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

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 13.02.00 – Fiscal Year 13 (FY13) Year-End Updates and Miscellaneous Changes / Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 13.02.00*.

PCGenesis supporting documentation is provided at:

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

June, 2013 Payroll Completion Instructions

Install this release __after__ completing the June 2013 payroll(s). Install this release __before__ executing F4 – Calculate Payroll and Update YTD for the July 2013 payroll.

Make sure to import the 2014 CPI Salary Schedule into PCGenesis. The 2014 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 make sure to 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) __first__, and 2) Run the Advance Leave (F3, F4, F2, F10) __second__. The Create Original Leave of Absence File (F3, F5, 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 (F3, F5, F6) __first__ in order to capture FY 2013 leave totals for CPI reporting, and 2) Run the Automatic Leave Update (F3, F5, F3) __second__ in order to clear the 2013 YTD leave totals.

Contents

Section A: Overview of Release

A1. Payroll System

A1.1. New Teachers Retirement System (TRS) Rates for FY 2014

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2013.

Fiscal Year 2014	
TRS	
Employer Rate:	**12.28%**
Employee Rate:	**6.00%**

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

A1.2. New Employees' Retirement System (ERS) Rates for FY 2014

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2013.

Fiscal Year 2014	
Old ERS	
Employer contribution: Pickup:	13.71% 05.00 %
Total Employer Rate:	**18.71%**
Employee Rate:	**1.5%**

Fiscal Year 2014	
New ERS	
Employer Rate:	**18.46%**
Employee Rate:	**1.5%**

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

A1.3. New Georgia Health Insurance (GHI) Premium for July 2013 (for August 2013 Coverage)

The Board of Community Health has approved an increase in the flat per covered member per month employer contribution rate beginning in July 2013 (for August coverage) for certificated personnel. The new flat rate is set at **$945.00** for each covered member. The new rates go into effect with the July 2013 billing for August coverage.

Additionally, the Board has approved the flat per covered member per month employer contribution rate for the 2014 fiscal year for non-certificated personnel. The employer contribution for the Non-Certificated Public School Employee Plan has been set at **$596.20** for each enrolled employee in the Non-Certificated Public School Employee Plan. The new rates go into effect with the July 2013 billing for August coverage.

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

A1.4. Print Manual Checks

The *Print Manual Check* (F2, F3, F9, F13) feature has been enhanced to display more than 24 manual checks at a time on the screen. The *Print Manual Check* screen will now display an unlimited number of checks on the screen, and will allow the user to page backwards and forwards through the manual checks which have been entered into the system.

The *Print Manual Check* (F2, F3, F9, F13) feature allows the user to print a manual check. The *Print Manual Check* feature displays a list of all manual checks and direct deposits which have been keyed into the system. The procedure does not allow direct deposits to be printed, but will allow the user to print <u>one</u> manual check at a time. A manual check can be printed by simply entering a ☑ (check mark) in the box next to the manual check. The normal check printing process then proceeds and includes the ability to enter a message to print on the check.

A1.5. Add State Marital Allowances, Emergency Contact Data and Sick Bank Indicator to Export/Import Selected Payroll / Deduction / CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information* (F2, F13, F8, F6) features for the export/import of additional payroll fields. The user is now allowed to select the **State Marital Allowances**, the **Sick Bank** indicator, and **Emergency Contact Data** fields for export from the *Payroll File*.

The **Sick Bank** field and the **Emergency Contact Data** fields may also be imported back into the *Payroll File*. Selecting the **Export File Type** of '**I**' (Create File to Modify and Import) during the export process allows the user to create an export file which, after changes to the data have been made, can then be imported back into the *Payroll File* data. This process will facilitate loading the employee **Sick Bank** indicator field which is needed for the *Enhanced Substitute Pay and Employee Leave System*. It will also facilitate loading the **Emergency Contact Data** fields into the system.

A1.6. Printing Leave on the Old Payroll Check Stubs

The old payroll check and direct deposit stub has been updated so that negative leave balances can print on the stub. The ability to print negative leave balances is needed for the *Enhanced Substitute Pay and Employee Leave System*.

A1.7. Print Earnings History Report

The *Print Earnings History Report* (F2, F10, F3) has been enhanced to print the employer name on the report. This will facilitate using this report for proof of employment/income when employees need to provide verification of their employment to third parties. Also the *Fiscal Accumulation Period* section of the report has been enhanced to give separate totals for old and new PSERS. This will facilitate balancing the pension amounts for employees.

A1.8. Final Payroll Distribution Report for Manual Checks

A problem was caused by release 13.01.00. When running the *Print Final Payroll Distribution* (F2, F3, F12) for a manual check, the following message was displayed, "Employee FICA Amounts Do Not Add Up", if the employee was being withheld for a different pension type than on their regular payroll check. Receiving this message caused the final distribution reports to NOT complete. This problem has been corrected. Also, the error message has been updated to clarify that the user should call the Help Desk when the error message is displayed.

