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"Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 13.03.00 – Miscellaneous Updates/Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 13.03.00*.

PCGenesis supporting documentation is provided at:

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

September, 2013 Payroll Completion Instructions

Install this release <u>after</u> completing the September 2013 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the October 2013 payroll.

Mark Your Calendars!

PCGenesis Sessions and Training at GASBO 2013

The Georgia Department of Education is pleased to announce that PCGenesis will be offering a full day of sessions and training on Wednesday, November 6, 2013, at this year's GASBO conference. PCGenesis will have a dedicated room and will be offering the two regular GASBO sessions and three training sessions for conference attendees. Contact GASBO for information about conference registration.

The tentative offerings are as follows:

- *Session 1 – PCGenesis Current Status & Future Plans*
- *Session 2 – PCGenesis Recent Enhancements & Changes*
- *Session 3 – PCGenesis Training – Little Used Functionality – Do You Really Know What It Can DO?*
- *Session 4 – PCGenesis Training – PCGenesis A, B, C's*
- *Session 5 – PCGenesis Training – Dealing With Issues & Other Advanced Features*

Contents

Section A: Overview of Release

A1. Payroll System

A1.1. The SHBP AUF File

Recent changes to the SHBP/ADP enrollment portal require changes in PCG. The *Display/Update Personnel Data* screen (F2, F2, F2) has changed the field name **GHI Change Date** to **GHI Final Ded Dt** (GHI Final Deduction Date).

To insure proper GHI reporting for terminating GHI Eligible employees, please follow these steps in the order provided. If this order is not followed, the report sent to GHI may not be correct.

1. Input the employee's final payroll deduction date in the **GHI Final Ded Dt** (GHI Final Deduction Date) field.
2. Select the appropriate **GHI Change Code**. For example use a **GHI Change Code** of '**RETR**' (retired), or '**TERM**' (terminated), etc.
3. Input the employee's termination date in the **Term Date** field.
4. Select the appropriate **Term Reason**. For example, use a **Term Reason** of 'RETIREMENT', or 'RESIGNATION', etc.
5. Save your changes.

A1.2. Employee Payroll Deduction Expansion

The employee payroll data is being expanded to allow employees to store more than 20 current and year-to-date deduction amounts during a calendar year. Release 13.03.00 runs a conversion program which moves the employee deduction data off of the *PAYROLL* file and creates a new *PDEDUCT* file (Payroll Deduction File) which allows up to 72 current and year-to-date deductions per calendar year per employee. Currently, PCGenesis allows 72 system deductions (deduction codes 00 through 71) to be defined. So, an employee is allowed to store deduction data for each of the 72 system deduction codes.

Although an employee will be allowed up to 72 current and year-to-date deductions per calendar year, the employee will still be limited to 20 current deductions per pay check. This is necessary because the Earnings History file has room for only 20 deductions. Please note that "current deductions" include deduction amounts, deduction adjustments, deductions where the employer flag is set to 'Y' (Yes), and annuities that calculate as a percentage of the employee's gross salary. Also, Federal and State taxes (Deduction Codes '03' and '04'), automatically reserve a "current deduction" slot.

This enhancement also requires a new *MDEDUCT* file (Manual Payroll Deduction File) for manual checks, a new *VDEDUCT* file (Previous-Void Payroll Deduction File) for voided checks, and a new *XDEDUCT* file (Current-Void Payroll Deduction File) for void/add checks.

An added benefit of moving the employee payroll deduction amounts to a new file is that Trial Registers, Final Registers, *Earnings History* screens and reports, and the *Calculate Payroll and Display an Employee's Pay* screens will all display the payroll deductions in numerical order. This will facilitate scanning employees' records for deduction amounts since the deduction codes will now be in ascending order.

A1.3. Add Health Insurance Flag Field to Personnel Screen

A new field, the **Health Insurance Flag**, has been added to the *Display/Update Personnel Data* screen (F2, F2, F2). The **Health Insurance Flag** identifies the type of health insurance coverage the employee has, and is needed for CPI reporting. The CPI transmission file has been updated to include the **Health Insurance Flag** on the Personnel Demographic Information (B) record as well.

Valid values for the **Health Insurance Flag** are:

> Y - Employee participates in State Health Insurance
> N - Employee does not participate in health insurance
> O - Employee participates in some other health insurance option provided by the district

Release 13.03.00 runs a conversion program which initializes the **Health Insurance Flag** to 'Y' if the employee's **GHI Participation switch** is 'Y', and to an 'N' if the employee's **GHI Participation switch** is 'N'. When the district provides some other health insurance option for their employees, the **Health Insurance Flag** should be manually changed to 'O'.

