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"Educating Georgia's Future"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 17.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 17.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2017 Payroll Completion Instructions

Install this release after completing the March 2017 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2017 payroll.

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. PCGenesis Compatibility Issues – Windows Server 2000

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of March 31, 2017, PCGenesis will no longer support the Windows Server 2000 operating system**, or any earlier operating systems.

With PCGenesis release 16.03.00 (delivered September 30, 2016) the PCGenesis Development Team announced a major upgrade of the Micro Focus® runtime software. The GaDOE purchased the latest Micro Focus® AcuCobol runtime software for all PCGenesis school districts and RESAs, spending approximately, \$75,000 to obtain the new software, a significant investment into the future of PCGenesis.

The new AcuCobol Extend 10.0.1 runtime software allows PCG to run on the newest Microsoft operating systems, including Windows 10 for workstations and Windows Server 2012 and 2016 for servers. This upgrade will extend the life of PCG for at least the next 5 to 10 years, and PCG will now have access to the latest tools and features of Extend 10.0.1, including new and better graphical user interfaces.

NOTE: Windows Server 2012 and Windows Server 2016 are now supported!!!!

NOTE: Workstation Windows 8 and Windows 10 are now supported!!!!

PCGenesis will continue to support Windows Server 2003 and Windows Server 2008 until further notice. Server 2008 R2 64 bit and Windows 7 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended.

A1.2. Recompile Programs to Micro Focus® Runtime 10.0.1 – Work in Progress

The PCGenesis development team has been working on a number of fronts to bring PCGenesis software up to more modern standards. This effort includes upgrading the runtime software and was completed with Release 16.03.00 which was sent out on September 30th, 2016. This step replaced the directory **K:\ACUCBL**.

The next step in the modernization effort includes recompiling all PCGenesis programs. Most of these updates will take place “behind the scenes” and users might not be aware of the changes, however a lot of effort is required to complete the upgrade. The recompile will mean that all modules in **K:\SYSTEM** and **K:\UNIACU\SHELL** will be replaced. Replacing these directories requires extensive quality assurance testing to make sure all PCG processes continue to work as expected. We must test on all old and new Windows Server operating system versions. We hope to release these updates in the June to September timeframe.

The PCGenesis development team is also researching an upgrade of the PCGenesis Print Queue software. This will require another significant investment by the Georgia Department of Education and could cost between \$15,000 and \$25,000 to provide the latest, greatest print queue software for PCGenesis users.

A2. Payroll System

A2.1. GHI Export File (AUF) for State Health Benefits

PCGenesis has added support for new fields required by SHBP for the *AUF File* option of the *GHI Export File for State Health Benefits* (F2, F5, F3) function. Enhancements are being made to the *AUF File* to facilitate summer transfers for SHBP processing.

SHBP has dictated these changes in order to improve the Summer Transfer Process for Boards of Education (BOE), which SHBP hopes to roll out on **May 1, 2017**. The new Summer Transfer Process will be similar to last year's process, but with some key improvements:

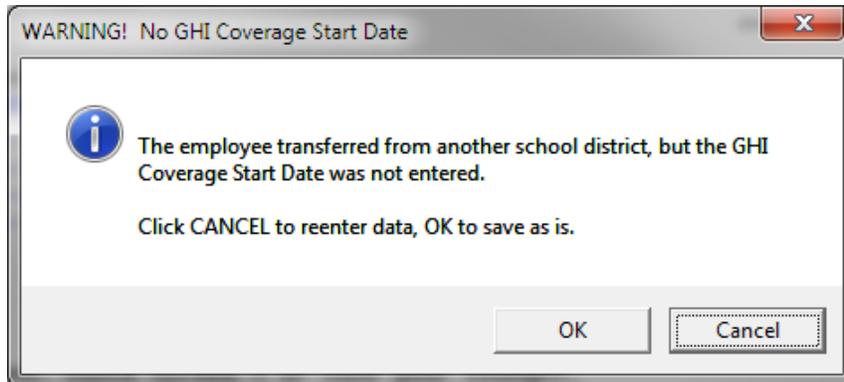
- Summer Transfer Period that allows BOEs to process transfers for employees with Hire Dates between May 1 and October 31 as Summer Transfers when the new **BOE Coverage Start Date** field is populated;
- **BOE Coverage End Date** (BCED) field that will allow Payroll Locations to end a transferring employee's coverage on the last day of the month selected by a BOE without the date rolling forward an additional month, regardless of the **Date of Last Deduction**;
- **BOE Coverage Start Date** (BCSD) field that will allow Payroll Locations to start a transferring employee's coverage on the exact date selected by the BOE without the date rolling forward an additional month;
- Future Terminations of Transferred Employees will no longer cancel a transferring employee's coverage after he or she has transferred to a New Payroll Location;
- Employee Profile Page that allows BOEs to view an Employee's Employee Profile Page once the Payroll Location submits its AUF File and ADP uploads it in the system. The Employee Profile Page will display a transferring employee's coverage end date (BCED) populated by their Old Payroll Location and a coverage start date (BCSD) populated by their New Payroll Location; and
- New Hire Programming that recognizes the difference in a New Hire vs. a Transfer, even if a BOE mistakenly populates the Summer Transfer fields (i.e., BCED and BCSD).

