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MEMORANDUM

TO: PCGenesis System Administrators

FROM: Steven Roache, Senior Information Systems Manager

SUBJECT: Release 09.03.00 – Miscellaneous Updates and Installation Instructions

This document contains the PCGenesis software release overview and installation instructions for *Release 09.03.00*.

September, 2009 Payroll Completion Instructions

Install this release after completing the September payroll, and before setting up for the October payroll.

Make sure to enter the correct 2010 rates on the Tax/Withholding/Control Menu for Georgia Health Insurance (GHI).

PCGenesis supporting documentation is provided at:

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

NOTE: Release 09.02.01 was an optional release, and is not required to be installed prior to the installation of release 09.03.00. Release 09.03.00 incorporates all of the updates which were included in release 09.02.01.

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Section A: Overview of Release

A1. PCGenesis System Enhancements

A1.1. Portal Provisioning Upload

The new *Portal Provisioning Upload* (F4, F10) will now populate the fiscal year correctly in the CPI Security Extract file.

A2. Financial Accounting and Reporting (FAR) System

A2.1. More Efficient CONTROL Record Processing

The financial programs have been updated in order to avoid record lock problems with the CONTROL file. When possible, the CONTROL file is no longer opened in exclusive mode (EXIO). The *Display/Update System Control Data* screen (F1, F13, F12), the *System Control Password Administration* screen (F30, F9, F1), and the *Display/Update Annuity Deduction Control Record* screen (F2, F9, F10), have been updated to have an F9 toggle which allows switching between display mode and update mode. Then, if users only want to look at the contents of the Control record, the file will not be locked exclusively.

A2.2. Close Receivable

A correction has been made so that if a receivable has already been closed, the user will not be allowed to close the receivable a second time. For example, a problem is caused if a receivable is entered for \$96.50, but only \$66.50 is in receipt and the original receivable is closed when the receipt is entered. Before, the system would allow the user to close the receivable a second time, with the result that the system is thrown out of balance in the amount of \$30.00. This problem has been corrected.

A3. Payroll System

A3.1. New Georgia Health Insurance (GHI) Rate for Certified Employees for September 2009 thru November 2009

The Department of Community Health (DCH) has approved the FY 2010 employer contribution rates. Effective September 2009 for October coverage, the employer's contribution rate will be 14.492% 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 and Improved Pay Check Stub – Phase 1

The preliminary code for a new and improved pay check/direct deposit stub is now available with release 09.03.00. While the programs have been updated, the new pay checks/direct deposits are still being developed. In some instances, space has been reserved on the pay stub for new features which are not yet available in PCGenesis. NOTE: The current layout of the check stub shows all of the table grid lines. This is done to show how many lines of data will be available for each section on the stub. However, the final release will more than likely eliminate the individual grid lines.

With this release, we want to give our users a “first look” at the new pay stub, and we would also like to find volunteers to be “early adopters” of the new checks. Please contact the PCGenesis Help Desk if your district would like to be one of the first users to implement the new checks.

Using the new pay checks/direct deposits will be optional. Sites may continue to use their old check stock for as long as they like. However, the new features available in the improved check design will not be offered for the old checks.

The new pay stub is longer than the old stub. Therefore, the new pay stub will be offered in an 8.5 x 14 inch format for self-seal checks, and in an 8.5 x 11 inch format for non-self-seal checks. The new check format will be offered with MICR printing only, and with or without signature printing.

Highlights of the new pay stub include:

- **Current Hours and Earnings:** Our users have been requesting additional breakdown of earnings amounts. The new check stub will print the current earnings based upon the *Pay Type* entered for the gross data line on the *Update/Display Gross Data* screen. The *Pay Type* table is defined in the Description File under ‘P – Compensation Type’. The *Pay Types* are user-defined. The Current Hours and Earnings will list the *Pay Type* descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts. The current PCGenesis check stub shows only the earnings totals. Pay adjustments and pay from multiple sources and supplements does not show any break down. Now, it will be possible to show this earnings breakdown. For example, the earnings adjustments for furloughs could be reflected on the pay stub.
- **Tax Data:** The new check stub will include the federal and state withholding indicators from the W-4. The federal and state marital status, allowances, and additional amounts and percentages will print.
- **Deductions:** Deductions will be divided into three categories: Taxes and Pension; Before-Tax Deductions, and After-Tax Deductions. The deductions will print in descending order, by amount, so that the biggest deductions print first.
- **Employer Paid Benefits:** The employer cost for deductions, pension, GHI, and FICA will print separately on the check stub. This allows employees to see how much the school district spends on employee benefits.

- **Pay Stub Messages:** The system message will continue to be printed on the new check stub. In addition to the current system message, the ability to print a unique, individual message targeted to one particular employee will be available. For example, a message targeted to one employee explaining their additional pay can be printed. This feature will be implemented in a future release.
- **Company Information:** The Board of Education name and address (place of employment) will be printed on the check stub. This will facilitate work verification when employees apply for loans.
- **Employee Information:** In addition to the employee's name, address, employee ID, and social security number (optional), the new check stub will also print the employee's telephone number.
- **Paid Time Off:** Room has been reserved for more detailed leave data on the new pay stub.
- **Net Pay Distribution:** The new check stub will show the distribution of net pay across multiple direct deposit banks/accounts.
- **General Information:** In addition to the check date, the new check stub will also print pay period begin and end dates, the employee pay step, certified years of experience, and local years of experience. These features will be implemented in a future release.
- **Paycheck Summary:** The new check stub will show additional fields including Total Taxes, Total Deductions, and Total Net Pay (both current and year to date).

