

PCGenesis

Budget System

**Gross Data; Budget Flag;
Salary Schedule**

Gary Jenkins

**Payroll/Personnel Officer
Jasper Co. Charter System**

Gross Data, Budget Flag, Salary Schedule

✓ Gross Data

- Exporting/Importing

✓ Budget Flag

- Setting Correctly

✓ Salary Schedules

- State, Local, User-defined

Gross Data, Budget Flag, Salary Schedule

Export/Import

- Gross data export
 - (F2, F13, F8, F1)
- Manipulate data
 - Using Excel
- Gross data import
 - (F2, F13, F8, F2)

Gross Data, Budget Flag, Salary Schedule

Gross Data Export

➤ F2, F13, F8, F1



EMPNO	LNAME	FNAME	GRTYPE	PAYTYPE	FY	FND	PRGM	FNCT	OBJCT	FCTY	B	CONTRAMT	BUDG FLAG
87036	VA6ENTIN	SH6YNE	S	20	19	605	9600	3100	18400	201	1	9934.26	N
87041	LA9D	JA9QUES	H	300	19	604	9600	3100	11400	195	1	0	N
87041	LA9D	JA9QUES	H	300	19	606	9600	3100	11400	108	1	0	N
87052	WH9TMAN	JO9N	H	22	19	100	9990	2600	11400	8013	0	0	N
87054	CO7EY	TO7IE	H	22	19	100	9990	2600	11400	8013	0	0	
87055	GR6ENBERG	BE6NIE	H	22	19	100	9990	2800	19900	8010	0	0	N
87078	JA7OB	MA7LANO	H	22	19	100	9990	2800	19900	8010	0	0	
87084	BA9B	EM9RY	H	22	19	100	1320	2700	18101	8012	0	0	N
87090	KI3ER	DE3VER	H	22	19	100	9990	2600	11400	8013	0	0	
87092	RH9ADES	CH9RITA	H	22	19	100	9990	2600	11400	8013	0	0	N
87095	BO7CHARD	VI7O	S	20	19	100	2061	1000	14000	195	1	2533.16	
87101	MA2ION	CL2RISA	S	10	19	100	1071	1000	11000	100	1	30679.02	S
87101	MA2ION	CL2RISA	S	10	19	100	1091	1000	11000	100	1	0	S
87101	MA2ION	CL2RISA	S	11	19	100	1073	1000	11000	100	1	0	L
87101	MA2ION	CL2RISA	S	11	19	100	1093	1000	11000	100	1	0	L
87103	AR8EDONDO	KU8TIS	S	20	19	100	9990	2600	18600	108	1	21601.6	N
87103	AR8EDONDO	KU8TIS	H	22	19	100	9990	2600	18601	108	1	0	N
87103	AR8EDONDO	KU8TIS	D	24	19	100	9990	2600	18600	108	1	0	N

Gross Data, Budget Flag, Salary Schedule

Gross Data Export

➤ F2, F13, F8, F1



EMPNO	LNAME	FNAME	GRTYPE	PAYTYPE	FY	FND	PRGM	FNCT	OBJCT	FCTY	B	CONTRAMT	BUDG FLAG
87036	VA6ENTIN	SH6YNE	S	20	19	605	9600	3100	18400	201	1	9934.26	U
87041	LA9D	JA9QUES	H	300	19	604	9600	3100	11400	195	1	0	X
87041	LA9D	JA9QUES	H	300	19	606	9600	3100	11400	108	1	0	X
87052	WH9TMAN	JO9N	H	22	19	100	9990	2600	11400	8013	0	0	X
87054	CO7EY	TO7IE	H	22	19	100	9990	2600	11400	8013	0	0	X
87055	GR6ENBERG	BE6NIE	H	22	19	100	9990	2800	19900	8010	0	0	A
87078	JA7OB	MA7LANO	H	22	19	100	9990	2800	19900	8010	0	0	A
87084	BA9B	EM9RY	H	22	19	100	1320	2700	18101	8012	0	0	A
87090	KI3ER	DE3VER	H	22	19	100	9990	2600	11400	8013	0	0	X
87092	RH9ADES	CH9RITA	H	22	19	100	9990	2600	11400	8013	0	0	X
87095	BO7CHARD	VI7O	S	20	19	100	2061	1000	14000	195	1	2533.16	U
87101	MA2ION	CL2RISA	S	10	19	100	1071	1000	11000	100	1	30679.02	S
87101	MA2ION	CL2RISA	S	10	19	100	1091	1000	11000	100	1	0	S
87101	MA2ION	CL2RISA	S	11	19	100	1073	1000	11000	100	1	0	T
87101	MA2ION	CL2RISA	S	11	19	100	1093	1000	11000	100	1	0	T
87103	AR8EDONDO	KU8TIS	S	20	19	100	9990	2600	18600	108	1	21601.6	U
87103	AR8EDONDO	KU8TIS	H	22	19	100	9990	2600	18601	108	1	0	A
87103	AR8EDONDO	KU8TIS	D	24	19	100	9990	2600	18600	108	1	0	A

