PCGenesis Training

New PCGenesis Budget System

GASBO

Augusta, GA

November 6, 2014

Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"
www.gadoe.org

PCGenesis Training
New PCGenesis Budget System

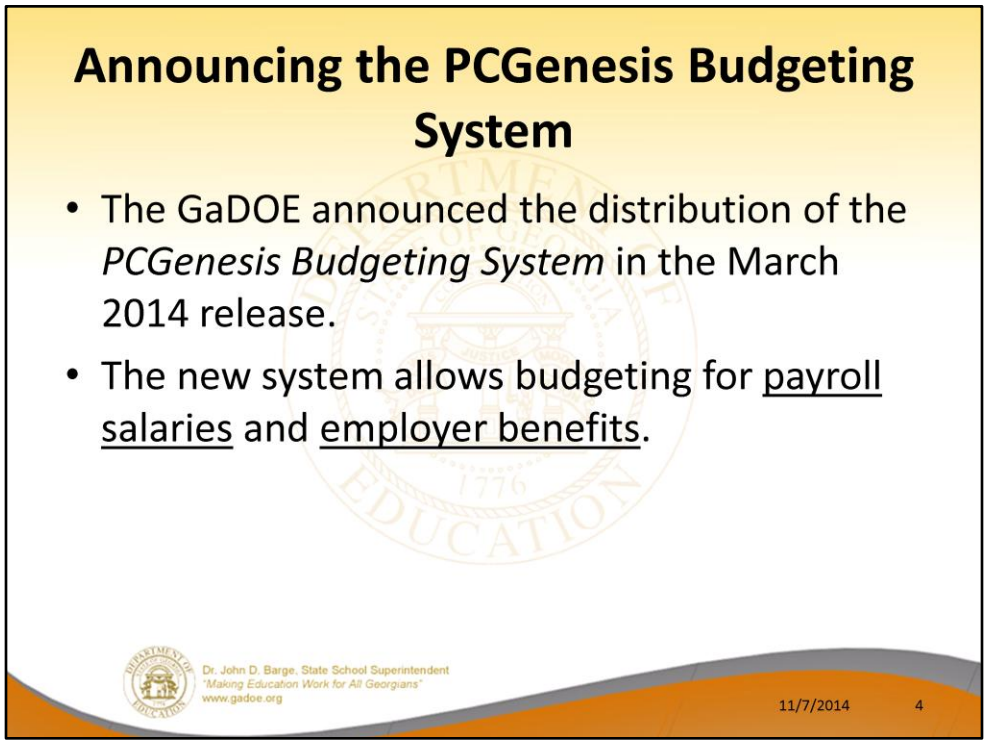
PCGenesis Development Team

Diane Ochala PCGenesis Lead Analyst/Developer

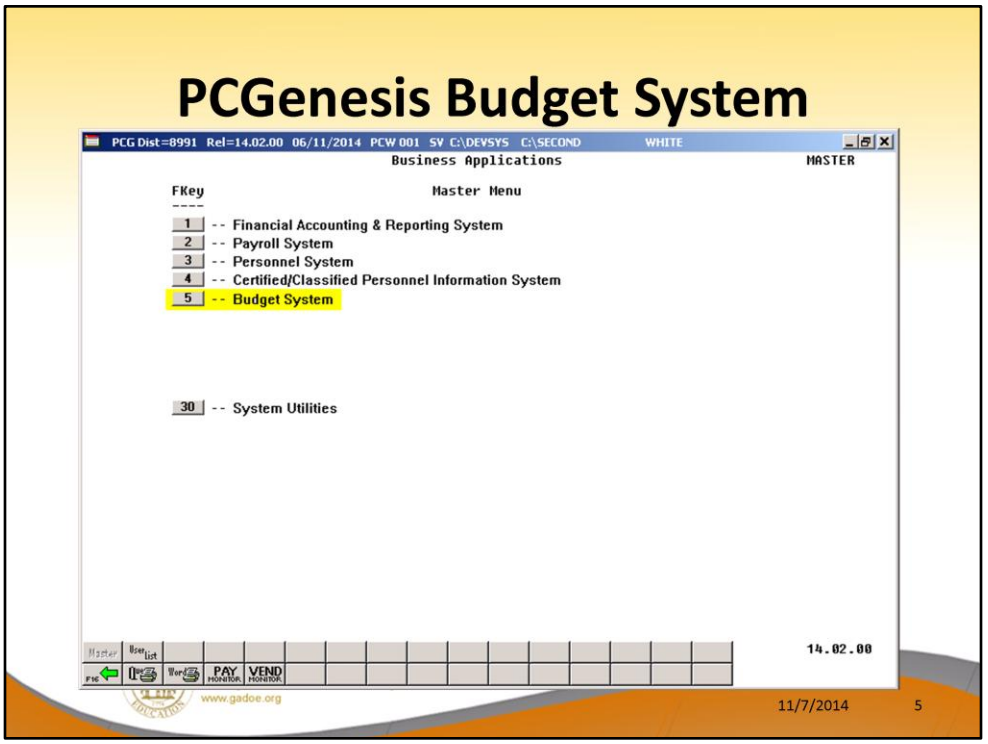
Angela Tennyson PCGenesis Senior Developer

Agenda

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



- 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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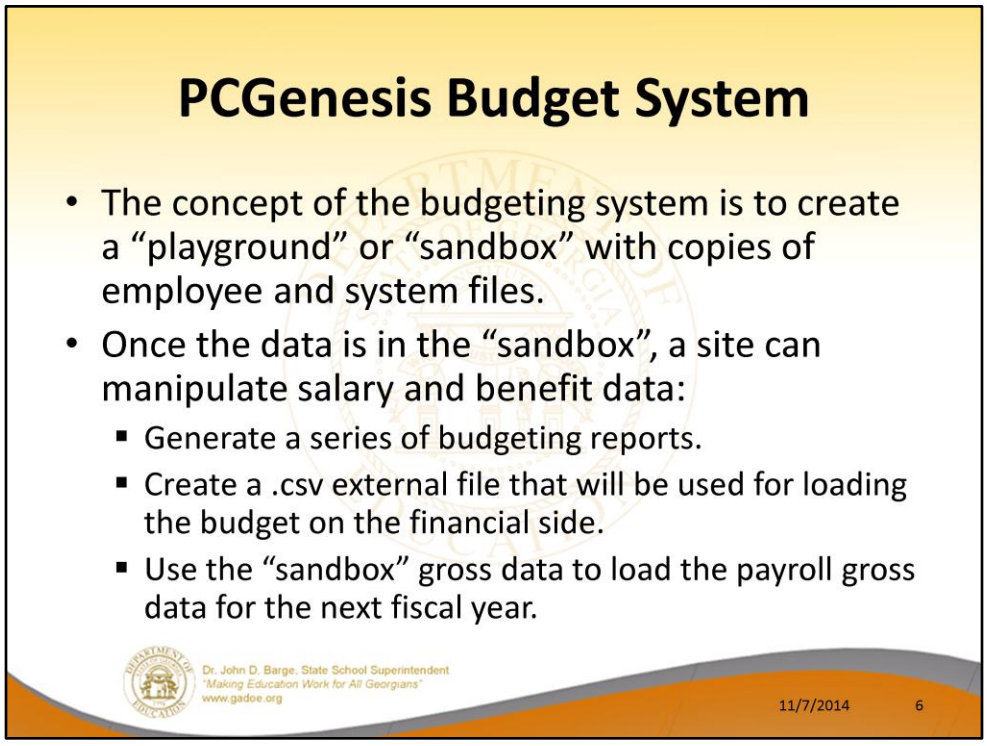
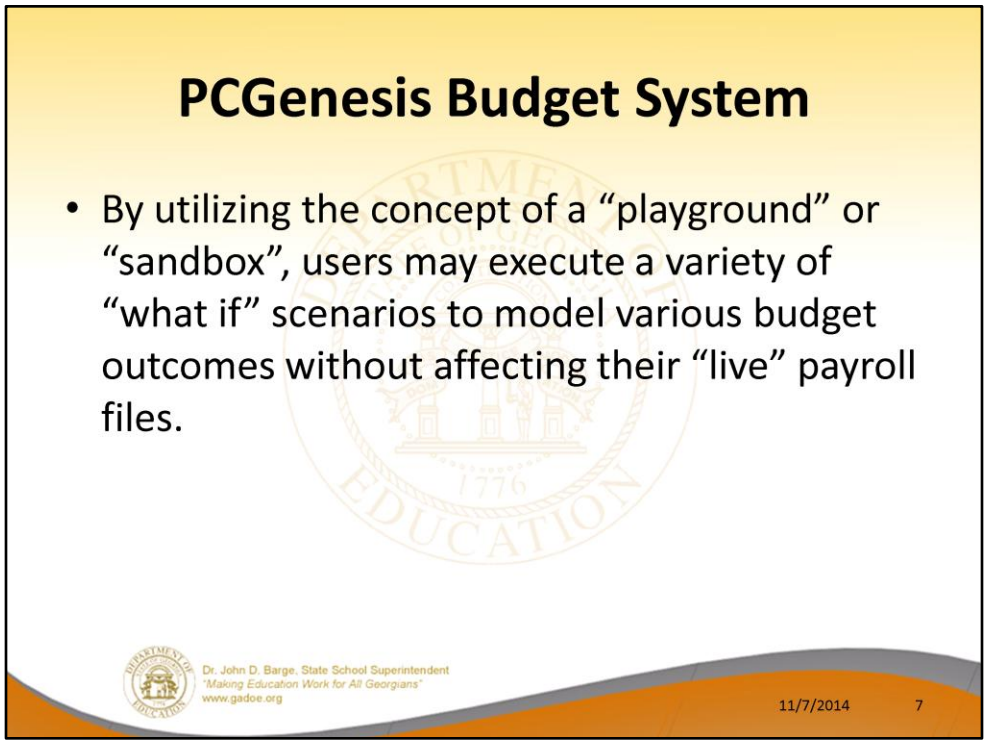


- The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the "sandbox", a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv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



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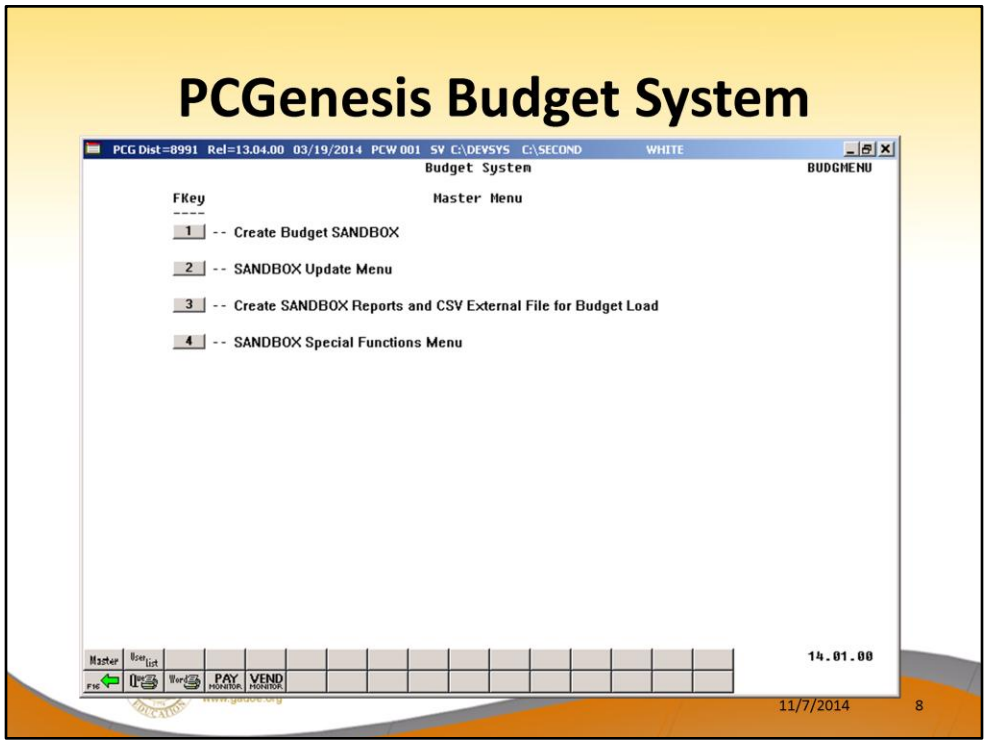

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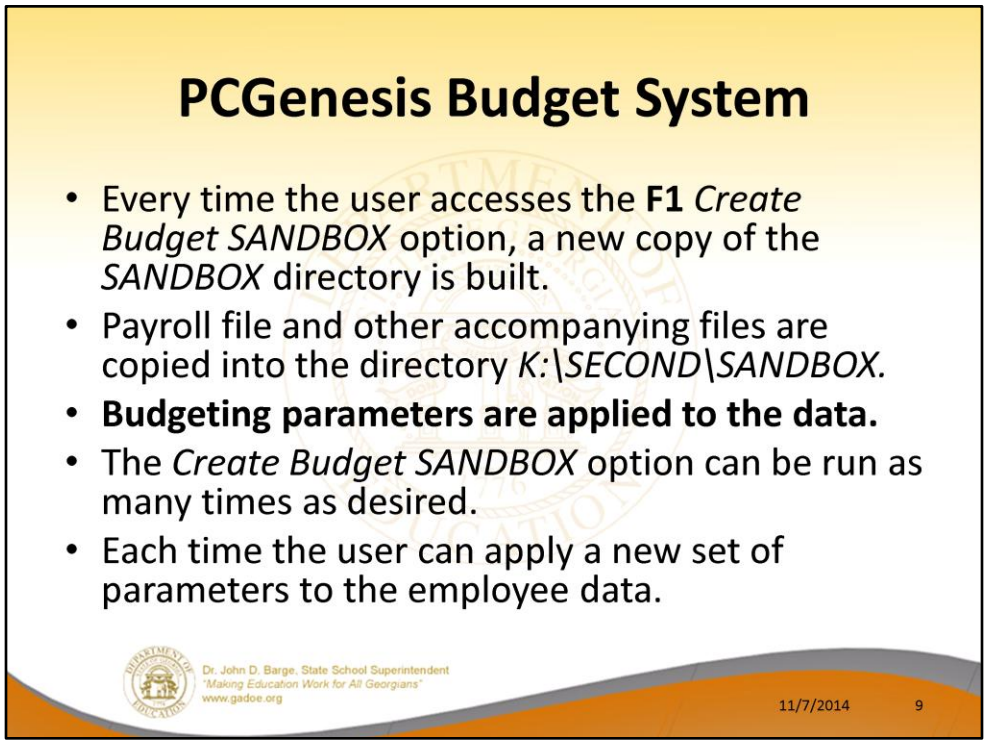
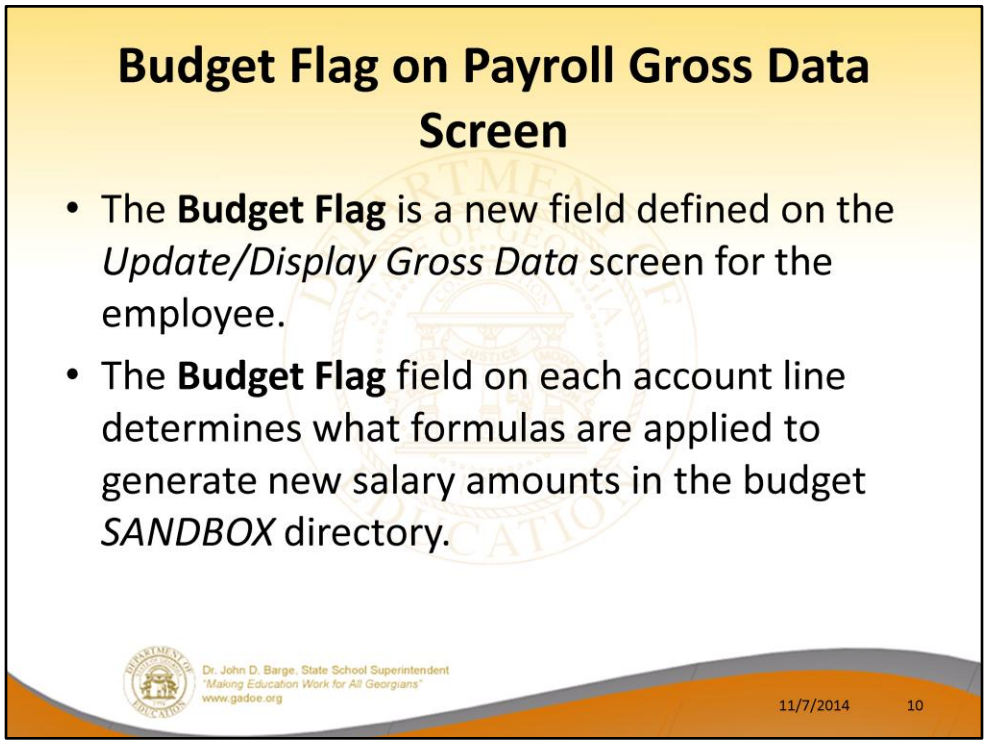
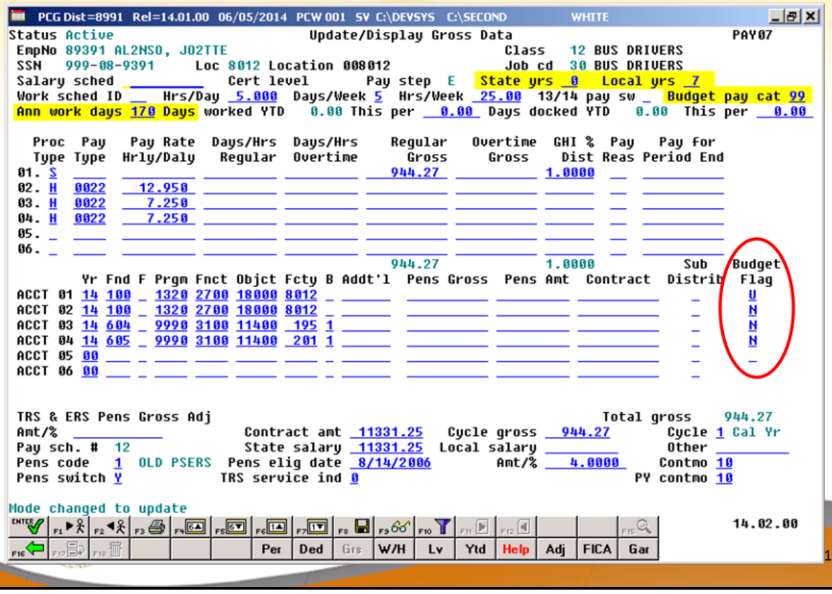


- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* 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



- 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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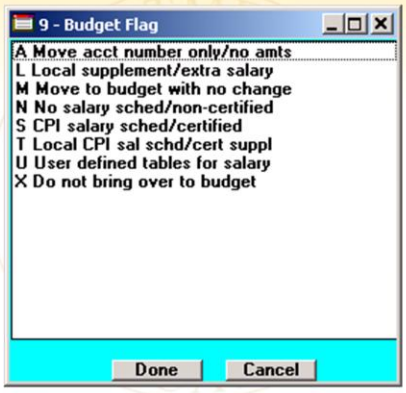
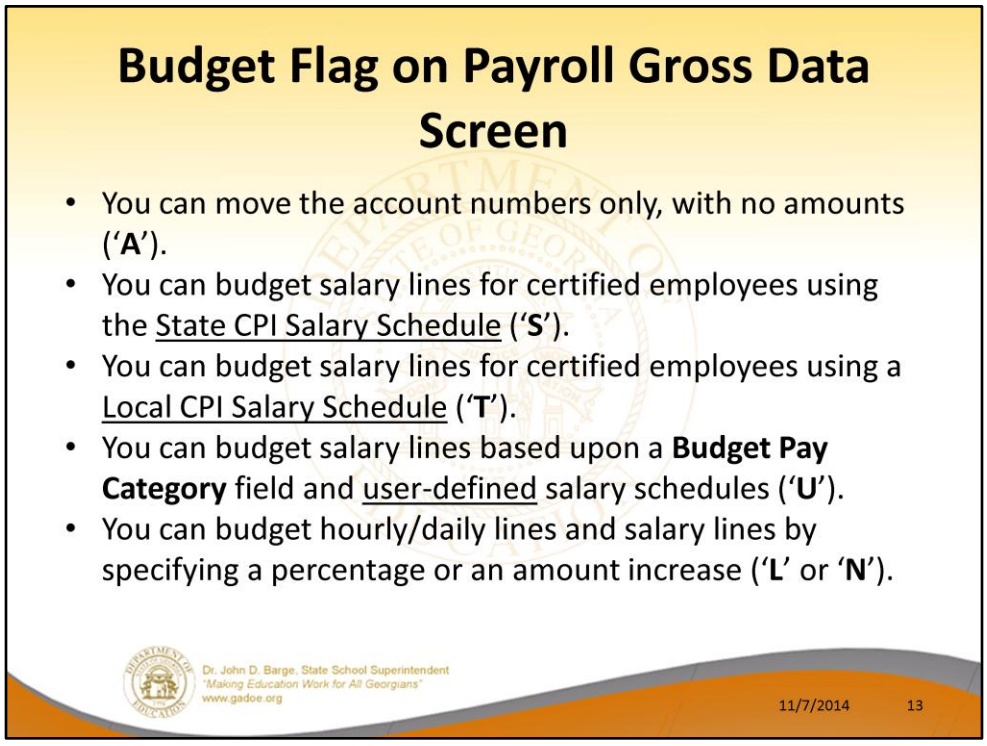


- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees 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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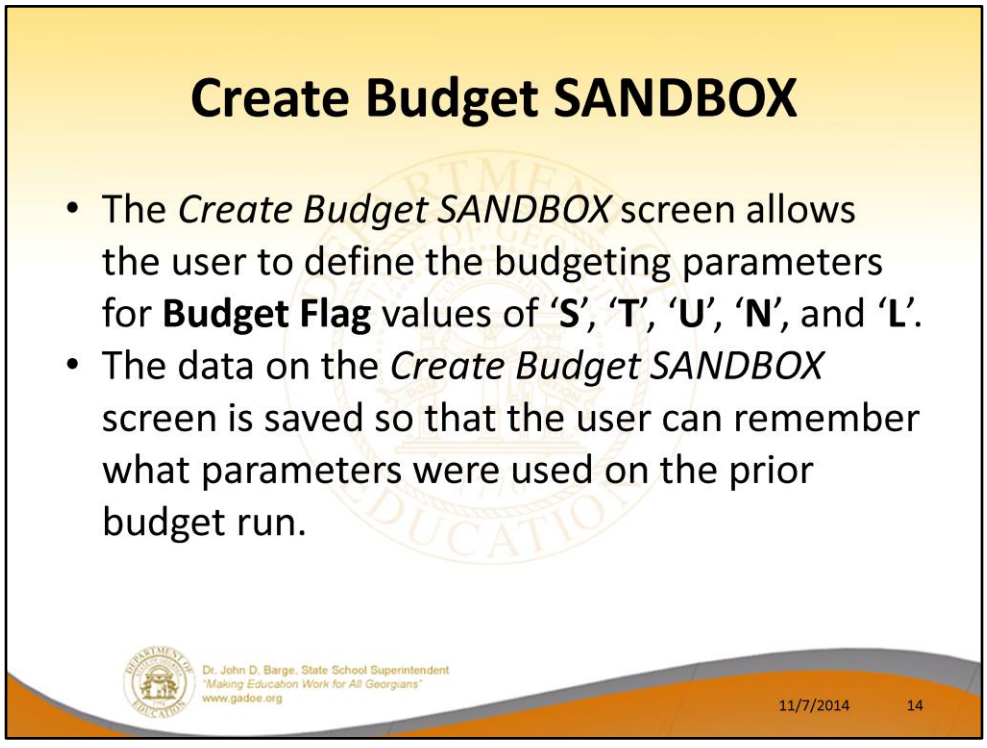
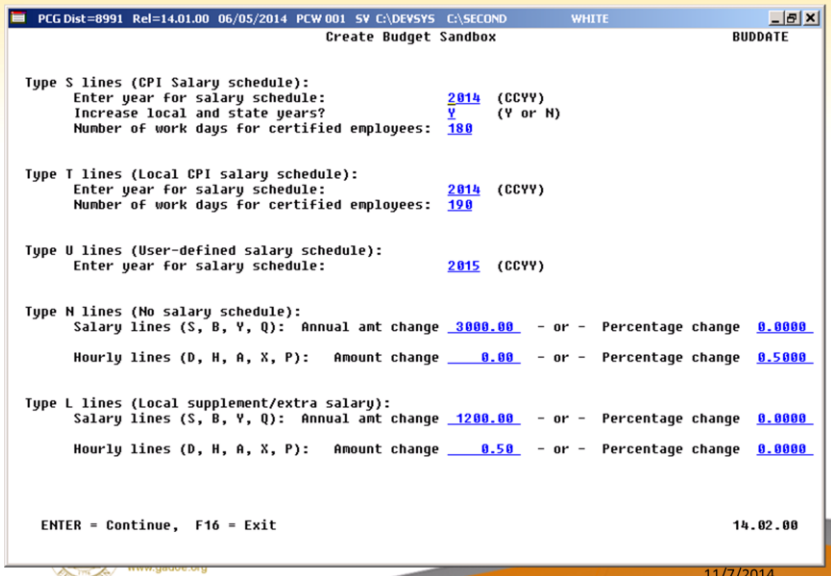
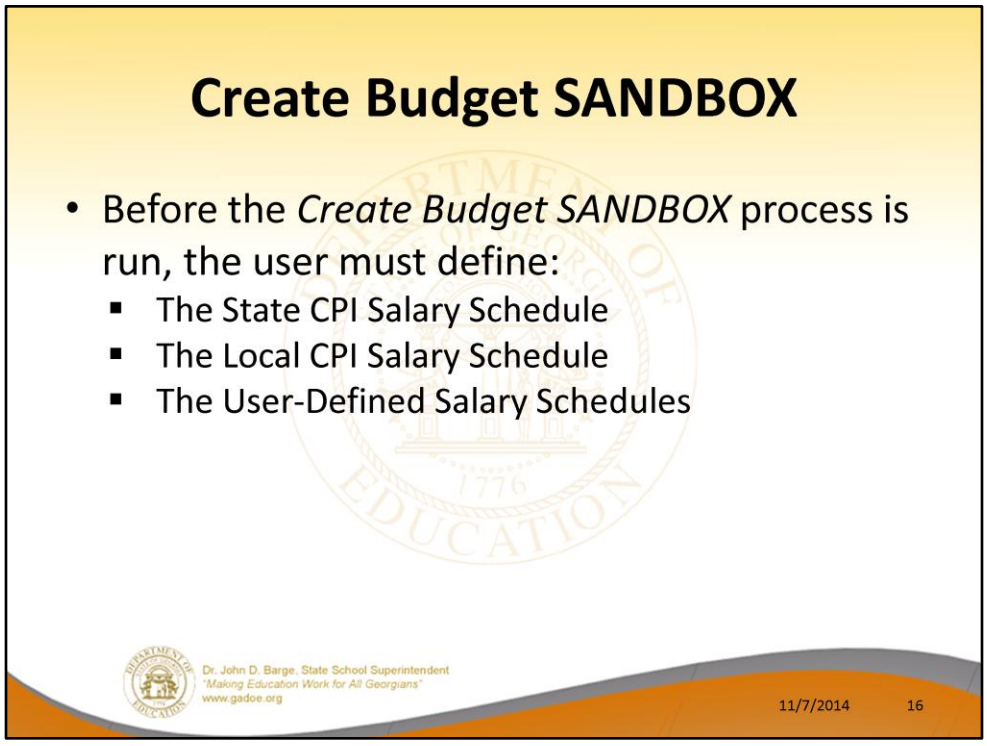


- When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of '**S**', '**T**', '**U**', '**N**', and '**L**', as shown below.
- The data on the *Create Budget SANDBOX* screen is saved so that the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

Create Budget SANDBOX



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



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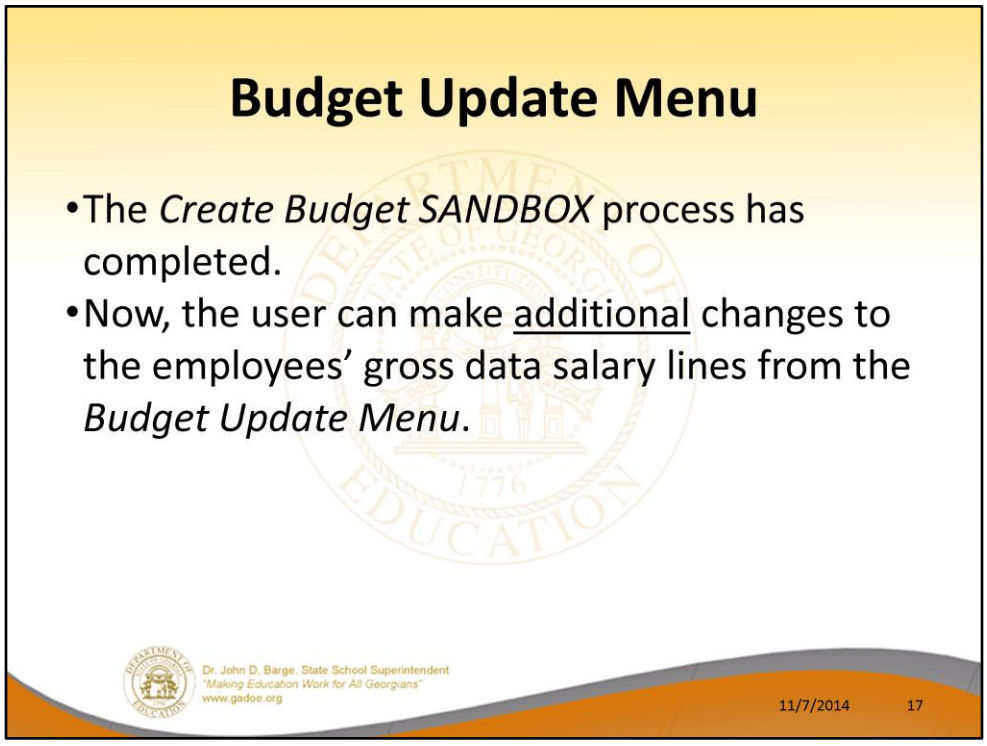
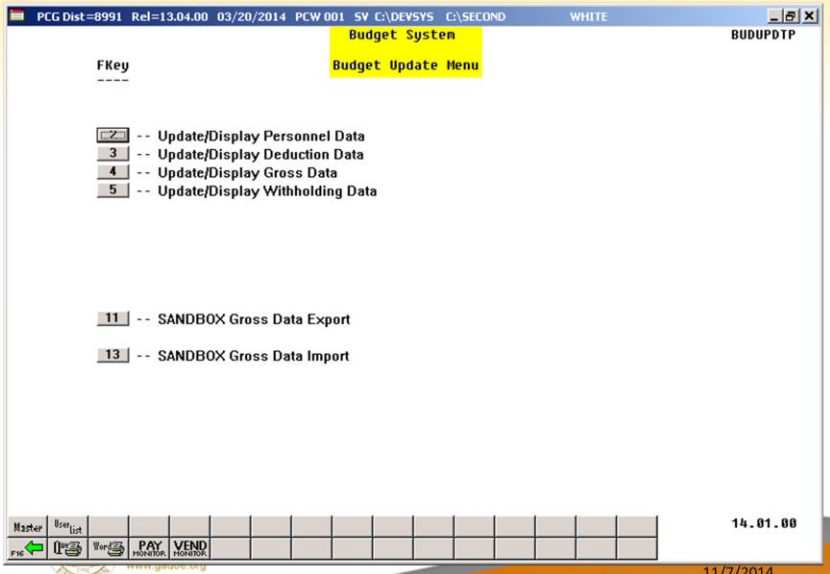


- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel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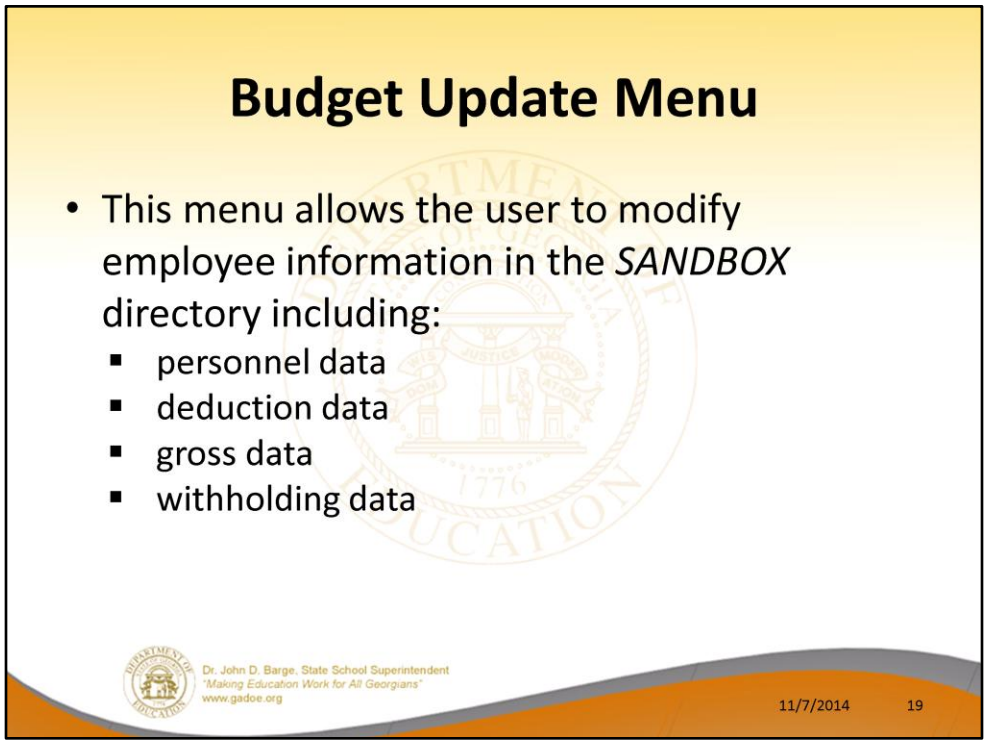

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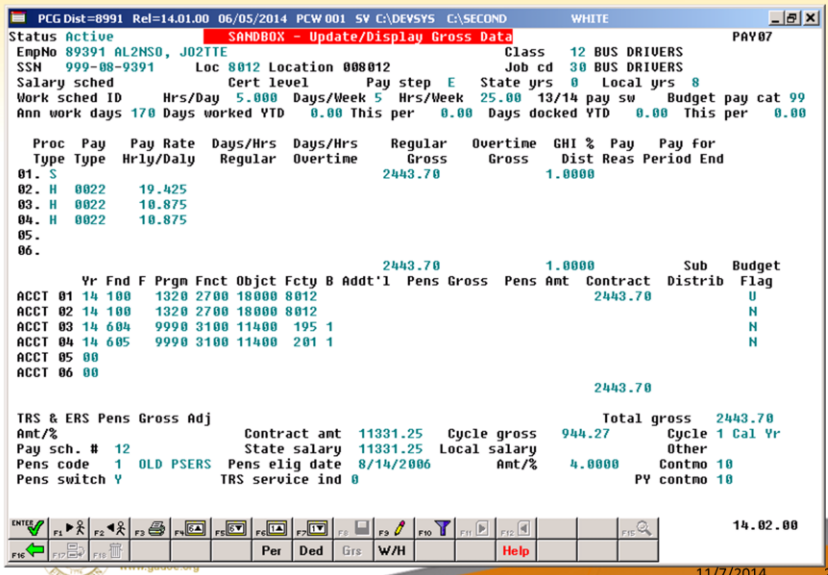

- An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System.
- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

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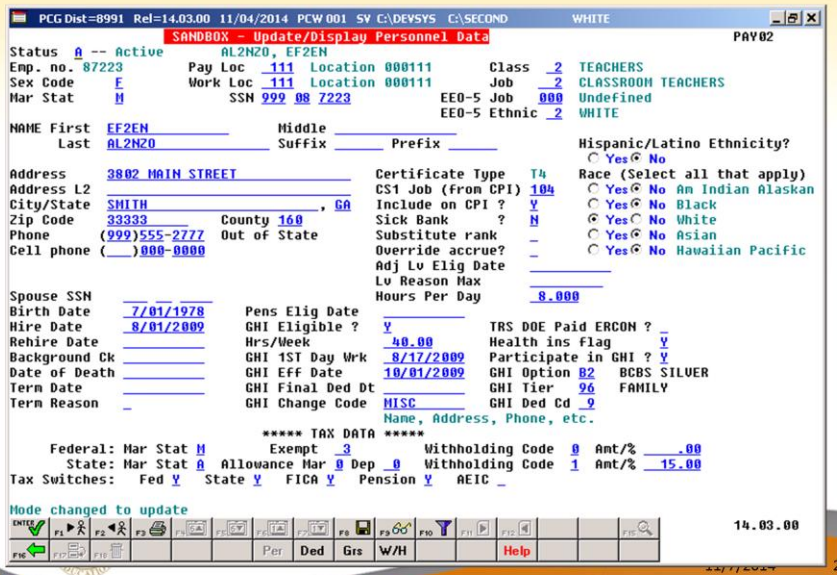

- An example of an employee's *SANDBOX - Update/Display Personnel Data* screen from within the Budget System.
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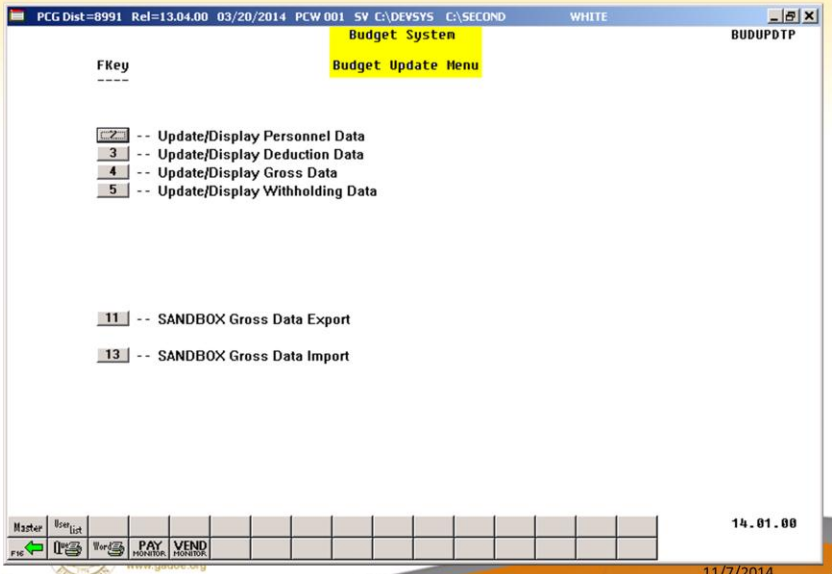

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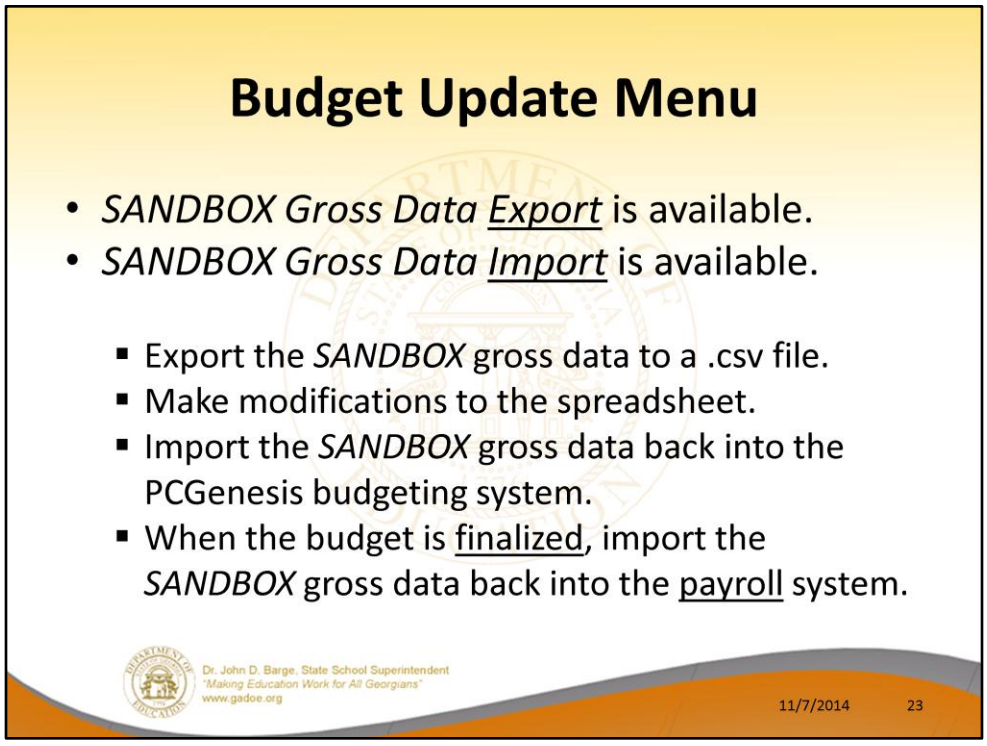

