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*"Making Education Work for All Georgians"*

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## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT:** **Release 12.01.00 – Enhanced Substitute Pay and Leave System /  
Miscellaneous Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 12.01.00*.

**PCGenesis has a new documentation website!**

**Please bookmark this url in your Favorites folder.**

PCGenesis supporting documentation is provided at:

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

**March, 2012 Payroll Completion Instructions**

***Install this release after completing the March 2012 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2012 payroll.***

## Contents

<b>Section A: Overview of Release .....</b>	<b>3</b>
<b>A1. Financial Accounting and Reporting (FAR) System .....</b>	<b>3</b>
A1.1. Correction for the School Nutrition DE-106 File .....	3
A1.2. Cancel Claim – Allow a Range of Claims to be Cancelled .....	3
A1.3. Add Federal Tax Classification Codes, E-mail Address and Fax Number to Vendor Record .....	3
<b>A2. Payroll System .....</b>	<b>4</b>
A2.1. New Georgia Health Insurance (GHI) Rate for Certified Employees for April 2012 (for May 2012 Coverage) .....	4
A2.2. Export/Import Selected Payroll/Deduction/CPI Information .....	6
A2.3. 2012 FICA and Federal Income Tax Withholding Updates .....	6
A2.4. Add Option to Suppress Printing Leave on Checks/Direct Deposits .....	6
A2.5. New Leave Fields .....	7
A2.6. New Gross Data Fields .....	8
A2.7. New Personnel Data Fields .....	9
<b>A3. Personnel System .....</b>	<b>10</b>
A3.1. Announcing PCGenesis Substitute Pay and Employee Leave System .....	10
A3.1.1. Set up Leave Type Codes .....	11
A3.1.2. Set up Leave Reason Codes .....	13
A3.1.3. Set up Payroll Class Code Leave Parameters .....	15
A3.1.4. Set up Advance Formulas .....	17
A3.1.5. Leave Input .....	20
A3.1.6. Post Leave Input Data .....	26
A3.1.7. Leave Advance, Year-End/Carry-Over Processing, Sick Bank, and CPI Processing .....	27
A3.1.8. Leave History .....	30
A3.1.9. Leave Reports .....	32
A3.1.10. Conclusion .....	34
<b>Section B: Installation Instructions for Release 12.01.00 Software .....</b>	<b>35</b>
<b>B1. Perform a PCGenesis Full Backup .....</b>	<b>35</b>
<b>B2. Install PCGenesis Release 12.01.00 .....</b>	<b>36</b>
<b>B3. Verify Release 12.01.00 Was Successfully Installed .....</b>	<b>41</b>
<b>B4. Perform a PCGenesis Full Backup after Release 12.01.00 is Installed .....</b>	<b>42</b>

## **Section A: Overview of Release**

### **A1. Financial Accounting and Reporting (FAR) System**

#### **A1.1. Correction for the School Nutrition DE-106 File**

The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option (F1, F9, F1, F9). This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition On-line Reporting System (ORS).

A problem has been corrected with the DE Form 106 submission file. Expenditures over \$5000 in the range of 730 to 735 are now reported correctly. Also, a problem has been corrected with leap year processing.

#### **A1.2. Cancel Claim – Allow a Range of Claims to be Cancelled**

In order to facilitate claim cancellation, especially for summer salary accrual claims, a feature has been added to the *Cancel Claim* screen (F1, F3, F3) which allows the user to cancel a contiguous series of open claims, as long as the claims are not against a purchase order. This will allow the user to cancel many claims at once by entering a sequence range and a cancellation date one time.

#### **A1.3. Add Federal Tax Classification Codes, E-mail Address and Fax Number to Vendor Record**

Several fields have been added to the vendor record in *Vendor Maintenance* (F1, F14, F1). The vendor's fax phone number, e-mail address, and W-9 Federal Tax Classification codes can now be entered on the *Vendor Maintenance* screen. This will allow data from the W-9 form to be recorded in the PCGenesis Vendor File, and will facilitate creating 1099-MISC forms at the end of the year.

Inclusion of the vendor e-mail address will allow third party check printers to send vendors e-mail notification of payments. For example, a third party company such as SoftDocs is now able to interface with the PCGenesis system. PCGenesis outputs vendor checks, payroll checks, direct deposit advices, and purchase orders as text-only files so that these files may be captured by a third party for processing. The text-only output contains only ASCII characters and does NOT contain any printer PCL code. The MICR setup provides an option for 'Text Only Output' support (F30, F4).

Allowing third parties to access PCGenesis check output can open up multiple options to school districts. For example, third parties are now able to offer employee web browser self service options that were not previously available to PCGenesis systems. By providing web access to current and historical employee payroll documents, the district may no longer feel the need to mail paper copies of direct deposit advices to employees, thus saving printing and mailing expenses.

## A2. Payroll System

### A2.1. New Georgia Health Insurance (GHI) Rate for Certified Employees for April 2012 (for May 2012 Coverage)

The Board of Community Health has approved the employer contribution rate for the last quarter of FY2012 for certificated personnel (April, May and June premiums for May, June and July coverage). The rate is set at 3.958% of state based salaries. This release automatically updates the GHI rates into PCGenesis.

The screenshot shows a terminal window with a blue background and white text. The window title bar includes the text: "PCG Dist=8991 Rel=11.04.01 03/09/2012 DDD 001 C:\DEVSY C:\SECOND" and "PAYTAXES". The main content of the terminal is as follows:

```

** GHI - Group Health Insurance **

      * CERTIFIED *

VENDOR      EMPLOYER SHARE (%)      EMPLOYER OBJCT      BLNC
 1306      .039580              21000              0421

-----

      * NON-CERTIFIED *

VENDOR      EMPLOYER SHARE ($)      EMPLOYER OBJCT      BLNC
 087182      296.20              21000              0421

>>OR<<

EMPLOYER SHARE (%)
  .000000

ENTER=Update, F16=Exit
12.01.00
```

**Please take note of upcoming future changes for GHI:** The Board of Community Health passed a State Health Benefit Plan resolution during the December 2011 Board Meeting that proposes increases in the employer contribution for non-certificated/classified personnel in accordance with a three year schedule.

Effective with the **July 2012** premium (for August coverage), the employer contribution will increase to \$446.20 per month for each covered non-certificated member under the Plan. The proposed employer contribution effective in July 2013 is \$596.20, and \$746.20 effective in July 2014. These proposed rates will be approved by the DCH Board before implementation; however, it is anticipated that a minimum of these rates will be necessary to address the shortfall in employer contributions to the non-certificated/classified personnel plan.

Also, these changes are scheduled to go to Direct Billing – effective July 1, 2012.

- On August 11, 2011, the Board of Community Health adopted a strategy for SHBP which includes a shift to direct billing for certificated employee coverage.
- For certificated employee coverage, SHBP will move away from the current “percentage of payroll” billing model to implement a more accurate and “direct” per member per month (PMPM) method of billing.
- Starting **July 1, 2012**, Direct Billing for your certificated employees covered by SHBP will take effect. You will move from a percentage of state-based salaries for every SHBP-*eligible* certificated employee and will instead begin paying a “direct” PMPM rate (i.e., a flat rate) for each certificated employee *enrolled* in the SHBP.
- You will pay the amount billed and any adjustments will be made on the next billing cycle.
- The PMPM rate for employer contributions for certificated employees will be set later this fiscal year (tentatively in April 2012), and adjusted annually thereafter, by the DCH Board. This new PMPM billing method for employers is projected to be budget neutral.
- Direct Billing Training sessions for Payroll Locations will be held prior to the billing change on July 1, 2012. Details will be forthcoming on these sessions.
- To accommodate this new billing methodology, your **PCGenesis payroll system will be modified in the June 2012 release to allow for this change from percentage of payroll to direct PMPM billing.**

## ***A2.2. Export/Import Selected Payroll/Deduction/CPI Information***

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information* (F2, F13, F8, F6) features for the export/import of an additional payroll field. The user is now allowed to select the **Hours Per Day** field for export, and subsequent import into the *Payroll File*.

Selecting the **Export File Type** of 'I' (Create File to Modify and Import) during the export process allows the user to create an export file which, after user modifications to the data have been made, can then be turned around and imported back into the *Payroll File* data. This process will facilitate loading the **Hours Per Day** field which is required for the Enhanced Substitute Pay and Employee Leave System.

## ***A2.3. 2012 FICA and Federal Income Tax Withholding Updates***

The FICA tax parameters have been updated for calendar year 2012. This release automatically updates the FICA tax tables into PCGenesis.

The employee tax rate for social security remains unchanged at 4.2% on wages paid and tips for all of calendar year 2012. The employer tax rate for social security remains unchanged at 6.2%. The social security wage base limit is \$110,100. The maximum employee OASDI deduction is \$4624.20. The maximum employer OASDI deduction is \$6826.20.

The Medicare tax rate is 1.45% each for the employee and employer, unchanged from 2011. There is no wage base limit for Medicare tax.

The Federal withholding tax tables have been updated for calendar year 2012. This release automatically updates the Federal tax tables into PCGenesis.

## ***A2.4. Add Option to Suppress Printing Leave on Checks/Direct Deposits***

An option has been added to the *Payroll Control Information* screen (F2, F13, F3, F9) which allows the user to specify whether or not to print leave on pay checks/direct deposits. This allows users to populate the current used, year-to-date used, and balance fields for leave without necessarily printing the information on employees' pay stubs.

## A2.5. New Leave Fields

Several new fields have been added to the *Current Leave Usage Data* screen (F2, F2, F6) and the *Leave YTD/Balance Data* screen (F2, F2, F17). PCGenesis is now able to track leave that is taken for staff development and leave that is taken from the sick bank. These leave amounts are available for printing on the new detailed pay checks and direct deposits. PCGenesis will also track leave that is donated by the employee to the sick bank. Leave donated by the employee to the sick bank will not be printed on the employees' pay stub. The current, balance, and used YTD fields are available for *Staff Development*, *Sick Bank Taken*, and *Sick Bank Contributions* as shown in the screen shot below.

