

# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

#### 12/13/2023

#### Section I: Special Functions

[Topic 8B: Payroll Deduction Data Export and Import File Processing, V1.4]

# **Revision History**

Date	Version	Description	Author
12/13/2023	1.4	23.04.00 – Update new option on export screen.	D. Ochala
12/18/2019	1.3	19.04.00 – Update SSN format requirements.	D. Ochala
01/25/2016	1.2	15.04.00 – Update screenshots.	D. Ochala
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12/08/2010	1.0	10.04.00 – Created a new document for Payroll Deduction Data Export	D. Ochala
		and Import File Processing instructions.	

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## **Overview**

**Payroll Deduction File Export:** The deduction file export procedure provides the user with the ability to export PCGenesis deductions into a Microsoft® Excel *.csv* file and to identify the location PCGenesis will store the file. During this process, PCGenesis exports both adjustments and regular amounts and the corresponding deductions and amounts.

**Payroll Deduction File Import:** This feature provides the ability to mass update employee deduction amounts by importing the new amounts from a *.csv* import file. Create this import file via either a spreadsheet or from information provided by a third-party vendor.

To aid PCGenesis users and third-party agencies, the Payroll Deduction Import and Export files contain the Social Security Number of affected employees.

# **Procedure A: Payroll Deduction Data Export and Import File Processing Checklist**

$\checkmark$	STEP	ACTION
	1	Verify the <i>PCG</i> folder exists, or create the <i>PCG</i> folder on the <i>C</i> :\ drive.
	2	<ul> <li>Create a comma delimited format (.csv) file with the PCGenesis payroll deduction data.</li> <li>The <i>Payroll Deduction Export</i> process provides the user with the ability to export PCGenesis payroll deductions into a Microsoft® Excel comma delimited file (.csv), thus creating an import file template.</li> <li>Alternatively, a Microsoft® Excel comma delimited file (.csv) can be created via either a spreadsheet or from information provided by a third party vendor.</li> <li>Refer to Appendix A: Deduction Data Import .csv File Layout for the comma delimited file (.csv) layout.</li> </ul>
	3	Use Microsoft® Excel to update the PCGenesis payroll deduction data in the comma delimited file (. <i>csv</i> ).
	4	Process the comma delimited file (.csv) using the Payroll Deduction Import process.

# Procedure B: PCGenesis to Microsoft® Excel Payroll Deduction Data Export File Processing B1. Creating the PCGenesis Payroll Deduction Data Export File

	Payroll System	PAYMOOOO
FKey	Master Menu	
Payroll Se Payroll Up Payroll Ct	etup Menu odate Menu neck & Direct Deposit Menu	
4 Annual Re 5 Monthly/0	ports Menu luarterly/Fiscal/Biennial Reports Menu	
8 Employee 9 Update/Di 10 Earnings 11 Check Rei 12 Update/Di 13 Special Fi	Reports/Labels Menu splay Description/Deduction/Annuity Menu History Menu conciliation Menu splay Payroll Monitor unctions Menu	
20 File Reorg	anization	
		45 80 00
Master Userlist PAC PAC MONITOR		15.03.00

PCG Dist=8991 Rel=15.04.00	01/25/2016 PCW 001 SV C:\DEVSYS C:\SEC	OND WHITE	
	Payroll System		PAYM0013
FKey 	Special Functions M	enu	
_1 Display _2 Print In	/Update Pay Schedules valid Budget Accounts in Payroll		
3 Tax/Wi 4 Maintai 5 Reset F 6 Payroll 7 Delete 8 Payroll	thholding/Control Menu n/Print State File Menu 'ayroll Amounts Menu Mass Update Menu Employee Menu Export/Import Menu		
	Exportantiporementa		
Master User <sub>list</sub> Venue F16 US Word MONITOR MONITOR			<u> 98 - 93 - 99</u>
Action			
Select 8 (F8	- Payroll Export/Import Mer	ıu).	

