PCGenesis
New
Substitute Pay/Employee Leave
& Other New Functions

GASBO
Augusta, GA
November 7, 2012
PCGenesis

Introduction

Alan Rees  PCGenesis Lead Analyst/Developer
Diane Ochala  PCGenesis Senior Analyst/Developer
The new Enhanced Substitute Pay and Employee Leave System: IT’S REAL, IT’S READY, IT’S HERE!!!!
We will start by showing the new fields needed for the new Enhanced Substitute Pay and Employee Leave System
The *Gross Data* screen now allows the user to identify which accounts will be used to generate the substitute’s pay. Entering a ‘Y’ indicates to the system to use the account line when generating the substitute’s pay.

The *Substitute Distribution* fields can be imported using the *Gross Data Import* process.
• **Sick Bank** (Y or N) – indicates whether or not the employee participates in the system sick bank.

• **Override accruer?** (Y or N) - indicates whether or not this employee should accrue leave in the *Enhanced Substitute Pay and Employee Leave System*. A value of Y (Yes) indicates to the system to override leave accrual and to NOT accrue leave. A value of N (No) indicates to accrue leave.

• **Adj Lv Elig Date** - If a date is entered, and if leave accrual is determined by months of service, the **Adjusted Leave Eligibility Date** may be used to determine the employee’s months of service instead of the employee’s hire or rehire dates.

• **Hours Per Day** – This field allows the system to convert hours to days when entering time off in the *Substitute Pay and Employee Leave System*. 
The **Substitute Rank** will determine the rate of pay for the substitute in the *Enhanced Substitute and Employee Leave System*. 

Substitutes should have a **Substitute Rank** field defined.
Now we will show how the Leave Input works in the new system.
Leave Input is on the Leave Update Menu.
The leave data entered for the payroll cycle is collected in the *Current Leave Input File*. The *Current Leave Input File* is a temporary holding area utilized for collecting the employee leave information, and the substitute gross data lines. Setting up payroll causes the *Current Leave Input File* to be cleared in preparation for the new payroll cycle.

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

Once all leave data and substitute pay has been entered into the *Current Leave Input File* and verified, the *Post Leave Input Data* procedure can be performed. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle. The *Current Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes’ gross data transactions are included in the payroll.
To start entering the leave data, enter the absent employee’s ID number.
Enter the starting leave date for the leave.

Enter the Leave Type and Reason codes. The Leave Type and Reason codes are available from a drop down selection icon. The Leave Type and Reason codes are unique to each site, depending on each district’s leave plans.
Enter the total amount of time off. This can be one day or multiple days or one hour or multiple hours.

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

In the Enhanced Substitute Pay and Employee Leave System, F13 is used to create a new record.
This screen is divided into two sections. The top section contains the information for the absent employee and the bottom section contains the information for the substitute.

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

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

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

The bottom part of the screen works exactly like the Payroll Gross Data screen. The user can overtype any of the fields to change the substitute’s pay rate, account lines, etc.
However, the substitute’s total time can be changed, if necessary. Use the F21 toggle to change the substitute’s total time.

In this example, we want to pay the substitute for 2 days instead of for 1 day. Note that any changes to the substitute’s time, do NOT affect the time for the absent employee.
This is a shortcut for changing the substitute’s total time, if necessary. Simply type in the total amount of time that the substitute should be paid for, and ENTER. The total time will be redistributed across all account lines. Then, use the F21 toggle to go back to the original display mode.

In this example, we want to pay the substitute for 2 days instead of for 1 day. Note that any changes to the substitute’s time, do NOT affect the time for the absent employee.
See how the total time has been redistributed across the substitute's account lines.

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

In this example, we want to see an 80%/20% distribution instead of a 75%/25% distribution.
This is a shortcut for changing the substitute’s pay distribution across the account lines, if necessary. Simply type in new percentages, and ENTER. The total time will be redistributed across all account lines. Then, use the F22 toggle to go back to the original display mode.

In this example, we want to see an 80%/20% distribution instead of a 75%/25% distribution.
See how the total time has been redistributed across the teacher’s account lines.

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

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

In this example, we want to add a memo description of the time off request.
See how the absent employee’s leave information has been updated.

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

Don’t forget that the bottom part of the screen works exactly like the Payroll Gross Data screen. The user can overtype any of the fields directly on the screen and change the substitute’s pay rate, account lines, etc.
Select F8 to save the data.

If the substitute is being paid for a different amount of time than the employee is taking, a warning box is displayed. If the data has been entered correctly, select YES.
The leave input record has been created.
It is also possible to modify existing leave records in the system. To find an existing record for an employee, enter the absent employee number, tab to the starting leave date field, and use the drop down selection icon.
The drop down shows all leave input records already entered on the Current Leave Input File for the specified employee.

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

We will select a Leave Input Record which does not have a substitute associated with the record.
When selecting an entry from the drop-down (see prior slide), the components of the record key are populated on this screen. Then the user can select ENTER to modify the record.

In this example, the record we selected did not have a substitute, so the box is checked.
When there is no substitute, only the top half of the screen is available for input. There is no need for any substitute gross data lines.

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

From within the leave input module, selecting F14 (Employee Leave Balances) will allow the user to look at a summary of the absent employee’s leave balances for the current plan year.
F14 displays the employee’s leave balances for the current plan year. This is the Leave Balances Summary Screen.
The Leave Balances Summary Screen allows the user to view a summary of employees’ leave balances, which reflect the records on the Leave History File, as well as the current leave requests on the Current Leave Input File. From the summary screen, the user may drill down into each Leave Type to see the associated detail records for the Leave Type.

