

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

11/22/2022

Section I: Special Functions

[Topic 8C: Payroll Selected Data Export and Import File Processing, V1.14]

Revision History

Date	Version	Description	Author
11/22/2022	1.14	22.04.00 – Add Personal E-Mail and GHI Email Pref to Employee E-mail	D. Ochala
		Export/Import and Contact Data Export/Import.	
01/10/2020	1.13	19.04.00 – Update export/import instructions for employee name fields, CPI	D. Ochala
		Stride ID, and Federal withholding and state withholding information.	
03/20/2019	1.12	19.01.00 – Update export/import instructions for CPI data. Add Certified	D. Ochala
		Years Experience and Local Years Experience.	
10/01/2018	1.11	18.03.00 – Update export/import instructions for CPI assignment data. Infield	D. Ochala
		Status field is no longer used.	
03/30/2018	1.10	18.01.00 – Add a new option to the export/import instructions for CPI	D. Ochala
		assignment data.	
09/20/2017	1.9	17.03.00 – Update export/import instructions for CPI assignment data. Add	D. Ochala
		Consolidated Fund Flag.	
07/19/2017	1.8	17.02.00 – Update export/import instructions for CPI assignment data.	D. Ochala
04/03/2017	1.7	17.01.00 – Update export instructions for the TRS Service Lock field.	D. Ochala
07/17/2015	1.6	15.02.00 – Update export instructions for the No Pension Indicator field.	D. Ochala
02/05/2015	1.5	14.04.00 – Update export instructions for the Contact Data, Enable DDP	D. Ochala
		Switch, Budget Pay Category, Annual Work Days, and Pension Eligible Date.	
07/25/2013	1.4	13.02.00 – Update export instructions for the Sick Bank Indicator, State Marital	D. Ochala
		Allowances, and Emergency Contact fields.	
03/27/2013	1.3	13.01.00 – Update export instructions for the Leave Reason Max, Background-	D. Ochala
		Check Date, Cell Phone Number, and E-mail Address fields.	
11/12/2012	1.2	12.03.00 – Update export instructions for the Hours Per Day, Prior Year	D. Ochala
		Contract Months, Substitute Rank, Override Accrue Flag, and the Adjusted	
		Leave Eligible Date fields. Update screenshots with white screens.	
05/24/2011	1.1	11.02.00 – Update export instructions to include CPI assignment data. Update	D. Ochala
		the import instructions to include the EEO-5 Job Code and the Scheduled Hours	
		per Week fields. Update menu screenshots.	
12/08/2010	1.0	10.04.00 – Create a new document for Payroll Selected Data Export and Import	D. Ochala
		File Processing instructions.	

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Overview

Export Selected Payroll / Deduction / CPI Information: PCGenesis allows users to select payroll, personnel, certified/classified personnel information (CPI), and up to twenty (20) deduction items for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Import Selected Payroll Information: This feature provides the ability to mass update certain employee data by importing the new amounts/values from *.csv* import file. Create this import file either via a spreadsheet or by selecting the **Export File Type** option as '**I**' ('Create File to Modify and Import') on the *Export Selected Payroll / Deduction / CPI Information* screen.

The following employee data fields may be imported using the **Import Selected Payroll or CPI Information** option:

- First, Middle, Last Name
- Ethnic Data
- EEO-5 Job Code
- Hours Per Week
- Hours Per Day
- Substitute Rank
- Leave Reason Maximum
- Background-Check Date
- Cell Phone Number
- E-mail addresses
- Sick Bank Indicator

- 'No Pension' Code
- Emergency Contact Fields
- Budget Pay Category
- Contact Data
- Annual Work Days
- Pension Eligible Date
- Certified Years Experience
- Local Years Experience
- CPI Assignment Data
- CPI Stride ID

<u>GHI Change Code/GHI Change Date Fields:</u> The GHI change code and change date fields track employee updates which impact GHI processing. When selecting **E-mail Address**, or **Hours Per Week**, or **Contact Information**, or **Employee Name** for import, PCGenesis <u>automatically</u> creates a GHI change record when the corresponding employee fields change.

PCGenesis exports this information when users create the *GHI Recent Changes to Employee (AUF)* file. Refer to the <u>Payroll System Operations Guide</u>, Section D: Processing Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 1: Processing Monthly Reports for the instructions on performing this procedure.

<u>Setting Employee Search Criteria</u>: Refer to *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more.

The following export procedures allow utilization of the Search Criteria feature (F10 - Set filter condition): Export Selected Payroll/Deduction/CPI Information, Earnings History Export, and Earnings History Gross Pay Distribution Export.

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Procedure A: Exporting Selected Payroll / Deduction / CPI Information

	PCG Dist=8991 Rel=	17.01.00 03/24/2017 PCW	001 SV C:\DEVSYS C:\SECC	ND WHIT	re	
			Payroll System			PAYMOOOO
	FKey 		Master Menu			
	1	Payroll Setup Menu Payroll Undate Menu				
	3	Payroll Check & Direct	Deposit Menu			
	4	Annual Reports Menu				
	5	Monthly/Quarterly/Fisc	al/Biennial Reports Menu			
	8	Employee Reports/Lab	els Menu ation/Doduction/Appuits M			
	<u> </u>	Earnings History Menu	ρασιησεαασασηγλητιάτις Μ	ciiu		
	<u>11</u> <u>12</u>	Check Reconciliation M Update/Display Payroll	lenu Monitor			
	13	Special Functions Men	u			
		File Reorganization				
	Master User _{lict}					15.03.00
F	-16 PA					
	A					
	Action					
	Select 13 (F13 - Special l	Functions).			

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/24/2017 PCW 001 SV CADEVSYS CASECOND WHITE	
Payroll System	PHYM0013
 Display/Update Pay Schedules - Print Invalid Budget Accounts in Payroll 	
3 Tax/Withholding/Control Menu	
4 Maintain/Print State File Menu 5 Beset Pavroll Amounts Menu	
6 Payroll Mass Update Menu	
- Delete Employee Menu 8 Payroll Export/Import Menu	
	00 00 00
Master Userlist	08.03.00

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Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

	PCG Dist=8991	Rel=12.03.00	11/06/2012 PCW 002	C:\DEVSYS C:	SECOND	WHITE	
				Payroll Syste	2M		PAYMUU16
	FKey) -	Payro	11 Export/Imp	oort Menu		
	1	Payroll	Gross Data Export				
	2	Payroll	Gross Data Import				
	3	Payroll	Deduction Export				
	4	Payroll	Deduction Import				
	5	l Exnort S	Selected Payroll / Ded	luction / CPL Infr	rmation		
	6	Import S	Selected Payroll Inform	nation			
	7	l Earning	e History Export				
	8	Earning	s History Gross Pay I	Distribution Exp	ort		
	9	I Import N	lau Employees Bat	h Mada			
	10	Export N	New Hire File for Geor	л моце gia Directory of	New Hires		
		-					
Maria	u User, .				1 1 1		11.02.00
	r Colist D (1425) Words	PAY VEND					
þ	Action						
	Select	5 (F5.	– Export Select	ted Pavroll	/Deduction	n/CPI Inform	vation)
			- LAPOIL DELCE	I uy1011/			
			-				



Step	Action
5	Verify C:\EXPORT\PAYEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field.
	PCGenesis allows entries other than C:\EXPORT\PAYEXPCCYYMMDD.CSV as long as the directory structure entered exists.
	In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results.
6	Select (Enter) to continue.

PCG Dist=8991 Rel=17.03.00 09	/18/2017 PCW 003 SV C:\DEVSYS C:\SECOND WHITE
Fxnor	PAY17EXT t Selected Pauroll / Deduction / CPI Information
	Export File Type: <u>E</u> Export File for Report
	I = Create File to Modify & Import
F10 to set selection	criteria Filter set: Status
Export sort order:	Employee Number
	C Employee Name (Lname Fname)
Amount Format:	Include Decimal (\$10.00 = 10.00)
	C No Decimal (\$10.00 = 1000)
SSN Format:	⊙ Alpha - 999-88-7777 ◯ Numeric - 999887777
Data Faunta	
vate Format:	C CCYYMMDD
PAY Item(s) Selected:	0 F4 to select PAY Items
CPI Item(s) Selected:	0 F5 to select CPI Items
penacrinu(2) serecrea:	
lo Items Selected inter=Create File, F4=Sele	ct PAY Items, F5=Select CPL_Items, F6=Select Deductions, F16=Fxit
F4 F4 F4	5 F6 F7 11 F12 17.03.00
	F10 – 5
	cond

Step	Action
7	To set specific search criteria: Select $\mathbf{F10}$ (F10 – Set filter condition). On the <i>Export Employee Master Data</i> – <i>Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify <i>"Filter conditions set."</i> displays. Selecting $\mathbf{F16}$ (F16 – Exit) will return to the <i>Payroll Export/Import Menu</i> .
	<u>NOTE</u> : Do NOT select ENTER (Enter – Continue) at this point. Select employee payroll items (F4 – Select Pay Items), CPI items (F5 - Select CPI items), and/or deductions (F6 – Select Deductions) first, before processing the export request.

