GEORGIA DEPARTMENT OF EDUCATION
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS
TWIN TOWERS EAST
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011   **FAX: (404) 651-5006**

http://www.gadoe.org/

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 12.02.00 – Fiscal Year 12 (FY12) Year-End Updates and Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 12.02.00*.

==**PCGenesis has a new documentation website!**==

==**Please bookmark this url in your Favorites folder.**==

PCGenesis supporting documentation is provided at:

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

==*June, 2012 Payroll Completion Instructions*==

*Install this release **after** completing the June 2012 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the July 2012 payroll.*

Make sure to import the 2013 CPI Salary Schedule into PCGenesis. The 2013 CPI Salary Schedule is available on the PCGenesis documentation web page.

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

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Customize PCGenesis Background Color

The Department of Education is pleased to announce the development of new background color options for PCGenesis screens. The preliminary code for the new color option is included in release 12.02.00. While the programs have been updated, this feature is still being developed and is not yet available. PCGenesis development anticipates that the new color feature will be available by the end of 2012.

The various background color options are shown below:
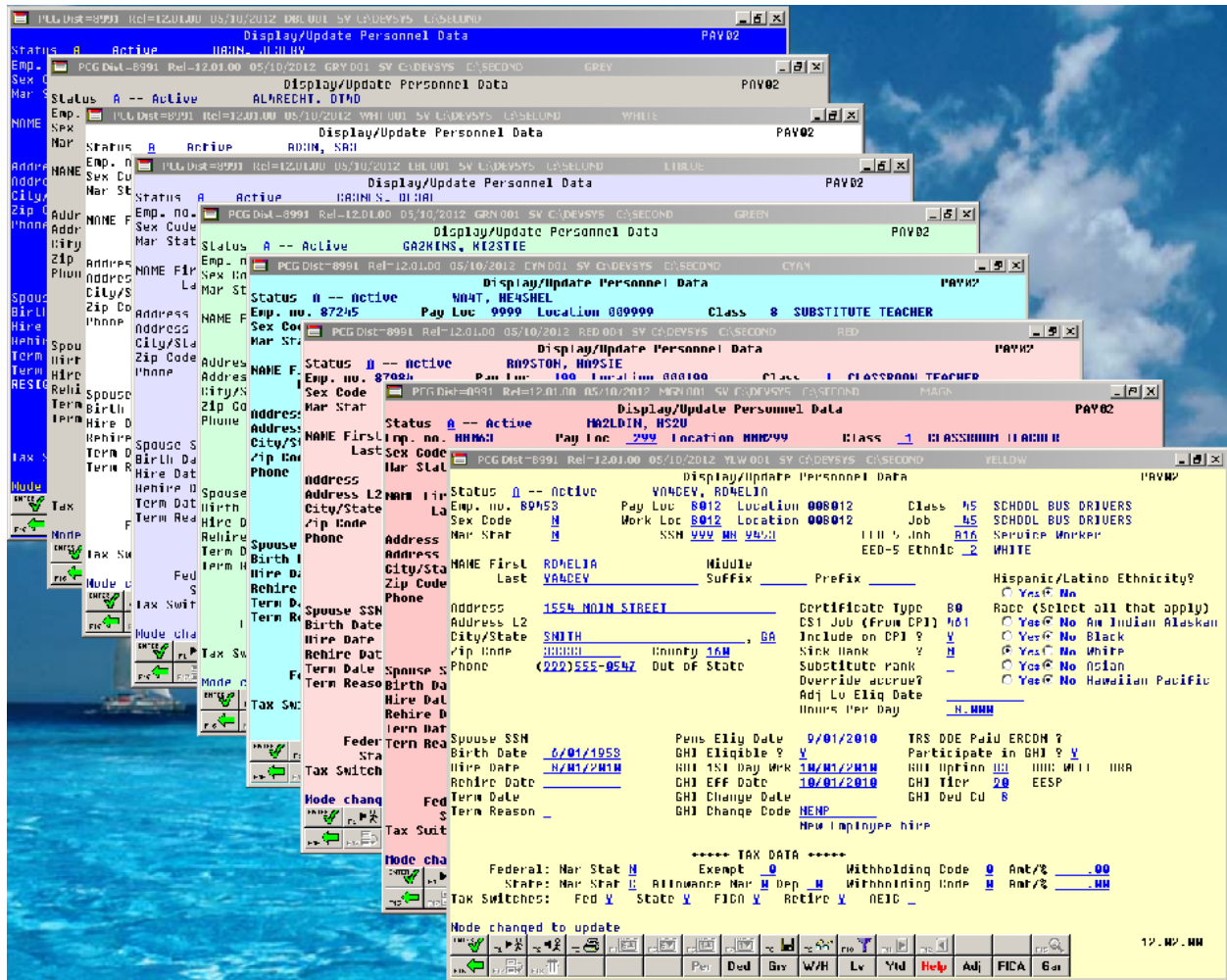
Each site will have the option to continue with the current dark blue background color for their PCGenesis screens, or the system administrator can change the default background color to one of the colors shown above. In addition, the system administrator has the ability to give control to individual users, and to allow users to select their own personal background screen color. This new feature is still in development and is not yet available for production environments.

A1.2. Print Label Option is Available in QWord

A new feature has been added to the *QWord* utility. The ability to print mailing labels (F2, F8, F9) using the *QWord* process will allow the user to print on AVERY 5162 label stock. AVERY 5162 label stock contains two columns of seven labels, for a total of 14 labels per page. To print labels, the user must highlight the label print file (i.e.PRNT0006) and select the *Labels* button. After the *Labels* button is selected, a message box appears requesting verification that the correct forms are loaded.
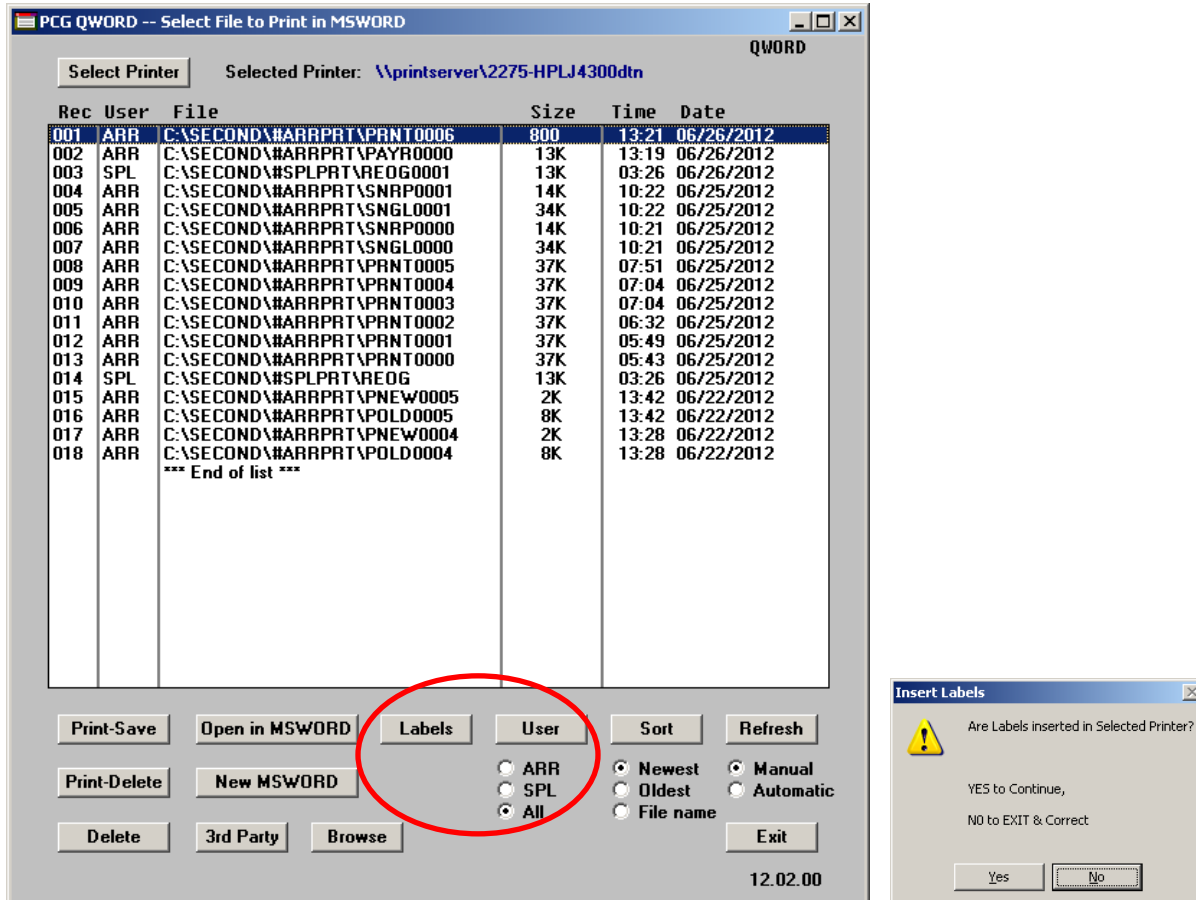
In addition, an option has been added which allows the user to select *User* '**SPL**'. Selecting user '**SPL**' causes *QWord* to display all of the system generated reports such as the recap report created by the PCGenesis file reorganization process.

