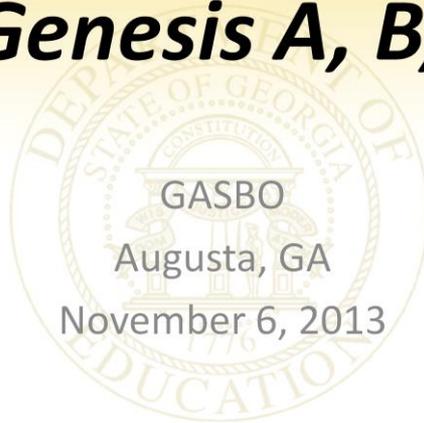


# ***PCGenesis A, B, C's***



GASBO

Augusta, GA

November 6, 2013



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# PCGenesis

## PCGenesis Development Team

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



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# Agenda

- PCG Overview
- Payroll
- Personnel
- Certified/Classified Personnel Information (CPI)
- Financial
- Tools



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# PCG Description

- Provides Full Personnel/Payroll/CPI and Financial Fund Accounting Services
- Integrates Payroll and Financial Fund Accounting
- Enables Users to find mistakes and keep in balance (Debits & Credits)
- Minimal training curve for new users
- Designed specifically for Educational use
- Full Compliance with all Georgia Reporting Requirements
- Audit Dept has stated PCG sites are easiest to deal with



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# Print File Options

## UQueue Menu

## QWord Menu

SEQ	FILE	SIZE	USER	PRIN	CLSCO	DIS	FRM	STATUS	Information	
1	C:\SECOND\SPRINT\VE00	13K	001	A	1	SCR	000	SPROG	Created 03/25/09/10	
2	C:\SECOND\SPRINT\VE00001	13K	001	A	1	SCR	000	HOLD	Created 03/25/09/11	
3	C:\SECOND\SPRINT\VE00002	13K	001	A	1	SCR	000	HOLD	Created 03/25/09/12	
4	C:\SECOND\BARRPRINT\M00P000	8996K	ARR	001	A	1	SCR	000	HOLD	Created 10/28/09/12
5	C:\SECOND\BARRPRINT\M00P001	1K	ARR	001	A	1	SCR	000	HOLD	Created 10/28/09/12
6	C:\SECOND\BARRPRINT\M00P002	1K	ARR	001	A	1	SCR	000	HOLD	Created 10/28/09/12
7	C:\SECOND\BARRPRINT\M00P003	1K	ARR	001	A	1	SCR	000	HOLD	Created 10/28/09/12
8	C:\SECOND\BARRPRINT\M00V000	2K	ARR	001	A	1	SCR	000	HOLD	Created 11/05/09/12
9	C:\SECOND\SPRINT\VE00003	13K	001	A	1	SCR	000	HOLD	Created 03/25/09/13	
10	C:\SECOND\BARRPRINT\M00I001	711K	VLW	001	A	1	SCR	000	HOLD	Created 08/23/09/14
11	C:\SECOND\BARRPRINT\M00I002	1392K	VLW	001	A	1	SCR	000	HOLD	Created 09/05/09/14

Seq	Rec	User	File	Size	Time	Date
001	DDD		C:\SECOND\BDDPRINT\VLVTR000	6K	10:36	10/24/2013
002	DDD		C:\SECOND\BDDPRINT\VLVSB005	244K	14:44	10/23/2013
003	DDD		C:\SECOND\BDDPRINT\VLVSB004	69K	14:44	10/23/2013
004	DDD		C:\SECOND\BDDPRINT\VLVSB003	244K	14:43	10/23/2013
005	DDD		C:\SECOND\BDDPRINT\VLVSB002	643	14:43	10/23/2013
006	DDD		C:\SECOND\BDDPRINT\VLVSB001	244K	14:41	10/23/2013
007	DDD		C:\SECOND\BDDPRINT\VLVSB000	645	14:41	10/23/2013
008	DDD		C:\SECOND\BALSHT\VALHP1	5K	11:20	10/23/2013
009	DDD		C:\SECOND\BDDPRINT\VBAL002	4325K	11:19	10/23/2013
010	DDD		C:\SECOND\BDDPRINT\VBAL001	4325K	11:19	10/23/2013
011	DDD		C:\SECOND\BDDPRINT\VERT002	167K	10:19	10/22/2013
012	DDD		C:\SECOND\BDDPRINT\VEE1TR002	142K	10:19	10/22/2013
013	DDD		C:\SECOND\BDDPRINT\VECP002	80K	10:19	10/22/2013
014	DDD		C:\SECOND\BDDPRINT\VPRT002	691K	09:49	10/22/2013
015	DDD		C:\SECOND\BDDPRINT\VPRT001	677K	09:47	10/22/2013
016	DDD		C:\SECOND\BDDPRINT\VTDR001	219K	09:42	10/22/2013
017	DDD		C:\SECOND\BDDPRINT\VTDR000	247K	09:42	10/22/2013
018	DDD		C:\SECOND\BDDPRINT\VPSCN001	2K	09:32	10/18/2013
019	DDD		C:\SECOND\BDDPRINT\VPSCN000	2K	09:31	10/18/2013
020	DDD		C:\SECOND\BDDPRINT\VLVSM001	373K	15:44	10/17/2013
021	DDD		C:\SECOND\BDDPRINT\VLVSM000	541	15:44	10/17/2013
022	DDD		C:\SECOND\BDDPRINT\VBAL000	2867K	13:20	10/01/2013
023	DDD		C:\SECOND\BDDPRINT\VPRT000	53	13:25	10/01/2013
*** End of list ***						

### QWord Advantages

- ✓ All Current Functions
- ✓ Able to Browse to Select File
- ✓ Able to Select Printer



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# Print File Options

UQueue  
17 Lines

QWord  
66 Lines

LINE	DESCRIPTION	AMOUNT	DATE
1	...	...	...
2	...	...	...
3	...	...	...
4	...	...	...
5	...	...	...
6	...	...	...
7	...	...	...
8	...	...	...
9	...	...	...
10	...	...	...
11	...	...	...
12	...	...	...
13	...	...	...
14	...	...	...
15	...	...	...
16	...	...	...
17	...	...	...

LINE	DESCRIPTION	AMOUNT	DATE
1	...	...	...
2	...	...	...
3	...	...	...
4	...	...	...
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34	...	...	...
35	...	...	...
36	...	...	...
37	...	...	...
38	...	...	...
39	...	...	...
40	...	...	...
41	...	...	...
42	...	...	...
43	...	...	...
44	...	...	...
45	...	...	...
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47	...	...	...
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49	...	...	...
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52	...	...	...
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55	...	...	...
56	...	...	...
57	...	...	...
58	...	...	...
59	...	...	...
60	...	...	...
61	...	...	...
62	...	...	...
63	...	...	...
64	...	...	...
65	...	...	...
66	...	...	...

- QWord Advantages**
- ✓ View Full Page – Not 17 Lines
  - ✓ Able to Save & Distribute
  - ✓ Access to All Word Features

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# Agenda - Payroll

- **Payroll Overview**
- Payroll Schedule
- Payroll Setup
- Input and Post Employee Leave and Substitute Pay
- Payroll Preliminary Report
- Calculate Payroll and Print Checks
- Print Registers and Final Payroll Distribution
- Update Earnings History and Financials



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# Basic Payroll Processing

- Add Class
- Add Job Description
- Add Deduction
- Add New Employee
- Update/Display Personnel Data
- Modify Payroll Schedule
- Payroll Setup
- Payroll Monitor
- Payroll Process
- Manual/Void Process
- Reports
- Posting



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# Add Pay Class

F2, F9, F1 Maintain Description Record Type

Record Type: 'C' = Pay Class

Best to use same schedule # every year

PCG Dist=0991 Rel=12.03.00 09/17/2012 WHI 001 SV C:\DEV\SVS C:\SECOND WHITE

Payroll Description File - File Maintenance PAV0100

Record Type: C Number: 89

Description: BOOKKEEPER - PAYROLL Free format description

Pay Schedule #: 12 Pay Schedule # for each Pay Class

Certified/Non: N C-Certified, N-Non-certified  
Type: F F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors  
Instructional: N I=Instructional, M=Non-instructional  
Parapro: N P=Paraprofessional, N=Non-paraprofessional

ERS Job Class: 09 ERS Job Classification - DESC Record 'M'  
TRS Job Class: 3 Executive Admin Managerial - DESC Record 'K'

ENTER-Validate \*\* Add Mode \*\* F8-Save F16-Exit 12.03.00

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# Add Job Description

F2, F9, F1 Maintain Description Record Type \_\_\_\_\_ Record Type: 'J' = Job Description

The screenshot shows a software window with the following content:

- Header: PCG Dist=8991 Rel=12.03.00 09/17/2012 WHT 001 SV C:\DEVSY S C:\SECOND WHITE
- Title Bar: Payroll Description File - File Maintenance
- Record Type: J Number: 58
- Description: Payroll Manager Free format description
- FLSA: E E-Exempt, N=Non-exempt from overtime pay
- Footer: ENTER-Validate \*\* Add Mode \*\* F8-Save F16-Exit 12.03.00



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# Add Deduction

F2, F9, F5 Maintain Deduction Record

```

PCG Dist=8991  Rel=12.03.00  09/17/2012  WHI 001  SV  C:\DEVSYS  C:\SECOND  WHITE  PAY095
PAYROLL DEDUCTION DATA ENTRY

Deduction code: 24          Sort: 0
Description:  NON TAX INSURANCE      Percent: .00000
Short desc.:  NON TAX INS          Vendor: 8
                                         VENDOR 000000
Deduction type:  I  'A' = Annuity (Tax Sheltered)  'C' = Credit Union
                  'F' = Imputed Income           'G' = Garnishment
                  'I' = Non-Taxable Insurance

Fund: 199  Fiscal:  _  Program: 9990  Expense/receipt function: 9000
Balance #:  476

Benefit plan code associated with deduction:  _____
----- Employer Contribution Information -----
Employer contribution indicator:  1          0 = None
                                         1 = Fixed Amount
                                         2 = % of Process Type Gross (specified below)
                                         3 = % of Employee Contribution

Employer Indicator '2' Process Types:  S  D  H  A  B  X  Y  Q  P
                                         Y  N  N  N  N  N  N  N  N

Contribution amount or %:  25.00000  Object: 29000  Balance: 421

(ENTER)-Add Record      ** Add Mode **
                        F16-Find Mode   F28-Help Screen
                        12.03.00
    
```



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# Add New Employee

F2, F2, F1 Add New Employee - Screen 2

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSYS C:\SECOND GREEN PAV01

Add New Employee \*\*\*\*\* SCREEN 2 \*\*\*\*\*

Emp. # 32488 PAYROLL, PANELA Status A Loc 2050 Class 7

TRS & ERS Pens Gross Adj (Amt/%) .0000 Contno 10 Serv 1  
 Contract Amt 60000.00 Cycle Gross 5000.00 Cycle 1 CALENDAR YEAR  
 State Salary 60000.00 Local Salary Other Hrs/Week 37.50  
 Pension Code 2 TRS Amt/%.0600 Switch Y Pay Sch. # 12

Proc Type	Pay Type	Pay Rate	Reg Hrs	Out Hrs	Reg Gr	Out Gr	GHI Dist	Pay Reas
1.	S				5000.00		1.0000	
2.								
3.								
4.								
5.								
Totals					5000.00		1.0000	

\*\* Total Gross 5000.00

Acct #	Yr	Fnd	F	Prgrm	Fact	Objct	Fcty	B	Add'l	Contract
Acct #1	13	100	-	1011	1000	11000	189	-	-	5000.00
Acct #2	00	-	-	-	-	-	-	-	-	-
Acct #3	00	-	-	-	-	-	-	-	-	-
Acct #4	00	-	-	-	-	-	-	-	-	-
Acct #5	00	-	-	-	-	-	-	-	-	-
Totals										5000.00

Validations passed. Check screen 1 or save your changes.

13.03.00



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data

PAYFIND allows the use of selection filter (F10)

PGC Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSY5 C:\SECOND GREEN

Display/Update Personnel Data  
Select Employee

Filter set: Status Current Order  
Name

Input: \_\_\_\_\_

Fkey	Name	Empno	SSN	Loc	Cls	Cert	Pens	ContHo	Job	Stat	HrH
1	AD2ER, TA2	88127	999-08-8127	198	20	N	2	10	478	A	13

Input Employee Number or Name or SSN - Press Enter Key  
F16 to Exit, F18 Clear employee filter  
F1-9 = Choose from Selection Above

13.02.00

EMIT F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 Help



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# Update Display Personnel Data

F2, F2, F2 Update/Display Personnel Data

The filter will define subset criteria

Choose Employee

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEV\SVS C:\SECOND GREEN

Display/Update Personnel Data  
Select Employee

Filter set: Class,TRS,Status

Current Order Name

Fkey	Current Name	Empno	SSN	Loc	Cls	Cert	Pens	ContNo	Job Stat	Hth
Enter	PAZSON, DEZETRIUS	89943	999-08-9943	103	7	C	2	10	146	A
1	PAAR, KAACE	89885	999-08-9885	198	7	C	2	10	171	A
2	PAARIS, SHABA	89469	999-08-9469	199	7	C	2	10	105	A
3	PAS, DASWIN	88832	999-08-8832	111	7	C	2	10	85	A
4	PASTRIDGE, BRUCE	88828	999-08-8828	198	7	C	2	10	114	A
5	PAYROLL, PAMELA	32488	899-32-4888	2050	7	C	2	10	106	A
6	PEERYMAN, LYENA	83259	999-08-3259	199	7	C	2	10	171	A
7	PHAN, KAACE	88885	999-08-8885	106	7	C	2	10	107	A
8	PISSON, HAZOLD	87982	999-08-7982	109	7	C	2	10	171	A
9	POZER, STZCEE	89135	999-08-9135	106	7	C	2	10	106	A

FKEY = Record Found Above  
or PgUp/PgDn = Previous/Next 10 Records  
F16-new search, F18-Clear Employee Filter  
F1-9 = Choose from Selection Above

Order changed to Alpha

13.02.00



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# Update Display Personnel Data

F2, F2 Update/Display Personnel Data  
 F9 to Enter Update Mode

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEV\SVS C:\SECOND GREEN

Display/Update Personnel Data PAV02

Status A -- Active PAZSON, DEZETRIUS  
 Emp. no. 89943 Pay Loc 183 Location 000103 Class 7 CERTIFIED 10 MONTH  
 Sex Code E Work Loc 183 Location 000103 Job 146 GIFTED MLENTARY  
 Mar Stat M SSN 992 08 9943 EEO-5 Job 000 Undefined  
 EEO-5 Ethnic 2 WHITE

NAME First DEZETRIUS Middle \_\_\_\_\_ Prefix \_\_\_\_\_  
 Last PAZSON Suffix \_\_\_\_\_

Address 1057 MAIN STREET Certificate Type T4 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 146  Yes  No An Indian Alaskan  
 City/State SMITH, GA Include on CPI?  Yes  No Black  
 Zip Code 33333 County 160 Sick Bank?  Yes  No White  
 Phone (999)555-0957 Out of State Substitute Rank \_\_\_\_\_  Yes  No Asian  
 Cell phone ( )000-0000 Override accrue?  Yes  No Hawaiian Pacific

Spouse SSN \_\_\_\_\_ Adj Lv Elig Date \_\_\_\_\_  
 Birth Date 10/01/1955 Pens Elig Date \_\_\_\_\_ TRS DOE Paid ERCON?  Yes  No  
 Hire Date 8/01/2009 GHI Eligible?  Yes  No Health ins Flag  Yes  No  
 Rehire Date \_\_\_\_\_ GHI 1ST Day Wrk 8/03/2009 Participate in GHI?  Yes  No  
 Background Ck \_\_\_\_\_ GHI Eff Date 10/01/2009 GHI Option 01 UHC WELL HMO  
 Term Date \_\_\_\_\_ GHI Final Ded Dt \_\_\_\_\_ GHI Tier 06 FAMILY  
 Term Reason \_\_\_\_\_ GHI Change Code MISC GHI Ded Cd 9

\*\*\*\* TAX DATA \*\*\*\*  
 Federal: Mar Stat M Exempt 0 Withholding Code 0 Ant/% 0.00  
 State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% 0.00  
 Tax Switches: Fed  Y State  Y FICA  H Retire  Y REIC \_\_\_\_\_

Mode changed to update

13.03.00



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# Update Display Gross Data

F2, F2, F4 Update/Display Gross Data

PEG Dist=8991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data Class 7 CERTIFIED 10 MONTH PAY07  
 EmpNo 89943 PA250N, DE2ETRIUS Job cd 146 GIFTED W/LEMENTARY (P)  
 SSN 999-00-9943 Loc 103 Location 000103 State yrs 11 Local yrs 9  
 Salary sched Cert level 14 Pay step L1 Hrs/Week 40.00 13/14 pay ind  
 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind  
 Ann work days 0 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	Overtime	GHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S	0010			1400.17			4000	
02.	S	0011			70.02				
03.	S	0010			1400.17			4000	
04.	S	0011			70.02				
05.	S	0010			700.08			2000	
06.	S	0011			35.01				
					3675.47			1.0000	Sub

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	14	100	2111	1000	11000	103							1400.17	Y
ACCT 02	14	100	2113	1000	11000	103							70.02	
ACCT 03	14	100	1351	1000	11000	103							1400.17	
ACCT 04	14	100	1353	1000	11000	103							70.02	
ACCT 05	14	100	2211	1000	11000	103							700.08	
ACCT 06	14	100	2213	1000	11000	103							35.01	
													3675.47	

TRS & ERS Pens Gross Adj  
 Ant/% 0400 Contract ant 44105.62 Cycle gross 3675.47 Total gross 3675.47  
 Pay sch. # 12 State salary 44105.62 Local salary 3675.47 Cycle 1 Cal Yr  
 Pens code 2 TRS Pens elig date Ant/% .0600 Other Contno 10  
 Pens switch Y TRS service ind 1 PV contno 19

13.01.00



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# Agenda - Payroll

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# Modify Payroll Schedule

F2, F13, F1 Update/Display Pay Schedules  
Input Pay Schedule & Year

PCG Dist=8991 Rel=13.03.00 10/24/2013 DOD.002.SY C:\DEVSYS C:\SECOND GREEN PAYS

Display/Update Pay Schedule

Enter Key of Record

Pay Schedule #: 12  
Year: 14

\*\* Find Mode \*\*

(ENTER)-Exact Key F2-First F16-Exit 12.03.00



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# Modify Payroll Schedule

Screen will open in ADD mode if record does not exist

ENTER to Validate

```
PCG Dist=8991 Rel=13.03.00 10/24/2013 DDD.002 SY C:\DEVSYS C:\SECOND GREEN PAYS
*** Calendar Year Pay Schedule ***
Year: 14 Pay Schedule #: 12 * SCHEDULE IN PROGRESS *
No. Of Pays For Tax Calc: 12 Max No. Of Pays Per Year: 12
Description: MONTHLY PAY SCHEDULE
Current Pay Period: 1 No. of days between Pay Dates: 30
SCHEDULE COMPLETE INDICATOR : N

** Add Mode **

(ENTER)-Validate Entries F11-Sort Dates F16-Return to Find Mode 12.03.00
```



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# Modify Payroll Schedule

Date fields will appear

Enter first pay date and **F31** to generate dates

```
*** Calendar Year Pay Schedule ***
PAYS

Year: 14   Pay Schedule #: 12   * SCHEDULE IN PROGRESS *
No. of Pays For Tax Calc: 12   Max No. of Pays Per Year: 12
Description: MONTHLY PAY SCHEDULE
Current Pay Period: 1   No. of days between Pay Dates: 30
SCHEDULE COMPLETE INDICATOR : N

1). 13114      2). 000000      3). 000000      4). 000000
5). 000000      6). 000000      7). 000000      8). 000000
9). 000000      10). 000000     11). 000000     12). 000000

** Add Mode **

(ENTER)-Add Record   F1-Reenter   F11-Sort Dates   F31-Generate Dates   12.03.00
```



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# Modify Payroll Schedule

Date fields will appear

Enter first pay date and F31 to generate dates - Correct dates as required

```
*** Calendar Year Pay Schedule ***
Year: 14   Pay Schedule #: 12   * SCHEDULE IN PROGRESS *
No. of Pays For Tax Calc: 12   Max No. of Pays Per Year: 12
Description: MONTHLY PAY SCHEDULE
Current Pay Period: 1   No. of days between Pay Dates: 30
SCHEDULE COMPLETE INDICATOR : N

1) - 13114      2) - 022814    3) - 033014    4) - 043014
5) - 053014    6) - 063014    7) - 073014    8) - 083014
9) - 093014    10) - 103014   11) - 113014   12) - 123014

** Add Mode **

(ENTER)-Add Record  F1-Reenter  F11-Sort Dates  F31-Generate Dates  12.03.00
```



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# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- **Payroll Setup**
- Input and Post Employee Leave and Substitute Pay
- Payroll Preliminary Report
- Calculate Payroll and Print Checks
- Print Registers and Final Payroll Distribution
- Update Earnings History and Financials



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# Payroll Setup

F2, F1, F1 Setup Payroll for a New Payroll Run

Enter 'Y' for correct pay schedule(s) and for employer share GHI

PCG Dist=0991 Rel=12.03.00 09/18/2012 LBL001 SY C:\DEV\SYSS C:\SECOND LTBLLUC

Enter a 'Y' in the Run column next to the Scheduled Pay(s) and Employer GHI(s) for this payroll run. PAYDATE

Pay Sch	No. Pays	Tax Calc	Description	Period	Check Date	Run	Emplr GHI
12	12		MONTHLY PAY SCHEDULES	8	08/31/12	Y	Y
24	24		SEMI MONTHLY PAY SCHEDULES	16	08/31/12	Y	Y

NOTE: Verify the NO. of PAYS for TAX CALCulation Field. If incorrect, return to the DISPLAY/UPDATE PAY SCHEDULES Function and modify.

