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PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/24/2011

Section I: Special Functions

***[Topic 8C: Payroll Selected Data Export
and Import File Processing, V1.1]***

Revision History

Date	Version	Description	Author
5/24/2011	1.1	11.02.00 – Update export instructions to include CPI assignment data. Update the import instructions to include the EEO-5 Job Code and the Scheduled Hours per Week fields. Update menu screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Create a new document for <i>Payroll Selected Data Export and Import File Processing</i> instructions.	D. Ochala

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Overview

Export Selected Payroll and Deduction Information: PCGenesis allows users to select payroll, personnel, certified/classified personnel information (CPI), and up to twenty (20) deduction items for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

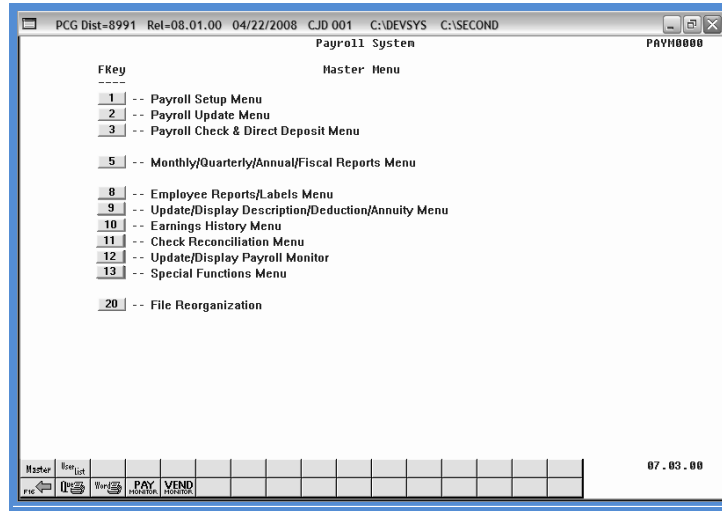
Import Selected Payroll Information: This feature provides the ability to mass update certain employee data by importing the new amounts from .csv import file. Create this import file either via a spreadsheet or by selecting the 'I' option ('Create File to Modify and Import') on the Export Selected Payroll / Deduction / CPI Information screen.

The following employee data fields may be imported using the **Import Selected Payroll Information** option:

- Ethnic data
- EEO-5 job code
- Hours per week

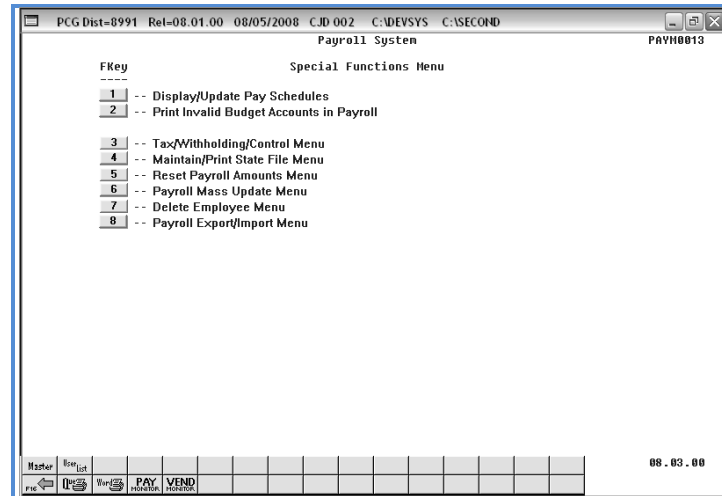
Setting Employee Search Criteria: Refer to [Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria](#) for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. The following export procedures allow utilization of the Search Criteria feature ( F10 – Set filter condition): Export Selected Payroll/Deduction Data, Earnings History Export, and Earnings History Gross Pay Distribution Export.

Procedure A: Exporting Selected Payroll and Deduction Information



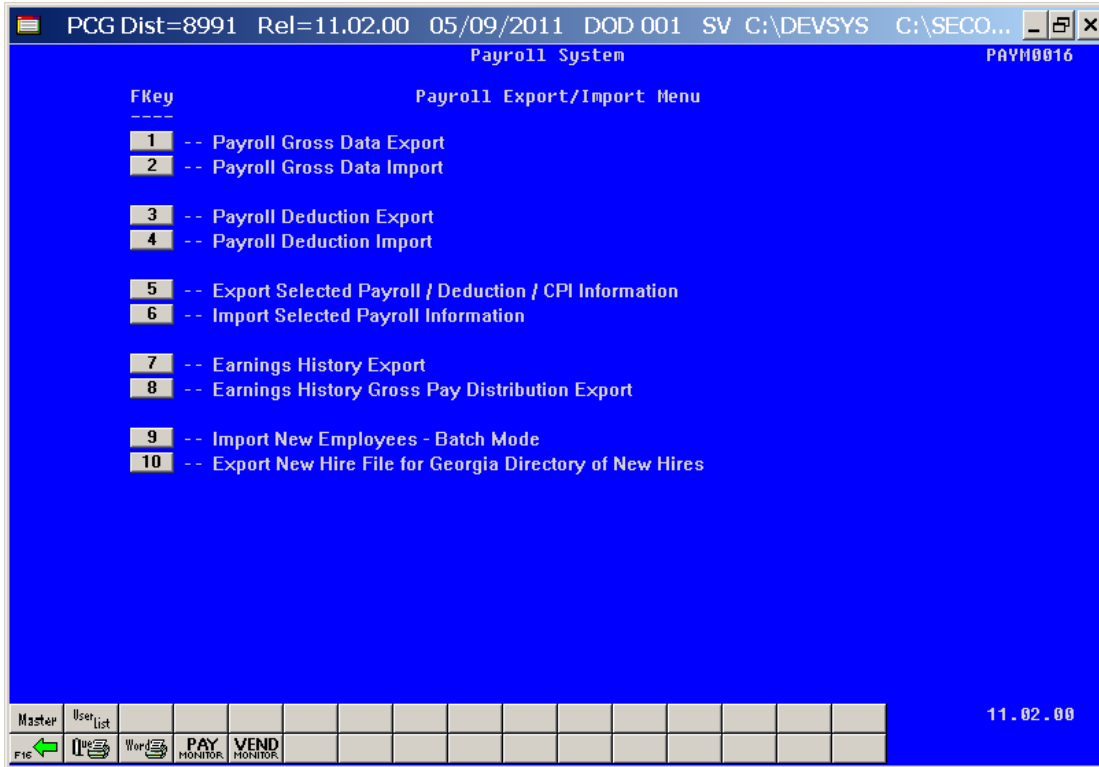
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



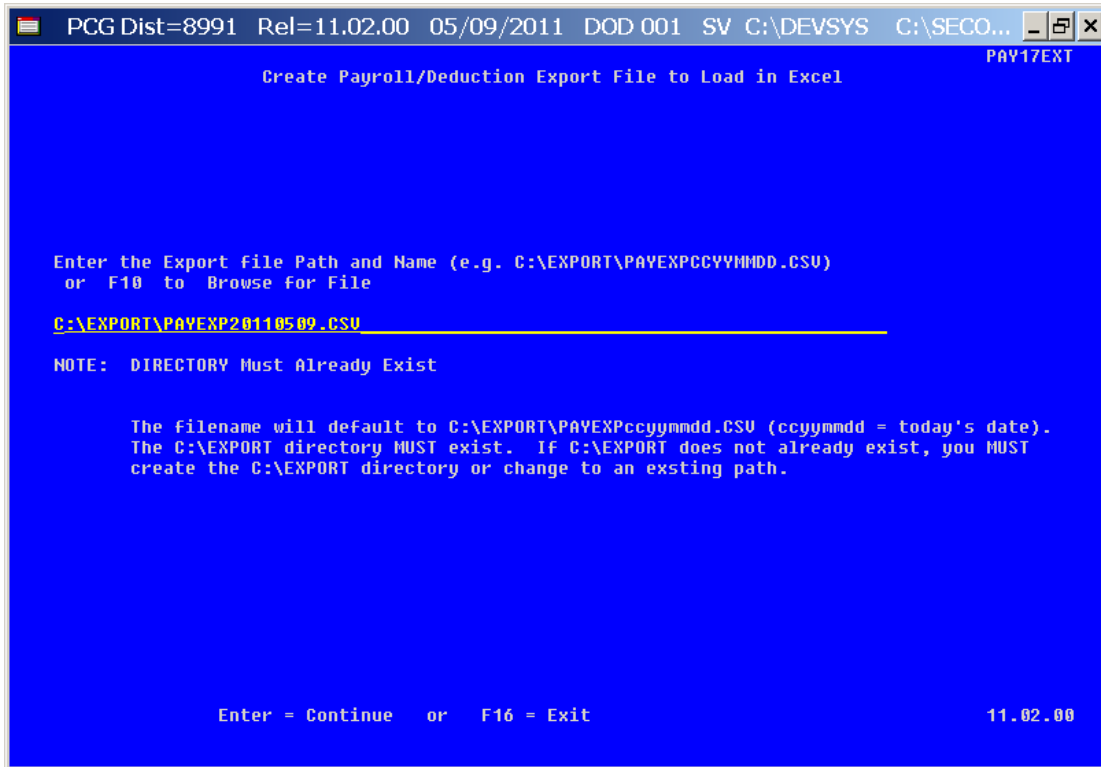
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



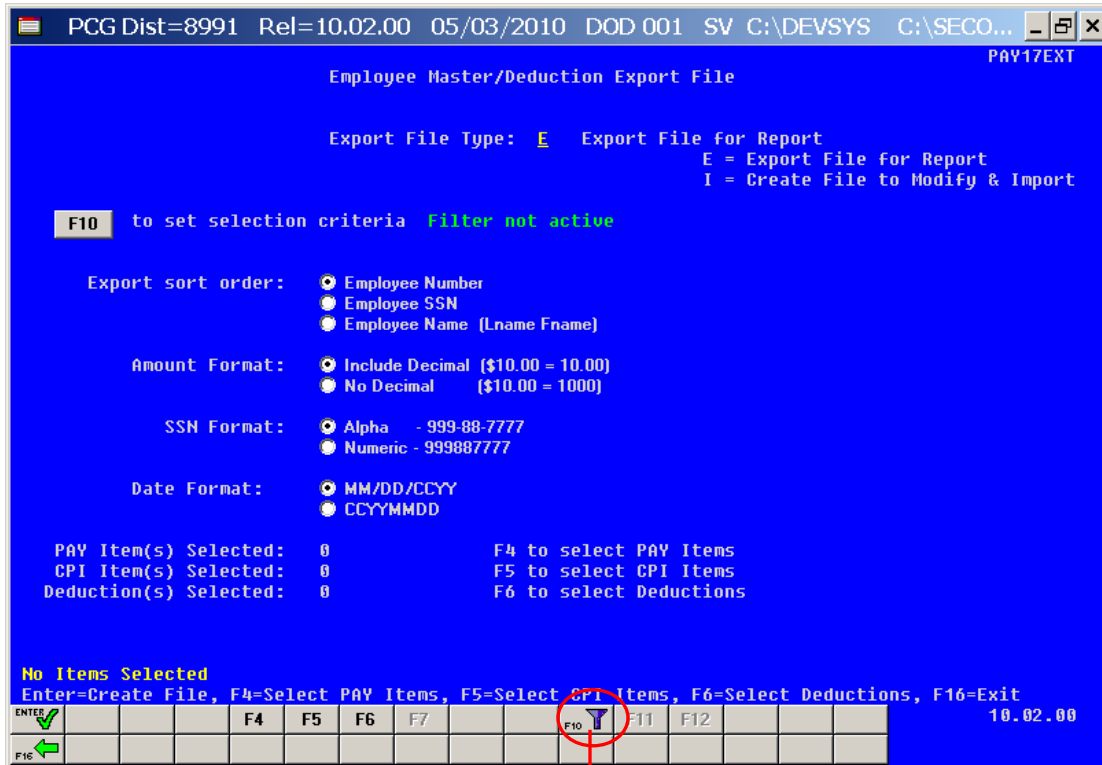
Step	Action
3	Select 5 (F5 – Export Selected Payroll/Deduction Information).
4	On the C:\ drive, create a folder entitled EXPORT , or verify the folder exists.

