

PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

8/8/2019

Section A: Create Budget SANDBOX, V1.4

Revision History

Date	Version	Description	Author
8/8/2019	1.4	19.02.00 – Add report sort option to <i>Create Budget SANDBOX Report</i> .	D. Ochala
01/11/2019	1.3	18.04.00 – Add Print Employee Budget Detail Listings to the budget menu.	D. Ochala
04/04/2016	1.2	16.01.00 – Add Create Budget SANDBOX Report.	D. Ochala
07/17/2015	1.1	15.02.00 – Update Budget System Master Menu screenshot.	D. Ochala
07/02/2014	1.0	14.02.00 – Create new document.	D. Ochala

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Overview

The *PCGenesis Budgeting System* for payroll salaries and employer benefits is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*.

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Using the *PCGenesis Budgeting System* is <u>optional</u>. If desired, school systems may continue to use their existing methods or a third party for budgeting. Highlights of the *PCGenesis Budgeting System* are detailed in the sections that follow.

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 school system 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.

Accessing the Create Budget Sandbox Feature

Every time the user accesses the *Create Budget SANDBOX* option (**F1** on the menu below), a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters. The *Create Budget SANDBOX* option can be run as many times as desired, and each time the user can apply a new set of parameters to the employee payroll information.

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PCGenesis Budget System – Main Menu

Budget Flag Options

The budgeting parameters which are applied to the employee salary data are dependent on a **Budget Flag** field defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas that are applied to generate new salary amounts in the budget *SANDBOX* directory.

The *Update/Display Gross Data* screen shown on the following page identifies the *Budget Flag* fields and illustrates the *Budget Flag* drop-down dialog box.

PCG Dist=8991 Rel=16.01.00 04/04/2016	PCW 002 SV C:\DEVSYS C:\SEC	COND WHITE	
Status Active EmpNo 88389 AL4RECHT, KE4NITH SSN 999-08-8389 Loc 194 L Salary sched Cert 1 Work sched ID Hrs/Day <u>8.000</u> Ann work days <u>185</u> Days worked YT	Update/Display Gross ocation 000194 evel 15 Pay step L4 Days/Week <u>0</u> Hrs/Week D 0.00 This per <u>0.0</u> 1	5 Data Class 3 10 MO. 1 Job cd 13 CLASSROO <mark>State yrs 18 Local y _40.00</mark> 13/14 pay sw <u>0</u> Days docked YTD 0. 0	PAY07 EACHERS MT TEACHERS Prs <u>18</u> Budget pay cat <u>14</u> 00 This per <u>0.00</u>
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Cycle gross 4790.09 Pens s State salary 54506.04 TRS se Local salary 975.00 No pen Other 2000.04 Pens A Contract amt 57481.08 Pens e Validations passed. Save your cha	witch Y TRS rvice ind 1 Adj sion code nt/&0600 lig date _2/10/1999 nges.	S/ERS Pens Gross Pa j Amt/% Cy Cc Py	ny sch. # 12 ncle <u>2</u> Sch Yr nntmo <u>10</u> ' contmo <u>10</u>
Image: Non-State F1 R F2 R F3 F4 F5 F6 F6	A pro	Image: Prize and Pr	16.01.00

Payroll Gross Data Screen with Budget Flag Field



Drop-down for Budget Flag Field

Georgia Department of Education August 8, 2019 • 2:45 PM • Page 3 of 46 All Rights Reserved. Valid values for the **Budget Flag** are as follows:

Budget Flag	Description
Α	Move the account number over to the budget, but do NOT bring over any amounts.
L	Budget as a local supplement/extra salary. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.
Μ	Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
N	Budget as salary, but do <u>not</u> apply a salary schedule. Apply either an annual amount or percent increase or decrease to the account line salary or the account line rate.
	(Usually used for classified employees.)
	Budget as state salary using the state CPI salary schedule.
S	Certified employees only. Valid only for account lines with a Process Type of 'S '.
	Budget as local supplement using a local CPI salary schedule.
Т	Certified employees only. Valid only for account lines with a Process Type of 'S '.
	Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The Budget Pay Category field and the Annual Work Days fields on the <i>Gross Data</i> screen are required when account lines are flagged with 'U'.
U	Certified and classified employees.
	<u>Certified employees</u> : PCGenesis will use the State Years of Experience for determining the pay step into the user-defined salary schedule.
	<u>Classified employees</u> : PCGenesis will use the Local Years of Experience for determining the pay step into the user-defined salary schedule.
x	Do not bring the gross data account line over to the budget process.
Δ	(Generally used for substitute pay, one-time stipends, etc.)
Spaces	Do not bring the gross data account line over to the budget process.

Create Budget SANDBOX Run Options

Many options are available within the *Create Budget SANDBOX* procedure. The user may define the **Payroll Schedules** to include during the budgeting procedure. For example, if the school district has both a monthly (12) and a bi-monthly (24) payroll, the user has the ability to select '**Y**' (Yes) for both the *Pay Schedule 12* and *Pay Schedule 24* **Run** parameters. The user may also define whether or not the system should calculate the Employer GHI (**Emplr GHI**) contribution for the budgeting procedure.

The user may define which payroll class codes should be selected for the budgeting procedure. For example, the user may decide NOT to process the <u>substitute</u> payroll class codes during the budget procedure.

The user also selects which pension types should be calculated during the budgeting procedure. Typically, the user would select only those pension codes which have an employer contribution component, such as TRS and Old and New ERS.

The user may select if the hourly and/or daily salary lines should be cleared during the budget procedure. Generally, these options should be set to '**N**' so that the hours/days on the hourly/daily salary account lines (**Process Type Codes** of '**H**' or '**D**') are retained for budgeting purposes.

The user may select whether **Regular Gross Types** (**H**, **D**, **S**) and/or **Special Gross Types** (**A**, **B**, **P**, **Q**, **X**, **Y**, **Z**) should be processed during the budgeting procedure. For example, the user may wish to budget only **Regular Gross Types** (**H**, **D**, **and S**) and NOT budget **Special Gross Types** (**A**, **B**, **P**, **Q**, **X**, **Y**, **Z**) since special gross types are typically used for substitute and special payments.

The user may define the deduction codes to be processed during the budgeting procedure. Typically, the only deductions which should be considered for budgeting are those deductions which have an employer contribution component. For example, if the district subsidizes employee annuities and Georgia State Health Insurance, then deduction codes 01, 02, 08 and 09 should be selected for budgeting.

Finally, the user defines the parameters for the **Budget Flag** values on the *Create Budget Sandbox Control Screen* shown on the following page. The budgeting parameters are applied to the employee salary data. These *Control Screen* parameters are dependent on the **Budget Flag** fields defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

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Create Budget Sandbox Control Screen

The *Create Budget Sandbox Control Screen* allows the user to specify the salary schedule year for the CPI State Salary Schedule, the CPI Local Salary Schedule, and the User-Defined Salary Schedule. The user may specify the number of work days for certified employees, and whether or not to increase the employees' local and state years of experience. The user may specify dollar amount or percentage changes for 'N' and 'L' Budget Flag values. The payroll administrator has the option to print the *Create Budget SANDBOX Report* either by Employee ID or by Employee Name.

Create Budget SANDBOX Processing

Executing the *Create Budget SANDBOX* procedure accomplishes the following:

- A backup copy of the *SANDBOX* directory is created in *SANDBOXQ*. *SANDBOXQ* data can recovered, if necessary. (As with all file recoveries, please <u>do not</u> attempt the process without the guidance of a PCGenesis Customer Support Analyst.)
- The following PAYROLL files are copied into the SANDBOX directory. These files make up the contents of the budget "playground" or "sandbox".
 - ANNUITY
 - CPIFILE
 - DATEFL
 - DEDCTL
 - DEDS
 - GROSSDAT
 - PAYROLL
 - PAYSTAT
 - PDEDUCT
 - PERS
 - TAXES
- The *Create Budget* setup parameters entered on the *Budget Control Data Transaction* screen are saved to a data file and retained for future processing.
- In the SANDBOX directory:
 - If the option **Increase local and state years** is selected as '**Y**' (Yes), the employees' local years of experience and certified/state years of experience are increased by one year.
 - Clears OASDI and HI current gross and amount fields.
 - Clears pension gross and amount fields.
 - Clears employer paid pension and GHI amounts.
 - Clears all employer deduction amounts.
 - Clears OASDI/HI and pension adjustments. (**Process Type Code** of '**Z**' for pension adjustments.)
 - If Clear Hourly set to 'Y', clears current hours and amounts for Process Type Code of 'H'.
 - If Clear Daily set to 'Y', clears current hours and amounts for Process Type Code of 'D'.
 - Clears overtime for all classes.
 - Clears check number and net pay fields.
 - Clears deduction flags.
 - Clears negative deductions.
 - Clears deduction adjustments.
 - Clears deduction year-to-date (YTD) amounts, including FICA and pension and employer deduction amounts.
 - Clears non-taxable amount.
 - Clears current leave data.
 - Recalculates gross amounts based upon the gross data account line **Budget Flag** values.

Georgia Department of Education August 8, 2019 • 2:45 PM • Page 7 of 46 All Rights Reserved. • The *Create Budget SANDBOX Report* is created. The report documents how gross data salary amounts are computed when creating the budget SANDBOX payroll file. This report facilitates understanding how the system calculates new salaries in the budget SANDBOX directory.