ENTER = Continue, F16 = Exit 12.03.00



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# Payroll Setup

Verify the 'Selected Classes'

Hours field cleared from these Proc Type codes records

These Proc Type codes are deleted from employee records

G - Process Type

- S Reg Salary w/Pension and Taxes
- D Reg Daily w/Pension and Taxes
- H Reg Hourly w/Pension and Taxes
- A Daily/Hourly Adj No Pension
- B Salary Adjustment No Pension
- X Daily/Hrly w/FICA, No Pens/Tax
- Y Salary w/ FICA, No Pens/Taxes
- Q Salary Adj w/Tax & Pension
- P Daily/Hourly Adj w/Tax & Pens
- Z Pension Adjustment Only

Done Cancel

PCG Dnt-9991 Rel=12.03.00 09/18/2012 1BL001 SV C:\DEV\SVS C:\SECOND

Enter a 'Y' in the Run column next to the Schedule Pay(s) and Employer GHI(s) for this payroll run.

Pay Sch	No. Tax	Pays Calc	Description	Period	Check Date	Run	Emplr GHI
12	12		MONTHLY PAV SCHEDULES	8	08/31/12	Y	Y
24	24		SEMI MONTHLY PAV SCHEDULES	16	08/31/12	Y	Y

NOTE: Verify the NO. of PAYS for TAX CALCULATION field. If incorrect, return to the DISPLAY/UPDATE PAV SCHEDULES function and modify.

The 'Selected Classes' shown below will indicate which employees are to be paid during this payroll run. Erase any Class which should NOT be paid.

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	36	37	38	39	40	41
42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	
62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	

ENTER = Continue, F16 = Reenter



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### During Payroll Setup:

- Payroll gross data adjustment lines types A, B, P, Q, X, and Y are always deleted, as are Deduction Adjustment amounts when Payroll Setup is run.
- Current Leave is always reset to zero. If you enter leave and run setup payroll again, the YTD leave will be incorrect.
- Pre-payroll reports print the employees who are selected for payroll. If you run the Exception Report error free, then add an employee, **always run the Exception Report again after making changes before calculating the payroll.**

# Payroll Setup

Enter 'Y' next to pension types to be deducted

**NOTE: PSERS not withheld for June, July & August**

The screenshot shows a payroll setup window titled 'PAYDATE'. The window contains the following text and options:

Enter a 'Y' next to the pension types to be deducted on this payroll run:

- (1) Old PSERS  H
- (2) TRS  Y
- (3) OLDERS  H
- (4) NEWERS  Y
- (5) New PSERS  H

At the bottom of the window, it says: ENTER = Continue, F16 = Exit. The date 12.03.00 is displayed in the bottom right corner of the window.

A warning dialog box titled 'TRS Warning' is overlaid on the main window. It contains a yellow warning icon and the following text: 'Pay Reason for 9 or 10 month TRS Employees should be set to '91' - Summer Accrued Pay for June, July & August'. An 'OK' button is at the bottom of the dialog box.

A blue callout box with a white border points to the warning dialog box and contains the text: 'Pay attention to warning dialog boxes'.

At the bottom of the slide, there is a logo for 'K-12 EDUCATION' and the text 'www.gadoe.org'. The date '11/7/2013' and the number '30' are also present at the bottom right.

PSERS deductions should be set to N for June, July, August.

# Payroll Setup

Enter 'Y' next to salary lines to be cleared

The screenshot shows a terminal window titled "PAYDATE" with the following text:

PCG Dist=8991 Rel=12.03.00 09/10/2012 LBL 001 SV C:\DEVSYS C:\SECOND LTBLUE

Enter a 'Y' next to the type of salary lines to be cleared on this payroll run. Fields to be cleared will be Regular Hours, Regular Gross, and GHI Distribution:

(1) HOURLY Y

(2) DAILY Y

ENTER = Continue, F16 = Exit

12.03.00

A callout box points to the 'Y' characters in the list, containing the text: "Hours and Gross fields cleared from 'H' and 'D' Proc Type codes, if selected".



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Usually, when a payroll is setup, the hourly and daily entries are cleared so that the correct time can be entered for employees.

**If the payroll is being re-setup and daily and hourly time has already been entered for this run, the entries should NOT be cleared and should be populated with N.**



# Payroll Setup

Enter 'Y' if deduction is to be taken

```

PCG Dist=8991  Rel=12.03.00  09/18/2012  LBL001  SV  C:\DEV\SVS  C:\SECOND  LTBLUE  [F10] [X]
Deduction Control
(Enter a 'Y' if the deduction is to be taken)
PAYDATE

01-ANNUITY # 1  Y  02-ANNUITY # 2  Y  03-FED INCOME TA  Y  04-VENDOR 000006  Y
08-GHI-NON-CERT  Y  09-GHI-CERT  Y  11-VENDOR 004406  N  12-VENDOR 000013  Y
13-VENDOR 000009  Y  17-VENDOR 000012  Y  18-COURT W/H  Y  27-VENDOR 000020  Y
30-COURT W/H  Y  31-VENDOR 000469  Y  32-VENDOR 000470  Y  33-COURT W/H  Y
34-VENDOR 001880  Y  35-VENDOR 004404  Y  36-VENDOR 004406  N  37-VENDOR 004406  Y
38-VENDOR 002605  Y  39-VENDOR 002629  Y  40-VENDOR 002793  Y  41-VENDOR 002825  Y
42-VENDOR 002865  Y  43-VENDOR 002865  Y  44-VENDOR 000013  Y  45-VENDOR 004407  Y
46-VENDOR 003449  Y  47-VENDOR 003882  Y  48-VENDOR 003586  Y  49-VENDOR 003663  Y
50-VENDOR 003881  Y

ENTER to Proceed, F16 to EXIT
12.03.00
    
```



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Select the deductions that will be taken from this pay check. If more than one payroll occurs in a month, some districts may include different deductions in each payroll.

If a new deduction is added, it must be added before the payroll is set up; otherwise, the deduction will not show up on this screen and will not be taken out of the paychecks. (Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.)

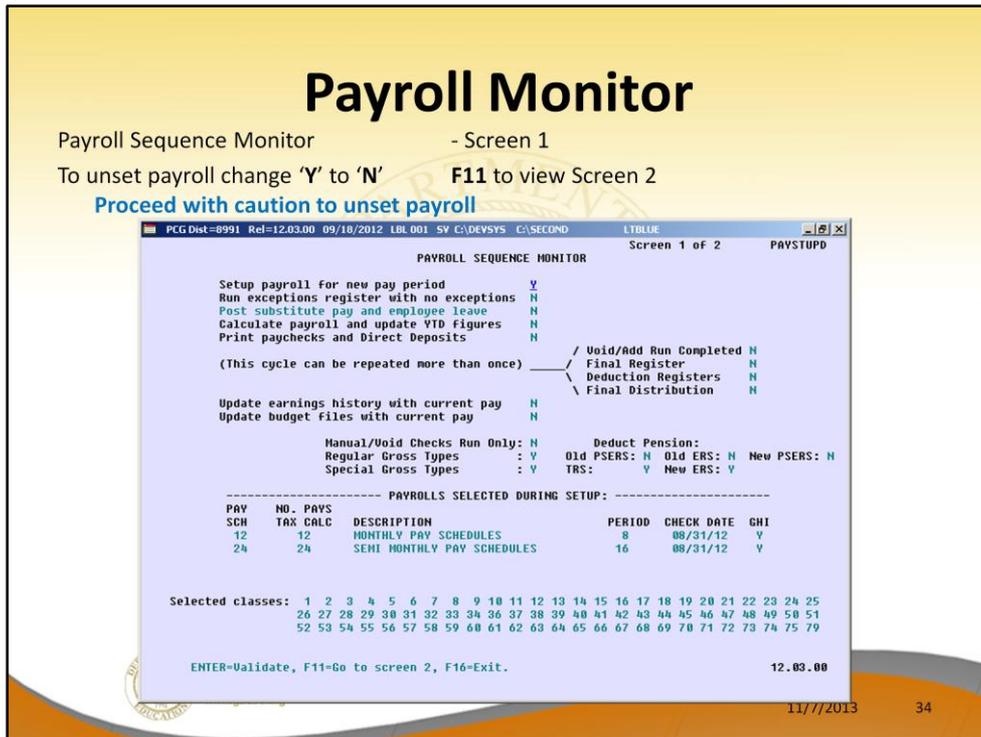
Be sure to mark the new deduction with a Y or else it will still not be taken out of the paychecks.

# Payroll Monitor

Payroll Sequence Monitor - Screen 1

To unset payroll change 'Y' to 'N' F11 to view Screen 2

Proceed with caution to unset payroll



The monitor process controls all phases of the payroll processing cycle. **The Payroll Monitor protects you from performing steps out of order.**

**The Payroll Setup process “selects”, and the monitor process “tracks”:**

- The payroll date, as determined by the selected schedules.
- The classes selected.
- Whether or not pension will be withheld – determines overall control over PSERS pensions for summer months, but can be used to prevent TRS for special incentive pay runs.
- The deductions selected for the pay run – such as controlling GHI to deduct only once a month if payroll is processed semi-monthly.

**If the monitor screen has the first two fields enabled, it is safe to set the fields back to N to allow setup to be rerun – but:**

- Reprocessing setup has consequences... Don't do without considering them. In particular, leave updates should be reversed before running.
- If all the monitor switch fields are set to N, you may set the first switch back to Y to recover the prior payroll setup.

# Payroll Monitor

Payroll Sequence Monitor

- Screen 2

Yes, there is a Screen 2!

F9 to modify selected deductions

F12 to view Screen 1

```
PCG Dist=0991 Rel=12.03.00 09/10/2012 LBL 001 SV C:\DEVSY5 C:\SECOND LTBLLK
PAYROLL SEQUENCE MONITOR
Deduction Control
(Screen 2 of 2) PAVSTUPD

(A 'Y' indicates that the deduction is to be taken)

01-ANNUITY # 1 Y 02-ANNUITY # 2 V 03-FED INCOME TR V 04-VENDOR 000006 Y
08-GHI-NON-CERT V 09-GHI-CERT V 11-VENDOR 004406 N 12-VENDOR 000013 Y
13-VENDOR 000009 Y 17-VENDOR 000012 V 18-COURT U/H V 27-VENDOR 000020 Y
30-COURT U/H V 31-VENDOR 000469 V 32-VENDOR 000470 V 33-COURT U/H V
34-VENDOR 001080 Y 35-VENDOR 004404 V 36-VENDOR 004406 N 37-VENDOR 004406 Y
38-VENDOR 002605 V 39-VENDOR 002629 V 40-VENDOR 002783 V 41-VENDOR 002825 Y
42-VENDOR 002865 V 43-VENDOR 002865 V 44-VENDOR 000013 V 45-VENDOR 004407 Y
46-VENDOR 003449 V 47-VENDOR 003882 V 48-VENDOR 003586 V 49-VENDOR 003663 Y
50-VENDOR 003881 Y

F12=Go to screen 1, F9=Modify, F16=Exit. 12.03.00
```



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Note: there is a way to add a deduction to the payroll from the Payroll Monitor, as long as F4 – Calculate Payroll has not been run.

# Payroll Process

## F2, F3 Payroll Check & Direct Deposit Menu

PCG Dist=8991 Rel=12.03.00 09/10/2012 LBL 001 SV CADEYSYS CA SECOND LTBLUE  
Payroll System PAYH0003

FKey Check and Direct Deposit Menu

- 1 -- Print Balance Sheets (After Updates)
- 2 -- Calculate Payroll & Print Exceptions
- 3 -- Calculate Payroll & Print Trial Register
- 4 -- Calculate Payroll & Update YTD (Final)
- 24 -- Import Leave Data for Paystubs From Leave Management System
- 5 -- Print Paychecks and Direct Deposits
- 6 -- Check/Direct Deposit Void/Add Menu
- 7 -- Print Final Payroll Register
  
- 8 -- Print Deduction Registers & Create Direct Deposit Export File
  
- 9 -- Manual Checks & Voids From Previous Pay Menu
  
- 12 -- Print Final Payroll Distribution
- 13 -- Update Earnings History With Current Pay
- 14 -- Update Budget Files With Current Pay

Master Bst List PAY VEND  
F10 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100



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# Payroll Process

- Load Employee Payroll Acct Distrib **(Gross Data)**
- Input and Post Employee Leave and Substitute Pay
- Generate Payroll Preliminary Reports
- Calculate Payroll and Update YTD
- Print Checks and Direct Deposits
- Print Registers and Create NACHA
- Print Final Payroll Distribution
- Post to Earnings History and Financial



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# Payroll Process

- Load Employee Payroll Account Distribution
  - Salary/Hourly Employees - **Load Once & Keep**
  - Hourly Employees who vary - **Input/Import**
  - Substitute Employees - **Input/Import**
  - Special/Extra Pay - **Input/Import**
  - Other - **Input/Import**
  - Post Leave if using new Leave System

**SecondL**



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# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- Payroll Setup
- **Input and Post Employee Leave and Substitute Pay**
- Payroll Preliminary Report
- Calculate Payroll and Print Checks
- Print Registers and Final Payroll Distribution
- Update Earnings History and Financials



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# Agenda - Leave Processing

- **Leave Setup**
- Input Employee Leave and Substitute Pay
- Leave Reports
- Post Leave

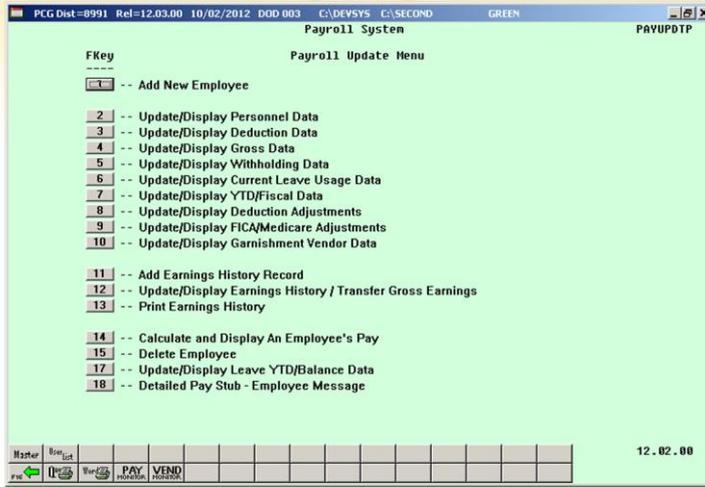


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# Payroll Update Menu



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We will start by showing the new fields needed for the new Enhanced Substitute Pay and Employee Leave System

# Employee Setup Teacher Gross Data Lines

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S	0010			1296.50		.7500		
02.	S	0011			64.83				
03.	S	0010			432.17		.2500		
04.	S	0011			21.61				
05.									
06.									

Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT	01	14	100	1041	1000	11000	198						1296.50	V
ACCT	02	14	100	1043	1000	11000	198						64.83	
ACCT	03	14	100	2111	1000	11000	198						432.17	Y
ACCT	04	14	100	2113	1000	11000	198						21.61	
ACCT	05	00												
ACCT	06	00												

TRS & ERS	Pens	Gross	Adj	Contract ant	21781.36	Cycle gross	1815.11	Total gross	1815.11
Ant/%	.0400			State salary	20744.00	Local salary	1037.20	Cycle	1 Cal Vr
Pay sch.	# 12			Pens elig date	8/03/2009	Ant/%	.0600	Other	Contno 10
Pens code	2 TRS			TRS service ind	1			PV	contno 10
Pens switch	Y								

Select accounts for substitute pay

The *Gross Data* screen now allows the user to identify which accounts will be used to generate the substitute's pay. Entering a 'Y' indicates to the system to use the account line when generating the substitute's pay.

The **Substitute Distribution** fields can be imported using the *Gross Data Import* process.

# Employee Setup Teacher Personnel Data Screen

PGC Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 5V C:\DEVSYS C:\SECOND GREEN

Display/Update Personnel Data PAY02

Status A -- Active CR9NIN, HD9SES

Emp. no. 89784 Pay Loc 198 Location 000198 Class 7 CERTIFIED 10 MONTH

Sex Code F Work Loc 198 Location 000198 Job 114 GRADES 9-12 COMBIN

Mar Stat H SSN 999 08 9784 EEO-5 Job 000 Undefined

EEO-5 Ethnic 2 WHITE

NAME First HD9SES Middle Suffix Prefix Hispanic/Latino Ethnicity?

Address 1217 MAIN STREET Certificate Type T5 Race (Select all that apply)

Address L2 CS1 Job (from CPI) 114 C Yes C No An

City/State SMITH, GA Include on CPI ? Y C Yes C No B1

Zip Code 30333 County 160 Sick Bank ? N C Yes C No Wh3

Phone (999)555-0216 Out of State Override accrue? C Yes C No AS3

Cell phone ( ) LU Reason Max Hours Per Day 8.000 C Yes C No Ha

Spouse SSN Birth Date 11/01/1974 Pens Elig Date 8/03/2009 TRS DOE Paid ERCON ?

Hire Date 8/01/2009 GHI Eligible ? Y Health ins Flag Y

Rehire Date GHI 1ST Day Wrk 8/03/2009 Participate in GHI ? Y

Background Ck GHI Eff Date 9/01/2009 GHI Option US UH WELL HDHP

Term Date GHI Final Ded Dt GHI Tier 96 FAMILY

Term Reason GHI Change Code NEHP GHI Ded Cd 9

\*\*\*\*\* TAX DATA \*\*\*\*\*

Federal: Mar Stat H Exempt 0 Withholding Code 0 Ant/% .00

State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% .00

Tax Switches: Fed Y State Y FICA M Retire Y AEIC

13.03.00



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- **Sick Bank** (Y or N) – indicates whether or not the employee participates in the system sick bank.
- **Override accrue?** (Y or N) - indicates whether or not this employee should accrue leave in the *Enhanced Substitute Pay and Employee Leave System*. A value of **Y** (Yes) indicates to the system to override leave accrual and to **NOT** accrue leave. A value of **N** (No) indicates to accrue leave.
- **Adj Lv Elig Date** - If a date is entered, and if leave accrual is determined by months of service, the **Adjusted Leave Eligibility Date** may be used to determine the employee's months of service instead of the employee's hire or rehire dates.
- **Hours Per Day** – This field allows the system to convert hours to days when entering time off in the *Substitute Pay and Employee Leave System*.

# Employee Setup

## Substitute Personnel Data Screen

PG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN

Display/Update Personnel Data PAY02

Status **A** -- Active AR3ETT, SV3NEV  
 Emp. no. 89302 Pay Loc 9999 Location 009999 Class 2a SUBSTITUTES  
 Sex Code E Work Loc 9999 Location 009999 Job 999 SUBSTITUTES  
 Mar Stat H SSN 999 08 9302 EEO-5 Job 000 Undefined  
 EEO-5 Ethnic 2 WHITE

NAME First SV3NEV Middle Suffix Prefix Hispanic/Lat  
 Last AR3ETT

Address 1699 MAIN STREET Certificate Type Race (Select  
 Address L2 CS1 Job (From CPI) 999 C Yes C No  
 City/State SMITH, GA Include on CPI ? N C Yes C No  
 Zip Code 33333 County 160 Sick-Bank ? N C Yes C No  
 Pt Override accrual Substitute rank 1 C Yes C No

5 - Substitute Rank

1 Regular  
 2 Certified  
 3 School Food  
 4 Bus  
 5 Long-Term

Adj Lv Elig Date  
 Lv Reason Max  
 Hours Per Day

TR5 DOE Paid ERCON ?  
 Health ins flag N  
 Participate in GHI ? N  
 GHI Option NC VALUED  
 GHI Tier 00 NO COVERAGE  
 GHI Ded Cd

New Employee hire  
 Withholding Code 0 Ant/% .00  
 Withholding Code 0 Ant/% .00  
 Retire N AEIC

13.03.00

Done Cancel

W/H Lv Ytd Help Adj FICA Gar

Substitutes should have a **Substitute Rank** field defined

The **Substitute Rank** will determine the rate of pay for the substitute in the *Enhanced Substitute and Employee Leave System*.

