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

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 14.03.00 – Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 14.03.00*.

PCGenesis supporting documentation is provided at:

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

==*September, 2014 Payroll Completion Instructions*==

*Install this release **after** completing the September 2014 payroll(s). Install this release **before** executing F4 – Calculate Payroll and Update YTD for the October 2014 payroll.*

==*Mark Your Calendars!*==

==*PCGenesis Sessions and Training at GASBO 2014*==

*The Georgia Department of Education is pleased to announce that PCGenesis will be offering **two** full days of sessions and training starting on Wednesday, November 5, 2014, at this year's GASBO conference. PCGenesis will have a dedicated room and will be offering the two regular GASBO sessions, three training sessions, and three roundtables 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 Roundtable – Payroll and Future Needs*
- *Session 4 – PCGenesis Training – Payroll Manual/Void Checks & Special Payroll Runs*
- *Session 5 – PCGenesis Roundtable – System Utilities and Future Needs*
- *Session 6 – PCGenesis Training – New PCG Budget Process*
- *Session 7 – PCGenesis Training – Financial Reporting*
- *Session 8 – PCGenesis Roundtable – Financial and Future Needs*

Contents

Section A: Overview of Release

A1. Payroll System

A1.1. Payroll Exceptions Register

Reminder messages have been added to the *Payroll Exceptions Register* (F2, F3, F2) concerning TRS requirements. During the months of June, July, and August, messages will print at the top of the report reminding the payroll administrator to set the **Pay Reason** code and the **TRS Service Indicator** code correctly for 10 and 11 month TRS employees.

```
    REPORT ID:  PAYEXCEP                         CALC EXCEPTIONS REGISTER FOR PAY 07/31/14                       PAGE     1
  REPORT DATE:  07/31/2014

  LOC  EMP #  CL  NAME

  PAY REASON FOR 10 MONTH TRS EMPLOYEES SHOULD BE SET TO '91' (SUMMER ACCRUED PAY) FOR JUNE, JULY AND AUGUST PAYROLLS.
  THE TRS SERVICE INDICATOR SHOULD BE SET TO '0'.

  PAY REASON FOR 11 MONTH TRS EMPLOYEES SHOULD BE SET TO '91' (SUMMER ACCRUED PAY) FOR JULY PAYROLL.
  THE TRS SERVICE INDICATOR SHOULD BE SET TO '0'.

  0101  87183  02  WE2ZEL, CA2MY                    C    30    PRENOTE NOT YET RUN FOR EMPLOYEE

  3050  87197  04  PE4CHEY, CL4RIS                  C    30    PRENOTE NOT YET RUN FOR EMPLOYEE
```

A1.2. Fields Added to Personnel Screen

In order to satisfy a requirement for the Georgia State Health GHI AUF export file, a new field has been added to the *Update/Display Personnel Data* screen (F2, F2, F2). A **Date of Death** field has been added to the *Personnel Data* screen so that this information can be reported properly to Georgia State Health.

A1.3. Changes to Create AUF Change Record

In order to simplify the process to create an AUF Change Record for the Georgia State Health GHI AUF export file, changes have been made to the *GHI Change File for State Health Benefits* (F2, F5, F4). The process now starts with the *Find Employee* screen and one or more records may be added to the EMPCHG file and included when creating the *GHI Export File for State Health Benefits* (F2, F5, F3). Also, a *Help* screen has been added to provide assistance for entering AUF Records. This process will allow the user to create a record to address those situations where ADP does not properly process employee changes and needs a specific record format to resolve the issue.

A1.4. Employee-Level Direct Deposit Enable Switch

A new employee-level direct deposit enable/disable field has been added to the *Update/Display Withholding/Direct Deposit Data* screen (F2, F2, F5). The new radio button allows the user to temporarily turn off direct deposit for an <u>individual employee</u> without having to delete the employee's bank account information. This makes it much easier to restart a direct deposit after a temporary suspension since the account information does not need to be rekeyed, thus reducing the possibility of making errors.

