



## PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/2017

Section C: Payroll Check and Direct  
Deposit Statement Processing

***[Topic 7: Import PCGenesis Paystub  
Leave Data for the Leave Management  
System, V2.3]***

## *Revision History*

<b>Date</b>	<b>Version</b>	<b>Description</b>	<b>Author</b>
4/4/2017	2.3	17.01.00 – Updated screenshots.	D. Ochala
4/6/2016	2.2	16.01.00 – Update Logo and Footers.	S. Scrivens
7/6/2012	2.1	12.02.00 – Updated screenshots and .csv file layout information.	D. Ochala
06/30/2010	2.0	08.04.00 – Updated screenshots. Added .csv extension default feature information and instructions.	C. W. Jones
06/18/2004	1.0	Created document in support of PCGenesis Release 04.02.00. Procedures reference the import of PCGenesis pay stub information for the Leave Management System (LMS).	C. W. Jones

# *Table of Contents*

<b>Overview .....</b>	<b>1</b>
<b>Procedure A: Importing the PCGenesis Paystub Leave Data from the Leave Management System (LMS) .....</b>	<b>2</b>
A1. .csv File Layout .....	7
A2. Leave Import Error Report – Example.....	9

## Overview

**\* \* \* ATTENTION \* \* \***

***This procedure is optional, but must be run after F4 (Calculate Payroll & Update YTD – FINAL), but before F5 (Print Paychecks and Direct Deposits).***

The *Import PCGenesis Paystub Leave Data* procedure allows for the upload of current leave, year-to-date leave, and leave balances from a .csv file. The completion of this procedure allows these totals to be printed on the employees' pay stubs, if desired.

This feature is not mandatory. School districts and systems electing to track leave information via a Microsoft® Excel spreadsheet or by other means may be able to take advantage of this import capability to save the time required by the manual entry of employees' leave usage during each payroll cycle.

As with other PCGenesis data imports, this import procedure uses a .csv file format, with one line of data per employee to be updated. The import file must also include a header line identifying the school system ID and the payroll date for the current payroll cycle. This is to prevent accidentally loading a file for the wrong payroll period. The import procedure verifies that each employee's number is valid, and verifies the amounts are consistent, for example, that current leave cannot be greater than year-to-date leave, and that leave balances must be greater than or equal to zero. The import procedure does not, however, verify that all employees are included in the upload, as not all employees have leave. If any errors are found, the data is not loaded, and PCGenesis users are given the option to print the error list at this point in processing.

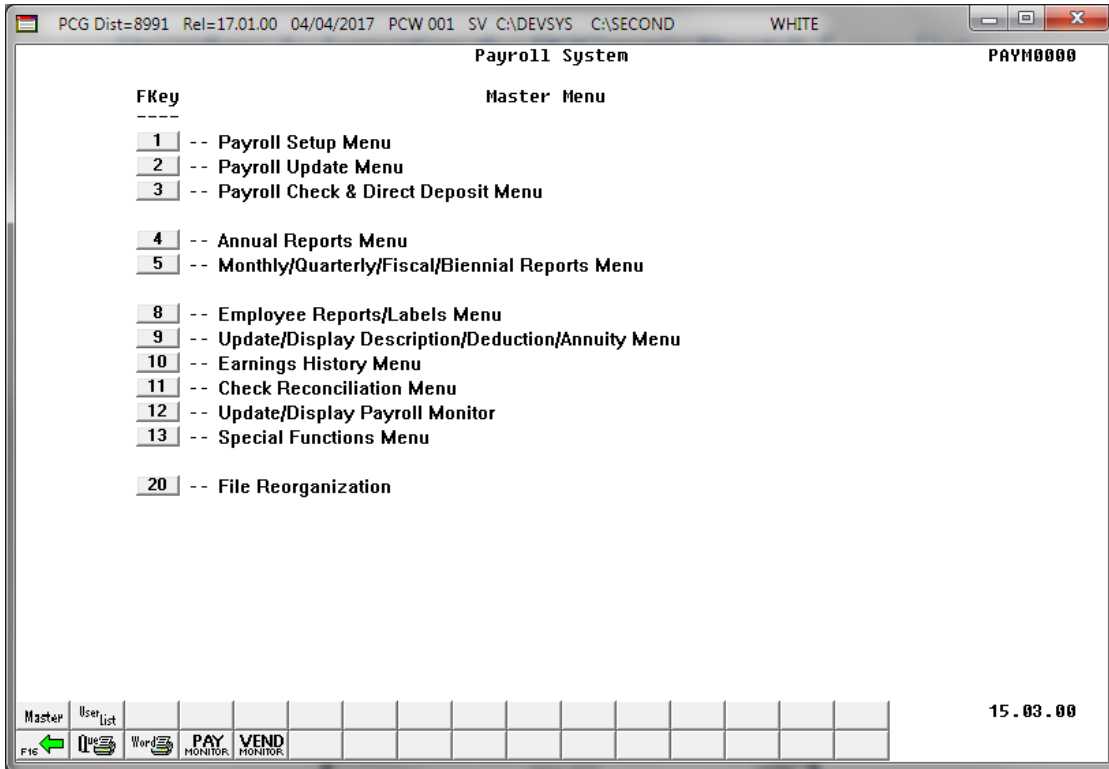
The detailed layout of the comma separated import file is available in section *A1. .csv File Layout* of this document.

