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PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011

Section B: Payroll Update Processing

***[Topic 4: Update/Display Payroll
Information, V2.8]***

Revision History


Date	Version	Description	Author
10/11/2011	2.8	11.03.00 – Update screenshots with new F3 – Print this data.	D. Ochala
01/26/2011	2.7	10.04.01 – Update <i>AEIC</i> and <i>Pay Type</i> valid values. Update screenshots.	D. Ochala
06/30/2010	2.6	10.02.00 – Update State Marital Status Indicator.	D. Ochala
12/09/2009	2.5	09.04.00 – Update screen shots <i>Update/Display YTD/Fiscal Data</i> .	D. Ochala
06/17/2009	2.4	09.02.00 – Added multiple-ACH processing information and instructions.	C. W. Jones
03/31/2009	2.3	09.01.00 – Added CPI-3 rd party contractor information reference, and <i>Deduction Data screen</i> GHI option and tier display information and instructions. Added new <i>B2.4. Calculate and Display Payroll</i> screenshot examples.	C. W. Jones
05/29/2008	2.2	08.02.00 – Added updated <i>Select Employee</i> screen, gross data <i>TRS 'R' (TRS: Employer Pays BOTH employer and employee shares – SB327)</i> code, withholding employer indicator '4' (<i>% of Annuity gross ...</i>), and bank code Drop-down selection icon  information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added <i>Annuity 3 – Annuity 5</i> information, instructions, and screenshot examples.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added inactive employee update, and automatic CPI biographical information update information and instructions.	C. W. Jones

Table of Contents

Overview	1
Procedure A: Setting/Clearing Employee Search Criteria	4
Procedure B: Updating/Displaying Deduction Data.....	5
B1. Overview	5
B2. Processing Imputed Income	14
B2.1. Identifying the Imputed Income Deduction Code.....	14
B2.2. Processing Imputed Income through Regular Payroll.....	15
B2.2.1. Updating/Displaying the Employee’s Imputed Income Deduction	16
B2.3. Setting the Group Term Life Insurance (GTLI) Flag to “Y” (Yes)	22
B2.4. Calculate and Display Payroll Screenshot Examples.....	23
B2.4.1. Calculate and Display Payroll Example of Imputed Income Amount Processed	23
B2.4.2. Calculate and Display Payroll Example of Imputed Income Amount Not Processed	23
Procedure C: Updating/Displaying Gross Data	24
C1. Overview	24
Procedure D: Updating/Displaying Withholding Data	40
D1. Overview	40
D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Payroll - Example	55
D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Payroll and Update/Display Payroll Withholding/Direct Deposit Data Screen - Example.....	56
D1.3. Update/Display Earnings History Screenshot- Example	57
D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example	57
D1.5. Payroll Exceptions Register – Example.....	58
D1.6. Direct Deposit Statement – Example	59
Procedure E: Updating/Displaying Leave Data	60
Procedure F: Updating/Displaying YTD/Fiscal Data	68
Procedure G: Updating/Displaying Deduction Adjustments.....	76
Procedure H: Updating/Displaying FICA/Medicare Adjustments	84
Procedure I: Updating/Displaying Garnishment Vendor Data.....	91

Overview

The following features are available from the *Payroll Update* function on the *Payroll System Master Menu*:

Third Party Contract Employee Information: PCGenesis does not permit access to third-party contractor employees from the PCGenesis payroll module. PCGenesis users must access third-party contractor employees via the Certified/Classified Personnel Information (CPI) module.

Updates to Inactive Employee Information: PCGenesis displays the warning, “*Employee is NOT active! Changes on this screen will not impact payroll.*” when the user attempts to update inactive employees’ information. In this instance, select *OK* to save the changes anyway, or *Cancel* to redisplay the screen in response to the prompt.

PCGenesis allows the display, modification, and in many cases, the deletion of the following types of information:

Personnel Data: *Procedure E: Updating/Displaying Leave Data* provides procedure-specific employee leave data instructions.

Deduction: *Procedure B: Updating/Displaying Deduction Data* provides procedure-specific employee deduction instructions.

Payroll Codes: All description codes must exist in the payroll *Description* file before using the codes to update employees’ payroll information. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Gross Data: Includes the payroll type, payroll rate, regular and overtime hours, regular and overtime gross salary, GHI gross salary, contractual salary, and pension information. *Procedure C: Updating/Displaying Gross Data* provides procedure-specific gross data instructions.

Account information Codes: Entries in the **Acct# Yr Fnd F Prgm Fnct Object Fcty B Addt'l** fields must exist in the *Budget Account Master* file. Refer to the [Financial Accounting and Reporting \(FAR\) System Operations Guide, Section A: Budget Account Master Processing](#) for instructions.

Pension Adjustments: PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employer pension contribution amount during payroll calculations.

Withholding: Includes employees' state and federal tax withholding information, annuity withholding information, and direct deposit information. In order to exclude employee from the Direct Deposit file, clear the *Bank Code*, *Bank Account #*, *Type*, *Method*, and *Amt/%* fields. Changing information in the *Bank Code*, *Bank Account #*, *Type*, *Method*, or *Amt/%* fields causes the *Prenote* flag to automatically change to *Y (Yes)*.

Annuity Codes: All annuity company information must exist in the payroll *Annuity* file before using the codes to update employees' payroll information. Although PCGenesis allows up to five annuity company entries per employee record, PCGenesis users must create the *Annuity Deduction Control Record* before entering the information for employees. Changing the *Annuity Company* on the *Update/Display Payroll Withholding/Direct Deposit Data* screen will automatically cause the *Employer Deduction Flag* on the *Update/Display Deduction Data* screen to default either to *Y (Yes)* or *N (No)* based upon the employer indicator (0, 1, 2, 3, or 4) on the annuity company record. Refer to *Section F: Payroll Description/Deduction/Annuity File Processing* for instructions.

Leave: PCGenesis allows displays of and modifications to employees' leave information for *State* and *Local* buckets including Sick, Personal/Business, Vacation, Other or Leave without Pay. When updating current leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD (Used Year-to-Date)* totals. Negative (-) entries may not be made to the *Balance*, and *Used YTD* totals. PCGenesis clears the current leave usage totals when a new payroll is set up. Leave should reflect leave usage for the current payroll. Refer to the PCGenesis Personnel System Operations Guide for assistance.

After calculating payroll, users may import leave usage and balances from a Microsoft® Excel spreadsheet for printing on employees' pay stubs. Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 7: Import PCGenesis Paystub Leave Data for the Leave Management System (LMS)* for instructions.

Year-to-Date (YTD) and Fiscal Year: In some instances, PCGenesis allows displays of and modifications to the year-to-date totals of employees' regular and overtime hours and salary, Old Age Survivor's Disability Insurance (OASDI), Medicare (HI) and retirement, certain deductions, contractual salary, and retirement gross salary. Modifications may be made to the employees' year-to-date and fiscal year *Instructional* and/or *Non-Instructional* accrued totals.

When updating adjustment amounts, PCGenesis automatically updates employees' *YTD* (year-to-date) or *Fiscal* totals. The entry of a negative (-) amount in the appropriate field reduces the existing balances. The purpose of the *YTD* (year-to-date) and *Fiscal* totals is to print on the employee's payroll check or direct deposit stub.

Deduction Adjustments: PCGenesis allows modifications to current payroll cycle employee deductions.

The following processing guidelines apply to deduction adjustments:


- When setting up for the next *Payroll Run*, PCGenesis resets the deduction entries on the *Updating/Displaying Deduction Adjustments Entry* screen to zero.
- When entering an amount for a specific deduction adjustment, PCGenesis processes all deduction adjustments even when deselecting the deduction code during payroll setup.
- As PCGenesis calculates deduction adjustments, and users enter positive (+) amounts, PCGenesis adds the total amount of the adjustment to the current deduction amount. PCGenesis subtracts the total amount of the adjustment from the current deduction amount when entering a negative (-) dollar amount.

Federal Insurance Contributions Act (FICA), OASDI, and Medicare: PCGenesis allows adjustments (modifications) to current payroll cycle employees' OASDI and Medicare deductions. When setting up for the next *Payroll Run*, PCGenesis resets the OASDI and Medicare entries on the *Updating/Displaying FICA/Medicare Adjustments* screen to zero. Note that pension adjustments are accommodated on the *Update/Display Gross Data* screen. Refer to *Procedure C: Updating/Displaying Gross Data* for instructions.

Garnishment Vendor: Employees' garnishment vendor information may be displayed and/or modified. Verify the garnishment vendors' information exists within the Financial Accounting and Reporting (FAR) system's *Vendor* file.

Defaulting Payroll information: Identifiers such as employee number, employee name, location, and SSN default from the employee's personnel information. Refer to *Section B: Payroll Update, Topic 3: Update/Display Personnel Information* for instructions.

When modifying an employee's information after running the *TRIAL Register*, update the employee's data, and rerun the *Calculate Payroll and Print TRIAL Register*.

Screen Print: The screen print feature allows the user to obtain a screen print of selected payroll screens. The screen print feature is available on display/inquiry screens which have the  button. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

Selecting the Drop-down selection icon ,  (F15 – Code Lookup) or  (F28 – Help Screens) when offered provides additional assistance with the entry of information.

Procedure A: Setting/Clearing Employee Search Criteria

Refer to *Topic 1: Set/Clear Employee Search Criteria* for instructions.

Procedure B: Updating/Displaying Deduction Data

B1. Overview

PCGenesis supports twenty-three (23) deductions per employee, including Federal Insurance Contributions Act (FICA) and pension deductions. The FICA deduction includes the Social Security (OASDI) and Medicare (HI). The pension deduction for an employee may be set to the Public School Employees Retirement System (PSERS), Teachers Retirement System (TRS), or to the Employee Retirement System (ERS) old or new plan. For each employee, PCGenesis allows the use of up to ten deductions to be set up as garnishments.

The following deduction codes have fixed processing types which dictate their use in payroll:

(00) Fringe benefits (Is not considered to be a deduction, but is instead used to increase gross amounts for W-2 tax reporting purposes)

(01) Used only for annuity deduction processing

(02) Used only for annuity deduction processing

(03) Federal income tax

(04) State income tax

(05) Reserved for local tax

(06) Reserved for local tax

(07) Non qualified 457 Plan

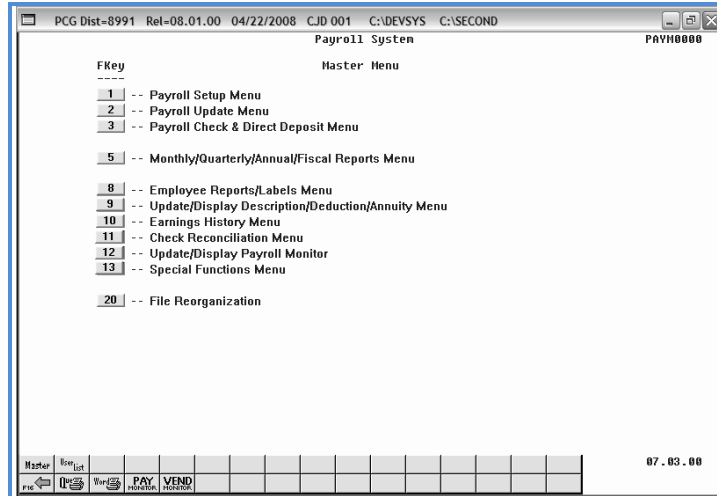
(08) GHI – Non-certified

(09) GHI – Certified

(10 - 71) – Available for local school district and system assignment, including additional annuity deductions.

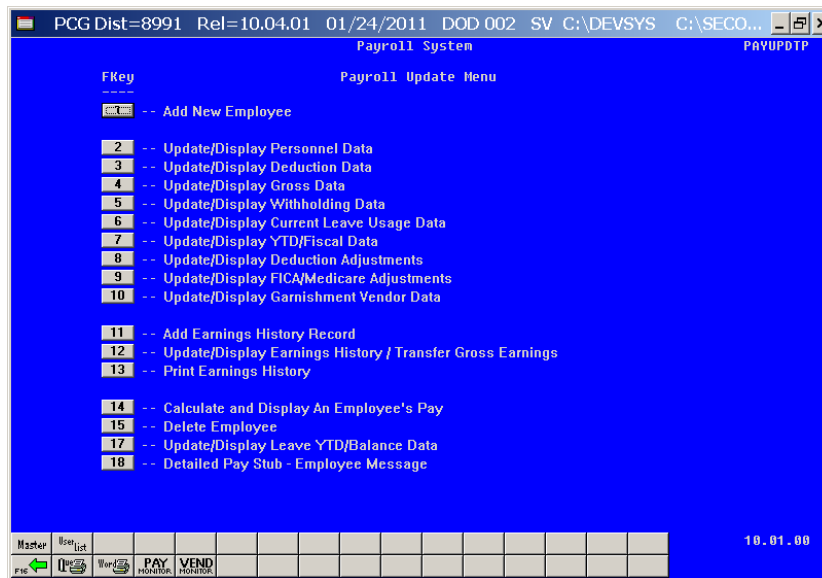
Deduction codes are defined in *Deduction Code Maintenance*. Refer to *Section F: Description/Deduction/Annuity File Processing* for instructions.

B2. Processing Imputed Income provides specific information and instructions for processing the imputed income adjustment for taxable income. The remainder of this section describes the normal processing for setting up the remaining employee deductions by assigning deduction codes to the employee's information.



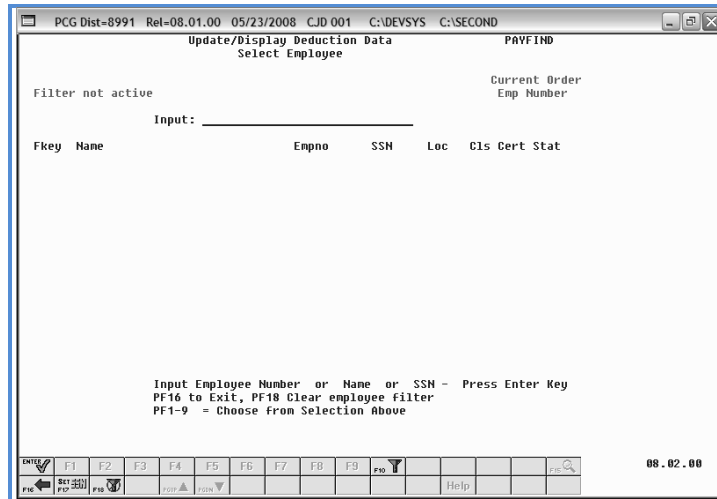
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



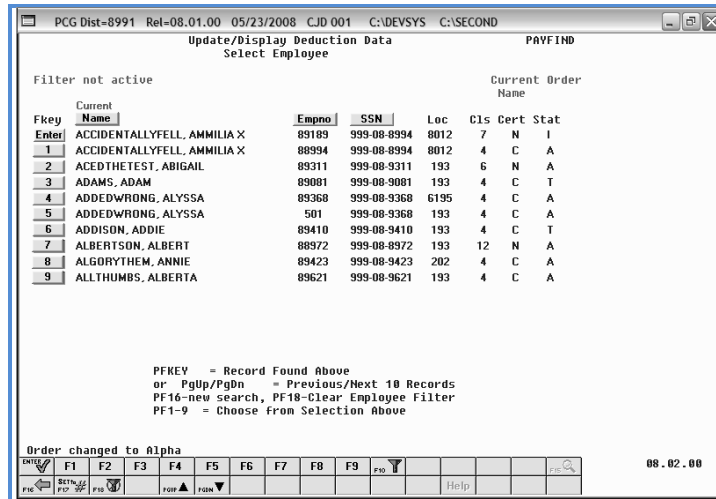
Step	Action
2	Select 3 (F3 - Update/Display Deduction Data).




The following screen displays:



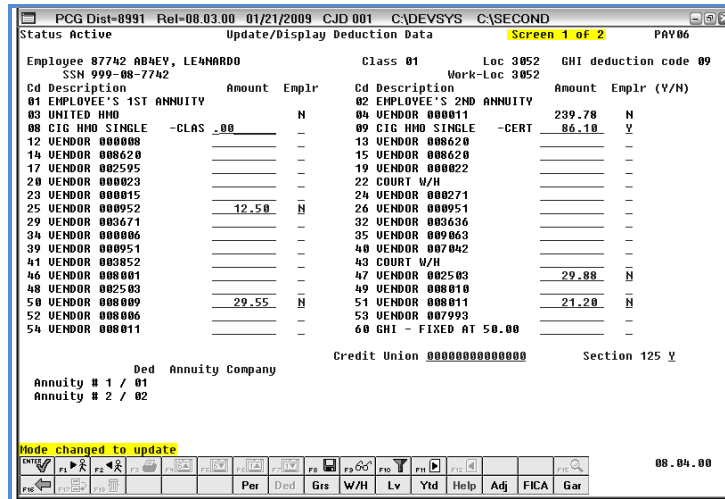
Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee’s complete or partial name, or the Social Security Number in the “Input” field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



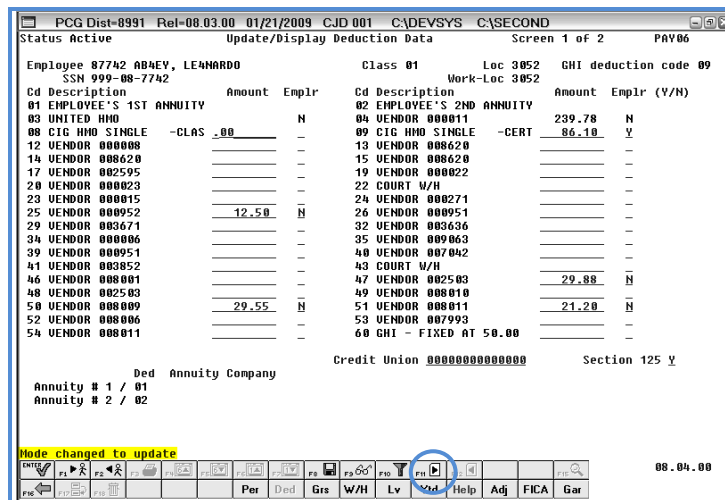
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>


The following screen displays:



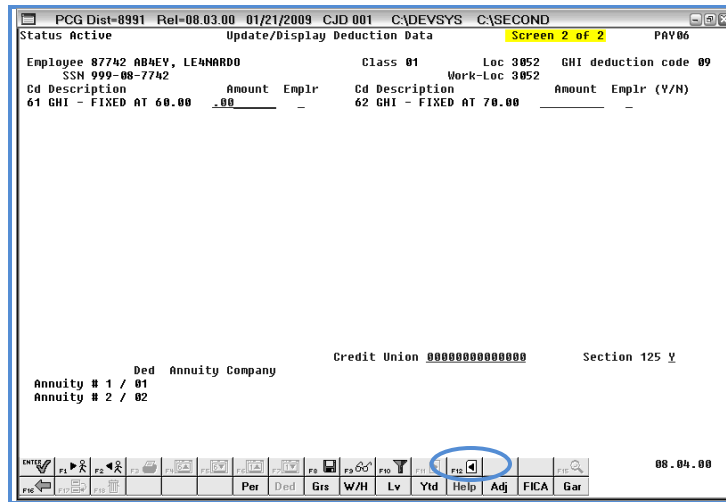
Step	Action
5	Select  (F9 – Switch to Update Mode).



The following screen displays:



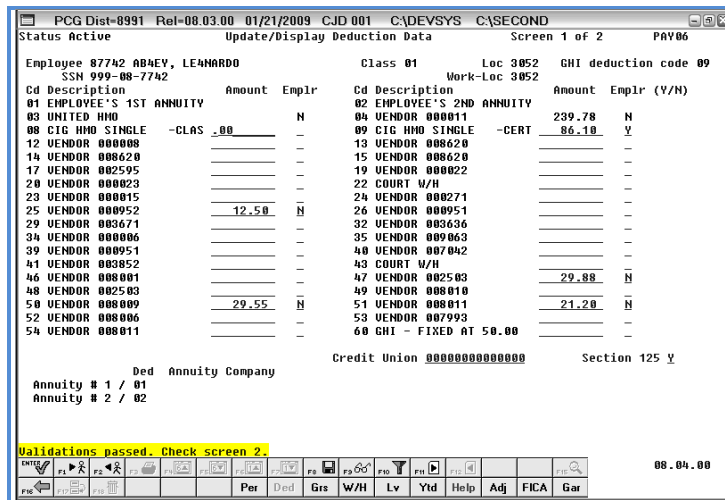
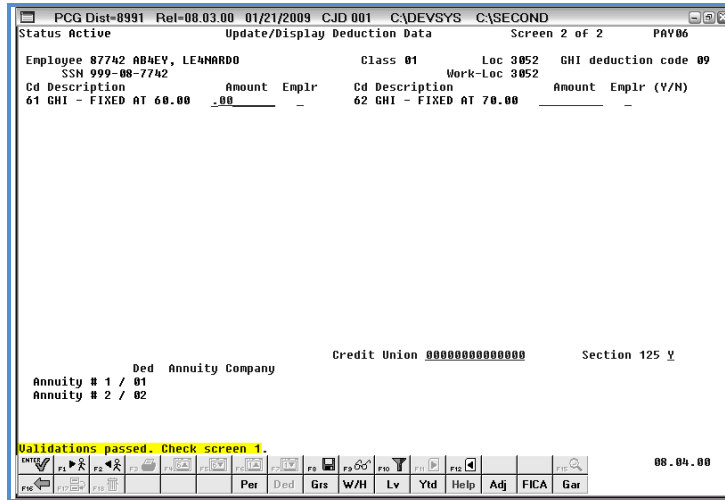
Step	Action
6	Verify “Mode changed to update” displays, and enter the amount within the appropriate deduction fields. Proceed to Step 7. Select  (F11 – Go to DED Screen 2) to display the remaining deduction data screen. Proceed to Step 7.


For **Step 6-F11** selections, the following screen displays:



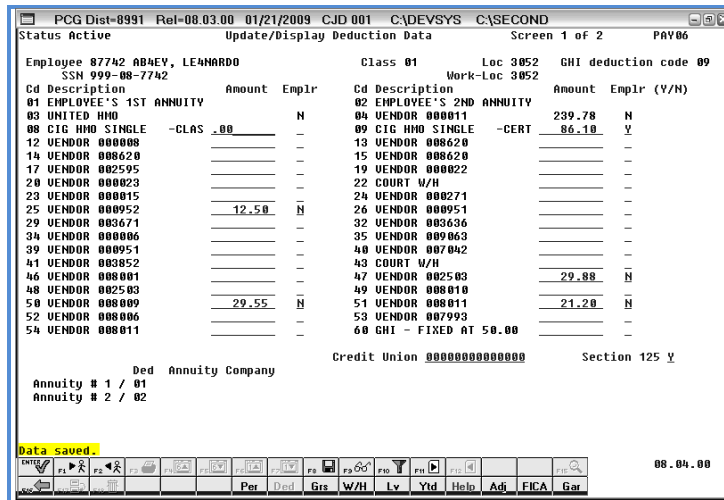
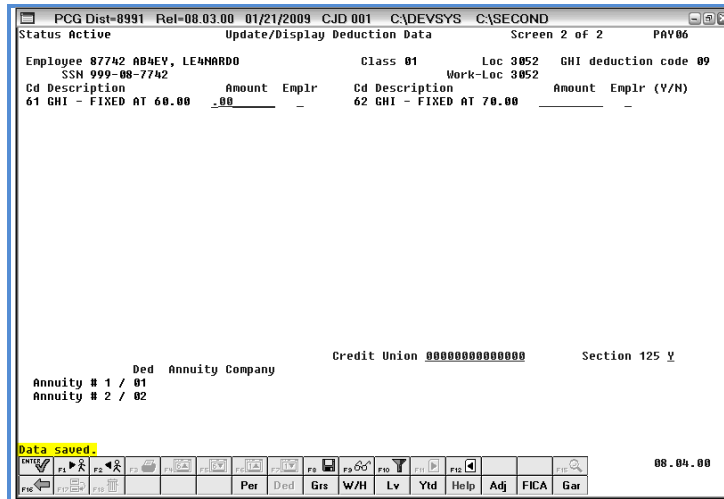
Step	Action
7	Select  (F12 - Go to Screen 2) to return to the previous deduction data screen where appropriate.
8	<p>For school district/system deduction contributions: Enter Y (Yes) in the Emplr (Employer) field to define the deduction contribution.</p> <p><i>Identify the deduction's employer contribution participation in the Deduction file. Refer to Section F: Description/Deduction/Annuity File Processing for instructions.</i></p> <p>When there are no school district/system deduction contributions: Enter N (No) in the Emplr (Employer) field to define the deduction contribution.</p>
9	For Credit Union members: Enter the employee's credit union member number, up to fourteen (14) characters, in the Credit Union field.
10	<p>For Non-Taxable Benefit program participants: Enter or verify the entry of Y (Yes) in the SEC (Section 125 – Cafeteria Plan Deduction) field.</p> <p><i>For new employees, PCGenesis defaults the SEC125 (Cafeteria Plan) field's entry to 'Y' (Yes) on the employee's Deduction Data screen. Non-taxable benefit programs include Dependent Childcare, Health Care Reimbursement, and GHI. The benefit program must be identified as I (Non-Taxable Insurance) in the Description record. PCGenesis reserves deduction codes 08 – 71 for the school district's or system's use. The non-taxable benefits amount should also be included in the Cycle Gross field.</i></p>
11	Select  (Enter).


