

PCGenesis Recent Enhancements & Changes

GASBO
Augusta, GA
November 7, 2018



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"Educating Georgia's Future"

11/15/2018

PCGenesis

Recent Enhancements & Changes

PCGenesis Development Team

Steven Roache	Director, Applications Development
Diane Ochala	PCGenesis Lead Analyst/Developer
Angela Tennyson	PCGenesis Senior Developer
Karen McArthur	PCGenesis Developer



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- Good morning & welcome to the PCGenesis **Recent Enhancements & Changes** Session. Steve, Angela & I thank you for coming today. I would also like to introduce our manager, Steven Roache, who is attending GASBO this year as well.
- Please feel free to make comments or ask questions during the presentation. 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 11/7/2018*
 - PCGenesis Current Status & Future Plans
- Session 2 – 10:00 *Wed 11/7/2018*
 - **PCGenesis Recent Enhancements and the New VerraDyne Print Queue**
- Session 3 – 11:00 *Wed 11/7/2018*
 - PCGenesis Future: Migration to a Relational Database
- Session 4 – 2:10 *Wed 11/7/2018*
 - PCGenesis and the CPI Process
- Session 5 – 3:30 *Wed 11/7/2018*
 - PCGenesis Budget System: Overview and Setup
- Session 6 – 9:00 *Thur 11/8/2018*
 - PCGenesis Budget System: Gross Data Export/Import; Budget flags; Salary Tables
- Session 7– 10:20 *Thur 11/8/2018*
 - PCGenesis Budget System: Sandbox Process
- Session 8 – 11:20 *Thur 11/8/2018*
 - PCGenesis Budget System: Create and Finalize Budget



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- We have a full schedule here at GASBO this year. We have 4 presenters, including myself
- We have our two standard PCG sessions this morning.
- Angela Tennyson will be the presenter for Session 3 and Katie Green will be the presenter for Session 4.
- We also have our good friend Gary Jenkins of Jasper County offering four sessions related to the PCGenesis Budget System.
- We are looking forward to all of these sessions!

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 2018 Release Information

- Release 18.03.00 - Miscellaneous Changes / Installation Instructions
- Release 18.02.00 - 2018 Fiscal Year-End Updates, VerraDyne Print Manager and Miscellaneous Changes / Installation Instructions
- Release 18.S.12 - Windows Server 2008 Software Packet / Installation
- PCGenesis Download Instructions for Release 18.S.12 for Windows Server 2008 Only
- Release 18.S.16 - Windows Server 2012 / 2016 Software Packet / Installation
- PCGenesis Download Instructions for Release 18.S.16 for Windows Server 2012 or 2016 Only
- Release 18.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2017 Release Information

- Release 17.04.00 - Calendar Year 2017 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 17.03.01 - Calendar Year 2018 Georgia Health Insurance (GHI) Premium Updates/Miscellaneous Updates and Installation Instructions
- Release 17.03.00 - Miscellaneous Updates / Installation Instructions
- Release 17.02.00 - Fiscal Year 2017 (FY17) Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 17.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2017 PowerPoints

- GASBO November 2017 - PCGenesis Current Status & Future Plans
- GASBO November 2017 - PCGenesis Recent Enhancements and Changes
- GASBO November 2017 - New PCGenesis Budget System
- GASBO November 2017 - PCGenesis Payroll Training
- GASBO November 2017 - PCGenesis Year End Training
- GASBO November 2017 - PCGenesis CPI Training

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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

- **Recent FAR Enhancements**
- Recent Payroll Enhancements
- Upgrade of PCGenesis Print Queue
- Demo of the VerraDyne Queue Manager



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- Although the **VerraDyne Print Queue** upgrade was our major enhancement this year, the PCG development team has also had time for some big financial and payroll enhancements.
- Many of these enhancements came about because of the Comments we receive here at GASBO!

Check Reconciliation Reports

REPORT ID: EXP1550		LIST OF ALL CHECKS		PAGE 33				
REPORT DATE: 03/16/2018		ISSUED DATE RANGE: 01/01/2017 - 12/31/2017						
BANK: BK01 FNS 001 OF SMITH CITY								
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)
052803	09/08/2017	VENDOR 000072	4,249.31	COMPUTER ISSUED				189
052804	09/08/2017	VENDOR 006051	975.00	COMPUTER ISSUED				189
052805	09/08/2017	VENDOR 004897	428.00	COMPUTER ISSUED				189
052806	09/08/2017	VENDOR 008853	2,300.00	COMPUTER ISSUED				189
052807	09/08/2017	GUETON, SHAVONDA	54.57	COMPUTER ISSUED				189
052808	09/08/2017	VENDOR 004767	16,955.55	COMPUTER ISSUED				189
052809	09/08/2017	VENDOR 003355	406.90	COMPUTER ISSUED				189
CANCELLED:			1158 CHECKS	\$5,324,753.63	TOTAL			
VOIDED:			63 CHECKS	\$13,202.39	TOTAL			
ISSUED:			290 CHECKS	\$1,514,910.16	TOTAL			
GRAND:			1511 CHECKS	\$6,852,866.18	TOTAL			

The *Check Reconciliation Reports* for both vendor and payroll checks now include an **Aging** column



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- The *Check Reconciliation Listing* for 'ALL' or 'ISS' (Issued) checks will now print an *Aging* column on the report to reflect how many days a payroll or vendor check has been outstanding.
- This feature facilitates tracking outstanding payroll/vendor checks.

Check and Wire Transfer Reconciliation

Financial Accounting & Reporting
Check Reconciliation Screen

Enter Bank Code: BK01 Date: 6/30/2018

Cancel	Check	Date	Payee	Amount
-	36001	04/12/18	HOME DEPOT INC	250.29
-	76692	11/04/16	TABBOT, ROBBY	4.52
-	77071	01/19/17	WEYBON, IRVIN	23.22
-	77257	02/16/17	WEYBON, IRVIN	84.53
-	79230	12/07/17	VENDOR 006325	113.81
-	79252	12/07/17	ST2RKEY, 262A	64.74
-	79432	01/19/18	SH3LER, LUSIEN	57.78
-	79444	01/19/18	JU6E, FR6DDY	38.52
-	79566	02/08/18	BUCK, DUSTI	578.98
-	79599	02/15/18	VENDOR 002853	14.00
-	79605	02/15/18	VENDOR 000595	2595.56
-	79606	02/15/18	VENDOR 006269	4278.00
-	79626	02/15/18	VENDOR 006630	765.00
-	79634	02/22/18	VENDOR 005728	596.00
-	79636	02/22/18	VENDOR 001408	1346.19
-	79639	02/22/18	VENDOR 000822	485.10
-	79640	02/22/18	VENDOR 002853	550.00
-	79643	02/22/18	VENDOR 006566	699.00
-	79650	02/22/18	VENDOR 005778	242.88
-	79653	02/22/18	VENDOR 004798	70.59

** Type an 'X' next to those checks that bank. **

ENTER-Update & F1 F5

The Vendor Check and Wire Transfer Reconciliation screens have been enhanced so that 20 checks are displayed on the screen instead of only 12.

- The *Check Reconciliation* (F1, F4, F11, F1) and the *Wire Transfer Reconciliation* (F1, F4, F12, F1) procedures have been enhanced so that 20 items are displayed on the screen at a time.
- Before, only 12 items were displayed on a page.
- This makes selecting items for cancellation easier because it is not necessary to browse through so many pages of data.
- The vendor check and wire transfer reconciliation procedures allow the user to compare the vendor checks and wire transfers to the bank statement, and cancel the bank-processed items from PCGenesis.

Purchase Order Account Lines

PCG Dist=8991 Rel=18.01.00 05/23/2018 DOD 003 SV C:\DEV\SVS CASECOND WHITE

P.O. Inquiry PO #: 165 Vendor: 65 HOME DEPOT INC PURC0200
0055 VENDOR STREET OPEN

Reg #: PO Output: 0=Other SMITH, GA 33933
 Bill to - Fcty: 195 Building: 1 SMITH SCHOOL 0195 Attn: Jamie Builder
 Ship to - Fcty: 201 Building: 1 SMITH SCHOOL 0201 Desc: FINANCE - TEST PO
 C-FWD: C-FWD/R-OPM Date: Date: 4/05/2018 Ant: 5355.81
 Liquidated

Vr	Fnd	F	Prgm	Fact	Objct	Fcty	B	Add'l	Amount
18	100	1011	1000	43200	195	1			5336.81
18	100	1011	1000	44222	195	1			1.00
18	100	1011	1000	44300	195	1			1.00
18	100	1011	1000	61000	195	1	1		1.00
18	100	1011	1000	61041	195	1			1.00
18	100	1011	1000	61100	195	1			1.00
18	100	1011	1000	61500	195	1			1.00
18	100	1011	1000	61600	195	1			1.00
18	100	1021	1000	43200	195	1			1.00
18	100	1021	1000	44222	195	1			1.00
18	100	1041	1000	81000	108	1			1.00
18	100	1021	1000	61000	195	1	1		1.00
18	100	1021	1000	61041	195	1			1.00
18	100	1041	1000	64100	108	1			1.00
18	100	1041	1000	61600	108	1			1.00
18	100	1041	1000	61500	201	1			1.00
18	100	1051	1000	61500	108	1			1.00
18	100	1051	1000	44222	100	1			1.00
18	100	1051	1000	43200	100	1			1.00
18	100	1041	1000	81000	108	1	1		1.00

P.O. balance: 5,355.81

End of File Reached
 F1=Oldest F2=Next F3=Prev F4=Newest F5=... F6=... F7=... F8=...

The number of General Ledger accounts on vendor purchase orders has increased from 10 accounts to 20 accounts.

- The number of General Ledger accounts on vendor purchase orders has been increased from 10 accounts to 20 accounts.
- This facilitates entering vendor purchase orders by allowing more general ledger data to be entered per purchase order.

Printing Purchase Order Account Lines

- Now, to print all 20 account lines, some accounts may be printed on the next-to-last page of the purchase order.
 - If there are 10 account lines or less, all accounts will be printed on the last page of the purchase order.
 - If there are 10 account lines or more, the accounts will print on the next-to-last page and the last page of the purchase order.
 - If there are more than 20 accounts lines, but less than 27 inventory lines, then the remaining accounts lines will be printed on the second page of the PO even though no inventory lines are left to be printed on the second page.



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Today, PCGenesis always prints the general ledger account lines on the last page of the purchase order. Now, to include all 20 account lines, some accounts may be printed on the next-to-last page of the purchase order. The way the purchase order prints depends on the number of inventory lines and the number of account lines as detailed below:

- If there are 10 account lines or less, all accounts will be printed on the last page of the purchase order.
- If there are 10 account lines or more, the accounts will print on the next-to-last page and the last page of the purchase order.
- If there are more than 20 accounts lines, but less than 27 inventory lines, then the remaining accounts lines will be printed on the second page of the purchase order even though no inventory lines are left to be printed on the second page.

Vendor Claim Account Lines

PCG Dist=8991 Rel=18.01.00 05/23/2018 DOD 003 SV CADEVSY5 CASECOND WHITE

006055 VENDOR 000055 Expense/Inquiry-Vendor EXP0200
 1 WEST FIRST STREET (Renit To:) P.O. BOX 1244 OPEN
 ATLANTA, GA 30000 ATLANTA, GA 30000

Purchase Order No: 000160 Seq: 9997 Claim Dt: 4/13/2018 Claim Amt: 1007.16
 Desc: FINANCE - TEST PO Xref Seq: Disc Dt: Disc Amt:
 FACILITIES UPGRADE CLASSR A/P Blnc: 421 Bank: Payment:
 Ref: VENDOR REFERENCE FOR DESK Check#: Amount:

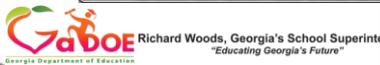
Yr	Fnd	F	Prgrn	Funct	Objct	Fcty	B	Add'l	Amount	1099
18	100		1011	1000	43200	195	1		1000.00	
18	100		1011	1000	44222	195	1		.50	
18	100		1011	1000	44300	195	1		.50	
18	100		1011	1000	61000	195	1	1	.50	
18	100		1011	1000	61041	195	1		.50	
18	100		1011	1000	61100	195	1		.50	
18	100		1011	1000	61500	195	1		.50	
18	100		1011	1000	61600	195	1		.50	
18	100		1021	1000	43200	195	1		.25	
18	100		1021	1000	44222	195	1		.26	
18	100		1041	1000	44222	108	1		.27	
18	100		1021	1000	61000	195	1	1	.28	
18	100		1021	1000	61041	195	1		.29	
18	100		1041	1000	44300	108	1		.30	
18	100		1041	1000	58000	108	1		.31	
18	100		1021	1000	61600	195	1		.32	
18	100		1041	1000	61000	108	1		.33	
18	100		1021	1000	64100	195	1		.34	
18	100		1041	1000	43200	108	1		.35	
18	100		1041	1000	61000	108	1	1	.36	

F1=First, F2=Next, F3=Prev, F4=Last, F17=PrtScrn F16=Reenter/Exit

DATE First Next Prev Last

The number of General Ledger accounts on vendor **claims** has increased from 10 accounts to **20** accounts.

- The number of General Ledger accounts on vendor claims has been increased from 10 accounts to 20 accounts.
- This facilitates entering vendor claims by allowing more general ledger data to be entered per claim.



Expand Claims Against a Purchase Order to 24

PCG Dist=8991 Rel=18.03.00 09/21/2018 DOD 004 C:\DEVSY\ C\SECOND WHITE PURC0200

P.O. Inquiry Vendor: 6654 HOME DEPOT INC
P.O. Number: 40432 1 HOME DEPOT LANE
ATLANTA, GA 30000 CLOSED

Bill to - Facility: 103 Building: 2 SMITH SCHOOL 0103 PO Output: 0-Other
Ship to - Facility: 106 Building: SMITH SCHOOL 0106
Attn of: Janie Builder Description: FINANCE - TEST PO

Requisition #: Date: 4/05/2018 Carry fwd/reopen date:
Amount: 5355.81 Carry fwd:

----- CLAIM INFORMATION -----
('St.' indicates STATUS, (O) = Open, (P) = Paid, & (S) = Selected)

Seq	Date	Amount	St.	Seq	Date	Amount	St.
1.	9999	4/06/2018	101.90 (O)	2.	9998	4/05/2018	.20 (O)
3.	9997	4/05/2018	.40 (O)	4.	9996	4/05/2018	.21 (O)
5.	9995	4/05/2018	.20 (O)	6.	9994	4/07/2018	100.00 (P)
7.	9993	4/07/2018	125.00 (O)	8.	9992	4/07/2018	150.00 (O)
9.	9991	4/08/2018	150.00 (O)	10.	9990	4/09/2018	175.00 (O)
11.	9989	4/10/2018	200.00 (O)	12.	9988	4/11/2018	225.00 (O)
13.	9987	4/11/2018	.29 (P)	14.	9986	4/12/2018	250.00 (P)
15.	9985	4/13/2018	275.00 (O)	16.	9984	4/13/2018	275.00 (O)
17.	9983	4/12/2018	300.00 (O)	18.	9982	4/14/2018	325.00 (O)
19.	9981	4/15/2018	325.00 (O)	20.	9980	4/16/2018	325.00 (O)
21.	9979	4/17/2018	350.00 (O)	22.	9975	4/07/2018	100.00 (P)
23.	9977	4/19/2018	375.00 (C)	24.	9976	4/20/2018	400.00 (C)

The number of **claims** that can be processed against a **purchase order** has increased from 12 claims to **24** claims.

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Expand Claims Against a Purchase Order to 24

- The number of claims that can be processed against a purchase order has been increased from 12 claims to 24 claims.
- This enhancement reduces the number of purchase orders that need to be entered when more than 12 claims must be processed against the same purchase order.
- This saves data entry time and effort and improves reliability by not requiring duplicate entry of purchase order information.
- This was a request we have received numerous times at GASBO!

Print Vendor Checks

- Vendor checks have been improved by moving the zip code closer to the city and state in the vendor address fields.
- The envelope address has been adjusted so that the zip code prints two spaces after the state, instead of printing in the extreme right-hand edge of the envelope window.



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A3.3. Print Vendor Checks

- The *Print Vendor Checks* ((F1, F4, F5, F4) option has been improved by moving the zip code closer to the city and state in the vendor address fields on the vendor check.
- The envelope address has been adjusted so that the zip code prints two spaces after the state, instead of printing in the extreme right-hand edge of the envelope window.

