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PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/24/2011

Section I: Special Functions

***[Topic 8E: Payroll New Hire Export and
Import File Processing, V1.1]***

Revision History

Date	Version	Description	Author
5/24/2011	1.1	11.02.00 – Add documentation for <i>Import New Hire File for Georgia Directory of New Hires</i> . Update menu screenshots.	D. Ochala
12/08/2011	1.0	10.04.00 – Create a new document for <i>Payroll New Hire Export and Import File Processing</i> instructions.	D. Ochala

Table of Contents

Overview	1
Procedure A: Import New Employees – Batch Mode.....	3
A1. PCGenesis and Microsoft® Excel File Verification.....	4
A2. Perform a PCGenesis Disk to Disk Backup.....	4
A3. Importing the Microsoft Excel® .csv File into PCGenesis	5
<i>A3.1. PCGenesis Employee New Hire Import Report - Example</i>	<i>10</i>
<i>A3.2. PCGenesis New Employee Import - Valid Employees Report - Example</i>	<i>11</i>
<i>A3.3. PCGenesis Employee New Hire Import Error Report - Example</i>	<i>12</i>
Procedure B. Export New Hire File for Georgia Directory of New Hires.....	13
B1. Create the New Hire Export File.....	13
<i>B1.1. New Hire Export File for Georgia Directory of New Hires Report - Example</i>	<i>20</i>

Overview

Import New Employees – Batch Mode: This feature provides the ability to mass load new employees into the PCGenesis system. New employees may be added in PCGenesis either manually, or via the file import procedure.

The *PCGenesis_New_Employee.xlsx Template* located at http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc and is provided for use during the *Import* file procedure. The new hire import process will facilitate gathering employee information from multiple departments and/or schools into Microsoft® Excel Spreadsheets/Workbooks which can then be loaded into the PCGenesis system either individually, or in batch mode. In this document, refer to *Procedure A: Import New Employees – Batch Mode* for the instructions on loading the new employee import files in batch mode. Refer to *Payroll Systems Operations Guide, Section B: Payroll Update Processing, Topic 2: Add a New Payroll Employee and Add a New Third Party Contractor Employee* for the instructions on using the *PCGenesis_New_Employee.xlsx* template in the creation of new employees through the *Add New Employee* on-line screen.

Export New Hire File for Georgia Directory of New Hires: PCGenesis is adding support for Georgia new hire reporting. PCGenesis will now support **Electronic Reporting** of Georgia new hires. PCGenesis allows export of new hire information from payroll into a file that meets Georgia New Hire layout specifications.

Federal and State law requires employers to report newly hired and re-hired employees in Georgia to the Georgia New Hire Reporting Program. In 1996, Congress enacted a law called the "Personal Responsibility and Work Opportunity Reconciliation Act," or PRWORA, as part of Welfare Reform. This legislation created the requirement for employers in all 50 states to report their new hires and re-hires to a state directory.

New hire reporting speeds up the child support income withholding order process, expedites collection of child support from parents who change jobs frequently, and quickly locates non-custodial parents to help in establishing paternity and child support orders. New hire reporting helps children receive the support they deserve. Employers serve as key partners in ensuring financial stability for many children and families and should take pride in their role.

Employers and/or labor organizations doing business in the State of Georgia must report the following employees:

- *New employees:* Employers must report all employees who reside or work in the State of Georgia to whom the employer anticipates paying earnings. Employees should be reported even if they work only one day and are terminated (prior to the employer fulfilling the new hire reporting requirement).
- *Re-hires or Re-called employees:* Employers must report re-hires, or employees who return to work after being laid off, furloughed, separated, granted a leave without pay, or terminated from employment. Employers must also report any employee who remains on the payroll during a break in service or gap in pay, and then returns to work. This includes teachers, substitutes, seasonal workers, etc.

- *Temporary employees:* Temporary agencies are responsible for reporting any employee who they hire to report for an assignment. Employees need to be reported only once; they do not need to be re-reported each time they report to a new client. They do need to be reported as a re-hire if the worker has a break in service or gap in wages from your company.

When to report? Georgia Statute 19-11-9.2 requires all employers to submit their new hire reports within 10 days after the employee is hired or re-hired or returns to work. Employers who submit reports magnetically or electronically shall submit the reports in two monthly transmissions not more than sixteen days apart.

Procedure A: Import New Employees – Batch Mode

In this procedure, the user will specify a directory that contains the new employee import file or files. The import files must be in comma-delimited (.csv) format. The process will scan the import directory and produce three reports.

- *Employee New Hire Import Report*: A summary report of the individual file(s) processed, listing whether the files passed or failed the edits
- *Employee New Hire Import Error Report*: An error report that lists the file errors.
- *New Employee Import - Valid Employees*: An employee detail listing that lists the validated employee data.

The Import New Employees process can be run in two different modes: **Trial Mode** will validate the employee data but will not add any employees to the PCGenesis system. **Final Mode** will validate the employees, and if valid, will save the new employee data to the PCGenesis system. Trial Mode should always be run at least one time before running the import process in Final Mode. Final Mode should only be run after correcting all errors that appear on the *Employee New Hire Import Error Report*, and verifying the accuracy of the employee data on the *New Employee Import - Valid Employees* report.

When the import process is run in FINAL mode, **only the files that pass the edits will be uploaded** as new employees, and the files that fail the edits will not be processed.

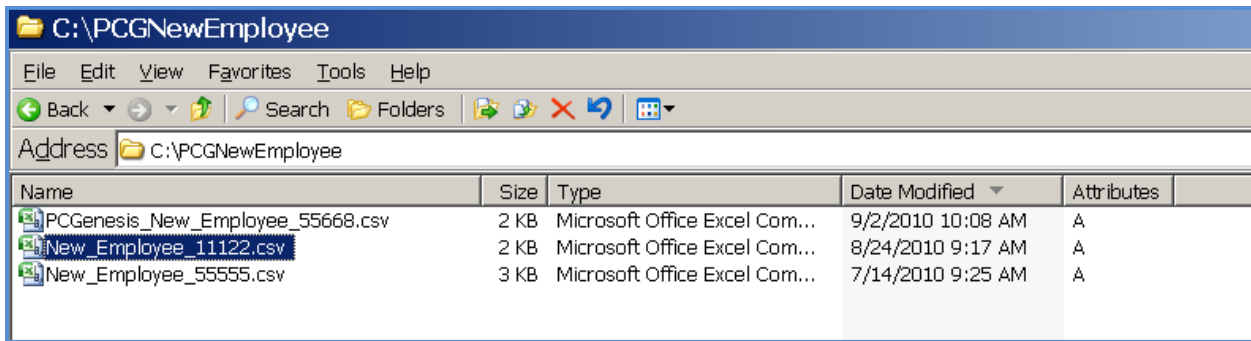
The following rules apply to the batch load process:

- Only active (status = **A**) or inactive (status = **I**) employees may be loaded with the batch load process. Terminated employees may not be loaded with this utility.
- If the employee data contains a Social Security Number that has been assigned to an employee already in the system, the update will be rejected with the following error message: *SSN already exists on PAYROLL file*. Employees with duplicate Social Security Numbers may be added from the *Payroll Update Menu, Add New Employee* screen using the *F17 – Import New Employee Data* option instead.
- After the batch load process has been run in Final Mode, the *New Employee Import - Valid Employees* report should be reviewed for additional warning messages that may have occurred during the final processing.