A1.9. SHBP Open Enrollment Eligibility File Report (PLEE)

The *PLEE - Open Enrollment Eligibility File Report* (F2, F5, F2) has been updated to include the **Hours Per Week** field which is written to the PLEE file. Having this field print on the report will allow users to see what is being loaded to SHBP for the **Hours Per Week** field.

A1.10. Payroll Check Reconciliation Listing

The *Payroll Check Reconciliation Listings* (F2, F11, F2) have been redone. The report has been updated to print the **Cancel Date** and the **Void Date** in addition to printing the **Issue Date** for each check. Also, the print options have been changed as described below:

- When the user selects the '**ALL**' option, all checks, regardless of status, are printed as long as the **Issue Date** is within the date range requested.

- When the user selects the '**ISS**' option, the program prints all checks still outstanding during the timeframe. For example, if the **Issue Date** is within the range and the **Cancel Date** is outside of the date range, the check will print on the report because the check is still outstanding. If the check was issued and cancelled within the date range, the check will NOT print on the report because the check is not outstanding in that date range.

- When the user selects the '**CAN**' option, the program prints all checks with the **Cancel Date** within the date range requested.

- When the user selects the '**VOI**' option, the program prints all checks with the **Void Date** within the date range requested.

The *Check Reconciliation Listing* screen is shown below:

The *Check Reconciliation Listing* report is shown below:

A1.11. Payroll Gross Process Type Codes 'X' and 'Y'

The **Process Type** codes 'X' and 'Y' on the *Gross Data* screen (F2, F2, F4) have been changed to calculate the FICA tax. Before, '**X**' and '**Y**' did NOT calculate FICA, Federal, or State taxes, or pension/annuity amounts. However, FICA should always be withheld from payments based upon the employee's FICA switch. Therefore, the '**X**' and '**Y**' **Process Type** codes have been changed to calculate the FICA tax based upon the employee's FICA switch, but will <u>not</u> calculate Federal or State taxes, or pension/annuity amounts. This will allow districts to make special payments to employees without withholding Federal and State taxes and pension amounts, but while still taking out FICA taxes.
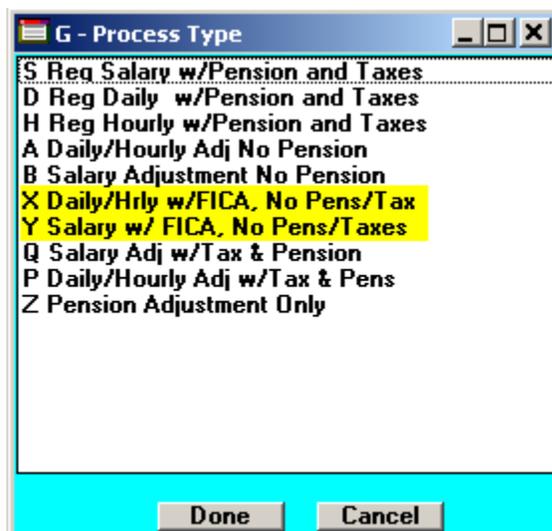
A1.12. Display/Update Earnings History Record

PCGenesis now allows edits to the **FICA switch** field for 'I' (Issued Check) earnings history records. This will facilitate correcting FICA errors on payments when the FICA switch is set incorrectly for an employee. The FICA switch can be changed from '**M**' (Medicare-Only) to '**Y**' (OASDI and Medicare) or visa versa. The FICA switch impacts how the W-2's are produced at the end of the year. The Medicare-Only W-2 prints separately from the OASDI and Medicare W-2.

A1.13. Department of Labor Quarterly Payroll Report & Wages Data File

A problem was caused by release 13.01.01. When running the *Department of Labor Quarterly Payroll Report & Wages Data File* (F2, F5, F3), the DOL account number did not display correctly on the screen. This problem has been corrected.

A1.14. Creating the SECONQ Backup Before Updating Earnings History with Current Pay

A change has been made to the backup procedure that is executed prior to updating Earnings History with current pay (F2, F3, F13). Before, the system first copied PAYDATA into PAYDATAQ <u>before</u> creating the SECONQ backup. However, this meant that a user could not return to a point prior to the *F4 – Calculate Payroll and Update YTD (Final)* step by restoring SECONQ followed by restoring PAYDATAQ. Now, the system does not overwrite PAYDATAQ prior to creating SECONQ.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Text-Only PO Option for Third Party Vendors

The recent PCGenesis release 13.01.00 added the **PO Output** field to both the vendor maintenance screen and the PO input screen. The new field was added to the *Vendor Maintenance* screen (F1, F14, F1) which allows third party vendors, such as SoftDocs, to deliver purchase orders by either fax or e-mail instead of printing the purchase orders from within PCGenesis. The **PO Output** field defines the vendor's preferred method for receiving purchase orders.

