

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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 18.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 18.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2018 Payroll Completion Instructions

Install this release after completing the March 2018 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the April 2018 payroll.

A PCGenesis E-mail User List Is Available

The Georgia Department of Education has created an e-mail 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 2003

This is an important announcement concerning PCGenesis compatibility with the Windows Server operating system. **As of June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system**, or any earlier operating systems for reasons explained below.

On Windows Server 2003, there is an issue with creating the ACA electronic file for upload to the IRS. The upload file requires a security code called a ‘checksum’ to be embedded in one of the two files uploaded to the IRS. Previously, the checksum code could be generated by a common windows utility available on all Windows Server versions.

This year, the IRS is using a different security checksum subroutine called *SHA-256*, which cannot be executed on Windows Server versions before 2008. ACA electronic transmission files generated by PCGenesis on Windows Server 2003 will be rejected by the IRS because the checksum code will be invalid in the file generated by PCGenesis.

This issue only affects districts running on servers earlier than Windows Server 2008. **Therefore, the GaDOE highly recommends that all PCGenesis sites still running Windows Server 2003 should immediately begin the process of upgrading their PCGenesis server.**

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 2008 until further notice. Server 2016 R2 64 bit and Windows 10 pro 64 bit have been successfully installed in a number of PCGenesis sites and are strongly recommended.

A1.2. PCGenesis Print Queue Upgrade – Work In Progress

The GaDOE is happy to announce that we will be rolling out a major upgrade of the PCGenesis Print Queue in the second quarter of 2018. The DOE has purchased the *VerraDyne Print Manager* for a cost of \$25,000 to replace the existing PCGenesis print queue software. The new *VerraDyne Print Manager* will have much in common with the existing PCGenesis print queue because the same company created both systems.

Operating System Requirements for VerraDyne Print Manager

1. The new *VerraDyne Print Manager* will not be supported on Windows Server 2003. **As of June 30, 2018, PCGenesis will no longer support the Windows Server 2003 operating system.**
2. For school systems running **Windows Server 2008 R2**, the new *VerraDyne Print Manager* **will require Service Pack 1 to be installed**. We encourage all school systems running Windows Server 2008 to verify that the Microsoft Service Pack 1 has been installed on your PCGenesis server.

Installation of Print Queue Components

In the coming weeks, the GaDOE will start the process of upgrading software in order to support the new *VerraDyne Print Manager* software. The first part of the upgrade is to load the Microsoft components required to run a database. The GaDOE would like school systems which meet the operating system requirements listed above to download and install the appropriate software packet at some point **between April 1, 2018 and June 30, 2018**.

NOTE: When this software is available on the portal, the GaDOE will send out a portal announcement. The software is not available at this time but will be ready within the next few weeks.

Two software packets will be available on the DOE portal; one packet for systems running a version of Windows Server 2008, and another packet for systems running a version of Windows Server 2012 or Windows Server 2016. When the GaDOE is ready, these software packets will be available on the GaDOE portal and will be clearly labelled for the appropriate version of Windows Server. The software packets will contain the following components:

Windows Server 2008 Software Packet

- .NET 3.5 Framework (required for SQL Server Express 2012)
- .NET 4.5 Framework (required for *VerraDyne Print Manager* software)
- Microsoft SQL Server Express 2012
- Adobe Reader (to be loaded to the server)

Windows Server 2012 / 2016 Software Packet

- .NET 4.5 Framework (required for *VerraDyne Print Manager* software)
- Microsoft SQL Server Express 2016
- Microsoft SQL Server 2016 Management Studio
- Adobe Reader (to be loaded to the server)

The installation of the print queue components does not impact the running of the PCGenesis application in any way. The installation of the Microsoft components is totally independent of any PCGenesis software. If any problems arise during the installation, PCGenesis will continue to run without being interrupted.

In conclusion, be on the lookout for a portal announcement from the GaDOE after April 1, 2018 announcing the availability of the print queue components on the GaDOE portal. This will be the start of great things to come!

Request for Beta Sites

Currently the PCGenesis development team has the *VerraDyne Print Manager* installed as a beta at one school district that is running Windows Server 2008. **Now, we are looking for beta sites running either Windows Server 2012 or Windows Server 2016.** If your school system is using either of these operating systems and would like to be a beta test site for the *VerraDyne Print Manager*, please contact the Help Desk and let us know that you would like to volunteer to receive a copy of the software.

With the information from the beta, we hope to define the ideal configuration for the *VerraDyne Print Manager* software that can be rolled out to all PCGenesis sites. Once the beta testing is complete, the development team hopes to distribute the software to all PCGenesis districts by June 2018.

Features of the VerraDyne Print Manager

The *VerraDyne Print Manager* is designed to provide users with an easy to use print/e-mail manager for use in the windows environment. Just like our existing PCGenesis print queue, it is designed to utilize the Windows print queues and printer functions. Just like our existing PCGenesis print queue, it allows the user to interact with other applications in the foreground, while a print/email job is running in the background. Once a print file has been released it is passed to the Windows print queue, and is ready for printing.

Unlike our existing PCGenesis print queue, the *VerraDyne Print Manager* stores its data in SQL Server tables to which it connects using windows authentication. The *VerraDyne Print Manager* uses the FREE version of *Microsoft SQL Server*.

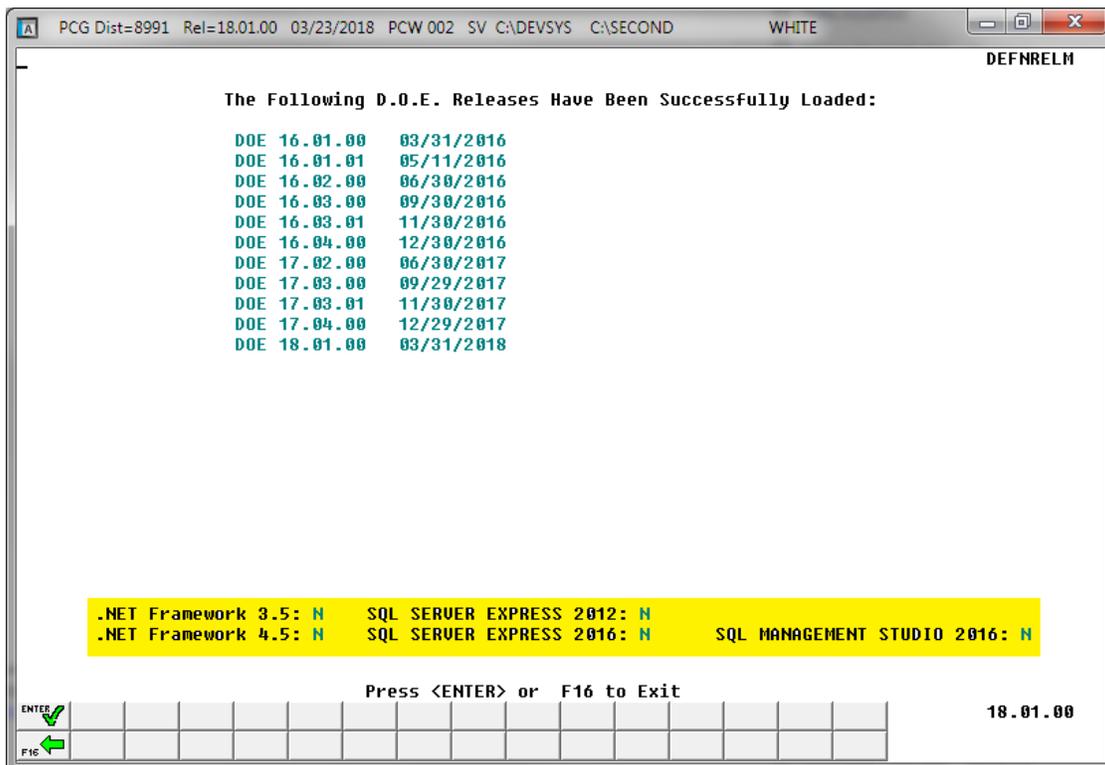
Some of the features of the new *VerraDyne Print Manager* system include:

