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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 15.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 15.01.00*.

PCGenesis supporting documentation is provided at:

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

==Marchi, 2015 Payroll Completion Instructions==

Install this release <u>after</u> completing the March 2015 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the April 2015 payroll.

==A New PCGenesis Tech List Has Been Created==

The Georgia Department of Education has created a new tech list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis tech list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the tech list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. Payroll System

A1.1. GHI Export File for State Health Benefits

The Ga DOE has received notification that PLEE files are no longer required and do not need to be uploaded to the ADP website. ADP will no longer process PLEE files. Therefore, PCGenesis has been updated to delete the option for the *Open Enrollment Eligibility File (PLEE)* from the *GHI Export File for State Health Benefits* menu (F2, F5, F3).

Also, a problem has been fixed when creating the *Recent Changes to Employee* (AUF) file. Before, the program would stop processing when an invalid record was found for one employee, at which point, the rest of the employee changes would not be processed. Now, a warning message displays indicating the error with the employee, but the program continues processing the rest of the data. This allows an AUF file to be created with ALL valid employee change records instead of skipping some records with no warning.

A1.2. GHI Change File for State Health Benefits

A problem has been fixed with the *GHI Change File for State Health Benefits* (F2, F5, F4) process. Before, when creating a record for the *Recent Changes to Employee* (AUF) file, sometimes a record was not added to the *GHI Change File* (EMPCHG) and no message was displayed indicating there was an error. Now, an error message has been added indicating that only <u>one</u> GHI change record may be created per employee per day.   When the user tries to create a second GHI change record, the error message, *"Only one record can be generated per day for each employee. Try again tomorrow."* will display.

Also, the GHI change code **KLOD** (Killed in the line of duty) will now require both the **GHI Final Deduction Date** and a **GHI Date of death**. Before, the **GHI Date of death** was not required for the **KLOD** GHI change code.

A1.3. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option which is available from the *Payroll Export/Import Menu* was recently updated to load <u>multiple employees from one import file</u>. Some problems were identified with this method of importing new hire data, which have now been fixed. Before, when using one import file with multiple employees, only the last employee was actually saved into PCGenesis. This problem has been fixed. Also before, the employee would be saved into PCGenesis even if there were errors in the employee data. This problem has also been fixed.

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option has been updated so that the GHI AUF change records are created correctly in the *GHI Change File* (EMPCHG). Before, when importing the new hire data, the NEMP change transaction was not created correctly and the new hire data was not sent to SHBP. Now, when importing new hire data, the date of hire field is saved correctly in the *GHI Change File* (EMPCHG) so that the NEMP change transactions will be sent to SHBP.

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option has been updated to import the required **Hours Per Week** field. The **Substitute Rank** field has also been added to the new hire import processes.

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


The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCG_New_One_Employee.xlsx* template in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. 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.

2. A batch process has been provided which loads multiple employee import files at the same time. This process will read a <u>directory</u> which contains multiple single-employee import files, and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits, and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

3. A new batch process has been added which loads multiple employees from <u>one</u> file. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process creates new employees when all data passes the edits, and no errors exist.

A1.4. Add New Employee

Several changes have been made to the *Add New Employee* screen (F2, F1). The **Substitute Rank** field has been added to the *Add New Employee* screen. Also, the **TRS & ERS Pens Gross Adj Amt/%** field has been removed from the *Add New Employee* screen. The **TRS & ERS Pens Gross Adj Amt/%** field was an obsolete data field which has been replaced with '**Z**' pension adjustments on the *Gross Data* screen. The **TRS & ERS Pens Gross Adj Amt/%** field is being removed to avoid future confusion.

The salary information on screen 2 of the *Add New Employee* module has been rearranged to make reading the screen more user-friendly.

The *Add New Employee* import option has been updated to import the required **Hours Per Week** field. The **Substitute Rank** field has also been added to the new hire import processes. Users may select

 F17 (Import new employee data) on the *Add New Employee* screen 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.

The *Add New Employee* screen has been updated so that the GHI AUF change records are created correctly in the *GHI Change File* (EMPCHG). Before, when adding the new hire data, the NEMP change transaction was not created correctly and the new hire data was not sent to SHBP. Now, when importing new hire data, the date of hire field is saved correctly in the *GHI Change File* (EMPCHG) so that the NEMP change transactions will be sent to SHBP.

