

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

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#### **MEMORANDUM**

**TO:** PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

#### SUBJECT: Release 16.02.00 – Fiscal Year 16 (FY16) Year-End Updates and Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 16.02.00*.

PCGenesis supporting documentation is provided at:

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

#### June, 2016 Payroll Completion Instructions

Install this release <u>after</u> completing the June 2016 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the July 2016 payroll.

Please import the FY 2017 CPI Salary Schedule into PCGenesis. The 2017 CPI Salary Schedule is available on the PCGenesis documentation web page.

The Fiscal Year End Checklist is available on the PCGenesis documentation web page. Please follow the instructions for completing the fiscal year end closing in the order provided.

For users of the new Enhanced Substitute Pay and Employee Leave System, to begin a new leave plan year, 1) Run the Plan Year Rollover Processing (F3, F4, F2, F11) for ALL Leave Types <u>first</u>, and 2) Run the Advance Leave (F3, F4, F2, F10) <u>second</u>. The Create Original Leave of Absence File (F4, F9, F6) step can be run at any time since the leave data is pulled from the Leave History File.

For users of the Legacy Leave System, to begin a new leave plan year, 1) Create the Original Leave of Absence File (F4, F9, F6) <u>first</u> in order to capture FY 2016 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) <u>second</u> in order to clear the FY 2016 Fiscal Year leave totals.

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#### A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

#### join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

#### pcgenesis@list.doe.k12.ga.us

An e-mail sent to <u>pcgenesis@list.doe.k12.ga.us</u> will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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# Section A: Overview of Release

## A1. Payroll System

#### A1.1. New Employees' Retirement System (ERS) Rates for FY 2017

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2016.

Fiscal Year 2016					
Old ERS					
Employer contribution: Pickup:	19.94% 05.00 %				
Total Employer Rate:	24.94%				
Employee Rate:	1.5%				

Fiscal Year 2016					
New ERS					
Employer Rate: 24.69%					
Employee Rate:	1.5%				

This release automatically updates the ERS rates into PCGenesis.

# A1.2. GHI Export File (AUF) for State Health Benefits

PCGenesis has added support for the new fields required by SHBP for the *GHI Export File for State Health Benefits* (F2, F5, F3). The *AUF File* has been updated with these required changes.

Based on payroll location feedback, SHBP has partnered with ADP to make programming changes to the SHBP Enrollment Portal to support employee transfers for Non-PeopleSoft Payroll Locations, including PCGenesis locations. These programming enhancements will assist with the coordination of employee transfers between non-PeopleSoft payroll locations.

Programing changes include enhancements to the *AUF Files*. The *AUF Files* previously contained fields that were not actively used during the payroll location submittal of employee transfer updates. The purpose of the programming change is for the SHBP Enrollment Portal to reflect the 'expected start date of benefits' based on **Hire Date**, **Coverage Effective Date**, **Coverage End Date and Date of Last Deduction** submitted by the payroll location on their *AUF File*.

The AUF Files are taken directly from the Multi-Purpose Payroll Interface (MPPI) File Layout used by payroll locations to submit employee data and updates. The following fields and their positions on the MPPI File Layout are now activated for employee transfers submitted via AUF by the payroll locations:

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Activated MPPI Field	Position on MPPI Layout	Position Date Format	Description
Hire Date	376	CCYYMMDD	Entry made by the Payroll Location the employee is transferring to (New Payroll Location). The Hire Date of the employee in the New Payroll Location.
Coverage Effective Date	392	CCYYMMDD	Entry made by the location the employee is transferring to (New Payroll Location). The date the employee coverage will be effective in the New Payroll Location.
Coverage End Date	400	CCYYMMDD	Entry made by the Payroll Location the employee is transferring from (Old Payroll Location). The date the employee coverage will end.
Date of Last Deduction	441	CCYYMMDD	Entry made by the Payroll Location the employee is transferring from (Old Payroll Location). The date of the last premium deduction.

SHBP strongly encourages the use of the newly activated fields on the *MPPI File Layout* for improved employee transfers. However, it is important to note that payroll locations will need to continue to coordinate in order to facilitate successful employee transfers.

The *Employee Transfer/Summer Pay Job Aid for Non-PeopleSoft Payroll Locations* may be accessed on the *State Health Repository Tool (SHRT)* in the *Additional Instructions Folder* or on the SHBP Website at <u>http://dch.georgia.gov/benefit-coordinators</u>.

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# A1.3. Update/Display Personnel Data

A new field has been added to the *Update/Display Personnel Data* screen (F2, F2). The field **GHI Coverage End Date** has been added to the screen. The **GHI Coverage End Date** field has been added in order to support for the new fields required by SHBP for the *GHI Export File for State Health Benefits* (F2, F5, F3).

The four GHI fields highlighted below will be used along with the **GHI Change Code** for employee hire transactions (**NEMP** and **HACA**) and employee termination transactions (**DCSD**, **KLOD**, **LOFF**, **RETR**, **TACA**, and **TERM**).

PCG Dist=8991 Rel=16.02.00 06/10/2016 PCW 001 SV CADEVSYS CASECOND WHITE	x
Update/Display Personnel Data PAY02	
Status <u>A</u> Active AM2ROSE, NU2	
Emp. no. 87431 Pay Loc <u>195</u> Location 000195 Class <u>1</u> CLASSROOM TEACHERS	
Sex Code <u>F</u> Work Loc <u>195</u> Location 000195 Job <u>2</u> TEACHER 1-3	
Mar Stat <u>M</u> SSN <u>899 18 7431</u> EEO-5 Job <u>A11</u> Instrc Super	
Ethnic <u>2</u> WHITE	
NAME First NU2 Middle EEO-5 and CPI Ethnic/Races	:
Last <u>AM2RUSE</u> SUFFIX Prefix Hispanic/Latino Ethnicity? C Yes@ No	
Address <u>3613 MAIN STREET</u> Certificate Type T7 Race (Select all that appl	.y)
Address L2 CS1 Job (from CPI) <u>135</u> Yes@ No Am Indian Alas	kan
City/State <u>SMITH, GA</u> Include on CPI ? <u>Y</u> C Yes No Black	
Zip Code <u>333333</u> County <u>160</u> Sick Bank ? <u>N</u> © Yes© No White	
Phone ( <u>999)555-2605</u> Uut of State Substitute rank Yes@ No Asian	.
Cell phone ( <u>0000-00000</u> Uverride accrue?O Yes@ No Hawalian Pacif	10
Hu Dasson May	
Spuise SSM LO Reason Max	
Dirch Date <u>0/01/12/1</u> nours rer Day <u>0.000</u>	
Rehire Date CHI Flightle ? V TRS ONF Paid ERCON ? N	
Background Ck 5/21/2014 GHI IST Day Wrk 8/01/2014 Health ins Flag	
Date of Death GHI Cov Effect Dt 9/81/2814 Participate in GHI ? Y	
Elig for Rehire GHI Final Ded Dt GHI Option B1 BCBS GOLD	
Term Date GHI Coverage End GHI Tier 10 SINGLE	
Term Reason GHI Change Code MISC GHI Ded Cd 9	
Name, Address, Phone, etc.	
***** TAX DATA *****	
Federal: Mar Stat <u>M</u> Exempt <u>0</u> Withholding Code <u>0</u> Amt/% <u>.00</u>	
State: Mar Stat <u>B</u> Allowance Mar <u>O</u> Dep <u>O</u> Withholding Code <u>O</u> Amt/% <u>.00</u>	
Tax Switches: Fed Y State Y FICA Y Pension Y AEIC _	
Mode changed to update	
	10
FIG	