A1.4. Add Hours Per Week Field to New Hire Screen

The **Hours Per Week** (Hrs/Week) field has been added to the second screen of the *Add New Employee* screen (F2, F2, F1). This will make it easier for users to remember to populate the **Hours Per Week** field for employees enrolled in State Health. The **Hours Per Week** field is a required field for the PLEE file, the *Open Enrollment Eligibility File* (F2, F5, F2).

A1.5. Payroll Check Reconciliation Listing

A problem has been fixed with the *Payroll Check Reconciliation Listings* (F2, F11, F2). When the user selects the '**ISS**' option, the program prints all checks still outstanding during the timeframe. Before, spoiled checks would always print, because the void date of the check was zeroes. Now, spoiled checks will <u>not</u> print, because by definition, these checks are always voided within the date range requested. For example, if the check was issued and voided within the date range, <u>the check will NOT print</u> on the report because the check is not outstanding in that date range. If the **Issue Date** is within the range and the **Void Date** is outside of the date range, <u>the check will print</u> on the report because the check is still outstanding.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Intermittent Problem Cancelling a Range of Claims

The PCGenesis development team has identified a problem with cancelling a range of claims. When the range of claims includes both current year and prior year claims, the cancellation transactions may be created in the *AUDIT* file with incorrect fiscal years. This is a rare problem, but we recommend that all sites check their General Ledger to see if you have the problem.

In order to determine if your site has produced this error, the PCGenesis development team recommends the following action:

Run the *General Ledger for Any Period* (F1, F9, F1, F4) using dates of 07/01/2012 through 06/30/2013, for Funds 1 through 999. Look at the first heading on the report. If any transactions appear for **Fiscal Year 12**, your data may be corrupted and you should call the Help Desk immediately.

```
GENERAL LEDGER  BEGIN PERIOD 07/01/12 END PERIOD 06/30/13   YR 12 FUND 100 0
```

This bug has been fixed in PCGenesis release 13.03.00.

A2.2. Fix Screen Title of the Print Open Payables Report

Before, the screen name of the *Print Open Payables Report* (F1, F3, F9) was not correct. Now, the title on the screen displays correctly as *Print Open Payables Report.*

A3. Certified/Classified Personnel Information (CPI) System

A3.1. Health Insurance Flag on CPI Transmission File

The CPI transmission file has been updated to include a **Health Insurance Flag** on the Personnel Demographic Information (B) record with the following values:

> **Y** - Employee participates in State Health Insurance
> **N** - Employee does not participate in health insurance
> **O** - Employee participates in some other health insurance option

A4. Personnel System

A4.1. Display Leave Balances

The *Display Leave Balances* screen (F3, F4, F4, F1) has been updated so that the employee's class code and contract months fields display in the header of the summary and detail screens.