Step	Action								
8	Export file type: Select ' E ' if the data in the file will be used outside of PCGenesis. For example, select ' E ' to create a 'census file' for a third-party vendor. Select ' I ' if the data in the export file will be imported back into PCGenesis. For example, select ' I ' to create a file that will be used to update the employee e-mail addresses in the employee PAYROLL record.								
	If the Export File Type is 'I', the only employee fields supported for the import function are:								
	 First, Middle, Last Name Ethnic Data EEO-5 Job Codes Hours Per Week Hours Per Day Leave Reason Maximum Background-Check Date Cell Phone Number Employee E-mail Address Sick Bank Indicator 'No Pension' Code Substitute Rank Emergency Contact Data Budget Pay Category Contact Data Annual Work Days Pension Eligible Date Certified Years Experience Local Years Experience CPI Stride ID CPI Assignment Data 								
	The bulleted items listed above are the only fields that can be <u>imported</u> back into PCGenesis.								
9	Select 4 (F4 – Select Pay Items), if payroll items are to be exported.								

A	PCG Dist=	8991 Re	el=19	.04.00	01/10/	2020	PCG 001	SV C:\	DEVSY	S C:\SI	ECOND		WHI	ΓE		_		
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F7-	Return.	F16=E:	xit															
								-										
NTER	'I I			F.4	F5	FG	F7			- TI	F11	F12	I I				19.0	1.1

The

Currently, the only employee fields supported for the import function (**Export file type** = ' \mathbf{I} ') are:

- First, Middle, Last Name
- Ethnic Data •
- EEO-5 Job Codes
- Hours Per Week
- Hours Per Day
- Leave Reason Maximum
- Background-Check Date
- Cell Phone Number
- Employee E-mail Address
- Sick Bank Indicator •
- 'No Pension' Code •

- Substitute Rank •
- **Emergency Contact Data** •
- Budget Pay Category •
- Contact Data •
- Annual Work Days •
- Pension Eligible Date •
- **Certified Years Experience** •
- Local Years Experience •
 - **CPI** Assignment Data
- **CPI Stride ID** •

Only one category may be selected at a time. However, to import employee name data, the modifiable fields for last name, first name, and middle name must all be selected.

The following screen displays when	'E' is	entered for t	the Export	file type	in <i>Step</i>	8
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S

A	PCG Dist=8991 Rel=19.04.00 01/10/2020 PCG 001 SV C:\DEVSYS C:\SECOND WHITE - X PAY17EXT Export Selected Pauroll / Deduction / CPL Information	
	Export Selected Fagrons / Deduction / Cri Information	
	Select Payroll/Personnel Fields	
	Enter 'X' for the item to be reported F11=Select All, F12=Deselect All	
BA	LAST NAME _ PAY LOC _ CONTMO _ BIRTH DATE _ HIRE DATE _ MIDDLE NAME _ WORK LOC _ ANNUAL WORK DAYS _ HIRE DATE _ ONTRACT GROSS _ REHIRE DATE _ CONTRACT GROSS _ REHIRE DATE _ DATE OF DEATH _ STRET _ JOBCLASS _ STATE ANNUAL _ DATE OF DEATH _ TERM DATE _ STRET2 _ CPI JOB _ LOCAL ANNUAL _ TERM DATE _ TERM DATE _ OTHER ANNUAL _ TERM BAESON _ OTHER ANNUAL _ PENSION ELIG DATE _ STATE _ PAY SCHEDULE # _ FICA SW _ GHI IND _ ZIP _ PAY SCHEDULE # _ FICA SW _ GHI INFO _ DOE PAID ERCON FLAG _ CPI INCLUDE _ STATE & PAY SCHEDULE # _ FICA SW _ GHI INFO _ DOE PAID ERCON FLAG _ CPI INCLUDE _ PAYROLL STATUS _ RETIRE SW _ GHI INFORMATION _ ENABLE DDP SW _ SEX _ TRS SERVICE IND _ ETHNIC _ TRS SERVICE LOCK _ MARITAL _ 'NO PENSION' CODE _ STATE W/H INFO _ DOE PAID EDP SW _ SEX _ TRS SERVICE LOCK _ MARITAL _ 'NO PENSION' CODE _ CPI INCLUDE _ CPI INCLUDE _ CPI INCLUDE _ CRAQUND CHK DATE _ ADJ LEAVE ELIG DATE _ CCRUPACE _ ADJ LEAVE ELIG DATE _ CCRUPACE _ ADJ LEAVE ELIG DATE _ CONTACT DATA _ CO	
	Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit F4 F5 F6 F7 F11 F12 19.03.01 Image: Image	
	Action	
	Enter \mathbf{X} in the field to the right of the desired payroll items.	
	Select F11 (Select All) or F12 (Deselect All) to select or deselect <u>all</u> payroll it	ems.
	Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to the <i>Export Selected Payroll/Deduction/CPI Information</i> main screen.	returi
	Select $\mathbf{F16} = \mathbf{F16}$ (F16 – Clear selections and exit) where appropriate.	

	PCG Dist=8991 Rel=14.04.00 02	05/2015 PCW 001	C:\DEVSYS C:\SECOND	WHITE							
	Expor	t Selected Pau	roll / Deduction / CP	PI Information	PAY17EXT						
		2									
	Export File Type: <u>E</u> Export File for Report E = Export File for Report										
	I = Create File to Modify & Import										
	F10 to set selection criteria Filter not active										
	Export sort order: © Employee Number										
	C Employee Name (I name Ename)										
	Amount Format: Include Decimal (\$10.00 = 10.00) 										
		O No Decimal	(\$10.00 = 1000)								
	SSN Format:	 ○ Alpha - 999-0 ○ Numeric - 9998 	38-7777 37777								
	Date Format:										
		CCYYMMDD									
	PAY Item(s) Selected: CPI Item(s) Selected:	7 A	F4 to select PAY I F5 to select CPI I	tems							
	Deduction(s) Selected:	0	F6 to select Deduc	tions							
En	ter=Create File. F4=Sele	ct PAY Items, I	5=Select CPI Items.	F6=Select Deduction	ns. F16=Exit						
ENTER	1 F4 F	5 F6 F7	F10 F11 F	12	14.03.00						
F16											

NOTE: PCGenesis displays the total number of employee payroll items selected.

Step	Action
12	Select 5 (F5 - Select CPI Items) if CPI items are to be exported.
	Note: F6 (Select Deductions) is not available when 1 ' is entered in Step 8 for the Export file type .

The following screen displays when 'I' is entered for the **Export file type** in *Step* 8, and all <u>15</u> assignments are selected for CPI assignment data:

_																			
A	PCG Dis	t=8991	Rel=19	9.04.00	01/10/	2020 F	PCG 001	SV C:	DEVSYS	C:\S	ECOND		WH	HITE			_		×
																		PAV17	FXT
				Exp	ort s	elect	ed Pa	uro11	/ Dec	lucti	on /	CPI I	nform	ation					
								.y. 011	,	-uoci				acron					
								Sele	ct CPI	Fie	lds								
	En	iter '	X' fo	r the	iter	to b	oe rep	orted						Sel	ect	only	one	item	
	CE	RT PA	Y STE	Р	ASS	IGNME	INT 1	DATA	x										
	EMPL	BASI	S CER	T	ASS	IGNME	NT 2	DATA	x										
	ANNUAL	CONT	R DAY	S	ASS	IGNME	NT 3	DATA	x										
	ADVA	NCE I	NHIBI	т	ASS	IGNME	NT 4	DATA	x										
	CER	T YEA	RS EX	Р	ASS	IGNME	NT 5	DATA	X										
	NA	TIONA	L CER	Т	ASS	IGNME	NT 6	DATA	X										
1	HIGHEST	CERT	LEVE	L	ASS	IGNME	NT 7	DATA	X										
	LEU	EL EF	F DAT	E	ASS	IGNME	ENT 8	DATA	<u>X</u>										
	EMPL	BASIS	CLAS	S	ASS	IGNME	NT 9	DATA	<u>x</u>										
	ANNUA	L WOR	K DAY	S	ASS	IGNME	NT 10) DATA	<u>x</u>										
	LOCA	IL YEA	RS EX	Р_	ASS	IGNME	NT 11	DATA	<u>X</u>										
	ANNUA	L CLA	ISS SA	L	ASS	IGNME	ENT 12	DATA	<u>x</u>										
		C	ERT I	D	ASS	IGNME	ENT 13	DATA	<u>x</u>										
	C	ASE 0	PEN S	W	ASS	IGNME	NT 14	DATA	X										
	LO	ING TE	RM SU	В	ASS	IGNME	NT 15	DATA	X										
		STR	IDE I	D _															
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5	-1 Embr	oyees	Unity	1 8 8	All Se	ected		Includ											
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011	15 ac	sige	ents	must	he ce				e on CP et Fil		, with		Jul GXIS	ing CPT	uata				
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ENTER	7	,		F4	F5	F6	F7			T	F11	F12						19.03	. 01
										-10					_				
F16 V																			

Only <u>one</u> category may be selected at a time. However, to import CPI assignment data, all modifiable fields for <u>all 15 assignments</u> on the CPI screen must be selected, as shown above.

