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## MEMORANDUM

**TO:** PCGenesis System Administrators

**FROM:** Steven Roache, Senior Information Systems Manager

**SUBJECT: Release 10.02.00 – Fiscal Year 10 (FY10) Year-End Updates and Installation Instructions**

This document contains the PCGenesis software release overview and installation instructions for *Release 10.02.00*.

PCGenesis supporting documentation is provided at:

[http://www.gadoe.org/pea\\_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc](http://www.gadoe.org/pea_infosys.aspx?PageReq=PEAISDPCGenesisInfoDoc).

### **June, 2010 Payroll Completion Instructions**

*Note that the June payroll must be complete before attempting to install PCGenesis Release 10.02.00*

*Make sure to enter the correct FY 2011 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 2011 CPI Salary Schedule into PCGenesis.*

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

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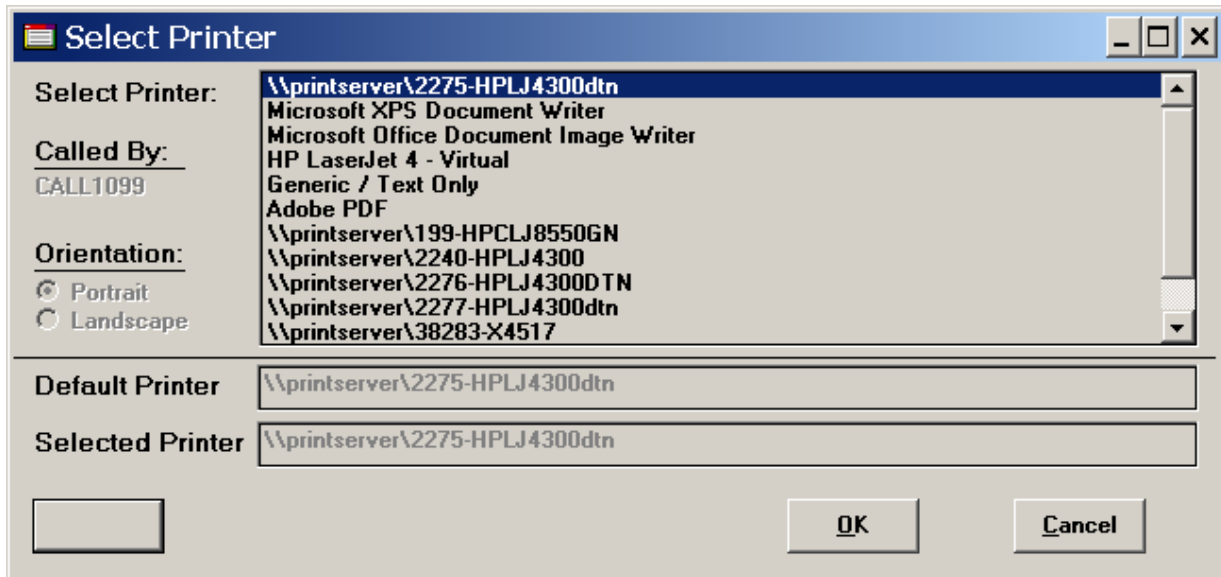
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## Section A: Overview of Release

### A1. General System Enhancements

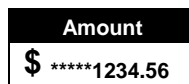
#### A1.1. Printer Selection Dialog Box

The *Windows Server 2008* Microsoft operating system has eliminated the **Printer** button on the *Page Setup Dialog Box*. PCGenesis utilized the **Printer** button to allow users to override selection of the default printer when printing checks, purchase orders, W-2 forms and 1099-MISC forms. In order to accommodate this operating system change, a new dialog box has been created within PCGenesis. This new *Select Printer Dialog Box*, shown below, allows the user to select another printer other than the default printer, during print processing.



#### A1.2. Print a \$ Symbol in Amount Box of MICR Checks

Check specifications from several banks have indicated that a dollar symbol (\$) should be contained within the amount box of vendor and payroll checks. Therefore, PCGenesis MICR vendor and payroll checks will now print a dollar symbol in the amount box. School districts which use pre-printed check stock from third party providers should verify that a dollar symbol prints in the amount box as shown below.



## ***A2. Payroll System***

### ***A2.1. New Teachers Retirement System (TRS) Rates for FY 2011***

The TRS Board of Trustees has adopted the following changes to the employer and employee contribution rates effective July 1, 2010. Refer to the PCGenesis documentation website for the instructions on implementing this change.

| <b>Fiscal Year 2011</b> |
|-------------------------|
| Employer Rate: 10.28%   |
| Employee Rate: 5.53%    |

PCGenesis Release 10.02.00 includes a data conversion for individual employees. The conversion program changes the employee TRS contribution rate to .0553 for each employee who participates in TRS. The data conversion happens automatically during the release installation process.

### ***A2.2. New Georgia Health Insurance (GHI) Rate for Certified Employees for FY 2011***

The Board of Community Health has approved FY 2011 employer contribution rates. Effective July 2010 (for August 2010 coverage), the employer contribution rate will be 21.955% of total state-based salaries for certificated employees. The non-certificated rate remains the same, \$162.72 per month.