# Agenda - Leave Processing

- Leave Setup
- **Input Employee Leave and Substitute Pay**
- Leave Reports
- Post Leave



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# Input Employee Leave and Substitute Pay

The screenshot shows a window titled "Business Applications" with a "MASTER" label in the top right corner. The window content is as follows:

```
PCG Dist=8991  Rel=13.03.00  10/30/2013  DOD 001  SY  C:\DEV\SY  C:\SECOND  GREEN  [min] [max] [close]
```

MASTER

FKey                      Master Menu

--- --

1 -- Financial Accounting & Reporting System

2 -- Payroll System

3 -- Personnel System

4 -- Certified/Classified Personnel Information System

30 -- System Utilities

At the bottom of the window, there is a taskbar with icons for "PAY" and "VEND".

A red arrow points to the "3 -- Personnel System" option.

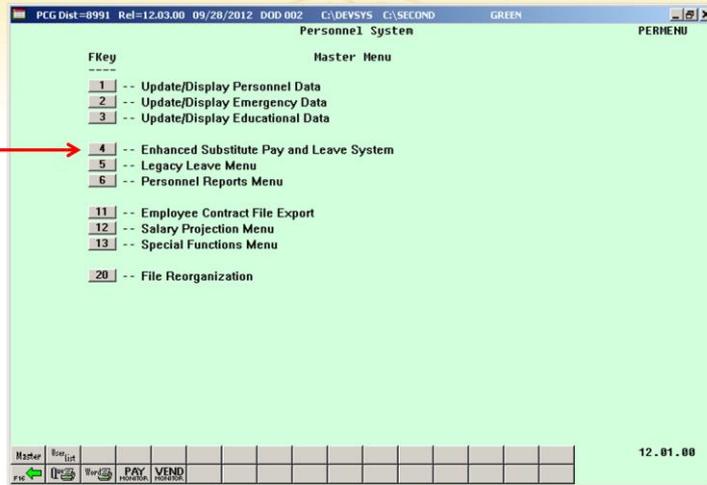
At the bottom of the slide, there is a logo for the Georgia Department of Education and the following text:

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Now we will show how the Leave Input works in the new system.

# Input Employee Leave and Substitute Pay



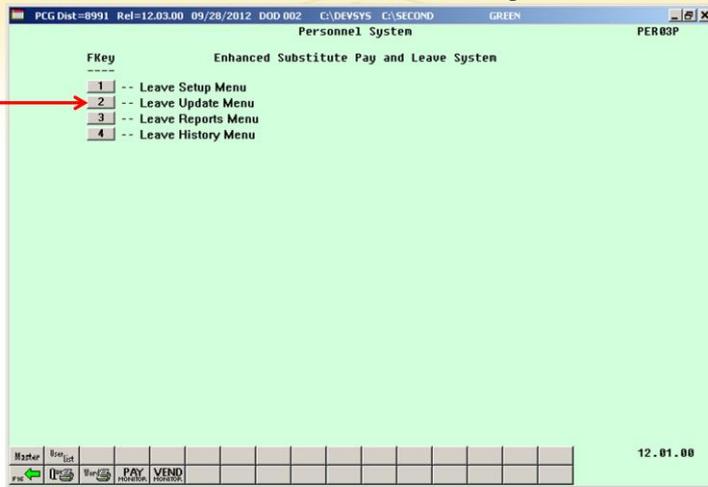
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Now we will show how the Leave Input works in the new system.

# Input Employee Leave and Substitute Pay



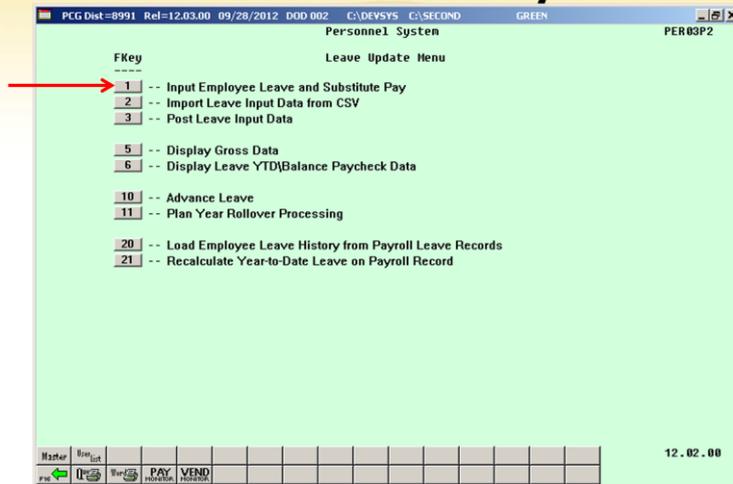
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Leave Input is on the Leave Update Menu.

# Input Employee Leave and Substitute Pay



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The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

As the user prepares the payroll, leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure. The import process may be run in multiple batches, if desired, and once the data is in the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*.

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* must be posted before F4 – *Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY\ C:\SECOND GREEN

Input Employee Leave and Substitute Pay L010100

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:

Starting leave date: \_\_\_\_\_  
Leave type: \_\_\_\_\_  
Leave reason: \_\_\_\_\_

Days absent: \_\_\_\_\_ - or - Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_ - or - If no substitute, check here:

In order to refund leave taken, enter negative days or hours.

13.03.00



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To start entering the leave data, enter the absent employee's ID number.

# Input Employee Leave and Substitute Pay

Input Employee Leave and Substitute Pay

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:

Starting leave date: 10/01/2013

Leave type: A1 PAID SICK

Leave reason: 01 PAID SICK

Typ	Reas	Type	Description	Reason Description	Type Max	IF Max:	Neg Bal?	Reas Max	FLMA?	Sick Bank?	Pers?
A1	01	PAID SICK		PAID SICK	Ck leave bal	0.0000	No neg bal	0.0000			
A1	11	PAID SICK		PAID PERSONAL	Ck leave bal	0.0000	No neg bal	3.0000			PERS
A1	99	PAID SICK		SICK BANK	Ck leave bal	0.0000	No neg bal	0.0000			BANK
A1	F1	PAID SICK		FMLA PAID SICK	Ck leave bal	0.0000	No neg bal	60.0000	FLMA		
A2	01	OTHER		OTHER	Unlimited	0.0000	No neg bal	0.0000			
A2	15	OTHER		HOLIDAY	Unlimited	0.0000	No neg bal	0.0000			
A2	60	OTHER		JURY DUTY	Unlimited	0.0000	No neg bal	0.0000			
A2	77	OTHER		PAID ADMINISTRATIVE	Unlimited	0.0000	No neg bal	0.0000			
A2	80	OTHER		WORKERS COMP	Unlimited	0.0000	No neg bal	0.0000			
A2	90	OTHER		FIELD TRIPS	Unlimited	0.0000	No neg bal	0.0000			
A2	95	OTHER		SHADOW	Unlimited	0.0000	No neg bal	0.0000			
A3	70	UNPAID		UNPAID SICK	Unlimited	0.0000	No neg bal	0.0000			
A3	72	UNPAID		UNPAID PERSONAL	Unlimited	0.0000	No neg bal	0.0000			
A3	87	UNPAID		UNPAID ADMINISTRATIVE	Unlimited	0.0000	No neg bal	0.0000			
A3	F2	UNPAID		FMLA UNPAID SICK	Unlimited	0.0000	No neg bal	0.0000			
A5	75	PAID VACATION		VACATION	Ck leave bal	0.0000	No neg bal	0.0000			
A6	21	PROFESSIONAL		PROFESSIONAL	Unlimited	0.0000	No neg bal	0.0000			
A7	98	SICK BANK		SICK BANK	Ck leave bal	0.0000	No neg bal	0.0000			
N1	00	NON-TRS		NON-TRS	Ck leave bal	0.0000	No neg bal	0.0000			
T1	00	TRS CREDITS		TRS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000			

Enter the starting leave date for the leave.

Enter the Leave Type and Reason codes. The Leave Type and Reason codes are available from a drop down selection icon. The Leave Type and Reason codes are unique to each site, depending on each district's leave plans.

# Input Employee Leave and Substitute Pay

Enter time in either days or hours

Enter a substitute number, or if no substitute, check the box

Enter the total amount of time off. This can be one day or multiple days or one hour or multiple hours.

If there was a substitute, enter the substitute number. If there was no substitute, check the box.

In the *Enhanced Substitute Pay and Employee Leave System*, **F13** is used to create a new record.

# Input Employee Leave and Substitute Pay

Top of screen: Employee leave

Bottom of screen: Substitute Pay

This screen is divided into two sections. The top section contains the information for the absent employee and the bottom section contains the information for the substitute.

Once the user enters this second screen of data (shown above), the employee leave time and the total time being paid to the substitute employee are independent. For example, if the absent employee was out for .5 days, the substitute employee may still be paid for a full day (1 day). If the substitute time does not match the absent employee leave time when the user saves the record, a warning dialog box is displayed.

The substitute pay is defaulted based upon the absent employee's payroll class code and the absent employee's gross data lines.

The account lines come from the teacher's those gross data lines marked with 'Y' in the **Substitute Distribution** field. The object code is substituted based upon the teacher's payroll class code. Then, the Pay Type and Pay Rate are defaulted based upon the substitute employee's **Substitute Rank** field. The substitute's total time is defaulted based upon the teacher's time off.

The bottom part of the screen works exactly like the *Payroll Gross Data* screen. The user can overtype any of the fields to change the substitute's pay rate, account lines, etc.

However, the substitute's total time can be changed, if necessary. Use the **F21** toggle to change the substitute's total time.

In this example, we want to pay the substitute for 2 days instead of for 1 day. Note that any changes to the substitute's time, do NOT affect the time for the absent employee.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89784 CR9NIN, HD9SES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Hrs/Day 8.000 Job 114 GRADES 9-12 COBHDIN  
 Leave date 10/01/2013 Type A1 PAID SICK Reason 01 PAID SICK

Menu

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 89302 AR3ETT, SV3NEV Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc Type	Pay Type	Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pay Rate Hrly/Daily	Days/Hrs Regular	Regular Gross	Distrib %
01.	A	0060	14	100	1041	1000	11300	198			60.000	1.50	90.00	.7500
02.	A	0060	14	100	2111	1000	11300	198			60.000	.50	30.00	.2500
03.		00												
04.		00												
05.		00												
06.		00												
07.		00												
08.		00												
09.		00												
10.		00												

2.00 120.00 1.0000

13.03.00

F21=Recalculate/isplay scrn



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This is a shortcut for changing the substitute's total time, if necessary. Simply type in the total amount of time that the substitute should be paid for, and ENTER. The total time will be redistributed across all account lines. Then, use the **F21** toggle to go back to the original display mode.

In this example, we want to pay the substitute for 2 days instead of for 1 day. Note that any changes to the substitute's time, do NOT affect the time for the absent employee.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89784 CR9HIN, H09SES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000199  
 Leave date 10/01/2013 Type A1 PAID SICK Hrs/Day 8.000 Job 114 GRADES 9-12 COMBIN Reason 01 PAID SICK

Memo

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 89302 AR3ETT, SV3NEY Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 9999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc	Pay	Type	Vr	Fnd	Prgn	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01	A	0000	14	100	1000	11300	198				60.000	1.50	90.00	.7500	
02	A	0000	14	100	2111	1000	11300	198			60.000	.50	30.00	.2500	
03	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
04	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
05	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
06	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
07	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
08	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
09	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
10	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-
												2.00	120.00	1.0000	

Daily/Hourly Adj No Pension

13.03.00

F22=Modify Distribution Pcts



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See how the total time has been redistributed across the substitute's account lines.

If you want to change the percentage distributions for the account lines, use the **F22** toggle to modify the distribution percentages.

In this example, we want to see an 80%/20% distribution instead of a 75%/25% distribution.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY S C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LVI0100

Absent Employee Info: Emp. no. 89784 CR9NIN, H09SES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Hrs/Day 8.000 Job 114 GRADES 9-12 COMBIN  
 Leave date 10/01/2013 Type A1 PAID SICK Reason 01 PAID SICK

Memo

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 89302 AR3ETT, SV3NEY Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 9999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc	Pay	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Regular	Gross	Distrib %
01.	A	0060	14	100	1041	1000	11300	198				60.000	1.50			90.00	80.00
02.	A	0060	14	100	2111	1000	11300	198				60.000	.50			30.00	20.00
03.																	
04.																	
05.																	
06.																	
07.																	
08.																	
09.																	
10.																	
													2.00	120.00	1.0000		

Mode changed to update

13.03.00

F22=Recalculate&display scrn

Modify account distribution, if desired



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This is a shortcut for changing the substitute's pay distribution across the account lines, if necessary. Simply type in new percentages, and ENTER. The total time will be redistributed across all account lines. Then, use the **F22** toggle to go back to the original display mode.

In this example, we want to see an 80%/20% distribution instead of a 75%/25% distribution.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 000 009 SV C:\DEV\SVS C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LU10100

Absent Employee Info: Emp. no. 89784 CR9HIN, HOPSES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Leave date 10/01/2013 Type A1 PAID SICK Hrs/Day 8.000 Job 114 GRADES 9-12 COMBIN Reason 01 PAID SICK

Heno

Employee leave: Days absent 1.0000 --or-- Hours absent

Substitute Info: Sub. no. 89302 AR3ETT, SV3NEY Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 9999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc	Pay	Type	Vr	Fnd	Prgrn	Fcty	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	A	006.0	12	100	1000	11300	198				60.000	1.000	60.00	96.00	.8000
02.	B	006.0	12	100	2111	1000	11300	198			60.000	.400	24.00	24.00	.2000
03.		00													
04.		00													
05.		00													
06.		00													
07.		00													
08.		00													
09.		00													
10.		00													

Daily/Hourly Adj No Pension 2.00 120.00 1.0000

13.03.00

F23=Modify Employee Leave



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See how the total time has been redistributed across the teacher's account lines.

If you want to change the absent employee's leave time, use the **F23** toggle to modify the absent employee information.

In this example, we want to add a memo description of the time off request.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEV\SVS C:\SECOND GREEN LUI0100

**Input Employee Leave and Substitute Pay**

Absent Employee Info: Emp. no. 89784 CRPHIN, HDPSSES Status  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Leave date 10/01/2013 Type A1 PAID SICK Hrs/Day 8.000 Job 114 GRADES 9-12 COHBIN Reason 01 PAID SICK  
 Memo presented doctor's excuse

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 89302 AR3ETT, SV3NEY Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 9999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc	Pay	Type	Yr	End	F	Prgn	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	A	0060	14	100	1041	1000	11300	198				60.000	1.60	24.00	96.00	.0000
02.	A	0060	14	100	2111	1000	11300	198				60.000	.40	24.00	24.00	.2000
03.		00														
04.		00														
05.		00														
06.		00														
07.		00														
08.		00														
09.		00														
10.		00											2.00	120.00	1.0000	

Mode changed to update

13.03.00

F23=Recalculate/display screen

Modify employee time, if necessary, or add an optional memo



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Now you can modify the absent employee time, if necessary, or add a memo/description to associate with the time off. Simply type in the changes, and ENTER. Note that any changes to the absent employee's time, do NOT affect the time being paid to the substitute. Then, use the **F23** toggle to go back to the original display mode.

In this example, we want to add a memo description of the time off request.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSYS C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89784 CRANIN, MARGES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Hrs/Day 8.000 Job 114 GRADES 9-12 COMBIN  
 Leave date 10/01/2013 Type A1 PAID SICK Reason 01 PAID SICK

Memo PRESENTED DOCTOR'S EXCUSE

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 89302 ARSETT, SY3NEY Status A -- Active  
 SSN 999-08-9302 Class 24 SUBSTITUTES Work Loc 9999 Location 009999  
 Sub rank 1 Certified Job 999 SUBSTITUTES

Substitute pay rate 60.000 (Daily pay rate)

Proc	Pay	Type	Vr	Fnd	F	Prqn	Fct	Objct	Fcty	B	Addt*1	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	A	0860	14	100	-	1041	1000	11300	198	-	-	60.000	1.60	96.00	.8000	
02.	A	0860	14	100	-	2111	1000	11300	198	-	-	60.000	.40	24.00	.2000	
03.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
04.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
05.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
06.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
07.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
08.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
09.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
10.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
Daily/Hourly Adj No Pension													2.00	120.00	1.0000	

ENTER

13.03.00



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See how the absent employee's leave information has been updated.

To validate the entire contents of the input screen, select ENTER.

Don't forget that the bottom part of the screen works exactly like the *Payroll Gross Data* screen. The user can overwrite any of the fields directly on the screen and change the substitute's pay rate, account lines, etc.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY\ C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89784 CRANIN, MOYSES Status A -- Active  
 SSN 999-08-9784 Class 7 CERTIFIED 10 MONTH Work Loc 198 Location 000198  
 Hrs/Day 8.000 Job 114 GRADES 9-12 COMBIN  
 Leave date 10/01/2013 Type A1 PAID SICK Reason 01 PAID SICK

Memo PRESENTED DOCTOR'S EXCUSE

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: SSN 999-08-9302 Cla Sub ra S A -- Active

Substitute

Proc	Pay	Type	Vr	Fnd	Class	Distrib %	
01	0060	1a	100			.0000	
02	0060	1a	100			.2000	
03	00						
04	00						
05	00						
06	00						
07	00						
08	00						
09	00						
10	00						
Daily/Hourly Adj No Pension					2.00	120.00	1.0000

Record Validated Successfully -- F8 to Save

13.03.00

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Select **F8** to save the data.

If the substitute is being paid for a different amount of time than the employee is taking, a warning box is displayed. If the data has been entered correctly, select YES.

# Input Employee Leave and Substitute Pay

Input Employee Leave and Substitute Pay LUI0100

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:   
CR9NIN, H09SES

Starting leave date: 10/01/2013  
Leave type: 01 PAID SICK  
Leave reason: 01 PAID SICK

Days absent: 1.0000 - or - Hours absent: \_\_\_\_\_

Substitute employee no.: 89302 - or - If no substitute, check here:   
AR3ETT, SV3NEY

In order to refund leave taken, enter negative days or hours.

Record Added Successfully

13.83.00



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The leave input record has been created.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 609 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUI0100

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, CR9NIN, HD9SES

Starting Leave date: [dropdown icon]

Leave type: [dropdown]

Leave reason: [dropdown]

Days absent: [input] - or - Hours absent: [input]

Substitute employee no.: [input] - or - If no substitute, check here:

In order to refund leave taken, enter negative days or hours.

13.83.00

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It is also possible to modify existing leave records in the system. To find an existing record for an employee, enter the absent employee number, tab to the starting leave date field, and use the drop down selection icon.

# Input Employee Leave and Substitute Pay

Sub No	Sub Name	Leave Date	Time Off	Leave Type	Leave Reason
089957	AD4IR, CE4ESTA	09/12/2012	2500 DAYS	A1 SICK LEAVE	01 SICK LEAVE
000000	NO SUBSTITUTE	09/12/2012	7500 DAYS	A3 LWOP	01 LWOP
089141	GA4IN, ED4ARDG	09/13/2012	5000 DAYS	A3 LWOP	01 LWOP
088864	BASBOSA, AD9LFO	10/01/2012	1.0000 DAYS	A1 SICK LEAVE	01 SICK LEAVE

The drop down shows all leave input records already entered on the *Current Leave Input File* for the specified employee.

This screen will also let the user search the *Current Leave Input File* based upon the substitute number. This allows the user to pull up all the records on the file by Substitute Number as well as by Employee Number.

We will select a *Leave Input Record* which does not have a substitute associated with the record.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN LVI0100

Input Employee Leave and Substitute Pay

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:   
CR9NIN, HD9SES

Starting leave date: 10/05/2013  
Leave type: 03 UNPAID  
Leave reason: 70 UNPAID SICK

Days absent: .7500 - or - Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_ - or - If no substitute, check here:

In order to refund leave taken, enter negative days or hours.

13.03.00

There is no substitute for this employee

When selecting an entry from the drop-down (see prior slide), the components of the record key are populated on this screen. Then the user can select **ENTER** to modify the record.

In this example, the record we selected did not have a substitute, so the box is checked.



