

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. | D. Ochala |
| | | Update the import instructions to include the EEO-5 Job Code and the | |
| | | Scheduled Hours per Week fields. Update menu screenshots. | |
| 12/08/2010 | 1.0 | 10.04.00 – Create a new document for Payroll Selected Data Export | D. Ochala |
| | | and Import File Processing instructions. | |

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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

<u>Setting Employee Search Criteria</u>: Refer to <u>Section B: Payroll Update Processing</u>, <u>Topic 1</u>: <u>Setting/Clearing Employee Search Criteria</u> 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.

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Procedure A: Exporting Selected Payroll and Deduction Information

| PCG Dist=8991 | Rel=08.01.00 04/22/2008 CJD 001 C:\DEVSYS C:\SEC | OND - IX |
|--|---|----------|
| | Payroll System | PAYM8888 |
| FKey | Master Menu | |
| 2 - | - Payroll Setup Menu - Payroll Update Menu - Payroll Check & Direct Deposit Menu | |
| 5 - | - Monthly/Quarterly/Annual/Fiscal Reports Menu | |
| 9 - 10 - 11 - | - Employee Reports/Labels Menu - Update/Display Description/Deduction/Annuity Menu - Earnings History Menu - Check Reconciliation Menu - Update/Display Payroll Monitor | |
| | - Special Functions Menu | |
| | - File Reorganization | |
| Master Kerlist Free North Research Rese | AY MEND | 07.03.00 |
| | | |
| 13 (F13 - S | pecial Functions). | |

The following screen displays:

Step

1

Step

2

| | DCG Dist=8991 Rel=08.01.00 08/05/2008 CJD 002 C:\DEVSYS C:\SECOND | _ =× |
|----------|--|--------------|
| | Payroll System | PAYM0013 |
| | FKey Special Functions Menu | |
| | Display/Update Pay Schedules Print Invalid Budget Accounts in Payroll | |
| | _3 TaxWithholding/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 | |
| | | |
| | | |
| | Naster Rev _{int} | 08 - 03 - 00 |
| | | |
| Action | | |
| Select 8 | (F8 - Payroll Export/Import Menu). | |

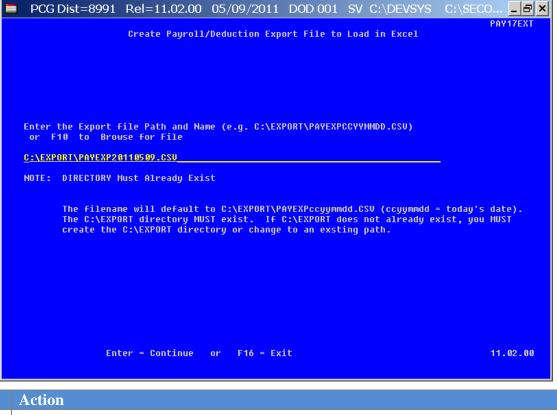
| The feller in a | annan diamlaria. |
|-----------------|------------------|
| The following | screen displays: |

Step

3

4

| 🗐 P | CG Dist=8991 | Rel=11.02.00 | 05/09/2011 | DOD 001 | SV C:\DEVSYS | C:\SECO 🗗 🗙 |
|-------|-----------------------|----------------------|--------------------|---------------|------------------|---------------|
| | | | Payroll S | ystem | | PAYM0016 |
| | FKey | | Payroll Export | /Import Men | u | |
| | 1 Pay | roll Gross Data Exp | port | | | |
| | 2 Pay | roll Gross Data Imp | oort | | | |
| | 3 Pay | roll Deduction Exp | ort | | | |
| | 4 Pay | roll Deduction Impo | ort | | | |
| | 5 Exp | ort Selected Payrol | I / Deduction / CF | I Information | | |
| | <u>6</u> Imp | ort Selected Payrol | I Information | | | |
| | 7 Ear | nings History Expo | rt | | | |
| | | nings History Gross | | Export | | |
| | 9 Imp | ort New Employees | - Batch Mode | | | |
| | 10 Exp | ort New Hire File fo | r Georgia Directo | ry of New Hir | es | |
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| | ser _{list} | | | | | 11.02.00 |
| 16 10 | | | | | | |
| Ac | tion | | | | | |
| Se | lect 5 (F | Export Sel | lacted Davro | 11/Deduct | ion Information |) |
| | (r . | | | | | 1). |
| On | the C :\ drive | e create a fol | der entitled | EXPORT | Γ, or verify the | folder exists |
| | | , create a 101 | | | , or verify the | |



| Step | Action |
|------|---|
| 5 | 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. |
| | PCGenesis allows entries other than C:\EXPORT\PAYEXPCCYYMMDD.CSV as long as the directory structure entered exists. |
| | In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected deduction and payroll information results. |
| 6 | Select Enter (Continue). |

The following screen displays:

Step

7

9

| | | | | | E | mploy | jee Ma | ster/ | Deduc | tion | Ехро | rt Fil | .e | | | | | PAY17 | EXT |
|---------------------------|---|---|--|---|------------------------------------|-----------------------------|---|---|---|--|---|--|---|-------------------------------------|---|------------------------------|-----------------------|---------------|------------------------|
| | | | | | E | xport | : File | • Туре | : <u>E</u> | Ex | port I | E | = Exp | ort F | | | | t & Imp | ort |
| F1 | 10 to | o set | sele | ectio | on cr | iteri | ia Fi | lter | not a | ctiv | e | | | | | | | | |
| | Export | t sori | t ord | der: | 0 | Emplo | yee Nu yee SS yee Na | | ame Fr | name) | | | | | | | | | |
| | Ar | mount | For | mat: | | Includ No De | | mal (\$1 (\$1 | 0.00 = 0.00 = | |) | | | | | | | | |
| | | SSN | For | nat: | | | | 9-88-77 988777 | | | | | | | | | | | |
| | Da | ate F | ormat | t: | | MM/D CCYY | D/CCY MMDD | Y | | | | | | | | | | | |
| CP I | / Item(Item(ction(| (s) S | elect | ted: | 0 0 0 | | | F | 5 to | sele | ct PA ct CP ct De | l Iter | IS | | | | | | |
| Inter- | ems Sel =Create | | e, Fl | | | | | F5=S | elect | | | 1 | Selec | t Ded | uctio | ons, | F16=I | Exit 10.02 | |
| "¥∕ ∢ — | | _ | | F4 | F5 | F6 | F7 | | | F10 | F 11 | F12 | | | | | | 10.02 | |
| | | | | | | | | | | | | | | | | | | | l0 – S condi |
| Act | tion | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| sele Exi | ectior it) wi | <i>ee M</i> ns ar 11 ret | <i>aste</i> nd ei turn | er E intri n to i | <i>Data</i> es. the | – Se Ver Payl | et En ify " roll I | nplo <u>:</u> Filte Expo | yee : er co ert/In | Sele ondi npo | ctior tions rt Me | t Fili set. enu. | <i>er</i> so " dis | creer play | n, ma s. S | ake Seleo | the cting | appro | opriat |
| sele Exi NO iter | <i>ploye</i> ectior it) wi <i>DTE:</i> | <i>ee M</i> ns an 11 ret <i>Do</i> 2 4 – 5 | <i>laste</i> nd en turn <i>NO</i> 2 Sele | er E entrie 1 to T se ect H | Data es. the elect Pay | - So Ver Payl ENTE | et En ify " roll I ₩ (ns), C | nplo _: Filte Expo (Ent e CPI i | yee er co ert/In er – tems | Sele ondi npo Con 5 (F : | ctior tions rt Ma ntinu 5 - S | n Filt set. enu. e) at elect | <i>er</i> so " dis <i>this</i> CPI | play play <i>poii</i> iten | n, ma s. S n <i>t</i> . S ns), | ake Seleo S <i>ele</i> | the cting ct er | appro | opriat (I vee po |

8 **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.

