



Dr. John D. Barge, State School Superintendent
"Making Education Work for All Georgians"

GEORGIA DEPARTMENT OF EDUCATION
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS
TWIN TOWERS EAST
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011

FAX: (404) 651-5006

<http://www.gadoe.org/>

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 12.03.00 – Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 12.03.00*.

PCGenesis supporting documentation is provided at:

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

September, 2012 Payroll Completion Instructions

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

Mark Your Calendars!

PCGenesis Sessions and Training at GASBO 2012

The Georgia Department of Education is pleased to announce that PCGenesis will be offering a full day of sessions and training on Wednesday, November 7, 2012, at this year's GASBO conference. PCGenesis will have a dedicated room and will be offering the two regular GASBO sessions and three training sessions for conference attendees. Contact GASBO for information about conference registration.

The tentative offerings are as follows:

- *Session 1 PCGenesis Current Status & Future Plans*
- *Session 2 PCGenesis New Substitute Pay/Employee Leave & Other New Functions*
- *PCGenesis Training - Tips & Tools*
- *PCGenesis Training - Basics*
- *PCGenesis Training - Handling Payroll Issues & Other Advanced Features*

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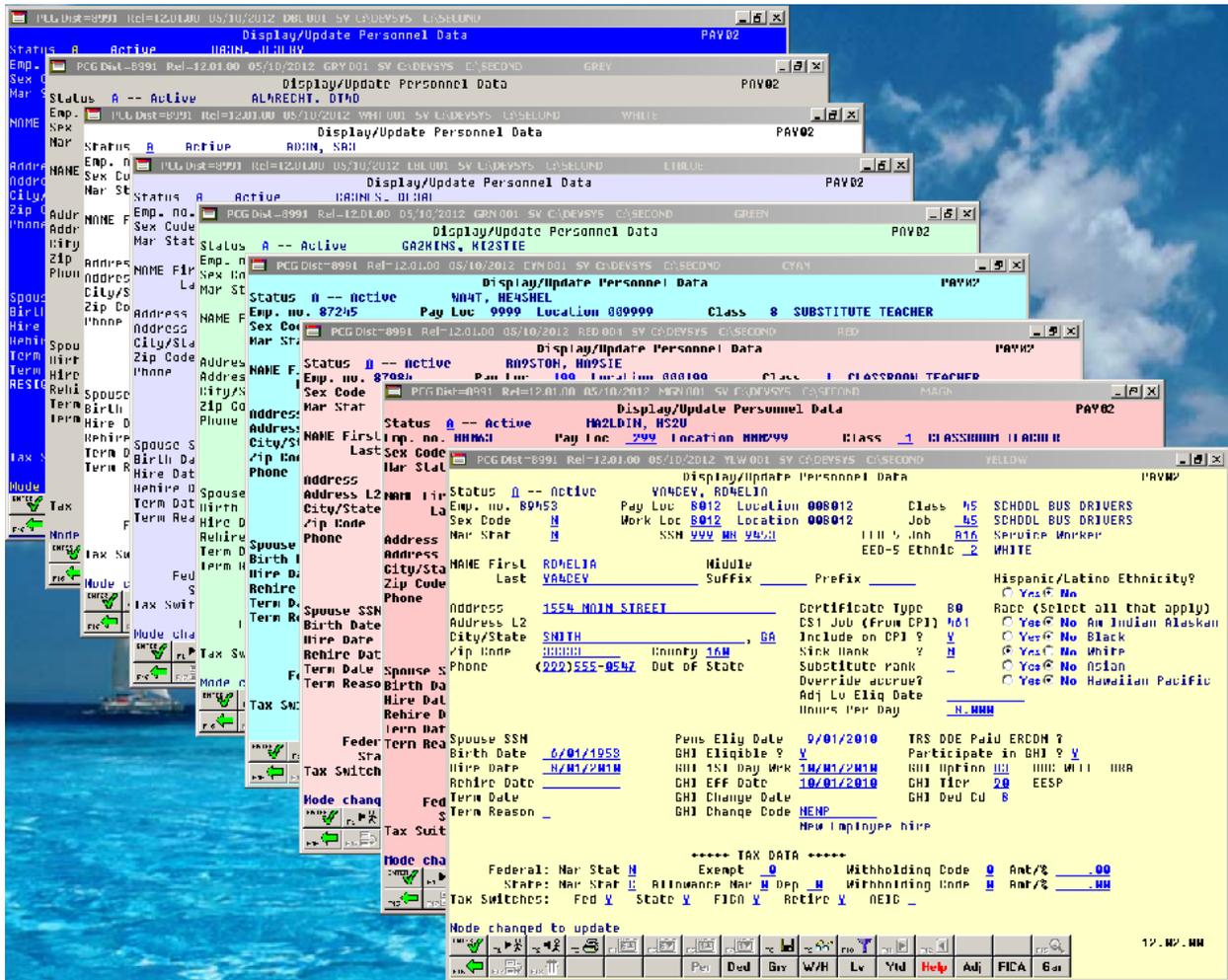
Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Customize PCGenesis Background Color

