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PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/24/2011

Section I: Special Functions

***[Topic 8B: Payroll Deduction Data Export
and Import File Processing, V1.1]***

Revision History

Date	Version	Description	Author
5/24/2011	1.1	11.02.00 – Update menu screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Created a new document for <i>Payroll Deduction Data Export and Import File Processing</i> instructions.	D. Ochala

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Overview

Payroll Deduction File Export: The deduction file export procedure provides the user with the ability to export PCGenesis deductions into a Microsoft® Excel .csv file and to identify the location PCGenesis will store the file. During this process, PCGenesis exports both adjustments and regular amounts and the corresponding deductions and amounts.

Payroll Deduction File Import: This feature provides the ability to mass update employee deduction amounts by importing the new amounts from a .csv import file. Create this import file via either a spreadsheet or from information provided by a third party vendor.

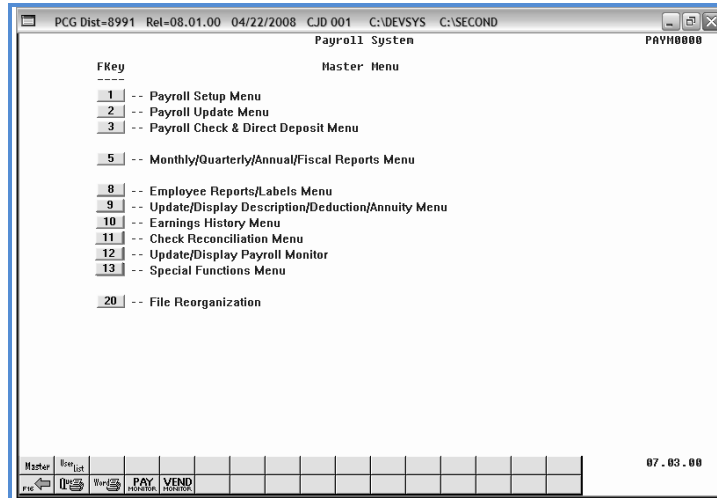
To aid PCGenesis users and third party agencies, the Payroll Deduction Import and Export files contain the Social Security Number of affected employees.

Procedure A: Payroll Deduction Data Export and Import File Processing Checklist

✓	STEP	ACTION
	1	Verify the <i>PCG</i> folder exists, or create the <i>PCG</i> folder on the C:\ drive.
	2	Create the PCGenesis payroll deduction export file.
	3	Process the PCGenesis payroll deduction data export file within Microsoft® Excel.
	4	Process the Microsoft® Excel deduction data import file within PCGenesis.

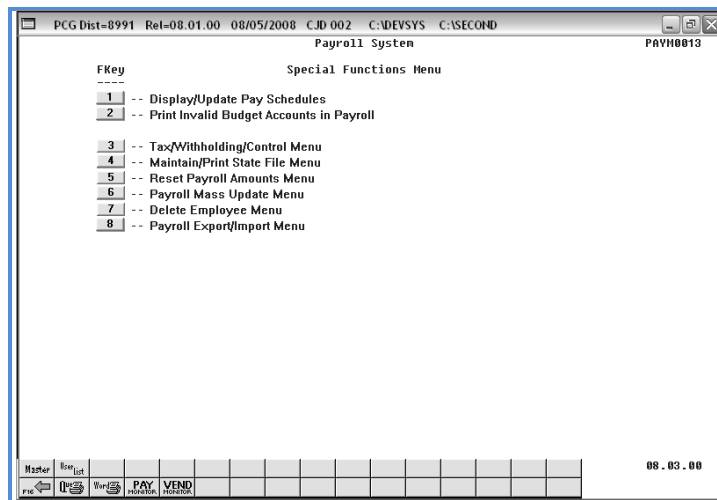
Procedure B: PCGenesis to Microsoft® Excel Payroll Deduction Data Export File Processing

B1. Creating the PCGenesis Payroll Deduction Data Export File



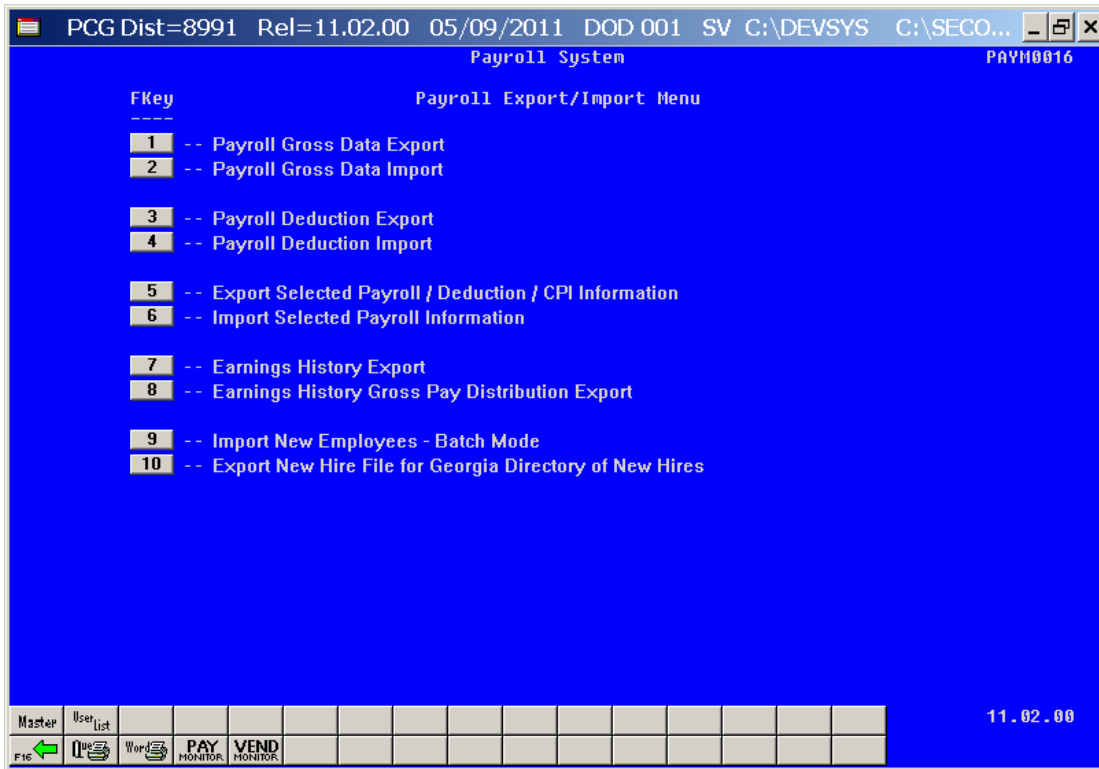
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



