



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

12/18/2019

Section I: Special Functions

***[Topic 8B: Payroll Deduction Data Export
and Import File Processing, V1.3]***

Revision History

Date	Version	Description	Author
12/18/2019	1.3	19.04.00 – Update SSN format requirements.	D. Ochala
01/25/2016	1.2	15.04.00 – Update screenshots.	D. Ochala
05/24/2011	1.1	11.02.00 – Update menu screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Created a new document for <i>Payroll Deduction Data Export and Import File Processing</i> instructions.	D. Ochala

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Overview

Payroll Deduction File Export: The deduction file export procedure provides the user with the ability to export PCGenesis deductions into a Microsoft® Excel .csv file and to identify the location PCGenesis will store the file. During this process, PCGenesis exports both adjustments and regular amounts and the corresponding deductions and amounts.

Payroll Deduction File Import: This feature provides the ability to mass update employee deduction amounts by importing the new amounts from a .csv import file. Create this import file via either a spreadsheet or from information provided by a third-party vendor.

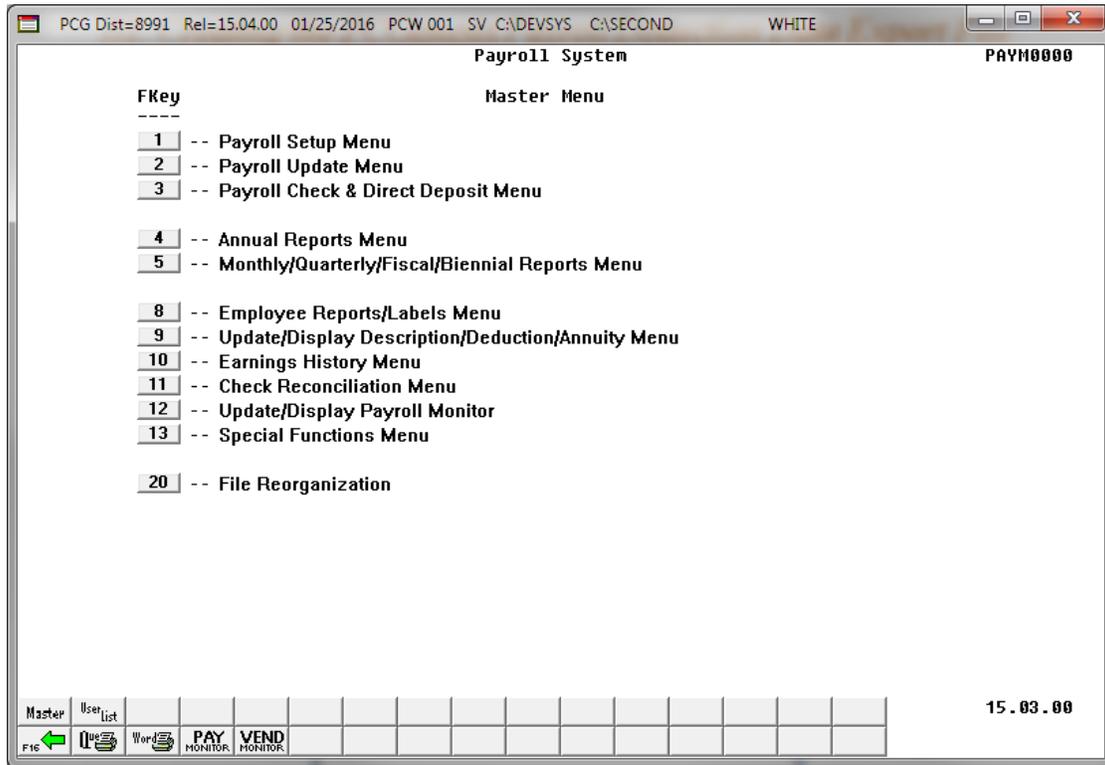
To aid PCGenesis users and third-party agencies, the Payroll Deduction Import and Export files contain the Social Security Number of affected employees.

Procedure A: Payroll Deduction Data Export and Import File Processing Checklist

✓	STEP	ACTION
	1	Verify the <i>PCG</i> folder exists, or create the <i>PCG</i> folder on the C:\ drive.
	2	<p>Create a comma delimited format (.csv) file with the PCGenesis payroll deduction data.</p> <p>The <i>Payroll Deduction Export</i> process provides the user with the ability to export PCGenesis payroll deductions 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 either a spreadsheet or from information provided by a third party vendor.</p> <p>Refer to <i>Appendix A: Deduction Data Import .csv File Layout</i> for the comma delimited file (.csv) layout.</p>
	3	Use Microsoft® Excel to update the PCGenesis payroll deduction data in the comma delimited file (.csv).
	4	Process the comma delimited file (.csv) using the <i>Payroll Deduction Import</i> process.

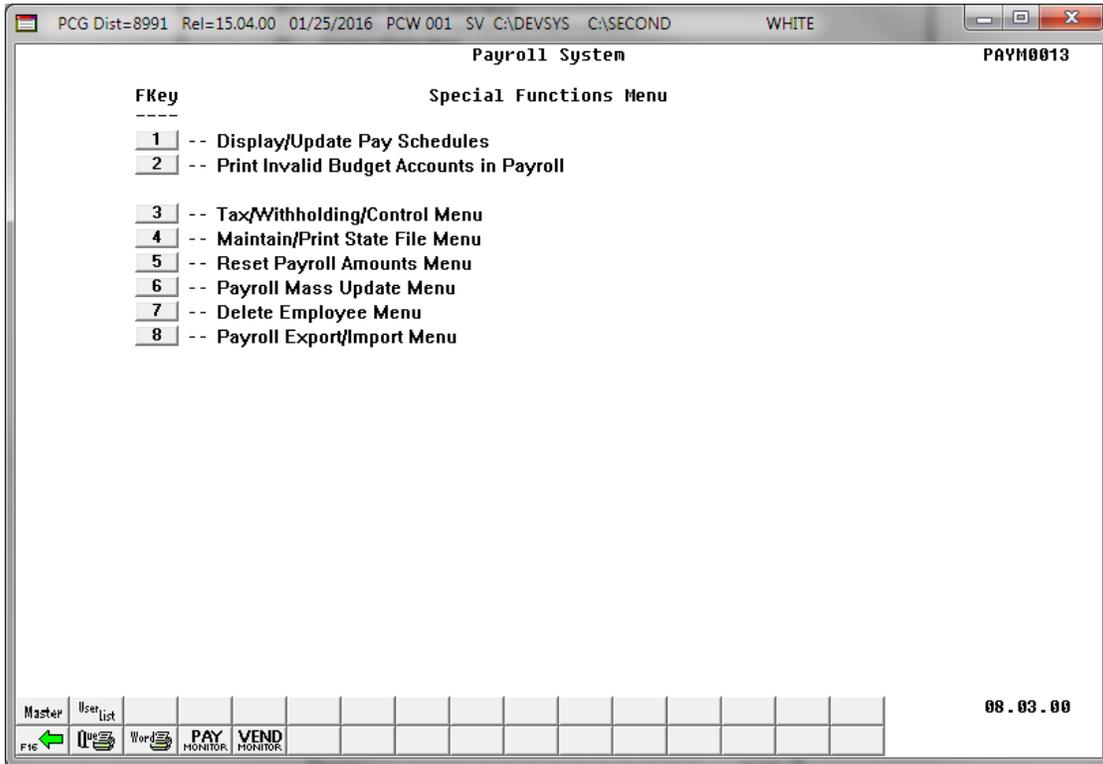
Procedure B: PCGenesis to Microsoft® Excel Payroll Deduction Data Export File Processing