The following screen displays:







Step	Action
5	<p>Verify C:\EXPORT\PAYEXPCCYYMMDD.CSV, where <i>CCYYMMDD</i> identifies the calendar year, month and date, defaults in the Enter the Export file path and name field.</p> <p><i>PCGenesis allows entries other than C:\EXPORT\PAYEXPCCYYMMDD.CSV as long as the directory structure entered exists.</i></p> <p><i>In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results.</i></p>
6	Select Enter (Continue).

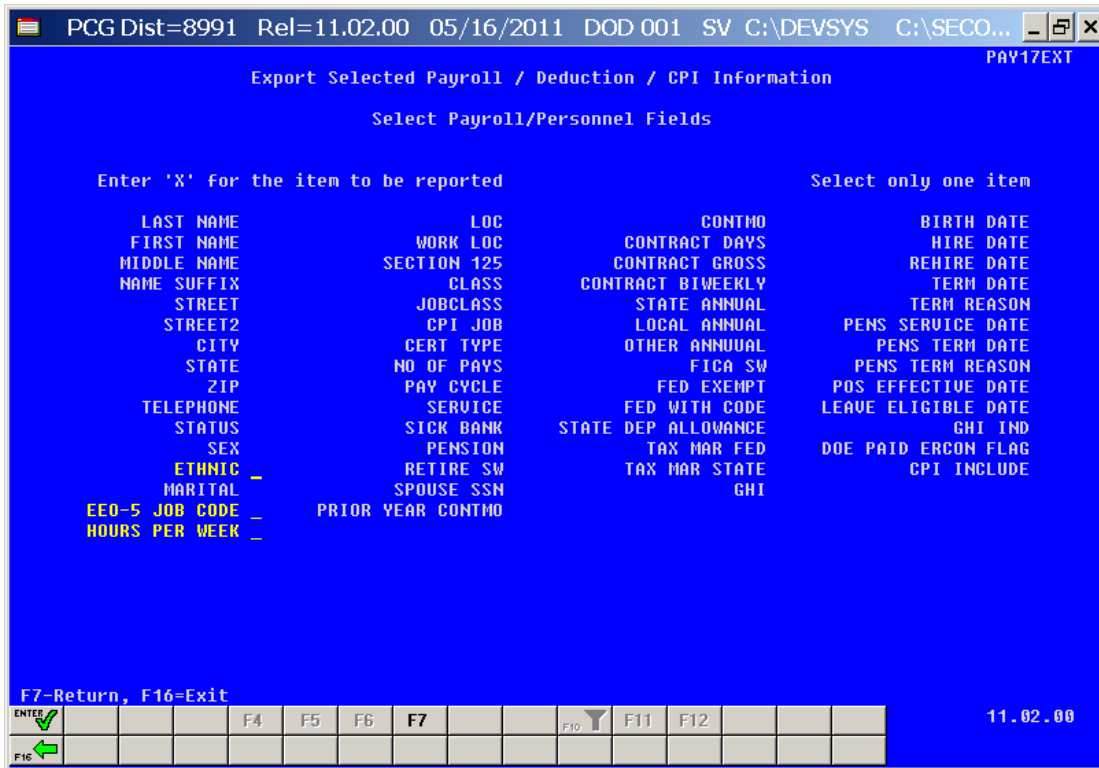
The following screen displays:



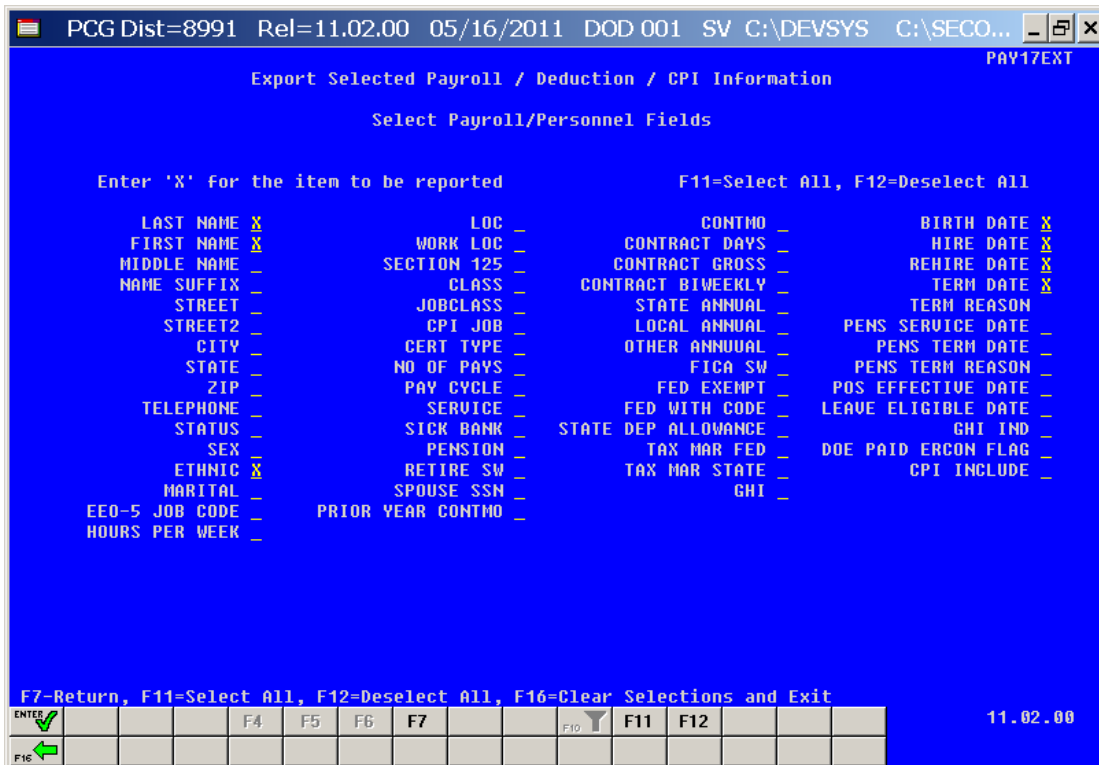
F10 – Set filter conditions

Step	Action
7	<p>To set specific search criteria: Select  (F10 – Set filter condition). On the <i>Export Employee Master Data – Set Employee Selection Filter</i> screen, make the appropriate selections and entries. Verify “<i>Filter conditions set.</i>” displays. Selecting  (F16 – Exit) will return to the <i>Payroll Export/Import Menu</i>.</p> <p><i>NOTE: Do NOT select  (Enter – Continue) at this point. Select employee payroll items (F4 – Select Pay Items), CPI items (F5 - Select CPI items), and deductions (F6 – Select Deductions) first, before processing the export request.</i></p>
8	<p>Export file type: Select ‘E’ if the data in the file will be used outside of PCGenesis. For example, select ‘E’ to create a ‘census file’ for a third party vendor. Select ‘I’ if the data in the export file will be imported back into PCGenesis. For example, select ‘I’ to create a file that will be used to update the ethnic fields in the employee PAYROLL record.</p> <p><i>If the Export File Type is ‘I’, the only employee fields supported for the import function are ETHNIC, EEO-5 JOB CODE, or HOURS PER WEEK data. The ethnicity and race codes data, the EEO-5 job code data, and the hours per week data are the only fields which can be imported back into PCGenesis.</i></p>
9	<p>Select  (F4 – Select Pay Items), if payroll items are to be exported.</p>

The following screen displays when 'T' is entered in Step 8 for the **Export file type**. Currently, the only employee fields supported for the import function (**Export file type** = 'T') are **ETHNIC**, **EEO-5 JOB CODE**, or **HOURS PER WEEK** data. Only one field may be selected at a time.