The *AUF Files* are taken directly from the *Multi-Purpose Payroll Interface (MPPI) File Layout* used by payroll locations to submit employee data and updates. The following fields and their positions on the *MPPI File Layout* are now activated for employee transfers submitted via *AUF* by the payroll locations. The **GHI Coverage Start Date** and the **GHI Coverage End Date** fields on the *Add New Employee* (F2, F2, F1) screen are reported on the *AUF file*, as shown below.

| Activated MPPI Field | Position on MPPI Layout | Position Date Format | Description |
|--|-------------------------|----------------------|--|
| Board of Education Coverage Start Date | 392 | CCYYMMDD | <p>The date the employee’s benefit coverage starts at the employing agency.</p> <p>This field should only be used for summer transfers from May 1 through October 31. During this timeframe, the date provided in this field will be used to replace the hire date when determining the benefit start date in the ADP system.</p> <p>This field should only be used by BOEs. State agencies should keep this field blank.</p> |
| Board of Education Coverage End Date | 400 | CCYYMMDD | <p>The date the employee’s benefit coverage ends at the employing agency.</p> <p>This date should always be the last day of the month. Any dates other than the last day of the month will be rolled to the last day of the month. (Example: 8/15 will be 8/31).</p> <p>The date provided in this field will be used to replace the Last Deduction Date when determining the benefit end date in the ADP system.</p> <p>This field should only be used by BOEs. State agencies should keep this field blank.</p> |

A2.3. Add New Employee

Enhancements are being made to the *Add New Employee* (F2, F2, F1) screen to facilitate summer transfers for SHBP processing. A new field has been added to the screen called **GHI BOE Transfer**. The **GHI BOE Transfer** field indicates whether or not the employee transferred from another school district. Valid values for the field are Yes (**Y**), No (**N**) and “Don’t know” (**D**). This field is mostly informational; however, this data should be discovered from the employee so that SHBP benefits are transferred to the new school district correctly. If the **GHI BOE Transfer** field is set to ‘Y’, but a **GHI Coverage Start Date** has not been entered, a warning message will be displayed as shown below.



Other changes have also been made to the *Add New Employee* (F2, F2, F1) screen to facilitate summer transfers for SHBP processing. The name of the ‘GHI 1st Deduction Date’ field has been changed to the **GHI Coverage Start Date**, per the instructions from the SHBP. The **GHI Coverage Start Date** field is optional on the *Add New Employee* screen, and can only be entered if the **GHI Eligible Flag** is ‘Y’. Per SHBP, the **GHI Coverage Start Date** field should only be used for employees who are school district transfers between the dates of May 1 and October 31.

Please note the new **BOE Coverage Start Date (BCSD)** field should only be used during the Summer Transfer Period. The **BOE Coverage End Date (BCED)** field can be used during any period.

PCG Dist=8991 Rel=17.01.00 03/10/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

Add New Employee PAY01

Status A -- Active **HUDDLE, DEBRA H**

Emp. no. 78770 Pay Loc 1011 JASPER COUNTY HIGH B Class 1 CLASSROOM TEACHERS
 Sex Code E Work Loc 1011 JASPER COUNTY HIGH B Job 1 TEACHER K
 Mar Stat S SSN 777 55 4444 EEO-5 Job 000 Undefined
 Ethnic 2 WHITE

EEO-5 and CPI Ethnic/Race:
 Hispanic/Latino Ethnicity? Yes No
 Race (Select all that apply) Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

NAME First DEBRA Middle H
 Last HUDDLE Suffix _____ Prefix MS.

Address 1 WEST FIRST STREET Certificate Type _____
 Address L2 APARTMENT 12 CS1 Job (from CPI) 000
 City/State ATLANTA, GA Include on CPI?
 Zip Code 30000 County 000 Sick Bank ?
 Phone (44)455-6666 Substitute rank 2
 Hours Per Day 8.000

Birth Date 11/01/1961 Pens Eliq Date 1/01/2017 TRS DOE Paid ERCON ? _
 Hire Date 5/01/2017 GHI Eligible? Participate in GHI?
 Rehire Date _____ GHI BOE Trans? GHI Option B6 BCBS HMO
 Term Date _____ GHI 1st Day Wrk 5/01/2017 GHI Tier 10 SINGLE
 Term Reason _ GHI Coverage Start 10/01/2017 GHI Ded Cd 9
 GHI Change Code NEMP

***** TAX DATA *****
 Federal: Mar Stat S Exempt 1 Withholding Code 0 Amt/% .00
 State: Mar Stat B Allowance Mar 1 Dep 1 Withholding Code 0 Amt/% .00

Tax Switches: Fed State FICA Pension
 Validations passed. Check screen 2 or save your changes.

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
 F16 F17 F18 Help 17.01.00

A2.4. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option on the *Payroll Export/Import Menu* has been updated to import the required **Hours Per Day** field. The **BOE Transfer** field has also been added to the new hire import processes. Two updated templates have been added to the PCGenesis documentation website, and payroll administrators should be sure to download the most up-to-date templates from the website before using the *Import New Employees* option. The updated templates are the *PCGenesis New Single Employee Template* and the *PCGenesis New Multiple Employees Template* and are located at the website below:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Payroll-System-Operations-Guide.aspx>

When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:

Import File Type?

- Multiple Files, One Employee Per File**
- One File, Multiple Employees**

The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCG_New_One_Employee.xlsx* template in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select  **F17** (Import new employee data) to import the data from a comma-delimited file. If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.
2. A batch process has been provided which loads multiple employee import files at the same time. This process will read a directory which contains multiple single-employee import files, and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu*, and the *Payroll Export/Import Menu*. The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits, and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.
3. A new batch process has been added which loads multiple employees from one file. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu*, and the *Payroll Export/Import Menu*. The user will be able to run this process in trial mode or final mode. The process creates new employees when all data passes the edits, and no errors exist.

A2.5. Update/Display Personnel Data

A new field has been added to the *Update/Display Personnel Data* screen (F2, F2). The **GHI BOE Transfer** field has been added to the *Update/Display Personnel Data* screen, and the name of the ‘GHI 1st Deduction Date’ field has been changed to the **GHI Coverage Start Date**. The **GHI BOE Transfer** field indicates whether or not the employee transferred from another school district. Valid values for the field are Yes (Y), No (N) and “Don’t know” (D).

