

PCGenesis
Budget System
Playing in the Sandbox

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Playing in the Sandbox

Export Gross Data (Payroll)

Payroll System

PAYM0016

FKey

Payroll Export/Import Menu

- 1** -- Payroll Gross Data Export
- 2** -- Payroll Gross Data Import

- 3** -- Payroll Deduction Export
- 4** -- Payroll Deduction Import

- 5** -- Export Selected Payroll / Deduction / CPI Information
- 6** -- Import Selected Payroll Information or CPI Assignment Data

- 7** -- Earnings History Export
- 8** -- Earnings History Gross Pay Distribution Export

- 9** -- Import New Employees - Batch Mode
- 10** -- Export New Hire File for Georgia Directory of New Hires

F2, F13, F8, F1

Playing in the Sandbox

Export Gross Data (Payroll)

- Set budget flags
- Refer to pay type codes
- Refer to program codes
- Refer to object codes
- Delete lines not needed
 - Excess sub lines, daily rate lines, interns, etc.

Gross Data, Budget Flag, Salary Schedule

Gross Data Export

➤ F2, F13, F8, F1



EMPNO	LNAME	FNAME	GRTYPE	PAYTYPE	FY	FND	PRGM	FNCT	OBJCT	FCTY	B	CONTRAMT	BUDG FLAG
87036	VA6ENTIN	SH6YNE	S	20	19	605	9600	3100	18400	201	1	9934.26	U
87041	LA9D	JA9QUES	H	300	19	604	9600	3100	11400	195	1	0	X
87041	LA9D	JA9QUES	H	300	19	606	9600	3100	11400	108	1	0	X
87052	WH9TMAN	JO9N	H	22	19	100	9990	2600	11400	8013	0	0	X
87054	CO7EY	TO7IE	H	22	19	100	9990	2600	11400	8013	0	0	X
87055	GR6ENBERG	BE6NIE	H	22	19	100	9990	2800	19900	8010	0	0	A
87078	JA7OB	MA7LANO	H	22	19	100	9990	2800	19900	8010	0	0	A
87084	BA9B	EM9RY	H	22	19	100	1320	2700	18101	8012	0	0	A
87090	KI3ER	DE3VER	H	22	19	100	9990	2600	11400	8013	0	0	X
87092	RH9ADES	CH9RITA	H	22	19	100	9990	2600	11400	8013	0	0	X
87095	BO7CHARD	VI7O	S	20	19	100	2061	1000	14000	195	1	2533.16	U
87101	MA2ION	CL2RISA	S	10	19	100	1071	1000	11000	100	1	30679.02	S
87101	MA2ION	CL2RISA	S	10	19	100	1091	1000	11000	100	1	0	S
87101	MA2ION	CL2RISA	S	11	19	100	1073	1000	11000	100	1	0	T
87101	MA2ION	CL2RISA	S	11	19	100	1093	1000	11000	100	1	0	T
87103	AR8EDONDO	KU8TIS	S	20	19	100	9990	2600	18600	108	1	21601.6	U
87103	AR8EDONDO	KU8TIS	H	22	19	100	9990	2600	18601	108	1	0	A
87103	AR8EDONDO	KU8TIS	D	24	19	100	9990	2600	18600	108	1	0	A

Playing in the Sandbox

Import Gross Data (Budget)

Budget System BUDUPDTP

FKey Budget Update Menu

- 2 -- Update/Display Personnel Data
- 3 -- Update/Display Deduction Data
- 4 -- Update/Display Gross Data
- 5 -- Update/Display Withholding Data

- 11 -- SANDBOX Gross Data Export
- 13 -- SANDBOX Gross Data Import

F5, F2, F13

Playing in the Sandbox

Create Sandbox

- Move account numbers only (A)
- Move salary lines for State CPI Salary Schedule (S - 190 DAY)
- Move salary lines for Local CPI Salary Schedule (T - 190 DAY)
- Calculate hourly/daily lines and salary lines by a percentage or an amount increase (L or N)
- Move salary lines for user-defined salary schedules (U - 260 DAY)

Playing in the Sandbox

Annual Work Days – “U”

➤ F2, F13, F8, F5, F4

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: I Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria **Filter not active**

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected
Enter=Create File F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

Playing in the Sandbox

Annual Work Days – “U”

➤ F2, F13, F8, F5, F4

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Export Selected Payroll / Deduction / CPI Information
                                                    PAY17EXT

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported
                                                    Select only one item

