The background features a large, faint, circular seal of the Georgia Department of Education. The seal contains the text "DEPARTMENT OF GEORGIA EDUCATION" around the perimeter and "INSTITUTION" in the center. The seal is centered behind the main title.

PC Genesis

Gary Jenkins

Director of Personnel

Jasper County Charter System



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Diane Ochala, Lead Developer

Angela Tennyson, Developer

Stephanie Scrivens, Contractor

Eula Braxton, PCG Helpdesk

Katie Green, PCG/Data Collection Helpdesk

[Help Ticket: HTicket@doe.k12.ga.us](mailto:HTicket@doe.k12.ga.us)



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!



🏠 → 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

www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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 2016 Release Information

- Release 16.03.00 – Upgrade to Micro Focus® Runtime 10.0.1 / Miscellaneous Changes / Installation Instructions
- Release 16.02.00 – Fiscal Year 2016 (FY16) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 16.01.01 – ACA XML Transmission File Updates / Installation Instructions
- Release 16.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2015 Release Information

Calendar Year 2015 PowerPoints

- GASBO November 2015 - PCGenesis Current Status & Future Plans
- GASBO November 2015 - PCGenesis Recent Enhancements and Changes
- GASBO November 2015 - PCGenesis Handling Payroll Issues & Other Advanced Features
- GASBO November 2015 - PCGenesis Prepare Payroll Training
- GASBO November 2015 - PCGenesis Run Payroll Training
- GASBO November 2015 - PCGenesis ACA Coding Training

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Business Applications MASTER

FKey Master Menu

1 -- Financial Accounting & Reporting System

2 -- Payroll System

3 -- Personnel System

4 -- Certified/Classified Personnel Information System

5 -- Budget System

30 -- System Utilities

Master User List 14.02.00

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K\SYSTEM K\SECOND RED

Financial Accounting & Reporting MASTER1

FKey	Master Menu
1	-- Budget Account Master Menu
2	-- Purchase Order Processing Menu
3	-- Claim Processing Menu
4	-- Vendor Check Processing Menu
5	-- Revenue Account Master Menu
6	-- Accounts Receivable Processing Menu
7	-- Receipt Processing Menu
8	-- Cash Management & Investment Management Menu
9	-- Financial Reporting & Month/Yr-End Close Menu
10	-- Account Master Description File Menu
11	-- General Ledger Account Master Menu
12	-- Year End Processing Menu
13	-- Special Functions Menu
14	-- Vendor Master Menu
15	-- Source Master Menu
20	-- File Reorganization

Master User List 13.04.00



Direct interfaces for reporting:

- **Audit Dept. (DOAA Transparency in Gov't Report)**
- **Financial Review Dept. (DE0046)**
- **School Food Service (DE-106)**
- **Salary and Expense Reporting (CS-1 Report)**
- **Payroll directly updates the financial general ledger**



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

Payroll System Operations Guide

- Payroll Processing Checklists
 - Direct Deposit Setup Checklist
 - New Pay Statement Setup Checklist
 - Calendar Year-End Closing Procedures Checklist
 - Fiscal Year-End Closing Procedures Checklist
 - Best Business Practices Checklist
- Section A: Payroll Setup
- Section B: Payroll Update Processing
 - Topic 1: Set/Clear Employee Search Criteria
 - Topic 2: Add a New Payroll Employee and Hire a New Third Party Contractor Employee

www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

Direct interfaces for reporting:

- **TRS, ERS & PSERS Reporting**
- **SHBP/ADP Reporting**
- **DOL Payroll & Wage Reporting**
- **GA New Hire Reporting**
- **EEO-5 Reporting**
- **ACA 1094/1095C Reporting**
- **W2 Reporting**



Mass Update Various Data

- **Fiscal information**
- **Contract months, TRS service time, pay reasons, prenote flags, CPI contract/work days**
- **Pay schedules**
- **CPI/Payroll data**



PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED MASS0200

Mass Update Selected Employees' Field(s)

Record selection criteria: **Filter set: Status**

			What to Update

Enter Contract Months/Year (09 - 12):	__	Update? (Y/N)	N Contract Months
Enter Service Time Indicator(0 or 1):	0	Update? (Y/N)	N Service Time
(0=No TRS Service Credit, 1=TRS Service Credit)			
Enter Pay Reason Code:	00	Update? (Y/N)	N Pay Reason
Set All Prenote Flags = Y	Y	Update? (Y/N)	N Prenote Flags
Replace CPI Annual Contract Days:	Curr 000	New 000	Update? (Y/N) N CPI Contract Days
Replace CPI Annual Work Days:	000	000	Update? (Y/N) N CPI Work Days

ENTER = Continue, F16 = Return to Record Selection

ENTER ✓	F1 →	F2 ←	F3 🖨	F4 ⏪	F5 ⏩	F6 ⏴	F7 ⏵	F8 📄	F9 ✂	F10 ⚙	F11 ▶	F12 ◀	CREATE F13 📄	F15 🔍
F16 ←	F17 📄	F18 🗑										Help		

14.03.00



PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Payroll System PAYM0016

Payroll Export/Import Menu

FKey

- 1** -- Payroll Gross Data Export
- 2** -- Payroll Gross Data Import

- 3** -- Payroll Deduction Export
- 4** -- Payroll Deduction Import

- 5** -- Export Selected Payroll / Deduction / CPI Information
- 6** -- Import Selected Payroll Information

- 7** -- Earnings History Export
- 8** -- Earnings History Gross Pay Distribution Export

- 9** -- Import New Employees - Batch Mode
- 10** -- Export New Hire File for Georgia Directory of New Hires

11.02.00

Master	User list																		
F16	←	Que	Word	PAY MONITOR	VEND MONITOR														

Export/Import Feature

- **CSV format/Excel compatible**
- **Payroll gross data**
- **Deduction data**
- **Payroll/deduction/CPI data**
- **Earnings history**
- **New employee setup**

