PCGenesis Training
PCGenesis Budget System

GASBO

Augusta, GA

November 4, 2020

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

PCGenesis Training
New PCGenesis Budget System

PCGenesis Development Team

Diane Ochala   PCGenesis Lead Analyst/Developer

Angela Tennyson   PCGenesis Senior Developer

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Agenda

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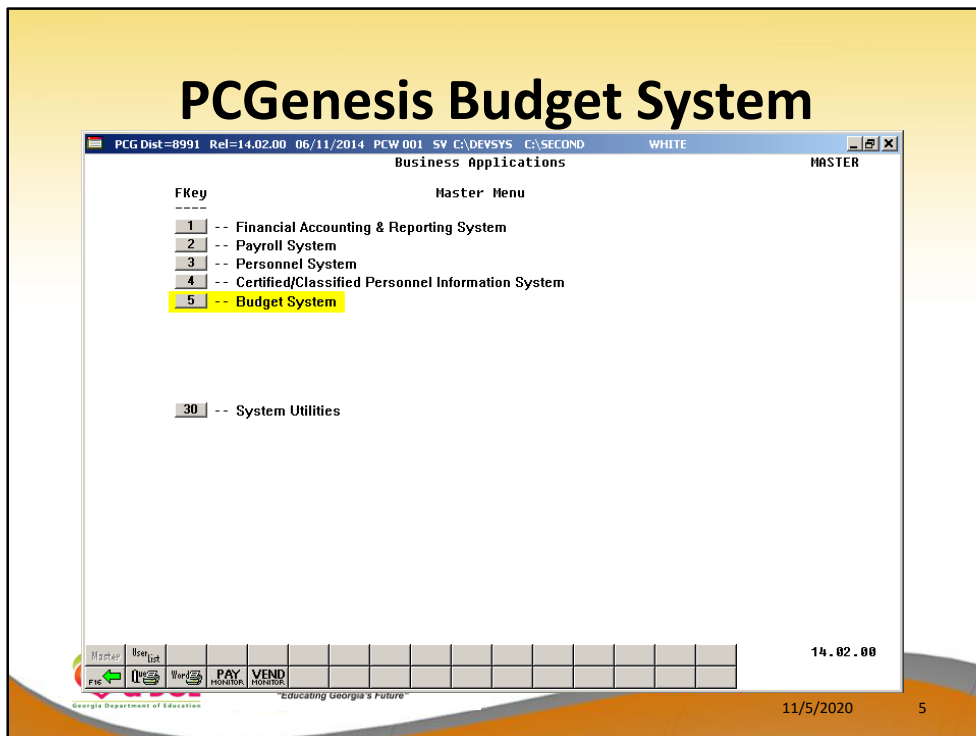- The Budget is Complete
- How the **Budget Flag** fields work

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

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PCGenesis Budget System

- The concept of the budgeting system is to create a "playground" or "sandbox" with copies of employee and system files.
- Once the data is in the "sandbox", a site can manipulate salary and benefit data:
  - Generate a series of budgeting reports.
  - Create a .csv external file that will be used for loading the budget on the financial side.
  - Use the "sandbox" gross data to load the payroll gross data for the next fiscal year.

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- 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

PCGenesis Budget System

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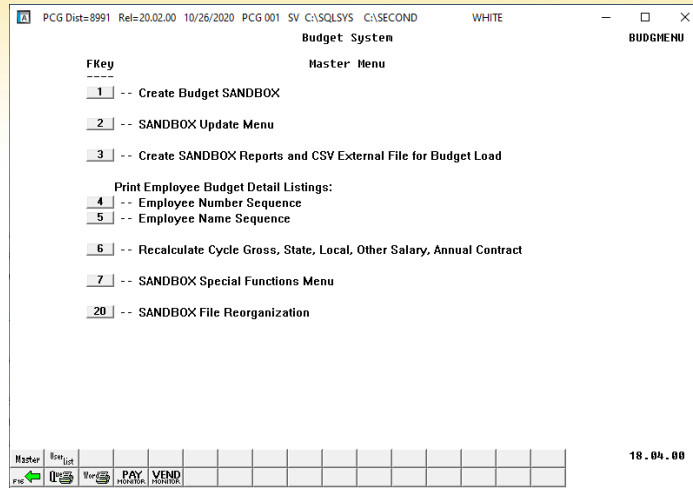
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PCGenesis Budget System

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- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

- Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters.
- The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data

Budget Flag on Payroll Gross Data Screen

- The **Budget Flag** is a new field defined on the *Update/Display Gross Data* screen for the employee.
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget *SANDBOX* directory.

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

Budget Flag on Payroll Gross Data Screen

- 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

9 - Budget Flag
```
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget
```
Done   Cancel

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- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts ('A').
- You can budget salary lines for certified employees using the State CPI Salary Schedule ('S').
- You can budget salary lines for certified employees using a Local CPI Salary Schedule ('T').
- You can budget salary lines based upon a Budget Pay Category Field and user-defined salary schedules ('U').
- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N').