This release includes a conversion of the *Payroll* and *Personnel* data files within PCGenesis. The conversion program moves all GHI fields from the *Personnel* record to the *Payroll* record, where additional space is available for the new GHI field.

# A1.4. GHI Change File (AUF) for State Health Benefits

A new field has been added to the *GHI Change File for State Health Benefits* screen (F2, F5, F4). The field **GHI Coverage End** date has been added to the screen. The **GHI Coverage End** date field has been added in order to support for the new fields required by SHBP for the *GHI Export File for State Health Benefits* (F2, F5, F3).

The four GHI fields highlighted below will be used along with the **GHI Change Code** for employee hire transactions (**NEMP** and **HACA**) and employee termination transactions (**DCSD**, **KLOD**, **LOFF**, **RETR**, **TACA**, and **TERM**).

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PCG Dist=8991 Rel=16.02.00 06/10/2016	PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	
Create GH	I AUF Record to Export to State	Health	РАЧРЕ275
Emp. no. 87431 AM2ROSE, NU2	SSN 899 18 7431	Status A I	Active
GHI Change Code	Select NEMP or HACA, or Termina	tion Code for t	this process R TACA or TERM
GHI 1ST Day Worked GHI Cov Effect Date	Hire/ReHire/New Eligibility Dat GHI Coverage Effective Date	e - Required for - Required for	or NEMP, HACA or NEMP, HACA
GHI Final Ded Date GHI Coverage End GHI Date of Death	Final Deduction Date GHI Coverage End Date Date of Death	- Required fo - Required fo - Required fo	or Any Termination or Any Termination or DCSD, KLOD
NOTE: This Record Will Be Inc.	luded in the 'GHI Export File fo	or State Health	Benefits'
This Process Do ***** Curr	es NOT CHANGE Employee Personnel ent Employee Personnel Informati	Information	ASSDORM TEASUEDS
sex coue r mar stat m ray	FOC 142 FOCULTON 000142	GIASS   GLI	H22KOOM LEHCHEK2
GHI Eligible? Y Participate in GHI? Y	GHI Option B1 BCBS GOLD GHI Tier 10 SINGLE	Birth Date Hire Date Rehire Date	8/01/1971 7/01/2014
GHI 1ST Day Worked 8/01/2014 GHI Cov Effect Date 9/01/2014	GHI Final Ded Dt GHI Coverage End	Date of Death	
	-	Term Date Term Reason	
Enter=Validate. F8=Create Record.	F16=Return. F28=Help		
ENTER , , , , , , , , , , , , , , , , , , ,			16.02.00
F16	Help		

#### A1.5. Delete Employee

The *Delete Employee* processes have been updated so that the *ACA Employee Data* and the *ACA Dependent Data* are also deleted when an employee is deleted from the PCGenesis system. The following processes have been updated with this change:

- Delete From File & List Employees With No Earnings History (F2, F13, F7, F5)
- Delete Individual Employee(s) & Print List (F2, F13, F7, F9)
- Delete Employee (F2, F2, F15)

Before, the ACA employee and dependent data was not deleted and became "orphaned" data in the system. Now, all employee records are cleaned up when an employee is deleted.

#### A1.6. Print 1094-C & Employee 1095-C's and Create File

The *Print 1094-C & Employee 1095-C's and Create File* (F2, F4, F6) has been added to the *Payroll System Annual Reports Menu*. The purpose of the *Employee Copy of 1094-C & 1095-C's* is to: 1) Calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns**, (2) to print the employees' **1095-C's**, and (3) to create the ACA transmission files necessary for electronic file submission to the IRS for ACA reporting.

Georgia Department of Education Richard Woods, State School Superintendent June 30, 2016 • 9:00 AM • Page 7 of 34 All Rights Reserved. PCG now supports creating the IRS ACA transmission file. 2015 is the first reporting year. The IRS expects employers to make a "good faith effort" to report accurate ACA data. IRS instructions indicate the ACA transmission file is to be populated in **XML format** for submission to the IRS by **June 30**, **2016.** Filers of 250 or more of ACA 1095-C forms <u>must</u> file with the IRS electronically. IRS requires files to be in **XML format**. The data file size limit for a single transmission filed through ACA Information Returns (AIR) is 100MB. Multiple file transmissions may be required. The deadline is May 31, 2016 if filing paper forms to the IRS (only for employers with fewer than 250 employees).

The *Print Employee 1094-C & Employee 1095-C's & Create File* (F2, F4, F6) has been updated to produce the production ACA transmission files necessary for electronic file submission to the IRS for ACA reporting. PCGenesis school districts now have the software required to submit the ACA production transmission files with this release.

Also, additional edits have been added to verify the 1095-C data. A fatal error is now printed when an employee is flagged as **1095-C Eligible**, but no coverage options have been selected. Fatal errors will also be printed when invalid Social Security Numbers are encountered.

After the payroll administrator has entered the override totals and transition relief indicators on *Print* 1094-C and 1095-C's Screen, the PCGenesis system produces the ACA transmission files necessary for electronic file submission to the IRS for ACA reporting. The final screen shows the location of the <u>two</u> XML files which must be posted to the IRS website.



