

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

GEORGIA DEPARTMENT OF EDUCATION
OFFICE OF THE STATE SUPERINTENDENT OF SCHOOLS
TWIN TOWERS EAST
ATLANTA, GA 30034-5001

TELEPHONE: (800) 869 - 1011 FAX: (404) 651-5006

<http://www.gadoe.org/>

MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 16.03.00 – Upgrade to Micro Focus® Runtime 10.0.1 / Miscellaneous Changes / Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 16.03.00*.

PCGenesis supporting documentation is provided at:

<http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx>

September, 2016 Payroll Completion Instructions

Install this release after completing the September 2016 payroll(s). Install this release before executing F4 – Calculate Payroll and Update YTD for the October 2016 payroll.

Read Section B: Installation Instructions for Release 16.03.00 Software Carefully!

*This release requires an extra manual installation step. Please note that Section B2. Rename K:\ACUCBL has been added to the installation instructions. This release requires that the directory K:\ACUCBL is renamed to K:\ACUCBL_2016_OLD **before** this release can be installed.*

A New PCGenesis User List Has Been Created

The Georgia Department of Education has created a new user list for PCGenesis. PCGenesis users can join the list by sending a blank e-mail to:

join-pcgenesis@list.doe.k12.ga.us

After joining the PCGenesis user list, users can take advantage of discussion forums by sending e-mails to:

pcgenesis@list.doe.k12.ga.us

An e-mail sent to pcgenesis@list.doe.k12.ga.us will broadcast the e-mail to all PCGenesis users enrolled in the group. Those PCGenesis districts and RESAs that join the user list will be able to share ideas, discuss problems, and have many more resources available for gaining insight into PCGenesis operations. Join today!

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Upgrade to Micro Focus® Runtime 10.0.1

The PCGenesis Development Team is proud to announce a major upgrade of the Micro Focus® runtime software. The GaDOE has recently purchased the latest, greatest Micro Focus® AcuCobol runtime software for all PCGenesis school districts and RESAs, spending approximately, \$75,000 to obtain the new software, a significant investment into the future of PCGenesis.

The new AcuCobol Extend 10.0.1 runtime software will allow PCG to run on the newest Microsoft operating systems, including Windows 10 for workstations and Windows Server 2012 and 2016 for servers. This upgrade will extend the life of PCG for at least the next 5 years and PCG will now have access to the latest, greatest tools and features of Extend 10.0.1, including new and better graphical user interfaces.

NOTE: Windows Server 2012 and Windows Server 2016 are now supported!!!!

NOTE: Workstation Windows 8 and Windows 10 are now supported!!!!

A2. Payroll System

A2.1. New Employees' Retirement System (ERS) Rates for FY 2017

The prior PCGenesis Release **16.02.00** automatically updated the ERS Employer Contribution Rates based upon documents posted on the ERS website. Apparently, an incorrect document was posted to the ERS website with **the wrong ERS employer contribution rates**, and therefore release 16.02.00 automatically updated incorrect rates into the PCGenesis TAXES file. This problem can be corrected manually by the PCGenesis payroll administrator. Please follow the instructions available at the following link in order to update your system correctly:

http://www.gadoe.org/Technology-Services/PCGenesis/Documents/I3_TxTbls_2.10.pdf

The ERS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2016.

Fiscal Year 2017	
Old ERS	
Employer contribution:	20.06 %
Pickup:	05.00 %
Total Employer Rate:	25.06%
Employee Rate:	1.5%

Fiscal Year 2017	
New ERS	
Employer Rate:	24.81%
Employee Rate:	1.5%

These ERS rates must be manually entered into PCGenesis by the payroll administrator **if the rates have not already been updated correctly.**

A2.2. GHI Monthly GHI Deduction Data File (PUF) for State Health Benefits

A problem has been corrected with the *GHI Export File for State Health Benefits* (F2, F5, F3). Before, the *SHBP PUF Deduction File* was not correct when there was more than one Employee Number (EMPNO) per Social Security Number. The problem was introduced in Release 16.02.00 when the GHI fields were moved to the PAYROLL record. This problem has been corrected.

A2.3. Add New Employee

A problem has been corrected with the GHI fields on the *Add New Employee* (F2, F2, F1) screen. The name of the ‘GHI Coverage Effective Date’ field has been changed to the **GHI 1st Deduction Date**, per the instructions from the SHBP. Before, the edit for the **GHI 1st Deduction Date** was incorrect on the *Add New Employee* screen. Before, the system would only allow entry of the **GHI 1st Deduction Date** when the **GHI Participation Switch** was ‘Y’, but this was the wrong field to edit against since a new employee may not have selected their GHI coverage yet. Now, the **GHI 1st Deduction Date** will be a required field when the **GHI Eligible Flag** is ‘Y’. Also, the **GHI 1st Deduction Date** field is no longer required on the *Add New Employee* screen. Per SHBP, the **GHI 1st Deduction Date** field should be used only for employees who are 1) transfers or 2) rehires with breaks in employment of 30 days or more.

The name of the ‘GHI Coverage Effective Date’ field has also been changed to the **GHI 1st Deduction Date**, on the *Update/Display Personnel Data* screen (F2, F2).