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- You can budget hourly/daily lines and salary lines by specifying percentage or amount increases ('L' or 'N')

Create Budget SANDBOX

- Before the *Create Budget SANDBOX* process is run, the user must define:
  - The State CPI Salary Schedule
  - The Local CPI Salary Schedule
  - The User-Defined Salary Schedules

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

Create Budget SANDBOX

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

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- The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

Create Budget SANDBOX

```
PCG Dist=8991  Rel=20.02.00  10/26/2020  PCG 002  SV  C:\SQLSYS  C:\SECOND          WHITE            —   □   ×
                                Create Budget Sandbox                                      BUDDATE

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

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

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

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

Sort report by:    ◉ Employee name
                   ○ Employee ID

   ENTER = Continue,  F16 = Exit                                              19.02.00
```

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- **Budget Flag** of '**S**': The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190** days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
- **Budget Flag** of '**T**': The user specifies the CPI local salary schedule year to use, and also specifies the number of work days for certified employees. The local salary schedule is based on **190** days per calendar year.
- **Budget Flag** of '**U**': The user specifies the user-defined salary schedule year to use. Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field.
- **Budget Flag** of '**L**' (budget as a local supplement/extra salary) or with a **Budget Flag** of '**N**' (budget as state salary, but do not apply a salary schedule): The user can apply either an annual amount or percent increase or decrease to the salary or the rate on the account line.

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Create Budget SANDBOX Report

```
|  REPORT ID:  BUDCLR02                        CREATE BUDGET SANDBOX REPORT                                              PAGE    1
   REPORT DATE:  10/27/2016

87354    BU7KHART, JA7EL             01   CLASSROOM TEACHERS          CERT

  Bud   Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S                      11          T4         L1         43,376.00      43,376.00      3,614.67        190

       Proc Type      Account                                       Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross   Ovt Gross   Bud Flg
          S           16 100 0 1051 1000 11000 0100 1 000000                                          3,094.52                 S
          S           16 100 0 2111 1000 11000 0100 1 000000                                            382.43                 S
          S           16 100 0 1053 1000 11000 0100 1 000000                                            122.54                 S
          S           16 100 0 2113 1000 11000 0100 1 000000                                             15.18                 S
          D           16 100 0 1051 1000 11000 0100 1 000000          1.91                                                     N
          D           16 100 0 2111 1000 11000 0100 1 000000        197.27                                                     N
          D           16 100 0 1053 1000 11000 0100 1 000000         24.38                                                     N
          D           16 100 0 2113 1000 11000 0100 1 000000          7.82                                                     N
          D           16 100 0 9990 2400 19100 0100 1 000000          .97                                                      N
          S           16 100 0 9990 2400 19100 0100 1 000000                                             29.17                 N
----------------------------------------------------------------------------------------------------------------------------

87362    HU7TLEY, CO7RINNE           01   CLASSROOM TEACHERS          CERT

  Bud   Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S                      11          T5         L1         49,881.00      49,881.00      4,156.75        190

       Proc Type      Account                                       Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross   Ovt Gross   Bud Flg
          S           16 100 0 1011 1000 11000 0195 1 000000                                          4,156.75                 S
          S           16 100 0 1013 1000 11000 0195 1 000000                                            147.50                 L
----------------------------------------------------------------------------------------------------------------------------

87374    AP3NTE, RE3D                01   CLASSROOM TEACHERS          CERT

  Bud   Adv/Inhibit  New Yrs Exp  Cert Lv  New Pay Step  Tot Ann Sal  Prorated Ann Sal Cycle Salary  Emp Wrk Days  Budget Category
  S   E=INHIBIT EXPERI    10         T4         7          42,113.00      42,113.00      3,509.42        190

       Proc Type      Account                                       Pay Rate     Reg Hrs   Ovt Hrs   Reg Gross   Ovt Gross   Bud Flg
          S           16 404 0 2824 1000 11000 0108 1 000000                                          3,509.42                 S
          S           16 404 0 2824 1000 11000 0108 1 000000                                            114.16                 L
----------------------------------------------------------------------------------------------------------------------------
```

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Budget Update Menu

- The *Create Budget SANDBOX* process has completed.
- Now, the user can make <u>additional</u> changes to the employees' gross data salary lines from the *Budget Update Menu*.
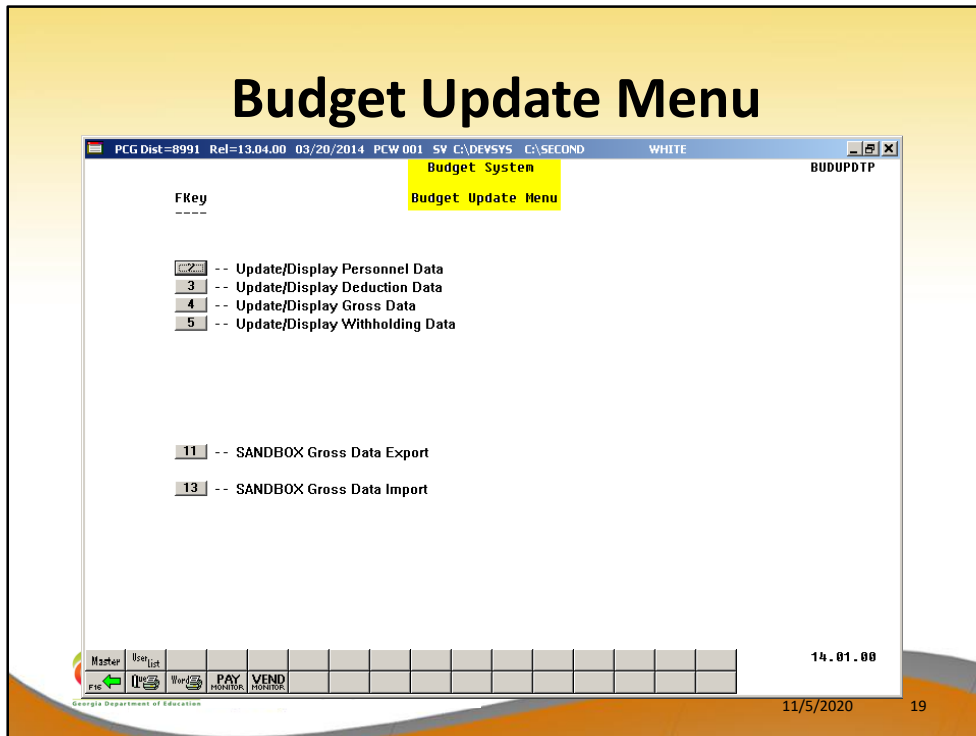
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- Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
- This menu allows the user to modify employee information in the *SANDBOX* directory including personnel data, deduction data, gross data, and withholding data.
- The user can also export the *SANDBOX* gross data, make modifications on a spreadsheet, and then import the *SANDBOX* gross data back into the PCGenesis budgeting system.

