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"Making Education Work for All Georgians"

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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: **Release 11.02.00 – Miscellaneous Updates/Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 11.02.00*.

PCGenesis supporting documentation is provided at:
http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc.

==*May, 2011 Payroll Completion Instructions*==

Install this release <u>after</u> completing the May 2011 payroll(s). Install this release <u>before</u> executing F4 – Calculate Payroll and Update YTD for the June 2011 payroll.

Contents

Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Add Support for Printing MICR Line on Sample Vendor Checks

Support has been added for allowing the input of **Bank ID** when printing a sample check in vendor signature card setup. This will allow a sample vendor check to be printed with a MICR line for bank verification. This feature will be valuable for verifying checks with the bank as school districts convert to the new payroll check stub, and MICR printing.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Correction for the School Nutrition DE-106 File

The DE Form 106 submission file is generated by running the *School Nutrition Online Reporting System File (DE 106)* option (F1, F9, F1, F9). This process creates the *School Nutrition DE106 Submission Report* which lists school nutrition inventory, revenue, expenditures, and balance sheet totals, and creates the *School Nutrition Extract File* which can be uploaded into the School Nutrition On-line Reporting System (ORS).

A problem has been corrected with the DE Form 106 submission file. DE 106 requires Revenue and Balance Sheet Fund Equity amounts be input with reversed sign.

Also, the school nutrition process has been enhanced so that the user may now select the **Inventory Type**, *Purchase USDA* or *Single Inventory,* to submit to the School Nutrition On-line Reporting System. The *Purchase USDA* option allows the user to input separate inventory items for USDA and regular food inventory. The *Single Inventory* option allows the user to combine the USDA and regular food inventory into single entries.

A2.2. Warning Message for Duplicate Vendor Reference When Entering Claims

In an attempt to prevent duplicate payment of invoices, PCGenesis warns the user if the **Vendor Reference** field is duplicated for the vendor. Now, the warning message at the bottom of the screen will be highlighted in red in order to indicate a duplicate vendor reference. This feature will help alleviate payment errors for duplicate invoices.

A3. Payroll System

A3.1. New Georgia Health Insurance (GHI) Rate for Certified Employees for May 2011 (for June 2011 Coverage)

The Board of Community Health has approved the employer contribution rate for May and June of FY 2011 for certificated personnel. The new rate has been set at 1.429 percent. The 1.429 percent needs to be input for the May 2011 payroll (for June coverage) and will remain in place for the June 2011 payroll (for July coverage).

Additionally, the Board has approved an increase in the rate for non-certificated personnel effective with the May 2011 premium. The new rate is $246.20 per covered member per month. The $246.20 needs to be input for the May 2011 payroll (for June coverage) and will remain in place for the June 2011 payroll (for July coverage).

The GHI rate will change again in July 2011 payroll (for August coverage). PCGenesis users will be notified with a portal notification message when the GHI rate changes again.

A3.2. Update SHBP Monthly GHI Deduction Data File

The SHBP Monthly GHI Deduction Data File has been updated to be consistent with required changes. Layout changes such as adding scheduled hours (**Hours Per Week**) and monthly salary have been mandated.

In order to support the changes to the SHBP Monthly GHI Deduction Data File, PCGenesis has been enhanced to support the import of the **Hours Per Week** field via the Export/Import Selected Payroll/Deduction/CPI Information option. Please refer to section *A3.4. Export/Import Selected Payroll/Deduction/CPI Information* in the release instructions for additional information about this new feature.

A3.3. New EEO-5 Report

PCGenesis is adding support for EEO-5 reporting. The function *EEO-5 Report and Transmission File* has been added to the *Monthly/Quarterly/Annual/Fiscal Reports Menu* (F2, F5, F20).

The EEO-5 survey is a compliance survey required by Federal law and regulation. The survey is biennial, conducted in even-numbered years. This survey is a joint requirement of the U.S. Equal Employment Opportunity Commission (EEOC) and the Office for Civil Rights of the Department of Education. These agencies use the data collected on this survey for their respective equal employment opportunity programs. This survey is a compliance survey required by Federal Law and accompanying regulations of the above agencies.

In order to support EEO-5 reporting, a new field has been added to the *Update/Display Personnel Data* screen (F2, F2, F2). The **EEO-5 job code** is now available for input on employee records. With this release, the *Payroll File* is undergoing a conversion in order to initialize the new EEO-5 job code to '000', or 'undefined job'.

Also with this release, the *Alpha Description File* (F2, F9, F2) has been updated with a new **EEO5 table** which contains the EEO-5 job codes and descriptions. Valid EEO-5 job codes correspond to the job categories on the EEO-5 report.

PCGenesis will now generate four EEO-5 reports:

- *EEO-5 Error Report* – The error report lists the warnings and errors identified in the employee data.

- *EEO-5 Detail Report* – The detail report identifies the employees counted on the EEO-5 transmission file and the *EEO-5 Summary Report*. The report lists the full-time and part-time job categories and identifies the employees in each category, giving totals for full-time employees, part-time employees, and grand totals.

