



PCGENESIS BUDGET SYSTEM OPERATIONS GUIDE

1/11/2019

Section D: SANDBOX Special
Functions, V1.2

Revision History

| Date | Version | Description | Author |
|------------|---------|---|-----------|
| 1/11/2019 | 1.2 | 18.04.00 – Add <i>Print Employee Budget Detail Listings</i> to the budget menu. | D. Ochala |
| 04/08/2015 | 1.1 | 15.01.00 – Update screenshots for <i>Procedure C: User Defined Budget Salary Schedule</i> . Also update <i>Budget System Master Menu</i> screenshots. | D. Ochala |
| 08/28/2014 | 1.0 | 14.02.00 – Create new document. | D. Ochala |

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Overview

Every time the user executes the *Create Budget SANDBOX* procedure, a new copy of the *SANDBOX* directory is built by copying the payroll file and other accompanying files into the directory *K:\SECOND\SANDBOX* and applying the budgeting parameters. The *Create Budget SANDBOX* procedure can be run as many times as desired, and each time the user can apply a new set of parameters to the employee data.

Each time the *Create Budget SANDBOX* procedure is executed, new copies of the system payroll files are copied into *K:\SECOND\SANDBOX* directory from the regular payroll directories. Therefore, tax rate changes made in the *SANDBOX Special Functions Menu* during a prior budget procedure may need to be reentered after executing a new budget iteration.

The following payroll system files are created in the *K:\SECOND\SANDBOX* directory:

| File Name | Description |
|----------------|---|
| ANNUITY | Annuity company definition records – Identifies the annuity company codes with an employer contribution defined. |
| DATEFL | Budget Control Data – Identifies the payroll cycles, pension codes, payroll class codes, employer GHI flags, regular gross types, and special gross types selected for the budget procedure. |
| DEDCTL | Budget Control Data – Identifies the payroll deduction codes selected for the budget procedure. Generally, it is only necessary to select those deduction codes with an employer contribution component. |
| DEDS | System deduction definition records – Identifies the deduction codes with an employer contribution defined. |
| PAYSTAT | Budget Control Data – Identifies the sequence monitor for the budget procedure. |
| TAXES | Tax file definition records , including FICA/Medicare, Old and New ERS, TRS, and GHI tax tables. These tax types all have an employer contribution defined as part of the tax or pension calculation. |

Employer tax rates: The user may want to anticipate rate changes to employer benefits for the upcoming budget year. The *SANDBOX Special Functions Menu* allows the user to maintain *SANDBOX* deduction records, maintain *SANDBOX* annuity records, and maintain *SANDBOX* tax records. These options allow the user to change the employer contribution amounts or percentages for system deductions and/or system annuity companies. The user can also change the employer rates for FICA, Old and New ERS, TRS, or GHI.

For example, the user may be able to anticipate a change to the GHI employer premium amounts in the coming budget year. With the PCGenesis budgeting system, users have the ability to modify the employer rates in the budget “playground” or “sandbox”. Any changes made to employer rates within the budgeting system do not affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.

Salary Schedules: The local CPI budget salary schedule and the user-defined salary schedules are stored permanently in the file *K:\SECOND\CPIDATA\SALSCHED*. Once the salary schedules are loaded into PCGenesis, the data is retained permanently regardless of the number of times the budget procedure is executed. The salary schedules are identified by the **Salary Schedule Year** so that multiple years of salary schedules can be retained.

The following data items are created in the *K:\SECOND\CPIDATA\SALSCHED* file:

| Salary Schedule | Key in SALSCHED file | Description |
|---|----------------------|---|
| State CPI budget salary schedule | S | Tables are defined in CPI. Used to budget <i>Gross Data</i> account lines with a Budget Flag of ‘S’. Refer to the <i>Certified/Classified Personnel Information (CPI) System Operations Guide, Section D: Salary Schedule Processing</i> for instructions. |
| Local CPI budget salary schedule | L | Tables are defined in the PCGenesis Budget System. Used to budget <i>Gross Data</i> account lines with a Budget Flag of ‘T’. Refer to <i>Procedure B: Local Budget Salary Schedule</i> in this document for instructions. |
| User-defined salary schedules | U | Tables are defined in the PCGenesis Budget System. Used to budget <i>Gross Data</i> account lines with a Budget Flag of ‘U’. Requires definition of the Budget Pay Category field on the employee’s payroll record. Refer to <i>Procedure C: User Defined Budget Salary Schedule</i> in this document for instructions. |


The *SANDBOX Special Functions Menu* allows the user to set up a local CPI budget salary schedule (used in conjunction with the **Budget Flag** ‘T’ option on the employees’ *Payroll Gross Data* screen) and to set up user-defined salary schedules (used in conjunction with the **Budget Flag** ‘U’ option on the employees’ *Payroll Gross Data* screen).

For *Gross Data* account lines with a **Budget Flag** of 'T', the user specifies the local CPI salary schedule year to use, and also specifies the number of work days for certified employees during the *Create Budget SANDBOX* procedure. The system looks up the correct local salary schedule based upon the employees' **State Years of Experience** field and the employees' **Certification Level**, using exactly the same methodology as the state CPI salary schedule. Since the local salary schedule is based on 190 days per calendar year, if the number of work days is less than 190, the annual salary on the local CPI salary schedule is prorated accordingly.

For *Gross Data* account lines with a **Budget Flag** of 'U', salary lines are budgeted using a user-defined salary schedule. This option may be used for both certified and non-certified employees. The system looks up the correct user-defined salary schedule based upon the employees' **Budget Pay Category** field. Since the user-defined salary schedule is based on 260 days per calendar year, if the number of work days specified on the employees' *Gross Data* screen in the **Annual Work Days** field is less than 260, the annual salary on the user-defined salary schedule is prorated accordingly. For certified employees, the system will use the **State Years of Experience** for determining the pay step into the user-defined salary schedule. For classified employees, the system will use the **Local Years of Experience** for determining the pay step into the user-defined salary schedule.

Budget Control Data: The *SANDBOX Special Functions Menu* also allows the user to display *Budget Control Data* screen. The *Budget Control Data* screen allows the user to review the budget parameters defined when the Budget Sandbox was created by the user.

The user also has the ability to modify the selected deductions for the budget cycle from the *Budget Control Data* screen. In the event the budget cycle's deduction parameters require modifications, such as when adding an employer contribution to a system deduction, users may modify the deduction field information as needed. Enter **Y** (Yes) or **N** (No) next to the appropriate payroll deduction field to select or deselect that deduction for processing during the budget cycle.

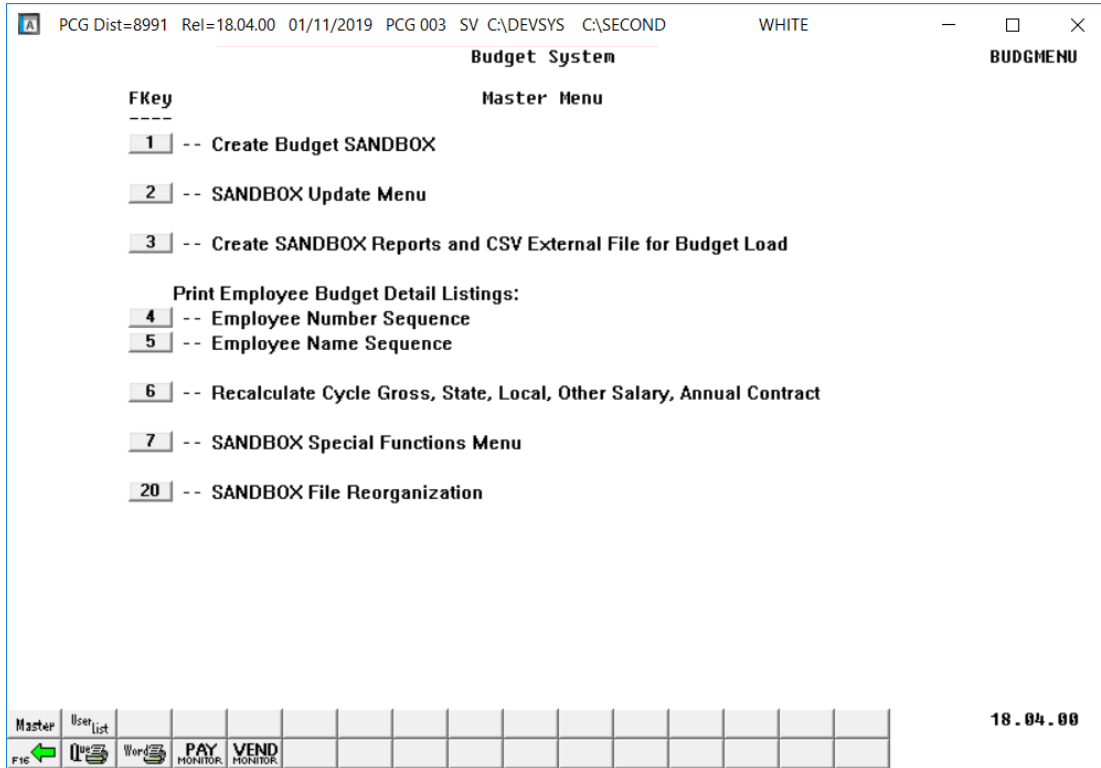
Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Procedure A: Display/Update Budget Control Data

A1. Displaying the Budget Control Data

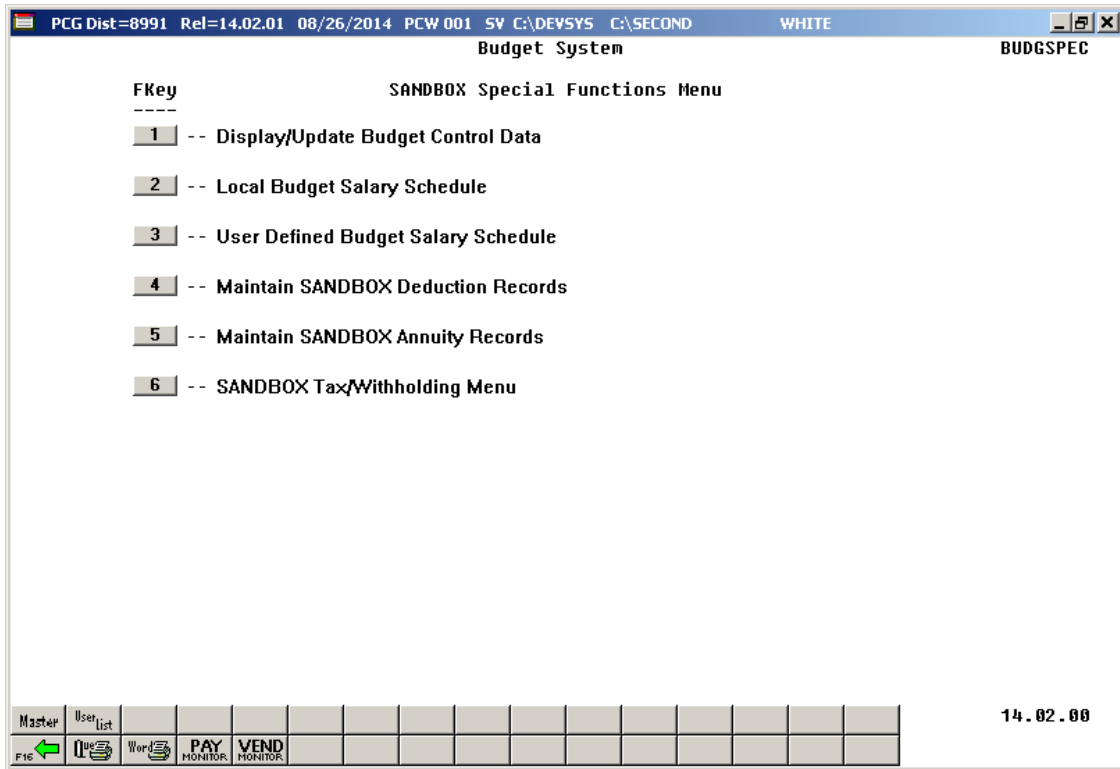
| Step | Action |
|------|---|
| 1 | From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System). |

The following screen displays:



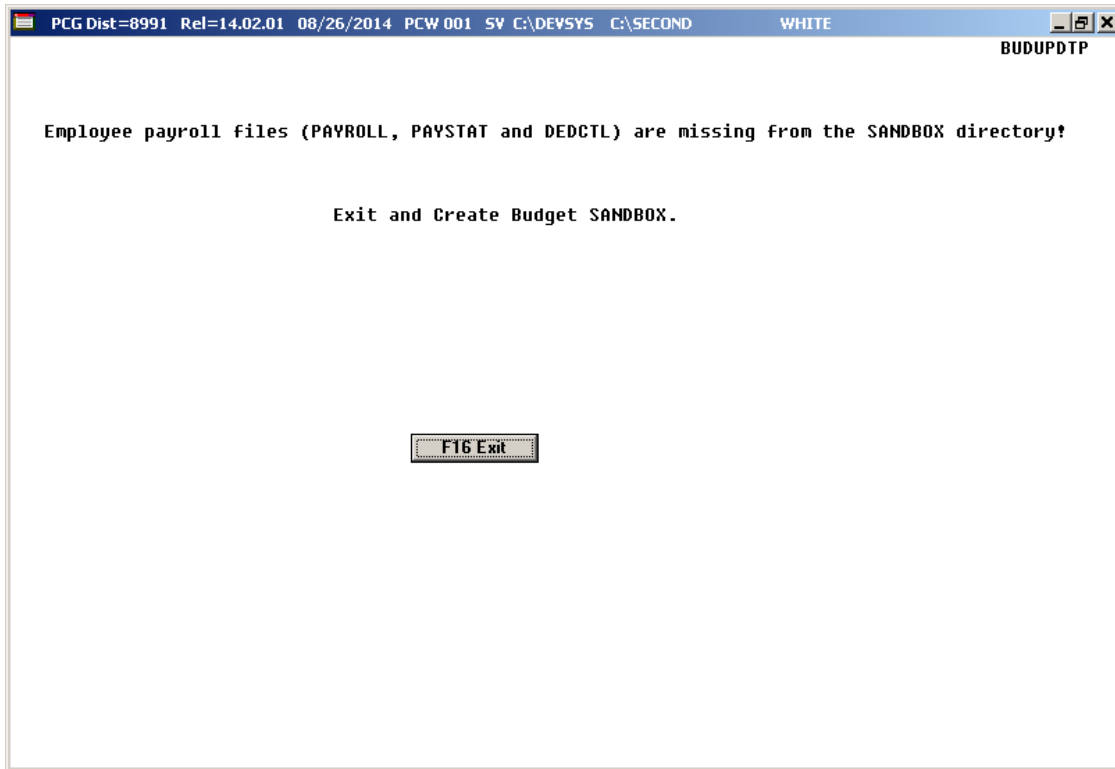
| Step | Action |
|------|--|
| 2 | Select 7 (F7 – SANDBOX Special Functions Menu). |

The following screen displays:

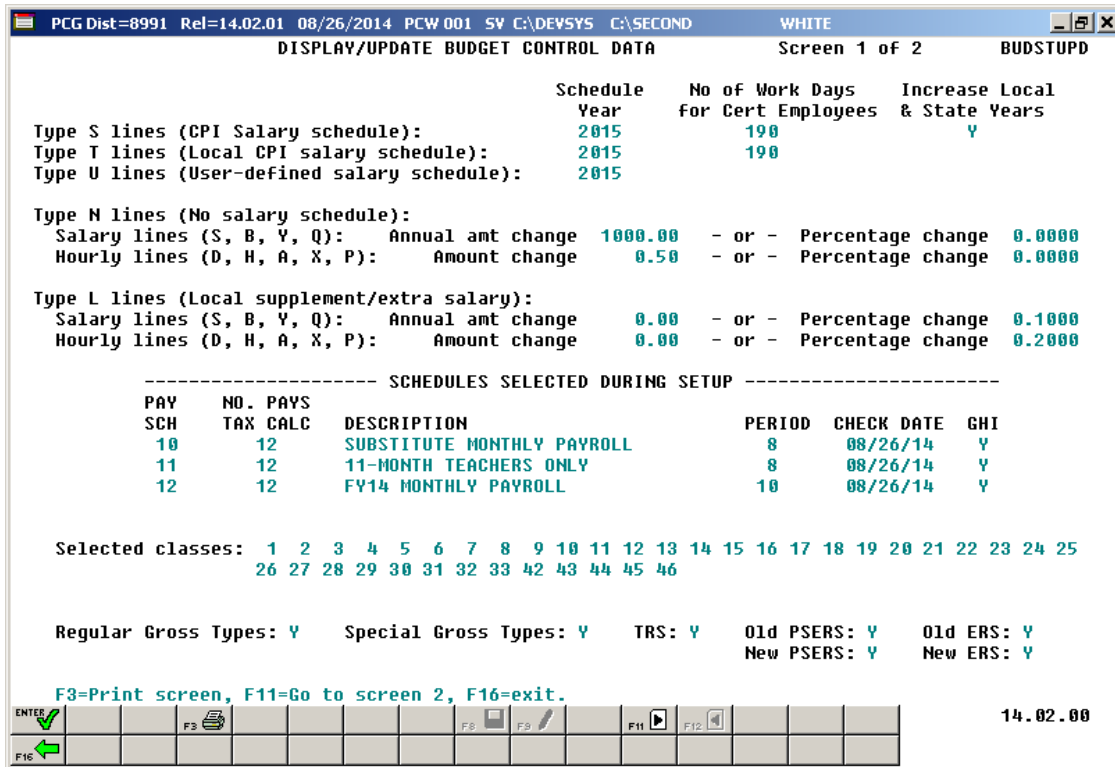


| Step | Action |
|------|--|
| 3 | Select 1 (F1 – Display/Update Budget Control Data). |






If the Budget SANDBOX has not been created yet, the following screen displays:




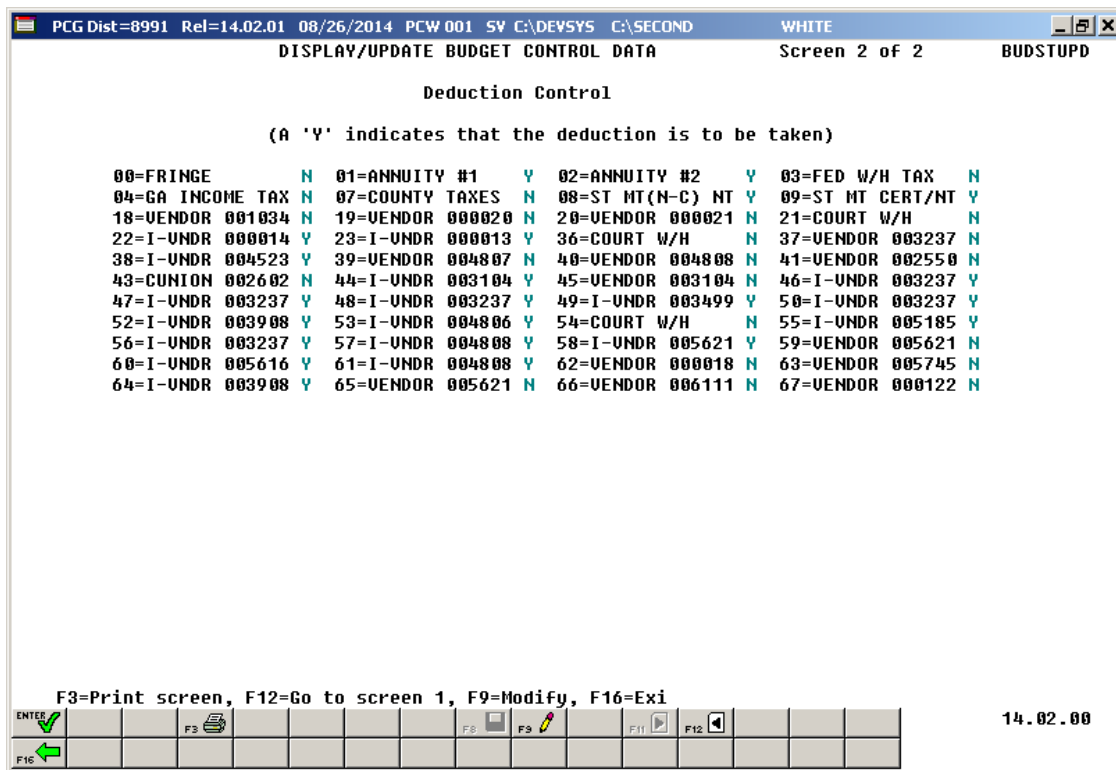
If the Budget SANDBOX has been created, the following screen displays:



The actual screen results are system-specific.

| Step | Action |
|------|---|
| 4 | <p><u>If the Budget SANDBOX has not been created yet:</u> The employee payroll files will be missing from the <i>SANDBOX</i> directory. In this case, select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i>. Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i>. Refer to the <i>Budget System Operations Guide, Section A: Create Budget SANDBOX</i> for information about creating the budget sandbox.</p> <p><u>If the Budget SANDBOX has been created:</u> Review the screen's information, and select  (F11 – Go to screen 2) to display the deductions which have been selected for the create budget process.</p> <p>If the user is finished reviewing the budget control information, select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Display/Update Budget Control Data</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.</p> |

The following screen displays after selecting  (F11 – Go to screen 2) in Step 4:



PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 001 SV C:\DEVSY S C:\SECOND WHITE








DISPLAY/UPDATE BUDGET CONTROL DATA Screen 2 of 2 BUDSTUPD

Deduction Control

(A 'Y' indicates that the deduction is to be taken)




| | | | | | | | |
|------------------|---|------------------|---|------------------|---|------------------|---|
| 00=FRINGE | N | 01=ANNUITY #1 | Y | 02=ANNUITY #2 | Y | 03=FED W/H TAX | N |
| 04=GA INCOME TAX | N | 07=COUNTY TAXES | N | 08=ST MT(N-C) NT | Y | 09=ST MT CERT/NT | Y |
| 18=UENDOR 001034 | N | 19=UENDOR 000020 | N | 20=UENDOR 000021 | N | 21=COURT W/H | N |
| 22=I-UNDR 000014 | Y | 23=I-UNDR 000013 | Y | 36=COURT W/H | N | 37=UENDOR 003237 | N |
| 38=I-UNDR 004523 | Y | 39=UENDOR 004807 | N | 40=UENDOR 004808 | N | 41=UENDOR 002550 | N |
| 43=CUNION 002602 | N | 44=I-UNDR 003104 | Y | 45=UENDOR 003104 | N | 46=I-UNDR 003237 | Y |
| 47=I-UNDR 003237 | Y | 48=I-UNDR 003237 | Y | 49=I-UNDR 003499 | Y | 50=I-UNDR 003237 | Y |
| 52=I-UNDR 003908 | Y | 53=I-UNDR 004806 | Y | 54=COURT W/H | N | 55=I-UNDR 005185 | Y |
| 56=I-UNDR 003237 | Y | 57=I-UNDR 004808 | Y | 58=I-UNDR 005621 | Y | 59=UENDOR 005621 | N |
| 60=I-UNDR 005616 | Y | 61=I-UNDR 004808 | Y | 62=UENDOR 000018 | N | 63=UENDOR 005745 | N |
| 64=I-UNDR 003908 | Y | 65=UENDOR 005621 | N | 66=UENDOR 006111 | N | 67=UENDOR 000122 | N |


F3=Print screen, F12=Go to screen 1, F9=Modify, F16=Exit

ENTER       

14.02.00

The actual screen results are system-specific.

| Step | Action |
|------|---|
| 5 | <p>Select  (F12 – Go to screen 1) to return to the first page of the <i>Display/Update Budget Control Data</i>.</p> <p>If the user is finished reviewing the budget control information, select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Display/Update Budget Control Data – Deduction Control</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |

The following screen displays after selecting  (F12 – Go to screen 1) in Step 5:

PCG Dist=8991 Rel=14.02.01 08/26/2014 PCW 001 SV C:\DEVSY5 C:\SECOND WHITE

DISPLAY/UPDATE BUDGET CONTROL DATA Screen 1 of 2 BUDSTUPD

| | Schedule Year | No of Work Days for Cert Employees | Increase Local & State Years |
|--|---------------|------------------------------------|------------------------------|
| Type S lines (CPI Salary schedule): | 2015 | 190 | Y |
| Type T lines (Local CPI salary schedule): | 2015 | 190 | |
| Type U lines (User-defined salary schedule): | 2015 | | |

Type N lines (No salary schedule):

| Salary lines (S, B, Y, Q): | Annual amt change | 1000.00 | - or - | Percentage change | 0.0000 |
|-------------------------------|-------------------|---------|--------|-------------------|--------|
| Hourly lines (D, H, A, X, P): | Amount change | 0.50 | - or - | Percentage change | 0.0000 |

Type L lines (Local supplement/extra salary):

| Salary lines (S, B, Y, Q): | Annual amt change | 0.00 | - or - | Percentage change | 0.1000 |
|-------------------------------|-------------------|--|--|-------------------|--------|
| Hourly lines (D, H, A, X, P): | Amount change | 0.00 <td>- or - <td>Percentage change</td> <td>0.2000 </td></td> | - or - <td>Percentage change</td> <td>0.2000 </td> | Percentage change | 0.2000 |






----- SCHEDULES SELECTED DURING SETUP -----


| PAY SCH | NO. PAYS TAX CALC | DESCRIPTION | PERIOD | CHECK DATE | GHI |
|---------|-------------------|----------------------------|--------|------------|-----|
| 10 | 12 | SUBSTITUTE MONTHLY PAYROLL | 8 | 08/26/14 | Y |
| 11 | 12 | 11-MONTH TEACHERS ONLY | 8 | 08/26/14 | Y |
| 12 | 12 | FY14 MONTHLY PAYROLL | 10 | 08/26/14 | Y |

Selected classes: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
26 27 28 29 30 31 32 33 42 43 44 45 46


Regular Gross Types: Y Special Gross Types: Y TRS: Y Old PSERS: Y Old ERS: Y
New PSERS: Y New ERS: Y

F3=Print screen, F11=Go to screen 2, F16=exit.

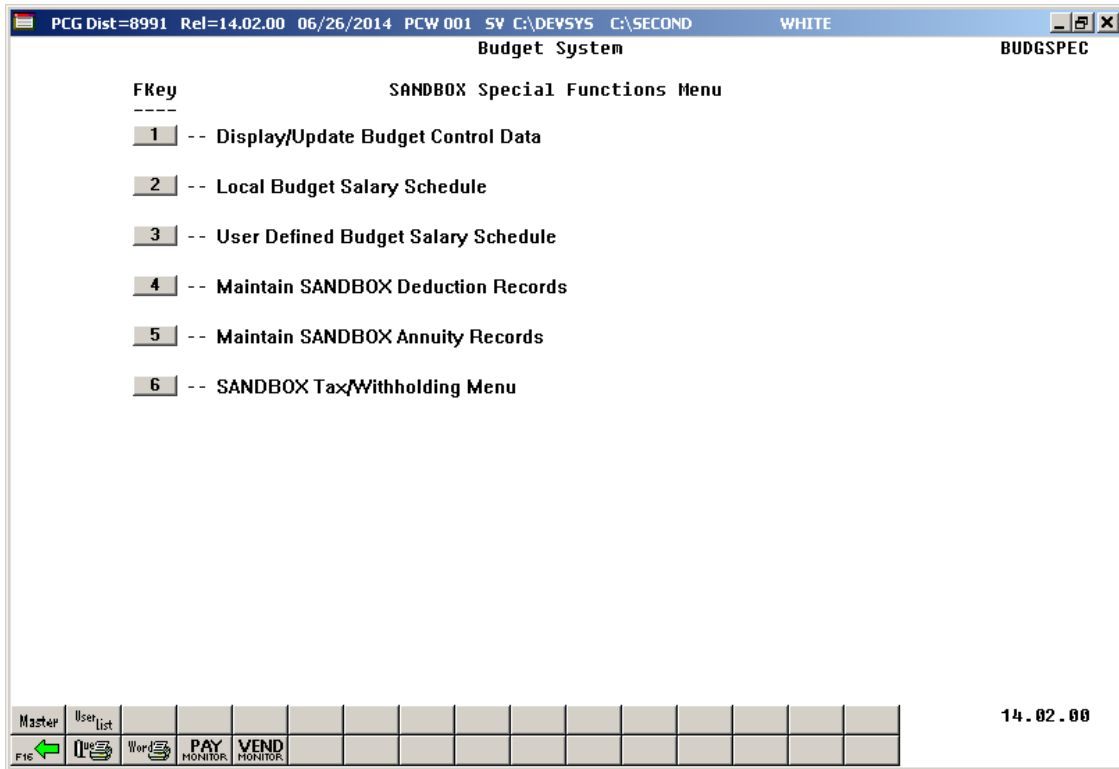
ENTER      14.02.00





The actual screen results are system-specific.

| Step | Action |
|------|--|
| 6 | Select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:

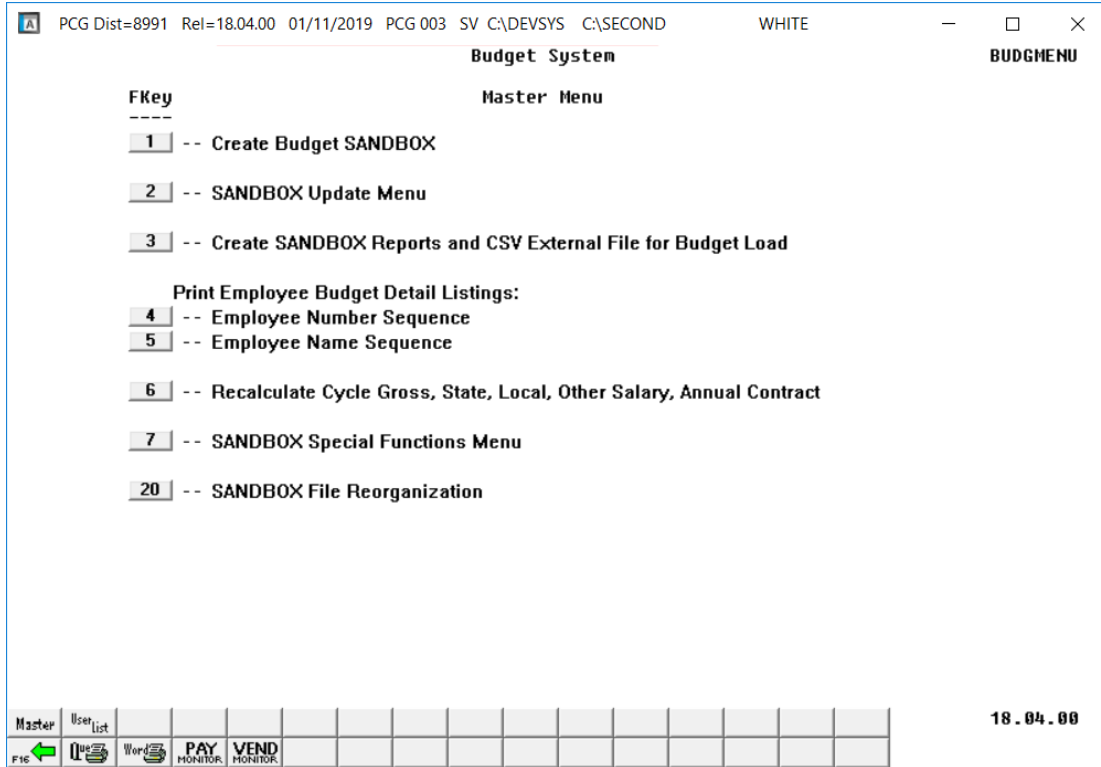


| Step | Action |
|------|--|
| 7 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

A2. Updating Selected Budget Deductions

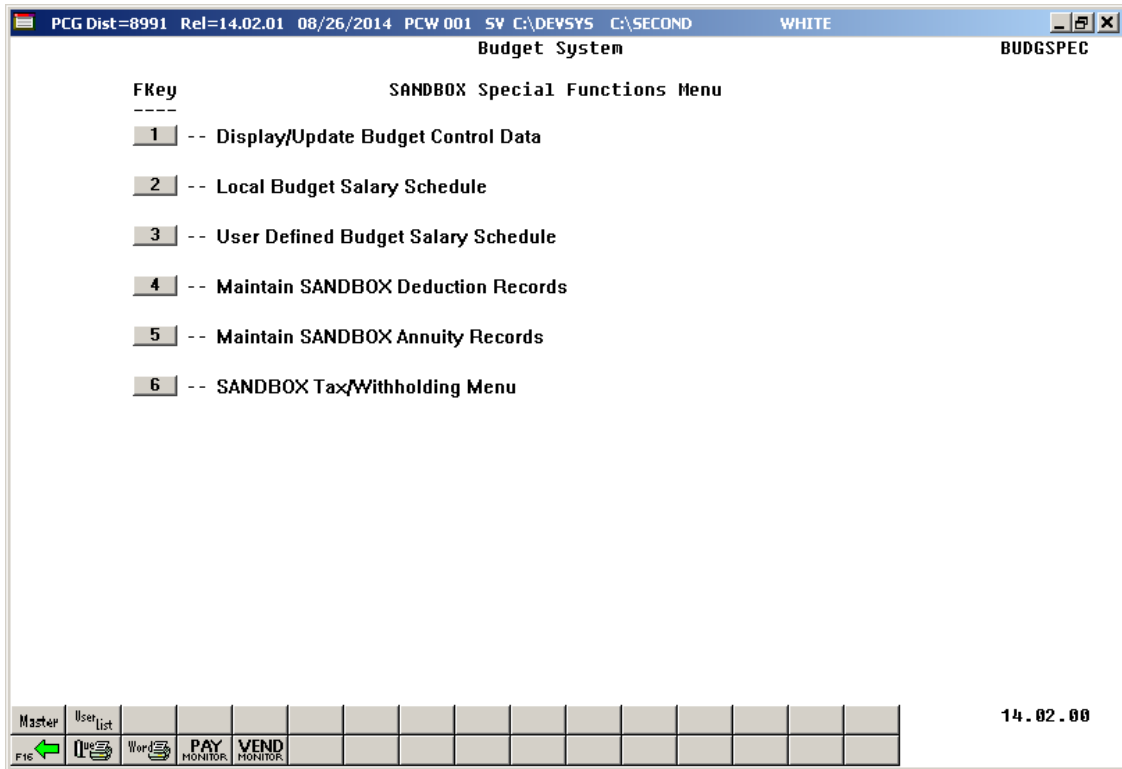
| Step | Action |
|------|---|
| 1 | From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System). |