Update Vendors with Employee Information

- The new *Update Vendors with Employee Information* function (F1, F14, F2)
- Scans the *Vendor Master File* for employees and identifies information on the vendor record that does not match information on the *Payroll Master File* record
- Facilitates synchronizing the *Vendor Master File* with up-to-date payroll information



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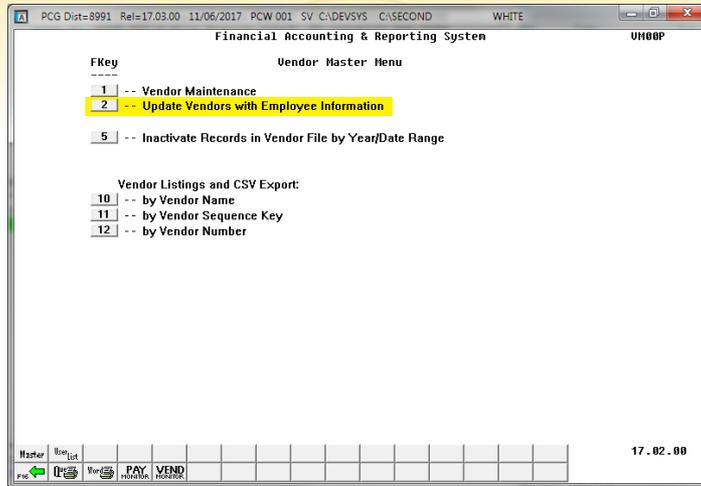
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Update Vendors with Employee Information

- A new function *Update Vendors with Employee Information* (F1, F14, F2) has been added to the *Vendor Master Menu*
- This program scans the *Vendor Master File* for employees and identifies information on the vendor record that does not match information on the *Payroll Master File* record
- The purpose of this program is to synchronize the *Vendor Master File* with up-to-date payroll information

Update Vendors with Employee Information



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Update Vendors with Employee Information

- A new function *Update Vendors with Employee Information* (F1, F14, F2) has been added to the *Vendor Master Menu*

Update Vendors with Employee Information

- Processing options include:
 - Print a **report only** (= trial mode)
 - Print a **report and update** the *Vendor Master File* with the payroll data (= final mode)
- **Vendor** and **Sequence Name** options include:
 - First, middle, last order
 - Last, first, middle order



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Update Vendors with Employee Information

Processing options include:

- Print a report only
- Print a report and update the *Vendor Master File* with the payroll data

The **Vendor Name** and **Sequence Name** can be updated in

- First, middle, last order
- Last, first, middle order

Update Vendors with Employee Information

- The following fields will be updated on the *Vendor Master File* :
 - Vendor name
 - Contact name
 - Street address lines, city, state, and zip
 - Telephone number
 - Name control field
 - Vendor sequence key (optional)



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Update Vendors with Employee Information

The following fields will be updated on the *Vendor Master File* :

- Vendor name – The vendor name field will be updated !
- Contact name
- Street address lines, city, state, and zip
- Telephone number
- Name control field
- Vendor sequence key (optional)

Update Vendors with Employee Information

PCG Dist=8991 Rel=17.03.00 10/26/2017 PCW 002 SV CADEVSYS C:\SECOND WHITE

Update Vendors with Employee Information PR15RPT1

Select update option: Print report only
 Print report and update VENDOR File with employee information

Select vendor name option: Vendor name in First Middle Last order
 Vendor name in Last, First Middle order

Update Vendor Sequence Key: **H**

Select vendor seq key option: Vendor Sequence Key in First Middle Last order
 Vendor Sequence Key in Last, First Middle order

The following vendor fields will be updated: Vendor name, contact, street address lines, city, state, zip, telephone, and name control. Optionally, the vendor sequence key can be updated.

ENTER = Continue, F16 = Exit Program 17.03.01

Select the desired options and ENTER.

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Update Vendors with Employee Information

Processing options include:

- Print a report only
- Print a report and update the *Vendor Master File* with the payroll data

The **Vendor Name** and **Sequence Name** can be updated in

- First, middle, last order
- Last, first, middle order

Updating the **Vendor Sequence Key** is optional

Update Vendors with Employee Information

REPORT ID: PR1SRPT1		UPDATE VENDORS WITH EMPLOYEE INFORMATION		PAGE 1
REPORT DATE: 10/26/17				
VENDOR	EMPNO	FIELD	ORIG VALUE	NEW VALUE
34	89487	Name	MC5UGH, HESAINE	HESAINE MCSUGH
		Contact	MC5UGH, HESAINE	HESAINE MCSUGH
		Seq Key	0000000000	HESAINE MCSUGH
		Phone	0000000000	09995550522
36	88272	Name	EC7ERT, VI7O	VI7O EC7ERT
		Contact	EC7ERT, VI7O	VI7O EC7ERT
		Seq Key	0000000000	VI7O EC7ERT
		Phone	0000000000	09995551753
38	89857	Name	DA4LING, IR4IDA	IR4IDA DA4LING
		Contact	DA4LING, IR4IDA	IR4IDA DA4LING
		Seq Key	0000000000	IR4IDA DA4LING
		Phone	0000000000	09995550144
39	88470	Name	GR7VER, AL7HONSO	AL7HONSO GR7VER
		Contact	GR7VER, AL7HONSO	AL7HONSO GR7VER
		Seq Key	0000000000	AL7HONSO GR7VER
		Phone	0000000000	09995551553
40	88156	Name	WE3THERS, LA3ERNE	LA3ERNE WE3THERS
		Contact	WE3THERS, LA3ERNE	LA3ERNE WE3THERS
		Seq Key	0000000000	LA3ERNE WE3THERS
		Phone	0000000000	09995551870

The reports shows the original value and the new value for each updated field



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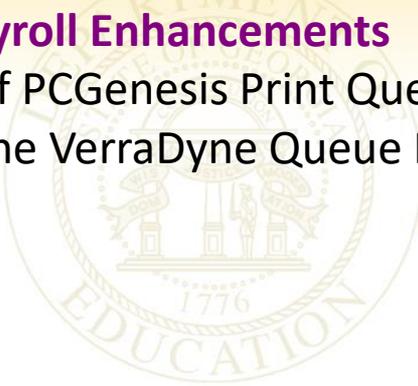
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Update Vendors with Employee Information

- The reports shows the original value and the new value for each updated field

Agenda

- Recent FAR Enhancements
- **Recent Payroll Enhancements**
- Upgrade of PCGenesis Print Queue
- Demo of the VerraDyne Queue Manager



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Payroll - Add New Employee

PCG Dist=8991 Rel=18.03.00 11/01/2018 PCG 001 C:\DEVSY5 C:\SECOND WHITE PAV01

Add New Employee

Status **A** -- Active DOOLITTLE, DEBBIE M. Class 7 CERTIFIED 10 MONTH
 Emp. no. 77777 Pay Loc 103 Location 000103 Job 106 GRADE 6
 Sex Code E Work Loc 103 Location 000103 EEO-5 Job 009 Undefined
 Mar Stat S SSN 777 88 9999 Ethnic 5 BLACK

NAME First DEBBIE Middle M. Last DOOLITTLE Suffix Prefix
 Address 1 WEST FIRST STREET Certificate Type
 Address L2 City/State ATLANTA, GA CS1 Job (from CPI) 000
 Zip Code 30008 County 009 Include on CPI ? Y
 Phone (770)123-9567 County 009 Sick Bank ? N
 Cell phone (770)765-9324 Substitute rank
 Hours Per Day

Birth Date 7/01/2018 Pens. Date TRS DOE Paid ERCDN ?
 Hire Date GHI Eligible Participate in GHI ? Y
 Rehire Date GHI BOE Trans? GHI Option B3 BCBS BRONZE
 Term Date GHI 1st Day Wrk
 Term Reason GHI Coverage Star GHI Change Code

***** TAX DATA
 Federal: Mar Stat S Exempt 0
 State: Mar Stat B Allowance Mar 0 Dep

Tax Switches: Fed Y State Y FICA Y Pensi
 Validations passed. Check screen 2 or save yo

18.01.00

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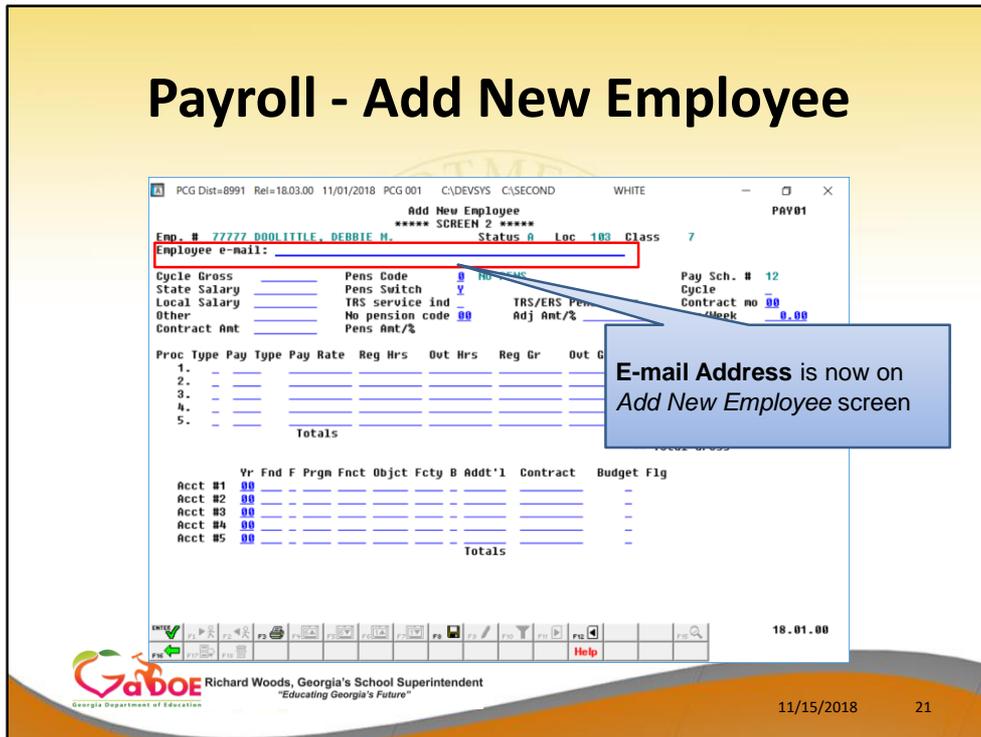
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A2.4. Add New Employee

- Enhancements are being made to the *Add New Employee* (F2, F2, F1) screen to facilitate SHBP AUF File processing.
- Two new fields have been added to the *Add New Employee* screen, the **cell phone number** and the **e-mail address**. The first screen shows the **cell phone number**.
- Having the employee e-mail address field available on the *Add New Employee* screen will allow the **NEMP** (new employee) change transaction to be created with the correct e-mail address for the employee on the SHBP AUF File.
- This will help to get information on the AUF file for SHBP as a **NEMP** (new employee) transaction and not as a **MISC** (miscellaneous) transaction.
- The payroll administrator will no longer be required to go to the *Update/Display Emergency Data* screen (F3, F1, F5) to enter the employee's e-mail address after adding a new

employee.

Payroll - Add New Employee



A2.4. Add New Employee

- Enhancements are being made to the *Add New Employee* (F2, F2, F1) screen to facilitate SHBP AUF File processing.
- Two new fields have been added to the *Add New Employee* screen, the **cell phone number** and the **e-mail address**. The second screen shows the **e-mail address**.
- Having the employee e-mail address field available on the *Add New Employee* screen will allow the **NEMP** (new employee) change transaction to be created with the correct e-mail address for the employee on the SHBP AUF File.
- This will help to get information on the AUF file for SHBP as a **NEMP** (new employee) transaction and not as a **MISC** (miscellaneous) transaction.
- The payroll administrator will no longer be required to go to the *Update/Display Emergency Data* screen (F3, F1, F5) to enter the employee's e-mail address after adding a new employee.

Payroll Trial and Final Registers

REPORT ID: PAYR-PAYTRIAL-EE PAYROLL TRIAL REGISTER FOR PAY 11/30/17 PAGE: 44
 PERIOD END: 11/30/2017 REPORT DATE: 03/16/2018 09:22

NUMBER OF CHECKS BY CLASS CODE

CLASS	MALE	FEMALE	TOTAL	
01	29	104	133	CLASSROOM TEACHERS
02	7	47	54	TEACHER AIDES
04	0	1	1	PRE-K FAMILY SVC COORDINATOR
05	1	7	8	SCHOOL COUNSELORS
07	1	2	3	LIBRARIANS
08	5	10	15	ADMINISTRATIVE
09	1	22	23	CLERICAL
10	4	1	5	MAINTENANCE
11	6	8	14	CUSTODIANS
12	8	23	31	BUS DRIVERS
14	2	0	2	MECHANICS
15	1	30	31	LUNCHROOM WORKERS
17	3	2	5	BOARD MEMBERS
18	1	2	3	CUSTODIAN PARTTIME
22	0	1	1	SPEECH THERAPIST
24	0	2	2	NURSES
28	2	0	2	OTHER CERTIFIED 12 MONTH EMPL
29	3	1	4	OTHER CLASSIFIED 12 MONTH EMPL
30	0	7	7	OTHER CERTIFIED PARTTIME EMPL
31	0	2	2	OTHER CLASSIFIED PARTTIME EMPL
31	74	272	346	TOTAL CHECKS / DIRECT DEPOSITS

A summary of the number of checks / direct deposits issued by payroll **Class Code** provides an additional check-point for accuracy of the payroll.

A2.10. Payroll Trial Register and Final Register

- The *Payroll Trial Register* (F2, F3, F3) and the *Payroll Final Register* (F2, F3, F7) reports have been enhanced.
- The reports now include a summary of the number of checks / direct deposits issued by payroll **Class Code** at the end of the reports.
- This feature provides another check-point for ensuring the accuracy of the payroll by allowing the payroll administrator to quickly identify the total number of checks / direct deposits for each class code.

Agenda

- Recent FAR Enhancements
- Recent Payroll Enhancements
- **Upgrade of PCGenesis Print Queue**
- Demo of the VerraDyne Queue Manager



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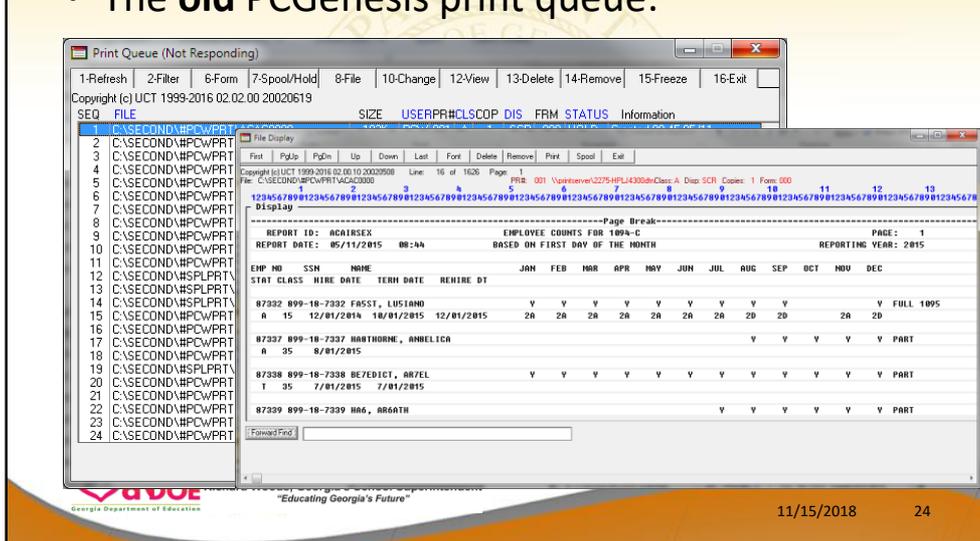
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The major enhancement this year was the new **VerraDyne Print Queue Manager**.

Upgrade of PCG Print Queue

- The **old** PCGenesis print queue:



- The DOE rolled out a major upgrade of the PCGenesis Print Queue!
- Recently, school districts upgrading to Windows Server 2012 and Windows Server 2016 have experienced problems using the old version of the print queue in printing their reports.
- Specifically, quite a few sites have problems with the reports printing in portrait and with a large font instead of landscape.
- Since the DOE didn't own the source code for the existing print queue, we couldn't correct the issues.

Upgrade of PCG Print Queue

- The DOE has purchased the VerraDyne Print Manager for a cost of **\$25,000** to replace the existing PCGenesis print queue
- The new VerraDyne Print Manager has much in common with the existing PCGenesis print queue because the same company created both systems



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- The DOE purchased the VerraDyne Print Manager for a cost of \$25,000 to replace the existing PCGenesis print queue
- The new VerraDyne Print Manager has much in common with the existing PCGenesis print queue because the same company created both systems

Upgrade of PCG Print Queue

- The VerraDyne Print Manager system is designed to provide users with an easy to use print/e-mail manager for use in the windows environment
- It is designed to utilize the Windows print queues and printer functions
- It allows the user to interact with other applications in the foreground, while a print/e-mail job is running in the background
- Once a print file has been released it is passed to the Windows print queue, ready for printing



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- The VerraDyne Print Manager system is designed to provide users with an easy to use print/e-mail manager for use in the windows environment
- Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions
- Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print/e-mail job is running in the background
- Once a print file has been released it is passed to the Windows print queue, ready for printing

Upgrade of PCG Print Queue

- The VerraDyne Print Manager stores data in the FREE version of **Microsoft SQL Server**.
- PCGenesis connects to **SQL Server Database** using windows security.



