

PCGenesis

Current Status & Future Plans

GASBO

Augusta, GA

November 3, 2021



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

11/9/2021

Agenda

- **Introduction**
- PCGenesis Server Requirements
- Migration to Database Technology
- What's Next
- PCGenesis Databases
- Getting Read for 2022 GHI



PCGenesis

Current Status & Future Plans

PCGenesis Development Team

Steven Roache	Director, Applications Development
Diane Ochala	PCGenesis Lead Analyst/Developer
Angela Tennyson	PCGenesis Senior Developer
Karen McArthur	PCGenesis Developer



PCGenesis

Sessions/Training at GASBO

- **Session 1 – 8:40** *Wed 11/3/2021*
 - **PCGenesis Current Status & Future Plans**
- **Session 2 – 10:00** *Wed 11/3/2021*
 - PC Genesis Future: Migration to a Relational Database
- **Session 3 – 11:00** *Wed 11/3/2021*
 - PCGenesis and the CPI Process
- **Session 4 – 2:10** *Wed 11/3/2021*
 - PCGenesis Financial Year-End Procedures
- **Session 5 – 3:30** *Wed 11/3/2021*
 - Enhanced Leave / Substitute Pay and CPI Cycle 3 Reporting
- **Session 6 – 9:00** *Thur 11/4/2021*
 - Payroll Tools and Special Functions
- **Session 7– 10:20** *Thur 11/4/2021*
 - Payroll Tools Live Demonstrations and Q & A
- **Session 8 – 11:20** *Thur 11/4/2021*
 - Payroll Best Practices

PowerPoints Available on Documentation Website

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Release Information

Calendar Year 2021 Release Information

- Release 21.03.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions
- Release 21.02.00 – 2021 Fiscal Year-End Updates / Conversion to PCGenesisDB Database / Installation Instructions
- Release 21.01.00 – Miscellaneous Updates / Conversion to PCGenesisDB Database / Installation Instructions

Calendar Year 2020 Release Information

- Release 20.04.00 – Calendar Year 2020 Year-End Closing Procedures / Miscellaneous Updates / Installation Instructions
- Release 20.03.01 – 2021 SHBP Employee Premiums Installation Instructions
- Release 20.03.00 – Miscellaneous Changes / Conversion to PCGenesisDB Database / Installation Instructions
- Release 20.02.00 - Fiscal Year 2020 Year-End Updates and Miscellaneous Changes / Installation Instructions
- Release 20.01.00 - Miscellaneous Updates / Installation Instructions

Calendar Year 2020 PowerPoints

- GASBO 2020 Session 1 - PCGenesis Budget System
- GASBO 2020 Session 2 - PCGenesis and CPI

2021 GASBO PowerPoints will be available on PCG documentation website



PCGenesis Current Status

- The PCGenesis Development Team:
 - Diane Ochala
 - Angela Tennyson
 - Karen McArthur



PCGenesis Current Status

- The PCGenesis development team reports to:
 - **Steve Roache**, Director, Applications Development
 - Steve Roache reports to **Jay Heap**, Associate Superintendent for Enterprise Services and Applications
 - Jay Heap reports to **Dr. Keith Osburn**, Chief Information Officer, Deputy Superintendent for Technology Services

PCGenesis Current Status

- The PCGenesis development team provides updates to:
 - **Amy Rowell**, Director, Financial Review.
 - Amy Rowell reports to **Rusk Roam**, Chief Financial Officer.

PCGenesis Current Status

- In addition to the three developers, we have two help desk personnel.
 - **Katie Green**
 - **Stephanie Smith**
- The PCGenesis help desk reports to:
 - **Kathy Aspy**, Data Collections & Reporting Manager
 - Kathy Aspy reports to **Nicholas L. Handville**, Chief Data and Privacy Officer Technology Services

PCGenesis Webinars

- Coming soon!!!
- **Stephanie Smith** will start hosting short PCGenesis informational webinars
 - Short segments on various topics
 - Suggestions are welcome!
 - Announcements will come via the portal and broadcast e-mails

Agenda

- Introduction
- **PCGenesis Server Requirements**
- Migration to Database Technology
- What's Next
- PCGenesis Databases
- Getting Read for 2022 GHI



PCGenesis Server Requirements

- Supported Windows Server Versions:
 - Windows Server 2012
 - Windows Server 2016
 - Windows Server 2019
 - Windows Server 2022 – coming soon!
- Workstation Windows 8 and Windows 10 are supported

PCGenesis Server Requirements

- A **stand-alone** server. No other applications can be on the PCGenesis server.
- The **K:** mapping must be defined as a **stand-alone partition** of at least 500 GB
- The PCGenesis server **must be kept up to date** with all Windows operating system service packs applied.
- 32 GB Memory
- 1 TB Hard Drive
- **C:** 500 GB Minimum
- **K:** 500 GB Minimum



PCGenesis Server Requirements

- Create **GENUSERS** user security group with full access (Read/Write)
- Include all PCG users in this security group
- Map **K = \\NewServer\PCGenesis\$**

PCGenesis Server Requirements

- **Remote Desktop Connection** is the preferred method for all users accessing PCGenesis.
- Better network security!
- PCGenesis processes will continue to run even if the network connection goes down
- Much faster processing
- More reliable data integrity



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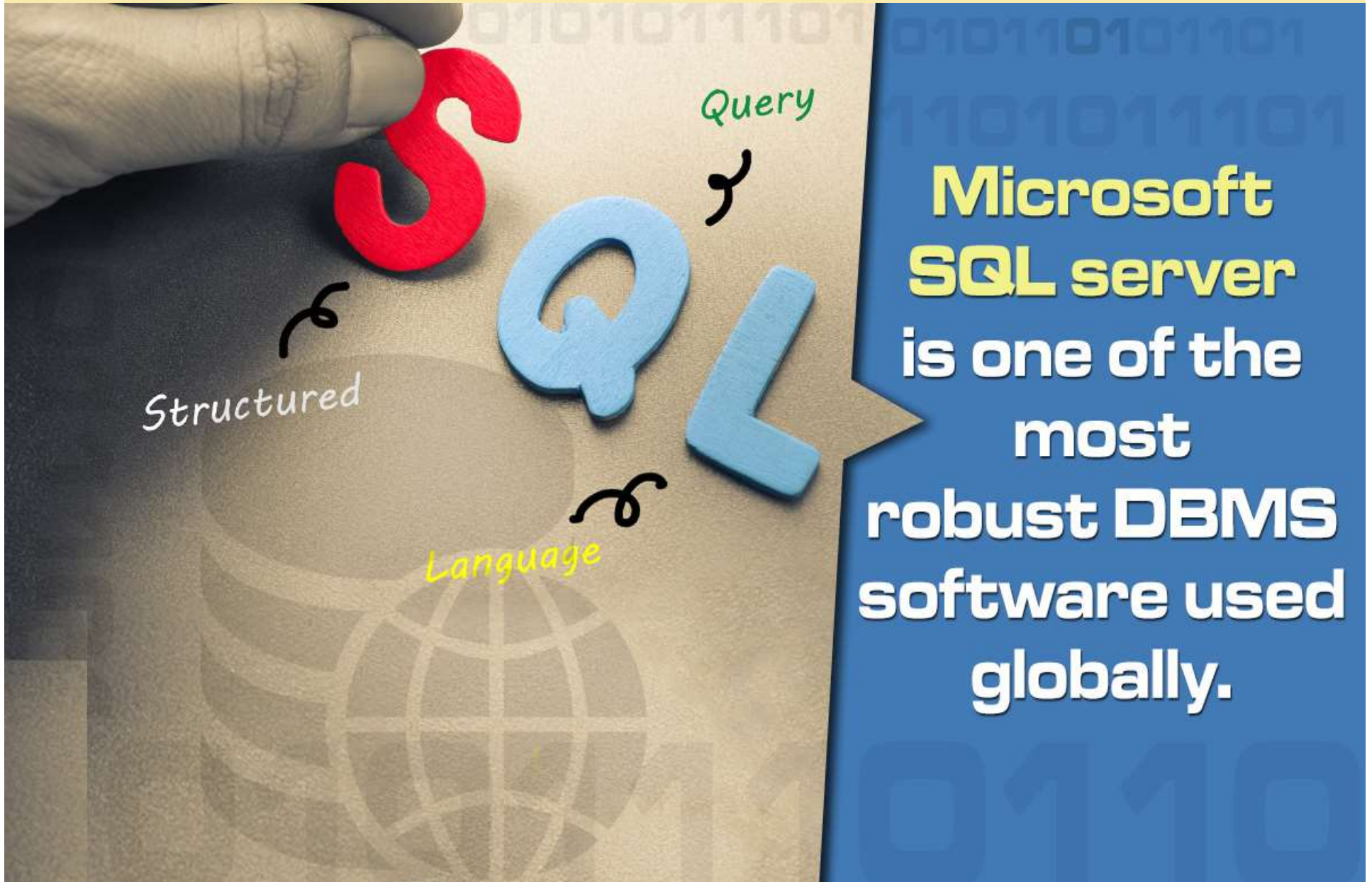
PCGENESIS FUTURE

Migration to Database Technology

- We are moving all PCGenesis data to a **SQL Server** database.
- We are using a **FREE** version of SQL Server called **Microsoft SQL Server Express**.



Advantages of a Relational Database



Celebrate!!!

- We started the **FAR** conversion in 2019
- And now....
 - ◊ The FAR conversion is basically complete!



Celebrate!!!

We've Come A Long Way!

- K:\SECOND\PAYDATA
 - GACOUNTY Georgia Counties (19.01.00)
- K:\SECOND\FARDATA
 - FACILITY PO Facilities (19.02.00)
 - SOURCE Revenue Source Codes (19.02.00)
 - BANK Bank Codes (19.03.00)



Celebrate!!!

We've Come A Long Way!

- Release **20.01.00**
- K:\SECOND\FARDATA\NAME
- **Account Description File** - split into 10 separate tables
 - FAR.Name_01_Fiscal_Year Fiscal Year
 - FAR.Name_02_Fund Fund
 - FAR.Name_03_FY_Flag Fiscal Year Flag
 - FAR.Name_04_Program Program
 - FAR.Name_05_Function Function
 - FAR.Name_06_Object Object
 - FAR.Name_07_Fac_Bldg Facility/Building
 - FAR.Name_08_Additional Additional
 - FAR.Name_09_Rev_Source Source
 - FAR.Name_10_Blnc_Sheet Balance Sheet

Celebrate!!!

We've Come A Long Way!

- K:\SECOND\FARDATA
 - ACCOUNT Budget Accounts (20.02.00)
 - ACCOUNTR Revenue Accounts (20.02.00)
 - ACCOUNTG GL Accounts (20.02.00)
 - RECEIPT Receipts (20.03.00)
 - RECEIVE Receivables (20.03.00)
 - VENDOR Vendor Codes (20.03.00)
 - INVEST Investments (20.03.00)

Celebrate!!!

We've Come A Long Way!

- K:\SECOND\FAR**DATA**
 - **EXPENSE** Claims / Expenses (21.01.00)
 - **PO** Purchase Orders (21.01.00)
 - **POPRINT** PO Inventory (21.01.00)
 - **GATEKEEPER** FAR Transactions (21.02.00)
 - **JEMASTER** Journals (21.02.00)
 - **CHEKMSTR** Vendor Check Master (21.02.00)
 - **WXFER** Vendor Wire Transfers (21.02.00)

Celebrate!!!

We've Come A Long Way!

- K:\SECOND\FARDATA
 - **CONTROL** System control records (21.03.00)
- (Last but not Least!)
 - **AUDIT** The AUDIT File (21.03.00)

Celebrate!!!