The following screen displays:



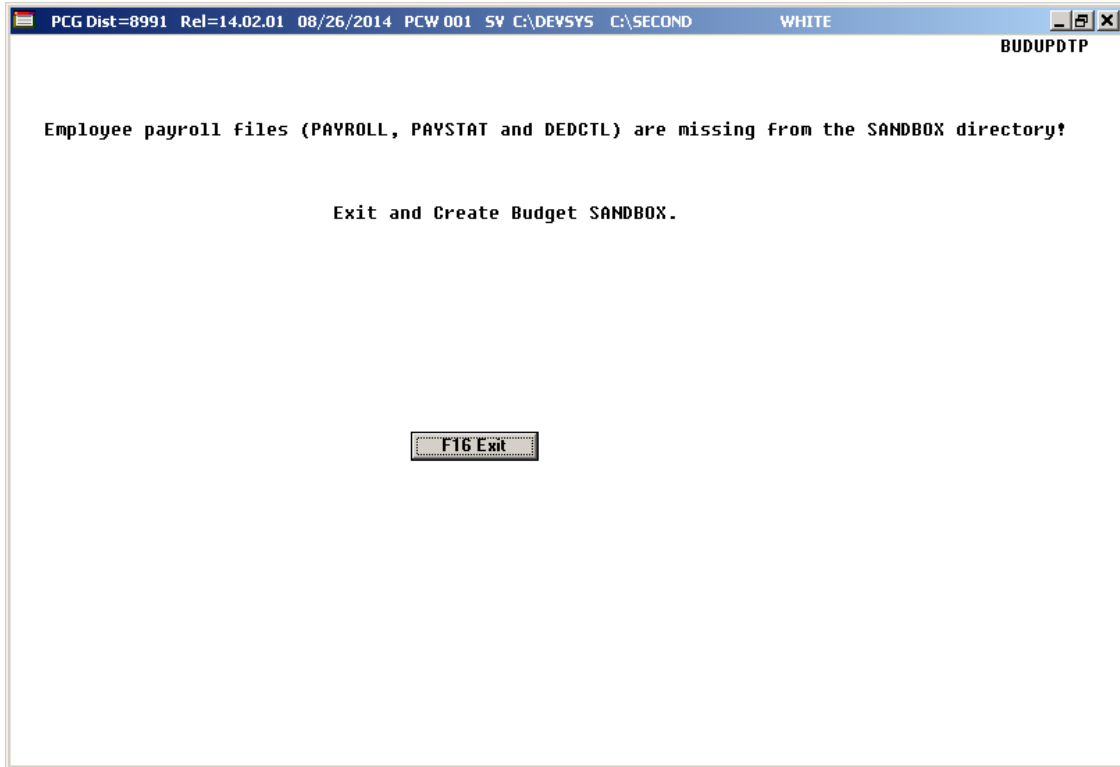
| Step | Action |
|------|--|
| 2 | Select 7 (F7 – SANDBOX Special Functions Menu). |

The following screen displays:

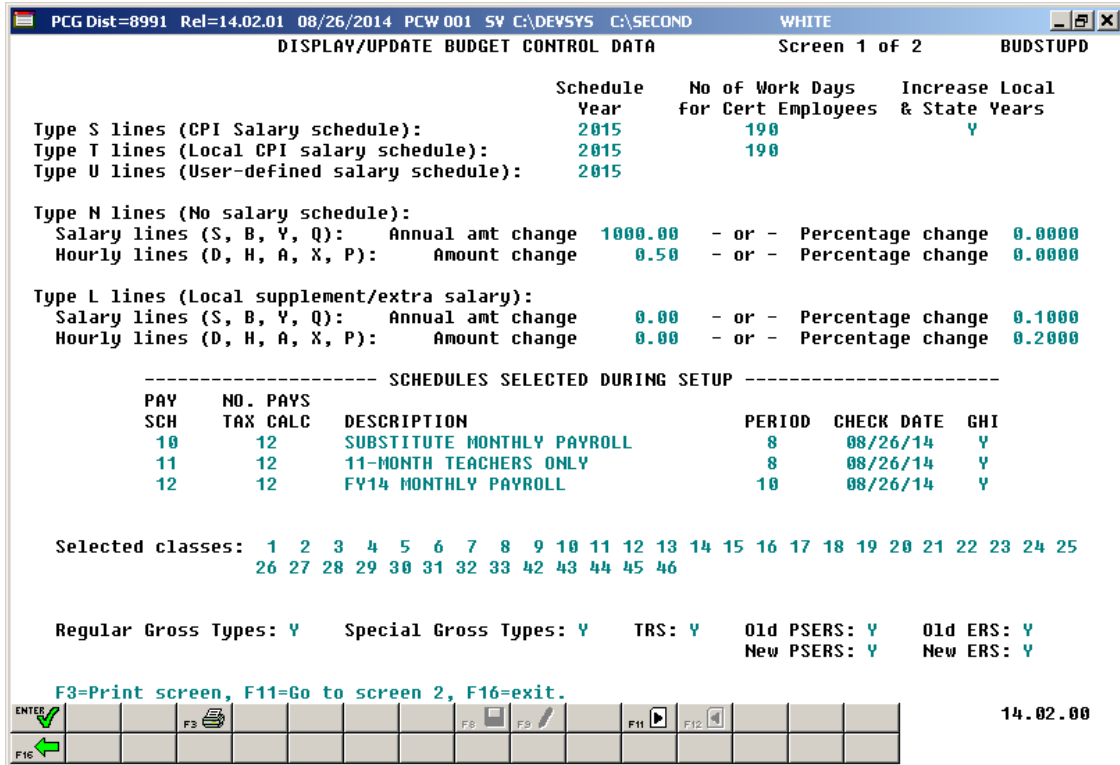


| Step | Action |
|------|--|
| 3 | Select 1 (F1 – Display/Update Budget Control Data). |


If the Budget SANDBOX has not been created yet, the following screen displays:




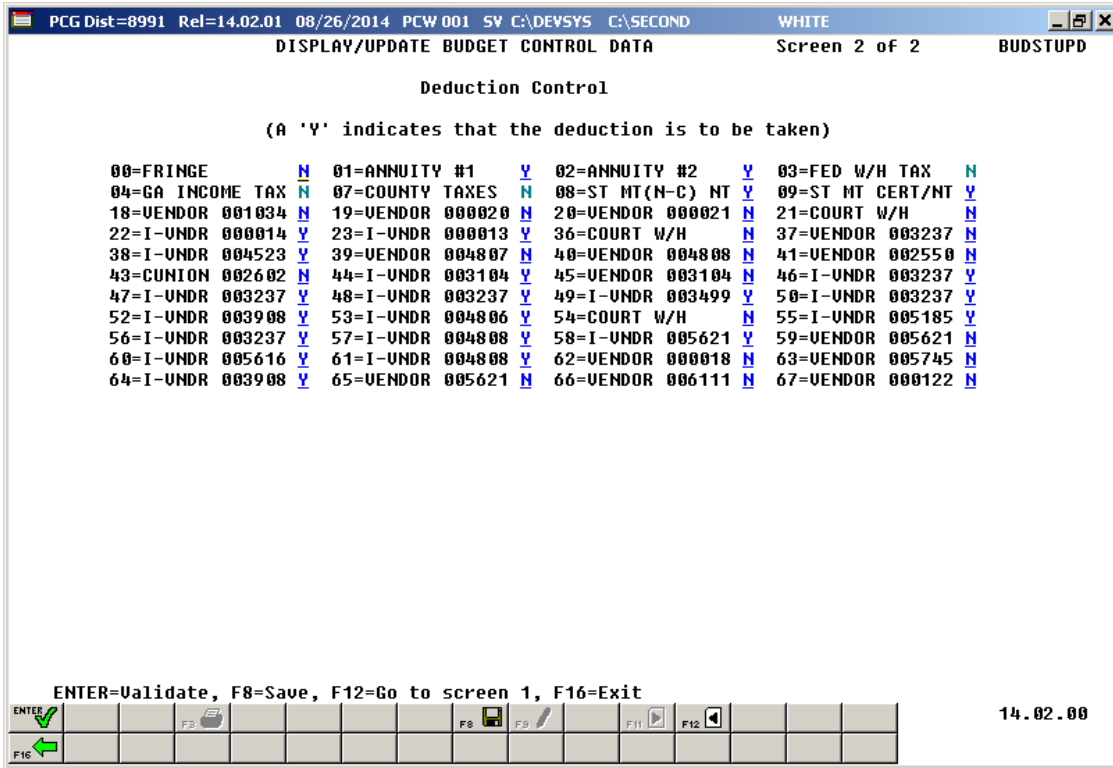
If the Budget SANDBOX has been created, the following screen displays:




The actual screen results are system-specific.

| Step | Action |
|------|--|
| 5 | Select  (F9) to modify. |

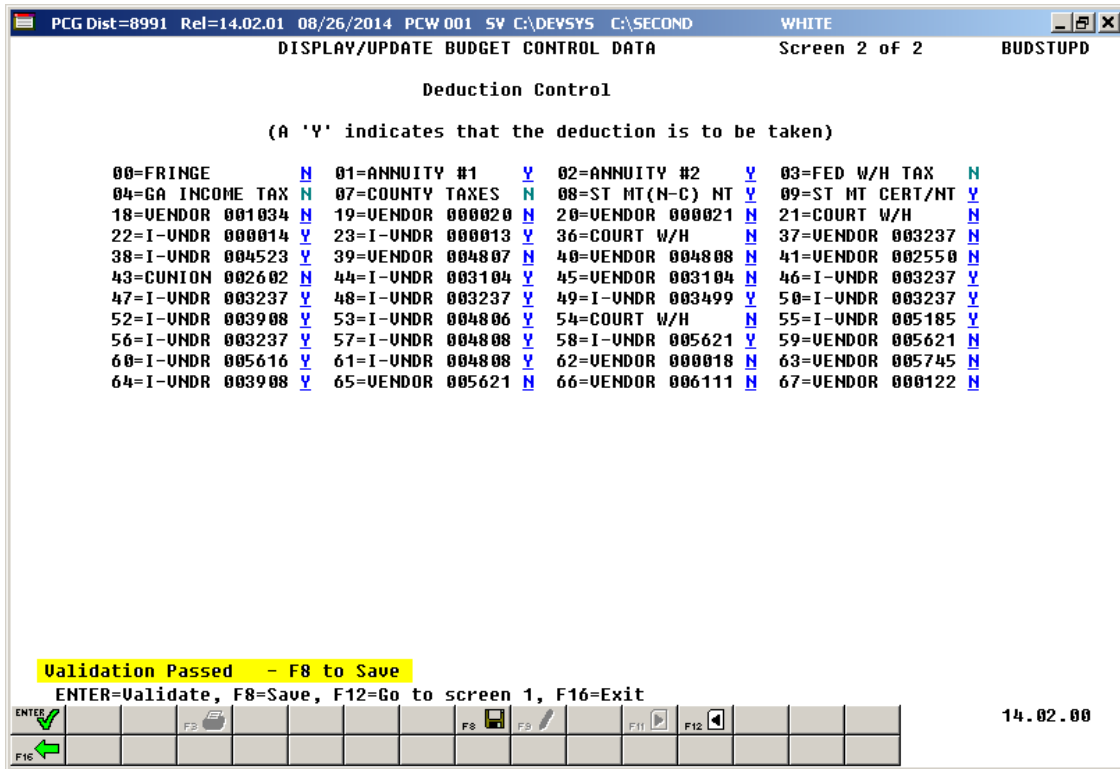
The following screen displays after selecting  (F9 - Modify) in Step 5:




The actual screen results are system-specific.

| Step | Action |
|------|--|
| 6 | <p>To modify the Selected Budget Deduction information: Enter Y (Yes) or N (No) next to the appropriate deduction field, and select  (Enter) to validate.</p> <p>Typically, the <i>Display/Update Budget Control Data</i> screen is for display purposes only. In the event the budget's deduction parameters require modifications, such as when adding a payroll deduction with an employer contribution, users may modify the field information as needed.</p> |

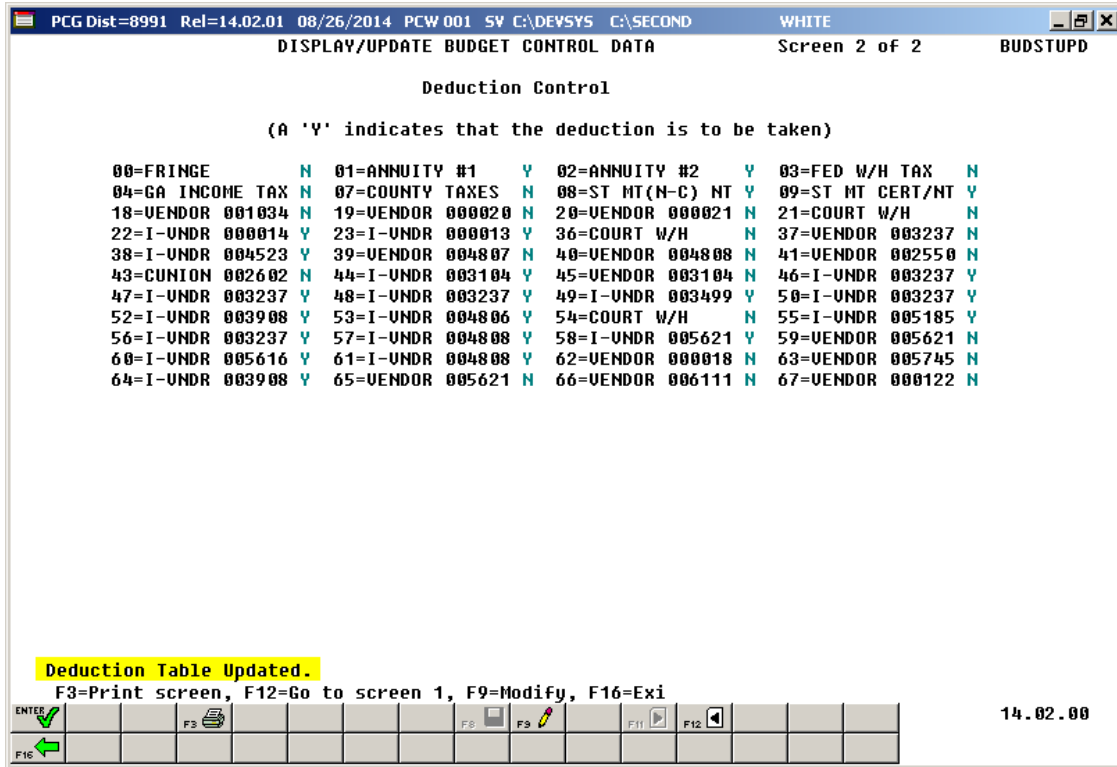
The following screen displays:






The actual screen results are system-specific.


| Step | Action |
|------|---|
| 7 | Verify “Validations passed – F8 to Save” displays, and select  (F8) to save. |

The following screen displays:



The actual screen results are system-specific.

| Step | Action |
|------|---|
| 8 | <p>Verify “<i>Deduction Table Updated</i>” displays, and select  (F12 – Go to screen 1) to return to the first page of the <i>Display/Update Budget Control Data</i>.</p> <p>If the user is finished reviewing the budget control information, select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Display/Update Budget Control Data – Deduction Control</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |

The following screen displays after selecting  (F12 – Go to screen 1) in Step 8:

```

PCG Dist=8991  Rel=14.02.01  08/26/2014  PCW 001  SV C:\DEVSYS  C:\SECOND  WHITE
DISPLAY/UPDATE BUDGET CONTROL DATA                               Screen 1 of 2  BUDSTUPD

                                Schedule  No of Work Days  Increase Local
                                Year      for Cert Employees & State Years
Type S lines (CPI Salary schedule):      2015           190           Y
Type T lines (Local CPI salary schedule): 2015           190
Type U lines (User-defined salary schedule): 2015

Type N lines (No salary schedule):
Salary lines (S, B, Y, Q):  Annual amt change 1000.00 - or - Percentage change 0.0000
Hourly lines (D, H, A, X, P):  Amount change 0.50 - or - Percentage change 0.0000

Type L lines (Local supplement/extra salary):
Salary lines (S, B, Y, Q):  Annual amt change 0.00 - or - Percentage change 0.1000
Hourly lines (D, H, A, X, P):  Amount change 0.00 - or - Percentage change 0.2000

----- SCHEDULES SELECTED DURING SETUP -----
PAY  NO. PAYS
SCH  TAX CALC  DESCRIPTION                PERIOD  CHECK DATE  GHI
 10   12      SUBSTITUTE MONTHLY PAYROLL      8      08/26/14   Y
 11   12      11-MONTH TEACHERS ONLY        8      08/26/14   Y
 12   12      FY14 MONTHLY PAYROLL          10     08/26/14   Y

Selected classes:  1  2  3  4  5  6  7  8  9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
                  26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46

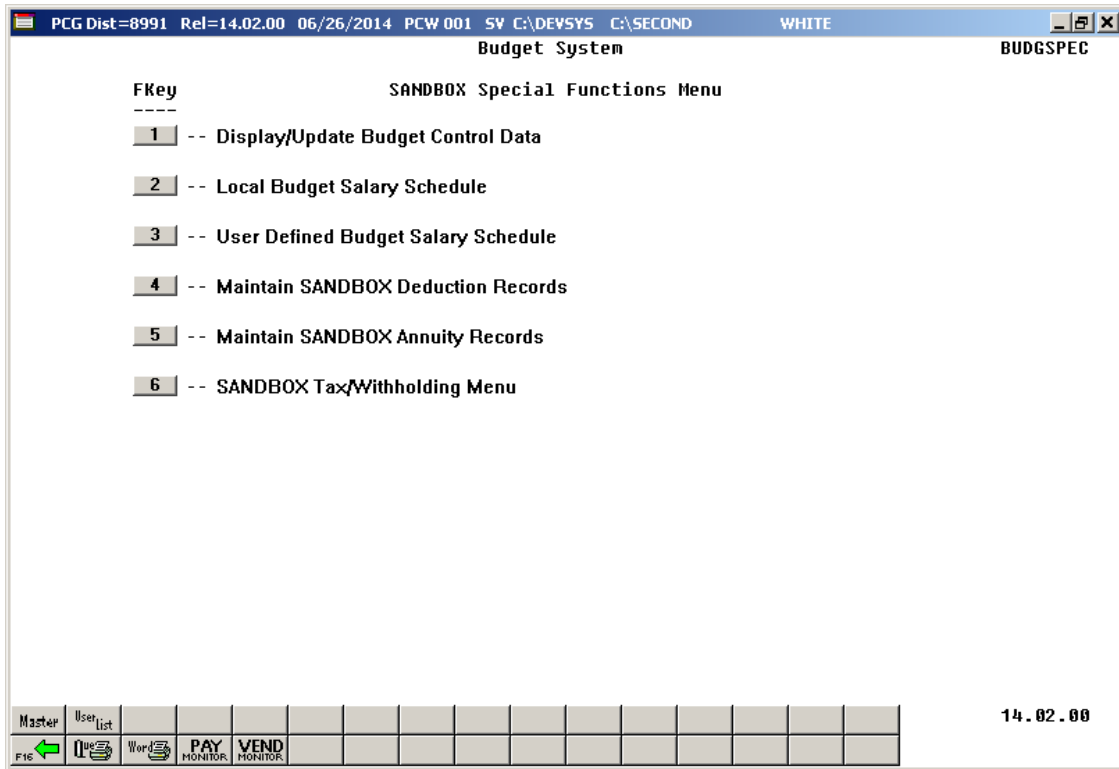
Regular Gross Types: Y   Special Gross Types: Y   TRS: Y   Old PSERS: Y   Old ERS: Y
New PSERS: Y   New ERS: Y



F3=Print screen, F11=Go to screen 2, F16=exit.
ENTER  F3  F8  F9  F11  F12
F16
14.02.00
    
```

The actual screen results are system-specific.

| Step | Action |
|------|--|
| 9 | Select  (F16 - Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



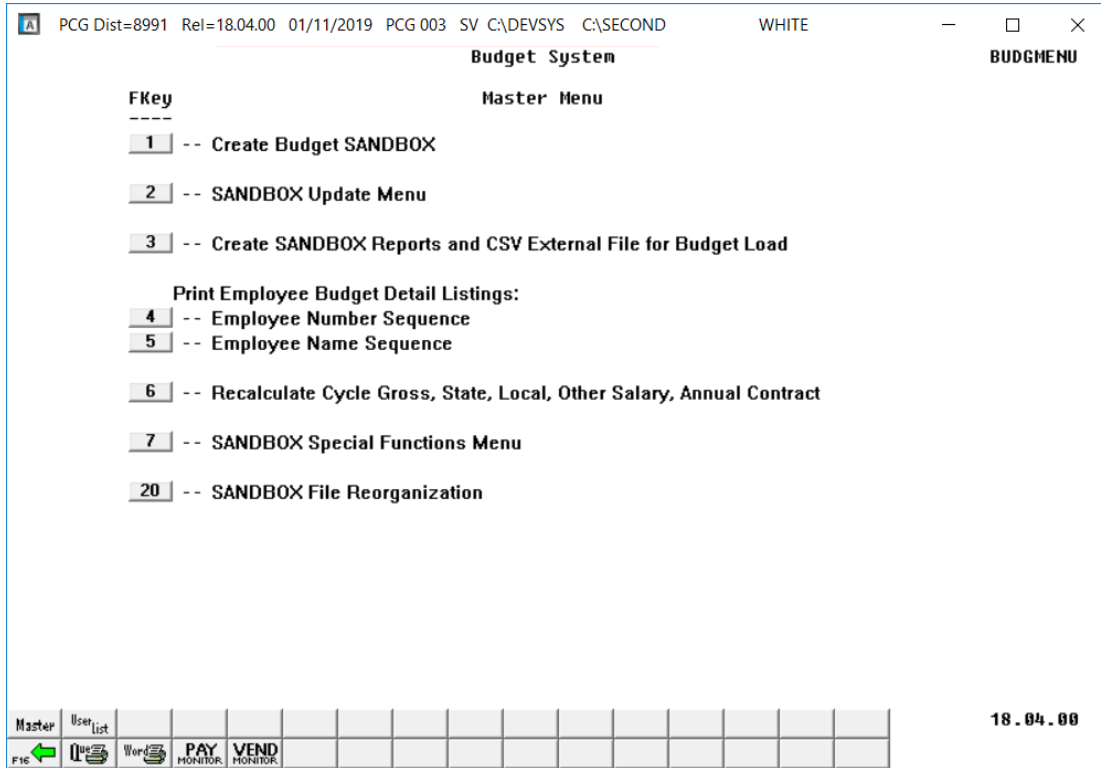
| Step | Action |
|------|--|
| 10 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

Procedure B: Local Budget Salary Schedule

B1. Verify the Local Budget Salary Schedule Exists

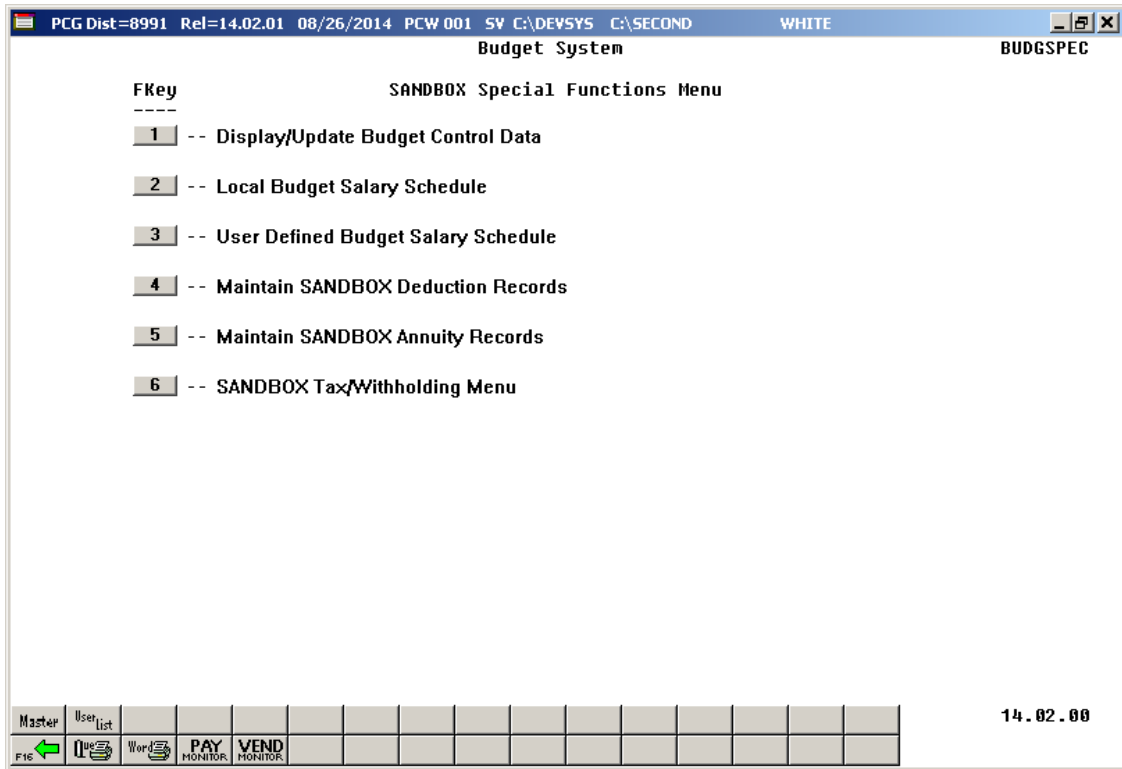
| Step | Action |
|------|---|
| 1 | From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System). |

The following screen displays:



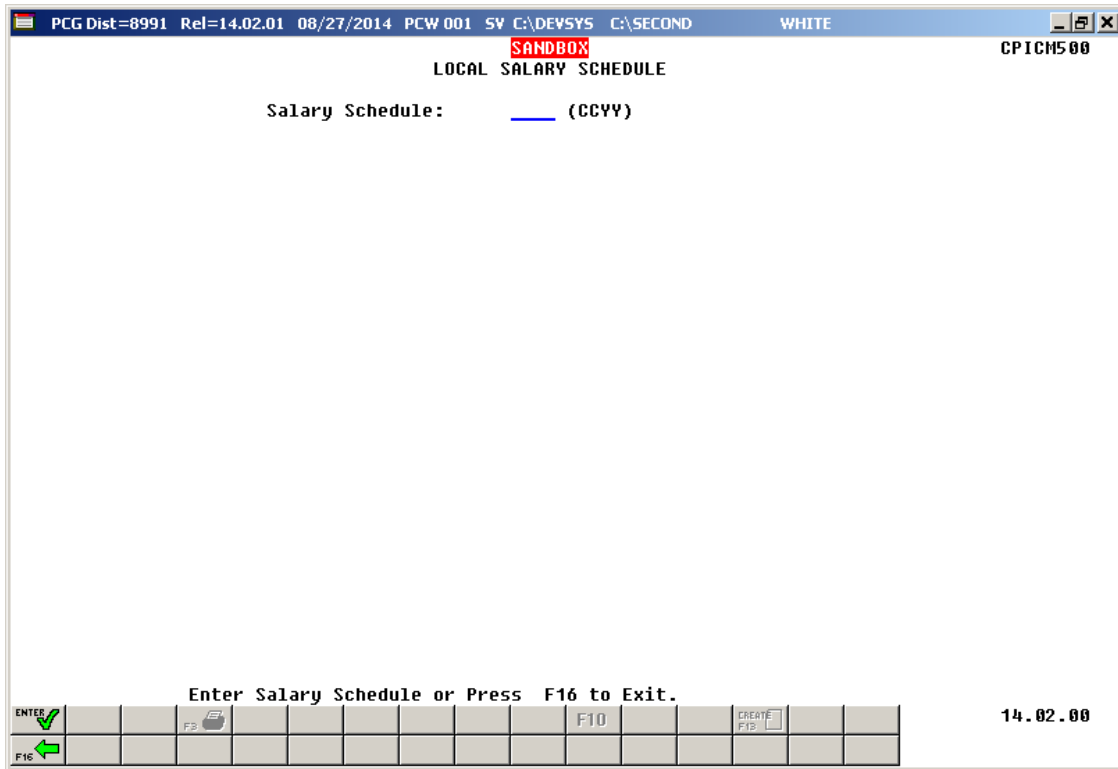
| Step | Action |
|------|--|
| 2 | Select 7 (F7 – SANDBOX Special Functions Menu). |


The following screen displays:



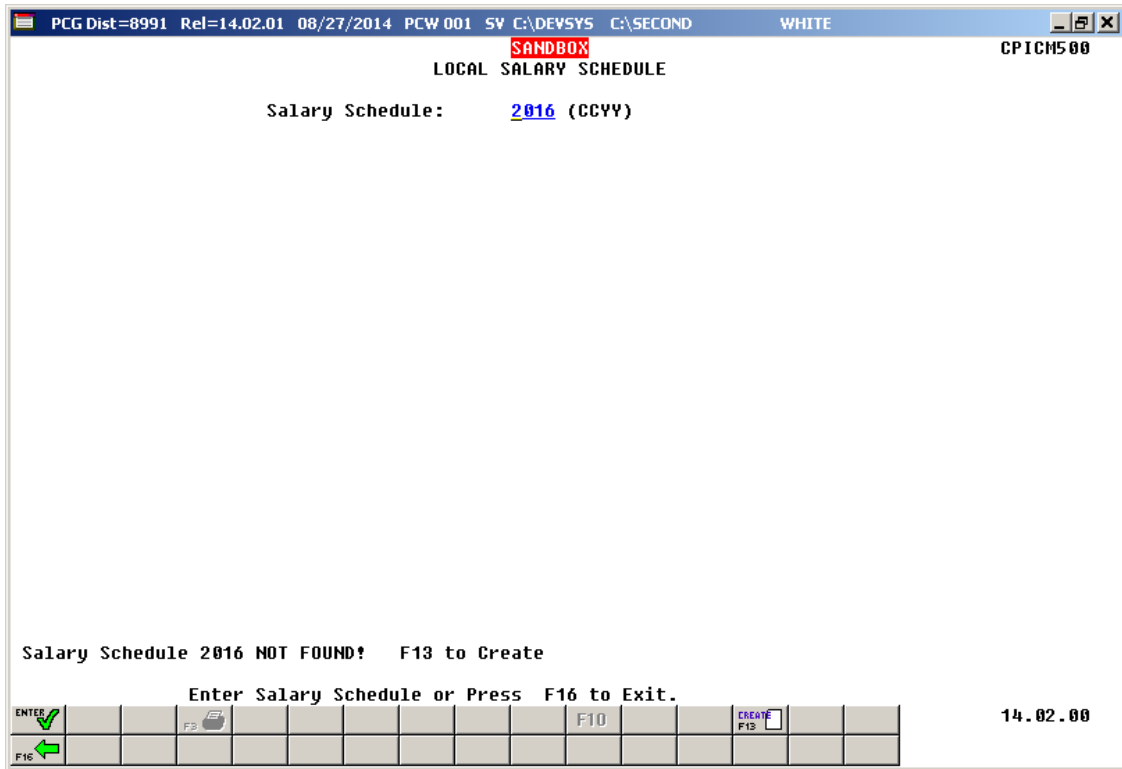
| Step | Action |
|------|--|
| 3 | Select 2 (F2 – Local Budget Salary Schedule). |

The following screen displays:

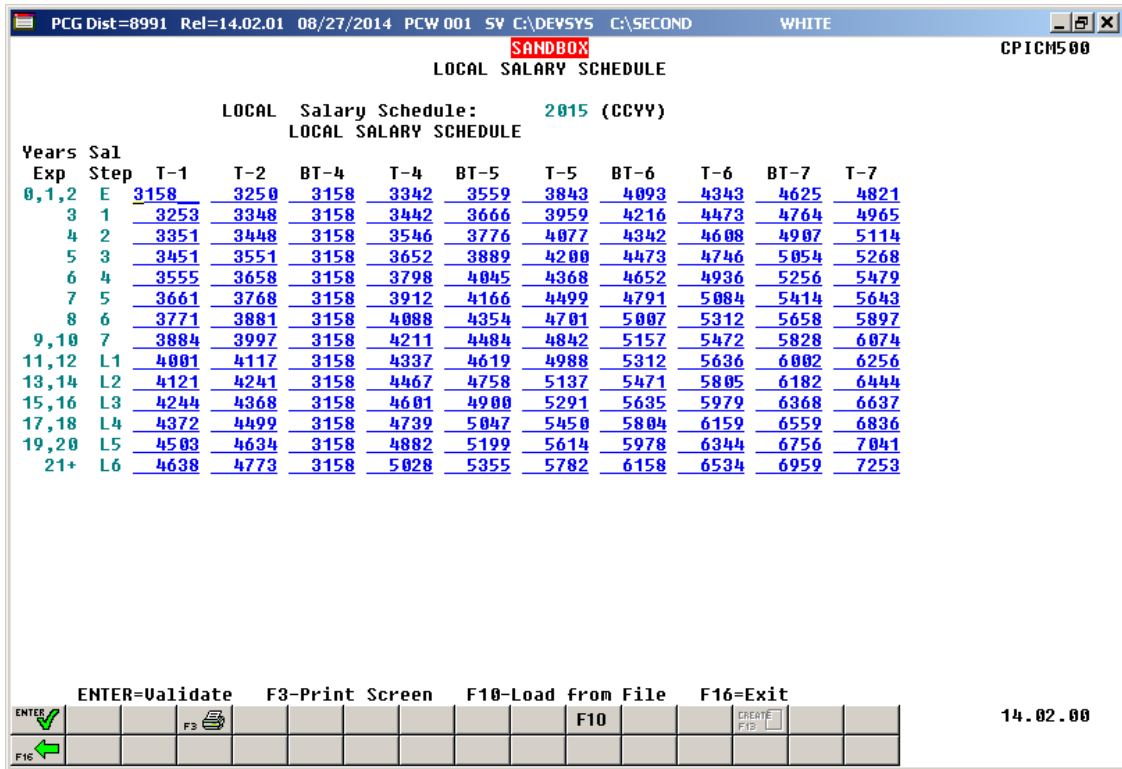


| Step | Action |
|------|---|
| 4 | Verify the literal SANDBOX is displayed in the title bar of the screen. Enter the 4-digit calendar year (CCYY) in the Salary Schedule field, and select  (Enter). |





If the salary schedule does not exist, the following screen displays:




If the salary schedule exists, the following screen displays:



The actual screen results are system-specific.

| Step | Action |
|------|---|
| 5 | <p>If the salary schedule exists: Verify the entry in the LOCAL Salary Schedule field has defaulted correctly, and verify the information is correct. Select  (Enter) <u>twice</u>.</p> <p>If the information is incorrect, enter the correct information and select  (Enter) <u>twice</u>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Local Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |
| 6 | <p>If the salary schedule does not exist: Select  (F13 - to Create).</p> <p>To import the Local Budget Salary Schedule, proceed to <i>B3. Importing the Local Budget Salary Schedule</i>.</p> <p>To enter the Local Budget Salary Schedule manually, proceed to <i>B2. Entering the Local Budget Salary Schedule Manually into PCGenesis</i>.</p> |

B2. Entering the Local Budget Salary Schedule Manually into PCGenesis

| Step | Action |
|------|--|
| 1 | <p>Verify the literal SANDBOX is displayed in the title bar of the screen.</p> <p>Verify the entry in the LOCAL Salary Schedule field has defaulted correctly.</p> <p>If the information is incorrect, select  (F16) to enter the correct information.</p> |
| 2 | Make the appropriate entries in the fields. |

The following screen displays:

LOCAL SALARY SCHEDULE

LOCAL Salary Schedule: 2016 (CCYY)
LOCAL SALARY SCHEDULE

| Years Exp | Sal Step | T-1 | T-2 | BT-4 | T-4 | BT-5 | T-5 | BT-6 | T-6 | BT-7 | T-7 |
|-----------|----------|------|------|------|------|------|------|------|------|------|------|
| 0,1,2 | E | 3158 | 3250 | 3158 | 3342 | 3559 | 3843 | 4093 | 4343 | 4625 | 4821 |
| 3 | 1 | 3253 | 3348 | 3158 | 3442 | 3666 | 3959 | 4216 | 4473 | 4764 | 4965 |
| 4 | 2 | 3351 | 3448 | 3158 | 3546 | 3776 | 4077 | 4342 | 4608 | 4907 | 5114 |
| 5 | 3 | 3451 | 3551 | 3158 | 3652 | 3889 | 4200 | 4473 | 4746 | 5054 | 5268 |
| 6 | 4 | 3555 | 3658 | 3158 | 3798 | 4045 | 4368 | 4652 | 4936 | 5256 | 5479 |
| 7 | 5 | 3661 | 3768 | 3158 | 3912 | 4166 | 4499 | 4791 | 5084 | 5414 | 5643 |
| 8 | 6 | 3771 | 3881 | 3158 | 4088 | 4354 | 4701 | 5007 | 5312 | 5658 | 5897 |
| 9,10 | 7 | 3884 | 3997 | 3158 | 4211 | 4484 | 4842 | 5157 | 5472 | 5828 | 6074 |
| 11,12 | L1 | 4001 | 4117 | 3158 | 4337 | 4619 | 4988 | 5312 | 5636 | 6002 | 6256 |
| 13,14 | L2 | 4121 | 4241 | 3158 | 4467 | 4758 | 5137 | 5471 | 5805 | 6182 | 6444 |
| 15,16 | L3 | 4244 | 4368 | 3158 | 4601 | 4900 | 5291 | 5635 | 5979 | 6368 | 6637 |
| 17,18 | L4 | 4372 | 4499 | 3158 | 4739 | 5047 | 5450 | 5804 | 6159 | 6559 | 6836 |
| 19,20 | L5 | 4503 | 4634 | 3158 | 4882 | 5199 | 5614 | 5978 | 6344 | 6756 | 7041 |
| 21+ | L6 | 4638 | 4773 | 3158 | 5028 | 5355 | 5782 | 6158 | 6534 | 6959 | 7253 |

ENTER=Validate F3-Print Screen F10-Load from File F16=Exit

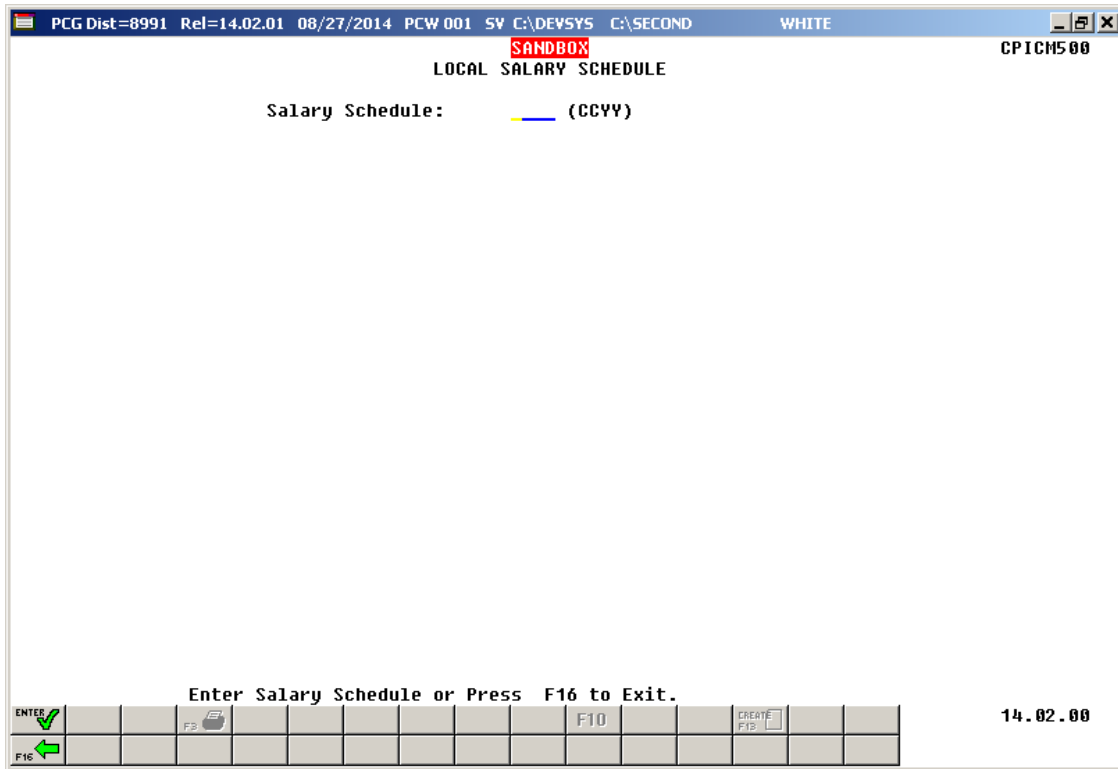
ENTER F3 F10 CREATE F16


14.02.00

The actual screen results are system-specific.

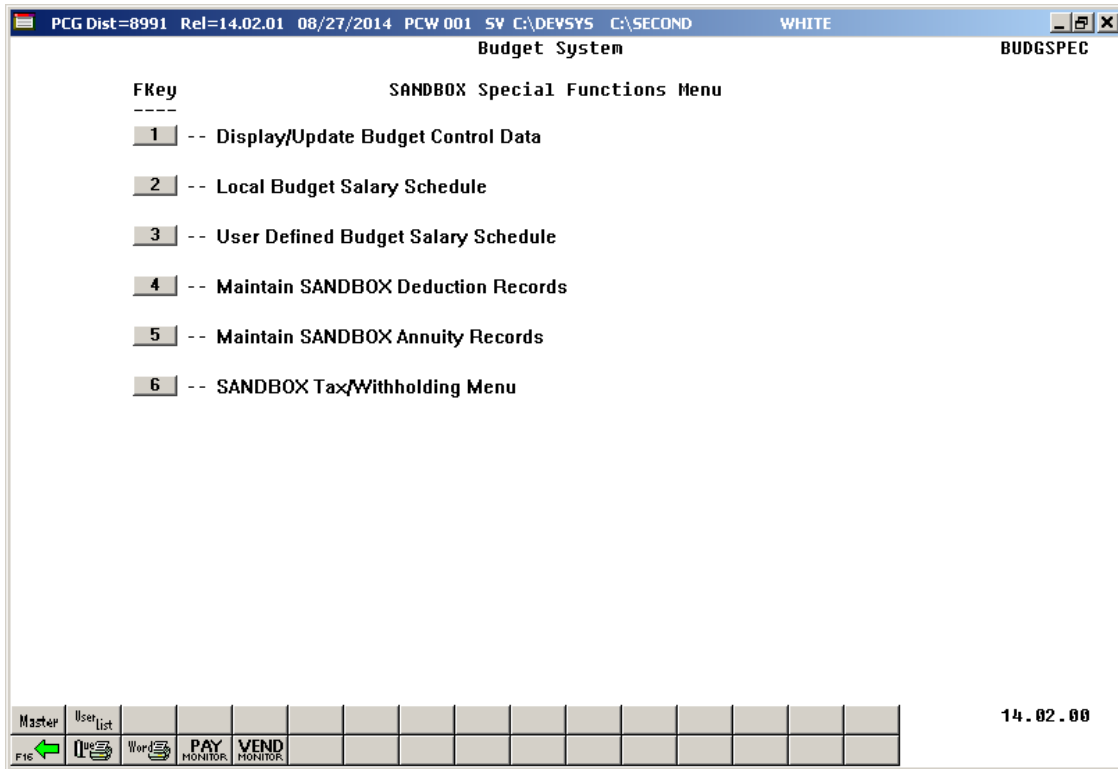
| Step | Action |
|------|---|
| 3 | <p>Select (Enter) twice.</p> <p>Select (F3 – Print this data) to obtain a screen print of the <i>Local Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |



The following screen displays:



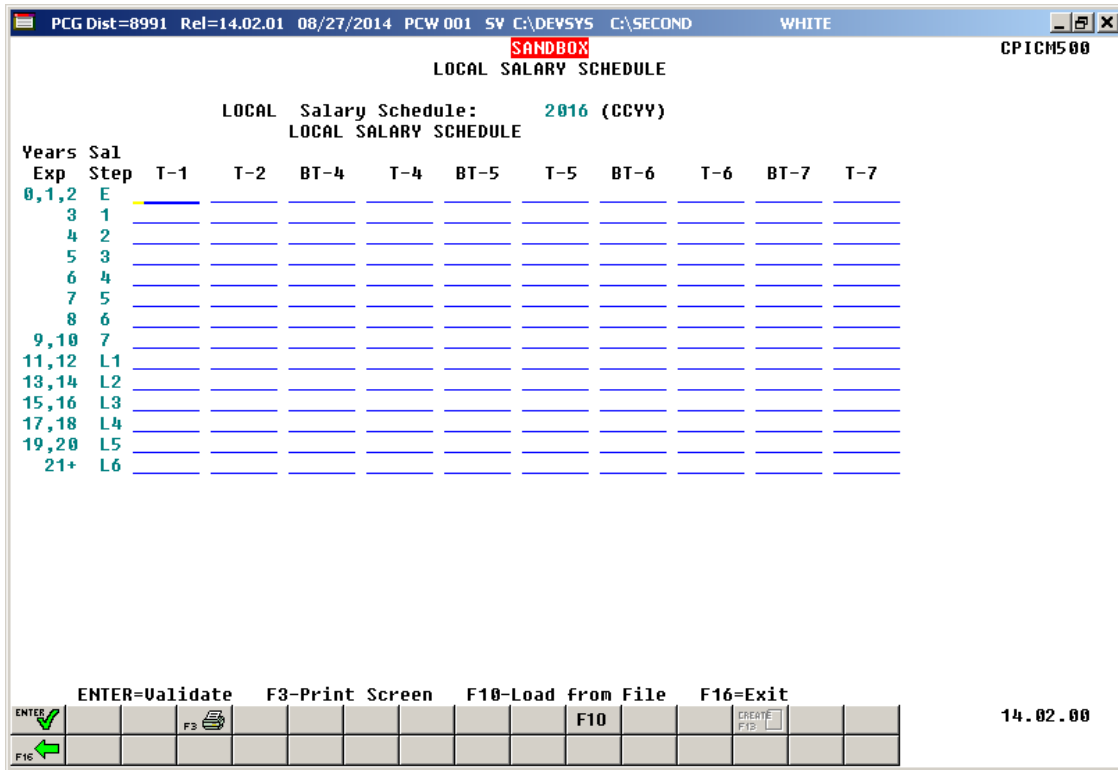
| Step | Action |
|------|---|
| 4 | Select  (F16 - to Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



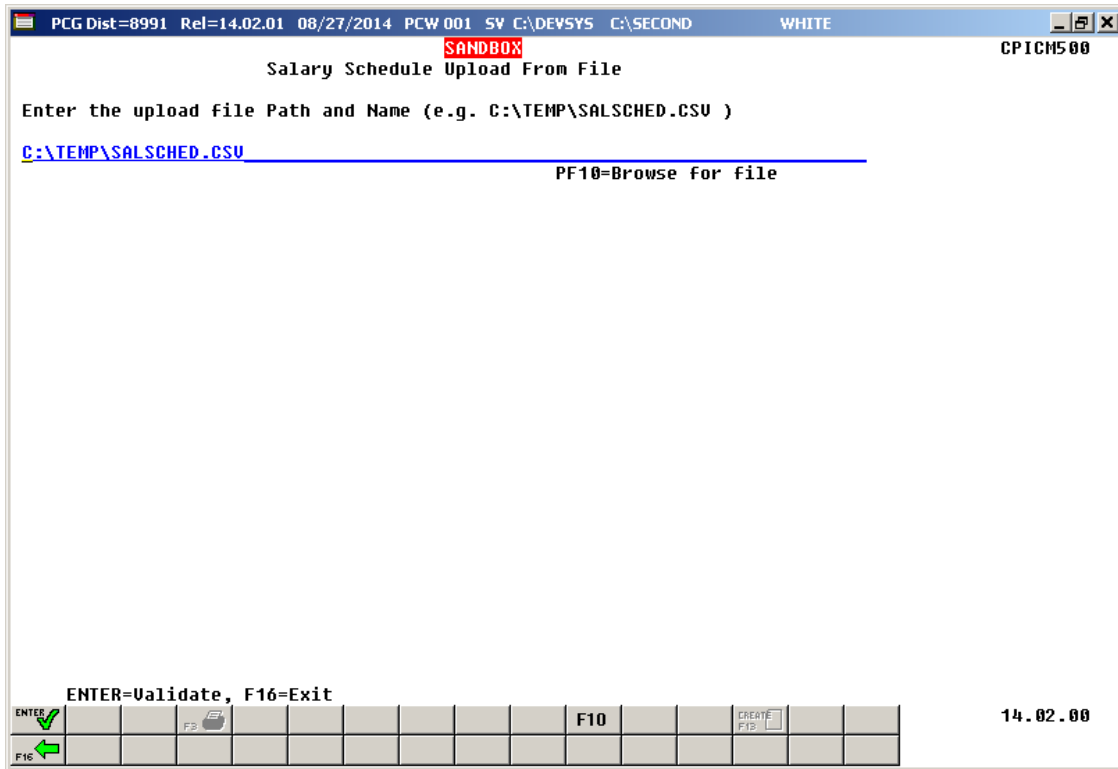
| Step | Action |
|------|--|
| 5 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |



B3. Importing the Local Budget Salary Schedule



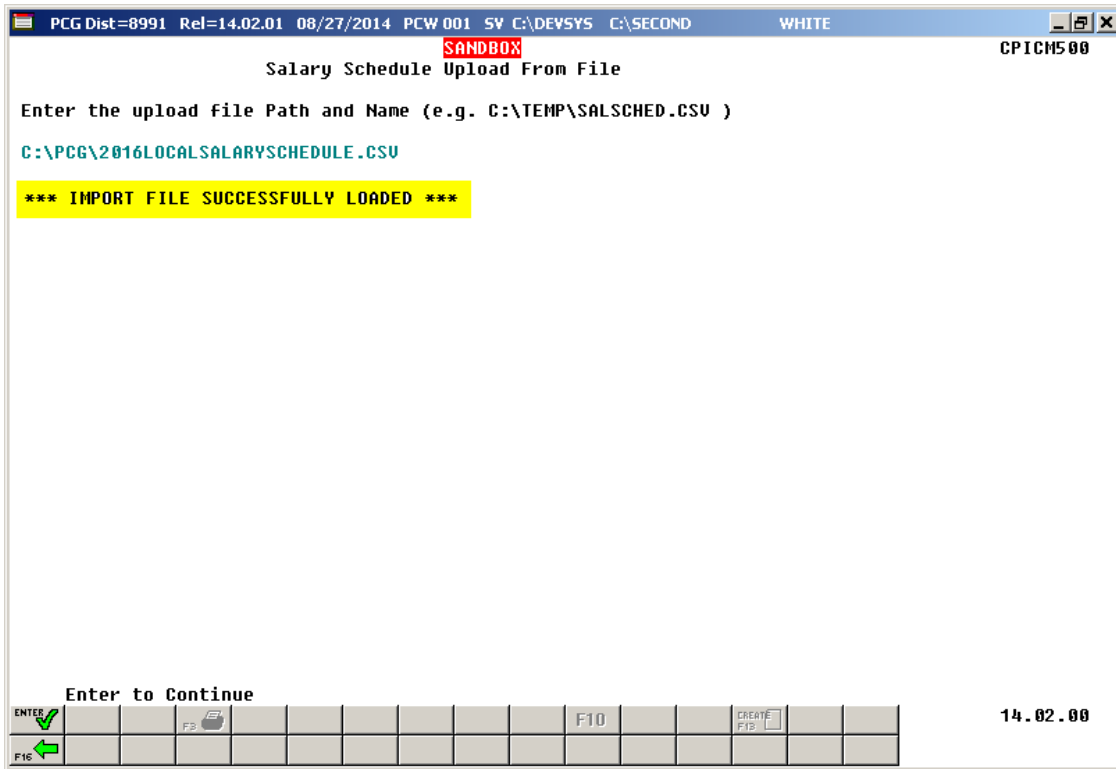
| Step | Action |
|------|---|
| 1 | Verify the literal SANDBOX is displayed in the title bar of the screen. Select F10 (F10 - Load from File). |

The following screen displays:

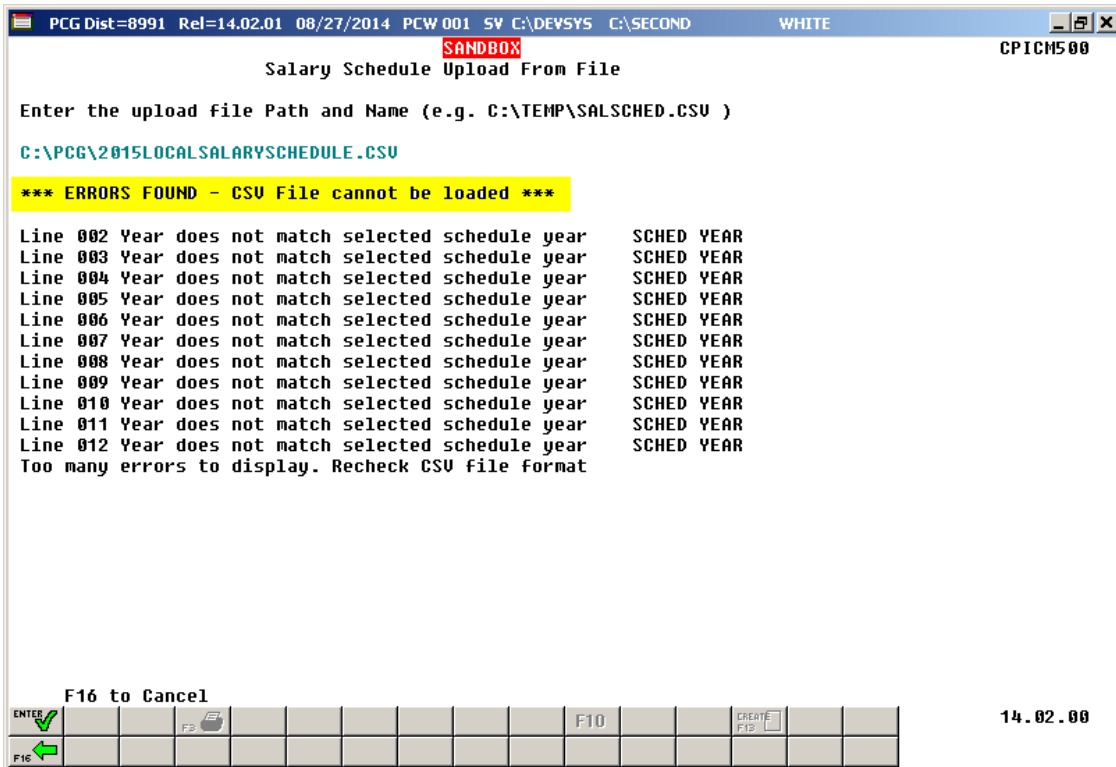




| Step | Action |
|------|--|
| 2 | <p>Verify the defaulting file and pathname in the Enter the upload file Path and Name field is C:\TEMP\SALSCHE.D.CSV or select F10 (F10 - Browse for file) to locate the file manually. <i>If the defaulting file/pathname is incorrect, enter the appropriate information in the field and proceed to Step 3, or select F10 (F10 - Browse for file) to locate the correct file and pathname.</i></p> |
| 3 | <p>Select  (Enter) <u>twice</u>.</p> <p><i>When selecting  (Enter), PCGenesis automatically verifies the file's location and scans each line of the file for invalid characters and data values that are too large. PCGenesis also ensures the file contains the correct number of schedule lines.</i></p> |

For successful file imports, the following screen displays:

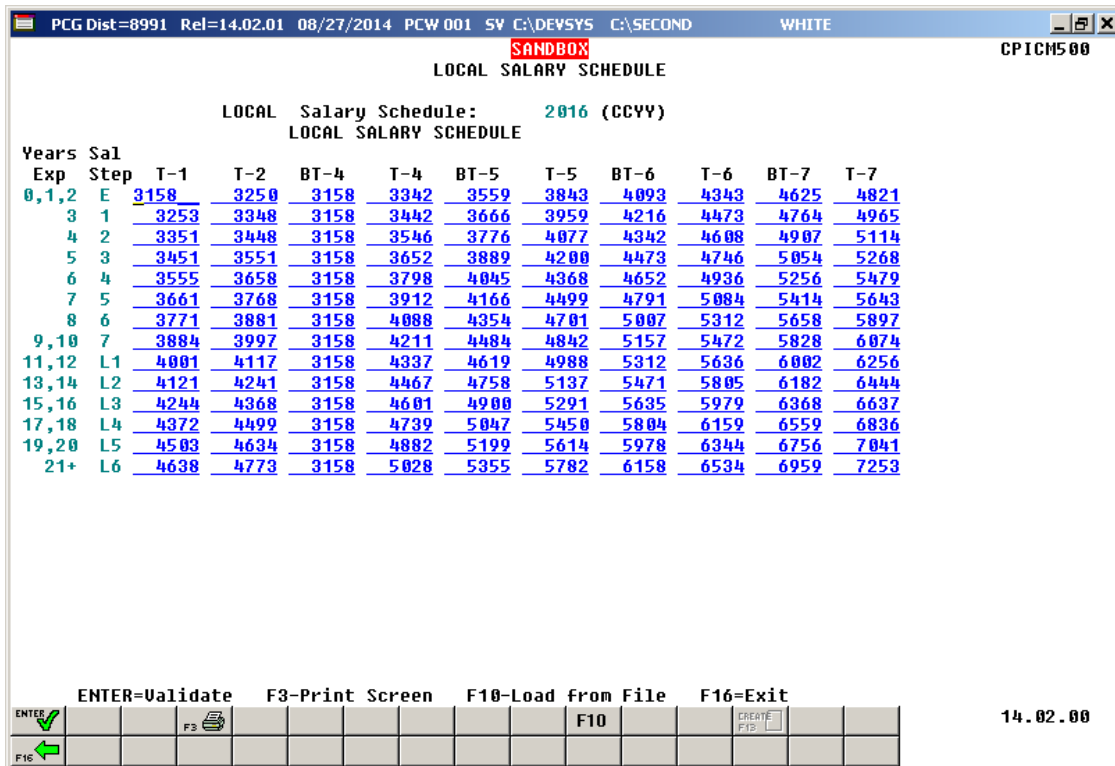


The following screen is an example of an error message screen:



| Step | Action |
|------|--|
| 4 | <p>For successful file imports: Verify the “***Import File Successfully Loaded***” message displays, select  (Enter) and proceed to Step 5.</p> <p>For unsuccessful file imports: Errors display when there are incorrect file selections, and/or if the import file’s year or file layout does not match the required specifications. Select  (F16 - to Cancel) to return to the <i>SANDBOX Special Functions Menu</i>, and correct the errors displayed. Return to Step 1 of this procedure to repeat the file’s import.</p> |

The following screen displays if there are no errors:



SANDBOX
LOCAL SALARY SCHEDULE



LOCAL Salary Schedule: 2016 (CCYY)
LOCAL SALARY SCHEDULE

| Years Exp | Sal Step | T-1 | T-2 | BT-4 | T-4 | BT-5 | T-5 | BT-6 | T-6 | BT-7 | T-7 |
|-----------|----------|------|------|------|------|------|------|------|------|------|------|
| 0,1,2 | E | 3158 | 3250 | 3158 | 3342 | 3559 | 3843 | 4093 | 4343 | 4625 | 4821 |
| 3 | 1 | 3253 | 3348 | 3158 | 3442 | 3666 | 3959 | 4216 | 4473 | 4764 | 4965 |
| 4 | 2 | 3351 | 3448 | 3158 | 3546 | 3776 | 4077 | 4342 | 4608 | 4907 | 5114 |
| 5 | 3 | 3451 | 3551 | 3158 | 3652 | 3889 | 4200 | 4473 | 4746 | 5054 | 5268 |
| 6 | 4 | 3555 | 3658 | 3158 | 3798 | 4045 | 4368 | 4652 | 4936 | 5256 | 5479 |
| 7 | 5 | 3661 | 3768 | 3158 | 3912 | 4166 | 4499 | 4791 | 5084 | 5414 | 5643 |
| 8 | 6 | 3771 | 3881 | 3158 | 4088 | 4354 | 4701 | 5007 | 5312 | 5658 | 5897 |
| 9,10 | 7 | 3884 | 3997 | 3158 | 4211 | 4484 | 4842 | 5157 | 5472 | 5828 | 6074 |
| 11,12 | L1 | 4001 | 4117 | 3158 | 4337 | 4619 | 4988 | 5312 | 5636 | 6002 | 6256 |
| 13,14 | L2 | 4121 | 4241 | 3158 | 4467 | 4758 | 5137 | 5471 | 5805 | 6182 | 6444 |
| 15,16 | L3 | 4244 | 4368 | 3158 | 4601 | 4900 | 5291 | 5635 | 5979 | 6368 | 6637 |
| 17,18 | L4 | 4372 | 4499 | 3158 | 4739 | 5047 | 5450 | 5804 | 6159 | 6559 | 6836 |
| 19,20 | L5 | 4503 | 4634 | 3158 | 4882 | 5199 | 5614 | 5978 | 6344 | 6756 | 7041 |
| 21+ | L6 | 4638 | 4773 | 3158 | 5028 | 5355 | 5782 | 6158 | 6534 | 6959 | 7253 |

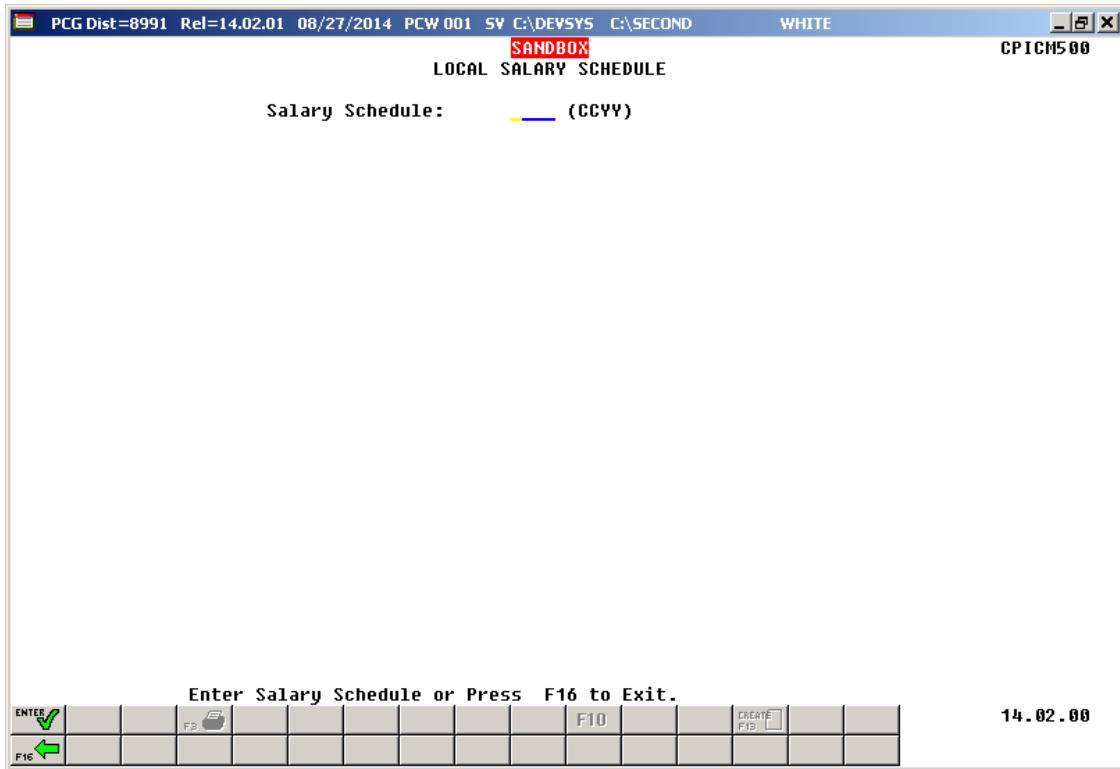
ENTER=Validate F3=Print Screen F10=Load from File F16=Exit


14.02.00

The actual screen results are system-specific.

