



# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

6/17/2016

Section I: Special Functions

***[Topic 8A: Payroll Gross Data Export and  
Import File Processing, V1.6]***

## Revision History

Date	Version	Description	Author
6/17/2016	1.6	16.02.00 – <b>Total Contract Amount</b> is also imported on records <b>Sequence 01</b> .	D. Ochala
01/28/2016	1.5	15.04.00 – Update the <i>Payroll Gross Data Export</i> screen and document new option to export employees with no current gross data lines.	D. Ochala
04/10/2014	1.4	14.01.00 – Add <i>Budget Flag</i> field to the Gross Data file layout. Add information about the <b>F10 – Set Employee Filter</b> option to the <i>Payroll Gross Data Export</i> .	D. Ochala
07/25/2013	1.3	13.02.00 – Update ‘ <b>X</b> ’ and ‘ <b>Y</b> ’ Process Type codes.	D. Ochala
12/04/2012	1.2	12.04.00 – Update Gross Data file layout with <i>GHI % Distribution</i> fields and <i>Substitute Distribution</i> fields.	D. Ochala
05/24/2011	1.1	11.02.00 – Update menu screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Create a new document for <i>Payroll Gross Data Export and Import File Processing</i> instructions.	D. Ochala

## Table of Contents

<b>Overview .....</b>	<b>1</b>
<b>Procedure A: Payroll Gross Data Export and Import File Processing Checklist.....</b>	<b>3</b>
<b>Procedure B: PCGenesis to Microsoft® Excel Payroll Gross Data Export File Processing.....</b>	<b>4</b>
B1. Creating the PCGenesis Payroll Gross Data Export File .....	4
B2. Saving the Gross Data .csv File as a Microsoft® Excel Spreadsheet/Workbook.....	12
<b>Procedure C: Using the Microsoft® Excel Payroll Gross Data Import Procedure to Set Up Employees for the New Fiscal Year.....</b>	<b>19</b>
C1. PCGenesis and Microsoft® Excel File Verification .....	19
C2. Perform a PCGenesis Disk to Disk Backup .....	19
C3. Importing the Microsoft® Excel .csv File into PCGenesis.....	20
<i>C3.1. PCGenesis Gross Data Import Error/Warning Report - Example .....</i>	<i>28</i>
<b>Procedure D: Using the Microsoft® Excel Template to Manually Create an Employee’s Gross Data/Payroll Information File .....</b>	<b>29</b>
D1. Installing the GrossImport.xlt Template .....	30
D2. Importing 13-Pay Employees’ Gross Data Using the GrossImport.xlt Template .....	34
D3. Loading Substitute Employees’ Payroll Using the GrossImport.xlt Template.....	36
D4. Loading Stipend and Other One-Time Special Payroll Information Using the GrossImport.xlt Template.....	38
<b>Appendix A: Payroll Gross Data Import .csv File Layout.....</b>	<b>40</b>
<b>Appendix B: Gross Data Import File Error Processing.....</b>	<b>45</b>
B1. Gross Data Import Error Report - Example .....	45
B2. Gross Data Import .csv File – Example .....	45

## Overview

The *Payroll Gross Data Export* and *Import* procedures provide financial personnel with vital budgeting information, and allows for the transfer of salaries across years. The procedure allows salaries to be “rolled”, and the necessary changes made to employees’ locations and accounts for the September payroll.

- After the July payroll, users may export the existing gross data, and pull the 10-month employees’ information by class code and by contract months where appropriate. At this point, PCGenesis users should also make the necessary updates to the applicable accounts and dollar amounts within the Microsoft® Excel spreadsheet.
- After the August payroll, and after these employees’ new salary and assignments are determined, the spreadsheet for these employees may be imported into PCGenesis.

This procedure also affords the following additional advantages:

- Import the monthly Substitute pay or other special one-time pay amounts such as stipends or perfect attendance bonuses, and salary supplements into PCGenesis from the Microsoft® Excel spreadsheet.
- Create and import a spreadsheet with new teachers who elect to receive their pay spread over 13 months instead of 12 months into PCGenesis for the August payroll.
- It is also possible to use this process for 11- and 12-month employees. With fewer employees in these categories, it may be more efficient to enter these changes manually into PCGenesis.

To comply with Teacher Retirement System (TRS) reporting requirements, the *SERV (Retirement Service Indicator)* is included in both, the import and the export files.

**Payroll Gross Data Export:** Use the export procedure as needed to create a financial analysis and projection spreadsheet. The *Payroll Gross Data Export* procedure has two options for creating the export file. The field, **Export only employees with NO current gross data lines in order to set up import template**, determines which employees are included in the export file as follows:

- To export only employees with NO current gross data lines, select ‘**Yes**’.
- To export only employees with current gross data lines, select ‘**No**’.

Existing Employee Information: Selecting the ‘**No**’ option allows the payroll administrator to export existing employees’ gross data information. Although PCGenesis exports active employees’ information containing gross data entries that include hourly and daily pay, the procedure omits inactive employees’ information, and employees’ information without gross data information from the export. Additionally, PCGenesis includes ‘*Z*’ (*Pension Adjustments*) in the export’s results where appropriate.

New Employee Information: Selecting the ‘**Yes**’ option allows the payroll administrator to export gross data information for employees with NO current gross data lines. This option facilitates creating a csv template (Excel spreadsheet) to use for setting up gross data account information for newly hired employees.

For example, selecting ‘**Yes**’ for this option allows the csv template to be created with headers and with the following fields populated for each employee: employee id, last name, first name, sequence number, cycle gross, state salary, local salary, other salary, contract months, number of pay periods, class code, TRS service indicator, pay location and work location. However, the gross data account columns and corresponding fields will be blank or zero in the csv file.

Alternatively, newly hired employees' information may be entered into PCGenesis before exporting the gross data information. In this case, selecting the 'No' option allows the payroll administrator to export existing employees' gross data information, even for newly hired employees.

**Payroll Gross Data Import:** Perform the *Import* procedure only after payroll is set up, and before F4 (Calculate Payroll & Update YTD (FINAL)). PCGenesis also verifies the account number information to ensure the year is consistent throughout the entries.

Perform the *Import* procedure to roll salaries for 10 month employees: For these employees, the *Import* procedure is performed after the August payroll run(s), but before the September payroll is set up.

The *Import* procedure may also be executed for the following scenarios:

- Substitute employee's pay: Monthly.
- Special Pay/Stipends: As needed.
- 13-Pay Employee Information: Enter thirteen-pay employees' gross data account detail lines into the Microsoft® Excel spreadsheet.

## Procedure A: Payroll Gross Data Export and Import File Processing Checklist

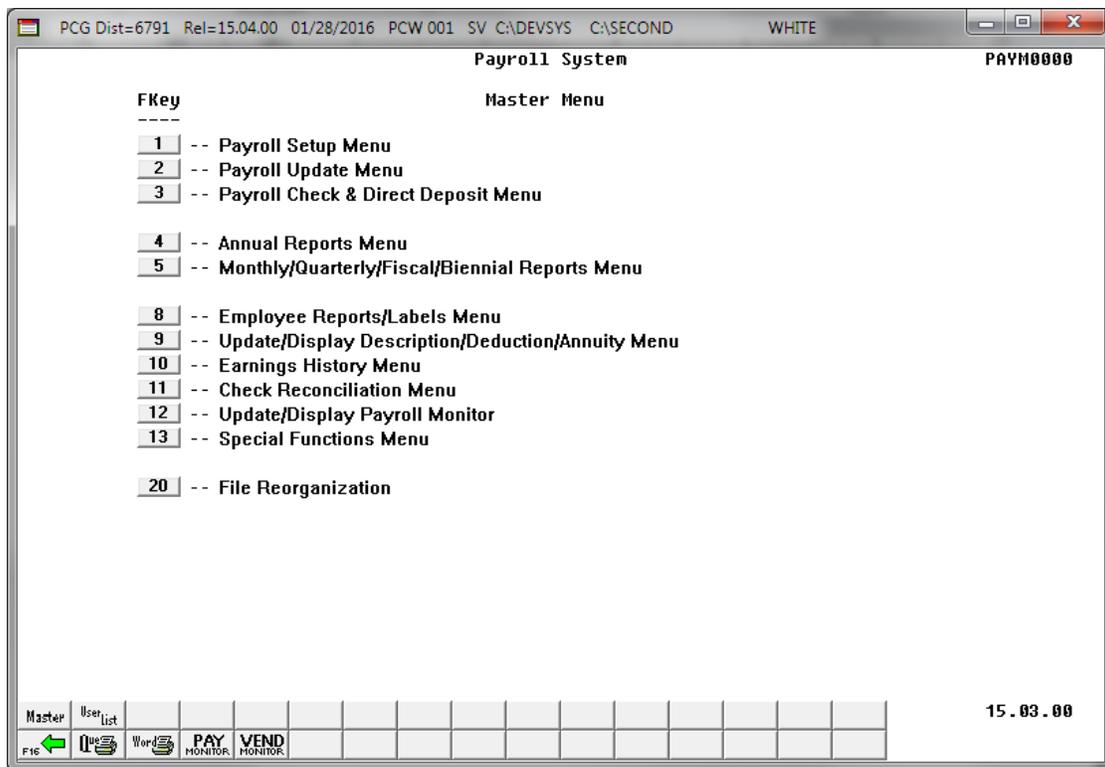
✓	STEP	ACTION
	1	Verify the <i>GROSSDAT</i> folder exists, or create the <i>GROSSDAT</i> folder on the C:\ drive.
	2	<p>Create a comma delimited format (.csv) file with the PCGenesis payroll gross data.</p> <p>The <i>Payroll Gross Data Export</i> process provides the user with the ability to export PCGenesis payroll gross data lines into a Microsoft® Excel comma delimited file (.csv), thus creating an import file template.</p> <p>Alternatively, a Microsoft® Excel comma delimited file (.csv) can be created via a spreadsheet.</p> <p>Refer to <i>Appendix A: Payroll Gross Data Import .csv File Layout</i> for the comma delimited file (.csv) layout.</p>
	3	Use Microsoft® Excel to update the PCGenesis payroll gross data in the comma delimited file (.csv).
	4	Process the comma delimited file (.csv) using the <i>Payroll Gross Data Import</i> process.

## Procedure B: PCGenesis to Microsoft® Excel Payroll Gross Data Export File Processing

### B1. Creating the PCGenesis Payroll Gross Data Export File

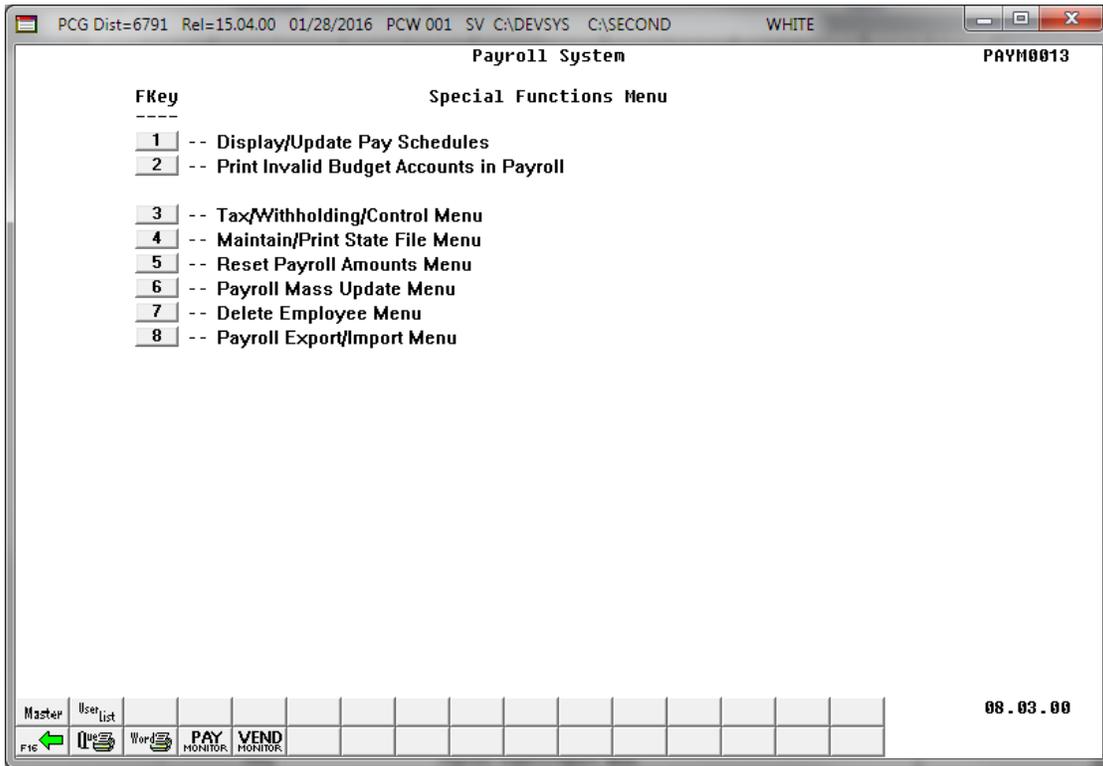
Step	Action
1	Navigate to <b>C:\GROSSDAT</b> to verify the folder (directory) exists. <i>Where appropriate, follow normal procedures to create the folder on the C:\ drive.</i>
2	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



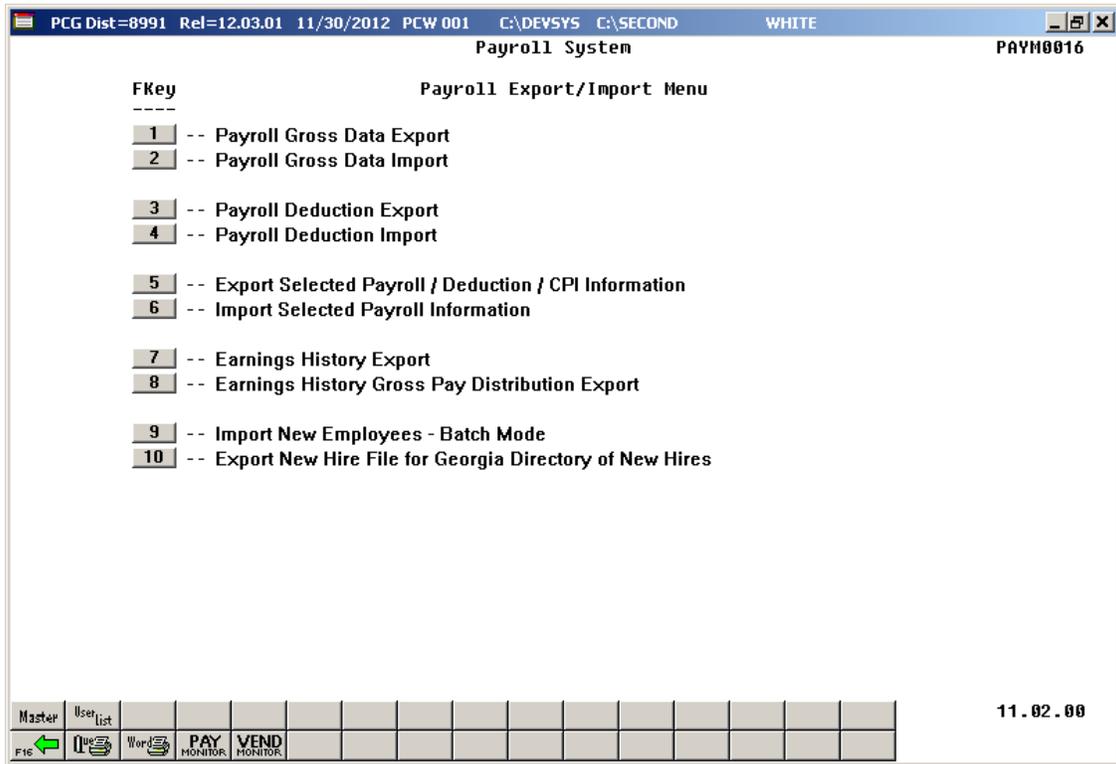
Step	Action
3	Select <b>PAY MONITOR</b> (Pay Monitor), and verify the payroll is complete through <b>F14</b> (Update Budget Files with Current Pay) is complete.
4	Select <b>F16</b> (Exit) to return to the <i>Payroll System – Master Menu</i> .
5	From the <i>Payroll System – Master Menu</i> , select <b>13</b> (F13 - Special Functions Menu).

