

# PCGenesis

GASBO

Augusta, GA

November 9, 2011



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# PCGenesis

## Introduction

Alan Rees

PCGenesis Lead Analyst/Developer

Diane Ochala

PCGenesis Senior Analyst/Developer



# Agenda

- 2010 Enhancements
- 2011 Enhancements
- New Substitute Pay & Employee Leave System
- Site Recommendations
- Discussion



# 2010 Enhancements Payroll



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11/10/2011

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# 2010 Enhancements

## Payroll

- New & Improved Pay Check Remittance
- Earnings History Export
- Earnings History Gross Pay Distribution Export
- Add YTD Fields for Employer Amounts
- Print YTD Earnings Register for One Employee
- Import New Employees
- Replace Work Locations for CPI
- Allow Reprint of 1099-MISC Forms
- Reset Payroll Monitor – List Class – List Deductions
- Mass Update Selected Employees' Field(s)



# New 8.5 x 14 Pay Check Self-Seal Example

Employee Information		Company Information	
Employee ID	88905	Address, RASHAL MIDDLE	SMITH CITY BOARD OF EDUCATION 8991
SSN	999-08-8505	2499 MAIN STREET	102 MAIN STREET
Telephone	999-555-1495	STREET ADDRESS LINE 2	SMITH, GA 33333
Loc/Class	0107-0737	SMITH	(404) 444-1234 x(1234)

General Information		Tax Data		Net Pay Distribution	
Check No	040010	Fed	GA	Account Type	Account Number
Check Date	05/29/2009	Marital Allowances	M(1) D(10)		
		Add Pct	.35		
		Add Amt	25.25		
Contract Fiscal-To-Date		80,894.14	Check No	040010	Total Net Pay
					2,445.61

THIS IS A "FIRST LOOK" AT THIS NEW PAY CHECK STUB

Paycheck Summary									
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		6052.28			6052.28	4092.24	2017.68	2806.87	2445.61
YTD	30.00	18056.84	20.00	50.00	50984.14	16594.84	6089.67	10957.61	7593.23

Current Hours and Earnings					
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt
BASE SALARY			5,445.25		
Unclassified Pay			108.91		
Local Overt Supplement			435.62		
Extended Day Supplement			62.50		
<b>Total</b>			<b>6,052.28</b>		<b>6,052.28</b>

Paid Time Off					
Type	Current	Year to Date	Balance	Future 1	Future 2
PLACER REALTY		5.75	55.25		
PERSONAL VACATION					
W/O PAY					
OTHER					

Employer Paid Benefits					
Description	Current	YTD	Description	Current	YTD
FICA			PLACER REALTY	1109.23	3087.28
TRF			TRF	943.64	1722.10
FICA			FICA	413.73	1371.79
FEDUC (FEEDB)			FEDUC (FEEDB)	321.08	371.14
CIG PPO FAM			CIG PPO FAM	86.10	430.50
TOTAL OTHER			TOTAL OTHER	39.12	190.40
<b>Total</b>			<b>Total</b>	<b>2220.88</b>	<b>7662.45</b>

Taxes/Pension							
Before-Tax Deductions				After-Tax Deductions			
Description	Current	YTD	Description	Current	YTD	Description	YTD
SSA	335.14	1030.73	VENDOR 005508	418.57	1359.01	VENDOR 003107	23.39
MEDICARE	78.43	241.96	PIONEER INVT	302.61	907.83	VENDOR 002573	10.00
FED W/O TAX	25.25	77.75	FALCIC (FEEDB)	282.57	554.71	VENDOR 006740	8.00
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00
TRF	392.62	928.86	WIKACAC PANN	111.11	333.33	VENDOR 005898	40.00
			VENDOR 000020	40.40	121.20		
			VENDOR 005394	10.00	30.00		
<b>Total</b>	<b>3310.31</b>	<b>7018.83</b>	<b>Total</b>	<b>1939.06</b>	<b>3797.18</b>	<b>Total</b>	<b>47.39</b>

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS. REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES - SEE REVERSE

**SMITH CITY BOARD OF EDUCATION** No. **040010** 64-1301  
 102 MAIN STREET Date 05/29/2009 PAYROLL 611  
 SMITH, GA 33333 (404) 444-1234 x(1234) Amount \*\*\*\*\*2,445.61

**BANK OF GEORGIA** ATLANTA, GA 30300 VOID AFTER 90 DAYS  
 TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

Pay To The Order Of **ASHBY, RASHAL MIDDLE** *John Doe*

⑆040010⑆ ⑆05113017⑆18 33 6⑆

SMITH CITY BOARD OF EDUCATION  
 102 MAIN STREET  
 SMITH, GA 33333  
 6107 32

ASHBY, RASHAL MIDDLE  
 2499 MAIN STREET  
 STREET ADDRESS LINE 2  
 SMITH, GA 33333-4444



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# New 8.5 x 11 Pay Check Non-Self-Seal Example

Employee Information				Company Information				
Employee ID	88505	ASPEY, RAJESH MIDDLE		SMITH CITY BOARD OF EDUCATION	8591			
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET				
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333				
Loc/Class	0109 / 12	SMITH----->	GA	(404) 444-1234 x(1234)				
General Information				Tax Data				
Check No	<b>040010</b>	Marital	Fed	GA	Account Type	Account Number	Amount	
Check Date	05/29/2009	Married	14	Joint Both				
		Allowances		M[1] D[10]				
		Add Pct	25.25	.35				
		Add Amt						
Contract Fiscal-To-Date				90,984.14	Check No	040010	Total Net Pay	
							2,445.61	
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB								
Paycheck Summary								
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Total Gross	Total Deds	Total Net Pay
Current	30.00	1856.84	20.00	50.00	6052.28	6052.28	2017.69	2445.61
YTD					99984.34	1856.84	6089.67	7599.23
Current Hours and Earnings								
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt		
State Salary			5,445.25			5,445.25		
Unclassified Pay			108.91			108.91		
Local Cert Supplement			405.62			405.62		
Extended Day Supplement			62.50			62.50		
<b>Total</b>			<b>6,052.28</b>			<b>6,052.28</b>		<b>6,052.28</b>
Paid Time Off				Employer Paid Benefits				
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	YTD
SICK		5.75	55.25			STATE HEALTH	1009.22	3083.26
PERSONAL						TRS	561.66	1722.10
VACATION						FICA	413.73	1271.79
W/O PAY						VALIC (PSERS)	121.05	371.15
OTHER						CIG PPO FAM	86.10	430.50
						TOTAL OTHER	38.12	190.60
						<b>Total</b>	<b>2229.88</b>	<b>7069.40</b>
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SOC. SEC.	335.31	1030.73	VENDOR 005608	416.67	1250.01	VENDOR 003107	23.30	69.90
MEDICARE	78.42	241.06	PIONEER INVST	302.61	907.83	VENDOR 002573	10.00	30.00
FED W/H TAX	25.25	77.75	VALIC (PSERS)	181.57	554.71	VENDOR 006740	9.00	27.00
GA INCOME TAX	1578.71	4740.13	CIG PPO FAM	176.70	560.10	VENDOR 005394	5.00	15.00
TRS	302.62	928.86	BORACE MANN	111.11	333.33	VENDOR 005888		40.00
			VENDOR 000020	40.40	121.20			
			VENDOR 005394	15.00	30.00			
<b>Total</b>	<b>2320.31</b>	<b>7018.53</b>	<b>Total</b>	<b>1239.08</b>	<b>3757.18</b>	<b>Total</b>	<b>47.30</b>	<b>181.90</b>

