

Dr. John D. Barge, State School Superintendent "Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 14.01.00 – Miscellaneous Updates / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 14.01.00*.

PCGenesis supporting documentation is provided at:

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

March, 2014 Payroll Completion Instructions

Install this release <u>after</u> completing the March 2014 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the April 2014 payroll.

Action Required

A problem was reported to the PCGenesis help desk concerning the *Reset YTD Amounts to Zero* function (F2, F13, F5, F1). This program was not resetting the calendar YTD amounts for net pay, retirement, HI and OASDI to zero as it should on the *Update/Display YTD/Fiscal Data* (F2, F2, F7) causing the FICA calculation to be incorrect for highly compensated employees. This problem was addressed with a Portal Notification Message sent to our client base on January 8, 2014. If you did NOT follow the instructions in the Portal Notification Message, please be sure to execute the steps in *Section C: After PCGenesis Release 14.01.00 Has Been Installed* of this installation notice. Failure to follow these instructions may cause the FICA tax to be underwithheld for highly compensated employees.

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. New Features for the Microsoft® Word Print Queue

A new *Select All* button (Select All) has been added to the *PCGenesis Microsoft*® *Word Print Queue* (accessed via the World) button from any PCGenesis menu).

🔲 QWORD Select File to Print in MSWORD						
	QWORD					
Select Printer Selected Printer: \\printserver\2275-HPLJ4300dtn						
Sellec User File Size Time	Date					
001 PCW C:\SECOND\#PCWPRT\SHBP0004 13:38 002 PCW C:\SECOND\#PCWPRT\SHBP0003 13:37 003 PCW C:\SECOND\#PCWPRT\SHBP0002 13:36 004 PCW C:\SECOND\#PCWPRT\SHBP0002 13:36 005 PCW C:\SECOND\#PCWPRT\SHBP0000 13:35 005 PCW C:\SECOND\#PCWPRT\SHBP0000 13:25 006 PCW C:\SECOND\#PCWPRT\BERE0000 74 K 15:33 007 PCW C:\SECOND\#PCWPRT\BERE0000 116 K 15:33 008 PCW C:\SECOND\#PCWPRT\BBEN0000 55 K 15:33	03/20/2014 03/20/2014 03/20/2014 03/20/2014 03/20/2014 03/19/2014 03/19/2014 03/19/2014 03/19/2014 03/19/2014					
* Open MSWord Browse User Sort	Refresh					
* Print-Save © MSWord © PCW © Newest	Manual					
Print-Delete C Print-Save C SPL C Oldest File name	C Automatic					
O 3rd Party						
* Delete File(s) Labels						
Select All 3rd Party Save User Options	Exit					
* Select Boxes for Multiple File Option	14.01.00					

Georgia Department of Education Dr. John D. Barge, State School Superintendent March 25, 2014 • 10:21 AM • Page 3 of 33 All Rights Reserved. The new feature allows multiple print files to be processed from the print queue at the same time. Four buttons work in conjunction with the *Sel* (Select) check box. The *Open MSWORD* button (**Open MSWord**), the *Print-Save* button (**Print-Save**), the *Print-Delete* button (**Print-Delete**), and the *Delete Files(s)* button (**Delete File(s)**) will allow multiple files to be processed at the same time. A new *Select All* button (**Select All**) will allow <u>all</u> print files to be selected or deselected at once.

To select a print file or files for deletion or printing, the check box \Box to the left of the print file(s) must be selected. When selected, the check box displays a check (\blacksquare) to identify the print file's selection for up to 29 print files. The multiple file selection feature is not available when there are more than 29 print files.

Other recent new features include:

- The *Select All* button (<u>Select All</u>) allows <u>all</u> print files to be selected or deselected at once.
- The *Open MSWORD* button (* **Open MSWord**) allows the user to view the document(s) in Microsoft® Word. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Save* button (* **Print-Save**) allows the user to print the document(s) and then save the document(s) in the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Print-Delete* button (* **Print-Delete**) allows the user to print the document(s) and then delete from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The *Delete File(s)* button (* **Delete File(s)**) allows the user to delete the document(s) from the queue. (The asterisk indicates this function works with the multiple-select feature.)
- The 3rd Party button (3rd Party) allows the user to print the document for use by a 3rd party without any PCL (printer control language) codes.
- The *Labels* button (Labels) allows the user to print mailing labels using the *QWord* process on AVERY 5162 label stock.

The *PCGenesis Microsoft*® *Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user's individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/A1_QWordMacro2010.pdf

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A1.2. QWORD Desktop Shortcut

A desktop shortcut has been added to the directory *K*:*PCGICON* which will allow a user to access QWORD from their desktop instead of from within the PCGenesis menu. This will allow users to access the QWORD utility from their C: drive. This is especially helpful when users access PCGenesis via terminal server.



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A2. PCGenesis Budget System

A2.1. Announcing PCGenesis Budgeting System

The Department of Education is pleased to announce the development of a PCGenesis Budgeting System for payroll salaries and employer benefits. The preliminary code for a new budgeting system is included in release 14.01.00. While the programs have been updated, this system is still evolving, and is not yet available to all users. The new budgeting system will be piloted at <u>one</u> test site starting in April 2014. If your district would like to participate in the pilot, please call the PCGenesis help desk to request the opportunity of being a test site. PCGenesis development anticipates that the new system will be available for the rest of our user base by July 2014.