- The ability to view and e-mail the documents in PDF format
- The ability to e-mail reports to specific user, or group of users
- The ability to print reports to specific printer
- The ability to re-queue reports after printing or emailing
- The ability to archive reports to specific archive directories, based on individual users or file type
- The ability to view or requeue the archived files
- Full audit tracking of reports viewed and deleted by users
- The ability to search archived reports using specific parameters

The *VerraDyne Print Manager* represents another significant investment by the GaDOE. The PCGenesis development team will begin looking for a school district to beta test the new print queue software in the first quarter of 2018. With the information from the beta, we hope to define the ideal configuration for the *VerraDyne Print Manager* software that can be rolled out to all PCGenesis sites. Once the beta testing is complete, the development team hopes to distribute the software to all PCGenesis districts by June 2018.

A1.3. Print Queue Components Added to Current Release Number Screen

The print queue component fields, highlighted below, have been added to the *Display Current Release Number* screen (F30, F17). These fields are needed for the new VerraDyne Print Manager software to access the SQL Server database. The print queue component fields on the *Display Current Release Number* screen are available for informational purposes only.



Display Current Release Number

A2. Payroll System

A2.1. 2018 Federal Income Tax Withholding Updates

The Federal withholding tax parameters have been updated for calendar year 2018. This release automatically updates the 2018 Federal withholding tax tables into PCGenesis.

A2.2. Payroll Exceptions Report

An edit has been added to the *Calculate Payroll & Print Exceptions* (F2, F3, F2) report. A warning message has been added to the *Payroll Exceptions Report* when pre-tax deductions exist for an employee, but the employee's **Section 125** flag is equal to 'N'. The warning will help payroll administrators identify when the **Section 125** flag has been set to 'N' inappropriately.

A2.3. Printing Employer Amounts on the Detailed Payroll Check Stub

The *Print Paychecks and Direct Deposits* (F2, F3, F5) procedure has been updated to properly reflect deductions when the **Section 125** flag is equal to 'N'. Now, if the **Section 125** flag is equal to 'N', pre-tax deductions will print in the *After-Tax Deductions* section of the paycheck stub to properly reflect that the deductions were not actually taken pre-tax. This will help inform employees that deductions which might be perceived as taken before tax are actually being taken after tax, and will alert the employees to a possible coding error on their payroll record.

An example of the self-seal detailed pay stub is shown below.

A2.3.1. Sample – Detailed 8.5 x 14 Pay Check – Self-Seal Example

Employee Information				Company Information			
Employee ID	88505	AS9BY, RASHAL MIDDLE		SMITH CITY BOARD OF EDUCATION		8991	
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET			
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333			
Loc/Class	0107 / 32	SMITH----->, GA		(404) 444-1234 x(1234)			
General Information		Tax Data		Net Pay Distribution			
Check No	040010	Marital	Married	Fed	GA	Account Type	Account Number
Check Date	05/29/2009	Allowances	14	Joint	Both		
		Add Pct		M[1]	D[10]		
		Add Amt	25.25		.35		
Contract Fiscal-To-Date				90,984.14	Check No 040010 Total Net Pay 2,445.61		
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB							
Paycheck Summary							
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes
Current		6052.28		50.00	90984.14	6052.28	2017.69
YTD	30.00	18506.84	20.00	50.00	90984.14	18556.84	6089.67
Total Deductions: 3606.67							
Total Net Pay: 2445.61							
Current Hours and Earnings							
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt	
State Salary			5,445.25			5,445.25	
Unclassified Pay			108.91			108.91	
Local Cert Supplement			435.62			435.62	
Extended Day Supplement			62.50			62.50	
Total			6,052.28			6,052.28	
Paid Time Off				Employer Paid Benefits			
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current
SICK		5.75	55.25			STATE HEALTH	1009.22
PERSONAL VACATION						TRS	561.66
W/O PAY						FICA	413.73
OTHER						VALIC (PSERS)	121.05
						CIG PPO FAM	86.10
						TOTAL OTHER	38.12
Total							2229.88
Taxes/Pension				Before-Tax Deductions		After-Tax Deductions	
Description	Current	YTD	Description	Current	YTD	Description	Current
SOC. SEC.	335.31	1030.793	VENDOR 005608	415.67	1250.01	VENDOR 003107	23.30
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00
TRS	302.62	928.86	HORACE MANN	111.11	333.33	VENDOR 005888	40.00
			VENDOR 000020	40.40	121.20		
			VENDOR 005394	10.00	30.00		
Total			Total		Total		
2320.31		7018.53	1239.06		47.30		

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES - SEE REVERSE

SMITH CITY BOARD OF EDUCATION 102 MAIN STREET SMITH, GA 33333 (404) 444-1234 x(1234)	No. 040010 Date 05/29/2009 PAYROLL	64-1301 611 Amount *****2,445.61 VOID AFTER 90 DAYS
---	---	---

TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

Pay To The Order Of AS9BY, RASHAL MIDDLE

John Doe

⑈040010⑈ ⑆061113017⑆18 33 6⑈

SMITH CITY BOARD OF EDUCATION
 102 MAIN STREET
 SMITH, GA 33333

0107 32

AS9BY, RASHAL MIDDLE
 2495 MAIN STREET----->
 STREET ADDRESS LINE 2----->
 SMITH----->, GA 33333-4444

A2.4. Add New Employee

Enhancements are being made to the *Add New Employee* (F2, F2, F1) screen to facilitate SHBP AUF File processing. Two new fields have been added to the *Add New Employee* screen, the cell phone number and the e-mail address. Having the employee e-mail address field available on the *Add New Employee* screen will allow the **NEMP** (new employee) change transaction to be created with the correct e-mail address for the employee on the SHBP AUF File. This will help to get information on the AUF file for SHBP as a **NEMP** (new employee) transaction and not as a **MISC** (miscellaneous) transaction. The payroll administrator will no longer be required to go to the *Update/Display Emergency Data* screen (F3, F1, F5) to enter the employee’s e-mail address after adding a new employee.

