PCGenesis

Introduction

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2013 saw many new features and functions added to PCGenesis.
PCGenESIS can be brought into the modern era by interfacing with third party software.

- Extend the capabilities of PCGenESIS!
- At least 14 PCGenESIS sites interface with third party software.
PCGenesis and Third Party Vendors

• Interface with third parties allows:
  – Employee web access to payroll checks and direct deposits, W-2’s, emergency contact data, etc.
  – No longer necessary to print and mail employee direct deposits
  – Paperless workflow management for purchase orders and invoicing
  – No longer necessary to print and mail vendor purchase orders – can fax or e-mail instead
  – E-file historical payroll and financial documents and burn the paper copies!
PCGenesis and Third Party Vendors

- PCGenesis produces text-only output:
  - Payroll checks and direct deposit notices
  - Manual payroll checks
  - Employee W-2’s, Vendor 1099-MISC
  - Purchase orders
  - QWORD print option for text-only output of other reports

Text-only output allows third parties to intercept PCGenesis output.
A new feature added to QWORD allows reports to be generated without printer control characters. This text-only output allows third parties to intercept PCGenesis output.
New fields have been added to the vendor record, including the vendor’s fax phone number and e-mail address. If a district is interfacing with a third party vendor, the PO Output field defines the vendor’s preference for receiving their POs. With a third party vendor, the PO can be faxed or e-mailed to the vendor.
New fields have been added to the purchase order. The ‘Ship to’ facility and building codes have been added and are different from the ‘Bill to’ facility and building codes.

The PO Output field will default based on the value defined on the vendor record, but the user can override the PO Output field when entering the purchase order. Again, when using a third party vendor, the PO can be faxed or e-mailed to the vendor.
Agenda

- PCGenesis and Third Party Vendors
- **Payroll Deduction Expansion**
- Payroll Gross Process Type Codes ‘X’ and ‘Y’
- Print Manual Checks
- Enhanced Substitute Pay and Employee Leave System
- CPI Cycle 3 Reporting and CPI Code Table Download
- W2s
A major enhancement this year has been expanding the number of employee deduction which can be defined for an employee during the calendar year.
Payroll Deduction Expansion

• Current deductions include:
  – Current deduction amounts
  – Current deduction adjustments
  – Current deductions where the employer flag is set to 'Y' (Yes)
  – Annuities which calculate as a percentage of the employee’s gross salary
  – Federal and State taxes (Deduction Codes ‘03’ and ‘04’)

The employee is still limited to 20 current deductions.
Payroll Deduction Expansion

- New PDEDUCT file (Payroll Deduction File)
- New MDEDUCT file (Manual Payroll Deduction File)
- New VDEDUCT file (Previous-Void Payroll Deduction File) for voided checks
- New XDEDUCT file (Current-Void Payroll Deduction File) for void/add checks

The deduction fields have been moved off of the PAYROLL file, and a new file has been created called the PDEDUCT file which contains the employee deduction information.

Similar files are needed for manual checks, previous-void checks, and current-void checks.
There are many benefits to expanding the number of employee deductions.

- Added benefit:
  - Deductions now display in numerical order in reports and on screens
  - This facilitates scanning employees’ records for deduction amounts since the deduction codes will now be in ascending order
  - Will allow for future expansion of the number of employee deductions
  - Will allow for future expansion of the number of system deductions, if necessary
Payroll reports will now display an employee’s deductions in numerical order.
Payroll screens such as the Calculate and Display Pay screen and the Earnings History screens will now display an employee’s deductions in numerical order.
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Payroll Gross Process Type Codes ‘X’ and ‘Y’

- The Process Type codes ‘X’ and ‘Y’ on the Gross Data screen (F2, F2, F4) have been changed to calculate the FICA tax
- FICA should always be withheld from payments based upon the employee's FICA switch
- 'X' and 'Y' Process Type codes will calculate the FICA tax based upon the employee's FICA switch, but will not calculate Federal or State taxes, or pension/annuity amounts

