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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 13.04.00 – Calendar Year 2013 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 13.04.00*.

PCGenesis supporting documentation is provided at:

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

### **December, 2013 Payroll Completion Instructions**

***Install this release after completing the December 2013 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the January 2014 payroll.***

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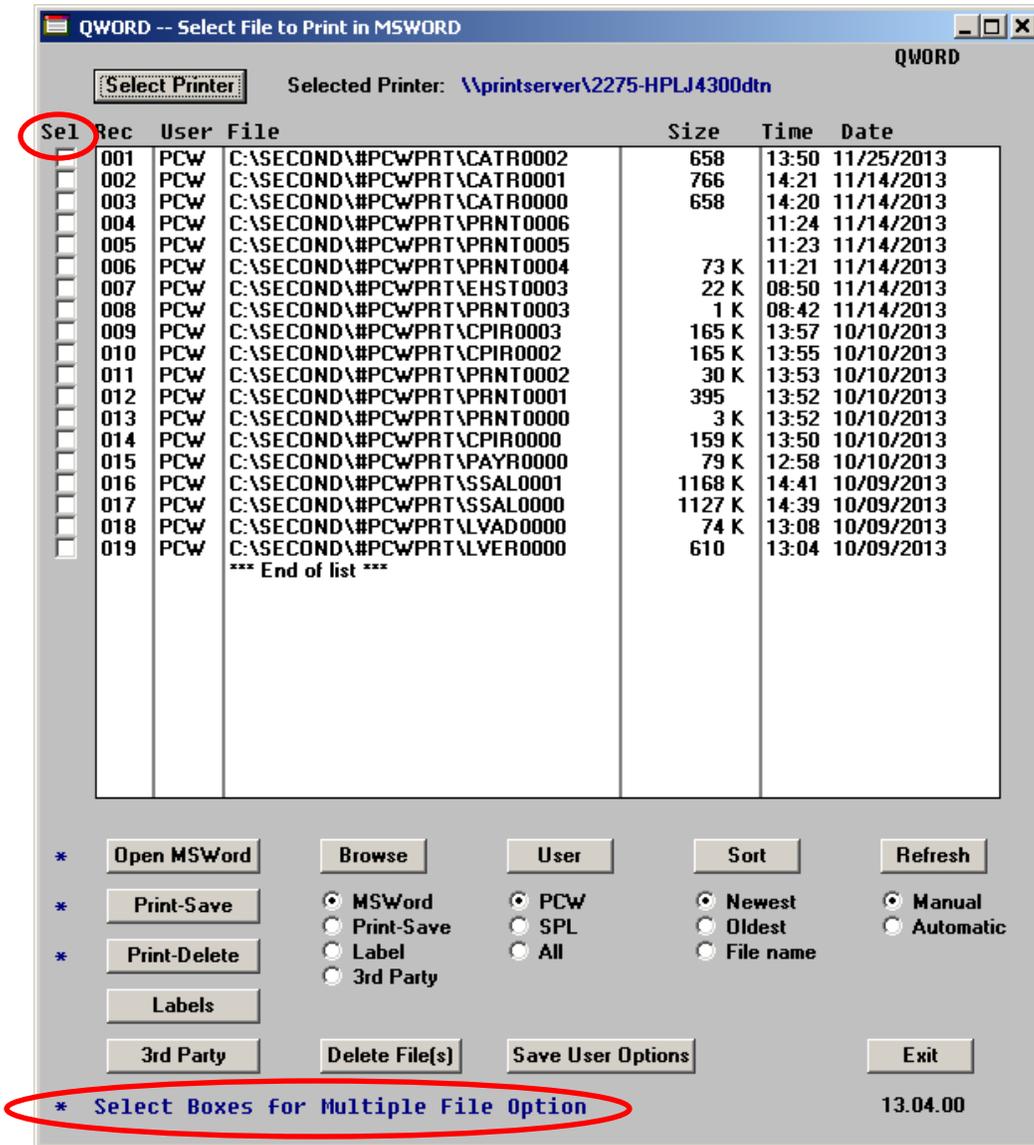
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## Section A: Overview of Release

### A1. PCGenesis System Enhancements

#### A1.1. New Features for the Microsoft® Word Print Queue

A new feature has been added to the *PCGenesis Microsoft® Word Print Queue* (accessed via the  button from any PCGenesis menu).



The new feature allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Open MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete Files(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time.

To select a print file or files for deletion or printing, the check box  to the left of the print file(s) must be selected. When selected, the check box displays a check (  ) to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other recent new features include:

- The *Open MSWORD* button (\* **Open MSWord**) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (\* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (\* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (**Delete File[s]**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *3<sup>rd</sup> Party* button (**3rd Party**) allows the user to print the document for use by a 3<sup>rd</sup> party without any PCL (printer control language) codes.
- The *Labels* button (**Labels**) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

[http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1\\_QWordMacro2010.pdf](http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf)

## ***A1.2. Update File Reorganization Screens***

The *File Reorganization* screens have been updated on the *Financial Accounting & Reporting* main menu (F1, F20), the *Payroll System* main menu (F2, F20), the *Personnel System* main menu (F3, F20), and the *Certified/Classified Personnel Information System* main menu (F4, F20).

The reorganization functions have been updated to allow all appropriate PCGenesis files to be reorganized. Obsolete files have been removed from the reorganization screens, and new files have been added.