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- Unlike our existing PCGenesis print queue, the VerraDyne Print Manager (UCTQUEUE) stores its data in **SQL Server Tables** to which it connects using **windows authentication**
- The VerraDyne Print Manager uses the FREE version of **Microsoft SQL Server** called **SQL Server Express**

Upgrade of PCG Print Queue

- View and e-mail the documents in **PDF format**
- E-mail reports to specific user, or group of users
- Print reports to specific printer
- ReQueue reports after printing or emailing



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Some of the features of the new VerraDyne Print Manager system:

- You can view and e-mail the documents in **PDF format**
- You can e-mail reports to specific user, or group of users
- You can print reports to specific printer
- Just like our existing PCGenesis print queue, you can re-queue reports after printing or emailing

Upgrade of PCG Print Queue

- Archive reports to specific archive directories, based on individual users or file type
- View or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- Search archived reports



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Some of the features of the new VerraDyne Print Manager system:

- You can archive reports to specific archive directories, based on individual users or file type
- You can view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users is available
- You can search archived reports using specific parameters

Upgrade of PCG Print Queue

- Some basics....
 - Checks, W-2's, and 1099's **spool directly to a printer** and never pass through VerraDyne.
 - Payroll checks and vendor checks do not use the VerraDyne Print Queue software.
 - W-2's and 1099's do not use the VerraDyne Print Queue software.
 - So, problems with VerraDyne will not impact check printing!



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- W-2's and 1099's do not use the VerraDyne Print Queue software.
- So, problems with VerraDyne will not impact check printing!

Upgrade of PCG Print Queue

- Some basics....
 - Users can double-click on a report file and view the report in Adobe Reader.
 - Users can also print the report from Adobe Reader.
 - Printing the report from Adobe Reader does not use the printing capabilities of VerraDyne.



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Some basics....

- Users can double-click on a report file and view the report in **Adobe Reader**.
- **Users can also print the report from Adobe Reader.**
- Printing the report from Adobe Reader does not use the printing capabilities of VerraDyne.

Upgrade of PCG Print Queue

The screenshot shows a window titled "Business Applications MASTER" with a "Master Menu" containing the following options:

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

A callout box with the text "Select Que icon on any PCGenesis menu" points to a "Que" icon on the taskbar. The taskbar also shows icons for "PAY" and "VEND".

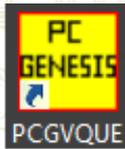
At the bottom of the slide, there is a logo for "GaDOE Georgia Department of Education" and the text "Richard Woods, Georgia's School Superintendent 'Educating Georgia's Future'". The date "11/15/2018" and page number "32" are also present.

To access the new VerraDyne Print Manager system:

- Select the **Que** icon on any PCGenesis menu.
- This is the recommended way to view PCGenesis reports.

Upgrade of PCG Print Queue

- The user can also access the *VerraDyne Queue Manager* from the desktop icon.
- From the user's workstation double-click the **PCGVQUE** icon



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To access the new VerraDyne Print Manager system:

- The user can also access the *VerraDyne Queue Manager* from the desktop icon.
- From the user's workstation double-click the **PCGVQUE** icon

Upgrade of PCG Print Queue

VerraDyne Queue Manager

Settings Refresh File Archive Files Exit About 1160 Queued Files DOCHALA

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2093	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2093	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	1853	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	1878	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2118	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	


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- This is the **VerraDyne Print Manager** system
- It is very similar to the old PCGenesis Print Queue

Upgrade of PCG Print Queue

- The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past.
- Before, all PCGenesis reports were stored in the K:\SECOND\#nnnPRT directories.
- Now, the *VQueueService* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.



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- The *VerraDyne Print Queue* manages PCGenesis report files differently than in the past.
- Before, all PCGenesis reports were stored in the **K:\SECOND\#nnnPRT** directories.
- Now, the *VQueueService* monitors two sets of print directories: The **Spool Directory** and the **Print Directory**.

Upgrade of PCG Print Queue

- The **Spool Directory** is where PCGenesis creates the reports:
 - K:**SECOND**\#DODPRT
 - Print files will be deleted from the Spool Directory
- The **Print Directory** is where PCGenesis moves the reports to:
 - K:**UCTPRINT**\#DODPRT



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The **Spool Directory** is where PCGenesis creates the reports:

K:**SECOND**\#DODPRT

Print files will be deleted from the Spool Directory

The **Print Directory** is where PCGenesis **moves** the reports to:

K:**UCTPRINT**\#DODPRT

Upgrade of PCG Print Queue

- The **Print Directory** is the directory where the Print Manager stores the reports in the print queue
 - For example, the **Print Directory** may be
K:\UCTPRINT\#DODPRT
 - The Print Manager will **MOVE** the PCG reports from the **Spool Directory** to the **Print Directory**
 - If there is an existing print file with the same name as a new print file, the Print Manager will rename the file and append a date/time stamp



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The **Print Directory** is the directory where the Print Manager stores the reports in the print queue

- For example, the **Print Directory** may be
K:\UCTPRINT\#DODPRT
- The Print Manager will **MOVE** the PCG reports from the **Spool Directory** to the **Print Directory**
- If there is an existing print file with the same name as a new print file, the Print Manager will **rename the file and append a date/time stamp**

Upgrade of PCG Print Queue

New Volume (K:) > UCTPRINT > #DODPRT

Name	Date modified	Type	Size
PRNT0000@171025_0940025	8/25/2017 9:40 AM	File	31 KB
PRNT0000@170830_1503056			
PRNT0000@170830_1453015			
XFER0000@170825_1435011			
XFER0000			
PRNT0000@170825_0912036			
PRNT0000@170825_0905036			
PRNT0000	8/25/2017 9:01 AM	File	14 KB
PRNT0003@170824_1142010.PDF	8/24/2017 12:07 PM	Adobe Acrobat D...	60 KB
PRNT0003@170824_1142010	8/24/2017 11:42 AM	File	250 KB
PRNT0003@170824_1137006	8/24/2017 11:37 AM	File	250 KB
PRNT0003@170824_0946019	8/24/2017 9:46 AM	File	2 KB
PRNT0003	8/24/2017 9:29 AM	File	14 KB
PRNT0002	8/24/2017 9:28 AM	File	14 KB

Print Directory:

- Notice the print files will reside in **UCTPRINT**
- Notice the file name may be changed and the date/time stamp may be appended to the name



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- The **Print Directory** is where PCGenesis moves the reports to:
K:\UCTPRINT\#DODPRT
- Notice the **file name** may be changed and the **date/time stamp** may be appended to the name

Upgrade of PCG Print Queue

- **IMPORTANT NOTE:** Before, users would sometimes store personal spreadsheets, etc in their print spool directory in **K:\SECOND\#xxxPRT**. (xxx is the three character PCGenesis user ID.)
- This causes problems with the *VerraDyne Print Spooler*.
- Do not save any miscellaneous files to the **K:\SECOND\#xxxPRT** directories.
- The print spool directories are used by the system to temporarily contain PCGenesis reports created by the system and should not be used for any other purpose.



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- Before, users would sometimes store personal spreadsheets, etc in their print spool directory in **K:\SECOND\#xxxPRT**. (xxx is the three character PCGenesis user ID.)
- This causes problems with the *VerraDyne Print Spooler*.
- **Do not save any miscellaneous files** to the **K:\SECOND\#xxxPRT** directories.
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Upgrade of PCG Print Queue

- **VQueueService** is a required service that runs in background
 - Monitors **K:\SECOND\#xxxPRT** directories
 - When a new report is detected it moves the report to **K:\UCTPRINT\#xxxPRT**



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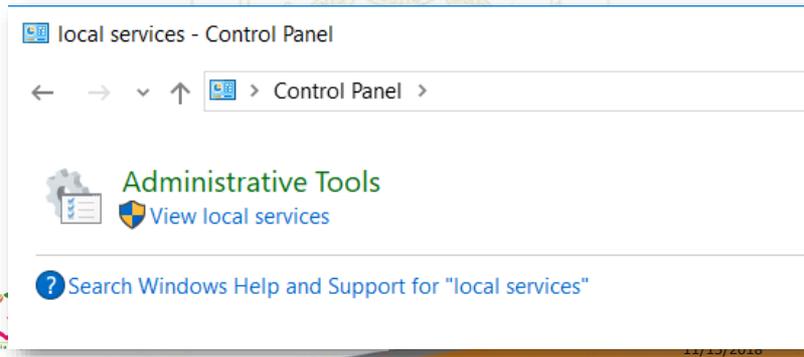
40

VQueueService is a required service that runs in background

- Monitors **K:\SECOND\#xxxPRT** directories
- When a new report is detected it moves the report to **K:\UCTPRINT\#xxxPRT**

Upgrade of PCG Print Queue

- **VQueueService** is a required service that runs in background
 - Go to the **Control Panel** on the PCGenesis server
 - Search for '**Local Services**'



- **VQueueService** is a required service that runs in background
- To see the **VQueueService**...
 - Go to the **Control Panel** on the PCGenesis server
 - Search for '**Local Services**'

Upgrade of PCG Print Queue

The screenshot shows the Windows Services console for 'Services (Local)'. A table lists various services with columns for Name, Description, Status, Startup Type, and Log On As. The 'VQueueService' is highlighted with a red box, and a blue callout box points to it with the text: 'VQueueService must be 'Running' or 'Started''.

Name	Description	Status	Startup Type	Log On As
Virtual Disk	Provides management services for disks, volu...		Manual	Local System
Volume Shadow Copy	Manages and implements Volume Shadow Co...		Manual	Local System
Volumetric Audio Compositor Service	Hosts spatial analysis for Mixed Reality audio...		Manual	Local Service
VQueueService	VerraDyne PrintQueue	Running	Automatic	Local System
WalletService	Hosts objects used by clients of the wallet		Manual	Local System
WarpITSvc	Provides a JIT out of process service for WARP...		Manual (Trigg...	Local System
Web Account Manager	This service is used by Web Account Manager...	Running	Manual	Local System
WebClient	Enables Windows-based programs to create, a...		Manual (Trigg...	Local Service

- **VQueueService** is a required service that runs in background
- To see the **VQueueService**...
 - Go to the **Control Panel** on the PCGenesis server
 - Search for '**Local Services**'
 - The **VQueueService** must be '**Running**' or '**Started**'

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Upgrade of PCG Print Queue

The screenshot shows the Windows Services console for 'Services (Local)'. The following table represents the data visible in the console:

Name	Description	Status	Startup Type	Log On As
Spatial Data Service	This service is used for Spatial Perception scen...	Manual	Manual	Local Service
Spot Verifier	Verifies potential file system corruptions.	Manual (Trigg...	Manual (Trigg...	Local System
SQL Active Directory Helper Service	Enables integration with Active Directories	Disabled	Disabled	Network Se...
SQL Server (SQLEXPRESSPCG)	Provides storage, processing and controlled ac...	Running	Automatic	Local System
SQL Server Agent (SQLEXPRESSPCG)	Executes jobs, monitors SQL Server, fires alert...	Disabled	Automatic	Network Se...
SQL Server Browser	Provides SQL Server connection information L...	Running	Automatic	Local Service
SQL Server CEIP service (SQLEXPRESSPCG)	CEIP service for Sql server	Running	Automatic	NT Service\...
SQL Server VSS Writer	Provides the interface to backup/restore Micro...	Running	Automatic	Local System
SSDP Discovery	Discovers networked devices and services that ...	Running	Manual	Local Service
State Repository Service	Provides required infrastructure support for th...	Running	Manual	Local System

SQL Server (SQLEXPRESSPCG) and SQL Server Browser must be running at all times.

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- **VQueueService** is a required service that runs in background
- VQueueService runs using **SQL Server Express**
- To see the **VQueueService** and **SQL Server Express...**
 - Go to the **Control Panel** on the PCGenesis server
 - Search for '**Local Services**'
 - **SQL Server (SQLEXPRESSPCG)** and **SQL Server Browser** must be running at all times.

Upgrade of PCG Print Queue

The data in the print queue can be sorted by any column at the top of the screen:

- File Name
- Size
- User
- Device
- Class
- Copies
- Disposition
- Form
- Date
- Output

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VTILLOG...	38674	DIANE OCHALA	HP-2285	A	1	REQUEST	LANDSCAPE	HOLD	10/17/09:40		P
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE OCHALA	HP-2285	A	1	REQUEST	LANDSCAPE		10/17/09:40		P
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE OCHALA	HP-2285	A	1	REQUEST	LANDSCAPE		10/17/09:40		P
K:\UCTPRINT\ASPLPRT\PRINT000...	13989	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	993	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	10578	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	4276	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG0000...	16413	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	8331	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	4276	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	2758	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	2491	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\VTILLOG...	15923	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG0000...	16413	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\PRINT000...	31682	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\PRINT0001...	115	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\PRINT0000...	31682	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\ARPT0003...	1559	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\ARPT0001...	1559	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\ARPT0000...	371	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\ARPT0002...	1559	ADMINISTRATOR	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG00046...	16411	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG00029...	16375	DIANE OCHALA	HP-2285	A	1	REQUEST					
K:\UCTPRINT\ASPLPRT\REG00017...	16998	DIANE OCHALA	HP-2285	A	1	REQUEST	LANDSCAPE	HOLD	10/25/17/09:36		P

- The data in the print queue can be sorted by any column at the top of the screen:
 - File Name, Size, User, Device, Class, Copies, Disposition, Form, Date, Output

Upgrade of PCG Print Queue

- The selected **Sort** option is saved and remembered by user id when **Exit** is selected on the menu bar.
- The system will remember the user's sort settings every time the user logs into the system.



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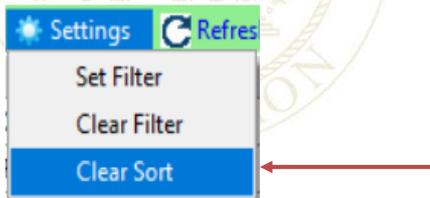
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- The selected **Sort** option is saved and remembered by user id when **Exit** is selected on the menu bar.
- The system will remember the user's sort settings every time the user logs into the system.

Upgrade of PCG Print Queue

- If the PCGenesis reports do not appear to be sorted correctly, start by selecting the **Clear Sort** option before clicking on a column heading to sort the entries.



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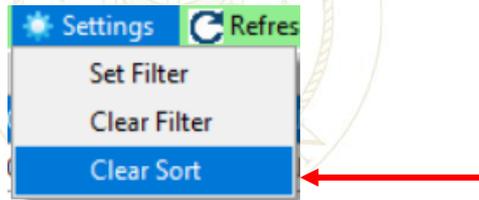
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If the PCGenesis reports do not appear to be sorted correctly, start by selecting the **Clear Sort** option before clicking on a column heading to sort the entries.

Upgrade of PCG Print Queue

- If you wish to reset the column sort, click **Settings** on menu bar, and select the **Clear Sort** option



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If you wish to reset the column sort, click **Settings** on menu bar, and select the **Clear Sort** option

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VUTILLOG...	38674	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG000...	16409	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG0@...	16409	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\PRINT000...	31682	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\VUTILLOG...	993	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\VUTILLOG...	10578	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\VUTILLOG...	4276	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\REG0@...	16413	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\VUTILLOG...	8331	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\REG0@...	16409	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\VUTILLOG...	4276	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT\ASPLPRT\VUTILLOG...	2758	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/27/17(01:02)		P
K:\UCTPRINT\ASPLPRT\VUTILLOG...	2491	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT\ASPLPRT\VUTILLOG...	15923	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT\ASPLPRT\REG0@...	16413	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/26/17(01:03)		P
K:\UCTPRINT\ASPLPRT\PRINT000...	31682	DIANE OCHALA	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\PRINT0001	115	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\PRINT0000	31682	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\ARPT0003	1559	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\ARPT0001	1559	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\ARPT0000	371	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\ARPT0002	1559	ADMINISTRATOR	HP-2285	A	1	REQUEUE					
K:\UCTPRINT\ASPLPRT\REG00046	16411	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT\ASPLPRT\REG00029	16375	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P
K:\UCTPRINT\ASPLPRT\REG00017	16998	DIANE OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/25/17(09:36)		P

Double-click File Name:
 • Allows the PCGenesis report to be displayed in PDF format

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- Double-click **File Name**: Allows the PCGenesis report to be displayed in **PDF format**

Upgrade of PCG Print Queue

The screenshot displays the VerraDyne Queue Manager interface. At the top, a table lists print jobs with columns for File Name, Size, User, Device, Class, Copies, Disp, Form, Status, Date, Information, and Output. Below this, a detailed view of a job is shown, including a message type and a list of messages. A blue callout box highlights the 'File Name' column in the message list, stating: 'Double-click File Name: • Allows the PCGenesis report to be displayed in PDF format'.