Budget Update Menu

- Once the *Create Budget SANDBOX* process has completed, the user can make any <u>additional</u> changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
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Budget Update Menu

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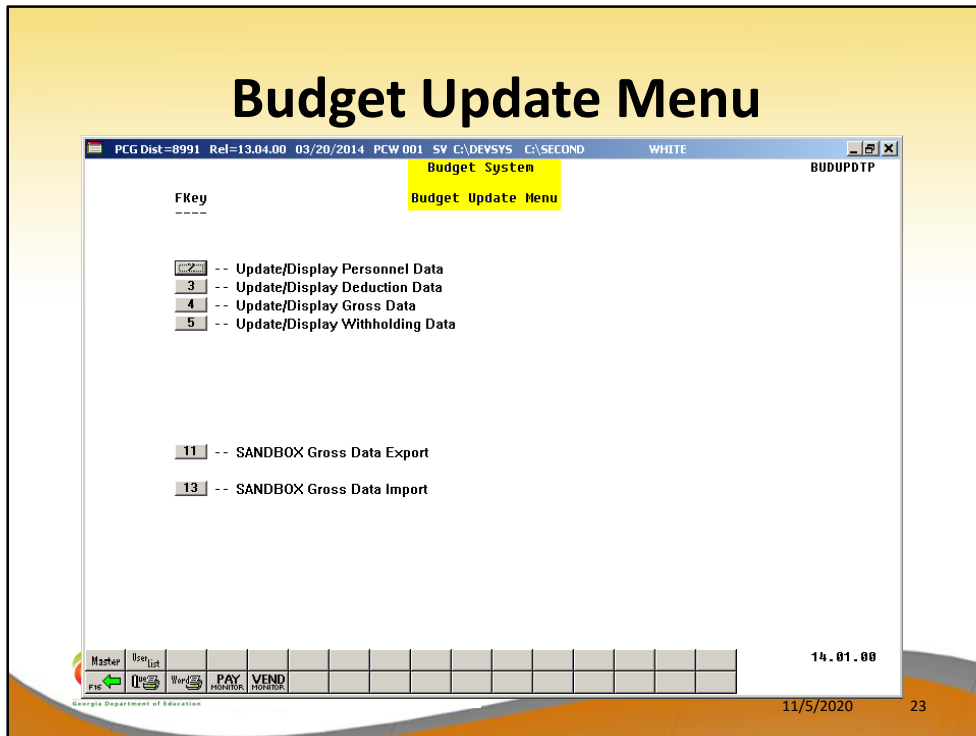- All of the screen titles in the *SANDBOX* are in Red, as illustrated on the *SANDBOX - Update/Display Gross Data* screen.

Budget Update Menu

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

Budget Update Menu

- Once the *Create Budget SANDBOX* process has completed, the user can make any <u>additional</u> changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below.
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- 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

- 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.
- There is no impact on the current scheduled payroll cycle.

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

SANDBOX Reports

- The user has finished making all necessary changes:

    - The *SANDBOX* employee data has been updated
    - The *SANDBOX* employer rates have been updated

- Now, the user is ready to select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option.

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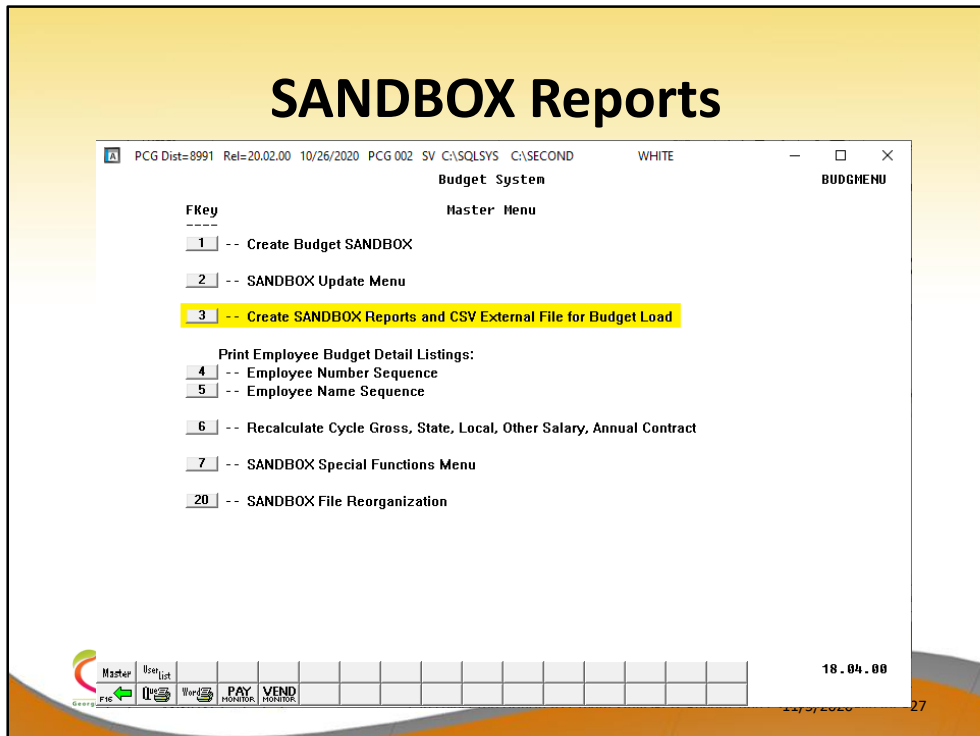*"Educating Georgia's Future"*

