



# PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

8/8/2019

Section A: Create Budget SANDBOX,  
V1.4

## Revision History

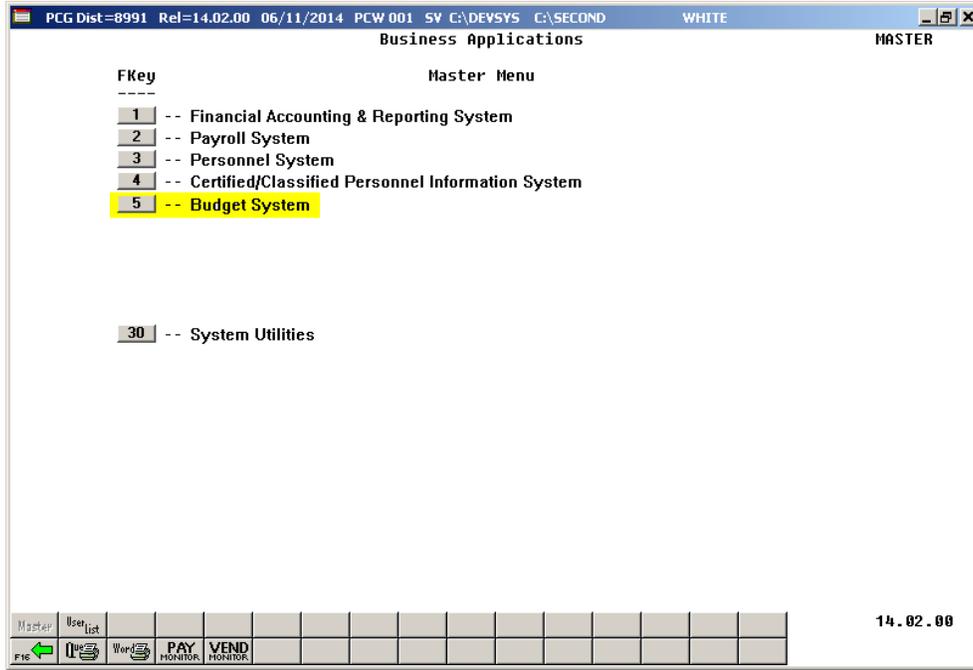
Date	Version	Description	Author
8/8/2019	1.4	19.02.00 – Add report sort option to <i>Create Budget SANDBOX Report</i> .	D. Ochala
01/11/2019	1.3	18.04.00 – Add <i>Print Employee Budget Detail Listings</i> to the budget menu.	D. Ochala
04/04/2016	1.2	16.01.00 – Add <i>Create Budget SANDBOX Report</i> .	D. Ochala
07/17/2015	1.1	15.02.00 – Update <i>Budget System Master Menu</i> screenshot.	D. Ochala
07/02/2014	1.0	14.02.00 – Create new document.	D. Ochala

# Table of Contents

<b>OVERVIEW</b> .....	<b>1</b>
ACCESSING THE CREATE BUDGET SANDBOX FEATURE.....	2
BUDGET FLAG OPTIONS .....	3
CREATE BUDGET SANDBOX RUN OPTIONS .....	5
CREATE BUDGET SANDBOX PROCESSING.....	7
<b>PROCEDURE A: BUDGET FLAG ON PAYROLL GROSS DATA SCREEN</b> .....	<b>9</b>
A1. PROCESSING FOR BUDGET FLAG 'A' .....	18
A2. PROCESSING FOR BUDGET FLAG 'L' .....	19
A3. PROCESSING FOR BUDGET FLAG 'M' .....	21
A4. PROCESSING FOR BUDGET FLAG 'N' .....	22
A5. PROCESSING FOR BUDGET FLAG 'S' .....	24
A6. PROCESSING FOR BUDGET FLAG 'T' .....	26
A7. PROCESSING FOR BUDGET FLAG 'U' .....	29
A8. PROCESSING FOR BUDGET FLAG 'X' OR SPACES.....	32
<b>PROCEDURE B: CREATE BUDGET SANDBOX</b> .....	<b>33</b>
B1. CREATE BUDGET SANDBOX REPORT - SAMPLE .....	46

## Overview

The *PCGenesis Budgeting System* for payroll salaries and employer benefits is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.



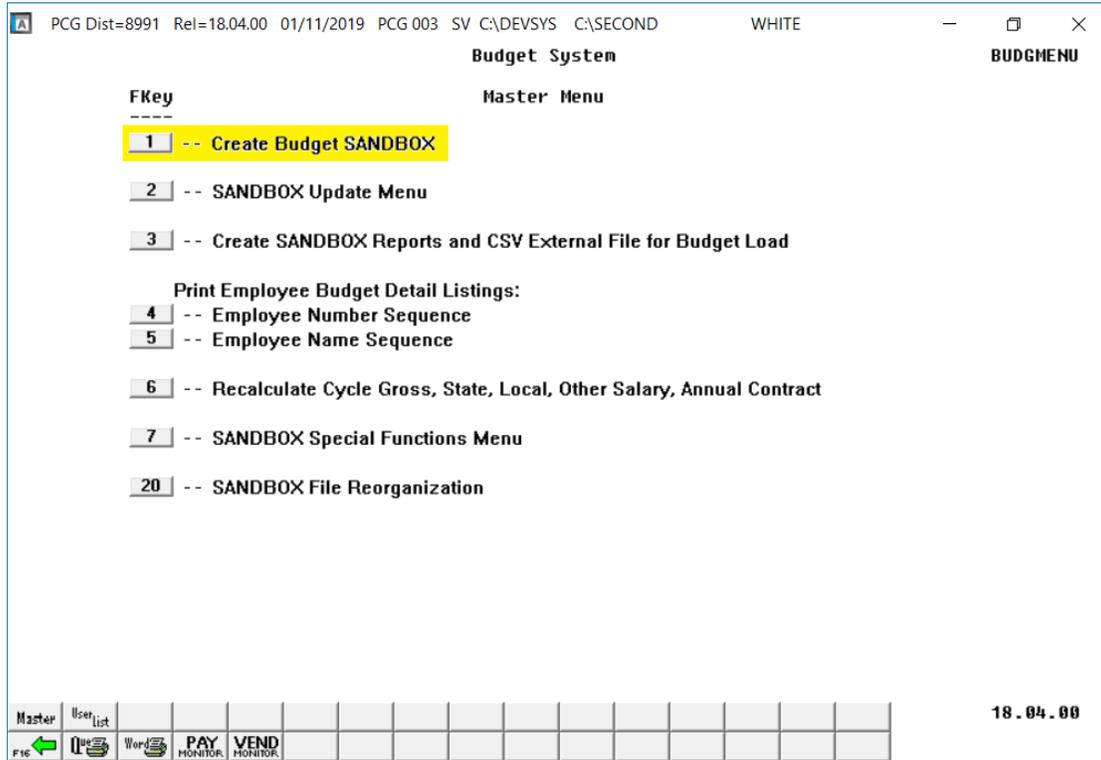
*PCGenesis Business Applications Menu*

Using the *PCGenesis Budgeting System* is optional. If desired, school systems may continue to use their existing methods or a third party for budgeting. Highlights of the *PCGenesis Budgeting System* are detailed in the sections that follow.

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 school system 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.

## Accessing the Create Budget Sandbox Feature

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 payroll information.

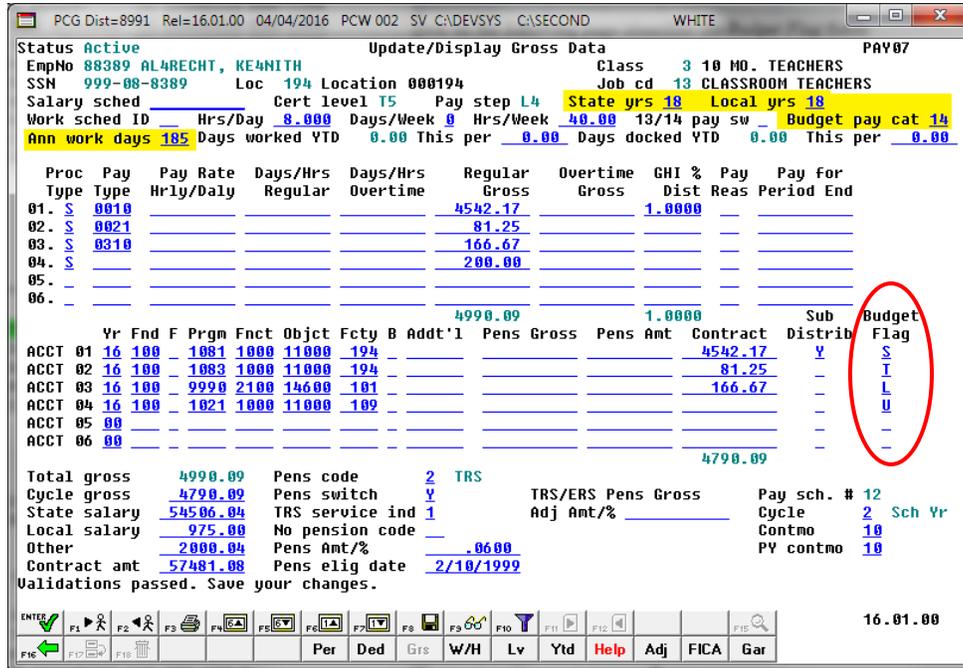


PCGenesis Budget System – Main Menu

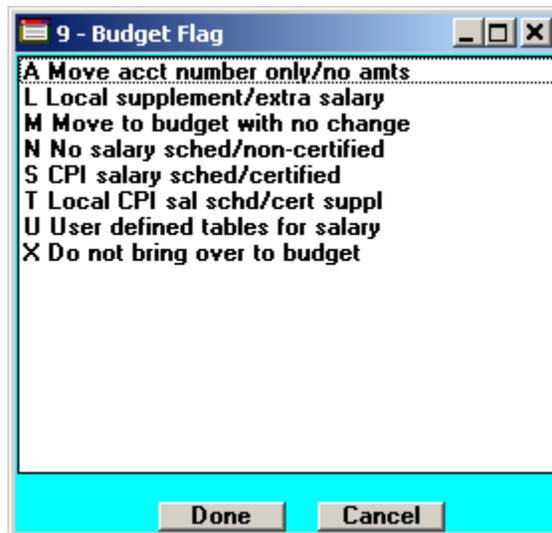
## Budget Flag Options

The budgeting parameters which are applied to the employee salary data are dependent on a **Budget Flag** field defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas that are applied to generate new salary amounts in the budget *SANDBOX* directory.

The *Update/Display Gross Data* screen shown on the following page identifies the *Budget Flag* fields and illustrates the *Budget Flag* drop-down dialog box.



Payroll Gross Data Screen with Budget Flag Field



Drop-down for Budget Flag Field

Valid values for the **Budget Flag** are as follows:

Budget Flag	Description
A	Move the account number over to the budget, but do NOT bring over any amounts.
L	Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.
M	Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
N	Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate. (Usually used for classified employees.)
S	Budget as state salary using the state CPI salary schedule. <b>Certified employees only.</b> Valid only for account lines with a <b>Process Type</b> of 'S'.
T	Budget as local supplement using a <u>local</u> CPI salary schedule. <b>Certified employees only.</b> Valid only for account lines with a <b>Process Type</b> of 'S'.
U	Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The <b>Budget Pay Category</b> field and the <b>Annual Work Days</b> fields on the <i>Gross Data</i> screen are required when account lines are flagged with 'U'. <b>Certified and classified employees.</b> <u>Certified employees:</u> PCGenesis will use the <b>State Years of Experience</b> for determining the pay step into the user-defined salary schedule. <u>Classified employees:</u> PCGenesis will use the <b>Local Years of Experience</b> for determining the pay step into the user-defined salary schedule.
X	Do not bring the gross data account line over to the budget process. (Generally used for substitute pay, one-time stipends, etc.)
Spaces	Do not bring the gross data account line over to the budget process.

## Create Budget SANDBOX Run Options

Many options are available within the *Create Budget SANDBOX* procedure. The user may define the **Payroll Schedules** to include during the budgeting procedure. For example, if the school district has both a monthly (12) and a bi-monthly (24) payroll, the user has the ability to select 'Y' (Yes) for both the *Pay Schedule 12* and *Pay Schedule 24 Run* parameters. The user may also define whether or not the system should calculate the Employer GHI (**Emplr GHI**) contribution for the budgeting procedure.

The user may define which payroll class codes should be selected for the budgeting procedure. For example, the user may decide NOT to process the substitute payroll class codes during the budget procedure.

The user also selects which pension types should be calculated during the budgeting procedure. Typically, the user would select only those pension codes which have an employer contribution component, such as TRS and Old and New ERS.

The user may select if the hourly and/or daily salary lines should be cleared during the budget procedure. Generally, these options should be set to 'N' so that the hours/days on the hourly/daily salary account lines (**Process Type Codes** of 'H' or 'D') are retained for budgeting purposes.