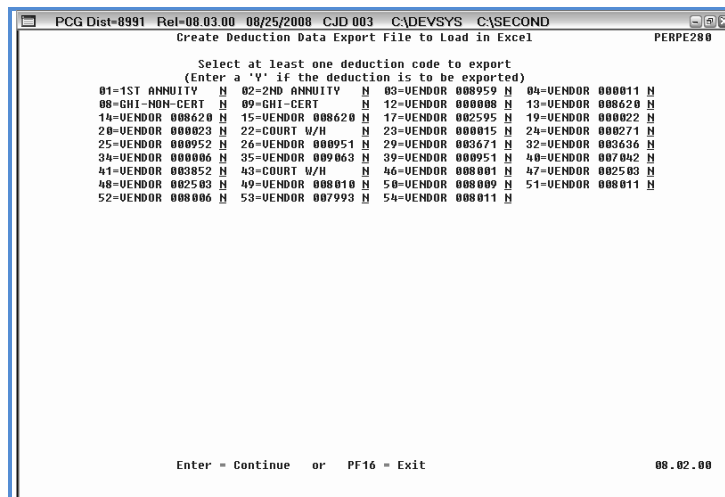
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



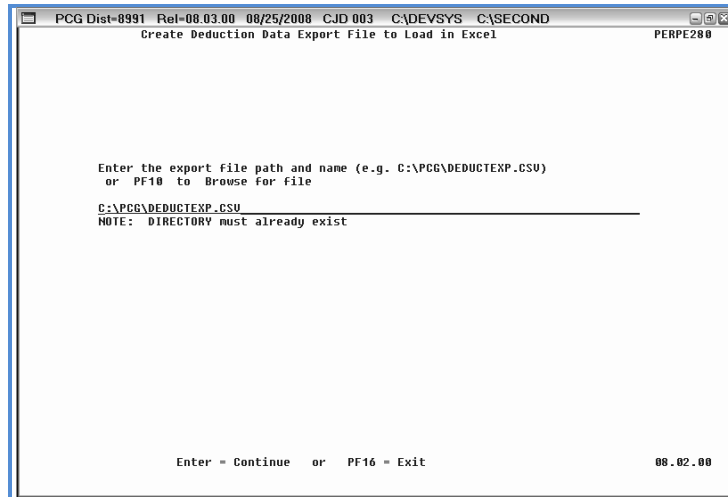
Step	Action
3	Select 3 (F3 - Payroll Deduction Export). <i>“* * Processing Request * *” briefly displays.</i>

The following screen displays:



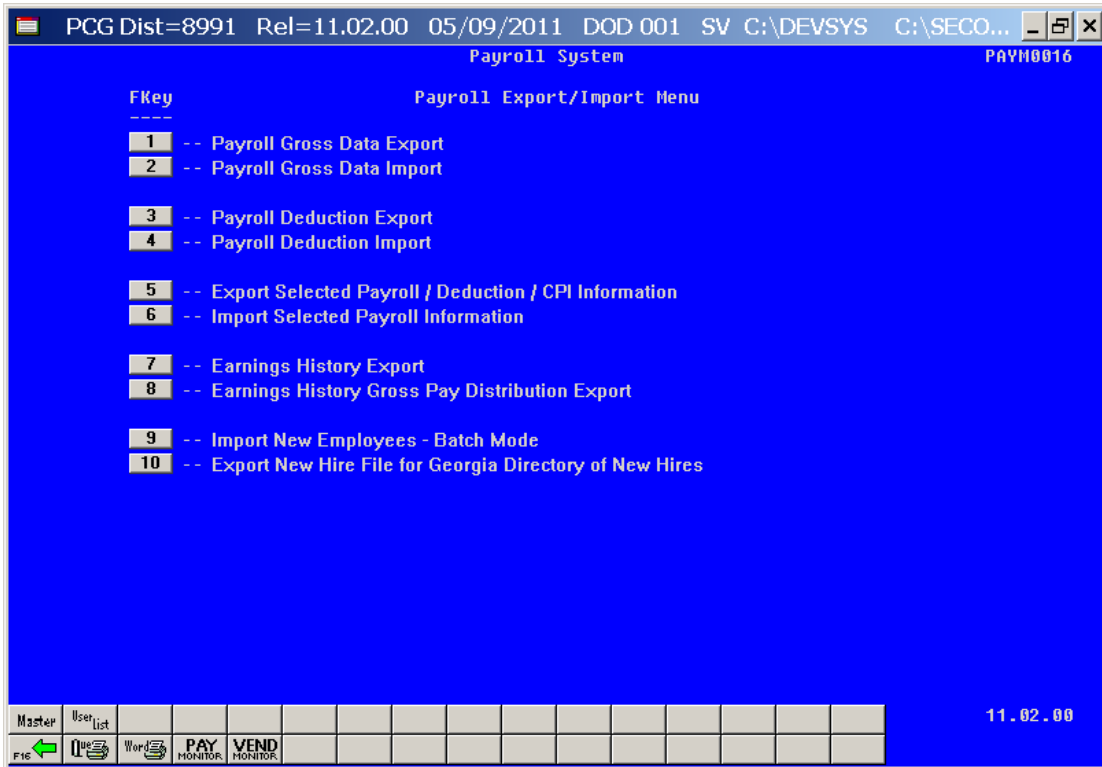
Step	Action
4	Enter Y (Yes) in the appropriate deduction fields, and select Enter (Continue).



