

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/201	7

Section C: Payroll Check and Direct Deposit Statement Processing

[Topic 7: Import PCGenesis Paystub Leave Data for the Leave Management System, V2.3]

Revision History

Date	Version	Description	Author
4/4/2017	2.3	17.01.00 – Updated screenshots.	D. Ochala
4/6/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
7/6/2012	2.1	12.02.00 – Updated screenshots and .csv file layout information.	D. Ochala
06/30/2010	2.0	08.04.00 – Updated screenshots. Added .csv extension default feature information and instructions.	C. W. Jones
06/18/2004	1.0	Created document in support of PCGenesis Release 04.02.00. Procedures reference the import of PCGenesis pay stub information for the Leave Management System (LMS).	C. W. Jones

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Overview

* * * ATTENTION * * *

This procedure is <u>optional</u>, but must be run <u>after</u> F4 (Calculate Payroll & Update YTD – FINAL), but <u>before</u> F5 (Print Paychecks and Direct Deposits).

The *Import PCGenesis Paystub Leave Data* procedure allows for the upload of current leave, year-todate leave, and leave balances from a *.csv* file. The completion of this procedure allows these totals to be printed on the employees' pay stubs, if desired.

<u>This feature is not mandatory.</u> School districts and systems electing to track leave information via a Microsoft® Excel spreadsheet or by other means may be able to take advantage of this import capability to save the time required by the manual entry of employees' leave usage during each payroll cycle.

As with other PCGenesis data imports, this import procedure uses a *.csv* file format, with one line of data per employee to be updated. The import file must also include a header line identifying the school system ID and the payroll date for the current payroll cycle. This is to prevent accidentally loading a file for the wrong payroll period. The import procedure verifies that each employee's number is valid, and verifies the amounts are consistent, for example, that current leave cannot be greater than year-to-date leave, and that leave balances must be greater than or equal to zero. The import procedure does not, however, verify that all employees are included in the upload, as not all employees have leave. If any errors are found, the data is not loaded, and PCGenesis users are given the option to print the error list at this point in processing.

The detailed layout of the comma separated import file is available in section A1. .csv File Layout of this document.

NOTE: If the *Enhanced Substitute Pay and Employee Leave System* is in use, leave updates using this procedure are NOT allowed.

Procedure A: Importing the PCGenesis Paystub Leave Data from the Leave Management System (LMS)

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

The following screen displays:

Ľ	PCG Dist=8991	Rel=17.01.00	04/04/2017 PCW 001 SV 0	C:\DEVSYS C:\SECOND	WHITE	-	- 0 ×
			Pag	yroll System			PAYMOOOO
	FKey 	2	Ма	aster Menu			
	1 2 3 4 5	Payroll Payroll Payroll Annual I Monthly	Setup Menu Update Menu Check & Direct Deposit M Reports Menu //Quarterly/Fiscal/Biennia	Menu al Reports Menu			
	8 9 10 11 12 13	Employ Update/ Earning Check F Update/ Special	ee Reports/Labels Menu Display Description/Ded s History Menu Reconciliation Menu Display Payroll Monitor Functions Menu	luction/Annuity Men	I		
	20] File Rec	organization				
-	Master ^{User} list F15 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	PAY VEND MONITOR MONITOR					15.03.00
	Action						
	Select 3	(F3 -	Payroll Check an	d Direct Dep	osit Menu).		

The following screen displays:

	PCG Dist=8991	Rel=17.01.00	04/04/2017 PC	W 001 SV C:\DEVSY	'S C:\SECOND	WHITE	
				Payroll	System		PAYM0003
	FKe	y	Ch	eck and Direct	Deposit Menu		
	1	- Print Ba	alance Sheets	(After Updates)	- to Door Moore () Da et la euro)	
	2	(Ennanc Calcula	te Payroll & Pi	rint Exceptions	io to Pers Menu a	e Post Leavej	
	3	Calcula	te Payroll & Pi	rint Trial Register			
	4	Calcula	te Payroll & U	pdate YTD (Final)			
	24	🛛 Import L	_eave Data for	r Paystubs From L	.eave Manageme	nt System	
	5	Print Pa	ychecks and l	Direct Deposits			
	7	Check/L	Jirect Deposit nal Pavroll Re	Void/Add Menu aister			
			·····,····	3			
	8	Print De	duction Regis	sters & Create Dire	ect Deposit Expo	rt File	
	_9	🗌 Manual	Checks & Void	ds From Previous	Pay Menu		
	12	Print Fi	nal Payroll Dis	stribution			
	13	Update	Earnings Hist	ory With Current I	⊃ay		
	14	Update	Budget Files \	With Current Pay			
_ /							
	Maetau Useri:						13.02.00
	Master ^{User} list	PAY VEND					13.02.00
	Master Userlist F16 US Word	PAY VEND					13.02.00
	Master Userlist Fie De Words	PAY VEND					13.02.00

The following screen displays:



K:\SECOND\PAYDATA\LMS\yymmdd.csv, and enter the correct path and filename in
the Enter the upload file path and name field, or select F10 (to Browse for file).