With this release, we want to give our users a "first look" at the new PCGenesis budgeting system. Using the new budgeting system will be <u>optional</u>. Sites may continue to use their existing methods or a third party for budgeting for as long as they like. Highlights of the new PCGenesis budgeting system are detailed in the sections below.

The concept of the budgeting system is to create a "playground" or "sandbox" with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a CSV external file that will be used for loading the budget on the financial side. By utilizing the concept of a "playground" or "sandbox", users may execute a variety of "what if" scenarios to model various budget outcomes.

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

📕 PCG Dist=8991 Rel=13.04.00 03/1	19/2014 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	_ & ×
	Budget System		BUDGMENU
FKey	Master Menu		
Create Budg	et SANDBOX		
SANDBOX U	pdate Menu		
<u>3</u> Create SAND	BOX Reports and CSV External File for Bud	get Load	
_4 SANDBOX S	pecial Functions Menu		
		1 1 1	14.01.00
Master Userlist PAC PAC MONTOR MONTOR			.4.01.00

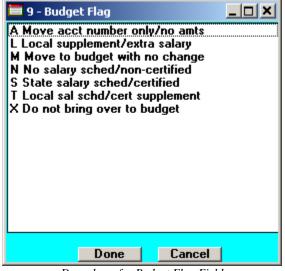
Georgia Department of Education Dr. John D. Barge, State School Superintendent March 25, 2014 • 10:21 AM • Page 6 of 33 All Rights Reserved. PCGenesis Budget System – Main Menu

A2.1.1. Budget Flag on Payroll Gross Data Screen

The budgeting parameters which are applied to the employee salary data are dependent on a new field defined on the *Update/Display Gross Data* screen for the employee (F2, F2, F4). The **Budget Flag** field on each account line determines what formulas are applied to generate new salary amounts in the budget SANDBOX directory.

E PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE
Status Active Update/Display Gross Data PAY07
EmpNo 88757 AD4IR, MI4HAELE Class 1 CLASSROOM TEACHERS
SSN 999-08-8757 Loc 108 Location 000108 Job cd 4 TEACHER 9-12
Salaru sched Cert level T5 Pau step L4 State urs 17 Local urs 11
Salary sched Cert level T5 Pay step L4 State yrs <u>17</u> Local yrs <u>11</u> Work sched ID Hrs/Day <u>8.000</u> Days/Week <u>5</u> Hrs/Week <u>40.00</u> 13/14 pay ind _
Ann work days 180 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.0
Proc Pay Pay Rate Days/Hrs Days/Hrs Reqular Overtime GHI % Pay Pay for
Type Type Hrly/Daly Regular Overtime Gross Gross Dist Reas Period End
01. <u>\$ 9010</u>
82. <u>\$ 8019</u> 602.431409
03. <u>\$ 0011</u>
04. <u>\$ 0011</u> 24.70
05
80 <u>4479.52</u> <u>1.0000</u> SubBudget
Yr Fnd F Prgm Fnct Objct Fctu B Addt'l Pens Gross Pens Amt Contract Distriv Flag
ACCT 01 14 100 1041 1000 1100 108 1
ACCT 02 14 100 2111 1000 11000 108 1 I
ACCT 03 14 100 1000 11000 108 1 L
ACCT 92 <u>14</u> 100 <u>11000</u> 108 1
TRS & ERS Pens Gross Adj Total gross 4479.52
TRS & ERS Pens Gross Hdj Contract ant 53754.27 Cycle gross 4479.52 Cycle 1 Cal Yr Amt/%
Paulsch_ # 12 State salaru 51637.27 local salaru 2117.68 Other
Pens code 2 TRS Pens elig date 8/05/2002 Ant/2 06600 Control 10
Pens switch Y TRS service ind 0 PY control 10
Mode changed to update
FIC Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

Payroll Gross Data Screen with Budget Flag Field



Drop down for Budget Flag Field

Georgia Department of Education Dr. John D. Barge, State School Superintendent March 25, 2014 • 10:21 AM • Page 7 of 33 All Rights Reserved. Valid values for the **Budget Flag** are as follows:

- A = Move the account number over to the budget, but do NOT bring over any amounts.
- L = Budget as a local supplement/extra salary. Apply either an amount or percent increase or decrease to the line salary or the line rate.
- \mathbf{M} = Move the account line over to the budget, but do NOT apply any increase or decrease to the line amount.
- N = Budget as state salary, but do <u>not</u> apply a salary schedule. Apply either an amount or percent increase or decrease to the line salary or the line rate.
 (Usually used for non-certified employees)
- S = Budget as state salary using the state CPI salary schedule.(Used for the 'S' account lines of certified employees only)
- T = Budget as local supplement using a <u>local</u> salary schedule.(Used for the 'S' account lines of certified employees only)
- **X** = Do not bring the account line over to the budget process. (Generally used for substitute pay, etc.)
- Spaces Do not bring the account line over to the budget process.

