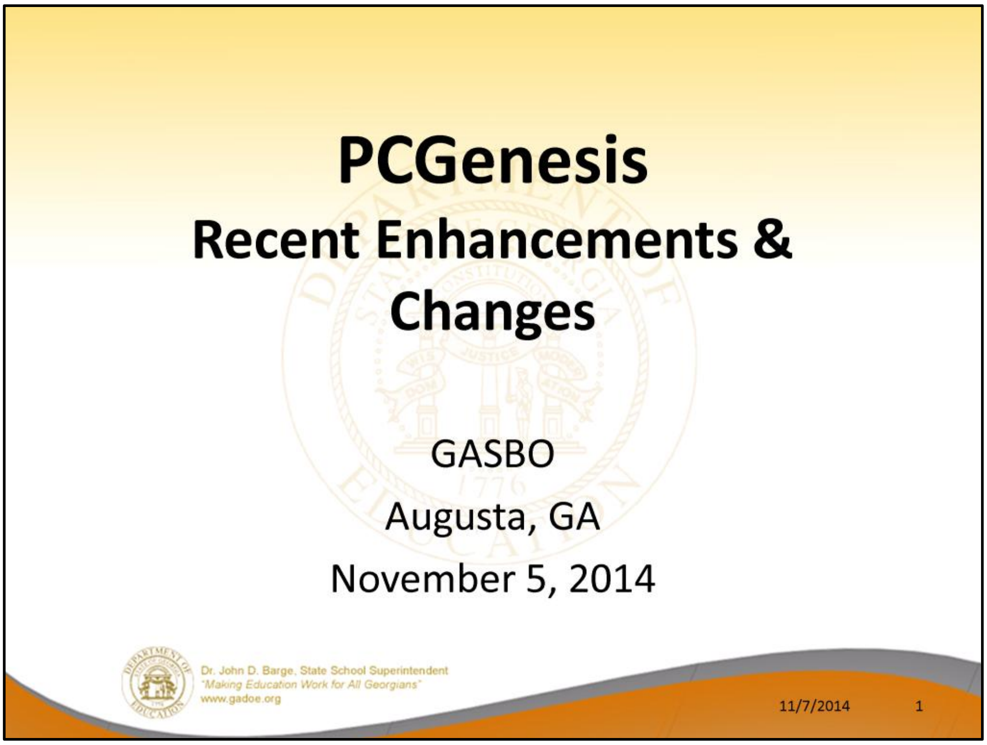


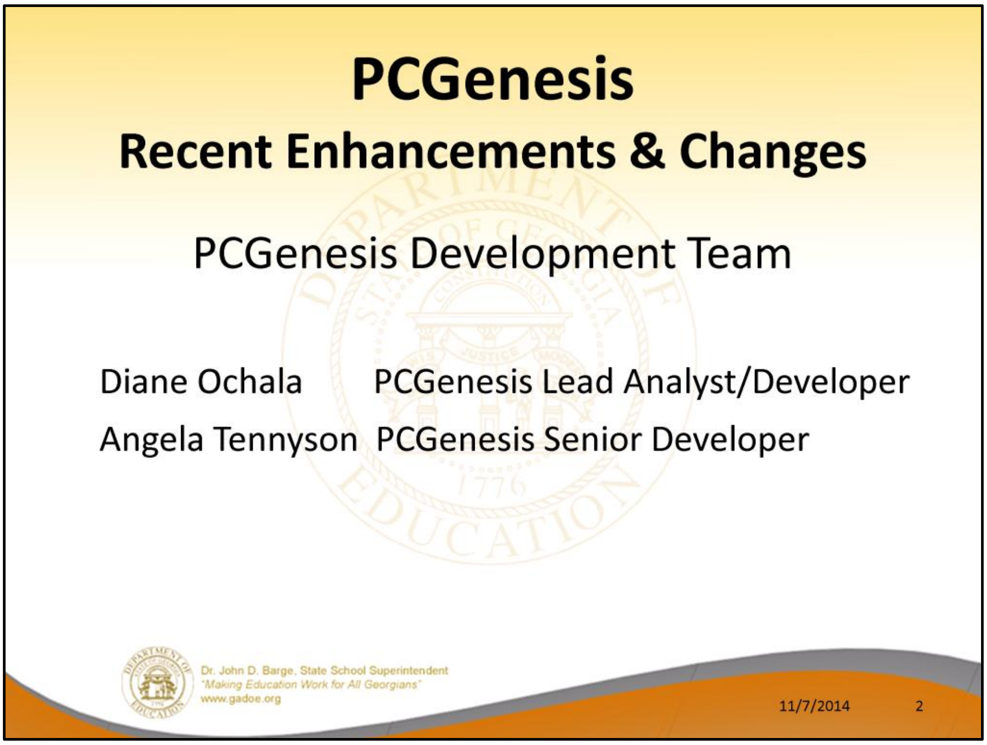
PCGenesis

Recent Enhancements & Changes

GASBO

Augusta, GA

November 5, 2014



PCGenesis

Recent Enhancements & Changes

PCGenesis Development Team

Diane Ochala	PCGenesis Lead Analyst/Developer
Angela Tennyson	PCGenesis Senior Developer

Dr. John D. Barge, State School Superintendent
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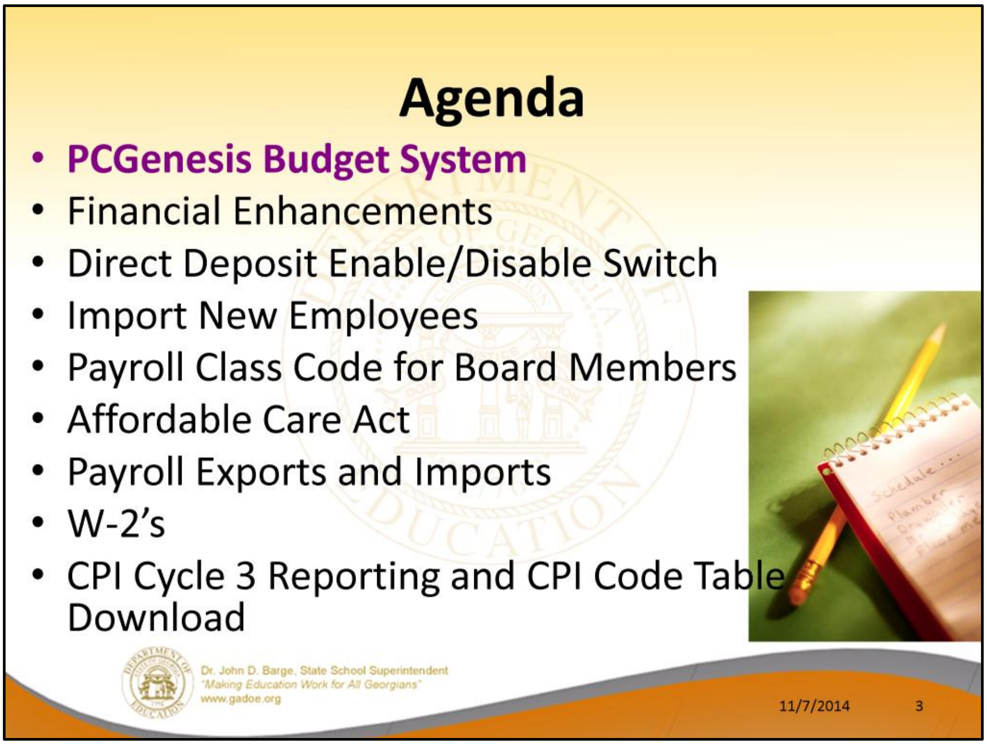
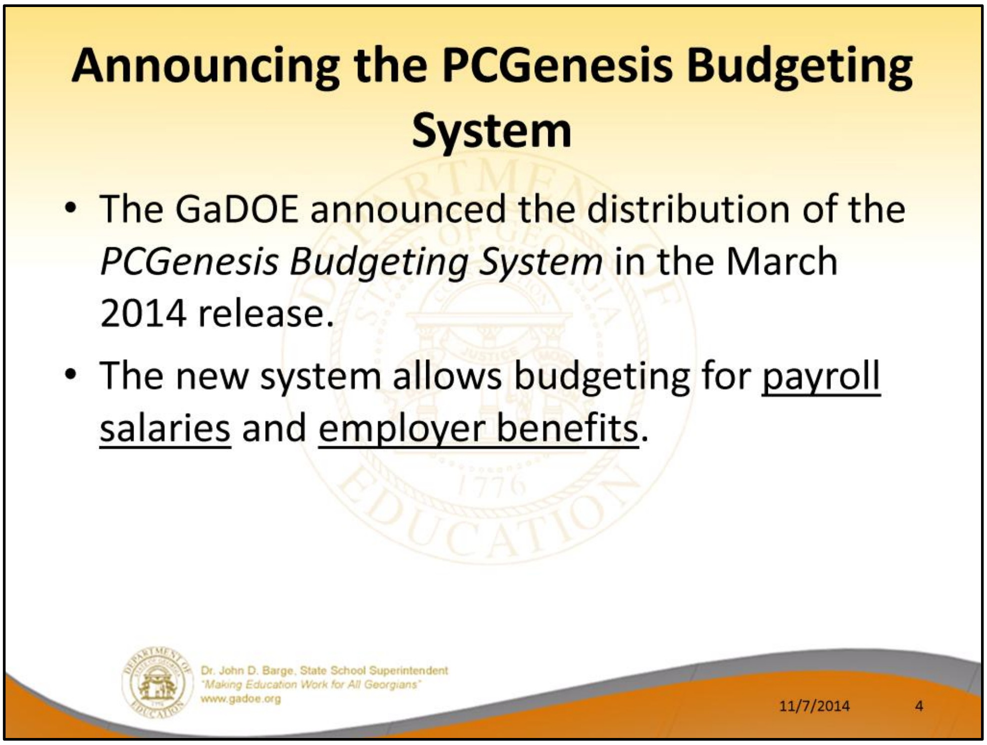
Good morning & welcome the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion



Agenda

- **PCGenesis Budget System**
- Financial Enhancements
- Direct Deposit Enable/Disable Switch
- Import New Employees
- Payroll Class Code for Board Members
- Affordable Care Act
- Payroll Exports and Imports
- W-2’s
- CPI Cycle 3 Reporting and CPI Code Table Download

2014 saw many new features and functions added to PCGenesis.



Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for payroll salaries and employer benefits.

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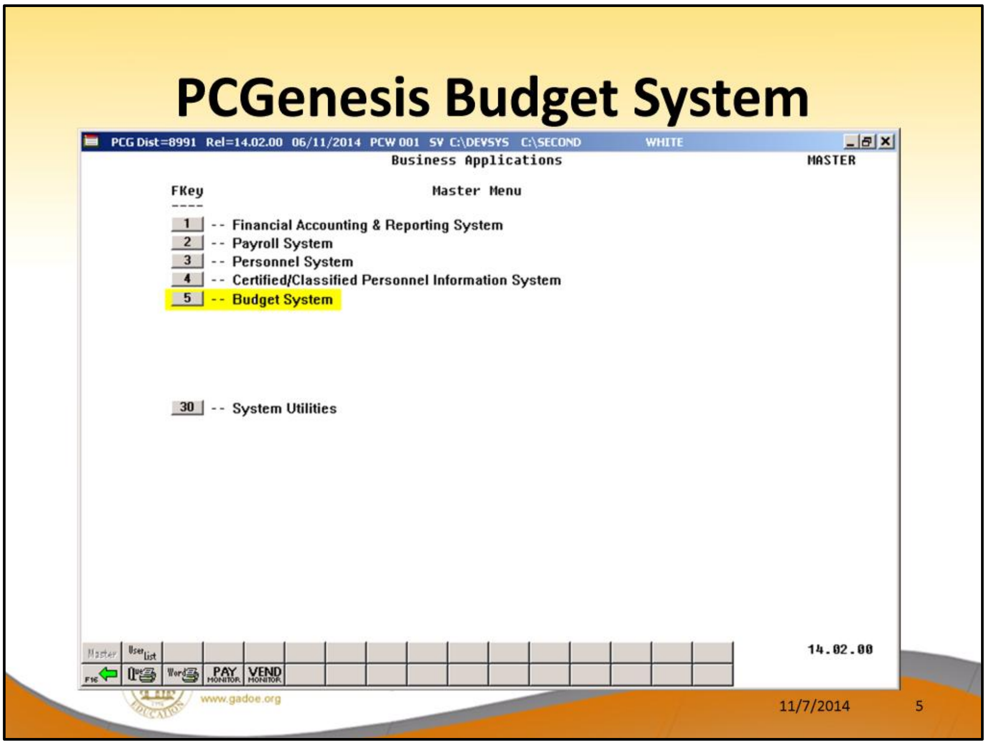
- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for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



PCGenesis Budget System

PCG Dist=8991 Rel=14.02.00 06/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Business Applications MASTER

FKey Master Menu

1 -- Financial Accounting & Reporting System
2 -- Payroll System
3 -- Personnel System
4 -- Certified/Classified Personnel Information System
5 -- Budget System

30 -- System Utilities

14.02.00

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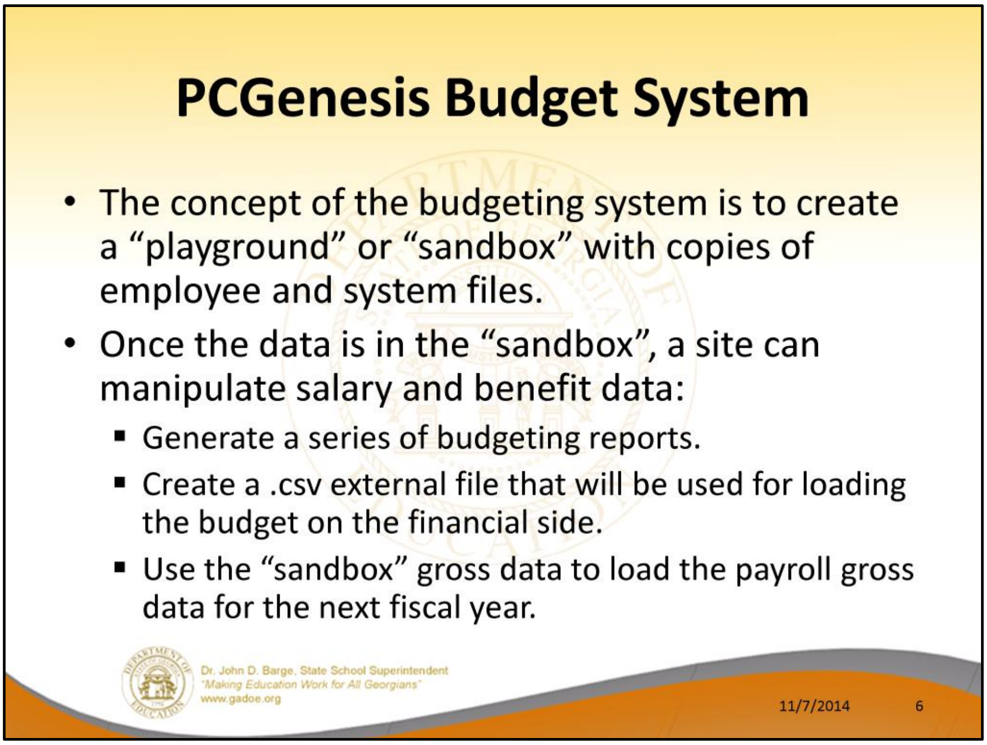

PCGenesis Budget System

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

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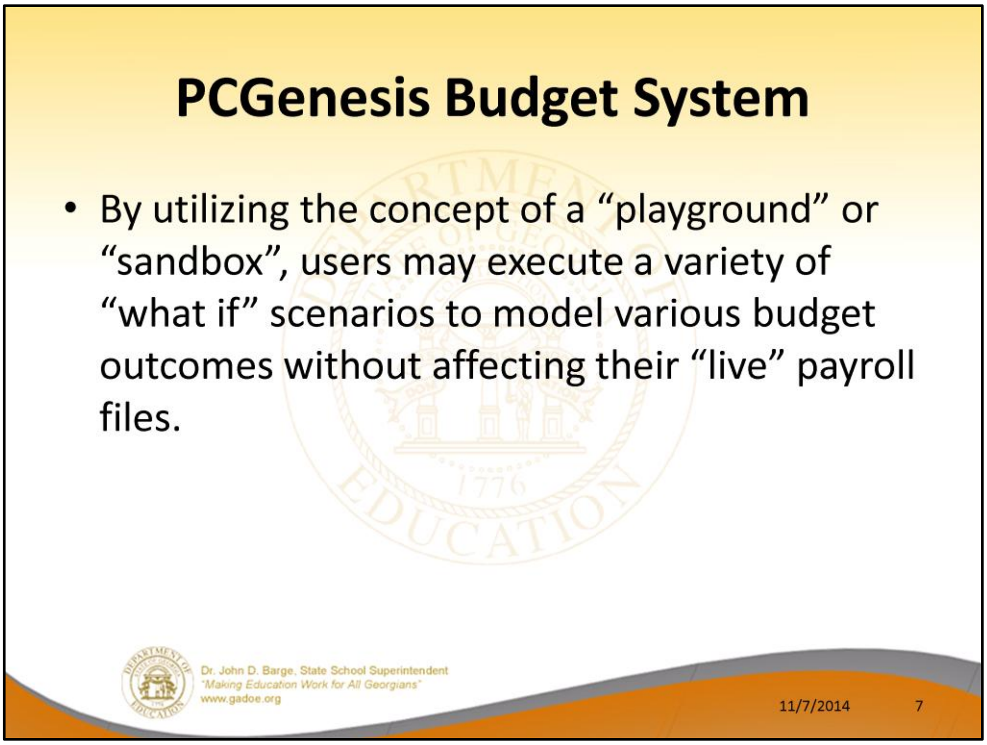
- The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files.
- K:\SECOND\SANDBOX
- In the “sandbox”, a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv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



PCGenesis Budget System

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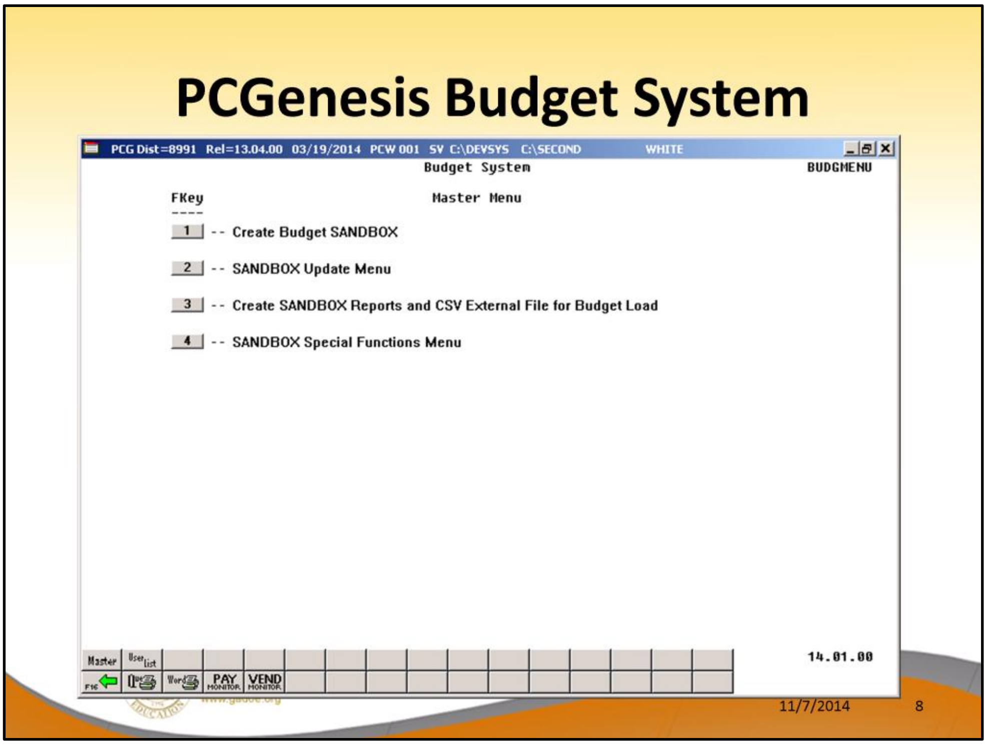

PCGenesis Budget System

```
PCG Dist=8991  Rel=13.04.00  03/19/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                   Budget System                                 BUDGMENU

        FKey                         Master Menu
        ----
         1  -- Create Budget SANDBOX

         2  -- SANDBOX Update Menu

         3  -- Create SANDBOX Reports and CSV External File for Budget Load

         4  -- SANDBOX Special Functions Menu

                                                                                 14.01.00
```

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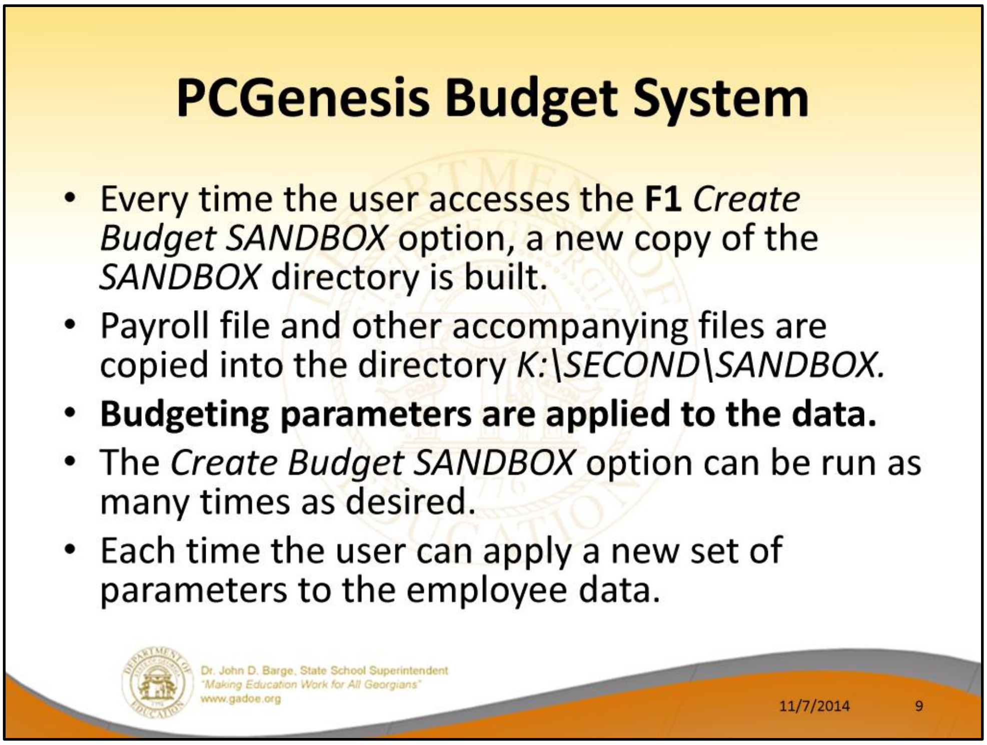
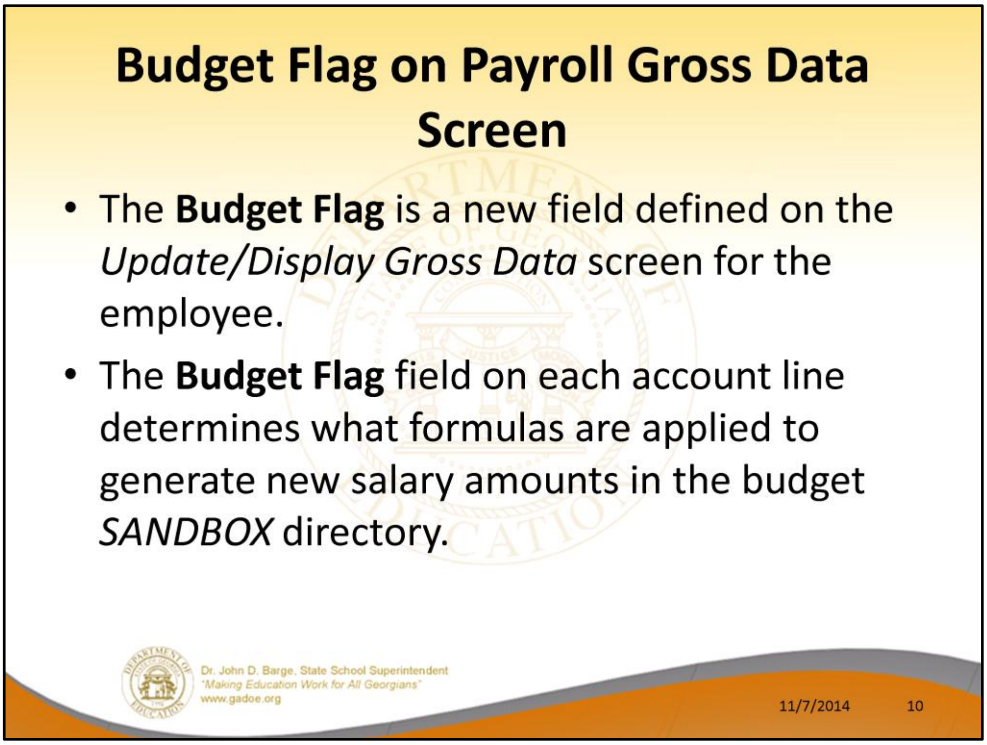


PCGenesis Budget System

- Every time the user accesses the **F1** *Create Budget SANDBOX* option, a new copy of the *SANDBOX* directory is built.
- Payroll file and other accompanying files are copied into the directory *K:\SECOND\SANDBOX.*
- **Budgeting parameters are applied to the data.**
- The *Create Budget SANDBOX* option can be run as many times as desired.
- Each time the user can apply a new set of parameters to the employee data.

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



Budget Flag on Payroll Gross Data Screen

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

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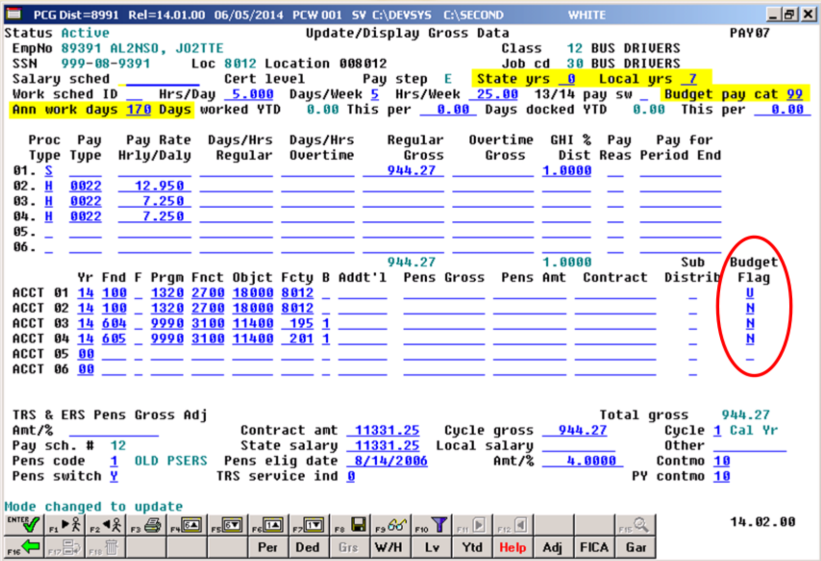
- The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4).
- The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in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

Budget Flag on Payroll Gross Data Screen



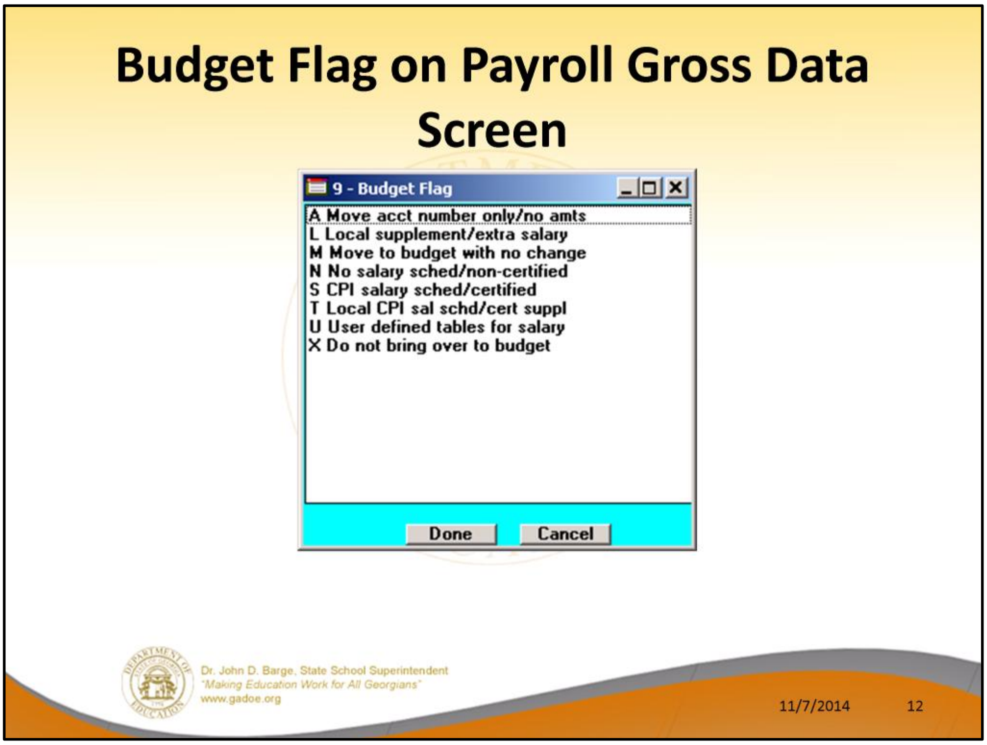
```
PCG Dist=8991  Rel=14.01.00  06/05/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE
Status Active                        Update/Display Gross Data                       PAY07
 EmpNo 89391 AL2NSO, JO2TTE                                    Class   12 BUS DRIVERS
 SSN   999-08-9391     Loc 8012 Location 008012                Job cd  30 BUS DRIVERS
 Salary sched  _________    Cert level        Pay step  E   State yrs _0    Local yrs _7
 Work sched ID __   Hrs/Day  5.000  Days/Week 5  Hrs/Week  25.00  13/14 pay sw _  Budget pay cat 99
 Ann work days 170 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                                           944.27             1.0000
 02. H   0022     12.950
 03. H   0022      7.250
 04. H   0022      7.250
 05. _
 06. _
                                                 944.27             1.0000          Sub    Budget
          Yr Fnd F Prgm Fnct Objct Fcty B Addt'l  Pens Gross  Pens Amt  Contract   Distrib  Flag
 ACCT 01  14 100 _ 1320 2700 18000 8012 _                                             _       U
 ACCT 02  14 100 _ 1320 2700 18000 8012 _                                             _       N
 ACCT 03  14 604 _ 9990 3100 11400  195 1                                             _       N
 ACCT 04  14 605 _ 9990 3100 11400  201 1                                             _       N
 ACCT 05  00                                                                          _       _
 ACCT 06  00                                                                          _

 TRS & ERS Pens Gross Adj                                          Total gross     944.27
 Amt/%  ____________       Contract amt  11331.25  Cycle gross   944.27    Cycle 1 Cal Yr
 Pay sch. #  12             State salary  11331.25  Local salary ________   Other __________
 Pens code   1  OLD PSERS  Pens elig date  8/14/2006         Amt/%   4.0000  Contmo 10
 Pens switch Y               TRS service ind 0                              PY contmo 10

Mode changed to update
                                                                                  14.02.00
```