### ***A2.3. GA Taxation for Nonresident Military Spouses***

The Georgia Department of Revenue has issued *Policy Statement IT-2010-1-5, Withholding and Taxation of Certain Nonresident Military Spouses*. The purpose of this policy statement is to explain how the GA Department of Revenue will comply with and administer certain provisions of the federal Military Spouses Residency Relief Act.

Under the Act, a spouse of a servicemember may be exempt from Georgia income tax on income from services performed in Georgia if:

1. The servicemember is present in GA in compliance with military orders;
2. The spouse is in GA solely to be with the servicemember;
3. The spouse maintains domicile in another state; and
4. The domicile of the spouse is the same as the domicile of the servicemember.

Affected spouses may immediately suspend withholding on their wages by amending Georgia Form G-4 with their employer(s). The applicable box within Section 8 of Form G-4 should be checked and returned to the employer(s). The employer must submit the Form G-4 to the GA Department of Revenue as provided on the Form G-4. **On the W-2 for 2010 and any year thereafter, the employer should not report any of the wages as Georgia wages on the W-2.**

In order to accomplish this in PCGenesis, a new Georgia state marital tax status has been added. A Georgia marital status of ‘8’ is now available. A marital status of ‘8’ will cause all wages to be exempt from reporting for Georgia state wages, and will cause zero Georgia tax to be withheld from the employee’s paycheck.

Only those wages earned from the date that the employee files a new G-4 form with section 8b checked will be exempt from W-2 reporting. In order to accomplish this, new state and federal withholding fields have been added to employees’ Earnings History records. **If an employee has filed a G-4 with an exempt status prior to installing this release, then the PCGenesis payroll administrator must edit the 2010 Earnings History records for this employee, and change the State Marital Status field to ‘8’ for the appropriate payments.**

The *YTD Earnings Register – Summary by Employee* report (F2, F10, F13) will now print **GA Exempt** gross wages for those employees with earnings records which contain a Georgia marital status of ‘8’. The totals page of the report will now contain totals for **GA Taxable Gross** as well as **Fed Taxable Gross**. The difference between these two amounts should be the amount of **Georgia Exempt** wages. The *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of ‘8’ as exempt wages, and these wages will not be included in the reports.

## A2.4. Print Earnings History Transfer Report

The earnings history transfer process is now more user-friendly. An *Earnings History Transfer Audit Trail Report* is now available in the PCGenesis print queue after the earnings history transfer is complete. Also, the transfer screen navigation has been streamlined to make processing the transfer easier.

| REPORT DATE: 04/14/2010                |                | EMPLOYEE EARNINGS HISTORY TRANSFER AUDIT TRAIL |         |            |         | PAGE 1            |  |
|--|----------------|--|---------|------------|---------|-------------------|--|
| REPORT TIME: 08:38:19                  |                |  |         |            |         | PROGRAM: EARNINGS |  |
| 88266                                  | AG7E, EU7RETTE |  |         |            |         |                   |  |
| BUDGET ACCOUNT                         | BUDGET AMOUNT  | DESCRIPTION                                    |         |            |         |                   |  |
| 10-605-0-9990-3100-18400-0198-0-000000 | -1000.00       | FROM GROSS                                     |         |            |         |                   |  |
| 10-605-0-9990-3100-19100-0198-0-000000 | 1000.00        | TO GROSS                                       |         |            |         |                   |  |
| 10-605-0-9990-3100-21000-0198-0-000000 | -162.72        | FROM EMPLR GHI                                 |         |            |         |                   |  |
| 10-605-0-9990-3100-21000-0198-0-000000 | 162.72         | TO EMPLR GHI                                   |         |            |         |                   |  |
| VENDOR                                 | CLAIM NO       | CLAIM DESCRIPTION                              |         | CLAIM DATE | AP BLNC | CK BANK           |  |
| 5425                                   | 9255           | GROSS PAY XFER                                 | - 88266 | 02/16/2010 | 0101    | BK02              |  |
| 11                                     | 3853           | EMPLR SHARE GHI XFER                           | - 88266 | 02/16/2010 | 0421    | BK02              |  |