A2.1.2. Create Budget SANDBOX

When the *Create Budget SANDBOX* option is run, the *Create Budget SANDBOX* screen allows the user to define the budgeting parameters for **Budget Flag** values of 'S', 'T', 'N', and 'L', as shown below. The data on the *Create Budget SANDBOX* screen is saved so that the user can remember what parameters were used on the prior budget run.

For lines with a **Budget Flag** of 'S', the user specifies the CPI state salary schedule year to use, and also specifies whether or not to increment the employees' local and state years. The user may also specify the number of work days for certified employees. Since the CPI state salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the CPI state salary schedule is prorated accordingly.

For lines with a **Budget Flag** of **'T'**, the user specifies the <u>local</u> salary schedule year to use, and also specifies the number of work days for certified employees. Since the local salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the local salary schedule is prorated accordingly.

For lines with a **Budget Flag** of 'L' (budget as a local supplement/extra salary) or with a **Budget Flag** of 'N' (budget as state salary, but do not apply a salary schedule), the user can apply either an amount or percent increase or decrease to the salary or the rate on the account line.

PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ [8] X
Create Budget Sandbox	BUDDATE
	DODDINE
Enter the following budget parameters for type S (Salary schedule used to budget) lin	es:
Enter year for salary schedule: <u>2014</u> (CCYY)	
Increase local and state years? Y (Y or N)	
Number of work days for certified employees: 180	
Enter the following budget parameters for type T (Local schedule used to budget local supplement) lines:	
Enter year for salary schedule: <u>2014</u> (CCYY)	
Number of work days for certified employees: 190	
Enter the following budget parameters for type N (No salary schedule used to budget)	lines:
Salary lines (S, B, Y, Q): Amount change <u>10.00</u> - or - Percentage chan	ge <u>0.0000</u>
Hourly lines (D, H, A, X, P): Amount change <u>0.00</u> - or - Percentage chan	ge <u>0.5000</u>
Enter the following budget parameters for type L (Local supplement/extra salary) line	s:
Salary lines (S, B, Y, Q): Amount change <u>0.00</u> - or - Percentage chan	ge <u>0.1000</u>
Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage chan	ge 0.0000
ENTER = Continue, F16 = Exit	14.01.00

Create Budget Sandbox Screen

A2.1.3. Budget Update Menu

Once the *Create Budget SANDBOX* process has completed, the user can make any additional changes that are necessary to the employees' gross data salary lines from the *Budget Update Menu* shown below. This menu allows the user to modify employee information in the SANDBOX directory including personnel data, deduction data, gross data, and withholding data. The user can also export the SANDBOX gross data back into the PCGenesis budgeting system. Since the SANDBOX employee information is in the budget "playground" or "sandbox", any changes made within the budgeting system do <u>not</u> affect the regular payroll files, and will have no impact on the current scheduled payroll cycle.

PCG Dist=8991 Rel=13.04.00 03/20/2014 PC	W 001 SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	Budget System		BUDUPDTP
FKey	Budget Update Menu		
Update/Display Persor	anal Data		
<u>3</u> Update/Display Person			
4 Update/Display Gross			
5 Update/Display Withho	olding Data		
	Evenet		
11 SANDBOX Gross Data	expon		
13 SANDBOX Gross Data	Import		
			14.01.00
Master Userlist PAY VEND			14.01.00

Budget Update Menu

An example of an employee's *SANDBOX - Update/Display Gross Data* screen from within the Budget System is shown below.

E PCG Dist=8991 Rel=13.04.00 03/19/2014 PCW 001 5V C:\DEV5Y5 C:\SECOND	
SANDBOX - Update/Display Gross Data	PAY07
EmpNo 88757 AD4IR, MI4HAELE Class SSN 999-08-8757 Loc 108 Location 000108 Job c	1 CLASSROOM TEACHERS
SSN 999-08-8757 Loc 108 Location 000108 Job c	d 4 TEACHER 9-12
Salaru sched Cert level T5 Pau step L4 State ur	s 18 Local urs 12
Salary sched Cert level T5 Pay step L4 State yr Work sched ID Hrs/Day <u>8.000</u> Days/Week <u>5</u> Hrs/Week <u>40.00</u> 13	/14 pav ind
Ann work days 180 Days worked YTD 0.00 This per 0.00 Days do	cked YTD 0.00 This per 0.00
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime Type Type Hrly/Daly Regular Overtime Gross Gross 01. <u>\$ 0010</u> 4303.11	GHI % Pay Pay for
Tupe Tupe Hrlu/Dalu Regular Overtime Gross Gross	Dist Reas Period End
91 S 9919 4393.11	.8600
02. <u>S</u> 0010 9.67	.1400
03. <u>S</u> 0011 166.89	
04. <u>S</u> 0011 27.17	
05	
96.	
	1.0000 Sub Budget
Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens	
ACCT 01 <u>14 100 1041 1000 11000 108 1</u>	
ACCT 02 14 100 2111 1000 11000 108 1	<u> </u>
ACCT 03 14 100 1043 1000 11000 108 1	
ACCT 04 14 100 2113 1000 11000 108 1	ī
ACCT 06 00	
TRS & FRS Pens Gross Adi	Total gross 4506 84
$\Delta m t/2$ Contract and 59754 27 Curle gross	hh70 52 Cucle 1 Cal Vr
Pau cch # 12 State calaru 51637 7 local calaru	2117 88 Other
Pane code 2 TBS Pane alig data 8/05/2002 Omt/9	8688 Contro 18
Pane cwitch V TPS covuice ind θ	PV contmo 18
TRS & ERS Pens Gross Adj Amt/%Contract amt53754.27 51637.27Cycle grossPay sch. # 12State salary51637.27 51637.27Local salaryPens code 2TRSPens elig date 8/05/20028/05/2002 Amt/%Pens switch YTRS service ind 0	
Mode changed to update	
	14.01.00
	FIE Q 14.01.00
FIS FIE FIE FIE PER Ded GTS W/H Help	