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



Budget Flag on Payroll Gross Data Screen

9 - Budget Flag

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

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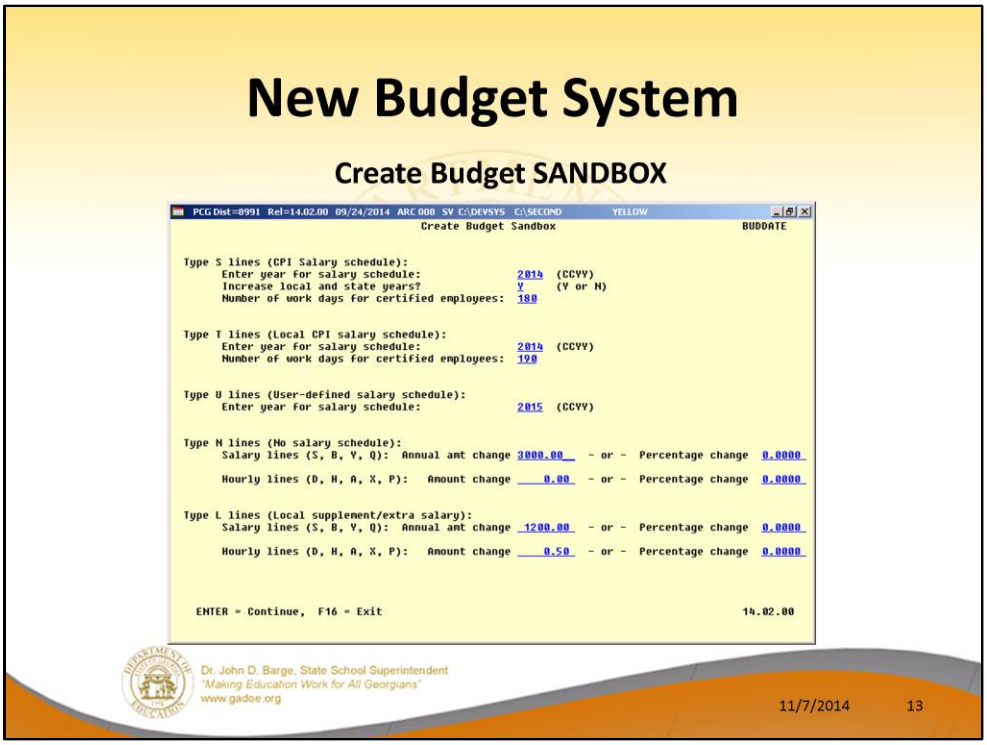
- We are going to discuss how the Budget Flags are used in detail later in the presentation.
- Many options are available for budgeting the employee *Gross Data* account lines and amounts.
- You can move the account numbers only, with no amounts (‘A’).
- You can budget salary lines for certified employees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



New Budget System

Create Budget SANDBOX

```
PCG Dist=8991  Rel=14.02.00  09/24/2014  ARC 008  SV C:\DEVSYS  C:\SECOND        YELLOW
                                 Create Budget Sandbox                              BUDDATE

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

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

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

Type N lines (No salary schedule):
      Salary lines (S, B, Y, Q):  Annual amt change 3000.00   - or -  Percentage change  0.0000

      Hourly lines (D, H, A, X, P):   Amount change     0.00  - or -  Percentage change  0.0000

Type L lines (Local supplement/extra salary):
      Salary lines (S, B, Y, Q):  Annual amt change  1200.00  - or -  Percentage change  0.0000

      Hourly lines (D, H, A, X, P):   Amount change     0.50  - or -  Percentage change  0.0000


  ENTER = Continue,  F16 = Exit                                                    14.02.00
```

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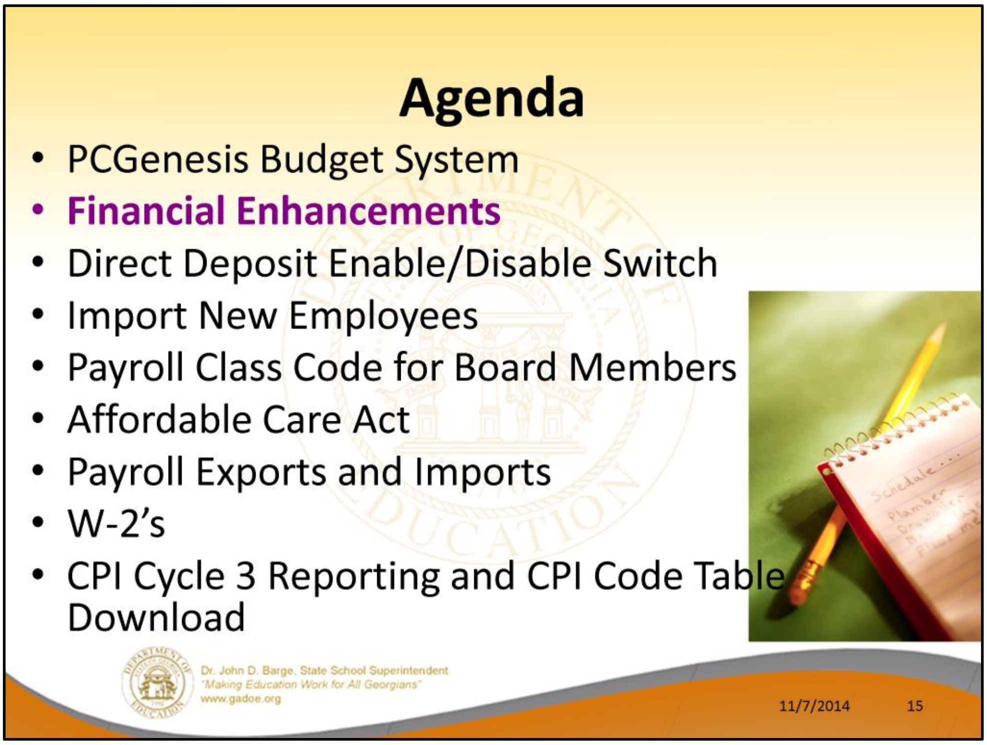
- **Budget Flag** of '**S**': The user specifies the CPI state salary schedule year to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on **190**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

PCGenesis Budget System

- The ***PCGenesis Training – New PCG Budget Process*** session will provide detailed information about running the PCGenesis Budget System.
- Make sure to attend!



Agenda

- PCGenesis Budget System
- **Financial Enhancements**
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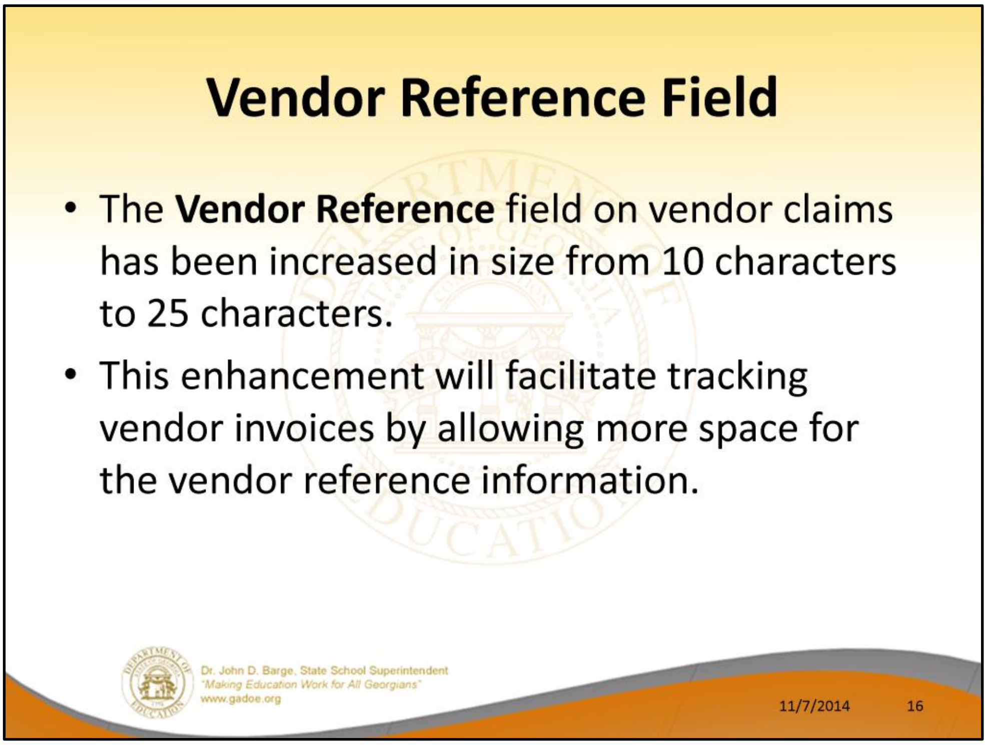
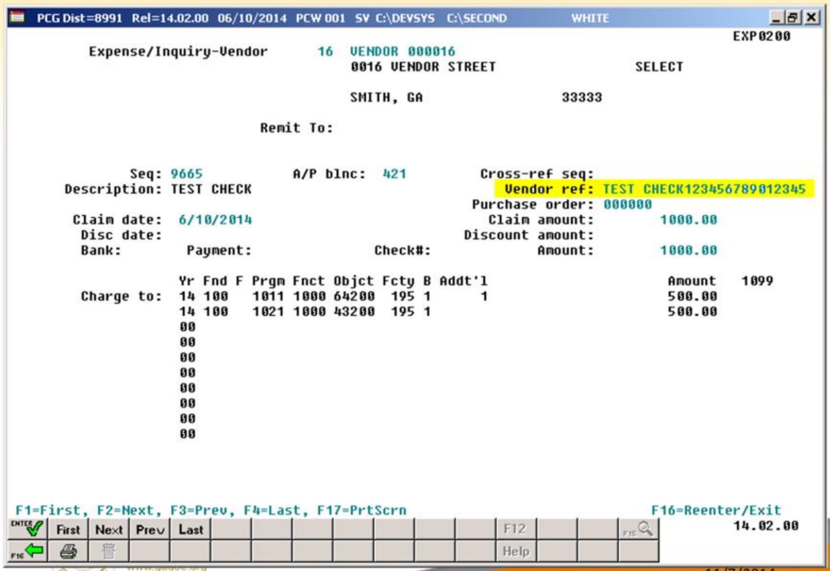


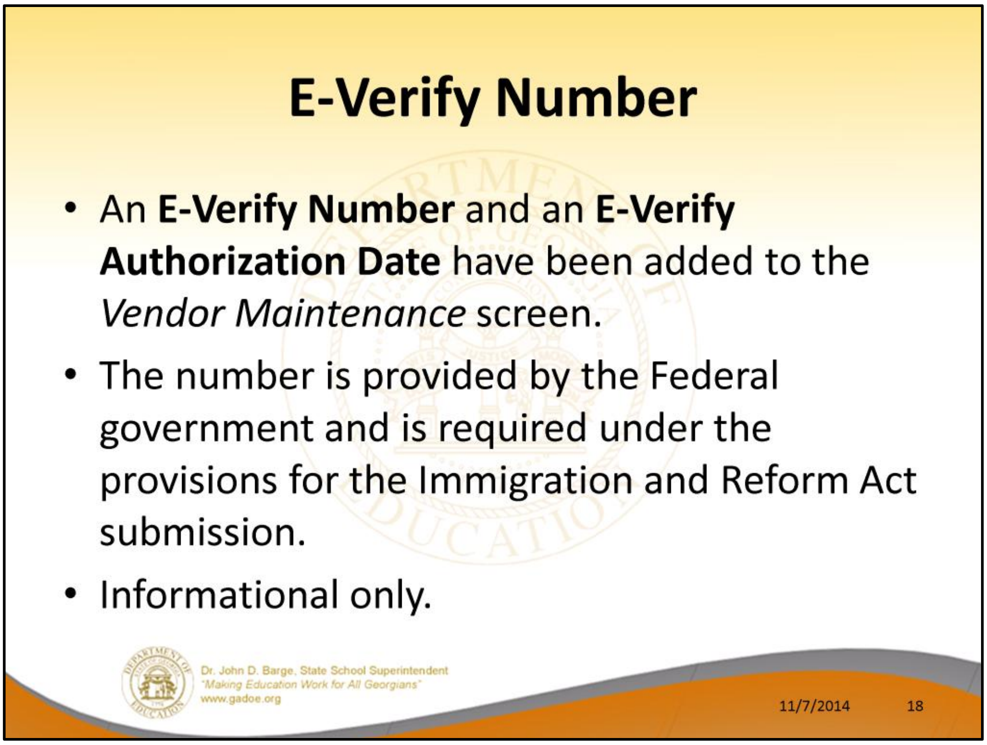
Vendor Reference Field

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

Vendor Reference Field


PCG Dist=8991 Rel=14.02.00 06/10/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
First
Next
Prev
Last
F12
Help
F15
F16

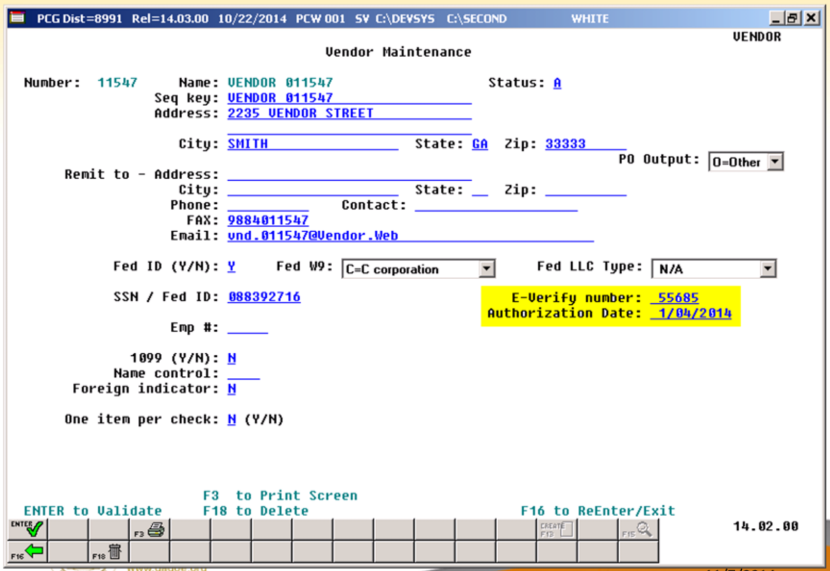
```
                                                                          EXP0200
          Expense/Inquiry-Vendor      16  VENDOR 000016
                                          0016 VENDOR STREET                  SELECT

                                          SMITH, GA                 33333

                              Remit To:


                Seq: 9665          A/P blnc:  421         Cross-ref seq:
       Description: TEST CHECK                               Vendor ref: TEST CHECK123456789012345
                                                         Purchase order: 000000
        Claim date:  6/10/2014                             Claim amount:          1000.00
         Disc date:                                     Discount amount:
         Bank:        Payment:               Check#:             Amount:          1000.00

                     Yr Fnd F Prgm Fnct Objct Fcty B Addt'l                        Amount   1099
        Charge to:   14 100   1011 1000 64200  195 1      1                        500.00
                     14 100   1021 1000 43200  195 1                               500.00
                     00
                     00
                     00
                     00
                     00
                     00
                     00
                     00


F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn                        F16=Reenter/Exit
                                                                                14.02.00
```



E-Verify Number

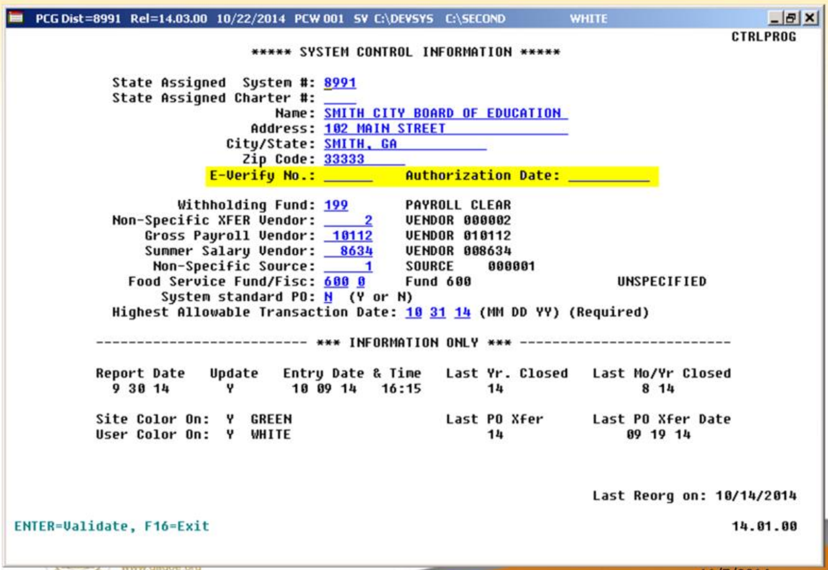
- An **E-Verify Number** and an **E-Verify Authorization Date** have been added to the *Vendor Maintenance* screen.
- The number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission.
- Informational only.

E-Verify Number



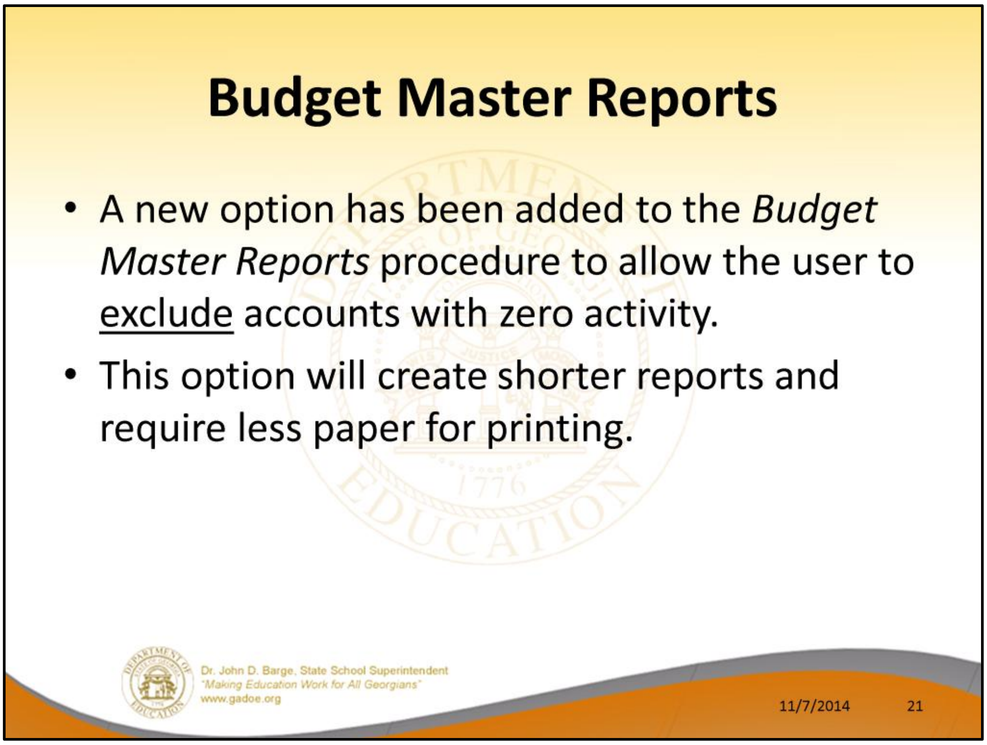
```
PCG Dist=8991  Rel=14.03.00  10/22/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                          VENDOR
                              Vendor Maintenance

Number:  11547      Name: VENDOR 011547                   Status: A
                 Seq key: VENDOR 011547
                 Address: 2235 VENDOR STREET

                    City: SMITH               State: GA  Zip: 33333
                                                                   PO Output: 0=Other
      Remit to - Address:
                    City:                     State:     Zip:
                   Phone:            Contact:
                     FAX: 9884011547
                   Email: vnd.011547@Vendor.Web

           Fed ID (Y/N): Y    Fed W9: C=C corporation    Fed LLC Type: N/A

           SSN / Fed ID: 088392716                  E-Verify number:  55685
                                               Authorization Date:  1/04/2014
                   Emp #:

             1099 (Y/N): N
            Name control:
       Foreign indicator: N

      One item per check: N (Y/N)


                      F3  to Print Screen
ENTER to Validate     F18 to Delete                        F16 to ReEnter/Exit
                                                                          14.02.00
```

E-Verify Number



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

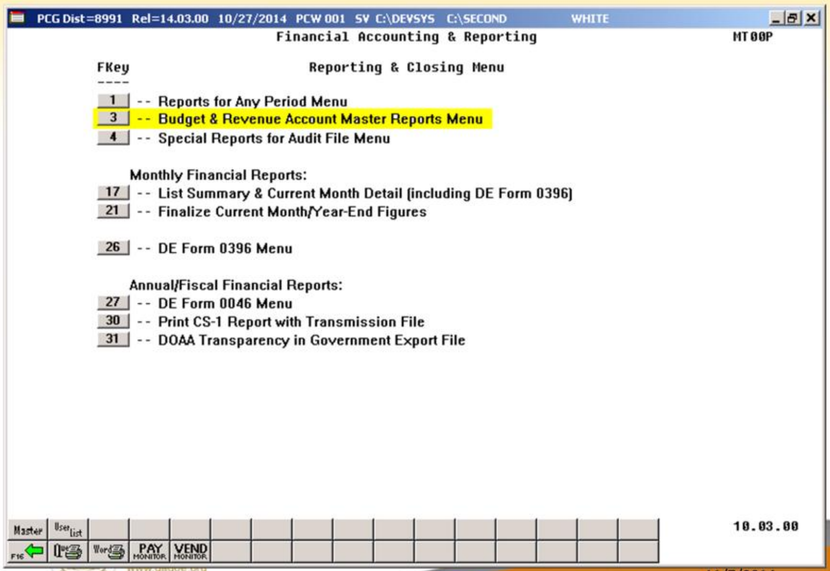
```
                                                                        CTRLPROG
                   ***** SYSTEM CONTROL INFORMATION *****

          State Assigned  System #: 8991
          State Assigned Charter #: ____
                              Name: SMITH CITY BOARD OF EDUCATION
                           Address: 102 MAIN STREET
                        City/State: SMITH, GA
                          Zip Code: 33333
                      E-Verify No.: ______     Authorization Date: __________

                  Withholding Fund: 199        PAYROLL CLEAR
          Non-Specific XFER Vendor:      2     VENDOR 000002
              Gross Payroll Vendor:  10112     VENDOR 010112
              Summer Salary Vendor:   8634     VENDOR 008634
               Non-Specific Source:      1     SOURCE     000001
            Food Service Fund/Fisc: 600 0      Fund 600                 UNSPECIFIED
                System standard PO: N  (Y or N)
          Highest Allowable Transaction Date: 10 31 14 (MM DD YY) (Required)

        -------------------------- *** INFORMATION ONLY *** --------------------------

        Report Date   Update   Entry Date & Time   Last Yr. Closed   Last Mo/Yr Closed
          9 30 14       Y        10 09 14   16:15         14               8 14

        Site Color On:  Y  GREEN                   Last PO Xfer      Last PO Xfer Date
        User Color On:  Y  WHITE                        14             09 19 14


                                                          Last Reorg on: 10/14/2014

ENTER=Validate, F16=Exit                                                  14.01.00
```



Budget Master Reports

- A new option has been added to the *Budget Master Reports* procedure to allow the user to exclude accounts with zero activity.
- This option will create shorter reports and require less paper for printing.

Budget Master Reports



PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Financial Accounting & Reporting MT00P

FKey Reporting & Closing Menu

1 -- Reports for Any Period Menu
3 -- Budget & Revenue Account Master Reports Menu
4 -- Special Reports for Audit File Menu

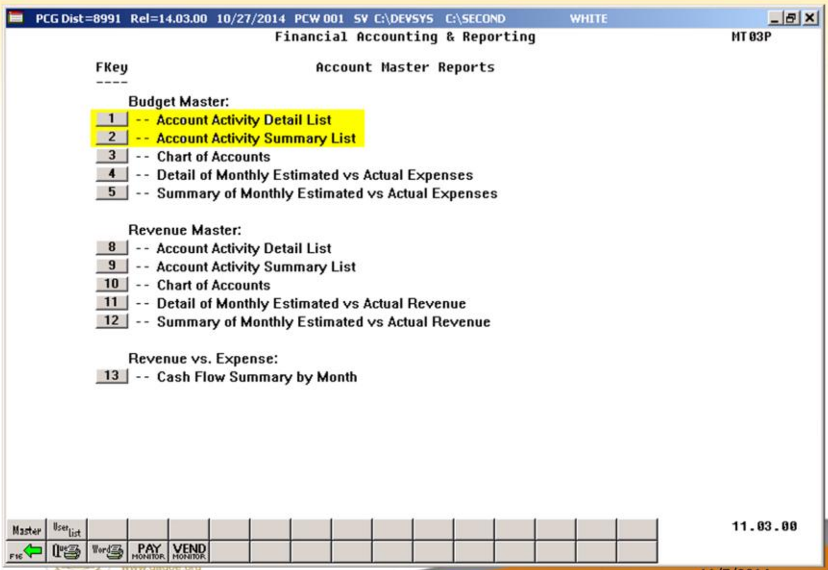
Monthly Financial Reports:
17 -- List Summary & Current Month Detail (including DE Form 0396)
21 -- Finalize Current Month/Year-End Figures

26 -- DE Form 0396 Menu

Annual/Fiscal Financial Reports:
27 -- DE Form 0046 Menu
30 -- Print CS-1 Report with Transmission File
31 -- DOAA Transparency in Government Export File

10.03.00

Budget Master Reports


PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR

Financial Accounting & Reporting MT03P

FKey Account Master Reports

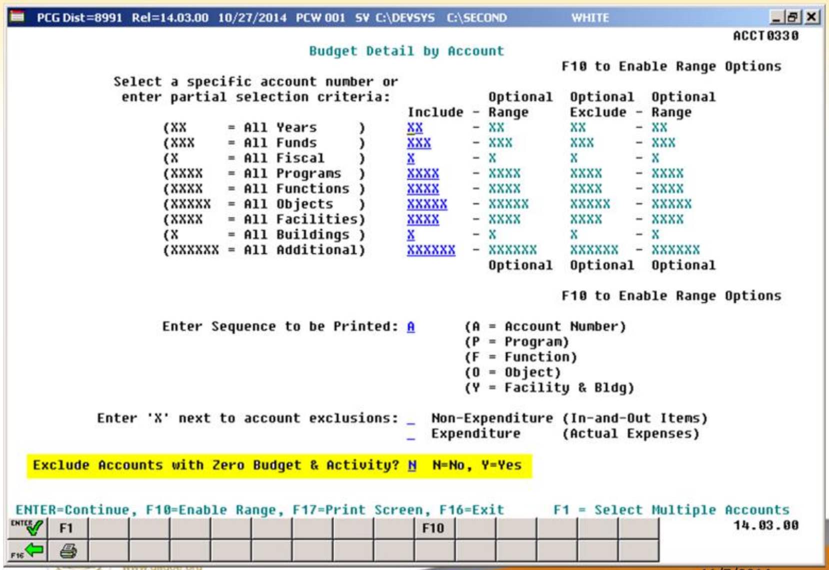
Budget Master:
- 1 -- Account Activity Detail List
- 2 -- Account Activity Summary List
- 3 -- Chart of Accounts
- 4 -- Detail of Monthly Estimated vs Actual Expenses
- 5 -- Summary of Monthly Estimated vs Actual Expenses

Revenue Master:
- 8 -- Account Activity Detail List
- 9 -- Account Activity Summary List
- 10 -- Chart of Accounts
- 11 -- Detail of Monthly Estimated vs Actual Revenue
- 12 -- Summary of Monthly Estimated vs Actual Revenue

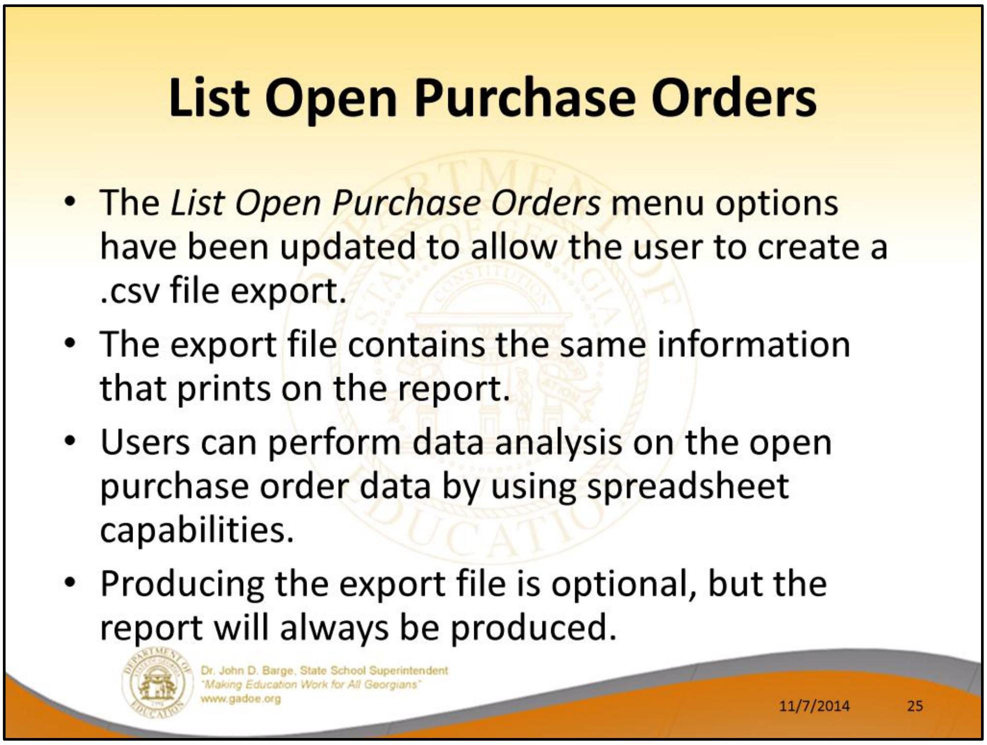
Revenue vs. Expense:
- 13 -- Cash Flow Summary by Month

11.03.00

Budget Master Reports



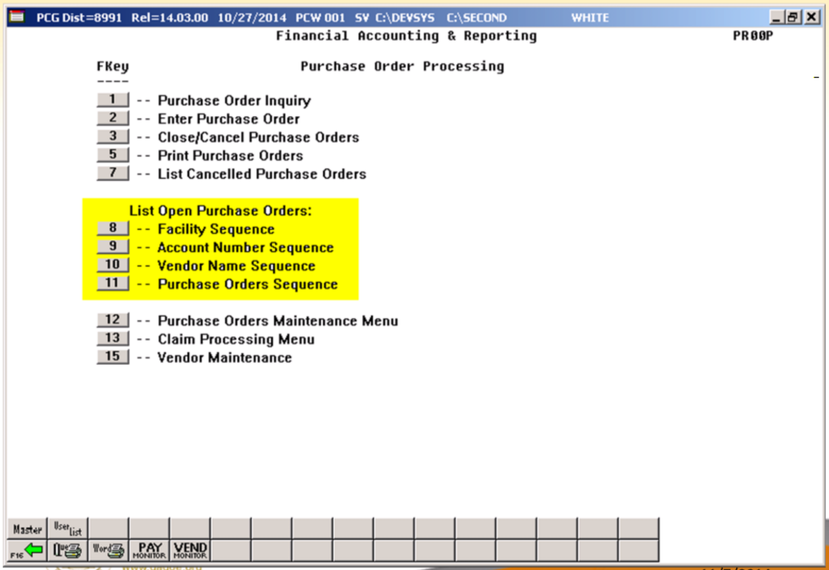
```
PCG Dist=8991  Rel=14.03.00  10/27/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                          ACCT0330
                              Budget Detail by Account
                                                         F10 to Enable Range Options
             Select a specific account number or
              enter partial selection criteria:             Optional  Optional  Optional
                                                  Include - Range     Exclude - Range
                  (XX     = All Years     )       XX      - XX        XX      - XX
                  (XXX    = All Funds     )       XXX     - XXX       XXX     - XXX
                  (X      = All Fiscal    )       X       - X         X       - X
                  (XXXX   = All Programs  )       XXXX    - XXXX      XXXX    - XXXX
                  (XXXX   = All Functions )       XXXX    - XXXX      XXXX    - XXXX
                  (XXXXX  = All Objects   )       XXXXX   - XXXXX     XXXXX   - XXXXX
                  (XXXX   = All Facilities)       XXXX    - XXXX      XXXX    - XXXX
                  (X      = All Buildings )       X       - X         X       - X
                  (XXXXXX = All Additional)       XXXXXX  - XXXXXX    XXXXXX  - XXXXXX
                                                            Optional  Optional  Optional

                                                         F10 to Enable Range Options

                  Enter Sequence to be Printed: A      (A = Account Number)
                                                       (P = Program)
                                                       (F = Function)
                                                       (O = Object)
                                                       (Y = Facility & Bldg)

          Enter 'X' next to account exclusions: _  Non-Expenditure (In-and-Out Items)
                                                _  Expenditure     (Actual Expenses)

  Exclude Accounts with Zero Budget & Activity? N  N=No, Y=Yes

ENTER=Continue, F10=Enable Range, F17=Print Screen, F16=Exit      F1 = Select Multiple Accounts
                                                                                  14.03.00
```



List Open Purchase Orders

- The *List Open Purchase Orders* menu options have been updated to allow the user to create a .csv file export.
- The export file contains the same information that prints on the report.
- Users can perform data analysis on the open purchase order data by using spreadsheet capabilities.
- Producing the export file is optional, but the report will always be produced.

