

Enhanced Substitute Pay & Leave System

CPI Cycle 3 Processing

Gary Jenkins
Payroll & Personnel Director
Jasper County Schools

**Enhanced
Substitute Pay &
Leave System**

**Maintain
Leave
Type
Code**

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEV\SYS C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Enter the Leave Type Code you wish to maintain or create:

Leave Type: [v]

Valid Type Codes:

- A1 = Paid sick
- A2 = Other
- A3 = Unpaid leave
- A5 = Paid vacation
- A6 = Approved professional (staff development)
- A7 = Sick bank
- L1 = Secondary paid sick
- L2 = Secondary other
- L3 = Secondary unpaid leave
- L5 = Secondary paid vacation
- L6 = Secondary approved professional (staff development)
- N1 = Non-TRS credits
- T1 = TRS credits

Enter=Edit, F3=Print All, F13=Create, F18=Delete

12.03.00

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DOD 002 C:\DEV\SYS C:\SECOND WHITE LUT0100

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Enter the Leave Type Code you wish to maintain or create:

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- A3 = Unpaid leave
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- L3 = Secondary unpaid leave
- L5 = Secondary paid vacation
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- A3 = Unpaid leave
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- L1 = Secondary paid sick**
- L2 = Secondary other**
- L3 = Secondary unpaid leave**
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- L6 = Secondary approved professional (staff development)**
- N1 = Non-TRS credits
- T1 = TRS credits

Enter=Edit, F3=Print All, F13=Create, F18=Delete

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Enter the Leave Type Code you wish to maintain or create:

Leave Type:

Valid Type Codes:

- A1 = Paid sick
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- A3 = Unpaid leave
- A5 = Paid vacation
- A6 = Approved professional (staff development)
- A7 = Sick bank

- L1 = Secondary paid sick
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- L3 = Secondary unpaid leave
- L5 = Secondary paid vacation
- L6 = Secondary approved professional (staff development)

N1 = Non-TRS credits
T1 = TRS credits

Enter=Edit, F3=Print All, F13=Create, F18=Delete

12.03.00

Maintain Leave Type Codes

How Leave Type is Advanced, Annually or Monthly

PCG Dist=8991 Rel=12.02.00 09/1

Leave Type A1 Paid sick Plan start month 7 (MM) Plan year 2013 (CCYY)
 Desc REGULAR SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

Accrual Parameters

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable
 Last mo/year accrued 00 / 0000
 Last rollover date _____

Leave Parameters

Clear Staff Dev accounts for subs? Yes No
 CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Maximum days allowed to take for plan year .2500 (Enter if 'Check max to take' selected)
 Minimum day allowed to take .2500
 Day increment for time off requests .2500 (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

The accrual parameters define how the *Leave Type* is advanced.

Maintain Leave Type Codes

How Leave Type is Advanced, Annually or Monthly

PCG Dist=8991 Rel=12.02.00 09/1

Leave Type A1 Paid sick Plan start month 7 (MM) Plan year 2013 (CCYY)
 Desc REGULAR SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

Accrual Parameters

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Length of service based on Original hire date
 Months of service Rehire date
 All employees accrue State years experience
 No accrual Local years experience
 Not applicable

Advance Schedule Annually Monthly Last no/year accrued 00 / 0000
 Not applicable Last rollover date

Leave Parameters

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

Maximum days allowed to take for plan year .2500 (Enter if 'Check max to take' selected)
 Minimum day allowed to take .2500
 Day increment for time off requests .2500 (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

For each *Leave Type*, the user is allowed to define whether the accumulated days are dropped or carried over at the end of the year, and whether or not unused days should be added to the sick leave *Leave Type*.

Maintain Leave Type Codes

How Leave Type is Advanced, Annually or Monthly

PCG Dist=8991 Rel=12.02.00 09/1

Leave Type **A1 Paid sick** Plan start month **7** (MM) Plan year **2013** (CCYY)
 Desc **REGULAR SICK LEAVE** Memo 1
 Short desc **SICK LEAVE** Memo 2

Accrual Parameters

Drop unused days at year-end? Drop unused days At year-end, add unused days to sick? Yes No
 Carryover unused days

Leave advance formula Contract months Length of service based on Original hire date
 Months of service Rehire date
 All employees accrue State years experience
 No accrual Local years experience
 Not applicable

Advance Schedule Annually Monthly Last mo/year accrued **00 / 0000**
 Not applicable Last rollover date

Leave Parameters

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

Maximum days allowed to take for plan year Enter in days (Enter if 'Check max to take' selected)
 Minimum day allowed to take
 Day increment for time off requests (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

If leave is advanced, leave may be advanced to all employees, or leave may be advanced to employees based upon either contract months or months of service.