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P

Message Content:

```
DATE 10/31/2018 LV00200 LEAVE INPUT IMPORT ERROR/WARNING REPORT FINAL MODE PAGE 1
MESSAGE TYPE MESSAGE DETAIL
T,07877,ABHEY,LEAHARD,,,,,,A1,1,10012018,D,1,,V,08998,.....
087877 SUBSTITUTE LAST NAME MISMATCH AMEND
087877 SUBSTITUTE FIRST NAME MISMATCH AMEND
087877 RECORD ACCEPTED WITH WARNINGS
T,07877,ABHEY,LEAHARD,,,,,,A1,1,10012018,D,1,,V,08998,.....
087877 SUBSTITUTE LAST NAME MISMATCH AMEND
087877 SUBSTITUTE FIRST NAME MISMATCH AMEND
087877 RECORD ACCEPTED WITH WARNINGS
T,08905,EDGARD,WARNE,,,,,,A1,1,10012018,D,1,,V,08934,.....
08905 SUBSTITUTE LAST NAME MISMATCH AMEND
08905 SUBSTITUTE FIRST NAME MISMATCH AMEND
08905 RECORD ACCEPTED WITH WARNINGS
T,09139,GRISHAM,TERMA,,,,,,A1,1,10012018,D,1,,V,08934,.....
09139 SUBSTITUTE LAST NAME MISMATCH AMEND
09139 SUBSTITUTE FIRST NAME MISMATCH AMEND
09139 RECORD ACCEPTED WITH WARNINGS
T,09139,GRISHAM,TERMA,,,,,,A1,1,10012018,D,1,,V,08934,.....
09139 SUBSTITUTE LAST NAME MISMATCH AMEND
09139 SUBSTITUTE FIRST NAME MISMATCH AMEND
09139 RECORD ACCEPTED WITH WARNINGS
087877 ABHEY, LEAHARD
087877 LEAVE EXCEEDS EMPLOYEE BALANCE FOR TYPE LV TYPE = A1 ENDING BAL = 34.8000 TOT REQUEST = 34.0000 ERROR
LEAVE DATE EDIT
087877 DUPLICATE LEAVE DATE EXISTS FOR EMPLOYEE LV DATE = 2018/10/01 ABHEY, LEAHARD
09139 DUPLICATE LEAVE DATE EXISTS FOR EMPLOYEE LV DATE = 2018/10/01 GRISHAM, TERMA
```

- Double-click **File Name**: Allows the PCGenesis report to be displayed in **PDF format**

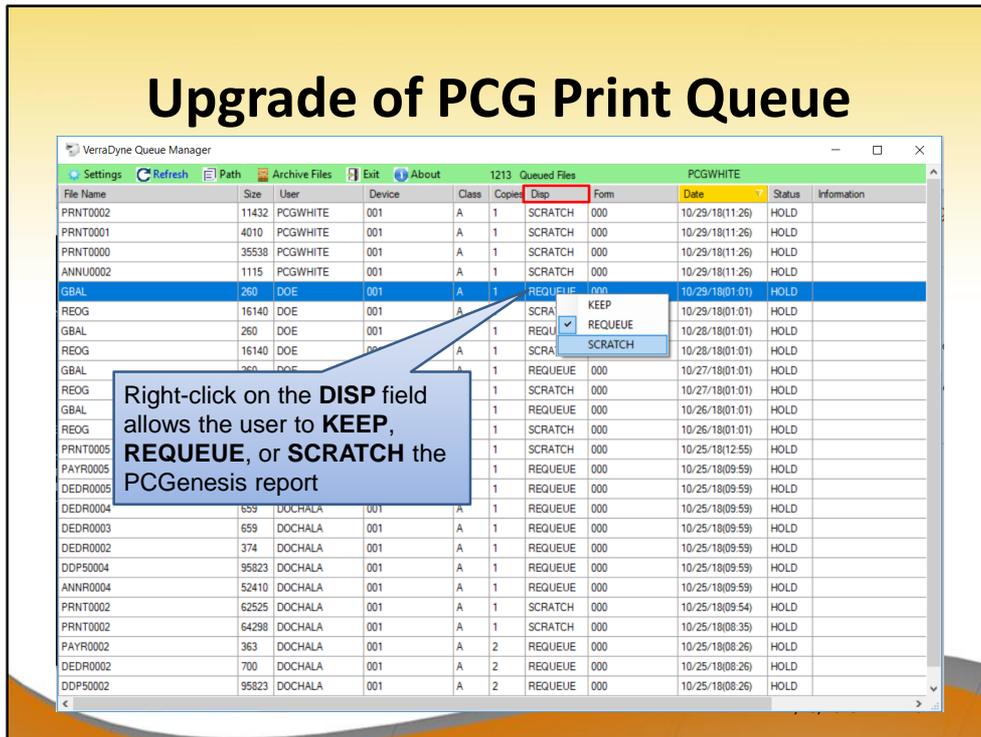
Upgrade of PCG Print Queue

The screenshot shows the VerraDyne Queue Manager interface. The main window displays a table of print jobs. The 'Status' column is highlighted in red, and a right-click context menu is open over it, showing options for 'HOLD' and 'SPOOL'. A blue callout box with a white background and a blue border points to the 'Status' field, containing the text: 'Right-click on the Status field allows the user to HOLD or SPOOL the PCGenesis report'. The table contains the following data:

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
LVS0002	2158	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVS0001	2158	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVS0000	2158	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVER0002	1853	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVER0001	1853	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVER0000	2093	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVDT0002	1418	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVDT0001	1418	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVDT0000	1418	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVL0002	2015	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVL0001	2015	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVL0000	2015	PCGWWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
GBAL	260	DOE	001	A	1	REQUEUE	000	10/24/18(01:01)	HOLD	
REOG	16104	DOE	001	A	1	SCRATCH	000	10/24/18(01:01)	HOLD	
GBAL	260	DOE	001	A	1	REQUEUE	000	10/23/18(01:01)	HOLD	
REOG	16100	DOE	001	A	1	SCRATCH	000	10/23/18(01:01)	HOLD	
LVS0000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
LVER0000	2093	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
LVDT0000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
LVL0000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
LVS0000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
LVDT0000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	

- Right-click on the **Status** field allows the user to **HOLD** or **SPOOL** the PCGenesis report

Upgrade of PCG Print Queue



To change the Disposition of a print file:

The disposition of a print file can be changed by **right clicking** on the disposition (**Disp**) field for the print file and selecting the desired option.

Disposition, valid values are:

- **SCRATCH** - After printing or emailing, the document entry will be removed from the print queue and the file on the disk will be scratched.
- **KEEP** - After printing or emailing, the document entry will be removed from the print queue. The document on the disk will not be scratched.
- **REQUEUE** - After printing or emailing, the document entry will remain in the print queue in HOLD status and the file on the disk will be not be scratched. The entry status will be set back to HOLD after printing or emailing.

Upgrade of PCG Print Queue

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
C:\UCTPRINT#\DODPRT\VEND0000	862	DOCHALA	001	A	1	SCRATCH	000	11/02/18(10:10)	HOLD	
C:\UCTPRINT#\SPLPRT\GBAL	260	DOE	001	A	1	REQUEUE	000	11/02/18(01:01)	HOLD	
C:\UCTPRINT#\SPLPRT\REOG	16140	DOE	001	A	1	SCRATCH	000	11/02/18(01:01)	HOLD	
C:\UCTPRINT#\PCGPRT\L\VAD0000	83560	PCGWWHITE	001	A	1	SCRATCH	000	11/01/18(14:29)	HOLD	
C:\UCTPRINT#\SPLPRT\GBAL	260	DOE	001	A	1	REQUEUE	000	11/01/18(01:01)	HOLD	
C:\UCTPRINT#\SPLPRT\REOG	16144	DOE	001	A	1	SCRATCH	000	11/01/18(01:01)	HOLD	
C:\UCTPRINT#\DODPRT\GROS0003	3445	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\EREE0003	4773	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\ERBF0003	5923	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\ERAC0003	8907	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\EGRS0003	5297	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\DERE0003	9162	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\ACCT0003	8863	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:54)	HOLD	
C:\UCTPRINT#\DODPRT\VREG0000	403	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\FREG0000	2959	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\PAYR0003	363	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\FREG0000	14954	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\DEDR0003	459	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\DEDR0002	659	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\DEDR0001	659	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:53)	HOLD	
C:\UCTPRINT#\DODPRT\DEDR0000	22557	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:48)	HOLD	
C:\UCTPRINT#\DODPRT\DDP50002	8465	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:48)	HOLD	
C:\UCTPRINT#\DODPRT\ANNR0002	2679	DOCHALA	001	A	1	REQUEUE	000	10/31/18(14:48)	HOLD	
C:\UCTPRINT#\DODPRT\EXCP0000	2824	DOCHALA	001	A	1	SCRATCH	000	10/31/18(14:48)	HOLD	

- An enhancement has been made to payroll reports, vendor check reports, and financial monthly reports so that these reports are not automatically deleted from the print queue after being spooled to the printer.
- Now, these important reports are sent to the print queue with a disposition of **REQUEUE**

Upgrade of PCG Print Queue

- Successful printing of payroll reports and financial monthly reports is very important
- Before, these reports were created with a disposition of '**SCRATCH**'
- They were automatically deleted from the print queue after printing
- Before, if there was a network hiccup and the reports were spooled but never printed for some reason, the reports couldn't be recovered



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- Successful printing of payroll reports and financial monthly reports is very important
- Before, these reports were created with a disposition of '**SCRATCH**'
- They were automatically deleted from the print queue after printing
- Before, if there was a network hiccup and the reports were spooled but never printed for some reason, the reports couldn't be recovered

Upgrade of PCG Print Queue

- With the *VerraDyne Print Queue*, these reports are not automatically deleted from the print queue after being spooled to the printer.
- These reports will be created in the *VerraDyne Print Queue* with the disposition '**REQUEUE**'
- This allows the reports to be spooled and respoiled numerous times, if necessary



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- With the *VerraDyne Print Queue*, these reports are not automatically deleted from the print queue after being spooled to the printer.
- These reports will be created in the *VerraDyne Print Queue* with the disposition '**REQUEUE**'
- This allows the reports to be spooled and respoiled numerous times, if necessary
- **Most PCGenesis reports will still be queued with a disposition of SCRATCH.**

Upgrade of PCG Print Queue

- **NOTE:** Even with a disposition of '**REQUEUE**', the reports will only remain in the print queue for **30 days** before being permanently deleted.
- The *VerraDyne Queue Manager* constantly cleans up old files and will delete files from the print queue after 30 days regardless of the disposition of the file.



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- Even with a disposition of '**REQUEUE**', the reports will only remain in the print queue for **30 days** before being permanently deleted.
- The *VerraDyne Queue Manager* constantly **cleans up old files** and will delete files from the print queue after 30 days regardless of the disposition of the file.

Upgrade of PCG Print Queue

VerraDyne Queue Administration Licensed to: GA Doe

Setup PrintQueue Archive Files Audit Logs Exit About DOCHALA

VerraDyne Queue Manager

Settings Refresh File Archive Files Exit About 1192 Queued Files DOCHALA

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status
C:\UCTPRINT#\DODPRT\PRINT0002	64298	DOCHALA	001	A	1	SCRATCH	000	10/25/18(08:35)	HOLD
C:\UCTPRINT#\DODPRT\PAYR0002	363	DOCHALA	001	A	8	REQUEUE	000	10/25/18(08:26)	HOLD
C:\UCTPRINT#\DODPRT\DEDR0002	700	DOCHALA	001	A	2	REQUEUE	000	10/25/18(08:26)	HOLD

Double-click into the **Copies** field or, put your cursor in the **Copies** field and overtype the **number of copies**

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- The user can change the number of copies requested
- Double-click into the **Copies** field or, put your cursor in the **Copies** field and overtype the **number of copies**

Upgrade of PCG Print Queue

- VerraDyne supports multiple PCGenesis report printers
- Call the help desk if you would like a second report printer configured



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- VerraDyne supports **multiple PCGenesis report printers**
- Call the help desk if you would like a second report printer configured

Upgrade of PCG Print Queue

The screenshot shows the VerraDyne Queue Manager interface. The main window displays a table of 1213 queued files. The table has columns for File Name, Size, User, Device, Class, Copies, Disp, Form, Date, Status, and Information. The 'Device' column is highlighted with a red box, and a callout box points to it with the text: "Right-click on the Device field allows the user to select the desired PCGenesis report printer".

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
PRNT0002	11432	PCGWWHITE	001	A	1	SCRATCH	000	10/29/18(11:26)	HOLD	
PRNT0001	4010	PCGWWHITE	001	A	1	SCRATCH	000	10/29/18(11:26)	HOLD	
PRNT0000	35538	PCGWWHITE	001	A	1	SCRATCH	000	10/29/18(11:26)	HOLD	
ANNU0002	11115	PCGWWHITE	001	A	1	SCRATCH	000	10/29/18(11:26)	HOLD	
GBAL	260	DOE	001	A	1	REQUEUE	000	10/29/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	SCRATCH	000	10/29/18(01:01)	HOLD	
GBAL	260	DOE	001	A	1	REQUEUE	000	10/28/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	SCRATCH	000	10/28/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	REQUEUE	000	10/27/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	SCRATCH	000	10/27/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	REQUEUE	000	10/26/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	SCRATCH	000	10/26/18(01:01)	HOLD	
REOG	16140	DOE	001	A	1	REQUEUE	000	10/25/18(12:55)	HOLD	
REOG	16140	DOE	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
DEDR0005	700	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
DEDR0004	659	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
DEDR0003	659	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
DEDR0002	374	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
DDP50004	95823	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
ANNR0004	52410	DOCHALA	001	A	1	REQUEUE	000	10/25/18(09:59)	HOLD	
PRNT0002	62525	DOCHALA	001	A	1	SCRATCH	000	10/25/18(09:54)	HOLD	
PRNT0002	64298	DOCHALA	001	A	1	SCRATCH	000	10/25/18(08:35)	HOLD	
PAYR0002	363	DOCHALA	001	A	2	REQUEUE	000	10/25/18(08:26)	HOLD	
DEDR0002	700	DOCHALA	001	A	2	REQUEUE	000	10/25/18(08:26)	HOLD	
DDP50002	95823	DOCHALA	001	A	2	REQUEUE	000	10/25/18(08:26)	HOLD	

Right-click on the **Device** field allows the user to select the desired PCGenesis report printer

Upgrade of PCG Print Queue

The screenshot shows the VenaDyne Queue Manager interface. A table lists 16 queued files with columns for File Name, Size, User, Device, Class, Copies, Disp, Form, Date, Status, and Information. A context menu is open over the first file, listing options: Delete, Remove, Detail Info, Email, and Archive. A callout box points to the menu with the text: "Right-click on the File Name allows the user to:" followed by a bulleted list of the menu options.

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VL0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	1824	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1878	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2118	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	

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Right-click on the **File Name** allows the user to:

- **Delete** (delete file & remove from queue)
- **Remove** (remove file from queue)
- **Detail Info** (audit log information)
- **E-mail** (e-mail PCG report to another user)
- **Archive**

Upgrade of PCG Print Queue

- **IMPORTANT NOTE:** Multiple files can be selected at the same time by clicking and then holding the *Shift* or *Control* key while selecting the relevant files.
- This allows multiple files to be deleted, spooled, or archived at the same time.
- Also, the **Remove** option is not recommended since this option does not delete the report file from the disk drive. It is recommended to always use the **Delete** option to permanently delete the report entry from the print queue and from the disk drive.



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- Multiple files can be selected at the same time by clicking and then holding the *Shift* or *Control* key while selecting the relevant files.
- This allows multiple files to be deleted, spooled, or archived at the same time.
- Also, the **Remove** option is not recommended since this option does not delete the report file from the disk drive. It is recommended to always use the **Delete** option to permanently delete the report entry from the print queue and from the disk drive.

Upgrade of PCG Print Queue

The screenshot shows a 'Detail' window with the following information:

FileName: K:\UCTPRINT\#DODPRT\PRNT0000@171030_0940041
 User: DIANE.OCHALA
 Device: HP-2285
 Form: LANDSCAPE
 Size: 13989 Class: A Copies: 1

The log shows the following actions:

```

2017/10/30 10:44 DIANE.OCHALA (Queue) File Released
2017/10/30 10:01 DIANE.OCHALA (Queue) Document status changed to be Emailed to
2017/10/30 10:00 DIANE.OCHALA (Queue) File Requested On Printer: HP-2285 Using F
2017/10/30 10:00 DIANE.OCHALA (Queue) File Released
2017/10/30 10:00 DIANE.OCHALA (Queue) Changed To Print Only
2017/10/30 09:59 DIANE.OCHALA (Queue) File Released
2017/10/30 09:40 DIANE.OCHALA (Queue) File added to Queue
  
```

The 'Detail Info' callout box contains the following text:

Detail Info:

- Screen itemizes each action related to the print file
- For example, who has released the file for printing

At the bottom of the window, there is a table with the following data:

FileName	JobID	User	Device	Class	Copies	Queue	Form	Status	Time	Output
K:\UCTPRINT\#SPLPRT\REG00046	16411	DIANE.OCHALA	HP-2285	A						
K:\UCTPRINT\#SPLPRT\REG00029	16375	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)	P
K:\UCTPRINT\#SPLPRT\REG00017	16998	DIANE.OCHALA	HP-2285	A	1	QUEUE	LANDSCAPE	HOLD	10/25/17(09:36)	P

Detail Info:

- The Detail Info displays a screen which itemizes each action related to the print file
- For example, who has released the file for printing

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P

Document Email

Send Cancel

From: DOCHALA@OUTLOOK.COM

To: KMCARTHUR@DOE.K12.GA.US

Recipients:

Attachment: PRNT0000@181101_1342047:

Subject: Testing e-mail feature of new print queue

Message: Testing e-mail feature of new print queue

Disposition:
 Requeue
 Scratch
 Keep

Pdf Password: Email Password

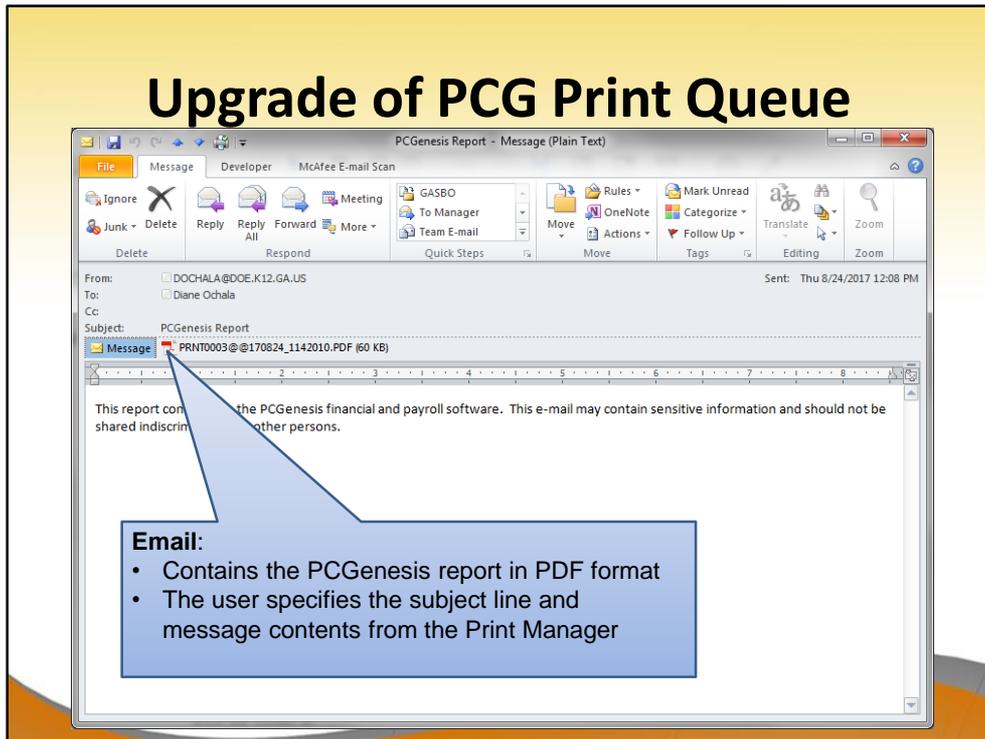
Note: Pdf Password only can be set on TEXT files.