	Image: PCG Dist=8991         Rel=19.04.00         12/18/2019         PCG 001         SV         C:\DEVSYS         C:\SECOND         WHITE         -	- 🗆 🗙
	Payroll System	PAYM0016
	FKey       Payroll Export/Import Menu         1       Payroll Gross Data Export         2       Payroll Gross Data Import         3       Payroll Deduction Export         4       Payroll Deduction Import         5       Export Selected Payroll / Deduction / CPI Information         6       Import Selected Payroll Information or CPI Assignment Data         7       Earnings History Export         8       Earnings History Gross Pay Distribution Export         9       Import New Employees - Batch Mode         10       Export New Hire File for Georgia Directory of New Hires	
Step	Master Userlist Userlist Userlist Honitor HONITOR HONITOR ACTION	17.02.00
2	Salast 3 (F2 Devroll Deduction Export)	
3	Select (F3 - Payroll Deduction Export).	
	"* * Processing Request * *" briefly displays.	



	PCG Dist=8991 Rel=15.04.00 01/25/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Create Deduction Data Export File to Load in Excel	PERPE280
	Enter the export file path and name (e.g. C:\PCG\DEDUCTEXP.CSV) or F10 to Browse for file <u>C:\PCG\DEDUCTEXP.CSU</u> NOTE: DIRECTORY must already exist	_
ENTER F16	Enter = Continue       or       F16 = Exit         Image: Second se	13.03.00
0	Action	
	Verify C:\PCG\DEDUCTEXP.csv defaults in the field, or select <b>F10</b> file.	(F10) to browse for t
	The "PCG" folder must exist on the C:\ drive. Create the folder where a	ppropriate.
	Select (Enter) to continue.	
	"** Processing Request **" briefly displays.	

	PCG Dist=8991	Rel=19.04.00 12/	18/2019 PCG 001	SV C:\DEVSYS	C:\SECOND	WHITE	- 🗆 X	
				Payroll Sy	stem		PAYM0016	
	FKey		Pay	roll Export,	Import Menu			
	1 2	Payroll Gro   Payroll Gro	ss Data Export ss Data Import					
	3	Payroll Ded   Payroll Ded	uction Export uction Import					
	5	Export Sele   Import Sele	cted Payroll / D cted Payroll Inf	eduction / CPI ormation or CF	Information I Assignment Da	ata		
	7 8	Earnings H   Earnings H	story Export story Gross Pa	y Distribution	Export			
	9 10	Import New   Export New	Employees - B Hire File for Ge	atch Mode orgia Director	y of New Hires			
	Master <sup>User</sup> list F16 UB Wor	PAY VEND MONITOR					17.02.00	
tep	Action							
8	Select F15 Master (M	(F16 - H aster) to re	Exit) to retu turn to the	urn to the Business	Payroll Sys	tem Special Fi s Master Meni	unctions Menu, o 1.	r select
	At this po informatio	int, PCGen n into a Mi	esis create crosoft® E	es the DE Excel sprea	DUCTEXP udsheet.	C.csv file, and	exports pertinent	t payrol

# **B2.** Saving the Deduction Data .csv File as a Microsoft® Excel Spreadsheet/Workbook

\* \* \* Attention\* \* \*

To preserve the integrity of the DEDUCT.csv file, PCGenesis users must ensure that the template is <u>first saved as a Microsoft® Excel spreadsheet/workbook with the</u> "<u>DEDIMPORT</u>" filename.

Based on the version of software used, file extensions such as Excel Workbook (\*.xlsx), Excel 97-2010 Workbook (\*.xls), Comma delimited (\*.csv), and Excel 97-2010 Template (\*.xlt), for example, may contain descriptions that differ from this document's instructions. Ensuring that the <u>filename</u> <u>description</u> selected, such as "Workbook", "Spreadsheet", and ".csv File" for example, corresponds to the file type indicated within the instructions prevents additional processing errors.

Step	Action
1	Within Microsoft® Excel, navigate to C:\PCG\DEDUCTEXP.csv.