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

**WARNING - THIS CHECK IS PROTECTED BY SPECIAL SECURITY GUARD PROGRAM™ FEATURES**

SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 33333  
(404) 444-1234 x(1234)

Date  
05/29/2009

No. **040010**

64-1301  
611  
PAYROLL

Amount  
\*\*\*\*2,445.61

VOID AFTER 90 DAYS

TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

BANK OF GEORGIA  
ATLANTA, GA 30000

Pay To ASPEY, RAJESH MIDDLE  
The 2495 MAIN STREET----->  
Order Of STREET ADDRESS LINE 2----->  
SMITH----->, GA 33333-4444

*John Doe*

SECURE FEATURES INCLUDE INVISIBLE FIBERS • MICROPRINTING • VOID FEATURE PANTOGRAPH • ENDORSEMENT BACKER • BROWN/STAIN CHEMICAL REACTANT

⑈040010⑈ ⑆06113017018 33 6⑈



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# New Remittance Example

Employee Information				Company Information					
Employee ID	88505	AS9BY, RA9RAL MIDDLE		SMITH CITY BOARD OF EDUCATION	8991				
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET					
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA 33333					
Loc/Class	0102 / 32	SMITH-----, GA		(404) 466-1234 x(1234)					
General Information		Tax Data		Net Pay Distribution					
Check No	<b>040010</b>	Marital	Fed	GA	Account Type	Account Number	Amount		
Check Date	05/29/2009	Married	14	M[1] D[10]					
		Allowances		.35					
		Add Pct							
		Add Amt	25.25						
Contract Fiscal-To-Date			90,984.14		Check No	040010	Total Net Pay	2,445.61	
THIS IS A 'FIRST LOOK' AT THE NEW PAY CHECK STUB									
Paycheck Summary									
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Current		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
YTD	30.00	18506.84	20.00	50.00	90984.14	18556.84	6089.67	10957.61	7599.23
Current Hours and Earnings									
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt			
STATE Salary			5,445.25			5,445.25			
Unclassified Pay			108.91			108.91			
Local Cert Supplement			435.62			435.62			
Extended Day Supplement			62.50			62.50			
<b>Total</b>			<b>6,052.28</b>			<b>6,052.28</b>			
Paid Time Off				Employer Paid Benefits					
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	YTD	
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						TOTAL OTHER	38.12	190.60	
						<b>Total</b>	<b>2229.88</b>	<b>7063.40</b>	
Taxes/Pension		Before-Tax Deductions			After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
SOC. SEC.	335.31	1030.73	VENDOR 005608	416.67	1250.01	VENDOR 003107	23.30	69.90	
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TRS	302.62	928.86	HORACE MANN	111.11	333.33	VENDOR 005888		40.00	
			VENDOR 000020	40.40	121.20				
			VENDOR 005394	10.00	30.00				
<b>Total</b>	<b>2320.31</b>	<b>7018.53</b>	<b>Total</b>	<b>1239.06</b>	<b>3757.18</b>	<b>Total</b>	<b>47.30</b>	<b>181.90</b>	

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# New Export Option for Payroll Files

- Allows users to select fields from the earnings history data for export
- Allows Selection by the following Options:
  - Set Filter
  - Date Range
  - Earning Type
  - Etc.
- Earnings History
- Earnings History Gross Pay distribution



# 2010 Enhancements Financial



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# 2010 Enhancements

## Financial

- Expenditure by Account Across Multiple Fiscal Years (ARRA)
- Reverse Deposit
- New Export Option for Financial Reports
  - Budget Master
  - Revenue Master
  - Revenue & Expenditure
  - Vendor Payments
  - Balance Sheet
  - Receipts, JV, GL, Trial Balance, etc.
- DOAA Transparency In Government Export File
- Vendor Payments for Any Period by Vendor



# Expenditure by Account Across Multiple Fiscal Years

- Allows the option of producing a detail report of expenditures across multiple fiscal years
- Will facilitate reporting for the American Recovery and Reinvestment Act of 2009 (ARRA)
- Districts now need to turn in expenditure totals spanning multiple fiscal years, and report the information by account fund/program



# Reverse Deposit

- If a receipt has been deposited in error, the user will be able to reverse the deposit and reopen the receipt
- This will facilitate correcting receipt and deposit errors



# New Export Option for Financial Files

- Many Financial Report Options now allow the option of producing a comma separated export file (.csv file) in addition to the printed report
- The export file contains the same information that prints on the report, but puts the data into a data file
- This allows users to perform data analysis on specific data by using spreadsheet capabilities
- Producing the export file is optional, but the report will always be produced



# New Export Option for Financial Files

- Budget Master Account Activity
- Revenue Master Account Activity
- Revenue and Expenditure Detail / Summary
- Balance Sheet for Any Period
- General Ledger for Any Period
- Journal Vouchers for Any Period
- Receipts for Any Period
- Trial Balance & Audit Year-End Transmission
- Vendor Payments for Any Period



# 2011 Enhancements Payroll



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# 2011 Enhancements

## Payroll

- Add Support for Third Party Printing / Data Capture
- New EEO-5 Report
- Export New Hire File for Georgia Directory of New Hires
- Benefits YTD Earnings History Register
- Allow Deduction Employer Contributions to be Calculated based on Process Types (Only applies to Employer Indicator '2')
- Export/Import Selected Payroll/Deduction/CPI Information
- Add Certificate ID to Certified/Classified Employer Error List
- 2011 FICA Updates



# Add Support for Third Party Printing / Data Capture

- A third party company, such as SoftDocs, will now be able to interface with PCGenesis
- PCGenesis will output text-only files so that these files may be captured by a third party
  - Payroll Checks
  - Direct Deposit Advices
  - W2s
  - 1099s
  - Vendor Checks
  - Purchase Orders
- Third Party will provide multiple options such as **Employee Web Access**