*** State Leave Plan ***							
Current	Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Sick Bank Taken
Balance	54.25		80.00			184.00	
Used YTD	13.00	6.00		3.00	4.00		2.50

*** Local Leave Plan ***							
Current	Sick Leave	Pers Bus	Vacation	Other	W/O Pay	Staff	Sick Bank Contribution
Balance			1.00				
Used YTD							1.00

The following reports and processes have been updated to reflect the current, balance, and used YTD fields for staff development, sick bank taken, and sick bank contributions:

- Print Attendance Register (F2, F1, F5)
- Print Earnings Forecast Register (F2, F1, F6)
- Print Deduction Registers (F2, F3, F8)
- Print Employee Current Leave Edit Listing / Print Employee Leave Data (F2, F8, F10) or (F3, F5, F1) or (F3, F4, F3, F17) or (F3, F4, F3, F18)
- Import Leave Data for Paystubs from Leave Management System (F2, F3, F24)
- Print Paychecks and Direct Deposits (new detailed pay stub only) (F2, F3, F5)
- Automatic Leave Update by Pay Class (F3, F5, F5)

Also, a *System Sick Bank Balance* field has been added to the *Payroll Control Information* screen (F2, F13, F3, F9). This field contains the sick bank balance for the PCGenesis system. This field is used in the new Enhanced Substitute Pay and Employee Leave System.

The *Import Leave Data for Paystubs* (F2, F3, F24) now allows the import of Staff Development and Sick Bank fields.

**PCGenesis Leave Import Template Update**

The *Leave Import Template's* file format contains several new data fields. Two columns for **Staff** and **Sick Bank** have been added for the 'Current' amounts, the 'YTD' amounts, and the 'Balance' amounts. For the 'Balance' amounts, a **Leave Without Pay** column has also been added. It may be necessary for users to update their existing leave import templates. If so, users should manually insert the required columns.

## A2.6. New Gross Data Fields

A new field has been added to the **Gross Data** screen (F2, F2, F4). The *Substitute Distribution Flag* has been added to the gross data account lines on the *Gross Data* screen. This field is used in the new Enhanced Substitute Pay and Employee Leave System. The *Substitute Distribution Flag* indicates whether or not a substitute's pay should be distributed to this account line when entering leave in the new Enhanced Substitute Pay and Employee Leave System. The new Enhanced Substitute Pay system generates the substitute's gross data lines based upon the employee (teacher) that the substitute is substituting for. Typically, substitute pay is distributed to some or all of the teacher's salary (S) account lines. The *Substitute Distribution Flag* is required for employees who will be replaced by a substitute when they are absent, e.g. teachers. Valid values are **Y** (Yes) and **N** (No).

PCG Dist=8991 Rel=12.01.00 03/12/2012 DOD 001 C:\DEVSY5 C:\SECOND

Status Active Update/Display Gross Data PAY07

EmpNo 89320 AC9ER, MOHAMMED Class 2 TEACHER-10 MONTH

SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER

Cert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched \_\_\_\_\_

Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 8 Hrs/Week 0.00 13/14 pay ind \_\_\_\_\_

Ann work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 4.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Pay Gross	Pay for Period End
01.	S	0010			3398.59		
02.	S	0021			169.93		
03.	S	0303			66.67		
04.	-						
05.	-						
06.	-						
					3635.19		

ACCT	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	GHI Gross	Contract	Sub Distrib
ACCT 01	12	100	-	2041	1000	11000	101						3398.59		Y
ACCT 02	12	100	-	2043	1000	11000	101								Y
ACCT 03	12	100	-	1043	1000	11000	101								-
ACCT 04	00														-
ACCT 05	00														-
ACCT 06	00														-
													3398.59		

TRS & ERS Pens Gross Adj

Contract amt 43622.42 Cycle gross 3635.19 Total gross 3635.19

Pay sch. # 12 State salary 40783.12 Local salary 2039.16 Cycle 1 Cal Yr

Pension code 2 TRS Pension elig date \_\_\_\_\_ Local salary 2039.16 Other 800.00

Pension switch Y TRS service ind 1 Amt/% .0553 Contmo 10

PV contmo 10

Mode changed to update

12.01.00

The *Payroll Gross Data Import* now allows the import of employees' *Substitute Distribution Flag*. This feature is available via the *Payroll Gross Data Export* procedure as well.

#### **Payroll Gross Data Import Template Update**

The *Payroll Gross Data Import Template's* file format contains one new data field, 'Sub Dist'. It may be necessary for users to update the existing gross data import templates. If so, users should manually insert one column preceding the 'Cycle Gr' column; column 'AC' is now the 'Sub Dist' field.

## ***A2.7. New Personnel Data Fields***

Several new fields have been added to the ***Personnel Data*** screen (F2, F2, F2). These fields are used in the new Enhanced Substitute Pay and Employee Leave System.

The *Substitute Rank* field is defined for employees who are substitutes (employees in a pay class defined as 'S' (Substitute)), and it defines the substitute's ranking. The *Substitute Rank* determines the substitute's rate of pay in the new Enhanced Substitute Pay and Employee Leave System.

The *Override Accrue* field indicates whether or not this employee should accrue leave. Valid values are **Y** (Yes) and **N** (No). If the *Override Accrue* field is set to '**Y**' (Yes), leave will NOT be accrued for this employee even if the employee's pay class is set up to accrue leave in the Enhanced Substitute Pay and Employee Leave System.

The *Adjusted Leave Eligible Date* is used to override the employee's hire or rehire date when calculating months of service in the Enhanced Substitute Pay and Employee Leave System. If a date is entered and if leave accrual is determined by months of service, the *Adjusted Leave Eligibility Date* may be used to determine leave eligibility instead of hire or rehire date.

```

PCG Dist=8991 Rel=12.01.00 03/13/2012 DOD 002 C:\DEVSY5 C:\SECOND
Display/Update Personnel Data PAV02
Status A -- Active AC9ER, MO9AMMED
Emp. no. 89320 Pay Loc 101 Location 000101 Class 2 TEACHER-10 MONTH
Sex Code M Work Loc 101 Location 000101 Job 6 TEACHER
Mar Stat S SSN 999 08 9320 EE0-5 Job A06 Second Teacher
EE0-5 Ethnic 2 WHITE
NAME First MO9AMMED Middle
Last AC9ER Suffix Prefix
Hispanic/Latino Ethnicity?
  Yes No
Address 1684 MAIN STREET Certificate Type T4 Race (Select all that apply)
Address L2 CS1 Job (From SSN) 171
City/State SMITH, GA Include on CPI ? Y Yes No Am Indian Alaskan
Zip Code 33333 County 160 Sick Bank ? Y Yes No White
Phone (999)555-0680 Out of State Substitute rank 2 Yes No Asian
Override accrue? N Yes No Hawaiian Pacific
Adj Lv Elig Date 9/01/2002
Hours Per Day 8.000

Spouse SSN
Birth Date 2/01/1978 Pens Elig Date GHI Eligible ? Y TRS DOE paid ERCON ?
Hire Date 8/01/2002 GHI 1ST Day Wrk 8/26/2002 GHI Option C0 CIGNA STD HMD
Rehire Date GHI Eff Date 7/01/2004 GHI Tier 10 SINGLE
Term Date GHI Change Date GHI Ded Cd 8
Term Reason GHI Change Code NEMP
New Employee hire

***** TAX DATA *****
Federal: Mar Stat S Exempt 0 Withholding Code 0 Amt/% .00
State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
Tax Switches: Fed Y State Y FICA Y Retire Y AEIC _

Mode changed to update
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
F16 F17 F18 Help Per
12.01.00
    
```

### A3. Personnel System

#### A3.1. Announcing PCGenesis Substitute Pay and Employee Leave System

The Department of Education is pleased to announce the development of a new substitute pay and employee leave system. The preliminary code for a new enhanced substitute pay and employee leave system was included in release 11.03.00 and is now updated in release 12.01.00. While the programs have been updated, this system is still evolving, and is not yet available to all users. The new enhanced substitute pay and employee leave system is being piloted at one test site starting in April 2012. PCGenesis development anticipates that the new system will be available for additional “early adopters” by May 2012, and will be available for a phased implementation over the rest of our user base by July 2012.

With this release, we want to give our users a “first look” at the new substitute pay and leave system. Using the new substitute pay and employee leave system will be optional. Sites may continue to use the old leave system or a third party leave system for as long as they like. However, even the old leave system has been updated to allow for tracking of staff development days and sick bank days in PCGenesis.

Highlights of the new substitute pay and employee leave system are detailed in the sections below.

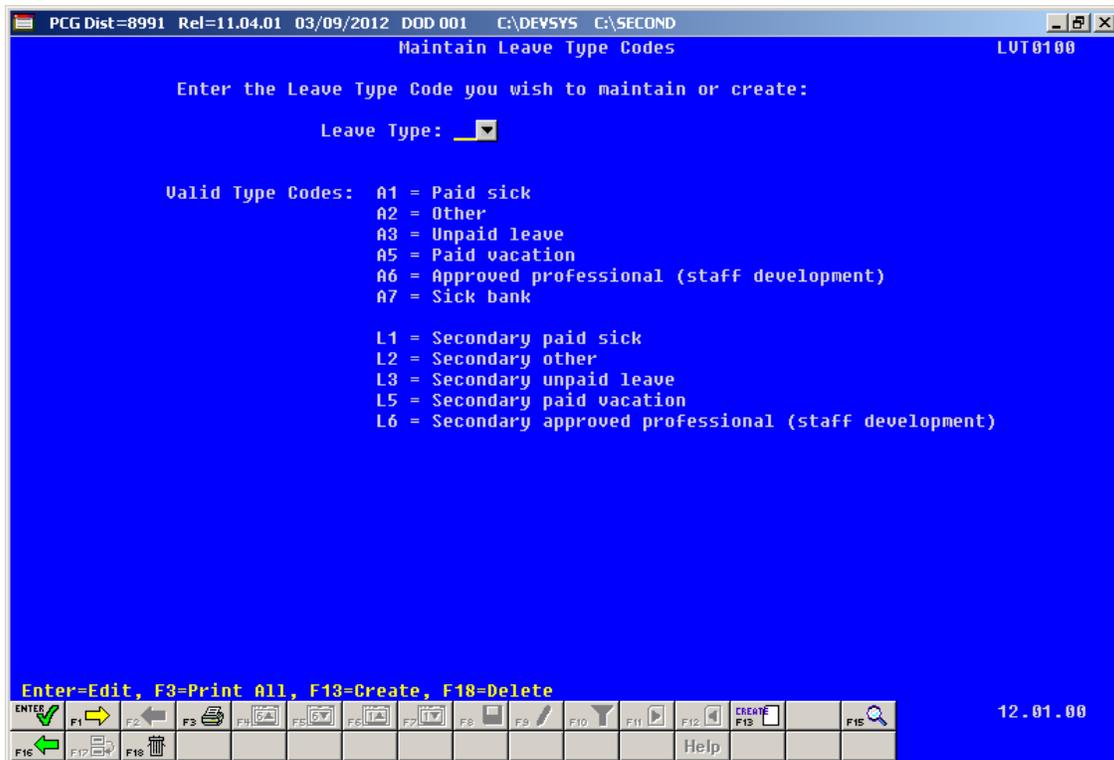
### A3.1.1. Set up Leave Type Codes

Leave Type codes are available for defining the following types of leave: Paid sick, other, unpaid, paid vacation, approved professional, and sick bank. The Leave Type codes define the accrual/advance parameters for that type of leave, as well as parameters defining how the leave can be taken.

