



PAYMENT ADVICE INSTRUCTIONS

Bright from the Start: Georgia Department of Early Care and Learning
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Atlanta, Georgia 30334
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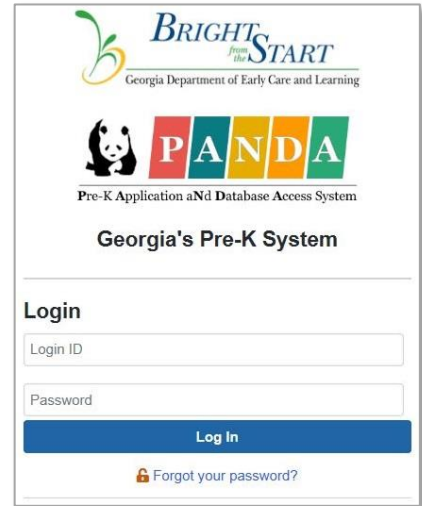
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Step 1: Logging into Panda

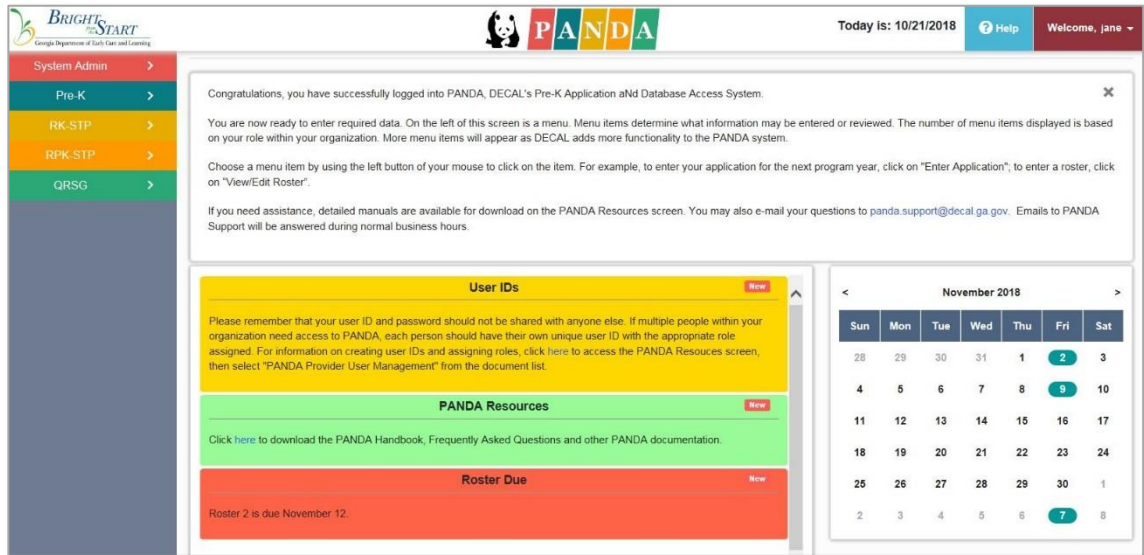
- A. Open your web browser and navigate to <http://www.decal.ga.gov/panda>.

Note: PANDA is designed to work best with a modern web browser, such as Chrome, Firefox, Edge, or Safari. Internet Explorer is being phased out and is no longer recommended.

- B. Enter your Panda Login ID
 C. Enter your Panda Password.
 D. Click **Log In**.



The PANDA welcome screen displays.



User IDs

Please remember that your user ID and password should not be shared with anyone else. If multiple people within your organization need access to PANDA, each person should have their own unique user ID with the appropriate role assigned. For information on creating user IDs and assigning roles, click here to access the PANDA Resources screen, then select "PANDA Provider User Management" from the document list.

PANDA Resources

Click here to download the PANDA Handbook, Frequently Asked Questions and other PANDA documentation.