Many users called the Help Desk to indicate that it did not make sense for Process Type codes ‘X’ and ‘Y’ to NOT calculate FICA. So we changed the way the ‘X’ and ‘Y’ Process Type codes process. Now these codes calculate FICA but will not calculate Federal or State taxes, or pension/annuity amounts.
Here is an example of Process Type code ‘Y’.
Note that the ‘Y’ Process Type code generated a FICA deduction, but Federal and State taxes were NOT deducted.
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Print Manual Check

- The *Print Manual Check* (F2, F3, F9, F13) feature has been added to the *Manual/Void Check and Direct Deposit Menu*.
- The *Print Manual Check* feature displays a list of all manual checks and direct deposits which have been keyed into the system.
- Allows the user to print one manual check at a time.
Print Manual Check

Key
--- Manual/ Void Check & Direct Deposit Menu
--- Enter Manual Check/Direct Deposit
--- Display/Delete Manual Check/Direct Deposit
--- Enter Voided Check/Direct Deposit from Previous Pay
--- Display/Delete Voided Check/Direct Deposit from Previous Pay
--- Print Manual Check
--- Void/Add Check to Direct Deposit Bank

Reminder: Registers must be run or re-run after a Void/Manual Check or Direct Deposit is entered or deleted.
Print Manual Check

This procedure does not print direct deposits.

<table>
<thead>
<tr>
<th>EmpNo</th>
<th>Employee Name</th>
<th>Pay</th>
<th>Bank Chk No</th>
<th>Chk Date</th>
<th>DD</th>
<th>Bank DD Acct</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>88015</td>
<td>BOZEN, VA290</td>
<td>536.00</td>
<td>80000</td>
<td>08/01/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80275</td>
<td>NETER, JAE</td>
<td>500.00</td>
<td>80001</td>
<td>08/01/2013</td>
<td></td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>99942</td>
<td>NETER, JAE</td>
<td>300.00</td>
<td>80000</td>
<td>08/01/2013</td>
<td></td>
<td></td>
<td>300.00</td>
</tr>
</tbody>
</table>

* Asterisk indicates manual check has already been printed or item is a direct deposit.

Direct deposits can't be printed – check box is greyed out.
Print Manual Check

Select a manual check to print and ENTER

End of FILE REACHED

* Asterisk indicates manual check has already been printed or item is a direct deposit.

Select one check to print and ENTER

13.02.00

[Image of a computer screen showing a manual check printing interface]
Print Manual Check

This procedure does not print direct deposits.

<table>
<thead>
<tr>
<th>EmpNo</th>
<th>Employee Name</th>
<th>Pay</th>
<th>Bank Chk No</th>
<th>Chk Date</th>
<th>Bank DD Acct</th>
<th>Net Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>80015</td>
<td>Brown, John</td>
<td>500</td>
<td>800002</td>
<td>10/01/2013</td>
<td></td>
<td>500.00</td>
</tr>
<tr>
<td>80023</td>
<td>Smith, Jane</td>
<td>400</td>
<td>800001</td>
<td>10/01/2013</td>
<td></td>
<td>400.00</td>
</tr>
</tbody>
</table>

End of file reached.

Make note of the check number and then select YES to continue.

Are you SURE you want to print manual check number 80000 for employee 80015?

Yes  No
Print Manual Check

Are correct checks inserted? YES (YES, NO)

Insert the correct check into the printer, type YES, and ENTER

Press ENTER to Continue - F16 to Exit
Print Manual Check

- Select the printer
Print Manual Check

Verify Check Type and CONTINUE
Print Manual Check

Verify check information and Save and Continue
Print Manual Check

Enter a message for the check stub, if desired.
Print Manual Check

Once the check has printed, type YES, and ENTER
Print Manual Check

Verify the last check number printed
Print Manual Check

Remove FORMS from printer and press ENTER to Continue!