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.

Select 4 (F4 – Select Pay Items), if payroll items are to be exported.

The following screen displays when 'I' is entered in Step 8 for the **Export file type**. Currently, the only employee fields supported for the import function (**Export file type** = 'I') are **ETHNIC**, **EEO-5 JOB CODE**, or **HOURS PER WEEK** data. Only <u>one</u> field may be selected at a time.



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

| | PCG Dist=8991 | Rel=11.02 | 2.00 05/16 | 6/2011 | DOD 00 | 1 SV | C:\DEV | SYS | | |
|-----|--------------------|-------------|--|----------|-----------|---------------|-----------|--------|-------------------------|---------------|
| | | Export Sele | ected Payrol | 1 / Dec | luction / | CPI Inf | ormation | | | PAY17EXT |
| | | | Select Paur | o11/Per | sonnel Fi | shla | | | | |
| | | | Serece rugi | 011/101 | Source 11 | cras | | | | |
| | Enter 'X' for | the item to | be reporte | d | | F11=Se | elect All | , F12= | Deselect | A11 |
| | LAST NAME | <u>x</u> | LO WORK LO Section 12 Clas Jobclas CPI Jo | c _ | CONT | CONT | rmo _ | | BIRTH HIRE REHIRE | DATE <u>X</u> |
| | FIRST NAME | <u>X</u> | WORK LO | С _ | CONT | RACT DA | AYS _ | | HIRE | DATE <u>X</u> |
| | MIDDLE NAME | | SECTION 12 | 5 _ | CONTR | | 088 | | REHIRE | DATE <u>X</u> |
| | NAME SUFFIX | | CLAS JOBCLAS CPI JO | S _ | CONTRACT | BIWEEK | (LY _ | | TERM | DATE <u>X</u> |
| | STREET | | JOBCLAS | <u>s</u> | STA | TE ANNU | JAL _ | | TERM RE | ASON |
| | STREET2 | | CPI JU | В | LUC | AL ANNU | JAL _ | PENS | SERVICE | DAIE _ |
| | CITY | | CERT TYP NO OF PAY Pay Cycl | E | UTHE | RANNUL | JAL _ | PE | NS TERM | DATE _ |
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| | 21H1U3 2EV | | SICK BAN | N 3 | TO TO | Y MOD D | 16E _ D | | D EDCON | |
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| | MARITAL | <u>n</u> | PENSIO RETIRE S SPOUSE SS YEAR CONTM | " _ N | 100 | rinn sir f | нт — | | OF I THU | |
| | EEO-5 JOB CODE | PRIO | VEAR CONTM | n – | | | | | | |
| | HOURS PER WEEK | | i i Lini oonin | ° – | | | | | | |
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| | | | | | | | | | | |
| F7- | Return, F11=Select | | | , F16=0 | | | and Exit | | | |
| | | F4 F5 F | 6 F7 | | F10 F11 | F12 | | | | 11.02.00 |
| F16 | | | | | | | | | | |
| 0 | | | | | | | | | | |

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| Step | Action |
|------|---|
| 10 | Enter \mathbf{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 $F16$ – Clear selections and exit) where appropriate. |

| | PCG | Dist | =899 | 1 Re | el=10 | 0.02.0 | 0 0 | 5/03 | /2010 | DC DC |)D 00 | 1 S | / C) | \DEVSY | S C:\S | ECO | _ & × |
|-----|----------------------------|-------|--------|--------|-------|-----------------|----------------------------|-------|----------------------|-------|-------|-------|-------|---------------------------------|----------|-----|-------|
| | | | | | E | mploy | iee Ma | ster/ | Deduc | tion | Expor | t Fil | e | | | PAY | 17EXT |
| | | | | | E | xport | File | Туре | : <u>E</u> | Exp | ort F | E | = Exp | eport Dort Filo Pate Filo | | | mport |
| | F10 | to s | set se | lecti | on cr | iteri | a Fi | lter | not a | ctive | | | | | | | |
| | Ехр | ort s | sort c | order: | 0 | Emplo | yee Nu yee SS yee Na | N | ame Fn | ame) | | | | | | | |
| | | Amou | int Fo | ormat: | _ | Includ No De | | | 0.00 = 0.00 = 1 | | | | | | | | |
| | | S | SSN Fo | ormat: | | | - 99 fic - 99 | | | | | | | | | | |
| | | Date | e Form | nat: | | MM7D CCYYI | D/CCY MMDD | Y | | | | | | | | | |
| | PAY It CPI It educti | em(s) | Sele | cted: | 0 | | | F | 4 to 5 to 6 to | selec | t CPI | Item | S | | | | |
| | | | | | | | | | | | | | | | | | |
| | | ate F | ile, | F4=Se | lect | PAY 1 | tems, | F5=S | | | Items | , F6= | Selec | t Deduct | tions, F | | |
| | | | | F4 | F5 | F6 | F7 | | | F10 T | F11 | F12 | | | | 10. | 02.00 |
| F16 | | | | | | | | | | | | | | | | | |

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:</i> F5 (Select CPI Items) and F6 (Select Deductions) are not available when ' I ' is entered in Step 8 for the Export file type . |

