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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 09.02.00 – Fiscal Year 2009 (FY09) Year-End Updates/Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.02.00*.

June, 2009 Payroll Completion Instructions

Install this release after completing the June payroll, and before setting up for the July payroll.

Make sure to enter the correct 2010 rates on the Tax/Withholding/Control Menu for Georgia Health Insurance (GHI) and for the Teachers Retirement System (TRS). Also, be sure to import the 2010 CPI Salary Schedule into PCGenesis.

The Fiscal Year End Checklist is available on the PCGenesis supporting documentation web page. Please make sure to follow the instructions for completing the fiscal year end closing in the order provided.

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 09.02.00 Software

A1. PCGenesis System Enhancements

A1.1. Add Current User List to PCGenesis File Error Screen

Previously, PCGenesis Input/Output (I/O) error file processing did not provide PCGenesis users with a clear indication of how to respond to, or how to resolve these errors. With the installation of *Release 09.02.00*, an updated file error screen provides PCGenesis users with additional system information. Additionally, the file error screen displays a listing of PCGenesis users currently running PCGenesis. Our intent is that this listing will assist PCGenesis users as they attempt to recover from file conflict errors. In this instance, the primary PCGenesis user may ask the remaining users who are running PCGenesis to exit the system so that the process may continue.

A1.2. Portal Provisioning Upload

Data security is extremely important because many of the Department's software applications provide access to highly sensitive data, including information identifying students and their assessment results. To ensure the security of this data, the *MyGaDOE* Web portal will now use PCGenesis employee personnel and CPI data when granting access to the portal, and when authenticating anonymous Web users. This measure also facilitates new teachers gaining the required access to the *MyGaDOE* portal. Although this new extract of CPI personnel information is only for portal security provisioning, PCGenesis users should note that this is not a CPI extract.

To achieve this objective, the installation of *Release 09.02.00* includes a new *Portal Provisioning Upload* to extract employee personnel and Certified/Classified Personnel Information (CPI) information, including CPI assignment school codes and job codes for upload to the Georgia Department of Education.

A2. Financial Accounting and Reporting (FAR) System

A2.1. Correct the CS-1 (RESA) Per Diem Report's Test for Object Code

The *CS-1 Per Diem Report - RESAs Only* contains a correction so that *Objects 36100 and 36200* are reported as an error.

- Make certain that the PCGenesis object code includes only the items in the following range:

Stored in the PCGenesis Object Code	Submitted in the Per Diem Export File
36101 – 36120, 36180	361001 – 361020, 361080
36201 – 36202	362001 – 362002

A2.2. Correct the Open Receivables by Fund Report

When a receipt is against a prior year's receivable, the PCGenesis *Print Open Receivables Report by Fund* feature does not sort correctly. This occurs because the account year is part of the sort procedure. For example, a receipt might have a year of '09', and the receivable might have a year of '08'. In this case, the receipts and the receivables do not sort together correctly. The installation of *Release 09.02.00* corrects this issue.

A3. Payroll System

A3.1. New Georgia Health Insurance (GHI) Rate for Certified Employees for FY 2010

The Department of Community Health (DCH) has approved the FY 2010 employer contribution rates. Effective July 2009 for August coverage, the employer's contribution rate will be 18.534% of the total state-based salaries for certificated employees. Refer to the PCGenesis documentation website for the instructions on implementing this change.

A3.2. New Teachers Retirement System (TRS) Rate for FY 2010

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2009. Refer to the PCGenesis documentation website for the instructions on implementing this change.

Fiscal Year 2010
Employer Rate: 9.74%
Employee Rate: 5.25%

A3.3. Multiple Automated Clearinghouse (ACH) Processing - Provide Five Direct Deposit Accounts for Employees

PCGenesis now provides up to five (5) direct deposit accounts per employee. Employees may now distribute their net pay to multiple direct deposit accounts based upon either a percentage method, or a flat dollar amount method. Employees may split their net pay to one or more accounts, up to a maximum of five accounts.

Using multiple direct deposit accounts is optional for PCGenesis school districts and systems. If desired, these school districts and systems may continue to limit their employees to one direct deposit account. In addition, since direct deposit is defined on an individual employee basis, it is possible, and highly recommended that our school districts and systems implement multiple direct deposit processing using a phased approach. That is, initially convert a small group of employees, such as central office personnel, to multiple direct deposit accounts at one time. Upon successful implementation of this first group of employees, include other groups of employees in multiple ACH processing.

Release 09.02.00 converts the existing payroll, earnings history, and payroll check master data files to the new multiple direct deposit format. PCGenesis will automatically convert employees' information for those who are already set up for direct deposit so that 100% of these employees' net pay is deposited into one account. The typical direct deposit specification for a converted employee's record is shown below. In the example below, 100% of this employee's net pay will be deposited into the one account specified.

