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http://www.gadoe.org/

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 after completing the June 2016 payroll(s). Install this release before 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 first, and 2) Run the Advance Leave (F3, F4, F2, F10) second. 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) first in order to capture FY 2016 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) second in order to clear the FY 2016 Fiscal Year leave totals.

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

Contents

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 <u>automatically</u> 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:

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 http://dch.georgia.gov/benefit-coordinators.

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**).

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**).

```
PCG Dist=8991 Rel=16.02.00 06/10/2016 PCW 001 SV C:\DEVSYS C:\SECOND          WHITE
                                                                            PAYPE275
                       Create GHI AUF Record to Export to State Health

   Emp. no. 87431  AM2ROSE, NU2                SSN 899 18 7431   Status A -- Active

   GHI Change Code    _____ [▼]
                                     Select NEMP or HACA, or Termination Code for this process
                                                  DCSD, KLOD, LOFF, RETR, TACA, or TERM
   GHI 1ST Day Worked  _____  Hire/ReHire/New Eligibility Date – Required for NEMP, HACA
   GHI Cov Effect Date _____  GHI Coverage Effective Date     – Required for NEMP, HACA

   GHI Final Ded Date  _____  Final Deduction Date            – Required for Any Termination
   GHI Coverage End    _____  GHI Coverage End Date           – Required for Any Termination
   GHI Date of Death   _____  Date of Death                   – Required for DCSD, KLOD

     NOTE: This Record Will Be Included in the 'GHI Export File for State Health Benefits'


                    This Process Does NOT CHANGE Employee Personnel Information
                      **** Current Employee Personnel Information ****
   Sex Code F    Mar Stat M    Pay Loc  195 Location 000195          Class  1 CLASSROOM TEACHERS

   GHI Eligible?      Y         GHI Option  B1 BCBS GOLD      Birth Date     8/01/1971
   Participate in GHI? Y        GHI Tier    10 SINGLE         Hire Date      7/01/2014
                                                             Rehire Date
   GHI 1ST Day Worked   8/01/2014   GHI Final Ded Dt          Date of Death
   GHI Cov Effect Date  9/01/2014   GHI Coverage End
                                                             Term Date
                                                             Term Reason


   Enter=Validate, F8=Create Record, F16=Return, F28=Help
   ENTER ✓                                      F8 💾                                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.

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 <u>paper</u> 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 **two** XML files which must be posted to the IRS website.

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

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.
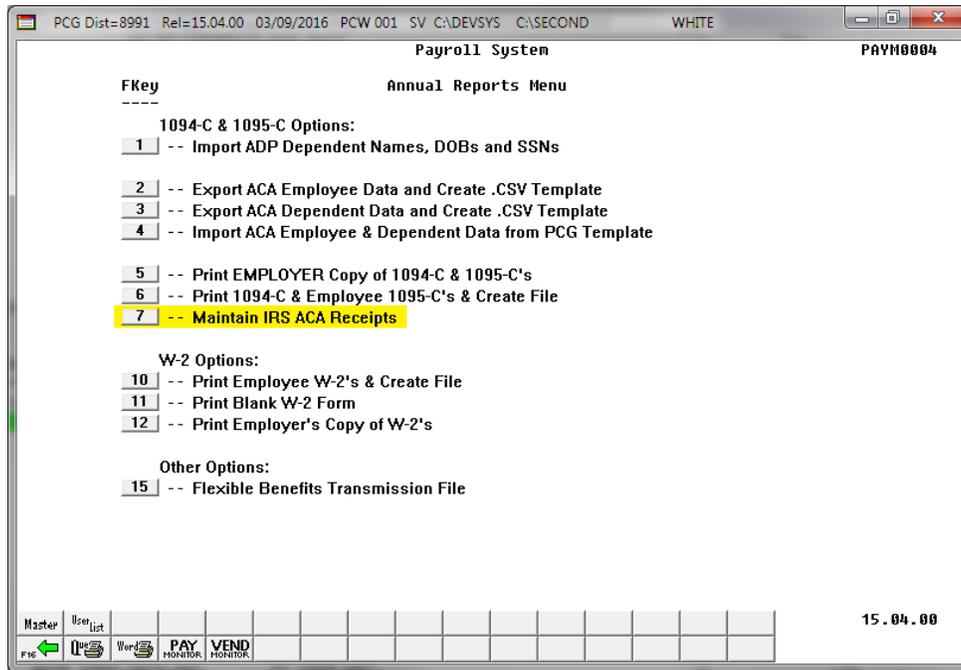
Payroll System – Annual Reports Menu

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 20160310T1234567892.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted w/ NO errors    IRS Receipt ID:  1095C-15-12121212

2015  MANIFEST 1094C Request BB1LX 20160310T0034567892.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-13131313

2015  MANIFEST 1094C Request BB1LX 20160309T1234567892.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted w/ NO errors    IRS Receipt ID:  1095C-15-14141414

2015  MANIFEST 1094C Request BB1LX 20160308T1234567892.xml
      Transmission Status: Y    IRS Receipt Status:  Lost receipt ID                IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160307T085848350z.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file rejected          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 20160302T0034567892.xml
      Transmission Status: N    IRS Receipt Status:  No status defined              IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160301T0034567892.xml
      Transmission Status: N    IRS Receipt Status:  No status defined              IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160224T1308377802.xml
      Transmission Status: Y    IRS Receipt Status:  IRS ACA file accepted with errors    IRS Receipt ID:  1095C-15-01234567

2015  MANIFEST 1094C Request BB1LX 20160223T1234567892.xml
      Transmission Status: N    IRS Receipt Status:  No status defined              IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160222T1234567892.xml
      Transmission Status: N    IRS Receipt Status:  No status defined              IRS Receipt ID:

2015  MANIFEST 1094C Request BB1LX 20160221T1234567892.xml
      Transmission Status: N    IRS Receipt Status:  No status defined              IRS Receipt ID:
```

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:

1. **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 <u>and</u> 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.

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. Review this screen carefully and verify the accuracy of the numbers shown.

Print 1094-C and 1095-C's Screen

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.