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# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=12.03.00 09/20/2012 DOD 001 C:\DEV\SYS C:\SECOND GREEN LUI0100

Input Employee Leave and Substitute Pay

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
Hrs/Day 8.000 Job 105 TEACHERS

Leave date 9/12/2012 Type A3 UNPAID LEAVE Reason 01 UNPAID LEA

Memo \_\_\_\_\_

Days absent .7500 -or- Hours absent \_\_\_\_\_

A memo or description is optional

No substitute data is required

12.03.00 F14=Employee Leave Balances

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When there is no substitute, only the top half of the screen is available for input. There is no need for any substitute gross data lines.

The user can enter a memo or description, if desired.

From within the leave input module, selecting **F14** (Employee Leave Balances) will allow the user to look at a summary of the absent employee's leave balances for the current plan year.

# Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89375 AD20CK, FR2DDA Class code: 12 Contract months: 12  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00



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**F14** displays the employee's leave balances for the current plan year. This is the *Leave Balances Summary Screen*.

# Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89375 AD20CR, FR20DR Class code: 12 Contract months: 12  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

ENTER = Continue, F16 = Exit, F17 = Print Screen

DATE: 13.03.00

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14

13.03.00

Leave type summary line

For leave types which track a balance:  
Ending balance = Beginning balance + Advances + Adjustments – Leave Taken

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The *Leave Balances Summary Screen* allows the user to view a summary of employees' leave balances, which reflect the records on the *Leave History File*, as well as the current leave requests on the *Current Leave Input File*. From the summary screen, the user may drill down into each **Leave Type** to see the associated detail records for the **Leave Type**.

**Leave Type** code information is summarized under reason code '00' on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the *Leave History File*), Current Taken (stored on the *Current Leave Input File*), and Ending Balance. Totals for reason code '00' give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.

# Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD.009 SY C:\DEV\SYCS E:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89375 AD20CK, FR2DDA Class code: 12 Contract months: 12  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
.01	A1	00 SICK	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
.05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
.08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	11.0000
		75 VACATION				16.0000	.0000	

ENTER = Continue, F16 = Exit, F17 = Print Screen

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14

13.03.00

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Use function key buttons to drill down to leave detail data

Breakdown of reasons for the leave taken

**Leave Reason** code information is summarized for each specific reason code, and shows totals for the following categories: *YTD Taken* (stored on the *Leave History File*), and *Current Taken* (stored on the *Current Leave Input File*). Totals for the reason codes summarize leave taken for the various reasons listed. The leave reasons provide a breakdown of the **YTD Taken** and **Cur Taken** categories on the summary line by leave reason.

**YTD Taken** is leave already on the *Leave History File*.

**Cur Taken** is leave on the *Current Leave Input File* or, in other words, the leave being entered for the current payroll period.

The **F-key buttons** next to the Leave Type summary line allow the user to drill down to the detail data associated with each leave type.

**In this example, we will use F1 to drill down to the sick leave detail data.**

# Display Leave Balances

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN LUHF IND

**Display Employee Leave Balances**  
**Leave Detail Screen**

Employee number: 88711 AL2REB, JEFFREY Class code: 07 Contract months: 10  
 Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK	BEG BAL	8/03/2012	8/03/2012	20.5000			
HST	99	SICK BANK	LV TAKEN	10/05/2012	10/31/2012		1.0000		
HST	01	SICK	LV TAKEN	10/23/2012	11/30/2012		1.0000		
HST	11	PERSONAL	LV TAKEN	11/15/2012	12/20/2012		.5000		
HST	01	SICK	LV TAKEN	11/28/2012	12/20/2012		1.0000		
HST	01	SICK	LV TAKEN	1/16/2013	2/28/2013		1.0000		
HST	01	SICK	LV TAKEN	2/15/2013	3/29/2013		.5000		
HST	11	PERSONAL	LV TAKEN	3/28/2013	4/30/2013		.5000		
HST	11	PERSONAL	LV TAKEN	5/03/2013	5/31/2013		1.0000		

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
20.5000	.0000	.0000	6.5000	.0000	14.0000

ENTER = Continue, F16 = Exit, F17 = Print Screen

13.03.00



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**Leave Detail Screen:** The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items.

Summary data for the **Leave Type** is listed across the bottom of the screen.

# Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
 Leave Detail Screen  
 Employee number: 89236 BA5FIELD, JOSEFINE  
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days  
 Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
 CUR = Current Leave Input Record

**Leave Detail Screen:** The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

# Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
 Leave Detail Screen

Employee number: 89236 BASFIELD, JOSEFINE  
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal Advance Adjust YTD Taken Cur Taken End Bal  
 1.2500 1.2500 .0000 1.0000 1.2500 .2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14

12.03.00

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**Leave Detail Screen:** The *Leave Detail Screen* provides detailed leave information per employee, per **Leave Type**. The *Leave Detail Screen* which includes data from the *Leave History File* and the *Current Leave Input File*, looks very much like a General Ledger in PCGenesis. For each employee and each **Leave Type**, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

The “Leave In” and “Leave Out” columns will itemize the detail records from the *Current Leave Input File* and the *Leave History File*. The detail line items, for each employee and each **Leave Type**, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the **Leave Type** is listed across the bottom of the screen.

Use **F16** to exit back to the *Input Employee Leave and Substitute Pay* screen.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=12.03.00 09/20/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
Hrs/Day 8.000 Job 105 TEACHERS  
Leave date 9/12/2012 Type A3 UNPAID LEAVE Reason 01 UNPAID LEAVE

Heno \_\_\_\_\_

Days absent .7500 -or- Hours absent \_\_\_\_\_

12.03.00



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The user can make any necessary changes, and then select **F8** to save the record. Then, **F16** will return the user to the first input screen.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=13.03.00 10/25/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN LUI0100

Input Employee Leave and Substitute Pay

Enter the leave data you wish to maintain or create:

Absent employee no.: 89236 - or - If no absent employee, check here:   
BASFIELD, JOSEFINE

Starting leave date: 9/12/2012  
Leave type: A3 UNPAID  
Leave reason: Z9 UNPAID SICK

Days absent: .7500 - or - Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_ - or - If no substitute, check here:

In order to refund leave taken, enter negative days or hours.

Record Added Successfully

PF3-Print this data

13.03.00



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From the first input screen, **F3** is available to print a quick report listing all the records on the *Current Leave Input File*.

# Employee Leave and Substitute Pay Report

REPORT DATE: 08/02/2012 13:57:35  
PROGRAM: LV0100

EMPLOYEE LEAVE AND SUBSTITUTE PAY

PAGE 1

LEAVE TYPE	LEAVE CODE	LEAVE DATE	TIME OFF DAYS	TIME OFF HOURS	SUBNO	SUB NAME	SUB TOT TIME	SUB GROSS
87609	SOBELO, MARACHA A1 SICK	5/01/2012	1.5000	12.0000	87977	HAKKS, TRBNT	1.50	109.50
87613	HAALOM, PHANG A2 OTHER NON-D A1 SICK	5/01/2012 5/02/2012	2.0000 2.0000	16.0000 16.0000			3.00 3.00	189.00 189.00
87616	RISGINS, DASTE A3 LWOP A1 SICK	5/01/2012 5/02/2012	1.0000 1.0000	8.0000 8.0000			3.00 3.00	189.00 189.00
87643	REETER, SEBASTIAN A1 SICK	5/02/2012	0.5000	2.5000			3.00	189.00
87673	BERRIOS, JESPERSON A6 SD	5/03/2012	1.0000	8.0000	87894	ADSM, MARALDA	1.00	58.00
87674	BUTNO, CHELSEY A1 SICK	5/02/2012	1.5000	12.0000			3.00	189.00
87930	CATY, SHIRAN A2 OTHER NON-D A1 SICK	5/01/2012	3.0000	24.0000	89886	CR7SP, LATOMA	3.00	189.00
88138	BATTS, TA? A6 SD	5/01/2012	1.0000	8.0000	89861	BEHREDEZ, FA4RY	1.00	73.00
88239	HAGMONDS, KALINA A1 SICK	5/04/2012	1.0000	8.0000	87894	ADSM, MARALDA	1.00	58.00
88838	GETTLE, MARY A3 LWOP	5/04/2012	1.0000	9.0000	88704	GERGER, DESICK	1.00	58.00
89117	DEACRE, MARLA A1 SICK	5/03/2012	3.0000	24.0000	89727	GALLARDO, KEZA	3.00	204.00



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The *Employee Leave and Substitute Pay Report* lists all records in the *Current Leave Input File*. This report shows what is being processed for this payroll cycle.

# Agenda - Leave Processing

- Leave Setup
- Input Employee Leave and Substitute Pay
- **Leave Reports**
- Post Leave



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# Leave Reports

The screenshot shows a window titled "Personnel System" with the following content:

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY\ C:\SECOND GREEN PER83P

Enhanced Substitute Pay and Leave System

FKey

- 1 -- Leave Setup Menu
- 2 -- Leave Update Menu
- 3 -- Leave Reports Menu
- 4 -- Leave History Menu

At the bottom of the window, there is a grid of icons for various functions: History, Emp List, Workday, PAY, and VEND. The date 12.01.00 is displayed in the bottom right corner of the window.

Below the window, the Department of Education logo is visible, along with the text: Dr. John D. Barge, State School Superintendent, "Making Education Work for All Georgians", www.gadoe.org. The date 11/7/2013 and page number 76 are also present.

The *Enhanced Substitute Pay and Employee Leave System* includes numerous reports. Reporting is available against the *Current Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports against the *Leave History File* are also available for further analysis and review.

# Leave Reports

## Current Leave Input File Reports

The screenshot shows a window titled 'Personnel System' with a 'Leave Reports Menu'. The menu lists several report options, each with a 'FKey' and a description. The options are grouped into four categories:

- Current Leave Input File: (Available only BEFORE posting leave)**
  - 1 -- Employee Summary Reports
  - 2 -- Employee Detail Reports
  - 3 -- Substitute Detail Reports
- Leave History File:**
  - 5 -- Employee Summary Reports
  - 6 -- Employee Detail Reports
  - 7 -- Substitute Detail Reports
- Both Current Leave Input File and Leave History File:**
  - 9 -- Employee Summary Reports
  - 10 -- Employee Detail Reports
  - 11 -- Substitute Detail Reports
- Substitute Reports: (Available only BEFORE posting leave)**
  - 13 -- Substitute Pay by Employee
  - 14 -- Substitute Pay by Account

At the bottom of the menu, there are two more sections:

- Paycheck Leave Fields on Payroll File:**
  - 17 -- Print Employee Leave Data
  - 18 -- Print Employee Current Leave Edit Listing

A blue callout box on the right side of the screenshot contains the text: "Reports against the *Current Leave Input File* are only available BEFORE posting!"



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Three broad categories of reports are available for summary and detail reports:

- Current leave reports (generated from the *Current Leave Input File* only)
- Reports from leave history (generated from the *Leave History File* only)
- Reports from leave history and from current leave (generated from both the *Current Leave Input File* and the *Leave History File*)

# Leave Reports

## Employee Detail Reports

- **F2** - Employee Detail Report against the *Current Leave Input File*

REPORT DATE: 10/30/2013      EMPLOYEE LEAVE DETAIL REPORT      **CURRENT LEAVE DATA ONLY**      PAGE: 1  
 REPORT TIME: 10:06      SORTED BY Emp Name, Lv Type, Lv Date      PLAN YEAR - 2014      PROGRAM: LVREDTLS

EMPNO	EMPLOYEE NAME	CLASS	WK	LOC	YEARS	HOURS	SUBNO	SUB NAME	TOT TIME	GROSS
LEAVE TYPE	LEAVE CODE	LEAVE DATE			DAYS					
88711	ALZRED, JEFFREY		07	0109	2014					
Al SICK	11 PERSONAL	5/25/2013			1.0000	8.0000	89302	ARSETT, SYDNEY	1.00	60.00
Al SICK	01 SICK	5/26/2013			1.0000	8.0000	89302	ARSETT, SYDNEY	1.00	60.00
89236	BASFELD, JOSEFINE		07	0189	2014					
As UNPAID	70 UNPAID SICK	9/12/2012			0.7500	6.0000			0.00	0.00
89784	CRNIN, MOSES		07	0198	2014					
Al SICK	01 SICK	10/01/2013			1.0000	8.0000	89302	ARSETT, SYDNEY	2.00	120.00

Detail Report displays both DAYS and HOURS, but most districts track leave in days



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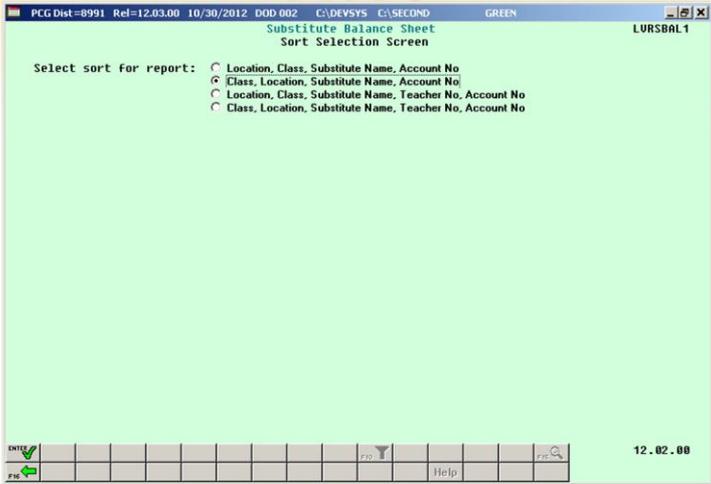
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Employee Detail Report.



# Leave Reports Substitute Pay Reports



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The user can sort the leave reports in many, many different ways.

# Leave Reports Substitute Pay Reports

REPORT DATE: 10/30/2012 PAYROLL BALANCE \*\*\* PRELIMINARY - LOCATION WITHIN CLASS PAGE 3  
 REPORT ID: LVRSBAL1/LVRSBAL2

LOC	SUB#	CL	SUB NAME	TEACHER NAME	LV DATE	RATE	REG-HRS	REG-AMT	ACCOUNT NUMBER
0102	89584	09	CFTECH, MA/HTA						
	089812		CHENPAGNE, SCSTTY		08/23/2012	60.00	1.00	60.00	D 13-100-0-1021-1000-11300-0302-1-000000
	088647		FIZKENS, TIZANY		08/10/2012	60.00	1.00	60.00	D 13-100-0-1081-1000-11300-0102-1-000000
	089339		CAGANAUGH, ARGATH		08/13/2012	60.00	1.00	60.00	D 13-100-0-1081-1000-11300-0102-1-000000
	088651		GU6VARA, SCET		09/06/2012	60.00	.50	30.00	D 13-100-0-2041-1000-11300-0302-1-000000
	088651		GU6VARA, SCET		09/06/2012	60.00	.50	30.00	D 13-100-0-2081-1000-11300-0302-1-000000
	089070		HE3ZOG, JASI		08/27/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11400-0102-1-000000
	089070		HE3ZOG, JASI		08/30/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11400-0102-1-000000
	089856		FLSNT, EHSBL		08/24/2012	60.00	1.00	60.00	D 13-415-0-1784-2210-11300-0202-1-000000
	089522		CR7VEN, VITO		09/07/2012	60.00	1.00	60.00	D 13-415-0-1784-2210-11300-0302-1-000000
			** SUBSTITUTE TOTAL				8.00	480.00	
			** LOCATION - TOTAL				8.00	480.00	
0202	88539	09	HAS, LAEE						
	089914		DE7NY, OL7NDA		08/29/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	088372		CASE, MYLES		08/24/2012	60.00	1.00	60.00	D 13-100-0-8071-1000-11400-0101-1-000000
	088361		BASCH, MISCHEL		08/28/2012	60.00	1.00	60.00	D 13-403-0-1750-1000-11300-0101-1-000000
	089916		HE3RINGTON, PRSSCILA		08/27/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11300-0101-1-000000
	089916		HE3RINGTON, PRSSCILA		08/30/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11300-0101-1-000000
			** SUBSTITUTE TOTAL				5.00	300.00	
			** LOCATION - TOTAL				5.00	300.00	
6211	89957	09	AD4IR, CE4ESTA						
	089914		DE7NY, OL7NDA		08/21/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	089236		BASFIELD, JOSEFINE		09/12/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	088487		HIZLHMAN, WEZDIE		08/23/2012	60.00	6.00	360.00	D 13-100-0-2041-1000-11300-0101-1-000000
	088361		BASCH, MISCHEL		09/13/2012	60.00	1.00	60.00	D 13-403-0-1750-1000-11300-0101-1-000000
			** SUBSTITUTE TOTAL				9.00	540.00	



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Substitute Pay by Employee Report.

# Leave Reports Substitute Pay Reports

REPORT DATE: 10/30/2012  
PROGRAM: LVRSACT2

SUBSTITUTE PAY REPORT - SMITH CITY BOARD OF EDUCATION  
\*\* ACCOUNT NUMBER, EMPLOYEE NAME SEQUENCE \*\*

PAGE 1

EMPNO	EMPLOYEE NAME	STATUS	LOC	CLASS	SCH	RATE	HOURS	GROSS	CODE	ACCOUNT
88823	WIZBUR, ALISA	A	0302	08	12	25.000	1.00	25.00	A	13-100-0-1011-1000-11300-0302-1-000000
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	13-100-0-1021-1000-11300-0302-1-000000
88759	ELZIOT, ALZARO	A	6211	09	12	60.000	1.00	60.00	D	
88759	ELZIOT, ALZARO	A	6211	09	12	60.000	1.00	60.00	D	
88704	CEPHER, DESSICK	A	8012	09	12	60.000	1.00	60.00	D	
88709	PA4LSON, MI4LARD	A	6211	09	12	60.000	1.00	60.00	D	
88709	PA4LSON, MI4LARD	A	6211	09	12	60.000	1.00	60.00	D	
89174	SPSRLOCK, LY3AN	A	8012	09	12	60.000	1.00	60.00	D	
88369	TOSH, ELSOMOR	A	6211	09	12	70.000	1.00	70.00	D	
88369	TOSH, ELSOMOR	A	6211	09	12	70.000	1.00	70.00	D	
89957	AD4IR, CE4ESTA	A	6211	09	12	60.000	1.00	60.00	D	13-100-0-1041-1000-11300-0101-1-000000
89957	AD4IR, CE4ESTA	A	6211	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
88539	HA6, IAAE	A	0202	09	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000			D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000			D	
89310	SH3LER, LUSIEN	A	6211	09	12	60.000	1.00	60.00	D	
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	13-100-0-1051-1000-11300-0202-1-000000
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	.50	35.00	D	
89616	LI9SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	13-100-0-1081-1000-11300-0102-1-000000
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	.50	30.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	

Substitute Pay by Account Report.

# Agenda - Leave Processing

- Leave Setup
- Input Employee Leave and Substitute Pay
- Leave Reports
- **Post Leave**

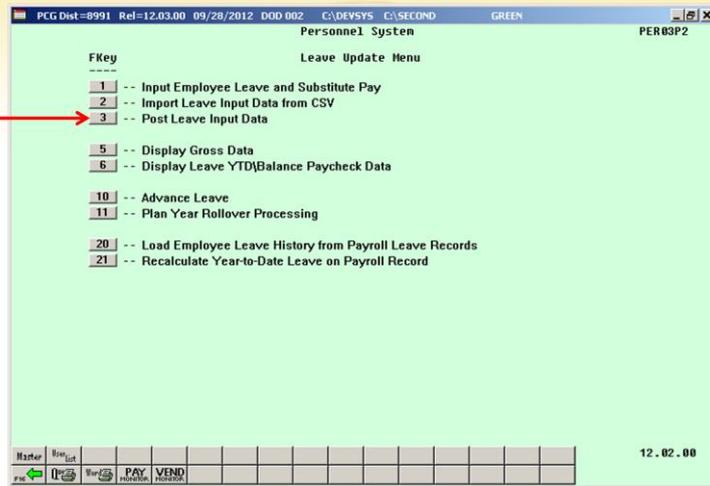


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# Post Leave Input Data



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Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

## Post Leave Input Data

- A backup copy of SECOND data is created in SECONDL. SECONDL can be used as a restore point, if necessary.
- Gross data information is created for the substitute.
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated.
- The absent employee's leave data is posted into the *Leave History File*.
- The *Current Leave Input File* is cleared.
- The payroll monitor will display a 'Y' next to the *Post substitute pay and employee leave* step.
- The payroll monitor will display an 'N' next to the *Run exceptions register with no exceptions* step.