Direct Deposit Accounts							
	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	35	NEW HORIZONS BANK	11 1111 111130	C	P	1.0000	N
DD #2						0.0000	
DD #3						0.0000	
DD #4						0.0000	
DD #5						0.0000	

A method of 'P' indicates that the Amt/% field is a percentage (where 1.0000 equals 100%).

When specifying more than one account, and when using the percentage method, all Method codes must be 'P', and all Amt/% fields must add up to 100% as shown below:

Direct Deposit Accounts							
	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	16	B B & T GEORGIA	11 1111 111156	C	P	0.5000	N
DD #2	17	B B & T TENNESSEE	33 3333 333378	S	P	0.1500	N
DD #3	18	COPPER BASIN FEDERAL CRE	44 4444 444489	C	P	0.0500	N
DD #4	19	COOSA VALLEY FED CREDIT	55 5555 555590	S	P	0.2000	N
DD #5	20	AMSOUTH BANK	22 2222 222267	C	P	0.1000	N

PCGenesis users may also define multiple direct deposits by specifying flat dollar amounts, as long as one account is specified as the 'R' (Remainder) account. The 'R' is the employee's primary account, and is always specified with a zero Amt/% field. PCGenesis distributes the remainder of net pay, after the other flat dollar distributions have taken place, to the 'R' account. A method of 'D' indicates that the Amt/% field is a dollar amount. When entering 'D' on one line, another account line must contain an 'R'.

In the following example \$75.00 is distributed to account 11 1111 111112, \$25.00 is distributed to account 33 3333 333334, \$100.00 is distributed to account 44 4444 444445, and the rest of net pay is distributed to account 22 2222 222223.

Direct Deposit Accounts							
	Bank	Name	Account	Type	Method	Amt/%	Prenote
DD #1	02	REGIONS BANK GEORGIA	11 1111 111112	C	D	75.0000	N
DD #2	10	GWINNETT FEDERAL CREDIT	22 2222 222223	C	R	0.0000	N
DD #3	14	THE HOME BANK OF TENNESS	33 3333 333334	S	D	25.0000	N
DD #4	16	B B & T GEORGIA	44 4444 444445	S	D	100.0000	N
DD #5						0.0000	

'D' accounts are generally specified with smaller dollar amounts so that their distributions can easily be accommodated. When specifying 'D' accounts, PCGenesis checks to see if there is enough net pay to cover the dollar distribution amount. When there is not enough net pay, PCGenesis skips that account's distribution. In this instance, PCGenesis produces a warning message, not an error, on the *Payroll Exceptions Report*. Each account will get its dollar distribution in turn, with the remaining amount of net pay distributed to the 'R' account.

After payroll processing is complete, PCGenesis records the actual account distribution of the employee's net pay in both the earnings history file and in the check master file. This measure provides documentation of the allocation of net pay to the direct deposit accounts.

A3.4. Public School Employees Retirement System (PSERS) File Layout Updated for FY 2010

Updates to the PSERS file's layout add the following new fields for FY 2010:

DETAIL RECORD

Payroll Frequency
Payment Reason
Contribution Salary

TRAILER RECORD

Total Contribution Salary

The following changes must be made as a result of the PSERS file layout updates.

The *Description* file now contains 'M' (PSERS/ERS Job Class), 'V' (PSERS/ERS Job Code) and 'W' (PSERS/Termination Code) record types in support of Employee Retirement System/Public School Employees Retirement System (ERS/PSERS) mandated reporting standards. Where appropriate enter these record types for each 'C' (Pay Class), 'R' (Pay Reason), and 'T' (Termination) records. Entering the record types as required ensures PCGenesis school district and system compliance according to TRS, PSERS, and ERS specifications. Failure to make these entries will result in the monthly reports' rejection by the processing system. Refer to the Payroll System Operations Guide, Section F: *Description/Deduction/Annuity File Processing* for detailed instructions.

A3.5. Add Georgia Health Insurance (GHI) Gross to Earning Forecast Register and Payroll Balance Reports

Updates to the *Payroll Balance Sheets* and the *Earnings Forecast Register* include GHI gross wages and totals. Reviewing these reports allows PCGenesis users to verify the GHI gross dollar amounts entered for each employee before running payroll and printing checks/direct deposits. Reviewing this report will help prevent errors in calculating the employer's contribution for GHI.

A3.6. Correct the Quarterly Department of Labor Report Worksite Counts

The *Quarterly DOL* work unit summary doubles the worker count for employees who have two separate employee IDs, but the same social security number. The installation of *Release 09.02.00* corrects this issue.