Refer to the <u>Payroll System Operations Guide</u>, Section D: Monthly/Quarterly/Annual/Fiscal Report Processing, Topic 4: Processing Annual Reports - 1095-C Statement Processing for detailed instructions.

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## A1.7. Maintain IRS ACA Receipts

The Maintain IRS ACA Receipts (F2, F4, F7) option has been added to the Payroll System - Annual Reports Menu, shown below.

	PCG Dist=8991 Rel=15.04.00	0 03/09/2016 PCW 001 SV C:\DEVSYS C:\SECOND	WHITE	- 0 ×
		Payroll System		PAYM0004
	FKey	Annual Reports Menu		
	 1094-C & 1 Impor	095-C Options: ADP Dependent Names, DOBs and SSNs		
	2 Expor 3 Expor 4 Impor	t ACA Employee Data and Create .CSV Template t ACA Dependent Data and Create .CSV Template t ACA Employee & Dependent Data from PCG Templat	e	
	5 Print E 6 Print 1 7 Mainta	MPLOYER Copy of 1094-C & 1095-C's 094-C & Employee 1095-C's & Create File <mark>ain IRS ACA Receipts</mark>		
	W-2 Option 10 Print E 11 Print E 12 Print E	ıs: Employee W-2's & Create File 3lank W-2 Form Employer's Copy of W-2's		
	Other Opti 15 Flexib	ons: le Benefits Transmission File		
Mas F16	Ler User <sub>list</sub> DUB Words PAY MONITOR MONITOR	DR		15.04.00

Payroll System – Annual Reports Menu

The *Maintain IRS ACA Receipts* menu option allows users to keep track of ACA XML file submissions to the IRS website. Tracking the file submissions to the IRS is required to ensure that if ACA files are either "accepted with errors" or "rejected", the PCGenesis software will be able to locate the employees who have errors so that their 1095-C forms can be corrected.

The *Maintain IRS ACA Receipts* module allows the user to print a report listing all of the ACA XML transmission files that have been created within PCGenesis. An example of the *ACA IRS Receipts* report is shown below.

```
REPORT DATE: 03/11/2016 09:42:19
                                                   ACA IRS RECEIPTS
                                                                                                         PAGE 2
    PROGRAM: ACAIRSRC
2015 MANIFEST 1094C Request BB1LX 20160310T123456789Z.xml
                              IRS Receipt Status:
                                                   IRS ACA file accepted w/ NO errors IRS Receipt ID: 1095C-15-12121212
     Transmission Status: Y
2015 MANIFEST 1094C Request BB1LX 20160310T003456789Z.xml
     Transmission Status: Y
                              IRS Receipt Status:
                                                  IRS ACA file accepted with errors IRS Receipt ID: 1095C-15-13131313
2015 MANIFEST 1094C Request BB1LX 20160309T123456789Z.xml
                              IRS Receipt Status: IRS ACA file accepted w/ NO errors IRS Receipt ID: 1095C-15-14141414
     Transmission Status: Y
2015 MANIFEST 1094C Request BB1LX 20160308T123456789Z.xml
                              IRS Receipt Status: Lost receipt ID
                                                                                       IRS Receipt ID:
     Transmission Status: Y
2015 MANIFEST 1094C Request BB1LX 20160307T085848350z.xml
                              IRS Receipt Status: IRS ACA file rejected
     Transmission Status: Y
                                                                                       IRS Receipt ID: 1095C-15-15151515
2015 MANIFEST 1094C Request BB1LX 20160304T153359200Z.xml
     Transmission Status: N
                              IRS Receipt Status:
                                                  No status defined
                                                                                       IRS Receipt ID:
2015 MANIFEST 1094C Request BB1LX 20160302T003456789Z.xml
                              IRS Receipt Status:
                                                  No status defined
                                                                                       IRS Receipt ID:
     Transmission Status: N
2015 MANIFEST 1094C Request BB1LX 20160301T003456789Z.xml
                                                                                       IRS Receipt ID:
     Transmission Status: N
                              IRS Receipt Status: No status defined
2015 MANIFEST 1094C Request BB1LX 20160224T130837780Z.xml
                                                  IRS ACA file accepted with errors
                                                                                      IRS Receipt ID: 1095C-15-01234567
                              IRS Receipt Status:
     Transmission Status: Y
2015 MANIFEST 1094C Request BB1LX 20160223T123456789Z.xml
     Transmission Status: N
                              IRS Receipt Status: No status defined
                                                                                       IRS Receipt ID:
2015 MANIFEST 1094C Request BB1LX 20160222T123456789Z.xml
                                                                                       IRS Receipt ID:
    Transmission Status: N
                              IRS Receipt Status: No status defined
2015 MANIFEST 1094C Request BB1LX 20160221T123456789Z.xml
    Transmission Status: N
                              IRS Receipt Status:
                                                  No status defined
                                                                                       IRS Receipt ID:
L
```

ACA IRS Receipts Report

## A1.8. Print Employer Copy of 1094-C & 1095-C's

The *Print EMPLOYER Copy of 1094-C & 1095-C's* (F2, F4, F5) has been added to the *Payroll System Annual Reports Menu.* The purpose of the *EMPLOYER Copy of 1094-C & 1095-C's* is to calculate the employment totals to print on the **Form 1094-C: Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns** and to print a condensed employer copy of the employees' 1095-C's.

Several problems have been corrected with the 1094-C:

- Part II: More than one Line 22 option can be selected at a time. For example, if a district has been approved for both box B, Qualifying Offer Method Transition Relief and box C, Section 4980H Transition Relief, now both boxes can be selected. Before, it was not possible to check more than one box.
- 2. Part III, column A: The Minimum Essential Coverage Offer can be 'Y' (yes) or 'N' (no) or 'B' for both. Before the system would only accept 'Y' or 'N'.
- 3. Part II: If Line 22, box C is selected, then Part III, column E can be 'A' or 'B'. However if Line 22, Box D is selected, column E should not be considered at all.

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Also, a problem has been corrected on the *Employee Counts for 1094-C Error Report*. Before, an incorrect error message was being generated on the *Employee Counts for 1094-C Error Report*. The system generated the following incorrect fatal error for an employee who was rehired in the subsequent calendar year:

"EMPLOYEE BYPASSED BUT ACA1095C RECORD EXISTS. REVIEW PERSONNEL DATA EMPNO: ###### ERROR MUST BE RESOLVED"

For example, when reporting for calendar year 2015, this error would occur when an employee's hire date was 07/31/2006, the termination date was 05/29/2015, but the rehire date was 01/04/2016. The system did not handle a rehire date correctly when it was in the subsequent calendar year. This problem has been corrected.