A3.2.1. Sample – New 8.5 x 14 Pay Check – Self-Seal Example

Employee Information				Company Information					
Employee ID	88505	AS9BY----->, RA9HAL--		SMITH CITY BOARD OF EDUCATION	8991				
SSN	999-08-8505	2495 MAIN STREET----->		102 MAIN STREET					
Telephone	999-555-1495	STREET ADDRESS LINE 2----->		SMITH, GA	33333				
		SMITH----->, GA							
General Information		Tax Data		Net Pay Distribution					
Check Date	01/30/2009	Fed	GA	Account Type	Account Number		Amount		
Pay Begin		Marital	Married	Joint	Both				
Pay End Dt		Allowances	14	M[1]	D[10]				
Pay Step		Add Pct			.35				
Cert Yrs		Add Amt	25.25						
Local Yrs									
Contract Fiscal-To-Date		30,261.40		Check No	040000	Total Net Pay	2,445.61		
THIS IS A "FIRST LOOK" AT THE NEW PAY CHECK STUB									
Paycheck Summary									
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay
Current		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
YTD		6052.28			6052.28	6052.28	2017.69	3606.67	2445.61
Current Hours and Earnings									
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt			
State Salary			5,445.25						5,445.25
Unclassified Pay			108.91						108.91
Local Cert Supplement			435.62						435.62
Extended Day Supplement			62.50						62.50
Total			6,052.28						6,052.28
Paid Time Off									
Type	Current	Year to Date	Balance	Future 1	Future 2	Description	Current	YTD	
SICK	3.00	5.75	55.25			GHI	1009.22		
PERSONAL						TRS	561.66		
VACATION						FICA	413.73	413.73	
W/O PAY						VALIC (PSERS)	121.95		
OTHER						CIG PPO FAM	86.30		
						TOTAL OTHER	38.12		
							Total	2229.88	413.73
Taxes/Pension									
Before-Tax Deductions		After-Tax Deductions							
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD	
SOC. SEC.	335.31	335.31	VENDOR 005608	416.67	416.67	VENDOR 003107	23.30	23.30	
MEDICARE	78.42	78.42	PIONEER INVST	302.61	302.61	VENDOR 002573	10.00	10.00	
FED W/H TAX	25.25	25.25	VALIC (PSERS)	181.57	181.57	VENDOR 006740	9.00	9.00	
GA INCOME TAX	1578.71	1578.71	CIG PPO FAM	176.70	176.70	VENDOR 005394	5.00	5.00	
TRS	302.62	302.62	HORACE MANN	111.11	111.11				
			VENDOR 000020	40.40	40.40				
			VENDOR 005394	10.00	10.00				
Total		2320.31	2320.31	Total	1239.06	Total	47.30	47.30	

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333
(404) 444-1234 x(1234)

No. **040000**
Date 01/30/2009
PAYROLL

64-1301
611

BANK OF GEORGIA
ATLANTA, GA 30000 TWO THOUSAND FOUR HUNDRED FORTY FIVE AND 61/100

Amount
***2,445.61
VOID AFTER 90 DAYS

Pay To The Order Of AS9BY----->, RA9HAL--

John Doe

⑈040000⑈ ⑆06⑆⑆⑆30⑆⑆⑆18 33 6⑈

SMITH CITY BOARD OF EDUCATION
102 MAIN STREET
SMITH, GA 33333

0107 32

AS9BY----->, RA9HAL--
2495 MAIN STREET----->
STREET ADDRESS LINE 2----->
SMITH----->, GA 333334444

A3.3. Short Name of Annuity Company on Pay Check Stub

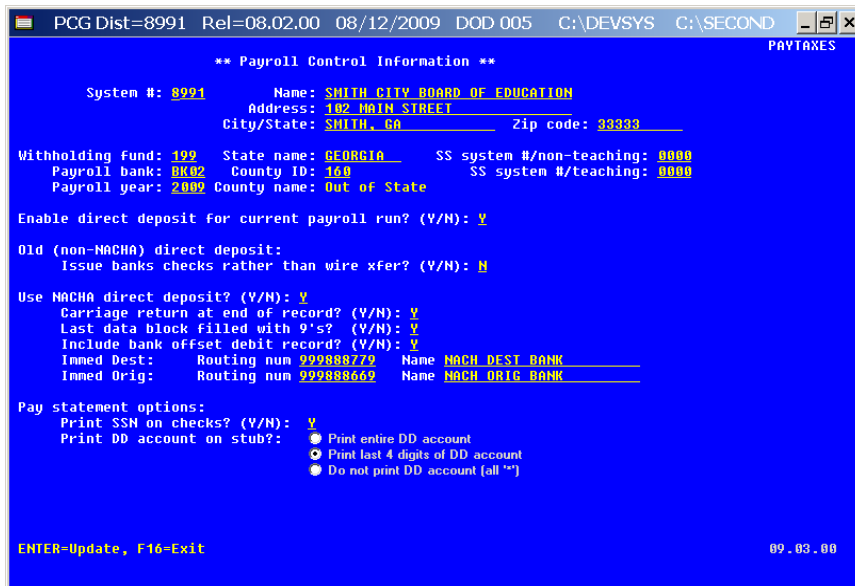
The installation of PCGenesis Release 09.03.00 runs a conversion program requiring the PCGenesis System Administrator to set up short names for annuity companies. The annuity company short name will print on the payroll check/direct deposit pay stub (both the old stub and new stub). The system annuity deduction can represent many different annuity companies, and printing the annuity company short description will provide clarity for the employees.