The following screen displays:



Step	Action
5	Verify C:\PCG\DEDUCTEXP.csv defaults in the field, or select F10 (to Browse for file). <i>The “PCG” folder must exist on the C:\ drive. Create the folder where appropriate.</i>
6	Select Enter (Continue). <i>“** Processing Request **” briefly displays.</i>

The following screen displays:



Step	Action
7	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p> <p><i>At this point, PCGenesis creates the DEDUCTEXP.csv file, and exports pertinent payroll information into a Microsoft® Excel spreadsheet.</i></p>

B2 Saving the Deduction Data .csv File as a Microsoft® Excel Spreadsheet/Workbook

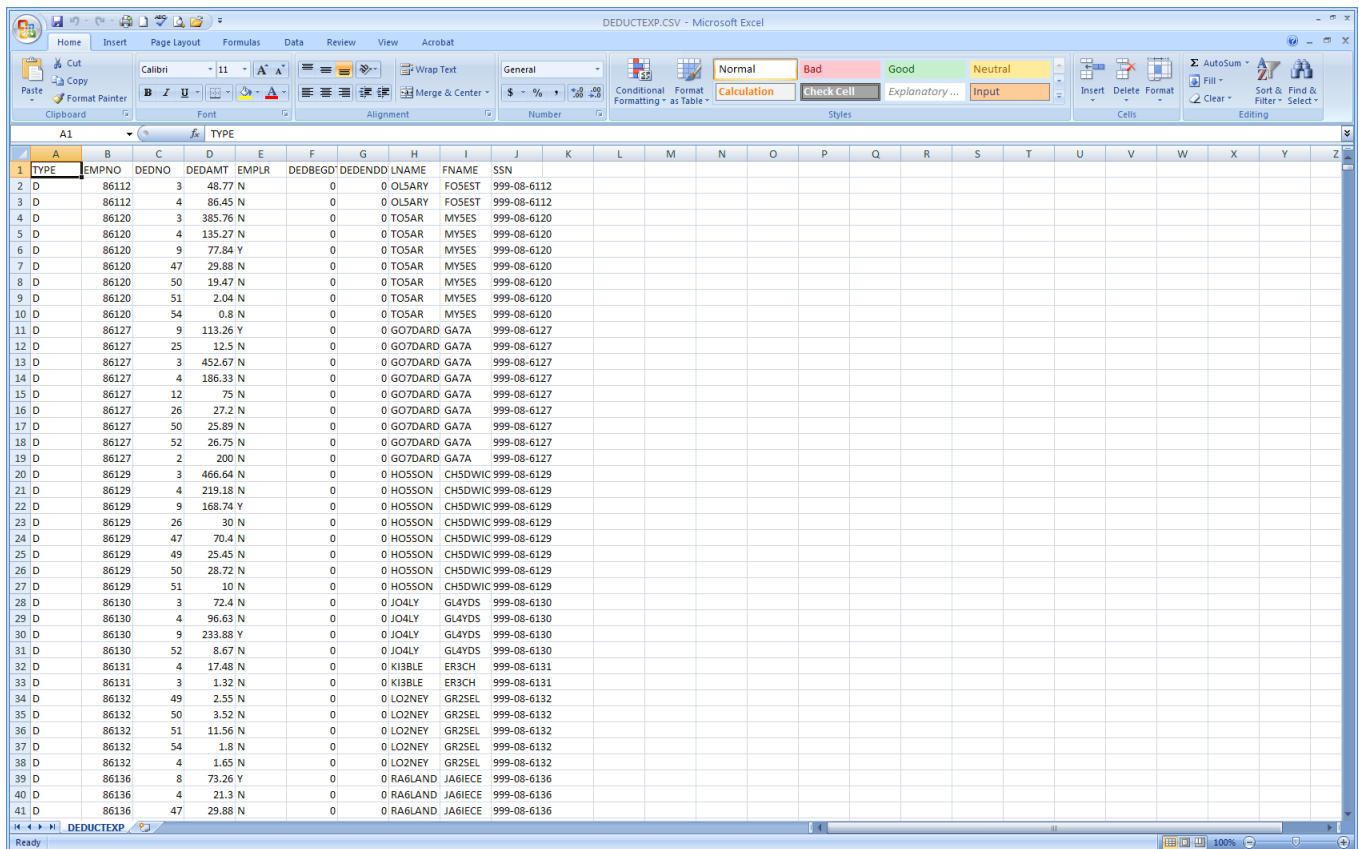
***** Attention *****


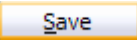

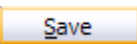
To preserve the integrity of the DEDUCT.csv file, PCGenesis users must ensure that the template is first saved as a Microsoft® Excel spreadsheet/workbook with the “DEDIMPORT” filename.

