

PCGenesis
Budget System
Overview & Setup

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Overview & Setup

- ❖ Payroll salaries
- ❖ Employer benefits

Create a “sandbox” to manipulate salary and benefit data to produce budgeting reports and .csv file to update payroll gross data without affecting your live data

Overview & Setup

Budget System

Business Applications

MASTER

FKey

Master Menu

-
- 1 -- Financial Accounting & Reporting System
 - 2 -- Payroll System
 - 3 -- Personnel System
 - 4 -- ~~Certified~~ Classified Personnel Information System
 - 5 -- Budget System
-
- 30 -- System Utilities

Overview & Setup

- ✓ Sandbox
- ✓ Budget Flags
- ✓ Salary Schedules
- ✓ Update Employee Data
- ✓ Export/Import
- ✓ Reports

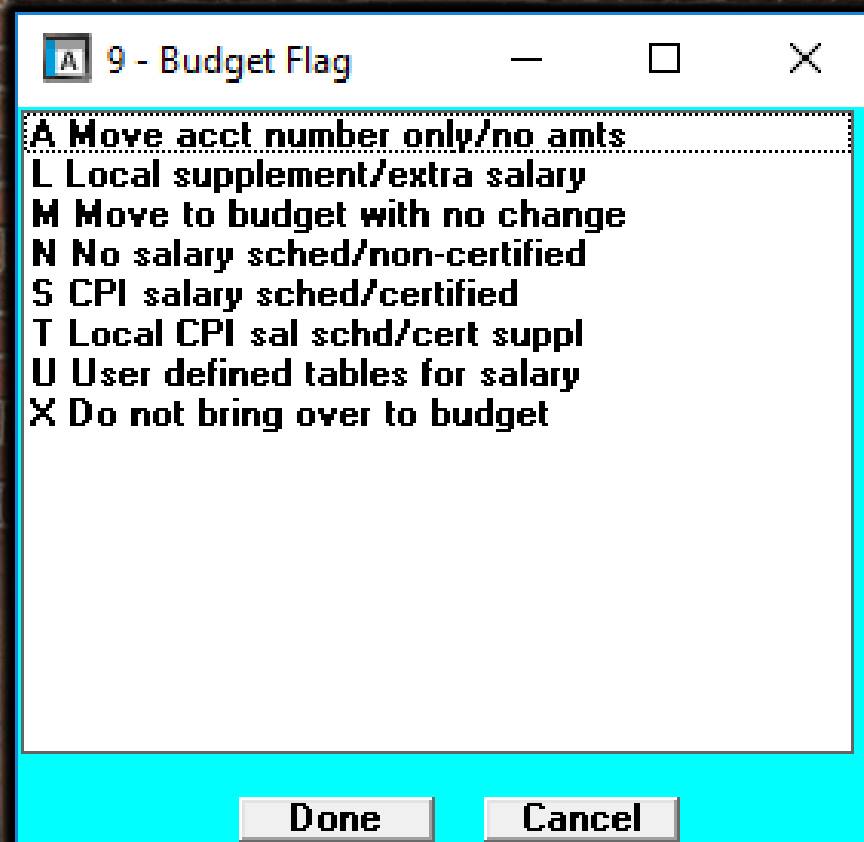
Overview & Setup

Sandbox

- Calculate scenarios
- Separate from live data
- Apply parameters

Overview & Setup

Budget Flags



Overview & Setup

**Budget
Flag**

Description

A

Move account number to budget but
not the amounts

Regardless of process type

Overview & Setup

Budget Flag

Description

L

Local supplement/extra salary
Adjust by amount or percentage

- Annual amount or percentage

Salary
Hourly

Process type codes S, B, Y, or Q
Process type codes D, H, A, X, or P

Overview & Setup

**Budget
Flag**

Description

M

Move account to budget but do
change amount

Regardless of process type

Overview & Setup

Budget Flag

Description

N

Budget as salary but do not apply to salary schedule (classified)

- Annual amount or percentage

Salary
Hourly

Process type codes S, B, Y, or Q

Process type codes D, H, A, X, or P

Overview & Setup

Budget Flag

S

Description

Budget as state salary applying state
CPI salary schedule

- Certified employee
- Process type S

Overview & Setup

**Budget
Flag**

Description

T

Budget as local salary applying local
CPI salary schedule

- Certified employee
- Process type S

Overview & Setup

Budget Flag

Description

U

Budget as user defined salary
schedule

- Budget Pay Category and Annual Work Days
- Cert EE: State Years of Exp
- Class EE: Local Years of Exp