The *Financial Accounting & Reporting File Reorganization* screen (F1, F20) is shown below:

PCG Dist=8991 Rel=13.04.00 12/17/2013 PCW 001 SV C:\DEV5SYS C:\SECOND WHITE FARREORG

### Financial File Reorganization

Fkey	File	Description	Fkey	File	Description
F1	ACCOUNT	Budget Master	F17	JEMASTER	JE Master File
F2	ACCOUNTG	General Ledger	F18	MANUALS	Manual Checks
F3	ACCOUNTR	Revenue Master	F19	NAME	Account Master
F4	ASSET	Capital Asset File	F20	PO	Purchase Order File
F5	AUDIT	Audit File	F21	POPRINT	Purchase Order Print File
F6	BANK	Bank File	F22	RECEIPT	Receipts
F7	BANKMICR	MICR File	F23	RECEIVE	Receivables (A/R)
F8	CHEKMSTR	Check Master	F24	SNUIFUND	School Nutrition DE-0106
F9	CNVT0046	DE-0046 Conversion	F25	SOURCE	Revenue Sources
F10	CONTROL	Control File	F26	VENDOR	Vendor File
F11	CTRL0396	DE-0396 Control	F27	WXFER	Wire Transfer
F12	EXPENSE	Expense (A/P)			
F13	FACILITY	Facility File			
F14	INVEST	Investment File			
F15	JECONTRL	JE Control File			

Select File to Reorganize, F16 to Exit

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	13.04.00
F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27					

The Payroll System File Reorganization screen (F2, F20) is shown below:

PCG Dist=8991 Rel=13.04.00 12/17/2013 PCW 001 SV C:\DEV5SYS C:\SECOND WHITE PAYREORG

### Payroll File Reorganization

Fkey	File	Description	Fkey	File	Description
F1	ANNUITY	Annuity File	F17	PAYS	Pay Schedules
F2	BENEDED	State Health Benefits File	F18	PDEDUCT	Payroll Deduction File
F3	CHEKMSTR	Check Master	F19	PREVVOID	Previous Pay Voids
F4	DATEFL	Date File	F20	TAXES	Taxes/Control
F5	DDP	Direct Deposits			
F6	DEDS	Deduction File			
F7	DESC	Description File			
F8	DESCA	Alpha Description File			
F9	DISTRIB	Payroll Distribution			
F10	EMPCHG	Employee Change File			
F11	GARVEN	Garnishment Vendor			
F12	GROSSDAT	Gross Data File			
F13	HISTORY	History File			
F14	MPAYROLL	Manual Checks			
F15	PAYROLL	Payroll Master			

Select File to Reorganize, F16 to Exit

ENTER	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	13.04.00
F16	F17	F18	F19	F20												



## A2. Payroll System

### A2.1. 2014 FICA Updates

The FICA tax parameters have been updated for calendar year 2014. This release automatically updates the FICA tax tables into PCGenesis.

The employee and employer tax rates for social security remains unchanged at 6.2%. The social security wage base limit is \$117,000. The maximum employee and employer OASDI deduction is \$7,254.00.

The Medicare tax rate is 1.45% each for the employee and employer, unchanged from 2013. There is no wage base limit for Medicare tax.

The employee Additional Medicare Tax rate remains unchanged at .9% of wages paid to an employee in excess of \$200,000. In addition to withholding Medicare tax at 1.45%, an Additional Medicare Tax of 0.9% must also be withheld on wages paid to an employee in excess of \$200,000 in a calendar year. Additional Medicare Tax is only imposed on the employee. There is no employer share of Additional Medicare Tax.

### A2.2. 2014 Federal Income Tax Withholding Updates

The Federal withholding tax tables have been updated for calendar year 2014. Also, the Federal withholding tax exemption amount for 2014 has increased to \$3,950. This release automatically updates the Federal tax tables into PCGenesis.

### A2.3. W-2 Electronic File Processing

The W-2 electronic file (W2REPORT) created in the *Print Employees' W-2s & Create File* (F2, F5, F4) procedure has been updated as described in the IRS publication *Specifications for Filing Forms W-2 Electronically (EFW2) for Tax Year 2013*.

The following fields have been added to **RE** Record - Employer Record:

- Employer Contact Name (positions 222-248)
- Employer Contact Phone Number (positions 249-263)
- Employer Contact Phone Extension (positions 264-268)
- Employer Contact Fax Number (positions 269-278)
- Employer Contact E-Mail/Internet (positions 279-318)

Also, the *Print Employees' W-2s & Create File* (F2, F5, F4) procedure has been updated to allow the W-2 electronic file (W2REPORT) to be created without having to print W-2s. Now, users are presented with three choices: 1) Print forms and create electronic media, 2) Print forms only, or 3) Create electronic media only. This will allow users to create the W-2 electronic file without requiring that the W-2 forms be printed.

The following screen is displayed when the *Print Employees' W-2s & Create File* (F2, F5, F4) procedure is selected:

PCG Dist=8991 Rel=13.04.00 12/12/2013 PCW 001 SV C:\DEV\SV C:\SECOND WHITE

Print W-2's and Create File ANN0004P

Select W-2 option:

- Print forms and create electronic media
- Print forms only
- Create electronic media only

ENTER = Continue, F16 = Exit Program 13.04.00

## ***A2.4. Calendar Year 2013 (CY2013) W-2 Form Processing***

Calendar year 2013 Internal Revenue Service (IRS) W-2 forms have not changed from 2012. The installation of Release 13.04.00 makes calendar year 2014 W-2 forms available for employees terminating and requesting W-2's for calendar year 2014.

Support is being added to allow printing of other health deductions on the W-2 form. The user will be able to enter up to ten deduction codes for other health deductions (Box 12 on the W-2 form, label 'DD'). The amounts for the other healthcare deductions will be added to the SHBP deduction amounts which PCGenesis automatically includes. Drop-down lookup options have been added for deduction code selections.