Maintain Leave Type Codes

How Leave Type is Advanced, Annually or Monthly

PCG Dist=8991 Rel=12.02.00 09/1

Leave Type **A1 Paid sick** Plan start month **7** (MM) Plan year **2013** (CCYY)
 Desc **REGULAR SICK LEAVE** Memo 1
 Short desc **SICK LEAVE** Memo 2

Accrual Parameters

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual

Advance Schedule Annually Monthly Not applicable

Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Last no/year accrued **00 / 0000**
 Last rollover date

Leave Parameters

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other

How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

Enter in days
 Maximum days allowed to take for plan year **.2500** (Enter if 'Check max to take' selected)
 Minimum day allowed to take **.2500**
 Day increment for time off requests **.2500** (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

If leave is advanced based upon months of service, the user may define whether the length of service is calculated based upon an employee's original hire date, the rehire date, the state years of experience, or the local years of experience.

Maintain Leave Type Codes

How Leave Type is Advanced, Annually or Monthly

PCG Dist=8991 Rel=12.02.00 09/1

Leave Type A1 Paid sick Plan start month 7 (MM) Plan year 2013 (CCYY)
 Desc REGULAR SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

Accrual Parameters

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable
 Last mo/year accrued 00 / 0000
 Last rollover date _____

Leave Parameters

Clear Staff Dev accounts for subs? Yes No
 CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Maximum days allowed to take for plan year .2500 (Enter if 'Check max to take' selected)
 Minimum day allowed to take .2500
 Day increment for time off requests .2500 (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

The leave may be advanced either annually or monthly, or leave may not be advanced at all.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1 Paid sick** Plan start month **7_ (MM)** Plan year **2013 (CCYY)**
 Desc **REGULAR SICK LEAVE** Memo 1 _____
 Short desc **SICK LEAVE** Memo 2 _____

 Accrual Parameters
 Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable Last no/ Last rol

 Leave Parameters
 Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

Enter in days
 Maximum days allowed to take for plan year .2500 (Enter if 'Check max to take' selected)
 Minimum day allowed to take .2500
 Day increment for time off requests .2500 (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save 12.03.00

The leave parameters define how the *Leave Type* is taken.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1 Paid sick** Plan start month **7** (MM) Plan year **2013** (CCYY)
 Desc **REGULAR SICK LEAVE** Memo 1 _____
 Short desc **SICK LEAVE** Memo 2 _____

Drop unused days at year-end? Drop unused days Carryover unused days
 Accrual Parameters
 RT year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable
 Last no/ Last rol

Clear Staff Dev accounts for subs? Yes No
 CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Maximum days allowed to take for plan year (Enter if 'Check max to take' selected)
 Minimum day allowed to take
 Day increment for time off requests (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

Select **Yes** if substitute's gross data account lines should not default to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module, and should instead default to spaces so that the user may enter a special account number for the staff development pay.

Select **No** if the substitute's gross data account lines should default to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module.

Maintain Leave Type Codes

Select the desired **CPI category** option to identify how the leave type should be reported in the *CPI Transmission and CPI In Progress Report* module for *CPI Cycle Three* reporting.

Valid options include: Sick, Vacation, Staff Development, or Other.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1** Paid sick Plan start month **7** (MM) Plan year **2013** (CCYY)
 Desc **REGULAR SICK LEAVE** Memo 1
 Short desc **SICK LEAVE** Memo 2

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable
 Last no/Last rol

Clear Staff Dev accounts for subs? Yes No
 CPI category Sick Vacation Staff development Other

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Maximum days allowed to take for plan year **.2500** (Enter if 'Check max to take' selected)
 Minimum day allowed to take **.2500**
 Day increment for time off requests **.2500** (Enter as days or fraction of day)

How much to take Unlimited Check leave balance Check max to take

Record Validated Successfully -- F8 to Save 12.03.00

When taking leave, the amount of leave an employee may take can be unlimited, or can be the amount contained in their leave balance field, or maybe some fixed maximum amount as defined in the *Maximum days allowed to take for plan year* field.

For example, the leave type **A2**, other leave, would probably define the amount of leave to take as unlimited, whereas the leave type **A1**, sick leave, would probably be defined as checking a leave balance field.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type A1 Paid sick Plan start month 7 (MM) Plan year 2013 (CCYY)
 Desc REGULAR SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

 Accrual Parameters
 Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable Last no/ Last rol

 Leave Parameters
 Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Enter in days
 Maximum days allowed to take for plan year .2500 (Enter if 'Check max to take' selected)
 Minimum day allowed to take .2500
 Day increment for time off requests .2500 (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save 12.03.00

The *Default leave input in hours or days?* field determines if the leave reports for the *Leave Type* will be printed in hours or days.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Type Codes

Leave Type **A1 Paid sick** Plan start month **7** (MM) Plan year **2013** (CCYY)
 Desc **REGULAR SICK LEAVE** Memo 1 _____
 Short desc **SICK LEAVE** Memo 2 _____

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable Last no/Last rol

How Leave Type is Taken

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days
 Allow balance to go negative? Yes No

Maximum days allowed to take for plan year Enter in days (Enter if 'Check max to take' selected)
 Minimum day allowed to take
 Day increment for time off requests (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save

12.03.00

The PCGenesis administrator can also determine whether or not the employee's leave balance is allowed to go negative.