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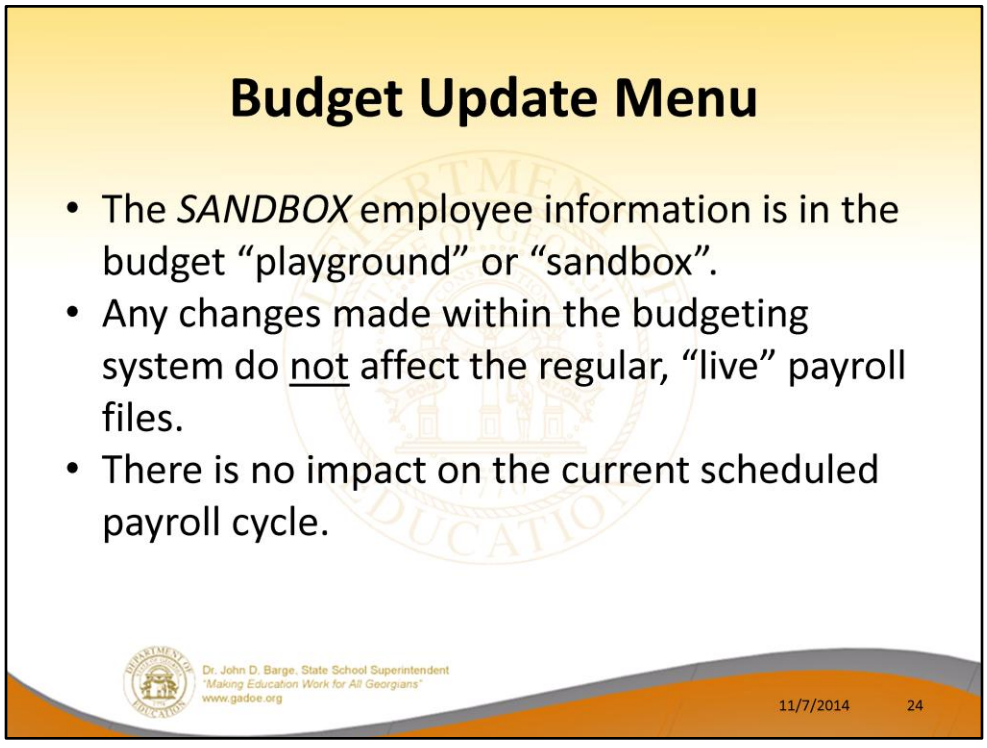
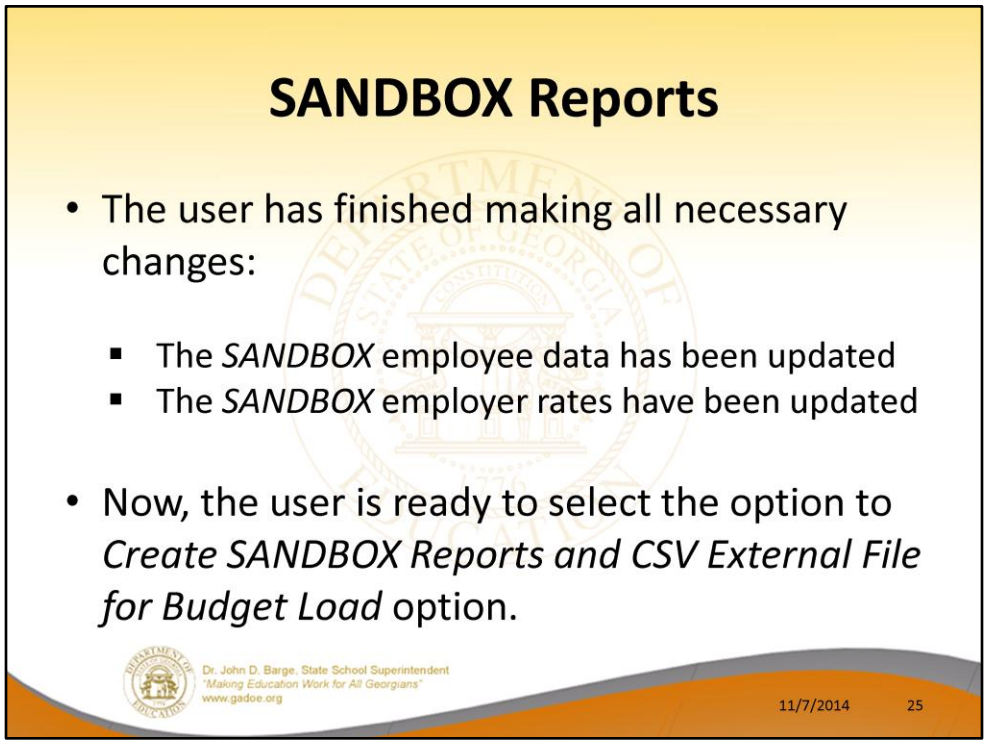
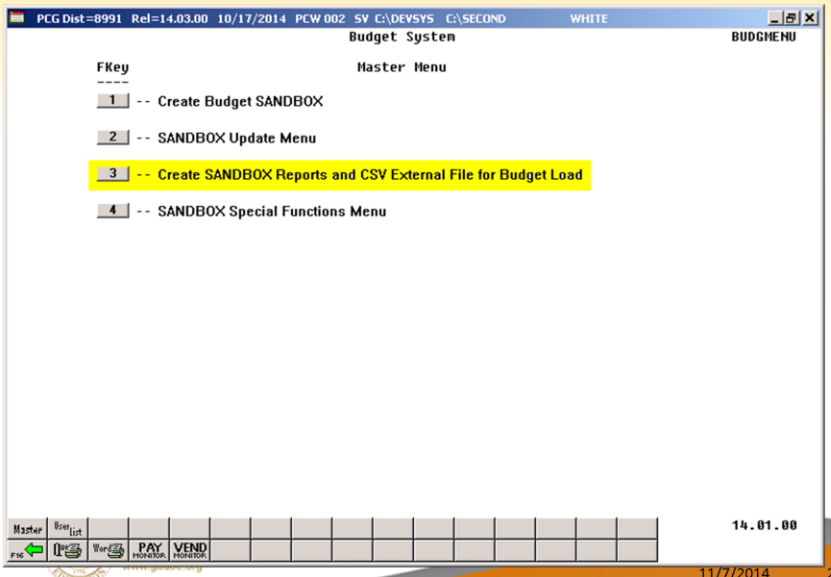


- Since the *SANDBOX* employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do not affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.



- 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



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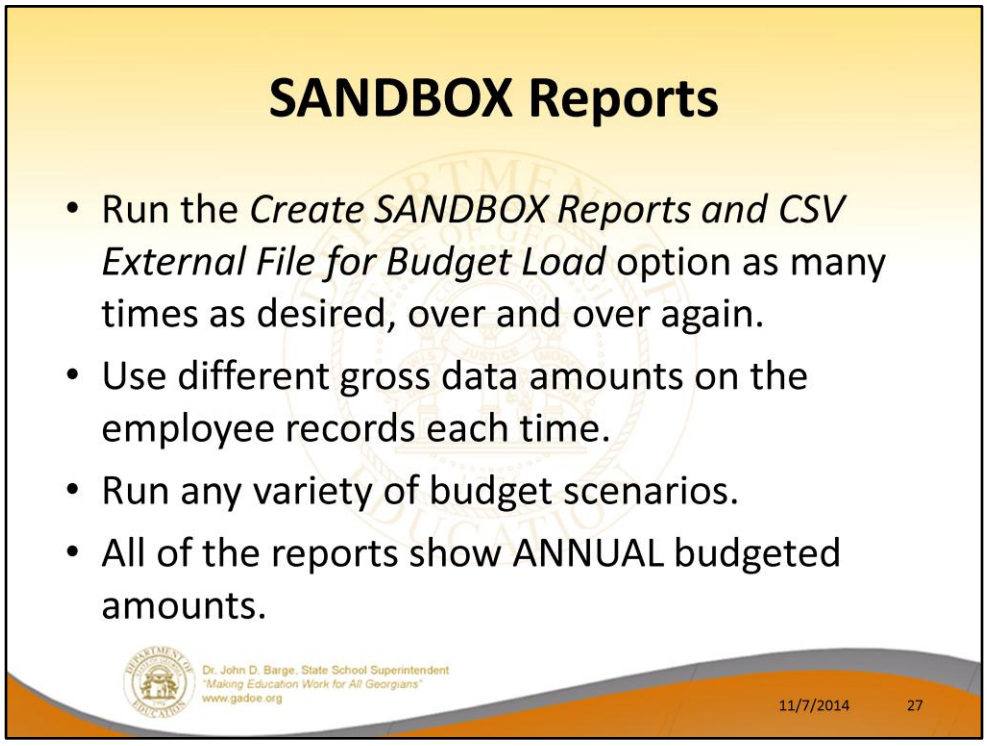
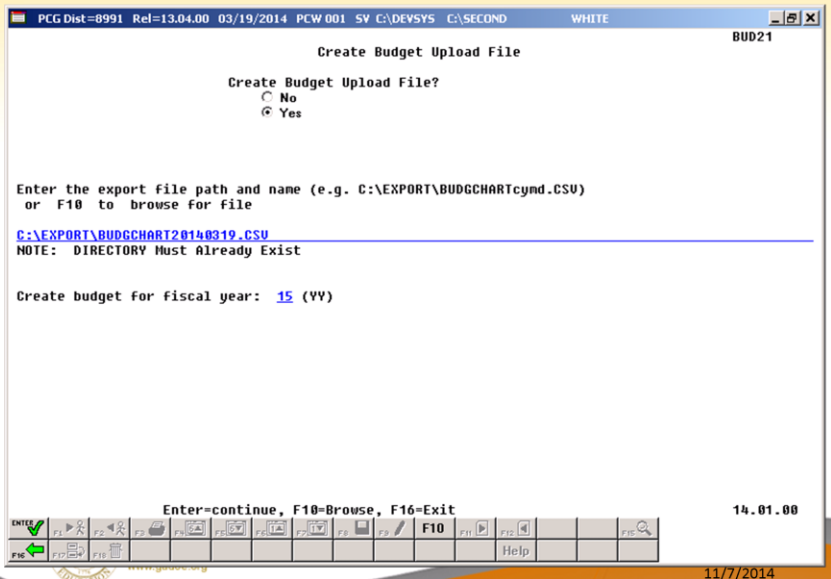


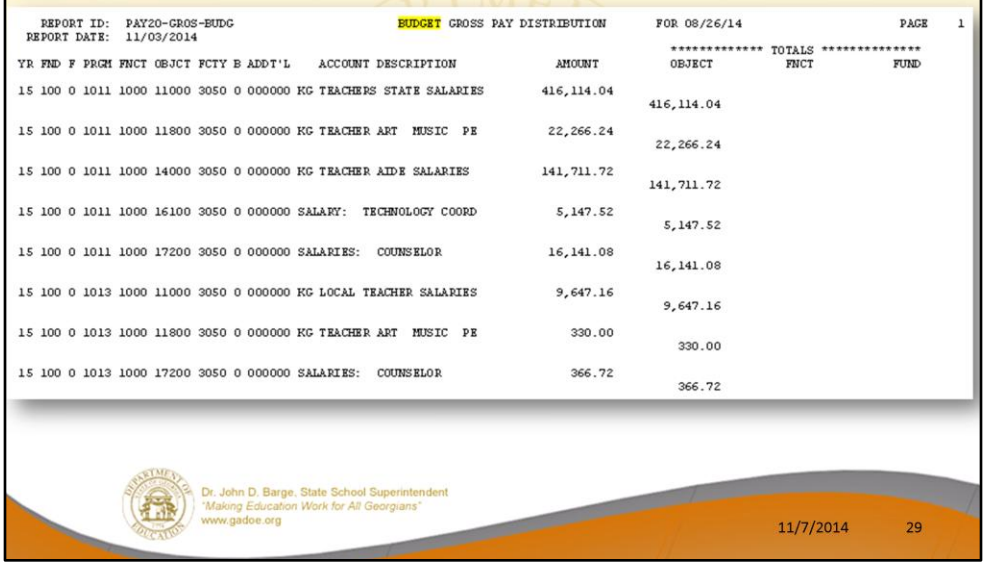
- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system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

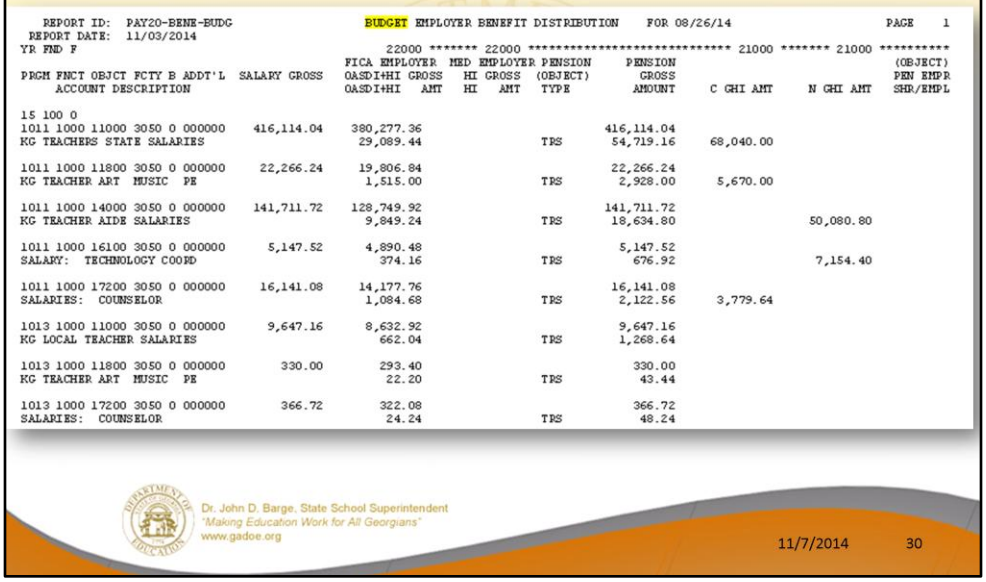


REPORT ID: PAY20-GROS-BUDG BUDGET GROSS PAY DISTRIBUTION FOR 08/26/14 PAGE 1
REPORT DATE: 11/03/2014

YR	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT TOTALS	FNCT TOTALS	FUND TOTALS
15	100	0	1011	1000	11000	3050	0	000000	KG TEACHERS STATE SALARIES	416,114.04	416,114.04		
15	100	0	1011	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	22,266.24	22,266.24		
15	100	0	1011	1000	14000	3050	0	000000	KG 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	KG LOCAL TEACHER SALARIES	9,647.16	9,647.16		
15	100	0	1013	1000	11800	3050	0	000000	KG TEACHER ART MUSIC PE	330.00	330.00		
15	100	0	1013	1000	17200	3050	0	000000	SALARIES: COUNSELOR	366.72	366.72		

- 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

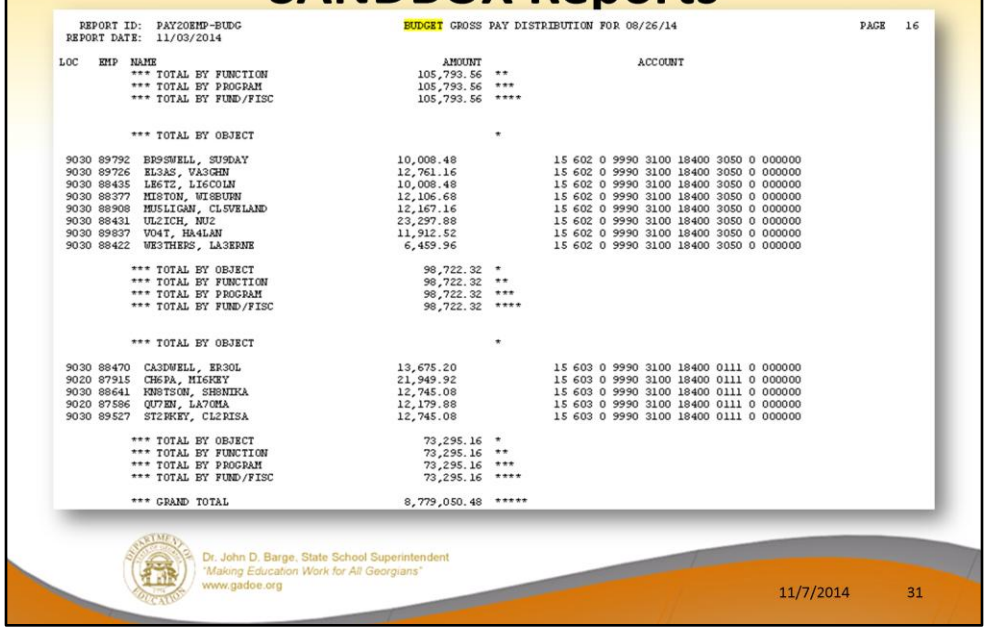


REPORT ID: PAY20-BENE-BUDG BUDGET EMPLOYER BENEFIT DISTRIBUTION FOR 08/26/14 PAGE 1
REPORT DATE: 11/03/2014

YR FND F PRGM FNCT OBJCT FCTY B ADDT'L ACCOUNT DESCRIPTION	SALARY GROSS	22000 ******* 22000 ********** FICA EMPLOYER OASDI+HI GROSS AMT	MED EMPLOYER HI GROSS AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ******* 21000 ********** 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			416,114.04			
KG TEACHERS STATE SALARIES		29,089.44		TRS	54,719.16	68,040.00		
1011 1000 11800 3050 0 000000	22,266.24	19,806.84			22,266.24			
KG TEACHER ART MUSIC PE		1,515.00		TRS	2,928.00	5,670.00		
1011 1000 14000 3050 0 000000	141,711.72	128,749.92			141,711.72			
KG TEACHER AIDE SALARIES		9,849.24		TRS	18,634.80		50,080.80	
1011 1000 16100 3050 0 000000	5,147.52	4,890.48			5,147.52			
SALARY: TECHNOLOGY COORD		374.16		TRS	676.92		7,154.40	
1011 1000 17200 3050 0 000000	16,141.08	14,177.76			16,141.08			
SALARIES: COUNSELOR		1,084.68		TRS	2,122.56	3,779.64		
1013 1000 11000 3050 0 000000	9,647.16	8,632.92			9,647.16			
KG LOCAL TEACHER SALARIES		662.04		TRS	1,268.64			
1013 1000 11800 3050 0 000000	330.00	293.40			330.00			
KG TEACHER ART MUSIC PE		22.20		TRS	43.44			
1013 1000 17200 3050 0 000000	366.72	322.08			366.72			
SALARIES: COUNSELOR		24.24		TRS	48.24			

- 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

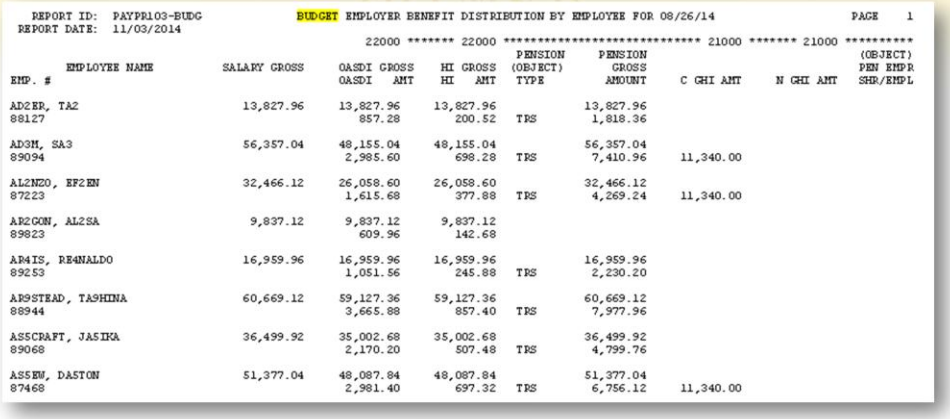


REPORT ID: PAY20EMP-BUDG BUDGET GROSS PAY DISTRIBUTION FOR 08/26/14 PAGE 16
REPORT DATE: 11/03/2014

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	BR9SWELL, SU9DAY	10,008.48		15 602 0 9990 3100 18400 3050 0 000000
9030	89726	EL3AS, VA3GHN	12,761.16		15 602 0 9990 3100 18400 3050 0 000000
9030	88435	LE6TZ, LI6COLN	10,008.48		15 602 0 9990 3100 18400 3050 0 000000
9030	88377	MI8TON, WI8BURN	12,106.68		15 602 0 9990 3100 18400 3050 0 000000
9030	88908	MUSLIGAN, CL5VELAND	12,167.16		15 602 0 9990 3100 18400 3050 0 000000
9030	88431	UL2ICH, NU2	23,297.88		15 602 0 9990 3100 18400 3050 0 000000
9030	89837	VO4T, HA4LAN	11,912.52		15 602 0 9990 3100 18400 3050 0 000000
9030	88422	WE3THERS, LA3ERNE	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	CA3DWELL, ER3OL	13,675.20		15 603 0 9990 3100 18400 0111 0 000000
9020	87915	CH6PA, MI6KEY	21,949.92		15 603 0 9990 3100 18400 0111 0 000000
9030	88641	KN8TSON, SH8NIKA	12,745.08		15 603 0 9990 3100 18400 0111 0 000000
9020	87586	QU7EN, LA7GMA	12,179.88		15 603 0 9990 3100 18400 0111 0 000000
9030	89527	ST2HKEY, CL2RISA	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	*****	