A3.7. Add Sort Option for Printing Checks / Direct Deposits

The installation of *Release 09.02.00* adds the new sort by employee name within pay location check and direct deposit printing sort option. The following three sort options are now available for sorting checks and direct deposits:

- Pay cycle, pay location, class, name, employee number sequence
(This is the REGULAR option.)
- Employee name sequence
- Pay location, employee name sequence

A3.8. Add Pension Code Filter to Employee Search

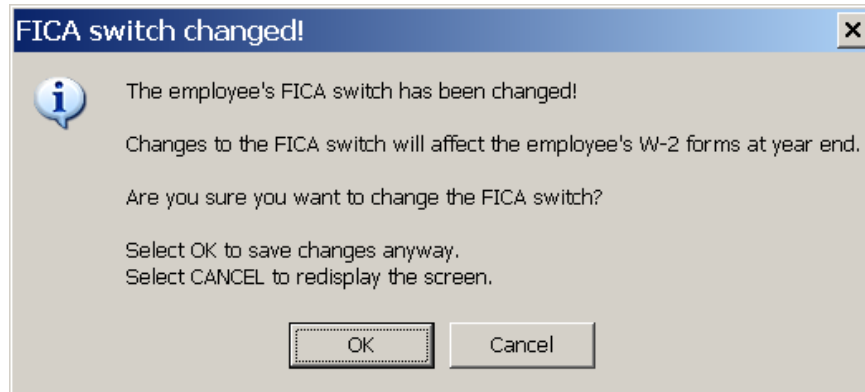
The installation of *Release 09.02.00* adds a new employee search filter that allows the selection of employees by their pension code. For example, it is now possible to find all 'New ERS' pension enrolled employees by selecting all employees with a pension code of '3'. The drop down selection feature is included within the pension code field to facilitate finding the correct pension code as well.

A3.9. Correct the Employer-Paid Amount in the GHI-PUF File

Previously, PCGenesis did not report the employer-paid portion of the employee's premium correctly on the *Monthly GHI Deduction Data File*. The installation of *Release 09.02.00* corrects this issue so that this employer amount populates correctly within the file.

A3.10. Add Warning Box when an Employee's Federal Insurance Contributions Act (FICA) Switch is Updated

The *Display/Update Personnel* screen and the *Display/Update Payroll Withholding/Direct Deposit Data* screens now display the following warning message when users change the employee's FICA switch:



Note that there should always be a very important reason for changes to an employee's FICA switch!

A3.11. Add the Employee's Spouse Social Security Number to the Personnel Screen

The installation of *Release 09.02.00* also provides the employee's spouse social security number to the *Update/Display Personnel* screen. Note however that the spouse's social security number is not a required field in PCGenesis, although the State Health (SHBP) requires this field to comply with Medicare Secondary Payer requirements.

A4. Certified/Classified Personnel Information (CPI) System

A4.1. Correct Upload of PSC Certificate Data

Prior to the installation of *Release 09.02.00*, PCGenesis did not include changes to certificate records when the certificate's expiration date was not incremented. Now however, as PCGenesis finds anything different on the certificate line, it automatically updates the certificate information in PCGenesis. PCGenesis always updates certificate records regardless of whether or not the certificate expiration date has been incremented.


A4.2. Upload the 2010 CPI Salary Schedule

The PCGenesis documentation website provides the *PCGenesis CPI Salary Schedule .csv File – 2010*. Supporting documentation at that location provides the corresponding instructions to import the information into PCGenesis.

Section B: Installation Instructions for Release 09.02.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 09.02.00* before performing any work in PCGenesis for the day, proceed to *B2. Install PCGenesis Release*. In addition to its current labeling, also label the prior evening’s backup as “**Data Backup Prior to Release 09.02.00**”. 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 09.02.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 09.02.00</i> .

B2. Install PCGenesis Release 09.02.00

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 09.02.00 installations, a message of the software update’s installation displays. In this instance, select <i>OK</i>.</p>

For PCGenesis Release 09.02.00 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 09.02.00 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:

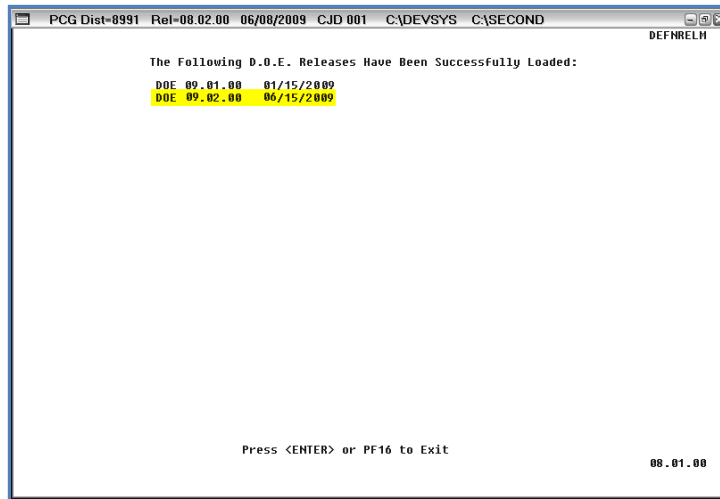
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4

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 09.02.00 Was Successfully Installed.</i></p>

B3. Verify Release 09.02.00 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 09.02.00 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 09.02.00 displays. If Release 09.02.00 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 09.02.00 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 09.02.00 ”.