The major financial files have been converted into database tables

- ◇ Banks
- ◇ Vendors
- ◇ Sources
- ◇ Accounts
- ◇ Audit
- ◇ Journals
- ◇ Investments
- ◇ Claims
- ◇ Purchase orders
- ◇ Receipts
- ◇ Receivables
- ◇ Control



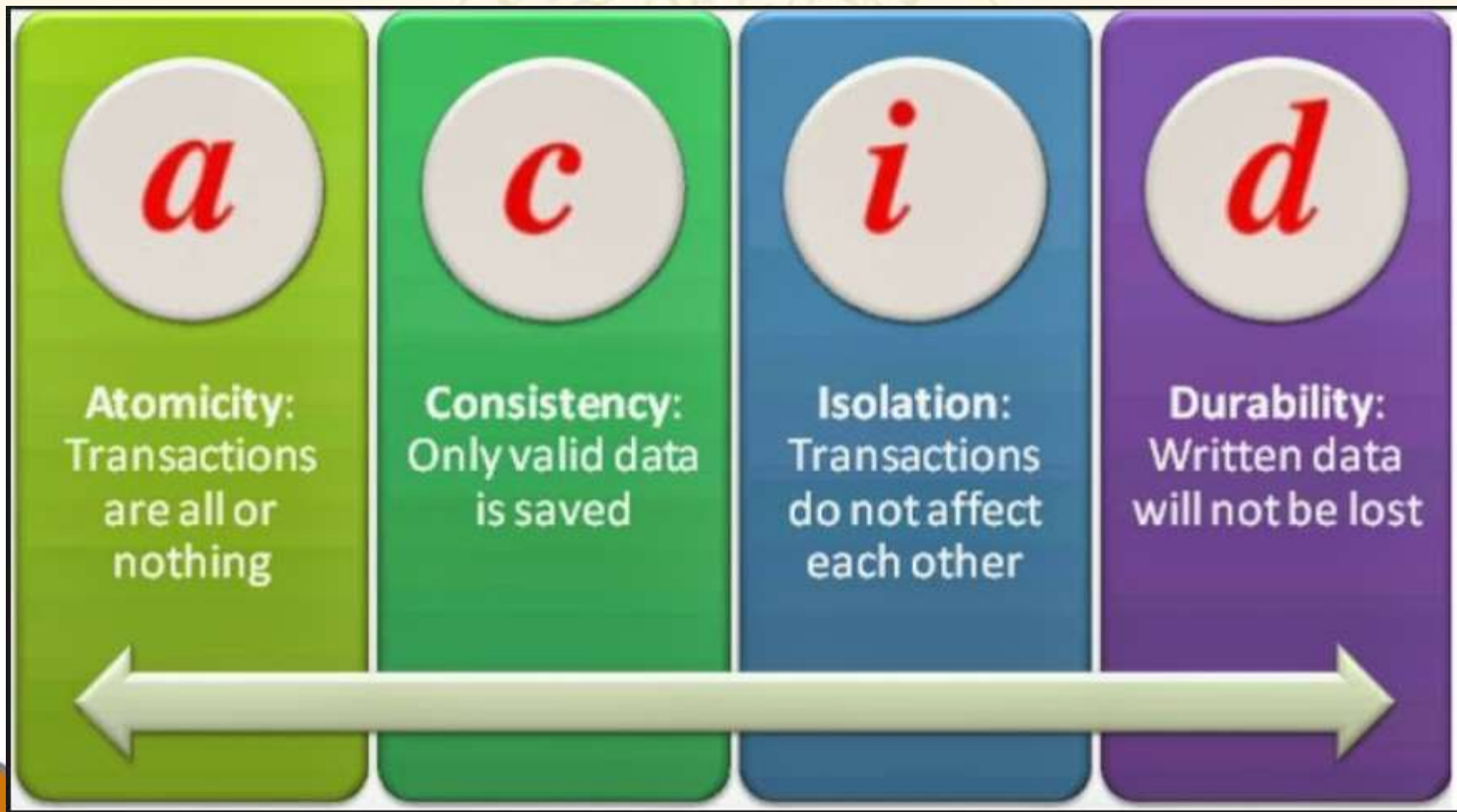
Celebrate!!!

- Full financial transaction processing was completed with release 21.03.00!!!



PCGenesis Databases

Transaction Processing: (ACID)



Celebrate!!!

- What does this mean??
 - ◇ Data repairs should be a thing of the past
 - ◇ Posting a financial transaction is “all or nothing”

Transaction Processing

- If a problem occurs during posting, for example, a power outage....
 - ◇ All updates will roll back
 - ◇ We won't end up entries on the GL when the claim, journal, or receipt is missing from the file

Transaction Processing

UPDATE Person set
Name = 'BBB' where
ID = 3;



A blue cylinder representing a database table. A yellow arrow points from the SQL command box to this cylinder.

ID	Name	Age
1	ABC	34
2	XYZ	42
3	PQR	30

COMMIT;

Data is saved
into ALL tables



A blue cylinder representing a database table. A green arrow points from the initial state to this cylinder. A callout box points to the table with the text "Data is saved into ALL tables".

ID	Name	Age
1	ABC	34
2	XYZ	42
3	BBB	30

ROLLBACK;



A blue cylinder representing a database table. An orange arrow points from the state after commit to this cylinder. A callout box points to the table with the text "ALL tables revert to original data".

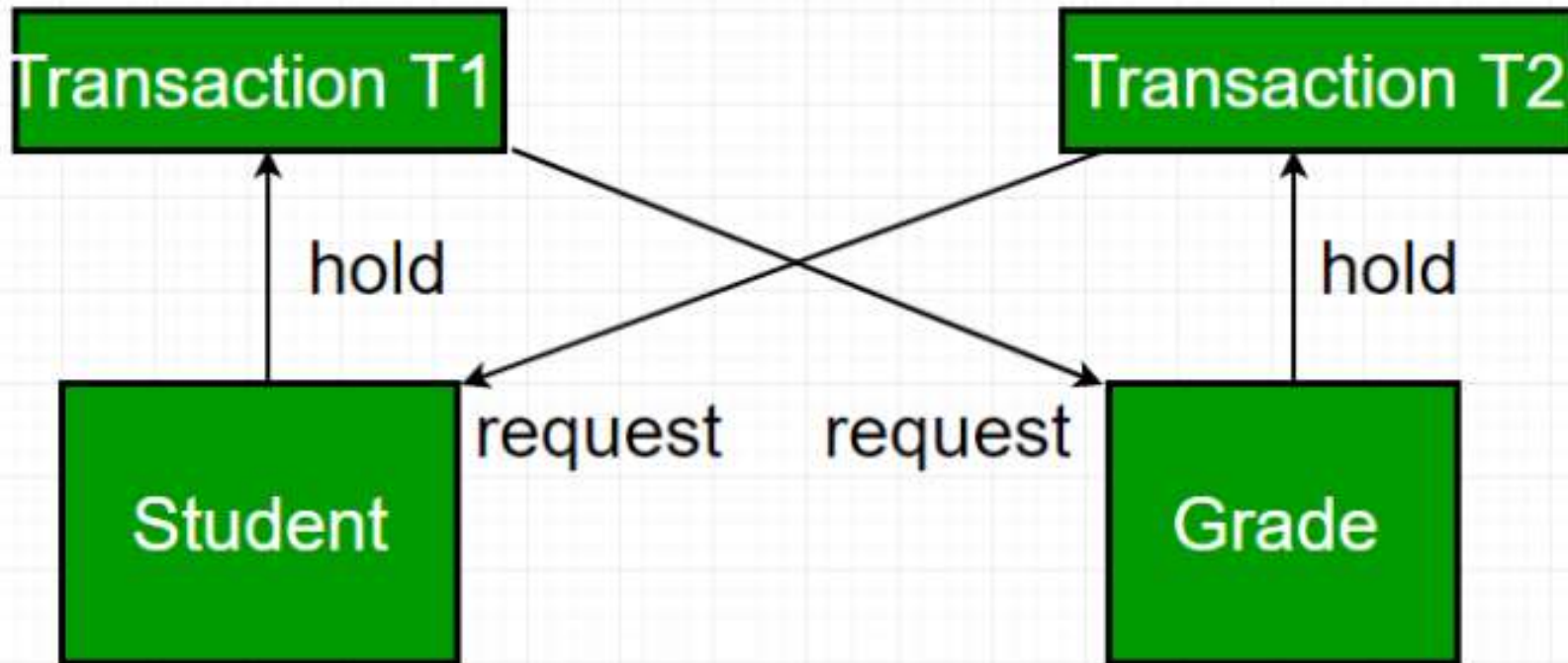
ID	Name	Age
1	ABC	34
2	XYZ	42
3	PQR	30

ALL tables revert
to original data

Single Threaded Financial Transactions

- We had a learning curve...
 - ◇ **SQL Critical Deadlock** errors
 - ◇ Two users post at the same time
 - ◇ Each user is waiting for a record the other user controls
 - ◇ This may have been the root cause of the “corrupt file” errors in the old days

Single Threaded Financial Transactions



Deadlock in DBMS

Single Threaded Financial Transactions

- **Transaction_Gatekeeper table**

- ◇ One record which is used as a “gatekeeper” to allow only ONE PCGenesis session to post at a time.
- ◇ The gatekeeper record locks when the first session starts to post a financial transaction.
- ◇ If the gatekeeper record is already locked, the second posting process must wait, while the first posting process finishes.

Single Threaded Financial Transactions

PCG Dist=8991 Rel=21.03.00 10/06/2021 DOD 003 SV C:\SQLSYS C:\SECOND YELLOW (Not Respon... - [X]

Expense (Claim) Entry Vendor Number: 5831 BA7TLEY, RU7TY EXP0100
 2509 MAIN STREET Part 1099:N

Purchase order: SMITH, GA 33333
 Description: CONTRACT TO PAVE PARKING LOT Vendor ref: I 2233555
 A/P blnc: 421

Disc dt: Disc amt: Claim post dt: 10/06/2021 Claim amt: 10111.00
 Amount 1099

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Amount
1	22	100	1021	1000	61000	195	1	1	10111.00
2	00								
3	00								
4	00								
5	00								
6	00								
7	00								
8	00								
9	00								
10	00								
11	00								
12	00								
13	00								
14	00								
15	00								
16	00								
17	00								
18	00								
19	00								
20	00								

****CAUTION** Highlighted Amount(s) OVER-EXPENDED Budgeted Balance(s)**
 Waiting for another user's update process to complete before starting this update

ENTER ✓ F12 F15
 F16 F28

21.03.00

Do not cancel processing!!!

Celebrate!!!

- **How is database performance?**
 - ◇ Good news – we have a database expert working with our team!
 - ◇ We have worked diligently to keep PCGenesis performance comparable to the old file technology
 - ◇ Also good news... Our team will continue making changes to improve performance even more!

Celebrate!!!

- **Database integrity - “reference constraint”**
 - ◇ Enforcement of consistency standards on the PCGenesis data
 - ◇ It is NOT possible to delete a general ledger, expense, or revenue account which is used in any other table in the system

Database Integrity

“Reference Constraint”

- This means that an account cannot be deleted until all related data is archived
- An in-out journal (JE) that zeroes an account balance means that the user will NOT be able to delete the account
- Typically data is retained for at least 7 years



Database Integrity

“Reference Constraint”

PCG Dist=8991 Rel=21.03.00 10/12/2021 DOD 007 SV C:\SQLSYS C:\SECOND YELLOW ACCT0100

Budget Update

Amounts entered are added to previous values
NOTE: To enter a credit amount use a minus (-) sign

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Tran Date	Beg Date	End Date
22	100	1021	1000	61600	195	1	5		10122021	7/01/2021	6/30/2022

Fund Balance Acct: 799 Status: A Adj. Budget .00 Orig. Budget .00
ENTER BUDGET ADJUST: _____

Enter Distribution by Month: Reason: CHANGE TO APPROPRIATION
Title: TECH BUDGET

Month	Amount
July	.00
August	.00
September	.00
October	.00
November	.00
December	.00
January	.00
February	.00
March	.00
April	.00
May	.00
June	.00
July	.00
August	.00
September	.00
October	.00
November	.00
December	.00

Error on Update

File name: FAR.ACCOUNT

Return code: -823

Message: This account is used in JE. Cannot delete.