The user may select whether **Regular Gross Types (H, D, S)** and/or **Special Gross Types (A, B, P, Q, X, Y, Z)** should be processed during the budgeting procedure. For example, the user may wish to budget only **Regular Gross Types (H, D, and S)** and NOT budget **Special Gross Types (A, B, P, Q, X, Y, Z)** since special gross types are typically used for substitute and special payments.

The user may define the deduction codes to be processed during the budgeting procedure. Typically, the only deductions which should be considered for budgeting are those deductions which have an employer contribution component. For example, if the district subsidizes employee annuities and Georgia State Health Insurance, then deduction codes 01, 02, 08 and 09 should be selected for budgeting.

Finally, the user defines the parameters for the **Budget Flag** values on the *Create Budget Sandbox Control Screen* shown on the following page. The budgeting parameters are applied to the employee salary data. These *Control Screen* parameters are dependent on the **Budget Flag** fields defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

PCG Dist=8991 Rel=19.02.00 08/08/2019 PCG 003 SV C:\DEVSY S C:\SECOND WHITE BUDDATE

**Create Budget Sandbox**

**Type S lines (CPI Salary schedule):**  
 Enter year for salary schedule: 2019 (CCYY)  
 Increase local and state years? Y (Y or N)  
 Number of work days for certified employees: 190

**Type T lines (Local CPI salary schedule):**  
 Enter year for salary schedule: 2019 (CCYY)  
 Number of work days for certified employees: 190

**Type U lines (User-defined salary schedule):**  
 Enter year for salary schedule: 2019 (CCYY)

**Type N lines (No salary schedule):**  
 Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0500  
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

**Type L lines (Local supplement/extra salary):**  
 Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0500  
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

Sort report by:  Employee name  
 Employee ID

ENTER = Continue, F16 = Exit 19.02.00

*Create Budget Sandbox Control Screen*

The *Create Budget Sandbox Control Screen* allows the user to specify the salary schedule year for the CPI State Salary Schedule, the CPI Local Salary Schedule, and the User-Defined Salary Schedule. The user may specify the number of work days for certified employees, and whether or not to increase the employees' local and state years of experience. The user may specify dollar amount or percentage changes for 'N' and 'L' **Budget Flag** values. The payroll administrator has the option to print the *Create Budget SANDBOX Report* either by **Employee ID** or by **Employee Name**.

## Create Budget SANDBOX Processing

Executing the *Create Budget SANDBOX* procedure accomplishes the following:

- A backup copy of the *SANDBOX* directory is created in *SANDBOXQ*. *SANDBOXQ* data can be recovered, if necessary. (As with all file recoveries, please do not attempt the process without the guidance of a PCGenesis Customer Support Analyst.)
- The following PAYROLL files are copied into the *SANDBOX* directory. These files make up the contents of the budget “playground” or “sandbox”.
  - ANNUITY
  - CPIFILE
  - DATEFL
  - DEDCTL
  - DEDS
  - GROSSDAT
  - PAYROLL
  - PAYSTAT
  - PDEDUCT
  - PERS
  - TAXES
- The *Create Budget* setup parameters entered on the *Budget Control Data Transaction* screen are saved to a data file and retained for future processing.
- In the *SANDBOX* directory:
  - If the option **Increase local and state years** is selected as ‘Y’ (Yes), the employees’ local years of experience and certified/state years of experience are increased by one year.
  - Clears OASDI and HI current gross and amount fields.
  - Clears pension gross and amount fields.
  - Clears employer paid pension and GHI amounts.
  - Clears all employer deduction amounts.
  - Clears OASDI/HI and pension adjustments. (**Process Type Code** of ‘Z’ for pension adjustments.)
  - If **Clear Hourly** set to ‘Y’, clears current hours and amounts for **Process Type Code** of ‘H’.
  - If **Clear Daily** set to ‘Y’, clears current hours and amounts for **Process Type Code** of ‘D’.
  - Clears overtime for all classes.
  - Clears check number and net pay fields.
  - Clears deduction flags.
  - Clears negative deductions.
  - Clears deduction adjustments.
  - Clears deduction year-to-date (YTD) amounts, including FICA and pension and employer deduction amounts.
  - Clears non-taxable amount.
  - Clears current leave data.
  - Recalculates gross amounts based upon the gross data account line **Budget Flag** values.

- The *Create Budget SANDBOX Report* is created. The report documents how gross data salary amounts are computed when creating the budget SANDBOX payroll file. This report facilitates understanding how the system calculates new salaries in the budget SANDBOX directory.

The following employee fields are needed for budgeting:

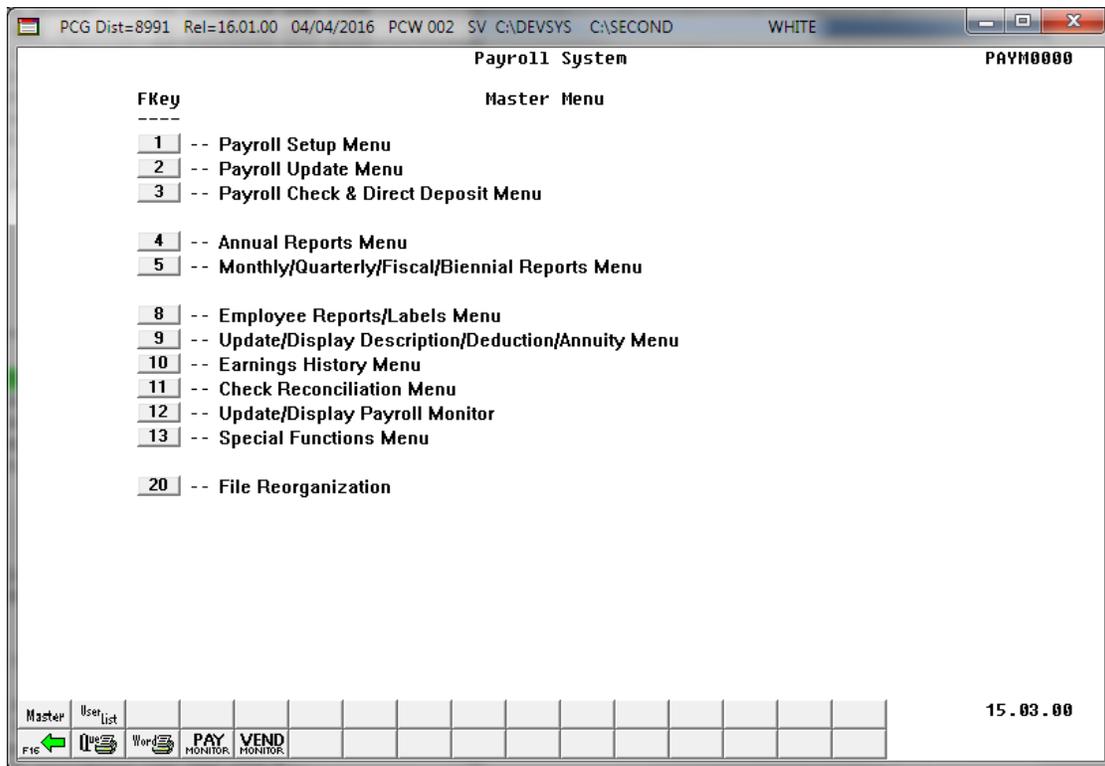
- Employer GHI: all GHI fields including GHI participation switch, GHI option, tier, and deduction code.
- Employer Pension: all pension codes and switches.
- Employer FICA: all FICA switches.
- Employer Deduction Amounts: deduction employer switches.
- Employer Annuity Amounts: deduction employer switches.
- Salaries on the employees' *Gross Data* account lines.

## Procedure A: Budget Flag on Payroll Gross Data Screen

The budgeting parameters which are applied to the employee salary data are dependent on the **Budget Flag** fields on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each gross data account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

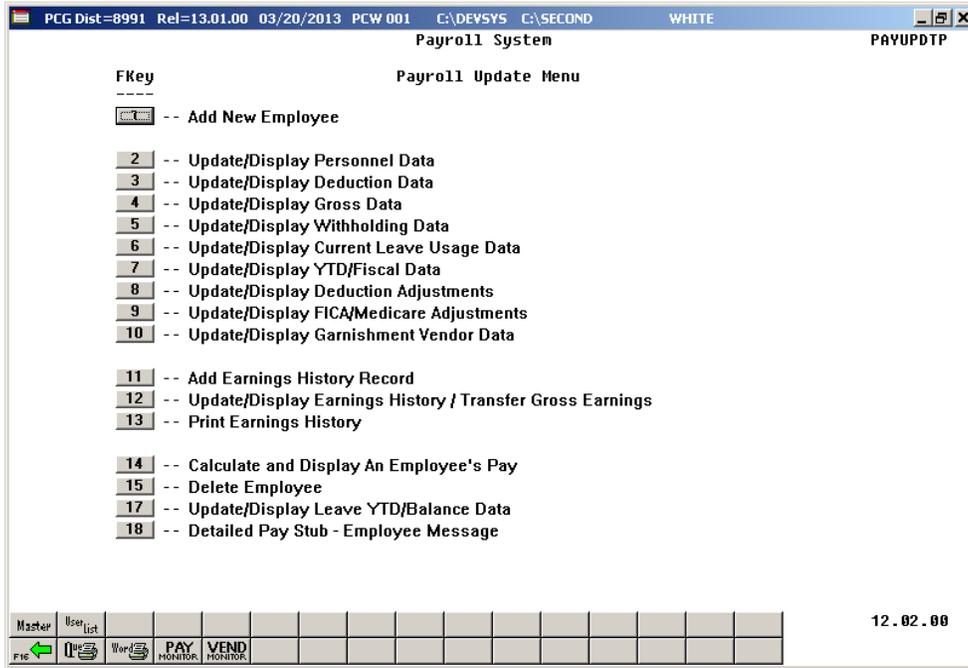
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



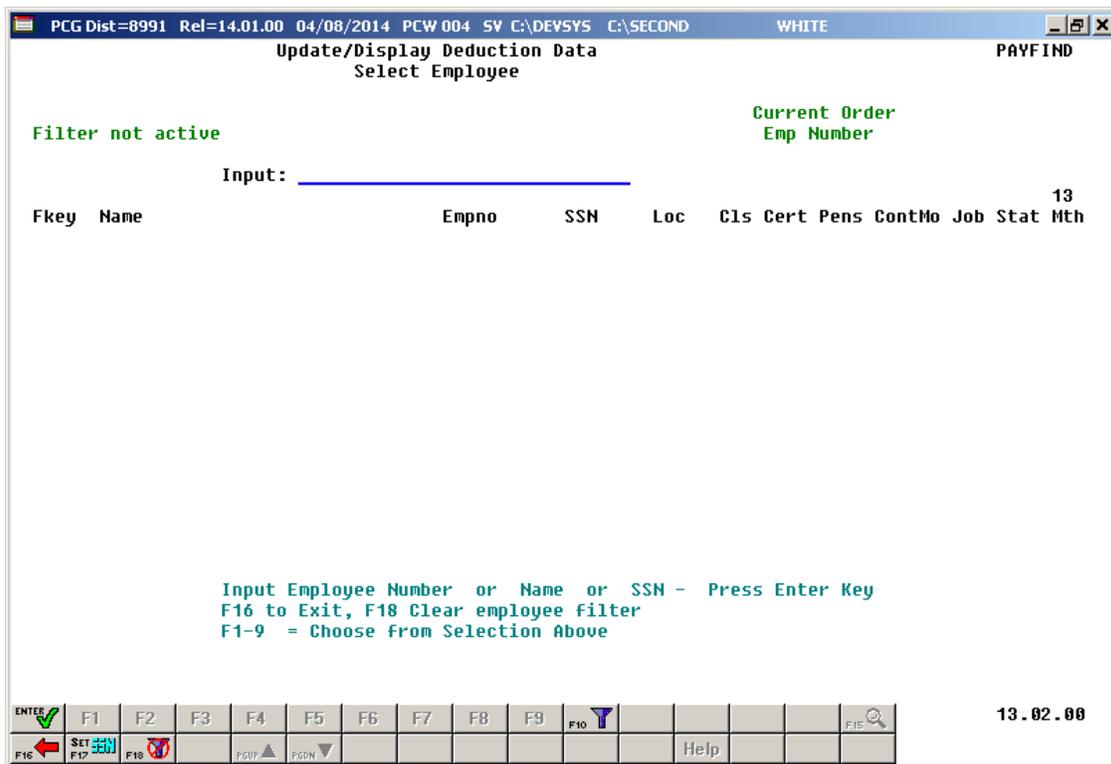
Step	Action
2	Select <b>2</b> (F2 - Payroll Update Menu).