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| PCG Dist=8991 | Rel=11.02.00 05/09/2 | 011 DOD 001 SV C:\DEVS | SYS C:\SECO | | | | | | |
|-------------------------|---|--|------------------------|--|--|--|--|--|--|
| E | xport Selected Payroll / | Deduction / CPI Information | | | | | | | |
| Select CPI Fields | | | | | | | | | |
| | | | | | | | | | |
| Enter 'X' for t | he item to be reported | F11=Select All | , F12=Deselect All | | | | | | |
| CERT PAY STEP X | ASSIGN 1 CERT/NON _ | ASSIGN 3 CERT/NON _ | ASSIGN 5 CERT/NON _ | | | | | | |
| EMPL BASIS CERT | ASSIGN 1 LOCATION _ | ASSIGN 3 LOCATION | ASSIGN 5 LOCATION | | | | | | |
| CHM THEFTELD STATUS | | | | | | | | | |
| ANNUAL CONTR DAYS _ | ASSIGN 1 SUBJECT | ASSIGN 3 JOB CODE ASSIGN 3 SUBJECT ASSIGN 3 FIELD CD ASSIGN 3 CERT TYPE ASSIGN 3 INFIELD ASSIGN 3 2ND FUND ASSIGN 3 PERCENT ASSIGN 4 CERT/NON ASSIGN 4 LOCATION ASSIGN 4 LOCATION | ASSIGN 5 SUBJECT _ | | | | | | |
| ADVANCE INHIBIT _ | ASSIGN 1 FIELD CD _ | ASSIGN 3 FIELD CD _ | ASSIGN 5 FIELD CD _ | | | | | | |
| CERT YEARS EXP X | ASSIGN 1 CERT TYPE _ | ASSIGN 3 CERT TYPE _ | ASSIGN 5 CERT TYPE 🔄 👘 | | | | | | |
| NATIONAL CERT <u>X</u> | ASSIGN 1 INFIELD | ASSIGN 3 INFIELD | ASSIGN 5 INFIELD _ | | | | | | |
| HIGHEST CERT LEVEL X | ASSIGN 1 2ND FUND | ASSIGN 3 2ND FUND _ | ASSIGN 5 2ND FUND _ | | | | | | |
| LEVEL EFF DATE <u>X</u> | ASSIGN 1 PERCENT | ASSIGN 3 PERCENT _ | ASSIGN 5 PERCENT | | | | | | |
| EMPL BASIS CLASS | ASSIGN 2 CERT/NON _ | ASSIGN 4 CERT/NON _ | ASSIGN 6 CERT/NON _ | | | | | | |
| ANNUAL WORK DAYS _ | ASSIGN 2 LOCATION _ | ASSIGN 4 LOCATION _ | ASSIGN 6 LOCATION _ | | | | | | |
| | | | | | | | | | |
| ANNUAL CLASS SAL _ | ASSIGN 2 SUBJECT _ | ASSIGN 4 SUBJECT | ASSIGN 6 SUBJECT _ | | | | | | |
| CERT ID _ | ASSIGN 2 FIELD CD _ | ASSIGN 4 FIELD CD ASSIGN 4 CERT TYPE ASSIGN 4 LNFIELD ASSIGN 4 2ND FUND | ASSIGN 6 FIELD CD _ | | | | | | |
| CASE OPEN SW _ | ASSIGN 2 CERT TYPE _ | ASSIGN 4 CERT TYPE _ | ASSIGN 6 CERT TYPE _ | | | | | | |
| LONG TERM SUB _ | ASSIGN 2 INFIELD _ | ASSIGN 4 INFIELD _ | ASSIGN 6 INFIELD _ | | | | | | |
| | ASSIGN 2 2ND FUND _ | ASSIGN 4 2ND FUND _ | ASSIGN 6 2ND FUND _ | | | | | | |
| | ASSIGN 2 PERCENT _ | ASSIGN 4 PERCENT _ | ASSIGN 6 PERCENT _ | | | | | | |
| | | | | | | | | | |
| CPI Employees Only? | | | | | | | | | |
| | Only employees with 'Include of the second secon | n CPI' = 'Y' | | | | | | | |
| | | | | | | | | | |
| CZ Dotumo Edd-Coloct | | 44-0leau Colections and Fuit | | | | | | | |
| | | 16=Clear Selections and Exit | 11.02.00 | | | | | | |
| F4 | F5 F6 F7 | F10 F11 F12 | 11.02.00 | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

| Step | Action |
|------|--|
| 13 | Enter \mathbf{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 (Select All) or F12 (Deselect All) or select F16 – Clear selections and exit) where appropriate. |

| 📒 PCG Dist=8991 Rel= | :10.02.00 05/03/2010 DOD 001 SV C:\DEVSYS C:\SECO ♬ × | | | | | | |
|---|---|--|--|--|--|--|--|
| PAY17EXT Employee Master/Deduction Export File | | | | | | | |
| | | | | | | | |
| | Export File Type: <u>E</u> 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 | | | | | | |
| Duce Formac. | ССУУММОО | | | | | | |
| PAY Item(s) Selected: CPI Item(s) Selected: | 7 F4 to select PAY Items 4 F5 to select CPI Items | | | | | | |
| Deduction(s) Selected: | Proto Select of Litems Ø F6 to select Deductions | | | | | | |
| | | | | | | | |
| Estou-Questa Eila - Ek-Sala | at DAW Itage FF-Select DDI Itage F4-Select Deductions F44-Fuit | | | | | | |
| | ct PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit 5 F6 F7 F11 F12 19.02.00 | | | | | | |
| F16 | | | | | | | |

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. |

| PCG Dist=8991 | | List Curren | t Deduction | s | | C:\SECO] <u>-</u> 6 PAY17EX ct Deductions |
|--|---|---|--|--|--|---|
| Include deductions wi | | | (Y OF N) | | | |
| Enter 'X' for the dec 00=FRINGE 04=GA INCOME TAX 12=UENDOR 004136 17=UENDOR 001320 22=UENDOR 002319 26=UENDOR 002998 30=UENDOR 005048 50=GTL IMPUTE IN | _ 81=ANNUIT _ 08=HEALTH _ 13=VENDOR _ 18=VENDOR _ 23=VENDOR _ 27=VENDOR _ 31=UENDOR | Y # 1 <u>X</u> INS _ 001430 _ 000006 _ 005036 _ 003039 _ 003039 _ | 02=ANNUITY 09=HEALTH 15=UENDOR 19=UENDOR 24=UENDOR 28=UENDOR 32=UENDOR | # 2 X INS _ 001320 - 005034 - 002517 - 005048 _ 004236 _ | 83=FED W, 18=VENDOI 16=COURT 21=VENDOI 25=VENDOI 29=VENDOI 33=VENDOI | /H TAX R 005403 W/H R 005035 R 005037 R 005048 R 004864 |
| elect up to 20 deduc =Return to Select Fi | elds, F12=Des | ÷. | F16=Exit No | Deducti F12 | ons Selected | 10.02.0 |

| Step | Action |
|------|--|
| 17 | Enter \mathbf{Y} (Y) or \mathbf{N} (No) in response to the Include deductions with zero dollar amounts? prompt. |
| 18 | Enter X in the field to the right of the desired deductions. PCGenesis allows the selection of twenty (20) individual deductions, and displays "Max of 20 deductions allowed. ## selected." where ## is the total number of deductions, when users select more than twenty (20) deductions. |
| 19 | Select F7 (F7 – Return to Setup Export), or select (Enter - Continue) to return to the Employee Master/Deduction Export File screen. Select F12 (Deselect All) or select (F16 – Clear selections and exit) where appropriate. |

| 📒 PCG Dist=8991 Rel= | :10.02.00 05/03/2010 DOD 001 SV C:\DEVSYS C:\SECO | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| PAY17EXT Employee Master/Deduction Export File | | | | | | | | |
| | | | | | | | | |
| | Export File Type: E Export File for Report E = Export File for Report I = Create File to Modify & Import | | | | | | | |
| F10 to set selection | F10 to set selection criteria Filter not active | | | | | | | |
| Export sort order: | Employee Number Employee SSN Employee Name (Lname Fname) | | | | | | | |
| Amount Format: | Include Decimal (\$10.00 = 10.00) No Decimal (\$10.00 = 1000) | | | | | | | |
| SSN Format: | ● Alpha - 999-88-7777 ● Numeric - 999887777 | | | | | | | |
| Date Format: | ● MM/DD/CCYY ● CCYYMMDD | | | | | | | |
| PAY Item(s) Selected: CPI Item(s) Selected: Deduction(s) Selected: | 7F4 to select PAY Items4F5 to select CPI Items2F6 to select Deductions | | | | | | | |
| | | | | | | | | |
| | Ct PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit 5 F6 F7 10.02.00 | | | | | | | |
| | 5 F6 F7 F0< ▼ F11 F12 10.02.00 | | | | | | | |

NOTE: PCGenesis displays the total number of deductions selected.