Add New Employee PAY01

Status A -- Active SMITH, JANE

Emp. no. 67676 Pay Loc 11 Location 000011 Class 1 CLASSROOM TEACHERS

Sex Code E Work Loc 11 Location 000011 Job 2 TEACHER 1-3

Mar Stat S SSN 676 76 7676 EEO-5 Job A06 Second Teacher

Ethnic 4 BLACK

NAME First JANE Middle _____ Race (Select all that apply)

Last SMITH Suffix _____ Prefix _____ Yes No

Address 1 FIRST STREET Certificate Type _____

Address L2 _____ CS1 Job (from CPI) 000 Yes No Black

City/State ATLANTA, GA Include on CPI ? Y Yes No White

Zip Code 30000 County 000 Sick Bank ? N Yes No Asian

Phone (____) 000-0000 Substitute rank _____ Yes No Hawaiian Pacific

Hours Per Day _____

Birth Date _____ Pens Elig Date _____ TRS DOE Paid ERCON ? _____

Hire Date 9/01/2016 GHI Eligible ? Y Participate in GHI ? N

Rehire Date _____ GHI 1st Day Wrk _____ GHI Option NC WAIVED

Term Date _____ GHI 1st Deduct Dt _____ GHI Tier 00 NO COVERAGE

Term Reason _____ GHI Change Code NEMP GHI Ded Cd _____

New Employee hire

***** TAX DATA *****

Federal: Mar Stat S Exempt 0 Withholding Code 0 Amt/% _____

State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% _____

Tax Switches: Fed Y State Y FICA Y Pension Y

Eligible for GHI so must have GHI 1st Deduct Date and GHI 1st Day Wrked.

ENTER ✓ F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15 F16 F17 F18 Help

16.03.00

According to personnel at SHBP, the correct date to enter in the **Coverage Effective Date** field (position 392) on the *AUF data* file submitted to SHBP is actually the date of the first GHI deduction for the transferred employee. Therefore, the **GHI 1st Deduction Date** field on the *Add New Employee* screen is reported as the **Coverage Effective Date** field on the *AUF file*, as shown below.

Activated MPPI Field	Position on MPPI Layout	Position Date Format	Description
Coverage Effective Date	392	CCYYMMDD	<p>Entry made by the location the employee is transferring to (New Payroll Location). The date the employee coverage will be effective in the New Payroll Location.</p> <p>This field is populated from the GHI 1st Deduction Date field in PCGenesis.</p>

A2.4. GHI Change File (AUF) for State Health Benefits

A problem has been corrected with the GHI fields on the *GHI Change File for State Health Benefits* screen (F2, F5, F4). The name of the ‘GHI Coverage Effective Date’ field has been changed to the **GHI 1st Deduction Date**, per the instructions from the SHBP.

The **GHI 1st Deduction Date** field is required on the *GHI Change File for State Health Benefits* screen. Per SHBP, the **GHI 1st Deduction Date** field should be used only for employees who are 1) transfers or 2) rehires with breaks in employment of 30 days or more. The purpose of the *GHI Change File for State Health Benefits* screen is to enter the **NEMP** transaction for transferred employees, so the **GHI 1st Deduction Date** field is required.

According to personnel at SHBP, the correct date to enter in the **Coverage Effective Date** field (position 392) on the *AUF data* file submitted to SHBP is actually the date of the first GHI deduction for the transferred employee. Therefore, the **GHI 1st Deduction Date** field on the *GHI Change File for State Health Benefits* screen is reported as the **Coverage Effective Date** field on the *AUF file*. See *Section A2.3. Add New Employee* for additional details on the *AUF file* layout.

PCG Dist=8991 Rel=16.02.00 09/12/2016 PCW 001 SV CADEVSY5 CASECOND WHITE

WHITE PAYPE275

Create GHI AUF Record to Export to State Health

Emp. no. 87893 AB4EY, LE4NARDO SSN 899 18 7893 Status A -- Active

GHI Change Code Select NEMP or HACA, or Termination Code for this process
DCSD, KLOD, LOFF, RETR, TACA, or TERM

GHI 1ST Day Worked Hire/ReHire/New Eligibility Date - Required for NEMP, HACA

GHI 1st Deduct Date GHI 1st Deduction Date - Required for NEMP, HACA

GHI Final Ded Date Final Deduction Date - Required for Any Termination

GHI Coverage End GHI Coverage End Date - Required for Any Termination

GHI Date of Death Date of Death - Required for DCSD, KLOD

NOTE: This Record Will Be Included in the 'GHI Export File for State Health Benefits'

This Process Does NOT CHANGE Employee Personnel Information
**** Current Employee Personnel Information ****

Sex Code F Mar Stat M Pay Loc 6790 Location 006790 Class 9 CLERICAL

GHI Eligible? Y GHI Option 83 BCBS BRONZE Birth Date 6/01/1966

Participate in GHI? Y GHI Tier 96 FAMILY Hire Date 11/01/1995

GHI 1ST Day Worked 11/15/1995 GHI Final Ded Dt Date of Death

GHI 1st Deduct Date 12/01/1995 GHI Coverage End

Term Date

Term Reason

Enter=Validate, F8=Create Record, F16=Return, F28=Help

ENTER F8 F16 Help

16.03.00

A2.5. Payroll Reports

The report headings for some reports produced from the *Payroll Check & Direct Deposit Menu* (F2, F3) are now standardized so that the left margin of each report clearly identifies both the **Report ID** and the **Period End Date** of the report. This gives the payroll reports a more uniform appearance. The listing below identifies the affected reports, and illustrates the new heading format for the Payroll Reports.

REPORT ID:	PAYR-PAYBAL2/PAYBAL	PAYROLL BALANCE *** AFTER UPDATES - LOCATION WITHIN CLASS	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016
REPORT ID:	PAYR-PAYBAL1/PAYBAL	PAYROLL BALANCE *** PRELIMINARY - LOCATION WITHIN CLASS	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016
REPORT ID:	PAYR-PAYBAL1/PAYBAL	PAYROLL BALANCE *** PRELIMINARY - CLASS WITHIN LOCATION	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016
REPORT ID:	PAYR-PAYEXCEP	CALC EXCEPTIONS REGISTER FOR PAY 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016
REPORT ID:	PAYR-PAYTRIAL-ER	TRIAL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016
REPORT ID:	PAYR-PAYTRIAL-EE	PAYROLL TRIAL REGISTER FOR PAY 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/19/2016 15:36
REPORT ID:	PAYR-PAY10C	PAYROLL FINAL REGISTER FOR PAY 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016 10:02
REPORT ID:	PAYR-VOIDREG	** VOIDS ENTERED FOR PAY 04/29/16 **	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016
REPORT ID:	PAYR-CHECKREG	** PAY CHECK REGISTER FOR 04/29/16 **	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016
REPORT ID:	PAYR-DEDPRT1	DEDUCTION REGISTER FOR 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016 14:17
REPORT ID:	PAYR-DEDPRT1	LEAVE TAKEN FOR PAY OF 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016 15:10
REPORT ID:	PAYR-DEDPRT2	ANNUITY DEDUCTION REGISTER FOR 04/29/16 KXXXXX COUNTY BOARD OF ED	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016
REPORT ID:	PAYR-DEDPRT4	DIRECT DEPOSITS DEDUCTION REGISTER FOR 04/29/16	PAGE:	1
PERIOD END:	04/29/2016		REPORT DATE:	08/22/2016