Leave Type code information is summarized under reason code ‘00’ on the screen, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, YTD Taken (stored on the Leave History File), Current Taken (stored on the Current Leave Input File), and Ending Balance. Totals for reason code ‘00’ give an overall summary for the leave type. For example, the YTD Taken and Current Taken totals give a grand total for all leave reason codes for the category.
Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: YTD Taken (stored on the Leave History File), and Current Taken (stored on the Current Leave Input File). Totals for the reason codes summarize leave taken for the various reasons listed. The leave reasons provide a breakdown of the YTD Taken and Cur Taken categories on the summary line by leave reason.

YTD Taken is leave already on the Leave History File.

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

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

In this example, we will use F1 to drill down to the sick leave detail data.
Leave Detail Screen: The Leave Detail Screen provides detailed leave information per employee, per Leave Type. The Leave Detail Screen which includes data from the Leave History File and the Current Leave Input File, looks very much like a General Ledger in PCGenesis. For each employee and each Leave Type, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

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

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

The “Leave In” and “Leave Out” columns will itemize the detail records from the Current Leave Input File and the Leave History File. The detail line items, for each employee and each Leave Type, include BEG BAL (Beginning Balance) line items, CUR LV TAKEN (Current Leave Taken) line items, HST LV TAKEN (Historical Leave Taken) line items, ADVANCE (Leave Advanced) line items, and ADJUST (Leave Adjustment) line items. Summary data for the Leave Type is listed across the bottom of the screen.
Leave Detail Screen: The Leave Detail Screen provides detailed leave information per employee, per Leave Type. The Leave Detail Screen which includes data from the Leave History File and the Current Leave Input File, looks very much like a General Ledger in PCGenesis. For each employee and each Leave Type, the report displays a beginning balance, followed by “Leave In” and “Leave Out”.

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

Use F16 to exit back to the Input Employee Leave and Substitute Pay screen.
The user can make any necessary changes, and then select **F8** to save the record. Then, **F16** will return the user to the first input screen.
From the first input screen, F3 is available to print a quick report listing all the records on the *Current Leave Input File*. 
The Employee Leave and Substitute Pay Report lists all records in the Current Leave Input File. This report shows what is being processed for this payroll cycle.
As the user prepares the payroll, leave data is entered into the system via the Input Employee Leave and Substitute Pay procedure or the Import Leave Data from CSV procedure. The import process may be run in multiple batches, if desired, and once the data is in the Current Leave Input File, the user is able to modify the imported data using the Input Employee Leave and Substitute Pay module. The user is able to verify the contents of the Current Leave Input File by running the various leave reports available within the Enhanced Substitute Pay and Employee Leave System.
As the user prepares the payroll, leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure. The import process may be run in multiple batches, if desired, and once the data is in the *Current Leave Input File*, the user is able to modify the imported data using the *Input Employee Leave and Substitute Pay* module. The user is able to verify the contents of the *Current Leave Input File* by running the various leave reports available within the *Enhanced Substitute Pay and Employee Leave System*. 
The import spreadsheet for the *Enhanced Substitute Pay and Employee Leave System* mirrors the data entered on the first screen of the *Leave Input* module. The necessary data includes:

- Absent employee number
- Absent employee name (last, first and middle names)
- Starting leave date
- Leave Type and Reason Codes
- Total time off for the employee
- Substitute indicator (Y = substitute, N = no substitute)
- Substitute employee number (if needed)
- Substitute employee name (last, first and middle names)
- Substitute paid time (if different from the employee time off)
- Override account number (if needed)

Based upon the data in the import file, the substitute pay is automatically generated based upon the absent employee’s payroll class code and the absent employee’s gross data lines, and the substitute’s rank.

The account lines come from the teacher’s gross data lines. The object code is substituted based upon the teacher’s payroll class code. Then, the Pay Type and Pay Rate are defaulted based upon the substitute employee’s *Substitute Rank* field. The
substitute’s total time is defaulted based upon the teacher’s time off.
Our first beta site, Gary Jenkins at Jasper County, set up a user-friendly Excel template for the import process.

It is possible to set up an Excel template which allows the administrator to set up the import data quickly and easily.

Sheet 2 can be set up with employee numbers, name, etc.
Our first beta site, Gary Jenkins at Jasper County, set up a user-friendly Excel template for the import process.

It is possible to set up an Excel template which allows the administrator to set up the import data quickly and easily.

Sheet 3 can be set up with leave type and reason codes.
Our first beta site, Gary Jenkins at Jasper County, set up a user-friendly Excel template for the import process.
With the template, if the user enters an employee number or substitute number, the name fields are automatically populated.
With the template, if the user enters the leave type and reason codes, the memo field is automatically populated.

If an override account number is NOT specified, the account lines for the substitute’s pay come from the teacher’s gross data lines. The object code is substituted based upon the teacher’s payroll class code. Then, the Pay Type and Pay Rate are defaulted based upon the substitute employee’s Substitute Rank field. The substitute’s total time is defaulted based upon the teacher’s time off.