For **Step 6-F11** selections, the following screen displays:



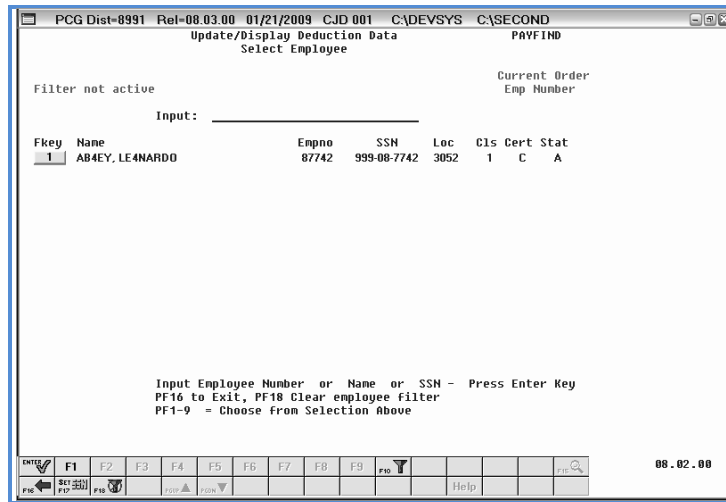
Step	Action
12	Verify “Validations passed. Check screen #.” displays, and select  (F8 – Save changes).


The following screens display:



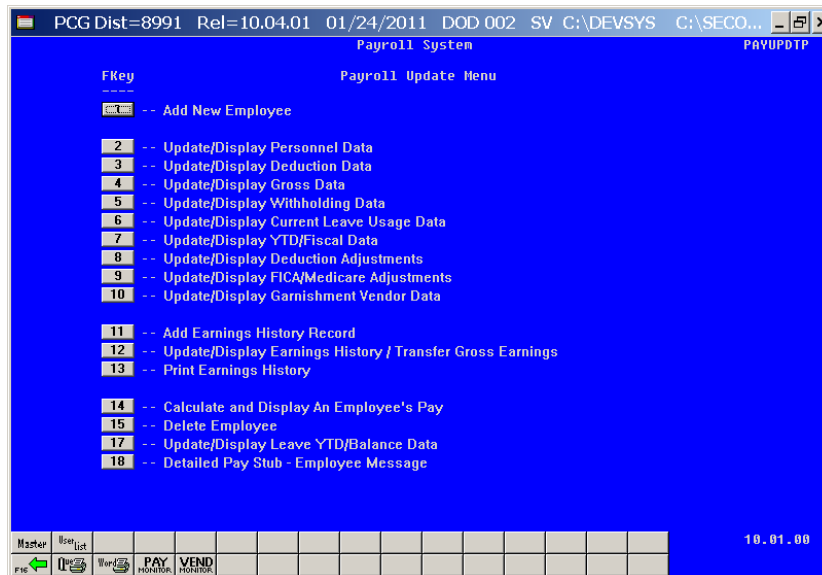
Step	Action
13	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Display/Update Personnel Data - Select Employee</i> screen.



The following screen displays:



Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2. Processing Imputed Income

The Internal Revenue Service (IRS) requires the payment of FICA (Social Security and Medicare) tax on imputed income. Imputed income should be included in normal payroll processing throughout the calendar year. Completing these instructions allows PCGenesis to process imputed income during normal payroll for easiest compliance with the withholding requirements. When processing imputed income on a monthly basis in payroll, PCGenesis correctly withholds the amounts, and allows annual reporting to be automatic.

Many insurance companies provide an annual listing of imputed income amounts for calendar year end processing. Some school districts and systems process imputed income amounts during the December payroll to withhold the required social security and Medicare taxes for employee and employer amounts. The problem with this approach however is PCGenesis excludes employees with imputed income but who terminate before December payroll processing. The Internal Revenue Service (IRS) instructions for preparing W-2's require the collection of Social Security and Medicare tax for all employees.

For federal income tax and FICA (OASDI/Medicare) calculations, the Internal Revenue Service (IRS) requires the cost of employer-paid Group Term Life Insurance (GTLI) for coverage exceeding \$50,000.00 to be included in all employees' taxable wage base. Either the dollar amount provided by the insurance provider, or the amount listed by the IRS in *Publication 15-B, Employer's Tax Guide to Fringe Benefits*, within the *Group Term Life Insurance* topic must be used. For calendar year 2006 benefits, the IRS provides this publication at: <http://www.irs.gov/pub/irs-pdf/p15b.pdf>, and includes a table listing the cost per \$1,000.00 of coverage for various employee age groups. For example, if the school district or system provides \$100,000.00 of GTLI for an employee 60 years of age at the end of the tax year, the employee would have a monthly imputed income amount of fifty (50) times \$0.66, or \$33.00. In this example, the employee earns an additional taxable income of \$396.00 for the year. As these earnings are subject to FICA, the employee's and employer's Medicare and OASDI amounts if applicable are also increased. The screenshot examples provided in this procedure apply to such an employee. *B2.3. Setting the Group Term Life Insurance (GTLI) Flag to "Y" (Yes)* provides additional information when performing *Calculate and Display*. *B2.4. Calculate and Display Payroll screenshot examples* illustrate the *HI Gross* and *HI Amount* differences for the imputed income deduction.

B2.1. Identifying the Imputed Income Deduction Code

Regardless of the method used to process imputed income in PCGenesis, the imputed income deduction code must already exist. *Section F: Description/Deduction/Annuity File Processing* provides the instructions for setting up a deduction code. When following these instructions, users may assign to any available PCGenesis deduction code, as long as the information contains an "F" (*Imputed Income*) deduction type. Do not assign a vendor to this deduction code. Although PCGenesis automatically creates a *Fund/Fisc/Program/Function*, PCGenesis does not use this information when processing imputed income. Although the screenshot examples display a deduction code of "44" for imputed income, use any available deduction code for this purpose.

The following screenshot example provides an example of an imputed income deduction code definition:

```

PCG Dist-8991 Rel-08.01.00 05/23/2008 CJD 001 C:\DEVSY S C:\SECOND PAY895
PAYROLL DEDUCTION DATA ENTRY
Deduction code: 44          Sort: 99
Description:  GTL IMP INCOME      Percent: .00000
Short desc.:  IMP INC           Vendor:
Deduction type: F          'A' = Annuity (Tax Sheltered) 'C' = Credit Union
                          'F' = Imputed Income      'G' = Garnishment
                          'I' = Non-Taxable Insurance

Fund:      Fiscal:      Program:      Expense/receipt function:
Balance #:

Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 0      0 = None
                                      1 = Fixed Amount
                                      2 = % of Regular Gross
                                      3 = % of Employee Contribution

Contribution amount or %:      Object:      Balance:

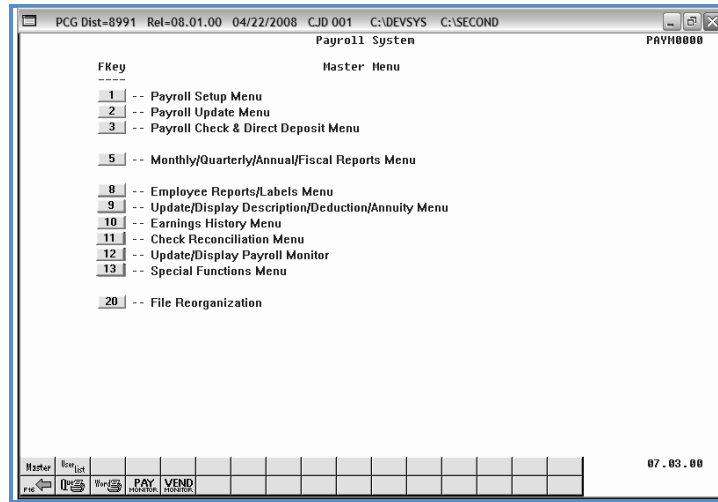
** Display Mode **
PF2-First PF5-Next PF9-Modify PF12-Delete PF16-Find Mode PF28-Help Screen 08.01.00

```

B2.2. Processing Imputed Income through Regular Payroll

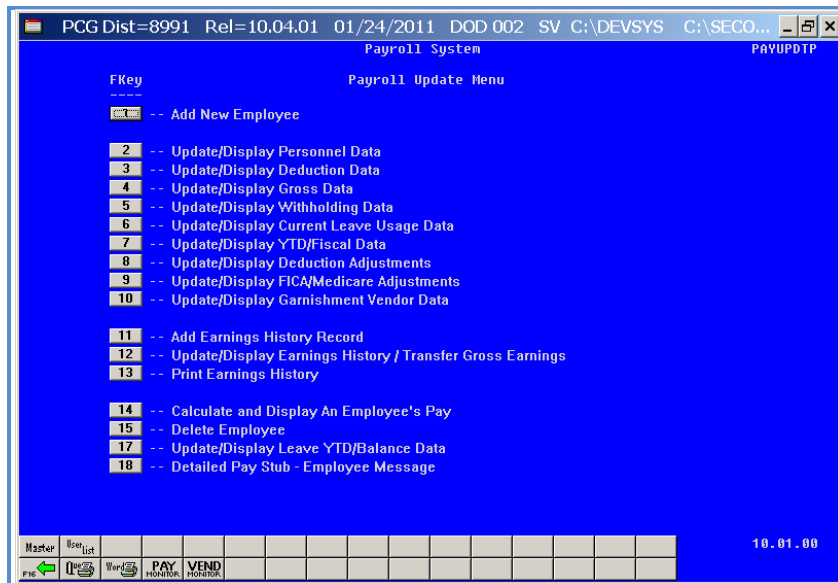
To include imputed income in normal monthly payroll in PCGenesis, a deduction code for imputed income must be set up. It is suggested the description indicate “*GTL Imp. Inc.*” or something similar as PCGenesis displays this description within the *Deductions* area on **affected** employees’ pay stubs. In this instance, PCGenesis uses a special deduction type during payroll processing, and does not withhold the imputed income amount from the employee’s pay. Instead, PCGenesis adds this amount to the Medicare and OASDI wage base if the employee is subject to FICA during payroll calculation. When entering imputed income for the first monthly processing time frame, it would be beneficial for the school district or system to distribute a memorandum to all employees explaining that this amount will not be a gross pay deduction. PCGenesis instead adds this amount to the gross pay for the calculation of Medicare and OASDI for affected employees. Also notify new employees of the imputed income “deduction” and its purpose on payroll check stubs. Because the IRS does not require withholding of federal income tax from the imputed income amount, PCGenesis does not add the amount to the taxable wage base during the payroll calculations, and does not withhold additional federal or state tax. However, when producing the employee’s W-2, the taxable wages in *Box 1* will include the employee’s imputed income and the employee will owe federal and state tax on the amount when filing the income tax return. For senior employees for whom the school district or system provides substantial term life insurance benefits, the imputed income could substantially increase the total amount of taxes due.

B2.2.1. Updating/Displaying the Employee's Imputed Income Deduction



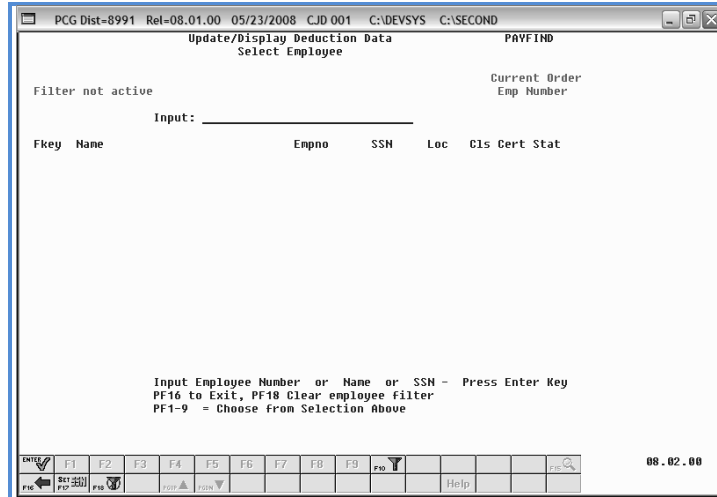
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



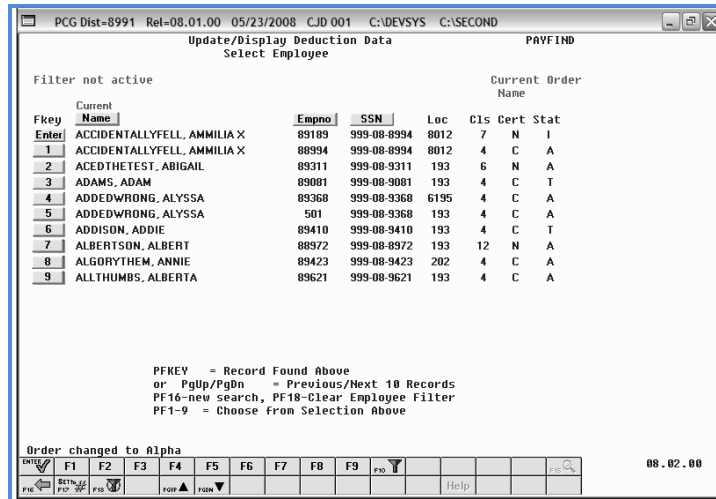
Step	Action
2	Select 3 (F3 - Update/Display Deduction Data).




The following screen displays:



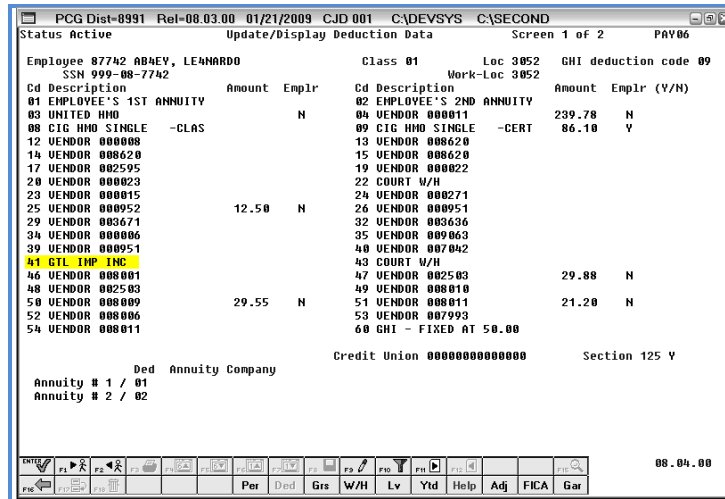
Step	Action
3	<p>Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number is unknown, enter the employee’s complete or partial name, or the Social Security Number in the “Input” field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



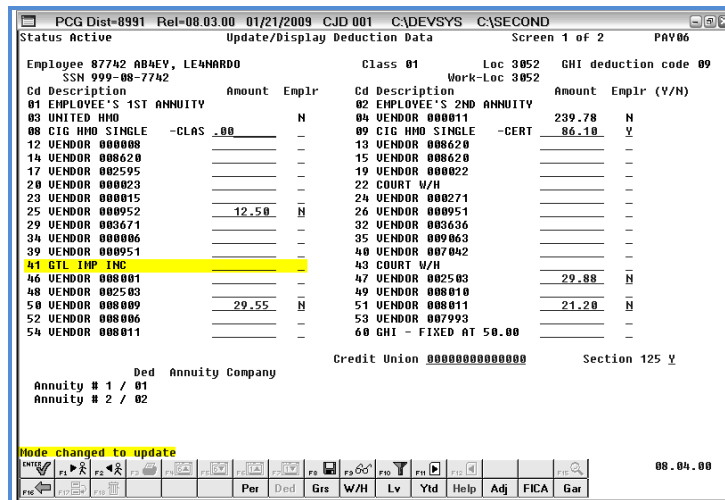
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:



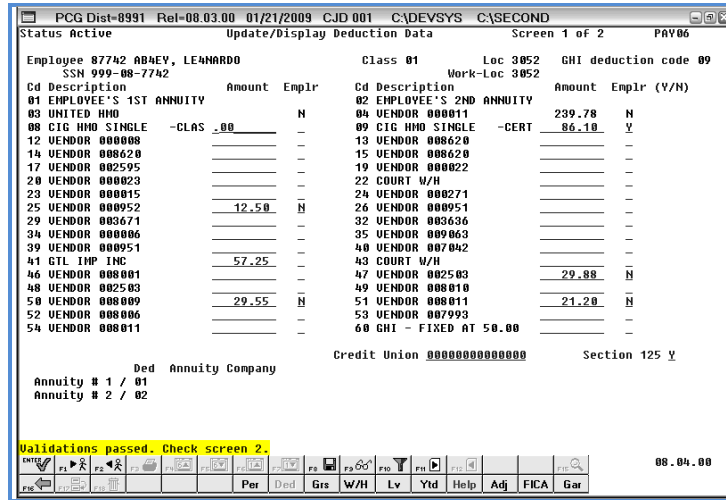
Step	Action
5	Select  (F9 – Switch to Update Mode).



The following screen displays:



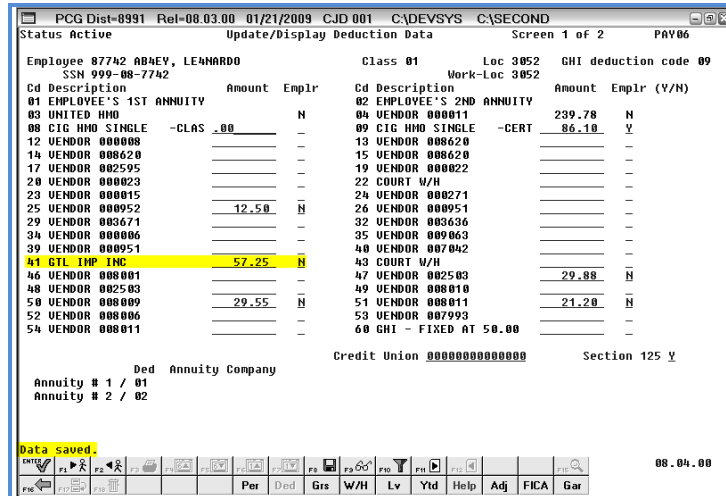
Step	Action
6	Verify “Mode changed to update” displays. For each employee, enter the imputed income amount per payroll period in the imputed income deduction code field as if it were a normal deduction. Request a listing of affected employees and the imputed income amounts from the insurance provider.


The following screen displays:



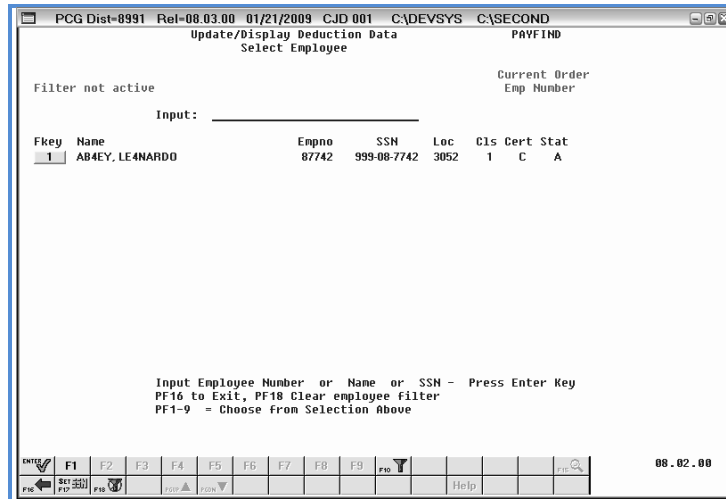
Step	Action
7	<p>Verify “<i>Validations passed. Save your changes.</i>” displays, and select  (F8 – Save changes).</p> <p>Where appropriate, select  (F11 – Go to DED Screen 2).</p>


The following screen displays:



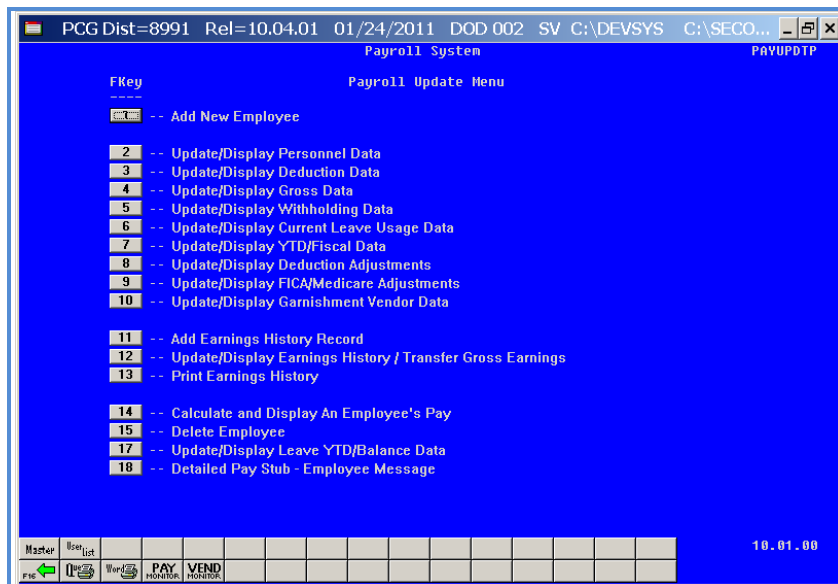
Step	Action
8	<p>Verify “<i>Data saved</i>” displays, and select  (F16 – Exit) to return to the <i>Update/Display Personnel Data - Select Employee</i> screen.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, <i>Deduction, Gross Data, Withholding Data, etc.</i></p>



The following screen displays:



Step	Action
9	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

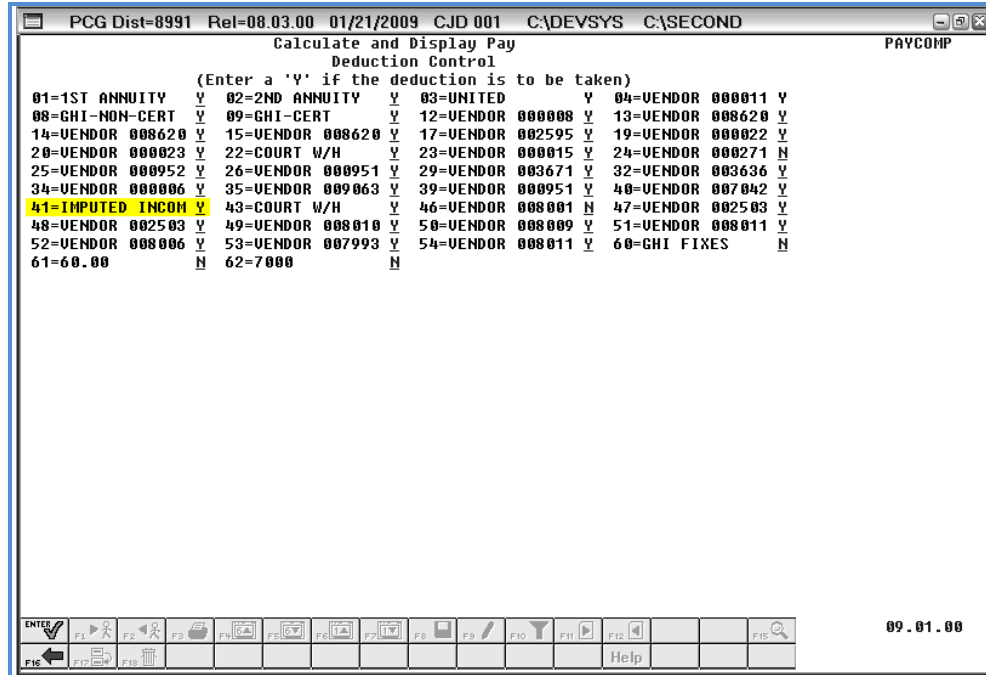
The following screen displays:



Step	Action
10	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

B2.3. Setting the Group Term Life Insurance (GTLI) Flag to “Y” (Yes)

When setting up payroll and when performing *Calculate and Display*, be sure to set the GTLI deduction flag to “Y” (Yes) when appropriate for the payroll run. For example, only apply the imputed income on a monthly basis even though there is a semi-monthly payroll. In the screenshot example, the flag on deduction code “44” below is currently set to “N” (No).



Regarding the *941 Report*, many school districts, and systems use the *Department of Labor (DOL) Quarterly Report* as a basis for creating the *941 Report* for quarterly federal tax reporting. However, the *Department of Labor (DOL) Quarterly Report* excludes imputed income because the DOL does not consider these amounts to be wages as the IRS does. When using the *DOL Quarterly Report* as a basis to produce the *941 Report*, add the quarterly imputed income amount to the gross wages on the *DOL Quarterly Report* to accurately produce the *941 Report*.