EMPNO	LNAME	FNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDDT	PAYRATE	REGHRS	OVTGRS	REG GR	OVT GR	CONTRACT	FY	FND	F	PRGM	FNCT	OBJCT	FCTY	B
6629		SANDRA MARIE	1	S	10	0	0	0	0	0	4799.58	0	0	17	100	0	1081	1000	11000	201	1
6629		SANDRA MARIE	2	S	11	0	0	0	0	0	182	0	0	17	100	0	1083	1000	11000	201	1
4321		DAVID M	1	D	24	0	0	68	0	0	0	0	0	17	100	0	1041	1000	11300	108	1
40111		AMANDA BRYANS	1	S	10	0	0	0	0	0	4003.6	0	0	17	402	0	1750	1000	11000	195	1
40111		AMANDA BRYANS	2	S	10	0	0	0	0	0	0.01	0	0	17	100	0	1021	1000	11000	195	1
40111		AMANDA BRYANS	3	S	11	0	0	0	0	0	154.42	0	0	17	402	0	1750	1000	11000	195	1
228		FRANK J.	1	S	10	0	0	0	0	0	4247.37	0	0	17	100	0	2041	1000	11000	108	1
228		FRANK J.	2	S	11	0	0	0	0	0	168.83	0	0	17	100	0	2043	1000	11000	108	1
80751		CHANTEL P.	1	S	20	0	0	0	0	0	1208.97	0	0	17	100	0	1081	1000	14000	201	1
6586		REBECCA	1	S	10	0	0	0	0	0	4247.37	0	0	17	100	0	2061	1000	11000	195	1
6586		REBECCA	2	S	11	0	0	0	0	0	168.83	0	0	17	100	0	2063	1000	11000	195	1
55331		KRIS F.	1	D	24	0	0	50.75	0	0	0	0	0	17	605	0	9990	3100	18400	201	1
55331		KRIS F.	2	S	20	0	0	0	0	0	581.47	0	0	17	605	0	9990	3100	18400	201	1
55331		KRIS F.	3	D	24	0	0	50.75	0	0	0	0	0	17	605	0	9990	3100	18400	201	1
4076		KATHERINE L.	1	D	24	0	0	63	0	0	0	0	0	17	100	0	1081	1000	11300	201	1
7058		ROSSIE	1	S	20	0	0	0	0	0	1734.17	0	0	17	100	0	9990	2600	18600	201	1
7058		ROSSIE	2	H	22	0	0	11.51	0	0	0	0	0	17	100	0	9990	2600	18601	201	1
7736		JAMES GARY	1	S	20	0	0	0	0	0	792.15	0	0	17	100	0	5071	1000	14000	108	1
9952		SUZANNE C.	1	S	10	0	0	0	0	0	3281.64	0	0	17	100	0	1041	1000	11000	108	1
9952		SUZANNE C.	2	S	11	0	0	0	0	0	127.58	0	0	17	100	0	1043	1000	11000	108	1
74621		JOAN M.	1	D	24	0	0	65.62	0	0	0	0	0	17	404	0	2824	1000	14000	100	1
74621		JOAN M.	2	S	20	0	0	0	0	0	1000.78	0	0	17	404	0	2824	1000	14000	100	1
4957		JESSICA R.	1	S	20	0	0	0	0	0	2016.63	0	0	17	560	0	1540	1000	11210	195	1
6993		NEAL E.	1	S	20	0	0	0	0	0	1603.09	0	0	17	100	0	9990	2600	18600	100	1
6993		NEAL E.	2	H	22	0	0	10.64	0	0	0	0	0	17	100	0	9990	2600	18601	100	1
4928		KIMBERLY E.	1	S	10	0	0	0	0	0	0	0	0	17	100	0	1051	1000	11000	100	1
4322		SHANNON T	1	S	20	0	0	0	0	0	300	0	0	17	100	0	9990	2300	11100	8010	0
7701		LISA D.	1	S	20	0	0	0	0	0	1481.16	0	0	17	404	0	2824	1000	14000	195	1
9715		HEATHER ROSE	1	S	20	0	0	0	0	0	1579.9	0	0	17	560	0	1540	1000	14000	195	1
1455		SELENA	1	S	20	0	0	0	0	0	890.51	0	0	17	560	0	1540	1000	14000	195	1
1455		SELENA	2	H	22	0	0	7.78	0	0	0	0	0	17	560	0	1540	1000	14000	195	1
4859		JESUS	1	S	20	0	0	0	0	0	1667.88	0	0	17	100	0	9990	2600	18600	108	1
4859		JESUS	2	H	22	0	0	11.07	0	0	0	0	0	17	100	0	9990	2600	18601	108	1
4859		JESUS	3	D	24	0	0	88.56	0	0	0	0	0	17	100	0	9990	2600	18600	108	1
6620		EMILY M.	1	S	20	0	0	0	0	0	2469.43	0	0								
61311		MANDIE P.	1	S	10	0	0	0	0	0	3085.16	0	0								

Gross Data Template



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGDT	DEDENDDT	LNAME	FNAME
D	99	17	7.29	N	0	0		BARBARA J.
D	110	17	14.58	N	0	0		KIMBERLY S
D	283	17	14.58	N	0	0		TONI D.
D	298	17	14.58	N	0	0		JOAN ELISABETH
D	418	17	14.58	N	0	0		AMY L.
D	569	17	14.58	N	0	0		LISA W
D	610	17	14.58	N	0	0		TYSON HAROLD
D	662	17	7.29	N	0	0		EVA MARIE
D	821	17	7.29	N	0	0		ROSALYN R.
D	922	17	14.58	N	0	0		VICKIE
D	949	17	14.58	N	0	0		ANITA P.
D	1007	17	14.58	N	0	0		LAURIE L.
D	1165	17	14.58	N	0	0		LYN R.
D	1199	17	14.58	N	0	0		SHANON POTTS
D	1215	17	14.58	N	0	0		DENISE S.
D	1247	17	14.58	N	0	0		JIM K.
D	1366	17	14.58	N	0	0		LYKEE B.
D	1413	17	14.58	N	0	0		SHAWNA LYNN
D	1430	17	7.29	N	0	0		ETHAN D.
D	1432	17	7.29	N	0	0		LYNN N.
D	1660	17	7.29	N	0	0		LORI
D	1683	17	14.58	N	0	0		DONNA G.
D	1856	17	14.58	N	0	0		ASHLEY V.
D	1917	17	14.58	N	0	0		MELISSA ANN
D	2184	17	14.58	N	0	0		BRIAN NEAL
D	2190	17	7.29	N	0	0		ROSA
D	2280	17	14.58	N	0	0		AMY M.
D	2418	17	14.58	N	0	0		CHRISTIE P
D	2484	17	14.58	N	0	0		STEPHANIE L
D	2521	17	14.58	N	0	0		SANDRA LEE
D	2612	17	14.58	N	0	0		SARA CAROLYN
D	2620	17	14.58	N	0	0		JESSICA L.
D	2849	17	14.58	N	0	0		BRIANNA C.
D	3050	17	7.29	N	0	0		CHANDRA CLASON
D	3086	17	14.58	N	0	0		KAREN H.
D	3142	17	14.58	N	0	0		SONJA LACOLE

Deduction Template



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported Select only one item

LAST NAME	PAY LOC	CONTMO	BIRTH DATE
FIRST NAME	WORK LOC	ANNUAL WORK DAYS	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	DATE OF DEATH
STREET	JOBCLASS	STATE ANNUAL	TERM DATE
STREET2	CPI JOB	LOCAL ANNUAL	TERM REASON
CITY	CERT TYPE	OTHER ANNUAL	PENSION ELIG DATE
STATE	PAY SCHEDULE #	FICA SW	GHI IND
ZIP	PAY CYCLE	FED EXEMPTIONS	DOE PAID ERCON FLAG
TELEPHONE	TRS SERVICE IND	FED WITH CODE	CPI INCLUDE
PAYROLL STATUS	PENSION CODE	STATE DEP ALLOWANCE	ENABLE DDP SW
SEX	RETIRE SW	FED TAX MARITAL STAT	
ETHNIC	'NO PENSION' CODE	STATE TAX MARITAL ST	
MARITAL	SPOUSE SSN	STATE MAR ALLOWANCE	
EEO-5 JOB CODE	PRIOR YEAR CONTMO	GHI INFORMATION	
HOURS PER WEEK	SUBSTITUTE RANK		
HOURS PER DAY	OVERRIDE ACCRUE		
LEAVE REASON MAX	ADJ LEAVE ELIG DATE		
BACKGROUND CHK DATE	EMERGENCY DATA		
CELL PHONE	BUDGET PAY CATEGORY		
EMPLOYEE E-MAIL	CONTACT DATA		
SICK BANK INDICATOR			