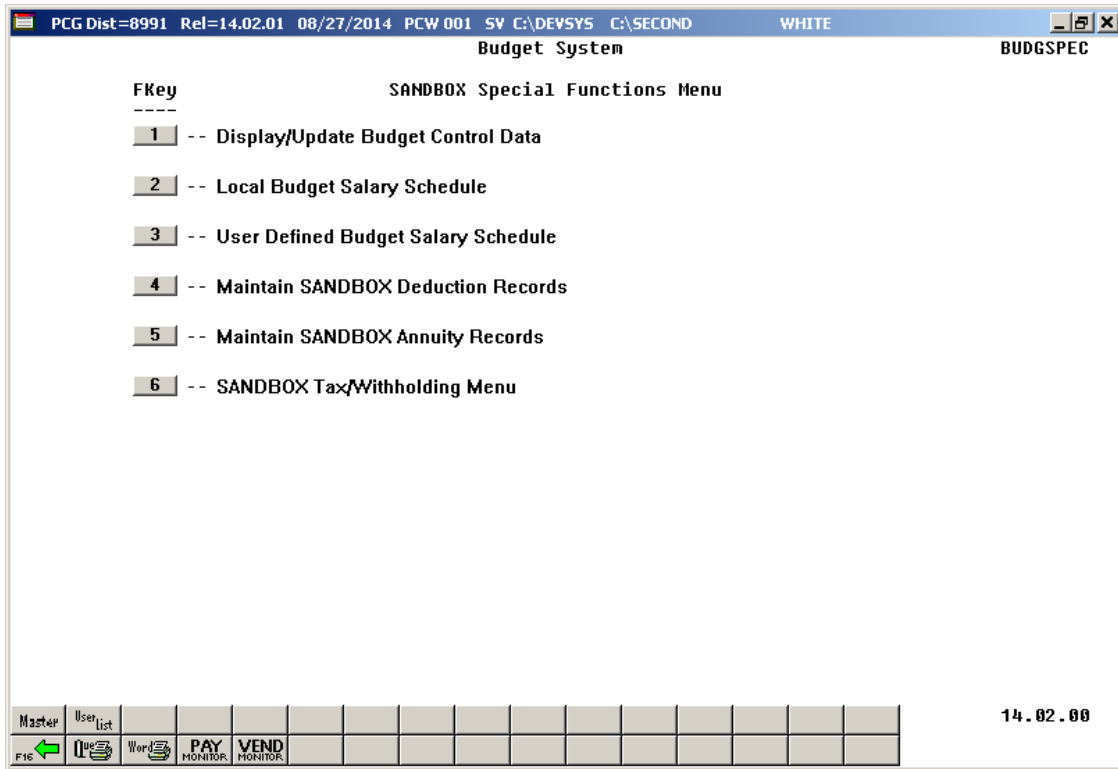
| Step | Action |
|------|--|
| 5 | <p>Verify the screen’s entries are correct.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>Local Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |
| 6 | <p>Select  (Enter) twice.</p> |





The following screen displays:



| Step | Action |
|------|---|
| 7 | Select  (F16 - to Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



| Step | Action |
|------|--|
| 8 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |
| 9 | <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |

B4. Local Budget Salary Schedule Import .csv File Layout

| <u>ATTENTION:</u> | | |
|---|------------|--|
| <i>All salaries in the Local Budget Salary Schedule are based upon 190 work days.</i> | | |
| Column | Field Name | Description |
| A | CODE | Must be “S” to indicate the line contains local budget salary data. PCGenesis ignores lines without an “S”, such as headers. (Required) |
| B | YEAR | Salary Schedule Year. (Required) Enter the budget year that the salary information represents. |
| C | EXP | Years of experience. (Informational only) Contains a description of the years of experience for the row’s salary data. <i>Each row of data contains the local salary amounts based on the number of years of experience / pay step identified for the row. Columns E – N of each row will contain the salary for the certification level identified in the column heading.</i> |
| D | STEP | Certified Pay Step. (Informational only) Contains a description of the CPI State Salary Schedule pay step. Valid values are E, 1, 2, 3, 4, 5, 6, 7, L1, L2, L3, L4, L5, and L6. |
| E | T-1 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-1. |
| F | T-2 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-2. |
| G | BT-4 | Local Budget Salary. (Required) Enter the local budget salary for certification level BT-4. |
| H | T-4 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-4. |
| I | BT-5 | Local Budget Salary. (Required) Enter the local budget salary for certification level BT-5. |
| J | T-5 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-5. |
| K | BT-6 | Local Budget Salary. (Required) Enter the local budget salary for certification level BT-6. |
| L | T-6 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-6. |

| Column | Field Name | Description |
|--------|------------|--|
| M | BT-7 | Local Budget Salary. (Required) Enter the local budget salary for certification level BT-7 . |
| N | T-7 | Local Budget Salary. (Required) Enter the local budget salary for certification level T-7 . |

B5. Local Budget Salary Schedule Import .csv File – Example

The screenshot shows an Excel spreadsheet titled "2015LocalSalarySchedule.csv - Microsoft Excel". The spreadsheet contains the following data:

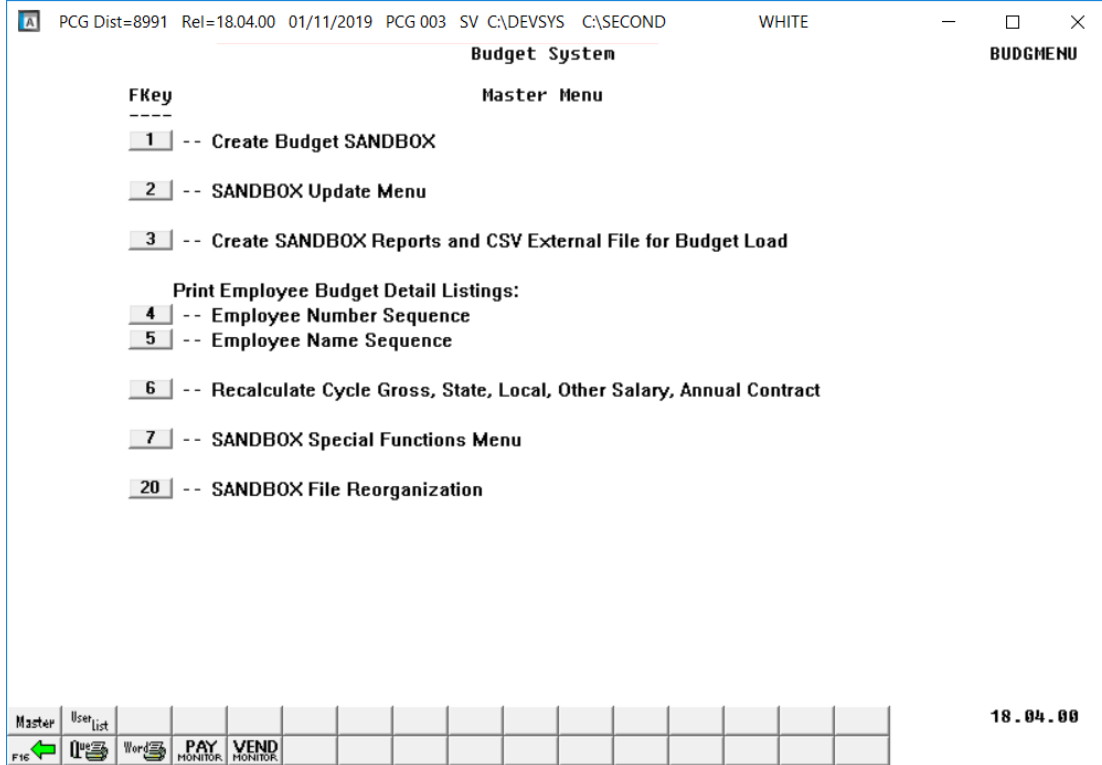
| Code | Year | Exp | Step | T-1 | T-2 | BT-4 | T-4 | BT-5 | T-5 | BT-6 | T-6 | BT-7 | T-7 |
|------|------|----------|------|------|------|------|------|------|------|------|------|------|------|
| S | 2015 | 0 1 or 2 | E | 3158 | 3250 | 3158 | 3342 | 3559 | 3843 | 4093 | 4343 | 4625 | 4821 |
| S | 2015 | 3 | 1 | 3253 | 3348 | 3158 | 3442 | 3666 | 3959 | 4216 | 4473 | 4764 | 4965 |
| S | 2015 | 4 | 2 | 3351 | 3448 | 3158 | 3546 | 3776 | 4077 | 4342 | 4608 | 4907 | 5114 |
| S | 2015 | 5 | 3 | 3451 | 3551 | 3158 | 3652 | 3889 | 4200 | 4473 | 4746 | 5054 | 5268 |
| S | 2015 | 6 | 4 | 3555 | 3658 | 3158 | 3798 | 4045 | 4368 | 4652 | 4936 | 5256 | 5479 |
| S | 2015 | 7 | 5 | 3661 | 3768 | 3158 | 3912 | 4166 | 4499 | 4791 | 5084 | 5414 | 5643 |
| S | 2015 | 8 | 6 | 3771 | 3881 | 3158 | 4088 | 4354 | 4701 | 5007 | 5312 | 5658 | 5897 |
| S | 2015 | 9 or 10 | 7 | 3884 | 3997 | 3158 | 4211 | 4484 | 4842 | 5157 | 5472 | 5828 | 6074 |
| S | 2015 | 11 or 12 | L1 | 4001 | 4117 | 3158 | 4337 | 4619 | 4988 | 5312 | 5636 | 6002 | 6256 |
| S | 2015 | 13 or 14 | L2 | 4121 | 4241 | 3158 | 4467 | 4758 | 5137 | 5471 | 5805 | 6182 | 6444 |
| S | 2015 | 15 or 16 | L3 | 4244 | 4368 | 3158 | 4601 | 4900 | 5291 | 5635 | 5979 | 6368 | 6637 |
| S | 2015 | 17 or 18 | L4 | 4372 | 4499 | 3158 | 4739 | 5047 | 5450 | 5804 | 6159 | 6559 | 6836 |
| S | 2015 | 19 or 20 | L5 | 4503 | 4634 | 3158 | 4882 | 5199 | 5614 | 5978 | 6344 | 6756 | 7041 |
| S | 2015 | 21 + | L6 | 4638 | 4773 | 3158 | 5028 | 5355 | 5782 | 6158 | 6534 | 6959 | 7253 |

Procedure C: User Defined Budget Salary Schedule

C1. Verify the User Defined Budget Salary Schedule Exists

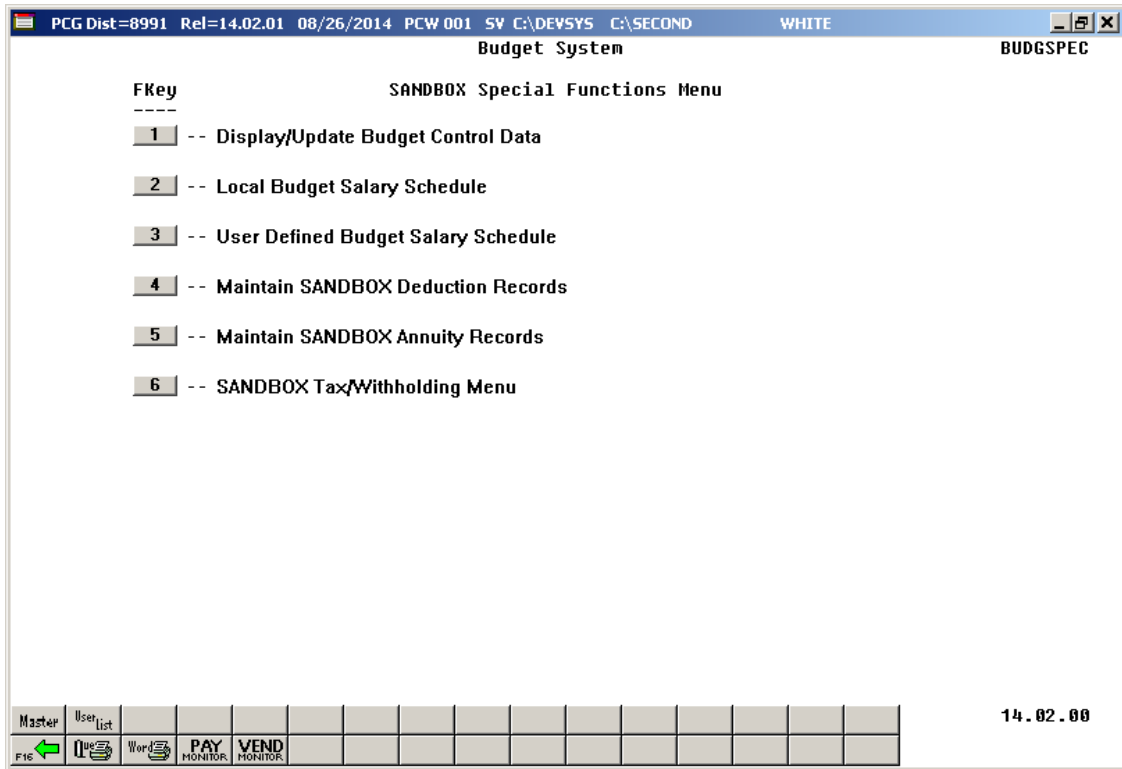
| Step | Action |
|------|---|
| 1 | From the <i>Business Applications Master Menu</i> , select 5 (F5 - Budget System). |

The following screen displays:



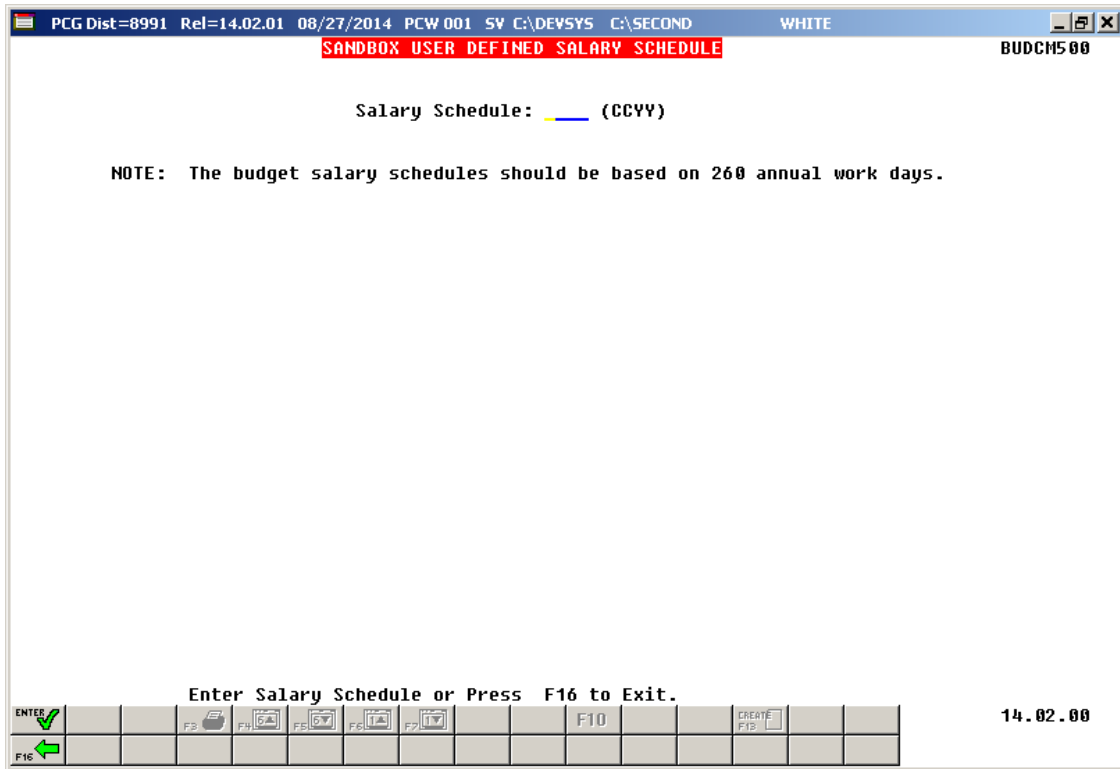
| Step | Action |
|------|--|
| 2 | Select 7 (F7 – SANDBOX Special Functions Menu). |


The following screen displays:



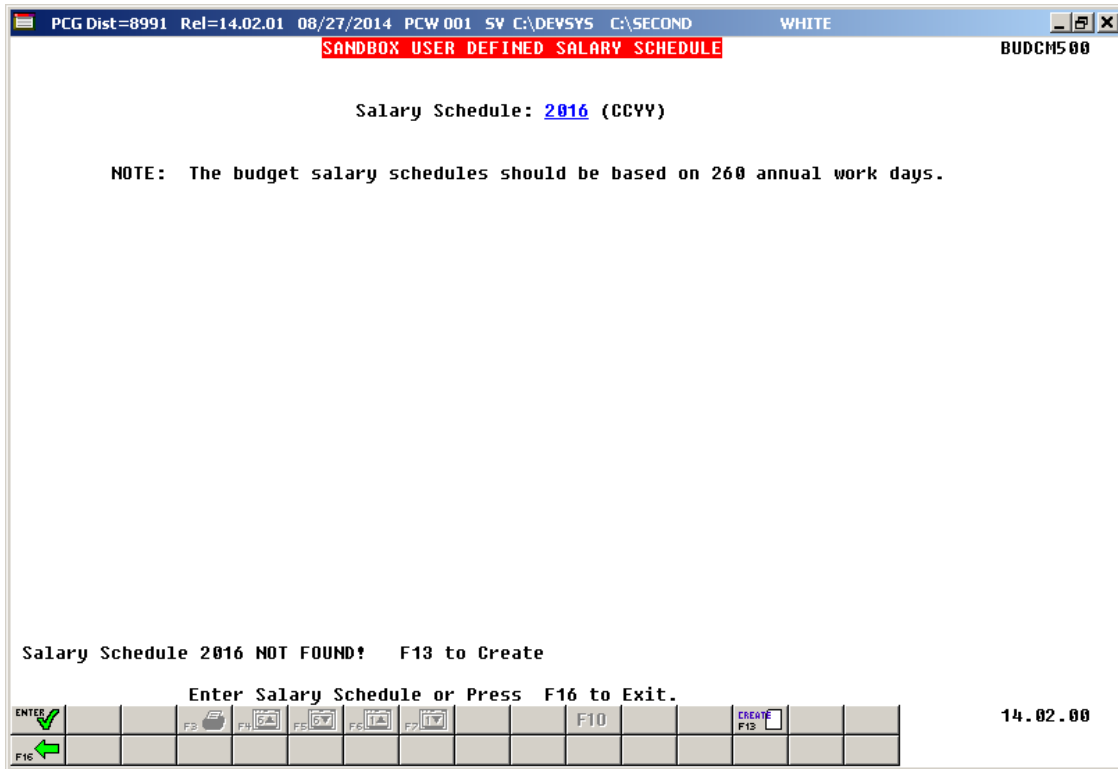
| Step | Action |
|------|---|
| 3 | Select 3 (F3 – User Defined Budget Salary Schedule). |

The following screen displays:

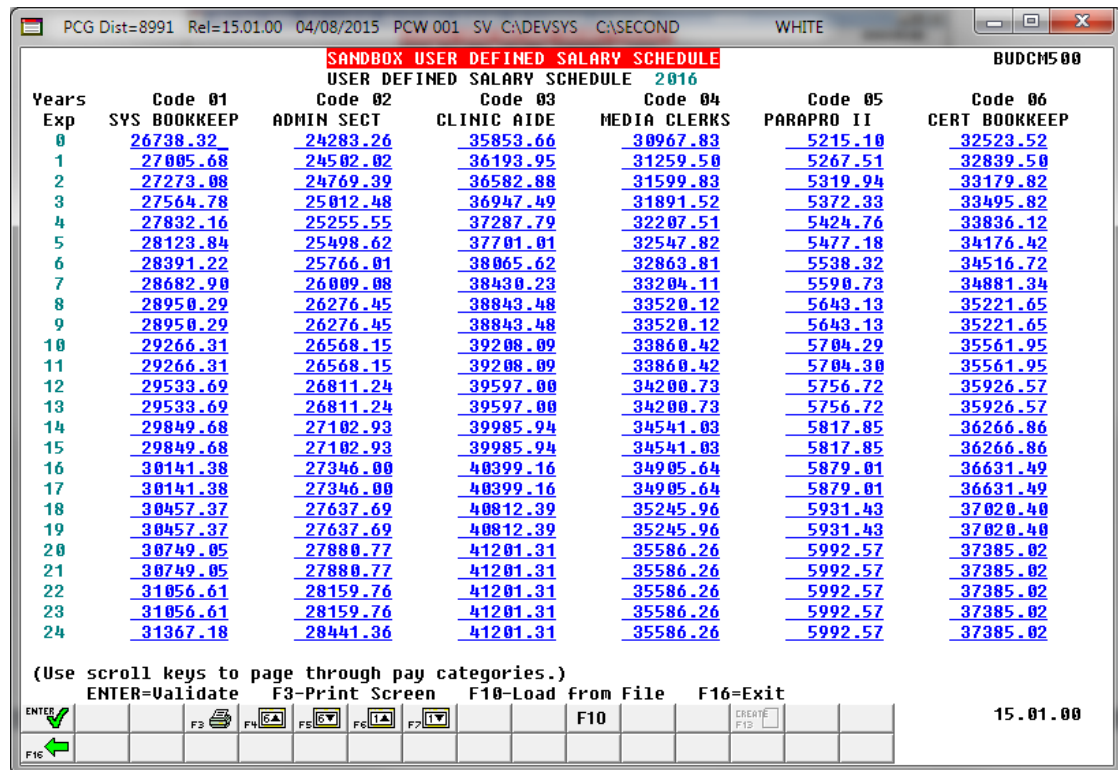


| Step | Action |
|------|---|
| 4 | Verify the literal SANDBOX USER DEFINED SALARY SCHEDULE is displayed in the title bar of the screen. Enter the 4-digit calendar year (CCYY) in the Salary Schedule field, and select  (Enter). |





If the salary schedule does not exist, the following screen displays:



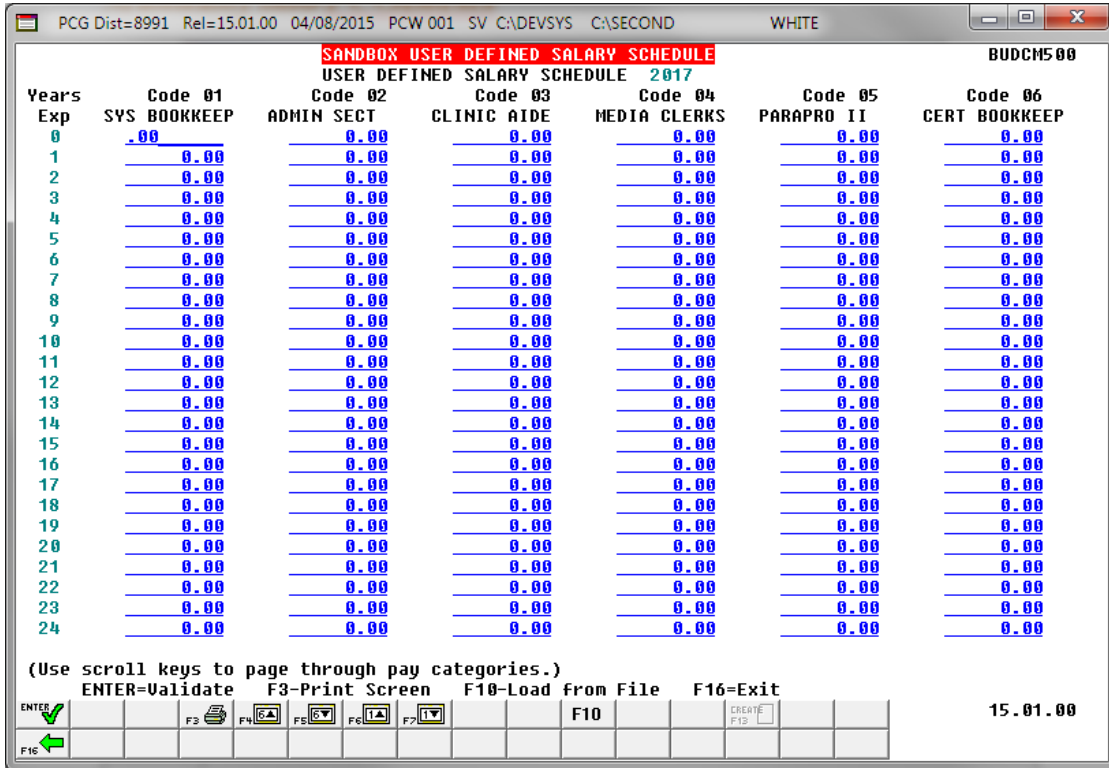
If the salary schedule exists, the following screen displays:




The actual screen results are system-specific.

| Step | Action |
|------|---|
| 5 | <p>If the salary schedule exists: Verify the entry in the USER DEFINED Salary Schedule field has defaulted correctly, and verify the information is correct. Select  (Enter) <u>twice</u>.</p> <p>If the information is incorrect, enter the correct information and select  (Enter) <u>twice</u>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>User Defined Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |
| 6 | <p>If the salary schedule does not exist: Select  (F13 - to Create).</p> <p>To import the User Defined Budget Salary Schedule, proceed to C3. <i>Importing the User Defined Budget Salary Schedule.</i></p> <p>To enter the User Defined Budget Salary Schedule manually, proceed to C2. <i>Entering the User Defined Budget Salary Schedule Manually into PCGenesis.</i></p> |

C2. Entering the User Defined Budget Salary Schedule Manually into PCGenesis





| Step | Action |
|----------|--|
| 1 | <p>Verify the literal SANDBOX USER DEFINED SALARY SCHEDULE is displayed in the title bar of the screen.</p> <p>Verify the entry in the USER DEFINED Salary Schedule field has defaulted correctly.</p> <p>If the information is incorrect, select  (F16) to enter the correct information.</p> |
| 2 | Make the appropriate entries in the fields. |

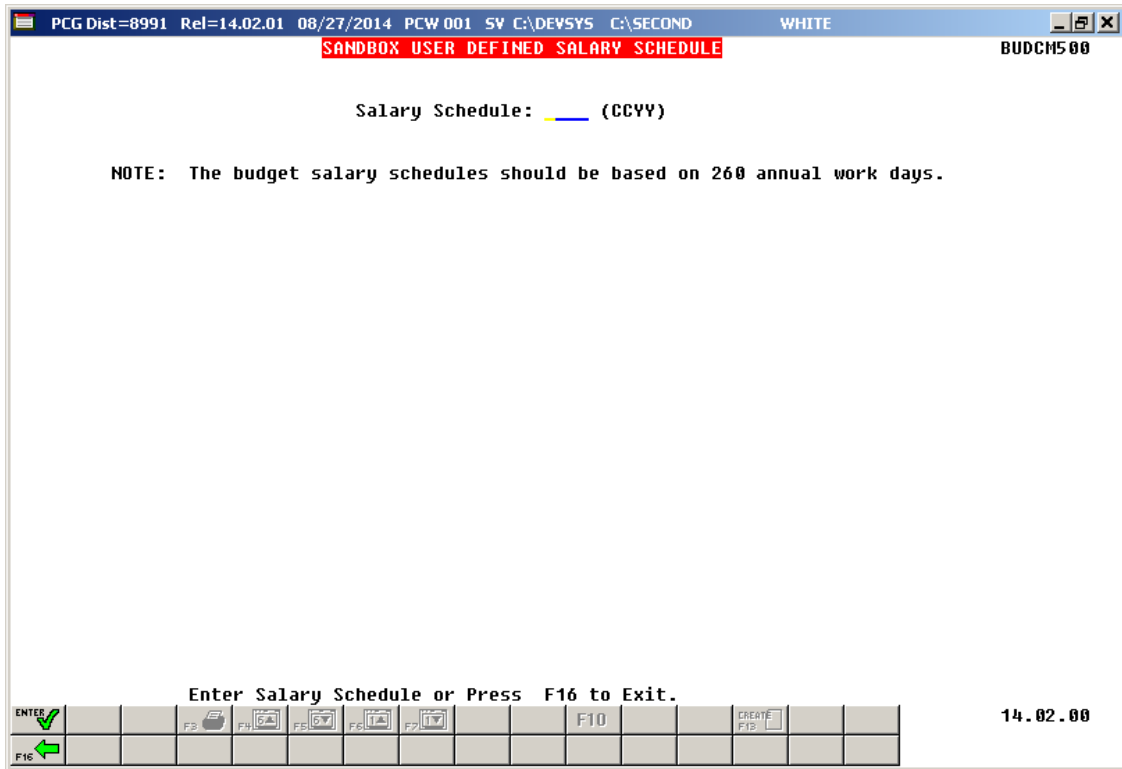
The following screen displays:


| Years | Code 01 | Code 02 | Code 03 | Code 04 | Code 05 | Code 06 |
|-------|--------------|------------|-------------|--------------|------------|---------------|
| Exp | SYS BOOKKEEP | ADMIN SECT | CLINIC AIDE | MEDIA CLERKS | PARAPRO II | CERT BOOKKEEP |
| 0 | 26738.32 | 24283.26 | 35853.66 | 30967.83 | 5215.10 | 32523.52 |
| 1 | 27005.68 | 24502.02 | 36193.95 | 31259.50 | 5267.51 | 32839.50 |
| 2 | 27273.08 | 24769.39 | 36582.88 | 31599.83 | 5319.94 | 33179.82 |
| 3 | 27564.78 | 25012.48 | 36947.49 | 31891.52 | 5372.33 | 33495.82 |
| 4 | 27832.16 | 25255.55 | 37287.79 | 32207.51 | 5424.76 | 33836.12 |
| 5 | 28123.84 | 25498.62 | 37701.01 | 32547.82 | 5477.18 | 34176.42 |
| 6 | 28391.22 | 25766.01 | 38065.62 | 32863.81 | 5538.32 | 34516.72 |
| 7 | 28682.90 | 26009.08 | 38430.23 | 33204.11 | 5590.73 | 34881.34 |
| 8 | 28950.29 | 26276.45 | 38843.48 | 33520.12 | 5643.13 | 35221.65 |
| 9 | 28950.29 | 26276.45 | 38843.48 | 33520.12 | 5643.13 | 35221.65 |
| 10 | 29266.31 | 26568.15 | 39208.09 | 33860.42 | 5704.30 | 35561.95 |
| 11 | 29266.31 | 26568.15 | 39208.09 | 33860.42 | 5704.30 | 35561.95 |
| 12 | 29533.69 | 26811.24 | 39597.00 | 34200.73 | 5756.72 | 35926.57 |
| 13 | 29533.69 | 26811.24 | 39597.00 | 34200.73 | 5756.72 | 35926.57 |
| 14 | 29849.68 | 27102.93 | 39985.94 | 34541.03 | 5817.85 | 36266.86 |
| 15 | 29849.68 | 27102.93 | 39985.94 | 34541.03 | 5817.85 | 36266.86 |
| 16 | 30141.38 | 27346.00 | 40399.16 | 34905.64 | 5879.01 | 36631.49 |
| 17 | 30141.38 | 27346.00 | 40399.16 | 34905.64 | 5879.01 | 36631.49 |
| 18 | 30457.37 | 27637.69 | 40812.39 | 35245.96 | 5931.43 | 37020.40 |
| 19 | 30457.37 | 27637.69 | 40812.39 | 35245.96 | 5931.43 | 37020.40 |
| 20 | 30749.05 | 27880.77 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 21 | 30749.05 | 27880.77 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 22 | 31056.61 | 28159.76 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 23 | 31056.61 | 28159.76 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 24 | 31367.18 | 28441.36 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |

The actual screen results are system-specific.