A1. PCGenesis and Microsoft® Excel File Verification

Step	Action
1	Create the comma-delimited (.csv) import file or files. Refer to <i>Section B: Payroll Update Processing, Topic 2: Add a New Payroll Employee and Add a New Third Party Contractor Employee, Procedure D: New Employee Import Process</i> for the instructions on using the <i>PCGenesis_New_Employee.xlsx</i> template and creating the comma-delimited (.csv) import files.
2	Multiple comma-delimited (.csv) import files should be located in one directory path. For example, when preparing to upload a group of new employees into PCGenesis, all comma-delimited (.csv) import files should be located in one directory, such as C:\PCGNewEmployee .

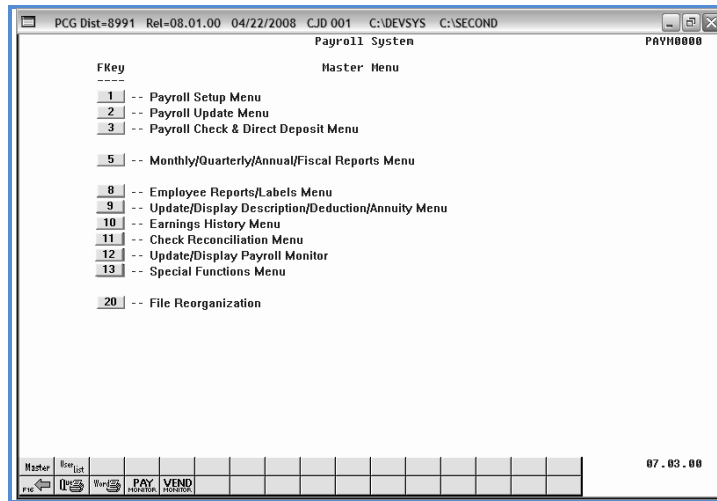
The following screen illustrates multiple comma-delimited (.csv) import files located in **one** directory path:



A2. Perform a PCGenesis Disk to Disk Backup

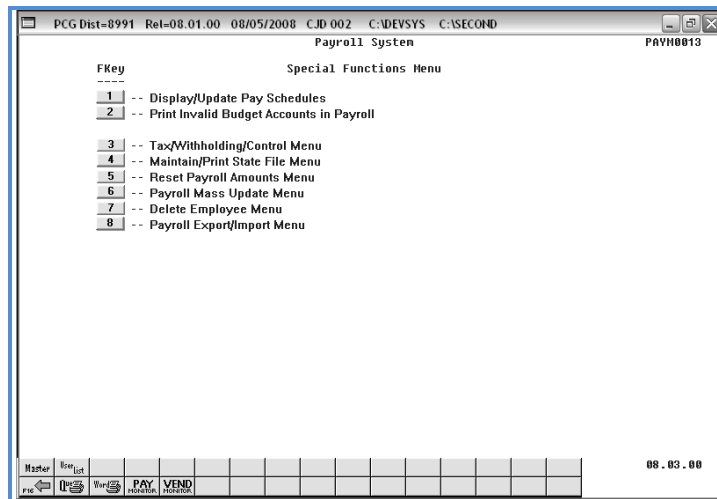
Step	Action
1	<p><u>From the PCGenesis server, perform a Disk-to-Disk backup:</u></p> <ul style="list-style-type: none"> Verify all users all logged out of PCGenesis. From the server's <i>Desktop</i>, select  (PCG Disk 2 Disk Backup).
2	Label the backup " <i>MM/DD/CCYY – Backup Before New Employee Import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

A3. Importing the Microsoft Excel® .csv File into PCGenesis



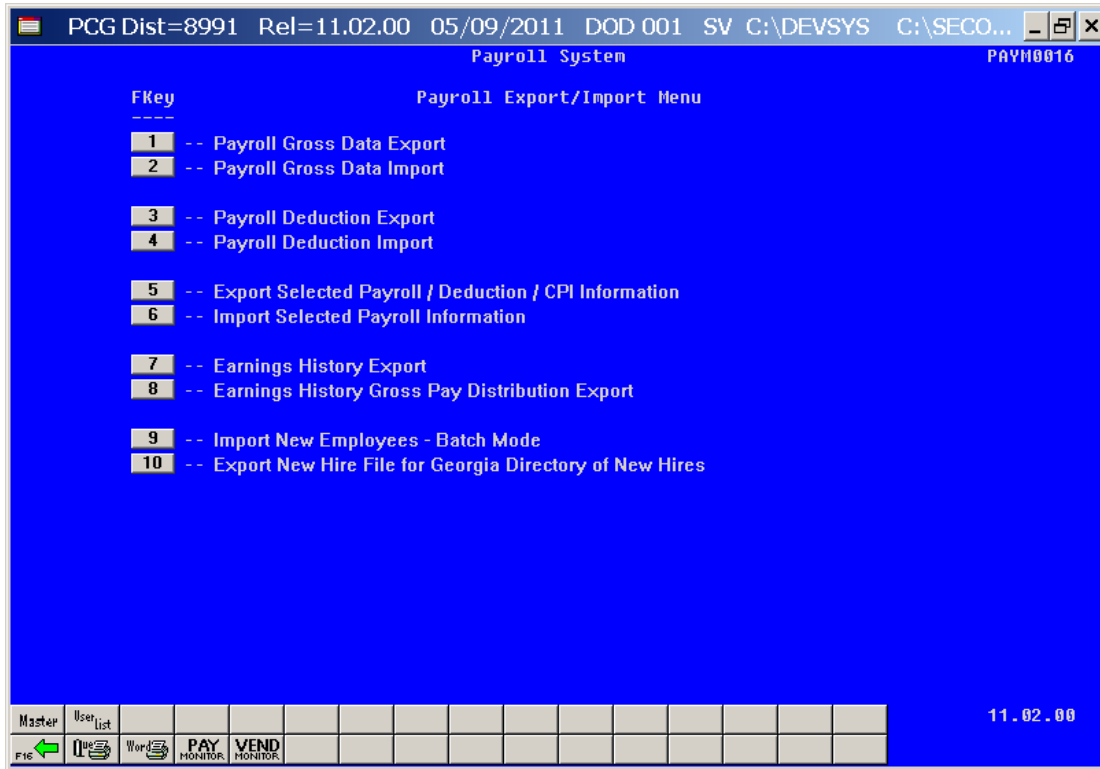
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



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

The following screen displays:



Step	Action
3	Select 9 (F9 – Import New Employees – Batch Mode). <i>“* * Processing Request * *” briefly displays.</i>