**NOTE:** If the *Enhanced Substitute Pay and Employee Leave System* is in use, leave updates using this procedure are NOT allowed.

## Procedure A: Importing the PCGenesis Paystub Leave Data from the Leave Management System (LMS)

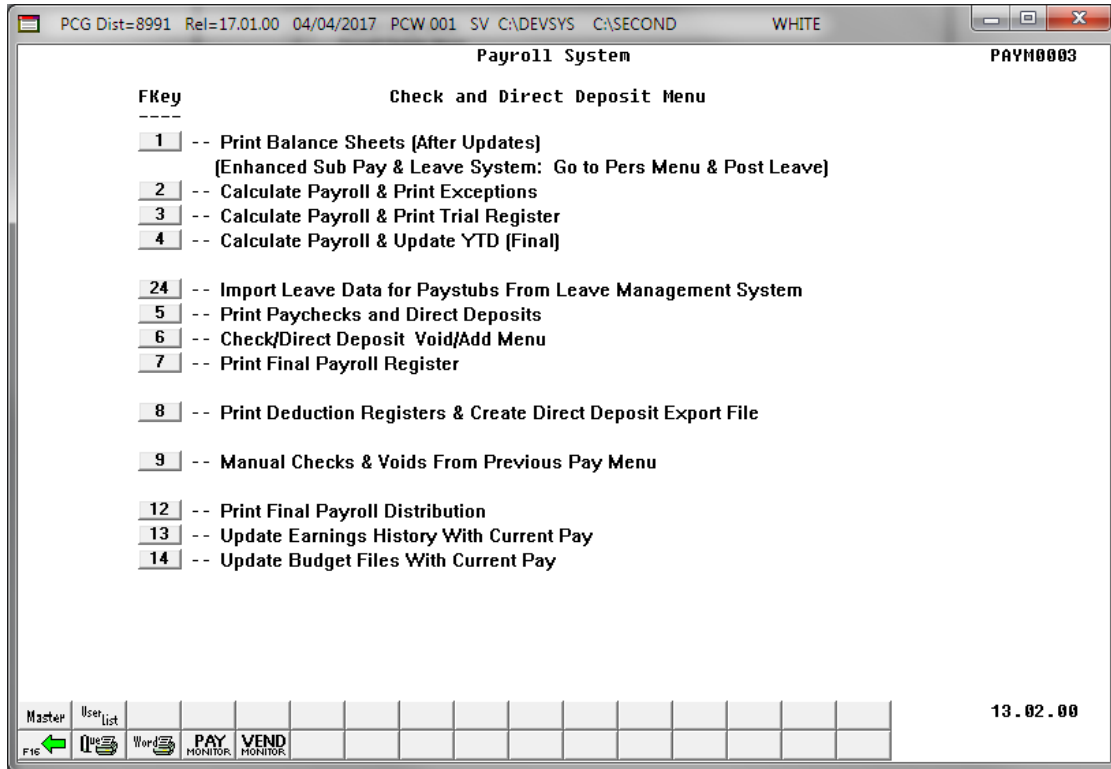
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>2</b> (F2 - Payroll System).