# New EEO-5 Report

- The EEO-5 survey is a survey required by Federal law
- It is Biennial, conducted in even-numbered years
- The EEO-5 job code is a new field
- A new option has been added to the Payroll Export / Import process to assist updating employee EEO-5 Job Code
- The *Alpha Description File* has been updated with a new EEO-5 Table
- Four EEO-5 Reports & Files are available
  - EEO-5 Error Report
  - EEO-5 Detail Report
  - EEO-5 Not Counted Report
  - EEO-5 Summary Report
  - Creates the EEO-5 Transmission File



# Export New Hire File for Georgia Directory of New Hires

- Federal and State law requires employers to report newly hired and re-hired employees in Georgia to the Georgia New Hire Reporting Program
- PCGenesis allows export of new hire information from payroll into a file that meets Georgia New Hire layout specifications
- Employers and/or labor organizations doing business in the State of Georgia must report the following employees:
  - New Employees
  - Re-Hires or Re-Called Employees
  - Temporary Employees



# Benefits YTD Earnings History Register

- This report summarizes the employer benefit amounts by employee based upon the earnings history records
- It can be printed for a specific pay class, a specific employee, or for all employees
- When printed for all employees, the report can be sorted by employee name or by employee name within pay class
- This Report has been requested by the Auditors



# Benefits YTD Earnings History Register

REG. NR.	QWT. NR.	REG. GR.	QWT. GR.	GROSS	CONTRACT	PERS GR.	MSDI GR.	HI GR.	CHI GR.	NET
REPORT DATE 03/08/2011 YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11 PAGE: 2 REPORT TIME 09:04 PROGRAM: YTDST3/YTDPR3										
CLASS 01 - ADMINISTRATION										
EMP #: 86313 NAME: BLACKMAN, TYSHA MEDICARE ONLY 6,023.40 6,023.40 6,023.40 5,879.76 H 4,565.13 4,056.15 2.70 /42 610.21 /02 10.00 /05 05.26 /06 1002.27 /07 **** MSDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****										
EMP #: 88801 NAME: CASHY, TINDARA MEDICARE ONLY 4,046.77 4,046.77 4,046.77 H 2,236.91 3,247.17 2.70 /42 58.68 /86 491.11 /87										
EMP #: 88204 NAME: SAGLOB, LEY MEDICARE ONLY 6,453.05 6,453.05 6,453.05 H 4,583.37 4,822.11 2.70 /42 704.56 /82 94.89 /86 1006.27 /87										
EMP #: 86279 NAME: SIKDOOS, JAZAR 7,173.45 7,173.45 7,173.45 5,158.64 5,075.00 2.70 /42 737.43 /82 1132.58 /87										
EMP #: 86575 NAME: SOZELL, LITWOOD MEDICARE ONLY 7,131.78 7,131.78 7,131.78 H 5,158.64 4,088.57 2.70 /42 733.15 /82 96.55 /86 1132.58 /87										
EMP #: 88319 NAME: SPZIN, WITLEY MEDICARE ONLY										



# Deduction Employer Contributions Calculated Based on Process Types

- A new feature has been added to facilitate calculating the employer contribution of certain deductions
- This will allow the end user to specify which gross earnings to use in the employer contribution calculation
- Works with Employer Indicator '2'
- This is useful when certain earnings should be excluded from the employer contribution calculation



# Deduction Employer Contributions Calculated Based on Process Types

```

PCG Dist=8991  Rel=11.02.00  11/02/2011  ARR 004  SV  C:\DEVSY5  C:\SECOND
PAYROLL DEDUCTION DATA ENTRY                                     PAY095

Deduction code: 11                                           Sort: 11
Description:  VENDOR 000095                               Percent: .00000
Short desc.:  VENDOR 000095                               Vendor: 95
                                                    VENDOR 000095

Deduction type: I  'A' = Annuity (Tax Sheltered)  'C' = Credit Union
                  'F' = Imputed Income          'G' = Garnishment
                  'I' = Non-Taxable Insurance

Fund: 199  Fiscal:      Program: 9990  Expense/receipt function: 9000
Balance #: 476

Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 0      0 = None
                                       1 = Fixed Amount
                                       2 = % of Process Type Gross (specified below)
                                       3 = % of Employee Contribution

Employer Indicator '2' Process Types:  S  D  H  A  B  X  Y  Q  P
                                       N  N  N  N  N  N  N  N  N

Contribution amount or %:              Object:              Balance:

** Display Mode **
F2-First  F5-Next  F9-Modify  F12-Delete  F16-Find Mode  F28-Help Screen  11.03.00
    
```



# 2011 Enhancements Financial



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# 2011 Enhancements

## Financial

- School Nutrition DE-106 File Submission (SNO)
- Add Screen Print Option to Selected Screens
- Add Button Bar to Selected Financial Screens
- New Features Added to Word Print Queue
- Report Option to Allow Include/Exclude Range of Accounts
- Export Budget COA & Load Budget from External File
- Export Revenue COA & Load Revenue from External File
- Add Deposit Bank to Daily Receipts Report
- Add Vendor Reference to Claim/Expenditure Inquiry Selection
- Option to Print Journal Vouchers by Voucher Number Range
- When Posting Receipts Insert Amount When Only One Line
- Simplify Adding New Facilities in PCGenesis – Remove FACTY File



# School Nutrition DE-106 File Submission (SNO)

- The School Nutrition Online Reporting System (SNO) is a web application which allows you to upload data files extracted from a school district's financial application
- PCGenesis will now facilitate the creation of the DE106 Financial Data File for upload to SNO



# School Nutrition DE-106 File Submission (SNO)

- Trial Balance Report for DE106 Reporting Month  
(*PCGenesis program simulates this*)
  - Revenue
  - Expenditure
  - Balance Sheet (*Available if Previous Month Closed*)
- User Input
  - School Nutrition Inventory (*Select One*)
    - Purchase USDA
    - Single Inventory (*Combines USDA & Regular Food*)



# School Nutrition DE-106 File Submission (SNO)

- First Time Requires Facility Code Setup for Funds
  - Account Master Description File Maintenance
- Only 600 Funds with Facility Code Reported
  - SNO Only Accepts Specified Facilities
- Select Inventory Type
  - Purchase USDA
  - Single Inventory *(Combines USDA & Regular Food)*
- Check Previous Month Open/Closed Status
  - Closed *(PCGenesis Provides Values)*
    - Revenue
    - Expenditures
    - Balance Sheet
  - Open *(User Inputs Balance Sheet Values)*