Currently, the only employee fields supported for the import function (**Export file type** = ' \mathbf{I} ') are:

- First, Middle, Last Name
- Ethnic Data
- EEO-5 Job Codes
- Hours Per Week
- Hours Per Day
- Leave Reason Maximum
- Background-Check Date
- Cell Phone Number
- Employee E-mail Address
- Sick Bank Indicator
- 'No Pension' Code

- Substitute Rank
- Emergency Contact Data
- Budget Pay Category
- Contact Data
- Annual Work Days
- Pension Eligible Date
- Certified Years Experience
- Local Years Experience
- CPI Assignment Data
- CPI Stride ID

				-						
				Select	CPI Fi	elds				
Enter 'X' for	the i	tem to b	e rep	orted			F11=	Select All,	, F12=Deselect	t A11
CERT PAY STEP		ASSIGNME	NT 1	DATA						
EMPL BASIS CERT		ASSIGNME	NT 2	DATA						
ANNUAL CONTR DAYS		ASSIGNME	NT 3	DATA						
ADVANCE INHIBIT	1	ASSIGNME	NT 4	DATA						
CERT YEARS EXP		ASSIGNME	NT 5	DATA _						
NATIONAL CERT	_	ASSIGNME	NT 6	DATA _						
HIGHEST CERT LEVEL	_	ASSIGNME	NT 7	DATA _						
LEVEL EFF DATE	_	ASSIGNME	NT 8	DATA _						
EMPL BASIS CLASS		ASSIGNME	NT 9	DATA _						
ANNUAL WORK DAYS	_	ASSIGNME	NT 10	DATA _						
LOCAL YEARS EXP	_	ASSIGNME	NT 11	DATA _						
ANNUAL CLASS SAL	_	ASSIGNME	NT 12	DATA _						
CERT ID		ASSIGNME	NT 13	DATA _						
CASE UPEN SW	_	ASSIGNME	NI 14	DATA _						
LUNG TERM SUB	-	H221 GNME	NI 15	DHIH _						
STRIDE ID	-									
CPI Employees Oplu?	 All 	Selected								
. I Employees only:	0.0	niu employee	es with	'Include on	CPI' = "	~				
	O Dr	nju employee	es with	Include on	CPI' = '	'with	or withr	out existing CPI	data	
	~ 01	ny carpioyee	/o mai	menade on		, mai	or where	An easiling of t	uuu	
		540-D	-1+	A11 F4	6-0100	. 5010	otion	- and Fuit		
7-Return. F11=Selec	т н11.	F12=Des	erect	HII. FT	u-crea	г зете	LIUL	IS AILU EXIL		

The following screen displays when 'E' is entered for the Export file type in *Step 8*:

F16	
Step	Action
13	Enter X in the field to the right of the desired CPI items.
14	The option CPI Employees Only? will allow the user to select which employees will be extracted.
	In order to extract only CPI employees (employees with the ' Include on CPI ?' flag set to ' Y '), toggle the radio button to Only employees with 'Include on CPI ' = ' Y '.
	In order to extract only CPI employees (employees with the 'Include on CPI?' flag set to 'Y'), and to extract the records whether or not the employee has any existing CPI assignment data, toggle the radio button to Only employees with 'Include on CPI' = 'Y', with or without existing CPI data. This option will make it easier to set up the import template for new CPI employees who do not have any CPI assignment data defined yet.
	If ALL employees are to be extracted, the radio button can be toggled to All Selected . If the All Selected option is chosen and if an employee does <u>not</u> exist in CPI, the extracted CPI fields will be blank.
15	Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to return to the <i>Export Selected Payroll/Deduction/CPI Information</i> main screen.
	Select (Select All) or (Deselect All) or select (F16 – Clear selections and exit) where appropriate.

A PCG Dist=8991 Rel=17.03.00 09/	18/2017 PCW 003 SV C:\DEVSYS	C:\SECOND WH									
Export	PAY17EXT Export Selected Payroll / Deduction / CPI Information										
	Export File Type: <u>I</u>	Create File to Modi E = Expo I = Crea	Fy & Import rt File for Report te File to Modify & Import								
F10 to set selection criteria Filter set: Status											
Export sort order:	 Employee Number Employee SSN Employee Name (Lname Fname) 	ne)									
Amount Format: Include Decimal (\$10.00 = 10.00)											
SSN Format:	© No Decimal (\$10.00 = 1000) SSN Format: ○ Alpha - 999-88-7777 ⓒ Numeric - 999887777										
Date Format:	 MM/DD/CCYY CCYYMMDD 										
PAY Item(s) Selected: CPI Item(s) Selected: Deduction(s) Selected:	1 F4 to s 6 F5 to s 0 F6 to s	elect PAY Items elect CPI Items elect Deductions									
ENTER FILE, F4=Sele(C PHY Items, F5=Select 5 F6 F7	GPI Items, F6=Select	Veductions, F16=Exit 17.03.00								
F16											

NOTE: PCGenesis displays the total number of employee CPI items selected.

Step	Action
16	When ' E ' is entered for the Export file type in <i>Step 8</i> : Select F6 (F6 - Select Deductions) if payroll deduction items are to be exported.
	When 'I' is entered for the Export file type in Step 8: Proceed to Step 20.
	<u>Note</u> : F6 (Select Deductions) is not available when ' I ' is entered for the Export file type in Step 8.

🗖 PCG	i Dist=8991	Rel=14.04.00	02/05/2	015 PCW 0	001 C:\D	EVSYS C:\S	ECOND	WH	ITE		- 0 X
		E.				/ D - d 4	/ 0.01				PAY17EXT
		EX	port se	elected	Payroll	/ Deducti	LON / UPI	Informa	11101		
	Select Payroll Deduction Fields										
Inclu	Include deductions with zero dollar amounts? N (Y or N)										
F-4						_	-				
Enter	· ·X· +0	· cne dedu	CTION T	o de re	ported.						
	90 = FRINGI $94 = GAIN(18 = UENDOF)22 = I - UNDF38 = I - UNDF43 = CUNIOF43 = CUNIOF52 = I - UNDF56 = I - UNDF54 = I - UNDF$	COME TAX _ & 001034 _ & 009014 _ & 0092323 _ & 0022692 _ & 003237 _ & 003908 _ & 003908 _ & 003908 _ & 003908 _	61= 07= 23= 39= 44= 53= 57= 61= 65=	ANNUITY COUNTY UENDOR I-UNDR I-UNDR I-UNDR I-UNDR I-UNDR I-UNDR I-UNDR I-UNDR UENDOR	#1	02=Al 08=S1 20=UE 36=CC 40=UE 49=I 54=CC 58=I 62=UE 66=UE	NUITY #2 MT(N-C) NDOR 0001 NDOR 004 NDOR 003 NDOR 003 UNDR 003 NDOR 005 NDOR 000 NDOR 000 NDOR 006	NT 021 808 104 499 621 018 111	03=FED W/H 09=ST MT (21=COURT (37=VENDOR 41=VENDOR 41=VENDOR 50=I-VNDR 55=I-VNDR 55=I-VNDR 59=VENDOR 63=VENDOR	I TAX CERT/NT I/H 003237 003237 003237 003237 003237 005185 005621 005745 000122	
Selec F7=Ret	turn to s	20 deduct Select Fie	ion coc lds, F F5	ies to r 12=Dese F6 F7	eport. lect All	., F16=Ex	cit No Dec F11 F12	ductions 2	Selected		14.03.00

NOTE: The deductions displayed on this screen will be unique to each district or system.

Step	Action
17	Enter Y (Yes) or N (No) in response to the Include deductions with zero dollar amounts? prompt.
18	 Enter X in the field to the right of the desired deductions. PCGenesis allows the selection of twenty (20) individual deductions, and displays "Max of 20 deductions allowed. ## selected." where ## is the total number of deductions, when users select more than twenty (20) deductions.
19	Select F7 (F7 – Return to Setup Export), or select EVEN (Enter - Continue) to return to the <i>Export Selected Payroll/Deduction/CPI Information</i> main screen. Select F12 (Deselect All) or select F16 – Clear selections and exit) where appropriate.

	PCG Dist=8991	Rel=14	.04.00	02/05/	2015	PCW 001	C:\DEVSYS	C:\SECOND	WHITE			
	PAY17EXT Export Selected Payroll / Deduction / CPI Information											
	Export File Type: <u>E</u> Export File for Report E = Export File for Report I = Create File to Modify & Import F10 to set selection criteria Filter not active											
	Export sort order: © Employee Number © Employee SSN © Employee Name (Lname Fname)											
	Amount Format: 💿 Include Decimal (\$10.00 = 10.00) 〇 No Decimal (\$10.00 = 1000)											
	:	SSN Fo	rmat:	0	Alpha Numa	a - 999 eric - 9998	88-7777 87777					
	Date	e Form	at:	0	MM/DD/CCYY CCYYMMDD							
	PAY Item(s) Selected: 8 F4 to select PAY Items CPI Item(s) Selected: 5 F5 to select CPI Items Deduction(s) Selected: 2 F6 to select Deductions											
En	ter=Create	File,	F4=Se	lect	PAY	Items,	F5=Select	CPI Items	, Fó=Select D	eductions, F	16=Exit	
F16			F4	F5	F6	F7		F10 F11	F12		14.03.00	

NOTE: PCGenesis displays the total number of deductions selected.