A1.5. Direct Deposit Employees By Bank

The *Direct Deposit Employees by Bank* report (F2, F8, F13) has been updated to indicate when direct deposit has been disabled for an employee. The employee's direct deposit account information will continue to print, but the message "DISABLE" will also print if the employee's direct deposit has been temporarily disabled.

```
    REPORT ID:  PAYPE105/PAYPR105                                                         PAGE:     1
    REPORT DATE:  09/08/2014                                                        REPORT TIME:  10:07


                                       DIRECT DEPOSIT EMPLOYEES BY BANK


       EMPLOYEE                            SOC SEC    DDP      ACCT    ACCT               BANK
  LOC   NUMBER  EMPLOYEE NAME              NUMBER     ENABLE?  TYPE    NUMBER             CODE   BANK NAME

  0111  088127  AD2ER, TA2                 999-08-8127         C         11 1111 111327   01    FARMERS & MERCHANTS BANK
                2889 MAIN STREET
                2890 MAIN STREET
                SMITH, GA 33333
  0111  089094  AD3M, SA3                  999-08-9094         C         11 1111 111225   01    FARMERS & MERCHANTS BANK
                1917 MAIN STREET
                SMITH, GA 33333
  8014  088222  BA3R, FL3RRIE              999-08-8222 DISABLE C     12345678901234567    01    FARMERS & MERCHANTS BANK
                2794 MAIN STREET
                SMITH, GA 33333
  3050  088798  BA3ROW, QU3NTON            999-08-8798 DISABLE C         11 1111 111256   01    FARMERS & MERCHANTS BANK
                2216 MAIN STREET
                SMITH, GA 33333
```

A1.6. Payroll Class Code for Board Members

A new payroll **Class Type** of '**B**' (Board Members) is now available for selection when defining payroll classes in the *Maintain Description Records* module (F2, F9, F1). Per Georgia Department of Labor specifications, elected board members should not be reported on Georgia Department of Labor reports. This requires setting up a new **Payroll Class Code Type** to designate board members only. A **Class Type** of '**B**' will allow board member wages to be skipped for the DOL report.

The *Payroll Description File* class type codes now include the following valid values:

- **B – Board Members**
- F – Full Time
- P – Part Time
- S – Substitutes
- 3 – Third Party Contractors

The new **Class Type** field value is shown on the following screen:

```
  PCG Dist=8991  Rel=14.02.01  09/08/2014  PCW 001  SV C:\DEVSYS  C:\SECOND          WHITE             _ |8|X|
                        Payroll Description File - File Maintenance                          PAY0100

                      Record Type:  C      Number:     45
         Description:  BOARD MEMBERS PER DIEM_____  Free format description


   Pay Schedule #:  12   Pay Schedule # for each Pay Class

    Certified/Non:  N    C=Certified, N=Non-certified
            Type:   B    B=Board member, F=Full-time, P=Part-time,
                         S=Substitutes,  3=Third Party Contractors
   Instructional:  N    I=Instructional, N=Non-instructional
         Parapro:  N    P=Paraprofessional, N=Non-paraprofessional



   ERS Job Class:  00   Education/Instruction/Testing      - DESC Record 'M'
   TRS Job Class:  05   Technology, Technical, Prfsnl       - DESC Record 'K'







                              ** Modify Mode **
            ENTER-Validate               F8-Save               F16-Exit
                                                                                            14.03.00
```

A1.7. Do Not Report Board Member Wages on the Quarterly DOL Report

Per Georgia Department of Labor specifications, elected board members should not be reported on Georgia Department of Labor reports (F2, F5, F5). The Georgia Department of Labor specifications contain the following information concerning elected officials:

- The following type of employment is NOT subject to unemployment taxes: Services performed by government workers who are elected officials or officials in non-tenured major policymaking advisory positions which require less than eight hours of work a week; members of a legislative body or the judiciary; and members of the state National Guard or Air National Guard, except when called to federal duty.

