

# **PCGenesis New Substitute Pay/Employee Leave & Other New Functions**

GASBO

Augusta, GA

November 7, 2012



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# PCGenesis

## Introduction

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# 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



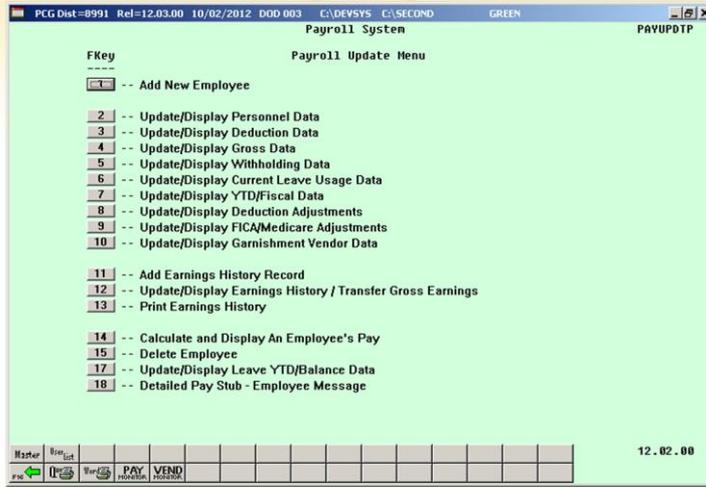
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The new *Enhanced Substitute Pay and Employee Leave System*: IT'S REAL, IT'S READY, IT'S HERE!!!!

# Payroll Update Menu



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We will start by showing the new fields needed for the new Enhanced Substitute Pay and Employee Leave System

# Employee Setup Teacher Gross Data Lines

PCG Dist=8991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 89236 BA5FIELD, JOSEFINE Class 5 TEACHERS

SSN 999-08-9236 Loc 101 Location 000101 Job cd 105 TEACHERS

Cert level State yrs 0 Pay Step E Local yrs 0 Salary sched

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

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

Proc	Pay Type	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Gross	GHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime				Dist	Reas Period End
01.	S	03010			2964.06			.7500	
02.	S	0010			988.02			.2500	
03.	S	0303			19.23				
04.	S	0303			19.23				
05.	S	0303			57.69				
06.	B	0301			83.20				
					3965.03		1.0000		Sub

Vr	End	F	Prpn	Fact	Objct	Fcty	B	Addr	1	Pens Gross	Pens Amt	Contract	Distrib
ACCT 01	13	100		104	1	1000	11000	101	1			2964.06	V
ACCT 02	13	100		104	1	1000	11000	101	1			988.02	V
ACCT 03	13	100		999	0	2100	19900	101	1			19.23	
ACCT 04	13	100		999	0	1800	19900	101	1	4		19.23	
ACCT 05	13	100		999	0	2100	19900	101	1			57.69	
ACCT 06	13	100		104	1	1000	11000	101	1			83.20	
												3965.03	

TRS & ERS Pens Gross Adj

Contract ant 52827.00 Cycle gross 4048.23 Total gross 3965.03

Pay sch. # 12 State salary 51377.00 Local salary 200.00 Cycle 1 Cal Vr

Pens code 2 TRS Pens elig date 8/01/2012 Ant/% .0600 Other 1258.00

Pens switch V TRS service ind 1 PV contno 00

12.03.00

Select accounts for substitute pay

The *Gross Data* screen now allows the user to identify which accounts will be used to generates 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.

# Employee Setup Teacher Personnel Data Screen

PGC Dist=8991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEVSY\ C:\SECOND GREEN

Display/Update Personnel Data PAV02

Status  -- Active BASFIELD, JOSEFINE  
 Emp. no. 89236 Pay Loc 101 Location 000101 Class 5 TEACHERS  
 Sex Code F Work Loc 101 Location 000101 Job 105 TEACHERS  
 Mar Stat S SSN 999 08 9236 EEO-5 Job A06 Second Teacher  
 EEO-5 Ethnic 2 WHITE

NAME First JOSEFINE Middle \_\_\_\_\_  
 Last BASFIELD Suffix \_\_\_\_\_ Prefix \_\_\_\_\_ Hispanic/Latino Ethnicity?  Yes  No

Address 1776 MAIN STREET Certificate Type \_\_\_\_\_ Race (Select all that apply) \_\_\_\_\_  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 000  Yes  No An \_\_\_\_\_  
 City/State SMITH, GA Include on CPI? Y  Yes  No Blad \_\_\_\_\_  
 Zip Code 33333 County 160 Sick Bank? N  Yes  No Whit \_\_\_\_\_  
 Phone (999)555-8764 Out of State Override accrue? -  Yes  No Rsi \_\_\_\_\_  
 Adj Lv Elig Date \_\_\_\_\_ Hours Per Day 8.000  Yes  No Hau \_\_\_\_\_

Spouse SSN \_\_\_\_\_ Pns Elig Date 8/01/2012 TRS DDE Paid ERCON?  Yes  No  
 Birth Date 11/01/1969 GHI Eligible? Y Participate in GHI? Y  
 Hire Date 7/01/2012 GHI 1ST Day Wrk 7/25/2012 GHI option 02 UHC STD HRA  
 Rehire Date \_\_\_\_\_ GHI Eff Date \_\_\_\_\_ GHI Tier 10 SINGLE  
 Term Date \_\_\_\_\_ GHI Change Date \_\_\_\_\_ GHI Ded Cd 9  
 Term Reason \_\_\_\_\_ GHI Change Code NEHP New Employee hire

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 Federal: Mar Stat M Exempt 2 Withholding Code 0 Ant/% .00  
 State: Mar Stat D Allowance Mar 1 Dep 1 Withholding Code 0 Ant/% .00  
 Tax Switches: Fed Y State Y FICA Y Retire Y AEIC -

Mode changed to update

12.02.00



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- **Sick Bank** (Y or N) – indicates whether or not the employee participates in the system sick bank.
- **Override accrue?** (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*.

# Employee Setup

## Substitute Personnel Data Screen

PCG Dist=0991 Rel=12.03.00 09/20/2012 DOD 002 C:\DEV5YS C:\SECOND GREEN

Display/Update Personnel Data PAY02

Status **A** -- Active 0A9B05A, AD9LFB  
 Emp. no. 88864 Pay Loc 6211 Location 006211 Class 9 SUBSTITUTE TEACHER  
 Sex Code E Work Loc 6211 Location 006211 Job 109 SUB-TEACHERS  
 Mar Stat S SSN 999 08 8864 EEO-5 Job N02 Substitute  
 EEO-5 Ethnic 2 WHITE

NAME First AD9LFB Middle \_\_\_\_\_ Prefix \_\_\_\_\_ Hispanic/Latino Ethnicity?  Yes  No  
 Last 0A9B05A Suffix \_\_\_\_\_

Address 2152 MAIN STREET Certificate Type 14 Race (Select)  Yes  No  
 Address L2 \_\_\_\_\_ CS1 Job (From CPI) 999  Yes  No  
 City/State SMITH, GA Include on CPI ?  Yes  No  
 Zip Code 33332 County 160 Subst. Rank 2  Yes  No  
 Phone /0001555-1126 Aut. of State \_\_\_\_\_ Substitute rank 2  Yes  No

Substitute Rank

- 1 Regular
- 2 Certified
- 3 School Food
- 4 Bus
- 5 Long-Term

Quoted - 12/02/2012  
 Adj Lu Elig Date \_\_\_\_\_  
 Hours Per Day \_\_\_\_\_

TRS DOE Paid ERCON ?  Yes  No  
 Participate in GHI ?  Yes  No  
 GHI Option NC WAIVED  
 GHI Tier 00 NO COVERAGE  
 GHI Ded Cd \_\_\_\_\_

NEW  
 New Employee hire

Withholding Code 0 Ant/% .00  
 Withholding Code 0 Ant/% .00  
 Retire Y AEIC \_\_\_\_\_

12.02.00

Done Cancel

Substitutes should have a **Substitute Rank** field defined



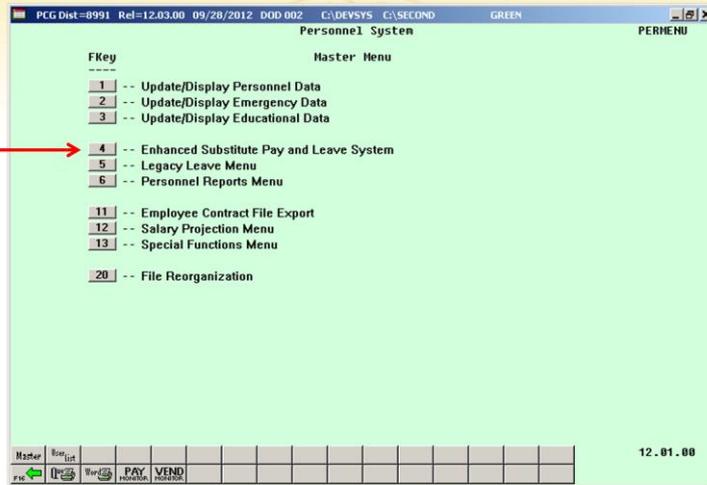
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The **Substitute Rank** will determine the rate of pay for the substitute in the *Enhanced Substitute and Employee Leave System*.

# Input Employee Leave and Substitute Pay



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Now we will show how the Leave Input works in the new system.

# Input Employee Leave and Substitute Pay



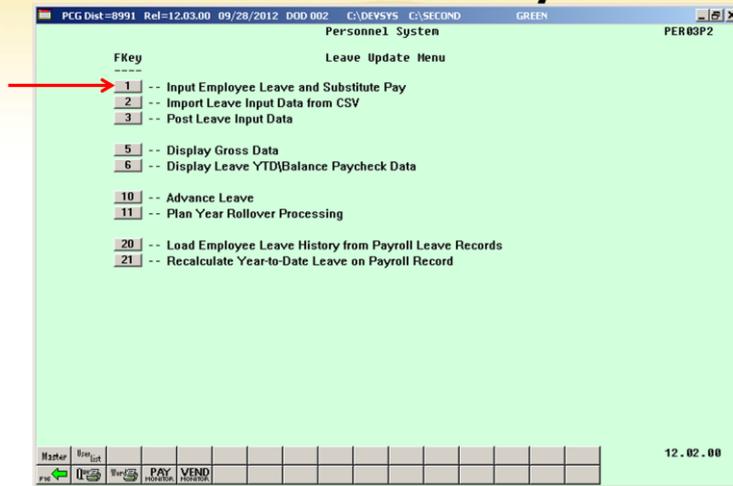
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Leave Input is on the Leave Update Menu.

# Input Employee Leave and Substitute Pay



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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.

# Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
Starting leave date: [dropdown]  
Leave type: [dropdown]  
Leave reason: [dropdown]  
Days absent: [text input]  
or  
Hours absent: [text input]  
Substitute employee no.: [text input]  
or  
If no substitute, check here:

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

12.03.00



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To start entering the leave data, enter the absent employee's ID number.

# Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
 Starting leave date: 10/01/2012  
 Leave type: A1 SICK LEAVE  
 Leave reason: 01 SICK LEAVE

Typ	Reas	Type	Description	Reason Description	Type Max	IF Max:	Neg Bal?	Reas Max	FMLA?	Sick	Bank?	Pers?
A1	01	SICK LEAVE	SICK LEAVE	SICK LEAVE	Ck leave bal	0.0000	No neg bal	0.0000				
A1	02	SICK LEAVE	PERSONAL LEAVE	PERSONAL LEAVE	Ck leave bal	0.0000	No neg bal	3.0000				PERS
A2	01	OTHER LEAVE	OTHER LEAVE	OTHER LEAVE	Unlimited	0.0000	No neg bal	0.0000				
A2	02	OTHER LEAVE	JURY DUTY	JURY DUTY	Unlimited	0.0000	No neg bal	0.0000				
A2	03	OTHER LEAVE	OFF CONTRACT	OFF CONTRACT	Unlimited	0.0000	No neg bal	0.0000				
A3	01	UNPAID LEAVE	UNPAID LEAVE	UNPAID LEAVE	Unlimited	0.0000	No neg bal	0.0000				
A5	01	VACATION	VACATION	VACATION	Ck leave bal	0.0000	No neg bal	10.0000				
A6	01	PROFESSIONAL	PROFESSIONAL	PROFESSIONAL	Unlimited	0.0000	No neg bal	0.0000				
N1	00	PSEERS CREDITS	PSEERS CREDITS	PSEERS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000				
T1	00	TRS CREDITS	TRS CREDITS	TRS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000				

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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN LVI0100

Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
Starting leave date: 10/01/2012  
Leave type: 01 SICK LEAVE  
Leave reason: 01 SICK LEAVE

Days absent: 1.0000  
or  
Hours absent:

Substitute employee no.: 88864 BA9BOSA, AD9LFD  
or  
IF no substitute, check here:

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

12.03.00

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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BA5FIELD, JOSEFINE Status A -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Leave date 10/01/2012 Type A1 SICK LEAVE Hrs/Day 8.000 Job 105 TEACHERS Reason 01 SICK LEAVE

Menu

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 88864 BA9BOSA, AD9LFO Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc Type	Yr	Fnd	Prgn	Fcty	B	Addt'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %	
01. 0	0825	13	100	1041	1000	11300	101	1	70.000	.75	52.50	.7500
02. 0	0825	13	100	1041	1000	11300	101	1	70.000	.25	17.50	.2500
03.	00											
04.	00											
05.	00											
06.	00											
07.	00											
08.	00											
09.	00											
10.	00											
									1.00	70.00	1.0000	

Reg Daily w/Pension and Taxes

12.03.00

F21=Modify total sub time

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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSY5 C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BA5FIELD, JOSEFINE Status A -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Leave date 10/01/2012 Type A1 SICK LEAVE Hrs/Day 8.000 Job 105 TEACHERS Reason 01 SICK LEAVE

Memo PRESENTED DOCTOR'S EXCUSE

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 88864 BA9BOSA, AD9LFO Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc Type	Pay Type	Vr	Fnd	F	Prgn	Fcty	Objct	Fcty	B	Adtt'l	Pay Rate Hrly/Daly	Days/Hrs Regular	Regular Gross	Distrib %
01.	D	0025	13	100	1041	1000	11300	101	1		70.000	.75	52.50	.7500
02.	D	0025	13	100	1041	1000	11300	101	1		70.000	.25	17.50	.2500
03.		00												
04.		00												
05.		00												
06.		00												
07.		00												
08.		00												
09.		00												
10.		00												

Mode changed to update

2.0 70.00 1.0000

12.03.00

F21=Recalculate/Display scrn

Modify substitute total time, if necessary



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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEV\SYSD C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status a -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Hrs/Day 8.000 Job 105 TEACHERS  
 Leave date 10/01/2012 Type A1 SICK LEAVE Reason 01 SICK LEAVE

Memo

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 88864 BA9BOSA, AD9LFO Status a -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc	Pay	Type	Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Adtd	1	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	D	0025	13	100	-	1041	1000	11300	101	1			70.000	1.50	105.00	.7500	
02.	D	0025	13	100	-	1041	1000	11300	101	1			70.000	.50	35.00	.2500	
03.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
04.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
05.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
06.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
08.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
														2.00	140.00	1.0000	