Step	Action
20	To define the sort order: Select the (Radio button) to the left of the desired Export sort order field.
	Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.
21	To define the dollar amount format: Select the (Radio button) to the left of the appropriate Amount Format: field.
22	To define the Social Security Number (SSN) format: Select the ^(C) (Radio button) to the left of the appropriate SSN Format: field.
23	To define the date format: Select the (Radio button) to the left of the appropriate Date Format: field.
24	Select Enter - Continue).

The following message box displays:

	Extract Records?
	Ready to extract records? Select OK to continue. Select CANCEL to redisplay the screen.
Step	Action
25	Select Cancel to continue processing and to extract the payroll data. If the selected payroll data is incorrect or incomplete, select concel to enter the correct information.
	"**Processing Request**" briefly displays.

PCG Dist=8991	Rel=14.04.00	02/05/2015	PCW 001	C:\DEVSYS	C:\SECOND	WHITE	
							PAY17EXT
Payrol	Ll Master ,	/ Deductio	on Export	File Cre	ated		
File H	Name =	C:\EXPO		20150205.	CSU		
Total	Records =	55					
Enter⇒	-Continue						
							14.03.00
 Action							

Step	Action
26	Screen-print or record the file name displayed and select Enter (Continue).

The following	screen disp	olays:
---------------	-------------	--------

	PCG Dist=8991	Rel=17.03.00	09/18/2017	PCW 003	SV C:\DEVSYS	C:\SECOND	WHITE	
					Payroll S	ystem		PAYM0016
	FKeg 	-		Payı	roll Export,	/Import Menu		
	1	Payroll	Gross Data	Export				
		Payrun	Gross Data	Πηροτι				
	3 4	」 Payroll 」 Payroll	Deduction Deduction	Export Import				
	5	Exnort	Selected Pa	vroll / D	eduction / CPI	Information		
	6	Import	Selected Pa	yroll Info	ormation or CF	9 Assignment	Data	
	7	Earning	js History E	xport		_		
	8	」 Earning	js History G	iross Pa	y Distribution	Export		
	<u>9</u> 10	Import	New Employ New Hire Fi	yees - Ba le for Ge	atch Mode orgia Director	v of New Hires		
					ingia priotoi	,		
Mas	ber ^{User} list							17.02.00
F16	⊨ (1°3) ^{Wor} d3	PAY VEND						
	Action							
	incon	4-1						
	Select F	15 (F)	l 6 - Exi	t) to re	eturn to th	ne Payroll	System – Specie	al Functions Men
	Master (1	Master)	o return	to the	Business	Applicatio	ns Master Menu	•
		~						
	Navigate	e to C:∖I	EXPOR	T\PA`	YEXPCC	YYMMD	D.CSV where	CCYYMMDD ide

Navigate to C:\EXPORT\PAYEXPCCYYMMDD.CSV where *CCYYMMDD* identifies the calendar year, month and date.

The following window displays:

Step

29

Ele Edit View Favorites Tools He	lp									
🚱 Back 🝷 🕥 🚽 🏂 Searc	h 😥 Folders	•	3 D .	× 4) 📝	2	አ 🗈		/	
Address C:\EXPORT										🕶 🄁 Go
Name 🔺		Size	Туре			Dat	e Modified			
PAYEXP20090203.CSV		1,092 KB	Microsoft Of	fice Excel	Comm	2/3/	2009 12:05 P	М		
on										

The following window displays:

6) 🖬 🤊 - (° - 🛱	n 🖑 🛯 📸 🗋)	÷				PAYEXP20	0090203.CS\	- Micro	oft Excel									_ # X
	Home Insert	Page Layout Fo	rmulas Da	ta Review V	iew Deve	loper A	crobat											() _ = x
	🗎 👗 Cut									-	-				-	V H###1	Σ AutoS	um - A	- 44
	La Copy	Calibri ~ 11	· A A	= = >>-	Wrap	Text	General		· •	s _		ormal	Bad			1 🛄	Eill -	Z	r útú
Pa	ste 🦪 Format Painter	B I U - 🖽 -	💩 - <u>A</u> -	동동동 (주 ()	E 💀 Merge	& Center +	\$ - 9	/6 , 508 \$	Cond	itional For	mat Go	ood	Neutral	=	Insert De	lete Format	Clear	Sor	t & Find &
	Clipboard	Font	5	Aligi	nment	G	N	umber	Fa Pornia	itting · as ia	Die -	Styles			Ci	ells	Q2	Editing	er · belett ·
	A1 -	fx Nam	e				<u> </u>												×
	A B	C D	F	F G	н	1	1	К	1	м	N	0	Р	0	R	S	т	U	V
1	Name SSN	Empno Last Name	First Nam(M	liddle Na Suffix	Street	Street2	City	State	ZIP	Phone	Status	LOC	LOC Desc	Work LOC	Work LOC	Section 12 Se	ex I	thnic	Ethnic D
2	AB3EU ED 999-08-63	86302 AB3EU	ED3IS		4698 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	9999	Location 0	8010	Location 0	N F			2 WHITE
3	AB4EY LE4 999-08-77	87742 AB4EY	LE4NARDO		3258 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	3052	Location 0	3052	Location 0	Y F			2 WHITE
4	AB4EY LE4 999-08-77	87742 AB4EY	LE4NARDO		3258 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	3052	Location 0	3052	Location 0	Y F			2 WHITE
5	AC9ER NL 999-08-79	87983 AC9ER	NU9IA		3017 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	8060	Location 0	199	Location 0	Y F			2 WHITE
6	AD2ER ZA 999-08-92	89279 AD2ER	ZA2A		1721 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	6104	Location 0	6104	Location 0	Y F			2 WHITE
7	AD2ER ZA 999-08-92	89279 AD2ER	ZA2A		1721 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	6104	Location 0	6104	Location 0	Y F			2 WHITE
8	AD2ER ZA 999-08-92	89279 AD2ER	ZA2A		1721 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	6104	Location 0	6104	Location 0	Y F			2 WHITE
9	AD2ER ZA 999-08-92	89279 AD2ER	ZA2A		1721 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	6104	Location 0	6104	Location 0	Y F			2 WHITE
10	AD2ER ZA 999-08-92	89279 AD2ER	ZA2A		1721 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	6104	Location 0	6104	Location 0	Y F			2 WHITE
11	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F		:	2 WHITE
12	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
13	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
14	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F		:	2 WHITE
15	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F		:	2 WHITE
16	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
17	AD2OCK / 999-08-80	88042 AD2OCK	AL2ONZO		2958 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
18	AD3M MA 999-08-77	87743 AD3M	MA3ALDA		3257 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	8060	Location 0	173	Location 0	Y F		:	2 WHITE
19	AD3M MA 999-08-77	87743 AD3M	MA3ALDA		3257 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	8060	Location 0	173	Location 0	Y F		:	2 WHITE
20	AD4IR MI-999-08-86	88663 AD4IR	MI4HAELE		2337 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	199	Location 0	199	Location 0	Y M		4	4 BLACK
21	AD4IR MI 999-08-86	88663 AD4IR	MI4HAELE		2337 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	199	Location 0	199	Location 0	Y M		4	4 BLACK
22	AD4IR MI 999-08-86	88663 AD4IR	MI4HAELE		2337 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	199	Location 0	199	Location 0	Y M			4 BLACK
23	AD4IR MI 999-08-86	88663 AD4IR	MI4HAELE		2337 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	199	Location 0	199	Location 0	Y M			4 BLACK
24	AD9ISON 999-08-99	89927 AD9ISON	BR9CE		1073 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
25	AD9ISON 999-08-99	89927 AD9ISON	BR9CE		1073 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
26	AD9ISON 999-08-99	89927 AD9ISON	BR9CE		1073 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	299	Location 0	299	Location 0	Y F			2 WHITE
27	AD9ISON 999-08-73	87360 AD9ISON	HU9TER		3640 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	8010	Location 0	173	Location 0	Y F			2 WHITE
28	AD9ISON 999-08-73	87360 AD9ISON	HU9TER		3640 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	8010	Location 0	173	Location 0	Y F			2 WHITE
29	AG7E NE7 999-08-68	86861 AG7E	NE7TON		4139 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	199	Location 0	199	Location 0	Y F			2 WHITE
30	AG7E NE7 999-08-68	86861 AG7E	NE7TON		4139 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	199	Location 0	199	Location 0	Y F			2 WHITE
31	AG7E NE7 999-08-68	86861 AG7E	NE7TON		4139 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A 0	199	Location 0	199	Location 0	Y F			2 WHITE
32	AG7E NE7 999-08-68	86861 AG7E	NE7TON		4139 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	199	Location 0	199	Location 0	Y F			2 WHITE
33	AG7E NE7 999-08-68	86861 AG7E	NE7TON		4139 MAIN	STREET	SMITH	GA	3333	3 1E+1	0 A	199	Location 0	199	Location 0	Y F			2 WHITE
34	AG7E SH7 999-08-94	89431 AG7F	SH7RICE		1569 MAIN	STREET	SMITH	GΔ	3333	3 1F+1	0 A	173	Location (173	Location 0	Y F			
Rea	dy	0203/-@/										111					100%)	Ū

Step	Action
30	Make the appropriate adjustments to the Microsoft® Excel spreadsheet.
	These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.
31	Select File \rightarrow Save As \rightarrow Excel Workbook.