B1. Creating the PCGenesis Payroll Deduction Data Export File



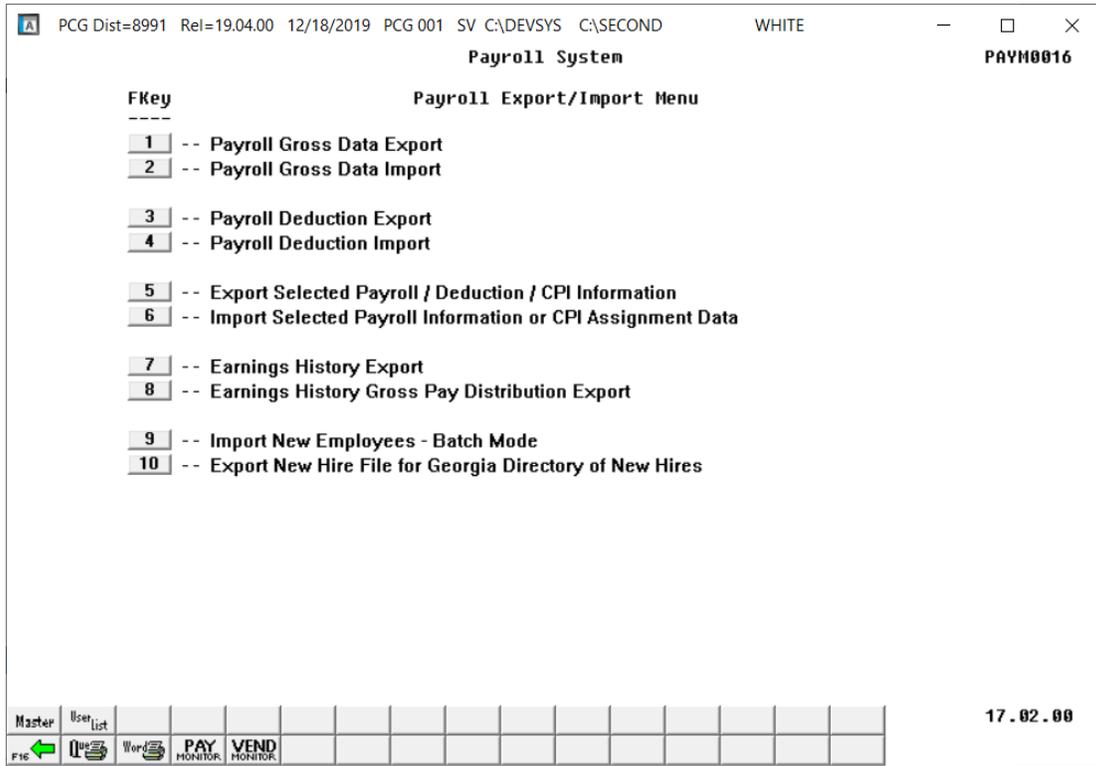
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



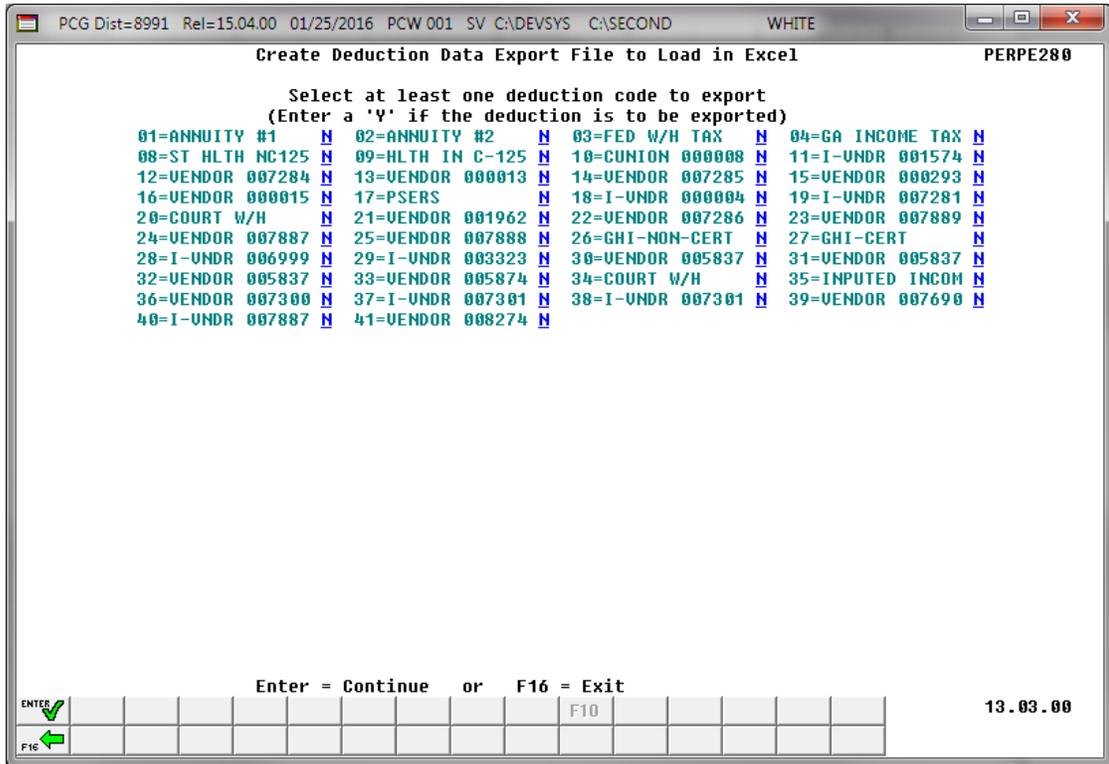
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