A3.4. Direct Deposit Account Number Print Options

An option has been added to the *Payroll Control Information* screen (F2, F13, F3, F9) which allows the user to specify how to print the direct deposit accounts on the direct deposit advice.

Three print options are now available:

- Print the entire direct deposit account number
- Print the last four digits of the direct deposit account number
- Do not print the direct deposit account number, and print all asterisks instead.




A3.5. Correction to Payroll Final Register When Selecting New Sort Option

A new sort option was provided for checks and direct deposits in release 09.02.00; the sort by LOCATION/NAME sequence was added. However, a problem was reported when using the new sort option and printing the *Final Registers*. The *Final Registers* were missing location subtotals. This problem has been resolved.

A3.6. Provide More User Friendly DESC Maintenance Option to PSERS Reporting Requirements

Effective with September 2009 payroll, the PSERS monthly report will require valid codes for the following fields:

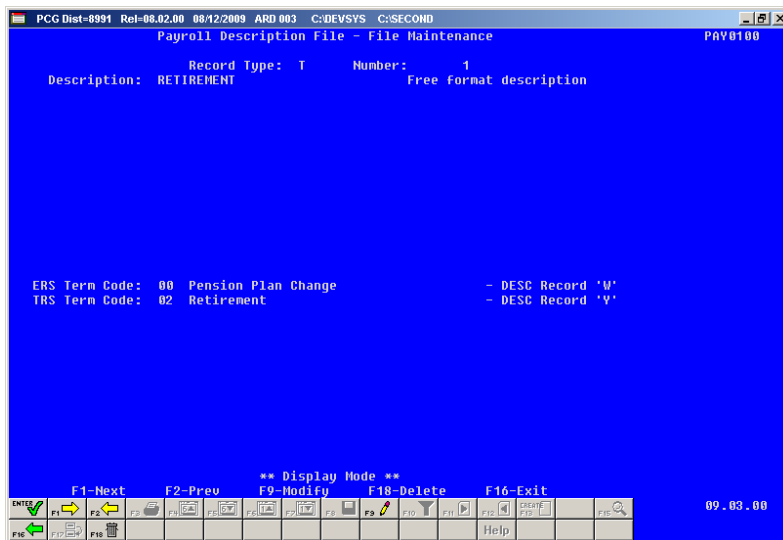
- | | |
|----------------------------|---------------------------------------------|
| PSERS/ERS Job Class | - Set in the Class Record (Record Type 'C') |
| PSERS/ERS Job code | - Set in the Pay Reason Record |
| PSERS/ERS Termination Code | - Set in the Termination Record |

Maintaining these codes on the Description File has been made easier. Drop Down functionality  has been added to the maintenance screens.

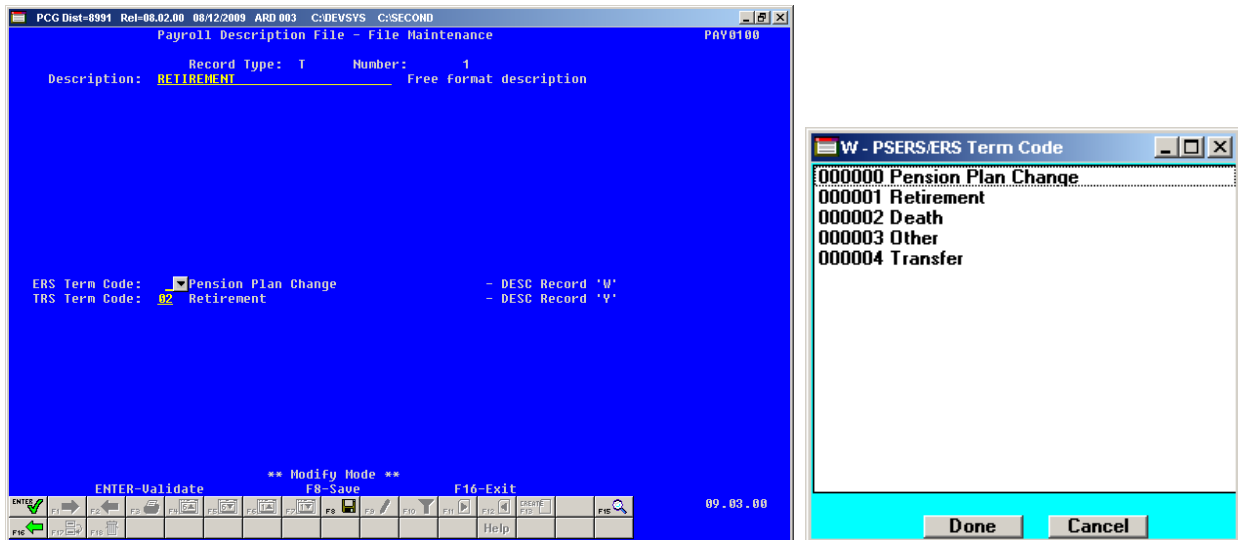
Go to the *Maintain Description Records* screen (F2, F9, F1).