The following employee fields are needed for budgeting:

- Employer GHI: all GHI fields including GHI participation switch, GHI option, tier, and deduction code.
- Employer Pension: all pension codes and switches.
- Employer FICA: all FICA switches.
- Employer Deduction Amounts: deduction employer switches.
- Employer Annuity Amounts: deduction employer switches.
- Salaries on the employees' Gross Data account lines.

Procedure A: Budget Flag on Payroll Gross Data Screen

The budgeting parameters which are applied to the employee salary data are dependent on the **Budget Flag** fields on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each gross data account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

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	8 9 10 11 12 13	Employ Update/ Earning Check F Update/ Special	ee Reports/L Display Desc s History Me teconciliation Display Payr Functions Mi	abels Menu rription/Deduction/ nu Menu oll Monitor enu	Annuity Menu			
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	3 Update/Display Deduction Data	
	4 Update/Display Gross Data	
	5 Update/Display Withholding Data	
	5 Update/Display Current Leave Usage Data	
	8 Undate/Display Deduction Adjustments	
	9 Update/Display FICA/Medicare Adjustments	
	10 Update/Display Garnishment Vendor Data	
	11 Add Fernings History Decord	
	12 Add Earnings Filstory Record	
	13 Print Earnings History	
	14 Calculate and Display An Employee's Pay	
	17 Undate/Display Leave YTD/Balance Data	
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Step	Action
4	Enter the employee number or the SSN in the Input field, select $\underbrace{ENTER}_{\text{Step 6.}}$ (Enter), and proceed to Step 6.
	If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Input field, and select Enter. Entering a complete or partial name in the Input field displays the results most closely matching the search criteria entered. Proceed to <i>Step 5</i> .

Update/Display Deduction Data Select Employee PAYFIND Filter not active Current Order Name 13 Current Empno SSN Loc Cls Cert Pens ContMo Job Stat Mth Enter AB3EU, ET3AN 88942 999-08-8942 201 11 N 1 12 29 T 1 AB3EU, MO3TY 87742 999-08-7742 8012 13 N 0 10 30 I 2 AB4EY, LE4NARDO 87893 999-08-7893 101 1 C 2 10 4 T
Filter not active Current Order Name Current Current 13 Fkey Name 13 Fkey Name 13 Enter AB3EU, ET3AN 88942 999-08-8942 201 11 N 1 12 29 T 1 AB3EU, MO3TY 87742 999-08-7742 8012 13 N 0 10 30 I 2 AB4EY, LE4NARDO 87893 999-08-7893 101 1 C 2 10 4 T
Current 13 Fkey Name Empno SSN Loc C1s Cert Pens ContMo Job Stat Mth Enter AB3EU, ET3AN 88942 999-08-8942 201 11 N 1 12 29 T 1 AB3EU, MO3TY 87742 999-08-7742 8012 13 N 0 10 30 I 2 AB4EY, LE4NARDO 87893 999-08-7893 101 1 C 2 10 4 T
3 AB4EY, LI4LIAM 89093 999-08-9093 195 2 N 2 10 34 I 4 AC9ER, M09AMMED 89320 999-08-9320 8012 13 N 0 10 32 I 5 AC9ER, NU9IA 88120 999-08-8120 8012 19 N 0 10 53 A 6 AD2ER, TA2 88127 999-08-8127 2050 3 N 0 10 16 I 7 AD2ER, ZA2A 89327 999-08-8175 8012 14 N 1 12 31 A 9 AD20CK, AL20NZO 88175 999-08-8175 8012 14 N 1 12 31 A 9 AD20CK, FR2DDA 89375 999-08-9375 101 3 N 0 10 16 T

6

- - X PCG Dist=8991 Rel=16.01.00 04/04/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE Status Active Update/Display Gross Data PAY07 EmpNo 88389 AL4RECHT, KE4NITH Class 3 10 MO. TEACHERS SSN 999-08-8389 Loc 194 Location 000194 Job cd 13 CLASSROOM TEACHERS Salary sched Cert level T5 Pay step L4 State yrs 18 Local yrs 18 Work sched ID Hrs/Day 8.000 Days/Week 0 Hrs/Week 40.00 13/14 pay sw Budget pay cat 14 Ann work days 185 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00 Proc Pau Pay Rate Days/Hrs Days/Hrs Regular Overtime GHI % Pay Pau for Type Type Hrly/Daly Regular Overtime Dist Reas Period End Gross Gross 01 S 0010 4542.17 1.0000 02. <mark>s</mark> 81.25 0021 03. <mark>s</mark> 0310 166.67 04. <mark>s</mark> 200.00 05. 06. 1.0000 4998.89 Sub Budget Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt Contract Distrib Flag ACCT 01 16 100 4542.17 81.25 1081 1000 11000 194 Y S 1083 1000 11000 ACCT 02 16 100 194 Т ACCT 03 16 100 9990 2100 14600 101 166.67 L U ACCT 04 16 100 1021 1000 11000 109 ACCT 05 00 ACCT 06 00 4790.09 Total gross 4990.09 Pens code 2 TRS Cycle gross 4790.09 Pens switch v TRS/ERS Pens Gross Pay sch. # 12 2 Sch Yr 10 State salary 54506.04 TRS service ind 1 Adj Amt/% Cycle 975.00 Local salary No pension code Contmo .0600 2000.04 Pens Amt/% Other PY contmo 10 Pens elig date Contract amt 57481.08 2/10/1999 16.01.00 NTER | F1 ▶ X | F2 ◀ X | F3 🖨 | F4 🖾 | F5 🖅 | F6 🚺 F7 🔽 F8 📕 F9 🖊 F10 🍸 F11 F12 - 15 Q Adj FICA -16 ← E17 🔤 E18 🗍 Per Ded Grs W/H Lv Ytd Help Gar Step Action Select **F9** (**F9** – Switch to Update Mode).

PCG Dist=8991 Rel=16.01.00	04/04/2016 PCW 002 SV C:\DEVSYS	C:\SECOND WHITE	
Status Active EmpNo 88389 AL4RECHT, KE SSN 999-08-8389 L Salary sched Work sched ID Hrs/Da Ann work days 185 Days w	Update/Display (4NITH c 194 Location 000194 Cert level T5 Pay step y <u>8.000</u> Days/Week <u>0</u> Hrs/I vorked YTD 0.00 This per _	ross Data Class 3 10 M Job cd 13 CLAS L4 <mark>State yrs 18 Loc</mark> Week <u>40.00</u> 13/14 pay s <u>0.00</u> Days docked YTD	PAY07 O. TEACHERS SROOM TEACHERS al yrs 18 yrs 18 Budget pay cat <u>14</u> 0.00 This per <u>0.00</u>
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Yr Fnd F Prgm Fr ACCT 01 16 109 1081 10 ACCT 02 16 109 1083 10 ACCT 02 16 109 1083 10 ACCT 03 16 100 9990 21 ACCT 04 16 100 1021 10 ACCT 05 09	4990.0 hot Objet Fety B Addt'l Pens 100 11000 194 100 11000 194 100 14600 101 100 11000 102	1.0000 5 Gross Pens Amt Contr 4542 81 166 1200	Sub Budget act Distrit Flag .17 Y S .67 _ L
Total gross 4990.09 Cycle gross 4790.09 State salary 54506.04 Local salary 975.00 Other 2000.04 Contract amt 57481.08	Pens code 2 TRS Pens switch Y TRS service ind 1 No pension code	4790 TRS/ERS Pens Gross Adj Amt/%	Pay sch. # 12 Cycle <u>2</u> Sch Yr Contmo <u>19</u> PY contmo <u>10</u>
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Payroll Gross Data Screen with Budget Flag Field



Drop-down for Budget Flag Field

Step	Action
7	Verify "Mode changed to update" displays.

Step	Action
8	Consider each gross data account line and decide how each account line should be budgeted based upon the Budget Flag values shown in the drop-down dialog box above. Review sections <i>A1 Processing for Budget Flag 'A'</i> thru <i>A8 Processing for Budget Flag</i> <i>'X' or Spaces</i> for detailed information about processing each Budget Flag value.
9	Refer to the <u>Payroll System Operations Guide</u> , Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data for field instructions for the Update/Display Gross Data screen.
10	Make the appropriate changes and then select (Enter). Select (F17 – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name ' <i>PSCNnnnn</i> '.