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- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

SANDBOX Reports

- Once the user has finished making all necessary changes to the *SANDBOX* employee data and the *SANDBOX* employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below.
- This option will generate a series of budgeting reports, and will also allow the user to create a .csv external file that can be used for loading the budget on the financial side.

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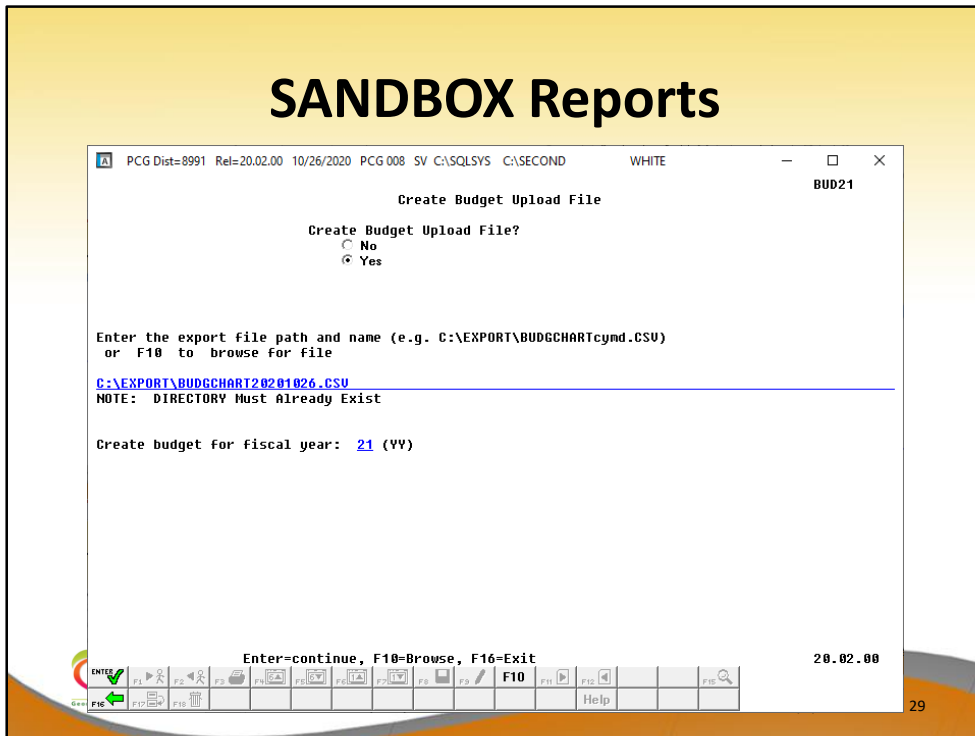
- The user can specify the location of the .csv external file
- The user can specify the fiscal year for the budget file, as shown below.

SANDBOX Reports

```
REPORT ID:  PAY20-GROS-BUDG                    BUDGET GROSS PAY DISTRIBUTION      FOR 08/26/14                        PAGE   1
REPORT DATE:  11/03/2014
                                                                               ************* TOTALS **************
YR FND F PRGM FNCT OBJCT FCTY B ADDT'L    ACCOUNT DESCRIPTION          AMOUNT      OBJECT       FNCT        FUND

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
```

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- These are examples of some of the reports that come out of the budget process.
- This report shows the Gross Pay Distribution by Account for the Budget Sandbox.

