

PCGenesis

New Features and Functions

GASBO

Augusta, GA

November 4, 2009

Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
 - General System Enhancements
 - Export/Import Selected Payroll Data
 - Ethnicity Data
 - 2010 CPI Third Party Contractors
 - Portal Security Extract
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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Multiple ACH Per Employee

- Allow an employee to split their net pay between multiple bank accounts.
- Up to five bank accounts per employee.
- Set up percentage to go to each account. Must total 100%.
- Or, set up fixed dollar amount with the net pay remainder to be deposited in the last account.

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Multiple ACH Per Employee

- Earnings history will show the distribution of net pay to the ACH accounts.
- The check reconciliation master file will show the distribution of net pay to the ACH accounts.

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 001 C:\DEVSYS C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 89012 Name IS8ELL, ALBENA Loc 2050
 Social security 999 08 9012

Federal: Mar Stat M Exempt 4 Withholding Code 0 Amt/%.00
 State: Mar Stat B Allowance Mar 1 Dep 0 Withholding Code 0 Amt/%.00

Switches: Fed Y State Y FICA Y (Y=Yes N=No M=Medicare)
 AEIC _ (Blank=No, 1=S one, 2=M both)

Direct Deposit Accounts

DD #	Bank	Name	Account	Type	Method	Amt/%	Pre
DD #1	35	NEW HORIZONS BANK	11 1111 111130	C	P	1.0000	n
DD #2	---	---	---	---	---	0.0000	---
DD #3	---	---	---	---	---	0.0000	---
DD #4	---	---	---	---	---	0.0000	---
DD #5	---	---	---	---	---	0.0000	---

Use Percentage: Percentage of Annuity Gross:

Annuity #	Ded	Annuity Company	Use Percentage:	Percentage of Annuity Gross:
Annuity # 1 / 01	---	---	N	0.0000
Annuity # 2 / 02	---	---	N	0.0000
Annuity # 3 / 60	---	---	N	0.0000
Annuity # 4 / 00	---	---	N	0.0000
Annuity # 5 / 00	---	---	N	0.0000

Mode changed to update

09.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

100% of net pay to one account

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSYS C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 89936 Name GI3FORD, ET3AM Loc 188
 Social security 999 08 9936

Federal: Mar Stat M Exempt 0 Withholding Code 0 Amt/% .00
 State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00

Switches: Fed Y State Y FICA Y (Y=Yes N=No M=Medicare)
 AEIC _ (Blank=No, 1=S one, 2=M both, 3=M one)

Direct Deposit Accounts				Method	Amt/%	Prenote	
DD #	Bank	Name	Account	Type			
DD #1	02	REGIONS BANK GEORGIA	11 1111 11112	C	P	0.5000	N
DD #2	12	CDC FEDERAL CREDIT UNION	22 2222 22223	S	P	0.1000	Y
DD #3	22	VOLUNTEER FEDERAL	33 3333 33334	C	P	0.2500	Y
DD #4	32	PEOPLES BANK OF FANNIN C	44 4444 44445	S	P	0.1500	Y
DD #5	—	—	—	—	—	0.0000	—

Annuity		Ded	Annuity Company	Use Percentage:
Annuity # 1	/ 01	<u>1</u>	AMERICAN FUNDS	N
Annuity # 2	/ 02	<u>8</u>	VALIC (457)	N
Annuity # 3	/ 60	—	—	N
Annuity # 4	/ 00	—	—	N
Annuity # 5	/ 00	—	—	N

Mode changed to update

09.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

All percentages must add to 100%

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSY S C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 89936 Name GI3FORD, ET3AM Loc 188
 Social security 999 08 9936

Check/DD # 10011 Net Pay 3,767.49

Federal: Mar Stat M Exempt 0 Withholding Code 0 Amt/% .00
 State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00

Switches: Fed Y State Y FICA Y (Y=Yes N=No M=Medicare)
 AEIC (Blank=No, 1=S one, 2=M both, 3=M one)

Direct Deposit Accounts									
DD #	Bank	Name	Account	Type	Method	Amt/%	Prenote	Net Pay	
DD #1	02	REGIONS BANK GEORGIA	11 1111 11112	C	P	0.5000	N	1,883.75	
DD #2	12	CDC FEDERAL CREDIT UNION	22 2222 22223	S	P	0.1000	Y	376.75	
DD #3	22	VOLUNTEER FEDERAL	33 3333 33334	C	P	0.2500	Y	941.87	
DD #4	32	PEOPLES BANK OF FANNIN C	44 4444 44445	S	P	0.1500	Y	565.12	
DD #5						0.0000			

Ded	Annuity Company	Use Percentage:	Percentage of Annuity Gross:
Annuity # 1 / 01	1 AMERICAN FUNDS	N	0.0000
Annuity # 2 / 02	8 VALIC (457)	N	0.0000
Annuity # 3 / 60		N	0.0000
Annuity # 4 / 00		N	0.0000
Annuity # 5 / 00		N	0.0000

Deduction updates NOT allowed at this time. YTD update has been run.
 Payroll updates not allowed at this time

09.02.00

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 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSYS C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 87742 Name HY4AN, ED4ARD0 Loc 296
 Social security 995

Federal: Mar Stat Withholding Code 0 Amt/%.00
 State: Mar Stat Withholding Code 0 Amt/%.00

Switches: Fed (Y=Yes N=No M=Medicare)
 (Blank=No, 1=S one, 2=M both, 3=M one)

Direct Deposits

Bank	Name	Account	Method	Amt/%	Prenote
DD #1	16 B B & T GEORGIA	11 1111 111156	R	0.0000	N
DD #2	26 BRANCH BANKING & TRUST C	22 2222 222267	D	20.0000	Y
DD #3	46 ASHEVILLE SAVINGS BANK	33 3333 333378	D	30.0000	Y
DD #4	56 WASHINGTON MUTUAL BANK	44 4444 444489	D	40.0000	Y
DD #5	06 SUN TRUST BANK	55 5555 555590	D	50.0000	Y

Mode changed to update

Annuity #	Ded	Annuity Company	Use Percentage:	Percentage of Annuity Gross:
Annuity # 1 / 01	4	THE VARIABLE ANNUITY LIFE INS	N	0.0000
Annuity # 2 / 02	8	VALIC (457)	N	0.0000
Annuity # 3 / 60			N	0.0000
Annuity # 4 / 00			N	0.0000
Annuity # 5 / 00			N	0.0000

09.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

For dollar distribution, there must be one 'R' method with zero amount

Method Amt/% Prenote
 R 0.0000 N
 D 20.0000 Y
 D 30.0000 Y
 D 40.0000 Y
 D 50.0000 Y

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSYS C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAY08

Employee number 87742 Name HY4AN, ED4ARDO Loc 296
 Social security 999 08 7742

Check/DD # 10012 Net Pay 3,892.22

Federal: Mar Stat M Exempt 0
 State: Mar Stat B Allowance Mar 0 Dep 0
 Switches: Fed Y State Y

Direct Deposit Accounts

DD #	Bank	Name	Account	Type	Method	AMT	YTD	Net Pay
DD #1	16	B B & T GEORGIA	11 1111 111156	C	R	0.0000	N	3,752.22
DD #2	26	BRANCH BANKING & TRUST C	22 2222 222267	S	D	20.0000	Y	20.00
DD #3	46	ASHEVILLE SAVINGS BANK	33 3333 333378	S	D	30.0000	Y	30.00
DD #4	56	WASHINGTON MUTUAL BANK	44 4444 444489	S	D	40.0000	Y	40.00
DD #5	06	SUN TRUST BANK	55 5555 555590	S	D	50.0000	Y	50.00

The 'R' account gets the remainder of net pay

Annuity #	Ded	Annuity Company	Use Percentage:	Percentage of Annuity Gross:
Annuity # 1 / 01	4	THE VARIABLE ANNUITY LIFE INS	N	0.0000
Annuity # 2 / 02	8	VALIC (457)	N	0.0000
Annuity # 3 / 60			N	0.0000
Annuity # 4 / 00			N	0.0000
Annuity # 5 / 00			N	0.0000

Deduction updates NOT allowed at this time. YTD update has been run.
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ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 001 C:\DEVSYS C:\SECOND

Display/Update Checks/Direct Deposits PAY1338
Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated:

Type: D (C = Check, D = Direct Deposit)
Bank: BK02
Check/Direct Deposit #: 10002
Amount: 3892.22
Issue Date: 1/30/2009
Void Date: Cancel Date:
Payee: HY4AN, EDUARDO
Status: I C = Cancelled
I = Issued by Computer
M = Manually issued (Op
U = Voided

Employee No: 87742
Year: 09
Quarter: 1
Pay period: 1

Direct Deposit Accounts				
	Bank	Account		Net Pay
DD #1	16	11	1111 111156	3752.22
DD #2	26	22	2222 222267	20.00
DD #3	46	33	3333 333378	30.00
DD #4	56	44	4444 444489	40.00
DD #5	06	55	5555 555590	50.00

ENTER=Update, F5=Next check
F16 to Exit 09.02.00

Direct deposit information is recorded in the check master file

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Multiple ACH Per Employee

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 001 C:\DEVSYS C:\SECOND

EARNINGS

Earnings Record for: 87742 - HY4AN, ED4ARDO Qtr 09-1 Pay Prd 01

** Issued Check ** 999-08-7742 Loc 0296 Class 32 Cert C Instruc I Type F Pen 2

Chk Dt 01/30/2009 Chk Bank BK02 Chk No 10002 Chk Type C Pay Sched 12 Res State 1

Reg Hr Out Hr Reg Amt 6114.78 Out Amt Contract 6114.78

Paymt FICA Y GHI Y Retr suc credit 1

Amt Pens Gr Pens Amt GHI Gr Reas Period End

.39 3267.15 163.36 3267.15 1/30/2009

.26 2178.10 108.91 2178.10 1/30/2009

.64 326.72 16.34 1/30/2009

.42 217.81 10.89 1/30/2009

.43 125.00 6.25 1/30/2009

.14 6114.78 305.75 5445.25

ACCT	Yr	Fnd	F	Prgm	Funct	Obj	R	Addt'l	Bank	DD Account	Net Pay	Annuities
ACCT 001	09	100		2111	1000	11000	296		#1 16	11 1111 111156	3752.22	Ded 1 Co 4
ACCT 002	09	100		1081	1000	11000	296		#2 26	22 2222 222267	20.00	Ded 2 Co 8
ACCT 003	09	100		2113	1000	11000	296		#3 46	33 3333 333378	30.00	Ded 60 Co
ACCT 004	09	100		1083	1000	11000	296		#4 56	44 4444 444489	40.00	
ACCT 005	09	100		9990	2100	14600	296		#5 06	55 5555 555590	50.00	

OASDI Gr 6028.13 OASDI Amt 373.74 HI Gr 6028.13 HI Amt 87.40

Ded 03 N Ded 19 Y Ded 04 N Ded 49 N Ded 02 N Ded 40 N Ded 71 N Ded 15 Y Ded 17 N Ded 36 N

646.88 299.51 15.50 300.00 5.00 25.42 40.50 76.71

Ded 46 N Ded Ded Ded Ded Ded Ded Ded

46.15

Employer paid deductions: GHI 1009.22 Pension ER 567.45

Ded 19 Ded 15 Ded Ded Ded Ded Ded Ded

35.00 3.12

*** Gross Pay 6114.78 *** Deductions 2222.56 *** Net Pay 3892.22 *** NON TAX 86.65

Mode changed to display

09.02.00

Direct deposit information is recorded in earnings history

Bank	DD Account	Net Pay
#1 16	11 1111 111156	3752.22
#2 26	22 2222 222267	20.00
#3 46	33 3333 333378	30.00
#4 56	44 4444 444489	40.00
#5 06	55 5555 555590	50.00

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - **New Pay Check and Direct Deposit Stub**
 - General System Enhancements
 - Export/Import Selected Payroll Data
 - Ethnicity Data
 - 2010 CPI Third Party Contractors
 - Portal Security Extract
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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New Payroll Statement

- Keep the old pay check/direct deposit, but offer a new format as well.
- Larger size: 8 ½ x 14 with check in the middle for **self-seal**.
- Normal size: 8 ½ x 11 with check at the bottom for **non-self-seal**.
- MICR printing only.