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

Georgia Department of Education Dr. John D. Barge, State School Superintendent May 24, 2011 • 2:32 PM • Page 11 of 31 All Rights Reserved. The following message box displays:

| Extrac | t Records? | | | | |
|--|---------------------------|--|--|--|--|
| į) | Ready to extract records? | | | | |
| Select OK to continue. Select CANCEL to redisplay the screen. | | | | | |
| | OK Cancel | | | | |

| Step | Action |
|------|--|
| 25 | Select OK to continue processing and to extract the payroll data. |
| | If the selected payroll data is incorrect or incomplete, select Cancel to enter the correct information. |
| | "**Processing Request**" briefly displays. |

The following screen displays:

| Pauroll Master | | | | | | PAY | 17EXT |
|---------------------|-----------------------------------|--|--|--|--|--|--|
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| Pauroll Master | | | | | | | |
| rugrorr nuseer | / Deduction Ex | xport File Cre | ated | | | | |
| File Name = | C:\EXPORT\P | AYEXP20110509. | USU | | | | |
| Total Records = | 1462 | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Enter=Continue | | | | | | 11 | 02.00 |
| | | | | | | | 02.00 |
| | | | | | | | |
| Action | | | | | | | |
| Screen-print or rec | ord the file r | name display | ed and sel | lect Ent | er (Con | tinue). | |
| | Total Records = Enter=Continue | Total Records = 1462 Enter=Continue Action | Total Records = 1462 Enter=Continue |

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| TTI C 11 | • | | 1. 1 | 1 |
|----------|-----------------------|--------|------|------|
| The foll | $\Omega W 1 n \sigma$ | screen | disn | avs |
| THE ION | owing | Sereen | unop | uyb. |

| | PCG Dist=8991 | Rel=11.02.00 | 05/09/2011 | DOD 001 | SV C:\DEVSYS | C:\SECO 🗗 🗙 |
|--------|------------------------|-----------------------|---------------------|----------------|--------------|-------------|
| | | | Payroll S | ystem | | PAYM0016 |
| | FKey | | Payroll Export | /Import Men | u | |
| | 1 Pay | yroll Gross Data Ex | port | | | |
| | | yroll Gross Data Im | | | | |
| | 3 Pay | yroll Deduction Exp | ort | | | |
| | | yroll Deduction Imp | | | | |
| | 5 Ext | port Selected Payro | II / Deduction / CP | I Information | | |
| | | port Selected Payrol | | | | |
| | 7 Far | rnings History Expo | rt | | | |
| | | rnings History Gros | | Export | | |
| | 9 Imp | port New Employees | s - Batch Mode | | | |
| | 10 Exp | port New Hire File fo | or Georgia Directo | ry of New Hire | es | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Master | 1025 | | | | | 11.02.00 |
| F16 | D CHES WORSE MONNING M | TONITOR | | | | |

| Step | Action |
|------|--|
| 27 | Select FIG (F16 - Exit) to return to the <i>Payroll System – Special Functions Menu</i> , or select Master (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:

| | KPORT t <u>V</u> iew F <u>a</u> vorites | Tools Help | | | | | | | | |
|--------------------|--|------------|-----------|------|--------------------------|-------|---------|---|---|--------|
| | | | | | | | | _ | _ | |
| G Bad | - 🕥 - 🥬 | 🔎 Search | 🔁 Folders | • | ¥ 🕸 🗙 | . 🍤 📝 | 2 % | | - | |
| A <u>d</u> dress 🕻 | C: \EXPORT | | | | | | | | | 🕶 🔁 Go |
| Name 4 | P20090203.CSV | | | Size | Type Microsoft Office | | Date Mo | | | |
| | | | | | | | | | | |
| n | | | | | | | | | | |

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

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The following window displays:

| 📄 🖬 🤊 - (°' - 🖨 🗋 | 🍼 🛕 💕 📮) | ÷ | | | | | PAYEXP2 | 0090203.CSV | - Micros | oft Exce | 1 | | | | | | | | - |
|--|--------------------------------|--------------|-------------|-------|------------------------|------------|----------------|-------------|--------------|-----------------------|-----------|------|--------|--------------------------|----------|----------------------------|-------------|-------------|-------------------------------|
| | Page Layout Fo | rmulas Da | ta Revie | w Vie | ew Deve | loper A | crobat | | | | | | | | | | | | 0 - = |
| Cut Cut | alibri - 11 | • A * | = = = | · ** | 📑 Wrap | ſext | General | | • | S | | Norm | al | Bad | A | | × 📰 | Σ AutoSum * | 27 🕅 |
| | 3 / U - 🖽 - | <u>- A</u> - | | 4 6 | Merge | & Center + | \$ - 9 | /6 , | | itional itting * a | | Good | | Neutral | ÷ | Insert De | lete Format | Clear * | Sort & Find Filter * Selec |
| Clipboard | Font | Fa. | | Align | ment | 5 | N | umber | ronna Fa | itting · a | s lable . | | Styles | | | C | ells | | liting |
| A1 - | <i>f</i> ∗ Nam | e | | | | | | | | | | | | | | | | | |
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| Name SSN Em | pno Last Name | First Nam(N | liddle Na S | uffix | Street | Street2 | City | State | ZIP | Phone | e St | atus | LOC | LOC Desc | Work LOC | Work LOC | Section 12S | ex Ethn | ic Ethni |
| AB3EU ED 999-08-63 | 86302 AB3EU | ED3IS | | | 4698 MAIN | STREET | SMITH | GA | 3333 | 3 1E | +10 A | | 9999 | Location 0 | 8010 | Location 0 | | | 2 WHIT |
| AB4EY LE4999-08-774 | 87742 AB4EY | LE4NARDO | | | 3258 MAIN | STREET | SMITH | GA | 3333 | 3 18 | +10 A | | 3052 | Location 0 | 3052 | Location 0 | | | 2 WHIT |
| AB4EY LE4999-08-774 | 87742 AB4EY | LE4NARDO | | | 3258 MAIN | STREET | SMITH | GA | 3333 | 3 1E | +10 A | | 3052 | Location 0 | 3052 | Location 0 | | | 2 WHIT |
| AC9ER NL 999-08-79 | 87983 AC9ER | NU9IA | | | 3017 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHIT |
| AD2ER ZA 999-08-92 | 89279 AD2ER | ZA2A | | | 1721 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHIT |
| AD2ER ZA 999-08-92 | 89279 AD2ER | ZA2A | | | 1721 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHIT |
| AD2ER ZA 999-08-92 | | ZA2A | | | 1721 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2ER ZA 999-08-92 | | ZA2A | | | 1721 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2ER ZA 999-08-92 | 89279 AD2ER | ZA2A | | | 1721 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2OCK /999-08-804 | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2OCK /999-08-804 | 88042 AD2OCK | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2OCK /999-08-804 | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2OCK / 999-08-804 | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD2OCK /999-08-804 | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHIT |
| AD2OCK / 999-08-80 | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHIT |
| AD2OCK / 999-08-80- | | AL2ONZO | | | 2958 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD3M MA 999-08-77 | 87743 AD3M | MA3ALDA | | | 3257 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD3M MA999-08-77 | 87743 AD3M | MA3ALDA | | | 3257 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD4IR MI-999-08-86 | 88663 AD4IR | MI4HAELE | | | 2337 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 4 BLAC |
| AD4IR MI 999-08-86 | 88663 AD4IR | MI4HAELE | | | 2337 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 4 BLAC |
| AD4IR MI 999-08-86 | 88663 AD4IR | MI4HAELE | | | 2337 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 4 BLAC |
| AD4IR MI 999-08-86 | 88663 AD4IR | MI4HAELE | | | 2337 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 4 BLAC |
| AD9ISON 999-08-99 | 89927 AD9ISON | | | | 1073 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AD9ISON 999-08-99: AD9ISON 999-08-99: | 89927 AD9ISON 89927 AD9ISON | | | | 1073 MAIN 1073 MAIN | | SMITH SMITH | GA GA | 3333 3333 | | +10 A | | | Location 0 Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AD9ISON 999-08-99. AD9ISON 999-08-73 | 89927 AD9ISON 87360 AD9ISON | | | | 1073 MAIN 3640 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0' Location 0' | | | 2 WHI 2 WHI |
| AD9ISON 999-08-73 | 87360 AD9ISON | | | | 3640 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AG7E NE7 999-08-68 | 86861 AG7E | NETTON | | | 4139 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AG7E NE7 999-08-68 | 86861 AG7E | NE7TON | | | 4139 MAIN 4139 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AG7E NE7 999-08-68 | 86861 AG7E | NE7TON | | | 4139 MAIN 4139 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AG7E NE7 999-08-68 | 86861 AG7E | NE7TON | | | 4139 MAIN 4139 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI 2 WHI |
| AG7E NE7 999-08-68 | 86861 AG7E | NETTON | | | 4139 MAIN | | SMITH | GA | 3333 | | +10 A | | | Location 0 | | Location 0 | | | 2 WHI |
| AG7E_SH7 999-08-94 | 89431 AG7E | SH7RICE | | | 1569 MAIN | | | GA GA | 3333 | | +10 A | | | Location (| | Location 0 | | | 2 WHI |
| ► ► PAYEXP2009020 | | | | | | | | | | | • | | ш | | | | | | |
| dy 🛅 | | | | | | | | | | | | | | | | | | 100% 🕞 — | |