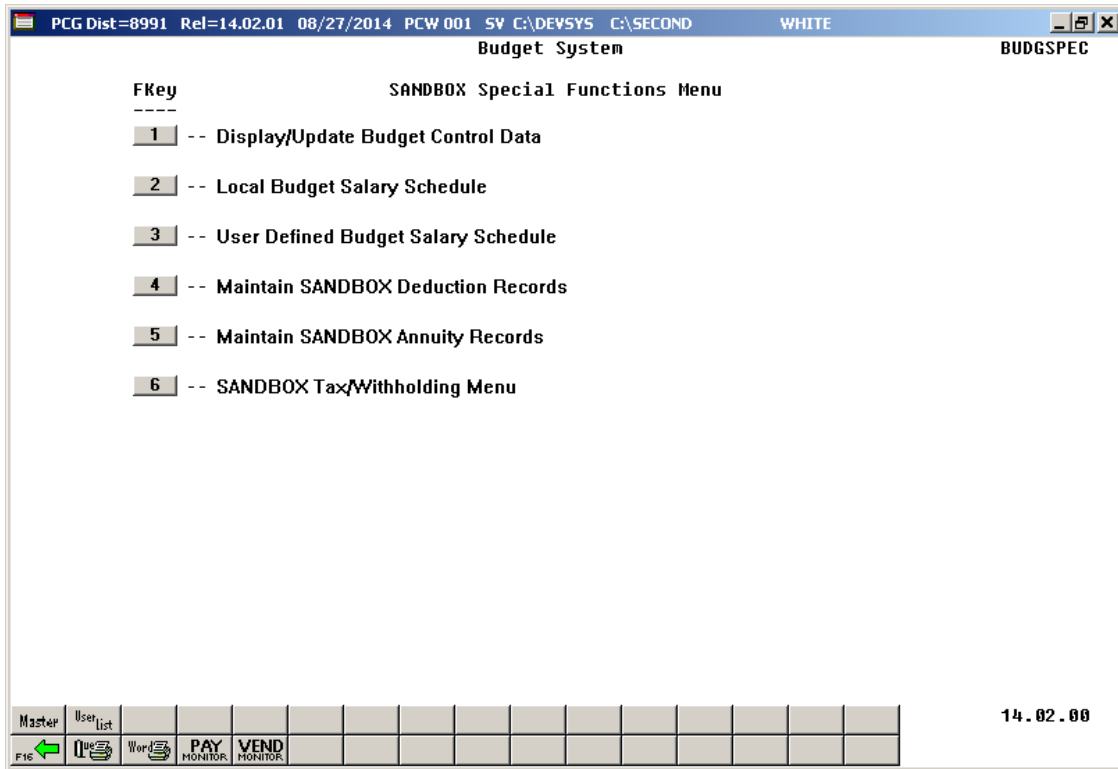
| Step | Action |
|------|--|
| 3 | <p>Select  Enter) <u>twice</u>.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>User Defined Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |



The following screen displays:



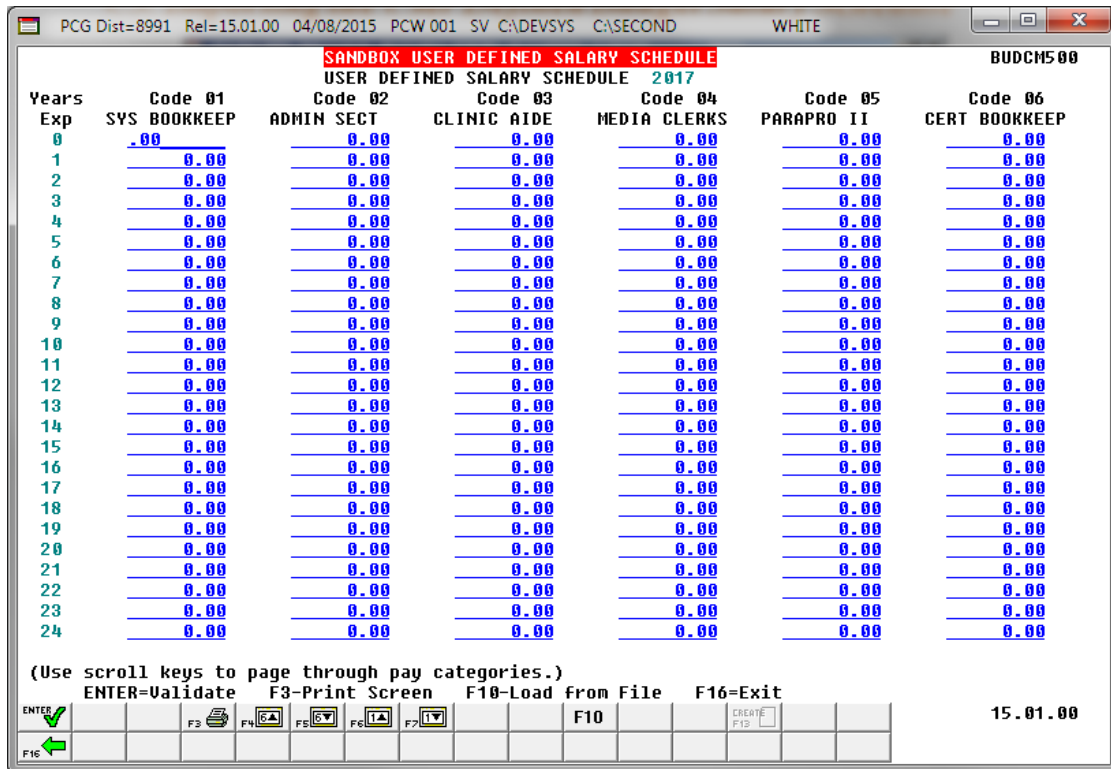
| Step | Action |
|------|---|
| 4 | Select  (F16 - to Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



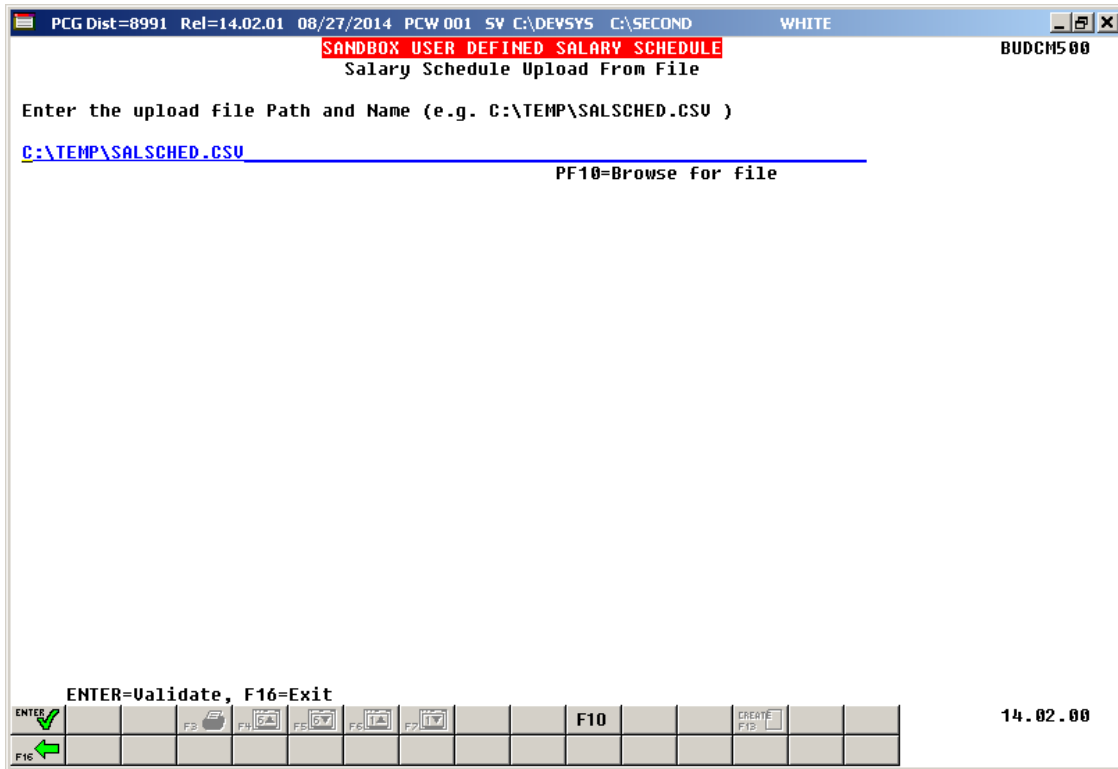
| Step | Action |
|------|--|
| 5 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |



C3. Importing the User Defined Budget Salary Schedule



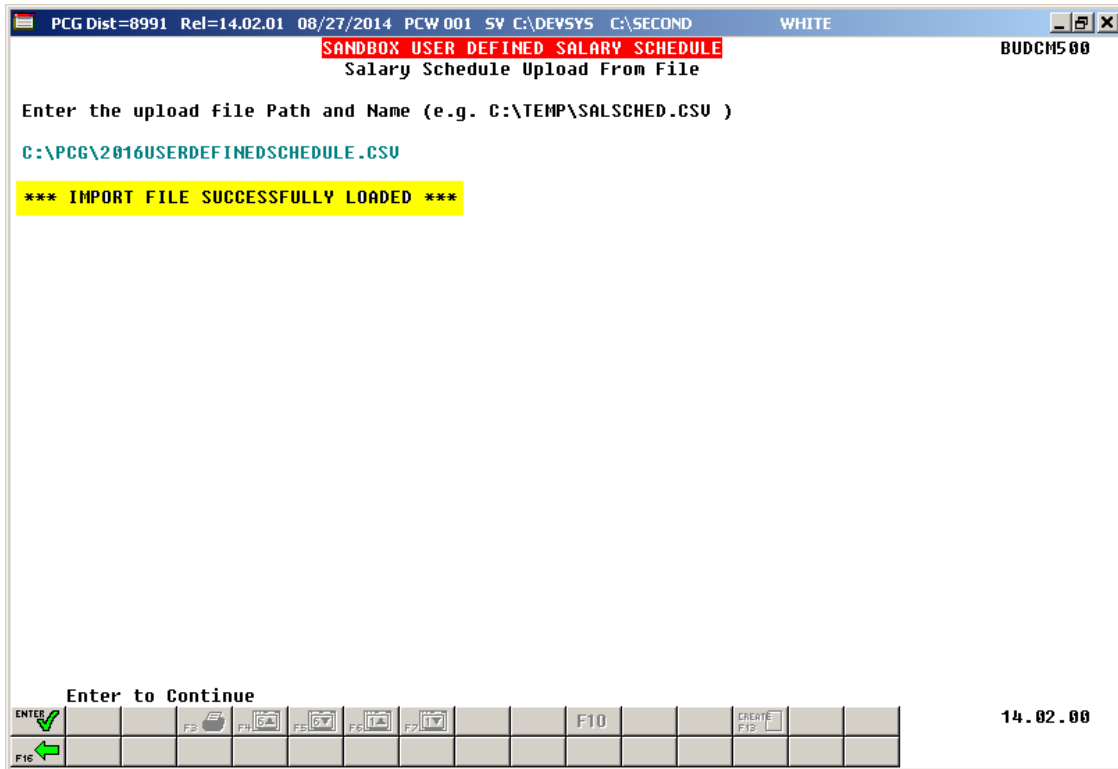
| Step | Action |
|------|--|
| 1 | Verify the literal SANDBOX USER DEFINED SALARY SCHEDULE is displayed in the title bar of the screen. Select F10 (F10 - Load from File). |

The following screen displays:

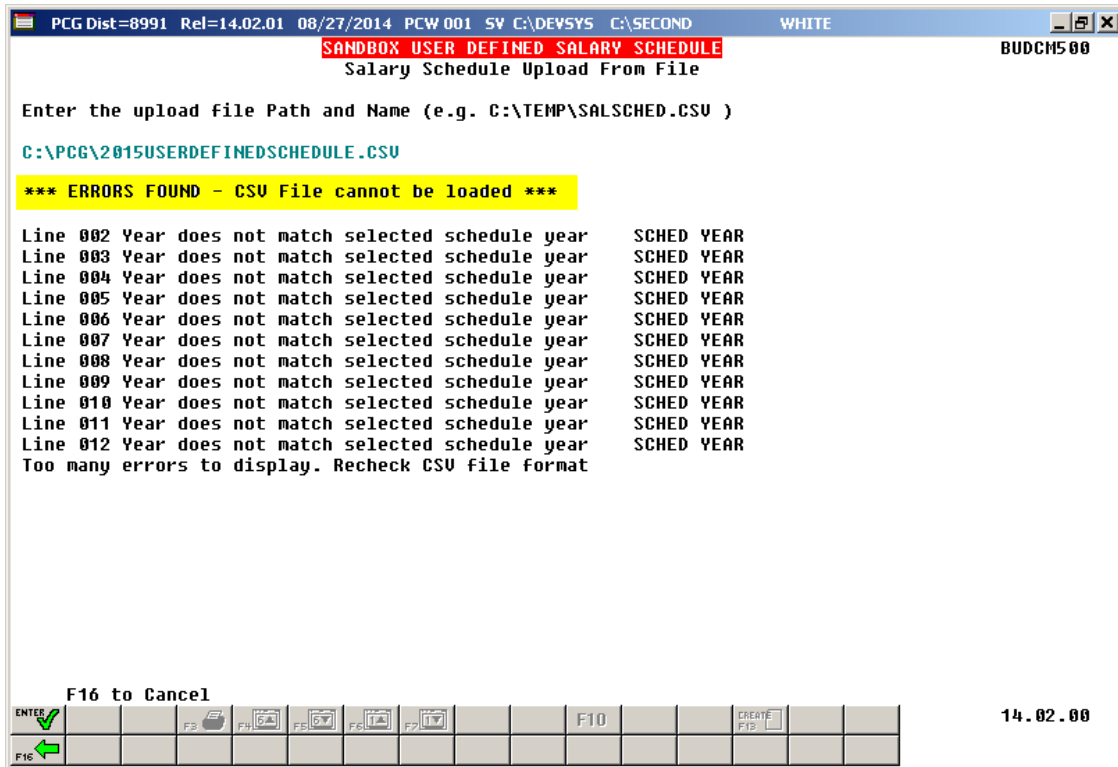




| Step | Action |
|------|--|
| 2 | <p>Verify the defaulting file and pathname in the Enter the upload file Path and Name field is C:\TEMP\SALSCHE.D.CSV or select F10 (F10 - Browse for file) to locate the file manually. <i>If the defaulting file/pathname is incorrect, enter the appropriate information in the field and proceed to Step 3, or select F10 (F10 - Browse for file) to locate the correct file and pathname.</i></p> |
| 3 | <p>Select  (Enter) <u>twice</u>.</p> <p>When selecting , PCGenesis automatically verifies the file's location and scans each line of the file for invalid characters and data values that are too large. PCGenesis also ensures the file contains the correct number of schedule lines.</p> |

For successful file imports, the following screen displays:

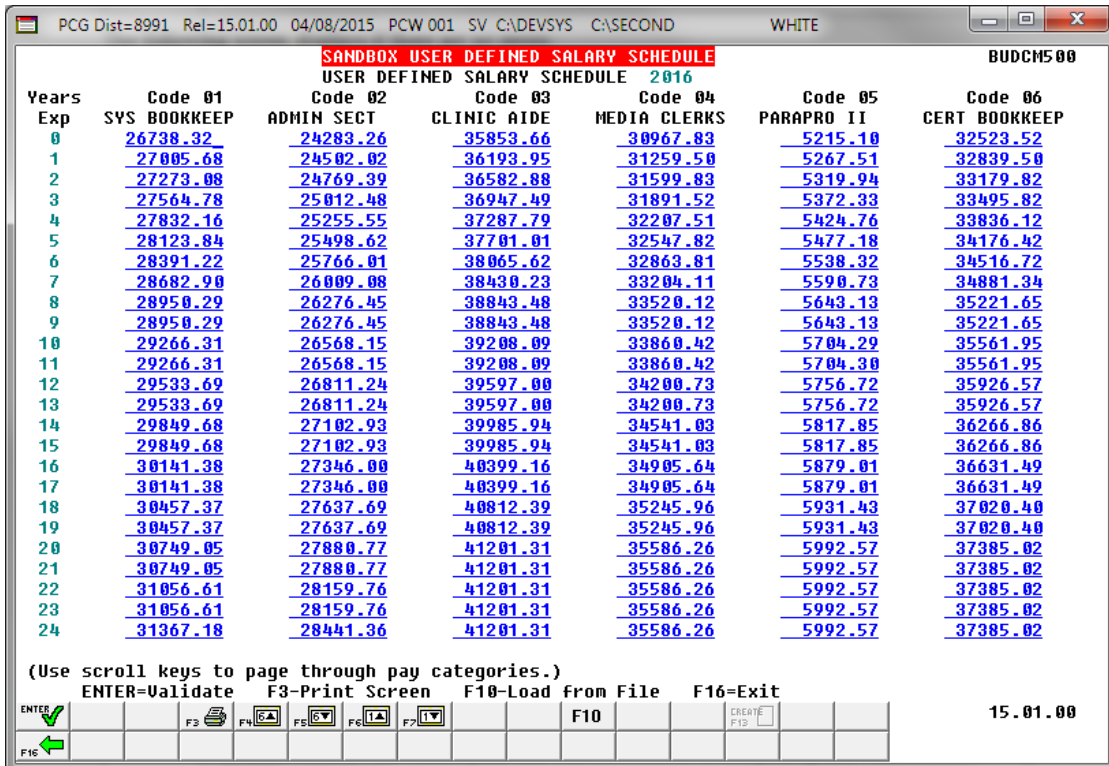


The following screen is an example of an error message screen:



| Step | Action |
|------|--|
| 4 | <p>For successful file imports: Verify the “***Import File Successfully Loaded***” message displays, select  (Enter) and proceed to Step 5.</p> <p>For unsuccessful file imports: Errors display when there are incorrect file selections, and/or if the import file’s year or file layout does not match the required specifications. Select  (F16 - to Cancel) to return to the <i>SANDBOX Special Functions Menu</i>, and correct the errors displayed. Return to Step 1 of this procedure to repeat the file’s import.</p> |



The following screen displays if there are no errors:



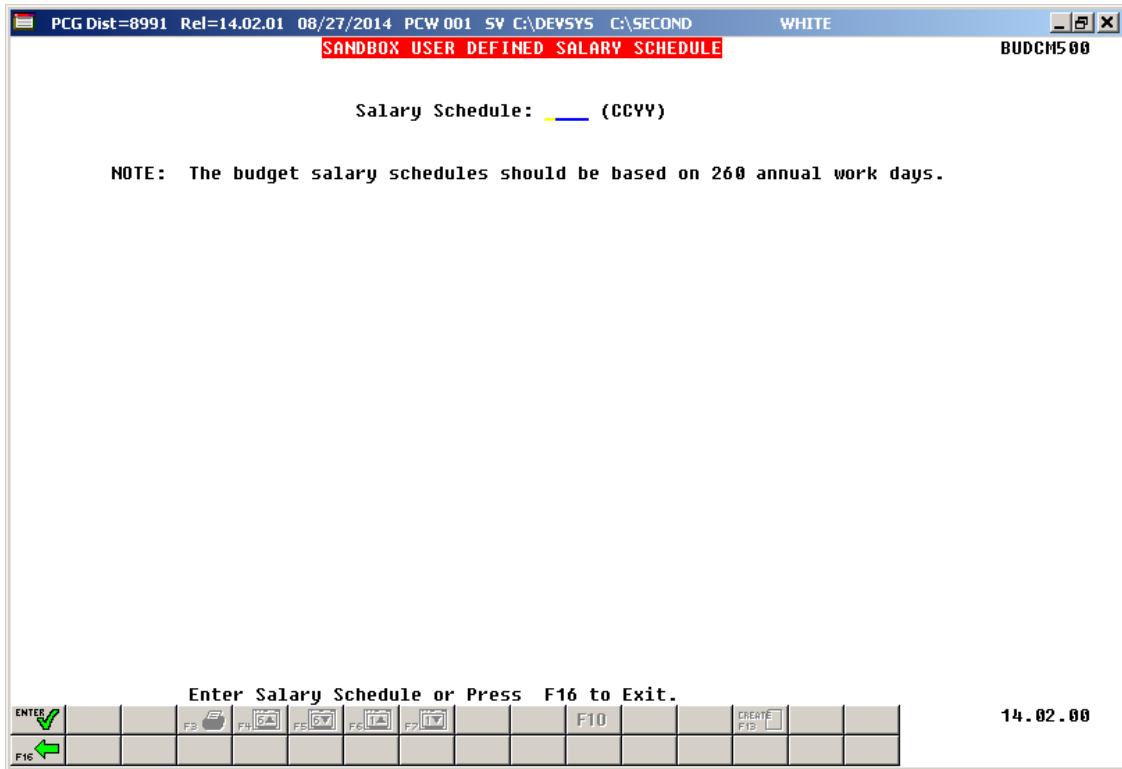
The screenshot shows a window titled "PCG Dist=8991 Rel=15.01.00 04/08/2015 PCW 001 SV CADEVSY5 CASECOND WHITE". The main content is a table titled "SANDBOX USER DEFINED SALARY SCHEDULE" with a sub-header "USER DEFINED SALARY SCHEDULE 2016" and "BUDCM500". The table has columns for "Years Exp" (0-24) and six "Code" categories (01-06) with their corresponding salaries. At the bottom, there are instructions: "(Use scroll keys to page through pay categories.)", "ENTER=Validate", "F3-Print Screen", "F10-Load from File", "F16=Exit", and a numeric display "15.01.00". A keyboard icon at the bottom left shows the ENTER and F16 keys highlighted.


| Years Exp | Code 01 | Code 02 | Code 03 | Code 04 | Code 05 | Code 06 |
|-----------|----------|----------|----------|----------|---------|----------|
| 0 | 26738.32 | 24283.26 | 35853.66 | 30967.83 | 5215.10 | 32523.52 |
| 1 | 27005.68 | 24502.02 | 36193.95 | 31259.50 | 5267.51 | 32839.50 |
| 2 | 27273.08 | 24769.39 | 36582.88 | 31599.83 | 5319.94 | 33179.82 |
| 3 | 27564.78 | 25012.48 | 36947.49 | 31891.52 | 5372.33 | 33495.82 |
| 4 | 27832.16 | 25255.55 | 37287.79 | 32207.51 | 5424.76 | 33836.12 |
| 5 | 28123.84 | 25498.62 | 37701.01 | 32547.82 | 5477.18 | 34176.42 |
| 6 | 28391.22 | 25766.01 | 38065.62 | 32863.81 | 5538.32 | 34516.72 |
| 7 | 28682.90 | 26009.08 | 38430.23 | 33204.11 | 5590.73 | 34881.34 |
| 8 | 28950.29 | 26276.45 | 38843.48 | 33520.12 | 5643.13 | 35221.65 |
| 9 | 28950.29 | 26276.45 | 38843.48 | 33520.12 | 5643.13 | 35221.65 |
| 10 | 29266.31 | 26568.15 | 39208.09 | 33860.42 | 5704.29 | 35561.95 |
| 11 | 29266.31 | 26568.15 | 39208.09 | 33860.42 | 5704.30 | 35561.95 |
| 12 | 29533.69 | 26811.24 | 39597.00 | 34200.73 | 5756.72 | 35926.57 |
| 13 | 29533.69 | 26811.24 | 39597.00 | 34200.73 | 5756.72 | 35926.57 |
| 14 | 29849.68 | 27102.93 | 39985.94 | 34541.03 | 5817.85 | 36266.86 |
| 15 | 29849.68 | 27102.93 | 39985.94 | 34541.03 | 5817.85 | 36266.86 |
| 16 | 30141.38 | 27346.00 | 40399.16 | 34905.64 | 5879.01 | 36631.49 |
| 17 | 30141.38 | 27346.00 | 40399.16 | 34905.64 | 5879.01 | 36631.49 |
| 18 | 30457.37 | 27637.69 | 40812.39 | 35245.96 | 5931.43 | 37020.40 |
| 19 | 30457.37 | 27637.69 | 40812.39 | 35245.96 | 5931.43 | 37020.40 |
| 20 | 30749.05 | 27880.77 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 21 | 30749.05 | 27880.77 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 22 | 31056.61 | 28159.76 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 23 | 31056.61 | 28159.76 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |
| 24 | 31367.18 | 28441.36 | 41201.31 | 35586.26 | 5992.57 | 37385.02 |

The actual screen results are system-specific.

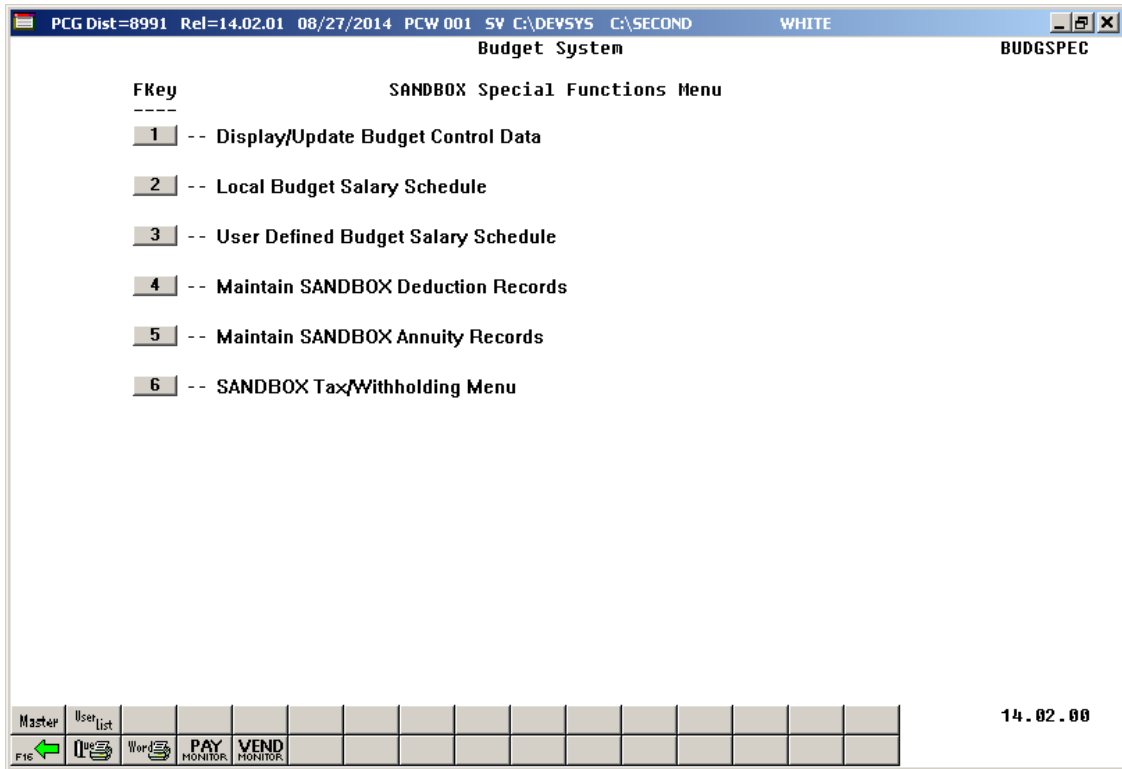
| Step | Action |
|------|---|
| 5 | <p>Verify the screen’s entries are correct.</p> <p>Select  (F3 – Print this data) to obtain a screen print of the <i>User Defined Salary Schedule</i> screen. The screen print file will be available in the print queue with the name ‘PSCNnnnn’.</p> |
| 6 | <p>Select  (Enter) twice.</p> |





The following screen displays:



| Step | Action |
|------|---|
| 7 | Select  (F16 - to Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



| Step | Action |
|------|--|
| 8 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |
| 9 | <p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p>Follow the instructions provided in the <i>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</i> to create the macro necessary to use the feature where appropriate.</p> |

C4. User Defined Budget Salary Schedule Import .csv File Layout

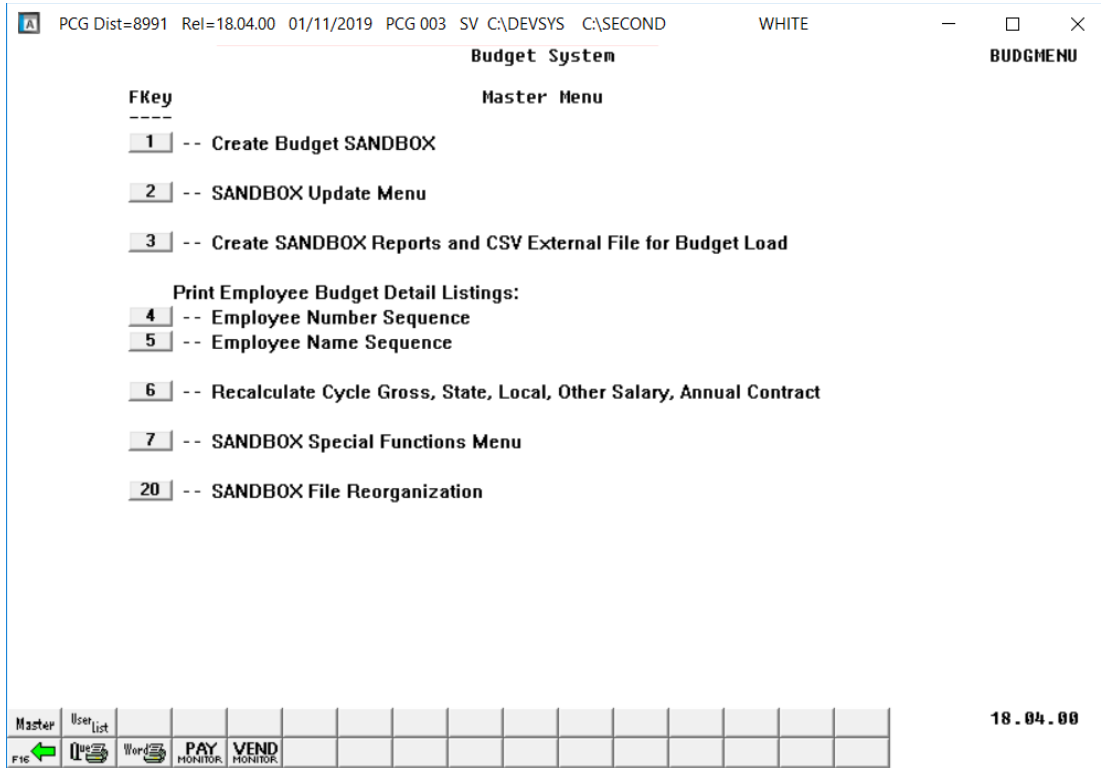
| <u>ATTENTION:</u> | | |
|---|------------|---|
| <i>All salaries in the Local Budget Salary Schedule are based upon 260 work days.</i> | | |
| Column | Field Name | Description |
| A | CODE | Must be “S” to indicate the line contains local budget salary data. PCGenesis ignores lines without an “S”, such as headers. (Required) |
| B | YEAR | Salary Schedule Year. (Required) Enter the budget year that the salary information represents. |
| C | EXP | <p>Years of experience. (Informational only) Contains a description of the years of experience for the row’s salary data.</p> <p><i>Only rows 2 thru 26 contain salary information for 0 thru 24+ years of experience, with row 2 representing 0 years of experience and row 26 representing 24+ years of experience.</i></p> <p><i>Each row of data contains the user defined salary amounts based on the number of years of experience identified for the row. Columns E – CY of each row contains the salary for the Budget Pay Category Code identified in the column heading.</i></p> <p><i>Refer to the <u>Payroll System Operations Guide</u>, Section B: Payroll Update Processing, Topic 4: Update/Display Payroll Information, Procedure C: Updating/Displaying Gross Data for instructions on the Budget Pay Category Code.</i></p> |
| D | STEP | Pay Step. (Informational only) Currently not populated. |
| E | 01 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 01 . The salary must be based on 260 work days. |
| F | 02 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 02 . The salary must be based on 260 work days. |
| G | 03 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 03 . The salary must be based on 260 work days. |
| H | 04 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 04 . The salary must be based on 260 work days. |

| Column | Field Name | Description |
|--------|------------|--|
| I | 05 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 05 . The salary must be based on 260 work days. |
| J | 06 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 06 . The salary must be based on 260 work days. |
| K | 07 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 07 . The salary must be based on 260 work days. |
| L | 08 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 08 . The salary must be based on 260 work days. |
| M | 09 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 09 . The salary must be based on 260 work days. |
| N - CY | 10 - 99 | User Defined Budget Salary. (Optional) Enter the user defined budget salary for Budget Pay Category Code 'nn' , where 'nn' represents the Budget Pay Category Code . The salary must be based on 260 work days. |