LAST NAME          PAY LOC          CONTMO          BIRTH DATE
FIRST NAME         WORK LOC        ANNUAL WORK DAYS X  HIRE DATE
MIDDLE NAME       SECTION 125     CONTRACT CROSS     REHIRE DATE
NAME SUFFIX       CLASS          CONTRACT BIWEEKLY  DATE OF DEATH
STREET            JOBCLASS       STATE ANNUAL        TERM DATE
STREET2          CPI JOB        LOCAL ANNUAL        TERM REASON
CITY              CERT TYPE     OTHER ANNUAL        PENSION ELIG DATE
STATE            PAY SCHEDULE # FICA SW             GHI IND
ZIP              PAY CYCLE     FED EXEMPTIONS     DOE PAID ERCON FLAG
TELEPHONE        PENSION CODE  FED WITH CODE       CPI INCLUDE
PAYROLL STATUS   RETIRE SW     STATE DEP ALLOWANCE  ENABLE DDP SW
SEX              TRS SERVICE IND
ETHNIC           TRS SERVICE LOCK
MARITAL          'NO PENSION' CODE
EEO-5 JOB CODE   SPOUSE SSN
HOURS PER WEEK   PRIOR YEAR CONTMO
HOURS PER DAY    SUBSTITUTE RANK
LEAVE REASON MAX  OVERRIDE ACCRUE
BACKGROUND CHK DATE  ADJ LEAVE ELIG DATE
CELL PHONE       EMERGENCY DATA
EMPLOYEE E-MAIL   BUDGET PAY CATEGORY
SICK BANK INDICATOR  CONTACT DATA