The following window displays:

Save As								? 🔀
Save in:	EXPORT		~	۰	2	\times	1	•
My Recent Documents								
🚱 Desktop								
Documents								
S My Computer								
My Network								
	File name:	P4YEXP20090107 v/sv						
	Save as type:	Excel Workbook (*.xlsx)			•			
			_	_			6	
100įs •				Save	e		Can	

Step	Action
32	Select the Drop-Down Selection icon in the Save as type field, and select CSV (Comma delimited) (*.csv).
33	Verify the filename is C:\EXPORT\PAYEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:

Save As																		? 🔀
Save <u>i</u> n:	EXPORT	г										~	G) -	2	\times	Ľ	
My Recent Documents	PAYEXP200	00901	27.CSV															
🕑 Desktop																		
Documents																		
G My Computer																		
My Network Places																		
	File name:	DA	VEVDOO	00010	7													
	Save as type:	PA	TEAP 20	09010	7.CSV	0.70		 	 	 	 							
	ouve as type.	. Cs	V (Com	ma deli	imited)	.) (*.c	csv)	 	 	 	 							
Too <u>l</u> s •												(S	ave			Can	cel

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Step	Action
34	Select Save (Save).

The following dialog box displays:

	Microsoft Office Excel	
	The file PAYEXP20090107.CSV already exists. Do you want to replace the existing file?	
Step	Action	
35	Select \underline{Yes} (Yes).	

The following dialog box displays:

Microso	ft Office Excel
¢	PAYEXP20090107.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. Yes No Help
tep	Action
36	Select Yes (Yes).
37	Close Microsoft® Excel.

The following dialog box displays:

	Microsoft Office Excel
	Do you want to save the changes you made to 'PAYEXP20090107.CSV'?
Step	Action
38	Select No).
	The appropriate steps to save the changes to the file have already been completed.
39	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

Procedure B: Using the Microsoft® Excel Selected Payroll Information Import Procedure

B1. PCGenesis and Microsoft® Excel File Verification

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

B2. 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 media "MM/DD/CCYY – Backup Before Selected Payroll Information Import".

B3. Importing the Selected Payroll Information File into PCGenesis

	CG Dist=8991 Rel=17.01.00 03/24/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
	Payroll System	PAYMOOOO
	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	
		15 82 88
	Master Official Official <thofficial< th=""> Official <t< th=""><th>12.03.00</th></t<></thofficial<>	12.03.00
ер	Action	
1	Select 13 (F13 - Special Functions).	

The following screen displays:

CG Dist=8991 Rel=17.01.00 03/24/2017 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	
Payroll System	PAYM0013
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	
Master UserList Ver/Es ▲ 10458 Word/Sa PAY	08.03.00

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Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

	PCG Dist=8991 F	Rel=17.03.00	09/18/2017 F	PCW 003 SV	C:\DEVSYS	C:\SECON	D	WHITE	
				Pa	yroll Sy	stem			PAYM0016
	FKey 			Payroll	Export/	Import	Menu		
	1	Payroll Payroll	Gross Data I Gross Data I	Export Import					
	<u>3</u> 4	Payroll Payroll	Deduction E: Deduction In	×port nport					
	5 6	Export S Import S	Selected Pay Selected Pay	roll / Deduc roll Informa	tion / CPI tion or CP	Informati I Assignn	on nent Data		
	7 8	Earning Earning	s History Ex s History Gr	port oss Pay Dis	stribution	Export			
	9 10	Import I Export I	New Employe New Hire File	ees - Batch e for Georgi	Mode a Director	y of New	Hires		
Mast	ter ^{User} list Die Ouess Words								17.02.00
F16	- u (3) (3) ,	NONITOR MONITOR							
_	Action								
	Select	6 (F6	– Impor	t Selecte	ed Payr	oll Inf	ormati	on).	

	A	PCG Dis	t=8991	Rel=1	9.04.00	01/10/	2020	PCG 001	SV C:	\DEVSYS	C:\SEC	COND	W	/HITE		_		×
						I	mpor	t Sele	ected	Payrol	1 Inf	ormatio	n				PAY17	I MP
							Ide	ntify	Impor	t File	from	Excel						
	Imj	port C	PI As	signm	ent D	ata o	r Pa	yroll	Data?	00000	Import Import Import Import Import	payroll da CPI assig CPI certif CPI local CPI STRI	ata inment da ied years years ex DE ID	ata : experie perience	nce ;			
C	ا ۱\:	Enter or F1	the I 0 to <mark>PAYIM</mark>	mport Brows <mark>P2020</mark>	file e for 0110.	Path File CSV	and	Name	(e.g.	C:/IM	PORT	IMPORTC	CYYMMD	D.CSV)				
					F													
E		er=Con	tinue	, F16	=Exit			1	1		F10						19.03	. 01
F																		

Step	Action
4	Define which data to import: Select the ^(•) (Radio button) to the left of the desired Import CPI Assignment Data or Payroll Data? field.
	Select the appropriate radio button to import either payroll data, or to import CPI assignment data, or to import CPI certified years experience, or to import CPI local years experience, or to import CPI Stride ID, as desired.
5	Verify C:\IMPORT\PAYIMPccyymmdd.csv defaults in the field, or select F10 (F10) to Browse for file).
6	Select (Enter) to continue. If Import CPI Assignment Data, or CPI certified years experience, or CPI local years experience, or CPI Stride ID has been selected, proceed to <i>Step 7</i> .
	If Import Payroll Data has been selected, proceed to Step 9.

If Import CPI Assignment Data has been selected, the following dialog box displays:



If Import CPI Certified Years Experience has been selected, the following dialog box displays:



If Import CPI Local Years Experience has been selected, the following dialog box displays:



If **Import CPI STRIDE ID** has been selected, the following dialog box displays:



Step	Action	
7	Select OK (OK) to continue importing the CPI data.	
	Select Cancel (Cancel) to return to <i>Step 4</i> and to make any necessary corrections.	
8	Proceed to Step 11.	

If Import Payroll Data has been selected, the following screen displays:



Step	Action		
9	Enter X in the field to the right of the desired payroll item. Select the employee field to import. Only <u>one</u> category may be selected at a time. However, to import employee name data, the modifiable fields for last name, first name, and middle name must all be selected.		
NOTE: Currently, the only employee fields supported for the import function (Exp ' I ') are:			
	First, Middle, Last NameEthnic Data		
EEO-5 Job CodesHours Per Week			
	Hours Per Day		
	 Leave Reason Maximum Background-Check Date 		
	Cell Phone Number		
 Employee E-mail Address Sick Bank Indicator 'No Pension' Code 			
			Substitute Rank
			Emergency Contact Data
	Budget Pay Category		
	Contact Data		
	Annual Work Days		
	Pension Eligible Date		
10	Select (Enter – continue) to continue.		
	"Scanning import file." briefly displays.		



If import file errors exist, the following error screen displays:

For successful file imports, the following screen displays:



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Step	Action
11	For import file errors : Go to the PCGenesis print queue and locate the 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 - continue) to load the import file.
	"Updating employee information." briefly displays.

A	PCG Dist=8991 Rel=17.03.00 09/18/2017 PCW 003 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	
		47 80 80
Mast F16	BP Visition Monthline Monthl	17.02.00

Step	Action	
12	To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD).	
	Follow the instructions provided in the <u>Technical System Operations Guide</u> , User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.	
13	Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .	
14	Refer to Appendix A: Selected Payroll Information Import .csv File Layout and Appendix B: Selected Payroll Information 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: Selected Payroll Information Import.csv File Layout

A1. Import .csv File Layout for Ethnic Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Ethnic Code	Ethnic Code must contain a valid Ethnic Code from the <i>Description File</i> .
Е	Ethnic Code Description	Visual identification only, PCGenesis ignores the information during the import.
F	Hispanic	Must be 'N' or 'Y'. Indicates whether or not the employee is of Hispanic heritage.
• At least one of the next five race fields must be set to 'Y'. Two or more race fields may be selected by setting the value to 'Y'.		
G	American Indian	Must be 'N' or 'Y'. Indicates whether or not the employee is of American Indian heritage.
Н	Black	Must be 'N' or 'Y'. Indicates whether or not the employee is of Black heritage.
Ι	White	Must be 'N' or 'Y'. Indicates whether or not the employee is of White or Caucasian heritage.
J	Asian	Must be 'N' or 'Y'. Indicates whether or not the employee is of Asian heritage.
K	Hawaiian	Must be 'N' or 'Y'. Indicates whether or not the employee is of Pacific Islander heritage.
• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
L	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Μ	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.