Therefore, a new payroll **Class Type** has been defined to designate board members only. This will allow employees in a board member **Payroll Class Code** (**Class Type** of '**B**') to be skipped for the DOL report. Board member wages will not be reported on the DOL quarterly reports.

To facilitate payroll balancing, a new report is now created when running the *Department of Labor Quarterly Payroll Report & Wages Data File*. The report lists the board members excluded from the quarterly gross wages data file submitted to the Georgia Department of Labor.

```
  REPORT ID:  QTREXT02                    BOARD MEMBER EXCLUDED GROSS WAGES                         PAGE     1
  REPORT DATE:  09/08/2014

 SOC SEC NO      NAME                  PAY PER     QTR GROSS
 999-08-8319 SP2IN, WH2TLEY              09          100.00
 999-08-8656 FL9NT, WA9                  09          100.00
 999-08-8869 NA4LE, IR4IDA               09          100.00
 999-08-9315 HA6, VA6NA                  09          100.00
 999-08-9799 MC2LOUD, RO2                09          100.00

              GRAND TOTALS                           500.00
```

A1.8. Print Balance Sheets (After Updates) Export Option

In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* (F2, F3, F1) process. The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. The export will also include the hours per day worked by the employee (in case the gross data line represents a daily rate), the employees' hire/rehire date, the payroll class code, location code, and also a dummy column. With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc. The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day. This process is necessary because substitutes and custodians and other groups of employees work a variable number of hours per week every week.

A1.9. 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 an additional payroll field. The user is now allowed to select the **Contact Data** field for export from the *Payroll File*, which will allow the following fields to be exported and imported: Street line 1, street line 2, city, state, zip code, phone number, cell phone number, hours per week, and e-mail address. Also, the user is allowed to select the **Enable DDP Switch** for only export as well.

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 user modifications to the data have been made, can then be imported back into the *Payroll File* data. The user is now allowed to select the **Contact Data** field for import into the *Payroll File*. This process will facilitate loading this data to employee records.

A1.10. Import New Employees – Batch Mode

The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option which is available from the *Payroll Export/Import Menu* has been updated.   Before, the batch new hire import procedure would read a <u>directory</u> which contained <u>multiple</u> single-employee import files, and import all of the individual files at once. Now, a new option has been added which loads multiple employees from <u>one</u> import file. When the user enters the *Import New Employees – Batch Mode* process, a screen is presented with the following two options:

Import File Type?   ⦿ Muliple Files, One Employee Per File
⦿ One File, Multiple Employees

The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. Three methods are now offered for importing new employee data:

1. Users will be able to use the *PCGenesis_New_Employee.xlsx* template in the creation of new employees through the *Add New Employee* (F2, F2, F1) on-line screen. Users may select **F17** (Import new employee data) to import the data from a comma-delimited file. If the import is successful, the import data will be displayed on the *New Employee* screen, and the payroll administrator will be able to finish editing and adding the employee data.

2. A batch process has been provided which loads multiple employee import files at the same time. This process will read a <u>directory</u> which contains multiple single-employee import files, and import all of the individual files at once. The *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits, and will bypass any files which contain errors. Three reports are produced from the batch process: one report listing the valid employees, one report listing the employee files with errors, and a summary report which displays the results for each file.

3. A new batch process has been added which loads multiple employees from <u>one</u> file. The new *Import New Employees – Batch Mode* (F2, F13, F8, F9) option will be available from the *Special Functions Menu,* and the *Payroll Export/Import Menu.* The user will be able to run this process in trial mode or final mode. The process will create new employees for everything that passes edits, and will bypass any employee numbers which contain errors.

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

A problem has been corrected with the FICA tax calculation for payroll gross data account lines with a **Process Type** code of '**X**' or '**Y**' on the *Gross Data* screen (F2, F2, F4). Before, the gross amounts on the '**X**' and '**Y**' earnings were not included in the FICA taxable gross causing the FICA tax to be under withheld.   This problem has been corrected.