The following screen displays:

```

PCG Dist=8991 Rel=10.03.00 09/02/2010 DOD 001 SV C:\DEVSYS C:\SECO...
PAYPP150
Import New Employees - Batch Mode

In this process the user will specify a directory which contains the new employee import file
or files. The import files must be in .csv format. The process will scan the import directory
and produce 3 reports:

* A summary report of the individual file(s) processed listing whether the files passed
or failed the edits.
* An error report which lists the file errors.
* An employee detail listing which lists the validated employee data.

When the import process is run in FINAL mode, only the files which pass the edits will be
uploaded as new employees, and the files which fail the edits will not be processed.

Run Mode:  Trial Mode
           Final Mode

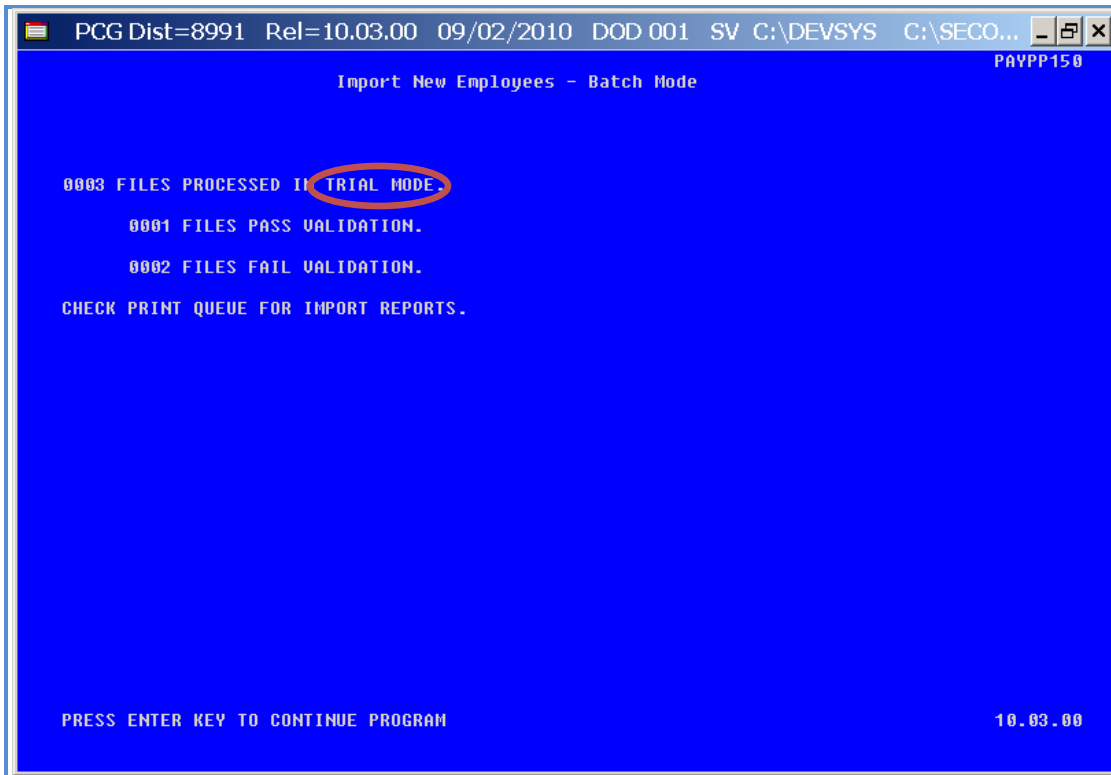
Enter the Import File Path (e.g. C:\PCGNewEmployee)
C:\PCGNewEmployee
NOTE: DIRECTORY Must Already Exist

Enter = continue or F16 = Exit
10.03.00

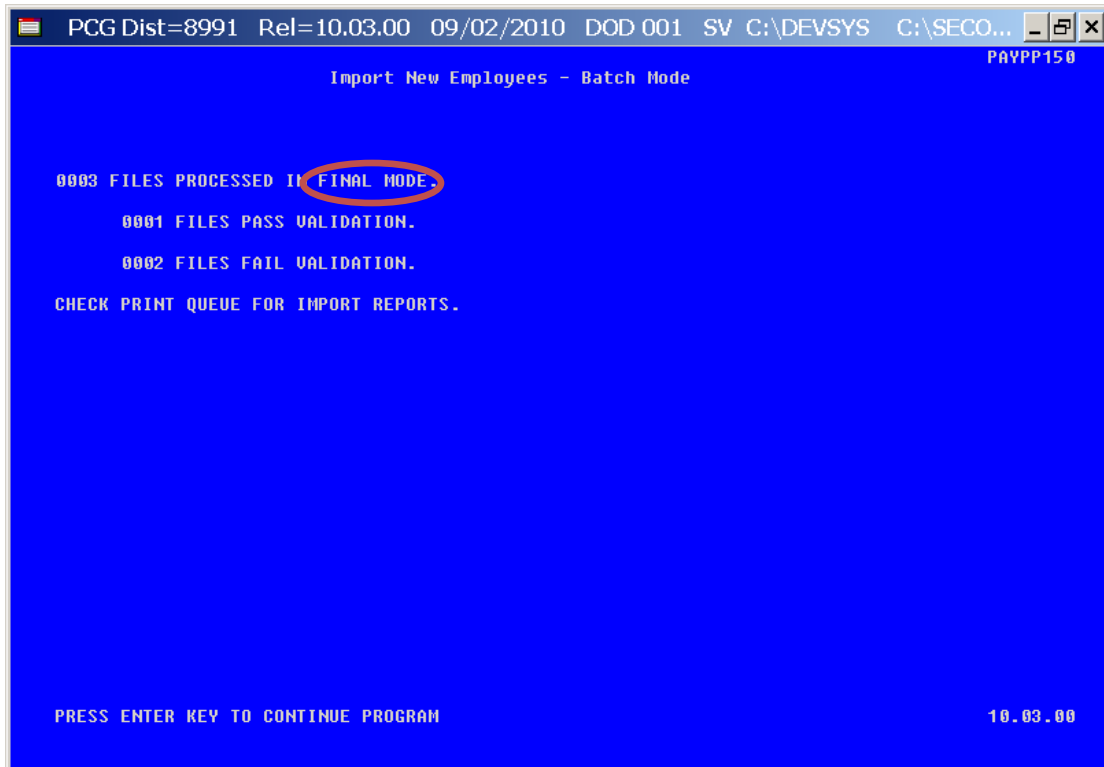
```

Step	Action
4	<p>Select the <input type="radio"/> (Radio Button) to left of the appropriate response in the Run Mode field. Trial Mode will validate the employee data but will <u>not</u> add any employees to the PCGenesis system. Final Mode will validate the employee, and if valid, will <u>save</u> the new employee data to the PCGenesis system.</p> <p>After Trial Mode has been run and the results have been verified, select the Final Mode radio button in order to save the new employee data.</p> <p>When the import process is run in FINAL mode, only the files that pass the edits will be uploaded as new employees, and the files that fail the edits will not be processed.</p>
5	<p>Verify C:\PCGNewEmployee has defaulted in the Enter the Import File Path field, and select Enter.</p> <p><i>“*** Processing – Please Wait ***” briefly displays.</i></p> <p><i>PCGenesis allows entries other C:\PCGNewEmployee as long as the directory structure entered exists.</i></p>

When running in TRIAL mode, the following screen displays:

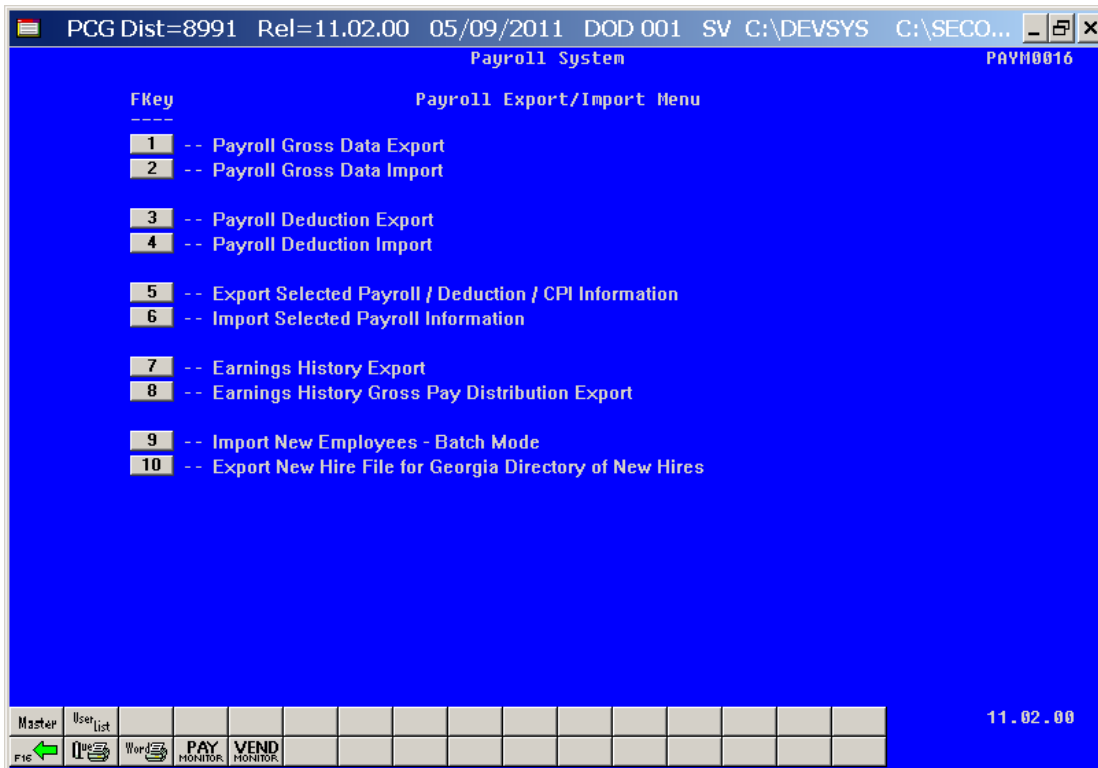






When running in FINAL mode, the following screen displays:



Step	Action
6	Select Enter (to Exit Program).

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 <i>Payroll System – Special Functions Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
9	<p>For Trial Mode: Correct all errors that appear on the <i>Employee New Hire Import Error Report</i>, and verify the accuracy of the employee data on the <i>New Employee Import - Valid Employees</i> report before running the procedure again in Final Mode. Repeat this procedure beginning at <i>Steps 3 – 8</i> to run the procedure in Final Mode.</p> <p>For Final Mode: Verify the employee records that were added to the system by reviewing the employee data on the <i>Payroll Update Menu</i>. Refer to Section B: Payroll Update Processing for the instructions on displaying and updating employee data.</p>

A3.1. PCGenesis Employee New Hire Import Report - Example

Import Filename	Result	Empno	SSN	Last Name	First Name	Middle Name	Emp Stat
Run date: 09/02/2010 EMPLOYEE NEW HIRE IMPORT REPORT Page: 1							
Program: PAYPP150 Run mode: TRIAL MODE							
Import Directory: C:\PCGNewEmployee							
New_Employee_11120.csv	*** ERRORS ***	022244	999-08-8266	HANDEL	KAREN	MELINDA	ACTIVE
New_Employee_55555.csv	*** ERRORS ***	055555	541-22-5456				
PCGenesis_New_Employee_55668.csv	PASSED	055668	658-63-5688	DAVIS	GEORGE	H.	INACTIVE
End of File							

Review the status of each import file processed. The *New Employee Import - Valid Employees* report will contain information from the files that PASSED the validation process. The *Employee New Hire Import Error Report* will contain information from the files that FAILED the validation process.

A3.2. PCGenesis New Employee Import - Valid Employees Report - Example

```

RUN DATE: 09/02/2010                NEW EMPLOYEE IMPORT - VALID EMPLOYEES                PAGE: 1
PROGRAM: PAYPI150                    Run mode: TRIAL MODE
Import Directory: C:\PCGNewEmployee

EMPLOYEE NO: 55668  EMPLOYEE SSN: 658-63-5688  PAY CLASS: 24  PAY LOCATION: 0109  WORK LOCATION: 1892  STATUS: I
CERTIFICATE LEVEL:          YEARS OF STATE EXPERIENCE: 00  YEARS OF LOCAL EXPERIENCE: 00          JOB CODE: 112  CS1 JOB: 171

EMPLOYEE NAME: DAVIS III, GEORGE H.      BIRTH DATE: 5/06/1953  MARITAL STATUS: M  SEX: M  ETHNIC: 04
STREET: 186 SALISBURY COURT              HIRE DATE: 1/01/2010  GHI ELIG: Y  PARTICIPATES IN GHI: Y
CITY/STATE: ATLANTA, GA                  GHI ELIGIBLE: 1/03/2010  GHI DED CODE: 9
ZIP: 30000-3542                          GHI EFFECT DATE: 1/04/2010  GHI OPTION: 55          GHI TIER: 96
TELEPHONE: 770-365-6353  INCLUDE ON CPI? Y  HISPANIC: N  RACE CODES: ASIAN

FEDERAL EXEMPTIONS: 11  FEDERAL WITHHOLDING CODE: 0  FEDERAL WITHHOLDING AMOUNT: 0.00  FEDERAL MARITAL STATUS: M
STATE ALLOWANCES: M-2 D-13  ST WITHHOLDING CODE: 0  STATE WITHHOLDING AMOUNT: 0.00  STATE MARITAL STATUS: B

PAY SCHEDULE #: 12  PAY CYCLE: 1  FEDERAL SWITCH: N  STATE SWITCH: N  FICA SWITCH: N  RETIRE SWITCH: Y

PENS ELIG DT: 1/02/2010  SALARY: 1500.00  CONTRACT: 60000.00  STATE: 60000.00  LOCAL: 0.00  OTHER: 0.00

PENSION CODE: 2  PENSION AMT/PCT: 0.0553  CONTRACT MONTH: 10  SERVICE: 1  AEIC AMT: 0.00

DD BANK CODE:  DD BANK ACCT:  DD BANK TYPE:  DD METHOD:  DD AMT/%:

ANNUITY #1: DED 01/CO 00          #2: DED 02/CO 00          #3: DED 60/CO 00
ANNUITY #4: DED 00/CO 00          #5: DED 00/CO 00          CREDIT UNION: 00000000000000 SECTION 125: Y

WARNING MESSAGES
Employee Number: 055668
WARNING: Over 14 State exempts, Send G-4 to DOR.
WARNING: Over 10 FED exemptions, Send W-4 to IRS.
The following tax switches have been turned off:
Federal tax, FICA tax, state tax
Turning off pension or tax switches will result in no pension/tax being withheld.

End of File

```

Review the employee data and the warning messages on the *New Employee Import - Valid Employees* report. After running the batch load process in Final Mode, review the *New Employee Import - Valid Employees* report for additional warning messages that may have occurred during the final processing.