Gross Data, Budget Flag, Salary Schedule

Budget Flag **A**

- Move account number to the budget, but **NOT** any amounts
- Preserves the account number in the budget sandbox

Gross Data, Budget Flag, Salary Schedule

Budget Flag **L**

- Local supplement / extra salary
- **Salary lines**
 - Process Type Codes of S, B, Y, or Q
- **Hourly/daily lines**
 - Process Type Codes of D, H, A, X or P
- Annual amount change or percentage change

Gross Data, Budget Flag, Salary Schedule

Type L lines (Local supplement/extra salary):

Salary lines (S, B, Y, Q): Annual amt change 1200.00 - or - Percentage change 0.0000

Hourly lines (D, H, A, X, P): Amount change 0.00 - or - Percentage change 0.1000

Process Type 'S' lines will be increased by \$100 per pay period.

Process Type 'D' lines will be increased by 10% (or .1).

Update/Display Gross Data

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	L
03.	S	0036			77.33	L
04.	D	0030	35.000	30.00	1050.00	L
05.	D	0032	35.000	10.00	350.00	L

SANDBOX - Update/Display Gross Data

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01.	S	0010			4710.68
02.	S	0011			309.45
03.	S	0036			102.15
04.	D	0030	38.500	30.00	1155.00
05.	D	0032	38.500	10.00	385.00

Gross Data, Budget Flag, Salary Schedule

Budget Flag **M**

- No salary schedule / non-certified
- Move account line to the budget, but NOT apply an increase or decrease

Gross Data, Budget Flag, Salary Schedule

Budget Flag **N**

- No salary schedule / non-cert
- Salary lines
 - Process Type Codes of S, B, Y, or Q
- Hourly/daily lines
 - Process Type Codes of D, H, A, X or P
- Annual amount change or percentage change

Gross Data, Budget Flag, Salary Schedule

Type N lines (No salary schedule):

Salary lines (S, B, Y, Q): Annual amt change 2400.00 - or - Percentage change 0.0000

Hourly lines (D, H, A, X, P): Amount change 0.50 - or - Percentage change 0.0000

Process Type 'S' lines will be increased by \$200 per pay period.

Process Type 'D' lines will be increased by \$0.50

Update/Display Gross Data

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
S	0010				4685.25	S
S	0011				234.27	N
S	0036				77.33	N
D	0030	35.000	30.00		1050.00	N
D	0032	42.500	10.00		425.00	N

Payroll Gross Data Screen with Budget Flag Field

SANDBOX - Update/Display Gross Data

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01.	S 0010				4710.68
02.	S 0011				384.63
03.	S 0036				126.97
04.	D 0030	35.500	30.00		1065.00
05.	D 0032	43.000	10.00		430.00

Gross Data, Budget Flag, Salary Schedule

Budget Flag S

- Budget as state salary using the state CPI salary schedule
- Applies to certified employees
 - Process Type Code S

Gross Data, Budget Flag, Salary Schedule

Type S lines (CPI Salary schedule):

Enter year for salary schedule:

2015 (CCYY)

Increase local and state years?