OK

F28 to confirm delete F16 to re-enter

ENTER ✓	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15 🔍	21.03.00
F16 ←												F28			F31	

Account can't be deleted, even though balance is zero

Database Integrity

“Reference Constraint”

- Constraints also exist for bank codes
- As data is converted into the PCGenesis database, bank codes have been added
- The banks are used somewhere in PCGenesis: in a claim, a receipt, a journal, a vendor check, or wire transfer
- Bank codes with a reference constraint cannot be deleted until all related data is removed first, usually during an archive operation

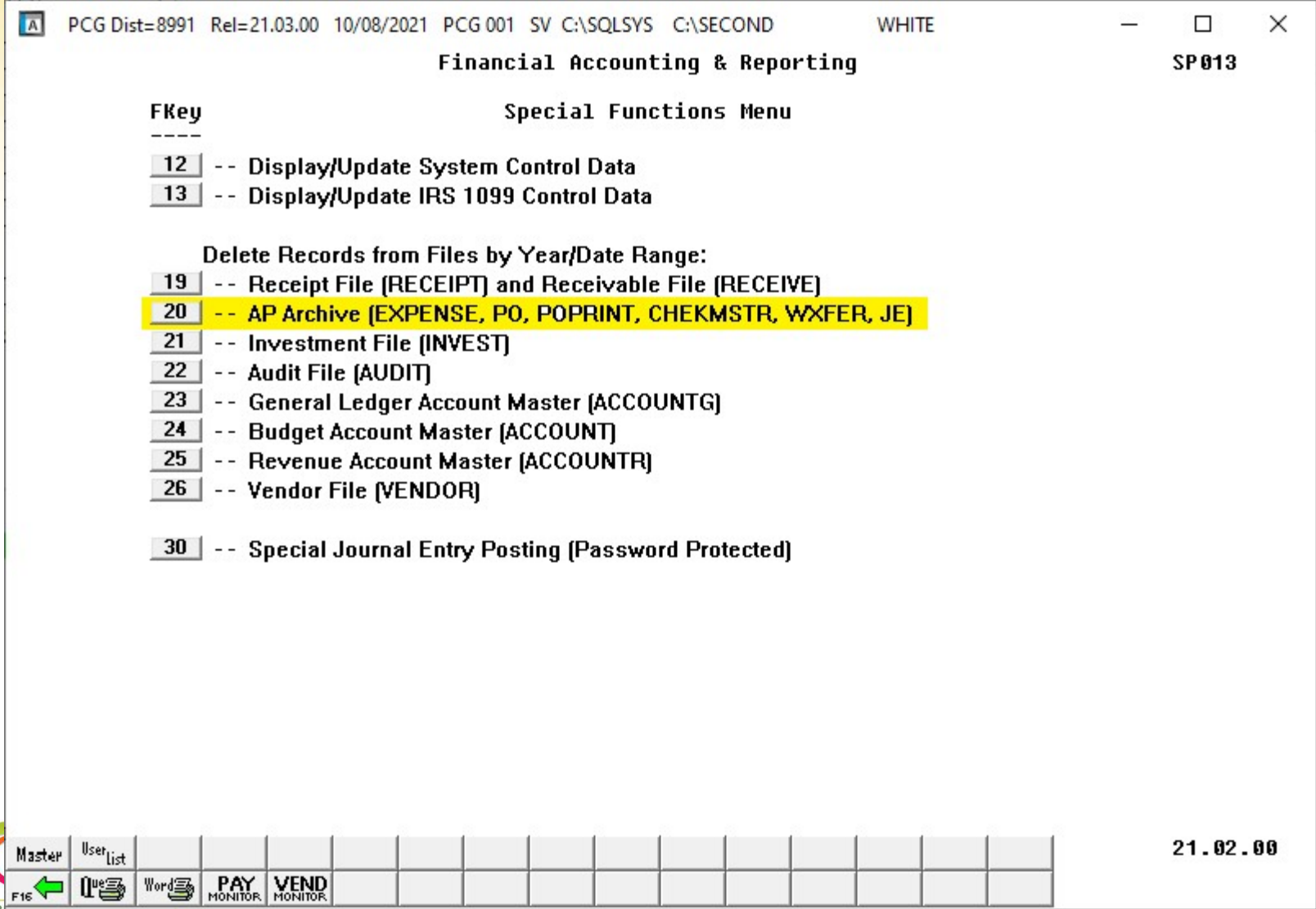
Accounts Payable Archive

- Data must be archived from the system so that “child” data is deleted before “parent” data can be deleted
- Before a bank code can be deleted from the system, all journals, receipts, receivables, claims, purchase orders, etc. which utilize the bank code must be deleted first
- Then, the bank code itself can be deleted

Accounts Payable Archive

- To facilitate the archive process, an **Accounts Payable Archive** function (F1, F13, F20) is now available on the Special Functions Menu
- This function consolidates the archive process for the accounts payable database tables

Accounts Payable Archive



Accounts Payable Archive

- Archives....
 - ◇ Claims
 - ◇ Journals
 - ◇ Purchase orders
 - ◇ Vendor checks
 - ◇ Wire transfers
- all in one process, at the same time!

Accounts Payable Archive

- Removes records if the date of the record is less than or equal to June 30 of the fiscal year entered by the user
- The *Accounts Payable Archive* will create spreadsheet files of the archived records in the ***K:\SECOND\FARyy*** directory
- When we created the PCGenesis database, we brought forward records starting from **FY 2008**

Agenda

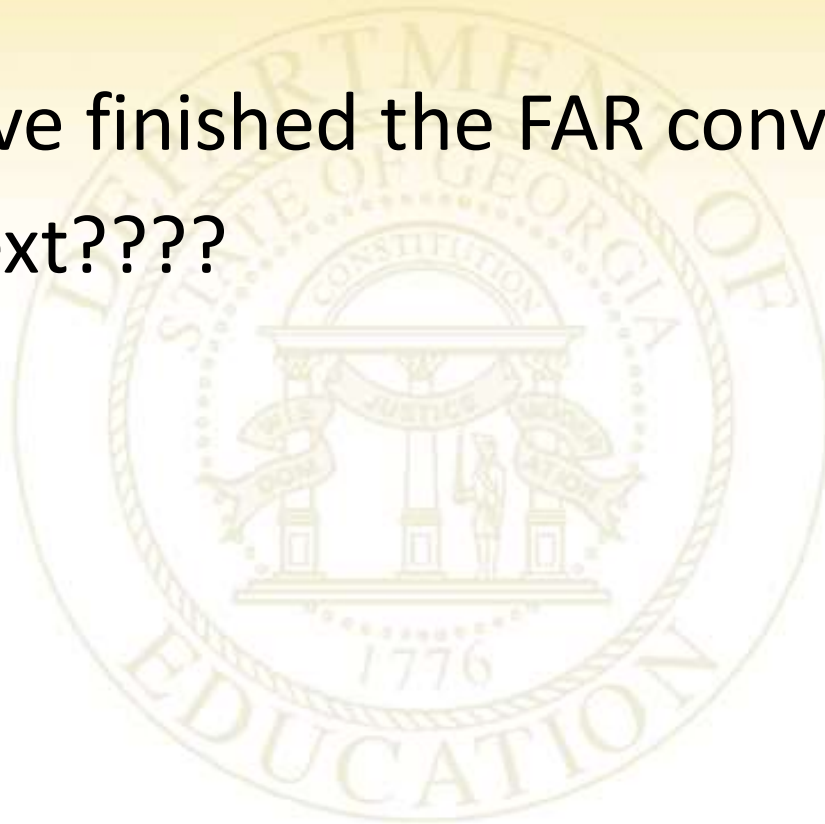
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What's Next?

- So, we have finished the FAR conversion...
- What's next????



PCGENESIS FUTURE

Converting PCGenesis to RDBMS

- Converting to a relational database is a very, very big project
- It will take several years to convert the software
- During that timeframe, major enhancements to PCGenesis will be limited
- Legislative requirements will always be addressed even during the conversion process

21.03.01

November Release

- **2022 SHBP Premiums**
- For the November release, the development team will post a single file which contains the new SHBP health premiums

GHIRATES2022.csv

- The 21.03.01 release document will provide instructions for uploading the csv file into PCGenesis

21.04.00

December Release

- The December, 2021 release will focus on legislative changes:
 - ◇ The Georgia tax withholding is increasing the standard deduction amounts
 - ◇ Federal tax withholding tables and FICA limits will change
 - ◇ The 1099-NEC form is changing from 2 forms per page to 3 forms per page



21.04.00 December Release

Last year's 1099-NEC form

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no.

OMB No. 1545-0118

2020

Form 1099-NEC

Nonemployee Compensation

**Copy A
For
Internal Revenue
Service Center**

File with Form 1096.

**For Privacy Act
and Paperwork
Reduction Act
Notice, see the
2020 General
Instructions for
Certain
Information
Returns.**

1 Nonemployee compensation				
\$				
PAYER'S TIN	RECIPIENT'S TIN	2		
RECIPIENT'S name		3		
Street address (including apt. no.)		4 Federal income tax withheld		
		\$		
City or town, state or province, country, and ZIP or foreign postal code				
		FATCA filing requirement		
		<input type="checkbox"/>		
Account number (see instructions)	2nd TIN not.	5 State tax withheld	6 State/Payer's state no.	7 State income
	<input type="checkbox"/>	\$		\$
		\$		\$

21.04.00 December Release

2021
1099-NEC form

7171 VOID CORRECTED

PAYER'S name, street address, city or town, state or province, country, ZIP or foreign postal code, and telephone no. OMB No. 1545-0116

2021 Nonemployee Compensation
Form 1099-NEC

PAYER'S TIN	RECIPIENT'S TIN	1 Nonemployee compensation \$		Copy A For Internal Revenue Service Center File with Form 1096. For Privacy Act and Paperwork Reduction Act Notice, see the 2021 General Instructions for Certain Information Returns.	
RECIPIENT'S name		2 Payer made direct sales totaling \$5,000 or more of consumer products to recipient for resale <input type="checkbox"/>			
Street address (including apt. no.)		3			
City or town, state or province, country, and ZIP or foreign postal code		4 Federal income tax withheld \$			
Account number (see instructions)		5 State tax withheld \$	6 State/Payer's state no.		7 State income \$
2nd TIN not. <input type="checkbox"/>					

Form 1099-NEC Cat. No. 72590N www.irs.gov/Form1099NEC Department of the Treasury - Internal Revenue Service
Do Not Cut or Separate Forms on This Page – Do Not Cut or Separate Forms on This Page



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21.04.00

December Release

- The December, 2021 release will focus on legislative changes:
 - ◇ We don't see any significant changes for W-2's
 - ◇ PCGenesis will support any new requirements for ACA