The 4th quarter’s *941 Report* has the same January 31st deadline as W-2’s. For this reason, users use caution when producing the 4th quarter’s *941 Report* before W-2’s have been processed and distributed. Waiting until producing W-2’s may help prevent having to file a *941c*.

B2.4. Calculate and Display Payroll Screenshot Examples

B2.4.1. Calculate and Display Payroll Example of Imputed Income Amount Processed

PCG Dist=8991 Rel=08.03.00 03/30/2009 CJD 001 C:\DEVSY S C:\SECOND														
Calculate and Display Pay														
Screen 1 of 2 PAYCOMP														
Emp#: 87742 AB4EY, LE4NARDO 999-08-7742 Sec 125 Y Loc 3052 Class 01														
Tax Marital Status - Federal: S State: A AEIC Ind: AEIC Payment: .00														
Federal: Mar Stat S Exemptions 0 Withholding Code 0 Fed Amount/%														
State: Mar Stat A Allow M[0] D[00] W/Holding Code 0 State Amount/%														
Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type PSERS														
Reg-hr Out-hr Reg-amt 19830.00 Out-amt														
Proc	Pay			FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay for					
Type	Type	Tot	Gross						Period	End				
01	S	4720.00	4658.66	356.39	4720.00	4.00	91	3/30/2009						
02	S	237.50	234.41	17.93			91	3/30/2009						
03	S	4720.00	4658.66	356.39			91	3/30/2009						
04	S	237.50	234.41	17.93			91	3/30/2009						
05	S	4720.00	4658.66	356.39			91	3/30/2009						
*** Totals		19830.00	19572.28	1497.28	4720.00	4.00								
Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI Gr	Contract	Annuities			
ACCT 01	09	100	1041	1000	11000	3052			4720.00		Ann #1	Ded	1	Co
ACCT 02	09	100	1043	1000	11000	3052					Ann #2	Ded	2	Co
ACCT 03	09	100	1041	1000	11000	3052			4720.00					
ACCT 04	09	100	1043	1000	11000	3052								
ACCT 05	09	100	1041	1000	11000	3052			4720.00					
Totals										18880.00				
OASDI Gr	19572.28	OASDI Amt	1213.48	HI Gr 19572.28		HI Amt 283.80								
Ded 03 N	Ded 04 N	Ded 09 Y	Ded 25 N	Ded 41 N	Ded 47 N	Ded 50 N	Ded 51 N	Ded	Ded					
5164.25	1147.01	227.84	12.50	57.25	29.88	29.55	21.20							
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded					
*** Gross Pay 19830.00 *** Deductions 8190.76 *** Net Pay 11639.24 *** Non Tax 257.72														
09.01.00														

Imputed Income Amount

B2.4.2. Calculate and Display Payroll Example of Imputed Income Amount Not Processed

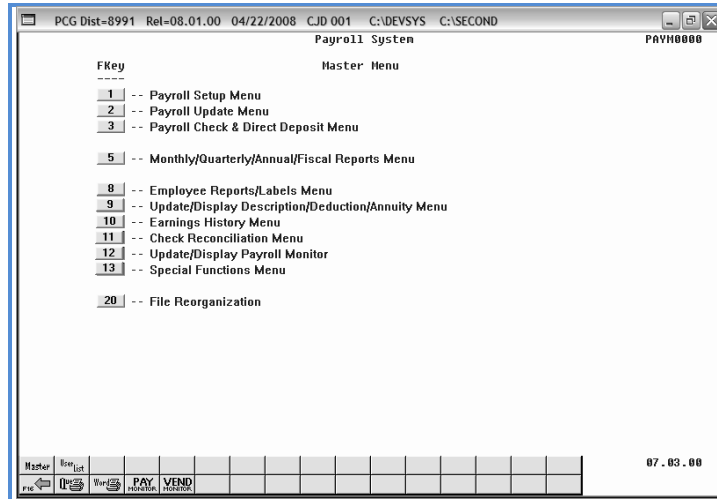
PCG Dist=8991 Rel=08.03.00 03/30/2009 CJD 001 C:\DEVSY S C:\SECOND														
Calculate and Display Pay														
Screen 1 of 2 PAYCOMP														
Emp#: 87742 AB4EY, LE4NARDO 999-08-7742 Sec 125 Y Loc 3052 Class 01														
Tax Marital Status - Federal: S State: A AEIC Ind: AEIC Payment: .00														
Federal: Mar Stat S Exemptions 0 Withholding Code 0 Fed Amount/%														
State: Mar Stat A Allow M[0] D[00] W/Holding Code 0 State Amount/%														
Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type PSERS														
Reg-hr Out-hr Reg-amt 19830.00 Out-amt														
Proc	Pay			FICA Gr	FICA Amt	Pens Gr	Pens Amt	Reas	Pay for					
Type	Type	Tot	Gross						Period	End				
01	S	4720.00	4658.66	356.39	4720.00	4.00	91	3/30/2009						
02	S	237.50	234.41	17.93			91	3/30/2009						
03	S	4720.00	4658.66	356.39			91	3/30/2009						
04	S	237.50	234.41	17.93			91	3/30/2009						
05	S	4720.00	4658.66	356.39			91	3/30/2009						
*** Totals		19830.00	19572.28	1497.28	4720.00	4.00								
Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	GHI Gr	Contract	Annuities			
ACCT 01	09	100	1041	1000	11000	3052			4720.00		Ann #1	Ded	1	Co
ACCT 02	09	100	1043	1000	11000	3052					Ann #2	Ded	2	Co
ACCT 03	09	100	1041	1000	11000	3052			4720.00					
ACCT 04	09	100	1043	1000	11000	3052								
ACCT 05	09	100	1041	1000	11000	3052			4720.00					
Totals										18880.00				
OASDI Gr	19572.28	OASDI Amt	1213.48	HI Gr 19572.28		HI Amt 283.80								
Ded 03 N	Ded 04 N	Ded 09 Y	Ded 25 N	Ded 41 N	Ded 47 N	Ded 50 N	Ded 51 N	Ded	Ded					
5164.25	1147.01	227.84	12.50		29.88	29.55	21.20							
Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded	Ded					
*** Gross Pay 19830.00 *** Deductions 8133.51 *** Net Pay 11696.49 *** Non Tax 257.72														
Highlighted Deductions Were NOT Taken														
09.01.00														

Procedure C: Updating/Displaying Gross Data

C1. Overview

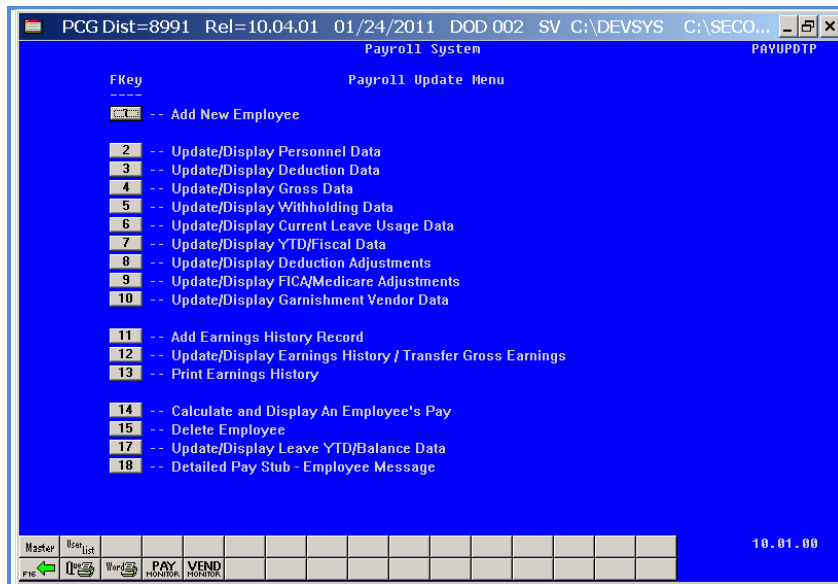
To accommodate Teacher Retirement System (TRS) reporting requirements, software updates to the *Update/Display Gross Data* screen allow for the following:

- PCGenesis users may use the *Update/Display Gross Data* screen to display all PCGenesis fields related to an employee's pay. These revisions aid in processing payroll adjustments and to make field modifications much easier. The revisions include the addition of the *Job Code*, *Certification Level*, *Years of Experience*, *Work Schedule* and *Salary Schedule*, *Pension Gross*, and *Pension Amount* fields. With the exception of the *State Years* and *Local Years* fields which are modifiable, the additional fields are informational only, and either default from the employee's personnel information, or are school-district specific. *Topic 3: Update/Display Personnel Information* provides the instructions to update this information.
- For HB210/SB 327 TRS Retirees: *HB210/SB 327* allows retirees to return to work full-time, and requires the employer to pay both the employee's percentage and the employer's matching percentage. When using pension switch code 'R' (*TRS: Employer Pays BOTH employer and employee shares – SB327*) in the "Pension switch" field, ensure that the "Pension code" field reflects '2' (*TRS*), the "Amt/%" field reflects '0.00', and the "TRS service ind" field reflects '1' (*In-Service*).
- Pension Adjustments: PCGenesis accommodates pension adjustments on the *Update/Display Gross Data* employee payroll screen with a *Process Type* of 'Z'. Fields are available on the *Gross Data* screen for *Pens Gross* (Pension Adjustment Gross Amount) and *Pens Amt* (Pension Adjustment Amount). For a *Process Type* of 'Z', the following data can be entered: pay type, pay reason, period end date, account, pension adjustment gross and amount. For all other *Process Type* codes, the pension adjustment fields will be protected. Entry of the *Pens Gross* (Pension Adjustment Gross Amount) field will cause the system to calculate the corresponding employer pension contribution amount during payroll calculations. PCGenesis defaults to the current pay period's date when no entry is made in this date field.
- The *Days Docked YTD* field's entry defaults from the employee's *Leave Data* screen. The Personnel System Operations Guide, *Section A: Leave Processing* provides the instructions to update employee leave information.



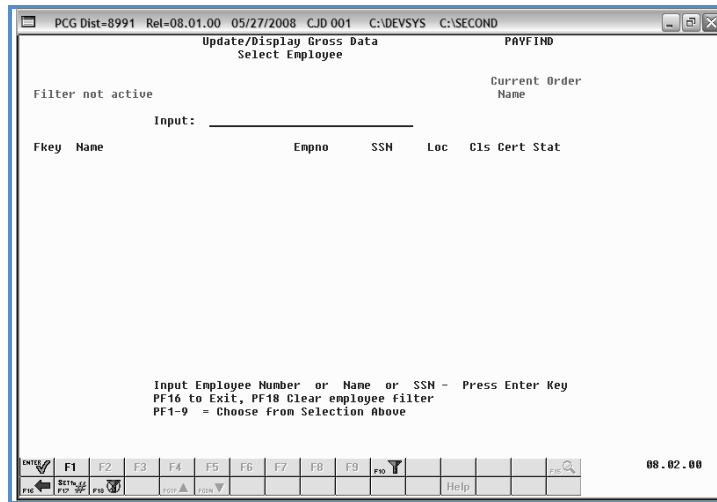
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



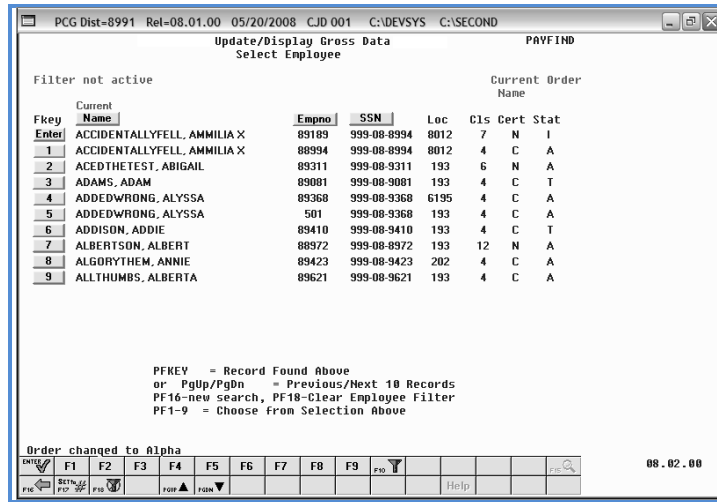
Step	Action
2	Select F4 (F4 - Update/Display Gross Data).

The following screen displays:



Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:



Step	Action
4	<p>Select (Enter) or select the Function key corresponding to the employee's record, and select (Enter).</p> <p>To sort by Name: Select (Name).</p> <p>To sort by Employee Number: Select (Empno).</p> <p>To sort by Social Security Number: Select (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either (Page Up) or (Page Down).</p>

The following screen displays:

PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEVSY5 C:\SECOND

Status Active Update/Display Gross Data PAY87

EmpNo 89320 ACYER, MOHAMMED Class 2 TEACHER-10 MONTH
 SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER
 Cert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched
 Work sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind
 Ann work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc	Pay	Pay Rate	Days/Hrs	Days/Hrs	Regular	Overtime Pay	Pay for
Type	Type	Hrly/Daly	Regular	Overtime	Gross	Gross Reas	Period End
01.	S	0010			3398.59		
02.	S	0021			169.93		
03.	S	0303			66.67		
04.	B	0301			360.00		
05.							
06.							
					3995.19		

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt'l	Pens	Gross	Pens Amt	GHI	Gross	Contract
ACCT 01	12	100		2041	1000	11000	101							3398.59	
ACCT 02	12	100		2043	1000	11000	101								
ACCT 03	12	100		1043	1000	11000	101								
ACCT 04	12	100		1100	1000	11000	101								
ACCT 05	00														
ACCT 06	00														
														3398.59	

TRS & ERS Pens Gross Adj Total gross 3995.19


Amt/% Contract amt 43622.28 Cycle gross 3635.19 Cycle 1 Cal Yr

Pay sch. # 12 State salary 40783.12 Local salary 2039.16 Other 800.00

Pension code 2 TRS Pens elig date Amt% .0553 Contmo 10

Pension switch Y TRS service ind 1 PV contmo 10

11.03.00

Step	Action
5	Select  (F9 – Switch to Update Mode).

The following screen displays:

PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEV5YS C:\SECOND

Status Active Update/Display Gross Data PAY87

EmpNo 89320 AC9ER, MOHAMMED Class 2 TEACHER-10 MONTH
 SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER
 Cert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched _____
 Work sched ID ___ Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind _
 Ann work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Pay Gross	Pay for Reas	Pay for Period End
01.	S	0010			3398.59			
02.	S	0021			169.93			
03.	S	0303			66.67			
04.	B	0301			360.00			
05.	-							
06.	-							
					3995.19			

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens Gross	Pens Amt	GHI Gross	Contract
ACCT 01	12	100	-	2041	1000	11000	101					3398.59	
ACCT 02	12	100	-	2043	1000	11000	101						
ACCT 03	12	100	-	1043	1000	11000	101						
ACCT 04	12	100	-	1100	1000	11000	101						
ACCT 05	00												
ACCT 06	00												
												3398.59	

TRS & ERS Pens Gross Adj

Contract amt 43622.28 Cycle gross 3635.19 Total gross 3995.19
 Pay sch. # 12 State salary 40783.12 Local salary 2039.16 Other 800.00
 Pension code 2 TRS Pens elig date _____ Amt/% .0553 Contmo 10
 Pension switch Y TRS service ind 1 PV contmo 10



Mode changed to update


11.03.00


Step	Action
6	Verify "Mode changed to update" displays. Where appropriate, PCGenesis will automatically default modifiable entries based on the employee's existing payroll information.

Step	Action
7	<p>The entries in the EmpNo (Employee Number), Class, SSN (Social Security Number), Loc (Pay Location), Job Cd (Job Code), Cert Level (Certification Level), and Pay Step fields default from the employee's personnel information and are not modifiable from the gross data screen.</p> <p><i>Refer to Topic 3: Update/Display Personnel Information to make changes to the information displayed.</i></p>
<p>The State Yrs and Local Yrs entries default from the employee's Certified and Classified Personnel Information (CPI) record if the employee's payroll record contains a "Y" (Yes) in the "Include on CPI?" field. This field is located on the employee's Personnel Data screen. In this instance, changes made here also affect the employee's CPI record.</p> <p>When the employee's Personnel Data screen does not have the "Include on CPI?" field set to Y, the State and Local Yrs entries are stored in the employees payroll record preventing PCGenesis from linking the information to the employee's CPI record.</p>	
8	<p>Verify or enter the employee's State of Georgia creditable years of service in the State Yrs (State Years) field.</p>
9	<p>Verify or enter the creditable years of service for the employee in the Local Yrs (Local Years) field.</p>
10	<p>Salary Sched: Optional</p> <p>Enter the applicable salary schedule information in the Salary Sched (Salary Schedule) field.</p> <p><i>PCGenesis provides this field to allow the entry of information identifying the state or local salary schedules assigned to the employee.</i></p>
11	<p>Work Sched ID: Optional</p> <p>Enter the work schedule information in the Work Sched ID (Work Schedule ID) field.</p> <p><i>This field is provided to allow the entry of information identifying the work schedule or calendar that the employee follows, e.g. central office, faculty, school, etc.</i></p>
12	<p>Hrs/Day: Optional</p> <p>Enter the number of hours per day the employee works in the Hrs/Day (Hours per Day) field.</p> <p><i>The Hours Per Day field is necessary when the Enhanced Substitute Pay and Leave System has been enabled on the Tax/Withholding/Control Menu. This field allows the system to convert hours to days when entering time off in the Substitute Pay and Leave System</i></p>
13	<p>Days/Week: Optional</p> <p>Enter the number of days per week the employee works in the Days/Week (Days per Week) field.</p>

Step	Action
14	<p>Hrs/Week: Required for State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation. For more information, refer to <i>Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing, Topic 1: Processing Monthly Reports.</i></p> <p>Enter the number of hours per week the employee works in the Hrs/Week (Hours per Week) field.</p>
15	<p>13/14 Pay Ind: Optional for New Employees</p> <p>Enter Y (Yes) in the 13/14 Pay Ind (Thirteen or Fourteen Month Payroll Indicator) field where appropriate to indicate that the employee's first year salary will be paid over thirteen (13) or fourteen (14) months.</p>
16	<p>Ann Work Days: Required for CPI processing</p> <p>Enter the number of days the employee works per year in the Ann Work Days (Annual Work Days) field.</p>
17	<p>The entry in the Days Worked YTD (Days Worked Year-to-Date) field automatically updates as entries are saved to the <i>Days Worked (This Per)</i> field.</p>
18	<p>Enter the number of days the employee has worked this payroll period in the (Days Worked) This Per (Days Worked This Period) field.</p> <p><i>Entries within this field updates the Days Worked YTD field and is cleared when Payroll Setup is run.</i></p>
19	<p>The entry in the Days Docked YTD (Days Docked Year-to-Date) is automatically updated as entries are made in the <i>Days Docked (This Per)</i> field or as entries are made on the employee's <i>Leave Data</i> screen.</p>
20	<p>(Days Docked) This Per: Optional for Leave Tracking</p> <p>Enter the number of days the employee's pay has been docked in the (Days Docked) This Per (Days Docked This Period) field.</p> <p><i>Entries within this field updates the Days Docked YTD field. This field is the same as the LWOP (Leave With Out Pay) field on the Leave Data screen, and allows for the same types of modifications. PCGenesis clears this field when payroll is set up.</i></p>



Step	Action
Steps 21 – 36 describe the steps for entering a normal or adjustment pay amount for an employee.	
21	<p>For Proc Type: Enter the processing line type or select the Drop-down selection icon  in the Proc Type (Processing Type) field to identify the processing type.</p> <p>For Pension Adjustments: Enter or select Z (Pension Adjustment Only), and proceed to <i>Step 29</i>.</p> <p><i>The field's entry determines how payroll pension taxes are calculated and/or if PCGenesis clears the entry during payroll setup. When entering an account number within the Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l field(s), make an entry in this field. When entering D (Daily) or H (Hourly) in the field, entries are also required in the Pay Rate Hrly/Daly and Days/Hrs Regular field.</i></p>
Complete Steps 22 - 36 for each Proc Type entered in Step 21.	
22	<p>Pay Type: Optional. Used only for the new detailed pay stub.</p> <p>Enter the pay type or select the Drop-down selection icon  in the Pay Type field to define the employee's pay type.</p> <p>The new detailed check stub contains a new section of data entitled <i>Current Hours and Earnings</i>. The current earnings will print based upon the Pay Type entered for the gross data line. The <i>Current Hours and Earnings</i> section on the detailed check stub will list the pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.</p> <p>In order to get a proper breakdown of the earnings, users will need to categorize their employees' Gross Data earnings by Pay Type before utilizing the new detailed pay check statement. All gross data lines with the same Pay Type and Pay Rate will be summarized (and accumulated) on ONE earning line on the check stub.</p> <p>The pay types are user-defined. Detailed instructions for setting up Pay Type codes are in the Payroll System Operations Guide, Section F. – Description/Deduction/Annuity File Processing.</p> <p>NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define Pay Type on the <i>Update/Display Gross Data</i> screen are called Compensation Type (code 'P') on the <i>Maintain Description Records</i> screen. The Pay Type table is defined in the <i>Description File</i> under 'P – Compensation Type'.</p> <p><i>The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.</i></p>
23	<p>For Days/Hours entries: Enter the hourly or daily rate of pay in the Pay Rate Hrly/Daily (Pay Rate Hourly/Daily) field.</p>
24	<p>For Regular Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Regular (Days/Hours Regular).</p> <p><i>To reduce the employee's current pay, enter a negative (-) number in the field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.</i></p>

Step	Action
25	<p>For Overtime Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Overtime (Days/Hours Overtime) field.</p> <p><i>When entering 'D', 'H', 'A', 'X', or 'P' within the Proc Type field, PCGenesis allows entries in this field. Enter minutes in the quarter-hour decimal format. For example, enter 30 minutes as '0.50'.</i></p>
26	<p>Reg Gross: Enter the employee's gross salary amount or the total number of days or hours <i>multiplied</i> by the employee's pay rate in the Reg Gross (Regular Gross) field.</p> <p><i>If 'S', 'B', 'Y', or 'Q' was entered in the Proc Type field, an entry is required in the field. PCGenesis will calculate the entry in the Reg Gr fields for the remaining pay classes.</i></p>
27	<p>If Overtime Days/Hours will be entered: Enter the employee's overtime gross salary amount or the total number of overtime days or hours, <i>multiplied</i> by the employee's overtime pay in the in the Overtime Gross field.</p> <p><i>PCGenesis does not calculate pensions on overtime pay.</i></p>
28	<p>Pay Reas: Enter the pay reason code or select the Drop-down selection icon  in the Pay Reas (Pay Reason) field to set a reason code for payroll adjustments and changes to payroll records.</p> <p><i>For example, if an employee receives a certificate upgrade and receives a retroactive pay increase, a reason code of '01' is entered on the employees adjusted new salary line, as well as any one time retroactive salary adjustment lines entered for the employee. PCGenesis clears the pay reason code during payroll setup.</i></p> <p><i>The Pay Reas field identifies the reason for a change in an employee's regular pay and is required for TRS reporting. Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.</i></p>
29	<p>For TRS Payroll Adjustments: Enter the date (MM/DD/CCYY) in the Pay for Period End (Pay for Period Ending) field to define the employee's credit for retirement purposes.</p> <p><i>This field is not used with normal salary 'S', 'D' and 'H' lines. When entering salary adjustment records for a prior payroll period, enter the affected payroll period date. PCGenesis does not allow the entry of future payroll period dates. Along with the clearing the payroll adjustment lines during payroll setup, PCGenesis also clears the Pay for Period End date field's entry.</i></p> <p><i>Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.</i></p>
30	<p>Select the Tab key to the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field.</p>