The Leave Type codes correspond to the leave buckets available on the Update/Display Current Leave Data screen (F2, F2, F6) within payroll. The primary codes A1 thru A7 map to the State Leave buckets on the payroll check stub. The secondary codes L1 thru L6 map to the Local Leave buckets on the payroll check stub.

Leave Type codes A6 and L6 define leave that is taken for staff development. New buckets which represent leave taken for staff development are now available on the Update/Display Current Leave Data screen within payroll, and are also available for printing on the employees' pay stub.

Leave Type code A7 defines leave that is taken from the sick bank. A new bucket which represents leave taken from the sick bank is now available on the Update/Display Current Leave Data screen within payroll, and is also available for printing on the employees' pay stub.



Maintain Leave Type Codes – Screen 1

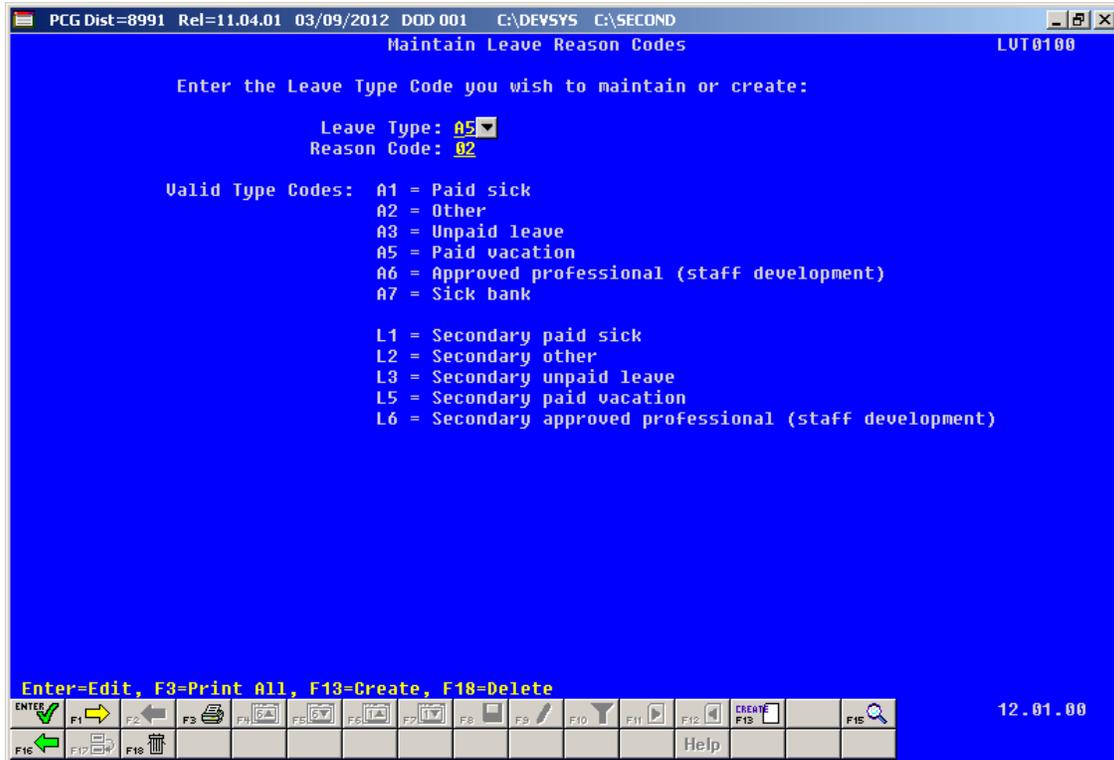
Maintain Leave Type Codes – Screen 2

The *Maintain Leave Type Codes – Screen 2* is broken down into two areas: the accrual parameters and the leave parameters. The accrual parameters define how the *Leave Type* is advanced. The leave may be advanced either annually or monthly, or leave may not be advanced at all. For each *Leave Type*, the user is allowed to define whether the accumulated days are dropped or carried over at the end of the year, and whether or not unused days should be added to the sick leave *Leave Type*. If leave is advanced, leave may be advanced to all employees, or leave may be advanced to employees based upon either contract months or months of service. If leave is advanced based upon months of service, the user may define whether the length of service is based upon an employee’s original hire date, the rehire date, the state years of experience, or the local years of experience. The accrual parameters are used in conjunction with the *Leave Advance Formulas* discussed in section A3.1.4. *Set up Advance Formulas*.

The leave parameters define how the *Leave Type* is taken. When taking leave, the amount of leave an employee may take can be unlimited, or can be the amount contained in their leave balance field, or may be some fixed maximum amount as defined in the *Maximum days allowed to take for plan year* field. The PCGenesis administrator can also determine whether or not the employee’s leave balance is allowed to go negative. The *Minimum day allowed to take* defines the smallest time interval an employee is allowed to take, and the total days in a time off request must be some multiple of the *Day increment for time off requests*. For example, if the minimum day allowed for sick leave is .25, and the day increment is .25 days, then the employee may take a quarter day, a half day, a three-quarter day, or a full day, and the employee may NOT take off an eighth of a day. The *Default leave input in hours or days?* field determines if the leave reports for this *Leave Type* will be printed in hours or days.

### A3.1.2. Set up Leave Reason Codes

Leave Reason Codes allow the user to further specify what type of leave is being taken within a specific Leave Type.



Maintain Leave Reason Codes – Screen 1

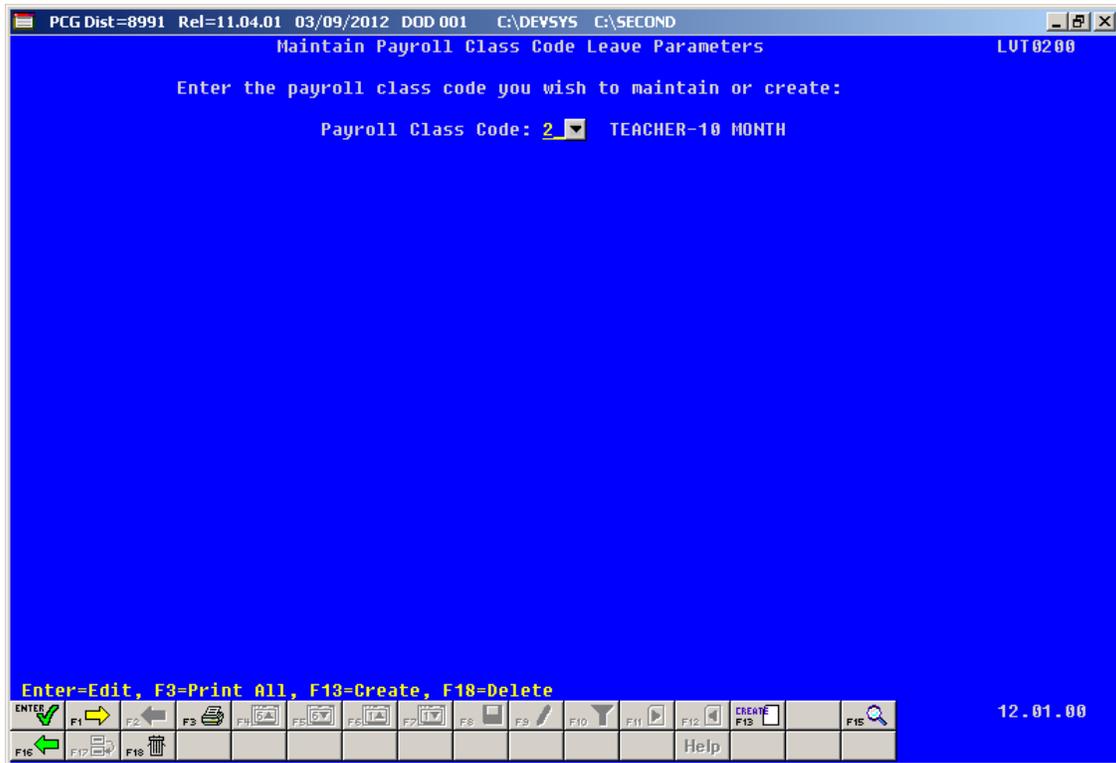
Maintain Leave Reason Codes – Screen 2

For example, the *Leave Reason Code* may indicate that the leave is FMLA leave (Family Medical Leave Act), personal leave, or a sick bank contribution. The *Leave Reason Code* may further define the maximum leave amount allowed to be taken. For example, if personal leave is a sub-category of sick leave, the user may define that a maximum of 3 days of personal leave are available within the limitations of the sick leave *Leave Type*.

Another example of *Leave Reason Codes* might be setting up multiple *Leave Reason Codes* for the *Leave Type Code A2* (other). For example, *Leave Reason Code 01* might represent jury duty, code **02** might represent bereavement, code **03** might represent National Guard duty, etc.

### A3.1.3. Set up Payroll Class Code Leave Parameters

The *Class Code Leave Parameters* indicate the types of leave allowed for employees of a particular payroll class code. The *Class Code Leave Parameters* should only need to be set up one time, and once they are set up, should not require much additional maintenance.