See following example for *Record Type* = 'T - Termination Codes':

Input 'T' for *Record Type*, and F1 (Next) to see the following:



Select F9 (Modify) and click on the *ERS Term Code* to see the following:



Click on the *Down Arrow* icon  and the **W-PSERS/ERS Term Code** selection window will appear.

ERS Term Code 000001 Retirement is the correct option to be selected.

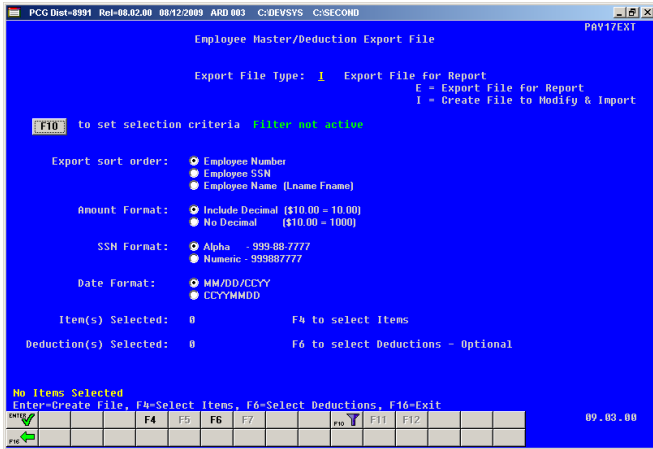
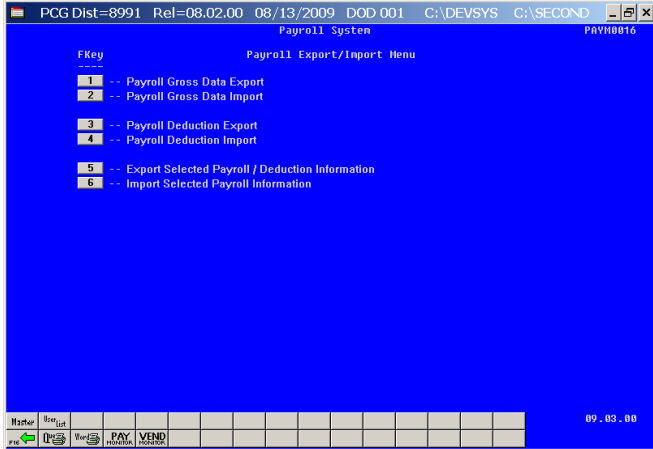
Repeat this process for all **T**-Termination Codes, all **R**-Pay Reason Codes, and all appropriate **C**-Class Codes.

Follow this link for more detailed instruction:

http://public.doe.k12.ga.us/DMGetDocument.aspx/SectionF_DescDedAnnProcessing.pdf?p=6CC6799F8C1371F6D12E6CC6A7544732D751445D444AF1CCB67D1A771E1AB141&Type=D

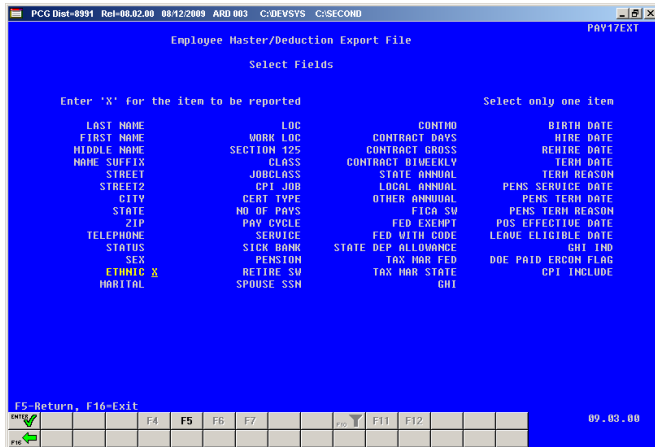
A3.7. Provide Option to Import CSV File to Update New CPI Ethnic Requirements

A new option has been added to the *Payroll Export/Import Menu*. The *Import Selected Payroll Information* option has been added (F2, F13, F8, F6). The best way to set up a comma separated file (.csv) which can be used for the import process, is to first export the data with the *Export Selected Payroll/Deduction Information* (F2, F13, F8, F5), as shown below.



