GEORGIA DEPARTMENT OF EDUCATION
Kathy Cox, State Superintendent of Schools

2009 GASBO
PCGenesis Comment and Requests

District: _____
Contact name: _____
Contact phone number: _____
Contact e-mail address: _____

	Name and Description	Accrual	Taking Time	Paying Time for the Teacher	Paying Time for the Substitute	Year End Process
Leave Type 1	Name:	Accrue differently based on class code (Y or N)?	Allow negative balance (Y or N)?	Do GL account entries in *Gross Data* screen change for the person taking the time off (eg, the teacher) (Y or N)?	How are the GL account entries in Gross Data screen generated? Are the entries based on the teacher's GL account codes (Y or N)?	Are YTD balances for January thru Dec? ___ July thru June? ___ Other? _____
	Description:	Accrue time on: Annual basis? ___ Monthly basis? ___ Other? ___	Unit of time allowed to take: Days? ___ Hours? ___ Fraction of hours? ___ Fraction of days? ___	If so, how?	Is there a default GL account or object code based upon the leave type (Y or N)? ___	When are unused balances cleared?
	How is time tracked: By days? ___ By hours? ___ By fractions of hours? ___ Other? ___	Is the accrual capped? If so, maximum time allowed (specify unit):		How are adjustments made for leave without pay for the teacher?	How is the substitute pay distributed over the GL accounts? Based on percentage? ___ No distribution? ____	Are unused balances dropped at year end (Y or N)?
	Default GL account number:	What is the basis for leave accrual? Seniority (date of hire)? ___ Years of experience? ____ Other? _____		Pay out unused time (Y or N)? ___ At end of year? ___ At end of job? ___	How frequently are substitutes paid? Weekly? ___ Bi-weekly? ___ Monthly? ___ Other? ___	Is this unused balance added to the sick leave balance (Y or N)?
	Anything else we should know?	Are separate accrual buckets needed for: State bucket? ___ Local bucket? ___	Anything else we should know?	Anything else we should know?	Anything else we should know?	Anything else we should know?
	Name and Description	**Accrual**	**Taking Time**	**Paying Time for the Teacher**	**Paying Time for the Substitute**	**Year End Process**
Leave Type 2	Name:	Accrue differently based on class code (Y or N)?	Allow negative balance (Y or N)?	Do GL account entries in *Gross Data* screen change for the person taking the time off (eg, the teacher) (Y or N)?	How are the GL account entries in Gross Data screen generated? Are the entries based on the teacher's GL account codes (Y or N)?	Are YTD balances for January thru Dec? ___ July thru June? ___ Other? _____
	Description:	Accrue time on: Annual basis? ___ Monthly basis? ___ Other? ___	Unit of time allowed to take: Days? ___ Hours? ___ Fraction of hours? ___ Fraction of days? ___	If so, how?	Is there a default GL account or object code based upon the leave type (Y or N)? ___	When are unused balances cleared?
	How is time tracked: By days? ___ By hours? ___ By fractions of hours? ___ Other? ___	Is the accrual capped? If so, maximum time allowed (specify unit):		How are adjustments made for leave without pay for the teacher?	How is the substitute pay distributed over the GL accounts? Based on percentage? ___ No distribution? ____	Are unused balances dropped at year end (Y or N)?
	Default GL account number:	What is the basis for leave accrual? Seniority (date of hire)? ___ Years of experience? ____ Other? _____		Pay out unused time (Y or N)? ___ At end of year? ___ At end of job? ___	How frequently are substitutes paid? Weekly? ___ Bi-weekly? ___ Monthly? ___ Other? ___	Is this unused balance added to the sick leave balance (Y or N)?
	Anything else we should know?	Are separate accrual buckets needed for: State bucket? ___ Local bucket? ___	Anything else we should know?	Anything else we should know?	Anything else we should know?	Anything else we should know?

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	Name and Description	Accrual	Taking Time	Paying Time for the Teacher	Paying Time for the Substitute	Year End Process
Leave Type 3	Name:	Accrue differently based on class code (Y or N)?	Allow negative balance (Y or N)?	Do GL account entries in *Gross Data* screen change for the person taking the time off (eg, the teacher) (Y or N)?	How are the GL account entries in Gross Data screen generated? Are the entries based on the teacher's GL account codes (Y or N)?	Are YTD balances for January thru Dec? ___ July thru June? ___ Other? _____
	Description:	Accrue time on: Annual basis? ___ Monthly basis? ___ Other? ___	Unit of time allowed to take: Days? ___ Hours? ___ Fraction of hours? ___ Fraction of days? ___	If so, how?	Is there a default GL account or object code based upon the leave type (Y or N)? ___	When are unused balances cleared?
	How is time tracked: By days? ___ By hours? ___ By fractions of hours? ___ Other? ___	Is the accrual capped? If so, maximum time allowed (specify unit):		How are adjustments made for leave without pay for the teacher?	How is the substitute pay distributed over the GL accounts? Based on percentage? ___ No distribution? ____	Are unused balances dropped at year end (Y or N)?
	Default GL account number:	What is the basis for leave accrual? Seniority (date of hire)? ___ Years of experience? ____ Other? _____		Pay out unused time (Y or N)? ___ At end of year? ___ At end of job? ___	How frequently are substitutes paid? Weekly? ___ Bi-weekly? ___ Monthly? ___ Other? ___	Is this unused balance added to the sick leave balance (Y or N)?
	Anything else we should know?	Are separate accrual buckets needed for: State bucket? ___ Local bucket? ___	Anything else we should know?	Anything else we should know?	Anything else we should know?	Anything else we should know?
	Volunteers	**School Level Access**	**School Data Input**	**Requested Leave Reports**	**Top 8 Enhancement Requests**	**Additional Training Classes**
Other	Do you want to participate as a member of a small group to help design the new leave system? If so, give participant information: Name: _____ E-mail: _____ Phone: _____	Which type of school level access do you most desire? Check one, or rank with #1 as most important. __ School data input __ Financial account query __ Employee record query __ Leave balance query __ Purchase order query __ Separate school financial data __ Other request	What processes would make your job easier if the input data could be generated directly at the schools? Check one, or rank with #1 as most important. __ Teacher leave data __ Substitute tracking __ Time card entry for hourly payroll __ New employee hire data __ Purchase order request __ Other request	Please list leave reports you would like available in the new leave system. For example, a report to go to school principals giving teacher leave balances.	After a new leave system, what are the top 8 enhancements you would like to see in PCGenesis? (Make #1 your top priority.) 1. 2. 3. 4. 5. 6. 7. 8.	List any other training classes that you would like us to offer.