



Georgia Department of Early Care and Learning

PANDA Payment Advice Instructions

A screenshot of the PANDA website login page. The page has a blue header with the text 'Georgia's Pre-K System'. On the left, there is a yellow sidebar with the 'Bright from the Start' logo and login instructions. The main content area is white and contains a 'Welcome to PANDA!' message, a yellow warning box about user IDs, and a 'Link to Downloadable Forms' button. The footer of the page includes a note about the recommended browser version.

BRIGHT from the START
Georgia Department of Early Care and Learning

Existing Users, enter login information here:

User ID:

Password:

[Log In](#)

[Forgot your password?](#)

Georgia's Pre-K System

News & Information

The Bright from the Start: Georgia Department of Early Care and Learning PANDA System

Bright from the Start: Georgia Department of Early Care and Learning operates and administers Georgia's Pre-K Program. As part of a strategic plan to facilitate automation and information-based decision making, DECAL has created the PANDA system. PANDA will enable Pre-K Providers to enter and review data regarding their program at their convenience.

Additionally, DECAL staff will have greater access to up-to-date data utilizing this system. Access to this system is controlled by password and encryption technology. Only authorized users should proceed from this point.

Welcome to PANDA!

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 the "Link to Downloadable Forms" button below, then select "PANDA Provider User Management" from the document list.

Click the blue button at the bottom of the screen to download the PANDA Handbook, Frequently Asked Questions and other PANDA documentation.

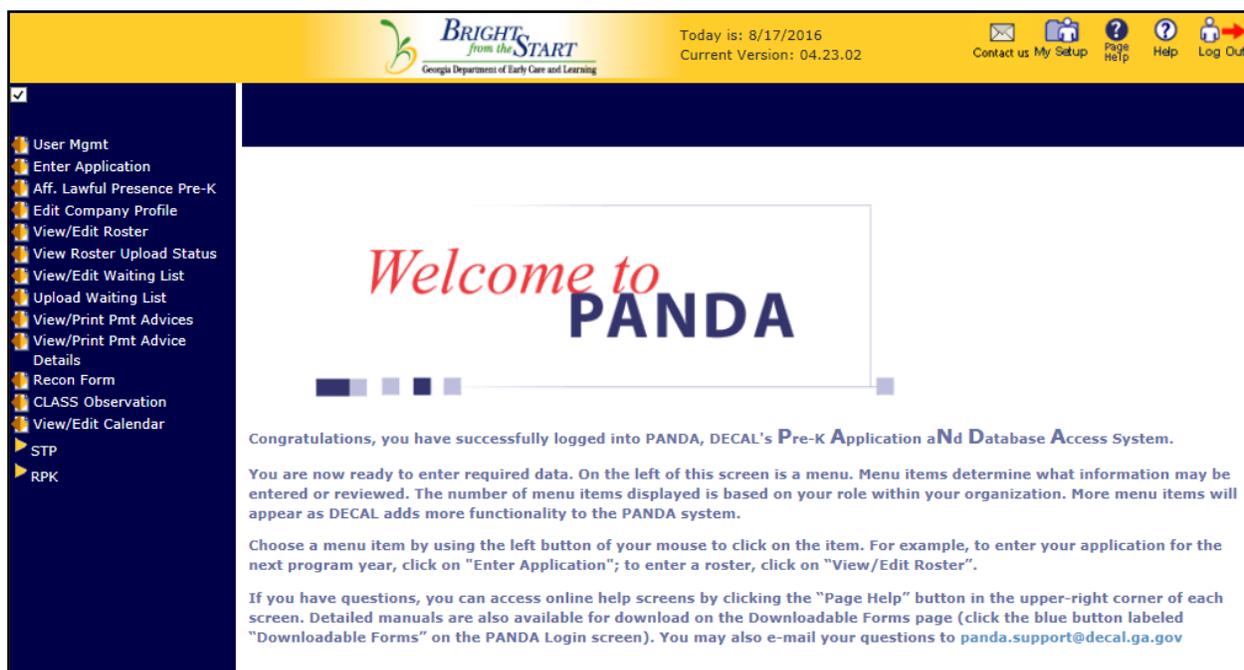
Support for Panda is available from 8 AM - 5 PM Monday through Friday. All emails to [PANDA Support](#) will be answered during business hours.

