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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 09.01.00 –Miscellaneous Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.01.00*.

March, 2009 Payroll Completion Instructions

Note that the March payroll must be complete before attempting to install PCGenesis Release 09.01.00

Department of Labor (DOL) and Federal 941 Report Processing Instructions

Install this release prior to producing the quarterly Department of Labor (DOL) Report and the Federal 941 Report. This release contains a correction that considers Employee Retirement System (ERS) as post-tax for the DOL Quarterly Report and for the Year-to-Date (YTD) Earnings History Summary.

PCGenesis supporting documentation is provided at:

http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc.

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Section A: Installation Instructions for Release 09.01.00 Software

A1. Financial Accounting and Reporting (FAR) System

A1.1. Correct 1099-MISC Export File Processing

1099-MISC export file processing omitted the vendor when PCGenesis encountered a rare data occurrence when the highest vendor Federal EIN/SSN also happened to have the lowest vendor number. In this instance, the program omitted the vendor's information from 1099-MISC export file processing. The installation of *Release 09.01.00* corrects this processing problem.

A1.2. Change CS-1 (Salary & Travel) Per Diem Report Name and Account Number Changes –RESAs Only

The *CS-1 Per Diem Report - RESAs Only* contains the following changes:

- When the vendor is an employee, enter the name in *LNAME, FNAME* order.
- Make certain that the PCGenesis object code includes only the items in the following range:

Stored in the PCGenesis Object Code

36101 – 36120, 36180

36201 – 36202

Submitted in the Per Diem Export File

361001 – 361020, 361080

362001 – 362002

A1.3. Trial Balance and Audit Year-End Transmission File

The *Trial Balance and Audit Year End Transmission File's* diskette option no longer requires PCGenesis users to select between the diskette and the SNA option. The procedure now automatically creates the *BNKTyymm* and *AUDTyymm* files in the *GOSEND* directory. The installation of *Release 09.01.00* removes the obsolete diskette option. In addition, PCGenesis no longer creates the diskette files in the *FARYEAR* library either.

A2. Payroll System

A2.1. Change Employee Retirement System (ERS) to Post-Tax

Department of Labor (DOL) and Federal 941 Report Processing Instructions

Install this release prior to producing the quarterly Department of Labor (DOL) Report and the Federal 941 Report. This release contains a correction that considers Employee Retirement System (ERS) as post-tax for the DOL Quarterly Report and for the Year-to-Date (YTD) Earnings History Summary.

PCGenesis now processes ERS for the quarterly *DOL Federal 941 Report* and for the *YTD Earnings History Summary* as post-tax. Although our intent was to change ERS to be post-tax for calendar year 2008, the quarterly *DOL Federal 941 Report & Wages Data File* and the *YTD Earnings History Summary* did not include these updates due to an oversight. With the installation of *Release 09.01.00*, PCGenesis no longer subtracts ERS from wages, tips, and other compensation, thus making ERS post-tax for the *DOL Federal 941 Report* and for the *Employee Earnings History Summary*.

A2.2. Calculate Payroll and Print the Trial Register

Producing the *Trial Register* now automatically prints a second report entitled the *Trial Employer Benefit Distribution by Employee Report* containing the expected employer contributions for payroll. Reviewing this report allows PCGenesis users to verify FICA, pension, GHI, system deductions, and annuity employer contributions before executing F4 – *Calculate Payroll and Update YTD (Final)*.


A2.3. Calculate and Display an Employee's Pay

The *Calculate and Display Individual Employee's Pay* procedure now includes a second screen of data displaying the employer contributions calculated for the employee. Including this information allows users to test and verify FICA, pension, GHI, system deductions, and the calculation of an employee's annuity employer contributions. This tool will be very useful in evaluating "what if" scenarios.

A2.4. Export of Selected Payroll/Deduction Information

The installation of *Release 09.01.00* includes a new payroll export providing a generalized, user-defined export of payroll data to satisfy census requests from third party benefit providers. PCGenesis users access the *Export Selected Payroll/Deduction Information* menu option from the *Payroll Export/Import Menu* (F2 → F13 → F8 → F5).

The export of selected payroll information presents the user with a listing of payroll data elements, and allows the user to specify which data elements to export. The user can select from a variety of formatting options for dates, social security numbers, and dollar amounts. Likewise, PCGenesis allows the user to specify if the exported information should include any deduction

amounts.  (*F10 – Set filter condition*) is available to filter the payroll data so that the user can select employees based upon employee status, 13-month status, certified/classified status, class code, work location, job code and/or CS1 job code.

After exporting the payroll data, this information may be further manipulated by using standard Microsoft® Excel features such as sorting, and rearranging columns and rows, etc. This export program will provide a new powerful tool to satisfy third party requests for payroll data.

