

PCGenesis
Budget System
Playing in the Sandbox

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Playing in the Sandbox

Export Gross Data (Payroll)

Payroll System

PAYM0016

FKey

Payroll Export/Import Menu

- 1** -- Payroll Gross Data Export
- 2** -- Payroll Gross Data Import
- 3** -- Payroll Deduction Export
- 4** -- Payroll Deduction Import
- 5** -- Export Selected Payroll / Deduction / CPI Information
- 6** -- Import Selected Payroll Information or CPI Assignment Data
- 7** -- Earnings History Export
- 8** -- Earnings History Gross Pay Distribution Export
- 9** -- Import New Employees - Batch Mode
- 10** -- Export New Hire File for Georgia Directory of New Hires

F2, F13, F8, F1

Playing in the Sandbox

Export Gross Data (Payroll)

- Set budget flags
- Refer to pay type codes
- Refer to program codes
- Refer to object codes
- Delete lines not needed
 - Excess sub lines, daily rate lines, interns, etc.

Gross Data, Budget Flag, Salary Schedule

Gross Data Export

➤ F2, F13, F8, F1




EMPNO	LNAME	FNAME	GRTYPE	PAYTYPE	FY	FND	PRGM	FNCT	OBJCT	FCTY	B	CONTRAMT	BUDG FLAG
87036	VA6ENTIN	SH6YNE	S	20	19	605	9600	3100	18400	201	1	9934.26	U
87041	LA9D	JA9QUES	H	300	19	604	9600	3100	11400	195	1	0	X
87041	LA9D	JA9QUES	H	300	19	606	9600	3100	11400	108	1	0	X
87052	WH9TMAN	JO9N	H	22	19	100	9990	2600	11400	8013	0	0	X
87054	CO7EY	TO7IE	H	22	19	100	9990	2600	11400	8013	0	0	X
87055	GR6ENBERG	BE6NIE	H	22	19	100	9990	2800	19900	8010	0	0	A
87078	JA7OB	MA7IANO	H	22	19	100	9990	2800	19900	8010	0	0	A
87084	BA9B	EM9RY	H	22	19	100	1320	2700	18101	8012	0	0	A
87090	KI3ER	DE3VER	H	22	19	100	9990	2600	11400	8013	0	0	X
87092	RH9ADES	CH9RITA	H	22	19	100	9990	2600	11400	8013	0	0	X
87095	BO7CHARD	VI7O	S	20	19	100	2061	1000	14000	195	1	2533.16	U
87101	MA2ION	CL2RISA	S	10	19	100	1071	1000	11000	100	1	30679.02	S
87101	MA2ION	CL2RISA	S	10	19	100	1091	1000	11000	100	1	0	S
87101	MA2ION	CL2RISA	S	11	19	100	1073	1000	11000	100	1	0	T
87101	MA2ION	CL2RISA	S	11	19	100	1093	1000	11000	100	1	0	T
87103	AR8EDONDO	KU8TIS	S	20	19	100	9990	2600	18600	108	1	21601.6	U
87103	AR8EDONDO	KU8TIS	H	22	19	100	9990	2600	18601	108	1	0	A
87103	AR8EDONDO	KU8TIS	D	24	19	100	9990	2600	18600	108	1	0	A

Playing in the Sandbox

Import Gross Data (Budget)

Budget System BUDUPDTP

FKey Budget Update Menu

-  -- Update/Display Personnel Data
- 3** -- Update/Display Deduction Data
- 4** -- Update/Display Gross Data
- 5** -- Update/Display Withholding Data

- 11** -- SANDBOX Gross Data Export
- 13** -- SANDBOX Gross Data Import

F5, F2, F13

Playing in the Sandbox

Create Sandbox

- Move account numbers only (A)
- Move salary lines for State CPI Salary Schedule (S - 190 day)
- Move salary lines for Local CPI Salary Schedule (T - 190 day)
- Calculate hourly/daily lines and salary lines by a percentage or an amount increase (L or N)
- Move salary lines for user-defined salary schedules (U - 260 day)