[Link to Downloadable Forms](#)

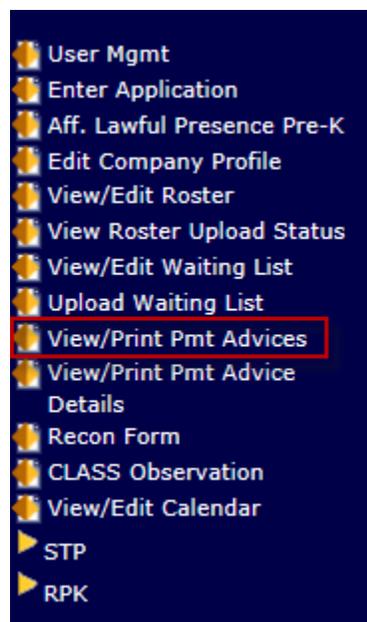
[Go to Bright from the Start website](#)

Site best viewed with Internet Explorer version 6.0 and above.

To get started, open your web browser and go to the PANDA website at <http://www.decals.ga.gov/panda>. Internet Explorer version 6.0 and above is recommended. Third-party web browsers (such as Chrome and Firefox) are not supported.



Next, log into PANDA. The PANDA Welcome Screen displays.



In the left-hand menu, click the **View/Print Pmt Advices** menu item.

Note: 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.

Payment Advices

Payment Advice For Provider:

School Year: ▾

From Date:  To Date: 

Search

The **Payment Advices** screen displays. 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, you may leave the date fields blank. Click the **Search** button.

Payment Advices

Payment Advice For Provider:

School Year: ▾

From Date:  To Date: 

Search

School Year	Processed Date	Amount	Select to Print	Review Grant Agreement Retros	Review Retro Details	Report
2017	8/3/2016	\$26,821.00	<input type="checkbox"/>			

Print Payment Advice

A list of payment advices for the school year and/or date range now displays.

Payment Advices

Payment Advice For Provider:

School Year:

From Date:  To Date: 

School Year	Processed Date	Amount	Select to Print	Review Grant Agreement Retros	Review Retro Details	Report
2017	8/3/2016	\$26,821.00	<input checked="" type="checkbox"/>			

To view the payment advice, either click the hyperlink under **Processed Date**, or check the **Select to Print** checkbox and click the **View Payment Advice** button.



The payment advice will open in a new tab or window. 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 the previous step after granting permission to allow pop-ups for the first time.

Bright from the Start: Georgia Department of Early Care and Learning
 Vendor Code : ██████████
 TIN : 55-5555555

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

EFT Payment Advice
 Pay Cycle : August
 Pay Run # : 1
 Payment Processed Date : 08/03/2016

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments		Total Payment	
Provider Total	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$0.00	\$26,821.00
Count					0.00	0.00			0.00	0.00			66.00	
												Transition Coach Grant	\$0.00	
												Start up Amount	\$0.00	
												Total Payment	\$26,821.00	
Example Child Care Center														
Site Total	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$0.00	\$26,821.00
Count					0.00	0.00			0.00	0.00			66.00	
Class # 70759	\$3,955.20	\$0.00	\$568.70	\$0.00	\$1,556.17	\$0.00	\$3,862.74	\$0.00	\$0.00	\$0.00	\$0.00		\$9,942.81	
												GaPSC Certification, T5 or higher	22.00	
												T-5	15.00	
Class # 70760	\$3,511.84	\$0.00	\$427.62	\$0.00	\$1,556.17	\$0.00	\$3,723.94	\$0.00	\$0.00	\$0.00	\$0.00		\$9,219.87	
												GaPSC Certification, T4	22.00	
												T-4	8.00	
Class # 70761	\$2,678.00	\$0.00	\$0.00	\$0.00	\$1,556.17	\$0.00	\$3,424.15	\$0.00	\$0.00	\$0.00	\$0.00		\$7,658.32	
												No GaPSC Certification, ECE Bachelor or higher	22.00	
													1.00	

Message: Please note this payment advice is notification of your processed payment. This payment was made via Electronic Funds Transfer (EFT) to your bank account of record. Please contact Bright from the Start: Georgia Department of Early Care and Learning, with questions regarding your payment at (404) 651-7411 or (404) 658-5957 or email us at the address below. Thank you for your help in providing a quality pre-kindergarten program for Georgia's children and their families. *This total may include any special adjustments made at that level. Please refer to the last page for details and comments on the special adjustment (s) made.

Page Number 1 of 1

Email: panda.finance@decalf.ga.gov

The payment advice should now display. 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.

Payment Advice Definitions and Clarification Notes

Bright from the Start: Georgia Department of Early Care and Learning
 Vendor Code : ██████████
 TIN : 55-5555555

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

EFT Payment Advice
 Pay Cycle : August
 Pay Run # : 1
 Payment Processed Date : 08/03/2016

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments		Total Payment	
Provider Total	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$0.00	\$26,821.00
Count					0.00	0.00			0.00	0.00			66.00	
												Transition Coach Grant	\$0.00	
												Start up Amount	\$0.00	
												Total Payment	\$26,821.00	
Example Child Care Center														

Provider Total Items: the amounts under each item reflect the total paid to the program by DECAL.