- 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

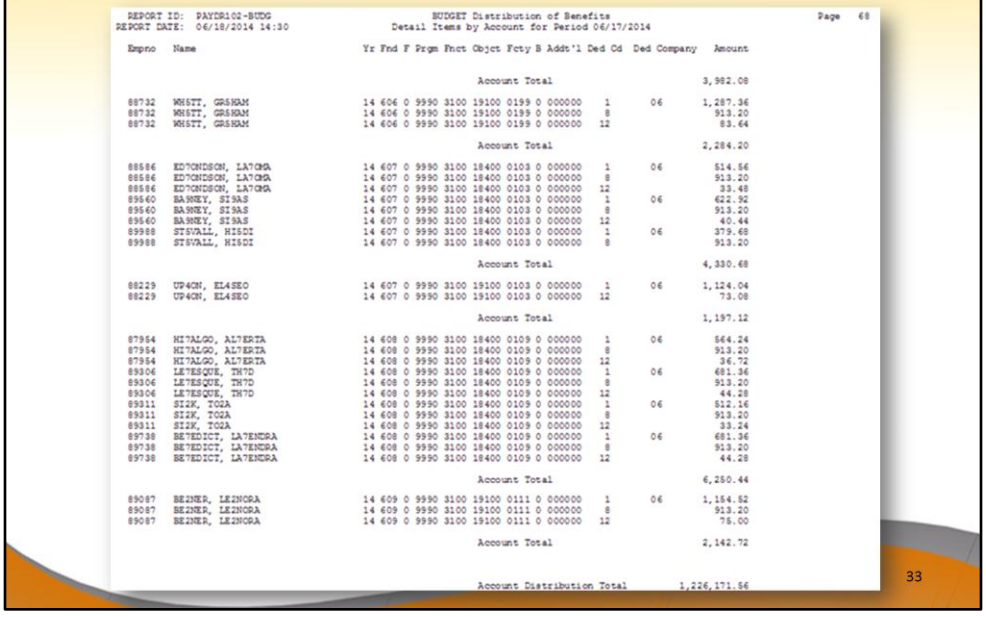


REPORT ID: PAYPR103-BUDG BUDGET EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 08/26/14 PAGE 1
REPORT DATE: 11/03/2014

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ******* 22000 OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	21000 ******* 21000 C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL
AD2ER, TA2		13,827.96	13,827.96	13,827.96		13,827.96			
88127			857.28	200.52	TRS	1,818.36			
AD3M, SA3		56,357.04	48,155.04	48,155.04		56,357.04			
89094			2,985.60	698.28	TRS	7,410.96	11,340.00		
AL2NZO, EF2EN		32,466.12	26,058.60	26,058.60		32,466.12			
87223			1,615.68	377.88	TRS	4,269.24	11,340.00		
AR2GON, AL2SA		9,837.12	9,837.12	9,837.12					
89823			609.96	142.68					
AR4IS, RE4NALDO		16,959.96	16,959.96	16,959.96		16,959.96			
89253			1,051.56	245.88	TRS	2,230.20			
AR9STEAD, TA9HINA		60,669.12	59,127.36	59,127.36		60,669.12			
88944			3,665.88	857.40	TRS	7,977.96			
AS5CRAFT, JA5IKA		36,499.92	35,002.68	35,002.68		36,499.92			
89068			2,170.20	507.48	TRS	4,799.76			
AS5EW, DA5TON		51,377.04	48,087.84	48,087.84		51,377.04			
87468			2,981.40	697.32	TRS	6,756.12	11,340.00		

- 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



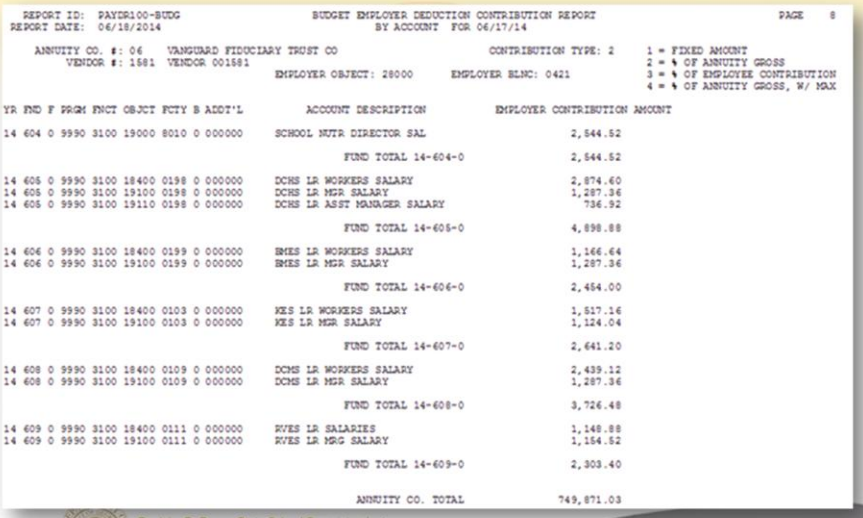
REPORT ID: PAYDR102-BUDG — BUDGET Distribution of Benefits — Page 68
REPORT DATE: 06/18/2014 14:30 — Detail Items by Account for Period 06/17/2014

Empno	Name	Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Ded Cd	Ded Company	Amount
		Account Total		3,982.08
88732	WHSTT, GRSHAM	14 606 0 9990 3100 19100 0199 0 000000 1	06	1,287.36
88732	WHSTT, GRSHAM	14 606 0 9990 3100 19100 0199 0 000000 8		913.20
88732	WHSTT, GRSHAM	14 606 0 9990 3100 19100 0199 0 000000 12		83.64
		Account Total		2,284.20
88586	ED7GNDSGN, LA7GMA	14 607 0 9990 3100 18400 0103 0 000000 1	06	514.56
88586	ED7GNDSGN, LA7GMA	14 607 0 9990 3100 18400 0103 0 000000 8		913.20
88586	ED7GNDSGN, LA7GMA	14 607 0 9990 3100 18400 0103 0 000000 12		33.48
89560	BA9NEY, SI9AS	14 607 0 9990 3100 18400 0103 0 000000 1	06	622.92
89560	BA9NEY, SI9AS	14 607 0 9990 3100 18400 0103 0 000000 8		913.20
89560	BA9NEY, SI9AS	14 607 0 9990 3100 18400 0103 0 000000 12		40.44
89988	ST8VALL, HI8DI	14 607 0 9990 3100 18400 0103 0 000000 1	06	379.68
89988	ST8VALL, HI8DI	14 607 0 9990 3100 18400 0103 0 000000 8		913.20
		Account Total		4,330.68
88229	UP4GN, EL4SEO	14 607 0 9990 3100 19100 0103 0 000000 1	06	1,124.04
88229	UP4GN, EL4SEO	14 607 0 9990 3100 19100 0103 0 000000 12		73.08
		Account Total		1,197.12
87954	HI7ALGO, AL7ERTA	14 608 0 9990 3100 18400 0109 0 000000 1	06	564.24
87954	HI7ALGO, AL7ERTA	14 608 0 9990 3100 18400 0109 0 000000 8		913.20
87954	HI7ALGO, AL7ERTA	14 608 0 9990 3100 18400 0109 0 000000 12		36.72
89306	LE7ESQUE, TH7D	14 608 0 9990 3100 18400 0109 0 000000 1	06	681.36
89306	LE7ESQUE, TH7D	14 608 0 9990 3100 18400 0109 0 000000 8		913.20
89306	LE7ESQUE, TH7D	14 608 0 9990 3100 18400 0109 0 000000 12		44.28
89311	SI2K, TO2A	14 608 0 9990 3100 18400 0109 0 000000 1	06	812.16
89311	SI2K, TO2A	14 608 0 9990 3100 18400 0109 0 000000 8		913.20
89311	SI2K, TO2A	14 608 0 9990 3100 18400 0109 0 000000 12		33.24
89738	BE7EDICT, LA7ENDRA	14 608 0 9990 3100 18400 0109 0 000000 1	06	681.36
89738	BE7EDICT, LA7ENDRA	14 608 0 9990 3100 18400 0109 0 000000 8		913.20
89738	BE7EDICT, LA7ENDRA	14 608 0 9990 3100 18400 0109 0 000000 12		44.28
		Account Total		6,250.44
89087	BE2NER, LE2NORA	14 609 0 9990 3100 19100 0111 0 000000 1	06	1,184.52
89087	BE2NER, LE2NORA	14 609 0 9990 3100 19100 0111 0 000000 8		913.20
89087	BE2NER, LE2NORA	14 609 0 9990 3100 19100 0111 0 000000 12		75.00
		Account Total		2,142.72
		Account Distribution Total		1,226,171.56

33

- 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-BUDG BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT PAGE 8
REPORT DATE: 06/18/2014 BY ACCOUNT FOR 06/17/14

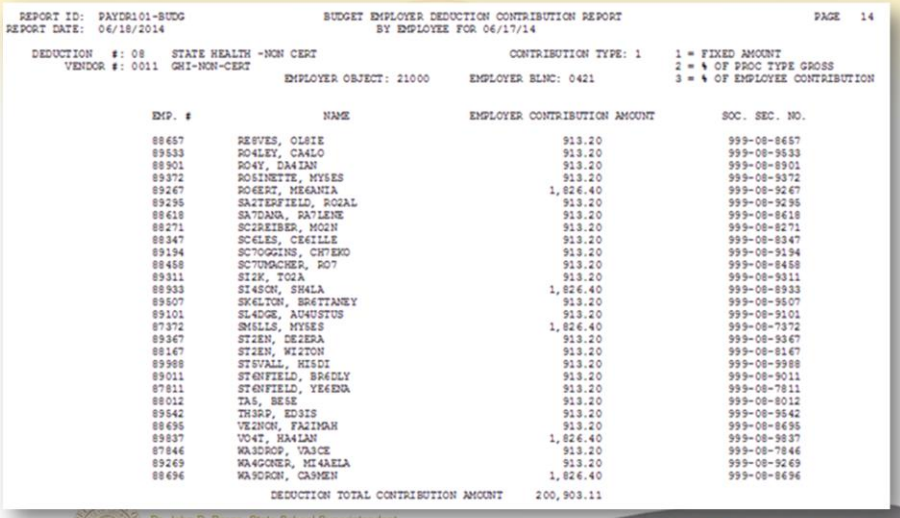
ANNUITY CO. #: 06 VANGUARD FIDUCIARY TRUST CO CONTRIBUTION TYPE: 2
VENDOR #: 1581 VENDOR 001581
EMPLOYER OBJECT: 28000 EMPLOYER BLNC: 0421

1 = FIXED AMOUNT
2 = % OF ANNUITY GROSS
3 = % OF EMPLOYER CONTRIBUTION
4 = % OF ANNUITY GROSS, W/ MAX

YR	FND	F	PRGM	FNCT	OBJCT	FCTY	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	1,287.36
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	BMES LR WORKERS SALARY	1,166.64
14	606	0	9990	3100	19100	0199	0	000000	BMES 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	DCMS LR WORKERS SALARY	2,439.12
14	608	0	9990	3100	19100	0109	0	000000	DCMS LR MGR SALARY	1,287.36
									FUND TOTAL 14-608-0	3,726.48
14	609	0	9990	3100	18400	0111	0	000000	RVES LR SALARIES	1,148.88
14	609	0	9990	3100	19100	0111	0	000000	RVES LR MRG 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

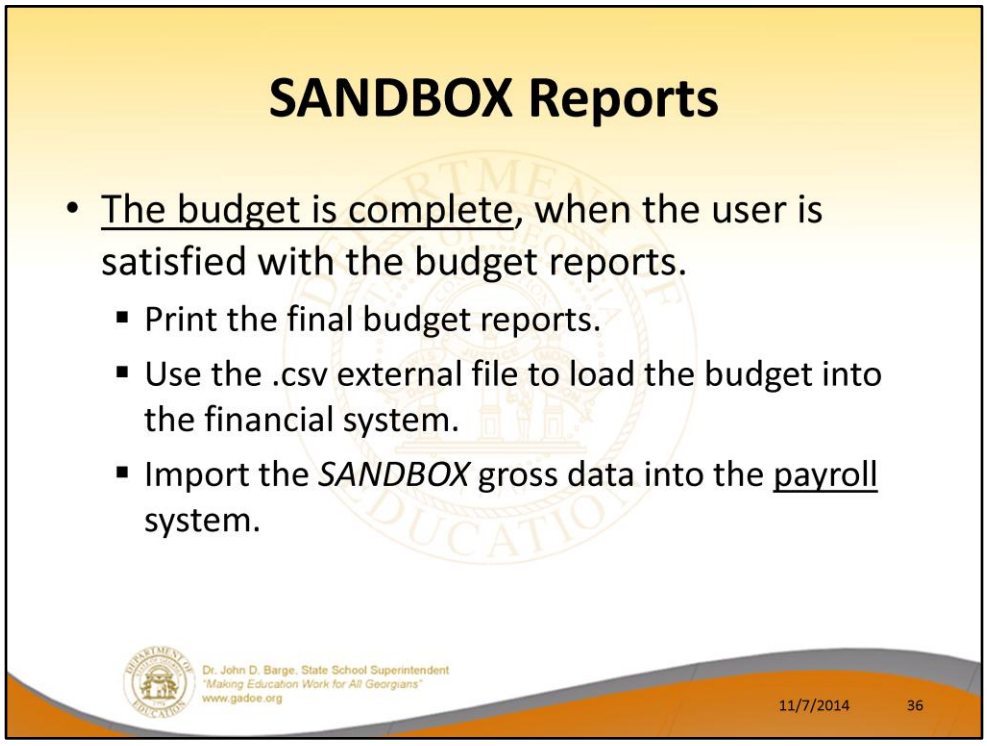


REPORT ID: PAYDR101-BUDG — BUDGET EMPLOYER DEDUCTION CONTRIBUTION REPORT — PAGE 14
REPORT DATE: 06/18/2014 — BY EMPLOYEE FOR 06/17/14

DEDUCTION #: 08 STATE HEALTH -NON CERT — CONTRIBUTION TYPE: 1 — 1 = FIXED AMOUNT; 2 = % OF PROC TYPE GROSS; 3 = % OF EMPLOYER CONTRIBUTION
VENDOR #: 0011 GHI-NON-CERT — EMPLOYER OBJECT: 21000 — EMPLOYER BLNC: 0421

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88657	RE8VES, OL8IE	913.20	999-08-8657
89533	RO4LEY, CA4LO	913.20	999-08-9533
88901	RO4Y, DA4IAN	913.20	999-08-8901
89372	RO5INETTE, MY5ES	913.20	999-08-9372
89267	RO6ERT, ME6ANIA	1,826.40	999-08-9267
89296	SA2TERFIELD, RO2AL	913.20	999-08-9296
88618	SA7DANA, PA7LENE	913.20	999-08-8618
88271	SC2REIBER, MO2N	913.20	999-08-8271
88347	SC4LES, CE4ILLE	913.20	999-08-8347
89194	SC7OGGINS, CH7EKO	913.20	999-08-9194
88458	SC7UMACHER, RO7	913.20	999-08-8458
89311	SI2K, TO2A	913.20	999-08-9311
88933	SI4SON, SH4LA	1,826.40	999-08-8933
89507	SK6LTON, BR6TTANEY	913.20	999-08-9507
89101	SL4DGE, AU4USTUS	913.20	999-08-9101
87372	SM5LLS, MY5ES	1,826.40	999-08-7372
89367	ST2EN, DE2ERA	913.20	999-08-9367
88167	ST2EN, WI2TON	913.20	999-08-8167
89988	ST5VALL, HI5DI	913.20	999-08-9988
89011	ST6NFIELD, BR6DLY	913.20	999-08-9011
87811	ST6NFIELD, YE6ENA	913.20	999-08-7811
88012	TA5, BE5E	913.20	999-08-8012
89542	TH3RP, ED3IS	913.20	999-08-9542
88696	VE2NON, FA2IMAH	913.20	999-08-8696
89837	VO4T, MA4LAN	1,826.40	999-08-9837
87846	WA3DROP, VA3CE	913.20	999-08-7846
89269	WA4GNER, MI4AELA	913.20	999-08-9269
88696	WA9DRON, CA9MEN	1,826.40	999-08-8696
	DEDUCTION TOTAL CONTRIBUTION AMOUNT	200,903.11	

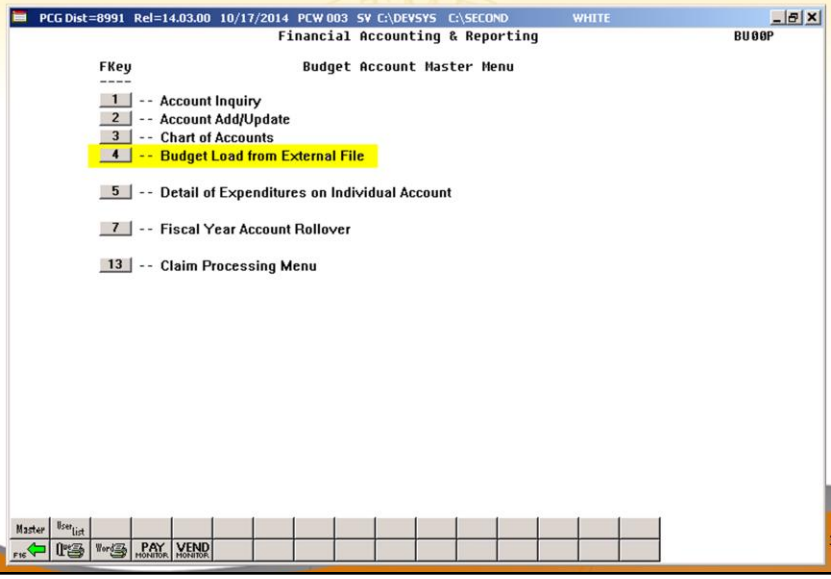
- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Deduction Contribution by Employee for the Budget Sandbox.



- 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

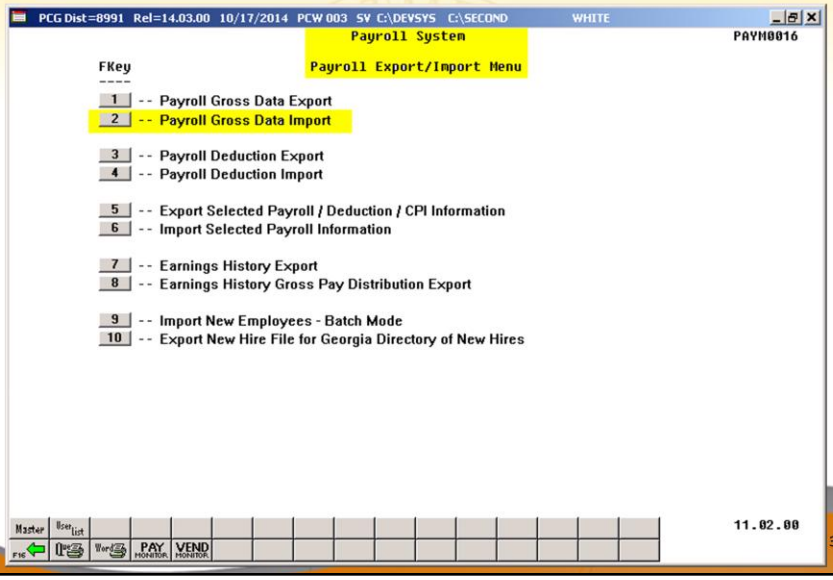


37

- 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



38

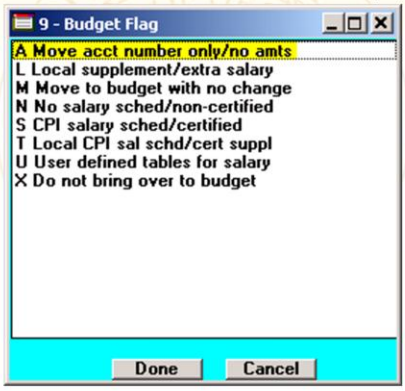
- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

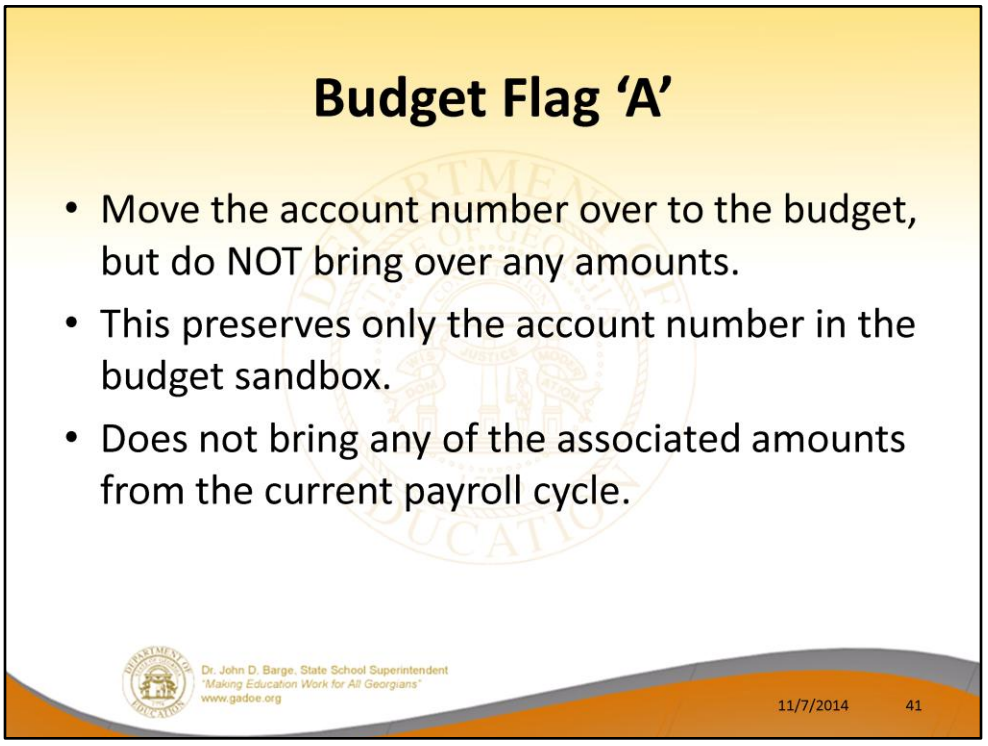
- PCGenesis Budget System Concepts
- Payroll Gross Data **Budget Flag** Field
- Create the Budget Sandbox
- Budget Update Menu
- Sandbox Reports
- The Budget is Complete
- **How the Budget Flag fields work**