Valid options are:

> **E** – E-mail, only valid when using a 3rd party to deliver purchase orders
> **F** – Fax, only valid when using a 3rd party to deliver purchase orders
> **O** – Other, valid when PCGenesis is used to print purchase orders

Release 13.02.00 implements the use of the **PO Output** field by adding a system control option which allows the user to select either the 'System Standard PO' or a 'Text-only PO'. Release 13.02.00 runs a conversion program and defaults the new '**System Standard PO**' option to '**Y**'. If the '**System Standard PO**' option is set to '**Y**', the normal system purchase order will print and nothing changes.

If the '**System Standard PO**' option is set to '**N**', PCGenesis will produce a 'Text-only PO'. The 'Text-only PO' option, will output some additional information for the purchase order including the vendor fax number, e-mail address, 'Bill To' facility and building codes, and the **PO Output** field which indicates whether the vendor would like to receive the purchase order by e-mail, fax, or regular mail. PCGenesis will output the purchase orders as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code.

Allowing third parties to access PCGenesis purchase orders and checks can open up multiple options to school districts. For example, third parties may now be able to offer district employees 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. Also, third parties have the ability to fax or e-mail purchase orders to vendors instead of using regular mail.

A2.2. Vendor Check and Wire Transfer Reconciliation Listings

The *Produce Check Reconciliation Listings* (F1, F4, F11, F2) and *Produce Wire Transfer Reconciliation Listings* (F1, F4, F12, F2) have been redone. The report has been updated to print the **Cancel Date** and the **Void Date** in addition to printing the **Issue Date** for each check/wire transfer. Also, the print options have been changed as described below:

- When the user selects the '**ALL**' option, all checks/wire transfers, regardless of status, are printed as long as the **Issue Date** is within the date range requested.

- When the user selects the '**ISS**' option, the program prints all checks/wire transfers which are outstanding during the timeframe. For example, if the **Issue Date** is within the range and the **Cancel Date** is outside of the date range, the check will print on the report because the check is still outstanding. If the check was issued and cancelled within the date range, the check will NOT print on the report because the check is not outstanding in that date range.

- When the user selects the '**CAN**' option, the program prints all checks/wire transfers with the **Cancel Date** within the date range requested.

- When the user selects the '**VOI**' option, the program prints all checks/wire transfers with the **Void Date** within the date range requested.

The *Check Reconciliation Listing* screen is shown below:

The *Check Reconciliation Listing* report is shown below:

A3. Certified/Classified Personnel Information (CPI) System

A3.1. 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 (F3, F5, F6) has been updated so that the *Original Leave of Absence File* is created from the leave data contained in the *Leave History File*.
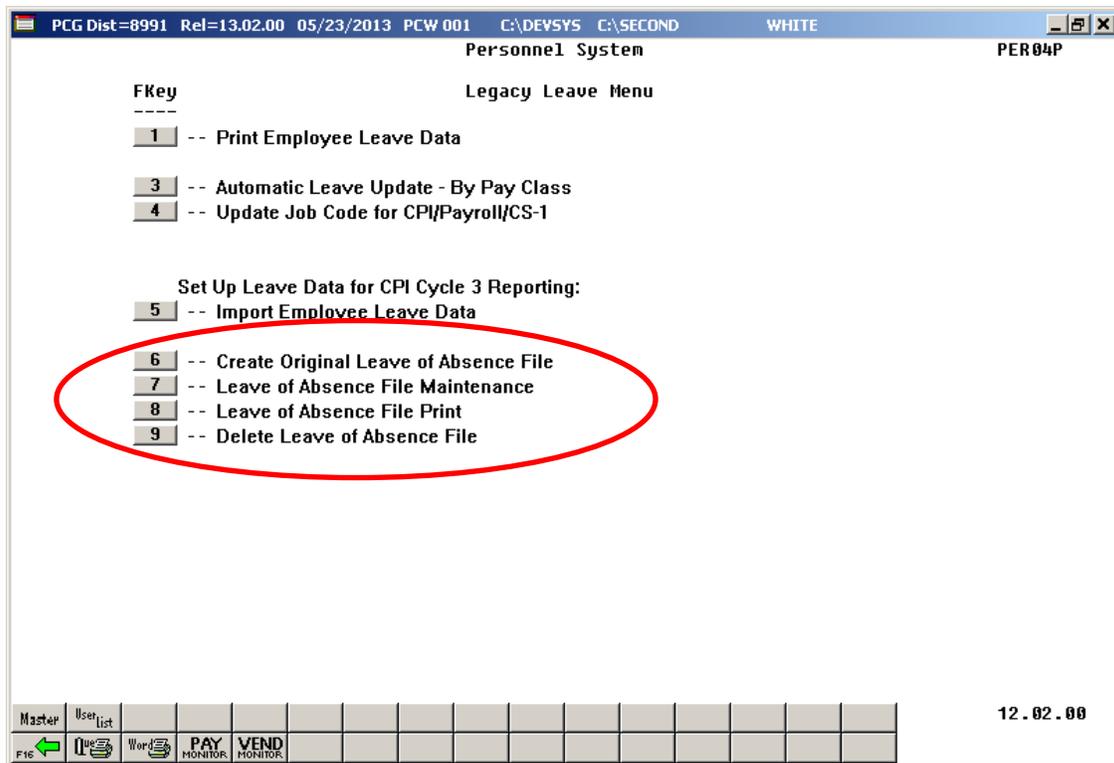
The *Create Original Leave of Absence File* procedure has been updated so that the user must enter the **Plan Year** to use when extracting leave data from the *Leave History File*, as shown in the screenshot below. The *Create Original Leave of Absence File* procedure will automatically pull all leave 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                            LVUPLUG
                            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.**