The following screen displays:



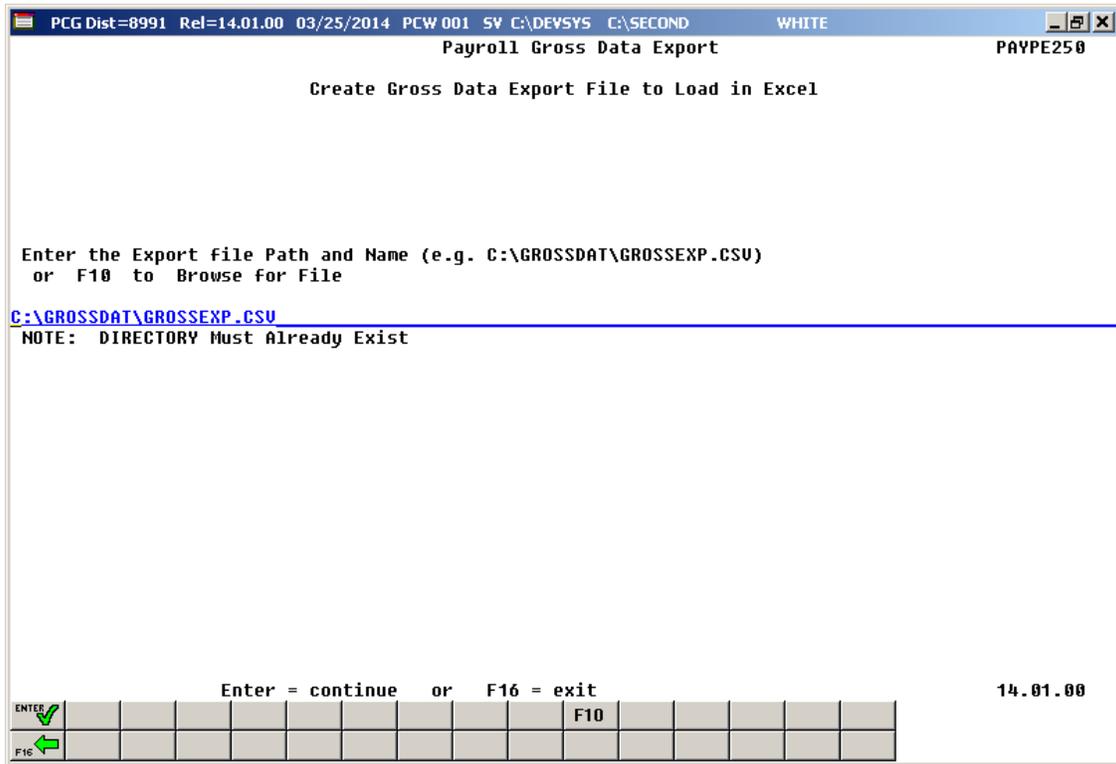
Step	Action
6	Select <b>8</b> (F8 - Payroll Export/Import Menu).

The following screen displays:



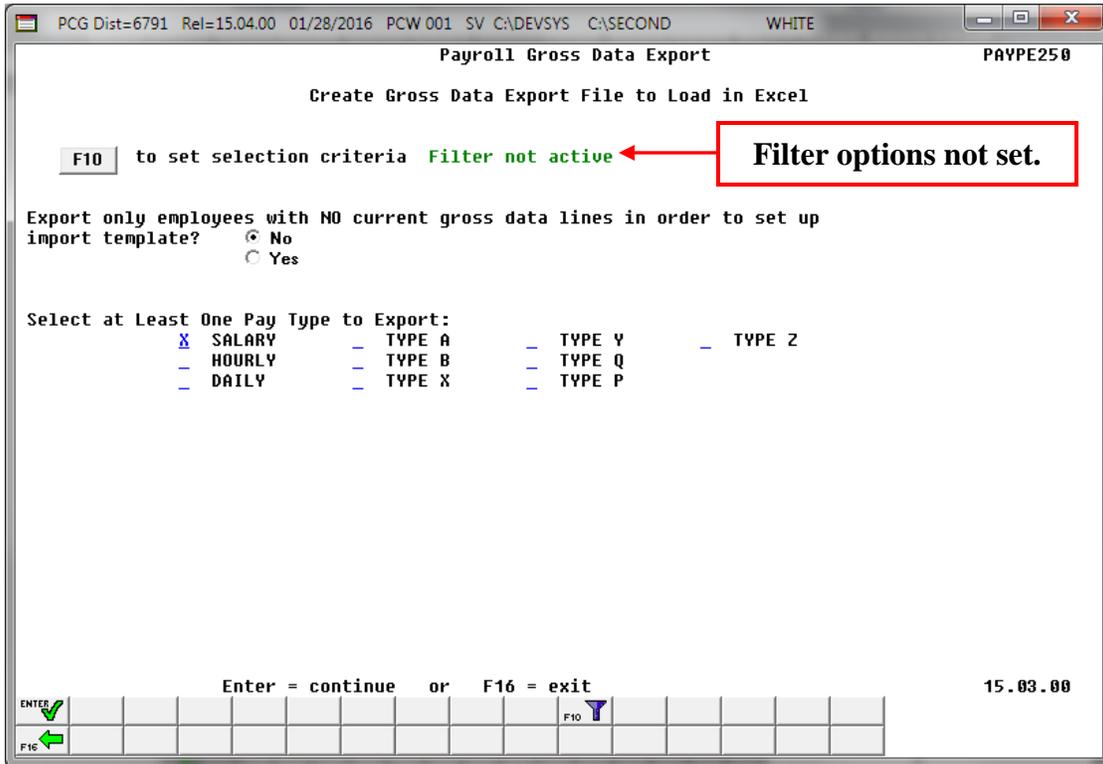
Step	Action
7	Select <b>1</b> (F1 - Payroll Gross Data Export).

The following screen displays:



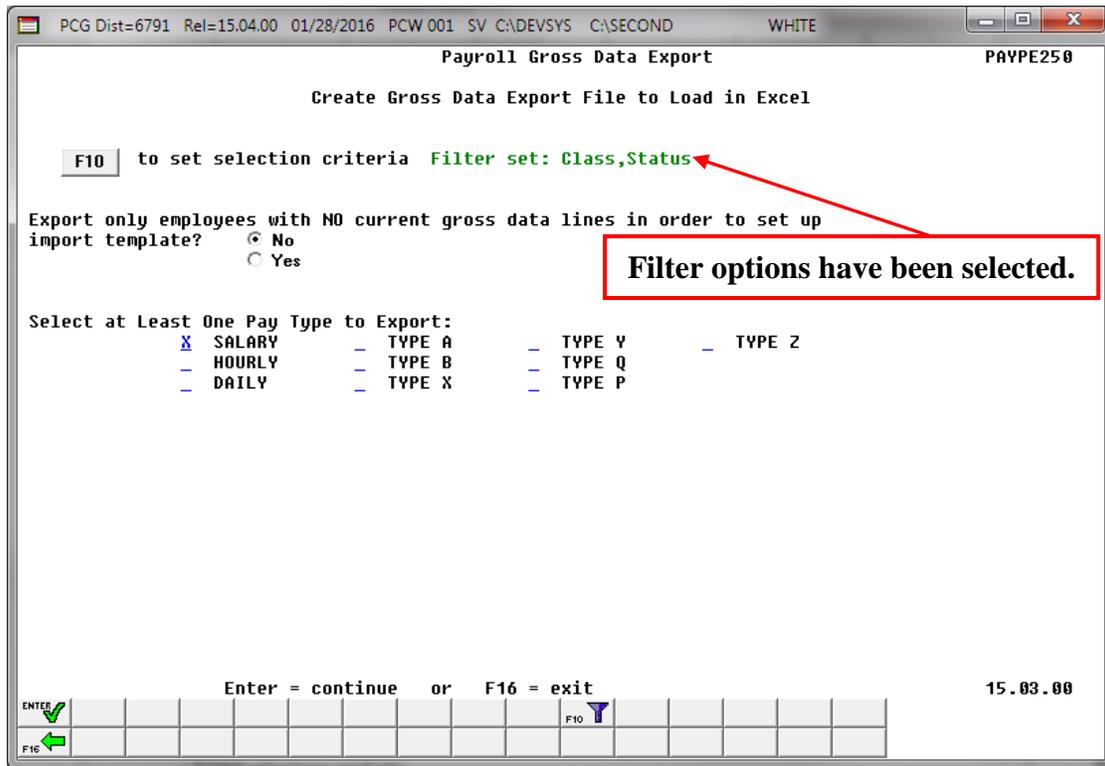
Step	Action
8	<p>Verify the path and filename have defaulted correctly as <b>C:\GROSSDAT\GROSSEXP.csv</b>, or enter the correct path and filename in the <b>Enter the Export file Path and Name</b> field , or select <b>F10</b> (<b>F10</b> - Browse to select file) to browse for the correct filename.</p> <p><i>PCGenesis allows entries other C:\GROSSDAT\GROSSEXP.csv as long as the directory structure entered exists.</i></p> <p><i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results.</i></p>
9	<p>Select  (<b>Enter</b> - continue).</p>

The following screen displays:



Step	Action
10	Select <b>F10</b> (F10 – Set filter condition). Use <b>F10</b> to set the filter conditions and to export the <i>Gross Data</i> information for a subset of employees. Setting the filter criteria is optional. Refer to <b>Topic 1: Set/Clear Employee Search Criteria</b> for instructions on defining the record selection criteria.

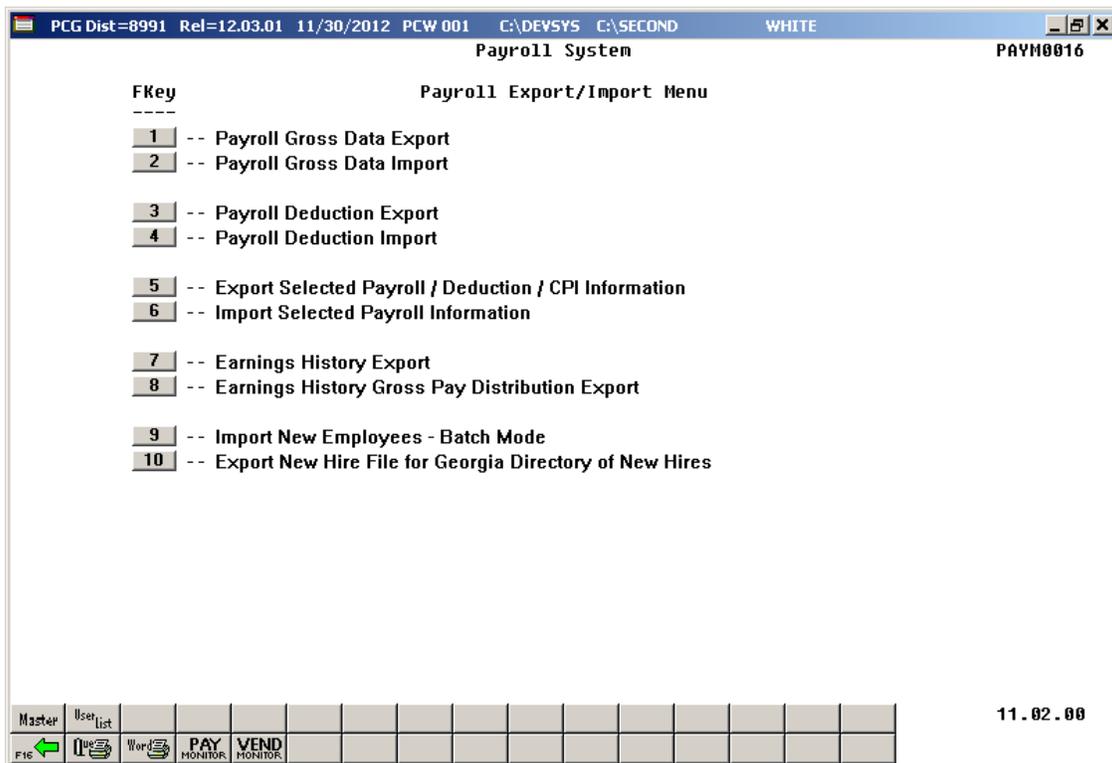
The following screen displays:



Step	Action
11	<p>Select the <input checked="" type="radio"/> (<b>Radio button</b>) to the left of the desired <b>Export only employees with NO current gross data lines in order to set up import template</b> field.</p> <ul style="list-style-type: none"> <li>To export only employees with NO current gross data lines, select ‘Yes’.</li> <li>To export only employees <u>with</u> current gross data lines, select ‘No’.</li> </ul> <p>The <i>Payroll Gross Data Export</i> option allows the payroll administrator to export gross data information for employees with NO current gross data lines. This option facilitates creating a csv template (Excel spreadsheet) to use for setting up gross data account information for <u>newly hired employees</u>.</p> <p>For example, selecting ‘Yes’ for this option allows the csv template to be created with headers and with the following fields populated for each employee: employee id, last name, first name, sequence number, cycle gross, state salary, local salary, other salary, contract months, number of pay periods, class code, TRS service indicator, pay location and work location. However, the <u>gross data</u> account columns and corresponding fields will be blank or zero in the csv file.</p>

Step	Action
12	<p>Enter <b>X</b> to the left of the appropriate pay type field(s) to export. For example, to export only gross data lines with a <b>Process Type</b> of ‘A’, enter an ‘X’ to the left of ‘<b>Type A</b>’.</p> <p>Valid selections include:</p> <p><b>Salary</b>  <b>Hourly</b>  <b>Daily</b>  <b>A</b> - Daily/Hourly adjustment, no pension  <b>B</b> - Salary adjustment, no pension  <b>X</b> - Daily/Hourly, with FICA, NO pension/annuities or tax calculation  <b>Y</b> – Salary, with FICA, NO pension/annuities or tax calculation  <b>Q</b> - Salary adjustment with taxes and pension  <b>P</b> - Daily/Hourly adjustment with taxes and pension  <b>Z</b> - Pension adjustment only</p>
13	<p>Select  (<b>Enter</b> - continue) to continue.</p> <p><i>“* * Processing Request * *” briefly displays.</i></p>