Maintain Leave Type Codes

PCG Dist=8991 Rel=12.02.00 09/18/2012 DDD 002 C:\DEVSY5 C:\SECOND WHITE

Maintain Leave Type Codes LUT0100

Leave Type **A1 Paid sick** Plan start month **7 (JUL)** Plan year **2013 (CCVV)**
 Desc **REGULAR SICK LEAVE** Memo 1
 Short desc **SICK LEAVE** Memo 2

Drop unused days at year-end? Drop unused days Carryover unused days
 At year-end, add unused days to sick? Yes No

Leave advance formula Contract months Months of service All employees accrue No accrual
 Length of service based on Original hire date Rehire date State years experience Local years experience Not applicable

Advance Schedule Annually Monthly Not applicable Last no/ Last rol

Clear Staff Dev accounts for subs? Yes No CPI category Sick Vacation Staff development Other
 How much to take Unlimited Check leave balance Check max to take

Default leave input in hours or days? Hours Days Allow balance to go negative? Yes No

Enter in days
 Maximum days allowed to take for plan year **.2500** (Enter if 'Check max to take' selected)
 Minimum day allowed to take **.2500**
 Day increment for time off requests **.2500** (Enter as days or fraction of day)

Record Validated Successfully -- F8 to Save 12.03.00

The *Minimum day allowed to take* defines the smallest time interval an employee is allowed to take, and the total days in a time off request must be some multiple of the *Day increment for time off requests*.

For example, if the minimum day allowed for sick leave is .25, and the day increment is .25 days, then the employee may take a quarter day, a half day, a three-quarter day, or a full day, and the employee may NOT take off an eighth of a day.

**Maintain
Leave
Reason
Code**

Maintain Leave Reason Codes

Enter the Leave Type Code you wish to maintain or create:

Leave Type:

Reason Code:

Valid Type Codes:

- A1 = Paid sick
- A2 = Other
- A3 = Unpaid leave
- A5 = Paid vacation
- A6 = Approved professional (staff development)
- A7 = Sick bank
- L1 = Secondary paid sick
- L2 = Secondary other
- L3 = Secondary unpaid leave
- L5 = Secondary paid vacation
- L6 = Secondary approved professional (staff development)
- N1 = Non-TRS credits
- T1 = TRS credits

Enter=Edit, F3=Print All, F13=Create, F18=Delete

12.03.00

An example of *Leave Reason Codes* might be setting up multiple *Leave Reason Codes* for the *Leave Type Code A2* (other). For example, *Leave Reason Code 01* might represent jury duty, code **02** might represent bereavement, code **03** might represent National Guard duty, etc.

Maintain Leave Reason Codes

PGC Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEV\SYS C:\SECOND WHITE LUT0100

Maintain Leave Reason Codes

Leave Type **A1 Paid sick** Leave Reason **10**

Desc SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

----- Leave Parameters -----

FMLA category? Yes No Show as personal leave on pay check stub? Yes No

Sick bank contribution category? Yes No Maximum days to take for leave reason? Yes, one maximum defined below Yes, employee maximum defined on PERSONNEL rec No, no maximum

Minimum DAYS needed to contribute to sick bank: _____
 (Enter if 'Sick bank category' is Y)

Maximum DAYS allowed to take for plan year: _____
 (Enter if 'Maximum days to take' is Y)

13.01.00

Leave Reason Codes allow the user to further specify what type of leave is being taken within a specific *Leave Type*.

Maintain Leave Reason Codes

PGG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Reason Codes

Leave Type **A1 Paid sick** Leave Reason **10**

Desc SICK LEAVE Memo 1 _____
 Short desc SICK LEAVE Memo 2 _____

----- Leave Parameters -----

FMLA category? Yes No Show as personal leave Yes No
 on pay check stub?

Sick bank contri- Yes No Maximum days to take Yes, one maximum defined below
 bution category? No For leave reason? Yes, employee maximum defined on PERSONNEL rec
 No, no maximum

Minimum DAYS needed to contribute to sick bank: _____
 (Enter if 'Sick bank category' is Y)

Maximum DAYS allowed to take for plan year: _____
 (Enter if 'Maximum days to take' is Y)

13.01.00

For example, the *Leave Reason Code* may indicate that the leave is FMLA (Family Medical Leave Act) leave, personal leave, or a sick bank contribution.

Maintain Leave Reason Codes

PGC Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEV\SYS C:\SECOND WHITE LUT0100

Maintain Leave Reason Codes

Leave Type **A1 Paid sick** Leave Reason **10**

Desc SICK LEAVE Memo 1 _____
Short desc SICK LEAVE Memo 2 _____

----- Leave Parameters -----

FMLA category? Yes No Show as personal leave on pay check stub? Yes No

Sick bank contribution category? Yes No

Maximum days to take for leave reason? Yes, one maximum defined below Yes, employee maximum defined on PERSONNEL rec No, no maximum

Minimum DAYS needed to contribute to sick bank: _____
(Enter if 'Sick bank category' is Y)

Maximum DAYS allowed to take for plan year: _____
(Enter if 'Maximum days to take' is Y)

13.01.00

The *Leave Reason Code* may further define the maximum leave amount allowed to be taken by the employee.