The following screen displays:



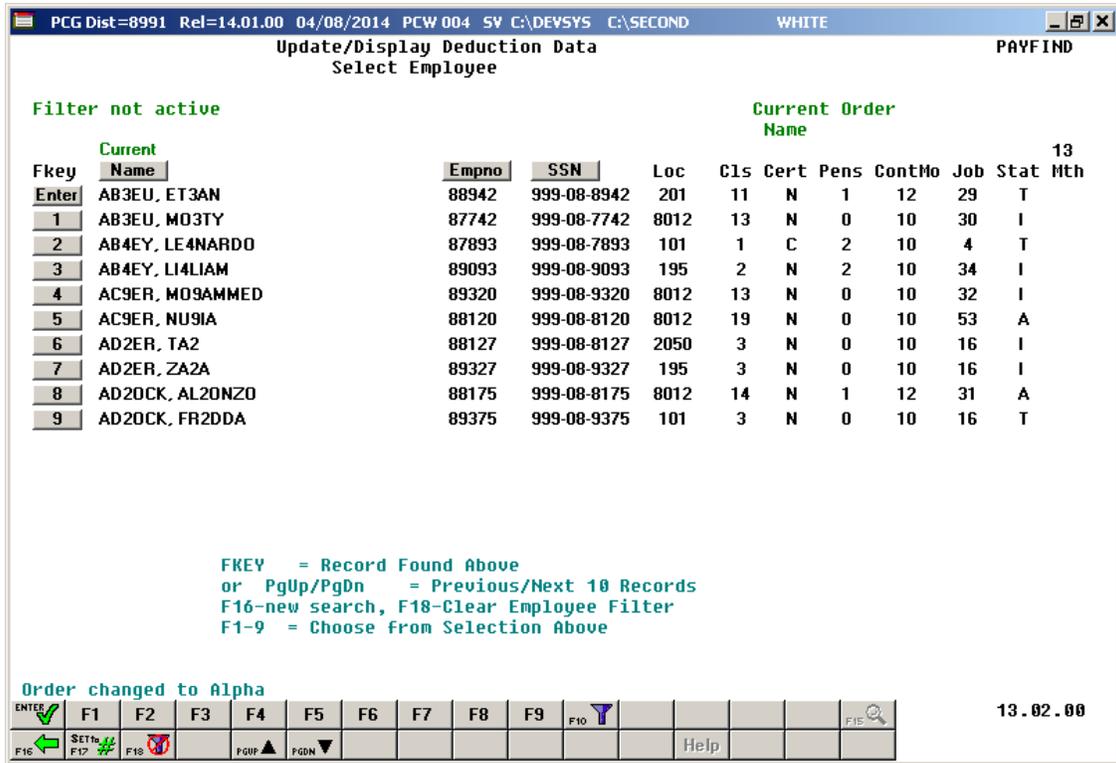
Step	Action
3	Select <b>F4</b> (F4 - Update/Display Gross Data).

The following screen displays:



Step	Action
4	<p>Enter the employee number or the SSN in the <b>Input</b> field, select  (Enter), and proceed to <i>Step 6</i>.</p> <p>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the <b>Input</b> field, and select Enter. Entering a complete or partial name in the <b>Input</b> field displays the results most closely matching the search criteria entered. Proceed to <i>Step 5</i>.</p>

The following screen displays:



Update/Display Deduction Data  
Select Employee

Filter not active

Current Order Name

Fkey	Current Name	Empno	SSN	Loc	C1s	Cert	Pens	ContMo	Job	Stat	Mth
Enter	AB3EU, ET3AN	88942	999-08-8942	201	11	N	1	12	29	T	13
1	AB3EU, MO3TY	87742	999-08-7742	8012	13	N	0	10	30	I	
2	AB4EY, LE4NARDO	87893	999-08-7893	101	1	C	2	10	4	T	
3	AB4EY, LI4LIAM	89093	999-08-9093	195	2	N	2	10	34	I	
4	AC9ER, MO9AMMED	89320	999-08-9320	8012	13	N	0	10	32	I	
5	AC9ER, NU9IA	88120	999-08-8120	8012	19	N	0	10	53	A	
6	AD2ER, TA2	88127	999-08-8127	2050	3	N	0	10	16	I	
7	AD2ER, ZA2A	89327	999-08-9327	195	3	N	0	10	16	I	
8	AD2OCK, AL2ONZO	88175	999-08-8175	8012	14	N	1	12	31	A	
9	AD2OCK, FR2DDA	89375	999-08-9375	101	3	N	0	10	16	T	

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

Order changed to Alpha

13.02.00

Step	Action
5	<p>Select  (Enter) or select the <b>Function key</b> corresponding to the employee’s record, and select  (Enter).</p> <p>To sort by Name: Select <b>Name</b> (Name).</p> <p>To sort by Employee Number: Select <b>Empno</b> (Empno).</p> <p>To sort by Social Security Number: Select <b>SSN</b> (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer’s keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:

Step	Action
6	Select  (F9 – Switch to Update Mode).

The following screen displays:

Payroll Gross Data Screen with Budget Flag Field

Drop-down for Budget Flag Field

Step	Action
7	Verify "Mode changed to update" displays.

Step	Action
8	Consider each gross data account line and decide how each account line should be budgeted based upon the <b>Budget Flag</b> values shown in the drop-down dialog box above. Review sections <i>A1 Processing for Budget Flag 'A'</i> thru <i>A8 Processing for Budget Flag 'X'</i> or <i>Spaces</i> for detailed information about processing each <b>Budget Flag</b> value.
9	Refer to the <i>Payroll System Operations Guide, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data</i> for field instructions for the <i>Update/Display Gross Data</i> screen.
10	Make the appropriate changes and then select  (Enter).  Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

Step	Action
11	Verify “Validations passed. Save your changes.” displays and select  (F8 – Save changes).

The following screen displays:

PCG Dist=8991 Rel=16.01.00 04/04/2016 PCW 002 SV C:\DEVSY S C:\SECOND WHITE

Status Active Update/Display Gross Data PAY07  
 EmpNo 88389 AL4RECHT, KE4NITH Class 3 10 MO. TEACHERS  
 SSN 999-08-8389 Loc 194 Location 000194 Job cd 13 CLASSROOM TEACHERS  
 Salary sched \_\_\_\_\_ Cert level T5 Pay step L4 State yrs 18 Local yrs 18  
 Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw \_ Budget pay cat 14  
 Ann work days 185 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			4542.17		1.0000			
02.	S	0021			81.25					
03.	S	0310			166.67					
04.	S				200.00					
05.										
06.										

4990.09 1.0000 Sub Budget

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens Gross	Pens Amt	Contract	Distrib	Flag
ACCT 01	16	100	-	1081	1000	11000	194					4542.17	Y	S
ACCT 02	16	100	-	1083	1000	11000	194					81.25		I
ACCT 03	16	100	-	9990	2100	14600	101					166.67		L
ACCT 04	16	100	-	1021	1000	11000	109							U
ACCT 05	00													
ACCT 06	00													

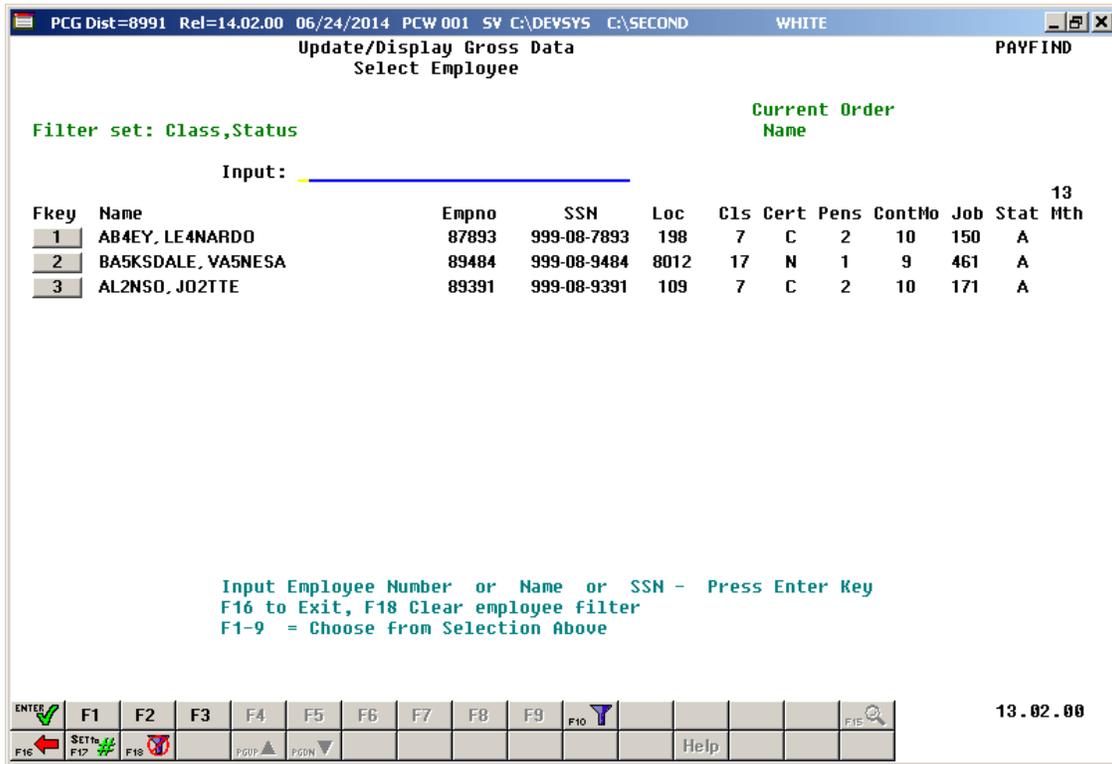
Total gross 4990.09 Pens code 2 TRS  
 Cycle gross 4790.09 Pens switch Y TRS/ERS Pens Gross Pay sch. # 12  
 State salary 54506.04 TRS service ind 1 Adj Amt/% \_\_\_\_\_ Cycle 2 Sch Yr  
 Local salary 975.00 No pension code \_\_\_\_\_ Contmo 10  
 Other 2000.04 Pens Amt/% .0600 PY contmo 10  
 Contract amt 57481.08 Pens elig date 2/10/1999

Data saved

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15  
 F16 F17 F18 Per Ded GTS W/H Lv Ytd Help Adj FICA Gar 16.01.00

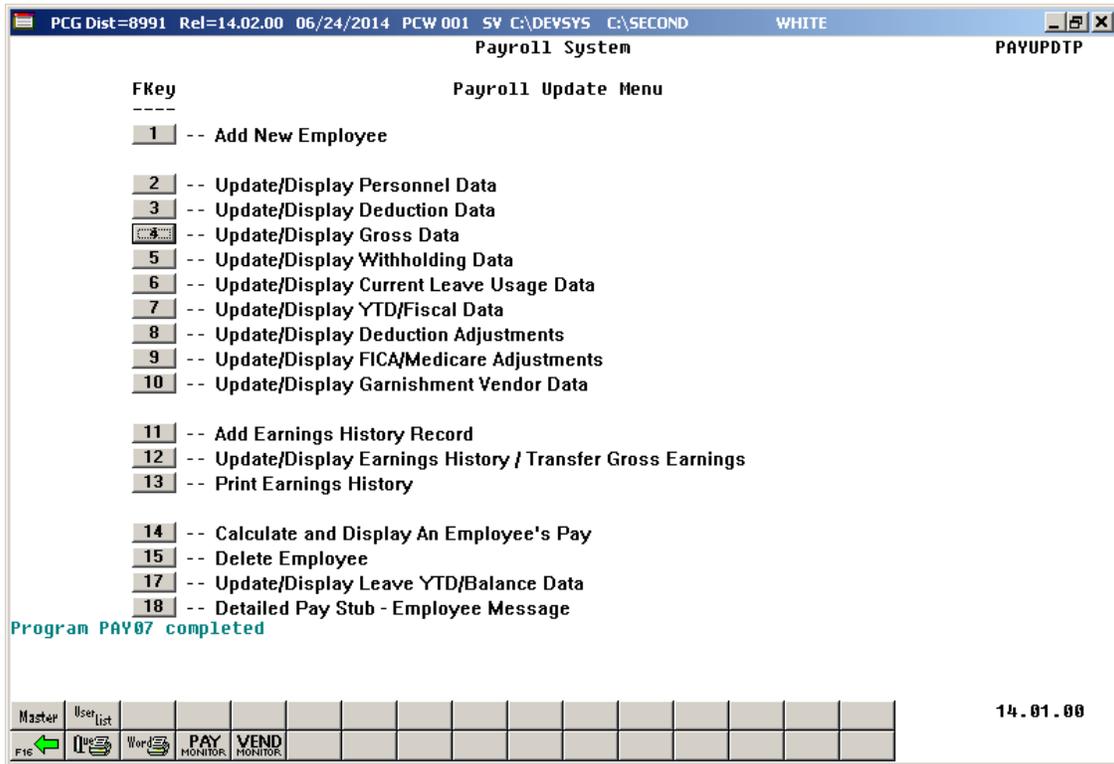
Step	Action
12	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Gross Data - Select Employee</i> screen.

The following screen displays:



Step	Action
13	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
14	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## A1. Processing for Budget Flag 'A'

**Processing for Budget Flag 'A':** Move the account number over to the budget, but do NOT bring over any amounts. This option allows the gross data account number to be brought over to the budget sandbox without bringing any of the associated amounts from the current payroll cycle. This preserves only the account number in the budget sandbox.