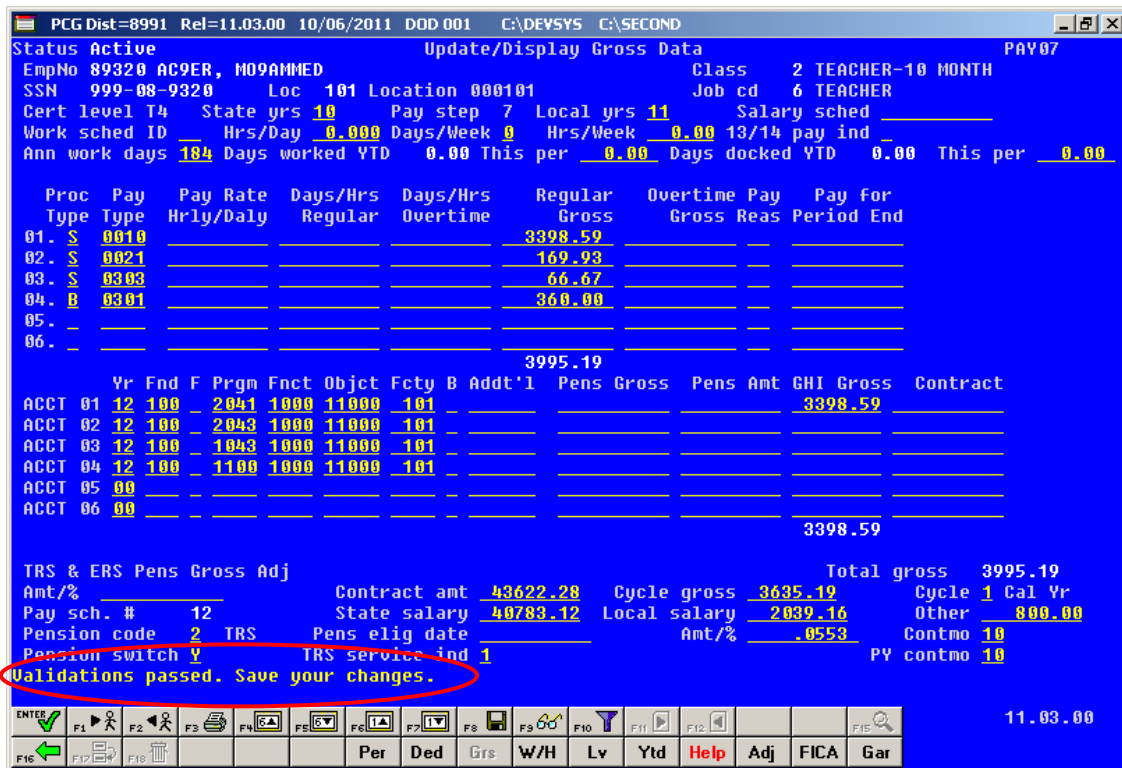
Step	Action
31	<p>Enter the account information or select the Drop-down selection icon  in the (Acct #) Yr Fund F Prgm Fnct Object B Addt'l field to select the employee's payroll gross distribution account information.</p> <p>For Pension Adjustments: Enter or select the pension adjustment's distribution account information in the field, and proceed to <i>Step 32</i>.</p> <p><i>For each account entered, make the appropriate entries within the Proc Type, Pay Rate, Reg Hours, Ovt Hrs, Reg Gr, Ovt Gr and Contract fields. If the employee has a FICA/Medicare or pension adjustment, there must be a distribution account, fund and fiscal year identified on the employee's Update/Display Gross Data screen. When entering a distribution account for a previous payroll run, enter the distribution account information and the dollar amount as 0.00.</i></p> <p><i>If there are more than 930 account line entries, the “*** Too many items to display – Set a filter ***” message indicating the Chart of Accounts has more entries than can be displayed and a suggestion for the user to utilize the “Set Filter” feature” will be displayed.</i></p>
32	<p>For Pension Adjustments: Enter the salary amount in the Pens Gross (Pension Gross) field to which the pension adjustment applies.</p>
33	<p>For Pension Adjustments: Enter the pension adjustment's amount in the Pens Amt (Pension Amount) field.</p>
34	<p>Enter the State salary amount that will be used to calculate the Georgia Health Insurance in the GHI Gross (Georgia Health Insurance Gross) field.</p> <p><i>For certified employees, the total amount entered should be 1/12 (one-twelfth) of the employee's yearly State salary as defined by the State Salary Schedule located at: http://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu. Note that these salaries include State supplements. Distribute the state salary across multiple account lines when charging the employee's salary to multiple state programs.</i></p>
35	<p>Contract: Optional for Pay Tracking</p> <p>Enter the employee's gross salary amount that going toward the employee's annual contract salary in the Contract field.</p> <p><i>Use this field to track an employee's pay to help prevent over payments.</i></p>
36	<p>If there are additional Proc Types: Select the Tab key to access the next Proc Type field and repeat this procedure at <i>Step 21</i>.</p>

Step	Action
37	<p>Enter the total amount, or the percentage's calculation (enter an amount less than 1 for a percentage) in the TRS & ERS Pension Gross Adj Amt/% (Amount/Percentage) field.</p> <p><i>This amount will <u>replace</u> the normal TRS pension calculation for salary types 'A' (Adjustable Daily, Hourly NO Pension Calculation) and 'B' (Adjustable Salary NO Pension), where appropriate. PCGenesis will automatically default an amount or percentage in the field based on PSERS/TRS Tables.</i></p> <p><i><u>For HB210/SB 327 TRS Retirees:</u> Enter '0.00' in the field.</i></p>
38	<p>Enter the employee's annual contract amount in the Contract Amt (Contract Amount) field.</p> <p><i>PCGenesis uses the Contr Amt field with the gross payroll distribution account entries and the GHI Gross amount. As GHI Gross amounts for the employee accrue, PCGenesis automatically monitors and compares the accumulated totals to the amounts entered in the Contract Amt field. When the GHI Gross amount nears the annual contract's amount, a warning message displays to prevent an overpayment on the employee's contract.</i></p>
39	<p>Enter the employee's salary in the Cycle Gross field.</p> <p><i>For Certified employees, an entry is required in the field.</i></p>
40	<p>Enter 1 (Calendar Year), 2 (School Year), or 3 (Fiscal Year) in the Cycle field to define the manner in which year-to-date (YTD) figures will accrue on the employee's pay stub.</p>
41	<p>PCGenesis automatically defaults an entry in the Pay Sch. # (Payroll Schedule Number) field based on the employee's pay class.</p>
42	<p>Enter the employee's State of Georgia-funded annual salary in the State Salary field.</p>
43	<p>Enter the employee's locally funded supplement in the Local Salary field.</p>
44	<p>Enter the employee's annual salary the employee receives in addition to State of Georgia and local supplements in the Other (Salary) field.</p>
45	<p>Enter 0 (No PSERS/TRS Participation), 1 (PSERS Participation), 2 (TRS Participation), 3 (Old ERS Participation) or 4 (New ERS Participation) in the Pension Code field to define the employee's pension plan.</p> <p><i>If the employee will not pay a share of the pension, enter pension codes 0, 1, 2, 3, or 4 in the field.</i></p>

Step	Action
46	<p>TRS Reporting: Enter the date (MM/DD/CCYY) in the Pens Elig Date (Pension Eligibility Date) to identify when the employee becomes eligible to participate in the TRS pension plan.</p> <p><i>TRS uses the pension eligibility date to precisely identify when an employee became eligible for their current pension. This is most important for TRS reporting in the case that a PSERS or Substitute employee changes job functions and becomes eligible to enroll in TRS. In this instance, the employee would retain their original hire date, but have a pension eligibility date tied to the date of the change of their job role.</i></p>
47	<p>Enter the TRS/PSERS pension calculation amount <u>or</u> percentage (enter an amount less than 1 for a percentage) in the Amt/% (Amount/Percentage) field.</p> <p><u>For Pension code '1' (PSERS Participation) entries:</u> An entry greater than 0.99 <u>must be</u> entered to identify a total dollar amount.</p> <p><u>For Pension code '2' (TRS Participation) entries:</u> An entry less than 1 <u>must be</u> entered to identify the entry as a percentage.</p> <p><u>If the employee will not pay a share of the pension:</u> Enter 0.00 in the field.</p>
48	<p>Enter Y (Calculate Pension), N (Do NOT Calculate Pension), or R (TRS Retiree – Do NOT Calculate an Employee Percentage) in the Pension Switch field.</p> <p><i>This entry determines the handling of the employee's TRS pension calculation and the additional TRS calculation, and overrides the entry in the Switch (TRS) field. When entering 'N', PCGenesis suspends the pension calculation for this employee for the current Payroll Run. This entry neither affects other employees' pension calculations, nor requires the employee's pension code to be changed. When entering Y (Yes) in the Switch (TRS) field, and '0' in the Pension Code field, PCGenesis does not calculate a pension deduction for the employee.</i></p> <p><u>For HB210/SB 327 TRS Retirees:</u> Use Pension Switch 'R' for rehired TRS retirees. HB210/SB 327 allows retirees to return to work full-time, and requires the employer to pay both, the employee's percentage and the employer's matching percentage. When using the code, ensure that the "Pension code" field reflects '2' (TRS), the "Amt/%" field reflects '0.00', and the "TRS service ind" field reflects '1' (In-Service).</p>

Step	Action
49	Enter 0 (Out of Service) or 1 (In Service) in the TRS Service Ind (Service Indicator) field to define the employee's Teacher Retirement System (TRS) participation.
50	Enter the total number of contract months the employee <i>works</i> in the Contmo (Contract Months) field, where appropriate.
51	Enter the employee's contract month setting for the prior year in the PY Contmo (Prior Year Contract Months) field. <i>PCGenesis automatically rolls this information from the current year contract months setting once a year by the "Update Job Code for CPI/Payroll/CS1" procedure. PCGenesis uses this field during accrual processing to preserve the prior year's setting for accrual amount calculation. PCGenesis also uses the field to report changes made to the current year's setting for position changes effective for the new fiscal year.</i>
52	Select  (Enter). Select  (F17 – Print this data) to obtain a screen print of the <i>Update/Display Gross Data</i> screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:



PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEVSY5 C:\SECOND

Status Active Update/Display Gross Data PAY07

EmpNo 89320 AC9ER, MOHAMMED Class 2 TEACHER-10 MONTH

SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER

Cert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched _____

Work sched ID _____ Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind _____

Ann work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Rate Hrly/Daly	Days/Hrs Regular	Days/Hrs Overtime	Regular Gross	Overtime Pay Gross	Pay for Reas	Period End
01. S	0010			3398.59			
02. S	0021			169.93			
03. S	0303			66.67			
04. B	0301			360.00			
05. -							
06. -							
				3995.19			

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add'l	Pens	Gross	Pens	Amt	GHI	Gross	Contract
ACCT 01	12	100	-	2041	1000	11000	101								3398.59	
ACCT 02	12	100	-	2043	1000	11000	101									
ACCT 03	12	100	-	1043	1000	11000	101									
ACCT 04	12	100	-	1100	1000	11000	101									
ACCT 05	00															
ACCT 06	00															
															3398.59	

TRS & ERS Pens Gross Adj

Contract amt 43622.28 Cycle gross 3635.19 Total gross 3995.19


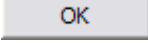




Pay sch. # 12 State salary 40783.12 Local salary 2039.16 Cycle 1 Cal Yr

Pension code 2 TRS Pens elig date _____ Amt/% .0553 Contmo 10

Pension switch Y TRS service ind 1 PV contmo 10

Validations passed. Save your changes.

11.03.00

Step	Action
53	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save your changes).</p> <p><i>For HB210/SB 327 TRS Retirees:</i> When the “Verify Change to Employee Pension Status” dialog box displays, select  (OK) in response to the “NOTE: TRS Retiree does not pay employee part of pension!” prompt.</p> <p>To scroll up and down on the screen, select the appropriate icon    .</p>

The following screen displays:

PCGDist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEVSY S C:\SECOND

Status Active Update/Display Gross Data PAY07

EmpNo 89320 AC9ER, M09AMMED Class 2 TEACHER-10 MONTH
 SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER
 Cert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched _____
 Work sched ID _____ Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind _____
 Ann work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00 This per 0.00

Proc Type	Pay Rate	Days/Hrs	Days/Hrs	Regular Gross	Overtime Pay	Pay for
Type	Hrly/Daly	Regular	Overtime	Gross	Gross Reas	Period End
01. S	0010			3398.59		
02. S	0021			169.93		
03. S	0303			66.67		
04. B	0301			360.00		
05. -						
06. -						

3995.19

ACCT	Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Add't'l	Pens	Gross	Pens	Amt	GHI	Gross	Contract
01	12	100	-	2041	1000	11000	101								3398.59	
02	12	100	-	2043	1000	11000	101									
03	12	100	-	1043	1000	11000	101									
04	12	100	-	1100	1000	11000	101									
05	00															
06	00															

3398.59

TRS & ERS Pens Gross Adj Total gross 3995.19

Ant/% _____ Contract amt 43622.28 Cycle gross 3635.19 Cycle 1 Cal Yr


Pay sch. # 12 State salary 40783.12 Local salary 2039.16 Other 800.00

Pension code 2 TRS Pens elig date _____ Amt/% .0553 Contmo 10

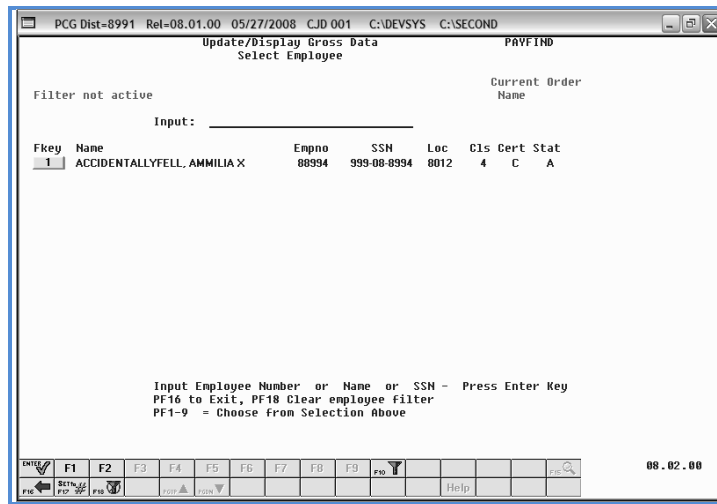
Pension switch Y TRS service ind 1 PY contmo 10


Data saved

11.03.00

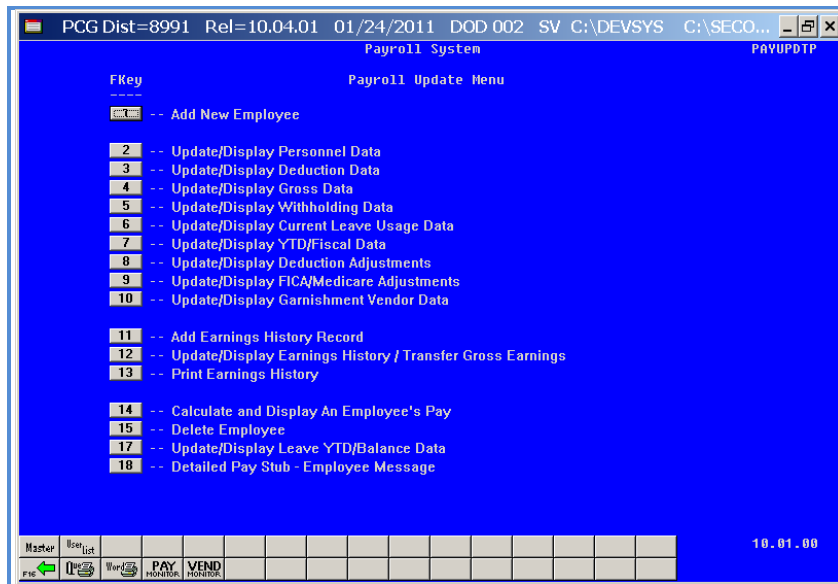
Step	Action
54	<p>Verify “Data saved” displays, and select  (F16 – Exit) to return to the Update/Display Gross Data – Select Employee screen.</p>



The following screen displays:



Step	Action
55	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
56	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure D: Updating/Displaying Withholding Data

D1. Overview

Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee within other PCGenesis components, where appropriate. For example, Automated Clearinghouse (ACH) processing results for a single bank, and multiple banks and bank account entries are reflected within the following PCGenesis features:

- *Payroll Update Menu - Update - Calculate and Display an Employee's Pay*
- *Payroll Update Menu - Update/Display Earnings History/Transfer Gross Earnings*
- *Payroll Check and Direct Deposit Menu - Calculate Payroll & Print Exceptions*
- *Payroll Check and Direct Deposit Menu – Print Paychecks and Direct Deposits*
- *Payroll Master Menu – Check Reconciliation - Display/Update Checks/Direct Deposits*

Although these processes are performed separately from updating employee withholding information, the screenshot examples provided later in this document illustrate the effect the entries have on these other PCGenesis features.

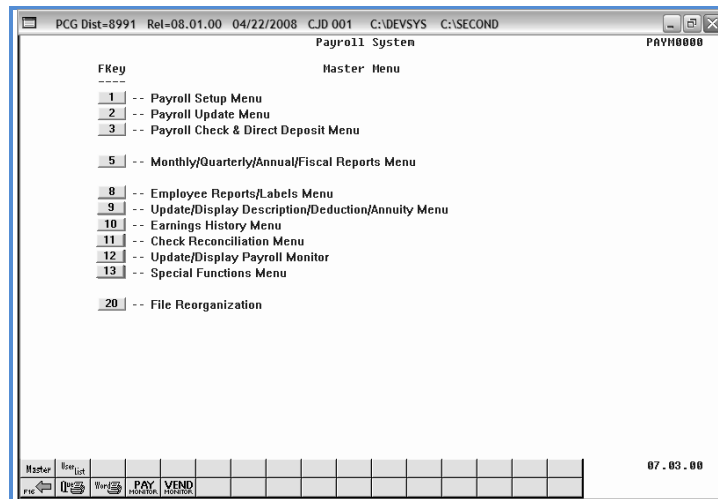
Annuity Record Maintenance

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of *A (Annuity)* on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity calculations.

Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code** 01 and **Deduction Code** 02 are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type** 'A' (*Annuity*) deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 4A. Maintaining the Annuity Deduction Control Record*.

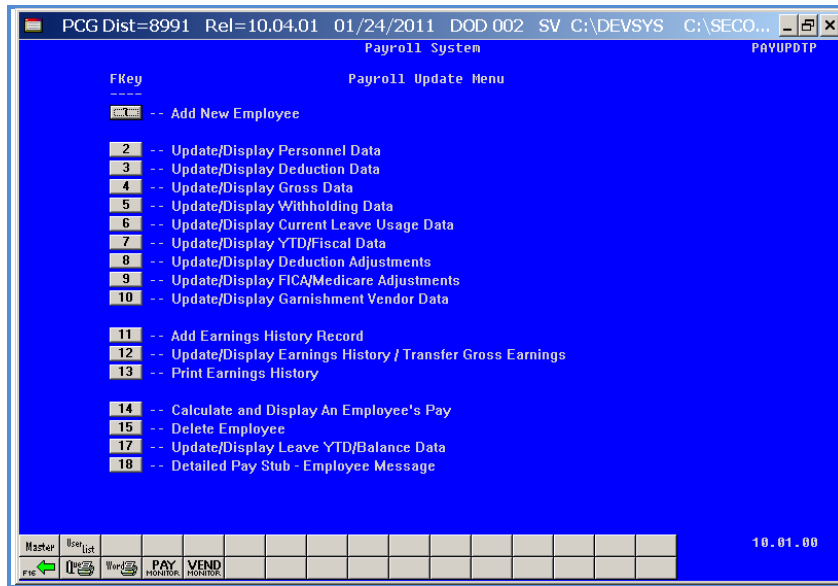
Step 2: Maintain Deduction Records: System **Deduction Code 01** and **Deduction Code 02** must be defined as annuities (**Deduction Type** = 'A' (Annuity)). If any additional annuities have been defined in the *Annuity Deduction Control Record*, then the corresponding deduction code can be set up in *Maintain Deduction Records*. For example, if the *Annuity Deduction Control Record* has defined Annuity deduction #3 to be **Deduction Code 50**, then deduction code 50 can now be added in the *Maintain Deduction Records* screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type 'A' (Annuity)**. Information about adding deduction codes can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 3A. Maintaining Deduction Records*.

Step 3: Maintain Annuity Company Records: Annuity company codes range from 01 – 99 and contain the FAR application’s vendor number and vendor name. **Annuity Type Codes** include **D (401(K))**, **E (403(B))**, **F (408(K)(6))**, **G (457)**, and **H (501 (C)(18)(D))**. The employer contribution parameters for the annuity are defined on the *Annuity Company Record*. Information about adding annuity company records can be found by following the steps provided in *Section F: Description/Deduction/Annuity File Processing; Procedure 5B. Maintaining Annuity Records*.



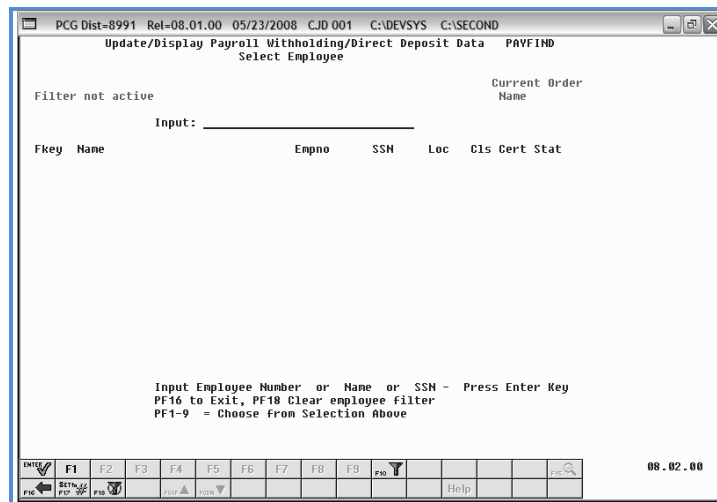
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



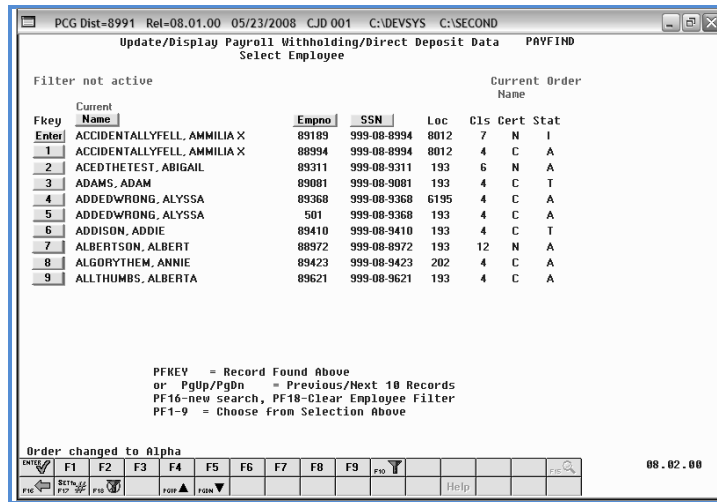
Step	Action
2	Select 5 (F5 - Update/Display Withholding Data).