For example, if personal leave is a sub- category of sick leave, the user may define that a maximum of 3 days of personal leave are available within the limitations of the sick leave *Leave Type*.

Select **Yes, employee maximum defined on PERSONNEL rec** if the leave reason code applies an employee-specific maximum on the amount of this leave reason an employee can take. For example, a district

leave policy may provide that some employees are allotted a maximum of 3 days of personal leave, other employees may be allowed 4 days of personal leave, and still other employees may be allowed 5 days of personal leave.

Update/Display Personnel Data – Leave Reason Max

*If the Yes, employee maximum defined on **PERSONNEL rec** option is selected, the employee-specific limit for this leave reason must be entered in the **Leave Reason Max** field on the Update/Display Personnel screen for the employee.*

Maintain Leave Reason Codes

PGG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE LUT0100

Maintain Leave Reason Codes

Leave Type **A1 Paid sick** Leave Reason **10**

Desc SICK LEAVE Memo 1 _____
Short desc SICK LEAVE Memo 2 _____

----- Leave Parameters -----

FMLA category? Yes No Show as personal leave on pay check stub? Yes No

Sick bank contribution category? Yes No Maximum days to take for leave reason? Yes, one maximum defined below Yes, employee maximum defined on PERSONNEL rec No, no maximum

Minimum DAYS needed to contribute to sick bank:
(Enter if 'Sick bank category' is Y) _____

Maximum DAYS allowed to take for plan year:
(Enter if 'Maximum days to take' is Y) _____

13.01.00

The *Leave Reason Code* may further define the maximum leave amount allowed to be taken by the employee.

For example, if personal leave is a sub- category of sick leave, the user may define that a maximum of 3 days of personal leave are available within the limitations of the sick leave *Leave Type*.

Minimum DAYS needed to contribute to sick bank:

This field contains the minimum days required in an employee's leave balance before the employee is allowed to make a contribution to the system sick bank. For

example, some districts require that the employee have a minimum of 5 days in their leave balance before the employee is allowed to contribute any time to the system sick bank. In this case, 5.00 would be entered in the **Minimum DAYS needed to contribute to sick bank** field.

**Maintain
Payroll
Class
Leave
Parameter**

Maintain Payroll Class Code Leave Parameters

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5YS C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: 25 Teachers

Substitute object code 11300
 Substitute process type D Reg Daily w/Pension and Taxes

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Rate	Pay Type	Substitute Pay
Substitute rank 1 - Regular	60,000	25	Substitute Pay
Substitute rank 2 - Certified	70,000	25	Substitute Pay
Substitute rank 3 - School Food			
Substitute rank 4 - Bus	40,000	25	Substitute Pay
Substitute rank 5 - Long-Term	75,000	25	Substitute Pay

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

Record Validated Successfully -- F8 to Save

12.03.00

The *Class Code Leave Parameters* indicate the types of leave allowed for employees of a particular payroll class code. For example, the employees may be allowed sick leave but not vacation leave. The *Payroll Class Code Leave Parameters* screen defines to the system how to generate substitute pay (gross data lines).

The *Class Code Leave Parameters* should only need to be set up one time, and once they are set up, should not require much additional maintenance.

Maintain Payroll Class Code Leave Parameters

PG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

Maintain Payroll Class Code Leave Parameters LUT0200

Payroll Class Code: 05 TEACHERS

Substitute object code 11300
 Substitute process type D Reg Daily w/Pension and Taxes

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Rate	Pay Type	Substitute Pay
Substitute rank 1 - Regular	60.000	25	Substitute Pay
Substitute rank 2 - Certified	70.000	25	Substitute Pay
Substitute rank 3 - School Food			
Substitute rank 4 - Bus	40.000	25	Substitute Pay
Substitute rank 5 - Long-Term	75.000	25	Substitute Pay

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

12.03.00

The *Class Code Leave Parameters* also indicate the pay rates for substitutes who substitute for an employee of this payroll class code.

Maintain Payroll Class Code Leave Parameters

PGG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: 05 TEACHERS

Substitute object code 11300
 Substitute process type D Reg Daily w/Pension and Taxes
 Hourly or daily rates? D (H=hourly, D=daily)

	Rate	Pay Type
Substitute rank 1 - Regular	60.000	25 S
Substitute rank 2 - Certified	70.000	25 S
Substitute rank 3 - School Food		
Substitute rank 4 - Bus	40.000	25 S
Substitute rank 5 - Long-Term	75.000	25 S

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

The general ledger object code is 11300 for the substitute if subbing for certified payroll class. Use 11400 for classified payroll class. The gross data process type is "D" or "H".

12.03.00

The administrator must define whether the substitute rates are hourly or daily rates. The *Substitute process type* defines how the substitutes' gross data lines are built.

Maintain Payroll Class Code Leave Parameters

Substitute object code 11300
 Substitute process type D Reg Daily w/Pension and Taxes
 Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Description	Rate	Pay Type	Substitute Pay
Substitute rank 1	Regular	60.000	25	Substitute Pay
Substitute rank 2	Certified	70.000	25	Substitute Pay
Substitute rank 3	School Food			
Substitute rank 4	Bus	40.000	25	Substitute Pay
Substitute rank 5	Long-Term	75.000	25	Substitute Pay

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

The pay rate for substitute rank 2 is \$70.00 which is a daily rate.