The Department of Education is pleased to announce the development of new background color options for PCGenesis screens. The preliminary code for the new color option was included in release 12.02.00 and is now updated in release 12.03.00. The new background color options have been piloted at one test site starting in September 2012, and now with this release, the color options are available to all users.

The various background color options are shown below:



Each site now has the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the default background color to one of the colors shown above. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color. This new feature is now available for production environments.

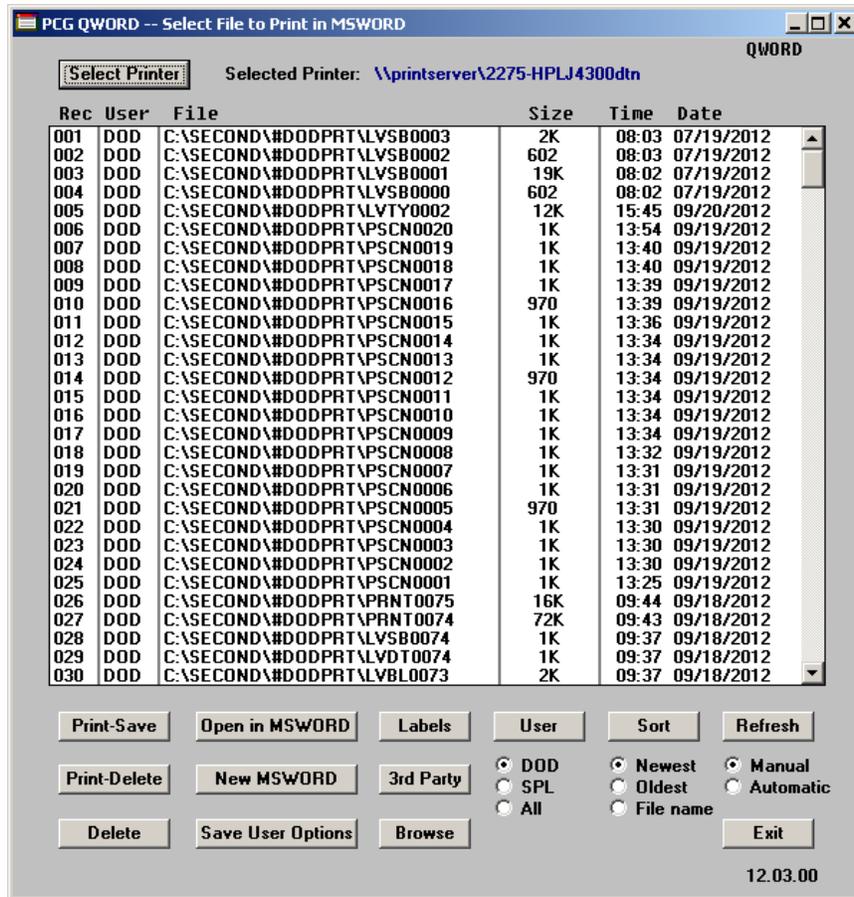
Documentation, with instructions for implementing the new background color options for PCGenesis screens, has been included in this release. The documentation can be located at:

K:\DOCUMENT\Set Site Color Option.doc

A1.2. Print Label Option is Available in QWORD

The *QWORD Utility* has been updated to correct a problem with displaying the general ledger monthly reports. Release 12.02.00 caused a problem displaying the monthly reports. Now, the monthly general ledger reports will be displayed correctly within the *QWORD Utility*.