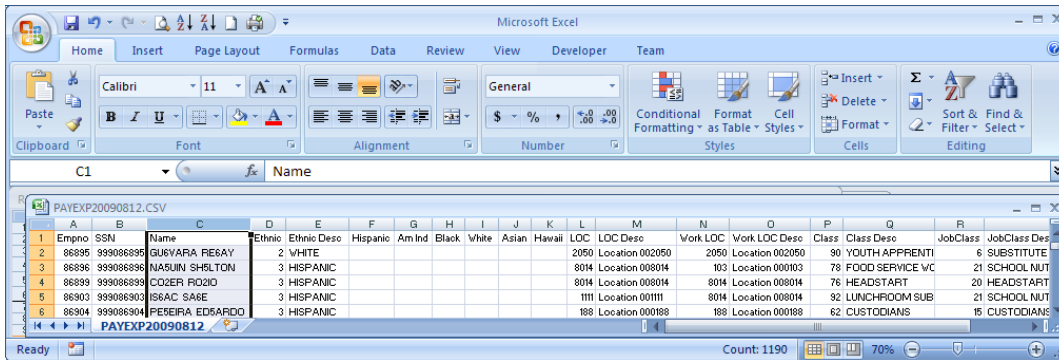
Set *Export File Type* = 'I' to create an export file which will subsequently be used for import. The file created in this process can then be modified and imported into the Payroll system. This process can be used to update the *Ethnic* fields in the employee Payroll record.

Select F4 to select the field to import.

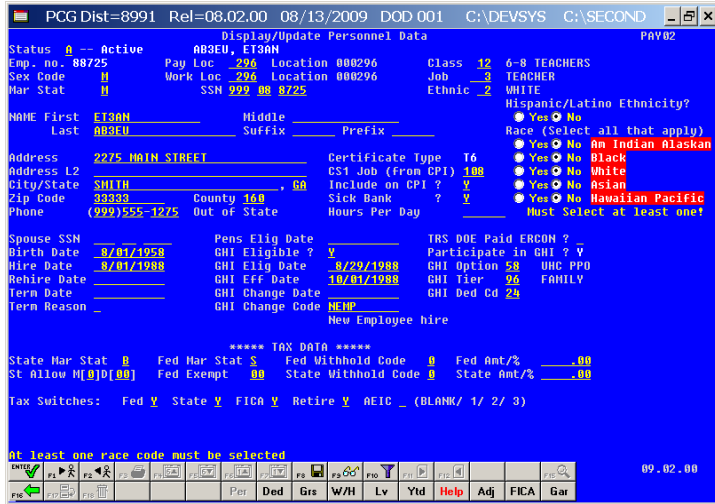


Note that *ETHNIC* is the only option available. Currently, the ethnic fields are the only fields that can be imported using the *Import Selected Payroll Information* process.

Running the export process will create a CSV file in specific format which can be modified with desired values for the employees.



Additional fields are included in the CSV export file to allow sorting by location or class for your convenience. This file can then be modified to add or change the current *Ethnic* code, the new *Hispanic/Latino Ethnicity* and one or more of the 5 *Race* codes. The order of the first 11 columns (A – K) must not be changed. This file can then be used to update the Payroll file. The *Header* row is expected. No empty rows are allowed. The data in the CSV export file will be used to populate the corresponding fields on the *Display/Update Personnel Data* payroll screen.



The process will find the employee record based on the *EmpNo* in column 1. The *SSN* in column 2 must match the Social Security Number in the employee payroll record. If values in columns D,F,G,H,I,J, and K are valid, the employee records may be updated. All employee records must pass validation before the process can continue.

Column D - Ethnic must contain a valid *Ethnic Code* in the current Description file.

The following fields (F – K) will default to 'N' for any value other than 'Y'.

Column F - Hispanic Ethnicity

At least one of the next five fields must be set = 'Y'. Two or more may be selected.

Column G - American Indian

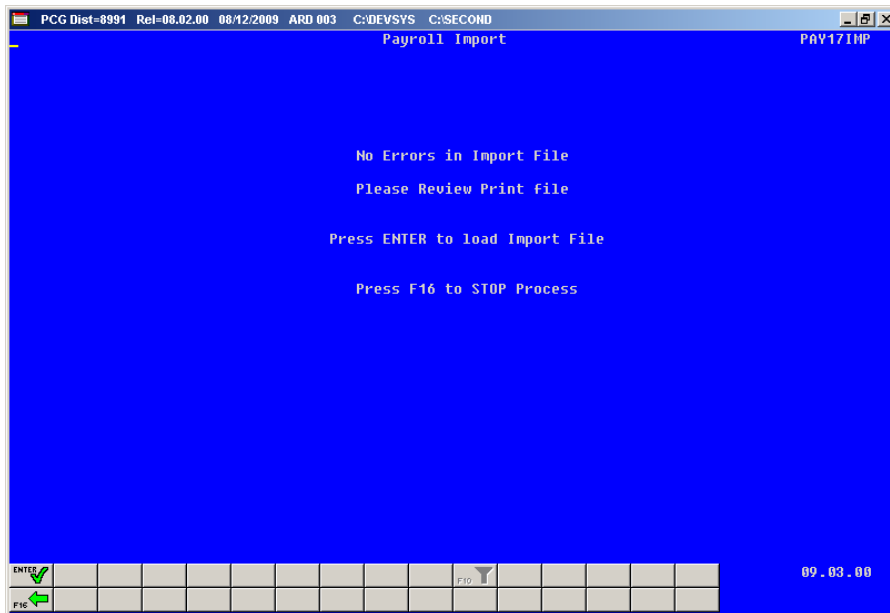
Column H - Black

Column I - White

Column J - Asian

Column K – Hawaiian

The process will only update after the operator selects the option to load the file (ENTER).