Reg Daily w/Pension and Taxes

12.03.00

F22=Modify Distribution Pcts



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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Ref=12.03.00 09/28/2012 DOD 002 C:\DEVSY5 C:\SECOND GREEN LUT0100

**Input Employee Leave and Substitute Pay**

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Leave date 10/01/2012 Type A1 SICK LEAVE Hrs/Day 8.000 Job 105 TEACHERS Reason 01 SICK LEAVE

Heno PRESENTED DOCTOR'S EXCUSE

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 88864 BA980SA, AD9LFO Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc	Pay	Yr	Fnd	F	Prgn	Fnct	Objct	Fcty	B	Adtt'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
Type	Type										Hrly/Daily	Regular			
01.	D	0025	13	100	10A1	1000	11300	101	1		70.000	1.50	105.00	8.000	
02.	D	0025	13	100	10A1	1000	11300	101	1		70.000	.50	35.00	20	
03.															
04.															
05.															
06.															
07.															
08.															
09.															
10.															
												2.00	140.00	1.0000	

Mode changed to update

ENTER F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100 F101 F102 F103 F104 F105 F106 F107 F108 F109 F110 F111 F112 F113 F114 F115 F116 F117 F118 F119 F120 F121 F122 F123 F124 F125 F126 F127 F128 F129 F130 F131 F132 F133 F134 F135 F136 F137 F138 F139 F140 F141 F142 F143 F144 F145 F146 F147 F148 F149 F150 F151 F152 F153 F154 F155 F156 F157 F158 F159 F160 F161 F162 F163 F164 F165 F166 F167 F168 F169 F170 F171 F172 F173 F174 F175 F176 F177 F178 F179 F180 F181 F182 F183 F184 F185 F186 F187 F188 F189 F190 F191 F192 F193 F194 F195 F196 F197 F198 F199 F200 F201 F202 F203 F204 F205 F206 F207 F208 F209 F210 F211 F212 F213 F214 F215 F216 F217 F218 F219 F220 F221 F222 F223 F224 F225 F226 F227 F228 F229 F230 F231 F232 F233 F234 F235 F236 F237 F238 F239 F240 F241 F242 F243 F244 F245 F246 F247 F248 F249 F250 F251 F252 F253 F254 F255 F256 F257 F258 F259 F260 F261 F262 F263 F264 F265 F266 F267 F268 F269 F270 F271 F272 F273 F274 F275 F276 F277 F278 F279 F280 F281 F282 F283 F284 F285 F286 F287 F288 F289 F290 F291 F292 F293 F294 F295 F296 F297 F298 F299 F300 F301 F302 F303 F304 F305 F306 F307 F308 F309 F310 F311 F312 F313 F314 F315 F316 F317 F318 F319 F320 F321 F322 F323 F324 F325 F326 F327 F328 F329 F330 F331 F332 F333 F334 F335 F336 F337 F338 F339 F340 F341 F342 F343 F344 F345 F346 F347 F348 F349 F350 F351 F352 F353 F354 F355 F356 F357 F358 F359 F360 F361 F362 F363 F364 F365 F366 F367 F368 F369 F370 F371 F372 F373 F374 F375 F376 F377 F378 F379 F380 F381 F382 F383 F384 F385 F386 F387 F388 F389 F390 F391 F392 F393 F394 F395 F396 F397 F398 F399 F400 F401 F402 F403 F404 F405 F406 F407 F408 F409 F410 F411 F412 F413 F414 F415 F416 F417 F418 F419 F420 F421 F422 F423 F424 F425 F426 F427 F428 F429 F430 F431 F432 F433 F434 F435 F436 F437 F438 F439 F440 F441 F442 F443 F444 F445 F446 F447 F448 F449 F450 F451 F452 F453 F454 F455 F456 F457 F458 F459 F460 F461 F462 F463 F464 F465 F466 F467 F468 F469 F470 F471 F472 F473 F474 F475 F476 F477 F478 F479 F480 F481 F482 F483 F484 F485 F486 F487 F488 F489 F490 F491 F492 F493 F494 F495 F496 F497 F498 F499 F500 F501 F502 F503 F504 F505 F506 F507 F508 F509 F510 F511 F512 F513 F514 F515 F516 F517 F518 F519 F520 F521 F522 F523 F524 F525 F526 F527 F528 F529 F530 F531 F532 F533 F534 F535 F536 F537 F538 F539 F540 F541 F542 F543 F544 F545 F546 F547 F548 F549 F550 F551 F552 F553 F554 F555 F556 F557 F558 F559 F560 F561 F562 F563 F564 F565 F566 F567 F568 F569 F570 F571 F572 F573 F574 F575 F576 F577 F578 F579 F580 F581 F582 F583 F584 F585 F586 F587 F588 F589 F590 F591 F592 F593 F594 F595 F596 F597 F598 F599 F600 F601 F602 F603 F604 F605 F606 F607 F608 F609 F610 F611 F612 F613 F614 F615 F616 F617 F618 F619 F620 F621 F622 F623 F624 F625 F626 F627 F628 F629 F630 F631 F632 F633 F634 F635 F636 F637 F638 F639 F640 F641 F642 F643 F644 F645 F646 F647 F648 F649 F650 F651 F652 F653 F654 F655 F656 F657 F658 F659 F660 F661 F662 F663 F664 F665 F666 F667 F668 F669 F670 F671 F672 F673 F674 F675 F676 F677 F678 F679 F680 F681 F682 F683 F684 F685 F686 F687 F688 F689 F690 F691 F692 F693 F694 F695 F696 F697 F698 F699 F700 F701 F702 F703 F704 F705 F706 F707 F708 F709 F710 F711 F712 F713 F714 F715 F716 F717 F718 F719 F720 F721 F722 F723 F724 F725 F726 F727 F728 F729 F730 F731 F732 F733 F734 F735 F736 F737 F738 F739 F740 F741 F742 F743 F744 F745 F746 F747 F748 F749 F750 F751 F752 F753 F754 F755 F756 F757 F758 F759 F760 F761 F762 F763 F764 F765 F766 F767 F768 F769 F770 F771 F772 F773 F774 F775 F776 F777 F778 F779 F780 F781 F782 F783 F784 F785 F786 F787 F788 F789 F790 F791 F792 F793 F794 F795 F796 F797 F798 F799 F800 F801 F802 F803 F804 F805 F806 F807 F808 F809 F810 F811 F812 F813 F814 F815 F816 F817 F818 F819 F820 F821 F822 F823 F824 F825 F826 F827 F828 F829 F830 F831 F832 F833 F834 F835 F836 F837 F838 F839 F840 F841 F842 F843 F844 F845 F846 F847 F848 F849 F850 F851 F852 F853 F854 F855 F856 F857 F858 F859 F860 F861 F862 F863 F864 F865 F866 F867 F868 F869 F870 F871 F872 F873 F874 F875 F876 F877 F878 F879 F880 F881 F882 F883 F884 F885 F886 F887 F888 F889 F890 F891 F892 F893 F894 F895 F896 F897 F898 F899 F900 F901 F902 F903 F904 F905 F906 F907 F908 F909 F910 F911 F912 F913 F914 F915 F916 F917 F918 F919 F920 F921 F922 F923 F924 F925 F926 F927 F928 F929 F930 F931 F932 F933 F934 F935 F936 F937 F938 F939 F940 F941 F942 F943 F944 F945 F946 F947 F948 F949 F950 F951 F952 F953 F954 F955 F956 F957 F958 F959 F960 F961 F962 F963 F964 F965 F966 F967 F968 F969 F970 F971 F972 F973 F974 F975 F976 F977 F978 F979 F980 F981 F982 F983 F984 F985 F986 F987 F988 F989 F990 F991 F992 F993 F994 F995 F996 F997 F998 F999 F1000

F22=Recalculate&display scrn

Modify account distribution, if desired

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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Ref=12.03.00 09/28/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BA5FIELD, JOSEFINE Status A -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Hrs/Day 8.000 Job 105 TEACHERS

Leave date 10/01/2012 Type A1 SICK LEAVE Reason 01 SICK LEAVE

Memo

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 88864 BA9BOSA, AD9LF0 Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc	Pay	Type	Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	D	0025	13	100	-	1041	1000	11300	101	1		70.000	1.60	112.00	.0000	
02.	D	0025	13	100	-	1041	1000	11300	101	1		70.000	.40	28.00	.2000	
03.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
04.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
05.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
06.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
07.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
08.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
09.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
10.	-	00	-	-	-	-	-	-	-	-		-	-	-	-	-
Reg Daily w/Pension and Taxes													2.00	140.00	1.0000	

12.03.00

F23=Modify Employee Leave



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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.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Ref=12.03.00 09/28/2012 DDD 001 C:\DEVSY5 C:\SECOND GREEN LUI0100

**Input Employee Leave and Substitute Pay**

Absent Employee Info: Emp. no. 89236 BAYFIELD, JOSEFINE Status  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Leave date 10/01/2012 Hrs/Day 8.000 Job 105 TEACHERS Reason 01 SICK LEAVE  
 Memo presented doctor's excuse

Employee leave: Days absent 1.0000 -or- Hours absent

Substitute Info: Sub. no. 88864 BAYBOSA, AD9LE0 Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc Type	Pay Type	Yr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Add'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	D	0025	13	100	1041	1000	11300	101	1		70.000	1.60		112.00	.8000
02.	D	0025	13	100	1041	1000	11300	101	1		70.000	.40		28.00	.2000
03.															
04.															
05.															
06.															
07.															
08.															
09.															
10.															
												2.00	140.00	1.0000	

Note changed to update

12.03.00

F23=Recalculate/display screen

Modify employee time, if necessary, or add an optional memo



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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.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=12.03.00 09/20/2012 DOD 001 C:\DEV5YS C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** LUI0100

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Hrs/Day 8.000 Job 105 TEACHERS  
 Leave date 10/01/2012 Type A1 SICK LEAVE Reason 01 SICK LEAVE

Memo PRESENTED DOCTOR'S EXCUSE

Employee leave: Days absent 1.0000 -or- Hours absent

---

Substitute Info: Sub. no. 88864 BA9BOSA, AD9LFO Status A -- Active  
 SSN 999-08-8864 Class 9 SUBSTITUTE TEACHER Work Loc 6211 Location 006211  
 Sub rank 2 Certified Job 109 SUB-TEACHERS

Substitute pay rate 70.000 (Daily pay rate)

Proc	Pay	Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Pay Rate	Days/Hrs	Regular	Gross	Distrib %
01.	D	0025	13	100	-	1001	1000	11300	101	1		70.000	1.00	112.00	.0000	
02.	D	0025	13	100	-	1001	1000	11300	101	1		70.000	.40	28.00	.2000	
03.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
04.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
05.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
06.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
07.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
08.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
09.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	
10.	-	00	-	-	-	-	-	-	-	-	-	-	-	-	-	

Reg Daily w/Pension and Taxes 2.00 140.00 1.0000

Reg Daily Validated Successfully -- F8 to Save 12.03.00



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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 overwrite any of the fields directly on the screen and change the substitute's pay rate, account lines, etc.

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEVSY\ C:\SECOND GREEN

**Input Employee Leave and Substitute Pay** L010100

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINA Status A -- active  
 SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
 Leave date 10/01/2012 Type A1 SICK LEAVE Reason 01 SICK LEAVE

Memo PRESENTED DOCTOR'S EXCUSE

Employee Leave: Days absent 1.0000 -or- Hours absent

Substitute Info: SSN 999-08-8864 Cla: Substitute Time / Employee Time Mismatch F A -- Active

Sub Par

Substitute

The substitute time does not match the absent employee leave time.  
 Allow?

Yes No

Proc	Type	Pay	Yr	Fnd	Par	Distrib	%
01.	D	0025	13	100		00	-8000
02.	D	0025	13	100		00	-2000
03.		00					
04.		00					
05.		00					
06.		00					
07.		00					
08.		00					
09.		00					
10.		00					
Reg Daily w/Pension and Taxes					2.00	140.00	1.0000

Record Validated Successfully -- F8 to Save

12.03.00



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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.

# Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
Starting leave date: 10/01/2012  
Leave type: 01 SICK LEAVE  
Leave reason: 01 SICK LEAVE

Days absent: 1.0000  
or  
Hours absent: \_\_\_\_\_

Substitute employee no.: 88864 BA9B058, AD9LFO  
or  
If no substitute, check here:

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

Record Added Successfully

12.03.00



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The leave input record has been created.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=12.03.00 09/28/2012 DOD 001 C:\DEV5YS C:\SECOND GREEN

Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASEFIELD, JOSEFINE

Starting leave date: [dropdown icon]

Leave type: \_\_\_\_\_

Leave reason: \_\_\_\_\_

Days absent: \_\_\_\_\_

or

Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_

or

IF no substitute, check here:

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

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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.

# Input Employee Leave and Substitute Pay

Sub No	Sub Name	Leave Date	Time Off	Leave Type	Leave Reason
089957	AD4IR, CE4ESTA	09/12/2012	2500 DAYS	A1 SICK LEAVE	01 SICK LEAVE
000000	NO SUBSTITUTE	09/12/2012	7500 DAYS	A3 LWOP	01 LWOP
089141	GA4IN, ED4ARDJ	09/13/2012	5000 DAYS	A3 LWOP	01 LWOP
088864	BASBOSA, AD9LFO	10/01/2012	1,000 DAYS	A1 SICK LEAVE	01 SICK LEAVE

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.

# Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
Starting leave date: 9122012  
Leave type: 03 LWOP  
Leave reason: 01 LWOP

Days absent: .7500

or

Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_

or

IF no substitute, check here:  There is no substitute for this employee

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

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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.

# Input Employee Leave and Substitute Pay

Input Employee Leave and Substitute Pay

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
Hrs/Day 8.000 Job 105 TEACHERS  
Leave date 9/12/2012 Type A3 UNPAID LEAVE Reason 01 UNPAID LEA

Memo \_\_\_\_\_  
Days absent .7500 -or- Hours absent \_\_\_\_\_

A memo or description is optional

No substitute data is required

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F14=Employee Leave Balances

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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.

# Display Leave Balances

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSY S C:\SECOND GREEN LUHF IND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89236 BRADFELD, JOSEFINE  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK LEAVE	1.2500	1.2500	.0000	1.0000	1.2500	.2500
		01 SICK LEAVE				.0000	1.2500	
		02 PERSONAL				1.0000	.0000	
04	A3	00 LWOP	.0000	.0000	.0000	.0000	1.2500	.0000
		01 LWOP				.0000	1.2500	

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00



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**F14** displays the employee's leave balances for the current plan year. This is the *Leave Balances Summary Screen*.

# Display Leave Balances

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSY S C:\SECOND GREEN

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89236 BRADFELD, JOSEFINE  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00	1.2500	1.2500	.0000	1.0000	1.2500	.2500
		01				.0000	1.2500	
		02				1.0000	.0000	
04	A3	00	.0000	.0000	.0000	.0000	1.2500	.0000
		01				.0000	1.2500	

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

Leave type summary line

For leave types which track a balance:  
Ending balance = Beginning balance + Advances + Adjustments – Leave Taken

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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.

