a report is produced summarizing the reorganization results.

Also, two additional functions have been added to the *File Reorganization* screens. A new option has been added to reorganize all files on the screen, **F31 (**All). This function will allow all files on the screen to be reorganized at the same time.   Also, after a file has been selected for reorganization, a new option is available which will allow the user to view information about the file by using **F30** (Info).

Section B: Installation Instructions for Release 14.02.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 14.02.00* 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 14.02.00"**. 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 14.02.00"**.
5	Proceed to *B2. Install PCGenesis Release 14.02.00.*

B2. Install PCGenesis Release 14.02.00

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:
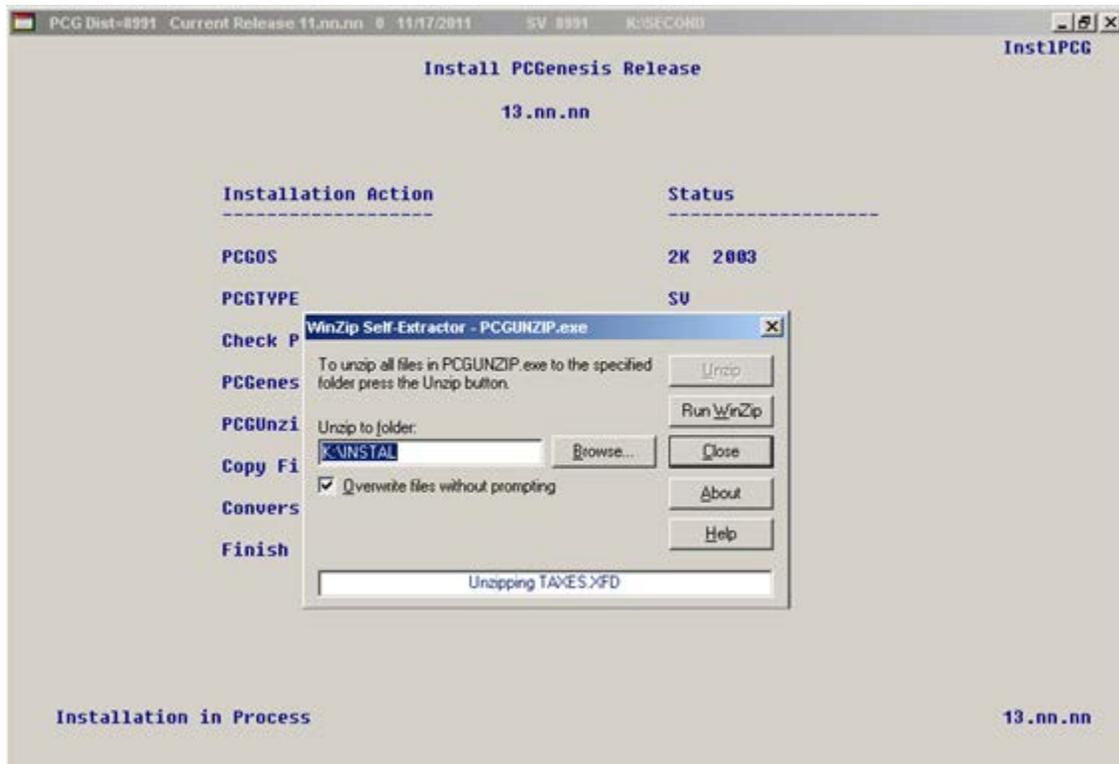
For PCGenesis *Release 14.02.00* successful installations, the following message displays:
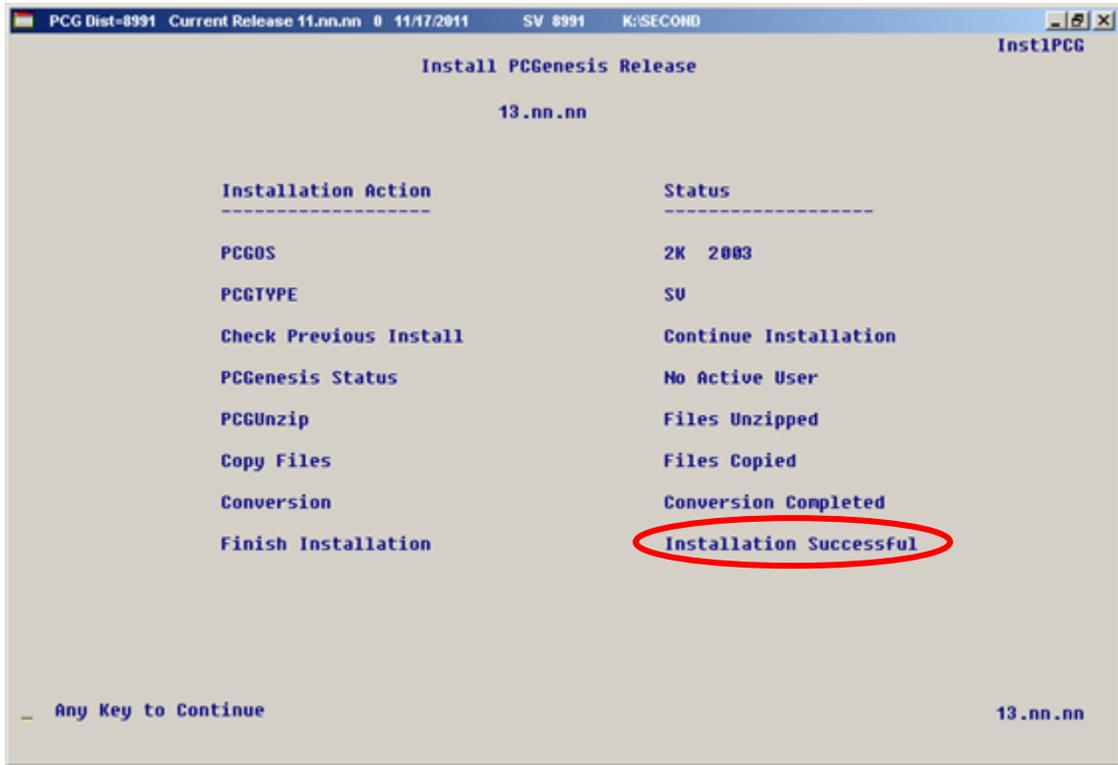
Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 14.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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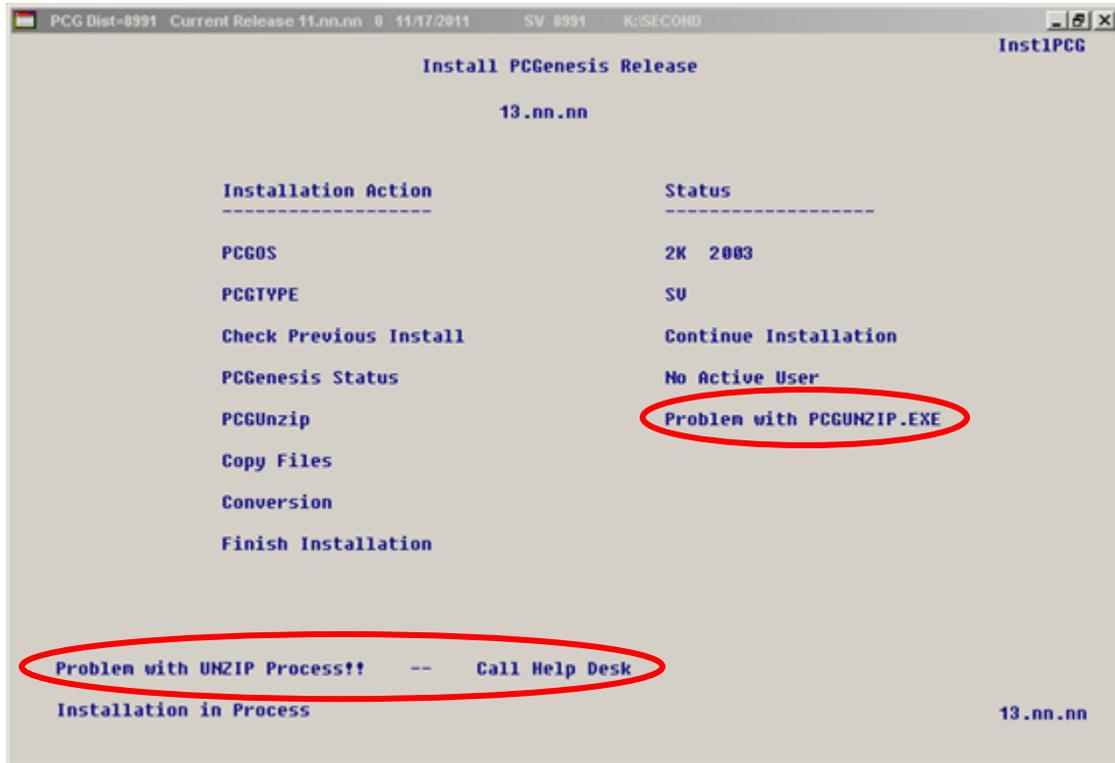