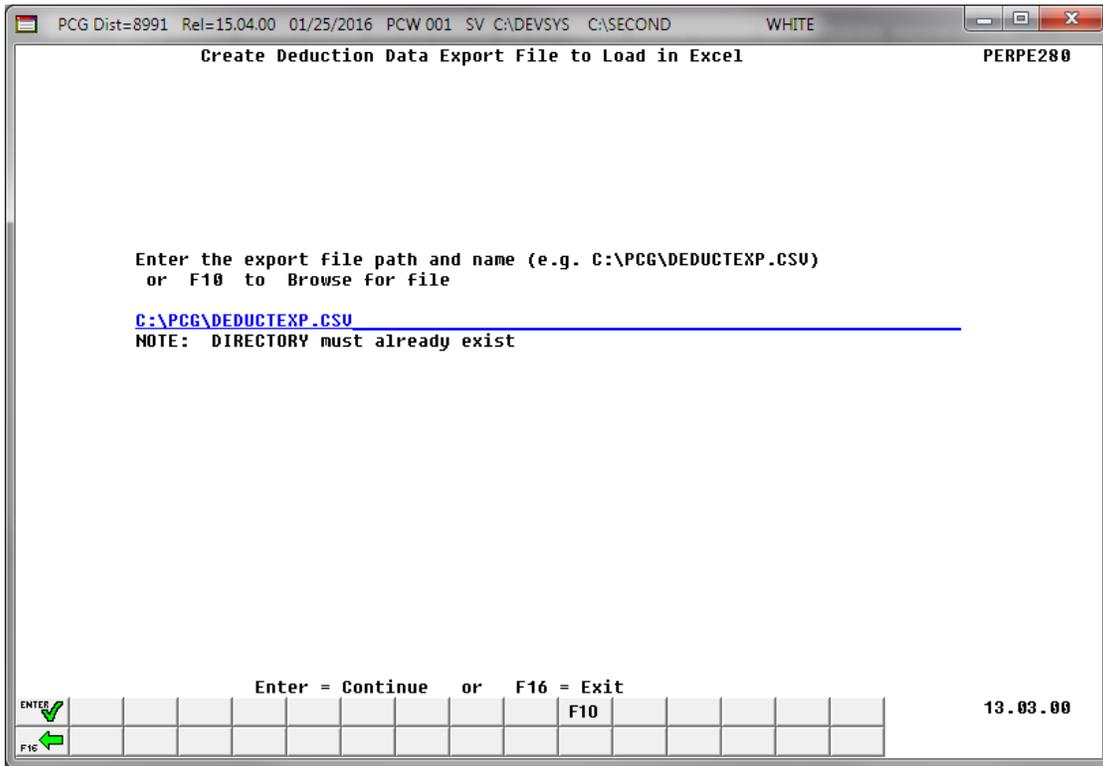
Step	Action
3	Select 3 (F3 - Payroll Deduction Export). <i>“* * Processing Request * *” briefly displays.</i>

The following screen displays:



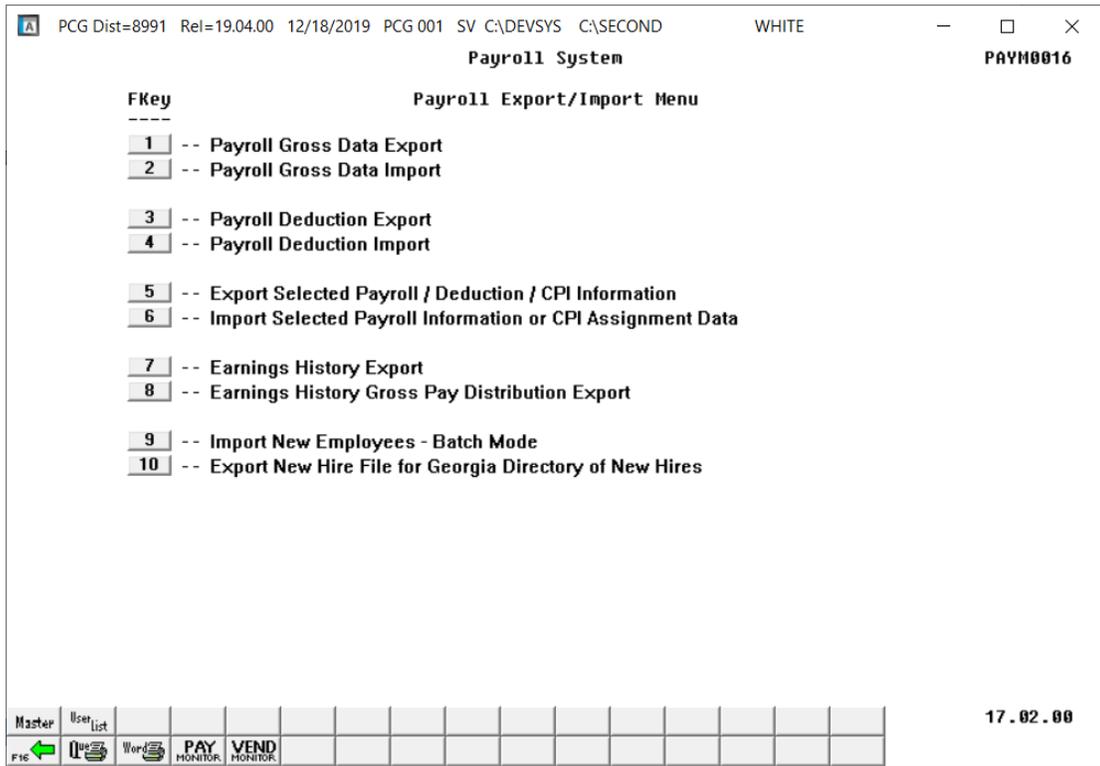
Step	Action
4	Enter Y (Yes) in the appropriate deduction fields, and select (Enter) to continue.

The following screen displays:



Step	Action
5	<p>Verify C:\PCG\DEDUCTEXP.csv defaults in the field, or select F10 (F10) to browse for the file.</p> <p><i>The “PCG” folder must exist on the C:\ drive. Create the folder where appropriate.</i></p>
6	<p>Select ENTER (Enter) to continue.</p> <p><i>“** Processing Request **” briefly displays.</i></p>

The following screen displays:



Step	Action
7	<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> <p><i>At this point, PCGenesis creates the DEDUCTEXP.csv file, and exports pertinent payroll information into a Microsoft® Excel spreadsheet.</i></p>