The following window displays:

,	AutoSa	ive 💽		<b>) •</b> ୯ ୩	~			DEDUCTEX	P.CSV ~		ېر بر	Search	
F	ile	Home	Insert	Page	Layout	Formula	s Data	Review View	v Automate He	lp Team			
[		K Cut Ì⊐iCopy ∖		Calibri		<b>~</b> 11 <b>~</b>	A^ A   3	≡ ≡ ≫~	e Wrap Text	General		-	
Pa	aste 🖌	S Format '	Dointer	B I	<u>U</u> ~	H - 🔗 -	<u>A</u> ~ E	트 프 프 프	😟 Merge & Center 🗸	\$ ~ %	9 500 →	Conditio	onal Format
		Pornac r	anter				_			-		Formatti	ng 👻 lable -
	G	ipboard	131		FU	nt	121	Aligi	iment	121 1401	mber	171	
0	1	-	$:$ $\times$	I	f <sub>x</sub>								
	Α	в	с	D	Е	F	G	н	1	J	к	L	м
1	TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGDT	DEDENDD	I LNAME	FNAME	SSN	PAY CLASS	WORK LOC	JOB CODE
2	D	66699	59	0	/ N	0	1 1	0 SMITH	MICHELLE H.	999-66-9999	7	101	3
3	D	86225	59	0	Y	0	1 1	0 NO5LES	DO5TY	999-08-6225	6	201	15
4	D	86227	59	0	N	0	1 (	0 PA3ROTT	DU3TI	999-08-6227	3	109	5
5	D	86228	59	0	N	0	) (	0 ST2EN	VI2ENTE	999-08-6228	2	109	3
6	D	86230	59	0	Y I	0	) (	0 BR8NNER	EL8AMAE	999-08-6230	2	201	3
7	D	86231	59	0	Y I	0	) (	0 JE7ER	LO7IE	999-08-6231	15	8010	14
8	D	86232	59	0	) N	0	) (	0 NO6AK	EL6ANDA	999-08-6232	3	109	5
9	D	86235	59	0	) N	0	, (	0 WO3RELL	FE3NANDE	999-08-6235	11	109	16
10	D	86239	59	0	) N	0	) <u>(</u>	0 GA7LIN	GE7RGANN	999-08-6239	3	109	5
11	D	86240	59	0	) N	0	) (	0 HE6K	JE6S	999-08-6240	3	109	5
12	D	86242	59	0	) Y	0	) (	0 LA4KFORD	MO4GAN	999-08-6242	2	201	3
13	D	86243	59	0	) <b>N</b>	0	, (	0 MO3FETT	HA3OLD	999-08-6243	11	109	14
14	D	86244	59	0	) <b>N</b>	0	, (	0 NI2LSON	BR2T	999-08-6244	3	109	5
15	D	86245	59	0	) <b>Y</b>	0	, (	0 NI9TO	HA9SIE	999-08-6245	2	201	3
16	D	86246	59	0	) <b>N</b>	0	, (	0 ST8EETER	RE8NALDO	999-08-6246	3	50	5
17	D	86248	59	0	) <b>N</b>	0	, (	0 BE6TY	TE6DY	999-08-6248	3	109	5
18	D	86249	59	0	) <b>Y</b>	0	, (	0 MC5ORMACK	HI5DI	999-08-6249	2	401	3
19	D	86250	59	0	) <b>Y</b>	0	, (	0 MO4AHAN	OT40	999-08-6250	2	401	3
20	D	86251	59	0	) N	0	) (	0 RI3ER	IZ3TTA	999-08-6251	2	109	3
21	D	86255	59	0	) N	0	) (	0 TE7PLETON	JE7EE	999-08-6255	3	109	5
22	D	86256	59	0	) N	0	) (	0 BA6THOLOMEW	JO6NETTE	999-08-6256	3	109	5
23	D	86258	59	0	) <b>Y</b>	0	, (	0 FO4S	JO4IE	999-08-6258	2	101	3
24	D	86263	59	0	) <b>N</b>	0	, (	0 DU7BIN	TY7EE	999-08-6263	11	109	16
25	D	86264	59	0	) <b>N</b>	0	, (	0 HA6LEY	WA6KER	999-08-6264	3	109	5
26	D	86265	59	0	) N	0	) (	0 KI5PATRICK	AL5YNA	999-08-6265	3	109	5
27	D	86266	59	0	) N	0	) (	0 MO4TALVO	BU4L	999-08-6266	3	109	5
28	D	86267	59	0	N	0	) (	0 MO3A	AM3L	999-08-6267	3	109	5
29	D	86268	59	0	Y Y	0	) (	0 OR2URKE	KI2	999-08-6268	2	101	3
30	D	86269	59	0	Y Y	0	1 (	J SA9LOR	AR9YNE	999-08-6269	2	101	3
31	D	86271	59	0	N N	C	j (	0 WI7G	QU7NN	999-08-6271	3	109	5