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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                                  22000 ******* 22000 **************************** 21000 ******* 21000 **********
                                        FICA EMPLOYER  MED EMPLOYER PENSION    PENSION                                (OBJECT)
PRGM FNCT OBJCT FCTY B ADDT'L  SALARY GROSS  OASDI+HI GROSS   HI GROSS  (OBJECT)    GROSS                               PEN EMPR
    ACCOUNT DESCRIPTION                   OASDI+HI   AMT   HI   AMT   TYPE     AMOUNT      C GHI AMT     N GHI AMT      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
```

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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Employer Benefit Distribution for FICA, pensions, and GHI for the Budget Sandbox.

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- These are examples of some of the reports that come out of the budget process.
- This report shows the Budget Gross Pay Distribution by Employee for the Budget Sandbox.

- 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

- 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.

- 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.

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

SANDBOX Reports

- The budget is complete, when the user is satisfied with the budget reports.
    - Print the final budget reports.
    - Use the .csv external file to load the budget into the financial system.
    - Import the *SANDBOX* gross data into the payroll system.

- The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Functions Menu*.
- The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the .csv external file is uploaded to the financial system at which point the budget is complete.

The Budget is Complete
Load the budget into the financial system
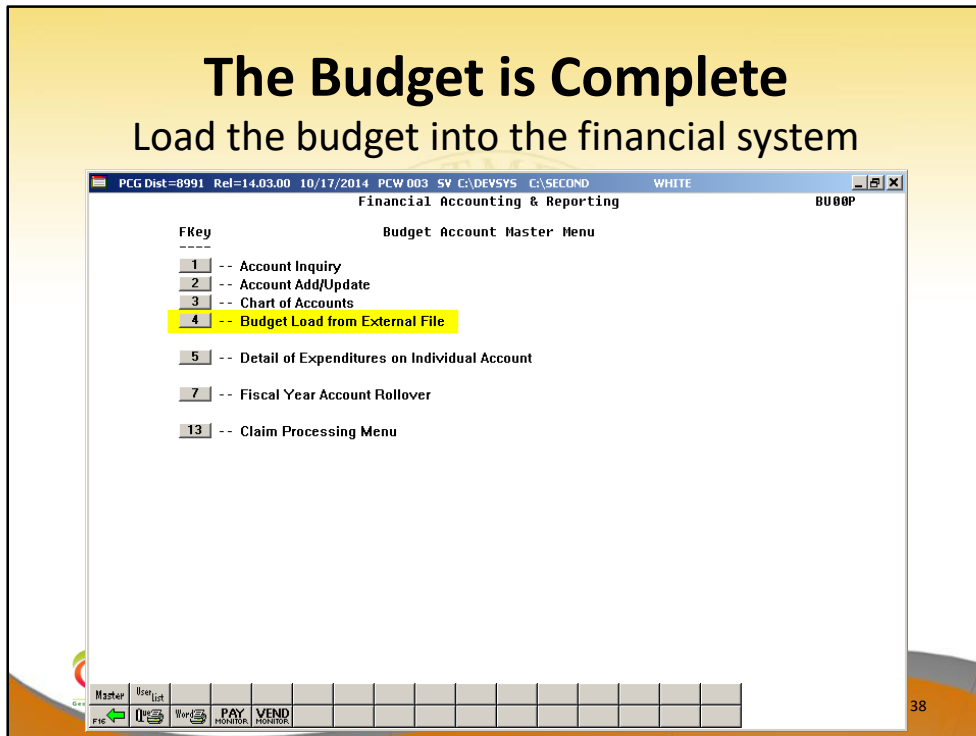
- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

The Budget is Complete

Import *SANDBOX* gross data into the <u>payroll</u> system
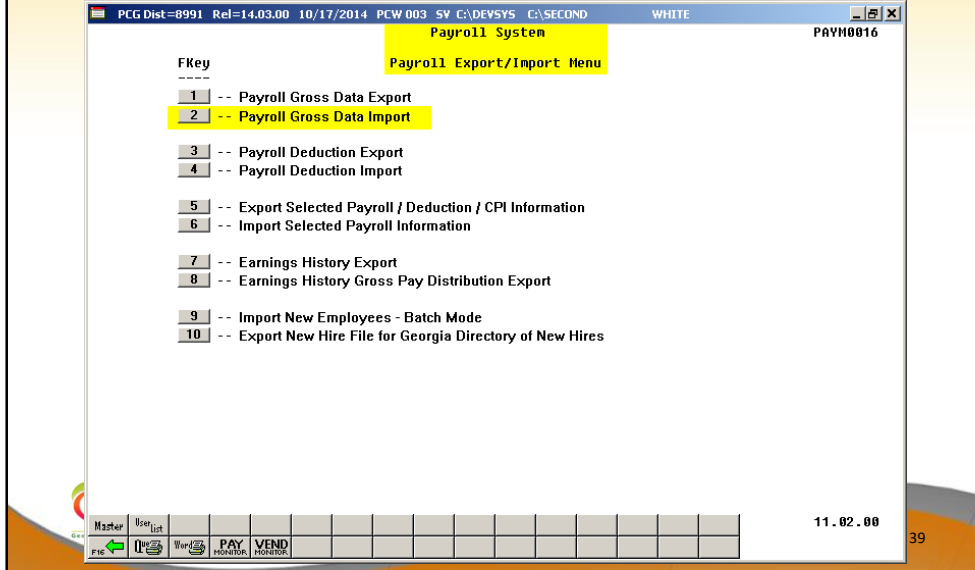
- The user can specify the location of the .csv external file, and can also specify the fiscal year for the budget file, as shown below.

Agenda

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

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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.

- **<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.

Budget Flag 'A'

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

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

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

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

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

Budget Flag 'L'

- '**L**' = Local supplement / extra salary
- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**L**'.