Sandbox Gross Data Screen

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A2.1.4. SANDBOX Special Functions Menu

The user may want to anticipate rate changes to employer benefits for the upcoming budget year. The *SANDBOX Special Function Menu* allows the user to set up a local budget salary schedule (used in conjunction with the **Budget Flag** '**T**' option on the *Payroll Gross Data* screen), maintain SANDBOX deduction records, maintain SANDBOX annuity records, and maintain SANDBOX tax records. These options allow the user to change the employer contribution amounts or percentages for system deductions and/or system annuity companies. The user can also change the employer rates for FICA, ERS, TRS, or GHI.

🔲 🛛 PCG Di	st=8991 Rel	=13.04.00 03/19/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_8×
		Budget System	BUDGSPEC
	FKey	SANDBOX Special Functions Menu	
	Dis	splay/Update Budget Control Data	
	2	Local Budget Salary Schedule	
	3	Maintain SANDBOX Deduction Records	
	4	Maintain SANDBOX Annuity Records	
	5	SANDBOX TaxWithholding Menu	
Master ^{User} li	ist		14.01.00
F16 🔁 🗓	Word (B) NON	AY VEND	

SANDBOX Special Functions Menu

Release 14.01.00 – Miscellaneous Updates / Installation Instructions

🔲 PCG Dist=8991 Rel=13.0	04.00 03/19/2014 PCW 001 9	SV C:\DEVSYS C:\SECOND	WHITE	_ 8 ×
	В	udget System		BUDGTAXP
FKey	SANDBOX	Tax/Withholding Menu	I	
 _1 Dis	play/Update FICA/Medicare	Tax Table		
2 Dis	play/Update ERS Pension 1	Table		
<u>3</u> Dis	play/Update PSERS/TRS Ta	ax Table		
_4 Dis	play/Update GHI Table			
Master Userlist	/END			14.01.00
	DNITOR DI			

SANDBOX Tax/Withholding Menu

For example, the user may be able to anticipate a change to the GHI employer premium amounts in the coming budget year. With the new budgeting system, users have the ability to modify the employer rates in the budget "playground" or "sandbox". Again, any changes made to employer rates within the budgeting system do <u>not</u> affect the regular payroll files, and will have no impact on the current scheduled payroll cycle.

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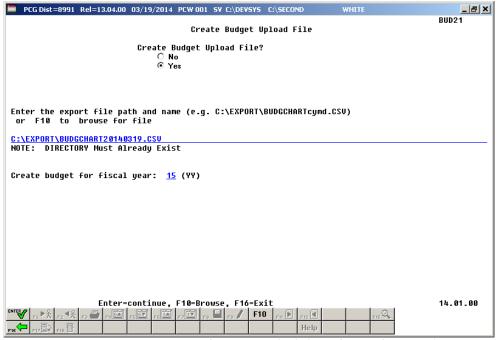
A2.1.5. Create SANDBOX Reports and CSV External File for Budget Load

Once the user has finished making all necessary changes to the SANDBOX employee data and the SANDBOX employer rates, the user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option, as shown below. This option will generate a series of budgeting reports, and will also allow the user to create a CSV external file that can be used for loading the budget on the financial side.



Create SANDBOX Reports and CSV External File for Budget Load – Screen 1

The user can specify the location of the CSV external file, and can also specify the fiscal year for the budget file, as shown below.



Create SANDBOX Reports and CSV External File for Budget Load – Screen 2

The user can select the option to *Create SANDBOX Reports and CSV External File for Budget Load* option as many times as desired, over and over again, using different gross data amounts on the employee records and different employer rates on the *SANDBOX Special Function Menu*. The budgeting system will update the budget numbers with each iteration, allowing users to run any variety of budget scenarios until the budget parameters are finalized and the CSV external file is uploaded to the financial system at which point the budget is complete.

A3. Payroll System

A3.1. Gross Data Export

The *Payroll Gross Data Export* option (F2, F13, F8, F1) now allows the user to select employee records by using the $\mathbf{F10}$ (F10 – Set Employee filter/Set filter condition) function. This will allow gross data to be exported for a selected group of employees, when desired, instead of always all employees. Also, the new **Budget Flag** field has been added to the Gross Data Export csv file in Column AD.