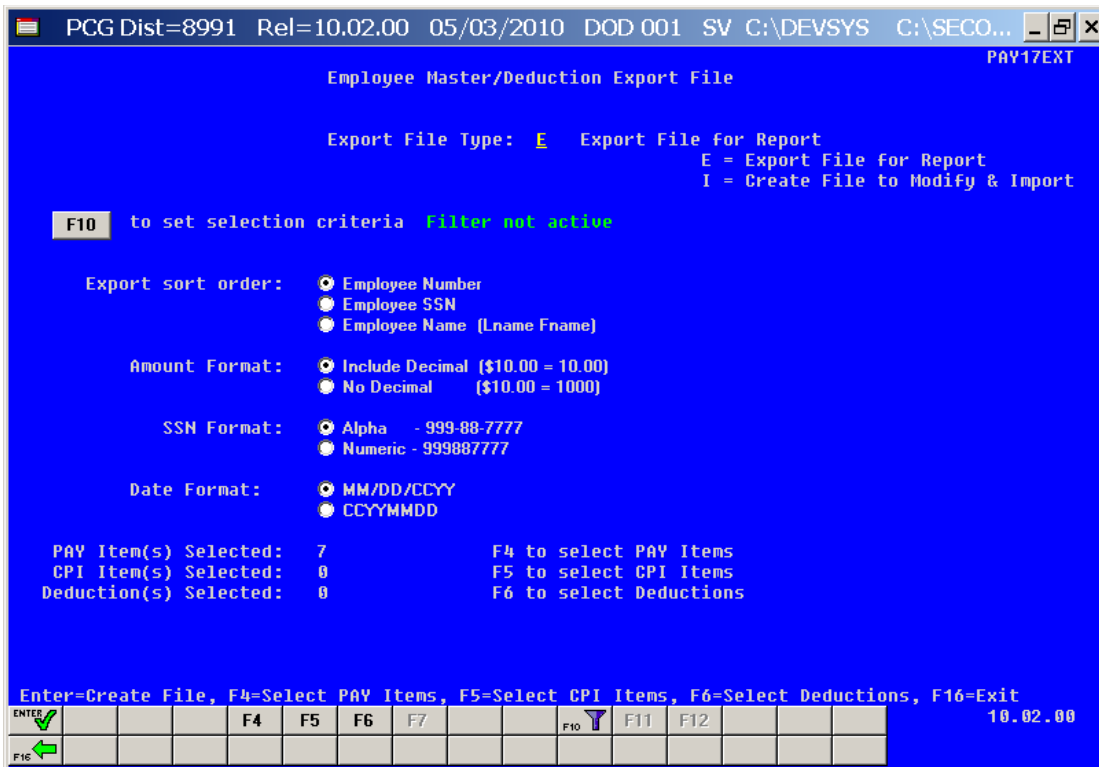


The following screen displays when 'E' is entered in Step 8 for the **Export file type**:



Step	Action
10	Enter X in the field to the right of the desired payroll items. Select F11 (Select All) or F12 (Deselect All) to select or deselect <u>all</u> payroll items.
11	Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to return to the <i>Employee Master/Deduction Export File</i> screen. Select F16 (F16 – Clear selections and exit) where appropriate.

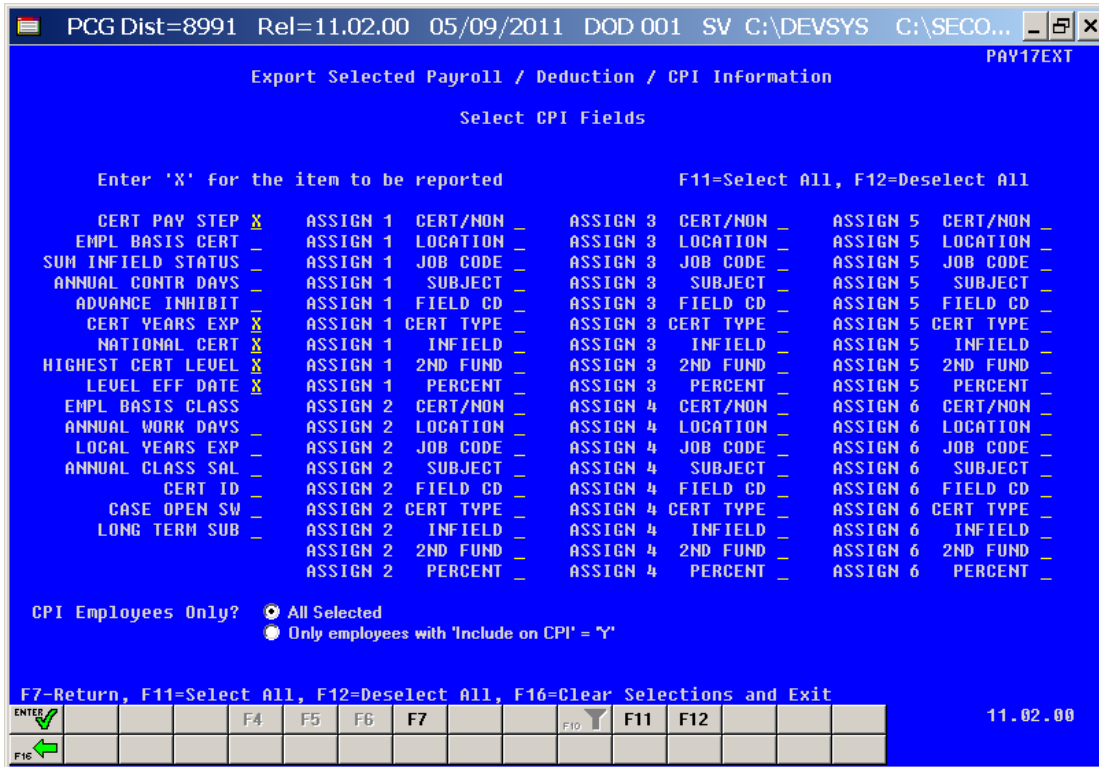
The following screen displays:



NOTE: PCGenesis displays the total number of employee payroll items selected.

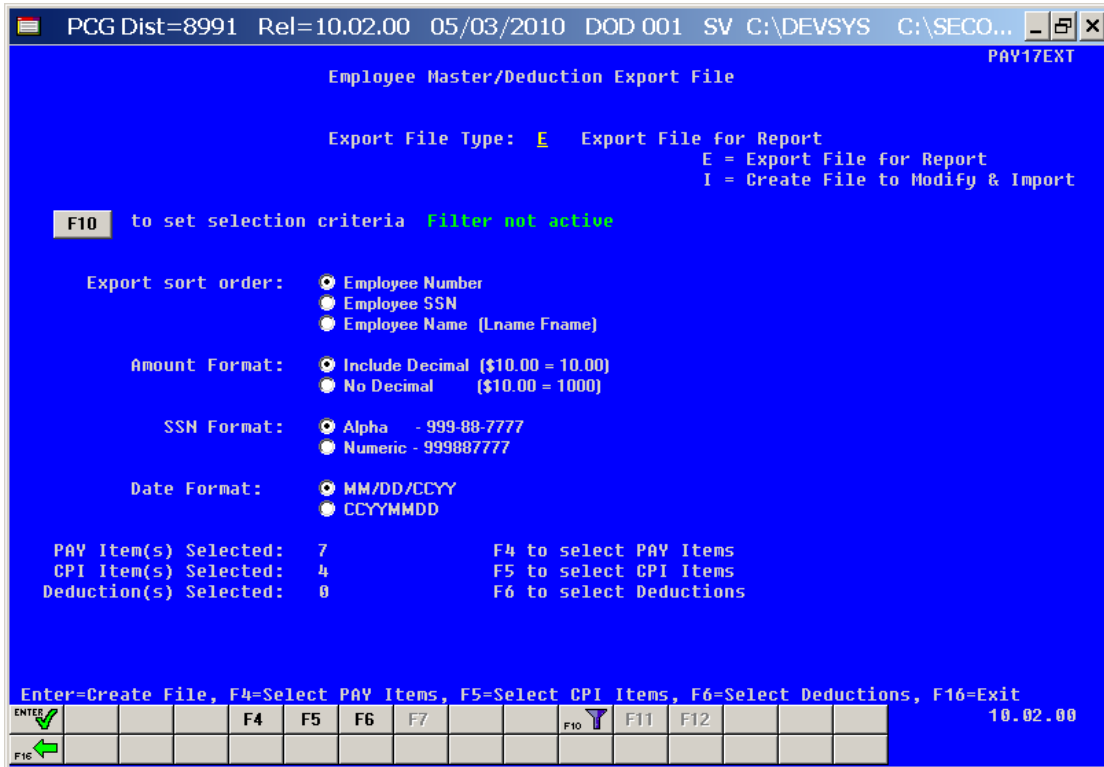
Step	Action
12	When ‘E’ is entered in Step 8 for the Export file type : Select 5 (F5 - Select CPI Items) if CPI items are to be exported. When ‘I’ is entered in Step 8 for the Export file type : Proceed to Step 20. <i>Note: F5 (Select CPI Items) and F6 (Select Deductions) are not available when ‘I’ is entered in Step 8 for the Export file type.</i>

The following screen displays:



Step	Action
13	Enter X in the field to the right of the desired CPI items.
14	The option CPI Employees Only? will allow the user to select which employees will be extracted. In order to extract only CPI employees (employees with the 'Include on CPI?' flag set to 'Y'), toggle the radio button to Only employees with 'Include on CPI' = 'Y' . If ALL employees are to be extracted, the radio button can be toggled to All Selected . If All Selected is chosen and if an employee does not exist in CPI, the extracted CPI fields will be blank.
15	Select F7 (F7 – Return to Setup Export), or select ENTER (Enter - Continue) to return to the <i>Employee Master/Deduction Export File</i> screen. Select F11 (<i>Select All</i>) or F12 (<i>Deselect All</i>) or select F16 (<i>F16</i> – Clear selections and exit) where appropriate.

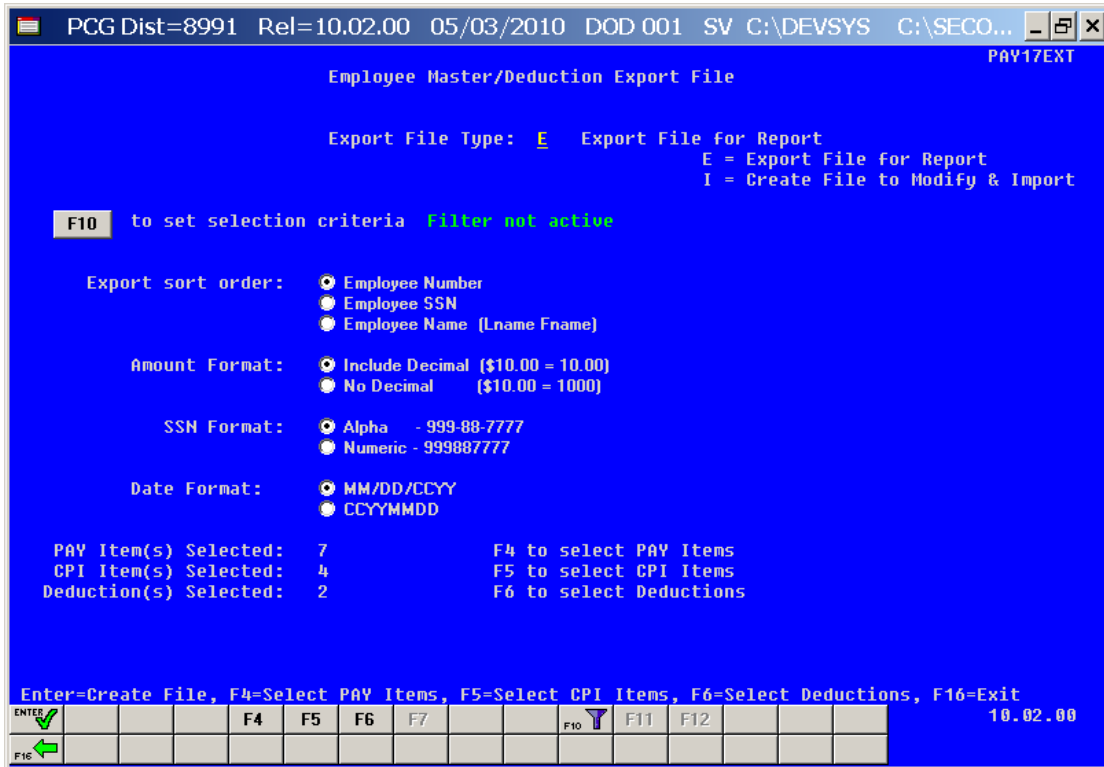
The following screen displays:




NOTE: PCGenesis displays the total number of employee CPI items selected.