A1.5. Update/Display Personnel Data

The *Update/Display Personnel Data* screen (F2, F2) has been updated so that the GHI AUF change records are created correctly in the *GHI Change File* (EMPCHG). Before, when rehiring an employee, the **NEMP** change transaction was not created correctly and the new hire data was not sent to SHBP. Now, when an employee is rehired, the date of hire field is saved correctly in the *GHI Change File* (EMPCHG) so that the **NEMP** change transactions will be sent to SHBP.

GHI AUF change records are created correctly in the *GHI Change File* (EMPCHG) for all types of transactions. For example, when terminating an employee, the **Date of Last Deduction** is included with the following GHI change transactions: **DCSD**, **KLOD**, **LOFF**, **RETR**, **TERM.** When terminating an employee because the employee is deceased, the **Date of Death** is included with the following GHI change transactions: **DCSD** or **KLOD**

A1.6. Remove ERS/TRS Pension Gross Adjustment field from Gross Data screen

Several changes have been made to the *Gross Data* screen (F2, F2, F4). The **TRS & ERS Pens Gross Adj Amt/%** field has been removed from the *Gross Data* screen. The **TRS & ERS Pens Gross Adj Amt/%** field was an obsolete data field which has been replaced with '**Z**' pension adjustments on the *Gross Data* screen. The **TRS & ERS Pens Gross Adj Amt/%** field is being removed to avoid future confusion.

The salary information at the bottom of the *Gross Data* screen has been rearranged to make reading the screen more user-friendly.

Also, an edit has been added for **Annual Work Days** field to ensure it does not exceed 260 days. A value of over 260 days causes inaccurate calculations in the PCGenesis Budget System. Edits have also been added for the **Prior Year Contract Months** field to ensure only valid values are entered.

A1.7. Import Selected Payroll / Deduction / CPI Information

The *Import Selected Payroll Information* (F2, F13, F8, F6) has been updated so that the GHI AUF change records are created correctly in the *GHI Change File* (EMPCHG). Now, when importing payroll data fields, the **MISC** GHI change transaction is generated for changes to the employee's name, address, telephone number, hours per week, or e-mail address fields. Before, the **MISC** GHI change transactions were not always generated.

Also, an edit has been added for **Annual Work Days** field to ensure it does not exceed 260 days. A value of over 260 days causes inaccurate calculations in the PCGenesis Budget System.

A1.8. Enter Voided Check/Direct Deposit

The *Enter Voided Check/Direct Deposit* (F2, F3, F9, F11) has been updated to avoid a potential problem with the **Pay Schedule** field on the check being voided. The program must use the **Pay Schedule** field on the earnings history record when validating against the Pay Schedule file instead of using the **Pay Schedule** field on the employee's current payroll record, otherwise the pay schedule on the current employee record may not exist in the check's payroll year. For example, this problem may occur when a user defines a new Pay Schedule for 2015 and names it 15. When voiding a 2014 check, the PCGenesis looked for Pay Schedule 15 in Calendar Year 2014 and this failed because this pay schedule didn't exist. The program should have validated the Pay Schedule on the check (12) for calendar year 2014, and this combination did exist. This problem has been corrected.

A1.9. Delete Employee

A problem has been fixed with the *Delete Employee* procedure (F2, F2, F15). Before, when deleting an employee, the employee's payroll deduction amounts were not deleted as they should be. Now, the payroll deduction amounts are deleted correctly from the PDEDUCT file.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Archive Investment File

A problem has been fixed with the *Delete Records from Files by Year/Date Range – Investment File (INVEST)* procedure (F1, F13, F20). Before, the PCGenesis would delete an investment that was not redeemed or cancelled and was still active. In this case, the financial administrator has no way of cancelling the investment since it has been archived from the system. Now, PCGenesis checks to make sure that the investment is <u>not</u> active before archiving.

A2.2. 1099 A/P Claims Mass Update

A problem has been fixed with the *1099 A/P Claims Mass Update* procedure (F1, F12, F10, F1). Before, the 1099 totals displayed on the *1099 A/P Claims Mass Update* screen did not match the totals displayed when the *Create the 1099 Export File* procedure (F1, F12, F10, F11) was run, causing confusion for the user. This discrepancy occurred because the *1099 A/P Claims Mass Update* process selects claims that were <u>created</u> in the reporting year, but either remain open or were paid in the <u>subsequent</u> reporting year. The *1099 A/P Claims Mass Update* process will be changed so that only claims <u>paid</u> in the reporting year are selected or deselected so that the totals match those on the *1099 A/P Claims Mass Update* screen.