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.

```
  PCG Dist=8991  Rel=16.02.00  06/10/2016  PCW 001  SV C:\DEVSYS  C:\SECOND      WHITE
                          Monthly Reports                                 MNTH0050

         Enter Period Ending: 06 30 16 (MMDDYY)

         Enter 'X' next to Reports to be Printed:

                 _   MRPTV010 - Detail of Investments
                 _   MRPTB010 - Combined Journal by Bank and Fund
                 _   MRPTB020 - Summary of Balances by Bank and Fund
                 _   MRPTB030 - Cash Journal by Bank and Date
                 _   MRPTR010 - Revenue Journal Detail
                 _   MRPTR020 - Revenue Journal Summary
                 _   MRPTE010 - Expenditure Journal Detail
                 _   MRPTE020 - Expenditure Journal Summary
                 _   MRPTE030 - Expenditure Journal Summary by Function and Object
                 _   MRPTJ010 - General Ledger
                 _   MRPTJ020 - Combined Balance Sheet
                 _   MRPTM010 - Revenue and Expenditure Comparison
                 _   MRPT0320 - DE FORM 0396     (General Fund)
                 _   MRPT032S - DE FORM 0396-SFS (School Food Service)


         NOTE:  The Monthly Reports above have NO ROLL-UP CAPABILITIES




         ENTER = Continue, F16 = Reenter/Exit
   ENTER                                                                   16.02.00
   F16
```

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.

```
REPORT ID:  MRPT032S              SCHOOL FOOD FUND FISCAL YEAR-TO-DATE REPORT                    PAGE:    1
PERIOD END:  05/31/2016           SCHOOL FOOD FUND REVENUES

                              BEGINNING JULY 1, 2015 THROUGH THE END OF MAY, 2016

                                   91.66 PERCENT OF FISCAL YEAR COMPLETE

                              SCHOOL SYSTEM: SMITH CITY BOARD OF EDUCATION
```

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	0.00%
TOTAL REVENUE /OTHER SOURCES	6000	1,284,951.26	1,788,343.00	71.85%

DE Form 0396-SFS for School Food Service Funds

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.

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-SELECT   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 15th, and all leave taken through June 15th was posted in the June 30th payroll, users did not have a way to enter the leave taken between June 15th and June 30th 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**:

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*.
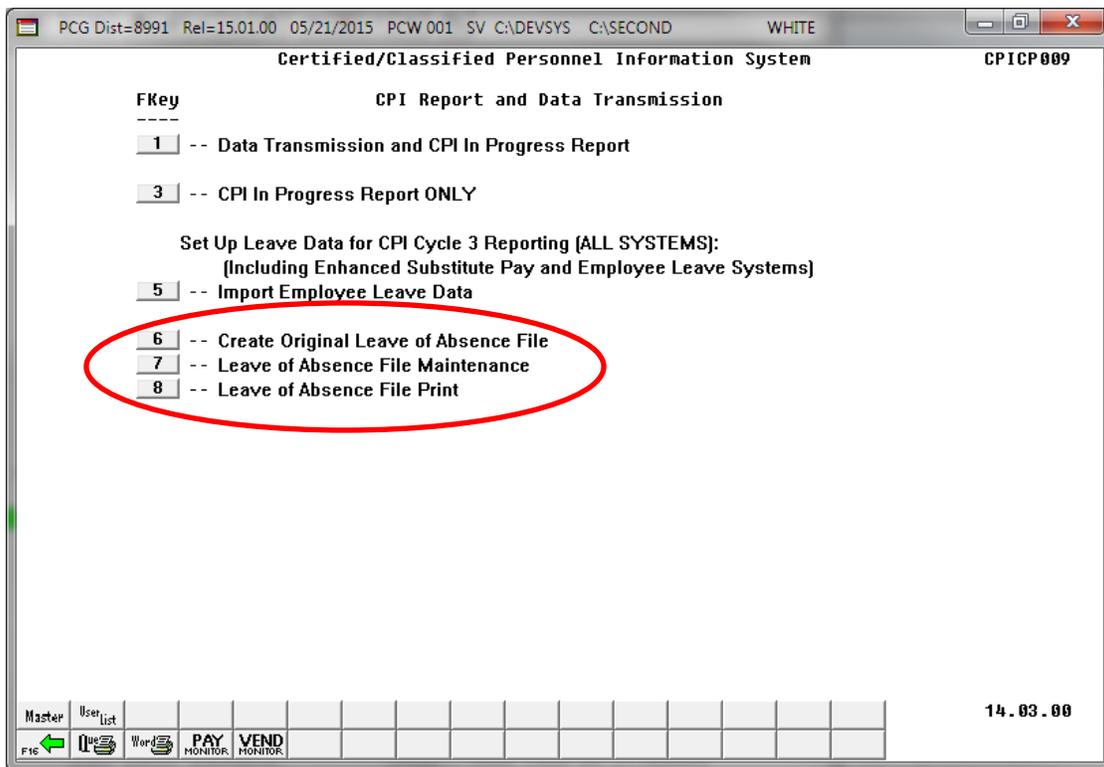
The *Create Original Leave of Absence File* procedure has been updated so that the user must enter the **Plan Year** to use when extracting leave data from the *Leave History File*, as shown in the screenshot below. The *Create Original Leave of Absence File* procedure will automatically pull all leave 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 001    C:\DEVSYS  C:\SECOND       WHITE              _|8|X|
                       Create Original Leave of Absence File                          LUUPLUG
                             From Leave History File

                               WARNING!

          This program will delete the existing Leave of Absence File, if it already exists.


         A new original Leave of Absence File will be created from the Leave History File data.




         Enter the PLAN YEAR to be extracted for the Original Leave of Absence File.

                                Plan year    ____



                      ENTER = Continue, F16 = Exit without processing            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.