Step	Action
16	Select F6 (F6 - Select Deductions) if payroll deduction items are to be exported.

The following screen displays:



NOTE: PCGenesis displays the total number of deductions selected.

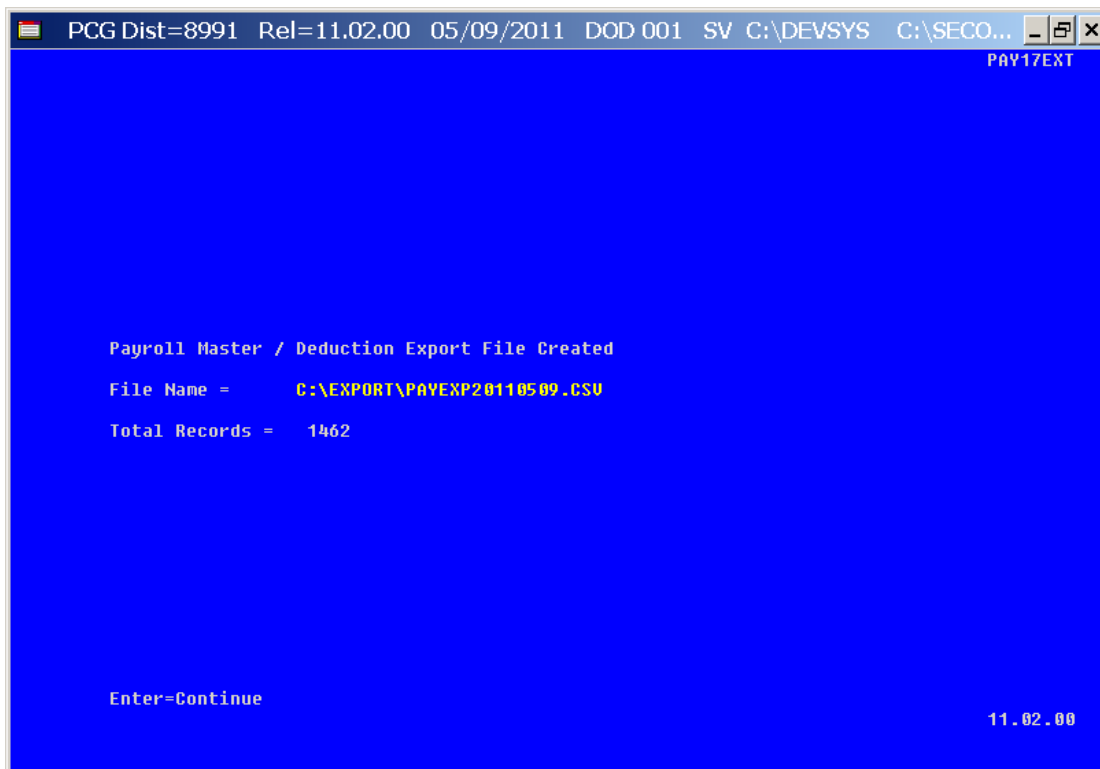
Step	Action
20	<p>To define the sort order: Select the <input type="radio"/> (Radio button) to the left of the Export sort order field.</p> <p><i>Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.</i></p>
21	<p>To define the dollar amount format: Select the <input type="radio"/> (Radio button) to the left of the appropriate Amount Format: field.</p>
22	<p>To define the Social Security Number (SSN) format: Select the <input type="radio"/> (Radio button) to the left of the appropriate SSN Format: field.</p>
23	<p>To define the date format: Select the <input type="radio"/> (Radio button) to the left of Date Format: field.</p>
24	<p>Select  (Enter - Continue).</p>

The following message box displays:



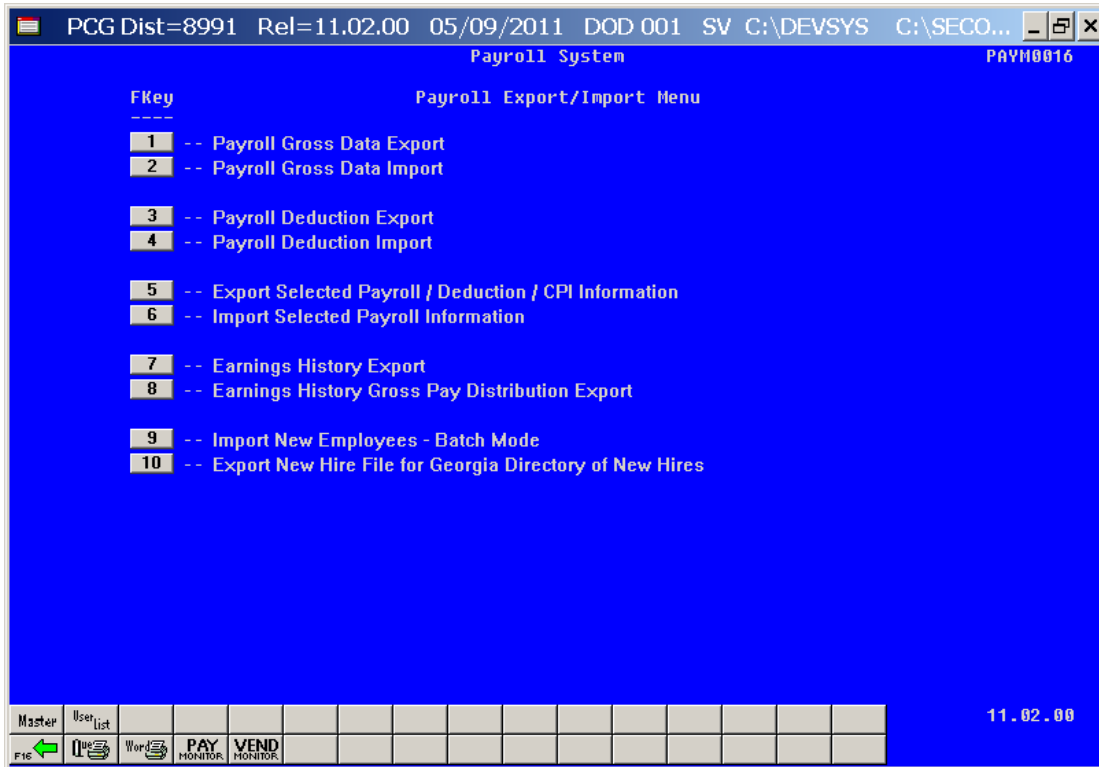
Step	Action
25	Select OK to continue processing and to extract the payroll data. <i>If the selected payroll data is incorrect or incomplete, select Cancel to enter the correct information.</i> “**Processing Request**” briefly displays.



The following screen displays:



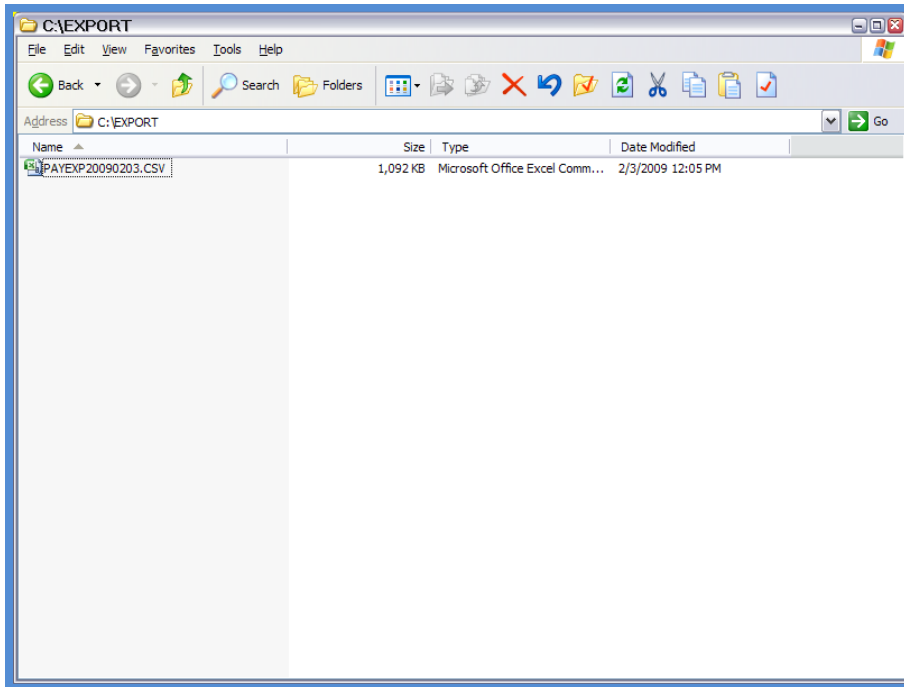
Step	Action
26	Screen-print or record the file name displayed and select Enter (Continue).

