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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 11.03.00 – Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 11.03.00*.

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

September, 2011 Payroll Completion Instructions

Install this release after completing the September 2011 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the October 2011 payroll.

You must install this release to successfully submit the *DOAA Transparency in Government Export File (F1-F9-F31)*. The deadline to submit is **October 15, 2011.**

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


Section A: Overview of Release

A1. PCGenesis System Enhancements


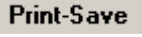




A1.1. New Release Installation Program

The PCGenesis release installation program is being updated with this release.

A1.2. Add Screen Print Feature to Selected Programs

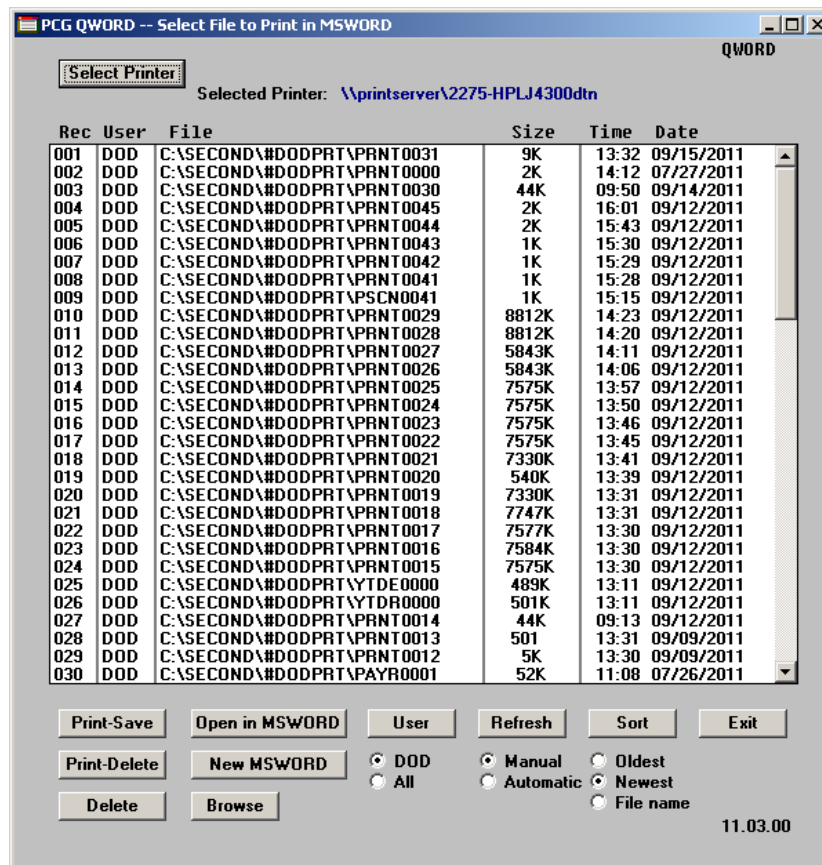
A new feature has been added to several PCGenesis screens which allows the user to obtain a screen print of the screen. For example, the screen print option has been added to the *Inquire Claim/Expenditure* screen, the *General Ledger Account Inquiry* screen, the *Add Earnings History* screen, the *Update/Display Earnings History* screen, the *Update/Display Personnel Data* screen, and the *Update/Display Gross Data* screen. The new feature will be available on display/inquiry screens which have either of the following buttons:   or . The screen print file will be available in the print queue with the name 'PSCNnnnn'.

A1.3. New Features for the Microsoft® Word Print Queue

Several new features have been added to the *PCGenesis Microsoft® Word Print Queue* (accessed via the  button from any PCGenesis menu). Now, users will be able, not only to display documents in the WORD Print Queue, but to print from the WORD Print Queue as well. The *Print-Save* button () will allow the user to print the document and then save the document in the print queue. The *Print-Delete* button () will allow the user to print the document and then delete the document from the print queue. The *New MSWORD* button () will allow the user to launch Microsoft® Word and edit a new blank document. The *Open in MSWORD* button () will continue to open the selected document in Microsoft® Word. The selected file can be deleted by selecting the *Delete* button () or the *Delete* key on the keyboard.

The *PCGenesis Microsoft® Word Print Queue* is a powerful feature which allows users to quickly display and view PCGenesis reports in a readable format in Microsoft® Word. For users who have not implemented the *PCGenesis Word Print Queue*, Microsoft® Word macros must be installed on each user’s individual computer. In order to access the instructions necessary for installing the Microsoft® Word macros, users may access the following link or call the PCGenesis Help Desk for instructions:

http://public.doe.k12.ga.us/DMGetDocument.aspx/A1_QWordMacro2007.pdf?p=6CC6799F8C1371F6E5A350C4593308AE7D21B242F4A35C2BC092341627996A6C&Type=D



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. The fiscal year is now reported correctly.

A2.2. Correction for the DOAA Transparency in Government Export File

Senate Bill 389, amendments to the *Transparency in Government Act*, was passed during the 2010 legislative session. In accordance with the Act, the Departments of Audits and Accounts is responsible for collecting information on certain specific grant and contract payments, providing an indexed listing of federal pass-through money and making the data available on a searchable website. **Local Boards of Education** are now required under Senate Bill 389 to submit data to be included in Open.Georgia.gov.

To comply with Senate Bill 389, the data collected will be published online by January 2, 2012. The deadline to submit the district data is October 15, 2011. Submitted data should include only activity for FY2011, be summarized based on the file specifications designed by the Georgia Department of Audits, and be formatted as a comma-delimited text file. A new menu option which will produce this file and is called *DOAA Transparency in Government Export File* (F1, F9, F31), is available on the *Financial Reporting & Month/Year End Close Menu*. Two reports are produced from this procedure: one report listing GL for the fiscal year, and a summary report which displays the totals for the submission file.

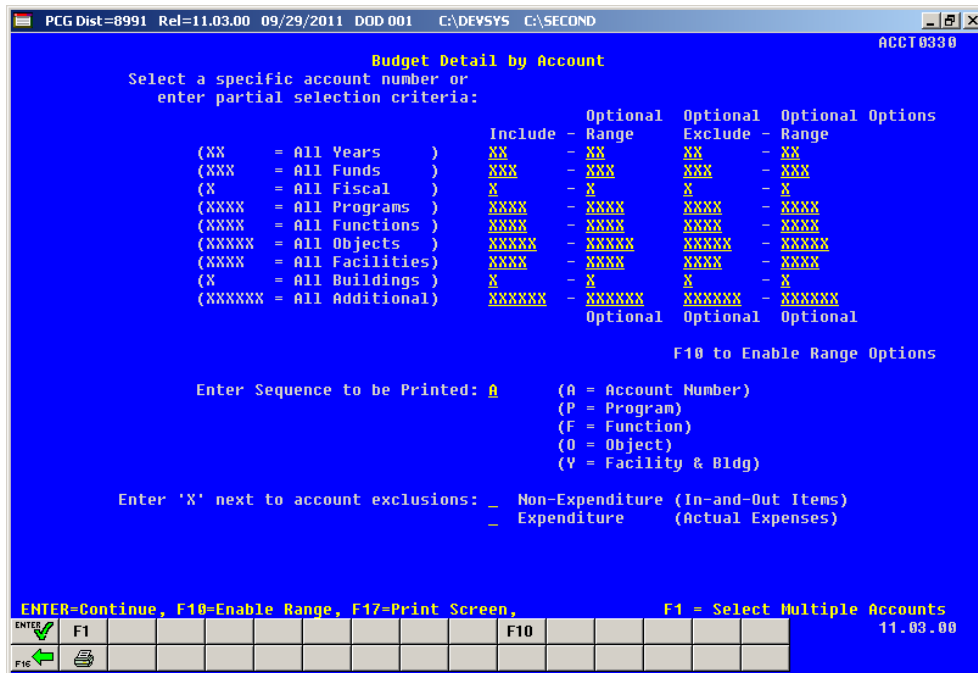
A problem has been corrected with the *DOAA Transparency in Government Export File* (F1, F9, F31). The *DOAA Transparency in Government Export File* will now use the **DE0046 Conversion File** to rollup local accounts as specified by each site. Also the *Fed-Flag* field will now include 'FE' or 'SO' as per the new DOAA file specifications.