PCGENESIS FUTURE

Migration to Database Technology

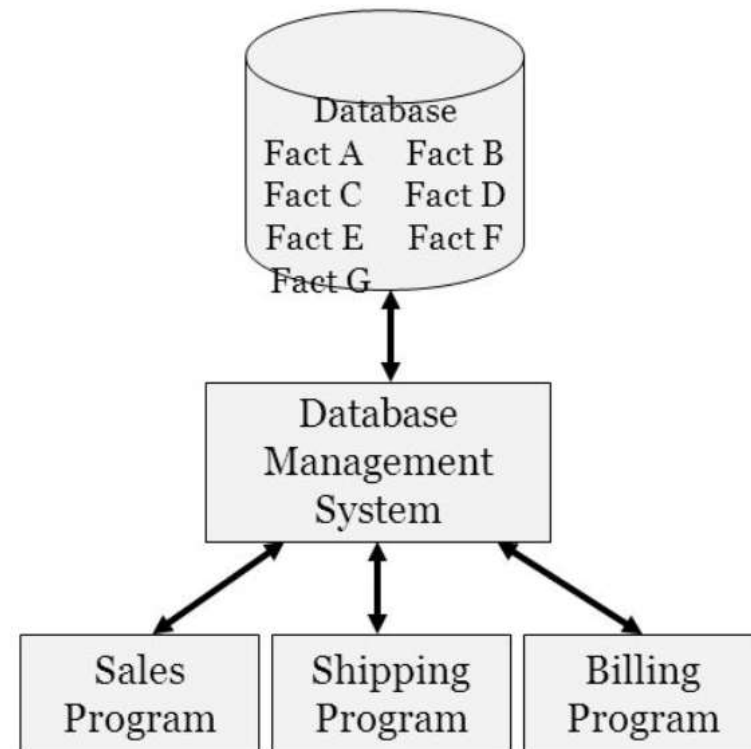
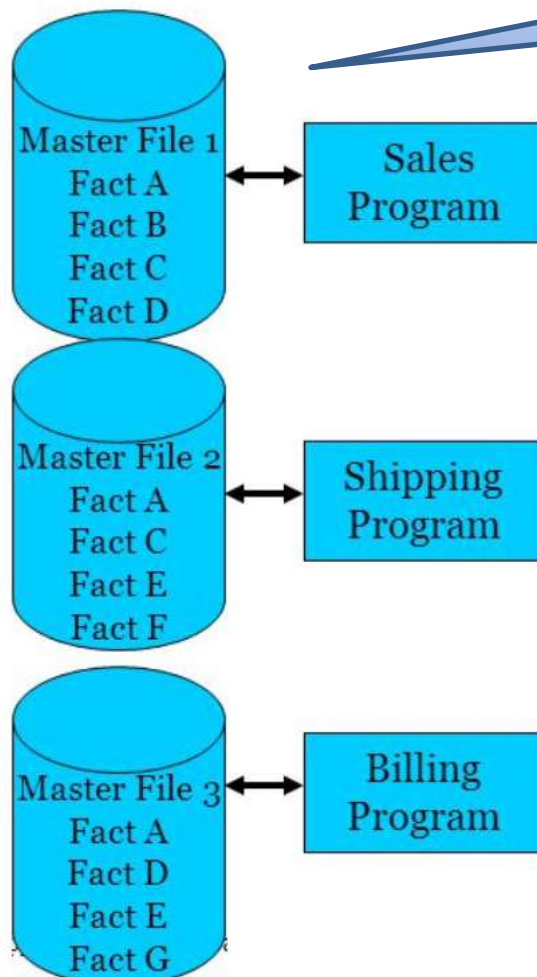
- For year 2022 and beyond....
- Migration of all PCGenesis data to **SQL Server Database**

PCGENESIS FUTURE

Migration to Database Technology

FILE VS. DATABASES

At least 80+ individual files today



Combined into 1 database file tomorrow

PCGENESIS FUTURE

Converting PCGenesis to RDBMS

This is all great news for PCGenesis!!



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11/9/2021

55

22.01.00

March Release

- The March, 2022 release will start the **PAYROLL** conversion to the database
- This will be a big, significant release
- Conversion of **13 files** (hopefully)



22.01.00

March Release

- Payroll conversion:
 - ◇ PAYDATA\PAYROLL Payroll file
 - ◇ PAYDATA\MPAYROLL Manual checks file
 - ◇ PAYDATA\PREVVOID Previous voids file
 - ◇ SANDBOX\PAYROLL SANDBOX payroll file

22.01.00

March Release

- Payroll conversion:
 - ◇ PAYDATA\GROSSDAT Payroll gross data
 - ◇ PAYDATA\MGROSSDAT Manual checks gross data
 - ◇ PAYDATA\VGROSSDAT Previous voids gross data
 - ◇ SANDBOX\GROSSDAT SANDBOX gross data
 - ◇ PERDATA\LGROSSDAT Leave substitute gross data

22.01.00

March Release

- Payroll conversion:
 - ◇ PAYDATA\PDEDUCT Payroll deductions
 - ◇ PAYDATA\MDEDUCT Manual checks deductions
 - ◇ PAYDATA\VDEDUCT Previous voids deductions
 - ◇ SANDBOX\PDEDUCT SANDBOX payroll deductions

22.02.00 – 22.04.00

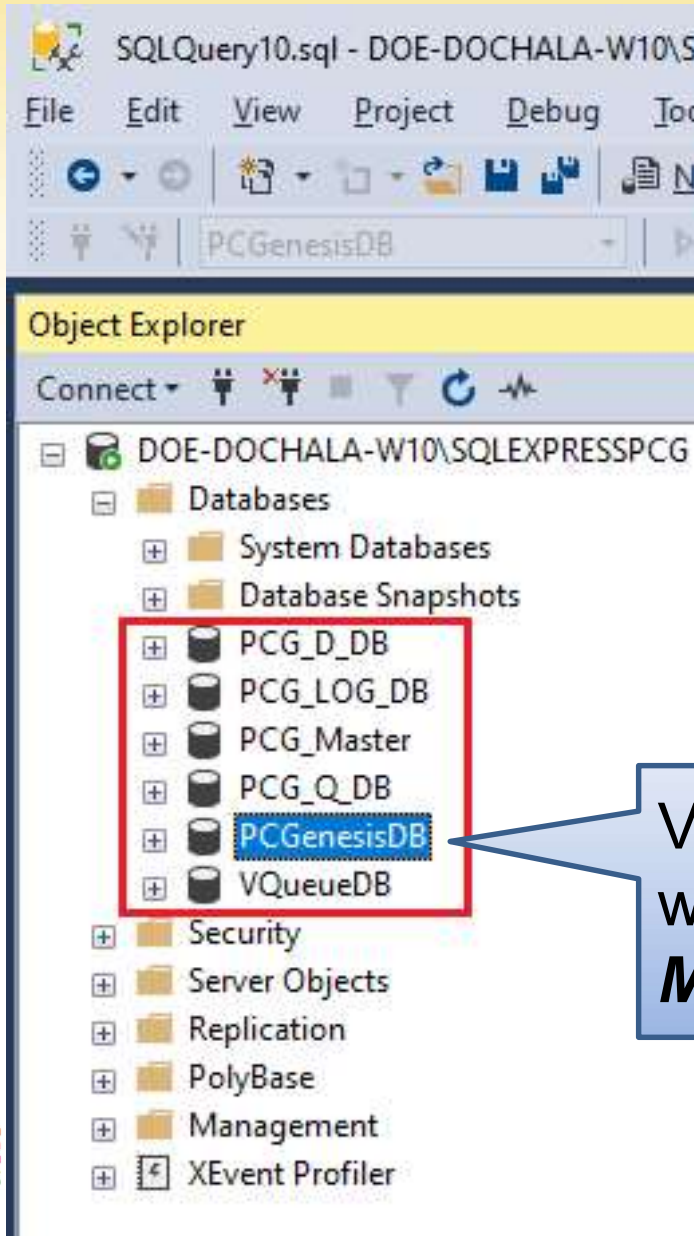
- Continue with the Payroll conversions
- The goal is to have full payroll transaction processing

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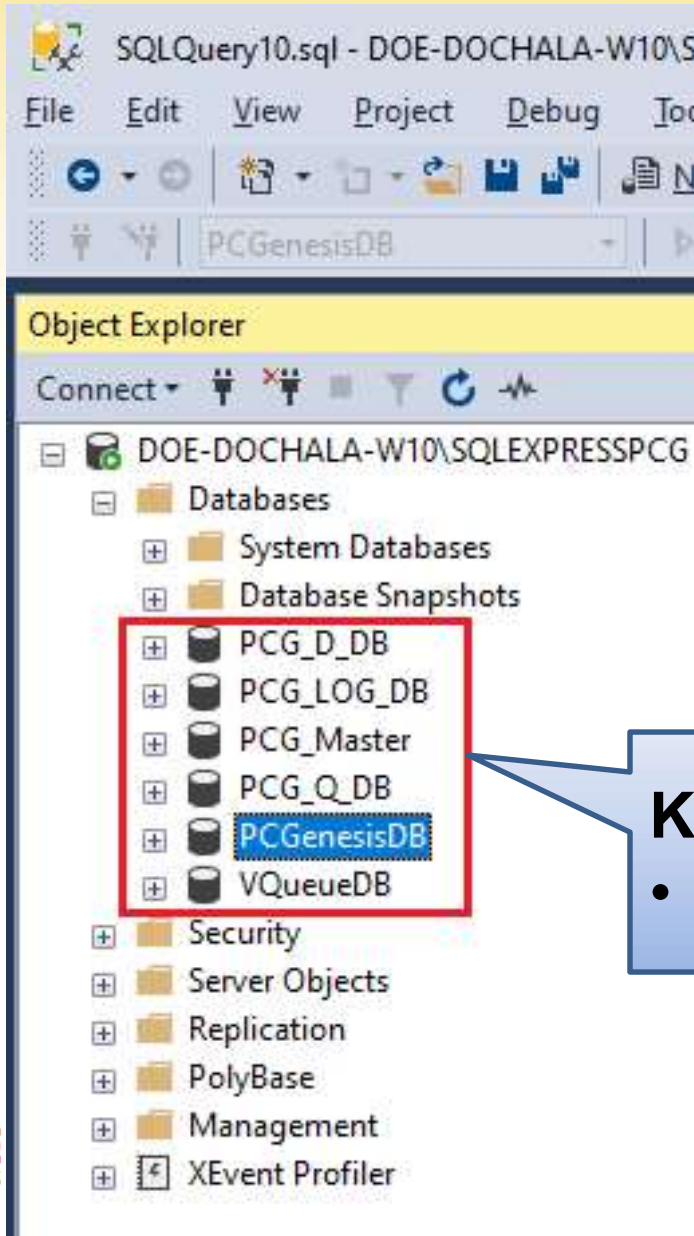


PCGenesis Databases



View of databases from within **Microsoft SQL Server Management Studio**

PCGenesis Databases



K:\PCGSQldb

- Location of database

PCGenesis Databases

(K:) > PCGSQldb > MSSQL13.SQLEXPRESSPCG > MSSQL > DATA

Name	Date modified	Type
master.mdf	10/20/2019 6:02 PM	SQL Server Databa.
mastlog.ldf	10/20/2019 6:02 PM	SQL Server Databa.
	10/20/2019 6:02 PM	SQL Server Databa.
	10/20/2019 6:02 PM	SQL Server Databa.
ificate.cer	4/5/2018 10:06 AM	Security Certificate
ificate68AA7B9B-0...	6/12/2019 10:40 A...	Security Certificate
	10/20/2019 6:02 PM	SQL Server Databa.
MSDBLog.ldf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_D_DB.mdf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_D_DB_log.ldf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Master.mdf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Master_log.ldf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Q_DB.mdf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Q_DB_log.ldf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Sandbox.mdf	10/20/2019 6:02 PM	SQL Server Databa.
PCG_Sandbox_log.ldf	10/20/2019 6:02 PM	SQL Server Databa.
PCGenesisDB.mdf	10/23/2019 1:03 A...	SQL Server Databa.
PCGenesisDB_log.ldf	10/23/2019 1:03 A...	SQL Server Databa.
tempdb.mdf	10/20/2019 6:03 PM	SQL Server Databa.
templog.ldf	10/20/2019 6:03 PM	SQL Server Databa.
VQueueDB.mdf	10/20/2019 6:03 PM	SQL Server Databa.
VQueueDB_log.ldf	10/20/2019 6:03 PM	SQL Server Databa.