PCG Dist=8991 Rel=18.01.00 03/15/2018 PCW 003 SV CADEVSY5 CASECOND WHITE

Add New Employee PAY01

Status A -- Active
 Emp. no. 12121 Pay Loc 1 Location 000001 Class 1 CLASSROOM TEACHERS
 Sex Code Work Loc Job
 Mar Stat SSN 000 00 0000 EE0-5 Job 000
 Ethnic

NAME First _____ Middle _____
 Last _____ Suffix _____ Prefix _____

Address _____ Certificate Type
 Address L2 _____ CS1 Job (From CPI) 000
 City/State _____ Include on CPI ? Y
 Zip Code _____ County 000 Sick Bank ? N
 Phone () 000-0000 Substitute rank -
 Cell phone () 000-0000 Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? -
 Hire Date _____ GHI Eligible ? Y Participate in GHI ? -
 Rehire Date _____ GHI BOE Trans? D GHI Option NC
 Term Date _____ GHI 1st Day Wrk _____ GHI Tier 00
 Term Reason - GHI Coverage Start _____ GHI Ded Cd -
 GHI Change Code NEMP

***** TAX DATA *****

Federal: Mar Stat - Exempt 0 Withholding Code 0 Amt/% .00
 State: Mar Stat - Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00

Tax Switches: Fed Y State Y FICA Y Pension Y

18.01.00

Add New Employee – Screen 1

PCG Dist=8991 Rel=18.01.00 03/15/2018 PCW 003 SV CADEVSYS CASECOND WHITE

Add New Employee PAY01

***** SCREEN 2 *****

Emp. # 12121 Status A Loc 1 Class 1

Employee e-mail: _____

Cycle Gross _____	Pens Code 0 NO PENS	Pay Sch. # 12
State Salary _____	Pens Switch Y	Cycle _____
Local Salary _____	TRS service ind -	Contract mo 00
Other _____	No pension code 00	Hrs/Week 0.00
Contract Amt _____	Pens Amt/% _____	
	Adj Amt/% _____	

Proc	Type	Pay Type	Pay Rate	Reg Hrs	Out Hrs	Reg Gr	Out Gr	GHI	Dist	Pay	Reas
1.	-	---	---	---	---	---	---	---	---	---	---
2.	-	---	---	---	---	---	---	---	---	---	---
3.	-	---	---	---	---	---	---	---	---	---	---
4.	-	---	---	---	---	---	---	---	---	---	---
5.	-	---	---	---	---	---	---	---	---	---	---
Totals											

** Total Gross

Acct #	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Contract	Budget	Flg
Acct #1	00	---	---	---	---	---	---	---	---	---	---	---
Acct #2	00	---	---	---	---	---	---	---	---	---	---	---
Acct #3	00	---	---	---	---	---	---	---	---	---	---	---
Acct #4	00	---	---	---	---	---	---	---	---	---	---	---
Acct #5	00	---	---	---	---	---	---	---	---	---	---	---
Totals												

18.01.00

F16 F17 F18 F19 F20 F21 F22 F23 F24 F25 F26 F27 F28 F29 F30 F31 F32 F33 F34 F35

Add New Employee – Screen 2

A2.5. 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 employee **E-Mail Address** field and **Cell Phone Number** field. 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.

A2.6. Add Contract Months Field to Earnings History Records

The **Contract Months** field has been added to the *Update/Display Earnings History Record* screen (F2, F10, F2). Having the **Contract Months** field in earnings history will facilitate tracking employee position changes which involve a change to the number of **Contract Months** that an employee works. For example, having the **Contract Months** field in earnings history will help when trying to figure out when an employee went from a 10 month contract to an 11 or 12 month contract without having to pull the employee’s file and look at all of the contracts.

PCG Dist=8991 Rel=18.01.00 03/15/2018 PCW 003 SV CADEVSY5 CASECOND WHITE

Earnings Record for: 89462 - CA3NES, DE3AE Qtr 17-3 Pay Prd 09 EARNINGS

** Issued Check ** 999-08-9462 Loc 0108 Class 01 Cert C Instruc I Type F Pen 2 TRS

Federal: Mar Stat M Exemptions 0 W/H Code 0 Fed Amount/% FICA M Fed Y

State: Mar Stat C Allow M[2] D[03] W/H Code 0 State Amount/% Cont Mo 10 State Y

Chk Dt 02/28/2018 Chk Bank CIT1 Chk No 197767 Pay Sched 12 Chk Type C GHI Y

Trans Dt 00/00/0000 AEIC Ind AEIC Paymt Retr suc credit 1 SEC 125 Y

Reg Hr Reg Amt 6728.40 Out Hr HI Gr 6133.87 OASDI Gr GHI OPT/TIER B2/96

Out Amt HI Amt 88.94 OASDI Amt Contract 6728.40

LTyp	PType	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	GHI Dist	Reas	Period End
001	S 0010	5554.17	5063.39	73.42	5554.17	333.25		1.0000		2/28/2018
002	S 0021	89.58	81.67	1.18	89.58	5.37				2/28/2018
003	S 0031	584.65	532.99	7.73	584.65	35.08				2/28/2018
004	S 0110	500.00	455.82	6.61	500.00	30.00				2/28/2018
005										
Totals		6728.40	6133.87	88.94	6728.40	403.70		1.0000		

Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Bank DD Account Net Pay Annuities

ACCT 001 18 100 9990 2400 13100 109 Ded 1 Co 1

ACCT 002 18 100 9990 2400 13100 109 Ded 2 Co 9

ACCT 003 18 100 9990 2400 13100 109 Ded 43 Co

ACCT 004 18 100 9990 2400 13100 109

ACCT 005 00

Ded 02 N Ded 03 N Ded 04 N Ded 09 N Ded 10 N Ded 16 N Ded 18 N Ded 32 Y Ded 44 N Ded 45 N

50.00 534.37 222.14 394.54 300.00 14.58 37.90 162.09 50.95

Ded Ded Ded Ded Ded Ded Ded Ded Ded

Employer paid deductions: GHI 945.00 Pension 1131.05 Medicare 88.94 OASDI

Ded 32 Ded Ded Ded Ded Ded Ded Ded

35.66

*** Gross Pay 6728.40 *** Deductions 2259.21 *** Net Pay 4469.19 *** NON TAX 594.53

18.01.00

Update/Display Earnings History Record

A2.7. Export Earnings History Information

The **Contract Months** field has been added to the *Earnings History Export* procedure (F2, F13, F8, F7). The **Contract Months** field can be selected on the *Select Items* screen when exporting *Earnings History* data. However, data will not be available in this field until after the April 2018 payrolls start populating the **Contract Months** field in earnings history. Also, the *Earnings History Export* has been enhanced so that W-2 Adjustments can also be exported.