# School Nutrition DE-106 File Submission (SNO)

- Sample User Input Screen – Purchase USDA
  - Note Inventory Type Displayed
  - Note Some Inventory values pulled from Expenditure & Balance Sheet

PCG Dist-8991 Rel-11.02.00 10/24/2011 ARR 003 SV C:\DEVSY5 C:\SECOND

School Nutrition Online Report SN106RPT  
 Month 05 Year 2011  
 Fund: 0603 STAR ELEM Facility: 5050 STAR ELEM

Purchase USDA Inventory		Revenue	Expenditure	Bal Sheet
- .00	Trans In	1500	10594.38 100-299	74629.21 0101-0103
	Trans Out	4713.83 1611	11692.15 630	0104
	+ Inv Adj	1612	217.92 635	0111
	- Inv Adj	1613	487.04 000-879	26431.00 0114-0153
	Bfast Use	1614	880	3112.35 0171
	Snack Use	85.17 1621	930	5147.38 0173
	NonReimb	317.75 1622		0174-0199
	USDA In	1623		
	USDA Out	1700-1999	730-735>5	
	USDA +Adj	3510		0401-0421
	USDA -Adj	3995		0422
	USDA Bfst	16578.54 4510		0499
	USDA Snck	9852.46 4511		24280.66 0740
	usda NonR	4512		38259.73 0751
		4513		0753-0790
11692.15	Purc Food	4520-4899		
3112.35	End Inv	217.92 4900		
217.92	USDA Rcvd	5200-5299		
5147.38	USDA EndI	5300-5995		
20169.00	Inventory	31765.67	Revenue 22992.51 Expenditure	109319.94 Asset
				79817.47 Liab/FndEq
(User Input)	(Net Change)	(Net Change)	(Ending Bal)	11.03.00

Enter = Total User Input, F8 = Save & Continue

ENTER [ ] F8 [ ]  
 F10 [ ]



# Account Master Description File Maintenance

- Add Facility Code to All Reported 600 Funds
  - Updated by PCGenesis Administrator

```
PCG Dist=8991  Rel=11.02.00  10/20/2011  ARR 009  SV  C:\DEV\SVS  C:\SECOND  NAME 02 00
Account Master Description File Maintenance

Type      2
Number    600

TYPE  NAME                CODE
01 = Year                2-digits
02 = Fund                3-digits      Proprietary or Governmental
03 = Fiscal Year        1-digit
04 = Program            4-digits      Federal, State, Local or Other
05 = Function           4-digits
06 = Object             5-digits
      (The first 3 digits utilize the state chart of accounts object code.
      The last 2 digits, 01-99, may be used for local activity.
      Otherwise, enter 00.)
07 = Facility/Building  5-digits
      (The first 4 digits represent the facility (school) code found in the
      D.O.E. directory. The last digit represents the building code.)
      (Current Year Eligible Must be 'N' or 'Y'.)
08 = Additional         6-digits
09 = Revenue Source     4-digits
10 = Balance Sheet      4-digits

** Find Mode **
(ENTER)-Position File  F1-First  F2-Next  F11-Add Mode  F16-Exit  11.01.00
```



# Account Master Description File Maintenance

- Do NOT Add Facility Code to All 600 Funds

```
PCG Dist=8991 Rel=11.02.00 10/20/2011 ARR 009 SV C:\DEVSY S C:\SECOND NAME 02 00
Account Master Description File Maintenance
Fund
Type 2
Number 600 Facility: 00000 Invalid Facility
Fund Type (P or G) G
Description SCHOOL FOOD
** Display Mode **
F16-Return F1-First F2-Next F3-Prev F9-Modify F12-Delete 11.01.00
```



# Account Master Description File Maintenance

- Add Facility Code to All Reported 600 Funds

PCG Dist=8991 Rel=11.02.00 10/24/2011 ARR 003 SV C:\DEVSY S C:\SECOND NAME 0200

Account Master Description File Maintenance

Fund

Type 2

Number 603 Facility:  Invalid Facility

Fund Type (P or G) G

Description STAR ELEM

Invalid Fund 600 Facility  
Validation Successful

ENTER-Validate F8-Save F16-Return \*\* Modify Mode \*\*

11.01.00

PCG Select Facility Code

LOC	Bldg	Description
0000	0	FACLT/BLDG
0010	2	NORTH STAR ELEM
0020	2	SOUTH STAR ELEM
0102	0	NORTH STAR ELEM
0191	0	STAR CO MIDDLE
0195	0	ALTERNATIVE SCH
0202	0	SOUTH STAR ELEM
0801	2	TRANSPORTATION
0801	3	MAINTENANCE
0801	4	OTHER AUXILIARY
3050	0	STAR CO HIGH
3050	1	STAR HIGH/BAND
4050	0	STAR CO JR HIGH
5050	0	STAR ELEM
6732	0	Star County Reg
8010	0	Central Office
8012	0	Transportation
8013	0	Maintenance Fac
8014	0	Other Auxillary
8015	0	Consolidated Sc

Done Cancel



# Account Master Description File Maintenance

- Repeat for All Reported 600 Funds

The screenshot shows a terminal window titled "Account Master Description File Maintenance" with a blue background. The window title bar includes system information: "PCG Dist=8991 Rel=11.02.00 10/24/2011 ARR 003 SV C:\DEVSY S C:\SECOND". The main content area displays the following text:

```
Account Master Description File Maintenance NAME 0200
Fund
Type      2
Number    603 Facility: 50500 STAR ELEM
Fund Type (P or G) G
Description STAR ELEM
```

At the bottom of the screen, there are control instructions: "ENTER-Validate F8-Save F16-Return" and "11.01.00". A status line reads "\*\* Modify Mode \*\*".