Y (Y or N)

Number of work days for certified employees:

185

Update/Display Gross Data

Cert level T6

Pay step L1

State yrs 12

Local yrs 11

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	N
03.	S	0036			77.33	N
04.	D	0030	35.000	30.00	1050.00	N
05.	D	0032	42.500	10.00	425.00	N

Gross Data, Budget Flag, Salary Schedule

$\$58,056 \times 185 \text{ days} / 190 \text{ days} =$
 $\$56,528.21 \text{ new annual salary}$

SANDBOX - Update/Display Gross Data

Cert level T6 Pay step L2 State yrs 13 Local yrs 12

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross
01.	S	0010			4710.68
02.	S	0011			384.63
03.	S	0036			126.97
04.	D	0030	35.500	30.00	1065.00
05.	D	0032	43.000	10.00	430.00

Gross Data, Budget Flag, Salary Schedule

Budget Flag T

- Local supplement using a local CPI salary schedule
- Applies to certified employees
 - Process Type Code S

Gross Data, Budget Flag, Salary Schedule

Type T lines (Local CPI salary schedule):

Enter year for salary schedule:

2015 (CCYY)

Number of work days for certified employees:

185




Update/Display Gross Data

Cert level T6 Pay step L1 State yrs 12 Local yrs 11



Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Budget Flag
01.	S	0010			4685.25	S
02.	S	0011			234.27	T
03.	S	0036			77.33	T
04.	D	0030	35.000	30.00	1050.00	N
05.	D	0032	42.500	10.00	425.00	N



Gross Data, Budget Flag, Salary Schedule

$\$5,805 \times 185 \text{ days} / 190 \text{ days} =$
 $\$5,652.24 \text{ new annual salary}$

SANDBOX - Update/Display Gross Data

Cert level	T6	Pay step	L2	State yrs	13	Local yrs	12
Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross		
01.	S	0010				4710.68	
02.	S	0011				354.11	
03.	S	0036				116.91	
04.	D	0030	35.500	30.00		1065.00	
05.	D	0032	43.000	10.00		430.00	

Gross Data, Budget Flag, Salary Schedule

Budget Flag U

- User-defined salary schedule
- Certified and classified employees
- Requires the Budget Pay Category and Annual Work Days on Gross Data screen

Gross Data, Budget Flag, Salary Schedule

Budget Flag U

- For **certified** employees, uses State Years of Experience for determining the pay step
- For **classified** employees, uses Local Years of Experience for determining the pay step

Gross Data, Budget Flag, Salary Schedule

Ex: classified employee has 10 years of local experience working 210 days

Type U lines (User-defined salary schedule):

Enter year for salary schedule:

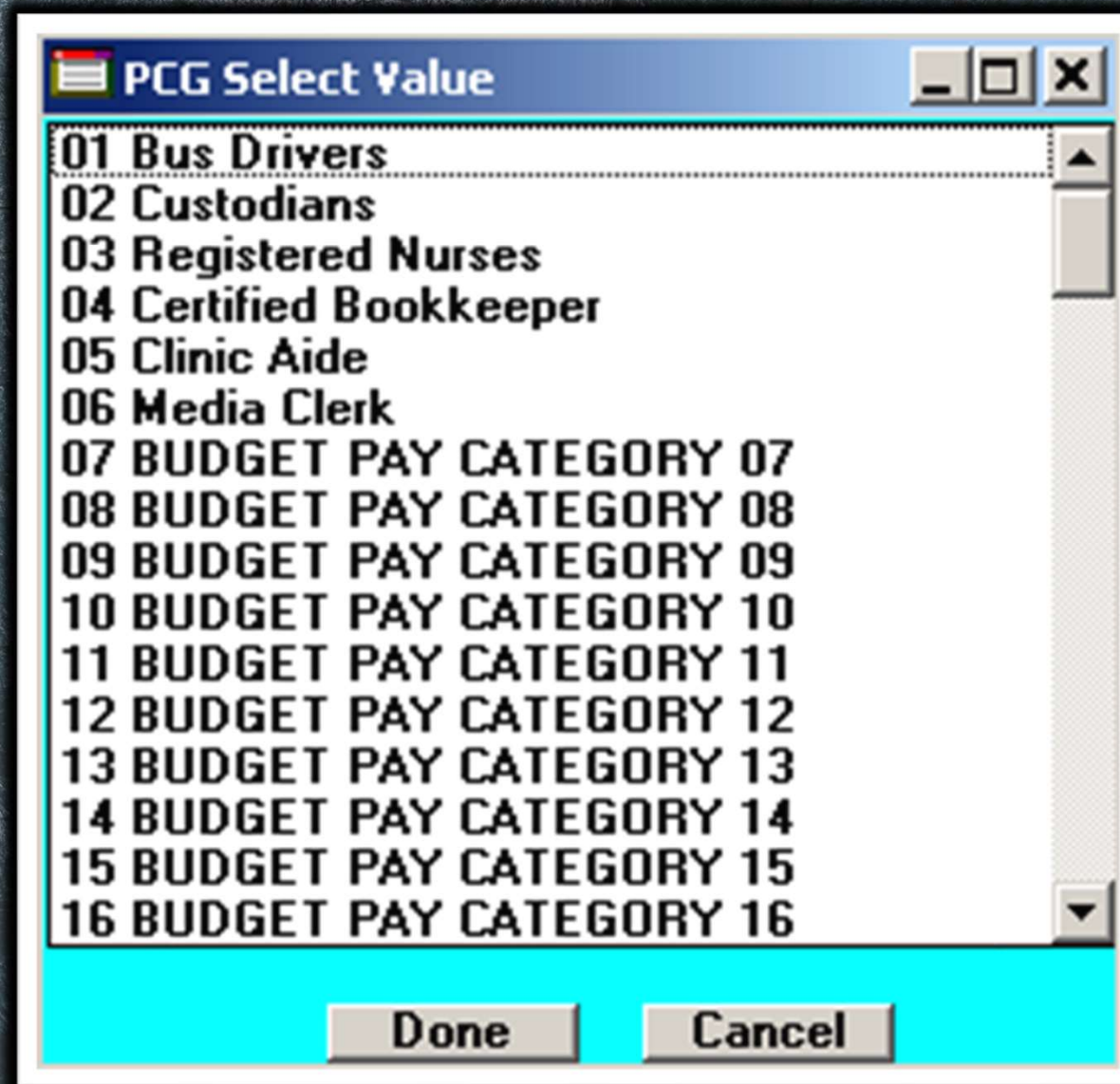
2015 (CCYY)

Status Active Update/Display Gross Data PAY
EmpNo 89484 BA5KSDALE, UA5NESA Class 17 BUS DRIVERS
SSN 999-08-9484 Loc 8012 Location 008012 Job cd 461 BUS DRIVER
Salary sched Cert level Pay step E State yrs 0 Local yrs 10
Work sched ID Hrs/Day 5.000 Days/Week 0 Hrs/Week 25.00 13/14 pay sw Budget pay cat 1
Ann work days 210 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Budget
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Flag
01.	S				980.58	U
02.	S				100.00	U
03.						

Pay sch. # 24

Gross Data, Budget Flag, Salary Schedule



Gross Data, Budget Flag, Salary Schedule

Budget Flag ~~X~~

- Does not bring the gross data account line over to budget
- Used for substitute pay, one-time stipends, etc.
- Does not bring any accounts or amounts from payroll cycle



Gross Data, Budget Flag, Salary Schedule

Salary Schedules

- State
- Local
- User defined

Gross Data, Budget Flag, Salary Schedule

Salary Schedules

→ Technology Services
→ Technology Services → PCGenesis → Certified/Classified Personnel Information (CPI) System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

- PCGenesis
 - Financial Accounting and Reporting System Operations Guide
 - Payroll System Operations Guide
 - Personnel System Operations Guide
 - Certified/Classified Personnel Information (CPI) System Operations Guide**
 - Budget System Operations Guide
 - LUAS Manual
 - Technical System Operations Guide
 - Release Information