A2.8. Print Employee W-2's and Create File

The *Print Employee W-2's and Create File* (F2, F4, F10) reports have been updated to be more helpful. A more meaningful message has been added to the *Social Security Duplicate / Address Error Report and Merged Records* report. The new message identifies when two employee IDs for the same employee have different name spellings. This will help payroll administrators understand why the W-2 procedure issued an error condition.

```

DATE RUN: 03/15/2018          SOCIAL SECURITY DUPLICATE / ADDRESS ERROR REPORT AND MERGED RECORDS          PAGE 1
PROGRAM: W2MERGE

EMPLOYEE 87276 TO2LIVER, BO2G L.          AND EMPLOYEE87277 TO2LIVER, BO2G          HAVE THE SAME SS # 999-08-7277
NAME FIELDS ARE SPELLED DIFFERENTLY

Merge Occurred for Employee - 87591 - GA4IN, TA4DY          With Employee - 87590
Merge Occurred for Employee - 87662 - BR5THERS, ALSYNA          With Employee - 87661
Merge Occurred for Employee - 87674 - ST3PP, FR3DRIC          With Employee - 87673
Merge Occurred for Employee - 87735 - SH5LLEY, JA5IKA          With Employee - 87734
Merge Occurred for Employee - 88145 - WISLETT, ALSA          With Employee - 88144
Merge Occurred for Employee - 88190 - DE6SON, RE6AY          With Employee - 88189
Merge Occurred for Employee - 88219 - BAGRIOS, ZA6HERY          With Employee - 88218
Merge Occurred for Employee - 88276 - WI4LOUGHBY, CI4DERELLA          With Employee - 88275
Employee 88306 - DA2GLE, GL2NN          will print 2 W-2 forms because of Box 12 and/or Box 14 overflow
Employee 88306 DA2GLE, GL2NN          ORSDI gross+tips > HI gr 38333.28
Merge Occurred for Employee - 88331 - SMSLLS, WESDON          With Employee - 88330
Merge Occurred for Employee - 89348 - WI6LEY, DA6EN          With Employee - 89347
Merge Occurred for Employee - 89425 - MA4HADO, BA4          With Employee - 89424
Merge Occurred for Employee - 89619 - COSTURE, RISEY          With Employee - 89618

```

Spelling Error on the Social Security Duplicate / Address Error Report and Merged Records Report

A2.9. Payroll Check Reconciliation Report

The *Check Reconciliation Listing Report* (F2, F11, F2) has been enhanced to include additional information. The *Check Reconciliation Listing* for 'ALL' or 'ISS' (Issued) checks will now print an *Aging* column on the report to reflect how many days a payroll check has been outstanding. This feature facilitates tracking outstanding payroll checks.

REPORT ID: PAY1550		LIST OF ALL CHECKS			PAGE 1		
REPORT DATE: 03/15/2018		ISSUED DATE RANGE: 01/01/2017 - 03/15/2018					
BANK: BK01 FNB 001 OF SMITH CITY							
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	AGING (DAYS)
000001	10/31/2017	MA3RIGAL, CUS	3,423.53	COMPUTER ISSUE			135
048239	01/31/2017	VA9HORN, ZE9TA	276.46	CANCELLED	2/28/2017		
048240	01/31/2017	LO6DON, DO6NY	133.91	CANCELLED	2/28/2017		
048241	01/31/2017	QU7EN, LA7OMA	123.87	CANCELLED	2/28/2017		
048242	01/31/2017	SH5LLEY, JASIKA	581.80	CANCELLED	2/28/2017		
048243	04/28/2017	WH3TTEN, IZ3TTA	40.00	CANCELLED	5/31/2017		
048254	06/29/2017	JA9OBSEN, SI9AS	331.43	CANCELLED	6/30/2017		
048255	06/29/2017	MA6CUS, JU6IE	216.22	CANCELLED	7/31/2017		
048256	06/29/2017	DI9GS, MA9CHELLE	184.13	CANCELLED	6/30/2017		
048257	06/29/2017	RO3T, JA3EAN	110.48	CANCELLED	6/30/2017		
048258	06/29/2017	MY7ICK, JO7NATHON	331.43	CANCELLED	7/31/2017		
048259	06/29/2017	CO4NELL, KA4EIGH	180.77	CANCELLED	6/30/2017		
048260	06/29/2017	BA3N, FR3DERIC	183.39	CANCELLED	6/30/2017		
048261	08/18/2017	WA3DROP, VA3CE	421.81	VOIDED		8/31/2017	
048262	08/18/2017	LO2NEY, LA2AWN	361.55	COMPUTER ISSUE			209
048263	08/18/2017	MA7OS, KI7EY	696.32	COMPUTER ISSUE			209
048264	08/18/2017	CO4NELL, KA4EIGH	421.81	COMPUTER ISSUE			209
048265	08/18/2017	RU9YON, JE9NETT	1,348.31	COMPUTER ISSUE			209
048266	08/31/2017	WA3DROP, VA3CE	421.81	MANUALLY ISSUE			196
CANCELLED:			22 CHECKS	\$5,035.43	TOTAL		
VOIDED:			1 CHECKS	\$421.81	TOTAL		
ISSUED:			6 CHECKS	\$6,673.33	TOTAL		
GRAND:			29 CHECKS	\$12,130.57	TOTAL		