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New Payroll Statement

- Print earnings detail from *Gross Data* screen.
- Allow more room for employee deductions.
- Print federal and state tax filing status and number of dependents.
- Print employer contributions.
- Print multiple ACH accounts
- Print leave data

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New Payroll Statement

Employee Information				Company Information					
Employee ID	88505	AS9BY, RAPHAL 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					
		SMITH----->, GA		(404) 444-1234 x(1234)					
General Information		Tax Data		Net Pay Distribution					
Check No	040003	Marital	Fed	GA	Account Type	Account Number	Amount		
Check Date	02/27/2009	Married	14	Joint Both					
Pay Begin		Allowances		M(1) D(10)					
Pay End Dt		Add Pct		.35					
Pay Step		Add Amt	25.25						
Contract Fiscal-To-Date			12,104.56	Check No		040003	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	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
YTD		12104.56			12104.56	12104.56	4035.38	7213.34	4891.22
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			
Total			6,052.28			6,052.28			
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		
PERSONAL VACATION W/O PAY						TRS	561.66		
OTHER						FICA	413.73	827.46	
						VALIC (PSERS)	121.05		
						CIG PPO FAM	86.10		
						TOTAL OTHER	38.12		
						Total	2229.88	827.46	
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions			
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
SOC. SEC.	335.31	670.62	VENDOR 005608	415.27	833.34	VENDOR 003107	23.30	46.60	
MEDICARE	78.42	156.84	PIONEER INVST	302.61	605.22	VENDOR 002573	10.00	20.00	
FED W/H TAX	25.25	50.50	VALIC (PSERS)	181.57	363.14	VENDOR 006740	9.00	18.00	
GA INCOME TAX	1578.71	3157.42	CIG PPO FAM	176.70	353.40	VENDOR 005394	5.00	10.00	
TRS	302.62	605.24	HORACE MANN	111.11	222.22				
			VENDOR 000020	40.40	80.80				
			VENDOR 005394	10.00	20.00				
Total	2320.31	4640.62	Total	1239.06	2478.12	Total	47.30	94.60	
PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS									

Top half of check

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New Payroll Statement

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

No. **040000**
Date 01/30/2009
PAYROLL

64-1301
611

BANK OF GEORGIA
ATLANTA, GA 30000 TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

Amount
****2,445.61
VOID AFTER 90 DAYS

Pay To
The
Order Of AS9BY----->, RA9HAL--

John Doe

⑈040000⑈ ⑆061113017⑆18 33 6⑈

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

0107 32

AS9BY----->, RA9HAL--
2495 MAIN STREET----->
STREET ADDRESS LINE 2----->
SMITH----->, GA 333334444

Bottom
half of
self-seal
check

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New Payroll Statement

Employee Information			Company Information						
Employee ID	88505	AS9BY, RASHAL 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						
		SMITH----->, GA	(404) 444-1234 x(1234)						
General Information		Tax Data		Net Pay Distribution					
Check No	040003	Marital	Fed	GA	Account Type	Account Number	Amount		
Check Date	02/27/2009	Married	14	Joint Both					
Pay Begin		Allowances		M[1] D[10]					
Pay End Dt		Add Pct		.35					
Pay Step		Add Amt	25.25						
Contract Fiscal-To-Date			12,104.56		Check No	040003	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	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
YTD		12104.56			12104.56	12104.56	4035.38	7213.34	4891.22

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Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt
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Unclassified Pay			108.91			108.91
Local Cert Supplement			435.62			435.62
Extended Day Supplement			62.50			62.50
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New Payroll Statement

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSY S C:\SECOND

Status Active Update/Display Gross Data PAY07

EmpNo 88505 AS9BY, RA9HAL MIDDLE Class 32 GIFTED TEACHERS
 SSN 999-08-8505 Loc 107 Location 000107 Job cd 3 TEACHER
 Cert level T6 State yrs 22 Pay step L6 Local yrs 11 Salary sched _____
 Work sched ID ___ Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind _ Daily rate 0.00
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 500.00 This per 0.00

Proc Type	Pay Rate	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Pay Gross	Pay for Reas	Period End
01. S	0010			1089.05			
02. S				108.91			
03. S	0010			4356.20			
04. S	0021			435.62			
05. S	0030			62.50			
06. -							
				6052.28			

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens Amt	GHI Gross	Contract
ACCT 01	09	100	-	1081	1000	11000	107	-					1089.05	1089.05
ACCT 02	09	100	-	1083	1000	11000	107	-					108.91	108.91
ACCT 03	09	100	-	2111	1000	11000	107	-					4356.20	4356.20
ACCT 04	09	100	-	2113	1000	11000	107	-					435.62	435.62
ACCT 05	09	401	-	9990	2210	19100	107	-					62.50	62.50
ACCT 06	00													
													5445.25	6052.28

TRS & ERS Pens Gross Adj

Amt/% _____ Contract amt 72627.30 Cycle gross 6052.28 Total gross 6052.28
 Pay sch. # 12 State salary 65343.30 Local salary 7284.30 Cycle 2 Sch Yr
 Pension code 2 TRS Pens elig date _____ Amt/% .0500 Contmo 10
 Pension switch Y TRS service ind 1 PY contmo 00

Mode changed to update

09.02.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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New Payroll Statement

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSY S C:\SECOND

Status Active Update/Display Gross Data PAY07

EmpNo 88505 AS9BY, RA9HAL MIDDLE Class 32 GIFTED TEACHERS
 SSN 999-08-8505 Loc 107 Location 000107 Job cd 3 TEACHER
 Cert level T6 State yrs 22 Pay step L6 Local yrs 11 Salary sched _____
 Work sched ID ___ Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind _ Daily rate 0.00
 Ann work days 0 Days worked YTD 0.00 This per 0.00 Days docked YTD 500.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Pay Gross	Pay for Reas	Period End
01.	S	0010			1089.05			
02.	S				108.91			
03.	S	0010			4356.20			
04.	S	0021			435.62			
05.	S	0030			62.50			
06.	-							

Yr P

ACCT	Yr	P	Gross	Pens Amt	GHI Gross	Contract
01	09				1089.05	1089.05
02	09					108.91
03	09				4356.20	4356.20
04	09					435.62
05	09					62.50
06	09					

TR S & ERS P
 Amt/%
 Pay sch. #
 Pension code
 Pension swi

0000 Unclassified Pay
 0010 State Salary
 0011 Local Reg Salary
 0021 Local Cert Supplement
 0022 Local Hourly Wages
 0023 Local Hourly Overtime
 0024 Local Daily Pay
 0030 Extended Day Supplement
 0031 Extended Year Supplement
 0040 SFS Certification Supp
 0041 TID Courses
 0042 SFS Participation
 0300 Other Pay Annuity Elig
 0301 Other Pay Not Annuity Elig
 0302 Vocational Supplement
 0303 Extracurricular Supplement

Total gross 6052.28
 Cycle 2 Sch Yr
 Total salary 7284.30
 Other
 Amt/% .0500 Contmo 10
 PY contmo 00

09.02.00

Ytd Help Adj FICA Gar

Mode changed
 ENTER ✓ F1 F2
 F10 F11 F12 F13

Done Cancel

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New Payroll Statement

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSY S C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type **P**
 Number **0010**

Record Type	C = Pay Class	2-digits
	D = Degree	2-digits
	E = Ethnic	2-digits
	I = Insurance	2-digits
	J = Job Description	3-digits
	K = TRS Job Class	2-digits
	L = Location	4-digits
	M = PSERS/ERS Job Class	2-digits
	P = Compensation Type	4-digits
	R = Pay Reason	2-digits
	T = Termination	1-digit
	U = University/College	5-digits
	V = PSERS/ERS Pay Reason	2-digits
	W = PSERS/ERS Term Code	2-digits
	X = TRS Pay Reason	2-digits
	Y = TRS Term Code	2-digits

** Find Mode **

(ENTER)-Position File F1-Next F2-Prev F13-Add Mode F16-Exit

ENTER ✓	F1 →	F2 ←	F3 🖨	F4 📄	F5 📄	F6 📄	F7 📄	F8 📄	F9 ✂	F10 📄	F11 📄	F12 📄	CREATE F13 📄	F15 🔍
F16 ←	F17 📄	F18 🗑											Help	

09 . 03 . 00

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New Payroll Statement

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSYS C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type: P Number: 10

Description: State Salary Free format description

Pay Short Desc: State Salary (13 chars) Free format description

**** Modify Mode ****

ENTER-Validate F8-Save F16-Exit

09.03.00

ENTER ✓	F1 →	F2 ←	F3 🖨	F4 📅	F5 📄	F6 📁	F7 📄	F8 💾	F9 ✂	F10 📶	F11 📄	F12 📄	CREATE F13 📄	F15 🔍
F16 ←	F17 📄	F18 🗑										Help		

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New Payroll Statement

	1	2	3	4	5	6
	1234567890	1234567890	1234567890	1234567890	1234567890	1234567890
Display						
P	000000	Unclassified Pay			Period Pay	
P	000010	State Salary			State Salary	
P	000011	Local Reg Salary			Local Salary	
P	000021	Local Cert Supplement			Local Supp	
P	000022	Local Hourly Wages			Reg Hourly	
P	000023	Local Hourly Overtime			Reg OT	
P	000024	Local Daily Pay			Reg Daily	
P	000030	Extended Day Supplement			Extd Day	
P	000031	Extended Year Supplement			Extd Year	
P	000040	SFS Certification Supp			SFS Cert	
P	000041	TID Courses			TID Courses	
P	000042	SFS Participation			SFS Part Sup	
P	000300	Other Pay Annuity Elig			Othr Pay	
P	000301	Other Pay Not Annuity Elig			Othr PayNE	
P	000302	Vocational Supplement			Vocational S	
P	000303	Extracurricular Supplement			Extracurric	
P	000304	Position Supplement			Posn Supp	
P	000305	Summer Supplement			Summer Sup	
P	000306	Stipends			Stipends	
P	000307	National Certification Supp			Natl Cert	
P	000308	Other Supp Annuity Elig			Othr Supp	
P	000309	Other Supp Not Annuity Elig			Othr SuppNE	
P	000310	Coaching Supplement			Coach Sup	
P	001234	Furlough			Furlough	

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New Payroll Statement

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	
PERSONAL VACATION W/O PAY						TRS	561.66	
OTHER						FICA	413.73	827.46
						VALIC (PSERS)	121.05	
						CIG PPO FAM	86.10	
						TOTAL OTHER	38.12	
						Total	2229.88	827.46
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
SOC. SEC.	335.31	670.62	VENDOR 005608	416.67	833.34	VENDOR 003107	23.30	46.60
MEDICARE	78.42	156.84	PIONEER INVST	302.61	605.22	VENDOR 002573	10.00	20.00
FED W/H TAX	25.25	50.50	VALIC (PSERS)	181.57	363.14	VENDOR 006740	9.00	18.00
GA INCOME TAX	1578.71	3157.42	CIG PPO FAM	176.70	353.40	VENDOR 005394	5.00	10.00
TRS	302.62	605.24	HORACE MANN	111.11	222.22			
			VENDOR 000020	40.40	80.80			
			VENDOR 005394	10.00	20.00			
Total	2320.31	4640.62	Total	1239.06	2478.12	Total	47.30	94.60

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

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Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
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			VENDOR 005394	10.00	20.00			
Total	2320.31	4640.62	Total	1239.06	2478.12	Total	47.30	94.60

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Updated Payroll Reports and Screens

- Verify employer contributions before running payroll!!
 - Enhanced *Calculate and Display an Employee's Pay* screen (F2, F2, F14).
 - New *Trial Register* report: *Trial Employer Benefit Distribution by Employee* (F2, F3, F3)
 - GHI Gross added to the *Preliminary Balance Sheet* and the *Earnings Forecast* reports (F2, F1, select function key for the appropriate report)

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Calculate and Display Pay

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSYS C:\SECOND Screen 1 of 2 PAYCOMP

Calculate and Display Pay

Emp#: 89936 GI3FORD, ET3AN 999-08-9936 Sec 125 Y Loc 0188 Class 32

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Federal: Mar Stat M Exemptions 0 Withholding Code 0 Fed Amount/%

State: Mar Stat B Allow M[0] D[00] W/Withholding Code 0 State Amount/%

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr Ovt-hr Reg-amt 5989.78 Ovt-amt

Proc	Pay						Pay	Pay for
Type	Type	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Period End
01	S 0021	5376.24	5162.78	394.95	5376.24	268.81		10/14/2009
02	S 0022	69.01	66.28	5.07	69.01	3.45		10/14/2009
03	S 0023	537.63	516.27	39.50	537.63	26.88		10/14/2009
04	S 0024	6.90	6.64	.51	6.90	.35		10/14/2009
05								
*** Totals		5989.78	5751.97	440.03	5989.78	299.49		

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	GHI Gr	Contract	Annuities		
01	09	100		2111	1000	11000	188			5176.24	5376.24	Ann #1	Ded 1	Co 1
02	09	100		1071	1000	11000	188			69.01	69.01	Ann #2	Ded 2	Co 8
03	09	100		2113	1000	11000	188				537.63	Ann #3	Ded 60	Co
04	09	100		1073	1000	11000	188				6.90			
05														
Totals										5245.25	5989.78			

OASDI Gr 5751.97 OASDI Amt 356.62 HI Gr 5751.97 HI Amt 83.41

Ded 01 N	Ded 02 N	Ded 03 N	Ded 04 N	Ded 14 N	Ded 15 Y	Ded 20 Y	Ded 24 Y	Ded 30 N	Ded 40 N
100.00	200.00	606.39	283.32	37.25		13.00	6.48	208.33	10.00
Ded 43 N	Ded 44 N	Ded 51 N	Ded	Ded	Ded	Ded	Ded	Ded	Ded
5.00	10.00	3.00							

*** Gross Pay 5989.78 *** Net Pay 3767.49 *** Non Tax 237.81

09.03.00

F11 next screen

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Calculate and Display Pay

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 002 C:\DEVSY C:\SECOND Screen 2 of 2 PAYCOMP

Emp#: 89936 G13FORD, ET3 125 Y Loc 0188 Class 32
 Tax Marital Status - Fedel Payment: .00
 Federal: Mar Stat M Exe amount/%
 State: Mar Stat B Allo Amount/%
 Switches: Fed Y State CA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Ovt-hr Reg 5989.78 Ovt-ant