Budget Flag 'A'

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



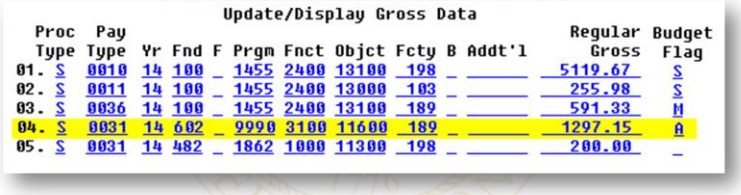
- **<u>Processing for Budget Flag 'A'</u>:** Move the account number over to the budget, but do NOT bring over any amounts.
- This option allows the gross data account number to be brought over to the budget sandbox without bringing any of the associated amounts from the current payroll cycle.
- This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



- **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'**



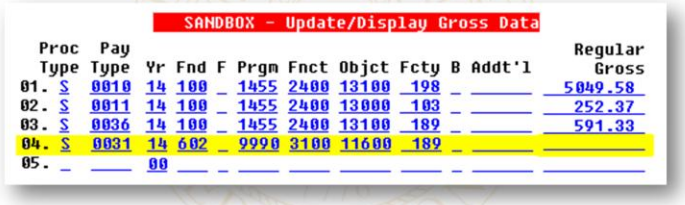
Update/Display Gross Data

	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross	Budget 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	_

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

Budget Flag 'A'

- Gross Data Results in the SANDBOX



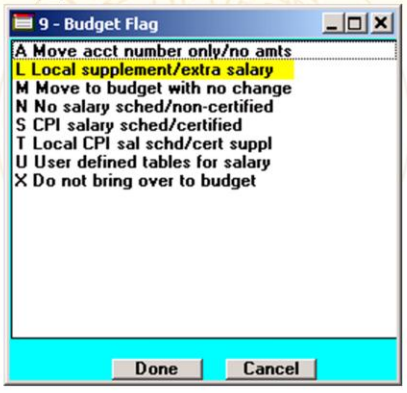
SANDBOX - Update/Display Gross Data

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

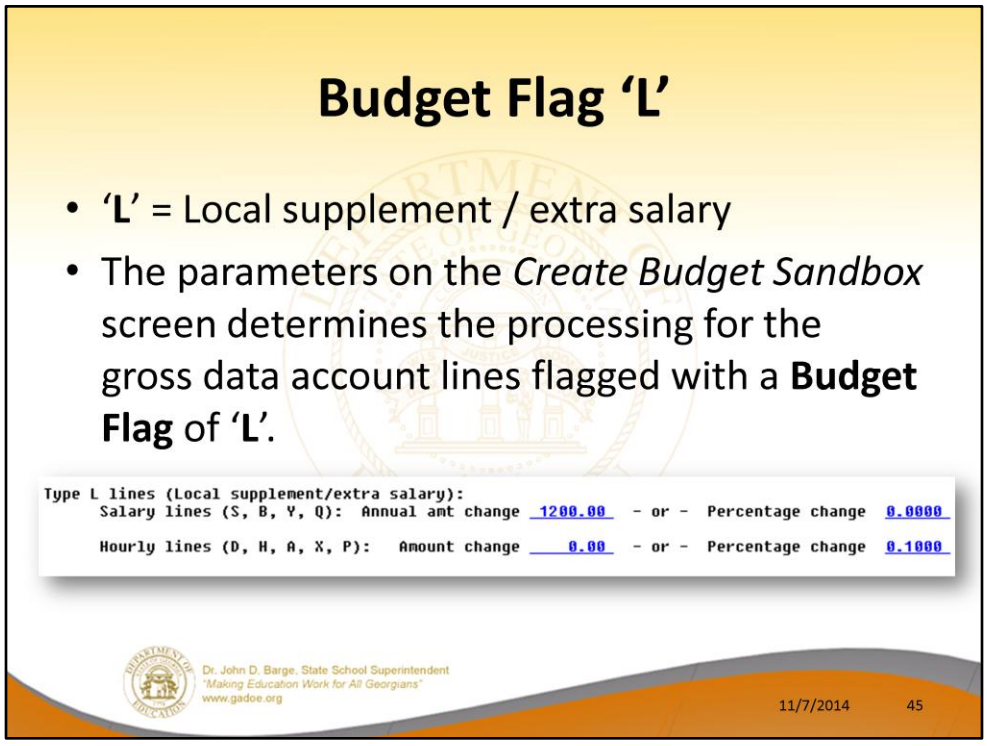
The line #04 account is brought over to the Sandbox, but the amount is NOT.

Budget Flag 'L'

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

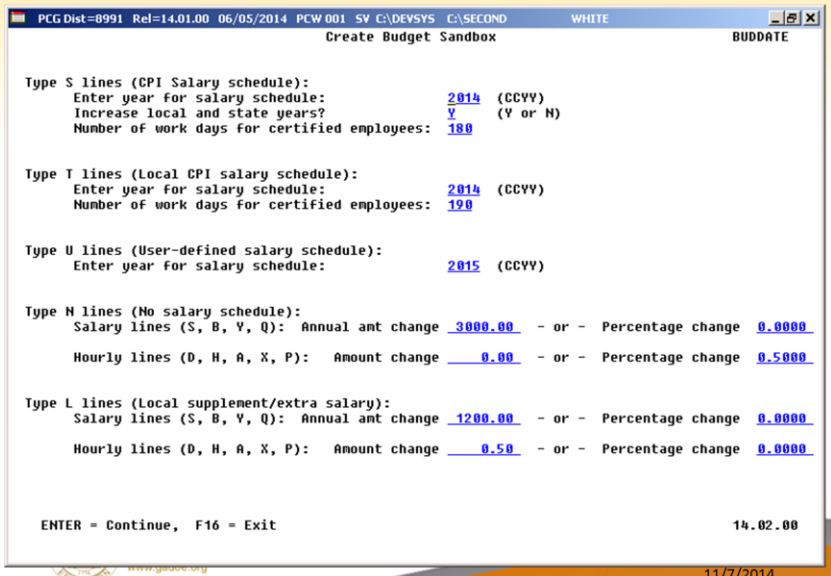


<u>Processing for Budget Flag 'L'</u>: When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**L**', as shown in the figure below.

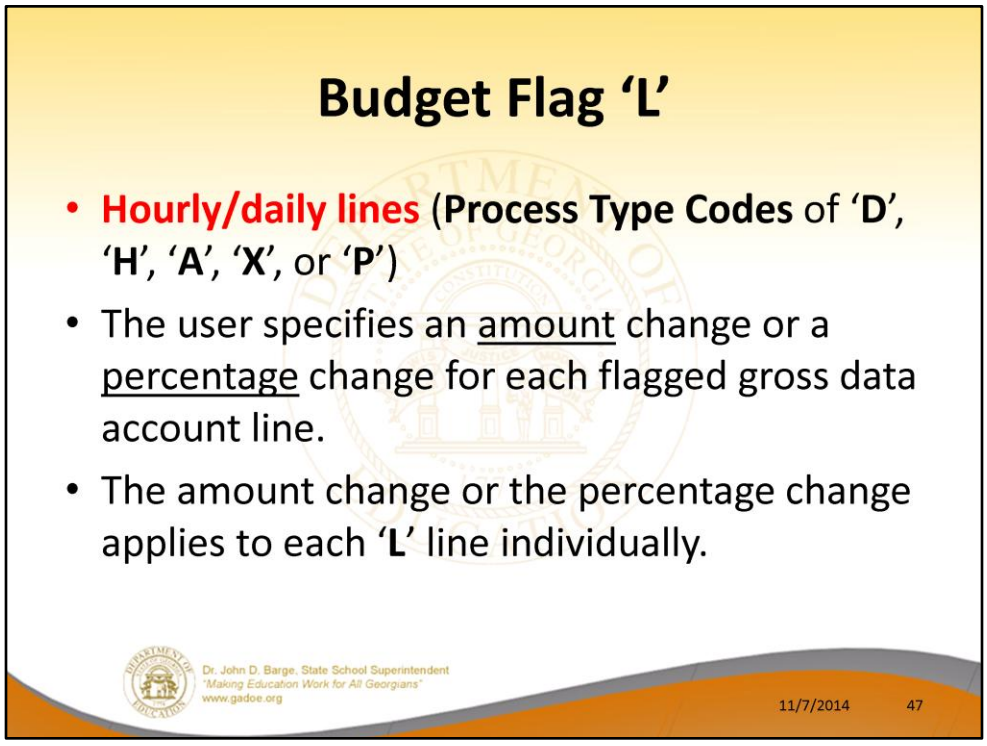


Processing for Budget Flag 'L': When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**L**', as shown in the figure.

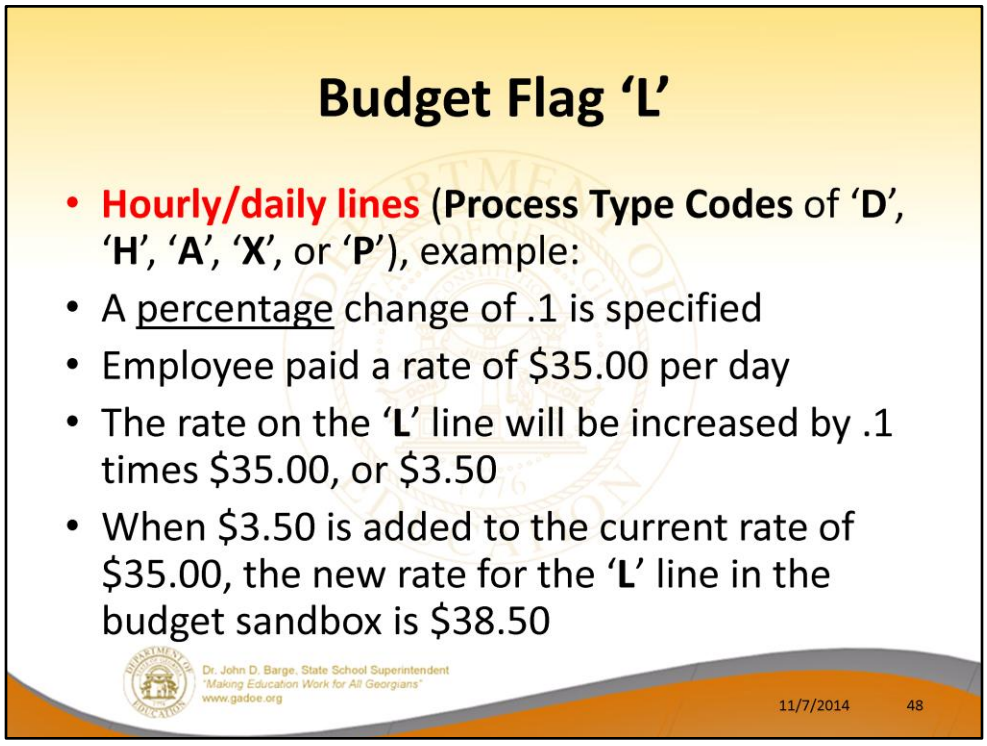
Create Budget SANDBOX



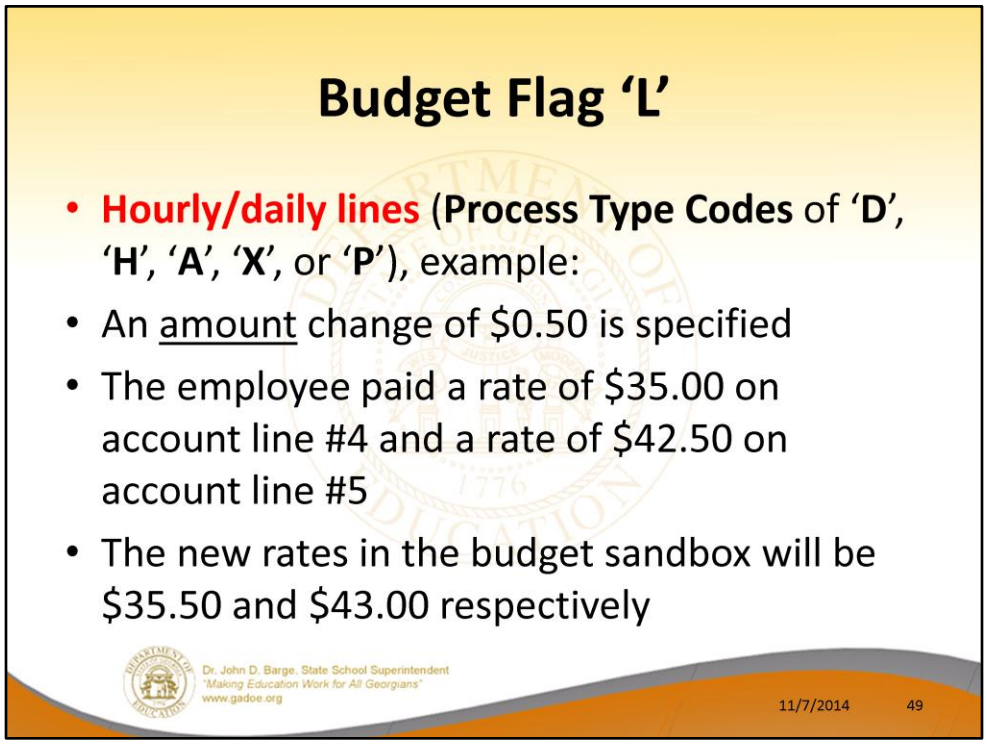
- Reminder of the *Create Budget Sandbox* screen.
- **Budget Flag** of '**L**' (budget as a local supplement/extra salary) or with a **Budget Flag** of '**N**' (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the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



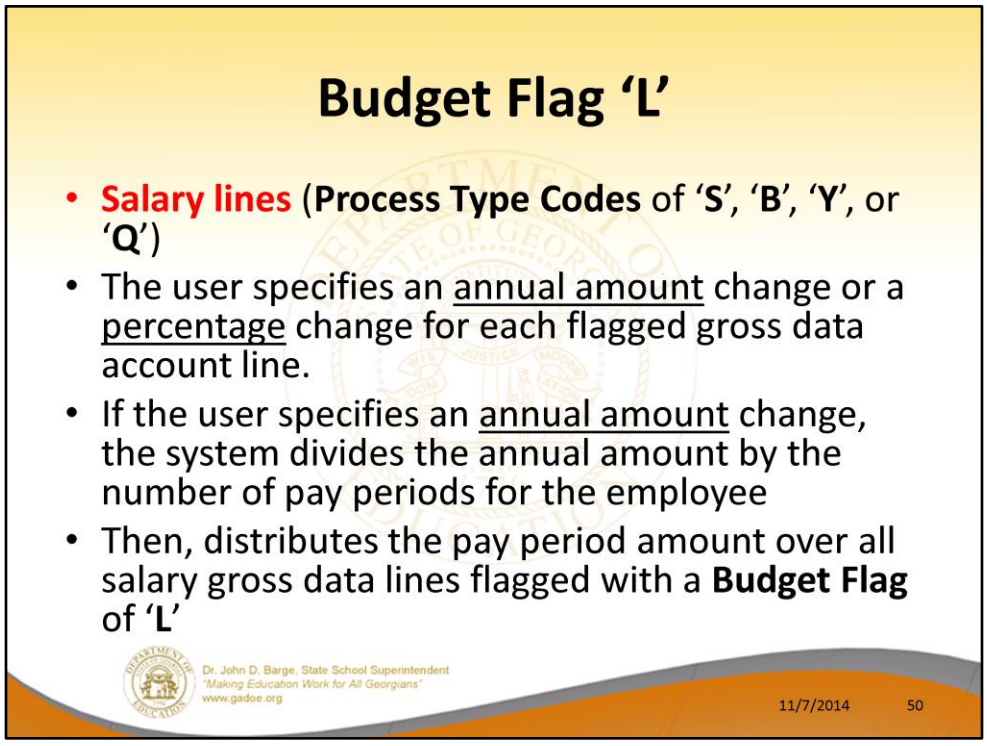
- In the case of **Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**' (hourly/daily lines), a **Budget Flag** of '**L**' allows the user to specify an amount change or a percentage change for each flagged gross data account line.
- The amount change or the percentage change applies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



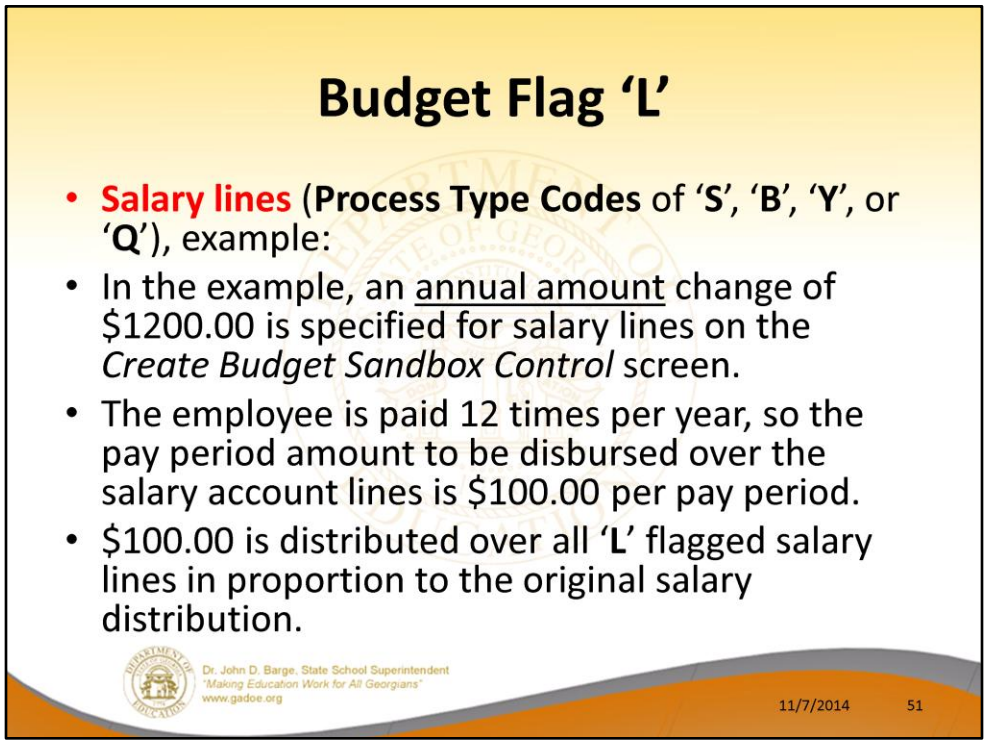
- For example, if a percentage change of .1 is specified, and the employee is paid a rate of $35.00 per day, the rate on the '**L**' line will be increased by .1 times $35.00, or $3.50.
- When $3.50 is added to the current rate of $35.00, the new rate for the '**L**' line in the budget sandbox is $38.50.