A2.6. Payroll Exceptions Report

An enhancement has been made to the *Calculate Payroll & Print Exceptions* (F2, F3, F2) process. The *Calculate Payroll & Print Exceptions* process will now give a fatal error when a vendor exists in the payroll that has less than 500 sequence numbers remaining. Hopefully this will prevent the *Update Budget Files with Current Pay* process (F2, F3, F14) from aborting when a vendor number runs out of sequence numbers.

Before, when a vendor ran out of sequence numbers in the middle of the *Update Budget* process, users would need to call the help desk to restore SECONQ, inactivate the current vendor, add a new vendor, update all occurrences of the vendor number in deductions, garnishments, gross payroll, etc, and then rerun the *Update Earnings History With Current Pay* process (F2, F3, F14) and the *Update Budget Files with Current Pay* process (F2, F3, F14) over again. This was very inefficient and time consuming. Now, these errors will be detected before the *Update Budget* process is initiated.

A2.7. Import ADP Dependent Names, DOBs, and SSNs

A problem has been corrected with the *Import ADP Dependent Names, DOBs and SSNs* (F2, F4, F1) process on the *PCGenesis Annual Reports Menu*. This option imports the ACA file provided by ADP. This process reads the ADP .csv file and loads dependent data to the ***Update/Display ACA Dependent Data*** screen (F3, F1, F4).

Before, when the system imported the ADP data, and there was more than one employee number (EMPNO) per Social Security Number (SSN), the system would load the ADP data to the first employee number that came up. Now, the system looks for the first active (Status = 'A') employee number and loads the ADP data for the active employee. This facilitates setting up the rest of the ACA data with the ACA Export/Import features.

The *Import ADP Dependent Names, DOBs and SSNs* process reads the ADP file and loads dependent names, SSN's and DOB's but NOT the months of coverage. PCGenesis will NOT read the ADP file to load **Offer of Coverage Codes, Safe Harbor Codes**, or months of coverage for employees or dependents.

In order to load dependent names, SSN's and DOB's, the import process reads the records in the ADP .csv file which contain the key-word '**DEPENDENT**' in Column 'A'. In order to load the dependent data for the covered employee himself, the import process reads the records which contain the key-word '**SELECTED**' in Column 'A' of the .csv file, but bypasses any employee who has waived coverage. (Dependent data is only required for covered employees.)

A2.8. Payroll Gross Data Import

A problem has been corrected with the *Payroll Gross Data Import* option (F2, F13, F8, F2). Before the *Gross Data Import* program was not importing the following fields correctly: Cycle Gross, State Salary, Local Salary, Other Salary, Total Contract Amount, and the TRS Service Indicator. This problem has been corrected, and these fields are now imported for records with a **Sequence Number** of **01** (Column E) in the import file.

Also, the *Gross Data Import* program has been updated to verify the employee name field on every input record on the file. Before, the employee name field was only checked on the LAST input record for an employee so that errors in the input file were sometimes missed by the user.

A2.9. Print Balance Sheets (After Updates) Export Option

In order to address requirements for the Affordable Care Act, an export option has been added to the *Print Balance Sheets (After Updates)* (F2, F3, F1) process. Now, the employee Social Security Number (SSN) has been added to the *Payroll Balance Sheet* export csv file. This will facilitate tracking employee data in the csv file.

The export spread sheet will contain the gross pay data including the payroll account number, the process type code, the pay rate, the regular and overtime hours/days, and the regular and overtime gross amounts. The export will also include the hours per day worked by the employee (in case the gross data line represents a daily rate), the employees' social security number, the hire/rehire date, the payroll class code, location code, and also a dummy column. With this information, the user will be able to manipulate the spreadsheet in order to provide a third party vendor with the hours worked per week for all employees including substitutes, custodians, etc. The dummy column is available to calculate the hours worked, if applicable, by multiplying the regular and/or overtime days field by the number of hours worked per day. This process is necessary because substitutes and custodians and other groups of employees work a variable number of hours per week every week.

A2.10. PSERS Contribution Reports & Files

The *PSERS Contribution Reports & Files* (F2, F5, F1) option has been updated to allow the user to identify to ERS those employees who are on leave without pay, as shown below.

PCG Dist=8991 Rel=16.02.00 09/12/2016 PCW 001 SV CADEVSY5 CASECOND WHITE

PAY500P

MONTHLY PSERS REPORT

Please enter Month and Year for report

MM CCYY

9 2016

Report Mode: TRIAL (Trial/Final)

Enter employees who are on leave without pay during the reporting month:

ENTER = Continue, F16 = Exit Function

ENTER ✓

F16 ←

16.03.00

The Employees Retirement System of Georgia sent out the following letter concerning PSERS employees who are on leave without pay,

The Employees Retirement System of Georgia has experienced employees who are on leave and are not being reported in the file monthly or in the detail.

Effective 08/01/2016 it is mandatory **any** employee on leave must be in the file until that employee returns from leave. ERS is asking Human Resource and the Reporting officials to communicate and check all employees who are on leave and code them in the file. We will also copy the Agency Head of those who do not comply with reporting leave records.