Email:
• Allows the PCGenesis report to be e-mailed to other individuals

Email:

- Allows the PCGenesis report to be e-mailed to other individuals

Upgrade of PCG Print Queue



Email:

- This screen shows an e-mail generated by the VerraDyne Print Manager
- The e-mail contains the PCGenesis report in PDF format
- The user specifies the subject line and message contents from the Print Manager

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VTULOG	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REGOG000	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REGOG@	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P

Document Email

Send Cancel

From: DOCHALA@OUTLOOK.COM

To: [Drop-down icon]

Recipients: NEWGROUP
PCG DEVELOPERS
DIANE.OCHALA@DOE.K12.GA.US
DOCHALA@OUTLOOK.COM
ATENNYSON@DOE.K12.GA.US
DOCHALA@DOE.K12.GA.US

Attachment: KMCARTHUR@DOE.K12.GA.US
ANGELA.TENNYSON@DOE.K12.GA.US
KAREN.MCARTHUR@DOE.K12.GA.US
G_KATIE@BELLSOUTH.NET
PCGUSER1@DOE.K12.GA.US

Subject: RMETTS@DOE.K12.GA.US
TEST.TEST@DOW.K12.GA.US
TEST.USER@DOE.K12.GA.US
QUICK.FOX@DOE.K12.GA.US

Disposition: Requeue Scratch Keep

Pdf Password: Email Password

Note: Pdf Password only can be set on TEXT files.

New Group:

Email:

- Drop-down icon will retain of list of e-mail addresses and e-mail groups

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Email:

- Drop-down icon will retain of list of e-mail addresses and e-mail groups to make entering e-mail addresses easier

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Status	Date	Information	Output
K:\UCTPRINT\ASPLPRT\VUTILLOG...	38674	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P
K:\UCTPRINT\ASPLPRT\REG0000...	16409	DIANE.OCHALA	HP-2285	A	1	REQUEUE	LANDSCAPE	HOLD	10/30/17(09:40)		P

Document Email

Send Cancel

From: DOCHALA@OUTLOOK.COM

Disposition: Requeue Scratch Keep Pdf Password: Email Password Note: Pdf Password only can be set on TEXT files.

To: New Group: PCG Help Desk

Recipients: Emails and groups must be separated by SemiColon

Attachment: PRNT0000@181101_1342047;

Subject: Example PCG report for Help Desk

Message: Here is an example PCGenesis report for the Help Desk

Email:

- Build an **e-mail group** on the fly
- Enter a series of e-mail addresses separated by semicolons
- Name the **New Group Name**

Email:

- Build an **e-mail group** on the fly
- Enter a series of e-mail addresses separated by semicolons
- Name the **New Group Name**

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT\#DODPRT\LVS0003	187401	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	
K:\UCTPRINT\#DODPRT\LVS0002	659	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	
K:\UCTPRINT\#DODPRT\LVD0002	1196962	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	

Document Email

Send Cancel

From: DOCHALA@OUTLOOK.COM

To: DIANE.OCHALA@DOE.K12.GA.US

Attachment: LVS0003; LVSM0001; LVD0002;

Subject: Middle School Leave Reports

Message: Middle School Leave Reports

Disposition: Requeue Scratch Keep

Pdf Password: Email Password

Note: Pdf Password only can be set on TEXT files.

Recipients:

New Group:

Emails and groups must be separated by SemiColon

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Email:

- Multiple reports can be e-mailed at the same time by selecting the desired reports

Upgrade of PCG Print Queue

VerraDyne Queue Manager

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
K:\UCTPRINT#\DODPRT\LVSB0003	187401	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	
K:\UCTPRINT#\DODPRT\LVSB0002	659	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	
K:\UCTPRINT#\DODPRT\LVDT0002	1196962	DOCHALA	001	A	1	SCRATCH	000	11/01/18(14:08)	HOLD	

Document Email

Send Cancel

From: DOCHALA@OUTLOOK.COM

To: DIANE.OCHALA@DOE.K12.GA.US

Attachment: LVSB0003; LVSM0001; LVDT0002;

Subject: Middle School Leave Reports

Message: Middle School Leave Reports

Disposition: Requeue Scratch Keep

PDF Password: Email Password

Note: Pdf Password only can be set on TEXT files.

Email:

- Decide the **Disposition** of the PCG reports
- The reports can be **requeued** or **scratched** after e-mailing

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After the report is Emailed:

- Decide the **Disposition** of the PCG reports
- The reports can be **requeued** or **scratched** after e-mailing

Upgrade of PCG Print Queue

- Archive reports to specific archive directories, based on individual users or file type
- View or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- Search archived reports



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Some of the features of the new VerraDyne Print Manager system:

- You will be able to archive reports to specific archive directories, based on individual users or file type
- You will be able to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users will be available
- You will be able to search archived reports using specific parameters

Upgrade of PCG Print Queue

Archive Name	Archive Directory	Archived Files
ABR	K:\UCTARCHIVE\#ABRPRT	0
ATR	K:\UCTARCHIVE\#ATRPRT	0
CAS	K:\UCTARCHIVE\#CASPRT	0
CJG	K:\UCTARCHIVE\#CJGPRT	0
CWJ	K:\UCTARCHIVE\#CWJPRT	0
DDD	K:\UCTARCHIVE\#DDDPRT	0
DOE	K:\UCTARCHIVE\#DOEPRT	0
EXB	K:\UCTARCHIVE\#EXBPRT	0
LCB	K:\UCTARCHIVE\#LCBPRT	0
LGP	K:\UCTARCHIVE\#LGPRT	0
MAR	K:\UCTARCHIVE\#MARPRT	0
NIA	K:\UCTARCHIVE\#NIAPRT	0
POP	K:\UCTARCHIVE\#POPPRT	0
SLR	K:\UCTARCHIVE\#SLRPRT	0
TKW	K:\UCTARCHIVE\#TKWPRT	0



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Some of the features of the new VerraDyne Print Manager system:

- The archive files are located in **K:\UCTARCHIVE\#xxxPRT**

Upgrade of PCG Print Queue

The screenshot shows the VerraDyne Queue Manager interface. A table lists queued files with columns for File Name, Size, User, Device, Class, Copies, Disp, Form, Date, Status, and Information. A context menu is open over the first row, showing options: Delete, Remove, Detail Info, Email, and Archive. A callout box points to the menu with the text: "Right-click on the File Name allows the user to:" followed by a list of actions.

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VL0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000				A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	1824	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	1878	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS800000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2118	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD000000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL000000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VS800000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER000000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VD000000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL000000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS800000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	
C:\UCTPRINT#\DODPRTL\VER000000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	

Right-click on the **File Name** allows the user to:

- Delete (delete file & remove from queue)
- Remove (remove file from queue)
- Detail Info (audit log information)
- E-mail (e-mail PCG report to another user)
- **Archive**

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This is the VerraDyne Print Manager system
Right-click on the **File Name** allows the user to:

- **Archive**

Upgrade of PCG Print Queue

The screenshot shows the VerraDyne Queue Manager interface. The main window displays a table of 1176 queued files for the PCGWHITE user. An 'VArchiveList' dialog box is open, showing the 'Archive Name' set to 'PCG' and the 'File Name' set to 'LVS0002'. The dialog also includes options for 'Remove File from Queue', 'Retention Days', and 'Version Ver'.

File Name	Size	User	Device	Class	Copies	Disp	Form	Date	Status	Information
LVS0002	2158	PCGWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVS0001	2158	PCGWHITE	001	A	1	SCRATCH	000	10/24/18(14:24)	HOLD	
LVS0000										
LVER0002										
LVER0001										
LVER0000										
LVDT0002										
LVDT0001										
LVDT0000										
LVBL0002										
LVBL0001										

- **Archive Name** defaults based upon the user
- **File Name** can be changed to something meaningful



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This is the VerraDyne Print Manager system

- **Archive Name** defaults based upon the user
- **File Name** can be changed to something meaningful

Upgrade of PCG Print Queue

VerraDyne Queue Manager

Settings Refresh File Archive Files Exit About 1160 Queued Files DOCHALA

File Name	Size	User	Device	Class	Copies	Dup	Form	Date	Status	Information
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VER0000	2093	DOCHALA		A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA		A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA		A	1	SCRATCH	000	10/22/18(12:42)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA		A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA		A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2093	DOCHALA		A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA		A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	1853	DOCHALA		A	1	SCRATCH	000	10/22/18(12:27)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:26)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	1878	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:24)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2118	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:23)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VD00000	1418	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VL00000	2015	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:21)	HOLD	
C:\UCTPRINT#\DODPRTL\VS80000	2158	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	
C:\UCTPRINT#\DODPRTL\VER00000	2252	DOCHALA	001	A	1	SCRATCH	000	10/22/18(12:19)	HOLD	

• To view the archived files, select 'Archive Files'

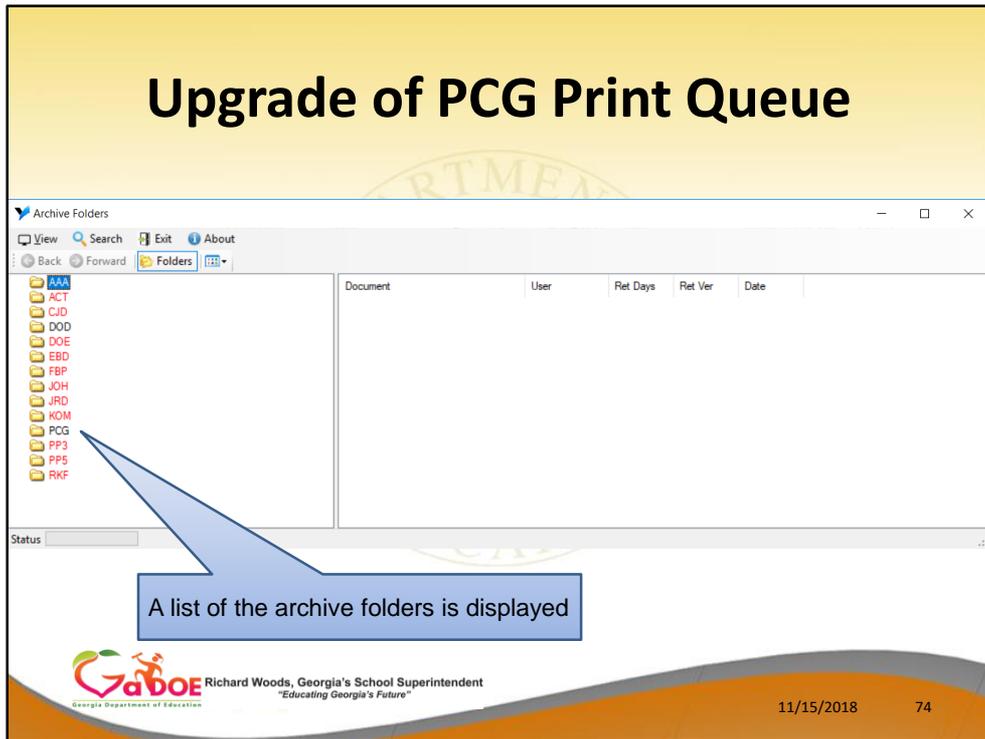
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This is the VerraDyne Print Manager system

- To view the archived files, select 'Archive Files'

Upgrade of PCG Print Queue



A list of the **archive folders** is displayed

Upgrade of PCG Print Queue

The screenshot shows the 'Archive Folders' application window. On the left is a folder tree with folders labeled AAA, ACT, CJD, DOD, DOE, EBD, FBP, JOH, JRD, KOM, PCG, PP3, PPS, and RKF. The main area displays a table of documents:

Document	User	Ret Days	Ret Ver	Date
LVS0001	... PCGWHITE	0	0	10/24/2018
Leave Balance Summary	... PCGWHITE	0	0	10/24/2018

A blue callout box points to the 'Leave Balance Summary' document with the following text:

From the **Archive View**, double-click **File Name**:

- Allows the archived report to be displayed in **PDF format**

At the bottom of the slide, there is a logo for 'GaDOE' (Georgia Department of Education) and the text 'Richard Woods, Georgia's School Superintendent' and 'Educating Georgia's Future'. The date '11/15/2018' and page number '75' are also present.

From the **Archive View**, double-click **File Name**: The archived report to be displayed in **PDF format**

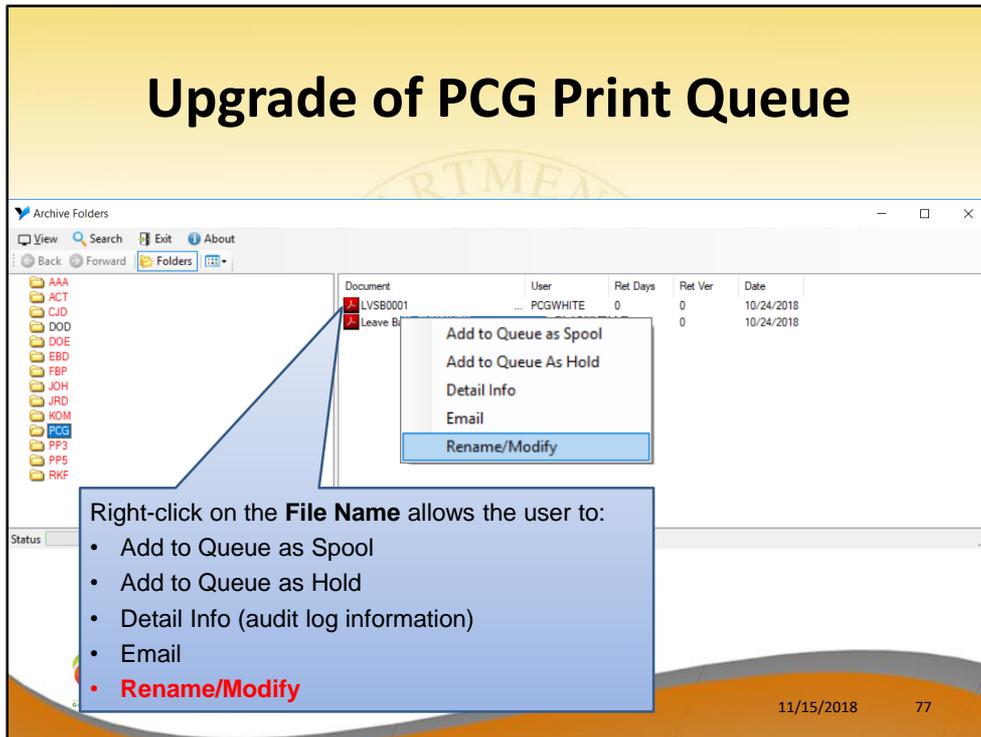
Upgrade of PCG Print Queue

The screenshot shows a software interface with a menu bar (View, Search, Exit, About) and a toolbar (Back, Forward, Folders). A document list at the top shows 'LVSB0001' and 'Leave Balance Summary' with columns for Document, User (PCGWHITE), Ret Days (0), Ret Ver (0), and Date (10/24/2018). Below this is an Adobe Acrobat Reader window displaying a 'Leave Balance Summary.pdf'. The report content includes a title 'SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY', a table with columns for SUBNO, SUBSTITUTE NAME, TYPE, TAX DATE, LV DATE, SUB SSN, CLASS, WK, LOC, YEAR, UNIT, SUB TIME, and SUB AMOUNT, and a footer with the GADOE logo and the text 'Richard Woods, Georgia's School Superintendent' and 'Educating Georgia's Future'. A callout box with a blue background and white text says 'Double-click File Name: • Allows the archived report to be displayed in PDF format'.