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

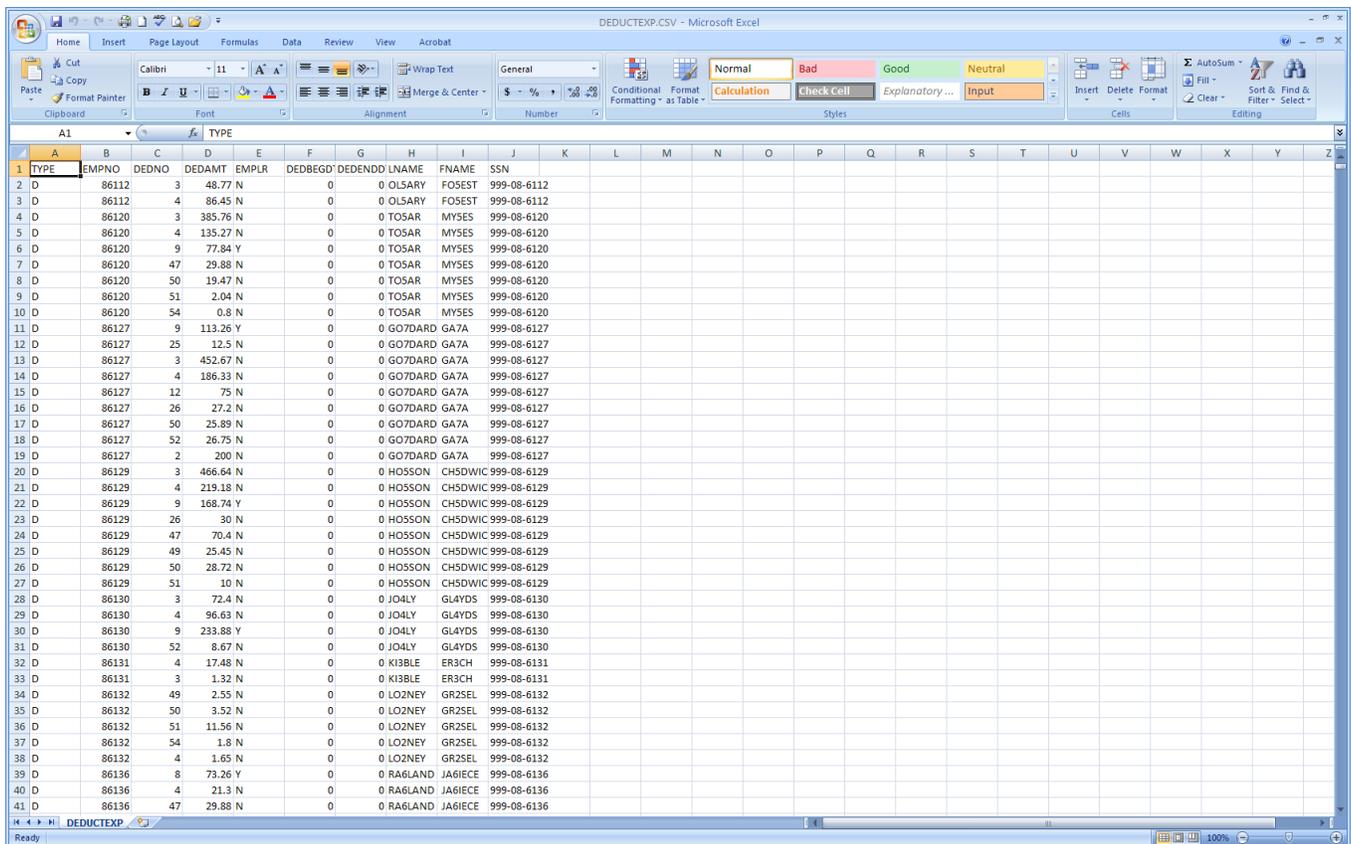
***** Attention *****

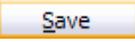
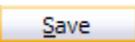
To preserve the integrity of the DEDUCT.csv file, PCGenesis users must ensure that the template is first saved as a Microsoft® Excel spreadsheet/workbook with the “DEDIMPORT” filename.

Based on the version of software used, file extensions such as Excel Workbook (*.xlsx), Excel 97-2010 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2010 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.

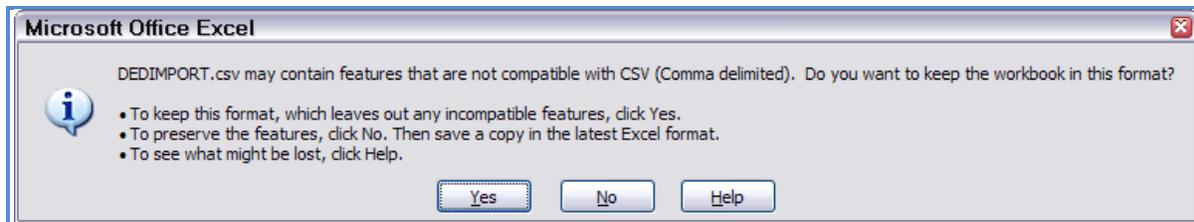
Step	Action
1	Within Microsoft® Excel, navigate to C:\PCG\DEDUCTEXP.csv.

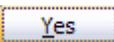
The following window displays:



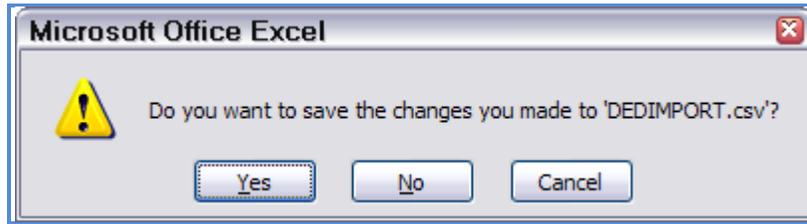
Step	Action
2	<p>To save the file as a Microsoft® Excel spreadsheet: From the <i>Menu Bar</i>, select File → Save As.</p> <p><i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i></p>
3	<p>Select the Drop-Down Selection icon  in the Files of type field, and select Microsoft Excel Worksheet (*.xls).</p>
4	<p>Verify the filename is DEDIMPORT.xls, and select  (Save).</p>
<p>Complete Steps 5 –8 before attempting to import the deduction data information into PCGenesis.</p>	
5	<p>Follow normal Microsoft® Excel processing guidelines to adjust the file’s information as needed.</p>
6	<p>After verifying all entries are correct: From the <i>Menu Bar</i>, select File → Save to save the file as a Microsoft® Excel spreadsheet (*.xls).</p> <p><i>Refer to Appendix A. Deduction Data Import .csv File Layout for assistance, where applicable.</i></p>
7	<p>From the <i>Menu Bar</i>, select File → Save as. Select the Drop-down selection icon  in the Files of type field, and choose CSV (Comma delimited) (csv).</p>
8	<p>Change the filename to DEDIMPORT in the File name field, and select  (Save).</p>

The following dialog box displays:



Step	Action
9	<p>Select  (Yes).</p>
10	<p>Close Microsoft® Excel.</p>

The following dialog displays:



Step	Action
11	Select <input data-bbox="391 600 505 642" type="button" value="No"/> (No). <i>The Steps 5 – 9 instructions saved the file's changes.</i>

Procedure C: Using the Microsoft® Excel Payroll Deduction Data Import Procedure

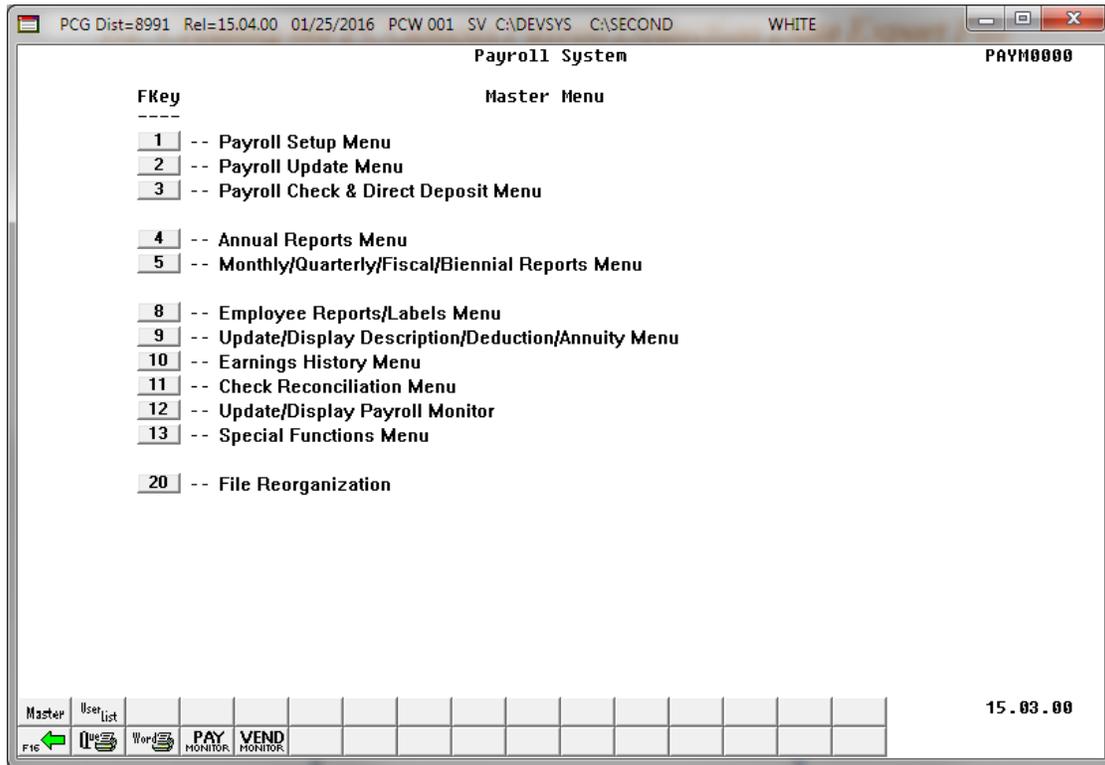
C1. Payroll Deduction Data Import Procedure Timing

Step	Action
1	Run this procedure after <i>Payroll Setup</i> , but <u>before</u> the <i>F4 - Calculate Payroll and Update Year-to-Date (YTD)</i> procedure. Performing this procedure is optional.