ECG Dist=8991 Rel=13.04.00 03/20/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ & ×
Payroll Gross Data Export	PAYPE250
Create Gross Data Export File to Load in Excel	
F10 to set selection criteria Filter not active	
Select at Least One Pay Type to Export:	
X SALARY _ TYPE A _ TYPE Y _ TYPE Z	
- HOURLY - TYPE B - TYPE Q DAILY TYPE X TYPE P	
Enter = continue or F16 = exit	14.01.00
FIG	

A3.2. GHI Change File for State Health Benefits

A new feature has been added to the *Monthly/Quarterly/Annual/Fiscal Reports Menu* called the *GHI Change File for State Health Benefits* option (F2, F5, F4). This function allows users to easily create and/or view employee changes reported in the *State Health AUF file*. This function will facilitate creating the *State Health AUF file* by allowing users to create a required change record needed by State Health, or allowing users to view existing employee change records in the file.

Teablac-0331 Ref-	-10.04.00 00/20/	2014 PCW 002 5V C:\DE	ISTS C:\SECUND	WHITE	_ 8
	Modifu G	HI AUF Change file	to Export to S	State Health	PAYPE275
GHI Change Code	-	,, j			
GAT CHANGE COUE		Select only NEM	P or TERM for t	this process	
GHI Empno GHI Eliqible ?	88278 V				
	т	Hire/ReHire/New	Eligibility Da	ate - Required for	NEMP
GHI Final Ded Dt		Final Deduction	Date	- Required for	TERM
	**** C	urrent Employee Pe	rsonnel Informa	ation ****	
	SSN 999 08 82	78 BE3MAN, NO3	UKO	Status A	
	SSN 999 08 82		UKO	Status A	STRATIVE
Sex Code F Mar	SSN 999 08 82 r Stat M	78 BE3MAN, NO3 Pay Loc 108 Locat	UKO ion 000108	Status A Class 8 ADMINI	
Sex Code F Mar Birth Date 10/ Hire Date 6/	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI Eff Date	UKO ion 000108	Status A Class 8 ADMINI GHI Eligible ? Participate in	Y GHI ? Y
Sex Code F Mar Birth Date 10/ Hire Date 6/ Rehire Date	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI Eff Date GHI Final Ded Dt	UKO ion 090108 6/01/2012 7/01/2012	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B	Y GHI ? Y CBS BRONZE
Sex Code F Mar Birth Date 10/ Hire Date 6/ Rehire Date Term Date	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI EFF Date GHI Final Ded Dt GHI Final Ded Dt GHI Change Code M	UKO ion 090108 6/01/2012 7/01/2012	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B GHI Tier 10 S	Y GHI ? Y CBS BRONZE
Sex Code F Mar Birth Date 10/ Hire Date 6/ Rehire Date Term Date	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI EFF Date GHI Final Ded Dt GHI Final Ded Dt GHI Change Code M	UKO ion 000108 6/01/2012 7/01/2012 ISC	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B GHI Tier 10 S	Y GHI ? Y CBS BRONZE
Sex Code F Mar Birth Date 10/ Hire Date 6/ Rehire Date Term Date	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI EFF Date GHI Final Ded Dt GHI Final Ded Dt GHI Change Code M	UKO ion 000108 6/01/2012 7/01/2012 ISC	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B GHI Tier 10 S	Y GHI ? Y CBS BRONZE
Sex Code F Mar Birth Date 10/ Hire Date 6/ Rehire Date Term Date	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAN, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI Eff Date GHI Final Ded Dt GHI Change Code M N	UKO ion 000108 6/01/2012 7/01/2012 ISC ame, Address, P	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B GHI Tier 10 S Phone, etc.	Y GHI ? Y CBS BRONZE
Birth Date 10/	SSN 999 08 82 r Stat M /01/1964 /01/2012	78 BE3MAÑ, NO3 Pay Loc 108 Locat GHI 1ST Day Wrk GHI EFF Date GHI Final Ded Dt GHI Final Ded Dt GHI Change Code M	UKO ion 000108 6/01/2012 7/01/2012 ISC ame, Address, P reate Record, F	Status A Class 8 ADMINI GHI Eligible ? Participate in GHI Option B3 B GHI Tier 10 S Phone, etc.	Y GHI ? Y CBS BRONZE

GHI Change File for State Health Benefits

A3.3. Direct Deposit File Processing

Before, the *Payroll Exceptions Report* (F2, F3, F2) did NOT indicate a fatal exception when an employee's direct deposit was defined with an invalid bank code. Now, if an employee has an invalid direct deposit bank code on their *Update/Display Withholding Data* screen, a fatal error will occur. Also, the payroll process does <u>not</u> create a direct deposit to an incorrect bank when the direct deposit bank has been deleted from the *Alpha Description File*.

A3.4. Pension Eligible Date Required Field

The **Pension Eligible Date** is now a required field for TRS/PSERS/ERS employees. This will reduce the number of filing errors with the pension agencies which require a **Pension Eligible Date** on the submission file.

A3.5. Reset YTD Amounts to Zero

A problem was been reported to the PCGenesis help desk concerning the *Reset YTD Amounts to Zero* function (F2, F13, F5, F1). This program was not resetting the calendar YTD amounts for net pay, retirement, HI and OASDI to zero as it should on the *Update/Display YTD/Fiscal Data* (F2, F2, F7). This problem is corrected in this release.