A2.6. Payroll Reports

The report headings for some reports produced from the *Payroll Check & Direct Deposit Menu* (F2, F3) are now standardized so that the left margin of each report clearly identifies both the **Report ID** and the **Period End Date** of the report. This gives the payroll reports a more uniform appearance. The listing below identifies the affected reports, and illustrates the new heading format for the Payroll Reports.

| | | |
|--|---|--|
| REPORT ID: PAYR-LVRESUM2 PERIOD END: 01/30/2017 | EMPLOYEE LEAVE SUMMARY REPORT - CURRENT LEAVE DATA ONLY SORTED BY Emp Name, Lx Type, Lx Reas PLAN YEAR - 2017 | PAGE: 1 REPORT DATE: 02/09/2017 REPORT TIME: 11:36 |
| REPORT ID: PAYR-LVREDTL3 PERIOD END: 01/30/2017 | EMPLOYEE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY SORTED BY Emp Name, Lx Type, Lx Date PLAN YEAR - 2017 | PAGE: 1 REPORT DATE: 02/09/2017 REPORT TIME: 13:15 |
| REPORT ID: PAYR-LVRSDTL2 PERIOD END: 01/30/2017 | SUBSTITUTE LEAVE DETAIL REPORT - CURRENT LEAVE DATA ONLY SORTED BY Sub Name, Lx Date PLAN YEAR - 2017 | PAGE: 1 REPORT DATE: 02/09/2017 REPORT TIME: 14:29 |
| REPORT ID: PAYR-LVRSBAL2 PERIOD END: 01/30/2017 | PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS | PAGE: 1 REPORT DATE: 02/10/2017 |
| REPORT ID: PAYR-LVRSACT2 PERIOD END: 01/30/2017 | SUBSTITUTE PAY REPORT - SMITH CITY BOARD OF EDUCATION ** ACCOUNT NUMBER, EMPLOYEE NAME SEQUENCE ** | PAGE: 1 REPORT DATE: 02/10/2017 |
| REPORT ID: PAYR-PAY20-GROS PERIOD END: 01/30/2017 | PAYROLL GROSS PAY DISTRIBUTION FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |
| REPORT ID: PAYR-PAY20-BENE PERIOD END: 01/30/2017 | PAYROLL EMPLOYER BENEFIT DISTRIBUTION FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |
| REPORT ID: PAYR-PAY20EMP PERIOD END: 01/30/2017 | PAYROLL GROSS PAY DISTRIBUTION FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |
| REPORT ID: PAYR-PAYPR103 PERIOD END: 01/30/2017 | PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |
| REPORT ID: PAYR-PAYDR102 PERIOD END: 01/30/2017 | PAYROLL Distribution of Benefits Detail Items by Account for Period 01/30/2017 | PAGE: 1 REPORT DATE: 02/13/2017 14:20 |
| REPORT ID: PAYR-PAYDR100 PERIOD END: 01/30/2017 | PAYROLL EMPLOYER DEDUCTION CONTRIBUTION REPORT BY ACCOUNT FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |
| REPORT ID: PAYR-PAYDR101 PERIOD END: 01/30/2017 | PAYROLL EMPLOYER DEDUCTION CONTRIBUTION REPORT BY EMPLOYEE FOR 01/30/17 | PAGE: 1 REPORT DATE: 02/13/2017 |

A2.7. Print Earnings History Report

A problem has been corrected with the *Print Earnings History Report* (F2, F10, F3). Before, employer amounts on voided checks were not adding into the report totals correctly. This problem has been corrected. The *Print Earnings History Report* has been enhanced to print the employer deduction totals on the report. This will facilitate balancing the employer deduction amounts for an employee.

| REPORT ID: HISTPRT | | SMITH CITY BOARD OF EDUCATION | | | | | PAGE 2 | |
|--|-------------------|--|-------------------|-------------------|--------------|-------------------|---------------|---------------------|
| REPORT DATE: 11/20/2015 | | PAYROLL EARNINGS HISTORY DETAIL - BY EMPLOYEE NAME | | | | | | |
| * ACTIVE * | | LOC- 110 | CLASS- 3 | INSTR-I | TYPE-F | GHI-Y | | |
| EMP #-86424 | SS# ***--*-6424 | SEX-F | ETHNIC- 2 | MARITAL STAT-S | PAY SCH.#-12 | PAYCYCLE-2 | | |
| AI9SWORTH, CO9NELL | | BIRTH-11/01/1988 | HIRE- 8/01/2015 | REHIRE- | TERM- | REASON- | | |
| 4637 MAIN STREET | | CREDIT UNION: | | PENS- TRS | PEN AMT/%- | .0600 | | |
| SMITH, GA 33333 | | FED# EXEMPT 0 | WITHHOLD CD- 0 | AMT / % | .00 | MAR. STAT S | CHECK/DD? DD | |
| PHONE # 999-555-3683 | INCLUDE ON CPI?-Y | ST ALLOW M-0 D-00 | WITHHOLD CD- 0 | AMT / % | .00 | PERS STAT A | CUR PAY PD 10 | |
| RACE CODES: | HISPANIC?-N | STATE 34427.00 | LOCAL 800.00 | OTHER | .00 | SEC 125 Y | AEIC | |
| WHITE | | ANN1 DED 01/CO 00 | | FEDERAL-Y | | STATE-Y | FICA/MED-M | |
| | | ANN2 DED 02/CO 00 | ANN3 DED 00/CO 00 | ANN4 DED 00/CO 00 | | ANN5 DED 00/CO 00 | | |
| ACCOUNT | PAY CODE | RATE | REG-HR | OVT-HR | REG-GR | OVT-GR | | |
| 16-100-0-2041-1000-11000-01100-000000 | S | | | | 2868.92 | | | |
| 16-100-0-2043-1000-11000-01100-000000 | S | | | | 66.67 | | | |
| ** EARNINGS HISTORY PERIOD COVERED - 01/01/2015 THRU 12/31/2015 ** | | | | | | | | |
| CHK DATE | STATUS | TRN DATE | PTYP REAS | PER DATE | TOT GROSS | HI-GR | OASDI-GR | NET BANK CHECK |
| 09/30/2015 | I / C | | FICA/MED M | | 2935.59 | 2837.23 | | |
| S | | 16100020411000011000000000 | 10 | 9/30/2015 | 2868.92 | 2772.79 | 2868.92 | 2106.66 BK08 552177 |
| S | | 16100020431000011000000000 | 21 | 9/30/2015 | 66.67 | 64.44 | 66.67 | |
| 176.14 /82 | 41.14 /86 | 98.36 /87 | 332.04 /03 | 132.34 /04 | 66.28 /09 | 14.58 /16 | 32.08 /29 | /32 34.33 /41 |
| Employer deductions: | | | | | | | | |
| 418.90 /82 | 41.14 /86 | 945.00 /GH | 15.56 /32 | | | | | |
| TOTAL GROSS | | 2,935.59 | TOTAL DEDUCTIONS | | 828.93 | TOTAL NET | | 2,106.66 |
| ** YTD ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 ** | | | | | | | | |
| ACCOUNT | GROSS | REG-HRS | OVT-HRS | REG-GROSS | OVT-GROSS | CONTRACT | FICA-GR | FICA-AMT |
| 16-100-0-2041-1000-11000-01100-000000 | 2868.92 | | | | | | 2772.79 | 40.21 |
| 16-100-0-2043-1000-11000-01100-000000 | 66.67 | | | | | | 64.44 | .93 |
| TOTAL YTD | 2935.59 | | | 2935.59 | | 2935.59 | 2837.23 | 41.14 |
| | | | | | | | 2935.59 | 176.14 |
| ** FISCAL ACCUMULATION PERIOD - 01/01/2015 THRU 12/31/2015 ** | | | | | | | | |
| ACCOUNT | GROSS | CONTRACT | TRS-GR | OLDERS-GR | NEWERS-GR | OPSERS-GR | NPSERS-GR | |
| 16-100-0-2041-1000-11000-01100-000000 | 2868.92 | | 2868.92 | | | | | 172.14 |
| 16-100-0-2043-1000-11000-01100-000000 | 66.67 | | 66.67 | | | | | 4.00 |
| TOTAL FISCAL | 2935.59 | 2935.59 | 2935.59 | | | | | 176.14 |
| YTD DED-03 | YTD DED-04 | YTD DED-09 | YTD DED-16 | YTD DED-29 | YTD DED-32 | YTD DED-41 | | |
| 332.04 | 132.34 | 66.28 | 14.58 | 32.08 | | 34.33 | | |
| YTD ER -82 | YTD ER -86 | YTD ER -GH | YTD ER -32 | | | | | |
| 418.90 | 41.14 | 945.00 | 15.56 | | | | | |
| NON-TAXABLE GROSS - | | 98.36 | | | | | | |