K:\PCGSQldb

- Location of database

PCGenesis Databases

There are **six** databases for PCGenesis

1) PCGenesisDB

- PCGenesis financial and payroll production data
- All of the important PCG data is in this database!

PCGenesis Databases

There are **six** databases for PCGenesis

2) PCG_Master

- PCGenesis backup and restore logs
- Log information
- Needed if help desk needs to troubleshoot problems with your IT staff

PCGenesis Databases

There are **six** databases for PCGenesis

3) PCG_Q_DB

- Corresponds to **PAYDATAQ** or **FARDATAQ**
- Backup of **PAYDATA** just before ***Calculate Payroll & Update YTD (Final)*** (F4)
- Backup of **FARDATA** just before updating budget files with vendor check information (F5)

PCGenesis Databases

There are **six** databases for PCGenesis

4) PCG_D_DB

- Corresponds to **PAYDATAD**
- Backup of **PAYDATA** after printing **payroll checks**, but before printing **payroll direct deposits** (F2, F3, F5)

PCGenesis Databases

- Think of these databases as **restore points**
- Think of these the same way you think of **PAYDATAQ, FARDATAQ, PAYDATAD**, etc
 - PGG_Q_DB
 - PCG_D_DB

PCGenesis Databases

There are **six** databases for PCGenesis

5) PCG_LOG_DB

- Contains a log of changes to
 - FAR.Bank_File
 - PAY.PAYROLL



PCGenesis Databases

There are **six** databases for PCGenesis

6) VQueueDB

- Contains the *VerraDyne Print Manager* associated tables and data

PCGenesis Databases - Backup

- **K:\SECOND** cannot be restored without also restoring the **PCGenesisDB** database.
- These two entities must be kept in sync, otherwise payroll postings may be lost

PCGenesis Databases - Backup

- **What you need for a disaster recovery:**
 - **K:\SECOND** – PCG payroll & financial data
 - **K:\PCGSQLdb** – The database data for PCG data and the VerraDyne print queue
 - **K:\UCTARCHIVE** – Archived PCGenesis reports in pdf format
 - **K:\UCTPRINT** – PCGenesis report files currently in the VerraDyne print queue

PCGenesis Databases - Backup

- New feature!
- Adhoc Backup/Restore Option for PCGenesis Data
- On the ***System Utilities Menu***
- ***Backup / Restore PCGenesis Data*** (F30, F12).

PCGenesis Databases - Backup

PCG Dist=8991 Rel=19.03.00 10/03/2019 PCG 001 SV C:\DEVSY\ C:\SECOND WHITE

BACKUPCG

Backup/Restore PCGenesis Data

Select Type:

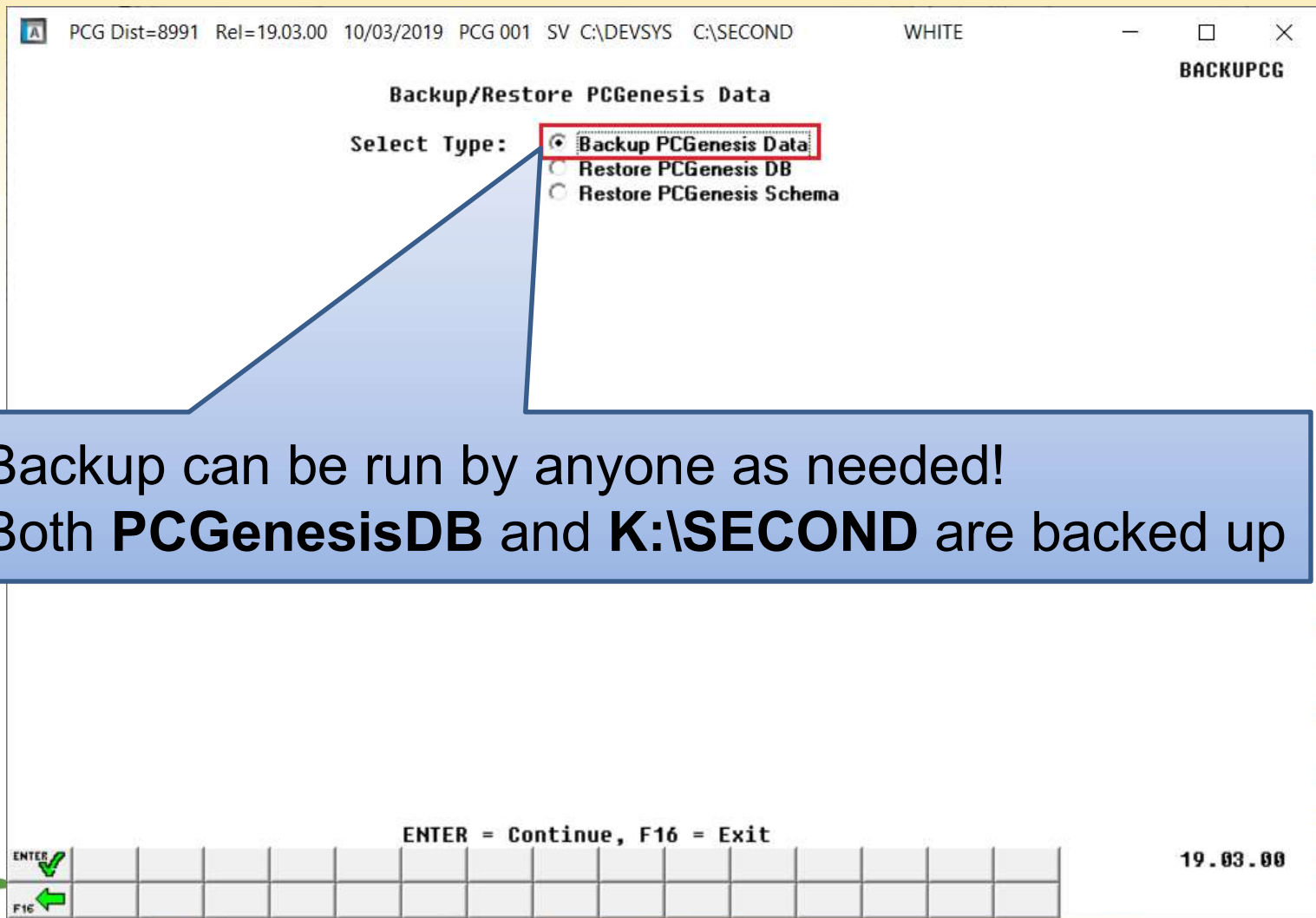
- Backup PCGenesis Data
- Restore PCGenesis DB
- Restore PCGenesis Schema

Must call the HELP DESK to restore.
Restore requires the DOE password.

ENTER = Continue, F16 = Exit

19.03.00

PCGenesis Databases - Backup



Backup can be run by anyone as needed!
Both **PCGenesisDB** and **K:\SECOND** are backed up

PCGenesis Databases - Backup

```
PCG Dist=8991 Rel=19.03.00 10/03/2019 PCG 001 SV C:\DEVSY S C:\SECOND WHITE
BACKUPCG

*** WARNING ***
*** BACKUP ***

** This process will backup PCGENESISDB to PCGENESISDBx, where x **
** is a letter A - K. **
** **
** K:\PCGSQldb\MSSQLnn.SQLEXPRESSPCG\MSSQL\Backup\PCGENESISDBx.BAK **
** **
** This process will also backup SECOND to SECONDx. Make sure **
** all users are logged out of the system before proceeding. **

A Enter a letter A thru K

** Press ENTER to Continue **
** Press F16 to Exit **

19.03.00
```

Pick a letter **A** thru **K**

PCGenesis Databases - Backup

PCGSQLdb > MSSQL13.SQLEXPRESSPCG > MSSQL > Backup

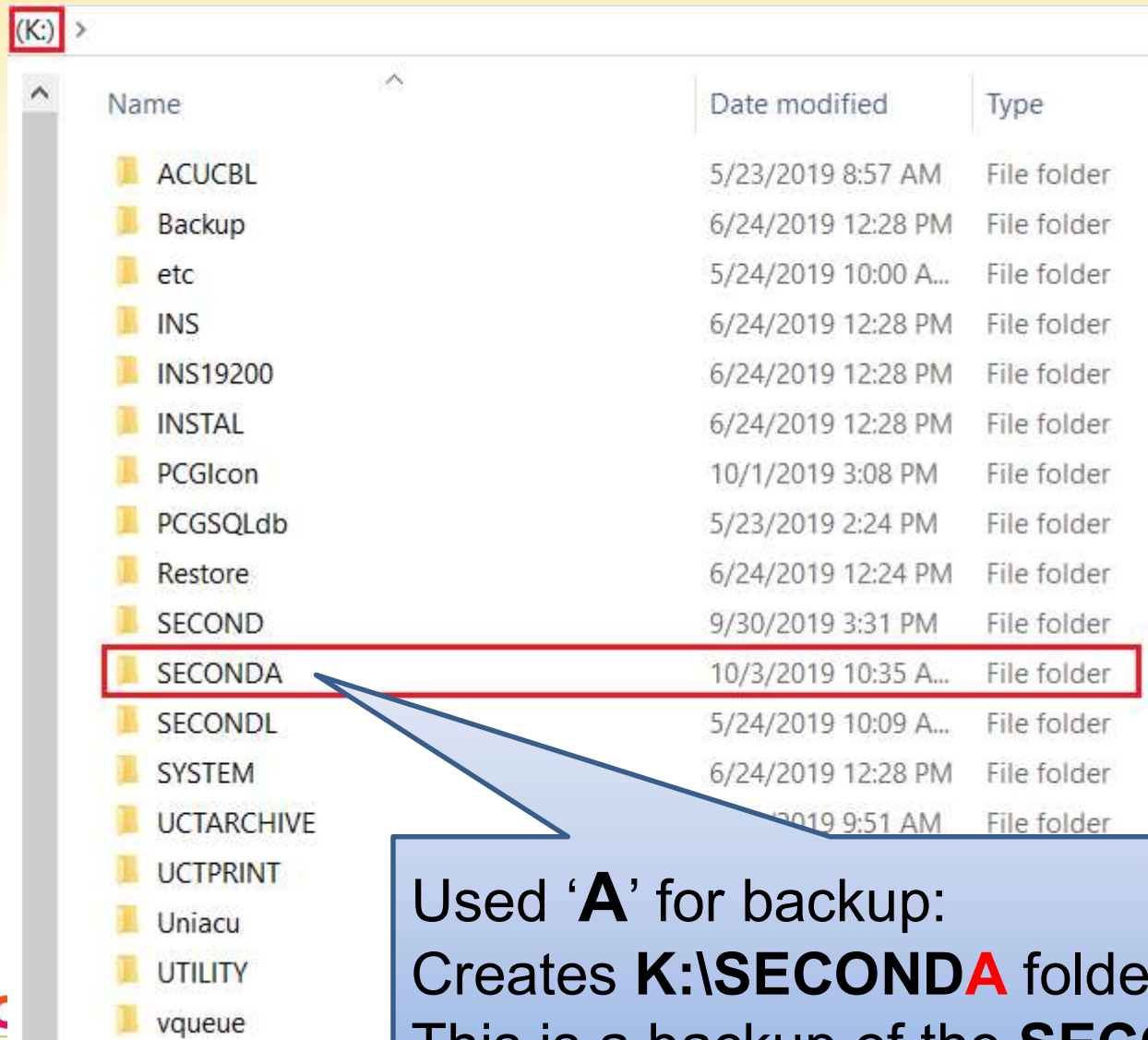
Name	Date modified	Type
PCGenesisDBA.BAK	10/3/2019 10:28 AM	BAK File
PCGenesisDBJ.BAK	8/29/2019 7:55 PM	BAK File
PCGenesisDBL.BAK	9/30/2019 2:53 PM	BAK File
PCGenesisDBQ.BAK	9/30/2019 4:07 PM	BAK File
PCGenesisDBX.BAK	10/3/2019 1:01 AM	BAK File
PCGenesisDB.bak	1/7/2019 3:03 PM	BAK File

Used 'A' for backup:

Creates **PCGenesisDBA.BAK** in **Backup** folder

This is a backup of the database!