C2. Perform a PCGenesis Disk to Disk Backup

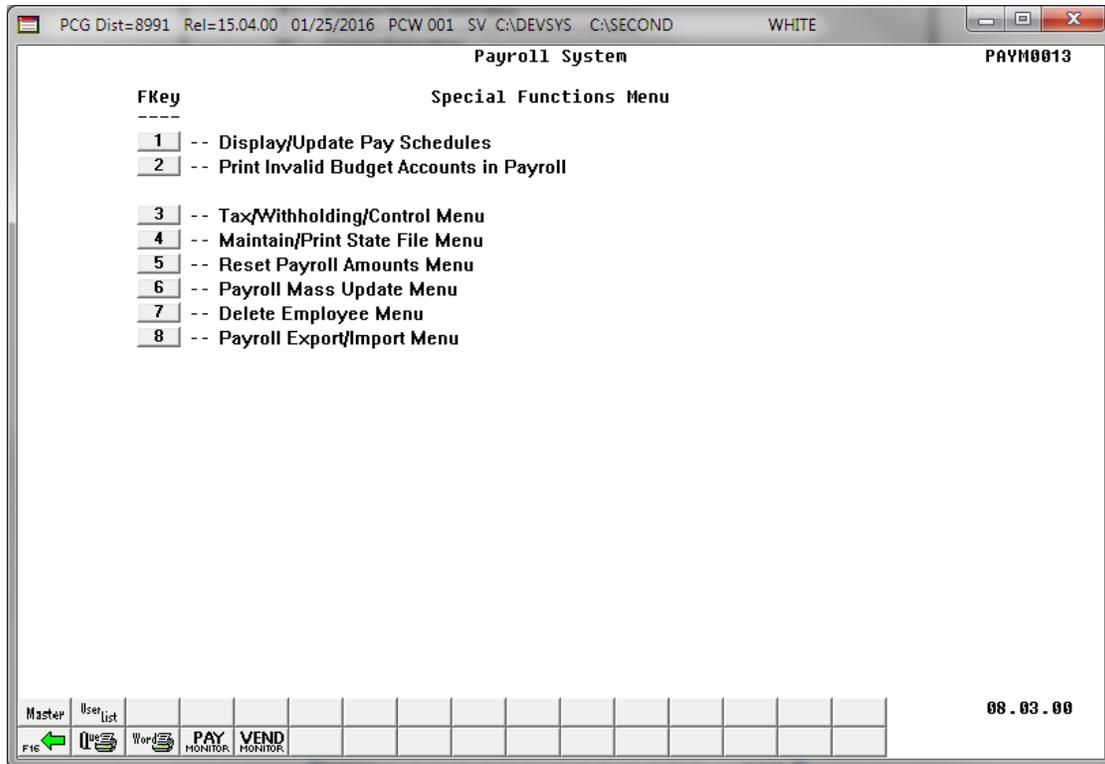
Step	Action
1	<u>From the PCGenesis server, perform a Disk-to-Disk backup:</u> <ul style="list-style-type: none"> • Verify all users all logged out of PCGenesis. • Perform a PCGenesis full backup to CD or DVD or USB.
2	Label the backup “ <i>MM/DD/CCYY – Backup Before Payroll Deduction Data Import</i>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

C3. Importing the Payroll Deduction File into PCGenesis (Not for use with the State Health Benefit Plan)



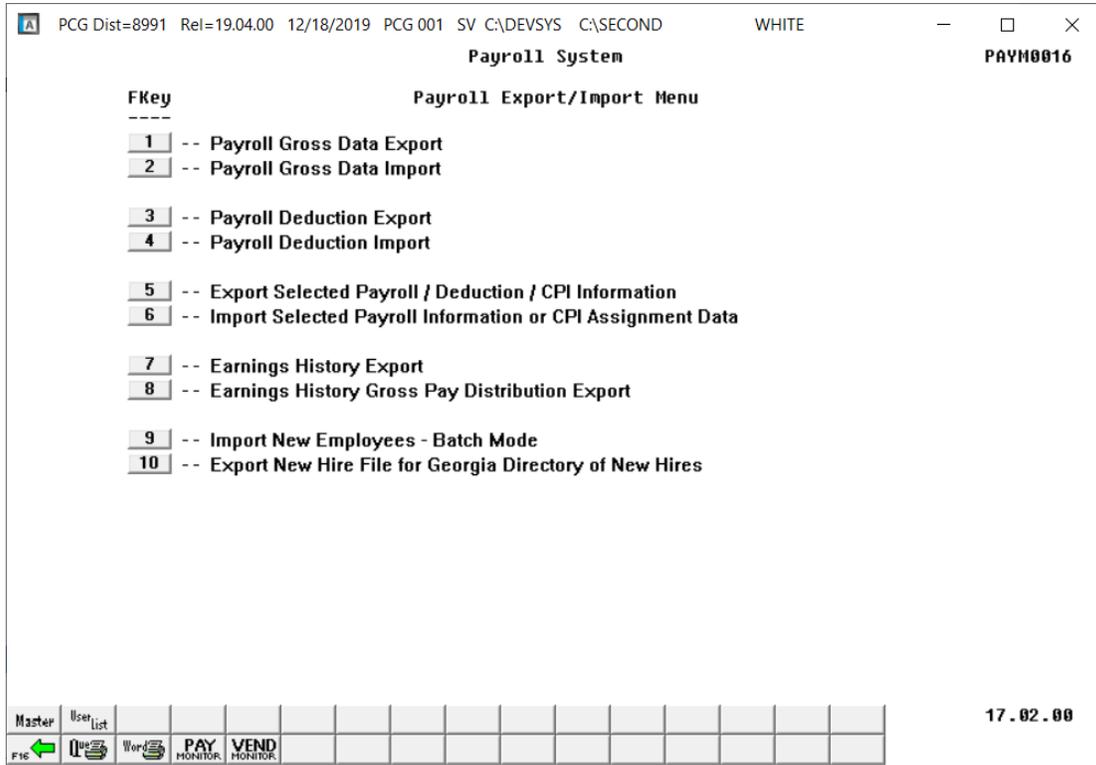
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



