

# 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
<b>13</b> (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 <sub>int</sub>	08 - 03 - 00
Action		
Select 8	(F8 - Payroll Export/Import Menu).	

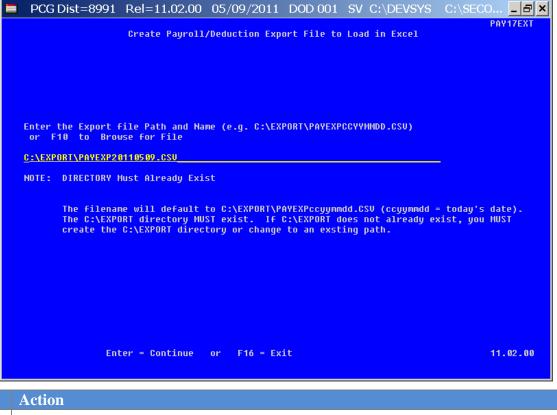
The feller in a	annan diamlaria.
The following	screen displays:

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	
	ser <sub>list</sub>					11.02.00
16 10						
Ac	tion					
Se	lect 5 (F	Export Sel	lacted Davro	11/Deduct	ion Information	)
	( <b>r</b> .					1).
On	the <b>C</b> :\ 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

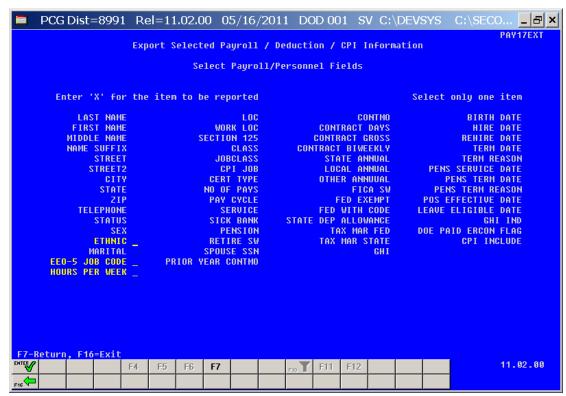
					E	mploy	jee Ma	ster/	Deduc	tion	Ехро	rt Fil	.e					PAY17	EXT
					E	xport	: File	• Туре	: <u>E</u>	Ex	port I	E	= Exp	ort F				t & Imp	ort
F1	10 to	o set	sele	ectio	on cr	iteri	ia Fi	lter	not a	ctiv	e								
	Export	t sori	t ord	der:	0	Emplo	yee Nu yee SS yee Na		ame Fr	name)									
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		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	
"¥∕ ∢ <b>—</b>		_		F4	F5	F6	F7			F10	<b>F</b> 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 <b>4</b> – 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 <sub>:</sub> Filte Expo ( <b>Ent</b> e CPI i	yee er co ert/In <b>er</b> – tems	Sele ondi npo Con 5 ( <b>F</b> :	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 _
	STATE ZIP		NU UF PHY	2 _	-	FIGH	201	PENS	FERM RE	HSUN _
	TELEPHONE		PHY CYCL	E	FED	EV EXEP		PUS EF	TEGILVE	
	STATUS		SERVIC	E	TATE DED	WITH GU		EHVE E	LIGIBLE	IND
	21H1U3 2EV		SICK BAN	N 3	TO TO	Y MOD D	16E _ D		D EDCON	
	ETHNIC	x	DETIDE S	н ы	тох	MAR STO		UL INI	CPT INC	
	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	° –						
F7-	Return, F11=Select			, F16=0			and Exit			
		F4 F5 F	6 <b>F7</b>		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 <b>F7</b> ( <b>F7</b> – Return to Setup Export), or select <b>ENTER</b> ( <b>Enter -</b> 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 <b>Export file type:</b> Select <b>5</b> ( <b>F5</b> - 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> <b>F5</b> (Select CPI Items) and <b>F6</b> (Select Deductions) are not available when ' <b>I</b> ' is entered in Step 8 for the <b>Export file type</b> .

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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 <b>CPI Employees Only?</b> 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 <b>Only employees with 'Include on CPI' = 'Y'</b> . If ALL employees are to be extracted, the radio button can be toggled to <b>All Selected</b> . If <b>All Selected</b> is chosen and if an employee does not exist in CPI, the extracted CPI fields will be blank.
15	Select <b>F7</b> ( <b>F7</b> – Return to Setup Export), or select <b>ENTER</b> ( <b>Enter</b> - Continue) to return to the <i>Employee Master/Deduction Export File</i> screen. Select <b>F11</b> (Select All) or <b>F12</b> (Deselect All) or select <b>F16</b> – 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 <b>F6</b> ( <b>F6</b> - 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 <b>Include deductions with zero dollar amounts?</b> 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:	<ul> <li>Employee Number</li> <li>Employee SSN</li> <li>Employee Name (Lname Fname)</li> </ul>							
Amount Format:	<ul> <li>Include Decimal (\$10.00 = 10.00)</li> <li>No Decimal (\$10.00 = 1000)</li> </ul>							
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	<b>To define the dollar amount format:</b> Select the <b>O</b> ( <b>Radio button</b> ) to the left of the appropriate <b>Amount Format:</b> field.
22	<b>To define the Social Security Number (SSN) format:</b> Select the <b>O</b> ( <b>Radio button</b> ) to the left of the appropriate <b>SSN Format:</b> field.
23	To define the date format: Select the O (Radio button) to the left of Date Format: field.
24	Select <b>Enter -</b> Continue).

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

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n										

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

Georgia Department of Education Dr. John D. Barge, State School Superintendent May 24, 2011 • 2:32 PM • Page 14 of 31 All Rights Reserved.