The following screen displays:



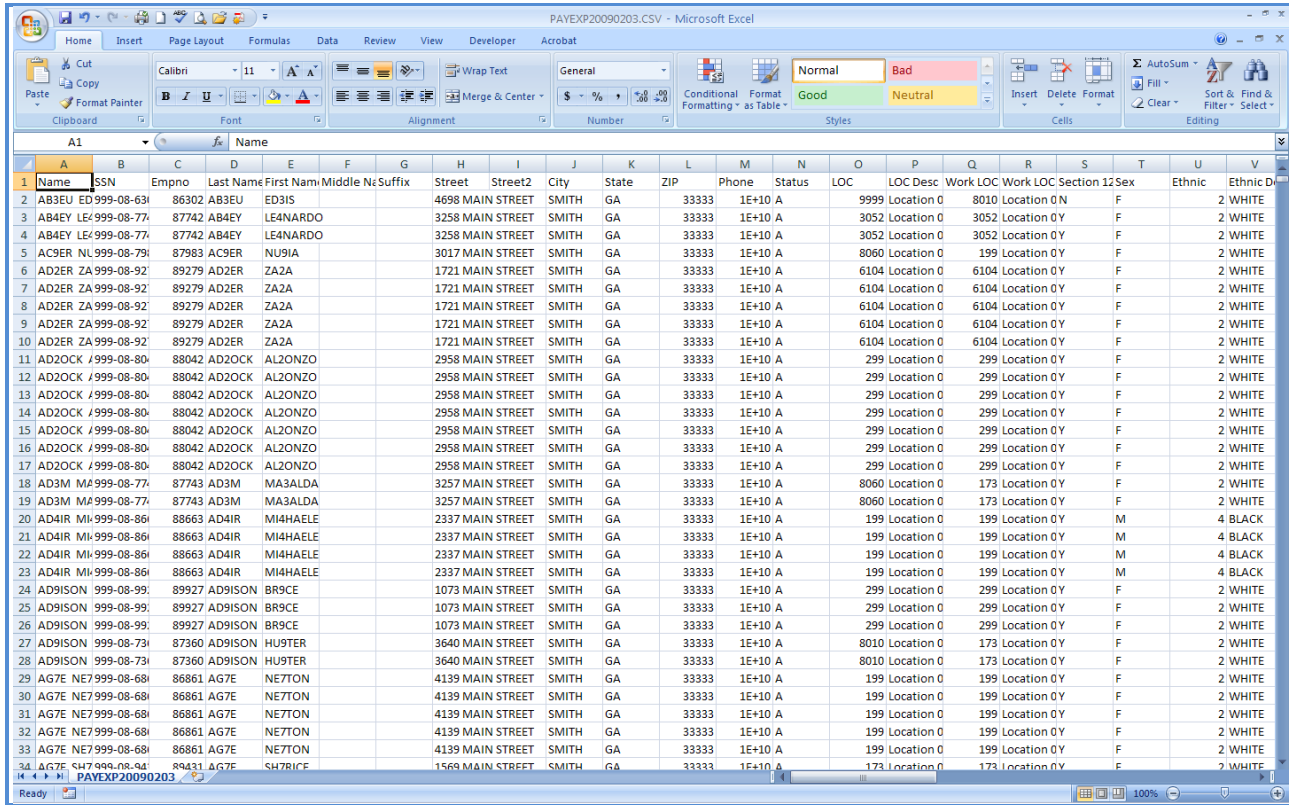
Step	Action
27	Select  (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
28	Navigate to C:\EXPORT\PAYEXPCCYYMMDD.CSV where <i>CCYYMMDD</i> identifies the calendar year, month and date.

The following window displays:



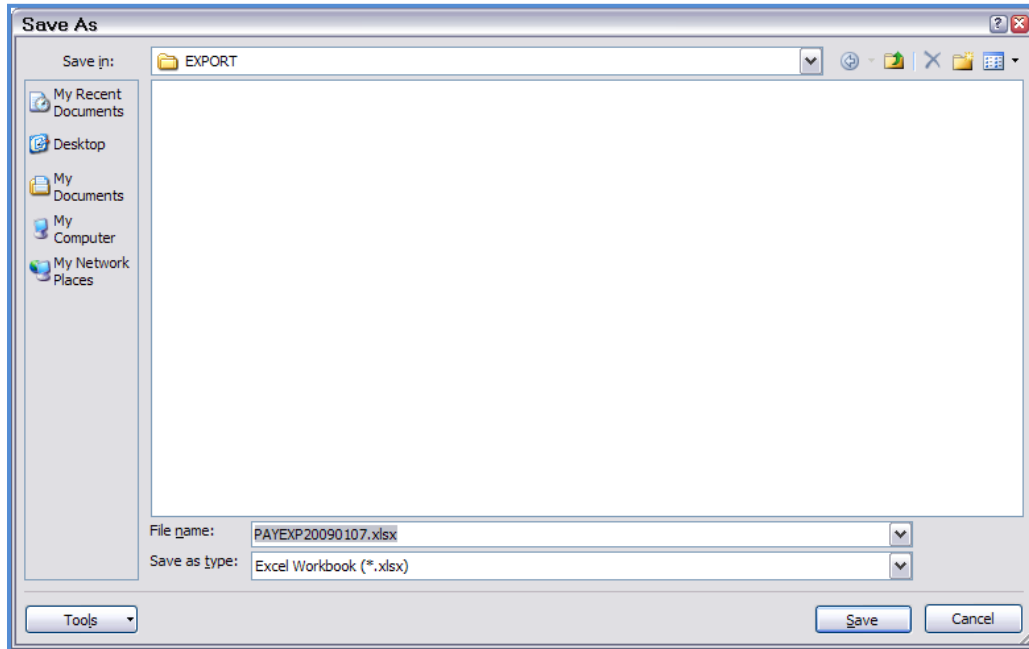
Step	Action
29	Open the appropriate payroll/deduction information file.


The following window displays:



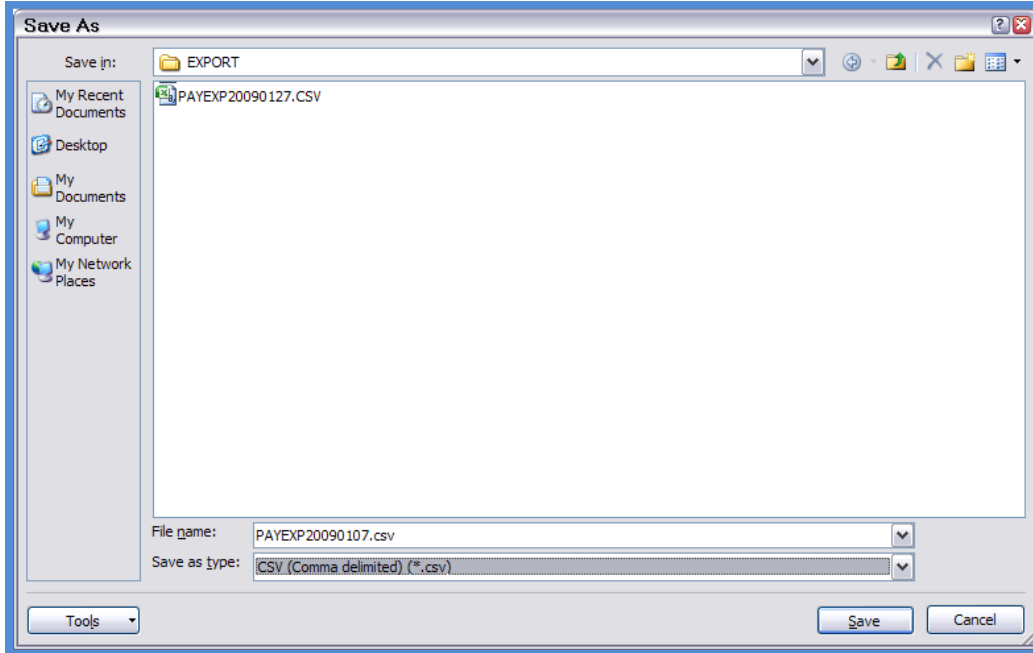
Step	Action
30	<p>Make the appropriate adjustments to the Microsoft® Excel spreadsheet.</p> <p><i>These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.</i></p>
31	Select File → Save As → Excel Workbook .

The following window displays:



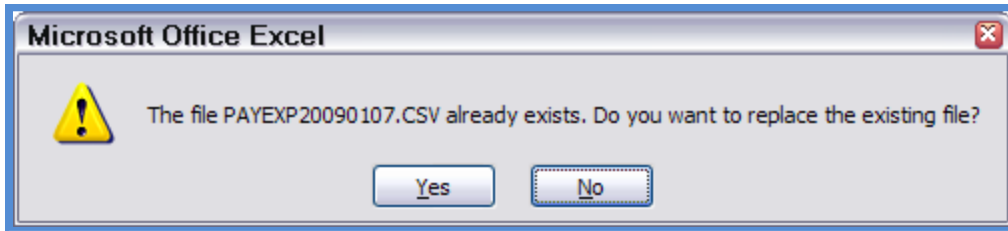
Step	Action
32	Select the Drop-Down Selection icon  in the Save as type field, and select CSV (Comma delimited) (*.csv) .
33	Verify the filename is C:\EXPORT\PAYEXPCCYYMMDD.CSV where CCYYMMDD identifies the calendar year, month and date.

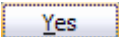
The following window displays:



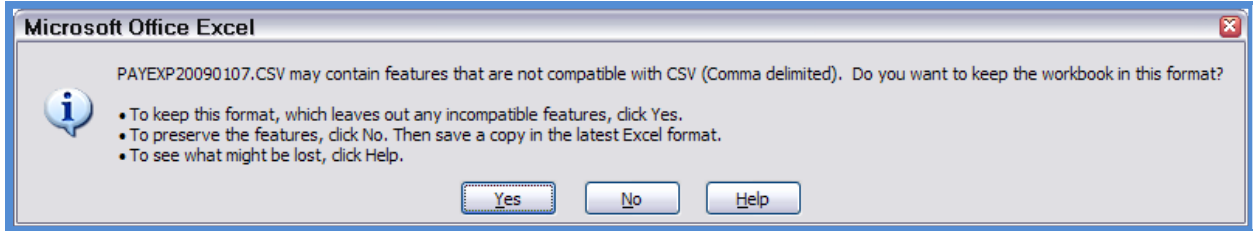
Step	Action
34	Select  (Save).

The following dialog box displays:



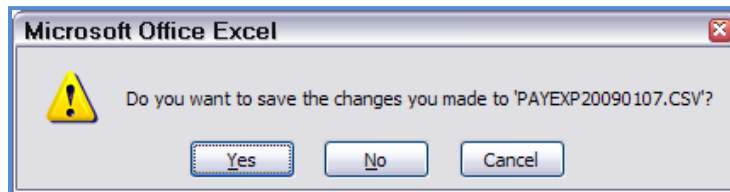
Step	Action
35	Select  (Yes).

The following dialog box displays:



Step	Action
36	Select <input type="button" value="Yes"/> (Yes).
37	Close Microsoft® Excel.

The following dialog box displays:




Step	Action
38	Select <input type="button" value="No"/> (No). <i>The appropriate steps to save the changes to the file have already been completed.</i>
39	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

Procedure B: Using the Microsoft® Excel Selected Payroll Information Import Procedure

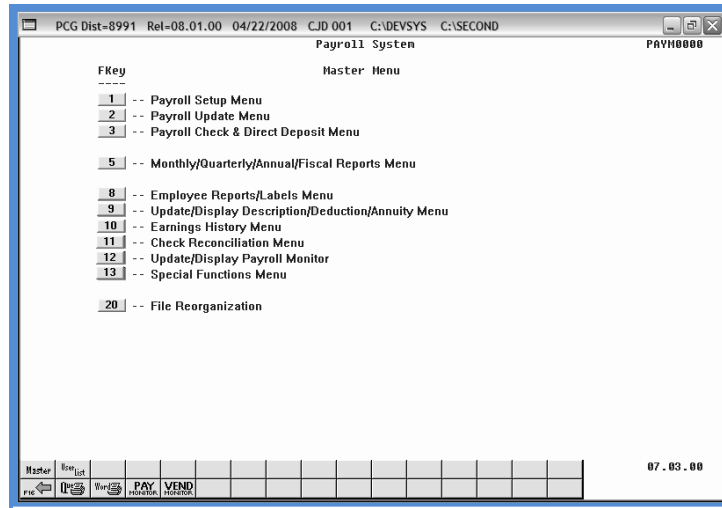
B1. PCGenesis and Microsoft® Excel File Verification

Step	Action
1	Run this procedure after Payroll Setup, <u>before</u> the F4 - Calculate Payroll and Update Year-to-Date (YTD) procedure. Performing this procedure is optional.