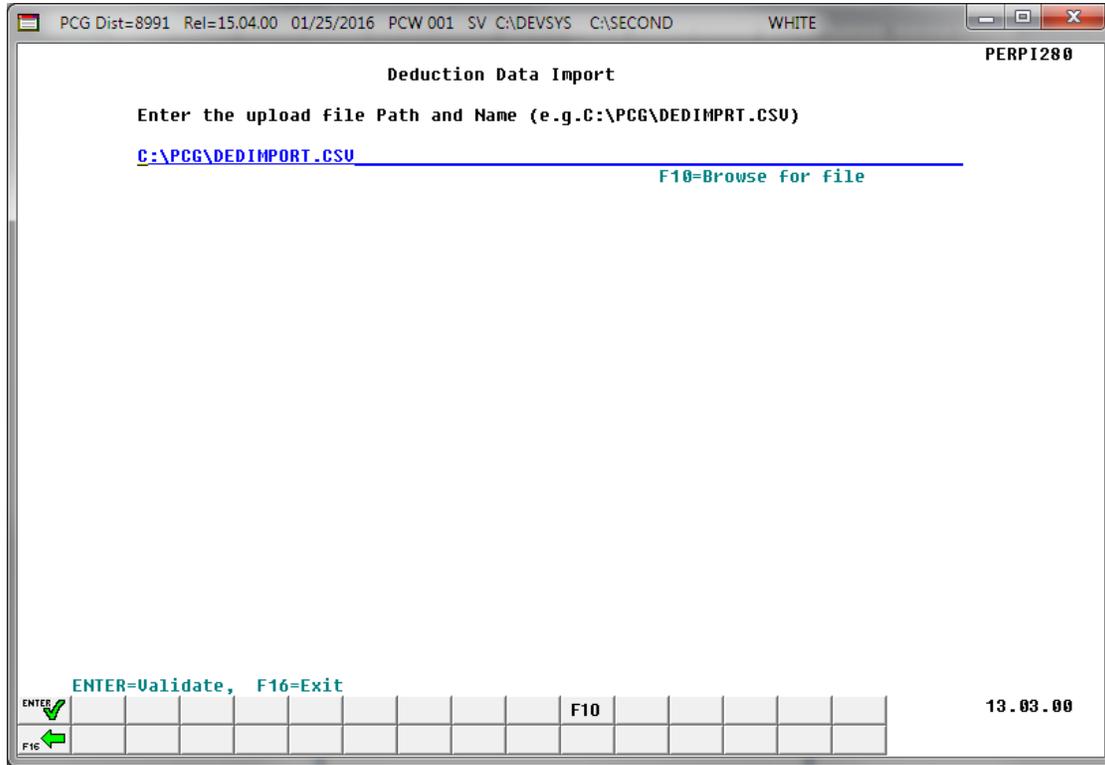
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



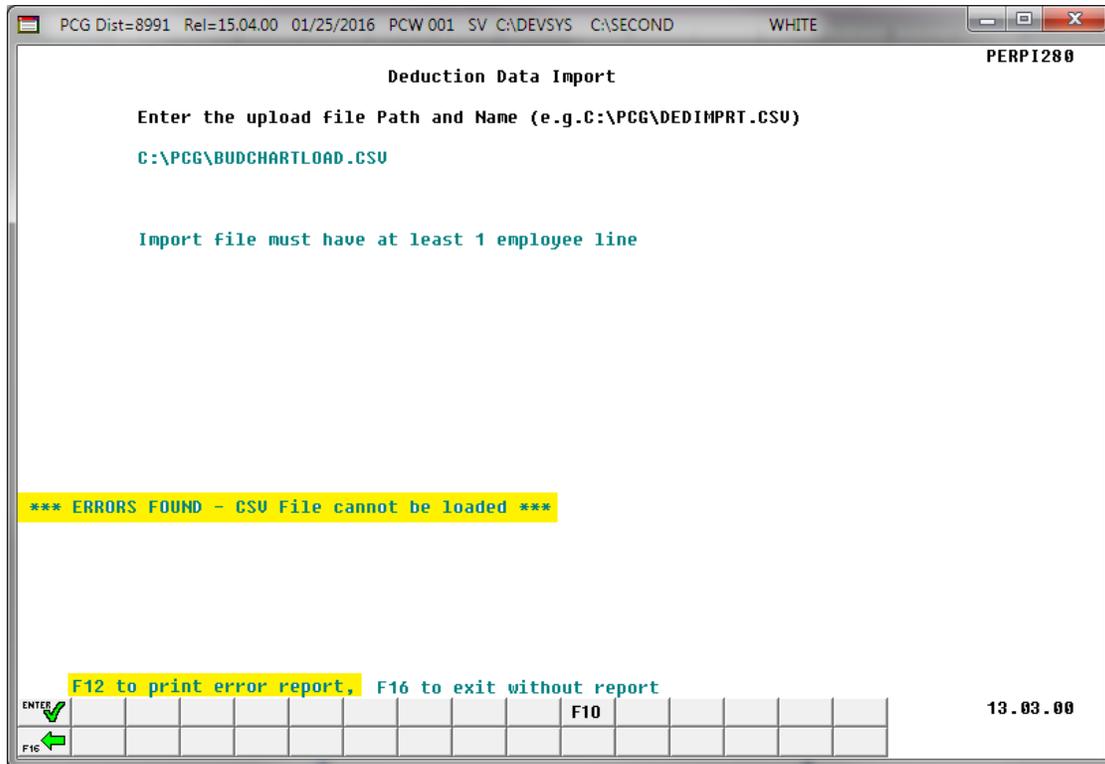
Step	Action
3	Select 4 (F4 - Payroll Deduction Import).

The following screen displays:

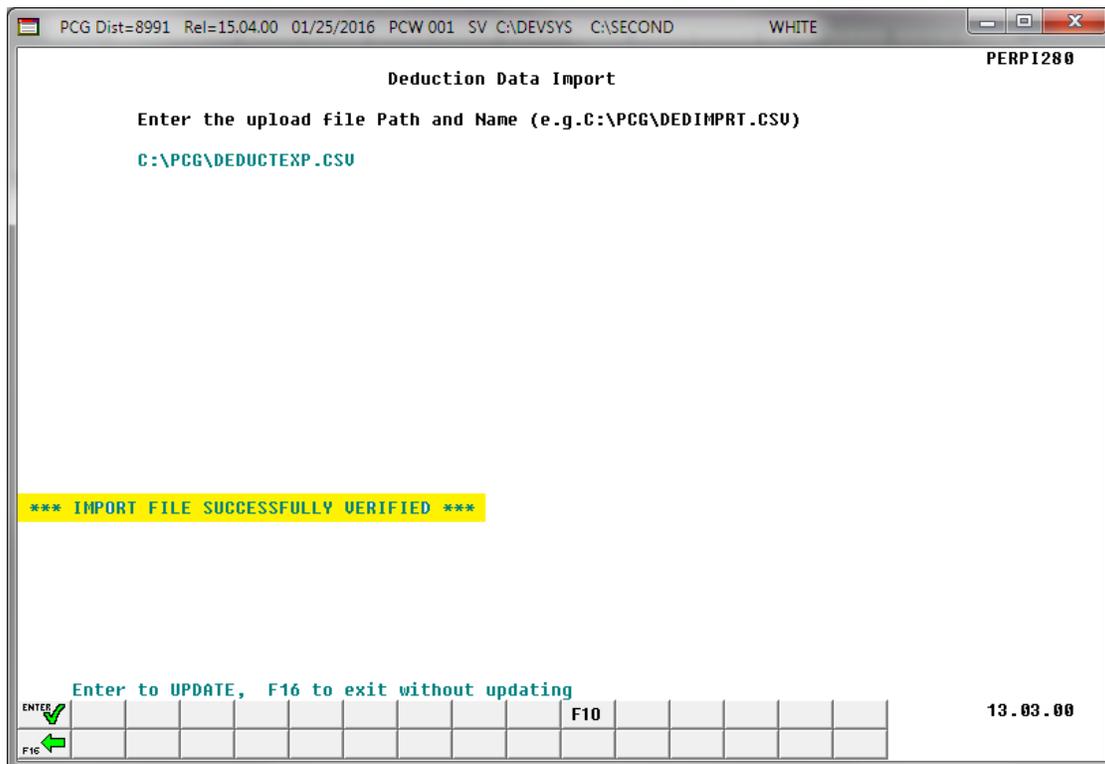


Step	Action
4	Verify C:\PCG\DEDIMPORT.csv defaults in the field, or select F10 (F10) to browse for the import file.
5	Select ENTER (Enter) <u>twice</u> . <i>“Scanning import file.” briefly displays.</i> <i>If the “ERROR: no room to add deduction!” dialog box displays, record the employee number and the deduction code, select OK, and continue as directed. Refer to the Payroll System Operations Guide, Section: B Payroll Update Processing, Topic 4: Update/Display Payroll Information for the instructions to manually correct the resulting error(s).</i>

For **import file errors**, the following is an example of an import file error screen:

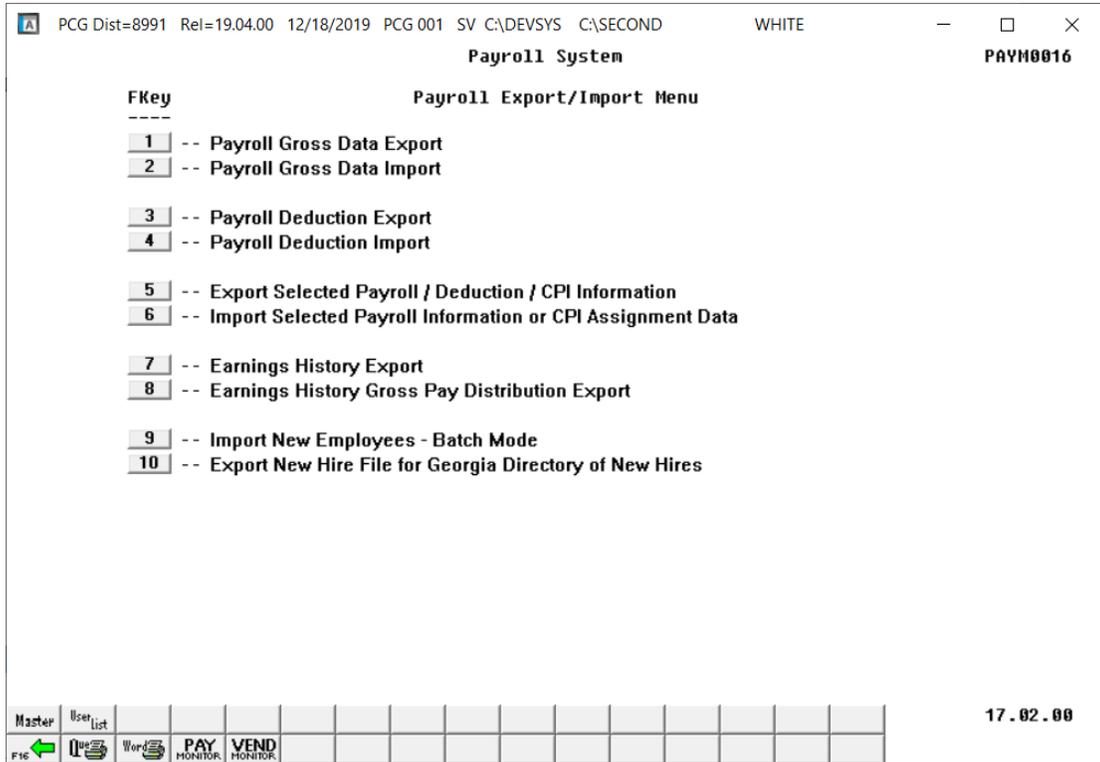


For **successful file imports**, the following screen displays:



Step	Action
6	<p>For import file errors: Screen-print the <i>*** Errors Found – CSV file cannot be loaded ***</i> screen, and select F12 (to print error report). Using the report, make the appropriate corrections to the .csv file, and repeat this procedure beginning at <i>Step 2</i>.</p> <p>For successful file imports: Select  (Enter) to continue.</p> <p><i>“Updating employee deductions.”</i> briefly displays.</p>

The following screen displays:



Step	Action
7	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: 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>
8	<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>

Step	Action
9	<i>Refer to Appendix A. Deduction Data Import .csv File Layout and Appendix B: Deduction Data Import File Error Processing for additional error message examples, and for information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 2.</i>

Appendix A: Deduction Data Import .csv File Layout

Column	Field Name	Notes
Detail Record		
One line must be included for each employee's deduction data.		
A	Record ID	<p>Required.</p> <p><i>Column A</i> must contain the literal D or A. Only the lines with 'D' (Normal Deduction) or 'A' (Deduction Adjustment) in <i>Column A</i> will be processed. This allows the file to contain meaningful headers and blank lines to make the file more useable and understandable if imported into Excel™ in the event changes are necessary.</p> <ul style="list-style-type: none"> • Use the 'D' type line is to update a normal deduction. This requires a zero or positive deduction amount. • Use the 'A' type line to enter a onetime deduction adjustment for an employee. This amount can be either positive or negative. PCGenesis automatically clears these entries during the next payroll's setup.
B	Employee ID Number	Required. Employee ID number - must be in the <i>Payroll</i> file. 6 digits
C	Deduction Code	Required. <i>Column C</i> must contain the school-district or system-specific two-digit numeric deduction code. The deduction code must exist in the payroll <i>Deduction</i> file.
D	Deduction Amount or Deduction Adjustment Amount	<p>If the Line Code in <i>Column A</i> is D (Normal Deduction), <i>Column D</i> must contain the employee deduction amount.</p> <p>If the Line Code in <i>Column A</i> is A (Deduction Adjustment), <i>Column D</i> must contain the employee deduction adjustment amount.</p> <p>Trailing zeroes, and/or leading or trailing spaces are not required. Deductions are limited to whole cents. For a normal deduction amount, the field definition is 9999.99. The decimal is assumed if omitted at the end of the numeric digits supplied. For example, 999 equates to 999.00.</p>

Column	Field Name	Notes
E	Employer Flag	<p><i>Column E</i> may contain the employer flag. Valid values are Y (Yes) or N (No).</p> <p>Use ‘Y’ to indicate there is an employer-paid amount in addition to the employee paid amount. If the employer pays the entire deduction cost, the employer flag would be ‘Y’ and the deduction amount would be \$0.00.</p> <p>PCGenesis validates the employer flag and will reject the line if the information is incorrect.</p>
F	Deduction Begin Date	<p><i>Column F</i> may contain the deduction beginning date. This field is optional and will be ignored during the deduction import.</p> <p>The Deduction Begin Date is reserved for future use.</p>
G	Deduction End Date	<p><i>Column G</i> may contain the deduction ending date. This field is optional and will be ignored during the deduction import.</p> <p>The Deduction End Date is reserved for future use.</p>
H	Last Name	<p>Required. <i>Column H</i> must contain the employee’s last name.</p> <p>The employee’s last name in <i>Column H</i> must match the last name within the Payroll file for the employee number specified in <i>Column B</i>.</p>
I	First Name	<p>Optional. <i>Column I</i> may contain the employee’s first name.</p> <p>Visual identification only, PCGenesis ignores the information during the deduction import.</p>
J	Social Security Number	<p>Required. <i>Column J</i> must contain the employee’s social security number. The social security number must be formatted with the dashes as shown: ###-##-####</p> <p>The employee’s Social Security Number in <i>Column J</i> must match the SSN within the Payroll file for the employee number specified in <i>Column B</i>.</p>