The following screen displays:



Step	Action
14	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (<b>Master</b>) to return to the <i>Business Applications Master Menu</i>.</p> <p><i>At this point, PCGenesis creates the GROSSEX.P.csv file and exports pertinent payroll information into a Microsoft® Excel comma delimited (*.csv) file.</i></p>

## B2. Saving the Gross Data .csv File as a Microsoft® Excel Spreadsheet/Workbook

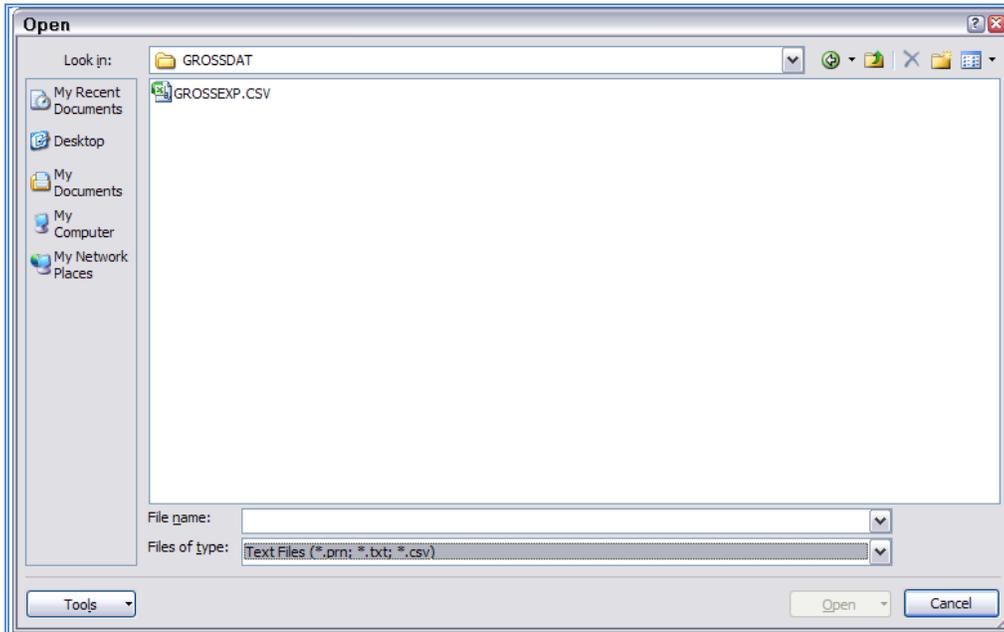
**\*\*\* Attention \*\*\***

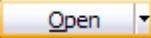
To preserve the integrity of the GrossDat.csv file, PCGenesis users must first save the template as a Microsoft® Excel spreadsheet/workbook with a filename other than “GrossData.csv”.

Based on the version of software used, file extensions such as Excel Workbook (\*.xlsx), Excel 97-2003 Workbook (\*.xls), Comma delimited (\*.csv), and Excel 97-2003 Template (\*.xlt), for example, may contain descriptions that differ from this document’s instructions. Ensuring that the filename description selected, such as “Workbook”, “Spreadsheet”, and “.csv File” for example, corresponds to the file type indicated within the instructions prevents additional processing errors.

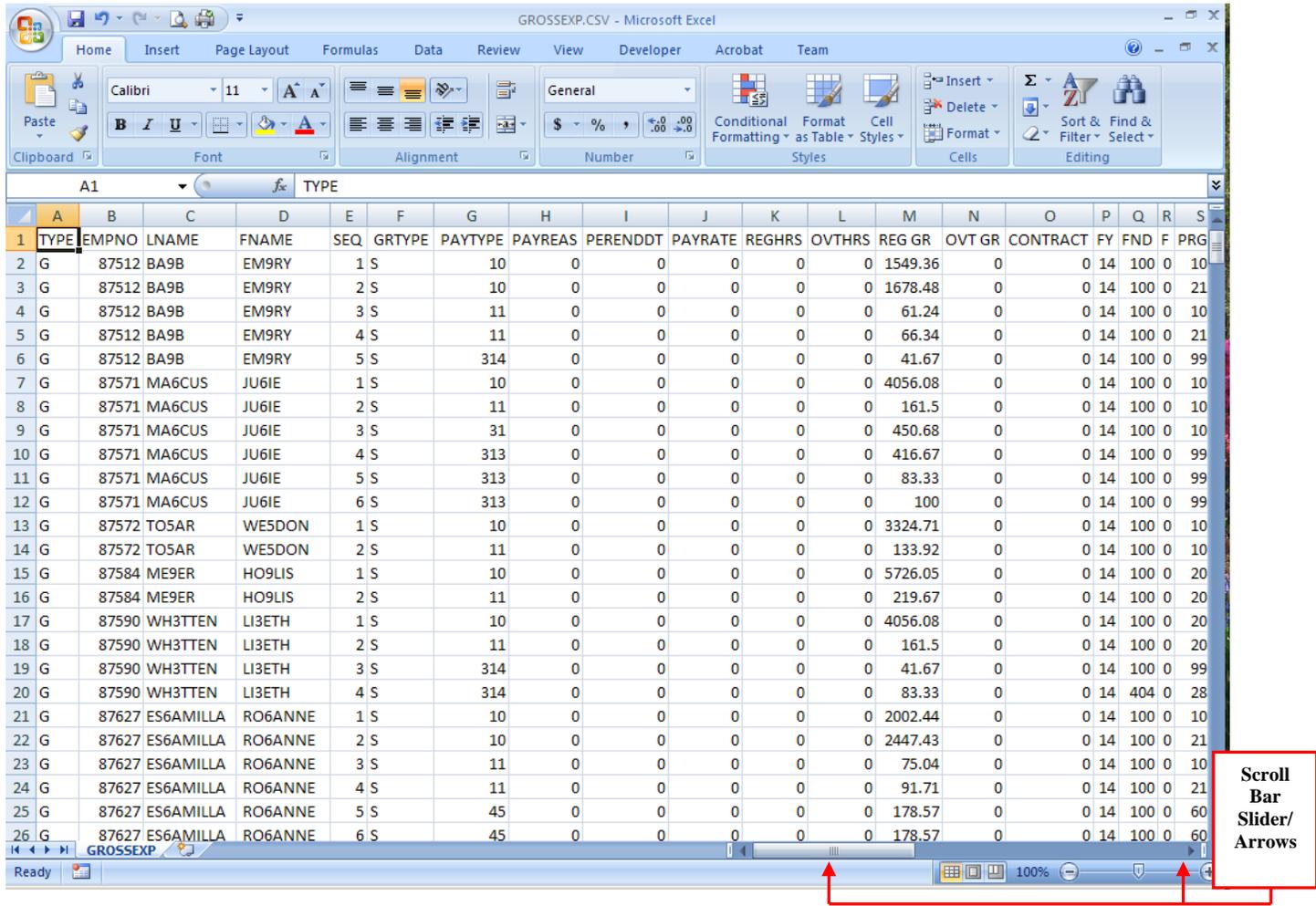
Step	Action
1	<p>Within Microsoft® Excel, navigate to <b>C:\GROSSDAT.csv</b>.</p> <p>When selecting an alternate output location or path, navigate to that location and select the file used. .</p>

The following window displays:



Step	Action
2	<p>Select <b>GROSSEXP.csv</b>, and select  (<b>Open</b>).</p>

The following window displays:



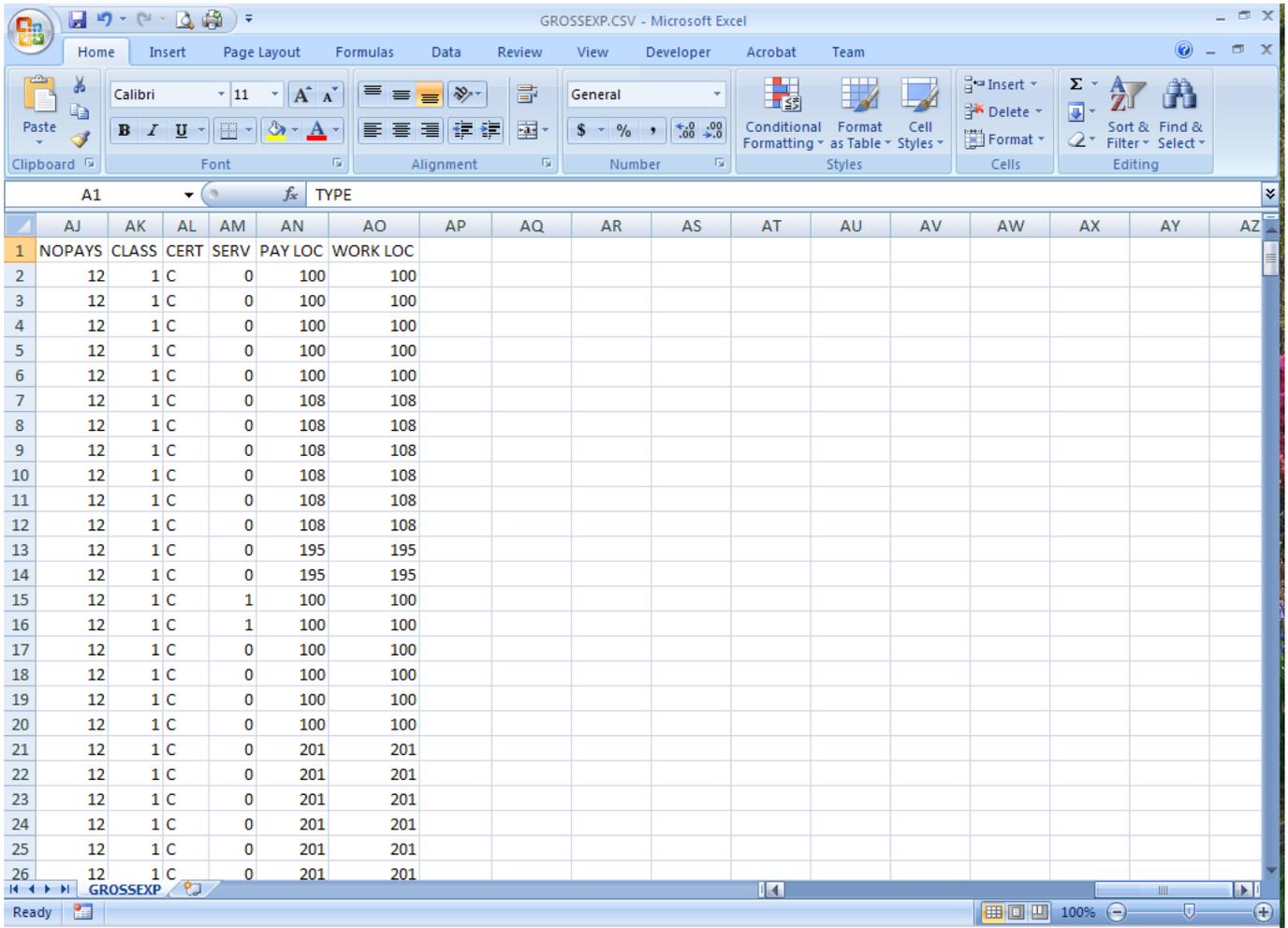
Step	Action
3	Use the <i>Scrollbar's slider/arrow</i> to navigate to the right-farthest spreadsheet columns.

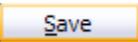
The following window displays:

	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	NC
1	PRGM	FNCT	OBJECT	FCTY	B	ADDL	PENS GR	PENS AMT	GHI DIST %	CONTRAMT	SUB DIST	BUDG FLAG	CYCLE GR	STATE SAL	LOCAL SAL	OTHER	CONTMO	NC
2	1051	1000	11000	100	1	0	0	0	0.48	40765.1	Y	S	3397.09	38734.1	1531	500	10	
3	2111	1000	11000	100	1	0	0	0	0.52	0	Y	S	0	0	0	0	10	
4	1053	1000	11000	100	1	0	0	0	0	0		L	0	0	0	0	10	
5	2113	1000	11000	100	1	0	0	0	0	0		L	0	0	0	0	10	
6	9990	2400	19100	100	1	0	0	0	0	0		S	0	0	0	0	10	
7	1041	1000	11800	108	1	0	0	0	1	63219.06	Y	S	5268.26	48672.95	1938	12608.11	11	
8	1043	1000	11800	108	1	0	0	0	0	0		L	0	0	0	0	11	
9	1041	1000	11700	108	1	0	0	0	0	0		S	0	0	0	0	11	
10	9990	2100	19100	108	1	0	0	0	0	0		S	0	0	0	0	11	
11	9990	2100	19100	108	1	0	0	0	0	0		S	0	0	0	0	11	
12	9990	2100	19100	108	1	0	0	0	0	0		S	0	0	0	0	11	
13	1021	1000	11000	195	1	0	0	0	1	41503.53	Y	S	3458.63	39896.53	1607	0	10	
14	1023	1000	11000	195	1	0	0	0	0	0		L	0	0	0	0	10	
15	2041	1000	11000	100	1	0	0	0	1	71348.63	Y	S	5945.72	68712.63	2636	0	10	
16	2043	1000	11000	100	1	0	0	0	0	0		L	0	0	0	0	10	
17	2061	1000	11000	100	1	0	0	0	1	52110.95	Y	S	4342.58	48672.95	1938	1500	10	
18	2063	1000	11000	100	1	0	0	0	0	0		L	0	0	0	0	10	
19	9990	2400	19100	100	1	0	0	0	0	0		S	0	0	0	0	10	
20	2824	1000	11500	100	1	0	0	0	0	0		S	0	0	0	0	10	
21	1081	1000	11000	201	1	0	0	0	0.45	57899.42	Y	S	4973.76	53398.42	2001	2500	10	
22	2111	1000	11000	201	1	0	0	0	0.55	0	Y	S	0	0	0	0	10	
23	1083	1000	11000	201	1	0	0	0	0	0		L	0	0	0	0	10	
24	2113	1000	11000	201	1	0	0	0	0	0		L	0	0	0	0	10	
25	6060	1000	11601	108	1	0	0	0	0	0		S	0	0	0	0	10	
26	6060	1000	11601	201	1	0	0	0	0	0		S	0	0	0	0	10	

Step	Action
4	Continue to slide the <i>Scrollbar's slider/arrow</i> to navigate to the right-farthest spreadsheet columns.

The following window displays:

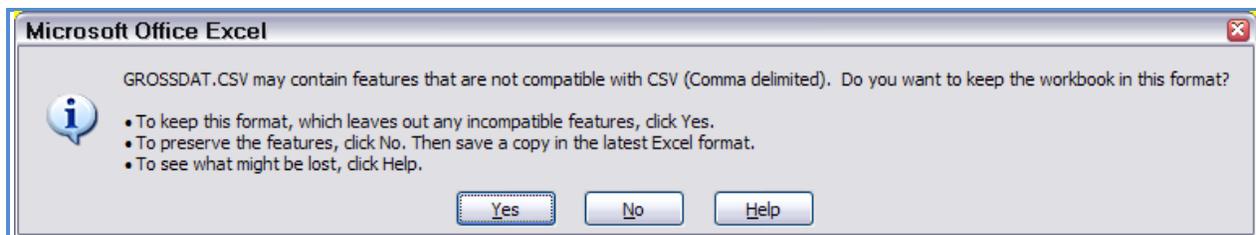


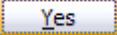
Step	Action
5	Verify the format of the file matches the specifications in <i>Appendix A: Payroll Gross Data Import .csv File Layout</i> .
6	<b>To save the file as a Microsoft® Excel spreadsheet:</b> From the <i>Menu Bar</i> , select <b>File</b> → <b>Save As</b> . <i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i>
7	Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and select <b>Microsoft Excel Worksheet (*.xls)</b> .
8	Verify the filename is <b>GROSSEXP.xls</b> , and select  (Save).