The following screen displays:



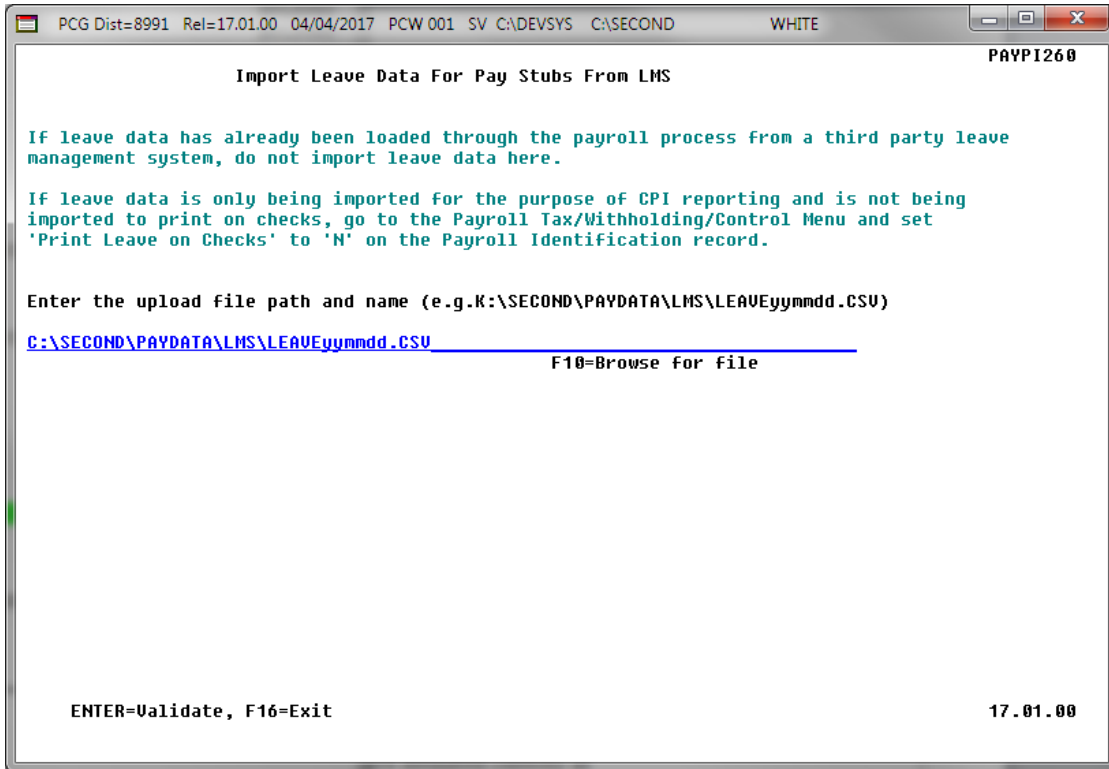
Step	Action
2	Select <b>3</b> (F3 - Payroll Check and Direct Deposit Menu).