F7-Return, F16=Exit

ENTER ✓				F4	F5	F6	F7			F10	F11	F12		
F16 ←														

16.02.00

Use this data with
Excel

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

LAST NAME	PAY LOC	CONTRMO	BIRTH DATE
FIRST NAME	WORK LOC	ANNUAL WORK DAYS	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	DATE OF DEATH
STREET	JOBCLASS	STATE ANNUAL	TERM DATE
STREET2	CPI JOB	LOCAL ANNUAL	TERM REASON
CITY	CERT TYPE	OTHER ANNUAL	PENSION ELIG DATE
STATE	PAY SCHEDULE #	FICA SW	GHI IND
ZIP	PAY CYCLE	FED EXEMPTIONS	DOE PAID ERCON FLAG
TELEPHONE	TRS SERVICE IND	FED WITH CODE	CPI INCLUDE
PAYROLL STATUS	PENSION CODE	STATE DEP ALLOWANCE	ENABLE DDP SW
SEX	RETIRE SW	FED TAX MARITAL STAT	
ETHNIC	'NO PENSION' CODE	STATE TAX MARITAL ST	
MARITAL	SPOUSE SSN	STATE MAR ALLOWANCE	
EEO-5 JOB CODE	PRIOR YEAR CONTRMO	GHI INFORMATION	
HOURS PER WEEK	SUBSTITUTE RANK		
HOURS PER DAY	OVERRIDE ACCRUE		
LEAVE REASON MAX	ADJ LEAVE ELIG DATE		
BACKGROUND CHK DATE	EMERGENCY DATA		
CELL PHONE	BUDGET PAY CATEGORY		
EMPLOYEE E-MAIL	CONTACT DATA		
SICK BANK INDICATOR			

F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit

ENTER	✓				F4	F5	F6	F7			F10	F11	F12		
F16	←														

16.02.00

Use this data with
Excel

Export Selected Payroll / Deduction / CPI Information

Select CPI Fields

Enter 'X' for the item to be reported

F11=Select All, F12=Deselect All

CERT PAY STEP	ASSIGN 1	CERT/NON	ASSIGN 3	CERT/NON	ASSIGN 5	CERT/NON
EMPL BASIS CERT	ASSIGN 1	LOCATION	ASSIGN 3	LOCATION	ASSIGN 5	LOCATION
SUM INFIELD STATUS	ASSIGN 1	JOB CODE	ASSIGN 3	JOB CODE	ASSIGN 5	JOB CODE
ANNUAL CONTR DAYS	ASSIGN 1	SUBJECT	ASSIGN 3	SUBJECT	ASSIGN 5	SUBJECT
ADVANCE INHIBIT	ASSIGN 1	FIELD CD	ASSIGN 3	FIELD CD	ASSIGN 5	FIELD CD
CERT YEARS EXP	ASSIGN 1	CERT TYPE	ASSIGN 3	CERT TYPE	ASSIGN 5	CERT TYPE
NATIONAL CERT	ASSIGN 1	INFIELD	ASSIGN 3	INFIELD	ASSIGN 5	INFIELD
HIGHEST CERT LEVEL	ASSIGN 1	2ND FUND	ASSIGN 3	2ND FUND	ASSIGN 5	2ND FUND
LEVEL EFF DATE	ASSIGN 1	PERCENT	ASSIGN 3	PERCENT	ASSIGN 5	PERCENT
EMPL BASIS CLASS	ASSIGN 2	CERT/NON	ASSIGN 4	CERT/NON	ASSIGN 6	CERT/NON
ANNUAL WORK DAYS	ASSIGN 2	LOCATION	ASSIGN 4	LOCATION	ASSIGN 6	LOCATION
LOCAL YEARS EXP	ASSIGN 2	JOB CODE	ASSIGN 4	JOB CODE	ASSIGN 6	JOB CODE
ANNUAL CLASS SAL	ASSIGN 2	SUBJECT	ASSIGN 4	SUBJECT	ASSIGN 6	SUBJECT
CERT ID	ASSIGN 2	FIELD CD	ASSIGN 4	FIELD CD	ASSIGN 6	FIELD CD
CASE OPEN SW	ASSIGN 2	CERT TYPE	ASSIGN 4	CERT TYPE	ASSIGN 6	CERT TYPE
LONG TERM SUB	ASSIGN 2	INFIELD	ASSIGN 4	INFIELD	ASSIGN 6	INFIELD
	ASSIGN 2	2ND FUND	ASSIGN 4	2ND FUND	ASSIGN 6	2ND FUND
	ASSIGN 2	PERCENT	ASSIGN 4	PERCENT	ASSIGN 6	PERCENT

CPI Employees Only? All Selected
 Only employees with 'Include on CPI' = 'Y'