Miscellaneous Notes

- PCGenesis performs additional validations to verify the import file does not exceed 20 current and year-to-date (YTD) deductions. Validations occur during the examination of the import file and again during the actual employee update process.
 - Deduction updates are not allowed to be imported for terminated employees; in this case an error message is displayed.
 - If errors are detected during the initial validation process, PCGenesis halts the update, and requires the user to correct the employee's information manually, and to rerun the deduction import procedure.
 - If errors are detected during the update, a dialog box informing the user that the specific deduction for the specific employee will not be updated displays. In this instance, the deduction import is complete with the exception of those employees for whom a dialog box appeared. Manually complete these employees' information.
-
- Changing *Column A* of any row to 'X' (or any character other than 'A' or 'D') in the .csv file causes the line not to be processed, and therefore, does not create import file errors. This method allows incorrect lines in the import file to be quickly bypassed.

Appendix B: Deduction Data Import File Error Processing

If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.

The screenshot shows a window titled "Deduction Data Import" with the following content:

PCG Dist=8991 Rel=15.04.00 01/25/2016 PCW 001 SV C:\DEV\SV C:\SECOND WHITE PERPI280

Deduction Data Import

Enter the upload file Path and Name (e.g.C:\PCG\DEDIMPRT.CSU)

C:\PCG\DEDUCTEXP.CSU

SSN 999-08-9999 does not match EMPNO 086307 SSN on file

***** ERRORS FOUND - CSU File cannot be loaded *****

F12 to print error report, F16 to exit without report

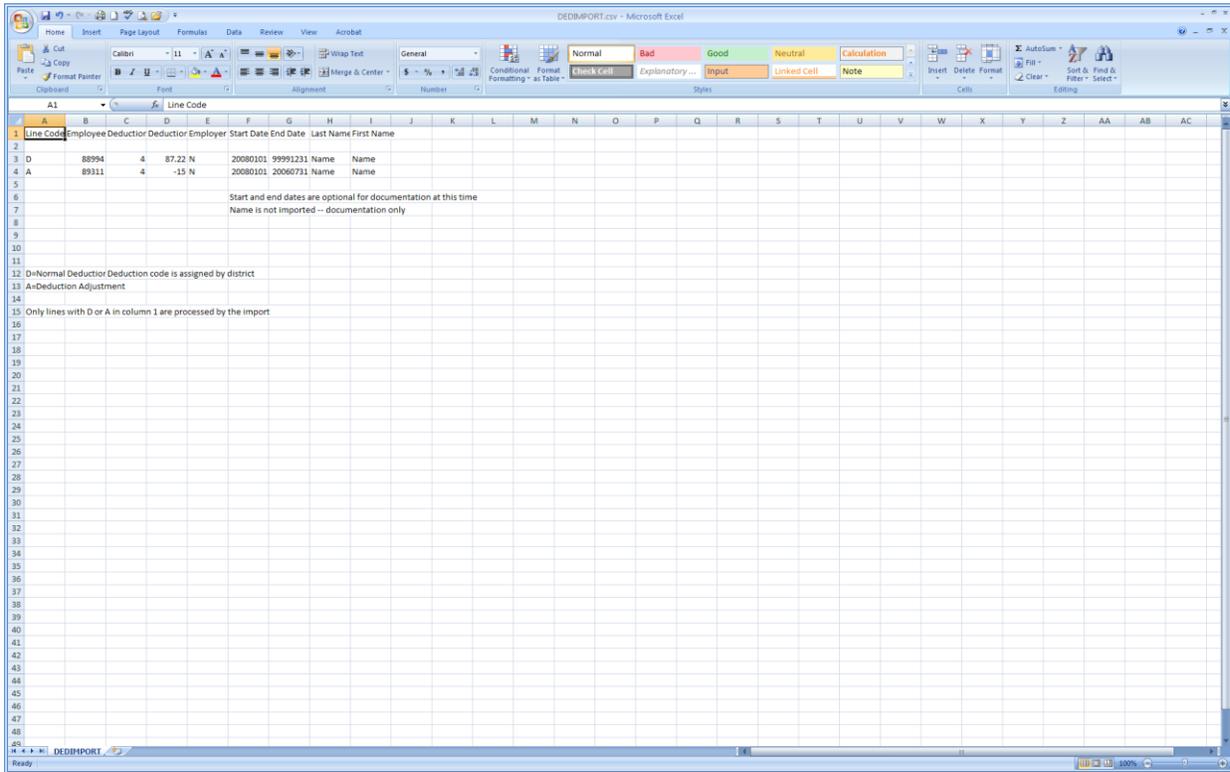
ENTER ✓

F16 ←

F10

13.03.00

PCGenesis errors within the previous screenshot examples apply to the spreadsheet screenshot example below. User results are school district- and system-specific. Additional errors can occur when users attempt to create the .csv file without using the GaDOE-provided spreadsheet, and the file is missing required data.



B1. Deduction Data Import Error Report - Example

Run date: 08/25/2008		DEDUCTION DATA IMPORT ERROR REPORT		Page Break		Page: 1	
Program: PERPI280		Load File Name: C:\PCG\DEDIMPORT.CSU					
Import Input Lines and Error Messages							

D,88994,4,87.22,N,20080101,99991231,Name,Name							
SSN		does not match EMPNO 088994 SSN on file					
A,89311,4,-15,N,20080101,20060731,Name,Name							
SSN		does not match EMPNO 089311 SSN on file					
Import file must have at least 1 employee line							
End of File							

B2. Deduction Data Import .csv File – Example

TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGD	DEDEDD	LNAME	FNAME	SSN
D	1	8	72.84	Y	0	0	BE3MAN	SU3IKO	999-08-9473
D	1	3	57.53	N	0	0	BE3MAN	SU3IKO	999-08-9473
D	1	4	20.45	N	0	0	BE3MAN	SU3IKO	999-08-9473
D	2	8	68.26	Y	0	0	BA2LEY	TI2ANY	999-08-9645
D	2	3	75.56	N	0	0	BA2LEY	TI2ANY	999-08-9645
D	2	4	28.57	N	0	0	BA2LEY	TI2ANY	999-08-9645
D	11305	9	203.96	Y	0	0	TEACHER	GADOE	113-01-9578
D	25628	11	10	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	1	19.09	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	2	15.28	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	3	378.03	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	4	190.97	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	14	21	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	19	25	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	23	21.69	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	27	3.29	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	60	11.46	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	44	57	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	61	25	Y	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	62	25	Y	0	0	TEST TEAC	GADOE 06	654-32-1898
D	88840	4	232.35	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	9	228.38	Y	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	19	17.65	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	20	14.5	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	29	24.44	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	3	667.65	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88844	3	220.94	N	0	0	HAPPYTEA	HILARY	999-08-8844
D	88844	4	107.73	N	0	0	HAPPYTEA	HILARY	999-08-8844