To override the automatic generation of the substitute account numbers, enter one override account number on the import spreadsheet.
Enter an ‘N’ in the Substitute Flag field, if there is no substitute.
<table>
<thead>
<tr>
<th>Employee Number</th>
<th>Employee Name</th>
<th>Leave Type Code</th>
<th>Leave Start Date</th>
<th>Leave End Date</th>
<th>Total Time Off</th>
<th>Paid Time</th>
<th>Leave Reason</th>
<th>Substitute Flag</th>
<th>Substitute Initial</th>
<th>Substitute Last Name</th>
<th>Substitute Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>Presley</td>
<td>A3</td>
<td>12312012</td>
<td>12312012</td>
<td>1 Days Deducted from Pay</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11/8/2012  45
Negative time can be entered if leave is being refunded.
The import procedure can be run in either trial mode or final mode. When the import procedure is run in trial mode, reports are produced so that the user can view results, but the Current Leave Input File is not updated. When the import procedure is run in final mode, reports are produced so that the user can view results, and the Current Leave Input File is updated.

The import process may be run in multiple batches, if desired. This facilitates loading leave data from multiple work locations since each batch can be imported separately. Once the leave data has been imported using this procedure, the data can be modified further from within the Input Employee Leave and Substitute Pay module.
All errors must be resolved before the data can be imported.
If there are only warnings, the data will successfully import.
Numerous balancing reports are produced during the import process. For example, a Payroll Balance Report is produced during the import.

Remember, the account lines for the substitute’s pay are generated automatically and come from the teacher’s gross data lines. The object code is substituted based upon the teacher’s payroll class code. Then, the Pay Type and Pay Rate are defaulted based upon the substitute employee’s Substitute Rank field. The substitute’s total time is defaulted based upon the teacher’s time off.

The balancing report that comes out of the import process allows the user to verify the substitute pay which is automatically generated by the system.
Numerous balancing reports are produced during the import process. For example, an *Employee Leave Detail Report* is produced during the import.
Numerous balancing reports are produced during the import process. For example, a *Substitute Leave Detail Report* is produced during the import.
When all leave data and substitute pay has been entered into the system and verified, execute *Post Leave Input Data*. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle.
Once all leave data and substitute pay has been entered into the Current Leave Input File and verified, the Post Leave Input Data procedure can be performed. The Current Leave Input Data may only be posted ONE TIME during the payroll cycle. The Current Leave Input File must be posted before F4 – Calculate Payroll and Update YTD (Final) is executed so that the substitutes’ gross data transactions are included in the payroll.
Post Leave Input Data

- A backup copy of SECOND data is created in SECONDL. SECONDL can be used as a restore point, if necessary.
- Gross data information is created for the substitute.
- Current leave is posted for the absent employee’s pay stub. The absent employee’s leave balances, current leave taken, and year-to-date leave taken fields are updated.
- The absent employee’s leave data is posted into the Leave History File.
- The Current Leave Input File is cleared.
- The payroll monitor will display a ‘Y’ next to the Post substitute pay and employee leave step.
- The payroll monitor will display an ‘N’ next to the Run exceptions register with no exceptions step.
The exceptions register and trial registers can be run at any time during the payroll cycle.
The *Employee Leave Balances Detail* screen shows what happens during the posting process. Before posting, the detail screen shows records from both the *Leave History File* and the *Current Leave Input File*. Running the post procedure causes the records on the *Current Leave Input File* to be posted to the *Leave History File* so that the history file contains the permanent record of the employees’ leave.
Two options are available for updating the substitutes’ gross data during the posting process: The user can either replace the substitutes’ gross data lines or add to the substitutes’ gross data lines.

- The user should **replace** the substitutes’ gross data lines if there are no valid gross data lines on the substitutes’ Gross Data screen, and ALL gross data lines for the substitute are contained on the Current Leave Input File.
- The user should **add** to the substitutes’ gross data lines if additional pay from other sources has been entered directly into payroll using the substitutes’ Gross Data screens and the user needs to retain these gross data lines.
Once the current leave input data has been posted, the user must run the payroll Trial Registers and Exceptions Reports again. This is a required step because after the Current Leave Input File has been posted, the payroll monitor switch for Run Exceptions Register with no exceptions will automatically be reset to ‘N’ so that the Trial Registers and Exceptions Reports must be rerun. This allows the user to verify the payroll again with the substitute pay added.
After posting, now when we look at the Employee Leave Balances Detail screen, we can see that ALL of the records are now posted to the Leave History File. At this point, the leave records are permanently posted to the leave history file.
Current leave is posted for the absent employee’s pay stub. After posting, the absent employee’s leave balances, current leave taken, and year-to-date leave taken fields are updated in payroll.
Gross data information is created for the substitute. After posting, all substitute gross lines are posted to payroll. If at this point you need to make any adjustments to the substitute’s pay, you may do so in payroll.
All sites should consider going to the new detailed pay check stub. Much more information is available to the employees, including a breakdown of all leave categories. (Staff development and sick bank are not available on the old check stub.)