# Add Screen Print / Button Bar to Selected Screens

- A Print Screen Option has been added to selected screens. This will create a copy of the current screen and make it available in the Print Queue
- If there are additional screens which need this feature, submit a Dticket
- The Button Bar has been added at the bottom of selected Financial screens to be consistent with Payroll screens



# Add Screen Print / Button Bar to Selected Screens

PCG Dist=8991 Rel=11.02.00 11/02/2011 ARR 004 SV C:\DEVSY S C:\SECOND

RECEIPT ENTRY LINES 1 TO 20 OF 104 REV0301

Receipt source: 6 SOURCE 000006

Receipt number: 8019 Last receipt number used: 008018

Reason: Test110301 Receipt date: 10/27/2011


Ref#: 654321 Receipt amount: 244500.00

Line	Yr	Fnd	F	Prgm	Src	Objct	Fcty	B	Add'l	Amount
1	12	100	-	1011	3120		198	-		100.00
2	12	100	-	1011	3122		198	-		200.00
3	12	100	-	1011	3140		198	-		300.00
4	12	100	-	1021	3120		198	-		400.00
5	12	100	-	1021	3122		198	-		500.00
6	12	100	-	1021	3140		198	-		600.00
7	12	309	-	9990	1130		8010	-		700.00
8	12	605	-	9990	1622		2060	-		800.00
9	12	605	-	9990	1621		2060	-		900.00
10	12	100	-	1041	3120		2060	-		10.00
11	12	100	-	1041	3122		2060	-		20.00
12	12	100	-	1041	3140		2060	-		30.00
13	12	100	-	1051	3120		198	-		40.00
14	12	100	-	1051	3122		198	-		50.00
15	12	100	-	1051	3140		198	-		60.00
16	12	100	-	1061	3120		198	-		70.00
17	12	100	-	1061	3122		198	-		80.00
18	12	100	-	1061	3140		198	-		90.00
19	12	100	-	1071	3120		198	-		100.00
20	12	100	-	1071	3122		198	-		200.00

ENTER=Validate F5=PgDn F7=LnDn F17=Print Screen F16=Return to source select

Screen Printed - Check Print Queue

11.03.01

F15 



# Add Screen Print / Button Bar to Selected Screens

```

PCG Dist-8991   Rel-11.02.00   11/02/2011   ARR 004   SV   C:\DEVSYS   C:\SECOND

                RECEIPT ENTRY      LINES   1 TO   20 OF 104
Receipt source:   6 SOURCE      000006
                                                    REV0301

Receipt number:   8019   Last receipt number used:
Reason: Test110301   Receipt date: 10/27/2011
Ref#: 654321       Receipt amount:   244500.00


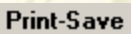

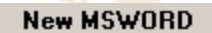
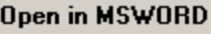

Line  Yr Fnd F Prqm Srca  Objct  Fcty  B Addt'l      Amount
  1    12 100 1011 3120      198             100.00
  2    12 100 1011 3122      198             200.00
  3    12 100 1011 3140      198             300.00
  4    12 100 1021 3120      198             400.00
  5    12 100 1021 3122      198             500.00
  6    12 100 1021 3140      198             600.00
  7    12 309 9990 1130      8010             700.00
  8    12 605 9990 1622      2060             800.00
  9    12 605 9990 1621      2060             900.00
 10    12 100 1041 3120      2060             10.00
 11    12 100 1041 3122      2060             20.00
 12    12 100 1041 3140      2060             30.00
 13    12 100 1051 3120      198             40.00
 14    12 100 1051 3122      198             50.00
 15    12 100 1051 3140      198             60.00
 16    12 100 1061 3120      198             70.00
 17    12 100 1061 3122      198             80.00
 18    12 100 1061 3140      198             90.00
 19    12 100 1071 3120      198            100.00
 20    12 100 1071 3122      198            200.00

Amount NOT Distributed:

ENTER-Validate      F5-PqDn      F7-LnDn  F17-Print Screen  F16-Return to source select
                                                    11.03.01
    
```



# Added Features to Word Print Queue

- Access via the  button from any menu
- The Print-Save  button will allow the user to print the document and then save the document on the print queue
- The Print-Delete  button will allow the user to print the document and then delete the document from the print queue
- The New MSWORD  button will allow the user to launch Microsoft® Word and edit a new blank document
- The Open in MSWORD  button will continue to open the selected document in Microsoft® Word
- The selected file can be deleted by selecting the Delete  button or the Delete key on the keyboard



# Added Features to Word Print Queue

The screenshot shows the 'PCG QWORD -- Select File to Print in MSWORD' window. The 'Selected Printer' is '\printserver\2277-HPLJ4300dn'. The main area contains a table of print jobs with columns for Rec, User, File, Size, Time, and Date. Below the table are several control buttons and options. Three items are circled in red: 'Print-Save', 'New MSWORD', and the 'Newest' radio button in the sorting options.

Rec	User	File	Size	Time	Date
001	ARR	C:\SECOND\HARRPRT\PSCN0015	2K	08:33	11/02/2011
002	ARR	C:\SECOND\HARRPRT\PSCN0014	3K	13:22	10/27/2011
003	ARR	C:\SECOND\HARRPRT\PSCN0013	2K	13:01	10/27/2011
004	ARR	C:\SECOND\HARRPRT\PSCN0012	2K	13:00	10/27/2011
005	ARR	C:\SECOND\HARRPRT\PSCN0011	2K	13:00	10/27/2011
006	ARR	C:\SECOND\HARRPRT\PSCN0010	3K	12:24	10/27/2011
007	ARR	C:\SECOND\HARRPRT\PSCN0009	2K	12:23	10/27/2011
008	ARR	C:\SECOND\HARRPRT\PSCN0008	1K	11:12	10/27/2011
009	ARR	C:\SECOND\HARRPRT\PSCN0007	1K	11:11	10/27/2011
010	ARR	C:\SECOND\HARRPRT\PSCN0006	1K	11:07	10/27/2011
011	ARR	C:\SECOND\HARRPRT\PSCN0005	1K	10:29	10/27/2011
012	ARR	C:\SECOND\HARRPRT\PSCN0004	1K	10:22	10/27/2011
013	ARR	C:\SECOND\HARRPRT\PSCN0003	538	08:07	10/27/2011
014	ARR	C:\SECOND\HARRPRT\PSCN0002	538	08:02	10/27/2011
015	ARR	C:\SECOND\HARRPRT\PSCN0001	2K	07:33	10/27/2011
016	ARR	C:\SECOND\HARRPRT\PSCN0000	2K	05:30	10/27/2011
017	ARR	C:\SECOND\HARRPRT\PRNT0001	14K	14:01	10/26/2011
018	ARR	C:\SECOND\HARRPRT\SNRP0000	8K	07:44	10/26/2011
019	ARR	C:\SECOND\HARRPRT\SNGL0000	16K	07:44	10/26/2011
020	ARR	C:\SECOND\HARRPRT\PRNT0000	64K	07:41	10/26/2011

\*\*\* End of list \*\*\*

Buttons: Print-Save, Open in MSWORD, User, Refresh, Sort, Exit, Print-Delete, New MSWORD, Delete, Browse.

Options:  ARR,  All,  Manual,  Automatic,  Newest,  Oldest,  File name.