Step	Action
2	To save the file as a Microsoft® Excel spreadsheet: From the <i>Menu Bar</i> , select File $\rightarrow$ Save As.
	Saving the file initially as a Microsoft <sup>®</sup> Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.
3	Select the <b>Drop-Down Selection</b> icon in the <b>Files of type</b> field, and select <b>Microsoft Excel Worksheet (*.xls)</b> .
4	Verify the filename is <b>DEDIMPORT.xls</b> , and select Save (Save).
Complete	e Steps 5 –8 before attempting to import the deduction data information into PCGenesis.
5	Follow normal Microsoft® Excel processing guidelines to adjust the file's information as needed.
6	After verifying all entries are correct: From the <i>Menu Bar</i> , select File $\rightarrow$ Save to save the file as a Microsoft® Excel spreadsheet (*. <i>xls</i> ).
	Refer to Appendix A. Deduction Data Import .csv File Layout for assistance, where applicable.
7	From the <i>Menu Bar</i> , select File $\rightarrow$ Save as. Select the Drop-down selection icon $\checkmark$ in the Files of type field, and choose CSV (Comma delimited) (csv).
8	Change the filename to <b>DEDIMPORT</b> in the <b>File <u>n</u>ame</b> field, and select <b>Save</b> (Save).

The following dialog box displays:

Microso	ft Office Excel
٩	DEDIMPORT.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. <u>Yes</u> <u>No</u> <u>Help</u>
ep	Action

9	Select <b>Tes</b> (Yes).
10	Close Microsoft® Excel.

The following dialog displays:

Microsoft Office Excel								
	Do you want to save the changes you made to 'DEDIMPORT.csv'?							
	Yes No Cancel							

Step	Action
11	Select No).
	The Steps $5-9$ instructions saved the file's changes.

## **Procedure C:** Using the Microsoft® Excel Payroll Deduction Data Import Procedure

# **C1.** Payroll Deduction Data Import Procedure Timing

Step	Action
1	Run this procedure after <i>Payroll Setup</i> , but <u>before</u> the <i>F4</i> - <i>Calculate Payroll and Update Year-to-Date (YTD)</i> procedure.
	Performing this procedure is optional.

#### **C2.** Perform a PCGenesis Disk to Disk Backup

Step	Action
1	From the PCGenesis server, perform a Disk-to-Disk backup:
	• Verify all users all logged out of PCGenesis.
	• Perform a PCGenesis full backup to CD or DVD or USB.
2	Label the backup "MM/DD/CCYY – Backup Before Payroll Deduction Data Import".

# C3. Importing the Payroll Deduction File into PCGenesis (Not for use with the State Health Benefit Plan)

PCG Dist=8991 Rel=15.04.00	01/25/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE							
	Payroll System		PAYMOOOO						
FKey 	Master Menu								
1 Payroll 2 Payroll	Setup Menu Undate Menu								
3 Payroll	Check & Direct Deposit Menu								
4 Annual	Reports Menu								
_5 Monthly	5 Monthly/Quarterly/Fiscal/Biennial Reports Menu								
8 Employ 9 Update,	8 Employee Reports/Labels Menu 9 Undate/Display Description/Deduction/Appuity Menu								
10 Earning	s History Menu Reconciliation Menu								
12 Update	12 Update/Display Payroll Monitor								
13 Special Functions Menu									
20 File Reorganization									
Master Userlist			15.03.00						
Action									
Select 13 (F1	<b>3</b> - Special Functions).								

