

# PCGenesis

## Current Status & Future Plans

GASBO  
Augusta, GA  
November 5, 2014



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# PCGenesis

## Current Status & Future Plans

PCGenesis Development Team

Diane Ochala PCGenesis Lead Analyst/Developer

Angela Tennyson PCGenesis Senior Developer



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Good morning & welcome to the PCGenesis Current Status & Future Plans Session. Angela & I thank you for coming today. Please feel free to make comments or ask questions during the presentation. When we get to the future plans portion, we need your input to help us focus on your needs. So all of you, please join in the discussion

# PCGenesis

## Sessions/Training at GASBO

- Session 1 – 8:40 *Wed 11/5/2014*
  - PCGenesis Current Status & Future Plans
- Session 2 – 10:00 *Wed 11/5/2014*
  - PCGenesis Recent Enhancements & Changes
- Session 3 – 11:00 *Wed 11/5/2014*
  - PCGenesis Roundtable – Payroll and Future Needs
- Session 4 – 2:10 *Wed 11/5/2014*
  - PCGenesis Training – Payroll Manual/Void Checks & Special Payroll Runs
- Session 5 – 3:30 *Wed 11/5/2014*
  - PCGenesis Roundtable – System Utilities and Future Needs
- Session 6 – 9:00 *Thu 11/6/2014*
  - PCGenesis Training – New PCG Budget Process
- Session 7 – 10:20 *Thu 11/6/2014*
  - PCGenesis Training – Financial Reporting
- Session 8 – 11:20 *Thu 11/6/2014*
  - PCGenesis Roundtable – Financial and Future Needs



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# PowerPoints Available on Documentation Website

## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## Release Information

### Calendar Year 2014 Release Information

- Release 14.03.00 - Miscellaneous Updates / Installation Instructions
- Release 14.02.00 – Fiscal Year 2014 (FY14) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 14.01.00 - Miscellaneous Updates / Installation Instructions

### Calendar Year 2013 Release Information

- Release 13.04.00 – Calendar Year 2013 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 13.03.01 – Calendar Year 2014 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 13.03.00 - Miscellaneous Updates / Installation Instructions
- Release 13.02.00 - Fiscal Year 13 (FY13) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 13.01.01 – Change to State of Georgia Employee Withholding and Miscellaneous Changes / Installation Instructions
- Release 13.01.00 – Miscellaneous Updates / Installation Instructions

### Calendar Year 2013 PowerPoints

- GASBO November 2013 - PCGenesis Current Status & Future Plans
- GASBO November 2013 - PCGenesis Recent Enhancements and Changes

All of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.

# Agenda

- **PCGenesis Current Status**
- Future Plans
- Available Enhancements in PCGenesis
- Site Recommendations
- User Input



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# PCGenesis Current Status

- Alan Rees is retiring this week.
- He has been with the GaDOE for 17 years!
- We will miss him very much.



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## PCGenesis Current Status

- Angela Tennyson is coming on board as our new PCGenesis developer.
- B.B.A. Computer Information Systems.
- 3 years with the DOE.
- Currently responsible for building and maintaining the Financial Datawarehouse Cube Data for DOE reporting.



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# PCGenesis Current Status

- The PCGenesis development team reports to:
  - **Steve Roache**, Senior Manager.
  - Steve Roache reports to **Bob Swiggum**, Chief Information Officer.



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The PCG development team reports to two different branches at the DOE.

Angela and I directly report to the IT department. Our direct manager is Steve Roache.

# PCGenesis Current Status

- The PCGenesis development team also reports to:
  - **Amy Rowell**, acting Director, Financial Review.
  - Amy Rowell reports to **Scott Austensen**, Deputy Superintendent of Finance and Business Operations.



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## PCGenesis Current Status

- In addition to the two developers, we have three help desk personnel.
- The help desk reports to **Chris Rivera**, Help Desk Manager:
  - Eula Braxton
  - Katie Green
  - Cynthia Jones



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# Agenda

- PCGenesis Current Status
- **Future Plans**
- Available Enhancements in PCGenesis
- Site Recommendations
- User Input



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# Future Plans

- Keep up with legislative changes:
  - Federal and State taxes
  - W-2 and 1099-R reporting requirements
  - Pensions, including PSERS, ERS, TRS
  - State health
  - Ga Department of Audits
  - Ga Department of Labor (GaDOL)
  - Federal EEO-5 reporting



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The PCG development team always has to keep up with the changing legislative environment.

And to that end, we track...

## Future Plans

- Keep up with legislative changes
- Install PCGenesis for State Charter Schools
- **Need User Input ->>> Attend Roundtables!!**



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So, keeping up with the legislative changes is a major focus for PCG. The Department of Financial Review has also tasked us with installing PCGenesis on charter school systems. And, of course, we listen to enhancement ideas coming from the districts.

## Future Plans

### Ga. Department of Labor

- Effective January 1, 2015, the Georgia Department of Labor (GaDOL) will implement new filing specifications.
- 3 inch floppy diskettes will no longer be accepted as a method for submitting electronic quarterly UI tax and wage reports.
- The current GaDOL wage record layout has been discontinued.
- All wage records must be submitted in the NASWA Y2K record format.



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The Georgia Department of Labor has sent out letters to most of the districts indicating that they are implementing new file specifications starting January 2015. The December release of PCG will contain these changes.

## Future Plans EEO-5 Reporting

- New EEO-5 file specifications have been implemented.
- PCG development is in the process of updating the EEO-5 programs.
- Filing deadline is November 30, 2014
- Districts who need the new PCGenesis programs should contact the help desk by November 15<sup>th</sup>.



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- Many school districts have been contacted and are required to submit their Equal Opportunity EEO-5 reports.
- These reports are due every other year, on even numbered years.
- We have recently been notified that new EEO-5 file specifications have been implemented.

## Future Plans EEO-5 Reporting

- The new file specifications utilize the CPI ethnicity / race parameters.
- The old **EEO-5 Race Code** field is no longer used.



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# Future Plans EEO-5 Reporting

PCG Dist=8991 Rel=14.03.00 10/22/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

Update/Display Personnel Data PAV 02

Status A -- Active AD2ER, TA2  
 Emp. no. 88127 Pay Loc 111 Location 000111 Class 3 SUB TEACHERS  
 Sex Code F Work Loc 111 Location 000111 Job 3 TEACHER AIDES  
 Mar Stat H SSN 999 08 8127 EEO-5 Job 006 Second Teacher  
 EEO-5 Ethnic 2 WHITE

NAME First TA2 Middle Suffix Prefix  
 Last AD2ER

Address 2889 MAIN STREET Certificate Type 80  
 Address L2 2890 MAIN STREET CS1 Job (from CPI) 436  
 City/State SMITH, GA Include on CPI ? Y  
 Zip Code 33333 County 160 Sick Bank ? N  
 Phone (999)555-1873 Out of State Substitute rank  
 Cell phone ( )000-0000 Override accrue?  
 Adj Lu Elig Date  
 Lu Reason Max  
 Hours Per Day 8.000

Spouse SSN  
 Birth Date 12/01/1963 Pens Elig Date 1/01/2013  
 Hire Date 2/01/2005 GHI Eligible ? Y TRS DOE Paid ERCON ?  
 Retire Date Hrs/Week 40.00 Health ins flag N  
 Background Ck GHI 1ST Day Wrk Participate in GHI ? N  
 Date of Death GHI EFF Date GHI Option NC WAIVED  
 Term Date GHI Final Ded Dt GHI Tier 00 NO COVERAGE  
 Term Reason GHI Change Code NEHP GHI Ded Cd

\*\*\*\*\* TAX DATA \*\*\*\*\*  
 New Employee hire  
 Federal: Mar Stat H Exempt 5 Withholding Code 0 Ant/% .00  
 State: Mar Stat B Allowance Mar 0 Dep 5 Withholding Code 0 Ant/% .00  
 Tax Switches: Fed Y State Y FICA Y Pension Y AEIC

14.03.00

EEO-5 Ethnic code is no longer used



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- The EEO-5 information is available on the Personnel Data screen.
- The EEO-5 Ethnic code field is no longer used.
- The updated EEO-5 file specifications use the Hispanic/Latino Ethnicity indicator and the Race indicators.
- If more than one race is selected, the employee is reported as 'Multi' on the EEO-5 form.

# Future Plans EEO-5 Reporting

REPORT DATE 10/08/2014  
REPORT TIME 10:50

SMITH CITY BOARD OF EDUCATION  
ELEMENTARY-SECONDARY STAFF INFORMATION (EEO-5) - DETAIL REPORT

PAGE: 1  
PROGRAM: PAYSEX/PAYSPRT

NAME	NEW	EMPNO	STAT	HIRE	CLS	LOC	MALE					FEMALE								
							HISP	HISP	WHITE	BLK	ASIA	PAC	IND	MULT	WHITE	BLK	ASIA	PAC	IND	MULT
FULL TIME A01 Officials, Administrators, Managers																				
ALONZO, EFZEN		87223		02	0111															
AR4IS, REANALDO		89253		15	0111															
ASSEW, DASTON		87468		02	0201															
ASPER, GEVEVIVE		89058		02	0111															
CHENG, BROOKS		99340		20	2700															
CITIZANO, DA7IUS		87786		02	0101															
HISGINBOTHAM, VASENTIN		89316	I	17	8013															
MA4THEW, EM4ANUEL		88973		02	3050															
MCDONMS, BEZHANIE		87831		06	0201															
MOSEY, WESDOLYN		88806		02	3050															
PE4CHEY, CL4RIS		87197		04	3050															
RE4NOSO, LE4N		87741		02	0111															
RUNS, J4HE		89717		02	3050															
SAT4NANA, ARTON		87418		20	2700															
SCH4R4Z, J4SES		89233		02	0101															
SK2GGS, K4L4LA		89879		02	0201															
W4NGER, DEBR4 W4NGER		12121		02	0101	H														
** JOB TOTAL		A01 Admin & Mgrs		17			1	1				2	1		4	2	1	2	1	2



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Note the headings: Male and Female Hispanic

Note the headings: Male and Female White, Black, Asian, Pacific Islander, American Indian, or Multi-racial

Only one category per employee is flagged. Therefore, if the employee is flagged as Hispanic, the Race indicator is NOT flagged.

## Future Plans

### Help us focus our efforts

- What major feature/function do you need?
- We welcome your input/requests in writing
- Complete the '**Comments and Requests**' today
- Provide your input during the discussions



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- In order for the PCGenesis development team to focus our efforts, we would greatly appreciate your input.
- We welcome your requests in writing – you can complete the 'Comments and Requests' forms today.
- We also welcome your input during the roundtable discussions which are on the GASO schedule.

# Future Plans

**What Would You Like to See Added to PCG?**



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**User Input**

**Please Attend the Roundtables!!**

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Again, please attend the roundtables!