Update/Display Gross Data													
Proc	Pay											Regular	Budget
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross	Flag	
01.	S	0010	14	100	-	1455	2400	13100	198	-	5119.67	S	
02.	S	0011	14	100	-	1455	2400	13000	103	-	255.98	S	
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33	M	
04.	S	0031	14	602	-	9990	3100	11600	189	-	1297.15	A	
05.	S	0031	14	482	-	1862	1000	11300	198	-	200.00	-	

Payroll Gross Data Screen with Budget Flag Field

SANDBOX - Update/Display Gross Data													
Proc	Pay											Regular	
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross		
01.	S	0010	14	100	-	1455	2400	13100	198	-	5049.58		
02.	S	0011	14	100	-	1455	2400	13000	103	-	252.37		
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33		
04.	S	0031	14	602	-	9990	3100	11600	189	-			
05.	-		00		-					-			

Gross Data Results in the SANDBOX

## A2. Processing for Budget Flag 'L'

**Processing for Budget Flag 'L':** When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of 'L', as shown in the figure below.

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 0.00 - or - Percentage change 0.1000

*Create Budget Sandbox Control Screen – Type 'L' Lines*

In the case of **Process Type Codes** of 'D', 'H', 'A', 'X', or 'P' (hourly/daily lines), a **Budget Flag** of 'L' allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each 'L' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a rate of \$35.00 per day, the rate on the 'L' line will be increased by .1 times \$35.00, or \$3.50. When \$3.50 is added to the current rate of \$35.00, the new rate for the 'L' line in the budget sandbox is \$38.50.

Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each 'L' line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.

In the case of **Process Type Codes** of 'S', 'B', 'Y', or 'Q' (salary lines), a **Budget Flag** of 'L' allows the user to specify an annual amount change or a percentage change for each flagged gross data account line. If the user specifies an annual amount change, the system will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a **Budget Flag** of 'L'.

In the following example, an annual amount change of \$1200.00 is specified for salary lines on the *Create Budget Sandbox Control* screen. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$1200.00 divided by 12, or \$100.00 per pay period. The \$100.00 is then distributed over all 'L' flagged salary lines in proportion to the original salary distribution. Therefore, account line #2 was increased by \$75.18 and account line #3 was increased by \$24.82 for a total of \$100.00 in the budget sandbox.

Update/Display Gross Data

Process Type 'S' lines will be increased by \$100 per pay period.

Process Type 'D' lines will be increased by 10% (or .1).

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	L
03.	S	0036			77.33	L
04.	D	0030	35.000	30.00	1050.00	L
05.	D	0032	35.000	10.00	350.00	L

Payroll Gross Data Screen with Budget Flag Field

SANDBOX - Update/Display Gross Data

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01.	S	0010			4710.68
02.	S	0011			309.45
03.	S	0036			102.15
04.	D	0030	38.500	30.00	1155.00
05.	D	0032	38.500	10.00	385.00

Gross Data Results in the SANDBOX when \$1200 annual amount change for salary lines is specified

Alternatively, a percentage change can also be specified for a **Budget Flag** of 'L' in the case of 'S', 'B', 'Y', or 'Q' salary lines. The percentage change applies to each salary 'L' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a salary of \$3500.00, the salary on the 'L' line will be increased by .1 times \$3500.00, or \$350.00. When \$350.00 is added to the current salary of \$3500.00, the new salary for the 'L' line in the budget sandbox is \$3850.00.

### A3. Processing for Budget Flag 'M'

**Processing for Budget Flag 'M':** Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount. This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts. A **Budget Flag** of 'M' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

Update/Display Gross Data												
Proc	Pay										Regular	Budget
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross	Flag
01.	S	0010	14	100	-	1455	2400	13100	198	-	5119.67	S
02.	S	0011	14	100	-	1455	2400	13000	103	-	255.98	S
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33	M
04.	S	0031	14	602	-	9990	3100	11600	189	-	1297.15	A
05.	S	0031	14	482	-	1862	1000	11300	198	-	200.00	-

Payroll Gross Data Screen with Budget Flag Field

SANDBOX - Update/Display Gross Data												
Proc	Pay										Regular	
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross	
01.	S	0010	14	100	-	1455	2400	13100	198	-	5049.58	
02.	S	0011	14	100	-	1455	2400	13000	103	-	252.37	
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33	
04.	S	0031	14	602	-	9990	3100	11600	189	-		
05.	-		00									

Gross Data Results in the SANDBOX

## A4. Processing for Budget Flag ‘N’

**Processing for Budget Flag ‘N’:** The processing for **Budget Flag ‘N’** is executed exactly the same way as processing for **Budget Flag ‘L’**. When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of ‘N’, as shown in the figure below.

Type N lines (No salary schedule):  
 Salary lines (S, B, Y, Q): Annual amt change 2400.00 - or - Percentage change 0.0000  
 Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

*Create Budget Sandbox Control Screen – Type ‘N’ Lines*

In the case of **Process Type Codes** of ‘D’, ‘H’, ‘A’, ‘X’, or ‘P’ (hourly/daily lines), a **Budget Flag** of ‘N’ allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each ‘N’ line individually. For example, if a percentage change of .1 is specified, and the employee is paid a rate of \$35.00 per day, the rate on the ‘N’ line will be increased by .1 times \$35.00, or \$3.50. When \$3.50 is added to the current rate of \$35.00, the new rate for the ‘N’ line in the budget sandbox is \$38.50.

Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each ‘N’ line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.

In the case of **Process Type Codes** of ‘S’, ‘B’, ‘Y’, or ‘Q’ (salary lines), a **Budget Flag** of ‘N’ allows the user to specify an annual amount change or a percentage change for each flagged gross data account line. If the user specifies an annual amount change, the system will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a **Budget Flag** of ‘N’.

In the following example, an annual amount change of \$2400.00 is specified for salary lines on the *Create Budget Sandbox Control* screen. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$2400.00 divided by 12, or \$200.00 per pay period. The \$200.00 is then distributed over all ‘N’ flagged salary lines in proportion to the original salary distribution. Therefore, account line #2 was increased by \$150.36 and account line #3 was increased by \$49.64 for a total of \$200.00 in the budget sandbox.

Process Type 'S' lines will be increased by \$200 per pay period.

Process Type 'D' lines will be increased by \$0.50

**Update/Display Gross Data**

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
S	0010				4685.25	S
S	0011				234.27	N
S	0036				77.33	N
D	0030	35.000	30.00		1050.00	N
D	0032	42.500	10.00		425.00	N

Payroll Gross Data Screen with Budget Flag Field

**SANDBOX - Update/Display Gross Data**

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010				4710.68
02. S	0011				384.63
03. S	0036				126.97
04. D	0030	35.500	30.00		1065.00
05. D	0032	43.000	10.00		430.00

Gross Data Results in the SANDBOX when \$2400 annual amount change for salary lines is specified

Alternatively, a percentage change can also be specified for a **Budget Flag** of 'N' in the case of 'S', 'B', 'Y', or 'Q' (salary lines). The percentage change applies to each salary 'N' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a salary of \$234.27, the salary on the 'N' line will be increased by .1 times \$234.27, or \$23.43. When \$23.43 is added to the current salary of \$234.27, the new salary for the 'N' line in the budget sandbox is \$257.70.

## A5. Processing for Budget Flag ‘S’

**Processing for Budget Flag ‘S’:** Budget as state salary using the state CPI salary schedule. A **Budget Flag** of ‘S’ can be used for account lines with a **Process Type** of ‘S’ for certified employees only.

When the *Create Budget Sandbox* process is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of ‘S’, as shown in the figure below.

```
Type S lines (CPI Salary schedule):
Enter year for salary schedule:      2015  (CCYY)
Increase local and state years?      Y      (Y or N)
Number of work days for certified employees: 185
```

*Create Budget Sandbox Control Screen – Type ‘S’ Lines*

In the case of a **Process Type Code** of ‘S’ (salary lines) for certified employees, a **Budget Flag** of ‘S’ allows the user to specify 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.

In the following example, a certified employee is currently at **Certificate Level ‘T6’** and **Pay Step ‘L1’**, and has **12** years of state experience. One gross data account line with a **Process Type Code** of ‘S’ is flagged with a **Budget Flag** of ‘S’. In this example, the user specified a ‘Y’ (Yes) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. The user also specified the **Number of work days for certified employees** as **185**.

Update/Display Gross Data						
Cert level T6		Pay step L1		State yrs 12		Local yrs 11
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	N
03.	S	0036			77.33	N
04.	D	0030	35.000	30.00	1050.00	N
05.	D	0032	42.500	10.00	425.00	N

*Payroll Gross Data Screen with Budget Flag Field*

When the *Create Budget Sandbox* procedure is executed, the employee’s **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee’s record will reflect **13** years of state experience and a **Pay Step** of ‘L2’ in the *SANDBOX - Update/Display Gross Data* screen. PCGenesis uses the **2015 CPI Salary Schedule**, as shown below, and looks up the annual state salary for a **Pay Step** of ‘L2’ and a **Certificate Level** of ‘T6’. For this employee, \$58,056 is extracted as the correct annual salary for 190 days.

PCG Dist=8991 Rel=14.02.00 06/17/2014 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE CPICMS00

**CPI SALARY SCHEDULE**

STATE Salary Schedule: 2015 (CCVY)  
STATE SALARY SCHEDULE

Years Exp	Sal Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E	31586	32505	31586	33424	35597	38438	40936	43435	46258	48213
3	1	32534	33480	31586	34427	36665	39591	42164	44738	47646	49659
4	2	33510	34484	31586	35460	37765	40779	43429	46080	49075	51149
5	3	34515	35519	31586	36524	38898	42002	44732	47462	50547	52683
6	4	35550	36585	31586	37985	40454	43682	46521	49360	52569	54790
7	5	36617	37683	31586	39125	41668	44922	47917	50841	54146	56434
8	6	37716	38813	31586	40886	43543	47017	50073	53129	56583	58974
9,10	7	38847	39977	31586	42113	44849	48428	51575	54723	58280	60743
11,12	L1	40012	41176	31586	43376	46194	49881	53122	56365	60028	62565
13,14	L2	41212	42411	31586	44677	47580	51377	54716	58056	61829	64442
15,16	L3	42448	43683	31586	46017	49007	52918	56357	59798	63684	66375
17,18	L4	43721	44993	31586	47398	50477	54506	58048	61592	65595	68366
19,20	L5	45033	46343	31586	48820	51991	56141	59789	63440	67563	70417
21+	L6	46384	47733	31586	50285	53551	57825	61583	65343	69590	72530

ENTER=Validate F3=Print Screen F10=Load from File F16=Exit

ENTER [F3] [F10] [F16]

14.02.00

CPI State Salary Schedule

To calculate the salary for the gross data line flagged with a **Budget Flag** of 'S' in the budget sandbox, PCGenesis prorates the annual state salary of \$58,056 for 185 days. Therefore, it calculates \$58,056 times 185 days, and then divides the product by 190 days, to give \$56,528.21 as the new annual salary for this employee. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$56,528.21 divided by 12, or \$4710.68 per pay period.

In the example below only one gross data account line is flagged with a **Budget Flag** of 'S', so the entire pay period amount is distributed to account line #1. However, if more than one gross data account line was flagged with a **Budget Flag** of 'S', the \$4710.68 pay period amount would be distributed over all 'S' flagged salary lines in proportion to the original salary distribution.

**SANDBOX - Update/Display Gross Data**

Cert level	T6	Pay step	L2	State yrs	13	Local yrs	12
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular	Gross	
01.	S	0010				4710.68	
02.	S	0011				384.63	
03.	S	0036				126.97	
04.	D	0030	35.500	30.00		1065.00	
05.	D	0032	43.000	10.00		430.00	

Gross Data Results in the SANDBOX when 2015 CPI State Salary Schedule using 185 Work Days is specified

## A6. Processing for Budget Flag 'T'

**Processing for Budget Flag 'T':** Budget as local supplement using a local CPI salary schedule. A **Budget Flag** of 'T' can be used for account lines with a **Process Type** of 'S' for certified employees only. When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of 'T', as shown in the figure below.

Type T lines (Local CPI salary schedule):  
 Enter year for salary schedule: 2015 (CCYY)  
 Number of work days for certified employees: 185

*Create Budget Sandbox Control Screen – Type 'T' Lines*

In the case of a **Process Type Code** of 'S' (salary lines) for certified employees, a **Budget Flag** of 'T' allows the user to specify the CPI local salary schedule year to use. The user must also specify the number of work days for certified employees. Since the CPI local 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 local salary schedule is prorated accordingly.

In the following example, a certified employee is currently at **Certificate Level 'T6'** and **Pay Step 'L1'**, and has **12** years of state experience. Two gross data account lines with a **Process Type Code** of 'S' are flagged with a **Budget Flag** of 'T'. In this example, the user specified a 'Y' (Yes) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of 'S' since it can only increment the years of experience one time.) The user also specified the **Number of work days for certified employees** as **185**.