A3.3. PCGenesis Employee New Hire Import Error Report - Example

```

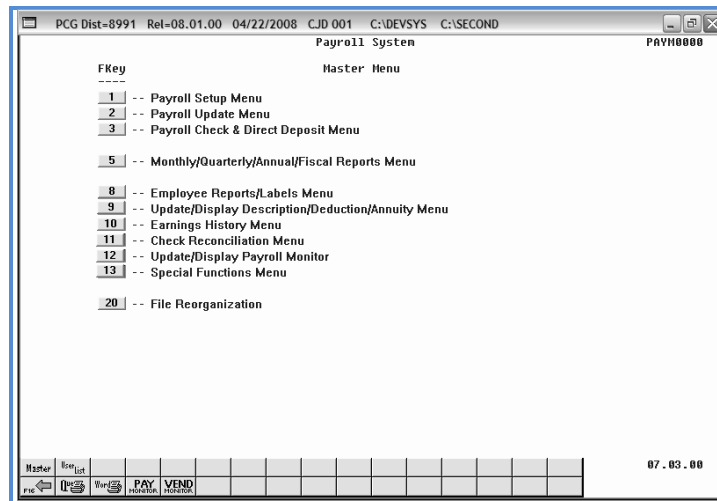
Run date: 09/02/2010          EMPLOYEE NEW HIRE IMPORT ERROR REPORT          Page: 2
-----
Program: PAYPI150          Load File Name: C:\PCGNewEmployee\New_Employee_55555.csv
-----
Import Input Lines and Error Messages
-----
E2,,Pay location,999,,,,,Work location,999,,,Job code,888,,,,,
  Empno 055555 INVALID PAY LOCATION
-----
I1,,Hire date,13/32/2010,,,Birth date,13/32/2010,,,Gender,X,,,Marital status,X,,,,,
  Line 00061 Invalid date:          HIRE
  Line 00061 Invalid date:          BIRTH
-----
P1,,Pension switch,X,,Pens eligible date,13/32/2010,,,Pension code,6,,Service indicator,9,,,,,
  Line 00067 Invalid date:          Pens Date
-----
H1,,GHI eligible?,X,,,Eligible date,13/32/2010,,,Deduction code,99,,,,,,
  Line 00080 Invalid date:          GHI ELIG DATE
-----
H2,,Participate?,X,,,Effective date,13/32/2010,,,Option,77,Tier,77,,,,,
  Line 00081 Invalid date:          GHI EFF DATE
-----
Employee Number: 055555
Field Name      Field Value      Error
-----
Status Code     T                Invalid value for field.
Work Location   0000            Invalid value for field.
Ethnic Code     88              Invalid value for field.
GHI Option      77              Invalid value for field.
GHI Tier        77              Invalid value for field.
Gender Code     X                Invalid value for field.
Race Codes     NNNNN           At least one race code must be selected
Last Name      Invalid value for field.
Street         Invalid value for field.
City           Invalid value for field.
State          Invalid value for field.
Zip            Invalid value for field.
Marital Status X                Invalid value for field.
Hire Date      00000000        Invalid value for field.
Termination Date 000000          Mismatch between Status, Hire, Rehire, & Term dates. See Help
GHI Eligible Flag X                Invalid value for field.
GHI Participation Sw X                Invalid value for field.
GHI Deduction Code 99            Deduction code not valid or not setup as SHBP deduction
Federal Marital Stat X                Invalid value for field.
State Marital Status X                Invalid value for field.
Federal W/H Code 6                Invalid value for field.
State W/H Code 6                Invalid value for field.
Federal Tax Switch X                Invalid value for field.
State Tax Switch X                Invalid value for field.
FICA Tax Switch X                Invalid value for field.
Retirement Switch X                Invalid value for field.
-----
End of File

```

Procedure B. Export New Hire File for Georgia Directory of New Hires

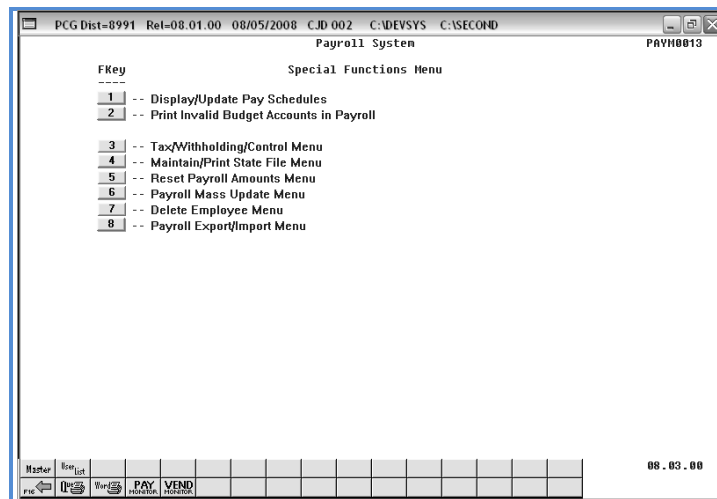
B1. Create the New Hire Export File

Complete this procedure if new hires have been added that have not been transmitted to the Georgia Directory of New Hires, or if there have been additions which must be retransmitted.



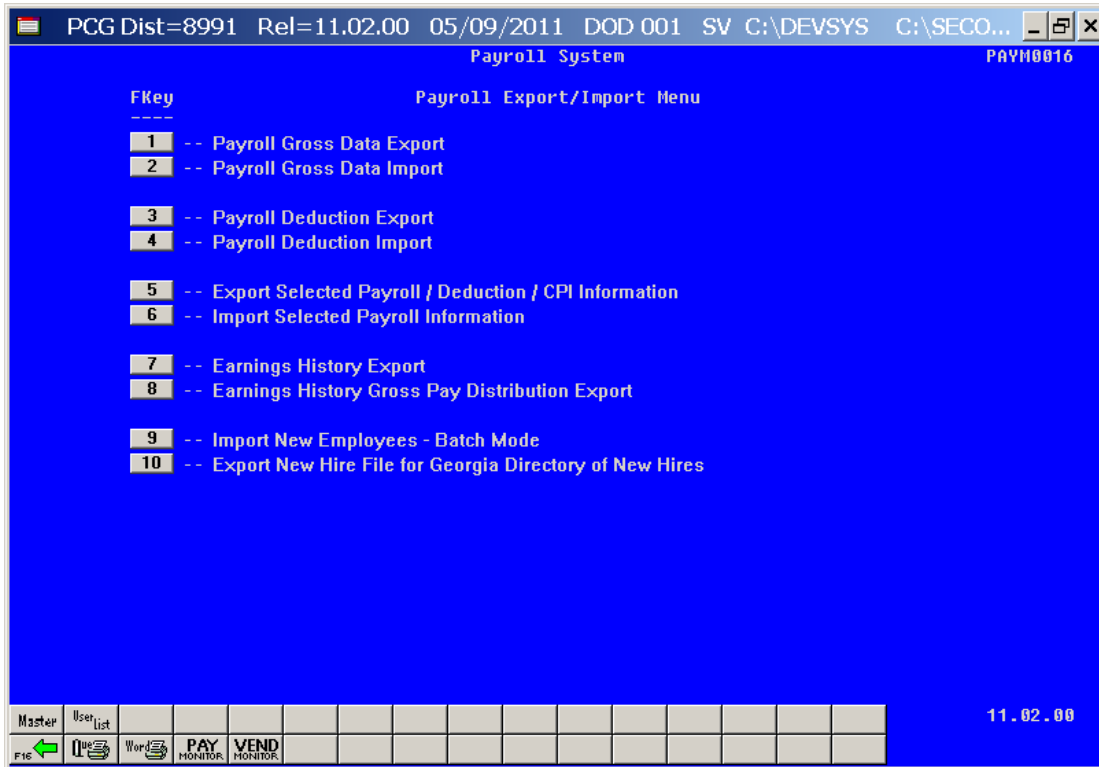
Step	Action
1	Select 13 (F13 - Special Functions Menu).