A3. PCGenesis Budget System

A3.1. PCGenesis Budgeting System Overview

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 new PCGenesis budgeting system is now available to all PCGenesis users. Using the new budgeting system is optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like.
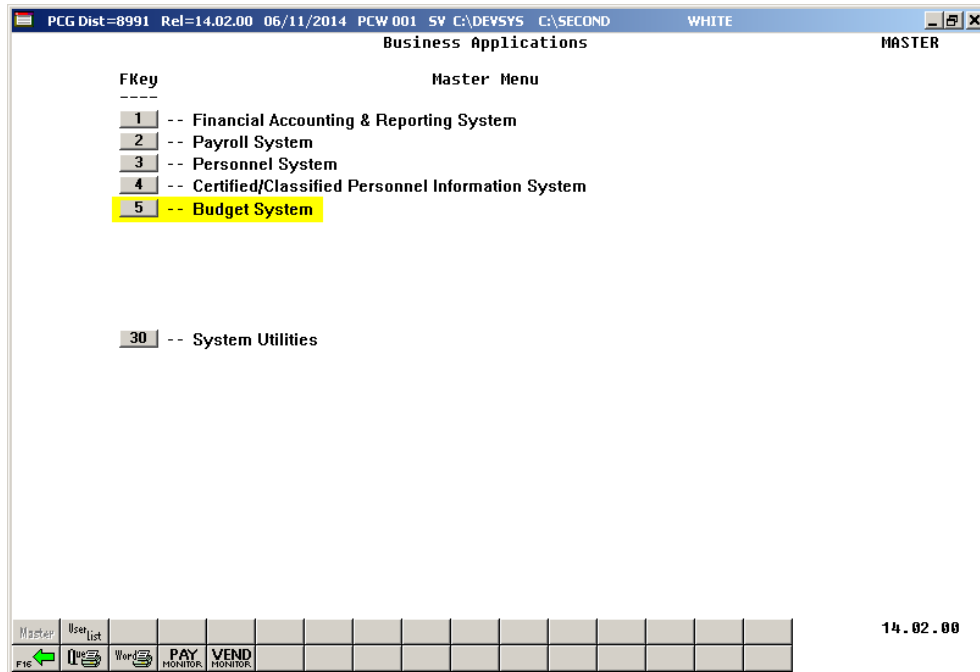
PCGenesis Business Applications Menu

The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that 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. 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.

A full description of the new PCGenesis Budget System is available on the PCG documentation website located at:

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

A3.2. Create Budget SANDBOX

When the *Create Budget SANDBOX* option is run (F5, F1), the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'U', 'N', and 'L', as shown below. The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

An edit has been added to the *Create Budget SANDBOX* screen to ensure that the user can't enter more than 190 days for the **Number of Work Days for Certified Employees** field on the **Type 'S' and 'T'** budget options. This change is required so that the budgeting process does not generate incorrect amounts.

Create Budget Sandbox Screen

A3.3. *SANDBOX User Defined Salary Schedule*

The *User Defined Budget Salary Schedule* module (F5, F4, F3) has been updated. For *Gross Data* account lines with a **Budget Flag** of 'U', salary lines are budgeted using a user-defined salary schedule. Before, when loading a user-defined budget salary schedule record which was longer than 200 characters, the data did not load correctly. Now, the input record has been expanded to 6000 characters. Also, the **Budget Category Codes** have been added to the column headers at the top of the screen, in addition to the code description.

The *User Defined Budget Salary Schedule* option may be used for both certified and non-certified employees. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field. 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.