### The following window displays:

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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									
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	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 <b>Drop-Down Selection</b> icon in the <b>Save as <u>type</u></b> field, and select <b>CSV</b> (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:
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Computer			
My Network Places			
	File name: PAYEXP20090107.csv		•
	Save as type: CSV (Comma delimited) (*.csv)		=
Too <u>l</u> s •		Save	Cancel
Action			
Select	Save (Save).		
	<b></b> (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

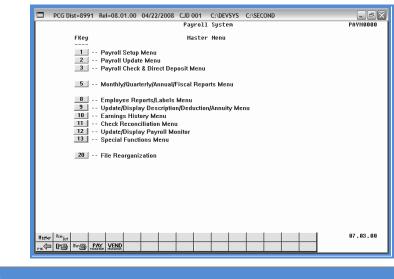
## **B1.** PCGenesis and Microsoft® Excel File Verification

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:

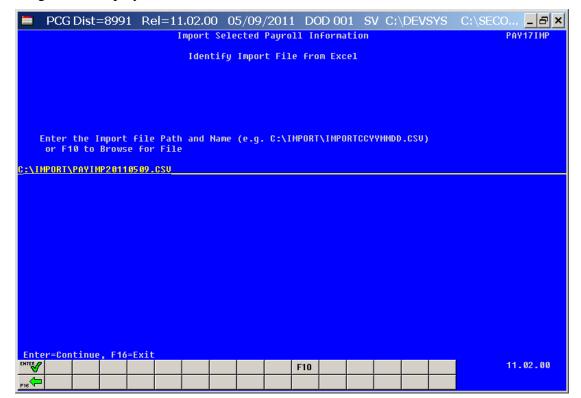
Step

	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 <b>8</b> ( <b>F8</b> - 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									
	<ul> <li>- Payroll Deduction Export</li> <li>- Payroll Deduction Import</li> </ul>									
	<ul> <li>5 Export Selected Payroll / Deduction / CPI Information</li> <li>6 Import Selected Payroll Information</li> </ul>									
	<ul> <li>7 Earnings History Export</li> <li>8 Earnings History Gross Pay Distribution Export</li> </ul>									
	<ul> <li>9 Import New Employees - Batch Mode</li> <li>10 Export New Hire File for Georgia Directory of New Hires</li> </ul>									
	National User,									
	Master         User List         11.02.00           Pre<									
~										
Step	Action									
3	Select <b>6</b> ( <b>F6</b> – Import Selected Payroll Information).									

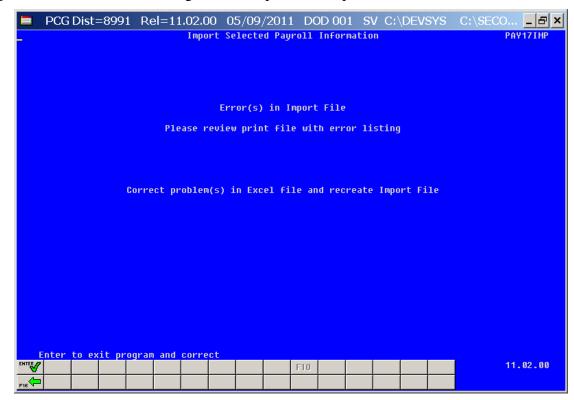
Georgia Department of Education Dr. John D. Barge, State School Superintendent May 24, 2011 • 2:32 PM • Page 21 of 31 All Rights Reserved.



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										
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> <b>ETHNIC</b> , <b>EEO-5 JOB CODE</b> , or <b>HOURS PER WEEK</b> 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				
		F10						11.02.00

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Step	Action
7	<b>For import file errors</b> : 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 >	<
									Pay	r011	Syste	em							PAYM0016	
		FKey					F	Payr	·011	Expor	t/Im	oort M	lenu							
		1 2			Gros Gros															
		3 4			Dedu Dedu															
		5 6			Selec Selec						Pl Info	ormatio	n							
		7 8			gs His gs His				/ Dist	ributio	on Exp	ort								
		9 10			New E New F						tory of	New H	lires							
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 <b>FIG</b> ( <b>F16</b> - Exit) to return to the <i>Payroll System Master Menu</i> , or select <b>Master</b> ( <b>Master</b> ) 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.

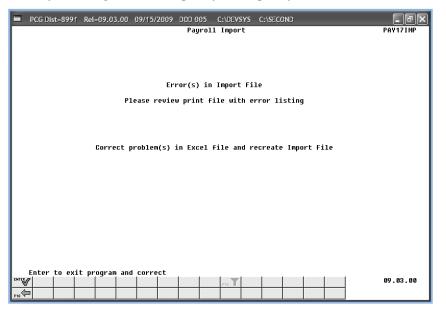
## A3. Import .csv File Layout for Hours Per Week Data

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

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6892	999086892	CA9RIER T	2	WHITE	N	N	Y	N	Υ	N	196	Location C	196	Location C	90 YOUTH A	PF 6 SUBSTITUT	
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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
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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	
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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
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6911	999086911	VAGENTIN	2	WHITE							1111	Location C	8014	Location C	4 SUBSTITU	4 SUBSTITUT	
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6914	999086914	FR3END E	2	WHITE							1111	Location C	8014	Location C	92 LUNCHRO	21 SCHOOL N	
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       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   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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         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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.         Work LOC         Work LOC         Class Class Desc JobClass JobClas JobClas JobClas JobClass JobJClas JobClas JobClas JobClas JobCla</td></t<></td></t<>	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	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	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	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         - 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Work LOC         Work LOC         Class Class Desc JobClass JobClas JobClas JobClas JobClass JobJClas JobClas JobClas JobClas JobCla</td></t<>	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	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	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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