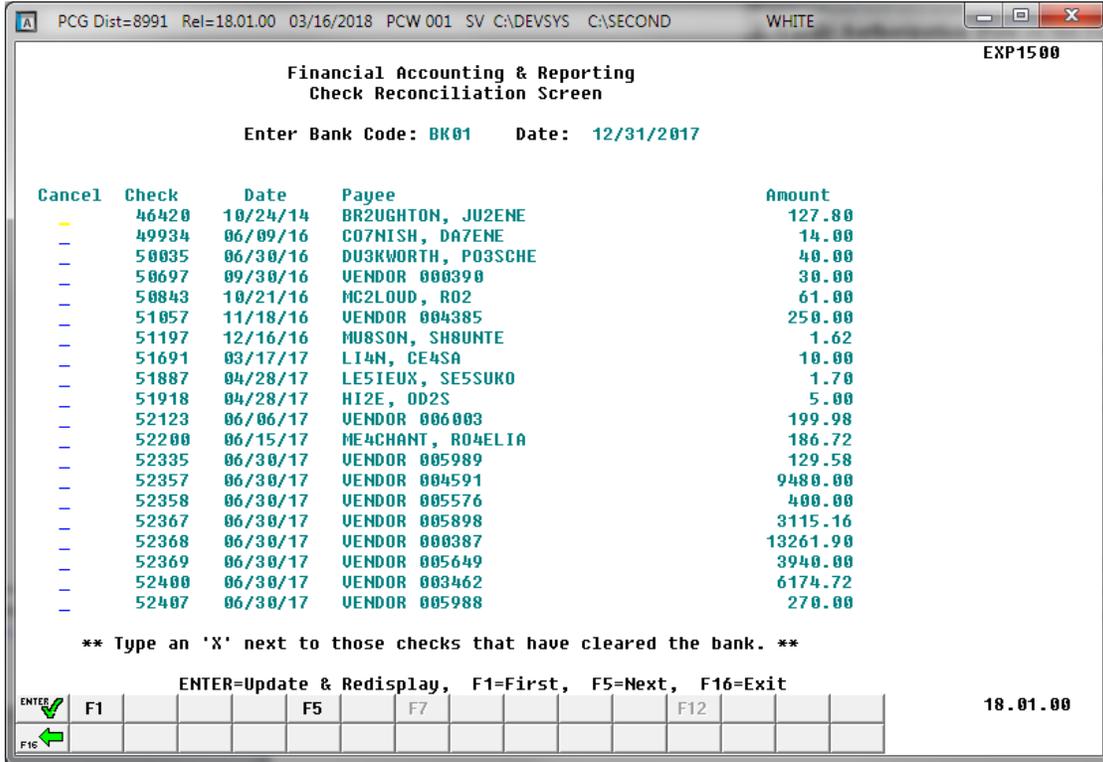
A2.10. Payroll Trial Register and Final Register

The *Payroll Trial Register* (F2, F3, F3) and the *Payroll Final Register* (F2, F3, F7) reports have been enhanced to include additional information. The *Payroll Trial Register* and the *Payroll Final Register* will now print a summary of the number of checks / direct deposits issued by payroll **Class Code** at the end of the reports. This feature provides another check-point for ensuring the accuracy of the payroll by allowing the payroll administrator to quickly identify the total number of checks / direct deposits for each class code.

REPORT ID: PAYR-PAYTRIAL-EE		PAYROLL TRIAL REGISTER FOR PAY 11/30/17		PAGE: 44
PERIOD END: 11/30/2017				REPORT DATE: 03/16/2018 09:22
NUMBER OF CHECKS BY CLASS CODE				
CLASS	MALE	FEMALE	TOTAL	
01	29	104	133	CLASSROOM TEACHERS
02	7	47	54	TEACHER AIDES
04	0	1	1	PRE-K FAMILY SVC COORDINATOR
05	1	7	8	SCHOOL COUNSELORS
07	1	2	3	LIBRARIANS
08	5	10	15	ADMINISTRATIVE
09	1	22	23	CLERICAL
10	4	1	5	MAINTENANCE
11	6	8	14	CUSTODIANS
12	8	23	31	BUS DRIVERS
14	2	0	2	MECHANICS
15	1	30	31	LUNCHROOM WORKERS
17	3	2	5	BOARD MEMBERS
18	1	2	3	CUSTODIAN PARTTIME
22	0	1	1	SPEECH THERAPIST
24	0	2	2	NURSES
28	2	0	2	OTHER CERTIFIED 12 MONTH EMPL
29	3	1	4	OTHER CLASSIFIED 12 MONTH EMPL
30	0	7	7	OTHER CERTIFIED PARTTIME EMPL
31	0	2	2	OTHER CLASSIFIED PARTTIME EMPL
31	74	272	346	TOTAL CHECKS / DIRECT DEPOSITS

A3.3. Vendor Check / Wire Transfer Reconciliation

The *Check Reconciliation* (F1, F4, F11, F1) and the *Wire Transfer Reconciliation* (F1, F4, F12, F1) procedures have been enhanced so that 20 items are displayed on the screen at a time. Before, only 12 items were displayed on a page. This makes selecting items for cancellation easier because it is not necessary to browse through so many pages of data. The vendor check and wire transfer reconciliation procedures allow the user to compare the vendor checks and wire transfers to the bank statement, and cancel the bank-processed items from PCGenesis.



Vendor Check Reconciliation Screen

A3.4. Vendor Check Reconciliation Report

The *Produce Check Reconciliation Listings* (F1, F4, F11, F2) has been enhanced to include additional information. The *Check Reconciliation Listing* for ‘ALL’ or ‘ISS’ (Issued) checks will now print an *Aging* column on the report to reflect how many days a vendor check has been outstanding. This feature facilitates tracking outstanding vendor checks.