Based on the version of software used, file extensions such as Excel Workbook (*.xlsx), Excel 97-2003 Workbook (*.xls), Comma delimited (*.csv), and Excel 97-2003 Template (*.xlt), for example, may contain descriptions that differ from this document’s instructions. Ensuring that the filename description selected, such as “Workbook”, “Spreadsheet”, and “.csv File” for example, corresponds to the file type indicated within the instructions prevents additional processing errors.

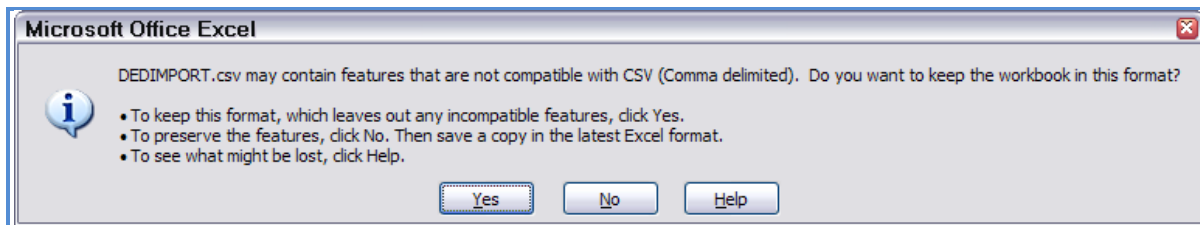
Step	Action
1	Within Microsoft® Excel, navigate to C:\PCG\DEDUCTEXP.csv.

The following window displays:



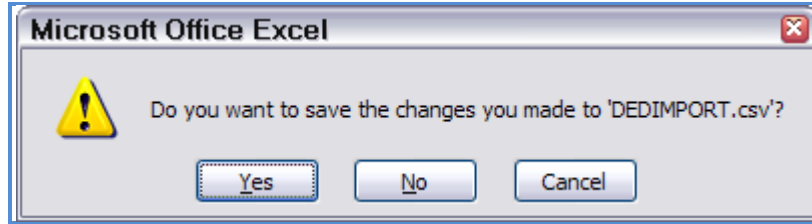
Step	Action
2	<p>To save the file as a Microsoft® Excel spreadsheet: From the <i>Menu Bar</i>, select File → Save As.</p> <p><i>Saving the file initially as a Microsoft® Excel spreadsheet/workbook simplifies making modifications for PCGenesis users.</i></p>
3	<p>Select the Drop-Down Selection icon  in the Files of type field, and select Microsoft Excel Worksheet (*.xls).</p>
4	<p>Verify the filename is DEDIMPORT.xls, and select  (Save).</p>
<p>Complete Steps 5 –8 before attempting to import the deduction data information into PCGenesis.</p>	
5	<p>Follow normal Microsoft® Excel processing guidelines to adjust the file’s information as needed.</p>
6	<p>After verifying all entries are correct: From the <i>Menu Bar</i>, select File → Save to save the file as a Microsoft® Excel spreadsheet (*.xls).</p> <p><i>Refer to Appendix A. Deduction Data Import .csv File Layout for assistance, where applicable.</i></p>
7	<p>From the <i>Menu Bar</i>, select File → Save as. Select the Drop-down selection icon  in the Files of type field, and choose CSV (Comma delimited) (csv).</p>
8	<p>Change the filename to DEDIMPORT in the File name field, and select  (Save).</p>

The following dialog box displays:



Step	Action
9	<p>Select  (Yes).</p>
10	<p>Close Microsoft® Excel.</p>

The following dialog displays:




Step	Action
11	Select <input type="button" value="No"/> (No). <i>The Steps 5 – 8 instructions saved the file's changes.</i>

Procedure C: Using the Microsoft® Excel Payroll Deduction Data Import Procedure

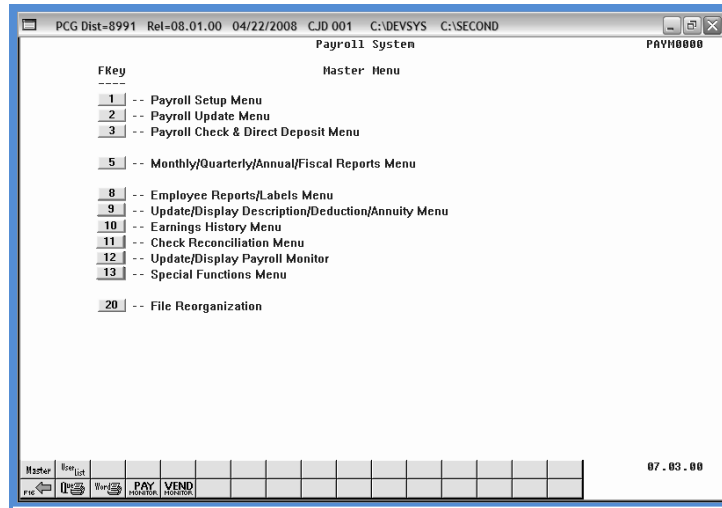
C1. PCGenesis and Microsoft® Excel File Verification

Step	Action
1	Run this procedure after Payroll Setup, <u>before</u> the F4 - Calculate Payroll and Update Year-to-Date (YTD) procedure. Performing this procedure is optional.