Box 12, label 'DD' reports major medical (SHBP deductions). Label 'DD' should also include other medical insurance amounts such as hospital indemnity or specified illness (e.g. cancer, heart, etc.). Optional costs to include in label 'DD' include dental or vision plans. The Cost of Employer-Sponsored Health Coverage should include both the employer and employee paid portions of the cost, is informational only, and is NOT taxed.

PCG Dist=8991 Rel=13.04.00 12/12/2013 PCW 001 SV C:\DEV\SYS C:\SECOND WHITE  
Print W-2's and Create File W2EXT

Enter W-2 year to be selected: 2013

If applicable, enter deduction code(s) for the following categories:

Dependent Care Assistance:    (Box 10)

Roth IRAs to a 401(k):          (Box 12, label 'AA')

Roth IRAs to a 403(b):          (Box 12, label 'BB')

Roth IRAs to a 457(b):          (Box 12, label 'EE')

Other health deductions:                            (Box 12, label 'DD')

ENTER = Continue, F16 = Exit Program 13.03.01

## A2.5. Add CPI Annual Work Days to Mass Update

A **Replace CPI Annual Work Days** option has been added to the *Mass Update Selected Employees' Field(s)* screen (F2, F13, F6, F5). The ability to mass update employees' information saves time when multiple updates are required. Now, PCGenesis users may elect to mass update employees' **CPI Annual Work Days** by specifying the old (current) annual days, and the new annual days.

## A2.6. GHI Deduction Adjustments

PCGenesis will now process a GHI deduction adjustment even if the employee's **GHI Participation Switch** is set to 'N'. GHI adjustments should ALWAYS be allowed to process through payroll. Before, a fatal exception would be generated if a GHI deduction adjustment was entered for an employee whose **GHI Participation Switch** was set to 'N'. Now, the deduction adjustment will be processed with no errors.

## A2.7. Allow Leave to be Posted on a Manual/Void Check Run

For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, PCGenesis has been updated so that employee leave can be posted during a Manual/Void Check Run Only. If the *Enhanced Substitute Pay and Employee Leave System* is enabled, the *Setup Manual/Void Check Run Only* screen (F2, F1, F2) provides an option to allow employee leave to be posted during the Manual/Void Check Run. At the end of the **Leave Plan Year**, there is the need to be able to enter leave before the next normal payroll run. This feature will allow users to post any outstanding leave taken by employees between the last normal payroll run of the leave plan year and the end of the plan year.

Before, if the leave cutoff date for the June payroll run was June 15<sup>th</sup>, and all leave taken through June 15<sup>th</sup> was posted in the June 30<sup>th</sup> payroll, users did not have a way to enter the leave taken between June 15<sup>th</sup> and June 30<sup>th</sup> into the leave system, before running the *Plan Year Rollover* and the *Leave Advance* processes. The option to post leave on a Manual/Void Check Run solves this problem. Even when there are no manual checks or voids which need to be entered, leave will still be posted as long as the user executes all of the steps required for a Manual/Void Check Run.

Setting the leave option to 'Y' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the Manual/Void Check Run. Substitutes cannot be paid during a Manual/Void Check Run.

For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a **Manual/Void Check Run**:

PCG Dist=8991 Rel=13.04.00 12/17/2013 PCW 001 SV C:\DEVSY S C:\SECOND WHITE

PAYCM501

Setup Manual/Void Check Run Only

This option will process Manual/Void checks without running a Regular Payroll Run.

Payroll Transaction Date: 12/23/2013

The above transaction date represents the date the Payroll transactions will be posted to the General Ledger accounts during Budget Updates.

Enhanced Substitute Pay and Employee Leave Option:

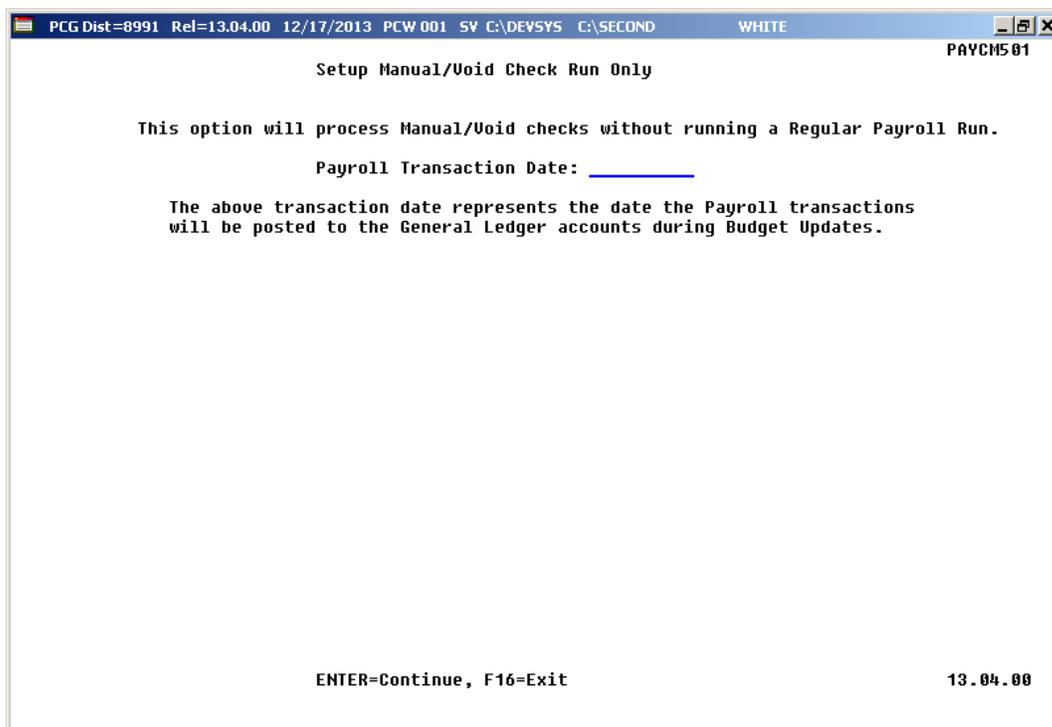
To post employee leave, enter 'Y' N

Setting the above option to 'Y' will allow employee leave to be entered, but will NOT allow substitute pay to be entered during the Manual/Void Check Run.