A1.3. PCGenesis Scheduled Backup and Reorganization Task

A new PCGenesis file reorganization process is now available with this release. 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 in the *K:\DOCUMENT\Setup New PCGReorg.doc* file included in this release for more information.

A2. Payroll System

A2.1. New Teachers Retirement System (TRS) Rates for FY 2013

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2012.

Fiscal Year 2013	
TRS	
Employer Rate:	**11.41%**
Employee Rate:	**6.00%**

This release <u>automatically</u> updates the TRS rates into PCGenesis. PCGenesis Release 12.02.00 includes a data conversion for individual employees. The conversion program changes the employee TRS contribution rate to .0600 for each employee who participates in TRS. The data conversion happens automatically during the release installation process.

The *TRS Contribution Report and File* (F2, F5, F1) has been updated to correct a problem with the *Employee Prefix* field. Before, the *Employee Prefix* field was not initialized correctly and therefore, did not have a correct value for most employees. Now, all employee records will be created with a correct prefix.

A2.2. New Employees' Retirement System (ERS) Rates for FY 2013

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2012.

Fiscal Year 2013	
Old ERS	
Employer contribution: Pickup:	10.15% 05.00 %
Total Employer Rate:	**15.15%**
Employee Rate:	**1.5%**

Fiscal Year 2013	
New ERS	
Employer Rate:	**14.90%**
Employee Rate:	**1.5%**

This release <u>automatically</u> updates the ERS rates into PCGenesis.

A2.3. New Public School Employees Retirement System (PSERS) Rates for FY 2013

Senate Bill 246 was passed during the 2012 General Assembly Session and signed into law as Act 763. Act 763 increases the monthly employee contribution for new PSERS plan members to $10.00 effective July 1, 2012. The law states that "any person first or again becoming a member *of PSERS* on or after July 1, 2012" shall be subject to the increased monthly employee contribution. PSERS members hired before July 1, 2012 will continue to pay $4.00 monthly.

Fiscal Year 2013		
Description	**Pension Code**	**Employee Premium**
Old PSERS Employee Rate:	1	$4.00
New PSERS Employee Rate:	5	$10.00

This release automatically updates the PSERS rates into PCGenesis.

A2.4. New PSERS Pension Code 5

Because the new monthly $10.00 PSERS rate is effective only for new hires or those returning to PSERS service after a refund of contributions, all employers must add a second PSERS contribution deduction code to their payroll software systems. PCGenesis has accommodated this requirement by providing a new pension code of '**5**' for 'New PSERS' as shown below.
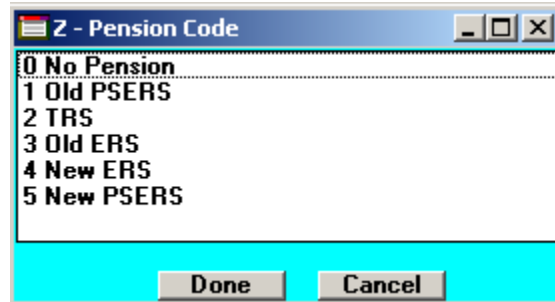
The *Setup Payroll for a New Payroll Run* (F2, F1, F1) function has been updated to support 'New PSERS', as shown below. PSERS should <u>not</u> be withheld in June, July, or August, but **both Old and New PSERS should be set to 'Y' for the September payroll**. The *Payroll Monitor* has also been updated to show whether or not 'New PSERS' has been selected for the payroll run.
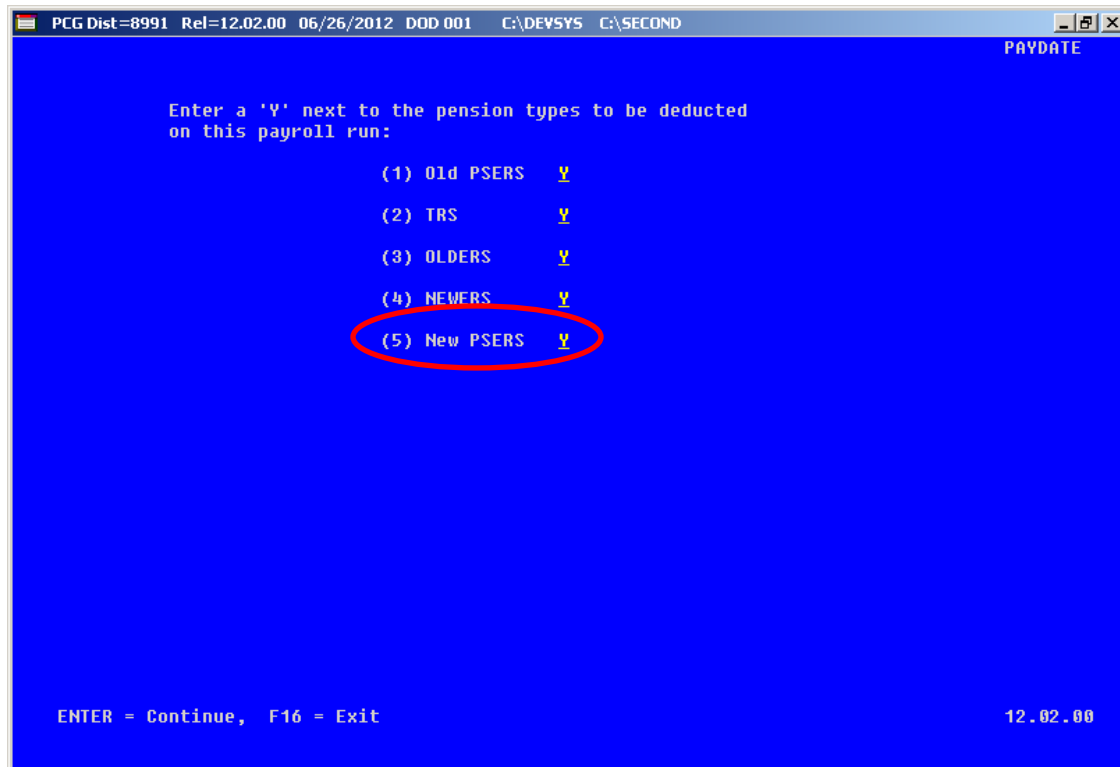
Setup Payroll Pension Screen

A2.5. Public School Employees Retirement System (PSERS) File Layout Updated for FY 2013

Effective with the September reports due October 1, 2012, a second monthly summary report submission will also be required. PSERS administration will add the second summary report to the employer reporting website and schedule webinars for Q & A in August 2012.

Minor changes have been made to the monthly PSERS report file. Old PSERS will continue to be reported as 'PSRS' on the transmission file and will only allow $4.00 or $0.00 values. New PSERS will be reported as 'PXRS' on the transmission file and will only allow $10.00 or $0.00 values.

A2.6. New Georgia Health Insurance (GHI) Rate for Certified Employees for July 2012 (for August 2012 Coverage)

Effective with the **July 2012** premium (for August coverage), the Board of Community Health has approved the flat per covered member per month employer contribution rates for the 2013 fiscal year. Effective with the **July 2012** premium (for August coverage), the employer contribution will be **$912.34** per month for each covered <u>certificated</u> member under the Plan. Effective with the **July 2012** premium (for August coverage), the employer contribution will increase to **$446.20** per month for each covered <u>non-certificated</u> member under the Plan.

This release <u>automatically</u> updates the GHI rates into PCGenesis. PCGenesis Release 12.02.00 includes a data conversion for individual employees. The conversion program changes the employee *GHI Participation Switch* to '**N**' for <u>all</u> employees, certified and non-certified, if the *GHI Option* field is '**NC**' (no coverage or coverage waived), '**NE**' (not eligible for coverage), or blank. The data conversion happens automatically during the release installation process. Also, going forward, the *Participate in GHI?* field is a <u>modifiable</u> field for all employees, certified and non-certified, on the ***Display/Update Personnel Data*** screen (F2, F2, F2).