Shows employer contribution amounts

Ded Cd	Description	Employee Amount	Emplr Flag	Employer Amount	Ded Cd	Description	Employee Amount	Emplr Flag	Employer Amount
01	AMERICAN FUND	100.00	N		43	UENDOR 005394	5.00	N	
02	VALIC (457)	200.00	N		44	UENDOR 005394	10.00	N	
03	FED W/H TRN	606.39	N		51	UENDOR 006740	3.00	N	
04	GA INCOME TAX	283.32	N						
14	UENDOR 004749	37.25	N						
15	UENDOR 005888		Y	3.12					
20	UENDOR 005171	13.00	Y	35.00					
24	CIG HRA FAMIL	6.48	Y	172.20					
30	UENDOR 005608	208.33	N						
40	UENDOR 002573	10.00	N						

Shows net pay distribution

Bank	Account	Net Pay	Annuities
DD #1 02	11 1111 111112	1883.75	Ann #1 Ded 1 Co 1
DD #2 12	22 2222 222223	376.75	Ann #2 Ded 2 Co 8
DD #3 22	33 3333 333334	941.87	Ann #3 Ded 60 Co
DD #4 32	44 4444 444445	565.12	

*** Gross Pay 5989.78 *** Deductions 2222.29 *** Net Pay 3767.49 *** Non Tax 237.81

09.03.00

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Trial Register – Employer Benefits

REPORT DATE: 10/14/2009		TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 02/27/09						PAYTRIAL			PAGE 1	
EMP. #	EMPLOYEE NAME	SALARY GROSS	22000 ***** 22000 *****		PENSION (OBJECT)	PENSION GROSS	21000 *****		21000 *****		(OBJECT) PEN EMPL SHR/EMPL	
			FICA EMPLOYEE OASDI+HI OASDI+HI	MED EMPLOYEE HI GROSS HI AMT			C GHI GROSS C GHI	N GHI GROSS N GHI				
LE3ESMA, JU3TA 88641		5,481.48	5,197.73			5,481.48	4,983.17					
Deductions:	35.00 /20 86.10 /09 3.12 /15		397.62		TRS	508.69	923.58					
AS9BY, RA9HAL MIDDLE 88505		6,052.28	5,408.51			6,052.28	5,445.25					
Annuities: DED#60/CO#07:	121.05		413.73		TRS	561.66	1,009.22					
Deductions:	86.10 /09 35.00 /19 3.12 /15											
GI3FORD, ET3AN 89936		5,989.78	5,751.97			5,989.78	5,245.25					
Deductions:	35.00 /20 3.12 /15 172.20 /24		440.03		TRS	555.85	972.15					
HY4AN, ED4ARDO 87742		6,114.78	6,028.13			6,114.78	5,445.25					
Deductions:	35.00 /19 3.12 /15		461.14		TRS	567.45	1,009.22					
IS8ELL, AL8ENA 89012		3,539.27	3,324.27			3,539.27	3,260.42					
Deductions:	86.10 /09 35.00 /20 3.12 /15		254.31		TRS	328.45	604.28					
ST2EN, WI2TON 87774		2,425.41	2,425.41			2,425.41	2,204.92					
Deductions:	3.12 /15		185.54		TRS	225.08	408.65					
EMPLOYER SHARE GRAND TOTAL		29,603.00	28,136.02		(23000)	29,603.00	26,584.26					
			2,152.37		TRS	2,747.18	4,927.10					

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Trial Register – Employer Benefits

REPORT DATE: 10/27/2009 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 02/27/09 PAYTRIAL PAGE 2

ANN CO	ANNUITY COMPANY NAME	TOTAL ANN EMPLR AMT	ANNUITY EMPLR INDICATOR
07	VALIC (PSERS)	157.37	% of annuity gross

REPORT DATE: 10/27/2009 TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 02/27/09 PAYTRIAL PAGE 3

DED NO	DEDUCTION DESCRIPTION	TOTAL DED EMPLR AMT	DEDUCT EMPLR INDICATOR
09	CERTIFIED MERIT	258.30	Fixed amount
15	VENDOR 005888	18.72	Fixed amount
19	VENDOR 005171	70.00	Fixed amount
20	VENDOR 005171	105.00	Fixed amount
24	SHBP/CERT/BOTH SPOUSES	172.20	Fixed amount

- Totals by annuity company
- Totals by deduction number

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Preliminary Balance Sheet

REPORT DATE: 10/14/2009
 REPORT ID: PAYBAL1/PAYBAL

PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS

PAGE 1

LOC	EMP#	CL	NAME	RATE	REG-HRS	OVT-HRS	REG-AMT	OVT-AMT	GHI-GRS	ACCOUNT NUMBER
0103	88641	32	LE3ESMA, JU3TA				622.90		622.90	S 091000107110001100001030000000
			LE3ESMA, JU3TA				622.90		622.90	S 091000106110001100001030000000
			LE3ESMA, JU3TA				3737.37		3737.37	S 091000211110001100001030000000
			LE3ESMA, JU3TA				62.29			S 091000107310001100001030000000
			LE3ESMA, JU3TA				62.29			S 091000106310001100001030000000
			LE3ESMA, JU3TA				373.73			S 091000211310001100001030000000
**			EMPLOYEE TOTAL				5481.48		4983.17	
**			LOCATION - TOTAL				5481.48		4983.17	
0107	88505	32	AS9BY, RA9HAL MIDDLE				1089.05		1089.05	S 091000108110001100001070000000
			AS9BY, RA9HAL MIDDLE				108.91			S 091000108310001100001070000000
			AS9BY, RA9HAL MIDDLE				4356.20		4356.20	S 091000211110001100001070000000
			AS9BY, RA9HAL MIDDLE				435.62			S 091000211310001100001070000000
			AS9BY, RA9HAL MIDDLE				62.50			S 094010999022101910001070000000
**			EMPLOYEE TOTAL				6052.28		5445.25	
**			LOCATION - TOTAL				6052.28		5445.25	

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Earnings Forecast

REPORT DATE: 10/14/2009
 REPORT ID: EARNFOR1/EARNFOR2

PAYROLL EARNINGS FORECAST *** PAY DATE 02/27/09

PAGE 1

*** 0103 Location 000103

LOC	EMP#	CL	NAME	RATE	REG-HRS	OVI-HRS	REG-AMT	OVT-AMT	GHI-GRS	ACCOUNT NUMBER
0103	88411	02	CH8CON, ELSONORE				4,838.00		4,838.00	S 091000101110001100001030000000
			CH8CON, ELSONORE				483.80			S 091000101310001100001030000000
			** EMPLOYEE TOTAL				5,321.80		4,838.00	
CUR DEDUCTIONS:										
			TR5		5.00 %		CUR EXEMPTIONS:	S-00	A-MAR 0-DEP 00	
			20 - VENDOR 005171			48.00				
			56 - VENDOR 003921			48.97				
			16 - VENDOR 000009			30.92				
			30 - VENDOR 005608			100.00				
			09 - CERTIFIED MERIT			137.00				
			70 - VENDOR 006535			28.11				
			71 - VENDOR 005564			12.23				
			15 - VENDOR 005888							
			36 - VENDOR 006499			21.04				
			18 - VENDOR 000021			12.50				
			40 - VENDOR 002573			5.00				
0103	88841	02	LO6BARDI, DE6CIE				3,407.17		3,407.17	S 091000101110001100001030000000
			LO6BARDI, DE6CIE				340.71			S 091000101310001100001030000000
			** EMPLOYEE TOTAL				3,747.88		3,407.17	
CUR DEDUCTIONS:										
			TR5		5.00 %		CUR EXEMPTIONS:	M-00	A-MAR 0-DEP 00	
			09 - CERTIFIED MERIT			207.00				
			19 - VENDOR 005171							
			70 - VENDOR 006535			17.12				
			71 - VENDOR 005564			9.31				
			15 - VENDOR 005888							
			51 - VENDOR 006740			6.00				

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
 - **General System Enhancements**
 - Export/Import Selected Payroll Data
 - Ethnicity Data
 - 2010 CPI Third Party Contractors
 - Portal Security Extract
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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Last Reorganization Date

PCG Dist=0000 Rel=09.03.00 10/14/2009 C:\DEVSY C:\SECOND

LOGONC

PCGenesis System

Please supply a user-id and password to logon

User ID : DOCHALA

Password : -

➤ Reorganization should happen every night

➤ Should show last night's date

Last Reorg on: 10/13/2009

Press Enter to continue, F31-Change Password, or F16-Exit

ENTER ✓

F16 ←

08.04.00

F31

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Last Reorganization Date

```
PCG Dist=8991  Rel=09.03.00  10/14/2009  DOD 003  C:\DEVSY S  C:\SECOND  CTRLPRG
***** SYSTEM CONTROL INFORMATION *****

State Assigned System #: 8991
Name: SMITH CITY BOARD OF EDUCATION
Address: 102 MAIN STREET----->
City/State: 123456789012345, GA
Zip Code: 333335555
Withholding Fund: 199          PAYROLL CLEAR
Non-Specific XFER Vendor: 2          VENDOR 000002
Gross Payroll Vendor: 4088         FED INCOME TAX
Summer Salary Vendor: 917          VENDOR 000917
Non-Specific Source: 1            SOURCE 000001
Food Service Fund/Fisc: 600 0      SCHOOL NUTRITIO
Highest Allowable Transaction Date: 06 30 10 (MM DD YY) (Required)

----- *** INFORMATION ONLY *** -----

Report Date   Update   Entry Date & Time   Last Yr. Closed   Last Mo/Yr Closed
1 31 09       N        10 02 09  15:05           08                1 09

Last PO Xfer   Last PO Xfer Date
09             09 03 09

ENTER=Validate, F16=Exit                                09.03.00
```

- Reorganization should happen every night
- Should show last night's date

Last Reorg on: 10/13/2009

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Enhanced I/O Error Screen

```
PCG Dist=8991  Rel=09.03.00  10/14/2009  DOE 001  C:\DEVSYS  C:\SECOND  _  [ ]  X
Record Size Error                                     IOERR2
                Date: 10/14/2009 11:10
                Unable to process file as specified below!
                Called By: EARNINGS
                File Error Type: 39,02 Record Size Error
                FILE: HISTORY
                Internal Name:
                Path: C:\SECOND\PAYDATA\HISTORY
                Record Key:

                User Logon Status
Session  Time      Status          Session  Time      Status
D0D 003 11:06  **Abended**
D0D 005 11:09
DOE 001 11:10

***** CAPTURE THIS SCREEN AND CALL THE HELP DESK !!! *****

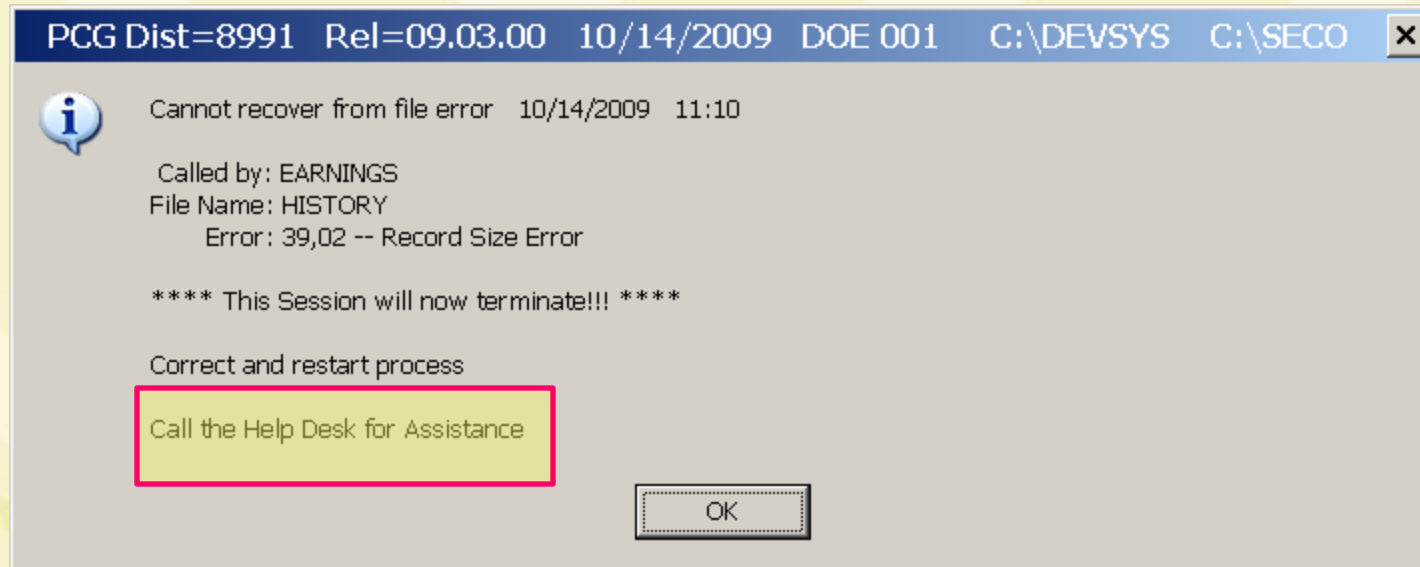
File Error  --  Exit or Debug to Correct Error

F1 = Enter Debug    F16 = Exit

                                09.02.00_
```