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

• Enhanced Substitute Pay and Employee Leave System
  – Input Employee Leave
  – Import Employee Leave
  – Post Leave
  – Leave Reports
  – Leave Setup
  – Wrap up
• CPI Cycle 3 Reporting
• New GHI Fields
• New PSERS
• W2s
The *Enhanced Substitute Pay and Employee Leave System* includes numerous reports. Reporting is available against the *Current Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports against the *Leave History File* are also available for further analysis and review.
Three broad categories of reports are available for summary and detail reports:

- Current leave reports (generated from the *Current Leave Input File* only)
- Reports from leave history (generated from the *Leave History File* only)
- Reports from leave history and from current leave (generated from both the *Current Leave Input File* and the *Leave History File*)
Employee Summary Reports: The Employee Summary Reports provide summarized leave data per employee. The Employee Summary Reports provide the following information:

Leave Type code information is summarized under reason code ‘00’ on the report, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, Prior Leave Taken (stored on the Leave History File), Current Leave Taken (stored on the Current Leave Input File), Total Leave Taken, and Ending Balance.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: Prior Leave Taken (stored on the Leave History File), Current Leave Taken (stored on the Current Leave Input File), and Total Leave Taken. Totals for the reason codes summarize leave taken for the various reasons listed.
The user can sort the leave reports in many, many different ways.
All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.
Most reporting processes within the Enhanced Substitute Pay and Employee Leave System produce a control report. This report documents the reporting options selected by the user.
Employee Summary Reports: The Employee Summary Reports provide summarized leave data per employee. The Employee Summary Report looks very much like the online Leave Balances screen for the employee. The Employee Summary Reports provide the following information:

Leave Type code information is summarized under reason code ‘00’ on the report, and shows totals for the following categories: Beginning Balance, Leave Advanced, Leave Adjustments, Prior Leave Taken (stored on the Leave History File), Current Leave Taken (stored on the Current Leave Input File), Total Leave Taken, and Ending Balance.

Leave Reason code information is summarized for each specific reason code, and shows totals for the following categories: Prior Leave Taken (stored on the Leave History File), Current Leave Taken (stored on the Current Leave Input File), and Total Leave Taken. Totals for the reason codes summarize leave taken for the various reasons listed.
This is the same summary report sorted by Leave Type and Reason code. The report sorted this way looks much different!
Now we will look at the Employee Detail Reports.
**Employee Detail Reports**: The Employee Detail Reports provide detailed leave information per employee. The Employee Detail Reports which include data from the Leave History File look very much like a General Ledger in PCGenesis. For each employee and each Leave Type, the report displays a beginning balance, followed by “Leave In” and “Leave Out”, and finishing with the ending balance.

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

The Employee Detail Reports provide the option to print either a single employee per page or multiple employees per page. Printing one employee per page allows the user to generate leave statements to distribute to employees. The Employee Detail Reports provide the following information:

- **Both Current Leave Input File and the Leave History File**: The Employee Detail Reports will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the Current Leave Input File, and the line items from the Leave History File including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.
line items.

• **Leave History File only:** The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.

• **Current Leave Input File only:** The system produces a detailed report of the contents of the *Current Leave Input File*. Historical leave data is **not** included.
The user can sort the leave reports in many, many different ways.
All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.
Most reporting processes within the *Enhanced Substitute Pay and Employee Leave System* produce a control report. This report documents the reporting options selected by the user.
Employee Detail Reports: The Employee Detail Reports provide detailed leave information per employee. The Employee Detail Reports which include data from the Leave History File look very much like a General Ledger in PCGenesis. For each employee and each Leave Type, the report displays a beginning balance, followed by “Leave In” and “Leave Out”, and finishing with the ending balance.

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

The Employee Detail Reports provide the option to print either a single employee per page or multiple employees per page. Printing one employee per page allows the user to generate leave statements to distribute to employees. The Employee Detail Reports provide the following information:

- **Both Current Leave Input File and the Leave History File:** The Employee Detail Reports will populate both the CUR LV (Current Leave Taken) line items based upon leave entered into the Current Leave Input File, and the line items from the Leave History File including BEG (Beginning Balance) line items, HST LV (Historical Leave Taken) line items, ADV (Leave Advanced) line items, and ADJ (Leave Adjustments) line items.
line items.

• **Leave History File only**: The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.

• **Current Leave Input File only**: The system produces a detailed report of the contents of the *Current Leave Input File*. Historical leave data is **not** included.
The same detail report is now sorted by Leave Type and Reason codes.
We will now look at the Substitute Detail Reports.
**Substitute Detail Reports:** The *Substitute Detail Reports* provide detailed work information per substitute employee.

- The *Substitute Detail Reports* provide the option to print either a single substitute employee per page or multiple substitute employees per page. Printing one substitute employee per page allows the user to generate substitute work statements to distribute to the employees.

- The reports also provide the option of whether or not to print the absent employees’ ID numbers. If generating work statements to distribute to substitute employees, it may be advisable to suppress printing the employee ID numbers of the absent employees.

- The *Substitute Detail Reports* provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount paid.
The user can sort the leave reports in many, many different ways.
All reports in the *Enhanced Substitute Pay and Employee Leave System* allow the user to export the report output to a .csv file. This allows the user to manipulate the leave data within Excel.
Most reporting processes within the *Enhanced Substitute Pay and Employee Leave System* produce a control report. This report documents the reporting options selected by the user.
Substitute Detail Reports: The Substitute Detail Reports provide detailed work information per substitute employee.

- The Substitute Detail Reports provide the option to print either a single substitute employee per page or multiple substitute employees per page. Printing one substitute employee per page allows the user to generate substitute work statements to distribute to the employees.

- The reports also provide the option of whether or not to print the absent employees’ ID numbers. If generating work statements to distribute to substitute employees, it may be advisable to suppress printing the employee ID numbers of the absent employees.