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▣ PCG Dist=6791  Rel=12.01.00  06/19/2012  DOE 001    C:\DEVSYS  C:\SECOND  _□X│
│                                                                      PAYTAXES │
│                          ** GHI - Group Health Insurance **                   │
│                                                                               │
│                                 * CERTIFIED *                                 │
│                                                                               │
│              VENDOR        EMPLOYER SHARE ($)     EMPLOYER OBJCT      BLNC     │
│              4       ▼          912.34                21000          0421     │
│                                                                               │
│                                    >>OR<<                                      │
│                                                                               │
│                             EMPLOYER SHARE (%)                                 │
│                                 .000000                                        │
│                                                                               │
│          ------------------------------------------------------------         │
│                                                                               │
│                               * NON-CERTIFIED *                               │
│                                                                               │
│              VENDOR        EMPLOYER SHARE ($)     EMPLOYER OBJCT      BLNC     │
│              004863            446.20                21000          0421     │
│                                                                               │
│                                    >>OR<<                                      │
│                                                                               │
│                             EMPLOYER SHARE (%)                                 │
│                                 .000000                                        │
│                                                                               │
│                                                                               │
│                                                                               │
│       ENTER=Update, F16=Exit                                        12.02.00  │
└─────────────────────────────────────────────────────────────────────────────┘
```

Also, these changes are scheduled to go to Direct Billing – effective July 1, 2012.

- On August 11, 2011, the Board of Community Health adopted a strategy for SHBP which includes a shift to direct billing for certificated employee coverage.

- For certificated employee coverage, SHBP will move away from the current "percentage of payroll" billing model to implement a more accurate and "direct" per member per month (PMPM) method of billing.

- Starting **July 1, 2012**, Direct Billing for your certificated employees covered by SHPB will take effect. You will move from a percentage of state-based salaries for every SHBP-*eligible* certificated employee and will instead begin paying a "direct" PMPM rate (i.e., a flat rate) for each certificated employee *enrolled* in the SHBP.

- You will pay the amount billed and any adjustments will be made on the next billing cycle.

- Effective with the **July 2012** premium (for August coverage), the Board of Community Health has approved the flat per covered member per month employer contribution rate for the 2013 fiscal year for underlined certificated personnel. The flat rate is set at **$912.34** per covered member.

- Effective with the **July 2012** premium (for August coverage), the employer contribution will increase to **$446.20** per month for each covered <u>non-certificated</u> member under the Plan. The proposed employer contribution effective in July 2013 is $596.20, and $746.20 effective in July 2014. These proposed rates will be approved by the DCH Board before implementation; however, it is anticipated that a minimum of these rates will be necessary to address the shortfall in employer contributions to the non-certificated/classified personnel plan.

- To accommodate this new billing methodology, the **<u>PCGenesis payroll system has been modified</u> in this release to allow for this change from percentage of payroll to direct PMPM billing**.

A2.7. *Update SHBP Monthly GHI Deduction Data File*

The *SHBP Monthly GHI Deduction Data File* has been updated to be consistent with required changes. A change has been made to the *Payroll Location* field on the *Monthly GHI Deduction Data File*.

The new 5-digit *Payroll Location* field is defined as follows:

- The first 3 digits will be the *District/RESA Id* (for example, 601 for Appling)
- Digit 4 will be '**1**' for districts and '**4**' for RESAs
- Digit 5 will be '**2**' for a certified employee or a '**3**' for a non-certified employee

Both Old PSERS and New PSERS will be reported as *Retirement System Code* '**89409**' on the *Monthly GHI Deduction Data File*.

A2.8. *New Gross Data Fields for GHI Account Distribution*

The *GHI Gross* fields have been deleted from the gross data account lines on the *Gross Data* screen (F2, F2, F4). New fields have been added to replace the *GHI Gross*.

The *GHI % Distribution* fields have been added to the gross data account lines on the *Gross Data* screen (F2, F2, F4). These fields are used to determine how to distribute the total GHI employer contribution across the GL account lines. The *GHI % Distribution* determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process. A *GHI % Distribution* is valid only for *Process Type* codes of 'S', 'H', and 'D'. The *GHI % Distribution* fields must add up to 100% (or 1.0000). A *GHI % Distribution* of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.

```
PCG Dist=6791  Rel=12.01.00  06/19/2012  DOE 001    C:\DEVSYS  C:\SECOND                    _ | |X|
Status Active                        Update/Display Gross Data                           PAY07
 EmpNo 87839 BA2DA, JO2QUIN                               Class     1 CLASSROOM TEACHERS
 SSN   999-08-7839      Loc  201 Location 000201          Job cd    3 TEACHER 4-8
 Cert level T6     State yrs 23     Pay step L6  Local yrs 23     Salary sched
 Work sched ID     Hrs/Day  8.000 Days/Week 5   Hrs/Week   40.00 13/14 pay ind
 Ann work days 180 Days worked YTD   0.00 This per   0.00  Days docked YTD   0.00  This per   0.00

    Proc  Pay   Pay Rate  Days/Hrs  Days/Hrs    Regular   Overtime  GHI %  Pay   Pay for
    Type  Type  Hrly/Daly  Regular  Overtime     Gross     Gross    Dist  eas Period End
 01. S                                          4126.93             .8000
 02. S                                           165.27
 03. S                                          1031.73             .2000
 04. S                                            41.32
 05.
 06.
                                                5365.25            1.0000           Sub
          Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross  Pens Amt Contract  Distrib
 ACCT 01 12 100    1081 1000 11000   201 1                                        Y
 ACCT 02 12 100    1083 1000 11000   201 1
 ACCT 03 12 100    2111 1000 11000   201 1
 ACCT 04 12 100    2113 1000 11000   201 1
 ACCT 05 00
 ACCT 06 00


 TRS & ERS Pens Gross Adj                                         Total gross   5365.25
 Amt/%                      Contract amt  64382.89  Cycle gross  5365.25     Cycle 1 Cal Yr
 Pay sch. #  12                State salary  61903.90 Local salary  2479.00     Other
 Pens code   2  TRS          Pens elig date  8/27/1990     Amt/%    .0600      Contmo 10
 Pens switch Y               TRS service ind 1                                 PY contmo 10