Section B: Installation Instructions for Release 13.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 13.03.00* 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 13.03.00"**. Continue to use the backup CD/DVD/tape in the normal backup rotation.
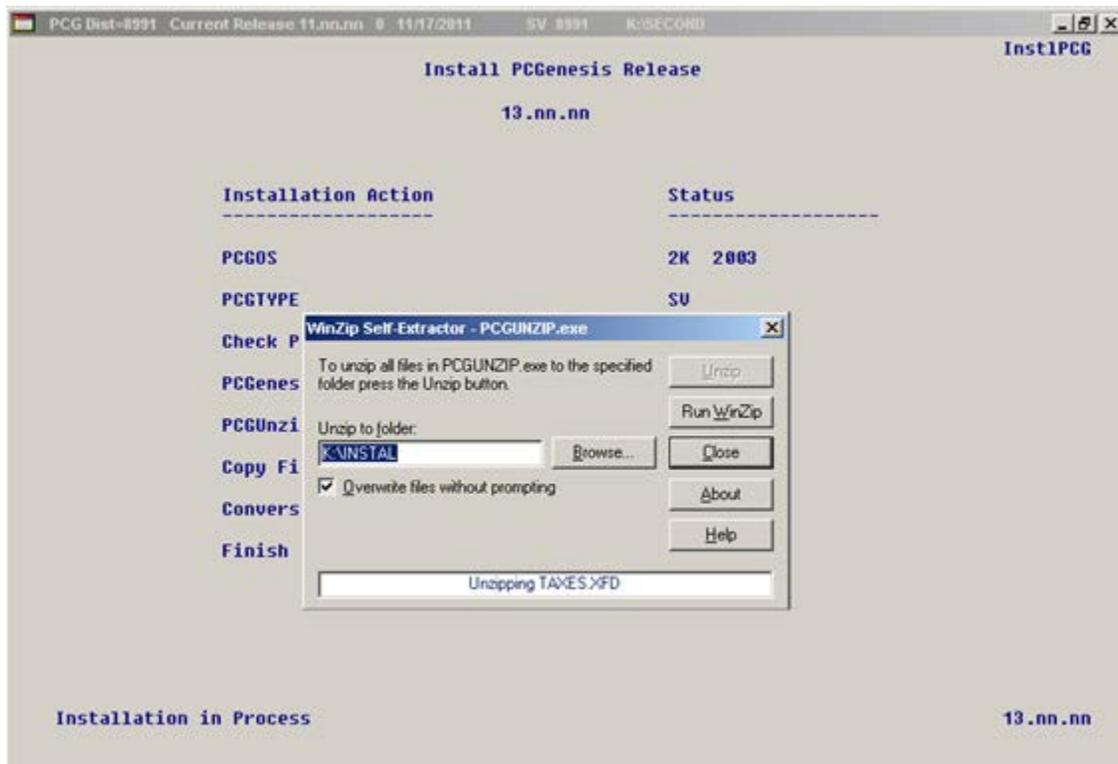
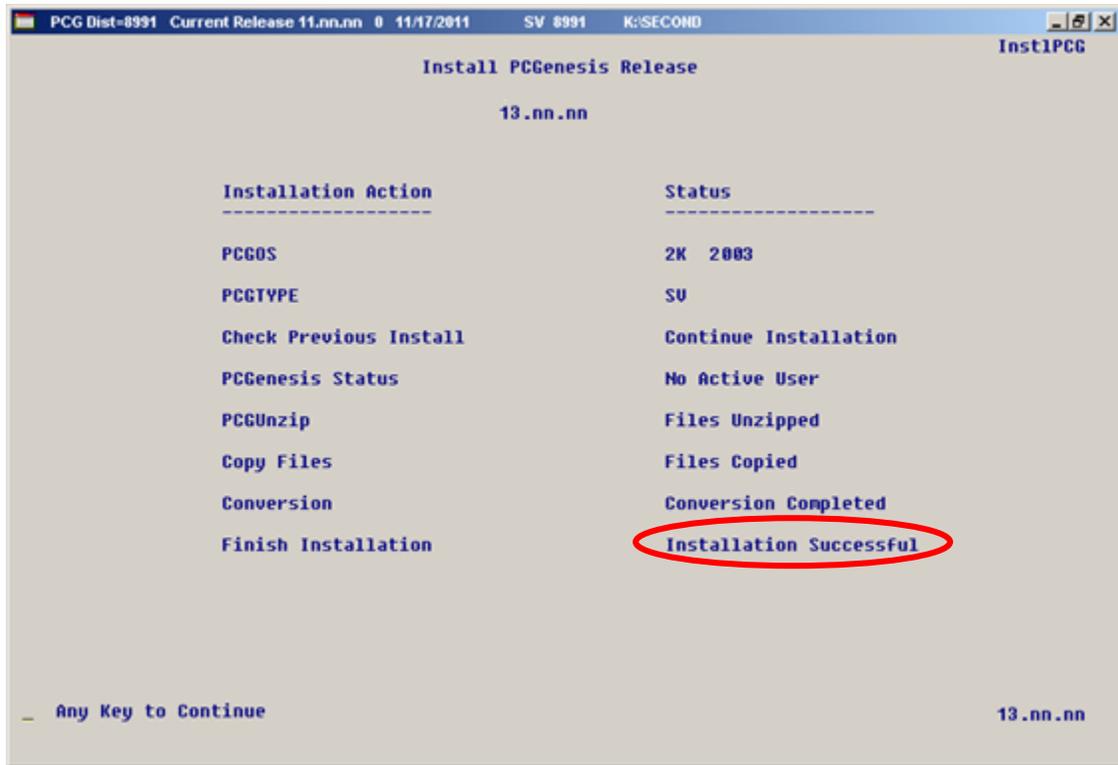| Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	Perform a **PCG Full Backup** to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape **"Full System Backup Prior to Release 13.03.00"**.
5	Proceed to *B2. Install PCGenesis Release 13.03.00.*