The following screen displays:



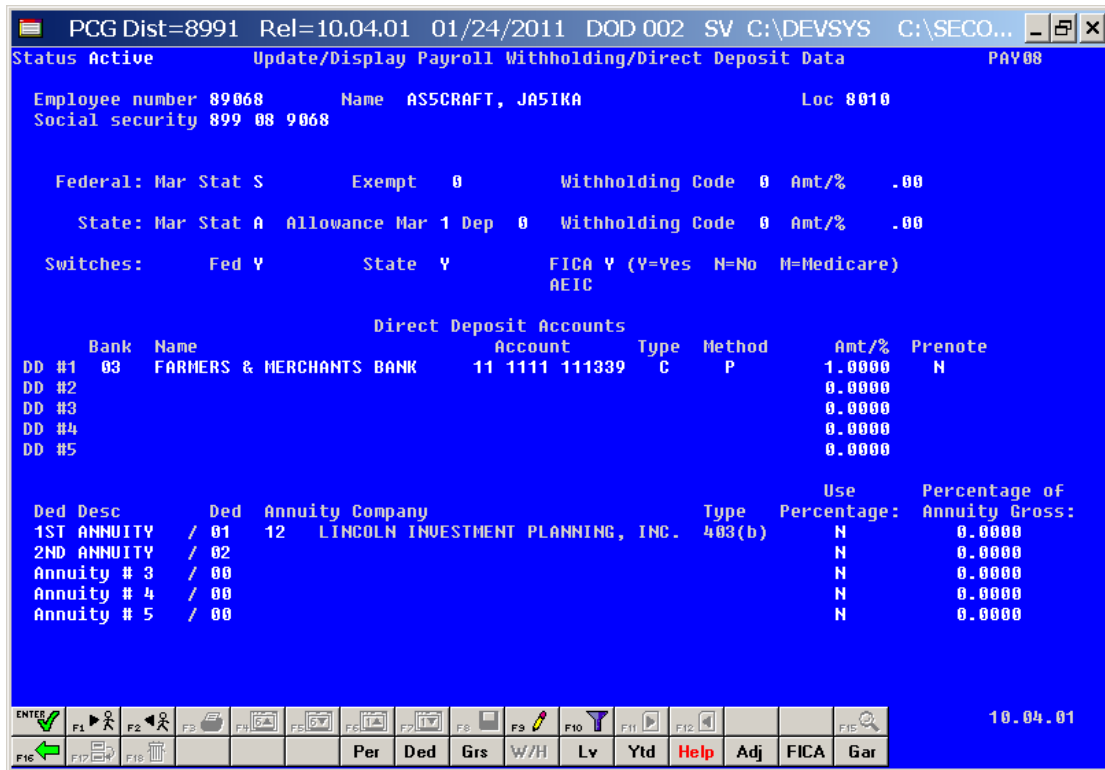
Step	Action
3	Enter the number in the Input field, select  (Enter - Continue), and proceed to <i>Step 5</i> . <i>If the employee number is unknown, enter the employee's complete or partial name, or the Social Security Number in the "Input" field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i>


The following screen displays:



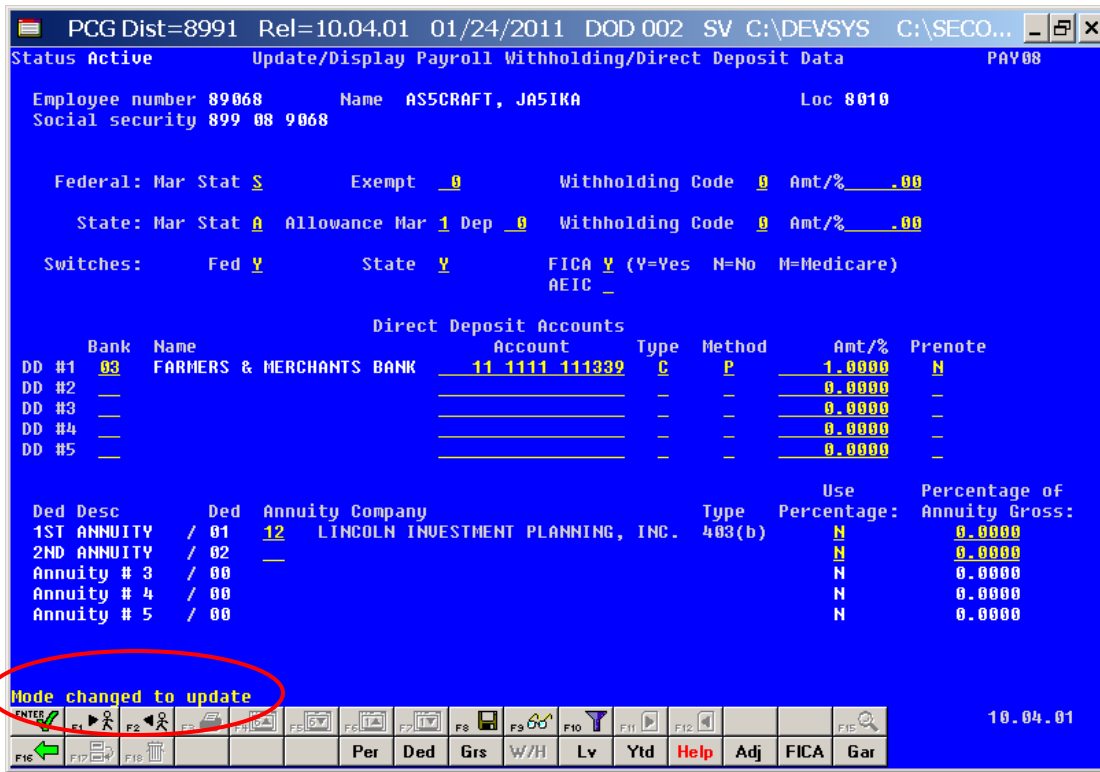
Step	Action
4	<p>Select (Enter) or select the Function key corresponding to the employee's record, and select (Enter).</p> <p>To sort by Name: Select (Name).</p> <p>To sort by Employee Number: Select (Empno).</p> <p>To sort by Social Security Number: Select (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either (Page Up) or (Page Down).</p>

The following screen displays:




Step	Action
5	<p>Verify the Employee number, Name, Loc (Pay Location), and Social security field entries are correct.</p> <p><i>These entries have defaulted from the employee's personnel information record. Refer to the Overview for instructions.</i></p>
6	<p>For employee withholding and direct deposit modifications: Select  (F9 – Switch to Update mode).</p>


The following screen displays:






Step	Action
7	Verify "Mode changed to update" displays, and make the appropriate changes to the field(s).
8	Verify or enter the employee's federal income tax marital status code in the Federal: Mar Stat (Federal: Marital Status) field. Valid Values: M = Married S = Single
9	Verify or enter the number of federal income tax exemptions in the Federal: Exempt (Federal: Exemptions) field. <i>When the number of federal income tax exemptions exceeds ten (10), submit the employee's W-4 form to the Internal Revenue Service. Refer to Line 5 of the W-4 form for the Federal: Exempt field's information.</i>
10	Verify or enter the employee's federal income tax withholding code in the Federal: Withholding Code field. Valid Values: 0 = Normal Federal tax from tax table 1 = Normal Federal tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only

Step	Action
11	<p>The Federal: Amt/% field is used in conjunction with the Federal Withholding Code. If the Federal: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the employee's additional federal income tax amount <u>or</u> the tax percentage in the Federal: Amt/% (Federal: Amount/Percentage) field, where appropriate.</p> <p><i>Required for Step 10 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>
12	<p>Verify or enter the employee's state income tax marital status code in the State: Mar Stat (State: Marital Status) field.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> A = Single B = Married Filing Joint, both spouses working C = Married Filing Joint, one spouse working D = Married Filing Separate E = Head of Household 8 = Exempt – Servicemembers Civil Relief Act <p>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. The <i>Department of Labor Quarterly Payroll Report and Wages Data File</i>, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.</p>
13	<p>Verify or enter the total number of dependent allowances in the State: Allowance Mar (State: Allowance Marital Status) field, and the sum total of both dependent and additional allowances in State: Allowance Dep (State: Allowance Dependents) field.</p> <p><i>When the number of State of Georgia income tax exemptions exceeds fourteen (14), submit the employee's G-4 form to the Georgia Department of Revenue. Refer to Line 4 and Line 5 of the G-4 form for State: Allowance information.</i></p>
14	<p>Verify or enter the state income tax withholding code in the State: Withholding Code field.</p> <p>Valid Values:</p> <ul style="list-style-type: none"> 0 = Normal state tax from tax table 1 = Normal state tax from tax table + flat amount 2 = Flat amount only 3 = Flat percentage only
15	<p>The State: Amt/% field is used in conjunction with the State Withholding Code. If the State: Amt/% value is a whole number, it will be treated as a flat amount (codes 1 & 2). If the value is less than 1, it will be treated as a percentage (code 3). Verify or enter the additional state income tax amount <u>or</u> the total percentage in the State: Amt/% (State: Amount/Percentage) field is correct, where appropriate.</p> <p><i>Required for Step 14 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i></p>

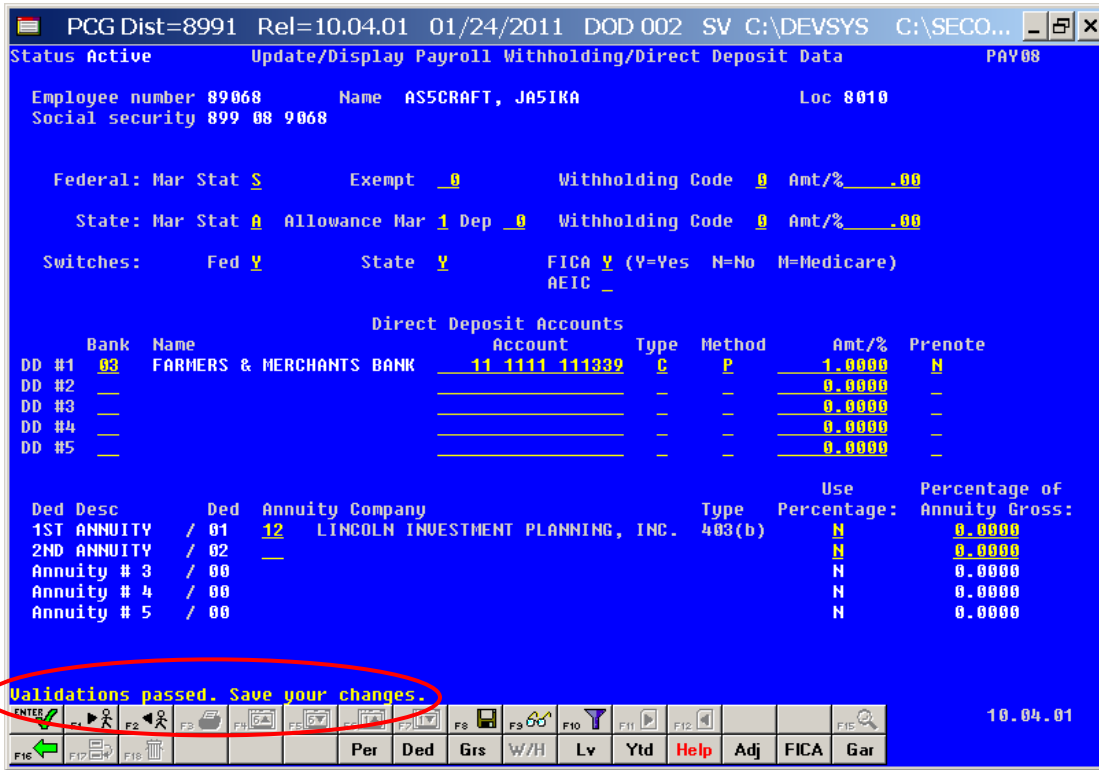
Step	Action
16	<p>Verify or enter the federal and state income tax switch codes in the Switches: Fed (Federal) and in the Switches: State fields.</p> <p>Valid Values: Y = Compute withholding N = Do NOT compute withholding</p>
17	<p>Verify or enter the FICA tax switch code in the Switches: FICA (Federal Insurance Contributions Act) field.</p> <p>Valid Values: Y = Compute OASDI/Medicare N = Do NOT compute OASDI/Medicare M = Compute Medicare only</p> <p><i>FICA regulations do not allow contributions for OASDI without Medicare (HI). Changes to an employee's FICA switch generates the "FICA switch changed!" dialog box. In this instance, review the information displayed, and select "OK" to save the changes, or select "Cancel" to reverse the entry.</i></p>
18	<p>Enter the Advanced Earned Income Credit (AEIC) code in the Switches: AEIC field or leave the field blank, where appropriate.</p> <p>Valid Values: BLANK = Do NOT compute AEIC</p> <p><i>According to IRS Publication 15 (Circular E), Employer's Tax Guide 2011, the option of receiving advance payroll payments of Earned Income Credit (EIC) expired on December 31, 2010. Therefore, entry of an AEIC switch on the employee record is no longer allowed and <u>must be blank</u>.</i></p>
<p>Steps 19, 20 and 21 apply to the direct deposit distribution of the employee's payroll to a single bank and bank account, or to multiple banks and bank accounts.</p>	
19	<p>For a Single Bank/Bank Account Distribution:</p> <ul style="list-style-type: none"> • Select the Drop-down selection icon  within the DD #1 – Bank field to choose the bank's information. <p><i>PCGenesis defaults the bank's name in the "Name" field after this field's selection.</i></p> <ul style="list-style-type: none"> • Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 - Account field. • Enter C (Checking) or S (Savings) in the DD #1 - Type field to identify the account in which the funds will be deposited. • Enter P (Percentage) in the DD #1 - Method field. • Enter 1.0000 (1.0000 * 100 = 1.0000) in the DD #1 - Amt/% (Amount/Percentage) field. • Enter Y (Include in Prenote File) or P (Employee was included in Last FINAL Prenote File) in the DD #1 - Prenote. <p><i>Proceed to Step 22.</i></p>


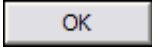
Step	Action
20	<p>For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:</p> <p><i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for each Direct Deposit # line entered.</i></p> <ul style="list-style-type: none"> • Select the Drop-down selection icon  within the DD #1 – Bank field to choose the bank's information. <i>PCGenesis defaults the bank's name in the "Name" field after this field's selection.</i> • Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. • Enter C (Checking) or S (Savings) in the DD #1 – Type field. • Enter D (Flat Dollar Amount) or R (Remainder – Primary Account) in the DD #1 – Method field, where appropriate. <i>Reserve one Direct Deposit # line for the 'R' (Remainder – Primary Account). When selecting 'D', there must be an 'R' - Direct Deposit # line entered. Note that the 'R' (Remainder – Primary Account) is the employee's <u>primary</u> account. For 'D' entries, PCGenesis determines if the employee has adequate pay to cover the total distribution amount. When there is not enough pay to cover the requested dollar distribution amount, the distribution for the account specified will be skipped, and the funds applied to the R' (Remainder – Primary Account). PCGenesis users should verify these entries via the Calculate and Display an Employee's Pay feature from the Payroll System – Payroll Update Menu, and the Calculate Payroll and Print Exceptions feature from the Payroll System – Check and Direct Deposit Menu to ensure the employee will have pay deposited into the accounts specified.</i> • Enter the dollar amount in the Amt/% (Amount/Percentage) field. <i>For 'D' (Flat Dollar Amount) entries, the entry must be greater than 1.0000. For 'R' (Remainder – Primary Account) entries, the entry must equal 0.0000.</i> • Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File). • <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for successive <i>Direct Deposit # line</i> entries, where appropriate.</u> <p><i>Proceed to Step 22.</i></p>

Step	Action
21	<p>For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:</p> <p><i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for each Direct Deposit # line entered.</i></p> <ul style="list-style-type: none"> • Select the Drop-down selection icon  within the DD #1 – Bank field to choose the bank’s information. <i>PCGenesis defaults the bank’s name in the “Name” field after this field’s selection.</i> • Enter the bank account information, up to eighteen (18) alphanumeric characters, in the DD #1 – Account field. • Enter C (Checking) or S (Savings) in the DD #1 – Type field. • Enter P (Percentage of Net Pay) in the DD #1 – Method field. <i>When selecting ‘P’, all subsequent “Method” field entries must contain a ‘P’ as well, and the Amt/% must add up to 100.0%.</i> • Enter the percentage in the Amt/% (Amount/Percentage) field. <i>For example, $0.5000 * 100 = 50\%$.</i> • Enter Y (Include in Prenote File) or P (Employee was included in last FINAL Prenote File) • <u>Repeat the instructions for the DD # – Bank, Account, Type, and Method field entries for successive <i>Direct Deposit # line</i> entries, where appropriate.</u>
22	<p>To remove an employee from Direct Deposit: Remove the information from the respective DD# - Bank Code, Account, Type, Method, and the Amt/% fields.</p> <p><i>When selecting “Enter”, PCGenesis removes the Prenote flag as a result.</i></p>
23	<p>For annuity participants: Enter the code, or select the Drop-down selection icon  within the Annuity Co # fields to choose the information.</p>

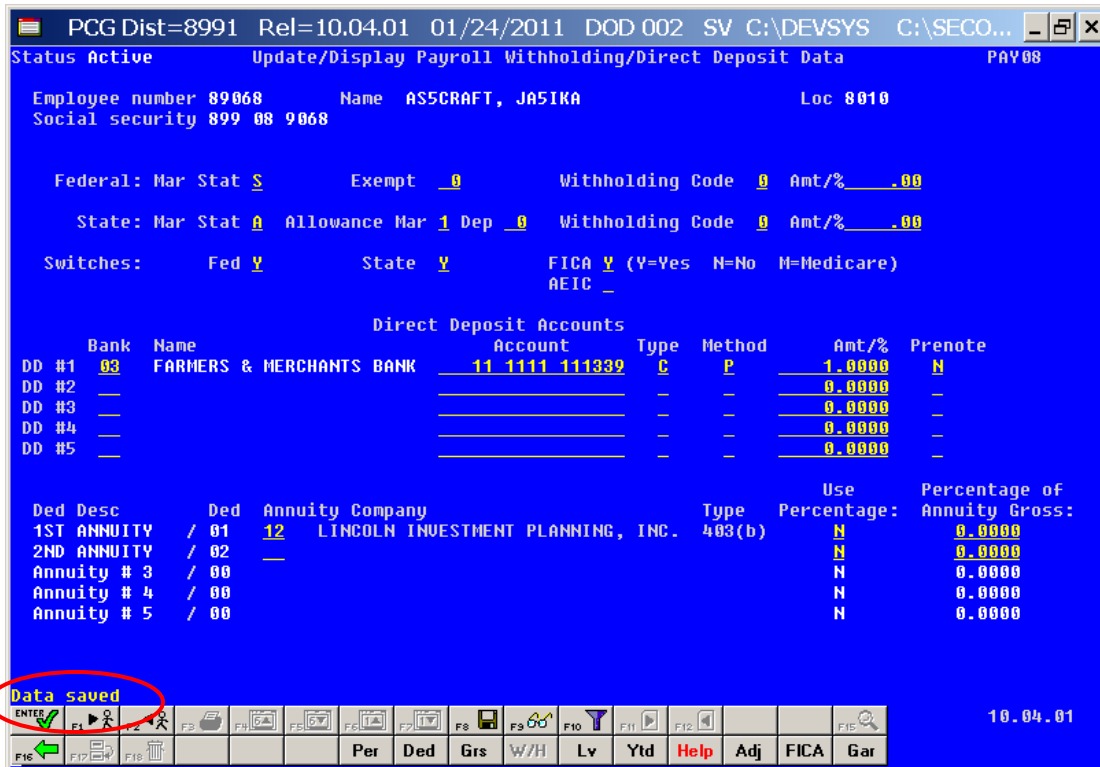
Step	Action
24	<p>If the annuity amount will be calculated on a percentage (%) basis: Enter Y (Yes) in the Use Percentage field. (Annuity Gross = Total Gross – Process types A, B, X, Y and Ovt Gr).</p> <p>If the deduction is a flat dollar amount: Enter N (No). Enter the total dollar amount via the <i>Updating/Displaying Deduction Data</i> procedure.</p> <p><i>When entering annuity company codes within the Annuity Co # fields, enter the appropriate response in this field.</i></p> <p><i>Based on the ANNUITY file’s “Employer contribution indicator”, PCGenesis defaults the annuity company employer flag information to this employee’s PCGenesis-Deduction Data record. The modifications on this screen do not affect the ANNUITY file’s record information.</i></p> <p><i>Entering Y (Yes) in the field disallows dollar amount entries on the employee’s PCGenesis Deduction Data screen.</i></p>
25	<p>If Y was entered in the Use Percentage field: Enter the employee’s annual gross salary annuity percentage (##) in the Percentage of Annuity Gross field, where appropriate.</p> <p><i>PCGenesis calculates the deduction based on the percentage of annuity gross for deduction codes 1 or 2. This percentage cannot be greater than 1.0.</i></p>
26	<p>Select  (Enter).</p>


For a **Single Bank/Bank Account Distribution**, the following screen displays:



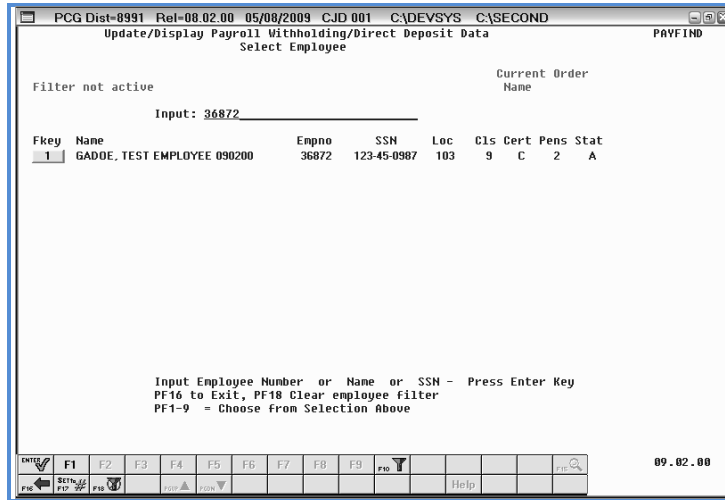
Step	Action
27	<p>Verify <i>Validations passed. Save your changes.</i> displays, and select  (F8 – Save).</p> <p><u>For annuity code changes:</u> When the “<i>Note: Changing an annuity company ...</i>” dialog box displays, review the dialog box’s information, and select  (OK).</p>


For a **Single Bank/Bank Account Distribution**, the following screen displays:



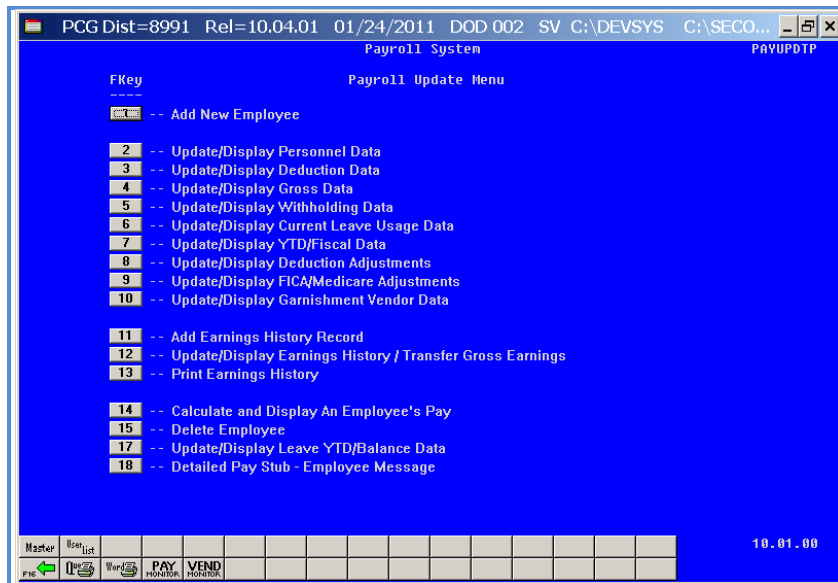
Step	Action
28	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Payroll Withholding/Direct Deposit Data - Select Employee</i> screen.



The following screen displays:



Step	Action
29	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
30	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Steps 19, 20 and 21 apply to the direct deposit distribution of the employee's payroll to a single bank and bank account, or to multiple banks and bank accounts.

Making changes to these fields, and to employees' direct deposit bank, bank account information, or account type changes, automatically generates a prenote file. Employees' information may also be "forced" to appear in this file by changing the Prenote flag to Yes (Y). This flag is only reset by the Prenote processing procedure. Refer to Section A: Payroll Setup, Topic 6: Prenote File Processing for the instructions.

D1.1 Calculate and Display Pay (Screen 2 of 2) – Adequate Payroll - Example

PCG Dist-0991 Rel-08.02.00 05/15/2009 CJD 001 C:\DEVSY\ C:\SECOND Screen 2 of 2 PAYCHP

Calculate and Display Pay

Emp#: 36872 GADDE, TEST EMPLOYEE 090200 123-45-0987 Sec 125 Y Loc 0103 Class 09

Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00

Federal: Mar Stat M Exemptions 0 Withholding Code 0 Fed Amount/%

State: Mar Stat B Allow H[0] D[00] W/Holding Code 0 State Amount/%

Switches: Fed Y State Y FICA/Med Y Pension Y GHI Y Pension type TRS

Reg-hr 00t-hr Reg-ant 6663.87 Out-ant

Ded Short	Employee	Emplr	Employer	Ded Short	Employee	Emplr	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TRS		333.19	Y	618.42	GHI - EMPLR	n/a	Y 1009.22
FICA		499.44	Y	499.44			
01	1ST ANNUITY		N				
03	FED W/H TAX	762.81	N				
04	GA INCOME TAX	345.89	N				
09	KAISER HHO EE	135.40	Y	86.10			

Bank	Account	Net Pay	Ann #1	Ded	1	Co	4
DD #1	50 123456789012345678	2293.57	Ann #2	Ded	2	Co	
DD #2	29 12456	1146.79					
DD #3	63 789654123	229.36					
DD #4	16 1025	688.07					
DD #5	08 3652	229.35					

*** Gross Pay 6663.87 *** Deductions 2076.73 *** Net Pay 4587.14 *** Non Tax 135.40

Highlighted Deductions Were NOT Taken

09.02.00

D1.2. Calculate and Display Pay (Screen 2 of 2) – Inadequate Payroll and Update/Display Payroll Withholding/Direct Deposit Data Screen - Example

The \$5000.00 dollar amount entered exceeds the employee's net pay of \$4587.14. PCGenesis skipped the DD 01 line's entry and applied the employee's net pay into the account specified as the 'R' (Remainder – Primary Account) - DD 02.