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# Post Leave Input Data Payroll Monitor Before Posting

PCG Dat=8991 Rel=12.03.00 10/02/2012 DDD 003 C:\DEVSYS C:\SECOND

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y  
 Run exceptions register with no exceptions Y  
 Post substitute pay and employee leave N  
 Calculate payroll and update YTD figures N  
 Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N  
 Final Register N  
 Deduction Registers N  
 Final Distribution N

Update earnings history with current pay N  
 Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:  
 Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y  
 Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

ENTER=Validate, F11=Go to screen 2, F16=Exit. 12.03.00

The exceptions register and trial registers can be run at any time



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The exceptions register and trial registers can be run at any time during the payroll cycle.

# Employee Leave Balances Before Posting

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
Leave Detail Screen

Employee number: 89236 BASFIELD, JOSEFINE  
Plan year: 2013 Display mode: P (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
CUR = Current Leave Input Record



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The *Employee Leave Balances Detail* screen shows what happens during the posting process. Before posting, the detail screen shows records from both the *Leave History File* and the *Current Leave Input File*. Running the post procedure causes the records on the *Current Leave Input File* to be posted to the *Leave History File* so that the history file contains the permanent record of the employees' leave.

# Post Leave Input Data

The screenshot shows a terminal window with the following text:

```
*** WARNING ***

This process will take the CURRENT leave input file, which is called
'LINPUT on PERDATA', and POST the leave data to the CURRENT payroll.
Once this process has begun, it CANNOT be stopped and rerun without proper
file REBUILD PROCEDURES!!!!

Input the GROSS DATA TYPE for Posting Leave
R = Replace - To replace ALL current gross data entries for the substitutes
A = Add     - To add salary, hourly or daily entries for the substitutes

** Press ENTER to Continue **
** Press F16 to Exit **
```

A callout box points to the instructions and contains the text: "Same options as gross data import. Use 'Add' option if substitute employees have pay from sources other than the leave system."

At the bottom of the terminal window, the text "12.03.00" is visible.

Below the terminal window, the logo of the Georgia Department of Education is shown, along with the text: "Dr. John D. Barge, State School Superintendent 'Making Education Work for All Georgians' www.gadoe.org".

In the bottom right corner of the slide, the date "11/7/2013" and the page number "88" are displayed.

Two options are available for updating the substitutes' gross data during the posting process: The user can either replace the substitutes' gross data lines or add to the substitutes' gross data lines.

- The user should replace the substitutes' gross data lines if there are no valid gross data lines on the substitutes' *Gross Data* screen, and ALL gross data lines for the substitute are contained on the *Current Leave Input File*.
- The user should add to the substitutes' gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes' *Gross Data* screens and the user needs to retain these gross data lines.

# Post Leave Input Data Payroll Monitor After Posting

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY5 C:\SECOND

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y  
 Run exceptions register with no exceptions N  
 Post substitute pay and employee leave V  
 Calculate payroll and update YTD Figures N  
 Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N  
 / Final Register N  
 \ Deduction Registers N  
 \ Final Distribution N

Update earnings history with current pay N  
 Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:  
 Regular Gross Types : V Old PSERS: V Old ERS: N New PSERS: V  
 Special Gross Types : V TRS: V New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	V

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00

After posting leave, the exceptions register and trial registers must be rerun



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Once the current leave input data has been posted, the user must run the payroll *Trial Registers* and *Exceptions Reports* again. This is a required step because after the *Current Leave Input File* has been posted, the payroll monitor switch for *Run Exceptions Register with no exceptions* will automatically be reset to 'N' so that the *Trial Registers* and *Exceptions Reports* must be rerun. This allows the user to verify the payroll again with the substitute pay added.

# Employee Leave Balances After Posting

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY S C:\SECOND GREEN

Display Employee Leave Balances LUHF IND  
Leave Detail Screen

Employee number: 89236 BA5FIELD, JOSEFINE  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	01	SICK LEAVE	LV TAKEN	9/12/2012	9/28/2012		.2500	89957	AD4IR, CE4ESTA
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
HST	01	SICK LEAVE	LV TAKEN	10/01/2012	9/28/2012		1.0000	88864	BA9B05A, AD9LFD

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	2.2500	.0000	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
CUR = Current Leave Input Record



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After posting, now when we look at the *Employee Leave Balances Detail* screen, we can see that ALL of the records are now posted to the *Leave History File*. At this point, the leave records are permanently posted to the leave history file.

# Post Leave Input Data Absent Employee Leave

*** State Leave Plan ***		*** Local Leave Plan ***	
Sick Leave	Pers Bus	Vacation	Other
Current	1.25	1.00	1.25
Balance	.25		
Used YTD	1.25	1.00	1.25



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Current leave is posted for the absent employee's pay stub. After posting, the absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated in payroll.

# Post Leave Input Data Substitute Gross Data

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAY07  
 Emplid 88864 BA9805A, AD9LF0 Class 9 SUBSTITUTE TEACHERS  
 SSN 999-08-8864 Loc 6211 Location 006211 Job cd 109 SUB-TEACHERS  
 Cert level T4 State yrs Pay step E Local yrs 0 Salary sched  
 Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind  
 Ann work days 0 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	Overtime	GHI %	Pay	Pay for
Type	Type	Hrly/Daily	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	D	0025	70.000	1.60	112.00				
02.	D	0025	70.000	.40	28.00				
03.	-	-	-	-	-	-	-	-	-
04.	-	-	-	-	-	-	-	-	-
05.	-	-	-	-	-	-	-	-	-
06.	-	-	-	-	-	-	-	-	-
			2.00		140.00				

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Ant Contract DistPB

ACCT	01	13	100	1001	1000	11300	101	1				
ACCT	02	13	100	1001	1000	11300	101	1				
ACCT	03	00										
ACCT	04	00										
ACCT	05	00										
ACCT	06	00										

TRS & ERS Pens Gross Adj  
 Ant/% Contract ant Cycle gross Total gross 140.00  
 Pay sch. # 12 State salary Local salary Cycle 1 Cal Yr  
 Pens code 0 Pens elig date Local salary Other  
 Pens switch Y TRS service ind 1 Ant/% Contno 12  
 PY contno 00

Mode changed to update 12.03.00

Substitute gross data lines populated from the leave system



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Gross data information is created for the substitute. After posting, all substitute gross lines are posted to payroll. If at this point you need to make any adjustments to the substitute's pay, you may do so in payroll.

# Detailed Pay Check Stub

All leave types are listed!

Employee Information				Contract Information			
Employee ID	88842	ARBU, ETAM D		Contract No.	050287	SMITH CITY BOARD OF EDUCATION	8991
SUN	999-08-8942	3072 MAIN STREET		102 MAIN STREET		SMITH, GA 31333	
Telephone	999-955-3858	823		(404)444-4444			
Loc/Class	5101 / 25	SMITH, GA 31333					

Check No. 050287		Contract Fiscal-To-Date 27,587.35		Check No. 050287 Total Net Pay 2,373.86	
Check No.	050287	Contract Fiscal-To-Date	27,587.35	Check No.	050287 Total Net Pay
Check Date	09/28/2012				

Paycheck Summary						
Desc	Reg Hrs	Reg Amt	OI Hrs	OI Amt	Cost Amt	Tot Gross
Current	413.33	3618.57				3618.57
YTD	24603.10	21887.35				21887.35

Current Hours and Earnings						
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt
BASE SALARY			3,618.57			3,618.57
Furlough			-76.10			-76.10
DELIVER TRAINING			550.00			550.00
Coaching Supplement			325.25			325.25
<b>Total</b>			<b>4,437.82</b>			<b>4,437.82</b>

Employer Paid Benefits						
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2
PERIODICAL	1.00	1.00	74.95			
VACATION						
EMPLOYED INC						
OTHER II						
STAFF DEV II						

Before Tax Deductions				After Tax Deductions			
Description	Current	YTD	Description	Current	YTD		
INC - INC	242.15	1127.04	STATE INSURANCE	418.91	3057.28		
MEDICARE	54.43	351.84	SMITH STD INS.	43.81	332.08		
FEDERAL TAX	145.78	745.05	SMITH LTD INS.	25.03	192.26		
GA. STATE TAX	173.93	1034.97	PAID DUES	14.58	102.08		
TRF	269.40	1462.70	DC STD FUND	10.00	80.00		
			SMITH LIFE	4.42	39.89		
			SMITH LIFE	2.94	23.48		
			SMITH LIFE	2.94	23.48		
<b>Total</b>	<b>923.91</b>	<b>4882.60</b>	<b>Total</b>	<b>543.14</b>	<b>4254.84</b>		

SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 31333  
(404)444-4444

Date: 09/28/2012  
No. 050287  
PAYROLL DIRECT DEPOSIT  
Amount: \$\*\*\*\*2,373.86

TWO THOUSAND THREE HUNDRED SEVENTY THREE AND 86/100

THIS IS NOT A CHECK - DO NOT CASH

Deposit To The Account Of: ARBU, ETAM D  
3072 MAIN STREET  
SMITH, GA 31333



All sites should consider going to the new detailed pay check stub. Much more information is available to the employees, including a breakdown of all leave categories. (Staff development and sick bank are not available on the old check stub.)

NOTE: Many districts are implementing a policy of DIRECT DEPOSIT ONLY for their employees. This makes going to the new check stub even easier because magnetic ink is not required for direct deposit statements.

# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- Payroll Setup
- Input and Post Employee Leave and Substitute Pay
- **Payroll Preliminary Report**
- Calculate Payroll and Print Checks
- Print Registers and Final Payroll Distribution
- Update Earnings History and Financials



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# Payroll Process

- Generate Payroll Preliminary Reports
  - F1 Print Balance Sheets
    - Verify Account Numbers
    - Verify Substitute Pay
  - F2 Calculate Payroll & Print Exceptions
    - Find & Correct Errors
  - F3 Calculate Payroll & Print Trial Registers
    - Verify FICA, GHI, Pension, Deduction amounts & %'s
    - Confirm no obvious errors/omissions



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You will first make all changes to payroll and print the balance sheets (F1). After checking the balance sheets, you will run the Exceptions Reports (F2).

Fatal exceptions must be cleared before payroll processing can continue. To find these errors, check the gross data screen and the deduction screen.

# Payroll Balance Sheet

REPORT DATE: 10/12/2012 PAYROLL BALANCE \*\*\* AFTER UPDATES - LOCATION WITHIN CLASS PAGE 50  
 REPORT ID: PAYBAL2/PAYBAL

LOC	EMP#	CL	NAME	RATE	REG-HRS	OVT-HRS	REG-AMT	OVT-AMT	GHI-DIST	ACCOUNT NUMBER
0101	89892	21	HOSTON, DUSCAN				1361.43			S 13-100-0-9990-2600-18100-8013-9-000000
			HOSTON, DUSCAN				22.69			S 13-100-0-9990-2600-18100-8013-9-000000
	**		EMPLOYEE TOTAL				1388.74			
	**		LOCATION - TOTAL				1388.74			
8013	89116	21	CRSWLEY, MISE				1332.50			S 13-100-0-9990-2600-18100-8013-0-000000
			CRSWLEY, MISE				22.21			S 13-100-0-9990-2600-18100-8013-0-000000
	**		EMPLOYEE TOTAL				1310.29			
8013	89919	21	OUZILLETTE, ROZCE				1760.00		1.0000	S 13-100-0-9990-2600-18100-8013-0-000000
			OUZILLETTE, ROZCE				23.33		1.0000	S 13-100-0-9990-2600-18100-8013-0-000000
	**		EMPLOYEE TOTAL				1783.67			
8013	89127	21	SAZER, TA2				3153.59		1.0000	S 13-100-0-9990-2600-18000-8013-0-000000
			SAZER, TA2				82.56		1.0000	S 13-100-0-9990-2600-18000-8013-0-000000
	**		EMPLOYEE TOTAL				3101.03			
	**		LOCATION - TOTAL				6141.99			
	**		CLASS - TOTAL				7480.73			



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Check location, class, and grand totals. Are the gross totals correct?

# Payroll Exceptions Register

REPORT DATE	10/12/2012	PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 09/28/12	PAGE	1
LOC	EMP #	CL	NAME		
8010	88828	23	HASEL, ARSCA	C 06	POSSIBLE CONTRACT OVER-PAYMENT
0302	89172	08	MOSLEY, AMSE	C 06	POSSIBLE CONTRACT OVER-PAYMENT
8010	89340	23	CHENG, BRBOKS	C 06	POSSIBLE CONTRACT OVER-PAYMENT
8010	89491	23	PEGGERSEN, ALANE	C 06	POSSIBLE CONTRACT OVER-PAYMENT
0102	89548	10	STSOHN, EUSTOLLA	C 06	POSSIBLE CONTRACT OVER-PAYMENT
8010	89731	23	CRACK, KIEZIE	C 06	POSSIBLE CONTRACT OVER-PAYMENT
0202	89768	05	BRNXTON, RASHAL	C 06	POSSIBLE CONTRACT OVER-PAYMENT
8010	89886	11	ROJRK, BESITO	C 06	POSSIBLE CONTRACT OVER-PAYMENT
0102	89937	05	TASBOT, ROBY	C 06	POSSIBLE CONTRACT OVER-PAYMENT
8010	89977	23	CUFVER, TRBNT	C 06	POSSIBLE CONTRACT OVER-PAYMENT
0302	89995	05	MOEELAND, JOINETTE	C 06	POSSIBLE CONTRACT OVER-PAYMENT

REPORT DATE	10/12/2012	PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 09/28/12	PAGE	2
EXCEPTIONS REGISTER COMPLETED					
RECORDS INPUT					320
FATAL ERRORS					0
CAUTION ERRORS					11 *****



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Fatal exceptions must be resolved!!!

# Payroll Trial Register

REPORT DATE 10/12/2012 09:58 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12 PAGE 38

LOCATION 8012 - Location 008012

LOC	EMP #	CL NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC
8012	88800	12 BISELOW, TERRELL	6.00		972.40	30.00		25.24	8.71	9.38	4.00	
		NET PAY: 296.01 DD										
		2.96 /13 133.13 /18 64.40 /25 12.55 /28 30.06 /30 63.44 /33 233.64 /08 49.80 /36 10.08 /24										
8012	89735	12 BOYLES, KRISTIN	9.00		981.20			27.20	9.40		4.00	
		NET PAY: 607.05 DD										
		316.86 /08 16.69 /33 /13										
8012	89175	12 CASILLAS, ALONZO			938.60			25.00	33.24	11.47	21.64	4.00
		NET PAY: 667.31 DD										
		2.96 /13 66.94 /25 23.63 /28 16.97 /24 63.44 /33 2.00 /43										
8012	89411	12 CASTELLANOS, LUGLENE			1240.03			27.09	45.49	15.71	11.04	4.00
		NET PAY: 587.93 DD										
		80.58 /08 2.96 /13 1.00 /19 387.00 /20 17.30 /24 58.93 /33 1.00 /43										
8012	88655	12 COOPER, NIKOLAS			847.95			17.30	35.61	12.29	25.05	4.00
		NET PAY: 734.69 DD										
		10.00 /11 2.96 /13 6.06 /28										
8012	88585	12 CHS, NESTOR	18.50		1452.62			95.03	59.87	20.66	59.69	4.00
		NET PAY: 844.89 DD										
		17.34 /11 14.58 /17 130.81 /18 100.00 /21 10.60 /25 31.86 /28 16.69 /33 12.00 /35 34.60 /36 /13										
8012	89455	12 GIZARD, ROZIO	9.50		1002.81			28.63	9.88	4.54	4.00	
		NET PAY: 488.66 DD										
		303.86 /08 18.71 /28 90.00 /21 34.60 /36 2.96 /13 16.97 /24										
8012	89255	12 GRZF, ROZRICK	37.00		1193.47			46.21	15.96	.25	4.00	
		NET PAY: 526.03 DD										
		2.96 /13 76.46 /08 10.00 /11 4.33 /28 16.69 /33 490.58 /20										
8012	89474	12 HEYM, SP7RICKLE			860.31			25.09	8.66	10.71	4.00	
		NET PAY: 535.76										
		246.24 /08 10.20 /11 2.96 /13 16.69 /33										



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Review the Trial Register for obvious errors – are all the appropriate deductions included for this payroll cycle?

# Payroll Trial Register

REPORT DATE 10/12/2012 09:58 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12 PAGE 44

PAYROLL GROSS	912,388.59		
FICA - OASDI	35,566.36		846,818.72
FICA - HEALTH INSURANCE	12,278.81		846,818.72
01 ANNUITY # 1	8,509.00	A	
03 FED INCOME TAX	70,254.79		
04 VENDOR 000012	34,979.28		
08 GHI-NON-CERT	17,990.60	I	
09 GHI-CERT	29,903.02	I	
10 VENDOR 000014	1,057.58		
11 VENDOR 002203	2,595.17		
12 VENDOR 004850	234.24		
13 VENDOR 002920	1,696.44		
15 VENDOR 000018	416.43		
17 VENDOR 000019	1,454.83		
18 VENDOR 000008	8,632.00		
19 VENDOR 000841	274.34		
20 COURT W/H	6,448.61	G	
21 VENDOR 000021	6,092.42	C	
23 VENDOR 004805	82.00		
24 VENDOR 002920	1,685.98	I	
42 VENDOR 004059	4,745.00		
43 VENDOR 004320	1,045.97		
NEW PSERS	30.00		2,649.50
OLD PSERS	212.00		58,711.79
TRS	49,593.31		836,938.63
* PAYROLL CHECKS NET	43,798.53		
** DIRECT DEPOSIT NET	547,741.70		
TOTAL DEDUCTIONS	320,848.36		
# OF CHECKS TO BE WRITTEN	320	MALES: 73	FEMALES: 247

Make sure the correct pensions are withheld!



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Check the grand totals!!!

# Payroll Trial Register

REPORT DATE 10/12/2012 09:58 PAYTRIAL PAYROLL TRIAL REGISTER FOR PAY 09/28/12 PAGE 46

ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLOYEE AMT	ANNUITY TYPE
02	ING FINANCIAL PARTNERS,	100.00	403(b)
07	VARIABLE ANNUITY LIFE I	3,500.00	403(b)
08	MASS MUTUAL V. A.	3,560.00	403(b)
09	AVIVA LIFE	1,349.00	403(b)



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Check the annuity company totals!

# Trial Employer Benefit Register

REPORT DATE: 10/12/2012 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12 PAYTRIAL PAGE 4

EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000		PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	***** 21000 ***** 21000 *****		(OBJECT) PEN EMPR SHR/EMPL
			CASDI GROSS AMT	HI GROSS AMT			C GHI AMT	N GHI AMT	
W14LOUGHY, CIADERELLA 88525		6,326.98	6,263.54	6,263.54	TRS	6,386.38			
Deductions: 5.75 /13 16.69 /33			388.34	90.82		728.68			
WR3N, LOSSE 89102		4,595.17	4,578.48	4,578.48	TRS	4,675.90			
Deductions: 5.75 /13 16.69 /33			283.87	66.39		533.52			
HUTTLEY, ARYAND 89762		4,065.07	3,761.21	3,761.21	TRS	4,144.00	912.34		
Deductions: 5.75 /13			233.20	84.54		472.83			
BUZNEY, ST2PANIE 88935		3,950.71	3,608.59	3,608.59	TRS	4,035.67			
Deductions: 16.69 /33 5.75 /13			223.73	52.32		460.47	912.34		
BASBOUR, GESARO 88432		1,259.84	1,156.61	1,156.61	TRS	1,286.93			446.20
Deductions: 5.75 /13 16.69 /33			71.71	16.77		146.84			
CYS, SHSINTE 89785		1,683.07	1,683.07	1,683.07	TRS	1,707.69			
Deductions: 5.75 /13			104.35	24.40		194.84			
CASE, MYSES 88372		1,433.07	1,352.49	1,352.49	TRS	1,457.69			446.20
Deductions: 5.75 /13			83.85	19.61		166.32			
MCTAIN, BR7AN 88834		966.05	885.47	885.47	TRS	986.83			446.20
Deductions: 5.75 /13			54.90	12.84		112.60			
TACOR, DOBOVAN 88664		1,529.23	1,421.88	1,421.88	TRS	1,553.85			446.20
Deductions: 5.75 /13 16.69 /33			88.16	20.62		177.29			



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Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?

# Trial Employer Benefit Register

REPORT DATE: 10/12/2012		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12						PAYTRIAL		PAGE 25
EMP. #	EMPLOYEE NAME	SALARY GROSS	CASDI GROSS CASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL	
8127	SAIER, TAZ	3,101.03	2,732.69 169.43	2,732.69 39.62	TRS DOE	3,153.59 359.92		446.20		
Deductions:		5.75 /13 16.69 /33								
EMPLOYER SHARE GRAND TOTAL		912,388.59	846,818.72 82,502.82	846,818.72 12,278.89	(23000) TRS (23000) TRS DOE	826,446.97 94,820.69 10,491.66 1,197.09	111,305.48	45,512.40		

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

REPORT DATE: 10/12/2012		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12				PAYTRIAL	PAGE 26
ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLR AMT	ANNUITY EMPLR INDICATOR				

REPORT DATE: 10/12/2012		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12				PAYTRIAL	PAGE 27
DED NO	DEDUCTION DESCRIPTION	TOTAL DED EMPLR AMT	DEDUCT EMPLR INDICATOR				
13	VENDOR 002920	1,667.50	Fixed amount				
33	VENDOR 002920	3,822.01	Fixed amount				



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Review the Trial Employer Benefit Distribution by Employee Report for obvious errors – are all the appropriate employer contributions included in this payroll cycle?