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

An example of a user-defined salary schedule is shown in the figure below:

SANDBOX User-Defined Salary Schedule

Section B: Installation Instructions for Release 15.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 15.01.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release.* In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as **"Data Backup Prior to Release 15.01.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
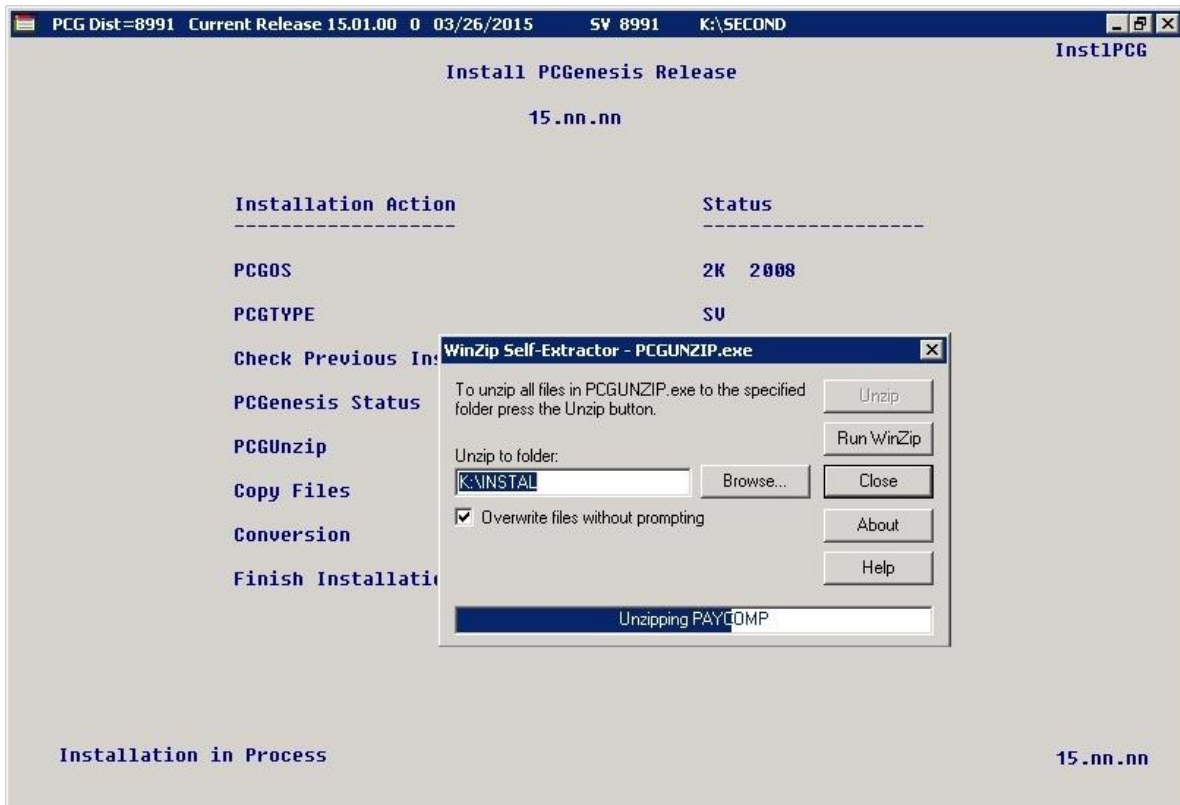
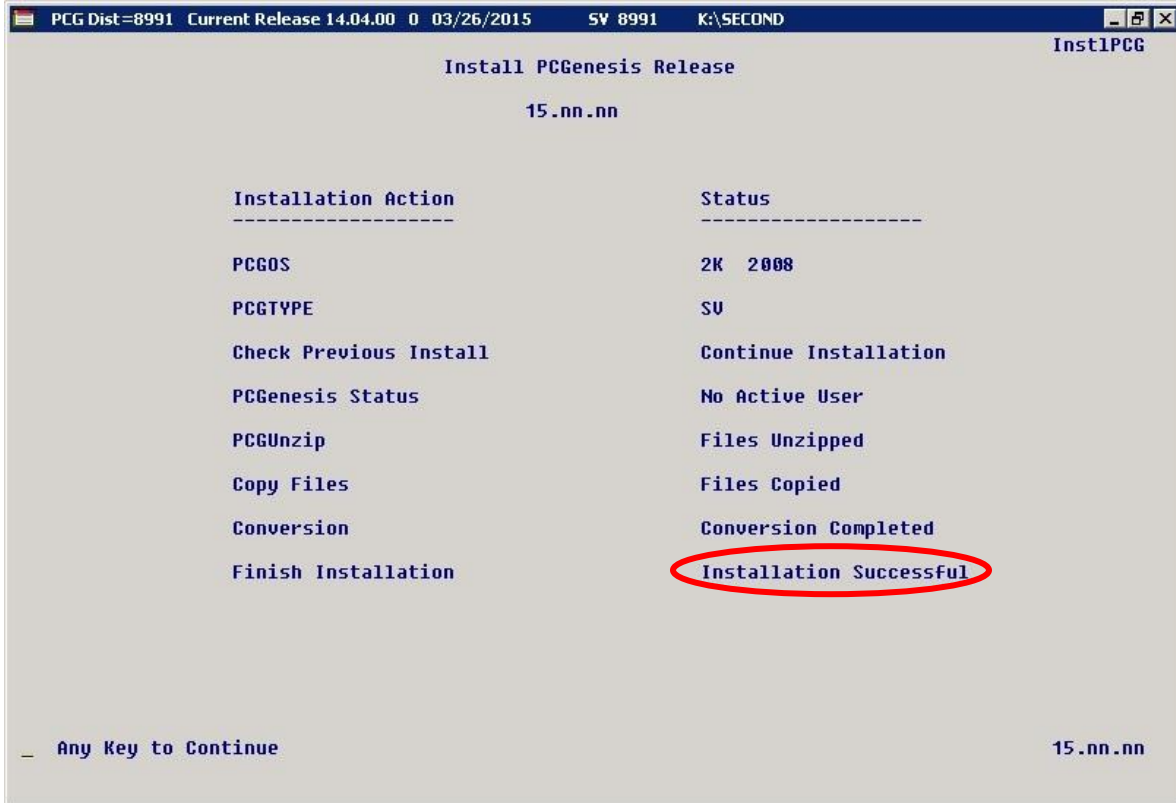| Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 15.01.00"**.
5	Proceed to *B2. Install PCGenesis Release 15.01.00.*