B2. Install PCGenesis Release 13.03.00

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 13.03.00* successful installations, the following message displays:
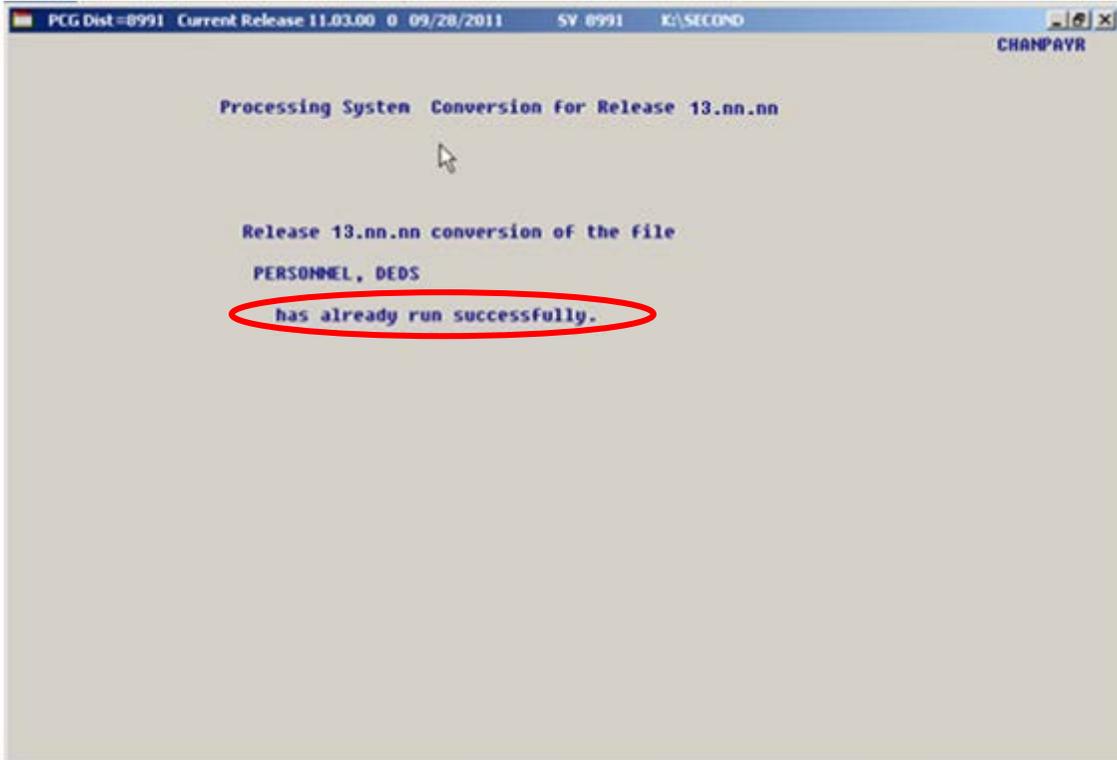