Column	Column Heading	Explanation
N	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
0	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Р	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Q	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
R	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
S	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
Т	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Miscellaneous Notes		

• Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information.

A2. Import.csv File Layout for EEO-5 Job Code Da
--

Column	Column Heading	Explanation	
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.	
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.	
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.	
D	EEO-5 Job Code	EEO-5 Job Code must contain a valid EEO-5 Job Code from the <i>Alpha Description File</i> . Table ' EE05 ' defines the EEO-5 Job Codes.	
Е	EEO-5 Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.			
F	Pay Location Code	Contains a valid Pay Location Code from the <u>Description File</u> . Visual identification only, PCGenesis ignores the information during the import.	
G	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.	
Н	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
I	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.	
J	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
К	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.	
L	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
М	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
N	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	
Column	Column Heading	Explanation	
------------------	--	---	--
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.	
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.	
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.	
D	Hours Per Week	This field must contain the scheduled hours per week for the employee.	
• The ro PCGe	• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
Е	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
F	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.	
G	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
Н	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.	
Ι	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
J	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.	
K	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
L	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
М	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	

A3. Import .csv File Layout for Hours Per Week Data

Column	Column Heading	Explanation	
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.	
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.	
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.	
D	Hours Per Day	This field must contain the scheduled hours per day for the employee. The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System is enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System.	
• The ro PCGe	• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
Е	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
F	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.	
G	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
Н	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.	
Ι	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
J	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.	
K	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
L	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
Μ	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	

A4. Import .csv File Layout for Hours Per Day Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Е	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
K	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Sub Rank	Contains a valid Substitute Rank Code from the <i>Description File</i> . Table ' S ' defines the Substitute Rank Codes.
		The Substitute Rank will determine the rate of pay for the substitute in the <i>Enhanced Substitute and Employee Leave System</i> .
М	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

A5. Import .csv File Layout for Substitute Rank Data

Column **Column Heading Explanation** A **Employee ID Number** Mandatory: Must be the employee's payroll ID number. В **SSN** Employee's Social Security Number - must match the SSN within the Payroll file. С Last Name/First Visual identification only, PCGenesis ignores the information Name during the import. D Leave Reason This field must contain the leave reason maximum for the Maximum employee. The Leave Reason Maximum will determine the maximum number of days the employee is allowed to take for a **Reason** Code in the Enhanced Substitute and Employee Leave System. The remaining columns in the spreadsheet are available for visual identification only. • PCGenesis ignores the information during the import. Е **Pay Location Code** Contains a valid **Pay Location Code** from the *Description File*. Visual identification only, PCGenesis ignores the information during the import. F Visual identification only, PCGenesis ignores the information **Pay Location** Description during the import. G **Work Location Code** Contains a valid Work Location Code from the Description File. Visual identification only, PCGenesis ignores the information during the import. Н Work Location Desc Visual identification only, PCGenesis ignores the information during the import. T **Class Code** Contains a valid Class Code from the Description File. Visual identification only, PCGenesis ignores the information during the import. J **Class Code** Visual identification only, PCGenesis ignores the information Description during the import. K Job Code Contains a valid **Job Code** from the *Description File*. Visual identification only, PCGenesis ignores the information during the import. L **Job Code Description** Visual identification only, PCGenesis ignores the information during the import. **Contract Months** Contains the employee's number of contracted months. Visual Μ identification only, PCGenesis ignores the information during the import.

A6. Import .csv File Layout for Leave Reason Maximum Data

A7. Import .csv File Layout for Background-Check Date Data

Column	Column Heading	Explanation	
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.	
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.	
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.	
D	Background-Check Date	This field must contain the background-check date for the employee. The data must be in the format MM/DD/CCYY.	
• The re PCGe	• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
Е	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
F	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.	
G	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
Н	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.	
Ι	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
J	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.	
К	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
L	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
М	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	

Column	Column Heading	Explanation	
А	Employee ID Number	Mandatory: Must be the employee's payroll ID number.	
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.	
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.	
D	Cell Phone Number	This field must contain the cell phone number for the employee. The cell phone number must contain 10 digits, and no dashes or other miscellaneous characters.	
• The re PCGe	• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
Е	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
F	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.	
G	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
Н	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.	
Ι	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
J	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.	
К	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.	
L	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.	
Μ	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	

A8. Import .csv File Layout for Cell Phone Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	GHI Email Preference	This field designates whether the employee prefers to send their work e-mail address or their personal e-mail address to the State Health Benefits Program (SHBP).
		Valid Values: \mathbf{P} = Send the personal e-mail address to SHBP \mathbf{W} = Send the work e-mail address to SHBP
Е	Work E-Mail Address	This field must contain the work e-mail address for the employee. The e-mail address field can contain a maximum of 50 characters. The e-mail address must contain an @ sign.
F	Personal E-Mail Address	This field must contain the personal e-mail address for the employee. The e-mail address field can contain a maximum of 50 characters. The e-mail address must contain an @ sign.
• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.		
G	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Н	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
Ι	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
J	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
К	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
L	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
М	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.

A9. Import.csv File Layout for E-Mail Address Data

Column	Column Heading	Explanation
Ν	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
0	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

A10. Import.csv File Layout for Sick Bank Indicator Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Sick Bank Indicator	This field must contain the Sick Bank Indicator for the employee. A ' Y ' indicates that the employee participates in the district's sick bank and an ' N ' indicates that the employee does not participate.
• The re PCGe	emaining columns in the s nesis ignores the informa	spreadsheet are available for visual identification only. tion during the import.
Е	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
F	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Н	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Ι	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
J	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
К	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
L	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
Μ	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

A11. Import .csv File Layout for 'No Pension' Code Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	'No Pension' Code	Contains a valid ' No Pension' Code from the drop-down list available for the field on the <i>Gross Data</i> screen.
		The No pension code field has been added to support the new <i>Pension Reporting Compliance File</i> required by ERSGA. A valid value must be entered in the No Pension Code field when the employee's Pension Code is set to '0', no pension. If the employee is enrolled in a public pension (Pension Code values of '1' thru '5'), then the No Pension Code value must be '00'.
М	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

A12. Import .csv File Layout for Emergency Contact Data

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Spouse	Contains the spouse's name.
Μ	Next of Kin	Contains the next of kin's name.
Ν	Next of Kin Relationship	Contains the relationship of the next of kin
0	Next of Kin Phone Number	Contains the phone number for the next of kin.
Р	Emergency Contact	Contains the name of someone who should be contacted in case of emergency.

Column	Column Heading	Explanation
Q	Emergency Contact Relationship	Contains the relationship of the emergency contact.
R	Emergency Contact Phone Number	Contains the phone number for the emergency contact.
S	Doctor	Contains the name of name of the employee's doctor.
Т	Doctor Phone Number	Contains the phone number for the employee's doctor.
U	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Miscellaneous Notes		

A13. Import.csv File Layout for Budget Pay Category

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Е	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Ι	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Budget Pay Category	Contains a valid Budget Pay Category Code from the <i>Description File</i> . Table ' B ' defines budget pay categories.
		The Budget Pay Category field is used in the <i>PCGenesis</i> <i>Budget System</i> . The Budget Pay Category field on the employees' <i>Gross Data Screen</i> will determine which user- defined salary schedule to access for budget processing.
Μ	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

A14. Impo	rt.csv Fil	le Lavour	t for C	ontact I	D ata
					/ nin

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Ι	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Street	This field must contain the first street address for the employee.
М	Street 2	This field must contain the second street address for the employee.
Ν	City	This field must contain the city the employee resides in.
0	State	This field must contain the state the employee resides in.
Р	Zip	This field must contain the zip code the employee resides in.
Q	Telephone	This field must contain the phone number for the employee. The cell phone number must contain 10 digits, and no dashes or other miscellaneous characters.

Column	Column Heading	Explanation
R	Hours Per Week	This field must contain the scheduled hours per week for the employee.
S	Cell Phone	This field must contain the cell phone number for the employee. The cell phone number must contain 10 digits, and no dashes or other miscellaneous characters.
Т	Work E-mail	This field must contain the work e-mail address for the employee. The e-mail address field can contain a maximum of 50 characters. The e-mail address must contain an @ sign.
U	Personal E-mail	This field must contain the personal e-mail address for the employee. The e-mail address field can contain a maximum of 50 characters. The e-mail address must contain an @ sign.
V	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Ι	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
М	Contract Days / Annual Work Days	Contains the number of days the employee works per year. The Annual Work Days field is required for CPI processing. The Annual Work Days field is also used in the <i>PCGenesis</i> <i>Budget System</i> .

A15. Import.csv File Layout for Annual Work Days

A16	Import	cen Fila	Imout	for P	onsign	Fligihla	Data
710.	μηροπ	·CSV I'lle	Luyoui	<i>j01 1</i>		Lugivie	Dule

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
М	Pension Eligible Date	This field must contain the pension eligible date for the employee. The data must be in the format MM/DD/CCYY.

A17. Import .csv File Layout for Employee Name Data

Column	Column Heading	Explanation
А	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.

The system uses Columns D, E, and F to update the data. Column C will contain the <u>old</u> employee name and is not considered when importing the new employee name fields from Columns D, E, and F.