F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit

ENTER ✓				F4	F5	F6	F7			F10	F11	F12		
F16 ←														



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	A	PCG New Hire Multiple Import v 1.00																
2		NOTE: Commas may not be entered into any input field.																
3		All Dates must be in MM/DD/CCYY format																
4																		
5		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	
6																		
7																		
8																		
9			A=Active I=Inactive		Max 15 Characters	Max 15 Characters	Max 20 Characters	Max 6 Char	Max 6 Char							Max 20 Characters	Max 20 Characters	
10		Line	Empno	Status	SSN	First Name	Middle Name	Last Name	Prefix	Suffix	Pay Loc	Work Loc	Class	Job Code	CS1 Job	Sub Rank	Address 1	Address 2
11	C	1	87366	A	999-08-7365	JO3AS		HU3PHRIES			108	108	1	4	114			
12	C	2	87367	A	999-08-7370	DE2ERA	Y.	BO2DEN			6790	8010	31	42	413			
13	C	3	87368	A	999-08-7372	MO9TON	B.	BR9XTON			100	100	1	3	105			
14	C	4	87369	A	999-08-7374	EL8ONOR	C.	CA8DONA			108	108	5	17	402			
15	C	5	87371	A	999-08-7375	EL6ER	J.	RO6AN			201	201	2	14	435			
16	C	6	87373	A	999-08-7376	FR4D	Y.	WH4TMORE			195	195	5	17	407			
17	C	7	87377	A	999-08-7378	W8BURN	M.	RY8ER			1	8012	12	30	461			
18	C	8	87379	A	999-08-7385	GE6EVIE	R.	DU6OSE			1	8012	12	30	461			
19	C	9	87380	A	999-08-7393	CH5DMCK		GR5ER			1	8012	12	30	461			
20	C	10	87381	A	999-08-7396	GL4YDS	L.	GU4LLORY			195	195	2	15	435			
21	C	11	87382	A	999-08-7399	ER3CH	C.	LE3ON			195	195	2	43	80			STE. 204
22	C	12	87383	A	999-08-7407	GR2SEL	A.	NU2N			6793	6793	16	36	999			
23	C	13	87384	A	999-08-7409	YO9NG	S.	CR9NIN			6793	6793	16	36	999			
24	C	14	87386	A	999-08-7412	AU7USTINE	R.	ED7ONDSON			100	100	1	3	105			
25	C	15	87387	A	999-08-7432	JA6IECE	G.	EZ6LL			108	108	1	8	171			
26	C	16	87388	A	999-08-7444	CA5MINE	Z.	FA5AN			195	195	2	43	80			
27	C	17	87389	A	999-08-7445	KE4NITH	D.	HU4NG			108	108	1	4	114			
28	C	18	87390	A	999-08-7447	JE3AE	A.	SH3RRILL			195	195	5	17	400			
29	C	19	87391	A	999-08-7448	JO2TTE	M.	BE2RDEN			100	100	1	8	171			
30	C	21	87392	A	999-08-7449	DU9CAN	M.	BR9SWELL			108	108	5	17	402			
31	C	22	87394	A	999-08-7451	JO7A	H.	CO7ONADO			108	108	1	4	114			
32	C	23	87395	A	999-08-7452	KA6YN	L.	LO6MIS			201	201	1	3	113			
33	C	24	87397	A	999-08-7454	KA4CEE	A.	ES4UIVEL			108	108	1	4	114			
34	C	25	87398	A	999-08-7460	LO3	M.	HO3GH			201	201	1	8	171			
35	C	26	87400	A	999-08-7465	KE9TH	A.	RE9GAN			201	201	1	3	113			
36	C	27	87401	A	999-08-7469	LA8EESHA	P.	SA8S			8010	6790	5	17	405			
37	C	28																
38	C	29																
39	C	30																
40	C	31																
41	C	32																
42	C	33																
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47	C	38																
48	C	39																
49	C	40																
50	C	41																
51	C	42																
52	C	43																

Build as you hire



A	B	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK
1	A																			
2																				
3																				
4																				
5																				
6																				
7	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	
8													Must Select at least one					Pension Fields		
9	Max 26 Characters				Max 2	Max 10	Max 10			M/F	M/S		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N		0=No 2=TRS 1=Old 5=New
10	Line	City	St	Zip	Phone	Hire Date	Birth Date	Gender	Mar Stat	EEO-5 Ethnic	CPI?	Hispanic	Am Indian	Black	White	Asian	Pacific	Pension SW	Eligible Date	Code
11	C 1	Shady Dale	GA	31085	4072196219	8/10/2015	11/19/1973	F	S		2	N	N	N	Y	N	N	Y	8/10/2015	2
12	C 2	Monticello	GA	31064	7708511822	8/10/2015	11/16/1970	F	M		2	N	N	N	Y	N	N	N		
13	C 3	Forsyth	GA	31029	7064169328	8/10/2015	7/31/1992	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
14	C 4	MADISON	GA	30650	7065991574	7/27/2015	10/21/1988	F	M		2	Y	N	N	Y	N	N	Y	7/27/2015	2
15	C 5	Monticello	GA	31064	7064760576	8/10/2015	5/31/1991	M	S		4	Y	N	N	Y	N	N	Y	8/10/2015	2
16	C 6	COVINGTON	GA	30016	6784910222	7/28/2015	6/22/1955	F	M		4	Y	N	N	Y	N	N	Y	7/28/2015	2
17	C 7	Monticello	GA	31064	7068199305	8/10/2015	11/16/1979	F	M		2	Y	N	N	Y	N	N	Y	8/10/2015	5
18	C 8	MANSFIELD	GA	30055	7065679821	8/10/2015	2/24/1947	M	M		2	Y	N	N	Y	N	N	Y	8/10/2015	5
19	C 9	MANSFIELD	GA	30055	3212890900	8/10/2015	6/16/1953	F	M		2	Y	N	N	Y	N	N	Y	8/10/2015	5
20	C 10	Monticello	GA	31064	7064762138	8/10/2015	6/8/1991	F	S		4	Y	N	N	Y	N	N	Y	8/10/2015	2
21	C 11	GREENSBORO	GA	30642	5026595919	8/10/2015	7/11/1990	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
22	C 12	Monticello	GA	31064	7064761797	8/20/2015	5/22/1990	F	M		2	N	N	N	Y	N	N	N		
23	C 13	HILLSBORO	GA	31038	8284097022	8/20/2015	3/10/1993	F	S		4	N	N	N	Y	N	N	N		
24	C 14	SOCIAL CIRCLE	GA	30026	4044264524	8/10/2015	2/13/1977	F	M		2	Y	N	N	Y	N	N	N	8/10/2015	2
25	C 15	GRIFFIN	GA	30224	7704128495	8/10/2015	6/1/1962	M	M		2	Y	N	N	Y	N	N	Y	8/10/2015	2
26	C 16	Monticello	GA	31064	6785488258	8/10/2015	3/10/1987	F	M		2	Y	N	N	Y	N	N	Y	8/10/2015	2
27	C 17	COVINGTON	GA	30016	4043231491	8/10/2015	12/31/1958	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
28	C 18	COVINGTON	GA	30016	6786803044	8/10/2015	7/19/1970	F	S		4	Y	N	N	Y	N	N	Y	8/10/2015	2
29	C 19	COVINGTON	GA	30016	6016658411	8/10/2015	4/23/1982	F	M		4	Y	N	N	Y	N	N	Y	8/10/2015	2
30	C 21	COMMERCE	GA	30530	7062487089	8/10/2015	9/18/1988	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
31	C 22	Monticello	GA	31064	7063180013	8/10/2015	1/19/1971	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
32	C 23	ZEBULON	GA	30295	6785445597	8/10/2015	8/10/1989	F	S		2	Y	N	N	Y	N	N	Y	8/10/2015	2
33	C 24	RIVERDALE	GA	30296	4048386071	8/10/2015	6/10/1945	F	M		4	Y	N	N	Y	N	N	Y	8/10/2015	2
34	C 25	COVINGTON	GA	30016	6783422934	8/10/2015	3/15/1972	F	M		4	Y	N	N	Y	N	N	Y	8/10/2015	2
35	C 26	MACON	GA	31210	2292246193	8/10/2015	2/18/1990	F	S		4	Y	N	N	Y	N	N	Y	8/10/2015	2
36	C 27	MACON	GA	31204	4784779805	8/10/2015	12/25/1965	F	M		2	Y	N	N	Y	N	N	Y	8/10/2015	2
37	C 28																			
38	C 29																			
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51	C 42																			
52	C 43																			