- Checklists
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycles One and Two
 - PCGenesis Certified/Classified Personnel Information (CPI) Checklist for Cycle Three
- System Operations Guide
 - Section A: Displaying/Updating Individual Employee Information
 - Section B: Displaying/Updating Personnel Information
 - Section C: Third Party Processing
 - Section D: CPI Salary Schedule Processing
 - PCGenesis CPI Salary Schedule.csv File - 2019**

Gross Data, Budget Flag, Salary Schedule

Salary Schedules



→ Technology Services → Technology Services → PCGenesis → Budget System Operations Guide

PCGenesis

Financial Accounting
and Reporting System
Operations Guide

Payroll System
Operations Guide

Personnel System
Operations Guide

Certified/Classified
Personnel Information
(CPI) System
Operations Guide

**Budget System
Operations Guide**

Budget System Operations Guide

- Section A: Create Budget SANDBOX
- Section B: Update Budget SANDBOX
- Section C: Create SANDBOX Reports and CSV External File for Budget Load
- Section D: SANDBOX Special Functions
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- Section E: Recalculate Budget Cycle Gross, Salaries and Annual Contract Amount

Overview & Setup

Exp	Step	T-1	T-2	BT-4	T-4	BT-5	T-5	BT-6	T-6	BT-7	T-7
0 1 or 2	E	37217	38154	37217	39092	41308	44206	46754	49303	52183	54176
3	1	38184	39149	37217	40115	42397	45382	48007	50632	53598	55651
4	2	39180	40173	37217	41168	43519	46593	49297	52001	55056	57171
5	3	40205	41228	37217	42253	44675	47841	50626	53411	56558	58736
6	4	41261	42315	37217	43743	46262	49555	52451	55347	58620	60885
7	5	42349	43434	37217	44905	47500	50892	53875	56857	60229	62562
8	6	43469	44587	37217	46701	49413	52957	56074	59191	62714	65152
9 or 10	7	44623	45775	37217	47952	50745	54396	57606	60817	64445	66957
11 or 12	L1	45812	46998	37217	49241	52117	55878	59184	62492	66228	68816
13 or 14	L2	47036	48258	37217	50568	53531	57404	60810	64217	68065	70730
15 or 16	L3	48297	49556	37217	51935	54987	58976	62484	65994	69957	72702
17 or 18	L4	49596	50893	37217	53343	56487	60595	64209	67824	71906	74733
19 or 20	L5	50934	52270	37217	54793	58032	62263	65985	69709	73913	76825
21 +	L6	52312	53688	37217	56287	59623	63981	67815	71650	75980	78980

Gross Data, Budget Flag, Salary Schedule

Annual Work Days

➤ F2, F13, F8, F5, F4

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: I Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria **Filter not active**

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected
Enter=Create File F4=Select PAY Items, F5=Select CPI Items, F6=Select Deductions, F16=Exit