List Open Purchase Orders



PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Financial Accounting & Reporting PR00P

FKey

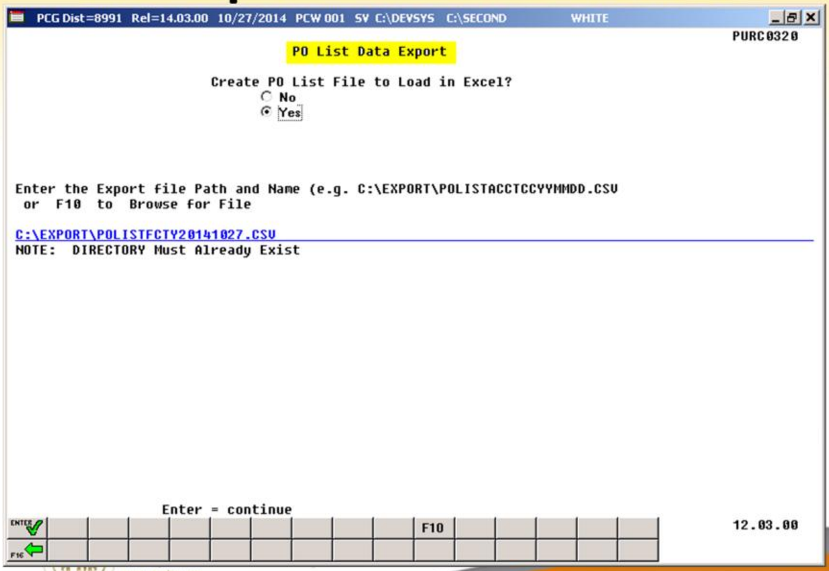
Purchase Order Processing

1 -- Purchase Order Inquiry
2 -- Enter Purchase Order
3 -- Close/Cancel Purchase Orders
5 -- Print Purchase Orders
7 -- List Cancelled Purchase Orders

List Open Purchase Orders:
8 -- Facility Sequence
9 -- Account Number Sequence
10 -- Vendor Name Sequence
11 -- Purchase Orders Sequence

12 -- Purchase Orders Maintenance Menu
13 -- Claim Processing Menu
15 -- Vendor Maintenance

List Open Purchase Orders


PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PURC0320

PO List Data Export

Create PO List File to Load in Excel?
○ No
● Yes

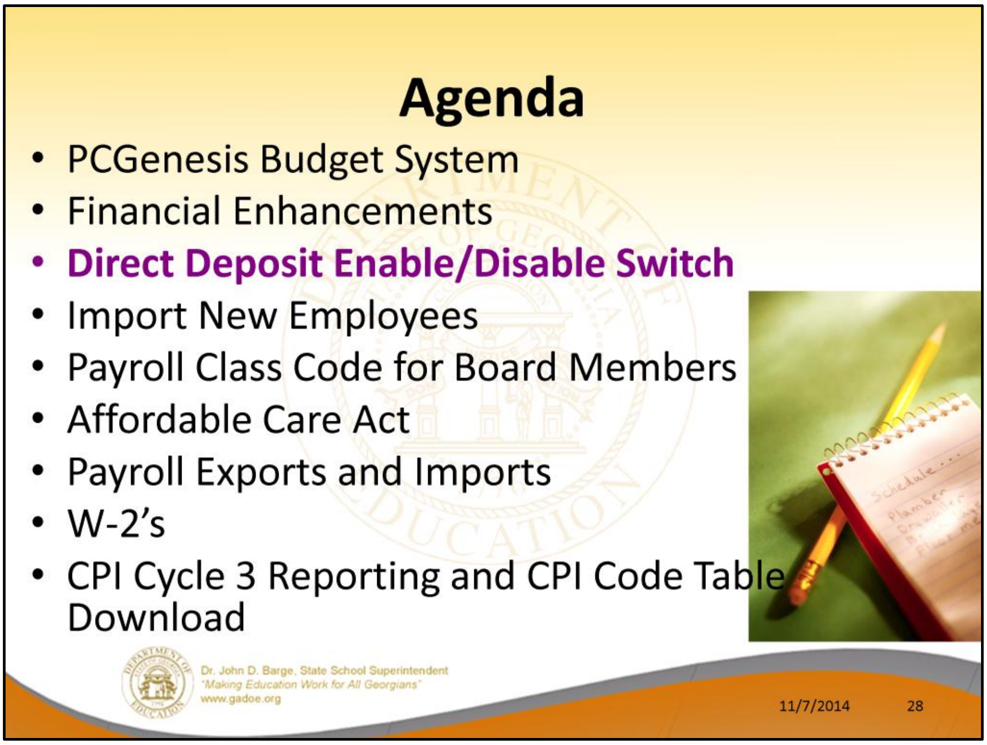
Enter the Export file Path and Name (e.g. C:\EXPORT\POLISTACCTCCYYMMDD.CSV
or F10 to Browse for File

C:\EXPORT\POLISTFCTY20141027.CSV
NOTE: DIRECTORY Must Already Exist

Enter = continue

ENTER
F16
F10

12.03.00



Agenda

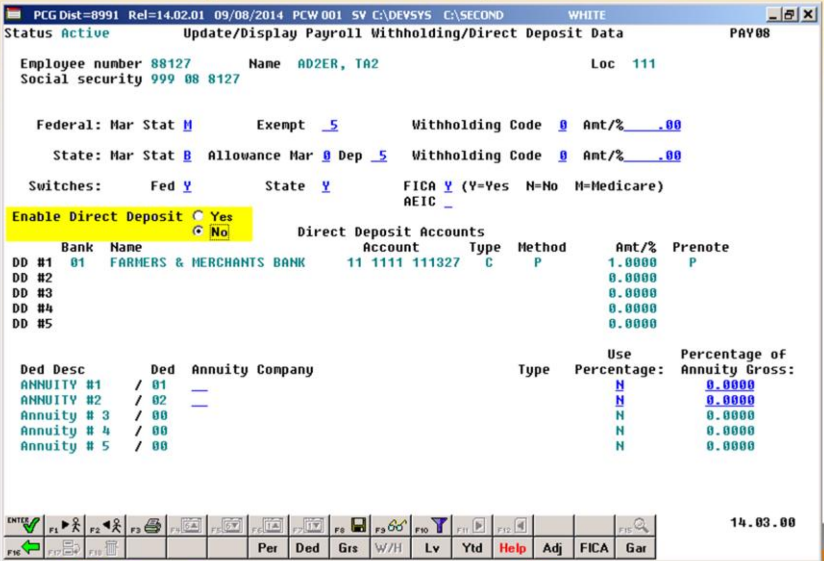
- PCGenesis Budget System
- Financial Enhancements
- **Direct Deposit Enable/Disable Switch**
- Import New Employees
- Payroll Class Code for Board Members
- Affordable Care Act
- Payroll Exports and Imports
- W-2’s
- CPI Cycle 3 Reporting and CPI Code Table Download

2014 saw many new features and functions added to PCGenesis.

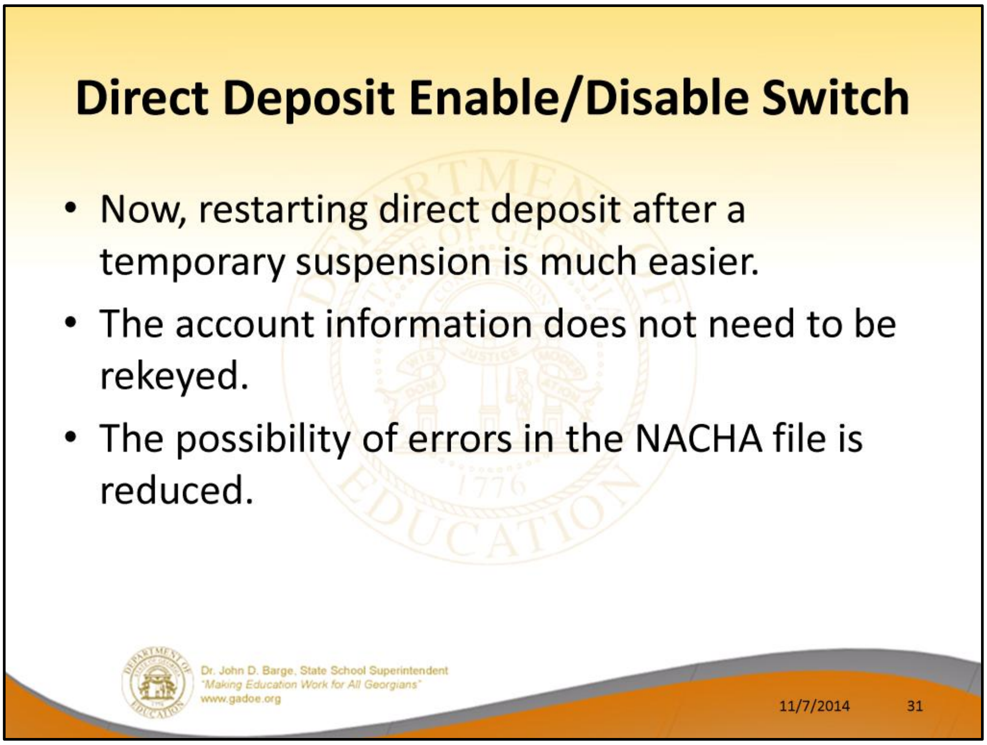
Direct Deposit Enable/Disable Switch

- A new employee-level direct deposit enable/disable field has been added to the *Update/Display Withholding/Direct Deposit Data* screen.
- A new radio button allows the user to temporarily turn off direct deposit for an individual employee.
- Don’t have to delete the employee’s bank account information.

Direct Deposit Enable/Disable Switch

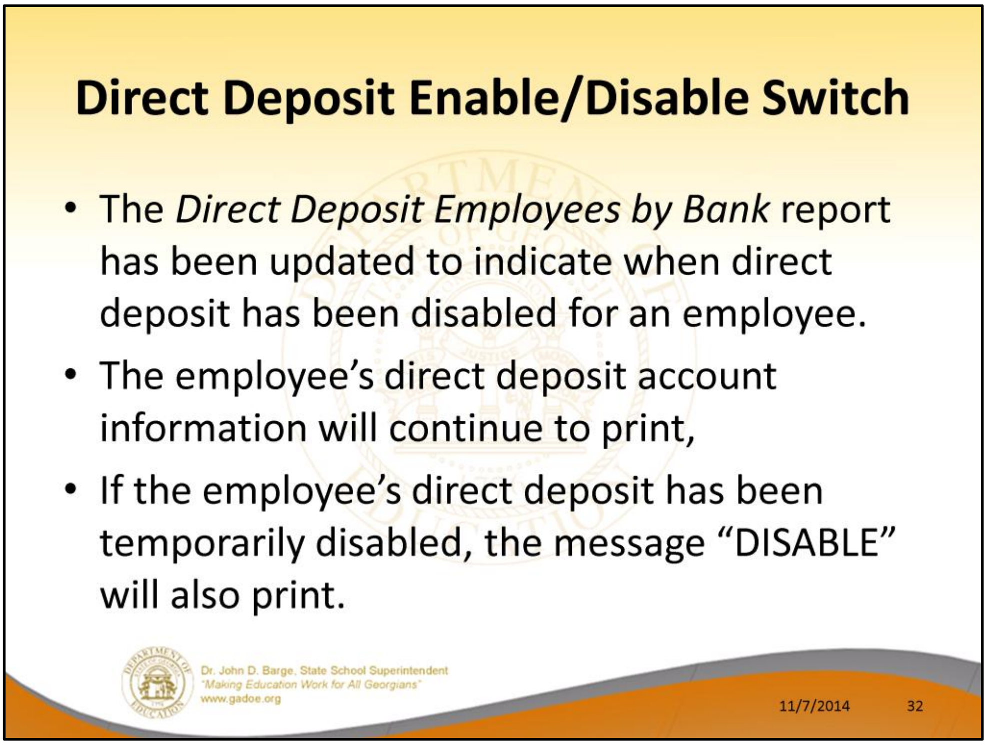

PCG Dist=8991 Rel=14.02.01 09/08/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Per
Ded
Grs
W/H
Lv
Ytd
Help
Adj
FICA
Gar

```
Status Active          Update/Display Payroll Withholding/Direct Deposit Data             PAY08

 Employee number 88127        Name  AD2ER, TA2                            Loc  111
 Social security 999 08 8127


   Federal: Mar Stat M        Exempt  _5        Withholding Code  0  Amt/%____.00

     State: Mar Stat B  Allowance Mar 0 Dep _5   Withholding Code  0  Amt/%____.00

  Switches:       Fed Y         State  Y          FICA Y (Y=Yes  N=No  M=Medicare)
                                                  AEIC _
Enable Direct Deposit ○ Yes
                      ● No          Direct Deposit Accounts
      Bank  Name                      Account      Type  Method      Amt/%  Prenote
DD #1  01   FARMERS & MERCHANTS BANK   11 1111 111327   C      P        1.0000    P
DD #2                                                               0.0000
DD #3                                                               0.0000
DD #4                                                               0.0000
DD #5                                                               0.0000

                                                                    Use       Percentage of
 Ded Desc        Ded  Annuity Company                      Type  Percentage:  Annuity Gross:
 ANNUITY #1    / 01   __                                           N            0.0000
 ANNUITY #2    / 02   __                                           N            0.0000
 Annuity # 3   / 00                                                N            0.0000
 Annuity # 4   / 00                                                N            0.0000
 Annuity # 5   / 00                                                N            0.0000

                                                                            14.03.00
```



Direct Deposit Enable/Disable Switch

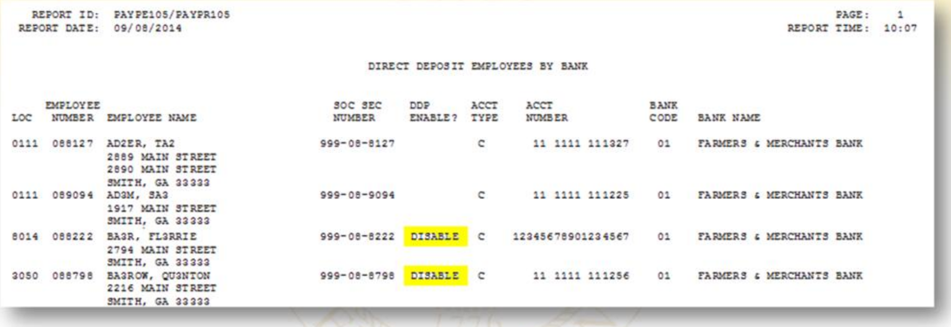
- Now, restarting direct deposit after a temporary suspension is much easier.
- The account information does not need to be rekeyed.
- The possibility of errors in the NACHA file is reduced.



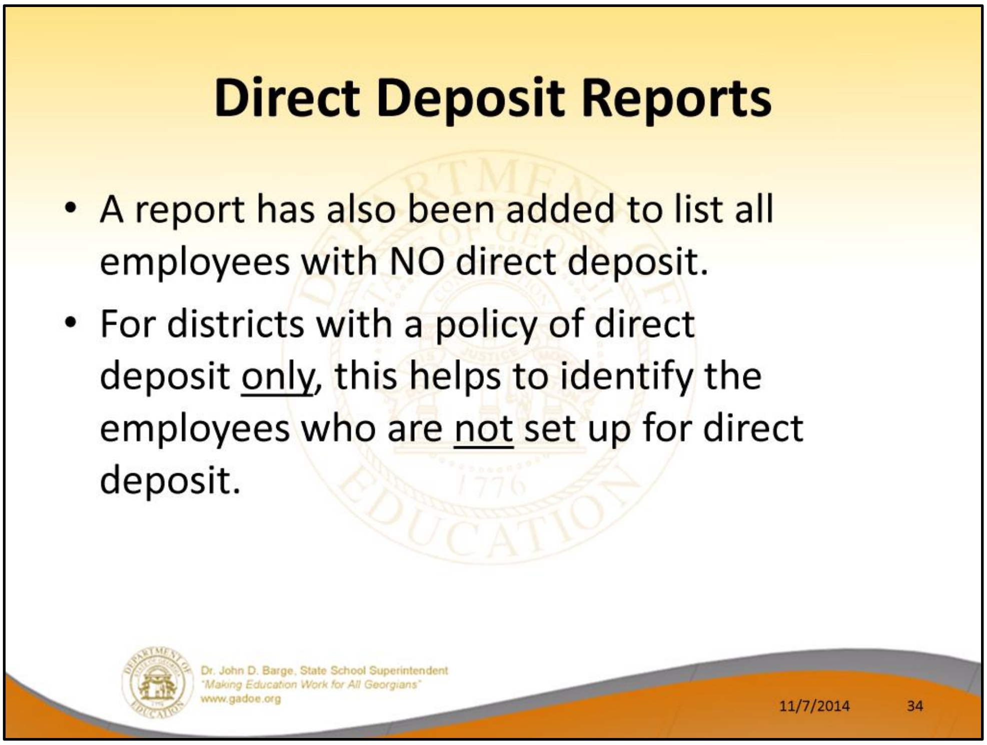
Direct Deposit Enable/Disable Switch

- The *Direct Deposit Employees by Bank* report has been updated to indicate when direct deposit has been disabled for an employee.
- The employee’s direct deposit account information will continue to print,
- If the employee’s direct deposit has been temporarily disabled, the message “DISABLE” will also print.

Direct Deposit Enable/Disable Switch



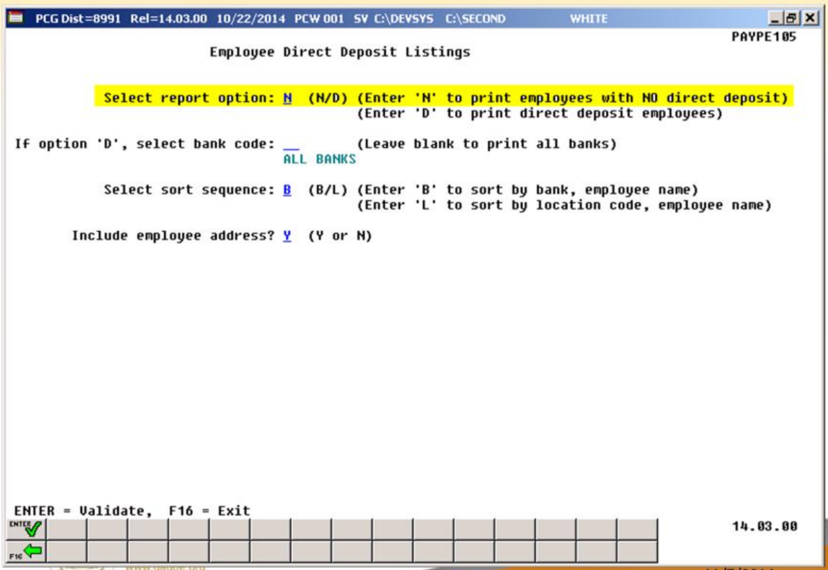
```
  REPORT ID:  PAYPE105/PAYPR105                                                                          PAGE:    1
REPORT DATE:  09/08/2014                                                                          REPORT TIME:  10:07

                                               DIRECT DEPOSIT EMPLOYEES BY BANK

     EMPLOYEE                                 SOC SEC      DDP      ACCT   ACCT                BANK
LOC   NUMBER  EMPLOYEE NAME                   NUMBER       ENABLE?  TYPE   NUMBER              CODE   BANK NAME

0111  088127  AD2ER, TA2                     999-08-8127            C        11 1111 111327     01    FARMERS & MERCHANTS BANK
              2889 MAIN STREET
              2890 MAIN STREET
              SMITH, GA 33333
0111  089094  AD3M, SA3                      999-08-9094            C        11 1111 111225     01    FARMERS & MERCHANTS BANK
              1917 MAIN STREET
              SMITH, GA 33333
8014  088222  BA3R, FL3RRIE                  999-08-8222  DISABLE   C     12345678901234567     01    FARMERS & MERCHANTS BANK
              2794 MAIN STREET
              SMITH, GA 33333
3050  088798  BA3ROW, QU3NTON                999-08-8798  DISABLE   C        11 1111 111256     01    FARMERS & MERCHANTS BANK
              2216 MAIN STREET
              SMITH, GA 33333
```



Direct Deposit Reports

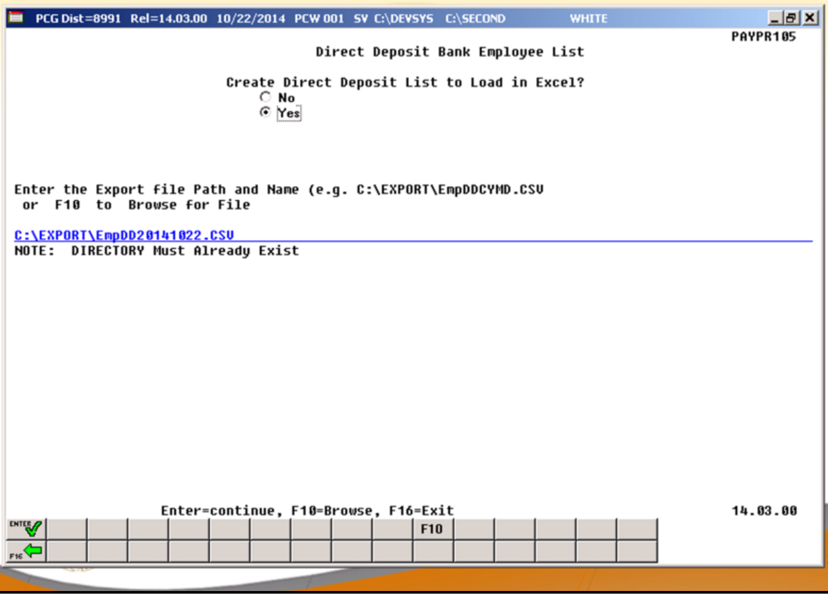
- A report has also been added to list all employees with NO direct deposit.
- For districts with a policy of direct deposit only, this helps to identify the employees who are not set up for direct deposit.

Direct Deposit Reports


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F16

```
                                                                  PAYPE105
                    Employee Direct Deposit Listings


         Select report option: N  (N/D) (Enter 'N' to print employees with NO direct deposit)
                                        (Enter 'D' to print direct deposit employees)

If option 'D', select bank code: __     (Leave blank to print all banks)
                                 ALL BANKS

         Select sort sequence: B  (B/L) (Enter 'B' to sort by bank, employee name)
                                        (Enter 'L' to sort by location code, employee name)

      Include employee address? Y  (Y or N)









ENTER = Validate,  F16 = Exit
                                                                  14.03.00
```

Direct Deposit Reports
Create Direct Deposit Export File



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PAYPR105

Direct Deposit Bank Employee List

Create Direct Deposit List to Load in Excel?
○ No
● Yes

Enter the Export file Path and Name (e.g. C:\EXPORT\EmpDDCYMD.CSV
or F10 to Browse for File

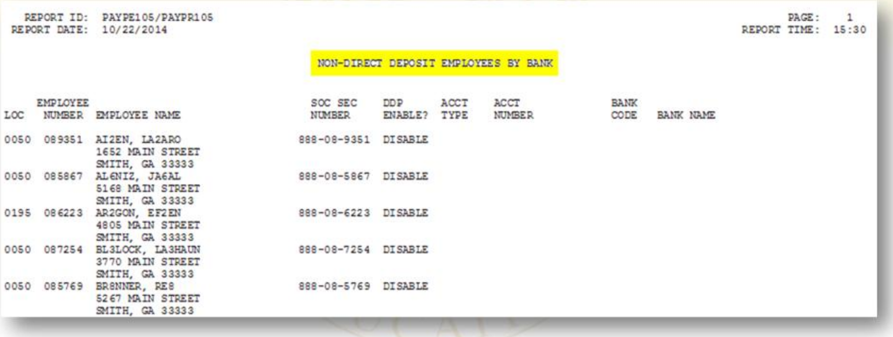
C:\EXPORT\EmpDD20141022.CSV
NOTE: DIRECTORY Must Already Exist

Enter=continue, F10=Browse, F16=Exit

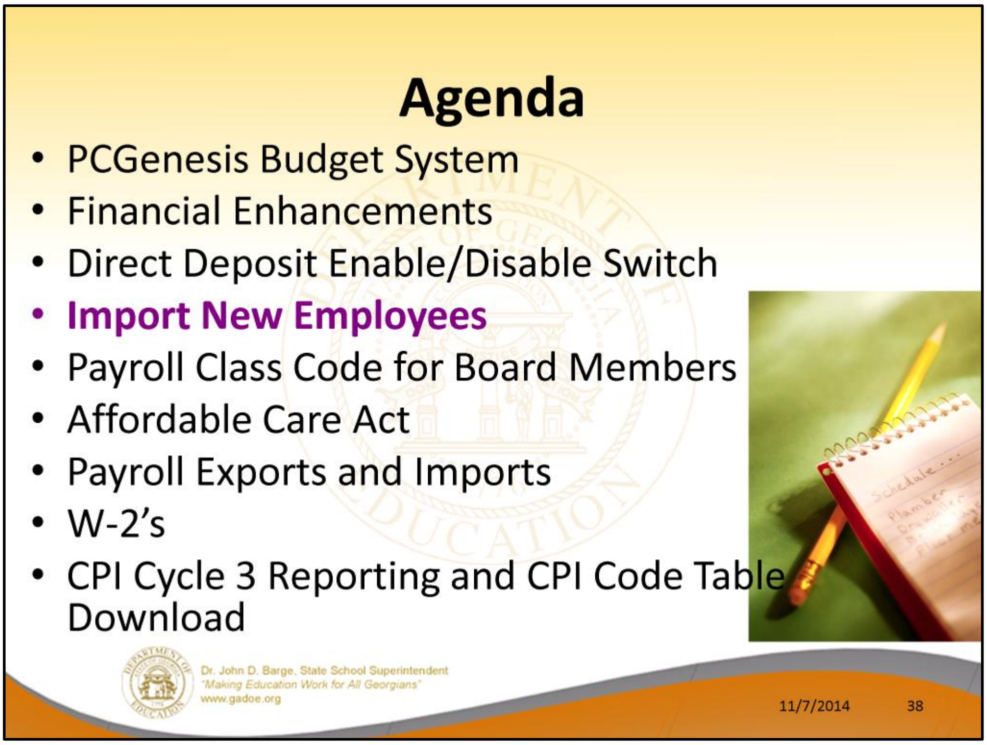
14.03.00

ENTER
F16
F10

Direct Deposit Reports
Employees with NO Direct Deposit



```
  REPORT ID:  PAYPE105/PAYPR105                                                                          PAGE:     1
REPORT DATE:  10/22/2014                                                                          REPORT TIME:  15:30

                                                       NON-DIRECT DEPOSIT EMPLOYEES BY BANK

     EMPLOYEE                                          SOC SEC      DDP      ACCT   ACCT                 BANK
LOC   NUMBER  EMPLOYEE NAME                            NUMBER       ENABLE?  TYPE   NUMBER               CODE   BANK NAME

0050  089351  AI2EN, LA2ARO                          888-08-9351  DISABLE
              1652 MAIN STREET
              SMITH, GA 33333
0050  085867  AL6NIZ, JA6AL                          888-08-5867  DISABLE
              5168 MAIN STREET
              SMITH, GA 33333
0195  086223  AR2GON, EF2EN                          888-08-6223  DISABLE
              4805 MAIN STREET
              SMITH, GA 33333
0050  087254  BL3LOCK, LA3HAUN                       888-08-7254  DISABLE
              3770 MAIN STREET
              SMITH, GA 33333
0050  085769  BR8NNER, RE8                           888-08-5769  DISABLE
              5267 MAIN STREET
              SMITH, GA 33333
```



Agenda

- PCGenesis Budget System
- Financial Enhancements
- Direct Deposit Enable/Disable Switch
- **Import New Employees**
- Payroll Class Code for Board Members
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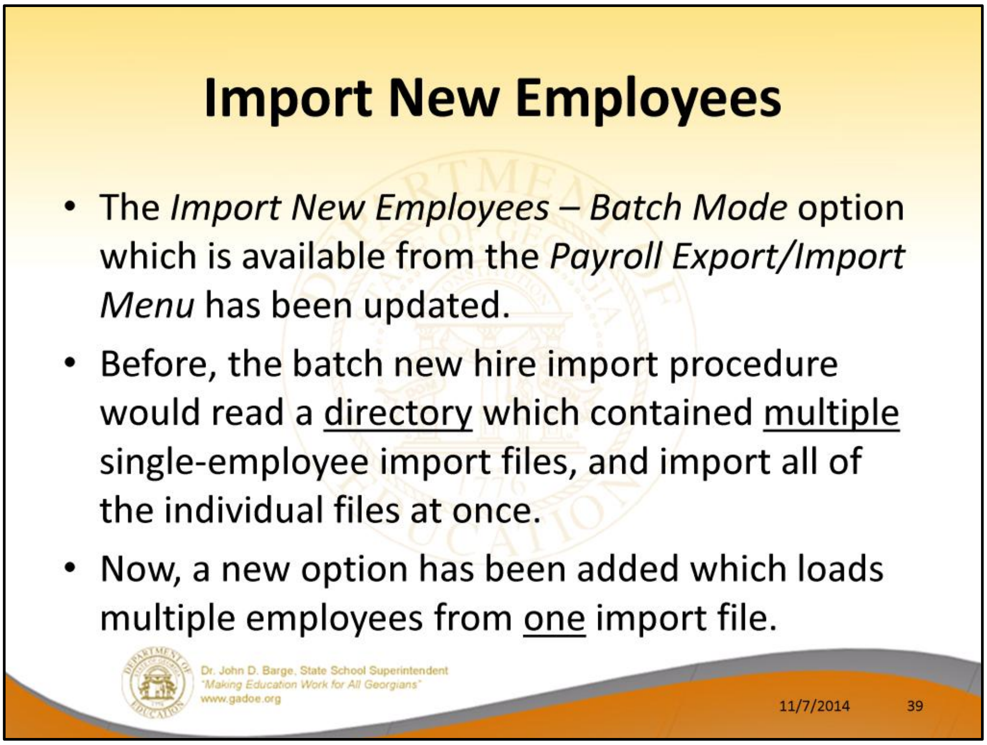
2014 saw many new features and functions added to PCGenesis.

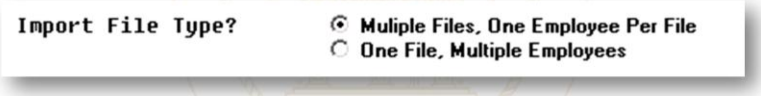


Import New Employees

- The *Import New Employees – Batch Mode* option which is available from the *Payroll Export/Import Menu* has been updated.
- Before, the batch new hire import procedure would read a directory which contained multiple single-employee import files, and import all of the individual files at once.
- Now, a new option has been added which loads multiple employees from one import file.

Import New Employees

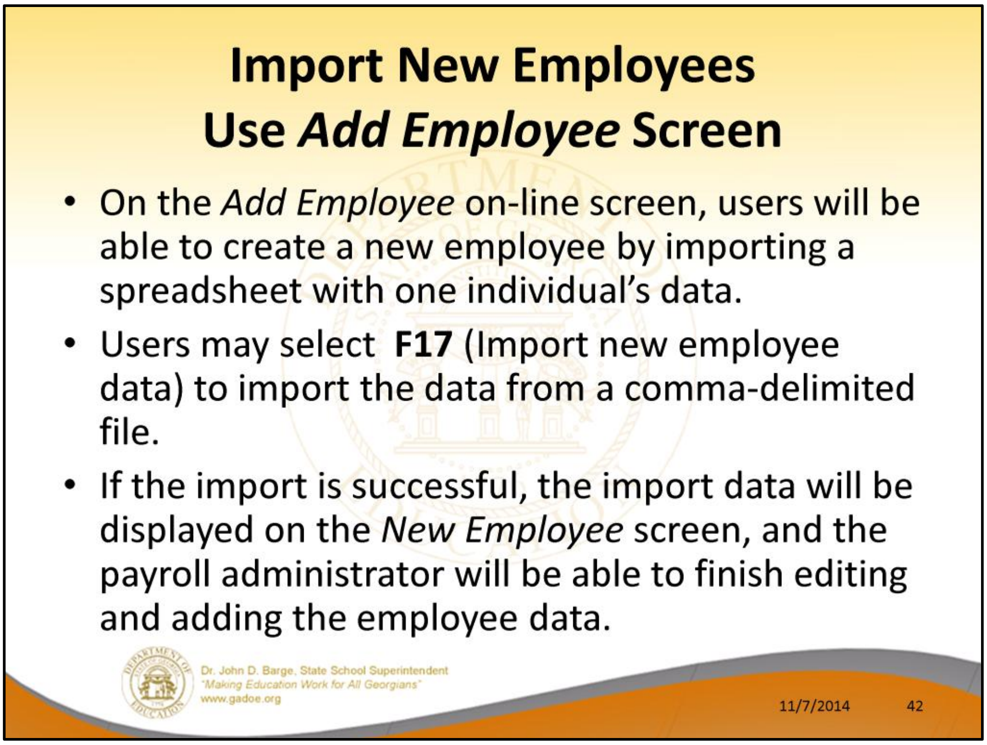
- When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:



Import File Type?
● Muliple Files, One Employee Per File
○ One File, Multiple Employees

Import New Employees

- Facilitate gathering employee information from multiple departments and/or schools.
- Schools can load data into Microsoft® Excel Spreadsheets / Workbooks
- The Spreadsheets can then be loaded into the PCGenesis system either individually, or in batch mode.
- Three methods are now offered for importing new employee data.