- *EEO-5 Not Counted Report* - The detail report identifies the employees excluded from the EEO-5 transmission file and the *EEO-5 Summary Report* because the employee belongs to a "not counted" EEO-5 job code such as '000', 'N00', 'N01', or 'N02'. The report lists the full-time and part-time "not counted" job categories and identifies the employees in each category, giving totals for full-time employees, part-time employees, and grand totals.

- *EEO-5 Summary Report* – The summary report identifies the data extracted for the EEO-5 transmission file. The *EEO-5 Summary Report* summarizes the employment statistics that appear on the *EEO-5 Detail Report* as indicated on the EEO-5 form submitted to the government agency.

A3.4. Export New Hire File for Georgia Directory of New Hires

PCGenesis is adding support for Georgia new hire reporting. The function *Export New Hire File for Georgia Directory of New Hires* has been added to the *Payroll Export/Import Menu* (F2, F13, F8, F10).

Federal and State law requires employers to report newly hired and re-hired employees in Georgia to the Georgia New Hire Reporting Program. In 1996, Congress enacted a law called the "Personal Responsibility and Work Opportunity Reconciliation Act," or PRWORA, as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and re-hires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

Employers and/or labor organizations doing business in the State of Georgia must report the following employees:

- *New employees*: Employers must report all employees who reside or work in the State of Georgia to whom the employer anticipates paying earnings. Employees should be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).

- *Re-hires or Re-called employees*: Employers must report re-hires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work. This includes teachers, substitutes, seasonal workers, etc.

- *Temporary employees*: Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages from your company.

PCGenesis will now support **Electronic Reporting** of Georgia new hires. PCGenesis allows export of new hire information from payroll into a file that meets Georgia New Hire layout specifications.

A3.5. Export/Import Selected Payroll/Deduction/CPI Information

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) and the *Import Selected Payroll Information* (F2, F13, F8, F6) features for the export/import of additional payroll fields. The user is now allowed to select **Ethnic** data, the **EEO-5 Job Code**, and the **Hours Per Week** fields for export, and subsequent import into the *Payroll File*.

 Selecting the **Export File Type** of '**I**' (Create File to Modify and Import) during the export process allows the user to create an export file which, after user modifications to the data have been made, can then be turned around and imported back into the *Payroll File* data. This process will facilitate loading the new **EEO-5 Job Code** field, and will also facilitate populating the **Hours Per Week** field which is now required for State Health monthly reporting.

Also, a new field may now be selected for export. The **Prior Year Contract Months** (Prior Year Contmo) field has been added to the list of payroll fields which may be exported for employees.

A3.6. Change Font on Recipient Name/Address on New Payroll Self-Seal Form

A problem has been reported with the new payroll self-seal 8.5 x 14 inch check. The post office has indicated that their computers will not read the recipient's name and address lines properly because the return address is bolder and bigger than the recipient's address. Therefore the font size on the recipient's name and address has been increased on the new payroll self-seal 8.5 x 14 inch check in order to facilitate processing by the U.S. postal service.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Add CPI Assignment Fields to Export Selected Payroll Process

Support has been added to the *Export Selected Payroll/Deduction/CPI Information* (F2, F13, F8, F5) feature for the export of additional CPI fields. The user is now allowed to select CPI assignment data for export, in addition to the original CPI fields available on the export screen.

The export of selected payroll and CPI information presents the user with a listing of payroll and CPI data elements, and allows the user to specify which data elements to export. The user can select from a variety of formatting options for dates, social security numbers, and dollar amounts. *(F10 – Set filter condition)* is available to filter the payroll and CPI data so that the user can select employees based upon employee status, 13-month status, certified/classified status, class code, work location, job code and/or CS1 job code.

After exporting the payroll data, this information may be further manipulated by using standard Microsoft® Excel features such as sorting, and rearranging columns and rows, etc. This export program provides a powerful tool to satisfy third party requests for payroll and CPI data.

Section B: Installation Instructions for Release 11.02.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 11.02.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release.* In addition to its current labeling, also label the prior evening's backup tape as **"Data Backup Prior to Release 11.02.00"**. Continue to use the backup tape in the normal backup tape rotation.

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	On the PCGenesis server's *Desktop*, double-click the **PCG Full Backup** icon .
4	When the PCGenesis backup completes, label the backup tape **"Full System Backup Prior to Release 11.02.00"**.
5	Proceed to *B2. Install PCGenesis Release 11.02.00.*

B2. Install PCGenesis Release 11.02.00

FROM THE PCGENESIS SERVER

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Open **Windows® Explorer**.
3	Navigate to the **K:\INSTAL** directory.
4	Verify **PCGUNZIP.EXE** and **RELINSTL.BAT** displays. *If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.*
5	Double-click **RELINSTL.BAT** to perform the installation. *A DOS™ window displaying a series of copy commands and related installation messages displays.* *For duplicate PCGenesis Release 11.02.00 installations, a message of the software update's installation displays. In this instance, select OK.*

For PCGenesis *Release 11.02.00* successful installations, the following message displays:

```
******************************
INSTALLATION SUCCESSFUL
PRESS ANY KEY TO CONTINUE
******************************
```

Step	Action
6	Select **Enter** to close the *DOS™* window.
7	**If the installation was successful:** Proceed to *B3. Verify Release 11.02.00 Was Successfully Installed.* **If the installtion was unsuccessful:** Proceed to *Step 8.*

The following message displays if the **PCGUNZIP.EXE** file was not detached to the correct location:

```
******************************
CANNOT FIND PCGUNZIP.EXE
PRESS ANY KEY TO CONTINUE
******************************
```

Step	Action
8	Select **Enter** to close the *DOS™* window.
9	Return to the *MyGaDOE* Web portal, and detach the **PCGUNZIP.EXE** file again.