 Next employee retrieved (by Name)
ENTER                                                                              12.02.00
                                    Per  Ded  Grs  W/H  Lv  Ytd  Help  Adj  FICA  Gar
```

The process for voiding a check using the *Enter Voided Check/Direct Deposit from Previous Pay* function (F2, F3, F9, F11) has been modified slightly. Voided checks will now use the actual employer GHI amount from the original check instead of recalculating the employer GHI amount to void. This will prevent inaccurate employer GHI amounts from posting to the General Ledger when voiding a check from a prior pay period.

Manual checks entered via the *Enter Manual Check/Direct Deposit* function (F2, F3, F9, F9) will no longer refund employer GHI. Refunds for employer GHI amounts will need to be handled with claims through the financial system. This is required because there is no longer a way of knowing if the GHI gross is negative.

A2.9. *Payroll Gross Data Export and Import*

The *Payroll Gross Data Import* now allows the import of employees' *GHI % Distribution* field. This feature is available via the *Payroll Gross Data Export* procedure as well.

A *GHI % Distribution* is valid only for *Process Type* codes of 'S', 'H', and 'D'. The *GHI % Distribution* fields must add up to 100% (or 1.0000) for an employee. A *GHI % Distribution* of 100% is required for any employee, certified or non-certified, who is enrolled in GHI.

Payroll Gross Data Import Template Update

The Payroll Gross Data Import Template's file format contains one new data field, 'GHI DIST %' which <u>replaces</u> *the field 'GHI GR'. It may be necessary for users to update their existing gross data import templates. If so, users should change the heading of column AA from 'GHI Gr' to 'GHI DIST %'.*

A2.10. Earnings History GHI Changes (Earnings History Transfers)

The *GHI Gross* fields have been deleted from the gross data account lines on the ***Add Earnings History*** screen (F2, F10, F1). The *GHI % Distribution* fields have been added to replace the *GHI Gross* fields on the *Add Earnings History* screen since the *GHI Gross* fields are no longer needed.

The *GHI % Distribution* fields have been added to the gross data account lines on the ***Update/Display Earnings History*** screen (F2, F10, F2), in addition to the *GHI Gross* fields. The *GHI Gross* fields have been retained on historical earnings history records for reference.

The *GHI % Distribution* fields are used to determine how to distribute the total GHI employer contribution across the GL account lines. The *GHI % Distribution* determines whether or not a percentage of the employer GHI contribution should be distributed to this account line during the payroll process. A *GHI % Distribution* is valid only for *Process Type* codes of 'S', 'H', and 'D'. The *GHI % Distribution* fields must add up to 100% (or 1.0000).

The transfer earnings history function has been updated to use the *GHI % Distribution* field when calculating the amount of employer GHI to transfer to a new GL account. Also, the transfer earnings history screen has been updated to show the original total gross amount associated with the 'From' account line.

A2.11. Export History Gross Pay Distribution Export

Support has been added to the *Export History Gross Pay Distribution Export* (F2, F13, F8, F8) feature for the export of an additional earnings history field. The user is now allowed to select the **Account GHI dist %** field for export from the *Earnings History File*.

A2.12. Updates to Payroll Reporting

The following reports and processes have been updated to reflect the changes to GHI and to PSERS pension:

- *Print Employee's Earnings History* (F2, F10, F3)
- *Print Year-to-date Earnings Register – Summary by Employee* (F2, F10, F13) and *Print YTD Employer Benefits Register* (F2, F10, F15)
- *Print Payroll Balance Sheets* (F2, F1, F3 and F4)
- *Print Earnings Forecast Resister* (F2, F1, F6)
- *Print Payroll Exceptions Report* (F2, F3, F2)
- *Print Pay Checks and Direct Deposits* (new detailed pay stub only) (F2, F3, F5)
- *Print Deduction Registers* (F2, F3, F8)
- *Print Trial Payroll Register* (F2, F3, F3) and *Print Final Payroll Register* (F2, F3, F7).
- *Print Employer Benefits by Employee* (F2, F3, 12)
- *Print Employee W-2's and Create File* (F2, F5, F4)
- *Import New Employees* (F2, F13, F8, F9)

A2.13. New Detailed Checks/Direct Deposits