PCG Dist-0991 Rel-08.02.00 05/13/2009 CJD 001 C:\DEVSY\ C:\SECOND

Status Active Update/Display Payroll Withholding/Direct Deposit Data PAV08

Employee number 25728 Name GADDE, TEST EMPLOYEE 2 090200 Loc 103
 Social security 123 45 4561

Federal: Mar Stat M Exempt 0 Withholding Code 0 Ant/% .00
 State: Mar Stat B Allowance Mar 0 Dep 0 Withholding Code 0 Ant/% .00
 Switches: Fed V State V FICA Y (Y=Yes N=No M=Medicare)
 AEIC (Blank=No, 1=5 one, 2=M both, 3=M one)

Direct Deposit Accounts

DD #	Bank	Name	Account	Type	Method	Amt/%	Y	Renote
DD #1	50	ASSOCIATED CREDIT UNION	123456789123456789	S	D	5000.0000	Y	
DD #2	16	B & T GEORGIA	179854	C	R	0.0000	Y	
DD #3						0.0000		
DD #4						0.0000		
DD #5						0.0000		

Ded Annuity Company Use Percentage of Percentage: Annuity Gross:

Annuity # 1 / 01		N	0.0000
Annuity # 2 / 02		N	0.0000
Annuity # 3 / 00		N	0.0000
Annuity # 4 / 00		N	0.0000
Annuity # 5 / 00		N	0.0000

09.02.00

PCG Dist-0991 Rel-08.02.00 05/15/2009 CJD 001 C:\DEVSY\ C:\SECOND

Calculate and Display Pay Screen 2 of 2 PAV08P

Emp#: 25728 GADDE, TEST EMPLOYEE 2 090200 123-45-4561 Sec 125 Y Loc 0103 Class 06
 Tax Marital Status - Federal: M State: B AEIC Ind: AEIC Payment: .00
 Federal: Mar Stat M Exemptions 0 Withholding Code 0 Fed Amount/%
 State: Mar Stat B Allow H[0] D[00] W/holding Code 0 State Amount/%
 Switches: Fed V State V FICA/Med Y Pension Y GHI Y Pension type TRS
 Reg-hr Out-hr Reg-ant 6663.87 Out-ant

Ded Short	Employee	Empr	Employer	Ded Short	Employee	Empr	Employer
Cd	Description	Amount	Flag	Amount	Cd	Description	Amount
TR5		333.19	Y	618.42	GHI - EHPLR	n/a	Y 1009.22
FICA		499.44	Y	499.44			
03	FED W/H TAX	762.81	N				
04	GA INCOME TAX	345.89	N				
09	KAISER HMO EE	135.40	Y	86.10			

DD #	Bank	Account	Net Pay	Ann #1	Ded	1	Co
DD #1	50	123456789123456789		Ann #2	Ded	2	Co
DD #2	16	179854	4587.14				

*** Gross Pay 6663.87 *** Deductions 2076.73 *** Net Pay 4587.14 *** Non Tax 135.40

09.02.00

D1.3. Update/Display Earnings History Screenshot- Example

Reg Hr	Out Hr	Reg Ant	Out Ant	FICA V	GHI V	Retr	Contract	6663.87
001 S	4356.20	4267.69	326.48	4356.20	217.81	4356.20		
002 S	435.62	426.76	32.65	435.62	21.78			
003 S	674.09	668.39	58.52	674.09	33.70			
004 S	1089.05	1066.93	81.62	1089.05	54.45	1089.05		
005 S	108.91	106.70	8.17	108.91	5.45			
Totals		6663.87	6528.47	499.44	6663.87	333.19		5445.25

Yr	Fnd	F	Prgm	Funct	Objct	Fcty	B	Addt	Bank	DD Account	Net Pay	Annuities
ACCT 001	09	100	1081	1000	11300	296			#1 50	123456789012345678	2293.57	Ded 1 Co 4
ACCT 002	09	100	1081	1000	11300	296			#2 29	12456	1146.79	Ded 2 Co
ACCT 003	09	100	1081	1000	11300	296			#3 63	789654123	229.36	
ACCT 004	09	100	1081	1000	11300	296			#4 16	1825	688.07	
ACCT 005	09	100	1081	1000	11300	296			#5 08	3652	229.35	

08SD1 Gr	6528.47	08SD1 Amt	404.77	HI Gr	6528.47	HI Amt	94.67
Ded 09 V	Ded 03	N	Ded 04	N	Ded	Ded	Ded
135.40	762.81	345.89					

Employer paid deductions: GHI 1009.22 Pension ER 618.42
Ded 09 Ded Ded Ded Ded Ded Ded Ded Ded Ded

86.10

*** Gross Pay 6663.87 *** Deductions 2076.73 *** Net Pay 4587.14 *** NON TAX 135.40

The earnings history record (check record) provides the distribution of net pay to the direct deposit banks and bank accounts based on the employee's Gross Data screen entries. If the payment was by check rather than by direct deposit, no distribution will be shown. If the payment was from direct deposit, up to five accounts display along with the corresponding portion of net pay which was deposited into each account.

D1.4. Payroll Check Reconciliation - Display/Update Checks/Direct Deposits – Example

Display/Update Checks/Direct Deposits PAV1330

Enter Type, Bank, and Number of Check/Direct Deposit to be Displayed/Updated:

Type: D (C = Check, D = Direct Deposit)

Bank: BK02

Check/Direct Deposit #: 32

Amount: 4587.14

Issue Date: 1/30/2009

Void Date: Cancel Date:

Payee: GRAD0E, TEST EMPLOYEE 090200

Status: I
C = Cancelled
I = Issued by Computer (Open)
M = Manually issued (Open)
V = Voided

Employee No: 36872
Year: 09
Quarter: 1
Pay period: 1

Bank	Account	Net Pay
DD #1 50	123456789012345678	2293.57
DD #2 29	12456	1146.79
DD #3 63	789654123	229.36
DD #4 16	1825	688.07
DD #5 08	3652	229.35

ENTER=Update, F5=Next check

F16 to Exit

09.02.00

D1.5. Payroll Exceptions Register – Example

=====Page Break=====									
REPORT DATE 05/13/2009		PAYEXCEP		CALC EXCEPTIONS REGISTER FOR PAY 01/30/09				PAGE 1	
LOC	EMP #	CL	NAME						
0103	25728	06	GADDE, TEST EMPLOYEE 2 090200	C	39	DIRECT DEPOSIT NOT ENOUGH NET PAY FOR D ACCOUNT			
				C	30	PRENOTE NOT YET RUN FOR EMPLOYEE			
0103	36872	09	GADDE, TEST EMPLOYEE 090200	C	30	PRENOTE NOT YET RUN FOR EMPLOYEE			
0296	86941	12	UE2NON, BR2NDEN	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS			
0188	86984	18	GAGE, TR6NTON	C	14	GHI GROSS IS GREATER THAN REGULAR GROSS			
0107	86993	12	BE6AUIDES, LA6E	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS			
2050	87015	06	SH6LDON, DI6K	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS			

D1.6. Direct Deposit Statement – Example

CHECK DATE	SOCIAL SECURITY	EMPLOYEE NUMBER	GROSS PAY	DEDUCTIONS	NET PAY	CONTRACT TO DATE			
022709	123450987	36872	666387	207673	458714	13,32774			

	REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	CONTRACT AMOUNT	TOTAL AMOUNT
CUR			666387		666387	666387
TOT			1332774		1332774	1332774

DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD
KAI HMO EESP	13540	27080	TRS	33319	66638			
FED W/H TAX	76281	152562						
GA INCOME TAX	34589	69178						
SOC. SEC.	40477	80954						
MEDICARE	9467	18934						

CUR	SICK LEAVE	PERM LEAVE	VACATION	OTHER	YTD	SICK LEAVE	PERM LEAVE	VACATION	OTHER	BAL	SICK LEAVE	PERM LEAVE	VACATION	OTHER
	.00	.00	.00	.00		.00	.00	.00	.00		.00	.00	.00	.00

PCGENESIS RELEASE 09.02.00

02/27/09

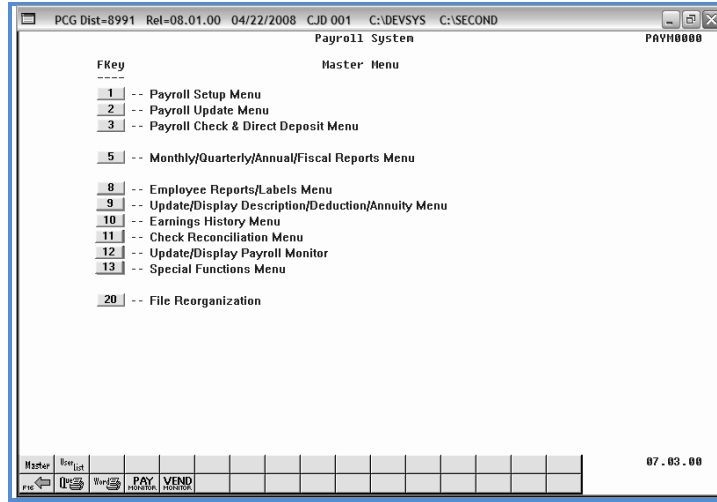
ACCT TYPE	ACCT NUMBER	AMOUNT	
Checking	123456789012345678	2,293.57	
Checking	12456	1,146.79	
Savings	789654123	229.36	****4,587.14
Savings	1025	688.07	
Savings	3652	229.35	

GADOE, TEST EMPLOYEE 090200

0103 09

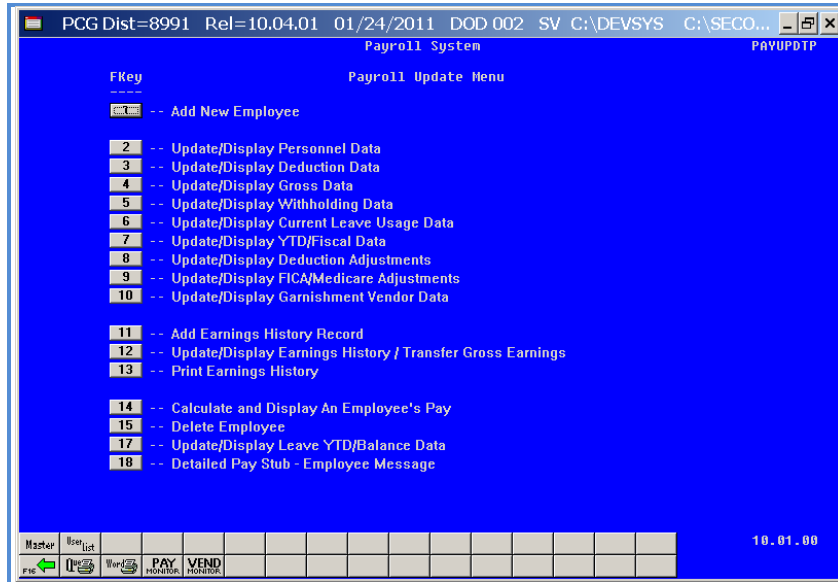
GADOE, TEST EMPLOYEE 090200
 205 JESSE HILL JR. DRIVE
 SUITE 1954 EAST TOWER
 ATLANTA, GA 30334

Procedure E: Updating/Displaying Leave Data



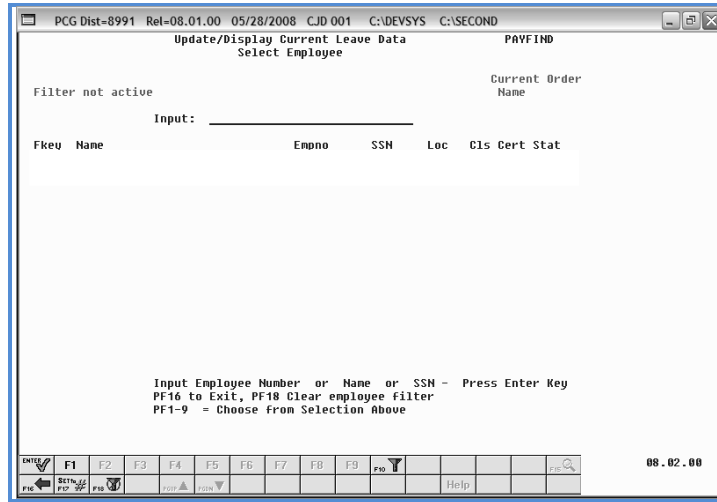
Step	Action
1	Select 2 (F2 - Payroll Update Menu).

The following screen displays:




Step	Action
2	Select 6 (F6 -Update/Display Leave Usage Data) or 17 (F17 - (Update/Display Leave YTD/Balance Data).

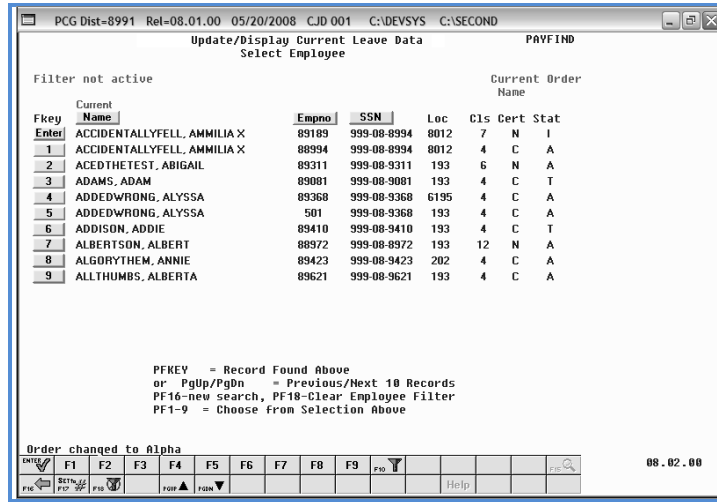
For **Step 2-F6** selections, the following screen displays:






For Step 2-F17 selections, “Update/Display Current Leave Data” is the screen’s title.

Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to Step 5.</p> <p><i>If the employee number and the SSN are unknown, enter the employee’s complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

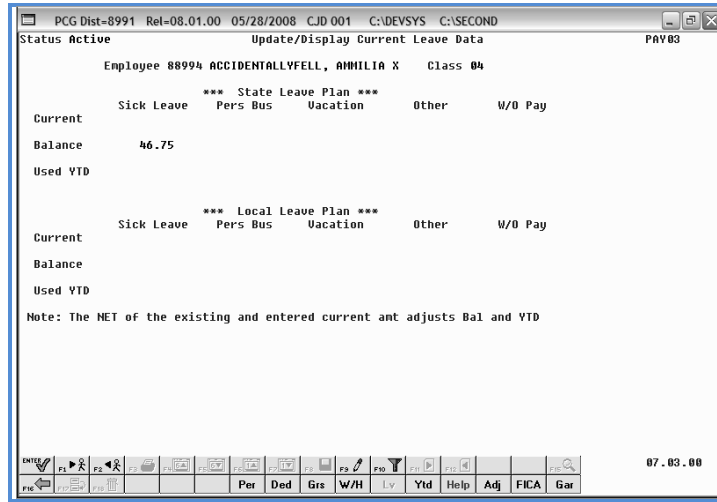
The following screen displays:



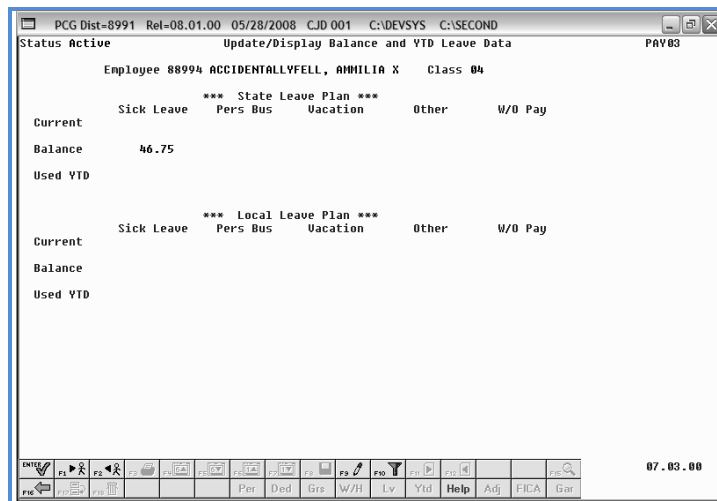
The results will depend upon the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data – Select Employee".


Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

For **Step 2-F6** selections, the following screen displays:

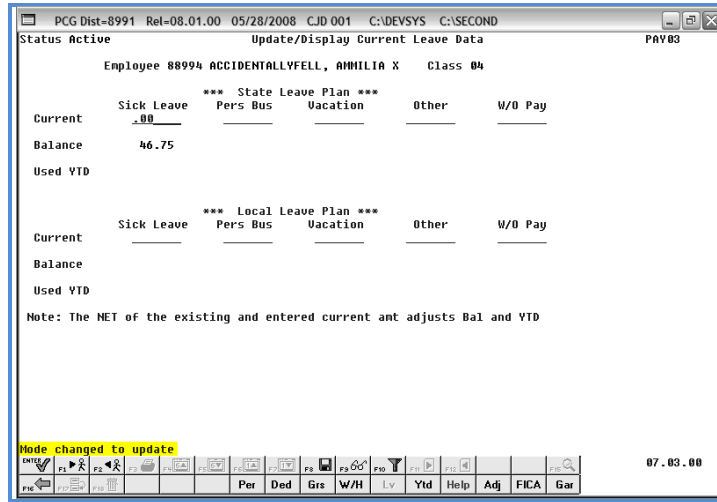



For **Step 2-F17** selections, the following screen displays:



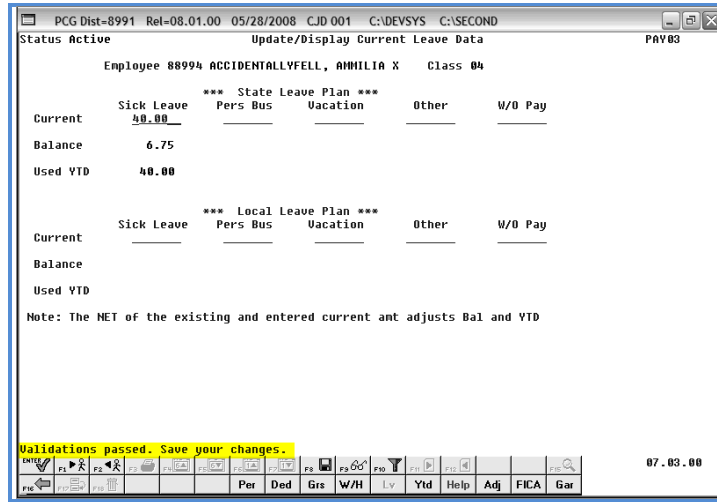
Step	Action
5	Select  (F9 – Update).

For **Step 2-F6** selections, the following screen displays:




Step	Action
6	<p>Verify “<i>Mode changed to update</i>” displays, and:</p> <p>To update Current leave totals: Enter the number of leave hours (#.##) the employee has used during this payroll cycle in the appropriate fields.</p> <p><i>PCGenesis automatically updates the Balance and Used YTD fields when making entries in the “Current” fields.</i></p> <p>To update leave Balances: Enter the number of leave hours (#.##) to which the employee is entitled in the appropriate fields.</p> <p>To update leave YTD Used totals: Enter the number of leave hours (#.##) the employee has used year-to-date in the appropriate fields.</p>
7	<p>Select  (Enter).</p> <p>For Step 2-F17 selections: To adjust an employee’s leave balances <u>after</u> updates have been made to the employee’s <i>Current</i> leave, repeat this procedure beginning at <i>Step 2</i>.</p>

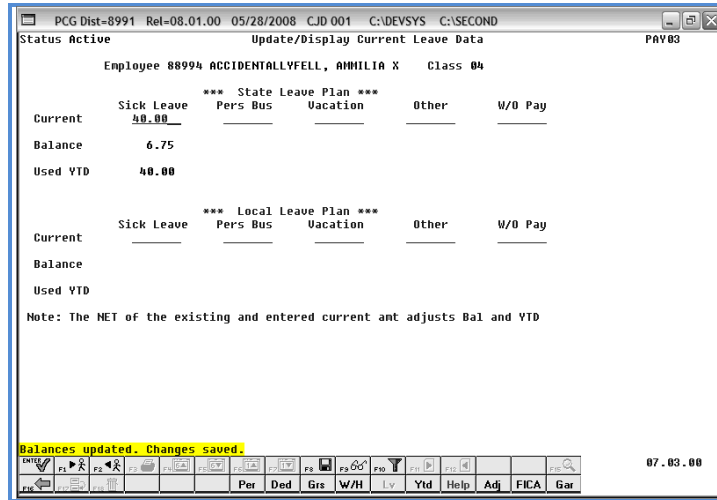
For **Step 2-F6** selections, the following screen displays:




The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled "Update/Display Balance and YTD Leave Data".

Step	Action
8	Verify "Validations passed. Save your changes." displays, and select  (F8 – Save).

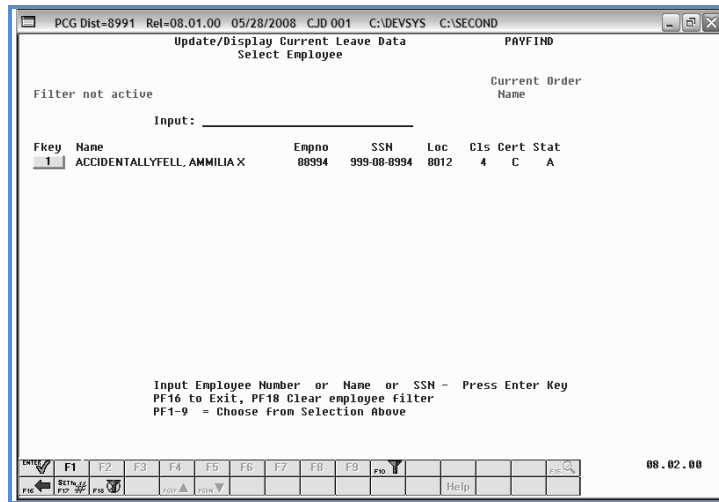
For **Step 2-F6** selections, the following screen displays:




The results will depend on the selection in Step 2. For F17 selections, the screen will instead be entitled “Update/Display Balance and YTD Leave Data”.

Step	Action
9	<p>Verify “Balances updated. Changes saved.” displays, and select  (F16 – Exit) to return to the Update/Display Current Leave (or Balance YTD) Data – Select Employee screen.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.</p>

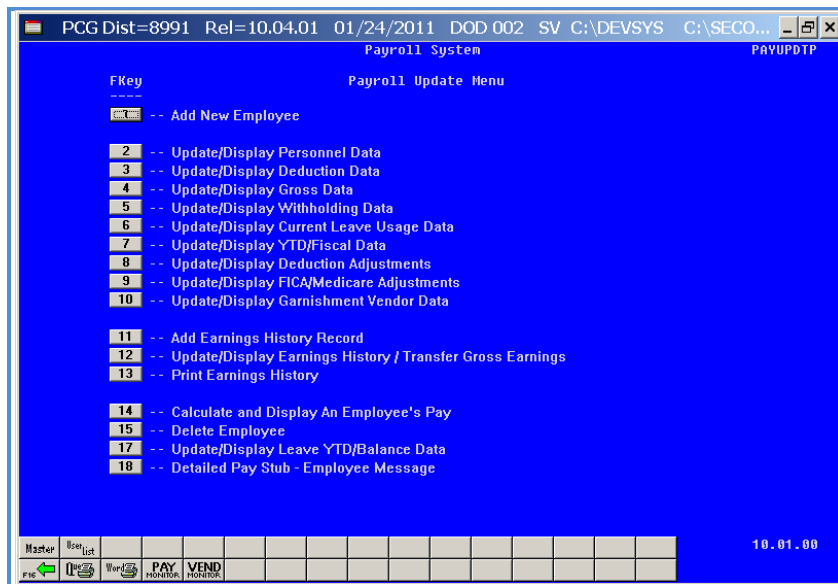
For **Step 2-F6** selections the following screen displays:





Screen results depend upon Step 2 selections. For F17 selections, the screen will instead be entitled “Update/Display Balance and YTD Leave Data – Select Employee”.

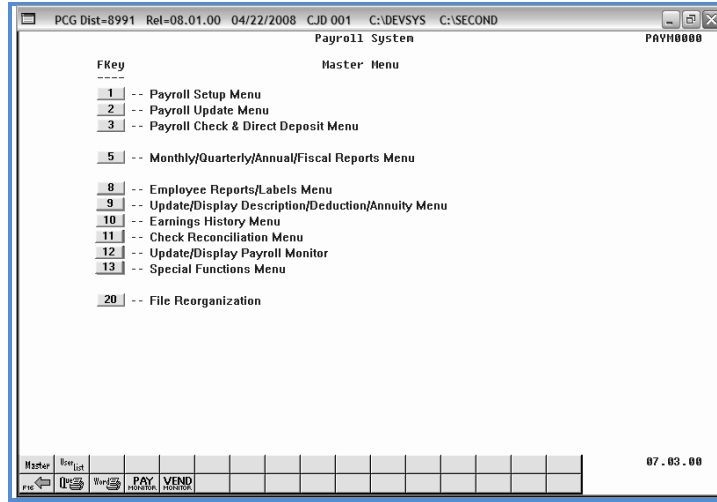
Step	Action
10	Select  (F16 – Exit) to return to the <i>Payroll System - Payroll Update Menu</i> .