Update/Display Gross Data						
Cert level T6		Pay step L1		State yrs 12	Local yrs 11	
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	T
03.	S	0036			77.33	T
04.	D	0030	35.000	30.00	1050.00	N
05.	D	0032	42.500	10.00	425.00	N

*Payroll Gross Data Screen with Budget Flag Field*

When the *Create Budget Sandbox* procedure is executed, the employee’s **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee’s record will reflect **13** years of state experience and a **Pay Step** of ‘L2’ in the *SANDBOX - Update/Display Gross Data* screen. PCGenesis uses the **2015 CPI Local Salary Schedule**, as shown below, and looks up the annual local salary for a **Pay Step** of ‘L2’ and a **Certificate Level** of ‘T6’, and extracts \$5,805 as the correct annual salary for 190 days for this employee. Refer to the *Budget System Operations Guide, Section D: SANDBOX Special Functions* for information about configuring local CPI salary schedules.

Years Exp	Sal Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0,1,2	E	3158	3250	3158	3342	3559	3843	4093	4343	4625	4821
3	1	3253	3348	3158	3442	3666	3959	4216	4473	4764	4965
4	2	3351	3448	3158	3546	3776	4077	4342	4608	4907	5114
5	3	3451	3551	3158	3652	3889	4200	4473	4746	5054	5268
6	4	3555	3658	3158	3798	4045	4368	4652	4936	5256	5479
7	5	3661	3768	3158	3912	4166	4499	4791	5084	5414	5643
8	6	3771	3881	3158	4088	4354	4701	5007	5312	5658	5897
9,10	7	3884	3997	3158	4211	4484	4842	5157	5472	5828	6074
11,12	L1	4001	4117	3158	4337	4619	4988	5312	5636	6002	6256
13,14	L2	4121	4241	3158	4467	4758	5137	5471	5805	6182	6444
15,16	L3	4244	4368	3158	4601	4900	5291	5635	5979	6368	6637
17,18	L4	4372	4499	3158	4739	5047	5450	5804	6159	6559	6836
19,20	L5	4503	4634	3158	4882	5199	5614	5978	6344	6756	7041
21+	L6	4638	4773	3158	5028	5355	5782	6158	6534	6959	7253

CPI Local Salary Schedule

To calculate the salary for the gross data lines flagged with a **Budget Flag** of ‘T’ in the budget sandbox, PCGenesis prorates the annual local salary of \$5,805 for 185 days. Therefore, it calculates \$5,805 times 185 days, and then divides the product by 190 days, to give \$5,652.24 as the new annual local salary for this employee. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$5,652.24 divided by 12, or \$471.02 per pay period.

In the example below two gross data account lines are flagged with a **Budget Flag** of 'T', so the pay period amount is distributed over account lines #2 and #3. The \$471.02 is then distributed over all 'T' flagged salary lines in proportion to the original salary distribution. Therefore, the salary of account line #2 is now \$354.11 and the salary for account line #3 is now \$116.91 for a total of \$471.02 in the budget sandbox.

SANDBOX - Update/Display Gross Data							
Cert level	T6	Pay step	L2	State yrs	13	Local yrs	12
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular	Gross	
01.	S	0010				4710.68	
02.	S	0011				354.11	
03.	S	0036				116.91	
04.	D	0030	35.500	30.00		1065.00	
05.	D	0032	43.000	10.00		430.00	

Gross Data Results in the SANDBOX when 2015 CPI Local Salary Schedule using 185 Work Days is specified

## A7. Processing for Budget Flag ‘U’

**Processing for Budget Flag ‘U’:** Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required when account lines are flagged with ‘U’.

A **Budget Flag** of ‘U’ can be used for account lines with a **Process Type** of ‘S’ only. When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of ‘U’, as shown in the figure below. A **Budget Flag** of ‘U’ allows the user to specify the user-defined salary schedule year to use.

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

Create Budget Sandbox Control Screen – Type ‘U’ Lines

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

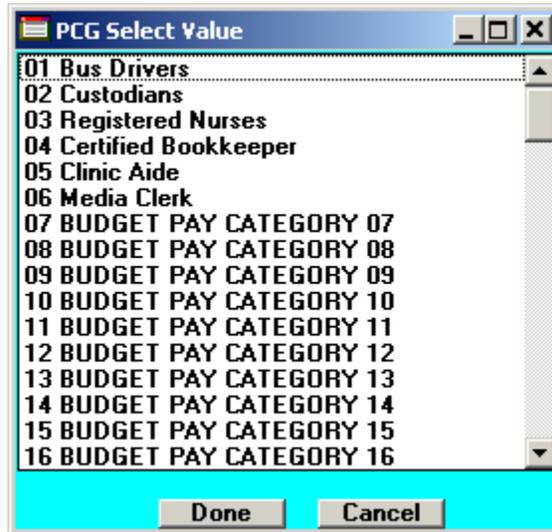
In the following example, two gross data account lines with a **Process Type Code** of ‘S’ are flagged with a **Budget Flag** of ‘U’. The classified employee currently has **10** years of local experience. In this example, the user specified a ‘Y’ (Yes) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of ‘S’ since it can only increment the years of experience one time.)

The user must also specify the number of annual work days (**Ann work days**) for the employee on the payroll *Update/Display Gross Data* screen. Since the user-defined salary schedule is based on 260 days per calendar year, if the number of work days is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The classified employee in our example below works **210** days per year (**Ann work days**).

Status	Active	Update/Display Gross Data					PAY07
EmpNo	89484	BA5KSDALE, VA5NESA	Class	17	BUS DRIVERS		
SSN	999-08-9484	Loc 8012	Location	008012	Job cd	461 BUS DRIVER	
Salary sched		Cert level	Pay step	E	State yrs	0 Local yrs 10	
Work sched ID		Hrs/Day	5.000	Days/Week	0	Hrs/Week 25.00 13/14 pay sw	
Ann work days	210	Days worked YTD	0.00	This per	0.00	Days docked YTD 0.00 This per 0.00	
Proc Type	S	Pay Rate	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag	
01.	S				980.58	U	
02.	S				100.00	U	
03.							
Pay sch. #	24						

Payroll Gross Data Screen with Budget Flag Field

The user must also define the **Budget Pay Category** field for the employee on the *Update/Display Gross Data* screen in payroll. The **Budget Pay Category** determines the correct user-defined salary schedule to use for the budget process. The classified employee in our example above is assigned a **Budget Pay Category** of **01**, which is defined as 'Bus Drivers' as shown in the drop-down box below.



*Drop-Down Box for the Budget Pay Category Field  
(Budget Pay Category field names are system-specific.)*

When the *Create Budget Sandbox* procedure is executed, the employee's **Local Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **11** years of local experience in the *SANDBOX - Update/Display Gross Data* screen. The employee's **Budget Pay Category** field is **01** for Bus Drivers. Therefore, the 'Bus Drivers' user-defined salary schedule will contain the salary data for this employee. PCGenesis uses the **2015 User-Defined Salary Schedule**, as shown below, and looks up the annual user-defined salary for 11 years of experience for 'Bus Drivers', and extracts \$42,448.00 as the correct annual salary for 260 days for this employee. Refer to the *Budget System Operations Guide, Section D: SANDBOX Special Functions* for information about configuring user-defined salary schedules.

PCG Dist=8991 Rel=14.02.00 06/17/2014 PCW 001 SV C:\DEV5YS C:\SECOND WHITE							
SANDBOX USER DEFINED SALARY SCHEDULE							
USER DEFINED SALARY SCHEDULE 2015							
BUDCM500							
Years	Exp	Bus Drivers	Custodians	Reg Nurses	Cert Bookkeep	Clinic Aide	Media Clerk
0		31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
1		31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
2		32534.00	33480.00	31586.00	34427.00	36665.00	39591.00
3		33510.00	34484.00	31586.00	35460.00	37765.00	40779.00
4		34515.00	35519.00	31586.00	36524.00	38898.00	42002.00
5		35550.00	36585.00	31586.00	37985.00	40454.00	43682.00
6		36617.00	37683.00	31586.00	39125.00	41668.00	44992.00
7		37716.00	38813.00	31586.00	40886.00	43543.00	47017.00
8		38847.00	39977.00	31586.00	42113.00	44849.00	48428.00
9		40012.00	41176.00	31586.00	43376.00	46194.00	49881.00
10		41212.00	42411.00	31586.00	44677.00	47580.00	51377.00
11		42448.00	43683.00	31586.00	46017.00	49007.00	52918.00
12		43721.00	44993.00	31586.00	47398.00	50477.00	54506.00
13		45033.00	46343.00	31586.00	48820.00	51991.00	56141.00
14		46384.00	47733.00	31586.00	50285.00	53551.00	57825.00
15		50000.00	50000.00	50000.00	53000.00	54000.00	58000.00
16		60000.00	60000.00	60000.00	60000.00	60000.00	60000.00
17		70000.00	70000.00	70000.00	70000.00	70000.00	70000.00
18		80000.00	80000.00	80000.00	80000.00	80000.00	80000.00
19		90000.00	90000.00	90000.00	90000.00	90000.00	90000.00
20		100000.00	100000.00	100000.00	100000.00	100000.00	100000.00
21		110000.00	110000.00	110000.00	110000.00	110000.00	110000.00
22		120000.00	120000.00	120000.00	120000.00	120000.00	120000.00
23		130000.00	130000.00	130000.00	130000.00	130000.00	130000.00
24		140000.00	140000.00	140000.00	140000.00	140000.00	140000.00

(Use scroll keys to page through pay categories.)  
 ENTER=Validate F3=Print Screen F10=Load from File F16=Exit  
 ENTER [ ] F3 [ ] F10 [ ] F16 [ ] 14.02.00

User-Defined Salary Schedule

To calculate the salary for the gross data lines flagged with a **Budget Flag** of 'U' in the budget sandbox, PCGenesis prorates the user-defined salary of \$42,448.00 for 210 days. Therefore, it calculates \$42,448 times 210 days, and then divides the product by 260 days, to give \$34,284.92 as the new annual user-defined salary for this employee. Since the employee is paid 24 times per year, the pay period amount to be disbursed over the salary account lines is \$34,284.92 divided by 24, or \$1,428.54 per pay period.

In the example below two gross data account lines are flagged with a **Budget Flag** of 'U', so the pay period amount is distributed over account lines #2 and #3. The \$1,428.54 is then distributed over all 'U' flagged salary lines in proportion to the original salary distribution. Therefore, the salary of account line #2 is now \$1,296.40 and the salary for account line #3 is now \$132.14 for a total of \$1,428.54 in the budget sandbox.

SANDBOX - Update/Display Gross Data										PAY07		
Status	Active							Class	17	BUS DRIVERS		
EmpNo	89484	BA5KSDALE, VA5NESA				Loc	8012	Location	008012	Job cd	461	BUS DRIVER
SSN	999-08-9484	Cert level		Pay step	E	State yrs	0	Local yrs	11			
Salary sched												
Work sched ID		Hrs/Day	5.000	Days/Week	0	Hrs/Week	25.00	13/14 pay sw		Budget pay cat	1	
Ann work days	210	Days worked YTD	0.00	This per	0.00	Days docked YTD	0.00	This per	0.00			
Proc Type	S	Pay Rate		Days/Hrs Regular		Days/Hrs Overtime		Regular Gross				
01.	S							1296.40				
02.	S							132.14				
03.												
Pay sch.	#	24										

Gross Data Results in the SANDBOX when 2015 User-Defined Salary Schedule using 210 Work Days is specified

## A8. Processing for Budget Flag 'X' or Spaces

**Processing for Budget Flag 'X' or Spaces:** Do not bring the gross data account line over to the budget process. Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

Update/Display Gross Data												
Proc	Pay										Regular	Budget
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross	Flag
01.	S	0010	14	100	-	1455	2400	13100	198	-	5119.67	S
02.	S	0011	14	100	-	1455	2400	13000	103	-	255.98	S
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33	M
04.	S	0031	14	602	-	9990	3100	11600	189	-	1297.15	A
05.	S	0031	14	482	-	1862	1000	11300	198	-	200.00	-