Look specifically at the employer contribution for annuities and other miscellaneous deductions.

# Payroll Monitor Status

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures N
Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N
                                           / Final Register N
                                           / Deduction Registers N
                                           \ Final Distribution N

Update earnings history with current pay N
Update budget files with current pay N

Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```



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# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- Payroll Setup
- Input and Post Employee Leave and Substitute Pay
- Payroll Preliminary Report
- **Calculate Payroll and Print Checks**
- Print Registers and Final Payroll Distribution
- Update Earnings History and Financials



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# Payroll Process

- F4 - Calculate Payroll & Update YTD (**Final**) **PayDataQ**
  - Cannot be repeated
  - Must go back to restore point and repeat payroll setup**



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Calculate payroll and update YTD makes a backup of PAYDATA to PAYDATAQ. This allows immediate recovery to the point in time just before checks are finalized.

# Payroll Process

- F5 - Print **Checks** and Direct Deposits
  - Select Sequence
  - Verify Check Date
  - Verify Checks Inserted
  - Select Printer
  - Verify Settings, **Print Sample**, Save & Continue
  - Input Payroll Message to Appear on Remittance
  - Input Starting Check Number (Last Number should be displayed)
  - Verify All Checks Finished Printing & Last Check Number Printed



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Calculate payroll and update YTD makes a backup of PAYDATA to PAYDATAQ. This allows immediate recovery to the point in time just before checks are finalized.

# Payroll Monitor Status

Status changes to 'C' after checks are printed, but before direct deposits are printed.

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD002 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR
Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits C
(This cycle can be repeated more than once) / Void/Add Run Completed N
                                                / Final Register N
                                                \ Deduction Registers N
                                                \ Final Distribution N
Update earnings history with current pay N
Update budget files with current pay N
Manual/VOID Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N
----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y
Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23
F11=Go to screen 2, F16=exit. 12.03.00
    
```



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# Payroll Process

- F5 - Print Checks and **Direct Deposits**
  - Verify Direct Deposits Inserted
  - Select Printer
  - Verify Settings, **Print Sample**, Save & Continue
  - Input Starting DD Number (Last Number should be displayed)
  - Verify All DD Finished Printing & Last DD Number Printed

**PayDataD**



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Printing checks makes a backup from PAYDATA to PAYDATAD between the checks and the direct deposit printing. This allows recovery to restart direct deposits without having to reprint the checks also.

# Payroll Monitor Status

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN

Screen

STATUS CHANGES TO 'Y' AFTER DIRECT DEPOSITS ARE PRINTED.

```

PAYROLL SEQUENCE MONITOR
-----
Setup payroll for new pay period          Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave    Y
Calculate payroll and update YTD figures  Y
Print paychecks and Direct Deposits      Y

(This cycle can be repeated more than once)
                                           / Void/Add Run Completed Y
                                           \ Final Register          N
                                           / Deduction Registers    N
                                           \ Final Distribution     N

Update earnings history with current pay  N
Update budget files with current pay      N

Manual/VOID Checks Run Only: N          Deduct Pension:
Regular Gross Types      : Y          Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types      : Y          TRS:      Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY  NO. PAYS
SCH  TAX CALC  DESCRIPTION          PERIOD  CHECK DATE  GHI
12   12        MONTHLY                     9       09/28/12   Y

Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 20 21 22 23

F11=GO to screen 2, F16=exit.
12.03.00
    
```



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# Detailed Pay Check Stub

Employee Information				Company Information			
Employee ID	421	DOB	JANE R.	BOARD OF ED	1 WEST FIRST STREET ATLANTA, GA 30000		
SSN	777-222-4444	1 WEST FIRST STREET ATLANTA, GA 30000		1 WEST FIRST STREET ATLANTA, GA 30000			
Telephone	777-222-4444						
Loc/Class	0100 / 01						
General Information		Tax Data		Net Pay Distribution			
Check No	228239	Fed	GA	Account Type	Account Number	Amount	
Check Date	06/30/2012	Married	02	Checking	*****1234	1,610.26	
		Allowances	M(2) D(00)	Checking	***1111	1,079.51	
		Add Pct					
		Add Amt					
Contract Fiscal-To-Date		.00		Check No.	228239	Total Net Pay	2,689.77
HAVE A GREAT, RELAXING AND SAFE SUMMER. YOUR STIPEND HAS BEEN ADDED TO YOUR PAY CHECK FOR THIS PAYROLL CYCLE.							
Paycheck Summary							
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Total Taxes
Current		3,916.65				3,916.65	564.99
YTD	24668.49		1078.94			25747.43	3372.39
Current Hours and Earnings		Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt
Description				3,210.71			
State Salary				127.22			
Local Reg Salary				146.24			
Dept Chair/Team Leader				47.16			
Coaching Supplement				145.12			
Stipends							
Total				3,916.65			
Paid Time Off				Employer Paid Benefits			
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current
SICK		32.00	2.00			STATE HEALTH	312.34
PERSONAL	1.00	1.00				FRS	446.90
ANNUAL DAYS						PTCA	268.65
LWOP							
OTHER DAYS	.50	.50					
STAFF DEVELOP	1.00	6.00					1627.89
Total				8032.46			
Taxes/Retirement		Before Tax Deductions		After Tax Deductions			
Description	Current	YTD	Description	Current	YTD		
BOC - REC	147.51	761.54	U N HSA FHR/Y	333.86	2357.24		
HEALTHCARE	50.92	332.00	AMERITAS DEBT	70.94	496.58		
FED TAX	222.78	1212.76	IGNA LIFE				
GA TAX	143.78	865.09					
TRF	234.99	1382.93					
Total		799.98	4753.94	404.80	2853.82		
				Total	28.10		
					126.70		
PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS.							
<b>REMOVE DOCUMENT ALONG THIS PERFORATION</b>							
THIS DOCUMENT IS PRINTED IN TWO COLORS TO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.							
BOARD OF ED 14 PAYROLL STREET ATLANTA, GA 30000				No. 228239 Date 06/30/2012		PAYROLL DIRECT DEPOSIT	
						Amount \$ *****2,689.77	
TWO THOUSAND SIX HUNDRED EIGHTY THREE AND 77/100							
<b>THIS IS NOT A CHECK - DO NOT CASH</b>							
Deposit To The Account Of				DOE, JANE R.			



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All sites should consider going to the new detailed pay check stub. Much more information is available to the employees.

# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- Payroll Setup
- Input and Post Employee Leave and Substitute Pay
- Payroll Preliminary Report
- Calculate Payroll and Print Checks
- **Print Registers and Final Payroll Distribution**
- Update Earnings History and Financials



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# Payroll Process

- **Print Registers and Create NACHA**
  - F6 - Check/Direct Deposit Void/Add Menu (Optional)
  - F7 - Print Final Payroll Register
  - F8 - Print Deduction Register & Create DD Export File (NACHA)
  - F9 – Manual Checks & Voids From Previous Pay (Optional)
- **Print Final Payroll Distribution**
  - F12 - Print Final Payroll Distribution



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- Any time changes have been made by voiding or adding a pay check, the reports must be run again because they have changed to include the void/add information and manual check information.
- The reports can be run as often as needed.

# Final Register Reports

- Pay Check Register
- Direct Deposit Register
- Voids Entered For Pay MM/DD/YY
- Payroll Final Register



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# Payroll Final Register

REPORT DATE 10/12/2012 11:50 PAY10C PAYROLL FINAL REGISTER FOR PAY 09/28/12 PAGE 54  
 LOCATION 8012 - Location 008012

EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	CASDI	HI	STATE	RETIRE	AEIC	NET PAY
88799	09	GAZNE, ROZ	2.00		120.00			5.04	1.74				113.22
		CHECK# 10046 GHI N	YTD 2.00		120.00			5.04	1.74				113.22
88704	09	GESGER, DESICK	2.00		120.00			5.04	1.74				113.22
		CHECK# 50268DD GHI N	YTD 2.00		1927.50		91.25	80.96	27.95	16.54			1710.80
89174	09	SP3RLOCK, LYSAN	3.00		180.00			7.56	2.62				169.82
		CHECK# 10051 GHI N	YTD 3.00		1020.00			42.84	14.82				962.34
88800	12	BISELOW, TEPRELL	6.00		972.40	30.00		25.24	8.71	9.38	4.00		295.01
		CHECK# 50259DD GHI Y	YTD 5.50		8097.32	270.00		199.62	68.89	55.87	24.00		2100.20
		2.96 /13 133.13 /18	64.40 /25	12.55 /28	30.06 /30	63.44 /33	233.64 /08	49.80 /36	10.08 /24				
		26.64 /13 1198.17 /18	579.60 /25	112.51 /28	249.18 /30	570.96 /33	2102.76 /08	448.20 /36	90.72 /24				
89735	12	BOZLES, KR2STIN	9.00		981.20			27.20	9.40		4.00		607.08
		CHECK# 50260DD GHI Y	YTD 60.00		8353.78			224.80	77.58		24.00		5025.48
		316.86 /08 16.69 /33											
		2851.74 /08 150.21 /33	/16	/13									
89175	12	CAZILLAS, ALGONZO	1.50		938.60			25.00	33.24	11.47	21.64	4.00	667.31
		CHECK# 50261DD GHI N	YTD .75		8430.18			225.00	298.40	102.98	193.77	24.00	6003.37
		2.96 /13 66.94 /25	23.63 /28	16.97 /24	63.44 /33	2.00 /43							
		/16 26.64 /13 602.46 /25	211.87 /28	152.73 /24	570.96 /33	18.00 /43							
89411	12	CASTELLANOS, LUELENE	1.50		1330.03			36.09	49.27	17.01	15.33	4.00	659.56
		CHECK# 50262DD GHI Y	YTD 45.50		9018.11			155.04	372.13	128.55	74.03	4.00	7735.59
		80.58 /08 2.96 /13	1.00 /19	387.00 /20	17.30 /24	58.93 /33	1.00 /43						
		/16 80.58 /08 2.96 /13	1.00 /19	387.00 /20	17.30 /24	58.93 /33	1.00 /43						



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# Payroll Final Register

REPORT DATE	10/12/2012	11:50	PAY10C	PAYROLL FINAL REGISTER FOR PAY	09/28/12	PAGE	6
PAYROLL CHECK GROSS				67,561.40			
DIRECT DEPOSIT GROSS				851,212.19			
TOTAL PAYROLL GROSS				918,773.59			
FICA - OASDI				35,834.51	853,203.72		
FICA - HEALTH INSURANCE				12,371.53	853,203.72		
01 ANNUITY # 1				8,509.00			
03 FED INCOME TAX				70,496.99			
04 VENDOR 000012				35,081.25			
08 GHI-NON-CERT				17,990.60			
09 GHI-CERT				29,903.02			
10 VENDOR 000014				1,057.58			
11 VENDOR 002203				2,595.17			
12 VENDOR 004850				234.24			
13 VENDOR 002920				1,696.44			
15 VENDOR 000018				416.43			
17 VENDOR 000019				1,454.83			
18 VENDOR 000008				8,432.00			
19 VENDOR 000541				274.34			
20 COURT W/H				5,445.61			
35 VENDOR 001383				24.00			
36 VENDOR 002920				1,387.28			
37 VENDOR 004764				702.10			
41 VENDOR 004043				686.58			
42 VENDOR 004059				4,745.00			
43 VENDOR 004320				1,045.97			
OLD PSERS				212.00	50,861.79		
NEW PSERS				30.00	2,649.50		
TRS				49,647.31	837,838.63		
TOTAL DEDUCTIONS				321,757.85			
DIRECT DEPOSIT NET				551,730.30			
PAYROLL CHECK NET				45,285.44			
TOTAL PAYROLL NET				597,015.74			
TOTAL CHECKS ISSUED			338	MALES:	74	FEMALES:	264

# Payroll Check Register

REPORT DATE 10/12/2012      \*\* PAY CHECK REGISTER FOR 09/28/12 \*\*      PAGE 1

ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME
09-28-12		010000	2,140.66	88464	AGUILERA, JOSKE
09-28-12		010001	1,015.53	89026	EUTLESON, RYLAND
09-28-12		010002	1,188.72	89001	DUGGAN, ZOSTA
09-28-12		010003	1,822.83	88522	ECBERT, VITO
09-28-12		010004	611.89	89628	GRSMAN, GASHM
09-28-12		010005	1,072.00	88604	COCKSMITH, BRENO
09-28-12		010006	520.16	89352	HOSTON, DUSCAN
09-28-12		010007	1,017.38	89406	MOJA, CYBUS
09-28-12		010008	375.93	88419	SQUIRES, HUGO
09-28-12		010009	676.62	89837	VCHT, HAALAN
09-28-12		010010	975.94	89742	WASTE, MORTY
09-28-12		010011	2,592.57	89647	BAZLEY, TIZANY
09-28-12		010012	526.07	89049	GAMBLE, DIALON
09-28-12		010013	690.79	89966	FEADLETON, LAONT
09-28-12		010014	2,192.55	89937	TASSOT, ROSKY
09-28-12		010015	3,375.66	88680	WHYMAN, DEPOSEE
09-28-12		010016	1,674.06	88862	MASCH, HANPSON
09-28-12		010017	1,183.93	89128	ALGARD, RISSARCA
09-28-12		010018	482.82	88943	ANZLIN, DEZETRIUS
09-28-12		010019	931.70	89215	BAZES, COZEMAN
09-28-12		010020	483.55	89144	GRSSHAM, TEMMA
09-28-12		010021	707.67	89994	HOTEYCUTT, JETEE
09-28-12		010022	495.09	89574	IVRSON, BEJU
09-28-12		010023	772.06	89355	JASSEN, COLENE
09-28-12		010024	804.79	88613	KOHLER, PHANG
09-28-12		010025	751.64	89907	KONIG, MICHELINA
09-28-12		010026	2,396.14	89996	MOGLAND, JOHNETTE
09-28-12		010027	490.18	89710	NECCOMB, JAKEE
09-28-12		010028	664.63	89441	NESSBERRY, PES
09-28-12		010029	674.45	88763	NIKERSON, BREON
09-28-12		010030	16.02	89364	NOLLES, FOSSET
09-28-12		010031	1,005.74	89335	POZSWELL, MIKA
09-28-12		010032	650.97	89014	TESL, FRSDRIC
09-28-12		010033	232.90	89297	BASHGMAN, SHSRARIL
09-28-12		010034	6.46	89444	COSSRM, PISG
09-28-12		010035	56.61	88865	CRSST, DESON
09-28-12		010054	1,501.74	89127	SAZER, TAZ

\*\*\*      55      CHECKS ISSUED IN THE AMOUNT OF      45,285.44      \*\*\*  
 \*\*\*           CHECKS VOIDED IN THE AMOUNT OF           \*\*\*

\*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.

# Create Direct Deposit Export File

- Print Deduction Register and Create Direct Deposit Export File (F8)
- You may change the date on the direct deposit file to be different than the pay date
- Creates ACH file in K:\SECOND\GOSEND\NACHA



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# Deduction Register Reports

- Leave Taken
- Direct Deposits Deduction Register
- Annuity Deduction Register
- Deduction Registers



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# Print Final Payroll Distribution

- Calculates the employer paid benefits
- Creates the files for posting to Earnings History and budget (financials)
- Creates accrual data file for the current payroll run
- Creates the Employer Benefit Reports



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# Print Final Payroll Distribution

- Payroll Gross Pay Distribution by Employee
- Payroll Gross Pay Distribution by Account
- Payroll Employer Benefit Distribution by Account
- Payroll Employer Benefit Distribution by Employee
- Distribution of Benefits - Detail Items by Account
- Employer Deduction Contribution Report by account
- Employer Deduction Contribution Report by employee



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# Payroll Gross Pay Distribution by Account

REPORT DATE 10/12/2012		PAYROLL GROSS PAY DISTRIBUTION				FOR 09/28/12		PAGE 12					
PROGRAM PAY20													
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	TOTALS FNCT	FUND
13	585	0	9990	3300	19900	0302	1	000000	CCASPR SALARIES	984.14	984.14	984.14	984.14
13	586	0	9990	3300	19900	0302	1	000000	CC DAYCARE SALARIES	3,043.67	3,043.67	3,043.67	3,043.67
13	602	0	9990	3100	11400	0302	2	000000	SFS SUBSTITUTE SALARY	81.56	81.56		
13	602	0	9990	3100	18400	0302	2	000000	SFS SALARY	8,093.03	8,093.03	8,174.59	8,174.59
13	604	0	9990	3100	14200	8010	2	000000	SFS CLERICAL SALARY	2,001.12	2,001.12		
13	604	0	9990	3100	19000	8010	2	000000	SFS DIRECTOR SALARY	4,941.33	4,941.33	6,942.45	6,942.45
13	607	0	9990	3100	11400	0101	2	000000	SFS SUBSTITUTE SALARY	653.73	653.73		
13	607	0	9990	3100	18400	0101	2	000000	SFS SALARY	5,302.19	5,302.19	5,955.92	5,955.92
13	608	0	9990	3100	11400	0102	2	000000	SFS SUBSTITUTE SALARY	38.64	38.64		
13	608	0	9990	3100	18400	0102	2	000000	SFS SALARY	7,749.51	7,749.51	7,788.15	7,788.15



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# Employer Benefit Distribution by Employee

REPORT DATE: 10/12/2012		PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 09/28/12							PAGE 19	
PROGRAM: PAYPR103		22000 ***** 22000 *****		21000 ***** 21000 *****						
EMP. #	EMPLOYEE NAME	SALARY GROSS	CASHI GROSS CASHI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPR SHR/EMPL	
WEANSTEIN, JO4IE 88997		1,444.82	1,295.49 80.32	1,295.49 18.78	TRS	1,156.47 131.95		446.20		
WHSTINGTON, MA3SHA 89750		1,273.65	1,047.28 64.93	1,047.28 15.19	TRS	1,037.40 118.37		446.20		
WH4TMORE, KA4EIGH 88573		1,635.69	1,572.25 97.48	1,572.25 22.80	TRS	1,662.60 189.70				
WHSTMAN, DESORSE 88680		5,447.39	5,090.67 315.62	5,090.67 73.81	TRS	5,545.88 632.75	912.34			
WIZBUR, AL2SA 88823		1,315.10	1,256.17 77.88	1,256.17 18.21	TRS	1,228.67 140.19				
WIZES, CIZO 89143		983.92	796.57 49.39	796.57 11.55	OLD PSERS			446.20		
WILCLOGNEY, CIADERELLA 88525		6,326.98	6,263.54 388.34	6,263.54 30.82	TRS	6,386.38 728.68				
WOSFORD, ARSENTINA 88956		2,792.66	2,792.66 173.14	2,792.66 40.49	TRS	2,785.33 317.81				
WRAN, LO3SE 89102		4,595.17	4,578.48 283.87	4,578.48 66.39	TRS	4,675.90 533.52				
WYNNER, SH7RAN 88930		1,190.40	1,034.18 64.12	1,034.18 15.00	TRS	1,216.00 138.75		446.20		
ZESGLER, DOSNETTE 89540		735.00	735.00 45.57	735.00 10.66						
EMPLOYER SHARE GRAND TOTAL		918,773.59	853,203.72 52,898.69	853,203.72 12,371.49	(23000) TRS (23000) TRS DCE	827,346.97 95,023.39 10,451.66 1,137.05	111,305.48	45,512.40		

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

# Distribution of Benefits Detail Items

Date: 10/12/2012 14:08  
 Program: PAYDRI02

Page 1

Distribution of Benefits Detail Items by Account for Period 09/28/2012													
Empno	Name	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtt	Ded Cd	Ded Company	Amount
88833	APSELEGATE, ELSIOT	13	100	0	1011	1000	11000	0302	1	000000	13		5.68
88833	APSELEGATE, ELSIOT	13	100	0	1011	1000	11000	0302	1	000000	33		16.49
88904	COSKRELL, CHUCK	13	100	0	1011	1000	11000	0302	1	000000	13		5.75
89202	SHYMS, CRISTA	13	100	0	1011	1000	11000	0302	1	000000	13		5.24
89202	SHYMS, CRISTA	13	100	0	1011	1000	11000	0302	1	000000	33		15.21
89208	HESTON, LE9	13	100	0	1011	1000	11000	0302	1	000000	13		5.75
89208	HESTON, LE9	13	100	0	1011	1000	11000	0302	1	000000	33		16.69
89224	HUSTAD, CRESYNA	13	100	0	1011	1000	11000	0302	1	000000	13		5.75
89224	HUSTAD, CRESYNA	13	100	0	1011	1000	11000	0302	1	000000	33		16.69
89507	SKELTON, BRETTANEY	13	100	0	1011	1000	11000	0302	1	000000	13		5.65
89507	SKELTON, BRETTANEY	13	100	0	1011	1000	11000	0302	1	000000	33		16.40
89698	LY7, STUCEY	13	100	0	1011	1000	11000	0302	1	000000	13		5.75
89698	LY7, STUCEY	13	100	0	1011	1000	11000	0302	1	000000	33		16.69
Account Total													
137.74													
88823	WIZBUR, ALZSA	13	100	0	1011	1000	11300	0302	1	000000	13		.11
88823	WIZBUR, ALZSA	13	100	0	1011	1000	11300	0302	1	000000	33		.32
Account Total													
.43													
89294	ROSAL, SH3N	13	100	0	1011	1000	11800	0302	1	000000	13		1.47
89294	ROSAL, SH3N	13	100	0	1011	1000	11800	0302	1	000000	33		4.26
89885	PA4R, KA4CE	13	100	0	1011	1000	11800	0302	1	000000	13		1.42
89885	PA4R, KA4CE	13	100	0	1011	1000	11800	0302	1	000000	33		4.13
Account Total													
11.28													
88763	NIKERSON, BR6CN	13	100	0	1011	1000	14000	0302	1	000000	13		4.49
88763	NIKERSON, BR6CN	13	100	0	1011	1000	14000	0302	1	000000	33		13.06
88823	WIZBUR, ALZSA	13	100	0	1011	1000	14000	0302	1	000000	13		5.26
88823	WIZBUR, ALZSA	13	100	0	1011	1000	14000	0302	1	000000	33		15.26
88830	MOSICA, ASLEY	13	100	0	1011	1000	14000	0302	1	000000	13		4.82
88830	MOSICA, ASLEY	13	100	0	1011	1000	14000	0302	1	000000	33		13.12
88981	LI4ELY, MO4GAN	13	100	0	1011	1000	14000	0302	1	000000	13		1.47
88981	LI4ELY, MO4GAN	13	100	0	1011	1000	14000	0302	1	000000	33		4.26
89093	AB4EY, LI4LLAM	13	100	0	1011	1000	14000	0302	1	000000	13		.98
89093	AB4EY, LI4LLAM	13	100	0	1011	1000	14000	0302	1	000000	33		2.88



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Use this report when it is necessary to transfer gross earnings after payroll is complete. This report will give you the necessary information.

# Employer Deduction Contribution Report by Employee

REPORT DATE: 10/12/2012  
PROGRAM: PAYDR101

EMPLOYER DEDUCTION CONTRIBUTION REPORT  
BY EMPLOYEE FOR 09/28/12

PAGE 1

DEDUCTION #: 13 VENDOR 002920 CONTRIBUTION TYPE: 1 1 = FIXED AMOUNT  
VENDOR #: 2920 VENDOR 002920 2 = % OF PROC TYPE GROSS  
EMPLOYER OBJECT: 29000 EMPLOYER BLNC: 0421 3 = % OF EMPLOYEE CONTRIBUTION

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
88942	ABSEU, ETSAN	5.75	999-08-8942
89093	ABEY, LIALLIAM	5.75	999-08-8993
89128	ALBARD, RIGARDA	5.75	999-08-9128
89831	AMZROSE, BEZHANIE	5.75	999-08-9831
88943	ANZLIN, DEZETRIUS	5.75	999-08-8943
88933	APPELDATE, ELSTOT	5.75	999-08-8833
89230	ARSE, JASKELYN	5.75	999-08-9230
89068	ASSCRAFT, JASIKA	5.75	999-08-9068
89868	ASSEW, GESALD	5.75	999-08-9868
89058	ASTER, GEVEVIVE	5.75	999-08-9058
89421	AUJUSTINE, MAALIN	5.75	999-08-9421
88967	AYZES, VIZENTE	5.75	999-08-8967
89215	BAGES, COZEMAN	5.75	999-08-8215
89236	BASFIELD, JOSEFINE	5.75	999-08-9236
88361	BASON, MISCHEL	5.75	999-08-8361
89912	BASE, NASENE	5.75	999-08-9912
88432	BASBOUR, GESARO	5.75	999-08-8432
89903	BEJAY, HAZYROSE	5.75	999-08-9903
89087	BENNER, LEZMOA	5.75	999-08-9087
88502	BENNSTEIN, BLSIR	5.75	999-08-8502
88530	BE7M, CL7UDE	5.75	999-08-8530
89730	BE7M, KR7S	5.75	999-08-9730
88962	BE7NIEA, COTRINNE	5.75	999-08-8962
89562	BE7NIEA, JOTNATHON	5.75	999-08-9562
88857	BE8KWITH, BUSTON	5.75	999-08-8857
88968	BESAVIDEL, ELSF	5.75	999-08-8968
89254	BILINGSLEY, LAHEAUN	5.75	999-08-9254
88800	BISELOW, TERRELL	5.75	999-08-8800
89640	BLANK, SHWANNA	5.75	999-08-9640



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# Process Payroll