Step	Action
<b><i>Steps 9 – 23 are <u>optional</u></i></b>	
9	<p><b>(Optional) To select the appropriate columns simultaneously:</b> Hold down the <b>Ctrl</b> key and select columns <b>K - O</b>, and <b>Y – AB</b>, and <b>AE - AH</b>.  <i>PCGenesis highlights the columns after they are selected.</i></p>
10	<p><b>(Optional)</b> With the columns selected, from the <i>Menu Bar</i>, select <b>Format → Cells</b>.</p>
11	<p><b>(Optional)</b> Select the <b>Number Tab</b>, and select <b>Number</b> from the <b>Category:</b> column.</p>
12	<p><b>(Optional)</b> Enter <b>2</b> (0.00) in the <b>Decimal places:</b> field.</p>
13	<p><b>(Optional)</b> Verify the <b>Use 1000 Separator (,)</b> option is <u>deselected</u>.</p>
14	<p><b>(Optional)</b> Select the <b>-1234.10</b> option in the <b>Negative numbers</b> (decimal format) field.</p>
15	<p><b>(Optional)</b> Select  (<b>OK</b>).  <i>With the completion of this step, the amount fields now contain two decimal places (0.00).</i></p>
16	<p><b>(Optional)</b> Select <b>Column J</b> (Pay Rate) and <b>Column AA</b> (GHI Dist %), and format the column for four decimal places.</p>
17	<p><b>(Optional)</b> Select <b>Row 1</b> by selecting the number <i>1</i>.</p>
18	<p><b>(Optional)</b> With <i>Row 1</i> selected, from the <i>Tool Bar</i>, select  (<b>B</b>) (<b>Bold</b>) and  (<b>Center</b>).</p>
19	<p><b>(Optional) To select the entire spreadsheet:</b> Select the cell in the farthest left corner of the spreadsheet.</p>
20	<p><b>(Optional)</b> From the <i>Menu Bar</i>, select <b>Format → Column → Autofit Selection</b>.</p>
21	<p><b>(Optional)</b> Select <b>Cell A3.2</b>.</p>
22	<p><b>(Optional) To keep Row 1 – Column Headings always visible:</b> From the <i>Menu Bar</i>, select <b>View → Freeze Top Row</b>.</p>
23	<p><b>(Optional) To save the formatting changes:</b> From the <i>Menu Bar</i>, select  <b>Save</b> (<b>File</b> → <b>Save</b>), or select  (<b>Save</b>).</p>

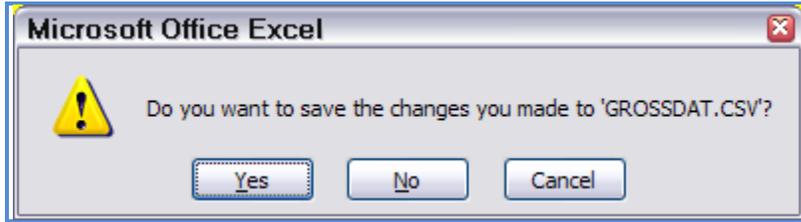
Step	Action
24	<p><b>Within the Microsoft® Excel spreadsheet:</b></p> <ul style="list-style-type: none"> <li>Delete “Inactive” employees, and add “New” employees’ information.</li> <li>Modify <i>Active</i> employees’ information to update account codes and pay amounts where applicable.</li> <li>Enter the pay rate for hourly and daily employees.</li> </ul> <p><i>Do not make entries in the REGHRS and OVTHRS columns. If entries other than 0.00 exist in the columns, PCGenesis automatically calculates the gross amount during the file’s import.</i></p>
<p><b>Complete Steps 25 – 28 before attempting to import the Gross Data information into PCGenesis.</b></p>	
25	<p><b>To save the file as a Microsoft® Excel spreadsheet:</b> After verifying all entries are correct, from the <i>Menu Bar</i>, select <b>File</b> → <b>Save</b> to save the file as a Microsoft® Excel spreadsheet (*.xls).</p> <p><i>Refer to <a href="#">Appendix A: Payroll Gross Data Import File Layout</a> for assistance, where applicable.</i></p>
26	<p><b>To save the file as a Comma delimited file:</b> From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Select the drop-down selection icon ▼ within the <b>Files of type</b> field, and choose <b>CSV (Comma delimited) (*.csv)</b>.</p>
27	<p>Change the filename to <b>GROSSDAT</b> in the <b>File name</b> field, and select  (<b>Save</b>).</p> <p><i>*** Processing Request *** Please Wait.” briefly displays.</i></p>

The following dialog box displays:



Step	Action
28	Select  ( <b>Yes</b> ).
29	Close Microsoft® Excel.

The following dialog displays:



Step	Action
30	Select <input data-bbox="391 562 505 604" type="button" value="No"/> (No). <i>The Step 25 – 28 instructions saved these file changes.</i>

## *Procedure C: Using the Microsoft® Excel Payroll Gross Data Import Procedure to Set Up Employees for the New Fiscal Year*

### *C1. PCGenesis and Microsoft® Excel File Verification*

Step	Action
1	<p><u>Verify the August payroll is complete.</u></p> <p><i>This procedure imports data for all active, salaried employees, not just 9-month employees.</i></p>

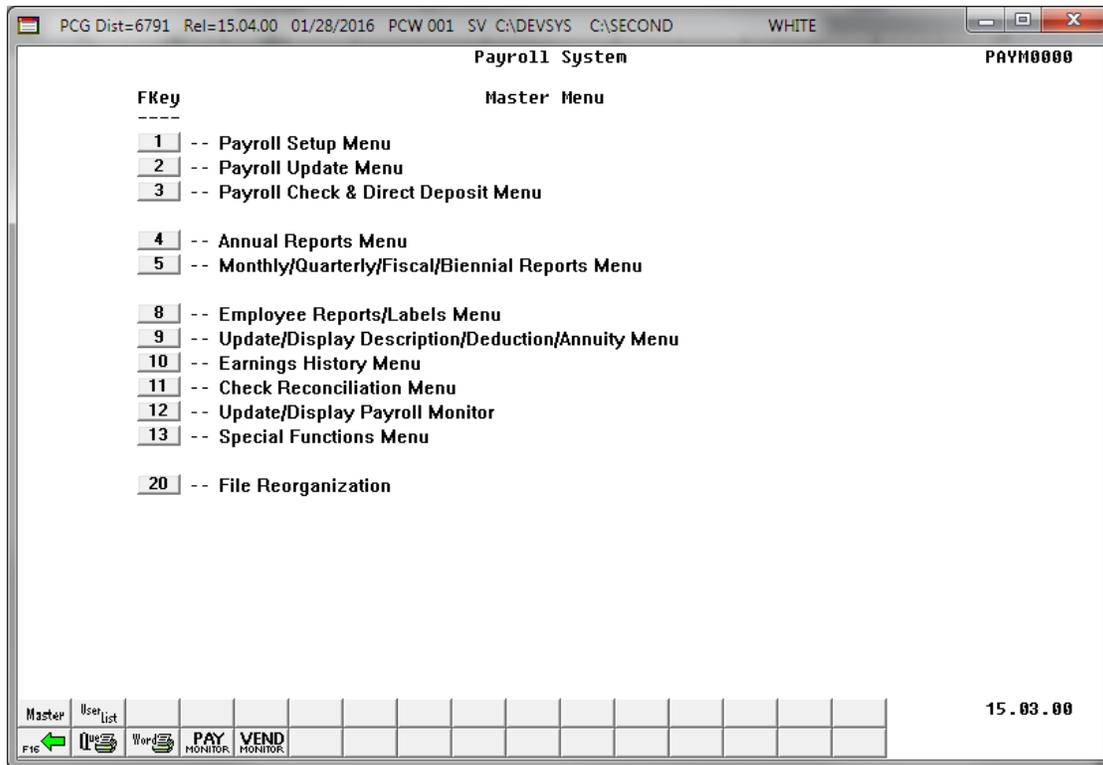
### *C2. Perform a PCGenesis Disk to Disk Backup*

Step	Action
1	<p><b><u>From the PCGenesis server, perform a Disk-to-Disk backup:</u></b></p> <ul style="list-style-type: none"> <li>• Verify all users all logged out of PCGenesis.</li> <li>• Perform a PCGenesis full backup to CD or DVD or tape.</li> </ul>
2	Label the backup “MM/DD/CCYY – Backup Before Payroll Gross Data Import”.

### C3. Importing the Microsoft® Excel .csv File into PCGenesis

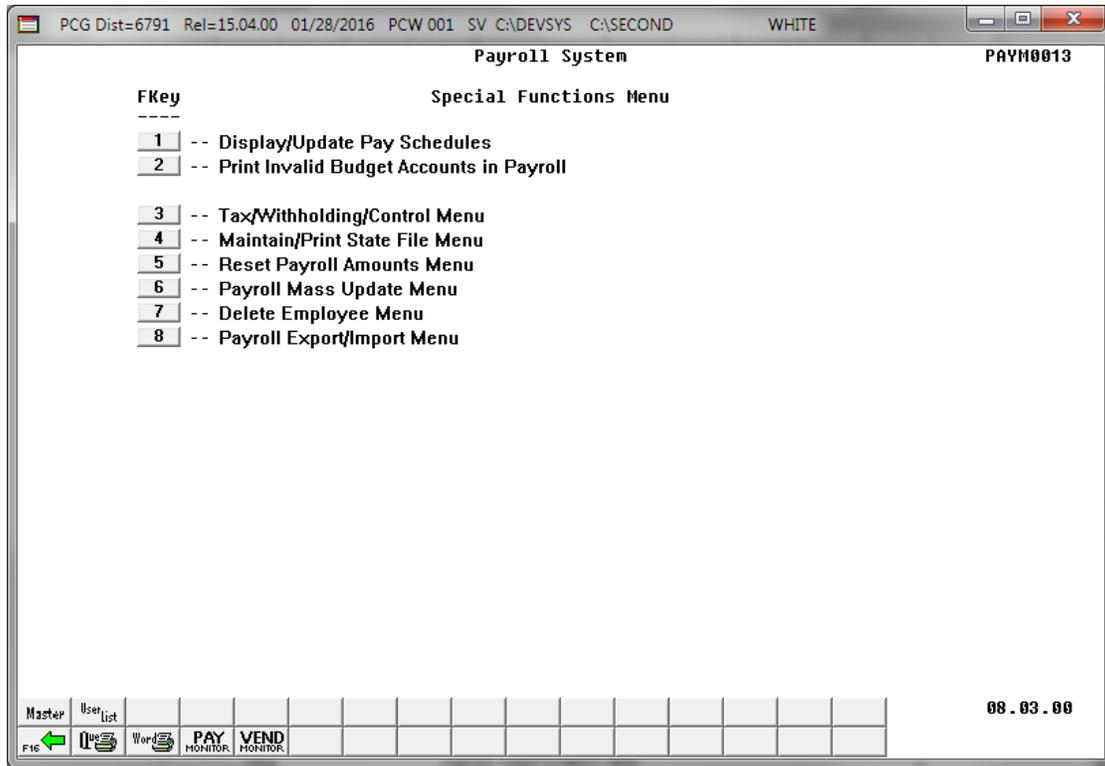
The *Payroll Gross Data Import* option sorts the *Gross Data Import File* by **Employee ID Number** before loading the data into the PCGenesis *Update/Display Gross Data* screen. Without the sort, if the csv import file is not in order by **Employee ID Number**, the ‘R’ replace function will only load the last gross data line for the employee in the import file and will lose any other gross data lines in the file. With the sort, all gross data lines for an employee are loaded properly.

NOTE: The *Gross Data Import File* must not be open in any application before executing the *Payroll Gross Data Import* procedure. The import file must be closed so that PCGenesis can sort the file before loading the data.



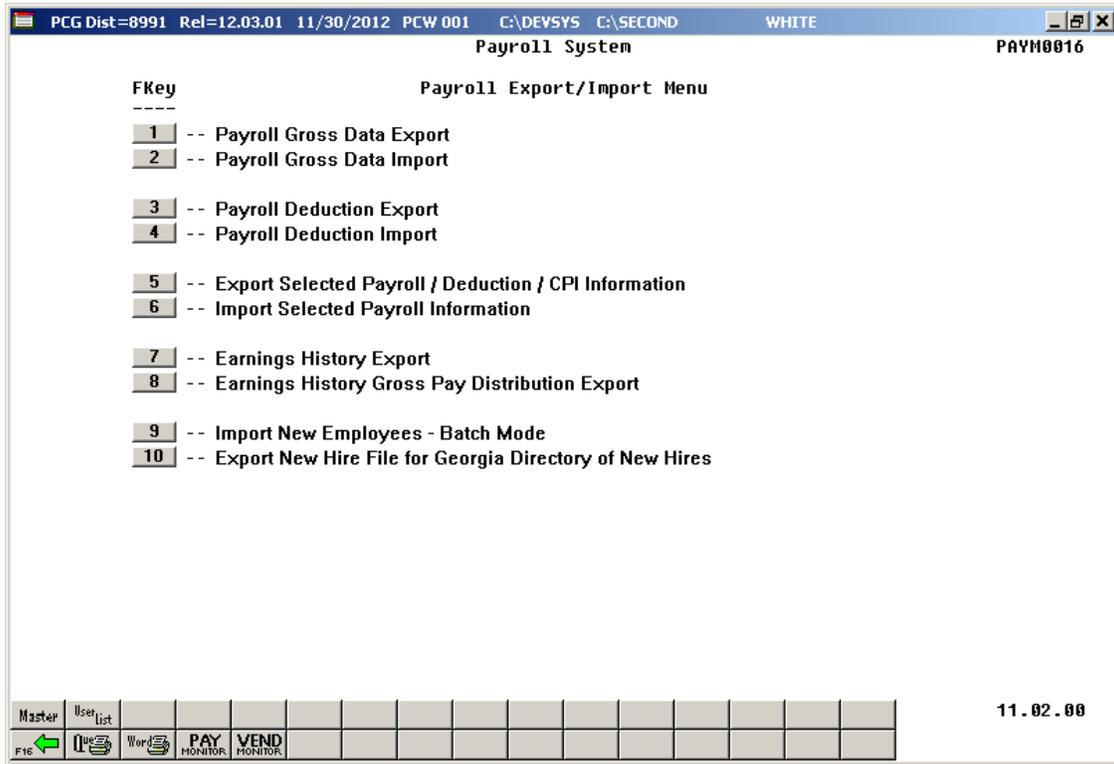
Step	Action
1	If the <i>Gross Data Import File</i> is open in any application, <u>close</u> the file before executing the <i>Payroll Gross Data Import</i> procedure. The import file must be closed so that PCGenesis can sort the file before loading the data.
2	Select <b>13</b> (F13 - Special Functions Menu).