B2. Install PCGenesis Release 15.01.00

FROM THE PCGENESIS SERVER

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE**, **RELINSTL.BAT**, and **INSTLPCG** display. *If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
5	Double-click **RELINSTL.BAT** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 15.01.00* successful installations, the following message displays:
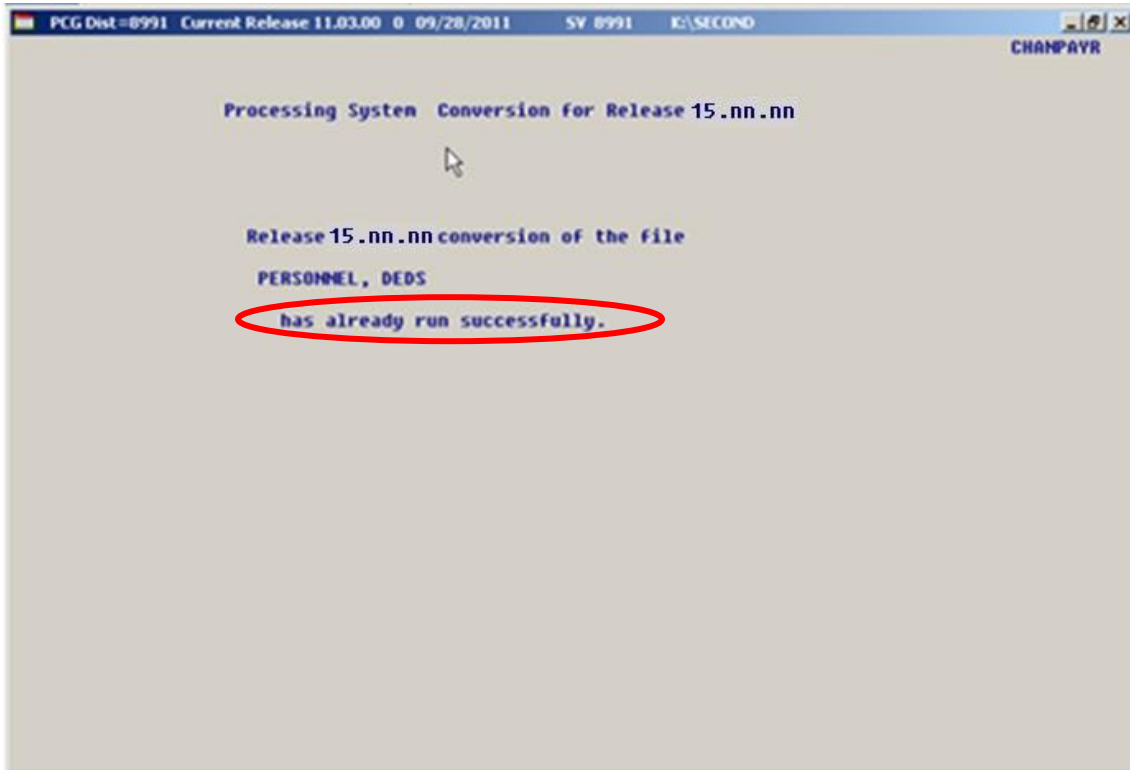