(ERS Plan) Click on maintain monthly detail, click on the month, click on the employee social security number. Then click on Details Tab and you can select leave record of termination date can be keyed.

(PSERS) Public school file uploaded the month of 09/2016 we will need all employees in the file with no salary, no contribution and no percent of time. If you are not sure how to code in the file, please contact your software vendor or IT Representative. If you need a copy of the file layout for public school, please contact Padmaja Rao 404-603-5656 or Perry Jefferson at 404-603-5684.

Having the employees coded in the file monthly will cut down on the ad hoc report. Also, the employee will not go into inactive status. This will also cut down on emails and calls requesting if the employee was on leave or if they resigned.

Please do not hesitate to call or email me if you have questions on reporting leave records.

In support of this requirement, employers are required to submit a new *Pension Reporting Compliance File* to ERSGA. **The new file will contain the requested data for all eligible employees not enrolled in an ERSGA retirement plan.**

A2.11. NACHA Pre-Note File Processing

The *Create PRE-NOTE file (Test NACHA)* option (F2, F1, F11) has been updated to allow the user to enter the **Prenote Effective Date** field for the NACHA file, per requirements from the National Automated Clearing House Association. This change will allow users to create a pre-note NACHA test file with a future date.

The National Automated Clearing House Association, better known as NACHA has adopted a rule to provide a new, ubiquitous capability for moving ACH payments faster. The rule is **Same Day processing** for virtually any ACH payment.

For some banks, NACHA file processing is being updated to reject current-day or past-dated transactions. These banks will begin rejecting current-day and past-dated ACH transactions for all customers/members not configured to allow same-day ACH.

IMPORTANT! **For some banks, ACH transactions without a future effective date will be rejected.** To address this problem, the PCGenesis NACHA pre-note processing options have been updated to allow the user to input a future date for the pre-note NACHA file, as shown below.

```
PCG Dist=8991 Rel=16.03.00 09/21/2016 PCW 001 SV CADEVSY S CASECOND WHITE WHITE
PAYPM202
Create PRENOTE File

Select One:
  X Employees with a "Y" PRENOTE flag
    (This will be only employees flagged for PRENOTE
     since the last FINAL PRENOTE report was generated).
  - Employees with a "Y" or "P" PRENOTE flag
    (This will be all employees flagged for PRENOTE
     since the last payroll setup.)

Prenote effective date: _____

Enter = continue or F16 = Exit
16.03.00
```

A3. Personnel System

A3.1. Update/Display Affordable Care Act (ACA) Employee Data

The *Update/Display ACA Employee Data* (F3, F1, F3) screen has been created to allow entry of the employee data required for IRS form 1095-C and is shown below. Any full-time employee as defined by ACA legislation must be coded by the payroll administrator in the line items regarding health coverage.

An '**All 12 Months**' option has been added on the *Update/Display ACA Employee Data* screen for entering data. This option will facilitate manually key the ACA data into the screen. The user will be able to enter the data once instead of 12 times.

Also, when an ACA record does not exist for the employee for the **Calendar Year** indicated on the screen, the message “ACA RECORD NOT ON FILE” will be clearly displayed. This should help the user to identify when an ACA record exists or does not exist for the employee.

PCG Dist=8991 Rel=16.02.00 09/12/2016 PCW 001 SV CADEVSY5 CA5ECOND WHITE

Status Active Update/Display ACA Employee Data PER06
 EmpNo 87893 AB4EY, LE4NARDO Class 9 CLERICAL
 SSN 899-18-7893 Loc 8010 Location 000010 Job cd 58 SNS SUPERVISOR
 Calendar year: 2016

1095-C Eligible: Y ACA RECORD NOT ON FILE

Offer of coverage code PART II, LINE 14	EE Share of Lowest Cost Prem, Self-Only Coverage PART II, LINE 15	Safe harbor code PART II, LINE 16
ALL 12 MOS	1E 53.02	2C
JAN	---	---
FEB	---	---
MAR	---	---
APR	---	---
MAY	---	---
JUN	---	---
JUL	---	---
AUG	---	---
SEP	---	---
OCT	---	---
NOV	---	---
DEC	---	---

2C: Employee enrolled in coverage offered
 ACA 1095-C record does NOT exist for employee

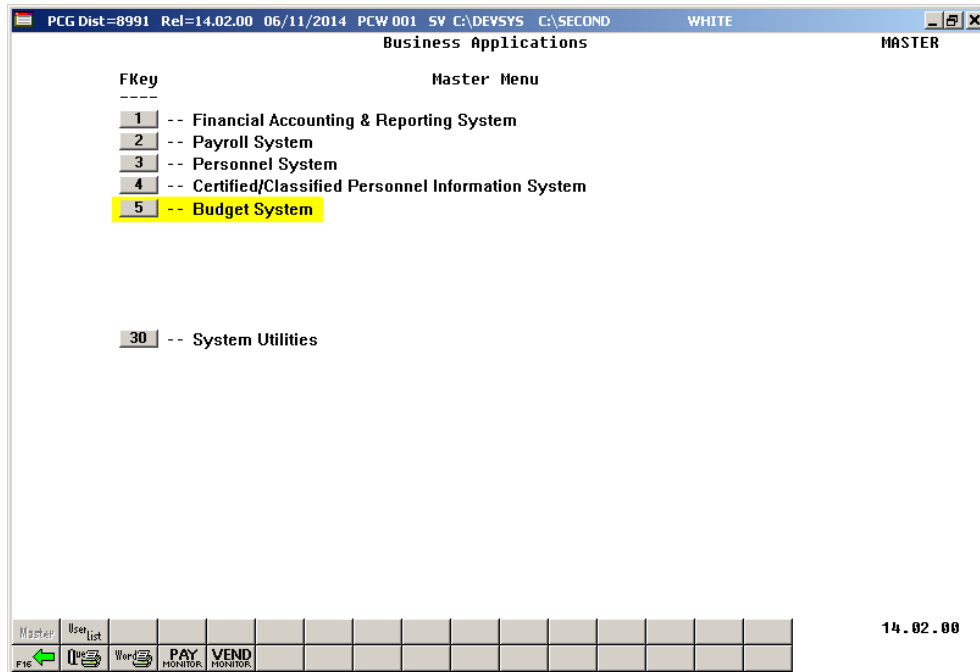
ENTER F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12 F13 F14 F15
 F16 F17 F18 Per ACA Deps Emer Edu Help 16.03.00