# Agenda

- **Available Enhancements in PCGenesis**

- **Screen color options**
- QWord Utility
- Updated reorganization tasks
- New process to create 'AUF' change record
- Detailed paycheck stub and MICR printing
- 3<sup>rd</sup> party printing, allowing employee self-service web interface
- Enhanced substitute pay and employee leave system
- New PCGenesis Budget System



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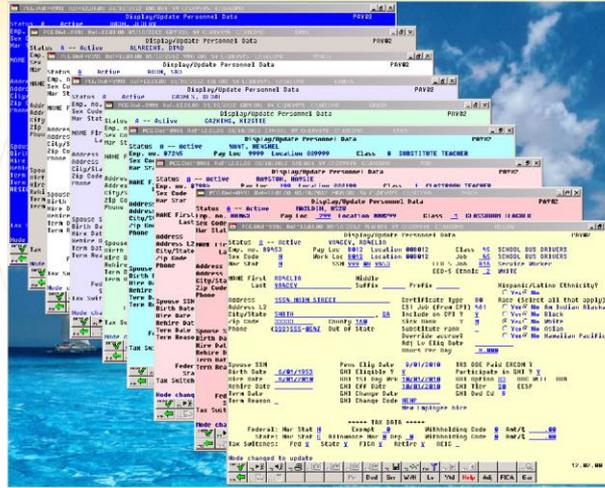
# Screen Color Option for Site & User

You Must Use  
New Shortcut  
To Enable Color

K:\PCGIcon\PCGclr



Will Only Display  
Blue Background



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- One of the available enhancements in PCGenesis, is the ability for districts and users to customize the PCGenesis background colors.
- Using the bright blue background is no longer necessary!
- However, to actually use the new color settings, remember, you must use the new shortcut, shown on the slide.
- How many districts are using the new background colors?

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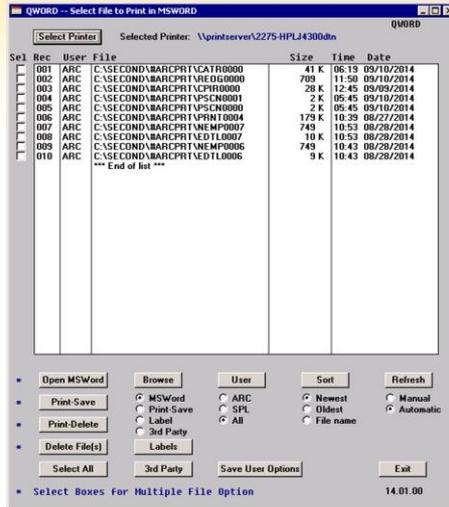
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# New Features for QWord Utility



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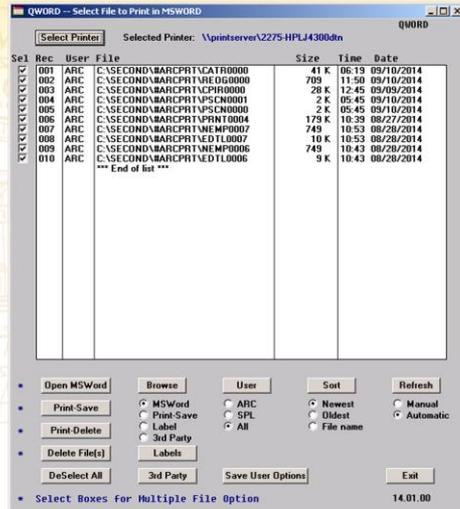
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- The new QWORD features allow multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box and will allow multiple files to be processed at the same time:
  - *Open MSWORD* button,
  - *Print-Save* button,
  - *Print-Delete* button,
  - *Delete Files(s)* button
- A new *Select All* button will allow all print files to be selected or deselected at once.

# New Features for QWord Utility

- Multiple file selection for action
- 'Select/Deselect All' files for action



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- To select a print file or files for deletion or printing, the check box to the left of the print file(s) must be selected. When selected, the check box displays a check ( ) to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.
- Other recent new features include:
  - The *Select All* button ( ) allows all print files to be selected or deselected at once.
  - The *Open MSWORD* button ( \* ) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
  - The *Print-Save* button ( \* ) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
  - The *Print-Delete* button ( \* ) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
  - The *Delete File(s)* button ( \* ) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
  - The *3rd Party* button ( ) allows the user to print the document for use by a 3<sup>rd</sup> party without any PCL (printer control language) codes.
  - The *Labels* button ( ) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

# New Features for QWord Utility

Offices & Divisions - Programs & Initiatives - Data & Reporting - Learning & Curriculum - St  
Finance & Operations - Contact -

Home → Technology Services → Technology Services → PCGenesis → Technical System Operations Guide

## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

## Technical System Operations Guide

### User Interface Procedures

- Set Site Color
- System Message Administration
- Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2010
- Creating the Microsoft PCGenesis QWord Macro for Report Printing - Microsoft WORD Version 2007



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- In order for the QWord utility to display print files correctly, some WORD macros must be installed on each individual PC.
- Instructions for installing the WORD macros are on the PCGenesis documentation website.
- If your IT representative is not comfortable installing the WORD macros, call the PCGenesis help desk, and we can provide assistance.

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# PCGenesis File Reorganization

- 'Select All' for reorg
- Manual reorg option for files that fail
- Provide 'File Info' option
- Print *File Recap*

Key File	Description	Key File	Description
F31 ANNUITY	Annuity File	F32 PAYE	Pay Schedules
F32 BENEFIT	State Health Benefits File	F33 PDEDUCT	Payroll Deduction File
F33 CHECKMST	Check Master	F34 PREVIOUS	Previous Pay Yrds
F34 DATEFL	Date File	F35 TEMPL	TempControl
F35 EMP	Employment		
F36 DECS	Deduction File		
F37 DESE	Description File		
F38 DESEA	ABLE Description File		
F39 DISTRIB	Payroll Distribution		
F40 EMPCHG	Employee Change File		
F41 GARNISH	Contributor Vendor		
F42 GROSSING	Gross Data File		
F43 HISTORY	History File		
F44 MPAYROLL	Manual Checks		
F45 PAYROLL	Payroll Master		



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- The *File Reorganization* screens have been updated on the
  - *Financial Accounting & Reporting* main menu (F1, F20)
  - the *Payroll System* main menu (F2, F20)
  - the *Personnel System* main menu (F3, F20)
  - the *Certified/Classified Personnel Information System* main menu (F4, F20)
- The reorganization functions have been updated to allow all appropriate PCGenesis files to be reorganized. Obsolete files have been removed from the reorganization screens, and new files have been added.
- Note **F31** is available to reorganize ALL files on the screen.

# PCGenesis File Reorganization

- Will perform most functions within a program, which provides more control of the process
- Will create a **recap report** which will allow the user to verify that the reorganization process has completed successfully
- Installation instructions available on the PCGenesis documentation website.



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- The reorganization processes have been rewritten to be more reliable.
- The reorganization process will create a Recap Report which will allow the user to verify that the reorganization process has completed successfully.
- Installation Instructions available on the PCGenesis documentation website.

# PCGenesis File Reorganization

Home → Technology Services → Technology Services → PCGenesis → Technical System Operations Guide

## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

**Technical System Operations Guide**

Release Information

## Technical System Operations Guide

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### PCGenesis Technical Checklists

- Topic 1: New Server Installation Checklist
- Topic 2: PCGenesis Backup / Reorganization / Restore Checklist
- Topic 3: New Workstation Installation Checklist



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- Installation Instructions available on the PCGenesis documentation website under the *Technical Systems Operations Guide*.

# PCGenesis File Reorganization

- Creates a Print File

```

PCGENESIS File Reorganization 10/11/2012 02:24:01 AM
NOTE: This is NOT A BACKUP!!!

Copy Second -> Second    Begin 02:24:01 AM - Complete
ReIndex Second          Begin 02:25:06 AM - Complete
Call GLOBALDEF / PRELIST Begin 02:25:57 AM - Called
                                S = Rebuild

Directory: CFIDDEA
File      Size
CFIDFILE 374,272
CFIDPFILE 2,556
CFIDSET  83,968
DECTEL   71,568
SALCHSD  22,016

Directory: FMSDEA
File      Size
ACCOUNT  11,779,072
ACCOUNTS 1,223,328
ACCOUNTS 599,048
ADMIT    226,278,464
BANK     2,064
BANKINFO 2,560
CENMETS  14,167,552
CONTROL  2,560
EQUIP    39,119,176
FACILITY 4,096
INDEX    1,536
JEDWPL   2,117,808
MAPS     73,216
MSTYB    1,536
NAME     29,104
PARTATT  1,536
PG       14,986,204
PRELIST  2,392,064
RECITE   8,464,896
RECIUSE  7,187,804
SIBATB   5,632
SIBTPO   28,472
SOURCE   25,048
VENDOR  2,697,048
WEBER    232,860

Directory: FAVDEA
File      Size
ADMITTY  1,536
BANKINFO 160,760
CENMETS  24,742,912
INDEX    1,536
MAPS     215,600

```

```

PCGENESIS File Reorganization 10/11/2012 02:24:01 AM
NOTE: This is NOT A BACKUP!!!

Copy Second -> Second    Begin 02:24:01 AM - Complete
ReIndex Second          Begin 02:25:06 AM - Complete
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Directory: CFIDDEA
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FACILITY 4,096
INDEX    1,536
JEDWPL   2,117,808
MAPS     73,216
MSTYB    1,536
NAME     29,104
PARTATT  1,536
PG       14,986,204
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RECIUSE  7,187,804
SIBATB   5,632
SIBTPO   28,472
SOURCE   25,048
VENDOR  2,697,048
WEBER    232,860

Directory: FAVDEA
File      Size
ADMITTY  1,536
BANKINFO 160,760
CENMETS  24,742,912
INDEX    1,536
MAPS     215,600

```



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The Reorganization Recap Reports give detailed information about the reorganized files.

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- **New process to create 'AUF' change record**
- Detailed paycheck stub and MICR printing
- 3<sup>rd</sup> party printing, allowing employee self-service web interface
- Enhanced substitute pay and employee leave system
- New PCGenesis Budget System



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## New Process to Create 'AUF' Change Record

- AUF Change Record Added to **EMPCHG** file
  - **Terminated** Employees
  - **Deceased** Employees
  - Current Employees **Activating** Coverage
  - Current Employees **Changing** (Classified <-> Certified)
- Create **Print File** Recap
- Address **ADP** Created Issues