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A4. Financial Accounting and Reporting (FAR) System

A4.1. 1099-MISC Alignment

The 2013 1099-MISC "Copy A" form had an alignment problem with the vendor address field. The "Copy A" is the 1099-MISC copy sent to the IRS. There was <u>not</u> a problem with the "Copy B" vendor copy and the "Copy C" employer copy. If the school system filed their 1099-MISC forms electronically with the IRS and did NOT submit a paper copy to the IRS, then there was not a problem. However, if the school system sent the "Copy A" form to the IRS, the vendor address field was misaligned. This problem has been corrected in this release.

A4.2. Budget Master: Account Activity Detail List

A new option has been added to the *Budget Master: Account Activity Detail List* (F1, F9, F3, F1) procedure to allow the user to exclude accounts with zero activity. This option will create shorter reports and require less paper for printing.

The screen below shows the new option on the Budget Master: Account Activity Detail List:

🔲 PCG Dist=8991 Rel=13.04.00 03	/20/2014 PCW 002 SV C:\DE	VSYS C:\SECOND	WHITE	_ & ×		
	Budget Detai ic account number or L selection criteria:	l by Account		ACCT0330		
(XX (XXX) (XXX) (XXXX) (XXXX) (XXXX) (XXXX) (X) (All Years) All Funds) All Fiscal) All Fiscal) All Functions) All Functions) All Objects) All Buildings) All Additional) 		Optional Optional Exclude - Range XX - XX XXX - XXX XXX - XXXX XXXX - XXXX XXXX - XXXX XXXX - XXXX XXXX - XXXX XXX - XXXXX XXX - XXXXX Optional Optional F10 to Enable Range Number)			
	Enter Sequence to be Printed: <u>A</u> (A = Account Number) (P = Program) (F = Function) (0 = Object) (Y = Facility & Bldg)					
Enter 'X' next to	o account exclusions:		(In-and-Out Items) (Actual Expenses)			
Exclude Accounts with Zer	ro Budget & Activity?	N=No, Y=Yes				
ENTER=Continue, F10=Enable	Range, F17=Print Scre	en, F ⁻ F10 6	1 = Select Multiple	Accounts 14.01.00		

A4.3. Vendor Master Maintenance

An **E-Verify Number** and an **E-Verify Authorization Date** have been added to the *Vendor Maintenance* screen (F1, F14, F1). The **E-Verify Number** must be between 4 and 6 numerical digits only. This number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission. The **E-Verify Number** and an **E-Verify Authorization Date** on the *Vendor Maintenance* screen are available for informational purposes only.

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A4.4. System Control Record

The school district's **E-Verify Number** and an **E-Verify Authorization Date** have been added to the *System Control Information* screen (F1, F13, F12). The **E-Verify Number** must be between 4 and 6 numerical digits only. This number is provided by the Federal government and is required under the provisions for the Immigration and Reform Act submission. The **E-Verify Number** and an **E-Verify Authorization Date** on the *System Control Information* screen are available for informational purposes only.

Also, a 4 digit charter district number has been added to the system control record. This is required for charter schools reporting into Financial Review.

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Section B: Installation Instructions for Release 14.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 14.01.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening's backup CD/DVD/tape as **"Data Backup Prior to Release 14.01.00**". Continue to use the backup CD/DVD/tape in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape "Full System Backup Prior to Release 14.01.00 ".
5	Proceed to B2. Install PCGenesis Release 14.01.00.

B2. Install PCGenesis Release 14.01.00

FROM THE PCGENESIS SERVER

Step	Action		
1	Verify all users are logged out of PCGenesis.		
2	Open Windows® Explorer.		
3	Navigate to the K:\INSTAL directory.		
4	Verify PCGUNZIP.EXE, RELINSTL.BAT, and INSTLPCG display.		
	If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.		
5	Double-click RELINSTL.BAT to perform the installation.		
	A status screen will display showing the release steps as they are completed.		

A screen will display showing the progress of the installation:

PCG Dist-1991 Current Release 11.	nn.nn 0 11/17/2011 SV 8991 K:65	EC ON	0	_ _ 5 ×
	Install PCGenesis Rel 13.nn.nn	ease	•	Inst1PC6
Installat	ion Action	Sta	atus	
PCGOS		2K SU	2883	
Check P	InZip Self-Extractor - PCGUNZIP.exe To unzip all files in PCGUNZIP.exe to the specified	30		
PCGUnzi	folder press the Unzip button. Unzip to folder. KANNSTAL Browse	B	un <u>W</u> inZip Qlose	
Convers	C Qverwrite files without prompting		About Help	
Finish	Unzipping TAXES XFD	<u></u>	<u> </u>	
Installation in Process				13.nn.nn

Georgia Department of Education Dr. John D. Barge, State School Superintendent March 25, 2014 • 10:21 AM • Page 22 of 33 All Rights Reserved. For PCGenesis *Release 14.01.00* successful installations, the following message displays:

📒 PCG Dist-8991	Current Release 11.nn.nn 0 11/17/2011	SV 8991 K:/SECOND	_8×
	Install	l PCGenesis Release	Inst1PCG
		49	
		13.nn.nn	
	Installation Action	Status	
	PCGOS	2K 2003	
	PCGTYPE	SU	
	Check Previous Install	Continue Installation	
	PCGenesis Status	No Active User	
	PCGUnzip	Files Unzipped	
	Copy Files	Files Copied	
	Conversion	Conversion Completed	
	Finish Installation	Installation Successful	
_ Any Key to	o Continue		13.nn.nn