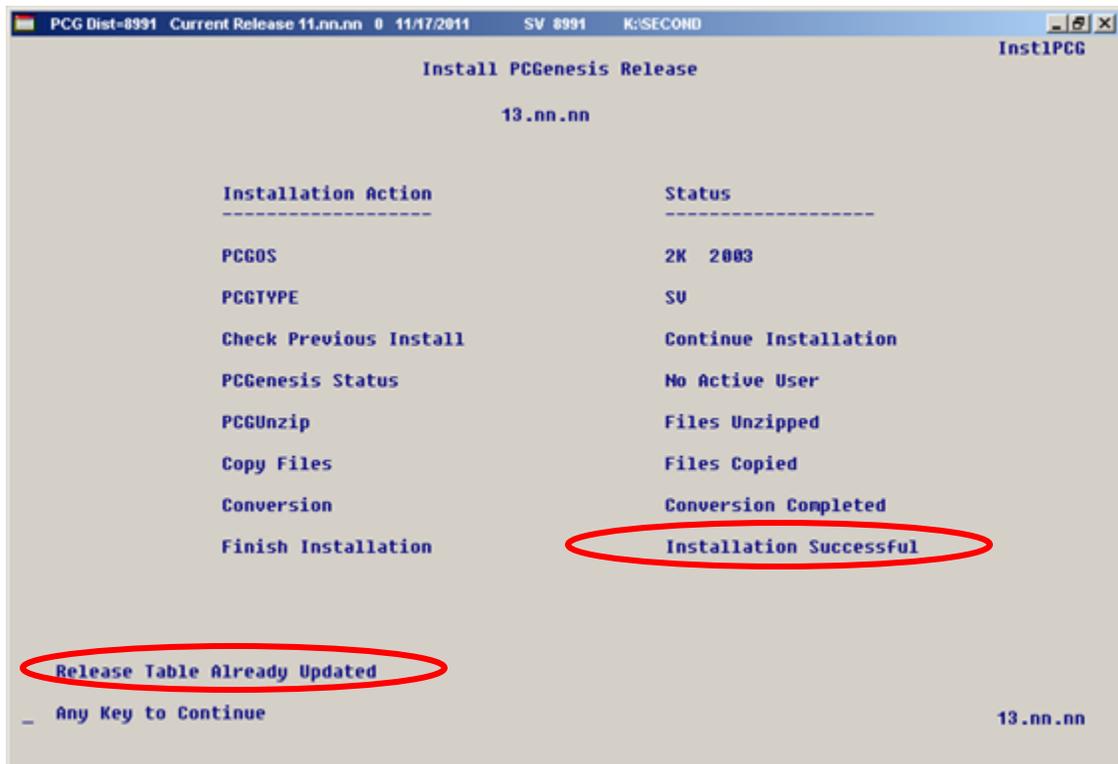| Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 13.03.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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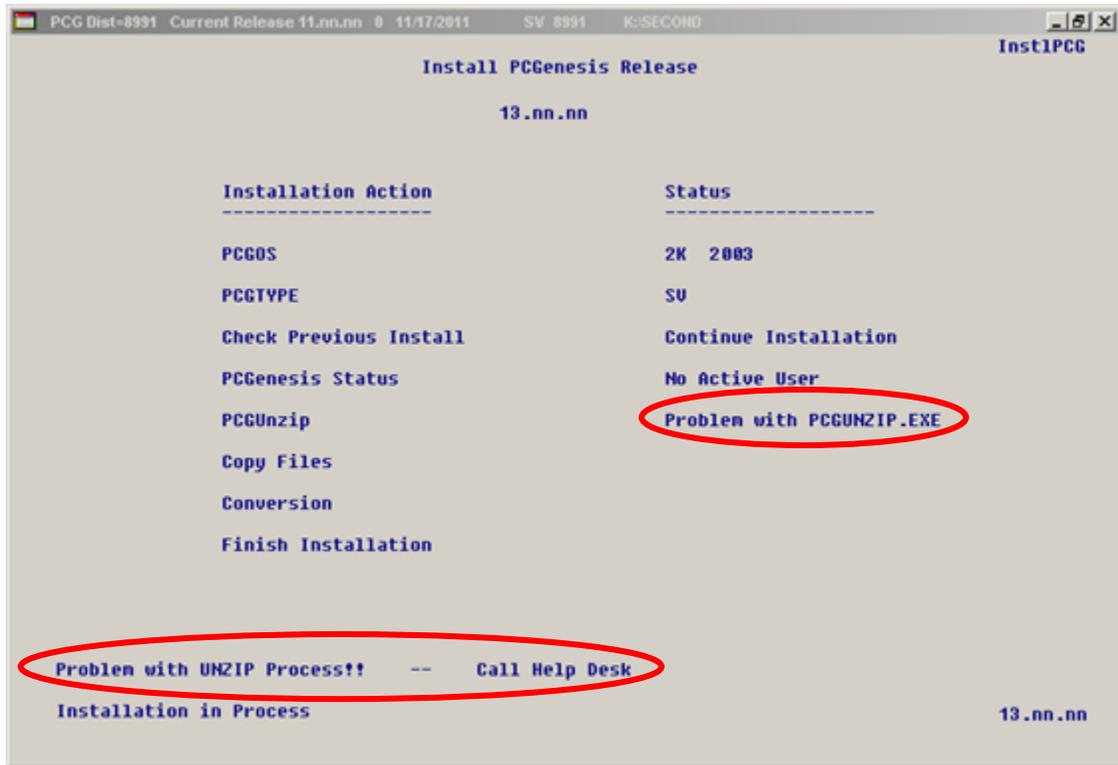
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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 13.03.00 Was Successfully Installed.*

B3. Verify Release 13.03.00 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 13.03.00** 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 13.03.00** displays.*
	If Release 13.03.00 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 13.03.00 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 13.03.00"**.