The rank of the substitute, in turn, defines the rate of pay for the substitute. Up to five levels of pay rates are defined based upon the substitute's ranking.

Maintain Payroll Class Code Leave Parameters

PG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: 05 TEACHERS

Substitute object code 11300
 Substitute process type D Reg Daily w/Pension and Taxes
 Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Description	Rate	Pay Type	Substitute Pay
Substitute rank 1	Regular	60.000	25	Substitute Pay
Substitute rank 2	Certified	70.000	25	Substitute Pay
Substitute rank 3	School Food	40.000	25	Substitute Pay
Substitute rank 4	Bus	40.000	25	Substitute Pay
Substitute rank 5	Long-Term	75.000	25	Substitute Pay

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

12.03.00

The *Class Code Leave Parameters* indicate the types of leave allowed for employees of a particular payroll class code.

Update/Display Personnel Data – Substitute Rank

PGC Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSYS C:\SECOND WHITE

Display/Update Personnel Data PAY02

Status A -- Active AD41R, CE4ESTA

Emp. no. 89957 Pay Loc 6211 Location 006211 Class 9 SUBSTITUTE TEACHER

Sex Code F Work Loc 6211 Location 006211 Job 109 SUB-TEACHERS

Mar Stat S SSN 999 08 9957 EE0-5 Job N02 Substitute

EE0-5 Ethnic 2 WHITE

NAME First CE4ESTA Middle _____

Last AD41R Suffix _____ Prefix _____

Hispanic/Latino Ethnicity? Yes No

Address 1043 MAIN STREET Certificate Type _____ Race (Select all that apply)

Address L2 _____ CS1 Job (From CPI) 999 Yes No Am Indian Alaskan

City/State SMITH, GA Include on CPI ? N Yes No Black

Zip Code 33333 County 160 Sick Bank ? N Yes No White

Phone (999)555-0043 Out of State Substitute rank 2 Yes No Asian

Cell phone _____ Override accrue? _____ Yes No Hawaiian Pacific

Spouse SSN _____

Birth Date 6/01/1980 Pens Elig Date _____ TRS DOE Paid ERCON ? _

Hire Date 8/01/2012 GHI Eligible ? N Participate in GHI ? N

Rehire Date _____ GHI 1ST Day Wrk _____ GHI Option NC WAIVED

Background Ck _____ GHI Eff Date _____ GHI Tier 00 NO COVERAGE

Term Date _____ GHI Change Date _____ GHI Ded Cd _

Term Reason _ 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 Retire Y AEIC _

13.01.00

The *Substitute Rank* field is a field available on the *Update/Display Personnel Data* screen and defines the rank of the substitute.

Update/Display Gross Data – Regular Employee

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEV\SYS C:\SECOND WHITE

Status Active Update/Display Gross Data

EmpNo 88594 C07ONADO, MA7HTA Class 5 TEACHERS Absent employee payroll class code

SSN 999-08-8594 Loc 202 Location 000202 Job cd 105 TEACHERS Salary sched

Cert level T5 State yrs 27 Pay step L6 Local yrs 3

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay For Reas	Pay Period	End
01.	S	0010			963.75						
02.	S	0010			963.75						
03.	S	0010			2409.38						
04.	S	0010			481.87						
05.	S	0010			83.33						
06.	B	0301			101.45						
					4800.63						

ACCT	Yr	End	F	Prgm	Fct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	Contract	Distrib
ACCT 01	13	100		2041	1000	11000	302	1				963.75	Y
ACCT 02	13	100		2041	1000	11000	102	1				963.75	Y
ACCT 03	13	100		2041	1000	11000	202	1				2409.38	Y
ACCT 04	13	100		2041	1000	11000	101	1				481.87	Y
ACCT 05	13	100		2043	1000	11000	202	1				83.33	-
ACCT 06	13	100		2041	1000	11000	202	1				101.45	-
												4800.63	

TRS & ERS Pens Gross Adj

Contract amt 59025.00 Cycle gross 4902.08 Total gross 4800.63

Pay sch. # 12 State salary 57825.00 Local salary 200.00 Other 1000.00

Pens code 2 TRS Pens elig date Ant/% .0600 Contno 10

Pens switch Y TRS service ind 1 PV contno 10

13.01.00

PCG can default the substitute's gross data account lines to the teacher's gross data account lines in the *Input Employee Leave and Substitute Pay* module.

**Maintain
Leave
Advance
Formulas**

Maintain Leave Advance Formulas

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5YS C:\SECOND WHITE LUT0300

Maintain Leave Advance Formulas

Payroll Class Code: 25 Teachers Last no/year accrued: 09 / 2012
 Leave Type: A1 SICK LEAVE
 Advance Formula: Contract months Length of service based on: Not applicable
 Advance schedule: Monthly Carryover option: Carryover unused days

Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001 10	1.2500	45.0000	45.0000	10-MONTH EMPLOYEE
ADU 002 11	1.2500	45.0000	45.0000	11-MONTH EMPLOYEE
ADU 003 12	1.2500	45.0000	45.0000	12-MONTH EMPLOYEE
ADU 004				
ADU 005				
ADU 006				

Validations passed. Save your changes.