The following screen displays:



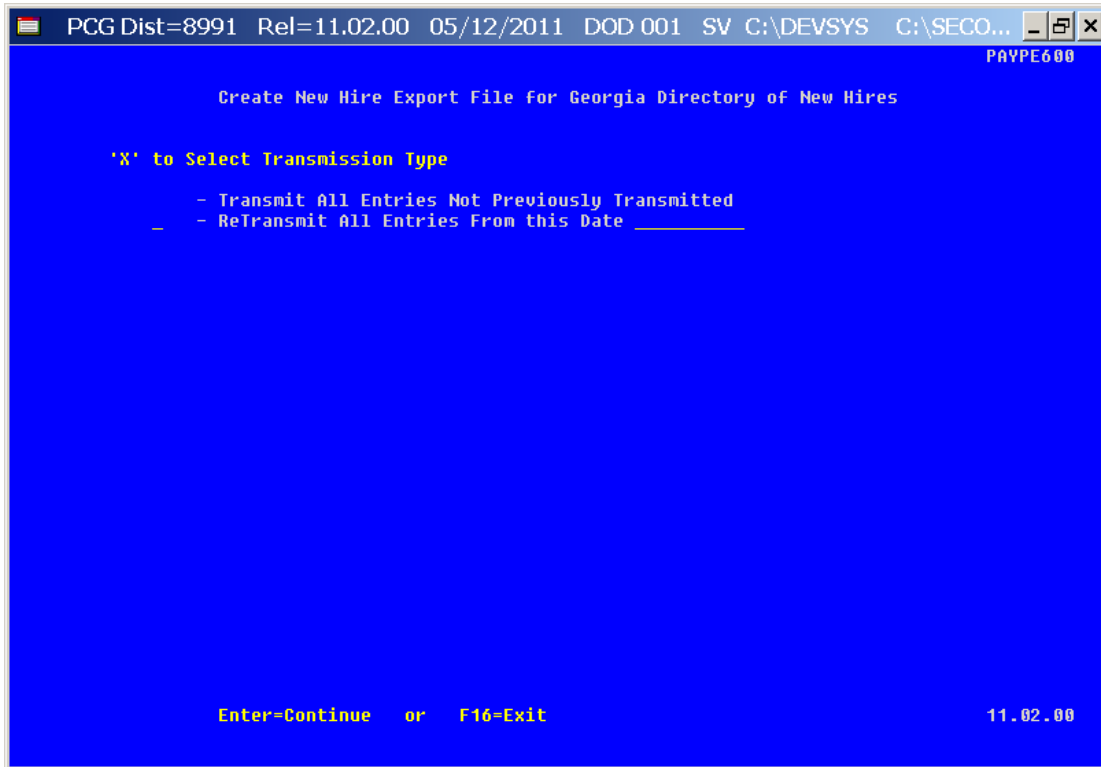
Step	Action
2	Select 8 (F8 - Payroll Export/Import Menu).

The following screen displays:



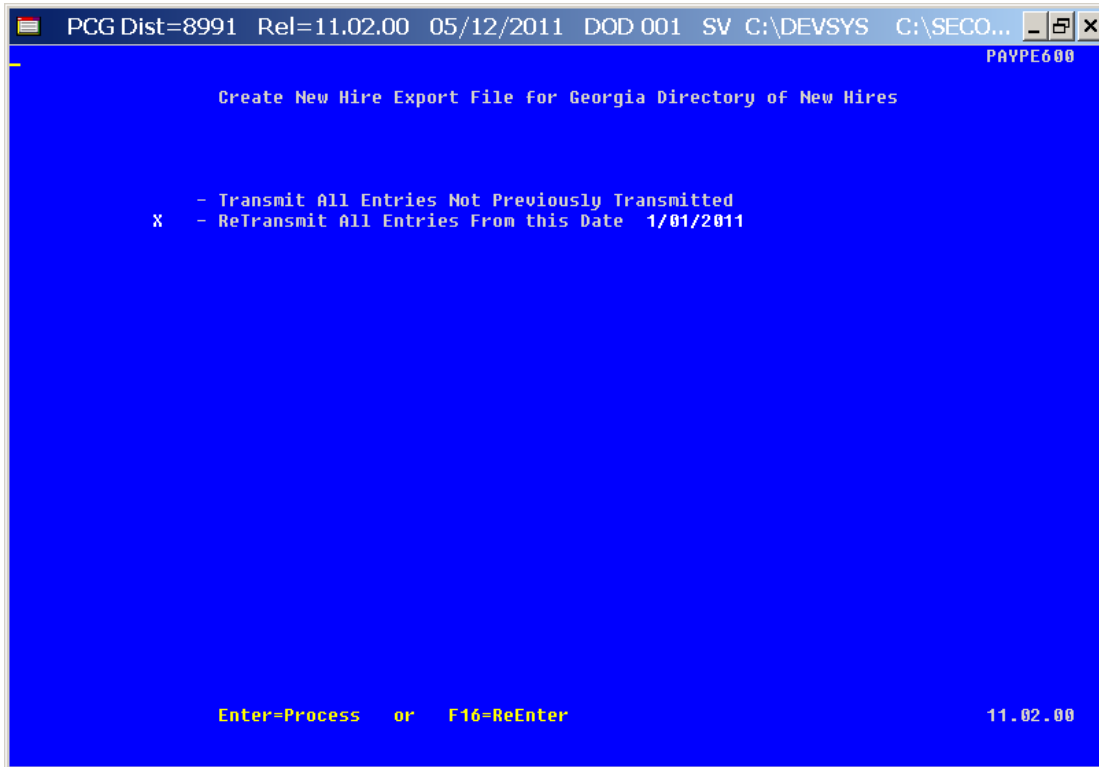
Step	Action
3	Select 10 (F10 – Export New Hire File for Georgia Directory of New Hires).