Also, an enhancement has been added so that when the user selects a radio button for one of the options available in the *QWORD Utility*, the screen automatically refreshes using the new option without requiring the user to also press the **User**, **Sort**, or **Refresh** buttons.



- The **Labels** button will allow the user to print on AVERY 5162 label stock (two columns of seven labels)
- The **3rd Party** button will allow the user to print without any PCL (printer control language) codes so that the file can be used by a 3rd party.
- The **Save User Options** button allows the user to save their Sort & Refresh preferences.

A2. Payroll System

A2.1. Incorrect Error Messages in Payroll Gross Data Import

A problem has been reported with the *Payroll Gross Data Import* (F2, F13, F8, F2). When an employee does not participate in GHI, the following incorrect error message is generated, preventing the *Gross Data Import File* from successfully loading into the system. This problem is now corrected.

```
000017 NOT IN GHI, NO GHI ACCT % ALLOWED      LINE  GHI % DISTRIBUTION = 0.0000      GHI PART SW = N
```

Now, the gross data will be imported correctly for employees who do not participate in GHI. A *GHI % Distribution* is valid only for *Process Type* codes of 'S', 'H', and 'D'. The *GHI % Distribution* fields must add up to 100% (or 1.0000) for a GHI employee. A *GHI % Distribution* of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.

A2.2. Teachers Retirement System (TRS) Report and File

The *TRS Contribution Report and File* (F2, F5, F1) has been updated to correct a problem with reporting voided and manual checks for employees. Before, the *TRS Contribution Report and File* did not include TRS amounts from voided and manual checks. Now, all employee records will be created in the *TRS Contribution Report and File* correctly.

A2.3. 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 additional payroll fields. The user is now allowed to select the **Substitute Rank**, **Override Accrue?**, and the **Adjusted Leave Eligible Date** fields for export from 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 **Substitute Rank** field which is required for the *Enhanced Substitute Pay and Employee Leave System*.

A3. Personnel System

A3.1. PCGenesis Substitute Pay and Employee Leave System

The Department of Education is pleased to announce the successful pilot of the new *Substitute Pay and Employee Leave System*. Currently, six sites are up and running with the new system. The pilots are going very well. The leave/payroll administrator at one test site reported that what historically used to take two solid days of work to enter leave data, balance the leave data, and generate the substitute gross data transactions, now takes only four hours with the *Enhanced Substitute Pay and Employee Leave System*. The *Enhanced Substitute Pay and Employee Leave System* is now available to ALL sites on a first come, first served basis, and the PCGenesis development team will pursue a phased implementation for the rest of our user base through 2013.

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.

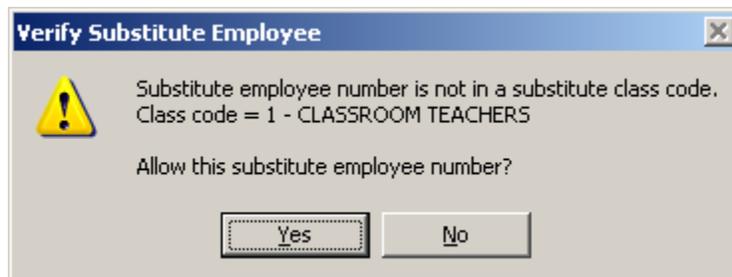
Highlights of the updates to the new substitute pay and employee leave system are detailed in the sections below.