Playing in the Sandbox

Annual Work Days – “U”

➤ F2, F13, F8, F5, F4

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: **I** Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria **Filter not active**

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected
Enter=Create File **F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit**

Playing in the Sandbox

Annual Work Days – “U”

➤ F2, F13, F8, F5, F4

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported

Select only one item

LAST NAME	PAY LOC	CONTMO	BIRTH DATE
FIRST NAME	WORK LOC	ANNUAL WORK DAYS X	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT CROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	DATE OF DEATH
STREET	JOBCLASS	STATE ANNUAL	TERM DATE
STREET2	CPI JOB	LOCAL ANNUAL	TERM REASON
CITY	CERT TYPE	OTHER ANNUAL	PENSION ELIG DATE _
STATE	PAY SCHEDULE #	FICA SW	GHI IND
ZIP	PAY CYCLE	FED EXEMPTIONS	DOE PAID ERCON FLAG
TELEPHONE	PENSION CODE	FED WITH CODE	CPI INCLUDE
PAYROLL STATUS	RETIRE SW	STATE DEP ALLOWANCE	ENABLE DDP SW
SEX	TRS SERVICE IND	FED TAX MARITAL STAT	
ETHNIC	TRS SERVICE LOCK	STATE TAX MARITAL ST	
MARITAL	'NO PENSION' CODE	STATE MAR ALLOWANCE	
EEO-5 JOB CODE	SPOUSE SSN	GHI INFORMATION	
HOURS PER WEEK	PRIOR YEAR CONTMO		
HOURS PER DAY	SUBSTITUTE RANK		
LEAVE REASON MAX	OVERRIDE ACCRUE		
BACKGROUND CHK DATE	ADJ LEAVE ELIG DATE		
CELL PHONE	EMERGENCY DATA		
EMPLOYEE E-MAIL	BUDGET PAY CATEGORY		
SICK BANK INDICATOR	CONTACT DATA		

F7-Return, F16-Exit

Playing in the Sandbox

Sandbox Menu

	Budget System	BUDGMENU
FKey	Master Menu	

1	-- Create Budget SANDBOX	
2	-- SANDBOX Update Menu	
3	-- Create SANDBOX Reports and CSV External File for Budget Load	
4	-- Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract	
5	-- SANDBOX Special Functions Menu	
20	-- SANDBOX File Reorganization	

Salaries must be defined first

Gross Data, Budget Flag, Salary Schedule

Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0 1 or 2	E	32217	33154	32217	34092	36308	39206	41754	44303	47183	49176
3	1	33184	34149	32217	35115	37397	40382	43007	45632	48598	50651
4	2	34180	35173	32217	36168	38519	41593	44297	47001	50056	52171
5	3	35205	36228	32217	37253	39675	42841	45626	48411	51558	53736
6	4	36261	37315	32217	38743	41262	44555	47451	50347	53620	55885
7	5	37349	38434	32217	39905	42500	45892	48875	51857	55229	57562
8	6	38469	39587	32217	41701	44413	47957	51074	54191	57714	60152
9 or 10	7	39623	40775	32217	42952	45745	49396	52606	55817	59445	61957
11 or 12	L1	40812	41998	32217	44241	47117	50878	54184	57492	61228	63816
13 or 14	L2	42036	43258	32217	45568	48531	52404	55810	59217	63065	65730
15 or 16	L3	43297	44556	32217	46935	49987	53976	57484	60994	64957	67702
17 or 18	L4	44596	45893	32217	48343	51487	55595	59209	62824	66906	69733
19 or 20	L5	45934	47270	32217	49793	53032	57263	60985	64709	68913	71825
21 +	L6	47312	48688	32217	51287	54623	58981	62815	66650	70980	73980

Playing in the Sandbox

Sandbox Menu

Budget System		BUDGMENU
FKey	Master Menu	
1	-- Create Budget SANDBOX	Creates new sandbox each time
2	-- SANDBOX Update Menu	
3	-- Create SANDBOX Reports and CSV External File for Budget Load	
4	-- Recalculate Cycle Gross, State, Local, Other Salary, Annual Contract	
5	-- SANDBOX Special Functions Menu	
20	-- SANDBOX File Reorganization	