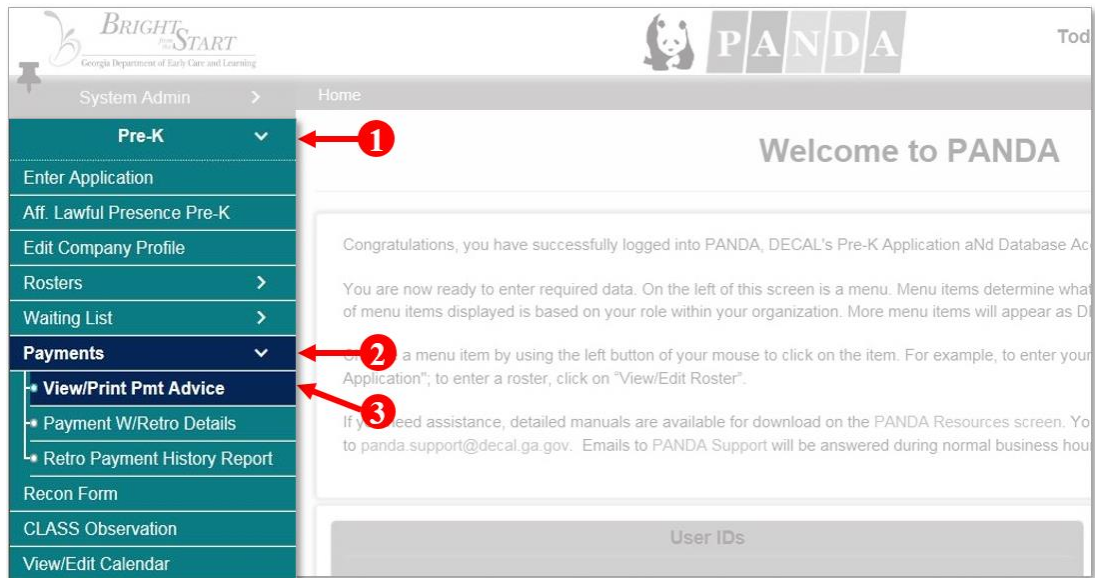
Roster Due

Roster 2 is due November 12.

| November 2018 | | | | | | |
|---------------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

Step 2: Viewing Payment Advice

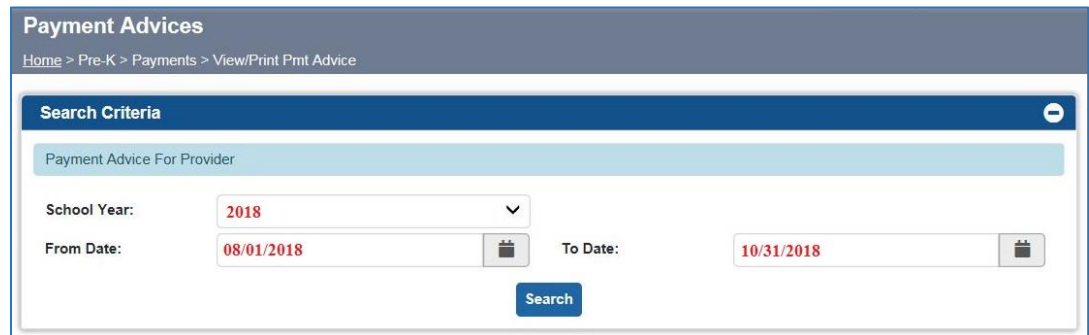
- A. In the left-side navigation menu, click (1) **Pre-K**, (2) **Payments**, and then (3) **View/Print Pmt Advices**.



Important

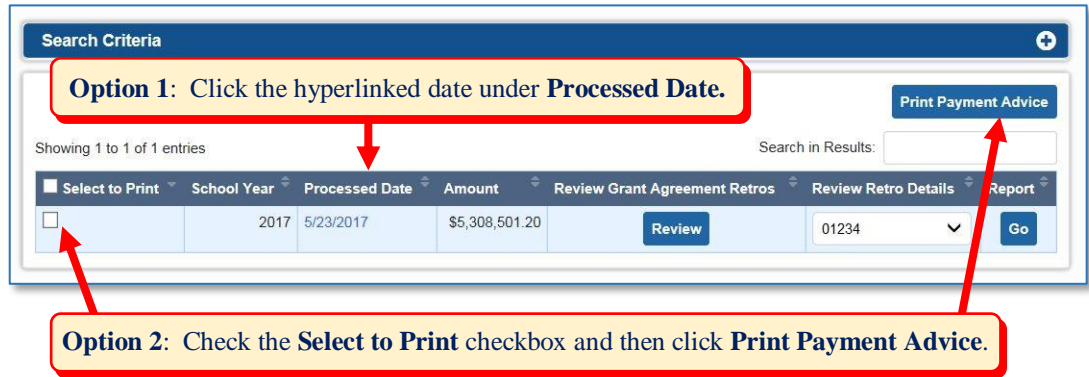
You must have either the Provider Management or Provider Finance role assigned to your PANDA user ID for the View/Print Pmt Advices menu option to be available. Contact your Pre-K Project Director if you need access to this menu item.