F7-Return, F16=Exit
```


Playing in the Sandbox

Sandbox Menu

Budget System

BUDGMENU

FKey

Master Menu

- 1** -- Create Budget SANDBOX
- 2** -- SANDBOX Update Menu
- 3** -- Create SANDBOX Reports and CSV External File for Budget Load
- 4** -- Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract
- 5** -- SANDBOX Special Functions Menu
- 20** -- SANDBOX File Reorganization

**Salaries must be
defined first**

Overview & Setup

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

Playing in the Sandbox

Sandbox Menu

Budget System		BUDGMENU
FKey	Master Menu	
1	-- Create Budget SANDBOX	Creates new sandbox each time
2	-- SANDBOX Update Menu	
3	-- Create SANDBOX Reports and CSV External File for Budget Load	
4	-- Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract	
5	-- SANDBOX Special Functions Menu	
20	-- SANDBOX File Reorganization	

Playing in the Sandbox

Create Sandbox

Create Budget Sandbox		BUDDATE
Type S lines (CPI Salary schedule):		
Enter year for salary schedule:	<u>2019</u> (CCYY)	
Increase local and state years?	<u>N</u> (Y or N)	
Number of work days for certified employees:	<u>000</u>	
Type T lines (Local CPI salary schedule):		
Enter year for salary schedule:	<u>0000</u> (CCYY)	
Number of work days for certified employees:	<u>000</u>	
Type U lines (User-defined salary schedule):		
Enter year for salary schedule:	<u> </u> (CCYY)	
Type N lines (No salary schedule):		
Salary lines (S, B, Y, Q):	Annual amt change <u>0.00</u> - or - Percentage change <u>0.0000</u>	
Hourly lines (D, H, A, X, P):	Amount change <u>0.00</u> - or - Percentage change <u>0.0000</u>	
Type L lines (Local supplement/extra salary):		
Salary lines (S, B, Y, Q):	Annual amt change <u>0.00</u> - or - Percentage change <u>0.0000</u>	
Hourly lines (D, H, A, X, P):	Amount change <u>0.00</u> - or - Percentage change <u>0.0000</u>	

Define Parameters



Playing in the Sandbox

Special Functions

Budget System

BUDGSPEC

FKey

SANDBOX Special Functions Menu

- 1** -- Display/Update Budget Control Data
- 2** -- Local Budget Salary Schedule
- 3** -- User Defined Budget Salary Schedule
- 4** -- Maintain SANDBOX Deduction Records
- 5** -- Maintain SANDBOX Annuity Records
- 6** -- SANDBOX Tax/Withholding Menu

**Control/modify
budget parameters**

**Anticipate future
withholding rates**

Playing in the Sandbox

Special Functions

Control/modify
budget parameters

DISPLAY/UPDATE BUDGET CONTROL DATA

	Schedule Year	No of Wo for Cert	Increase Local & State Years
Type S lines (CPI Salary schedule):	2019	000	N
Type T lines (Local CPI salary schedule):	0000	000	
Type U lines (User-defined salary schedule):			
Type N lines (No salary schedule):			
Salary lines (S, B, Y, Q):	Annual amt change	0.00	- or - Percentage change 0.0000
Hourly lines (D, H, A, X, P):	Amount change	0.00	- or - Percentage change 0.0000
Type L lines (Local supplement/extra salary):			
Salary lines (S, B, Y, Q):	Annual amt change	0.00	- or - Percentage change 0.0000
Hourly lines (D, H, A, X, P):	Amount change	0.00	- or - Percentage change 0.0000

----- SCHEDULES SELECTED DURING SETUP -----

PAY SCH	NO. PAYS TAX CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12	2018 PAYROLL CALENDAR	13	11/06/18	N

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
26 27 28 29 30 31 32 33 34 35

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

F3=Print screen, F11=Go to screen 2, F16=exit.

Playing in the Sandbox

Special Functions

Budget System BU | Restore Down

FKey SANDBOX Tax/Withholding Menu

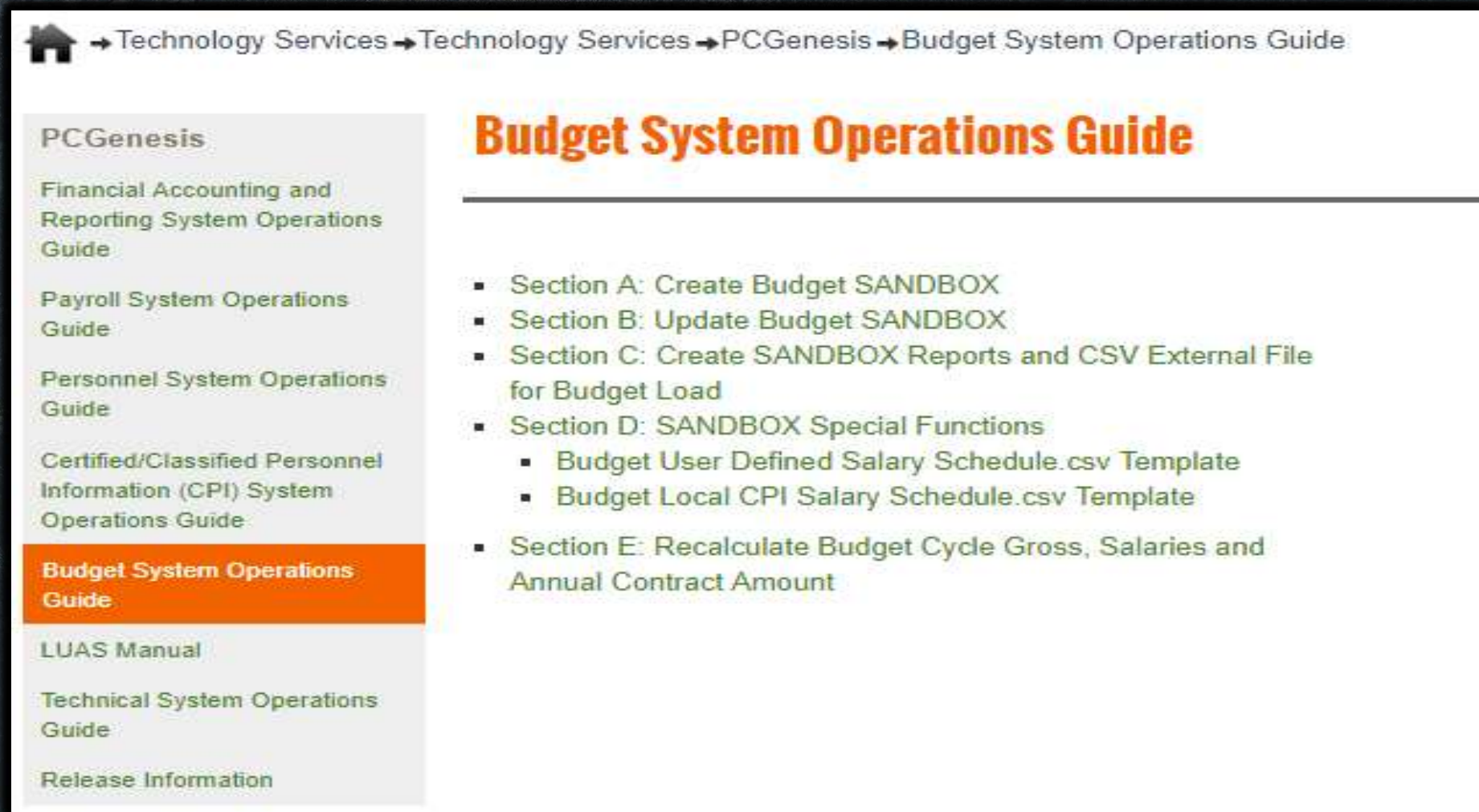
- 1 -- Display/Update FICA/Medicare Tax Table
- 2 -- Display/Update ERS Pension Table
- 3 -- Display/Update PSERS/TRS Tax Table
- 4 -- Display/Update GHI Table

**FICA, ERS, PSERS/
TRS, GHI Rates**



Gross Data, Budget Flag, Salary Schedule

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



The screenshot shows a web page with a breadcrumb trail at the top: Home → Technology Services → Technology Services → PCGenesis → Budget System Operations Guide. On the left is a navigation menu with the following items: PCGenesis, Financial Accounting and Reporting System Operations Guide, Payroll System Operations Guide, Personnel System Operations Guide, Certified/Classified Personnel Information (CPI) System Operations Guide, Budget System Operations Guide (highlighted in orange), LUAS Manual, Technical System Operations Guide, and Release Information. The main content area features the title 'Budget System Operations Guide' in orange, followed by a list of five sections: Section A: Create Budget SANDBOX, Section B: Update Budget SANDBOX, Section C: Create SANDBOX Reports and CSV External File for Budget Load, Section D: SANDBOX Special Functions (with sub-items: Budget User Defined Salary Schedule.csv Template and Budget Local CPI Salary Schedule.csv Template), and Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount.

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

Budget System Operations Guide

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

Overview & Setup

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

PCGenesis Training New PCGenesis Budget System

GASBO

Augusta, GA

November 9, 2016