ENTER=Continue, F16=Exit

13.04.00

For systems that do NOT have the *Enhanced Substitute Pay and Employee Leave System* enabled, the *Setup Manual/Void Check Run Only* screen will remain unchanged, as shown below:



## ***A2.8. Payroll Exceptions Report – Possible Contract Over-Payment Warning Message***

The *Calculate Payroll & Print Exceptions* report (F2, F3, F2) has been updated. Before, the report would print a **Possible Contract Over-Payment** warning message when the employee's year-to-date contract accumulation exceeded the **Contract Amount** by even one penny. Now, if the contract accumulation exceeds the expected **Contract Amount** by one dollar or less, the warning message will not be displayed. Further, the **Possible Contract Over-Payment** warning message has been updated to indicate the amount of contract payment overage for the employee.

An example *Payroll Exceptions Report* is shown below:

LOC	EMP #	CL	NAME				
0198	87774	07	RE3DON, RI3A	C	06	POSSIBLE CONTRACT OVER-PAYMENT BY THIS AMOUNT	19843.21
0198	88121	07	CASON, POSFIRIO	C	06	POSSIBLE CONTRACT OVER-PAYMENT BY THIS AMOUNT	42609.73
0198	88127	20	AD2ER, TA2	C	30	PRENOTE NOT YET RUN FOR EMPLOYEE	

In order to determine the contract period, PCGenesis uses a field on the employee record called **Cycle**, highlighted below. If this field is **1**, the system uses the **YTD Contract Amount** on the *YTD/Fiscal* screen shown below. If this field is **2**, the system uses the **School Contract Amount** and if the field is **3**, the system uses the **Fiscal Contract Amount**. The system is checking each pay cycle to see if the **Current Contract Amount** (entered for each individual account line and highlighted below) plus the contents of the correct field on the *YTD/Fiscal* screen have exceeded the **Contract Amount** input at the bottom of the *Gross Data* screen. In order to compare the contract amounts based on a Fiscal Year, the **Cycle** field should be set to '3' for all employees.

PCGDist=8991 Rel=13.04.00 12/17/2013 PCW 001 SV C:\DEV\SVS C:\SECOND WHITE

Status Active Update/Display Gross Data PAY07

EmpNo 88711 AL2RED, JE2FREY Class 7 CERTIFIED 10 MONTH

SSN 999-08-8711 Loc 109 Location 000109 Job cd 108 GRADE 8

Salary sched \_\_\_\_\_ Cert level 15 Pay step L5 State yrs 19 Local yrs 17

Work sched ID \_\_\_\_\_ Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay ind \_\_\_\_\_

Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period	End
01.	S	0010			3624.54					
02.	S	0011			181.25					
03.	S	0010			986.13					
04.	S	0011			45.31					
05.	S	0034			33.33					
06.										
					4790.56					Sub

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	Contract	Distrib
ACCT 01	14	100	-	1081	1000	11000	109						3624.54	Y
ACCT 02	14	100	-	1083	1000	11000	109						181.25	-
ACCT 03	14	100	-	2111	1000	11000	109						986.13	Y
ACCT 04	14	100	-	2113	1000	11000	109						45.31	-
ACCT 05	14	100	-	1455	2400	19100	109						33.33	-
ACCT 06	00												4790.56	-

TR & ERS Pens Gross Adj

Ant/% .0400 Contract amt 57486.73 Cycle gross 4790.56 Total gross 4790.56

Pay sch. # 12 State salary 54368.00 Local salary 2718.41 Cycle 3 Fis Yr

Pens code 2 TRS Pens elig date \_\_\_\_\_ Amt/% .0600 Other 400.00

Pens switch Y TRS service ind 1 PY contno 10

13.03.01

PCG Dist=8991 Rel=13.04.00 12/17/2013 PCW 001 SV C:\DEVSY S C:\SECOND WHITE									
Status Active Update/Display YTD/Fiscal Data									
YTD/Fiscal Update - Employee: 88711 AL2RED, JE2FREY Loc 0109									
* INSTRUCTIONAL *									
YTD	Reg-Hrs	Ovt-Hrs	Reg-Amt	Ovt-Amt	OASDI	HI	Retire	Net Pay	
Adj	.00		47229.12			600.02	2920.18	31312.27	
YTD	Deduct 01	Deduct 03	Deduct 04	Deduct 09	Deduct 10	Deduct 12	Deduct 15	Deduct 17	
Adj	1403.92	3307.66	1694.03	3699.84	16.70		2000.00	35.00	
YTD	Deduct 19	Deduct 26	Deduct 32	Deduct	Deduct	Deduct	Deduct	Deduct	
Adj	156.50	43.00	50.00						
YTD	Deduct								
Adj									
YTD	Deduct								
Adj									
YTD	Deduct								
Adj									
Fisc	Contract		Contract		Contract				
Adj	18885.12		74709.12		46797.12				
	School		Adj						
									13.03.00

### A2.9. Allow Annuity Companies to use 5 and 6 Digit Vendor Codes

A problem has been corrected with the *Maintain Annuity Records* (F2, F9, F11) procedure. Before, if the user entered a **Vendor Number** with more than four digits, the leading digits were lost. Now, five and six digit **Vendor Numbers** are handled correctly.