- B. On the Payment Advices screen, select the appropriate school year from the drop-down box and enter a date range in the **From Date** and **To Date** fields. If you wish to view all payment advices for the school year, leave the date fields blank.



- C. Click **Search**. A list of payment advices for the school year and/or date range displays.

D. Use one of the following options to view the payment advice:



Option 1: Click the hyperlinked date under **Processed Date**.

Option 2: Check the **Select to Print** checkbox and then click **Print Payment Advice**.

After choosing one of the above options, the payment advice opens in a new browser tab.

Bright from the Start: Georgia Department of Early Care and Learning
 Vendor Code: 0000111111
 TIN: 58-0000000

Example Child Care Center, Inc.
 10 Park Place
 Atlanta, GA 30303-2934

EFT Payment Advice
 Pay Cycle: October
 Pay Run #: 3
 Payment Processed Date: 10/1/2018

| October Payment Summary | LT Base Salary | * LT Base Sal. Retro | CYE Salary | * CYE Sal. Retro | LT Benefits | AT Salary | * AT Salary Retro | AT Benefits | Transport | * Trans. Retro | Operating |
|---------------------------------|----------------|----------------------|----------------------------|------------------|-------------|------------|-------------------|------------------------------|-----------|----------------|-------------------|
| Example Child Care Center, Inc. | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| | | | | | | | | Startup Payment | | | \$0.00 |
| | | | | | | | | Special Adjustments | | | \$0.00 |
| Total Sites Paid: | | 1 | Total Classes Paid: | 1 | | | | Program Total Payment | | | \$9,206.88 |

Class Payment Details for Example Child Care Center

| Class ID | Students | LT Salary | * LT Salary Retro | CYE Salary | * CYE Sal. Retro | LT Benefits | AT Salary | * AT Salary Retro | AT Benefits | Transport | * Trans. Retro | Operating | |
|--|----------|-------------------------|-------------------|------------|------------------|-------------|------------|-------------------|-------------|-----------|----------------|--|-------------------|
| 80004 | 21.0 | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 | |
| Jane Austen | | GaPSC Certification, T4 | | | 17.0 | | | | | | | Startup Payment | \$0.00 |
| | | | | | | | | | | | | Class 80004 Total Payment | \$9,206.88 |
| Total for Example Child Care Center | | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 | |
| | | | | | | | | | | | | Total Startup Payments | \$0.00 |
| | | | | | | | | | | | | Total Program Payments | \$9,206.88 |
| Grand Total | | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 | |
| | | | | | | | | | | | | Total Startup Payments | \$0.00 |
| | | | | | | | | | | | | Total Program Payments (Less Sp. Adjustments) | \$9,206.88 |

Your payment will be broken down into several columns. If you have more than one class, each class will be itemized in a separate row below the total row.

Important

Make sure you have pop-up blocking turned off. If you see a message stating that your web browser blocked a pop-up, click **Options for this site** and select **Always Allow**.



You may need to repeat Steps B and C after granting permission to display the payment advice for the first time.

Step 3: Printing or Saving Your Payment Advice

- A. To print your payment advice, click the **Print File** button on the floating PDF menu near the bottom of the screen or press **Ctrl+P** on your keyboard.



- B. To save a copy of the document, click the disk icon or go to **File > Save As**.