# Display Leave Balances

PCG Dist=8991 Rel=12.03.00 09/28/2012 DOD 002 C:\DEVSY\ C:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89236 BRADFELD, JOSEFINE  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	SICK LEAVE	1.2500	1.2500	.0000	1.0000	1.2500	.2500
	01	SICK LEAVE				.0000	1.2500	
	02	PERSONAL				1.0000	.0000	
04	A3	LWOP	.0000	.0000	.0000	.0000	1.2500	.0000
	01	LWOP				.0000	1.2500	

ENTER = Continue, F16 = Exit, F17 = Print Screen

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14

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**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.**

# Display Leave Balances

Input Employee Leave and Substitute Pay  
 Leave Detail Screen  
 Employee number: 89236    BROSFIELD, JOSEFINE  
 Plan year: 2013    Display node: 0 (0-days, H=hours)    Display in days

Leave type: A1 SICK LEAVE

Srce	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9BDSA, AD9LFD

Begin Bal	Advance	Adjust	VTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00



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**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.

# Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
 Leave Detail Screen

Employee number: 89236 BA5FIELD, JOSEFINE  
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
 CUR = Current Leave Input Record



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**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.

# Display Leave Balances

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
 Leave Detail Screen  
 Employee number: 89236 BASFIELD, JOSEFINE  
 Plan year: 2013 Display mode: B (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal 1.2500 Advance 1.2500 Adjust .0000 YTD Taken 1.0000 Cur Taken 1.2500 End Bal .2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F16 F17

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**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.

# Input Employee Leave and Substitute Pay

PCG Dist=0991 Rel=12.03.00 09/20/2012 DOD 001 C:\DEVSY5 C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUI0100

Absent Employee Info: Emp. no. 89236 BASFIELD, JOSEFINE Status A -- Active  
SSN 999-08-9236 Class 5 TEACHERS Work Loc 101 Location 000101  
Hrs/Day 8.000 Job 105 TEACHERS

Leave date 9/12/2012 Type A3 UNPAID LEAVE Reason 01 UNPAID LEAVE

Heno \_\_\_\_\_

Days absent .7500 -or- Hours absent \_\_\_\_\_

12.03.00



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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.

# Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 89236 BASFIELD, JOSEFINE  
Starting leave date: 9/22/12  
Leave type: 03 LVOB  
Leave reason: 01 LVOP

Days absent: .7500  
or  
Hours absent: \_\_\_\_\_

Substitute employee no.: \_\_\_\_\_  
or  
IF no substitute, check here:

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

12.03.00

PF3-Print this data



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From the first input screen, **F3** is available to print a quick report listing all the records on the *Current Leave Input File*.

# Employee Leave and Substitute Pay Report

REPORT DATE: 08/02/2012 13:57:35  
PROGRAM: LV0100

EMPLOYEE LEAVE AND SUBSTITUTE PAY

PAGE 1

LEAVE TYPE	LEAVE CODE	LEAVE DATE	TIME OFF DAYS	TIME OFF HOURS	SUBNO	SUB NAME	SUB TOT TIME	SUB GROSS
87609	SOBELO, MARACHA A1 SICK	5/01/2012	1.5000	12.0000	87977	HAKKS, TRBNT	1.50	109.50
87613	HAALOM, PHANG A2 OTHER NON-D A1 SICK	5/01/2012 5/02/2012	2.0000 2.0000	16.0000 16.0000			3.00 3.00	189.00 189.00
87616	RISGINS, DASTE A3 LWOP A1 SICK	5/01/2012 5/02/2012	1.0000 1.0000	8.0000 8.0000			3.00 3.00	189.00 189.00
87643	REETER, SEBASTIAN A1 SICK	5/02/2012	0.5000	2.5000			3.00	189.00
87673	BERRIOS, JESPERSON A6 SD	5/03/2012	1.0000	8.0000	87894	ADSM, MARALDA	1.00	58.00
87674	BUTNO, CHELSEY A1 SICK	5/02/2012	1.5000	12.0000			3.00	189.00
87930	CATY, SHIRAN A2 OTHER NON-D A1 SICK	5/01/2012	3.0000	24.0000	89886	CR7SP, LATOMA	3.00	189.00
88138	BATTS, TA? A6 SD	5/01/2012	1.0000	8.0000	89861	BEHREDEZ, FRARY	1.00	73.00
88239	HAGMONDS, KALINA A1 SICK	5/04/2012	1.0000	8.0000	87894	ADSM, MARALDA	1.00	58.00
88838	GETTLE, MARY A3 LWOP	5/04/2012	1.0000	9.0000	88704	GERGER, DESICK	1.00	58.00
89117	DEACRE, MARIA A1 SICK	5/03/2012	3.0000	24.0000	89727	GALLARDO, KEZA	3.00	204.00



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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.

# 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



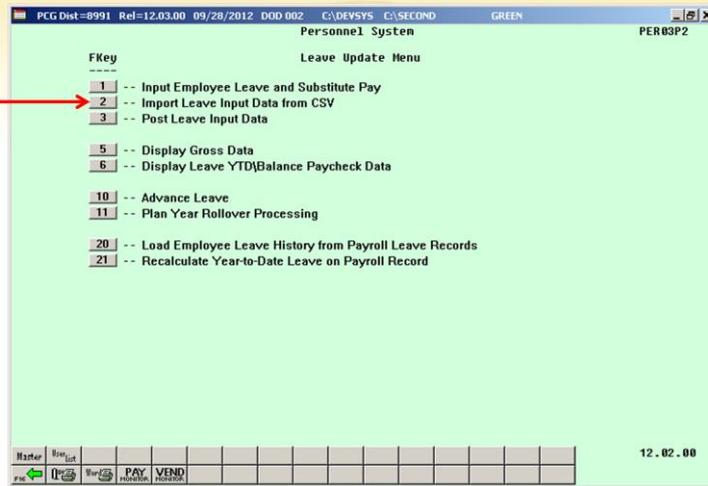
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As the user prepares the payroll, leave data is entered into the system via the *Input Employee Leave and Substitute Pay* procedure or the *Import Leave Data from CSV* procedure. The import process may be run in multiple batches, if desired, and once 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*.

# Import Leave Input Data from CSV



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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*.

# Import Leave Input Data from CSV

Record Type	Employee Number	Last Name	First Name	Middle Name	Leave Type	Reason Code	Starting Leave Date	Days	Entry Type	Total Time Off	Memo	Substitute Flag	Substitute Number	Substitute Last Name	Substitute First Name	Substitute Middle Name	Substitute Paid Time	STAFF	
T	89117	DE4ORE	MA4IA		A1	1	10012012	D		2 Sick Leave		Y	88465	BEBBE	MOBROE			2	
T	88748	JASK	SASMIE		A1	1	10012012	D		2.5 TEST		N							
T	89117	DE4ORE	MA4IA		A1	1	10052012	D		2 Sick Leave		Y	88300	LIS	ALSO			2	

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.



## Import Leave Input Data from CSV Define Leave Type & Reason Codes

A1	01	Sick Leave
A1	02	FMLA
A1	03	Personal
A1	04	Sick Bank Contribution
A1	05	Other Deductible
A2	01	Jury Duty/Witness Leave
A2	02	Field Trips
A2	03	Other Non-Deductible
A3	01	Days Deducted from Pay
A5	01	Annual Days
A6	01	Staff Development
A7	01	Days Received from Sick Bank
T1	01	TRS Credit



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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.







# Import Leave Input Data from CSV Template

Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag		Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF PND	STAFF PRGM	STAFF FNCT	STAFF OBJCT	STAFF FCTY	STAFF B	STAFF ADDL	
							Y-Sub	N-No sub												
1234	Wayne	A1	01	12012012	1	Sick Leave	Y		90	Presley	1									
5678	Frank	A6	01	11302012	1	Staff Development	Y		90	Presley	0.5	13	402	1750	2210	11300	100	1		
90	Presley	A1	03	12042012	4	Personal	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													
#N/A	Error					Error	N													

No substitute

Enter an 'N' in the Substitute Flag field, if there is no substitute.



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# Import Leave Input Data from CSV Template

Employee Number	Employee Last Name	Leave Type	Reason Code	Starting Leave Date	Total Time Off for Emp	Memo	Substitute Flag	Substitute Number	Substitute Last Name	Substitute Paid Time	STAFF FY	STAFF FND	STAFF PRGM	STAFF FNCT	STAFF OBJECT	STAFF FCTY	STAFF B	STAFF ADD
1234	Wayne	A1	01	12012012	1	Sick Leave	Y			1								
5678	Frank	A6	01	11302012	1	Staff Development	Y			0.5	13	402	1750	2210	11300	100	1	
90	Presley	A1	03	12042012	4	Personal	N											
90	Presley	A3	01	12312012	1	Days Deducted from Pay	N											
90	Presley	A1	03	12312012	-1	Personal	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											
#N/A	#N/A					Error	N											

Refund time taken with negative amount

Negative time can be entered if leave is being refunded.

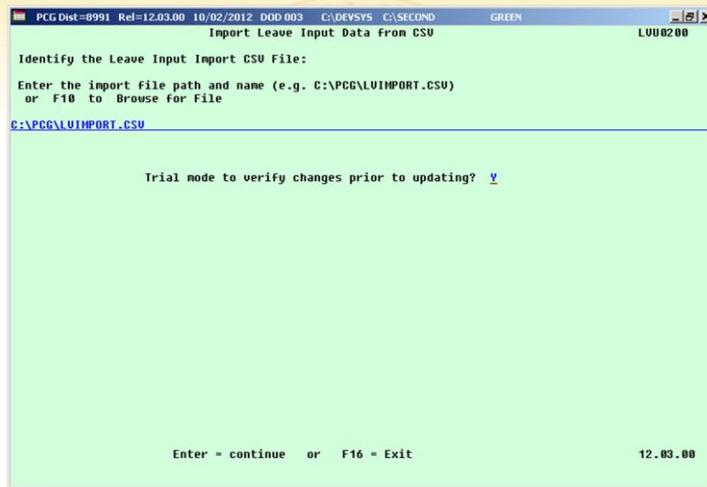


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# Import Leave Input Data from CSV



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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.

# Import Leave Input Data from CSV

- Leave Import Report with Errors

DATE	08/16/2012	LVT0200	LEAVE INPUT IMPORT ERROR/WARNING REPORT	TRIAL MODE	PAGE	1
EMPNO	MESSAGE TYPE	MESSAGE DETAIL				
T,87613	WALTON,FRANK,C,,,,A1,01,6012012,D,2,Sick Leave,Y,87605,WMACON,JAQUIS,0,2,.....					
087613	SUBSTITUTE MIDDLE NAME MISMATCH	0				
087613	EMPLOYEE MIDDLE NAME MISMATCH	0				
087613		RECORD ACCEPTED WITH WARNINGS				
T,87616	RISING,DAVE,C,,,,A1,02,6022012,D,5,FMLA,Y,87636,FASCON,SHERRILL,0,8,.....					
087616	SUBSTITUTE MIDDLE NAME MISMATCH	0				
087616	EMPLOYEE MIDDLE NAME MISMATCH	0				
087616		RECORD ACCEPTED WITH WARNINGS				
T,87673	BERNICE,JEFFERSON,C,,,,A3,01,6032012,D,0,5,Days Deducted from Pay,Y,87679,BIDDLE,VEIN,0,0,6,.....					
087673	SUBSTITUTE MIDDLE NAME MISMATCH	0				
087673	EMPLOYEE MIDDLE NAME MISMATCH	0				
087673		RECORD ACCEPTED WITH WARNINGS				
T,87830	WENING,ASHLEY,C,,,,A6,01,6042012,D,2,Annual Days,Y,87844,OLASA,CHRIS,0,2,.....					
087830	SUBSTITUTE MIDDLE NAME MISMATCH	0				
087830	EMPLOYEE MIDDLE NAME MISMATCH	0				
087830	EMPLOYER CLASS NOT SET UP FOR LEAVE TYPE	CLASS = 01 LV TYPE = AS				
087830		RECORD REJECTED				ERROR

Errors appear in right hand margin



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All errors must be resolved before the data can be imported.



# Import Leave Input Data from CSV

- Payroll Balance Report

REPORT DATE: 08/16/2012		PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS						PAGE 1
REPORT ID: LVRSBAL1/LVRSBAL2								
LOC	SUB#	CL	SUB NAME	LV DATE	RATE	REG-HRS	REG-MNT	ACCOUNT NUMBER
		TEACHER NAME						
6793	87679	03	BIDDLE, VEIN	06/03/2012	63.00	.50	31.50	D 12-100-0-1041-1000-11300-0108-1-000000
		087673 RESIGNS, JESPERSON						
6793	87636	03	FASCOM, SHERILYN	06/02/2012	68.00	4.00	272.00	D 12-100-0-1021-1000-11300-0100-1-000000
		087416 RESIGNS, DASTE		06/02/2012	68.00	1.00	68.00	D 12-100-0-2111-1000-11300-0100-1-000000
		087416 RESIGNS, DASTE		** SUBSTITUTE TOTAL		5.00	340.00	
6793	87608	03	MAHON, JAVIS	06/01/2012	58.00	2.00	116.00	D 12-100-0-1041-1000-11300-0108-1-000000
		087413 RESIGN, PISANG						
6793	87644	03	OLSEDA, CHISE	06/04/2012	68.00	2.00	136.00	D 12-100-0-2041-1000-11300-0108-1-000000
		087830 RESIGNED, ASHLEY						
6793	87896	03	VILES, BENITO	06/05/2012	73.00	3.00	219.00	D 12-100-0-3011-1000-11300-0108-1-000000
		087884 RESIGN, EARLIE						
				** LOCATION - TOTAL		12.50	842.50	
				** CLASS - TOTAL		12.50	842.50	

REPORT DATE: 08/16/2012		PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS						PAGE 2
REPORT ID: LVRSBAL1/LVRSBAL2								
LOC	SUB#	CL	SUB NAME	LV DATE	RATE	REG-HRS	REG-MNT	ACCOUNT NUMBER
		TEACHER NAME						
				**** GRAND - TOTAL		12.50	842.50	



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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.

# Import Leave Input Data from CSV

- Employee Leave Detail Report

REPORT DATE: 05/16/2012		EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY						PAGE: 1	
REPORT TIME: 12:11		SORTED BY Emp Name, Lv Type, Lv Date						PROGRAM: LURDETLS	
		PLAN YEAR - 0000							
EMPO	EMPLOYEE NAME	CLASS WK	LOC	YEAR	HOURS	SUBNO	SUB NAME	TOT TIME	GROSS
LEAVE TYPE	LEAVE CODE	LEAVE DATE	DAYS						
87673	BERNARD, JEFFERSON	01	0108	2012					
* A3	LWOP	01	LWOP	6/03/2012	0.50000	4.0000	87673 BIDDLE, VEIN	0.50	31.50
87613	HAILON, PHANG	01	0108	2012					
* A1	SICK	01	SICK	6/01/2012	2.00000	16.0000	87608 MAWON, JAVYS	2.00	116.00
87830	HEMINGS, ASHLEY	01	0108	2012					
* A6	STAFF DEVEL	01	STAFF DEVEL	6/04/2012	2.00000	16.0000	87844 CLSERRA, CHRIS	2.00	136.00
87864	NIJEN, EARLE	01	0108	2012					
* A2	OTHER	01	JURY DUTY	6/05/2012	3.00000	27.0000	87886 VISES, BRITTO	3.00	219.00
87616	RIGGINS, DAVE	01	0100	2012					
* A1	SICK	02	FMLA	6/02/2012	5.00000	40.0000	87636 FASCON, SHERRILYN	5.00	340.00



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Numerous balancing reports are produced during the import process. For example, an *Employee Leave Detail Report* is produced during the import.