The following screen displays:



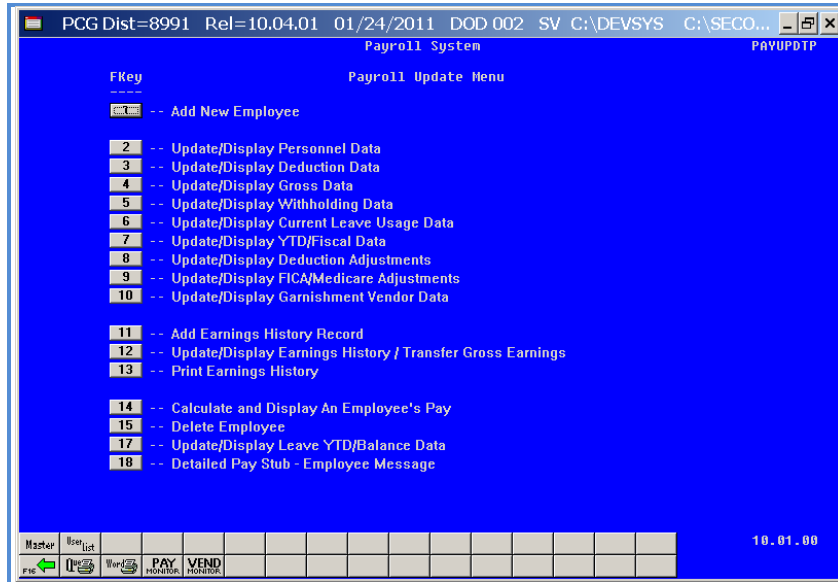
Step	Action
11	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure F: Updating/Displaying YTD/Fiscal Data



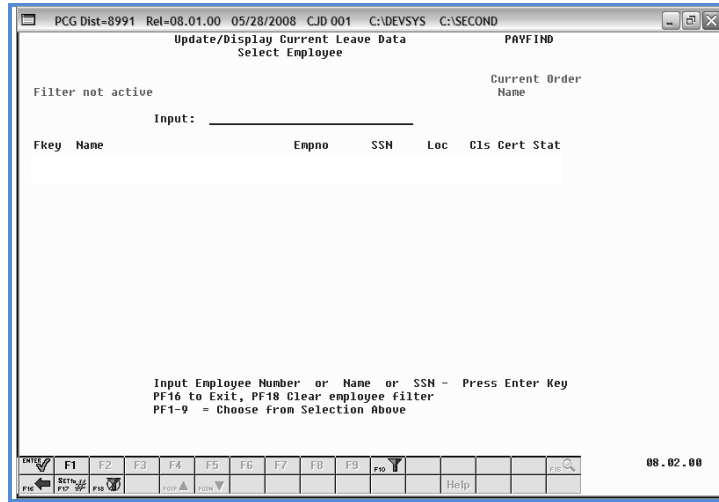
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



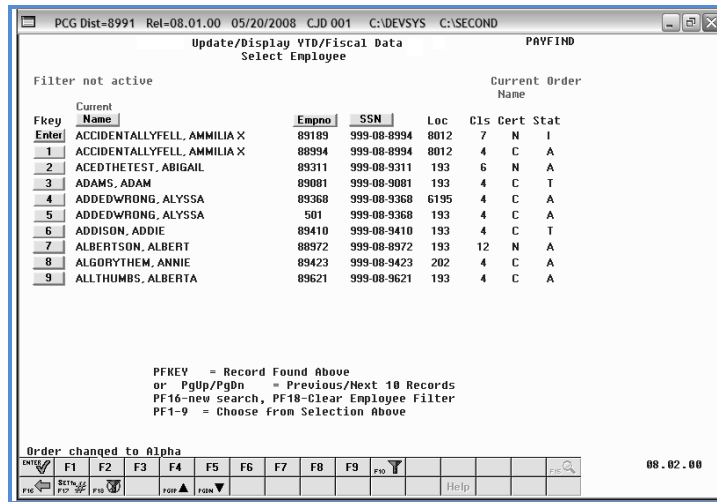
Step	Action
2	Select 7 (F7 - Update/Display YTD/Fiscal Data).








The following screen displays:



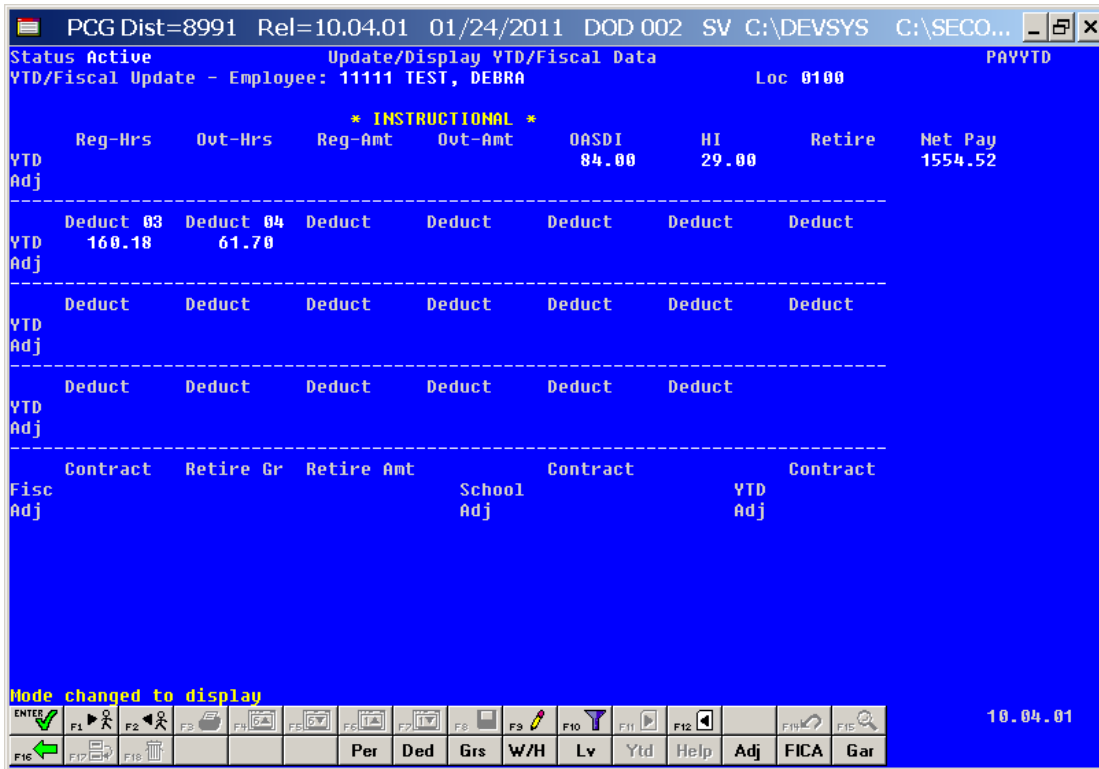
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



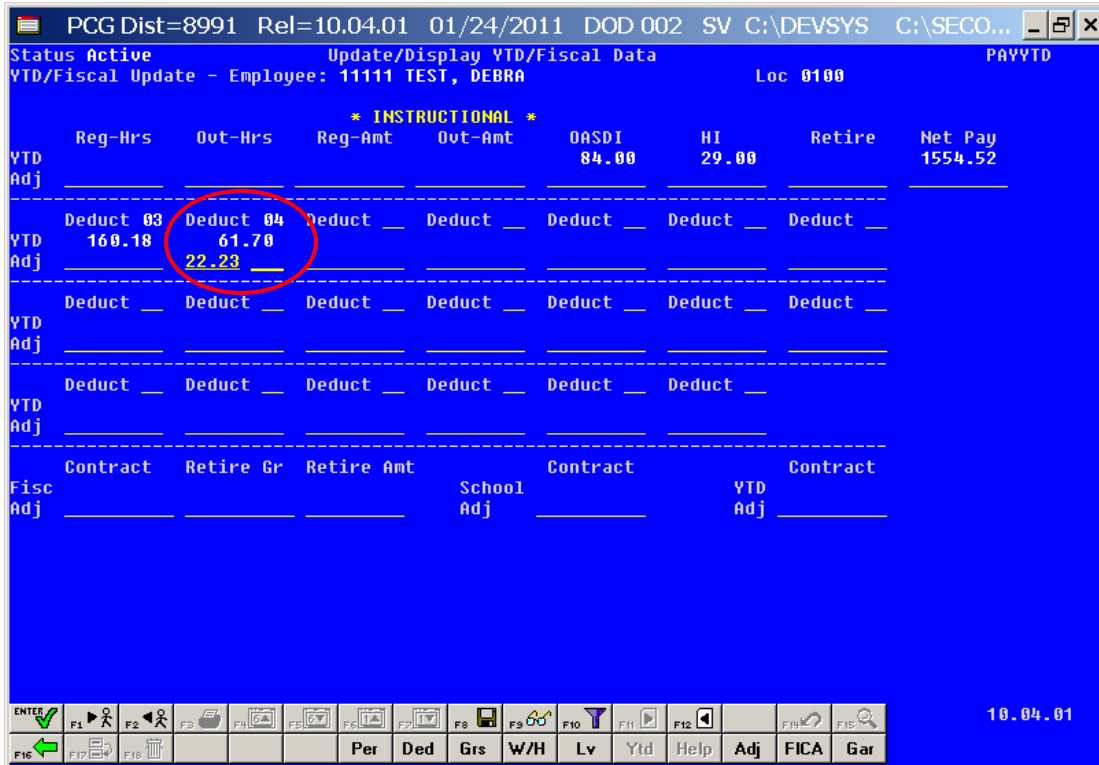
Step	Action
4	<p>Select  (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select  (Name).</p> <p>To sort by Employee Number: Select  (Empno).</p> <p>To sort by Social Security Number: Select  (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:





Step	Action
5	Select  (F9 – Switch to Update mode).

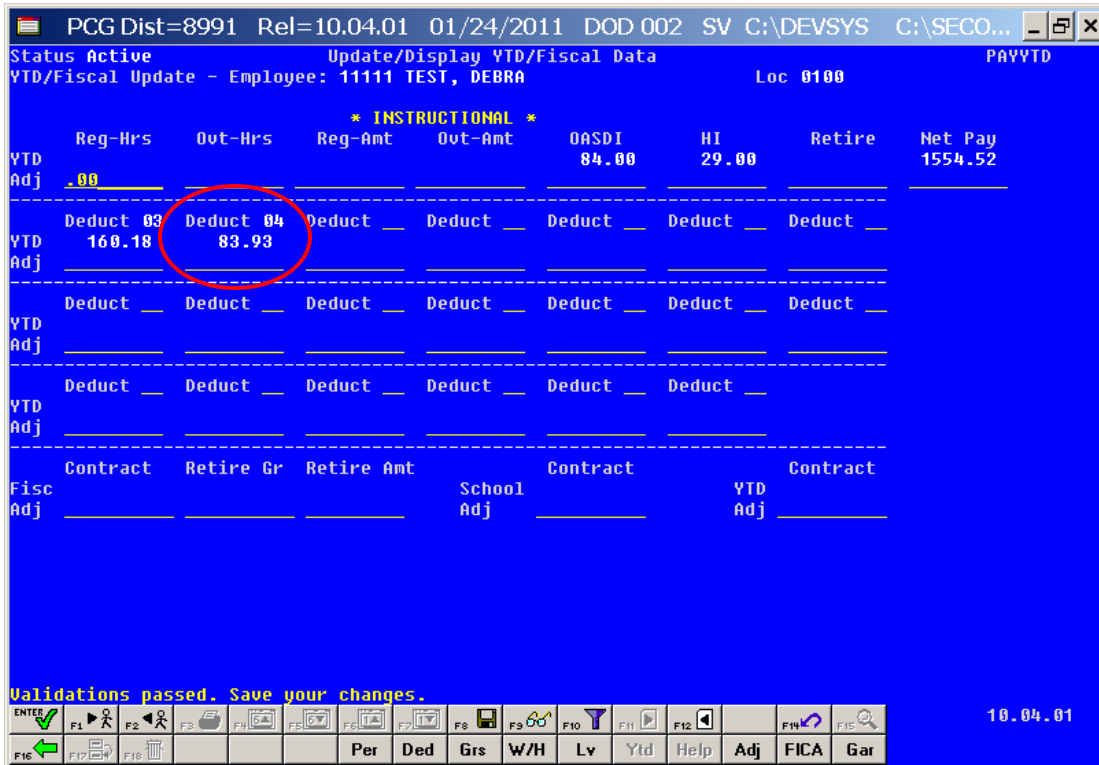
The following screen displays:




Step	Action
6	Verify "Mode changed to update" displays, and make the appropriate changes to the field(s).
7	Enter the number of <u>adjusted</u> hours (###), or <u>adjusted</u> dollar amounts in the YTD Adj (Year-to-Date Adjustment) field(s). These YTD amounts represent <u>calendar</u> year to date fields. <i>PCGenesis does not allow existing year-to-date fiscal totals modifications.</i>
8	Enter the appropriate amounts in the Fisc Adj (Fiscal Adjustment) fields.
9	Enter the appropriate amounts in the Contract/School Adj (Contract/School district (System) Adjustment) fields.
10	Enter the appropriate amounts in the Contract/YTD Adj (Contract/Year-to-Date Adjustment) fields.

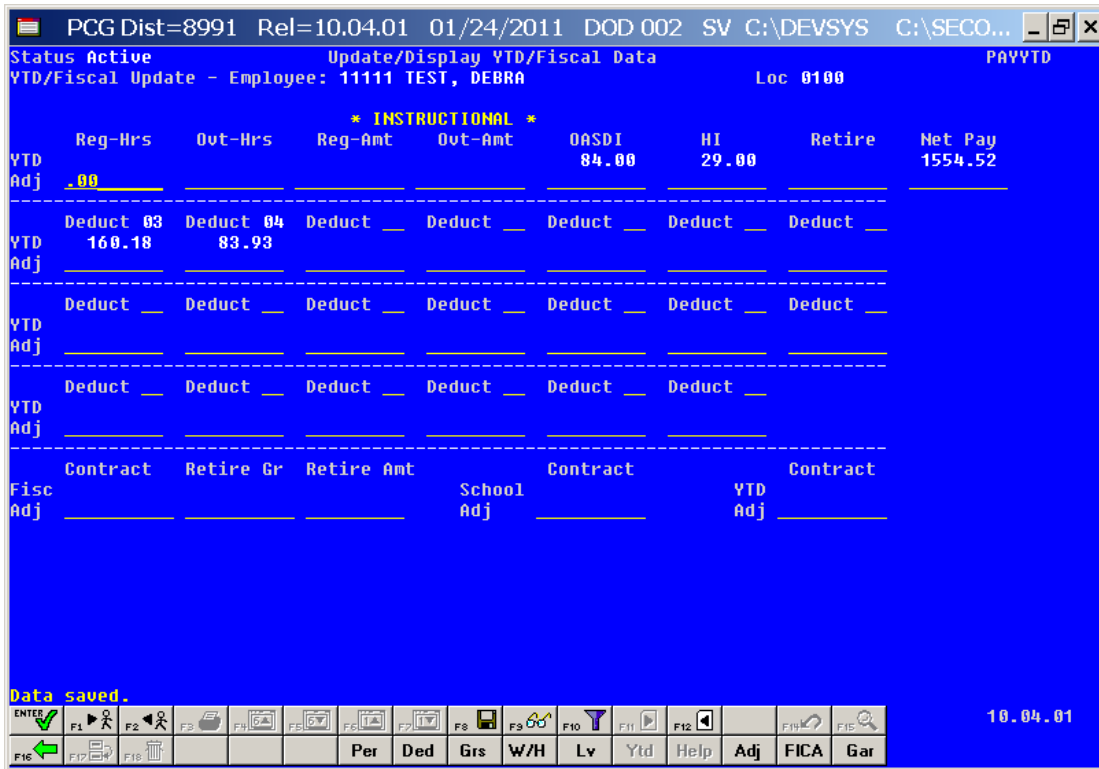
Step	Action
11	<p>Select  (Enter).</p> <p>Note that when Enter is processed, that the adjustment amount is added immediately to the YTD bucket. If the change is not desired, the user can simply select  (F9 – Switch to Display mode) to abort the changes.</p>




The following screen displays:



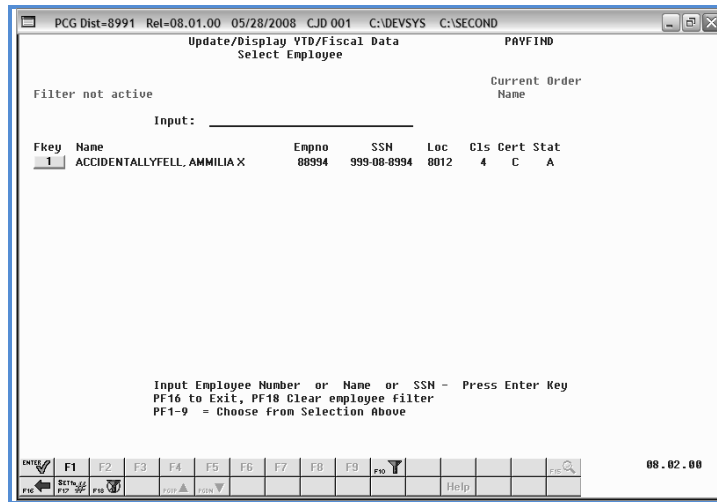
Step	Action
12	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save changes).</p>


The following screen displays:



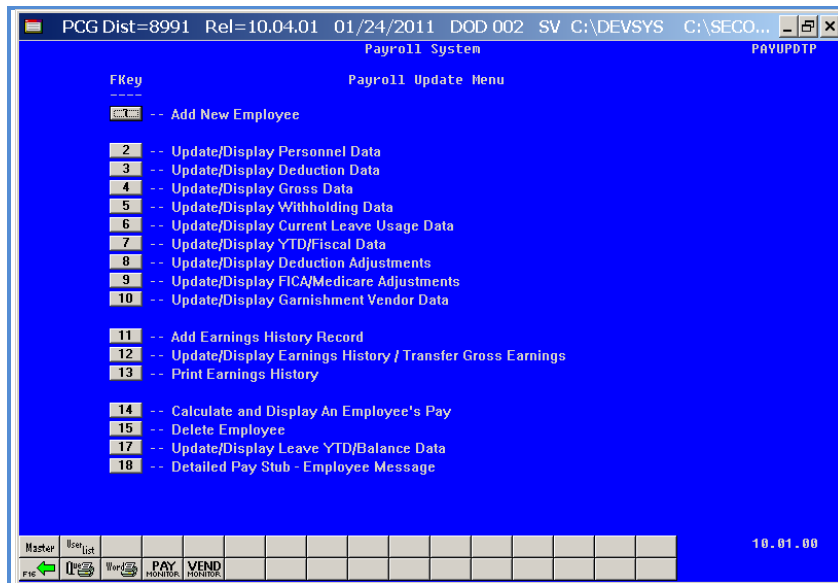
Step	Action
13	<p>Verify “Data saved.” displays, and select  (F16 – Exit) to return to the Update/Display YTD/Fiscal Data – Select Employee screen.</p> <p>Selecting  (F11 – Go to YTD Screen 2) or  (F12 – Go to YTD Screen 1) allows you to toggle between the Instructional and Non-Instructional portions of the employee’s record.</p> <p>Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Withholding Data, etc.</p>



The following screen displays:



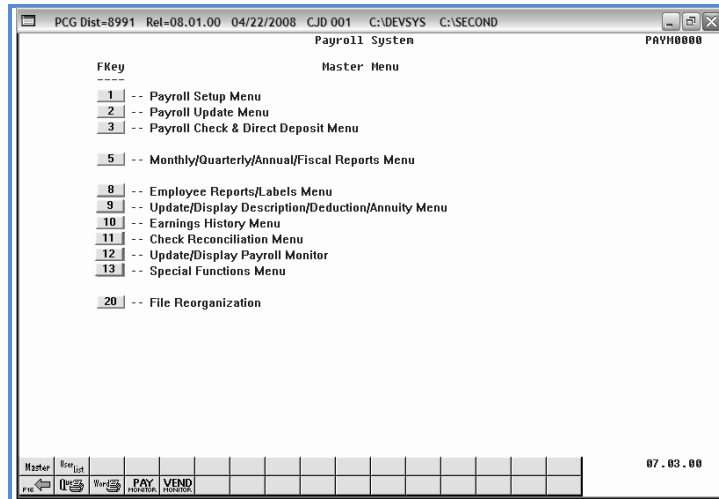
Step	Action
14	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



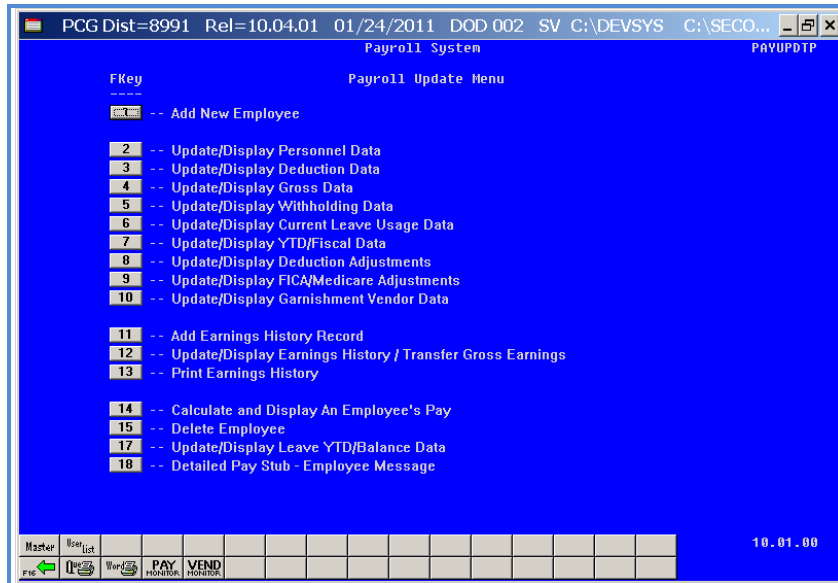
Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure G: Updating/Displaying Deduction Adjustments



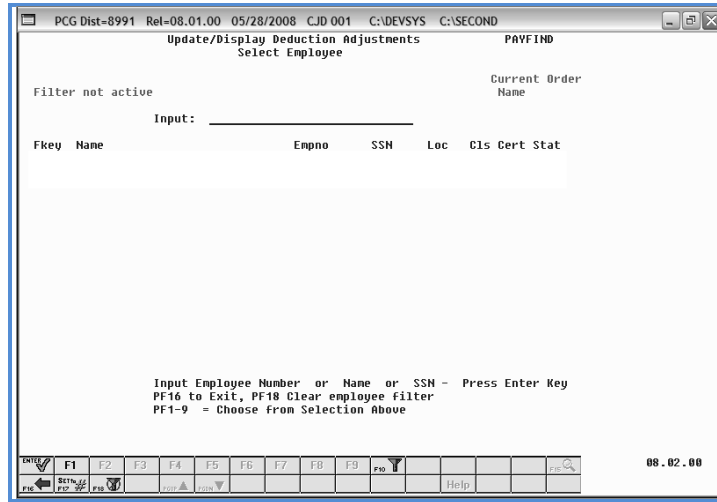
Step	Action
1	Select 2 (F2 - Payroll Update Menu).


The following screen displays:



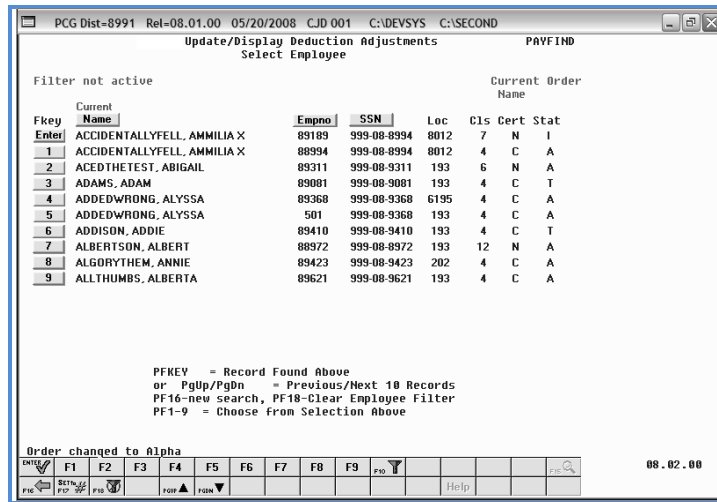
Step	Action
2	Select 8 (F8 - Update/Display Deduction Adjustments).