Payment Advice Definitions and Clarification Notes

Program Payment Summary Section

| | | | | | | | | | | | | |
|--|---------------------------------|-----------------------|-----------------------------|----------------------------|-------------------------|---|------------------|--------------------------|------------------------------|------------------|-----------------------|------------------|
| Bright from the Start: Georgia Department of Early Care and Learning | | | | | | | | | | | | |
| Vendor Code: 0000111111 | | | | | | | | | | | | |
| TIN: 58-0000000 | | | | | | | | | | | | |
| Example Child Care Center, Inc. 10 Park Place Atlanta, GA 30303-2934 | | | | | | EFT Payment Advice Pay Cycle: October Pay Run #: 3 Payment Processed Date: 10/1/2018 | | | | | | |
| A | Header Payment Summary | LT Base Salary | * LT Base Sal. Retro | CYE Salary | * CYE Sal. Retro | LT Benefits | AT Salary | * AT Salary Retro | AT Benefits | Transport | * Trans. Retro | Operating |
| | Example Child Care Center, Inc. | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| C | | | D | | | | | | Startup Payment | | | \$0.00 |
| | | | | | | | | | Special Adjustments | | | \$0.00 |
| | Total Sites Paid: | | 1 | Total Classes Paid: | | 1 | | B | Program Total Payment | | | \$9,206.88 |
| Class Payment Details for Example Child Care Center | | | | | | | | | | | Classes Paid: | 1 |

A **Payment Summary:** the amounts under each item reflect the total paid to the program by DECAL.

- **Lead Teacher (LT) Base Salary:** the total lead teacher base salary paid to the program.
- **LT Base Sal. Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
- **CYE Salary (Supplemental Compensation):** the total supplemental compensation paid to the program.
- **CYE Sal. Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
- **LT Benefits:** the total paid to the program for lead teacher benefits.
- **Assistant Teacher (AT) Salary:** the total assistant teacher salary paid to the program.
- **AT Salary Retro:** retroactive assistant teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
- **AT Benefits:** the total paid to the program for assistant teacher benefits.
- **Transport:** the total paid to the program for transportation services for Category One children. Transportation is paid based on submitted roster data at a rate of \$16.50 for each eligible child.
- **Trans. Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Operating:** the total operating costs paid to the program. Refer to Section 17.2 in the [Pre-K Providers' Operating Guidelines](#) for additional information about operating costs.

- **Startup Payment:** start-up grants are given for newly awarded classrooms in the amount of \$8,000 per class. The total amount paid to the program for start-up classrooms is reflected here (if applicable).
- **Special Adjustments:** additional payment(s) made to the provider. Details regarding special adjustment payments are located on the last page of the payment advice.

B Program Total Payment: reflects the total payment from DECAL to the program. Funding is based on program type and service area (Private Metro, Private Non-Metro, and Public School), the number of children served, and the lead teacher credential verified through the Georgia Professional Development System (GaPDS). The total payment amount also includes transportation and start-up costs (if applicable). The reimbursement amount may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service. Refer to section 19.1 in the [Pre-K Providers' Operating Guidelines](#) for the Pre-K Annual Rates Chart.

C Total Sites Paid: the number to the far right reflects the total number of sites that generated the payment advice.

D Total Classes Paid: the number to the far right reflects the total number of classes that generated the payment advice.

Class Payment Details Section

| | | | | | | | | | | | | | | |
|---|----------|---------------------------|----------|-------------------------|-------------------|------------|------------------|-----------------------|------------|-------------------|---------------|-----------------|----------------|------------|
| Total Sites Paid: | | 1 | | Total Classes Paid: | | 1 | | Program Total Payment | | \$9,206.88 | | | | |
| Class Payment Details for Example Child Care Center | | | | | | | | | | | Classes Paid: | | 1 | |
| F | E | Class ID | Students | LT Salary | * LT Salary Retro | CYE Salary | * CYE Sal. Retro | LT Benefits | AT Salary | * AT Salary Retro | AT Benefits | Transport | * Trans. Retro | Operating |
| | | 80004 | 21.0 | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| | | Jane Austen | | GaPSC Certification, T4 | | | 17.0 | | | | | Startup Payment | | \$0.00 |
| | | Class 80004 Total Payment | | | | | | | | | | | \$9,206.88 | |
| | | Total for Example | | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |

Note: the amounts under each item in the Class Payment Details section reflect the total paid for the class.

E Students: the number reflects the total number of students reported for the class.

F Class ID: each class is itemized to reflect the amount paid by DECAL for the class.