## ***A2.5. Add Edits to the Deduction Import Process***

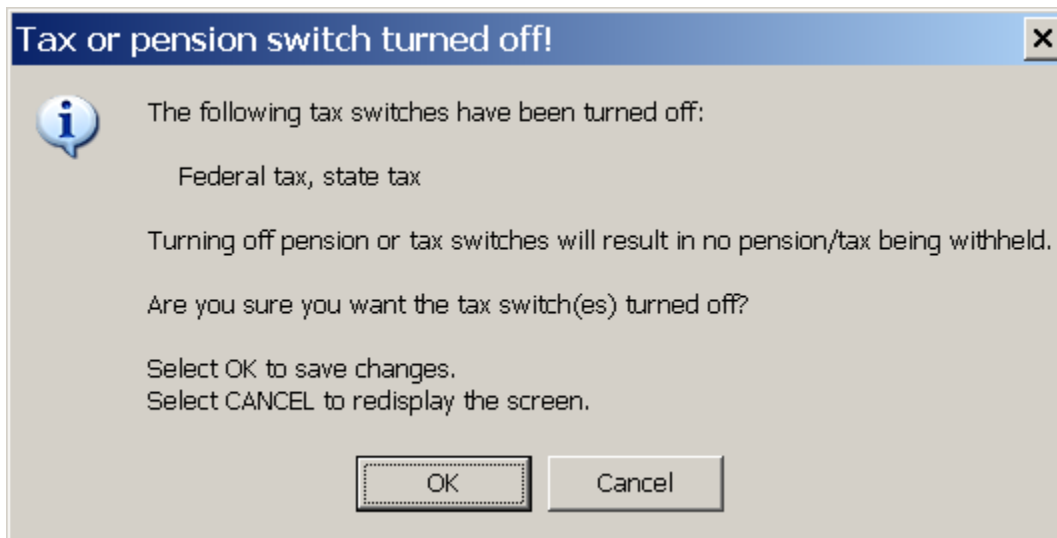
Miscellaneous edits are being added to the *Deduction Import Process* (F2, F13, F8, F4). If a system deduction does not allow an employer contribution, the employer flag must be 'N' for the data being imported for that deduction code. If updating an annuity, the employee deduction must be set up with an annuity company, otherwise the error, "Deduction code is for an annuity but no annuity company defined" will be printed.

## ***A2.6. Clear Benefits/Deductions When Payroll Class Changes to Substitute***

When changing an employee class to a substitute class, PCGenesis automatically sets the *GHI Eligible?* and *Participate in GHI ?* flags to *N (No)*. The SHBP/GHI option and tier will be set to *'NE' (Not Eligible)* and *'00' (No Coverage)* respectively. Also, PCGenesis will clear the employee's gross data, and the employee's deduction information if the employee is being moved to a substitute class.

## ***A2.7. Add Warning Box when an Employee's Pension or Federal or State Tax is Turned Off***

The *Display/Update Personnel* and the *Display/Update Payroll Withholding/Direct Deposit Data* screens now display the following warning message when users turn off the pension, federal or state tax switches:



## ***A2.8. Print Tax Descriptions on New Pay Stub Even if No Tax Withheld***

The following tax descriptions will always be printed on the new detailed pay stub, even if the employee had no tax withheld.

- SOC. SEC.
- MEDICARE
- FED W/H TAX
- GA INCOME TAX

This will allow an employee to realize when important taxes are not being withheld from pay and notify the payroll department if the tax switches are not set correctly.

## A2.9. Print Employee Earnings History

The Employee Earnings History Report is now more user-friendly. An option has been added to the *Print Employees' Earnings History* screen (F2, F10, F3) which allows the user to specify how to print social security numbers on the report. Users can either print the entire employee social security number, or only the last four digits of the social security number. Printing only the last four digits of the social security number allows the administrator to protect sensitive employee data.

Also, the format of the Employee Earnings History Report has been improved for better legibility. Each payment printed on the report is now separated by a dividing line making it much easier to read the payment history.