Another problem has also been corrected on the *Employee Counts for 1094-C Error Report*. Before, an employee who was rehired at a later date, after being terminated in the same reporting year, was not counted as a full time employee correctly on the 1094-C, Part III, Column C, **Total Employee Count**. For example, when reporting for calendar year 2015, an employee who was terminated on 08/31/2015 but was then rehired on 09/01/2015 was not reported correctly as working the entire year. This was generally a problem when both the termination date <u>and</u> the rehire date were in the reporting year, and the termination date was BEFORE the rehire date. (In other words, the employee was rehired <u>later</u> in the same reporting year.) This problem has been corrected.

Once the PCGenesis system calculates and reports the 1094-C **Total Employee Counts** and the **Full Time Employee Counts**, the *Print 1094-C and 1095-C's Screen* is displayed as shown below. This screen displays the system calculated totals and allows the payroll administrator to <u>override</u> these totals based upon supplementary considerations. The screen also allows the payroll administrator to enter any transition relief indicators that the IRS has qualified the district to use.

Please note: The override totals entered on this screen will be printed on the final 1094-C forms submitted to the IRS. <u>Review this screen carefully and verify the accuracy of the numbers shown</u>.

PCG	6 Dist=8991 Rel=15.04.00	03/11/2016 PCW 001 SV C:\DE	VSYS C:\SECOND W					
	CAD- 284E	PRINT 1094-C AND 10	195-C'S AND CREATE FILE	ACAIRSEX				
W-2 T	CHR. 2015							
1094-0	C, PART III, COL A	1094-C, PART III, COL	B 1094-C, PART III, C	DL C 1094-C, PART III, COL E				
PITRIPA	UN ESSENTIAL OFFER	CALCED OVERRIDE	CALCED OVERRID	E				
JAN	<u>¥</u>	221 <u>221</u>	409 <u>409</u>	_				
FEB	Ϋ́	221 <u>221</u>	412 <u>412</u>	_				
MAR	¥	221 <u>221</u>	414 <u>414</u>	_				
APR	¥.	221 <u>221</u>	416 <u>416</u>	-				
MAY	¥.	221	<u>391 <u>391</u></u>	-				
JUN	Ť.	221 221	388 <u>388</u> 200 200	-				
	T U	221 221	933 933 933	-				
SEP	<sup>1</sup> B	221 221	457 <u>457</u> hh2 hh2	-				
OCT	B	221 221	442 442	-				
NOV	B	221 221	442 442	-				
DEC	B	221 <u>221</u>	442 442					
TOTAL 1095-C FORMS PRINTED: 223 TOTAL 1095-C FORMS FILED ON BEHALF OF EMPLOYER: <u>223</u> 1094-C, PART II, LINE 22 N A. QUALIFYING OFFER METHOD Y B. QUALIFYING OFFER METHOD TRANSITION RELIEF N C. SECTION 4980H TRANSITION RELIEF Y D. 98% OFFER METHOD ***** The Override Totals will be printed on the final IRS forms ****								
ENI	ENTER = Continue, F17 = Copy Calced Totals to Override Totals, F16 = Exit Program							

Print 1094-C and 1095-C's Screen

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After the payroll administrator has entered the override totals and transition relief indicators on *Print 1094-C and 1095-C's Screen*, the PCGenesis system produces the *Employer 1094-C and 1095-C Report*. The first page of the report includes the contents of the IRS form 1094-C. The subsequent pages of the report will print the individual employee 1095-C forms, including the employees' dependent information. Since this is the employer copy of the report, this report prints on plain paper, and is not formatted to print the actual 1095-C pre-printed forms.

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# A2. Financial Accounting and Reporting (FAR) System

#### A2.1. DE Form 0396-SFS (School Food Service) Report

A new report has been added to the *List Summary & Current Month Detail (including DE Form 0396) Menu* (F1, F9, F17). A new *DE Form 0396-SFS (School Food Service)* report has been added to the Financial Monthly Reports, as shown below.



The new *DE Form 0396-SFS* report summarizes information for School Food Service funds **600** through **689**, and is presented in the same format as the *DE Form 0396* for the General Fund. The new *DE Form 0396-SFS* facilitates reporting when a deficit is present in the School Food Service funds.

An example of the *DE Form 0396-SFS* is shown below.

REPOR:	T ID: MRPT0328 END: 05/31/2016	SCHOOL FOOD FT SCHOOL FOOD FT	UND FISCAL YEAR-TO-DATE RE UND REVENUES	PORT	PAGE :	3
		BEGINNING JULY 1,	, 2015 THROUGH THE END OF	MAY, 2016		
		91.66 PE	RCENT OF FISCAL YEAR COMPI	ETE		
		SCHOOL SYSTEM	M: SMITH CITY BOARD OF EDU	CATION		
!	DESCRIPTION	! ! ! ITEM ! NUMBER	! 11 MONTHS/FY 16 ! ACTUAL ! (GENERAL LEDGER)	16 FY BUDGET	! PERCENT ! ! (COL. 3 ! ! DIVIDED ! ! BY COL. 4) !	
	(1)	(2)	(3)	(4)	(5)	
_	REVENUES:					
	INVESTMENTS	1500	284.77	410.00	69.46%	
-	SALES	! ! 1611/1623	153,778.65	195,339.00	78.72%	
	OTHER LOCAL REVENUE	! ! 1700/1999 -!	0.00	0.00	! 0.00% ! !!	
!	STATE REIMBURSEMENT	! ! 3510/3995 -!	26,644.00	35,000.00	! ! ! 76.13% ! !!	
	FEDERAL REIMBURSEMENT	! ! 4510/4513 -!	1,013,838.02	1,428,566.00	. 70.97% !	
	OTHER REVENUE	! ! 4520/4899 -!	16,633.19	38,500.00	! 43.20% !	
_	USDA	! 4900	73,298.07	90,528.00	80.97%	
	OTHER REVENUE	! ! 4995	0.00	0.00	0.00%	
!	OTHER SOURCES	! ! 5200/5995	474.56	0.00		
	TOTAL REVENUE /OTHER SOURCES	! ! ! 6000	1,284,951.26	1,788,343.00	!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!	