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**Budget
Flag**

Description

X

Do not bring gross data over to
budget process

Overview & Setup

Salary Schedules

- State
- Local
- User defined

Overview & Setup

Salary Schedules



→ Technology Services

→ Technology Services → PCGenesis → 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

Certified/Classified Personnel Information (CPI) System Operations Guide

- 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

Overview & Setup

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
 - Budget User Defined Salary Schedule.csv Template
 - Budget Local CPI Salary Schedule.csv Template
- 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	32217	33154	32217	34092	36308	39206	41754	44303	47183	49176
3	1	33184	34149	32217	35115	37397	40382	43007	45632	48598	50651
4	2	34180	35173	32217	36168	38519	41593	44297	47001	50056	52171
5	3	35205	36228	32217	37253	39675	42841	45626	48411	51558	53736
6	4	36261	37315	32217	38743	41262	44555	47451	50347	53620	55885
7	5	37349	38434	32217	39905	42500	45892	48875	51857	55229	57562
8	6	38469	39587	32217	41701	44413	47957	51074	54191	57714	60152
9 or 10	7	39623	40775	32217	42952	45745	49396	52606	55817	59445	61957
11 or 12	L1	40812	41998	32217	44241	47117	50878	54184	57492	61228	63816
13 or 14	L2	42036	43258	32217	45568	48531	52404	55810	59217	63065	65730
15 or 16	L3	43297	44556	32217	46935	49987	53976	57484	60994	64957	67702
17 or 18	L4	44596	45893	32217	48343	51487	55595	59209	62824	66906	69733
19 or 20	L5	45934	47270	32217	49793	53032	57263	60985	64709	68913	71825
21 +	L6	47312	48688	32217	51287	54623	58981	62815	66650	70980	73980

Overview & Setup

Update Employee Data

- Personnel
- Deductions
- Gross data
- Withholding

Overview & Setup

Update Employee Data

```
SANDBOX - Update/Display Personnel Data PAY02
Restore D

Status A -- Active AC9ER, NU9IA
Emp. no. 87789 Pay Loc 100 Location 000100 Class 2 TEACHER AIDES
Sex Code F Work Loc 100 Location 000100 Job 15 TEACHER AIDE SPECI
Mar Stat M SSN 999 08 7789 EEO-5 Job A13 Teachers Aids
Ethnic 2 WHITE
NAME First NU9IA Middle EEO-5 and CPI Ethnic/Race:
Last AC9ER Suffix Prefix Hispanic/Latino Ethnicity?
 Yes  No
Address 3252 MAIN STREET Certificate Type B0 Race (Select all that apply)
Address L2 CS1 Job (from CPI) 435  Yes  No Am Indian Alaskan
City/State SMITH , GA Include on CPI ? Y  Yes  No Black
Zip Code 33333 County 160 Sick Bank ? N  Yes  No White
Phone (999)555-2252 Out of State Substitute rank  Yes  No Asian
Cell phone ( )000-0000 Override accrue?  Yes  No Hawaiian Pacific
Adj Lv Elig Date
Spouse SSN Lv Reason Max
Birth Date 8/01/1961 Hours Per Day 7.500
Hire Date 9/01/2001 Hrs/Week 37.50 Pens Elig Date 12/19/2007
Rehire Date 12/19/2007 GHI Eligible ? Y TRS DOE Paid ERCON ?
Background Ck GHI 1ST Day Wrk 12/19/2007 Health ins flag Y
Date of Death GHI Cover Start 2/01/2008 Participate in GHI ? Y
Elig for Rehire GHI Final Ded Dt
Term Date 12/18/2007 GHI Coverage End GHI Option B3 BCBS BRONZE
Term Reason 9 GHI Change Code MISC GHI Tier 90 EESP
RESIGNATION GHI Ded Cd 8

***** TAX DATA *****
Federal: Mar Stat M Exempt 0 Withholding Code 1 Amt/% 50.00
State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Amt/% .00
Tax Switches: Fed Y State Y FICA Y Pension Y AEIC
```

Overview & Setup

Update Employee Data

Status Active **SANDBOX - Update/Display Deduction Data** Screen 1 of 2 PAY06
'#' = Ded Not Taken, '*' = Ded Taken, '@' = Ded Not Taken, Insufficient Gross
Employee 87789 AC9ER, NU9IA Class 02 Loc 0100 GHI deduction code 08
SSN 999-08-7789 Work-Loc 0100