| REPORT DATE: 06/01/2010  |                                | PAYROLL EARNINGS HISTORY DETAIL - (SINGLE EMPLOYEE) |                   |                   |                   |                |  |
|--|--------------------------------|---|-------------------|-------------------|-------------------|----------------|--|
| * ACTIVE *   |                                | * LOC- 198  | CLASS-22          | INSTR-I           | TYPE-F            | GHI-Y          |  |
| EMP # 88266  | SS# ***-**-8266                | * SEX-F   | ETHNIC- 2         | MARITAL STAT-M    | PAY SCH.#-24      | PAYCYCLE-1     |  |
| AGTE, EU7RETTE   |                                | * BIRTH- 7/01/1967                                  | HIRE- 8/01/1998   | REHIRE-           | TERM-             | REASON-        |  |
| 2734 MAIN STREET   |                                | * CREDIT UNION:                                     |                   | PENS- PSERS       | PEN AMT/%-        | 4.0000         |  |
|  |                                | * FED# EXEMPT 1                                     | WITHHOLD CD- 0    | AMT / %           | .00               | MAR. STAT M    |  |
| SMITH, GA 33333  |                                | * ST ALLOW M-0 D-00                                 | WITHHOLD CD- 0    | AMT / %           | .00               | PERS STAT 8    |  |
| PHONE # 999-555-1734   | INCLUDE ON CPI?-Y              | * STATE .00   | LOCAL 11496.06    | OTHER .00         | SEC 125 Y         | AEIC           |  |
| RACE CODES:  | HISPANIC?-N                    | * ANN1 DED 01/CO 06                                 |                   | FEDERAL-Y         | STATE-N           | FICA/MED-Y     |  |
| WHITE  |                                | * ANN2 DED 02/CO 00                                 | ANN3 DED 60/CO 00 | ANN4 DED 00/CO 00 | ANN5 DED 00/CO 00 |                |  |
| -----  |                                |   |                   |                   |                   |                |  |
| ACCOUNT  | PAY CODE                       | RATE  | REG-HR            | OUT-HR            | REG-GR            | OUT-GR         |  |
| 10-605-0-9990-3100-18400-01980-000000                              | S                              |   |                   |                   | 958.01            |                |  |
| 10-100-0-1011-1000-11800-01990-000000                              | S                              |   |                   |                   | 5000.00           |                |  |
| 10-100-0-1011-1000-11800-01030-000000                              | S                              |   |                   |                   | 1000.00           |                |  |
| 10-100-0-1011-1000-14000-01030-000000                              | S                              |   |                   |                   | 100.00            |                |  |
| -----  |                                |   |                   |                   |                   |                |  |
| ** EARNINGS HISTORY PERIOD COVERED - 01/01/2010 THRU 12/31/2010 ** |                                |   |                   |                   |                   |                |  |
| CHK DATE   | STATUS                         | TRN DATE  | TOT GROSS         | HI-GR             | OASDI-GR          | NET BANK CHECK |  |
| LTPV   | ACCOUNT                        | PTYP REAS   | PER DATE          | GROSS             | FICA-GR           | PENS-GR        |  |
| 01/01/2010   | A / A                          | FICA/MED Y  |                   | 111958.01         | 11958.01          | 11958.01       |  |
| S  | 106050999031001840001980000000 | 304 91  | 1/01/2010         | 111958.01         | 11958.01          | 11888.01       |  |
|  |                                |   |                   |                   |                   | 162.72         |  |
|  |                                |   |                   |                   |                   | 958.01 /81     |  |
|  |                                |   |                   |                   |                   | 219.30 /08     |  |
|  |                                |   |                   |                   |                   | 29.32 /26      |  |
|  |                                |   |                   |                   |                   | 9.58 /01       |  |
|  |                                |   |                   |                   |                   | 24.08 /04      |  |
|  |                                |   |                   |                   |                   | 1.67 /10       |  |
|  |                                |   |                   |                   |                   | .41 /03        |  |
|  |                                |   |                   |                   |                   | 5.55 /02       |  |
| -----  |                                |   |                   |                   |                   |                |  |
| 01/29/2010   | I / C                          | FICA/MED Y  |                   | 958.01            | 738.71            | 738.71         |  |
| S  | 106050999031001840001980000000 |   | 1/29/2010         | 958.01            | 738.71            | 958.01         |  |
|  |                                |   |                   |                   |                   | 162.72         |  |
|  |                                |   |                   |                   |                   | 4.00 /81       |  |
|  |                                |   |                   |                   |                   | 45.80 /85      |  |
|  |                                |   |                   |                   |                   | 10.71 /86      |  |
|  |                                |   |                   |                   |                   | 219.30 /87     |  |
|  |                                |   |                   |                   |                   | 219.30 /08     |  |
|  |                                |   |                   |                   |                   | 29.32 /26      |  |
|  |                                |   |                   |                   |                   | 9.58 /01       |  |
|  |                                |   |                   |                   |                   | 6.41 /04       |  |
|  |                                |   |                   |                   |                   | 1.67 /10       |  |
| -----  |                                |   |                   |                   |                   |                |  |
| 01/01/2010   | N /                            | FICA/MED Y  |                   | 5555.55           |                   |                |  |
| S  | 106050999031001840001980000000 |   | 1/01/2010         | 5555.55           |                   |                |  |
| -----  |                                |   |                   |                   |                   |                |  |
| 01/02/2010   | T /                            | FICA/MED Y  |                   | 7777.77           | 7777.77           | 7777.77        |  |
| S  | 106050999031001840001980000000 |   | 1/02/2010         | 7777.77           | 7777.77           |                |  |
|  |                                |   |                   |                   |                   | 7597.22        |  |
|  |                                |   |                   |                   |                   | 50.00 /85      |  |
|  |                                |   |                   |                   |                   | 50.00 /86      |  |
|  |                                |   |                   |                   |                   | /08            |  |
|  |                                |   |                   |                   |                   | /26            |  |
|  |                                |   |                   |                   |                   | /01            |  |
|  |                                |   |                   |                   |                   | 25.00 /04      |  |
|  |                                |   |                   |                   |                   | /10            |  |
|  |                                |   |                   |                   |                   | 55.55 /03      |  |
| -----  |                                |   |                   |                   |                   |                |  |
| 03/31/2010   | A / A                          | FICA/MED Y  |                   | 5958.01           | 5958.01           | 5958.01        |  |
| S  | 106050999031001840001980000000 |   | 3/31/2010         | 958.01            | 958.01            | 958.01         |  |
|  |                                |   |                   |                   |                   | 162.72         |  |
|  |                                |   |                   |                   |                   | 5000.00        |  |
|  |                                |   |                   |                   |                   | 5000.00        |  |
|  |                                |   |                   |                   |                   | 5000.00        |  |
|  |                                |   |                   |                   |                   | 219.30 /08     |  |
|  |                                |   |                   |                   |                   | 29.32 /26      |  |
|  |                                |   |                   |                   |                   | 59.58 /01      |  |
|  |                                |   |                   |                   |                   | /04            |  |
|  |                                |   |                   |                   |                   | 1.67 /10       |  |
|  |                                |   |                   |                   |                   | 54321.09 /03   |  |
|  |                                |   |                   |                   |                   | 5555.55 /00    |  |
|  |                                |   |                   |                   |                   | 52.00 /50      |  |
| -----  |                                |   |                   |                   |                   |                |  |
| 02/26/2010   | I / C                          | FICA/MED Y  |                   | 958.01            | 738.71            | 738.71         |  |
| S  | 106050999031001840001980000000 |   | 2/26/2010         | 958.01            | 738.71            | 958.01         |  |
|  |                                |   |                   |                   |                   | 162.72         |  |
|  |                                |   |                   |                   |                   | 4.00 /81       |  |
|  |                                |   |                   |                   |                   | 45.80 /85      |  |
|  |                                |   |                   |                   |                   | 10.71 /86      |  |
|  |                                |   |                   |                   |                   | 219.30 /87     |  |
|  |                                |   |                   |                   |                   | 219.30 /08     |  |
|  |                                |   |                   |                   |                   | 29.32 /26      |  |
|  |                                |   |                   |                   |                   | 9.58 /01       |  |
|  |                                |   |                   |                   |                   | 24.08 /04      |  |
|  |                                |   |                   |                   |                   | 1.67 /10       |  |
|  |                                |   |                   |                   |                   | .41 /03        |  |
| -----  |                                |   |                   |                   |                   |                |  |
| TOTAL GROSS  |                                |   | 151,774.51        | TOTAL DEDUCTIONS  |                   | 60,450.11-     |  |
|  |                                |   |                   | TOTAL NET         |                   | 212,224.62     |  |