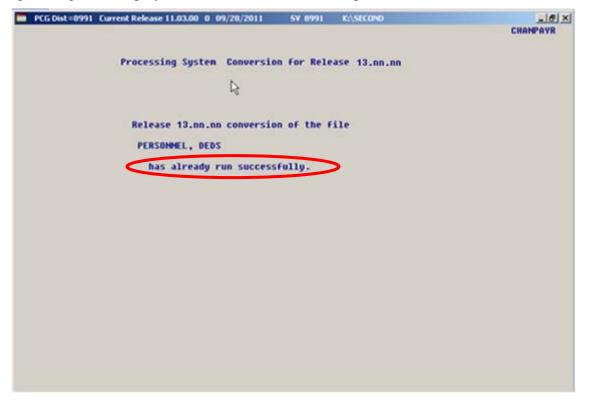
Step	Action
6	Select Enter to close the window.
7	If the installation was successful: Proceed to B3. Verify Release 14.01.00 Was Successfully Installed.
	If the installtion was unsuccessful: Proceed to Step 8.

A problem message displays if an error occurred:

PCG Dist=8991	Current Release 11.nn.nn 0 11/17/2011		<u>_8×</u>
	Instal	1 PCGenesis Release	Inst1PCG
		13	
		13.111.111	
	Installation Action	Status	
	PCGOS	2K 2003	
	PCGTYPE	su	
	Check Previous Install	Continue Installation	
	PCGenesis Status	No Active User	
	PCGUnzip	Problem with PCGUNZIP.EXE	
	Copy Files		
	Conversion		
	Finish Installation		
Problem w	ith UNZIP Process!! C	all Help Desk	
Installat	ion in Process		13.nn.nn

Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

	PCG Dist=8991	Current Release 11.nn.nn 0 11/17/2011	SV 8991	K:\SECOND	_ 8 ×
		Install	1 PCGenesis	Release	Inst1PCG
			13.nn.nn		
		Installation Action		Status	
		PCGOS		2K 2003	
		PCGTYPE		SU	
		Check Previous Install		Continue Installation	
		PCGenesis Status		No Active User	
		PCGUnzip		Files Unzipped	
		Copy Files		Files Copied	
		Conversion		Conversion Completed	
		Finish Installation		Installation Successful	>
<	Release Ta	able Already Updated			
		o Continue			
-	ning key co	5 Concinde			13.nn.nn

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Step	Action
11	Proceed to B3. Verify Release 14.01.00 Was Successfully Installed.

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B3. Verify Release 14.01.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:

PCG Dist=8991 R	el=14.01.00 03/24/201	4 PCW 002 SV C:\DEVSY	5 C:\SECOND	WHITE	_ 8
					DEFNRELM
	The Following	D.O.E. Releases Hau	e Been Succes	sfullu Loaded:	
	-			2	
	DOE 12.01.00	03/30/2012			
	DOE 12.02.00	06/28/2012			
	DOE 12.03.00	09/28/2012			
	DOE 12.03.01	11/28/2012			
	DOE 12.04.00	12/19/2012			
	DOE 12.04.01	01/16/2013			
	DOE 13.01.00 DOE 13.01.01	03/27/2013 04/24/2013			
	DOE 13.02.00	06/26/2013			
	DOE 13.03.00	09/30/2013			
	DOE 13.03.01	11/27/2013			
	DOE 13.84.99	12/38/2013			
	DOE 14.01.00	03/26/2014			
	D.	ress <enter> or F1</enter>	f to Fuit		
	P	ress (ENIEK) OF FI	0 LO EXIC		12.03.00
					12.03.00

Step	Action
4	Verify Release 14.01.00 displays.
	The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 14.01.00 displays. If Release 14.01.00 does not display, contact the Technology Management Customer Support Center for assistance.
5	Select Enter.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.

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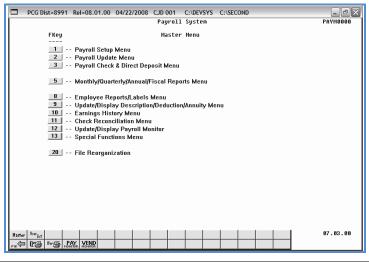
B4. Perform a PCGenesis Full Backup after Release 14.01.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close Uspool at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape "Full System Backup After Release 14.01.00 ".

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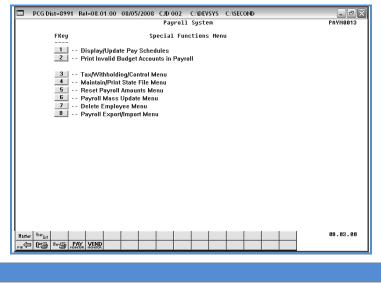
Section C: After PCGenesis Release 14.01.00 Has Been Installed

C1. Recalculate Employees' Year-to-Date (YTD) Payroll Earnings



Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



Step	Action
2	Select 5 (F5 – Reset Payroll Amounts Menu).