Cd	Description	Amount	Emplr	Cd	Description	Amount	Emplr (Y/N)
00	FRINGE			01	VALIC 403B	100.00	* N
02	EMPLOYEE 2ND ANNUITY			03	FED W/H TAX	57.32	* N
04	GA INCOME TAX	36.34	* N	08	BCBS BRNZE EESP -CLAS	215.91	* N
09	BCBS BRNZE EESP -CERT			10	VENDOR 002488		
11	VENDOR 000999			12	I-VNDR 000005		
13	I-VNDR 000006			14	I-VNDR 004603		
15	VENDOR 004373			16	VENDOR 000012		
17	VENDOR 000016	7.29	* N	18	COURT W/H		
19	COURT W/H			20	COURT W/H		
21	COURT W/H			22	VENDOR 000005		
23	CUNION 001001			24	VENDOR 003960		
25	VENDOR 003702			26	COURT W/H		
27	I-VNDR 003702			28	COURT W/H		
29	COURT W/H			30	COURT W/H		
31	VENDOR 000110			32	COURT W/H		
33	VENDOR 004085			34	VENDOR 001975		
35	VENDOR 004894			36	VENDOR 005347		
37	COURT W/H			38	COURT W/H		

Ded Desc Ded Annuity Company Credit Union 00000000000000 Ann Type Section 125 Y
EMP ANNUITY / 01 1 VALIC (403B PLAN) 403(b) Employee Contribution
EMP ANNUITY / 02

Overview & Setup

Update Employee Data

Status Active **SANDBOX - Update/Display Gross Data** PAY07

EmpNo 87789 AC9ER, N0910 Class 2 TEACHER AIDES
 SSN 999-08-7789 Loc 100 Location 000100 Job cd 15 TEACHER AIDE SPECIAL
 Salary sched Cert level B0 Pay step E State yrs 0 Local yrs 11
 Work sched ID Hrs/Day 7.500 Days/Week 5 Hrs/Week 37.50 13/14 pay sw Budget pay cat
 Ann work days 180 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Gross	GHI % Dist	Pay Reas	Pay for Period End
01.	S	0020			1288.42		1.0000		
02.	S	0020			150.00				
03.									
04.									
05.									
06.									

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens Gross	Pens Amt	Contract	Sub Distrib	Budget Flag
ACCT 01	19	402	1750	1000	14000	100	1		1438.42	77.31			N
ACCT 02	19	100	1051	1000	14000	100	1		150.00	9.00			N
ACCT 03	00												
ACCT 04	00												
ACCT 05	00												
ACCT 06	00												

Total gross	1438.42	Pens code	2	TRS	Pens Amt/%	.0600
Cycle gross	1438.42	Pens switch	Y			
State salary	15461.25	TRS service ind	1	TRS/ERS Pens Gross	Pay sch. #	12
Local salary		TRS serv lock	N	Adj Amt/%	Cycle	1 Cal Yr
Other	1800.00	No pension code			Contmo	10
Contract amt	17261.25	Pens elig date	12/19/2007		PY contmo	10

Overview & Setup

Update Employee Data

```
Status Active          SANDBOX-Update/Display Withholding/Direct Deposit Data          PAY08
Employee number 87789      Name AC9ER, NU91A          Loc 100
Social security 999 08 7789

Federal: Mar Stat M      Exempt 0          Withholding Code 1 Amt/% 50.00
State: Mar Stat B      Allowance Mar 0 Dep 0      Withholding Code 0 Amt/% .00
Switches: Fed Y          State Y          FICA Y (Y=Yes N=No M=Medicare)
AEIC

Enable Direct Deposit  Yes
                      No

Direct Deposit Accounts
DD #1  Bank Name Account Type Method Amt/% Prenote
DD #1  02 MCINTONSH STATE BANK 11 1111 111573 C P 1.0000 N
DD #2  02 MCINTONSH STATE BANK 11 1111 111573 C P 0.0000
DD #3  02 MCINTONSH STATE BANK 11 1111 111573 C P 0.0000
DD #4  02 MCINTONSH STATE BANK 11 1111 111573 C P 0.0000
DD #5  02 MCINTONSH STATE BANK 11 1111 111573 C P 0.0000

Ded Desc Ded Annuity Company Type Use Percentage: Percentage of
EMP ANNUITY / 01 1 VALIC (403B PLAN) 403(b) N 0.0000
EMP ANNUITY / 02 N 0.0000
Annuity # 3 / 00 N 0.0000
Annuity # 4 / 00 N 0.0000
Annuity # 5 / 00 N 0.0000
```

Overview & Setup

Export/Import

- Gross data export
- Manipulate data
- Gross data import

Overview & Setup

Reports

- Scenarios
- Outcomes
- Annualized amounts

Overview & Setup

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

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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