12.03.00

The *Leave Advance Formulas* allow the user to define how leave will be advanced and how leave will be carried over at the end of the plan year. The *Leave Advance Formulas* can be defined per payroll class, per leave type, and then per contract months or service months of the employee. This provides a great deal of flexibility in setting up the leave advance parameters and also allows the users to run the *Advance Leave* process and the *Year-End Rollover* process for ALL employees at the same time with the stroke of a key. The *Leave Advance Formulas* should only need to be set up one time, and once they are set up, should not

require much additional maintenance.

Maintain Leave Advance Formulas

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 005 C:\DEV5YS C:\SECOND WHITE LUT0300

Maintain Leave Advance Formulas

Payroll Class Code: 25 Teachers Last no/year accrued: 09 / 2012
 Leave Type: A1 SICK LEAVE
 Advance Formula: Contract months Length of service based on: Not applicable
 Advance schedule: Monthly Carryover option: Carryover unused days

Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001 10	1.2500	45.0000	45.0000	10-MONTH EMPLOYEE
ADU 002 11	1.2500	45.0000	45.0000	11-MONTH EMPLOYEE
ADU 003 12	1.2500	45.0000	45.0000	12-MONTH EMPLOYEE
ADU 004				
ADU 005				
ADU 006				

Validations passed. Save your changes.

12.03.00

The *Leave Advance Formulas* can be defined based upon the employee's contract months. The number of days to advance, the maximum days which can be accrued in the current plan year, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the contract months of the employee.

Or, the *Leave Advance Formulas* can be defined based upon the employee's months of service. The number of days to advance, the maximum days which can be accrued in the current plan year, and the maximum days to carry

over to the new year can be defined based upon the leave type, the payroll class, and the months of service of the employee

Update/Display Gross Data – Regular Employee

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE
Update/Display Gross Data

Status Active

EmpNo 88594 C070NADO, MA7HTA Class 5 TEACHERS PAV07

SSN 999-08-8594 Loc 202 Location 000202 Job cd 105 TEACHERS

Cert level T5 State yrs 27 Pay step L6 Local yrs 3 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI %	Pay Dist	Pay For Reas	Pay Period End
01.	S	0010			963.75					
02.	S	0010			963.75					
03.	S	0010			2409.38					
04.	S	0010			481.87					
05.	S	0010			83.33					
06.	B	0301			101.45					
					4800.63					

ACCT	Yr	End	F	Prgm	Funct	Objct	Fcty	B	Adt'l	Pens Gross	Pens Amt	Contract	Sub Distrib
ACCT 01	13	100		2041	1000	11000	302	1				963.75	Y
ACCT 02	13	100		2041	1000	11000	102	1				963.75	Y
ACCT 03	13	100		2041	1000	11000	202	1				2409.38	Y
ACCT 04	13	100		2041	1000	11000	101	1				481.87	Y
ACCT 05	13	100		2043	1000	11000	202	1				83.33	
ACCT 06	13	100		2041	1000	11000	202	1				101.45	
												4800.63	

TRS & ERS Pens Gross Adj	Contract amt	59025.00	Cycle gross	4902.00	Total gross	4800.63
Ant/%	State salary	57825.00	Local salary	200.00	Other	1000.00
Pay sch. #	12		Ant/%	0.0600	Contno	10
Pens code	2 TRS		TR service ind	1	PV contno	10

Absent employee contract months

13.01.00

The *Leave Advance Formulas* can be defined based upon the employee's contract months.

**Input
Leave and
Substitute
Pay**

Input Employee Leave and Substitute Pay

Input Employee Leave and Substitute Pay

Enter the leave data you wish to maintain or create:

Absent employee no.: **88594** - or - If no absent employee
CO70NADO, MA7HTA

Starting leave date: **4/01/2013**
Leave type: **01** SICK LEAVE
Leave reason: **01** SICK LEAVE
Days absent: **2.5000** - or - Hours absent: _____

Substitute employee no.: **89957** - or - If no substitute, check here:
AD4IR, CE4ESTA

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

13.01.00

Shows how *Input Employee Leave and Substitute Pay system* generates the substitute's pay. The total leave time entered for the absent employee will be used as the default time for the substitute's pay.

Input Employee Leave and Substitute Pay

PGC Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

Input Employee Leave and Substitute Pay LUI0100

Enter the leave data you wish to maintain or create:

Absent employee no.: 88594 - or - If no absent employee, check here:
CO70NADO, MA7HTA

Starting leave date: 4/01/2013
 Leave type: 01 SICK LEAVE
 Leave reason: 01 SICK LEAVE

Days absent: 2.5000 - or - Hours absent: substitute.

The total time for the absent employee will be the default time paid to the substitute.