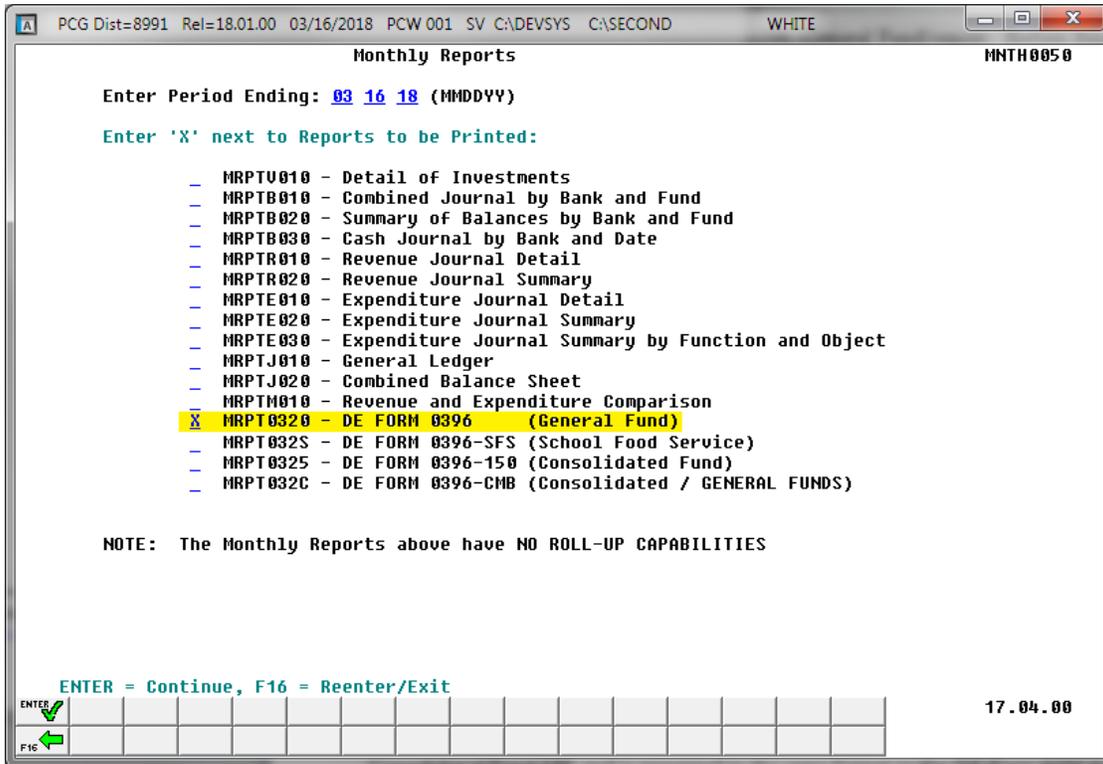
REPORT ID: EXP1550		LIST OF ALL CHECKS				PAGE 33		
REPORT DATE: 03/16/2018		ISSUED DATE RANGE: 01/01/2017 - 12/31/2017						
BANK: BK01 FNB 001 OF SMITH CITY								
NUMBER	ISSUE DATE	PAYEE	AMOUNT	STATUS	CANC DATE	VOID DATE	JE ISSUE/ VOID #	AGING (DAYS)
052803	09/08/2017	VENDOR 000072	4,249.31	COMPUTER ISSUED				189
052804	09/08/2017	VENDOR 006051	975.00	COMPUTER ISSUED				189
052805	09/08/2017	VENDOR 004997	428.00	COMPUTER ISSUED				189
052806	09/08/2017	VENDOR 005853	2,300.00	COMPUTER ISSUED				189
052807	09/08/2017	GUETON, SH6VONDA	54.57	COMPUTER ISSUED				189
052808	09/08/2017	VENDOR 004767	16,955.55	COMPUTER ISSUED				189
052809	09/08/2017	VENDOR 003355	406.90	COMPUTER ISSUED				189
CANCELLED:		1158 CHECKS	\$5,324,753.63	TOTAL				
VOIDED:		63 CHECKS	\$13,202.39	TOTAL				
ISSUED:		290 CHECKS	\$1,514,910.16	TOTAL				
GRAND:		1511 CHECKS	\$6,852,866.18	TOTAL				

A3.5. Create DE0046 Transmission File

A problem has been corrected in the *Create DE0046 Transmission File* procedure (F1, F9, F27, F4). Before, the program was not reading the correct *DE0046 Conversion File* data for the **Fiscal Year** entered on the input screen. This problem has been corrected.

A3.6. DE Form 0396 (General Fund) Report

A problem was reported with the DE Form 0396 (General Fund) report. Before, funds were not rolling correctly into Fund **100** when local **1nn** funds existed. This problem has been corrected. Now the *DE Form 0396 General Fund* report will capture all funds greater than 99 and less than 150 or equal to 199.



Financial Monthly Reports – DE Form 0396 General Fund Report

With release 18.01.00, four DE Form 0396 reports are available:

Report Name	Report Output
DE FORM 0396	Reporting for the General Fund (Funds greater than 99 and less than 150) and the Payroll Clearing Fund (Fund 199) only.
DE FORM 0396-SFS	Reporting for the School Food Service funds (Funds 600 – 689).
DE FORM 0396-150	Reporting for the Consolidated Fund (Fund 150) only.
DE FORM 0396-CMB	Reporting for the General Fund (Funds greater than 99 and less than 150), Consolidated Fund (Fund 150) and the Payroll Clearing Fund (Fund 199).

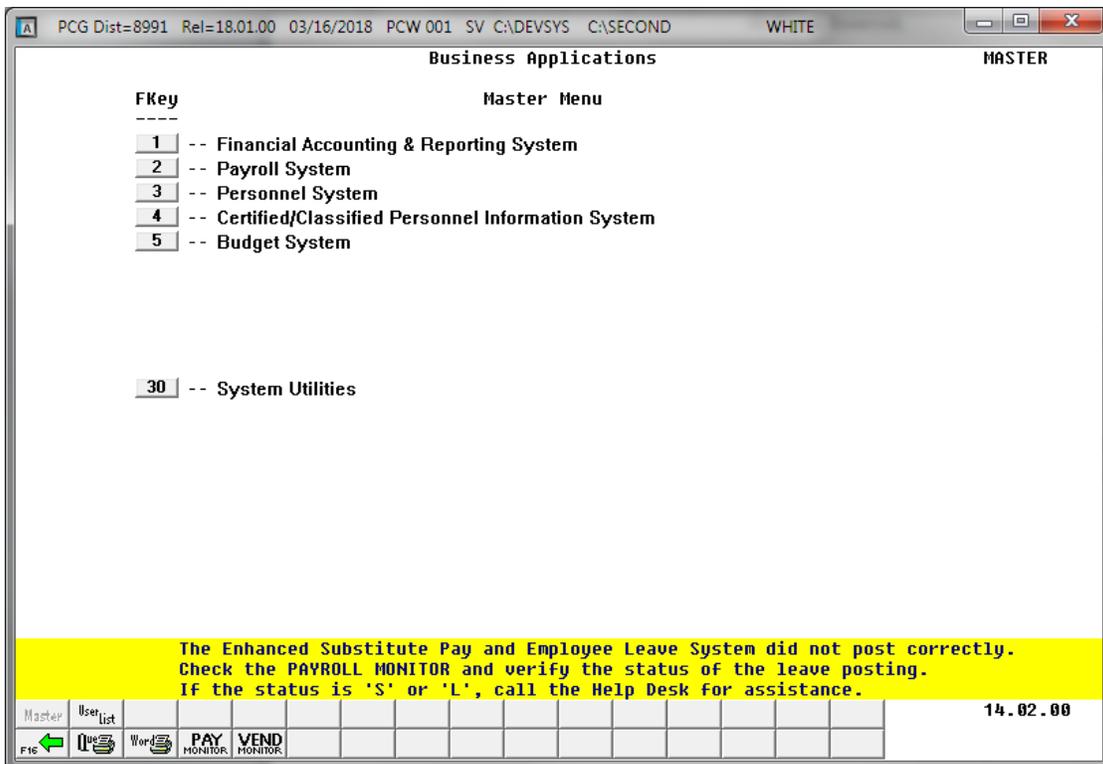
A4. Personnel System

A4.1. Substitute Leave Detail Reports

The *Substitute Leave Detail Reports* (F3, F4, F3, F3) or (F3, F4, F3, F7) or (F3, F4, F3, F11) have been enhanced to include additional information. The *Substitute Leave Detail Report* will now print grand totals at the end of the report.