A3.1.1. Add Support for non-TRS Credits

Support has been added for a *Leave Type* code of 'N1' for non-TRS credits. When advancing paid sick leave, *Leave Type Code* 'A1', if the paid sick leave is capped, the overflow days or hours are accumulated in category 'N1', non-TRS credits for non-TRS employees. Non-TRS credits are rolled over from one plan year to the next plan year. This feature will enable the *Enhanced Substitute Pay and Employee Leave System* to track the history of non-TRS employees' credit accumulation. Tracking the non-TRS credits may be necessary in cases where the school district pays non-TRS employees for their accumulated paid time off credits when the employee leaves the district.

A3.1.2. Leave Input

The *Enhanced Substitute Pay and Employee Leave System* (F3, F4, F2, F1) has been updated so that entering a substitute employee who does not belong to a payroll class code defined as a substitute class, no longer causes an error condition. Now, if the substitute employee does not belong to a substitute payroll class code, a warning dialog box is displayed, but the user can override the error and continue with leave entry. This makes it possible for part time district employees to also be utilized as substitutes. For example, bus drivers and paraprofessionals may be allowed to substitute for full time employees. The warning dialog box is shown below:



A3.1.3. Staff Development Leave Input

In the *Enhanced Substitute Pay and Employee Leave System*, some districts default the gross data lines for staff development (*Leave Type Code* ‘A6’ or ‘L6’) to the teacher's gross data lines and other districts enter unique general ledger account numbers for the substitute for staff development. An option has been added to *Leave Type Code Maintenance* (F3, F4, F1, F1) which allows the user to define how to set up the staff development gross data lines for the substitute. Now, the user can decide whether or not to clear the staff development gross data lines for substitutes, or whether to default the substitutes’ gross data lines from the teachers’ gross data lines.

A3.1.4. Leave Advance

The *Leave Advance* module (F3, F4, F2, F10) has been updated with several new features. A new option is now available to reset the **Override Accrue?** field on the employees’ personnel record when running the *Leave Advance* program. Also, an option is now available to sort the *Leave Advance Report* either by employee number or employee name.

Leave can be automatically advanced either on a monthly or annual basis based upon parameters for each *Leave Type*. With the stroke of a key, leave can be advanced for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up. For example, if sick leave (*Leave Type A1*) is defined to advance leave based upon the employee’s number of contract months, running the job will advance all employees’ leave correctly based upon the *Leave Advance Formulas*.

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.

A3.1.5. Plan Year Rollover Processing

The *Plan Year Rollover Processing* module (F3, F4, F2, F11) has been updated with several new features. An option is now available to sort the *Leave Advance Report* either by employee number or employee name.

Support has been added for a *Leave Type* code of ‘N1’ (non-TRS credits) and ‘T1’ (TRS credits). When rolling over leave to the new plan year, if paid sick leave, *Leave Type Code* ‘A1’, is capped during the carryover, the overflow days or hours are accumulated in category ‘N1’ or ‘T1’ for employees. Non-TRS credits and TRS credits are now rolled over from one plan year to the next plan year.

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.

A3.1.6. Recalculate Year-to-Date Leave on Payroll Record

A new option has been added to the *Recalculate Year-to-Date Leave on Payroll Record* (F3, F4, F2, F21) process. Now the user can clear the current leave buckets, if desired, as well as update the leave balances and year-to-date used fields on the employees' payroll record. PCGenesis users may recalculate employees' leave balances and year-to-date used fields from the data in the *Leave History File*, for an individual employee or for all employees. This procedure corrects incorrect leave totals which print on employees' pay checks and direct deposit statements, if necessary.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. FY 2013 CPI Transmission File Layout

There is a new data element to be reported for the FY2013 CPI transmission file layout (F4, F9, F1). The B01 record now includes a yes/no flag at the end of the record which indicates participation in the State Health Plan. This changes the length of the B01 record from 69 to 70 positions.

Also, the yes/no flag for National Certification is no longer required, since this is no longer funded. This is of less concern as CPI will ignore the flag if the extract still contains this data element. That position in the B01 record is now filler.