| Step | Action |
|------|--|
| 30 | Make the appropriate adjustments to the Microsoft® Excel spreadsheet. |
| | 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. |
| 31 | Select File \rightarrow Save As \rightarrow Excel Workbook. |

The following window displays:

| Save As | | | | | | | | ? | 3 |
|------------------------|--------------------|-------------------------|---|-------------|-----|----------|-----|-----|---|
| Save in: | EXPORT | | ~ | ٩ | - 🔰 | \times | | • | |
| My Recent Documents | | | | | | | | | |
| 🚱 Desktop | | | | | | | | | |
| Documents | | | | | | | | | |
| G My Computer | | | | | | | | | |
| My Network Places | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | 1 | | | |
| | File <u>n</u> ame: | PAYEXP20090107.xlsx | | | * | | | | |
| | Save as type: | Excel Workbook (*.xlsx) | | | ~ | | | | |
| Too <u>l</u> s • | | | | <u>S</u> av | /e | | Can | cel | |

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

| | C 11 | | • 1 | 1' 1 |
|------|------|-------------|--------|------------|
| The | toll | lowing | window | displays: |
| 1110 | 1011 | 0,0,0,0,0,0 | | anopia jo. |

| Save As | | | ? 🚺 |
|------------------------|---|---------|---------|
| Save in: | EXPORT | 💌 🚱 - 🔁 | X 📸 🖬 🗸 |
| My Recent Documents | AYEXP20090127.CSV | | |
| Documents Desktop | | | |
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| My Documents | | | |
| Computer | | | |
| My Network Places | | | |
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| | | | |
| | | | |
| | | | |
| | File name: PAYEXP20090107.csv | | • |
| | Save as type: CSV (Comma delimited) (*.csv) | | = |
| | | | |
| Too <u>l</u> s • | | Save | Cancel |
| | | | |
| Action | | | |
| Select | Save (Save). | | |
| | (Save). | | |

The following dialog box displays:

| Micros | oft Office Excel 🛛 🔊 |
|------------|---|
| 1 | The file PAYEXP20090107.CSV already exists. Do you want to replace the existing file? |
| cep Action | |
| 35 Select | Yes (Yes). |

The following dialog box displays:

| Microso | oft Office Excel |
|---------|--|
| i) | PAYEXP20090107.CSV may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format? • To keep this format, which leaves out any incompatible features, click Yes. • To preserve the features, click No. Then save a copy in the latest Excel format. • To see what might be lost, click Help. Yes No Help |
| ер | Action |
| 36 | Select Yes). |
| 37 | Close Microsoft® Excel. |

The following dialog box displays:

| Microso | oft Office Excel |
|---------|---|
| | Do you want to save the changes you made to 'PAYEXP20090107.CSV'? |
| | Yes No Cancel |

| Step | Action |
|------|--|
| 38 | Select No). |
| | The appropriate steps to save the changes to the file have already been completed. |
| 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

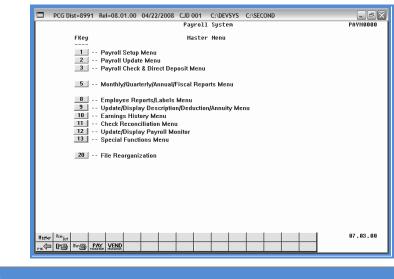
B1. PCGenesis and Microsoft® Excel File Verification

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

B2. Perform a PCGenesis Disk to Disk Backup

| Step | Action | | | | | | | |
|------|--|--|--|--|--|--|--|--|
| 1 | From the PCGenesis server, perform a Disk-to-Disk backup: | | | | | | | |
| | • 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:

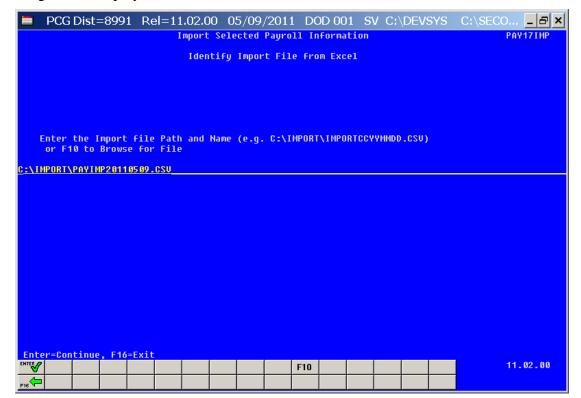
Step

| | PCG Dist=8991 | Rel=08.03.00 | | CJD 001 Payroll Sy | C:\SECO | ٩D | - • × Paymoo13 |
|-------------|---------------|--|--|-------------------------------|---------|----|-------------------|
| | 2 3 4 | Display/Update Print Invalid Bu Tax/Withholdin Maintain/Print S | Spec: Pay Schedule Idget Accounts g/Control Menu State File Menu | ial Functi s in Payroll | | | FHTNUU13 |
| | <u>6</u> 7 | Reset Payroll A Payroll Mass U Delete Employo Payroll Export/I | lpdate Menu ee Menu | | | | |
| | | | | | | | |
| Hast F16 | | Y VEND | | | | | 88 - 93 - 99 |
| FIET | | <u>DEL HONIDE </u> | | | | | |

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

| | ■ PCG Dist=8991 Rel=11.02.00 05/09/2011 DOD 001 SV C:\DEVSYS C:\SECO | | | | | | | | | |
|------|---|--|--|--|--|--|--|--|--|--|
| | Payroll System PAYM0016 | | | | | | | | | |
| | FKey Payroll Export/Import Menu | | | | | | | | | |
| | 1 Payroll Gross Data Export | | | | | | | | | |
| | 2 Payroll Gross Data Import | | | | | | | | | |
| | - Payroll Deduction Export - Payroll Deduction Import | | | | | | | | | |
| | 5 Export Selected Payroll / Deduction / CPI Information 6 Import Selected Payroll Information | | | | | | | | | |
| | 7 Earnings History Export 8 Earnings History Gross Pay Distribution Export | | | | | | | | | |
| | 9 Import New Employees - Batch Mode 10 Export New Hire File for Georgia Directory of New Hires | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | National User, | | | | | | | | | |
| | Master User List 11.02.00 Pre< | | | | | | | | | |
| ~ | | | | | | | | | | |
| Step | Action | | | | | | | | | |
| 3 | Select 6 (F6 – Import Selected Payroll Information). | | | | | | | | | |