Version: 11.03.00







# Added Features to Word Print Queue

- Word Print Queue requires a Macro be installed in MS Word for each individual PC
- Call the Help Desk for assistance or refer to PCG Documentation for instructions



# Report Option to Allow Include/Exclude Range of Accounts

- Specify include and exclude ranges for each piece of the GL account number so that a subset of the entire report can be printed
- F10 will open the additional columns for user input
- Any additional entries made to establish an Include Range or Exclude Range must begin with the high order digit
- Example, for user input FUND 1XX – 44X 2XX – 345 will report all FUNDS from 100 thru 449 and exclude FUNDS 200 – 345





# New Substitute Pay & Employee Leave System



Dr. John D. Barge, State School Superintendent  
*"Making Education Work for All Georgians"*  
[www.gadoe.org](http://www.gadoe.org)

# New Substitute Pay & Employee Leave System

- The Department of Education is pleased to announce the development of a new **Substitute Pay** and **Employee Leave** system
- While the programs have been updated, this **system is still being developed**
- We would also like to find volunteers to be “**early adopters**” of the new system
- Using the new system will be **optional**



# New Substitute Pay & Employee Leave System

- Set up Leave Type Codes
- Set up Leave Reason Codes
- Set up Payroll Class Code Leave Parameters
- Set up Advance Formulas
- Leave Input
- Post Leave Input Data
- Leave Advance, Year-End/Carry-Over Processing and Sick Bank
- Leave History
- Leave Reports and CPI Processing



# Set up Leave Type Codes

## Screen 1

PCG Dist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY S C:\SECOND

Maintain Leave Type Codes LUT0100

Enter the Leave Type Code you wish to maintain or create:

Leave Type: \_\_

Valid Type Codes: A1 = Paid sick  
A2 = Other  
A3 = Unpaid leave  
A5 = Paid vacation  
A6 = Approved professional (staff development)  
A7 = Sick bank  
L1 = Secondary paid sick  
L2 = Secondary other  
L3 = Secondary unpaid leave  
L5 = Secondary paid vacation  
L6 = Secondary approved professional (staff development)

Enter=Edit, F3=Print All, F13=Create, F18=Delete

11.03.00



# Set up Leave Type Codes

- Leave Type codes are available for the Following:
  - Paid sick
  - Other
  - Unpaid
  - Paid Vacation
  - Approved professional
  - Sick bank
- Leave Type codes correspond to leave buckets available within payroll
- Leave Types A6 and L6 define leave taken for Staff Development
- Leave Type A7 define leave taken from sick Bank



# Set up Leave Type Codes

## Screen 2

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY5 C:\SECOND

Maintain Leave Type Codes LUT0100

Leave Type **A1 Paid sick** Plan start month 7 (MM) Plan year **2012** (CCYY)

Desc **PAID SICK LEAVE** Memo 1 \_\_\_\_\_

Short desc **PAID SICK** Memo 2 \_\_\_\_\_

----- Accrual Parameters -----

Drop unused days at year-end?  Drop unused days  Carryover unused days

At year-end, add unused days to sick?  Yes  No

Leave advance formula  Contract months  Months of service  All employees accrue  No accrual

Length of service based on  Original hire date  Rehire date  State years experience  Local years experience  Not applicable

Advance Schedule  Annually  Monthly  Not applicable

Last mo/year accrued **00 / 0000**

----- Leave Parameters -----

CPI category  Sick  Vacation  Staff development  Other

How much to take  Unlimited  Check leave balance  Check max to take

Default leave input in hours or days?  Hours  Days

Allow balance to go negative?  Yes  No

Enter in days

Maximum days allowed to take for plan year \_\_\_\_\_ (Enter if 'Check max to take' selected)

Minimum day allowed to take .2500

Day increment for time off requests .2500 (Enter as days or fraction of day)

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 Help



# Set up Leave Type Codes

- Screen 2 has two areas
- Accrual Parameters – How is leave advanced
  - Annually or Monthly
  - How to handle accumulated days
  - Advance to all or contract month or service
- Leave Parameters – How is leave taken
  - Unlimited or balance available or fixed amount
  - Allow to go negative
  - Maximum amount of time off requested and smallest time increment
  - Print in hours or days



# Set up Leave Reason Codes

What type of leave is taken within a specific Leave Type

PCG Dist=8991 Rel=11.02.01 09/28/2011 DOD 001 C:\DEVSY5 C:\SECOND

Maintain Leave Reason Codes LUT0100

Leave Type A5 Paid vacation Leave Reason 02

Desc FMLA VACATION Memo 1 \_\_\_\_\_  
Short desc FMLA VAC Memo 2 \_\_\_\_\_

----- Leave Parameters -----

FMLA category?  Yes  No Show as personal leave on pay check stub?  Yes  No

Sick bank contribution category?  Yes  No Maximum days to take for leave reason?  Yes  No

Minimum DAYS needed to contribute to sick bank: \_\_\_\_\_  
(Enter if 'Sick bank category' is Y)

Maximum DAYS allowed to take for plan year: \_\_\_\_\_  
(Enter if 'Maximum days to take' is Y)