C2. Perform a PCGenesis Disk to Disk Backup

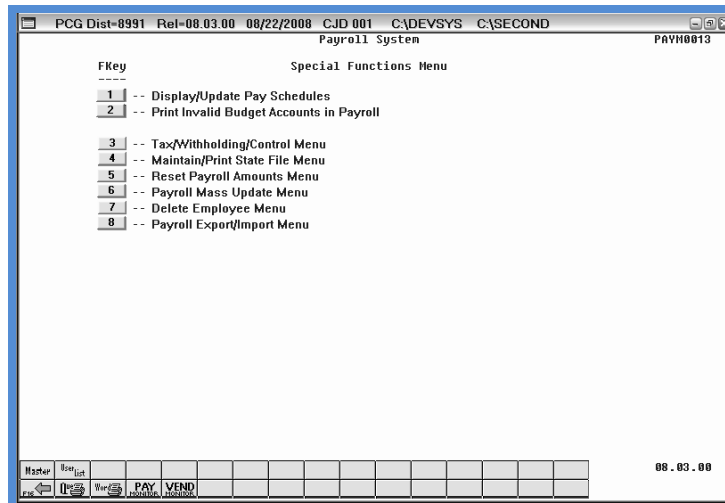
Step	Action
1	<p><u>From the PCGenesis server, perform a Disk-to-Disk backup:</u></p> <ul style="list-style-type: none"> Verify all users all logged out of PCGenesis. From the server's <i>Desktop</i>, select  (PCG Disk 2 Disk Backup) icon.
2	Label the backup "MM/DD/CCYY – Backup Before Payroll Deduction Data Import".

C3. Importing the Payroll Deduction File into PCGenesis (Not for use with the State Health Benefit Plan)



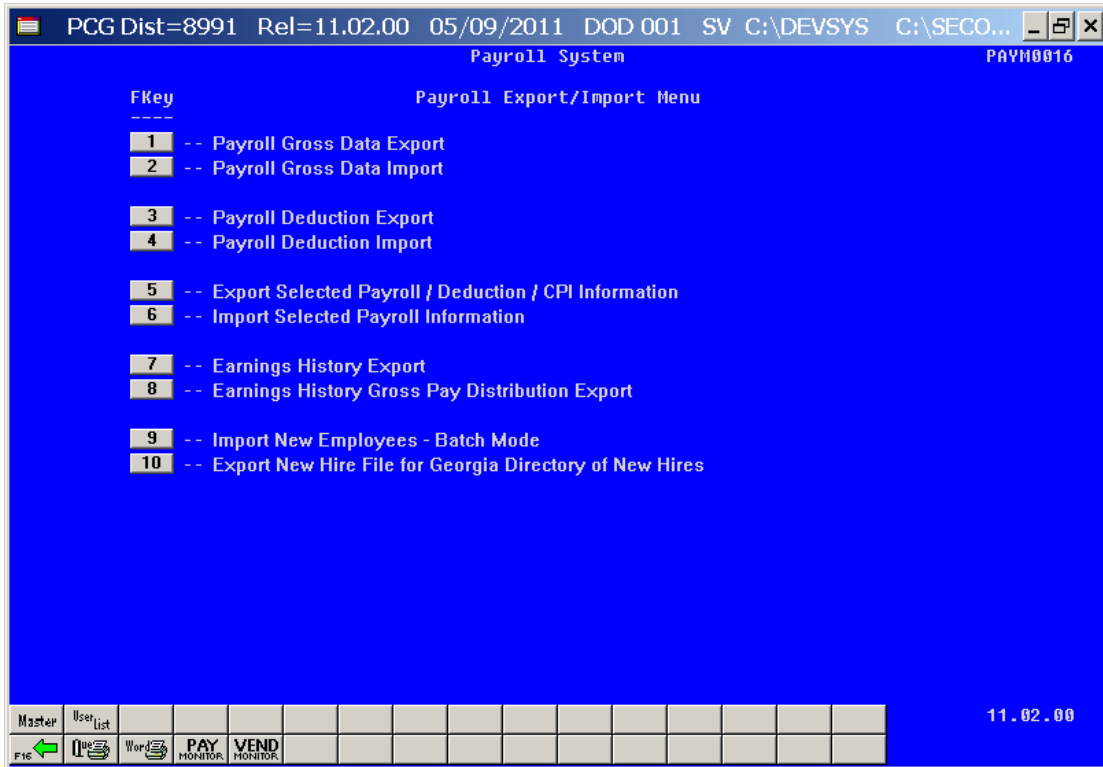
Step	Action
1	Select 13 (F13 - Special Functions).