PCG Dist=8991 Rel=16.01.00 04/04/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE	
Status Active Update/Display Gross Data	PAY07
EmpNo 88389 AL4RECHT, KE4NITH Class 3 10 MO. TEACHER	s
SSN 999-08-8389 Loc 194 Location 000194 Job cd 13 CLASSROOM TEAC	HERS
Salary sched Cert level T5 Pay step L4 <mark>State yrs <u>18</u> Local yrs <u>18</u></mark>	
Work sched ID Hrs/Day <u>8.000</u> Days/Week <u>0</u> Hrs/Week <u>40.00</u> 13/14 pay sw _ <mark>Budge</mark>	t pay cat <u>14</u>
Ann work days <u>185</u> Days worked YTD 0.00 This per <u> 0.00</u> Days docked YTD 0.00 Thi	s per <u>0.00</u>
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime GHI % Pay Pay to	r l
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ACCT 01 <u>16 100 1081 1000 11000 194</u> 4542.17 Y	<u>2</u>
ACCT 02 <u>16</u> <u>100</u> <u>1083</u> <u>1000</u> <u>11000</u> <u>194</u> <u></u> <u></u> <u></u> <u>81.25</u>	I
ACCT 03 16 100 _ 9990 2100 14600 _101	<u>L</u>
ACCT 94 16 199 _ 1921 1999 11999	<u>U</u>
	-
	-
Total gross 000 80 Pens code 2 TRS 4790.09	
Cucle gross 4708.60 Pens switch Y TRS/FRS Pens Gross Paulsch	# 12
State salaru 54586.84 TRS service ind 1 Adi Ant/% Cucle	2 Sch Yr
Local salary 975.00 No pension code Contmo	10
Other2000_04 Pens Amt/%0600 PY contm	o <u>10</u>
Contract ami <u>57481.06</u> Pens elig date <u>2/10/1999</u>	
Validations passed. Save your changes	
NIE V F1 ▶ X F2 ♥ X F3 → F4 F3 F3 F5 F5 F5 F5 F6 F6 F6 F7 F1 P F1 A F1 F5 €	16.01.00
FIG	

Step	Action
11	Verify "Validations passed. Save your changes." displays and select F8 – Save changes).

🗖 PC	G Dist=8991 Rel=16.01.00 04/04/2016 PCW 002 SV C:\DEVSYS C:\SECOND WHITE
Status EmpNo SSN Salar Work Ann S	Active Update/Display Gross Data PAY07 0 88389 AL4RECHT, KE4NITH Class 3 10 MO. TEACHERS 999-08-8389 Loc 194 Location 000194 Job cd 13 CLASSR00M TEACHERS 'y sched Cert level T5 Pay step L4 State yrs <u>18</u> Local yrs <u>18</u> sched ID Hrs/Day <u>8.000</u> Days/Week <u>0</u> Hrs/Week <u>40.00</u> 13/14 pay sw Budget pay cat <u>14</u> work days <u>185</u> Days worked YTD 0.00 This per <u>0.00</u> Days docked YTD 0.00
Pro Typ 01. 5 02. 6 03. 5 04. 6 05 06 06 06 06 06	Day Pay P
ACCT ACCT Total Cycle State Local Other Contr	05 00
	rate rs
	Action
12	Verify "Data saved" displays, and select $\mathbf{F16} = \mathbf{F16}$ (F16 – Exit) to return to the Display Gross Data - Select Employee screen.

		0551	Rei-1	4.02.00	06/24	/2014	PCW 00	01 59	C:\DEVSYS C:\S	SECOND		WHI	TE			DAUE:	
	update/Display Gross Data Select Employee															PAYE	I ND
Filt	Filter set: Class,Status																
	Input:																40
Fke <u>i</u> 1 2 3	 key Name AB4EY, LE4NAR BA5KSDALE, VA AL2NSO, JO2TT 				ARDO VASNESA LTE				Empno SSN 87893 999-08-7893 89484 999-08-9484		Cls 7 17 7	Cert C N C	Pens 2 1 2	ContMo 10 9 10	Job 150 461	Stat A A	13 Mth
			I F F	input 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose f	lumber Clear rom Se	or r emp elect	Name or S loyee filten ion Above	SSN -	Pres	s Ent	er Ke <u>i</u>	J			
			I F F	(nput 16 to 1-9	Emplo Exit = Cho	yee N , F18 ose f	lumber Clear rom Se	or r emp elect	Name or 3 loyee filter ion Above	55N -	Pres	s Ent	er Ke <u>i</u>	,			
ENTER	FI	F2	F3	nput 16 to 1-9 F4	Emplo Exit = Cho F5	yee N , F18 ose f	lumber Clear rom Sc	or r emp elect F8	Name or S loyee filter ion Above F9 F10 Y	22N -	Pres	s Ent	er Keg	, Q		13.0	2.00
	F1	F2	F3	16 to 1-9 F4 PSUP▲	Emplo Exit = Cho F5	yee N , F18 ose f	lumber Clear rom Se	or remp elect F8	Name or S loyee filter ion Above	SSN -	Pres	s Ent	er Key	ر هر		13.0	2.00
		F2	F3	nput 16 to 1-9 F4 F0F	Emplo Exit = Cho F5 PSON	yee N , F18 ose f	lumber Clear rom Se	or emp elect F8	Name or S loyee filter ion Above	SSN -	Pres	s Ent	er Ke <u>i</u>	, Q.		13.0	2.00

🔲 РСС	5 Dist=8991 R	el=14.02.00	06/24/2014 PC	W 001 SV C	\DEVSYS C	SECOND		WHITE		_ & ×
				Payr	oll Syste	m				PAYUPDTP
	FKey			Payrol:	1 Update	Menu				
	1	Add Now	Employee							
		- AUU NCW	LinhioAcc							
	2	- Update/E)isplay Person	nel Data						
	3 -	- Update/E	isplay Deduct	ion Data						
		·- Update/E)isplay Gross [Data						
	<u> </u>	·· Update/L	Visplay Withno	iding Data	na Data					
	7	- Undate/)isnlay YTD/Fi	scal Nata	iye Data					
	8 -	·- Update/[isplay Deducti	ion Adjustr	ients					
	9	- Update/E)isplay FICA/M	, edicare Adj	ustments					
	10	·- Update/E)isplay Garnish	nment Vend	or Data					
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	12	·· Add Earn	lings History R	ecord No History /	Transfer (roce Ea	minac			
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		T THICE G	ingo motory							
	14	- Calculate	e and Display A	\n Employe	e's Pay					
	15 -	- Delete E	mployee							
	17 -	- Update/E)isplay Leave `	YTD/Baland	ce Data					
Progra	- <u>18</u> m PAY07 co	Detailed	Pay Stub - Em	ployee Mes	sage					
riogra		hpreeed								
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	ust Nezza Wordza I	PAY VEND							-	
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	Action									
		-								
	Select	F16 (]	F 16 - Exit)	to retur	n to the	e Payr	oll Sys	tem Ma.	ster Me	nu, or selec
	(Macto	\mathbf{r}) to ret	urn to the	Rusings	s Annli	cation	s Mast	or Mon		,
	Unaste		uni to tile	Dusines	з нрри	unon	s musi	ei ment	<i>i</i> .	

A1. Processing for Budget Flag 'A'

Processing for Budget Flag 'A': Move the account number over to the budget, but do NOT bring over any amounts. This option allows the gross data account number to be brought over to the budget sandbox without bringing any of the associated amounts from the current payroll cycle. This preserves only the account number in the budget sandbox.

Proc	Pay				•		,				Regular	Budget
Туре	Type	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	В	Addt'l	Gross	Flaq
01. <u>s</u>	0010	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13100</u>	<u>198</u>	_		5119.67	<u>s</u>
02. <u>S</u>	<u>0011</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13000</u>	103	_		255.98	<u>s</u>
03. <mark>S</mark>	0036	<u>14</u>	100	_	1455	<u>2400</u>	<u>13100</u>	189	_		591.33	M
04. <u>S</u>	0031	14	<u>6 02</u>	_	9990	3100	11600	189	_		1297.15	A
05. <u>S</u>	0031	14	<u>482</u>	_	1862	1000	<u>11300</u>	<u>198</u>	_		200.00	
_		_		-					_			_

Payroll Gross Data Screen with Budget Flag Field

Proc Tupe	Pay Tupe	Yr I	Fnd F	Pram	Fnct	Obict	Fctu	B	Addt'l	Regular Gross
01. <u>S</u>	<u>0010</u>	14	100	1455	2400	13100	198	_		5049.58
02. <u>s</u>	0011	14	100	1455	2400	13000	103	_		252.37
03. <u>S</u>	0036	14	100 _	1455	<u>2400</u>	<u>13100</u>	189	_		591.33
04. <u>S</u>	<u>0031</u>	<u>14</u>	<u>6 02</u> _	<u>9990</u>	<u>3100</u>	<u>11600</u>	<u>189</u>	_		
05		00						_		

Gross Data Results in the SANDBOX

A2. Processing for Budget Flag 'L'

<u>Processing for Budget Flag 'L'</u>: When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of 'L', as shown in the figure below.

Type L lines (Local supplement/extra salary): Salary lines (S, B, Y, Q): Annual amt change <u>1200.00</u> – or – Percentage change <u>0.0000</u> Hourly lines (D, H, A, X, P): Amount change <u>0.00</u> – or – Percentage change <u>0.1000</u>

Create Budget Sandbox Control Screen – Type 'L' Lines

In the case of **Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**' (hourly/daily lines), a **Budget Flag** of '**L**' allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each '**L**' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a rate of \$35.00 per day, the rate on the '**L**' line will be increased by .1 times \$35.00, or \$3.50. When \$3.50 is added to the current rate of \$35.00, the new rate for the '**L**' line in the budget sandbox is \$38.50.

Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each 'L' line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.

In the case of **Process Type Codes** of 'S', 'B', 'Y', or 'Q' (salary lines), a **Budget Flag** of 'L' allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, the system will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a **Budget Flag** of 'L'.

In the following example, an annual amount change of \$1200.00 is specified for salary lines on the *Create Budget Sandbox Control* screen. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$1200.00 divided by 12, or \$100.00 per pay period. The \$100.00 is then distributed over all 'L' flagged salary lines in proportion to the original salary distribution. Therefore, account line #2 was increased by \$75.18 and account line #3 was increased by \$24.82 for a total of \$100.00 in the budget sandbox.