A3.2. Cycle 3 Leave Reporting – Legacy Leave Systems

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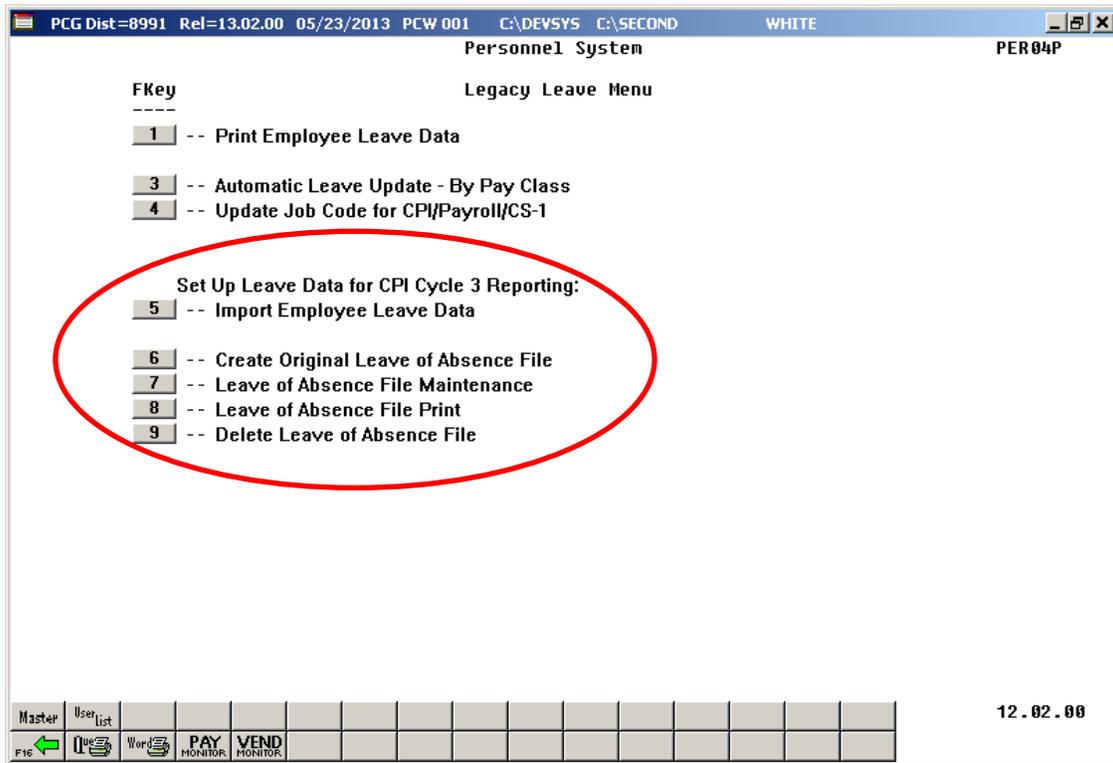
The *Create Original Leave of Absence File* procedure (F3, F5, F6) has been updated. If leave data has been imported (F3, F5, F5) or keyed into payroll as described above, the original *Leave of Absence File* will be created using leave data from payroll. If leave data has NOT been entered into payroll,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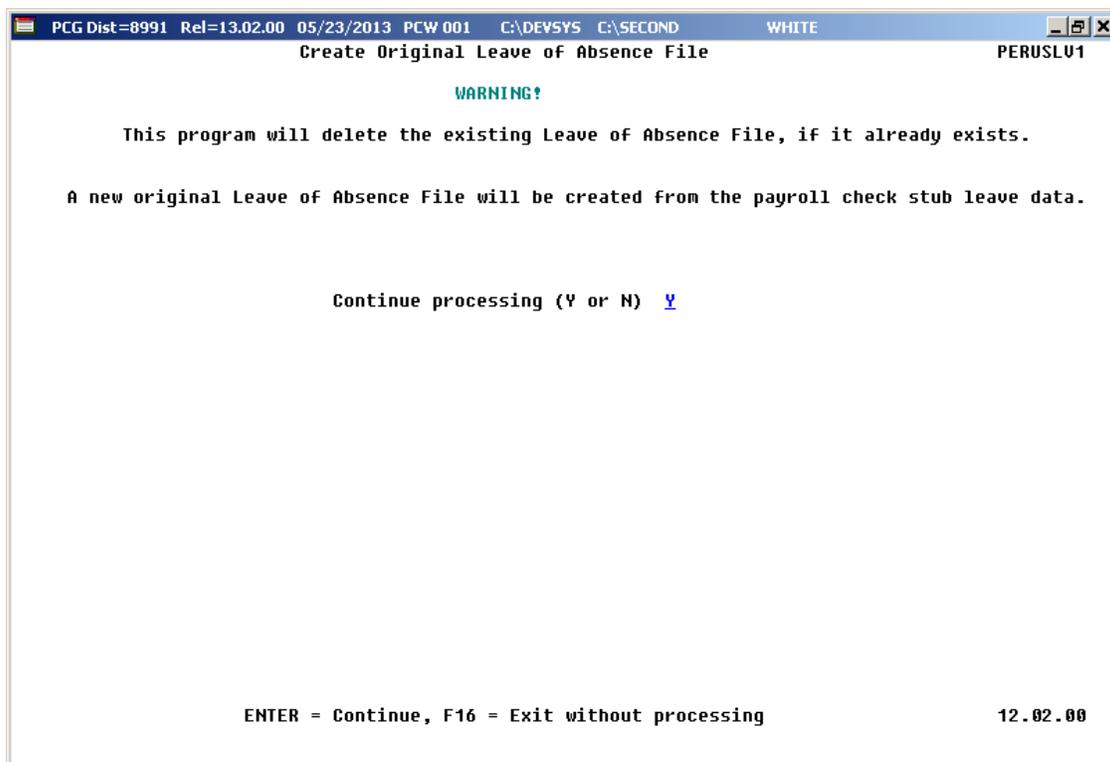