D	Last Name	Must contain the employee's last name up to 20 characters.
Ε	First Name	Must contain the employee's first name up to 15 characters.
F	Middle Name	Must contain the employee's middle name up to 15 characters.

• The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import.

G	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Н	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
Ι	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
J	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
К	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
L	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
Μ	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
N	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.

Column	Column Heading	Explanation	
0	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.	
Miscella	Miscellaneous Notes		
• Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payrol information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom dialog box was displayed. Manually complete these employees' information.			

A18. Import .csv File Layout for CPI Certified Years Experience

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Е	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Μ	CPI Include Flag	Indicates whether or not the employee is included in the CPI subsystem. Visual identification only, PCGenesis ignores the information during the import.
N	Certified Years Experience	Contains the number of years of creditable service for certified employees.

A19. Import.csv File Layout for CPI Local Years Experience

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
E	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Μ	CPI Include Flag	Indicates whether or not the employee is included in the CPI subsystem. Visual identification only, PCGenesis ignores the information during the import.
N	Local Years Experience	Contains the number of years the employee has been assigned local years of experience.

A20. Import.csv File Layout for CPI Stride ID

Column	Column Heading	Explanation
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Е	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
Ι	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Μ	CPI Include Flag	Indicates whether or not the employee is included in the CPI subsystem. Visual identification only, PCGenesis ignores the information during the import.
N	STRIDE ID	Contains employee's CPI Stride ID assigned by the Ga DOE. The Stride ID is a 8 digit number.
Miscellaneous Notes

• Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information.

A21. Import .csv File Layout for CPI Assignment Data

Column	Column Heading	Explanation									
Α	Employee ID Number	Mandatory: Must be the employee's payroll ID number.									
В	SSN	Employee's Social Security Number - must match the SSN within the Payroll file.									
С	Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.									
D	Pay Location Code	Contains a valid Pay Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.									
Е	Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.									
F	Work Location Code	Contains a valid Work Location Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.									
G	Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.									
Н	Class Code	Contains a valid Class Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.									
I	Class Code Description	Visual identification only, PCGenesis ignores the information during the import.									
J	Job Code	Contains a valid Job Code from the <i>Description File</i> . Visual identification only, PCGenesis ignores the information during the import.									
К	Job Code Description	Visual identification only, PCGenesis ignores the information during the import.									
L	Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.									
М	CPI Include Flag	Contains Y (Yes) or N (No). A value of 'Y' in the CPI Include Flag indicates that the employee will be included within the <i>Certified/Classified</i> <i>Personnel Information (CPI)</i> module. This field is for visual identification only; PCGenesis ignores the information during the import.									

Column	Column Heading	Explanation								
	Columns N	– W contain data for CPI Assignment 1								
N	1 - Assignment Type	Contains a C (Certified) or N (Non-Certified) for CPI assignment 1. <i>Must be 1 character</i> .								
0	1 - School/Work Location	Contains the employee's school or work location code for CPI assignment 1.								
		<i>Must be 4 digits. Must be a valid value on the Payroll Location table.</i>								
Р	1 - Job Code	Contains the employee's area of employment code for CPI assignment 1.								
		<i>Must be 3 digits. Must be a valid value on the CPI Job Code table.</i>								
Q	1 - Subject Matter	Contains the State-funded course code for CPI assignment 1.								
		The Subject Matter field is valid for Certified (C) Assignment Type only.								
		Must be 3 characters. Must be a valid value on the CPI Subject Matter Code table.								
R	1 - Field Code	Contains the employee's PSC-assigned certificate field code for CPI assignment 1.								
		The Field Code field is valid for Certified (C) Assignment Type only.								
		<i>The combination of the Field Code and Certificate Type must be a valid certificate for the employee.</i>								
		<i>Must be 3 digits. Must be a valid value on the CPI Certificate Field Code table.</i>								
S	1 - Certificate Type	Contains the employee's PSC-assigned certificate type code for CPI assignment 1.								
		The Certificate Type field is valid for Certified (C) Assignment Type only.								
		<i>The combination of the Field Code and Certificate Type must be a valid certificate for the employee.</i>								
		Must be 3 characters. Must be a valid value on the CPI Certificate Type Code table.								
Т	1 - 2ndary Fund Code	Contains the employee's salary fund code, other than from Quality Based Education (QBE) funds, for CPI assignment 1.								
		Must be 2 digits. Must be a valid value on the CPI Secondary Fund Code table.								

Column	Column Heading	Explanation								
U	1 – Consolidated Fund Flag	Contains an Y (In Consolidated Funding) or N (Not in Consolidated Funding) for CPI assignment 1.								
		Must be 1 character, Y or N.								
V	1 - Assignment %	Contains the percentage (%) of time the employee spends on CPI assignment 1.								
		Must be 4 digits with 1 decimal digit (999.9).								
W	Space Holder	Reserved for future use.								
Columns X – AG contain data for CPI Assignment 2										

Columns X – AG contain the data for Assignment 2.

These columns repeat the contents required for Assignment 1. Therefore, **Column X** is Assignment Type, **Y** is School/Work Location, **Z** is Job Code, **AA** is Subject Matter, **AB** is Field Code, **AC** is Certificate Type, **AD** is 2ndary Fund Code, **AE** is Consolidated Fund Flag, **AF** is Assignment % and **AG** is a space holder for Assignment 2.

Columns AH – AQ contain data for CPI Assignment 3

Columns AH – AQ contain the data for Assignment 3.

These columns repeat the contents required for Assignment 1. Therefore, **Column AH** is Assignment Type, **AI** is School/Work Location, **AJ** is Job Code, **AK** is Subject Matter, **AL** is Field Code, **AM** is Certificate Type, **AN** is 2ndary Fund Code, **AO** is Consolidated Fund Flag, **AP** is Assignment % and **AQ** is a space holder for Assignment 3.

Columns AR – BA contain data for CPI Assignment 4

Columns AR – BA contain the data for Assignment 4.

These columns repeat the contents required for Assignment 1. Therefore, **Column AR** is Assignment Type, **AS** is School/Work Location, **AT** is Job Code, **AU** is Subject Matter, **AV** is Field Code, **AW** is Certificate Type, **AX** is 2ndary Fund Code, **AY** is Consolidated Fund Flag, **AZ** is Assignment % and **BA** is a space holder for Assignment 4.

Columns BB – BK contain data for CPI Assignment 5

Columns BB – BK contain the data for Assignment 5.

These columns repeat the contents required for Assignment 1. Therefore, **Column BB** is Assignment Type, **BC** is School/Work Location, **BD** is Job Code, **BE** is Subject Matter, **BF** is Field Code, **BG** is Certificate Type, **BH** is 2ndary Fund Code, **BI** is Consolidated Fund Flag, **BJ** is Assignment % and **BK** is a space holder for Assignment 5.

Columns BL – BU contain data for CPI Assignment 6

Columns BL – BU contain the data for Assignment 6.

These columns repeat the contents required for Assignment 1. Therefore, **Column BL** is Assignment Type, **BM** is School/Work Location, **BN** is Job Code, **BO** is Subject Matter, **BP** is Field Code, **BQ** is Certificate Type, **BR** is 2ndary Fund Code, **BS** is Consolidated Fund Flag, **BT** is Assignment % and **BU** is a space holder for Assignment 6.

Column Column Heading

Explanation

Columns BV – CE contain data for CPI Assignment 7

Columns BV – CE contain the data for Assignment 7.

These columns repeat the contents required for Assignment 1. Therefore, **Column BV** is Assignment Type, **BW** is School/Work Location, **BX** is Job Code, **BY** is Subject Matter, **BZ** is Field Code, **CA** is Certificate Type, **CB** is 2ndary Fund Code, **CC** is Consolidated Fund Flag, **CD** is Assignment % and **CE** is a space holder for Assignment 7.

Columns CF – CO contain data for CPI Assignment 8

Columns CF – CO contain the data for Assignment 8.

These columns repeat the contents required for Assignment 1. Therefore, **Column CF** is Assignment Type, **CG** is School/Work Location, **CH** is Job Code, **CI** is Subject Matter, **CJ** is Field Code, **CK** is Certificate Type, **CL** is 2ndary Fund Code, **CM** is Consolidated Fund Flag, **CN** is Assignment % and **CO** is a space holder for Assignment 8.

Columns CP – CY contain data for CPI Assignment 9

Columns CP – CY contain the data for Assignment 9.

These columns repeat the contents required for Assignment 1. Therefore, **Column CP** is Assignment Type, **CQ** is School/Work Location, **CR** is Job Code, **CS** is Subject Matter, **CT** is Field Code, **CU** is Certificate Type, **CV** is 2ndary Fund Code, **CW** is Consolidated Fund Flag, **CX** is Assignment % and **CY** is a space holder for Assignment 9.

Columns CZ – DI contain data for CPI Assignment 10

Columns CZ – DI contain the data for Assignment 10.

These columns repeat the contents required for Assignment 1. Therefore, **Column CZ** is Assignment Type, **DA** is School/Work Location, **DB** is Job Code, **DC** is Subject Matter, **DD** is Field Code, **DE** is Certificate Type, **DF** is 2ndary Fund Code, **DG** is Consolidated Fund Flag, **DH** is Assignment % and **DI** is a space holder for Assignment 10.