### A2.10. Payroll Exceptions Report

A problem has been corrected with the *Payroll Exceptions* report (F2, F3, F2). Before, the program would abend with a subscript out of range error when attempting to process an employee with exactly 40 gross data lines. This problem has been corrected.

### A2.11. Calculate and Display an Employee's Pay

A problem has been corrected with the *Calculate and Display an Employee's Pay* function (F2, F2, F14). Before, the function would double the pension and FICA gross and deduction amounts if the *Calculate and Display* was processed after the *Calculate Payroll and Update YTD* function (F2, F3, F4) was processed, but before the next payroll cycle had been set up. This problem has been corrected.

## ***A3. Financial Accounting and Reporting (FAR) System***

### ***A3.1. 1099-MISC - New Amount Code 9 for Foreign Tax***

The following changes have been made in the *Create 1099 Export File* (F1, F12, F10, F11) procedure as described in *Publication 1220 for 2013, Specifications for Filing Forms 1099 Electronically*:

- Foreign tax paid has been added to the Payer "A" Record, field position 28-43, Amount Code "9".

**Amount Indicator "9"**, foreign tax paid, has been added to the *Display/Update 1099 System Control Data* screen (F1, F12, F10, F13). Also, **Amount Indicator "9"** is now a valid entry when entering claims or journal vouchers.

The 2013 1099-MISC form has been updated with Box 11 for Foreign Tax Paid. Amounts flagged with **Amount Indicator "9"** on claims and journal vouchers will print in Box 11 on the 1099-MISC form.

## A3.2. Export Budget Chart of Accounts

New options have been added to the *Budget Chart of Accounts* (F1, F1, F3) procedure when creating an export file. Now, when the user selects the radio button to the left of *Export for New Fiscal Year Budget Load*, three options are presented to the user: 1) All, 2) Salary/Benefits Only, or 3) Exclude Salary/Benefits. When 'All' is selected, all budget accounts are included in the budget export file. When 'Salary/Benefits Only' is selected, only salary and benefit budget accounts are included in the export file. When 'Exclude Salary/Benefits' is selected, all budget accounts are included in the export file except for the salary and benefit budget accounts.

The screen below shows the new radio button options when the *Export for New Fiscal Year Budget Load* radio button is selected:

Budget Chart of Accounts

ACCT 05 00

Enter accounting period to be printed:

Beginning date: \_\_\_\_\_  
Ending date: \_\_\_\_\_

\* Any accounts which are ACTIVE during the above dates will be printed. \*  
\* To allow CLOSED accounts to be printed, enter a 'C' here: \* \_

Enter an 'X' next to any of the following items to be printed on the chart of accounts:

Original budget: \_  
Current budget: \_  
Current balance: \_

Print each fund on a separate page: Y (Y/N)

Create EXPORT file to load in Excel:  None  
 Export Current Fiscal Year  
 Export for New Fiscal Year BUDGET LOAD  
     All  
     Salary/Benefits Only  
     Exclude Salary/Benefits

ENTER = Continue, F16 = Exit

ENTER F16

13.04.00

## A4. Personnel System

### A4.1. Leave Advance for New Enhanced Substitute Pay and Employee Leave System

An enhancement has been made to the *Advance Leave* procedure (F3, F4, F2, F10) to make it easier to identify which employees are not getting a leave advance because their **Override accrue** switch is set to 'Y' on the *Display/Update Personnel Data* screen. Now, if an employee does NOT get a leave advance because the **Override accrue** switch is set to 'Y', the message "No advance – Override Accrue Switch = 'Y' " will print on the advance report for the employee. This will make it easier to identify employees who have the **Override accrue** switch set to 'Y'.

EMPNO	NAME	CLASS	PLAN YEAR	HRS/DAY	CONTIMO/ SRVC MO	BASED ON DATE	ORIGINAL BALANCE	ADVANCED TIME	NEW BALANCE	CREDITS	
088423	AL2NZO, MA2YBELLE	21	2014	8.000	010		83.7500	12.5000	96.2500		
088711	AL2RED, JE2FREY	07	2014	8.000	NO ADVANCE - OVERRIDE ACCRUE SWITCH = 'Y'						
088072	AN9REW, JESLENE	17	2014	5.000	009		28.7500	11.2500	40.0000		
088623	AR2GON, WA2D	21	2014	8.000	010		40.2500	12.5000	52.7500		

## Section B: Installation Instructions for Release 13.04.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 13.04.00* 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 13.04.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