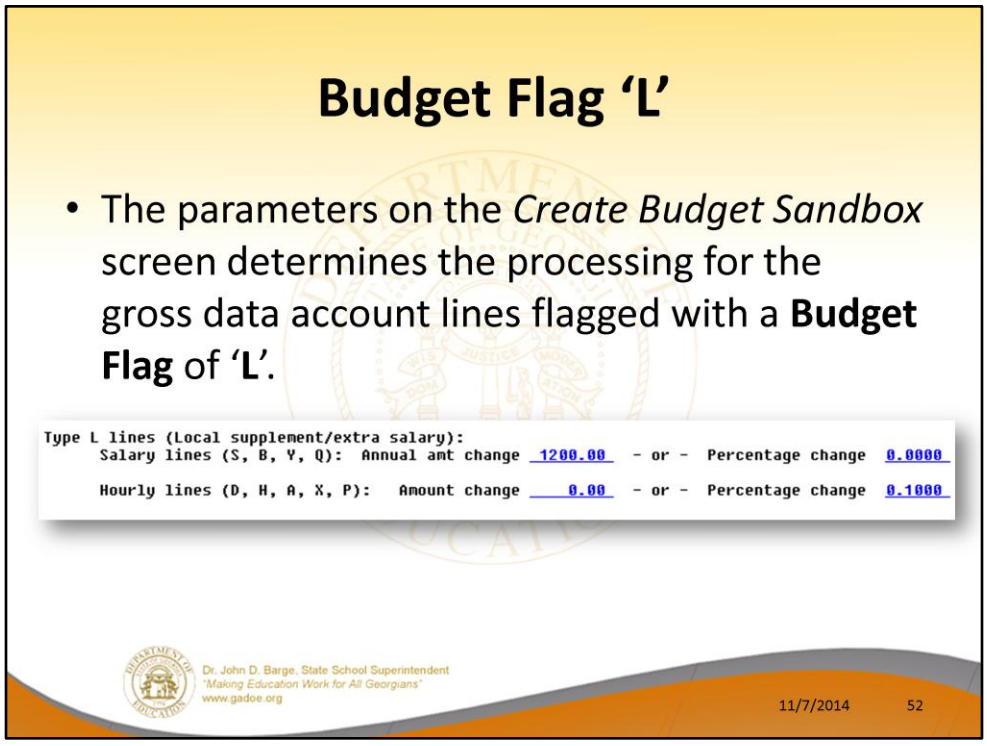
- Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each '**L**' line individually.
- For example, if an amount change of $0.50 is specified and the employee is paid a rate of $35.00 on account line #4 and a rate of $42.50 on account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



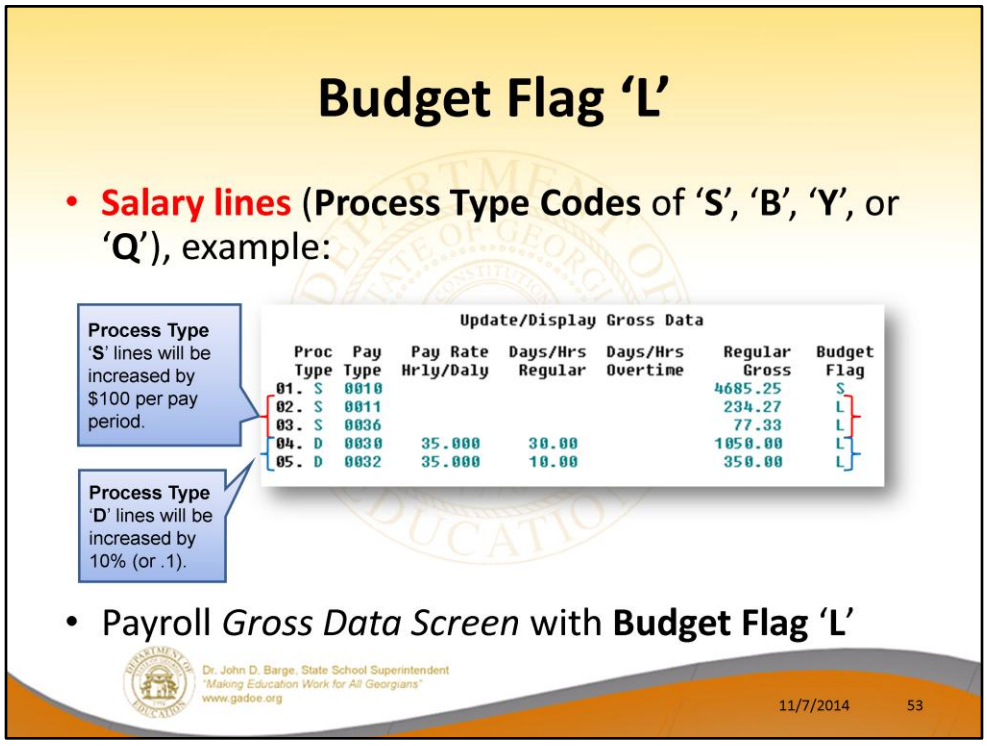
- In the case of **Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**' (salary lines), a **Budget Flag** of '**L**' allows the user to specify an annual amount change or a percentage change for each flagged gross data account line.
- If the user specifies an annual amount change, the system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



- 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.



- 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.

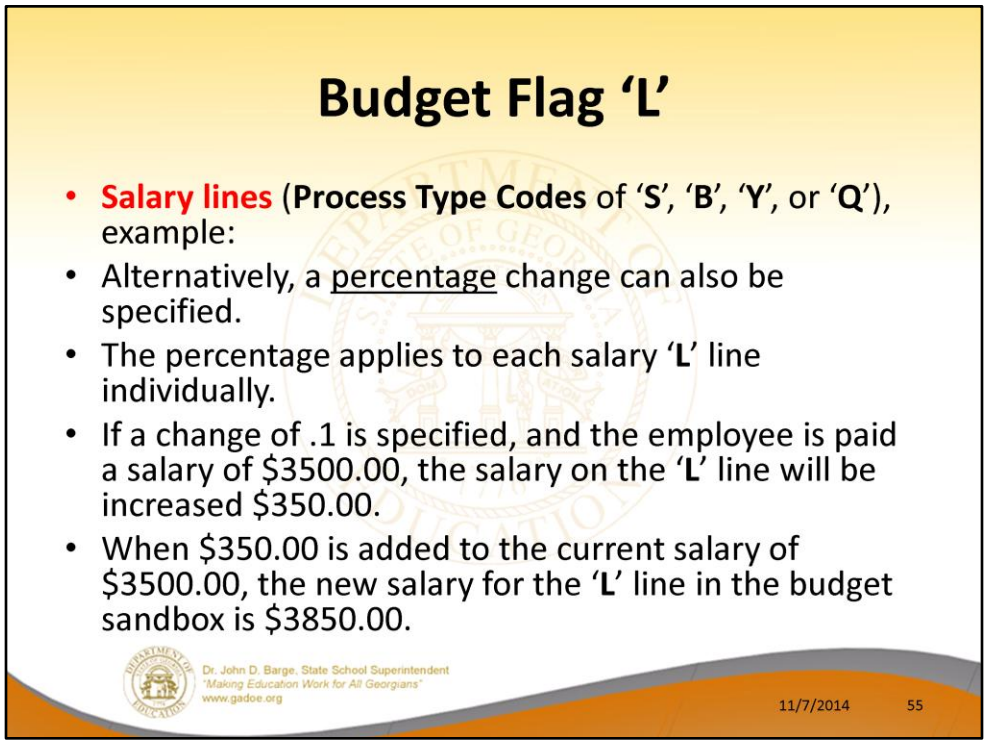


- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided 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

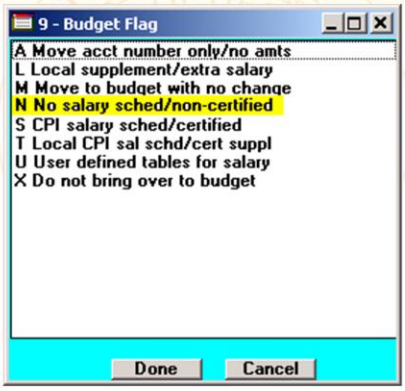
- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided 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.



- 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



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

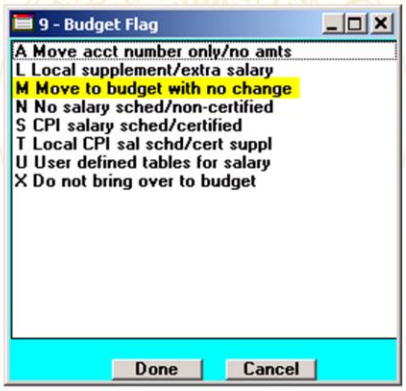
Budget Flag 'N'

- '**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**'.

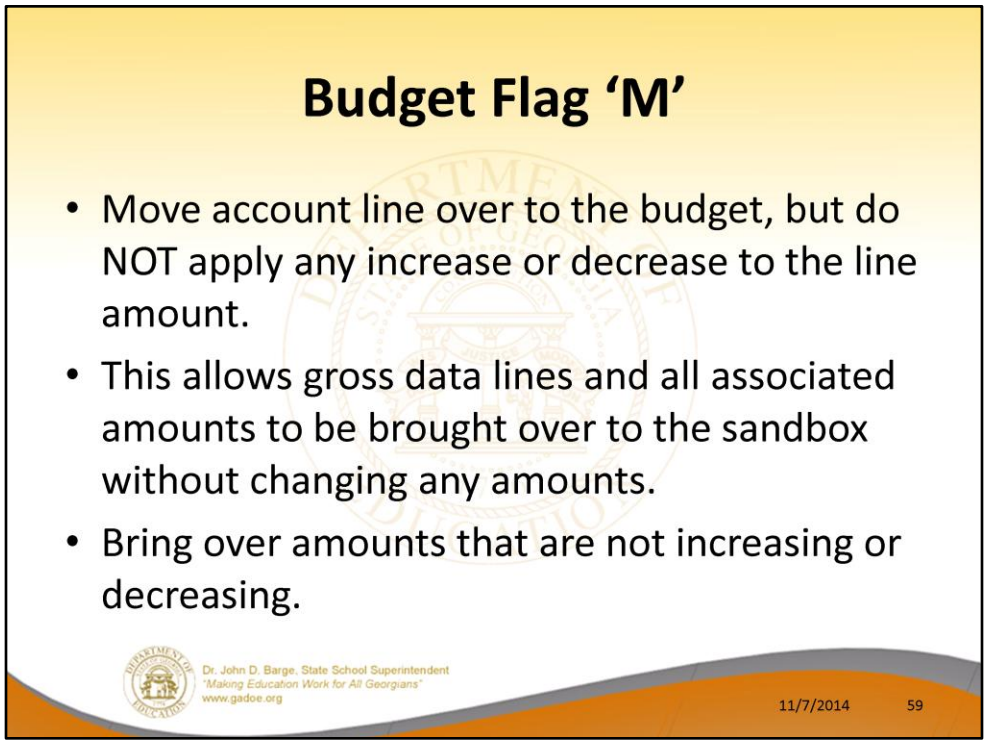
- **Processing for Budget Flag 'N':** The processing for **Budget Flag** '**N**' is executed exactly the same way as processing for **Budget Flag** '**L**'.
- When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget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

Budget Flag 'M'

- '**M**' = Move to budget with no change



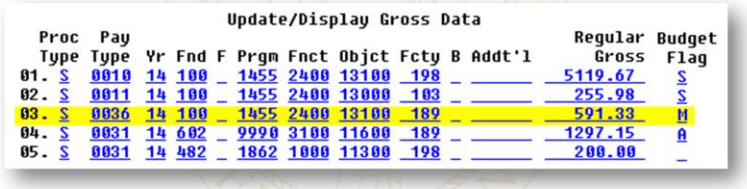
- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of '**M**'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



- **<u>Processing for Budget Flag 'M'</u>:** 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'**



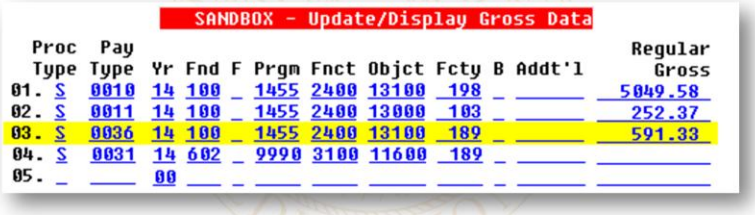
Update/Display Gross Data

	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross	Budget 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	_

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

Budget Flag 'M'

- Gross Data Results in the SANDBOX



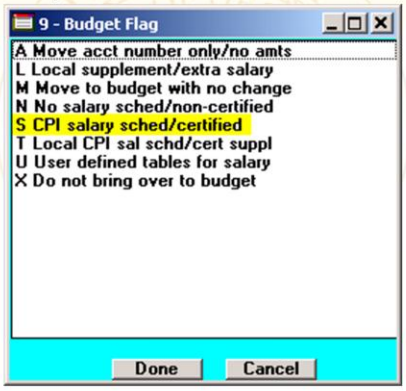
SANDBOX - Update/Display Gross Data

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

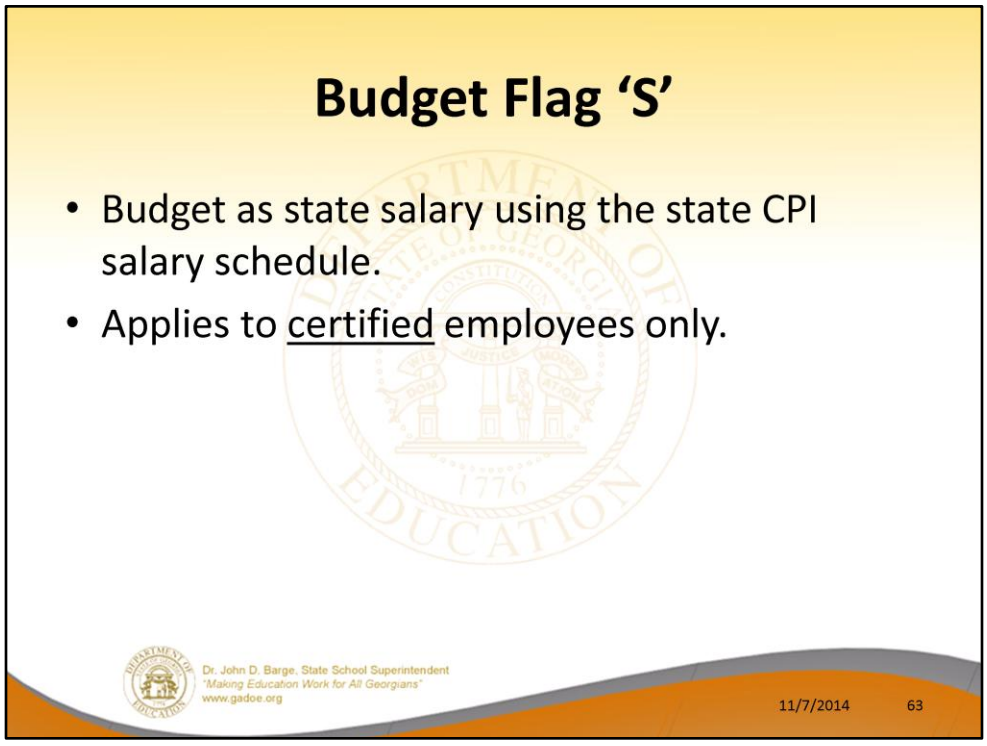
- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts.
- A **Budget Flag** of '**M**'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

Budget Flag 'S'

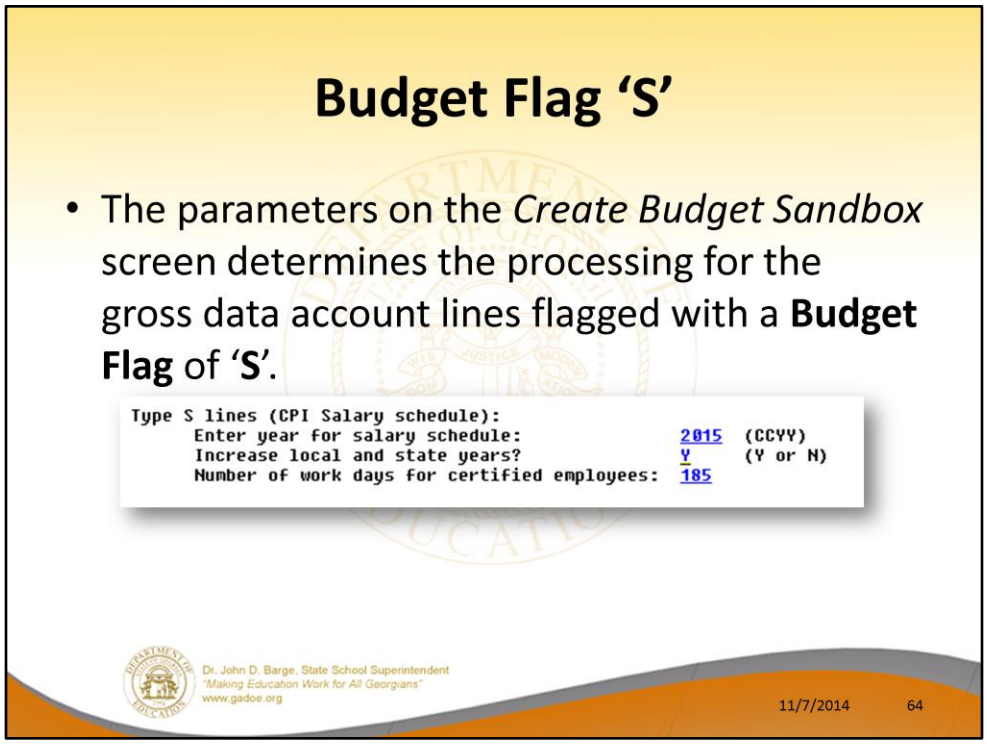
- '**S**' = CPI salary schedule / certified



- **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.



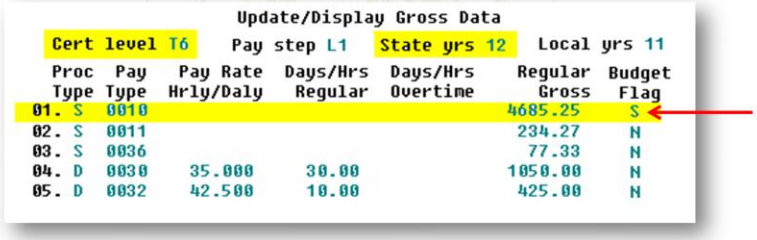
- **Processing for Budget Flag 'S':** Budget as state salary using the state CPI salary schedule. A **Budget Flag** of '**S**' can be used for account lines with a **Process Type** of '**S**' for certified employees only.
- When the *Create Budget Sandbox* process is executed, the user may define the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



- 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

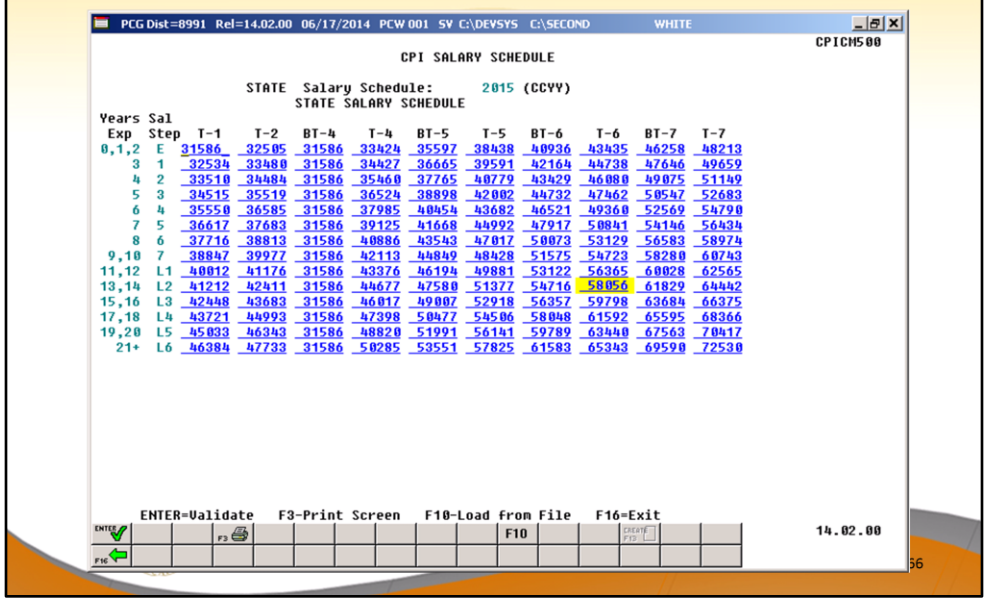
Cert level T6 | Pay step L1 | State yrs 12 | Local yrs 11

	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

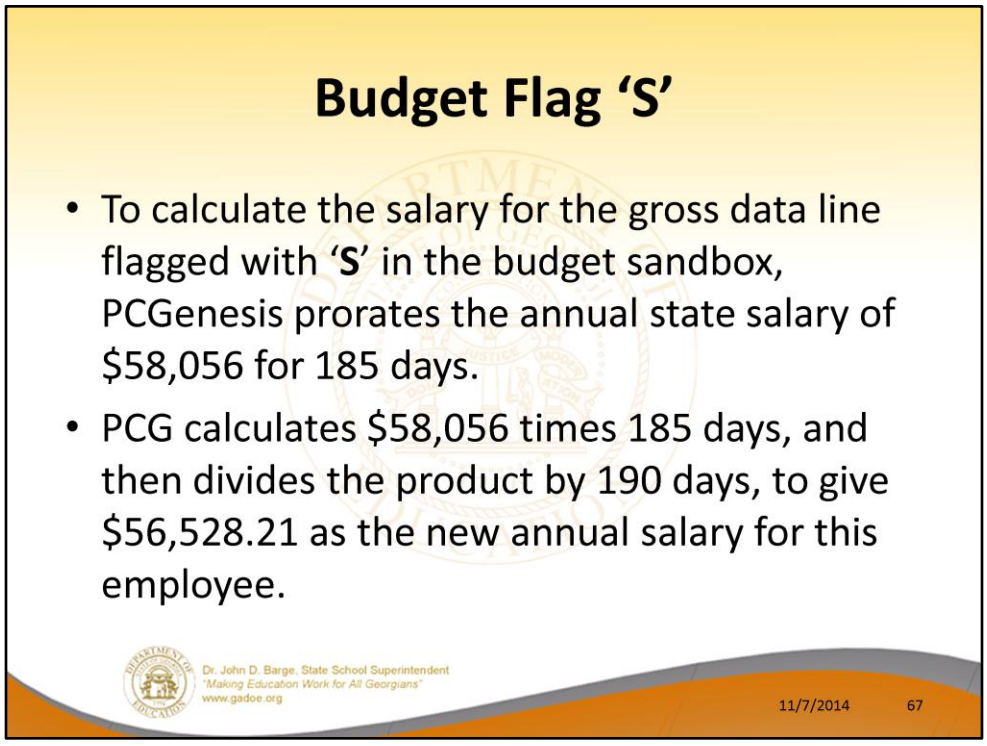
- In the following example, a certified employee is currently at **Certificate Level** '**T6**' and **Pay Step** '**L1**', and has **12** years of state experience.
- One gross data account line with a **Process Type Code** of '**S**' is flagged with a **Budget Flag** of '**S**'.
- In this example, the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