A2.3. Add Selection Options to Allow Include and Exclude Range of Accounts

In order to facilitate printing budget master and revenue master reports, many menu options on the *Budget and Revenue Account Master Reports Menu* (F1, F9, F3) have been updated with new print options. Now, the user will be able to specify include and exclude ranges for each piece of the GL account number so that a subset of the entire report can be printed. This will make it easier for users to review the reports, and will also save paper by generating shorter reports. The following options have been updated on the *Budget and Revenue Account Master Reports Menu* (F1, F9, F3):

- *Budget Master: Account Activity Detail List* (F1)
- *Budget Master: Account Activity Summary List* (F2)
- *Budget Master: Detail of Monthly Estimated vs Actual Expenses* (F4)
- *Budget Master: Summary of Monthly Estimated vs Actual Expenses* (F5)
- *Revenue Master:: Account Activity Detail List* (F8)
- *Revenue Master:: Account Activity Summary List* (F9)
- *Revenue Master:: Detail of Monthly Estimated vs Actual Revenue* (F11)
- *Revenue Master:: Summary of Monthly Estimated vs Actual Revenue* (F12)

An example of the new range options is shown below:



A2.4. Add Selection Option to Print Journal Vouchers by Voucher Number Range

A new feature has been added to *Journal Vouchers for Any Period – by Voucher Sequence Number* (F1, F9, F1, F3, F1). Now, users will be able to request the *Journal Vouchers for Any Period* by selecting a specific range of voucher numbers. This feature will allow users to print smaller numbers of vouchers and eliminate using too much paper on reports.

A2.5. Enter Receipts

In order to facilitate entry of receipts (F1, F7, F1), the system will automatically populate the amount on the first account line when only one account line is entered, and the receipt is not entered against a receivable. This will allow for faster receipt data entry.

A2.6. Add Deposit Bank to the Daily Receipts Report

The *Daily Receipts Report* (F1, F7, F12 or F13), both *Trial* and *Final*, will now display the bank when the receipt has been deposited. This will facilitate error checking to ensure that the receipts have been deposited into the correct banks.

A2.7. Add Vendor Reference to Claim/Expenditure Inquiry Selection

In order to facilitate claim inquiry, a feature has been added to the *Inquire Claim/Expenditure* (F1, F3, F1) screen which allows the user to search for an existing claim by vendor number and reference number. This will allow the user to verify that an existing claim does not already exist for the specified vendor reference number before entering a new claim.

A2.8. Simplify Adding New Facilities in PCGenesis

In order to facilitate entering new facility codes into PCGenesis, users will no longer need to enter new facility codes both in the *Account Master Description File* (F1, F10, F1) and the *Facility File* on the *DE Form 0046 Menu*. Now, facility and building codes will only need to be entered on the *Account Master Description File*. The menu options for printing and maintaining the *Facility File* (FACTY) on the *DE Form 0046 Menu* have been removed.

A2.9. Add the Button Bar to Selected Financial Programs

In order to provide users with a consistent user interface, the “button bar” has been added to numerous financial screens. Adding the button bar to financial screens allows users to navigate with a mouse to select F key options rather than requiring entry on the keyboard.

A3. Payroll System

A3.1. Fix FICA Accruals

A problem existed with both the *Create Summer Salary Accrual Claim Data* (F2, F5, F9) and the *Accrued Summer Salary by Function Report* (F2, F5, F12). Both of these processes used the employee FICA payroll amounts instead of the employer FICA payroll amounts during processing. This problem has been corrected, and the correct employer FICA amounts are now being accrued.

A3.2. Allow Deduction Employer Contributions to be Calculated Based on Specific Process Types

A new feature has been added to facilitate calculating the employer contribution of certain deductions. The **Employer Indicator '2' Process Types** fields allow the end user to specify which gross earnings to use in the employer contribution calculation when the **Employer Contribution Indicator** is '2' (% of gross). The **Process Types** are used in conjunction with **Employer Indicator '2'** and specify which gross data earnings will be subject to the employer contribution calculation. This is useful when certain earnings should be excluded from the employer contribution calculation. For example, now earnings entered under a **Process Type** code of 'A' (Daily/Hourly Adjustment no Pension) can be excluded from the gross wages used to calculate an employer disability contribution by entering 'N' for the field.

```

PCG Dist=8991 Rel=11.02.01 09/15/2011 DOD 001 C:\DEV5YS C:\SECOND
PAYROLL DEDUCTION DATA ENTRY
Deduction code: 39 Sort: 39
Description: UENDOR 003785 Percent: .00000
Short desc.: UENDOR 003785 Vendor: .3785
UENDOR 003785
Deduction type: 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
'I' = Non-Taxable Insurance
Fund: 199 Fiscal: Program: 9990 Expense/receipt function: 9000
Balance #: 495
Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 2 0 = None
1 = Fixed Amount
2 = % of Process Type Gross (specified below)
3 = % of Employee Contribution
Employer Indicator '2' Process Types: S D H A B X Y Q P
Y Y Y N N N N N N
Contribution amount or %: .05000 Object: 21000 Balance: 421
** Modify Mode **
(ENTER)-Modify Record F1-Display Mode F28-Help Screen 11.03.00
    
```

A3.3. Export Earnings History Information

Support has been added to the *Export Earnings History Information* (F2, F13, F8, F7) feature for the export of additional payroll fields. The user is now allowed to select **Birth Date**, **Hire Date**, **Rehire Date**, **Term Date**, **Sex Code** and **Marital Status** fields for export from the *Earnings History File*.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Correct the CPI transmission File for CPI Cycle 3

A problem has been reported with the CPI Cycle 3 transmission file. When the transmission file is uploaded, an E3075 error is generated if the PCGenesis data contains long-term substitutes or third-party contractors. The E3075 error details are shown below:

CPI Cycle 3/Leave: Invalid EMPLOYEE TYPE for regular employee. Long-term subs and third-party contracts should not be reported this cycle.

Valid Codes for Cycle 3:

“B” = SB 327 Retiree

Blank/null = regular employee

With this release, long-term substitutes and third-party contractors will NOT be included on the CPI Cycle 3 transmission file.

A4.2. Add Certificate ID to Certified/Classified Employee Error List

The **Certificate ID** has been added to the *Certified/Classified Employee Error List* (F4, F7, F6) for expired certificate errors. This will facilitate looking up the employee’s certificate in the PSC database without having to pull up each employee’s record in PCGenesis.

A5. Personnel System

A5.1. Announcing PCGenesis Substitute Pay and Employee Leave System

The Department of Education is pleased to announce the development of a new substitute pay and employee leave system. The preliminary code for a new enhanced substitute pay and employee leave system is included in release 11.03.00. While the programs have been updated, this system is still being developed and is not yet available. PCGenesis development anticipates that the new system will be available for “early adopters” by January 2012 and for the rest of our users by July 2012.

With this release, we want to give our users a “first look” at the new substitute pay and leave system, and we would also like to find volunteers to be “early adopters” of the new system. Please contact the PCGenesis Help Desk if your district would like to be one of the first users to implement the new substitute pay and leave system.

Using the new substitute pay and employee leave system will be optional. Sites may continue to use the old leave system or a third party leave system for as long as they like. However, even the old leave system will be updated to allow for tracking of staff development days and sick bank days in PCGenesis.

Highlights of the new substitute pay and employee leave system are detailed in the sections below.