B2. Perform a PCGenesis Disk to Disk Backup

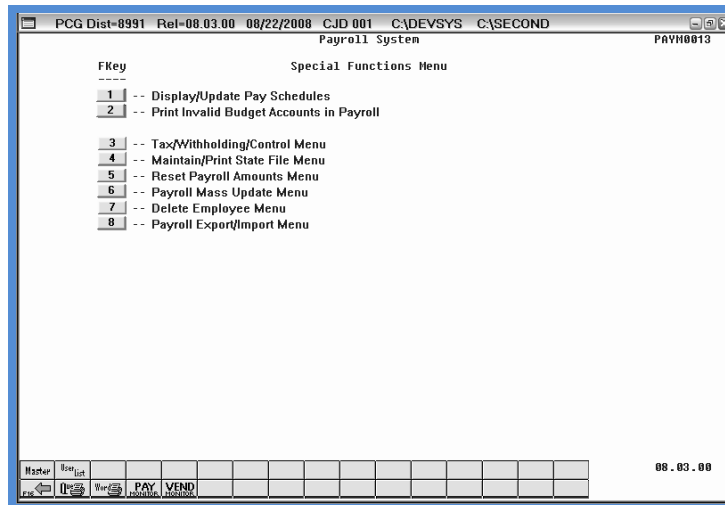
Step	Action
1	<p><u>From the PCGenesis server, perform a Disk-to-Disk backup:</u></p> <ul style="list-style-type: none"> Verify all users all logged out of PCGenesis. From the server's <i>Desktop</i>, select  (PCG Disk 2 Disk Backup) icon.
2	Label the backup "MM/DD/CCYY – Backup Before Selected Payroll Information Import".

B3. Importing the Selected Payroll Information File into PCGenesis



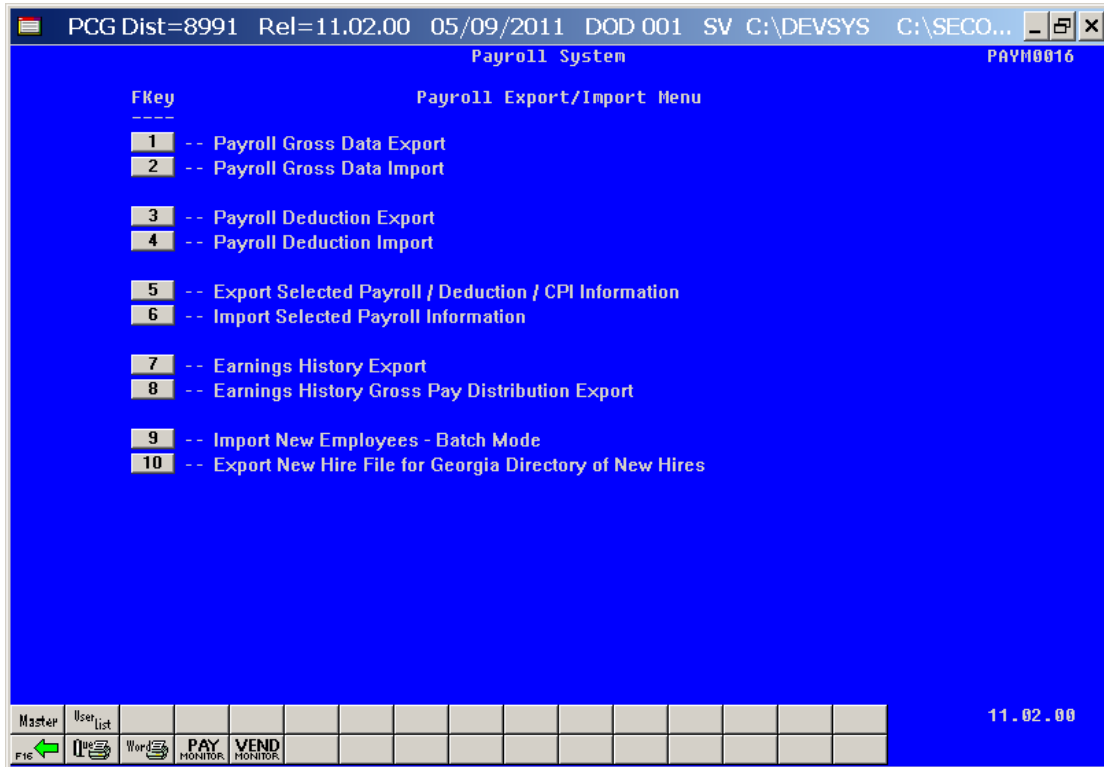
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



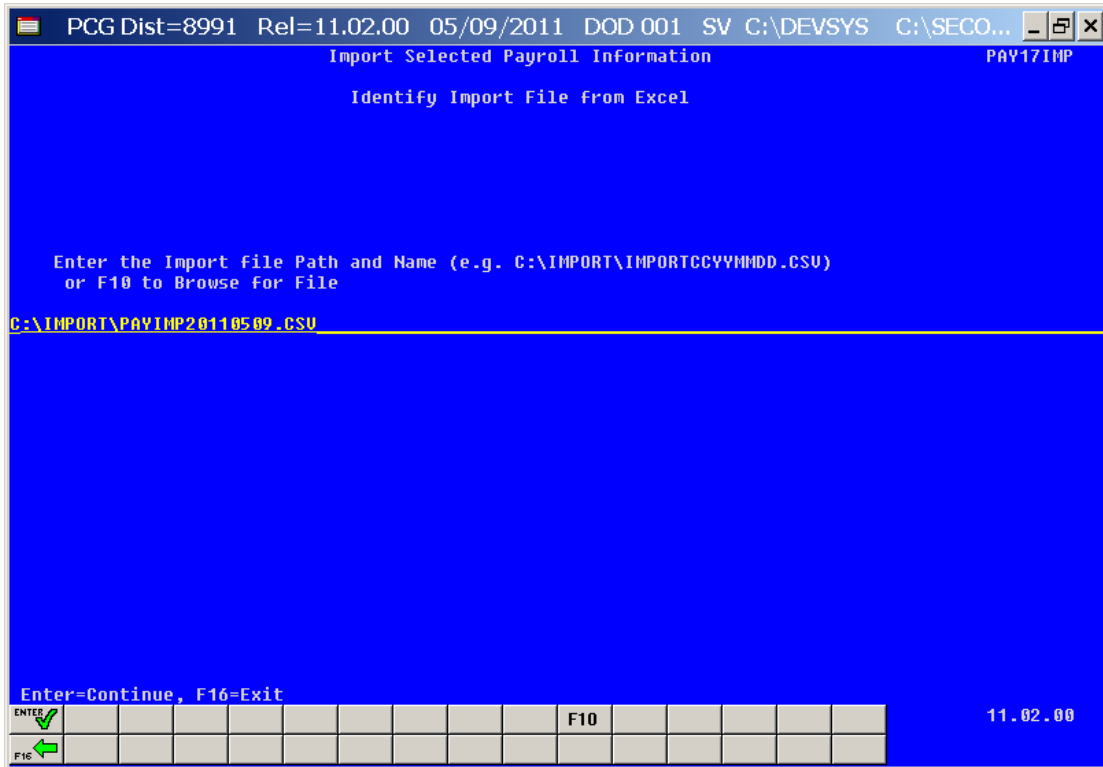
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:

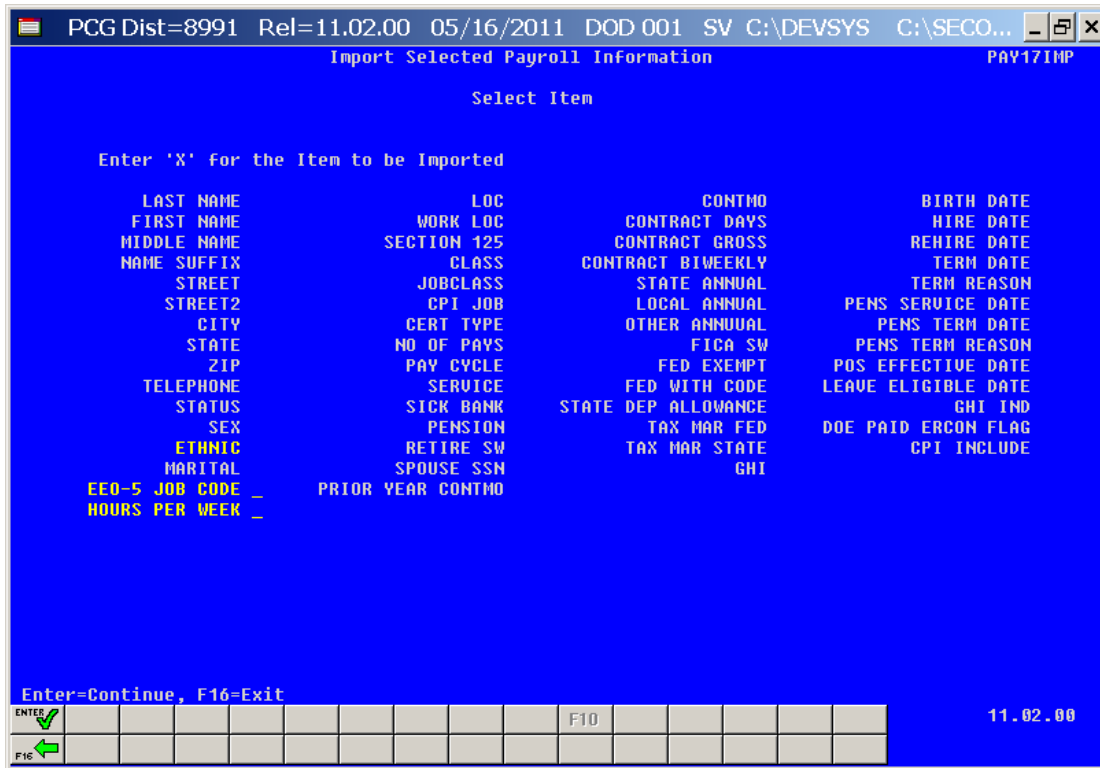


Step	Action
3	Select 6 (F6 – Import Selected Payroll Information).