C5. User Defined Budget Salary Schedule Import .csv File – Example

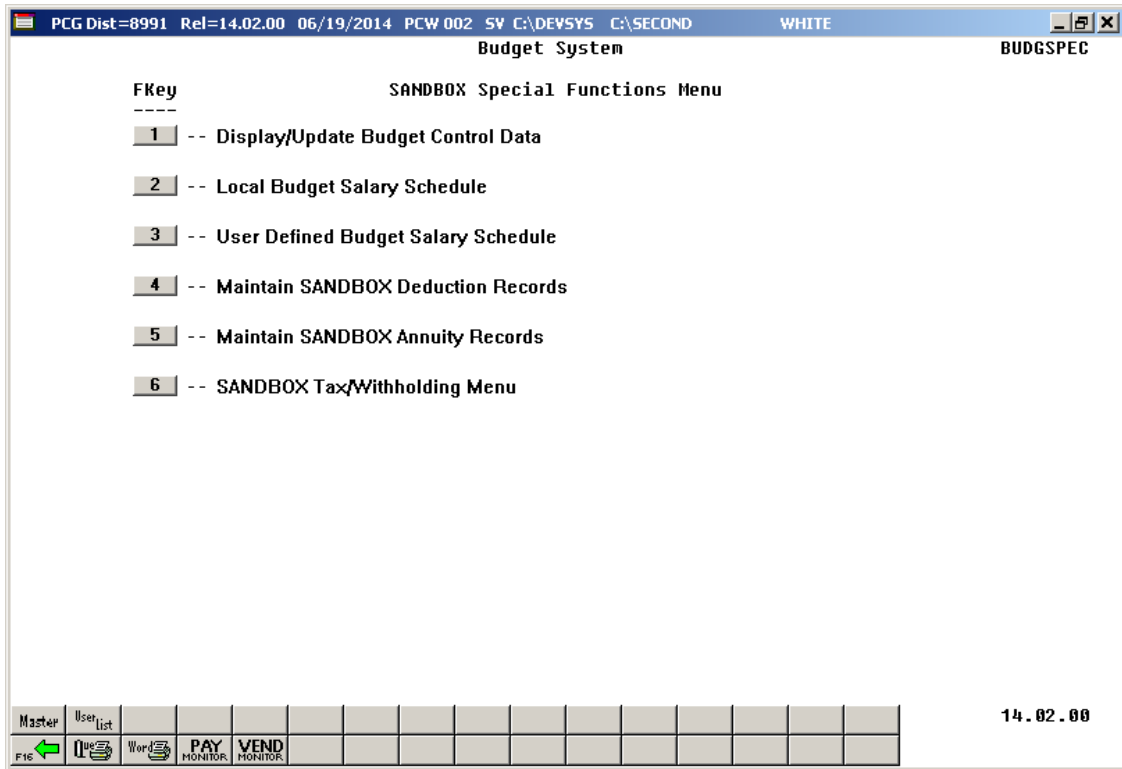
| 2015UserDefinedSchedule.csv - Microsoft Excel | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|------|------|-----|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | AA | |
| 1 | Code | Year | Exp | Step | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 2 | S | 2015 | 0 | | 31586 | 32505 | 31586 | 33424 | 35597 | 38438 | 40936 | 43435 | 46258 | 48213 | | | | | | | | | | | | | | |
| 3 | S | 2015 | 1 | | 31586 | 32505 | 31586 | 33424 | 35597 | 38438 | 40936 | 43435 | 46258 | 48213 | | | | | | | | | | | | | | |
| 4 | S | 2015 | 2 | | 32534 | 33480 | 31586 | 34427 | 36665 | 39591 | 42164 | 44738 | 47646 | 49659 | | | | | | | | | | | | | | |
| 5 | S | 2015 | 3 | | 33510 | 34484 | 31586 | 35460 | 37765 | 40779 | 43429 | 46080 | 49075 | 51149 | | | | | | | | | | | | | | |
| 6 | S | 2015 | 4 | | 34515 | 35519 | 31586 | 36524 | 38898 | 42002 | 44732 | 47462 | 50547 | 52683 | | | | | | | | | | | | | | |
| 7 | S | 2015 | 5 | | 35550 | 36585 | 31586 | 37985 | 40454 | 43682 | 46521 | 49360 | 52569 | 54790 | | | | | | | | | | | | | | |
| 8 | S | 2015 | 6 | | 36617 | 37683 | 31586 | 39125 | 41668 | 44992 | 47917 | 50841 | 54146 | 56434 | | | | | | | | | | | | | | |
| 9 | S | 2015 | 7 | | 37716 | 38813 | 31586 | 40886 | 43543 | 47017 | 50073 | 53129 | 56583 | 58974 | | | | | | | | | | | | | | |
| 10 | S | 2015 | 8 | | 38847 | 39977 | 31586 | 42113 | 44849 | 48428 | 51575 | 54723 | 58280 | 60743 | | | | | | | | | | | | | | |
| 11 | S | 2015 | 9 | | 40012 | 41176 | 31586 | 43376 | 46194 | 49881 | 53122 | 56365 | 60028 | 62565 | | | | | | | | | | | | | | |
| 12 | S | 2015 | 10 | | 41212 | 42411 | 31586 | 44677 | 47580 | 51377 | 54716 | 58056 | 61829 | 64442 | | | | | | | | | | | | | | |
| 13 | S | 2015 | 11 | | 42448 | 43683 | 31586 | 46017 | 49007 | 52918 | 56357 | 59798 | 63684 | 66375 | | | | | | | | | | | | | | |
| 14 | S | 2015 | 12 | | 43721 | 44993 | 31586 | 47398 | 50477 | 54506 | 58048 | 61592 | 65595 | 68366 | | | | | | | | | | | | | | |
| 15 | S | 2015 | 13 | | 45033 | 46343 | 31586 | 48820 | 51991 | 56141 | 59789 | 63440 | 67563 | 70417 | | | | | | | | | | | | | | |
| 16 | S | 2015 | 14 | | 46384 | 47733 | 31586 | 50285 | 53551 | 57825 | 61583 | 65343 | 69590 | 72530 | | | | | | | | | | | | | | |
| 17 | S | 2015 | 15 | | 50000 | 50000 | 50000 | 50000 | 50000 | 50000 | 50000 | 50000 | 50000 | 50000 | | | | | | | | | | | | | | |
| 18 | S | 2015 | 16 | | 60000 | 60000 | 60000 | 60000 | 60000 | 60000 | 60000 | 60000 | 60000 | 60000 | | | | | | | | | | | | | | |
| 19 | S | 2015 | 17 | | 70000 | 70000 | 70000 | 70000 | 70000 | 70000 | 70000 | 70000 | 70000 | 70000 | | | | | | | | | | | | | | |
| 20 | S | 2015 | 18 | | 80000 | 80000 | 80000 | 80000 | 80000 | 80000 | 80000 | 80000 | 80000 | 80000 | | | | | | | | | | | | | | |
| 21 | S | 2015 | 19 | | 90000 | 90000 | 90000 | 90000 | 90000 | 90000 | 90000 | 90000 | 90000 | 90000 | | | | | | | | | | | | | | |
| 22 | S | 2015 | 20 | | 100000 | 100000 | 100000 | 100000 | 100000 | 100000 | 100000 | 100000 | 100000 | 100000 | | | | | | | | | | | | | | |
| 23 | S | 2015 | 21 | | 110000 | 110000 | 110000 | 110000 | 110000 | 110000 | 110000 | 110000 | 110000 | 110000 | | | | | | | | | | | | | | |
| 24 | S | 2015 | 22 | | 120000 | 120000 | 120000 | 120000 | 120000 | 120000 | 120000 | 120000 | 120000 | 120000 | | | | | | | | | | | | | | |
| 25 | S | 2015 | 23 | | 130000 | 130000 | 130000 | 130000 | 130000 | 130000 | 130000 | 130000 | 130000 | 130000 | | | | | | | | | | | | | | |
| 26 | S | 2015 | 24 | | 140000 | 140000 | 140000 | 140000 | 140000 | 140000 | 140000 | 140000 | 140000 | 140000 | | | | | | | | | | | | | | |

Procedure D: Maintain SANDBOX Deduction Records



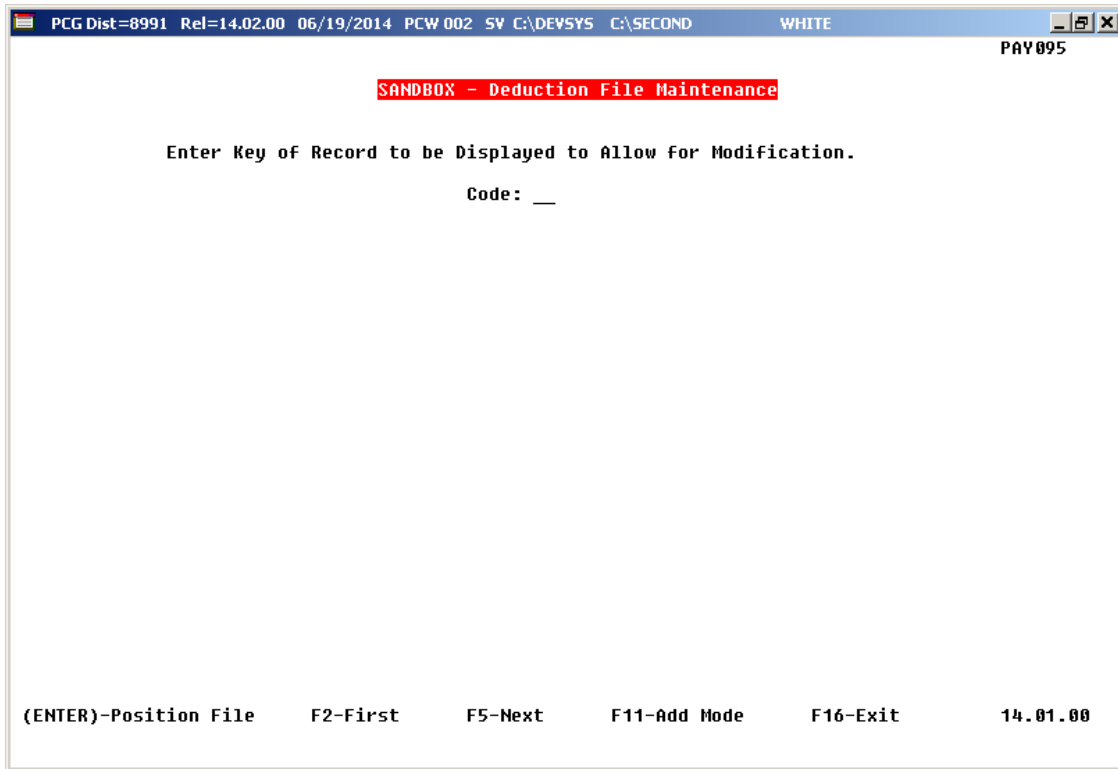
| Step | Action |
|------|--|
| 1 | Select 7 (F7 - SANDBOX Special Functions Menu). |

The following screen displays:



| Step | Action |
|------|--|
| 2 | Select 4 (F4 – Maintain SANDBOX Deduction Records). |

The following screen displays:



| Step | Action |
|------|---|
| 3 | <p>Verify the literal SANDBOX - Deduction File Maintenance is displayed in the title bar of the screen.</p> <p>Enter the deduction code in the Code field, and select Enter (Position File).</p> <p><i>If the deduction code is unknown, select F2 to display the first deduction record. Select F2 and F5 to scroll between records.</i></p> |

The following screen displays:

```

PCG Dist=8991 Rel=14.02.00 06/19/2014 PCW 002 SV C:\DEV5YS C:\SECOND WHITE
SANDBOX - Deduction File Maintenance PAY095

Deduction code: 12 Sort: 10
Description: I-VNDR 005674 Percent: .00000
Short desc.: I-VNDR 005674 Vendor: 5674
VENDOR 005674

Deduction type: I '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 #: 476

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

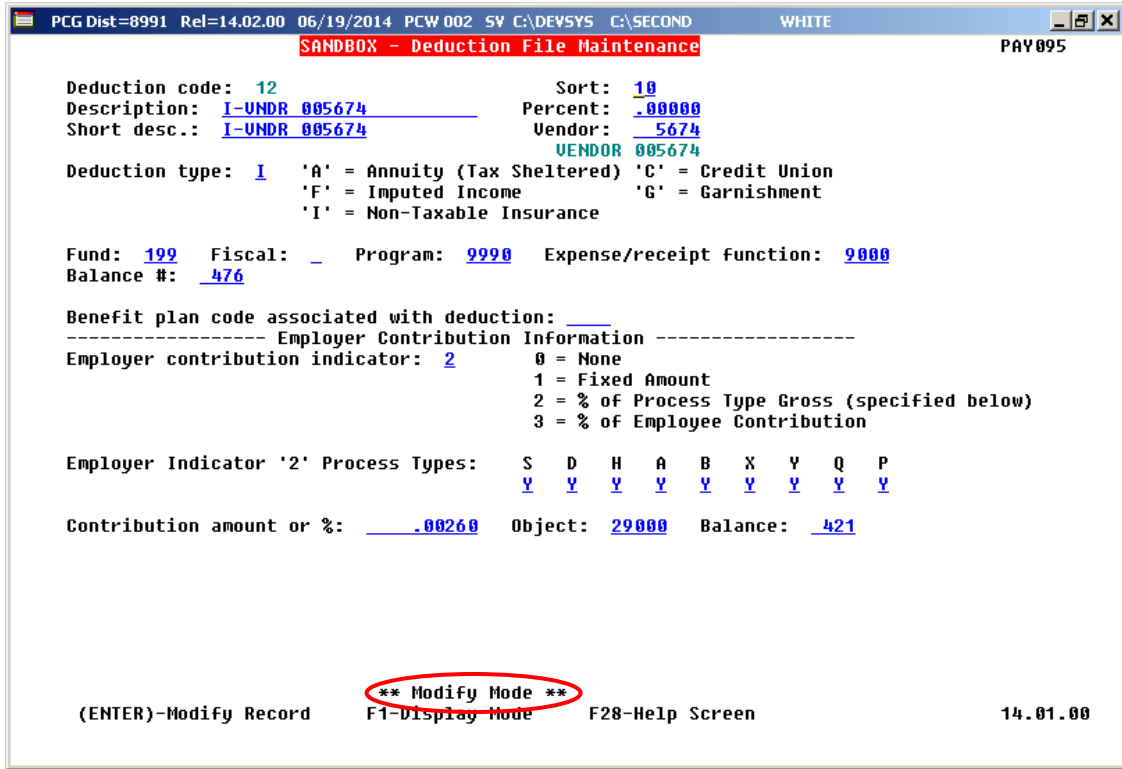
Employer Indicator '2' Process Types: S D H A B X Y Q P
Y Y Y Y Y Y Y Y Y

Contribution amount or %: .00260 Object: 29000 Balance: 421

** Display Mode **
F2-First F5-Next F9-Modify F12-Delete F16-Find Mode F28-Help Screen 14.01.00
    
```

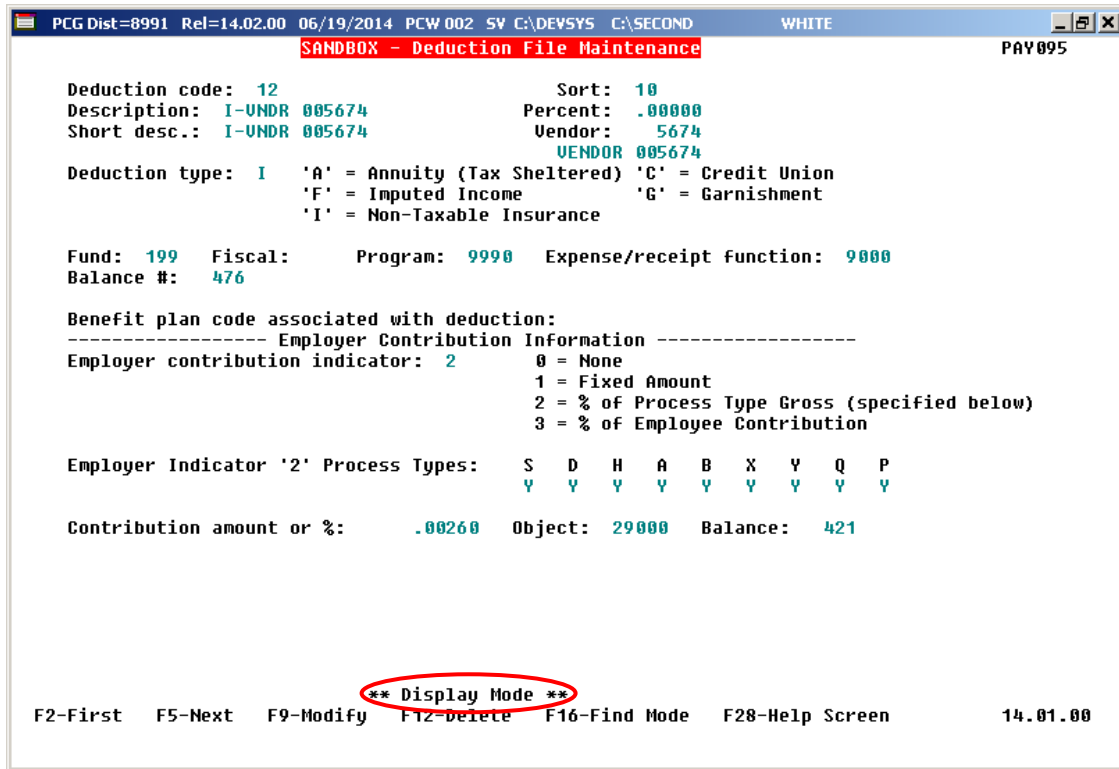
| Step | Action |
|------|----------------------------|
| 4 | Select F9 (Modify). |

The following screen displays:



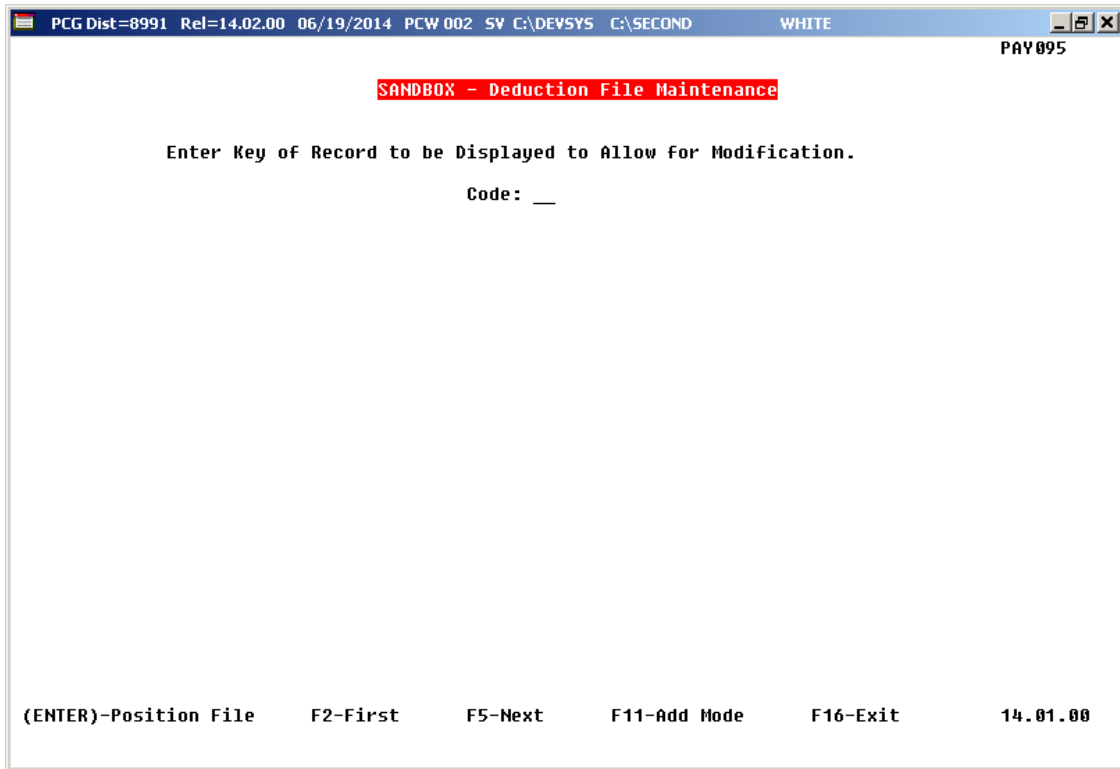
| Step | Action |
|------|--|
| 5 | Verify “** Modify Mode **” displays, and make the appropriate field modifications to the fields. |
| 6 | <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> deduction information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Topic 3: Deduction Record Processing</i> for field instructions for the <i>Deduction File Maintenance</i> screen.</p> |
| 7 | Select Enter (Modify Record). |

The following screen displays:



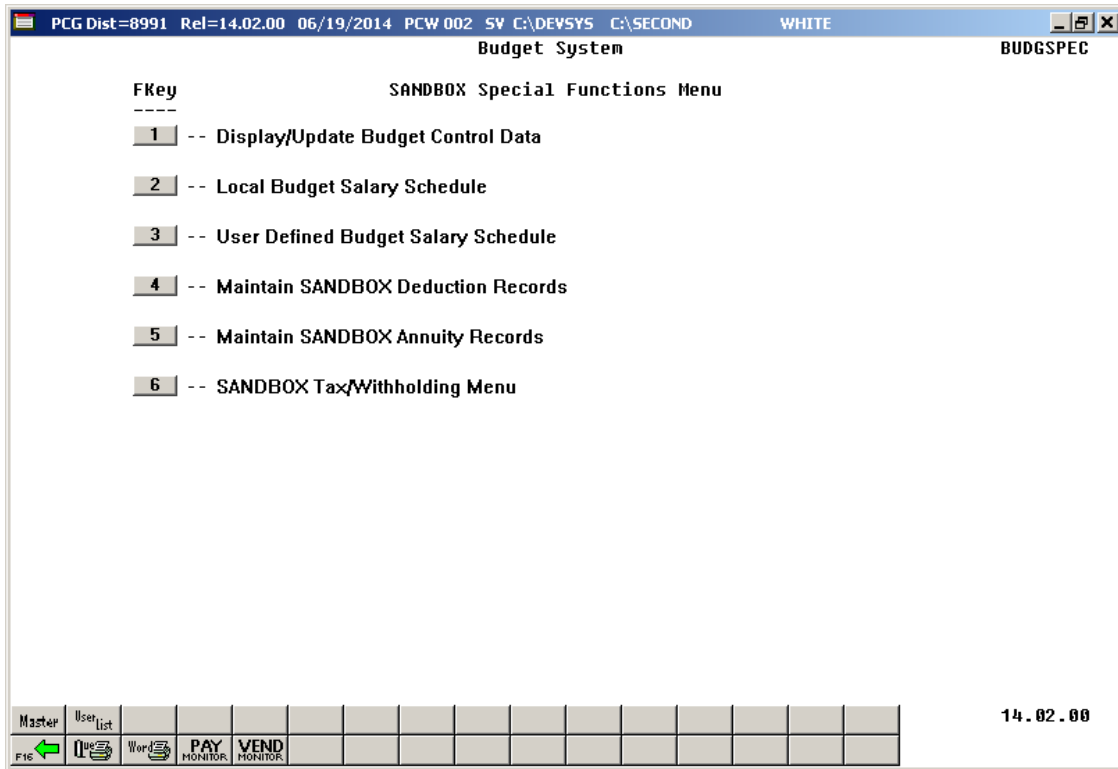
| Step | Action |
|------|---|
| 8 | Verify the screen entries are correct, and select F16 (Find Mode). <i>Since PCGenesis does not display a verification message for modified deduction records, review the entries displayed. If the information is incorrect, select F9 (Modify), make the appropriate corrections and select Enter.</i> |



The following screen displays:



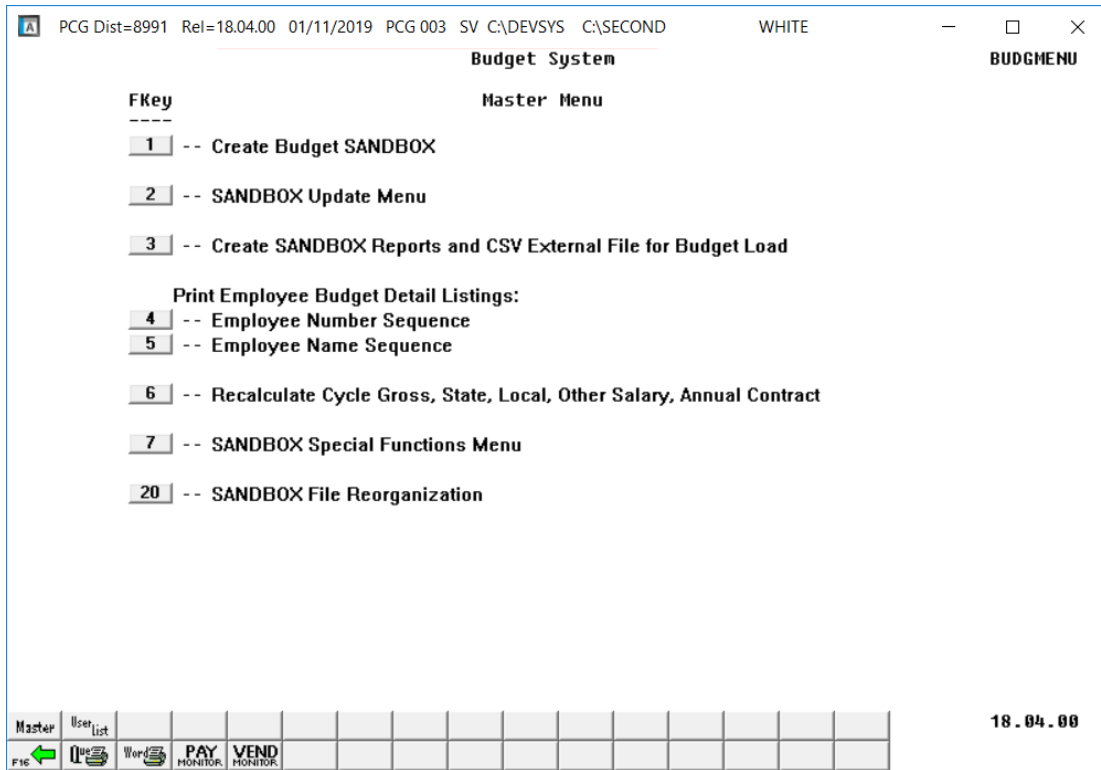
| Step | Action |
|------|---|
| 9 | Select F16 (Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

The following screen displays:



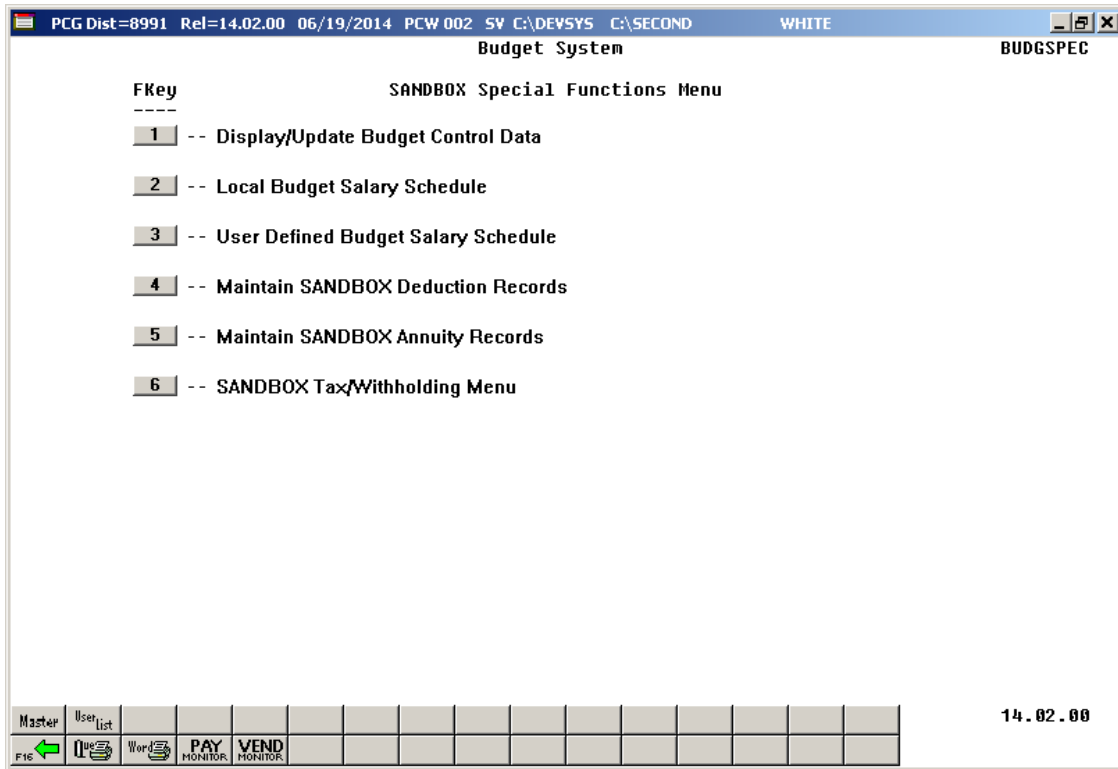
| Step | Action |
|------|--|
| 10 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

Procedure E: Maintain SANDBOX Annuity Records



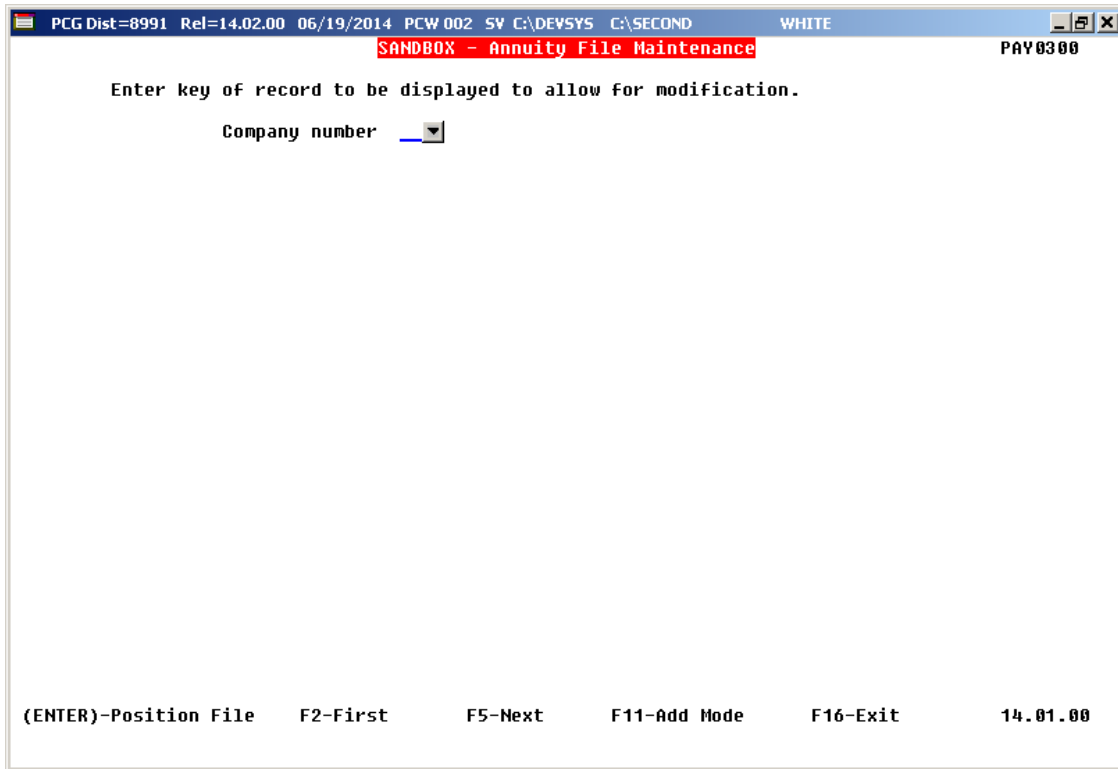
| Step | Action |
|------|--|
| 1 | Select 7 (F7 - SANDBOX Special Functions Menu). |


The following screen displays:



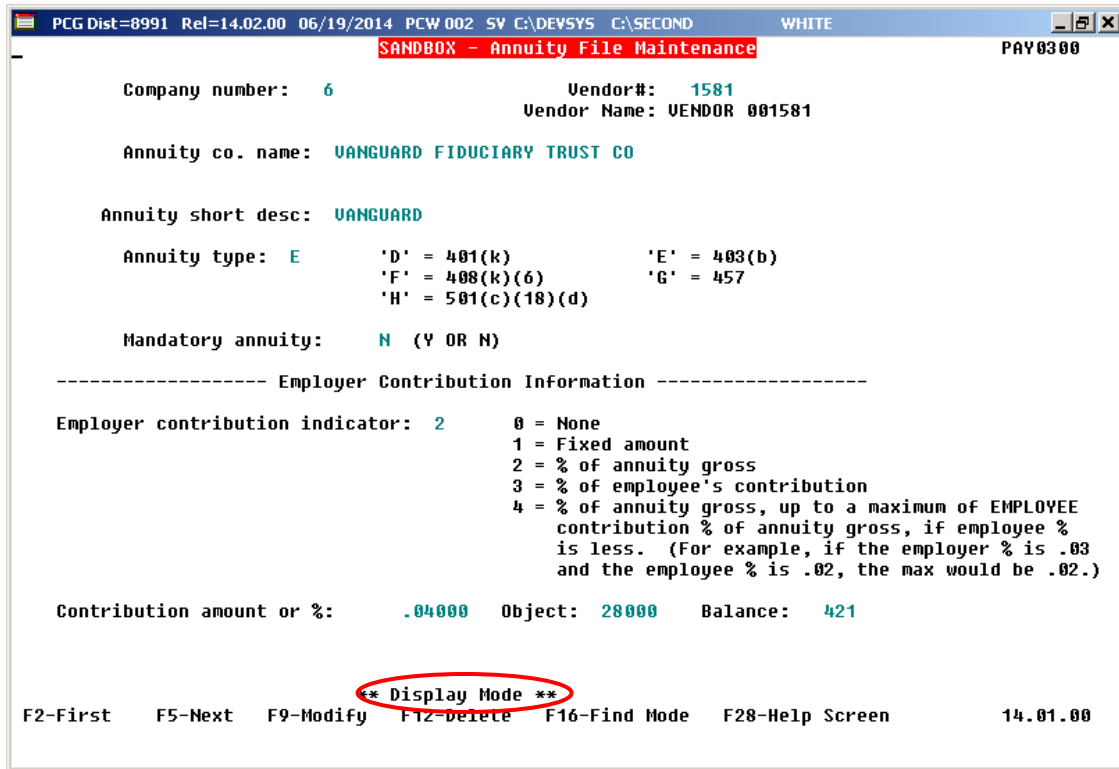
| Step | Action |
|------|--|
| 2 | Select 5 (F5 – Maintain SANDBOX Annuity Records). |

The following screen displays:



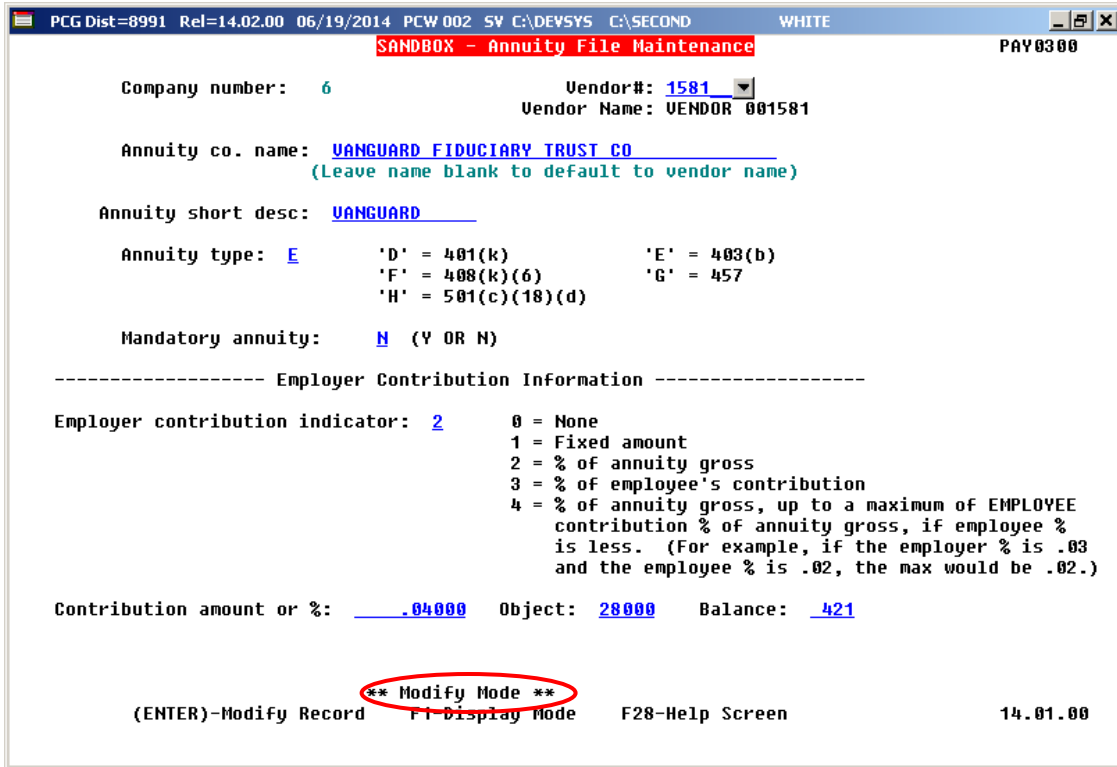
| Step | Action |
|------|---|
| 3 | <p>Verify the literal SANDBOX - Annuity File Maintenance is displayed in the title bar of the screen.</p> <p>Enter the code, or select the drop-down selection icon  within the Company Number field to choose the company's information, and select Enter (Position File).</p> <p><i>If the company code is unknown, select F2 to display the first deduction record. Select F2 and F5 to scroll between records.</i></p> |