A5. Financial Accounting and Reporting (FAR) System

A5.1. Convert VENDOR File and PO File

PCGenesis Release 12.03.00 includes a data conversion for the VENDOR file and for the PO file. The record sizes of both the VENDOR file and the PO file are being increased to allow for future growth.

Section B: Installation Instructions for Release 12.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 12.03.00* 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 12.03.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

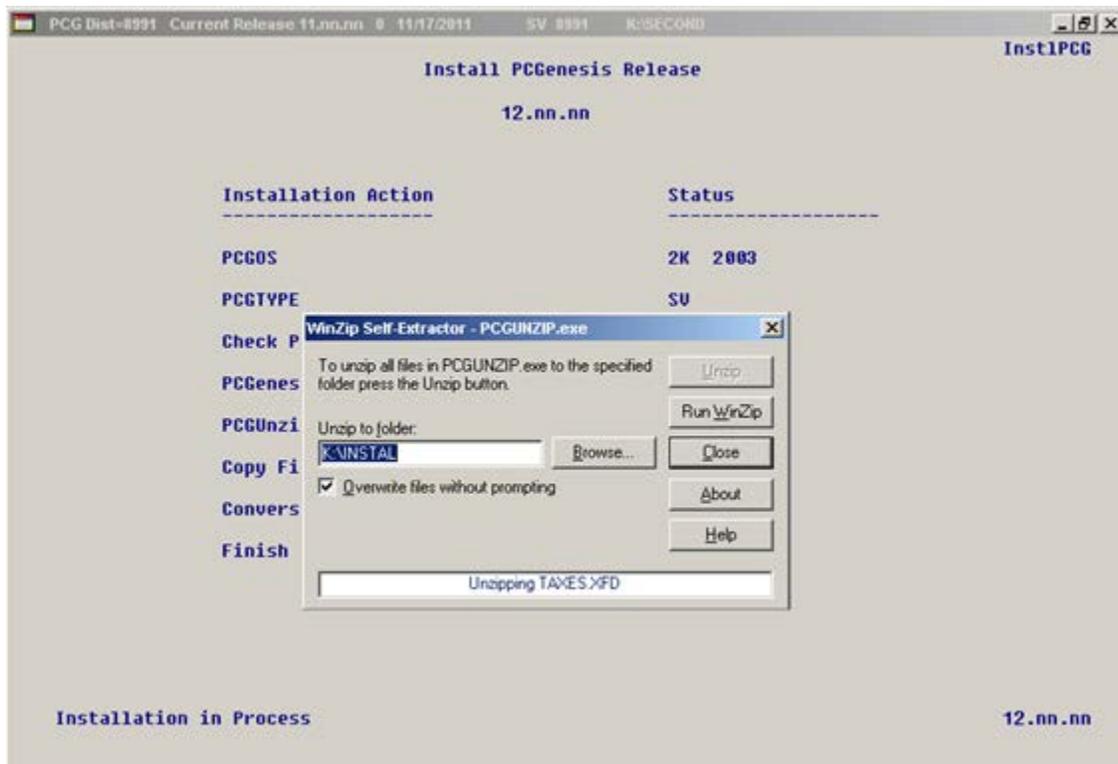
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 12.03.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 12.03.00</i> .