PCGenesis Update/Display ACA Employee Data Screen

A4. PCGenesis Budget System

A4.1. PCGenesis Budgeting System Overview

The Georgia Department of Education (GaDOE) is pleased to announce the distribution of the *PCGenesis Budgeting System* for payroll salaries and employer benefits. This option is available by selecting **F5** (Budget System) from the *Business Applications Master Menu*. The new PCGenesis budgeting system is now available to all PCGenesis users. Using the new budgeting system is optional. Sites may continue to use their existing methods or a third party for budgeting for as long as they like.



PCGenesis Business Applications Menu

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. By utilizing the concept of a “playground” or “sandbox”, users may execute a variety of “what if” scenarios to model various budget outcomes without affecting their “live” payroll files.

A full description of the new PCGenesis Budget System is available on the PCG documentation website located at:

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

A4.2. Create Budget SANDBOX

A problem has been corrected with the *Create Budget SANDBOX* option (F5, F1). When a Payroll Class code has been deselected when running the *Create Budget SANDBOX* procedure, the system will no longer create salary lines in the SANDBOX for employees in the deselected pay class. A message will also be printed on the *Create Budget SANDBOX Report* indicating why the employees are not budgeted.

A new report has been added to the *Create Budget SANDBOX* option (F5, F1). When budgeting, the user defines the parameters for the **Budget Flag** values on the *Create Budget Sandbox Control Screen*. The budgeting parameters are applied to the employee salary data. These *Control Screen* parameters are dependent on the **Budget Flag** fields defined on the employees' *Update/Display Gross Data* screen in payroll. The **Budget Flag** field on each account line determines the formulas which are applied to generate new salary amounts in the budget *SANDBOX* directory.

A new report, the *Create Budget SANDBOX Report*, shown below, has been added to the *Create Budget* process. The new report documents how gross data salary amounts are computed when creating the budget *SANDBOX* payroll file. This will facilitate understanding how the system calculates new salaries in the budget *SANDBOX* directory.

REPORT ID: BUDCLR02		CREATE BUDGET SANDBOX REPORT										PAGE 1
REPORT DATE: 03/11/2016												
87378	TR7YLOR, GA7A	11 CUSTODIANS				CLASS						
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp Wrk Days	Budget Category		
U		06				28,391.22	23,477.36	1,956.45	215	01 BUDG CAT 01		
Proc Type	Account					Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg	
S	16 100 0 9990 2600 18600 0108 1 000000								1,956.45		U	
H	16 100 0 9990 2600 18601 0108 1 000000					10.64					N	
D	16 100 0 9990 2600 18600 0108 1 000000					85.12					N	
87385	CYS, IL8A	01 CLASSROOM TEACHERS				CERT						
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp Wrk Days	Budget Category		
S		10		T4	7	42,113.00	39,896.53	3,324.71	180			
U		10				26,568.16	18,393.34	1,532.78	180	02 BUDG CAT 02		
Proc Type	Account					Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg	
S	16 100 0 1051 1000 11000 0100 1 000000								2,958.99		S	
S	16 100 0 2111 1000 11000 0100 1 000000								365.72		S	
S	16 100 0 1053 1000 11000 0100 1 000000								1,364.17		U	
S	16 100 0 2113 1000 11000 0100 1 000000								168.61		U	
D	16 100 0 1051 1000 11000 0100 1 000000					1.91					N	
D	16 100 0 2111 1000 11000 0100 1 000000					197.27					N	
D	16 100 0 1053 1000 11000 0100 1 000000					24.38					N	
D	16 100 0 2113 1000 11000 0100 1 000000					7.82					N	
D	16 100 0 9990 2400 19100 0100 1 000000					.97					N	
S	16 100 0 9990 2400 19100 0100 1 000000								29.17		N	
87393	LUSWIG, ER8N	01 CLASSROOM TEACHERS				CERT						
Bud	Adv/Inhibit	New Yrs	Exp	Cert Lv	New Pay Step	Tot Ann Sal	Prorated Ann Sal	Cycle Salary	Emp Wrk Days	Budget Category		
T		11		B4	L1	3,158.00	3,074.89	256.24	185			
S		11		B4	L1	31,586.00	29,923.58	2,493.63	180			
U		11				39,208.09	30,914.07	2,576.17	205	03 BUDG CAT 03		
Proc Type	Account					Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg	
S	16 100 0 1011 1000 11000 0195 1 000000								2,493.63		S	
S	16 100 0 1013 1000 11000 0195 1 000000								147.50		L	
S	16 100 0 1021 1000 11000 0195 1 000000								256.24		T	
S	16 100 0 1021 1000 11800 0100 1 000000								2,576.17		U	
87396	NASLOR, FRSEMAN	09 CLERICAL				CLASS						
Proc Type	Account					Pay Rate	Reg Hrs	Ovt Hrs	Reg Gross	Ovt Gross	Bud Flg	
S	16 100 0 9990 2400 14200 0201 1 000000								1,912.74		N	
S	16 100 0 9990 2100 14600 0201 1 000000								50.00		N	

Create Budget SANDBOX Report

Section B: Installation Instructions for Release 16.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 16.03.00* before performing any work in PCGenesis for the day, proceed to *B2. Rename K:\ACUCBL*. In addition to its current labeling, also label the prior evening’s backup CD/DVD/tape as “**Data Backup Prior to Release 16.03.00**”. Continue to use the backup CD/DVD/tape in the normal backup rotation.

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup Prior to Release 16.03.00 ”.
5	Proceed to <i>B2. Rename K:\ACUCBL</i> .