Maintain Payroll Class Code Leave Parameters – Screen 1

PCG Dist=8991 Rel=12.01.00 03/13/2012 DOD 002 C:\DEV5YS C:\SECOND

Maintain Payroll Class Code Leave Parameters LUT0200

Payroll Class Code: 02 TEACHER-10 MONTH

Substitute object code 11400  
 Substitute process type A Daily/Hourly Adj No Pension

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rank	Description	Rate	Pay Type	Description
1	Certified	85.000	501	certified pay rate
2	College Degree	75.000	502	college substitute pay ra
3	Associates Degree	65.000	503	associate degree substitu
4	High School Degree	55.000	504	high school substitute pa
5	Other	45.000	505	other substitute pay rate

Select at least one leave type for the class code:

- A1 SICK LEAVE
- A2 OTHER LEAVE TYPES
- A3 UNPAID LEAVE
- A5 PAID VACATION
- A6 STAFF DEVELOPMENT
- A7 SICK BANK USAGE
- L1 ANOTHER SICK CATEGORY
- L2 OTHER
- L5 SECONDARY PAID VACATION

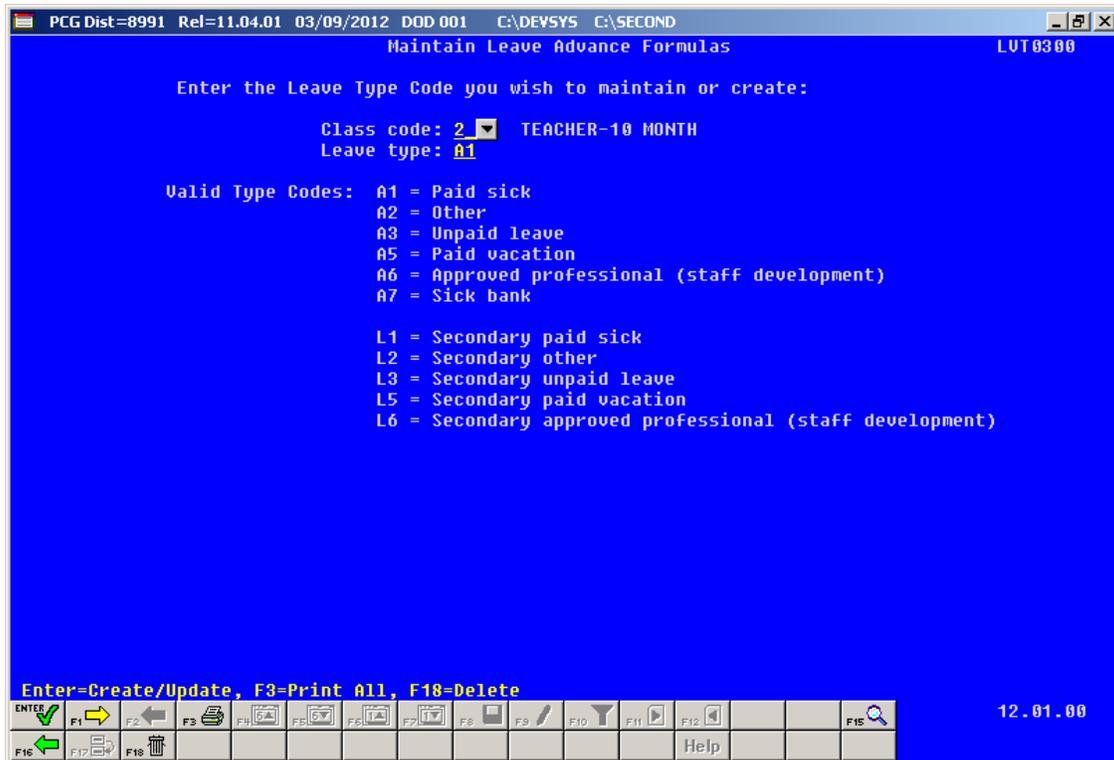
12.01.00

Maintain Payroll Class Code Leave Parameters – Screen 2

For example, the employees may be allowed sick leave but not vacation leave. The *Class Code Leave Parameters* also indicate the pay rates for substitutes who substitute for an employee of this payroll class code. The *Substitute Rank* field is a new field available on the *Update/Display Personnel Data* screen and defines the rank of the substitute. The rank of the substitute, in turn, defines the rate of pay for the substitute. Up to five levels of pay rates are defined based upon the substitute’s ranking. The administrator must define whether the substitute rates are hourly or daily rates. The *Substitute process type* defines how the substitutes’ gross data lines are built.

### A3.1.4. Set up Advance Formulas

The *Leave Advance Formulas* allow the user to define how leave will be advanced and how leave will be carried over at the end of the plan year. The *Leave Advance Formulas* can be defined per payroll class, per leave type, and then per contract months or service months of the employee. This provides a great deal of flexibility in setting up the leave advance parameters and also allows the users to run the *Advance Leave* process and the *Year-End Rollover* process for ALL employees at the same time with the stroke of a key. The *Leave Advance Formulas* should only need to be set up one time, and once they are set up, should not require much additional maintenance.



Maintain Leave Advance Formulas – Screen 1

The following screen illustrates setting up the *Leave Advance Formulas* based upon the employee’s contract months. The number of days to advance, the maximum days which can be accrued, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the contract months of the employee.

PCG Dist=8991 Rel=11.04.01 03/09/2012 DOD 001 C:\DEV5YS C:\SECOND

Maintain Leave Advance Formulas LUT0300

Payroll Class Code: 02 TEACHER-10 MONTH Last mo/year accrued: 07 / 2011  
 Leave Type: A1 SICK LEAVE  
 Advance formula: Contract months Length of service based on: Not applicable  
 Advance schedule: Monthly Carryover option: Carryover unused days

	Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	9	9.0000	80.0000	8.0000	NINE MONTH EMPLOYEES
ADU 002	10	10.0000	85.0000	9.0000	TEN MONTH EMPLOYEES
ADU 003	11	11.0000	90.0000	10.0000	ELEVEN MONTH EMPLOYEES
ADU 004	12	12.0000	95.0000	11.0000	TWELVE MONTH EMPLOYEES
ADU 005	---	---	---	---	---
ADU 006	---	---	---	---	---

12.01.00

*Maintain Leave Advance Formulas by Contract Months – Screen 2*

Or, the *Leave Advance Formulas* can be defined based upon the employee’s months of service as illustrated below. The number of days to advance, the maximum days which can be accrued, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the months of service of the employee.

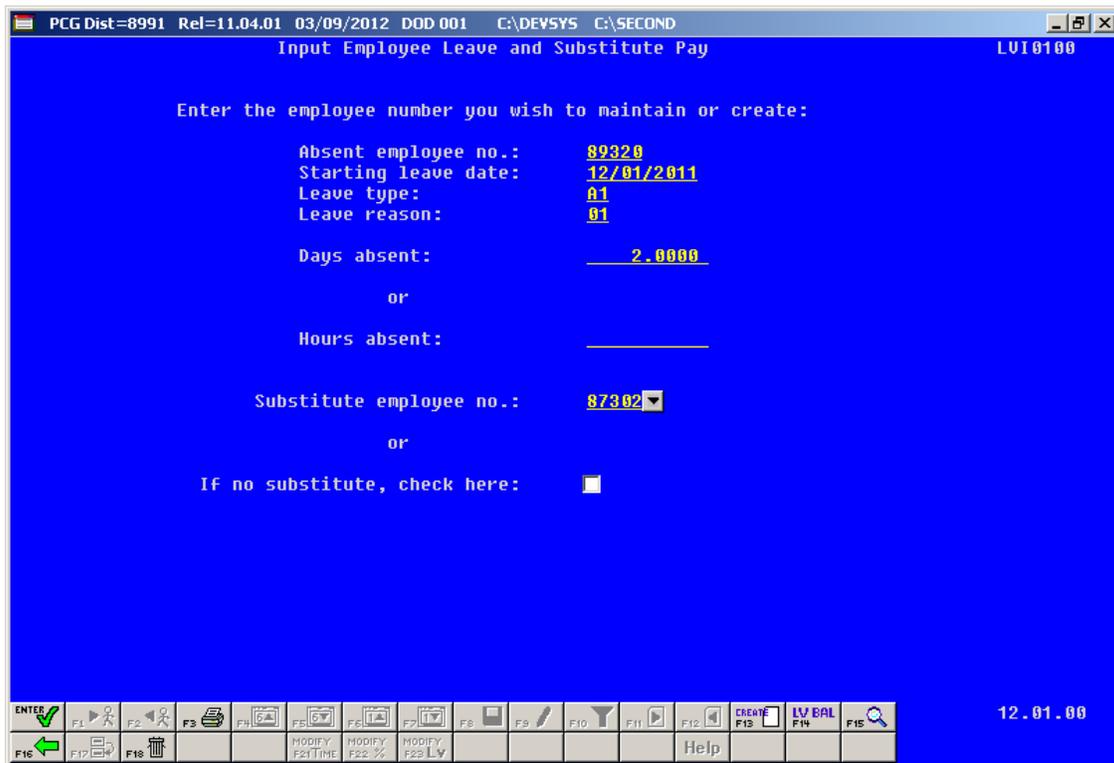
Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
001	2.0000	10.0000		0 - 5 YEARS
002	6.0000	15.0000		6 - 10 YEARS
003	12.0000	20.0000		11 - 15 YEARS
004	18.0000	25.0000		16 - 20 YEARS
005	24.0000	30.0000		21 - 25 YEARS
006	30.0000	35.0000		26 - 99 YEARS

*Maintain Leave Advance Formulas by Service Months – Screen 2*

### A3.1.5. Leave Input

Leave input is tied to the payroll cycle. The employee leave and substitute pay can be entered at the same time. The substitute account numbers will automatically default based upon the absent employee account numbers.

When the payroll is set up, the *Leave Input File* is cleared in preparation for entering the current leave data. The leave for the current payroll cycle is collected in the *Leave Input File*, reports are generated from the input data, and corrections are made to the leave data before the user posts the leave. The *Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.



Leave Input – Screen 1

On the *Leave Input - Screen 1* shown above, the user enters the absent employee number, the starting leave date, the leave type and reason codes and the days or hours absent. The user then enters the substitute employee number or indicates if no substitute is needed.

```

PCG Dist=8991 Rel=11.04.01 03/09/2012 DOD 001 C:\DEV5YS C:\SECOND
Input Employee Leave and Substitute Pay LUI0100
Absent Employee Info: Emp. no. 89320 AC9ER, MO9AMMED Status A -- Active
SSN 999-08-9320 Class 2 TEACHER-10 MONTH Work Loc 101 Location 000101
Hrs/Day 8.000 Job 6 TEACHER
Leave date 12/01/2011 Type A1 SICK LEAVE Reason 01 REGULAR SICK LEAVE

Memo
Employee leave: Days absent 2.0000 -or- Hours absent

Substitute Info: Sub. no. 87302 BE3NSTEIN, SY3NEY Status A -- Active
SSN 999-08-7302 Class 7 SUBSTITUTE Work Loc 8014 Location 000014
Sub rank 0 INVALID RANK CODE Job 30 SUBSTITUTE
Substitute pay rate 45.000 (Daily pay rate)

Proc Pay
Type Type Yr Fnd F Prgm Fnct Object Fcty B Addt'l Pay Rate Days/Hrs Regular
01. 0 0505 12 100 2041 1000 11400 101 45.000 1.90 85.50 .9524
02. 0 0505 12 100 2043 1000 11400 101 45.000 .10 4.50 .0476
03. 00
04. 00
05. 00
06. 00
07. 00
08. 00
09. 00
10. 00
2.00 90.00 1.0000
Daily/Hourly Adj No Pension
12.01.00

```

*Leave Input – Screen 2*

The *Leave Input - Screen 2* shown above is divided into two sections: the top section contains the leave taken by the absent employee and the bottom section contains the pay for the substitute employee. The pay for the substitute employee is defaulted based upon the absent employee’s salary gross data lines where the *Substitute Distribution Flag* is set to ‘Y’, and the substitute rates defined for absent employee’s pay class. The system-generated amounts, days/hours and accounts can be overridden by the user during data entry.