The manual check has printed!
All sites should consider going to the new detailed pay check stub. Much more information is available to the employees.
Print Manual Check

The manual check can't be printed again – check box is greyed out.
Agenda

• PCGenesis and Third Party Vendors
• Payroll Deduction Expansion
• Payroll Gross Process Type Codes ‘X’ and ‘Y’
• Print Manual Checks
• **Enhanced Substitute Pay and Employee Leave System**
• CPI Cycle 3 Reporting and CPI Code Table Download
• W2s
Enhanced Substitute Pay and Employee Leave Implementation

• 29 districts are up and running on the new leave system, almost a third of our user base
• 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
Documentation for the *Enhanced Substitute Pay and Employee Leave System* is available in the *Personnel System Operations Guide*. 
Enhanced Substitute Pay and Employee Leave Implementation

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

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

- The new system requires converting existing PCG leave data to the new leave history file.
Enhanced Substitute Pay and Employee Leave Implementation

- The **PCGenesis A, B, C**’s session will provide an overview of entering employee leave and substitute pay during a payroll cycle
- *In this session I will highlight the leave reports available in the new system*
The *Enhanced Substitute Pay and Employee Leave System* includes numerous reports. Reporting is available against the *Current Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports against the *Leave History File* are also available for further analysis and review.
Three broad categories of reports are available for summary and detail reports:

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

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

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

The **Employee Summary Reports** provide summarized leave data per employee. The Employee Summary Report looks very much like the 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.
This is the same summary report sorted by Leave Type and Reason code. The report sorted this way looks much different!
Now we will look at the Employee Detail Reports.
**Employee Detail Reports:** The *Employee Detail Reports* provide detailed leave information per employee. The *Employee Detail Reports* which include data from the *Leave History File* look very much like a General Ledger in PCGenesis. For each employee and each *Leave Type*, the report displays a beginning balance, followed by “Leave In” and “Leave Out”, and finishing with the ending balance.

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

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

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

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

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

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

- **Leave History File only**: The *Employee Detail Reports* will NOT contain the CUR LV (Current Leave Taken) line items.
- **Current Leave Input File only**: The system produces a detailed report of the contents of the *Current Leave Input File*. Historical leave data is **not** included.
The same detail report is now sorted by Leave Type and Reason codes.
We will now look at the Substitute Detail Reports.
**Substitute Detail Reports:** The *Substitute Detail Reports* provide detailed work information per substitute employee.

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

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

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

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

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

- The Substitute Detail Reports provide the following information in addition to the substitute name and employee ID number: the date of the absent employee leave, the absent employee ID number (optional), the absent employee name, the amount of time worked by the substitute in hours or days, and the amount paid.
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• W2s
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

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

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

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

- Create the *Original Leave of Absence* file.
- New leave system: The *Original Leave of Absence File* will be created using leave data from the Leave History File.
- Not on the new leave system: The *Original Leave of Absence File* will be created using leave data from payroll.
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

Set Up Leave Data for CPI Cycle 3 Reporting:
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
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

This program will delete the existing Leave of Absence File, if it already exists.
A new original Leave of Absence File will be created from the Leave History File data.

Enter the PLAN YEAR to be extracted for the Original Leave of Absence File.

Plan year

When using the new leave system, CPI leave data will come from the Leave History File.

ENTER = Continue, F16 = Exit without processing

13.02.08
CPI Cycle 3 Reporting
PCGenesis Leave System Users Only

WARNING!
This program will delete the existing Leave of Absence File, if it already exists.

A new original Leave of Absence File will be created from the payroll check stub leave data.

Continue processing (Y or N)  Y

If NOT using the new leave system, CPI leave data will come from the payroll leave screen

ENTER = Continue, F16 = Exit without processing  12.02.00
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.
** Payroll Control Information **

System #: 0011
Name: SMITH CITY BOARD OF EDUCATION
Address: 123 MAIN STREET
City/State: SMITH, GA Zip code: 00000

Withholding fund: 500
State: GEORGIA
SS system #/non-teaching: 00000

Payroll year: 2012
County: 158
Out of State
SS system #/teaching: 00000

Payroll bank: 12345
FBO 0000 OF SMITH CITY

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

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

Old (non-MCHRA) direct deposit:
Issue banks checks rather than wire xfer? (Y/N): N

Use MCHRA direct deposit? (Y/N): Y
Carriage returns at end of record? (Y/N): Y
Last data block filled with 9's? (Y/N): Y
Include bank offset debit record? (Y/N): Y