Budget Flag 'S'

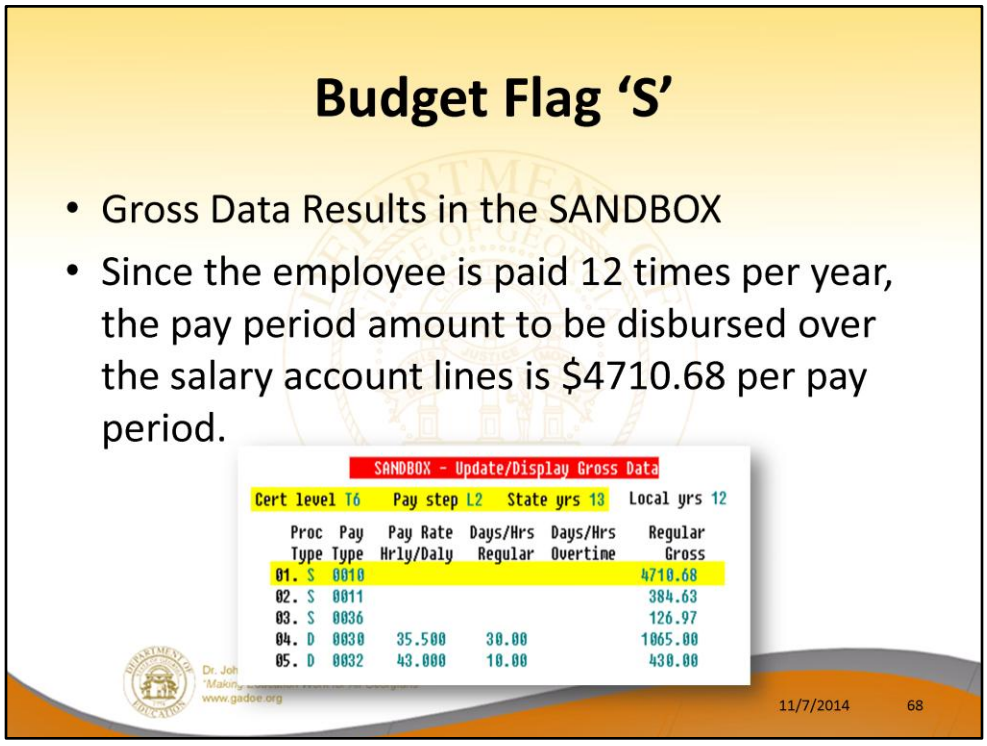
Based on **190** days per calendar year



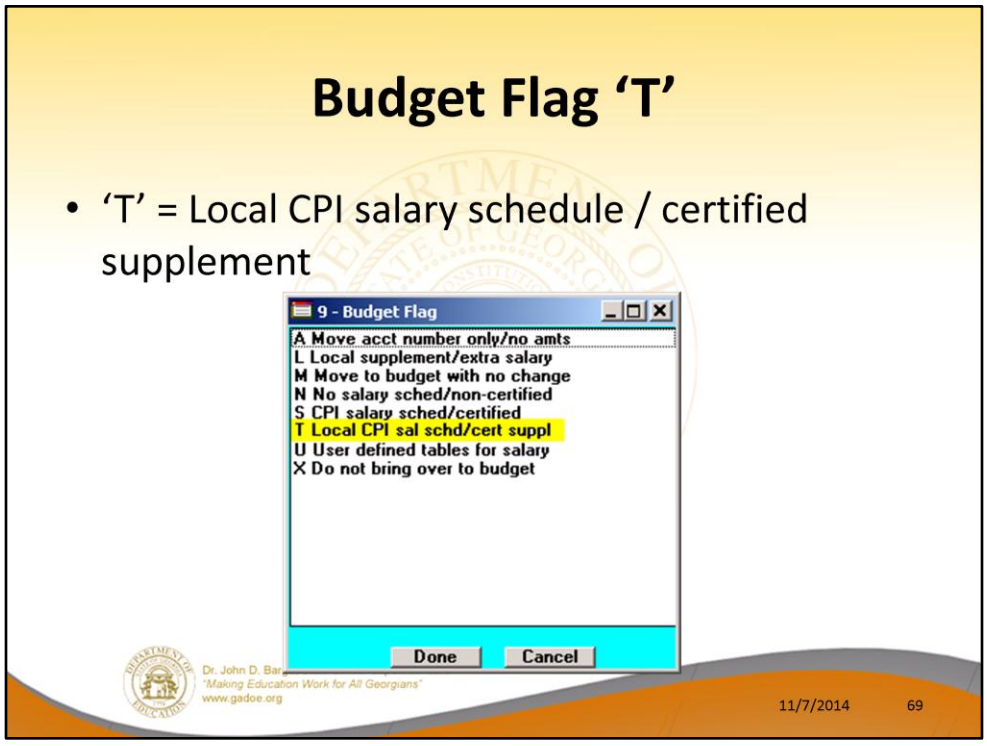
- When the *Create Budget Sandbox* procedure is executed, the employee's **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **13** years of state experience and a **Pay Step** of '**L2**' in the *SANDBOX - Update/Display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



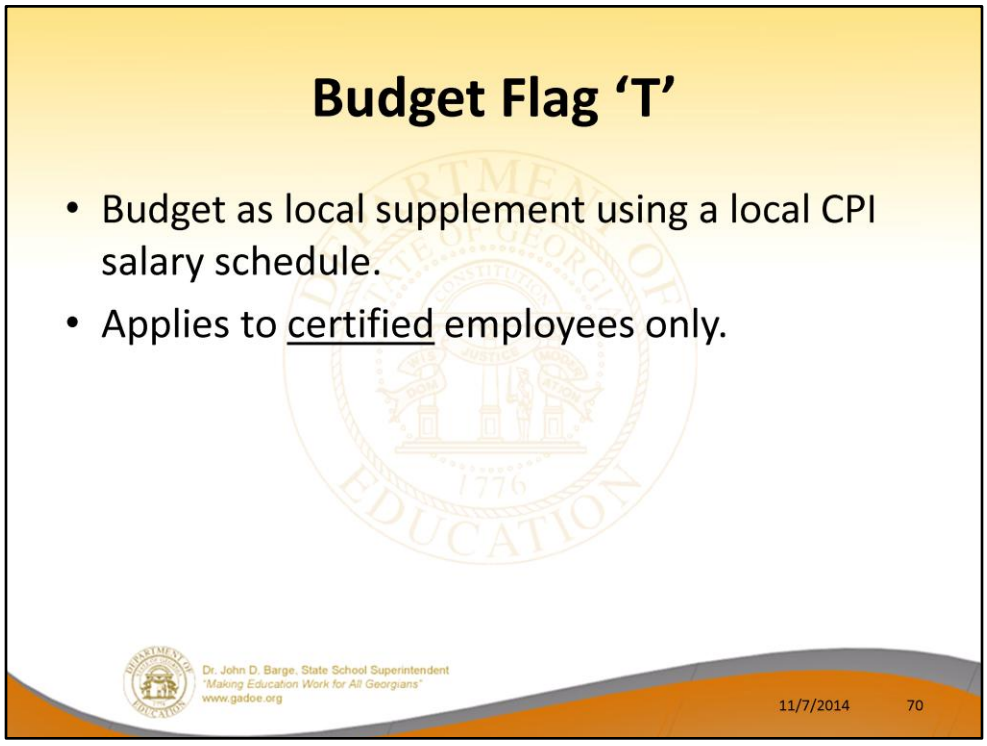
- To calculate the salary for the gross data line flagged with a **Budget Flag** of '**S**' in the budget sandbox, PCGenesis prorates the annual state salary of $58,056 for **185** days.
- Therefore, it calculates $58,056 times 185 days, and then divides the product by 190 days, to give $56,528.21 as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



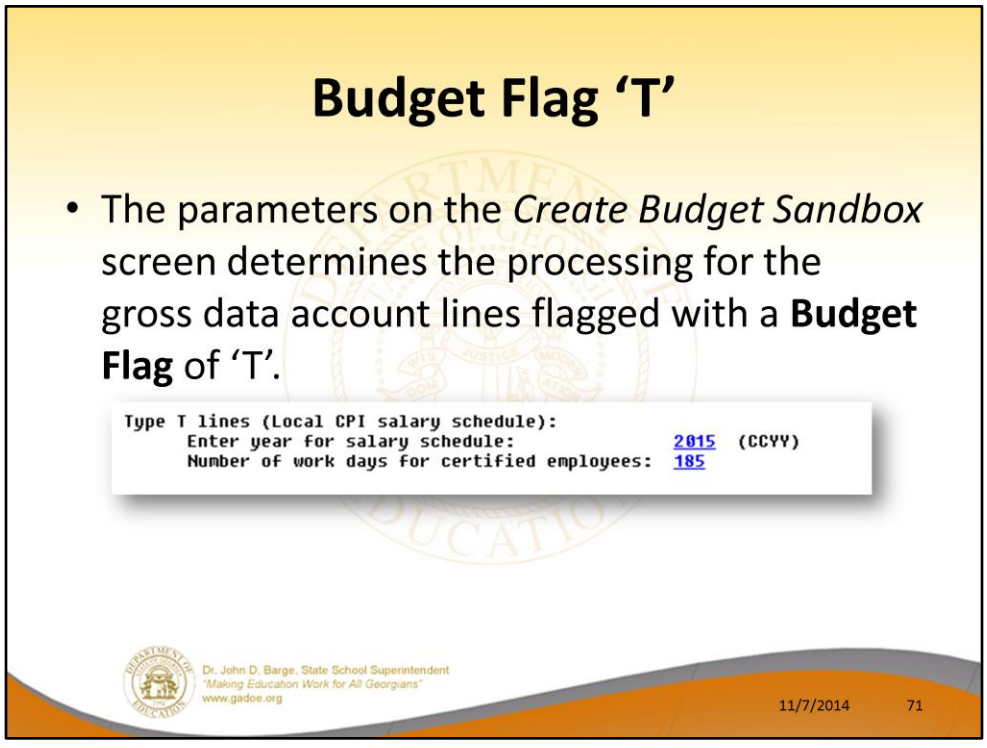
- To calculate the salary for the gross data line flagged with a **Budget Flag** of '**S**' in the budget sandbox, PCGenesis prorates the annual state salary of $58,056 for **185** days.
- Therefore, it calculates $58,056 times 185 days, and then divides the product by 190 days, to give $56,528.21 as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



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



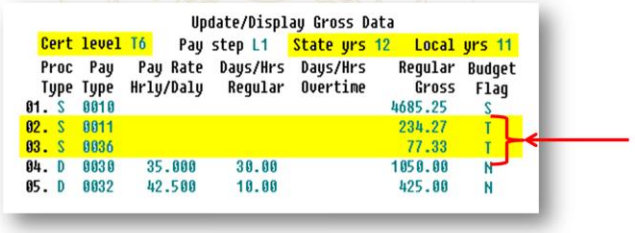
- **Processing for Budget Flag 'T':** Budget as local supplement using a local CPI salary schedule.
- A **Budget Flag** of '**T**' can be used for account lines with a **Process Type** of '**S**' for certified employees only.
- When the *Create Budget Sandbox* procedure is executed, the user defines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



- 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

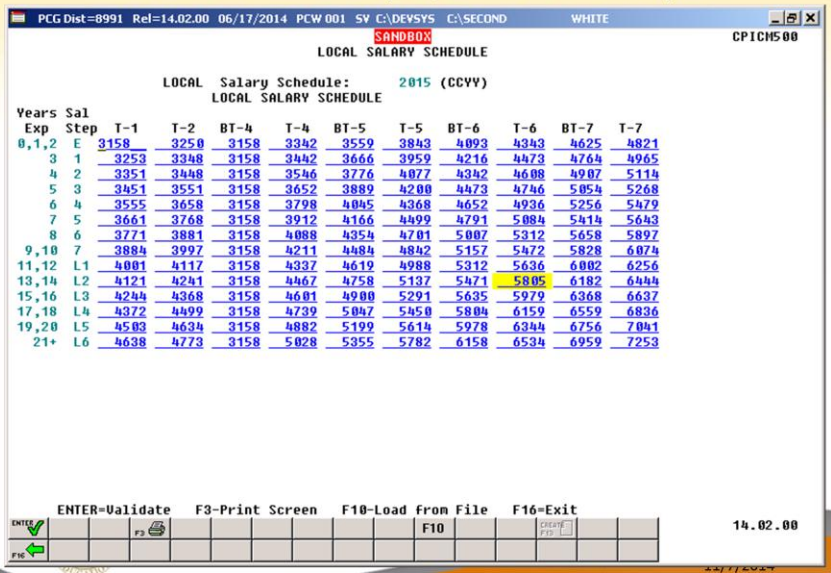
Cert level T6 Pay step L1 State yrs 12 Local yrs 11

	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

- 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



PCG Dist=8991 Rel=14.02.00 06/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

SANDBOX CPICM500

LOCAL SALARY SCHEDULE

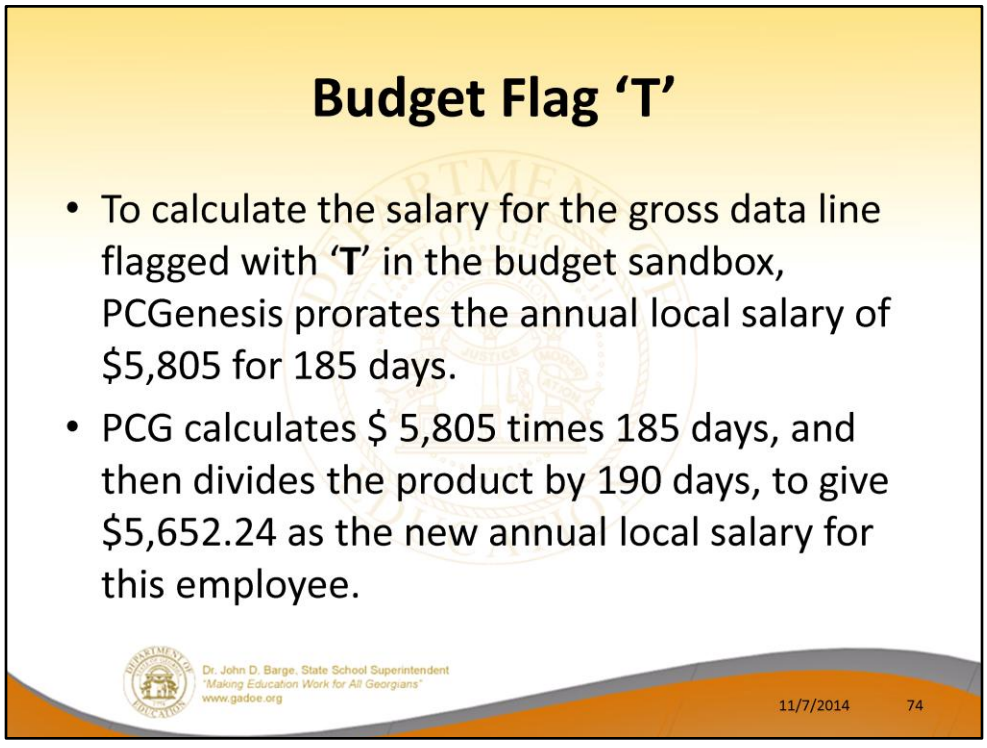
LOCAL Salary Schedule: 2015 (CCYY)
LOCAL SALARY SCHEDULE

Years Exp	Sal 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	4484	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	6559	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

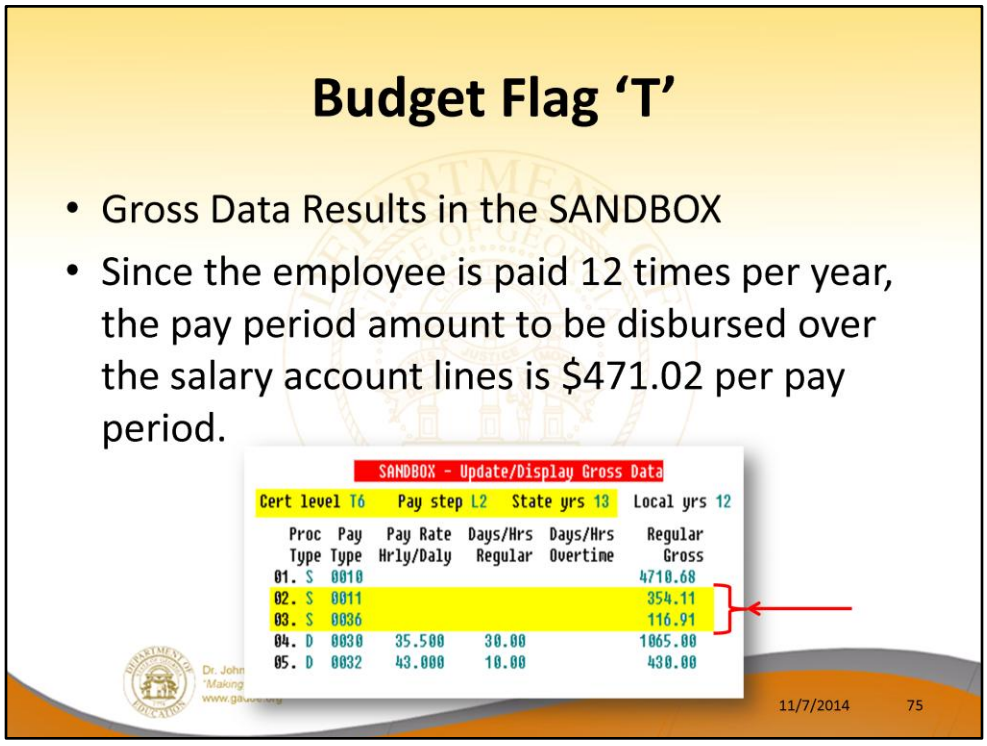
ENTER=Validate F3-Print Screen F10-Load from File F16=Exit

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.



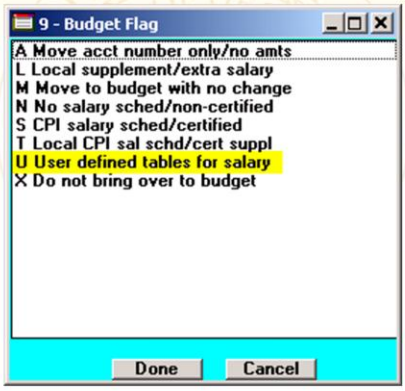
- To calculate the salary for the gross data lines flagged with a **Budget Flag** of '**T**' in the budget sandbox, PCGenesis prorates the annual local salary of $5,805 for 185 days.
- Therefore, it calculates $5,805 times **185** days, and then divides the product by 190 days, to give $5,652.24 as the 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.



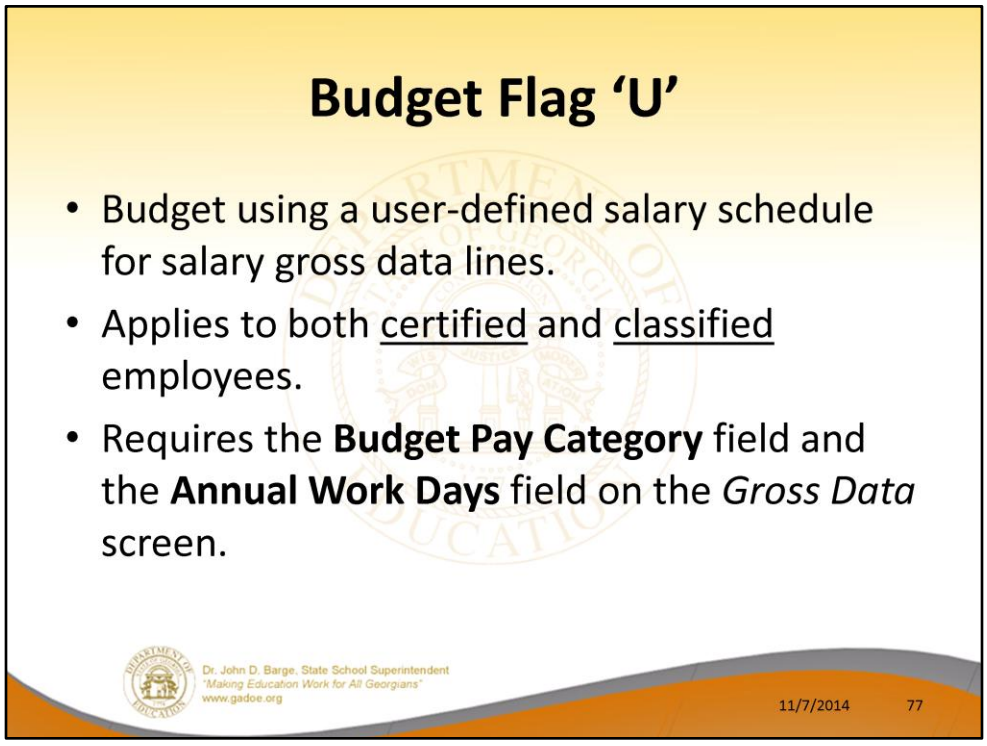
- Since the employee is paid **12** times per year, the pay period amount to be disbursed over the salary account lines is $5,652.24 divided by 12, or $471.02 per pay period.
- In the example below <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**T**', so the pay period amount is distributed over account lines #2 and #3.
- The $471.02 is then distributed over all '**T**' flagged salary lines in proportion to the original salary distribution.
- Therefore, the salary of account line #2 is now $354.11 and the salary for account line #3 is now $116.91 for a total of $471.02 in the budget sandbox.