Once the data on the *Leave Input* screen is defaulted, the total time entered for the absent employee and the total time entered for the substitute are completely independent from this point forward. For example, if the employee has been absent for half a day, the user may pay the substitute for a full day after the user has entered the *Leave Input - Screen 2* shown above.

In order to modify the overall time for the substitute, the user must select *F21=Modify Total Sub Time* as shown in *Screen 2* above. Selecting *F21* will allow the user to change the substitute’s total time as shown in *Screen 3* below.

```

PCG Dist=8991 Rel=12.01.00 03/13/2012 DOD 002 C:\DEVSY5 C:\SECOND
Input Employee Leave and Substitute Pay LUI0100
Absent Employee Info: Emp. no. 89320 AC9ER, MO9AMMED Status A -- Active
SSN 999-08-9320 Class 2 TEACHER-10 MONTH Work Loc 101 Location 000101
Hrs/Day 8.000 Job 6 TEACHER
Leave date 12/01/2011 Type A1 SICK LEAVE Reason 01 REGULAR SICK LEAVE

Memo
Employee leave: Days absent 2.0000 -or- Hours absent

-----
Substitute Info: Sub. no. 87302 BE3NSTEIN, SY3NEY Status A -- Active
SSN 999-08-7302 Class 7 SUBSTITUTE Work Loc 8014 Location 000014
Sub rank 0 INVALID RANK CODE Job 30 SUBSTITUTE

Substitute pay rate 45.000 (Daily pay rate)

Proc Pay
Type Type Yr Fnd F Prgm Fnct Object Fcty B Addt'l Hrly/Daly Days/Hrs Regular Gross Distrib %
01. A 0505 12 100 2041 1000 11400 101 45.000 1.90 85.50 .9524
02. A 0505 12 100 2043 1000 11400 101 45.000 .10 4.50 .0476
03. . 00
04. . 00
05. . 00
06. . 00
07. . 00
08. . 00
09. . 00
10. . 00

5 90.00 1.0000

Node changed to update

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE LV BAL F15
F12 F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30
ENL F21DU MODIFY P22 LV Help 12.01.00
    
```

*Leave Input, Modify Time (F21) – Screen 3*

Once the user has updated the substitute’s total time, *F21=Recalculate/Display Screen*, is selected on *Screen 3* above, and the screen is redisplayed as shown in *Screen 4* below. Selecting *F21=Recalculate/Display Screen* allows the substitute’s total time to be redistributed across the account lines based upon the distribution percentage for each account line.

```

PCG Dist=8991 Rel=12.01.00 03/13/2012 DOD 002 C:\DEVSY5 C:\SECOND
Input Employee Leave and Substitute Pay LUI0100
Absent Employee Info: Emp. no. 89320 AC9ER, MO9AMMED Status A -- Active
SSN 999-08-9320 Class 2 TEACHER-10 MONTH Work Loc 101 Location 000101
Hrs/Day 8.000 Job 6 TEACHER
Leave date 12/01/2011 Type A1 SICK LEAVE Reason 01 REGULAR SICK LEAVE

Memo
Employee leave: Days absent 2.0000 -or- Hours absent

-----
Substitute Info: Sub. no. 87302 BE3NSTEIN, SY3NEY Status A -- Active
SSN 999-08-7302 Class 7 SUBSTITUTE Work Loc 8014 Location 000014
Sub rank 0 INVALID RANK CODE Job 30 SUBSTITUTE

Substitute pay rate 45.000 (Daily pay rate)

Proc Pay
Type Type Yr Fnd F Prgm Fnct Object Fcty B Addt'l Pay Rate Days/Hrs Regular
01. A 0505 12 100 2041 1000 11400 101 45.000 4.76 214.20 .9524
02. A 0505 12 100 2043 1000 11400 101 45.000 .24 10.00 .0476
03. 00
04. 00
05. 00
06. 00
07. 00
08. 00
09. 00
10. 00

Daily/Hourly Adj No Pension 5.00 225.00 1.0000

12.01.00

```

*Leave Input, Recalculate/Display Screen (F21) – Screen 4*

In order to modify the account distribution percentages for the substitute, the user must select *F22=Modify Percentage Distribution* as shown in *Screen 4* above. Selecting *F22* will allow the user to change the substitute’s percentages as shown in *Screen 5* below.

```

PCG Dist=8991 Rel=11.04.01 03/09/2012 DOD 001 C:\DEVSY5 C:\SECOND
Input Employee Leave and Substitute Pay LUI0100
Absent Employee Info: Emp. no. 89320 AC9ER, MO9AMMED Status A -- Active
SSN 999-08-9320 Class 2 TEACHER-10 MONTH Work Loc 101 Location 000101
Hrs/Day 8.000 Job 6 TEACHER
Leave date 12/01/2011 Type A1 SICK LEAVE Reason 01 REGULAR SICK LEAVE

Memo
Employee leave: Days absent 2.0000 -or- Hours absent

-----
Substitute Info: Sub. no. 87302 BE3NSTEIN, SY3NEY Status A -- Active
SSN 999-08-7302 Class 7 SUBSTITUTE Work Loc 8014 Location 000014
Sub rank 0 INVALID RANK CODE Job 30 SUBSTITUTE

Substitute pay rate 45.000 (Daily pay rate)

Proc Pay
Type Type Yr Fnd F Prgm Fnct Object Fcty B Addt'l Pay Rate Days/Hrs Regular
01. A 0505 12 100 2041 1000 11400 101 45.000 1.90 85.50 .9524
02. A 0505 12 100 2043 1000 11400 101 45.000 .10 4.50 .0476
03. . 00
04. . 00
05. . 00
06. . 00
07. . 00
08. . 00
09. . 00
10. . 00

2.00 90.00 1.0000

Node changed to update

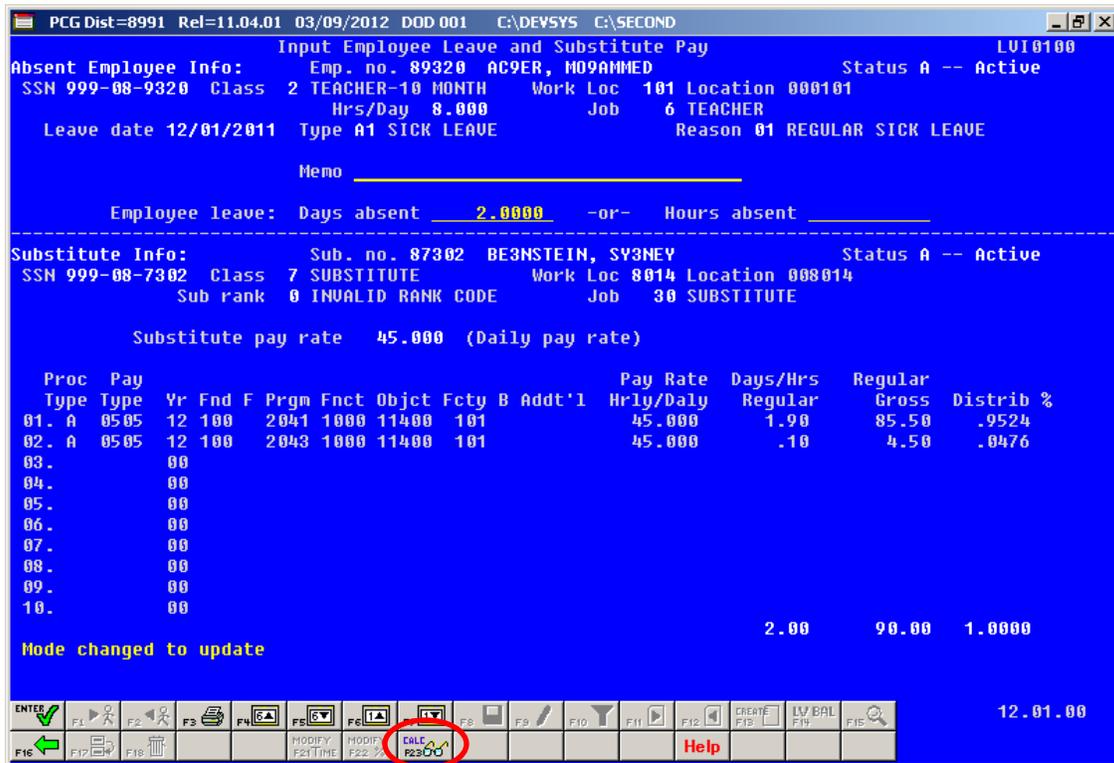
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE LV BAL
FIC F12 F18 MODIF F22 F23 COPY F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35

```

*Leave Input, Modify Percentage Distribution (F22) – Screen 5*

Once the user has updated the substitute’s account distribution percentages, *F22=Recalculate/Display Screen*, is selected on *Screen 5* above. Selecting *F22=Recalculate/Display Screen* allows the substitute’s total time and gross pay to be redistributed across all account lines based upon the distribution percentage for each account line.

In order to modify the absent employee's leave time, the user must select *F23=Modify Employee Leave* as shown in *Screen 4* above. Selecting *F23* will allow the user to change the employee's leave as shown in *Screen 6* below.



*Leave Input, Modify Absent Employee Time Off (F23) – Screen 6*

Once the user has updated the absent employee's leave time, *F23=Recalculate/Display Screen*, is selected on *Screen 6* above. Selecting *F23=Recalculate/Display Screen* redisplay the screen but does NOT change the substitute's pay. Only the absent employee's leave time is modified when selecting *F23*.