DE Form 0396-SFS for School Food Service Funds

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# A2.2. DE Form 0396 Control File

The *DE Form 0396 Report Control File* (F1, F9, F26) has been updated to allow entry of School Food Service descriptions. This release includes a conversion of the *DE Form 0396 Report Control File* within PCGenesis. The conversion program <u>automatically</u> updates the control file to include the School Food Service control records.

	PCG Dist=8991	Rel=16.02.00	06/10/2016	PCW 001	SV C:\DEVSYS	C:\SECONE	)	WHITE	- 0 ×	J
			DE	FORM 039	6 - CONTRO	LFILE			ANNL 035 0	1
	Select	t the desi	red DE Fo.	ırm 0396:	⊙ DE For ○ DE For	m 0396 (Ger m 0396-SFS	neral Fund) (School Fo	od Service)		
EI	NTER-Continue	e F16-	Exit		1 == 1	1				
F16	₩ F2 ←		F5		F9	F11	F12			

#### A2.3. Financial Monthly Reports

The report headings for all reports produced from the *List Summary & Current Month Detail (including DE Form 0396) Menu* (F1, F9, F17) are now standardized so that the left margin of each report clearly identifies both the **Report ID** and the **Period End Date** of the report. This gives the financial reports a more uniform appearance. The listing below identifies the affected reports, and illustrates the new heading format for the Financial Reports.

REPORT ID:	MRPTV010	DETAIL OF INVESTMENT ACTIVITY	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTB010	COMBINED JOURNAL BY BANK AND FUND	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTB020	SUMMARY OF BALANCES BY BANK AND FUND	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTB030	CASH JOURNAL BY BANK AND DATE	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTR010	REVENUE JOURNAL DETAIL	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTR020	REVENUE JOURNAL SUMMARY	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTE010	EXPENDITURE JOURNAL DETAIL	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTE020	EXPENDITURE JOURNAL SUMMARY	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTE030	EXPENDITURE JOURNAL SUMMARY BY FUNCTION AND OBJECT	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTJ010	GENERAL LEDGER	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTJ020	COMBINED BALANCE SHEET	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPTM010	REVENUE AND EXPENDITURE COMPARISON	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	RUN DATE/TIME: 20160601-1119
REPORT ID:	MRPT0320	GENERAL FUND FISCAL YEAR-TO-DATE REPORT	PAGE: 1
PERIOD END:	05/31/2016	GENERAL FUND REVENUES	
REPORT ID:	MRPT0320-ERR	**** DE0396-GEN ERROR REPORT ****	PAGE: 1
PERIOD END:	05/31/2016	THE TRANSACTIONS BELOW	RUN DATE: 06/08/2016
REPORT ID:	MRPT032S	SCHOOL FOOD FUND FISCAL YEAR-TO-DATE REPORT	PAGE: 1
PERIOD END:	05/31/2016	SCHOOL FOOD FUND REVENUES	
REPORT ID:	MRPT032S-ERR	**** DE0396-SFS ERROR REPORT ****	PAGE: 1
PERIOD END:	05/31/2016	THE TRANSACTIONS BELOW	RUN DATE: 06/08/2016
REPORT ID:	MRPT-FARRR202	OPEN ACCOUNTS RECEIVABLE BY FUND	PAGE: 1
PERIOD END:	05/31/2016	SMITH CITY BOARD OF EDUCATION	REPORT DATE: 06-08-2016 16:04
REPORT ID:	MRPT-EXP0650-OPEN	OPEN PAYABLES BY FUND AS OF 05/31/16	PAGE: 1
PERIOD END:	05/31/2016		REPORT DATE: 06/09/2016 08:45
REPORT ID:	MRPT-EXP0650-SELEC	T SELECTED PAYABLES BY FUND AS OF 06/09/16	PAGE: 1
PERIOD END:	06/09/2016		REPORT DATE: 06/09/2016 08:47

# A3. Personnel System

### A3.1. Allow Leave to be Posted on a Manual/Void Check Run

For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, PCGenesis has been updated so that employee leave can be posted during a Manual/Void Check Run Only. If the *Enhanced Substitute Pay and Employee Leave System* is enabled, the *Setup Manual/Void Check Run Only* screen (F2, F1, F2) provides an option to allow employee leave to be posted during the Manual/Void Check Run. At the end of the **Leave Plan Year**, there is the need to be able to enter leave before the next normal payroll run. This feature will allow users to post any outstanding leave taken by employees between the last normal payroll run of the leave plan year and the end of the plan year.

Before, if the leave cutoff date for the June payroll run was June 15<sup>th</sup>, and all leave taken through June 15<sup>th</sup> was posted in the June 30<sup>th</sup> payroll, users did not have a way to enter the leave taken between June 15<sup>th</sup> and June 30<sup>th</sup> into the leave system, before running the *Plan Year Rollover* and the *Leave Advance* processes. The option to post leave on a Manual/Void Check Run solves this problem. Even when there are no manual checks or voids which need to be entered, leave will still be posted as long as the user executes all of the steps required for a Manual/Void Check Run.

Setting the leave option to '**Y**' will allow employee leave to be entered into the *Enhanced Substitute Pay and Employee Leave System*, but will NOT allow substitute pay to be entered during the Manual/Void Check Run. Substitutes cannot be paid during a Manual/Void Check Run from the leave system.

For systems with the *Enhanced Substitute Pay and Employee Leave System* enabled, the following screen will be displayed when setting up a **Manual/Void Check Run**:



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# A4. Certified/Classified Personnel Information (CPI) System

#### A4.1. Upload the 2017 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File* – 2017. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

# A4.2. Cycle 3 Leave Reporting – Enhanced Substitute Pay and Employee Leave System

For users of the *Enhanced Substitute Pay and Employee Leave System*, the *Create Original Leave of Absence File* procedure (F4, F9, F6) has been updated so that the *Original Leave of Absence File* is created from the leave data contained in the *Leave History File*.