A2. Financial Accounting and Reporting (FAR) System

A2.1. DOAA Transparency in Government Export File

Due to the recent change to the **Vendor Reference** field on vendor claims, a problem has been reported with the *DOAA Transparency in Government Export File* (F1, F9, F31) causing this program not to run. This problem has been corrected.

A2.2. Select/Deselect Payables for Payment - Individual

Due to the recent change to the key field on vendor claims, a problem has been reported with the *Select/Deselect Payables for Payment - Individual* option (F1, F4, F3) causing this program to sort vendor claims incorrectly. Now, when using this option, the claims will be sorted by **Vendor Number** as they were prior to release 14.02.00.

Also, the deselect process was not updating the total amount and total items selected. This problem has also been corrected.

It has been brought to our attention that the *Select/Deselect Payables for Payment - Individual* option is very slow when it is run over a network. The PCGenesis development team recommends using a **Remote Desktop** access session to improve performance. Our testing has shown a difference of five seconds when using **Remote Desktop** access, versus five minutes when running a session over the network. We recommend having your Technology Officer contact the PCGenesis helpdesk if this is your situation, so that the PCGenesis support team can discuss the advantages of **Remote Desktop** software.

A2.3. Expand Vendor Reference Field for Text-Only Check Output

An update has been made for text-only vendor check output. Now, the output for text-only vendor checks will include the expanded **Vendor Reference** field of 25 characters. This enhancement will help districts using third party vendors to print and file their vendor checks. With this enhancement, third parties can automate the routing of vendor checks into the correct automated filing cabinet.

A2.4. Add Selection Options to Allow Include and Exclude Range of Accounts

A correction has been made to *Budget Master: Account Activity Detail List* (F1, F9, F3, F1) process. Before, the 'include' and 'exclude' range options were not processing correctly. This problem has been fixed.

A3. Personnel System

A3.1. Maintain Leave Type Codes

A change has been made to the *Maintain Leave Type Codes* (F3, F4, F1, F1) module. Now, when maintaining **Leave Type Codes** the **Leave Plan Year** cannot be modified. When the **Leave Type Code** is <u>added</u> to the system, the **Leave Plan Year** can be entered. But, once the **Leave Type Code** is in the system, the **Leave Plan Year** is protected so that it can't be changed. The only process which is allowed to update the **Leave Plan Year** is the *Leave Rollover* procedure.

A3.2. Enhanced Leave Input

A change has been made to the *Input Employee Leave and Substitute Pay* (F3, F4, F2, F1) module. Now, leave may be input for a <u>terminated</u> employee in the *Enhanced Substitute Pay and Employee Leave System*. When entering leave for a terminated employee, a warning message is displayed alerting the user that the employee is terminated. The user can then decide whether or not to allow the input. The same modification has been made to the *Import Leave Input Data from CSV* (F3, F4, F2, F2) procedure.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. PSC Certification Code Changes

The Georgia Professional Standards Commission (Ga PSC) has implemented certification type code changes effective for fiscal year 2015. Release 14.03.00 provides a conversion program which will convert the old **Certificate Type Codes** on both the employees' certificate data and the employees' assignment data in the CPI File, to the new **Certificate Type Codes**. The conversion program will <u>automatically</u> update the employees' **Certificate Type Codes** to the new codes. Also, the conversion program will delete the obsolete **Certificate Type Codes** from the *CPI Description Code File* and will add the new type codes to the file.