The following message displays to identify additional PCGenesis release installation problems where appropriate:

```
*******************************
  UNABLE TO INSTALL UPDATE
    ERROR WITH CHKINSTL
*******************************
```

Step	Action
10	**For this error message:** Install the previous PCGenesis software release. *Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.*

The following message displays if the **PCGOS environment variable is not set at the server** where appropriate:
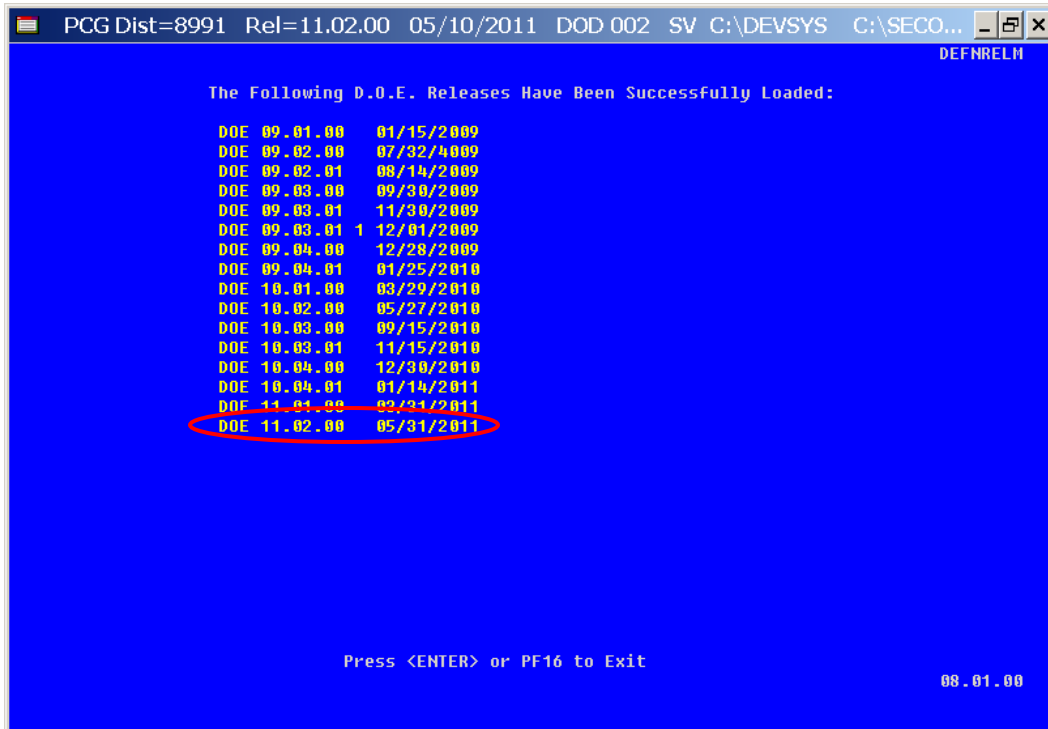
```
*******************************
   PCGOS NOT SET or INVALID
      MUST RUN ON SERVER
     Set PCGOS = 2K for 2000
     Set PCGOS = NT for NT4
*******************************
```

Step	Action
11	**For this error message:** Refer to the PCGenesis Technical System Operations Guide, Section B: Workstation/Server Configuration, *Topic 1: Setting Windows® Environment Variables* for instructions. *Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.*
12	Proceed to *B3. Verify Release 11.02.00 Was Successfully Installed.*

B3. Verify Release 11.02.00 Was Successfully Installed

Step	Action
1	**Log into PCGenesis**.
2	From the *Business Applications Master Menu,* select _30_ (**F30** - System Utilities).
3	From the *System Utilities Menu*, select _17_ (**F17 -** Display Current Release Number).

The following screen displays:

Step	Action
4	Verify **Release 11.02.00** displays. *The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as **DOE 11.02.00** displays.* *If Release 11.02.00 does not display, contact the* Technology Management Customer Support Center *for assistance.*
5	Select **Enter**.
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.

B4. Perform a PCGenesis Full Backup after Release 11.02.00 is Installed

Step	Action
1	**Verify all users are logged out of PCGenesis**.
2	Close *Uspool* at the server.
3	On the PCGenesis server's *Desktop*, select (**PCG Full Backup**) icon.
4	When the PCGenesis backup completes, label the backup tape **"Full System Backup After Release 11.02.00"**.