```
Type L lines (Local supplement/extra salary):
     Salary lines (S, B, Y, Q):  Annual amt change   1200.00   - or -  Percentage change   0.0000
     Hourly lines (D, H, A, X, P):  Amount change       0.00   - or -  Percentage change   0.1000
```

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.

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**')

- The user specifies an <u>amount</u> change or a <u>percentage</u> change for each flagged gross data account line.

- The amount change or the percentage change applies to each '**L**' line individually.

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

- The amount change or the percentage change applies to each '**L**' line individually.

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**'), example:
- A <u>percentage</u> change of .1 is specified
- Employee paid a rate of $35.00 per day
- The rate on the '**L**' line will be increased by .1 times $35.00, or $3.50
- When $3.50 is added to the current rate of $35.00, the new rate for the '**L**' line in the budget sandbox is $38.50

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

Budget Flag 'L'

- **Hourly/daily lines** (**Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**'), example:
- An <u>amount</u> change of $0.50 is specified
- The employee paid a rate of $35.00 on account line #4 and a rate of $42.50 on account line #5
- The new rates in the budget sandbox will be $35.50 and $43.00 respectively

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

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**')
- The user specifies an <u>annual amount</u> change or a <u>percentage</u> change for each flagged gross data account line.
- If the user specifies an <u>annual amount</u> change, the system divides the annual amount by the number of pay periods for the employee
- Then, distributes the pay period amount over all salary gross data lines flagged with a **Budget Flag** of '**L**'

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

Budget Flag 'L'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**L**'.

```
Type L lines (Local supplement/extra salary):
     Salary lines (S, B, Y, Q):  Annual amt change  1200.00   - or -  Percentage change  0.0000
     
     Hourly lines (D, H, A, X, P):   Amount change      0.00   - or -  Percentage change  0.1000
```

- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- In the example, an <u>annual amount</u> change of $1200.00 is specified for salary lines on the *Create Budget Sandbox Control* screen.
- The employee is paid 12 times per year, so the pay period amount to be disbursed over the salary account lines is $100.00 per pay period.
- $100.00 is distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of 'S', 'B', 'Y', or 'Q'), example:

Process Type 'S' lines will be increased by $100 per pay period.

Process Type 'D' lines will be increased by 10% (or .1).

	Update/Display Gross Data					
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01. S	0010				4685.25	S
02. S	0011				234.27	L
03. S	0036				77.33	L
04. D	0030	35.000	30.00		1050.00	L
05. D	0032	35.000	10.00		350.00	L

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

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type 'S'** salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.
- Therefore, account line #2 is <u>increased</u> by $75.18 and account line #3 is <u>increased</u> by $24.82 for a total of $100.00 in the budget sandbox.
- **Process Type 'D'** lines will be increased by 10% (or .1).

Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- *Gross Data* results in the SANDBOX when $1200 annual amount change for salary lines is specified and 10% for hourly lines

```
        SANDBOX - Update/Display Gross Data

     Proc  Pay  Pay Rate  Days/Hrs  Days/Hrs   Regular
     Type  Type Hrly/Daly Regular   Overtime    Gross
01.   S    0010                                4710.68
02.   S    0011                                 309.45
03.   S    0036                                 102.15
04.   D    0030   38.500    30.00              1155.00
05.   D    0032   38.500    10.00               385.00
```

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- In the following example, an annual amount change of $1200.00 is specified for **Process Type** '**S**' salary lines on the *Create Budget Sandbox Control* screen.
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $1200.00 divided by 12, or $100.00 per pay period.
- The $100.00 is then distributed over all '**L**' flagged salary lines in proportion to the original salary distribution.
- Therefore, account line #2 is <u>increased</u> by $75.18 and account line #3 is <u>increased</u> 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.

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Budget Flag 'L'

- **Salary lines** (**Process Type Codes** of '**S**', '**B**', '**Y**', or '**Q**'), example:
- Alternatively, a <u>percentage</u> change can also be specified.
- The percentage applies to each salary '**L**' line individually.
- If a change of .1 is specified, and the employee is paid a salary of $3500.00, the salary on the '**L**' line will be increased $350.00.
- When $350.00 is added to the current salary of $3500.00, the new salary for the '**L**' line in the budget sandbox is $3850.00.

- Alternatively, a percentage change can also be specified for a **Budget Flag** of '**L**' in the case of '**S**', '**B**', '**Y**', or '**Q**' salary lines.
- The percentage change applies to each salary '**L**' line individually.
- For example, if a percentage change of .1 is specified, and the employee is paid a salary of $3500.00, the salary on the '**L**' line will be increased by .1 times $3500.00, or $350.00.
- When $350.00 is added to the current salary of $3500.00, the new salary for the '**L**' line in the budget sandbox is $3850.00.

Budget Flag 'N'

- '**N**' = No salary schedule / non-certified
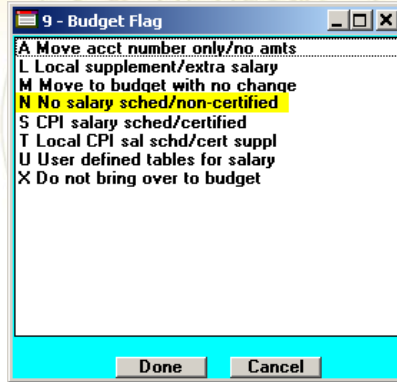
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- **Processing for Budget Flag 'N':** The processing for **Budget Flag** '**N**' is executed exactly the same way as processing for **Budget Flag** '**L**'.
- When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of '**N**', as shown in the figure below.

Budget Flag 'N'

- '**N**' = No salary schedule / non-certified
- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**N**'.