PSC Certification Codes for FY2015		Action by PSC	Converted to
ITS	Intern Technical Specialist	No longer issued; converted to IT	**IT**
IV	Intern Technical Specialist	No longer issued; converted to IT	**IT**
PL	Performance-Based Leadership	No longer issued; converted to PRL	**PRL**
NNV	Nonrenewable Non-Professional Technical Specialist	No longer issued; converted to NNT	**NNT**
NTS	Nonrenewable Professional Technical Specialist	No longer issued; converted to NT	**NT**
NV	Nonrenewable Professional Technical Specialist	No longer issued; converted to NT	**NT**
PBL	Performance-Based	No longer issued; converted to SRL	**SRL**
L	Leadership	No longer issued; converted to SRL	**SRL**
PBS	Performance-based	No longer issued; converted to SRS	**SRS**
S	Service	No longer issued; converted to SRS	**SRS**
PBT	Performance-based	No longer issued; converted to SRT	**SRT**
T	Teaching	No longer issued; converted to SRT	**SRT**
TS	Technical Specialist	No longer issued; converted to SRT	**SRT**
V	Technical Specialist	No longer issued; converted to SRT	**SRT**

A4.2. Original Leave of Absence File for CPI Reporting

In order to avoid confusion when processing the CPI Cycle 3 file transmission, the *Original Leave of Absence File* menu items have been moved from the *Legacy Leave Menu* (F3, F5) to the *CPI Report and Data Transmission Menu* (F4, F9) since the *Original Leave of Absence File* is used for cycle 3 CPI reporting only. This will help avoid confusion for users of the *Enhanced Substitute Pay and Employee Leave System* since all CPI administrators have to complete these steps whether or not the district uses the *Enhanced Substitute Pay and Employee Leave System*.
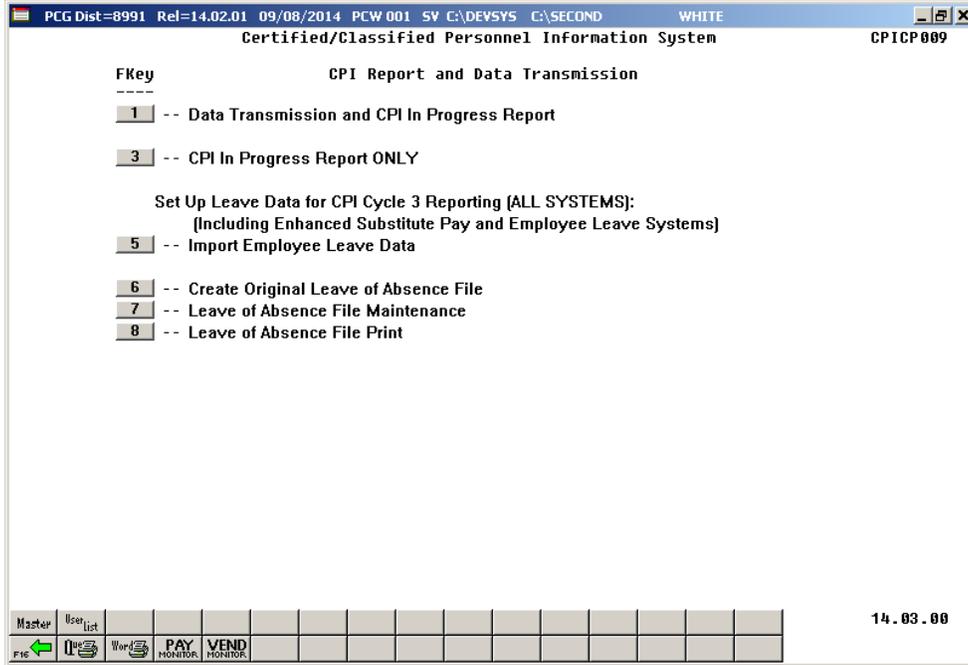
Section B: Installation Instructions for Release 14.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 14.03.00* 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 14.03.00"**. 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 14.03.00"**.
5	Proceed to *B2. Install PCGenesis Release 14.03.00.*