Process Type 'S' lines will be			Upda	te/Display	Gross Data	a	
increased by \$100 per pay period.	Proc Type 1. S 02. S	Pay Type 0010 0011 0036	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross 4685.25 234.27 77 33	Budget Flag L
Process Type 'D' lines	04.0 5.0	0030 0032	35.000 35.000	30.00 10.00		1050.00 350.00	i}
increased by 10% (or .1).			Payroll G	ross Data Screen	with Budget Flag	g Field	

Payroll Gross Data Screen with Budget Flag Field

Proc Type	Рау Туре	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010		-		4710.68
92. <mark>S</mark>	0011				309.45
03. <mark>S</mark>	0036				102.15
04. D	0030	38.500	30.00		1155.00
05. D	0032	38.500	10.00		385.00

Gross Data Results in the SANDBOX when \$1200 annual amount change for salary lines is specified

Alternatively, a percentage change can also be specified for a **Budget Flag** of 'L' in the case of 'S', 'B', 'Y', or 'Q' salary lines. The percentage change applies to each salary 'L' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a salary of \$3500.00, the salary on the 'L' line will be increased by .1 times \$3500.00, or \$350.00. When \$350.00 is added to the current salary of \$3500.00, the new salary for the 'L' line in the budget sandbox is \$3850.00.

A3. Processing for Budget Flag 'M'

<u>Processing for Budget Flag 'M'</u>: Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount. This allows the gross data line and all associated amounts to be brought over to the budget sandbox without changing any amounts. A **Budget Flag** of '**M**' could be used to bring over gross data amounts that are not being increased or decreased in the next budget year.

		Update/Display Gross Data		
Proc	Pay		Regular	Budget
Туре	Type	Yr Fnd F Prgm Fnct Objct Fcty B Addt'l	Gross	Flag
01. <u>s</u>	0010	<u>14 100 1455 2400 13100 198</u>	5119.67	<u>s</u>
02. <u>S</u>	<u>0011</u>	<u>14 100 1455 2400 13000 103</u>	255.98	<u>s</u>
03. <u>S</u>	<u>0036</u>	<u>14 100 1455 2400 13100 189 </u>	<u>591.33</u>	M
04. <u>S</u>	<u>0031</u>	<u>14 602 _ 9990 3100 11600 _189 </u>	1297.15	A
05. <u>S</u>	<u>0031</u>	<u>14 482 1862 1000 11300 198</u>	200.00	

Payroll Gross Data Screen with Budget Flag Field

	SANDBOX - Update/Display Gross Data												
Proc Type	Рау Туре	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	B	Addt'l	Regular Gross		
01. <u>S</u>	<u>0010</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13100</u>	<u>198</u>	_		5049.58		
02. <u>S</u>	<u>0011</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13000</u>	<u>103</u>	_		252.37		
03. <u>S</u>	0036	<u>14</u>	100	_	<u>1455</u>	2400	13100	<u>189</u>	_		591.33		
04. <u>S</u>	0031	14	602	_	9990	3100	11600	189	_				
05.		<u>00</u>		_					_				

Gross Data Results in the SANDBOX

A4. Processing for Budget Flag 'N'

<u>Processing for Budget Flag 'N'</u>: The processing for **Budget Flag** 'N' is executed exactly the same way as processing for **Budget Flag** 'L'. When the *Create Budget Sandbox* procedure is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of 'N', as shown in the figure below.

Type N lines (No salary schedule): Salary lines (S, B, Y, Q): Annual amt change <u>2400.00</u> – or – Percentage change <u>0.0000</u> Hourly lines (D, H, A, X, P): Amount change <u>0.50</u> – or – Percentage change <u>0.0000</u>

Create Budget Sandbox Control Screen - Type 'N' Lines

In the case of **Process Type Codes** of '**D**', '**H**', '**A**', '**X**', or '**P**' (hourly/daily lines), a **Budget Flag** of '**N**' allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each '**N**' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a rate of \$35.00 per day, the rate on the '**N**' line will be increased by .1 times \$35.00, or \$3.50. When \$3.50 is added to the current rate of \$35.00, the new rate for the '**N**' line in the budget sandbox is \$38.50.

Similarly, when an amount change is specified for an hourly/daily gross data account line, the amount change applies to each '**N**' line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.

In the case of **Process Type Codes** of 'S', 'B', 'Y', or 'Q' (salary lines), a **Budget Flag** of 'N' allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, the system will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a **Budget Flag** of 'N'.

In the following example, an annual amount change of \$2400.00 is specified for salary lines on the *Create Budget Sandbox Control* screen. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$2400.00 divided by 12, or \$200.00 per pay period. The \$200.00 is then distributed over all 'N' flagged salary lines in proportion to the original salary distribution. Therefore, account line #2 was increased by \$150.36 and account line #3 was increased by \$49.64 for a total of \$200.00 in the budget sandbox.



SANDBOX - Update/Display Gross Data Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Туре Туре Gross Hrly/Daly Regular Overtime 4710.68 0010 01. S 02. S 0011 384.63 03. S 0036 126.97 35.500 04. D 0030 30.00 1065.00 05. D 0032 43.000 10.00 430.00

Gross Data Results in the SANDBOX when \$2400 annual amount change for salary lines is specified

Alternatively, a percentage change can also be specified for a **Budget Flag** of '**N**' in the case of '**S**', '**B**', '**Y**', or '**Q**' (salary lines). The percentage change applies to each salary '**N**' line individually. For example, if a percentage change of .1 is specified, and the employee is paid a salary of \$234.27, the salary on the '**N**' line will be increased by .1 times \$234.27, or \$23.43. When \$23.43 is added to the current salary of \$234.27, the new salary for the '**N**' line in the budget sandbox is \$257.70.

A5. Processing for Budget Flag 'S'

<u>Processing for Budget Flag 'S'</u>: Budget as state salary using the state CPI salary schedule. A **Budget Flag** of 'S' can be used for account lines with a **Process Type** of 'S' for certified employees only. When the *Create Budget Sandbox* process is executed, the user may define the parameters for the gross data account lines flagged with a **Budget Flag** of 'S', as shown in the figure below.



Create Budget Sandbox Control Screen – Type 'S' Lines

In the case of a **Process Type Code** of '**S**' (salary lines) for certified employees, a **Budget Flag** of '**S**' allows the user to specify the CPI state salary schedule <u>year</u> to use, and whether or not to increment the employees' local and state years of experience. The user must also specify the number of work days for certified employees. Since the CPI state salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.

In the following example, a certified employee is currently at **Certificate Level 'T6'** and **Pay Step 'L1'**, and has **12** years of state experience. One gross data account line with a **Process Type Code** of 'S' is flagged with a **Budget Flag** of 'S'. In this example, the user specified a 'Y' (Yes) for the **Increase local** and state years field when running the *Create Budget Sandbox* procedure. The user also specified the **Number of work days for certified employees** as **185**.

Cert	level	T6	Pay	step L1	State yrs	<mark>12</mark> Local	yrs 11
Proc Type	Рау Туре	Pay Hrly/	Rate Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flaq
1.S	0010	Ĩ	-	-		4685.25	S
02. S	0011					234.27	N
)3. <mark>S</mark>	0036					77.33	N
)4. D	0030	35.	000	30.00		1050.00	N
15 D	0032	42.	500	10.00		425.00	N

Payroll Gross Data Screen with Budget Flag Field

When the *Create Budget Sandbox* procedure is executed, the employee's **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **13** years of state experience and a **Pay Step** of 'L2' in the *SANDBOX - Update/Display Gross Data* screen. PCGenesis uses the **2015** *CPI Salary Schedule*, as shown below, and looks up the annual state salary for a **Pay Step** of 'L2' and a **Certificate Level** of 'T6'. For this employee, \$58,056 is extracted as the correct annual salary for 190 days.

🔲 PCG Dist=8	3991 Rel=14	.02.00 06/17	/2014 PCW	001 SV (:\DEVSYS	C:\SECO	ND	WHITE		_ 8 ×
										CPICM500
			C	PI SALA	ARY SCHE	DULE				
	51	TATE Sala	ru Schedu	le:	2015	(0074)				
		STATE	SALARY S	CHEDULE		(0011)				
Years Sal										
Exp Step	T-1 1	T-2 BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7	
0,1,2 E	<u>31586 32</u>	<u>2505 3158</u>	<u>6 33424</u>	35597	38438	40936	43435	46258	48213	
3 1	32534 33	<u>3480 3158</u>	<u>6 34427</u>	36665	<u>39591</u>	42164	44738	47646	49659	
42	33510 34	<u>4484 3158</u>	<u>6 35460</u>	37765	40779	43429	46 08 0	49075	51149	
5 3	34515 35	<u>5519 3158</u>	<u>6 36524</u>	38898	42002	44732	47462	<u>50547</u>	52683	
6 4	35550 30	<u>5585 3158</u>	6 37985	40454	43682	46521	49360	52569	54798	
1 5	3001/ 3/	<u>/683 3158</u>	<u>0 39125</u>	41008	44992	47917	50841	54140	50434	<u>l</u>
80	37710 38	<u>8813 3158</u>	0 40880	43543	47 017	50073	53129	50583	58974	
9,10 7	<u>38847</u> 39	<u>7977 3158</u>	<u>0 42113</u>	44849	48428	51575	54723	58280	49545	
11,12 LI	40012 4	1170 3150	<u>0 43370</u>	40194	<u>49881</u> E4977	53122	50305 E00E6	61020	46669	
10,14 LZ	<u>41212</u> 42	2411 <u>3150</u> 2609 9400	<u>0 44077</u>	<u>47 200</u>	_ <u>51377</u>	<u></u> E69E7	E0709	62601	66976	•
17 19 14	<u>42440</u> 40	6003 <u>3150</u>	6 17209	58477	51586	59849	61502	65505	69366	
10 20 15	45721 4-	<u>4770 0150</u> 5343 3158	6 47370	51001	56141	50780	63/1/0	67563	7.0017	
21+ 16	45384 47	7733 3158	6 50285	53551	57825	61583	65343	60508	72536	
21. 10	40004 41	1100 0120	0 _ 70207						12300	•
ENTER	=Validate	F3-Prin	t Screen	F10-L	.oad fro	m File	F16=	Exit		
ENTER	n 🖨				F1	0	EI F	EATE		14.02.00
							ľ			
F16										