The following screen displays:



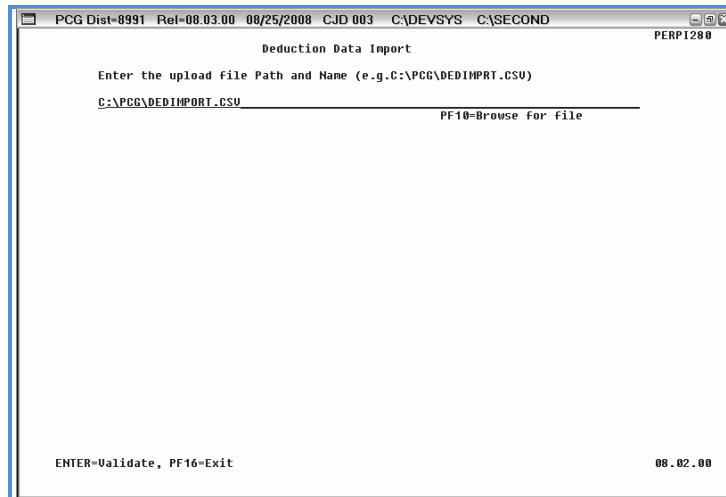
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



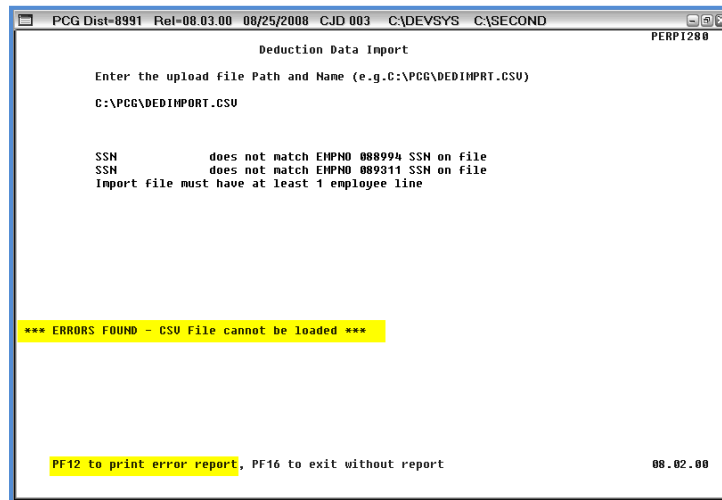
Step	Action
3	Select 4 (F4 - Payroll Deduction Import).

The following screen displays:

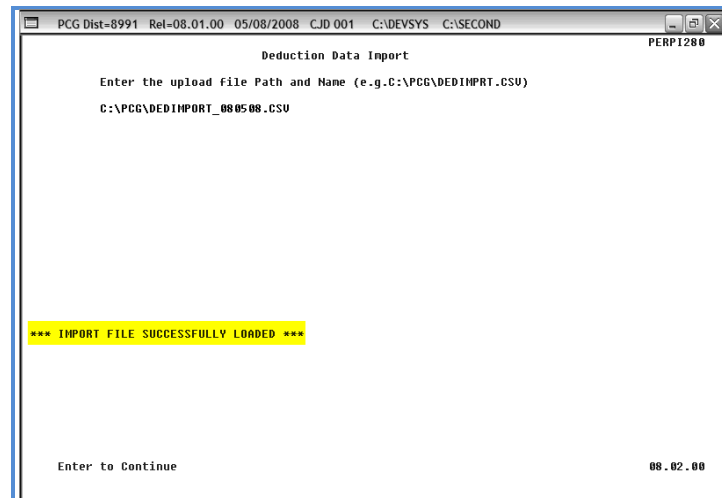


Step	Action
4	Verify C:\PCG\DEDIMPORT.csv defaults in the field, or select F10 (to Browse for file).
5	Select Enter <u>twice</u> . <i>“Scanning import file.” briefly displays.</i> <i>If the “ERROR: no room to add deduction!” dialog box displays, record the employee number and the deduction code, select OK, and continue as directed. Refer to Section B, Topic 4: Update/Display Payroll Information for the instructions to manually correct the resulting error(s).</i>

For **import file errors**, the following is an example of an import file error screen:

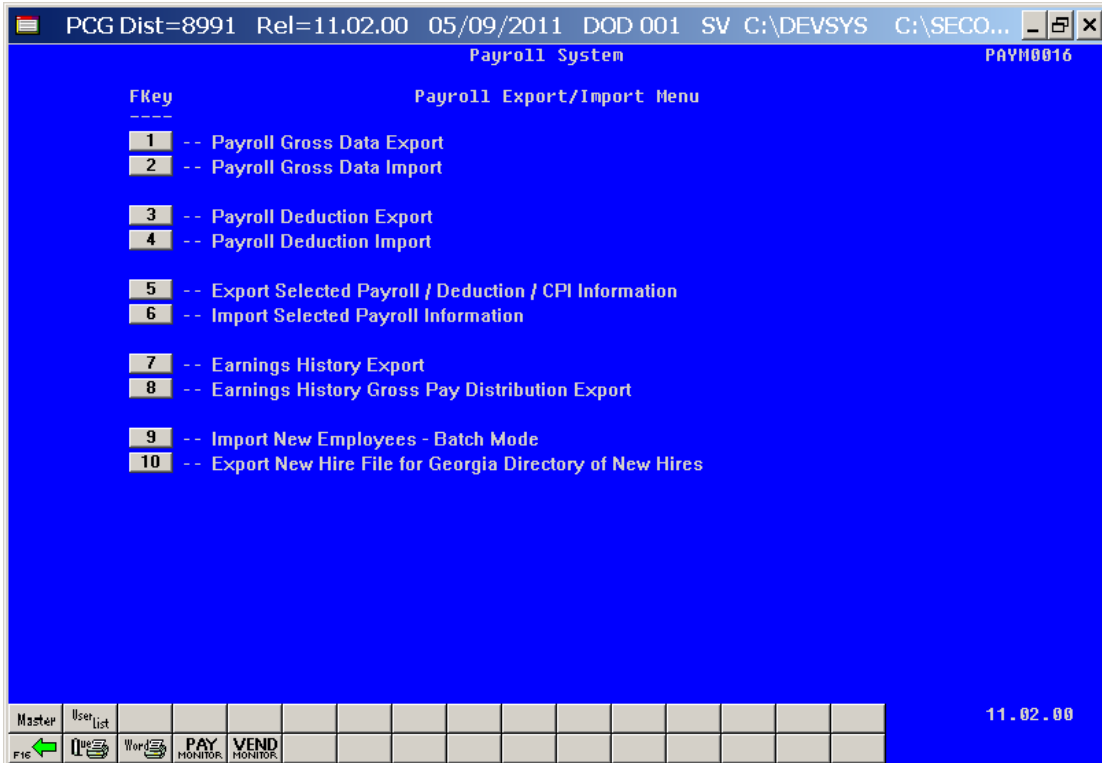






For **successful file imports**, the following screen displays:



Step	Action
6	<p>For import file errors: Screen-print the <i>*** Errors Found – CSV file cannot be loaded ***</i> screen, and select F12 (to print error report). Using the report, make the appropriate corrections to the .csv file, and repeat this procedure beginning at <i>Step 2</i>.</p> <p>For successful file imports: Select Enter (to Continue). <i>“Updating employee deductions.”</i> briefly displays.</p>

The following screen displays:



Step	Action
7	<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>Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature.</p>
8	<p>Select  (F16 - Exit) to return to the Payroll System Master Menu, or select  (Master) to return to the Business Applications Master Menu.</p>
9	<p>Refer to Appendix A. Deduction Data Import .csv File Layout and Appendix B: Deduction Data Import File Error Processing for additional error message examples, and for information to aid in the correction of errors. After correcting the error(s), repeat this procedure beginning at Step 2.</p>

Appendix A: Deduction Data Import .csv File Layout

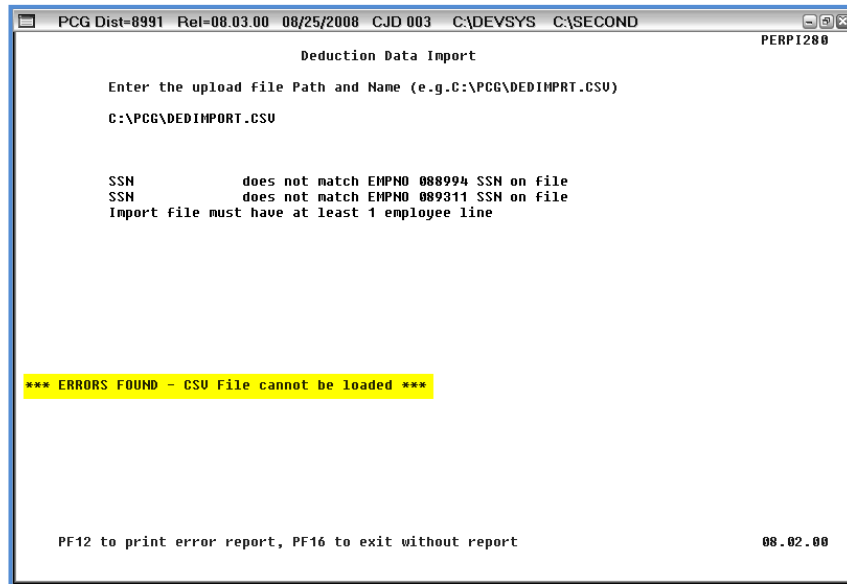
Column	Explanation
Line Code	<i>Column A</i> must contain the literal D or A . Only the lines with ' D ' (Normal Deduction) or ' A ' (Deduction Adjustment) in <i>Column A</i> will be processed. This allows the file to contain meaningful headers and blank lines to make the file more useable and understandable if imported into Excel™ in the event changes are necessary.
	<ul style="list-style-type: none"> Use the 'D' type line is to update a normal deduction. This requires a zero or positive deduction amount. Use the 'A' type line to enter a onetime deduction adjustment for an employee. This amount can be either positive or negative. PCGenesis automatically clears these entries during the next payroll's setup.
Employee ID Number	<u>Mandatory</u> : <i>Column B</i> must contain the employee's payroll ID number.
Deduction Code	<u>Mandatory</u> : <i>Column C</i> must contain the school-district or system-specific two-digit numeric deduction code. The deduction code must exist in the payroll <i>Deduction</i> file.
Deduction Amount or Deduction Adjustment Amount	<p>If the Line Code in <i>Column A</i> is D (Normal Deduction), <i>Column D</i> must contain the employee deduction amount. If the Line Code in <i>Column A</i> is A (Deduction Adjustment), <i>Column D</i> must contain the employee deduction adjustment amount.</p> <p>Trailing zeroes, and/or leading or trailing spaces are not required. Deductions are limited to whole cents. For a normal deduction amount, the field definition is 9999.99. The decimal is assumed if omitted at the end of the numeric digits supplied. For example, 999 equates to 999.00.</p>
Employer Flag	<i>Column E</i> may contain the employer flag. Valid values are Y (Yes) or N (No). Use ' Y ' to indicate there is an employer-paid amount in addition to the employee paid amount. If the employer pays the entire deduction cost, the employer flag would be ' Y ' and the deduction amount would be \$0.00. PCGenesis validates the employer flag and will reject the line if the information is incorrect.
Deduction Begin Date	<i>Column F</i> may contain the deduction beginning date. This field is optional and will be ignored during the deduction import. The Deduction Begin Date is reserved for future use.
Deduction End Date	<i>Column G</i> may contain the deduction ending date. This field is optional and will be ignored during the deduction import. The Deduction End Date is reserved for future use.
Last Name	<i>Column H</i> must contain the employee's last name. The employee's last name in <i>Column H</i> must match the last name within the Payroll file for the employee number specified in <i>Column B</i> .
First Name	<i>Column I</i> must contain the employee's first name. Visual identification only, PCGenesis ignores the information during the deduction import.
SSN	<i>Column J</i> must contain the employee's social security number. The employee's Social Security Number in <i>Column J</i> must match the SSN within the Payroll file for the employee number specified in <i>Column B</i> .