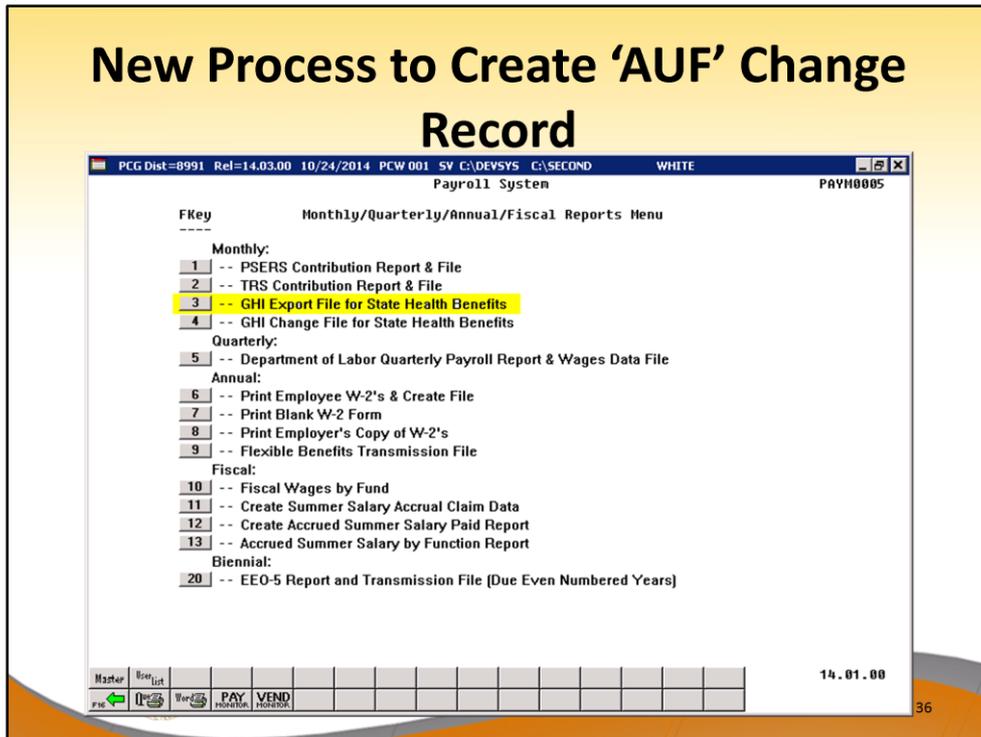
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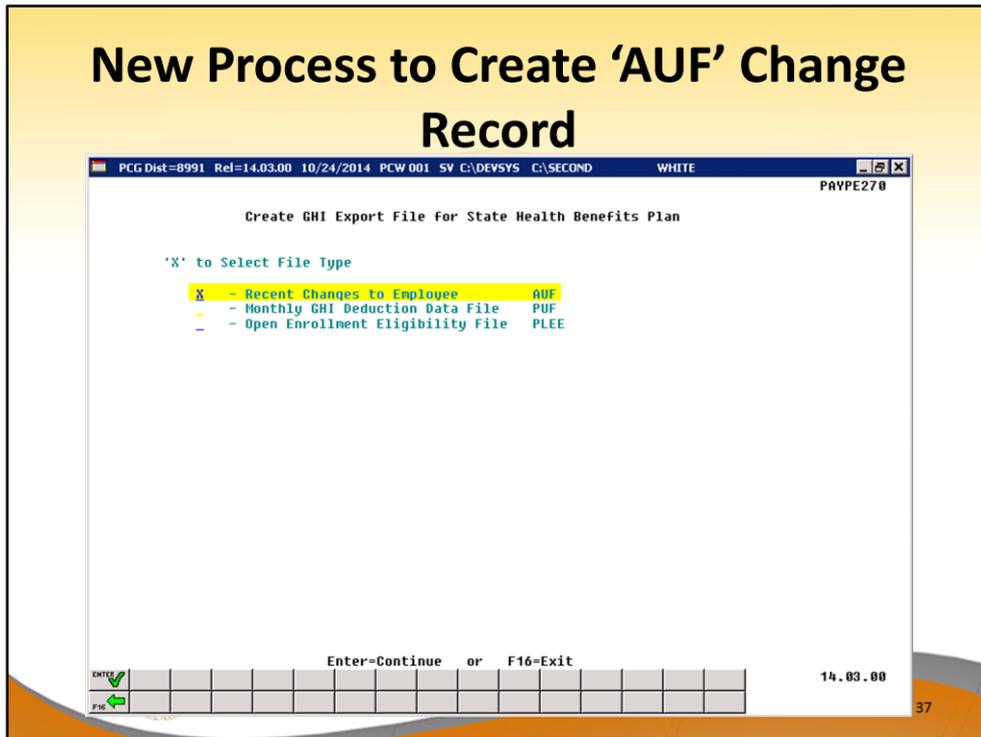
- As all of you know, I'm sure, the SHBP method for uploading employee changes to ADP is challenging!
- In PCG, we have developed a new process to handle miscellaneous 'Change Requirements' for state health.
- With this updated process, we can handle
  - terminated employees
  - deceased employees
  - current employees who are activating coverage
  - current employees who are changing their status

# New Process to Create 'AUF' Change Record



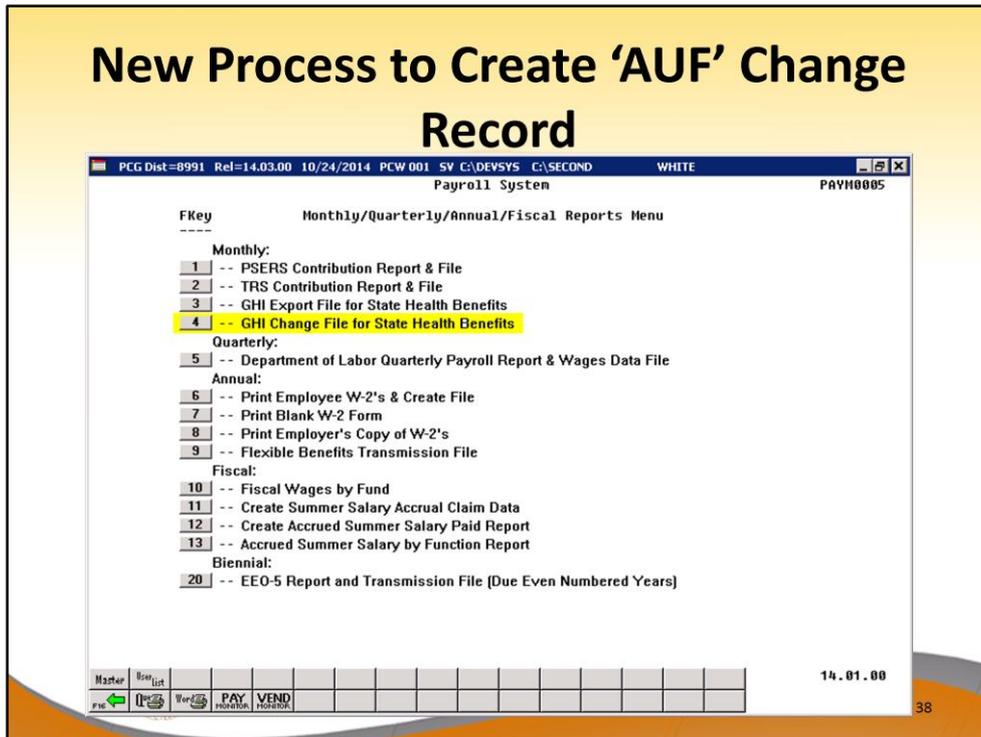
- The AUF change file which is submitted to SHBP is created from **F3** on the Monthly/Quarterly/Annual/Fiscal Reports Menu.

# New Process to Create 'AUF' Change Record



- To generate the change file, an 'X' is entered next to the 'Recent Changes to Employee' option.
- Now, how do the employee changes get into this file?
- In most cases, PCG automatically creates the necessary change records every time a user changes certain fields on the Personnel screen.
- The changes are captured in a file called the EMPCHG file which is then processed with F3.
- However, not ALL changes are picked up in this manner.

# New Process to Create 'AUF' Change Record



- In PCG, we have developed a new process to handle miscellaneous 'Change Requirements' for state health.
- Select **F4** on this menu.

# Changes in SHBP Processing

## Create AUF Record for Corrections

PCGDist=8991 Rel=14.03.00 10/20/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE PAYPE275

Create GHI AUF Record to Export to State Health

GHI Change Code  Select NEMP or Termination Code for this process  
DCSD, LOFF, RETR or TERM

GHI Empno 88127  
 GHI Eligible ? Y  
 GHI Hire Date \_\_\_\_\_ Hire/ReHire/New Eligibility Date - Required for NEMP  
 GHI Final Ded Date \_\_\_\_\_ Final Deduction Date - Required for Any Termination  
 GHI Date of Death \_\_\_\_\_ Date of Death - Required for DCSD

**NOTE: This Record Will Be Included in the 'GHI Export File for State Health Benefits'**

**This Process Does NOT CHANGE Employee Personnel Information**

\*\*\*\* Current Employee Personnel Information \*\*\*\*

Emp. no. 88127	SSN 999 08 8127	AD2ER, TA2	Status A
Sex Code F	Mar Stat M	Pay Loc 111 Location 000111	Class 3 SUB TEACHERS
Birth Date 12/01/1963			
Hire Date 2/01/2005	GHI 1ST Day Wrk	GHI Eligible ? Y	
Rehire Date	GHI EFF Date	Participate in GHI ? N	
Date of Death	GHI Final Ded Dt	GHI Option NC WAIVED	
Term Date	GHI Change Code NEMP	GHI Tier 00 NO COVERAGE	
Term Reason	New Employee hire		

Enter=Validate, F8=Create Record, F16=Return, F28=Help

14.03.00

Help

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- Using this utility for employee changes, will cause the Employee Change File to be updated.
- This, in turn, will cause the employee changes to be included in the 'GHI Export File for State Health Benefits' which was the F3 option we just looked at.
- This utility will NOT change any data in the payroll or personnel PCG data files.
- Notice that a HELP button is available on this screen.

# Changes in SHBP Processing Help Screen Available

\*\*\* ASSISTANCE FOR ENTERING GHI CHANGE AUF RECORDS\*\*\*

**A. Terminated employees that have not been properly processed by ADP**  
GHI Change Code: DCSC, LOFF, RETR, TERM as appropriate  
GHI Final Ded Code: Input date of last deduction

**B. Deceased employees that have not been properly processed by ADP**  
GHI Change Code: DCSC  
GHI Final Ded Code: Input date of last deduction  
GHI Date of Death: Input date of death

**C. Current employees activating health coverage**  
GHI Change Code: NEMP  
GHI Hire Date: Input eligibility or effective date  
For State Health purposes, this must be reported as a New Employee

**D. Current employees changing status (Certified <-> Classified)**  
GHI Change Code: NEMP  
GHI Hire Date: Input eligibility or effective date  
For State Health purposes, this must be reported as a New Employee  
Note: Current employee record must reflect the correct Certified/Classified Status

F16=Return  
14.03.00

- The HELP screen gives detailed information about how to fill out the screen.
- For example, to report a terminated employee, use an appropriate GHI Change Code and fill in the GHI Final Deduction Date.
- With this utility, we can handle
  - terminated employees
  - deceased employees
  - current employees who are activating coverage
  - current employees who are changing their status from certified to classified or visa versa

# Changes in SHBP Processing

## Date of Death added for SHBP

PCG Dist=8991 Rel=14.03.00 10/23/2014 PCW 001 SV CA\DEVSY5 CA\SECOND WHITE

Update/Display Personnel Data PAY02

Status A -- Active HA381N, CR32  
 Emp. no. 86550 Pay Loc 195 Location 000195 Class 14 HIGH SCHOOL TEACHE  
 Sex Code E Work Loc 195 Location 000195 Job 114 GRADES 9-12 COMBIN  
 Mar Stat M SSN 888 08 6550 EE0-5 Job A06 Second Teacher  
 EE0-5 Ethnic 2 WHITE

NAME First CR32 Middle \_\_\_\_\_  
 Last HA381N Suffix \_\_\_\_\_ Prefix \_\_\_\_\_ Hispanic/Latino Ethnicity?  
 Yes  No

Address 4476 MAIN STREET Certificate Type T5 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (from CPI) 114  Yes  No Am Indian Alaskan  
 City/State SMITH, GA Include on CPI ?  Yes  No Black  
 Zip Code 33333 County 160 Sick Bank ?  Yes  No White  
 Phone (999)555-3467 Out of State Substitute rank -  Yes  No Asian  
 Cell phone ( ) 000-0000 Override accrue? -  Yes  No Hawaiian Pacific

Spouse SSN \_\_\_\_\_  
 Birth Date 10/01/1962 Pens Elig Date 7/30/2014 Adj Lv Elig Date \_\_\_\_\_  
 Hire Date 8/01/2002 GHI Eligible ?  Yes  No TRS DOE Paid ERCON ?  Yes  No  
 Rehire Date 7/01/2014 Hrs/Week 40.00 Health ins Flag  Yes  No  
 Background Ck \_\_\_\_\_ GHI 1ST Day Wrk 9/01/2014 Participate in GHI ?  Yes  No  
 Date of Death 10/01/2014 GHI Eff Date 10/01/2014 GHI Option 02 BCBS SILVER  
 Term Date \_\_\_\_\_ GHI Final Ded Dt \_\_\_\_\_ GHI Tier 96 FAMILY  
 Term Reason \_\_\_\_\_ GHI Change Code MISC GHI Ded Cd 9

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

Mode changed to update

14.03.00

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- State Health requires a 'Date of Death' for deceased employees.
- Therefore, we have added this field to the PCG Personnel screen.