```

PCGDist=0991 Rel=12.03.00 10/11/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) / Void/Add Run Completed Y
                                           / Final Register Y
                                           / Deduction Registers Y
                                           \ Final Distribution Y

Update earnings history with current pay N
Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI
12 12 MONTHLY 9 09/28/12 Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```

These steps can be repeated as often as necessary



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# Agenda - Payroll

- Payroll Overview
- Payroll Schedule
- Payroll Setup
- Input and Post Employee Leave and Substitute Pay
- Payroll Preliminary Report
- Calculate Payroll and Print Checks
- Print Registers and Final Payroll Distribution
- **Update Earnings History and Financials**



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# Payroll Process

Post to Earnings History and Financial

- F13 - Update Earnings History **PayDataQ/SeconQ**  
With Current Pay
- F14 - Update Budget Files With  
Current Pay



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- A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done in financial.
- You should try to always run the Earnings Update F13 and Budget Update F14 back to back.
- ALL other users must be out of the system for the budget update.
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Payroll Process

## Post to Earnings History and Financial

- Run the Earnings Update F13 and Budget Update F14 back to back
- Payroll is complete
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps



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- A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done in financial.
- You should try to always run the Earnings Update F13 and Budget Update F14 back to back.
- ALL other users must be out of the system for the budget update.
- The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

# Process Payroll

```

PCGDist=8991 Rel=12.03.00 10/12/2012 DDD001 C:\DEVSY5 C:\SECOND GREEN
PAYROLL SEQUENCE MONITOR Screen 1 of 2 PAVSTUPD

Setup payroll for new pay period Y
Run exceptions register with no exceptions Y
Post substitute pay and employee leave Y
Calculate payroll and update YTD figures Y
Print paychecks and Direct Deposits Y

(This cycle can be repeated more than once) / Void/Add Run Completed Y
                                           / Final Register Y
                                           / Deduction Registers Y
                                           \ Final Distribution Y

Update earnings history with current pay Y
Update budget files with current pay Y

Manual/Void Checks Run Only: N Deduct Pension:
Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y
Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----
PAY NO. PAYS
SCH TAX CALC DESCRIPTION PERIOD CHECK DATE GHI

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00
    
```

Payroll is complete!



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# Agenda

- PCG Overview
- Payroll
- **Personnel**
- Certified/Classified Personnel Information (CPI)
- Financial
- Tools



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# Basic Personnel Processing

- Update/Display Personnel Data
  - F1 - Update/Display Personnel Data (Payroll Screen)
  - F2 - Update/Display Emergency Data
  - F3 - Update/Display Educational Data
- Leave Processing
  - F4 - Enhanced Substitute Pay & Leave System
  - F5 - Legacy Leave Menu
- Other
  - F6 - Personnel Reports Menu
  - F11 - Employee Contract File Export
  - F12 - Salary Projection Menu
  - F13 - Special Functions Menu



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# Agenda

- PCG Overview
- Payroll
- Personnel
- **Certified/Classified Personnel Information (CPI)**
- Financial
- Tools



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# Basic CPI Processing

- Update/Display Certified/Classified Personnel Data
  - F1 - Update/Display Individual Employee Information (CPI)
  - F2 - Update/Display Third Party Contractors
  - F3 - Update/Display Personnel Data (Payroll Screen)
- Other
  - F5 - CPI Salary Schedule
  - F7 - CPI Reporting Menu
  - F9 - Create CPI Report & Transmission File
  - F10 - Portal Security Extract
  - F11 - CPI Assignment File Maintenance
  - F13 - Certificate File Maintenance Menu
  - F15 - CPI Description Code Menu (Now allows upload of code tables!)



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# Agenda

- PCG Overview
- Payroll
- Personnel
- Certified/Classified Personnel Information (CPI)
- **Financial**
- Tools



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# Basic Financial Processing

- Budget/PO/Claim/Expense/Vendor Processing
  - F1 – Budget Account Master Menu
  - F2 – Purchase Orders Processing
  - F3 – Claims Processing Menu
  - F4 – Vendor Check Processing Menu
- Revenue/Accts Receivable/Receipt/Cash Processing
  - F5 - Revenue Account Master Menu
  - F6 - Accounts Receivable Processing Menu
  - F7 - Receipt Processing Menu
  - F8 – Cash Management & Investment Management Menu
- GL/Financial Reporting Month & Year End Close
  - F9 - Financial Reporting & Month/Yr-end Close Menu
  - F10 – Account Master Description File Menu
  - F11 – General Ledger Account Master Menu
  - F12 – Year End Master Menu



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# Agenda

- PCG Overview
- Payroll
- Personnel
- Certified/Classified Personnel Information (CPI)
- Financial
- **Tools**



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# Tools

- Payroll
  - Gross Data                      [Export](#)   [Import](#)
  - Deduction                        [Export](#)   [Import](#)
  - Payroll/Deduction/CPI        [Export](#)   [Import \(Partial\)](#)
  - Mass Update
  - Earnings History                [Export](#)
  - Earnings History Gross Pay   [Export](#)
  - New Hire                         [Export](#)   [Import](#)
- Financial
  - Budget Report                    [Export](#)
  - Revenue Report                 [Export](#)
  - GL Report                         [Export](#)
  - Budget/Revenue Load         [Export](#)   [Import](#)
  - Accounts Receivable Import    [Import](#)
  - Receipt Import                 [Import](#)
  - PO Import                        [Import](#)



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# Payroll/Deduction/CPI Export/Import

- How Does This Help ME???
  - Fulfill request for employee demographic information
    - Superintendent
    - School Board
  - Respond to benefit provider request for information
  - Provide meaningful data for 'What If' analysis
  - Streamline data entry for new requirements for employee



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# Payroll/Deduction/CPI Export/Import

Respond to Benefit Provider Request for Information

F2, F13, F8, F5

PCG Dist=0991 Rel=12.03.00 10/04/2012 ARR 004 SV C:\DEVSYS C:\SECOND YELLOW PAV17EXT

Export Selected Payroll / Deduction / CPI Information

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

**F10** to set selection criteria Filter set: Status

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

PAV Item(s) Selected: 13 F4 to select PAV Items  
CPI Item(s) Selected: 0 F5 to select CPI Items  
Deduction(s) Selected: 1 F6 to select Deductions

Enter=Create File, F4=Select PAV Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

Enter	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16
-------	----	----	----	----	----	----	-----	-----	-----	-----	-----	-----	-----

12.03.00

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List of Name Address For Principal

How Many Minorities?



# Payroll/Deduction/CPI Export/Import

## Select Payroll/Personnel Fields

PCG Dist=0991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEVSYST C:\SECOND GREEN PAV17EXT

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported F11-Select All, F12=Deselect All

LAST NAME <input checked="" type="checkbox"/>	LOC <input type="checkbox"/>	CONTRNO <input type="checkbox"/>	BIRTH DATE <input checked="" type="checkbox"/>
FIRST NAME <input checked="" type="checkbox"/>	WORK LOC <input checked="" type="checkbox"/>	CONTRACT DAYS <input type="checkbox"/>	HIRE DATE <input checked="" type="checkbox"/>
MIDDLE NAME <input checked="" type="checkbox"/>	SECTION 125 <input type="checkbox"/>	CONTRACT GROSS <input type="checkbox"/>	REHIRE DATE <input checked="" type="checkbox"/>
NAME SUFFIX <input type="checkbox"/>	CLASS <input checked="" type="checkbox"/>	CONTRACT BIWEEKLY <input type="checkbox"/>	TERM DATE <input checked="" type="checkbox"/>
STREET <input type="checkbox"/>	JOBCLASS <input type="checkbox"/>	STATE ANNUAL <input type="checkbox"/>	TERM REASON <input checked="" type="checkbox"/>
CITY <input type="checkbox"/>	CPI JOB <input type="checkbox"/>	LOCAL ANNUAL <input type="checkbox"/>	PENS SERVICE DATE <input type="checkbox"/>
STATE <input type="checkbox"/>	CERT TYPE <input type="checkbox"/>	OTHER ANNUAL <input type="checkbox"/>	PENS TERM DATE <input type="checkbox"/>
ZIP <input type="checkbox"/>	NO OF PAYS <input type="checkbox"/>	FICA SW <input type="checkbox"/>	PENS TERM REASON <input type="checkbox"/>
TELEPHONE <input type="checkbox"/>	PAY CYCLE <input type="checkbox"/>	FED EXEMPT <input type="checkbox"/>	POS EFFECTIVE DATE <input type="checkbox"/>
STATUS <input type="checkbox"/>	SERVICE <input type="checkbox"/>	FED WITH CODE <input type="checkbox"/>	LEAVE ELIGIBLE DATE <input type="checkbox"/>
SEX <input type="checkbox"/>	SICK BANK <input type="checkbox"/>	STATE DEP ALLOWANCE <input type="checkbox"/>	GHI IND <input type="checkbox"/>
ETHNIC <input type="checkbox"/>	PENSION <input type="checkbox"/>	TAX MAR FED <input type="checkbox"/>	DOE PAID ERCON FLAG <input type="checkbox"/>
MARITAL <input type="checkbox"/>	RETIRE SW <input type="checkbox"/>	TAX MAR STATE <input type="checkbox"/>	CPI INCLUDE <input type="checkbox"/>
EEO-5 JOB CODE <input type="checkbox"/>	SPOUSE SSN <input type="checkbox"/>	STATE MAR ALLOWANCE <input type="checkbox"/>	GHI <input type="checkbox"/>
HOURS PER WEEK <input type="checkbox"/>	PRIOR YEAR CONTRNO <input type="checkbox"/>		
HOURS PER DAY <input type="checkbox"/>	SUBSTITUTE RANK <input type="checkbox"/>		
LEAVE REASON MAX <input type="checkbox"/>	OVERRIDE ACCRUE <input type="checkbox"/>		
BACKGROUND CHK DATE <input type="checkbox"/>	ADJ LEAVE ELIG DATE <input type="checkbox"/>		
CELL PHONE <input type="checkbox"/>	EMERGENCY DATA <input type="checkbox"/>		
EMPLOYEE E-MAIL <input type="checkbox"/>			
SICK BANK INDICATOR <input type="checkbox"/>			

F7-Return, F11-Select All, F12=Deselect All, F16=Clear Selections and Exit 13.03.01

DATE	F4	F5	F6	F7	F10	F11	F12		
------	----	----	----	----	-----	-----	-----	--	--



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# Payroll/Deduction/CPI Export/Import

## Select CPI Fields

PCG Dist=0991 Rel=13.03.00 10/24/2013 DOD 002 SV C:\DEV\SVS C:\SECOND GREEN PAV17EXT

Export Selected Payroll / Deduction / CPI Information

Select CPI Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

CERT PAY STEP	ASSIGN 1	CERT/NON	ASSIGN 3	CERT/NON	ASSIGN 5	CERT/NON
EMPL BASIS CERT	ASSIGN 1	LOCATION	ASSIGN 3	LOCATION	ASSIGN 5	LOCATION
SUB INFIELD STATUS	ASSIGN 1	JOB CODE	ASSIGN 3	JOB CODE	ASSIGN 5	JOB CODE
ANNUAL CONTR DAYS	ASSIGN 1	SUBJECT	ASSIGN 3	SUBJECT	ASSIGN 5	SUBJECT
ADVANCE INHIBIT	ASSIGN 1	FIELD CD	ASSIGN 3	FIELD CD	ASSIGN 5	FIELD CD
CERT YEARS EXP	ASSIGN 1	CERT TYPE	ASSIGN 3	CERT TYPE	ASSIGN 5	CERT TYPE
NATIONAL CERT	ASSIGN 1	INFIELD	ASSIGN 3	INFIELD	ASSIGN 5	INFIELD
HIGHEST CERT LEVEL	ASSIGN 1	2ND FUND	ASSIGN 3	2ND FUND	ASSIGN 5	2ND FUND
LEVEL EFF DATE	ASSIGN 1	PERCENT	ASSIGN 3	PERCENT	ASSIGN 5	PERCENT
EMPL BASIS CLASS	ASSIGN 2	CERT/NON	ASSIGN 4	CERT/NON	ASSIGN 6	CERT/NON
ANNUAL WORK DAYS	ASSIGN 2	LOCATION	ASSIGN 4	LOCATION	ASSIGN 6	LOCATION
LOCAL YEARS EXP	ASSIGN 2	JOB CODE	ASSIGN 4	JOB CODE	ASSIGN 6	JOB CODE
ANNUAL CLASS SAL	ASSIGN 2	SUBJECT	ASSIGN 4	SUBJECT	ASSIGN 6	SUBJECT
CERT ID	ASSIGN 2	FIELD CD	ASSIGN 4	FIELD CD	ASSIGN 6	FIELD CD
CASE OPEN SW	ASSIGN 2	CERT TYPE	ASSIGN 4	CERT TYPE	ASSIGN 6	CERT TYPE
LONG TERM SUB	ASSIGN 2	INFIELD	ASSIGN 4	INFIELD	ASSIGN 6	INFIELD
	ASSIGN 2	2ND FUND	ASSIGN 4	2ND FUND	ASSIGN 6	2ND FUND
	ASSIGN 2	PERCENT	ASSIGN 4	PERCENT	ASSIGN 6	PERCENT

CPI Employees Only?  All Selected  
 Only employees with 'Include on CPI' = 'Y'

F7=Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit

DATE	F4	F5	F6	F7	F10	F11	F12		
------	----	----	----	----	-----	-----	-----	--	--

13.03.01



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# Export Financial Report for Analysis

Option to **Create** Report and **CSV** File for Use with **Excel**

- F1, F9, F1, F8 - Balance Sheet for Any Period
- F1, F9, F3, F2 - Budget Account Activity Summary
- F1, F9, F3, F3 - Budget Chart of Accounts
- F1, F9, F30 - CS1 with Transmission File
- F1, F9, F31 - DOAA Transparency in Government Export File
- F1, F9, F1, F4 - General Ledger for Any Period
- F1, F9, F1, F3 - Journal Voucher for Any Period
- F1, F9, F1, F2 - Receipts for Any Period
- F1, F9, F3, F9 - Revenue Account Activity Summary List
- F1, F9, F3, F10 - Revenue Chart of Accounts
- F1, F9, F1, F5/F6 - Revenue & Expenditure for any Period
- F1, F9, F1, F9 - School Nutrition Online Reporting System File (DE 106)
- F1, F9, F1, F7 - Trial Balance & Audit Year-End Transmission File
- F1, F9, F1, F1 - Vendor Payments for Any Period



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## Demo Financial Report Export

### F1, F9, F1, F2, F6 Receipts for Any Period

07012011 - 06302012

# Export Financial Report for Analysis

- How Does This Help ME???
  - Fulfill request for budget analysis
    - Superintendent
    - School Board
  - Evaluate budget planning options
  - Review spending history
  - Provide meaningful data for 'What If' analysis



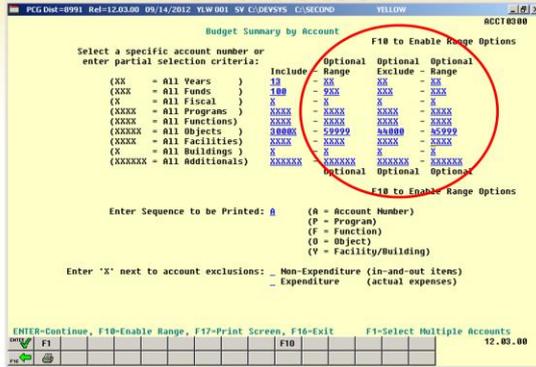
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# Report Include/Exclude Range