Playing in the Sandbox

Create Sandbox

Create Budget Sandbox BUDDATE

Type S lines (CPI Salary schedule):
Enter year for salary schedule: 2019 (CCYY)
Increase local and state years? N (Y or N)
Number of work days for certified employees: 000

Type T lines (Local CPI salary schedule):
Enter year for salary schedule: 0000 (CCYY)
Number of work days for certified employees: 000

Type U lines (User-defined salary schedule):
Enter year for salary schedule: (CCYY)

Type N lines (No salary schedule):
Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0000
Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.0000

Type L lines (Local supplement/extra salary):
Salary lines (S, B, Y, Q): Annual amt change 0.00 - or - Percentage change 0.0000
Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.0000

Define Parameters



Playing in the Sandbox

Special Functions

Budget System

BUDGSPEC

FKey

SANDBOX Special Functions Menu

- 1 -- Display/Update Budget Control Data
- 2 -- Local Budget Salary Schedule
- 3 -- User Defined Budget Salary Schedule
- 4 -- Maintain SANDBOX Deduction Records
- 5 -- Maintain SANDBOX Annuity Records
- 6 -- SANDBOX Tax/Withholding Menu

Control/modify
budget parameters

Anticipate future
withholding rates

Playing in the Sandbox

Special Functions

Control/modify
budget parameters

DISPLAY/UPDATE BUDGET CONTROL DATA

	Schedule Year	No of Wo for Cert	Increase Local & State Years
Type S lines (CPI Salary schedule):	2019	000	N
Type T lines (Local CPI salary schedule):	0000	000	
Type U lines (User-defined salary schedule):			
Type N lines (No salary schedule):			
Salary lines (S, B, Y, Q):	Annual amt change	0.00 - or -	Percentage change 0.0000
Hourly lines (D, H, A, X, P):	Amount change	0.00 - or -	Percentage change 0.0000
Type L lines (Local supplement/extra salary):			
Salary lines (S, B, Y, Q):	Annual amt change	0.00 - or -	Percentage change 0.0000
Hourly lines (D, H, A, X, P):	Amount change	0.00 - or -	Percentage change 0.0000

----- SCHEDULES SELECTED DURING SETUP -----

PAY SCH	NO. PAYS TAX CALC	DESCRIPTION	PERIOD	CHECK DATE	GHI
12	12	2018 PAYROLL CALENDAR	13	11/06/18	N

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
26 27 28 29 30 31 32 33 34 35

Regular Gross Types: Y Special Gross Types: Y TRS: Y Old PSERS: Y Old ERS: Y
New PSERS: Y New ERS: Y

F3=Print screen, F11=Go to screen 2, F16=exit.

Playing in the Sandbox

Special Functions

Budget System BUI Restore Down

FKey **SANDBOX Tax/Withholding Menu**

- 1** -- Display/Update FICA/Medicare Tax Table
- 2** -- Display/Update ERS Pension Table
- 3** -- Display/Update PSERS/TRS Tax Table
- 4** -- Display/Update GHI Table

**FICA, ERS, PSERS/
TRS, GHI Rates**

Playing in the Sandbox

Live Demonstration

Gross Data, Budget Flag, Salary Schedule

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Budget-System-Operations-Guide.aspx>

 → Technology Services → Technology Services → PCGenesis → Budget System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

Budget System Operations Guide

- Section A: Create Budget SANDBOX
- Section B: Update Budget SANDBOX
- Section C: Create SANDBOX Reports and CSV External File for Budget Load
- Section D: SANDBOX Special Functions
 - Budget User Defined Salary Schedule.csv Template
 - Budget Local CPI Salary Schedule.csv Template
- Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount

Overview & Setup

<http://www.gadoe.org/Technology-Services/PCGenesis/Documents/GASBO%202016%20New%20Budget%20Process.pdf>

PCGenesis Training New PCGenesis Budget System

GASBO

Augusta, GA

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