A report is created displaying the input values. Any errors found will also be included.

A4. Certified/Classified Personnel Information (CPI) System


A4.1. Update CPI Transmission File Layout for FY2010

The CPI Transmission File layout has been changed for fiscal year 2010. The following race/ethnicity fields have been added to the file: Hispanic Ethnicity (H or N), American Indian (I or N), Black (B or N), White (W or N), Asian (S or N), and Hawaiian (P or N). Also, now instead of reporting one field with employee's full name, the employee name has been broken down into three separate fields: last name, first name, and middle initial.

Section B: Installation Instructions for Release 09.03.00 Software

B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 09.03.00* 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 tape as “**Data Backup Prior to Release 09.03.00**”. Continue to use the backup tape in the normal backup tape 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 tape “ Full System Backup Prior to Release 09.03.00 ”.
5	Proceed to <i>B2. Install PCGenesis Release 09.03.00</i> .

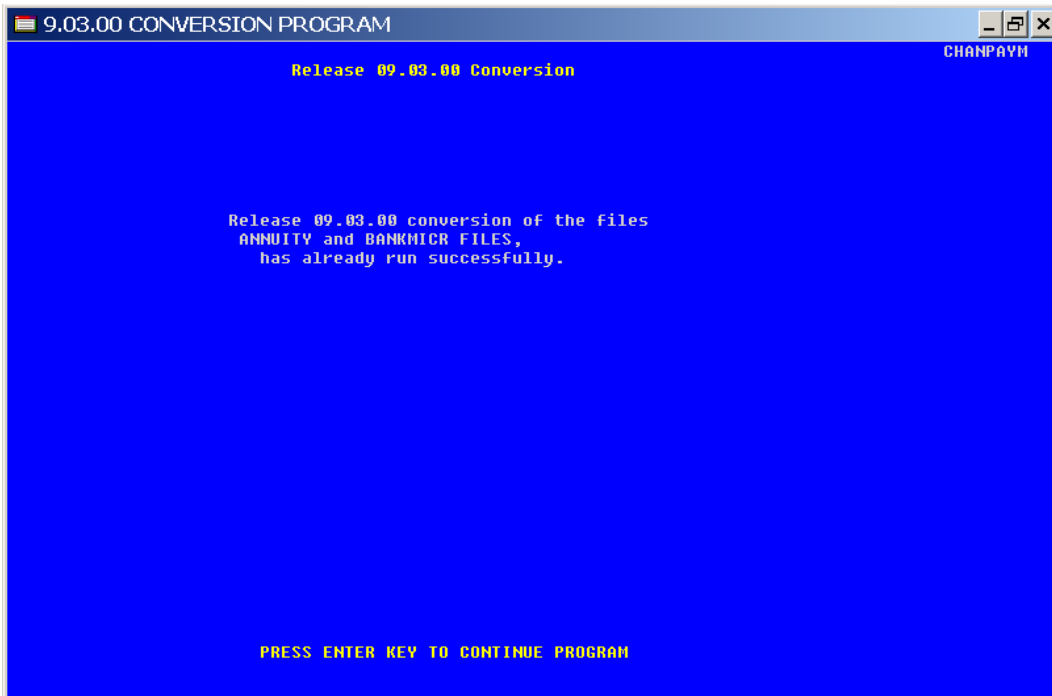
B2. Install PCGenesis Release 09.03.00

FROM THE PCGENESIS SERVER

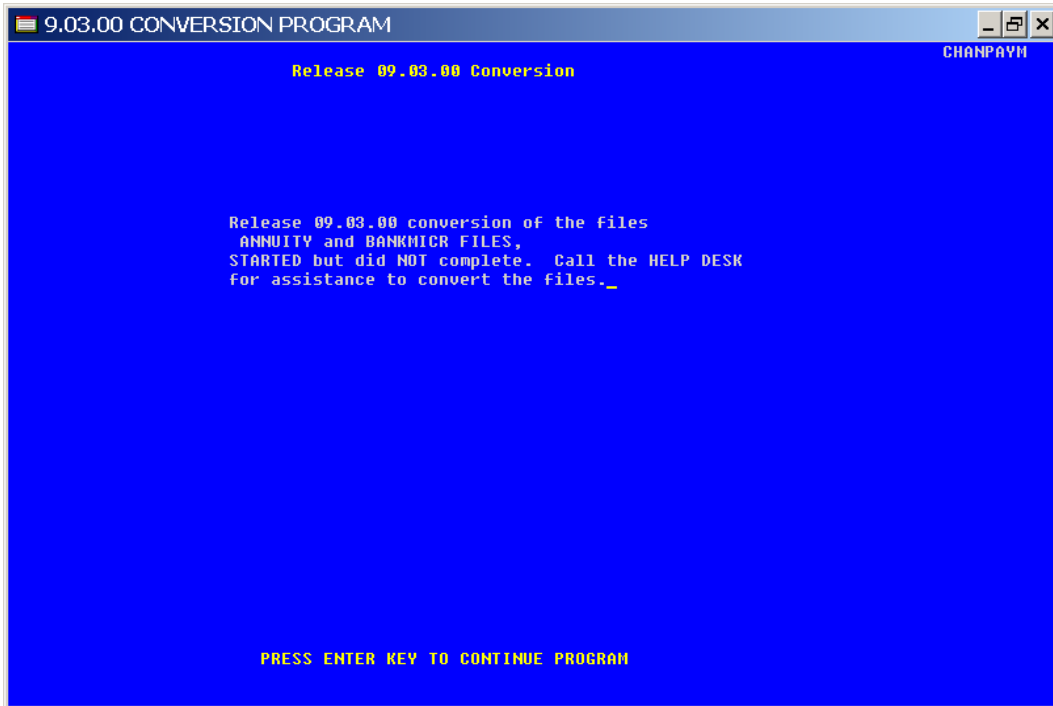
Step	Action
1	Verify all users are logged out of PCGenesis.
2	Open Windows® Explorer .
3	Navigate to the K:\INSTAL directory.