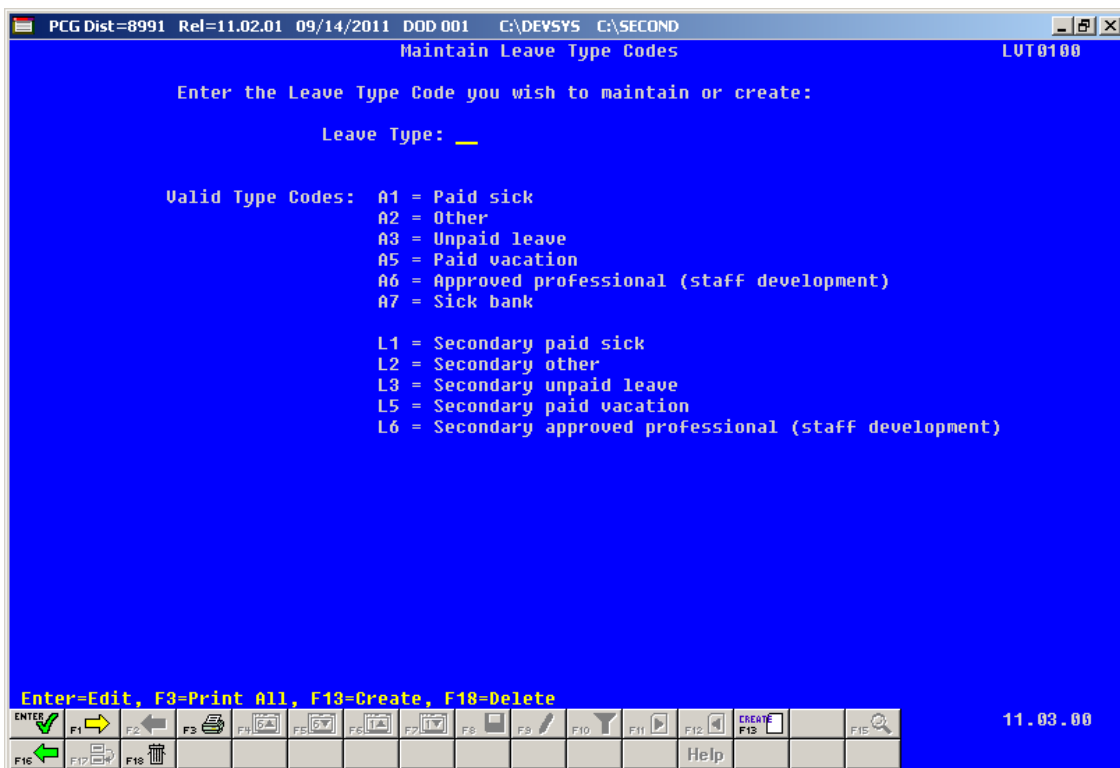
A5.1.1. Set up Leave Type Codes

Leave Type codes are available for defining the following types of leave: Paid sick, other, unpaid, paid vacation, approved professional, and sick bank. The Leave Type codes define the accrual/advance parameters for that type of leave, as well as parameters defining how the leave can be taken.

The Leave Type codes correspond to the leave buckets available on the Update/Display Current Leave Data screen (F2, F2, F6) within payroll. The primary codes A1 thru A7 will map to the State Leave buckets on the payroll check stub. The secondary codes L1 thru L6 will map to the Local Leave buckets on the payroll check stub.

Leave Type codes A6 and L6 define leave that is taken for staff development. New buckets which represent leave taken for staff development will be available on the Update/Display Current Leave Data screen within payroll, and will be available for printing on the employees' pay stub. These new leave buckets will be available in a future release of PCGenesis.

Leave Type code A7 defines leave that is taken from the sick bank. A new bucket which represents leave taken from the sick bank will be available on the Update/Display Current Leave Data screen within payroll, and will be available for printing on the employees' pay stub. This new leave bucket will be available in a future release of PCGenesis.



Maintain Leave Type Codes – Screen 1

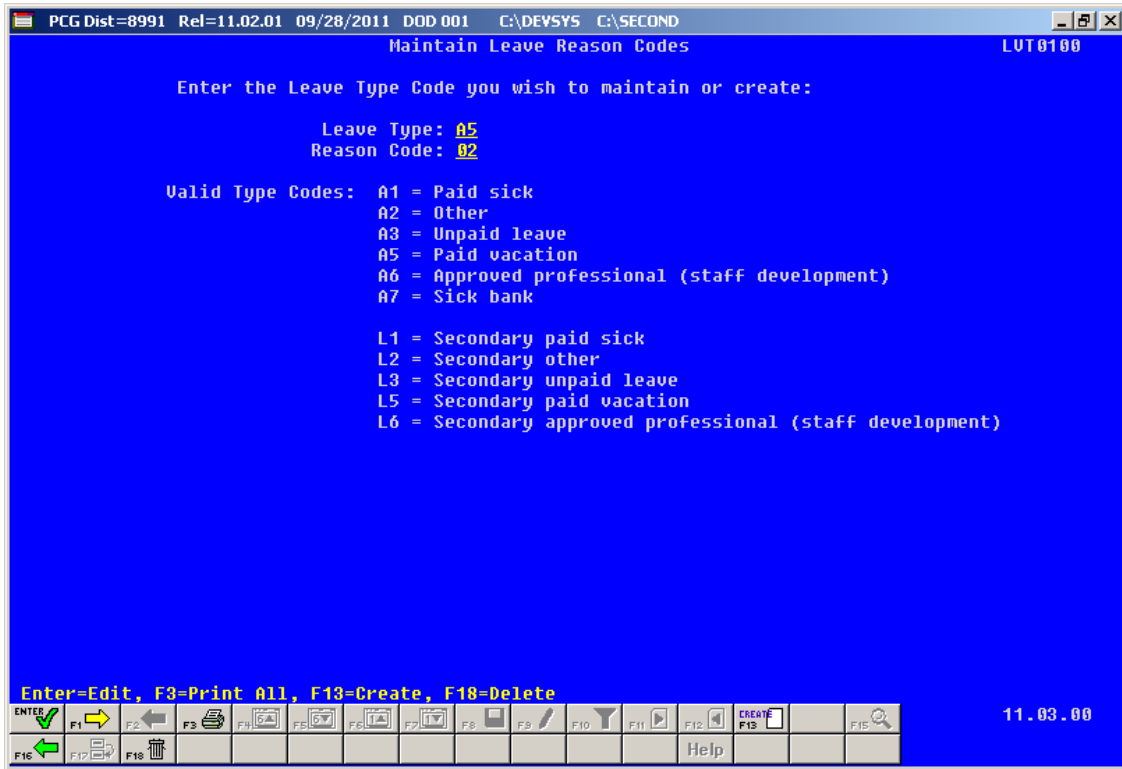
Maintain Leave Type Codes – Screen 2

The *Maintain Leave Type Codes – Screen 2* is broken down into two areas: the accrual parameters and the leave parameters. The accrual parameters define how the *Leave Type* is advanced. The leave may be advanced either annually or monthly, or leave may not be advanced at all. For each *Leave Type*, the user is allowed to define whether the accumulated days are dropped or carried over at the end of the year, and whether or not unused days should be added to the sick leave *Leave Type*. If leave is advanced, leave may be advanced to all employees, or leave may be advanced to employees based upon either contract months or months of service. If leave is advanced based upon months of service, the user may define whether the length of service is based upon an employee’s original hire date, the rehire date, the state years of experience, or the local years of experience. The accrual parameters are used in conjunction with the *Leave Advance Formulas* discussed in section A5.1.4. *Set up Advance Formulas*.

The leave parameters define how the *Leave Type* is taken. When taking leave, the amount of leave an employee may take can be unlimited, or can be the amount contained in their leave balance field, or may be some fixed maximum amount as defined in the *Maximum days allowed to take for plan year* field. The PCGenesis administrator can also determine whether or not the employee’s leave balance is allowed to go negative. The *Minimum day allowed to take* defines the smallest time interval an employee is allowed to take, and the total days in a time off request must be some multiple of the *Day increment for time off requests*. For example, if the minimum day allowed for sick leave is .25, and the day increment is .25 days, then the employee may take a quarter day, a half day, a three-quarter day, or a full day, and the employee may NOT take off an eighth of a day. The *Default leave input in hours or days?* field determines if the leave reports for this *Leave Type* will be printed in hours or days.

A5.1.2. Set up Leave Reason Codes

Leave Reason Codes allow the user to further specify what type of leave is being taken within a specific Leave Type.