The following screen displays:



Step	Action
3	Select <b>8</b> (F8 - Payroll Export/Import Menu).

The following screen displays:



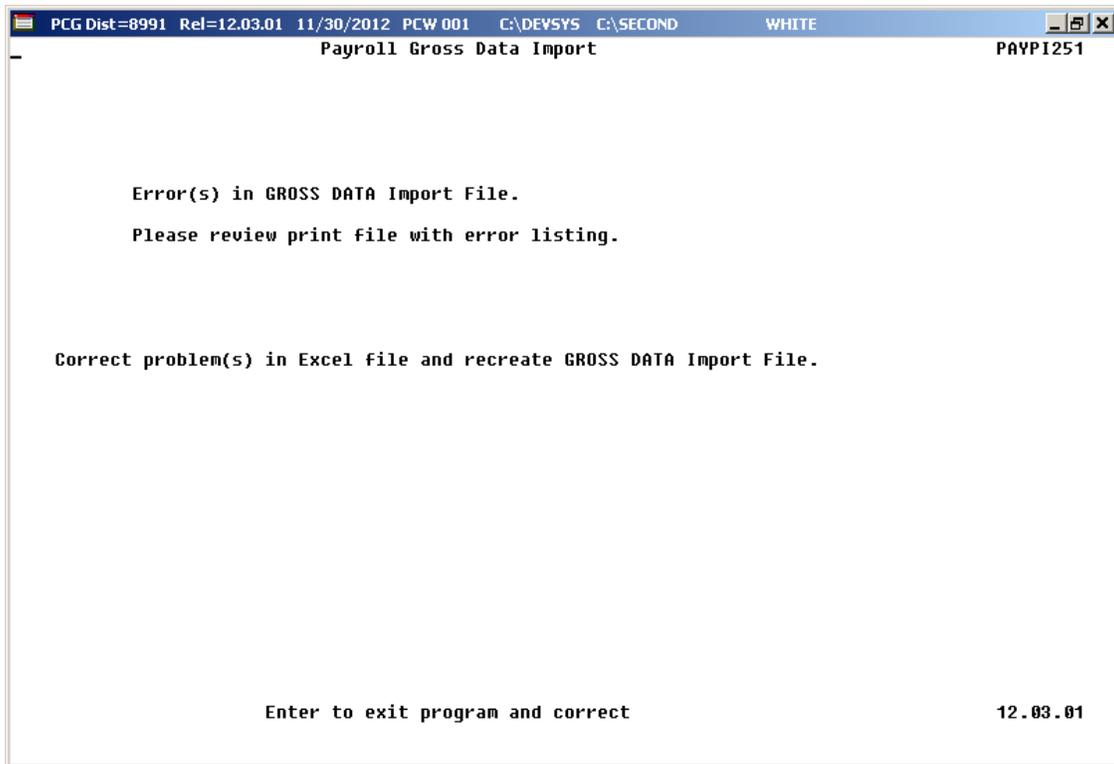
Step	Action
4	Select <b>2</b> (F2 - Payroll Gross Data Import).

The following screen displays:

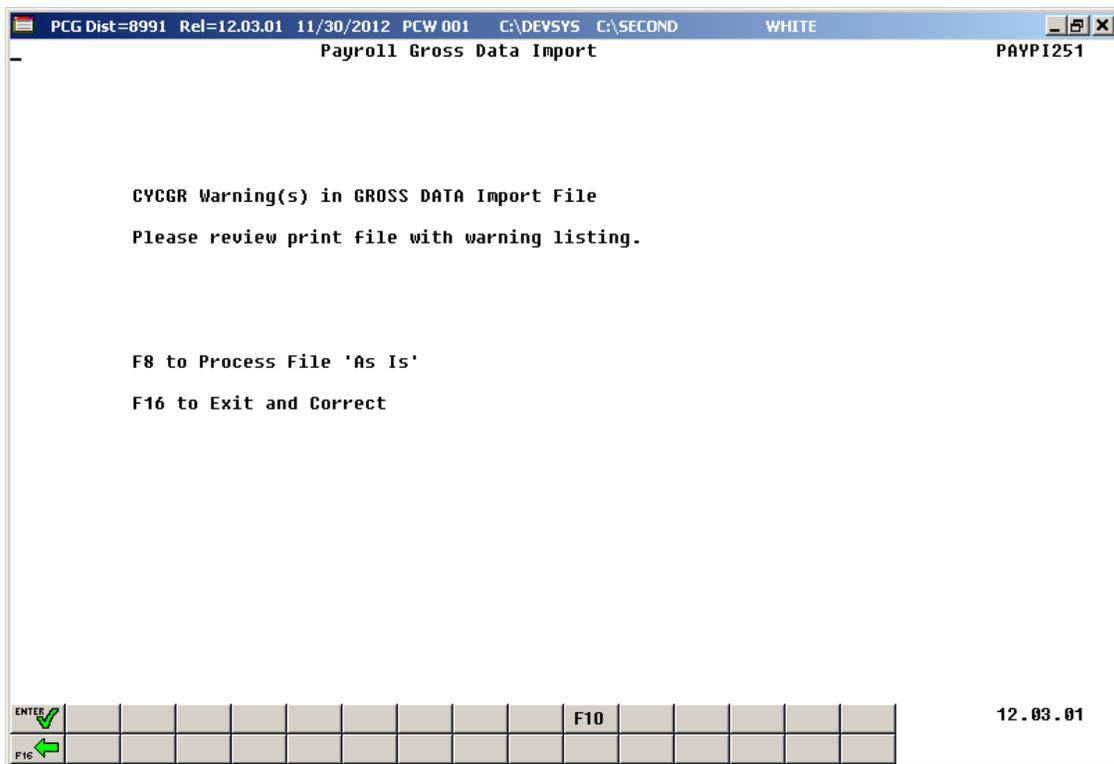
PCG Dist=8991 Rel=12.03.01 11/30/2012 PCW 001 C:\DEVSYS C:\SECOND WHITE												
Payroll Gross Data Import											PAYPI251	
Identify Gross Data Import File from Excel												
- Input the GROSS DAT Type for Import												
R = Replace - To Replace All Current Entries												
A = Add - To Add Salary, Hourly or Daily Entries												
S = Substitute - To Add Entries for Substitutes												
Enter the Import file Path and Name (e.g. C:\GROSSDAT\GROSSDAT.CSU)												
or F10 to Browse for File												
<u>C:\GROSSDAT\GROSSDAT.CSU</u>												
Enter = continue or F16 = Exit												
ENTER												
F16										F10		
											12.03.01	

Step	Action
5	<p>Enter the <b>Input the GROSS DAT Type for Import</b> field. Valid values are:</p> <ul style="list-style-type: none"> <li><b>R</b> - To replace ALL current entries</li> <li><b>A</b> - To add salary, hourly or daily entries</li> <li><b>S</b> - To add entries for substitutes</li> </ul> <p><b><u>September Account and Salary Rollover:</u></b> Enter ‘R’ in the field to replace <u>all</u> gross data entries.</p> <ul style="list-style-type: none"> <li>• For <i>S (Salary)</i> lines, PCGenesis validates the <i>Regular Gross Amount</i> is loaded, and the <i>Cycle Gross</i> and <i>Contract Amount</i> entries are loaded.</li> <li>• For <i>H (Hourly)</i> and <i>D (Daily)</i> lines, pay rates are loaded. If regular and overtime <u>hours</u> and a <i>Pay Rate</i> are present, the regular and overtime <u>amounts</u> are calculated. If the information is missing, these values will be set to zero.</li> <li>• For <i>S (Salary)</i> lines, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></li> </ul> <p><b><u>To add the import file’s entries to the employee’s existing gross data:</u></b> Enter ‘A’ in the field. Use this code to load a file of supplements, stipends, or other special one-time pay amounts. Any type line can be added, including <i>H, D, S, A, B, X, Y, Q</i> and <i>P</i>. <i>Hourly</i> and <i>Daily</i> rates and hours are loaded and the <i>Regular</i> and <i>Overtime</i> gross pay are calculated.</p> <p><b><u>To import Substitutes’ gross pay:</u></b> This feature operates the same as the <b>Replace</b> (‘R’) function, except that an extra validation is performed to insure the employee’s <i>Pay Class</i> is a “<i>Substitute</i>” pay class. PCGenesis halts the <i>Import procedure</i> if an employee is included in the import file whose pay class is not “<i>Substitute</i>”. When completed successfully, PCGenesis clears existing gross data entries for the substitute employees.</p>
6	<p>Verify the path and filename have defaulted correctly as <b>C:\GROSSDAT\GROSSDAT.csv</b>, or enter the correct path and filename in the <b>Enter the Export file Path and Name</b> field , or select <b>F10</b> (<b>F10</b> - Browse to select file) to browse for the correct filename.</p> <p><i>PCGenesis allows entries other C:\GROSSDAT\GROSSDAT.csv as long as the directory structure entered exists.</i></p>
7	<p>Select  (<b>Enter</b> - continue) to continue.</p> <p>“* * Processing Request * *” briefly displays.</p>

For **file import errors**, the following screen displays:

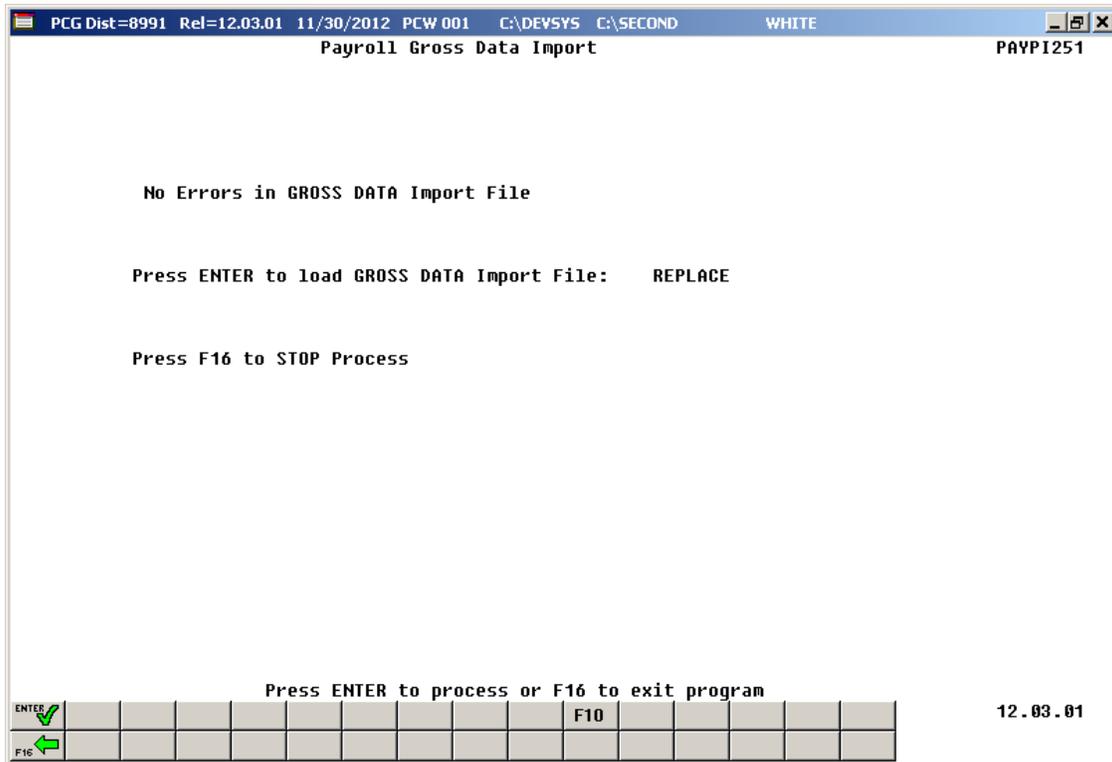


For **successful file imports with warnings**, the following screen displays:



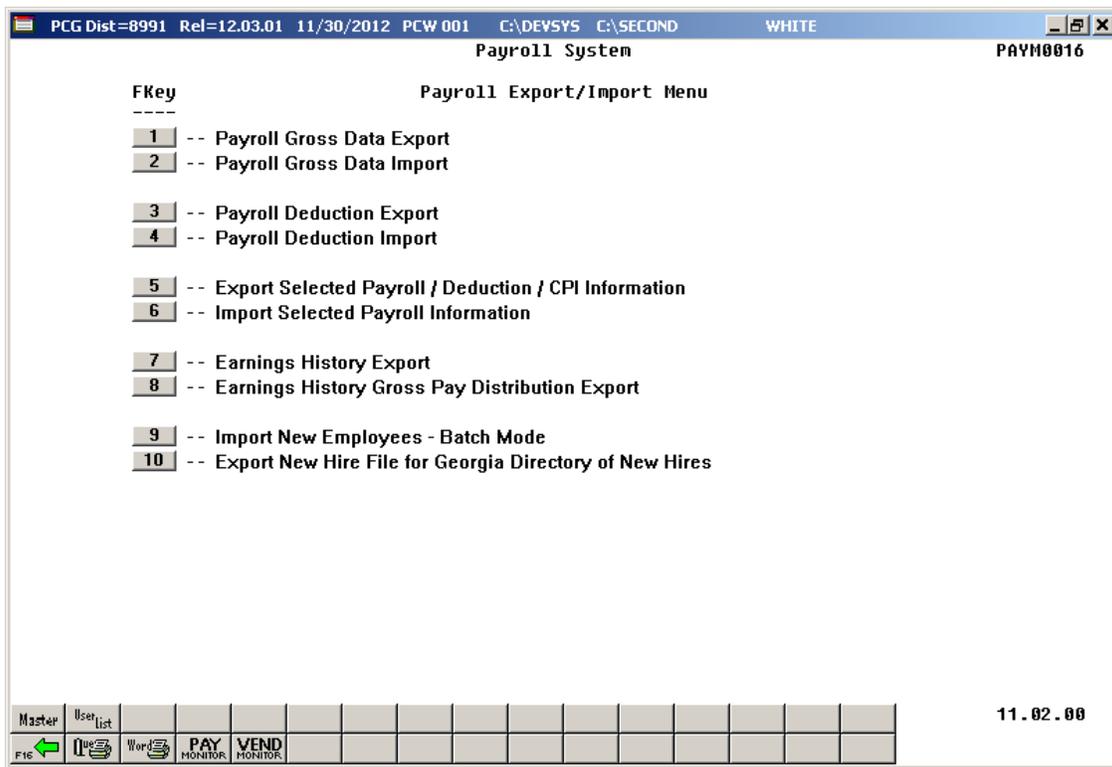
Step	Action
8	<p><b><u>For file import errors:</u></b> Select <b>Enter</b> (to Exit Program and Correct).</p> <p><b><u>For successful file imports with warnings:</u></b> Select <b>F8</b> (F8 – Process File ‘As Is’) to continue importing the file, and then proceed to <i>Step 9</i>. Or, select  (F16 – Exit and Correct) to review the print file and correct the warnings.</p> <p><b><u>For successful file imports with no warnings:</u></b> Skip to <i>Step 9</i>.</p>