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C:\SECOND C:\SECOND	X Payn0014
Payroll System	PAYMUU14
FKey Reset Payroll Amounts Menu	
1 Reset YTD Amounts to Zero	
2 Reset School Year Amounts to Zero	
3 Reset Fiscal Amounts to Zero	
4 Recalculate Year-to-Date Payroll Earnings	
	08.03.00

Step	Action
3	Select 4 (F4 - Recalculate Year-to-Date Payroll Earnings).

The following screen displays:

PCG Dist=8991 Rel=13.04.00 03/21/2014 PCW 001 5V C:\DEVSYS C:\SECOND WHITE	_ 8 ×
RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS	YTDPLUG
This procedure will recalculate the year-to-date amounts for one employee, or for all employees from earnings history records. Employee Number: (BLANK= ALL Employees)	
Calendar Year-to-date Enter the Beginning Date: 01 01 <u>00</u> (MM DD YY) Enter the Ending Date: 12 31 <u>00</u> (MM DD YY)	
Fiscal Year-to-date	
Enter the Beginning Date: 07 01 <u>00</u> (MM DD YY) Enter the Ending Date: 06 30 00 (MM DD YY)	
School Year-to-date	
Enter the Beginning Date: <u>00 00</u> (MM DD YY)	
Enter the Ending Date: <u>00</u> 00 (MM DD YY)	
** This procedure may be run as many times as necessary **	
ENTER = Continue, F15 = Find Employee, F16 = Exit	13.03.00

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Step	Action	
4	For all employees' information: Leave the Employee Number field blank.	
5	Enter the calendar, fiscal, and/or school year date ranges in the appropriate fields.	
	Calendar Year-to-date	
	Beginning date:	01-01-14
	Ending date:	12-31- 14
	Fiscal Year-to-date	
	Beginning date:	07-01- 13
	Ending date:	06-30- <mark>14</mark>
	School Year-to-date	
	Beginning date:	07-01-13 (or as defined by the district)
	Ending date:	06-30-14 (or as defined by the district)
6	Select Enter <u>once</u> .	

	PCG Dist=8991 Rel=13.04.00 03/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 8 ×
	RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS	YTDPLUG
	This procedure will recalculate the year-to-date amounts for one employee, or for all employees from earnings history records.	
	Employee Number: (BLANK= ALL Employees) RECALCULATING ALL EMPLOYEES	
	Calendar Year-to-date	
	Enter the Beginning Date: 01 01 14 (MM DD YY)	
	Enter the Ending Date: 12 31 14 (MM DD YY)	
	Fiscal Year-to-date	
	Enter the Beginning Date: 07 01 13 (MM DD YY)	
	Enter the Ending Date: 06 30 14 (MM DD YY)	
	School Year-to-date	
	Enter the Beginning Date: 07 01 13 (MM DD YY) Enter the Ending Date: 06 30 14 (MM DD YY)	
	Litter the Ending Vale. Bu 30 14 (M UV 11)	
	*** IS THE ABOVE DATA CORRECT? **	
	** This procedure may be run as many times as necessary **	
	ENTER = Continue, F16 = Reenter Data	13.03.00
l '	LNILN - GUNLINUE, FIG - NEENLEF Dala	13.03.00

Step	Action
7	Verify the screen's entries are correct, and select Enter <u>once</u> in response to the "** <i>IS THE ABOVE DATA CORRECT?</i> **" message.
	If the information is incorrect, Select F16, make the appropriate modifications, and Select Enter.
	** Processing Request ** briefly displays.

PCG Dist=8991 Rel=13.04.00 03/21/2014 PCW 001 SV C:\DEVSYS C:\SECOND WHITE	_ 🗗 🗡
RECALCULATE YEAR-TO-DATE PAYROLL EARNINGS	YTDPLUG
This procedure will recalculate the year-to-date amounts for one employee, or for all employees from earnings history records.	
Employee Number:▼ (BLANK= ALL Employees)	
Calendar Year-to-date	
Enter the Beginning Date: 01 01 <u>14</u> (MM DD YY)	
Enter the Ending Date: 12 31 <u>14</u> (MM DD YY)	
Fiscal Year-to-date	
Enter the Beginning Date: 07 01 <u>13</u> (MM DD YY)	
Enter the Ending Date: 06 30 14 (MM DD YY)	
School Year-to-date	
Enter the Beginning Date: <u>07 01 13</u> (MM DD YY)	
Enter the Ending Date: <u>06</u> <u>30</u> <u>14</u> (MM DD YY)	
** This procedure may be run as many times as necessary **	
ENTER = Continue, F15 = Find Employee, F16 = Exit	13.03.00

Step	Action
8	To exit the procedure: Select F16 (Exit Program).

	PCG Dist=8991 Rel=08.01.00 08/05/2008 CJD 002 C:\DEVSYS C:\SECOND	_ 8 ×	
	Payroll System	PAYN0013	
	FKey Special Functions Henu 		
	3 Tax/Withholding/Control Menu 4 Maintain/Print State File Menu 5 Reset Payroll Amounts Menu 6 Payroll Mass Update Menu 7 Delete Employce Menu		
	8 Payroll Export/Import Menu		
		08.03.00	
Step	Action		
9	Select F16 - Exit) to return to the <i>Payroll System</i> (Master) to return to the <i>Business Applications Master Master</i> (Master)	Master Menu, or select Master	