Maintain Leave Reason Codes – Screen 1

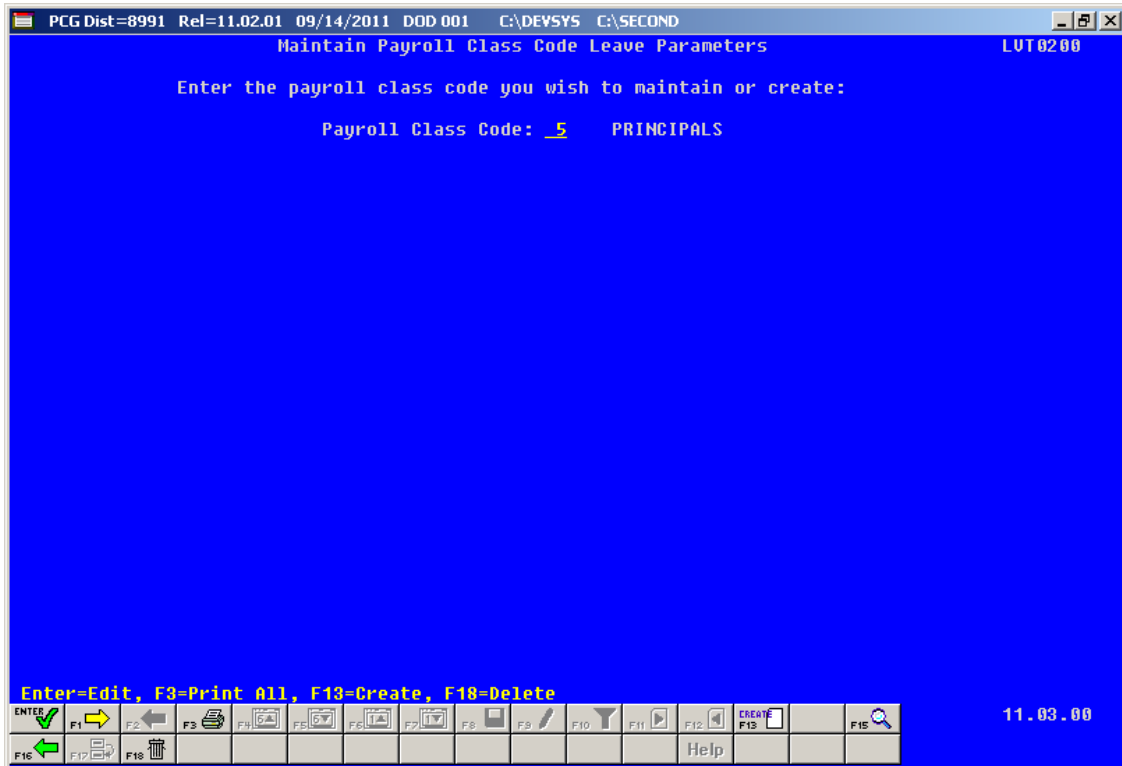
Maintain Leave Reason Codes – Screen 2

For example, the *Leave Reason Code* may indicate that the leave is FMLA leave (Family Medical Leave Act), personal leave, or a sick bank contribution. The *Leave Reason Code* may further define the maximum leave amount allowed to be taken. For example, if personal leave is a sub-category of sick leave, the user may define that a maximum of 3 days of personal leave are available within the limitations of the sick leave *Leave Type*.

Another example of *Leave Reason Codes* might be setting up multiple *Leave Reason Codes* for the *Leave Type Code A2* (other). For example, *Leave Reason Code 01* might represent jury duty, code **02** might represent bereavement, code **03** might represent National Guard duty, etc.

A5.1.3. Set up Payroll Class Code Leave Parameters

The *Class Code Leave Parameters* indicate the types of leave allowed for employees of a particular payroll class code. The *Class Code Leave Parameters* should only need to be set up one time, and once they are set up, should not require much additional maintenance.



Maintain Payroll Class Code Leave Parameters – Screen 1

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY5 C:\SECOND

Maintain Payroll Class Code Leave Parameters LUT0200

Payroll Class Code: 05 PRINCIPALS

Substitute object code 11400

Substitute process type D Reg Daily w/Pension and Taxes

Hourly or daily rates? D (H=hourly, D=daily)

Substitute rate	Rate	Pay Type	Description
Substitute rate 1 - Certified	85.000	501	certified substitute
Substitute rate 2 - College Degree	75.000	502	college substitute
Substitute rate 3 - Associates Degree	65.000	503	associate degree substit
Substitute rate 4 - High School Degree	55.000	504	high school degree substi
Substitute rate 5 - Other	54.000	505	other substitute

Select at least one leave type for the class code:

- A1 PAID SICK LEAVE
- A2 OTHER TYPES OF LEAVE
- A3 UNPAID LEAVE
- A5 PAID VACATION
- A6 STAFF DEVELOPMENT
- A7 SICK BANK TAKEN
- L1 PAID SICK

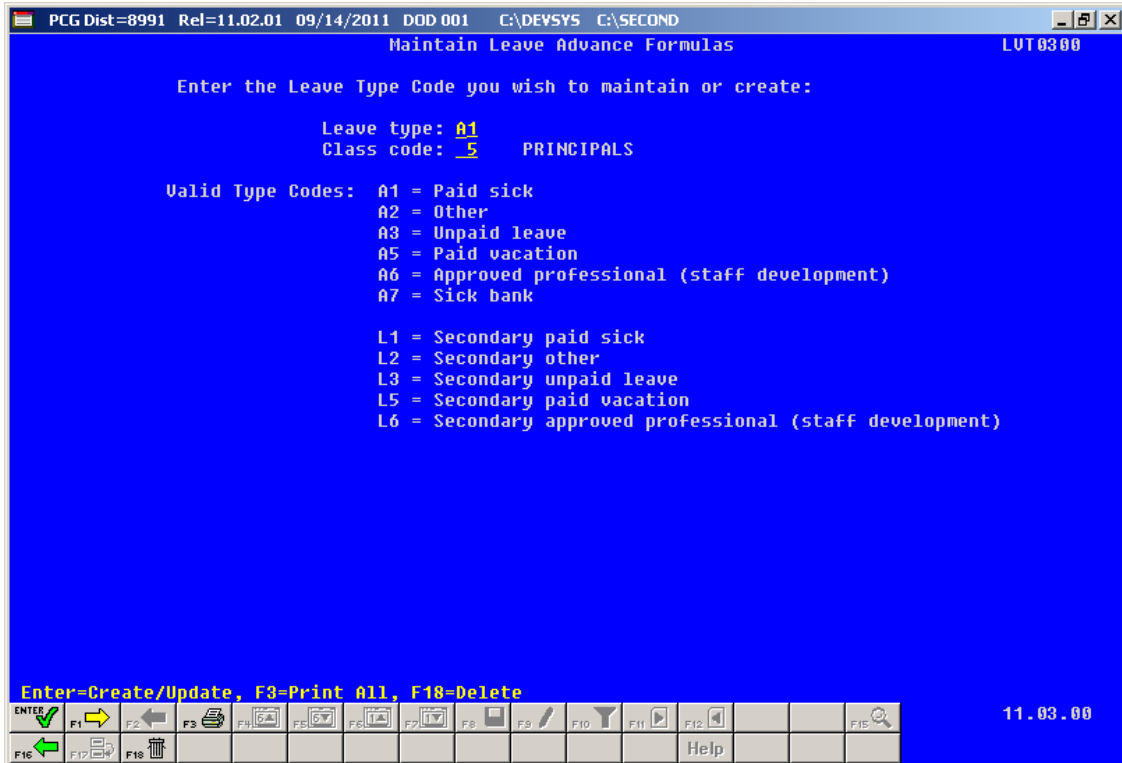
11.03.00

Maintain Payroll Class Code Leave Parameters – Screen 2

For example, the employees may be allowed sick leave but not vacation leave. The *Class Code Leave Parameters* also indicate the pay rates for substitutes who substitute for an employee of this payroll class code. The *Substitute Rank* field is a new field available on the *Update/Display Personnel Data* screen and defines the rank of the substitute. The rank of the substitute, in turn, defines the rate of pay for the substitute. Up to five levels of pay rates are defined based upon the substitute's ranking. The administrator must define whether the substitute rates are hourly or daily rates. The *Substitute process type* defines how the substitutes' gross data lines will be built.