	PCG Dist=8991 Rel=15.04.00 01/25/2016 PCW 001 SV CADEVSYS CASECOND WHITE	- • ×							
	Payroll System								
	FKey Special Functions Menu								
	1 Display/Update Pay Schedules								
	2 Print Invalid Budget Accounts in Payroll								
	3 Tax/Withholding/Control Menu								
	4 Maintain/Print State File Menu 5 Reset Payroll Amounts Menu								
	6 Payroll Mass Update Menu 7 Delete Employee Menu								
	8 Payroll Export/Import Menu								
Ma	verteur Userica	08.03.00							
F16									
0	Action								
	Select <b>8</b> ( <b>F8</b> - Payroll Export/Import Menu).								

A	PCG Dist=8991 Rel=19.04.00	) 12/18/2019 PCG 001 SV C:\DEVSYS C:\SECOND Payroll System	WHITE	– □ × Payn9916			
	FKey	Payroll Export/Import Menu	u				
	1 Payrol 2 Payrol	l Gross Data Export I Gross Data Import					
	3 Payrol 4 Payrol	l Deduction Export I Deduction Import					
	5 Export 6 Import	Selected Payroll / Deduction / CPI Information Selected Payroll Information or CPI Assignment	Data				
	7 Earnings History Export 8 Earnings History Gross Pay Distribution Export						
	9 Import 10 Export	New Employees - Batch Mode New Hire File for Georgia Directory of New Hire	s				
Ma: F16 <sup>1</sup>	ster User <sub>List</sub> PAY Word PAY MONITOR MONITOR			17.02.00			
ep	Action						
3	Select 4 (F4	- Payroll Deduction Import).					

1	FULER LUE	lif heolou	Entoy the unload file Dath and Name (e.g. C+\DCC\DEDIMDIT CSU)							
	Enter the uprodu Tile Fath and Mame (e.y.t.\F66\DEDIMERT.650)									
	<u>6:\P66\DE</u>	<u>.011/1PUK1.650</u>				F10=Browse	e for file			
		Edd_Eude								
ENT	ER=Validate,	FIO=EXIC						40 00 00		

Step	Action
4	Verify C:\PCG\DEDIMPORT.csv defaults in the field, or select <b>F10</b> (F10) to browse for the import file.
5	Select (Enter) twice.
	"Scanning import file." briefly displays.
	If the "ERROR: no room to add deduction!" dialog box displays, record the employee number and the deduction code, select OK, and continue as directed. Refer to the <u>Payroll</u> <u>System Operations Guide</u> , Section: B Payroll Update Processing, Topic 4: Update/Display Payroll Information for the instructions to manually correct the resulting error(s)
	1 ayrou information for the instructions to manually correct the resulting error(s).

For **import file errors**, the following is an example of an import file error screen:

	PCG Dist=8991 Rel=15.04.00 01/25/2016 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	- <b>·</b> ×
	Deduction Data Imnort	PERPI280
	Enter the upload file Path and Name (e.g.C:\PCG\DEDIMPRI.CSV)	
	C:\PCG\BUDCHARTLOAD.CSV	
	Import file must have at least 1 employee line	
	** EDDING - CEU Filo compatibe loaded ***	
	Enders Found - 630 File Cannot De 10adeu ***	
	F12 to print error report	
ENTE		13.03.00
F16		

For **successful file imports**, the following screen displays:

	PCG Dist=8991	Rel=15.04.00	01/25/2016	PCW 001 SV	C:\DEVSYS	C:\SECONI	D	W	HITE	
	Deduction Data Import									PERPI280
	Enter the unload file Path and Name (e.g. C.\PCC\DEDIMPRI (SU)									
		er ene upi		ach anu ne	me (e.g			11.030	,	
	0:1	PCG\DEDUCT	EXP.CSU							
**	* IMPORT FI	LE SUCCESS	FULLY VERI	FIED ***						
	Enter to	UPDATE, F	16 to exit	without u	pdating					-
						F10				13.03.00
F16	2									

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Step	Action
6	<b>For import file errors</b> : Screen-print the *** <i>Errors Found – CSV file cannot be loaded</i> *** screen, and select <b>F12</b> (to print error report). Using the report, make the appropriate corrections to the <i>.csv</i> file, and repeat this procedure beginning at <i>Step 2</i> .
	For successful file imports: Select (Enter) to continue.
	"Updating employee deductions." briefly displays.