- The Substitute Detail Reports provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount paid.
Now we will look at the Substitute Pay reports.
The user can sort the leave reports in many, many different ways.
Substitute Pay by Employee Report.

### Leave Reports

#### Substitute Pay Reports

**Report Date:** 10/30/2012

**Report ID:** LWB/LLL/LLL

<table>
<thead>
<tr>
<th>LOC STEH</th>
<th>STN</th>
<th>CL</th>
<th>STN NAME</th>
<th>TRC</th>
<th>PAY R</th>
<th>DATE</th>
<th>RATE</th>
<th>REG-HRS</th>
<th>REG-MNT</th>
<th>ACCOUNT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>CCRUX, CATHY</td>
<td>09882</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>CLARKE, SCOTT</td>
<td>098847</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>CRANE, AMANDA</td>
<td>098839</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>DEYHAN, JIM</td>
<td>098851</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>GORDON, BURT</td>
<td>098830</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>HESSON, JACI</td>
<td>098870</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>HESSON, JACI</td>
<td>098870</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>HESSON, JACI</td>
<td>098870</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>HESSON, JACI</td>
<td>098870</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>2653</td>
<td>09</td>
<td>HESSON, JACI</td>
<td>098870</td>
<td>08/15/2012</td>
<td>60.00</td>
<td>1.00</td>
<td>60.00</td>
<td>13-10-00-0-1001-1000-1180-0-1000-1-000000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Substitute Total:**

**Location - Total:**

**Total:**

---

**Dr. John D. Barge, State School Superintendent**

"Making Education Work for All Georgians"

www.gadoe.org

11/8/2012 88
## Substitute Pay Reports

<table>
<thead>
<tr>
<th>REPORT DATE: 11/30/2012</th>
<th>SUBSTITUTE PAY REPORT - SMOKE CITY BOARD OF EDUCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PAGE 1</td>
</tr>
<tr>
<td>PROGRAM:</td>
<td>** ACCOUNT NUMBER, EMPLOYEE NAME, SEQUENCE **</td>
</tr>
<tr>
<td>EMPLOYEE NAME</td>
<td>STATUS</td>
</tr>
<tr>
<td>WIBERG, ALISA</td>
<td>A 0802</td>
</tr>
<tr>
<td>CRETCH, MARITA</td>
<td>A 0102</td>
</tr>
<tr>
<td>ELLIOTT, ALISON</td>
<td>A 4211</td>
</tr>
<tr>
<td>ELLIOTT, ALISON</td>
<td>A 4211</td>
</tr>
<tr>
<td>GEE, DEONTE</td>
<td>A 4211</td>
</tr>
<tr>
<td>BAGLION, NICARO</td>
<td>A 4211</td>
</tr>
<tr>
<td>BAGLION, NICARO</td>
<td>A 4211</td>
</tr>
<tr>
<td>ROSICK, JASON</td>
<td>A 4211</td>
</tr>
<tr>
<td>ROSICK, JASON</td>
<td>A 4211</td>
</tr>
<tr>
<td>ADLER, CASEETTA</td>
<td>A 4211</td>
</tr>
<tr>
<td>ADLER, CASEETTA</td>
<td>A 4211</td>
</tr>
<tr>
<td>GILBERT, EDWARD</td>
<td>A 4211</td>
</tr>
<tr>
<td>GILBERT, EDWARD</td>
<td>A 4211</td>
</tr>
<tr>
<td>GILBERT, EDWARD</td>
<td>A 4211</td>
</tr>
<tr>
<td>GILBERT, EDWARD</td>
<td>A 4211</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
<tr>
<td>KIM, IAN</td>
<td>A 0002</td>
</tr>
</tbody>
</table>

**11/8/2012**

Substitute Pay by Account Report.
Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting
- New GHI Fields
- New PSERS
- W2s
Leave Setup

[Diagram showing a Personnel System menu with options for Leave Setup Menu, Leave Update Menu, Leave Reports Menu, and Leave History Menu.]
Define Leave Type Codes

Leave Type codes are available for defining the following types of leave: Paid sick, other, unpaid, paid vacation, approved professional, and sick bank. The Leave Type codes define the accrual/advance parameters for that type of leave, as well as parameters defining how the leave can be taken.

The Leave Type codes correspond to the leave buckets available on the Update/Display Current Leave Data screen (F2, F2, F6) within payroll. The primary codes A1 thru A7 map to the State Leave buckets on the Update/Display Current Leave Data screen and on the payroll check stub. The secondary codes L1 thru L6 map to the Local Leave buckets on the Update/Display Current Leave Data screen.

Valid Leave Type Codes

Description

• **A1** or **L1**  Paid sick leave  
• **A2** or **L2**  Other leave  
• **A3** or **L3**  Unpaid leave  
• **A5** or **L5**  Annual leave, also known as vacation leave  
• **A6** or **L6**  Approved professional leave, also known as staff development leave  
• **A7**  Leave that is taken from the system sick bank  
• **N1**  Non-TRS credits. When advancing paid sick leave, Leave Type Code ‘A1’, if the paid sick leave is capped, the overflow days or hours are accumulated in category
'N1' for non-TRS employees. Non-TRS credits are rolled over from one plan year to the next plan year. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of non-TRS employees’ credit accumulation. Tracking the non-TRS credits may be necessary in cases where the school district pays non-TRS employees for their accumulated paid time off credits when the employee leaves the district. Defining the N1 category is optional.