Some Reports will also provide export option to CSV file for analysis



F1, F9, F3, F2 - Budget Account Activity

F1, F9, F3, F9 - Revenue Account Activity

F1, F9, F3, F12 - Summary of Monthly Estimated vs Actual Expenses



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# Export Financial Report for Analysis

Export All Object 620xx and Sort by FCTY and/or FNCT

BUDGSUM20120925.xlsx											K	L	M	N	O	P	Q	R	S	T
A	B	C	D	E	F	G	H	I	J		Original	Budget	Disbursed	FCTY		FNCT	Claims	Open PO's	Balance	
1	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	Description										
2	12	100	0	3011	1000	62000	101	1	101	VOC.INSTR.ENERGY-FUEL MHS	0.00	0.00	0.00	0.00	101	0.00	0.00	0.00	0.00	
3	12	462	0	1839	2700	62000	102	1	0	FY12 21ST CENT FUEL MMS	8,840.00	8,840.00	8,327.09						512.91	
4	12	608	0	9990	2700	62000	102	2	0	SUMMER FEEDING BUS FUEL	0.00	0.00	0.00	8,327.09	102				0.00	
5	12	462	0	1839	2700	62000	202	1	0	BUS FUEL / EXPENSE	8,840.00	8,840.00	8,327.10						512.90	
6	12	463	0	1839	2700	62000	202	1	0	21ST CENT BUS EXP. FY11	0.00	0.00	0.00	8,327.10	202				0.00	
7	12	402	0	1763	2700	62000	302	1	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00						0.00	
8	12	403	0	1763	2700	62000	302	1	2	MIGRANT FUEL FIELD TRIP	0.00	0.00	0.00						0.00	
9	12	462	0	1839	2700	62000	302	1	0	21ST CENT. FUEL MMS	13,680.00	13,680.00	8,187.07	8,187.07	302				5,492.93	
10	12	100	0	1320	2700	62000	8012	0	0	TRANSP.ENERGY/FUEL	168,000.00	168,000.00	119,174.12						47,011.32	
11	12	402	0	1763	2700	62000	8012	0	0	MIGRANT BUS FUEL	1,100.00	1,100.00	567.80						532.20	
12	12	402	0	1763	2700	62000	8012	0	0	MIGRANT SUMMER FUEL FOR BUS	0.00	0.00	0.00						0.00	
13	12	462	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL EXP.	0.00	0.00	0.00						0.00	
14	12	463	0	1839	2700	62000	8012	0	0	21ST CENTURY TRANSP.FUEL	0.00	0.00	0.00						0.00	
15	12	560	0	1540	2700	62000	8012	0	0	PRE-K TRANSP. EXPENSE	0.00	0.00	9,330.75	129,072.67	8012	153,913.93	2700		-9,330.75	
16	12	100	0	9990	2600	62000	8013	0	0	M&O ENERGY/FUEL	50,000.00	50,000.00	48,802.20						1,197.80	
17	12	100	0	9990	2600	62000	8013	1	0	M&O ENERGY/FUEL	14,000.00	14,000.00	8,573.91						5,426.09	
18	12	100	0	9990	2600	62000	8013	2	0	M&O ENERGY/FUEL	100,000.00	100,000.00	102,770.99						-2,770.99	
19	12	100	0	9990	2600	62000	8013	3	0	M&O ENERGY/FUEL	85,500.00	85,500.00	77,050.55						8,449.45	
20	12	100	0	9990	2600	62000	8013	9	0	M&O ENERGY/FUEL	150,000.00	150,000.00	129,585.99						20,414.01	
21	12	560	0	1540	2600	62000	8013	3	0	PRE-K OPERATIONS EXP.	0.00	0.00	6,141.64	372,925.28	8013	372,925.28	2600		-6,141.64	
22	Totals										599,960.00	599,960.00	526,839.21	526,839.21		526,839.21	1,814.56			71,306.23



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## Demo Financial Report Export – Account Activity Summary List

**F1, F9, F3, F2**  
**13**

**620XX**

# Export Budget/Revenue for New Fiscal Year

F1, F1, F3 (Budget) or F1, F5, F3 (Revenue)

PKG.Dat-9991 Rd-12.03.00 10/09/2012 ARR 000: SV C:REV955 C:SEC020 YELLOW ACCT 05 00

Budget Chart of Accounts

Enter accounting period to be printed:  
Beginning date: 7/01/2012  
Ending date: 6/30/2013

\* Any accounts which are ACTIVE during the above dates will be printed. \*  
\* To allow CLOSED accounts to be printed, enter a "C" here: \* -

Enter an "X" next to any of the following items to be printed on the chart of accounts:

Original budget: -  
Current budget: -  
Current balance: -

Print each fund on a separate page:  (Y/N)

Create EXPORT file to load in Excel:  None  
 Export Current Fiscal Year  
 Export for New Fiscal Year BUDGET LOAD

ENTER - Continue, F16 - Exit 12.03.00

PKG.Dat-9991 Rd-12.03.00 10/09/2012 ARR 000: SV C:REV955 C:SEC020 YELLOW ACCT 05 00

Budget Chart of Accounts

Enter the export file path and name (e.g. C:\PC\BUDCHARTEXP1.CS or F10 to Browse for File

C:\PC\BUDCHARTLOAD\_CSU

NOTE: DIRECTORY must already exist

Apply LOAD File parameters:  
 New Fiscal Year  
 Budget Change

Fund 199 Not Included

Enter - Continue or F16 - Exit 12.03.00



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# Export Budget for New Fiscal Year

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	YR	FND	F	PROG	OBJCT	FAC	B	ADDS	BAL	NEW	BUDG	NAME	CURRENT				
2	14	100	0	1011	1000	11000	302	1	0	799	365,842.30	KINDERGARTEN TEACHER SAL	365,842.00				
3	14	100	0	1011	1000	11300	302	1	0	799	4,635.00	SUB SAL FOR CERTIFIED EMP	4,500.00				
4	14	100	0	1011	1000	11400	302	1	0	799	0.00	KINDERGARTEN CLASSIFIED SUB	0.00				
5	14	100	0	1011	1000	11800	302	1	0	799	27,267.19	ART MUSIC PE TEACHER	26,473.00				
6	14	100	0	1011	1000	14000	302	1	0	799	112,959.07	KINDERGARTEN TA SALARY	109,669.00				
7	14	100	0	1011	1000	14000	302	1	6	799	0.00	KINDERGARTEN TA SAL MES REIMB	0.00				
8	14	100	0	1011	1000	14200	302	1	0	799	5,763.15	KIND INSTR CTR SALAR	5,871.00				
9	14	100	0	1011	1000	21000	302	1	0	799	129,002.35	KINDERGARTEN GHI BENEFITS	125,245.00				
10	14	100	0	1011	1000	21000	302	1	6	799	0.00	KINDERGARTEN GHI MES REIMB	0.00				
11	14	100	0	1011	1000	22000	302	1	0	799	89,257.42	KINDERGARTEN INSTR FICA	88,114.00				
12	14	100	0	1011	1000	22000	302	1	6	799	0.00	KINDERGARTEN FICA MES REIMB	0.00				
13	14	100	0	1011	1000	23000	302	1	0	799	60,011.92	KINDERGARTEN INSTR TRS	58,264.00				
14	14	100	0	1011	1000	23000	302	1	6	799	0.00	KINDERGARTEN TRS MES REIMB	0.00				
15	14	100	0	1011	1000	26000	302	1	0	799	0.00	KINDERGARTEN WKRS COMP	0.00				
16	14	100	0	1011	1000	29000	302	1	0	799	0.00	OTH BEN SUM INSTRUCTION	0.00				
17	14	100	0	1011	1000	43000	302	1	0	799	0.00	KIND INSTR EG MAINT	0.00				
18	14	100	0	1011	1000	44200	302	1	0	799	2,249.34	1/5 KIND COPIER RENTAL	2,178.00				
19	14	100	0	1011	1000	53000	302	1	5	799	180.25	TECH SPEC CELL PHONE	175.00				
20	14	100	0	1011	1000	61000	302	1	0	799	0.00	KINDERGARTEN INSTR SUPPLIES/BOE	0.00				
21	14	100	0	1011	1000	61000	302	1	4	799	0.00	LD INITIATIVES INSTR SUPPL	0.00				
22	14	100	0	1011	1000	61000	302	1	302	799	7,408.84	KINDERGARTEN INSTR SUPPLIES	7,188.00				
23	14	100	0	1011	1000	61100	302	1	802	799	0.00	KINDERGARTEN COMP REL SUPPLIES	0.00				
24	14	100	0	1011	1000	61200	302	1	14	799	0.00	K-5 INSTR SFTWR-BOE FUNDS	0.00				
25	14	100	0	1011	1000	61200	302	1	302	799	0.00	KIND SOFTWARE	0.00				
26	14	100	0	1011	1000	61300	302	1	302	799	0.00	KINDERGARTEN EXP EQUIP	0.00				
27	14	100	0	1011	1000	61600	302	1	302	799	0.00	KINDERGARTEN COMP EQMPT	0.00				
28	14	100	0	1011	1000	64100	302	1	0	799	0.00	KINDERGARTEN TEXTBOOKS BOE	0.00				
29	14	100	0	1011	1000	64100	302	1	302	799	0.00	KIND TEXTBOOKS MES	0.00				
30	14	100	0	1011	1000	64200	302	1	302	799	0.00	KINDERGARTEN BOOKS/PERIODICALS	0.00				
31	14	100	0	1011	1000	61200	302	1	302	799	0.00	KINDERGARTEN DUES/FEES	0.00				
32	14	100	0	1011	1000	11000	302	1	0	799	1,442.00	KIND TEACHERS LOCAL SUPR	1,400.00				
33	14	100	0	1013	1000	22000	302	1	0	799	110.21	KINDERGARTEN LOCAL FICA	107.00				
34	14	100	0	1013	1000	22000	302	1	4	799	0.00	FICA MES SUM INSTRUCTION	0.00				
35	14	100	0	1013	1000	23000	302	1	0	799	164.80	KINDERGARTEN LOCAL TRS	160.00				
36	14	100	0	1013	1000	23000	302	1	4	799	0.00	TRS SUMMARY INSTRUCTION	0.00				
37	14	100	0	1013	1000	29000	302	1	0	799	1,676.13	KIND LOCAL LIFE/IDENTAL	1,571.00				
38	14	100	0	1021	1000	11000	302	1	0	799	718,194.28	GR 1-3 TEACHER SALARIES	697,276.00				
39	14	100	0	1021	1000	11000	302	1	4	799	0.00	MASTER TEACHER SUPPL	0.00				
40	14	100	0	1021	1000	11300	302	1	0	799	9,270.00	GR 1-3 TEACHER SUBS	9,000.00				
41	14	100	0	1021	1000	11300	302	1	6	799	0.00	GR 1-3 REIMB TEACHER SUB	0.00				
42	14	100	0	1021	1000	11300	302	1	10	799	0.00	1-3 TEACHER SUB OTHER PAID	0.00				
43	14	100	0	1021	1000	11400	302	1	0	799	0.00	GR 1-3 CLASSIFIED SUBS	0.00				
44	14	100	0	1021	1000	11800	302	1	0	799	89,322.63	ART MUSIC PE TEACHERS	86,721.00				



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# Import Budget

Export Current Budget to Modify & Import for New Financial Year

**F1, F1, F4**

PGC Dist=9991 Ref=12.03.00 10/09/2012 ARR 002 SW C:\DEVSYS C:\SECOND YELLOW ACCT0121

Budget Upload from File

Enter the upload file path and name (e.g. C:\BUDGET\BUDGDATA.CSV)

C:\BUDGET\BUDGDATA.CSV F10-Browse for file

Use data to set original budget or to enter budget adjustment?  
(Note: Account will be added or changed for original but must exist for adjustment.)

ORIGINAL/ADJUST? ORIGINAL

Enter reason desc: ADDED APPROPRIATION

Budget Yr 14 Tran Date 7/01/2013 Beg Date 7/01/2013 End Date 6/30/2014

Enter - continue, F16 - Exit 12.03.00



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**Demo Financial Budget Export/Import**

**F1, F1, F3**

**F1, F1, F4**

**F1, F5, F3**

**F1, F5, F4**

# Import Financial Data Entry

Option to **Import** Financial Data Input from **CSV** File Created with **Excel**

- F1, F2, F2 - Import Purchase Order
- F1, F3, F5 - Import Claim
- F1, F6, F2 - Import Receivable
- F1, F7, F6 - Import Receipt
- F1, F11, F5 - Import Journal Entry



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# Import Purchase Order

Use PCGenesis\_PO\_Requisition.xls to Create a Purchase Order

- H – Requisition, Date
- V – NEW or Vendor Nbr
- N – Vendor Name, EIN
- P – Phone, SSN
- D – Address 1, 1099
- E – Address 2
- F - City, St, Zip
- G - Contact
- S – Ship to facility, Ship to Building
- T – Attention of
- O – Order Description
- C – Enter up to 10 Charge Lines
- R – Enter Total (Must Balance)
- L – Enter Items, Qty, Unit, Desc, Price



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PCGenesis\_PO\_Requisition.xls [Compatibility Mode]

**PCGenesis Purchase Requisition** v1.00

NOTE: Commas may not be entered into any input field.

Requisition number: [ ] Date: [MM/DD/CCYY]

Vendor number: [ ] Requestor: [ ]  
 Or "NEW" Phone: [ ]

Approved by: [ ]

**Existing vendor, only vendor number and name required. If new vendor, complete vendor information required.**

Vendor name: [ ] EIN: [ ]  
 Phone: [ ] Fax: [ ] or SSN: [ ]  
 Address L1: [ ] 1099 (Y/N): [ ]  
 Address L2: [ ]  
 City - St - Zip: [ ]  
 Contact: [ ]

Ship to facility: [ ] Ship to building: [ ] Information only  
 Facility desc: [ ]  
 Attention of: [ ]

Order description: [ ]

Enter account number charge lines. Total charge lines must equal total line items.

Line	Yr	Fnd	Prog	Func	Obj	Fac	Buy	Adid	Amount
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Total requisition amount: 0.00 Account charge total must match line item total

Line items extended price total: \$0.00 \*\*\* Requisition cannot be ZERO \*\*\*

Enter the purchase order line items, quantity, units, description and unit price. Description may span lines.

Line	Quantity	Unit	Description	Unit Price	Ext Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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DEMO PO

School Create PO input CSV

Enter PO F1, F2, F2

C:\PO\GASBOPO.CSV

# Import Claim

Use claim.xls to Create a Claim (Non-PO)

Line 2 – Enter Reason for Claim

V – Vendor Nbr, Reference, Blnc, Date

X – Discount Date & Amount

D – Description 1 & 2

L – Enter Account, Amount, 1099

(Up to 998 entries allowed)

Example:

**Summer Salary Accrual**

**Power Bill**

The screenshot shows a spreadsheet interface with the following sections:

- Claim Entry Spreadsheet** (Title)
- For** (Text input field)
- Vendor** (Text input field)
- Vendor Ref** (Text input field)
- Blnc** (Text input field)
- Date** (Text input field)
- Amount** (Text input field, value: 0.00)
- Discount** (Text input field)
- Date** (Text input field)
- Amount** (Text input field)
- Description 1** (Text input field)
- Description 2** (Text input field)
- Charge Lines** (Table with columns: Yr, Fund, F, Prgm, Func, Object, Fcty, B, Adtl, Amount, 1099)



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## DEMO CLAIM

Summer Salary Accrual F2, F5, F9

Enter Claim F1, F3, F5

C:\CLAIMS\CLAIM2012AUG01.CSV

C:\CLAIMS\CLAIM2013AUG01.CSV

# Import Receivable/Receipt

Use ReceiptOrReceivableTemplate.xls to Create a Receipt or Receivable

- H – 'RCV' (receivable) or 'REC' (receipt)
  - Line 5 – Enter Reason
  - B – A/R balance acct for Receivable or
  - R – Reference # for Receipt
  - S – Source, Date
  - D – Accounts Receivable Reason
  - L – Enter Account, Amount
- (Up to 998 entries allowed)

**Create this to import a receivable,  
then change the 'H' & 'R' lines to  
import the receipt**

Example:

**QBE  
Taxes**

Example: Will Aid Processing Monthly QBE



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## Demo Receivable/Receipt Import

**F1, F6, F2**

**F1, F7, F6**

# Import Journal Entry

Use JournalEntry.xls to Create a Journal Entry

- V – Voucher Nbr, MM, DD, YY, FY, Reason
- C – Bank, Ck No, Vendor/Payee, Amt (998)
- L – Acct Type, 1099, Account, DR Amount  
CR Amount, Bank, Source/Vendor
- C – Bank, Ck No, Vendor/Payee, Amt (20)

(Up to 20 Lines OR up to 998 Lines)

Example:

- QBE (no longer best option)
- Transfer Funds from School Nutrition

The screenshot shows a spreadsheet titled 'JournalEntry.xls' with the following structure:

1	Voucher	Tran	Tran	Tran	Reason							
2	0	MM	DD	YY	JE FY							
3												
4	Act	Blnc	Src	Objec	Source							
5	Type	Fund	Fisc	Prgm	Func	Facility	B	Addl	DR Amount	CR Amount	Bank	Vendor
6	L											
7	L											
8	L											
9	L											
10	L											
11	L											
12	L											
13	L											
14	L											
15	L											
16	L											
17	L											
18	L											
19	L											
20	L											
21	L											
22	L											
23	L											
24	L											
25												
26									Total	\$0.00	\$0.00	
27	Check	Check										
28	Bank	No	Vendor - or - Payee						Check Amount			
29	C	21										



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## Demo Journal Voucher Import

F1, F11, F5

22976

# Screen Print Option

PCG Dist=8991 Ref=12.03.00 10/15/2012 ARR 002 SV C:\DEV\SYS C:\SECOND YELLOW EXP0200

Expense/Inquiry-Vendor 4978 VENDOR 004978 PAID  
 2765 VENDOR STREET  
 SMITH, GA 33333

Remit To:

Seq: 9948 A/P Invc: 421 Cross-ref seq: 5469112  
 Description: STUFF Vendor ref: 000000  
 Purchase order: 000000  
 Claim date: 9/01/2012 Claim amount: 6117.44  
 Disc date: Discount amount:  
 Bank: BK08 Payment: 9/04/2012 Check#: 70981 Amount: 6117.44

Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Addt'l	Amount	1099
13	100	1320	2700	26000	8012				795.23	
13	100	9990	1000	26000	8010	1			2936.38	
13	100	9990	2500	26000	8010	1			734.10	
13	100	9990	2600	26000	8013				1024.09	
13	602	9990	3100	26000	302	2			209.01	
13	607	9990	3100	26000	101	2			209.01	
13	608	9990	3100	26000	102	2			209.62	
00										
00										
00										

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn, F16=Reenter/Exit 12.03.00

Exit Next Prev Last F17 Help



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# Screen Print Option

```

PCG Dist=8991  Rel=12.03.00  10/15/2012  AFR 002  SV  C:\DEVSYS  C:\SECOND  YELLOW
                                                                 EXP0200
Expense/Inquiry/Vendor  4978  VENDOR 004978
                        2765 VENDOR STREET  PAID
                        SMITH, GA  33333
Remit To:
Seq: 9948  A/P blnc: 421  Cross-ref seq:
Description: STUFF  Vendor ref: 5469112
Claim date: 9/01/2012  Purchase order: 000000  Claim amount: 6117.44
Disc date:  Bank: BK08  Payment: 9/04/2012  Check#: 70981  Discount amount: 6117.44
Amount: 6117.44
Charge to:
Yr  Fnd  F  Prgm  Fncd  Object  Fcty  B  Adde'l  Amount  1099
13  100  1320  2700  26000  8012  795.23
13  100  9990  1000  26000  8010  1  2936.36
13  100  9990  2500  26000  8010  1  734.10
13  100  9990  2600  26000  8012  1024.99
13  602  9990  3100  26000  302  2  209.01
13  607  9990  3100  26000  101  2  209.01
13  608  9990  3100  26000  102  2  209.62
00
00
00
Cancellation Date:
F1=First, F2=Next, F3=Prev, F4=Last, F17=PrintScrn  F15=Reenter/Exit
                                                       12.03.00
    
```



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Demo Screen Print F1, F3, F1

4978

Open Qword & Document

# Third Party Printing / Data Capture

- A third party company, such as SoftDocs, will now be able to interface with PCGenesis
- PCGenesis will output text-only files so that these files may be captured by a third party
  - Payroll Checks
  - Direct Deposit Advices
  - W2s
  - 1099s
  - Vendor Checks
  - Purchase Orders
- Third Party will provide multiple options such as **Employee Web Access**



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# Questions?



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# PCGenesis Documentation



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



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# Thank you for attending!



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