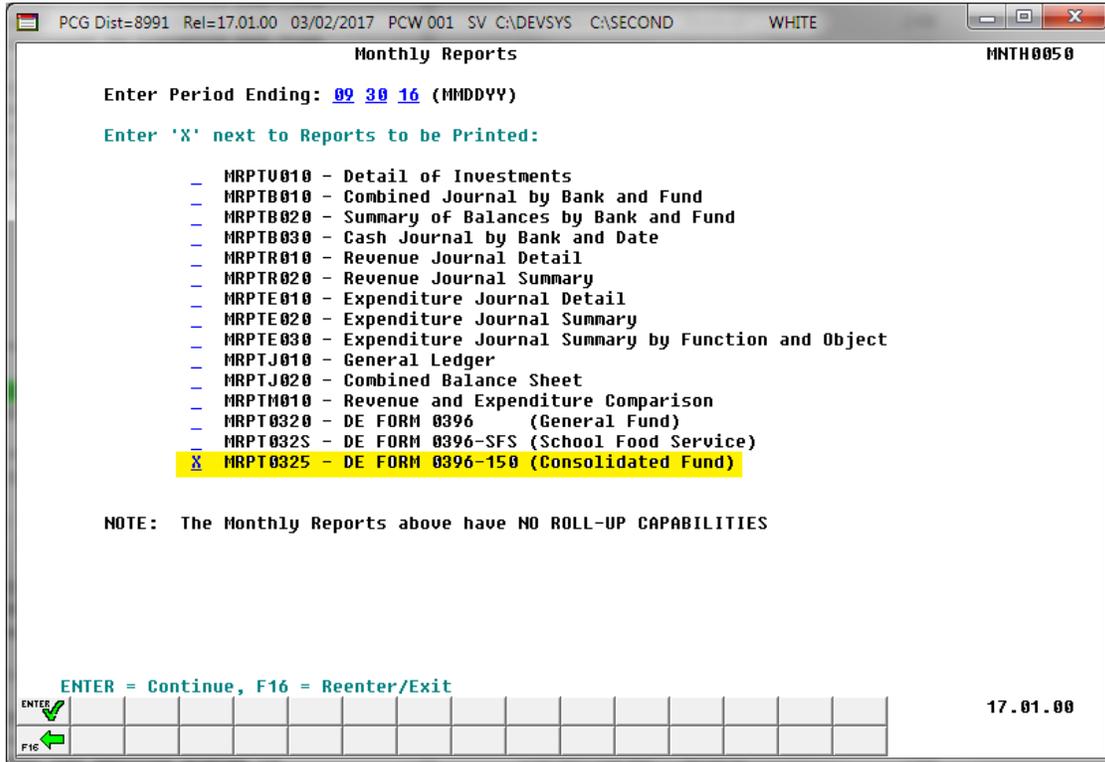
A2.8. Void/Add Check to Direct Deposit Bank – Deleted from Menu

The *Void/Add Check to Direct Deposit Bank* option has been removed from the *Check/Direct Deposit Void/Add Procedure Menu* (F2, F3, F6) and the *Manual/Void Check & Direct Deposit Menu* (F2, F3, F9). The ability to void or add a physical, printed check for a direct deposit bank is obsolete, and was a confusing option to have on the payroll menus.

A3. Financial Accounting and Reporting (FAR) System

A3.1. DE Form 0396-150 (Consolidated Fund) Report

A new report has been added to the *List Summary & Current Month Detail (including DE Form 0396) Menu* (F1, F9, F17). A new *DE Form 0396-150 (Consolidated Fund)* report has been added to the Financial Monthly Reports, as shown below.



The new *DE Form 0396-150* report summarizes information for the Consolidated fund **150**, and is presented in the same format as the *DE Form 0396* for the General Fund. The new *DE Form 0396-150* facilitates reporting when a deficit is present in the Consolidated fund.