Staff Development leave is now brought over from the payroll leave data. The staff development leave hours will be created on the *Leave of Absence File Maintenance* screen with a type code of **STAF**. Also, the *Create Original Leave of Absence File* will now add Sick Bank taken time to *Absence Type*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

A3.3. 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, F2) 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 Georgia Department of Education 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, DE9NY                         (C)    458787
            .500               1                                 T5   L1   12   Y    25040.50


999088639  088639  DO2AN, UL2S2ES                          (C)    422347
           1.130               1        6                        T6   L2   14   Y    70650.00


999088645  088645  TI4LEY, ST4?ANY                         (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
```

A3.4. Upload the 2014 CPI State Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule.csv File – 2014*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

A3.5. *Upload CPI Codes from Comma Delimited Files Provided on Data Collections Website*

Support has been added for importing CPI code tables into PCGenesis from download files available on the *Data Collections, Certified/Classified Personnel Information (CPI), View/Download Code Tables* website:

http://www.gadoe.org/Technology-Services/Data-Collections/Pages/FY2014-CPI-Resources.aspx

Code Table	FKey Location	Download File Name
Certificate Type Codes	F4, F15, F1, F6	cpi_pack_codes03certcode.csv
Job Codes	F4, F15, F2, F6	cpi_pack_codes01jobcodes.csv
Certificate Field Codes	F4, F15, F3, F6	cpi_pack_codes04fieldcode.csv
Secondary Fund Codes	F4, F15, F4, F6	cpi_pack_codes05fundcode.csv
Subject Matter Codes	F4, F15, F9, F6	cpi_pack_codes02subcodes.csv

The *Upload* procedures allow for the upload of the CPI code tables (listed above) via a comma separated (*.csv*) file. This will facilitate keeping the CPI codes up-to-date in the PCGenesis system based upon the latest information available from the Data Collections group.

The following screen illustrates the *Upload* function available for the *CPI Certificate Type Codes*:
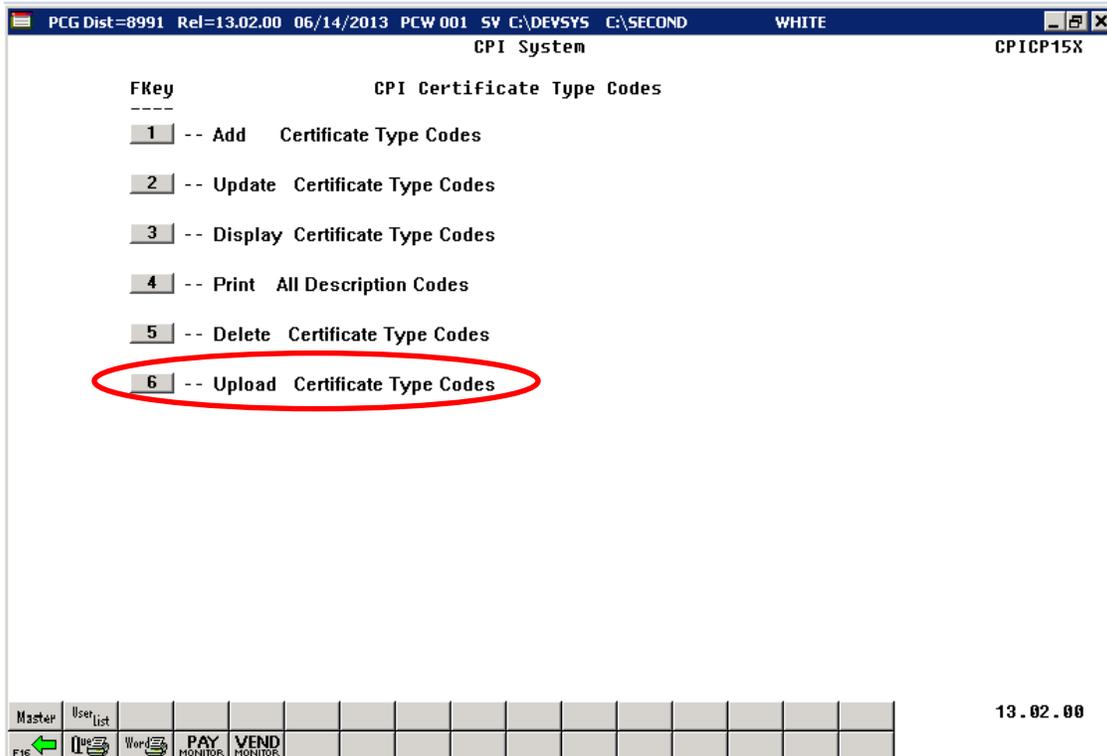
A4. Personnel System

A4.1. Enhanced Substitute Pay and Employee Leave System – Tracking Hours

A problem with tracking leave in HOURS in the *Enhanced Substitute Pay and Employee Leave System* has been corrected. Before, when tracking leave in HOURS, because of the conversion of the time to DAYS and rounding issues, the limit checking against leave balances was not working correctly. This problem has been fixed and now the system tracks HOURS correctly.

Section B: Installation Instructions for Release 13.02.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 13.02.00* 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 13.02.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
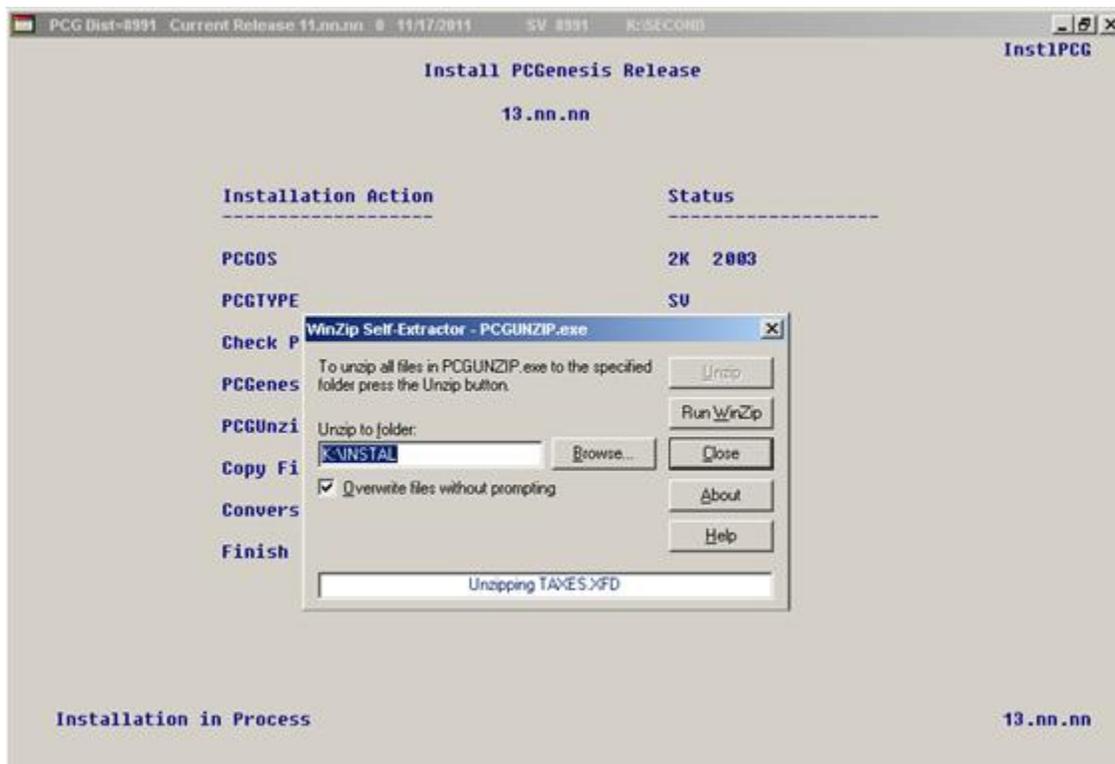
Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 13.02.00"**.
5	Proceed to *B2. Install PCGenesis Release 13.02.00.*

B2. Install PCGenesis Release 13.02.00

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 13.02.00* successful installations, the following message displays:

```
PCG Dist=8991  Current Release 11.nn.nn  0  11/17/2011     SV 8991     K:\SECOND          _|8|x|
                                                                                      Inst1PCG
                              Install PCGenesis Release

                                       13.nn.nn


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

            PCGOS                                      2K   2003

            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 )



        _  Any Key to Continue                                           13.nn.nn
```
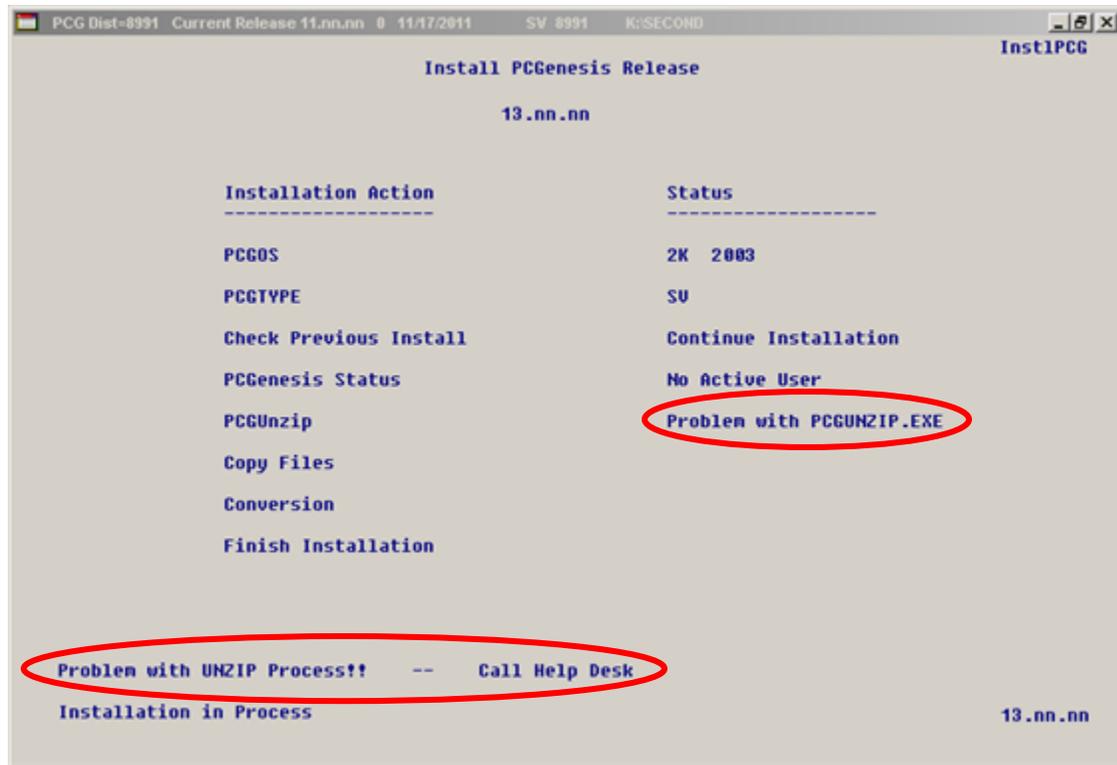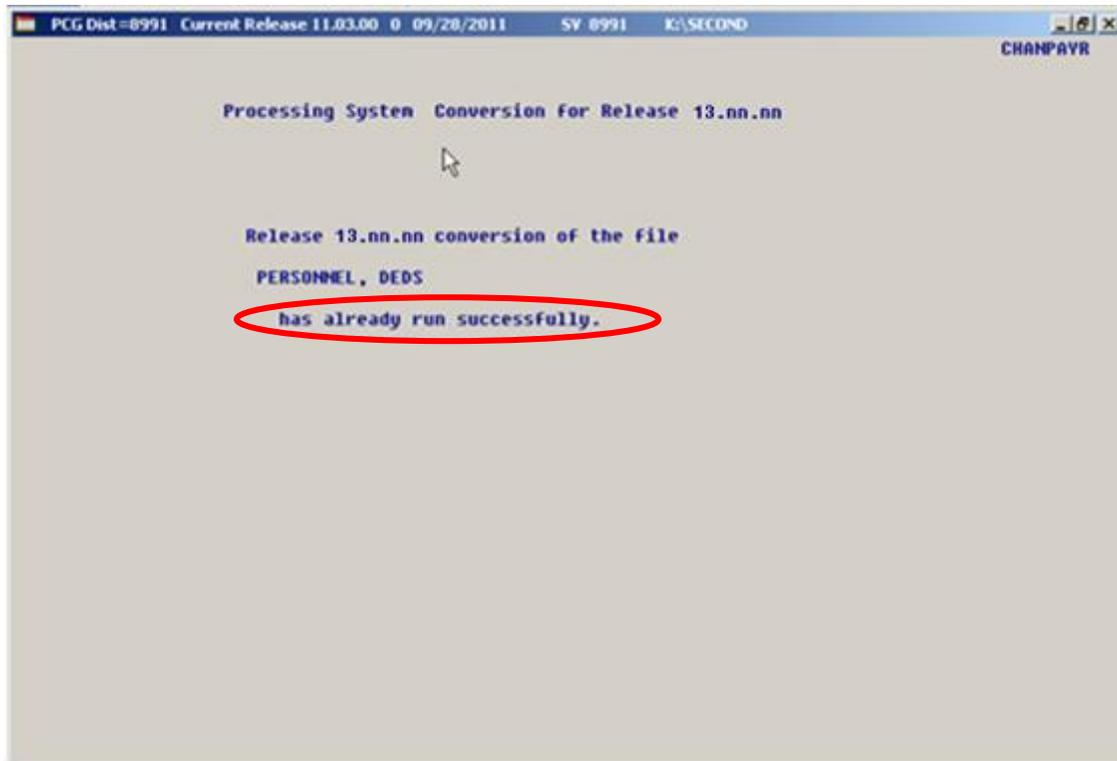