# Import Leave Input Data from CSV

- Substitute Leave Detail Report

REPORT DATE: 08/14/2012		SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY						PAGE: 1	
REPORT TIME: 12:11		SORTED BY Sub Name, LV Date						PROGRAM: LVSBDTL2	
		PLAN YEAR - 0000							
SUBNO	SUBSTITUTE NAME	CLASS	WK	LOC	YEAR		UNIT	SUB TIME	
TYPE	TEN DATE	LV DATE	EMP NO	EMP NAME					
87679	BIIDLE, VEH	03	6793	2012					
CDR LV	00/00/0000	06/03/2012	87673	BERGROS, JEFFERSON			DAILY	.8000	
								.8000	
								*** SUBSTITUTE TOTALS	
87686	FASCON, SHSHELDN	03	6793	2012					
CDR LV	00/00/0000	06/02/2012	87616	RESCINS, DAITE			DAILY	5.0000	
								5.0000	
								*** SUBSTITUTE TOTALS	
87605	MAACH, JAVIS	03	6793	2012					
CDR LV	00/00/0000	04/01/2012	87613	RAALOW, PHNG			DAILY	2.0000	
								2.0000	
								*** SUBSTITUTE TOTALS	
87844	CLAKRA, CHSRE	03	6793	2012					
CDR LV	00/00/0000	06/04/2012	87830	RENNING, ASLEY			DAILY	2.0000	
								2.0000	
								*** SUBSTITUTE TOTALS	
87886	VISES, BESITO	03	6793	2012					
CDR LV	00/00/0000	06/06/2012	87854	ROBER, EABLIE			DAILY	3.0000	
								3.0000	
								*** SUBSTITUTE TOTALS	



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Numerous balancing reports are produced during the import process. For example, a *Substitute Leave Detail Report* is produced during the import.

# 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



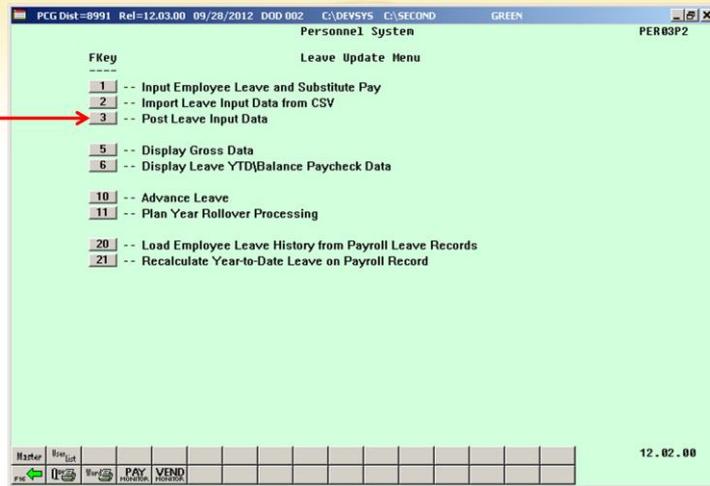
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When all leave data and substitute pay has been entered into the system and verified, execute *Post Leave Input Data*. The *Current Leave Input Data* may only be posted ONE TIME during the payroll cycle.

# Post Leave Input Data



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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.



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# Post Leave Input Data Payroll Monitor Before Posting

PCG Dist=8991 Rel=12.03.00 10/02/2012 DDD 003 C:\DEVSYS C:\SECOND

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y  
 Run exceptions register with no exceptions Y  
 Post substitute pay and employee leave N  
 Calculate payroll and update YTD figures N  
 Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N  
 Final Register N  
 Deduction Registers N  
 Final Distribution N

Update earnings history with current pay N  
 Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:  
 Regular Gross Types : Y Old PSERS: Y Old ERS: N New PSERS: Y  
 Special Gross Types : Y TRS: Y New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	Y

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

ENTER=Validate, F11=Go to screen 2, F16=Exit. 12.03.00

The exceptions register and trial registers can be run at any time



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The exceptions register and trial registers can be run at any time during the payroll cycle.

# Employee Leave Balances Before Posting

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY C:\SECOND GREEN

Input Employee Leave and Substitute Pay LUHFIND  
Leave Detail Screen

Employee number: 89236 BASFIELD, JOSEFINE  
Plan year: 2013 Display mode: P (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012		1.0000		
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
CUR	01	SICK LEAVE	LV TAKEN	9/12/2012			.2500	89957	AD4IR, CE4ESTA
CUR	01	SICK LEAVE	LV TAKEN	10/01/2012			1.0000	88864	BA9B05A, AD9LFO

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	1.0000	1.2500	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
CUR = Current Leave Input Record



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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.

# Post Leave Input Data

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD.003 C:\DEVSY5 C:\SECOND GREEN LUPPOSTP

\*\*\* WARNING \*\*\*

This process will take the CURRENT leave input file, which is called 'LUIINPUT ON PERDATA', and POST the leave data to the CURRENT payroll. Once this process has begun, it CANNOT be stopped and rerun without proper file REBUILD PROCEDURES!!!!

Input the GROSS DATA TYPE For Posting Leave  
R = Replace - To replace ALL current gross data entries for the substitutes  
A = Add - To add salary, hourly or daily entries for the substitutes

\*\* Press ENTER to Continue \*\*  
\*\* Press F16 to Exit \*\* 12.03.00

Same options as gross data import. Use 'Add' option if substitute employees have pay from sources other than the leave system.

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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.

# Post Leave Input Data Payroll Monitor After Posting

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY5 C:\SECOND

PAYROLL SEQUENCE MONITOR

Setup payroll for new pay period Y  
 Run exceptions register with no exceptions N  
 Post substitute pay and employee leave V  
 Calculate payroll and update YTD Figures N  
 Print paychecks and Direct Deposits N

(This cycle can be repeated more than once) / Void/Add Run Completed N  
 / Final Register N  
 \ Deduction Registers N  
 \ Final Distribution N

Update earnings history with current pay N  
 Update budget files with current pay N

Manual/Void Checks Run Only: N Deduct Pension:  
 Regular Gross Types : V Old PSERS: V Old ERS: N New PSERS: V  
 Special Gross Types : V TRS: V New ERS: N

----- PAYROLLS SELECTED DURING SETUP: -----

PAY SCH	NO. TAX	PAYS CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12		MONTHLY	9	09/28/12	V

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 20 21 22 23

F11=Go to screen 2, F16=exit. 12.03.00

After posting leave, the exceptions register and trial registers must be rerun



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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.

# Employee Leave Balances After Posting

PCG Dist=B991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY S C:\SECOND GREEN

Display Employee Leave Balances LUHF IND  
Leave Detail Screen

Employee number: 89236 BA5FIELD, JOSEFINE  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK LEAVE

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	BEG BAL	8/15/2012	8/15/2012	1.2500			
HST	02	PERSONAL	LV TAKEN	8/15/2012	8/15/2012			1.0000	
HST	01	SICK LEAVE	LV TAKEN	9/12/2012	9/28/2012			.2500	89957 AD4IR, CE4ESTA
HST	00	SICK LEAVE	ADVANCE	9/21/2012	9/21/2012	1.2500			
HST	01	SICK LEAVE	LV TAKEN	10/01/2012	9/28/2012			1.0000	88864 BA9B05A, AD9LFD

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
1.2500	1.2500	.0000	2.2500	.0000	.2500

ENTER = Continue, F16 = Exit, F17 = Print Screen

12.03.00

HST = Leave History Record  
CUR = Current Leave Input Record



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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.

# Post Leave Input Data Absent Employee Leave

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Balance and YTD Leave Data PAV03

Employee 89236 BA5FIELD, JOSEFINE Class 05

	Sick Leave	Pers Bus	State Leave Plan Vacation	Other	W/O Pay	Staff	Sick Bank Taken
Current	1.25				1.25		
Balance	.25						
Used YTD	1.25		1.00		1.25		

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

Mode changed to display

12.03.00

Per Ded Grs W/II Lv Ytd Help Adj FICA Gar



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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.

# Post Leave Input Data Substitute Gross Data

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Gross Data PAY07

Emplo 88864 BA9805A, AD9LF0 Class 9 SUBSTITUTE TEACHERS

SSN 999-08-8864 Loc 6211 Location 006211 Job cd 109 SUB-TEACHERS

Cert level T4 State yrs Pay step E Local yrs 0 Salary sched

Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind

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

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay for
Type	Type	Hrly/Daily	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	D	0025	70.000	1.60	112.00				
02.	D	0025	70.000	.40	28.00				
03.									
04.									
05.									
06.									

Yr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT	01	13	100	1001	1000	11300	101	1						
ACCT	02	13	100	1001	1000	11300	101	1						
ACCT	03	00												
ACCT	04	00												
ACCT	05	00												
ACCT	06	00												

TRS & ERS Pens Gross Adj

Contract ant \_\_\_\_\_ Cycle gross \_\_\_\_\_ Total gross 140.00

Ant/% \_\_\_\_\_ State salary \_\_\_\_\_ Local salary \_\_\_\_\_ Cycle 1 Cal Yr

Pay sch. # 12 Pens elig date \_\_\_\_\_ Local salary \_\_\_\_\_ Other \_\_\_\_\_

Pens code 0 TRS service ind 1 Ant/% \_\_\_\_\_ Contno 12

Pens switch Y PY contno 00

Mode changed to update

12.03.00



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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.

# Detailed Pay Check Stub

Employee Information				Company Information			
Employee ID	421	DOB, JANE R.		BOARD OF ED			
SSN	777-222-4444	1 WEST FIRST STREET		1 WEST FIRST STREET			
Telephone	777-222-4444	ATLANTA, GA 30000		ATLANTA, GA 30000			
Loc/Class	0100 / 01						
General Information		Tax Data		Net Pay Distribution			
Check No	228239	Fed	GA	Account Type	Account Number	Amount	
Check Date	06/30/2012	Married	02	Checking	*****1234	1,610.26	
		Allowances	M(2) D(00)	Checking	***1111	1,079.51	
		Add Pct					
		Add Amt					
Contract Fiscal-To-Date				.00	Check No. 228239	Total Net Pay	2,689.77
HAVE A GREAT, RELAXING AND SAFE SUMMER. YOUR STIPEND HAS BEEN ADDED TO YOUR PAY CHECK FOR THIS PAYROLL CYCLE.							
Paycheck Summary							
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Total Taxes
Current		3,916.65				3,916.65	1,306.88
YTD		24668.49		1078.94		25747.43	3372.39
Current Hours and Earnings							
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt	
State Salary			3,210.71				
Local Reg Salary			127.22				
Dept Chair/Team Leader			146.24				
Coaching Supplement			47.36				
Stipends			345.12				
<b>Total</b>			<b>3,916.65</b>				
Paid Time Off				Employer Paid Benefits			
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current
SICOP	1.00	12.00	2.00			STATE HEALTH	312.34
PERSONAL	1.00	1.00				TRF	446.90
ANNUAL DAYS						FICA	268.65
LWOP							
OTHER DAYS	.50	.50					
STAFF DEVELOP	1.00	6.00					
<b>Total</b>							<b>1,627.89</b>
Taxes/Retirement		Before Tax Deductions		After Tax Deductions			
Description	Current	YTD	Description	Current	YTD	Description	Current
BOC - REC	147.51	921.54	U N HSA FICA/77	333.86	2357.24	IGNA LIFE	15.60
HEALTHCARE	50.92	332.00	AMERITAS SERV	70.94	496.58	INSA	12.50
FED TAX	222.78	1212.76					
GA TAX	143.78	865.09					
TRF	234.99	1382.35					
<b>Total</b>	<b>799.98</b>	<b>4753.94</b>	<b>Total</b>	<b>404.80</b>	<b>2833.82</b>	<b>Total</b>	<b>28.10</b>

All leave types are listed!

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS. REMOVE DOCUMENT ALONG THIS PERFORATION.

THIS DOCUMENT IS PRINTED IN TWO COLORS TO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

BOARD OF ED  
14 PAYROLL STREET  
ATLANTA, GA 30000

Date: 06/30/2012

No. 228239

PAYROLL: DIRECT DEPOSIT

Amount: \$ \*\*\*\*\*2,689.77

TWO THOUSAND SIX HUNDRED EIGHTY THREE AND 77/100

THIS IS NOT A CHECK - DO NOT CASH

Deposit To The DOB, JANE R. Account Of

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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



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# Leave Reports

The screenshot displays a window titled 'Personnel System' with the following content:

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY\ C:\SECOND GREEN PER83P

Enhanced Substitute Pay and Leave System

FKey

- 1 -- Leave Setup Menu
- 2 -- Leave Update Menu
- 3 -- Leave Reports Menu
- 4 -- Leave History Menu

At the bottom of the window, there is a grid of buttons labeled: Hstwr, Emp, List, PAY, VEND, and a date field showing 12.01.00.

Below the window, the Department of Education logo is visible, along with the text: Dr. John D. Barge, State School Superintendent, "Making Education Work for All Georgians", www.gadoe.org. The date 11/8/2012 and page number 65 are also present.

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.

# Leave Reports

## Employee Summary Reports

PCG Dist=0991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEV5YS C:\SECOND GREEN PER03P3

Personnel System  
Leave Reports Menu

FKey

Current Leave Input File:

- 1 -- Employee Summary Reports
- 2 -- Employee Detail Reports
- 3 -- Substitute Detail Reports

Leave History File:

- 5 -- Employee Summary Reports
- 6 -- Employee Detail Reports
- 7 -- Substitute Detail Reports

Both Current Leave Input File and Leave History File:

- 9 -- Employee Summary Reports
- 10 -- Employee Detail Reports
- 11 -- Substitute Detail Reports

Substitute Reports:

- 13 -- Substitute Pay by Employee
- 14 -- Substitute Pay by Account

Paycheck Leave Fields on Payroll File:

- 17 -- Print Employee Leave Data
- 18 -- Print Employee Current Leave Edit Listing

Master Print PAY VEND 12.01.00

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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*)

# Leave Reports

## Employee Summary Reports

Employee Summary Report - Both Current Leave and Leave History  
Data Selection Screen

Enter plan year: 2013  
-- or --

Enter period to be printed: \_\_\_\_\_ thru \_\_\_\_\_

Select data for report:  Summary data for TYPE and REASON codes  
 Summary data for overall TYPE code only  
 Summary data for REASON codes only

Active Only:  -OR- Inactive Only:  -OR- Both:

Enter Empl# or leave blank to print ALL employees: \_\_\_\_\_

Enter class code(s) or leave blank to print ALL classes: \_\_\_\_\_

Enter work loc code(s) or leave blank to print ALL work locations: \_\_\_\_\_

Enter leave type code(s) or leave blank to print ALL types: \_\_\_\_\_

12.03.08



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**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.