CPI State Salary Schedule

To calculate the salary for the gross data line flagged with a **Budget Flag** of 'S' in the budget sandbox, PCGenesis prorates the annual state salary of \$58,056 for 185 days. Therefore, it calculates \$58,056 times 185 days, and then divides the product by 190 days, to give \$56,528.21 as the new annual salary for this employee. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$56,528.21 divided by 12, or \$4710.68 per pay period.

In the example below only <u>one</u> gross data account line is flagged with a **Budget Flag** of '**S**', so the entire pay period amount is distributed to account line #1. However, if more than one gross data account line was flagged with a **Budget Flag** of '**S**', the \$4710.68 pay period amount would be distributed over all '**S**' flagged salary lines in proportion to the original salary distribution.

ert leve	el Tó	Pay step	L2 State	e yrs <mark>13</mark>	Local yrs 12
Proc Type	Рау Туре	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01. S	0010		-		4710.68
02. S	0011				384.63
03. <mark>s</mark>	0036				126.97
04. D	0030	35.500	30.00		1065.00
05. D	0032	43.000	10.00		430.00

Gross Data Results in the SANDBOX when 2015 CPI State Salary Schedule using 185 Work Days is specified

A6. Processing for Budget Flag 'T'

<u>Processing for Budget Flag 'T'</u>: Budget as local supplement using a <u>local</u> CPI salary schedule. A **Budget Flag** of 'T' can be used for account lines with a **Process Type** of 'S' for certified employees only. When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of 'T', as shown in the figure below.

Type T lines (Local CPI salary schedule): Enter year for salary schedule: <u>2015</u> (CCYY) Number of work days for certified employees: <u>185</u>

In the case of a **Process Type Code** of 'S' (salary lines) for certified employees, a **Budget Flag** of 'T' allows the user to specify the CPI local salary schedule <u>year</u> to use. The user must also specify the number of work days for certified employees. Since the CPI local salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI local salary schedule is prorated accordingly.

In the following example, a certified employee is currently at **Certificate Level** '**T6**' and **Pay Step** '**L1**', and has **12** years of state experience. Two gross data account lines with a **Process Type Code** of '**S**' are flagged with a **Budget Flag** of '**T**'. In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of '**S**' since it can only increment the years of experience one time.) The user also specified the **Number of work days for certified employees** as **185**.

Ce	rt	level	T6	Pay	step L1	State yrs	12 Local	yrs 11
Pr Ty	oc pe	Рау Туре	Pay Hrly,	Rate /Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flaq
01.	S	0010	-	-	-		4685.25	້
02.	S	0011					234.27	Т
03.	S	0036					77.33	Т
04.	D	0030	35	.000	30.00		1050.00	Ν
85	D	0032	42	.500	10.00		425.00	N

Payroll Gross Data Screen with Budget Flag Field

Create Budget Sandbox Control Screen – Type 'T' Lines

When the *Create Budget Sandbox* procedure is executed, the employee's **State Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **13** years of state experience and a **Pay Step** of 'L2' in the *SANDBOX - Update/Display Gross Data* screen. PCGenesis uses the **2015** *CPI Local Salary Schedule*, as shown below, and looks up the annual local salary for a **Pay Step** of 'L2' and a **Certificate Level** of 'T6', and extracts \$5,805 as the correct annual salary for 190 days for this employee. Refer to the *Budget System Operations Guide*, *Section D: SANDBOX Special Functions* for information about configuring local CPI salary schedules.

🔲 PCG	Dist=	8991 Rel:	=14.02.00	06/17/20	14 PCW	001 SV C:	DEVSYS	C:\SECON	D	WHITE		
							NDBOX					CP I CM5 00
					L	UCHL SHL	HAT SU	NEVULE				
			LOCAL	Salary	Schedu	le:	2015	(CCYY)				
Vears	Sal			LUCAL SI	ALARY S	CHEDULE						
Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7	
0,1,2	E	3158	3250	3158	3342	3559	3843	4093	4343	4625	4821	
3	1	3253	3348	3158	3442	3666	3959	4216	4473	4764	4965	
4	2	3351	3448	3158	3546	3776	4077	4342	46 08	49.07	<u>5114</u>	
5	3	3451	3551	3158	3652	3889	4200	4473	4746	<u> </u>	5268	
6	4	3555	3658	<u>3158</u>	3798	4045	4368	4652	4936	5256	5479	
7	5	3661	3768	<u>3158</u>	<u>3912</u>	<u>4166</u>	4499	<u>4791</u>	<u>5084</u>	5414	5643	
8	6	3771	3881	<u>3158</u>	4088	4354	47.01	5007	5312	5658	5897	
9,10	14	<u>3884</u>	3997	3158	4211	<u>4484</u> _	4842	<u>5157</u>	5472	5828	<u>0074</u>	
11,12	1.9	4001	4117	9450	4337	<u>4019</u>	4988 E497	<u>5312</u>	5030	4102	<u>0250</u>	
10,14	1.2	<u>4121</u>	<u>4241</u> h960	<u>-0120</u> . 91E0	4407	<u>47.20</u> 60.00	5107 E204	<u>247 1</u>	<u>2002</u> E070	6269	6697	
17 18	1.1	<u>4244</u> h972	<u>4300</u>	3158	4001 h730	5847	5450	<u>- 5035</u> .	6150	6550	6836	
19 20	15	45.03	4477	3158	47.57	5100	5614	5978	6344	6756	7.041	
21+	16	4638	4773	3158	5028	5355	5782	6158	6534	6959	7253	
	20											
					_							
E	NTER	=Valida	te F3	-Print	screen	F10-Lo	ad fro	m File	F16=E	xit		
		F3 É	₿				F1	0	DRE F12	ATTE		14.02.00
	_											

CPI Local Salary Schedule

To calculate the salary for the gross data lines flagged with a **Budget Flag** of '**T**' in the budget sandbox, PCGenesis prorates the annual local salary of \$5,805 for 185 days. Therefore, it calculates \$5,805 times 185 days, and then divides the product by 190 days, to give \$5,652.24 as the new annual local salary for this employee. Since the employee is paid 12 times per year, the pay period amount to be disbursed over the salary account lines is \$5,652.24 divided by 12, or \$471.02 per pay period.

In the example below <u>two</u> gross data account lines are flagged with a **Budget Flag** of '**T**', so the pay period amount is distributed over account lines #2 and #3. The \$471.02 is then distributed over all '**T**' flagged salary lines in proportion to the original salary distribution. Therefore, the salary of account line #2 is now \$354.11 and the salary for account line #3 is now \$116.91 for a total of \$471.02 in the budget sandbox.

Cert 🛛	lev	el Tó	Pay step	Local yrs 12		
۲r ۲j 10.	roc Jpe S	Pay Type 0010	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross 4710.68
02.	S	0011				354.11
03.	S	0036				116.91
04.	D	0030	35.500	30.00		1065.00
05.	D	0032	43.000	10.00		430.00

Gross Data Results in the SANDBOX when 2015 CPI Local Salary Schedule using 185 Work Days is specified

A7. Processing for Budget Flag 'U'

<u>Processing for Budget Flag 'U'</u>: Budget using a user-defined salary schedule for salary gross data lines. This option may be used for both certified and classified employees. The **Budget Pay Category** field and the **Annual Work Days** fields on the *Gross Data* screen are required when account lines are flagged with 'U'.

A **Budget Flag** of 'U' can be used for account lines with a **Process Type** of 'S' only. When the *Create Budget Sandbox* procedure is executed, the user defines the parameters for gross data account lines flagged with a **Budget Flag** of 'U', as shown in the figure below. A **Budget Flag** of 'U' allows the user to specify the user-defined salary schedule <u>year</u> to use.

Type U lines (User-defined salary schedule): Enter year for salary schedule:	<u>2015</u>	(CCYY)	l

Create Budget Sandbox Control Screen – Type 'U' Lines

For certified employees, PCGenesis will use the **State Years of Experience** for determining the pay step into the user-defined salary schedule. For classified employees, PCGenesis will use the **Local Years of Experience** for determining the pay step into the user-defined salary schedule.