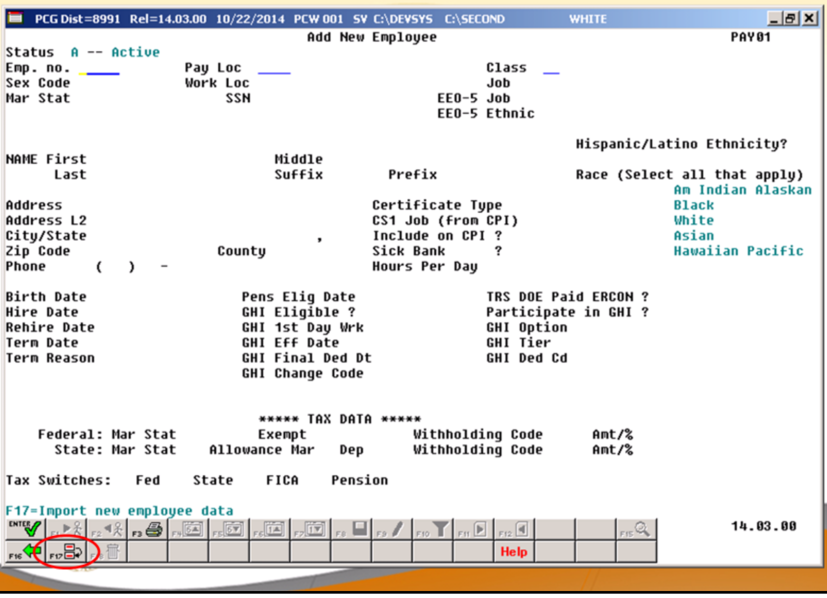


Import New Employees
Use *Add Employee* Screen

- On the *Add Employee* on-line screen, users will be able to create a new employee by importing a spreadsheet with one individual's data.
- Users may select **F17** (Import new employee data) to import the data from a comma-delimited file.
- If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.

Import New Employees

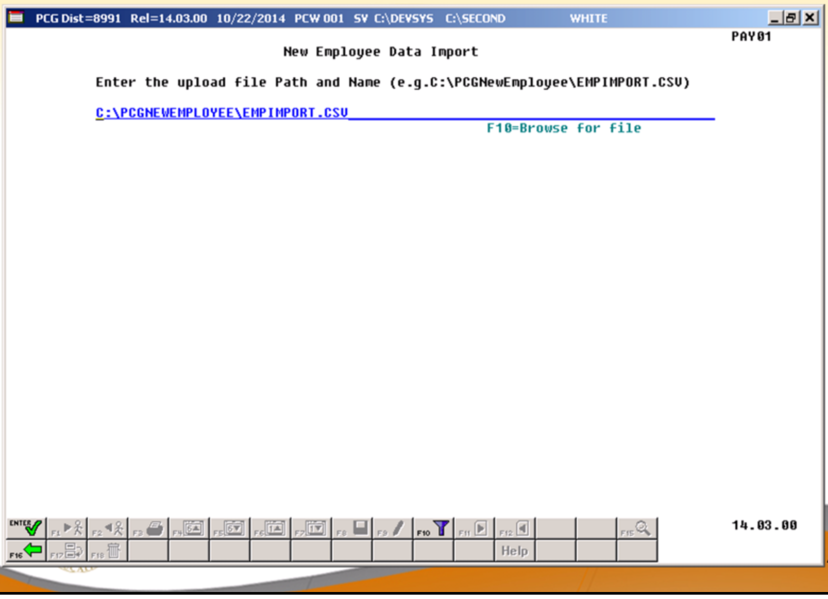
Use *Add Employee* Screen



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
Help

```
                                   Add New Employee                          PAY01
Status  A -- Active
Emp. no.               Pay Loc                          Class
Sex Code               Work Loc                         Job
Mar Stat                    SSN                    EEO-5 Job
                                                   EEO-5 Ethnic

                                                                 Hispanic/Latino Ethnicity?
NAME First                        Middle
      Last                        Suffix       Prefix            Race (Select all that apply)
                                                                       Am Indian Alaskan
Address                                      Certificate Type          Black
Address L2                                   CS1 Job (from CPI)        White
City/State                             ,     Include on CPI ?          Asian
Zip Code                  County             Sick Bank      ?          Hawaiian Pacific
Phone       (   )   -                        Hours Per Day

Birth Date                     Pens Elig Date               TRS DOE Paid ERCON ?
Hire Date                      GHI Eligible ?               Participate in GHI ?
Rehire Date                    GHI 1st Day Wrk              GHI Option
Term Date                      GHI Eff Date                 GHI Tier
Term Reason                    GHI Final Ded Dt             GHI Ded Cd
                               GHI Change Code

                                ***** TAX DATA *****
    Federal: Mar Stat           Exempt             Withholding Code      Amt/%
      State: Mar Stat     Allowance Mar   Dep      Withholding Code      Amt/%

Tax Switches:   Fed    State    FICA    Pension

F17=Import new employee data
                                                                         14.03.00
```

Import New Employees
Use *Add Employee* Screen


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F16
Help

PAY01

New Employee Data Import

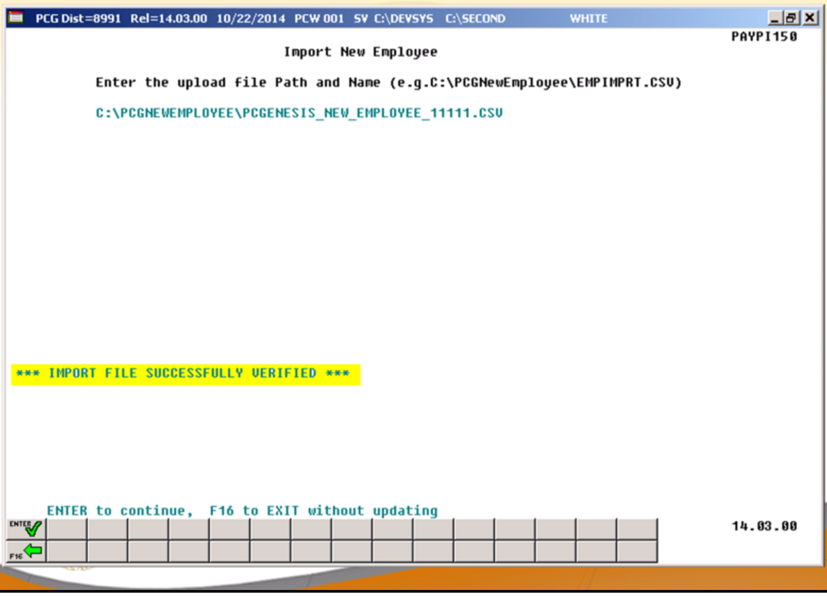
Enter the upload file Path and Name (e.g.C:\PCGNewEmployee\EMPIMPORT.CSV)

C:\PCGNEWEMPLOYEE\EMPIMPORT.CSV

F10=Browse for file

14.03.00

Import New Employees
Use *Add Employee* Screen



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
PAYPI150

Import New Employee

Enter the upload file Path and Name (e.g.C:\PCGNewEmployee\EMPIMPRT.CSV)

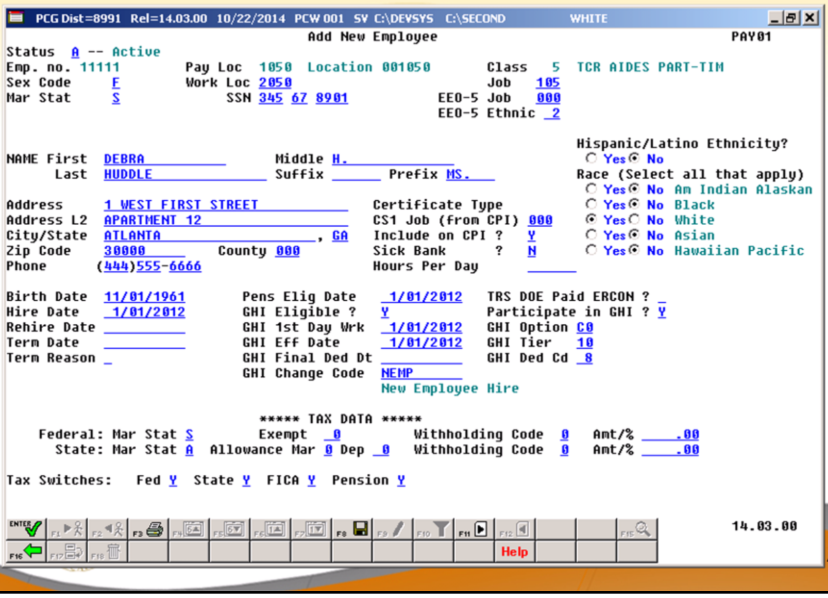
C:\PCGNEWEMPLOYEE\PCGENESIS_NEW_EMPLOYEE_11111.CSV

*** IMPORT FILE SUCCESSFULLY VERIFIED ***

ENTER to continue, F16 to EXIT without updating

14.03.00
ENTER
F16

Import New Employees
Use *Add Employee* Screen

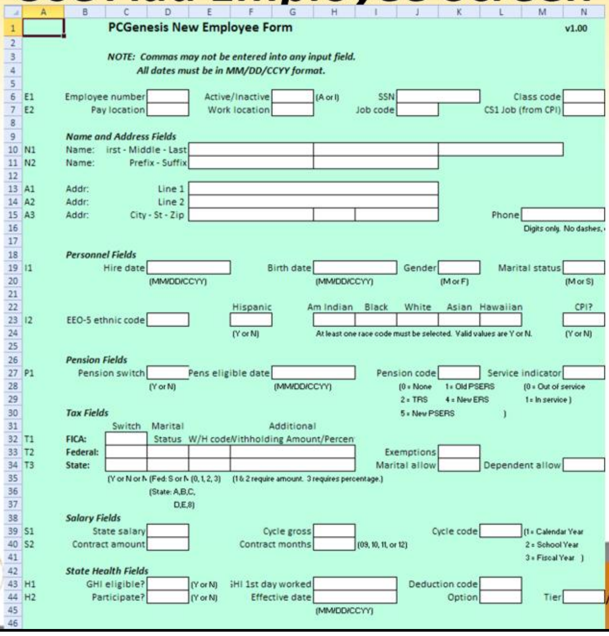


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                                     Add New Employee                                   PAY01
Status  A -- Active
Emp. no. 11111          Pay Loc  1050  Location 001050       Class   5  TCR AIDES PART-TIM
Sex Code      F         Work Loc 2050                        Job    105
Mar Stat      S              SSN 345 67 8901           EEO-5 Job    000
                                                       EEO-5 Ethnic  2

                                                                  Hispanic/Latino Ethnicity?
NAME First  DEBRA_______        Middle H.___________               ○ Yes ● No
     Last   HUDDLE__________    Suffix _____ Prefix MS.___        Race (Select all that apply)
                                                                   ○ Yes ● No Am Indian Alaskan
Address     1 WEST FIRST STREET______      Certificate Type        ○ Yes ● No Black
Address L2  APARTMENT 12_________________  CS1 Job (from CPI) 000   ● Yes ○ No White
City/State  ATLANTA__________________, GA  Include on CPI ?   Y    ○ Yes ● No Asian
Zip Code    30000_____     County 000      Sick Bank      ?   N    ○ Yes ● No Hawaiian Pacific
Phone      (444)555-6666                   Hours Per Day      _____

Birth Date  11/01/1961      Pens Elig Date    1/01/2012   TRS DOE Paid ERCON ? _
Hire Date    1/01/2012      GHI Eligible ?   Y            Participate in GHI ? Y
Rehire Date __________      GHI 1st Day Wrk   1/01/2012   GHI Option C0
Term Date   __________      GHI Eff Date      1/01/2012   GHI Tier   10
Term Reason _               GHI Final Ded Dt __________   GHI Ded Cd  8
                            GHI Change Code  NEMP______
                                             New Employee Hire

                              ***** TAX DATA *****
    Federal: Mar Stat S        Exempt   0       Withholding Code  0    Amt/% ____.00
      State: Mar Stat A  Allowance Mar 0 Dep  0  Withholding Code  0    Amt/% ____.00

Tax Switches:   Fed Y  State Y  FICA Y  Pension Y

                                                                              14.03.00
```

ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F11
F12
F15
F16
F17
F18
Help

Import New Employees
Use *Add Employee* Screen



PCGenesis New Employee Form v1.00

NOTE: Commas may not be entered into any input field.
All dates must be in MM/DD/CCYY format.

E1 Employee number ☐ Active/Inactive ☐ (A or I) SSN ☐ Class code ☐
E2 Pay location ☐ Work location ☐ Job code ☐ CS1 Job (from CPI) ☐

Name and Address Fields

N1 Name: irst - Middle - Last ☐ ☐ ☐
N2 Name: Prefix - Suffix ☐ ☐

A1 Addr: Line 1 ☐
A2 Addr: Line 2 ☐
A3 Addr: City - St - Zip ☐ ☐ ☐ Phone ☐
Digits only. No dashes,

Personnel Fields

I1 Hire date ☐ (MM/DD/CCYY) Birth date ☐ (MM/DD/CCYY) Gender ☐ (M or F) Marital status ☐ (M or S)

I2 EEO-5 ethnic code ☐ Hispanic ☐ (Y or N) Am Indian ☐ Black ☐ White ☐ Asian ☐ Hawaiian ☐ CPI? ☐ (Y or N)
At least one race code must be selected. Valid values are Y or N.

Pension Fields

P1 Pension switch ☐ (Y or N) Pens eligible date ☐ (MM/DD/CCYY) Pension code ☐ Service indicator ☐
(0 = None 1 = Old PSERS
2 = TRS 4 = New ERS
5 = New PSERS)
(0 = Out of service
1 = In service)

Tax Fields

	Switch	Marital Status	W/H code	Additional Withholding Amount/Percen
T1 **FICA:**	☐			
T2 **Federal:**	☐	☐	☐	☐
T3 **State:**	☐	☐	☐	☐
	(Y or N or N	(Fed: S or N (State: A,B,C, D,E,8)	(0, 1, 2, 3)	(1 & 2 require amount. 3 requires percentage.)

Exemptions ☐
Marital allow ☐ Dependent allow ☐

Salary Fields

S1 State salary ☐ Cycle gross ☐ Cycle code ☐ (1 = Calendar Year
2 = School Year
3 = Fiscal Year)
S2 Contract amount ☐ Contract months ☐ (09, 10, 11, or 12)

State Health Fields

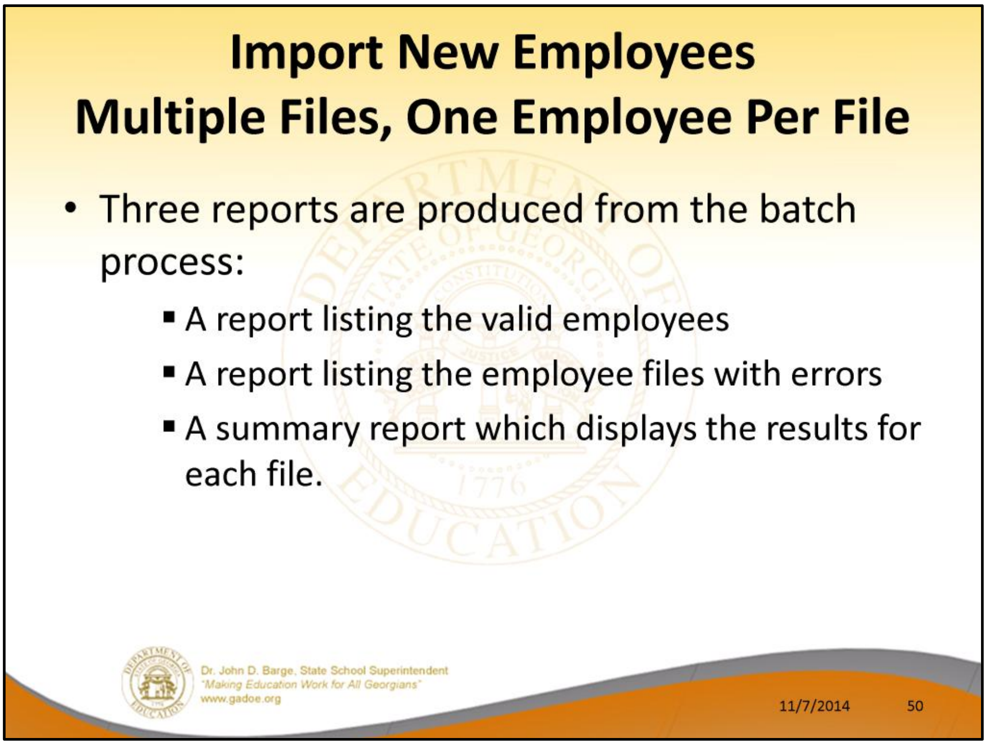
H1 GHI eligible? ☐ (Y or N) GHI 1st day worked ☐ Deduction code ☐
H2 Participate? ☐ (Y or N) Effective date ☐ (MM/DD/CCYY) Option ☐ Tier ☐

Import New Employees
Multiple Files, One Employee Per File

- Uses the same spreadsheet as shown in the prior slide.
- This process reads a directory which contains multiple single-employee import files, and imports all of the individual files at once.
- Available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.*

Import New Employees
Multiple Files, One Employee Per File

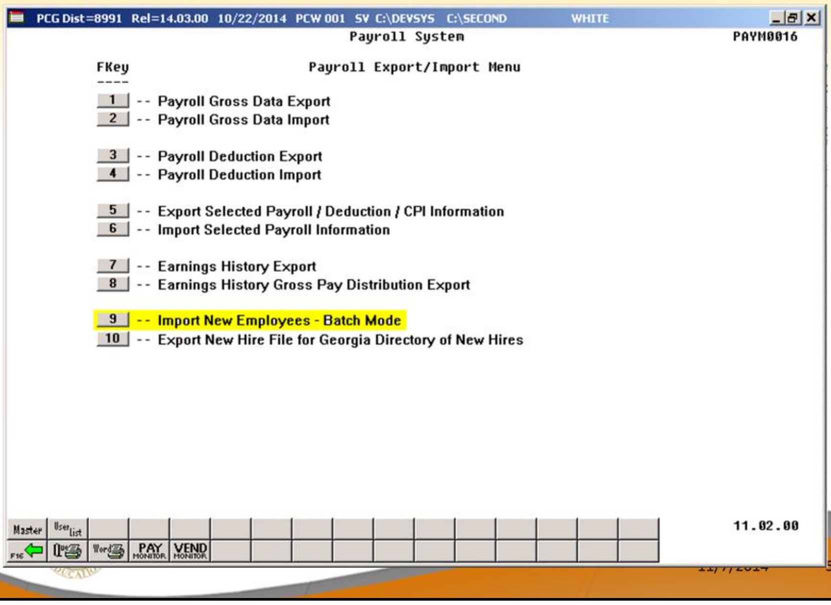
- New employees will be created from all files that pass the edits.
- Any files which contain errors will be bypassed.
- Run in trial mode or final mode.



Import New Employees
Multiple Files, One Employee Per File

- Three reports are produced from the batch process:
  - A report listing the valid employees
  - A report listing the employee files with errors
  - A summary report which displays the results for each file.

Import New Employees
Multiple Files, One Employee Per File



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Payroll System PAYM0016

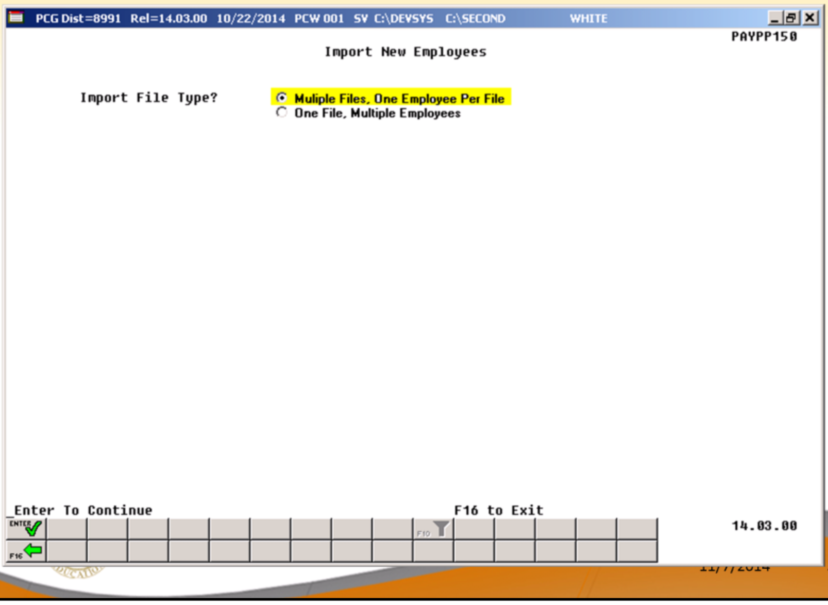
Payroll Export/Import Menu

FKey

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction / CPI Information
- 6 -- Import Selected Payroll Information
- 7 -- Earnings History Export
- 8 -- Earnings History Gross Pay Distribution Export
- 9 -- Import New Employees - Batch Mode
- 10 -- Export New Hire File for Georgia Directory of New Hires

11.02.00

Import New Employees
Multiple Files, One Employee Per File



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PAYPP150

Import New Employees

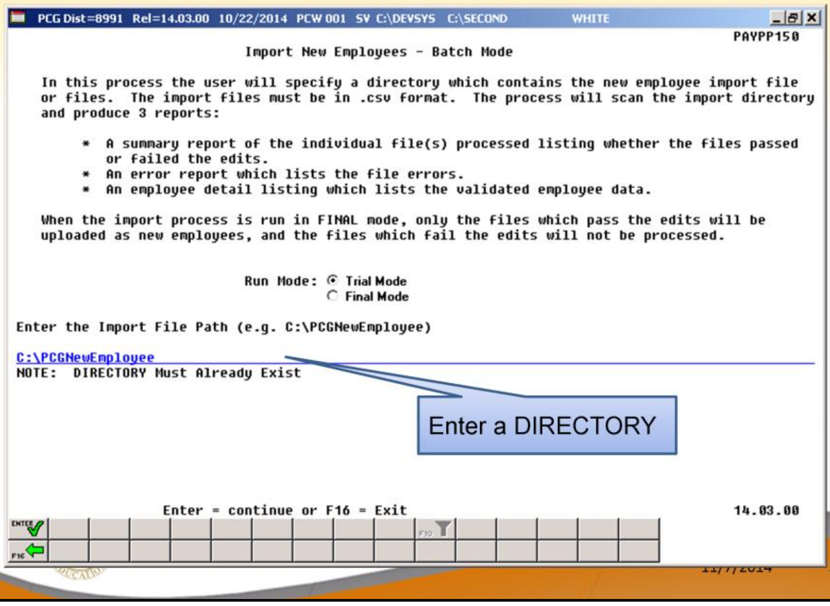
Import File Type?

● Muliple Files, One Employee Per File
○ One File, Multiple Employees

Enter To Continue F16 to Exit

14.03.00

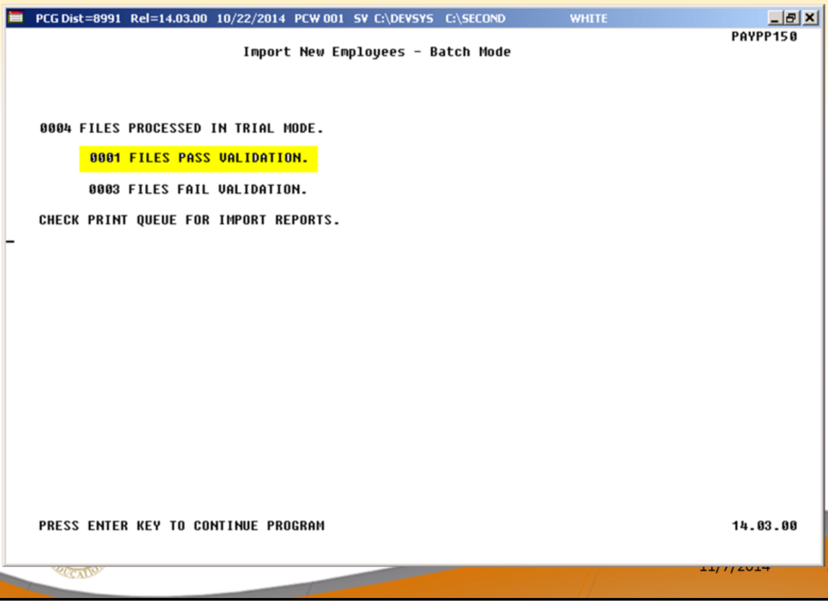
Import New Employees
Multiple Files, One Employee Per File



```
PCG Dist=8991  Rel=14.03.00  10/22/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                            PAYPP150
                           Import New Employees - Batch Mode

   In this process the user will specify a directory which contains the new employee import file
   or files.  The import files must be in .csv format.  The process will scan the import directory
   and produce 3 reports:

        *  A summary report of the individual file(s) processed listing whether the files passed
           or failed the edits.
        *  An error report which lists the file errors.
        *  An employee detail listing which lists the validated employee data.

   When the import process is run in FINAL mode, only the files which pass the edits will be
   uploaded as new employees, and the files which fail the edits will not be processed.

                           Run Mode: ● Trial Mode
                                     ○ Final Mode

Enter the Import File Path (e.g. C:\PCGNewEmployee)

C:\PCGNewEmployee
NOTE:  DIRECTORY Must Already Exist

                    Enter = continue or F16 = Exit                                  14.03.00
```

Enter a DIRECTORY

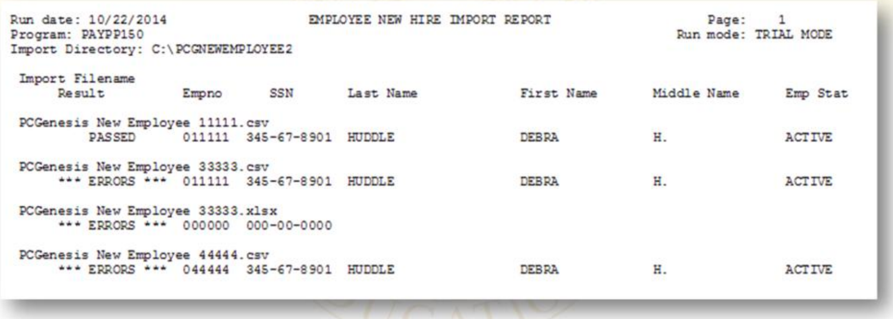
Import New Employees
Multiple Files, One Employee Per File


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                                                              PAYPP150
                  Import New Employees - Batch Mode


  0004 FILES PROCESSED IN TRIAL MODE.

      0001 FILES PASS VALIDATION.

      0003 FILES FAIL VALIDATION.

  CHECK PRINT QUEUE FOR IMPORT REPORTS.
_









  PRESS ENTER KEY TO CONTINUE PROGRAM                         14.03.00
```

Import New Employees
Multiple Files, One Employee Per File

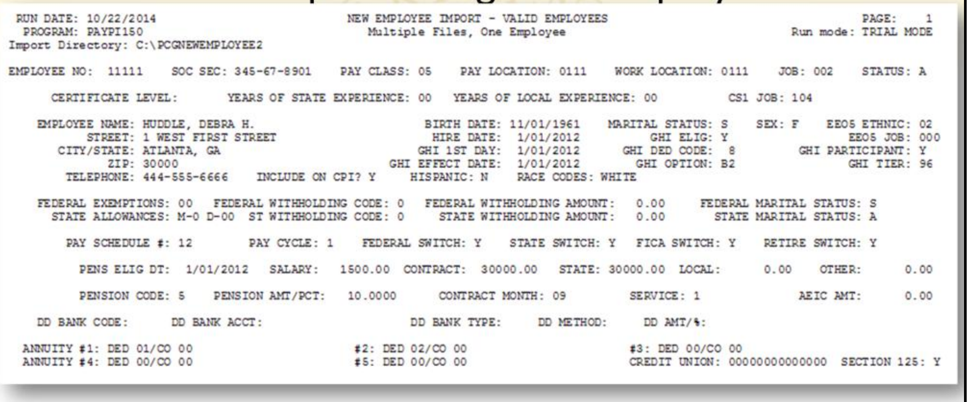
Summary of results



```
Run date: 10/22/2014                EMPLOYEE NEW HIRE IMPORT REPORT                    Page:    1
Program: PAYPP150                                                                 Run mode: TRIAL MODE
Import Directory: C:\PCGNEWEMPLOYEE2

 Import Filename
     Result          Empno      SSN        Last Name               First Name       Middle Name      Emp Stat

 PCGenesis New Employee 11111.csv
          PASSED     011111   345-67-8901  HUDDLE                  DEBRA            H.               ACTIVE

 PCGenesis New Employee 33333.csv
     *** ERRORS ***  011111   345-67-8901  HUDDLE                  DEBRA            H.               ACTIVE

 PCGenesis New Employee 33333.xlsx
     *** ERRORS ***  000000   000-00-0000

 PCGenesis New Employee 44444.csv
     *** ERRORS ***  044444   345-67-8901  HUDDLE                  DEBRA            H.               ACTIVE
```

Import New Employees
Multiple Files, One Employee Per File

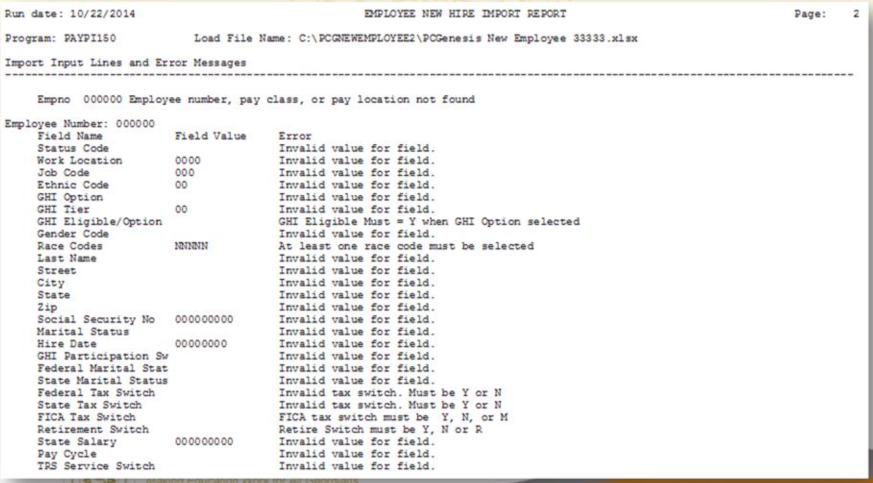
Detail Report listing valid employees.



```
 RUN DATE: 10/22/2014                           NEW EMPLOYEE IMPORT - VALID EMPLOYEES                                     PAGE:    1
  PROGRAM: PAYPI150                                Multiple Files, One Employee                                Run mode: TRIAL MODE
Import Directory: C:\PCGNEWEMPLOYEE2

EMPLOYEE NO:  11111    SOC SEC: 345-67-8901    PAY CLASS: 05    PAY LOCATION: 0111    WORK LOCATION: 0111     JOB: 002    STATUS: A

      CERTIFICATE LEVEL:       YEARS OF STATE EXPERIENCE: 00   YEARS OF LOCAL EXPERIENCE: 00           CS1 JOB: 104

    EMPLOYEE NAME: HUDDLE, DEBRA H.                        BIRTH DATE: 11/01/1961    MARITAL STATUS: S     SEX: F    EEO5 ETHNIC: 02
           STREET: 1 WEST FIRST STREET                      HIRE DATE:  1/01/2012          GHI ELIG: Y                  EEO5 JOB: 000
       CITY/STATE: ATLANTA, GA                            GHI 1ST DAY:  1/01/2012      GHI DED CODE:  8          GHI PARTICIPANT: Y
              ZIP: 30000                              GHI EFFECT DATE:  1/01/2012        GHI OPTION: B2                 GHI TIER: 96
        TELEPHONE: 444-555-6666    INCLUDE ON CPI? Y     HISPANIC: N    RACE CODES: WHITE

    FEDERAL EXEMPTIONS: 00   FEDERAL WITHHOLDING CODE: 0   FEDERAL WITHHOLDING AMOUNT:   0.00     FEDERAL MARITAL STATUS: S
      STATE ALLOWANCES: M-0 D-00  ST WITHHOLDING CODE: 0     STATE WITHHOLDING AMOUNT:   0.00       STATE MARITAL STATUS: A

        PAY SCHEDULE #: 12        PAY CYCLE: 1    FEDERAL SWITCH: Y    STATE SWITCH: Y   FICA SWITCH: Y    RETIRE SWITCH: Y

          PENS ELIG DT:  1/01/2012   SALARY:   1500.00  CONTRACT:  30000.00   STATE: 30000.00  LOCAL:      0.00    OTHER:      0.00

          PENSION CODE: 5    PENSION AMT/PCT:   10.0000      CONTRACT MONTH: 09         SERVICE: 1               AEIC AMT:     0.00

    DD BANK CODE:      DD BANK ACCT:                     DD BANK TYPE:     DD METHOD:     DD AMT/%:

  ANNUITY #1: DED 01/CO 00                       #2: DED 02/CO 00                       #3: DED 00/CO 00
  ANNUITY #4: DED 00/CO 00                       #5: DED 00/CO 00                       CREDIT UNION: 00000000000000   SECTION 125: Y
```