# Leave Reports Employee Summary Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN LURESUM1

Employee Summary Report - Both Current Leave and Leave History  
Sort Selection Screen

Select sort for report:

- Emp Name, Lv Type, Lv Reas
- Emp No, Lv Type, Lv Reas
- Work Loc, Class, Emp Name, Lv Type, Lv Reas
- Work Loc, Class, Emp No, Lv Type, Lv Reas
- Work Loc, Lv Type, Lv Reas, Emp Name
- Work Loc, Lv Type, Lv Reas, Emp No
- Work Loc, Emp Name, Lv Type, Lv Reas
- Work Loc, Emp No, Lv Type, Lv Reas
- Class, Work Loc, Emp Name, Lv Type, Lv Reas
- Class, Work Loc, Emp No, Lv Type, Lv Reas
- Class, Lv Type, Lv Reas, Emp Name
- Class, Lv Type, Lv Reas, Emp No
- Class, Emp Name, Lv Type, Lv Reas
- Class, Emp No, Lv Type, Lv Reas
- Lv Type, Lv Reas, Work Loc, Emp Name
- Lv Type, Lv Reas, Work Loc, Emp No
- Lv Type, Lv Reas, Class, Emp Name
- Lv Type, Lv Reas, Class, Emp No
- Lv Type, Lv Reas, Emp Name
- Lv Type, Lv Reas, Emp No

ENTER F10 Help 12.03.00



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The user can sort the leave reports in many, many different ways.

# Leave Reports

## Employee Summary Reports

PCGDist=9991 Rel=12.03.00 10/30/2012 DDD002 C:\DEVSYS C:\SECOND GREEN LURESUM1

Employee Summary Report - Leave History File Only  
Export Screen

Create Leave Detail File to Load in Excel?  
 No  
 Yes

Enter the Export File Path and Name (e.g. C:\EXPORT\LEAVECVMD.CSV)  
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV  
NOTE: DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing

12.03.01



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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.

# Leave Reports

## Employee Summary Reports

- Employee Summary Control Report

```
REPORT DATE: 07/17/2012      Employee Summary Report - Both Current Leave and Leave History      PAGE: 1
REPORT TIME: 14:52                                               PROGRAM: LVRESUM1

SELECTION CRITERIA

PLAN YEAR          2012
REPORT TYPE        Summary for Type and Reason Codes
EMPLOYEE STATUS    Only active employees
SORT               Emp No, Lv Type, Lv Reas

EXPORT FILE        No
```



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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.

# Leave Reports

## Employee Summary Reports

- Sorted by Employee Number

REPORT DATE: 07/17/2012 REPORT TIME: 14:58		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE SORTED BY Emp No., Lv Type, Lv Reas PLAN YEAR - 2012						PAGE: 1 PROGRAM: LVRRESUM2				
EMPNO	EMPLOYEE NAME TYPE REAS	CLASS	WK	LOC	PLAN YR	REG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURR TAKEN	TOT TAKEN	END BAL
87409	SOBELG, HASACHA	11	0108		2012							
	A1 00 SICK					33.2500	2.5000	2.0000	11.5000	1.5000	13.0000	24.7500 DAY
	A1 01 SICK								10.5000	1.5000	12.0000	
	A1 03 PERSONAL								1.0000	0.0000	1.0000	
	A5 00 ANNUAL DAYS					0.0000	0.0000	3.0000	0.0000	0.0000	0.0000	3.0000 DAY
87413	SHALOW, FRANK	01	0108		2012							
	A1 00 SICK					11.2500	2.5000	0.0000	6.5000	0.0000	6.5000	7.2500 DAY
	A1 01 SICK								6.5000	0.0000	6.5000	
	A2 00 OTHER NON-D					0.0000	0.0000	0.0000	0.0000	2.0000	2.0000	0.0000 DAY
	A2 02 FIELD TRIPS								0.0000	2.0000	2.0000	
	A6 00 SD					0.0000	0.0000	0.0000	9.0000	0.0000	9.0000	0.0000 DAY
	A6 01 SD								9.0000	0.0000	9.0000	
87416	RISQINS, DAVE	01	0100		2012							
	A1 00 SICK					16.2500	2.5000	0.0000	10.5000	0.0000	10.5000	8.2500 DAY
	A1 01 SICK								10.5000	0.0000	10.5000	
	A3 00 LMPD					0.0000	0.0000	0.0000	0.0000	1.0000	1.0000	0.0000 DAY
	A3 01 LMPD								0.0000	1.0000	1.0000	
	A6 00 SD					0.0000	0.0000	0.0000	2.0000	0.0000	2.0000	0.0000 DAY
	A6 01 SD								2.0000	0.0000	2.0000	
87426	DOUGHEY, EMRY	09	0201		2012							
	A1 00 SICK					25.2500	2.5000	0.0000	3.5000	0.0000	3.5000	24.2500 DAY
	A1 01 SICK								2.5000	0.0000	2.5000	
	A1 03 PERSONAL								1.0000	0.0000	1.0000	
87443	REETER, SEBASTIAN	12	8012		2012							
	A1 00 SICK					0.0000	2.5000	0.0000	0.0000	0.0000	0.0000	2.5000 DAY



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**Employee Summary Reports:** The *Employee Summary Reports* provide summarized leave data per employee. The Employee Summary Report looks very much like the on-line *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.

# Leave Reports Employee Summary Reports

- Sorted by Leave Type

REPORT DATE: 07/17/2012		EMPLOYEE LEAVE SUMMARY REPORT - CURRENT AND HISTORY LEAVE						PAGE: 1		
REPORT TIME: 16:04		SORTED BY Lv Type, Lt Reas, Emp No						PROGRAM: LIVESUM2		
		PLAN YEAR - 2012								
TYPE	REAS DESCRIPTION	UNIT	PLAN VR							
EMPNO	EMPLOYEE NAME	CLASS	WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURS TAKEN	TOT TAKEN	
		DAYS		2012						
A1	00	SICK								
87609	SOEHO, WABACHA	11	0108	39,2500	2,5000	2,0000	11,5000	1,5000	13,0000	24,7500
87613	HALLOW, FRANK	01	0108	11,2500	2,5000	0,0000	6,5000	2,0000	8,5000	5,2500
87616	RISCHIN, DAVID	01	0100	16,2500	2,5000	0,0000	10,5000	1,0000	11,5000	7,2500
87626	DOUGHTY, EMERY	09	0201	25,2500	2,5000	0,0000	3,5000	0,0000	3,5000	24,2500
87643	RESTER, SEBASTIAN	12	8012	0,0000	2,5000	0,0000	0,0000	0,5000	0,5000	2,0000
87673	BERNICE, WERBERSON	01	0108	62,5000	1,0000	0,0000	3,5000	0,0000	3,5000	60,0000
87674	BUTKO, CHRISTIAN	01	0185	50,0000	2,5000	0,0000	1,5000	1,5000	3,0000	49,5000
87676	CHW, CHRISTINA	02	0108	38,0000	2,5000	0,0000	7,0000	0,0000	7,0000	33,5000
87676	DEMEY, BIRD	02	0185	28,7500	2,5000	0,0000	2,0000	0,0000	2,0000	29,2500
87690	FOYIN, ALVINMO	01	0185	41,0000	0,0000	0,0000	1,0000	0,0000	1,0000	60,0000
87691	PARGO, DISHERIO	01	0100	16,5000	2,5000	0,0000	5,0000	0,0000	5,0000	14,0000
87708	MULLIGAN, ROSCO	02	0100	14,5000	2,5000	0,0000	22,0000	0,0000	22,0000	5,0000
87714	WYCKHUR, JOYANNE	12	8012	15,4000	2,5000	0,0000	11,7000	0,0000	11,7000	6,2000
87718	PEACE, DIBGO	08	0108	53,7500	2,5000	0,0000	2,0000	0,0000	2,0000	54,2500
87726	HAJE, VASIM	01	0201	44,2500	2,0000	0,0000	2,2500	0,0000	2,2500	60,0000
87729	FRANKEL, BETTIE	08	0108	63,0000	0,0000	0,0000	3,0000	0,0000	3,0000	60,0000
87732	FAHNEY, GERRHAN	02	0185	44,5000	2,5000	0,0000	2,5000	0,0000	2,5000	46,5000
87804	HITT, WYMAN	01	0100	63,0000	0,0000	0,0000	3,0000	0,0000	3,0000	60,0000
87806	ROUSE, WENDOLYF	01	0108	18,7500	2,5000	0,0000	4,5000	0,0000	4,5000	16,7500
87830	RENNING, ASHLEY	01	0108	45,0000	2,5000	0,0000	9,5000	0,0000	9,5000	58,0000
87833	HESTER, LESLIE	01	0108	53,0000	2,5000	0,0000	8,2500	0,0000	8,2500	47,2500
87839	BAJDA, JOJOYIN	01	0201	43,0000	1,0000	0,0000	4,0000	0,0000	4,0000	60,0000
87840	ROBERTSON, CAROLIN	08	8010	59,7500	1,7500	0,0000	1,5000	0,0000	1,5000	60,0000
87843	LOEBARDI, DEBIS	05	0185	8,2500	2,5000	0,0000	4,0000	0,0000	4,0000	6,7500
87854	MOYER, EARLE	01	0108	15,5000	2,5000	0,0000	7,0000	0,0000	7,0000	11,0000
87862	CHRISCHILL, HARRISON	01	0100	8,7500	2,5000	0,0000	0,0000	0,0000	0,0000	11,2500
87877	SONTE, ERALIE	01	0108	18,2500	2,5000	0,0000	7,5000	0,0000	7,5000	13,2500
87886	TURSE, FRANCE	01	0185	34,5000	0,0000	0,0000	30,5000	0,0000	30,5000	6,0000
87901	SLADCE, DAZIAN	01	0100	50,5000	2,5000	0,0000	4,0000	0,0000	4,0000	49,0000
87904	CHRYL, CROBY	01	0100	45,0000	2,5000	0,0000	12,0000	0,0000	12,0000	55,5000
87907	HAYTON, MISELEINA	10	8013	60,0000	0,0000	0,0000	0,0000	0,0000	0,0000	60,0000
87908	MCHUFFIE, CLEVELAND	10	8013	34,7500	2,5000	0,0000	0,0000	0,0000	0,0000	37,2500
87939	NEVON, SLASH	08	8010	50,2500	2,5000	0,0000	0,0000	0,0000	0,0000	52,7500
87910	HILLARD, MZAI	01	0108	43,0000	2,5000	0,0000	11,0000	0,0000	11,0000	34,5000



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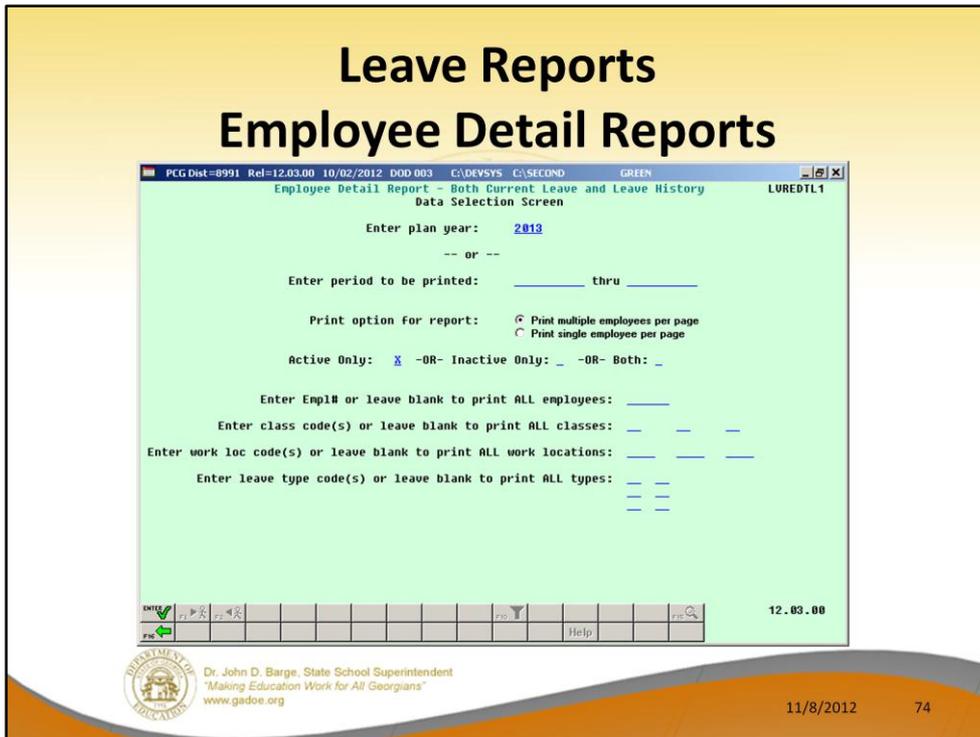
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This is the same summary report sorted by Leave Type and Reason code. The report sorted this way looks much different!



# Leave Reports

## 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.

- **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.

# Leave Reports Employee Detail Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN LURED11

Employee Detail Report - Both Current Leave and Leave History  
Sort Selection Screen

Select sort for report:

- Emp Name, Lv Type, Lv Date
- Emp No, Lv Type, Lv Date
- Work Loc, Class, Emp Name, Lv Type, Lv Date
- Work Loc, Class, Emp No, Lv Type, Lv Date
- Work Loc, Lv Type, Emp Name, Lv Date
- Work Loc, Lv Type, Emp No, Lv Date
- Work Loc, Emp Name, Lv Type, Lv Date
- Work Loc, Emp No, Lv Type, Lv Date
- Class, Work Loc, Emp Name, Lv Type, Lv Date
- Class, Work Loc, Emp No, Lv Type, Lv Date
- Class, Lv Type, Emp Name, Lv Date
- Class, Lv Type, Emp No, Lv Date
- Class, Emp Name, Lv Type, Lv Date
- Class, Emp No, Lv Type, Lv Date
- Lv Type, Work Loc, Emp Name, Lv Date
- Lv Type, Work Loc, Emp No, Lv Date
- Lv Type, Class, Emp Name, Lv Date
- Lv Type, Class, Emp No, Lv Date
- Lv Type, Emp Name, Lv Date
- Lv Type, Emp No, Lv Date

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 Help F13 12.03.00



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The user can sort the leave reports in many, many different ways.

# Leave Reports Employee Detail Reports

PCGDist=9991 Rel=12.03.00 10/30/2012 DDD002 C:\DEVSYS C:\SECOND GREEN LUREDITL1

Employee Detail Report - Both Current Leave and Leave History  
Export Screen

Create Leave Detail File to Load in Excel?  
 No  
 Yes

Enter the Export File Path and Name (e.g. C:\EXPORT\LEAVECVMD.CSV)  
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV

NOTE: DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing

12.03.01



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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.