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, if the *Post Leave Input Data* failed in the middle of the process, a warning message is displayed on the PCGenesis menus, and the user is not allowed to repost the leave without restoring SECONDL. An example of the warning message is displayed below.



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:

‘<i>Post substitute pay and employee leave</i>’ 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.

A5.2. Upload PSC Certificate File to PCGenesis

The *Upload GaDOE-SSN Return File with Certificate Date into PCGenesis* (F4, F13, F5) has been enhanced. The *Upload GaDOE-SSN Return File with Certificate Date into PCGenesis* allows the Professional Standards Commission's (PSC's) certificate information to be uploaded into PCGenesis. Before, even though the new certificate data was uploaded into PCGenesis, the **Certificate Type/Level** field on the *Update/Display Personnel Data* screen was not updated and synchronized for certified employees with the new certificate information coming into PCGenesis. Now the **Certificate Type/Level** is updated during this procedure.

After uploading new certificate data, this procedure recalculates the **Certificate Type/Level** field on the *Update/Display Personnel Data* screen for certified employees. The **Certificate Type** is determined to be 'T' when the employee has a professional certificate and the professional certificate is used in a CPI assignment. If the professional certificate is NOT used in a CPI assignment, or the employee does not have a professional certificate, the **Certificate Type** is determined to be 'B'. To determine the **Certificate Level**, the program uses the **Certificate Level** from the *CPI Certificate Maintenance* screen.

Section B: Installation Instructions for Release 18.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 18.01.00* 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 18.01.00**”. 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 18.01.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 18.01.00</i> .

B2. Install PCGenesis Release 18.01.00

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:

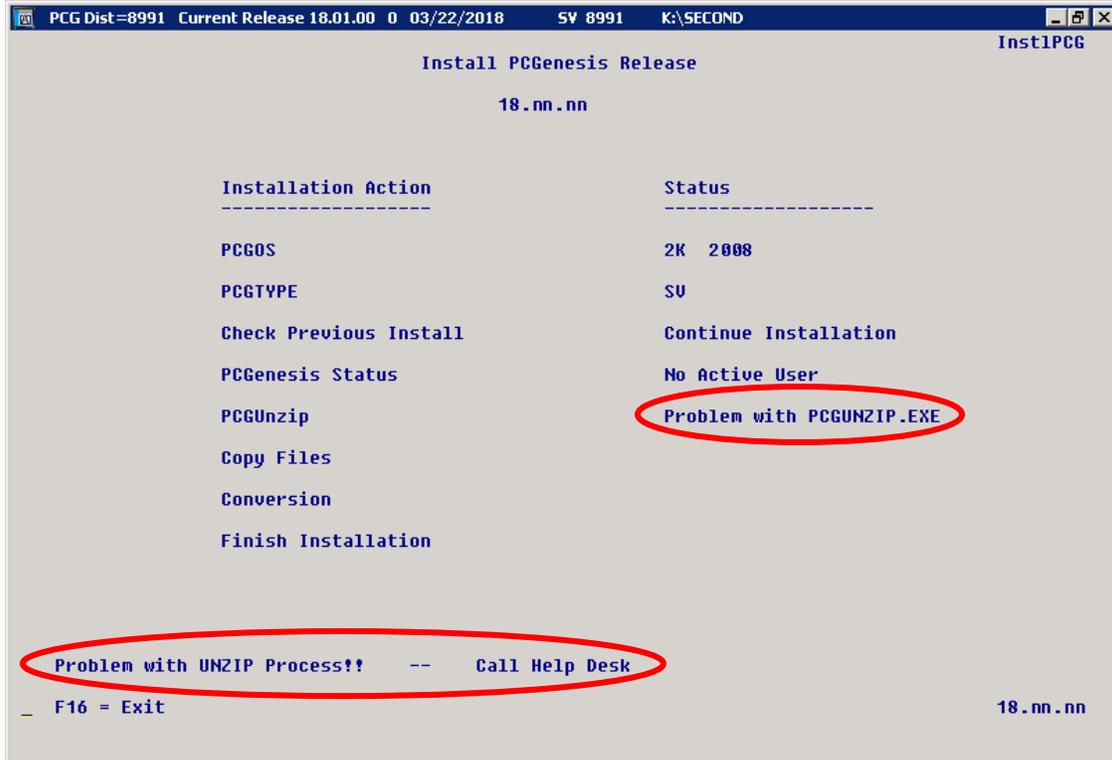


For PCGenesis Release 18.01.00 successful installations, the following message displays:



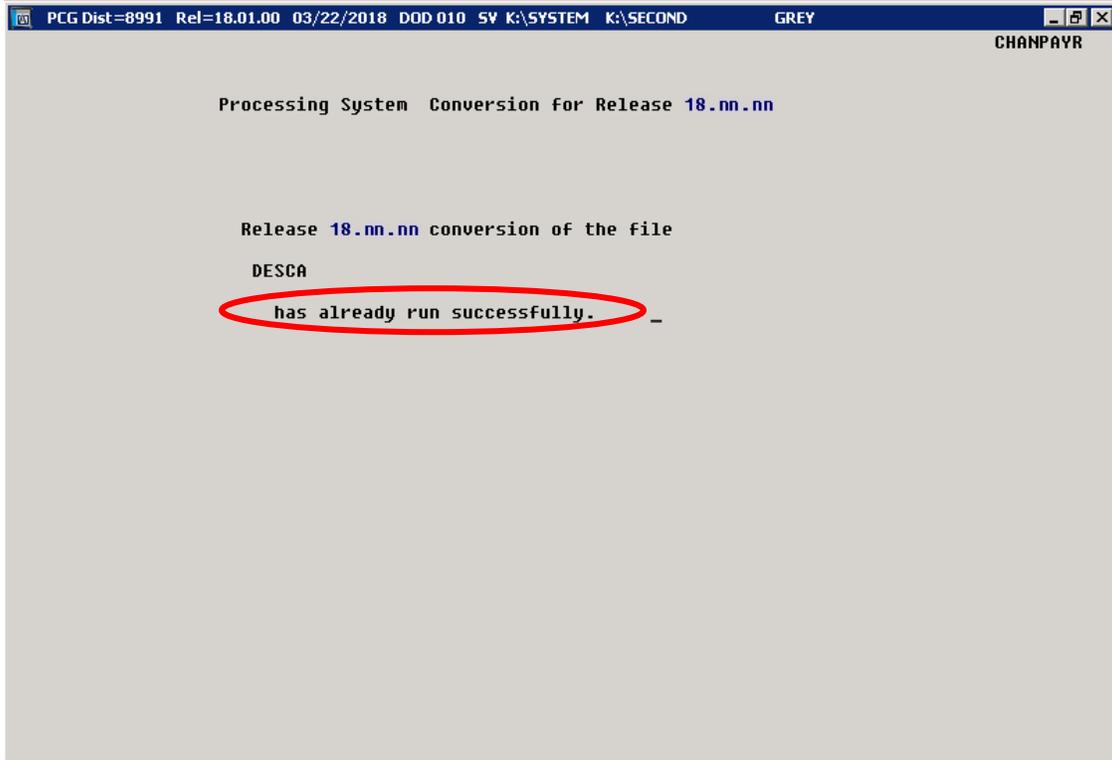
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 18.01.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