## Getting Ready for 2015 GHI

- GHI options B1, B2, and B3 are still available.
- GHI options B6, H1, H2, and K1 have been added.
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- All GHI premium rates have changed for 2015.



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The GHI options B1, B2, and B3 are still available for BCBS Gold, Silver and Bronze plans.  
The GHI option B6 has been added for BCBS HMO.  
The GHI option H1 has been added for United HealthCare HMO.  
The GHI option H2 has been added for United HealthCare HDHP.  
The GHI option K1 has been added for Kaiser HMO.

Almost all GHI premium amounts have changed for 2015.



# Getting Ready for 2015 GHI

PCG Dist=8991 Ref=13.03.00 11/04/2013 000.001 SY CADEVSY5 CASECOND GREEN

Display/Update Personnel Data PAV02

Status **A** -- Active AB3EU, ET3AN  
 Emp. no. 88942 Pay Loc 302 Location 000302 Class 1A FOOD SERVICE  
 Sex Code F Work Loc 302 Location 000302 Job 11A FOOD SERVICE  
 Mar Stat M SSM 999 08 8992 EEO-5 Job 816 Service Worker  
 EEO-5 Ethnic 2 WHITE

NAME First ET3AN Middle \_\_\_\_\_  
 Last AB3EU Suffix \_\_\_\_\_ Prefix \_\_\_\_\_

Address 2072 MAIN STREET Certificate Type 80 Race (Select all that apply)  
 Address L2 \_\_\_\_\_ CS1 Job (From CPI) 110  Yes  No Am Indian Alaskan  
 City/State SMITH GA Include on CPI ?  Yes  No Black  
 Zip Code 33333 County 160 Sick Bank ?  Yes  No White  
 Phone (999)555-1058 Out of State Substitute rank \_\_\_\_\_  Yes  No Asia  
 Yes  No Hawai

PCG Select GHI Code

Opt Tier	Long Description	Short Desc
B1 10	SINGLE COVERAGE	SINGLE
B1 40	SINGLE COVERAGE TOBACCO SURCHARGE	SINGLE/T
B1 90	EMPLOYEE & SPOUSE	EESP
B1 91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	EESP/T
B1 94	EMPLOYEE & CHILD(REN)	EECH
B1 95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	EECH/T
B1 96	EMPLOYEE & SPOUSE & CHILD(REN)	FAMILY
B1 97	EMPL & SPOUSE & CHILD/TOBACCO SURCHAR	FAMILY/T

GHI Tier from Benefit File

TRSDOE Paid ERCON ?  Yes  No  
 Health ins Flag  Y  
 Participate in GHI ?  Y  
 GHI Option B1 B01 - GULD  
 GHI Tier 90 EESP  
 GHI Ded Cd 8  
 SS, Phone, etc.

Ending Code 0 Ant/% .00  
 Ending Code 0 Ant/% .00

13.03.00

Done Cancel

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- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.

## Getting Ready for 2015 GHI

### How to Install 2015 GHI

- 1) Install PCGenesis Release 14.03.01. This release will automatically upload the new 2015 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Option & Tier from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.



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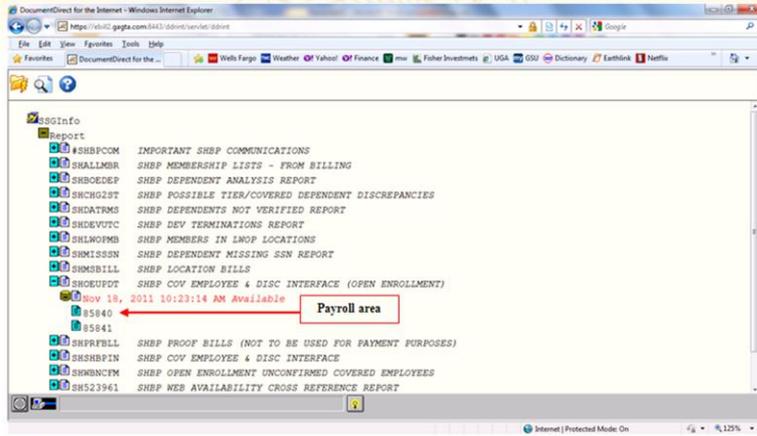
Several steps are necessary to get ready to process GHI in 2015. Before your December payroll, you will be able to install the 14.03.01. This release will contain the 2015 GHI premiums. The new premiums will be uploaded automatically by the release.

After open enrollment is completed, the new employee GHI elections must be downloaded from the DCH website before the enrollment data can be imported into the PCG personnel screen.

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2015 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

# Getting Ready for 2015 GHI

- Download the DCH open enrollment file



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The most difficult part of this process is downloading the enrollment data from DCH. It seems that every year the DCH website changes and honestly, I don't know what to expect this year with the new ADP interface.

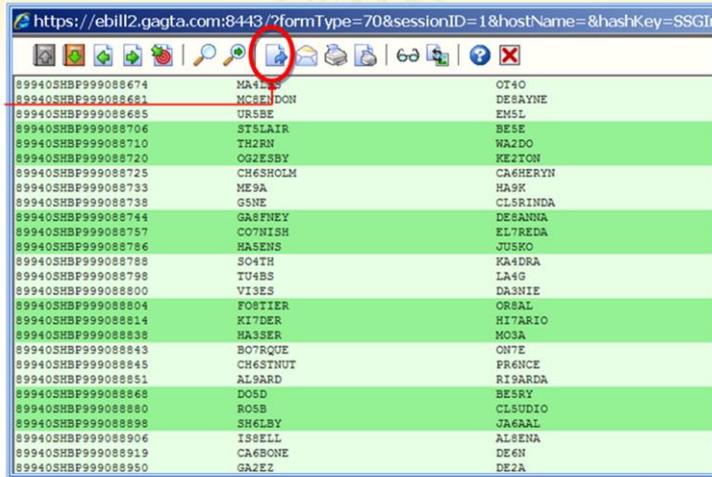
Typically, SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the exact name and date of this file from SHBP or you will download an incorrect file!

In this example, the correct file was SHOEUPDT dated November 18, 2011.

Select the correct file.

# Getting Ready for 2015 GHI

- Download the DCH open enrollment file



https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=8&hashKey=SSGIn

89940SHBP999088674	MAULES	OT40
89940SHBP999088681	MCSENDON	DESAYNE
89940SHBP999088685	URSBE	EMSL
89940SHBP999088706	STSLAIR	BESSE
89940SHBP999088710	THORN	WALDO
89940SHBP999088720	OGZESBY	KEZTON
89940SHBP999088725	CHESHOLM	CACHERYRN
89940SHBP999088733	ME9A	HASK
89940SHBP999088738	GSNE	CLSRINDA
89940SHBP999088744	GARFNEY	DESANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HASENS	JUSKO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	FO8TIER	OR8AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CHE8TNUIT	FR8NCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DO5D	BE5RY
89940SHBP999088880	RO5B	CL5UDIO
89940SHBP999088898	SH6LBY	JA6AAL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GAZ2Z	DE2A



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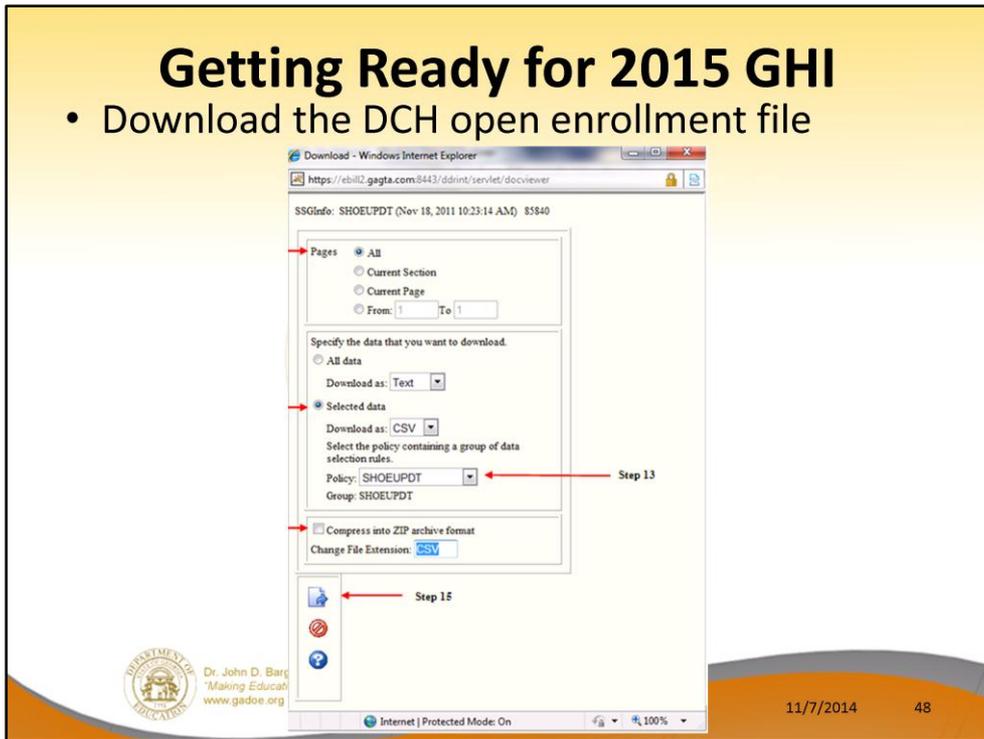
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The open enrollment file is displayed.

Select the download icon.

# Getting Ready for 2015 GHI

- Download the DCH open enrollment file



The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
  - Download as CSV
  - Policy SHOEUPDT
- Do NOT compress the file

Then select the download icon.

# Getting Ready for 2015 GHI

- Download the DCH open enrollment file



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Select SAVE to save the file to your C drive.