# Leave Reports

## Employee Detail Reports

- Employee Detail Control Report

```
REPORT DATE: 07/19/2012      Employee Detail Report - Both Current Leave and Leave History      PAGE: 1
REPORT TIME: 15:43                                     PROGRAM: LUREDTEL1

SELECTION CRITERIA

PLAN YEAR          2012
PRINT OPTION       Print multiple employees per page
EMPLOYEE STATUS    Only active employees
SORT               Emp No, Lv Type, Lv Date

EXPORT FILE        Yes
EXPORT FILENAME    C:\EXPORT\LEAVE20120718.CSV
```



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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.

# Leave Reports Employee Detail Reports

- Sorted by Employee Number

REPORT DATE: 07/18/2012		EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE				PAGE: 1	
REPORT TIME: 15:43		SORTED BY Emp No., Lv Type, Lv Date				PROGRAM: LVRDLE12	
		PLAN YEAR - 2012					
ENGR	EMPLOYEE NAME	CLASS	WK LOC	YEAR	TYPE DESCRIPTION	LEAVE IN	LEAVE OUT
TYPE	DEAS DESCRIPTION	TRM DATE	LV DATE	SUB NO	SUB NAME		
87609	SOBELO, NASACHA	11	0108	2012	A1 SICK		
REG	BEGINNING BAL						33.2500
HST LV	01 SICK	04/30/2012	03/22/2012			1.0000	32.2500
HST LV	01 SICK	04/04/2012	04/04/2012			9.5000	22.7500
HST LV	03 PERSONAL	04/04/2012	04/04/2012			1.0000	21.7500
ADV	ADVANCE	07/17/2012	04/30/2012			1.2500	23.0000
CUR LV	01 SICK	05/00/0000	05/01/2012	87977	HRSKS, TRENT	1.5000	21.5000
ADV	ACCUMUL ADJ	07/17/2012	05/18/2012			2.0000	23.5000
ADV	ADVANCE	07/17/2012	05/30/2012			1.2500	24.7500
					*** TYPE TOTALS	4.5000	24.7500
87609	SOBELO, NASACHA	11	0108	2012	A5 ANNUAL DAYS		
REG	BEGINNING BAL						3.0000
ADV	ACCUMUL ADJ	04/19/2012	07/01/2011			3.0000	3.0000
					*** TYPE TOTALS	3.0000	3.0000
87613	HEALOW, PHANG	01	0108	2012	A1 SICK		
REG	BEGINNING BAL						11.2500
HST LV	01 SICK	04/30/2012	03/22/2012			.2500	11.0000
HST LV	01 SICK	04/04/2012	04/04/2012			6.2500	4.7500
ADV	ADVANCE	07/17/2012	04/30/2012			1.2500	6.0000
CUR LV	01 SICK	05/00/0000	05/02/2012	87613		2.0000	4.0000
ADV	ADVANCE	07/17/2012	05/30/2012			1.2500	5.2500
					*** TYPE TOTALS	2.5000	8.5000
87613	HEALOW, PHANG	01	0108	2012	A2 OTHER NON-D		
CUR LV	02 FIELD TRIPS	05/00/0000	05/01/2012	87613		2.0000	2.0000
					*** TYPE TOTALS	2.0000	2.0000
87613	HEALOW, PHANG	01	0108	2012	A6 SD		
HST LV	02 SD	04/04/2012	04/04/2012			9.0000	9.0000
					*** TYPE TOTALS	9.0000	9.0000
87616	RINGSINS, DASTE	01	0100	2012	A1 SICK		
REG	BEGINNING BAL						16.2500
HST LV	01 SICK	04/30/2012	03/09/2012			1.0000	15.2500
HST LV	01 SICK	04/30/2012	03/23/2012	87523	SUBJ, ELB	1.0000	14.2500



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**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.

- **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.

# Leave Reports Employee Detail Reports

- Sorted by Leave Type

REPORT DATE:	07/19/2012	EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE	PAGE:	1							
REPORT TIME:	15:47	SORTED BY Lv Type, Emp No, Lv Date	PROGRAM:	LVRDLE2L							
		PLAN YEAR - 2012									
ENGR#	EMPLOYEE NAME	CLASS	WK	LOC	YEAR	TYPE	DESCRIPTION	LEAVE IN	LEAVE OUT	END BAL	UNIT
TYPE	REAS DESCRIPTION	TEN DATE	LV DATE	SUB NO	SUB NAME						
87609	SOBELO, MABACHA	11	0108	2012	A1	SICK					
REG	BEGINNING BAL									33.2500	
RST LV	01 SICK	04/30/2012	03/22/2012						1.0000	32.2500	
RST LV	01 SICK	04/04/2012	04/04/2012						3.5000	22.7500	
RST LV	03 PERSONAL	04/04/2012	04/04/2012						1.0000	21.7500	
ADV	ADVANCE	07/17/2012	04/30/2012					1.2500		23.0000	
CUR LV	01 SICK	05/05/0000	05/01/2012	87577	HARNS, TRENT				2.0000	21.0000	
ADV	ADVANCE	07/17/2012	05/30/2012					1.2500		23.0000	
ADV	ADVANCE	07/17/2012	05/30/2012					1.2500		24.7500	
						*** TYPE TOTALS		4.5000	13.0000	24.7500	* DAY
87613	SMALOW, PHANG	01	0108	2012	A1	SICK				11.2500	
REG	BEGINNING BAL									11.0000	
RST LV	01 SICK	04/30/2012	03/22/2012						.2500	11.0000	
RST LV	01 SICK	04/04/2012	04/04/2012						4.2500	6.7500	
ADV	ADVANCE	07/17/2012	04/30/2012					1.2500		6.0000	
CUR LV	01 SICK	05/05/0000	05/02/2012	87613					2.0000	4.0000	
ADV	ADVANCE	07/17/2012	05/30/2012					1.2500		5.2500	
						*** TYPE TOTALS		2.5000	8.5000	5.2500	* DAY
87616	RIGGINS, DAVE	01	0100	2012	A1	SICK				14.2500	
REG	BEGINNING BAL									14.2500	
RST LV	01 SICK	04/30/2012	03/09/2012						1.0000	13.2500	
RST LV	01 SICK	04/30/2012	03/23/2012	87329	WU, ELA				1.0000	14.2500	
RST LV	01 SICK	04/30/2012	03/24/2012	88972	WYNER, JASQUETTA				8.0000	6.2500	
RST LV	01 SICK	04/04/2012	04/04/2012						3.5000	5.7500	
ADV	ADVANCE	07/17/2012	04/30/2012					1.2500		7.0000	
CUR LV	01 SICK	05/05/0000	05/02/2012	87616					1.0000	6.0000	
ADV	ADVANCE	07/17/2012	05/30/2012					1.2500		7.2500	
						*** TYPE TOTALS		3.5000	11.5000	7.2500	* DAY
87626	DOUGHEY, BENTY	09	0201	2012	A1	SICK				25.2500	
REG	BEGINNING BAL									24.2500	
RST LV	03 PERSONAL	04/30/2012	03/03/2012						1.0000	24.2500	
RST LV	01 SICK	04/30/2012	03/19/2012						1.0000	23.2500	
RST LV	01 SICK	04/04/2012	04/04/2012						1.0000	21.7500	



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The same detail report is now sorted by Leave Type and Reason codes.

# Leave Reports

## Substitute Detail Reports

Personnel System  
Leave Reports Menu

FKey

Current Leave Input File:

- 1 -- Employee Summary Reports
- 2 -- Employee Detail Reports
- 3 -- Substitute Detail Reports

Leave History File:

- 5 -- Employee Summary Reports
- 6 -- Employee Detail Reports
- 7 -- Substitute Detail Reports

Both Current Leave Input File and Leave History File:

- 9 -- Employee Summary Reports
- 10 -- Employee Detail Reports
- 11 -- Substitute Detail Reports

Substitute Reports:

- 13 -- Substitute Pay by Employee
- 14 -- Substitute Pay by Account

Paycheck Leave Fields on Payroll File:

- 17 -- Print Employee Leave Data
- 18 -- Print Employee Current Leave Edit Listing

12.01.00



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We will now look at the Substitute Detail Reports.

# Leave Reports

## Substitute Detail Reports

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Substitute Detail Report - Both Current Leave and Leave History LURS0TL1  
Data Selection Screen

Enter plan year: 2013  
-- or --  
Enter period to be printed: \_\_\_\_\_ thru \_\_\_\_\_

Print option for report:  Print multiple substitutes per page  
 Print single substitute per page

Employee number option for report:  Do NOT print employee numbers  
 Print employee numbers

Active Only:  -OR- Inactive Only:  -OR- Both:

Enter Sub # or leave blank to print ALL substitutes: \_\_\_\_\_  
Enter class code(s) or leave blank to print ALL classes: \_\_\_\_\_  
Enter work loc code(s) or leave blank to print ALL work locations: \_\_\_\_\_

12.03.00



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**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.



# Leave Reports

## Substitute Detail Reports

PCGDist=9991 Rel=12.03.00 10/30/2012 DDD002 C:\DEVSYS C:\SECOND GREEN LURSDTL1

Substitute Detail Report - Both Current Leave and Leave History  
Export Screen

Create Leave Detail File to Load in Excel?  
 No  
 Yes

Enter the Export File Path and Name (e.g. C:\EXPORT\LEAVECVMD.CSV)  
or F15 to Browse for File

C:\EXPORT\LEAVE20121030.CSV

NOTE: DIRECTORY Must Already Exist

F15=Browse for Export File, F16=Exit Without Printing

12.03.01



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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.

# Leave Reports

## Substitute Detail Reports

- Substitute Detail Control Report

```
REPORT DATE: 07/19/2012          Substitute Detail Report - Both Current Leave and Leave Histor    PAGE: 1
REPORT TIME: 08:20                                                    PROGRAM: LVRSDTL1

SELECTION CRITERIA

PLAN YEAR                2012
PRINT OPTION             Print multiple substitutes per page
EMPNO OPTION            Do NOT print employee numbers
EMPLOYEE STATUS         Only active employees
SORT                    Class, Sub No, Lv Date

EXPORT FILE              Yes
EXPORT FILENAME         C:\EXPORT\LEAVE20120719.CSV
```



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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.

# Leave Reports

## Substitute Detail Reports

- Sorted by Employee Number

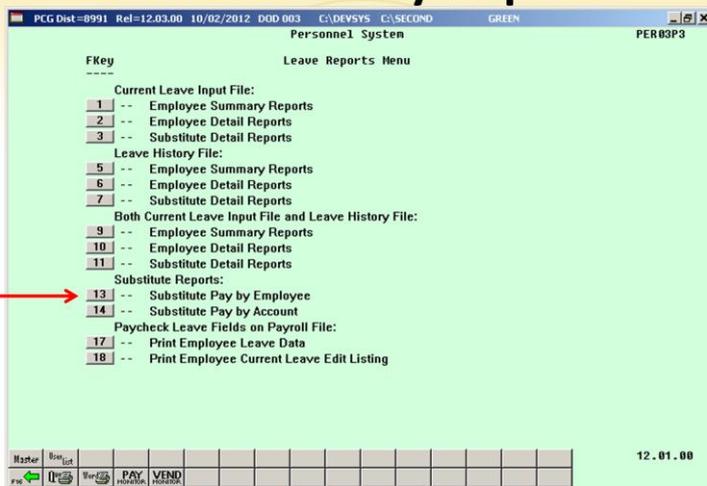
REPORT DATE: 10/30/2012		SUBSTITUTE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE					PAGE: 1	
REPORT TIME: 15:36		SORTED BY Sub No, Lv Date					PROGRAM: LVRSDTL2	
		PLAN YEAR - 2013						
SUBNO	SUBSTITUTE NAME	CLASS	WK	LOC	YEAR	UNIT	SUB TIME	SUB AMOUNT
TYPE	TIN DATE	LV DATE	EMP NO	EMP NAME				
88369	TOSH, ELSCHOR	09	6211	2013				
CUR LV	00/00/0000	08/23/2012		LOGABARDI, DEECIE	DAILY	1.0000	70.0000	
CUR LV	00/00/0000	08/24/2012		EA7L, VI7CE	DAILY	1.0000	70.0000	
CUR LV	00/00/0000	09/07/2012		IRSZARRY, MUSTIS	DAILY	1.0000	70.0000	
				*** SUBSTITUTE TOTALS		3.0000	210.0000	*
88514	HATLEY, LETHEL	05	0101	2013				
CUR LV	00/00/0000	08/16/2012		HIZLMAN, WEZDIE	DAILY	.5000	35.0000	
CUR LV	00/00/0000	08/16/2012		HIZLMAN, WEZDIE	DAILY	4.5000	315.0000	
				*** SUBSTITUTE TOTALS		5.0000	350.0000	*
88539	HAG, LAEE	09	6211	2013				
CUR LV	00/00/0000	08/24/2012		GAGE, MYSES	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	08/27/2012		HESSINGTON, FRSSCILA	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	08/28/2012		BARON, MISCHEL	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	08/29/2012		DE7NY, CL7HDA	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	08/30/2012		HESSINGTON, FRSSCILA	DAILY	1.0000	60.0000	
				*** SUBSTITUTE TOTALS		5.0000	300.0000	*
88704	GESGER, DESICK	09	6211	2013				
CUR LV	00/00/0000	09/07/2012		SPTUILL, ESTEBAN	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	09/12/2012		SPTUILL, ESTEBAN	DAILY	1.0000	60.0000	
				*** SUBSTITUTE TOTALS		2.0000	120.0000	*
88709	PAALSON, MI4LARD	09	6211	2013				
CUR LV	00/00/0000	08/24/2012		CHRSTER, CASSON	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	08/27/2012		LARDIE, SHQUANA	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	09/06/2012		CHRCHILL, HESMLA	DAILY	1.0000	60.0000	
				*** SUBSTITUTE TOTALS		3.0000	180.0000	*
88759	ELLIOT, ALZARO	09	6211	2013				
CUR LV	00/00/0000	08/20/2012		PATTEN, ART	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	09/05/2012		FRSLEY, RUII	DAILY	1.0000	60.0000	
CUR LV	00/00/0000	09/07/2012		LOGABARDI, DEECIE	DAILY	1.0000	60.0000	
				*** SUBSTITUTE TOTALS		3.0000	180.0000	*

**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.

# Leave Reports

## Substitute Pay Reports



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Now we will look at the Substitute Pay reports.

# Leave Reports Substitute Pay Reports

PCG Dist=0991 Rel=12.03.00 10/30/2012 DOD 002 C:\DEV5YS C:\SECOND GREEN LURSBAL1

Substitute Balance Sheet  
Sort Selection Screen

Select sort for report:

- Location, Class, Substitute Name, Account No
- Class, Location, Substitute Name, Account No
- Location, Class, Substitute Name, Teacher No, Account No
- Class, Location, Substitute Name, Teacher No, Account No

ENTER [grid] F12 [grid] Help [grid] 12.02.00



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The user can sort the leave reports in many, many different ways.