B2. Install PCGenesis Release 12.03.00

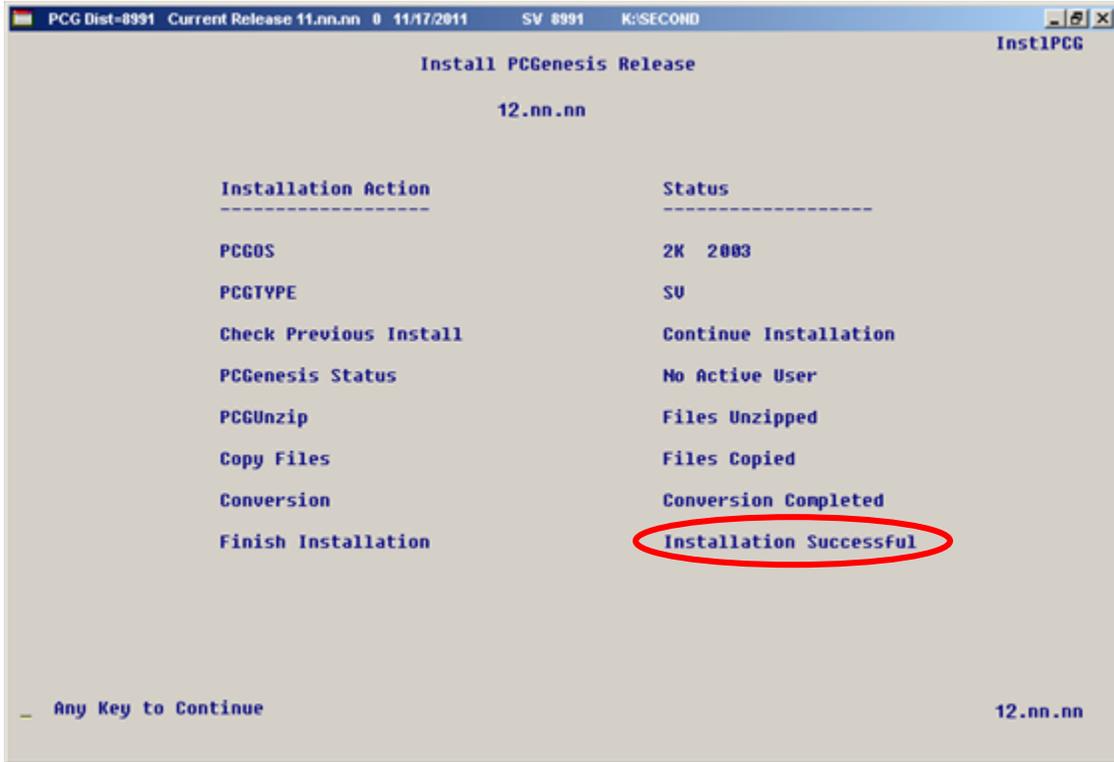
FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE , RELINSTL.BAT , and INSTLPCG 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 RELINSTL.BAT 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:

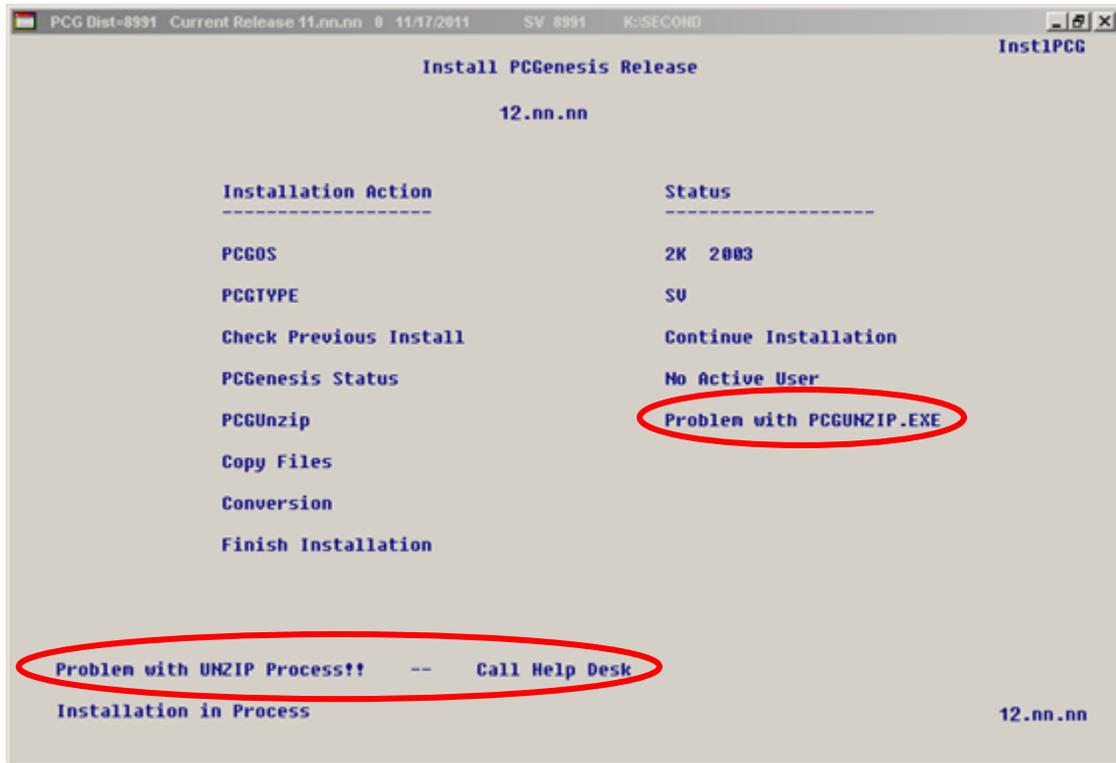


For PCGenesis Release 12.03.00 successful installations, the following message displays:



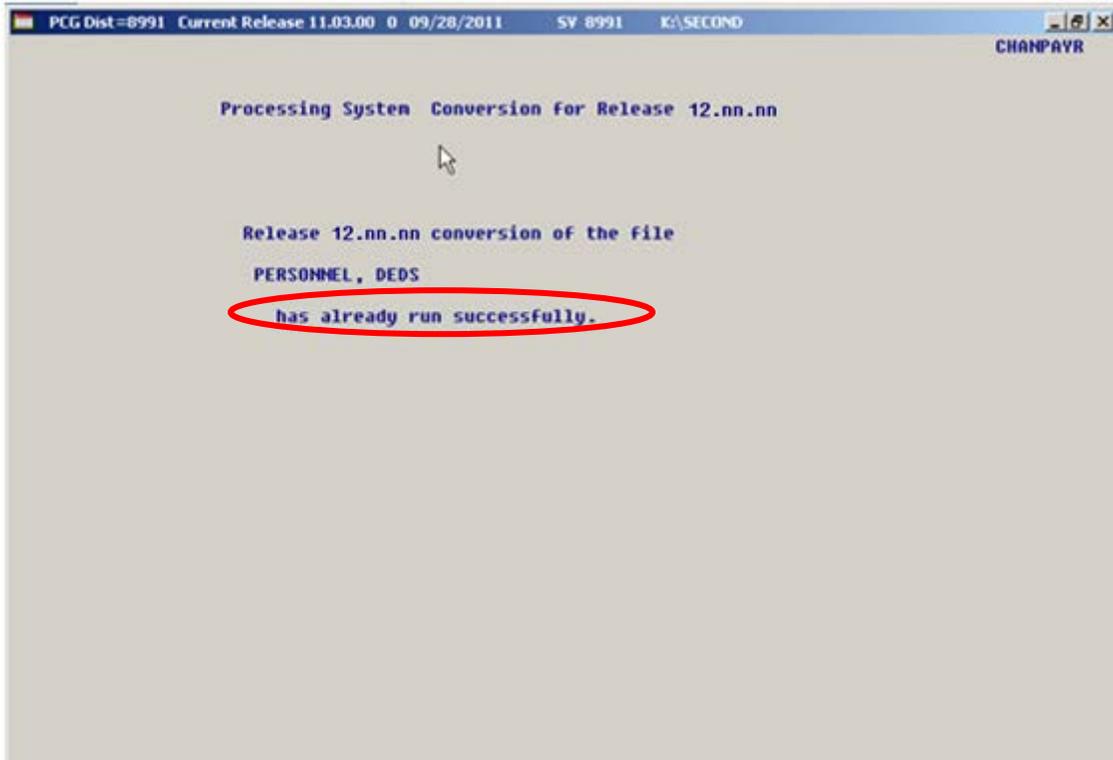
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 12.03.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