For **successful file imports with no warnings**, the following screen displays:



Step	Action
9	<p>Select  (<b>ENTER</b> – to load GROSS DATA Import File) to import the file.</p> <p>Select  (<b>F16</b> – STOP Process) to stop the import process and exit the program.</p> <p>“*** Processing – Please Wait ***” briefly displays.</p>

The following screen displays:



Step	Action
10	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p>
11	<p>Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
12	<p>Identify and correct all errors within the <i>GROSSDAT.xls</i> file. Save the file as a .csv (Comma delimited) (csv) file, and repeat this procedure.</p> <p>Refer to <a href="#">Appendix A: Payroll Gross Data Import File Layout</a> and to <a href="#">Appendix B: Gross Data Import File Error Processing</a> for additional error message examples, and for additional information to aid in the correction of errors.</p> <p>Using the <a href="#">Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information</a> instructions, review the import file’s gross data information to verify the information is correct. Contact the Technology Management Customer Support Center for assistance as needed.</p>

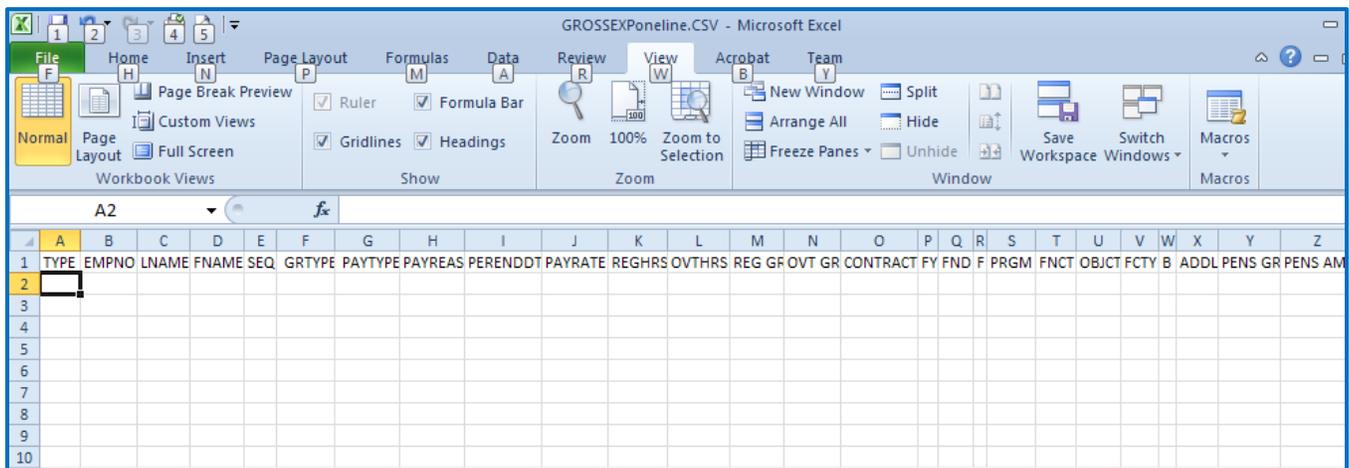
### C3.1. PCGenesis Gross Data Import Error/Warning Report - Example

*****Page Break*****								
DATE	08/26/2008	PAVPI251	GROSS DATA IMPORT ERROR/WARNING REPORT				PAGE	1
EHPHD	MESSAGE	TYPE	MESSAGE DETAIL					
086112	CYC-GR	NOT - CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	2443.54	CONTRANT =	31766.00	PAY PERIODS = 12
086120	CYC-GR	NOT - CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	0.00	CONTRANT =	41450.00	PAY PERIODS = 12
086120	REG GR	NOT - CYCLE GR	**Warning**	TOT REG GR =	3202.08	CYCLE GR =	0.00	
086130	CYC-GR	NOT - CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	2631.46	CONTRANT =	34209.00	PAY PERIODS = 12
086132	CYC-GR	NOT - CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	0.00	CONTRANT =	7007.50	PAY PERIODS = 12
086132	REG GR	NOT - CYCLE GR	**Warning**	TOT REG GR =	644.32	CYCLE GR =	0.00	

## Procedure D: Using the Microsoft® Excel Template to Manually Create an Employee’s Gross Data/Payroll Information File

PCGenesis provides a Microsoft® Excel template file, *GrossImport.xlt*, which allows users to create a file of employees’ gross data. The instructions allow the import of gross data for the following employees and circumstances:

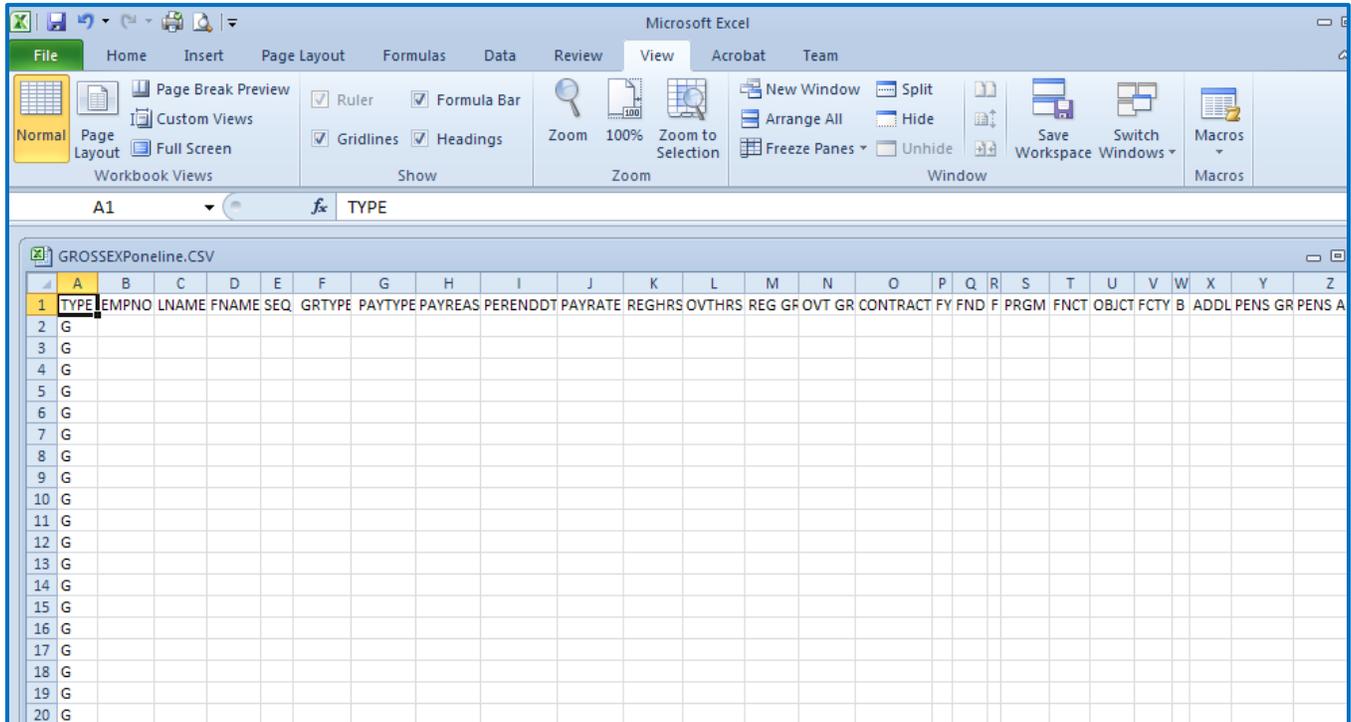
- Thirteen (13) pay employees
- Substitute employees, including third-party software information
- Stipends and other one-time special payroll amounts



## D1. Installing the GrossImport.xlt Template

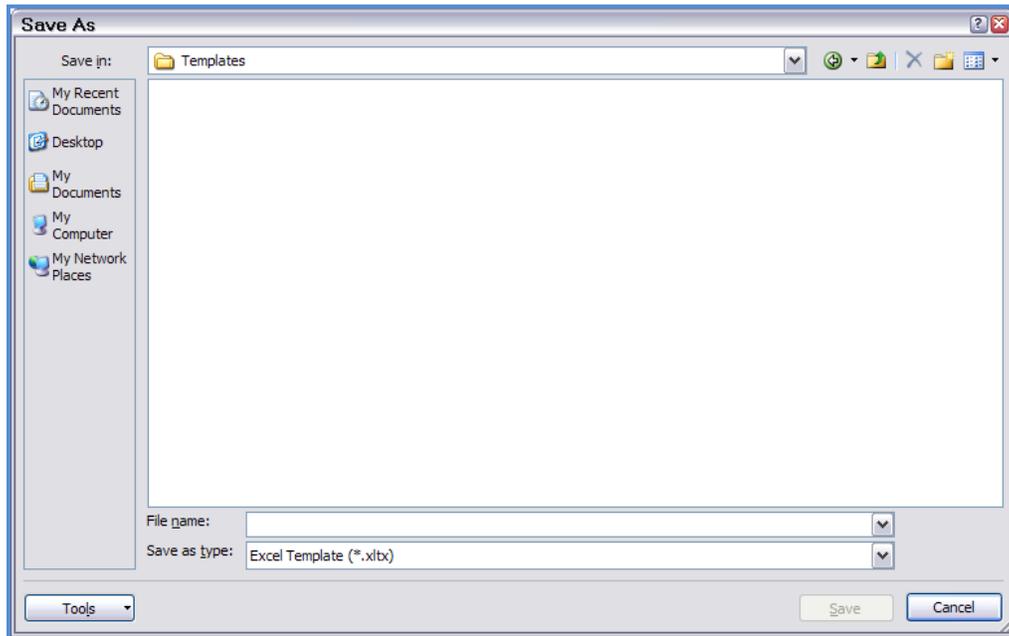
Step	Action
1	Access and open the <b>GrossImport.xls</b> file located at: <i>Payroll System Operations Guide, Section I: Special Functions, Topic 8: Payroll Export and Import File Processing, PCGenesis Gross Data Import Template.</i>

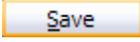
The following window displays:



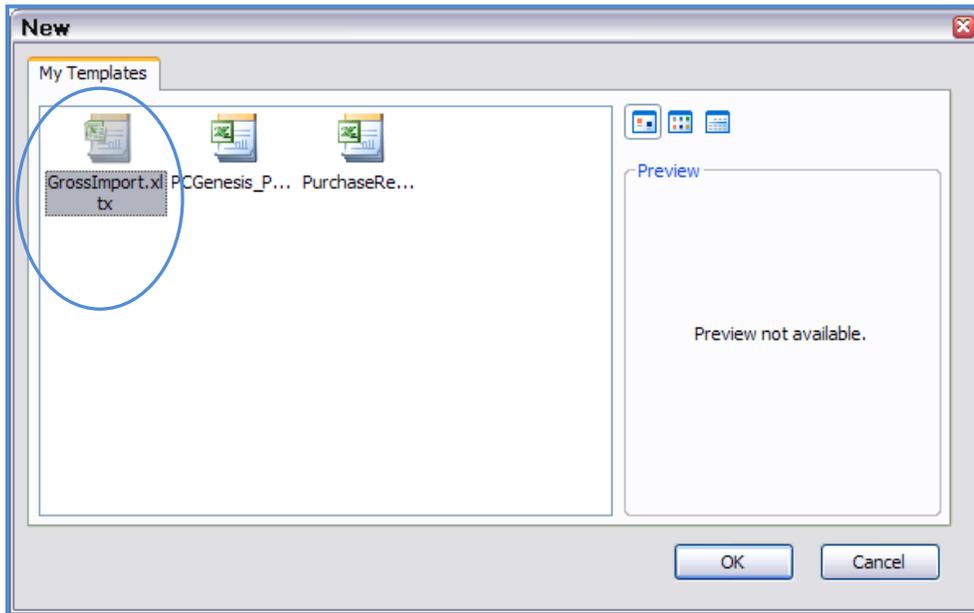
Step	Action
2	From the <i>Menu Bar</i> , select <b>File → Save As</b> .
3	Navigate to <b>C:\GROSSDAT</b> .
4	Within the <b>Save as type</b> field, verify the selection of, or select <b>Excel Template (*.xlt)</b> .

The following window displays:



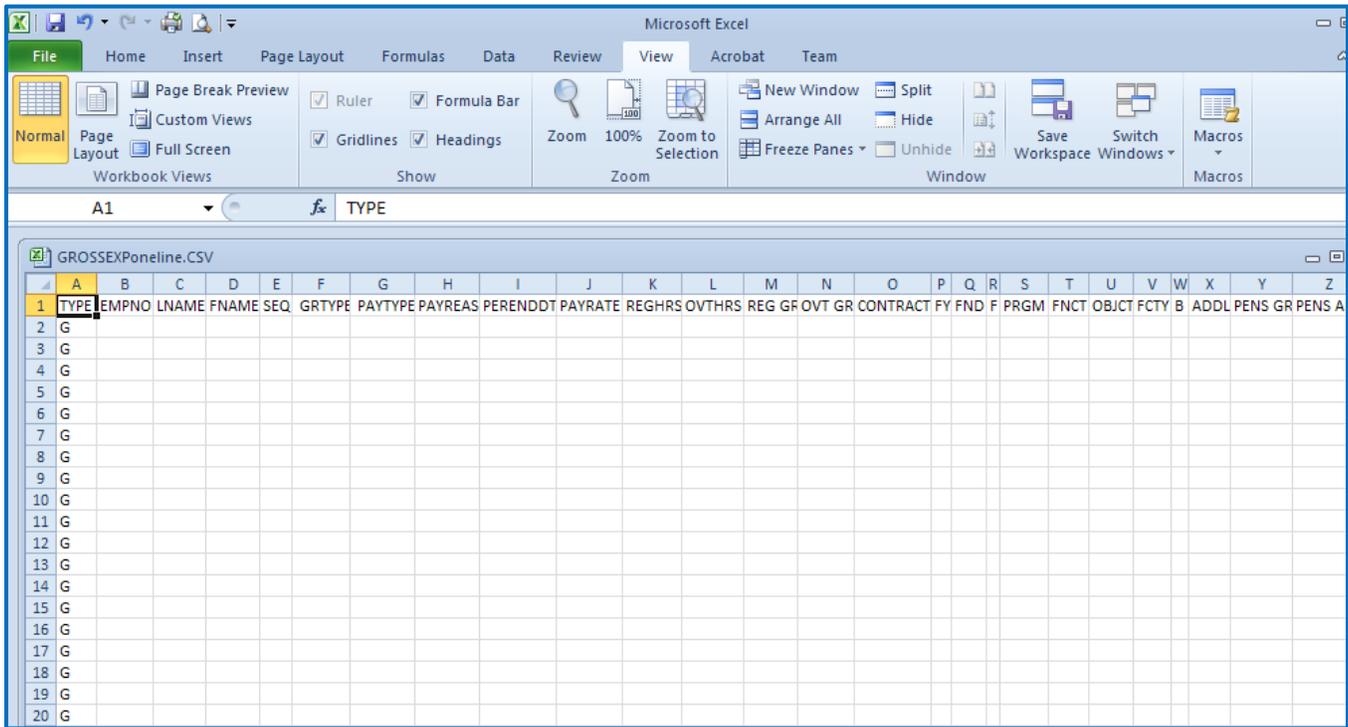
Step	Action
5	Enter <b>GrossImport</b> in the <b>File <u>name</u></b> field and select  ( <b>Save</b> ).
6	<p>Within the Personal Computer's (PC's) Microsoft® <i>Templates</i> folder, copy the <i>Template</i> to <u>each workstation</u> in which PCGenesis users will create and export gross data.</p> <p><i>This folder is usually located on the PC at C:\OS\Profiles\user_name\Application Data\Microsoft\Templates, where "OS" is the operating system's folder, e.g. WINNT or WINDOWS.</i></p> <p><i>Contact the local Technology Specialist for assistance as needed. When saved to this location, the Template files displays on the General tab when selecting File → New.</i></p>
7	Within Microsoft® Excel, select <b>File → New (My Templates)</b> .