# Leave Reports Substitute Pay Reports

REPORT DATE: 10/30/2012 PAYROLL BALANCE \*\*\* PRELIMINARY - LOCATION WITHIN CLASS PAGE 3  
 REPORT ID: LVRSBAL1/LVRSBAL2

LOC	SUB#	CL	SUB NAME	TEACHER NAME	LV DATE	RATE	REG-HRS	REG-AMT	ACCOUNT NUMBER
0102	89584	09	CFTECH, MA/HTA						
	089812		CHENPAGNE, SCSTTY		08/23/2012	60.00	1.00	60.00	D 13-100-0-1021-1000-11300-0302-1-000000
	088647		FIZKENS, TIZANY		08/10/2012	60.00	1.00	60.00	D 13-100-0-1081-1000-11300-0102-1-000000
	089339		CAGANAUGH, ARGATH		08/13/2012	60.00	1.00	60.00	D 13-100-0-1081-1000-11300-0102-1-000000
	088651		GUERRA, SCET		09/06/2012	60.00	.80	30.00	D 13-100-0-2041-1000-11300-0302-1-000000
	088651		GUERRA, SCET		09/06/2012	60.00	.80	30.00	D 13-100-0-2081-1000-11300-0302-1-000000
	089070		HEZOG, JASI		08/27/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11400-0102-1-000000
	089070		HEZOG, JASI		08/30/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11400-0102-1-000000
	089856		FLINT, EHEL		08/24/2012	60.00	1.00	60.00	D 13-415-0-1784-2210-11300-0202-1-000000
	088522		CRIVEN, VITO		09/07/2012	60.00	1.00	60.00	D 13-415-0-1784-2210-11300-0302-1-000000
			** SUBSTITUTE TOTAL				8.00	480.00	
			** LOCATION - TOTAL				8.00	480.00	
0202	88539	09	HAS, LAEE						
	089914		DEYNY, OLWDA		08/29/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	088372		CASE, MYLES		08/24/2012	60.00	1.00	60.00	D 13-100-0-8071-1000-11400-0101-1-000000
	088361		RASCH, MISCHEL		08/28/2012	60.00	1.00	60.00	D 13-403-0-1750-1000-11300-0101-1-000000
	089916		HESTRINGTON, PRSSCILA		08/27/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11300-0101-1-000000
	089916		HESTRINGTON, PRSSCILA		08/30/2012	60.00	1.00	60.00	D 13-404-0-2824-2210-11300-0101-1-000000
			** SUBSTITUTE TOTAL				5.00	300.00	
			** LOCATION - TOTAL				5.00	300.00	
6211	89957	09	ADAIR, CEASTA						
	089914		DEYNY, OLWDA		08/21/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	089236		RASFIELD, JOSEFINE		09/12/2012	60.00	1.00	60.00	D 13-100-0-1041-1000-11300-0101-1-000000
	088487		HIZLHAM, WEDDIE		08/23/2012	60.00	6.00	360.00	D 13-100-0-2041-1000-11300-0101-1-000000
	088361		RASCH, MISCHEL		09/13/2012	60.00	1.00	60.00	D 13-403-0-1750-1000-11300-0101-1-000000
			** SUBSTITUTE TOTAL				9.00	540.00	



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Substitute Pay by Employee Report.

# Leave Reports Substitute Pay Reports

REPORT DATE: 10/30/2012      SUBSTITUTE PAY REPORT - SMITH CITY BOARD OF EDUCATION      PAGE 1  
PROGRAM: LVRSACT2      \*\* ACCOUNT NUMBER, EMPLOYEE NAME SEQUENCE \*\*

EMPNO	EMPLOYEE NAME	STATUS	LOC	CLASS	SCH	RATE	HOURS	GROSS	CODE	ACCOUNT
88823	WIZBUR, ALISA	A	0302	08	12	25.000	1.00	25.00	A	13-100-0-1011-1000-11300-0302-1-000000
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	13-100-0-1021-1000-11300-0302-1-000000
88759	ELZIOT, ALZARO	A	6211	09	12	60.000	1.00	60.00	D	
88759	ELZIOT, ALZARO	A	6211	09	12	60.000	1.00	60.00	D	
88704	CEPHER, DEYICK	A	8012	09	12	60.000	1.00	60.00	D	
88709	PA4LSON, MI4LARD	A	6211	09	12	60.000	1.00	60.00	D	
88709	PA4LSON, MI4LARD	A	6211	09	12	60.000	1.00	60.00	D	
89174	SPSRLOCK, LYSAN	A	8012	09	12	60.000	1.00	60.00	D	
88369	TOSH, ELSOMOR	A	6211	09	12	70.000	1.00	70.00	D	
88369	TOSH, ELSOMOR	A	6211	09	12	70.000	1.00	70.00	D	
89957	AD4IR, CE4ESTA	A	6211	09	12	60.000	1.00	60.00	D	13-100-0-1041-1000-11300-0101-1-000000
89957	AD4IR, CE4ESTA	A	6211	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
88539	HA6, IAAE	A	0202	09	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000			D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000			D	
89310	SH3LER, LUSIEN	A	6211	09	12	60.000	1.00	60.00	D	
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	13-100-0-1051-1000-11300-0202-1-000000
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	.50	35.00	D	
89616	L19SCOMB, DA9TE	A	6211	09	12	70.000	1.00	70.00	D	
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	13-100-0-1081-1000-11300-0102-1-000000
89594	CR7ECH, MA7HTA	A	0102	09	12	60.000	1.00	60.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89141	GA4IN, ED4ARDO	A	6211	09	12	60.000	.50	30.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	.50	30.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	
89761	HISOCOSA, MO8NIE	A	0102	13	12	60.000	1.00	60.00	D	

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



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# Leave Setup

PCG Dist=8991 Rel=12.03.00 10/02/2012 DOD 003 C:\DEVSY\ C:\SECOND GREEN

Personnel System PER83P

Enhanced Substitute Pay and Leave System

FKey

- 1 -- Leave Setup Menu
- 2 -- Leave Update Menu
- 3 -- Leave Reports Menu
- 4 -- Leave History Menu

12.01.00

Master Edit Work PAY VEND  
File Edit View Help

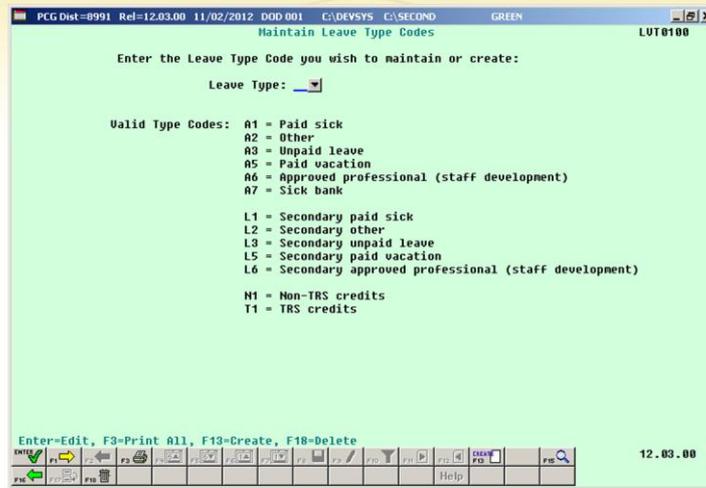


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# Define Leave Type Codes



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## Defining 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.

# Define Leave Type Codes



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## 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.

# Define Leave Reason Codes



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## 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.

# Define Class Code Parameters

PCG Dist=0991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEV5YS C:\SECOND GREEN

Maintain Payroll Class Code Leave Parameters LUT0200

Payroll Class Code: 05 TEACHERS

Substitute object code 11300

Substitute process type D Reg Daily w/Pension and Taxes

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

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

Select at least one leave type for the class code:

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

12.03.00



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## 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 one 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*.

# Define Leave Advance Formulas Based on Contract Months

Payroll Class Code: 05 TEACHERS      Last mo/year accrued: 09 / 2012  
 Leave Type: A1 SICK LEAVE  
 Advance Formula: Contract months      Length of service based on: Not applicable  
 Advance schedule: Monthly      Carryover option: Carryover unused days

ADU	Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	10	1.2500	60.0000	45.0000	10-MONTH EMPLOYEE
ADU 002	11	1.2500	60.0000	45.0000	11-MONTH EMPLOYEE
ADU 003	12	1.2500	60.0000	45.0000	12-MONTH EMPLOYEE
ADU 004	---	---	---	---	---
ADU 005	---	---	---	---	---
ADU 006	---	---	---	---	---



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## 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.

# Define Leave Advance Formulas Based on Months of Service

PCG Dist=0991 Rel=12.03.00 09/27/2012 DOD 004 C:\DEV5YS C:\SECOND GREEN LUT0300

Maintain Leave Advance Formulas

Payroll Class Code: 10 CLERICAL Last mo/year accrued: 00 / 0000  
 Leave Type: 05 VACATION  
 Advance Formula: Months of service Length of service based on: Rehire date  
 Advance schedule: Annually Carryover option: Drop unused days

Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	5.0000	10.0000	5.0000	0 - 5 YEARS
ADU 002	60	10.0000	10.0000	5 - 10 YEARS
ADU 003	120	15.0000	15.0000	10 - 15 YEARS
ADU 004	180	20.0000	20.0000	15 - 99 YEARS
ADU 005				
ADU 006				

12.03.00



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## 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



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# Enhanced Substitute Pay and Employee Leave Processing Documentation

The screenshot shows a web browser window displaying the 'Personnel System Operations Guide' for the Georgia Department of Education. The browser's address bar shows the URL: <http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx>. The page features a navigation menu with links for Home, Students, Parents, Teachers, Business & Industry, and Contact Us. A sidebar on the left lists various categories, with 'PCGenesis' selected. The main content area is titled 'Personnel System Operations Guide' and contains a list of sections:

- Section A: Leave Processing
  - PCGenesis Leave Import.xlt Template
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
- Section D: Special Functions
- Section E: Enhanced Substitute Pay and Employee Leave Processing
  - Topic 1: Leave Setup
  - Topic 2: Leave Payroll Processing
    - EnhancedLeaveImport.xlsx Template
  - Topic 3: Leave Periodic Processing
  - Topic 4: Leave Reporting
  - Topic 5: Leave History Processing

The 'Section E' and its sub-topics are enclosed in a red rectangular box. The footer of the page includes the date '11/8/2012' and the page number '99'.

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



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## 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



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# Enhanced Substitute Pay and Employee Implementation

```
PCGDist=8991 Rel=12.03.00 10/25/2012 DDD001 C:\DEVSYS C:\SECOND GREEN PAYTAXES
** Payroll Control Information **
System #: 8991 Name: SMITH CITY BOARD OF EDUCATION
Address: 102 MAIN STREET
City/State: SMITH, GA Zip code: 33333
Withholding fund: 199 State name: GEORGIA SS system #/non-teaching: 0000
Payroll year: 2012 County ID: 169 Out of State SS system #/teaching: 0000
Payroll bank: BK08 FNB 008 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 return at end of record? (Y/N): Y
Last data block filled with 9's? (Y/N): Y
Include bank offset debit record? (Y/N): Y
Inmed Dest: Routing num 999888779 Name NACH DEST BANK
Inmed Orig: Routing num 999888669 Name NACH ORIG BANK
Pay statement options:
Print SSH on checks? (Y/N): Y Print leave on checks? (Y/N): Y
Print DD account on stub?:
  C Print entire DD account
  C Print last 4 digits of DD account
  C Do not print DD account (all **)
ENTER=Update, F16=Exit 12.03.00
```

Districts can't implement without approval from the DOE



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# Enhanced Substitute Pay and Employee Implementation

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

Employee 88582 BEHNSTEIN, BL31R Class 17

Current	Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Sick Bank Taken
Balance	38.00		6.00				
Used YTD	.25	1.00	4.00				

Employee number: 88582 BEHNSTEIN, BL31R  
Plan year: 2013 Display mode: 0 (0=days, H=hours) Display in days

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK LEAVE	34.0000	1.2500	.0000	1.2500	.0000	34.0000
		01 SICK LEAVE				.2500	.0000	
		02 PERSONAL				1.0000	.0000	
04	A5	00 VACATION	10.0000	.0000	.0000	4.0000	.0000	6.0000
		01 VACATION				4.0000	.0000	

# 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



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## 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*.



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# CPI Cycle 3 Reporting PCGenesis Leave System Users Only

PCG Dist=0991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN

Status Active Update/Display Balance and YTD Leave Data PAY03

Employee 88857 BERKWITH, BUSTON Class 02

	Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Sick Bank Taken
Current						1.00	
Balance	45.00						
Used YTD	1.00					5.00	

	Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Sick Bank Contribution
Current							
Balance							
Used YTD							

Next employee retrieved (by Name)

12.03.00

Staff Development time off has been added



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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.



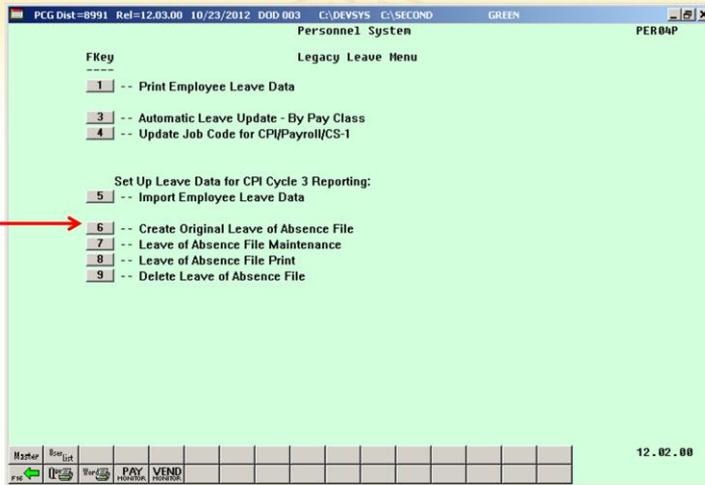
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# CPI Cycle 3 Reporting

## PCGenesis Leave System Users Only



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## 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.



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# CPI Cycle 3 Reporting

## Leave Data is NOT in PCGenesis

PCG Dist=8991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSYS C:\SECOND GREEN PAVTAXES

**\*\* Payroll Control Information \*\***

System #: 8991 Name: SMITH CITY BOARD OF EDUCATION  
Address: 102 MAIN STREET  
City/State: SMITH, GA Zip code: 33333

Withholding fund: 199 State name: GEORGIA SS system #/non-teaching: 0000  
Payroll year: 2012 County ID: 160 Out of State SS system #/teaching: 0000  
Payroll bank: BK08 FNB 008 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 return at end of record? (Y/N): Y  
Last data block filled with 9's? (Y/N): Y  
Include bank offset debit record? (Y/N): Y  
Inmed Dest: Routing num 999888779 Name NACH\_DEST BANK  
Inmed Orig: Routing num 999888669 Name NACH\_ORIG BANK

Pay statement options:  
Print SSN on checks? (Y/N): Y  Print leave on checks? (Y/N): N  
Print DD account on stub?:  Print entire DD account  
 Print last 4 digits of DD account  
 Do not print DD account [all \*\*\*]

ENTER=Update, F16=Exit 12.03.00



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## 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.