A problem has been reported with the new detailed payroll check stub. Before, if an employee had more than six different earnings in the *Current Hours and Earnings* section of the stub, the excess earnings were summarized with the title "PAY TYPE ****" and employees did not know what this meant. Now, if an employee has more than six current earnings, the excess earnings are summarized with the title "ALL OTHER PAY".

Also, if the *Enhanced Substitute Pay and Employee Leave System* is implemented at a user site, the leave labels in the *Paid Time Off* section of the payroll check stub will be populated from the short description contained on the *Leave Type Code* table. Thus, if the district has a short description of 'Annual Leave' defined for *Leave Type Code* 'A5', then 'Annual Leave' will print on the detailed check stub instead of 'Vacation'.

A2.14. Delete Fiscal-to-Date Retirement Fields

The *Fiscal-to-Date Retirement* fields have been deleted from the **Update/Display YTD/Fiscal Data** screen (F2, F2, F7)**.** The contents of the retirement fields were not accurate, and therefore, the fields were removed from the screen.
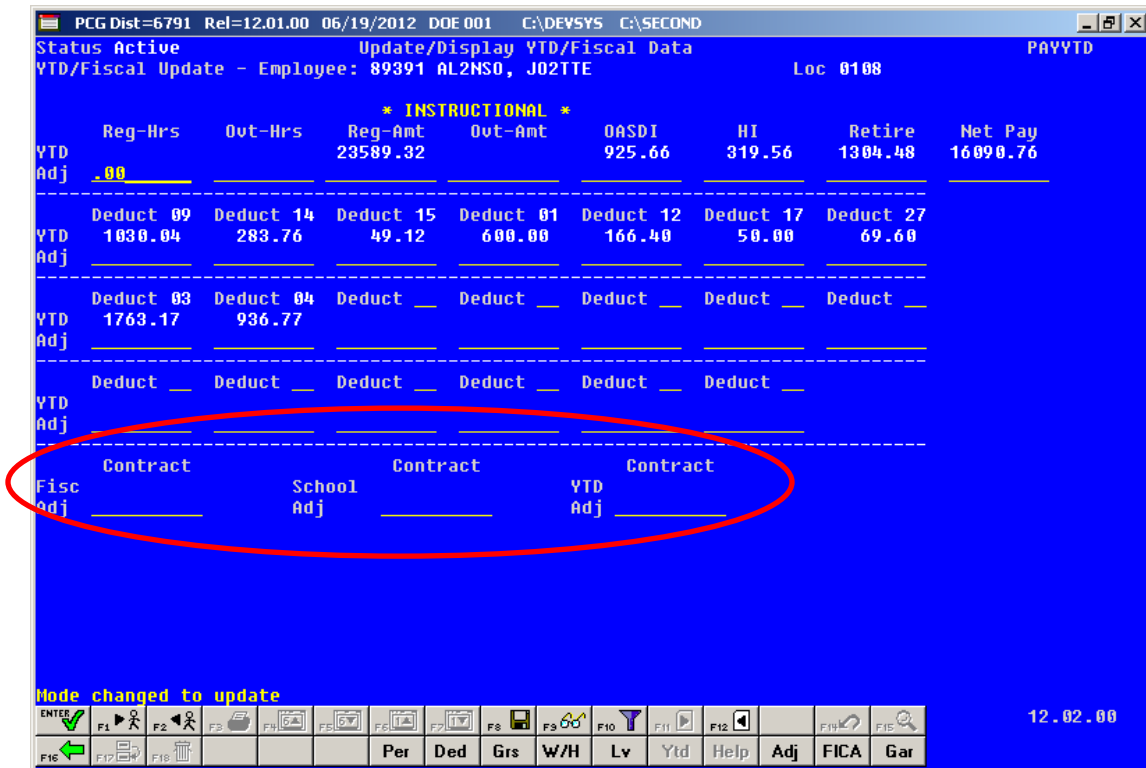
A2.15. Fix Paging of Payroll Gross Pay Distribution Report

The *Payroll Gross Pay Distribution* report has been updated so that the report pages correctly. Before, too many lines were printed per page so that the page content would overflow to the next page. The *Payroll Gross Pay Distribution* report is produced from the *Print Final Payroll Distribution* (F2, F3, F12) function.

A3. Personnel System

A3.1. PCGenesis Substitute Pay and Employee Leave System

The Department of Education is pleased to announce the successful pilot of the new *Substitute Pay and Employee Leave System*. The preliminary code for a new enhanced substitute pay and employee leave system was included in release 11.03.00, was updated in release 12.01.00, and is further updated in release 12.02.00. While the programs have been updated, this system is still evolving, and is not yet available to all users.

The new enhanced substitute pay and employee leave system is being piloted at one test site starting in April 2012. The pilot is going very well and the leave/payroll administrator at the test site reported that what historically used to take two solid days of work to enter leave data, balance the leave data, and generate the substitute gross data transactions, now takes only four hours with the *Enhanced Substitute Pay and Employee Leave System*. PCGenesis development anticipates that the new system will be available for additional "early adopters" by July 2012, and will be available for a phased implementation over the rest of our user base by September 2012.

Using the new substitute pay and employee leave system will be optional. Sites may continue to use the old leave system or a third party leave system for as long as they like. However, even the old leave system has been updated to allow for tracking of staff development days and sick bank days in PCGenesis.

Highlights of the updates to the new substitute pay and employee leave system are detailed in the sections below.

A3.1.1. Import Substitute and Employee Leave Data into the Leave Input File

A new option has been added to the *Enhanced Substitute Pay and Leave System*. The *Import Leave Input Data from CSV* option has been added (F3, F4, F2, F2). By entering a minimum amount of leave data into a comma separated file, the user can generate the substitute pay and employee leave data for the payroll cycle, and populate the *Leave Input File*. Further editing of the data may be accomplished, if required, by making changes to the *Leave Input File* data via the *Input Leave Data and Substitute Pay* (F3, F4, F2, F1) function.

Data fields for the import file include the absent employee number and name, the starting leave date, the leave type and reason codes, and the days or hours absent. The user may also enter the substitute employee number or indicate if no substitute is needed. If the substitute time is different from the employee's time absent, the substitute time may also be entered into the spreadsheet.

The import process can automatically generate the substitute account numbers based upon the absent employee gross data account numbers, or the user may enter one override account number into the spreadsheet. The pay for the substitute employee is defaulted based upon the absent employee's salary gross data lines where the *Substitute Distribution Flag* is set to 'Y', and is also based upon the substitute rates defined for the absent employee's pay class.
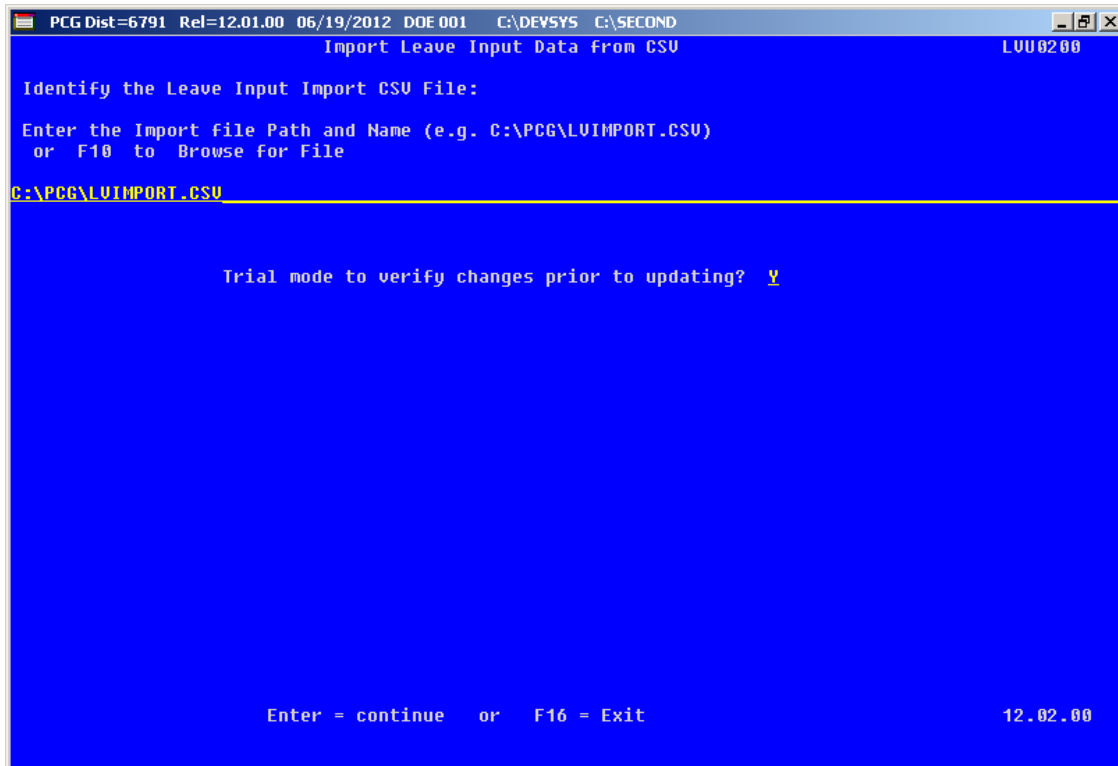
Import Leave Input Data from CSV – Screen 1

A3.1.2. Post Leave Input Data – Allow 'Add' or 'Replace' Option for Substitute Gross Data