- **T1** TRS credits. If the A1 leave type has been defined, then the T1 category must be defined as well. When advancing paid sick leave, *Leave Type Code ‘A1’*, if the paid sick leave is capped, the overflow days or hours are accumulated in category ‘T1’ for TRS employees. TRS credits are rolled over from one plan year to the next plan year. This feature enables the *Enhanced Substitute Pay and Employee Leave System* to track the history of TRS employees’ credit accumulation. Tracking the TRS credits is required when the A1 leave type code is defined in the system.
Defining Leave Type Codes

The Maintain Leave Type Codes screen is broken down into two areas: the accrual parameters and the leave parameters. The accrual parameters define how the Leave Type is advanced. The leave may be advanced either annually or monthly, or leave may not be advanced at all. 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. 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. 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. The accrual parameters are used in conjunction with the Leave Advance Formulas discussed in Procedure D: Maintain Leave Advance Formulas.

The leave parameters define how the Leave Type is taken. 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 may be 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.

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

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

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. 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*.

Another 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.
Defining Payroll Class Code Parameters

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

The Class Code Leave Parameters also indicate the pay rates for substitutes who substitute for an employee of this payroll class code. The Substitute Rank field is a field available on the Update/Display Personnel Data screen and defines the rank of the substitute. 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. 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. For a detailed description of how a substitute employee’s gross data lines are generated, refer to the overview in Procedure C: Maintain Payroll Class Code Leave Parameters.
Defining Leave Advance Formulas

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.

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.
Defining Leave Advance Formulas

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.

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.
Agenda

• Enhanced Substitute Pay and Employee Leave System
  – Input Employee Leave
  – Import Employee Leave
  – Post Leave
  – Leave Reports
  – Leave Setup
  – Wrap up
• CPI Cycle 3 Reporting
• New GHI Fields
• New PSERS
• W2s
Documentation for the *Enhanced Substitute Pay and Employee Leave System* is available in the *Personnel System Operations Guide*. 
Enhanced Substitute Pay and Employee Implementation

- 9 districts are up and running on the new leave system
- Using the new leave system is OPTIONAL
- Phased implementation over the client base
- Call the help desk to get on the wait list
- In the mean time, review the leave documentation
Enhanced Substitute Pay and Employee Implementation

- New leave is turned on by the DOE
- Training is over the phone using LanDesk
- Two training sessions, generally two hours each
- Session I – setting up leave parameters and getting ready for conversion
- Session II – learning the processes
Enhanced Substitute Pay and Employee Implementation

Districts can’t implement without approval from the DOE.
Enhanced Substitute Pay and Employee Implementation

- The new system requires converting existing PCG leave data to the new leave history file
Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- **CPI Cycle 3 Reporting**
- New GHI Fields
- New PSERS
- W2s
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

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

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

- Sick leave (including Personal leave and leave taken from the Sick Bank)
- Vacation leave
- Staff development leave
- Other leave (including leave without pay)
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

- Create the *Original Leave of Absence* file.
- The *Original Leave of Absence File* will be created using leave data from payroll.
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

Set Up Leave Data for CPI Cycle 3 Reporting:
1. Import Employee Leave Data
2. Create Original Leave of Absence File
3. Leave of Absence File Maintenance
4. Leave of Absence File Print
5. Delete Leave of Absence File
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

To suppress printing leave on checks/direct deposits:

- Set the **Print Leave on Checks** option to ‘N’ on the *Payroll Control Information* screen.
- This will allow leave data to be imported into *PCGenesis* without having the data appear on employees’ pay statements.
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

** Payroll Control Information **

System #: 0995
Name: SMITH CITY BOARD OF EDUCATION
Address: 123 MAIN STREET
City/State: SMITH, GA Zip code: 00000

Withholding fund: 000 State name: GEORGIA SS system &/non-teaching: 0000
Payroll year: 2012 County: 100 Out of State SS system & teaching: 0000
Payroll bank: 0000 FD #0000 OF SMITH CITY

Enable enhanced substitute pay & leave system? (Y/N): Y System sick bank balance 0.00

Enable direct deposit for current payroll run? (Y/N): Y

Old (non-NACHA) direct deposit:

Issue banks checks rather than wire xfer? (Y/N): N

Use NACHA direct deposit? (Y/N): Y

Carriage returns at end of record? (Y/N): Y

Last data block filled with 9's? (Y/N): Y

Include bank offset debit records? (Y/N): Y

Inmed Best Routing num: 999988768 Name: MUCH DEBT BANK

Inmed Orig: Routing num: 999988666 Name: MUCH DEBT BANK

Pay statement options:

Print SSN on checks? (Y/N): Y Print leave on checks? (Y/N): N

Print DD account on stub?: Y Print last 4 digits of DD account

Do not print DD account (Y/N): Y

ENTER-Update, F16-Exit

12.00.00

11/8/2012 110
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

• **Optional**: Perform the *Import Employee Leave Data* function on the *Legacy Leave Menu* in order to import leave data into the PCGenesis system.

• The leave data is imported into the *Update/Display Balance and YTD Leave* screen in payroll.
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

Set Up Leave Data for CPI Cycle 3 Reporting:
25. --> Import Employee Leave Data
26. --> Create Original Leave of Absence File
27. --> Leave of Absence File Maintenance
28. --> Leave of Absence File Print
29. --> Delete Leave of Absence File
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- This Leave Import populates data on the PCG leave screen in payroll
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

Create the *Original Leave of Absence* file.