# Getting Ready for 2015 GHI

- Download the DCH open enrollment file

```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069 PA4RIS DI4LON M
"89990SHBP999087070 PR3SSLEY JA3T L
"89990SHBP999087071 SC2REIBER TH2NH J
"89990SHBP999087072 WH9ATLEY JE9LENE P
"89990SHBP999087073 BUSDEN FR8NCES J
"89990SHBP999087074 HE7M M3LL7E S
"89990SHBP999087075 LA6GHLIN EL8ZA3ETH D
"89990SHBP999087076 MC5REGOR M9LO7Y R
"89990SHBP999087077 O64E TO5D
"89990SHBP999087078 BE3MAN CE4ES0INA
"89990SHBP999087079 BO2IE KA1HLE8N B
"89990SHBP999087080 BR9SCOE NA7MA A
"89990SHBP999087081 PA8IS JE8N1SER A
"89990SHBP999087082 SN7WDEN SA3A D
"89990SHBP999087083 WA6EFIELD SU2AN E
"89990SHBP999087084 BASKDALE M481ON E
"89990SHBP999087085 BE4ULIEU PA3RI6IA A
```

Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change.



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Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make any changes using NOTEPAD.

# Getting Ready for 2015 GHI

## Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)



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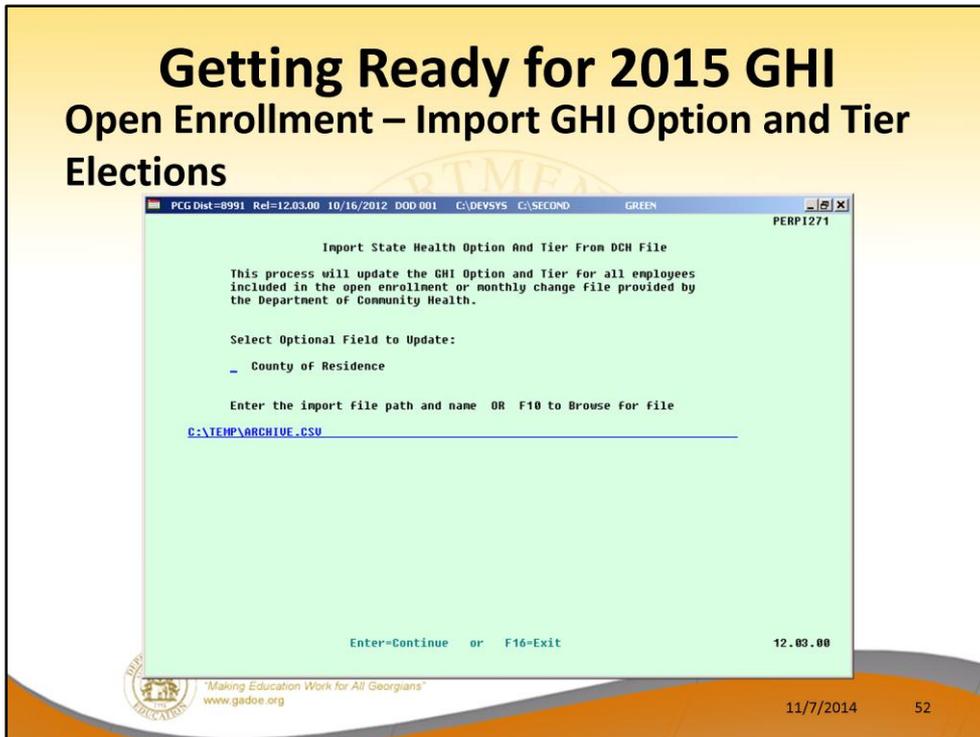
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Personnel and deduction screens must be updated for the December payroll with the new options that the employee selected during open enrollment.

The file downloaded from SHBP can be imported into PCGenesis.

# Getting Ready for 2015 GHI Open Enrollment – Import GHI Option and Tier Elections



Use F10 to browse for the file.

Importing the County is optional.

Using this process only enters the **option** and **tier** from the imported file to the personnel screen. It does NOT update any amounts on the deduction screen.

# Getting Ready for 2015 GHI

## Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (F8)



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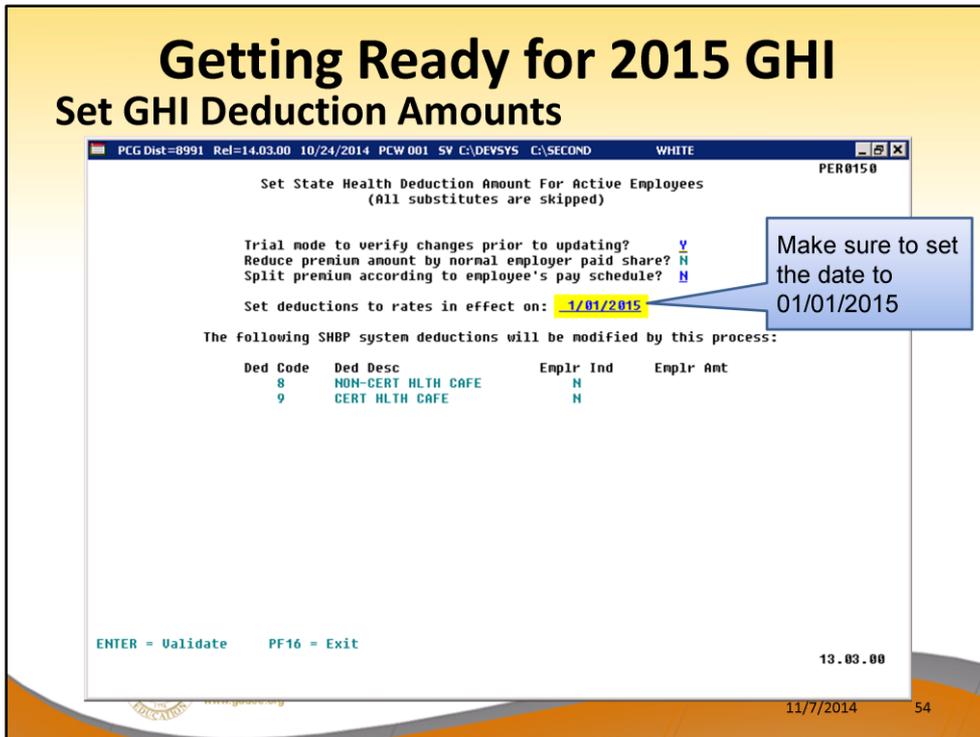
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After the correct option and tier is entered (or imported) on the personnel screen for each employee, the premium can be updated on the deduction screen using this procedure.

The premium was not updated with the prior import, so this procedure must also be completed.

# Getting Ready for 2015 GHI

## Set GHI Deduction Amounts



Before running this procedure, the new option and tier choices should be entered on the personnel screen. It is also important to have the correct GHI deduction code entered on the personnel screen.

This procedure should be run in trial mode first. The trial mode will not update the deduction screen, but a report will be produced that contains all of the changes that will be made.

Review the report to make sure it is correct and then run the update again with the **trial mode flag** switched to **N**. **This will update all of the employee premiums on the deduction screen** to match the premiums set in the GHI Plan/Option/Tier maintenance file.

# Getting Ready for 2015 GHI

## Set GHI Deduction Amounts

REPORT DATE: 10/27/2009 10:17  
 Program ID: PER0150

SHBP DEDUCTION UPDATE REPORT  
 \*\*\* TRIAL MODE - NO UPDATES \*\*\*

Emp Num	Employee Name	Work Loc	Pay Class	Ded Periods	Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, B04IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EMARSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARV, PA5ULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIM	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, CO2EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, O22E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL40N	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DD3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y



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Verify the enrollment data and premium data on this report before running the process in FINAL mode.

# Agenda

- **Available Enhancements in PCGenesis**

- Screen color options
- QWord Utility
- Updated reorganization tasks
- New process to create 'AUF' change record
- **Detailed paycheck stub and MICR printing**
- 3<sup>rd</sup> party printing, allowing employee self-service web interface
- Enhanced substitute pay and employee leave system
- New PCGenesis Budget System



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# New Payroll Statement

- The new check has been in production for many years with excellent results.
- There are NO BUGS!
- Larger size: 8 ½ x 14 with check in the middle for **self-seal**.
- Normal size: 8 ½ x 11 with check at the bottom for **non-self-seal**.
- MICR printing only.



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1. A new pay statement is available to PCGenesis users. However, the old pay statement will continue to be supported. PCG users will have the ability to either continue using the old pay check stub, or to start using the new pay check stub.
2. The new payroll statement has been designed to be 8.5 x 14 for self-seal checks, and 8.5 x 11 for non-self-seal checks. The non-self-seal will fit in a standard No. 9 double window envelope.
3. The new check design will support MICR printing only, and signature card printing.

# New Payroll Statement

- Print earnings detail from *Gross Data* screen.
- Allow more room for employee deductions.
- Print federal and state tax filing status and number of dependents.
- Print employer contributions.
- Print multiple ACH accounts
- Print leave data



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1. We highly recommend converting to the detailed pay check stub to take advantage of the many enhancements available.
2. You can:
  1. Print detailed earnings information from the Gross Data screen
  2. Have much more room for employee deductions
  3. Print federal and state tax filing statuses and number of dependents
  4. Print employer contributions
  5. Print multiple ACH accounts
  6. Print detailed leave data
  7. Also, with MICR, you don't have to worry about printer jams eating check numbers because blank check stock is used and PCG prints the check numbers



# New Payroll Statement

Employee Information				Company Information			
Employee ID	88464	ADRIAN, JOSUE		SMITH CITY BOARD OF EDUCATION	8991		
SSN	999-08-8464	3559 MAIN STREET		102 MAIN STREET			
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333			
Loc/Class	0101 / 17			(404) 444-4444			
General Information				Net Pay Distribution			
Check No	010161	Fed	GA	Account Type	Account Number	Amount	
Check Date	09/28/2012	Marital Allowances	JOINT				
		Add Pct	M(1) D(00)				
		Add Amt					
Contract Fiscal-To-Date				16,476.92	Check No	010161	Total Net Pay
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY							
Paycheck Summary							
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes
Current		2781.88		200.00	16476.92	2781.88	579.58
YTD		16576.92		200.00	16476.92	16776.92	2754.88
Total Deductions							
							3094.46
							13682.46
Current Hours and Earnings							
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt	
Basic Salary			2,781.88			2,781.88	
Extended Year Supplement					70.22		70.22
Purlough					-56.51		-56.51
Extracurricular Supplement			100.00				
Total						2,781.88	2,685.88
Paid Time Off							
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2
SICK LEAVE	2.00	26.50		PD SICK II	1.00	13.00	
PERSONAL	1.00				2.00		
VACATION	2.00	5.00		VACATION II	3.00	15.00	
LMOP				LMOP II			
OTHER	.50			OTHER II	1.50		
PROP.	3.00			STAFF DEV III	2.50		
						212.82	1283.40
Employer Paid Benefits							
Description	Current	YTD	Description	Current	YTD	Description	Current
FICA	212.82	1283.40					
Taxes/Pension							
Description	Current	YTD	Description	Current	YTD	Description	Current
SOC. SEC.	192.48	765.32				LOC. FUND	235.00
MEDICARE	40.34	243.24				PAGE DURS	14.58
GA. STATE TAX	127.58	652.62					114.58
FEDERAL TAX	239.18	1098.70					
Total						39.58	339.58

Top Half of Check



Dr. John D. ... PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS. RETURN THIS DOCUMENT ALONG THIS DEDEICATION.  
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The top half of the check...