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Enhanced I/O Error Screen



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Enhanced I/O Error Screen

Transaction file
with system status
data from error

TR-CYMD	20091014
TR-TIME	11082692
TR-USER	DOD
TR-CALLEDBY	EARNING9
TR-DISPLAY-STATUS	39,02
TR-FILE-NAME	HISTORY
TR-GET-ERROR	D
TR-ERROR-MESSAGE	Record Size Error
TR-ACT-NAME	HISTORY
TR-PATH	C:\SECOND\PAYDATA\HISTORY
TR-REC-KEY	
TR-RECORD	
TR-AUDIT2	
TR-ERR-FILE	I
TR-LI-USERID(1)	DOD
TR-LI-USERSEQ(1)	003
TR-LI-USERSTAT(1)	A
TR-LI-USERID(2)	
TR-LI-USERSEQ(2)	
TR-LI-USERSTAT(2)	
TR-LI-USERID(3)	
TR-LI-USERSEQ(3)	
TR-LI-USERSTAT(3)	
TR-LI-USERID(4)	
TR-LI-USERSEQ(4)	
TR-LI-USERSTAT(4)	

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
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 - General System Enhancements
 - **Export/Import Selected Payroll Data**
 - Ethnicity Data
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 - Portal Security Extract
- Furlough Processing
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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSYS C:\SECOND

Payroll System PAYM0013

FKey Special Functions Menu

1 -- Display/Update Pay Schedules

2 -- Print Invalid Budget Accounts in Payroll

3 -- Tax/Withholding/Control Menu

4 -- Maintain/Print State File Menu

5 -- Reset Payroll Amounts Menu

6 -- Payroll Mass Update Menu

7 -- Delete Employee Menu

8 -- Payroll Export/Import Menu

Master User list

File Word PAY MONITOR VEND MONITOR

08 . 03 . 00

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

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 Pavroll / Deduction Information

6 -- Import Selected Payroll Information

Master User list Word PAY MONITOR VEND MONITOR

09.03.00

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Export/Import Selected Pay Data

```
PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND  PAY17EXT
Create Payroll/Deduction Export File to Load in Excel

Enter the Export file Path and Name (e.g. C:\EXPORT\PAYEXPCCYYMMDD.CSU)
or F10 to Browse for File

C:\EXPORT\PAYEXP20091014.CSU
-----
NOTE:  DIRECTORY Must Already Exist

The filename will default to C:\EXPORT\PAYEXPccyyymmdd.CSU (ccyyymmdd = today's date).
The C:\EXPORT directory MUST exist. IF C:\EXPORT does not already exist, you MUST
create the C:\EXPORT directory or change to an existing path.

Enter = Continue or F16 = Exit                                09.03.00
```

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Employee Master/Deduction Export File PAY17EXT

Export File Type: **E** Export File for Report
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

Item(s) Selected: 0 F4 to select Items

Deduction(s) Selected: 0 F6 to select Deductions - Optional

F10 – Filter selection

No Items Selected
Enter=Create File, F4=Select Items, F6=Select Deductions, F16=Exit

ENTER ✓				F4	F5	F6	F7	F10	F11	F12							09.03.00
F16 ←																	

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Employee Master/Deduction Export File PAY17EXT

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

F10 to set selection criteria **Filter set: Class,Status**

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

Item(s) Selected: 0 F4 to select Items

Deduction(s) Selected: 0 F6 to select Deductions - Optional

F4 – Select payroll items

No Items Selected
Enter=Create File, F4=Select Items, F6=Select Deductions, F16=Exit

ENTER ✓				F4	F5	F6	F7		F10	F11	F12				
F16 ←															

09.03.00

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

PAY17EXT

Employee Master/Deduction Export File

Select Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

LAST NAME X	LOC -	CONTRMO -	BIRTH DATE X
FIRST NAME X	WORK LOC -	CONTRACT DAYS -	HIRE DATE X
MIDDLE NAME -	SECTION 125 -	CONTRACT GROSS -	REHIRE DATE X
NAME SUFFIX -	CLASS -	CONTRACT BIWEEKLY -	TERM DATE X
STREET -	JOBCLASS -	STATE ANNUAL -	TERM REASON X
STREET2 -	CPI JOB -	LOCAL ANNUAL -	PENS SERVICE DATE -
CITY -	CERT TYPE -	OTHER ANNUAL -	PENS TERM DATE -
STATE -	NO OF PAYS -	FICA SW -	PENS TERM REASON -
ZIP -	PAY CYCLE -	FED EXEMPT -	POS EFFECTIVE DATE -
TELEPHONE -	SERVICE -	FED WITH CODE -	LEAVE ELIGIBLE DATE -
STATUS -	SICK BANK -	STATE DEP ALLOWANCE -	GHI IND -
SEX -	PENSION -	TAX MAR FED -	DOE PAID ERCON FLAG -
ETHNIC -	RETIRE SW -	TAX MAR STATE -	CPI INCLUDE -
MARITAL -	SPOUSE SSN -	GHI -	

F5=Return, F11=Select All, F12=Deselect All, F16=Exit

ENTER	F4	F5	F6	F7	F10	F11	F12	09.03.00
F16								

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Employee Master/Deduction Export File PAY17EXT

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

F10 to set selection criteria **Filter set: Class, Status**

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

Item(s) Selected: **7** F4 to select Items

Deduction(s) Selected: **0** F6 to select Deductions - Optional

F6 – Select deductions

Enter=Create File, F4=Select Item, F6=Select Deductions, F16=Exit

ENTER ✓				F4	F5	F6	F7		F10	F11	F12						09.03.00	
F16 ←																		

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

PAY17EXT

List Current Deductions Page 2 - Select Deductions

Include deductions with zero dollar amounts? **N** (Y or N)

Enter 'X' for the deduction to be reported.

00=FRINGE	-	01=1ST ANNUITY	X	02=2ND ANNUITY	X	03=FED W/H TAX	-
04=GA INCOME TAX	-	08=STATE MERIT	-	09=STATE MERIT	-	10=VENDOR 000008	-
11=VENDOR 000014	-	12=VENDOR 000014	-	13=VENDOR 005354	-	14=VENDOR 004749	-
15=VENDOR 005888	-	16=VENDOR 000009	-	17=VENDOR 000009	-	18=VENDOR 000021	-
19=VENDOR 005171	-	20=VENDOR 005171	-	21=VENDOR 000020	-	22=VENDOR 000020	-
23=VENDOR 005171	-	24=SHBP/CERT	-	25=SHBP/NC	-	26=HRA/CERTIFIED	-
27=HRA/NC	-	30=VENDOR 005608	-	31=VENDOR 006535	-	33=VENDOR 005608	-
34=VENDOR 006213	-	35=COURT W/H	-	36=VENDOR 006499	-	37=VENDOR 006605	-
38=VENDOR 001688	-	39=VENDOR 002051	-	40=VENDOR 002573	-	41=VENDOR 003107	-
42=VENDOR 005394	-	43=VENDOR 005394	-	44=VENDOR 005394	-	45=VENDOR 003319	-
46=VENDOR 003319	-	47=UHC/HDHP	-	49=VENDOR 003107	-	51=VENDOR 006740	-
52=VENDOR 003758	-	55=VENDOR 003826	-	56=VENDOR 003921	-	60=DIANE ANNUITY	-
62=VENDOR 005564	-	63=VENDOR 000627	-	70=VENDOR 006535	-	71=VENDOR 005564	-

Select up to 20 deduction codes to report.

F7=Return to Select Fields, F12=Deselect All, F16=Exit No Deductions Selected

ENTER	✓				F4	F5	F6	F7		F10	F11	F12					09.03.00	
F16	←																	

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Export/Import Selected Pay Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Employee Master/Deduction Export File PAY17EXT

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

F10 to set selection criteria Filter set: Class,Status

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

Item(s) Selected: 7 F4 to select Items

Deduction(s) Selected: 2 F6 to select Deductions - Optional

ENTER – Create file

Enter= File, F4=Select Items, F6=Select Deductions, F16=Exit

ENTER			F4	F5	F6	F7		F10	F11	F12				
F16														

09.03.00

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Export/Import Selected Pay Data

```
PCG Dist=8991  Rel=09.03.00  10/14/2009  DOD 005  C:\DEVSY  C:\SECOND  PAY17EXT
Payroll Master / Deduction Export File Created
File Name = C:\EXPORT\PAYEXP20091014.CSU
Total Records = 6
Enter=Continue
09.03.00
```

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Export/Import Selected Pay Data

B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
SSN	Name	Last Name	First Name	Birth Date	Hire Date	Rehire Da	Term Date	Term Reas	DED Desc	DED Code	DED Amt	DED Pct	DED Adj	DED Er Amt
999-08-7742	HY4AN ED4ARDO	HY4AN	ED4ARDO	11/1/1966	8/1/1988				2ND ANNUITY	2	300.00	0	0	0
999-08-8505	AS9BY RA9HAL MIDAS9BY	RA9HAL	AS9BY	10/1/1956	8/1/1988				1ST ANNUITY	1	111.11	0	0	0
999-08-8505	AS9BY RA9HAL MIDAS9BY	RA9HAL	AS9BY	10/1/1956	8/1/1988				2ND ANNUITY	2	302.61	0.05	0	0
999-08-8641	LE3ESMA JU3TA	LE3ESMA	JU3TA	12/1/1972	8/1/1994				1ST ANNUITY	1	100.00	0	0	0
999-08-9936	GI3FORD ET3AN	GI3FORD	ET3AN	10/1/1952	8/1/1990				1ST ANNUITY	1	100.00	0	0	0
999-08-9936	GI3FORD ET3AN	GI3FORD	ET3AN	10/1/1952	8/1/1990				2ND ANNUITY	2	200.00	0	0	0

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
 - General System Enhancements
 - Export/Import Selected Payroll Data
 - **Ethnicity Data**
 - 2010 CPI Third Party Contractors
 - Portal Security Extract
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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Ethnicity Data

- *CPI Transmission File* now captures race and ethnicity data as per Federal requirements
- Race/ethnicity data may be mass loaded into PCGenesis with export/import utilities
- The ethnicity question is: What is this person's ethnicity?
 - Hispanic or Latino
 - Not Hispanic or Latino

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Ethnicity Data

- The race question is: What is this person's race? One or more races must be selected.
 - American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - White

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Ethnicity Data

The screenshot shows a terminal window titled "Payroll System" with the user ID "PAYM0016". The window title bar includes the text "PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND". The main menu is titled "Payroll Export/Import Menu" and lists the following options:

- 1 -- Payroll Gross Data Export
- 2 -- Payroll Gross Data Import
- 3 -- Payroll Deduction Export
- 4 -- Payroll Deduction Import
- 5 -- Export Selected Payroll / Deduction Information
- 6 -- Import Selected Payroll information

Option 5 is highlighted with a red rectangular box. At the bottom of the terminal window, there is a taskbar with icons for "Master", "User list", "Word", "PAY MONITOR", and "VEND MONITOR". The version number "09.03.00" is displayed in the bottom right corner of the terminal area.

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Ethnicity Data

```
PCG Dist=8991  Rel=09.03.00  10/14/2009  DOD 005  C:\DEVSYS  C:\SECOND  PAY17EXT
Create Payroll/Deduction Export File to Load in Excel

Enter the Export file Path and Name (e.g. C:\EXPORT\PAYEXPCCYYMMDD.CSU)
or F10 to Browse for File

C:\EXPORT\CPIETHNICDATA.CSU

NOTE: DIRECTORY Must Already Exist

The filename will default to C:\EXPORT\PAYEXPccyyymmdd.CSU (ccyyymmdd = today's date).
The C:\EXPORT directory MUST exist. IF C:\EXPORT does not already exist, you MUST
create the C:\EXPORT directory or change to an existing path.

Enter = Continue  or  F16 = Exit  09.03.00
```

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Ethnicity Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND PAY17EXT

Employee Master/Deduction Export File

Select Fields

Enter 'X' for the item to be reported

Select only one item

LAST NAME	LOC	CONTRMO	BIRTH DATE
FIRST NAME	WORK LOC	CONTRACT DAYS	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	TERM DATE
STREET	JOBCLASS	STATE ANNUAL	TERM REASON
STREET2	CPI JOB	LOCAL ANNUAL	PENS SERVICE DATE
CITY	CERT TYPE	OTHER ANNUAL	PENS TERM DATE
STATE	NO OF PAYS	FICA SW	PENS TERM REASON
ZIP	PAY CYCLE	FED EXEMPT	POS EFFECTIVE DATE
TELEPHONE	SERVICE	FED WITH CODE	LEAVE ELIGIBLE DATE
STATUS	SICK BANK	STATE DEP ALLOWANCE	GHI IND
SEX	PENSION	TAX MAR FED	DOE PAID ERCON FLAG
ETHNIC X	RETIRE SW	TAX MAR STATE	CPI INCLUDE
MARITAL	SPOUSE SSN	GHI	

F5-Return, F16=Exit

ENTER ✓				F4	F5	F6	F7		F10	F11	F12					09 . 03 . 00
F16 ←																

For File Export Type = I, only 'Ethnic' can be selected

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Ethnicity Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Employee Master/Deduction Export File PAY17EXT

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 set: Class, Status**

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

Item(s) Selected: 1 F4 to select Items

Deduction(s) Selected: 0 F6 to select Deductions - Optional

F6 invalid option for this File Type
Enter=Create File, F4=Select Items, F6=Select Deductions, F16=Exit