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 F17 F18 Help



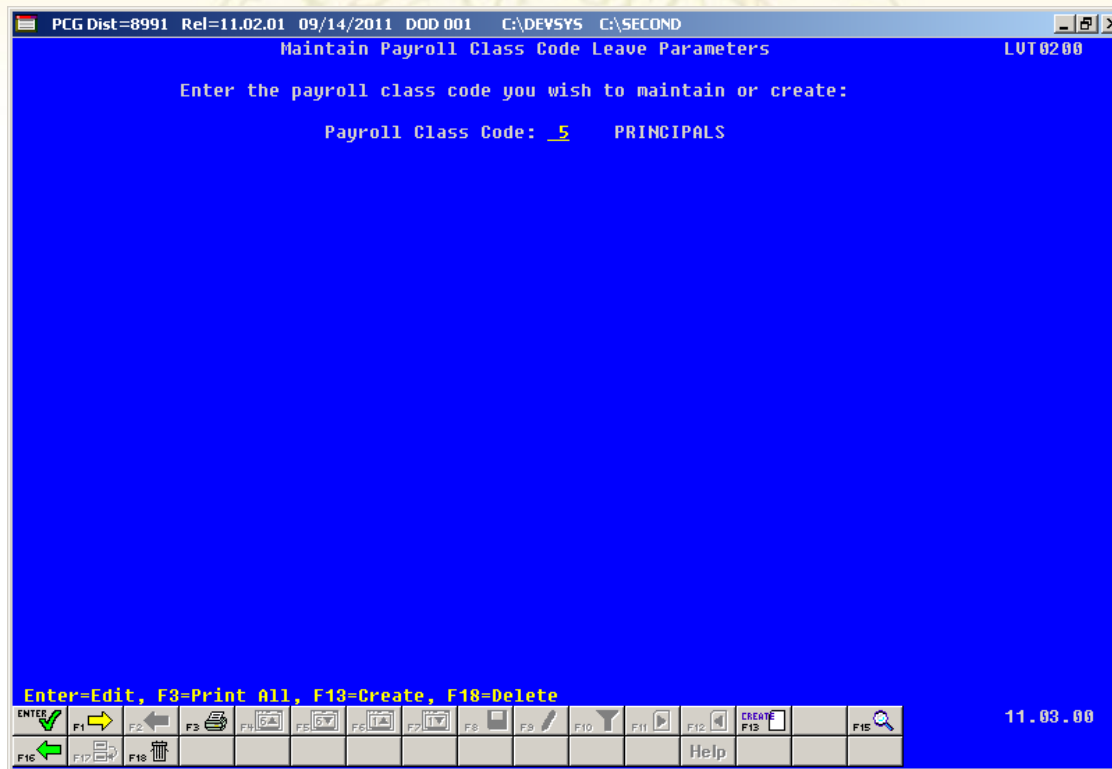
# Set up Leave Reason Codes

- Leave Reason Code Example1
  - Leave Type Sick
    - FMLA
    - Personal Leave
    - Sick Bank Contribution
- Leave Reason Code Example2
  - Define maximum leave amount allowed
    - Personal Leave maximum 3 days within Sick Leave
- Leave Reason Code Example3
  - Leave Type Other
    - Jury Duty = 01
    - Bereavement = 02
    - National Guard duty = 03



# Set up Payroll Class Code Leave Parameters

Class Code Leave Parameters only need to be set up one time



# Set up Payroll Class Code Leave Parameters

## Screen 2

PCG Dist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY S C:\SECOND

Maintain Payroll Class Code Leave Parameters LUT0200

Payroll Class Code: 05 PRINCIPALS

Substitute object code 11400  
 Substitute process type D Reg Daily w/Pension and Taxes

Hourly or daily rates? D (H=hourly, D=daily)

	Rate	Pay Type	
Substitute rate 1 - Certified	<u>85.000</u>	<u>501</u>	certified substitute
Substitute rate 2 - College Degree	<u>75.000</u>	<u>502</u>	college substitute
Substitute rate 3 - Associates Degree	<u>65.000</u>	<u>503</u>	associate degree substi
Substitute rate 4 - High School Degree	<u>55.000</u>	<u>504</u>	high school degree substi
Substitute rate 5 - Other	<u>54.000</u>	<u>505</u>	other substitute

Select at least one leave type for the class code:

- A1 PAID SICK LEAVE
- A2 OTHER TYPES OF LEAVE
- A3 UNPAID LEAVE
- A5 PAID VACATION
- A6 STAFF DEVELOPMENT
- A7 SICK BANK TAKEN
- L1 PAID SICK

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 F17 F18 Help



# Set up Payroll Class Code Leave Parameters

- Employees in the class may be allowed sick leave but not vacation leave
- Indicate pay rates for substitutes
- Substitute Rank defines rank of the substitute which defines pay rate
- Substitute Rank defined on employee Personnel screen
- Up to 5 levels of pay are defined
- Hourly or daily rates



# Set up Advance Formulas

- Allows user to define how leave will be advanced and carried over at the end of the plan year
- Can be defined per leave type, per payroll class, and then per contract months or service months or advance to all employees
- Provides a great deal of flexibility in setting up the leave advance parameters and also allows the users to run the *Advance Leave* process and the *Year-End Rollover* process for all employees with the stroke of a key



# Set up Advance Formulas

Contract months, days to advance, accrued, carry over

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY5 C:\SECOND LUT0300

Maintain Leave Advance Formulas

Payroll Class Code: 05 PRINCIPALS Last mo/year accrued: 00 / 0000  
 Leave Type: A1 PAID SICK LEAVE  
 Advance Formula: Contract months Length of service based on: Not applicable  
 Advance schedule: Monthly Carryover option: Carryover unused days

ADU	Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	9	9.0000	9.0000	9.0000	NINE MONTH EMPLOYEES
ADU 002	10	10.0000	10.0000	10.0000	TEN MONTH EMPLOYEES
ADU 003	11	11.0000	11.0000	11.0000	ELEVEN MONTH EMPLOYEES
ADU 004	12	12.0000	12.0000	12.0000	TWELVE MONTH EMPLOYEES
ADU 005	---	---	---	---	---
ADU 006	---	---	---	---	---

11.03.00



# Set up Advance Formulas

Months service, days to advance, accrued, carry over

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY5 C:\SECOND

Maintain Leave Advance Formulas LUT0300

Payroll Class Code: 05 Last mo/year accrued: 00 / 0000  
 Leave Type: A5 PAID VACATION  
 Advance Formula: Months of service Length of service based on: Rehire date  
 Advance schedule: Annually Carryover option: Carryover unused days

ADU	Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	—	5.0000	15.0000	10.0000	0 TO 5 YEARS EXPERIENCE
ADU 002	60	10.0000	25.0000	15.0000	5 TO 10 YEARS EXPERIENCE
ADU 003	120	15.0000	35.0000	20.0000	10 TO 15 YEARS EXPERIENCE
ADU 004	180	20.0000	45.0000	25.0000	15 TO 20 YEARS EXPERIENCE
ADU 005	240	25.0000	55.0000	30.0000	20 + YEARS EXPERIENCE
ADU 006	—	—	—	—	—

11.03.00



# Set up Advance Formulas

- These screens illustrates setting up the *Leave Advance Formulas* based upon the employee's contract months. The number of days to advance, the maximum days which can be accrued, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the contract months of the employee



# Leave Input

## Screen 1

Enter employee number, leave start date, type, reason codes, days absent  
If Substitute, enter Substitute employee number. If no substitute, check the box

PCG Dist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEV\SYS C:\SECOND LUI0100

Input Employee Leave and Substitute Pay

Enter the employee number you wish to maintain or create:

Absent employee no.: 88746  
Starting leave date: 9/01/2011  
Leave type: 01  
Leave Code: 01

Days absent: 2.0000

or

Hours absent: \_\_\_\_\_

Substitute employee no.: 88942

or

If no substitute, check here:

Sorry - Record Does Not Exist. Use F13 to CREATE new record.