Substitute employee no.: 89957 - or - If no substitute, check here:
AD4IR, CE4ESTA

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

13.01.00

Shows how *Input Employee Leave and Substitute Pay system* generates the substitute's pay. The total leave time entered for the absent employee will be used as the default time for the substitute's pay.

Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEV\SYS C:\SECOND WHITE

Input Employee Leave and Substitute Pay LUI0100

Enter the leave data you wish to maintain or create:

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

Starting leave date: 4/01/2013

Leave type: _____

Leave reason: _____

Days absent: 2.5000 - or - Hours absent: _____

Substitute employee no.: 89957 - or - If no substitute, check here:
AD4IR, CE4ESTA

If paying substitute when no employee is absent

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

13.01.00

If paying a Substitute when no employee is absent, check the box, enter the date, days/hours, substitute EE#.

Update/Display Gross Data – Regular Employee

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

Status Active Update/Display Gross Data PAV07

EmpNo 88594 C070NADO, MA7HTA Class 5 TEACHERS

SSN 999-08-8594 Loc 202 Location 000202 Job cd 105 TEACHERS

Cert level T5 State yrs 27 Pay step L6 Local yrs 3 Salary sched

Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind

Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay For Period	End
01.	S	0010			963.75					
02.	S	0010			963.75					
03.	S	0010			2409.38					
04.	S	0010			481.87					
05.	S	0010			83.33					
06.	B	0301			101.45					
					4800.63					

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtd	'1	Pens Gross	Pens Amt	Contract	Sub Distrib
ACCT 01	13	100		2041	1000	11000	302	1					963.75	Y
ACCT 02	13	100		2041	1000	11000	102	1					963.75	Y
ACCT 03	13	100		2041	1000	11000	202	1					2409.38	Y
ACCT 04	13	100		2041	1000	11000	101	1					481.87	Y
ACCT 05	13	100		2043	1000	11000	202	1					83.33	
ACCT 06	13	100		2041	1000	11000	202	1					101.45	
											4800.63			

TRS & ERS Pens Gross Adj

Contract amt 59025.00 Cycle gross 4902.08 Total gross 4800.63

Ant/% State salary 57825.00 Local salary 200.00 Cycle 1 Cal Yr

Pay sch. # 12 Pens elig date Ant/% .0600 Other 1000.00

Pens code 2 TRS TRS service ind 1 PV contno 10

13.01.00

Pay Class and Sub Distribution flag

Maintain Payroll Class Code Leave Parameters

PGC Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE LUT0200

Maintain Payroll Class Code Leave Parameters

Payroll Class Code: **05 TEACHERS**

Substitute object code **11300**
 Substitute process type **D** Reg Daily w/Pension and Taxes

Hourly or daily rates? **D** (H=hourly, D=daily)

	Rate	Pay Type	
Substitute rank 1 - Regular	60.000	25	Substitute Pay
Substitute rank 2 - Certified	70.000	25	Substitute Pay
Substitute rank 3 - School Food			
Substitute rank 4 - Bus	40.000	25	Substitute Pay
Substitute rank 5 - Long-Term	75.000	25	Substitute Pay

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE
- A3 UNPAID LEAVE
- A5 VACATION
- A6 PROFESSIONAL

12.03.00

Payroll Class Code parameters

Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.01.00 03/06/2013 PCW 001 C:\DEVSY5 C:\SECOND WHITE

LUI0100

Input Employee Leave and Substitute Pay

Absent Employee Info: Emp. no. 88594 C070NADD, MA7HTA Status A -- Active
 SSN 999-08-8594 Class 5 TEACHERS Work Loc 202 Location 000202
 Hrs/Day 8.000 Job 105 TEACHERS
 /2013 Type A1 SICK LEAVE Reason 01 SICK LEAVE

Memo
 Leave: Days absent 2.5000 -or- Hours absent

Substitute Info: Sub. no. 89957 AD41R, CEVESTA Status A -- Active
 SSN 999-08-9957 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc	Pay	Yr	End	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
Type	Type										Hrly/Daly	Regular			
01.	D	0025	13	100	-	2041	1000	11300	302	1	70.000	.50	35.00	.2000	
02.	D	0025	13	100	-	2041	1000	11300	102	1	70.000	.50	35.00	.2000	
03.	D	0025	13	100	-	2041	1000	11300	202	1	70.000	1.25	87.50	.5000	
04.	D	0025	13	100	-	2041	1000	11300	101	1	70.000	.25	17.50	.1000	
05.															
06.															
												2.50	175.00	1.0000	

Reg Daily w/Pension and T

13.01.00

The Proc Type and Object code default based upon the absent employee's payroll class code.

The Pay Type and Pay Rate default based on the substitute's rank.

The general ledger accounts default based upon the absent employee's gross data lines that are flagged with 'Y' for Sub Dist.

The substitute's total time defaults based on the employee's leave time.

Resulting substitute teacher gross data.