Build as you hire



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 "Educating Georgia's Future"

A	B	C	D	E	F	G	H	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	A	PCG New Hire Multiple Import v 1.00																					
2																							
3		NOTE: Commas may not be entered into any input field.																					
4																							
5		All Dates must be in MM/DD/CCYY format																					
6																							
7		1	2	3	4	5	6	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
8																							
9			A=Active I=Inactive		Max 15 Characters	Max 15 Characters	Max 20 Characters							Max 20 Characters	Max 20 Characters	Max 26 Characters	Max 2	Max 10	Max 10			M/F	
10		Line	Empno	Status	SSN	First Name	Middle Name	Last Name	Pr Loc	Work Loc	Class	Job Code	CS1 Job	SS Rank	Address 1	Address 2	City	St	Zip	Phone	Hire Date	Birth Date	Gender
11	C	1	53362	A		Natalie	M.		6793	6793	3	16	999	2			Covington	GA	30014		9/13/2016		F
12	C	3	45241	A		MARY	K.		6793	6793	3	16	999	4			MONTECELLO	GA	31064		9/13/2016		F
13	C	4	5041	A		ABBY	L.		6793	6793	3	16	999	3			MONTECELLO	GA	31064		9/13/2016		F
14	C	5	9874	A		JEFFREY	T.		6793	6793	3	16	999	3			NEWBORN	GA	30056		9/13/2016		F
15	C	6	2679	A		ELVIRA			201	201	15	35	410				MONTECELLO	GA	31064		9/14/2016		F
16	C	7	9590	A		KRISTY	R.		201	201	15	35	410				MONTECELLO	GA	31064		9/14/2016		F
17	C	8	32601	A		JASON	T.		6790	8010	33	59	999				MONTECELLO	GA	31064		9/12/2016		M
18	C	9																					
19	C	10																					
20	C	11																					
21	C	12																					
22	C	13																					
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53	C	44																					

Use this data with Excel



	A	B	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	AZ	
1	A																													
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3																														
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7				24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50
8	Must Select at least one							Pension Fields							Federal							State								
9		M/S		Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
10	Line	Mar Stat	EEO-5 Ethnic	CPI?	Hispanic	Am Indian	Black	White	Asian	Pacific	Pension SW	Eligible Date	Code	Service	Y/N	Switch	Mar Stat	W/H	Addl Amt%	Exemp	Switch	Mar Stat	W/H	Addl Amt%	Mar Allow	Dep Allow	State	Contract		
11	C	1	S	2	N	N	N	Y	N	N	N		0	0	Y	N	S	0				Y	E	0		1	3	0.00		
12	C	3	M	2	N	N	N	Y	N	N	N		0	0	Y	Y	M	0		4	Y	B	0		1	3	0.00			
13	C	4	M	2	N	N	N	Y	N	N	N		0	0	Y	N	M	0				N	B	0				0.00		
14	C	5	M	2	N	N	N	Y	N	N	N		0	0	Y	N	M	0				N	B	0				0.00		
15	C	6	M	2	Y	Y	N	N	Y	N	Y	9/14/2016	5	0	Y	Y	M	0		1	Y	B	0		1	1	0.00			
16	C	7	M	2	Y	N	N	Y	N	N	Y	9/14/2016	5	0	Y	N	M	0				Y	B	0		1	1	0.00		
17	C	8	S	2	N	N	N	Y	N	N	N		0	0	Y	Y	S	0			0	Y	A	0		0	0	0.00		
18	C	9																												
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50	C	41																												
51	C	42																												
52	C	43																												
53	C	44																												

Use this data with Excel

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](#)

Personnel System Operations Guide

- Section A: Legacy Leave Processing
- Section B: Personnel Report Processing
- Section C: Employee Contract File Export Processing
 - BLNKRNEW.docx
- 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
- Section F: Personnel Update Processing

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEI002 KASYSTEM KASECOND RED

Employee Detail Report - Both Current Leave and Leave History
Data Selection Screen LUREDTL1

Enter plan year: 2017
 -- or --
 Enter period to be printed: _____ thru _____

Print option for report: Print multiple employees per page
 Print single employee per page

Print memo field on report: No, do not print MEMO field
 Yes, print MEMO field

Active Only: X -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:

ENTER ✓ F1 F2 F10 F15 Help

16.01.00



PCG Dist=6791 Rel=16.02.00 10/03/2016 GEI002 KASYSTEM KASECOND RED

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

LUREDTL1

Select sort for report:

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

ENTER ✓ F1 F2 F10 F15

F16 Help

16.01.00



PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

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Certified/Classified Personnel Information (CPI) System Operations Guide

- Checklists

- PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycles One and Two
- PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycle Three

- System Operations Guide

- Section A: Displaying/Updating Individual Employee Information
- Section B: Displaying/Updating Personnel Information
- Section C: Third Party Processing
- Section D: CPI Salary Schedule Processing
 - PCGenesis CPI Salary Schedule.csv File - 2017

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Certified/Classified Personnel Information System CPICP031

FKey **CPI Special Functions Menu**

- 5** -- Replace Work Locations in Payroll Master File
- 6** -- Replace Pay Locations in Payroll Master File
- 7** -- Update Job Code for CPI/Payroll/CS-1

- 9** -- CPI Process Control Inquiry

- 12** -- CPI Rollover Processing

Master User list

F16 **PAY** **VEND**
MONITOR MONITOR

14.01.00

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Certified/Non-Certified Worksheet CPICM002

To print a selected school/location, enter the School/Location in the School/Location field and press ENTER. Leave blank to print ALL schools/locations.

To print an individual employee, enter the employee's number in the Individual Employee No. field and press ENTER. Leave blank to print ALL employees.

To print a selected class code, enter the Class Code in the Print Class field and press ENTER. Leave blank to print ALL classes.

School/Location:

Individual Employee No.:

Print Class:

Certified Only?: N

Classified Only?: N

Print Assignment Worksheet:

OR

Print Completed Assignment Detail:

ENTER = Continue, F16 = Exit

12.02.00

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Certified/Classified Personnel Information System CPICM013

FKey

Certificate File Maintenance Menu

- 1** -- Certificate File Maintenance
- 3** -- Create SSN Export File for PSC
- 5** -- Upload GaDOE-SSN Return File with Certificate Data into PCGenesis

Master User list

F16 ← Que Word PAY MONITOR VEND MONITOR

13.02.00

 → [Technology Services](#) → [Technology Services](#) → [PCGenesis](#) → [Budget System Operations Guide](#)

PCGenesis

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[Personnel System Operations Guide](#)

[Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)

[Budget System Operations Guide](#)

[LUAS Manual](#)

[Technical System Operations Guide](#)

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Budget System Operations Guide

- Section A: Create Budget SANDBOX
- Section B: Update Budget SANDBOX
- Section C: Create SANDBOX Reports and CSV External File for Budget Load
- Section D: SANDBOX Special Functions
 - Budget User Defined Salary Schedule.csv Template
 - Budget Local CPI Salary Schedule.csv Template
- Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount



PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Business Applications MASTER

FKey

Master Menu

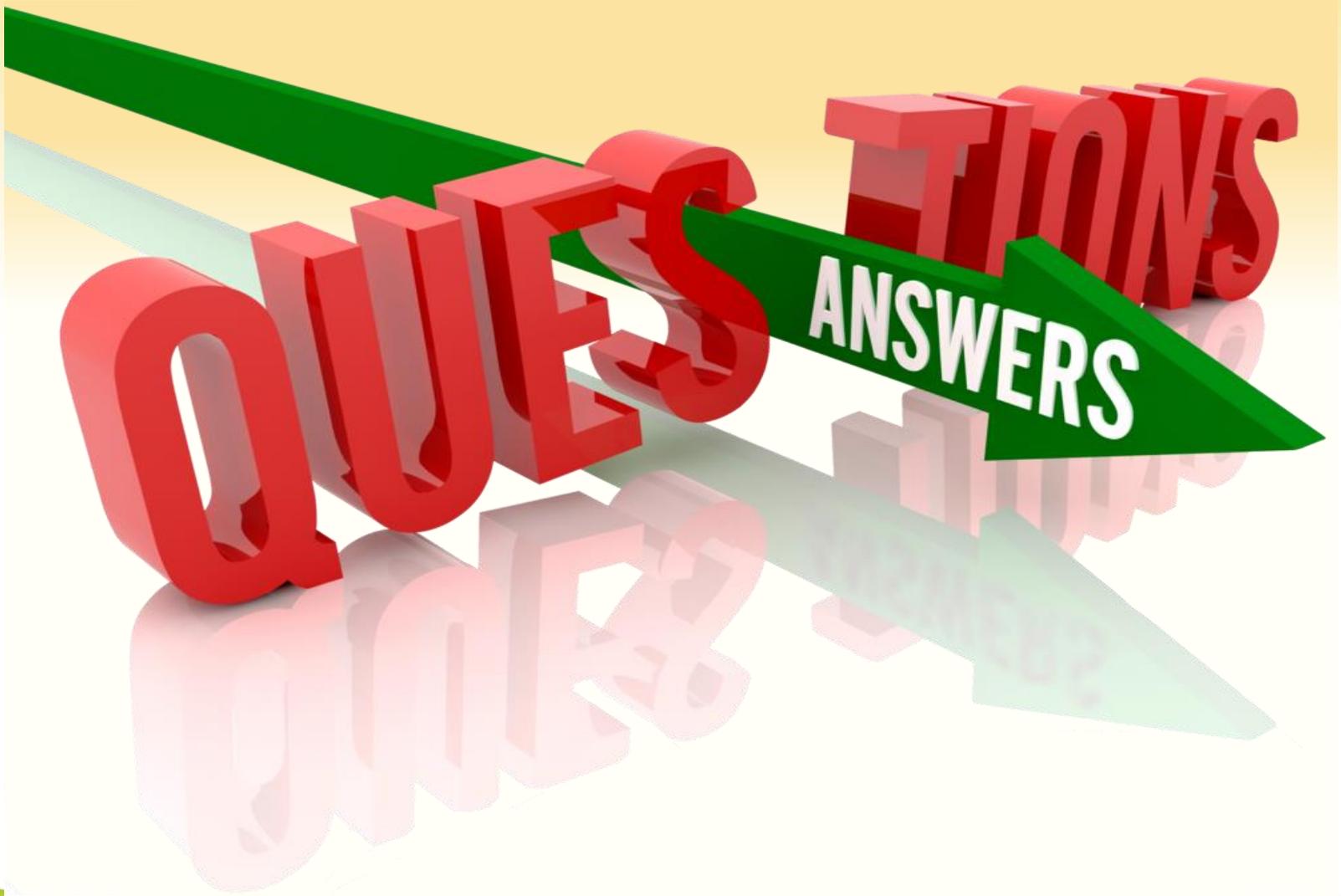
1 -- Financial Accounting & Reporting System
2 -- Payroll System
3 -- Personnel System
4 -- Certified/Classified Personnel Information System
5 -- Budget System

30 -- System Utilities

14.02.00

Master	User list																		
F16	←	Que	Word	PAY MONITOR	VEND MONITOR														





Tomorrow

1094/1095C Reporting

9:00 - Preparing ADP Data

10:20 - Preparing PCG Data



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PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K\SYSTEM K\SECOND RED

Status **Active** **Update/Display ACA Employee Data** PER06

EmpNo **1088** ██████████ Class **9** CLERICAL

SSN ██████████ Loc **8010** CENTRAL OFFICE Job cd **24** CENTRAL OFFICE BOOKK

Calendar year: **2016**

1095-C Eligible: -

	Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16	Kaiser Coverage
JAN	---	-----	---	---
FEB	---	-----	---	---
MAR	---	-----	---	---
APR	---	-----	---	---
MAY	---	-----	---	---
JUN	---	-----	---	---
JUL	---	-----	---	---
AUG	---	-----	---	---
SEP	---	-----	---	---
OCT	---	-----	---	---
NOV	---	-----	---	---
DEC	---	-----	---	---