4	Verify PCGUNZIP.EXE and RELINSTL.BAT displays. <i>If PCGUNZIP.EXE and RELINSTL.BAT does not display, return to the MyGaDOE Web portal, and detach the files from the Web portal again.</i>

Step	Action
5	<p>Double-click RELINSTL.BAT to perform the installation.</p> <p><i>A DOS™ window displaying a series of copy commands and related installation messages displays.</i></p> <p><i>For duplicate PCGenesis Release 09.03.00 installations, a message of the software update's installation displays. In this instance, select OK.</i></p>

If the release has already been installed previously, and the security conversion program has already been run, the following screen displays:



If the payroll conversion process was previously started by the PCGenesis System Administrator but not completed, the following screen displays:



Contact [Information Systems Customer Support](#) immediately if the previous screen displays.

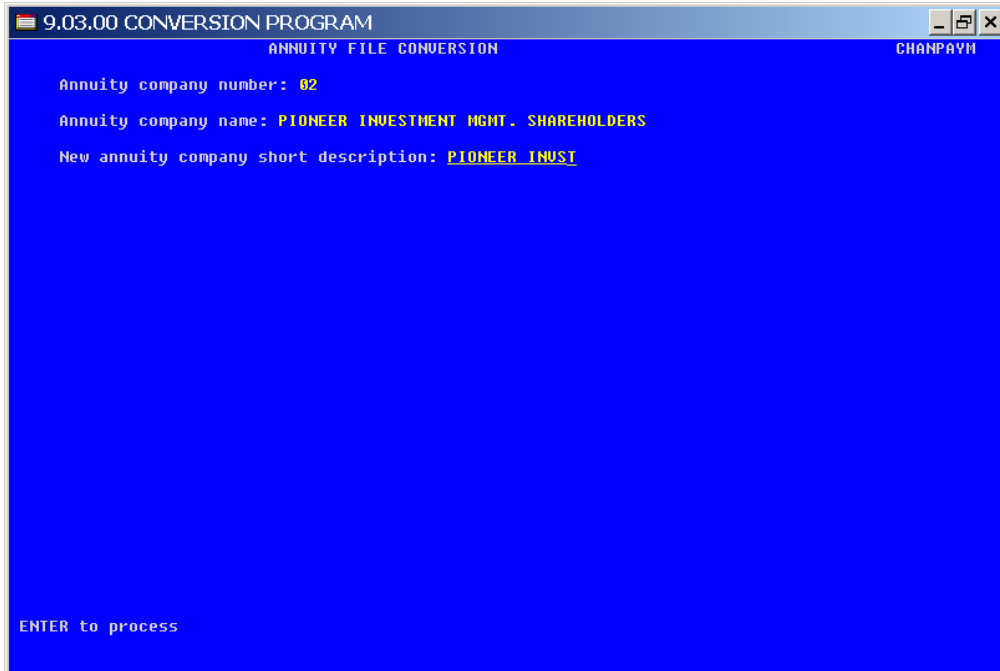
*** * * IMPORTANT * * ***

The installation of PCGenesis Release 09.03.00 runs a conversion program requiring the PCGenesis System Administrator to set up short names for annuity companies. It is recommended that the System administrator print a copy of the annuity company records prior to running the installation (F2, F9, F12 – *Verify/Print Annuity Records*). Having the Annuity Company Report, as shown below, will facilitate creating short names for each annuity company.