## A3. Financial Accounting and Reporting (FAR) System

### A3.1. Receipt Drop Down Box

The receipt lookup feature is available from any program requiring a receipt number. The receipt lookup displays the receipt number, the source number and name, the receipt date, receipt description, receipt amount, deposit date, deposit bank, and receipt status. The lookup feature allows receipts to be filtered by the fiscal year of the receipt, and/or the receipt source number. The user is able to select which receipt statuses to display by checking one or more of the following options: Open receipts, Deposited receipts, and/or Cancelled receipts. In order to quickly locate a desired receipt, receipts can be displayed starting at a specific receipt number by entering a receipt number.

| Receipt Number      | Source Number | Source Name   | Receipt Date | Receipt Description  | Receipt Amount | Deposit Date | Deposit Bank | Receipt Status |
|---------------------|---------------|---------------|--------------|----------------------|----------------|--------------|--------------|----------------|
| 009437              | 000225        | SOURCE 000225 | 09/04/2009   | RECEIPT 00009437     | 5,456.15       |              |              | Cancelled      |
| 009470              | 000259        | SOURCE 000259 | 08/21/2009   | RECEIPT 00009470     | 22.50          |              |              | Cancelled      |
| 009492              | 000010        | SOURCE 000010 | 01/22/2010   | DIANE'S TEST         | 5,000.00       |              |              | Open           |
| 009493              | 000003        | SOURCE 000003 | 07/01/2009   | TEST RECEIVABLE      | 4,499.50       |              |              | Cancelled      |
| 009494              | 000004        | SOURCE 000004 | 03/02/2010   | TEST CLOSE WITH RCPT | 2,000.00       |              |              | Cancelled      |
| 009495              | 000018        | SOURCE 000018 | 04/01/2010   | NEW RECEIPT          | 5,000.00       |              |              | Cancelled      |
| 009496              | 000015        | SOURCE 000015 | 04/06/2010   | 22222                | 222.22         |              |              | Open           |
| 009497              | 000013        | SOURCE 000013 | 04/06/2010   | 33333                | 333.33         |              |              | Open           |
| *** End of list *** |               |               |              |                      |                |              |              |                |

Enter a receipt number, and press ENTER:

Select receipts for fiscal year:

Select receipts for a specific source (blank = all):

Select receipt status you wish to display by checking the appropriate boxes:

- Open receipts
- Deposited receipts
- Cancelled receipts

Buttons: Select, Cancel, Re-filter, Re-load

### A3.2. Update 1099-MISC Amount Indicators

The 1099-MISC magnetic media is being rejected by the IRS because the Payer 'A' record has bad data in positions 27 – 41. This is happening because 1099 amount indicator '9' (Direct Sales) is obsolete. In order to correct this problem, amount indicator '9' is being removed from the system. Support is being added for 1099 amount indicator 'D' (Section 409A Deferrals) and 'E' (Section 409A Income). Also, the 1099 replacement file information is now obsolete and has been deleted from 1099-MISC control record.

### ***A3.3. Support New Vendor Check MICR Form***

PCGenesis needs to support a new vendor check form which is narrower than the old form. Therefore, the location of the district name and address fields, the check number field, and the bank transit number fields have been dropped by a line or two, to a lower print position on the check.

### ***A3.4. Budget Master Account Activity Summary List – New Export Option***

The *Budget Master Account Activity Summary List* (F1, F9, F3, F2) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the Budget Master data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced

### ***A3.5. Revenue Master Account Activity Summary List – New Export Option***

The *Revenue Master Account Activity Summary List* (F1, F9, F3, F9) now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the Revenue Master data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

### ***A3.6. Revenue and Expenditure Summary for Any Period – New Export Option***

The *Revenue and Expenditure Summary for Any Period Report* now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the revenue and expenditure summary data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- *Expenditure Summary by Function and Object* (F1, F9, F1, F5, F1)
- *Expenditure Summary by Object and Function* (F1, F9, F1, F5, F2)
- *Revenue Summary by Revenue Source* (F1, F9, F1, F5, F3)

### ***A3.7. Revenue and Expenditure Detail for Any Period – New Export Option***

The *Revenue and Expenditure Detail for Any Period Report* now allows the option of producing a comma separated export file (.csv file) in addition to the printed report. The export file contains the same information that prints on the report, but puts the data into a data file. This allows users to perform data analysis on the revenue and expenditure detail data by using spreadsheet capabilities. Producing the export file is optional, but the report will always be produced.