The following screen displays:



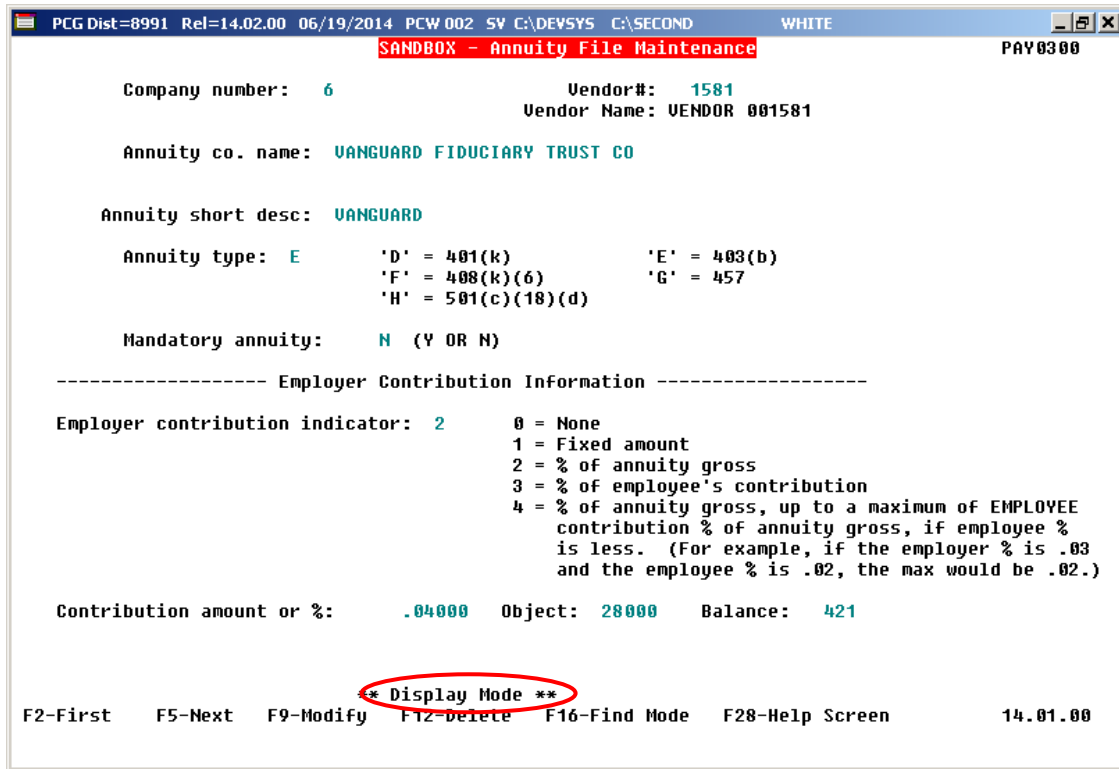
| Step | Action |
|------|----------------------------|
| 4 | Select F9 (Modify). |

The following screen displays:



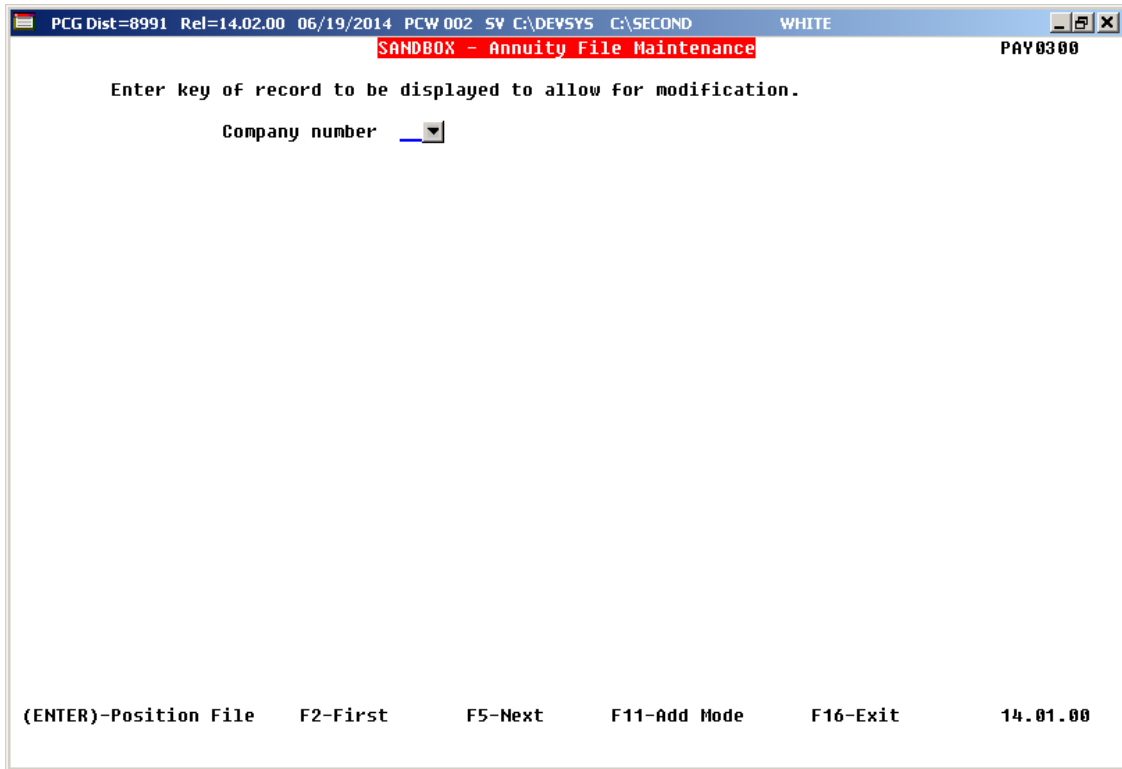
| Step | Action |
|------|--|
| 5 | Verify “** Modify Mode **” displays, and make the appropriate field modifications to the fields. |
| 6 | <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> annuity information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>Refer to the <i>Payroll System Operations Guide, Section F: Description/Deduction/Annuity File Processing, Topic 5: Annuity Record Processing</i> for field instructions for the <i>Annuity File Maintenance</i> screen.</p> |
| 7 | Select Enter (Modify Record). |

The following screen displays:



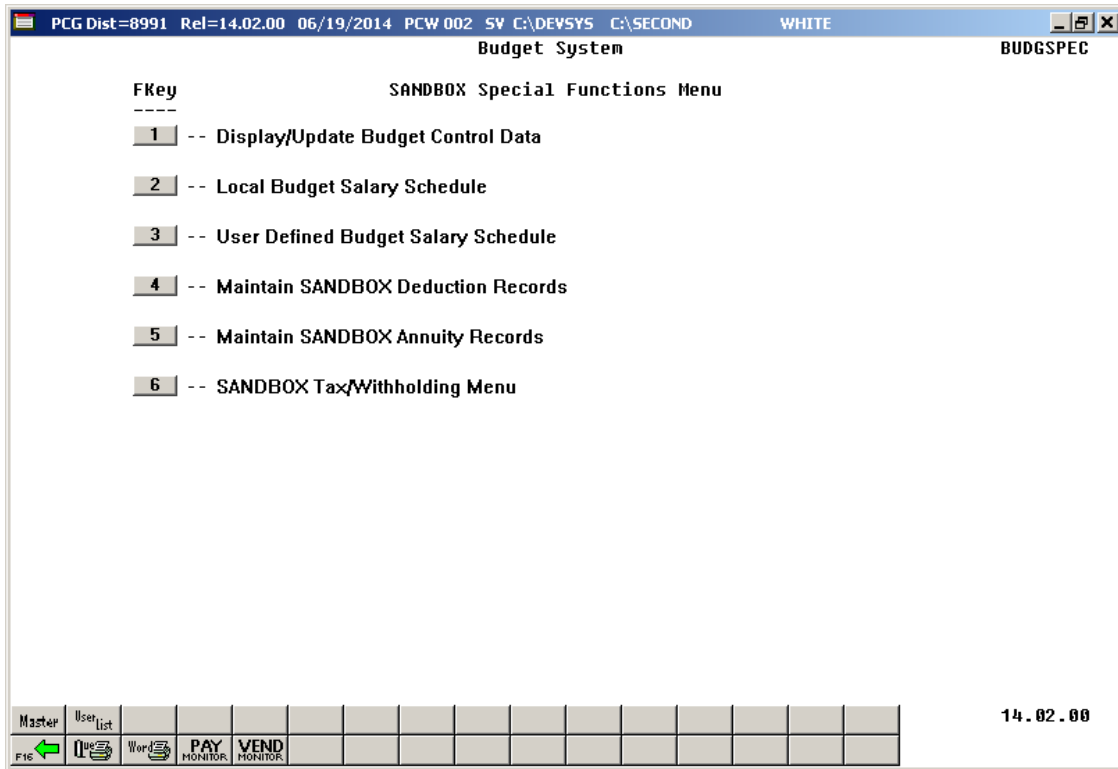
| Step | Action |
|------|---|
| 8 | Verify the screen entries are correct, and select F16 (Find Mode). <i>Since PCGenesis does not display a verification message for modified annuity company records, review the entries displayed. If the information is incorrect, select F9 (Modify), make the appropriate corrections and select Enter.</i> |



The following screen displays:



| Step | Action |
|------|---|
| 9 | Select F16 (Exit) to return to the <i>SANDBOX Special Functions Menu</i> . |

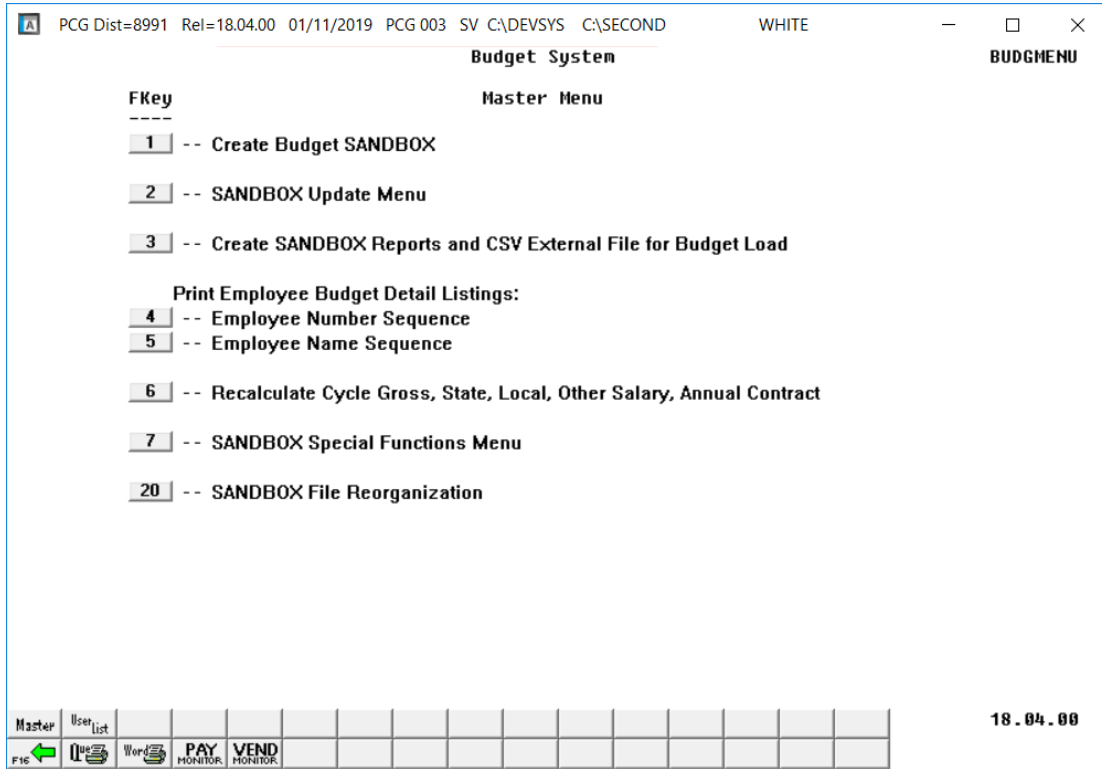
The following screen displays:



| Step | Action |
|------|--|
| 10 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

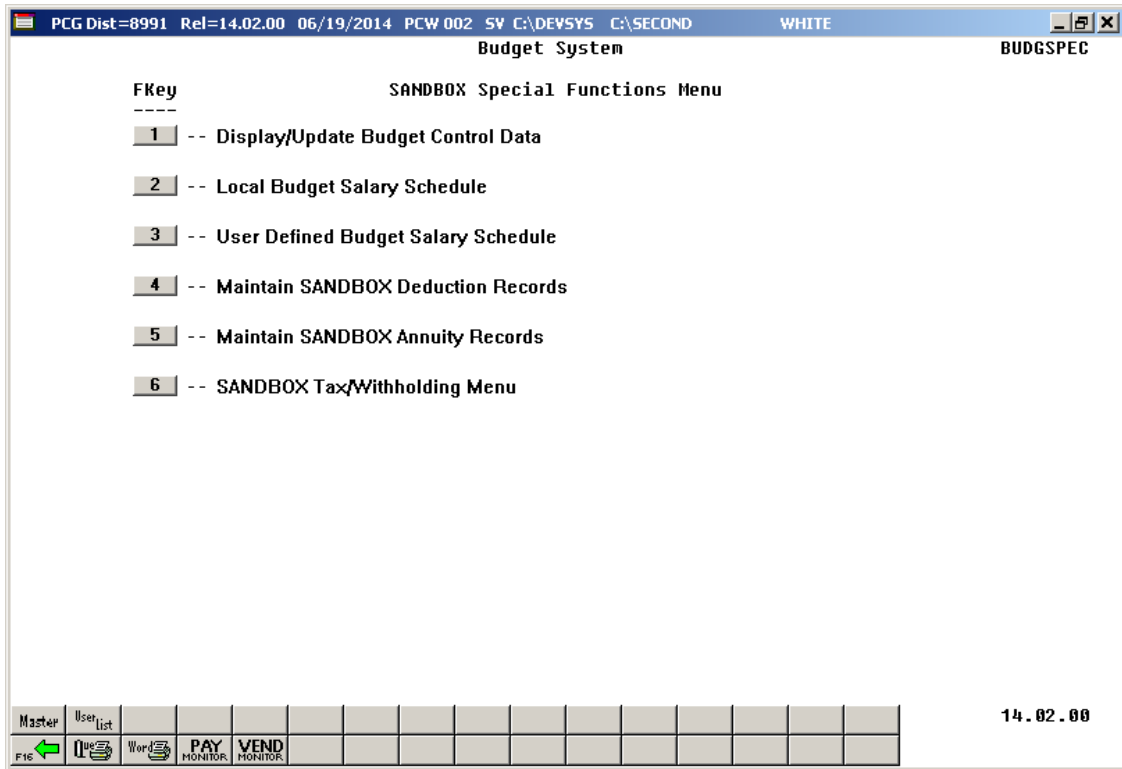
Procedure F: SANDBOX Tax/Withholding Menu

F1. Display/Update FICA/Medicare Tax Table



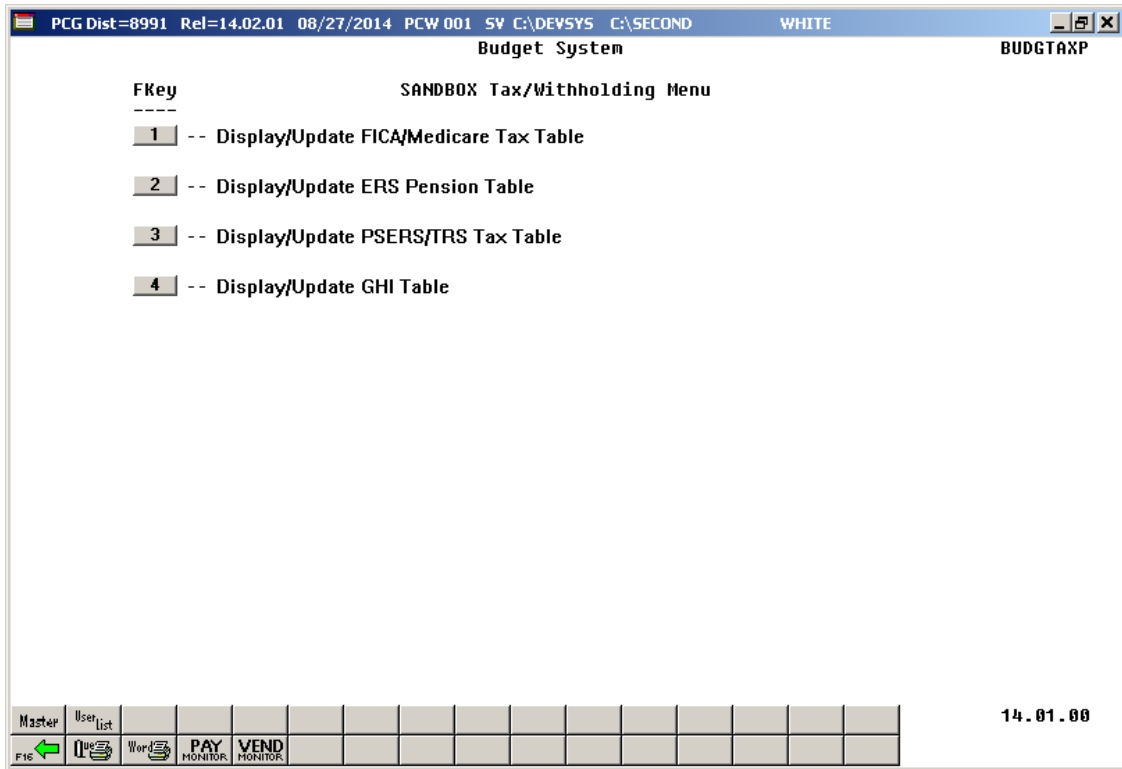
| Step | Action |
|------|--|
| 1 | Select 7 (F7 - SANDBOX Special Functions Menu). |

The following screen displays:



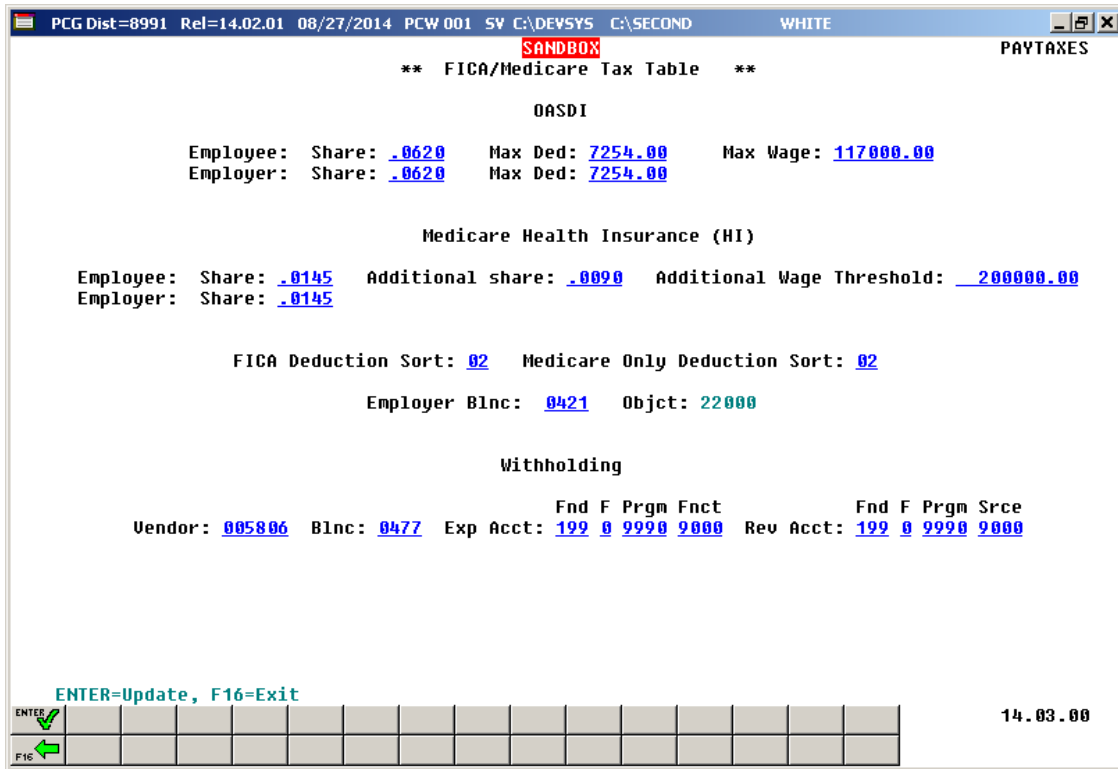
| Step | Action |
|------|--|
| 2 | Select 6 (F6 – SANDBOX Tax/Withholding Menu). |


The following screen displays:



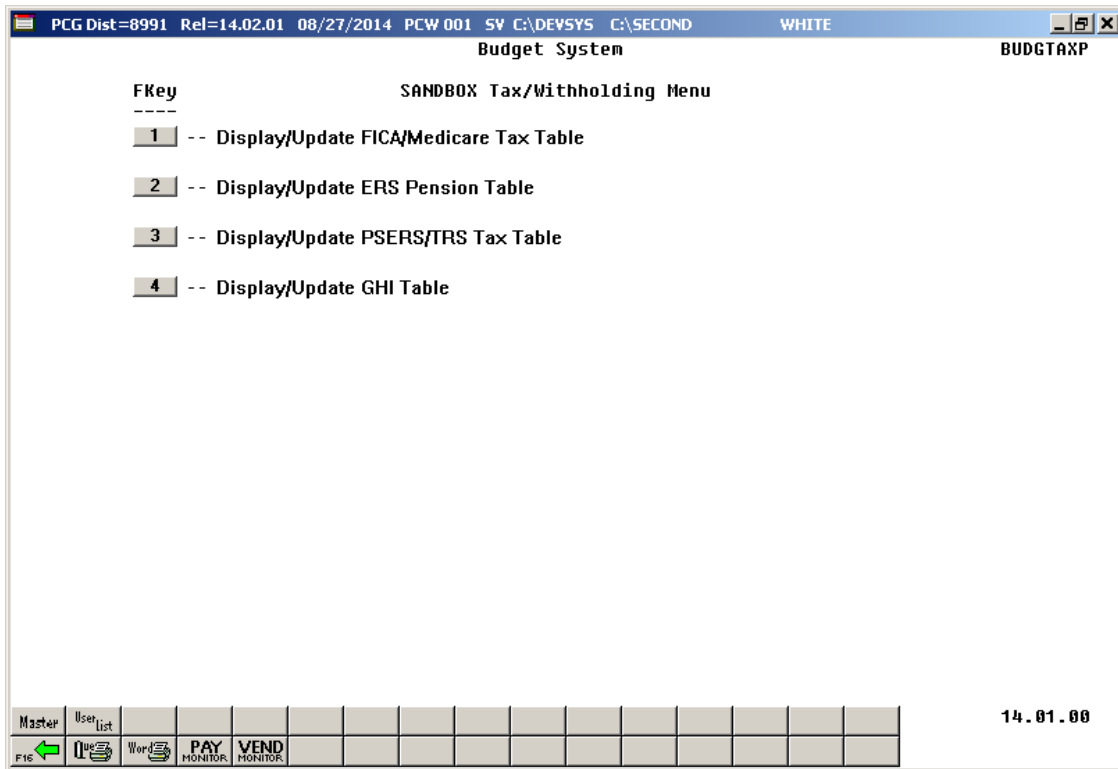
| Step | Action |
|------|--|
| 3 | Select 1 (F1 – Display/Update FICA Medicare Tax Table). |



The following screen displays:



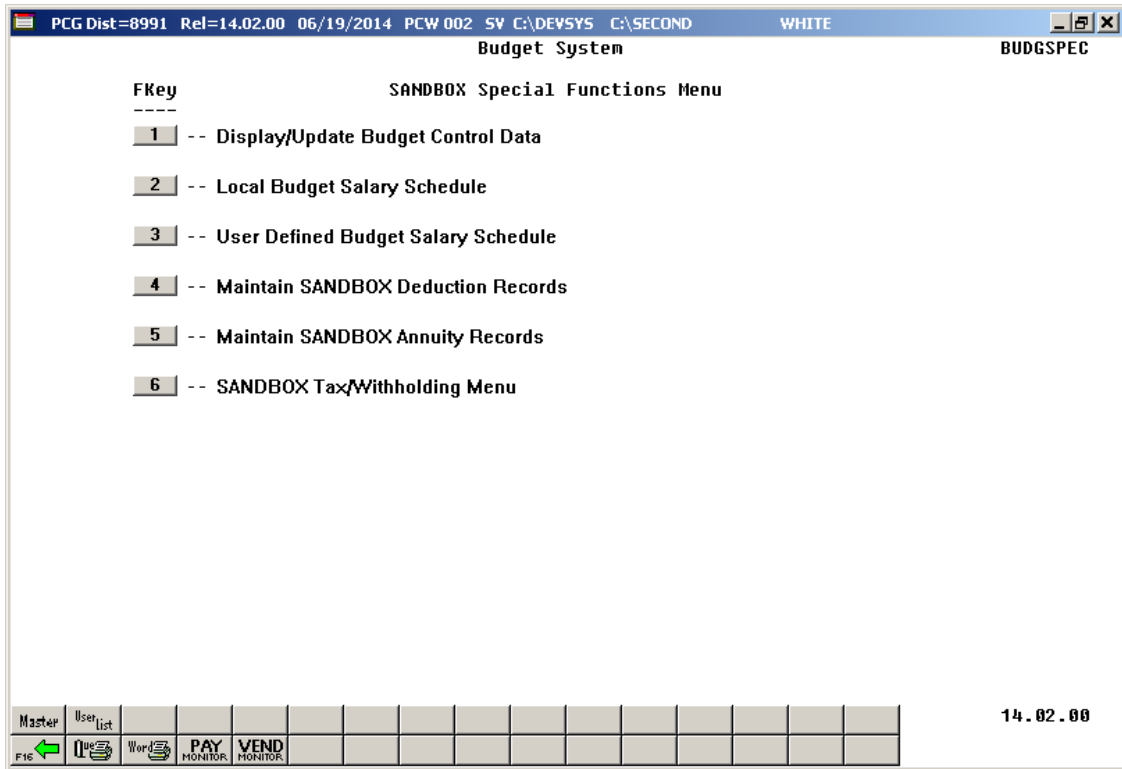
| Step | Action |
|------|---|
| 4 | <p>Verify the literal SANDBOX is displayed in the title bar of the screen.</p> <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> tax information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>For the necessary steps to finish updating the <i>SANDBOX</i> FICA and Medicare tables, refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing</i> for instructions.</p> |
| 5 | <p>Select  (F16 - Exit) to return to the <i>SANDBOX Tax/Withholding Menu</i>.</p> |

When the SANDBOX FICA and Medicare tables have been updated, the following screen displays:



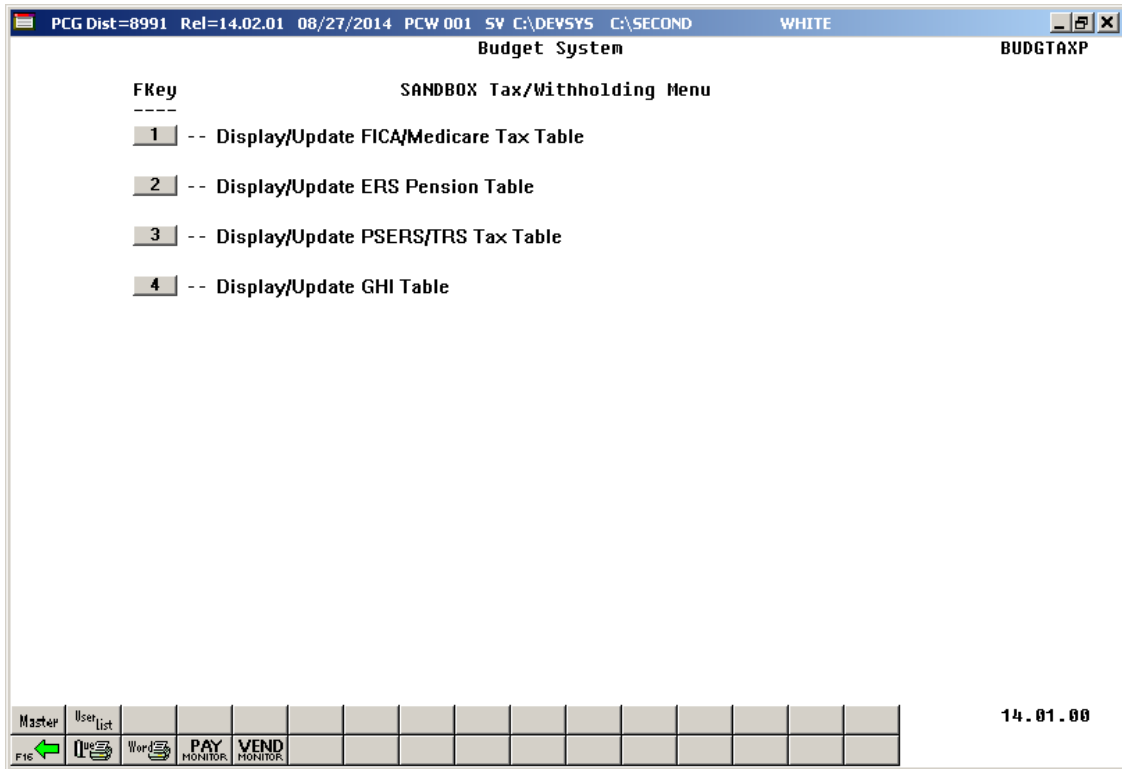
| Step | Action |
|------|--|
| 6 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

The following screen displays:



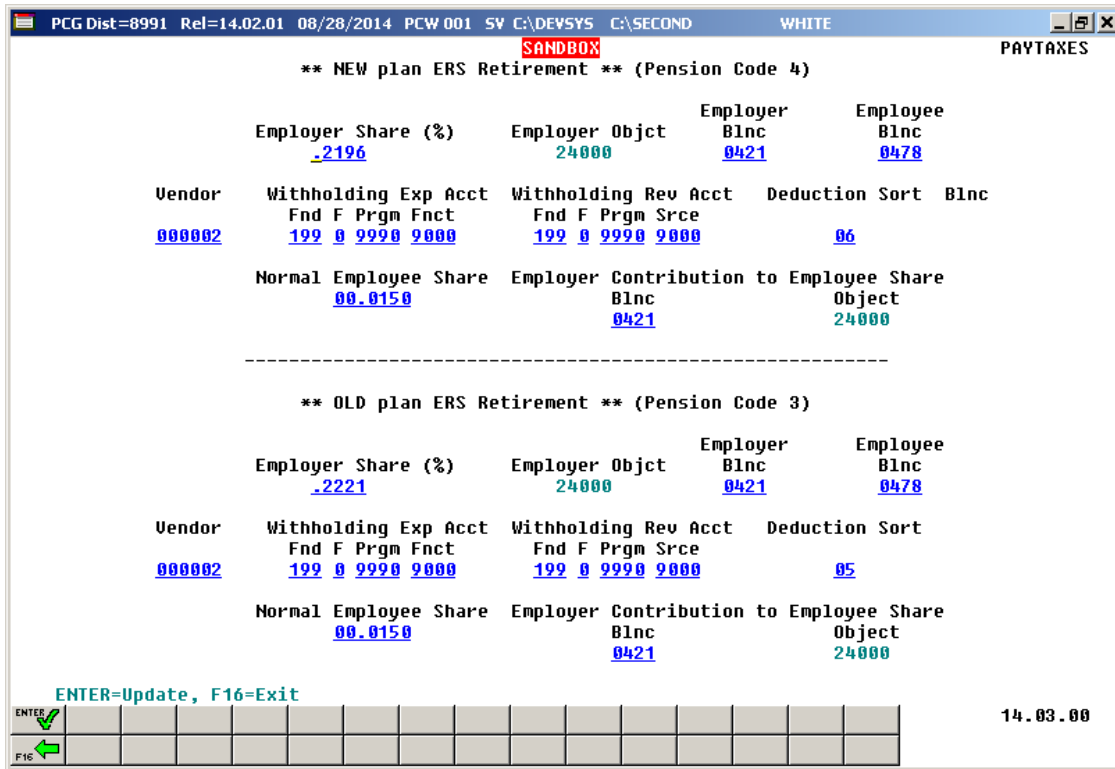
| Step | Action |
|------|--|
| 2 | Select 6 (F6 – SANDBOX Tax/Withholding Menu). |