The following window displays:



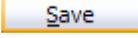
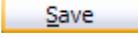
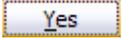
Step	Action
8	Select <b>GrossImport.xlsx</b> . <i>A blank spreadsheet will be created with the appropriate headings and formatting.</i>

The following window displays:



Step	Action	
9	Proceed to the appropriate topic based on the use of this <i>Template</i> .	
	<b>Gross Data Pay Type</b>	<b>Information</b>
	<b>S, B, Y, Q</b>	<ul style="list-style-type: none"> <li>Adjustment line types <b>B</b>, <b>Y</b>, and <b>Q</b> require a <b>Pay for Period End Date</b> (PERENDDT).</li> <li><b>Overtime Gross</b> (OVT GR) is only valid for gross types <b>S</b>, <b>B</b>, <b>Y</b> and <b>Q</b>.</li> <li>PCGenesis ignores the following fields and sets these entries to zero:                             <ul style="list-style-type: none"> <li>Regular Hours (REGHRS)</li> <li>Overtime Hours (OVTHRS)</li> <li>Pay Rate (PAYRATE)</li> <li>Overtime Gross (OVT GR)</li> </ul> </li> </ul>
10	<b>D, H, A, X, P</b>	<ul style="list-style-type: none"> <li>Adjustment line types <b>A</b>, <b>X</b>, and <b>P</b> require a <b>Pay for Period End Date</b> (PERENDDT).</li> <li>PCGenesis ignores the following fields, and instead calculates these entries from the Pay Rate, and Regular Hours (REGHRS) and Overtime Hours (OVTHRS) field entries:                             <ul style="list-style-type: none"> <li>Regular Gross (REG GR)</li> <li>Overtime Gross (OVT GR)</li> </ul> </li> </ul>

## D2. Importing 13-Pay Employees' Gross Data Using the GrossImport.xlt Template

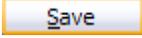
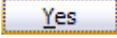
Step	Action
1	<p><b>Create the employees' records in the PCGenesis Payroll system as they are hired:</b> Make the appropriate entries within the <b>Total Contract Amount, Cycle Gross, State, Local, and Other</b> amounts fields.</p>
2	<p><b>Create a Microsoft® Excel GrossImport.xlt Spreadsheet for 13-Pay employees:</b></p> <ul style="list-style-type: none"> <li>• Using the instructions in <i>Procedure D: Using the Microsoft® Excel Template to Manually Create an Employee's Gross Data/Payroll Information</i> create a Microsoft® Excel spreadsheet containing only the employees whose salaries are spread over thirteen (13) months.</li> <li>• Enter the employees' names and employee numbers <u>exactly</u> as the information the information exists within the PCGenesis <i>Payroll</i> module.</li> <li>• Enter <b>Process Type</b> (GRTYPE) = <b>S</b>, <b>PayRate</b> = <b>0</b>, and enter the <b>RegHrs</b> and <b>OvtHrs</b> fields.</li> <li>• Enter <b>1/13<sup>th</sup></b> of the employees' annual salary in the <b>Regular Gross</b> column.</li> <li>• Enter the appropriate amount in the <b>Contract</b> where applicable.</li> <li>• Enter the appropriate payroll account number in the fields.</li> <li>• Enter the appropriate GHI distribution percentage in the <b>GHI DIST %</b> column.</li> </ul>
3	<p><b>Save the GrossImport.xlt Spreadsheet for 13-Pay Employees as an .XLS Worksheet/Spreadsheet</b></p> <ul style="list-style-type: none"> <li>• From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>• Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and select <b>Microsoft Excel Worksheet (*.xls)</b>.</li> <li>• Enter the appropriate filename, for example, <b>GROSSDAT_13Pay</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> </ul>
4	<p><b>Save the GrossImport.xlt Spreadsheet for 13-Pay Employees as a .csv File</b></p> <ul style="list-style-type: none"> <li>• From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>• Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and select <b>CSV (Comma delimited) (csv)</b>.</li> <li>• Enter the appropriate filename, for example, <b>GROSSDAT_13Pay</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> <li>• When the <i>GrossData.csv may contain features that are not compatible with CSV (Comma delimited)</i> dialog box displays, select  (<b>Yes</b>).</li> </ul>

Step	Action
5	<p>Refer to <a href="#">C3. Importing the Microsoft® Excel .csv File into PCGenesis</a> for instructions for importing the .csv file into PCGenesis.</p> <ul style="list-style-type: none"><li>• Load this spreadsheet <u>after</u> the <u>July payroll</u> but <u>before</u> the <u>August payroll</u> is run. Import the spreadsheet either before or after <i>Payroll Setup</i>.</li><li>• On the <i>Identify Gross Data Import File from Excel</i> screen, enter <b>R</b> (Replace) in the <b>Input the GROSS DAT for Import</b> field.</li></ul>

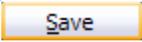
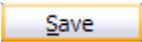
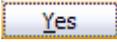
## D3. Loading Substitute Employees' Payroll Using the GrossImport.xlt Template

The PCGenesis Gross Data Import procedure allows employees' gross data to be imported from third-party software packages as long as the file meets PCGenesis file import requirements. If the school district or the system uses a third-party software package to manage substitute employees' pay, contact the vendor for instructions for importing data from the vendor's software application.

Step	Action
1	Create the employees' records in the PCGenesis Payroll system as they are hired.
2	<p><b>Create a Microsoft® Excel GrossImport.xlt Spreadsheet for Substitute Employees:</b></p> <ul style="list-style-type: none"> <li>• Using the instructions in <i>Procedure D: Using the Microsoft® Excel Template to Manually Create an Employee's Gross Data/Payroll Information</i>, create a Microsoft® Excel spreadsheet containing only the substitute employees' information who worked for the pay period.</li> <li>• Enter the employees' names and employee numbers <u>exactly</u> as the information exists within the <i>Payroll</i> module.</li> <li>• Enter <b>Process Type</b> (GRTYPE) = <b>D</b> (Daily), <b>H</b> (Hourly), or the pay type normally used: <ul style="list-style-type: none"> <li><u><b>D</b> (Daily)</u> <ul style="list-style-type: none"> <li>• Enter <b>PayRate</b> = <i>Daily Rate</i>, <b>RegHrs</b> = <i>Total Days Worked</i>, <b>OvtHrs</b> = <b>0</b>.</li> <li>• Enter <b>0.00</b> in the <b>Reg Gr</b> column.</li> <li>• Enter the payroll account number in the fields.</li> <li>• Enter the GHI distribution percentage in the <b>GHI DIST %</b> column.</li> </ul> </li> <li><u><b>H</b> (Hourly)</u> <ul style="list-style-type: none"> <li>• Enter <b>PayRate</b> = <i>Hourly Rate</i>, <b>RegHrs</b> = <i>Total Hours Worked</i>, <b>OvtHrs</b> = <i>Total Overtime Hours Worked</i> and <b>Reg Gr</b> = <b>0</b> (<i>Regular Gross is automatically calculated by PCGenesis</i>).</li> <li>• Enter the payroll account number in the fields.</li> <li>• Enter the GHI distribution percentage in the <b>GHI DIST %</b> column.</li> </ul> </li> </ul> </li> </ul> <p><b>OVT GR is only valid for salary types S, B, Q and Y.</b></p>
3	<p><b>Save the GrossImport.xlt Spreadsheet for Substitute Employees as an .XLS Worksheet/Spreadsheet</b></p> <ul style="list-style-type: none"> <li>• From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>• Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and choose <b>Microsoft Excel Worksheet (*.xls)</b>.</li> <li>• Enter the appropriate filename, for example, <b>GROSSDAT_Substitutes</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> </ul>

Step	Action
4	<p><b>Save the GrossImport.xlt Spreadsheet for Substitute Employees as a .csv File</b></p> <ul style="list-style-type: none"> <li>From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>Select the drop-down selection icon  to the right of <b>Files of type</b> and select <b>CSV (Comma delimited) (csv)</b>.</li> <li>Enter the appropriate filename, for example, <b>GROSSDAT_Substitutes</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> <li>When the <i>GrossData.csv may contain features that are not compatible with CSV (Comma delimited)</i> dialog box displays, select  (<b>Yes</b>).</li> </ul>
5	<p>Refer to <a href="#">C3. Importing the Microsoft® Excel .csv File into PCGenesis</a> for instructions on importing the .csv file into PCGenesis.</p> <ul style="list-style-type: none"> <li>Load this spreadsheet <u>after</u> <i>Payroll Setup</i>.</li> <li>On the <i>Identify Gross Data Import File from Excel</i> screen, enter <b>A</b> (Add) in the <b>Input the GROSS DAT for Import</b> field.</li> </ul>

## D4. Loading Stipend and Other One-Time Special Payroll Information Using the GrossImport.xlt Template

Step	Action
1	Create the employees' records in the PCGenesis Payroll System module as they are hired.
2	<p><b>Create a Microsoft® Excel GrossImport.xlt Spreadsheet for Employees Affected:</b></p> <ul style="list-style-type: none"> <li>• Using the instructions in <i>Procedure D: Using the Microsoft® Excel Template to Manually Create an Employee's Gross Data/Payroll Information</i>, create a Microsoft® Excel spreadsheet containing only the affected employees' information.</li> <li>• Enter the employees' names and employee numbers <u>exactly</u> as the information exists in <i>Payroll</i>.</li> <li>• Enter the appropriate pay type in the <b>Proc Type</b> (GRTYPE) field.</li> <li>• For example, a <b>Proc Type</b> of <b>B</b> (Salary Adjustment, No Pension) would contain the following entries: <ul style="list-style-type: none"> <li>○ <b>PayRate</b> = 0, <b>RegHrs</b> = 0, <b>OvtHrs</b> = 0, and <b>RegGross</b> = <i>Stipend/Special Pay dollar amount</i>.</li> <li>○ Enter the appropriate payroll account number in the fields.</li> <li>○ Enter the appropriate GHI distribution percentage in the <b>GHI DIST %</b> column.</li> </ul> </li> </ul>
3	<p><b>Save the GrossImport.xlt Spreadsheet for Affected Employees as an .XLS Worksheet/Spreadsheet</b></p> <ul style="list-style-type: none"> <li>• From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>• Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and select <b>Microsoft Excel Worksheet (*.xls)</b>.</li> <li>• Enter the appropriate filename, for example, <b>GROSSDAT_Stipend</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> </ul>
4	<p><b>Save the GrossImport.xlt Spreadsheet for Affected Employees as a .csv File</b></p> <ul style="list-style-type: none"> <li>• From the <i>Menu Bar</i>, select <b>File</b> → <b>Save as</b>. Navigate to and open the appropriate file.</li> <li>• Select the <b>Drop-Down Selection</b> icon  in the <b>Files of type</b> field, and select <b>CSV (Comma delimited) (csv)</b>.</li> <li>• Enter the appropriate filename, for example, <b>GROSSDAT_Stipend</b>, in the <b>File name</b> field and select  (<b>Save</b>).</li> <li>• When the <i>GrossData.csv may contain features that are not compatible with CSV (Comma delimited)</i> dialog box displays, select  (<b>Yes</b>).</li> </ul>

Step	Action
5	<p>Refer to <a href="#">C3. Importing the Microsoft® Excel .csv File into PCGenesis</a> for instructions for importing the .csv file into PCGenesis.</p> <ul style="list-style-type: none"><li>• Load this spreadsheet <u>after</u> <i>Payroll Setup</i>.</li><li>• On the <i>Identify Gross Data Import File from Excel</i> screen, enter <b>A</b> (Add) in the <b>Input the GROSS DAT for Import</b> field.</li></ul>
6	Close Microsoft® Excel and PCGenesis, where appropriate.

## Appendix A: Payroll Gross Data Import .csv File Layout

<b><u>ATTENTION:</u></b>		
<i>The first record for each employee must contain data for <u>all</u> of the fields within this table. The 30-digit account number must be a valid account number within the current fiscal year's BUDGET file.</i>		
Column	Field Name	Description
<b>A</b>	LINE TYPE	Must be “G” to indicate the line is a Gross Data import line. PCGenesis ignores lines without a “G”, such as headers.
<b>B</b>	EMPNO	<b>Employee number.</b> The employee must be active in the <i>Payroll</i> file.
<b>C</b>	LNAME	<b>Employee's last name.</b> The employee's last name must match the name in the <i>Payroll</i> file.
<b>D</b>	FNAME	<b>Employee's first name.</b> The employee's first name must match the name in the <i>Payroll</i> file.
<b>E</b>	SEQ	<p><b>Sequence Number.</b> Gross data sequence line number. (Optional, may be zero.)</p> <p>When the <b>R</b> (Replace) option is selected for the import and <b>S</b> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p> <p><i>PCGenesis automatically generates the Sequence Number when a sequence number is not entered.</i></p>
<b>F</b>	GRTYPE	<p><b>Gross Type</b> or <b>Process Type</b> code. Salary (<b>S</b>), Hourly (<b>H</b>), Daily (<b>D</b>), or Adjustment line types <b>A, B, X, Y, Q, P,</b> and <b>Z.</b></p> <p>Valid values:</p> <p><u>Regular Gross Types:</u></p> <p><b>S</b> – Regular salary with pension and taxes  <b>D</b> – Regular daily with pension and taxes  <b>H</b> – Regular hourly with pension and taxes</p> <p><u>Special Gross Types:</u></p> <p><b>A</b> –Daily/Hourly adjustment NO pension calculation  <b>B</b> –Salary adjustment NO pension calculation  <b>X</b> –Daily/Hourly, with FICA, NO pension/annuities or tax calculation  <b>Y</b> –Salary, with FICA, NO pension/annuities or tax calculation  <b>Q</b> –Salary adjustment with taxes and pension calculation  <b>P</b> – Daily/Hourly adjustment with taxes and pension calculation  <b>Z</b> – Pension adjustment only</p>

Column	Field Name	Description
G	PAYTYPE	<p><b>Pay Type</b> code. Optional. The <b>Pay Type</b> code is used only for the new detailed pay stub. The <b>Pay Type</b> code must be defined in the payroll <i>Description File</i>. Zero, or an empty cell, defaults to '000' (Regular Pay).</p> <p>The new detailed check stub contains a new section of data entitled <b>Current Hours and Earnings</b>. The current earnings will print based upon the <b>Pay Type</b> entered for the gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.</p> <p>In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by <b>Pay Type</b> before utilizing the new detailed pay check statement. All gross data lines with the same <b>Pay Type</b> and <b>Pay Rate</b> will be summarized (and accumulated) on ONE earning line on the check stub.</p>
H	PAYREAS	<b>Pay Reason</b> code. Optional pay reason code used to define the reason for any pay increase or decrease. The <b>Pay Reason</b> code must be defined in the payroll <i>Description File</i> . Zero, or an empty cell, identifies "normal pay".
I	PERENDDT	<b>Pay for Period End</b> date. Optional for Adjustment gross types, not permitted for <b>S</b> , <b>D</b> , and <b>H</b> gross types. The date format must be CCYYMMDD. This field indicates the period for which the adjustment applies. The date CANNOT be a future date.
J	PAYRATE	<b>Pay Rate</b> . Employee's rate of pay.
K	REGHRS	<b>Regular Hours</b> . Total regular hours worked.
L	OVTHRS	<b>Overtime Hours</b> . Optional. Total overtime hours worked.
M	REG GR	<b>Regular Gross</b> . Regular Gross amount charged to this account number. The accumulated total of the REG GR amount should equal the accumulated total of the employee's CYCLE GR (Cycle Gross) amount.
N	OVT GR	<b>Overtime Gross</b> . Optional. Overtime Gross amount charged to this account number.
O	CONTRACT	<b>Contract Amount</b> . Optional. Current pay to going toward the annual Contract Amount.
P	FY	<b>Fiscal Year</b> in this account number in which salary is charged - must be the valid fiscal year.
Q	FND	<b>Fund</b> in this account number in which salary is charged
R	F	Fiscal Year in this account number - always zero.
S	PRGM	<b>Program</b> in this account number in which salary is charged.
T	FNCT	<b>Function</b> in this account number in which salary is charged.