PCGenesis Databases - Backup



Name	Date modified	Type
ACUCBL	5/23/2019 8:57 AM	File folder
Backup	6/24/2019 12:28 PM	File folder
etc	5/24/2019 10:00 A...	File folder
INS	6/24/2019 12:28 PM	File folder
INS19200	6/24/2019 12:28 PM	File folder
INSTAL	6/24/2019 12:28 PM	File folder
PCGIcon	10/1/2019 3:08 PM	File folder
PCGSQLdb	5/23/2019 2:24 PM	File folder
Restore	6/24/2019 12:24 PM	File folder
SECOND	9/30/2019 3:31 PM	File folder
SECONDA	10/3/2019 10:35 A...	File folder
SECONDL	5/24/2019 10:09 A...	File folder
SYSTEM	6/24/2019 12:28 PM	File folder
UCTARCHIVE	2019 9:51 AM	File folder
UCTPRINT		
Uniacu		
UTILITY		
vqueue		

Used 'A' for backup:
Creates **K:\SECONDA** folder
This is a backup of the **SECOND** data!

PCGenesis Databases - Backup

- ***Backup / Restore PCGenesis Data*** (F30, F12).
- This is a quick and easy way to get a backup!
- Backs up the important PCGenesis data.

PCGENESIS FUTURE

- These are very exciting changes for PCGenesis!

Questions?



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

11/9/2021

81

Agenda

- Introduction
- PCGenesis Server Requirements
- Migration to Database Technology
- What's Next
- PCGenesis Databases
- **Getting Read for 2022 GHI**



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

Getting Ready for 2022 GHI

- GHI options B1, B2, B3, B6, H1, H2, and K1 are the same
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- Many GHI premium rates have changed for 2022.



Getting Ready for 2022 GHI

PCG Dist=8991 Rel=13.03.00 11/04/2013 DOD 001 SV C:\DEVSY S C:\SECOND GREEN PAY02

Display/Update Personnel Data

Status A -- Active AB3EU, ET3AN
 Emp. no. 88942 Pay Loc 302 Location 000302 Class 14 FOOD SERVICE
 Sex Code E Work Loc 302 Location 000302 Job 114 FOOD SERVICE
 Mar Stat M SSN 999 08 8942 EE0-5 Job A16 Service Worker
 EE0-5 Ethnic 2 WHITE

NAME First ET3AN Middle _____
 Last AB3EU Suffix _____ Prefix _____

Address 2072 MAIN STREET Certificate Type B0
 Address L2 _____ CS1 Job (from CPI) 410
 City/State SMITH, GA Include on CPI? Y

Hispanic/Latino Ethnicity?
 Yes No
 Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawai

TRISUP 5.000
 TRS DOE Paid ERCON ?
 Health ins flag Y
 Participate in GHI ? Y
 GHI Option B1 BCBS GOLD
 GHI Tier 90 EESP
 GHI Ded Cd 8
 s, Phone, etc.
 ding Code 9 Amt/% .00
 ding Code 9 Amt/% .00
 13.03.00

Help Adj FICA Gar

PCG Select GHI Code

Opt Tier	Long Description	Short Desc
08	TRICARE SUPPLEMENT	TRISUP
B1	BCBS GOLD	BCBS GOLD
B2	BCBS SILVER	BCBS SILVER
B3	BCBS BRONZE	BCBS BRONZE
B6	BCBS HMO	BCBS HMO
H1	UHC HMO	UHC HMO
H2	UHC HDHP	UHC HDHP
K1	KAISER HMO	KAISER HMO
NC	NO COVERAGE OR COVERAGE WAIVED	WAIVED
NE	NOT ELIGIBLE FOR COVERAGE	NOT ELIGIBLE

Done Cancel

GHI Option from Benefit File



Getting Ready for 2022 GHI

PCG Dist=8991 Rel=13.03.00 11/04/2013 DOD 001 SV C:\DEVSY S C:\SECOND GREEN

Display/Update Personnel Data PAY02

Status A -- Active AB3EU, ET3AN
 Emp. no. 88942 Pay Loc 302 Location 000302 Class 14 FOOD SERVICE
 Sex Code F Work Loc 302 Location 000302 Job 114 FOOD SERVICE
 Mar Stat M SSN 999 08 8942 EE0-5 Job 016 Service Worker
 EE0-5 Ethnic 2 WHITE

NAME First ET3AN Middle _____
 Last AB3EU Suffix _____ Prefix _____

Address 2072 MAIN STREET Certificate Type B0
 Address L2 _____ CS1 Job (from CPI) 410
 City/State SMITH, GA Include on CPI? Y
 Zip Code 33333 County 160 Sick Bank? N
 Phone (999)555-1058 Out of State Substitute rank _____

Hispanic/Latino Ethnicity?
 Yes No
 Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawai

TRC DOE Paid ERCON? Y
 Health ins flag Y
 Participate in GHI? Y
 GHI Option B1 BPP GOLD
 GHI Tier 90 EESP
 GHI Ded Cd 8

5.000

lding Code 9 Amt/% .00
 lding Code 9 Amt/% .00

13.03.00

Help Adj FICA Gar

PCG Select GHI Code

Opt	Tier	Long Description	Short Desc
B1	10	SINGLE COVERAGE	SINGLE
B1	40	SINGLE COVERAGE TOBACCO SURCHARGE	SINGLE/T
B1	90	EMPLOYEE & SPOUSE	EESP
B1	91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	EESP/T
B1	94	EMPLOYEE & CHILD(REN)	EECH
B1	95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	EECH/T
B1	96	EMPLOYEE & SPOUSE & CHILD(REN)	FAMILY
B1	97	EMPL & SPOUSE & CHILD/TOBACCO SURCHAR	FAMILY/T

Done Cancel

GHI Tier from Benefit File

Getting Ready for 2022 GHI

How to Install 2022 GHI

- 1) Install PCGenesis Release 21.03.01. This release will automatically upload the new 2022 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- 2) Download the DCH open enrollment file.
- 3) Import State Health Options & Tiers from DCH File.
- 4) Set State Health Deduction Amount For Active Employees.

Getting Ready for 2022 GHI

How to Install Release 21.03.01

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW

Payroll System PAYM0000

FKey Master Menu

1 -- Payroll Setup Menu

2 -- Payroll Update Menu

3 -- Payroll Check & Direct Deposit Menu

4 -- Annual Reports Menu

5 -- Monthly/Quarterly/Fiscal/Biennial Reports Menu

8 -- Employee Reports/Labels Menu

9 -- Update/Display Description/Deduction/Annuity Menu

10 -- Earnings History Menu

11 -- Check Reconciliation Menu

12 -- Update/Display Payroll Monitor

13 -- Special Functions Menu

20 -- File Reorganization

Master User List

F16 Word Word PAY MONITOR VEND MONITOR

15.03.00

Getting Ready for 2022 GHI

How to Install Release 21.03.01

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYM0009

Payroll System

FKey Description/Deduction/Annuity Files Menu

Description File:

- 1 -- Maintain Description Records
- 2 -- Maintain Alpha Description Records
- 4 -- Print Description Records

Deduction File:

- 5 -- Maintain Deduction Records
- 6 -- Print Deduction Records
- 7 -- Maintain Benefit Plan/Option/Tier Records
- 8 -- Import Benefit Plan/Option/Tier Records
- 9 -- Print Benefit Plan/Option/Tier Records

Annuity File:

- 10 -- Display/Update Annuity Deduction Control Record
- 11 -- Maintain Annuity Records
- 12 -- Verify/Print Annuity Records

Master User List

F16 Word PAY MONITOR VEND MONITOR

7.03.01

Getting Ready for 2022 GHI

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYPI280

Identify Benefit Plan/Option/Tier Premium Data Import File from Excel

Enter the import file path and name (e.g. C:\BENEDAT\SHBPCCYYRATES.CSV)
or F10 to Browse for file

K:\INSTAL\GHIRATES2022.csv

Enter = continue or F16 = Exit 17.01.00

Getting Ready for 2022 GHI

How to Install Release 21.03.01

```
PCG Dist=8991 Rel=20.03.00 11/05/2020 PCG 001 SV CASQSYS CASECOND WHITE
PAYPI280

No errors in Benefit Plan/Option/Tier Premium Import File.

Press enter to load Benefit Plan/Option/Tier Premium Import File.

Press F16 to STOP Process

Press ENTER to process or F16 to exit program 17.01.00
```



Getting Ready for 2022 GHI

How to Install Release 21.03.01

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAYM0009

Payroll System

FKey Description/Deduction/Annuity Files Menu

Description File:

- 1 -- Maintain Description Records
- 2 -- Maintain Alpha Description Records
- 4 -- Print Description Records

Deduction File:

- 5 -- Maintain Deduction Records
- 6 -- Print Deduction Records
- 7 -- Maintain Benefit Plan/Option/Tier Records
- 8 -- Import Benefit Plan/Option/Tier Records
- 9 -- Print Benefit Plan/Option/Tier Records

Annuity File:

- 10 -- Display/Update Annuity Deduction Control Record
- 11 -- Maintain Annuity Records
- 12 -- Verify/Print Annuity Records