A5.1.4. Set up Advance Formulas

The *Leave Advance Formulas* allow the user to define how leave will be advanced and how leave will be carried over at the end of the plan year. The *Leave Advance Formulas* can be defined per leave type, per payroll class, and then per contract months or service months of the employee. This provides a great deal of flexibility in setting up the leave advance parameters and also allows the users to run the *Advance Leave* process and the *Year-End Rollover* process for ALL employees at the same time with the stroke of a key. The *Leave Advance Formulas* should only need to be set up one time, and once they are set up, should not require much additional maintenance.



Maintain Leave Advance Formulas – Screen 1

The following screen illustrates setting up the *Leave Advance Formulas* based upon the employee’s contract months. The number of days to advance, the maximum days which can be accrued, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the contract months of the employee.

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSY S C:\SECOND

Maintain Leave Advance Formulas LUT0300

Payroll Class Code: 05 PRINCIPALS Last mo/year accrued: 00 / 0000
 Leave Type: A1 PAID SICK LEAVE
 Advance formula: Contract months Length of service based on: Not applicable
 Advance schedule: Monthly Carryover option: Carryover unused days

ADU	Contract Mos or Service Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	9	9.0000	9.0000	9.0000	NINE MONTH EMPLOYEES
ADU 002	10	10.0000	10.0000	10.0000	TEN MONTH EMPLOYEES
ADU 003	11	11.0000	11.0000	11.0000	ELEVEN MONTH EMPLOYEES
ADU 004	12	12.0000	12.0000	12.0000	TWELVE MONTH EMPLOYEES
ADU 005					
ADU 006					

11.03.00

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

Maintain Leave Advance Formulas by Contract Months – Screen 2

Or, the *Leave Advance Formulas* can be defined based upon the employee’s months of service as illustrated below. The number of days to advance, the maximum days which can be accrued, and the maximum days to carry over to the new year can be defined based upon the leave type, the payroll class, and the months of service of the employee.

PCG Dist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEV5YS C:\SECOND

Maintain Leave Advance Formulas LUT0300

Payroll Class Code: 05 Last mo/year accrued: 00 / 0000
 Leave Type: A5 PAID VACATION
 Advance formula: Months of service Length of service based on: Rehire date
 Advance schedule: Annually Carryover option: Carryover unused days

ADU	Contract or Service	Mos Mos	Days to Advance	Max Days to Accrue	Max Days to Carryover	Description
ADU 001	—	—	5.0000	15.0000	10.0000	0 TO 5 YEARS EXPERIENCE
ADU 002	60	—	10.0000	25.0000	15.0000	5 TO 10 YEARS EXPERIENCE
ADU 003	120	—	15.0000	35.0000	20.0000	10 TO 15 YEARS EXPERIENCE
ADU 004	180	—	20.0000	45.0000	25.0000	15 TO 20 YEARS EXPERIENCE
ADU 005	240	—	25.0000	55.0000	30.0000	20 + YEARS EXPERIENCE
ADU 006	—	—	—	—	—	—

11.03.00

Maintain Leave Advance Formulas by Service Months – Screen 2

A5.1.5. Leave Input

Leave input is tied to the payroll cycle. The employee leave and substitute pay can be entered at the same time. The substitute account numbers will automatically default based upon the absent employee account numbers.

When the payroll is set up, the *Leave Input File* is cleared in preparation for entering the current leave data. The leave for the current payroll cycle is collected in the *Leave Input File*, reports are generated from the input data, and corrections are made to the leave data before the user posts the leave. The *Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes' gross data transactions are included in the payroll.

PCG Dist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEV5YS C:\SECOND

Input Employee Leave and Substitute Pay LU10100

Enter the employee number you wish to maintain or create:

Absent employee no.: 88746
 Starting leave date: 9/01/2011
 Leave type: 01
 Leave Code: 01

Days absent: 2.0000

or

Hours absent: _____

Substitute employee no.: 88942

or

If no substitute, check here:

Sorry - Record Does Not Exist. Use F13 to CREATE new record.

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

11.03.00

Leave Input – Screen 1

On the *Leave Input - Screen 1* shown above, the user enters the absent employee number, the starting leave date, the leave type and reason codes and the days or hours absent. The user then enters the substitute employee number or indicates if no substitute is needed.

```

PCGDist=8991 Rel=11.02.01 09/14/2011 DOD 001 C:\DEVSYS C:\SECOND
Input Employee Leave and Substitute Pay LUI0100
Absent Employee Info: Emp. no. 88746 BA7TLEY, RU7TY Status A -- Active
SSN 999-08-8746 Class 5 PRINCIPALS Work Loc 1052 Location 001052
Job 610 PRINCIPAL
Leave date 9/01/2011 Type A1 PAID SICK LEAVE Code 01 PAID SICK LEAVE

Memo
-----
Days absent 2.0000 -or- Hours absent
-----
Substitute Employee Info: Sub. no. 88942 AB3EU, ET3AN Status A -- Active
SSN 999-08-8942 Class 38 TEACHER SUBS Work Loc 9999 Location 009999
Sub rank 5 Other Job 999 UNSPECIFIED

Daily or hourly rate? D Pay rate 54.0000 Substitute gross 108.00

Proc Pay Pay Rate Days/Hrs Regular
Type Type Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Hrly/Daly Regular Gross Distrib %
01. D 0505 11 100 9990 2400 11400 1052 54.000 1.58 85.32 .7933
02. D 0505 11 100 9990 2400 11400 1052 54.000 .17 9.18 .0835
03. D 0505 11 100 9990 2400 11400 1052 54.000 .23 12.42 .1129
04. D 0505 11 100 9990 2400 11400 1052 54.000 .02 1.08 .0103
05. 00
06. 00
07. 00
08. 00
09. 00
10. 00
2.00 108.00 1.0000

11.03.00
    
```

Leave Input – Screen 2

The *Leave Input - Screen 2* shown above is divided into two sections: the top section contains the leave taken by the absent employee and the bottom section contains the pay for the substitute employee. The pay for the substitute employee is defaulted based upon the absent employee’s salary gross data lines (*Process Type* of ‘S’), and the substitute rates defined for absent employee’s pay class. The system generated amounts, days/hours and accounts can be overridden by the user during data entry.

A5.1.6. Post Leave Input Data

The leave for the current payroll cycle is collected in the *Leave Input File*, reports are generated from the input data, and corrections are made to the leave data before the user posts the leave. The *Leave Input File* must be posted before *F4 – Calculate Payroll and Update YTD (Final)* is executed so that the substitutes’ gross data transactions are included in the payroll.



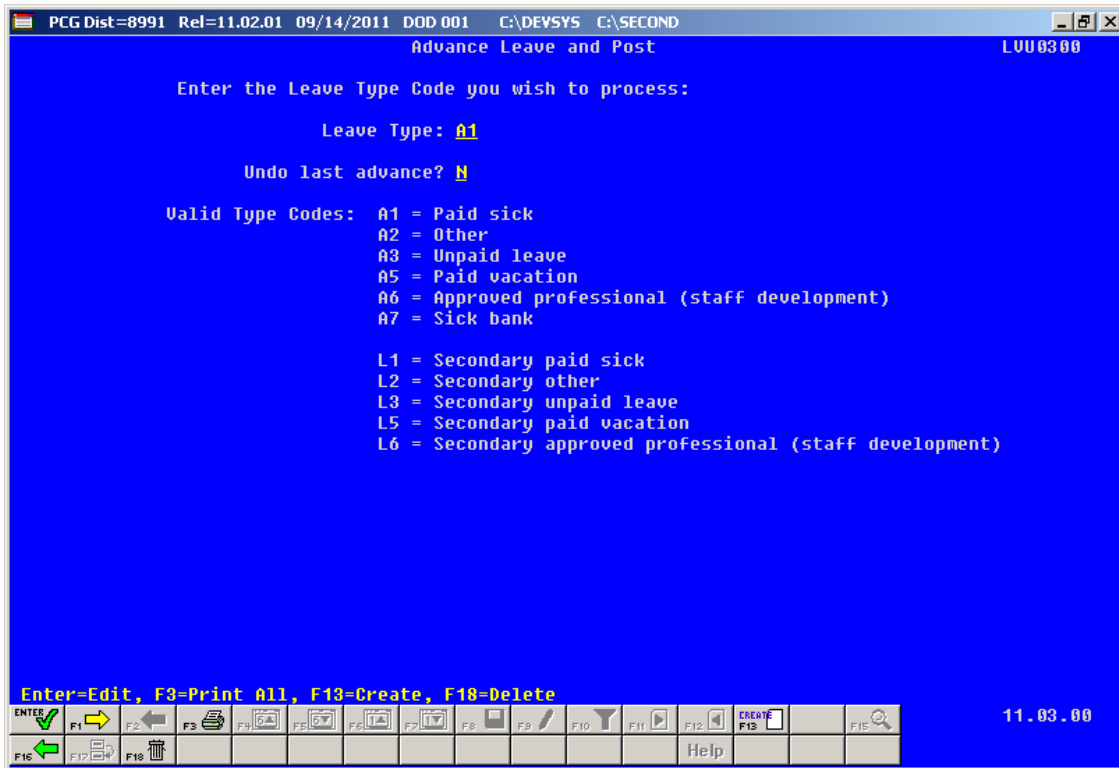
Post Leave Input Data – Screen 1

Posting the leave input data accomplishes the following:

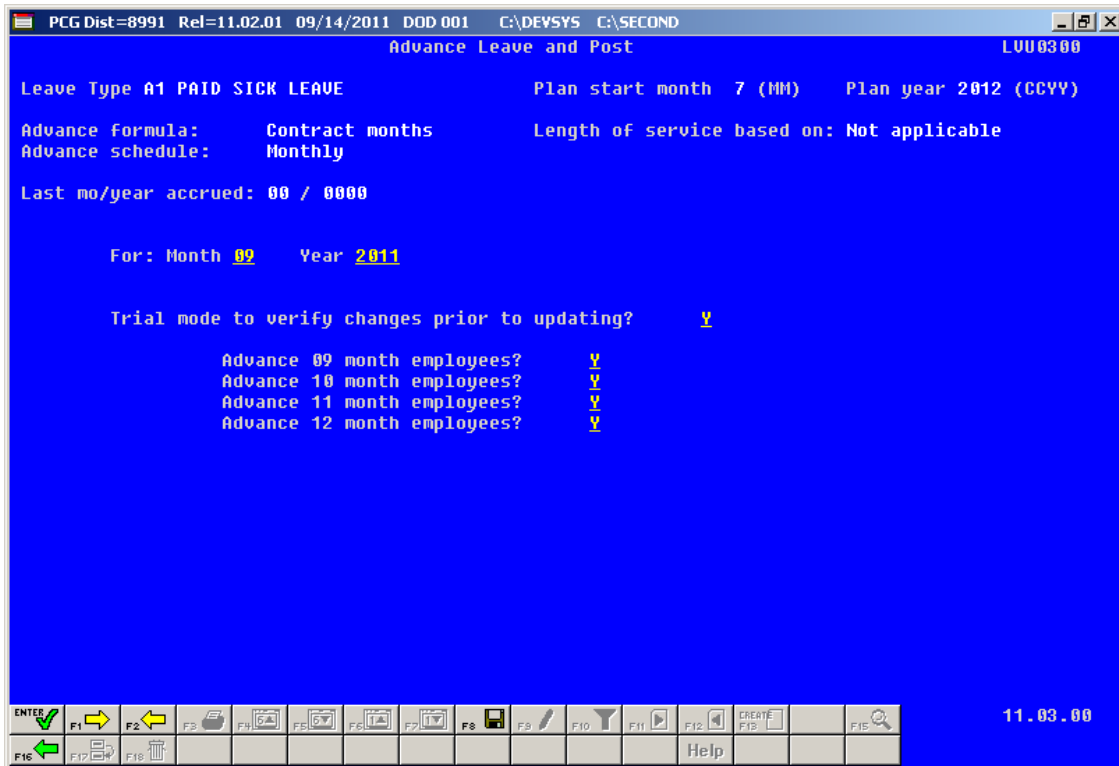
- Gross data information is created for the substitute and posted to the substitute's *Update/Display Gross Data* screen (F2, F2, F4).
- Current leave is posted for the absent employee's pay stub. The absent employee's leave balances, current leave taken, and year-to-date leave taken fields are updated. The pay stub leave data is available from the *Update/Display Current Leave Data* screen (F2, F2, F6) within payroll.
- The absent employee's leave data is posted into the *Leave History File*.
- All leave transactions are deleted from the *Leave Input File*.

A5.1.7. Leave Advance, Year-End/Carry-Over Processing, and Sick Bank

Leave Advance: Leave can be automatically advanced either on a monthly or annual basis based upon parameters for each *Leave Type*. With the stroke of a key, leave can be advanced for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up. For example, if sick leave (*Leave Type A1*) is defined to advance leave based upon the employee's number of contract months, running the job will advance all employees' leave correctly based upon the *Leave Advance Formulas*.



Advance Leave and Post – Screen 1



Advance Leave and Post – Screen 2

The PCGenesis administrator will have the ability to run the *Advance Leave and Post* process in trial mode or in final mode. Trial mode will produce a report of pending modifications to the affected employees' leave. Once the administrator verifies the changes, the process can be run in final mode to actually update the employee's leave history. The administrator will also have the ability to turn off the leave advance based upon an employee's contract months field. For example, the administrator can turn off the leave advance for ten month employees when running the *Advance Leave and Post* in June and July.

Year-end and carry over processing: With the stroke of a key, *Year-End Rollover* can be processed for all payroll classes automatically for a specific *Leave Type* based upon the *Leave Advance Formulas* determined during set up. For example, the *Leave Type* determines if unused days/hours will be dropped or carried over and whether unused days are added to the sick leave balance. The *Leave Advance Formulas* also determine the maximum number of days/hours which can be carried over to the new year based upon the employee's number of contract months or service months.

Sick Bank: The enhanced PCGenesis substitute pay and employee leave system will have the ability to track a sick bank. Employees will be flagged as either belonging to the sick bank or not belonging to the sick bank on their *Display/Update Personnel Data* screen. If an employee participates in the sick bank, the PCGenesis administrator will run a process which debits the employee's sick leave balance and adds the time to the system sick bank. The employee will be able to make a contribution to the sick bank based upon the parameters set up on the *Leave Reason Code* for the sick bank contribution category. The *Leave Reason Code* defines the minimum number of sick leave days that the employee must accumulate before the employee is allowed to contribute to the sick bank.

The PCGenesis administrator will have the ability to run the *Sick Bank Contribution* process in trial mode or in final mode. Trial mode will produce a report of pending modifications to the affected employees' leave. Once the administrator verifies the changes, the process can be run in final mode to actually update the system sick bank balance and the employee's leave history.

Leave Type code **A7** defines leave that is taken from the sick bank. A new bucket which represents leave taken from the sick bank will be available on the *Update/Display Current Leave Data* screen within payroll and will be available for printing on the employees' pay stub.

A5.1.8. Leave History

The enhanced PCGenesis substitute pay and employee leave system will include a new *Leave History File* for tracking employees' beginning balances, leave advances, and leave taken. The leave history will contain all data related to a time off event including the absent employee number, leave type code, leave reason code, leave starting date, time off days/hours, substitute employee number (if applicable), and the total hours/days and the total amount that the substitute was paid for the leave taken (if applicable).

The *Leave History* will function in much the same way as the payroll earnings history. Leave history records will be created for a specific *Leave Plan Year* and will have a *Status Code* which indicates the type of history record. The *Status Codes* are defined as follows:

- **B** – Beginning balance or the carry-over amount.
- **A** – Leave advance.
- **J** – Leave advance adjustment or 'transferred in' amount.
- **L** – Leave taken. Leave taken can be either positive or negative. Negative adjustments are entered through *Leave Input* with a starting leave date so that the employee will know which leave is being refunded.

The available leave will be calculated based upon contents of the *Leave History File*. The available leave equals the beginning balance (**B** records) plus leave advance (**A** records) plus leave advance adjustments (**J** records) minus leave taken (**L** records) minus the current contents of the *Leave Input File*.