```
Type N lines (No salary schedule):
    Salary lines (S, B, Y, Q):  Annual amt change   2400.00   – or –  Percentage change   0.0000
    Hourly lines (D, H, A, X, P):   Amount change        0.50   – or –  Percentage change   0.0000
```

- **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

9 - Budget Flag
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

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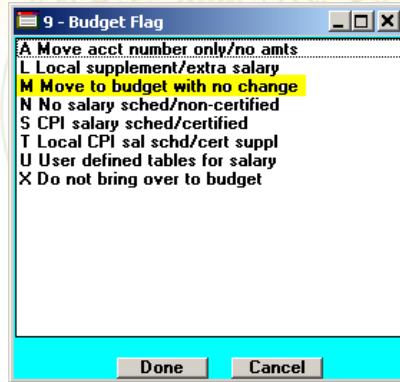
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- **Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- This allows the gross data line and all associated amounts to be brought over to the budget sandbox without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

- **<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  Pay                                     Regular Budget
    Type  Type  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Gross   Flag
01.  S    0010  14 100 _ 1455 2400 13100 _198 _ _____  5119.67    S
02.  S    0011  14 100 _ 1455 2400 13000 _103 _ _____   255.98    S
03.  S    0036  14 100 _ 1455 2400 13100 _189 _ _____   591.33    M
04.  S    0031  14 602 _ 9990 3100 11600 _189 _ _____  1297.15    A
05.  S    0031  14 482 _ 1862 1000 11300 _198 _ _____   200.00    _
```

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- **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

- **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.

Budget Flag 'S'

- Budget as state salary using the state CPI salary schedule.
- Applies to certified employees only.

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

Budget Flag 'S'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**S**'.

```
Type S lines (CPI Salary schedule):
      Enter year for salary schedule:              2015   (CCYY)
      Increase local and state years?              Y      (Y or N)
      Number of work days for certified employees: 185
```

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- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**S**' allows the user to specify the CPI state salary schedule <u>year</u> 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  Pay   Pay Rate  Days/Hrs  Days/Hrs  Regular  Budget
    Type  Type  Hrly/Daly Regular   Overtime    Gross  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.

Budget Flag 'S'

- Gross Data Results in the SANDBOX
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $4710.68 per pay period.

SANDBOX – Update/Display Gross Data

Cert level T6   Pay step L2   State yrs 13   Local yrs 12

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010				4710.68
02. S	0011				384.63
03. S	0036				126.97
04. D	0030	35.500	30.00		1065.00
05. D	0032	43.000	10.00		430.00

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- 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.

Budget Flag 'T'

- 'T' = Local CPI salary schedule / certified supplement

9 - Budget Flag
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget

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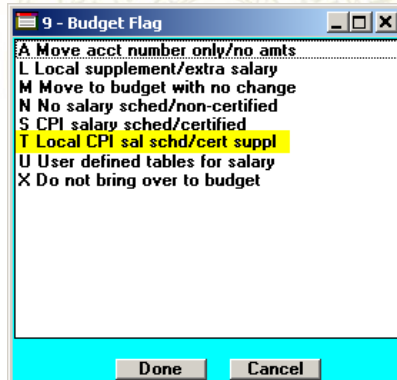
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- **<u>Processing for Budget Flag 'T'</u>:** Budget as local supplement using a <u>local</u> CPI salary schedule.
- A **Budget Flag** of '**T**' can be used for account lines with a **Process Type** of '**S**' for <u>certified</u> employees only.
-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

- Budget as local supplement using a local CPI salary schedule.
- Applies to certified employees only.

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- **<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.

Budget Flag 'T'

- The parameters on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of 'T'.

```
Type T lines (Local CPI salary schedule):
     Enter year for salary schedule:            2015  (CCYY)
     Number of work days for certified employees:  185
```

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- In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**T**' allows the user to specify the CPI local salary schedule <u>year</u> 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.

- 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

- 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.

Budget Flag 'T'

- Gross Data Results in the SANDBOX
- Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is $471.02 per pay period.

SANDBOX – Update/Display Gross Data

| Cert level T6 | Pay step L2 | State yrs 13 | Local yrs 12 |

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010				4710.68
02. S	0011				354.11
03. S	0036				116.91
04. D	0030	35.500	30.00		1065.00
05. D	0032	43.000	10.00		430.00

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

Budget Flag 'U'

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

9 - Budget Flag

```
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget
```

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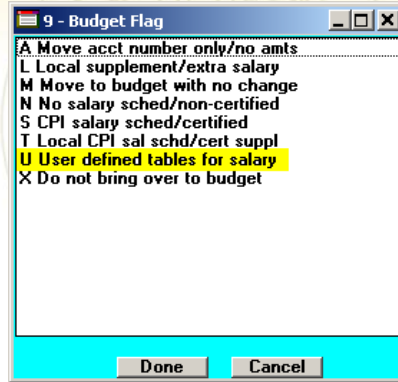
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- **Processing for Budget Flag 'U':** Budget using a user-defined salary schedule for salary gross data lines.
- This option may be used for both certified and classified employees.
- The **Budget Pay Category** field and the **Annual Work Days** fields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

Budget Flag 'U'

- Budget using a user-defined salary schedule for salary gross data lines.

- Applies to both <u>certified</u> and <u>classified</u> employees.

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

- **Processing for Budget Flag 'U':** Budget using a user-defined salary schedule for salary gross data lines.

- This option may be used for both certified and classified employees.

- The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required when account lines are flagged with '**U**'.

Budget Flag 'U'

- For <u>certified</u> employees, the **State Years of Experience** is used for determining the pay step into the user-defined salary schedule.
- For <u>classified</u> employees, the **Local Years of Experience** is used for determining the pay step into the user-defined salary schedule.

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

Budget Flag 'U'

- The parameter on the *Create Budget Sandbox* screen determines the processing for the gross data account lines flagged with a **Budget Flag** of '**U**'.