In the following example, <u>two</u> gross data account lines with a **Process Type Code** of '**S**' are flagged with a **Budget Flag** of '**U**'. The classified employee currently has **10** years of local experience. In this example, the user specified a '**Y**' (**Yes**) for the **Increase local and state years** field when running the *Create Budget Sandbox* procedure. (PCGenesis uses the **Increase local and state years** field value from the parameters set up for **Budget Flag** of '**S**' since it can only increment the years of experience one time.)

The user must also specify the number of annual work days (**Ann work days**) for the employee on the payroll *Update/Display Gross Data* screen. Since the user-defined salary schedule is based on 260 days per calendar year, if the number of work days is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. The classified employee in our example below works **210** days per year (**Ann work days**).

Status Active Upda	e/Display Gross Data	PAY07
EmpNo 89484 BA5KSDALE, VA5NESA SSN 999-08-9484 Loc 8012 Location	Class 17 BUS DRIVERS Job cd 461 BUS DRIVER	
Salary sched Cert level	Pay step E State yrs 0 Local yrs 10	
Ann work days 210 Days worked YTD 0.00	ek 0 Hrs/Week 25.00 13/14 pay sw <mark>Budget</mark> This per 0.00 Days docked YTD 0.00 This	pay cat 1 per 0.00
Proc Pay Pay Rate Days/Hrs Days/H Type Type Hrly/Daly Regular Overti	s Regular Budget e Gross Flag	
01. S 02. S	980.58 U 100.00 U	
03.		
Pay sch. # 24		

Payroll Gross Data Screen with Budget Flag Field

Georgia Department of Education August 8, 2019 • 2:45 PM • Page 29 of 46 All Rights Reserved. The user must also define the **Budget Pay Category** field for the employee on the *Update/Display Gross Data* screen in payroll. The **Budget Pay Category** determines the correct user-defined salary schedule to use for the budget process. The classified employee in our example above is assigned a **Budget Pay Category** of **01**, which is defined as 'Bus Drivers' as shown in the drop-down box below.

PCG Select Value
01 Bus Drivers
02 Custodians
03 Registered Nurses
04 Certified Bookkeeper
05 Clinic Aide
06 Media Clerk
07 BUDGET PAY CATEGORY 07
08 BUDGET PAY CATEGORY 08
09 BUDGET PAY CATEGORY 09
10 BUDGET PAY CATEGORY 10
11 BUDGET PAY CATEGORY 11
12 BUDGET PAY CATEGORY 12
13 BUDGET PAY CATEGORY 13
14 BUDGET PAY CATEGORY 14
15 BUDGET PAY CATEGORY 15
16 BUDGET PAY CATEGORY 16
Done Cancel

Drop-Down Box for the **Budget Pay Category** Field (**Budget Pay Category** field names **are system-specific.**)

When the *Create Budget Sandbox* procedure is executed, the employee's **Local Years of Experience** field will be incremented by 1, as specified on the control screen, so that the employee's record will reflect **11** years of local experience in the *SANDBOX - Update/Display Gross Data* screen. The employee's **Budget Pay Category** field is **01** for Bus Drivers. Therefore, the 'Bus Drivers' user-defined salary schedule will contain the salary data for this employee. PCGenesis uses the **2015** *User-Defined Salary Schedule*, as shown below, and looks up the annual user-defined salary for 11 years of experience for 'Bus Drivers', and extracts \$42,448.00 as the correct annual salary for 260 days for this employee. Refer to the *Budget System Operations Guide*, *Section D: SANDBOX Special Functions* for information about configuring user-defined salary schedules.

🔲 PCG	5 Dist=8991 Rel=14.0)2.00 06/17/2014 P	CW 001 SV C:\DEVS	S C:\SECOND	WHITE	_ 8 ×
		SANDBOX (JSER DEFINED SA	LARY SCHEDULE		BUDCM500
		USER DEF	INED SALARY SCH	EDULE 2015		
Years						
Exp	Bus Drivers	Custodians	Reg Nurses	Cert Bookkeep	Clinic Aide	Media Clerk
0	31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
1	31586.00	32505.00	31586.00	33424.00	35597.00	38438.00
2	32534.00	33480.00	31586.00	34427.00	36665.00	39591.00
3	33510.00	34484.00	31586.00	35460.00	37765.00	40779.00
4	34515.00	35519.00	31586.00	36524.00	38898.00	42002.00
5	35550.00	36585.00	31586.00	37985.00	40454.00	43682.00
6	36617.00	37683.00	31586.00	<u>39125.00</u>	41668.00	44992.00
7	37716.00	38813.00	31586.00	40886.00	43543.00	47017.00
8	38847.00	39977.00	31586.00	42113.00	44849.00	48428.00
9	40012.00	41176.00	31586.00	43376.00	46194.00	49881.00
10	41212.00	42411.00	31586.00	44677.00	47580.00	51377.00
11	42448.00	43683.00	31586.00	46017.00	49007.00	<u>52918.00</u>
12	43721.00	44993.00	31586.00	47398.00	50477.00	<u>54506.00</u>
13	45033.00	46343.00	31586.00	48820.00	<u>51991.00</u>	<u>56141.00</u>
14	46384.00	47733.00	31586.00	<u>50285.00</u>	53551.00	57825.00
15	50000.00	50000.00	50000.00	53000.00	54000.00	<u>58000.00</u>
16	60000.00	60000.00	60000.00	60000.00	60000.00	60000.00
17	70000.00	70000.00	70000.00	70000.00	70000.00	70000.00
18	80000.00	80000.00	80000.00	80000.00	80000.00	80000.00
19	<u>90000.00</u>	90000.00	90000.00	<u>90000.00</u>	90000.00	90000.00
20	<u>100000.00</u>	<u>100000.00</u>	<u>100000.00</u>	<u>100000.00</u>	<u>100000.00</u>	100000.00
21	<u>110000.00</u>	<u>110000.00</u>	<u>110000.00</u>	<u>110000.00</u>	<u>110000.00</u>	110000.00
22	<u>120000.00</u>	<u>120000.00</u>	<u>120000.00</u>	<u>120000.00</u>	<u>120000.00</u>	<u>120000.00</u>
23	<u>130000.00</u>	<u>130000.00</u>	<u>130000.00</u>	<u>130000.00</u>	<u>130000.00</u>	<u>130000.00</u>
24	<u>140000.00</u>	<u>140000.00</u>	<u>140000.00</u>	<u>140000.00</u>	<u>140000.00</u>	<u>140000.00</u>
(Use	scroll keys to	page through pag	/ categories.)			
	ENTER=Validate	F3-Print Scre	en F10-Load f	rom File F16=E	xit	
	F3 🖨 F	, 6▲ F 5 €▼ F 6 1▲ F 2	, 🔽 📔	F10 GRE	ATE:	14.02.00
F16						

User-Defined Salary Schedule

To calculate the salary for the gross data lines flagged with a **Budget Flag** of **'U'** in the budget sandbox, PCGenesis prorates the user-defined salary of \$42,448.00 for 210 days. Therefore, it calculates \$42,448 times 210 days, and then divides the product by 260 days, to give \$34,284.92 as the new annual user-defined salary for this employee. Since the employee is paid 24 times per year, the pay period amount to be disbursed over the salary account lines is \$34,284.92 divided by 24, or \$1,428.54 per pay period.

In the example below <u>two</u> gross data account lines are flagged with a **Budget Flag** of 'U', so the pay period amount is distributed over account lines #2 and #3. The \$1,428.54 is then distributed over all 'U' flagged salary lines in proportion to the original salary distribution. Therefore, the salary of account line #2 is now \$1,296.40 and the salary for account line #3 is now \$132.14 for a total of \$1,428.54 in the budget sandbox.

Status Helive SHNDBOA - Opuace/Display Gross Data	PAY07
EmpNo 89484 BA5KSDALE, VA5NESA Class 17 BUS DRIVERS	
SSN 999-08-9484 Loc 8012 Location 008012 Job cd 461 BUS DRIVER	
Salary sched Uert level Pay step E State yrs U Local yrs 11	
WORK SCHED ID HRS/Day 5.000 Days/Week 0 Hrs/Week 25.00 13/14 pay 5W Budget p	ay cat 1
Hill work uays 210 vays worked fiv 0.00 mis per 0.00 vays docked fiv 0.00 mis p	er 0.00
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular	
Type Type Hrly/Daly Regular Overtime Gross	
61. S 1296.46	
02. S 132.14	
63.	
Pay sch. # 24	

Gross Data Results in the SANDBOX when 2015 User-Defined Salary Schedule using 210 Work Days is specified

A8. Processing for Budget Flag 'X' or Spaces

<u>Processing for Budget Flag 'X' or Spaces</u>: Do not bring the gross data account line over to the budget process. Budget Flag 'X' or spaces is generally used for substitute pay, one-time stipends, etc.