- *Revenue Detail by Account* (F1, F9, F1, F6, F1)
- *Expenditure Detail by Account* (F1, F9, F1, F6, F2)

## A4. Certified/Classified Personnel Information (CPI) System

### A4.1. Print Certified/Classified Employee Error List

Previously, when an employee had an error on the *Print Certified/Classified Employee Error List*, the errors were very hard to find because the error messages were printed along with the warning messages. Now however, an option has been added which allows the user to print error messages only. If the option is selected, only errors will be printed. If the option is not selected, both errors and warnings will be printed.

### A4.2. Add CPI Fields to Export Selected Payroll/Deduction Information

An enhancement has been made to the *Export Selected Payroll/Deduction Information* process (F2, F13, F8, F5) which allows CPI fields to be extracted. In addition to payroll fields and deduction fields available for extraction, a new screen will allow the selection of CPI fields to be extracted for employees (as shown below).


The option **CPI Employees Only?** will allow the user to select which employees will be extracted. In order to extract only CPI employees (employees with the 'Include on CPI?' flag set to 'Y'), toggle the radio button to '**Include on CPI**' = 'Y'. If ALL employees are to be extracted, the radio button can be toggled to **All Selected**. If **All Selected** is chosen and if an employee does not exist in CPI, the extracted CPI fields will be blank.

The screenshot shows a terminal window titled 'Employee Master/Deduction Export File' with the subtitle 'Select CPI Fields'. The window has a blue background with white text. At the top, it displays system information: 'PCG Dist=8991 Rel=10.02.00 06/28/2010 DOD 001 SV C:\DEVSY... C:\SECO...'. Below this, it says 'Enter 'X' for the item to be reported' and 'F11=Select All, F12=Deselect All'. A list of fields follows, each with an 'X' in a box, indicating they are selected. These fields include: CERT PAY STEP, EMPL BASIS CERT, SUM INFIELD STATUS, ANNUAL CONTR DAYS, ADVANCE INHIBIT, CERT YEARS EXP, NATIONAL CERT, HIGHEST CERT LEVEL, LEVEL EFF DATE, EMPL BASIS CLASS, ANNUAL WORK DAYS, LOCAL YEARS EXP, ANNUAL CLASS SAL, CERT ID, CASE OPEN SW, and LONG TERM SUB. At the bottom, there are two radio buttons: 'All Selected' (selected) and 'Include on CPI' = 'Y'. Below the radio buttons, it says 'F7-Return, F11=Select All, F12=Deselect All, F16=Clear Selections and Exit'. At the very bottom, there is a keyboard layout with 'ENTER' and 'F16' keys highlighted, and the version number '10.02.00' in the bottom right corner.

## Section B: Installation Instructions for Release 10.02.00 Software

### B1. Perform a PCGenesis Full Backup

When the prior evening’s backup was successful, and when installing *Release 10.02.00* 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 tape as “**Data Backup Prior to Release 10.02.00**”. 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 <b>PCG Full Backup</b> icon  . |
| 4    | When the PCGenesis backup completes, label the backup tape “ <b>Full System Backup Prior to Release 10.02.00</b> ”.   |
| 5    | Proceed to B2. <i>Install PCGenesis Release 10.02.00</i> .  |

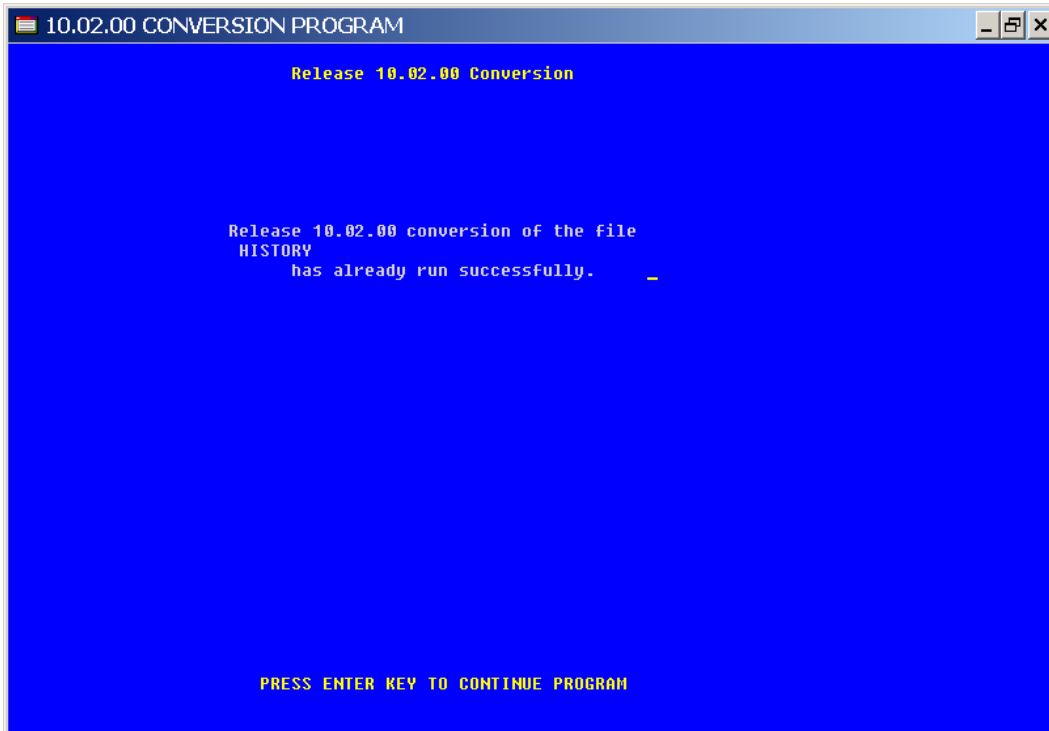
### B2. Install PCGenesis Release 10.02.00