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# CPI Cycle 3 Reporting

## Leave Data is NOT in PCGenesis

Personnel System PER00P

Legacy Leave Menu

FKey

- 1 -- Print Employee Leave Data
- 3 -- Automatic Leave Update - By Pay Class
- 4 -- Update Job Code for CPI/Payroll/CS-1
- 5 -- Import Employee Leave Data
- 6 -- Create Original Leave of Absence File
- 7 -- Leave of Absence File Maintenance
- 8 -- Leave of Absence File Print
- 9 -- Delete Leave of Absence File

Set Up Leave Data for CPI Cycle 3 Reporting:

Master Emp-List  
F12 F10 F11 F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35 F36 F37 F38 F39 F40 F41 F42 F43 F44 F45 F46 F47 F48 F49 F50 F51 F52 F53 F54 F55 F56 F57 F58 F59 F60 F61 F62 F63 F64 F65 F66 F67 F68 F69 F70 F71 F72 F73 F74 F75 F76 F77 F78 F79 F80 F81 F82 F83 F84 F85 F86 F87 F88 F89 F90 F91 F92 F93 F94 F95 F96 F97 F98 F99 F100

12.02.00



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# CPI Cycle 3 Reporting

## Leave Data is NOT in PCGenesis

- This Leave Import populates data on the PCG leave screen in payroll

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	PCGenesis Leave Import Template --Release 12.01.00																					
2																						
3	LUA	Leave	Pay																			
4	ID	Cutoff	Date																			
5	H	8991	20040330	20040401																		
6	Detail Line - Column A	T or S - State	L - Local	Future Option																		
7	Current	Current	Current	Current	Current	Current	Current	YTD	YTD	YTD	YTD	YTD	YTD	YTD	YTD	Balance	Balance	Balance	Balance	Balance	Balance	Balance
8	ID	Empnc	Sick	Personal	Vacation	Other	LVOP	Staff	Sick	Bank	Sick	Personal	Vacation	Other	LVOP	Staff	Sick	Bank	Sick	Personal	Vacation	Other
9	T																					
10																						
11																						



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## 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.



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# 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



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## 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



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## 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.



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- 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

PCG Dist=0991 Rel=12.03.00 10/23/2012 DOD 003 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 89236 BASFIELD, JOSEFINE Class 5 TEACHERS

SSN 999-08-9236 Loc 101 Location 000101 Job cd 105 TEACHERS

Cert level State yrs Pay step E Local yrs 0 Salary sched

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

Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docketed VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period En
01.	S	0010			2964.06		.7500		
02.	S	0010			988.02		.2500		
03.	S	0303			19.23				
04.	S	0303			19.23				
05.	S	0303			57.69				
06.	-	-					1.0000		

4048.23 1.0000

Vr	Fnd	F	Prgn	Fct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens	AMT	Contract	Sub
ACCT	01	13	100	-	1041	1000	11000	101	1				2964.06	Y
ACCT	02	13	100	-	1041	1000	11000	101	1				988.02	Y
ACCT	03	13	100	-	9990	2100	19200	101	1				19.23	-
ACCT	04	13	100	-	9990	1800	19200	101	1	h			19.23	-
ACCT	05	13	100	-	9990	2100	19200	101	1				57.69	-
ACCT	06	00	-	-	-	-	-	-	-				4048.23	-

TR S & ERS Pens Gross Adj Total gross 4048.23

Ant/% Contract ant 52827.00 Cycle gross 4048.23 Cycle 1 Cal Vr

Pay sch. # 12 State salary 51377.00 Local salary 200.00 Other 1250.00

Pens code 2 TRS Pens elig date 8/01/2012 Ant/% .0600 Contno 10

Pens switch Y TRS service ind 1 PV contno 00

Made changed to update

12.03.00

Only positive GHI percentages are allowed



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- 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

PCGDist=8991 Rel=12.03.00 10/23/2012 DDD003 C:\DEVSY5 C:\SECOND GREEN

Display/Update Personnel Data PAV02

Status A -- Active AC9ER, MO9AHMED  
 Emp. no. 89920 Pay Loc 302 Location 000302 Class 5 TEACHERS  
 Sex Code E Work Loc 302 Location 000302 Job 105 TEACHERS  
 Mar Stat S SSN 999 08 9320 EEO-5 Job A05 Elem Teacher  
 EEO-5 Ethnic 2 WHITE

NAME First MO9AHMED Middle \_\_\_\_\_ Prefix \_\_\_\_\_  
 Last AC9ER Suffix \_\_\_\_\_

Address 1689 MAIN STREET Certificate Type T4 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 171  Yes  No Am Indian Alaskan  
 City/State SMITH, GA Include on CPI ?  Yes  No Black  
 Zip Code 32333 County 169 Sick Bank ?  Yes  No White  
 Phone (999)555-0680 Out of State Substitute rank -  Yes  No Asian  
 Override accrue? -  Yes  No Hawai

Spouse SSN \_\_\_\_\_ Pens Elig Date 8/08/2011 TAG-DOE-Paid-ER00N-0  
 Birth Date 7/01/1989 GHI Eligible ?  Y Participate in GHI ?  Y  
 Hire Date 8/01/2011 GHI 1ST Day Wrk 8/08/2011 GHI Option C0 CIGNA STD HMO  
 Rehire Date \_\_\_\_\_ GHI EFF Date 10/01/2011 GHI Tier 10 SINGLE  
 Term Date \_\_\_\_\_ GHI Change Date \_\_\_\_\_ GHI Ded Cd 9  
 Term Reason \_\_\_\_\_ GHI Change Code NEHP  
 New Employee hire

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 Federal: Mar Stat S Exempt 1 Withholding Code 0 Ant/% .00  
 State: Mar Stat A Allowance Mar 1 Dep 0 Withholding Code 0 Ant/% .00  
 Tax Switches: Fed  State  FICA  Retire  AEIC

Data saved  
 12.02.00

Employee is enrolled in GHI



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# New GHI Fields

PCG Dist=9991 Rel=12.03.00 10/23/2012 DDD 003 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 89320 AC9ER, MO9AHMED Class 5 TEACHERS  
 SSN 999-08-9320 Loc 302 Location 000302 Job cd 105 TEACHERS  
 Cert level 14 State yrs Pay step E Local yrs 1 Salary sched  
 Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 20.00 13/14 pay ind  
 Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S				3164.24				
02.									
03.									
04.									
05.									
06.									

3164.24 Sub

ACCT	Vr	Fnd	F	Prgn	Fnct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Contract	Distrib
ACCT 01	13	100		1021	1000	11300	302	1							
ACCT 02	00														
ACCT 03	00														
ACCT 04	00														
ACCT 05	00														
ACCT 06	00														

TRS & ERS Pens Gross Adj Total gross 3164.24  
 Ant/% Contract ant 16912.00 Cycle gross 1300.92 Cycle 1 Cal Vr  
 Pay sch. # 12 State salary 33424.00 Local salary 100.00 Other  
 Pens code 2 TRS Pens elig date 8/08/2011 Ant/% .0600 Contno 10  
 Pns - contno 0 TRS - service - ind 0 PV contno 00

Participating in GHI, GHI account distributions must add to 100%

12.03.00



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# New GHI Fields

PCG Dist=8991 Rel=12.03.00 10/23/2012 DDD 003 C:\DEVSY5 C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 88942 883EU, ET3AN Class 5 TEACHERS  
 SSN 999-88-8942 Loc 101 Location 000101 Job cd 105 TEACHERS  
 Cert level 14 State yrs 10 Pay step 7 Local yrs 5 Salary sched \_\_\_\_\_  
 Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind \_\_\_\_\_  
 Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %	Pay	Pay For
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist	Reas	Period End
01.	S	0010						1.0000	
02.	Q				3614.67				
03.									
04.									
05.									
06.					3614.67			1.0000	

Ur End F Begn Fact Object Cnty B addt 1 Pnc Crvcs Pnc Ant Contract 0

ACCT	01	13	100	-	1041	1000	11000	101	1
ACCT 02	13	100	-	1041	1000	11000	101	1	
ACCT 03	00								
ACCT 04	00								
ACCT 05	00								
ACCT 06	00								

TR5 & ERS Pens Gross Adj Total gross 3614.67  
 Ant/% Contract ant 43576.00 Cycle gross 3614.67 Cycle 1 Cal Vr  
 Pay sch. # 12 State salary 43376.00 Local salary 200.00 Other  
 Pens code 2 TRS Pens elig date 7/30/2007 Ant/% .0600 Contno 10  
 Pens switch Y TRS service ind 1 PV contno 10

Mode changed to update

12.03.00

The S line does NOT require a Regular Gross amount



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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.



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# 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



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## 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



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# New PSERS

PCGDist=8991 Rel=12.03.00 10/23/2012 DDD003 C:\DEVSYS C:\SECOND GREEN

Display/Update Personnel Data PAV02

Status A -- Active H07EVC011, JE7EE  
 Emp. no. 89994 Pay Loc 302 Location 000302 Class 14 FOOD SERVICE  
 Sex Code E Work Loc 302 Location 000302 Job 114 FOOD SERVICE  
 Mar Stat S SSN 999 08 9994 EEO-5 Job N02 Substitute  
 EEO-5 Ethnic 4 BLACK

NAME First JE7EE Middle \_\_\_\_\_ Prefix \_\_\_\_\_  
 Last H07EVC011 Suffix \_\_\_\_\_

Address 1006 MAIN STREET Certificate Type \_\_\_\_\_  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 999 Race (Select all that apply)  
 City/State SMITH, GA Include on CPI ? Y  Yes  No Black  
 Zip Code 32333 County 169 Sick Bank ? N  Yes  No White  
 Phone (999)555-0006 Out of State Substitute rank \_\_\_\_\_  Yes  No Asian  
 Override accrue? \_\_\_\_\_  Yes  No Hawaiian Pacific

Adj Lv Elig Date \_\_\_\_\_  
 Hours Per Day 5.000

Spouse SSN \_\_\_\_\_ Pens Elig Date 7/25/2012 TRS DOE Paid ERCON ? \_\_\_\_\_  
 Birth Date 10/01/1981 GHI Eligible ? N Participate in GHI ? N  
 Hire Date 2/01/2012 GHI 1ST Day Wrk \_\_\_\_\_ GHI Option NC WAIVED  
 Rehire Date 7/01/2012 GHI EFF Date \_\_\_\_\_ GHI Tier 00 NO COVERAGE  
 Term Date \_\_\_\_\_ GHI Change Date \_\_\_\_\_ GHI Ded Cd \_\_\_\_\_  
 Term Reason \_\_\_\_\_ GHI Change Code NEHP  
 New Employee hire

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 Federal: Mar Stat S Exempt 3 Withholding Code 0 Ant/% .00  
 State: Mar Stat E Allowance Mar 1 Dep 2 Withholding Code 0 Ant/% .00  
 Tax Switches: Fed Y State Y FICA Y Retire Y AEIC \_\_\_\_\_

Mode changed to update

12.02.00



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# New PSERS

PCG Dist=9991 Rel=12.03.00 10/23/2012 DDD 003 C:\DEVSY S C:\SECOND GREEN

Status Active Update/Display Gross Data PAV07

EmpNo 89994 H07EVCUTT, JE7EE Class 14 FOOD SERVICE  
 SSN 999-08-9994 Loc 302 Location 000302 Job cd 114 FOOD SERVICE

Cert level State yrs 0 Pay step E Local yrs 0 Salary sched  
 Work sched ID Hrs/Day 5.000 Days/Week 0 Hrs/Week 25.00 13/14 pay  
 Ann work days 0 Days worked VTD 0.00 This per 0.00 Days docked VTD

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime	GHI %
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross	Dist
01.	S	0011			555.83		
02.	H	0022	7.250				
03.							
04.							
05.							
06.							

555.83

Vr	Fnd	F	Prgn	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Ant	Col
ACCT 01	13	602	9990	3100	18400	302	2						
ACCT 02	13	602	9990	3100	18400	302	2						
ACCT 03	00												
ACCT 04	00												
ACCT 05	00												
ACCT 06	00												

TRS & ERS Pens Gross Adj

Ant/% Pay sch 12 Contract ant 6670.00 Cycle gross 555.83 Total gross 555.83  
 State salary Local salary 6670.00 Other 1 Cal Vr  
 Pens code 5 NEW PSERS Pens elig date 7/25/2012 Ant/% 10.0000 Contno 10  
 Pens switch Y TRS service ind 1 PV contno 12

12.03.00



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# New PSERS

RUN DATE: 10/23/2012 13:57      SYSTEM: 8991      MONTHLY OLD PSERS CONTRIBUTION REPORT      PAGE 2  
 Program: DEPR500      SMITH CITY BOARD OF EDUCATION      FOR THE MONTH OF 09/2012

SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	PRIOR PERIOD
999-08-9083	089083	RAGP, KRISTEEN	4.00	1,332.80		
999-08-9886	089886	ROSK, BEBITO	4.00	1,281.60		
999-08-9100	089100	SABORN, LISABETH	.00	.00		
999-08-9588	089588	SAPPE, LISBIE	4.00	1,155.92		
999-08-8419	088419	SQUIRES, HUG	4.00	909.59		
999-08-9287	089287	TRZUT, ROZEYN	4.00	1,390.65		
PAGE TOTAL:			52.00	58,861.79		

Two reports:  
Old PSERS and  
New PSERS

TOTAL OLD PSERS CONTRIBUTION EMPLOYEES:	53	212.00	58,861.79			
TOTAL OLD PSERS CONTRIBUTION TRANSACTIONS:	53			TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	1	TOT NUM TERMINATED: 3
TOTAL DISTRICT CONTRIBUTION EMPLOYEES:	56	242.00	61,511.29			
TOTAL DISTRICT CONTRIBUTION TRANSACTIONS:	56			TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	1	TOT NUM TERMINATED: 3

RUN DATE: 10/23/2012 13:57      SYSTEM: 8991      MONTHLY NEW PSERS CONTRIBUTION REPORT      PAGE 1  
 Program: DEPR500      SMITH CITY BOARD OF EDUCATION      FOR THE MONTH OF 09/2012

SOC SEC #	EMPNO	NAME	PSERS CONTRIBUTION	PSERS SALARY	TERM DATE	PRIOR PERIOD
999-08-9994	089994	HOTENCUTT, JETEE	10.00	760.64		
999-08-8358	088358	RESTERIA, ZANE	10.00	776.31		
999-08-9542	089542	THSRP, EDIS	10.00	1,112.55		
PAGE TOTAL:			30.00	2,649.50		

TOTAL NEW PSERS CONTRIBUTION EMPLOYEES:	3	30.00	2,649.50			
TOTAL NEW PSERS CONTRIBUTION TRANSACTIONS:	3			TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	0	TOT NUM TERMINATED: 0
TOTAL DISTRICT CONTRIBUTION EMPLOYEES:	56	242.00	61,511.29			
TOTAL DISTRICT CONTRIBUTION TRANSACTIONS:	56			TOT NON-CONTRIBUTING ACTIVE EMPLOYEES:	1	TOT NUM TERMINATED: 3



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# 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**



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## 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**.



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New this year.

## W2s

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



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

## W2s

- 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.



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

# Questions?



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# PCGenesis Documentation



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



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# Thank you for attending!



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