- If leave data has been imported or keyed into the data entry payroll screens, the *Original Leave of Absence File* will be created using leave data from payroll.

- If leave data has NOT been entered into payroll, the *Original Leave of Absence File* will be created as an **empty** file.
Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting
- **New GHI Fields**
- New PSERS
- W2s
New GHI Fields

- For certificated employees, SHBP has adopted a more accurate and “direct” per member per month (PMPM) method of billing
- Effective July 1, 2012
- Changed from a percentage of state-based salaries for every SHBP-eligible certificated employee to a “direct” flat rate for each certificated employee enrolled in SHBP
New GHI Fields

- The **GHI % Distribution** fields have been added to the gross data account lines on the **Gross Data** screen (F2, F2, F4).
- The **GHI % Distribution** determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process.
- A **GHI % Distribution** is valid only for **Process Type** codes of ‘S’, ‘H’, and ‘D’.
- The **GHI % Distribution** fields must add up to 100% (or 1.0000).
- A **GHI % Distribution** of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.

• The **GHI % Distribution** fields have been added to the gross data account lines on the **Gross Data** screen (F2, F2, F4).
• These fields are used to determine how to distribute the total GHI employer contribution across the GL account lines.
• The **GHI % Distribution** determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process.
• A **GHI % Distribution** is valid only for **Process Type** codes of ‘S’, ‘H’, and ‘D’.
• The **GHI % Distribution** fields must add up to 100% (or 1.0000).
• A **GHI % Distribution** of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.
The **GHI % Distribution** fields have been added to the gross data account lines on the **Gross Data** screen (F2, F2, F4).

These fields are used to determine how to distribute the total GHI employer contribution across the GL account lines.

The **GHI % Distribution** determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process.

A **GHI % Distribution** is valid only for **Process Type** codes of ‘S’, ‘H’, and ‘D’.

The **GHI % Distribution** fields must add up to 100% (or 1.0000).

A **GHI % Distribution** of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.
New GHI Fields

Employee is enrolled in GHI
### New GHI Fields

**Status**
- Active

**Update/Display Gross Data**
- PAY7

**Employee**
- DOE2928

**Class**
- TEACHERS

**Total**
- 120

#### Payroll Information

- **Pay Period:** 10/23/2012 - 10/27/2012
- **Employer:** DOE
- **Payroll Code:** 001
- **Payroll Type:** 1040

#### Gross Payroll Data

<table>
<thead>
<tr>
<th>Period</th>
<th>Pay Rate</th>
<th>Days/Wks</th>
<th>Overtime</th>
<th>Gross Pay</th>
<th>GHI %</th>
<th>Pay For</th>
<th>Period End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### TRS & ERS Pens Gross Adj
- **Contract:** $100,000
- **Cycle:** $12,000

#### Participating in GHI, GHI account distributions must add to 100%
Some districts change salary lines to ‘Q’ when an employee is going to be terminated. This prevents the district from paying a terminated employee by mistake on the next payroll cycle. Since a ‘Q’ line does NOT allow entry of a **GHI % Distribution**, the user may input an ‘S’ line with ONLY the **GHI % Distribution**, and no salary information for these employees. This satisfies the system requirement for a GHI distribution for enrolled employees, but will not generate pay on a line by itself.
New GHI Fields
Refunding Employer GHI

- Voided Checks will refund the actual employer GHI amount from the original check.
- Manual checks entered via the Enter manual Check/Direct Deposit function will no longer refund employer GHI.
- If refunding a GHI deduction amount to an employee, the employer GHI contribution must be refunded with a negative claim on the financial side.
Agenda

- Enhanced Substitute Pay and Employee Leave System
  - Input Employee Leave
  - Import Employee Leave
  - Post Leave
  - Leave Reports
  - Leave Setup
  - Wrap up
- CPI Cycle 3 Reporting
- New GHI Fields
- New PSERS
- W2s
New PSERS

- Law states that “any person first or again becoming a member of PSERS on or after July 1, 2012 shall be subject to the increased monthly employee contribution”.
- New hires must be set up with Pension Code ‘5’ for New PSERS.
- New PSERS = $10.00 contribution
- Old PSERS = $4.00 contribution
New PSERS

Display/Update Personnel Data

Status: Active
Emp. no: 9999
Pay Loc: 387
Location: XYZ
Class: 1h
Sex Code: F
Work Loc: 387
Location: ABC
Job: 11h
Mar Stat: S
SIM: 999
Ethnic: BLK

NHNE First: J. J. J. J.
Last: J. J. J. J.
Suffix: J. J. J. J.
Prefix: J. J. J. J.
Hispanic/Latino Ethnicity?
Race (Select all that apply)
Yes: B No: A
American Indian/Alaskan
Yes: C No: D
Asian
Yes: E No: F
Black
Yes: G No: H
Hispanic or Latino
Yes: I No: J
Native Hawaiian

Address: 1234 Main St.
Address 2: 5678 Ave.
City/State: ABC, GA
Zip Code: 12345
Phone: 123-456-7890
Out of State: Yes

Certificate Type: Cert.
Job from DFI: 999
Include on CPI Y N
Substitute Rank: A
Substitute Code: B
Override Account: C
Adj. to Elig Date: D