B2. Install PCGenesis Release 14.03.00

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:
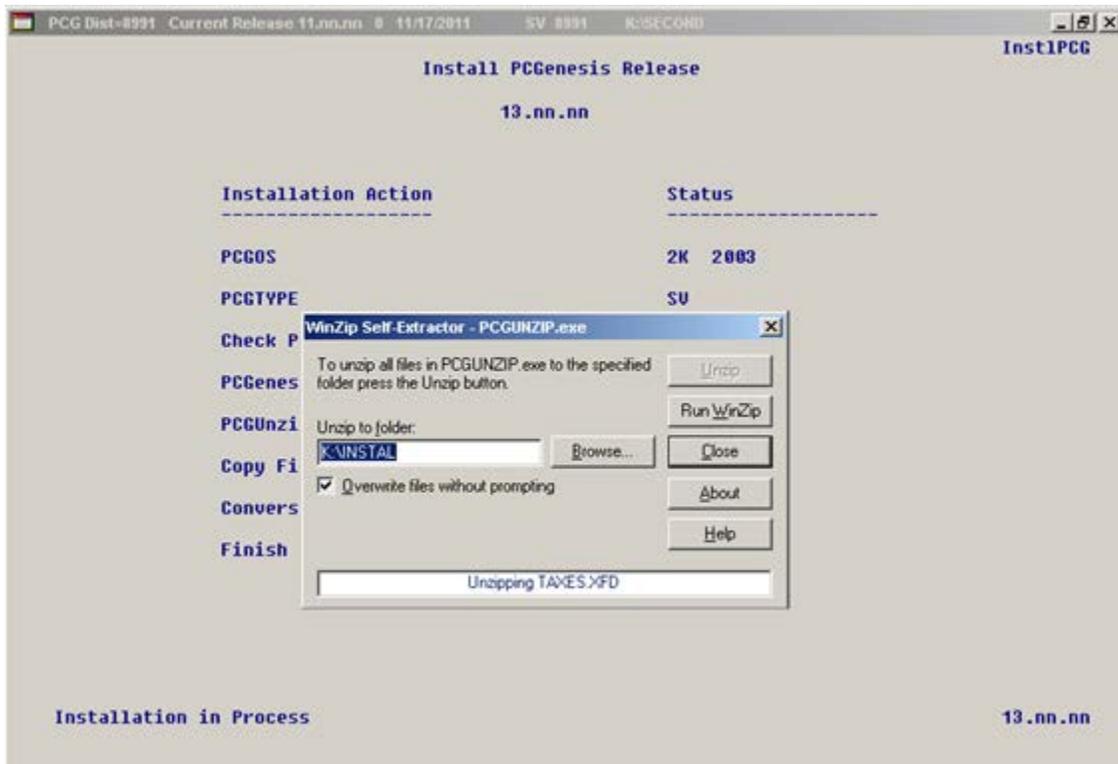
For PCGenesis *Release 14.03.00* successful installations, the following message displays:
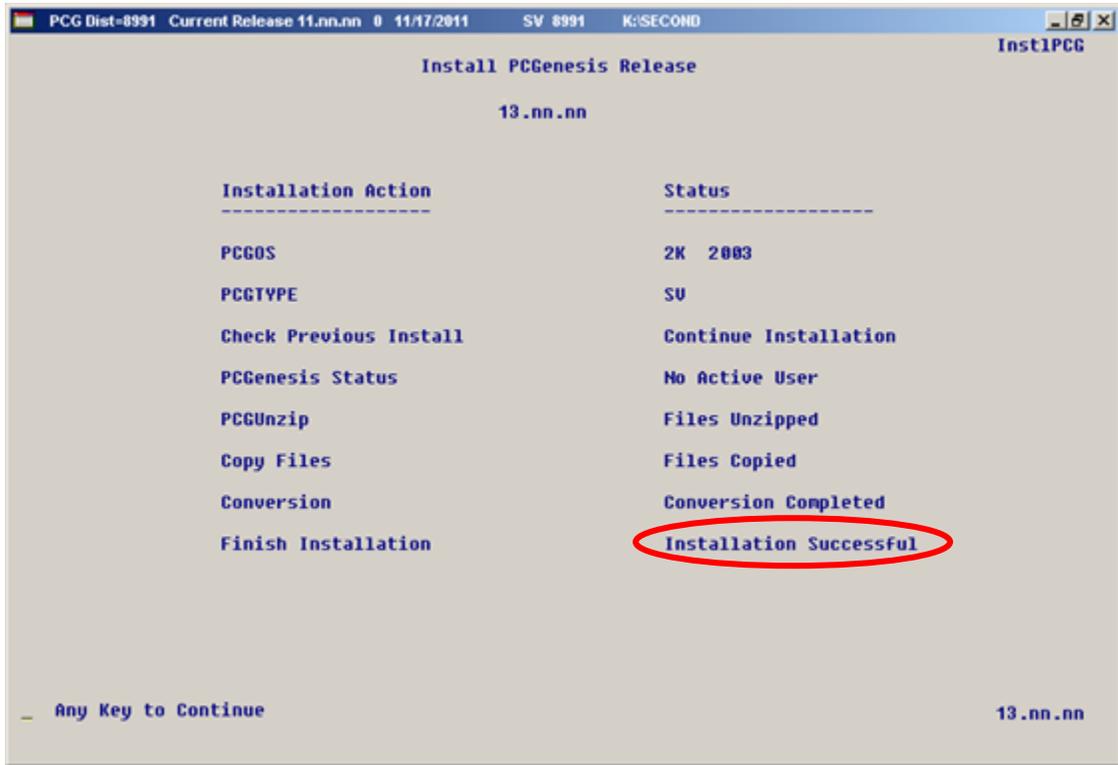
Step	Action
6	Select **Enter** to close the window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 14.03.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