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

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

Budget Flag 'U'

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

```
Status Active                  Update/Display Gross Data                    PAY07
EmpNo 89484 BA5KSDALE, VA5NESA                        Class    17 BUS DRIVERS
SSN   999-08-9484    Loc 8012 Location 008012         Job cd 461 BUS DRIVER
Salary sched              Cert level      Pay step E  State yrs  0  Local yrs 10
Work sched ID    Hrs/Day 5.000 Days/Week 0 Hrs/Week 25.00 13/14 pay sw  Budget pay cat  1
Ann work days 210 Days worked YTD   0.00 This per   0.00 Days docked YTD   0.00 This per   0.00

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

  Pay sch. #  24
```

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- In the following example, <u>two</u> gross data account lines with a **Process Type Code** of '**S**' are flagged with a **Budget Flag** of '**U**'.
- The classified employee currently has **10** years of local experience. In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of '**S**' since it can only increment the years of experience one time.)
- The user must also specify the number of annual work days (**Ann work days**) for the employee on the payroll *Update/Display Gross Data* screen.
- Since the user-defined salary schedule is based on **260** days per calendar year, if the number of work days is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly.
- The classified employee in our example below works **210** days per year (**Ann work days**).

Budget Flag 'U'

- The **Budget Pay Category** field is defined on the *Update/Display Gross Data* screen.
- The **Budget Pay Category** determines the correct user-defined salary schedule to use for the budget process.

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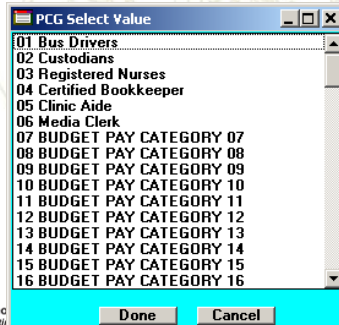
- The **Budget Pay Categories** are user-defined so that each school district can customize their own categories.
- The user must also define the **Budget Pay Category** field for the employee on the *Update/Display Gross Data* screen in payroll.
- The **Budget Pay Category** determines the correct user-defined 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

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

- 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.
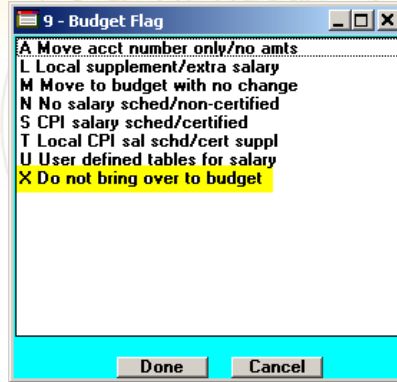
- Since the employee is paid **24** times per year, the pay period amount to be disbursed over the salary account lines is $34,284.92 divided by 24, or $1,428.54 per pay period.
- In the example, <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**U**', so the pay period amount 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

9 - Budget Flag

```
A Move acct number only/no amts
L Local supplement/extra salary
M Move to budget with no change
N No salary sched/non-certified
S CPI salary sched/certified
T Local CPI sal schd/cert suppl
U User defined tables for salary
X Do not bring over to budget
```

Done   Cancel

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

Budget Flag 'X'

- Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.
- Does not bring any accounts or amounts from the current payroll cycle.

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- **<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.

Budget Flag 'X'

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

```
                    Update/Display Gross Data
    Proc  Pay                                        Regular  Budget
    Type  Type  Yr Fnd F Prgm Fnct Objct Fcty B Addt'l   Gross  Flag
01.  S    0010  14 100 _ 1455 2400 13100  198 _ _____  5119.67    S
02.  S    0011  14 100 _ 1455 2400 13000  103 _ _____   255.98    S
03.  S    0036  14 100 _ 1455 2400 13100  189 _ _____   591.33    M
04.  S    0031  14 602 _ 9990 3100 11600  189 _ _____  1297.15    A
05.  S    0031  14 482 _ 1862 1000 11300  198 _ _____   200.00    _
```
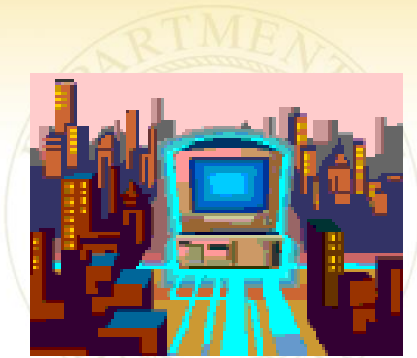
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- **Processing for Budget Flag 'X' or Spaces:** Do not bring the gross data account line over to the budget process.
- Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.
- Line # 05 is not brought over to the Sandbox.

Budget Flag 'X'

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

- **<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.

PCGenesis Documentation

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

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

PCGenesis Documentation

PCGenesis Documentation

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

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Budget System Operations Guide

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

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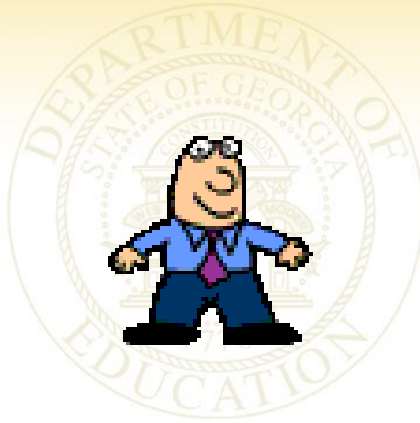*"Educating Georgia's Future"*

Questions?

Thank you for attending!