The following screen displays:

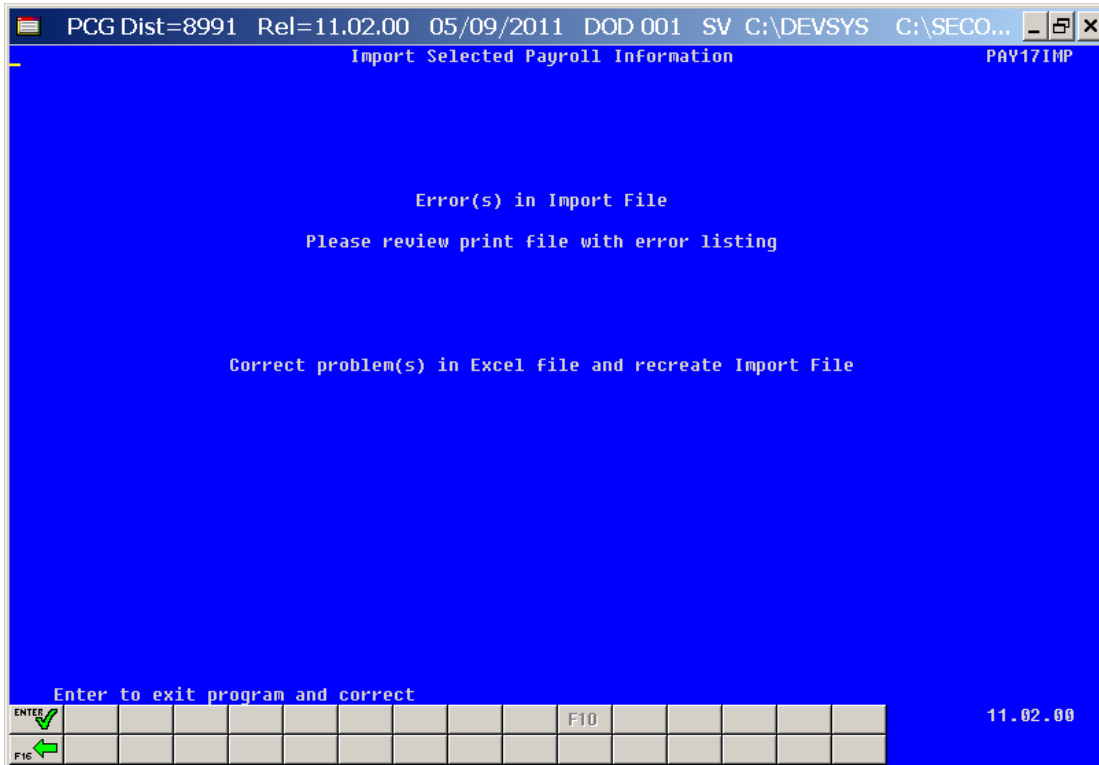


Step	Action
4	Verify C:\IMPORT\PAYIMPccyymmdd.csv defaults in the field, or select F10 (to Browse for file).

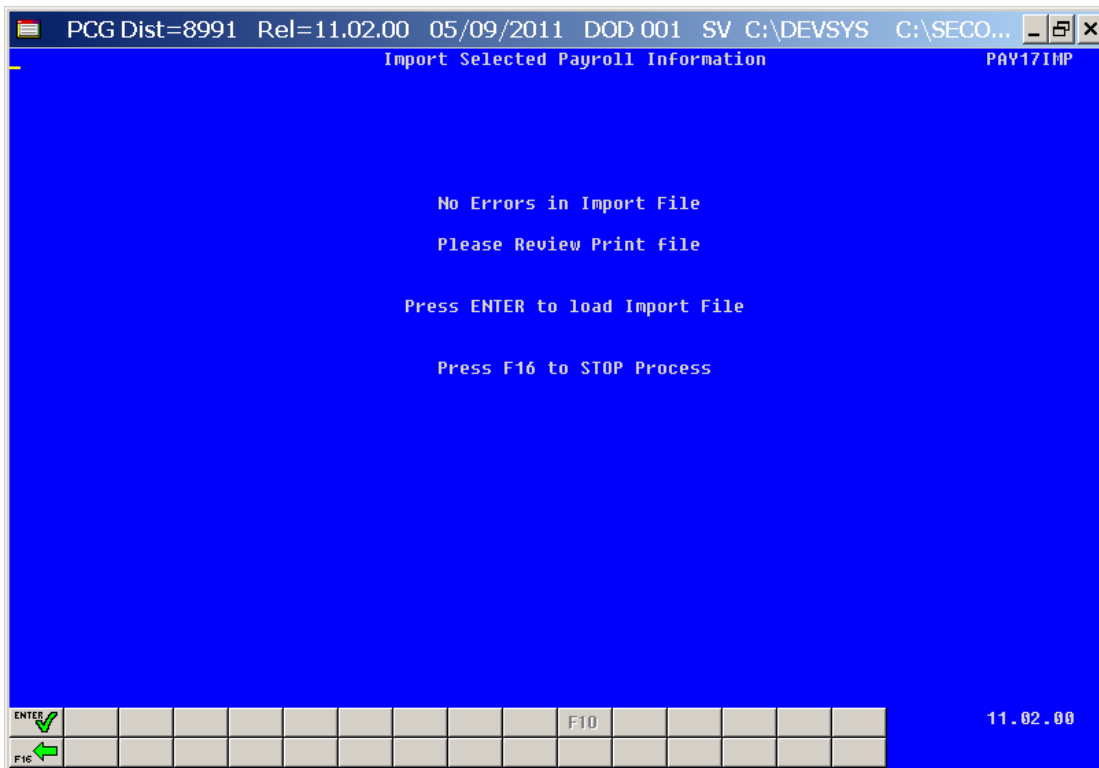


Step	Action
5	Select the employee field to import. Only one employee field may be imported at a time. <i>NOTE: Currently, the only employee fields supported for the import function are ETHNIC, EEO-5 JOB CODE, or HOURS PER WEEK data.</i>
6	Select Enter . <i>“Scanning import file.” briefly displays.</i>

For **import file errors**, the following is an example of an import file error screen:

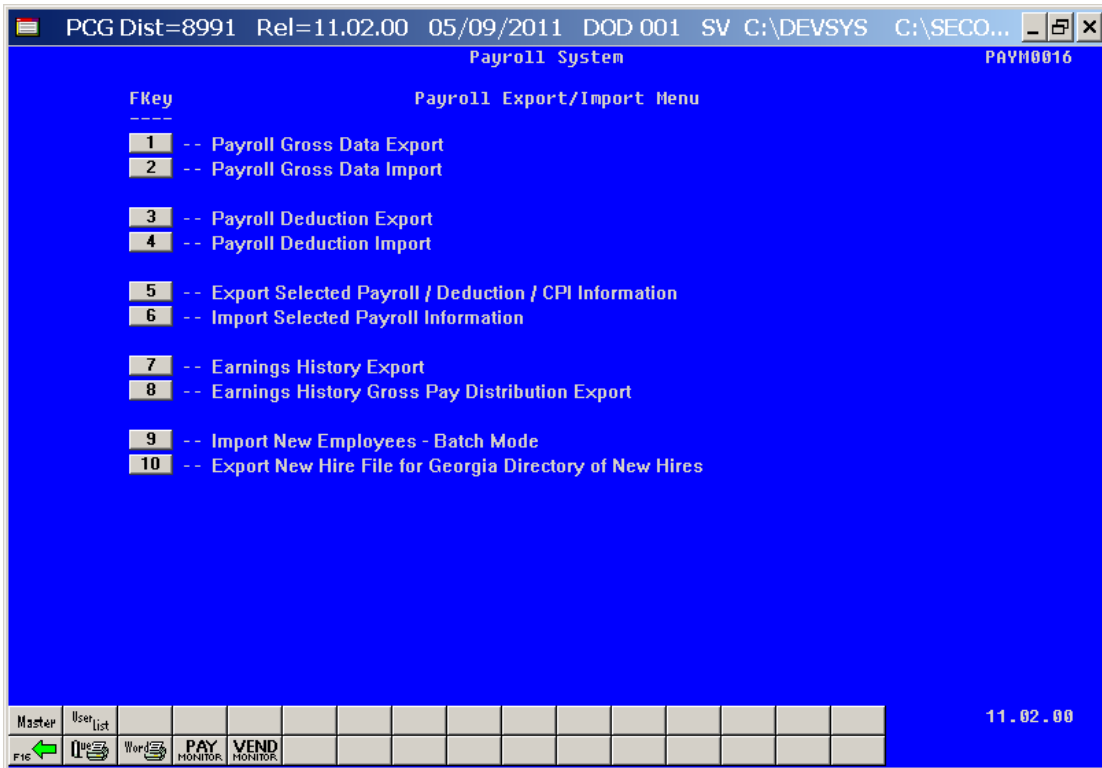






For **successful file imports**, the following screen displays:



Step	Action
7	<p>For import file errors: Go to the PCGenesis print queue and locate the error report. Using the report, make the appropriate corrections to the .csv file, and repeat this procedure beginning at <i>Step 2</i>.</p> <p>For successful file imports: Select Enter (to Continue). <i>“Updating employee information.”</i> briefly displays.</p>

The following screen displays:



Step	Action
8	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Where appropriate, follow the User Interface instructions provided in <i>Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro required to use the feature.</p>
9	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
10	<p>Refer to Appendix A: Selected Payroll Information Import .csv File Layout and Appendix B: Selected Payroll Information Import File Error Processing for additional error message examples, and for information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at <i>Step 2</i>.</p>

Appendix A: Selected Payroll Information Import .csv File Layout

A1. Import .csv File Layout for Ethnic Data

Column	Explanation
Employee ID Number	<u>Mandatory</u> : Must be the employee's payroll ID number.
SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
Ethnic Code	Ethnic Code must contain a valid <i>Ethnic Code</i> from the Description file.
Ethnic Code Description	Visual identification only, PCGenesis ignores the information during the import.
Hispanic	Must be 'N' or 'Y'. Indicates whether or not the employee is of Hispanic heritage.
<ul style="list-style-type: none"> At least one of the next five race fields must be set to 'Y'. Two or more race fields may be selected by setting the value to 'Y'. 	
American Indian	Must be 'N' or 'Y'. Indicates whether or not the employee is of American Indian heritage.
Black	Must be 'N' or 'Y'. Indicates whether or not the employee is of Black heritage.
White	Must be 'N' or 'Y'. Indicates whether or not the employee is of White or Caucasian heritage.
Asian	Must be 'N' or 'Y'. Indicates whether or not the employee is of Asian heritage.
Hawaiian	Must be 'N' or 'Y'. Indicates whether or not the employee is of Pacific Islander heritage.
<ul style="list-style-type: none"> The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import. 	
Pay Location Code	Contains a valid <i>Pay Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
Work Location Code	Contains a valid <i>Work Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Class Code	Contains a valid <i>Class Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
Job Code	Contains a valid <i>Job Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.