Gross Data, Budget Flag, Salary Schedule

Annual Work Days

➤ F2, F13, F8, F5, F4

```

Export Selected Payroll / Deduction / CPI Information
                                                    PAY17EXT

Select Payroll/Personnel Fields

Enter 'X' for the item to be reported

          LAST NAME          PAY LOC          CONTMO          BIRTH DATE
          FIRST NAME         WORK LOC         ANNUAL WORK DAYS X  HIRE DATE
          MIDDLE NAME        SECTION 125      CONTRACT GROSS      REHIRE DATE
          NAME SUFFIX         CLASS           CONTRACT BIWEEKLY   DATE OF DEATH
          STREET              JOBCLASS        STATE ANNUAL         TERM DATE
          STREET2             CPI JOB         LOCAL ANNUAL         TERM REASON
          CITY                CERT TYPE       OTHER ANNUAL        PENSION ELIG DATE _
          STATE              PAY SCHEDULE #  FICA SW              GHI IND
          ZIP                 PAY CYCLE       FED EXEMPTIONS      DOE PAID ERCON FLAG
          TELEPHONE           PENSION CODE    FED WITH CODE        CPI INCLUDE
          PAYROLL STATUS      RETIRE SW       STATE DEP ALLOWANCE  ENABLE DDP SW
          SEX                TRS SERVICE IND FED TAX MARITAL STAT
          ETHNIC _           TRS SERVICE LOCK STATE TAX MARITAL ST
          MARITAL _         'NO PENSION' CODE STATE MAR ALLOWANCE
          EEO-5 JOB CODE _   SPOUSE SSN      GHI INFORMATION
          HOURS PER WEEK _  PRIOR YEAR CONTMO
          HOURS PER DAY _   SUBSTITUTE RANK _
          LEAVE REASON MAX _  OVERRIDE ACCRUE
          BACKGROUND CHK DATE _ ADJ LEAVE ELIG DATE
          CELL PHONE _      EMERGENCY DATA _
          EMPLOYEE E-MAIL _  BUDGET PAY CATEGORY _
          SICK BANK INDICATOR _ CONTACT DATA _

F7-Return, F16=Exit
```

Gross Data, Budget Flag, Salary Schedule

State/Local Years

➤ F2, F13, F8, F5, F5

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Export File Type: **E** Create File to Modify & Import
E = Export File for Report
I = Create File to Modify & Import

F10 to set selection criteria **Filter not active**

Export sort order: Employee Number
 Employee SSN
 Employee Name (Lname Fname)

Amount Format: Include Decimal (\$10.00 = 10.00)
 No Decimal (\$10.00 = 1000)

SSN Format: Alpha - 999-88-7777
 Numeric - 999887777

Date Format: MM/DD/CCYY
 CCYYMMDD

PAY Item(s) Selected: 0 F4 to select PAY Items
CPI Item(s) Selected: 0 F5 to select CPI Items
Deduction(s) Selected: 0 F6 to select Deductions

No Items Selected

Enter=Create File, F4=Select PAY Items, **F5=Select CPI Items**, F6=Select Deductions, F16=Exit

Gross Data, Budget Flag, Salary Schedule

State/Local Years

➤ F2, F13, F8, F5, F5

PAY17EXT

Export Selected Payroll / Deduction / CPI Information

Select CPI Fields

Enter 'X' for the item to be reported F11=Select All, F12=Deselect All

CERT PAY STEP	---	ASSIGNMENT 1 DATA	---
EMPL BASIS CERT	---	ASSIGNMENT 2 DATA	---
ANNUAL CONTR DAYS	---	ASSIGNMENT 3 DATA	---
ADVANCE INHIBIT	---	ASSIGNMENT 4 DATA	---
CERT YEARS EXP	X	ASSIGNMENT 5 DATA	---
NATIONAL CERT	---	ASSIGNMENT 6 DATA	---
HIGHEST CERT LEVEL	---		
LEVEL EFF DATE	---		
EMPL BASIS CLASS	---		
ANNUAL WORK DAYS	---		
LOCAL YEARS EXP	X		
ANNUAL CLASS SAL	---		
CERT ID	---		
CASE OPEN SW	---		
LONG TERM SUB	---		

CPI Employees Only? All Selected
 Only employees with 'Include on CPI' = 'Y'
 Only employees with 'Include on CPI' = 'Y', with or without existing CPI data

F7=Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit



Gross Data, Budget Flag, Salary Schedule

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/Budget-System-Operations-Guide.aspx>



→ Technology Services → Technology Services → PCGenesis → Budget System Operations Guide

PCGenesis

Financial Accounting and Reporting System Operations Guide

Payroll System Operations Guide

Personnel System Operations Guide

Certified/Classified Personnel Information (CPI) System Operations Guide

Budget System Operations Guide

LUAS Manual

Technical System Operations Guide

Release Information

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Overview & Setup

<http://www.gadoe.org/Technology-Services/PCGenesis/Documents/GASBO%202016%20New%20Budget%20Process.pdf>

PCGenesis Training New PCGenesis Budget System

GASBO

Augusta, GA

November 9, 2016