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.
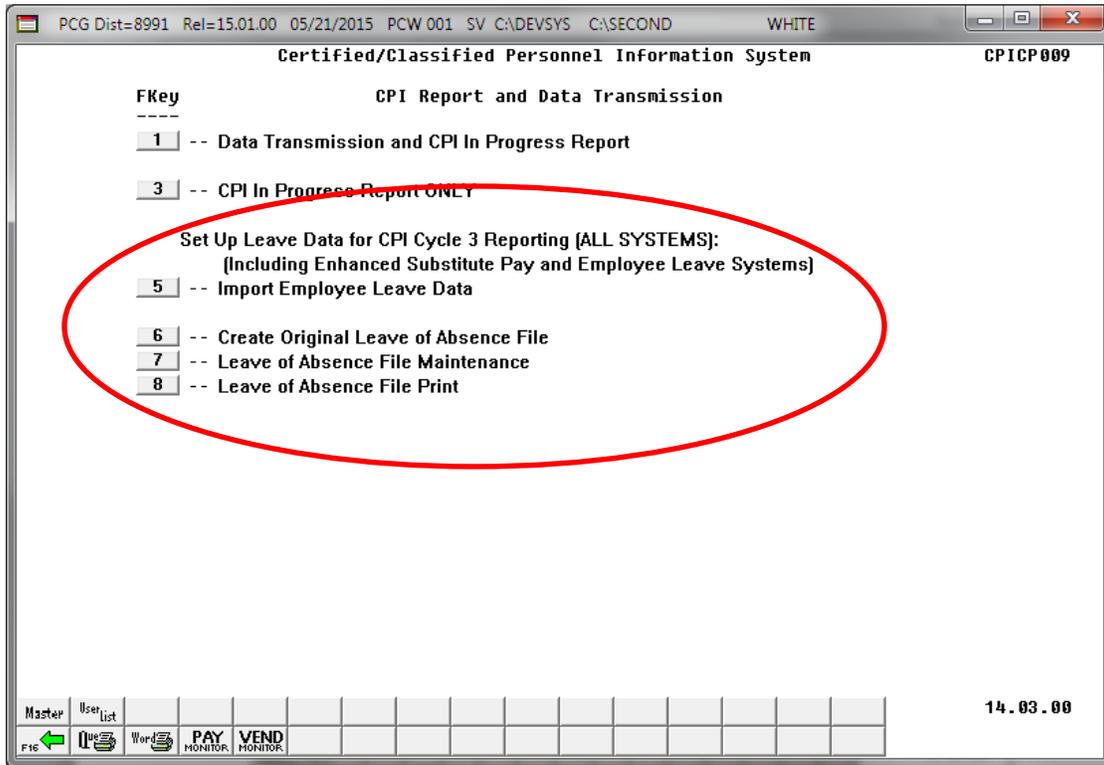
The *Create Original Leave of Absence File* procedure (F4, F9, F6) has been updated. If leave data has been imported (F4, F9, F5) or keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been entered into payroll, 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.*
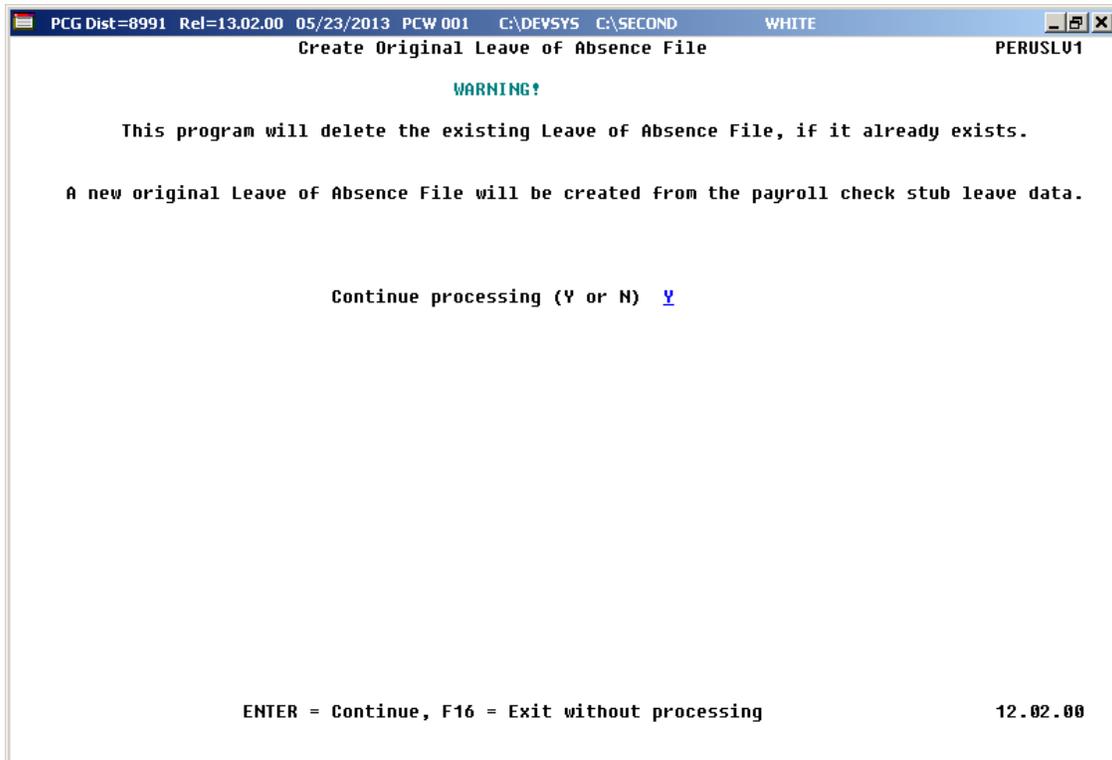
Staff Development leave is now brought over from the payroll leave data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **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:    05/23/2013                                                        PROGRAM: CPICM401
REPORT TIME: 10:16:00                    CPI DETAIL IN-PROGRESS REPORT               PAGE:     5

899   SMITH CITY BOARD OF EDUCATION

SSN        EMPNO       EMPLOYEE NAME                   CERT  CERT ID
           CERT   CLASS
           EMP    EMP        SICK     STAFF    VAC    OTHER    LEV  PAY   YRS  GHI  CONTRACT   TERMINATION
           BASIS  BASIS                                            STEP  EXP  PART SALARY     DATE

999088631  088631  AM2ROSE, SH2NTAY                         (C)     410858
           1.000                 2        2                        T5   L3   15   N    53118.00

999088632  088632  CO9CORAN, DI9NY                          (C)     458787
            .500                 1                                 T5   L1   12   Y    25040.50

999088639  088639  DO2AN, UL2SSES                           (C)     422347
           1.130                 1        6                        T6   L2   14   Y    70650.00

999088645  088645  TI4LEY, ST4FANY                          (C)     418843
           1.000                 7        4                        T5    7   10   Y    50628.00