Getting Started

- 1. Contact Diane**
- 2. Prepare leave balances**
- 3. Set up & training**
 - a. Turn on in PCG**
 - b. Two phone calls**

**CPI
Cycle 3
Process**

Employee Leave and Substitute Pay & CPI Cycle 3

Contact the Technology Management Customer Support Center for assistance as needed.		
✓	Step	Action
	1	Perform a PCGenesis Data Backup.
	2	Update the CPI, Payroll, and CS-1 job codes. (F4, F31, F7) <i>Personnel System Operations Guide, Section A: Leave Processing</i>
	3	Enter, update, and upload the <i>CPI Salary Schedule</i> for the current year, where appropriate. (F4, F5) <i>CPI System Operations Guide, Section D: CPI Salary Schedule Processing</i>
	4	Make sure the termination dates exist on employees' payroll and personnel records. Do NOT change the <i>Include on CPI ?</i> flag to N (No) if it is presently Y (Yes). <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 3: Update/Display Personnel Information</i>
	5	Enter or verify the GaDOE termination date on the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i>
	6	Screen-print the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i>
	7	Perform the <i>CPI Rollover</i> . (F4, F31, F12) <i>CPI System Operations Guide, Section I: Special Functions</i>
	8	Screen-print the <i>CPI Process Control Inquiry</i> screen. (F4, F31, F9) <i>CPI System Operations Guide, Section I: Special Functions</i>

Employee Leave and Substitute Pay & CPI Cycle 3

Contact the Technology Management Customer Support Center for assistance as needed.

✓	Step	Action
	9	<p>For legacy leave users: If leave data is not entered in PCGenesis and does <u>not</u> exist in PCGenesis, follow the instructions in <i>Step 9</i>. This procedure is only for systems that use a third party vendor to track employee leave.</p> <p>Import Leave Data for CPI Reporting Only: Executing <i>Step 9</i> assumes that leave data is <u>not</u> currently available in PCGenesis. This is the case if there is no employee leave data displayed on the <i>Display Balance and YTD Leave</i> screen.</p> <p>Skip <i>Step 10</i> if leave data is already in PCGenesis.</p> <p><i>Payroll System Operations Guide, Section B: Payroll Update Procedures, Topic 4: Updating/Display Payroll Information, Procedure E: Updating/Displaying Leave Data</i></p>
	9.1	<p>Suppress printing leave on direct deposits: Set the Print Leave on Checks option to 'N' on the <i>Payroll Control Information</i> screen (F2, F13, F3, F9). This will allow leave data to be imported into PCGenesis without having the data appear on employees' pay statements.</p> <p><i>Payroll System Operations Guide, Section B: Payroll Update Procedures, Topic 3: Tax Withholding/Control Information Procedures</i></p>
	9.2	<p>Perform the Import Employee Leave Data function to create CPI Report & Transmittal File Menu in order to import leave data into the PCGenesis system. (F4, F9, F5)</p> <p><i>Certified/Classified Personnel System Operations Guide, Section F: CPI In-Progress Report and Commission File Processing, Topic 2: Import Employee Leave Data</i></p>

Employee Leave and Substitute Pay & CPI Cycle 3

Contact the Technology Management Customer Support Center for assistance as needed.		
✓	Step	Action
	10	<p>Create the <i>Original Leave of Absence</i> file. (F4, F9, F6)</p> <p>For legacy leave users: The <i>Original Leave of Absence File</i> will be created using leave data from payroll. Run the <i>Create Original Leave of Absence File</i> procedure in order to capture fiscal year leave totals for CPI reporting. Execute this procedure only one time. (F4, F9, F6)</p> <ul style="list-style-type: none"> If leave data has been imported (Step 9.2) or keyed into the data entry payroll screens, the <i>Original Leave of Absence File</i> will be created using leave data from payroll. If leave data has NOT been entered into payroll, the <i>Original Leave of Absence File</i> will be created as an empty file. <p>For users of the Enhanced Substitute Pay and Leave System: The <i>Create Original Leave of Absence File</i> procedure can be run at any time since the leave data is pulled from the <i>Leave History File</i>. (F4, F9, F6)</p> <p><i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 3: Creating the Original Leave of Absence File</i></p>
	11	<p>Maintain the <i>Leave of Absence</i> file as needed. (F4, F9, F7)</p> <p><i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 4: Leave of Absence File Maintenance</i></p>
	12	<p>Print the <i>Leave of Absence</i> file. (F4, F9, F8)</p> <p><i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing, Topic 3: Printing the Leave of Absence Report</i></p>
	13	<p>Print, edit, and complete the <i>CPI Worksheet</i> for each employee's personnel record. (F4, F7, F5)</p> <p><i>CPI System Operations Guide, Section E: CPI Report Processing</i></p>
	14	<p>Complete the <i>CPI Detail In-Progress Report</i> (F4, F9, F3) and the <i>CPI Data Transmission file</i> procedure. (F4, F9, F1)</p> <p><i>CPI System Operations Guide, Section F: CPI In-Progress Report and Transmission File Processing</i></p>
	15	<p>Transmit the CPI data file to the GaDOE.</p> <p>Refer to the applicable MyGaDOE Web portal instructions.</p>

**Create
and
transmit
CPI file**