Miscellaneous Notes

- Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information.

A2. Import .csv File Layout for EEO-5 Job Code Data

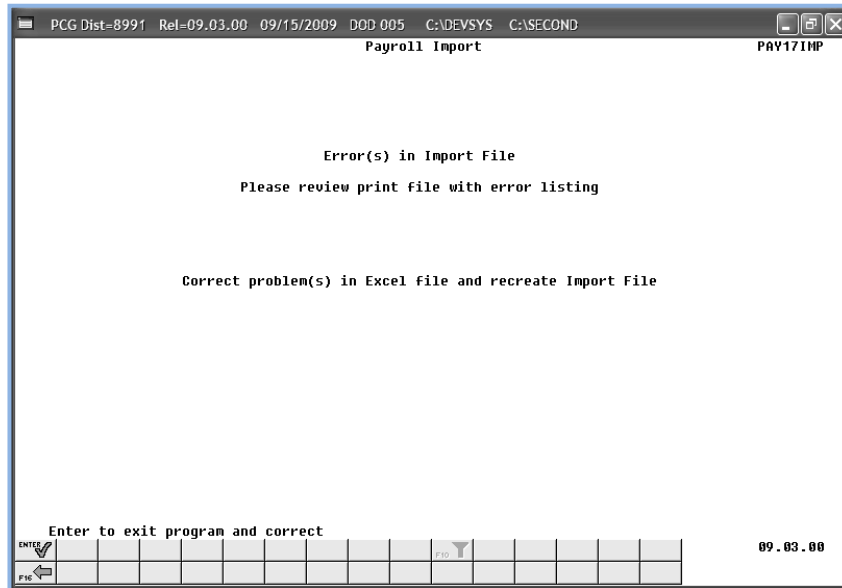
Column	Explanation
Employee ID Number	<u>Mandatory</u> : Must be the employee's payroll ID number.
SSN	Employee's Social Security Number - must match the SSN within the Payroll file.
Last Name/First Name	Visual identification only, PCGenesis ignores the information during the import.
EEO-5 Job Code	EEO-5 Job Code must contain a valid <i>EEO-5 Job Code</i> from the Alpha Description file.
EEO-5 Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
<ul style="list-style-type: none"> The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import. 	
Pay Location Code	Contains a valid <i>Pay Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Pay Location Description	Visual identification only, PCGenesis ignores the information during the import.
Work Location Code	Contains a valid <i>Work Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Work Location Desc	Visual identification only, PCGenesis ignores the information during the import.
Class Code	Contains a valid <i>Class Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Class Code Description	Visual identification only, PCGenesis ignores the information during the import.
Job Code	Contains a valid <i>Job Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
Job Code Description	Visual identification only, PCGenesis ignores the information during the import.
Contract Months	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Miscellaneous Notes	
<ul style="list-style-type: none"> Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information. 	

A3. Import .csv File Layout for Hours Per Week Data

<i>Column</i>	<i>Explanation</i>
<i>Employee ID Number</i>	<u>Mandatory</u> : Must be the employee's payroll ID number.
<i>SSN</i>	Employee's Social Security Number - must match the SSN within the Payroll file.
<i>Last Name/First Name</i>	Visual identification only, PCGenesis ignores the information during the import.
<i>Hours Per Week</i>	This field must contain the scheduled hours per week for the employee.
<ul style="list-style-type: none"> The remaining columns in the spreadsheet are available for visual identification only. PCGenesis ignores the information during the import. 	
<i>Pay Location Code</i>	Contains a valid <i>Pay Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
<i>Pay Location Description</i>	Visual identification only, PCGenesis ignores the information during the import.
<i>Work Location Code</i>	Contains a valid <i>Work Location Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
<i>Work Location Desc</i>	Visual identification only, PCGenesis ignores the information during the import.
<i>Class Code</i>	Contains a valid <i>Class Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
<i>Class Code Description</i>	Visual identification only, PCGenesis ignores the information during the import.
<i>Job Code</i>	Contains a valid <i>Job Code</i> from the Description file. Visual identification only, PCGenesis ignores the information during the import.
<i>Job Code Description</i>	Visual identification only, PCGenesis ignores the information during the import.
<i>Contract Months</i>	Contains the employee's number of contracted months. Visual identification only, PCGenesis ignores the information during the import.
Miscellaneous Notes	
<ul style="list-style-type: none"> Validations occur during the examination of the load file and again during the actual employee update process. If errors are detected during the error checking, PCGenesis halts the update, and requires the user to manually correct the employee's information, and to rerun the selected payroll information import procedure. If detected during the update, a dialog box displays informing the user that the specific data for the specific employee will not be updated. In this instance, the selected payroll information import is complete with the exception of those employees for whom a dialog box was displayed. Manually complete these employees' information. 	

Appendix B: Selected Payroll Information Import File Error Processing

For *import file errors*, the following is an example of an import file error screen:



B1. Special Payroll Information Import Error Report - Example

DATE	09/15/2009	PAY17IMP	PAYROLL IMPORT REPORT							Page	1
EmpNo	SSN	Name	Ethnic	Description	Hisp	AmrIn	Black	White	Asian	Hawai	Error Message
86892	999086892	CA9RIER TH9RON	02	WHITE	N	N	Y	N	Y	N	
86893	999086893	DE8ONG CABSON	02	WHITE	Y	N	Y	N	N	N	
86894	999086894	EA7L RE7A	03	HISPANIC	Y	N	N	Y	N	N	
86895	999086895	GU6UARA RE6AY	02	WHITE							At Least 1 Race Required
86896	999086896	NA5UIM SH5LTON	03	HISPANIC							At Least 1 Race Required
86897	999086897	WO4DALL RO4ELIA	02	WHITE							At Least 1 Race Required
86898	999086898	BO3TON SO3NY	02	WHITE							At Least 1 Race Required
86899	999086899	CO2ER RO2IO	03	HISPANIC							At Least 1 Race Required
86900	999086900	FL9NT WI9FORD	02	WHITE							At Least 1 Race Required
86901	999086901	RE8UES BO8KER	03	HISPANIC							At Least 1 Race Required
86902	999086902	BL7SS RO7	02	WHITE							At Least 1 Race Required
86903	999086903	IS6AC SA6E	03	HISPANIC							At Least 1 Race Required

These errors will include employees' ID number, social security number, name, ethnic code, and ethnicity/race indicators along with the error message. Compare the error(s) identified in the report to the .csv file's spreadsheet to determine the appropriate corrective measures.

PCGenesis errors within the previous screenshot examples apply to the spreadsheet screenshot example below. User results are school district- and system-specific. Additional errors that can occur when users attempt to create the .csv file without using the GaDOE-provided spreadsheet template provided, and the file is missing required data.

B2. Special Payroll Information Import .csv File – Example

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Empno	SSN	Name	Ethnic	Ethnic Des	Hispanic	Am Ind	Black	White	Asian	Hawaii	LOC	LOC Desc	Work LOC	Work LOC	Class	Class Desc	JobClass	JobClass Desc	ContMo
2	86892	999086892	CA9RIER T	2	WHITE	N	N	Y	N	Y	N	196	Location C	196	Location C	90	YOUTH APP	6	SUBSTITUT	0
3	86893	999086893	DEBONG C	2	WHITE	Y	N	Y	N	N	N	1111	Location C	8014	Location C	5	SUBSTITUT	6	SUBSTITUT	0
4	86894	999086894	EA7L RE7A	3	HISPANIC	Y	N	N	Y	N	N	1111	Location C	103	Location C	95	PRE-K CLAS	5	AIDE	10
5	86895	999086895	GU6VARA	2	WHITE							2050	Location C	2050	Location C	90	YOUTH APP	6	SUBSTITUT	0
6	86896	999086896	NA5UIN S	3	HISPANIC							8014	Location C	103	Location C	78	FOOD SERV	21	SCHOOL N	9
7	86897	999086897	WO4DALL	2	WHITE							188	Location C	188	Location C	90	YOUTH APP	6	SUBSTITUT	0
8	86898	999086898	BO3TON S	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
9	86899	999086899	CO2ER RC	3	HISPANIC							8014	Location C	8014	Location C	76	HEADSTAR	20	HEADSTAR	12
10	86900	999086900	FL9NT WI	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
11	86901	999086901	RE8VES B	3	HISPANIC							1111	Location C	8014	Location C	76	HEADSTAR	20	HEADSTAR	12
12	86902	999086902	BL7SS RO	2	WHITE							103	Location C	103	Location C	90	YOUTH APP	6	SUBSTITUT	0
13	86903	999086903	IS6AC SA	3	HISPANIC							1111	Location C	8014	Location C	92	LUNCHROC	21	SCHOOL N	0
14	86904	999086904	PE5EIRA E	3	HISPANIC							188	Location C	188	Location C	62	CUSTODIA	15	CUSTODIA	12
15	86905	999086905	BE4MUDE	2	WHITE							1111	Location C	2050	Location C	74	TITLE I TEA	3	TEACHER	10
16	86906	999086906	GA3LO DC	2	WHITE							4050	Location C	4050	Location C	2	KINDERGAR	3	TEACHER	10
17	86907	999086907	MO2R SH	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
18	86908	999086908	TA9OR JO	2	WHITE							196	Location C	8014	Location C	92	LUNCHROC	21	SCHOOL N	0
19	86909	999086909	AL8ARO M	2	WHITE							107	Location C	107	Location C	2	6-8 TEACH	3	TEACHER	10
20	86910	999086910	SC7ULZ S	2	WHITE							296	Location C	1111	Location C	4	SUBSTITUT	4	SUBSTITUT	0
21	86911	999086911	VA6ENTIN	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
22	86912	999086912	AS5EW DA	3	HISPANIC							1111	Location C	8014	Location C	5	SUBSTITUT	5	AIDE	0
23	86913	999086913	DA4LING S	2	WHITE							196	Location C	196	Location C	81	EXTRA	23	CANNERY	0
24	86914	999086914	FR3END E	2	WHITE							1111	Location C	8014	Location C	92	LUNCHROC	21	SCHOOL N	0
25	86915	999086915	KR2SE SO	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
26	86916	999086916	LA9D JA9C	2	WHITE							1111	Location C	8014	Location C	4	SUBSTITUT	4	SUBSTITUT	0
27	86917	999086917	ME8RANO	2	WHITE							1111	Location C	8014	Location C	5	SUBSTITUT	6	SUBSTITUT	0