Import New Employees
Multiple Files, One Employee Per File

Error Report

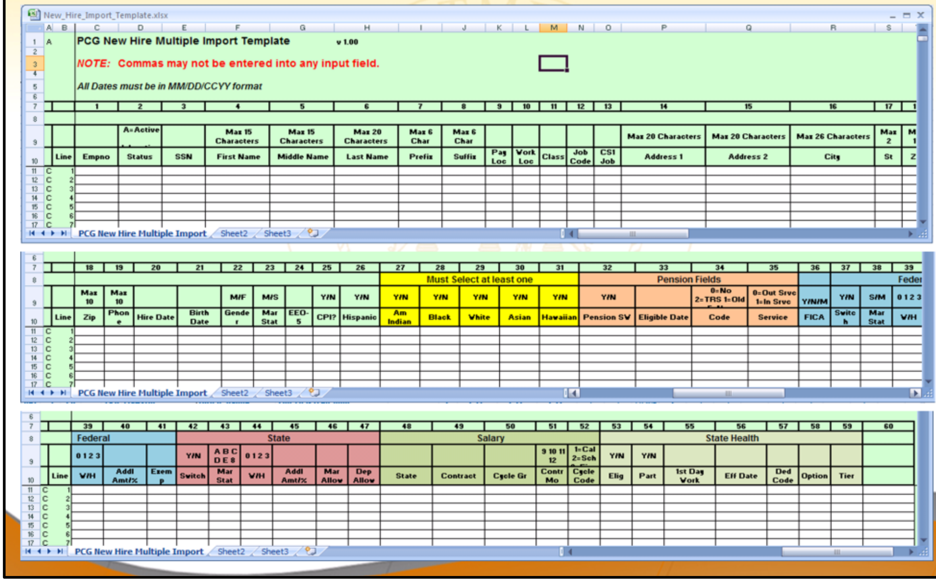


```
Run date: 10/22/2014                                   EMPLOYEE NEW HIRE IMPORT REPORT                                  Page:     2

Program: PAYPI150             Load File Name: C:\PCGNEWEMPLOYEE2\PCGenesis New Employee 33333.xlsx

Import Input Lines and Error Messages
----------------------------------------------------------------------------------------------------------------------------------

     Empno  000000 Employee number, pay class, or pay location not found

Employee Number: 000000
     Field Name           Field Value     Error
     Status Code                          Invalid value for field.
     Work Location        0000            Invalid value for field.
     Job Code             000             Invalid value for field.
     Ethnic Code          00              Invalid value for field.
     GHI Option                           Invalid value for field.
     GHI Tier             00              Invalid value for field.
     GHI Eligible/Option                  GHI Eligible Must = Y when GHI Option selected
     Gender Code                          Invalid value for field.
     Race Codes           NNNNN           At least one race code must be selected
     Last Name                            Invalid value for field.
     Street                               Invalid value for field.
     City                                 Invalid value for field.
     State                                Invalid value for field.
     Zip                                  Invalid value for field.
     Social Security No   000000000       Invalid value for field.
     Marital Status                       Invalid value for field.
     Hire Date            00000000        Invalid value for field.
     GHI Participation Sw                 Invalid value for field.
     Federal Marital Stat                 Invalid value for field.
     State Marital Status                 Invalid value for field.
     Federal Tax Switch                   Invalid tax switch. Must be Y or N
     State Tax Switch                     Invalid tax switch. Must be Y or N
     FICA Tax Switch                      FICA tax switch must be  Y, N, or M
     Retirement Switch                    Retire Switch must be Y, N or R
     State Salary         000000000       Invalid value for field.
     Pay Cycle                            Invalid value for field.
     TRS Service Switch                   Invalid value for field.
```

Import New Employees
One File, Multiple Employees

- This process reads one file which contains multiple employee records.
- Available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.*

Import New Employees
One File, Multiple Employees



PCG New Hire Multiple Import Template v 1.00

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

All Dates must be in MM/DD/CCYY format

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
			A=Active		Max 15 Characters	Max 15 Characters	Max 20 Characters	Max 6 Char	Max 6 Char						Max 20 Characters	Max 20 Characters	Max 26 Characters	Max 2
	Line	Empno	Status	SSN	First Name	Middle Name	Last Name	Prefix	Suffix	Pay Loc	Work Loc	Class	Job Code	CS1 Job	Address 1	Address 2	City	St
C	1																	
C	2																	
C	3																	
C	4																	
C	5																	
C	6																	
C	7																	

		18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
											Must Select at least one					Pension Fields					Feder		
		Max 10	Max 10			M/F	M/S		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		0=No 2=TRS 1=Old	0=Out Srvc 1=In Srvc	Y/N/M	Y/N	S/M	0 1 2 3
	Line	Zip	Phone	Hire Date	Birth Date	Gender	Mar Stat	EEO-5	CPI?	Hispanic	Am Indian	Black	White	Asian	Hawaiian	Pension SV	Eligible Date	Code	Service	FICA	Switch	Mar Stat	W/H
C	1																						
C	2																						
C	3																						
C	4																						
C	5																						
C	6																						
C	7																						

		39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
		Federal			State						Salary					State Health							
		0 1 2 3			Y/N	A B C D E 8	0 1 2 3							9 10 11 12	1=Cal 2=Sch	Y/N	Y/N						
	Line	W/H	Addl Amt/%	Exemp	Switch	Mar Stat	W/H	Addl Amt/%	Mar Allow	Dep Allow	State	Contract	Cycle Gr	Contr Mo	Cycle Code	Elig	Part	1st Day Work	Eff Date	Ded Code	Option	Tier	
C	1																						
C	2																						
C	3																						
C	4																						
C	5																						
C	6																						
C	7																						

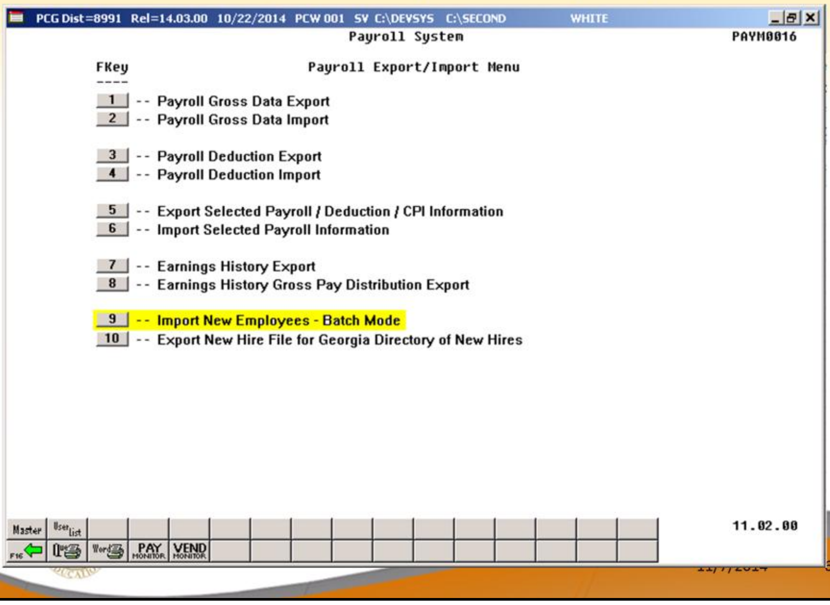
Import New Employees
One File, Multiple Employees

- New employees will be created from all rows that pass the edits.
- Any rows which contain errors will be bypassed.
- Run in trial mode or final mode.

Import New Employees
One File, Multiple Employees

- Two reports are produced from the batch process:
    - A summary report which displays the results for each employee.
    - A report listing the valid employees and employees with errors

Import New Employees
One File, Multiple Employees



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Payroll System PAYM0016

FKey

Payroll Export/Import Menu

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

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

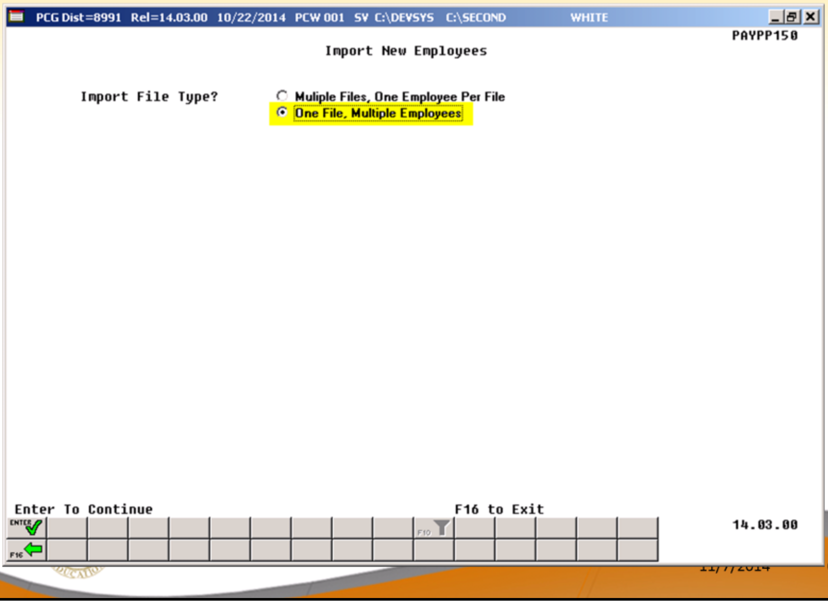
5 -- Export Selected Payroll / Deduction / CPI Information
6 -- Import Selected Payroll Information

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

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

11.02.00

Import New Employees
One File, Multiple Employees



PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PAYPP150

Import New Employees

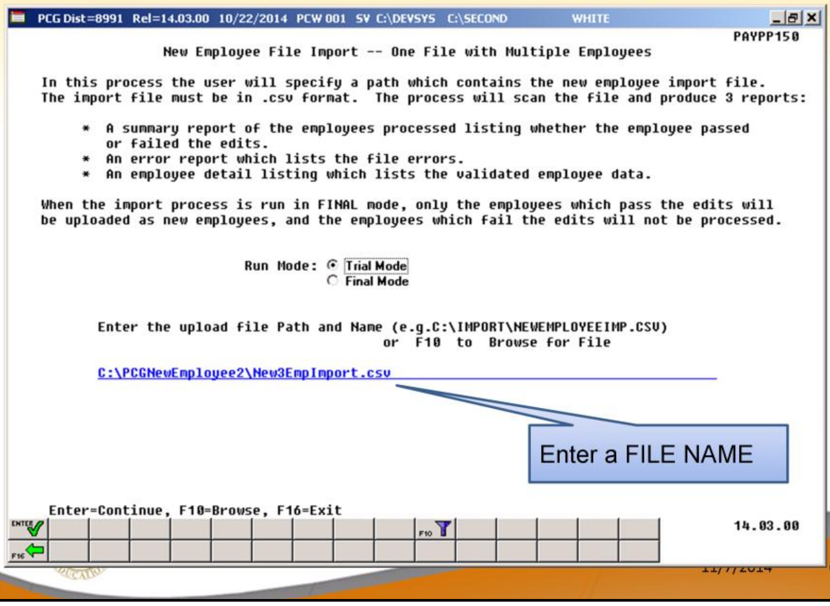
Import File Type?
○ Muliple Files, One Employee Per File
● One File, Multiple Employees

Enter To Continue

F16 to Exit

14.03.00

Import New Employees
One File, Multiple Employees


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PAYPP150

New Employee File Import -- One File with Multiple Employees

In this process the user will specify a path which contains the new employee import file. The import file must be in .csv format. The process will scan the file and produce 3 reports:

- A summary report of the employees processed listing whether the employee passed or failed the edits.
- An error report which lists the file errors.
- An employee detail listing which lists the validated employee data.

When the import process is run in FINAL mode, only the employees which pass the edits will be uploaded as new employees, and the employees which fail the edits will not be processed.

Run Mode: ● Trial Mode
○ Final Mode

Enter the upload file Path and Name (e.g.C:\IMPORT\NEWEMPLOYEEIMP.CSV)
or F10 to Browse for File

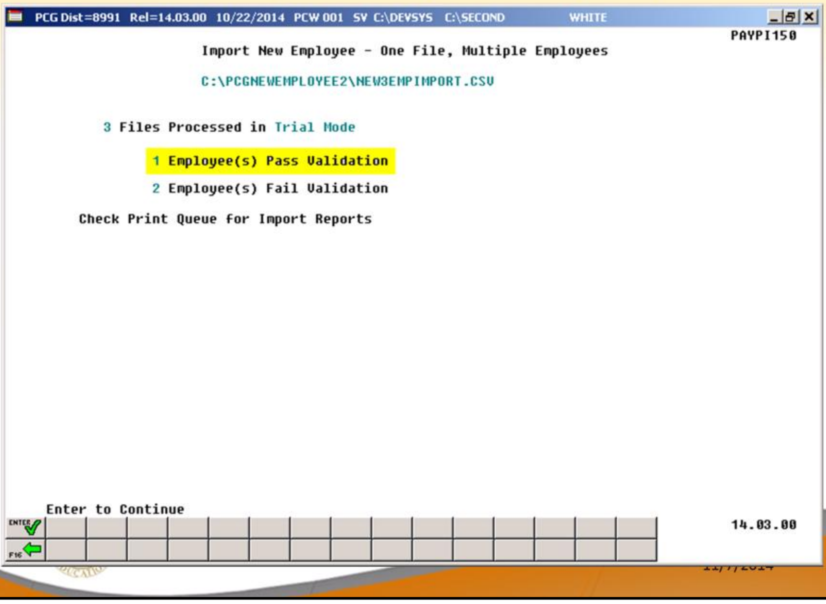
C:\PCGNewEmployee2\New3EmpImport.csv

Enter a FILE NAME

Enter=Continue, F10=Browse, F16=Exit

14.03.00

Import New Employees
One File, Multiple Employees


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
PAYPI150
ENTER
F16
14.03.00

Import New Employee - One File, Multiple Employees

C:\PCGNEWEMPLOYEE2\NEW3EMPIMPORT.CSV

3 Files Processed in Trial Mode

1 Employee(s) Pass Validation

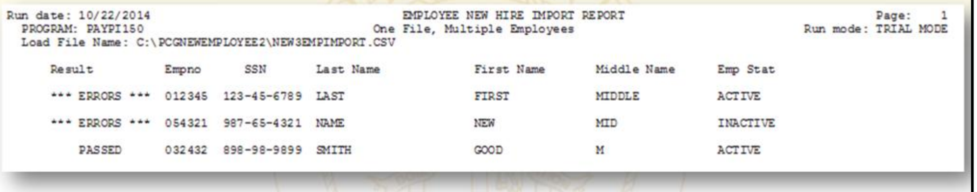
2 Employee(s) Fail Validation

Check Print Queue for Import Reports

Enter to Continue

Import New Employees
One File, Multiple Employees

Summary of results



```
Run date: 10/22/2014                                        EMPLOYEE NEW HIRE IMPORT REPORT                                 Page:     1
  PROGRAM: PAYPI150                                     One File, Multiple Employees                               Run mode: TRIAL MODE
  Load File Name: C:\PCGNEWEMPLOYEE2\NEW3EMPIMPORT.CSV

      Result           Empno      SSN       Last Name                First Name        Middle Name       Emp Stat

      *** ERRORS ***   012345   123-45-6789  LAST                    FIRST             MIDDLE            ACTIVE

      *** ERRORS ***   054321   987-65-4321  NAME                    NEW               MID               INACTIVE

          PASSED       032432   898-98-9899  SMITH                   GOOD              M                 ACTIVE
```

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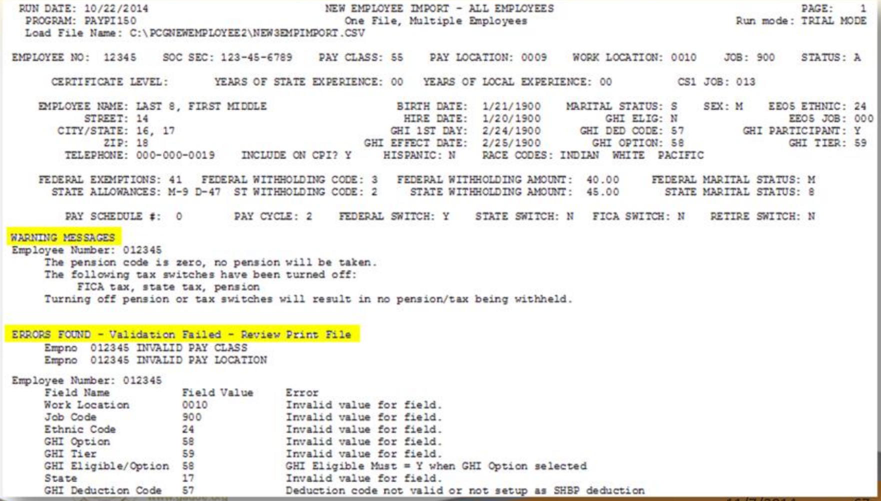
Import New Employees
One File, Multiple Employees

Detail Report with all employees – pass and fail



```
 RUN DATE: 10/22/2014                            NEW EMPLOYEE IMPORT - ALL EMPLOYEES                                  PAGE:    1
  PROGRAM: PAYPI150                                  One File, Multiple Employees                               Run mode: TRIAL MODE
  Load File Name: C:\PCGNEWEMPLOYEE2\NEW3EMPIMPORT.CSV

EMPLOYEE NO:  12345    SOC SEC: 123-45-6789    PAY CLASS: 55    PAY LOCATION: 0009    WORK LOCATION: 0010    JOB: 900    STATUS: A

      CERTIFICATE LEVEL:       YEARS OF STATE EXPERIENCE: 00   YEARS OF LOCAL EXPERIENCE: 00         CS1 JOB: 013

    EMPLOYEE NAME: LAST 8, FIRST MIDDLE                     BIRTH DATE:  1/21/1900    MARITAL STATUS: S    SEX: M    EEO5 ETHNIC: 24
           STREET: 14                                        HIRE DATE:  1/20/1900          GHI ELIG: N                EEO5 JOB: 000
       CITY/STATE: 16, 17                                 GHI 1ST DAY:  2/24/1900      GHI DED CODE: 57        GHI PARTICIPANT: Y
              ZIP: 18                                 GHI EFFECT DATE:  2/25/1900        GHI OPTION: 58               GHI TIER: 59
        TELEPHONE: 000-000-0019    INCLUDE ON CPI? Y     HISPANIC: N    RACE CODES: INDIAN  WHITE  PACIFIC

    FEDERAL EXEMPTIONS: 41   FEDERAL WITHHOLDING CODE: 3   FEDERAL WITHHOLDING AMOUNT:  40.00     FEDERAL MARITAL STATUS: M
      STATE ALLOWANCES: M-9 D-47  ST WITHHOLDING CODE: 2     STATE WITHHOLDING AMOUNT:  45.00       STATE MARITAL STATUS: 8

        PAY SCHEDULE #:  0        PAY CYCLE: 2    FEDERAL SWITCH: Y    STATE SWITCH: N   FICA SWITCH: N    RETIRE SWITCH: N

WARNING MESSAGES
Employee Number: 012345
     The pension code is zero, no pension will be taken.
     The following tax switches have been turned off:
          FICA tax, state tax, pension
     Turning off pension or tax switches will result in no pension/tax being withheld.


ERRORS FOUND - Validation Failed - Review Print File
     Empno  012345 INVALID PAY CLASS
     Empno  012345 INVALID PAY LOCATION

Employee Number: 012345
     Field Name            Field Value     Error
     Work Location         0010            Invalid value for field.
     Job Code              900             Invalid value for field.
     Ethnic Code           24              Invalid value for field.
     GHI Option            58              Invalid value for field.
     GHI Tier              59              Invalid value for field.
     GHI Eligible/Option   58              GHI Eligible Must = Y when GHI Option selected
     State                 17              Invalid value for field.
     GHI Deduction Code    57              Deduction code not valid or not setup as SHBP deduction
```

Agenda

- PCGenesis Budget System
- Financial Enhancements
- Direct Deposit Enable/Disable Switch
- Import New Employees
- **Payroll Class Code for Board Members**
- Affordable Care Act
- Payroll Exports and Imports
- W-2’s
- CPI Cycle 3 Reporting and CPI Code Table Download

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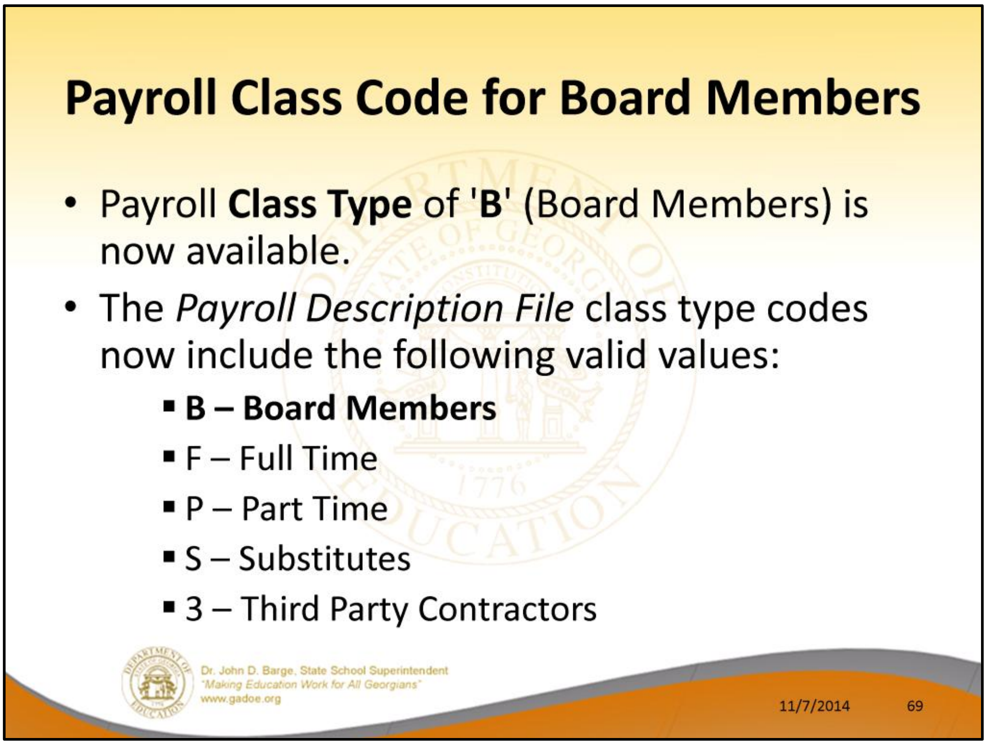
11/7/2014 68

2014 saw many new features and functions added to PCGenesis.



Payroll Class Code for Board Members

- Payroll **Class Type** of '**B**' (Board Members) is now available.
- The *Payroll Description File* class type codes now include the following valid values:
    - **B – Board Members**
    - F – Full Time
    - P – Part Time
    - S – Substitutes
    - 3 – Third Party Contractors

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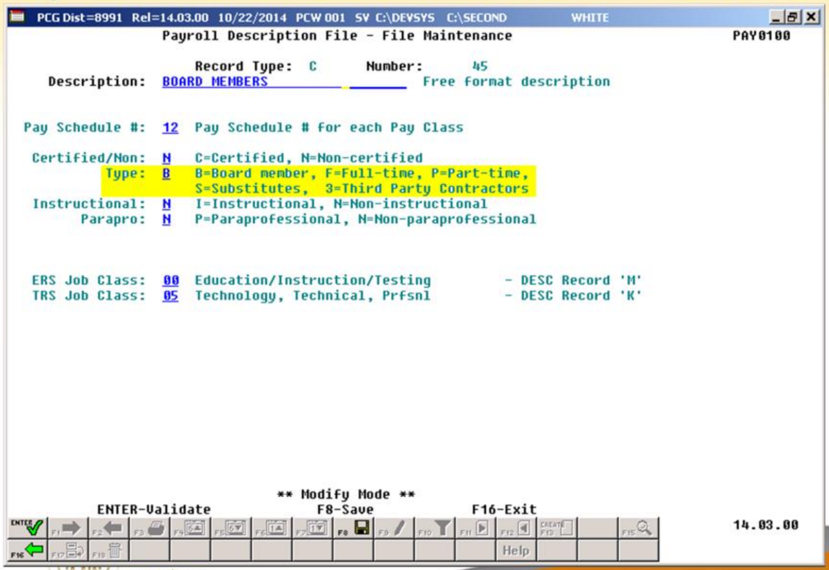
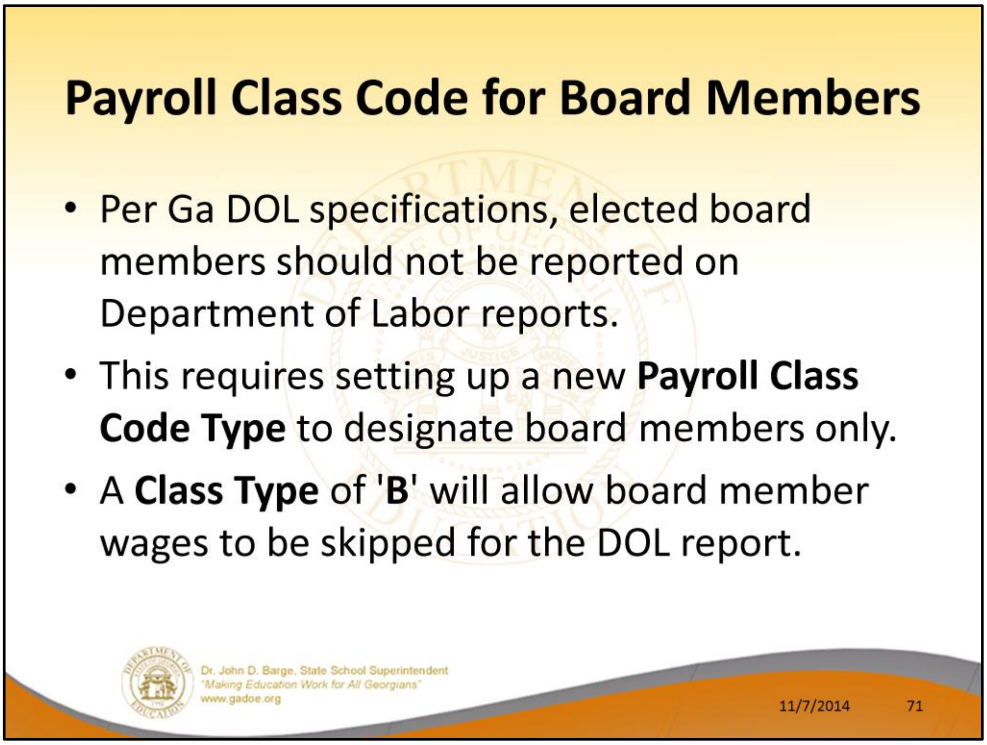
PCGenesis can be brought into the modern era by interfacing with third party software.

Payroll Class Code for Board Members


PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Help

```
                   Payroll Description File - File Maintenance                 PAY0100

                       Record Type:  C      Number:      45
    Description:  BOARD MEMBERS                  Free format description


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

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


  ERS Job Class:  00  Education/Instruction/Testing        - DESC Record 'M'
  TRS Job Class:  05  Technology, Technical, Prfsnl        - DESC Record 'K'

                              ** Modify Mode **
          ENTER-Validate           F8-Save          F16-Exit
                                                                              14.03.00
```

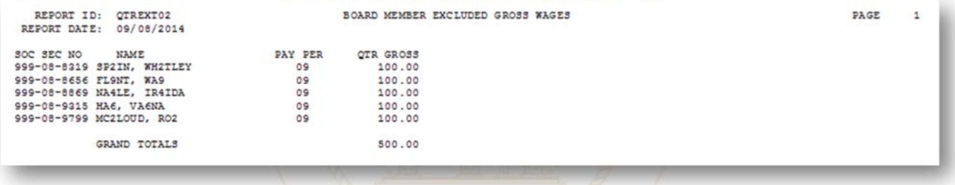


Payroll Class Code for Board Members

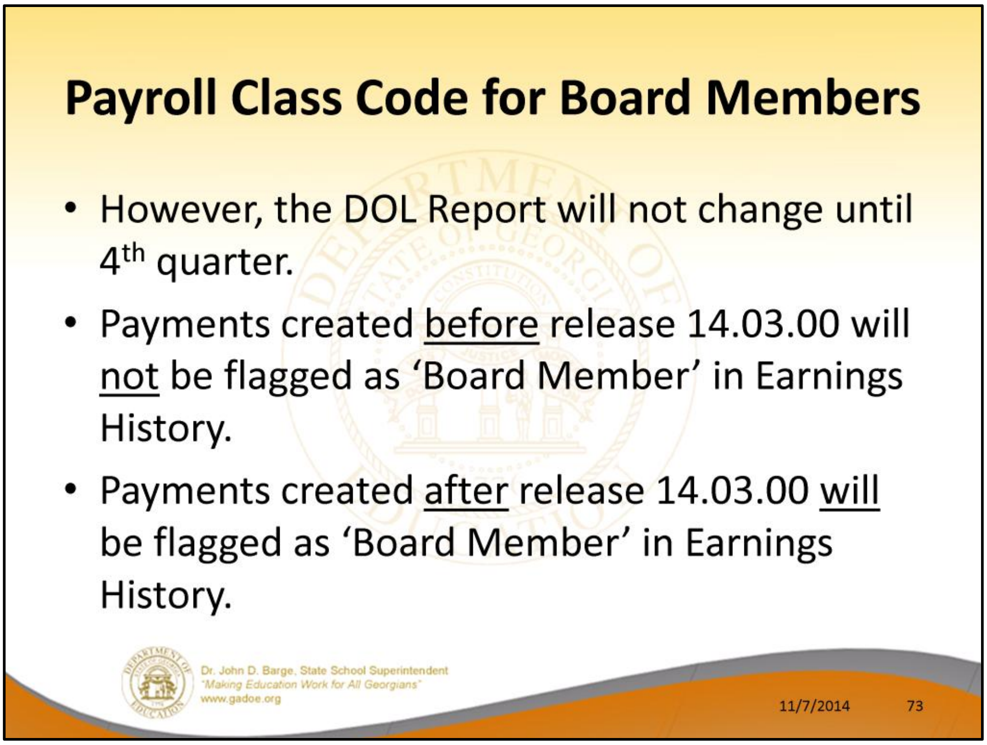
- Per Ga DOL specifications, elected board members should not be reported on Department of Labor reports.
- This requires setting up a new **Payroll Class Code Type** to designate board members only.
- A **Class Type** of '**B**' will allow board member wages to be skipped for the DOL report.