An example of the DE Form 0396-150 is shown below.

| REPORT ID: MRPT0320 | CONSOLI FUND FISCAL YEAR-TO-DATE REPORT | | PAGE: 1 | |
|---|---|---|--------------|------------------------------------|
| PERIOD END: 09/30/2016 | CONSOLI FUND REVENUES | | | |
| BEGINNING JULY 1, 2016 THROUGH THE END OF SEPTEMBER, 2016 | | | | |
| 25.00 PERCENT OF FISCAL YEAR COMPLETE | | | | |
| SCHOOL SYSTEM: SMITH CITY BOARD OF EDUCATION | | | | |
| DESCRIPTION | ITEM NUMBER | 03 MONTHS/FY 17 ACTUAL (GENERAL LEDGER) | 17 FY BUDGET | PERCENT (COL. 3 DIVIDED BY COL. 4) |
| (1) | (2) | (3) | (4) | (5) |
| REVENUES: | | | | |
| LOCAL ADVALOREM TAXES | 1110 | 0.00 | 0.00 | 0.00% |
| OTHER TAXES | 1111/1190 | 0.00 | 0.00 | 0.00% |
| LOCAL (OTHER) | 1220/1995 | 0.00 | 0.00 | 0.00% |
| STATE AND LOCAL (QBE) | 3120/3125 | 0.00 | 0.00 | 0.00% |
| QBE CONTRA ACCOUNT (LOCAL FAIR SHARE) (DEBIT) | 3140 | 0.00 | 0.00 | 0.00% |
| STATE (OTHER) | 3200/3995 | 0.00 | 0.00 | 0.00% |
| FEDERAL (DIRECT CATEGORICAL) | 4300/4399 | 0.00 | 0.00 | 0.00% |
| FEDERAL GRANTS THROUGH GA DEPT OF EDUC | 4520 | 0.00 | 0.00 | 0.00% |
| ARRA OTHER FEDERAL GRANTS THROUGH GDOE | 4521 | 0.00 | 0.00 | 0.00% |
| FEDERAL (OTHER) | 4530 | 0.00 | 0.00 | 0.00% |
| FEDERAL (PL 81-874) | 4820 | 0.00 | 0.00 | 0.00% |

DE Form 0396-150 for the Consolidated Fund

A3.2. Print Open/Selected Payables Report – New Export Option

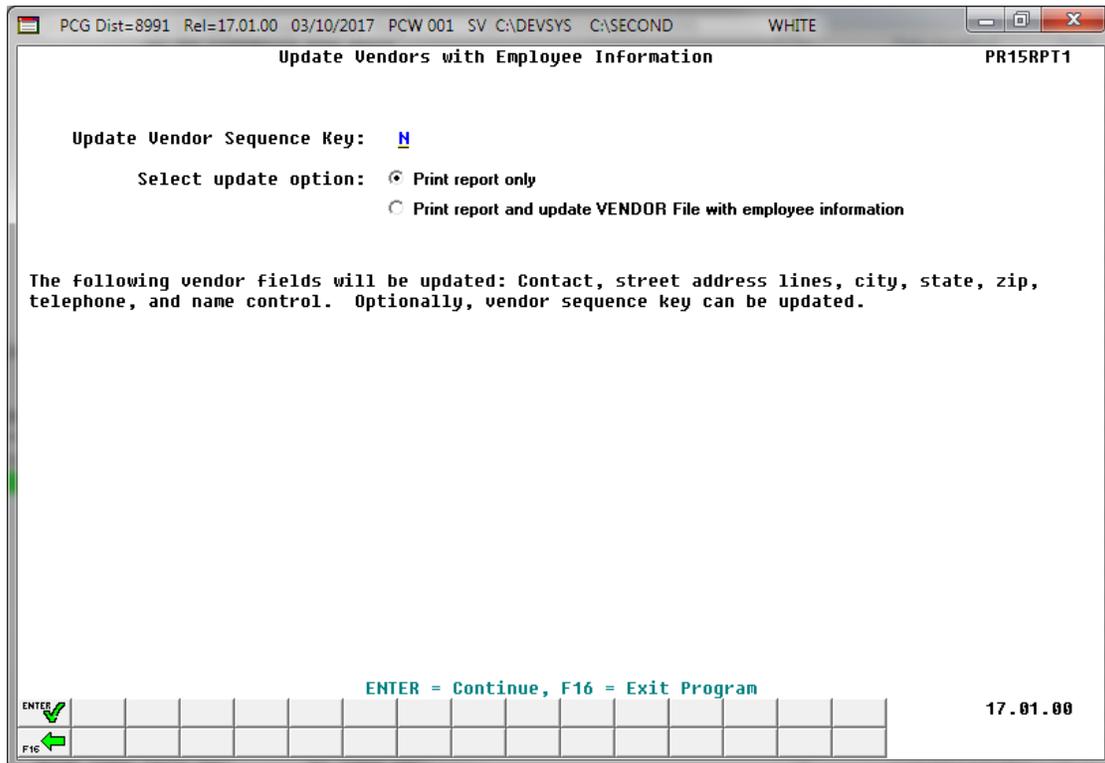
The *Print Open Payables Report* function (F1, F3, F9) and the *Print Selected Payables Report* function (F1, F4, F4) now allow the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the payables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A3.3. Print Open Receivables Report – New Export Option

The *Print Open Receivables Report* function (F1, F6, F9) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the receivables data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

A3.4. Update Vendors with Employee Information

A new option has been added to the *Vendor Master Menu*. The new *Update Vendors with Employee Information* function (F1, F14, F2) provides a process that will scan the *Vendor Master File* for employees and identify information on the vendor record that does not match information on the *Payroll Master File* record. The process allows options to either 1) print a report only, or 2) print a report and update the *Vendor Master File* with the payroll data. The following vendor fields will be updated: contact, street address lines, city, state, zip, telephone number, and the name control field. Optionally, the vendor sequence key can also be updated. This new option will facilitate synchronizing the *Vendor Master File* with up-to-date payroll information.