- **LT Base Salary:** base salary paid for the class. Lead teacher salary is based on the credential verified through the Georgia Professional Development System. Refer to Section 12.3 in the [Pre-K Providers' Operating Guidelines](#) for a list of approved credentials for lead teachers. Pre-K providers are required to pay lead teachers a minimum of 90% of the total salary funded by DECAL.
- **LT Base Sal. Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of lead teacher changes.
- **CYE Salary (Supplemental Compensation):** supplemental compensation includes a 3% increase in base salary for each two years of creditable years of experience up to 20 years. Providers are required to pay teachers 100% of supplemental compensation. This supplement should be part of the lead teacher's salary and should be paid in a manner consistent with the base salary (weekly, monthly,

- etc.). The supplement may not be used as a salary bonus. It is not acceptable to hold the salary supplement and pay mid-year or at the completion of the school year.
- **CYE Salary Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
 - **LT Benefits:** lead teacher benefits paid for the class. Examples of benefits include: health insurance, life insurance, flexible benefits such as dental and vision, dependent child care, and the provider's portion of federal and state taxes. Offering benefits is at the discretion of the Pre-K provider. If an employer decides not to offer benefits, the benefit amount can be utilized to pay additional salary over the minimum salary requirements or the funds can be expended for Operating expenses.
 - **Assistant Teacher (AT) Salary:** assistant teacher salary paid for the class. Pre-K providers are required to pay assistant teachers 100% of the total salary funded by DECAL.
 - **AT Salary Retro:** the retro total is based on overpayment or underpayment in a previous pay period and goes back to the effective date of assistant teacher changes.
 - **AT Benefits:** assistant teacher benefits paid for the class. Examples of benefits include: health insurance, life insurance, flexible benefits such as dental and vision, dependent child care, and the provider's portion of federal and state taxes. Offering benefits is at the discretion of the Pre-K provider. If an employer decides not to offer benefits, the benefit amount can be utilized to pay additional salary over the minimum salary requirements or the funds can be expended for Operating expenses.
 - **Transport:** the total paid at the class level for transportation services for Category One children.
 - **Trans. Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
 - **Operating:** the total operating costs paid for the class. Refer to Section 17.2 in the [Pre-K Providers' Operating Guidelines](#) for information about operating costs.
 - **Startup Payment:** the startup payment paid to the program for the class (if applicable).
 - **Class Total Payment:** the total amount paid from DECAL for the class. The total payment for the class may vary from pay period to pay period based on changes in class size, changes in lead teacher credential, and number of days offering service.

Site Payment Details Section

| | | | | | | | | | | | | |
|--|-------------------------|------------|--------|----------|-----------------|------------|------------|--------|----------|-------------------|--------|------------|
| 80004 | 21.0 | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | 068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| Jane Austen | GaPSC Certification, T4 | | 17.0 | | Startup Payment | | \$0.00 | | | | | |
| Class 80004 Total Payment | | | | | | | | | | \$9,206.88 | | |
| Total for Example Child Care Center | | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| Total Startup Payments | | | | | | | | | | \$0.00 | | |
| Total Program Payments | | | | | | | | | | \$9,206.88 | | |
| Grand Total | | | | | | | | | | | | |
| | | \$3,582.07 | \$0.00 | \$913.34 | \$0.00 | \$1,068.11 | \$1,587.29 | \$0.00 | \$377.14 | \$0.00 | \$0.00 | \$1,678.93 |
| Total Startup Payments | | | | | | | | | | \$0.00 | | |
| Total Program Payments (Less Sp. Adjustments) | | | | | | | | | | \$9,206.88 | | |

G Site Payment Details: the amounts under each item reflect the total paid for the site. Grand Total reflects the total for all sites reported.

H

| * October Retro Payment Details | | | | | | | | |
|---------------------------------|----------------------|-----------------|------------------|-------------------|-----------------|-------------------|-----------------|-----------------|
| Class ID | Retro Payment is for | LT Salary Retro | CYE Salary Retro | LT Benefits Retro | AT Salary Retro | AT Benefits Retro | Transport Retro | Operating Retro |
| | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Payment Advice Page 2 of 2

H Retro Payment Details: The retro total is based on overpayment or underpayment in a previous pay period. *Retro Payment is for:* reflects the month in which the underpayment or overpayment was made.



If you need assistance with these instructions or have questions about your payment advice, send an e-mail to panda.finance@dec.al.ga.gov. All e-mails to PANDA Finance will be answered during normal business hours.