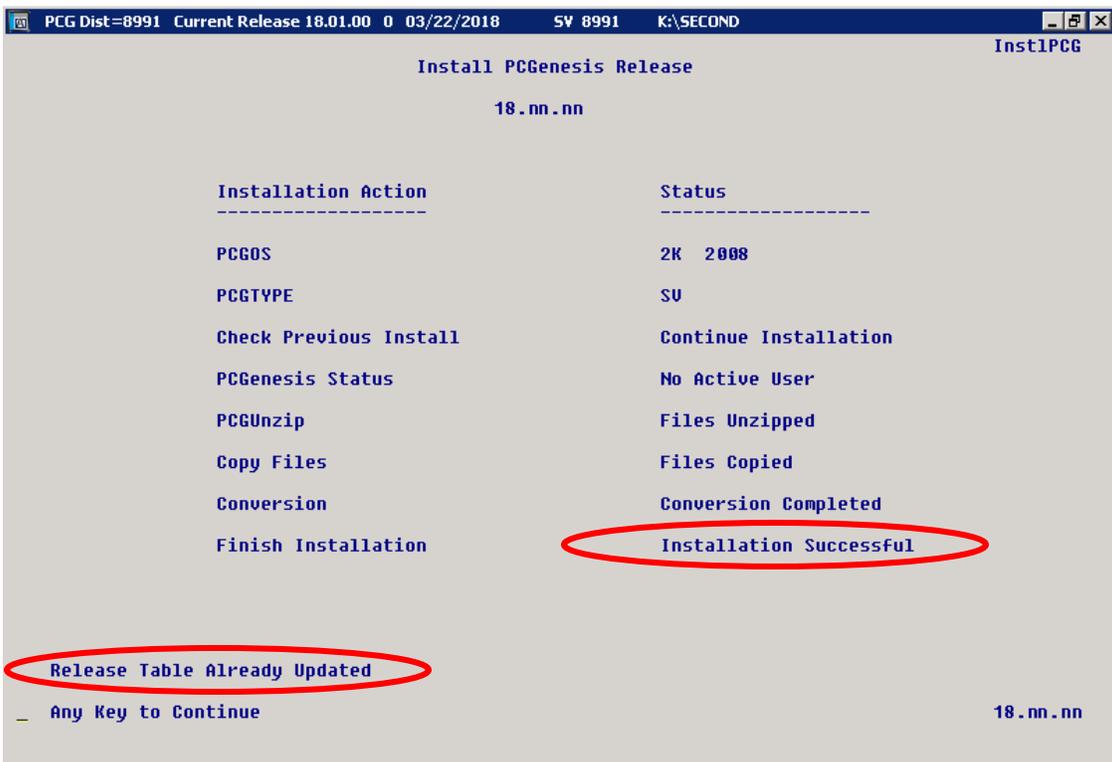


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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:

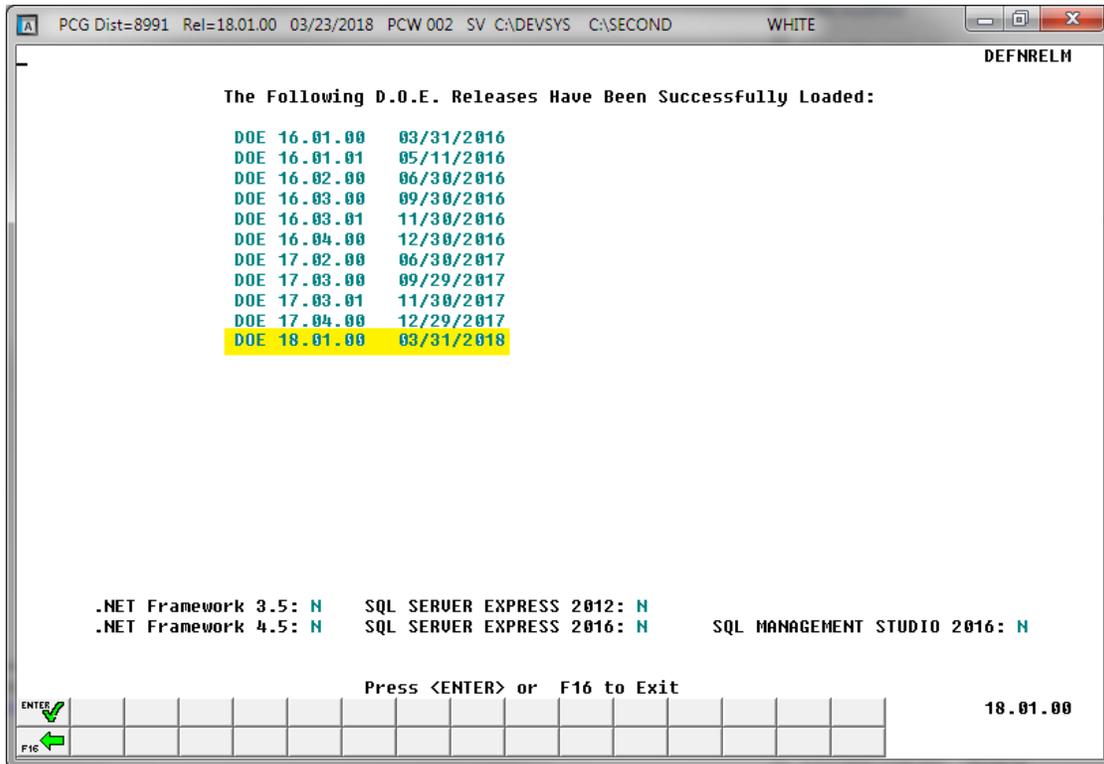


Step	Action
11	Proceed to <i>B3. Verify Release 18.01.00 Was Successfully Installed.</i>

B3. Verify Release 18.01.00 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 18.01.00 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 18.01.00 displays. If Release 18.01.00 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 18.01.00 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 18.01.00 ”.