A4. Personnel System

A4.1. Update/Display Affordable Care Act (ACA) Dependent Data

The Update/Display ACA Dependent Data (F3, F1, F4) screen has been created to allow entry of the dependent data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage.

A problem has been corrected with the Update/Display ACA Dependent Data screen when two Employee IDs (EMP NO) exist for one Social Security Number. If an ACA record was created for one Employee ID in 2015 (for example, EMP NO = 9506) and then an ACA record was created under the second Employee ID in 2016 (for example, EMP NO = 95061), the program would not write the data for the year 2016 and an error would be displayed. This problem has been corrected.

PCG Dist=6791 Rel=17.01.00 03/01/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

Status Active Update/Display ACA Dependent Data PER07

EmpNo 87366 AB3EU, M03TY Class 1 CLASSROOM TEACHERS

SSN 999-08-7366 Loc 100 Location 000100 Job cd 2 TEACHER 1-3

Calendar year: 2016

| | SSN | SEX | NAME | RELATIONSHIP | MONTHS OF COVERAGE | | | | | | | | | | | |
|----|--------------------------|--------|--|--------------|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | BIRTH DATE | SPOUSE | | | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| 01 | 999 08 7366 9/21/1964 | E N | (L) AB3EU (F) M03TY (M) (R) SELF | | - | - | - | - | - | - | - | - | - | - | - | - |
| 02 | 940 00 0412 9/13/1994 | M N | (L) AB3EU (F) AL6EN (M) (R) CHILD | | - | - | - | - | - | - | - | - | - | - | - | - |
| 03 | 940 00 0413 6/06/1962 | M Y | (L) AB3EU (F) EL7ONORA (M) (R) SPOUSE | | - | - | - | - | - | - | - | - | - | - | - | - |
| 04 | 940 00 0414 2/07/1989 | M N | (L) AB3EU (F) MARGARITO (M) (R) CHILD | | - | - | - | - | - | - | - | - | - | - | - | - |
| 05 | 000 00 0000 | - | (L) (F) (M) (R) | | - | - | - | - | - | - | - | - | - | - | - | - |

Mode changed to update

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Per ACA Deps Emer Edu Help 17.01.00

PCGenesis Update/Display ACA Dependent Data Screen

A4.2. Enhanced Substitute Pay and Employee Leave – Post Leave Input Data

The *Enhanced Substitute Pay and Employee Leave – Post Leave Input Data* (F3, F4, F2, F3) procedure has been updated to allow better recovery when the posting procedure aborts for any reason. Before, if the *Post Leave Input Data* failed in the middle of the process, and if the user tried to post again immediately without restoring SECONDL, partial postings sometimes resulted.

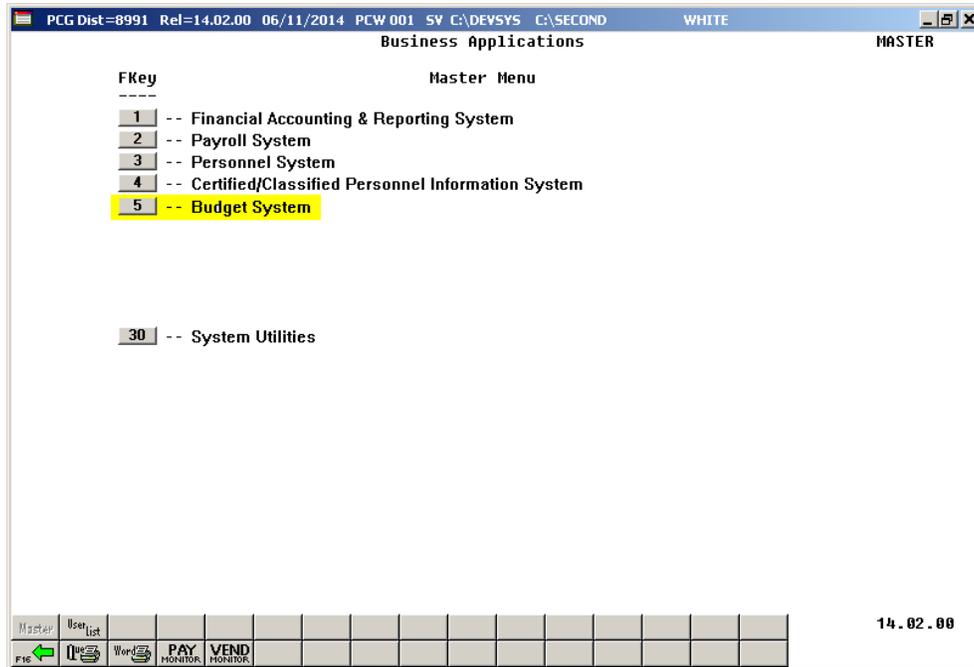
Now the posting procedure updates the Payroll Monitor with each step of the posting process. Then, if posting fails, the user is forced to restore SECONDL to SECOND and cannot proceed without doing so. The ‘*Post substitute pay and employee leave*’ indicator in the Payroll Monitor will be updated with each step of the leave posting process as follows:

| ‘Post substitute pay and employee leave’ Payroll Monitor Value | Leave Data Status |
|---|---|
| N | The <i>Post Leave Input Data</i> process has <u>not</u> started |
| S | The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted, but the <i>Leave History</i> data has <u>not</u> been posted. |
| L | The <i>Post Leave Input Data</i> process started, but did not finish. The substitute <i>Gross Pay</i> data has posted and the <i>Leave History</i> data has posted, but the <i>Payroll Leave Data</i> (F2, F2, F17) screen has <u>not</u> been posted. |
| Y | The <i>Post Leave Input Data</i> has completed successfully. The Payroll Administrator may now continue with the next steps in the payroll cycle. |

A5. PCGenesis Budget System

A5.1. PCGenesis Budgeting System Overview

The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits. This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*. The new PCGenesis budgeting system is now available to all PCGenesis users. Using the new budgeting system is optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like.



PCGenesis Business Applications Menu

The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes without affecting their “live” payroll files.