7.03.01

Master User List F16 Word PAY MONITOR VEND MONITOR

Getting Ready for 2022 GHI

How to Install Release 21.03.01

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PAY27

Print Benefit Plan Option Tier File

Report option: Employee premium rates
 Employer contribution amounts

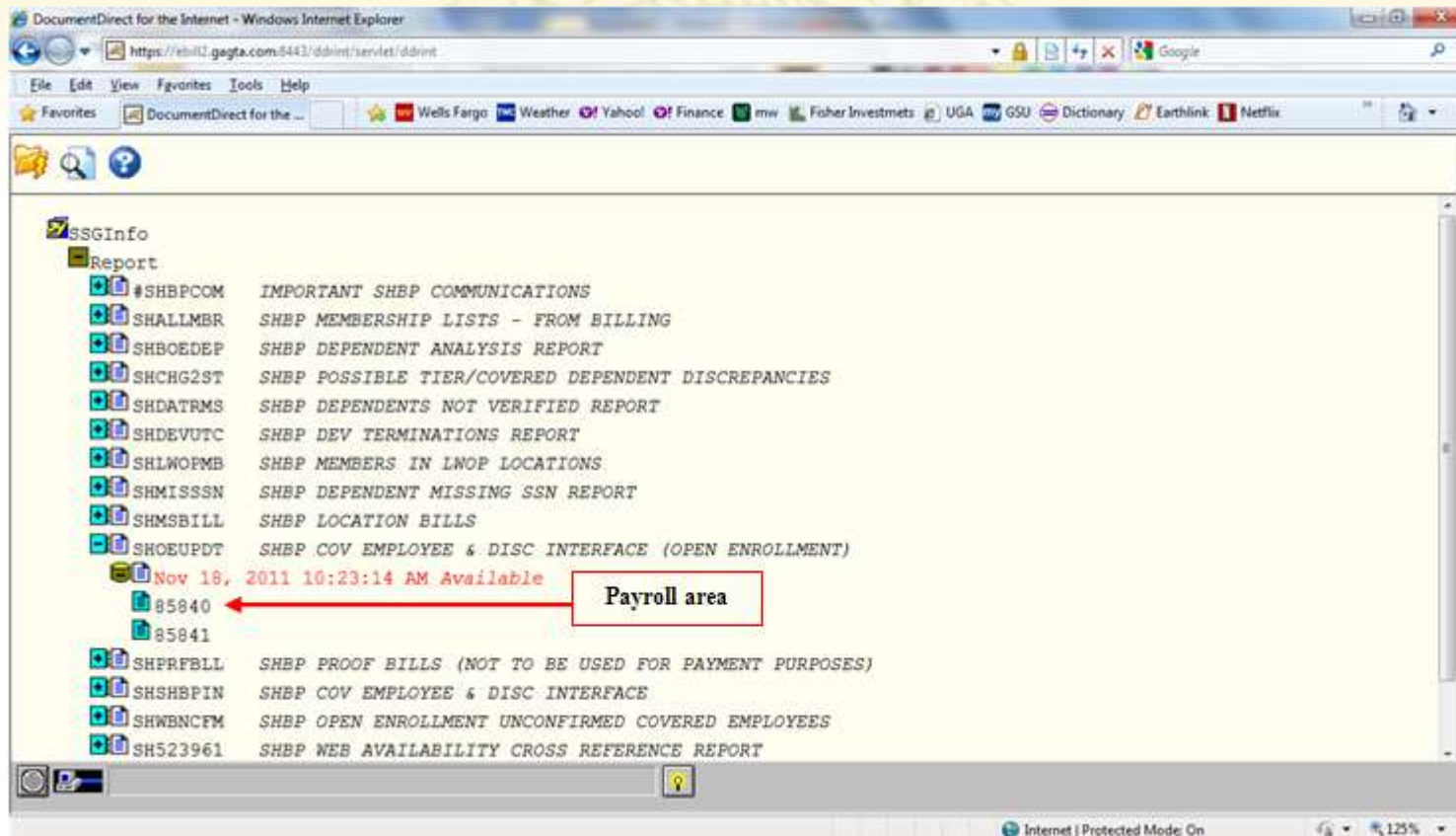
Print rates in effect from: 1/01/2022 To: 12/31/2022

ENTER-Continue F16-Exit 12.03.00



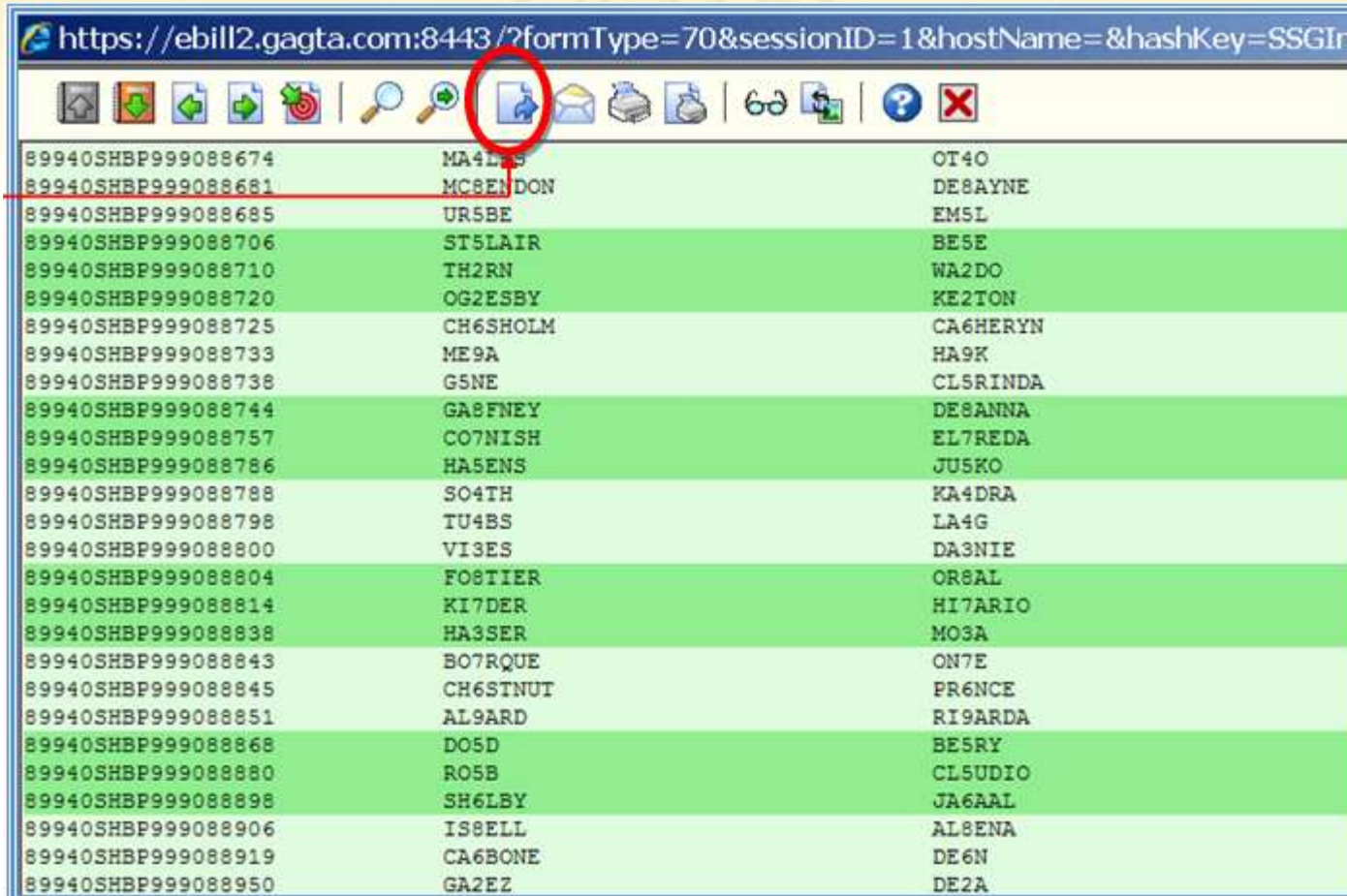
Getting Ready for 2022 GHI

- Download the DCH open enrollment file



Getting Ready for 2022 GHI

- Download the DCH open enrollment file

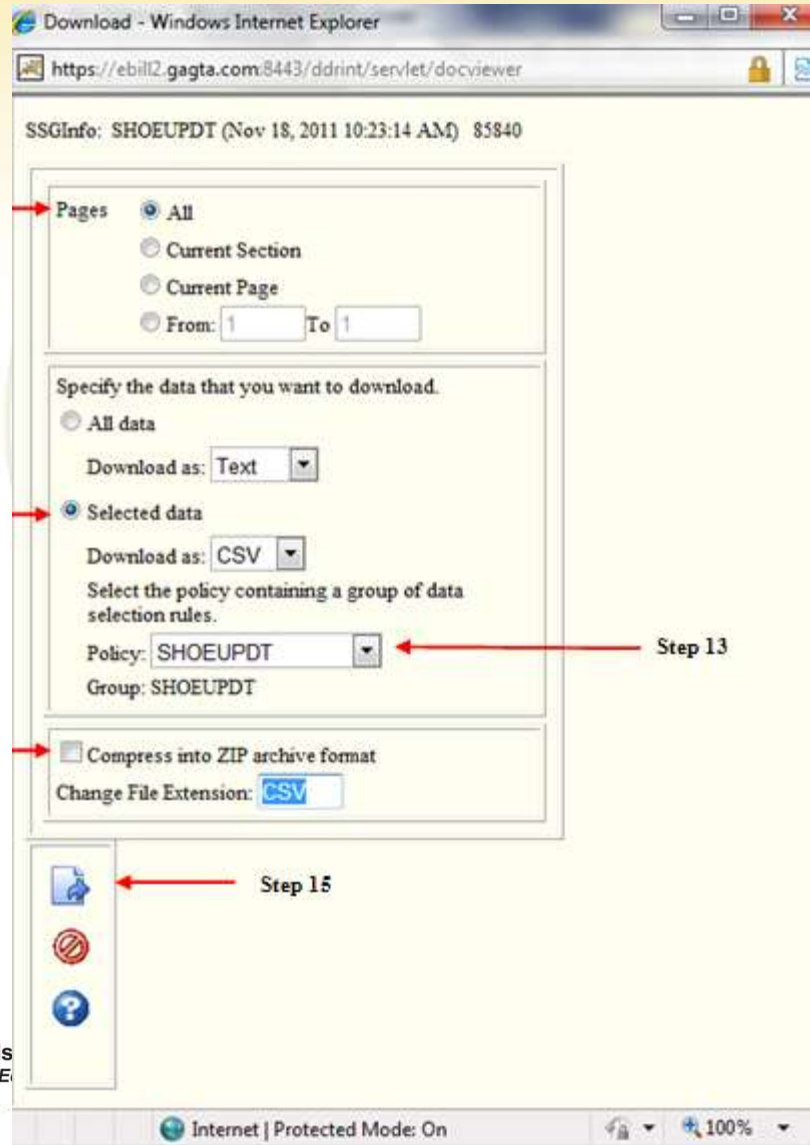


The screenshot shows a web browser window with the URL <https://ebill2.gagta.com:8443/?formType=70&sessionID=1&hostName=&hashKey=SSGI>. The browser's toolbar includes a download icon circled in red. Below the toolbar is a table with three columns of data. The first column contains alphanumeric IDs, the second column contains names, and the third column contains codes. The table has 25 rows of data.

89940SHBP999088674	MA4LS	OT4O
89940SHBP999088681	MCBENDON	DE8AYNE
89940SHBP999088685	UR5BE	EM5L
89940SHBP999088706	ST5LAIR	BE5E
89940SHBP999088710	TH2RN	WA2DO
89940SHBP999088720	OG2ESBY	KE2TON
89940SHBP999088725	CH6SHOLM	CA6HERYN
89940SHBP999088733	ME9A	HA9K
89940SHBP999088738	G5NE	CL5RINDA
89940SHBP999088744	GABFNEY	DE8ANNA
89940SHBP999088757	CO7NISH	EL7REDA
89940SHBP999088786	HA5ENS	JU5KO
89940SHBP999088788	SO4TH	KA4DRA
89940SHBP999088798	TU4BS	LA4G
89940SHBP999088800	VI3ES	DA3NIE
89940SHBP999088804	FO8TIER	OR8AL
89940SHBP999088814	KI7DER	HI7ARIO
89940SHBP999088838	HA3SER	MO3A
89940SHBP999088843	BO7RQUE	ON7E
89940SHBP999088845	CH6STNUT	PR6NCE
89940SHBP999088851	AL9ARD	RI9ARDA
89940SHBP999088868	DO5D	BE5RY
89940SHBP999088880	RO5B	CL5UDIO
89940SHBP999088898	SH6LBY	JA6AAL
89940SHBP999088906	IS8ELL	AL8ENA
89940SHBP999088919	CA6BONE	DE6N
89940SHBP999088950	GA2EZ	DE2A