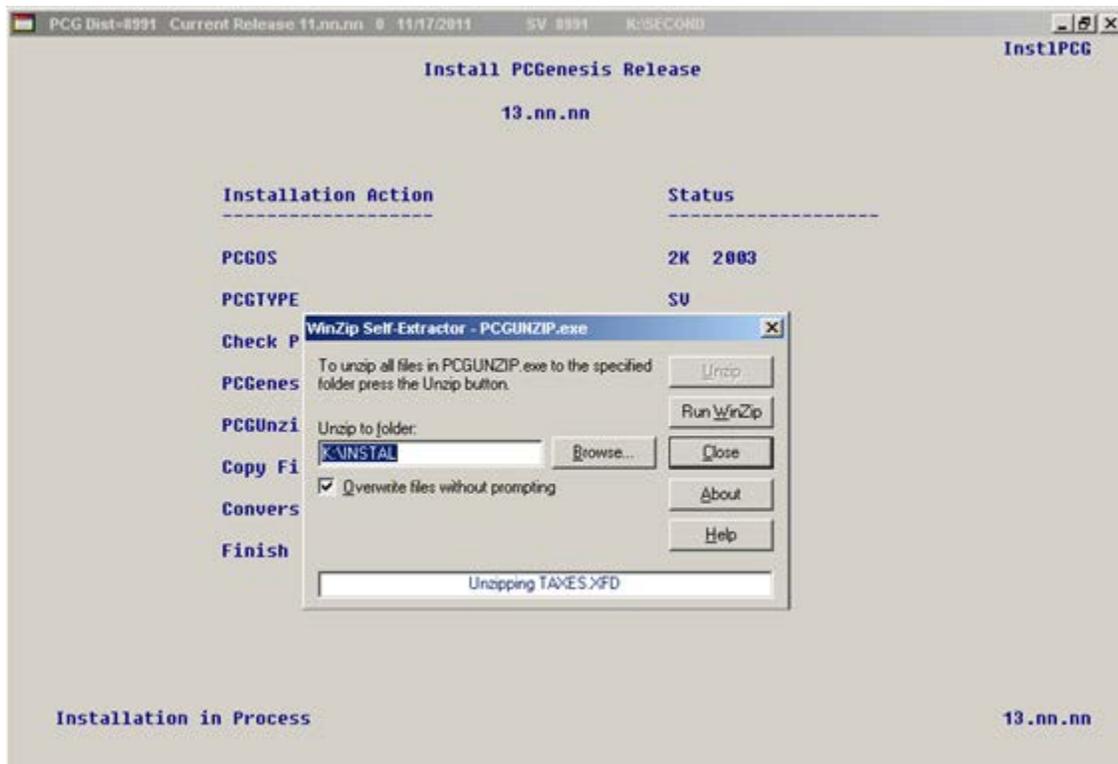
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <b>PCG Full Backup</b> to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ <b>Full System Backup Prior to Release 13.04.00</b> ”.
5	Proceed to <i>B2. Install PCGenesis Release 13.04.00</i> .

## B2. Install PCGenesis Release 13.04.00

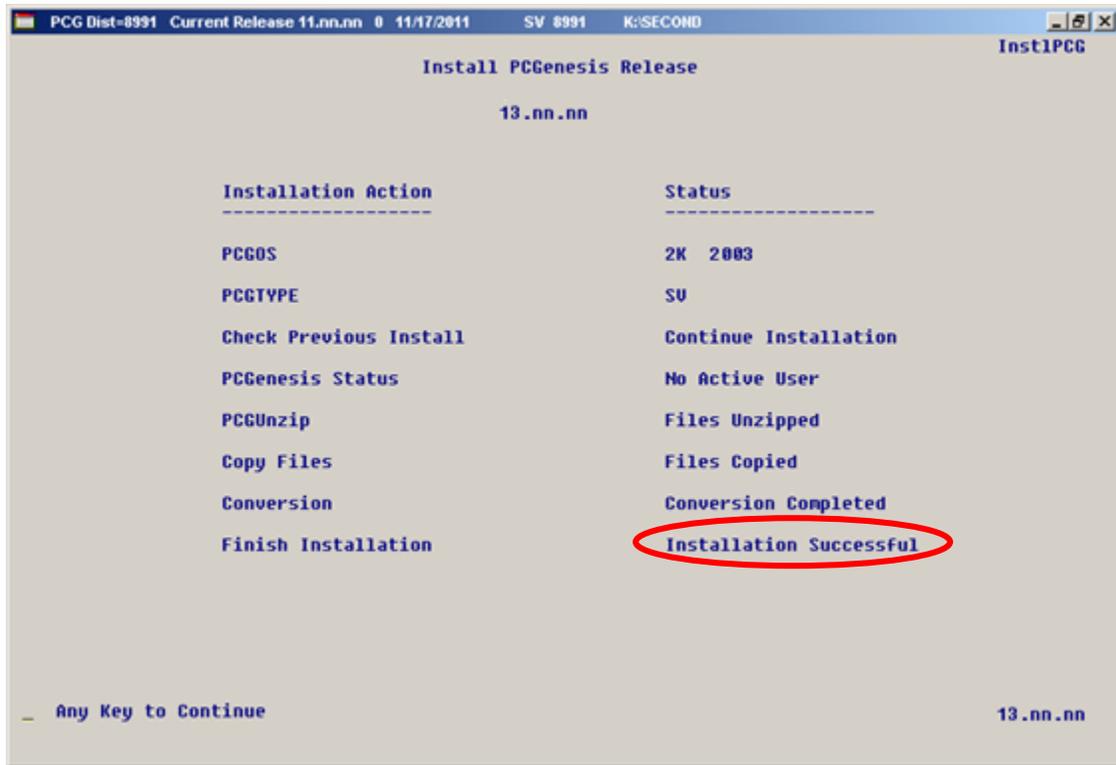
### FROM THE PCGENESIS SERVER

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:

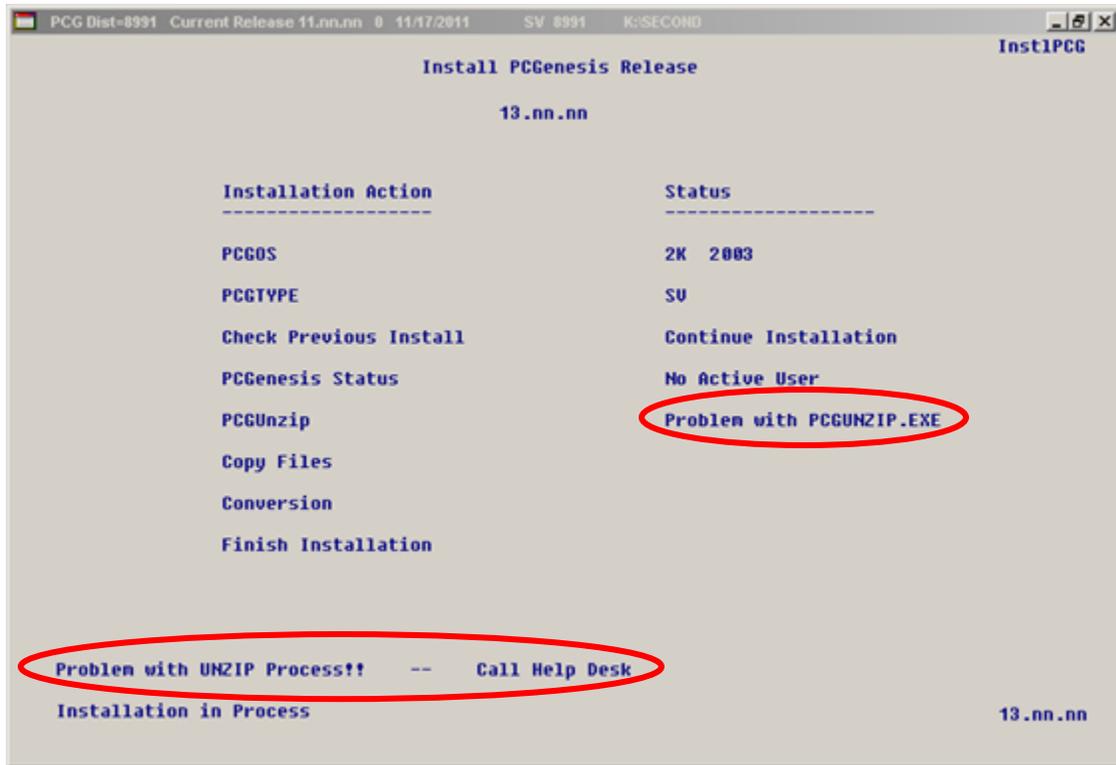


For PCGenesis Release 13.04.00 successful installations, the following message displays:



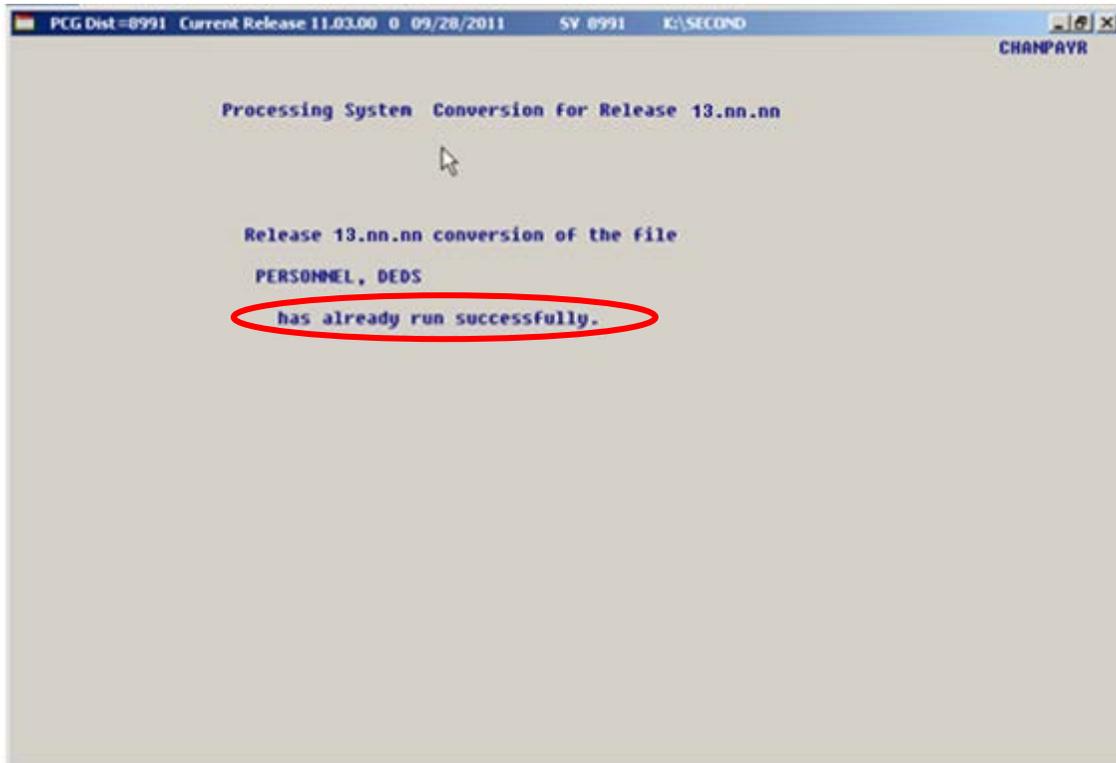
Step	Action
6	Select <b>Enter</b> to close the window.
7	<p><b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 13.04.00 Was Successfully Installed.</i></p> <p><b>If the installation was unsuccessful:</b> Proceed to Step 8.</p>

A problem message displays if an error occurred:

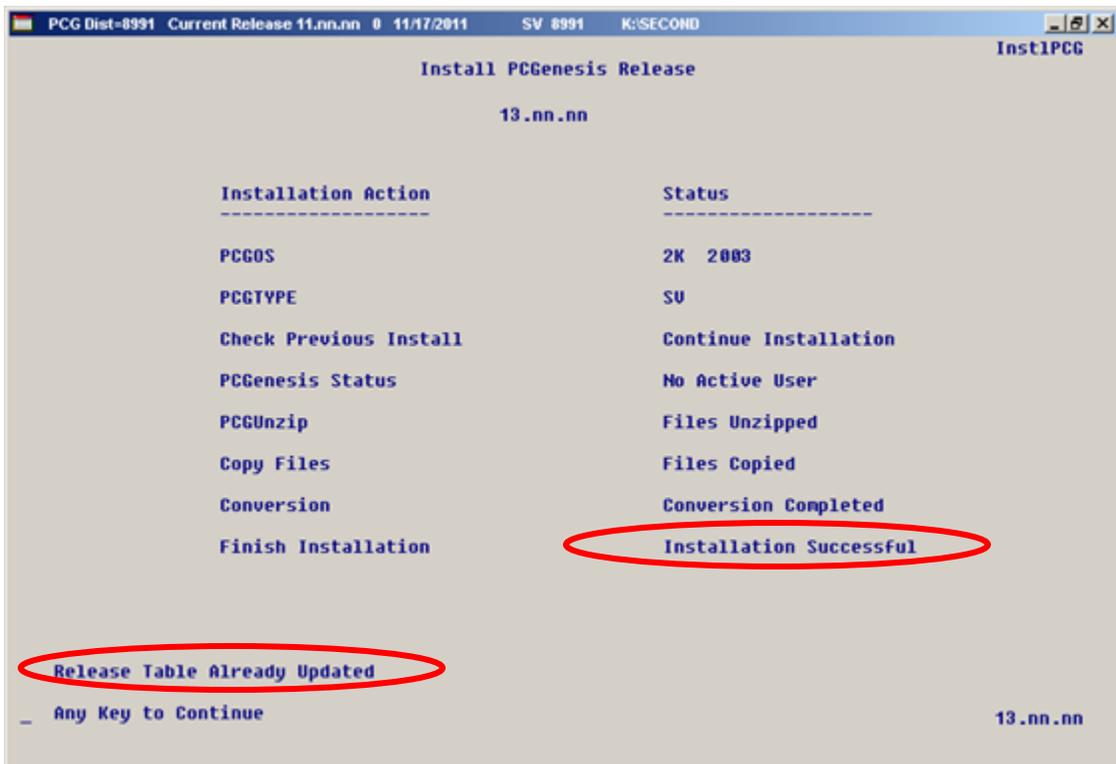


Step	Action
8	Select <b>F16</b> to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</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 13.04.00 Was Successfully Installed.</i>

## B3. Verify Release 13.04.00 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:

```

PCG Dist=8991 Rel=13.04.00 12/12/2013 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
DEFNRELM

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

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
DOE 12.03.01 11/28/2012
DOE 12.04.00 12/19/2012
DOE 12.04.01 01/16/2013
DOE 13.01.00 03/27/2013
DOE 13.01.01 04/24/2013
DOE 13.02.00 06/26/2013
DOE 13.03.00 09/30/2013
DOE 13.03.01 11/27/2013
DOE 13.04.00 12/30/2013

Press <ENTER> or F16 to Exit

12.03.00
    
```

Step	Action
4	Verify <b>Release 13.04.00</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 13.04.00 displays. If Release 13.04.00 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.

## ***B4. Perform a PCGenesis Full Backup after Release 13.04.00 is Installed***

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a <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 13.04.00</b> ”.

## Section C: After PCGenesis Release 13.04.00 Has Been Installed

### C1. Calendar Year 2013 Year-End Closing Procedures Checklist

<b>Contact the Technology Management Customer Support Center for assistance as needed.</b>		
<i>Refer to the indicated Financial Accounting and Reporting (FAR) and Payroll System Operations Guide topics as needed.</i>		
✓	<b>Step</b>	<b>Action</b>
<i>AFTER the last Calendar Year 2013 payroll. BEFORE the first Calendar Year 2014 payroll.</i>		
<b>PAYROLL: Section I: Special Functions, Topic 1: Pay Schedule Processing, Procedure A: Add a New Pay Schedule</b>		
1		Set up the Pay Schedules for the new calendar year. <b>Do not set up for payroll before performing this procedure.</b>
<b>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure B: Display/Update Payroll Identification Record</b>		
2		Change the payroll year in the Payroll Identification record. <b>Do not set up for payroll before performing this procedure.</b>
<b>PAYROLL: Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing, Procedure A: Display/Update the Payroll Tax and Pension Tables</b>		
3		Where appropriate, update the Federal Income Tax (FIT) Tables.
4		Where appropriate, update the FICA/Medicare (OASDI) Tax Table.
5		Where appropriate, update the Employee's Retirement System (ERS) Table is correct.
6		Where appropriate, update Public School Employees Retirement System (PSERS)/Teacher Retirement System (TRS) Table.
7		Where appropriate, update the Group Health Insurance (GHI) Table.
8		Where appropriate, update the State Income Tax (SIT) Table.
9		Where appropriate, update the Advance Earned Income Credit (AEIC) Payment Tax Tables.
<b>PAYROLL: Section I: Special Functions, Topic 5: Reset/Recalculate Payroll Amounts Processing</b>		
10		<b>Reset Employee Calendar Year-to-Date Amounts to Zero (0).</b>

**PAYROLL: Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 3: Processing Annual Reports - W-2 Statement Processing**

<b>11</b>	Process calendar year 2013 W-2 Statements.
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**FAR: Section M: Calendar and Fiscal Year-End Processing, Topic 1: Processing 1099 Vendor Information.**

<b>12</b>	Process calendar year 2013 Form 1099-MISC Statements.
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