Step 7

PCG Dist=8991 Rel=1	9.04.00 12/18/2019 PCG 001	SV C:\DEVSYS Payroll Sy	C:\SECOND stem	WHITE	- □ × Paym0016
FKey	Pay	roll Export/	Import Menu		
1 P 2 P	ayroll Gross Data Export ayroll Gross Data Import				
3 P 4 P	ayroll Deduction Export ayroll Deduction Import				
5 E 6 In	xport Selected Payroll / D nport Selected Payroll Inf	eduction / CPI ormation or CP	Information I Assignment D	ata	
7 E 8 E	arnings History Export arnings History Gross Pa	y Distribution f	Export		
9 In 10 E	1port New Employees - B xport New Hire File for Ge	atch Mode eorgia Directory	y of New Hires		
Aaster <sup>User</sup> list 16 PAY World PAY	VEND MONITOR				17.02.00
Action					
To print the r	eport via the Uq	ueue Prin	t Manager	: Select	(Uqueue).
To print the r	eport via Micros	oft® Wor	d: Select	Word (MS WO	<b>RD</b> ).

Follow the instructions provided in the <i>Technical System Operations Guide</i> , User Interface
Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to
create the macro necessary to use the feature where appropriate.

8 Select F16 - Exit) to return to the Payroll System Special Functions Menu, or select Master (Master) to return to the Business Applications Master Menu.

Step	Action
9	Refer to Appendix A. Deduction Data Import .csv File Layout and Appendix B: Deduction Data Import File Error Processing for additional error message examples, and for information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 2.

# Appendix A: Deduction Data Import.csv File Layout

Column	Field Name	Notes
		Detail Record
	One line must be i	included for each employee's deduction data.
Α	Record ID	Required.
		<i>Column A</i> must contain the literal $D$ or $A$ . Only the lines with ' $D$ ' (Normal Deduction) or ' $A$ ' (Deduction Adjustment) in <i>Column A</i> will be processed. This allows the file to contain meaningful headers and blank lines to make the file more useable and understandable if imported into Excel <sup>TM</sup> in the event changes are necessary.
		• Use the <i>D</i> ' type line is to update a normal deduction. This requires a zero or positive deduction amount.
		• Use the 'A' type line to enter a onetime deduction adjustment for an employee. This amount can be either positive or negative. PCGenesis automatically clears these entries during the next payroll's setup.
В	Employee ID Number	Required. Employee ID number - must be in the <i>Payroll</i> file. 6 digits
С	Deduction Code	Required. <i>Column C</i> must contain the school-district or system-specific two-digit numeric deduction code. The deduction code must exist in the payroll <i>Deduction</i> file.
D	Deduction Amount or Deduction Adjustment	If the <b>Line Code</b> in <i>Column A</i> is <b>D</b> (Normal Deduction), <i>Column D</i> must contain the employee deduction amount.
	Amount	If the <b>Line Code</b> in <i>Column A</i> is <b>A</b> (Deduction Adjustment), <i>Column D</i> must contain the employee deduction adjustment amount.
		Trailing zeroes, and/or leading or trailing spaces are not required. Deductions are limited to whole cents. For a normal deduction amount, the field definition is 9999.99. The decimal is assumed if omitted at the end of the numeric digits supplied. For example, 999 equates to 999.00.