A2.5. Add Edits for the FICA/Medicare Tax Table

The installation of *Release 09.01.00* adds edits for the *FICA/Medicare Tax Tables* to ensure that the *Maximum OASDI Wages* times the *OASDI Percent* equals the *Maximum OASDI Deduction Amount*. These edits will prevent PCGenesis users from entering incompatible maximum wage and tax amounts. It will also prevent W-2 processing errors at calendar year-end for employees who exceed the OASDI limit.

A2.6. Give FATAL Payroll Exception When a GHI Employee Has No GHI Gross

PCGenesis now produces a FATAL error when running the *Payroll Exceptions Report* for GHI participants who do not have a GHI gross amount. Note however that PCGenesis does flag this condition as an error on the employee's *Gross Data* input screen; if the employee participates in GHI, PCGenesis require at least one GHI gross. The issue is that when the year-end enrollment process allows GHI options and tiers to be set, the user might never access the *Gross Data* input screen to see that the employee has no GHI gross. With the installation of *Release 09.01.00*, PCGenesis requires the correction of these errors before running payroll.

A2.7. Allow 'Z' Adjustments to be Imported/Exported

The *Payroll Gross Data Import* now allows the import of employees' 'Z' (*Pension Adjustment Only*) adjustments. The fields included in 'Z' adjustment include *Process Type*, *Pay Type*, *Pay Reason*, *Pay Period End Date*, *Account Number*, *Pension Gross* and *Pension Amount*. This feature is available via the *Payroll Gross Data Export* procedure as well.

Payroll Gross Data Import Template Update

The Payroll Gross Data Import Template's file format contains two (2) new data fields, 'Pension Amount' and 'Pension Gross'. It may be necessary for users to update the existing gross data import templates. If so, users should manually insert two (2) columns preceding the 'GHI Gross' column; column 'Y' is now the 'Pension Gross', and column 'Z' is now 'Pension Amount'.

A2.8. Teacher Retirement System (TRS) Contribution Report and File

The installation of *Release 09.01.00* removes the obsolete ‘*Period Prior to July 2008?*’ option from the *TRS Contribution Report and File* procedure since it is no longer required, and may potentially lead to TRS report submission errors.

A2.9. Payroll Final Register

Previously, when the *Payroll Final Register*’s location code totals overflowed to a second page, the location name was not correct on the second page of totals. The installation of *Release 09.01.00* corrects this issue.

A3. Certified/Classified Personnel Information (CPI) System

A3.1. New Race/Ethnicity Definitions

To meet new Federal and CPI reporting requirements beginning in calendar year 2010, the installation of *Release 09.01.00* adds new race/ethnicity definitions to employees’ *Display/Update Personnel Data* screen. CPI processing now requires a two-question format to collect data on ethnicity and race and requires two distinct responses. The first question concerns the broad category of ethnicity, and the second question is concerned with the less broad designation of an employee’s specific race category. The first part asks the respondent to identify his or her ethnicity as a Hispanic or Latino. The second part asks the respondent to identify his or her race or races. Users must select at least one race code.

Question 1 - Ethnicity: What is this employee’s ethnicity?

- Hispanic or Latino
- Not Hispanic or Latino


Question 2 - Race: What is this employee’s race?

Select one or more race to identify the race(s) the employee considers himself or herself.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Release 09.01.00 updates the appropriate earning history and CPI reports, and the *Employee Master Detail Listing* to provide the new race/ethnicity data.

A3.2. Display/Update Third Party Contractors

A new option is available on the *Certified/Classified Personnel Information System Master Menu*, F2 (*Display/Update Third Party Contractors*). This option allows users to maintain third party contractors for CPI processing by adding, updating and deleting this information from the *PAYROLL* file. PCGenesis users may also produce a listing of third party contractors by selecting  (F3 – Print this data) on the *Display/Update Third Party Contractors-Employee Selection/Entry* screen.

When adding a third party contractor, the ‘*Include on CPI?*’ flag automatically defaults to ‘*Y*’ (*Yes*) so that PCGenesis creates a CPI record for the third party contractor. Third party contractors are required to report demographic ‘*A*’ records with the *Employee Type* field set to ‘*P*’ (*Third Party*) within the CPI transmission file. Employees flagged as ‘*P*’ will be required to report both the demographic ‘*A*’, and the assignment ‘*C*’ records. PCGenesis does not report salary information to CPI for third party contractors, so the salary ‘*B*’ records are not produced for employee type ‘*P*’ employees within the CPI transmission file.

Release 09.01.00 adds third party contractors to the *PAYROLL* file allowing these individuals to be included in CPI processing. To do so, a new payroll *Class Type* of ‘*3*’ (*Third Party Contractors*) is now available for selection when defining payroll classes.

The *Payroll Description File* class type codes now include the following valid values:

- F – Full Time
- P – Part Time
- S – Substitutes
- **3 – Third Party Contractors**


Even though the *PAYROLL* file contains third party contractor information, PCGenesis users will not be able to access third party contractor information from any payroll process. For example, the *Class Type* of ‘*3*’ (*Third Party Contractors*) cannot be selected when setting up payroll, and third party contractors cannot be accessed from any payroll data entry screen.