A new option has been added to the *Post Leave Input Data* function (F3, F4, F2, F3). Before, the substitute gross data lines could only replace the existing gross data lines on the substitute's payroll record. Now, the user can select either an 'Add' option or a 'Replace' option. The 'Add' option will allow the user to add the gross data lines from the *Leave Input File* to the existing gross data already present on the substitute's payroll record. The 'Replace' option will replace the existing gross data lines with the new gross data lines from the *Leave Input File*.

The leave for the current payroll cycle is collected in the *Leave Input File*, reports are generated from the input data, and corrections are made to the leave data before the user posts the leave. The *Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

Post Leave Input Data – Screen 1

Posting the leave input data accomplishes the following:

- o Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen (F2, F2, F4).
- o Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated. The pay stub leave data is available from the *Update/Display Current Leave Data* screen (F2, F2, F6) within payroll.
- o The absent employee's leave data is posted into the *Leave History File*.
- o All leave transactions are deleted from the *Leave Input File*.

A3.1.3. Adjust Leave History Balances

A new option has been added to *Enhanced Substitute Pay and Leave System*. The *Adjust Leave History Balances* option has been added (F3, F4, F4, F2). This option allows the user to browse through existing leave history records or to create leave history adjustment records.
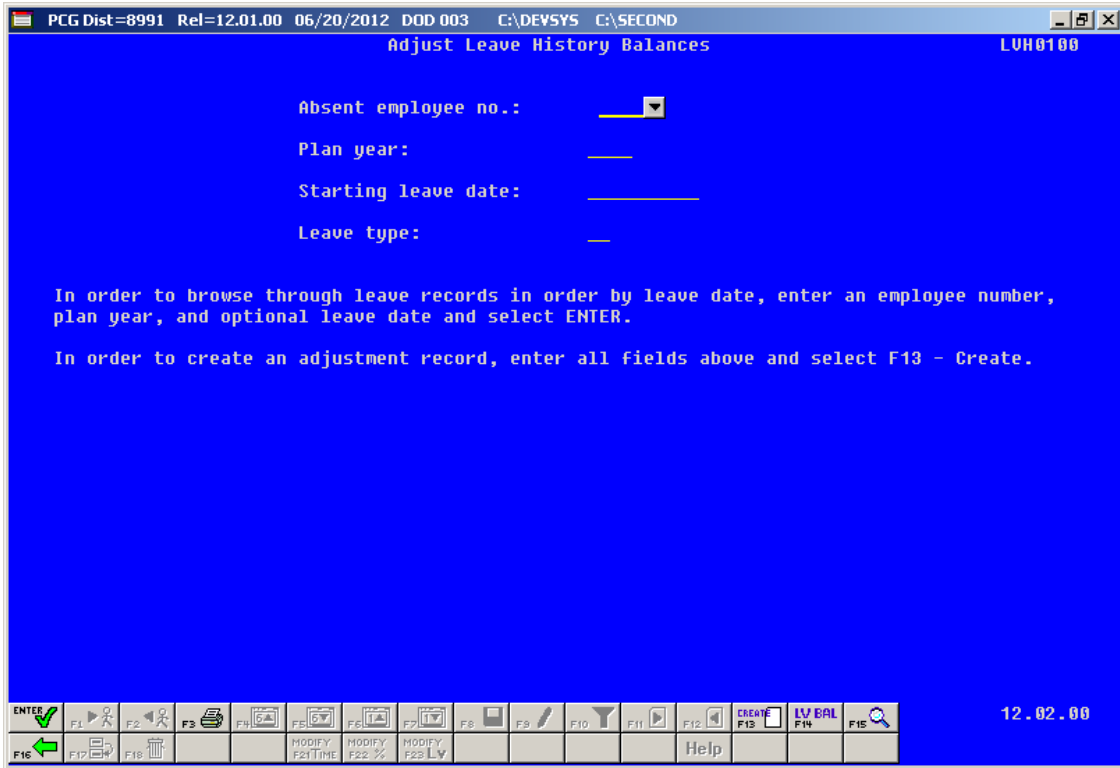
Adjust Leave History Balances – Screen 1
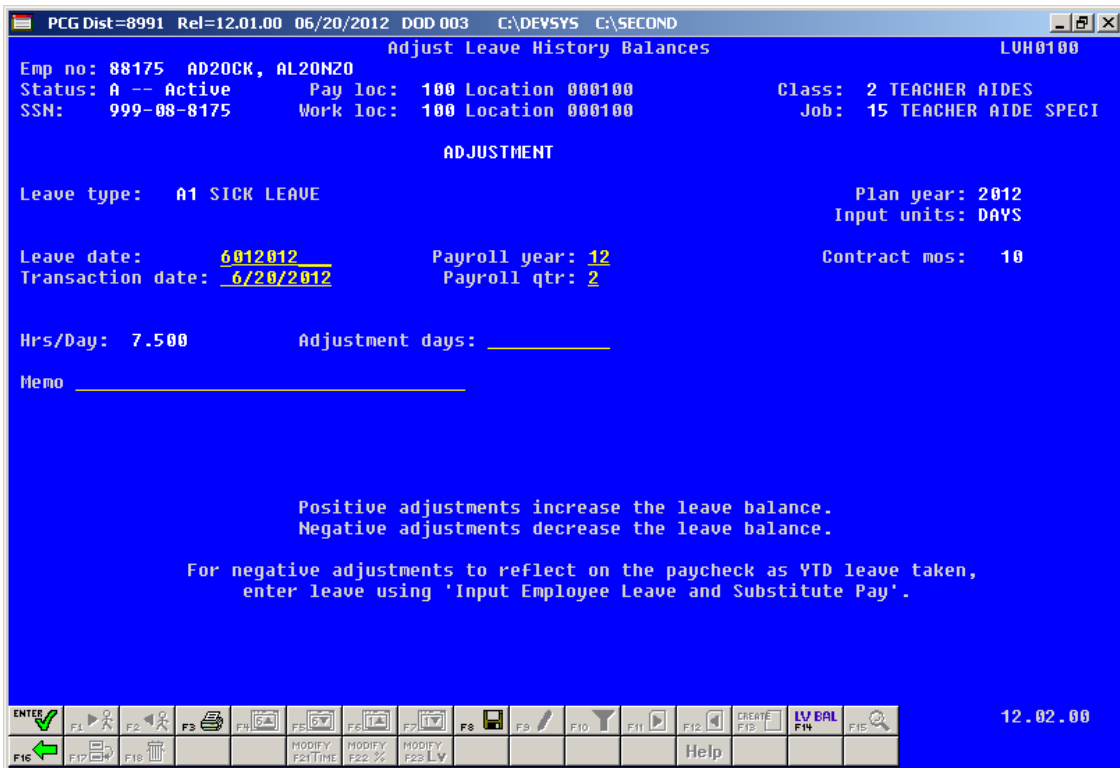
Adjust Leave History Balances – Screen 2

A3.1.4. New Utility for Recalculating Year-to-Date Leave on Payroll Record

A new process has been added to update leave balances and year-to-date used fields on the employees' payroll record. The new option is *Recalculate Year-to-Date Leave on Payroll Record* (F3, F4, F2, F21). PCGenesis users may recalculate employees' leave balances and year-to-date used fields from the data in the *Leave History File*, for an individual employee or for all employees. This procedure corrects incorrect leave totals which print on employees' pay checks and direct deposit statements.

A3.1.5. Add Support for TRS Credits

Support has been added for a *Leave Type* code of '**T1**' for TRS Credits. When advancing paid sick leave, *Leave Type Code* '**A1**', if the paid sick leave is capped, the overflow days or hours are accumulated in category '**T1**', TRS Credits. TRS Credits are rolled over from one plan year to the next plan year. This feature will enable the *Enhanced Substitute Pay and Employee Leave System* to track the history of employees' TRS Credit accumulation for all TRS participants.

A3.1.6. New Option for Substitute Pay by Employee Report

Teacher information has been added to the substitute pay reports in the *Enhanced Substitute Pay and Employee Leave System*. This facilitates the review of substitute pay by providing the absent employee information associated with the substitute's gross data lines. Sort options have been added to the substitute pay reports which allows the account lines to be sorted in account number order or in order by the absent employee number.

A3.1.7. Conclusion

In conclusion, the new *Enhanced Substitute Pay and Employee Leave System* is a work-in-progress. The preview of the system offered here is not etched in stone. As we are made aware of additional complexities in substitute pay and leave processing, we will continue to modify the system. To this end, the PCGenesis development team would greatly appreciate your input. If you have any questions, comments, or suggestions that you would like to bring to our attention, please feel free to contact the PCGensis Help Desk with your input. For example, we will be developing leave reports for the new system. If you have certain reports that you feel should be included in a new substitute pay and employee leave system, please let us know. We look forward to working with all of our dedicated users!

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Cycle 3 Leave Reporting

An *Import Employee Leave Data* (F3, F5, 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.
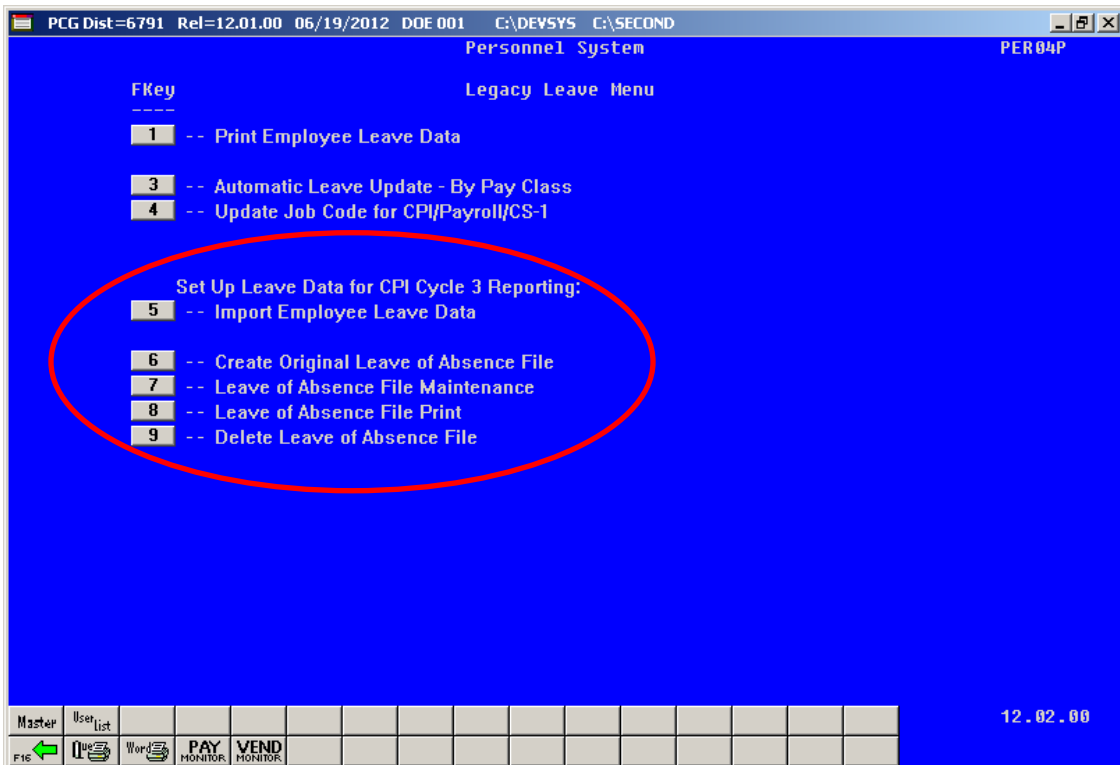
The *Create Original Leave of Absence File* procedure (F3, F5, F6) has been updated. If leave data has been imported (F3, F5, F5) or keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been entered into payroll, 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.*