999088648  088648  CA9RIER, QU9NCY                          (C)     285914
           1.000                 2                                 T5   L5   19   Y    56341.00
```

A5. PCGenesis System Enhancements

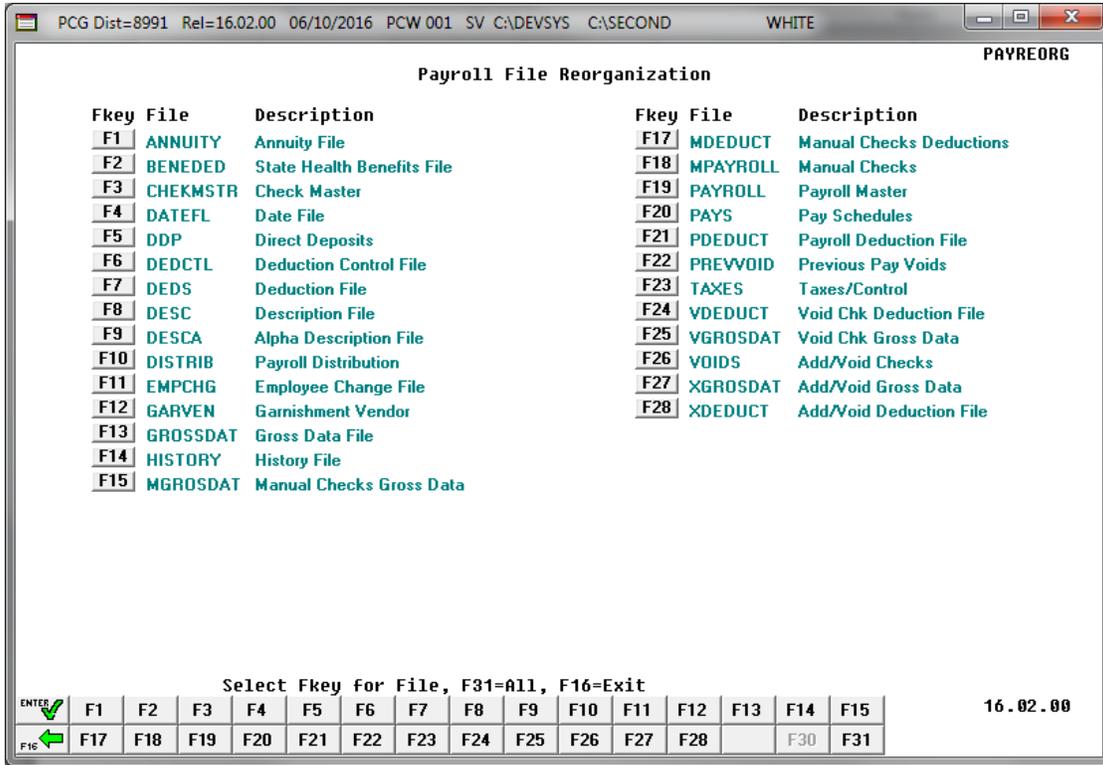## A5.1. Update File Reorganization Screens

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.

The *Financial Accounting & Reporting File Reorganization* screen (F1, F20) is shown below:
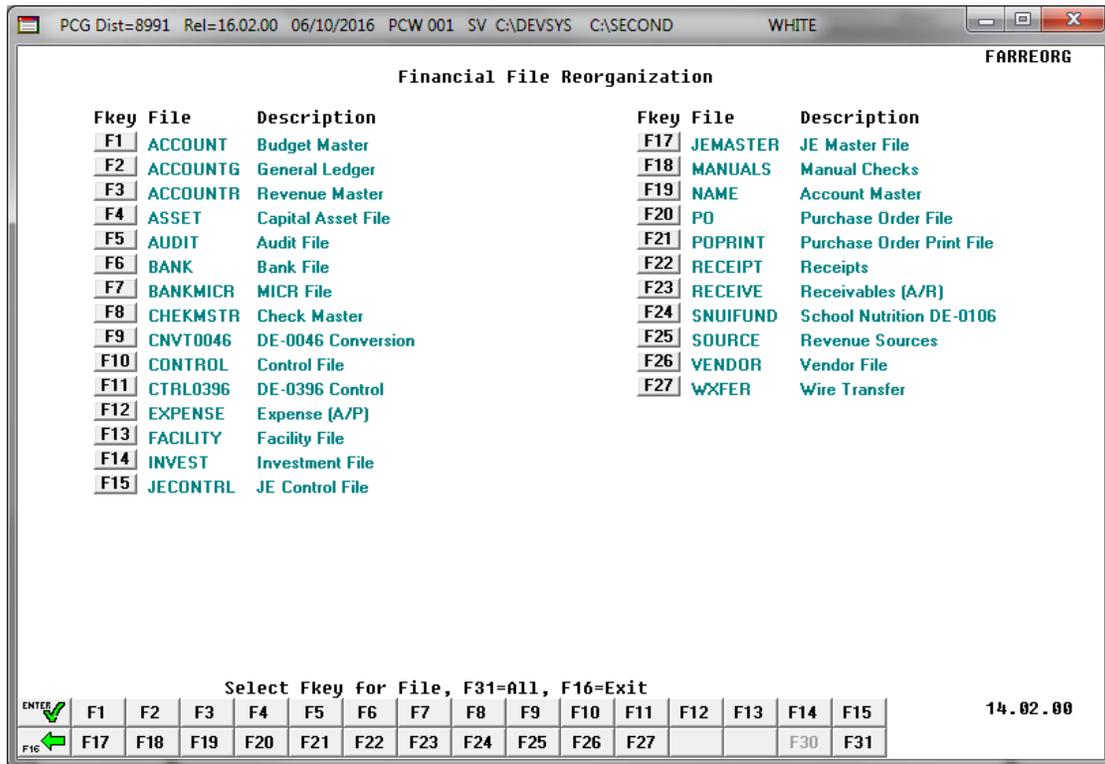
The *Payroll System File Reorganization* screen (F2, F20) is shown below:

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

The *Certified/Classified Personnel Information System File Reorganization* screen (F4, F20) is shown below:

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

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.
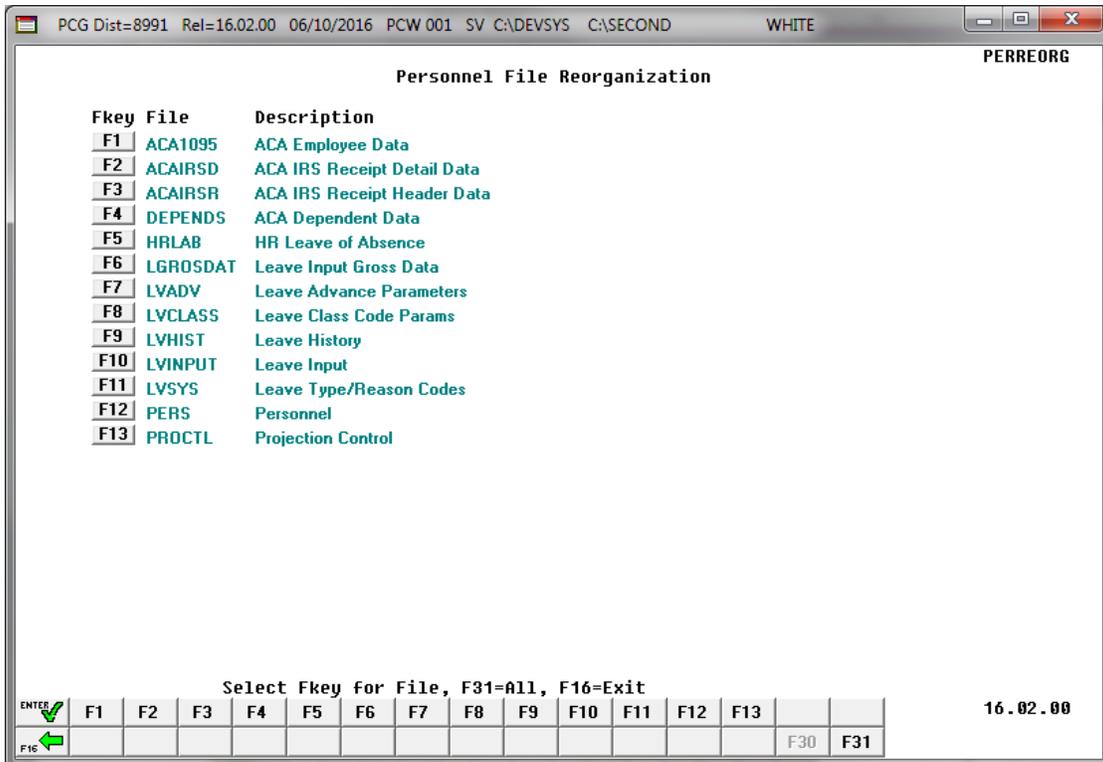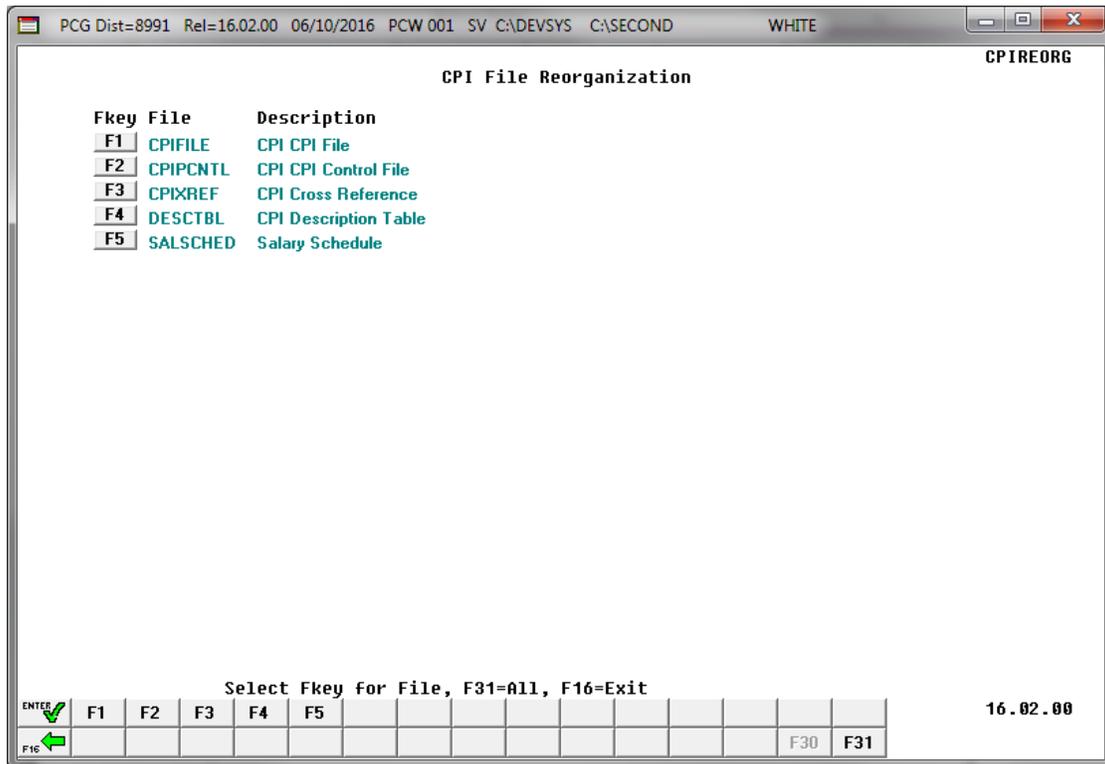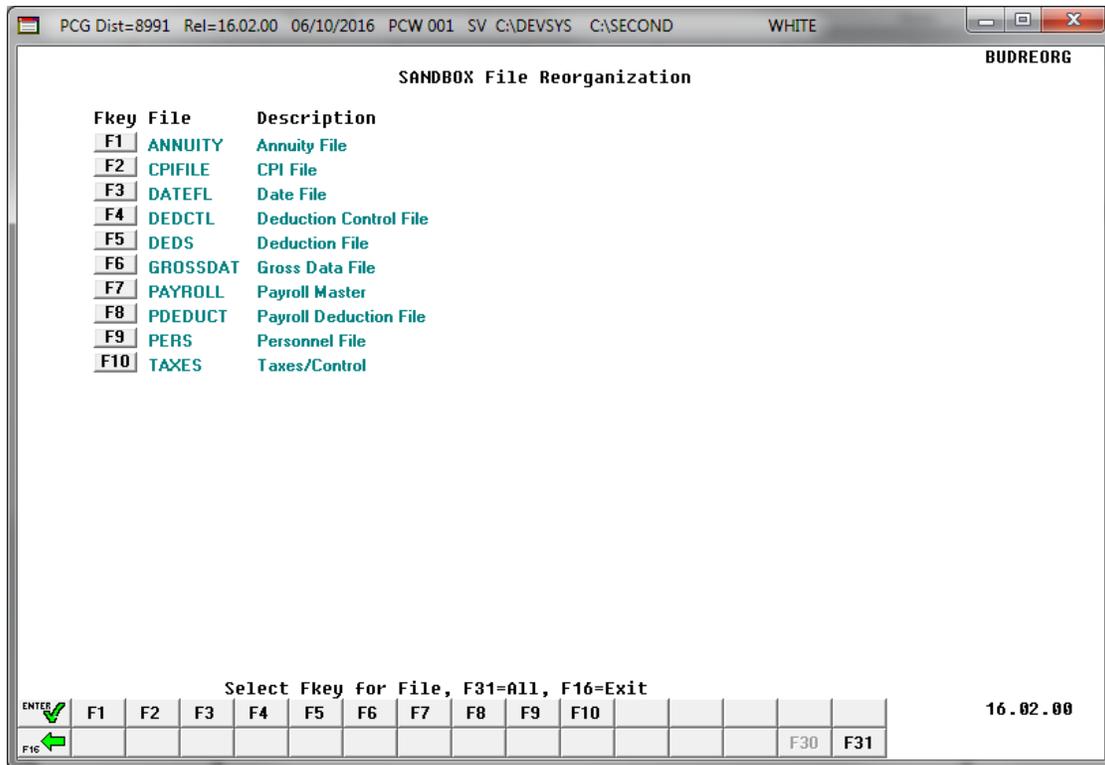
The current PCGenesis file reorganization process has occasional failures when creating the backup SECONDX