### A3.1.6. Post Leave Input Data

The leave for the current payroll cycle is collected in the *Leave Input File*, reports are generated from the input data, and corrections are made to the leave data before the user posts the leave. The *Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

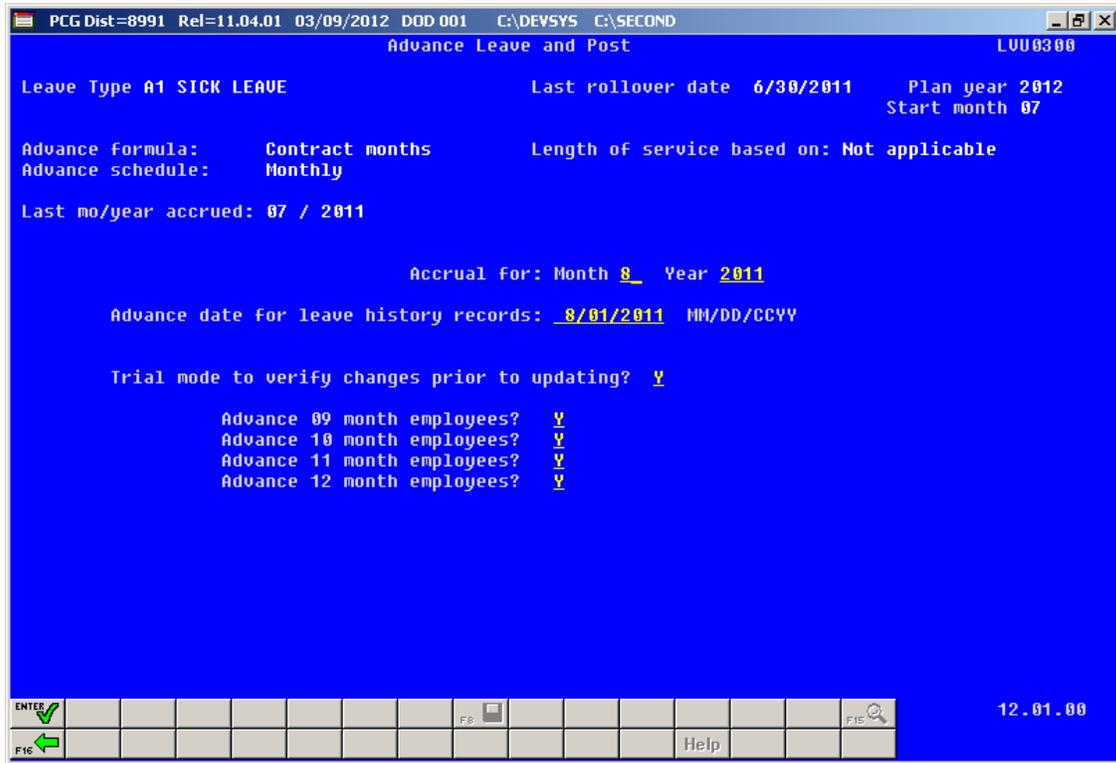


Post Leave Input Data – Screen 1

Posting the leave input data accomplishes the following:

- Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen (F2, F2, F4).
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated. The pay stub leave data is available from the *Update/Display Current Leave Data* screen (F2, F2, F6) within payroll.
- The absent employee's leave data is posted into the *Leave History File*.
- All leave transactions are deleted from the *Leave Input File*.





*Advance Leave and Post – Screen 2*

The PCGenesis administrator has the ability to run the *Advance Leave and Post* process in trial mode or in final mode. Trial mode will produce a report of pending modifications to the affected employees' leave. Once the administrator verifies the changes, the process can be run in final mode to actually update the employee's leave history. The administrator also has the ability to turn off the leave advance based upon an employee's contract months field. For example, the administrator can turn off the leave advance for ten month employees when running the *Advance Leave and Post* in June and July.

**Year-end and carry over processing:** With the stroke of a key, *Year-End Rollover* can be processed for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up. For example, the *Leave Type* determines if unused days/hours will be dropped or carried over and whether unused days are added to the sick leave balance. The *Leave Advance Formulas* also determine the maximum number of days/hours which can be carried over to the new year based upon the employee's number of contract months or service months.

**Sick Bank:** The enhanced PCGenesis substitute pay and employee leave system has the ability to track a sick bank. Employees are flagged as either belonging to the sick bank or not belonging to the sick bank on their *Display/Update Personnel Data* screen. If an employee participates in the sick bank, the PCGenesis administrator has the ability to run a process which debits the employee's sick leave balance and adds the time to the system sick bank. The employee is able to make a contribution to the sick bank based upon the parameters set up on the *Leave Reason Code* for the sick bank contribution category. The *Leave Reason Code* defines the minimum number of sick leave days that the employee must accumulate before the employee is allowed to contribute to the sick bank.

The PCGenesis administrator has the ability to run the *Sick Bank Contribution* process in trial mode or in final mode. Trial mode will produce a report of pending modifications to the affected employees' leave. Once the administrator verifies the changes, the process can be run in final mode to actually update the system sick bank balance and the employee's leave history.

*Leave Type* code **A7** defines leave that is taken from the sick bank. A new bucket which represents leave taken from the sick bank is available on the *Update/Display Current Leave Data* screen within payroll and is also available for printing on the employees' pay stub.

**CPI Processing:** The data necessary to create the *Cycle 3 CPI Transmission File* will be available directly from the *Leave History File*. The CPI administrator will be able to create the *Cycle 3 CPI Transmission File* directly, with no other manual intervention required. This should considerably streamline the process required to produce the *Cycle 3 CPI Transmission File*.

### A3.1.8. Leave History

The enhanced PCGenesis substitute pay and employee leave system includes a new *Leave History File* for tracking employees’ beginning balances, leave advances, and leave taken. The leave history contains all data related to a time off event including the absent employee number, leave type code, leave reason code, leave starting date, time off days/hours, substitute employee number (if applicable), and the total hours/days and the total amount that the substitute was paid for the leave taken (if applicable).

The *Leave History* functions in much the same way as the payroll earnings history. Leave history records are created for a specific *Leave Plan Year* and have a *Status Code* which indicates the type of history record. The *Status Codes* are defined as follows:

- **B** – Beginning balance or the carry-over amount.
- **A** – Leave advance.
- **J** – Leave advance adjustment or ‘transferred in’ amount.
- **L** – Leave taken. Leave taken can be either positive or negative. Negative adjustments are entered through *Leave Input* with a starting leave date so that the employee will know which leave is being refunded.

The available leave is calculated based upon contents of the *Leave History File*. The available leave equals the beginning balance (**B** records) plus leave advance (**A** records) plus leave advance adjustments (**J** records) minus leave taken (**L** records) minus the current contents of the *Leave Input File*.

Type	Reas	Description	Begin Bal	Advance	Adjust	YTD Taken	Cur Taken	End Bal
01	A1	00 SICK LEAVE	44.2500	10.0000	.0000	13.0000	.0000	41.2500
		02 SICK - FMLA				4.0000	.0000	
		03 PERSONAL LV				6.0000	.0000	
		04 SCK BNK CON				1.0000	.0000	
		05 SCK-TRANOUT				2.0000	.0000	
06	A2	00 OTHER LEAVE	.0000	.0000	.0000	3.0000	.0000	.0000
		01 OTHER LEAVE				3.0000	.0000	
08	A3	00 UNPAID LV	.0000	.0000	.0000	4.0000	.0000	.0000
		01 UNPAID LV				4.0000	.0000	
10	A5	00 PAID VAC	.0000	10.0000	.0000	.0000	.0000	10.0000
11	A7	00 SICK BANK	.0000	.0000	.0000	2.5000	.0000	.0000
		01 SICK BANK				2.5000	.0000	

Display Employee Leave Balances, Leave Balances Summary Screen – Screen 1

Srcce	Reas	Description	Transaction	Leave Dt	Trans Dt	Time In	Time Out	SubNo	Sub Name
HST	00	SICK LEAVE	ADVANCE	7/31/2011	2/14/2012	10.0000			
HST	02	SICK - FMLA	LV TAKEN	10/01/2011	9/30/2011		1.0000	88543	AV2LOS, CH2RLEY
HST	03	PERSONAL LV	LV TAKEN	10/01/2011	9/30/2011		.5000	88543	AV2LOS, CH2RLEY
HST	03	PERSONAL LV	LV TAKEN	10/05/2011	9/30/2011		2.0000		
HST	00	SICK LEAVE	BEG BAL	11/03/2011	11/03/2011	44.2500			
HST	03	PERSONAL LV	LV TAKEN	12/01/2011	10/31/2011		1.0000	87276	BE5VERS, NG5YET
HST	03	PERSONAL LV	LV TAKEN	12/01/2011	10/31/2011		1.0000	88015	BA2ES, WA2DO
HST	03	PERSONAL LV	LV TAKEN	12/08/2011	10/31/2011		2.0000		
HST	03	PERSONAL LV	LV TAKEN	12/14/2011	10/31/2011		1.0000	88911	BE2UCHAMP, GR2VER
HST	03	PERSONAL LV	LV TAKEN	12/15/2011	10/31/2011	1.5000			
HST	02	SICK - FMLA	LV TAKEN	12/16/2011	10/31/2011		3.0000	88911	BE2UCHAMP, GR2VER
HST	04	SCK BNK CON	LV TAKEN	12/16/2011	10/31/2011		1.0000	87799	CI2TRON, RO2
HST	05	SCK-TRANOUT	LV TAKEN	12/16/2011	10/31/2011		2.0000	88556	ER5ST, HE5AINE

Begin Bal	Advance	Adjust	VTD Taken	Cur Taken	End Bal
44.2500	10.0000	.0000	13.0000	.0000	41.2500

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

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	12.01.00
F16																

*Display Employee Leave Balances, Leave Detail Screen – Screen 2*

### A3.1.9. Leave Reports

The new enhanced PCGenesis substitute pay and employee leave system includes numerous reports, as shown on the *Leave Reports Menu – Screen 1* below. Reporting is available against the *Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports are also available against the *Leave History File* for further analysis and review.



Leave Reports Menu – Screen 1

Many options are available to the user when generating leave reports. Users may select leave data based upon a *Plan Year* or a date range or based upon employee status. Also, one or more employees may be selected, one or more class codes, one or more work locations, and one or more leave types and/or reason codes may be selected for a leave report. An example of the data selection options available for leave reports is shown in *Example of Data Selection Screen – Screen 2* below.