# New Payroll Statement

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

**SMITH CITY BOARD OF EDUCATION**  
102 MAIN STREET  
SMITH, GA 33333  
(404)444-4444

Date: 09/28/2012  
No. **010161**  
PAYROLL

ATLANTA BANK  
ATLANTA, GA 30000

Amount  
\$ \*\*\*\*\*2,162.72

VOID AFTER 90 DAYS

TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100

Pay To The Order Of: AGUILERA, JOJUE

C010161C B610001111B37 262 736C

SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 33333

C 0101 17

AGUILERA, JOJUE  
2559 MAIN STREET  
SMITH, GA 33333

Bottom  
Half of Self  
Seal Check



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The bottom half of the check...

# Agenda

- **Available Enhancements in PCGenesis**

- Screen color options
- QWord Utility
- Updated reorganization tasks
- New process to create 'AUF' change record
- Detailed paycheck stub and MICR printing
- **3<sup>rd</sup> party printing, allowing employee self-service web interface**
- Enhanced substitute pay and employee leave system
- New PCGenesis Budget System



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## PCGenesis and Third Party Vendors

- Extend the capabilities of PCGenesis!
- At least 18 PCGenesis sites interface with third party software



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PCGenesis can be brought into the modern era by interfacing 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!



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## 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-R's
  - Purchase orders
  - QWORD print option for text-only output of other reports



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Text-only output allows third parties to intercept PCGenesis output.

# PCGenesis and Third Party Vendors

The screenshot shows the QWORD application window titled "QWORD -- Select File to Print in MSWORD". The window contains a table of files and a control panel at the bottom.

Del	Rec	User	File	Size	Time	Date
<input type="checkbox"/>	001	DDD	C:\SECOND\BDDDPRT\VEPTR0002	167K	10:19	10/22/2013
<input type="checkbox"/>	002	DDD	C:\SECOND\BDDDPRT\VEPTR0002	142K	10:19	10/22/2013
<input type="checkbox"/>	003	DDD	C:\SECOND\BDDDPRT\VEKCP0002	906	10:19	10/22/2013
<input type="checkbox"/>	004	DDD	C:\SECOND\BDDDPRT\PRINT0002	581K	09:49	10/22/2013
<input type="checkbox"/>	005	DDD	C:\SECOND\BDDDPRT\PRINT0001	677K	09:47	10/22/2013
<input checked="" type="checkbox"/>	006	DDD	C:\SECOND\BDDDPRT\YIDR0001	215K	09:42	10/22/2013
<input type="checkbox"/>	007	DDD	C:\SECOND\BDDDPRT\YIDR0000	247K	09:42	10/22/2013
<input type="checkbox"/>	008	DDD	C:\SECOND\BDDDPRT\VPCN0001	2K	09:32	10/18/2013
<input type="checkbox"/>	009	DDD	C:\SECOND\BDDDPRT\VPCN0000	2K	09:31	10/18/2013
<input type="checkbox"/>	010	DDD	C:\SECOND\BDDDPRT\LVSM0001	373K	15:44	10/17/2013
<input type="checkbox"/>	011	DDD	C:\SECOND\BDDDPRT\LVSM0000	541	15:44	10/17/2013
<input type="checkbox"/>	012	DDD	C:\SECOND\BDDDPRT\VBAL0000	3967K	13:30	10/01/2013
<input type="checkbox"/>	013	DDD	C:\SECOND\BDDDPRT\PRINT0000	53	13:25	10/01/2013
*** End of list ***						

Below the table, the "Delete Selected" button has a "3rd Party" option circled in red. A callout box points to this option with the text: "3rd Party prints without printer control characters".

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.

# Agenda

- **Available Enhancements in PCGenesis**

- Screen color options
- QWord Utility
- Updated reorganization tasks
- New process to create 'AUF' change record
- Detailed paycheck stub and MICR printing
- 3<sup>rd</sup> party printing, allowing employee self-service web interface
- **Enhanced substitute pay and employee leave system**
- New PCGenesis Budget System



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## Enhanced Substitute Pay and Employee Leave Implementation

- 35 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



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- Currently, we have **NO** districts on the wait list for the Enhanced Substitute Pay and Employee Leave System.

# Enhanced Substitute Pay and Employee Leave Processing Documentation

The screenshot shows a web browser window displaying the 'Personnel System Operations Guide' for PCGenesis. The browser's address bar shows the URL: <http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Personnel.aspx>. The page has a navigation menu with links for Home, Students, Parents, Teachers, Business & Industry, and Contact Us. Below the menu, the breadcrumb trail reads: Georgia Department of Education > Technology Services > PCGenesis > Personnel System Operations Guide. A left-hand navigation pane lists categories: Application Development, Data Collections, Infrastructure, Instructional Technology, Georgia Virtual Learning, and PCGenesis (which is 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 entire Section E list is enclosed in a red rectangular box. At the bottom right of the page, the date '11/7/2014' and the page number '69' are visible.

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



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# Enhanced Substitute Pay and Employee Leave 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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The new leave system must be turned on by the DOE. This allows districts to be trained on the new system properly.

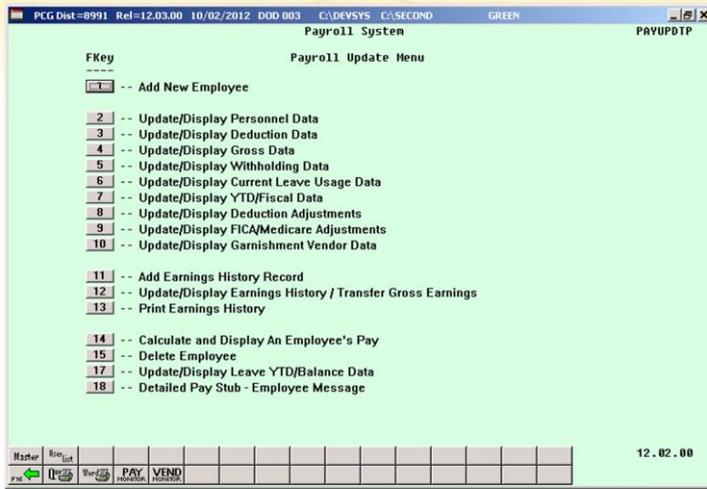
# Enhanced Substitute Pay and Employee Leave Implementation

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

The image displays two side-by-side screenshots of a legacy PCG system interface. The left window, titled 'Update/Display Balance and YTD Leave Data', shows data for employee 88582 BEHNSTEIN, BL31R. It includes a table for 'State Leave Plan' with columns for Sick Leave, Pers Bus, Vacation, Other, W/O Pay, Staff, and Sick Bank Taken. The right window, titled 'Display Employee Leave Balances', shows a summary of leave balances for the same employee, including a table with columns for Type, Reas, Description, Begin Bal, Advance, Adjust, YTD Taken, Cur Taken, and End Bal. A large red arrow points from the left window to the right window, indicating the migration of data from the old system to the new leave history file.

The Leave History File retains a permanent record of employees' leave history.

# Payroll Update Menu



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

# Employee Setup Teacher Gross Data Lines

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			1296.50		.7500		
02.	S	0011			64.83				
03.	S	0010			432.17		.2500		
04.	S	0011			21.61				
05.									
06.									

Vr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Adtd'l	Pens	Gross	Pens	Ant	Contract	Sub
ACCT	01	14	100	1041	1000	11000	198						1296.50	V
ACCT	02	14	100	1043	1000	11000	198						64.83	
ACCT	03	14	100	2111	1000	11000	198						432.17	Y
ACCT	04	14	100	2113	1000	11000	198						21.61	
ACCT	05	00												
ACCT	06	00												

TRS & ERS	Pens	Gross	Adj	Contract	amt	21781.36	Cycle	gross	1815.11	Total	gross	1815.11
Ant/%	.0400			State salary	20744.00	Local salary	1037.20	Other				
Pay sch.	# 12			Pens elig date	8/03/2009	Ant/%	.0600	Contno	10			
Pens code	2 TRS			TRS service ind	1			PV	contno	10		
Pens switch	Y											

Select accounts for substitute pay

The *Gross Data* screen now allows the user to identify which accounts will be used to generate the substitute's pay. Entering a 'Y' on a teacher's record 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

The screenshot shows a software interface for entering employee data. A red box highlights the 'Sick Bank', 'Override accrue?', 'Adj Lv Elig Date', and 'Hours Per Day' fields. A blue callout box points to the 'Hours Per Day' field with the text: 'Hours Per Day must be set up for every active employee'. Another blue callout box points to the 'Leave fields' (Sick Bank, Override accrue?, Adj Lv Elig Date) with the text: 'Leave fields'.

PCG Dist=8991	Rel=13.03.00	10/17/2013	DOD 009	SV	C:\DEV\SYS	C:\SECOND	GREEN	
Display/Update Personnel Data								
Status	A -- Active	CR9NIN, HD9SES						PAY02
Emp. no.	89784	Pay Loc	198	Location	000198	Class	7	
Sex Code	F	Work Loc	198	Location	000198	Job	114	
Mar Stat	H	SSN	999 08 9784	EEO-5	Job	000	Undefined	
				EEO-5	Ethnic	2	WHITE	
NAME First	HD9SES	Middle		Prefix		Hispanic/Latino	Ethnicity?	
Last	CR9NIN	Suffix				<input type="radio"/> Yes <input checked="" type="radio"/> No		
Address	1217 MAIN STREET			Certificate Type	T5	Race (Select all that apply)		
Address L2				CS1 Job (from CPI)	114	<input type="radio"/> Yes <input checked="" type="radio"/> No	Am	
City/State	SMITH, GA		Include on CPI?	<input checked="" type="radio"/> Y		<input type="radio"/> Yes <input checked="" type="radio"/> No	Bl	
Zip Code	30333	County	160	Sick Bank	<input type="radio"/> ? <input checked="" type="radio"/> N	<input type="radio"/> Yes <input checked="" type="radio"/> No	Wh	
Phone	(999)555-0216		Out of State	Substitute rank		<input type="radio"/> Yes <input checked="" type="radio"/> No	As	
Cell phone ( )				Override accrue?		<input type="radio"/> Yes <input checked="" type="radio"/> No	Ha	
				Adj Lv Elig Date				
				Lv Reason Max				
				Hours Per Day	8.000			
Spouse SSN								
Birth Date	11/01/1974	Pens Elig Date	8/03/2009	TRS DOE Paid	ERCON ?			
Hire Date	8/01/2009	GHI Eligible ?	<input checked="" type="radio"/> Y	Health ins	Flag ?	<input checked="" type="radio"/> Y		
Rehire Date		GHI 1ST Day Wrk	8/03/2009	Participate in	GHI ?	<input checked="" type="radio"/> Y		
Background Ck		GHI Eff Date	9/01/2009	GHI Option	U5	UH WELL	HDHP	
Term Date		GHI Final Ded Dt		GHI Tier	96	FAMILY		
Term Reason		GHI Change Code	NEHP	GHI Ded Cd	9			
New Employee hire								
***** TAX DATA *****								
Federal:	Mar Stat	H	Exempt	0	Withholding Code	0	Ant/% .00	
State:	Mar Stat	B	Allowance	Mar 0	Dep 0	Withholding Code	0	
Tax Switches:	Fed	<input checked="" type="radio"/> Y	State	<input checked="" type="radio"/> Y	FICA	<input checked="" type="radio"/> M	Retire	
							AEIC	
							13.03.00	