Getting Ready for 2022 GHI

- Download the DCH open enrollment file



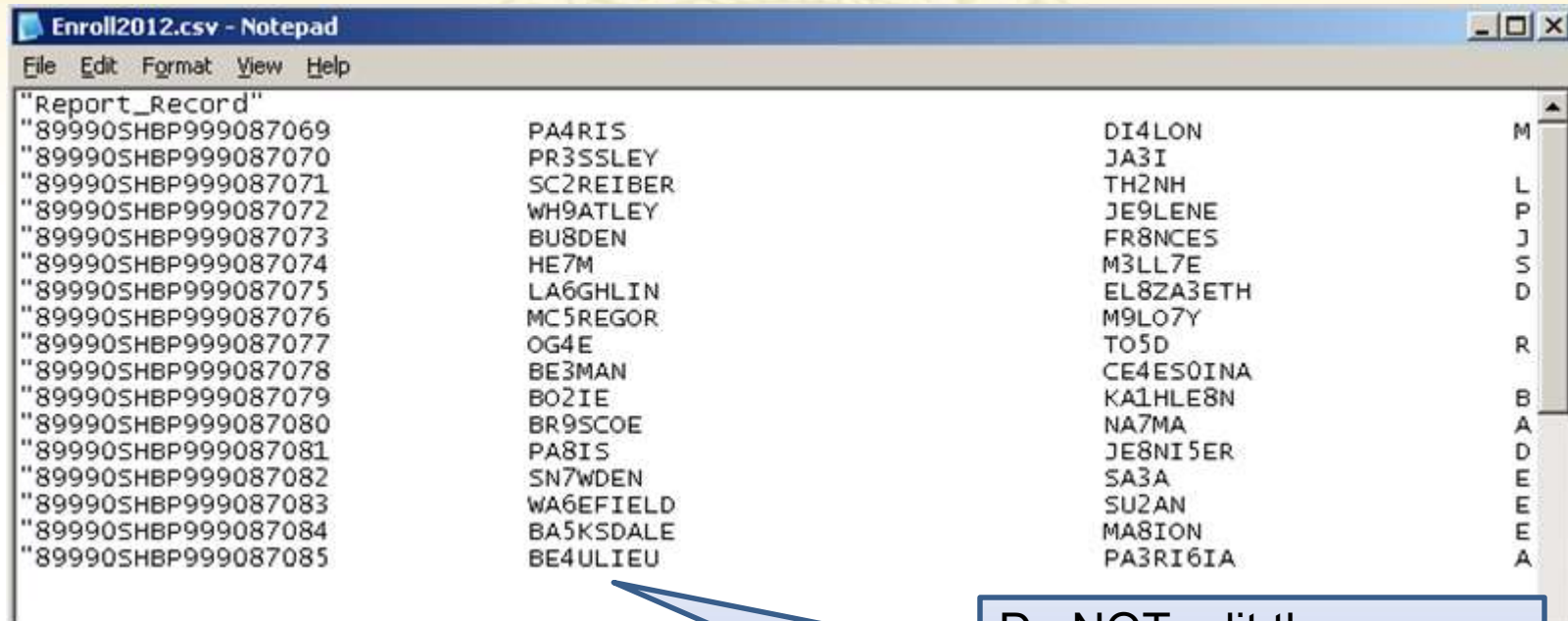
Getting Ready for 2022 GHI

- Download the DCH open enrollment file



Getting Ready for 2022 GHI

- Download the DCH open enrollment file



```
Enroll2012.csv - Notepad
File Edit Format View Help
"Report_Record"
"89990SHBP999087069      PA4RIS      DI4LON      M
"89990SHBP999087070      PR3SSLEY    JA3I        L
"89990SHBP999087071      SC2REIBER   TH2NH       P
"89990SHBP999087072      WH9ATLEY    JE9LENE     J
"89990SHBP999087073      BU8DEN      FR8NCES     S
"89990SHBP999087074      HE7M        M3LL7E      D
"89990SHBP999087075      LA6GHLIN    EL8ZA3ETH   R
"89990SHBP999087076      MC5REGOR    M9LO7Y      B
"89990SHBP999087077      OG4E        TO5D        A
"89990SHBP999087078      BE3MAN      CE4ES0INA   D
"89990SHBP999087079      BO2IE       KA1HLE8N    E
"89990SHBP999087080      BR9SCOE    NA7MA       E
"89990SHBP999087081      PA8IS       JE8NI5ER    E
"89990SHBP999087082      SN7WDEN     SA3A        E
"89990SHBP999087083      WA6EFIELD   SU2AN       E
"89990SHBP999087084      BA5KSDALE   MA8ION      A
"89990SHBP999087085      BE4ULIEU    PA3RI6IA
```

Do NOT edit the open enrollment file in Microsoft Excel®. Editing the file in Excel causes the formatting of the file to change.

Getting Ready for 2022 GHI

Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)



Getting Ready for 2022 GHI

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PER13P

Personnel System

Special Functions Menu

FKey

- 1 -- Modify Specific Deduction Amounts
- 4 -- Clear Current Deduction Amounts For All Employees
- 6 -- Import State Health Option & Tier From DCH File**
- 8 -- Set State Health Deduction Amount For Active Employees
- 9 -- Payroll Deduction Export
- 10 -- Load Deduction Import File

Next step: Import the Option & Tier File

Master User List
F16 Word PAY MONITOR VEND MONITOR

Getting Ready for 2022 GHI Open Enrollment – Import GHI Option and Tier Elections

PCG Dist=8991 Rel=12.03.00 10/16/2012 DOD 001 C:\DEVSYS C:\SECOND GREEN PERP1271

Import State Health Option And Tier From DCH File

This process will update the GHI Option and Tier for all employees included in the open enrollment or monthly change file provided by the Department of Community Health.

Select Optional Field to Update:

_ County of Residence

Enter the import file path and name OR F10 to Browse for file

C:\TEMP\ARCHIVE.CSU

Enter=Continue or F16=Exit 12.03.00

Getting Ready for 2022 GHI

Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (**F8**)



Getting Ready for 2022 GHI

PCG Dist=8991 Rel=21.03.00 10/22/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PER13P

Personnel System

Special Functions Menu

FKey

- 1 -- Modify Specific Deduction Amounts
- 4 -- Clear Current Deduction Amounts For All Employees
- 6 -- Import State Health Option & Tier From DCH File
- 8 -- Set State Health Deduction Amount For Active Employees**
- 9 -- Payroll Deduction Export
- 10 -- Load Deduction Import File

Don't forget F8 - Set Deduction Amounts

Master User List F16 Que Word PAY MONITOR VEND MONITOR

Getting Ready for 2022 GHI

Set GHI Deduction Amounts

PCG Dist=8991 Rel=21.03.00 10/21/2021 DOD 002 SV C:\SQLSYS C:\SECOND YELLOW PER0150

Set State Health Deduction Amount For Active Employees
(All substitutes are skipped)

Trial mode to verify changes prior to updating? N
 Reduce premium amount by normal employer paid share? N
 Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 1/01/2022

The following SHBP system deductions will be modified by this process:

Ded Code	Ded Desc	Emplr Ind	Emplr Amt
8	NONCERTIFIED MERIT	N	
9	CERTIFIED MERIT	N	
42	BOARD MEMBER MERIT	N	

ENTER = Validate PF16 = Exit

17.01.00

After running in trial mode make sure to finish by running in **FINAL** mode by entering 'N'

Make sure to set the date to **01/01/2022**

Getting Ready for 2022 GHI

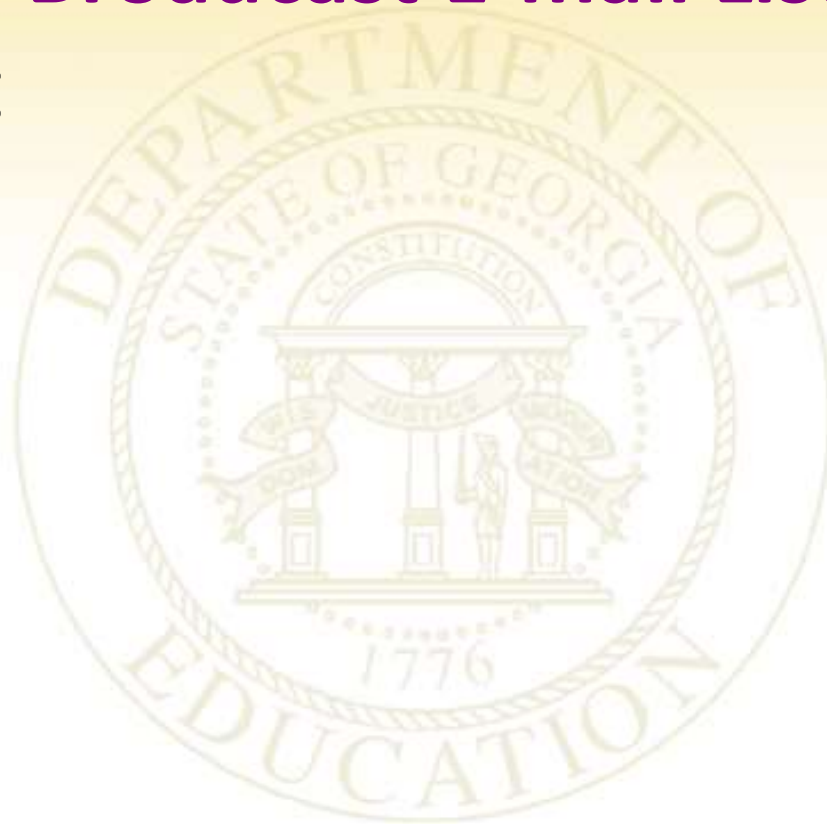
Set GHI Deduction Amounts

REPORT DATE:10/27/2009 10:17		SHBP DEDUCTION UPDATE REPORT									
Program ID: PER0150		*** TRIAL MODE - NO UPDATES ***									
Emp Num	Employee Name	Work Loc	Class	Pay Periods	Ded Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, B04IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EM4RSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARY, PA5ULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIN	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, CO2EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, O22E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL4ON	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DO3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y



Agenda

- PCGenesis Broadcast E-mail List
- User Input



PCGenesis User List

- The Ga DOE has created an e-mail user list for PCGenesis
- This is a discussion forum
- Users can broadcast an e-mail to all PCGenesis users enrolled in the group

PCGenesis User List

- We already have 209 registered users
- Any user involved with PCGenesis can join:
 - Financial Directors
 - Payroll Administrators
 - IT Specialists



PCGenesis User List

- Those PCGenesis districts and RESAs that join the user list will be able to:
 - Share ideas
 - Discuss problems
 - Have many more resources available for gaining insight into PCGenesis operations

PCGenesis User List

- Join by sending a blank e-mail to:
join-pcgenesis@list.doe.k12.ga.us
- After joining, users can take advantage of discussion forums by sending e-mails to:
pcgenesis@list.doe.k12.ga.us



Agenda

- PCGenesis Broadcast E-mail List
- **User Input**



Future Plans

Help us focus our efforts

- What major feature/function do you need?
- We welcome your input/requests in writing
- Complete the '**Comments and Requests**' today
- Provide your input during the discussions



Site Recommendations

- Upgrade any server > 3 to 5 years old
- Implement **Remote Desktop** access !!!!
- Weekly full system backup of **K:*.*** (Retain 3 weeks)
- Daily backups of data (**K:\SECOND** and **K:\PCGSQldb**) to CD/DVD/USB (Retain for 1 month)
- Document restore procedures for emergencies

PCGenesis Documentation



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



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"Educating Georgia's Future"

11/9/2021

113

PCGenesis Documentation

 → Technology Services → Technology Services → PCGenesis

PCGenesis

[Financial Accounting and Reporting System Operations Guide](#)

[Payroll System Operations Guide](#)

[Personnel System Operations Guide](#)

[Certified/Classified Personnel Information \(CPI\) System Operations Guide](#)

[Budget System Operations Guide](#)

[LUAS Manual](#)

[Technical System Operations Guide](#)

[Release Information](#)

PCGenesis

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- [Budget System Operations Guide](#)
- [LUAS Manual](#)
- [Technical System Operations Guide](#)
- [Release Information](#)



Questions?



Thank you for attending!



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

11/9/2021

116