B2. Rename K:\ACUCBL

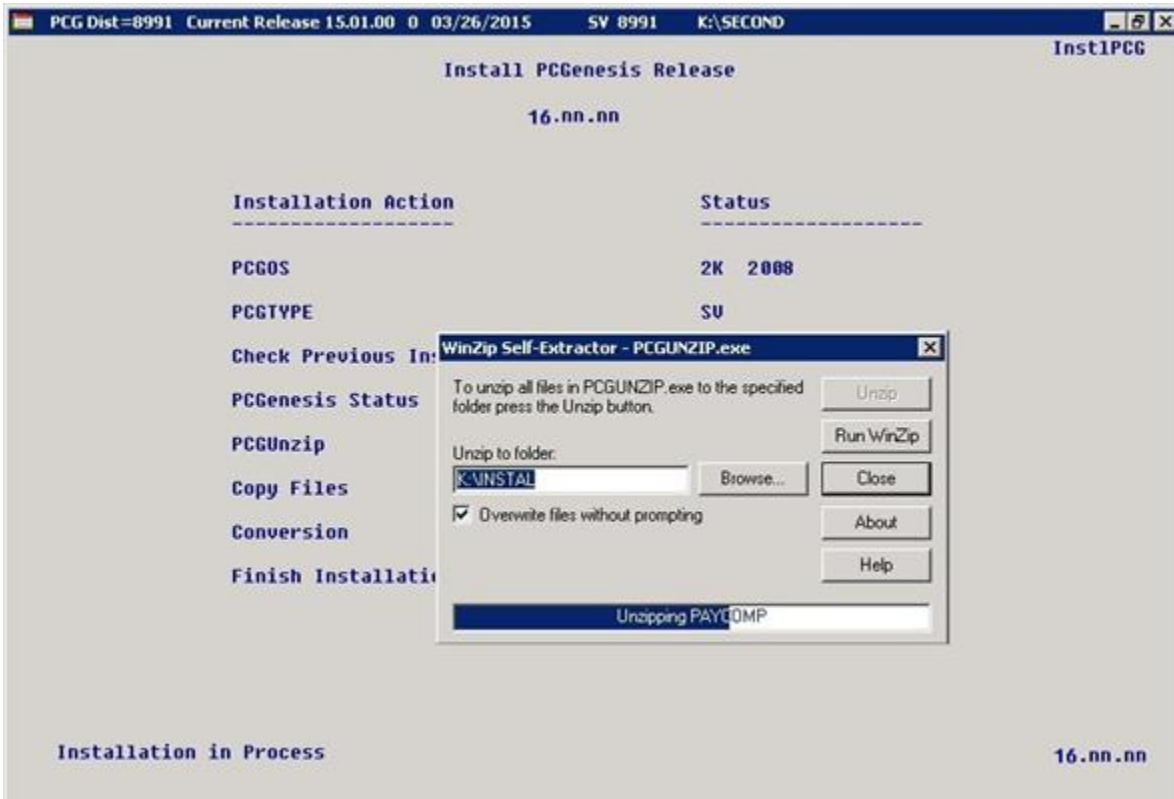
Step	Action
1	Locate the directory ACUCBL on the K: drive.
2	<p><u>Rename</u> K:\ACUCBL to K:\ACUCBL_2016_OLD</p> <p>Note: If the K:\ACUCBL directory can’t be renamed, the PCGenesis runtime may be in use. In this case return to Section B1. Perform a PCGenesis Full Backup and confirm Steps 1 and 2 have been completed successfully. If the K:\ACUCBL directory still can’t be renamed, it may be necessary to reboot the PCGenesis server.</p>
3	Proceed to <i>B3. Install PCGenesis Release 16.03.00</i> .

B3. Install PCGenesis Release 16.03.00

FROM THE PCGENESIS SERVER

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer.
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE , RELINSTL.BAT , and INSTLPCG display. <i>If PCGUNZIP.EXE and RELINSTL.BAT and INSTLPCG do not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>
5	Right-click RELINSTL.BAT and select Run as administrator to perform the installation. <i>A status screen will display showing the release steps as they are completed.</i>

A screen will display showing the progress of the installation:

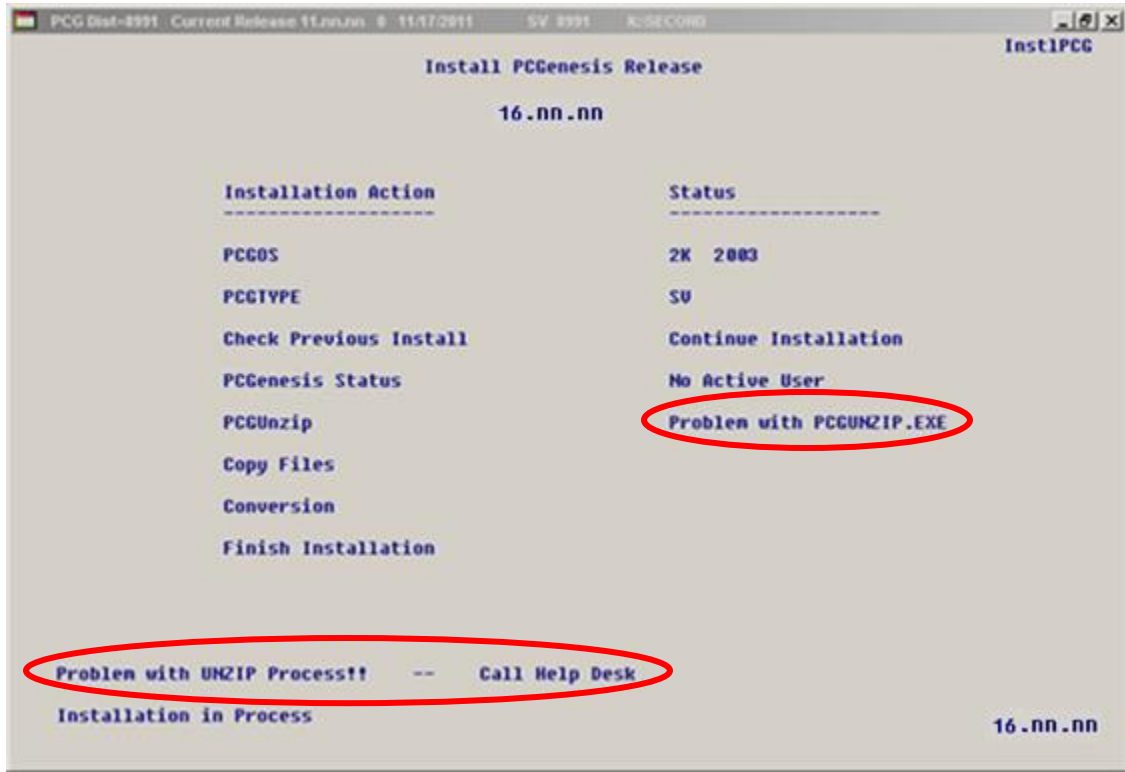


For PCGenesis Release 16.03.00 successful installations, the following message displays:



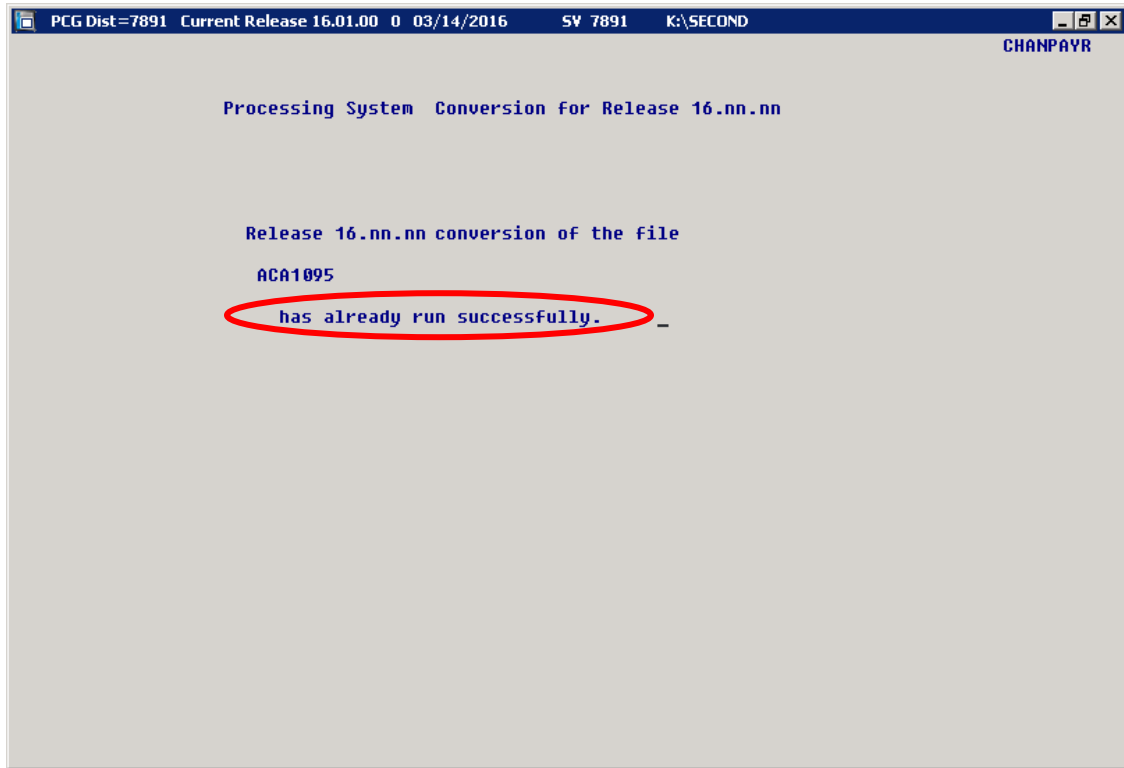
Step	Action
6	Select Enter to close the window.
7	<p>If the installation was successful: Proceed to B4. <i>Verify Release 16.03.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to Step 8.</p>

A problem message displays if an error occurred:

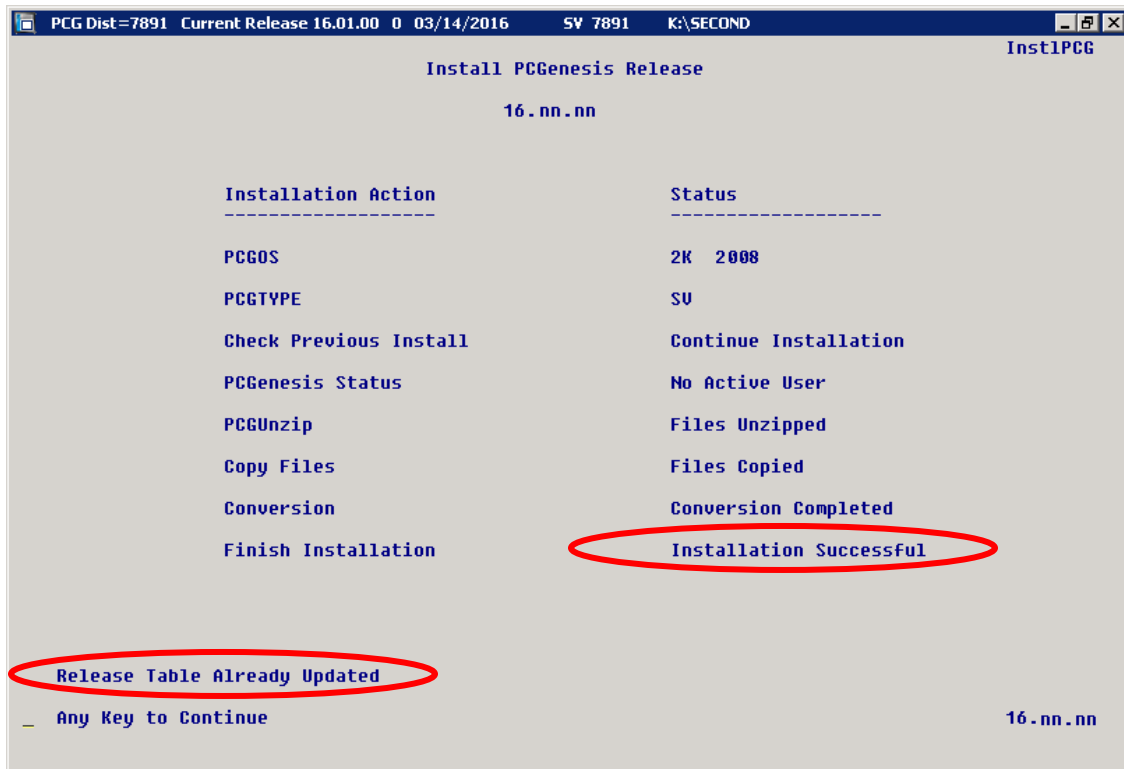


Step	Action
8	Select F16 to close the window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the files again.
10	<i>Contact the Technology Management Customer Support Center for additional assistance if needed. A description of the error will display with instructions to call the Help Desk.</i>

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



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

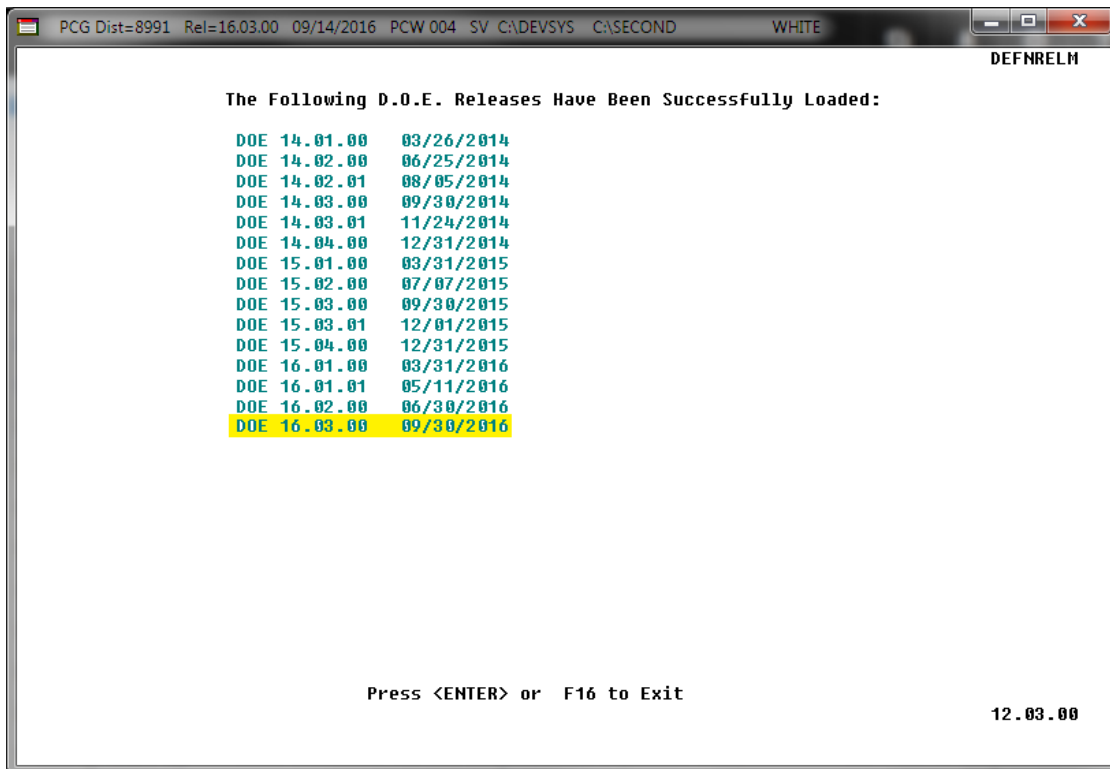


Step	Action
11	Proceed to B4. <i>Verify Release 16.03.00 Was Successfully Installed.</i>

B4. Verify Release 16.03.00 Was Successfully Installed

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

The following screen displays:



Step	Action
4	<p>Verify Release 16.03.00 displays.</p> <p><i>The number of releases and the release installation date displayed may not correspond with the preceding screenshot example. This is acceptable as long as DOE 16.03.00 displays. If Release 16.03.00 does not display, contact the Technology Management Customer Support Center for assistance.</i></p>
5	Select Enter .
6	<p><u>Verify the ACUCBL Extend 10.0.1 software installed correctly:</u></p> <p>Navigate to the directory K:\ACUCBL . Verify the ReadMe_DoNotDelete.txt file is in the directory.</p>

Step	Action
7	<p>Display the contents of the ReadMe_DoNotDelete.txt file using Notepad and verify the following text is in the file:</p> <ul style="list-style-type: none">ACUCBL Extend 10.0.1 from MicroFocusData Execution Prevention is EnabledLicensed for 525 usersSerial Number 2667145AcuServer clientVision Version 6 File SystemXML version expat_2.0.0 file systemRMFM version 12 file system <p><i>If the ReadMe_DoNotDelete.txt file does not exist or the text isn't the same as shown above, contact the Technology Management Customer Support Center for additional assistance.</i></p>
8	Log off the PCGenesis server.
9	Verify users remain logged out of PCGenesis.

B5. Perform a PCGenesis Full Backup After Release 16.03.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	Perform a PCG Full Backup to CD or DVD or Tape.
4	When the PCGenesis backup completes, label the backup CD or DVD or tape “ Full System Backup After Release 16.03.00 ”.