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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=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN

Display/Update Personnel Data PAY02

Status **A** -- Active AR3ETT, SV3NEV  
 Emp. no. 89302 Pay Loc 9999 Location 009999 Class 2a SUBSTITUTES  
 Sex Code E Work Loc 9999 Location 009999 Job 999 SUBSTITUTES  
 Mar Stat H SSN 999 08 9302 EEO-5 Job 000 Undefined  
 EEO-5 Ethnic 2 WHITE

NAME First SV3NEV Middle Suffix Prefix Hispanic/Lat  
 Last AR3ETT

Address 1699 MAIN STREET Certificate Type Race (Select  
 Address L2 CS1 Job (from CPI) 999 C Yes C No  
 City/State SMITH, GA Include on CPI ? N C Yes C No  
 Zip Code 33333 County 160 Sick-Bank ? N C Yes C No  
 PI Override accrual Substitute rank 1 C Yes C No

**5 - Substitute Rank**

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

Adj Lv Elig Date  
 Lv Reason Max  
 Hours Per Day

TYS DOE Paid ERCON ?  
 Health ins flag N  
 Participate in GHI ? N  
 GHI Option NC VALUED  
 GHI Tier 00 NO COVERAGE  
 GHI Ded Cd

New Employee hire  
 Withholding Code 0 Ant/% .00  
 Dep 0 Withholding Code 0 Ant/% .00  
 Retire N AEIC

13.03.00

Done Cancel

W/H Lv Ytd Help Adj FICA Gar

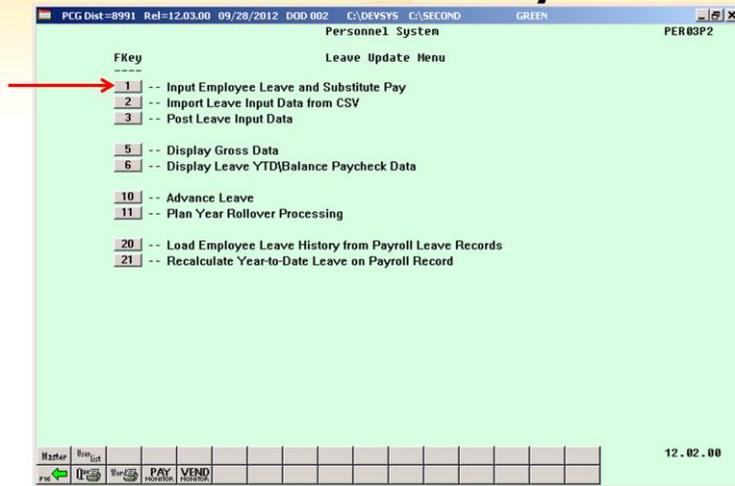
Substitutes should have a **Substitute Rank** field defined



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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



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

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY S C:\SECOND GREEN

Input Employee Leave and Substitute Pay L010100

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:

Starting leave date: \_\_\_\_\_  
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.

13.03.00



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

# Input Employee Leave and Substitute Pay

PCG Dist=8991 Rel=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay LU10100

Enter the leave data you wish to maintain or create:

Absent employee no.: 89784 - or - If no absent employee, check here:

CR9NIN, HD9SES

Starting leave date: 10/01/2013

Leave type: A1 PAID SICK

Leave reason: 01 PAID SICK

Typ	Reas	Type	Description	Reason Description	Type Max	If Max:	Neg Bal?	Reas Max	FMLA?	Sick Bank?	Pers?
A1	01	PAID SICK		PAID SICK	Ck leave bal	0.0000	No neg bal	0.0000			
A1	11	PAID SICK		PAID PERSONAL	Ck leave bal	0.0000	No neg bal	3.0000			PERS
A1	99	PAID SICK		SICK BANK	Ck leave bal	0.0000	No neg bal	0.0000		BANK	
A1	F1	PAID SICK		FMLA PAID SICK	Ck leave bal	0.0000	No neg bal	60.0000	FLMA		
A2	01	OTHER		OTHER	Unlimited	0.0000	No neg bal	0.0000			
A2	15	OTHER		HOLIDAY	Unlimited	0.0000	No neg bal	0.0000			
A2	60	OTHER		JURY DUTY	Unlimited	0.0000	No neg bal	0.0000			
A2	77	OTHER		PAID ADMINISTRATIVE	Unlimited	0.0000	No neg bal	0.0000			
A2	80	OTHER		WORKERS COMP	Unlimited	0.0000	No neg bal	0.0000			
A2	90	OTHER		FIELD TRIPS	Unlimited	0.0000	No neg bal	0.0000			
A2	95	OTHER		SHADOW	Unlimited	0.0000	No neg bal	0.0000			
A3	70	UNPAID		UNPAID SICK	Unlimited	0.0000	No neg bal	0.0000			
A3	72	UNPAID		UNPAID PERSONAL	Unlimited	0.0000	No neg bal	0.0000			
A3	87	UNPAID		UNPAID ADMINISTRATIVE	Unlimited	0.0000	No neg bal	0.0000			
A3	F2	UNPAID		FMLA UNPAID SICK	Unlimited	0.0000	No neg bal	0.0000			
A5	75	PAID VACATION		VACATION	Ck leave bal	0.0000	No neg bal	0.0000			
A6	21	PROFESSIONAL		PROFESSIONAL	Unlimited	0.0000	No neg bal	0.0000			
A7	98	SICK BANK		SICK BANK	Ck leave bal	0.0000	No neg bal	0.0000			
N1	00	NON-TRS		NON-TRS	Ck leave bal	0.0000	No neg bal	0.0000			
T1	00	TRS CREDITS		TRS CREDITS	Ck leave bal	0.0000	No neg bal	0.0000			

Done Cancel

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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

Enter time in either days or hours

Enter a substitute number, or if no substitute, check the box

13.03.00

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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

Top of screen: Employee leave

Bottom of screen: Substitute Pay

Proc Type	Pay Type	Vr	Fnd	F	Prgn	Fcty	B	Addt'l	Pay Rate Hrly/Daly	Days/Hrs Regular	Regular Gross	Distrib %
01	A	0000	14	100	1001	1000	11300	198	60.000	.75	45.00	.7500
02	A	0000	14	100	2111	1000	11300	198	60.000	.25	15.00	.2500
03		00										
04		00										
05		00										
06		00										
07		00										
08		00										
09		00										
10		00										

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 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.

When inputting leave for an employee, the employee's entire leave history is only a keystroke away. Use **F14** to access the Leave Balance data.

# Display Leave Balances

PCG Dist=0991 Rel=13.03.00 10/17/2013 DDD 009 SV CODESYS C:\SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 09375 A020CK, FR2DDA Class code: 12 Contract months: 12  
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	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

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

13.03.00



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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=13.03.00 10/17/2013 DDD 009 SV C:\DEV\SVS C:\SECOND GREEN

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89375 AD20CR, FR2DDH Class code: 12 Contract months: 12  
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	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	13.0000
		75 VACATION				16.0000	.0000	

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

DATE: 13.03.00

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

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=13.03.00 10/17/2013 DOD.009 SY CO.DEVSYS CA SECOND GREEN LUHFIND

Input Employee Leave and Substitute Pay  
Leave Balances Summary Screen

Employee number: 89375 AD20CK, FR2DDA Class code: 12 Contract months: 12  
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	48.5000	.0000	.0000	12.5000	.0000	36.0000
		01 SICK				8.5000	.0000	
		11 PERSONAL				3.0000	.0000	
		99 SICK BANK				1.0000	.0000	
.05	A2	00 OTHER	.0000	.0000	.0000	5.0000	.0000	.0000
		01 OTHER				1.0000	.0000	
		15 HOLIDAY				4.0000	.0000	
.08	A5	00 VACATION	27.0000	.0000	2.0000	16.0000	.0000	11.0000
		75 VACATION				16.0000	.0000	

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

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

13.03.00

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Use function key buttons to drill down to leave detail data

Breakdown of reasons for the leave taken

**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

PCG Dist=8991 Rel=13.03.00 10/17/2013 DOD 009 SV C:\DEVSY5 C:\SECOND GREEN LUHF IND

Display Employee Leave Balances  
Leave Detail Screen

Employee number: 88711 AL2REB, JEFFREY Class code: 07 Contract months: 10  
Plan year: 2013 Display mode: D (D=days, H=hours) Display in days

Leave type: A1 SICK

Src	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK	BEG BAL	8/03/2012	8/03/2012	20.5000			
HST	99	SICK BANK	LV TAKEN	10/05/2012	10/31/2012		1.0000		
HST	01	SICK	LV TAKEN	10/23/2012	11/30/2012		1.0000		
HST	11	PERSONAL	LV TAKEN	11/15/2012	12/20/2012		.5000		
HST	01	SICK	LV TAKEN	11/28/2012	12/20/2012		1.0000		
HST	01	SICK	LV TAKEN	1/16/2013	2/28/2013		1.0000		
HST	01	SICK	LV TAKEN	2/15/2013	3/29/2013		.5000		
HST	11	PERSONAL	LV TAKEN	3/28/2013	4/30/2013		.5000		
HST	11	PERSONAL	LV TAKEN	5/03/2013	5/31/2013		1.0000		

Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
20.5000	.0000	.0000	6.5000	.0000	14.0000

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

13.03.00



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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

**HST = Leave History Record**  
**CUR = Current Leave Input Record**

**Time in = time added**  
**Time out = time subtracted**

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

**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.

# Leave Reports

The screenshot displays a software window titled "Personnel System" with a menu titled "Enhanced Substitute Pay and Leave System". The menu items are:

- 1 -- Leave Setup Menu
- 2 -- Leave Update Menu
- 3 -- Leave Reports Menu (highlighted with a red arrow)
- 4 -- Leave History Menu

At the bottom of the window, there is a navigation bar with icons for "History", "Print", "Work", "PAY", and "VEND", along with 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", and "www.gadoe.org". The date "11/7/2014" and page number "88" 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



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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