Payroll Class Code for Board Members

New report shows wages of excluded board members

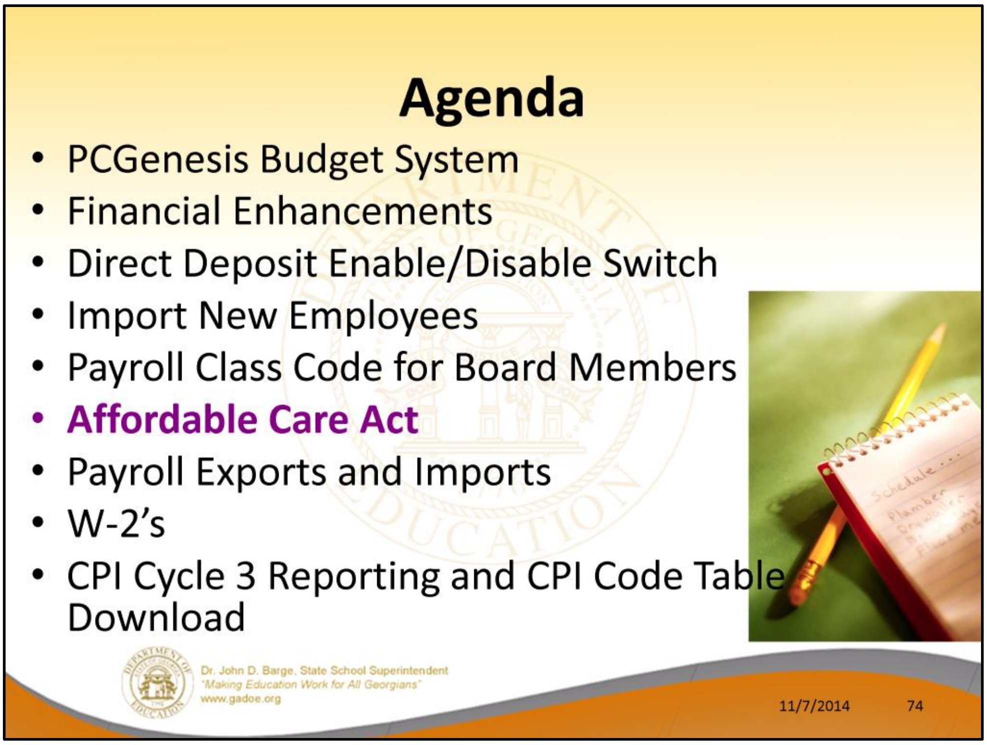


```
  REPORT ID:  QTREXT02                                   BOARD MEMBER EXCLUDED GROSS WAGES                                          PAGE     1
 REPORT DATE:  09/08/2014

SOC SEC NO     NAME                     PAY PER     QTR GROSS
999-08-8319 SP2IN, WH2TLEY                 09          100.00
999-08-8656 FL9NT, WA9                     09          100.00
999-08-8869 NA4LE, IR4IDA                  09          100.00
999-08-9315 HA6, VA6NA                     09          100.00
999-08-9799 MC2LOUD, RO2                   09          100.00

            GRAND TOTALS                               500.00
```



Payroll Class Code for Board Members

- However, the DOL Report will not change until 4th quarter.
- Payments created before release 14.03.00 will not be flagged as ‘Board Member’ in Earnings History.
- Payments created after release 14.03.00 will be flagged as ‘Board Member’ in Earnings History.



Agenda

- PCGenesis Budget System
- Financial Enhancements
- Direct Deposit Enable/Disable Switch
- Import New Employees
- Payroll Class Code for Board Members
- **Affordable Care Act**
- Payroll Exports and Imports
- W-2's
- CPI Cycle 3 Reporting and CPI Code Table Download

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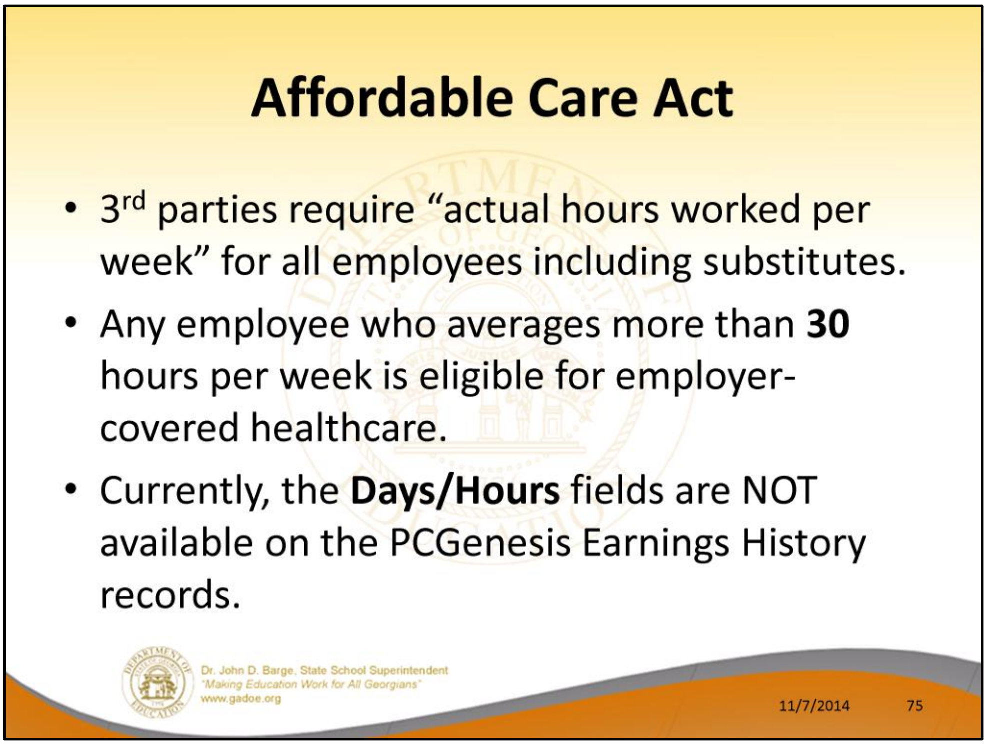
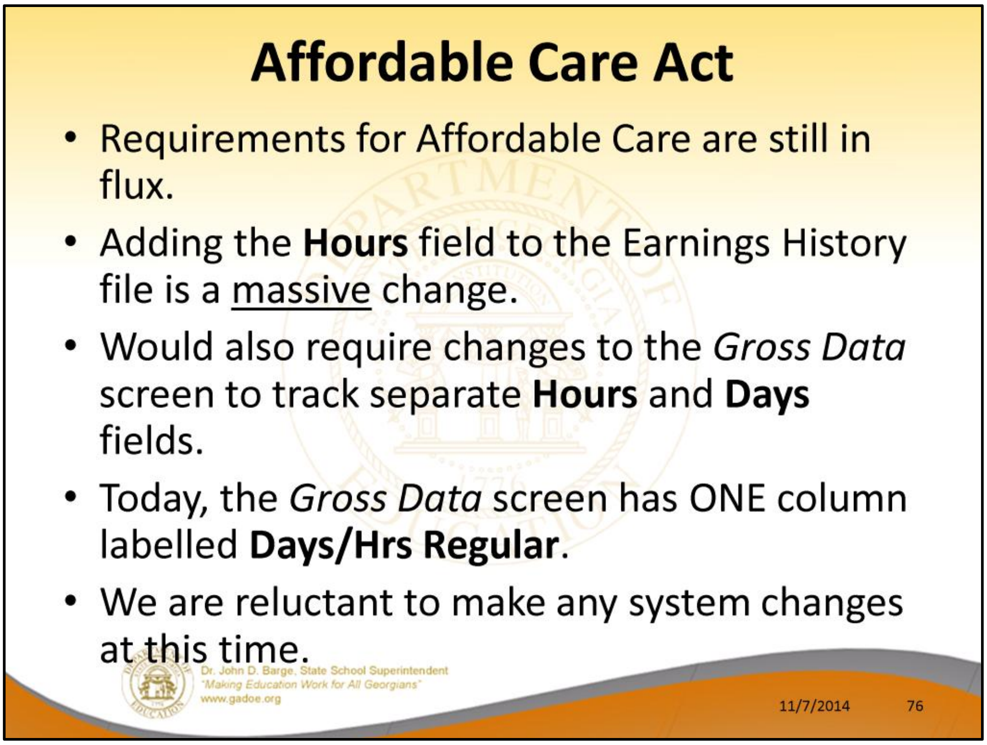
2014 saw many new features and functions added to PCGenesis.



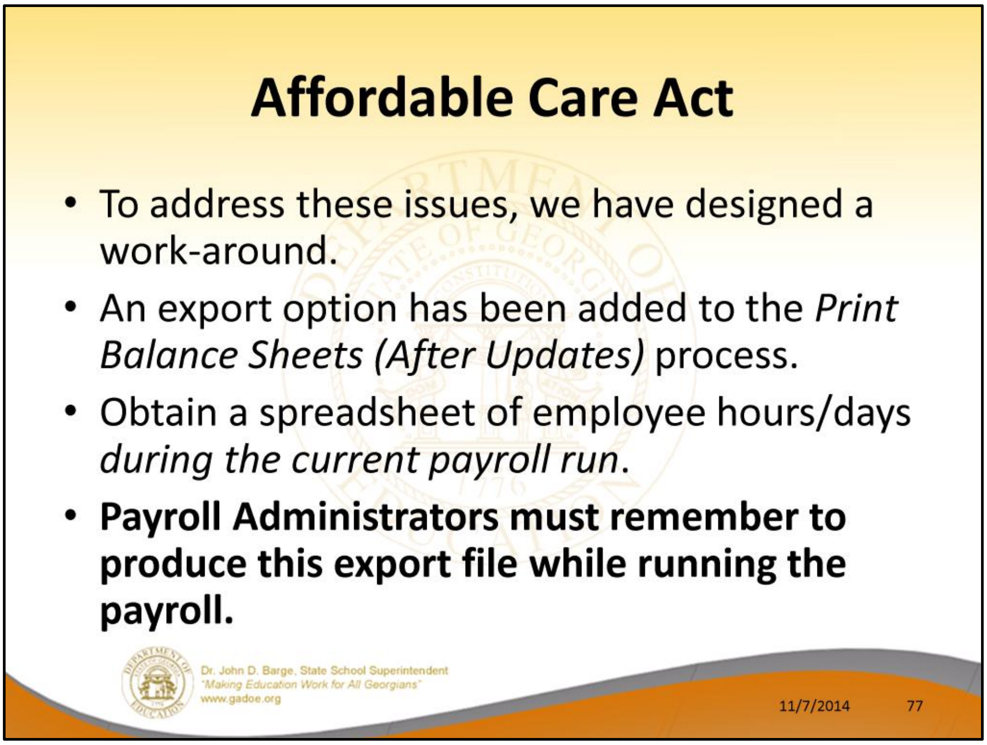
Affordable Care Act

- 3rd parties require “actual hours worked per week” for all employees including substitutes.
- Any employee who averages more than **30** hours per week is eligible for employer-covered healthcare.
- Currently, the **Days/Hours** fields are NOT available on the PCGenesis Earnings History records.



Affordable Care Act

- Requirements for Affordable Care are still in flux.
- Adding the **Hours** field to the Earnings History file is a massive change.
- Would also require changes to the *Gross Data* screen to track separate **Hours** and **Days** fields.
- Today, the *Gross Data* screen has ONE column labelled **Days/Hrs Regular**.
- We are reluctant to make any system changes at this time.



Affordable Care Act

- To address these issues, we have designed a work-around.
- An export option has been added to the *Print Balance Sheets (After Updates)* process.
- Obtain a spreadsheet of employee hours/days *during the current payroll run*.
- **Payroll Administrators must remember to produce this export file while running the payroll.**

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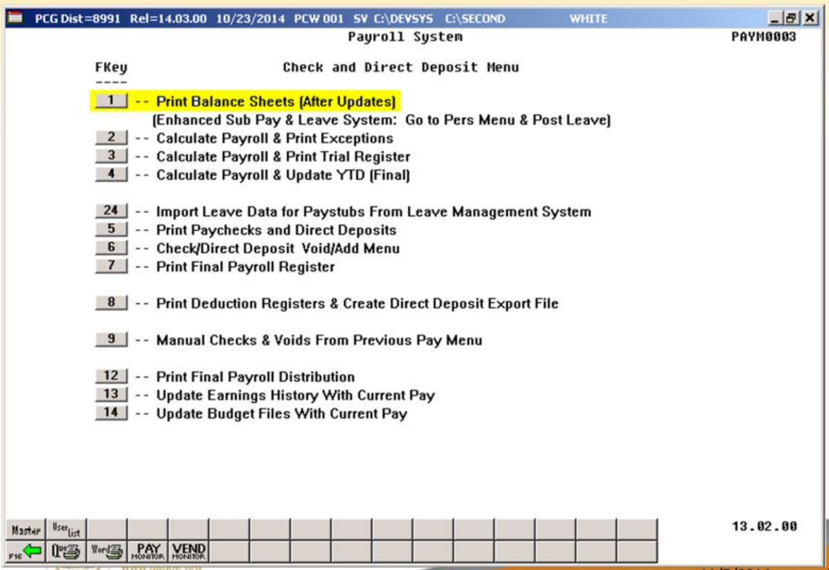
Affordable Care Act



PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Payroll System PAYM0003

FKey Check and Direct Deposit Menu

1 -- Print Balance Sheets (After Updates)
(Enhanced Sub Pay & Leave System: Go to Pers Menu & Post Leave)
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

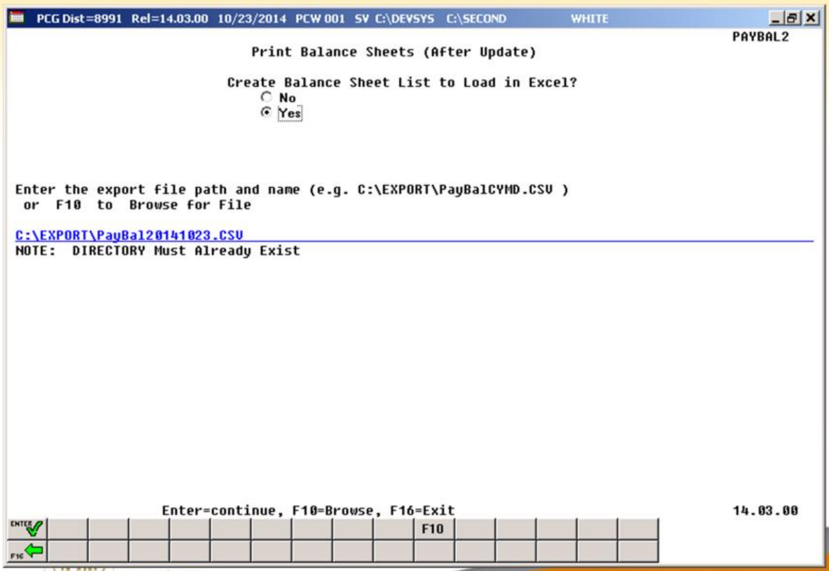
8 -- Print Deduction Registers & Create Direct Deposit Export File

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

13.02.00

Affordable Care Act


PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F10
F16

PAYBAL2

Print Balance Sheets (After Update)

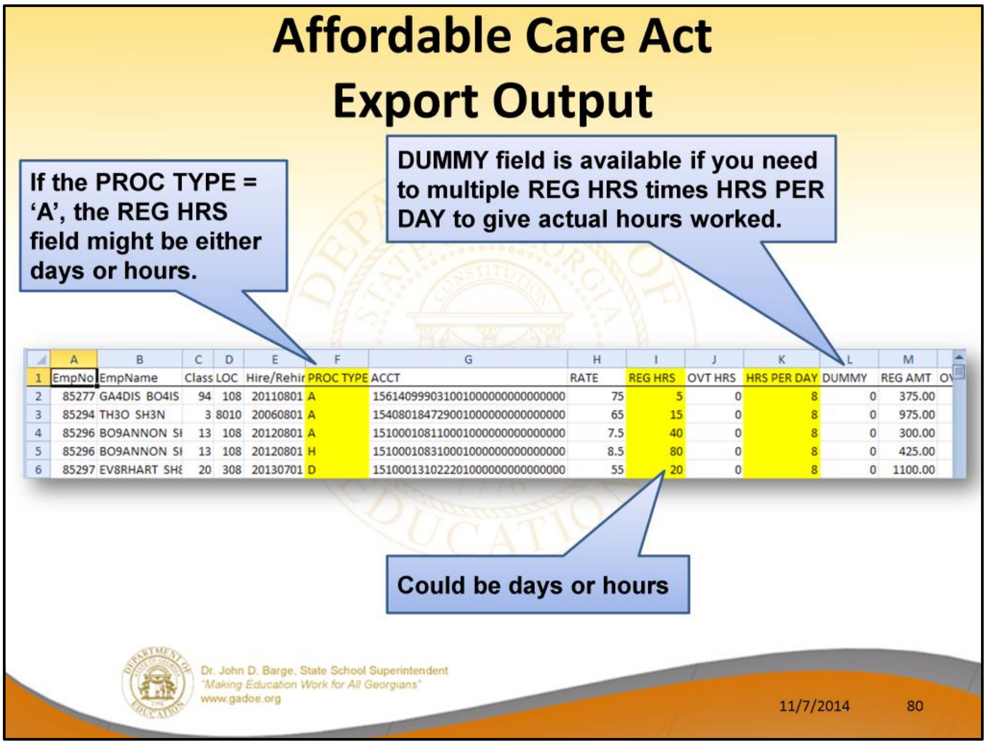
Create Balance Sheet List to Load in Excel?
○ No
● Yes

Enter the export file path and name (e.g. C:\EXPORT\PayBalCYMD.CSV)
or F10 to Browse for File

C:\EXPORT\PayBal20141023.CSV
NOTE: DIRECTORY Must Already Exist

Enter=continue, F10=Browse, F16=Exit

14.03.00



Affordable Care Act Export Output

If the PROC TYPE = ‘A’, the REG HRS field might be either days or hours.

DUMMY field is available if you need to multiple REG HRS times HRS PER DAY to give actual hours worked.

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	EmpNo	EmpName	Class	LOC	Hire/Rehir	PROC TYPE	ACCT	RATE	REG HRS	OVT HRS	HRS PER DAY	DUMMY	REG AMT	OV
2	85277	GA4DIS BO4IS	94	108	20110801	A	1561409990310010000000000000000	75	5	0	8	0	375.00	
3	85294	TH3O SH3N	3	8010	20060801	A	1540801847290010000000000000000	65	15	0	8	0	975.00	
4	85296	BO9ANNON SI	13	108	20120801	A	1510001081100010000000000000000	7.5	40	0	8	0	300.00	
5	85296	BO9ANNON SI	13	108	20120801	H	1510001083100010000000000000000	8.5	80	0	8	0	425.00	
6	85297	EV8RHART SHE	20	308	20130701	D	1510001310222010000000000000000	55	20	0	8	0	1100.00	

Could be days or hours

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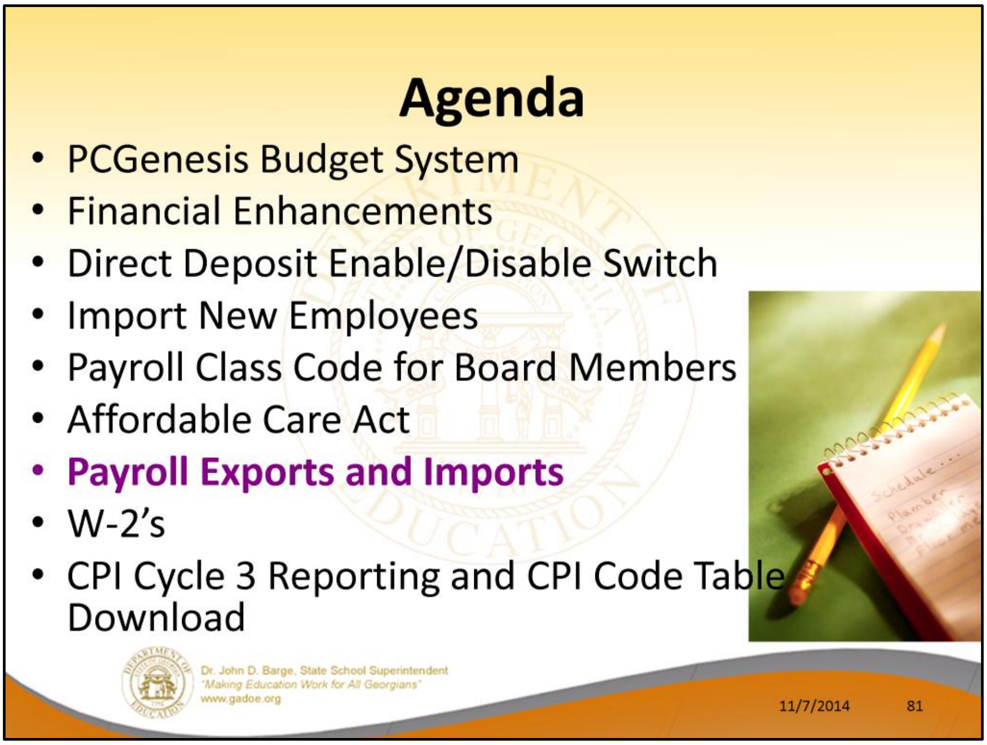
11/7/2014 80

- The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts.
- The export will also include the hours per day worked by the employee (in case the gross data line represents a daily rate), the employees’ hire/rehire date, the payroll class code, location code, and also a dummy column.
- With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc.
- The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day.



Agenda

- PCGenesis Budget System
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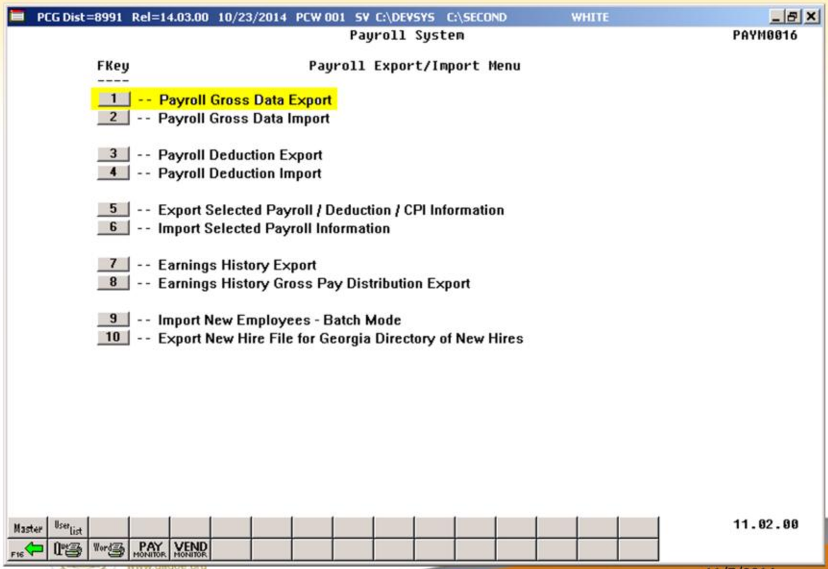
2014 saw many new features and functions added to PCGenesis.

Payroll Gross Data Export

- *Payroll Gross Data Export* now allows the user to select employee records by using **F10** – Set Employee filter/Set filter condition.
- Gross data can be exported for a selected group of employees, instead of always all employees.
- Also, the new **Budget Flag** field has been added to the Gross Data Export csv file in Column AD.

Payroll Gross Data Export



PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Master
User List
F16
Word
PAY MONITOR
VEND MONITOR

Payroll System PAYM0016

FKey

Payroll Export/Import Menu

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

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

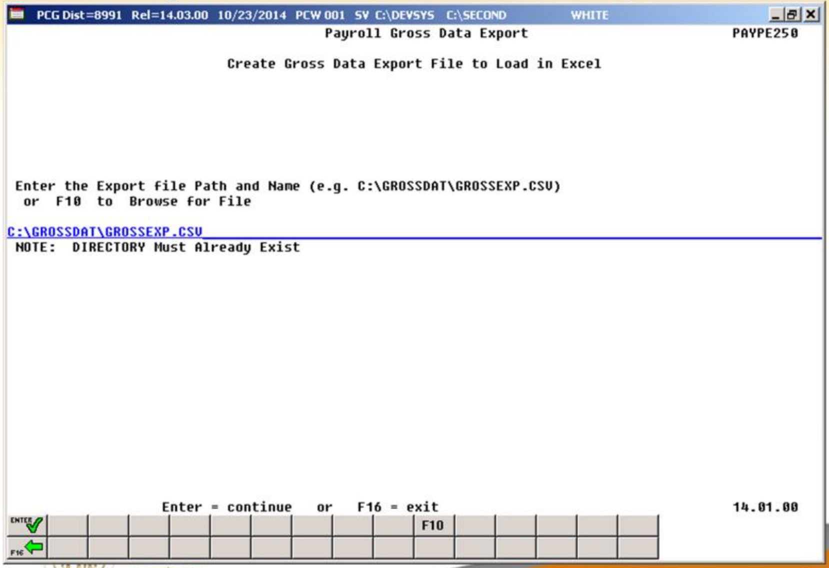
5 -- Export Selected Payroll / Deduction / CPI Information
6 -- Import Selected Payroll Information

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

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

11.02.00

Payroll Gross Data Export

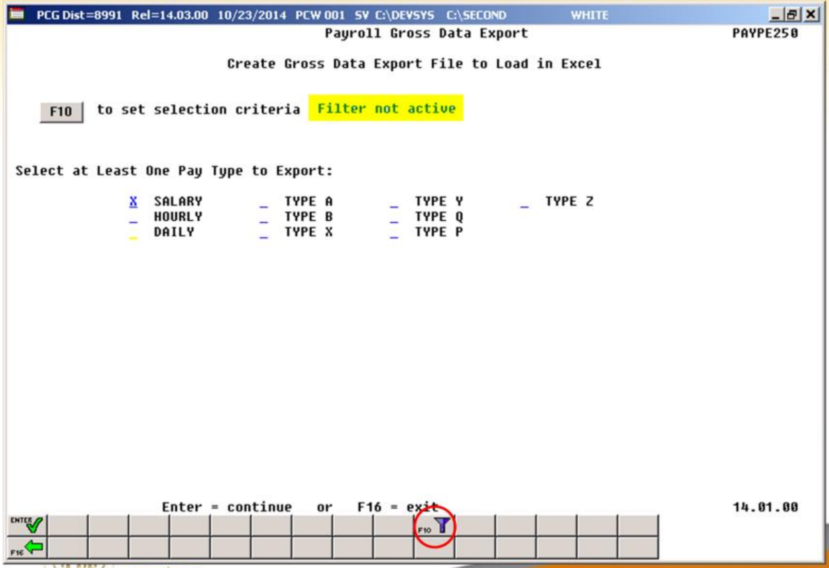


PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                         Payroll Gross Data Export                   PAYPE250

                  Create Gross Data Export File to Load in Excel




 Enter the Export file Path and Name (e.g. C:\GROSSDAT\GROSSEXP.CSV)
  or  F10  to  Browse for File

C:\GROSSDAT\GROSSEXP.CSV
 NOTE:  DIRECTORY Must Already Exist






                 Enter = continue    or    F16 = exit                14.01.00
```

ENTER
F10
F16

Payroll Gross Data Export

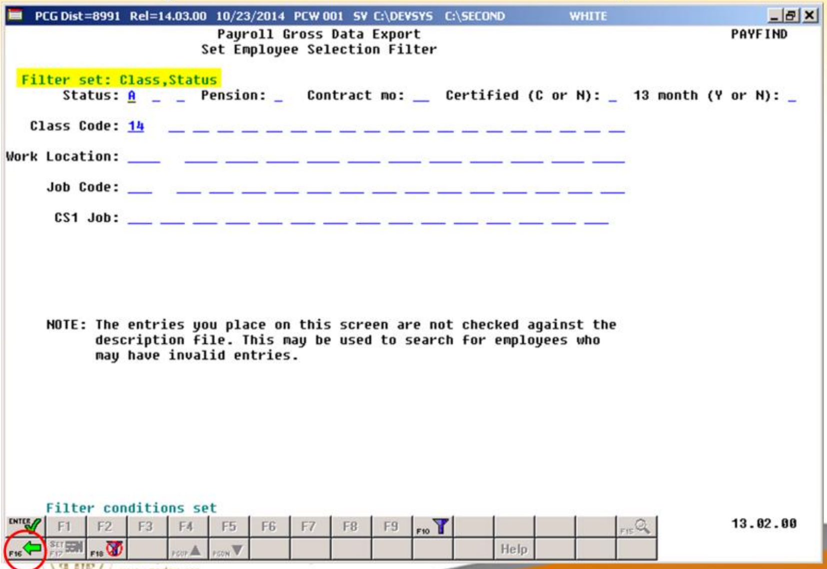


PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                         Payroll Gross Data Export                    PAYPE250

                  Create Gross Data Export File to Load in Excel

  F10  to set selection criteria  Filter not active


Select at Least One Pay Type to Export:

              X  SALARY        _  TYPE A       _  TYPE Y       _  TYPE Z
              _  HOURLY        _  TYPE B       _  TYPE Q
              _  DAILY         _  TYPE X       _  TYPE P









                    Enter = continue    or    F16 = exit                  14.01.00
```

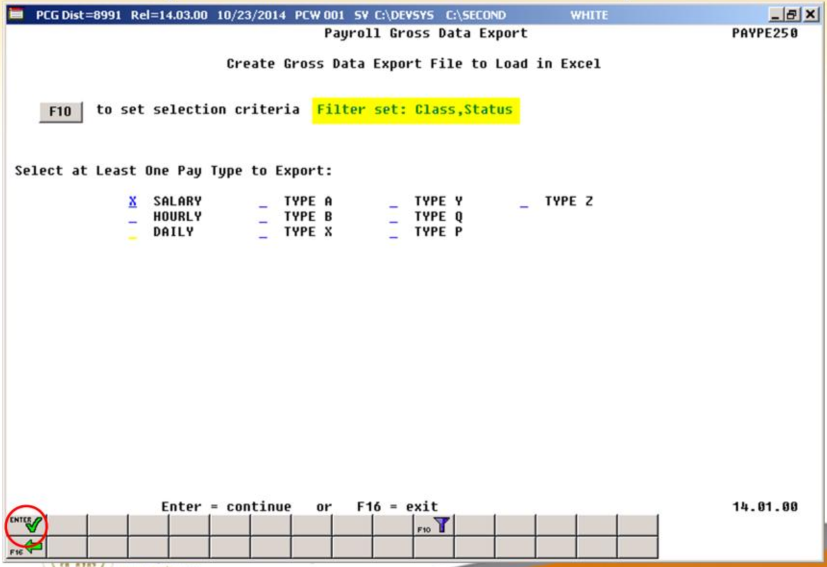
ENTER
F10
F16

Payroll Gross Data Export


PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F1
F2
F3
F4
F5
F6
F7
F8
F9
F10
F15
F16
SET F17
F18
PGUP
PGDN
Help

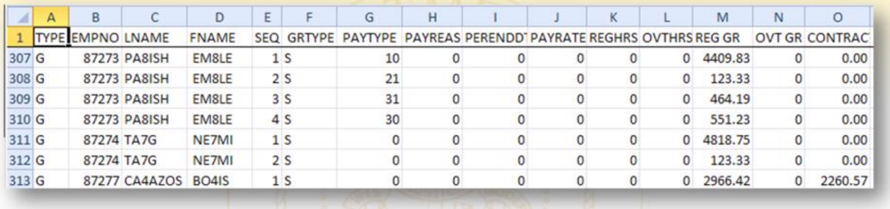
```
                    Payroll Gross Data Export                              PAYFIND
                   Set Employee Selection Filter

 Filter set: Class,Status
      Status: A _ _  Pension: _   Contract mo: __  Certified (C or N): _  13 month (Y or N): _

  Class Code: 14   __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Work Location: ____   ____ ____ ____ ____ ____ ____ ____ ____ ____ ____ ____

    Job Code: ___   ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

     CS1 Job: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___



    NOTE: The entries you place on this screen are not checked against the
          description file. This may be used to search for employees who
          may have invalid entries.




    Filter conditions set
                                                                          13.02.00
```

Payroll Gross Data Export

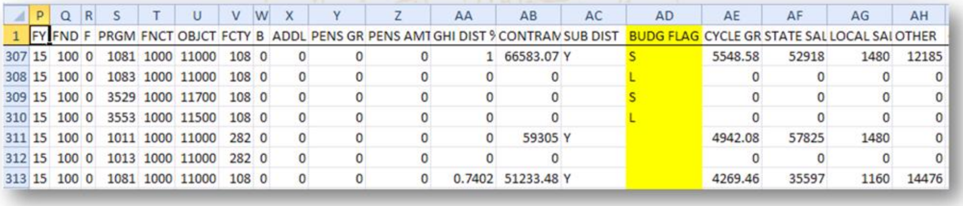


```
PCG Dist=8991  Rel=14.03.00  10/23/2014  PCW 001  SV C:\DEVSYS  C:\SECOND         WHITE
                              Payroll Gross Data Export                          PAYPE250

                     Create Gross Data Export File to Load in Excel

   F10   to set selection criteria   Filter set: Class,Status


Select at Least One Pay Type to Export:

              X  SALARY       _  TYPE A       _  TYPE Y       _  TYPE Z
              _  HOURLY       _  TYPE B       _  TYPE Q
              _  DAILY        _  TYPE X       _  TYPE P









                   Enter = continue    or    F16 = exit                          14.01.00
```

Payroll Gross Data Export



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	TYPE	EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDD	PAYRATE	REGHRS	OVTHRS	REG GR	OVT GR	CONTRAC
307	G	87273	PA8ISH	EM8LE	1	S	10	0	0	0	0	0	4409.83	0	0.00
308	G	87273	PA8ISH	EM8LE	2	S	21	0	0	0	0	0	123.33	0	0.00
309	G	87273	PA8ISH	EM8LE	3	S	31	0	0	0	0	0	464.19	0	0.00
310	G	87273	PA8ISH	EM8LE	4	S	30	0	0	0	0	0	551.23	0	0.00
311	G	87274	TA7G	NE7MI	1	S	0	0	0	0	0	0	4818.75	0	0.00
312	G	87274	TA7G	NE7MI	2	S	0	0	0	0	0	0	123.33	0	0.00
313	G	87277	CA4AZOS	BO4IS	1	S	0	0	0	0	0	0	2966.42	0	2260.57

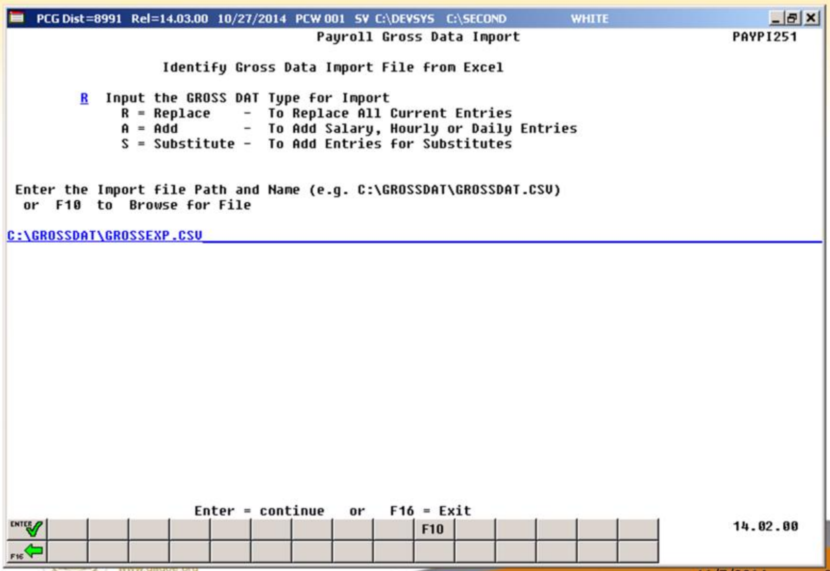


	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	PENS GR	PENS AMT	GHI DIST %	CONTRAM	SUB DIST	BUDG FLAG	CYCLE GR	STATE SAL	LOCAL SAI	OTHER
307	15	100	0	1081	1000	11000	108	0	0	0	0	1	66583.07	Y	S	5548.58	52918	1480	12185
308	15	100	0	1083	1000	11000	108	0	0	0	0	0	0		L	0	0	0	0
309	15	100	0	3529	1000	11700	108	0	0	0	0	0	0		S	0	0	0	0
310	15	100	0	3553	1000	11500	108	0	0	0	0	0	0		L	0	0	0	0
311	15	100	0	1011	1000	11000	282	0	0	0	0	0	59305	Y		4942.08	57825	1480	0
312	15	100	0	1013	1000	11000	282	0	0	0	0	0	0			0	0	0	0
313	15	100	0	1081	1000	11000	108	0	0	0	0	0.7402	51233.48	Y		4269.46	35597	1160	14476

Payroll Gross Data Import

- Make changes to the GROSSEXP.csv file.
- **Keep the columns in exactly the same positions**.
- Rows must be sorted into order by **Employee ID** so that all rows for the same employee are together.
- Don’t worry about the **SEQ** field (sequence number) – PCG will automatically sequence the rows for an employee.
- Once changes are finalized, the file is ready to import back into the PCGenesis payroll.