All 12 months option added with 16.03.00

Mode changed to update

16.01.00

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per ACA Deps Emer Edu Help

Empno	Name	Plan Type		Empno	Name	Plan Type		Empno	Name	Plan Type	
6629		YOU + SPOUSE	January	6586		YOU + CHILDREN	August	7701		YOU	August
6629		YOU + SPOUSE	February	6586		YOU + CHILDREN	September	7701		YOU	September
6629		YOU + SPOUSE	March	6586		YOU + CHILDREN	October	7701		YOU	October
6629		YOU + SPOUSE	April	6586		YOU + CHILDREN	November	7701		YOU	November
6629		YOU + SPOUSE	May	6586		YOU + CHILDREN	December	7701		YOU	December
6629		YOU + SPOUSE	June								
6629		YOU + SPOUSE	July	2192		YOU + CHILDREN	January	9715		YOU + FAMILY	January
6629		YOU + SPOUSE	August	2192		YOU + CHILDREN	February	9715		YOU + FAMILY	February
6629		YOU + SPOUSE	September	2192		YOU + CHILDREN	March	9715		YOU + FAMILY	March
6629		YOU + SPOUSE	October	2192		YOU + CHILDREN	April	9715		YOU + FAMILY	April
6629		YOU + SPOUSE	November	2192		YOU + CHILDREN	May	9715		YOU + FAMILY	May
6629		YOU + SPOUSE	December	2192		YOU + CHILDREN	June	9715		YOU + FAMILY	June
				2192		YOU + CHILDREN	July	9715		YOU + FAMILY	July
				2192		YOU + CHILDREN	August	9715		YOU + FAMILY	August
40111		YOU + FAMILY	January	2192		YOU + CHILDREN	September	9715		YOU + FAMILY	September
40111		YOU + FAMILY	February	2192		YOU + CHILDREN		9715		YOU + FAMILY	October
40111		YOU + FAMILY	March					9715		YOU + FAMILY	November
40111		YOU + FAMILY	April	7058		YOU + SPOUSE	January	9715		YOU + FAMILY	December
40111		YOU + FAMILY	May	7058		YOU + SPOUSE	February	9715			
40111		YOU + FAMILY	June	7058		YOU + SPOUSE	March				
40111		YOU + FAMILY	July	7058		YOU + SPOUSE	April	4859		YOU	January
40111		YOU + FAMILY	August	7058		YOU + SPOUSE	May	4859		YOU	February
40111		YOU + FAMILY	September	7058		YOU + SPOUSE	June	4859		YOU	March
40111		YOU + FAMILY	October	7058		YOU + SPOUSE	July	4859		YOU	April
40111		YOU + FAMILY	November	7058		YOU + SPOUSE	August	4859		YOU	May
40111		YOU + FAMILY	December	7058		YOU + SPOUSE	September	4859		YOU	June
				7058		YOU + SPOUSE	October	4859		YOU	July
228		YOU	January	7058		YOU + SPOUSE	November	4859		YOU	August
228		YOU	February	7058		YOU + SPOUSE	December	4859		YOU	September
228		YOU	March					4859		YOU	October
228		YOU	April	5776		YOU + FAMILY	January	4859		YOU	November
228		YOU	May	5776		YOU + FAMILY	February	4859		YOU	December
228		YOU	June	5776		YOU + FAMILY	March				
228		YOU	July	5776		YOU + FAMILY	April	6620		YOU + SPOUSE	April
228		YOU	August	5776		YOU + FAMILY	May	6620		YOU + SPOUSE	May
228		YOU	September	5776		YOU + FAMILY	June	6620		YOU + SPOUSE	June
228		YOU	October	5776		YOU + FAMILY	July	6620		YOU + SPOUSE	July
228		YOU	November					6620		YOU + SPOUSE	August
228		YOU	December	7701		YOU	January	6620		YOU + SPOUSE	September
				7701		YOU	February	6620		YOU + SPOUSE	October
6586		YOU + CHILDREN	March	7701		YOU	March	6620		YOU + SPOUSE	November
6586		YOU + CHILDREN	April	7701		YOU	April	6620		YOU + SPOUSE	December
6586		YOU + CHILDREN	May	7701		YOU	May				
6586		YOU + CHILDREN	June	7701		YOU	June	1983		YOU	January
6586		YOU + CHILDREN	July	7701		YOU	July	1983		YOU	February



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

Emp First Name	Emp Last Na	Dep First Name	Dep Middle Name	Dep Last Na	Dep Gender	Dep Relation	Dep Spouse?	12 Mo Cover	Jan Cover	Feb Cover	Mar Cover	Apr Cover	May Cover	Jun Cover	Jul Cover	Aug Cover	Sep Cover	Oct Cover	Nov Cover	Dec Cover
SANDRA		SANDRA	MARIE		F	SELF	N	Y												
SANDRA		JACK JR			M	SPOUSE	Y	Y												
AMANDA		AMANDA	BRYANS		F	SELF	N	Y												
AMANDA		CHRISTOPHER W			M	SPOUSE	Y	Y												
AMANDA		BROUGHTON E			M	CHILD	N	Y												
AMANDA		LANIE E			F	CHILD	N	Y												
FRANK		FRANK	J.		M	SELF	N	Y												
REBECCA		REBECCA			F	SELF	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
REBECCA		JEMIAH S			F	CHILD	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
REBECCA		RAQI S			F	CHILD	N		N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
LINDSEY		LINDSEY	KELLY		F	SELF	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
LINDSEY		HUDSON FLYNN			M	CHILD	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
ROSSIE		ROSSIE			F	SELF	N	Y												
ROSSIE		MITCHELL O			M	SPOUSE	Y	Y												
JAMES		JAMES	GARY		M	SELF	N		N	N	N	N	N	N	N	N	N	N	Y	Y
JAMES		CAROL	M		F	SPOUSE	Y		N	N	N	N	N	N	N	N	N	N	Y	Y
JAMES		NATHAN	CHRISTOPHER		M	CHILD	N		N	N	N	N	N	N	N	N	N	N	Y	Y
JAMES		WILLIAM	AARON		M	CHILD	N		N	N	N	N	N	N	N	N	N	N	Y	Y
JOLYNN		JOLYNN	W.		F	SELF	N		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
JOLYNN		EUGENE L.			M	SPOUSE	Y		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
JOLYNN		BURKE W.			M	CHILD	N		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
JOLYNN		REBEKAH A			F	CHILD	N		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
LISA		LISA	D.		F	SELF	N	Y												
HEATHER		HEATHER	ROSE		F	SELF	N	Y												
HEATHER		TERRY M			M	SPOUSE	Y	Y												
HEATHER		NATHANIEL M			M	CHILD	N	Y												
JESUS		JESUS			M	SELF	N	Y												
EMILY		EMILY	M.		F	SELF	N		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
EMILY		LONNIE	D.		M	SPOUSE	Y		N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
JAMES		JAMES	RAY		M	SELF	N	Y												
LAUREE		LAUREE	A		F	SELF	N	Y												
REBECCA		REBECCA	L.		F	SELF	N	Y												
KAMWANYA		KAMWANYA			M	SELF	N	Y												
BETONY		BETONY	RAE		F	SELF	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
BETONY		BRANDON C			M	SPOUSE	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
BETONY		BRISTOL	MAE		F	CHILD	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
BETONY		BRYNLEY R.			F	CHILD	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
GERALD		GERALD	L.		M	SELF	N		Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N
BETH		BETH	F.		F	SELF	N	Y												
BETH		VINCENT N			M	SPOUSE	Y	Y												
BETH		NATHAN V.			M	CHILD	N	Y												
DIANNA		DIANNA	S		F	SELF	N		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N
DIANNA		DANNY A			M	SPOUSE	Y		Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

Georgia Department of Education

PCG Dist=6791 Rel=16.02.00 10/03/2016 GEJ 002 K:\SYSTEM K:\SECOND RED

Status **Active** Update/Display ACA Dependent Data PER07

EmpNo **1088** [REDACTED] Class **9** CLERICAL

SSN [REDACTED] Loc **8010** CENTRAL OFFICE Job cd **24** CENTRAL OFFICE BOOKK

Calendar year: **2016**

ID	SSN	SEX	SPOUSE	NAME	RELATIONSHIP	MONTHS OF COVERAGE											
						JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
01	<u>00 0000</u>		-	(L)	_____	-	-	-	-	-	-	-	-	-	-	-	-
	_____		-	(F)	_____												
				(M)	_____												
				(R)	_____												
02	<u>000 00 0000</u>		-	(L)	_____	-	-	-	-	-	-	-	-	-	-	-	-
	_____		-	(F)	_____												
				(M)	_____												
				(R)	_____												
03	<u>000 00 0000</u>		-	(L)	_____	-	-	-	-	-	-	-	-	-	-	-	-
	_____		-	(F)	_____												
				(M)	_____												
				(R)	_____												
04	<u>000 00 0000</u>		-	(L)	_____	-	-	-	-	-	-	-	-	-	-	-	-
	_____		-	(F)	_____												
				(M)	_____												
				(R)	_____												
05	<u>000 00 0000</u>		-	(L)	_____	-	-	-	-	-	-	-	-	-	-	-	-
	_____		-	(F)	_____												
				(M)	_____												
				(R)	_____												