Select Enter twice.

Step

4

If the filename entered is incorrect, the "Unable to open input Leave Import File. Check file name and path." message will be displayed. In this instance, return to Step 4 to enter the correct information.

The following screen displays if there are <u>no errors</u>:



The following screen displays if there are errors:



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Step	Action
5	If there are errors: Review the error message(s) displayed. Select F12 , and access the PCGenesis Uqueue Print Manager to print the <i>Leave Import Error Report</i> . Using the report, make the appropriate corrections to the .csv file, and return to <i>Step 4</i> to repeat this procedure.
6	If there are no errors: Select Enter to continue.

The following screen displays:

E	PCG Dist=8991	Rel=17.01.00	04/04/2017 P	CW 001 SV C	NDEVSYS C:\	SECOND	WHITE		- 0 x
				Pay	roll Syste	m			PAYM0003
	FKe	y	C	heck and D	irect Depo	sit Menu			
	1 2 3 4 24 5 6 7 8 9 9 12 13 14	- Print B: (Enhanc) - Calcula - Calcula - Calcula - Calcula - Print Pa - Print Pa - Print Da - Print Da - Print Da - Print Fi - Print Fi - Update	alance Sheet ed Sub Pay & te Payroll & I te Payroll & I Leave Data fo nychecks and Direct Deposi nal Payroll R eduction Regi Checks & Vo nal Payroll D Earnings His Budget Files	s (After Updat & Leave Syst Print Exceptio Print Trial Re Update YTD (or Paystubs F I Direct Depo- it Void/Add M egister isters & Crea ids From Pre istribution story With Curren	tes) em: Go to P ons gister Final) From Leave sits Ienu te Direct De evious Pay N rrent Pay	ers Menu & Managemen posit Export fenu	Post Leave) t System File		
¥ []	aster ^{Use} list • • PS Worg	PAY VEND							13.02.00
	Action								
	Select <u>FI</u> (Master)	(F1 to return	6 - Exit) to the B) to retur usiness A	n to the	Payroll ons Masi	System 1 ter Menu.	Master M	enu, or sele

A1..csv File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.
- One line is created for the file header. (This should be the first data line in the file.) More than one header line is an error.

Column	Field Name	Notes						
	Header Record							
Column A	Record ID	Letter " H " (for header)						
Column B	School System ID (LUA Identifier)	4 digits, e.g. 6341						
Column C	Leave Cutoff Date	8 digits: CCYYMMDD						
Column D	Payroll Date	8 digits: CCYYMMDD						
	Detail Rec	cord						
One line mus	st be included for each employee's sum	nmary data.						
Column A	Record ID	Letter " T " or " S " (for State bucket totals) Letter " L " (for Local bucket totals) (to be						
		implemented in the future)						
Column B	Employee Number	6 digits						
Column C	Current Sick Leave Usage	-999.99						
Column D	Current Personal Leave Usage	-999.99						
Column E	Current Vacation Leave Usage	-999.99						
Column F	Current Other Leave Usage	-999.99						
Column G	Current Leave With Out Pay Usage	-999.99						
Column H	Current Staff Development Usage	-999.99						
Column I	Current Sick Bank Taken Usage	-999.99						
Column J	YTD Sick Leave Usage	999.99						
Column K	YTD Personal Leave Usage	999.99						
Column L	YTD Vacation Leave Usage	999.99						
Column M	YTD Other Leave Usage	999.99						
Column N	YTD Leave With Out Pay Usage	999.99						
Column O	YTD Staff Development Usage	999.99						
Column P	YTD Sick Bank Taken Usage	999.99						

Column	Field Name	Notes						
	Detail Record - Continued							
Column Q	Balance Sick Leave Usage	999.99						
Column R	Balance Personal Leave Usage	999.99						
Column S	Balance Vacation Leave Usage	999.99						
Column T	Balance Other Leave Usage	999.99						
Column U	Balance Leave With Out Pay Usage	999.99						
Column V	Balance Staff Development Usage	999.99						
Column W	Balance Sick Bank Taken Usage	999.99						

A2. Leave Import Error Report – Example

Run date: 04/04/2017	LEAVE DATA IMPORT ERROR REPORT	Page:	1
Program: PAYPI260	Load File Name: C:\PCG\LEGACYLEAVEIMPORT.CSV		
Import Input Lines and Err	ror Messages		
T,22222,,2,3,, Empno 02222 not found i T,33333,,2,2,	in personnel file		
Empno 033333 not found i T,44444,,,,,2,,,,,,,, Empno 044444 not found i	in personnel file		
•	-		

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