Spouse SSN: 123-456-7890
Pens Elig Date: 1/1/2012
TRI DOE Paid EBCOM Y
Hire Date: 2/1/2012
GHI Eligible: Y Y
GHI Opt Out: N
Participate in GHI: Y Y
Term Reason:
New Employee Hire

Tax Code: Federal: Mar Stat: 1
Exempt: 2
Withholding Code: 0
State: Mar Stat: 1
Allowance: 2
Withholding Code: 0
Tax Switches: Fed Y State Y FICA Y HI Y ME IC Y

Node changed to update: Yes
Node changed to update: Yes
Update Date: 11/8/2012
125
### New PSERS

#### Pension Code

**0** No Pension  
**1** OM PSERS  
**2** TRS  
**3** UM ERS  
**4** New ERS

**5** New PSERS

<table>
<thead>
<tr>
<th>Proc Type</th>
<th>Pay Type</th>
<th>Pay Rate</th>
<th>Hours/Days</th>
<th>Regular Days/Hrs</th>
<th>Overtime Days/Hrs</th>
<th>Total Gross</th>
<th>Gross %</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 02</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ACCT 03</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ACCT 05</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TRS & ERS Pens Gross Adj**

<table>
<thead>
<tr>
<th>Pens code</th>
<th>Pens elig date</th>
<th>Pens switch</th>
<th>Contract Ant</th>
<th>Cycle gross</th>
<th>Cycle 1 Cap Yr</th>
<th>Other</th>
<th>TRS service Adj</th>
<th>PV cont</th>
<th>12/31/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW PSERS</td>
<td>7/25/2012</td>
<td>Y</td>
<td>0.678,800</td>
<td>555.80</td>
<td>555.80</td>
<td>555.80</td>
<td>18,000</td>
<td>32</td>
<td>12,80,00</td>
</tr>
</tbody>
</table>

---

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

11/8/2012  126
New PSERS

Two reports: Old PSERS and New PSERS

<table>
<thead>
<tr>
<th>SOC Sec #</th>
<th>Rhine Name</th>
<th>PSERS Contribution</th>
<th>PSERS Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-08-0001</td>
<td>RICHARD, JAMES</td>
<td>4.00</td>
<td>1,302.00</td>
</tr>
<tr>
<td>999-08-0002</td>
<td>ROSARIO, ELIZABETH</td>
<td>4.00</td>
<td>1,302.00</td>
</tr>
<tr>
<td>999-08-0003</td>
<td>ROSSI, CHRISTIAN</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>999-08-0004</td>
<td>ROSSO, ANNA</td>
<td>4.00</td>
<td>1,380.40</td>
</tr>
<tr>
<td>999-08-0005</td>
<td>ROSSO, ANNA</td>
<td>4.00</td>
<td>1,380.40</td>
</tr>
<tr>
<td>999-08-0006</td>
<td>ROSSO, ANNA</td>
<td>4.00</td>
<td>1,380.40</td>
</tr>
<tr>
<td>999-08-0007</td>
<td>ROSSO, ANNA</td>
<td>4.00</td>
<td>1,380.40</td>
</tr>
<tr>
<td>999-08-0008</td>
<td>ROSSO, ANNA</td>
<td>4.00</td>
<td>1,380.40</td>
</tr>
</tbody>
</table>

Total: $8,841.79

SUMMARY

| TOTAL PSERS CONTRIBUTION EMPLOYEES | 83 |
| TOTAL PSERS CONTRIBUTION TRANSACTIONS | 83 |
| TOTAL DISTRICT CONTRIBUTION EMPLOYEES | 84 |
| TOTAL DISTRICT CONTRIBUTION TRANSACTIONS | 84 |

New PSERS

<table>
<thead>
<tr>
<th>SOC Sec #</th>
<th>Rhine Name</th>
<th>PSERS Contribution</th>
<th>PSERS Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>999-08-0001</td>
<td>RICHARD, JAMES</td>
<td>10.00</td>
<td>760.64</td>
</tr>
<tr>
<td>999-08-0002</td>
<td>ROSARIO, ELIZABETH</td>
<td>10.00</td>
<td>760.64</td>
</tr>
<tr>
<td>999-08-0003</td>
<td>ROSSI, CHRISTIAN</td>
<td>10.00</td>
<td>760.64</td>
</tr>
</tbody>
</table>

Total: $2,688.50

SUMMARY

| TOTAL NEW PSERS CONTRIBUTION EMPLOYEES | 3 |
| TOTAL NEW PSERS CONTRIBUTION TRANSACTIONS | 3 |
| TOTAL DISTRICT CONTRIBUTION EMPLOYEES | 94 |
| TOTAL DISTRICT CONTRIBUTION TRANSACTIONS | 94 |

11/8/2012 127
Agenda

• Enhanced Substitute Pay and Employee Leave System
  – Input Employee Leave
  – Import Employee Leave
  – Post Leave
  – Leave Reports
  – Leave Setup
  – Wrap up
• CPI Cycle 3 Reporting
• New GHI Fields
• New PSERS
• W2s
W2s

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

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

W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - “This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage.”
Cost of employer-sponsored health coverage is required for calendar year 2012.

- Code DD—Cost of employer-sponsored health coverage
  - Report major medical
  - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
  - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.
Questions?
PCGenesis Documentation

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx
Thank you for attending!