```
 PCG Dist=8991  Rel=12.02.00  06/26/2012  DOD 001     C:\DEVSYS  C:\SECOND            _|8|X|
                        Create Original Leave of Absence File                    PERUSLV1
                                    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 payroll check stub leave data.




                       Continue processing (Y or N)   Y














                ENTER = Continue, F16 = Exit without processing             12.02.00
```
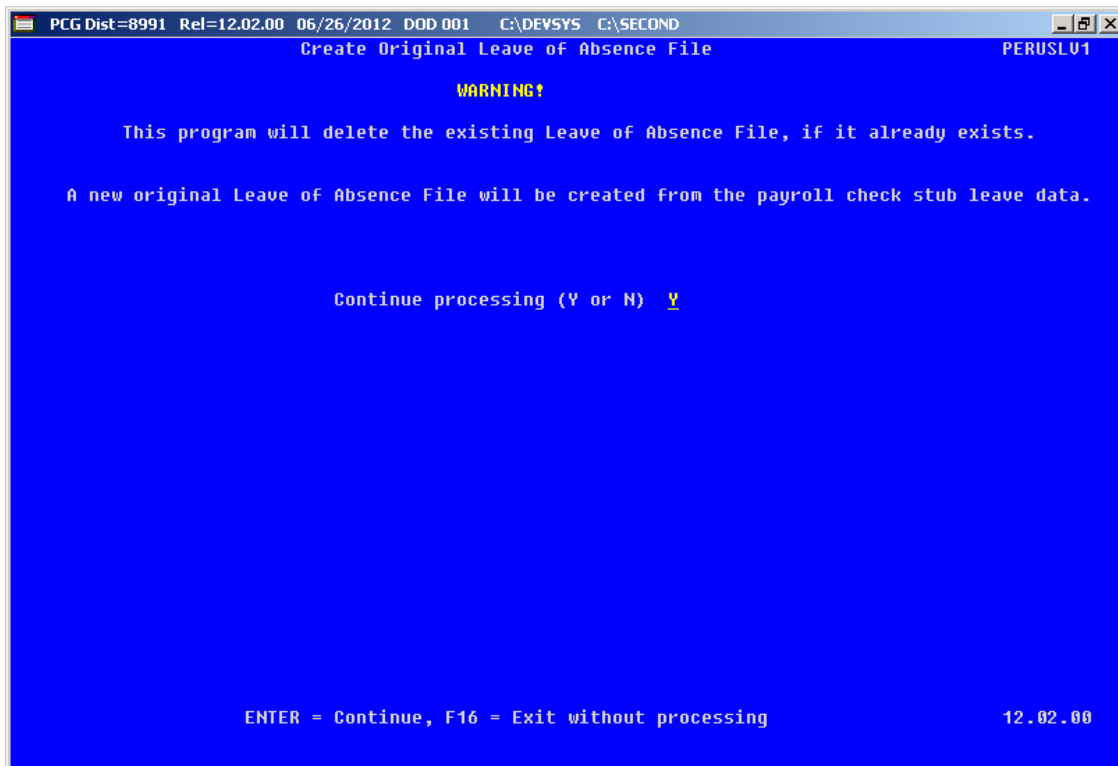
Staff Development leave is now brought over from the payroll leave data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type* **SLST.**

A4.2. Upload the 2013 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2013*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

A5. Financial Accounting and Reporting (FAR) System

A5.1. Fix Bug with Vendor Maintenance

Release 12.01.00 inadvertently deleted the *One Item Per Check* field from the *Vendor Maintenance* (F1, F14, F1) screen. This problem has been corrected, and the *One Item Per Check* field has been added back to the screen.

A5.2. Text Only Check Print

In order for third party vendors to determine the type of vendor check being printed, the check print has been updated for 'Text Only Output'. Now, the *Check Type* information is included at the beginning of each vendor check. With this information at the top of the file, third party vendors are able to immediately recognize what type of check is being printed.

For example, some clients have school food service, general accounts payable, accounts payable for payroll taxes, etc. Each of these types of checks may require a separate template designed by the third party vendor to use for the output.

Allowing third parties to access PCGenesis check output can open up multiple options to school districts. For example, third parties are now able to offer employee web browser self service options that were not previously available to PCGenesis systems. By providing web access to current and historical employee payroll documents, the district may no longer feel the need to mail paper copies of direct deposit advices to employees, thus saving printing and mailing expenses.

Section B: Installation Instructions for Release 12.02.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 12.02.00* 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 12.02.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
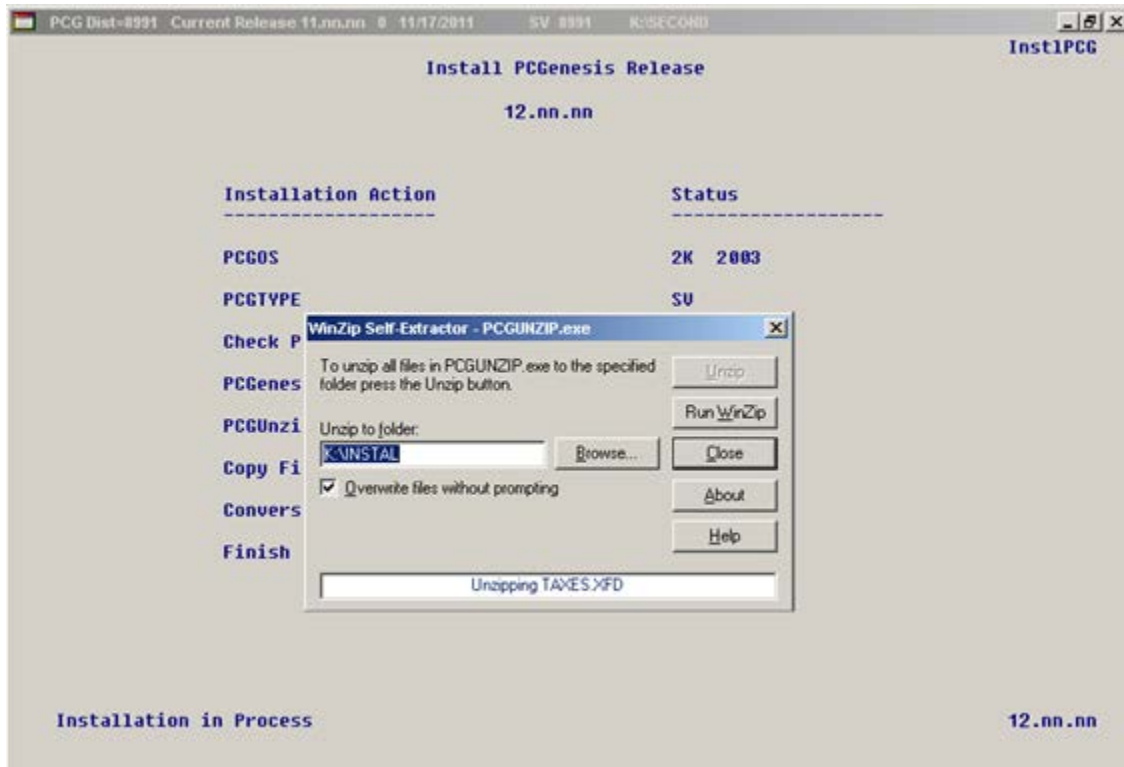
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 12.02.00"**.