A5.1.9. Leave Reports and CPI Processing

The new enhanced PCGenesis substitute pay and employee leave system will include numerous reports. Reporting will be available against the *Leave Input File* to ensure that the data entered for the current payroll cycle is correct. Reports will also be available against the *Leave History File* for further analysis and review.

The data necessary to create the *Cycle 3 CPI Transmission File* will be available directly from the *Leave History File*. The CPI administrator will be able to create the *Cycle 3 CPI Transmission File* directly, with no other manual intervention required. This should considerably streamline the process required to produce the *Cycle 3 CPI Transmission File*.

A5.1.10. A Reward for Those Who Have Persevered to the END

In conclusion, the new enhanced PCGenesis substitute pay and employee leave system is a work-in-progress. The preview of the system offered here is not etched in stone. As we are made aware of additional complexities in substitute pay and leave processing, we will continue to modify the system. To this end, the PCGenesis development team would greatly appreciate your input. If you have any questions, comments, or suggestions that you would like to bring to our attention, please feel free to contact the PCGenesis Help Desk with your input. For example, we will be developing leave reports for the new system. If you have certain reports that you feel should be included in a new substitute pay and employee leave system, please let us know. We look forward to working with all of our dedicated users!

Section B: Installation Instructions for Release 11.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 11.03.00* 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 CD/DVD/tape as “**Data Backup Prior to Release 11.03.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

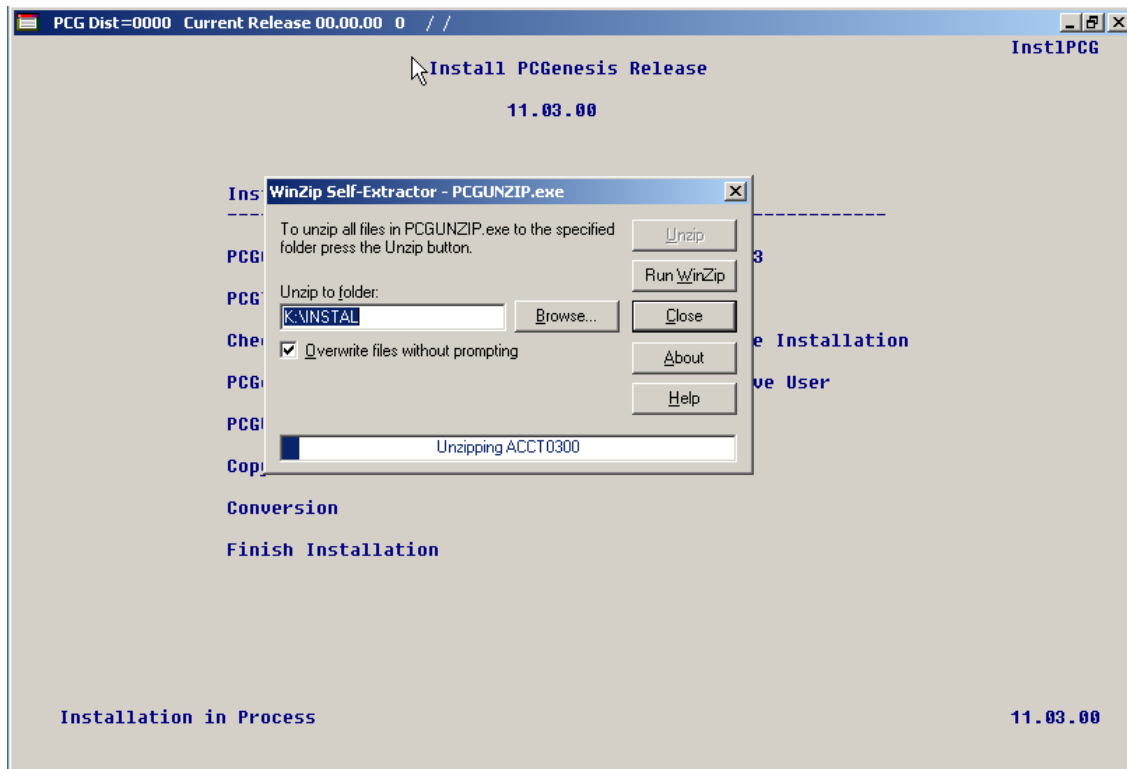
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 11.03.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 11.03.00</i> .

B2. Install PCGenesis Release 11.03.00

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 , RELINSTL.BAT , and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Double-click RELINSTL.BAT to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

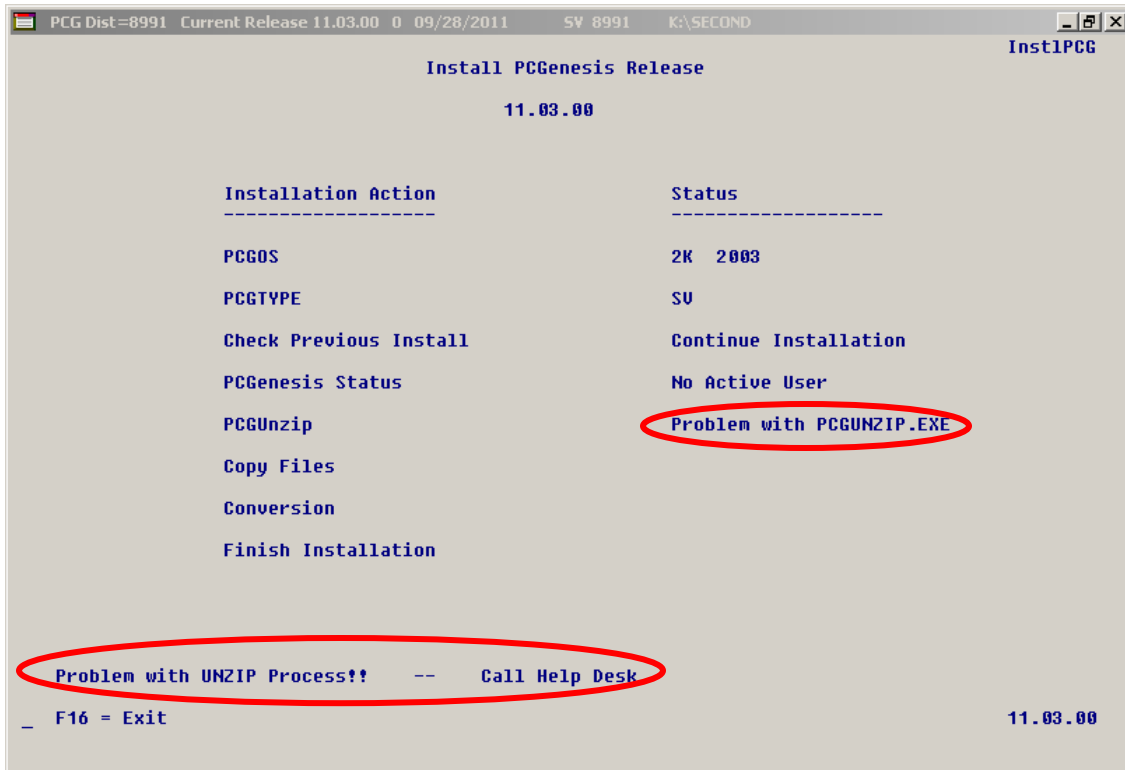


For PCGenesis Release 11.03.00 successful installations, the following message displays:



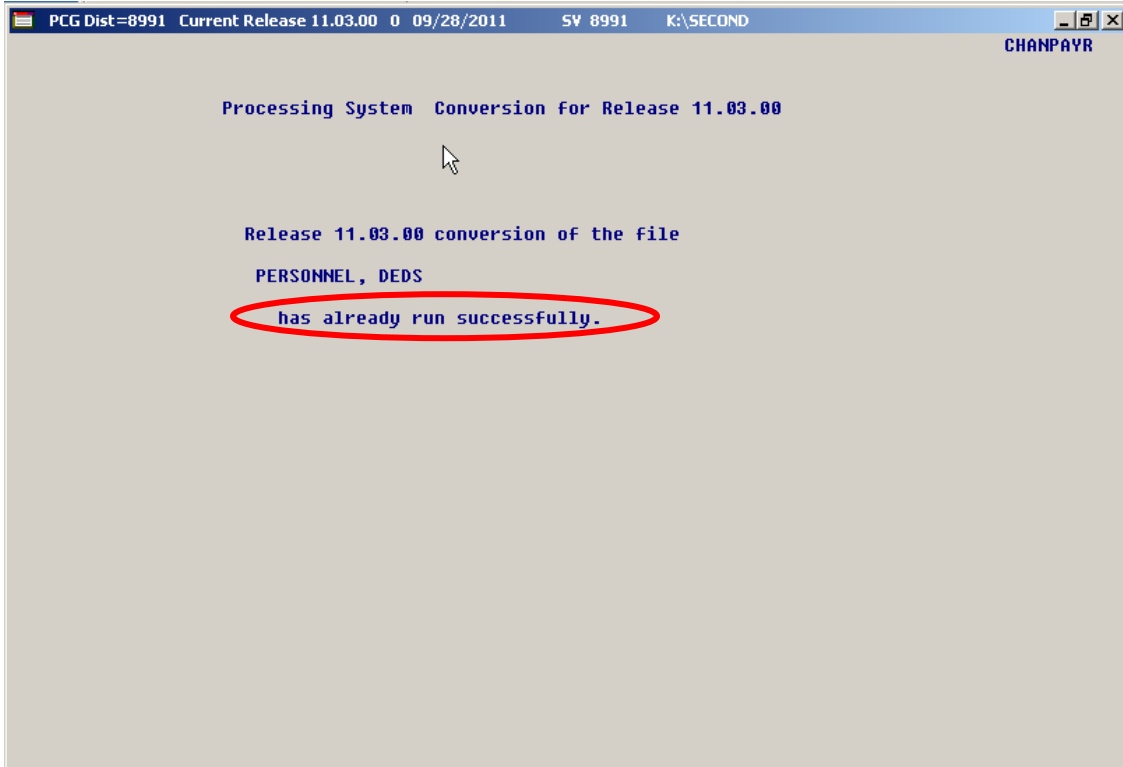
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 11.03.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

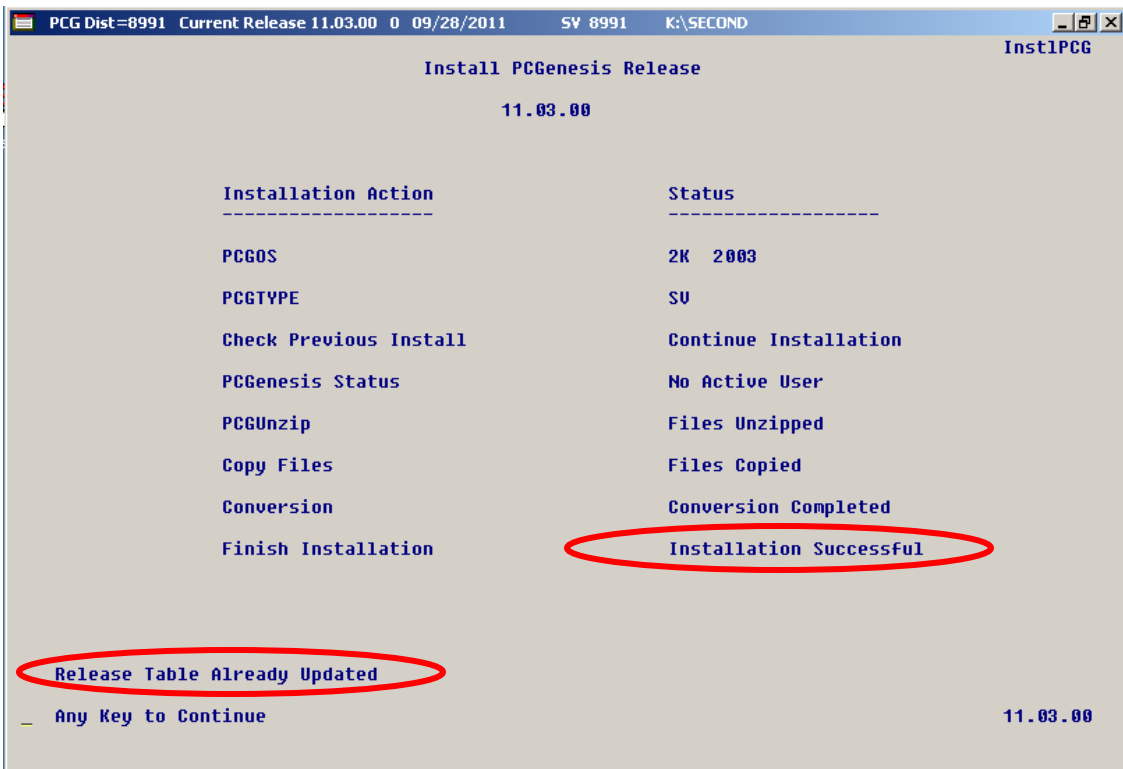


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

A warning message will display if the release installation is repeated:



A warning message will display if the release installation is repeated, but in this case, the installation is considered successful. In this instance, select any key to continue:

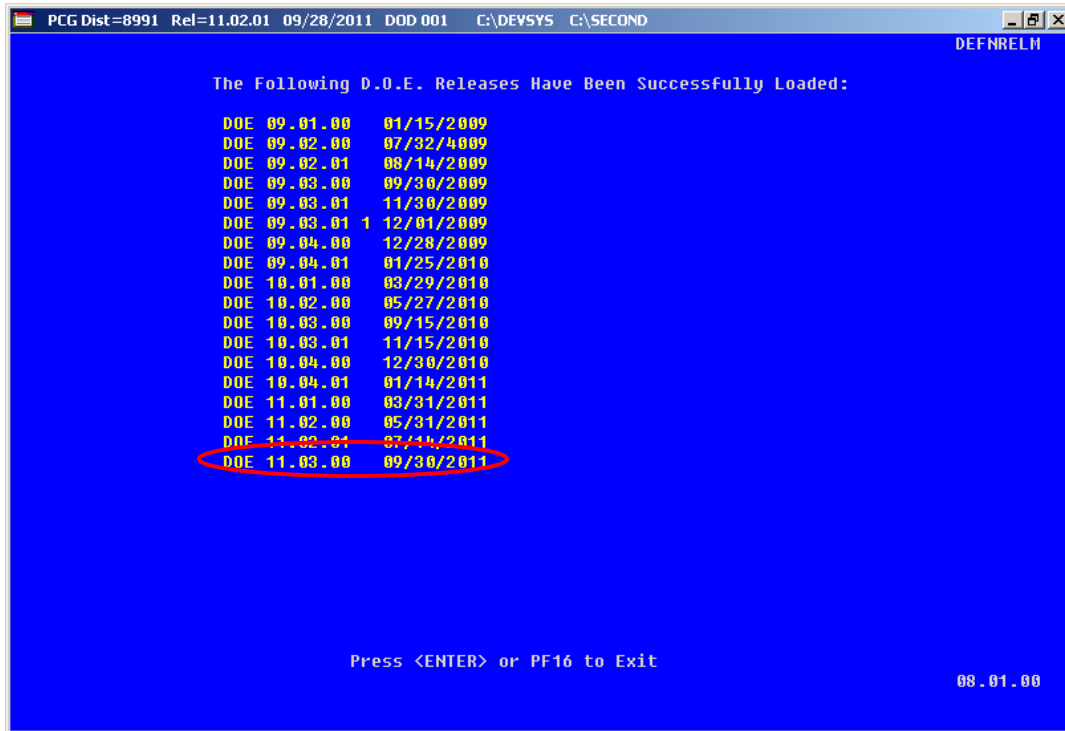


Step	Action
11	Proceed to B3. <i>Verify Release 11.03.00 Was Successfully Installed.</i>

B3. Verify Release 11.03.00 Was Successfully Installed

Step	Action
1	Log into PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).
3	From the <i>System Utilities Menu</i> , select 17 (F17 - Display Current Release Number).

The following screen displays:



Step	Action
4	Verify Release 11.03.00 displays. <i>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 11.03.00 displays. If Release 11.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
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 11.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 11.03.00 ”.