15.04.00

ENTER [check] F1 [person] F2 [person] F3 [print] F4 [6A] F5 [6V] F6 [1A] F7 [1V] F8 [save] F9 [gears] F10 [funnel] F11 [play] F12 [stop] F15 [magnifying glass]

F16 [back] F17 [refresh] F18 [trash]

Per ACA Deps Emer Edu Help



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

Georgia Department of Education

Tomorrow

Payroll/Finance/Personnel

11:20 - Roundtable; 3% Payroll

2:10 - FAQs



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

EMPNO	LNAME	FNAME	SE	GRTY	PAYTY	PAYREA	PEREND	PAYRA1	REGHE	OVTHER	REG C	OVT C	CONTRAC	F	FN	PRG	FNC	OBJC	FCT	A	
6629		SANDRA MARIE	1	S	10	0	0	0	0	0	4799.5	0	0	17	100	0	1081	1000	11000	201	1
40111		AMANDA BRYANS	1	S	10	0	0	0	0	0	4003.6	0	0	17	402	0	1750	1000	11000	195	1
40111		AMANDA BRYANS	2	S	10	0	0	0	0	0	0.01	0	0	17	100	0	1021	1000	11000	195	1
228		FRANK J.	1	S	10	0	0	0	0	0	4247.37	0	0	17	100	0	2041	1000	11000	108	1
80751		CHANTEL P.	1	S	20	0	0	0	0	0	1208.97	0	0	17	100	0	1081	1000	14000	201	1
6586		REBECCA	1	S	10	0	0	0	0	0	4247.37	0	0	17	100	0	2061	1000	11000	195	1
55331		KRIS F.	2	S	20	0	0	0	0	0	581.47	0	0	17	605	0	9990	3100	18400	201	1
7058		ROSSIE	1	S	20	0	0	0	0	0	1734.17	0	0	17	100	0	9990	2600	18600	201	1
7736		JAMES GARY	1	S	20	0	0	0	0	0	792.15	0	0	17	100	0	5071	1000	14000	108	1
9952		SUZANNE C.	1	S	10	0	0	0	0	0	3281.64	0	0	17	100	0	1041	1000	11000	108	1
74621		JOAN M.	2	S	20	0	0	0	0	0	1000.78	0	0	17	404	0	2824	1000	14000	100	1
4957		JESSICA R.	1	S	20	0	0	0	0	0	2016.63	0	0	17	560	0	1540	1000	11210	195	1
6993		NEAL E.	1	S	20	0	0	0	0	0	1603.09	0	0	17	100	0	9990	2600	18600	100	1
4928		KIMBERLY E.	1	S	10	0	0	0	0	0	0	0	0	17	100	0	1051	1000	11000	100	1
4322		SHANNON T	1	S	20	0	0	0	0	0	300	0	0	17	100	0	9990	2300	11100	8010	0
7701		LISA D.	1	S	20	0	0	0	0	0	1481.16	0	0	17	404	0	2824	1000	14000	195	1
9715		HEATHER ROSE	1	S	20	0	0	0	0	0	1579.9	0	0	17	560	0	1540	1000	14000	195	1
1455		SELENA	1	S	20	0	0	0	0	0	890.51	0	0	17	560	0	1540	1000	14000	195	1
4859		JESUS	1	S	20	0	0	0	0	0	1667.88	0	0	17	100	0	9990	2600	18600	108	1
6620		EMILY M.	1	S	20	0	0	0	0	0	2469.43	0	0	17	100	0	9990	2500	19100	8010	0
61311		MANDIE P.	1	S	10	0	0	0	0	0	3085.16	0	0	17	100	0	1310	2220	16500	201	1
639		LAUREE A	1	S	20	0	0	0	0	0	2778.29	0	0	17	100	0	9990	2600	18100	8013	0
1983		JAMES RAY	1	S	20	0	0	0	0	0	2889.79	0	0	17	100	0	9990	2600	18100	8013	0
4073		REBECCA L.	1	S	10	0	0	0	0	0	3048.8	0	0	17	100	0	1081	1000	11000	201	1
3488		KAMWANYA	1	S	10	0	0	0	0	0	3961.79	0	0	17	100	0	1081	1000	17300	201	1
7018		BETH F.	1	S	10	0	0	0	0	0	4641.22	0	0	17	100	0	2041	1000	11000	108	1
55972		AMANDA SPRATLIN	1	S	10	0	0	0	0	0	3281.64	0	0	17	404	0	2824	1000	11000	201	1
12171		EUNICE F.	1	S	10	0	0	0	0	0	2763.22	0	0	17	100	0	2061	1000	11000	100	1
57431		STACEY M.	1	S	20	0	0	0	0	0	999.65	0	0	17	100	0	2061	1000	14000	100	1
6055		CARA D.	1	S	20	0	0	0	0	0	2195.21	0	0	17	100	0	9990	2800	14200	8010	0
4519		ALLISON R.	1	S	10	0	0	0	0	0	4613.16	0	0	17	100	0	1051	1000	11000	100	1
4519		ALLISON R.	2	S	10	0	0	0	0	0	46.6	0	0	17	100	0	2111	1000	11000	100	1
3648		VERONICA	1	S	10	0	0	0	0	0	3120.11	0	0	17	100	0	2041	1000	11000	108	1
4016		THOMASA D.	1	S	10	0	0	0	0	0	4223.51	0	0	17	100	0	1081	1000	11000	201	1
4016		THOMASA D.	2	S	10	0	0	0	0	0	417.7	0	0	17	100	0	1081	1000	11000	201	1
7983		CYNTHIA T.	1	S	20	0	0	0	0	0	369.0	0	0	17	100	0	1081	1000	11000	201	1

Gross Data Template



Richard Woods, Georgia's School Superintendent
 "Educating Georgia's Future"

Tomorrow

1094/1095C Reporting

9:00 - Preparing ADP Data

10:20 - Preparing PCG Data

Payroll/Finance/Personnel

11:20 - Roundtable; 3% Payroll

2:10 - FAQs



The seal of the Georgia Department of Education is a large, faint watermark in the background. It is circular and contains the text "DEPARTMENT OF" at the top, "STATE OF GEORGIA" in the middle, and "EDUCATION" at the bottom. Inside the seal, there is a central emblem featuring a scale of justice and a book, with the word "CONSTITUTION" above it and the year "1776" below it.

Contact
gjenkins@jasper.k12.ga.us



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"