ENTER ✓			F4	F5	F6	F7		F10	F11	F12							09.03.00
F16 ←																	

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Ethnicity Data

```
PCG Dist=8991  Rel=09.03.00  10/14/2009  DOD 005  C:\DEVSY  C:\SECOND  PAY17EXT
Payroll Master / Deduction Export File Created
File Name = C:\EXPORT\CPIETHNICDATA.CSV
Total Records = 6
Enter=Continue
09.03.00
```

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Ethnicity Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Empno	SSN	Name	Ethnic	Ethnic Desc	Hispanic	Am Ind	Black	White	Asian	Hawaii	LOC	LOC Desc	Work LOC	Work LOC	Class	Class Desc	JobClass	JobCl
87742	999087742	HY4AN ED4ARDO	2	WHITE							296	Location 0002	296	Location 0	32	GIFTED TEAC	3	TEAC
87774	999087774	ST2EN WI2TON	2	WHITE							4050	Location 0040	4050	Location 0	32	GIFTED TEAC	3	TEAC
88505	999088505	AS9BY RA9HAL MIDO	2	WHITE	N	N	N	Y	N	N	107	Location 0001	107	Location 0	32	GIFTED TEAC	3	TEAC
88641	999088641	LE3ESMA JU3TA	2	WHITE							103	Location 0001	103	Location 0	32	GIFTED TEAC	3	TEAC
89012	999089012	IS8ELL AL8ENA	2	WHITE							2050	Location 0020	2050	Location 0	32	GIFTED TEAC	3	TEAC
89936	999089936	GI3FORD ET3AN	2	WHITE							188	Location 0001	188	Location 0	32	GIFTED TEAC	3	TEAC

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Ethnicity Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

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 Information

6 -- Import Selected Payroll Information

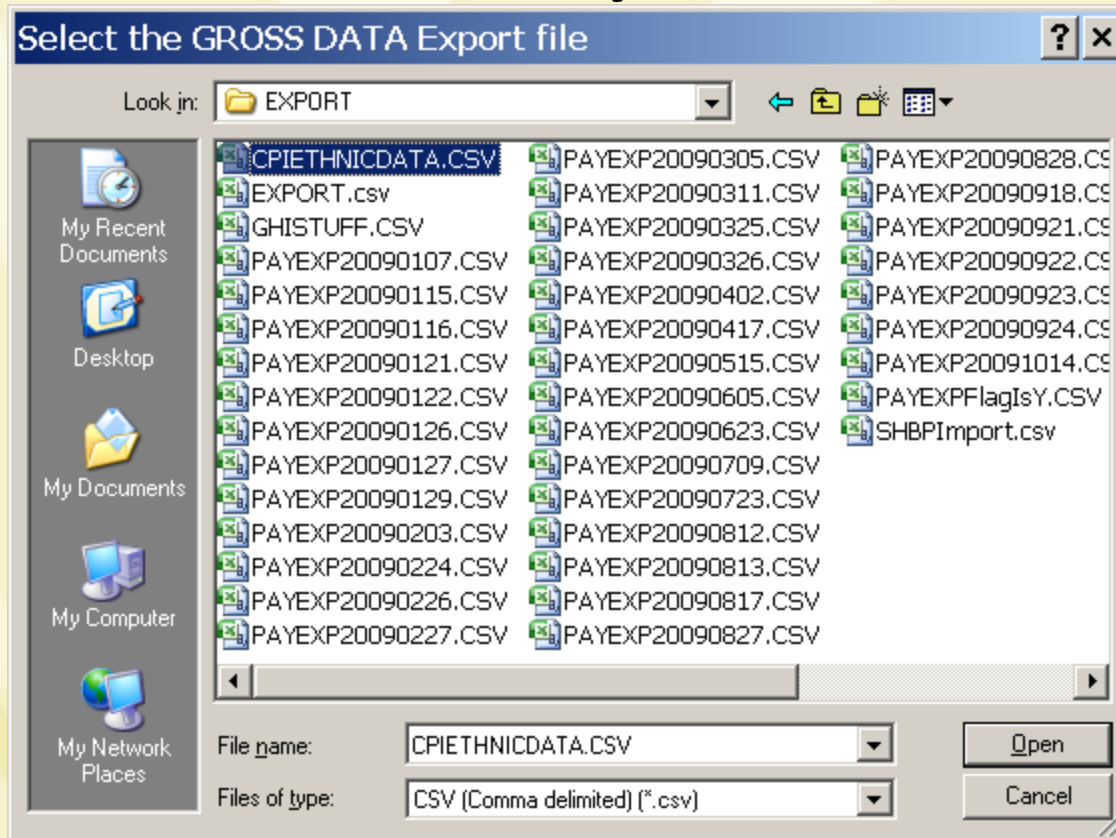
09 . 03 . 00

Master User list

F10 Word PAY MONITOR VEND MONITOR

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Ethnicity Data



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Ethnicity Data

The screenshot shows a Windows command prompt window with the following details:

- Title Bar:** PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND
- Window Title:** Payroll Field Import
- Text:** Identify Import File from Excel
- Instruction:** Enter the Import file Path and Name (e.g. C:\IMPORT\IMPORTCCYMMDD.CSU) or F10 to Browse for File
- Input:** C:\EXPORT\CPIETHNICDATA.CSU (highlighted with a red box)
- Footer:** Enter=Continue, F16=Exit
- Bottom Bar:** A grid with 'ENTER' (checkmark), 'F10' (Y), and 'F16' (left arrow) buttons. The version '09.03.00' is also visible.

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Ethnicity Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND PAY17IMP

Employee Payroll Master Import File

Select Item

Enter 'X' for the Item to be Imported

LAST NAME	LOC	CONTMO	BIRTH DATE
FIRST NAME	WORK LOC	CONTRACT DAYS	HIRE DATE
MIDDLE NAME	SECTION 125	CONTRACT GROSS	REHIRE DATE
NAME SUFFIX	CLASS	CONTRACT BIWEEKLY	TERM DATE
STREET	JOBCLASS	STATE ANNUAL	TERM REASON
STREET2	CPI JOB	LOCAL ANNUAL	PENS SERVICE DATE
CITY	CERT TYPE	OTHER ANNUAL	PENS TERM DATE
STATE	NO OF PAYS	FICA SW	PENS TERM REASON
ZIP	PAY CYCLE	FED EXEMPT	POS EFFECTIVE DATE
TELEPHONE	SERVICE	FED WITH CODE	LEAVE ELIGIBLE DATE
STATUS	SICK BANK	STATE DEP ALLOWANCE	GHI IND
SEX	PENSION	TAX MAR FED	DOE PAID ERCON FLAG
ETHNIC X	RETIRE SW	TAX MAR STATE	CPI INCLUDE
MARITAL	SPOUSE SSN	GHI	

Enter=Continue, F16=Exit

ENTER ✓

F16 ←

09.03.00

Only 'Ethnic' can be selected for import at this time

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Ethnicity Data

The screenshot shows a terminal window titled "Payroll Import" with the following text:

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSYS C:\SECOND
PAY17IMP

Error(s) in Import File

Please review print file with error listing

Correct problem(s) in Excel file and recreate Import File

Enter to exit program and correct

09.03.00

At the bottom, there is a control panel with an "ENTER" key (marked with a green checkmark), a "F10" key, and a "F12" key (marked with a green arrow).

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Ethnicity Data

DATE	10/14/2009	PAY17IMP	PAYROLL IMPORT REPORT										Page	1
EmpNo	SSN	Name	Ethnic Description		Hisp	AmrIn	Black	White	Asian	Hawai	Error	Message		
87742	999087742	HY4AN ED4ARDO	02	WHITE								At Least 1 Race Required		
87774	999087774	ST2EN WI2TON	02	WHITE								At Least 1 Race Required		
88505	999088505	AS9BY RA9HAL MIDDLE	02	WHITE	N	N	N	Y	N	N				
88641	999088641	LE3ESMA JU3TA	02	WHITE								At Least 1 Race Required		
89012	999089012	IS8ELL AL8ENA	02	WHITE								At Least 1 Race Required		
89936	999089936	GI3FORD ET3AN	02	WHITE								At Least 1 Race Required		
End of File														

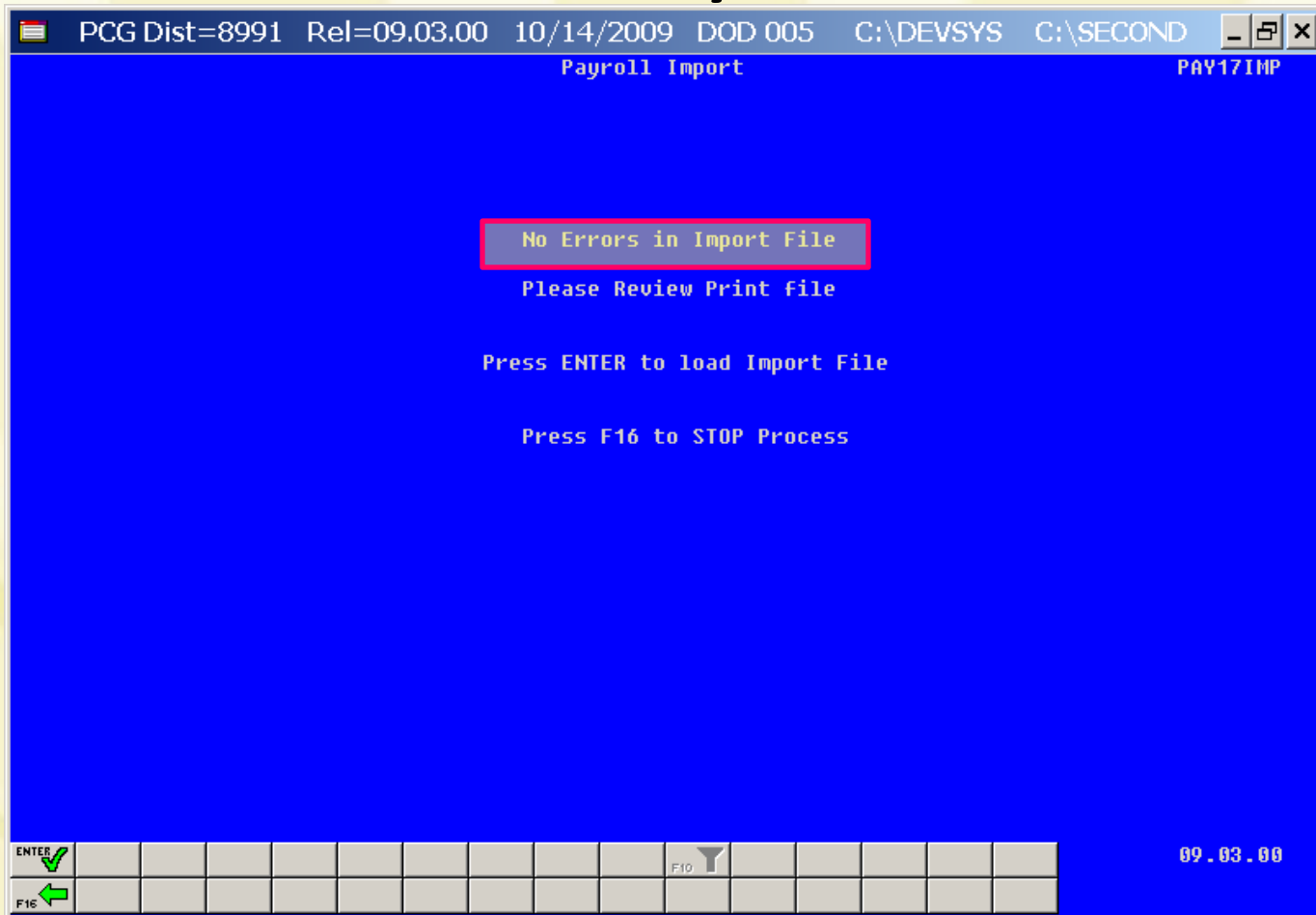
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Ethnicity Data

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Empno	SSN	Name	Ethnic	Ethnic Desc	Hispanic	Am Ind	Black	White	Asian	Hawai	LOC	LOC Desc	Work LOC	Work LOC	Class	Class Desc	JobClass	JobCl
87742	999087742	HY4AN ED4ARDO	2	WHITE	Y		Y				296	Location 0002	296	Location 0	32	GIFTED TEAC	3	TEAC
87774	999087774	ST2EN WIZTON	2	WHITE	N		Y				4050	Location 0040	4050	Location 0	32	GIFTED TEAC	3	TEAC
88505	999088505	AS9BY RA9HAL MIDD	2	WHITE	N	N	N	Y	N	N	107	Location 0001	107	Location 0	32	GIFTED TEAC	3	TEAC
88641	999088641	LE3ESMA JU3TA	2	WHITE	N				Y		103	Location 0001	103	Location 0	32	GIFTED TEAC	3	TEAC
89012	999089012	IS8ELL AL8ENA	2	WHITE	Y			Y			2050	Location 0020	2050	Location 0	32	GIFTED TEAC	3	TEAC
89936	999089936	GI3FORD ET3AN	2	WHITE	N			Y			188	Location 0001	188	Location 0	32	GIFTED TEAC	3	TEAC