Immed Best: Routing num 9999999999
Name: MCHRA DEBT BANK

Immed Dirig: Routing num 9999999999
Name: MCHRA DEBT BANK

Pay statement options:
Print SSN on checks? (Y/N): Y
Print DD account on stub?: Post entire DD account
Post last 4 digits of DD account
Do not post DD account at all

ENTER-Update, F16-Exit

12/03/08

11/7/2013
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

- **Optional:** Perform the *Import Employee Leave Data* function on the *Legacy Leave Menu* in order to import leave data into the PCGenesis system.
- The leave data is imported into the *Update/Display Balance and YTD Leave* screen in payroll.
CPI Cycle 3 Reporting
Leave Data is NOT in PCGenesis

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

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

Create the *Original Leave of Absence* file.

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

- If leave data has NOT been entered into payroll, the *Original Leave of Absence File* will be created as an empty file.
The Cycle 3 CPI Transmission Report now summarizes the leave data being sent in the transmission file.
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- W2s
## CPI Code Table Download

**Data Collections**

This page provides information and documentation on the department's data collection applications. It is also the entry point for local school system data coordinators to obtain secure access to the data transmission and error-checking applications.

### General Information
- Conference Information
- Conference Calls
- FDBPA Resources
- FY2014 GADOE Name Processing Rules (Posted 9/25/2013)
- Race and Ethnicity Reporting Requirements and Resources
- Transmission Dates (Postad 9/17/2013)
- Records Retention Schedules

### Collections Documentation
- Certified/Classified Personnel Information (CPI)
- End of Pathway Assessment (EOPA)
- Free/Reduced Price Meal Eligibility
CPI Code Table Download

- FY2014 CPI Resources
- FY2013 CPI Resources
FY2014 CPI Resources

- File Layout and Edit Rules (Posted 10/16/2013)
  Download the file layout and edit rules
- CPI-PSC Certificate File Layout and Edit Rules
  Download the CPI/Professional Standards Commission (PSC) certificate file layout and edit rules in PDF format
- CPI Transmission Dates (Posted 9/12/2013)
  View the current transmission dates
- CPI Coordinators (Posted 9/27/2013)
- Report Descriptions (Posted 9/17/2013)
  List of reports and their descriptions
- Transmission Instructions (Posted 9/17/2013)
  Documentation for electronic transmission of data
- Data Elements Glossary (Posted 9/12/2013)
  Glossary of data elements
- PSC Information
  Link to the PSC certificate look-up website
- State Salary Schedule (Posted 9/12/2013)
  State salary schedule for certified personnel

View/Download Code Tables
View and download the code tables
CPI Code Table Download

Georgia Department of Education
Dr. John D. Barge
State Superintendent of Schools

CPI Code Menu
Data Collection System
Office of Technology Services

- Job Codes
- Certificate Type Codes
- Secondary Fund Codes
- Subject Matter Codes
- Certificate Field Codes
- Termination Codes

11/7/2013  83
### CPI Code Table Download

<table>
<thead>
<tr>
<th>Certificate Field Code</th>
<th>Certificate Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>Academic Major (Grades 6-12) - GaDOE Charter Waiver only</td>
</tr>
<tr>
<td>002</td>
<td>Course Work (Minimum 21 semester hours) - GaDOE Charter Waiver only</td>
</tr>
<tr>
<td>003</td>
<td>GACE - GaDOE Charter Waiver only</td>
</tr>
<tr>
<td>004</td>
<td>HOSSE - GaDOE Charter Waiver only</td>
</tr>
<tr>
<td>005</td>
<td>Agricultural Mechanics</td>
</tr>
<tr>
<td>006</td>
<td>Forestry</td>
</tr>
<tr>
<td>007</td>
<td>Ornamental Horticulture</td>
</tr>
<tr>
<td>008</td>
<td>Advertising</td>
</tr>
<tr>
<td>009</td>
<td>Apparel and Accessories</td>
</tr>
<tr>
<td>010</td>
<td>Wholesale Trade</td>
</tr>
<tr>
<td>011</td>
<td>Care and Guidance of Children</td>
</tr>
<tr>
<td>012</td>
<td>Clothing Management</td>
</tr>
</tbody>
</table>
CPI Code Table Download

Georgia Department of Education
Oct, 2013 CPI Cycle 2014-1

Do you want to save this file, or find a program online to open it?