SUBNO	SUBSTITUTE NAME	TYPE	TAX DATE	LV DATE	SUB SSN	CLASS	WK	LOC	YEAR	UNIT	SUB TIME	SUB AMOUNT	
86998	ANNOYA, ANNONE	CUR LV	00/00/0000	10/01/2018	999-08-6998	24	9999	2019	87877	ABNEY, LEHARD	DAILY	1.0000	60.0000
*** SUBSTITUTE TOTALS													
86936	ANGLIN, DEBETRIUS	CUR LV	00/00/0000	10/01/2018	999-08-8936	24	9999	2019	87877	ABNEY, LEHARD	DAILY	2.0000	120.0000
87437	HASL, VASIA	CUR LV	00/00/0000	10/01/2018	999-08-8437	24	9999	2019	87877	ABNEY, LEHARD	DAILY	1.0000	60.0000
89450	HASOMER, BRILTON	CUR LV	00/00/0000	10/01/2018	999-08-8450	24	9999	2019	87877	ABNEY, LEHARD	DAILY	1.0000	60.0000

From the **Archive View**, double-click **File Name**: The archived report to be displayed in **PDF format**

Upgrade of PCG Print Queue



- Right-click on the **File Name** allows the user to:
- **Add to Queue as Spool** – add the report back to the print queue in SPOOL mode
 - **Add to Queue as Hold** – add the report back to the print queue in HOLD mode
 - **Detail Info** (audit log information)
 - **Email**
 - **Rename/Modify**

Upgrade of PCG Print Queue

Archive Folders

Document	User	Ret Days	Ret Ver	Date
LVS0001	... PCGWWHITE	0	0	10/24/2018
Leave Balance Summary	... PCGWWHITE	0	0	10/24/2018

Rename Archive File

Save Cancel

Folder: C:\UCTARCHIVE\#PCGPRT\
Org Name: LVS0001
File Type: pdf Archive Name: PCG
New File Name: LVS0001
Ret Days: 0 Ret Ver: 0

- File Name can be changed to something meaningful

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The **Archive File Name** can be changed to something more meaningful

Upgrade of PCG Print Queue

The screenshot shows the 'Archive Folders' application window. On the left, a folder tree lists various folders (AAA, ACT, CID, DOD, DOE, EBD, FBP, JOH, JRD, KDM, PCG, PP3, PPS, RKF). The main pane displays a table of documents:

Document	User	Ret Days	Ret Ver	Date
LVS0001	... PCGWWHITE	0	0	10/24/2018
Leave Balance Summary	... PCGWWHITE	0	0	10/24/2018

A 'Rename Archive File' dialog box is open, showing the following details:

- Folder: C:\UCTARCHIVE#\PCGPRT\
- Org Name: LVS0001
- File Type: pdf
- Archive Name: PCG
- New File Name: 2018_October_Leave Balance Summary
- Ret Days: 0
- Ret Ver: 0

A blue callout box points to the 'New File Name' field with the text: 'File Name can be changed to something meaningful'.

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- The **Archive File Name** can be changed to something more meaningful
- For example, this archive report name has been changed to '2018_October_Leave_Balance_Summary'.

Upgrade of PCG Print Queue

The screenshot shows the 'Archive Folders' application window. On the left, there is a folder tree with folders labeled AAA, ACT, CJD, DOD, DOE, EBD, FBP, JOH, JRD, KCM, PCG, PPS, and RKF. The main pane displays a table of documents:

Document	User	Ret Days	Ret Ver	Date
Leave Balance Summary	PCGWHITE	0	0	10/24/2018
2018_October_Leave Balance Summary	PCGWHITE	0	0	10/24/2018

A blue callout box with a pointer to the second row contains the text: "File Name can be changed to something meaningful".

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The **Archive File Name** can be changed to something more meaningful

- For example, this archive report name has been changed to *'2018_October_Leave_Balance_Summary'*.

Upgrade of PCG Print Queue

Archive Folders

Document	User	Ret Days	Ret Ver	Date
LVS0001	PGGWHITE	0	0	10/24/2018
Leave Before	PGGWHITE	0	0	10/24/2018

Right-click on the **File Name** allows the user to:

- Add to Queue as Spool
- Add to Queue as Hold
- **Detail Info (audit log information)**
- Email
- Rename/Modify

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Right-click on the **File Name** allows the user to:

- Add to Queue as Spool – add the report back to the print queue in SPOOL mode
- Add to Queue as Hold – add the report back to the print queue in HOLD mode
- **Detail Info** (audit log information)
- Email
- **Rename/Modify**

Upgrade of PCG Print Queue

The screenshot displays the 'Detail' window of the UCTSent - Archive View application. The window title is 'UCTSent - Archive View'. The main content area shows the following details for a file:

- FileName: k:\uctarch\ktmarch\PRINT0000@170828_0845033.pdf
- User: KAREN.MCARTHUR
- Device: HP-2275
- Form: EMAILKAREN
- Size: 0 Class: A Copies: 0

Below these details is a log of actions:

2017/10/30	12:12	DIANE.OCHALA	(Archive) File Viewed
2017/10/30	12:06	DIANE.OCHALA	(Archive) File Viewed
2017/08/28	08:45	KAREN.MCARTHUR	(Queue) File added to Queue
2017/08/28	08:45	KAREN.MCARTHUR	(Archive) File copied to Archive

To the right of the log is a table with columns 'Location', 'Archive', and 'Ret. Days'. It lists several files with their respective locations and retention periods.

A callout box titled 'Detail Info:' points to the log and contains the following text:

- Screen itemizes each action related to the archived file
- For example, who has viewed the file

At the bottom of the slide, there is a footer with the logo for 'GaDOE Richard Woods, Georgia's School Superintendent' and the tagline 'Educating Georgia's Future'. The date '11/15/2018' and page number '82' are also present.

This is Archive View

Detail Info:

- The Detail Info displays a screen which itemizes each action related to the archived file
- For example, who has viewed the file in the archive

Upgrade of PCG Print Queue

Search archive by:

- E-mail address
- User id who released the file
- From date / to date
- Printer device name
- Document name
- Archive name

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This is Archive View

You will be able to search the archive by:

- E-mail address
- User id who released the file
- From date / to date
- Printer device name
- Document name
- Archive name

Upgrade of PCG Print Queue

- 18.02.00 had issues with the QWORD interface to VerraDyne
 - QWORD did not delete entries correctly from the VQueue database
 - QWORD did not sort the report list correctly, making finding reports difficult
 - These problems were fixed with **18.03.00**



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We did have issues with the QWORD interface to the VerraDyne print queue

- QWORD did not delete entries correctly from the VQueue database
 - This caused problems with print file names being duplicated in the WORD queue
- QWORD did not sort the report list correctly, making finding reports difficult
- These problems were fixed with **18.03.00**

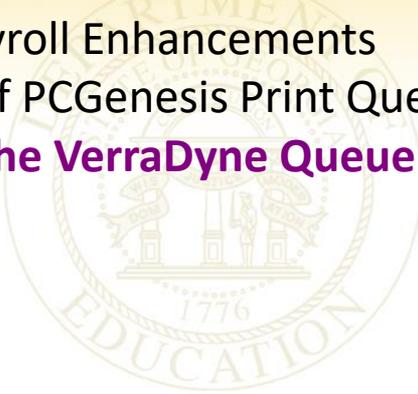
Upgrade of PCG Print Queue

Sel	Rec	User	File	Size	Time	Date
	208	PCG	C:\UCTPRINT\WPCGPRT\PRINT0002	11 K	11:26	10/29/2018
	207	PCG	C:\UCTPRINT\WPCGPRT\PRINT0001	4 K	11:26	10/29/2018
	206	PCG	C:\UCTPRINT\WPCGPRT\PRINT0000	35 K	11:26	10/29/2018
	205	PCG	C:\UCTPRINT\WPCGPRT\ANN0002	1 K	11:26	10/29/2018
	171	PCG	C:\UCTPRINT\WPCGPRT\LVSB0002	2 K	14:24	10/24/2018
	170	PCG	C:\UCTPRINT\WPCGPRT\LVSB0001	2 K	14:24	10/24/2018
	169	PCG	C:\UCTPRINT\WPCGPRT\LVSB0000	2 K	14:24	10/24/2018
	168	PCG	C:\UCTPRINT\WPCGPRT\LVVER0002	1 K	14:24	10/24/2018
	167	PCG	C:\UCTPRINT\WPCGPRT\LVVER0001	1 K	14:24	10/24/2018
	166	PCG	C:\UCTPRINT\WPCGPRT\LVVER0000	2 K	14:24	10/24/2018
	165	PCG	C:\UCTPRINT\WPCGPRT\LVDT0002	1 K	14:24	10/24/2018
	164	PCG	C:\UCTPRINT\WPCGPRT\LVDT0001	1 K	14:24	10/24/2018
	163	PCG	C:\UCTPRINT\WPCGPRT\LVDT0000	1 K	14:24	10/24/2018
	162	PCG	C:\UCTPRINT\WPCGPRT\LVBL0002	2 K	14:24	10/24/2018
	161	PCG	C:\UCTPRINT\WPCGPRT\LVBL0001	2 K	14:24	10/24/2018
	160	PCG	C:\UCTPRINT\WPCGPRT\LVBL0000	2 K	14:24	10/24/2018
			*** End of list ***			

QWORD is still available although we recommend using the **VerraDyne Print Queue Manager** instead.

Agenda

- Recent FAR Enhancements
- Recent Payroll Enhancements
- Upgrade of PCGenesis Print Queue
- **Demo of the VerraDyne Queue Manager**



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Demo of the VerraDyne Queue Manager



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Agenda

- Recent FAR Enhancements
- Recent Payroll Enhancements
- Upgrade of PCGenesis Print Queue
- Demo of the VerraDyne Queue Manager
- **SHBP AUF Transmission File**
- User Input



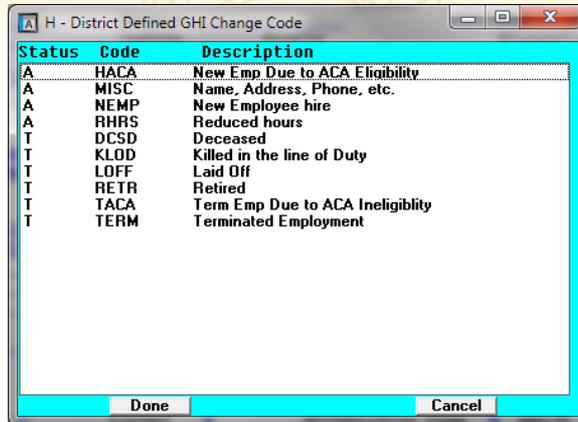
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SHBP AUF File

- These are the SHBP AUF File accepted codes:



Status	Code	Description
A	HACA	New Emp Due to ACA Eligibility
A	MISC	Name, Address, Phone, etc.
A	NEMP	New Employee hire
A	RHRS	Reduced hours
T	DCSD	Deceased
T	KLOD	Killed in the line of Duty
T	LOFF	Laid Off
T	RETR	Retired
T	TACA	Term Emp Due to ACA Ineligibility
T	TERM	Terminated Employment



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SHBP AUF File

- I want to talk about State Health reporting today. Steve, Angela and I were able to attend the 2nd annual BenPro conference held in Jekyll Island Georgia in August.
- Last year, SHBP rolled out numerous changes intended to address the very difficult situation of employees transferring between school districts so that the transfer of state health benefits is handled correctly.
- I would like to go over some of the changes made to PCG to address these changes.

SHBP AUF File

- **Add a New Employee**
- The **GHI Change Code** is automatically populated with **NEMP**
- **NEMP** fields:
 - **GHI BOE Transfer?** (informational only)
 - **GHI 1st Day Worked** (required)
 - **GHI Coverage Start** (optional, typically used for transferred employees)



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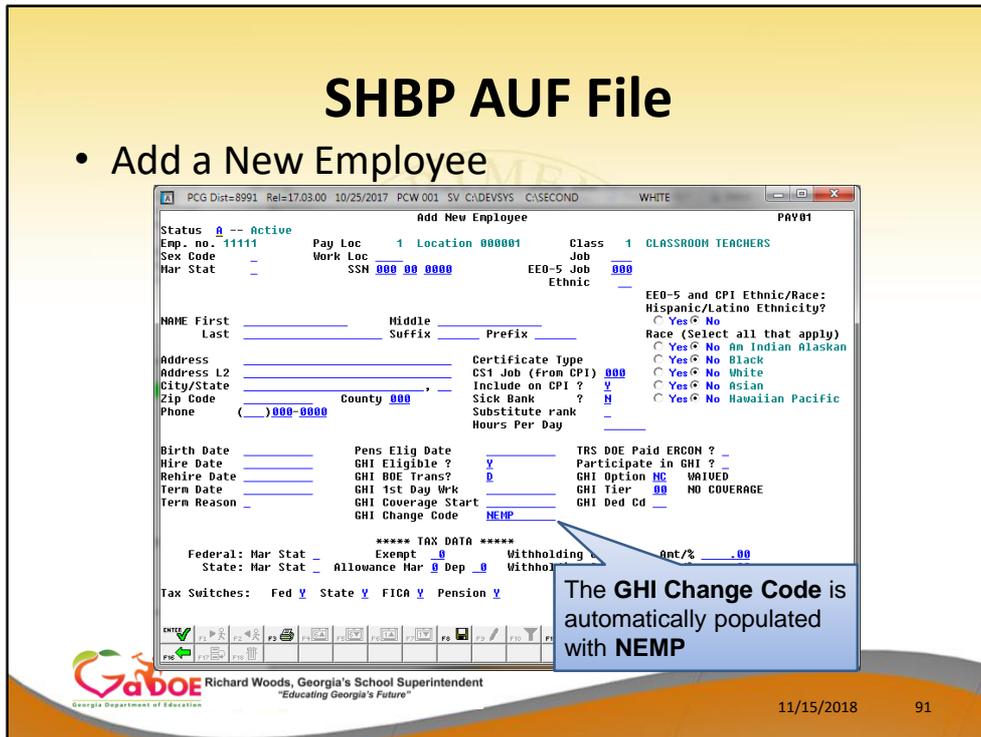
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SHBP AUF File – Add a New Employee

- First we will discuss what happens when a new employee is added in PCGenesis.
- On the *Add New Employee* screen, the **GHI Change Code** is automatically populated with **NEMP**, for a new employee hire
- For SHBP, the NEMP fields include:
 - GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
 - GHI 1st Day Worked** (This is a required field and should represent the date the employee was hired by the school system)
 - GHI Coverage Start** (this field is optional and is typically used for transferred employees)

SHBP AUF File

- Add a New Employee



SHBP AUF File – Add a New Employee

- First we will discuss what happens when a new employee is added in PCGenesis.
- On the *Add New Employee* screen, the **GHI Change Code** is automatically populated with **NEMP**, for a new employee hire
- For SHBP, the NEMP fields include:
 - GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
 - GHI 1st Day Worked** (This is a required field and should represent the date the employee was hired by the school system)
 - GHI Coverage Start** (this field is optional and is typically used for transferred employees)

SHBP AUF File

- Add a New Employee

PCG Dist=8991 Rel=17.03.00 10/25/2017 PCW 001 SV CLDEVSY5 C:\SECOND WHITE

Status A -- Active Add New Employee PAY01

Emp. no. 11111 Pay Loc 1 Location 000001 Class 1 CLASSROOM TEACHERS

Sex Code Work Loc SSN 000 00 0000 EEO-5 Job 000

Mar Stat Ethnic

NAME First _____ Middle _____ EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

Last _____ Suffix _____ Prefix _____ Race (Select all that apply) Yes No An Indian Alaskan

Address _____ Certificate Type Yes No Black

City/State _____ CS1 Job (from CPI) 000 Yes No White

Zip Code _____ County 000 Include on CPI? Y Yes No Asian

Phone ()000-0000 County 000 Sick Bank ? N Yes No Hawaiian Pacific

Substitute rank _____ Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? -

Hire Date _____ GHI Eligible ? Y N Participate in GHI ? -

Rehire Date _____ GHI BOE Trans? D Y N GHI Option NC WAIVED

Term Date _____ GHI 1st Day Wrk _____ GHI Tier 00 NO COVERAGE

Term Reason _____ GHI Coverage Start _____ GHI Ded Cd _____

GHI Change Code NEMP

***** TAX DATA **

Federal: Mar Stat - Exempt 0

State: Mar Stat - allowance Mar 9 Dep 0

Tax Switches: Fed Y State Y FICA Y Pension

17.01.00

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SHBP AUF File – Add a New Employee

- **GHI BOE Transfer?** (This is a new field in PCGenesis and is informational only)
- However, this data should be discovered from the employee so that SHBP benefits are transferred to the new school district correctly.
- Valid values are No = 'N', Yes = 'Y', and Don't know = 'D'
- If the **GHI BOE Transfer** field is set to 'Y', but a **GHI Coverage Start Date** has not been entered, a warning message will be displayed.
- This field is intended as a reminder that special processing may be required for the AUF file to be generated correctly.