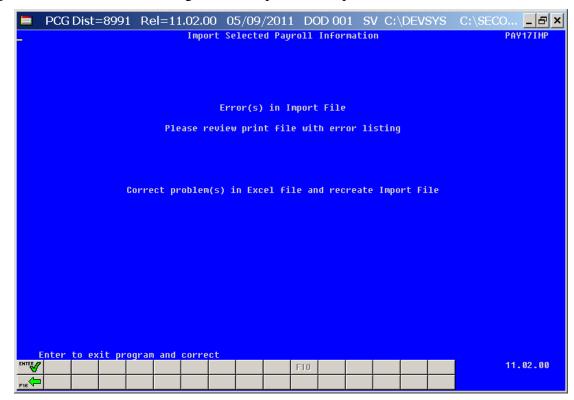
Georgia Department of Education Dr. John D. Barge, State School Superintendent May 24, 2011 • 2:32 PM • Page 21 of 31 All Rights Reserved.



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

| | PCG Dist=8991 | | | DEVSYS C:\SECO 문× | | | | | | | |
|-----|--------------------|-------------------------|------------------------------|------------------------------------|--|--|--|--|--|--|--|
| | | Import Selected P | ayroll Information | PAY17IMP | | | | | | | |
| | 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 ANNUUAL | 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 ETHNIC | PENSION RETIRE SW | TAX MAR FED Tax mar state | DOE PAID ERCON FLAG CPI INCLUDE | | | | | | | |
| | MARITAL | SPOUSE SSN | GHI | GET INGLODE | | | | | | | |
| | EEO-5 JOB CODE | | GHI | | | | | | | | |
| | HOURS PER WEEK | | | | | | | | | | |
| | HOONS TEN WEEK | | | | | | | | | | |
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| | | | | | | | | | | | |
| Ent | er=Continue, F16=E | Exit | | | | | | | | | |
| | ' | | F10 | 11.02.00 | | | | | | | |
| | | | | | | | | | | | |
| F16 | | | | | | | | | | | |

| 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</i> ETHNIC , EEO-5 JOB CODE , or HOURS PER WEEK data. |
| 6 | Select Enter. |
| | "Scanning import file." briefly displays. |



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

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

| PCG Dist=8991 | | /2011 DC | | | | DEV: | SYS | C:\SECO & × |
|---------------|-----------|-------------|-------|---------|------|------|-----|-------------|
| | pore der | loccu ruyro | | r or nu | cion | | | |
| | | | | | | | | |
| | No Eri | rors in Imp | ort F | ile | | | | |
| | Please | e Review Pr | int f | ile | | | | |
| | Press EN1 | TER to load | Impo | rt Fi | le | | | |
| | Press | F16 to STO | P Pro | cess | | | | |
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| | | F10 | | | | | | 11.02.00 |

Georgia Department of Education Dr. John D. Barge, State School Superintendent May 24, 2011 • 2:32 PM • Page 24 of 31 All Rights Reserved.

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

| | PCG | Dist= | -899 | 1 R | el=1 | 1.02 | 2.00 | 05 | /09, | /201 | 1 D | DD 00 | 1 S | V C: | \DEV | SYS | C:\S | SECO | 8 > | < |
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| | | FKey | | | | | F | Payr | ·011 | Expor | t/Im | oort M | lenu | | | | | | | |
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| Master | 100 | | DAY | VENT | | | | | | | | | | | | | | | 11.02.00 | |
| F16 | 13 | Wor 🕞 | PAY | MONITOP | 2 | | | | | | | | | | | | | | | |

| Step | Action |
|------|---|
| 8 | To print the report via the Uqueue Print Manager: Select Image: (Uqueue). To print the report via Microsoft® Word: Select Image: (MS WORD). Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature. |
| 9 | Select FIG (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> . |
| 10 | 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 Step 2. |

Appendix A: Selected Payroll Information Import .csv File Layout

A1. Import .csv File Layout for Ethnic Data

| Column | Explanation |
|--|--|
| Employee ID Number | Mandatory: 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 Ethnic Code 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. |
| setting the value to 'Y'. | five race fields must be set to 'Y'. Two or more race fields may be selected by |
| 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. |
| • The remaining column ignores the information | as in the spreadsheet are available for visual identification only. PCGenesis n 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 | Mandatory: 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 EEO-5 Job Code from the Alpha |
| | Description file. |
| EEO-5 Job Code | Visual identification only, PCGenesis ignores the information during the import. |
| Description | |
| • The remaining column | s in the spreadsheet are available for visual identification only. PCGenesis |
| ignores the information | n during the import. |
| Pay Location Code | Contains a valid Pay Location Code 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 Work Location Code 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 Job Code 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.

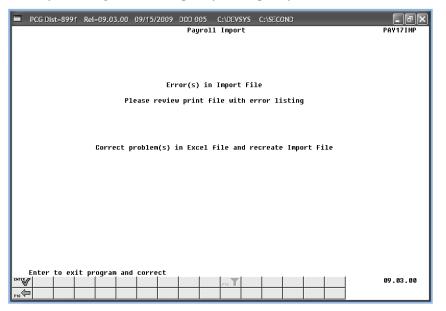
A3. Import .csv File Layout for Hours Per Week Data

| Column | Explanation |
|--------------------------|---|
| Employee ID Number | Mandatory: 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. |
| Hours Per Week | This field must contain the scheduled hours per week for the employee. |
| • The remaining column | s in the spreadsheet are available for visual identification only. PCGenesis |
| ignores the information | n during the import. |
| Pay Location Code | Contains a valid Pay Location Code 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 Work Location Code 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.

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 0 | 9/15/2009 P | AY17IMP | | PAYROLL IMPORT | REPORT | | | | | | | | Page | |
|------------|--------------|-----------|--------|----------------|--------|-------|-------|-------|-------|-------|--------|-----------|------------|---|
| EmpNo SSN | Name | | Ethnic | Description | Hisp | AmrIn | Black | White | Asian | Hawai | Error | Message | | |
| 86892 9990 | 86892 CA9RIE | R TH9RON | 02 | WHITE | N | Ν | Y | N | Y | Ν | | | | |
| 86893 9996 | 86893 DE80NG | CA8SON | 02 | WHITE | Y | Ν | Y | Ν | Ν | Ν | | | | |
| 86894 9990 | 86894 EA7L | RE7A | 03 | HISPANIC | Ŷ | N | Ν | Y | Ν | Ν | | | | |
| 86895 9990 | 86895 GU6VAR | A REGAY | 02 | WHITE | | | | | | | At Lea | ast 1 Rac | e Required | |
| 86896 9996 | 86896 NA5UIN | I SH5LTON | 03 | HISPANIC | | | | | | | At Lea | ast 1 Rac | e Required | L |
| 86897 9990 | 86897 WO4DAL | L RO4ELIA | 02 | WHITE | | | | | | | At Lea | ast 1 Rac | e Required | |
| 86898 9990 | 86898 BO3TON | I SO3NY | 02 | WHITE | | | | | | | At Lea | ast 1 Rac | e Required | |
| 86899 9990 | 86899 CO2ER | R02I0 | 03 | HISPANIC | | | | | | | At Lea | ast 1 Rac | e Required | L |
| 86900 9990 | 86900 FL9NT | WI9FORD | 02 | WHITE | | | | | | | At Lea | ast 1 Rac | e Required | |
| 86901 9990 | 86901 RE8VES | BO8KER | 03 | HISPANIC | | | | | | | At Lea | ast 1 Rac | e Required | 1 |
| 86902 9990 | 86902 BL7SS | R07 | 02 | WHITE | | | | | | | At Lea | ast 1 Rac | e Required | 1 |
| 86903 9990 | 86903 IS6AC | SA6E | 03 | HISPANIC | | | | | | | At Lea | ast 1 Rac | e 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, <u>and</u> the file is missing required data.