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Ethnicity Data



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Ethnicity Data

DATE		10/14/2009		PAY17IMP		PAYROLL IMPORT REPORT										Page		1
EmpNo	SSN	Name		Ethnic Description		Hisp	AmrIn	Black	White	Asian	Hawai	Error Message						
87742	999087742	HY4AN	ED4ARDO	02	WHITE	Y		Y										
87774	999087774	ST2EN	WI2TON	02	WHITE	N		Y										
88505	999088505	AS9BY	RA9HAL MIDDLE	02	WHITE	N	N	N	Y	N	N							
88641	999088641	LE3ESMA	JU3TA	02	WHITE	N				Y								
89012	999089012	IS8ELL	AL8ENA	02	WHITE	Y			Y									
89936	999089936	GI3FORD	ET3AN	02	WHITE	N			Y									
End of File																		

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Ethnicity Data

PCG Dist=8991 Rel=09.03.00 10/14/2009 DOD 005 C:\DEVSY S C:\SECOND

Display/Update Personnel Data PAY02

Status A -- Active HY4AN, ED4ARDO

Emp. no. 87742 Pay Loc 296 Location 000296 Class 32 GIFTED TEACHERS

Sex Code E Work Loc 296 Location 000296 Job 3 TEACHER

Mar Stat M SSN 999 08 7742 Ethnic 2 WHITE

NAME First ED4ARDO Middle _____

Last HY4AN Suffix _____ Prefix _____

Address 3258 MAIN STREET Certificate Type T6

Address L2 _____ CS1 Job (from CPI) 108

City/State SMITH, GA Include on CPI ? Y

Zip Code 33333 County 160 Sick Bank ? Y

Phone (999)555-2258 Out of State Hours Per Day _____

Spouse SSN _____ Pens Elig Date _____ TRS DOE Paid ERCON ? _

Birth Date 11/01/1966 GHI Eligible ? N Participate in GHI ? Y

Hire Date 8/01/1988 GHI Elig Date _____ GHI Option NC WAIVED

Rehire Date _____ GHI Eff Date _____ GHI Tier 00 NO COVERAGE

Term Date _____ GHI Change Date _____ GHI Ded Cd _

Term Reason _ GHI Change Code NEMP

New Employee hire

***** TAX DATA *****

State Mar Stat B Fed Mar Stat M Fed Withhold Code 0 Fed Amt/% .00

St Allow M[0]D[00] Fed Exempt 00 State Withhold Code 0 State Amt/% .00

Tax Switches: Fed Y State Y FICA Y Retire Y AEIC _ (BLANK/ 1/ 2/ 3)

Mode changed to update

09.02.00

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

F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

Hispanic/Latino Ethnicity?
 Yes No
 Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
 - General System Enhancements
 - Export/Import Selected Payroll Data
 - Ethnicity Data
 - **2010 CPI Third Party Contractors**
 - Portal Security Extract
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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2010 CPI Data Collection

- “Employment Type” has been added to the ‘A’ demographic record.
- Valid values for Employment Type:
 - P = 3rd-Party Contractor**
 - L = Long-Term Substitute
 - B = SB 327 Retiree
 - O = Other (all other CPI employees)

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2010 CPI Data Collection

3rd Party Contract Employees

- Due to popular demand, PCGenesis now supports 3rd party contract employees.
- Set up 3rd party payroll **class codes** in *Description File Maintenance*.
- Add 3rd party contract employees in CPI
 - Employees in 3rd party class codes are accessible in CPI, but NOT in payroll

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Payroll System PAYM0009

FKey Description/Deduction/Annuity Files Menu

Description File:

- 1 -- Maintain Description Records
- 2 -- Maintain Alpha Description Records
- 4 -- Print Description Records

Deduction File:

- 5 -- Maintain Deduction Records
- 6 -- Print Deduction Records
- 7 -- Maintain Benefit Plan/Option/Tier Records
- 8 -- Import Benefit Plan/Option/Tier Records
- 9 -- Print Benefit Plan/Option/Tier Records

Annuity File:

- 10 -- Display/Update Annuity Deduction Control Record
- 11 -- Maintain Annuity Records
- 12 -- Verify/Print Annuity Records

7.03.01

Master User List Word PAY MONITOR VEND MONITOR

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type	Number	
C		

Record Type		
C	= Pay Class	2-digits
D	= Degree	2-digits
E	= Ethnic	2-digits
I	= Insurance	2-digits
J	= Job Description	3-digits
K	= TRS Job Class	2-digits
L	= Location	4-digits
M	= PSERS/ERS Job Class	2-digits
P	= Compensation Type	4-digits
R	= Pay Reason	2-digits
T	= Termination	1-digit
U	= University/College	5-digits
U	= PSERS/ERS Pay Reason	2-digits
W	= PSERS/ERS Term Code	2-digits
X	= TRS Pay Reason	2-digits
Y	= TRS Term Code	2-digits

09.03.00

ENTER ✓ F1 → F2 ← F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F15

(ENTER)-Position File F1-Next F2-Prev F13-Add Mode F16-Ex

CREATE F13

Help

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type: C Number: 81

Description: 3rd Party Contractor - Cert Free format description

Pay Schedule #: ___ Pay Schedule # for each Pay Class

Certified/Non: C C-Certified, N-Non-certified

Type: 3 F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors

Instructional: I I-Instructional, N-Non-instructional

Parapro: N P=Paraprofessional, N=Non-paraprofessional

Class: 00 Education/Instruction/Testing - DESC Record 'M'

Class: 00 Teaching Faculty - DESC Record 'K'

Validation Successful ** Add Mode **

ENTER-Validate ENTER-Validate F8-Save F16-Exit

09.03.00

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

Type must be '3' for 3rd party contractor Pay Class

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Payroll Description File - File Maintenance

Record Type: C Number: 82
Description: 3rd Party Contractor - Class Free format

Pay Schedule #: ___ Pay Schedule # for each Pay Class

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

ERS Job Class: 00 Education/Instruction/Testing - DESC Record 'M'
TRS Job Class: 00 Teaching Faculty - DESC Record 'K'

Validation Successful ** Add Mode **
ENTER-Validate ENTER-Validate F8-Save F16-Exit

09.03.00

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

3rd party contractor
Pay Class can be either certified or classified class

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSY S C:\SECOND

Certified/Classified Personnel Information System CPINMENU

FKey Master Menu

- 1 Display/Update Individual Employee Information
- 2 -- Display/Update Third Party Contractors**
- 3 -- Display/Update Personnel Data

- 5 -- CPI Salary Schedule
- 7 -- CPI Reporting Menu

- 9 -- Create CPI Report & Transmission File
- 10 -- Portal Security Extract
- 11 -- CPI Assignment File Maintenance

- 13 -- Certificate File Maintenance Menu
- 15 -- CPI Description Code Menu

- 31 -- CPI Special Functions Menu

- 20 -- File Reorganization

09.02.00

Master User list

F10 Word Word PAY MONITOR VEND MONITOR

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Display/Update Third Party Contractors PAY3RD

Enter the employee number you wish to maintain or create:

Individual Employee No.: 8000

Select an 'employee' number

F13 – Create new 3rd party contractor

09.02.00

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Display/Update Third Party Contractors PAY3RD

Status A -- Active
Emp. no. 8000 Pay Loc 107 Class
Sex Code - Work Loc Job
Mar Stat - SSN 000 00 0000

NAME First _____ Middle _____
Last _____ Suffix _____ Prefix _____

Address _____
Address L2 _____
City/State _____
Zip Code _____ County 000
Phone (____) 000-0000

Birth Date _____
Hire Date _____
Rehire Date _____
Term Date _____
Term Reason -

Certifi _____
CS1 Job _____
Include _____
Ethnic _____
Hispani Yes
Race (S Yes
 Yes
 Yes
 Yes
 Yes

67 MECHANICS
68 BOARD MEMBERS
69 VI-B AIDES
70 PRE-SCHOOL INSTRUCTION
71 FT SUB TEACHER
72 VI-B PRESCHOOL AIDE
73 TECHNOLOGY SPECIALIST
74 TITLE I TEACHERS
75 TITLE I AIDE
76 HEADSTART
77 FOOD SERVICE DIRECTOR
78 FOOD SERVICE WORKERS
79 UNDISTRIBUTED TEACHER SALARIES
80 OTHER INSTRUCTIONAL PERSONNEL
81 3rd Party Contractor - Cert
82 3rd Party Contractor - Class

Done Cancel

Must select a 3rd party class code

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and then change the class code to a payroll class.
Otherwise, third party contractors CANNOT be accessed from Payroll.

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

F16 F17 F18 Help

09.02.00

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Display/Update Third Party Contractors PAY3RD

Status A -- Active SMITH, BECKY ROSE
 Emp. no. 8000 Pay Loc 107 Location 000107 Class 81 3rd Party Contract
 Sex Code E Work Loc 107 Location 000107 Job 2 TEACHER
 Mar Stat S SSN 111 22 3333

NAME First BECKY Middle ROSE
 Last SMITH Suffix _____ Prefix MS.

Address 1 WEST FIRST STREET
 Address L2 _____
 City/State ATLANTA, GA
 Zip Code 30000 County 000
 Phone (____) 000-0000

Birth Date 2/13/1974
 Hire Date 1/01/2009
 Rehire Date _____
 Term Date _____
 Term Reason _____

Certificate Type _____
 CS1 Job (from CPI) 000
 Include on CPI ? Y
 Ethnic code 2 WHITE

Hispanic/Latino Ethnicity?
 Yes No

Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
 Enter the contractor employee number, and then change the class code to a payroll class.
 Otherwise, third party contractors CANNOT be accessed from Payroll.

Record Validated Successfully -- PF8 to Save

09.02.00

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

F16 F17 F18 Help

Fill in remaining data, as appropriate

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Display/Update Third Party Contractors PAY3RD

Status A -- Active SMITH, BECKY ROSE
Emp. no. 8000 Pay Loc 107 Location 000107
Sex Code E Work Loc 107 Location 000107
Mar Stat S SSN 111 22 3333

Class 6 NOT 3RD PARTY
Job 2 TEACHER

NAME First BECKY Middle ROSE
Last SMITH Suffix _____ Prefix MS.

Address 1 WEST FIRST STREET
Address L2 _____
City/State ATLANTA, GA
Zip Code 30000 County 000
Phone (____) 000-0000

Birth Date 2/13/1974
Hire Date 1/01/2009
Rehire Date _____
Term Date _____
Term Reason -

Certificate Type _____
CS1 Job (from CPI) 000
Include on CPI ? Y
Ethnic code 2 WHITE

Hispanic/Latino Ethnicity?
 Yes No

Race (Select all that apply)
 Yes No Am Indian Alaskan
 Yes No Black
 Yes No White
 Yes No Asian
 Yes No Hawaiian Pacific

NOTE: To HIRE a third party contractor as an employee, use 'Add New Employee' in Payroll.
Enter the contractor employee number, and then change the class code to a payroll class.
Otherwise, third party contractors CANNOT be accessed from Payroll.

A 3rd party contractor class is required.

09.02.00

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

Get error if *Class* code is not 3rd party

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

Display/Update Third Party Contractors PAY3RD

Enter the employee number you wish to maintain or create:

Individual Employee No.: 8000

Record Added Successfully

09.02.09

ENTER ✓ F1 → F2 ← F3 🖨️ F4 📅 F5 📄 F6 📁 F7 📁 F8 📁 F9 ✂️ F10 📶 F11 📄 F12 📄 CREATE F13 📄 F15 🔍

F16 ← F17 📄 F18 🗑️ Help

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
CERTIFICATE FILE - BIOGRAPHICAL INFORMATION

Employee number: 8000 SMITH, BECKY ROSE SSN: 111 22 3333

Work location: 107 Location 000107
Sex: F Birth: 02/13/1974
Ethnic: 02

Additional cert: N (Y or N)
Inhibit: - (A, E or spaces) Overall infield stat:
Certificate level: Cert. pay step: E
Years exp: Local years exp: -

Employment basis: 1.00
Emp. basis-cert.: 1.00 Emp. basis-class: 0.00

Annual contract sal: \$.00 Annual classified sal: \$
State minimum salary: \$.00

Annual contract days: Annual work days:
Termination date: Rehire date:
Termination reason:

Long term sub?: N (Y or N)

3RD PARTY CONTRACTOR

Validations passed. Save your changes.

09.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
F16 F17 F18 Help Bio Cert Asg

Salary data is NOT required for 3rd party contractors

A literal in CPI indicates that the employee is in a 3rd party payroll class

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

CERTIFICATE FILE MAINTENANCE CPICM100

Employee Number: 8000 SMITH, BECKY ROSE SSN: 111 22 3333

Cert Level: 4 Eff Date: 1/01/2009 Cert ID: 123456789 Open case?: N

	Field Code	Cert Type	Prof/Renew Flag	Valid From	Valid To
CERT 001	737 SPANISH (6-12)	I TEACHING	Y	1/01/2009	2013
CERT 002	___	___	-	___	___
CERT 003	___	___	-	___	___
CERT 004	___	___	-	___	___
CERT 005	___	___	-	___	___
CERT 006	___	___	-	___	___

Enter certificate data, as appropriate, for 3rd party contractor

Validations passed. Save your changes.