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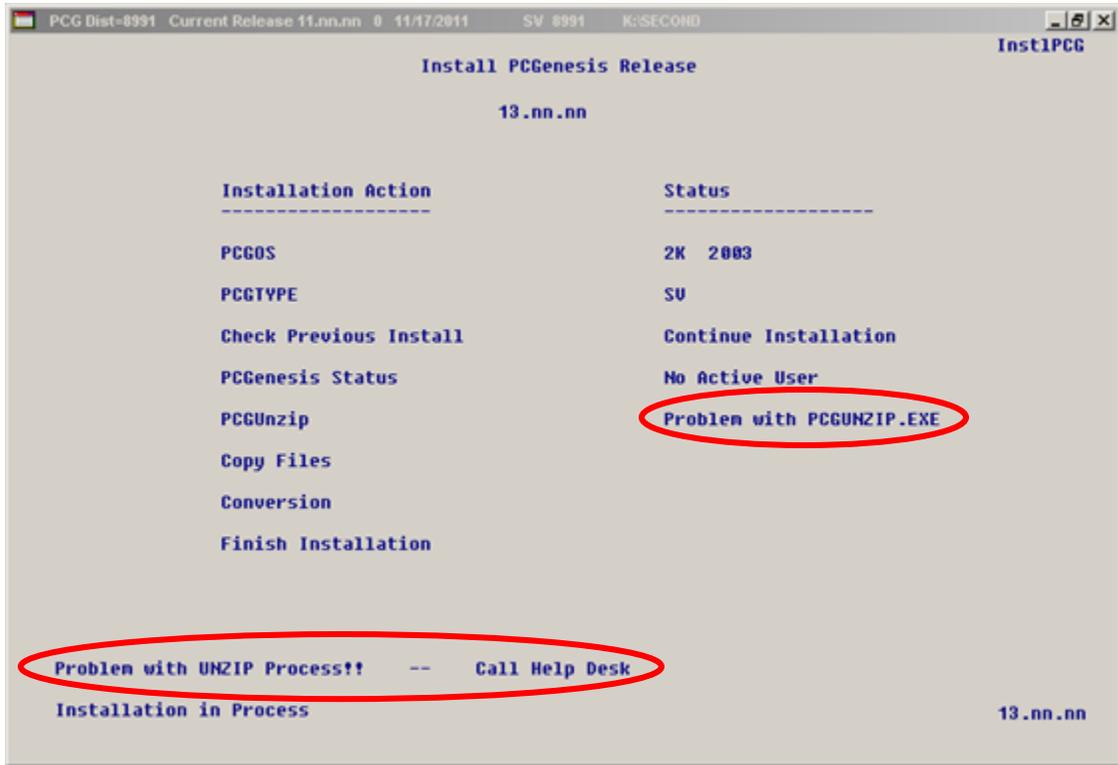
Step	Action
8	Select **F16** to close the window.
9	Return to the *MyGaDOE* Web portal, and detach the files again.
10	*Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.*