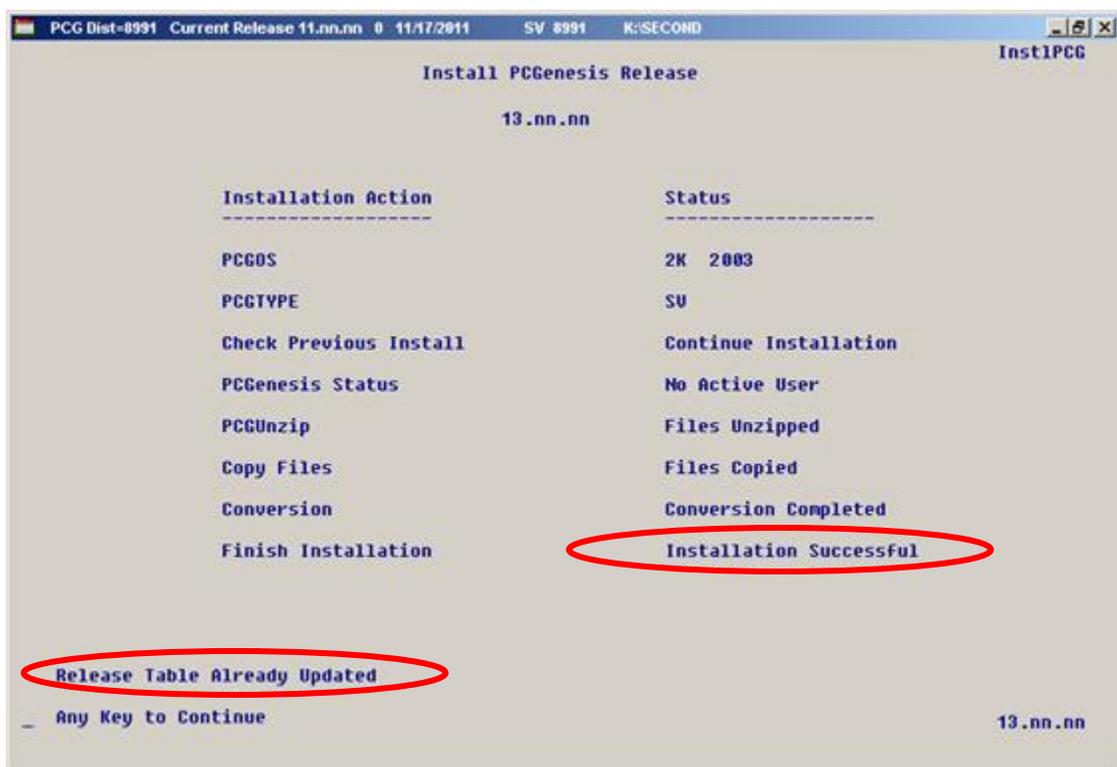| Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 13.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8*.

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 13.02.00 Was Successfully Installed.*

B3. Verify Release 13.02.00 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:

Step	Action
4	Verify **Release 13.02.00** 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 13.02.00** displays.* *If Release 13.02.00 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 13.02.00 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 13.02.00"**.