09.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15 F16 F17 F18 Help Bio Cert Asg

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
CERTIFICATE FILE - ASSIGNMENT 1 DETAIL INFORMATION

SSN: 111 - 22 - 3333 EMPLOYEE #: 008000 NAME: SMITH, BECKY ROSE

Assignment Type: C (C or N)
School/Work Location: 107 Location 000107

Job Code: 109 GRADE 9 TEACHER
Subject Matter: 6M2 ROM LANG MODERN FOREIGN LANG
Field Code: 737 SPANISH (6-12)
Certificate Type: I TEACHING
Infield Status: I IN FIELD
2ndary Fund Code: 00
Assignment %: 100.0

Cert. Effect. Date: Cert. Expire Year:
Certificate Level: 4

Enter assignment data, as appropriate, for 3rd party contractor

Validations passed. Save your changes.

09.01.00

ENTER [F1] [F2] [F3] [F4] [F5] [F6] [F7] [F8] [F9] [F10] [F11] [F12] [F15] [F16] [F17] [F18] [F21] [F22] [F23] [F24] [F25] [F26] Help Bio Cert Asg

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2010 CPI Data Collection

3rd Party Contract Employees

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\DEVSYS C:\SECOND

DISPLAY/UPDATE INDIVIDUAL EMPLOYEE INFORMATION CPICM100
 CERTIFICATE FILE - ASSIGNMENT SUMMARY

SSN: 111 - 22 - 3333 EMPLOYEE #: 008000 NAME: SMITH, BECKY ROSE

Certificate Level: 4

===== ASSIGNMENT SUMMARY =====

PFKEY	C/N	LOC	JOB	SUBJ	FIELD	TYPE	INFLD	FUND	PERCENT
PF21	C	107	109	6M2	737	T	I		100.0
PF22									
PF23									
PF24									
PF25									
PF26									
									100.0

09.01.00

ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15
 F16 F17 F18 F21 F22 F23 F24 F25 F26 Help Bio Cert Asg

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2010 CPI Data Collection

SSN	EMPNO	EMPLOYEE NAME	CERT	CERT ID	SEC	TERMINATION DATE
RUN DATE: 10/26/2009 PROGRAM: CPICM401 REPORT TIME: 09:45:00 CPI DETAIL IN-PROGRESS REPORT PAGE: 15 899 SMITH CITY BOARD OF EDUCATION WORK LOCATION: 107 Location 000107 SORT ORDER: LOCATION, LAST NAME						
555443333	011111	SMITH, BECKY		(C)		
1.000						25000.00
111223333	008000	SMITH, BECKY ROSE		(C)	123456789	
1.000		C 107 100.0 I T4 109 6M2 737 T E N				
999087889	087889	SN2DGRASS, JOZEF				
1.000		N 107 100.0				3376.00
999087717	087717	SW2TZER, OD2S				
1.000		C 107 25.0 I T4				41256.00

3RD-PARTY CONTRACTOR

The CPI Detail In-Progress Report will show 3rd party contractor employees on the transmission file

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
 - General System Enhancements
 - Export/Import Selected Payroll Data
 - Ethnicity Data
 - 2010 CPI Third Party Contractors
 - **Portal Security Extract**
- Furlough Processing
- Getting Ready for 2010 GHI
- Recap and Summary



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Portal Security Extract

- New *Portal Security Extract* to upload to the Georgia Department of Education
 - Personnel data
 - CPI assignment school codes and job codes
- CPI data will be used by the MyGaDOE Portal to authenticate anonymous web users and grant access accordingly
- Facilitate new teachers gaining the correct access

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Portal Security Extract

PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSY S C:\SECOND

Certified/Classified Personnel Information System CPIMENU

FKey Master Menu

- 1 -- Display/Update Individual Employee Information
- 2 -- Display/Update Third Party Contractors
- 3 -- Display/Update Personnel Data
- 5 -- CPI Salary Schedule
- 7 -- CPI Reporting Menu
- 9 -- Create CPI Report & Transmission File
- 10 -- Portal Security Extract**
- 11 -- CPI Assignment File Maintenance
- 13 -- Certificate File Maintenance Menu
- 15 -- CPI Description Code Menu
- 31 -- CPI Special Functions Menu
- 20 -- File Reorganization

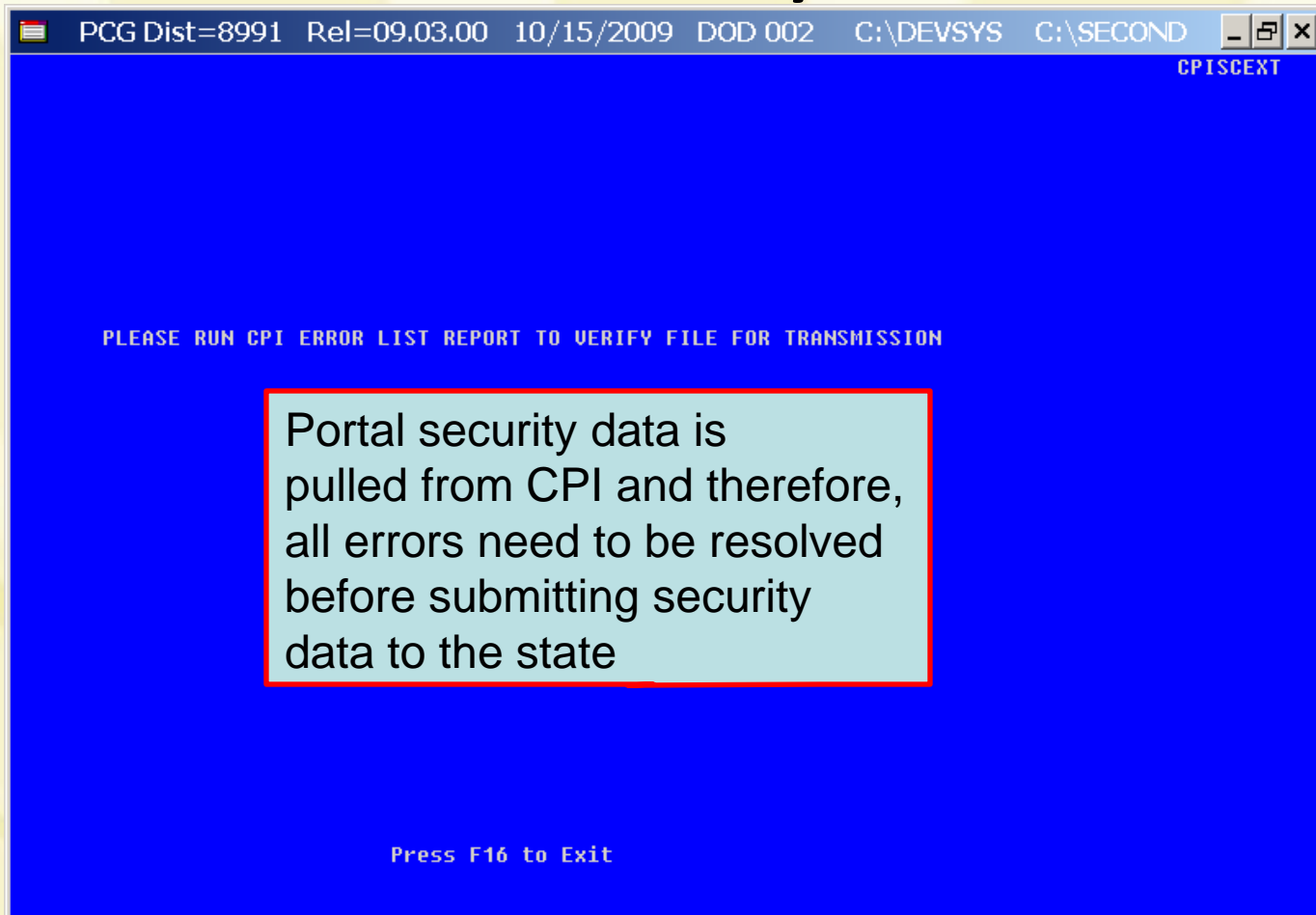
Master User list

File Word PAY MONITOR VEND MONITOR

09 . 02 . 00

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Portal Security Extract



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Portal Security Extract

```
PCG Dist=8991  Rel=09.03.00  10/15/2009  DOD 002  C:\DEVSYS  C:\SECOND  CPISCEXT
PORTAL SECURITY EXTRACT AND REPORT

The PORTAL SECURITY EXTRACT extracts employee personnel and CPI data (CPI assignment
school codes and job codes) for upload to the Georgia Department of Education.  This
security extract file will be used by the MyGaDOE Portal to authenticate anonymous web
users and grant security access to the portal.

The PORTAL SECURITY EXTRACT uses the CPI assignment data to define portal security access.
Therefore, even though this program is NOT a CPI extract, the program requires that the
CPI Error Report be run before the PORTAL SECURITY EXTRACT can be completed.

Select sort criteria: (any non-blank char.)

Sort by work location/name : _
Sort by Social Security No.: X

F16 = Exit  09.03.00
```

Select the sort criteria for
the transmission report

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Portal Security Extract

```
PCG Dist=8991 Rel=09.03.00 10/15/2009 DOD 002 C:\DEVSY C:\SECOND
PORTAL SECURITY EXTRACT AND REPORT
The PORTAL SECURITY EXTRACT output file is located in:
C:\SECOND\GOSEND\SECR1001
ENTER to Continue
09.03.00
```

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Portal Security Extract

Fiscal year	District ID	SSN	Birth date	Name	Location code	Termination date	Job code
2010899999	NA5UIN			SH5LTON			
2010899999	CO2ER			RO2IO	0000000000		018
2010899999	PE5EIRA			ED5ARDO	0000000000		0457
2010899999	AL8ARO			MO8ROE	0000000000		072106
2010899999	R070			SP7RKLE	0000000000		02050126
2010899999	R070			SP7RKLE	0000000000		04050126
2010899999	R070			SP7RKLE	0000000000		03103126
2010899999	R070			SP7RKLE	0000000000		02296126
2010899999	R070			SP7RKLE	0000000000		03196126
2010899999	R070			SP7RKLE	0000000000		03014126
2010899999	U19K			BU7ORD	0000000000		0219610
2010899999	UE2NON			BR2NDEN	0000000000		03296107
2010899999	UE2NON			BR2NDEN	0000000000		03296107
2010899999	HA6K			LA6DON	0000000000		03108435
2010899999	LA5SITER			AN5ONETTA	0000000000		02050445
2010899999	LA5SITER			AN5ONETTA	0000000000		03011445
2010899999	BE2AY			BI2LI	0000000000		030196410
2010899999	IR8ING			BR8NDE	0000000000		02050435
2010899999	DUSTON			CH8RLESETTA	0000000000		0205011
2010899999	JE5NIGAN			CH5A	0000000000		018812
2010899999	AD9ISON			HU9TEL	0000000000		01880
2010899999	AR8EDONDO			KU8TIS	0000000000		04050
2010899999	GA6E			TR6NTON	000000		
2010899999	CO3NORS			DE3AE	000000		
2010899999	BE6AVIDES			LA6E	000000		
2010899999	CH5ISTIANSSEN			DO5NETTE	000000		
2010899999	CU4LEN			MA4CELINO	0000000000		02010405
2010899999	YA8ZIE			ME8RILL	0000000000		0196402
2010899999	DO6Y			ME6LIN	0000000000		08012461
2010899999	MA7OS			KI7BY	0000000000		0188085
2010899999	SH6LDON			DI6K	0000000000		02050103
2010899999	MY7ICK			JO7NATHON	0000000000		08014433
2010899999	SA2TER			IS2DRO	0000000000		0107413
2010899999	SA2TER			IS2DRO	0000000000		0107437
2010899999	SA2TER			IS2DRO	0000000000		0107430
2010899999	AS9BY			JO9NSIE	0000000000		0196445
2010899999	BU9R			KA9ISA	0000000000		0196114

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Agenda

- Recent PCGenesis Updates
 - Multiple ACH Accounts Per Employee
 - New Pay Check and Direct Deposit Stub
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- **Furlough Processing**
- Getting Ready for 2010 GHI
- Recap and Summary



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Furlough Processing

TRS

September 4, 2009

To: TRS Reporting Employers

From: Charles P. Warren
Director, Employer Services Division

Re: Corrections to Salary and Contributions Related to Furloughs

Employee furloughs are considered a **temporary** downward adjustment in an employee's salary and **not a permanent salary reduction**. Since Georgia law states contributions are remitted based on the member's full rate of regular compensation for his full normal working time, contributions will continue to be reported based on the member's full regular salary prior to the implementation of the furlough.

If your system **has previously remitted contributions which included a salary reduction** due to a furlough, **the corrected data and contributions must be submitted to TRS**.

Should you need assistance with submitting a corrected monthly contribution report, please contact our office.

CPW/arr

Two Northside 75, Suite 100, Atlanta, GA 30318

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Furlough Processing

TRS



**Teachers
Retirement
System of
Georgia**

Providing a future you can depend on

Jeffrey L. Ezell
Executive Director

September 1, 2009

To: TRS Reporting Employers
From: Jeffrey L. Ezell
Executive Director
Re: Furloughs and TRS Earnable Compensation

Current economic conditions and reduced revenue collections have resulted in employers reducing budgets by several methods such as furloughs, salary reductions and reductions of contracted work days. All of which will have an impact on the amount of earnable compensation to be reported to TRS. "Earnable compensation" means the full rate of regular compensation payable to a member for his full normal working time...[O.C.G.A. § 47-3-1(11)]. In accordance with Georgia law and advice from the Attorney General's office, reporting of employer and employee contributions will be as follows:

1. Furloughs are considered a temporary downward adjustment in an employee's salary and not a permanent salary reduction. Since Georgia law states contributions are remitted based on the member's full rate of regular compensation for his full normal working time, contributions will continue to be reported based on the member's full regular salary prior to the implementation of the furlough.
2. Salary reductions and reductions in contracted days are permanent in nature and become the employee's full rate of regular compensation for their full normal working time. Therefore, employee and employer contributions should be remitted based on the employee's adjusted regular salary.