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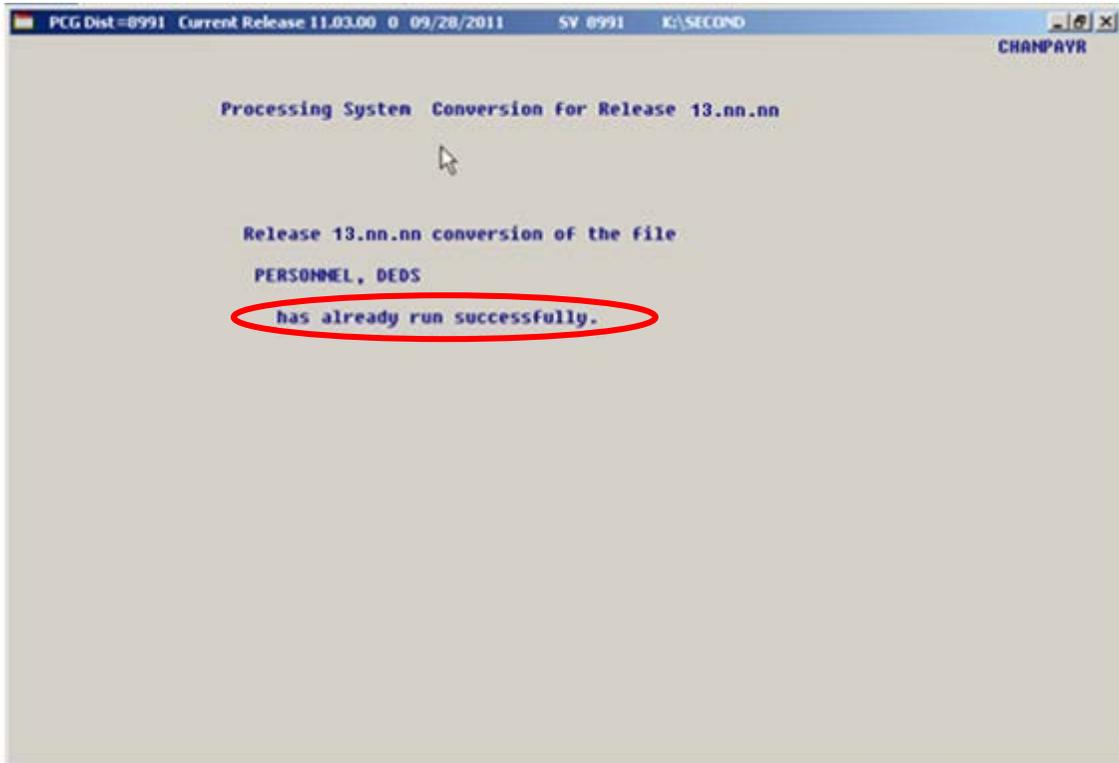
A warning message will display if the release installation is repeated, but in this case, the installation is considered successful.   In this instance, select any key to continue:

Step	Action
11	Proceed to *B3. Verify Release 14.03.00 Was Successfully Installed.*

B3. Verify Release 14.03.00 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 14.03.00** 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 14.03.00** displays.*
	If Release 14.03.00 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 14.03.00 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 14.03.00"**.