Column	Field Name	Notes
E	Employer Flag	<i>Column E</i> may contain the employer flag. Valid values are <b>Y</b> (Yes) or <b>N</b> (No).
		Use ' <b>Y</b> ' to indicate there is an employer-paid amount in addition to the employee paid amount. If the employer pays the entire deduction cost, the employer flag would be ' <b>Y</b> ' and the deduction amount would be $0.00$ .
		PCGenesis validates the employer flag and will reject the line if the information is incorrect.
F	Deduction Begin Date	<i>Column F</i> may contain the deduction beginning date. This field is optional and will be ignored during the deduction import.
		The Deduction Begin Date is reserved for future use.
G	Deduction End Date	<i>Column G</i> may contain the deduction ending date. This field is optional and will be ignored during the deduction import.
		The Deduction End Date is reserved for future use.
Н	Last Name	Required. Column H must contain the employee's last name.
		The employee's last name in <i>Column H</i> must match the last name within the Payroll file for the employee number specified in <i>Column B</i> .
Ι	First Name	Optional. Column I may contain the employee's first name.
		Visual identification only, PCGenesis ignores the information during the deduction import.
J	Social Security Number	Required. <i>Column J</i> must contain the employee's social security number. The social security number must be formatted with the dashes as shown: ###-#################################
		The employee's Social Security Number in <i>Column J</i> must match the SSN within the Payroll file for the employee number specified in <i>Column B</i> .
K	Pay Class	Optional. <i>Column K</i> may contain the employee's payroll class code.
		Visual identification only, PCGenesis ignores the information during the deduction import.

Column	Field Name	Notes
L	Work Loc	Optional. <i>Column L</i> may contain the employee's payroll work location code.
		Visual identification only, PCGenesis ignores the information during the deduction import.
М	Job Code	Optional. <i>Column M</i> may contain the employee's job code. Visual identification only, PCGenesis ignores the information during the deduction import.

#### **Miscellaneous Notes**

- PCGenesis performs additional validations to verify the import file does not exceed 20 current and year-to-date (YTD) deductions. Validations occur during the examination of the import file and again during the actual employee update process.
- Deduction updates are <u>not</u> allowed to be imported for terminated employees; in this case an error message is displayed.
- If errors are detected during the initial validation process, PCGenesis halts the update, and requires the user to correct the employee's information manually, and to rerun the deduction import procedure.
- If errors are detected during the update, a dialog box informing the user that the specific deduction for the specific employee will not be updated displays. In this instance, the deduction import is complete with the exception of those employees for whom a dialog box appeared. Manually complete these employees' information.
- Changing *Column A* of any row to '**X**' (or any character other than '**A**' or '**D**') in the *.csv* file causes the line <u>not</u> to be processed, and therefore, does <u>not</u> create import file errors. This method allows incorrect lines in the import file to be quickly bypassed.

## **Appendix B: Deduction Data Import File Error Processing**

If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.

CG Dist=8991 Rel=15.04.00 01/25/2016 PCW 001 SV CADEVSYS CASECOND WHITE	- <b>• ×</b>
Deduction Data Import	PERPI280
Enter the upload file Path and Name (e.g.C:\PCG\DEDIMPKI.CSV)	
C:\PCG\DEDUCTEXP.CSV	
SSN 999-08-9999 does not match EMPNO 086307 SSN on file	
*** ERRORS FOUND - CSU File cannot be loaded ***	
F12 to print error report. F16 to exit without report	
	13.03.00

PCGenesis errors within the previous screenshot examples apply to the spreadsheet screenshot example below. User results are school district- and system-specific. Additional errors can occur when users attempt to create the .csv file without using the GaDOE-provided spreadsheet, <u>and</u> the file is missing required data.

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2	ecode	pioyeet	Jeduction	Deduction	employer	Start Date	end Date	Last Nam	e First Nam	e																				
3 D		88994	4	87.22	N	20080101	99991231	Name	Name																					
4 A		89311	4	-15	N	20080101	20060731	Name	Name																					
5																														
6						Start and	end dates a	are option	al for docu	mentation	at this time																			- 1
7						Name is n	iot importe	d docu	mentation	only																				
8																														
10																														
11																														
12 D=	Normal De	duction	Deduction	code is ass	igned by	district																								
13 A=	Deduction	Adjustr	nent																											
14																														- 1
15 Or	ly lines wi	th D or A	in colum	n 1 are proc	essed by	the import	t																							
10																														
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## **B1. Deduction Data Import Error Report - Example**