Columns DJ – DS contain data for CPI Assignment 11

Columns DJ – DS contain the data for Assignment 11.

These columns repeat the contents required for Assignment 1. Therefore, **Column DJ** is Assignment Type, **DK** is School/Work Location, **DL** is Job Code, **DM** is Subject Matter, **DN** is Field Code, **DO** is Certificate Type, **DP** is 2ndary Fund Code, **DQ** is Consolidated Fund Flag, **DR** is Assignment % and **DS** is a space holder for Assignment 11.

Columns DT – EC contain data for CPI Assignment 12

Columns DT – EC contain the data for Assignment 12.

These columns repeat the contents required for Assignment 1. Therefore, **Column DT** is Assignment Type, **DU** is School/Work Location, **DV** is Job Code, **DW** is Subject Matter, **DX** is Field Code, **DY** is Certificate Type, **DZ** is 2ndary Fund Code, **EA** is Consolidated Fund Flag, **EB** is Assignment % and **EC** is a space holder for Assignment 12.

Column	Column Heading
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Explanation

Columns ED – EM contain data for CPI Assignment 13

Columns ED – EM contain the data for Assignment 13.

These columns repeat the contents required for Assignment 1. Therefore, **Column ED** is Assignment Type, **EE** is School/Work Location, **EF** is Job Code, **EG** is Subject Matter, **EH** is Field Code, **EI** is Certificate Type, **EJ** is 2ndary Fund Code, **EK** is Consolidated Fund Flag, **EL** is Assignment % and **EM** is a space holder for Assignment 13.

Columns EN – EW contain data for CPI Assignment 14

Columns EN – EW contain the data for Assignment 14.

These columns repeat the contents required for Assignment 1. Therefore, **Column EN** is Assignment Type, **EO** is School/Work Location, **EP** is Job Code, **EQ** is Subject Matter, **ER** is Field Code, **ES** is Certificate Type, **ET** is 2ndary Fund Code, **EU** is Consolidated Fund Flag, **EV** is Assignment % and **EW** is a space holder for Assignment 14.

Columns EX – FG contain data for CPI Assignment 15

Columns EX – FG contain the data for Assignment 15.

These columns repeat the contents required for Assignment 1. Therefore, **Column EX** is Assignment Type, **EY** is School/Work Location, **EZ** is Job Code, **FA** is Subject Matter, **FB** is Field Code, **FC** is Certificate Type, **FD** is 2ndary Fund Code, **FE** is Consolidated Fund Flag, **FF** is Assignment % and **FG** is a space holder for Assignment 15.

Miscellaneous Notes

• Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information.

Appendix B: Selected Payroll Information Import File Error Processing

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



B1. Special Payroll Information Import Error Report - Example

DATE	09/15/3	2009 PA	Y17IMP	I	PAYROLL IMPORT				Page	1					
EmpNo	SSN	Name		Ethnic	Description	Hisp	AmrIn	Black	White	Asian	Hawai	Error	Message		
86892	999086892	CA9RIER	TH9RON	02	WHITE	N	N	Y	N	Y	Ν				
86893	999086893	DE80NG	CA8SON	02	WHITE	Ŷ	Ν	Y	N	N	N				
86894	999086894	EA7L R	E7A	03	HISPANIC	Ŷ	N	N	Ŷ	N	N	Ah I -		Desident	
86895	999080895		SH5LTON	02	HISPANIC							At Lo:	ist i Kace act i Race	e Required Required	
86897	999086897	WO4DALL	RO4ELIA	02	WHITE							At Lea	ast 1 Race	e Required	
86898	999086898	BOSTON	SO3NY	02	WHITE							At Lea	ast 1 Race	e Required	
86899	999086899	CO2ER	R0210	03	HISPANIC							At Lea	ast 1 Race	e Required	
86900	999086900	FL9NT	WI9FORD	02	WHITE							At Lea	ast 1 Race	e Required	
86901	999086901	RE8VES	BO8KER	03	HISPANIC							At Lea	ast 1 Race	e Required	
86902	999086902	BL7SS	R07	02	WHITE							At Lea	ast 1 Race	e Required	
86903	999086903	IS6AC 3	SA6E	03	HISPANIC							At Lea	ast 1 Race	e Required	

These errors will include employees' ID number, social security number, name, ethnic code, and ethnicity/race indicators along with the error message. Compare the error(s) identified in the report to the .csv file's spreadsheet to determine the appropriate corrective measures.

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 template provided, <u>and</u> the file is missing required data.

B2. Special Payroll Information Import .csv File – Example

0	PAYEXP20090915.CSV - Microsoft Excel																		
	Hor	ne Insert	Page I	Layout	Formul	as D	ata I	Review	V	iew	Add-In	s i	Acrobat					0	- = x
Pi	aste 🍼	Calibri B I U	• 11 • [] •]	• A		= =	- ≫- 1≢ ‡=		Ge \$	neral + %	,	• • •	Conditiona Formatting	al Format * as Table	Cell • Styles •	it⊶ In i¥ C	nsert + Delete +	Σ * → Sort & Find & 2 * Filter * Select *	
Clip	Clipboard 🗟 Font 🕼 Alignment 🛱									Number 😼 Styles					(Cells Editing			
01 🔸 🌆 Work LOC Desc										*									
	A	В	С	D	E	F	G	Н	1	J	K	L	M	N	0	Р	Q	R S	TE
1	Empno S	SN	Name	Ethnic	Ethnic Des	Hispani	c Am Ind	Black	Whit	e Asian	Hawa	ii LOC	LOC Desc	Work LOC	Work LOC	Class	Class Desc	JobClass JobClass [ContMo 🚍
2	86892	999086892	CA9RIER T	2	WHITE	N	N	Y	N	Y	N	196	Location C	196	Location C	90	YOUTH AP	6 SUBSTITUT	0
3	86893	999086893	DEBONG (2	WHITE	Y	N	Y	N	N	N	1111	Location C	8014	Location C	5	SUBSTITUT	6 SUBSTITUT	0
4	86894	999086894	EA7L RE7A	3	HISPANIC	Y	N	N	Y	N	N	1111	Location C	103	Location C	95	PRE-K CLAS	5 AIDE	10
5	86895	999086895	GU6VARA	2	WHITE							2050	Location C	2050	Location C	90	YOUTH AP	6 SUBSTITUT	0
6	86896	999086896	NASUIN S	3	HISPANIC							8014	Location C	103	Location C	78	FOOD SER	21 SCHOOL N	9
7	86897	999086897	WO4DALL	2	WHITE							188	Location C	188	Location C	90	YOUTH AP	6 SUBSTITUT	0
8	86898	999086898	BOSTON S	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
9	86899	999086899	CO2ER RC	3	HISPANIC							8014	Location C	8014	Location C	76	HEADSTAR	20 HEADSTAR	12
10	86900	999086900	FL9NT WI	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
11	86901	999086901	RESVES BO	3	HISPANIC							1111	Location C	8014	Location C	76	HEADSTAR	20 HEADSTAR	12
12	86902	999086902	BL7SS RO	2	WHITE							103	Location C	103	Location C	90	YOUTH AP	6 SUBSTITUT	0
13	86903	999086903	ISGAC SAG	3	HISPANIC							1111	Location C	8014	Location C	92	LUNCHROO	21 SCHOOL N	0
14	86904	999086904	PESEIRA E	3	HISPANIC							188	Location C	188	Location C	62	CUSTODIA	15 CUSTODIA	12
15	86905	999086905	BE4MUDE	2	WHITE							1111	Location C	2050	Location C	74	TITLE I TEA	3 TEACHER	10
16	86906	999086906	GA3LO DO	2	WHITE							4050	Location C	4050	Location C	2	KINDERGA	3 TEACHER	10
17	86907	999086907	MO2R SH	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
18	86908	999086908	TA9OR JO	2	WHITE							196	Location C	8014	Location C	92	LUNCHROO	21 SCHOOL N	0
19	86909	999086909	ALSARO N	2	WHITE							107	Location C	107	Location C	012	6-8 TEACH	3 TEACHER	10
20	86910	999086910	SC7ULZ SH	2	WHITE							296	Location C	1111	Location C	4	SUBSTITUT	4 SUBSTITUT	0
21	86911	999086911	VAGENTIN	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
22	86912	999086912	ASSEW DA	3	HISPANIC							1111	Location C	8014	Location C	5	SUBSTITUT	5 AIDE	0
23	86913	999086913	DA4LING	2	WHITE							196	Location C	196	Location C	81	EXTRA	23 CANNERY	0
24	86914	999086914	FR3END E	2	WHITE							1111	Location C	8014	Location C	92	LUNCHROO	21 SCHOOL N	0
25	86915	999086915	KR2SE SO	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
26	86916	999086916	LA9D JA90	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4 SUBSTITUT	0
27	86917	999086918	ME8RANO	2	WHITE							1111	Location C	8014	Location C	5	SUBSTITUT	6 SUBSTITUT	0 🖵
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