Budget Flag 'U'

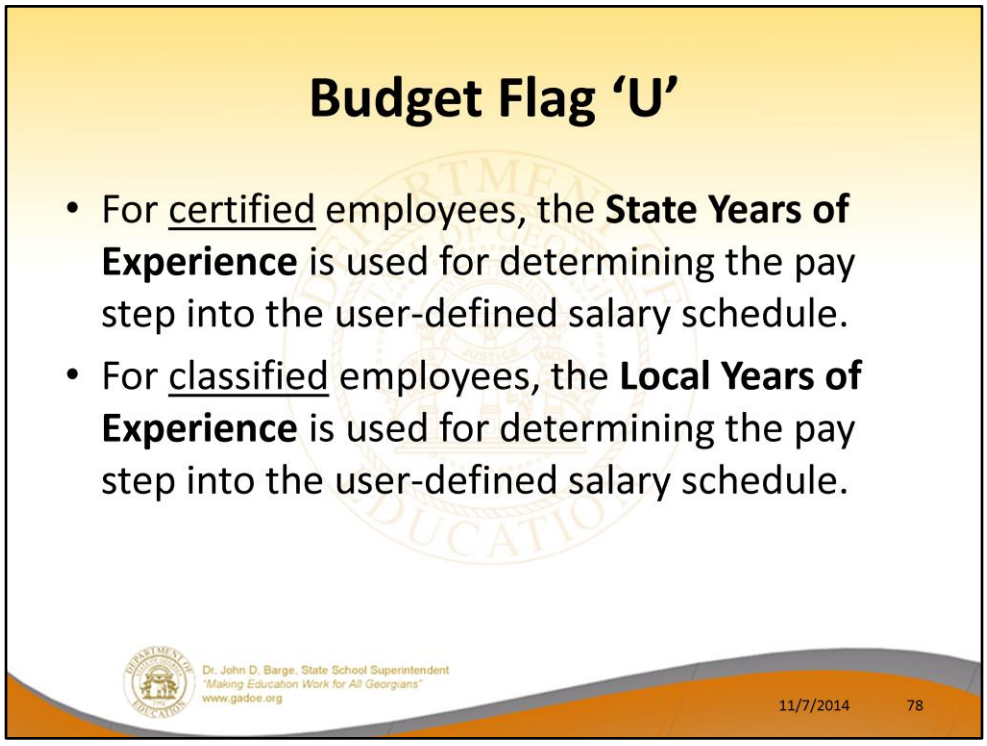
- '**U**' = User defined tables for salary



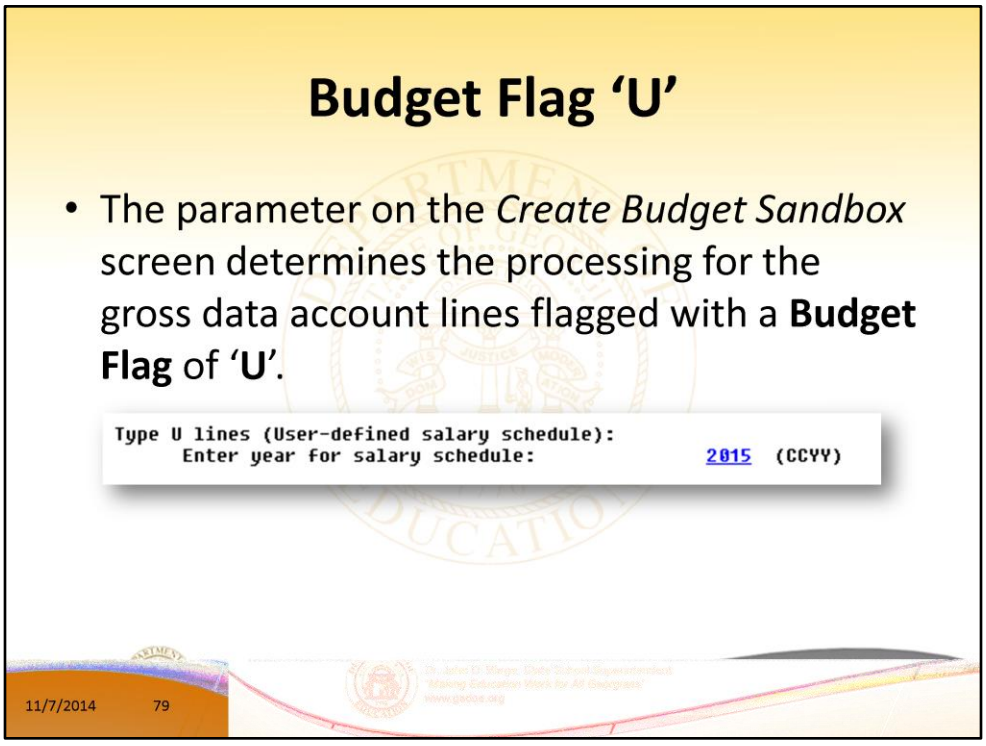
- **<u>Processing for Budget Flag 'U':</u>** Budget using a user-defined salary schedule for salary gross data lines.
- This option may be used for both certified and classified employees.
- The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required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



- **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**'.



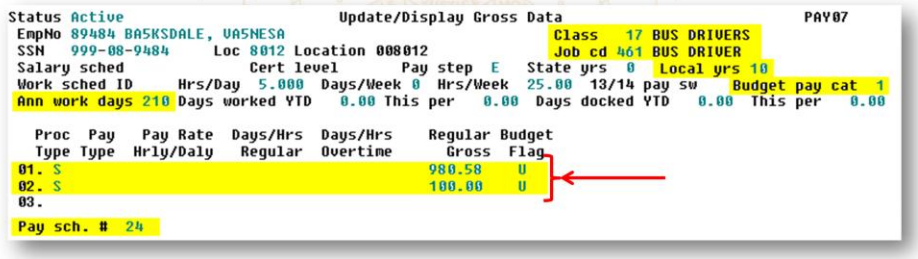
- For certified employees, PCGenesis will use the **State Years of Experience** for determining the pay step into the user-defined salary schedule.
- For classified employees, PCGenesis will use the **Local Years of Experience** for determining the pay step into the user-defined salary schedule.



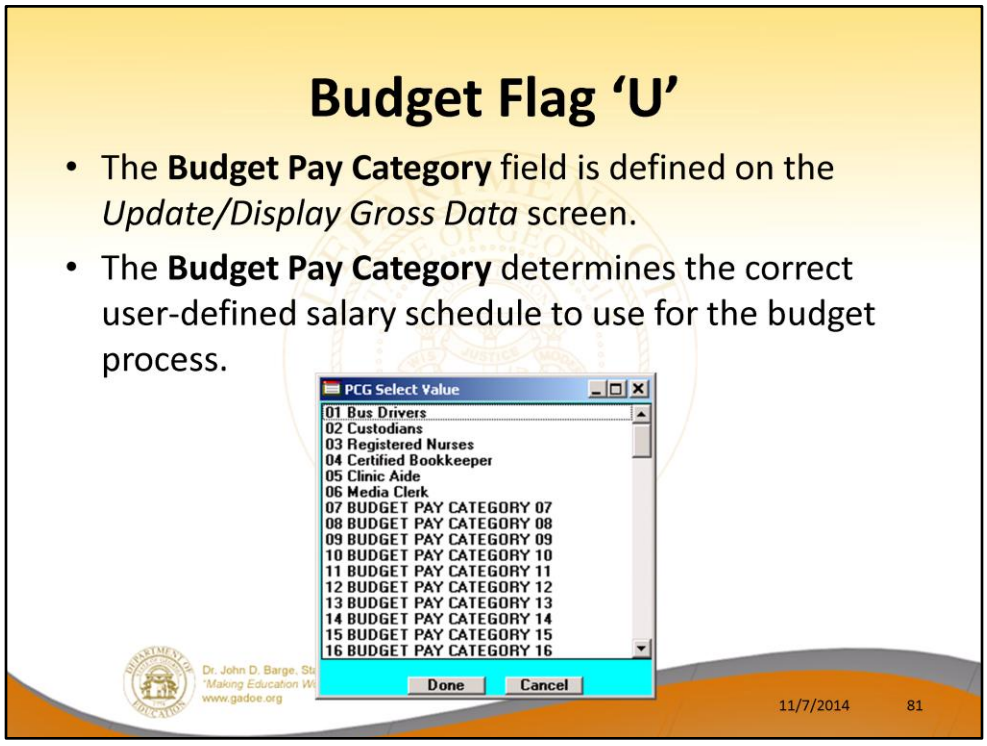
- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**U**' allows the user to specify the user-defined salary schedule year to use.

Budget Flag 'U'

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



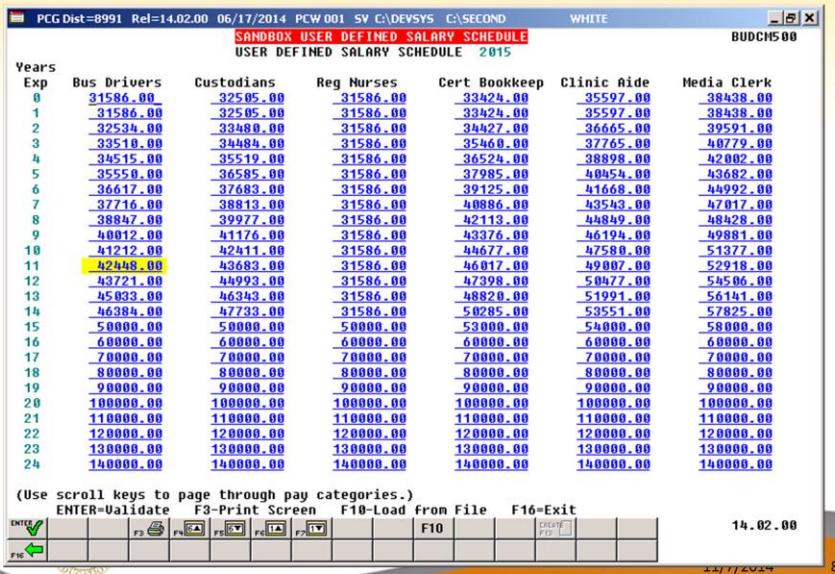
- In the following example, two gross data account lines with a **Process Type Code** of '**S**' are flagged with a **Budget Flag** of '**U**'.
- The classified employee currently has **10** years of local experience. In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and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



- 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



PCG Dist=8991 Rel=14.02.00 06/17/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

SANDBOX USER DEFINED SALARY SCHEDULE BUDCM500

USER DEFINED SALARY SCHEDULE 2015

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

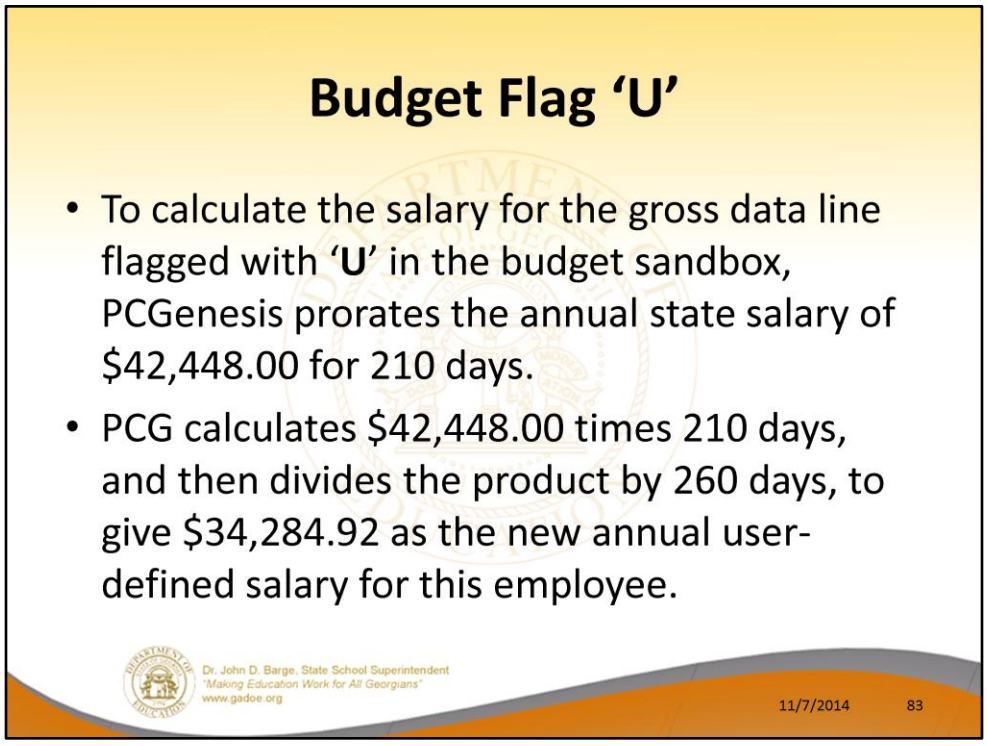
(Use scroll keys to page through pay categories.)

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

F10 14.02.00

11/7/2014 82

- 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.



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

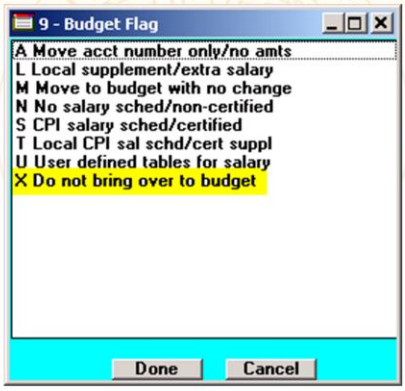
Budget Flag 'U'

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

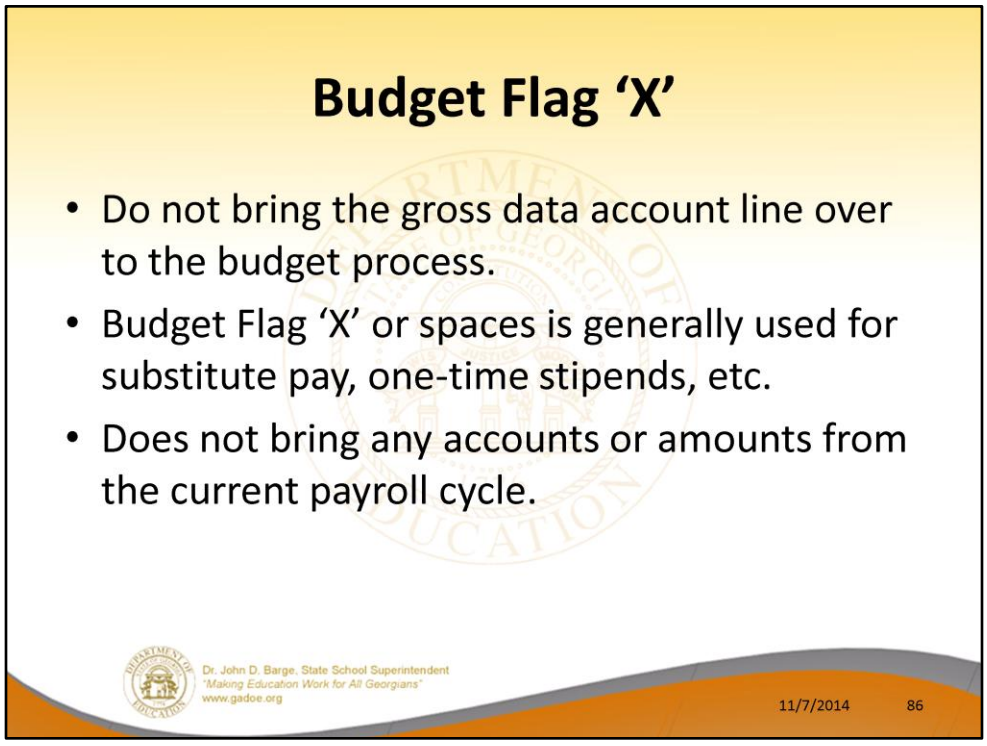
- Since the employee is paid **24** times per year, the pay period amount to be disbursed over the salary account lines is $34,284.92 divided by 24, or $1,428.54 per pay period.
- In the example, <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**U**', so the pay period amount is distributed over account lines #2 and #3.
- The $1,428.54 is then distributed over all '**U**' flagged salary lines in proportion to the original salary distribution.
- Therefore, the salary of account line #2 is now $1,296.40 and the salary for account line #3 is now $132.14 for a total of $1,428.54 in the budget sandbox.

Budget Flag 'X' or Spaces

- '**X**' = Do not bring over to budget



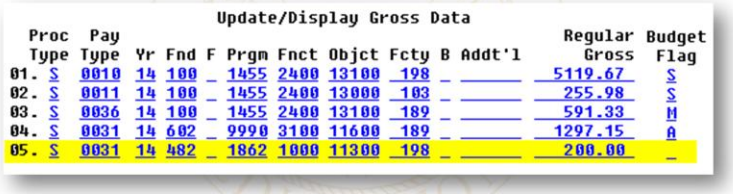
- **<u>Processing for Budget Flag 'X' or Spaces</u>:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.



- **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



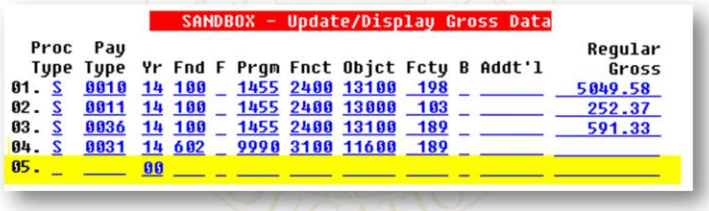
Update/Display Gross Data

	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross	Budget 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	_

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

Budget Flag 'X'

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



SANDBOX - Update/Display Gross Data

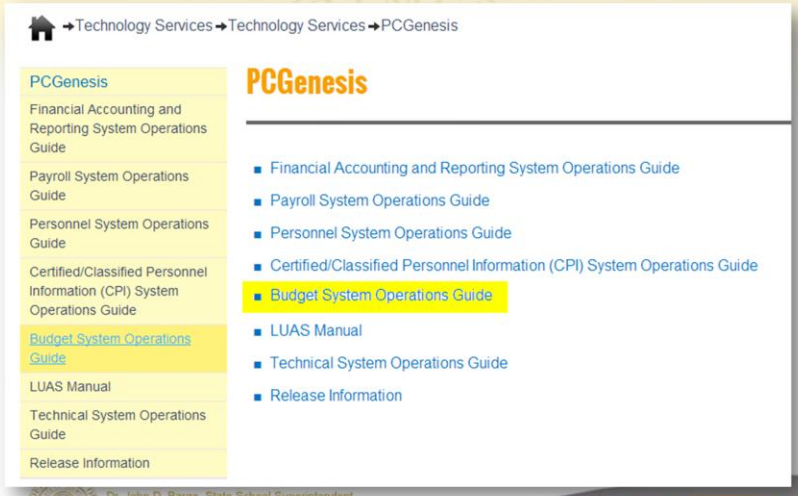
	Proc Type	Pay Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross
01.	S	0010	14	100	_	1455	2400	13100	198	_		5049.58
02.	S	0011	14	100	_	1455	2400	13000	103	_		252.37
03.	S	0036	14	100	_	1455	2400	13100	189	_		591.33
04.	S	0031	14	602	_	9990	3100	11600	189	_		
05.	_		00		_					_		

- **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.

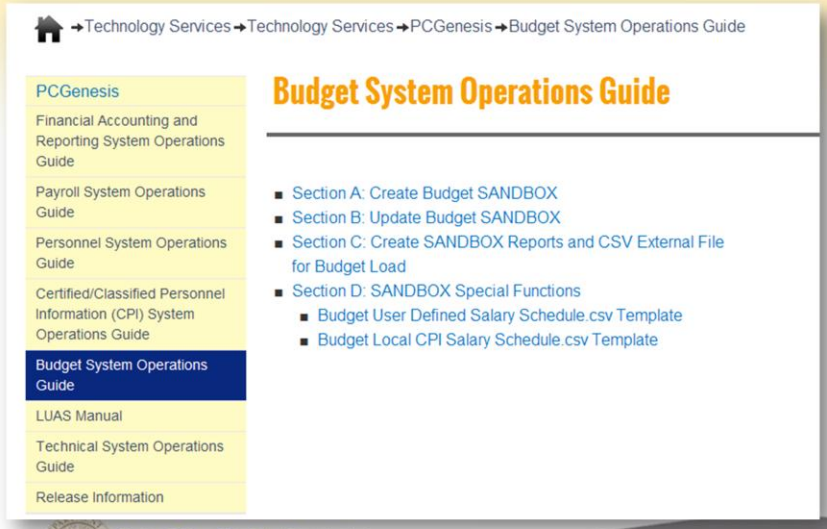
PCGenesis Documentation

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

PCGenesis Documentation



PCGenesis Documentation



Questions?

Thank you for attending!