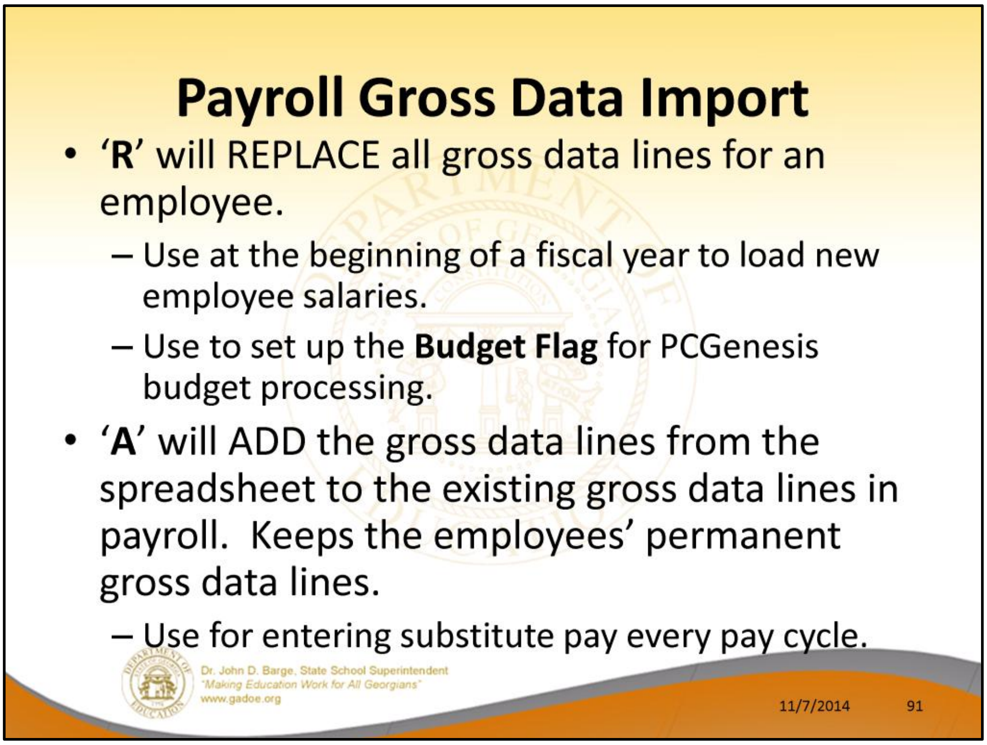
Payroll Gross Data Import


PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                                  Payroll Gross Data Import                   PAYPI251

                   Identify Gross Data Import File from Excel

         R  Input the GROSS DAT Type for Import
              R = Replace     -  To Replace All Current Entries
              A = Add         -  To Add Salary, Hourly or Daily Entries
              S = Substitute  -  To Add Entries for Substitutes


 Enter the Import file Path and Name (e.g. C:\GROSSDAT\GROSSDAT.CSV)
  or  F10  to  Browse for File

C:\GROSSDAT\GROSSEXP.CSV
```

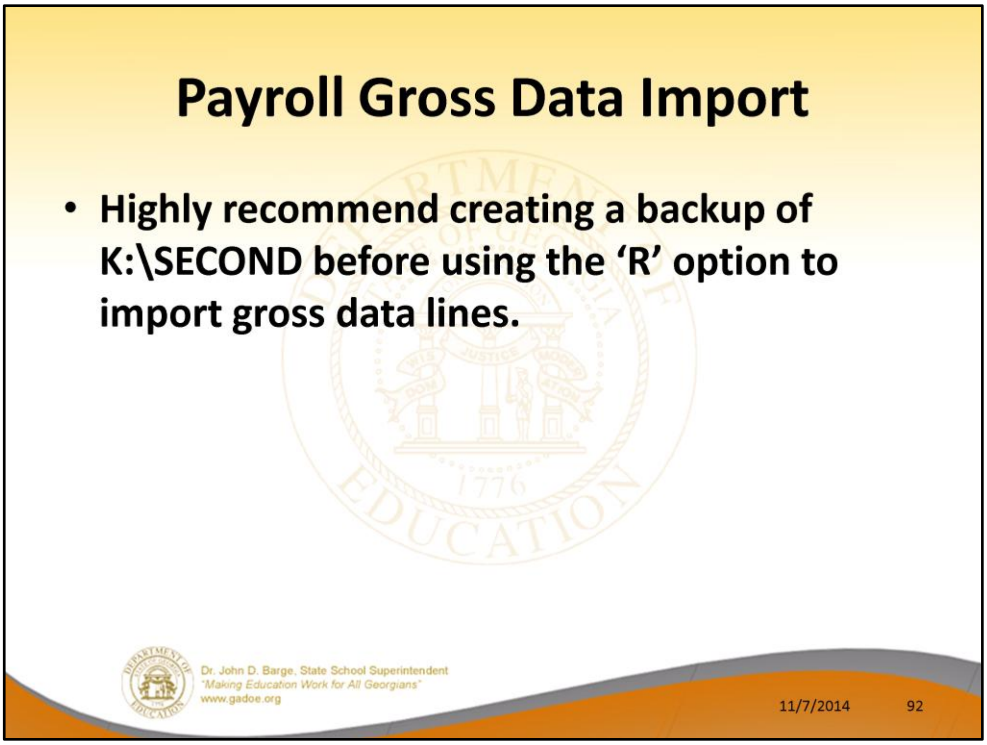
```
                      Enter = continue   or   F16 = Exit
                                                                          14.02.00
```

ENTER
F10
F16



Payroll Gross Data Import

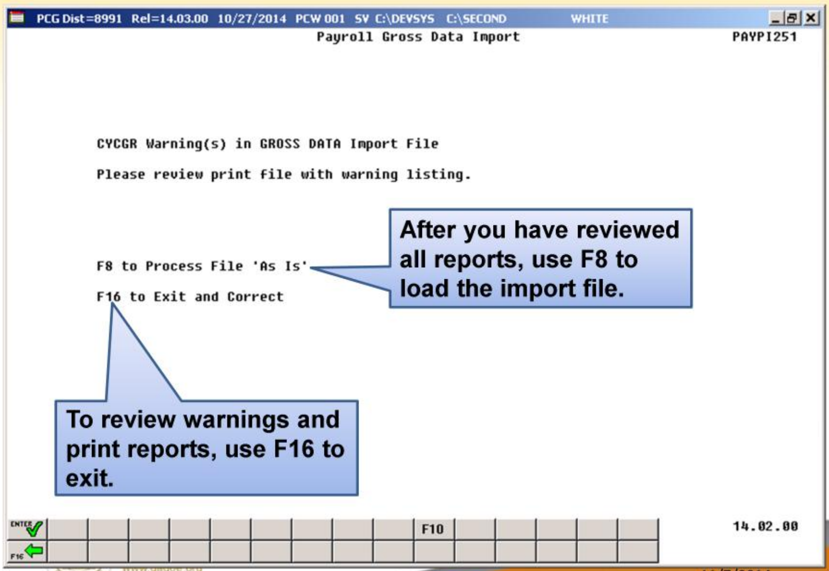
- ‘**R**’ will REPLACE all gross data lines for an employee.
  - Use at the beginning of a fiscal year to load new employee salaries.
  - Use to set up the **Budget Flag** for PCGenesis budget processing.
- ‘**A**’ will ADD the gross data lines from the spreadsheet to the existing gross data lines in payroll. Keeps the employees’ permanent gross data lines.
  - Use for entering substitute pay every pay cycle.



Payroll Gross Data Import

- **Highly recommend creating a backup of K:\SECOND before using the ‘R’ option to import gross data lines.**

Payroll Gross Data Import



```
PCG Dist=8991  Rel=14.03.00  10/27/2014  PCW 001  SV  C:\DEVSYS  C:\SECOND          WHITE
                                   Payroll Gross Data Import                         PAYPI251



          CYCGR Warning(s) in GROSS DATA Import File

          Please review print file with warning listing.



          F8 to Process File 'As Is'

          F16 to Exit and Correct
```

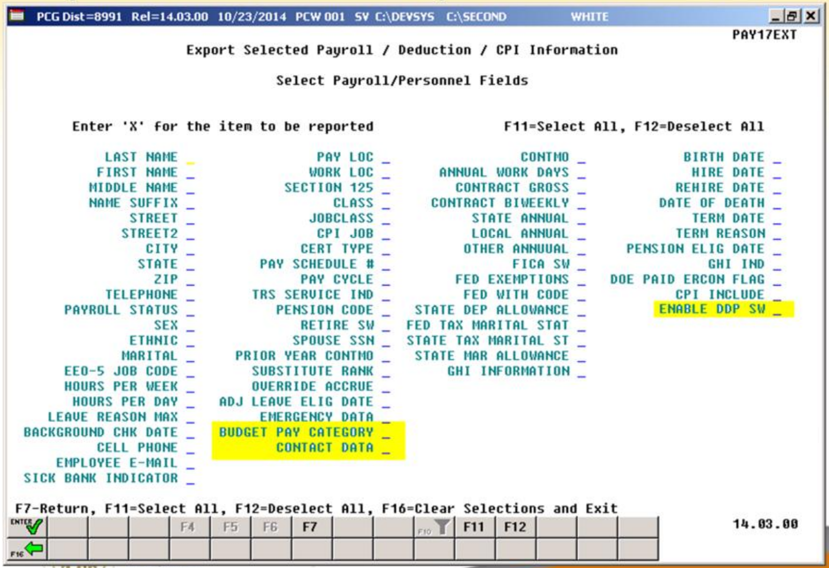
After you have reviewed all reports, use F8 to load the import file.

To review warnings and print reports, use F16 to exit.

Export Selected Payroll Information

- Fields added to **export**:
  - Budget Pay Category
  - Contact Data
  - Enable DDP Switch

Export Selected Payroll Information

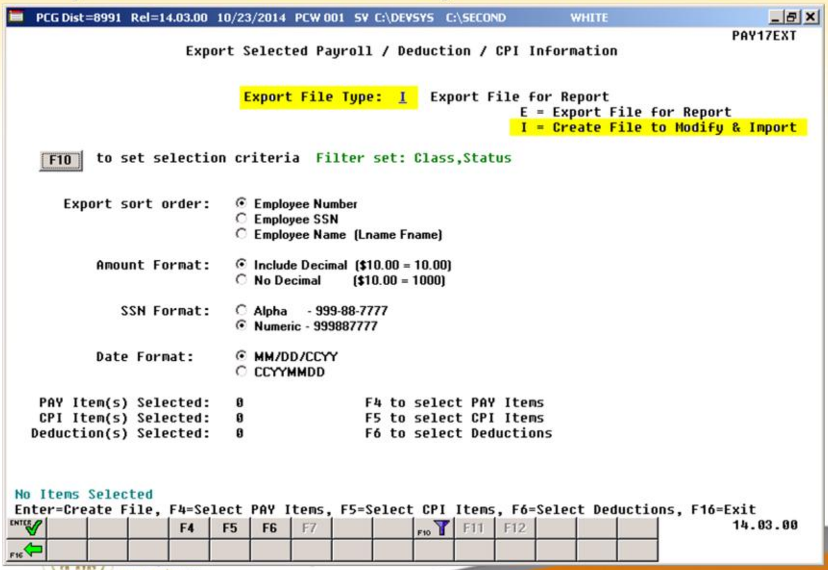

PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
ENTER
F16
F4
F5
F6
F7
F10
F11
F12

```
                                                                    PAY17EXT
                     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 _           PAY LOC _               CONTMO _          BIRTH DATE _
          FIRST NAME _          WORK LOC _     ANNUAL WORK DAYS _           HIRE DATE _
         MIDDLE NAME _       SECTION 125 _       CONTRACT GROSS _         REHIRE DATE _
         NAME SUFFIX _             CLASS _    CONTRACT BIWEEKLY _       DATE OF DEATH _
              STREET _          JOBCLASS _         STATE ANNUAL _           TERM DATE _
             STREET2 _           CPI JOB _         LOCAL ANNUAL _         TERM REASON _
                CITY _         CERT TYPE _         OTHER ANNUUAL _   PENSION ELIG DATE _
               STATE _    PAY SCHEDULE # _              FICA SW _             GHI IND _
                 ZIP _         PAY CYCLE _       FED EXEMPTIONS _  DOE PAID ERCON FLAG _
           TELEPHONE _   TRS SERVICE IND _        FED WITH CODE _         CPI INCLUDE _
      PAYROLL STATUS _      PENSION CODE _  STATE DEP ALLOWANCE _       ENABLE DDP SW _
                 SEX _         RETIRE SW _ FED TAX MARITAL STAT _
              ETHNIC _        SPOUSE SSN _ STATE TAX MARITAL ST _
             MARITAL _  PRIOR YEAR CONTMO _  STATE MAR ALLOWANCE _
      EEO-5 JOB CODE _   SUBSTITUTE RANK _      GHI INFORMATION _
      HOURS PER WEEK _   OVERRIDE ACCRUE _
       HOURS PER DAY _ ADJ LEAVE ELIG DATE _
    LEAVE REASON MAX _    EMERGENCY DATA _
 BACKGROUND CHK DATE _ BUDGET PAY CATEGORY _
          CELL PHONE _      CONTACT DATA _
      EMPLOYEE E-MAIL _
 SICK BANK INDICATOR _

F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit
                                                                     14.03.00
```

Import Selected Payroll Information

- Fields added to **import**:
    - Budget Pay Category
    - Contact Data
    - Annual Work Days
    - Pension Eligible Date

Import Selected Payroll Information



PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

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

F10 to set selection criteria Filter set: Class,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

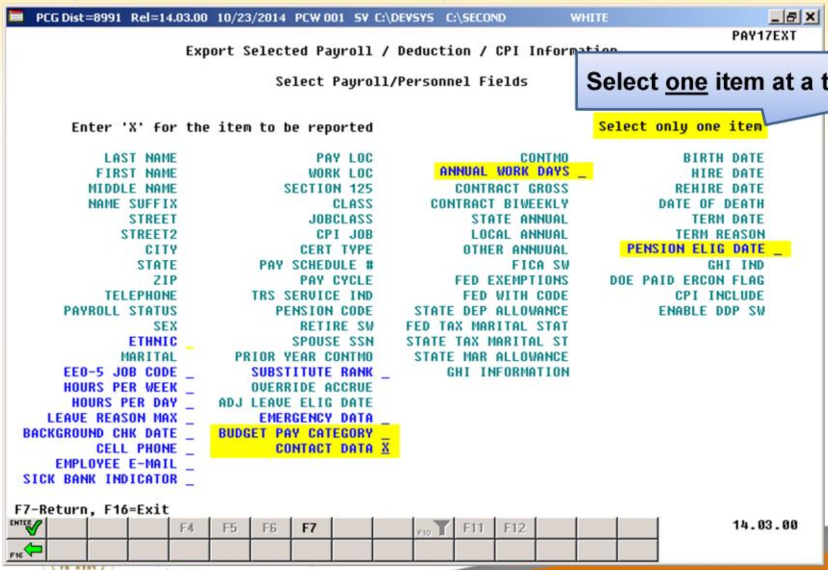
PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

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

14.03.00

ENTER
F4
F5
F6
F7
F10
F11
F12
F16

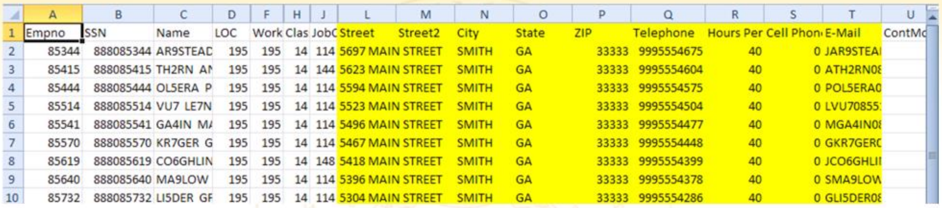
Import Selected Payroll Information



```
PCG Dist=8991  Rel=14.03.00  10/23/2014  PCW 001  SV C:\DEVSYS  C:\SECOND        WHITE
                                                                              PAY17EXT
                    Export Selected Payroll / Deduction / CPI Inform

                              Select Payroll/Personnel Fields

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

            LAST NAME                PAY LOC                  CONTMO             BIRTH DATE
           FIRST NAME               WORK LOC        ANNUAL WORK DAYS _            HIRE DATE
          MIDDLE NAME            SECTION 125          CONTRACT GROSS            REHIRE DATE
          NAME SUFFIX                  CLASS       CONTRACT BIWEEKLY          DATE OF DEATH
               STREET               JOBCLASS            STATE ANNUAL              TERM DATE
              STREET2                CPI JOB            LOCAL ANNUAL            TERM REASON
                 CITY              CERT TYPE           OTHER ANNUUAL       PENSION ELIG DATE _
                STATE         PAY SCHEDULE #                 FICA SW                GHI IND
                  ZIP              PAY CYCLE          FED EXEMPTIONS    DOE PAID ERCON FLAG
            TELEPHONE        TRS SERUICE IND           FED WITH CODE            CPI INCLUDE
       PAYROLL STATUS           PENSION CODE     STATE DEP ALLOWANCE          ENABLE DDP SW
                  SEX              RETIRE SW    FED TAX MARITAL STAT
               ETHNIC _           SPOUSE SSN    STATE TAX MARITAL ST
              MARITAL      PRIOR YEAR CONTMO     STATE MAR ALLOWANCE
       EEO-5 JOB CODE _     SUBSTITUTE RANK _        GHI INFORMATION
       HOURS PER WEEK _      OUERRIDE ACCRUE
        HOURS PER DAY _  ADJ LEAVE ELIG DATE
     LEAVE REASON MAX _       EMERGENCY DATA _
  BACKGROUND CHK DATE _  BUDGET PAY CATEGORY _
           CELL PHONE _         CONTACT DATA X
     EMPLOYEE E-MAIL _
  SICK BANK INDICATOR _

F7-Return, F16=Exit
                                                                              14.03.00
```

Select one item at a time

Import Selected Payroll Information



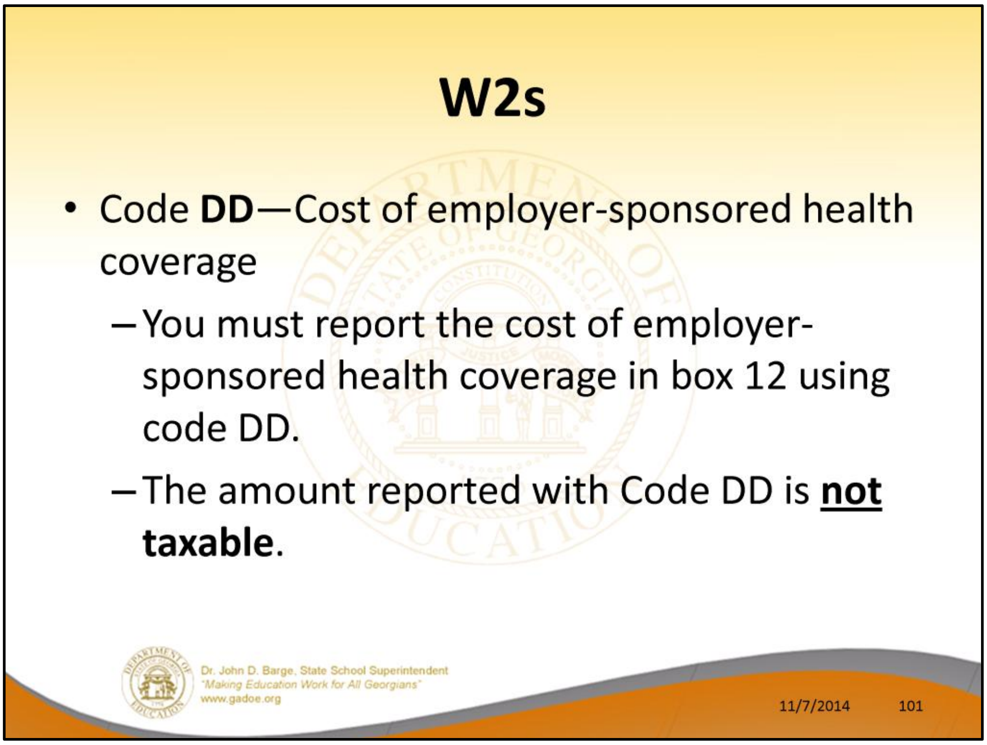
	A	B	C	D	F	H	J	L	M	N	O	P	Q	R	S	T	U
1	Empno	SSN	Name	LOC	Work	Clas	JobC	Street	Street2	City	State	ZIP	Telephone	Hours Per	Cell Phon	E-Mail	ContMc
2	85344	888085344	AR9STEAD	195	195	14	114	5697 MAIN STREET		SMITH	GA	33333	9995554675	40	0	JAR9STEA	
3	85415	888085415	TH2RN A	195	195	14	144	5623 MAIN STREET		SMITH	GA	33333	9995554604	40	0	ATH2RN0	
4	85444	888085444	OL5ERA P	195	195	14	114	5594 MAIN STREET		SMITH	GA	33333	9995554575	40	0	POL5ERA0	
5	85514	888085514	VU7 LE7N	195	195	14	114	5523 MAIN STREET		SMITH	GA	33333	9995554504	40	0	LVU70855	
6	85541	888085541	GA4IN M	195	195	14	114	5496 MAIN STREET		SMITH	GA	33333	9995554477	40	0	MGA4IN0	
7	85570	888085570	KR7GER G	195	195	14	114	5467 MAIN STREET		SMITH	GA	33333	9995554448	40	0	GKR7GER	
8	85619	888085619	CO6GHLIN	195	195	14	148	5418 MAIN STREET		SMITH	GA	33333	9995554399	40	0	JCO6GHLI	
9	85640	888085640	MA9LOW	195	195	14	114	5396 MAIN STREET		SMITH	GA	33333	9995554378	40	0	SMA9LOW	
10	85732	888085732	LI5DER G	195	195	14	114	5304 MAIN STREET		SMITH	GA	33333	9995554286	40	0	GLI5DER0	

- After exporting ‘I’ data, **keep the columns in exactly the same positions**.
- Update the ‘Contact Data’ in the spreadsheet.
- Then, the data is ready to import back into the system.

Agenda

- PCGenesis Budget System
- Financial Enhancements
- Direct Deposit Enable/Disable Switch
- Import New Employees
- Payroll Class Code for Board Members
- Affordable Care Act
- Payroll Exports and Imports
- **W-2's**
- CPI Cycle 3 Reporting and CPI Code Table Download

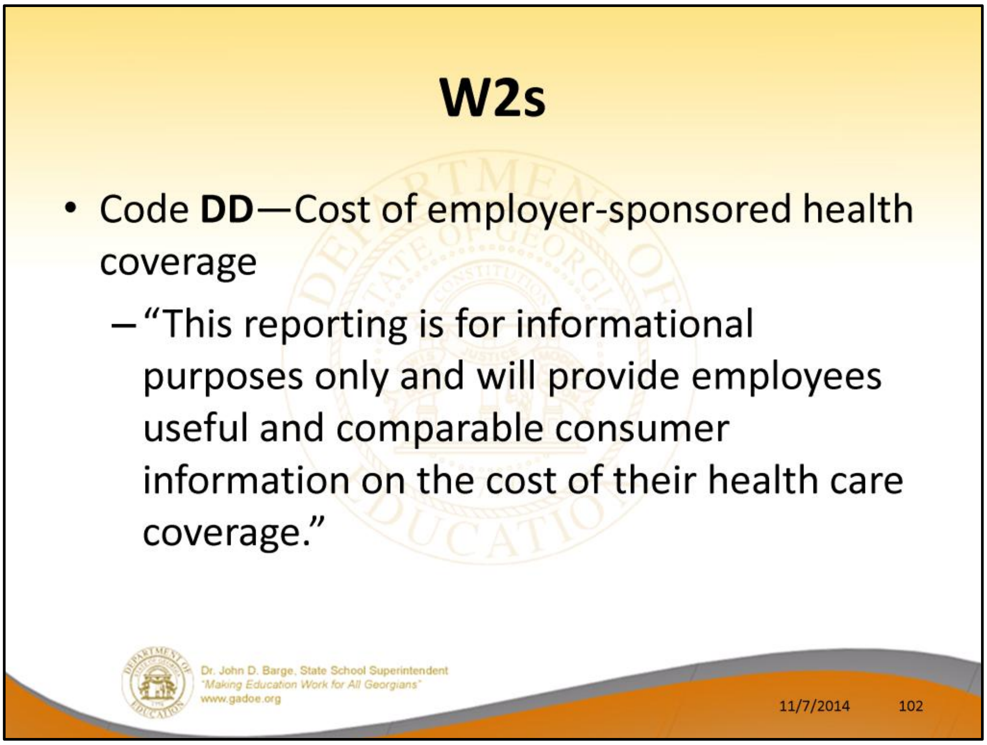
2014 saw many new features and functions added to PCGenesis.



W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - You must report the cost of employer-sponsored health coverage in box 12 using code DD.
  - The amount reported with Code DD is ***not* taxable**.

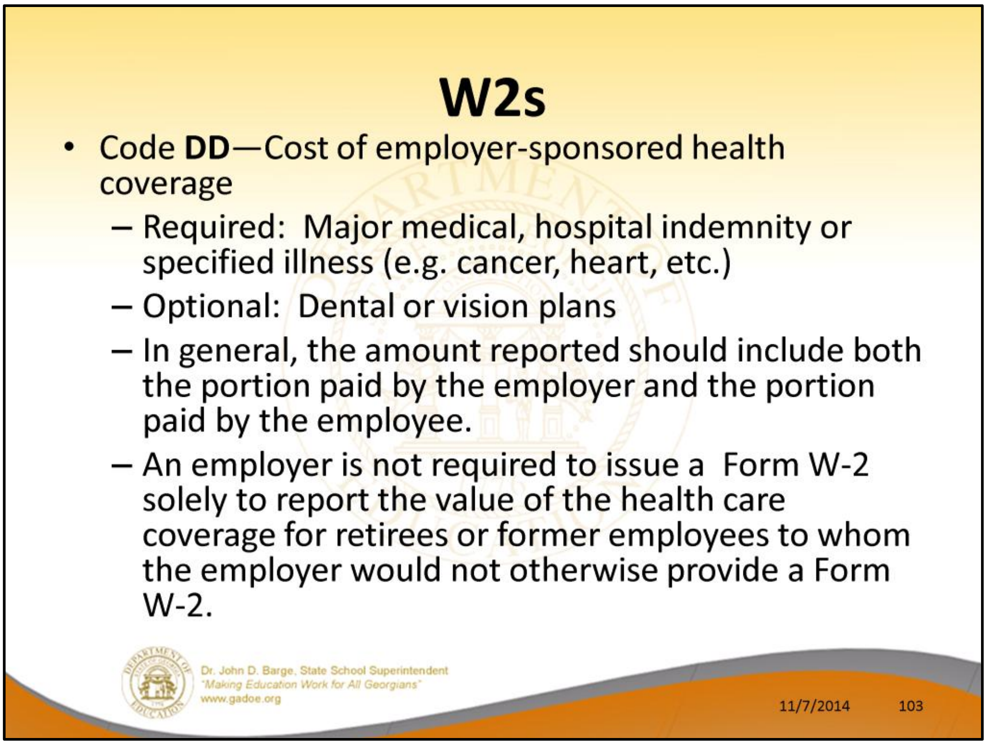
New this year.



W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - “This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.”

Cost of employer-sponsored health coverage is required for calendar year 2012.

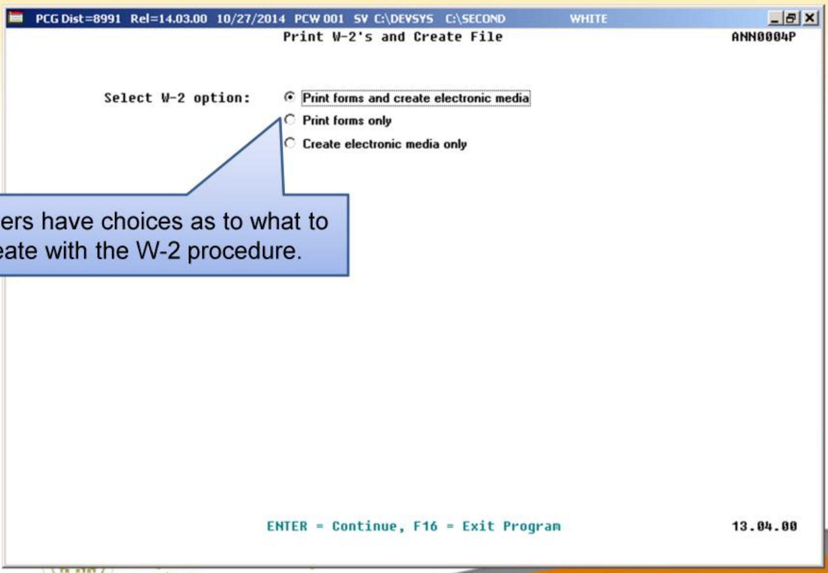


W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - Required: Major medical, hospital indemnity or specified illness (e.g. cancer, heart, etc.)
  - Optional: Dental or vision plans
  - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
  - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.

Cost of employer-sponsored health coverage is required for calendar year 2012.

W2s



PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Print W-2's and Create File ANN0004P

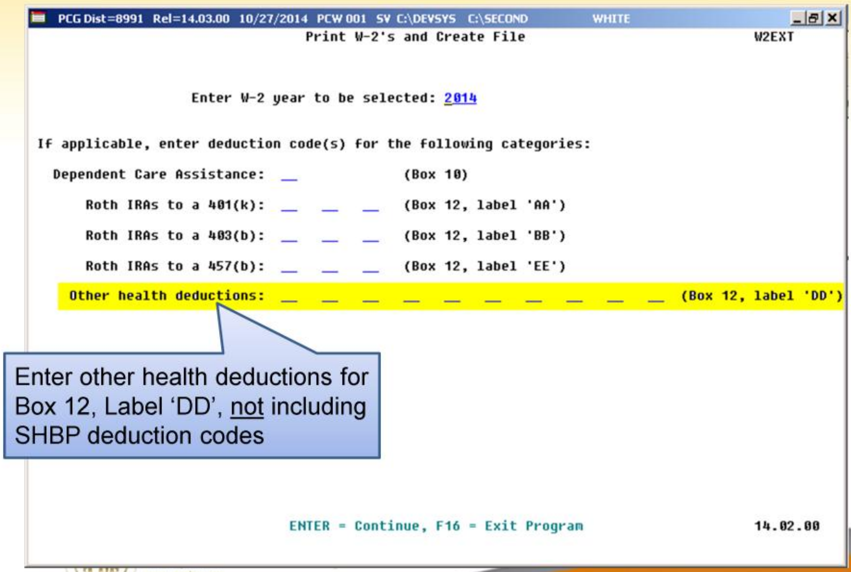
Select W-2 option:
- ● Print forms and create electronic media
- ○ Print forms only
- ○ Create electronic media only

ENTER = Continue, F16 = Exit Program

13.04.00

Users have choices as to what to create with the W-2 procedure.

W2s



PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

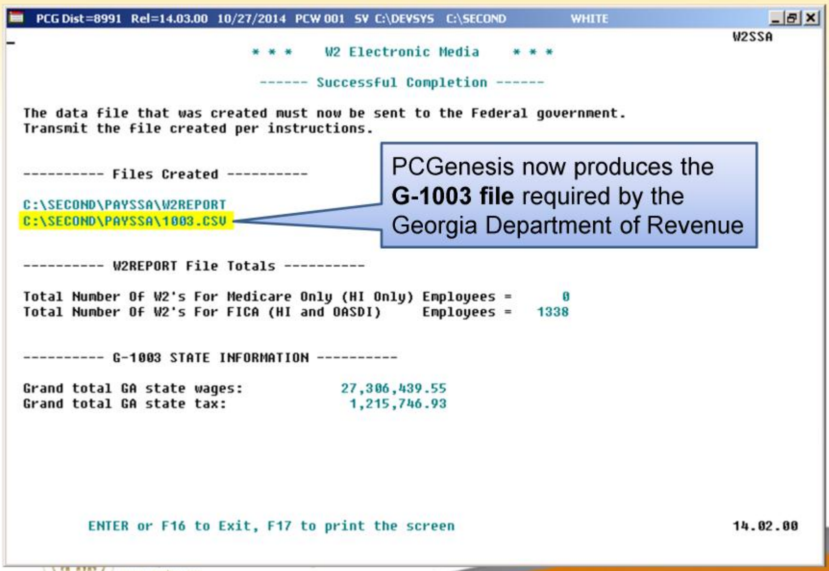
```
                              Print W-2's and Create File                    W2EXT