Miscellaneous Notes

- PCGenesis performs additional validations to verify the load does not exceed 20 current and year-to-date (YTD) deductions. Validations occur during the examination of the load file and again during the actual employee update process. If detected during the error checking, PCGenesis halts the update, and requires the user to correct the employee's information manually, and to rerun the deduction import procedure. If detected during the update, a dialog box informing the user that the specific deduction for the specific employee will not be updated displays. In this instance, the deduction import is complete with the exception of those employees for whom a dialog box appeared. Manually complete these employees' information.
- Changing *Column A* of any row to 'X' (or any character other than 'A' or 'D') in the .csv file causes the line not to be processed, and therefore, does not create import file errors. This method allows incorrect lines in the import file to be quickly bypassed.

Appendix B: Deduction Data Import File Error Processing

If the .csv file contains invalid data, the file upload will list up to twelve (12) errors. These errors will include the input file's line number, the error type, and the field in which the error occurred. Compare the error(s) identified to the .csv file's spreadsheet to determine the appropriate corrective measures.



PCGenesis errors within the previous screenshot examples apply to the spreadsheet screenshot example below. User results are school district- and system-specific. Additional errors that can occur when users attempt to create the .csv file without using the GaDOE-provided spreadsheet template provided, and the file is missing required data.

Line Code	Employee Deduction	Deduction Employer	Start Date	End Date	Last Name	First Name
3	D	88994	4	87.22	N	
4	A	89311	4	15	N	

Start and end dates are optional for documentation at this time
Name is not imported -- documentation only

D=Normal Deduction Deduction code is assigned by district
A=Deduction Adjustment

Only lines with D or A in column 1 are processed by the import

B1. Deduction Data Import Error Report - Example

Run date: 08/25/2008		DEDUCTION DATA IMPORT ERROR REPORT		Page: 1
Program: PERPI280 Load File Name: C:\PCG\DEDIMPORT.CSU				
Import Input Lines and Error Messages				

D,88994,4,87.22,N,20080101,99991231,Name,Name	SSN does not match EMPNO 088994 SSN on file			
A,89311,4,-15,N,20080101,20060731,Name,Name	SSN does not match EMPNO 089311 SSN on file			
Import file must have at least 1 employee line				
End of File				

B2. Deduction Data Import .csv File – Example

TYPE	EMPNO	DEDNO	DEDAMT	EMPLR	DEDBEGD	DEDEDD	LNAME	FNAME	SSN
D	1	8	72.84	Y	0	0	BE3MAN	SU3IKO	999-08-9473
D	1	3	57.53	N	0	0	BE3MAN	SU3IKO	999-08-9473
D	1	4	20.45	N	0	0	BE3MAN	SU3IKO	999-08-9473
D	2	8	68.26	Y	0	0	BA2LEY	TI2ANY	999-08-9645
D	2	3	75.56	N	0	0	BA2LEY	TI2ANY	999-08-9645
D	2	4	28.57	N	0	0	BA2LEY	TI2ANY	999-08-9645
D	11305	9	203.96	Y	0	0	TEACHER	GADOE	113-01-9578
D	25628	11	10	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	1	19.09	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	2	15.28	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	3	378.03	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	4	190.97	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	14	21	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	19	25	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	23	21.69	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	27	3.29	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	60	11.46	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	44	57	N	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	61	25	Y	0	0	TEST TEAC	GADOE 06	654-32-1898
D	25628	62	25	Y	0	0	TEST TEAC	GADOE 06	654-32-1898
D	88840	4	232.35	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	9	228.38	Y	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	19	17.65	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	20	14.5	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	29	24.44	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88840	3	667.65	N	0	0	WRITINGT	WAYNE	999-08-8840
D	88844	3	220.94	N	0	0	HAPPYTEA	HILARY	999-08-8844
D	88844	4	107.73	N	0	0	HAPPYTEA	HILARY	999-08-8844