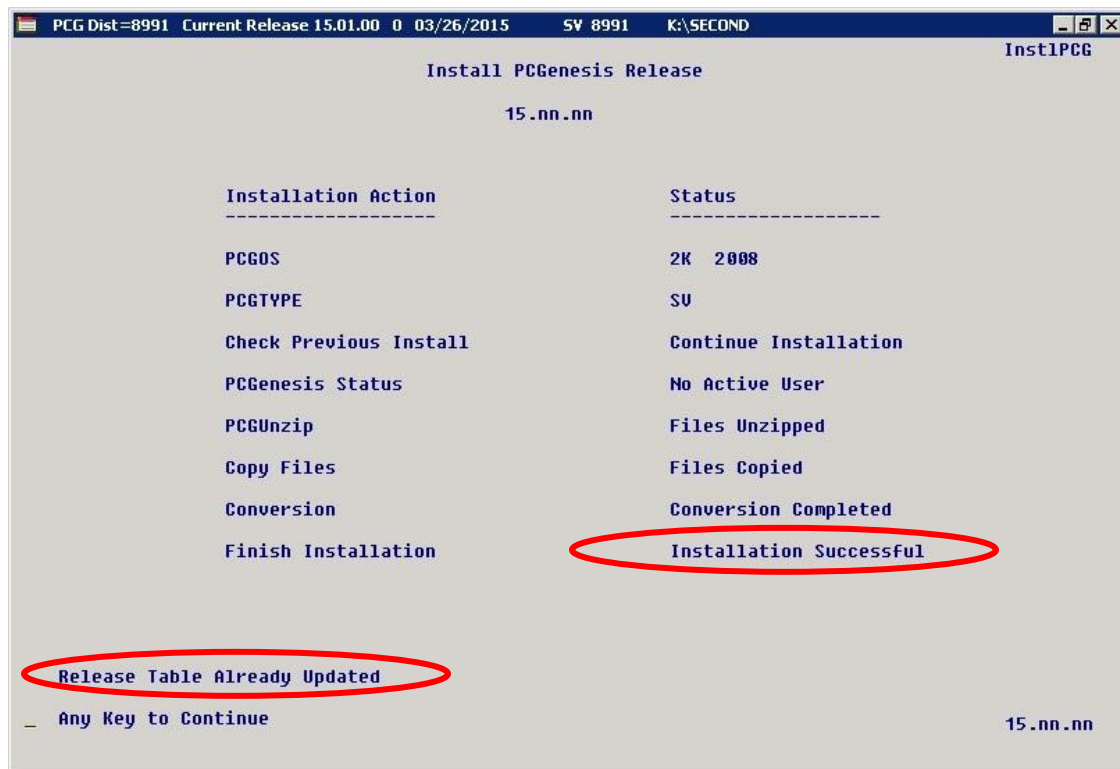| Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 15.01.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:

Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

A warning message will display if the release installation is repeated:

A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

Step	Action
11	Proceed to *B3. Verify Release 15.01.00 Was Successfully Installed.*

B3. Verify Release 15.01.00 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu*, select ____30____ (**F30** - System Utilities).
3	From the *System Utilities Menu*, select ____17____ (**F17 -** Display Current Release Number).

The following screen displays:

Step	Action
4	Verify **Release 15.01.00** displays. *The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as **DOE 15.01.00** displays.* *If Release 15.01.00 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select **Enter**.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B4. Perform a PCGenesis Full Backup After Release 15.01.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup After Release 15.01.00"**.