Name: cpi_pack_codes04_fieldcode
Type: Unknown-File Type, 8.2000
From: app3.doe.12.ga.us

End Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open the file or save the file. What is the risk?

DOS

11/7/2013
CPI Code Table Download

The file must be renamed and saved as a .csv file.
CPI Code Table Download

- Change the 'File name' to .csv
- Change 'Save as type' to 'All Files'
Update CPI Code Table in PCGenesis
## Update CPI Code Table in PCGenesis

<table>
<thead>
<tr>
<th>Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Certificate Type Codes</td>
</tr>
<tr>
<td>2</td>
<td>Job Codes</td>
</tr>
<tr>
<td>3</td>
<td>Certificate Field Codes</td>
</tr>
<tr>
<td>4</td>
<td>Secondary Fund Codes</td>
</tr>
<tr>
<td>5</td>
<td>Infield Status Codes</td>
</tr>
<tr>
<td>6</td>
<td>Subject Matter Codes</td>
</tr>
<tr>
<td>7</td>
<td>Certificate Level Codes</td>
</tr>
</tbody>
</table>

This image shows a screenshot of the CPI system with a focus on the code table for certificate fields. The table lists different types of codes with their respective descriptions.
Update CPI Code Table in PCGenesis
Update CPI Code Table in PCGenesis

Find the file we just created by using F10 - Browse for file
Update CPI Code Table in PCGenesis

Enter the upload file path and name (e.g., C:\PCGen\EPICODES.CDS)

C:\\\Database\\\Fieldcode.csv

F10-Browse for file

This is the downloaded file
Update CPI Code Table in PCGenesis

No Errors in Import File
Please Review Print File
Press ENTER to load Import File
Press F16 to STOP Process

If no errors, press ENTER to import
Update CPI Code Table in PCGenesis

The process creates codes that do not exist, and bypasses codes that are already on the file.
Agenda

• PCGenesis and Third Party Vendors
• Payroll Deduction Expansion
• Payroll Gross Process Type Codes ‘X’ and ‘Y’
• Print Manual Checks
• Enhanced Substitute Pay and Employee Leave System
• CPI Cycle 3 Reporting and CPI Code Table Download
• W2s
W2s

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

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

- 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.”
W2s

- Code DD—Cost of employer-sponsored health coverage
  - Required: Major medical, hospital indemnity or specified illness (e.g. cancer, heart, etc.)
  - Optional: Dental or vision plans
  - 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.

Cost of employer-sponsored health coverage is required for calendar year 2012.
W2s

Enter W-2 year to be selected: 2013

If applicable, enter deduction code(s) for the following categories:

Dependent Care Assistance: ___ (Box 10)

Retirement IRAs to a HSA(a): ___ ___ ___ (Box 17, label 'AA')

Retirement IRAs to a HRA(a): ___ ___ ___ (Box 17, label 'RR')

Retirement IRAs to a HSA(b): ___ ___ ___ (Box 17, label 'SA')

Other Health deductions: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ 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W2s

• **K:\SECOND\PAYSSA**
  – The **W2REPORT** file is the Federal MMREF file required by the Georgia Department of Revenue.
  – The **1003.csv** file is the G-1003 file required by the Georgia Department of Revenue.

• Follow the instructions to submit the Federal MMREF file and G-1003 file electronically.

• **Follow the instructions at:**
  [https://gaefile.dor.ga.gov](https://gaefile.dor.ga.gov)
PCGenesis now produces the G-1003 file required by the Georgia Department of Revenue.
## W2s

### Return G-1003 File Layout

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<td>Georgia Tax Withheld</td>
<td>Currency (must show 2 places after decimal)</td>
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</tbody>
</table>
W2s

Return G-1003 CSV File

GA taxable wages and GA tax withheld should match the numbers on the final W2 screen
Questions?
PCGenesis Documentation

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