directory. Any failure that affects the integrity and availability of data is unacceptable. The new reorganization process will perform most functions within a program, which provides more control 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

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 **"Full System Backup Prior to Release 16.02.00"**.
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 **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	Right-click **RELINSTL.BAT** and select ***Run as administrator*** 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:
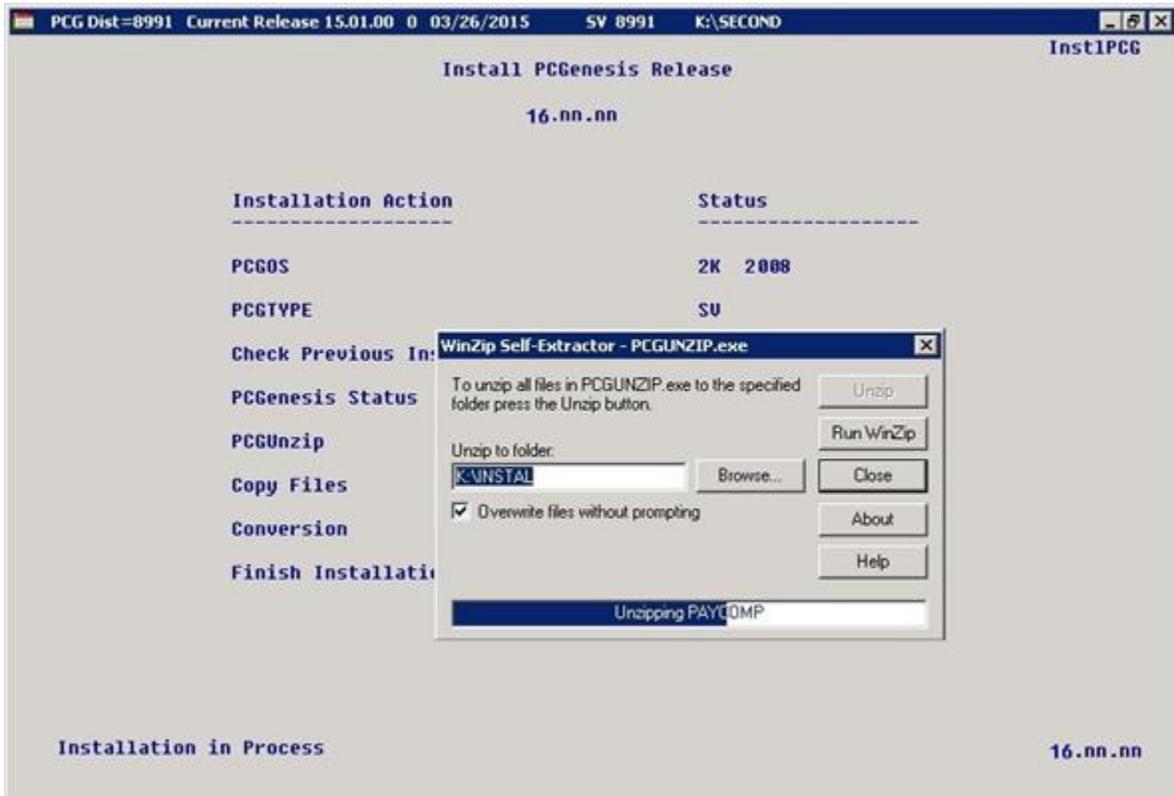
For PCGenesis *Release 16.02.00* successful installations, the following message displays:
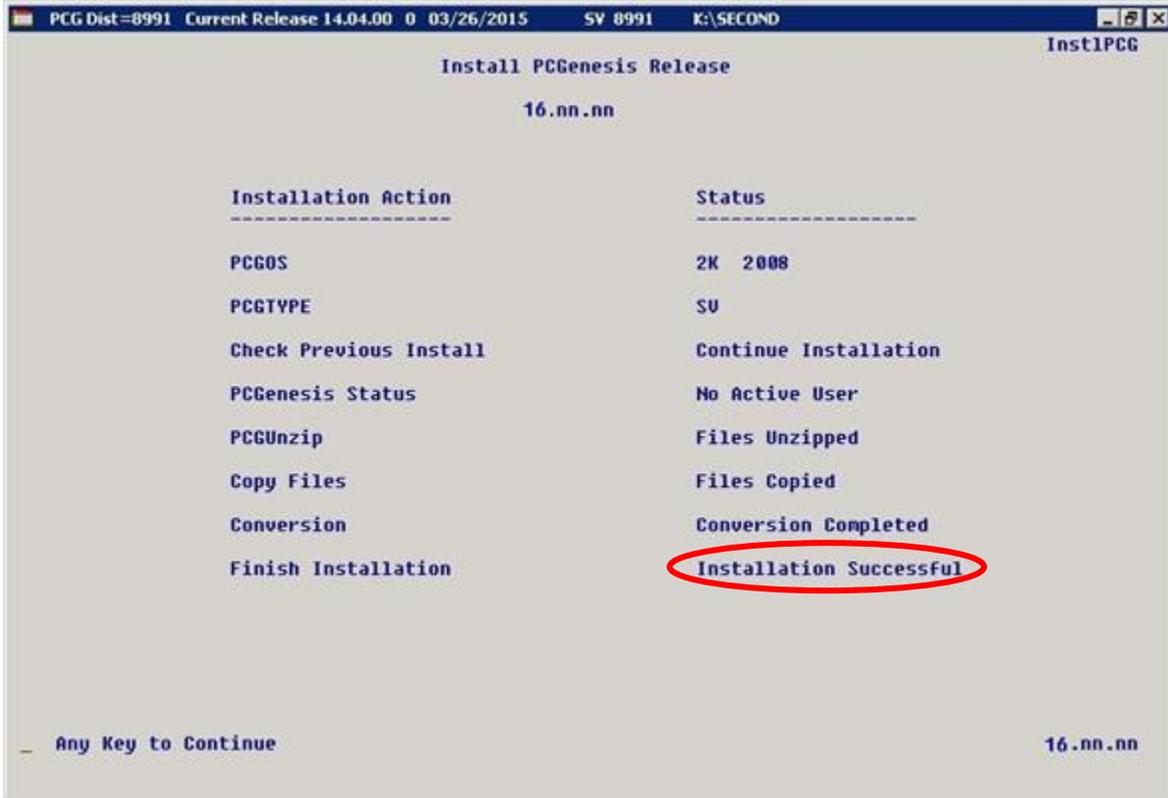
Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 16.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

A problem message displays if an error occurred:
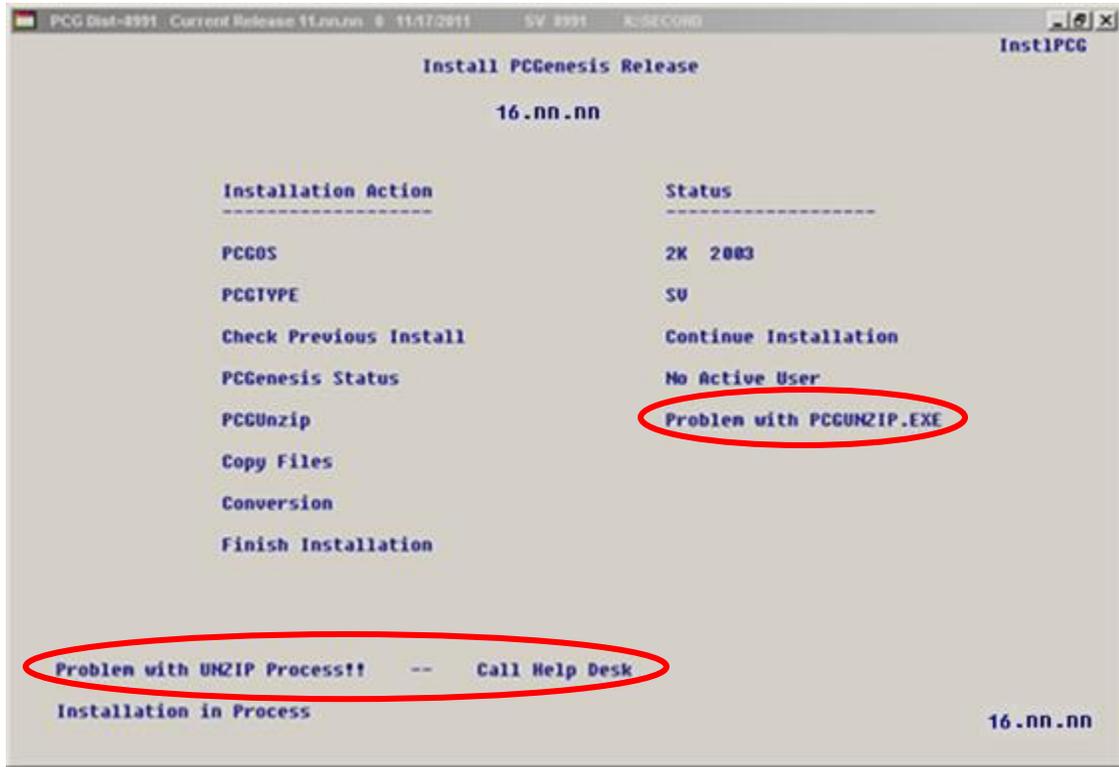
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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