The following screen displays:



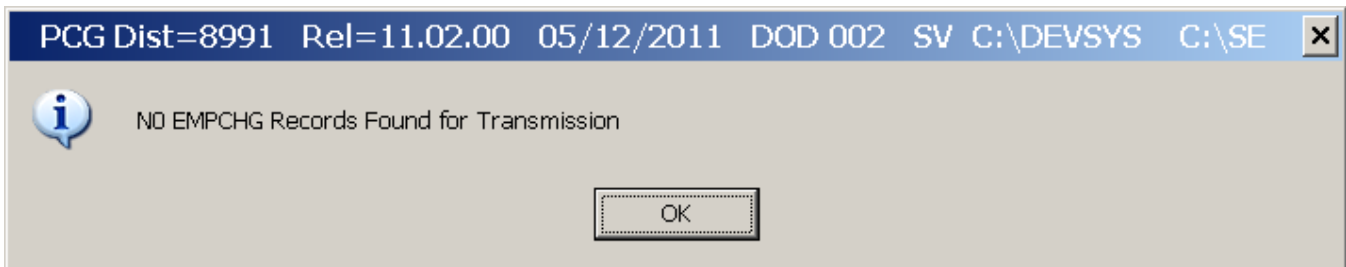
Step	Action
4	<p>To select all of the non-transmitted records: Enter X in the Transmit All Entries Not Previously Transmitted field.</p> <p>To retransmit records as of a specific date: Enter X in the Retransmit All Entries from this Date field and the corresponding date (MM/DD/CCYY) in the field.</p> <p><i>Retransmission is based upon when the new hire record was last transmitted. For example, if an employee was hired on 04/01/2011 and the new hire file was created on 05/01/2011, a retransmission based upon 06/01/2011 will NOT extract this new hire record for inclusion in the transmission file. A retransmission based upon 04/15/2011 <u>will</u> extract this new hire record for inclusion in the transmission file.</i></p> <p><i>Also note that selecting the <u>retransmission</u> option will NOT pick up any new hire records which have not previously been transmitted. Records which have not been previously transmitted must first be transmitted using the 'Transmit ALL' option.</i></p>
5	Select Enter .

The following screen displays:

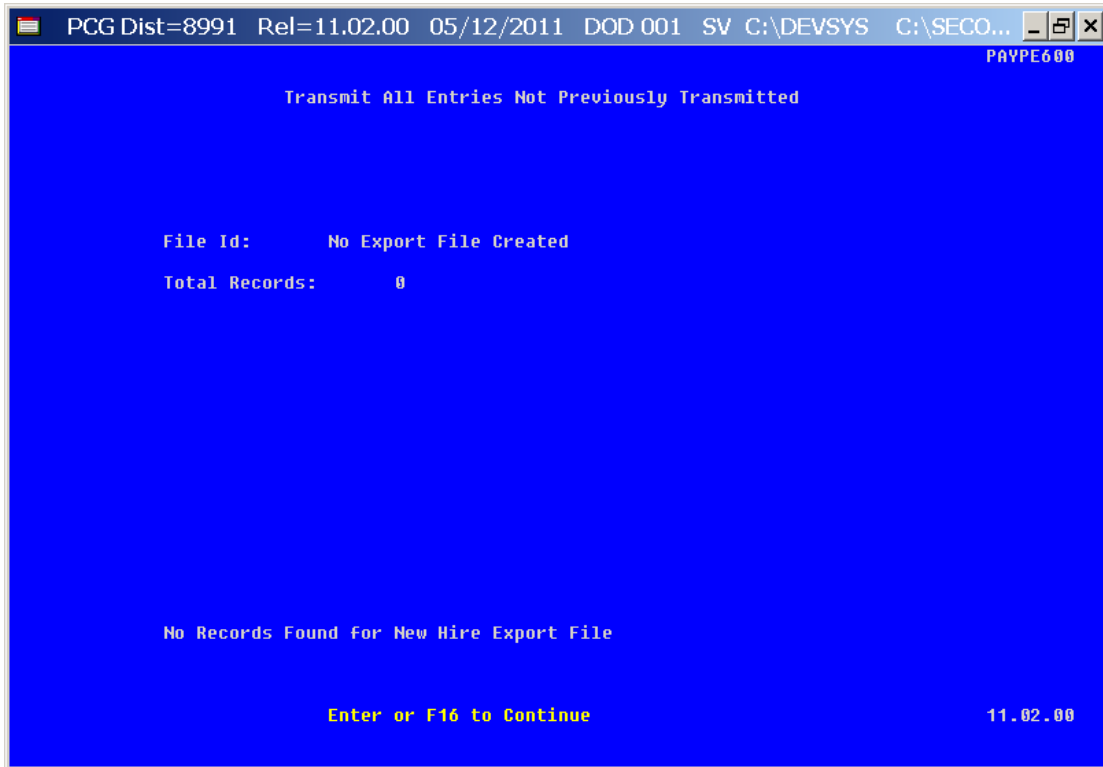


Step	Action
6	Verify the run options and then select Enter .

If no records match the selection criteria, the following dialog box displays:

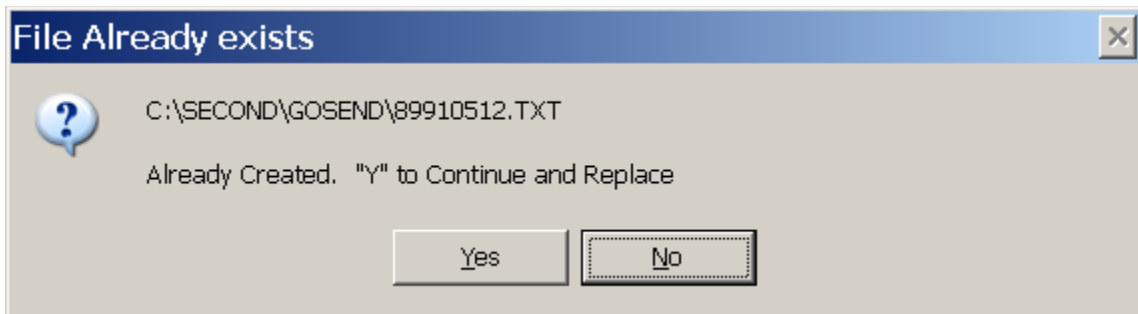


If no records match the selection criteria, the following screen displays:



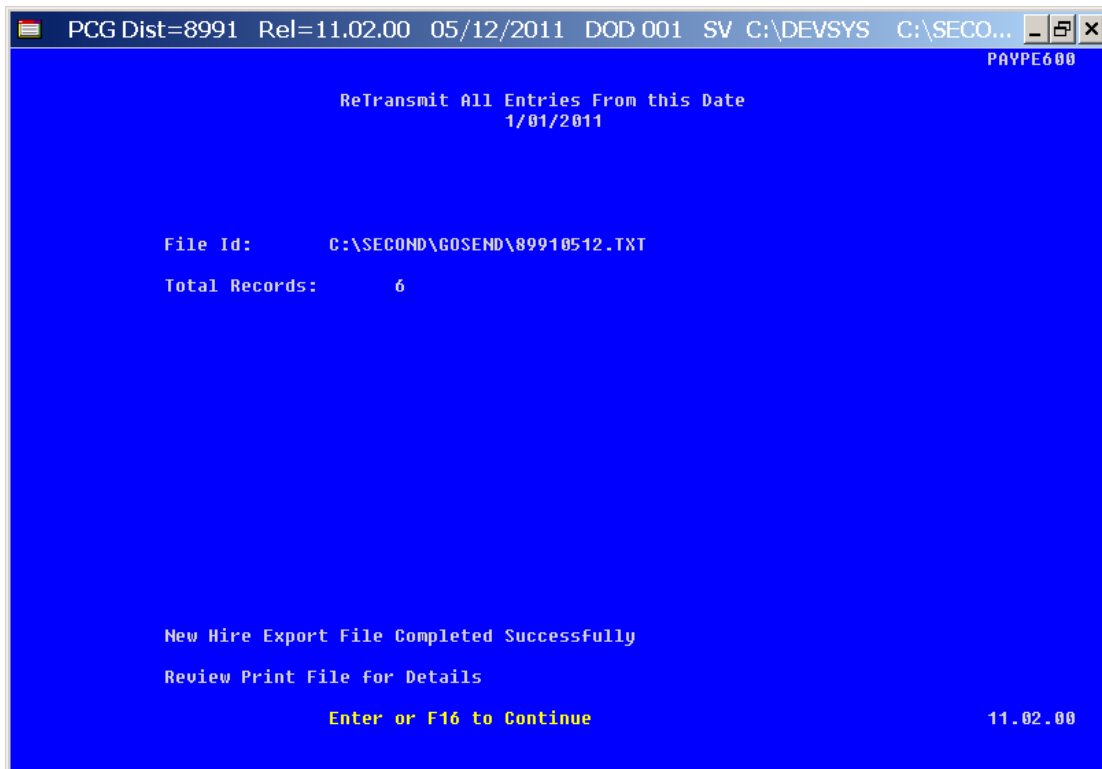
Step	Action
7	<p>If no records match the selection criteria, the “No EMPCHG Records Found for Transmission” dialog box displays. In this instance, select <input type="button" value="OK"/> (OK), and repeat this procedure beginning at <i>Step 1</i> using a different retransmission date.</p> <p><u>For unsuccessful file creations:</u> Select Enter (to Continue) when the “No Export File Created” screen displays, and proceed to <i>Step 11</i>.</p>

If an extract file exists with the same file name, the following dialog box displays:



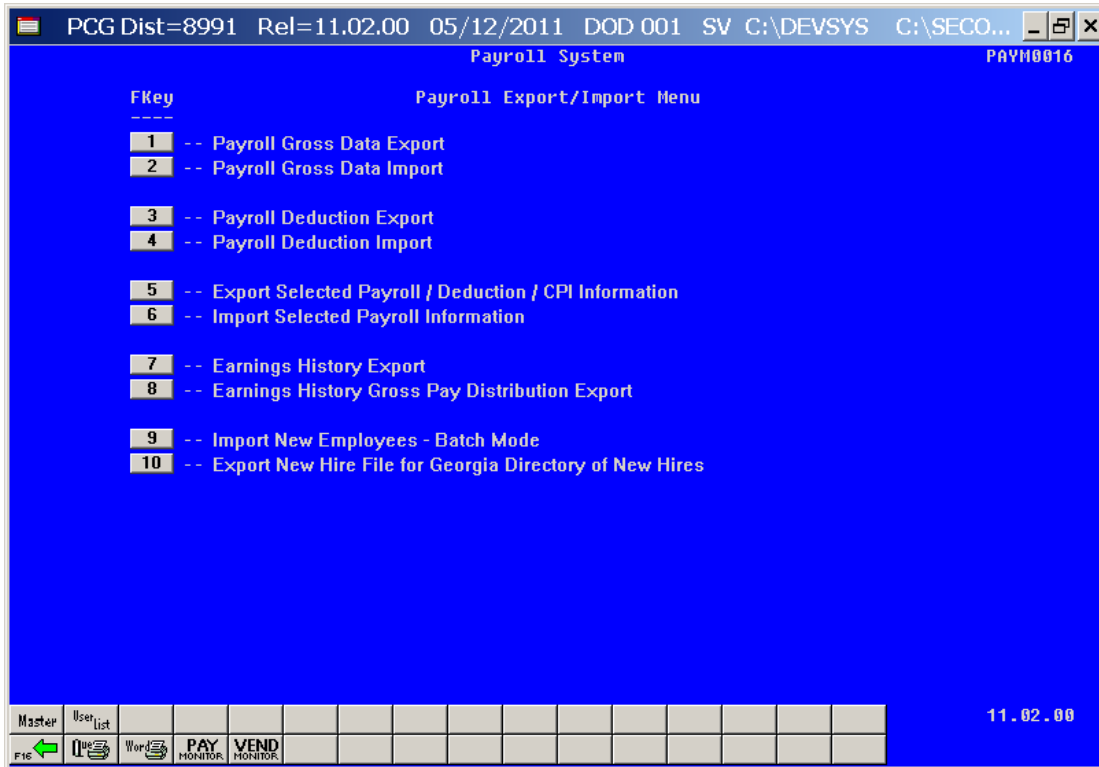
Step	Action
8	<p>If an extract file exists with the same file name, the “File Already Exists” dialog box displays. To write over the existing transmission file, select <input type="button" value="Yes"/> (Yes).</p> <p>To cancel processing, select <input type="button" value="No"/> (No), then rename the existing transmission file with a different name, and repeat this procedure beginning at <i>Step 1</i>.</p>





The following screen displays:



Step	Action
9	<p>Screen-print the <i>Successful Completion</i> screen, and select Enter (to Continue). <i>Screenshot examples are for display purposes only. The location of PCGenesis files is “K:\SECOND\GOSEND”. Note also that filenames and record totals are school-district and system-specific.</i></p> <p><i>Use this filename to transmit the file to the Georgia New Hire Reporting Program. Use the “Total Records” field’s entry to compare to the New Hire Export Report’s results.</i></p> <p><i>PCGenesis also displays a records counter along with the Successful Completion screen.</i></p>

The following screen displays:



Step	Action
10	<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><i>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.</i></p>
11	<p>Select  (F16 - Exit) <u>twice</u> to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>
12	<p>Compare the report's results to the results of the screenshot example preceding <i>Step 9</i>.</p>

B1.1. New Hire Export File for Georgia Directory of New Hires Report - Example

```
Date:      05/12/2011 10:37          New Hire Export File for Georgia Directory of New Hires          Page  1
Program:  PAYPE600

Empno  Name                               SSN      Birth Date  Hire Date
98765  DONAVAN, MARY L.                       987654321 01/01/1960 08/01/2011
76543  BAKER, MARY LOUISE                     987546122 01/01/1960 07/01/2011
65432  BAKER, MARY LOUISE                     987654333 01/01/1960 01/01/2011
54321  MAYNARD, ELIZABETH M.                  444556666 01/01/1960 09/30/2011
76576  TEST, MARY L.                           888997777 01/01/1959 01/01/2011
65433  TEST, MARY LOUISE                       987654322 01/01/1960 01/01/2011

Total Employees          6
```