Payroll Gross Data Screen with Budget Flag Field

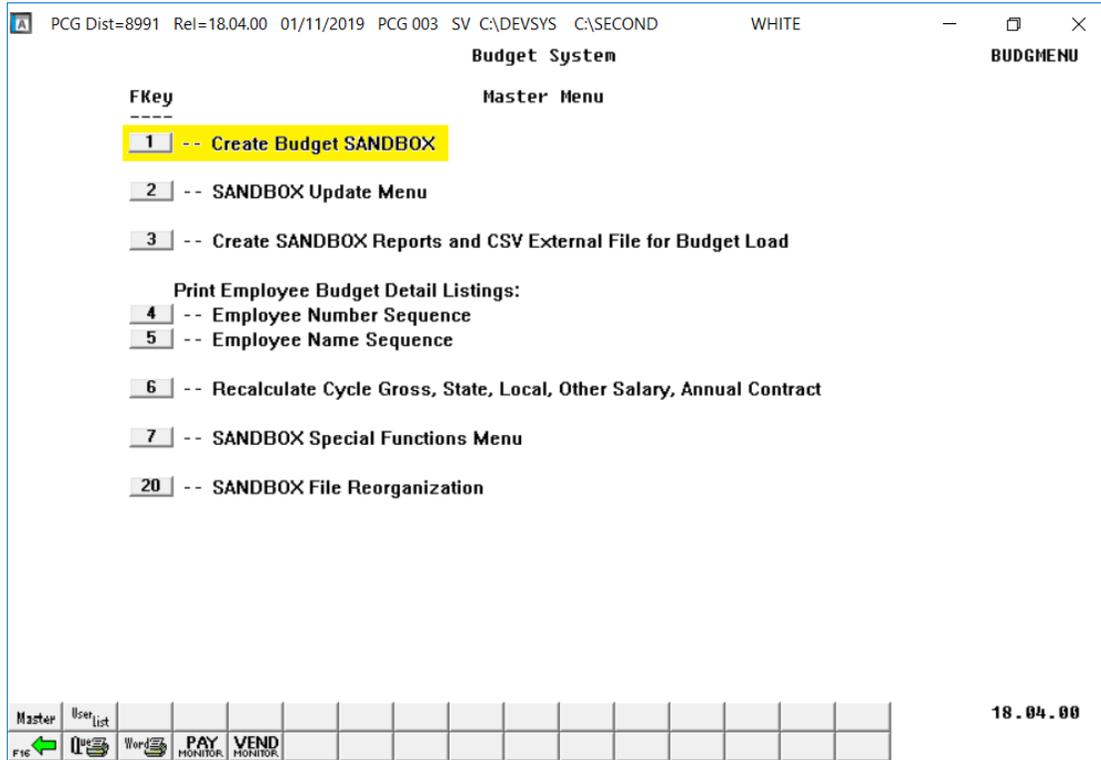
SANDBOX - Update/Display Gross Data												
Proc	Pay										Regular	
Type	Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Gross	
01.	S	0010	14	100	-	1455	2400	13100	198	-	5049.58	
02.	S	0011	14	100	-	1455	2400	13000	103	-	252.37	
03.	S	0036	14	100	-	1455	2400	13100	189	-	591.33	
04.	S	0031	14	602	-	9990	3100	11600	189	-		
05.	-		00		-					-		

Gross Data Results in the SANDBOX

## Procedure B: Create Budget SANDBOX

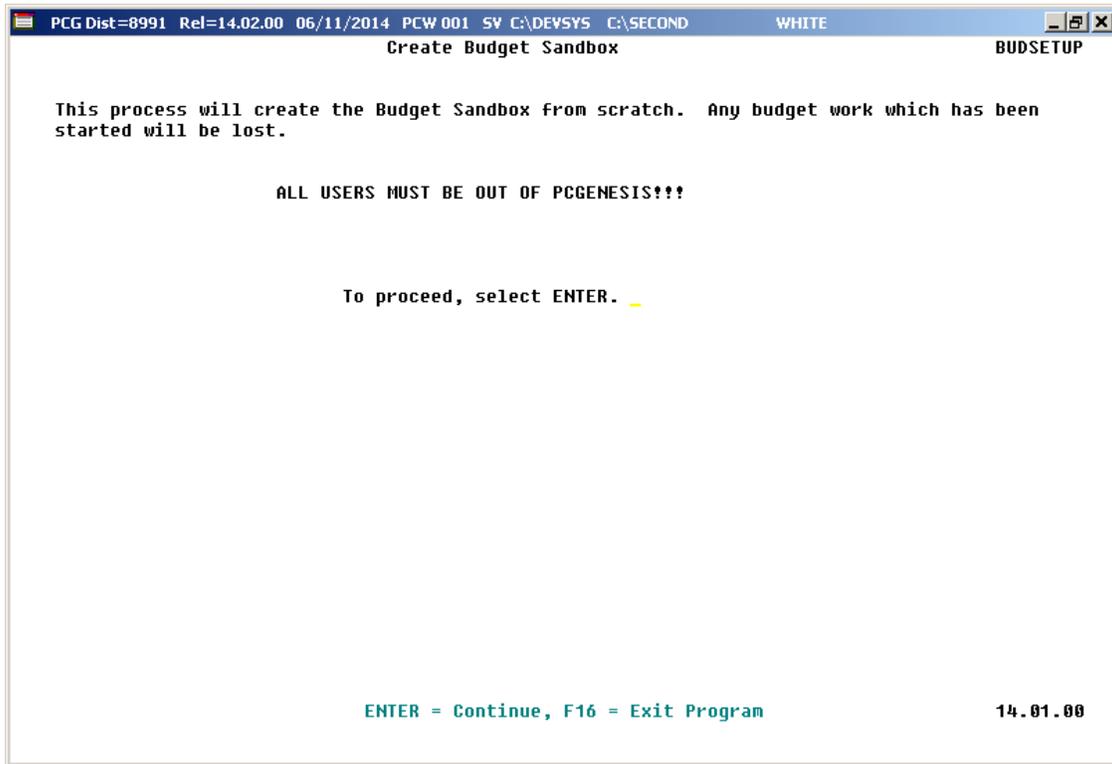
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>5</b> (F5 - Budget System).

The following screen displays:



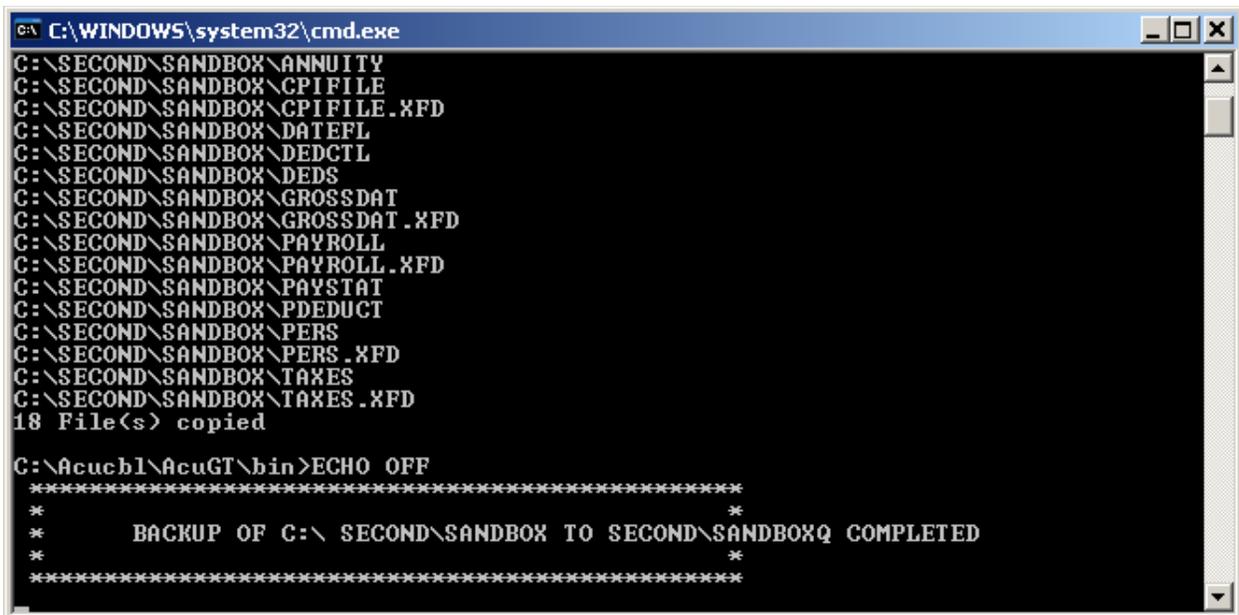
Step	Action
2	Select <b>1</b> (F1 – Create Budget SANDBOX).

The following screen displays:

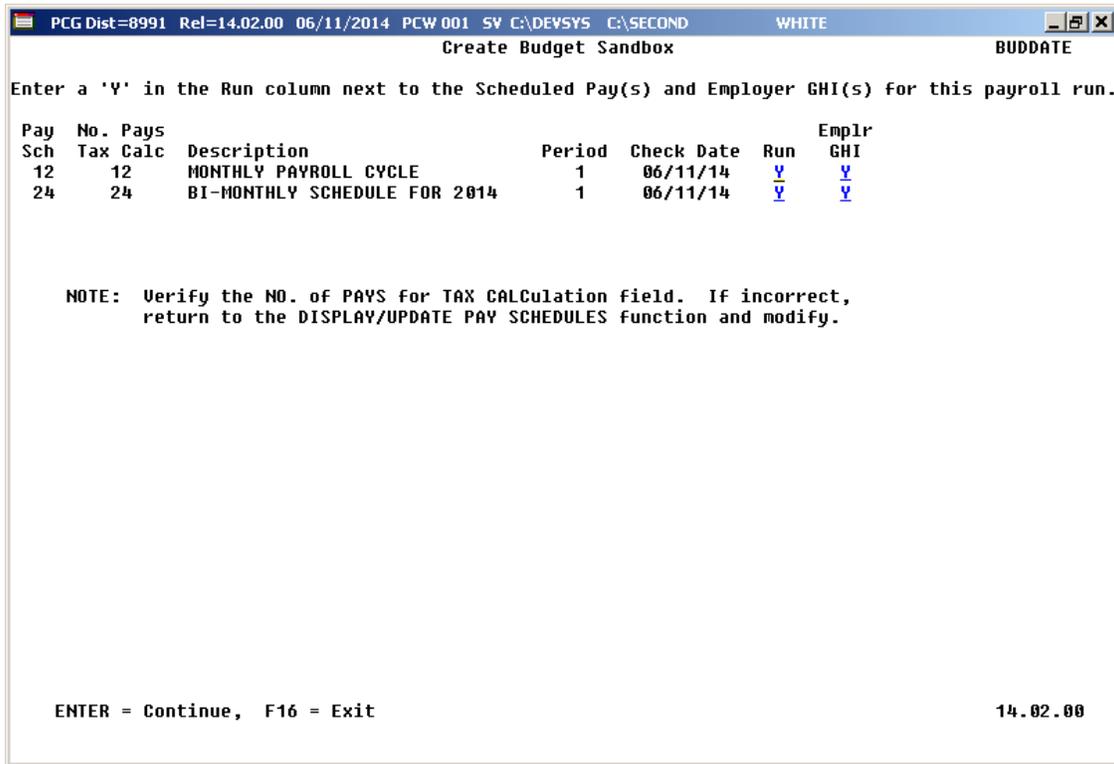


Step	Action
3	Make sure that all users exit out of the PCGenesis system. Select <b>Enter</b> to proceed.

The following screen displays briefly:

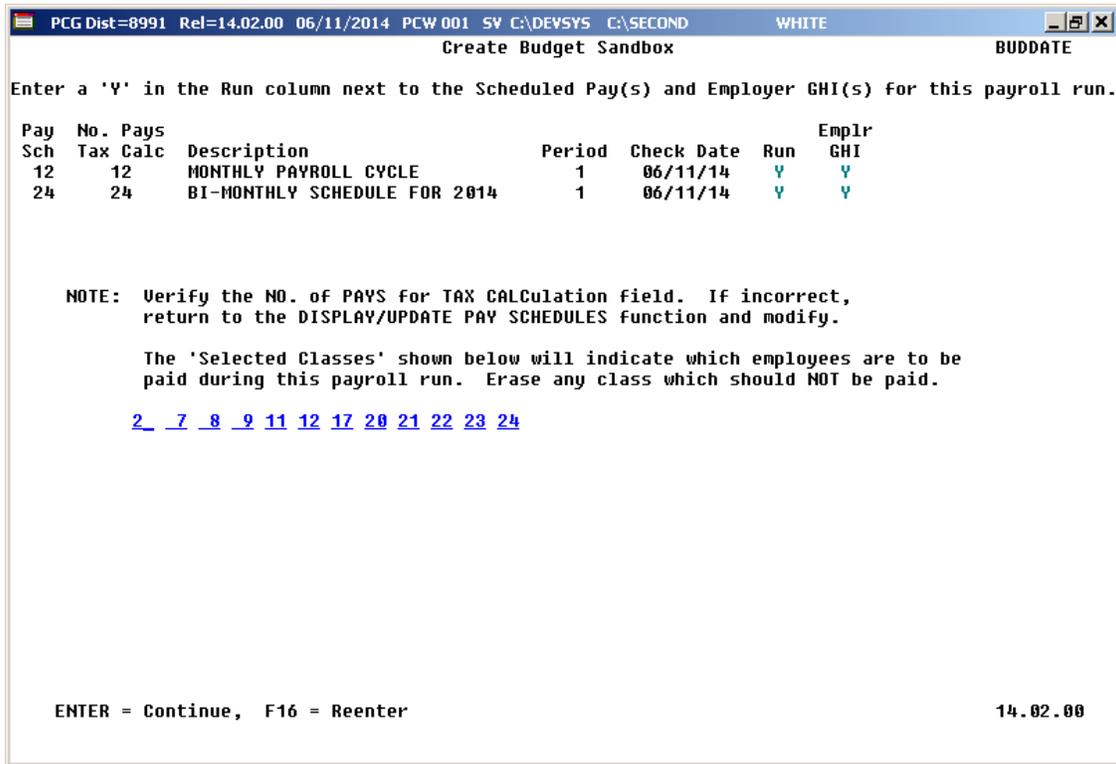


The following screen displays:



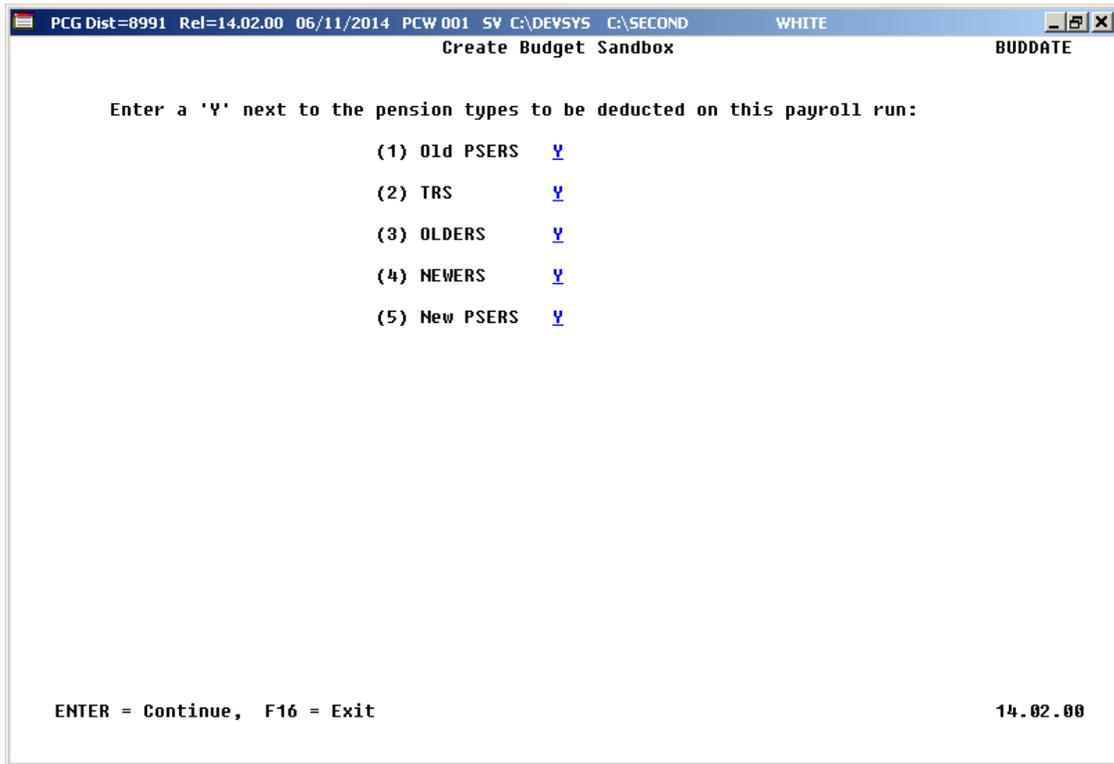
Step	Action
4	<p>Enter <b>Y</b> (Yes) in the <b>Run</b> and <b>Emplr GHI</b> (Employer Georgia Health Insurance) columns for the appropriate <b>Pay Sch</b> (Payrolls Schedules).</p> <p>The user may select which <b>Payroll Schedules</b> to budget. For example, if the district has both a monthly (12) and bi-monthly (24) payroll, the user has the ability to select ‘<b>Y</b>’ (Yes) for both the <i>Pay Schedule 12</i> and <i>Pay Schedule 24</i> <b>Run</b> parameters.</p> <p>The user may also select whether or not the system should calculate the Employer GHI (<b>Emplr GHI</b>) contribution for the budgeting procedure. Enter ‘<b>Y</b>’ (Yes) to calculate the Employer GHI or enter ‘<b>N</b>’ (No) to suppress the employer GHI calculation.</p>
5	<p>Verify the <b>No. Pays Tax Calc</b> (Number of Payrolls Tax Calculation) field has defaulted correctly.</p>
6	<p>Select <b>Enter</b> (Continue).</p>

The following screen displays:



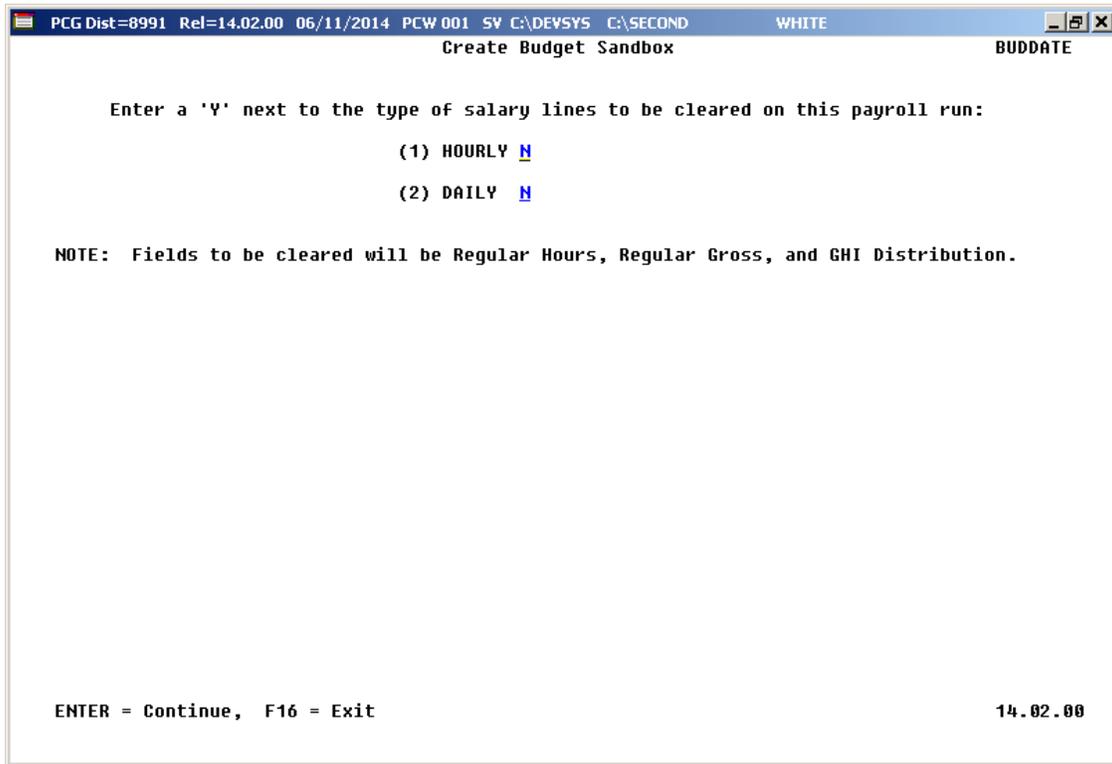
Step	Action
7	<p><b>To omit pay classes from this budget run:</b> Select the spacebar continuously within the pay class field(s).</p> <p>The user may define which payroll class codes should be selected for the budgeting procedure. For example, the user may decide NOT to process the <u>substitute</u> payroll class codes during the budget procedure.</p>
8	Select <b>Enter</b> <u>twice</u> .

The following screen displays:



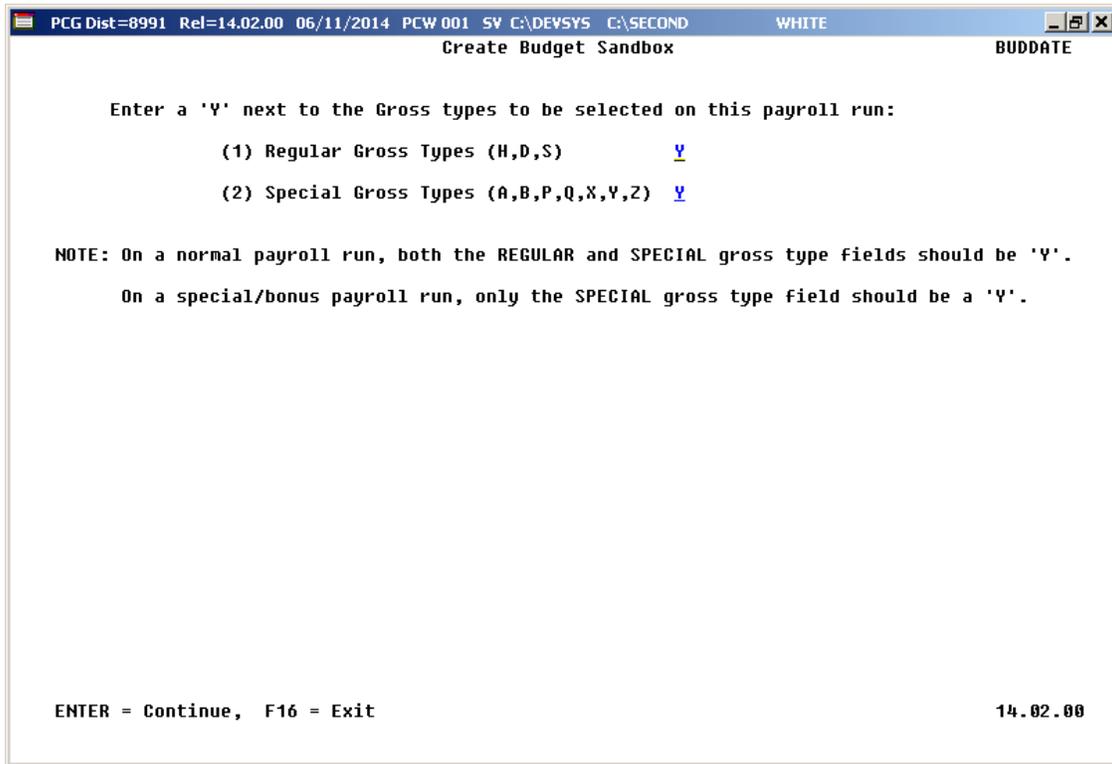
Step	Action
9	Enter <b>Y</b> (Yes) or <b>N</b> (No) in the appropriate fields to identify the pension type deductions. The user defines which pension types to calculate during the budget procedure. Typically, the user would select only those pension codes which have an employer contribution component, such as TRS and Old and New ERS.
10	Select <b>Enter</b> (Continue).

The following screen displays:



Step	Action
11	<p>Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>HOURLY</b> or <b>DAILY</b> fields to identify the type of salary lines to be cleared for the <b>Regular Hours</b> and <b>Regular Gross</b> fields.</p> <p>The user selects if the hourly and/or daily salary lines will be cleared during the budget procedure. Generally, these options should be set to 'N' so that the hours/days on the hourly/daily salary account lines (<b>Process Type Codes</b> of 'H' or 'D') are retained for budgeting purposes.</p>
12	<p>Select <b>Enter</b> (Continue).</p>

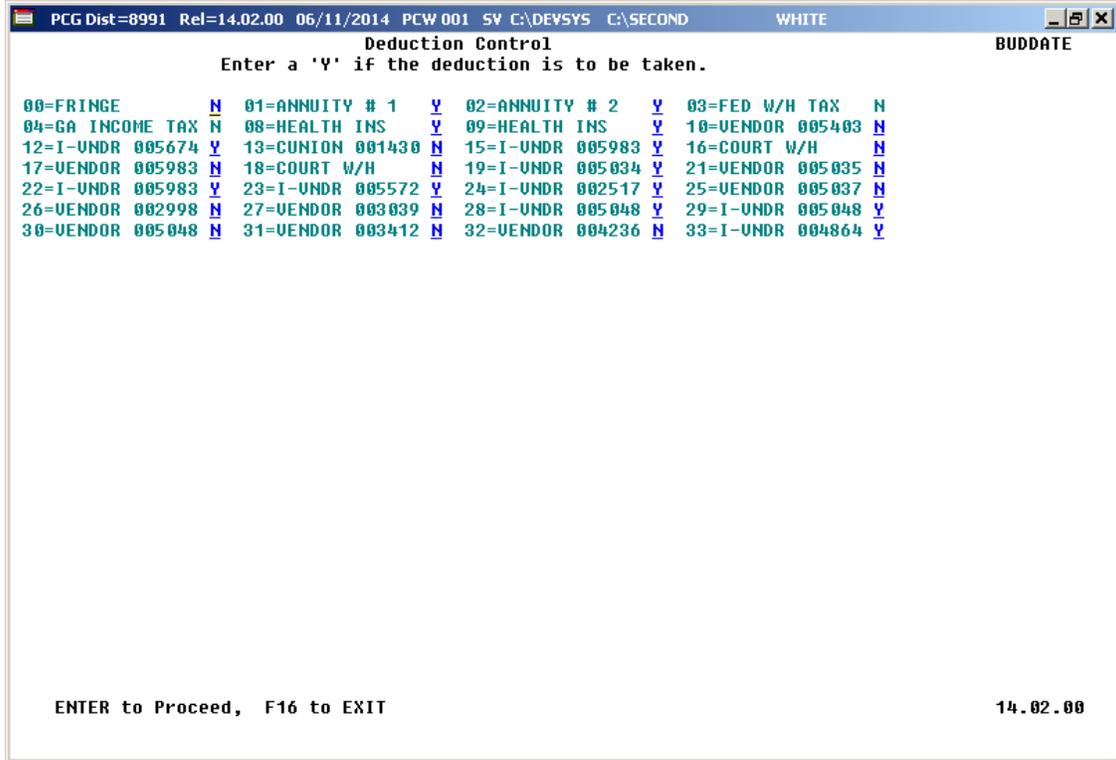
The following screen displays:



Step	Action
13	<p>To budget <b>Regular Gross Types (H, D, S)</b>: Enter <b>Y</b> (Yes).</p> <p>To budget <b>Special Gross Types (A, B, P, Q, X, Y, Z)</b> : Enter <b>Y</b> (Yes).</p> <p><u>Regular Gross Types:</u></p> <ul style="list-style-type: none"> <li><b>S</b> – Regular salary with pension and taxes</li> <li><b>D</b> – Regular daily with pension and taxes</li> <li><b>H</b> – Regular hourly with pension and taxes</li> </ul> <p><u>Special Gross Types:</u></p> <ul style="list-style-type: none"> <li><b>A</b> –Daily/Hourly adjustment NO pension calculation</li> <li><b>B</b> –Salary adjustment NO pension calculation</li> <li><b>X</b> –Daily/Hourly, with FICA, NO pension/annuities or tax calculation</li> <li><b>Y</b> –Salary, with FICA, NO pension/annuities or tax calculation</li> <li><b>Q</b> –Salary adjustment with taxes and pension calculation</li> <li><b>P</b> – Daily/Hourly adjustment with taxes and pension calculation</li> <li><b>Z</b> – Pension adjustment only</li> </ul> <p>The user selects whether <b>Regular Gross Types (H, D, S)</b> and/or <b>Special Gross Types (A, B, P, Q, X, Y, Z)</b> will be processed by the budgeting procedure. For example, the user may wish to budget only <b>Regular Gross Types (H, D, and S)</b> and NOT budget <b>Special Gross Types (A, B, P, Q, X, Y, Z)</b> since special gross types are typically used for substitute payments and special payments</p>

Step	Action
14	Select <b>Enter</b> (Continue).

The following screen displays:



The Create Budget SANDBOX – Deduction Control screen entries are system-specific, and determine whether employer contributions will be included.

Step	Action
15	Enter <b>Y</b> (Yes) or <b>N</b> (No) in the appropriate fields to define the deductions to be taken.  The user selects which deduction codes will be processed by the budgeting procedure. Typically, the only deductions which should be considered for budgeting are those deductions which have an employer contribution component. For example, if the district subsidizes employee annuities and Georgia State Health Insurance, then deduction codes 01, 02, 08 and 09 should be selected for budgeting.
16	Select <b>Enter</b> (Continue).  <i>***Processing Request***</i> briefly displays.

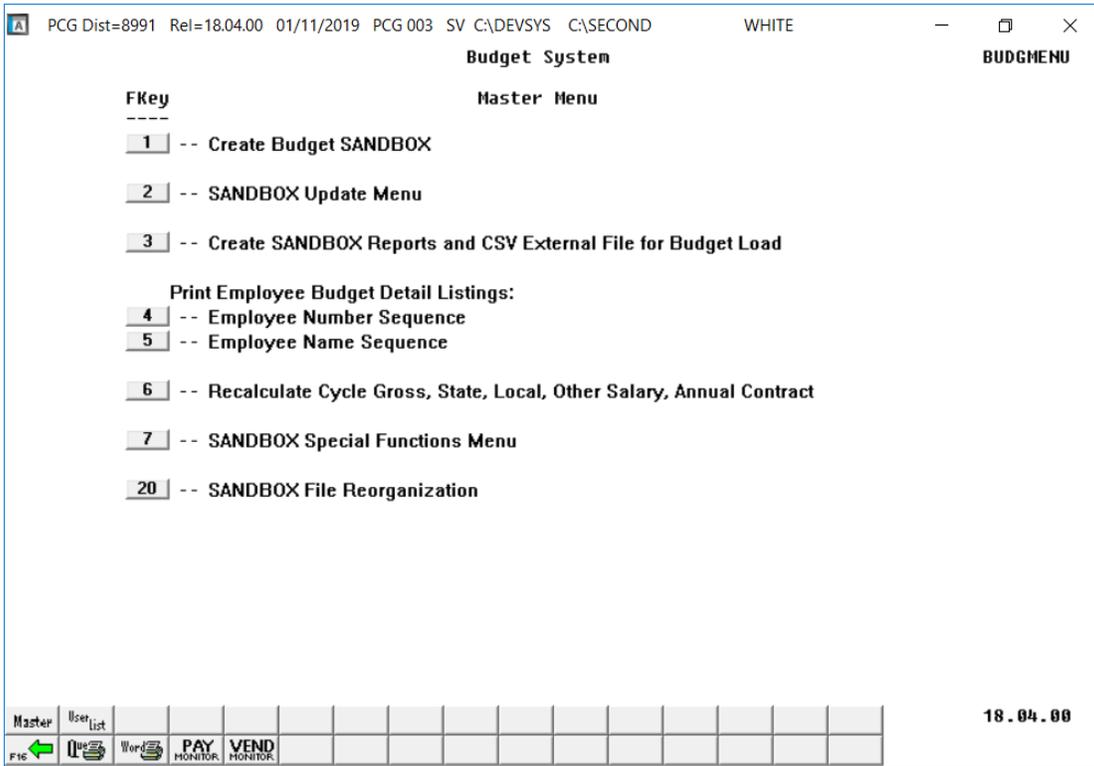
The following screen displays:

Step	Action
17	<b>For Type S lines (CPI salary schedule):</b> Enter the year for the CPI state salary schedule in the <b>Enter year for salary schedule</b> field.
18	<b>For Type S lines (CPI salary schedule):</b> Enter <b>Y</b> (Yes) in the <b>Increase local and state years</b> field if employees' local and state years of experience should be incremented by one. Enter <b>N</b> (No) in the <b>Increase local and state years</b> field if the employees' local and state years of experience fields should <u>not</u> be incremented, but should retain their existing values.
19	<b>For Type S lines (CPI salary schedule):</b> Enter the number of annual work days for certified employees in the <b>Number of work days for certified employees</b> field. The user must 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.
20	<b>For Type T lines (Local CPI salary schedule):</b> Enter the year for the CPI local salary schedule in the <b>Enter year for salary schedule</b> field.

Step	Action
21	<p><b>For Type T lines (Local CPI salary schedule):</b> Enter the number of annual work days for certified employees in the <b>Number of work days for certified employees</b> field.</p> <p>The user must specify the number of work days for certified employees. Since the CPI local 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 local salary schedule is prorated accordingly.</p>
22	<p><b>For Type U lines (User-defined salary schedule):</b> Enter the year for the user-defined salary schedule in the <b>Enter year for salary schedule</b> field.</p>
23	<p><b>For Type N lines (No salary schedule):</b></p> <p><b>For salary lines (S, B, Y, Q):</b> Specify an <u>annual</u> amount change in the <b>Annual amt change</b> field, or specify a percentage change in the <b>Percentage change</b> field.</p> <p>In the case of <b>Process Type Codes</b> of ‘S’, ‘B’, ‘Y’, or ‘Q’ (salary lines), a <b>Budget Flag</b> of ‘N’ allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, PCGenesis will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a <b>Budget Flag</b> of ‘N’.</p> <p>Alternatively, a percentage change can also be specified for a <b>Budget Flag</b> of ‘N’ in the case of ‘S’, ‘B’, ‘Y’, or ‘Q’ (salary lines). The percentage change applies to each salary ‘N’ line individually.</p>
24	<p><b>For Type N lines (No salary schedule):</b></p> <p><b>For hourly lines (D, H, A, X, P):</b> Specify an amount change in the <b>Amount change</b> field, or specify a percentage change in the <b>Percentage change</b> field.</p> <p>In the case of <b>Process Type Codes</b> of ‘D’, ‘H’, ‘A’, ‘X’, or ‘P’ (hourly/daily lines), a <b>Budget Flag</b> of ‘N’ allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each ‘N’ line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.</p>

Step	Action
25	<p><b>For Type L lines (Local supplement/extra salary):</b></p> <p><b>For salary lines (S, B, Y, Q):</b> Specify an <u>annual</u> amount change in the <b>Annual amt change</b> field, or specify a percentage change in the <b>Percentage change</b> field.</p> <p>In the case of <b>Process Type Codes</b> of ‘S’, ‘B’, ‘Y’, or ‘Q’ (salary lines), a <b>Budget Flag</b> of ‘L’ allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, PCGenesis will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a <b>Budget Flag</b> of ‘L’.</p> <p>Alternatively, a percentage change can also be specified for a <b>Budget Flag</b> of ‘L’ in the case of ‘S’, ‘B’, ‘Y’, or ‘Q’ (salary lines). The percentage change applies to each salary ‘L’ line individually.</p>
26	<p><b>For Type L lines (Local supplement/extra salary):</b></p> <p><b>For hourly lines (D, H, A, X, P):</b> Specify an amount change in the <b>Amount change</b> field, or specify a percentage change in the <b>Percentage change</b> field.</p> <p>In the case of <b>Process Type Codes</b> of ‘D’, ‘H’, ‘A’, ‘X’, or ‘P’ (hourly/daily lines), a <b>Budget Flag</b> of ‘L’ allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each ‘L’ line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.</p>
27	<p>Select the <input checked="" type="radio"/> radio button to the right of <b>Sort report by</b> to sort the <i>Create Budget SANDBOX Report</i> by either employee name or employee id.</p>
28	<p>Select <b>Enter</b> (Continue).</p> <p><i>***Processing Request***</i> briefly displays.</p>

The following screen displays:



Step	Action
29	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Where appropriate, follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature.</p>
30	<p>Select  (F16 - Exit) or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

Step	Action
31	<p>Select <b>2</b> (F2 - SANDBOX Update Menu) to review the new gross data amounts generated for all employees.</p> <p>Once the <i>Create Budget SANDBOX</i> process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from within the <i>SANDBOX Update Menu</i>. The <i>SANDBOX Update Menu</i> allows the user to modify employee information in the <i>SANDBOX</i> directory including personnel data, deduction data, gross data, and withholding data. The user can also export the <i>SANDBOX</i> gross data, make modifications on a spreadsheet, and then import the <i>SANDBOX</i> gross data back into the PCGenesis budgeting system.</p> <p>Since the <i>SANDBOX</i> employee information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Budget System Operations Guide, Section B: Update Budget SANDBOX</i> for additional instructions.</p>

## B1. Create Budget SANDBOX Report - Sample

REPORT ID: BUDCLR02		CREATE BUDGET SANDBOX REPORT										PAGE 2		
REPORT DATE: 04/04/2016														
86322	BO7CHARD, EU7ENIO										03 10 MO. TEACHERS		CERT	
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay	Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp	Wrk Days	Budget	Category	
T	NO CRT	ASG/YR	ADV	00	B4	E	600.00	600.00	50.00	190				
S	NO CRT	ASG/YR	ADV	00	B4	E	31,586.00	31,586.00	2,632.17	190				
Proc Type	Account						Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg		
S	16	100	0	1081	1000	11000	0194	0	000000	2,632.17		S		
S	16	100	0	1083	1000	11000	0194	0	000000	50.00		T		
86345	YA8ZIE, BESTRIS										13 LUNCHROOM		CLASS	
Proc Type	Account						Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg		
S	16	602	0	9990	3100	18400	0101	0	000000	728.00		N		
86348	JA5K, RA5DELL										06 BUS-DRIVERS		CLASS	
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay	Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp	Wrk Days	Budget	Category	
U		07					15,491.92	10,725.18	893.77	180		17	BUSD50to89	
Proc Type	Account						Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg		
S	16	100	0	1320	2700	18000	8012	0	000000	893.77		U		
86361	JU8D, MISCHEL										03 10 MO. TEACHERS		CERT	
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay	Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp	Wrk Days	Budget	Category	
T		24		T7	L6		1,175.00	1,175.00	97.92	190				
S		24		T7	L6		72,530.00	72,530.00	6,044.17	190				
Proc Type	Account						Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg		
S	16	100	0	9990	2210	19000	0194	0	000000	6,044.17		S		
S	16	100	0	9990	2210	19000	0194	0	000000	97.92		T		
86371	MA6CUS, EL6ER										03 10 MO. TEACHERS		CERT	
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay	Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp	Wrk Days	Budget	Category	
T		23		T5	L6		975.00	975.00	81.25	190				
S		23		T5	L6		57,825.00	57,825.00	4,818.75	190				
Proc Type	Account						Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg		
S	16	100	0	2041	1000	11000	0109	0	000000	4,818.75		S		
S	16	100	0	2043	1000	11000	0109	0	000000	81.25		T		
86386	QU7EN, AU7USTINE										17 11 MO SCHOOL SECRETARIES		CLASS	