#### FROM THE PCGENESIS SERVER

| Step | Action  |
|------|---|
| 1    | Verify all users are logged out of PCGenesis.   |
| 2    | Open <b>Windows® Explorer</b> .   |
| 3    | Navigate to the <b>K:\INSTAL</b> directory.   |
| 4    | Verify <b>PCGUNZIP.EXE</b> and <b>RELINSTL.BAT</b> displays.<br><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 <b>RELINSTL.BAT</b> 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 10.02.00 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 HISTORY file has already been converted and the following screen displays:



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

For PCGenesis Release 10.02.00 successful installations, the following message displays:

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

| Step | Action  |
|------|---|
| 6    | Select <b>Enter</b> to close the <i>DOS™</i> window.  |
| 7    | <b>If the installation was successful:</b> Proceed to B3. <i>Verify Release 10.02.00 Was Successfully Installed.</i><br><b>If the installtion was unsuccessful:</b> Proceed to <i>Step 8.</i> |

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 <b>Enter</b> to close the <i>DOS™</i> window.                                    |
| 9    | Return to the <i>MyGaDOE</i> Web portal, and detach the <b>PCGUNZIP.EXE</b> 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   | <b>For this error message:</b> Install the previous PCGenesis software release.<br><i>Contact the Technology Management Customer Support Center for additional assistance if needed. A dialog box containing additional information may also display.</i> |

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><b>For this error message:</b> 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. Verify Release 10.02.00 Was Successfully Installed.   |

### B3. Verify Release 10.02.00 Was Successfully Installed

| Step | Action   |
|------|--|
| 1    | <b>Log into PCGenesis.</b>   |
| 2    | From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 - System Utilities).   |
| 3    | From the <i>System Utilities Menu</i> , select <b>17</b> (F17 - Display Current Release Number). |

The following screen displays:

```

PCG Dist=8991 Rel=10.02.00 04/07/2010 DOD 002 SV C:\DEVSY C:\SECO...
DEFNRELM

The Following D.O.E. Releases Have Been Successfully Loaded:

DOE 08.01.00 01/15/2008
DOE 08.02.00 06/30/2008
DOE 08.03.00 11/29/2008
DOE 08.03.01 11/29/2008
DOE 08.04.00 12/14/2008
DOE 09.01.00 01/15/2009
DOE 09.02.00 07/32/4009
DOE 09.02.01 08/14/2009
DOE 09.03.00 09/30/2009
DOE 09.03.01 11/30/2009
DOE 09.03.01 1 12/01/2009
DOE 09.04.00 12/28/2009
DOE 09.04.01 01/25/2010
DOE 10.01.00 03/29/2010
DOE 10.02.00 05/27/2010


Press <ENTER> or PF16 to Exit

08.01.00
    
```



| Step | Action   |
|------|--|
| 4    | <p>Verify <b>Release 10.02.00</b> displays.</p> <p><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 <b>DOE 10.02.00</b> displays. If Release 10.02.00 does not display, contact the Technology Management Customer Support Center for assistance.</i></p> |
| 5    | Select <b>Enter</b> .  |
| 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 10.02.00 is Installed***