Column	Field Name	Description
U	OBJCT	<b>Object</b> in this account number in which salary is charged.
V	FCTY	<b>Facility</b> in this account number in which salary is charged.
W	B	<b>Building</b> in this account number in which salary is charged.
X	ADDL	<b>Additional Local</b> numbers in this account number in which salary is charged.
Y	PENS GR	<b>Pension Gross</b> amount charged to this account number. Amount of pension gross used for calculations of employer pension contributions. This field only applies to a GRTYPE (Gross Type) of 'Z' (pension adjustment only). A PENS GR amount will only be accepted for an employee whose pension code on the <i>Update/Display Gross Data</i> screen is 1, 2, 3, 4, or 5. <b>Negative amounts are allowed for pension adjustments.</b>
Z	PENS AMT	<b>Pension Amount.</b> The employee pension contribution adjustment amount charged to this account number. This field only applies to a GRTYPE (Gross Type) of 'Z' (pension adjustment only). A <b>Pension Amount</b> will only be accepted for an employee whose pension code on the <i>Update/Display Gross Data</i> screen is 1, 2, 3, 4, or 5. <b>Negative amounts are allowed for pension adjustments.</b>
AA	GHI DIST %	<p><b>GHI Distribution Percentage.</b> Enter the GHI distribution percentage for the corresponding General Ledger account number. The GHI distribution percentage indicates the percentage of the employer GHI contribution to distribute to this GL account line. The GHI distribution percentage is valid only with <b>Process Types 'H', 'D', or 'S'</b>.</p> <p>All GL accounts must add to 100%. (1.0000 equals 100%, 0.2500 equals 25%) Distribute the employer GHI contribution across multiple account lines when charging GHI to multiple state programs.</p> <p>The GHI distribution percentage must be zero if the <b>GHI Participation Switch</b> is 'N', and the <b>GHI Option</b> field is <b>NC</b> (No Coverage) or <b>NE</b> (Not Eligible). An employer contribution will NOT be billed for employees with a <b>GHI Option</b> field of <b>NC</b> (No Coverage) or <b>NE</b> (Not Eligible), and therefore, the <b>GHI Dist</b> field must be zero.</p> <p><b>PCGenesis does not allow the entry of negative percentages.</b></p>
AB	CONTRAMT	<p><b>Contract salary amount.</b> The contract salary amount charged to this account number must equal <i>STATE + LOCAL + OTHER</i> salaries. Enter the employee's gross salary amount that is going towards the employee's annual contract salary in the <b>CONTRAMT</b> field.</p> <p>When the <b>R</b> (Replace) option is selected for the import and <i>S (Salary)</i> lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p> <p><b>PCGenesis does not allow the entry of negative amounts.</b></p>

Column	Field Name	Description
AC	SUB DIST	<p><b>Substitute Distribution Flag.</b> The <b>Substitute Distribution</b> field is used with the <i>Enhanced Substitute Pay and Employee Leave System</i>. This field indicates whether or not a substitute's pay is distributed to this account line. Typically, the substitute's pay is distributed to some or all of the absent employee's salary (S) account lines.</p> <p>Valid values: <b>Y</b> = Distribute substitute pay to this account line  <b>N</b> = Do NOT distribute substitute pay to this account line</p> <p><i>The <b>Substitute Distribution</b> field is used when the Enhanced Substitute Pay and Employee Leave System is enabled on the Tax/Withholding/Control Menu.</i></p>
AD	BUDG FLAG	<p><b>Budget Flag.</b> The <b>Budget Flag</b> field is used with the <i>PCGenesis Budget System</i>. The <b>Budget Flag</b> field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory.</p> <p>Valid values:</p> <p><b>A</b> = Move the account number over to the budget, but do NOT bring over any amounts.</p> <p><b>L</b> = Budget as a local supplement/extra salary. Apply either an amount or percent increase or decrease to the line salary or the line rate.</p> <p><b>M</b> = Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.</p> <p><b>N</b> = Budget as state salary, but do <u>not</u> apply a salary schedule. Apply either an amount or percent increase or decrease to the line salary or the line rate. (Usually used for non-certified employees)</p> <p><b>S</b> = Budget as state salary using the state CPI salary schedule. (Used for the 'S' account lines of certified employees only)</p> <p><b>T</b> = Budget as local supplement using a <u>local</u> salary schedule. (Used for the 'S' account lines of certified employees only)</p> <p><b>X</b> = Do not bring the account line over to the budget process. (Generally used for substitute pay, etc.)</p>
AE	CYCLE GR	<p><b>Cycle Gross.</b> The cycle gross amount must equal the employee's <i>CONTRACT</i> salary divided by the number of pay periods. <b>PCGenesis does not allow the entry of negative amounts.</b></p> <p>When the <b>R</b> (Replace) option is selected for the import and <b>S</b> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p>

Column	Field Name	Description
AF	STATE SAL	<p><b>State Salary Amount.</b> The portion of gross salary that comes from <i>State</i> funds. <b>PCGenesis does not allow the entry of negative amounts.</b></p> <p>When the <b>R</b> (Replace) option is selected for the import and <i>S</i> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p>
AG	LOCAL SAL	<p><b>Local Salary Amount.</b> The portion of gross salary that comes from <i>Local</i> funds. <b>PCGenesis does not allow the entry of negative amounts.</b></p> <p>When the <b>R</b> (Replace) option is selected for the import and <i>S</i> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p>
AH	OTHER	<p><b>Other Salary Amount.</b> The portion of gross salary that comes from <i>Other</i> funds. <b>PCGenesis does not allow the entry of negative amounts.</b></p> <p>When the <b>R</b> (Replace) option is selected for the import and <i>S</i> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p>
AM	SERV	<p><b>Retirement service indicator.</b> The SERV field defines the employee's Teacher Retirement System (TRS) service credit.</p> <p>Valid values:           <b>0</b> = No service credit                                   <b>1</b> = Service credit earned for the month</p> <p>When the <b>R</b> (Replace) option is selected for the import and <i>S</i> (<i>Salary</i>) lines are present, PCGenesis loads the following data fields only for the <b>Sequence Number 01</b>: <i>Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and TRS Service Indicator.</i></p>
Column	Field Name	Description
		<b>PCGenesis exports the following fields for reference only. PCGenesis will not import these fields.</b>
AI	CONTMO	<b>Contract Months.</b> The total number of contract months the employee <i>works</i> .
AJ	NOPAYS	Number of pays (not on <i>Gross Data</i> screen).
AK	CLASS	Payroll class code (not on <i>Gross Data</i> screen).
AL	CERT	<i>Certified</i> status (not on <i>Gross Data</i> screen).
AN	PAY LOC	Payroll pay location code (not on <i>Gross Data</i> screen).
AO	WORK LOC	Payroll work location code (not on <i>Gross Data</i> screen).

# Appendix B: Gross Data Import File Error Processing

## B1. Gross Data Import Error Report - Example

-----Page Break-----											
DATE	08/26/2008		PAYPI251		GROSS DATA IMPORT ERROR/WARNING REPORT					PAGE	1
EHPNO	MESSAGE	TYPE	MESSAGE DETAIL								
086112	CYC-GR	NOT = CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	2443.54	CONTRANT =	31766.00	PAY PERIODS =	12		
086120	CYC-GR	NOT = CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	0.00	CONTRANT =	41450.00	PAY PERIODS =	12		
086120	REG GR	NOT = CYCLE GR	**Warning**	TOT REG GR =	3202.88	CYCLE GR =	0.00				
086130	CYC-GR	NOT = CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	2631.46	CONTRANT =	34209.00	PAY PERIODS =	12		
086132	CYC-GR	NOT = CONTRANT/PAY PERIODS	**Warning**	CYCLE GR =	0.00	CONTRANT =	7087.50	PAY PERIODS =	12		
086132	REG GR	NOT = CYCLE GR	**Warning**	TOT REG GR =	644.32	CYCLE GR =	0.00				

## B2. Gross Data Import .csv File – Example

GROSSEXP.CSV																														
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y						
1	TYPE	EMPNO	LNAME	FNNAME	SEQ	GRTYPE	PAYTYPE	PAYREAS	PERENDD	PAYRATE	REGHRS	OVTTHRS	REG GR	OVT GR	CONTRAC	FY	FND F	PRGM	FNCT	OBJCT	FCTY	B	ADDL	PENS	GR					
2	G	88358	RE3TERIA	ZA3E	1	S		11	0	0	0	0	789.69	0	789.69	13	586	9990	3300	19900	302	1	0	0						
3	G	88361	BA8ON	MI8CHEL	1	S		10	0	0	0	0	3260.42	0	3260.42	13	403	1750	1000	11000	101	1	0	0						
4	G	88361	BA8ON	MI8CHEL	2	S		306	0	0	0	0	125	0	125	13	100	9990	2210	19900	101	1	0	0						
5	G	88361	BA8ON	MI8CHEL	3	S		304	0	0	0	0	20.83	0	20.83	13	100	9990	2210	19900	101	1	0	0						
6	G	88361	BA8ON	MI8CHEL	4	S		303	0	0	0	0	20.83	0	20.83	13	100	9990	2100	19900	101	1	0	0						
7	G	88361	BA8ON	MI8CHEL	5	S		310	0	0	0	0	416.67	0	416.67	13	100	9990	2100	14600	101	1	0	0						
8	G	88362	BE7NIER	CO7RINNE	1	S		11	0	0	0	0	870.47	0	870.47	13	608	9990	3100	18400	102	2	0	0						
9	G	88363	CA6ALES	DA6	1	S		11	0	0	0	0	1079.2	0	1079.2	13	404	2824	1000	14000	302	1	0	0						
10	G	88368	PU9LIAM	MO9TON	1	S		11	0	0	0	0	1320	0	1320	13	100	1041	1000	14000	101	1	0	0						
11	G	88368	PU9LIAM	MO9TON	2	S		304	0	0	0	0	41.67	0	41.67	13	100	1041	1000	14000	101	1	0	0						
12	G	88368	PU9LIAM	MO9TON	3	S		310	0	0	0	0	83.33	0	83.33	13	100	9990	2100	14600	101	1	0	0						
13	G	88370	CR7FT	AN7ERSON	1	S		10	0	0	0	0	4156.75	0	4156.75	13	100	2041	1000	11000	102	1	0	0						
14	G	88372	GA5E	MY5ES	1	S		11	0	0	0	0	1169.23	0	1169.23	13	100	5071	1000	14000	101	1	0	0						
15	G	88372	GA5E	MY5ES	2	S		310	0	0	0	0	192.31	0	192.31	13	100	9990	2100	14600	101	1	0	0						
16	G	88372	GA5E	MY5ES	3	S		310	0	0	0	0	96.15	0	96.15	13	100	9990	2100	14600	102	1	0	0						
17	G	88373	GU4NN	FR4D	1	S		11	0	0	0	0	844.55	0	844.55	13	100	1500	2100	16300	102	1	0	0						
18	G	88373	GU4NN	FR4D	2	S		11	0	0	0	0	844.55	0	844.55	13	100	1500	2100	16300	202	1	0	0						
19	G	88373	GU4NN	FR4D	3	S		310	0	0	0	0	125	0	125	13	100	9990	2100	14600	102	1	0	0						
20	G	88379	W16HELM	GE6EVIE	1	S		11	0	0	0	0	865.82	0	865.82	13	100	1320	2700	18000	###	0	0	0						
21	G	88379	W16HELM	GE6EVIE	2	S		301	0	0	0	0	-9.62	0	-9.62	13	100	1320	2700	18000	###	0	0	0						
22	G	88383	WE2ZEL	GR2SEL	1	S		10	0	0	0	0	3260.42	0	3260.42	13	100	1081	1000	11000	102	1	0	0						
23	G	88388	SA5PLE	CA5MINE	1	S		11	0	0	0	0	584.57	0	584.57	13	100	1310	2220	14000	102	1	0	0						
24	G	88388	SA5PLE	CA5MINE	2	S		11	0	0	0	0	584.56	0	584.56	13	100	1310	2220	14000	202	1	0	0						
25	G	88406	SH3H	CY3US	1	S		10	0	0	0	0	2955	0	2955	13	403	1750	1000	11000	102	1	0	0						
26	G	88419	SQ6IRES	HU6G	1	S		11	0	0	0	0	908.04	0	908.04	13	607	9990	3100	18400	101	2	0	0						
27	G	88425	LA8TON	OC8AVIO	1	S		11	0	0	0	0	1426.27	0	1426.27	13	403	1762	1000	14000	102	1	0	0						
28	G	88432	BA9BOUF	GE9ARO	1	S		11	0	0	0	0	1286.93	0	1286.93	13	403	1762	1000	14000	101	1	0	0						
29	G	88436	VE5ASCO	OR5LEE	1	S		11	0	0	0	0	1564.33	0	1564.33	13	403	1762	1000	14000	302	1	0	0						
30	G	88442	RO7NEY	TR7STAN	1	S		10	0	0	0	0	2571.08	0	2571.08	13	403	1750	1000	11000	102	1	0	0						
31	G	88449	CH8STER	CA8SON	1	S		10	0	0	0	0	4818.75	0	4818.75	13	100	1081	1000	11000	102	1	0	0						
32	G	88462	PA3NELL	DO3INIQU	1	S		10	0	0	0	0	3742.74	0	3742.74	13	100	1041	1000	11000	101	1	0	0						