		Page Break		
Run date: 08/25/2008		DEDUCTION DATA IMPORT ERROR REPORT	Page:	: 1
Program: PERPI280	Load Fi	le Name: C:\PCG\DEDIMPORT.CSV		
Import Input Lines and I	Error Message	s		
D,88994,4,87.22,N,20080	101,99991231,	Name,Name		
SSN do	es not match	EMPNO 088994 SSN on file		
A,89311,4,-15,N,2008010	1,20060731,Na	me,Name		
SSN do	es not match	EMPNO 089311 SSN on file		
Import file must ha	ave at least	1 employee line		
End of File				

## **B2.** Deduction Data Import .csv File – Example

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2	D	66699	59	0	N	0		SMITH	MICHELLE H.	999-66-9999	7	101	3	
3	D	86225	59	0	Y	0		0 NO5LES	DO5TY	999-08-6225	6	201	15	
4	D	86227	59	0	N	0		PA3ROTT	DU3TI	999-08-6227	3	109	5	
5	D	86228	59	0	N	0		ST2EN	VI2ENTE	999-08-6228	2	109	3	
6	D	86230	59	0	Y	0		BR8NNER	EL8AMAE	999-08-6230	2	201	3	
7	D	86231	59	0	Y	0		JE7ER	LO7IE	999-08-6231	15	8010	14	
8	D	86232	59	0	N	0		NO6AK	EL6ANDA	999-08-6232	3	109	5	
9	D	86235	59	0	N	0		WO3RELL	FE3NANDE	999-08-6235	11	109	16	
10	D	86239	59	0	N	0		GA7LIN	GE7RGANN	999-08-6239	3	109	5	
11	D	86240	59	0	N	0		D HE6K	JE6S	999-08-6240	3	109	5	
12	D	86242	59	0	Y	0		LA4KFORD	MO4GAN	999-08-6242	2	201	3	
13	D	86243	59	0	N	0		MO3FETT	HA3OLD	999-08-6243	11	109	14	
14	D	86244	59	0	N	0		NI2LSON	BR2T	999-08-6244	3	109	5	
15	D	86245	59	0	Y	0		D NI9TO	HA9SIE	999-08-6245	2	201	3	
16	D	86246	59	0	N	0		ST8EETER	RE8NALDO	999-08-6246	3	50	5	
17	D	86248	59	0	N	0		D BE6TY	TE6DY	999-08-6248	3	109	5	
18	D	86249	59	0	Y	0		MC5ORMACK	HI5DI	999-08-6249	2	401	3	
19	D	86250	59	0	Y	0		MO4AHAN	OT4O	999-08-6250	2	401	3	
20	D	86251	59	0	N	0		D RI3ER	IZ3TTA	999-08-6251	2	109	3	
21	D	86255	59	0	N	0		TE7PLETON	JE7EE	999-08-6255	3	109	5	
22	D	86256	59	0	N	0		BA6THOLOMEW	JO6NETTE	999-08-6256	3	109	5	
23	D	86258	59	0	Y	0		FO4S	JO4IE	999-08-6258	2	101	3	
24	D	86263	59	0	N	0		DU7BIN	TY7EE	999-08-6263	11	109	16	
25	D	86264	59	0	N	0		HA6LEY	WA6KER	999-08-6264	3	109	5	
26	D	86265	59	0	N	0		KI5PATRICK	AL5YNA	999-08-6265	3	109	5	
27	D	86266	59	0	Ν	0		MO4TALVO	BU4L	999-08-6266	3	109	5	
28	D	86267	59	0	Ν	0		MO3A	AM3L	999-08-6267	3	109	5	
29	D	86268	59	0	Υ	0		OR2URKE	KI2	999-08-6268	2	101	3	
30	D	86269	59	0	Υ	0		SA9LOR	AR9YNE	999-08-6269	2	101	3	
31	D	86271	59	0	Ν	0		WI7G	QU7NN	999-08-6271	3	109	5	