PCGenesis allows the hiring of third party contractors as PCGenesis payroll employees. To hire a third party contractor as a payroll employee, users may access the *Add a New Employee* option from the PCGenesis payroll module. After entering the employee’s CPI-assigned employee number, users may change the employee’s *Class Code* to a PCGenesis payroll class to hire the contractor.

Section B: Installation Instructions for Release 09.01.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening's backup was successful, and when installing *Release 09.01.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release 09.01.00*. In addition to its current labeling, also label the prior evening's backup as "**Data Backup Prior to Release 09.01.00**". Continue to use the backup 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	On the PCGenesis server's <i>Desktop</i> , double-click the PCG Full Backup icon  .
4	When the PCGenesis backup completes, label the backup " Full System Backup Prior to Release 09.01.00 ".
5	Proceed to <i>B2. Install PCGenesis Release 09.01.00</i> .

B2. Install PCGenesis Release 09.01.00

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 and RELINSTL.BAT displays. <i>If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>

Step	Action
5	<p>Double-click RELINSTL.BAT to perform the installation.</p> <p>A <i>DOS™</i> window displaying a series of copy commands and related installation messages displays.</p> <p>For duplicate PCGenesis Release 09.01.00 installations, a message of the software update's installation displays. In this instance, select <i>OK</i>.</p>

For PCGenesis Release 09.01.00 successful installations, the following message displays:

```

*****
INSTALLATION SUCCESSFUL
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
6	Select Enter to close the <i>DOS™</i> window.
7	<p>If the installation was successful: Proceed to A3. <i>Verify Release 09.01.00 Was Successfully Installed.</i></p> <p>If the installation was unsuccessful: Proceed to <i>Step 8</i>.</p>

The following message displays if the **PCGUNZIP.EXE** file was not detached to the correct location:

```

*****
CANNOT FIND PCGUNZIP.EXE
PRESS ANY KEY TO CONTINUE
*****
    
```

Step	Action
8	Select Enter to close the <i>DOS™</i> window.
9	Return to the <i>MyGaDOE</i> Web portal, and detach the PCGUNZIP.EXE file again.

The following message displays to identify additional PCGenesis release installation problems where appropriate:

```

*****
UNABLE TO INSTALL UPDATE
ERROR WITH CHKINSTL
*****
    
```

Step	Action
10	<p>For this error message: Install the previous PCGenesis software release.</p> <p><i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i></p>

The following message displays if the **PCGOS environment variable is not set at the server** where appropriate:

```

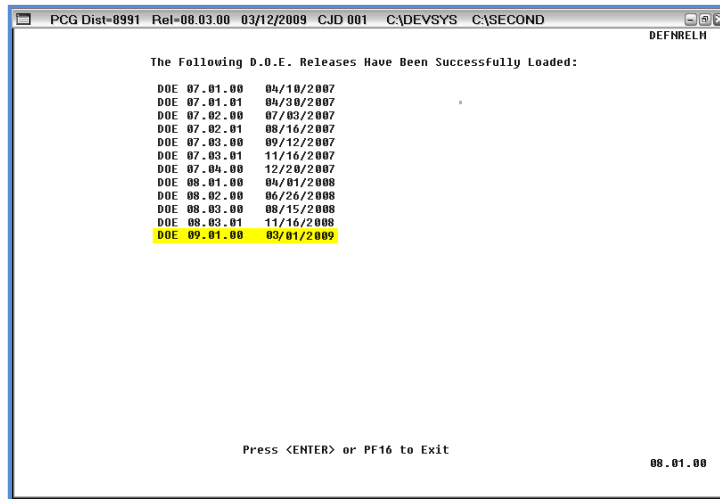
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

Step	Action
11	<p>For this error message: Refer to the <u>PCGenesis Technical System Operations Guide</u>, Section B: Workstation/Server Configuration, <i>Topic 1: Setting Windows® Environment Variables</i> for instructions.</p> <p><i>Contact the Technology Management Customer Support Center for additional assistance if needed. After making the necessary environment variable entries, restart the installation.</i></p>
12	<p>Proceed to B3. <i>Verify Release 09.01.00 Was Successfully Installed.</i></p>

B3. Verify Release 09.01.00 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	Verify Release 09.01.00 displays. <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 09.01.00 displays. If Release 09.01.00 does not display, contact the Technology Management Customer Support Center for assistance.</i>
5	Select Enter .
6	Log off the PCGenesis server.
7	Verify users remain logged out of PCGenesis.
8	Reboot the PCGenesis server.

B4. Perform a PCGenesis Full Backup after Release 09.01.00 is Installed

Step	Action
1	Verify all users are logged out of PCGenesis.
2	Close <i>Uspool</i> at the server.
3	On the PCGenesis server's <i>Desktop</i> , select  (PCG Full Backup) icon.
4	When the PCGenesis backup completes, label the backup “ Full System Backup After Release 09.01.00 ”.