REPORT DATE 09/01/09		ANNUITY COMPANIES					PAGE 1	
COMPANY#	VENDOR	TYPE	COMPANY NAME	EMPLR IND	EMPLR AMT/PCT	EMPLR OBJECT	EMPLR BALANCE	MANDATORY ANNUITY
01	005966	E	AMERICAN FUNDS	0	0.00000	00000	0000	N
02	004821	E	PIONEER INVESTMENT MGMT. SHAREHOLDERS	0	0.00000	00000	0000	N
03	000014	E	HORACE MANN INSURANCE COMPANY	0	0.00000	00000	0000	N
04	000888	E	THE VARIABLE ANNUITY LIFE INS	0	0.00000	00000	0000	N
05	006037	E	COOPERATIVE EXTENSION SERVICE	2	0.09280	29100	0499	Y
07	003827	E	VALIC (PSERS)	2	0.02000	29200	0479	N
08	000888	G	VALIC (457)	0	0.00000	00000	0000	N
66	004821	E	COOPERATIVE EXTENSION	0	0.00000	00000	0000	N

When running the payroll conversion program, PCGenesis prompts the PCGenesis System Administrator for information for each annuity company currently defined in PCGenesis. The System Administrator should enter the short name for the annuity company, and select "Enter" to process. The annuity company short name will print on the payroll check/direct deposit pay stub.

The following screen provides an example of the screen's information:



Field Edits	
Annuity company number	The two character annuity company number. <i>Display only.</i>
Annuity company name	The original forty character annuity company name. <i>Display only.</i>
New annuity company short description	The new annuity company short name. This short name will print on the payroll check/direct deposit pay stub. <i>Required, alphanumeric, 13 characters.</i>

For **Successful security file conversions**, the following print file will be available:

```

ANNUIITY CONVERSION
      NO ANNUITY CONVERSION ERRORS

BANKMICR CONVERSION
      NO BANKMICR CONVERSION ERRORS

*** CONVERSION COMPLETED ***
    
```

The previous screenshot example is an example only. Individual results and the actual filename will be system-specific. A print file similar to the screenshot example is created, and may list additional messages for the school district or system. Because the messages are system-specific, there may be additional messages on the report. This is acceptable as long as the previous messages display.

Verify the print file for the payroll file conversion for 09.03.00 to ensure “** Conversion Completed **” displays.

For PCGenesis Release 09.03.00 successful installations, the following message displays:

```

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

Step	Action
6	Select Enter to close the <i>DOS</i> TM window.
7	<p>If the installation was successful: Proceed to B3. <i>Verify Release 09.03.00 Was Successfully Installed.</i></p> <p>If the installtion was unsuccessful: Proceed to Step 8.</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:

```

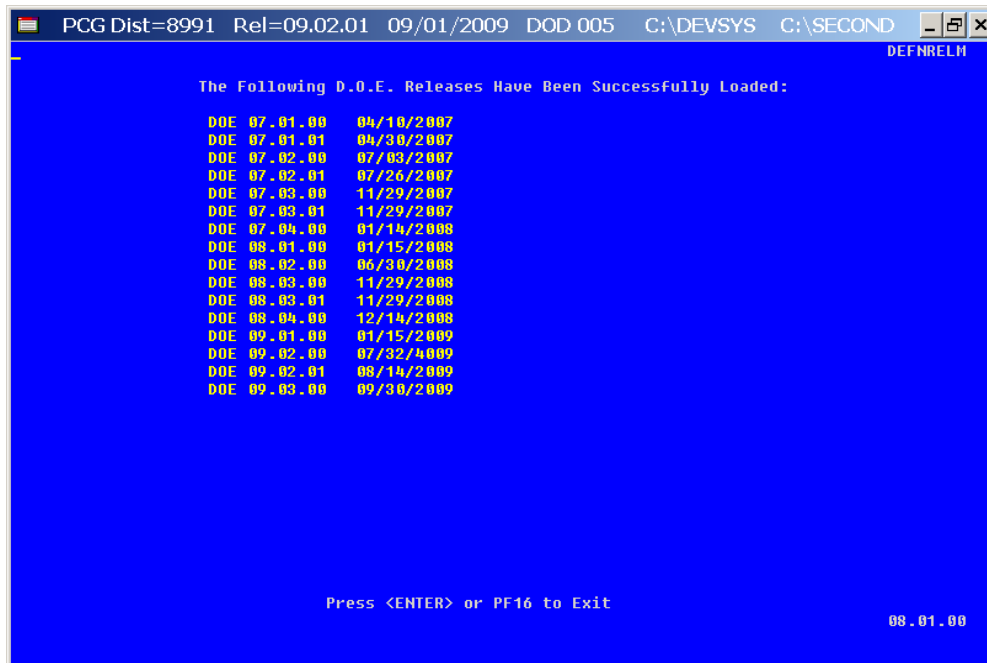
*****
PCGOS NOT SET or INVALID
MUST RUN ON SERVER
Set PCGOS = 2K for 2000
Set PCGOS = NT for NT4
*****
    
```

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	Proceed to B3. <i>Verify Release 09.03.00 Was Successfully Installed.</i>

B3. Verify Release 09.03.00 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 09.03.00 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 09.03.00 displays. If Release 09.03.00 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.
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B4. Perform a PCGenesis Full Backup after Release 09.03.00 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 tape “ Full System Backup After Release 09.03.00 ”.