Reporting employers should report all employee salaries equally and not differentiate between newer employees and those employees who are nearing retirement. Should discrepancies occur, your TRS representative will contact you for clarification. For employees who are close to retirement, please remember that the retirement calculation is based, in part, on the member's two highest consecutive years of salary and not their final two years of salary.

Should you have additional questions, please contact our office.

JLE/arr

Furlough Processing

GHI

- The Department of Community Health (DCH) has approved the FY 2010 employer contribution rates. Effective September 2009 for October coverage, the employer's contribution rate will be **14.492%** of the total state-based salaries for certificated employees.
- GHI gross is reduced by furlough amounts.

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Furlough Processing CPI Salaries

- The CPI extract should report whatever is in the local vendor software.
- Any CPI errors due to salaries below state minimums, caused by furloughs, will be relieved in CPI. (E654, E655)

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Furlough Processing CPI Salaries

- Once all correctable errors are fixed, district should send a **dticket** requesting that E654 and E655 be relieved due to furloughs.
- Data Collections will set the district up for comments for these errors and approve them once submitted.

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Furlough Processing

- Here is a brief recap of furlough processing.
- Furlough training class is offered, if more information is needed.
- Contact Nadiyah Robertson at nroberts@doe.k12.ga.us to schedule training.

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Furlough Processing

- Reduced “S” lines in prior payrolls??.....
- “Z” adjustment/adjustments will need to be made to add the amounts back into the pension pool (positive adjustment).
- One or multiple “Z” adjustments with correct *Pay Period Ending Date*.
- Multiple adjustments over a specified timeframe can be done by importing “Z” records each pay cycle.

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Furlough Processing

- Leave employee's full salary in "S" *Gross Data* line.
- Need to reduce salary, but **NOT** affect pension calculation.
- Enter negative salary adjustment
 - "B" - Salary adjustment NO pension
 - "A" - Daily/Hourly adjustment NO pension
- GHI gross needs to be reduced on the "S" *Gross Data* line.

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Furlough Processing

- Manually calculate furlough amounts once
- **Export** - Gross Data
 - Capture furlough transactions when payroll is complete through *F14 - Update Budget Files with Current Pay*
- **Import** - Gross Data
 - Load back 'A' and 'B' transactions after payroll is set up, and before *F4 - Calculate Payroll & Update YTD*

- Link :

http://www.doe.k12.ga.us/DMGetDocument.aspx/I8_ExportImportProc.pdf?p=6CC6799F8C1371F61DF1126B655E947727AC7B81BB6E83E0367CCDA2D354203E&Type=D

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State Health Updates

- New employer premium structure is planned for July 2010
 - Employer premium will be based on employee's selected option and tier
 - Employer premium will be the same for both certified and classified employees
- Districts are now responsible for collecting LWOP employee premiums – effective September 2009

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State Health Updates

LWOP Employees

- The district must bill LWOP employees for their State Health premium
- Each district decides whether to charge administration fees, late fees, etc
- The employer does not pay the employer share for people on LWOP. However, the employee rate may be higher than the regular premium.
- LWOP employee premiums must be reported to State Health on the *Monthly GHI Deduction Data File*

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State Health Updates

LWOP Employees

- Enter the receipt and deposit the check you receive from the employee for the premium
- Enter a claim and write a vendor check/wire transfer to State Health for the LWOP employee premium
- Add an Earnings History adjustment record to reflect the employee State Health amounts

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State Health Updates LWOP Employees

PCG Dist=8991 Rel=09.03.00 10/27/2009 DOD 002 C:\DEVSYS C:\SECOND

Add Earnings History Record EARNADD

Enter New Record Type **A** Empno 89012 Year 09 Quarter 3 Pay Period 09
IS8ELL, AL8ENA

Type	Required Fields
A = Adjustment Record	Empno Year Quarter (1-4) Pay Period (01-53, 99)
Third Party Sick Pay: N = Nontaxable T = Taxable	
W = W-2 Adjustment	
C = Control Record	Empno

09.02.00

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

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State Health Updates LWOP Employees

PCG Dist=8991 Rel=09.03.00 10/28/2009 DOD 001 C:\DEVSYS C:\SECOND

Add Earnings History Record EARNADD

Earnings Record for: 87040 - BU9R, KA9ISA Qtr 09-1 Pay Prd 01

** Adjustment ** 999-08-7040 Loc 0196 Class 16 Cert C Instruc 1 Type E Pen 2

Chk Dt 09/01/2009 Chk Bank Chk No Chk Type A Pay Sched 12 Res State 1

Reg Hr .00 Out Hr Reg Amt Out Amt Contract

AEIC Ind Adv EIC Paymt FICA Y GHI N Retr suc credit 1

LTyp	PTyp	Tot Gross	FICA Gr	FICA Amt	Pens Gr	Pens Amt	GHI Gr	Reas	Period End
001									
002									
003									
004									
005									

DD Account Net Pay Annuities

ACCT 001 Ded 1 Co

ACCT 002 Ded 2 Co

ACCT 003 Ded 60 Co

ACCT 004

ACCT 005 00 #5

OASDI Gr	OASDI Amt	HI Gr	HI Amt
Ded 03 N Ded 04 N Ded 20 N Ded 01 N Ded 30 N		Ded 09 N	206.70
Ded Ded Ded Ded Ded		Ded Ded	Ded Ded

Employer paid deductions: GHI lon ER

Ded Ded Ded Ded Ded Ded Ded Ded

.70 *** Net Pay 206.70- *** NON TAX

09.02.00

F10 F11 F12 F15 Help

Do NOT enter a GHI gross since an employer contribution was not calculated

Enter the employee premium in the GHI deduction field

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Getting Ready for 2010 GHI

- Most GHI options are the same. Kaiser HMO (option 07) is no longer offered.
- GHI tiers are the same. Available tiers include tier 10 (single employee) and tier 40 (single employee/ tobacco surcharge).
- GHI tiers 90 – 99 are the same.
- All GHI premium rates have changed for 2010.

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2010 GHI Options

PCG Select GHI Code

Opt Tier	Long Description	Short Desc
03	UNITED HEALTHCARE HMO	UHC HMO
05	CIGNA HMO OPEN ACCESS PLUS IN-NETWORK	CIGNA HMO
08	UNITED HEALTHCARE HDHP	UHC HDHP
31	UNITED HEALTHCARE DEFINITY HRA (CDHP)	UNI HRA
35	CIGNA CHOICE FUND HRA	CIGNA HRA
55	CIGNA PPO OPEN ACCESS PLUS	CIGNA PPO
58	UNITED HEALTHCARE PPO	UHC PPO
85	CIGNA HDHP OPEN ACCESS PLUS	CIGNA HDHP
NC	NO COVERAGE OR COVERAGE WAIVED	WAIVED
NE	NOT ELIGIBLE FOR COVERAGE	NOT ELIGIBLE

Done Cancel

003 C:\DEVSY C:\SECOND

ta PAY02

Class 1 CLASSROOM TEACHER
 Job 1 CLASSROOM TEACHER
 Ethnic 2 WHITE

Prefix _____

Certificate _____
 CS1 Job (from) _____
 Include on C _____
 Sick Bank _____
 Hours Per Da _____

TRS DOE Paid ERCO _____
 Participate in G _____ Y

GHI Option 03 UNIHLTH
 GHI Tier 30 FAM SPSC
 GHI Ded Cd 9

hire

State Mar Stat A Fed Mar Stat S Fed Withhold Code 0 Fed Amt/% .00
 St Allow M[0]D[00] Fed Exempt 00 State Withhold Code 0 State Amt/% .00

Tax Switches: Fed Y State Y FICA Y Retire Y AEIC _ (BLANK/ 1/ 2/ 3)

08.02.00

GHI Option From the Benefit File

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2010 GHI Tiers

PCG Select GHI Code

Opt	Tier	Long Description	Short Desc
03	10	SINGLE COVERAGE	SINGLE
03	40	SINGLE COVERAGE TOBACCO SURCHARGE	SINGLE/T
03	90	EMPLOYEE & SPOUSE	EESP
03	91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	EESP/T
03	92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	EESP/SP
03	93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHARGE	EESP/TSP
03	94	EMPLOYEE & CHILD(REN)	EECH
03	95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	EECH/T
03	96	EMPLOYEE & SPOUSE & CHILD(REN)	FAMILY
03	97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	FAMILY/T
03	98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	FAMILY/SP
03	99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE	FAMILY/TSP

Done Cancel

005 C:\DEVSY C:\SECOND

PAY02

Class 1 CLASSROOM TEACHER
 Job 1 CLASSROOM TEACHER
 Ethnic 2 WHITE

Prefix _____

Certificate Type T5
 CS1 Job (fr 001) 100
 Include on _____
 Sick Bank _____
 Hours Per D _____

TRS DOE Pai _____
 Participate in G _____

GHI Option 03 FAM SPSC
 GHI Tier 30 FAM SPSC
 GHI Ded Cd 9

hire

State Mar Stat A Fed Mar Stat S Fed Withhold Code 0 Fed Amt/% .00
 St Allow M[0]D[00] Fed Exempt 00 State Withhold Code 0 State Amt/% .00

Tax Switches: Fed Y State Y FICA Y Retire Y AEIC _ (BLANK/ 1/ 2/ 3)

08.02.00

GHI Tier From the Benefit File

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F15

F16 F17 F18 Per Ded Grs W/H Lv Ytd Help Adj FICA Gar

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How to Install 2010 GHI

- Install PCGenesis Release 09.03.01. This release will automatically upload the new 2010 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
- Import State Health Option & Tier from DCH File.
- Set State Health Deduction Amount For Active Employees.

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Import Open Enrollment GHI Option and Tier Elections

- Personnel System (PF3)
- Special Functions Menu (PF13)
- Import State Health Option & Tier from DCH File (PF6)

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Import Open Enrollment GHI Option and Tier Elections

```
PCG Dist=8991 Rel=08.02.00 09/22/2008 DOD 005 C:\DEVSY S C:\SECOND - [ ] X
PERPI271

      Import State Health Option And Tier From DCH File

This process will update the GHI Option and Tier for all employees
included in the open enrollment or monthly change file provided by
the Department of Community Health

Select Optional Field to Update:

_ County of Residence

Enter the Import file Path and Name OR PF10 to Browse for File

C:\TEMP\ARCHIVE.CSU

Enter=Continue or PF16=Exit
```

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Set GHI Deduction Amounts

- Personnel System (PF3)
- Special Functions Menu (PF13)
- Set State Health Deduction Amount For Active Employees (PF8)

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Set GHI Deduction Amounts

PCG Dist=8991 Rel=09.03.00 10/26/2009 DOD 002 C:\D

Set State Health Deduction Amount For Active Emp
(All substitutes are skipped)

Trial mode to verify changes prior to updating? Y

Reduce premium amount by normal employer paid share? Y

Split premium according to employee's pay schedule? N

Set deductions to rates in effect on: 1/01/2010

The following SHBP system deductions will be modified by this process:

Ded Code	Ded Desc	Emplr Ind	Emplr Amt
8	NON-CERTIFIED MERIT	Y	86.10
9	CERTIFIED MERIT	Y	86.10
24	SHBP/CERT/BOTH SPOUSES	Y	172.20
25	SHBP/NON-CERT/BOTH SP	Y	172.20
26	HRA/CERT/SINGLE COV.	Y	56.84
27	HRA/NON-CERT/SINGLE	Y	56.84
47	HDHP/CERT/SINGLE COV	Y	49.48

PF8-Process PF16-Reenter 08.03.01

Run in Trial Mode first and verify changes

Set the date to include the new premiums

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Set GHI Deduction Amounts

REPORT DATE:10/27/2009 10:17		SHBP DEDUCTION UPDATE REPORT									
Program ID: PER0150		*** TRIAL MODE - NO UPDATES ***									
Emp Num	Employee Name	Work Loc	Class	Pay Periods	Ded Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, B04IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EM4RSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARY, PA5ULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIN	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, CO2EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, OZ2E	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL4ON	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DO3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	
** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file											
087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	P02DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y

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PCGenesis Training

- Training Sessions will be offered during the school year via Elluminate®. There will be a portal notification sent out monthly indicating upcoming training sessions.
- Users who would like to attend a particular session should e-mail Nadiyah Robertson at nroberts@doe.k12.ga.us

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PCGenesis Training

- **Training Modules:**
 - Payroll Basics/ Financial Basics
 - Payroll Exceptions/ Financial Reporting
 - TRS & GHI Reporting
 - Furlough Training
 - Release Updates
 - Year End Refresher
 - Fiscal Year Closing Tips
 - Other modules may be added

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Questions?



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Where to Get More Information



http://www.doe.k12.ga.us/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc

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Thank you for attending!



Georgia Department of Education
Kathy Cox, State Superintendent of Schools
November 5, 2008 · Slide 135 of 135
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