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

- 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: LVRRESM2				
EMPNO	EMPLOYEE NAME TYPE REAS	CLASS	MK	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 LMOP					0.0000	0.0000	0.0000	0.0000	1.0000	1.0000	0.0000 DAY
	A3 01 LMOP								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	DOTCHNEY, EMERY	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 VS							
EMPNO	EMPLOYEE NAME	CLASS	WK LOC	BEG BAL	ADVANCE	ADJUST	PRIOR TAKEN	CURS TAKEN	TOT TAKEN	
		DAYS		2012						
A1	00	SICK								
87609	SOHELIO, MABACHA	11	0108	33,250.00	2,500.00	2,000.00	11,500.00	1,500.00	13,000.00	24,750.00
87613	HALLOW, FRANK	01	0108	11,250.00	2,500.00	0.0000	6,500.00	2,000.00	8,500.00	5,250.00
87616	RISCHIN, DAVID	01	0100	16,250.00	2,500.00	0.0000	10,500.00	1,000.00	11,500.00	7,250.00
87626	DOUGHTY, EMERY	09	0201	25,250.00	2,500.00	0.0000	3,500.00	0.0000	3,500.00	24,250.00
87643	RESTER, SEBASTIAN	12	8012	0,000.00	2,500.00	0.0000	0.0000	0.5000	0.5000	2,000.00
87673	REARDON, WERBERSON	01	0108	62,500.00	1,000.00	0.0000	3,500.00	0.0000	3,500.00	60,000.00
87674	BUTKO, CHRISTIAN	01	0185	50,000.00	2,500.00	0.0000	1,500.00	1,500.00	3,000.00	49,500.00
87676	CHOP, CHRISTINA	02	0108	38,000.00	2,500.00	0.0000	7,000.00	0.0000	7,000.00	33,500.00
87676	DEMNEY, BESS	02	0185	28,750.00	2,500.00	0.0000	2,000.00	0.0000	2,000.00	29,250.00
87690	FOYIN, ALVINMO	01	0185	41,000.00	0.0000	0.0000	1,000.00	0.0000	1,000.00	60,000.00
87691	PANOS, DISCHERIO	01	0100	16,500.00	2,500.00	0.0000	5,000.00	0.0000	5,000.00	14,000.00
87708	MULLIGAN, ROSCO	02	0100	14,500.00	2,500.00	0.0000	22,000.00	0.0000	22,000.00	5,000.00
87714	WYCKHUR, JOYANNE	12	8012	15,400.00	2,500.00	0.0000	11,700.00	0.0000	11,700.00	6,200.00
87718	PEACE, DINGO	08	0108	53,750.00	2,500.00	0.0000	2,000.00	0.0000	2,000.00	54,250.00
87726	HAJE, VASIM	01	0201	44,250.00	2,000.00	0.0000	8,250.00	0.0000	8,250.00	60,000.00
87729	FRANKEL, KATHIE	08	0108	63,000.00	0.0000	0.0000	3,000.00	0.0000	3,000.00	60,000.00
87732	PARSON, GERRHAN	02	0185	44,500.00	2,500.00	0.0000	2,500.00	0.0000	2,500.00	46,500.00
87804	HITT, WYMAN	01	0100	63,000.00	0.0000	0.0000	3,000.00	0.0000	3,000.00	60,000.00
87806	ROUSE, WENDOLYN	01	0108	18,750.00	2,500.00	0.0000	4,500.00	0.0000	4,500.00	16,750.00
87830	RENNING, ASHLEY	01	0108	45,000.00	2,500.00	0.0000	9,500.00	0.0000	9,500.00	58,000.00
87833	HESTER, HENRIOT	01	0108	53,000.00	2,500.00	0.0000	8,250.00	0.0000	8,250.00	47,250.00
87839	BAJDA, JOAQUIN	01	0201	43,000.00	1,000.00	0.0000	4,000.00	0.0000	4,000.00	60,000.00
87840	EDDINGTON, CAROLYN	08	8010	59,750.00	1,750.00	0.0000	1,500.00	0.0000	1,500.00	60,000.00
87843	LOEBARDI, DEBIS	08	0185	8,250.00	2,500.00	0.0000	4,000.00	0.0000	4,000.00	6,750.00
87854	MOORE, EARLIE	01	0108	15,500.00	2,500.00	0.0000	7,000.00	0.0000	7,000.00	11,000.00
87862	CHRISCHILL, HARRISON	01	0100	8,750.00	2,500.00	0.0000	0.0000	0.0000	0.0000	11,250.00
87877	SONTE, ERALIE	01	0108	18,250.00	2,500.00	0.0000	7,500.00	0.0000	7,500.00	13,250.00
87886	TURSE, FRANCE	01	0185	34,500.00	0.0000	0.0000	30,500.00	0.0000	30,500.00	6,000.00
87901	SLADCE, DAZIAN	01	0100	50,500.00	2,500.00	0.0000	4,000.00	0.0000	4,000.00	49,000.00
87904	CHRYSL, CHERYL	01	0100	45,000.00	2,500.00	0.0000	12,000.00	0.0000	12,000.00	55,500.00
87907	HAYTON, MISELENA	10	8013	60,000.00	0.0000	0.0000	0.0000	0.0000	0.0000	60,000.00
87908	MCSUFFIE, CLEVELAND	10	8013	34,750.00	2,500.00	0.0000	0.0000	0.0000	0.0000	37,250.00
87939	NEVON, ELAON	08	8010	50,250.00	2,500.00	0.0000	0.0000	0.0000	0.0000	52,750.00
87910	HILLARD, MZAI	01	0108	43,000.00	2,500.00	0.0000	11,000.00	0.0000	11,000.00	34,500.00



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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

- Sorted by Employee Number

EMPLOYEE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE										PAGE: 1	
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	END BAL	UNIT
TYPE	DEAS DESCRIPTION	TEN 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					3.5000		22.7500	
HST LV 03	PERSONAL	04/04/2012	04/04/2012					1.0000		21.7500	
ADV	ADVANCE	07/17/2012	04/30/2012							23.0000	
CUR LV 01	SICK	05/00/0000	05/01/2012	87977	HRSKS, TRENT			1.2500	1.5000	21.5000	
ADV	ACCUMUL ADJ	07/17/2012	05/18/2012							23.5000	
ADV	ADVANCE	07/17/2012	05/30/2012					1.2500		24.7500	
								4.5000	13.0000	24.7500	* DAY
87609	SOBELO, NASACHA	11	0108	2012	A5	ANNUAL DAYS					
ADV	ACCUMUL ADJ	04/19/2012	07/01/2011					3.0000		3.0000	* DAY
								3.0000		3.0000	* DAY
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							6.0000	
CUR LV 01	SICK	05/00/0000	05/02/2012	87613				1.2500	2.0000	4.0000	
ADV	ADVANCE	07/17/2012	05/30/2012							5.2500	
								2.5000	8.5000	5.2500	* DAY
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	2.0000	* DAY
								2.0000		2.0000	* DAY
87613	HEALOW, PHANG	01	0108	2012	A6	SD					
HST LV 02	SD	04/04/2012	04/04/2012					3.0000		9.0000	* DAY
								3.0000		9.0000	* DAY
87616	RISDINGS, DAITE	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

## Substitute Detail Reports

- Sorted by Employee Number

REPORT DATE: 10/23/2013		SUBSTITUTE LEAVE DETAIL REPORT - CURRENT AND HISTORY LEAVE					PAGE: 1		
REPORT TIME: 14:44		SORTED BY Sub No, Lv Date					PROGRAM: LVRS/DTL2		
		PLAN YEAR - 2013							
SUBNO	SUBSTITUTE NAME	SUB SSN	CLASS	WK	LOC	YEAR	UNIT	SUB TIME	SUB AMOUNT
TYPE	TXN DATE	EMP NO	EMP NAME						
87386	EDTONSON, AJUSTINE	999-08-7386	24	9999	2013				
HST LV	02/28/2013	01/11/2013	88070	SP3AR, JRA3I		DAILY		.7500	41.2500
HST LV	02/28/2013	01/17/2013	87870	HUTDLESTON, GA'YEN		DAILY		2.0000	110.0000
HST LV	03/29/2013	02/26/2013	87870	HUTDLESTON, GA'YEN		DAILY		1.0000	55.0000
HST LV	03/29/2013	02/27/2013	87870	HUTDLESTON, GA'YEN		DAILY		2.0000	110.0000
HST LV	05/31/2013	04/10/2013	89957	ADAIR, CE4ESTA		DAILY		1.0000	55.0000
HST LV	05/31/2013	04/15/2013	89027	CHESHOLM, CA'HERYH		DAILY		.8000	27.8000
				*** SUBSTITUTE TOTALS				7.2500	398.7500
87397	ESQUIVEL, KACCEE	999-08-7397	24	9999	2013				
HST LV	10/31/2012	09/11/2012	89620	BAM, CHRISITA		DAILY		18.5000	1850.0000
HST LV	10/31/2012	09/28/2012	88489	BESMAN, WESCHNA		DAILY		1.0000	60.0000
HST LV	11/30/2012	10/10/2012	89620	BAM, CHRISITA		DAILY		10.0000	1000.0000
				*** SUBSTITUTE TOTALS				29.5000	2910.0000
87398	HOSGH, LOS	999-08-7398	24	9999	2013				
HST LV	11/30/2012	10/24/2012	88971	FERNANDES, ELAEMDA		DAILY		1.0000	60.0000
HST LV	12/20/2012	11/13/2012	89162	QU'GLEY, DE'ITTT		DAILY		.7500	45.0000
				*** SUBSTITUTE TOTALS				1.7500	105.0000
87400	RESCAN, KE9TH	999-08-7400	24	9999	2013				
HST LV	12/10/2012	11/30/2012	88241	NEBBERRY, PASKER		DAILY		1.0000	60.0000
HST LV	01/31/2013	12/10/2012	88604	GOSDSMITH, BR5NO		DAILY		1.0000	60.0000
				*** SUBSTITUTE TOTALS				2.0000	120.0000
87429	HYATT, NG4N	999-08-7429	24	9999	2013				
HST LV	09/28/2012	08/30/2012	88604	GOSDSMITH, BR5NO		DAILY		1.0000	55.0000
HST LV	10/31/2012	09/07/2012	89498	HUTSON, DITK		DAILY		.8000	27.8000
HST LV	10/31/2012	09/18/2012	88485	FRAN, KACCE		DAILY		1.0000	55.0000
HST LV	10/31/2012	09/19/2012	89114	WU, WATIELLE		DAILY		1.0000	55.0000
HST LV	10/31/2012	09/24/2012	89538	HATMONS, DO'NETTA		DAILY		2.0000	110.0000

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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.

# Agenda

- **Available Enhancements in PCGenesis**

- Screen color options
- QWord Utility
- Updated reorganization tasks
- New process to create 'AUF' change record
- Detailed paycheck stub and MICR printing
- 3<sup>rd</sup> party printing, allowing employee self-service web interface
- Enhanced substitute pay and employee leave system

- **New PCGenesis Budget System**



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## Announcing the PCGenesis Budgeting System

- The GaDOE announced the distribution of the *PCGenesis Budgeting System* in the March 2014 release.
- The new system allows budgeting for payroll salaries and employer benefits.



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- The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits.
- This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.
- The preliminary code for a new budgeting system was included in release 14.01.00.
- While the programs have been updated, this system is still evolving, and has not been implemented in all PCGenesis sites.

# PCGenesis Budget System

- The GASBO session ***PCGenesis Training – New PCG Budget Process*** will provide detailed information about running the PCGenesis Budget System.
- Make sure to attend!



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# Agenda

- PCGenesis Current Status
- Future Plans
- Available Enhancements in PCGenesis
- **Site Recommendations**
- User Input



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## Site Recommendations

- Upgrade any server > 3-5 years old
- Implement “Terminal Server” Access!!!!
- Full system backup of K:\\*.\* (Retain 3 weeks)
- Backup data to CD/DVD/USB nightly
- Document restore procedures from backup
  
- Add PCGREorg.bat to scheduled tasks
- 2008 Server (64 bit) is OK
- **Do Not Install 2012 Server or Windows 8**



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# PCGenesis Documentation



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



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# PCGenesis Documentation

→Technology Services→Technology Services→PCGenesis

## PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

## PCGenesis

- [Financial Accounting and Reporting System Operations Guide](#)
- [Payroll System Operations Guide](#)
- [Personnel System Operations Guide](#)
- [Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)
- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



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# Questions?



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# Thank you for attending!



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