                Enter W-2 year to be selected: 2014

If applicable, enter deduction code(s) for the following categories:

  Dependent Care Assistance: __                (Box 10)

      Roth IRAs to a 401(k): __  __  __        (Box 12, label 'AA')

      Roth IRAs to a 403(b): __  __  __        (Box 12, label 'BB')

      Roth IRAs to a 457(b): __  __  __        (Box 12, label 'EE')

    Other health deductions: __  __  __  __  __  __  __  __  __  __  (Box 12, label 'DD')




                        ENTER = Continue, F16 = Exit Program              14.02.00
```

Enter other health deductions for Box 12, Label 'DD', not including SHBP deduction codes

W2s

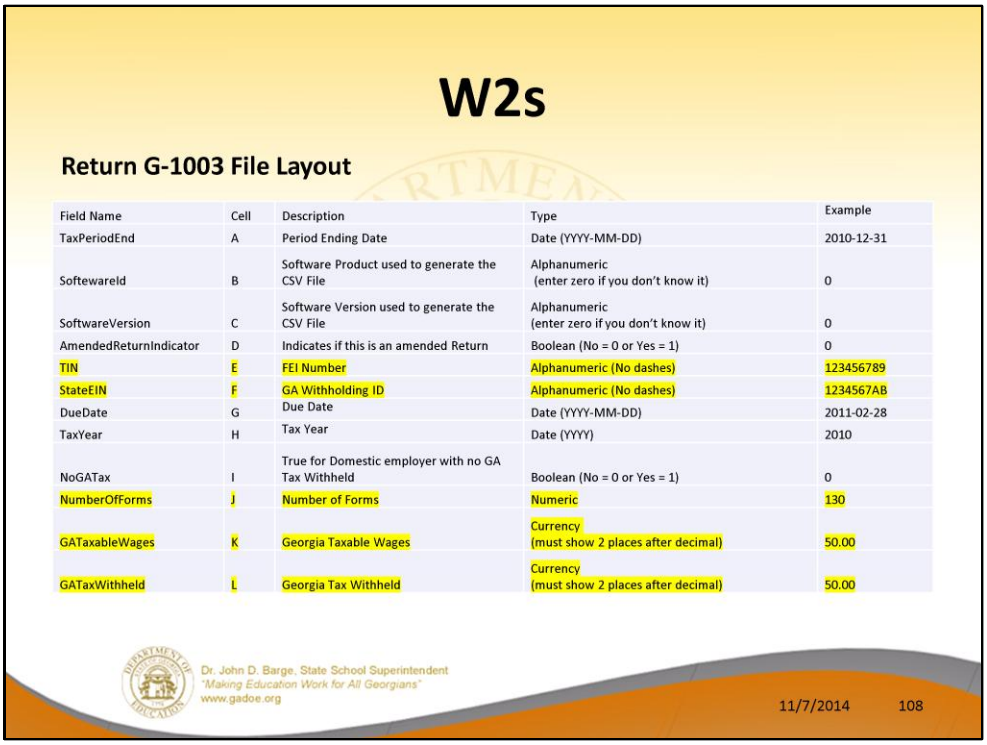
- **K:\SECOND\PAYSSA**
  - The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
  - The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.
- Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.
- *Follow the instructions at: https://gaefile.dor.ga.gov*

W2s


PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

```
                                                                      W2SSA
                         * * *   W2 Electronic Media    * * *

                          ------ Successful Completion ------

 The data file that was created must now be sent to the Federal government.
 Transmit the file created per instructions.

 ---------- Files Created ----------

 C:\SECOND\PAYSSA\W2REPORT
 C:\SECOND\PAYSSA\1003.CSV

 ---------- W2REPORT File Totals ----------

 Total Number Of W2's For Medicare Only (HI Only) Employees =     0
 Total Number Of W2's For FICA (HI and OASDI)     Employees =  1338

 ---------- G-1003 STATE INFORMATION ----------

 Grand total GA state wages:            27,306,439.55
 Grand total GA state tax:               1,215,746.93



         ENTER or F16 to Exit, F17 to print the screen                   14.02.00
```

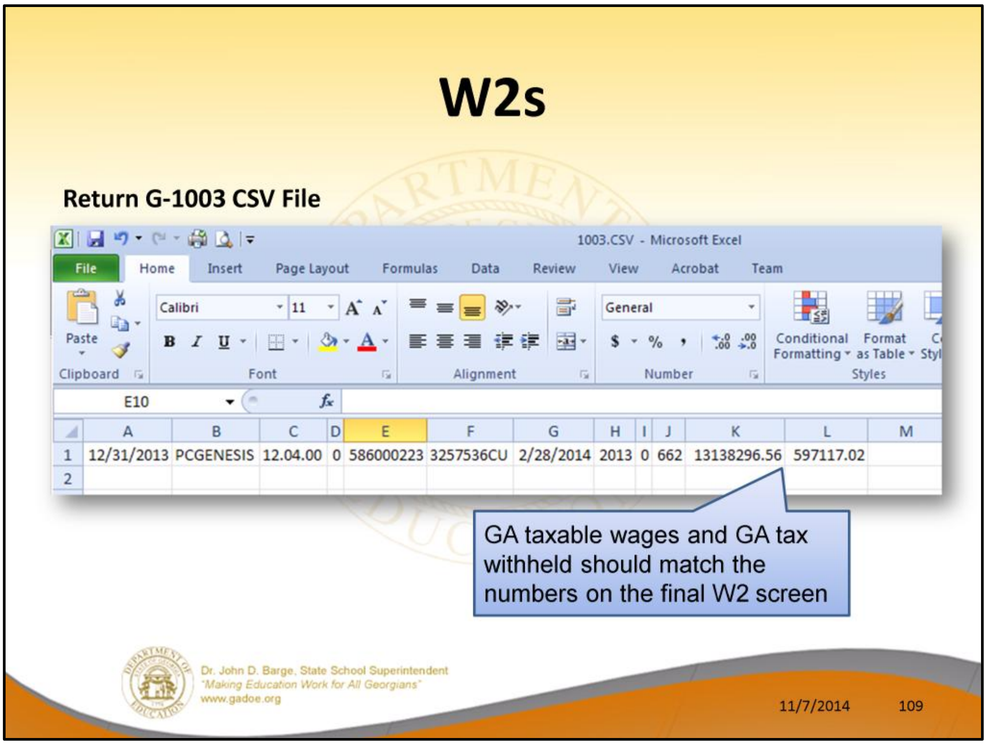
PCGenesis now produces the **G-1003 file** required by the Georgia Department of Revenue



W2s

Return G-1003 File Layout

Field Name	Cell	Description	Type	Example
TaxPeriodEnd	A	Period Ending Date	Date (YYYY-MM-DD)	2010-12-31
SoftewareId	B	Software Product used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
SoftwareVersion	C	Software Version used to generate the CSV File	Alphanumeric (enter zero if you don't know it)	0
AmendedReturnIndicator	D	Indicates if this is an amended Return	Boolean (No = 0 or Yes = 1)	0
TIN	E	FEI Number	Alphanumeric (No dashes)	123456789
StateEIN	F	GA Withholding ID	Alphanumeric (No dashes)	1234567AB
DueDate	G	Due Date	Date (YYYY-MM-DD)	2011-02-28
TaxYear	H	Tax Year	Date (YYYY)	2010
NoGATax	I	True for Domestic employer with no GA Tax Withheld	Boolean (No = 0 or Yes = 1)	0
NumberOfForms	J	Number of Forms	Numeric	130
GATaxableWages	K	Georgia Taxable Wages	Currency (must show 2 places after decimal)	50.00
GATaxWithheld	L	Georgia Tax Withheld	Currency (must show 2 places after decimal)	50.00



W2s

Return G-1003 CSV File

1003.CSV - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Acrobat
Team
Paste
Calibri
11
General
Conditional Formatting
Format as Table
Clipboard
Font
Alignment
Number
Styles
E10

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	12/31/2013	PCGENESIS	12.04.00	0	586000223	3257536CU	2/28/2014	2013	0	662	13138296.56	597117.02	
2													

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen

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

- The 1003.csv file would not upload without changes for the 2013 W-2 cycle. Get rid of the trailing comma at the end of the record and also get rid of leading spaces in front of any amount field.

Agenda

- PCGenesis Budget System
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- Import New Employees
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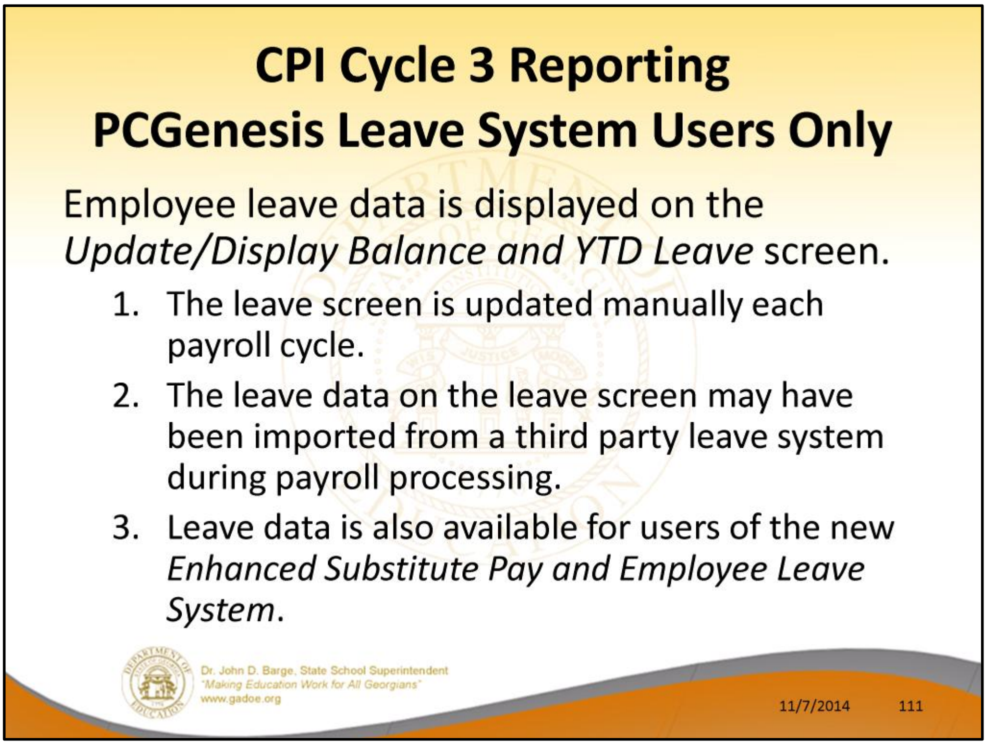
- W-2's
- **CPI Cycle 3 Reporting and CPI Code Table Download**

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

11/7/2014

2014 saw many new features and functions added to PCGenesis.

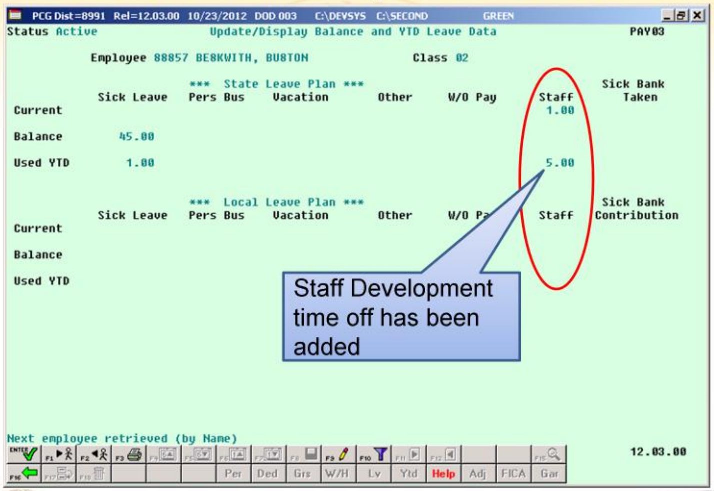


CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

Employee leave data is displayed on the *Update/Display Balance and YTD Leave* screen.

1. The leave screen is updated manually each payroll cycle.
2. The leave data on the leave screen may have been imported from a third party leave system during payroll processing.
3. Leave data is also available for users of the new *Enhanced Substitute Pay and Employee Leave System*.

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

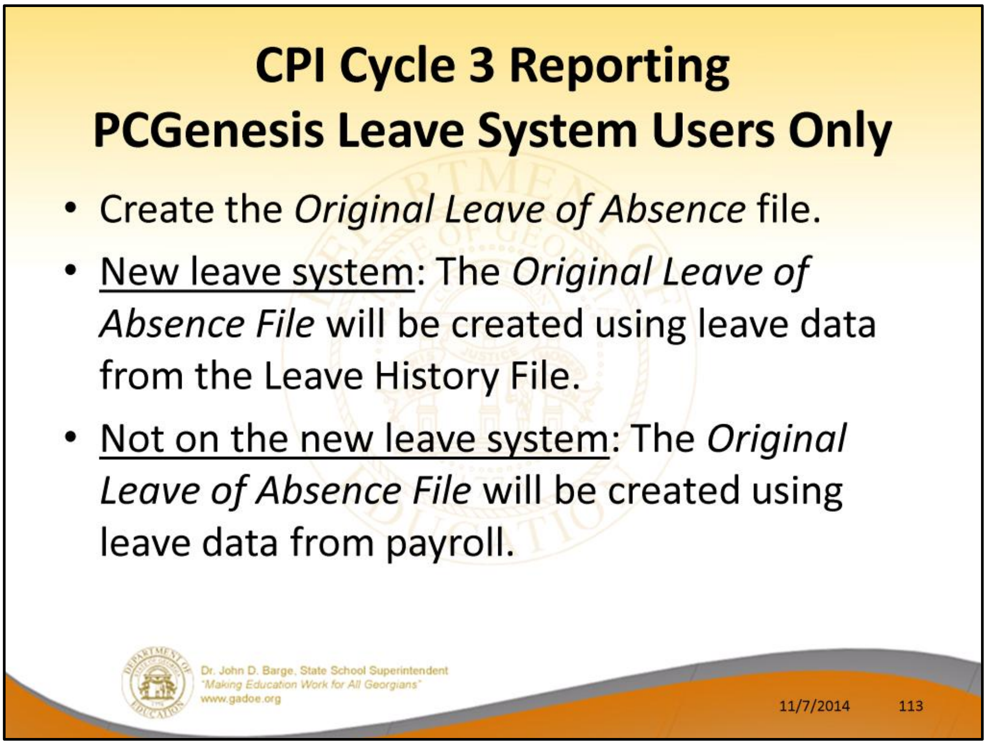

PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN
ENTER
F1
F2
F3
F16
Per
Ded
Grs
W/H
Lv
Ytd
Help
Adj
FICA
Gar

```
Status Active                Update/Display Balance and YTD Leave Data                 PAY03

            Employee 88857 BE8KWITH, BU8TON                     Class 02

                          ***  State Leave Plan ***                                 Sick Bank
             Sick Leave   Pers Bus    Vacation      Other     W/O Pay     Staff      Taken
 Current                                                                   1.00

 Balance        45.00

 Used YTD        1.00                                                      5.00

                          ***  Local Leave Plan ***                                 Sick Bank
             Sick Leave   Pers Bus    Vacation      Other     W/O Pay     Staff    Contribution
 Current

 Balance

 Used YTD

Next employee retrieved (by Name)
                                                                                      12.03.00
```

Staff Development time off has been added

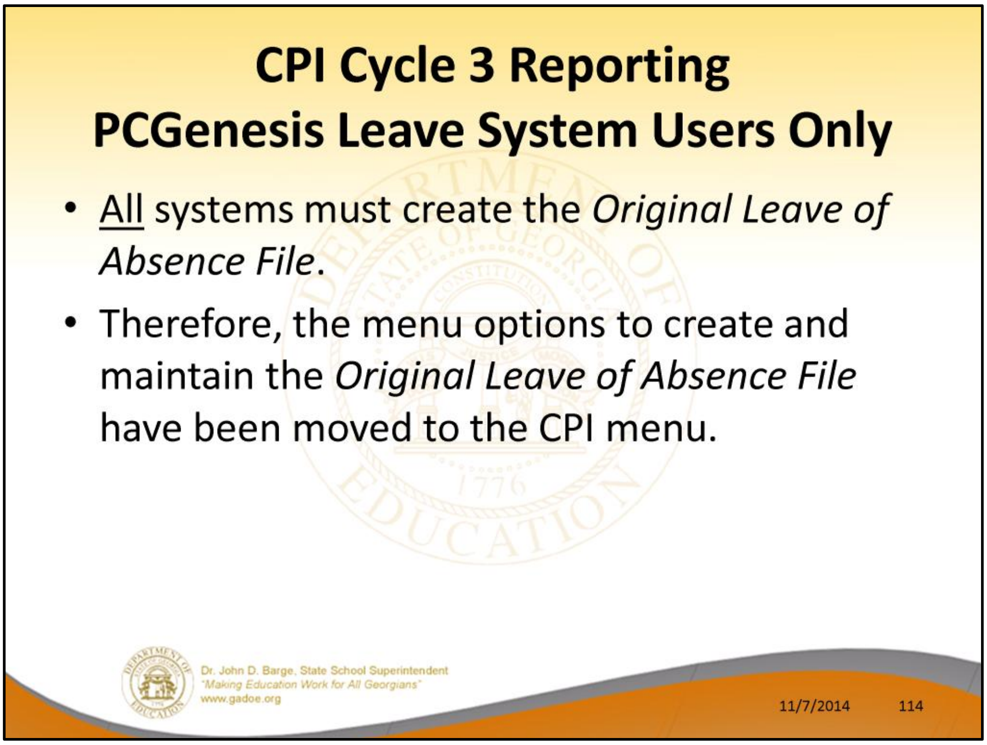
CPI Cycle 3 Leave Reporting includes:

- Sick leave (including Personal leave and leave taken from the Sick Bank)
- Vacation leave
- Staff development leave
- Other leave (including leave without pay)



CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

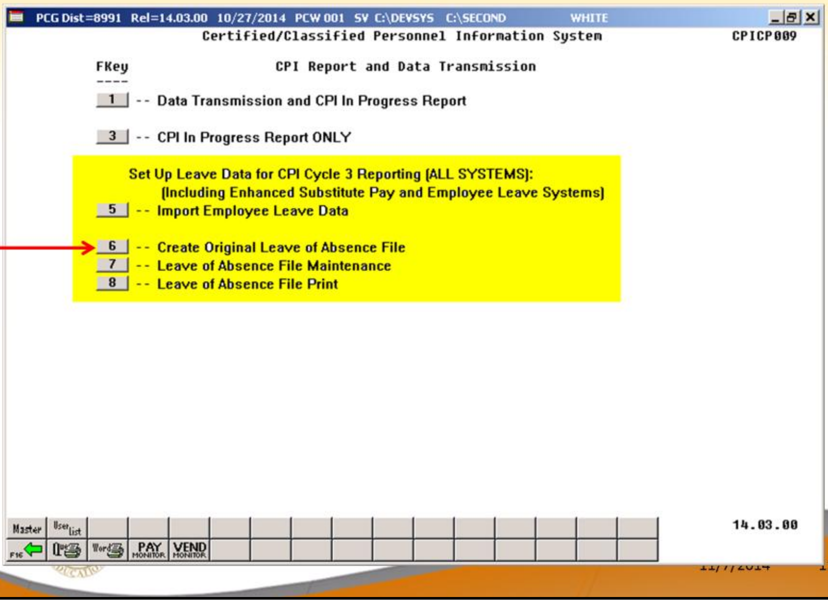
- Create the *Original Leave of Absence* file.
- New leave system: The *Original Leave of Absence File* will be created using leave data from the Leave History File.
- Not on the new leave system: The *Original Leave of Absence File* will be created using leave data from payroll.



CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

- All systems must create the *Original Leave of Absence File*.
- Therefore, the menu options to create and maintain the *Original Leave of Absence File* have been moved to the CPI menu.

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only



PCG Dist=8991 Rel=14.03.00 10/27/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE

Certified/Classified Personnel Information System CPICP009

CPI Report and Data Transmission

FKey

1 -- Data Transmission and CPI In Progress Report

3 -- CPI In Progress Report ONLY

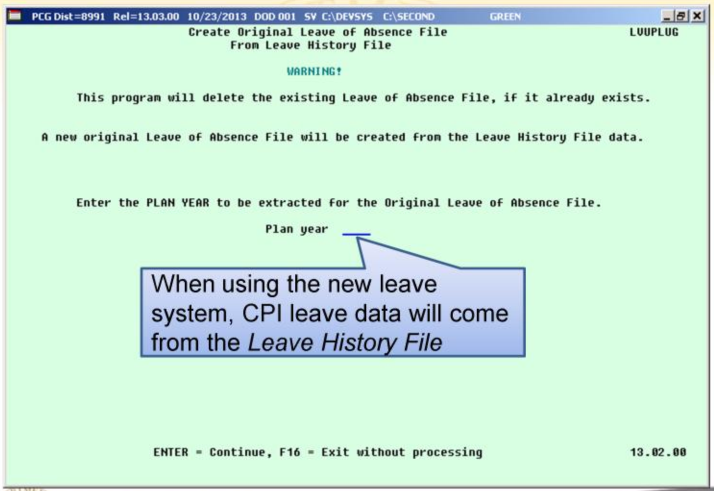
Set Up Leave Data for CPI Cycle 3 Reporting (ALL SYSTEMS):
(Including Enhanced Substitute Pay and Employee Leave Systems)

5 -- Import Employee Leave Data

6 -- Create Original Leave of Absence File
7 -- Leave of Absence File Maintenance
8 -- Leave of Absence File Print

14.03.00

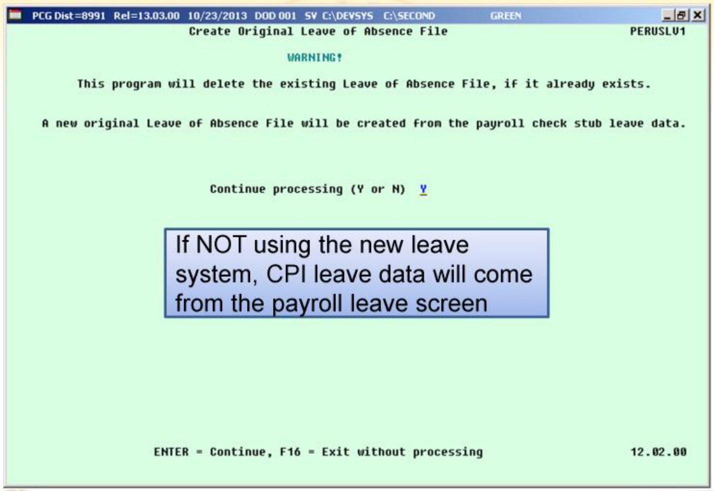
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only



```
PCG Dist=8991  Rel=13.03.00  10/23/2013  DOD 001  SV C:\DEVSYS  C:\SECOND          GREEN
                      Create Original Leave of Absence File                          LVUPLUG
                            From Leave History File

                                  WARNING!

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

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


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

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

When using the new leave system, CPI leave data will come from the *Leave History File*

CPI Cycle 3 Reporting
PCGenesis Leave System Users Only



PCG Dist=8991 Rel=13.03.00 10/23/2013 DOD 001 SV C:\DEVSYS C:\SECOND GREEN

```
                    Create Original Leave of Absence File                 PERUSLV1

                                 WARNING!

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

    A new original Leave of Absence File will be created from the payroll check stub leave data.


                        Continue processing (Y or N)  Y









                ENTER = Continue, F16 = Exit without processing                12.02.00
```

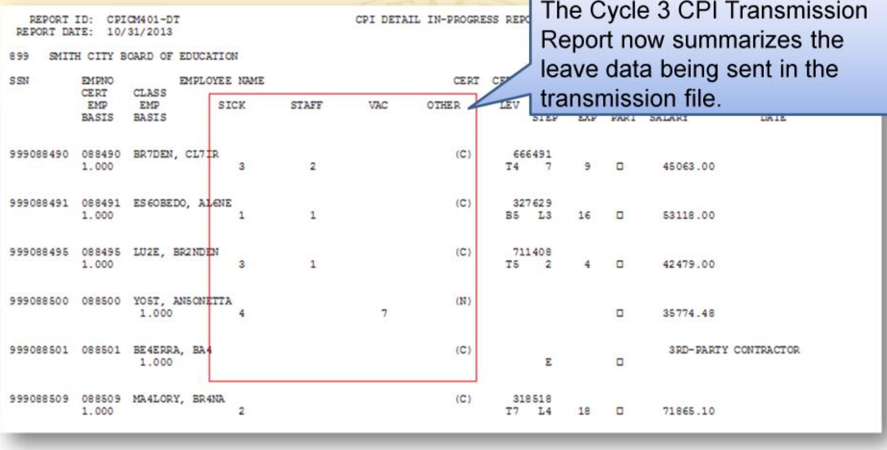
If NOT using the new leave system, CPI leave data will come from the payroll leave screen

CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

Create the *Original Leave of Absence* file.

- If leave data has been imported or keyed into the data entry payroll screens, the *Original Leave of Absence File* will be created using leave data from payroll.
- If leave data has NOT been entered into payroll, the *Original Leave of Absence File* will be created as an empty file.

CPI Cycle 3 Reporting
CPI Transmission Report



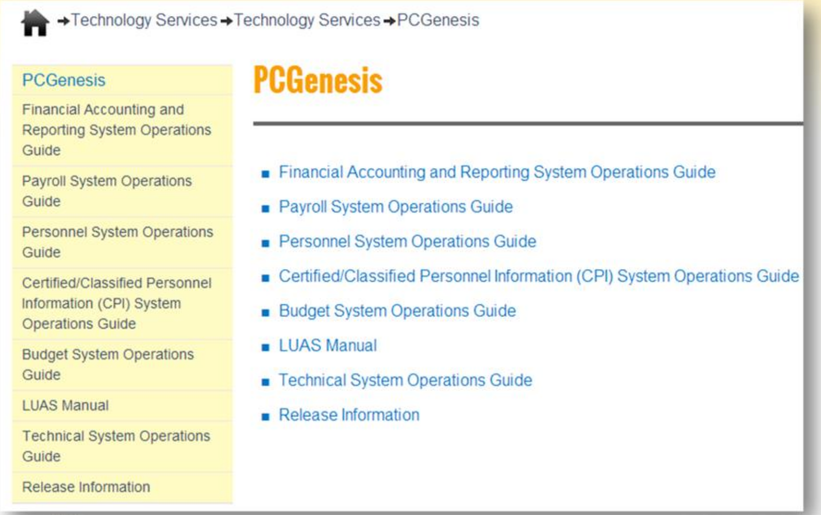
```
  REPORT ID:  CPICM401-DT                            CPI DETAIL IN-PROGRESS REP
 REPORT DATE:  10/31/2013

899   SMITH CITY BOARD OF EDUCATION

SSN        EMPNO          EMPLOYEE NAME                      CERT  CE
           CERT   CLASS
            EMP    EMP       SICK       STAFF      VAC      OTHER     LEV
           BASIS  BASIS                                                  STEP   EXP  PART  SALARY          DATE

999088490  088490  BR7DEN, CL7IR                             (C)       666491
           1.000               3          2                           T4    7     9   ☐     45063.00

999088491  088491  ES6OBEDO, AL6NE                           (C)       327629
           1.000               1          1                           B5   L3    16   ☐     53118.00

999088495  088495  LU2E, BR2NDEN                             (C)       711408
           1.000               3          1                           T5    2     4   ☐     42479.00

999088500  088500  YOST, AN5ONETTA                           (N)
                  1.000        4                      7                               ☐     35774.48

999088501  088501  BE4ERRA, BA4                              (C)                              3RD-PARTY CONTRACTOR
                  1.000                                                     E          ☐

999088509  088509  MA4LORY, BR4NA                            (C)       318518
           1.000               2                                      T7   L4    18   ☐     71865.10
```

The Cycle 3 CPI Transmission Report now summarizes the leave data being sent in the transmission file.

PCGenesis Documentation

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

PCGenesis Documentation



→Technology Services→Technology Services→PCGenesis

- PCGenesis
- Financial Accounting and Reporting System Operations Guide
- Payroll System Operations Guide
- Personnel System Operations Guide
- Certified/Classified Personnel Information (CPI) System Operations Guide
- Budget System Operations Guide
- LUAS Manual
- Technical System Operations Guide
- Release Information

PCGenesis

- Financial Accounting and Reporting System Operations Guide
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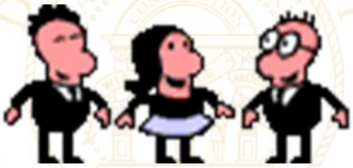
- LUAS Manual
- Technical System Operations Guide
- Release Information

Questions?



Thank you for attending!