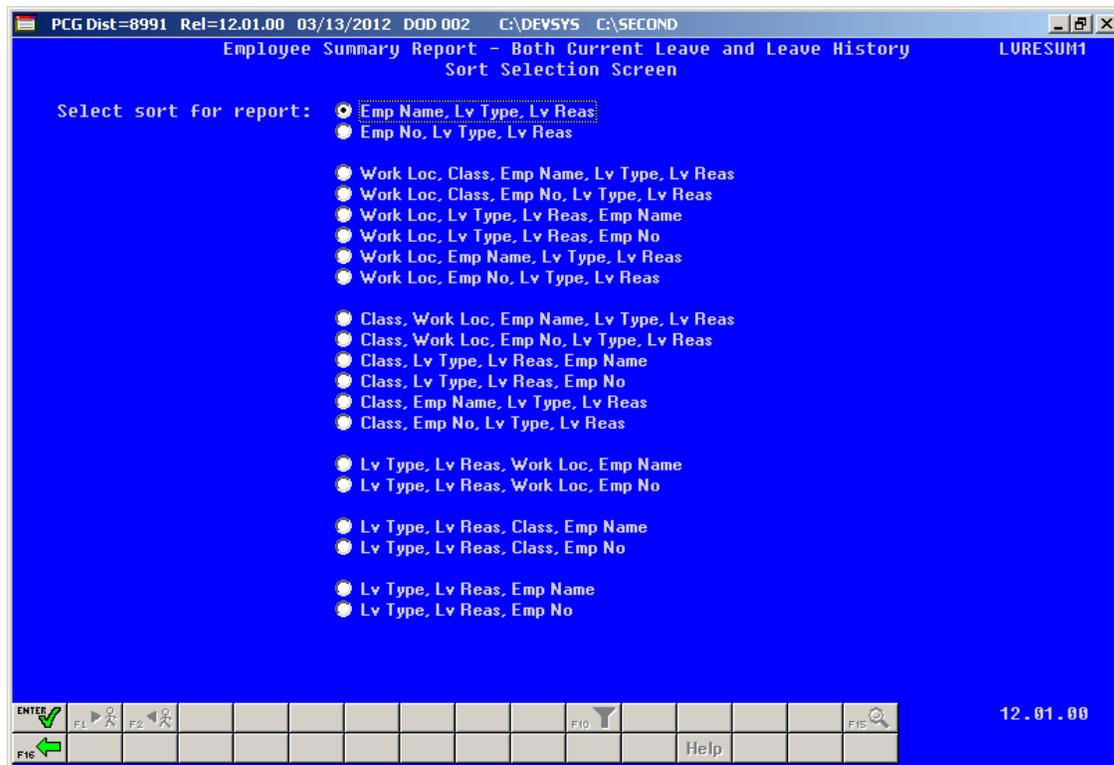
The screenshot shows a terminal window titled "Employee Summary Report - Both Current Leave and Leave History Data Selection Screen". The window has a blue background with white text. At the top, it displays system information: "PCG Dist=8991 Rel=12.01.00 03/13/2012 DDD 002 C:\DEVSY5 C:\SECOND" and "LURESUM1". The main content area contains the following fields and options:

- Enter plan year: **2012**
- or --
- Enter period to be printed: \_\_\_\_\_ thru \_\_\_\_\_
- Select data for report:
  - Summary data for TYPE and REASON codes
  - Summary data for overall TYPE code only
- Active Only: **X** -OR- Inactive Only: \_ -OR- Both: \_
- Enter Empl# or leave blank to print ALL employees: \_\_\_\_\_
- Enter class code(s) or leave blank to print ALL classes: \_ \_ \_
- Enter work loc code(s) or leave blank to print ALL work locations: \_ \_ \_
- Enter leave type code(s) or leave blank to print ALL types: \_ \_  
\_ \_  
\_ \_

At the bottom of the window, there is a function key bar with buttons for ENTER, F1, F2, F10, and F15, along with a "Help" button. The version number "12.01.00" is displayed in the bottom right corner.

Example of Data Selection Screen – Screen 2

Many sorts are also available to the user when generating leave reports. An example of the sort options available for leave reports is shown in *Example of Sort Selection Screen – Screen 3* below.



Example of Sort Selection Screen – Screen 3

### A3.1.10. Conclusion

In conclusion, the new enhanced PCGenesis substitute pay and employee leave system is a work-in-progress. The preview of the system offered here is not etched in stone. As we are made aware of additional complexities in substitute pay and leave processing, we will continue to modify the system. To this end, the PCGenesis development team would greatly appreciate your input. If you have any questions, comments, or suggestions that you would like to bring to our attention, please feel free to contact the PCGenesis Help Desk with your input. For example, we will be developing leave reports for the new system. If you have certain reports that you feel should be included in a new substitute pay and employee leave system, please let us know. We look forward to working with all of our dedicated users!

## Section B: Installation Instructions for Release 12.01.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 12.01.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 12.01.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

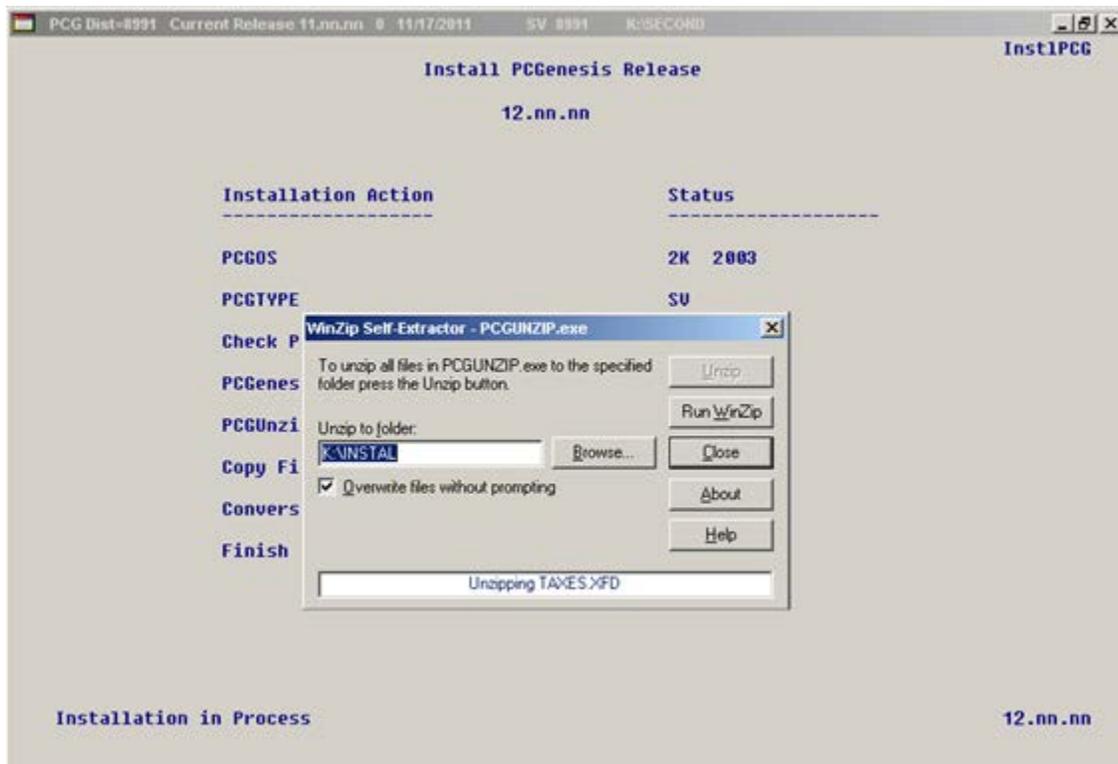
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup Prior to Release 12.01.00</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 12.01.00</i> .

## B2. Install PCGenesis Release 12.01.00

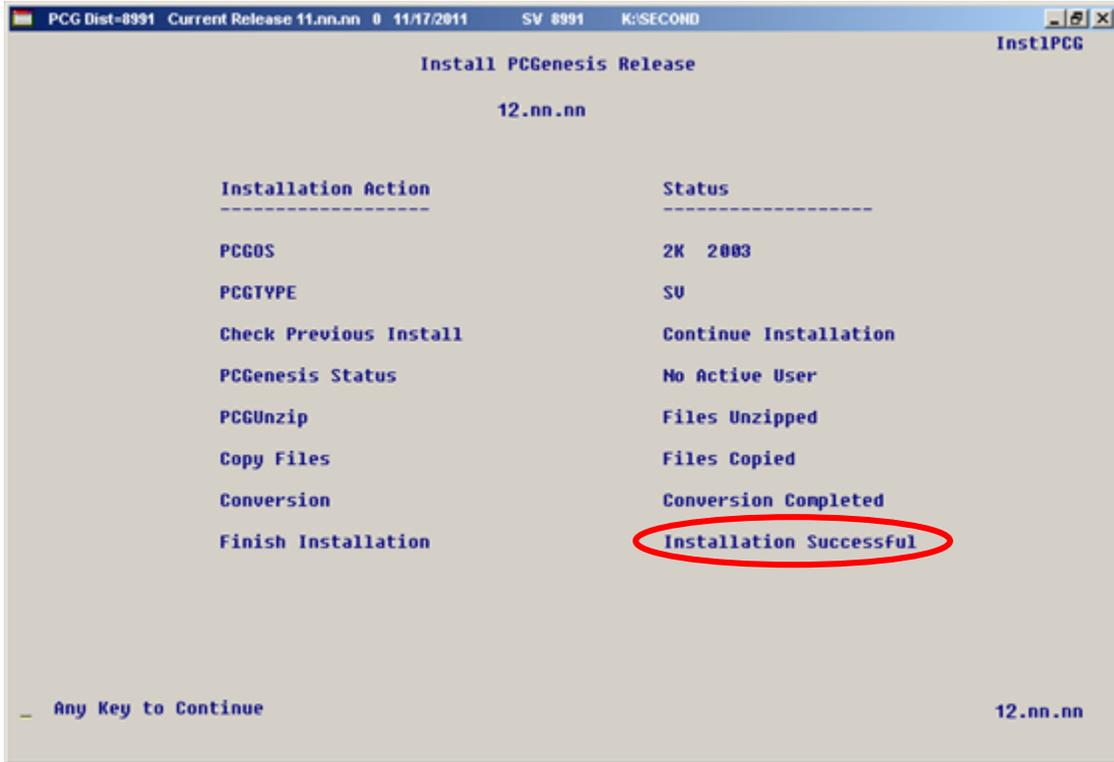
### FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the <b>K:\INSTAL</b> directory.
4	Verify <b>PCGUNZIP.EXE</b> , <b>RELINSTL.BAT</b> , and <b>INSTLPCG</b> display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click <b>RELINSTL.BAT</b> to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