The following screen displays:



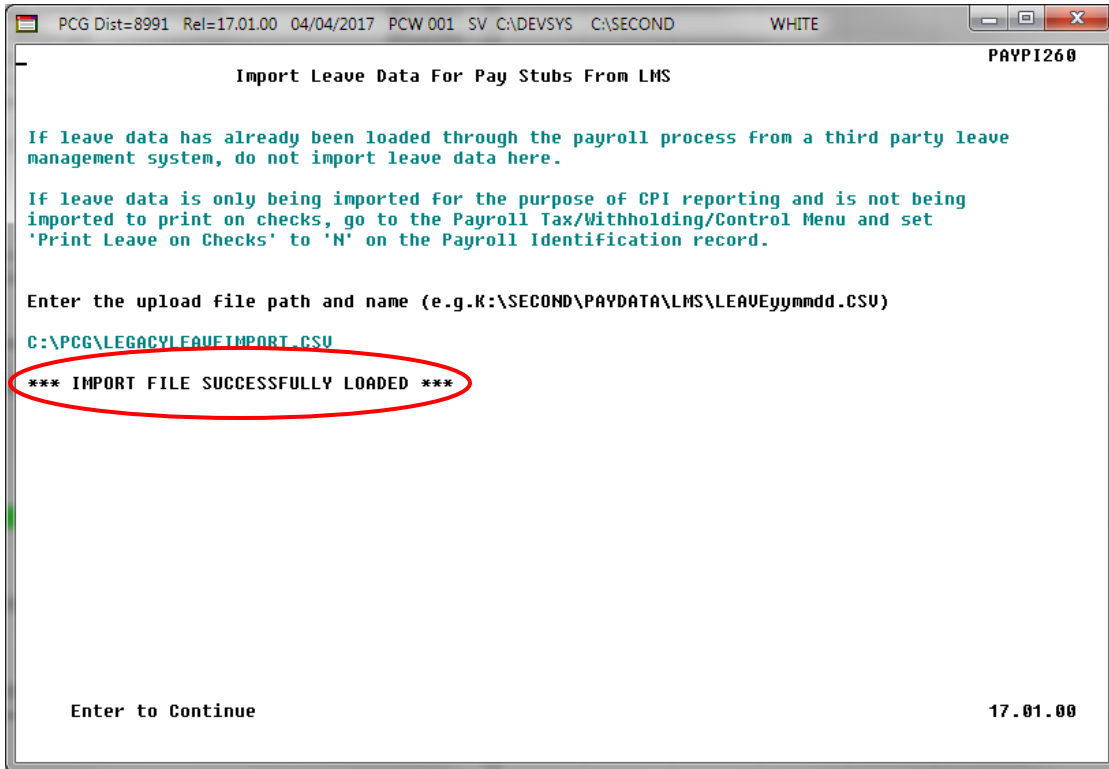
Step	Action
<b>3</b>	Select <b>24</b> (F24 - Import Leave Data for Paystubs from LMS).

The following screen displays:

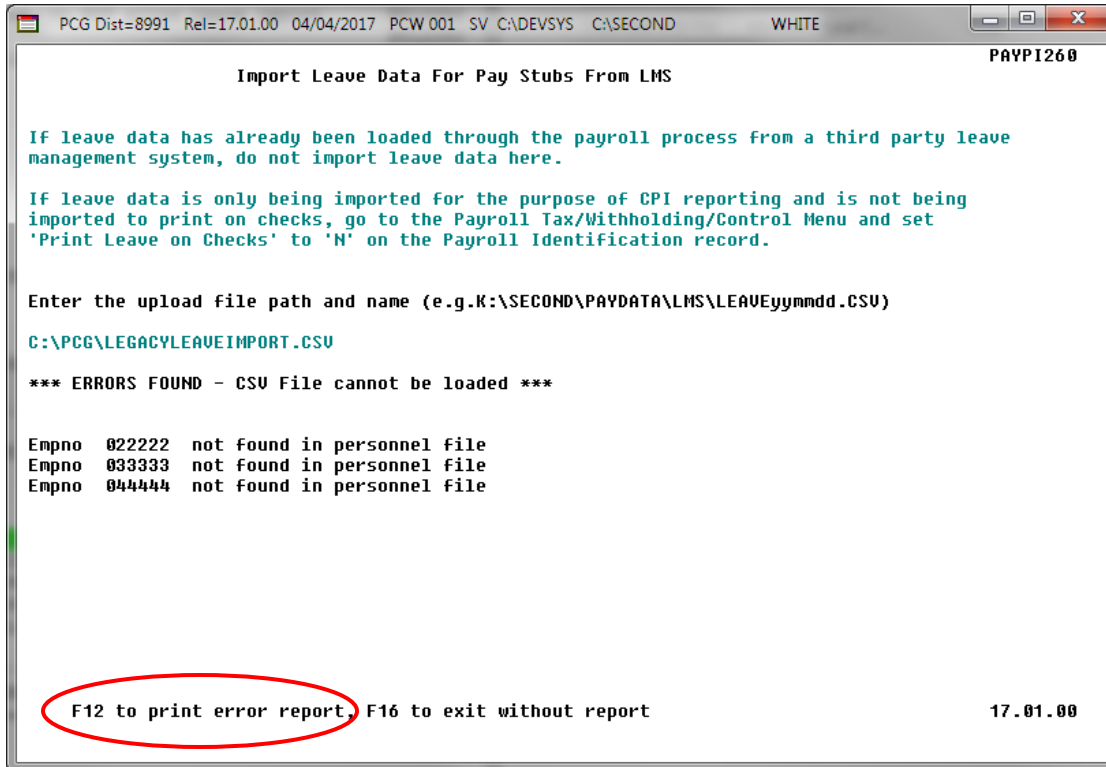


Step	Action
4	<p>Verify the path and filename have defaulted correctly as <b>K:\SECOND\PAYDATA\LMS\yymmdd.csv</b>, and enter the correct path and filename in the <b>Enter the upload file path and name</b> field , or select <b>F10</b> (to Browse for file).</p> <p>Select <b>Enter</b> <u>twice</u>.</p> <p><i>If the filename entered is incorrect, the “Unable to open input Leave Import File. Check file name and path.” message will be displayed. In this instance, return to Step 4 to enter the correct information.</i></p>

The following screen displays if there are no errors:



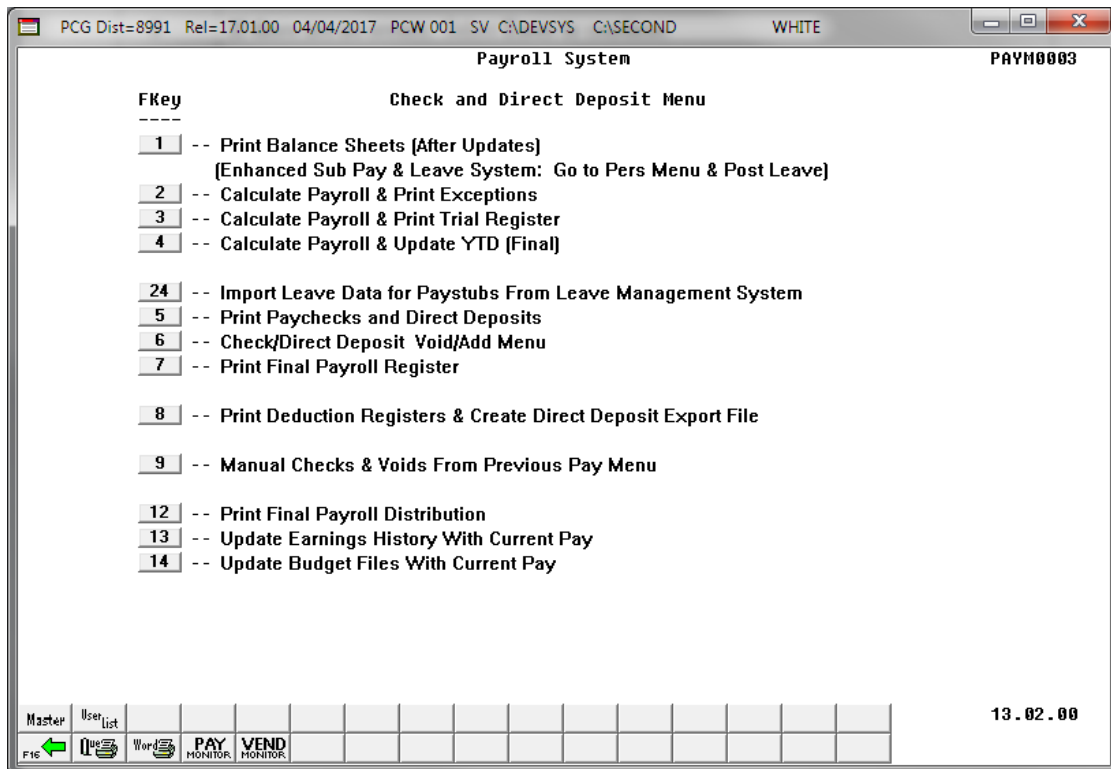
The following screen displays if there are errors:







Step	Action
5	<b>If there are errors:</b> Review the error message(s) displayed. Select <b>F12</b> , and access the PCGenesis Uqueue Print Manager to print the <i>Leave Import Error Report</i> . Using the report, make the appropriate corrections to the .csv file, and return to <i>Step 4</i> to repeat this procedure.
6	<b>If there are no errors:</b> Select <b>Enter</b> to continue. <i>The “* * * Updating Leave Totals * * *” message will be briefly displayed.</i>

The following screen displays:



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

## Al. .csv File Layout

- Each line conforms to the following comma delimited format (.csv). Each line ends with a carriage return and line feed pair. (Line sequential format.)
- Lines without valid record ID codes are ignored. This allows the inclusion of headers and other reference information.
- One line is created for the file header. (This should be the first data line in the file.) More than one header line is an error.

Column	Field Name	Notes
<b>Header Record</b>		
Column A	Record ID	Letter “H” (for header)
Column B	School System ID (LUA Identifier)	4 digits, e.g. 6341
Column C	Leave Cutoff Date	8 digits: CCYYMMDD
Column D	Payroll Date	8 digits: CCYYMMDD
<b>Detail Record</b>		
<b>One line must be included for each employee’s summary data.</b>		
Column A	Record ID	Letter “T” or “S” (for State bucket totals) Letter “L” (for Local bucket totals) (to be implemented in the future)
Column B	Employee Number	6 digits
Column C	Current Sick Leave Usage	-999.99
Column D	Current Personal Leave Usage	-999.99
Column E	Current Vacation Leave Usage	-999.99
Column F	Current Other Leave Usage	-999.99
Column G	Current Leave With Out Pay Usage	-999.99
Column H	Current Staff Development Usage	-999.99
Column I	Current Sick Bank Taken Usage	-999.99
Column J	YTD Sick Leave Usage	999.99
Column K	YTD Personal Leave Usage	999.99
Column L	YTD Vacation Leave Usage	999.99
Column M	YTD Other Leave Usage	999.99
Column N	YTD Leave With Out Pay Usage	999.99
Column O	YTD Staff Development Usage	999.99
Column P	YTD Sick Bank Taken Usage	999.99

Column	Field Name	Notes
<b>Detail Record - Continued</b>		
Column Q	Balance Sick Leave Usage	999.99
Column R	Balance Personal Leave Usage	999.99
Column S	Balance Vacation Leave Usage	999.99
Column T	Balance Other Leave Usage	999.99
Column U	Balance Leave With Out Pay Usage	999.99
Column V	Balance Staff Development Usage	999.99
Column W	Balance Sick Bank Taken Usage	999.99

## A2. Leave Import Error Report – Example

```
Run date: 04/04/2017          LEAVE DATA IMPORT ERROR REPORT          Page: 1
Program: PAYPI260           Load File Name: C:\PCG\LEGACYLEAVEIMPORT.CSV

Import Input Lines and Error Messages
-----
T,22222,,,2,3,,,,,,,,,,,,,
Empno 022222 not found in personnel file
T,33333,,,2,2,,,,,,,,,,,,,
Empno 033333 not found in personnel file
T,44444,,,2,,,,,,,,,,,,,
Empno 044444 not found in personnel file
```