5	Proceed to *B2. Install PCGenesis Release 12.02.00.*

B2. Install PCGenesis Release 12.02.00

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	Double-click **RELINSTL.BAT** to perform the installation. *A status screen will display showing the release steps as they are completed.*

A screen will display showing the progress of the installation:

For PCGenesis *Release 12.02.00* successful installations, the following message displays:
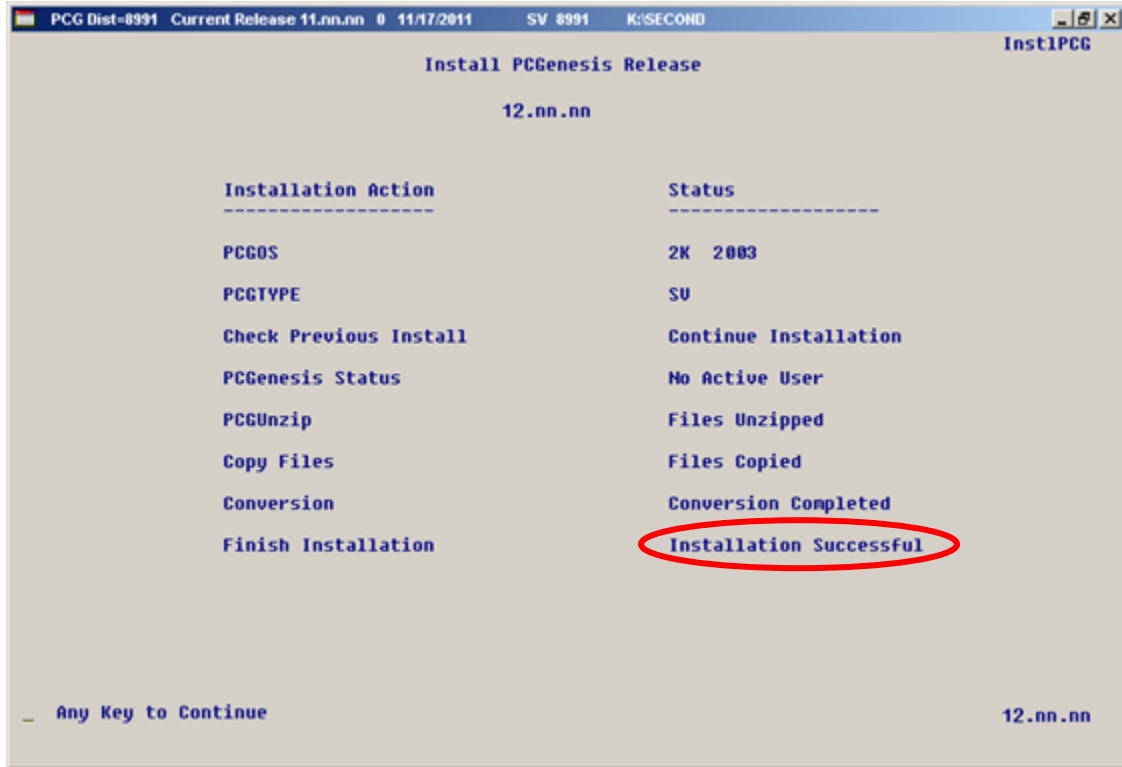
Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 12.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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:
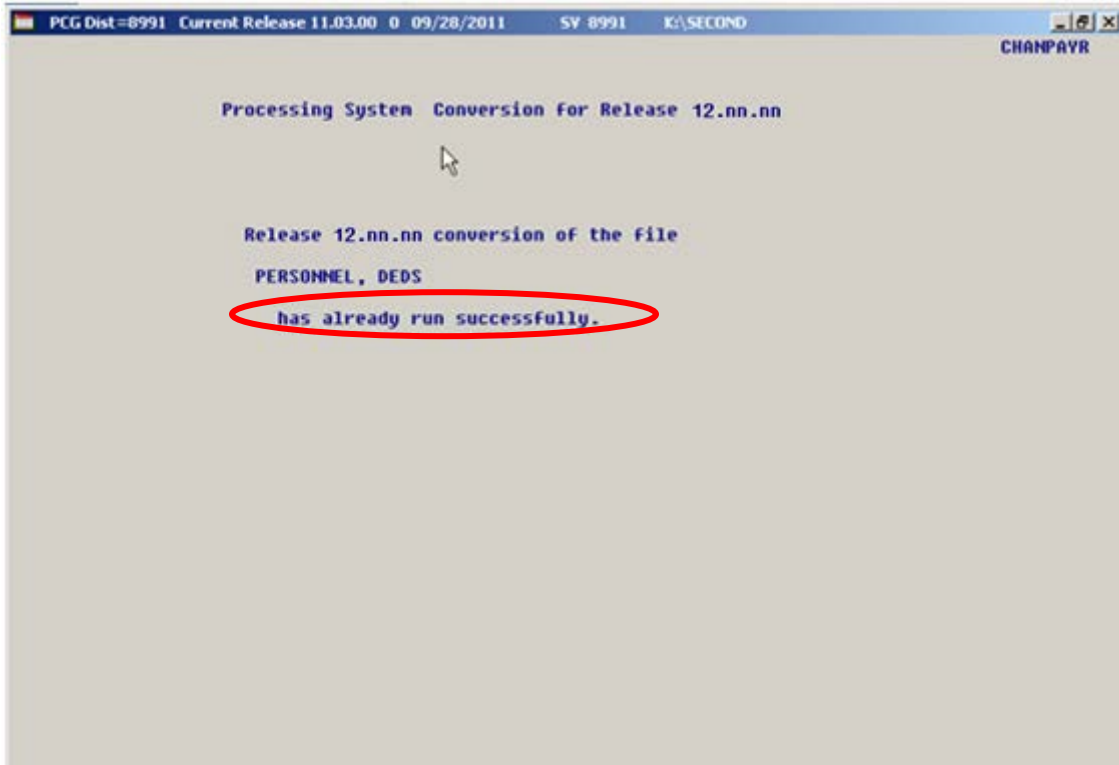
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:
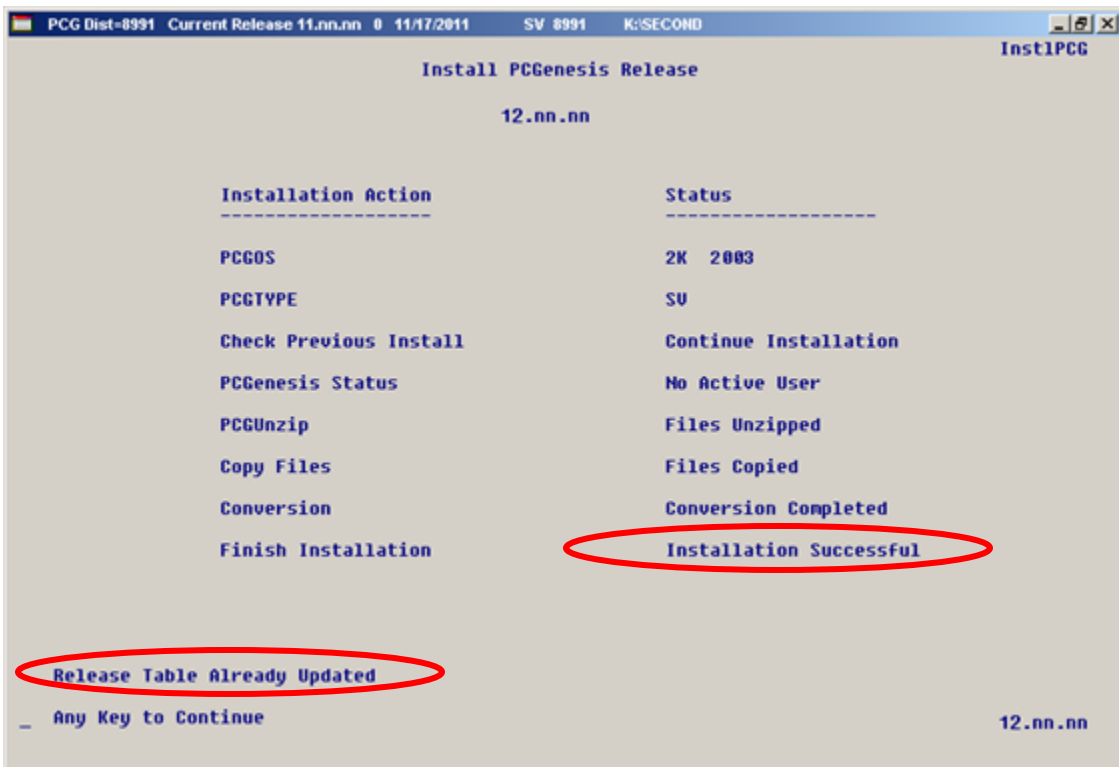
Step	Action
11	Proceed to *B3. Verify Release 12.02.00 Was Successfully Installed.*

B3. Verify Release 12.02.00 Was Successfully Installed

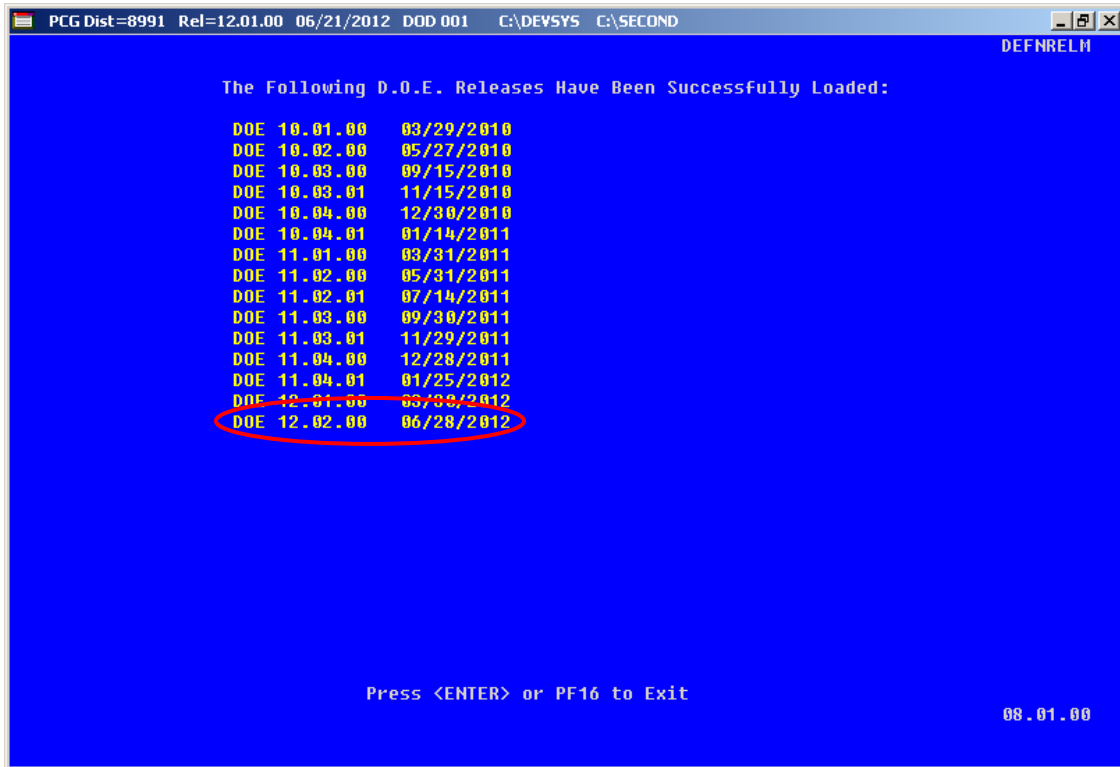| Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu*, select 30 (**F30** - System Utilities).
3	From the *System Utilities Menu*, select 17 (**F17 -** Display Current Release Number).

The following screen displays:

```
 PCG Dist=8991  Rel=12.01.00  06/21/2012  DOD 001    C:\DEVSYS  C:\SECOND        _ |B| X
                                                                         DEFNRELM

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

                DOE 10.01.00    03/29/2010
                DOE 10.02.00    05/27/2010
                DOE 10.03.00    09/15/2010
                DOE 10.03.01    11/15/2010
                DOE 10.04.00    12/30/2010
                DOE 10.04.01    01/14/2011
                DOE 11.01.00    03/31/2011
                DOE 11.02.00    05/31/2011
                DOE 11.02.01    07/14/2011
                DOE 11.03.00    09/30/2011
                DOE 11.03.01    11/29/2011
                DOE 11.04.00    12/28/2011
                DOE 11.04.01    01/25/2012
                DOE 12.01.00    03/30/2012
                DOE 12.02.00    06/28/2012




                              Press <ENTER> or PF16 to Exit
                                                                         08.01.00
```

Step	Action
4	Verify **Release 12.02.00** 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 12.02.00** displays.*
	If Release 12.02.00 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.

Step	Action
8	Reboot the PCGenesis server.

B4. Perform a PCGenesis Full Backup after Release 12.02.00 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 12.02.00"**.