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:
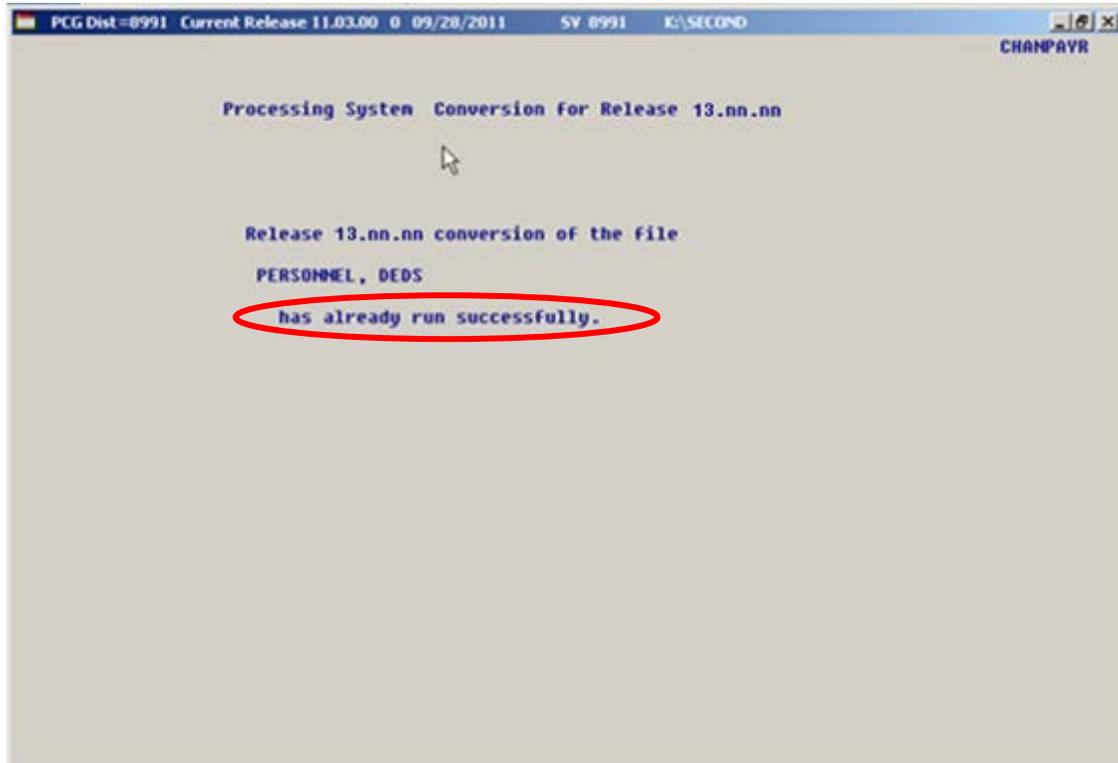
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:
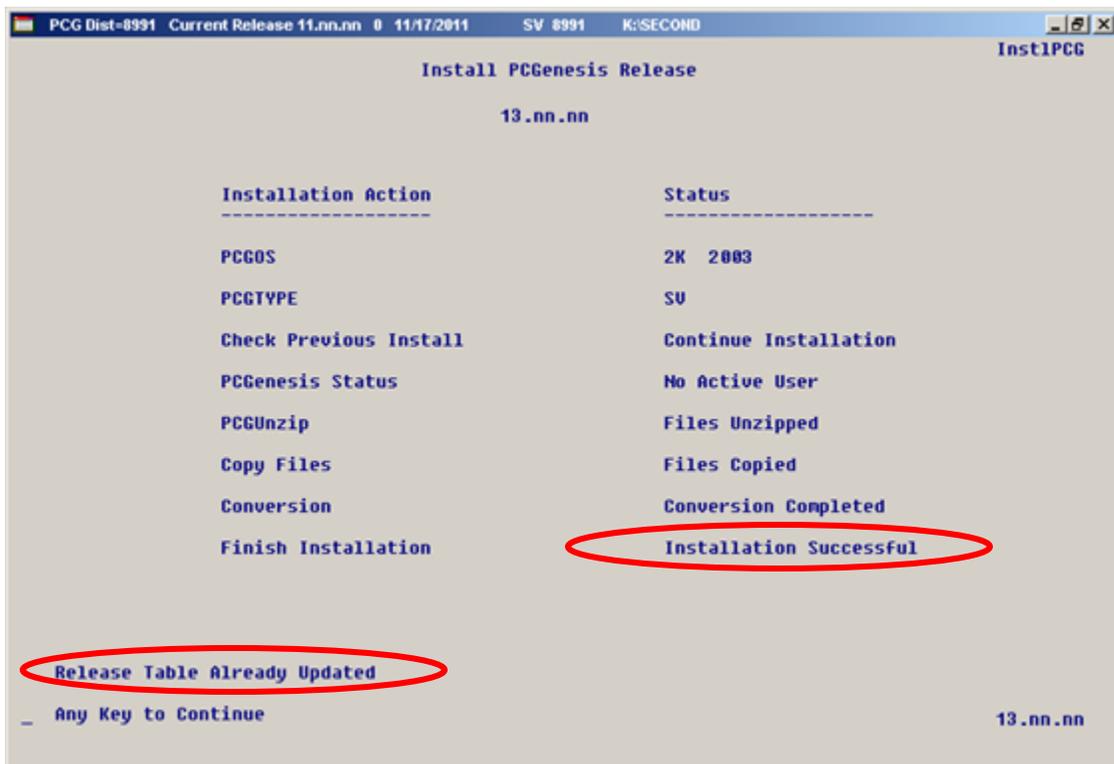
Step	Action
11	Proceed to *B3. Verify Release 14.02.00 Was Successfully Installed.*

B3. Verify Release 14.02.00 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:

Step	Action
4	Verify **Release 14.02.00** 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 14.02.00** displays.*
	If Release 14.02.00 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 14.02.00 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 14.02.00"**.