	PCG Dist=8991	Rel=15.01.00	05/21/2015 PC	W 001 SV C:\DEVS	/S C:\SECOND	WHITE	_	
		C	ertified/C	lassified Perso	nnel Inform	ation System		CP I CP 009
	FKeg	2	CPI	Report and Da	ta Transmis	sion		
	1	∃ Data Tra	ansmission a	nd CPI In Progress	s Report			
	3	∃ CPI In P	rogress Repo	ort ONLY				
	5	Set Up Leav (Includi ] Import E	e Data for CP ng Enhanced Imployee Lea	l Cycle 3 Reportin Substitute Pay an ve Data	g (ALL SYSTE Id Employee L	MS): eave Systems)		
	6 7 8	Create (   Leave o   Leave o	Driginal Leave f Absence Fil f Absence Fil	e of Absence File e Maintenance e Print	>			
Mast	ter <sup>User</sup> list							14.03.00
F16	<b>  #3  </b> ***5	PAY VEND						

#### Release 16.02.00 – Fiscal Year 16 (FY16) Year-End Updates and Miscellaneous Changes / Installation Instructions

The *Create Original Leave of Absence File* procedure has been updated so that the user must enter the **Plan Year** to use when extracting leave data from the *Leave History File*, as shown in the screenshot below. The *Create Original Leave of Absence File* procedure will automatically pull all leave taken in the specified plan year into the *Leave of Absence File*. The data in the *Leave of Absence File* is then used to produce the Cycle 3 *CPI Transmission File*.

PCG Dist=8991	Rel=13.02.00	05/23/2013 PCW	01 C:\DEVSYS	C:\SECOND	WHITE	_ 8 ×
		Create Origin From Le	al Leave of m ave History H	Absence Fil File	e	LVUPLUG
			WARNING!			
This	program wi	ll delete the	existing Lea	ve of Abser	nce File, if it already	exists.
A new orig	ginal Leave	of Absence Fi	le will be c	reated from	n the Leave History File	e data.
Enter	r the PLAN	YEAR to be ext	acted for t	he Original	. Leave of Absence File.	
		P1	an year	-		
	ENTE	R = Continue,	- <b>16 = Exit</b> w	ithout proc	essing	13.02.00

Staff Development leave is now brought over from the *Leave History File* data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **SLST**.

#### A4.3. Cycle 3 Leave Reporting – Legacy Leave Systems

An *Import Employee Leave Data* (F4, F9, F5) option has been added to the *Legacy Leave Menu* screen which allows the user to import employee leave data for CPI reporting. The *Import Employee Leave Data* procedure allows for the upload of current leave, year-to-date leave, and leave balances via a comma separated (*.csv*) file. The completion of this procedure allows these totals to be printed on the employees' pay stubs. However, if the user does not wish to print the imported leave data on the employees' pay stub, the leave data may be suppressed from printing on the check.

Georgia Department of Education Richard Woods, State School Superintendent June 30, 2016 • 9:00 AM • Page 19 of 34 All Rights Reserved. If leave data is only being imported for the purpose of CPI reporting and is not being imported to print on checks, the user may go to the *Payroll Control Information* screen (F2, F13, F3, F9) and set '*Print Leave on Checks*' to '**N**' on the *Payroll Identification* record. This allows users to populate the current used, year-to-date used, and balance fields for leave without necessarily printing the information on employees' pay stubs. This is convenient if the only purpose for loading the leave data is to produce the Cycle 3 *CPI Transmission File*.

If leave data has already been loaded during the payroll process from a third party leave management system, it is not necessary to import leave using this new option.



#### Release 16.02.00 – Fiscal Year 16 (FY16) Year-End Updates and Miscellaneous Changes / Installation Instructions

The *Create Original Leave of Absence File* procedure (F4, F9, F6) has been updated. If leave data has been imported (F4, F9, F5) or keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been entered into payroll, the original *Leave of Absence File* will be created as an empty file.

The *Create Original Leave of Absence File* procedure has been updated so that the user must confirm their intention to run this process. Before, this process would run immediately when the user selected the *Create Original Leave of Absence File* option from the menu, with the result that whatever data had been keyed into the *Leave of Absence File* could be deleted unexpectedly. Now, the user must confirm their intention to recreate the *Leave of Absence File*.



Staff Development leave is now brought over from the payroll leave data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **SLST**.

## A4.4. Cycle 3 Leave Reporting – All Systems

The *Data Transmission and CPI In-Progress Report* (F4, F9, F1) and the *CPI In Progress Report ONLY* (F4, F9, F3) options have been updated so that the leave data extracted in Cycle 3 *CPI Transmission File* will be printed on the report. Before, a summary report of the Cycle 3 *CPI Transmission File* was not provided. The new report for Cycle 3 will allow users to verify the leave data being sent to the GaDOE for Cycle 3 CPI reporting.

RUN DATE: REPORT TIM	05/23 E: 10:16	/2013 :00			CPI DETAI	IL IN-PROGRES		PROGRAM : PAGE :	CPICM401 5				
899 SMIT	н сіту в	OARD OF EDUCA	ATION										
SSN	EMPNO	EMPLO	OYEE NAME			CERT	CERT :	ID					
	EMP BASIS	EMP BASIS	SICK	STAFF	VAC	OTHER	LEV	PAY STEP	YRS EXP	GHI PART	CONTRACT SALARY	TERMINATION DATE	- 1
999088631	088631 1.000	AM2ROSE, SHI	NTAY 2	2		(C)	41) T5	0858 L3	15	N	53118.00		- 1
999088632	088632 .500	CO9CORAN, DI	9NY 1			(C)	45) T5	8787 L1	12	Y	25040.50		- 1
999088639	088639 1.130	DO2AN, UL2S:	ES 1	6		(C)	42: T6	2347 L2	14	Y	70650.00		- 1
999088645	088645 1.000	TI4LEY, ST41	ANY 7	4		(C)	41) T5	8843 7	10	Y	50628.00		- 1
999088648	088648 1.000	CA9RIER, QU	NCY 2			(C)	28 T5	5914 L5	19	Y	56341.00		_

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# A5. PCGenesis System Enhancements

## A5.1. Update File Reorganization Screens

The *File Reorganization* screens have been updated on the *Financial Accounting & Reporting* main menu (F1, F20), the *Payroll System* main menu (F2, F20), the *Personnel System* main menu (F3, F20), the *Certified/Classified Personnel Information System* main menu (F4, F20), and the *Budget System* main menu (F5, F20).

The reorganization functions have been updated to allow all appropriate PCGenesis files to be reorganized. Obsolete files have been removed from the reorganization screens, and new files have been added.