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B2. Special Payroll Information Import .csv File – Example

| * | Calibri | | | | | | | | w | Add-Ins | | crobat | | | | | |
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| | L | | | | | | 11.7222 | _ | | | 5 | Formatting | | Styles * | Format - | ✓ Filter * Select * | |
| ard 🗟 | | Font | | 15 | Align | ment | | 비 | Num | ber | 19 | | Styles | J | Cells | Editing | |
| 01 | | • (9 | f _x | Work LO | C Desc | | | | | | | | | | | | |
| A | В | С | D | E | F | G | Н | 1 | J | K | L | M | N | 0 | P Q | R S | т |
| npno S | SN | Name | Ethnic | Ethnic De | s Hispani | c Am Ind | Black | White | Asian | Hawai | i LOC | LOC Desc | Nork LOC | Work LOC | Class Class De | sc JobClass JobClass [(| ContM |
| 6892 | 999086892 | CA9RIER T | 2 | WHITE | N | N | Y | N | Υ | N | 196 | Location C | 196 | Location C | 90 YOUTH A | PF 6 SUBSTITUT | |
| 6893 | 999086893 | DEBONG (| 2 | WHITE | Y | N | Y | N | N | N | 1111 | Location C | 8014 | Location C | 5 SUBSTITU | 6 SUBSTITUT | 1 |
| 6894 | 999086894 | EA7L RE74 | 3 | HISPANIC | Y | N | N | Y | N | N | 1111 | Location C | 103 | Location C | 95 PRE-K CL | AS 5 AIDE | 10 |
| 6895 | 999086895 | GU6VARA | 2 | WHITE | | | | | | | 2050 | Location C | 2050 | Location C | 90 YOUTH A | PF 6 SUBSTITUT | 1 |
| 6896 | 999086896 | NA5UIN S | 3 | HISPANIC | | | | | | | 8014 | Location C | 103 | Location C | 78 FOOD SE | R\ 21 SCHOOL N | -0 |
| 6897 | 999086897 | WO4DALL | 2 | WHITE | | | | | | | 188 | Location C | 188 | Location C | 90 YOUTH A | PF 6 SUBSTITUT | 6 1 10 |
| 6898 | 999086898 | BOSTON S | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | T 4 SUBSTITUT | 1 |
| 6899 | 999086899 | CO2ER RC | 3 | HISPANIC | | | | | | | 8014 | Location C | 8014 | Location C | 76 HEADSTA | R1 20 HEADSTAR | 1 |
| 6900 | 999086900 | FL9NT WI | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | 4 SUBSTITUT | |
| 6901 | 999086901 | REBVES BO | 3 | HISPANIC | | | | | | | 1111 | Location C | 8014 | Location C | 76 HEADSTA | R1 20 HEADSTAR | 1 |
| 6902 | 999086902 | BL7SS RO | 2 | WHITE | | | | | | | 103 | Location C | 103 | Location C | 90 YOUTH A | PF 6 SUBSTITUT | 1 |
| 6903 | 999086903 | ISGAC SAE | 3 | HISPANIC | | | | | | | 1111 | Location C | 8014 | Location C | 92 LUNCHRO | 21 SCHOOL N | |
| 6904 | 999086904 | PESEIRA E | 3 | HISPANIC | | | | | | | 188 | Location C | 188 | Location C | 62 CUSTODI | AI 15 CUSTODIA | 1 |
| 6905 | 999086905 | BE4MUDE | 2 | WHITE | | | | | | | 1111 | Location C | 2050 | Location C | 74 TITLE I TE | AI 3 TEACHER | 1 |
| 6906 | 999086906 | GA3LO DC | 2 | WHITE | | | | | | | 4050 | Location C | 4050 | Location C | 2 KINDERG | AF 3 TEACHER | 1 |
| 6907 | 999086907 | MO2R SH | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | 4 SUBSTITUT | |
| 6908 | 999086908 | TA9OR JO | 2 | WHITE | | | | | | | 196 | Location C | 8014 | Location C | 92 LUNCHRO | 21 SCHOOL N | |
| 6909 | 999086909 | ALSARO N | 2 | WHITE | | | | | | | 107 | Location C | 107 | Location C | 12 6-8 TEAC | HE 3 TEACHER | 10 |
| 6910 | 999086910 | SC7ULZ SH | 2 | WHITE | | | | | | | 296 | Location C | 1111 | Location C | 4 SUBSTITU | 4 SUBSTITUT | |
| 6911 | 999086911 | VAGENTIN | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | 4 SUBSTITUT | |
| 6912 | 999086912 | ASSEW DA | 3 | HISPANIC | | | | | | | 1111 | Location C | 8014 | Location C | 5 SUBSTITU | IT 5 AIDE | |
| 6913 | 999086913 | DA4LING : | 2 | WHITE | | | | | | | 196 | Location C | 196 | Location C | 81 EXTRA | 23 CANNERY | |
| 6914 | 999086914 | FR3END E | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 92 LUNCHRO | 21 SCHOOL N | |
| 6915 | 999086915 | KR2SE SO | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | T 4 SUBSTITUT | (|
| 6916 | 999086916 | LA9D JA90 | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 4 SUBSTITU | 4 SUBSTITUT | (|
| 6917 | 999086918 | ME8RANO | 2 | WHITE | | | | | | | 1111 | Location C | 8014 | Location C | 5 SUBSTITU | IT 6 SUBSTITUT | (|
| | A A A Phono S 8894 S896 8895 S896 8897 S898 8899 S900 9901 S902 9902 S903 9904 S907 9905 S906 9907 S908 9908 S909 9910 S911 9912 S913 9914 S915 9916 S914 | A B Ippo SSN 8892 999086892 8893 999086893 8894 999086893 8895 999086895 8896 999086896 8897 999086897 8898 999086896 8909 999086890 9900 999086901 9900 999086902 9903 999086904 9905 999086905 9905 999086906 9905 999086906 9905 999086906 9905 999086906 9901 999086906 9901 999086906 9901 999086906 9901 999086910 9911 999086911 9912 999086913 9914 999086913 9914 999086913 9914 999086913 9915 999086913 9915 999086915 9916 999086915 | A B C A B C A B C A B C Bipno SSN Name B892 999086892 CA9RIER T B893 999086893 DEBONG (C B894 999086895 GUGVARA B895 999086895 GUGVARA B896 999086897 WO4DALL B897 999086907 KO4DALL B898 999086907 RENVES B900 999086900 RENVES B900 999086901 RESVES B900 999086903 ISAC SAC B900 999086904 PESEIRA E B900 999086907 MO2R SH B900 999086907 MO2R SH B900 999086908 TAORJ DC B900 999086909 ALBARO N B900 999086901 SC7ULZ SH B910 999086912 ASEW DC B911 999086912 | A B C D A B C D A B C D A B C D A B C D