Proc	Pay				puace	1012	лау ы	U35 L	, a (La	Regular	Budget
Туре	Туре	Yr	Fnd	F	Prgm	Fnct	Objct	Fcty	В	Addt'l	Gross	Flaq
01. <u>s</u>	<u>0010</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13100</u>	<u>198</u>	_		5119.67	<u>s</u>
02. <u>S</u>	<u>0011</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13000</u>	<u>103</u>	_		255.98	2
03. <mark>S</mark>	<u>0036</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13100</u>	189	_		591.33	M
04. <mark>S</mark>	0031	14	<u>6 02</u>	_	<u>9990</u>	3100	11600	189	_		1297.15	A
05. <u>S</u>	0031	<u>14</u>	<u>482</u>	_	1862	1000	11300	198	_		200.00	
_		_		_					_			_

Payroll Gross Data Screen with Budget Flag Field

Proc Type M. <u>S</u>	Pay Type <mark>0010</mark>	Yr <u>14</u>	Fnd <u>100</u>	F	Prgm <u>1455</u>	Fnct <u>2400</u>	0bjct <u>13100</u>	Fcty <u>198</u>	B	Addt'1	Regular Gross 5049.58
02. <u>S</u>	<u>0011</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13000</u>	<u>103</u>	_		252.37
03. <mark>S</mark>	<u>0036</u>	<u>14</u>	<u>100</u>	_	<u>1455</u>	<u>2400</u>	<u>13100</u>	<u>189</u>	_		591.33
04. <mark>S</mark>	0031	<u>14</u>	<u>6 82</u>	_	<u>9990</u>	3100	11600	189	_		
95.		00									

Gross Data Results in the SANDBOX

Procedure B: Create Budget SANDBOX

Step	Action
1	From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System).

The following screen displays:

S

A PC	CG Dist=8991	Rel=18.04.00	01/11/2019	PCG 003	SV C:\DEVSYS Budget S	C:\SECOND ystem	WHITE	-	- 🗆 × Budgmenu
	FKeg	,			Master	Menu			
	1	<mark>] Create</mark>	<mark>Budget SA</mark> l	NDBOX					
	2	Sande	IOX Update	Menu					
	3	Create	SANDBOX	Reports	and CSV Ext	ernal File for	Budget Load		
	4 5	Print Emplo Employ Employ	yee Budge /ee Numbe /ee Name \$	t Detail r Sequer Sequenci	Listings: nce e				
	6] Recalc	ulate Cycle	Gross,	State, Local,	Other Salary,	Annual Contract		
	7	Sande	IOX Specia	l Functio	ns Menu				
	20	Sande	OX File Re	organiza	ation				
Mantur	User		1 1			1 1			18.04.00
F16	US Vord	PAY VENI MONITOR MONITOR	2						
	Action								
	Select	1 (F1	– Creat	e Bud	lget SAN	DBOX).			



The following screen displays briefly:



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🔲 РС	G Dist=8991	Rel=14.02.00	06/11/2014	PCW 001 SV (C:\DEVSYS C:	SECOND	WH	ITE			_	BX
				Create	Budget Sa	ndbox					BUDDATI	E
Enter	a 'Y' in	the Run col	umn next	to the Scho	eduled Pay	(s) and Emp]	Loyer	GHI(s)	for	this	payroll	run.
Pay Sch 12 24	No. Pays Tax Calc 12 24	Descriptio MONTHLY PA BI-MONTHLY	N YROLL CYCI Schedule	LE For 2014	Period 1 1	Check Date 06/11/14 06/11/14	Run <u>Y</u> Y	Emplr GHI <u>Y</u> Y				
1	NOTE: Vei ret	ify the NO. urn to the	OF PAYS (Display/u	For TAX CAI PDATE PAY S	LCulation SCHEDULES	field. If i function and	incori 1 modi	rect, ify.				
E	NTER = Coi	tinue, F16	= Exit								14.02.	90
	Action											

4	Enter Y (Yes) in the Run and Emplr GHI (Employer Georgia Health Insurance) columns for the appropriate Pay Sch (Payrolls Schedules).
	The user may select which Payroll Schedules to budget. For example, if the district has both a monthly (12) and bi-monthly (24) payroll, the user has the ability to select ' Y ' (Yes) for both the <i>Pay Schedule 12</i> and <i>Pay Schedule 24</i> Run parameters.
	The user may also select whether or not the system should calculate the Employer GHI (Emplr GHI) contribution for the budgeting procedure. Enter ' Y ' (Yes) to calculate the Employer GHI or enter ' N ' (No) to suppress the employer GHI calculation.
5	Verify the No. Pays Tax Calc (Number of Payrolls Tax Calculation) field has defaulted correctly.
6	Select Enter (Continue).

=	PCG Dist=8991	Rel=14.02.00	U6/11/2014 H	Ciroor Sr	C:\DE#515 C	:\SECOND	WH	ITE			_	BX
				Create	Budget Sa	ndbox					BUDDAT	E
Ent Paj Sci 1 2	er a 'Y' in y No. Pays h Tax Calc 2 12 4 24	the Run co Description MONTHLY P BI-MONTHL	Lumn next t on AYROLL CYCL Y SCHEDULE	o the Sch E FOR 2014	eduled Pay Period 1 1	(s) and Emp Check Date 06/11/14 06/11/14	loyer Run Y Y	GHI(s) Emplr GHI Y Y	for	this	payroll	run.
	NOTE: Ver ret The pai	ify the NO urn to the Selected d during t 7 <u>8 9 11</u>	of PAYS f DISPLAY/UP Classes' s nis payroll <u>12 17 20 2</u>	For TAX CA PDATE PAY : Shown belo run. Er 21 <u>22 23 2</u>	LCulation SCHEDULES w will ind ase any cl <u>4</u>	field. If function an licate which ass which s	incorn d modi emplo hould	rect, ify. oyees ar NOT be	re to paid	be		
	ENTER = Cor	tinue, F1	5 = Reenter								14.02.	00
	ENTER = Cor	tinue, F14	5 = Reenter								14.02.	88
)	ENTER = Cor Action To omit pay clas The user procedu	tinue, F1 pay cla s field(s). : may def re. For e	5 = Reenter Sses fron ine which xample, t	n this bu h payroll he user 1	udget ru l class co may deci	m: Select odes shoul de NOT t	t the d be o pro	space selecto	bar ed fo	cont	14.82. inuous e budg <u>itute</u> p	٥٥ sly w getin ayro
	ENTER = Cor Action To omit pay clas The user procedu codes du	tinue, F1 pay class field(s). may def re. For e uring the	5 = Reenter Sses fron ine which xample, t budget pr	h this bu h payroll he user r rocedure	udget ru l class co may deci	n: Select odes shoul de NOT to	t the d be o pro	space selecto	bar ed fo	cont or th	14.82. inuous e budg <u>itute</u> p	80 sly v getin ayro

Select Enter twice. 8

	PCG Dist=8991 Rel=14.02.00 06/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
	Create Budget Sandbox B	UDDATE
	Enter a 'V' next to the pension types to be deducted on this payroll run: (1) Old PSERS Y (2) TRS Y (3) OLDERS Y (4) NEWERS Y (5) New PSERS Y	UDDHTE
	ENTER = Continue, F16 = Exit 1	4 - 02 - 00
Step	Action	
9	Enter \mathbf{Y} (Yes) or \mathbf{N} (No) in the appropriate fields to identify the pension t The user defines which pension types to calculate during the budget proce	ype deductions. edure. Typically,
	the user would select only those pension codes which have an employer c component, such as TRS and Old and New ERS.	ontribution
10	Select Enter (Continue).	

		110.1775	
	Create Budget Sandbox	WHITE	BUDDATE
	Entor a 'V' novt to the tune of salary lines to be clear	red on this nauro	11 run:
		reu un chis payro	,ii run.
	NOTE: Fields to be cleared will be Regular Hours, Regular G	ross, and GHI Dis	stribution.
	ENTER = Continue, F16 = Exit		14.02.00
ep	Action		
11	Enter Y (Yes) or N (No) in the HOURLY or DAIL	\mathbf{Y} fields to ide	entify the type of s
	to be cleared for the Regular Hours and Regular (Gross fields.	
	The user selects if the hourly and/or daily salary lin	es will be clea	ared during the bu
	procedure. Generally, these options should be set to	o ' N ' so that the	he hours/days on
	hourly/daily salary account lines (Process Type Co	odes of 'H' or	'D') are retained
	budgeting purposes.		
17	Select Enter (Continue)		

È	PCG Dist=8991 Rel=14.02.00 06/11/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE Create Budget Sandbox	BUDDATE
	Enter a 'Y' next to the Gross types to be selected on this payroll run:	
	(1) Regular Gross Types (H,D,S) Y	
	(2) Special Gross Types (A,B,P,Q,X,Y,Z) <u>Y</u>	
	NOTE: On a normal payroll run, both the REGULAR and SPECIAL gross type fields shou	ld be 'Y'.
	On a special/bonus payroll run, only the SPECIAL gross type field should be	a 'Y'.
	ENTER = Continue, F16 = Exit	14.02.00
tep	Action	
13	To budget Regular Gross Types (H, D, S): Enter Y (Yes).	
	To budget Special Gross Types (A, B, P, Q, X, Y, Z): Enter Y (Yes).
	Regular Gross Types:	
	S – Regular salary with pension and taxes D – Regular daily with pension and taxes H – Regular hourly with pension and taxes	
	Special Gross Types:	
	 A –Daily/Hourly adjustment NO pension calculation B –Salary adjustment NO pension calculation X –Daily/Hourly, with FICA, NO pension/annuities or Y –Salary, with FICA, NO pension/annuities or tax calculation Q –Salary adjustment with taxes and pension calculation P – Daily/Hourly adjustment with taxes and pension calculation Z – Pension adjustment only 	tax calculation culation on lculation
	The user selects whether Regular Gross Types (H , D , S) and/or Spec B , P , Q , X , Y , Z) will be processed by the budgeting procedure. For e wish to budget only Regular Gross Types (H , D , and S) and NOT bu Types (A , B , P , Q , X , Y , Z) since special gross types are typically use payments and special payments	ial Gross Types example, the user adget Special Gro ed for substitute

Step	Action
14	Select Enter (Continue).