	PCO	G Dist:	=8991	Rel=16	02.00	06/10/	2016	PCW 001	SV C	C:\DEVS)	S C:\S	ECOND		v	VHITE		-		×
								Finan	rial	File	Reora	anizat	tion					FARRE	ORG
								1 India	CIUI		ncorg								
		Fke	y Fil	e	Des	cript	ion					Fkey	, Fil	e	Des	cript	ion		
		F1	ACC	OUNT	Bud	get Ma	ster					<u>F17</u>	JEM	IASTER	I JE I	laster	File		
		_F2	ACC	OUNTG	Gen	ieral Le	dger					F18	MAI	NUALS	Mar	wal Ch	ecks		
		<b>F</b> 3	ACC	OUNTR	Rev	enue N	laster					F19	NA	ME	Acc	ount M	aster		
		F4	ASS	ET	Сар	ital Ass	et File					F20	PO		Pure	chase (	)rder File		
		_ F5	AUD	TI	Aud	it File						F21	POF	PRINT	Pure	chase (	order Prin	nt File	
		<u>F6</u>	BAN	IK	Ban	k File						F22	RE	CEIPT	Rec	eipts			
		F7	BAN	KMICR	MIC	R File						F23	REC	CEIVE	Rec	eivable	es (A/R)		
		<u>F8</u>	CHE	KMSTR	Che	ck Mas	ter					F24	SNI	JIFUND	Sch	ool Nul	rition DE	-0106	
		<u>F9</u>		T0046	DE-	0046 C	onvers	ion				F25	SOL	JRCE	Rev	enue S	ources		
		F10	CON	ITROL	Con	trol File	•					F26	VEN	IDOR	Ven	dor File	•		
		F11		L0396	DE-	0396 C	ontrol					F27	l wx	FER	Wire	e Trans	fer		
		F12	EXP	ENSE	Ехр	ense (A	/P)												
		F13	FAC	ILITY	Fac	ility File	•												
		F14		EST	Inve	estment	File												
		F13	U JEC	ONTRL	JE (	Control	File												
				S	elect	Fkey	for	File,	F31=	-All,	F16=E	xit					ı	41. 54	
	¥	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		14.02	
F16		F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27			F30	F31			

The Financial Accounting & Reporting File Reorganization screen (F1, F20) is shown below:

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The Tayroll System The Reof gangalon Screen (12, 120) is shown below.	The	Payroll System	File Reorganization	screen (F2, F20)	is shown below:
---	-----	----------------	---------------------	------------------	-----------------

	PCG Dist=	8991	Rel=16	.02.00	06/10/2	2016 F	CW 001	SV C	:\DEVSY	5 C:\(	SECOND		v	VHITE	_	-		×
																	PAYRE	ORG
							Рау	r011	F116 F	eorg	anizat	100						
	Fkey	, Fil	e	Des	cript	ion					Fkey	Fil	e	Des	cript	ion		
	F1		UITY	Ann	uity File						F17	MDI	EDUCT	Mar	ual Ch	ecks Ded	uctions	
	_F2	BEN	IEDED	Stat	e Heall	h Bene	efits File				F18	MP/	YROLI	. Mar	ual Ch	ecks		
	_F3	CHE	KMSTF	Che	ck Mas	ter					_F19	PAY	ROLL	Pay	roll Mas	ter		
	F4	DAT	EFL	Date	e File						F20	PAY	'S	Pay	Sched	ules		
	F5	DDF	•	Dire	ct Dep	osits					F21	PDE	DUCT	Pay	roll Dec	luction Fi	le	
	F6	DEC	OCTL	Ded	uction	Control	File				F22	PRE	WOID	Pre	vious P	ay Voids		
	_ F7	DEC	)S	Ded	uction	File					F23	TAX	ES	Тах	es/Con	trol		
	F8	DES	6C	Des	cription	File					F24	VDE	DUCT	Voi	l Chk D	eduction	File	
	F9	DES	ICA 👘	Alph	na Desc	ription	File				F25	VGF	ROSDA	T Voi	l Chk G	ross Dat	а	
	F10	DIS	TRIB	Pay	roll Dist	ributio	n				F26	VOI	DS	Add	/Void C	hecks		
	F11	EMF	PCHG	Emp	loyee (	Change	File				F27	XGF	ROSDA	T Add	/Void 6	iross Dat	a	
	F12	GAF	IVEN	Gan	nishmer	nt Vend	lor				F28	XDE	DUCT	Add	/Void D	eduction	File	
	F13	GRO	<b>JSSDA</b> 1	Gros	ss Data	File												
	F14	HIS	TORY	Hist	ory File													
	_F15	MGF	ROSDA	[ Man	ual Ch	ecks G	ross Dal	ta										
			S	elect	Fkey	for	File,	F31=	A11, F	16=E	xit							
	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15		16.02	.00
F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28		F30	F31			

The Personnel System File Reorganization screen (F3, F20) is shown below:

	PCG Dist	=8991	Rel=16	5.02.00	06/10/	2016 F	PCW 001	sv c	:\DEVS)	S C:\	SECON	D	١	VHITE			- 🗆 <mark>- X</mark> -
							Perso	nnel	File	Reorg	janiza	ntion					PERREORG
	Fke F1 F2 F3 F4 F5 F6 F7 F8 F9 F11 F11 F11	y Fii AC/ AC/ AC/ DEI HR LV/ LV/ LV/ LV/ LV/ LV/ LV/ LV/ LV/ LV/	Le A1095 AIRSD AIRSD PENDS LAB ROSDA ADV CLASS HIST NPUT SYS RS DCTL	Des ACA ACA ACA HR T Lea Lea Lea Lea Pers Proj	cript Emplo IRS R IRS R I Deper Leave ve liptuve Adv ve Class ve Hist ve Class ve liptuve ve Source ve Typi sonnel	ion yee Da eccipt eccipt dent D of Abso th Gross ance P code ory th Control	Perso ata Detail I Header Jata ence S Data Jaramete Parama con Cod	nne1 Data Data es	File	Reor <u>c</u>	aniz <i>a</i>	ition					
ENTER	Select Fkey for File, F31=All, F16=Exit												16.02.00				
F16		12	13	14	13	10		10	13	1 10		112	113	F30	F31		

Georgia Department of Education Richard Woods, State School Superintendent June 30, 2016 • 9:00 AM • Page 24 of 34 All Rights Reserved. The Certified/Classified Personnel Information System File Reorganization screen (F4, F20) is shown below:

PCG Dist	=8991	Rel=16	02.00	06/10/2	2016 F	PCW 001	. sv c	:\DEVSY	5 C:\S	ECONE	)	V	/HITE	-	
						C	PI Fi	le Rec	organ	izati	on				CPIREORG
Fke F1 F3 F4 F5	Py Fil CPH	e FILE PCNTL KREF CTBL SCHED	Des CPI CPI CPI Sala	cript CPI Fill CPI Co Cross F Descrip Sch	ion e ntrol Fi Referer Stion T edule	ile nce able									
/ F1	F2	5 F3	elect F4	Fkey F5	for	File,	F31=	A11, F	16=E	xit			F30 <b>F</b>	31	16.02.00

The Budget System File Reorganization screen (F5, F20) has been added and is shown below:

	PCG Dist=	8991	Rel=16	6.02.00	06/10/	2016 P	CW 001	sv c	:\DEVSYS	C:\SECO	ND	١	NHITE		
							CANDO	ov rå	1		+ :				BUDREORG
							2HUDB	UV F1	.16 Keu	ryaniza	[10]				
	Fkey	Fil	e	Des	cript	ion									
	F1	ANN	UITY	Ann	uity Filo	e									
	F2	CPI	FILE	CPI	File										
	F3	DAT	EFL	Date	e File	_									
	<u>F4</u>	DED	CTL	Ded	uction	Control	File								
	F6		15 ICCDAT	Ded T Grow	uction	File									
	F7	PAY	BULL	Pau	roll Mas	ter									
	F8	PDE	DUCT	Pay	roll Dec	luction	File								
	F9	PER	S	Pers	onnel	File									
	F10	TAX	ES	Tax	es/Con	trol									
ENTER			S	elect	Fkey	for	File,	F31=	A11, F	16=Exit					44 00 00
<u> </u>	F1	F2	F3	F4	F5	F6	F7	F8	F9 I	10					10.02.00
F16													F30	F31	

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## A5.2. PCGenesis Scheduled Backup and Reorganization Task

The PCGenesis file reorganization process has been updated with this release. The reorganization functions have been updated to allow all appropriate PCGenesis files to be reorganized. Obsolete files have been removed from the reorganization screens, and new files have been added.

The current PCGenesis file reorganization process has occasional failures when creating the backup SECONDX directory. Any failure that affects the integrity and availability of data is unacceptable. The new reorganization process will perform most functions within a program, which provides more control of the process. It will also create a recap report which will allow the user to verify that the reorganization process has completed successfully. This will improve reliability and provide feedback to the user.

Replacing the current backup/reorganization with the new PCGenesis file reorganization process is optional and requires the user to take steps to disable the current scheduled task, and enable a new scheduled task. Refer to documentation provided on the PCGenesis documentation website for more details:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/Tech\_2\_Backup\_Restore.pdf

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# Section B: Installation Instructions for Release 16.02.00 Software

# B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 16.02.00* 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 16.02.00**". 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 <b>"Full System Backup Prior to Release 16.02.00</b> ".
5	Proceed to B2. Install PCGenesis Release 16.02.00.

# **B2. Install PCGenesis Release 16.02.00**

#### 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 <b>PCGUNZIP.EXE</b> , <b>RELINSTL.BAT</b> , and <b>INSTLPCG</b> display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return</i> to the <i>MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Right-click <b>RELINSTL.BAT</b> and select <i>Run as administrator</i> to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

PCG Dist=8991	Current Release 15.01.00 0 (	03/26/2015	SV 8991	K:\SECOND		_ 8 ×
		Install PC	Genesis Re	lease		Inst1PCG
		16.	nn <b>. nn</b>			
	Installation Actio	on		Status		
	PCGOS			2K 2008		
	PCGTYPE			SU		
	Check Previous In:	WinZip Self-Ext	tractor - PCGU	NZIP.exe	×	
	PCGenesis Status	To unzip all files folder press the	in PCGUNZIP.e. Unzip button	e to the specified	Unzip	
	PCGUnzip	Unzip to folder.			Run WinZip	
	Copy Files	KENNSTAL		Browse	Close	
	Conversion	Verwrite fil	es without prompt	ing	About	
	Finish Installatio				Help	
			Unzippin	PAYCOMP		
Installati	on in Process					16.nn.nn

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🛅 PCG Dist=8991	Current Release 14.04.00 0 03/26/2015	SV 8991	K:\SECOND	_ 8 ×
	Install PC	Genesis Re	lease	InstlPCG
	16.	nn.nn		
	Installation Action		Status	
	PCGOS		2K 2008	
	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	Continue			16.00.00

For PCGenesis *Release 16.02.00* successful installations, the following message displays:

Step	Action
6	Select Enter to close the window.
7	If the installation was successful: Proceed to B3. Verify Release 16.02.00 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 8 11/17/2011	SV 8991 K:SECOND	_ @ .
Instal	1 PCGenesis Release	Inst1PC6
	16.nn.nn	
Installation Action	Status	
PCGOS	2K 2083	
PCGTYPE	2U	
Check Previous Install	Continue Installation	
PCGenesis Status	No Active User	
PCGUnzip	Problem with PCGUNZIP.EXE	
Copy Files		
Conversion		
Finish Installation		
Problem with UH2IP Process!! C.	all Help Desk	
Installation in Process		16.nn.nn

Step	Action		
8	Select <b>F16</b> 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:



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Step	Action
11	Proceed to B3. Verify Release 16.02.00 Was Successfully Installed.

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# **B3.** Verify Release 16.02.00 Was Successfully Installed

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

#### The following screen displays:

	PCG Dist=8991	Rel=16.02.00 05/16/2016	PCW 003 SV C:\DEVSYS	C:\SECOND	WHITE	- 0 ×
F						DEFNRELM
		The Following D	.O.E. Releases Hav	e Been Succ	essfully Loaded:	
		DOE 14.01.00	03/26/2014			
		DOE 14.02.00	06/25/2014			
		DOE 14.02.01	09/30/2014			
		DOE 14.03.01	11/24/2014			
		DUE 14.04.00 DOE 15.01.00	12/31/2014 03/31/2015			
		DOE 15.02.00	07/07/2015			
		DOE 15.03.00	09/30/2015			
		DOE 15.03.01	12/31/2015			
		DOE 16.01.00	03/31/2016			
		DUE 16.01.01 DUE 16.02.00	05/11/2016			
		Pr	ess <enter> or F1</enter>	6 to Exit		
				_		12.03.00
Ļ						

Step	Action
4	Verify Release 16.02.00 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 <b>DOE 16.02.00</b> displays. If Release 16.02.00 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 16.02.00 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 <b>"Full System Backup After Release 16.02.00</b> ".

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