A D Name Ethnic 882 999086892 CA9RIER T 2 883 999086893 DEBONG (2 885 999086895 GIGVARA 3 885 999086897 WO4DALL 2 888 999086890 FLONT WI 2 889 999086900 FLONT WI 2 990 999086900 REBVES B 3 9900 999086900 REBVES B 3 9900 999086900 REBVES B 3 9900 999086900 REMUE 3 9900 999086900 REMUE 3 9900 999086907 MO2R SH 2 990 999086908 RE4MUDE 2 | A B C D E Ippno SSN Name Ethnic Ethnic De 8892 999086892 CA9RIER T 2 WHITE 8893 999086893 DERONG 2 WHITE 8894 999086893 DERONG 2 WHITE 8894 999086893 DERONG 2 WHITE 8895 999086895 GUEVARA 2 WHITE 8896 999086897 WO4DALL 2 WHITE 8897 999086898 DGSTON 2 WHITE 8899 999086900 FL9NT 2 WHITE 9900 999086901 RESVES 8 3 HISPANIC 9901 999086902 BL7SS 2 WHITE 9903 999086903 IS6AC SAC 3 HISPANIC 9903 999086905 GALODC 2 WHITE 9903 999086906 GALODC 2 WHITE | A B C D E F Ippo SSN Name Ethnic Ethnic Ethnic Des Hispani 1892 999086892 CA9RIER 1 2 WHITE N 1893 999086893 DEBONG (2 WHITE Y 1894 999086895 DEBONG (2 WHITE Y 1895 999086896 NASUIN S 3 HISPANIC 1895 999086897 WO4DALL 2 WHITE 1896 999086897 WO4DALL 2 WHITE 1899 99086898 BOSTON (2 WHITE 1899 999086907 RESVES B(3 HISPANIC 1900 999086908 BEACS SAC 3 HISPANIC 1900 999086909 RESVES B(3 HISPANIC 1900 999086902 BLSS RO 2 WHITE 1903 999086903 ISACA SAC 3 HISPANIC 1904 | A B C D E F G Ippo SSN Name Ethnic Ethnic Des Hispanic Am Ind 8892 999086892 CA9RIER T 2 WHITE N N 8893 999086893 DEBONG (2 WHITE N N 8894 999086893 DEBONG (2 WHITE N N 8895 999086895 GIGVARA 2 WHITE - - 8895 999086896 NASUIN S 3 HISPANIC - - 8896 999086896 NASUIN S 3 HISPANIC - - 8897 999086809 FLENT WII 2 WHITE - - - 8898 999086900 REBVES B(3 HISPANIC - - 9900 999086901 REBVES B(3 HISPANIC - - 9900 999086903 ISACA SAE 3 HISPANIC - | A B C D E F G H Ippo SSN Name Ethnic Ethnic Des Hispanic Am Ind Black IB32 999086892 CA9RIER T 2 WHITE N N Y IB32 999086893 DEBONG 2 WHITE N N Y IB394 999086895 DEBONG 2 WHITE N N Y IB394 999086895 DEBONG 2 WHITE N N Y IB395 999086895 NASUIN S 3 HISPANIC I I IB397 999086896 NASUIN S 3 HISPANIC I I IB399 999086906 FLBT 2 WHITE I I I IB399 999086901 REBVES B 3 HISPANIC I I I I I I I I I I I I I | A B C D E F G H I Ippo SSN Name Ethnic Ethnic Ethnic Ethnic Ethnic Ethnic Ethnic Ethnic Ethnic Mispanic Am Ind Black White 8892 999086892 CA9RIER 1 2 WHITE N N Y N 8893 999086895 DEBONG (2 WHITE N N Y N 8895 999086895 CIGVARA 2 WHITE Image: Comparison of the compar | A B C D E F G H I J Appro SSN Name Ethnic Ethnic Ethnic Ethnic Bispanic Am Ind Black White Asian 8892 999086892 CA9RIER T 2 WHITE N N Y N Y 8893 999086893 DEBONG (2 WHITE Y N Y N N 8895 999086895 NASUIN S 3 HISPANIC - <t< td=""><td>A B C D E F G H I J K Byno SSN Name Ethnic Ethnic Des Hispanic Am Ind Black White Asian Hawai 1892 999086892 CA9RIER T 2 WHITE N N Y N</td><td>A B C D E F G H I J K L RAD SN Name Ethnic N Y N Y N 196 8893 999086892 CA9RIER T 2 WHITE N N Y N N N 1111 8893 999086895 DE8ONG (2 WHITE N N Y N N N 1111 889 999086895 CIGVARA 2 WHITE Image: Comparison of the compa</td><td>A B C D E F G H I J K L M 8892 999086892 CA9RIER 1 2 WHITE N N Y N Y N 196 Location C 8893 999086893 DEBONG (2 WHITE N N Y N N 1111 Location C 8894 999086895 DEBONG (2 WHITE N N Y N N 1111 Location C 8895 999086895 CIGVARA 2 WHITE 2050 Location C 8895 999086895 NASUIN S 3 HISPANIC 1111 Location C 8895 999086895 REAVEN WITE 1111 Location C 8899 99086890 REAVEN WITE 1111 Location C 9900 99908690</td><td>A B C D E F G H I J K L M N Ippo SSN Name Ethnic Ethnic Des Hispanic Am Ind Black White Asian Hawaii LOC LOC Desc Work LOC I892 999086892 CA9RIER T 2 WHITE N N Y N N 106 Loc Cortion C 106 I893 999086895 DEBONG (2 WHITE N N Y N N 1111 Location C 103 I895 999086895 GUGVARA 2 WHITE - - - 103 Location C 108 I897 999086895 NASUIN S 3 HISPANIC - - 1111 Location C 103 I888 999086890 REAVEN 3 HISPANIC - - 1111 Location C 8014 I900 999086900 REAVES 3 <t< td=""><td>A B C D E F G H I J K L M N O Ippo SSN Name Ethnic Des Hispanic Am Ind Black White Asian Hawaii LOC LOC Desc Work LOC Work LOC IS82 999086892 CARIER T 2 WHITE N N Y N 196 Location C 196 Location C IS83 999086892 CARRETA S HISPANIC N N N N 1111 Location C 103 Location C IS85 999086895 GUGVARA 2 WHITE 188 Location C 103 Location C IS86 999086895 MODALL WHITE 1111 Location C 8014 Location C</td><td>A B C D E F G H I J K L M N O P Q Name Ethnic Ethnic Des Hispanic Am Ind Black White Asian Hawaii LOC LOC Desc Work LOC Work LOC Class Class Descines 990086892 CARRIER 1 2 WHITE N Y N 196 Location C 90'VOUTH AI 8893 999086893 DE8ONG 2 WHITE N Y N N 1111 Location C 103 Location C 90'YOUTH AI 889 999086894 EA7L RE7/L 3 HISPANIC - 2050 Location C 2050 Location C 90'YOUTH AI 8895 999086897 MADALL 2 WHITE - 1111 Location C 8014 Location C 76 HEADSTH 8990 999086900 FLANT 2 WHITE - 1111 Location C 76 H</td><td>A B C D E F G H I J K L M N O P Q R S ppno SSN Name Ethnic Ethnic Des Hispanic Am Ind Black White Asian Hawaii LOC LOC Desc. 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Work LOC Work LOC Class Class Desc JobClass JobClas JobClas JobClas JobClass JobJClas JobClas JobClas JobClas JobCla |

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