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 Help



# Leave Input

## Screen 2

Two section - Top=Absent Employee Leave taken - Bottom= Pay for substitute

PCG Dist=8991 Rel=11.02.00 11/02/2011 ARR 006 SV C:\DEVSY S C:\SECOND

Input Employee Leave and Substitute Pay LUI0100

Absent Employee Info: Emp. no. 89951 HE2NDON, XE21A Status A -- Active  
 SSN 999-08-9951 Class 2 SYSTEMWIDE SUPERUI Work Loc 8010 Location 008010  
 Job 23 VISITING TEACHER  
 Leave date 10/01/2011 Type A1 SICK LEAVE Code 04 SICK BANK CONTRIBUTION

Memo

Employee leave: Days absent 2.0000 -or- Hours absent

---

Substitute Info: Sub. no. 89351 AIZEN, LAZARO Status A -- Active  
 SSN 999-08-9351 Class 14 SUB. TEA. NON-CERT Work Loc 8010 Location 008010  
 Sub rank 0 INVALID RANK CODE Job 141 SUB. TEA.-NON-CERT

Substitute pay rate 45.000 (Daily pay rate)

Proc Type	Pay Type	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pay Rate Hrly/Daly	Days/Hrs Regular	Regular Gross	Distrib %
01.	A	12	100	-	1043	1000	11800	2060	-	-	45.000	12.60	567.00	.7000
02.	A	12	100	-	1011	1000	11300	198	-	-	45.000	1.80	81.00	.1000
03.	A	12	100	-	1023	1000	11800	198	-	-	45.000	1.80	81.00	.1000
04.	A	12	100	-	1051	1000	16100	198	-	-	45.000	1.80	81.00	.1000
05.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
06.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
07.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
08.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
09.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
10.	-	00	-	-	-	-	-	-	-	-	-	-	-	-
												18.00	810.00	1.0000

Daily/Hourly Adj No Pension

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 BAL F15 F16

MODIFY F21 TIME MODIFY F22 % MODIFY F23 LV Help



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

# Leave Input

- Tied to payroll cycle
- Cleared at payroll set up
- Collected in the Leave Input file
- Reports generated from input data
- Corrections made before user posts leave
- Prior to F4 – Calculate Payroll & Update YTD



# Post Leave Input Data

- The leave for the current payroll cycle is collected in the *Leave Input File*
- Reports are generated from the input data
- 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

- Posting leave input data accomplishes the following:
  - Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen (F2, F2, F4)
  - 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
  - The absent employee's leave data is posted into the *Leave History File*.
  - All leave transactions are deleted from the *Leave Input File*



# Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

- Can be run in trial mode or in final mode

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY S C:\SECOND

Advance Leave and Post LVU0300

Leave Type A1 PAID SICK LEAVE Plan start month 7 (MM) Plan year 2012 (CCYY)

Advance formula: Contract months Length of service based on: Not applicable  
Advance schedule: Monthly

Last mo/year accrued: 00 / 0000

For: Month 09 Year 2011

Trial mode to verify changes prior to updating? Y

Advance 09 month employees? Y  
Advance 10 month employees? Y  
Advance 11 month employees? Y  
Advance 12 month employees? Y

11.03.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 CREATE F13 F14 F15 F16 F17 F18 F19 F20 Help



# Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

- Leave can be automatically advanced either on a monthly or annual basis based upon parameters for each *Leave Type*
- With the stroke of a key, leave can be advanced for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up
- For example, if sick leave (*Leave Type A1*) is defined to advance leave based upon the employee's number of contract months, running the job will advance all employees' leave correctly based upon the *Leave Advance Formulas*



# Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

## Leave Advance

- Trial mode will produce a report of pending modifications to the affected employees' leave
- Once the administrator verifies the changes, the process can be run in final mode to actually update the employee's leave history
- The administrator will also have the ability to turn off the leave advance based upon an employee's contract months field
- For example, the administrator can turn off the leave advance for ten month employees when running the *Advance Leave and Post* in June and July



# Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

## Year-end and carry over processing

- Can be processed for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up
- For example, the *Leave Type* determines if unused days/hours will be dropped or carried over and whether unused days are added to the sick leave balance
- The *Leave Advance Formulas* also determine the maximum number of days/hours which can be carried over to the new year based upon the employee's number of contract months or service months



# Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

## Sick Bank

- Will have the ability to track a sick bank
- Employees will be flagged as either belonging to the sick bank or not belonging to the sick bank
- The employee will be able to make a contribution to the sick bank based upon the parameters set up on the *Leave Reason Code* for the sick bank contribution category
- Once the administrator verifies the changes, the process can be run in final mode to update the system sick bank balance and the employee's leave history



# Leave History

- The enhanced PCGenesis substitute pay and employee leave system will include a new *Leave History File* for tracking employees' beginning balances, leave advances, and leave taken
- The leave history will contain all data related to a time off event including the absent employee number, leave type code, leave reason code, leave starting date, time off days/hours, substitute employee number (if applicable), and the total hours/days and the total amount that the substitute was paid for the leave taken (if applicable)
- The *Leave History* will function in much the same way as the payroll earnings history. Leave history records will be created for a specific *Leave Plan Year* and will have a *Status Code* which indicates the type of history record



# Leave History

- The *Status Codes* are defined as follows:
  - **B** – Beginning balance or the carry-over amount.
  - **A** – Leave advance.
  - **J** – Leave advance adjustment or 'transferred in' amount.
  - **L** – Leave taken.
- Leave taken can be either positive or negative. Negative adjustments are entered through *Leave Input* with a starting leave date so that the employee will know which leave is being refunded
- The available leave will be calculated based upon contents of the *Leave History File*
- The available leave equals the beginning balance (**B** records) plus leave advance (**A** records) plus leave advance adjustments (**J** records) minus leave taken (**L** records) minus the current contents of the *Leave Input File*



# Leave Reports and CPI Processing

- The new enhanced PCGenesis substitute pay and employee leave system will include numerous reports
- Reporting will be available against the *Leave Input File* to ensure that the data entered for the current payroll cycle is correct
- Reports will also be available against the *Leave History File* for further analysis and review
- The data necessary to create the *Cycle 3 CPI Transmission File* will be available directly from the *Leave History File*
- The CPI administrator will be able to create the *Cycle 3 CPI Transmission File* directly, with no other manual intervention required
- This should considerably streamline the process required to produce the *Cycle 3 CPI Transmission File*



# Site Recommendations



Dr. John D. Barge, State School Superintendent  
"Making Education Work for All Georgians"  
[www.gadoe.org](http://www.gadoe.org)

# Site Recommendations

- **Upgrade** any Server > 3 years old
- Implement **Terminal Server** Access
- **Backup** Data to CD/DVD Nightly
- **Backup** K:\\*.\* in Full Site Backup (Retain 3 weeks)
- Add **ReorgX.bat** to Scheduled Tasks
- **2008 Server** (64 bit) OK





# Discussion



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# Discussion

- Who Prints PO's?
- Who Prints PO's on Pre-Printed Form?