The following screen displays:



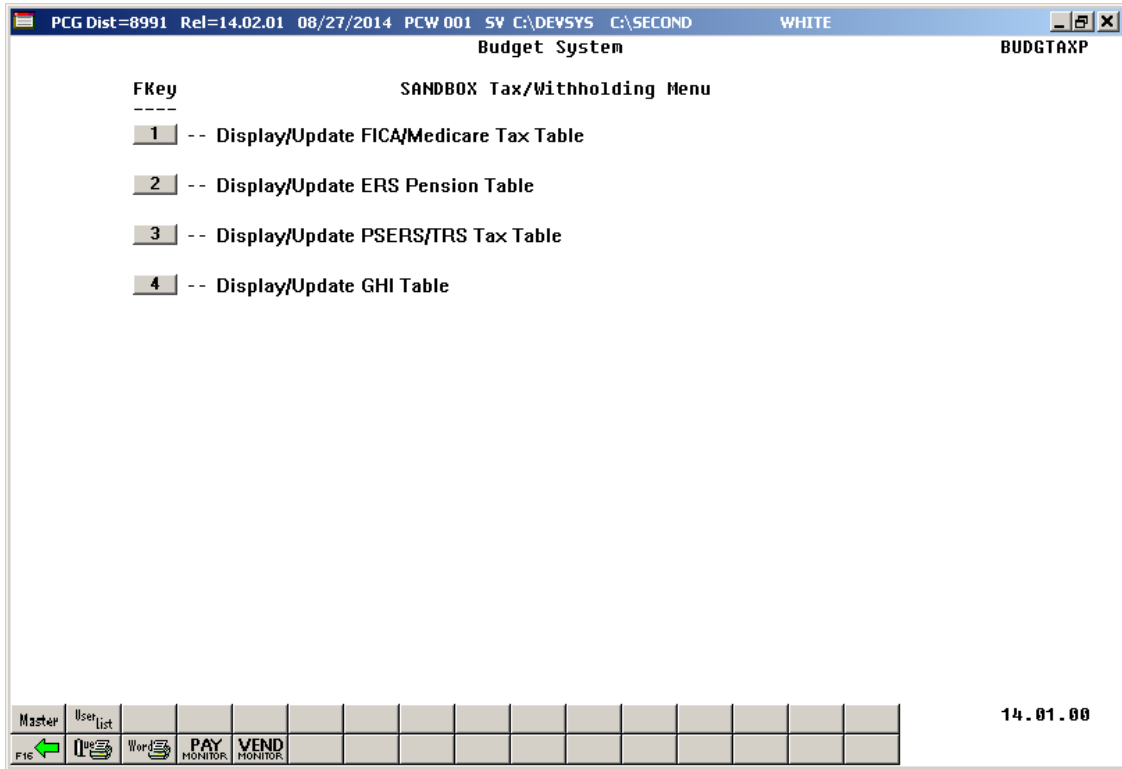
| Step | Action |
|------|--|
| 3 | Select 2 (F2 – Display/Update ERS Pension Table). |



The following screen displays:



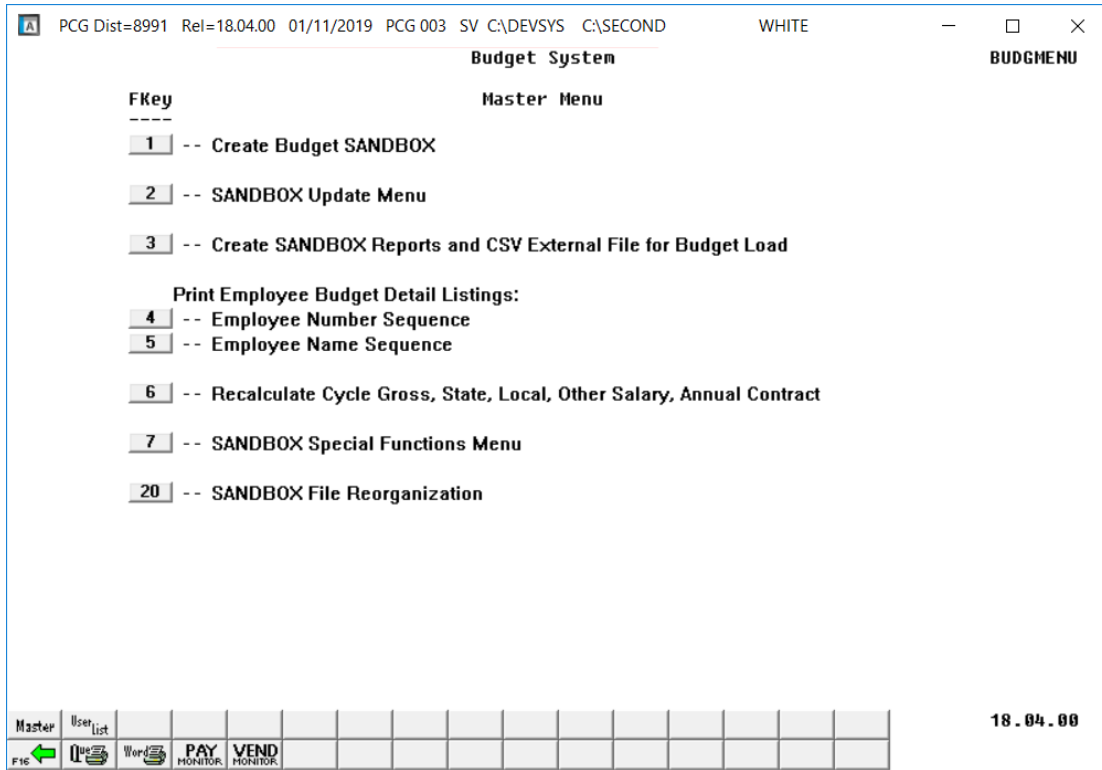
| Step | Action |
|------|---|
| 4 | <p>Verify the literal SANDBOX is displayed in the title bar of the screen.</p> <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> pension information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>For the necessary steps to finish updating the <i>SANDBOX</i> ERS pension tables, refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing</i> for instructions.</p> |
| 5 | <p>Select  (F16 - Exit) to return to the <i>SANDBOX Tax/Withholding Menu</i>.</p> |

The following screen displays:



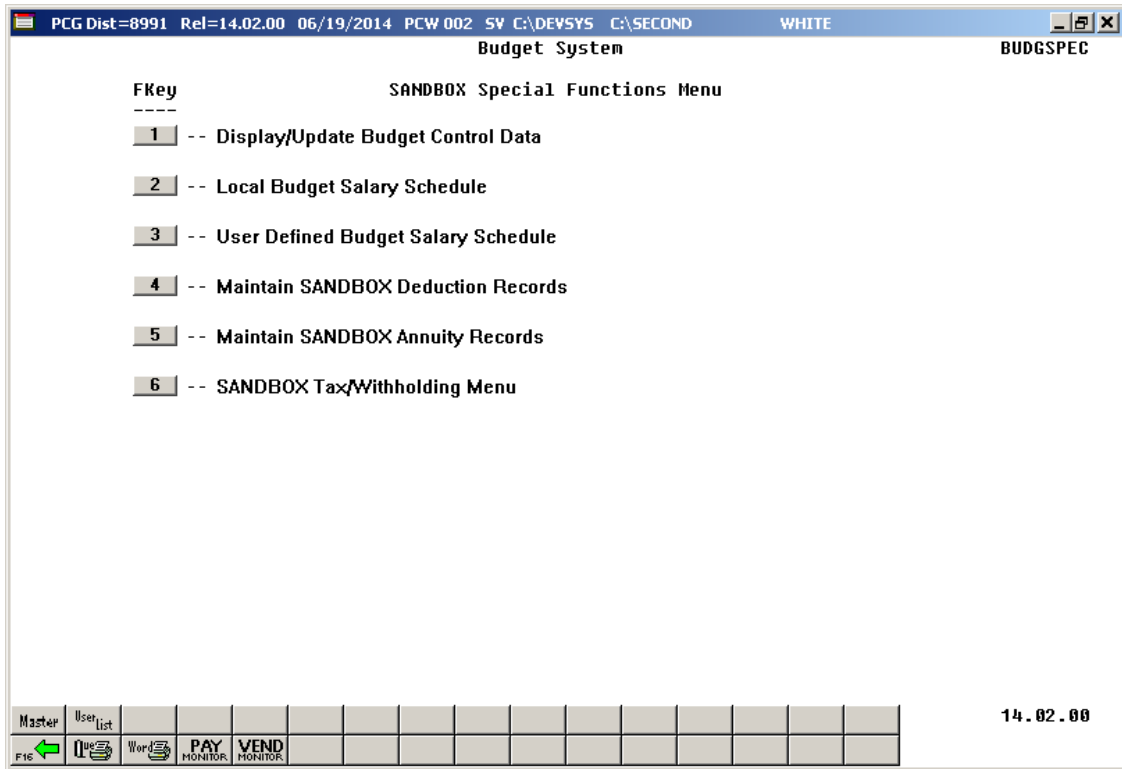
| Step | Action |
|------|--|
| 6 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

F3. Display/Update PSERS/TRS Tax Table



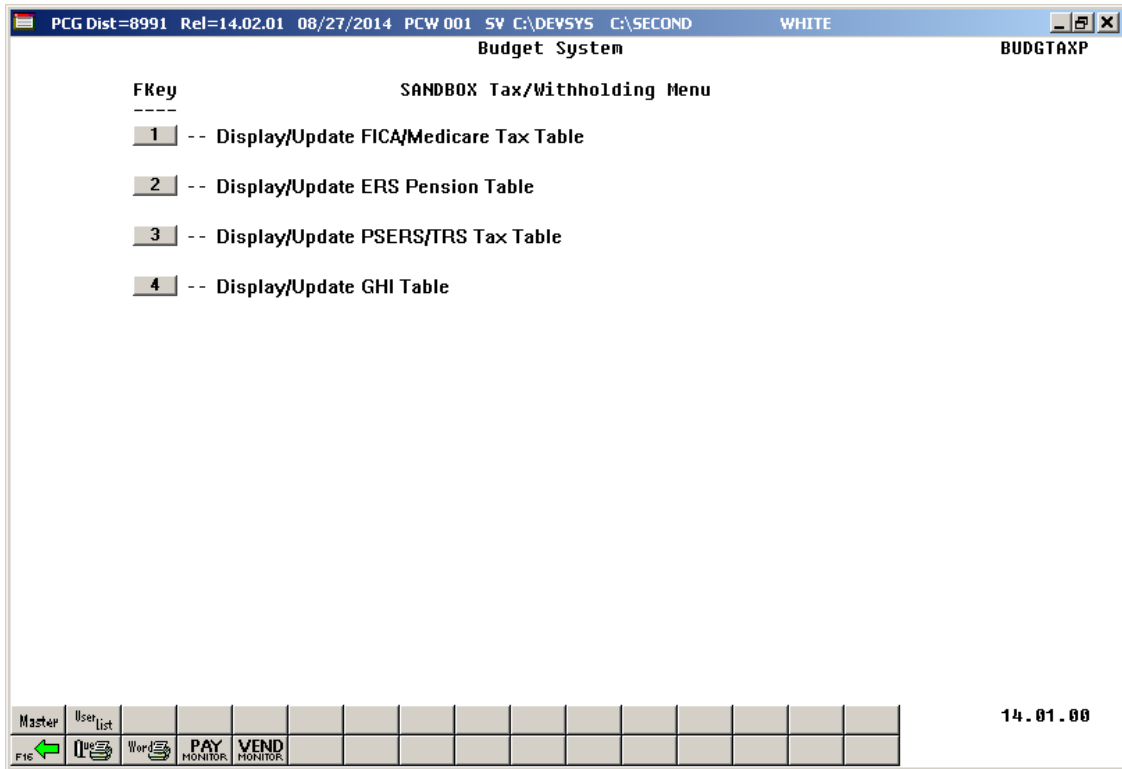
| Step | Action |
|------|--|
| 1 | Select 7 (F7 - SANDBOX Special Functions Menu). |

The following screen displays:



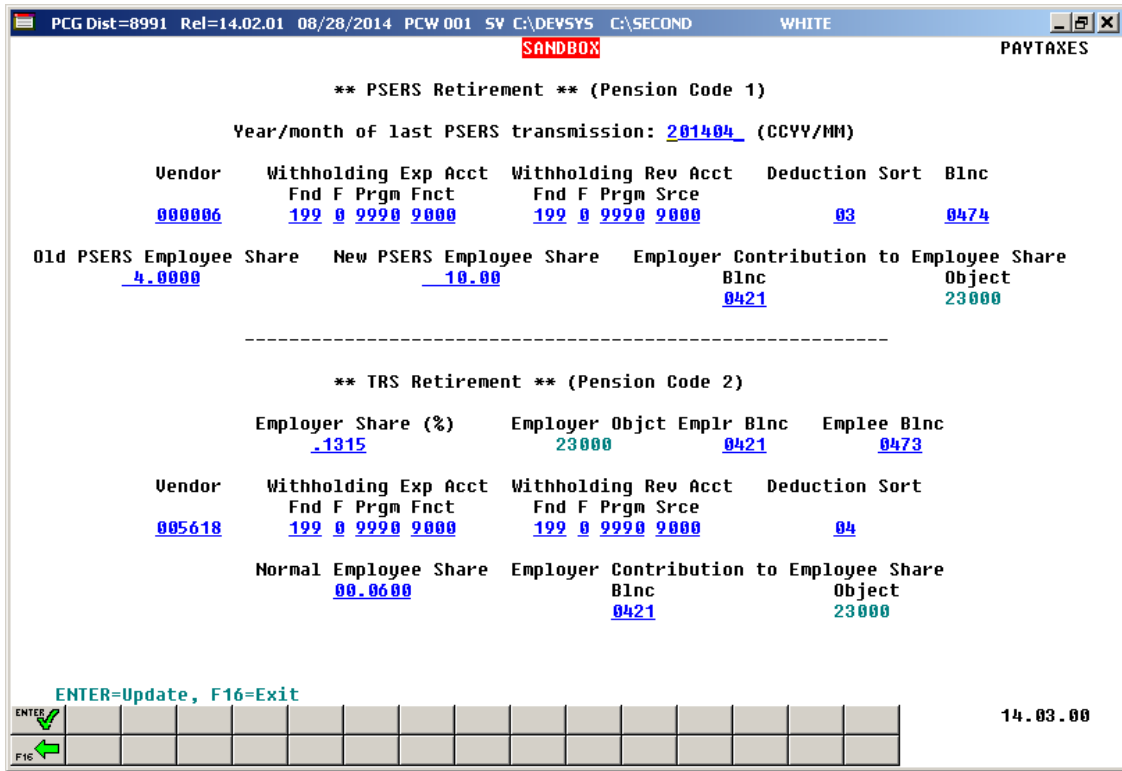
| Step | Action |
|------|--|
| 2 | Select 6 (F6 – SANDBOX Tax/Withholding Menu). |


The following screen displays:



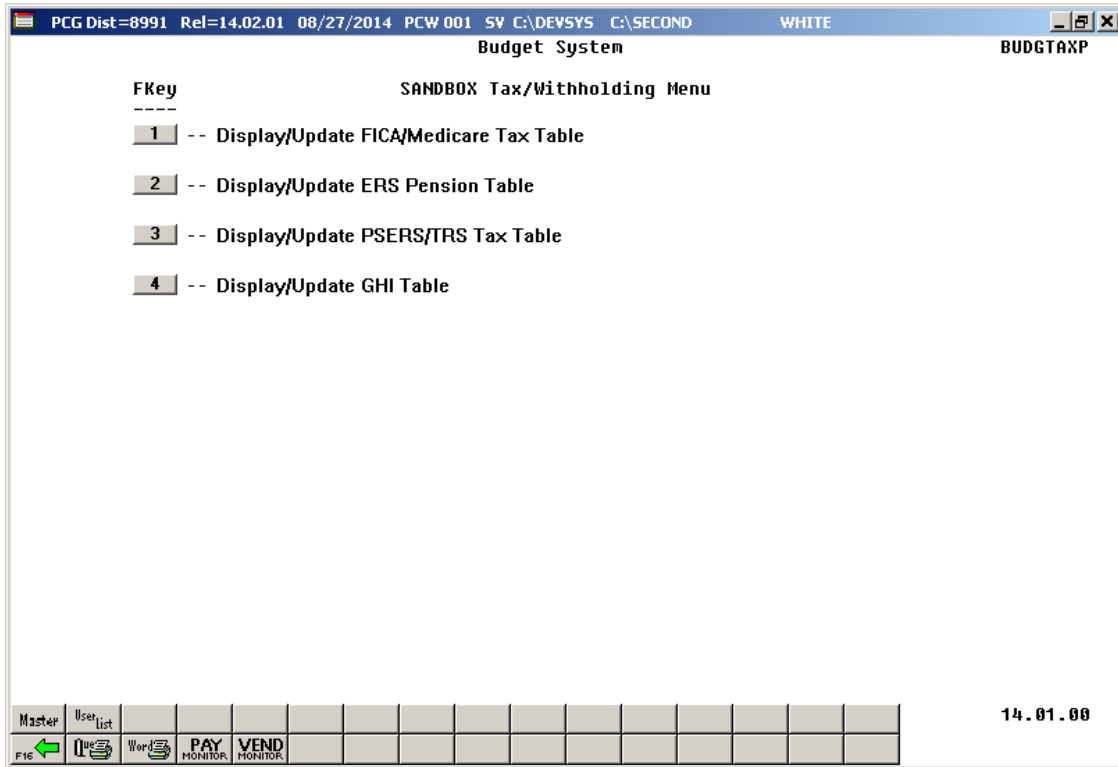
| Step | Action |
|------|--|
| 3 | Select 3 (F3 – Display/Update PSERS/TRS Tax Table). |



The following screen displays:



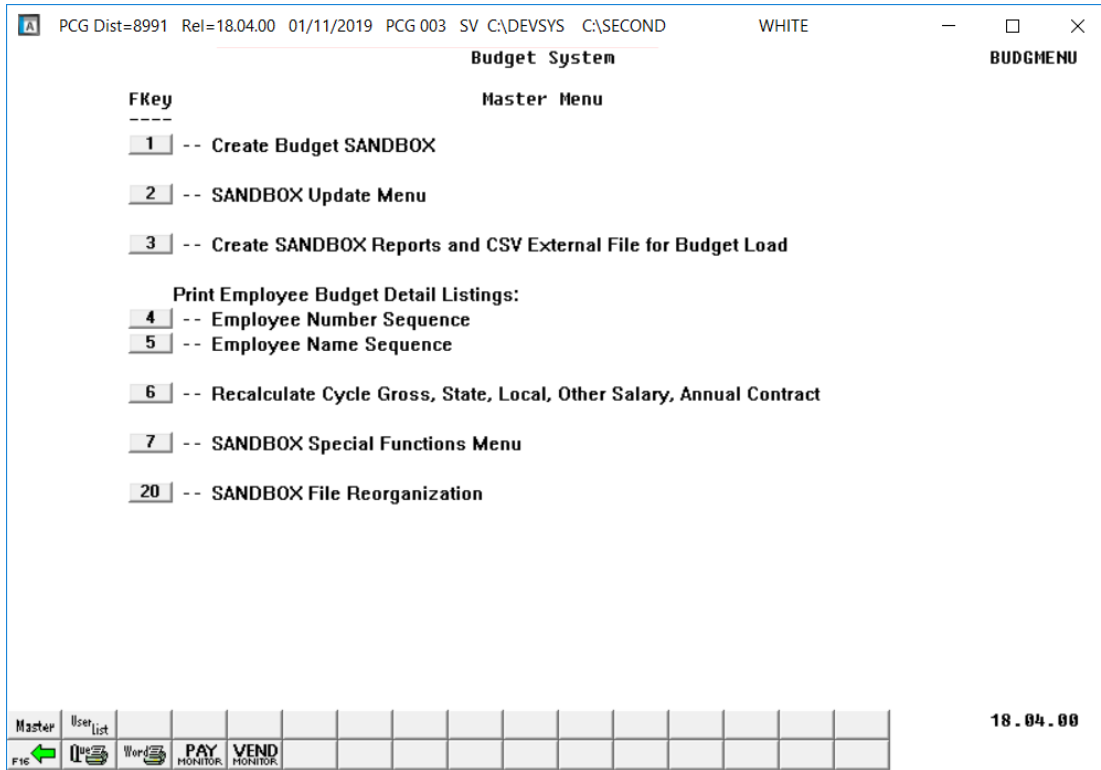
| Step | Action |
|------|---|
| 4 | <p>Verify the literal SANDBOX is displayed in the title bar of the screen.</p> <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> pension information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>For the necessary steps to finish updating the <i>SANDBOX</i> ERS pension tables, refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing</i> for instructions.</p> |
| 5 | <p>Select  (F16 - Exit) to return to the <i>SANDBOX Tax/Withholding Menu</i>.</p> |

The following screen displays:



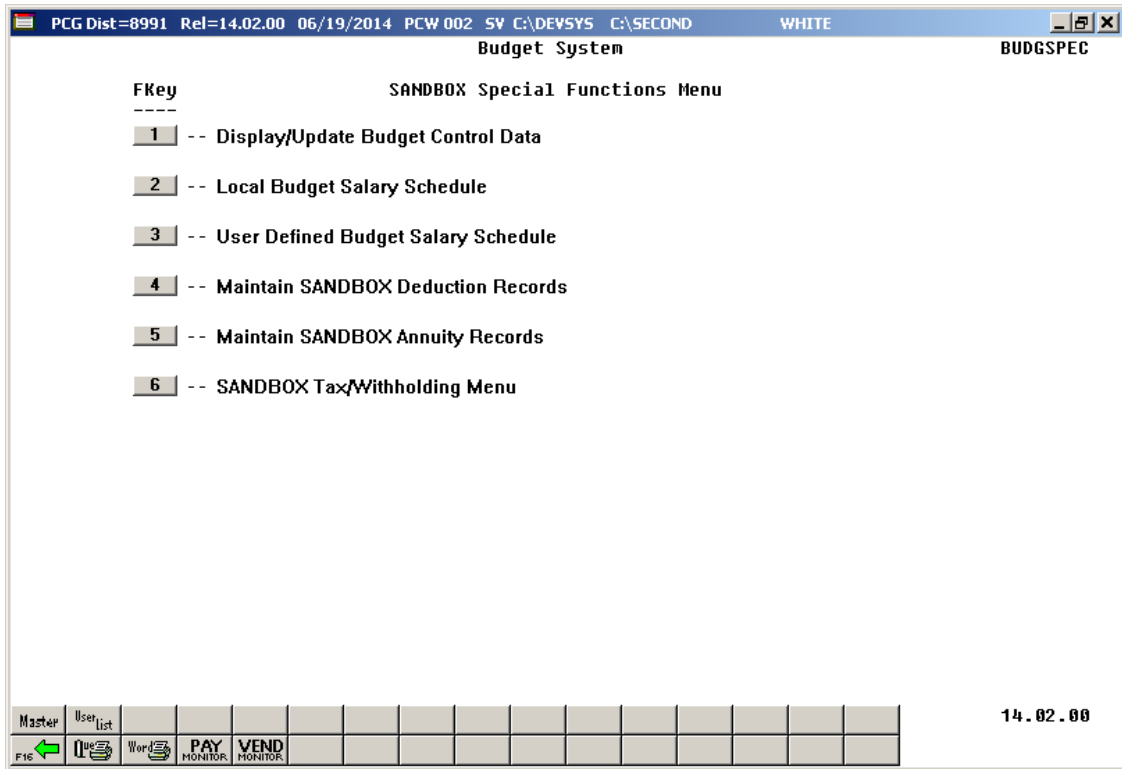
| Step | Action |
|------|--|
| 6 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |

F4. Display/Update GHI Table



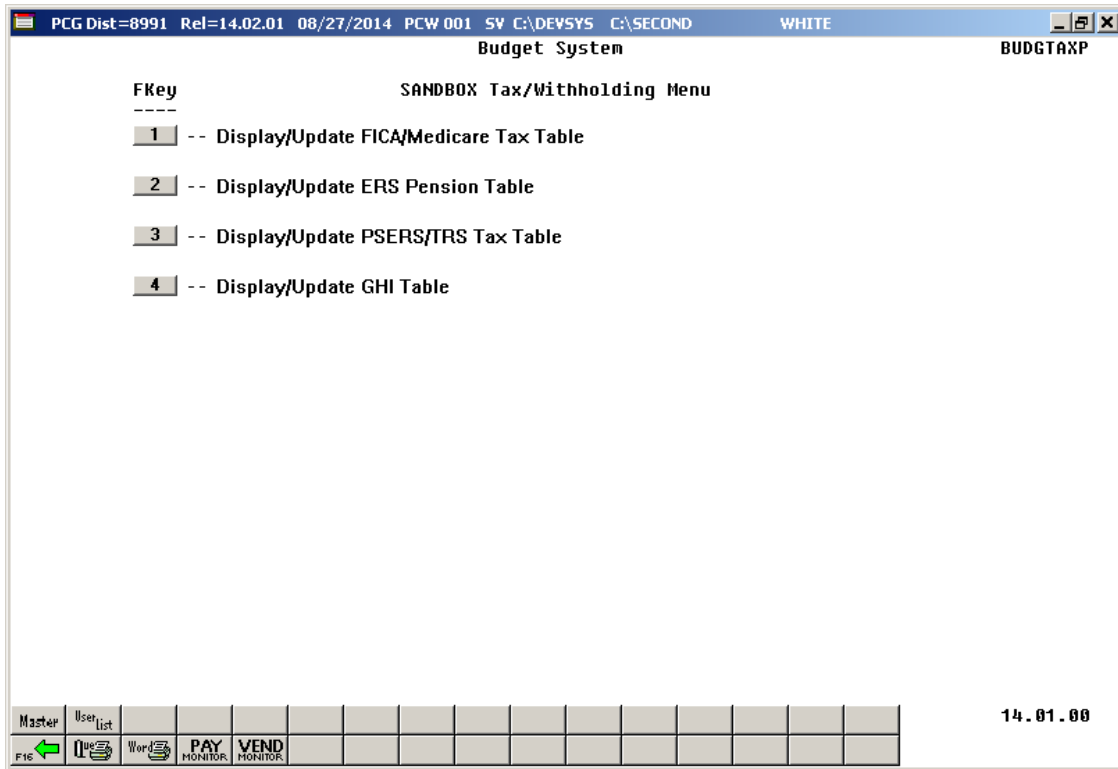
| Step | Action |
|------|--|
| 1 | Select 7 (F7 - SANDBOX Special Functions Menu). |

The following screen displays:



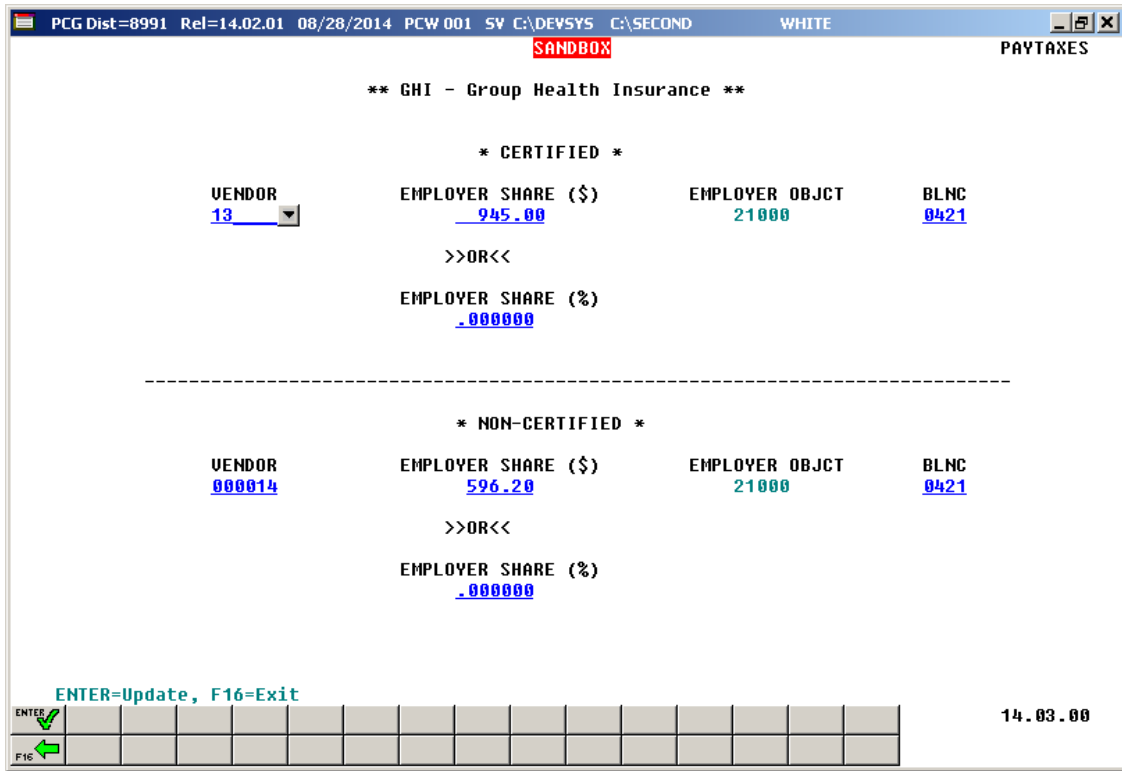
| Step | Action |
|------|--|
| 2 | Select 6 (F6 – SANDBOX Tax/Withholding Menu). |


The following screen displays:



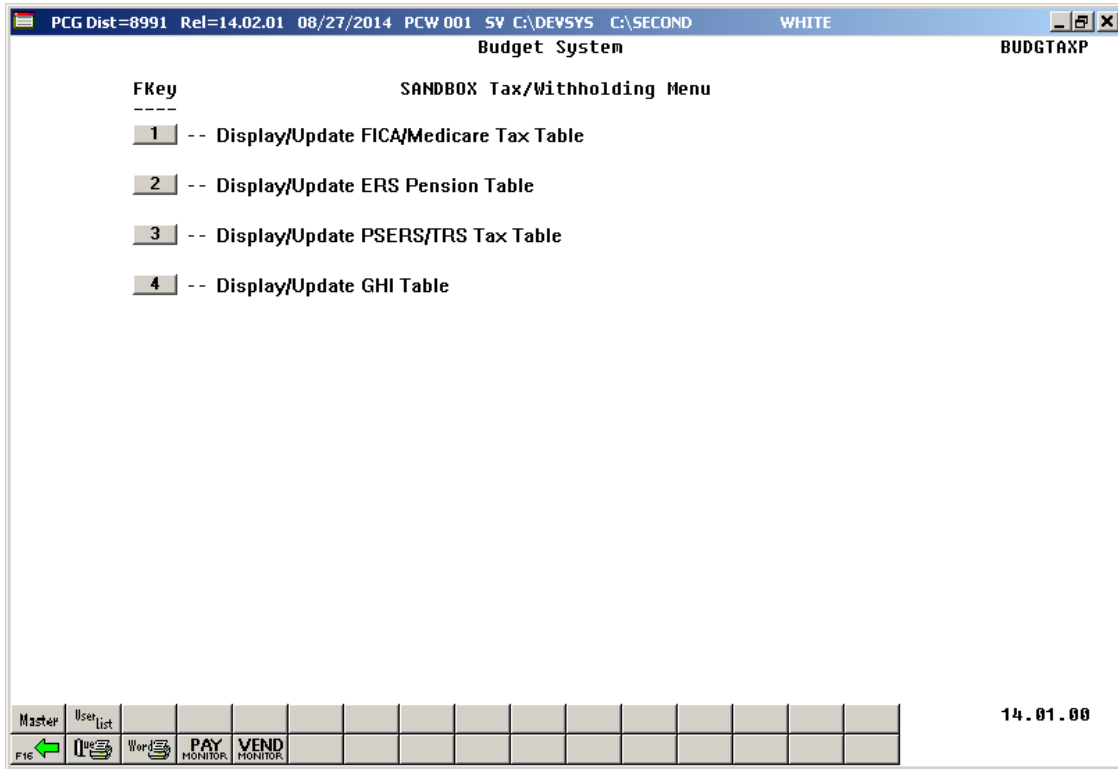
| Step | Action |
|------|--|
| 3 | Select 4 (F4 – Display/Update GHI Table). |



The following screen displays:



| Step | Action |
|------|---|
| 4 | <p>Verify the literal SANDBOX is displayed in the title bar of the screen.</p> <p>The concept of the budgeting system is to create a “playground” or “sandbox” with copies of the appropriate employee and system files so that a site can manipulate salary and benefit data in order to generate a series of budgeting reports, and also to create a .csv external file that will be used for loading the budget on the financial side. Changes made in the budget “playground” or “sandbox” only affect processing within the <i>PCGenesis Budget System</i>.</p> <p>Since the <i>SANDBOX</i> GHI information is in the budget “playground” or “sandbox”, any changes made within the budgeting system do <u>not</u> affect the regular, “live” payroll files, and will have no impact on the current scheduled payroll cycle.</p> <p>For the necessary steps to finish updating the <i>SANDBOX</i> ERS pension tables, refer to the <i>Payroll System Operations Guide, Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing</i> for instructions.</p> |
| 5 | <p>Select  (F16 - Exit) to return to the <i>SANDBOX Tax/Withholding Menu</i>.</p> |

The following screen displays:



| Step | Action |
|------|--|
| 6 | Select  (F16 - Exit) to return to the <i>Budget System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> . |