A full description of the new PCGenesis Budget System is available on the PCG documentation website located at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Budget-System-Operations-Guide.aspx>

A5.2. Create SANDBOX Reports and CSV External File for Budget Load

Several new reports have been added to the *Create SANDBOX Reports and CSV External File for Budget Load* option (F5, F3). Several reports have been added which sort the results by Function and Object to facilitate budgeting. Several new reports showing the annual budget for gross salaries are now available and are sorted by Function and Object. New reports have also been added for the employer benefit distribution which calculates the employer portion of OASDI, Medicare (HI), pension, and Georgia State Health (GHI). The table below shows the list of reports that are now available for gross pay and employer benefits.

| Report ID | Report Title | Report Description |
|-----------------|--|---|
| BUDG-PAY20-GROS | BUDGET GROSS PAY DISTRIB BY FUNC & OBJ FOR MM/DD/YY | <ul style="list-style-type: none"> • Breakdown of budget gross pay by GL account number • Sorted and totaled by Function and Object • New report |
| BUDG-PAY20-GROS | BUDGET GROSS PAY DISTRIBUTION BY ACCT FOR MM/DD/YY | <ul style="list-style-type: none"> • Breakdown of budget gross pay by GL account number • Sorted and totaled by Program • Existing report |
| BUDG-PAY20-BENE | BUDGET EMPLOYER BENE DISTRIB BY FUNC/OBJ FOR MM/DD/YY | <ul style="list-style-type: none"> • Breakdown of employer benefits by GL account number • Sorted by Function and Object and subtotaled by Function • New report |
| BUDG-PAY20-BENE | BUDGET EMPLOYER BENEFIT DISTRIB BY ACCT FOR MM/DD/YY | <ul style="list-style-type: none"> • Breakdown of employer benefits by GL account number • Sorted by Program and subtotaled by Fund • Existing report |
| BUDG-PAY20EMP | BUDGET GROSS PAY DIST BY FUNC FOR MM/DD/YY | <ul style="list-style-type: none"> • List of budget gross pay by employee ID broken down by GL account number • Sorted and totaled by Function and Object • New report |
| BUDG-PAY20EMP | BUDGET EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR MM/DD/YY | <ul style="list-style-type: none"> • List of budget gross pay by employee ID broken down by GL account number • Sorted and totaled by Program • Existing report |

A6. Certified/Classified Personnel Information (CPI) System

A6.1. Print Certified/Classified Employee Error List

The CPI cost basis for certified employees must be greater than zero and less than or equal to 2.0. This edit has been updated for the *Print Certified/Classified Employee Error List* (F4, F7, F6).

Section B: Installation Instructions for Release 17.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 17.01.00* 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 17.01.00**”. 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 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 17.01.00 ”. |
| 5 | Proceed to <i>B2. Install PCGenesis Release 17.01.00</i> . |

B2. Install PCGenesis Release 17.01.00

FROM THE PCGENESIS SERVER

| Step | Action |
|------|---|
| 1 | Verify all users are logged out of PCGenesis. |
| 2 | Open Windows® Explorer. |
| 3 | Navigate to the 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 | Right-click RELINSTL.BAT and select Run as administrator 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:

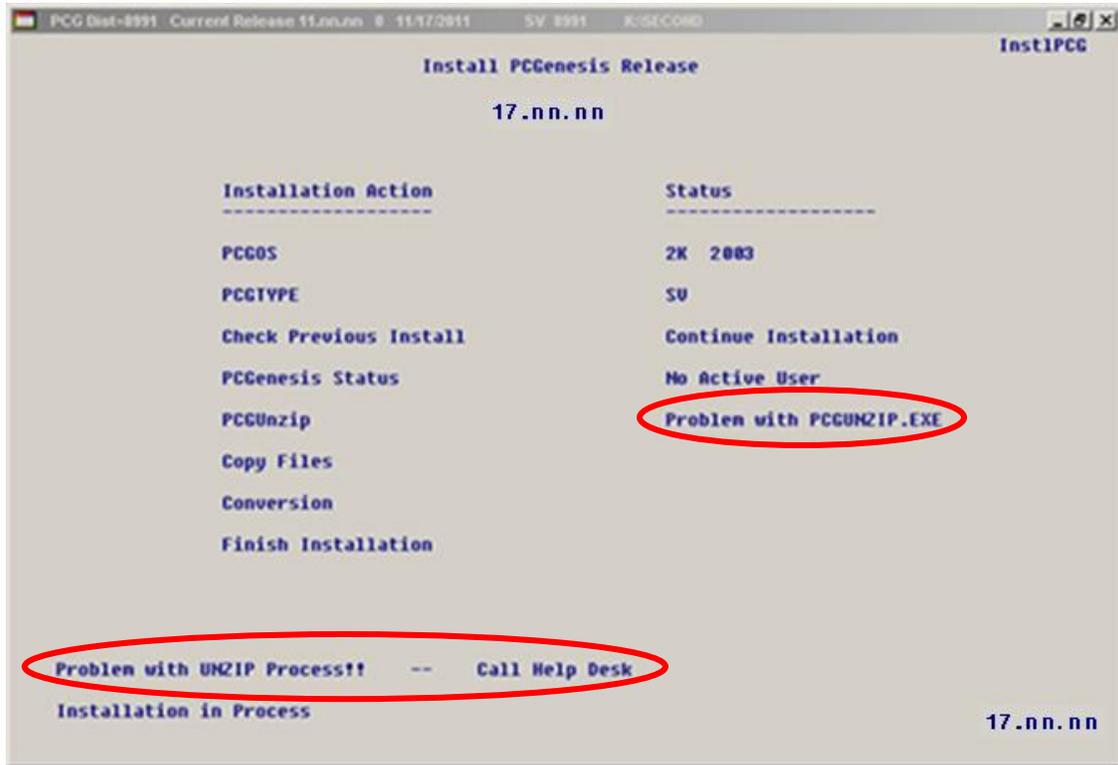


For PCGenesis Release 17.01.00 successful installations, the following message displays:



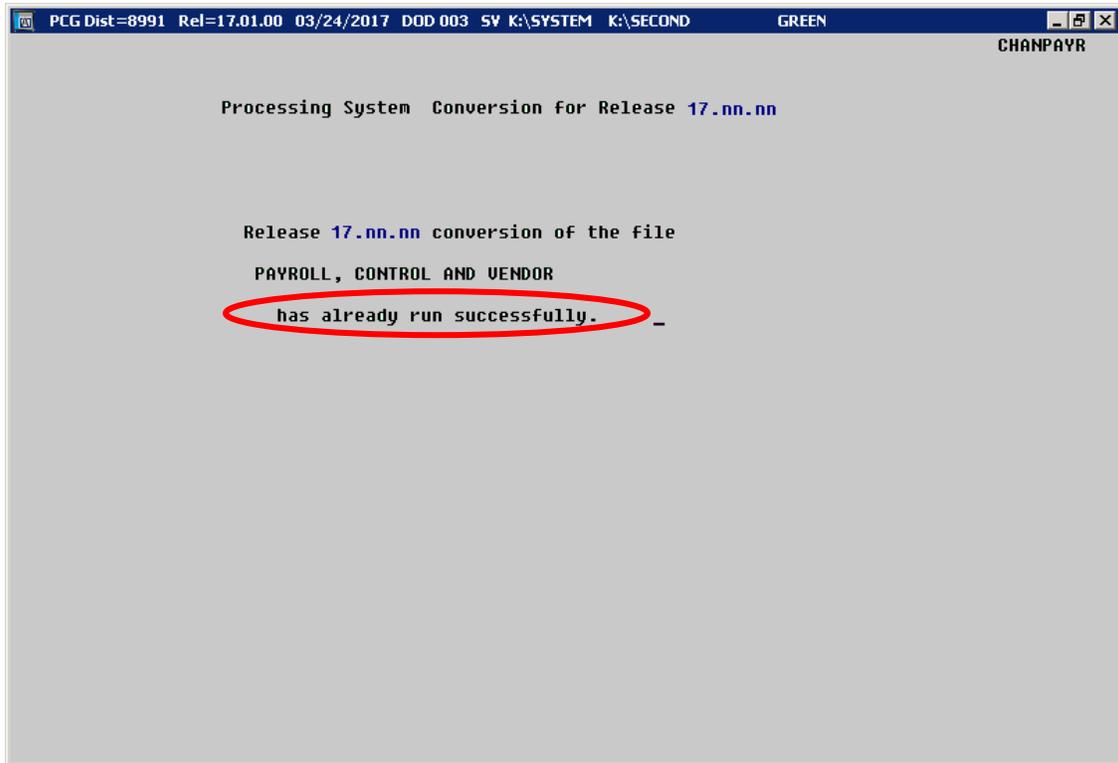
| Step | Action |
|------|--|
| 6 | Select Enter to close the window. |
| 7 | <p>If the installation was successful: Proceed to B3. <i>Verify Release 17.01.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p> |

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:

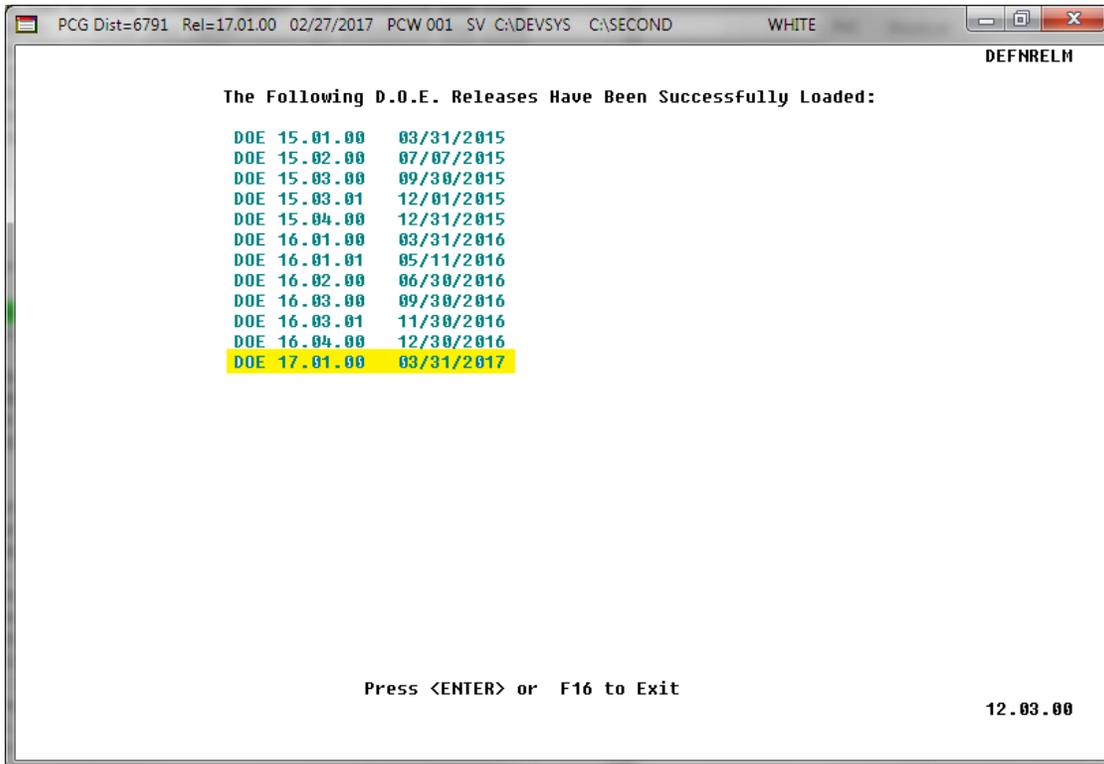


| Step | Action |
|-------------|---|
| 11 | Proceed to <i>B3. Verify Release 17.01.00 Was Successfully Installed.</i> |

B3. Verify Release 17.01.00 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:



| Step | Action |
|------|--|
| 4 | Verify Release 17.01.00 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 17.01.00 displays. If Release 17.01.00 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 17.01.00 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 17.01.00 ”. |