```
 PCG Dist=7891  Current Release 16.01.00  O  03/14/2016     SV 7891    K:\SECOND                     _ 8 X
                                                                                        CHANPAYR


              Processing System  Conversion for Release 16.nn.nn



            Release 16.nn.nn conversion of the file

            ACA1095

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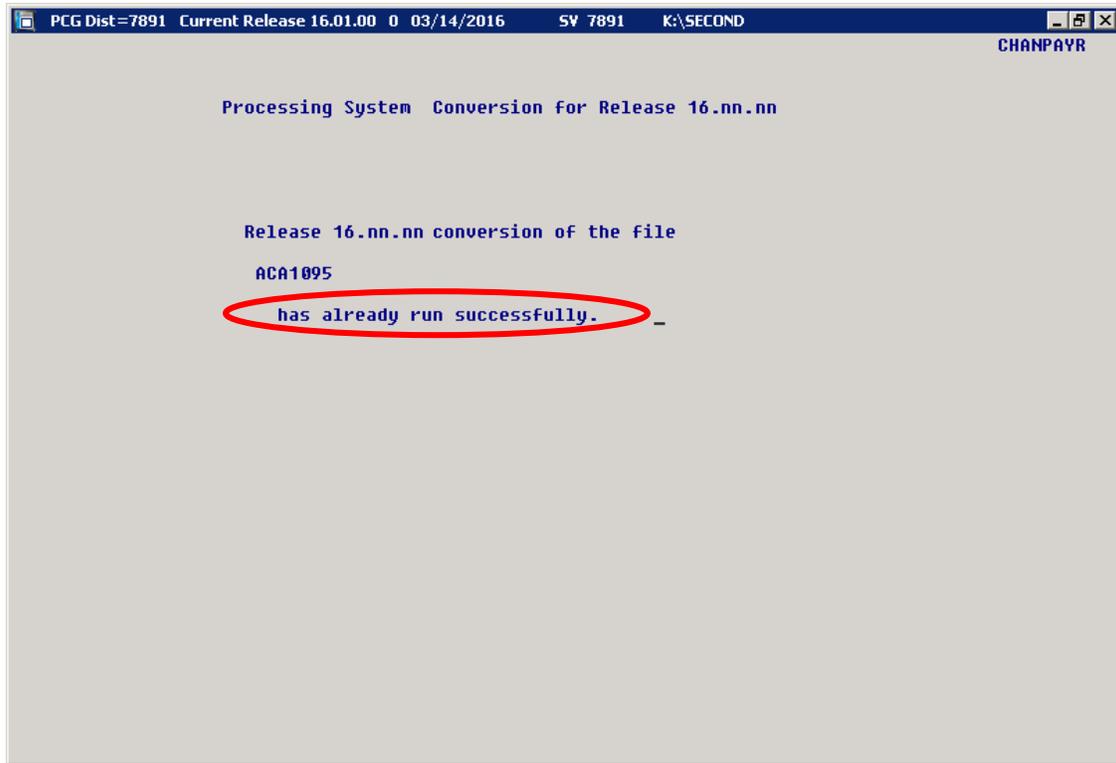
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

```
 PCG Dist=7891  Current Release 16.01.00  O  03/14/2016     SV 7891    K:\SECOND                     _ 8 X
                                                                                        Inst1PCG
                            Install PCGenesis Release

                                  16.nn.nn


              Installation Action                    Status
              ------------------                     -------------------

              PCGOS                                  2K  2008

              PCGTYPE                                SV

              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 Table Already Updated

  _  Any Key to Continue                                              16.nn.nn
```
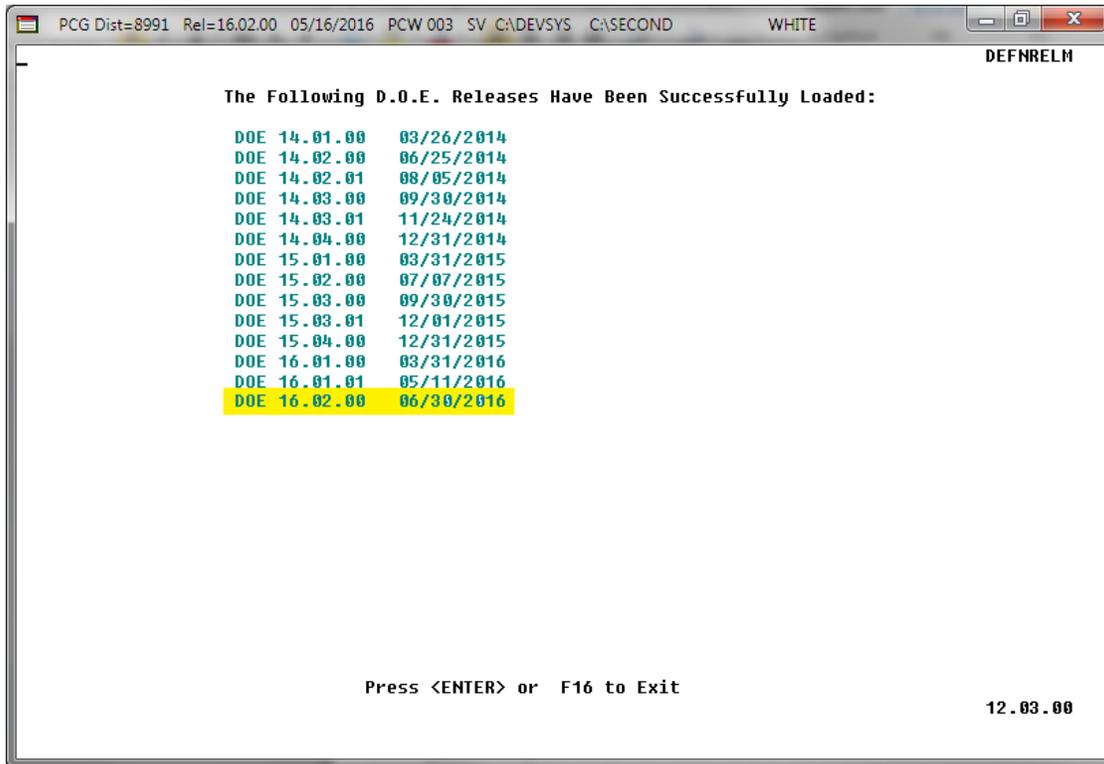
Step	Action
11	Proceed to *B3. Verify Release 16.02.00 Was Successfully Installed.*

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 *System Utilities Menu,* select __17__ (**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
                                                                               DEFNRELM

           The Following D.O.E. Releases Have Been Successfully Loaded:

              DOE 14.01.00    03/26/2014
              DOE 14.02.00    06/25/2014
              DOE 14.02.01    08/05/2014
              DOE 14.03.00    09/30/2014
              DOE 14.03.01    11/24/2014
              DOE 14.04.00    12/31/2014
              DOE 15.01.00    03/31/2015
              DOE 15.02.00    07/07/2015
              DOE 15.03.00    09/30/2015
              DOE 15.03.01    12/01/2015
              DOE 15.04.00    12/31/2015
              DOE 16.01.00    03/31/2016
              DOE 16.01.01    05/11/2016
              DOE 16.02.00    06/30/2016




                      Press <ENTER> or  F16 to Exit
                                                                       12.03.00
```

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 **DOE 16.02.00** 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.

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 **"Full System Backup After Release 16.02.00"**.