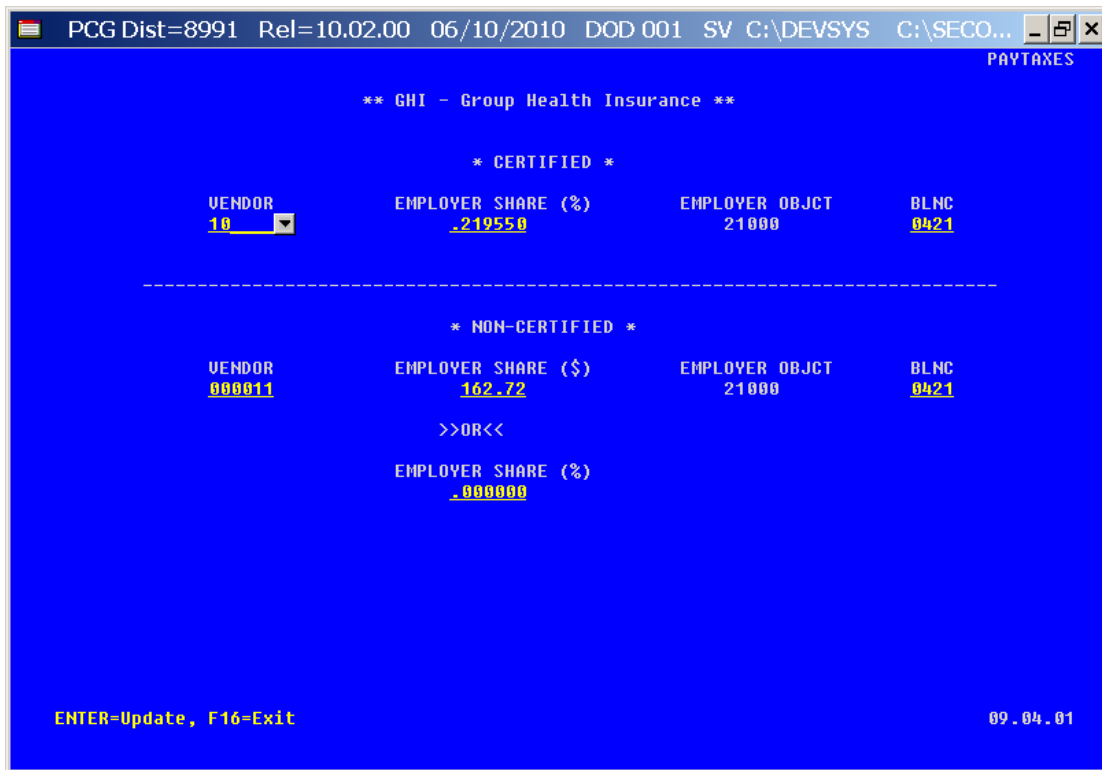
| Step | Action   |
|------|--|
| 1    | <b>Verify all users are logged out of PCGenesis.</b>   |
| 2    | Close <i>Uspool</i> at the server.   |
| 3    | On the PCGenesis server's <i>Desktop</i> , select  ( <b>PCG Full Backup</b> ) icon. |
| 4    | When the PCGenesis backup completes, label the backup tape “ <b>Full System Backup After Release 10.02.00</b> ”.   |

## Section C: After PCGenesis Release 10.02.00 Has Been Installed

### C1. Enter the New State Health Rate for FY 2011

| Step | Action   |
|------|--|
| 1    | Log into PCGenesis.                                  |
| 2    | Select <b>2</b> (F2 – Payroll System).               |
| 3    | Select <b>13</b> (F13 - Special Functions Menu).     |
| 4    | Select <b>3</b> (F3 – Tax/Withholding/Control Menu). |
| 5    | Select <b>6</b> (F6 - Display/Update GHI Table).     |

The following screen display is displayed:



| Step | Action   |
|------|--|
| 6    | For the <b>Certified Employer Share %</b> : Enter <b>.219550</b> .                               |
| 7    | For the <b>Non-Certified Employer Share \$</b> : Verify <b>162.72</b> is entered in the field.   |
| 8    | For the <b>Non-Certified Employer Share %</b> : Verify <b>0.00</b> is entered in the field.      |
| 9    | Press <b>Enter</b> (Update) to save the changes, and return to the Tax/Withholding/Control Menu. |

## C2. Enter the New TRS Rate for FY 2011

| Step | Action  |
|------|---|
| 1    | From the Tax/Withholding/Control Menu, select <b>5</b> (F5 - Display/Update PSERS/TRS Table). |

The following screen display is displayed:

```

PCG Dist=8991 Rel=10.02.00 05/20/2010 DOD 002 SV C:\DEVSY S C:\SECO...
PAYTAXES
** PSERS Retirement ** (Pension Code 1)
Year/month of last PSERS transmission: 2010/06 (CCYY/MM)
Vendor      Withholding Exp Acct  Withholding Rev Acct  Deduction Sort  Blnc
          Fnd F Prgm Fnc  Fnd F Prgm Srce
15      199 0 9990 9000    199 0 9990 9000          03      0474
Normal Employee Share  Employer Contribution to Employee Share
          04.0000          Blnc      Object
                          0421      23000
-----
** TRS Retirement ** (Pension Code 2)
Employer Share (%)      Employer Objct Emplr Blnc  Emplr Blnc
          .1028          23000          0421          0473
Vendor      Withholding Exp Acct  Withholding Rev Acct  Deduction Sort
          Fnd F Prgm Fnc  Fnd F Prgm Srce
000014    199 0 9990 9000    199 0 9990 9000          04
Normal Employee Share  Employer Contribution to Employee Share
          00.0553          Blnc      Object
                          0421      23000
ENTER=Update, F16=Exit
99.04.01
    
```

| Step | Action   |
|------|--|
| 2    | For the <b>TRS Employer Share %</b> : Enter <b>.1028</b> .                                       |
| 3    | For the <b>TRS Normal Employee Share %</b> : Enter <b>00.0553</b> .                              |
| 4    | Press <b>Enter</b> (Update) to save the changes, and return to the Tax/Withholding/Control Menu. |