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SHBP AUF File

- Add a New Employee

PGC Dist=8991 Rel=17.03.00 10/25/2017 PCW 001 SV CLDEVSY5 C:\SECND WHITE

Add New Employee PAV01

Status A -- Active
Emp. no. 11111 Pay Loc 1 Location 000001 Class 1 CLASSROOM TEACHERS
Sex Code _____ Work Loc _____ Job _____
Mar Stat _____ SSN 000 00 0000 EEO-5 Job 000
Ethnic _____ EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

NAME First _____ Middle _____
Last _____ Suffix _____ Prefix _____

Address _____ Certificate _____
Address L2 _____ CS1 Job (Fro) _____
City/State _____ Include on C _____
Zip Code _____ County 000 Sick Bank _____
Phone (____) 000-0000 Substitute _____
Hours Per _____

Birth Date _____ Pens Elig Date _____
Hire Date _____ GHI Eligible? Participate in GHI?
Rehire Date _____ GHI BOE Trans? GHI Option NC WAIVED
Term Date _____ GHI 1st Day Wrk _____ GHI Tier 00 NO COVERAGE
Term Reason _____ GHI Coverage Start _____ GHI Ded Cd _____
GHI Change Code NEMP

***** TAX DATA *****
Federal: Mar Stat _____ Exempt 0 Withholding Code 0 Amt/% .00
State: Mar Stat _____ Allowance Har 0 Dep 0 Withholding Code 0 Amt/% .00

Tax Switches: Fed State FICA Pension

17.01.00

SHBP AUF File – Add a New Employee

GHI 1st Day Worked - This is a required field and should represent the date the employee was hired by the school system

SHBP AUF File

- Add a New Employee

The **GHI Coverage Start** field is optional and is typically used for an employee transferring from another school district. It is the date when the employee's GHI benefit coverage starts.

PGC Dist=8991 Rel=17.03.00 10/25/2017 PCW 001 SV Cl.DEVSV

Add New Employee

Status Active

Emp. no. 11111 Pay Loc 1 Location 0000

Sex Code Work Loc

Mar Stat SSN 000 00 0000

NAME First _____ Middle _____ Prefix _____

Last _____ Suffix _____

Address _____

Address L2 _____ Certificate Ty _____

City/State _____ CS1 Job (from) _____

Zip Code _____ County 000 _____

Phone ()000-0000 Sick Bank _____

Substitute _____

Hours Per _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? _____

Hire Date _____ GHI Eligible ? Participate in GHI ? _____

Rehire Date _____ GHI BOE Trans? GHI Option WAIVED

Term Date _____ GHI 1st Day Wrk _____ GHI Tier 00 NO COVERAGE

Term Reason _____ GHI Coverage Start _____ GHI Ded Cd _____

GHI Change Code NEMP

***** TAX DATA *****

Federal: Mar Stat _____ Exempt Withholding Code 0 Amt/% .00

State: Mar Stat _____ Allowance Mar Dep Withholding Code 0 Amt/% .00

Tax Switches: Fed State FICA Pension

17.01.00

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- Whether or not an employee is transferring from another district should be discovered from the employee so that SHBP benefits are transferred to the new school district correctly.
- The **GHI Coverage Start** field is an optional field on the *Add New Employee* screen. Per instructions from the Georgia State Health Agency, the **GHI Coverage Start** field should only be **used for summer transfers from May 1 through October 31**. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State Health Agency, the **BOE Coverage Start Date** field will allow payroll locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month.

NOTE: If the **GHI BOE Transfer** field is set to 'Y', but a **GHI Coverage Start Date** has not been entered, a warning message will be displayed.

SHBP AUF File

- **Update/Display Personnel Data**
- The **GHI change code** defaults to the last change code submitted for the employee
- Typical **GHI change code** for *Update/Display Personnel Data*
 - Miscellaneous changes: **MISC**
 - Termination changes including: **DCSD, KLOD, LOFF, RETR, TACA** and **TERM**



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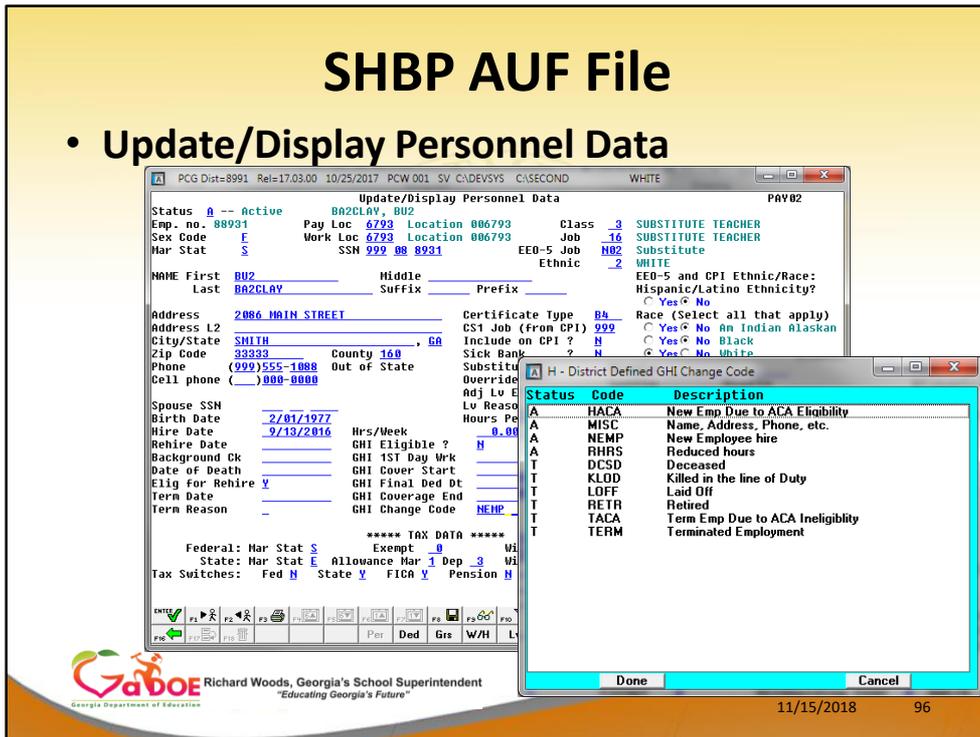
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SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI change code** defaults to the last change code submitted for the employee
- Typical **GHI change code** for *Update/Display Personnel Data*
 - Miscellaneous changes: **MISC**
 - Termination changes including: **DCSD, KLOD, LOFF, RETR, TACA** and **TERM**

SHBP AUF File

- Update/Display Personnel Data



SHBP AUF File – Update/Display Personnel Data Screen

- This screen indicates the valid values for the **GHI Change Code**.
- These codes are determined by SHBP. PCG does not have a say in what codes are supported.
- The codes valid for active employees are HACA, MISC, NEMP, RHRS
- The codes valid for terminating employees are DCSD, KLOD, LOFF, RETR, TACA, and TERM

SHBP AUF File

- **Update/Display Personnel Data**
- PCGenesis creates a GHI change record for the employee in two situations:
 - When the user specifically changes the **GHI Change Code** from its previous value.
 - PCGenesis automatically creates a **MISC** GHI change record when changes are detected in specific fields



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SHBP AUF File – Update/Display Personnel Data Screen

- The information on this slide is very important and identifies exactly how PCG generates change records for the AUF file!
- PCGenesis creates a GHI change record for the employee in two situations:
 - When the user specifically changes the **GHI Change Code** from its previous value.
 - PCGenesis automatically creates a **MISC** GHI change record when changes are detected in specific fields

SHBP AUF File

- **Update/Display Personnel Data**
- PCGenesis automatically creates a **MISC** change record when changes are detected in any of the following fields:
 - Employee first, middle, or last name fields
 - Employee street, county, city, state or zip fields
 - Employee telephone number
 - Employee e-mail address
 - Hours per week



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SHBP AUF File – Update/Display Personnel Data Screen

PCGenesis automatically creates a **MISC** change record when changes are detected in any of the following fields:

- Employee first, middle, or last name fields
- Employee street, county, city, state or zip fields
- Employee telephone number
- Employee e-mail address
- Hours per week

SHBP AUF File

- **Update/Display Personnel Data**
- **Terminate** employee fields:
 - **GHI Change Code:** *DCSD, KLOD, LOFF, RETR, or TERM*
 - **Termination Date** and **Termination Reason Code** fields are required
 - The **GHI Final Deduction Date** is required
 - The **GHI Coverage End Date** is optional, and is typically used for an employee transferring to another school district



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SHBP AUF File – Update/Display Personnel Data Screen

Terminate employee fields:

GHI Change Code: *DCSD, KLOD, LOFF, RETR, or TERM*

Termination Date and **Termination Reason Code** fields are required

The **GHI Final Deduction Date** is required

The **GHI Coverage End Date** is optional, and is typically used for an employee transferring to another school district

SHBP AUF File

- **Update/Display Personnel Data**
- **Deceased** employees require an additional field:
 - **GHI Change Code:** *DCSD* or *KLOD*
 - The **Date of Death** is required



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SHBP AUF File – Update/Display Personnel Data Screen

- When an employee is deceased, the Date of Death is also a required field

SHBP AUF File

- Update/Display Personnel Data

Update/Display Personnel Data

Status **A** -- Active BA2CLAY, BU2 PAV02

Emp. no. 88931 Pay Loc 6793 Location 006793 Class 3 SUBSTITUTE TEACHER

Sex Code F Work Loc 6793 Location 006793 Job 16 SUBSTITUTE TEACHER

Mar Stat S SSN 999 08 8931 EEO-5 Job H02 Substitute

NAME First BU2 Middle Ethnic 2 WHITE

Last BA2CLAY Suffix Prefix EEO-5 and CPI Ethnic/Race: Hispanic/Latino Ethnicity? Yes No

Address 2086 MAIN STREET Certificate Type B4 Race (Select all that apply) Yes No Am Indian Alaskan

Address L2 CS1 Job (From CPI) 999 Yes No Black

City/State SMITH GA Include on CPI ? Yes No White

Zip Code 33333 County 160 Sick Bank ? Yes No Asian

Phone (999)555-1088 Out of State Substitute rank 2 Yes No Hawaiian Pacific

Cell phone ()000-0000 Override accrue? Adj Lv Elig Date Lu Reason Max Hours Per Day

Spouse SSN Birth Date 2/01/1977 Hrs/Week 0.00 Pens Elig Date

Hire Date 9/13/2016 GHI Eligible ? No TRS DOE Paid ERCOM ?

Rehire Date Background Ck GHI 1ST Day Wrk Health ins flag No

Date of Death GHI Cover Start Participate in GHI ? No

Elig for Rehire Y GHI Final Ded Dt GHI BOE Tra

Term Date GHI Coverage End GHI Option

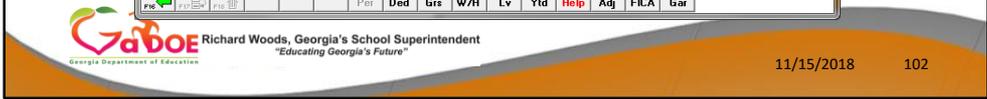
Term Reason GHI Change Code 1ERH

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 0

State: Mar Stat E Allowance Mar 1 Dep 3 Withholding Code 0

Tax Switches: Fed N State Y FICA Y Pension N AEIC -



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SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI change code** must be CHANGED to trigger an entry on the AUF file for terminations

SHBP AUF File

- Update/Display Personnel Data

The screenshot displays the 'Update/Display Personnel Data' window for employee PAV02. The form contains the following information:

- Status: Active
- Emp. no.: 88931
- Sex Code: F
- Mar Stat: S
- NAME: BU2 (First), BA2CLAY (Last)
- Address: 2086 MAIN STREET, SMITH, GA 33333
- Birth Date: 2/01/1977
- Hire Date: 9/13/2016
- Class: 3 (SUBSTITUTE TEACHER)
- Job: 16 (SUBSTITUTE TEACHER)
- EEO-5 Job: H02
- Ethnic: 2 (WHITE)
- GHI Final Ded Dt: 1ERH

A callout box highlights the 'GHI Final Ded Dt' field with the text: "The GHI Final Ded Dt field is the date of the employee's last GHI deduction".

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI Final Deduction Date** field is the date of the employee's last GHI deduction

SHBP AUF File

- Update/Display Personnel Data

The GHI Coverage End field is optional and is typically used for an employee transferring to another school district. It is the date when the employee's GHI benefit coverage ends.

SHBP AUF File – Update/Display Personnel Data Screen

- The **GHI Coverage End** field is optional and is typically used for an employee transferring to another school district.
- The date provided in the **BOE Coverage End Date** field will allow payroll locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the **Date of Last Deduction**.
- The date provided in this field will be used to replace the **Last Deduction Date** when determining the benefit end date in the ADP system.

SHBP AUF File

- **Update/Display Emergency Contact Data**
- F3, F1, F5
- PCGenesis automatically creates a **MISC** change record when changes are detected in:
 - Employee e-mail address



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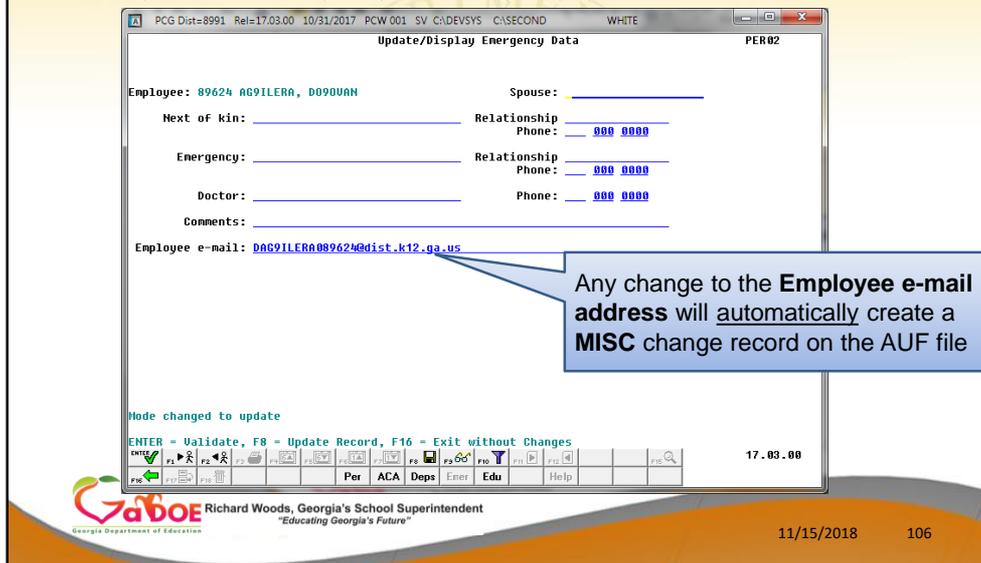
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SHBP AUF File – Update/Display Emergency Data Screen

- The *Update/Display Emergency Contact Data* screen contains the employee's e-mail address (F3, F1, F5)
- Any change to the **Employee e-mail address** will automatically create a **MISC** change record on the AUF file

SHBP AUF File

- Update/Display Emergency Contact Data



SHBP AUF File – Update/Display Emergency Data Screen

- The *Update/Display Emergency Contact Data* screen contains the employee's e-mail address (F3, F1, F5)
- Any change to the **Employee e-mail address** will automatically create a **MISC** change record on the AUF file

SHBP AUF File

- **Update/Display Personnel Data**
- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked
- These changes cannot be made on the Update/Display Personnel Data screen



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SHBP AUF File – Update/Display Personnel Data Screen

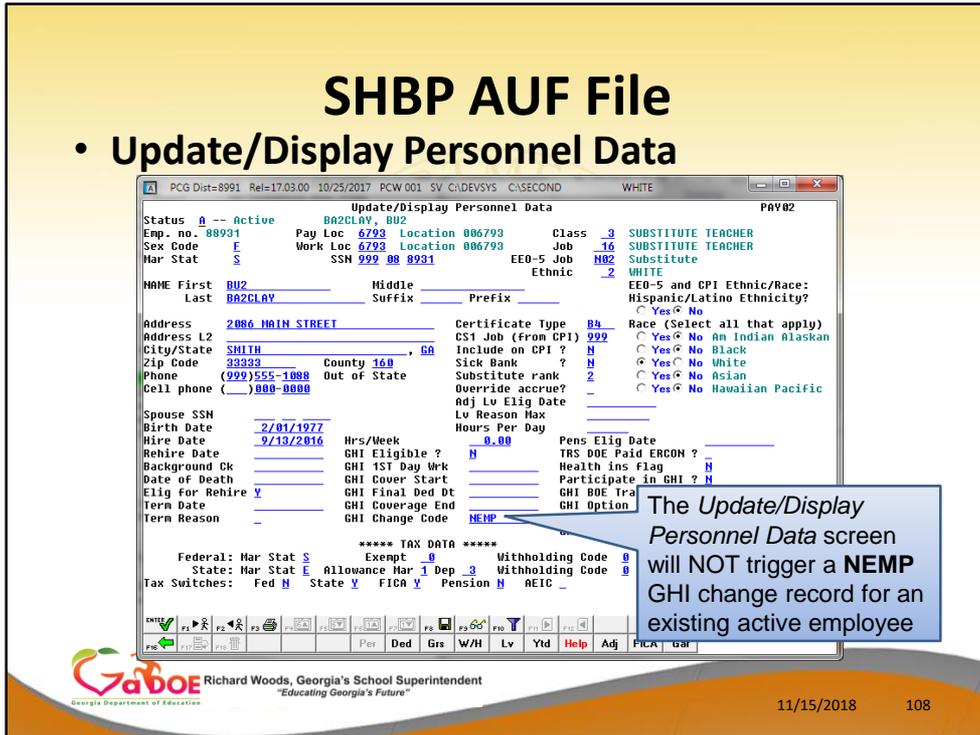
Sometimes current employees change from:

- Certified to classified
- Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked

These changes cannot be made on the Update/Display Personnel Data screen

SHBP AUF File

- Update/Display Personnel Data



SHBP AUF File – Update/Display Personnel Data Screen

- When an active employee switches status or goes on/off ACA, these changes cannot be made on the *Update/Display Personnel Data* screen
- The *Update/Display Personnel Data* screen will NOT trigger a **NEMP** GHI change record for an existing active employee

SHBP AUF File

- Some things to remember:
- Making changes on the screens discussed above triggers an entry on the **GHI Change File**
(K:\SECOND\PAYDATA\EMPCHG)
- Then, the **AUF transmission file** is generated based the contents of the GHI Change File (EMPCHG)



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SHBP AUF File – Update GHI Change File for State Health Benefits

Some things to remember:

- Making changes on the screens discussed above triggers an entry on the **GHI Change File**
(K:\SECOND\PAYDATA\EMPCHG)
- Then, the **AUF transmission file** is generated based the contents of the GHI Change File (EMPCHG)

SHBP AUF File

- When the AUF transmission file is generated, it pulls the most recent data directly from the employee's payroll/personnel record
 - Employee first, middle, or last name fields
 - Employee street, county, city, state or zip fields
 - Employee telephone number
 - Employee e-mail address
 - Hours per week
 - Hire / Termination dates
 - Coverage Start / End dates



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SHBP AUF File – Update GHI Change File for State Health Benefits

- When the AUF transmission file is generated, it pulls the most recent data directly from the employee's payroll/personnel record.
- This ensures that if multiple changes are made on the same day, PCG will send the most accurate and recent data to SHBP.
 - Employee first, middle, or last name fields
 - Employee street, county, city, state or zip fields
 - Employee telephone number
 - Employee e-mail address
 - Hours per week
 - Hire / Termination dates
 - Coverage Start / End dates

SHBP AUF File

- Sometimes, we can't use the most recent data directly from the employee's payroll/personnel record because:
 - An active employee is changing status
 - You don't want to change the HIRE date on the *Personnel* screen for an existing employee
 - This is when you must use the **Update GHI Change File for State Health Benefits** screen



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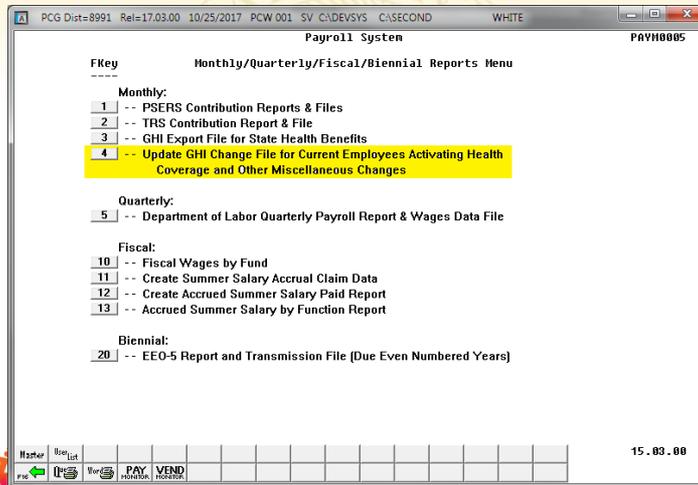
111

SHBP AUF File – Update GHI Change File for State Health Benefits

- Sometimes, we can't use the most recent data directly from the employee's payroll/personnel record because:
 - An active employee is changing status
 - You don't want to change the HIRE date on the *Personnel* screen for an existing employee
 - This is when you must use the **Update GHI Change File for State Health Benefits** screen

SHBP AUF File

- Update GHI Change File for State Health Benefits



SHBP AUF File – Update/Display Personnel Data Screen

Update GHI Change File for State Health Benefits

- F2, F5, F4
- In the next release (17.04.00), I am changing the name of this menu option, shown above, to hopefully clarify exactly what this option is used for

SHBP AUF File

- **Update GHI Change File for State Health Benefits**
- F2, F5, F4
- This screen triggers an update to the **GHI Change File** and uses the dates entered on this screen
- Entries on the **GHI Change File** will appear the next time the **AUF file** is sent to SHBP



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SHBP AUF File – Update GHI Change File for State Health Benefits

Update GHI Change File for State Health Benefits

- F2, F5, F4
- This screen triggers an update to the **GHI Change File** and uses the dates entered on this screen.
- Entries on the **GHI Change File** will appear the next time the **AUF transmission file** is sent to SHBP

SHBP AUF File

- **Update GHI Change File for State Health Benefits**
- Use this screen if changes have been made affecting State Health that have not been transmitted to the DCH
- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked



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SHBP AUF File – Update GHI Change File for State Health Benefits

Use this screen if changes have been made affecting State Health that have not been transmitted to the DCH

- Sometimes current employees change from:
 - Certified to classified
 - Classified to certified
- Sometimes employees may switch on and off GHI triggered by ACA requirements, depending on their average hours worked

SHBP AUF File

- Update GHI Change File for State Health Benefits
- AUF transmission file will use dates entered on this screen
- **This procedure does NOT change the employee's personnel information in payroll**



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SHBP AUF File – Update GHI Change File for State Health Benefits

- **This procedure does NOT change the employee's personnel information in payroll.**
- The only purpose is to generate an entry on the GHI Change File, not to change any data on the *Update/Display Personnel Data* screen.

SHBP AUF File

- **Update GHI Change File for State Health Benefits**
- Only one record can be generated per day for each employee.
- When the user tries to create a second GHI change record in the same day, an error message will display
 - *“Only one record can be generated per day for each employee. Try again tomorrow.”*



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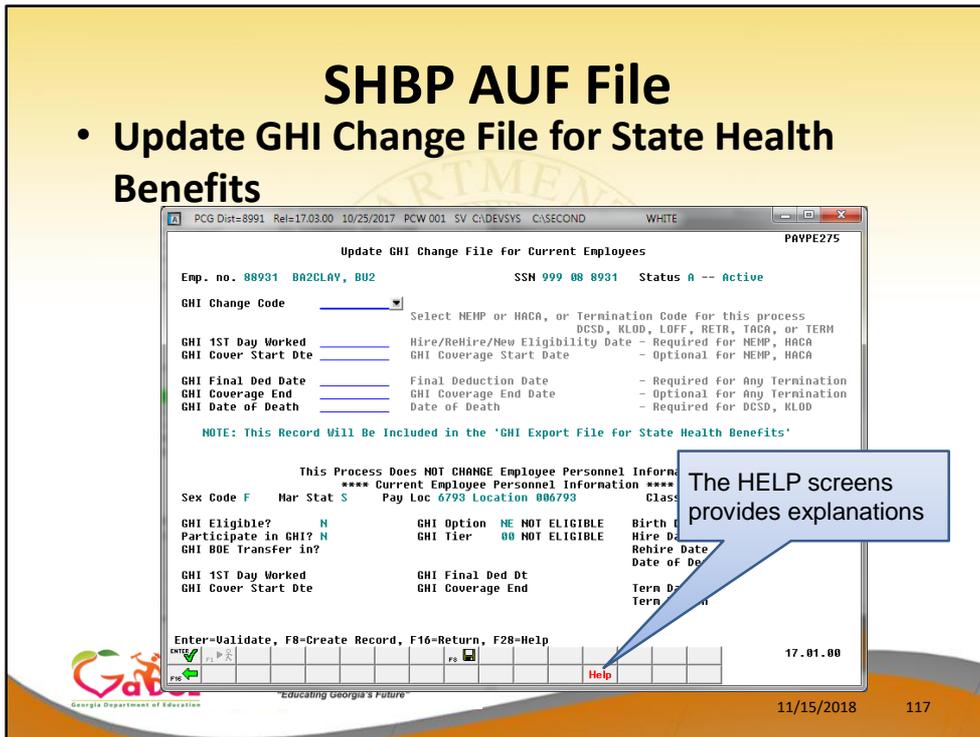
116

SHBP AUF File – Update GHI Change File for State Health Benefits

- Only one record can be generated per day for each employee.
- When the user tries to create a second GHI change record in the same day, an error message will display
 - *“Only one record can be generated per day for each employee. Try again tomorrow.”*
- **This is really true across the board from any PCG screen. SHBP will only handle ONE employee change record per day.**

SHBP AUF File

- Update GHI Change File for State Health Benefits



SHBP AUF File – Update GHI Change File for State Health Benefits

- On the *Update GHI Change File for Current Employees* screen, I think you will find the **HELP** screen very informative
- The **HELP** screens tell exactly what this screen should be used for.

SHBP AUF File

- Update GHI Change File for State Health Benefits

The screenshot displays a software window titled "*** ASSISTANCE FOR UPDATING GHI CHANGE RECORDS ***". The window contains the following instructions:

- A. Terminated employees that have not been properly processed by ADP**
GHI Change Code: DCS, D, K, L, O, F, R, E, T, R, T, E, R, M as appropriate
GHI Final Ded Date and GHI Coverage End Date: Input date of last GHI deduction (R) / GHI coverage end date (O)
- B. Deceased employees that have not been properly processed by ADP**
GHI Change Code: DCS, D, K, L, O, D
GHI Final Ded Date and GHI Coverage End Date: Input date of last GHI deduction (R) / GHI coverage end date (O)
GHI Date of Death: Input date of death (R)
- C. Current employees activating health coverage**
GHI Change Code: NEMP
GHI 1st Day Worked Date: Input 1st day worked date for GHI (R). Type /new eligibility date.
GHI Cover Start Date: Input GHI coverage start date (O)
For State Health purposes, this must be reported as a New Employee
- D. Current employees changing status (Certified <-> Classified)**
GHI Change Code: NEMP
GHI 1st Day Worked Date: Input 1st day worked date for GHI (R)
GHI Cover Start Date: Input GHI coverage start date (O)
For State Health purposes, this must be reported as a New Employee
Note: Current employee record must reflect the correct Certified/Classified status

At the bottom of the window, there is a note: "NOTE: (R) REQUIRED FIELD - (O) OPTIONAL FIELD" and instructions "ENTER=Continue, F16=Return". A callout box points to the instructions for terminated and/or deceased employees, stating: "Terminated and/or deceased employees that have not been properly processed by ADP".

SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used when terminated employees have not been properly processed by ADP
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits

The screenshot shows a terminal window titled "*** ASSISTANCE FOR UPDATING GHI CHANGE RECORDS ***" with the user ID "PAYPE275". It lists four categories of updates:

- A. Terminated employees that have not been properly processed by ADP**
GHI Change Code: DCS, D, K, L, O, F, R, E, T, R, M as appropriate
GHI Final Ded Date and GHI Coverage End Date: Input date of last GHI deduction (R) / GHI coverage end date (O)
- B. Deceased employees that have not been properly processed by ADP**
GHI Change Code: DCS, D, K, L, O, D
GHI Final Ded Date and GHI Coverage End Date: Input date of last GHI deduction (R) / GHI coverage end date (O)
GHI Date of Death: Input date of death (R)
- C. Current employees activating health coverage**
GHI Change Code: NEMP
GHI 1st Day Worked Date: Input 1st day worked date for GHI (R). Typically the hire/rehire/new eligibility date.
GHI Cover Start Date: Input GHI coverage start date (O)
For State Health purposes, this must be reported as a New Employee
- D. Current employees changing status (Certified <-> Classified)**
GHI Change Code: NEMP
GHI 1st Day Worked Date: Input 1st day worked date for GHI (R). Typically the hire/rehire/new eligibility date.
GHI Cover Start Date: Input GHI coverage start date (O)
For State Health purposes, this must be reported as a New Employee
Note: Current employee record must reflect the correct Certified/Classified Status

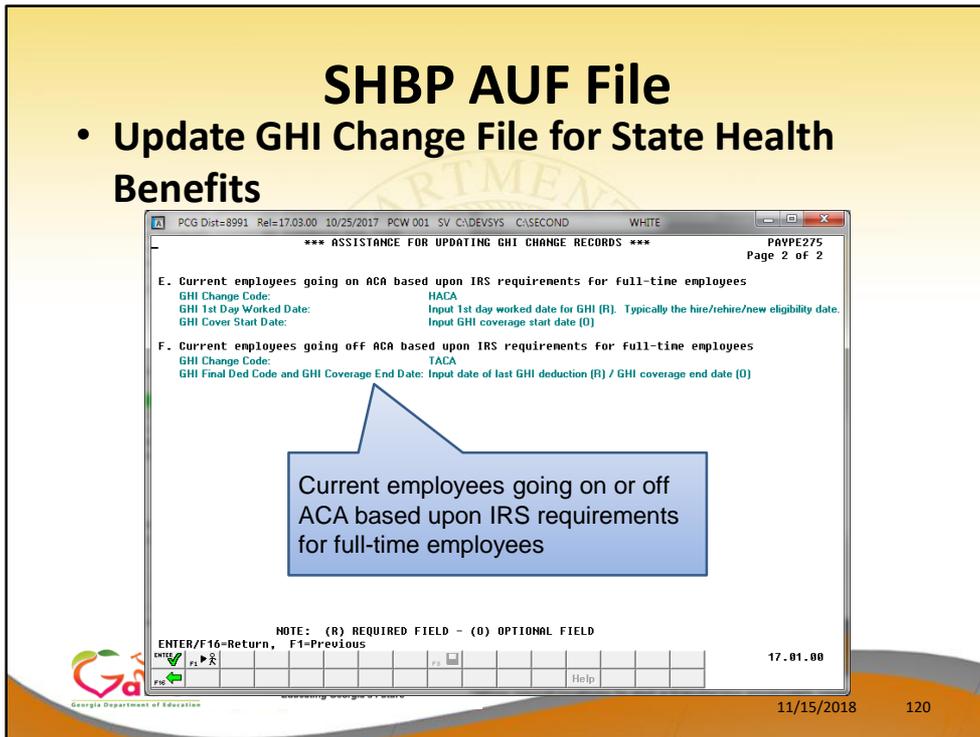
At the bottom, it says "NOTE: (R) REQUIRED FIELD - (O) OPTIONAL FIELD" and "ENTER=Continue, F16=Return". A callout box points to category C with the text: "Current employees activating health coverage and/or current employees changing status (Certified <-> Classified)".

SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used for current employees activating health coverage
- This screen is used for current employees who are changing status. For example, an active employee who is changing from certified to classified or visa versa.
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits



SHBP AUF File – Update GHI Change File for State Health Benefits

- The **HELP** screens tell exactly what this screen should be used for.
- This screen is used for current employees going on or off ACA based upon IRS requirements for full-time employees
- The **HACA** and **TACA** change codes.
- The help screen tells you exactly what fields are required for the selected **Change Code** entered

SHBP AUF File

- Update GHI Change File for State Health Benefits

SHBP AUF File – Update GHI Change File for State Health Benefits

- For example, here are possible entries for a classified employee converting to a certified position and enrolling in GHI
- Keep in mind...
- The **GHI Coverage Start** field and the **GHI Coverage End** field are optional fields and are typically used for an employee transferring to another school district.
- Per instructions from the Georgia State Health Agency, the **GHI Coverage Start** field should only be used for summer transfers from **May 1 through October 31**. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system. According to the Georgia State Health Agency, the **BOE Coverage Start Date** field will allow payroll locations to start a transferring employee’s coverage on the exact date selected by the BOE without the date rolling forward an additional month.
- The date provided in the **BOE Coverage End Date** field will allow payroll locations to end a transferring employee’s coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the **Date of Last Deduction**.
- The date provided in this field will be used to replace the **Last Deduction Date** when determining the benefit end date in the ADP system.

SHBP AUF File

- Update GHI Change File for State Health Benefits
- AUF transmission file will use dates entered on this screen
- **This procedure does NOT change the employee's personnel information in payroll**



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SHBP AUF File – Update GHI Change File for State Health Benefits

To reiterate...

- **This procedure does NOT change the employee's personnel information in payroll.**
- The only purpose is to generate an entry on the GHI Change File, not to change any data on the Update/Display Personnel Data screen.

Agenda

- Recent FAR Enhancements
- Recent Payroll Enhancements
- Upgrade of PCGenesis Print Queue
- Demo of the VerraDyne Queue Manager
- SHBP AUF Transmission File
- **User Input**



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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.

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?

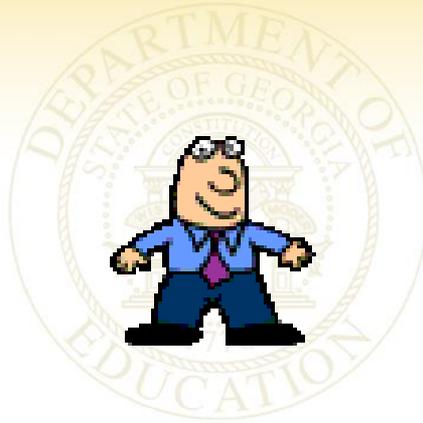


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Thank you for attending!



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