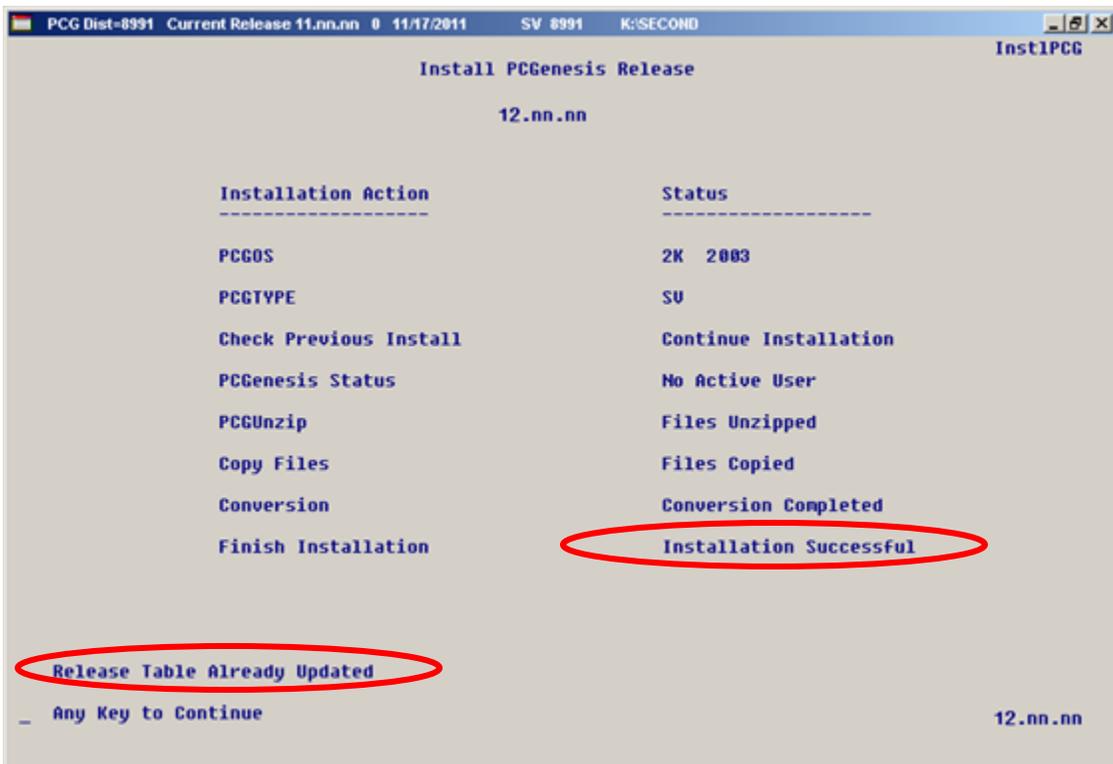


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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 12.03.00 Was Successfully Installed.</i>

B3. Verify Release 12.03.00 Was Successfully Installed

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

The following screen displays:

```

PCG Dist=8991 Rel=12.02.00 09/25/2012 DOD 005 C:\DEVSYS C:\SECOND WHITE
DEFNRELM

The Following D.O.E. Releases Have Been Successfully Loaded:

DOE 10.01.00 03/29/2010
DOE 10.02.00 05/27/2010
DOE 10.03.00 09/15/2010
DOE 10.03.01 11/15/2010
DOE 10.04.00 12/30/2010
DOE 10.04.01 01/14/2011
DOE 11.01.00 03/31/2011
DOE 11.02.00 05/31/2011
DOE 11.02.01 07/14/2011
DOE 11.03.00 09/30/2011
DOE 11.03.01 11/29/2011
DOE 11.04.00 12/28/2011
DOE 11.04.01 01/25/2012
DOE 12.01.00 03/30/2012
DOE 12.02.00 06/28/2012
DOE 12.03.00 09/28/2012

Press <ENTER> or F16 to Exit

12.03.00
    
```

Step	Action
4	Verify Release 12.03.00 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 12.03.00 displays. If Release 12.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

B4. Perform a PCGenesis Full Backup after Release 12.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 12.03.00 ”.