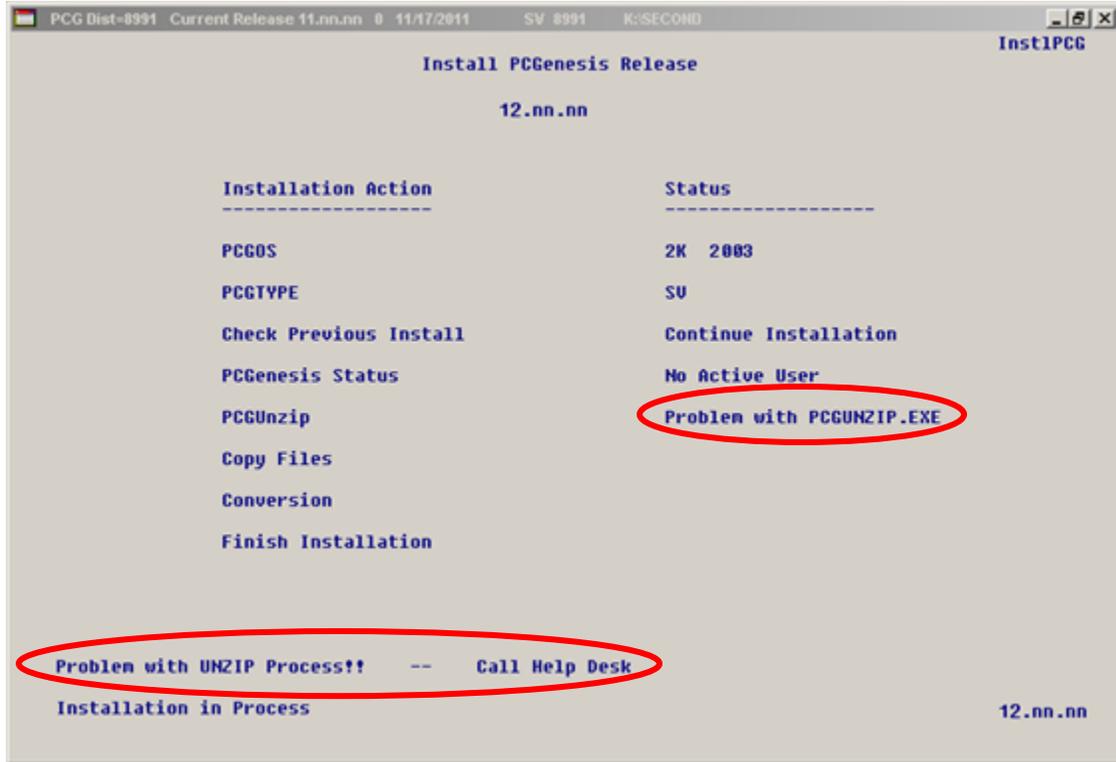


For PCGenesis Release 12.01.00 successful installations, the following message displays:



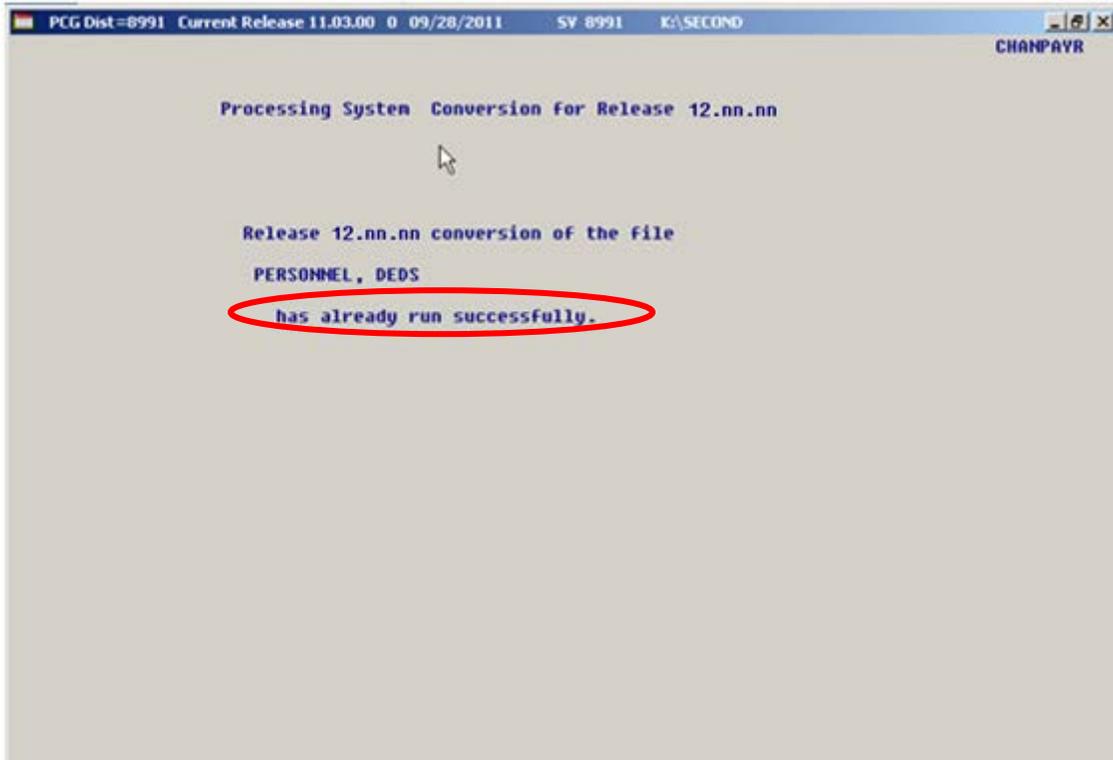
Step	Action
6	Select <b>Enter</b> to close the window.
7	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 12.01.00 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 8.</p>

A problem message displays if an error occurred:

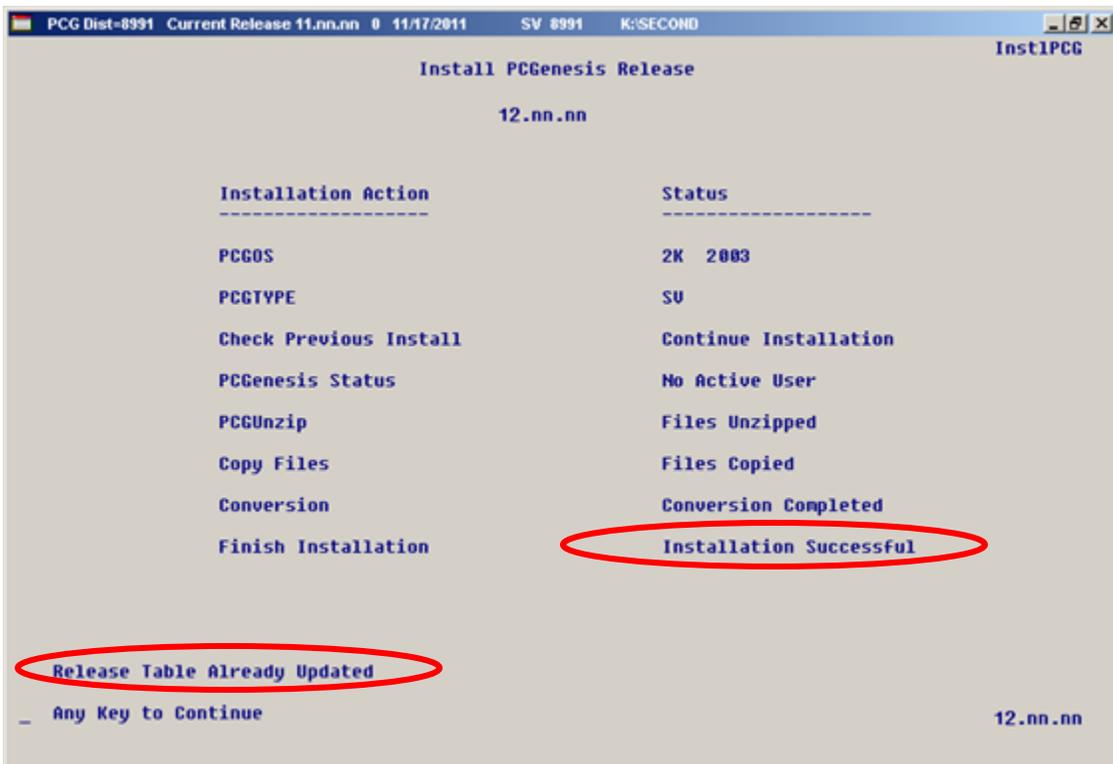


Step	Action
8	Select <b>F16</b> to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

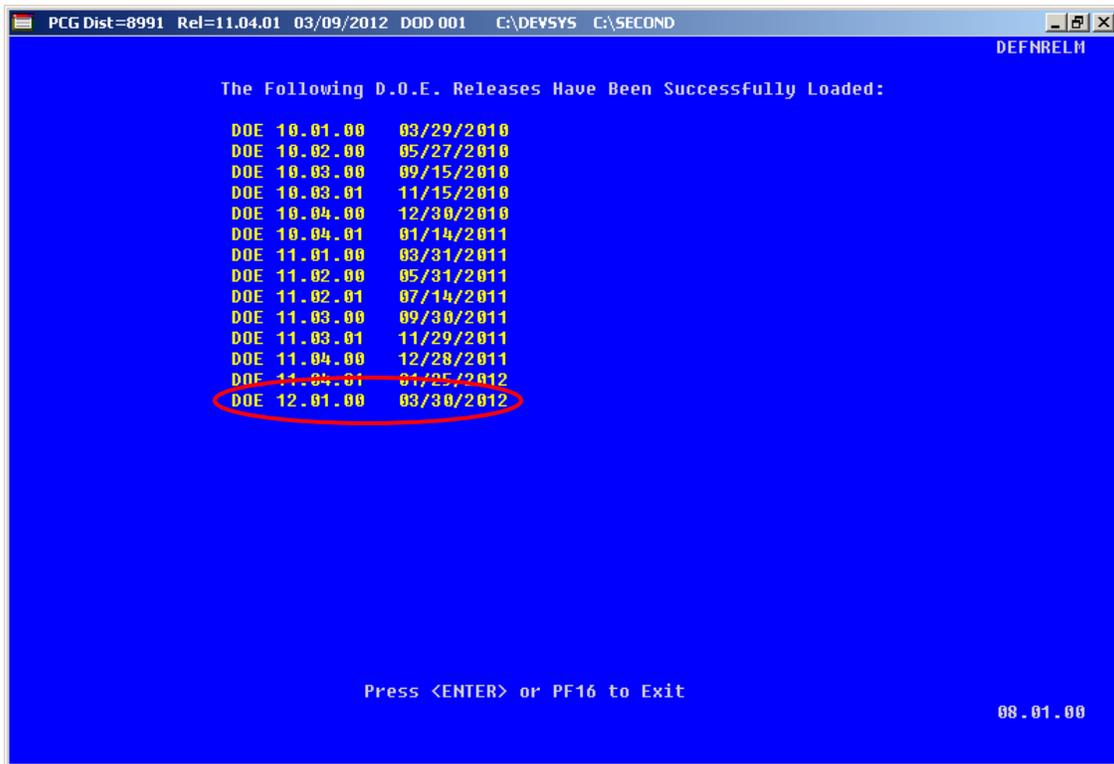


Step	Action
11	Proceed to B3. <i>Verify Release 12.01.00 Was Successfully Installed.</i>

### B3. Verify Release 12.01.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select <b>17</b> (F17 - Display Current Release Number).

The following screen displays:



Step	Action
4	Verify <b>Release 12.01.00</b> displays.  <i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 12.01.00 displays. If Release 12.01.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select <b>Enter</b> .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

Step	Action
8	Reboot the PCGenesis server.

### ***B4. Perform a PCGenesis Full Backup after Release 12.01.00 is Installed***

Step	Action
1	<b>Verify all users are logged out of PCGenesis.</b>
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup After Release 12.01.00</b> ”.