- **Lead Teacher:** the total lead teacher base salary paid to the program.
- **LT Retro:** retroactive lead teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.

- **Supp:** supplemental compensation. The total supplemental compensation paid to the program.
- **Supp Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Assistant Teacher:** the total assistant teacher salary paid to the program.
- **Assistant Retro:** retroactive assistant teacher salary. The retro total is based on overpayment or underpayment in a previous pay period.
- **Operational:** 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.
- **Operational Retro:** the total retroactive operating costs. The retro total is based on overpayment or underpayment in a previous pay period.
- **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.
- **Transport Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Special Adjustments:** additional payment(s) made to the provider. Details regarding special adjustment payments are located on the last page of the payment advice.
- **Total Payment:** the total amount paid from DECAL to the program.

Count: the number to the far right reflects the total number of children reported by the program on roster report(s) that generated the payment advice.

Transition Coach Grant: applies to programs participating in the Pre-K Summer Transition Program (STP).

Start Up Amount: 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).

Total Payment: reflects the total payment from DECAL to the program. Funding is based on program type and zone (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. 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. See section 19.1 in the *Pre-K Providers' Operating Guidelines* for the Pre-K Annual Rates Chart.

	Lead Teacher	LT Retro	Supp	Supp Retro	Assistant Teacher	Assistant Retro	Operational	Operational Retro	Transport	Transport Retro	Special Adjustments		Total Payment
	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$26,821.00
Example Child Care Center													
Site Total	\$10,145.04	\$0.00	\$996.62	\$0.00	\$4,668.51	\$0.00	\$11,010.83	\$0.00	\$0.00	\$0.00	\$0.00*	\$0.00	\$26,821.00
Count					0.00	0.00							66.00
Class # 70759	\$3,956.20	\$0.00	\$568.70	\$0.00	\$1,556.17	\$0.00	\$3,862.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,942.81
					GaPSC Certification, T5 or higher	T-5	15.00	0.00	0.00	0.00	0.00		22.00
Class # 70760	\$3,511.84	\$0.00	\$427.92	\$0.00	\$1,556.17	\$0.00	\$3,723.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,219.87
					GaPSC Certification, T4	T-4	8.00	0.00	0.00	0.00	0.00		22.00
Class # 70761	\$2,678.00	\$0.00	\$0.00	\$0.00	\$1,556.17	\$0.00	\$3,424.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,658.32
					No GaPSC Certification, ECE Bachelor or higher		1.00	0.00	0.00	0.00	0.00		22.00
<p>Message: Please note this payment advice is notification of your processed payment. This payment was made via Electronic Funds Transfer (EFT) to your bank account of record. Please contact Bright from the Start: Georgia Department of Early Care and Learning, with questions regarding your payment at (404) 651-7411 or (404) 656-5957 or email us at the address below. Thank you for your help in providing a quality pre-kindergarten program for Georgia's children and their families. *This total may include any special adjustments made at that level. Please refer to the last page for details and comments on the special adjustment (s) made.</p> <p style="text-align: right;">Page Number 1 of 1</p> <p>Email: panda.finance@decal.ga.gov</p>													

Site Total: the amounts under each item reflect the total paid to the program at the site level.

Count: the number to the far right reflects the total number of children reported at the site level.

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

- **Lead Teacher:** 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 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.
- **Supp (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 a salary bonus. It is not acceptable to hold the salary supplement and pay mid- year or at the completion of the school year.
- **Supp Retro:** retroactive lead teacher supplemental compensation. The retro total is based on overpayment or underpayment in a previous pay period.
- **Assistant Teacher:** assistant teacher salary paid for the class. Pre-K providers are required to pay assistant teachers 100% of the total salary funded by DECAL.
- **Assistant 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.
- **Operational:** the total operating costs paid for the classroom. Refer to Section 17.2 in the *Pre-K Providers' Operating Guidelines* for information about operating costs.
- **Operational Retro:** the total retroactive operating costs for the class. The retro total is based on overpayment or underpayment in a previous pay period.
- **Transport:** the total paid at the class level for transportation services for Category One children.
- **Transport Retro:** the total retroactive amount for transportation. The retro total is based on overpayment or underpayment in a previous pay period.

- Special Adjustments: additional payment(s) made for the class. Details regarding special adjustment payments are located on the last page of the payment advice.
- 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.
- The number under the total payment for the class reflects the total number of children reported on the class roster.

Printing Your Payment Advice



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. You can also save a copy by clicking the disk icon.

If you need assistance with these instructions or have questions about your payment advice, send an email to panda.finance@decalfga.gov. All emails to PANDA Finance will be answered during business hours.