E	PCG Dist=8991 Rel=14.02.00 06/11/2014 PCW 001 SY C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	Deduction Control	BUDDATE
	Enter a 'Y' if the deduction is to be taken.	
	00-FRINCE N 01-ANNUITY # 1 Y 02-ANNUITY # 2 Y 03-FED W/H TAX N 04-GA INCOME TAX N 08-HEALTH INS Y 09-HEALTH INS Y 10-UENDOR 005403 N 12-I-UNDR 005674 Y 13-CUNION 001430 N 15-I-UNDR 005983 Y 16-COURT W/H N 17-UENDOR 005983 Y 13-CUNION 001430 N 15-I-UNDR 005503 Y 16-COURT W/H N 122-I-UNDR 005983 Y 23-I-UNDR 005572 Y 24-I-UNDR 005517 Y 25-UENDOR 005077 N 26-UENDOR 005948 Y 31-UENDOR 003039 N 22-IUNDR 005948 Y 29-IUNDR 004864 Y 30-UENDOR 005948 N 31-UENDOR 003412 N 32-UENDOR 004236 N 33-I-UNDR 0048644 Y	
	ENTER to Proceed, F16 to EXIT	14.02.00

The Create Budget SANDBOX – Deduction Control screen entries are system-specific, and determine whether employer contributions will be included.

Step	Action
15	Enter Y (Yes) or N (No) in the appropriate fields to define the deductions to be taken.
	The user selects which deduction codes will be processed by the budgeting procedure. Typically, the only deductions which should be considered for budgeting are those deductions which have an employer contribution component. For example, if the district subsidizes employee annuities and Georgia State Health Insurance, then deduction codes 01, 02, 08 and 09 should be selected for budgeting.
16	Select Enter (Continue). "**Processing Request**" briefly displays.

A	PCG Dist=8991	Rel=19.02.00 08/08/2019	PCG 003 SV C:\DE	VSYS	C:\SECOND	WI	HITE	— (⊐ ×
			Create B	udget	Sandbox	t i i i i i i i i i i i i i i i i i i i		BU	DDATE
Тур	pe S lines Enter y Increas Number	(CPI Salary schedu) ear for salary sche e local and state g of work days for ce	Le): edule: years? ertified emplo	yees:	2019 Y 190	(CCYY) (Y or N)			
Тур	pe T lines Enter y Number	(Local CPI salary s ear for salary scho of work days for co	schedule): edule: ertified emplo	yees:	<u>2019</u> 190	(CCYY)			
Тур	pe U lines Enter y	(User-defined sala ear for salary scho	y schedule): edule:		<u>2019</u>	(CCYY)			
Тур	pe N lines Salary Hourly	(No salary scheduld lines (S, B, Y, Q) lines (D, H, A, X,	?): : Annual amt P): Amount	chang chang	e <u>0</u> . e <u>0</u> .	<u>.00</u> - or . <u>50</u> - or	- Percentage - Percentage	change change	<u>0.0500</u> 0.0000
Тур	pe L lines Salary Hourly	(Local supplement/d lines (S, B, Y, Q) lines (D, H, A, X,	extra salary): : Annual amt P): Amount	chang chang	e <u>G</u> .	<u>.00</u> - or . <u>50</u> - or	- Percentage - Percentage	change change	<u>0.0500</u> 0.0000
Soi E	rt report b ENTER = Con	y: ○ Employee name ⓒ Employee ID tinue, F16 = Exit						19	. 02 . 00

Step	Action
17	For Type S lines (CPI salary schedule): Enter the year for the CPI state salary schedule in the Enter year for salary schedule field.
18	For Type S lines (CPI salary schedule):
	Enter Y (Yes) in the Increase local and state years field if employees' local and state years of experience should be incremented by one.
	Enter N (No) in the Increase local and state years field if the employees' local and state years of experience fields should <u>not</u> be incremented, but should retain their existing values.
19	For Type S lines (CPI salary schedule): Enter the number of annual work days for certified employees in the Number of work days for certified employees field.
	The user must specify the number of work days for certified employees. Since the CPI state salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.
20	For Type T lines (Local CPI salary schedule) : Enter the year for the CPI local salary schedule in the Enter year for salary schedule field.

Step	Action
21	For Type T lines (Local CPI salary schedule) : Enter the number of annual work days for certified employees in the Number of work days for certified employees field.
	The user must specify the number of work days for certified employees. Since the CPI local salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI local salary schedule is prorated accordingly.
22	For Type U lines (User-defined salary schedule): Enter the year for the user-defined salary schedule in the Enter year for salary schedule field.
23	For Type N lines (No salary schedule):
	For salary lines (S, B, Y, Q) : Specify an <u>annual</u> amount change in the Annual amt change field, or specify a percentage change in the Percentage change field.
	In the case of Process Type Codes of 'S', 'B', 'Y', or 'Q' (salary lines), a Budget Flag of 'N' allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, PCGenesis will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a Budget Flag of 'N'.
	Alternatively, a percentage change can also be specified for a Budget Flag of ' N ' in the case of ' S ', ' B ', ' Y ', or ' Q ' (salary lines). The percentage change applies to each salary ' N ' line individually.
24	For Type N lines (No salary schedule):
	For hourly lines (D, H, A, X, P): Specify an amount change in the Amount change field, or specify a percentage change in the Percentage change field.
	In the case of Process Type Codes of ' D ', ' H ', ' A ', ' X ', or ' P ' (hourly/daily lines), a Budget Flag of ' N ' allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each ' N ' line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.

Step	Action
25	For Type L lines (Local supplement/extra salary):
	For salary lines (S, B, Y, Q): Specify an <u>annual</u> amount change in the Annual amt change field, or specify a percentage change in the Percentage change field.
	In the case of Process Type Codes of 'S', 'B', 'Y', or 'Q' (salary lines), a Budget Flag of 'L' allows the user to specify an <u>annual</u> amount change or a percentage change for each flagged gross data account line. If the user specifies an <u>annual</u> amount change, PCGenesis will divide the annual amount by the number of pay periods for the employee, and then distribute the pay period amount over all salary gross data lines flagged with a Budget Flag of 'L'.
	Alternatively, a percentage change can also be specified for a Budget Flag of 'L' in the case of 'S', 'B', 'Y', or 'Q' (salary lines). The percentage change applies to each salary 'L' line individually.
26	For Type L lines (Local supplement/extra salary):
	For hourly lines (D, H, A, X, P): Specify an amount change in the Amount change field, or specify a percentage change in the Percentage change field.
	In the case of Process Type Codes of 'D' , 'H' , 'A' , 'X' , or 'P' (hourly/daily lines), a Budget Flag of 'L' allows the user to specify an amount change or a percentage change for each flagged gross data account line. The amount change or the percentage change applies to each 'L' line individually. For example, if an amount change of \$0.50 is specified and the employee is paid a rate of \$35.00 on account line #4 and a rate of \$42.50 on account line #5, the new rates in the budget sandbox will be \$35.50 and \$43.00 respectively.
27	Select the • radio button to the right of Sort report by to sort the <i>Create Budget SANDBOX Report</i> by either employee name or employee id.
28	Select Enter (Continue). <i>"**Processing Request**" briefly displays.</i>

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	CG Dist=8991 Rel=18.04.00 01/11/2019 PCG 003 SV C:\DEVSYS C:\SECOND WHITE — X Budget System BUDGMENU	
	FKey Master Menu	
	1 Create Budget SANDBOX	
	2 SANDBOX Update Menu	
	3 Create SANDBOX Reports and CSV External File for Budget Load	
	Print Employee Budget Detail Listings: 4 Employee Number Sequence 5 Employee Name Sequence	
	6 Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract	
	7 SANDBOX Special Functions Menu	
	20 SANDBOX File Reorganization	
Mast F16	User PAY VEND 18 - 94 - 99 U** Work PAY MONITOR 18 - 94 - 99	
	Action	
	To print the report via the Uqueue Print Manager: Select [1] (Uqueue).	
	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).	
	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD). Where appropriate, follow the instructions provided in the <u>Technical System Operations Gu</u> User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Rep Printing to create the macro necessary to use the feature.	<u>ıide</u> , port

Step	Action
31	Select 2 (F2 - SANDBOX Update Menu) to review the new gross data amounts generated for all employees.
	Once the <i>Create Budget SANDBOX</i> process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from within the <i>SANDBOX Update Menu</i> . The <i>SANDBOX Update Menu</i> allows the user to modify employee information in the <i>SANDBOX</i> directory including personnel data, deduction data, gross data, and withholding data. The user can also export the <i>SANDBOX</i> gross data, make modifications on a spreadsheet, and then import the <i>SANDBOX</i> gross data back into the PCGenesis budgeting system.
	Since the <i>SANDBOX</i> employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular, "live" payroll files, and will have no impact on the current scheduled payroll cycle.
	Refer to the <u>Budget System Operations Guide</u> , Section B: Update Budget SANDBOX for additional instructions.

B1. Create Budget SANDBOX Report - Sample