The following screen displays:



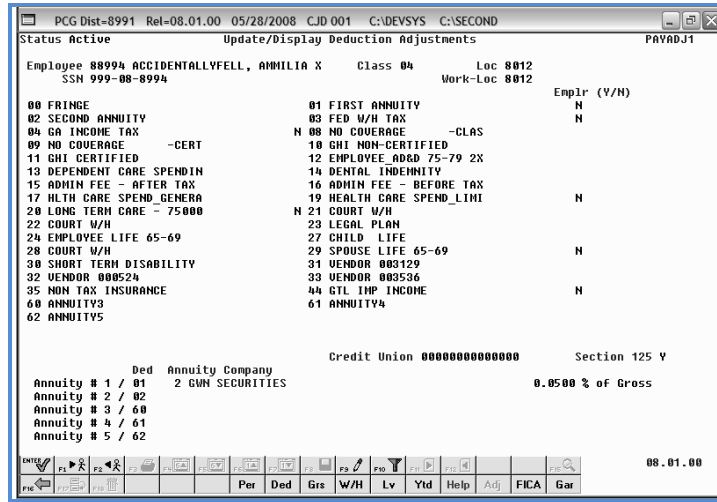
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



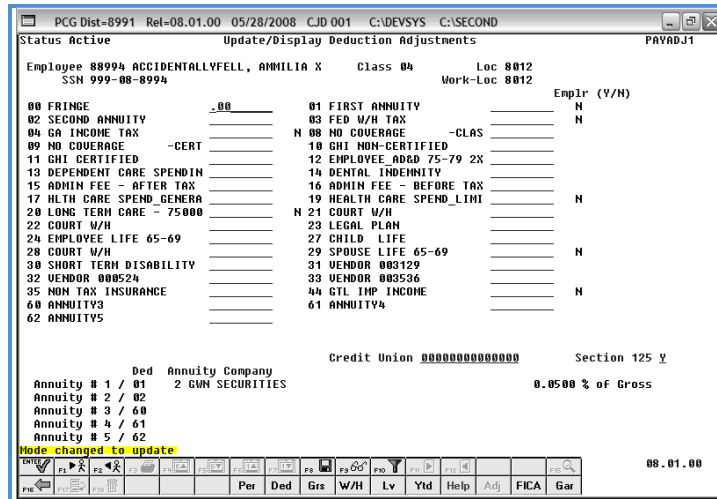
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:





Step	Action
5	Select  (F9 – Switch to Update mode).

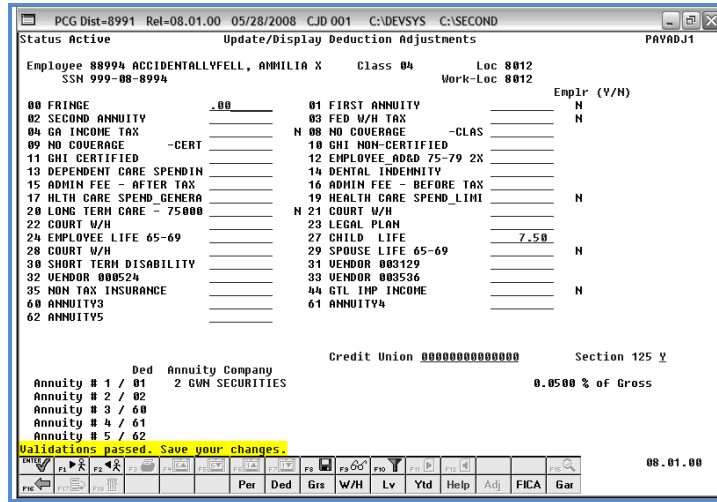
The following screen displays:







Step	Action
6	Verify “Mode changed to update” displays, and that the Employee, Class, Location, and Emplr (Y/N) fields’ entries have defaulted correctly. <i>Refer to the Financial Accounting and Reporting System Operations Guide, Section D: Claim and Expenditure Processing for the instructions to adjust the employer’s share of the deduction amount.</i>
7	Enter the amount in the appropriate fields.

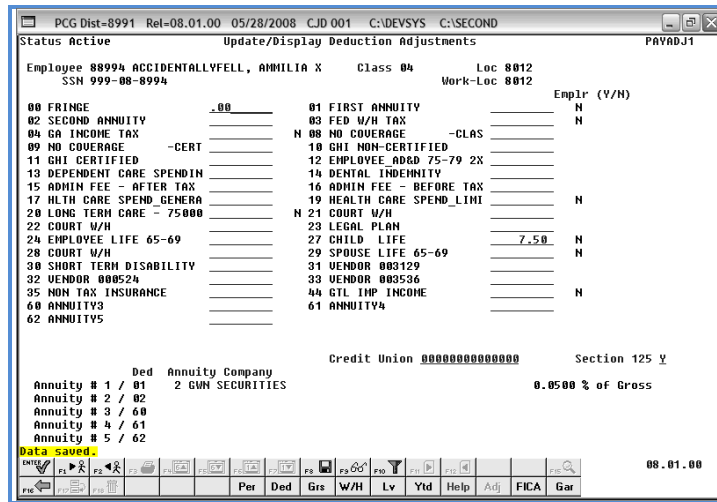
Step	Action
8	<p>If the employee participates in an annuity(ies): Enter the code, or select the Drop-down selection icon  within the Annuity Co # fields to choose the information.</p> <p><i>PCGenesis allows up to five annuity company selections per employee.</i></p>
9	<p>Verify CU (Credit Union) field has defaulted correctly, where appropriate.</p> <p><i>When entering a deduction amount in the Credit Union field, make an entry in the credit union field.</i></p>
10	<p>Verify SEC125 (Section 125 – Cafeteria Plan, Non-Taxable Benefit) field has defaulted correctly.</p> <p><i>If the employee participates in a non-taxable benefit program such as Dependent Childcare/Dependent Healthcare Reimbursement or GHI, enter or verify the entry of Y (Yes) in the SEC125 field.</i></p>
11	<p>Select  (Enter).</p>


The following screen displays:



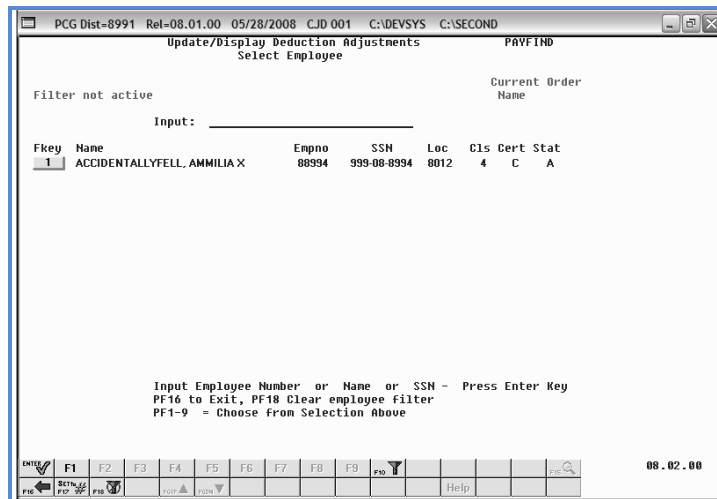
Step	Action
12	<p>Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save).</p> <p>If the employee has additional deductions, the  (F11 – Go to Screen 2) option will become active. In this instance, select the icon, make the appropriate entries, and select  (Enter). Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save).</p>


The following screen displays:



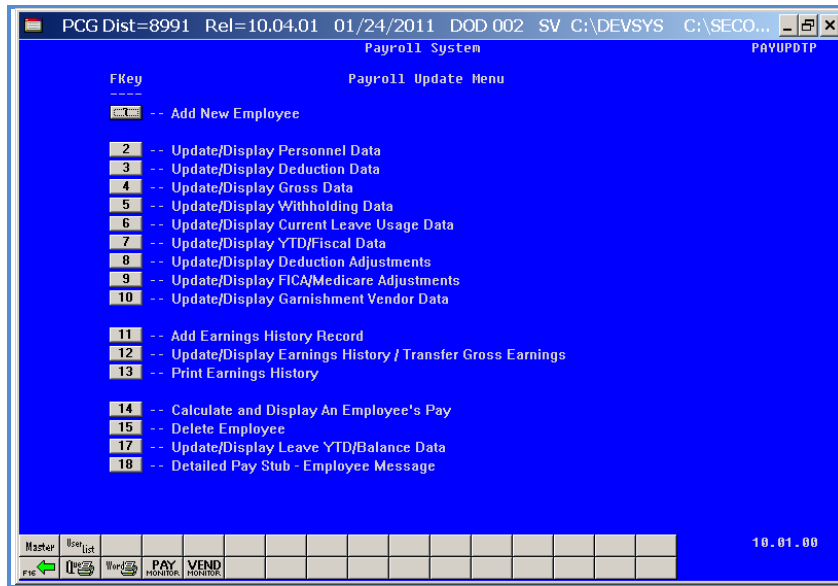
Step	Action
13	Verify "Data saved." displays, and select  (F16 – Exit) to return to the Update/Display Deduction Adjustments – Select Employee screen. Where appropriate, select an icon to access additional information for the employee, for example, Personnel, Deduction, Gross Data, Withholding Data, etc.



The following screen displays:



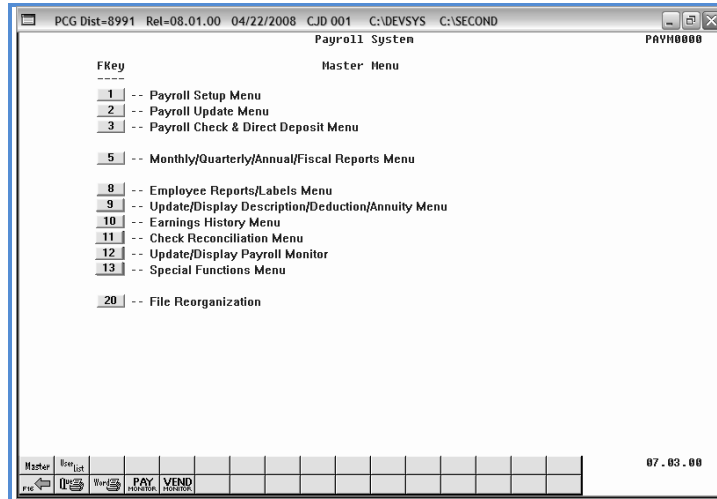
Step	Action
14	Select  (F16 – Exit) to return to the Payroll System – Payroll Update Menu.

The following screen displays:



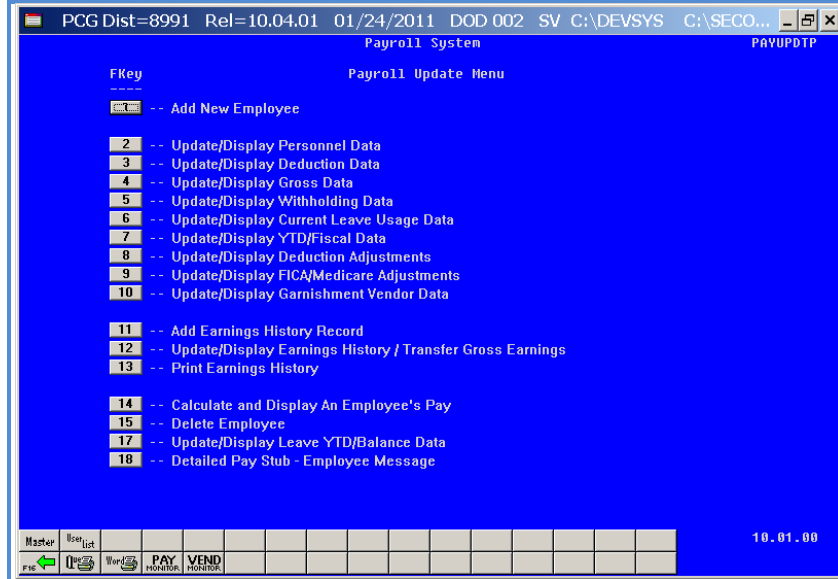
Step	Action
15	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure H: Updating/Displaying FICA/Medicare Adjustments



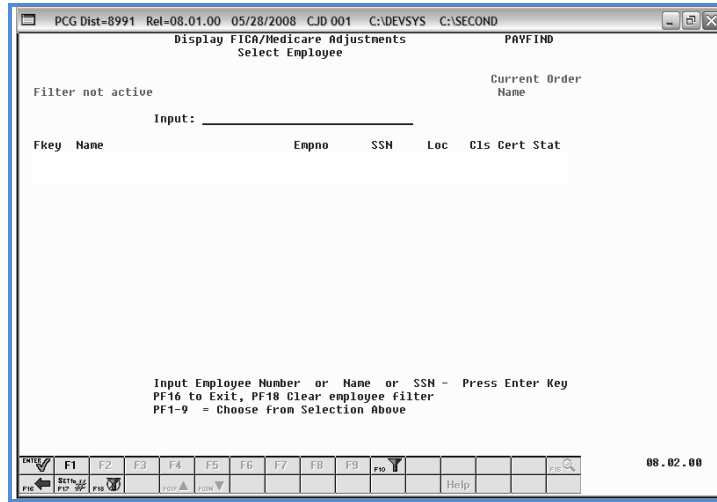
Step	Action
1	Select F2 (F2 - Payroll Update Menu).


The following screen displays:



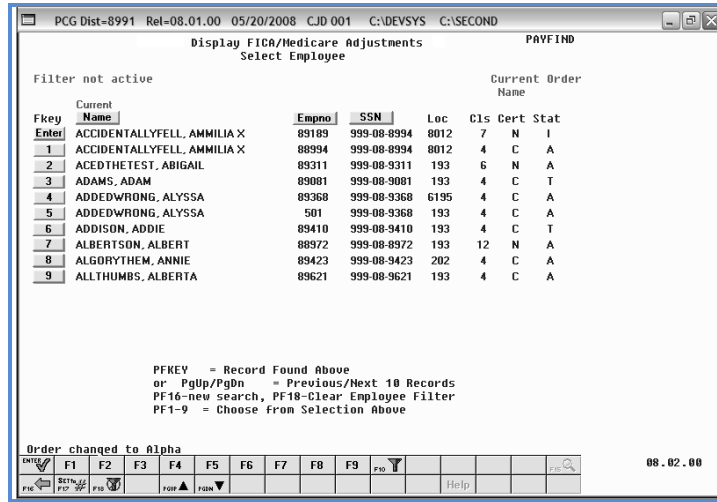
Step	Action
2	Select F9 (F9 - (Update/Display FICA/Medicare Adjustments)).




The following screen displays:



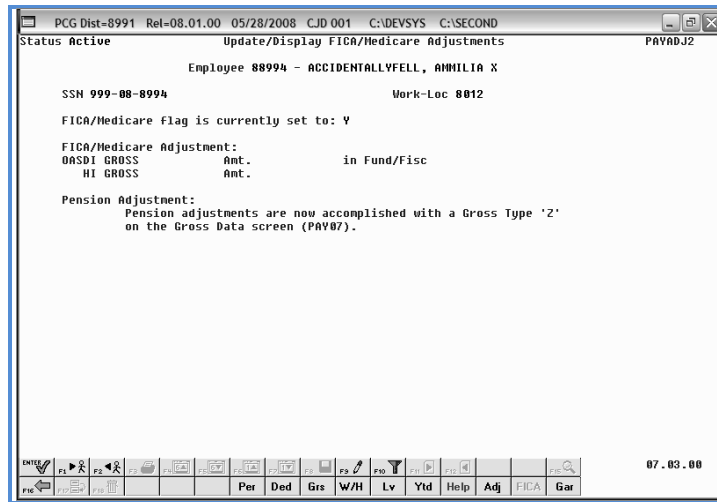
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>


The following screen displays:



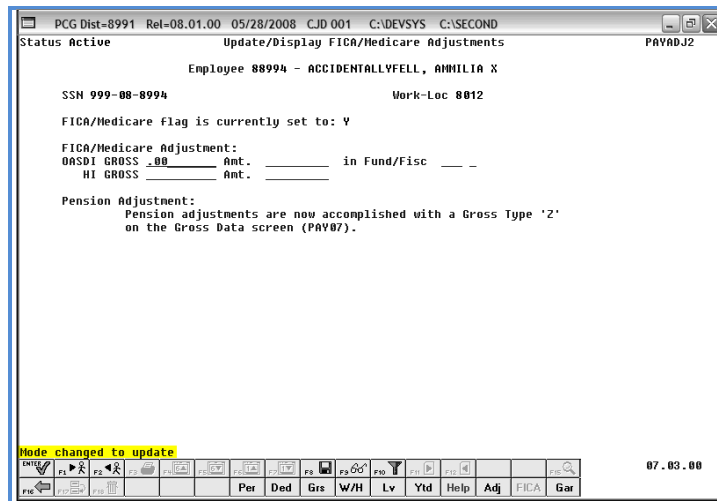
Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

The following screen displays:




Step	Action
5	Select  (F9 – Switch to Update mode).

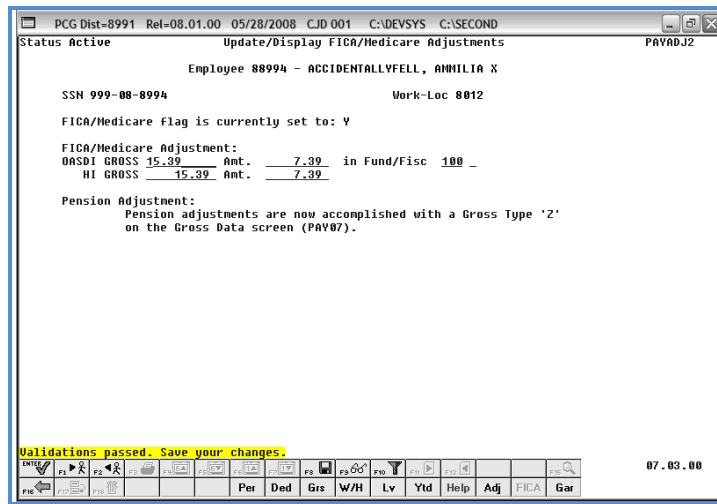
The following screen displays:




Step	Action
6	<p>Verify “<i>Mode changed to update</i>” displays, and enter the adjusted amount in the FICA/Medicare Adjustment: OASDI Gross field.</p> <p>Entering an amount in the OASDI Gross field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount.</p> <p><i>When entering an amount in this field, an entry is also required in Step 7.</i></p>

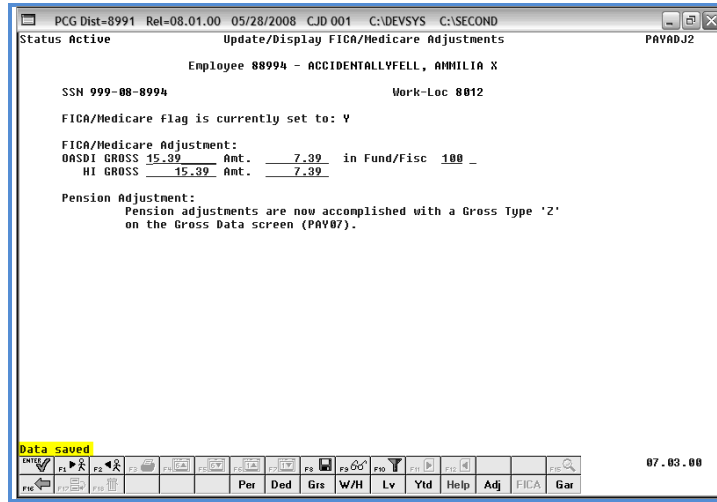
Step	Action
7	Enter the dollar amount in the FICA/Medicare Adjustment: OASDI Amt field.
8	Enter the fund code and fiscal year for the <u>employer's share</u> amount for the FICA/Medicare payment in the Fund/Fisc field.
9	Enter the dollar amount in the FICA/Medicare Adjustment: HI Gross field. Entering an amount in the HI Gross field will trigger the system to calculate and distribute an employer contribution amount, based upon the gross amount. <i>If entering an amount in this field, an entry is also required in Step 10.</i>
10	Enter the dollar amount in the FICA/Medicare Adjustment: HI Amt. field.
11	Pension Adjustments: Refer to Procedure C: Updating/Displaying Gross Data for instructions.
12	Select  (Enter).


The following screen displays:



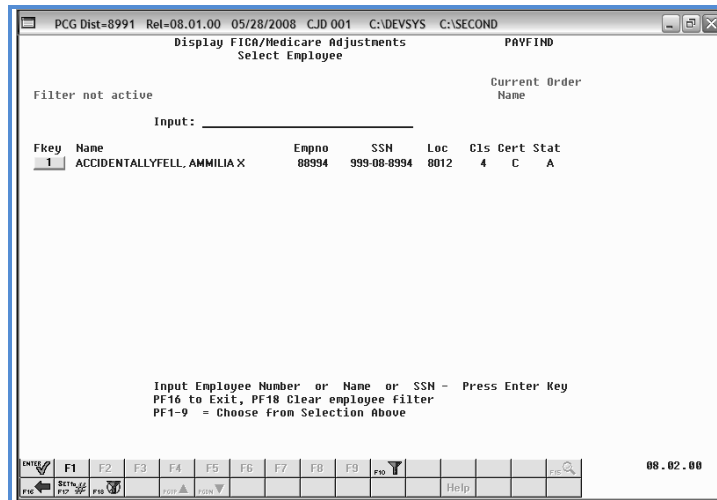
Step	Action
13	Verify “ <i>Validations passed. Save your changes.</i> ” displays, and select  (F8 – Save changes).


The following screen displays:



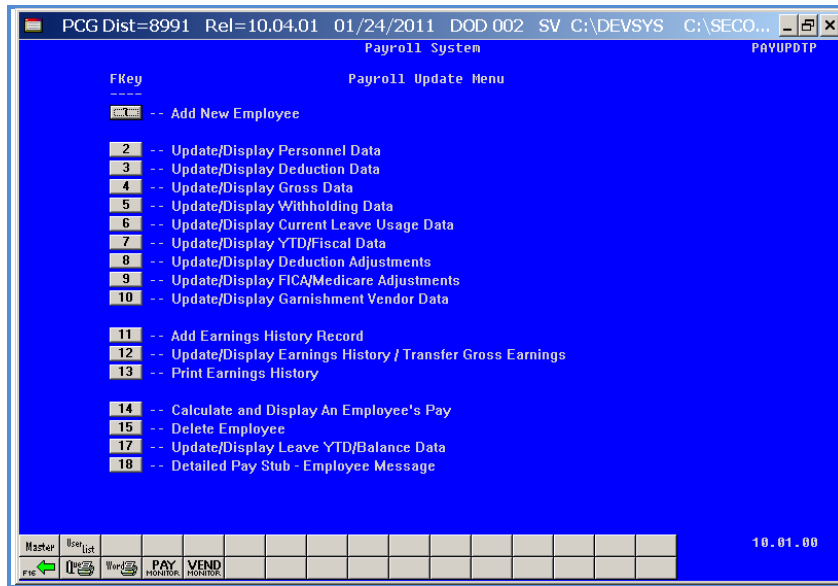
Step	Action
14	Verify "Data saved" displays, and select  (F16 – Exit) to return to the <i>Update/Display FICA/Medicare/Pension Adjustments – Select Employee</i> screen.



The following screen displays:



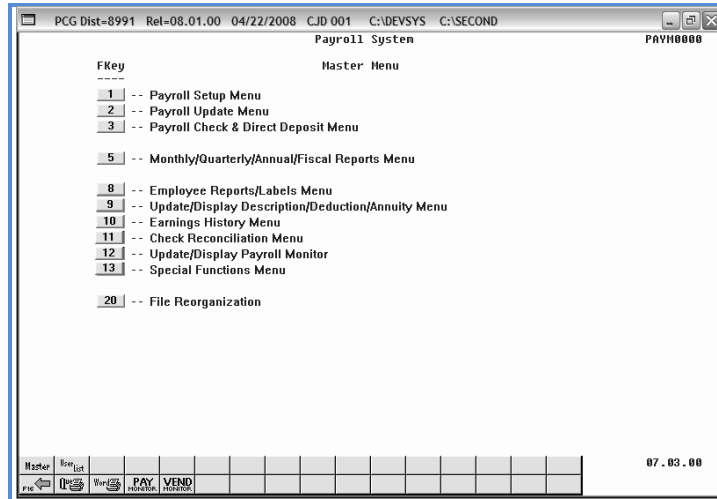
Step	Action
15	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



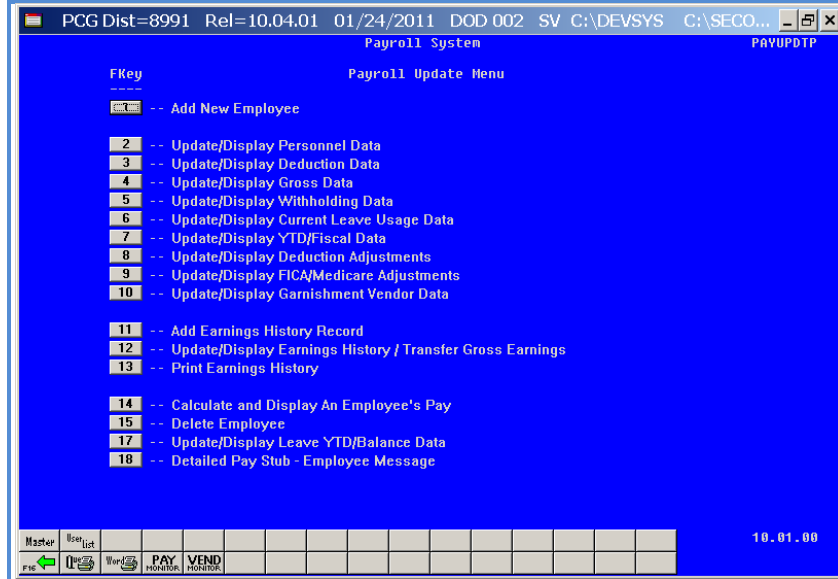
Step	Action
16	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

Procedure I: Updating/Displaying Garnishment Vendor Data



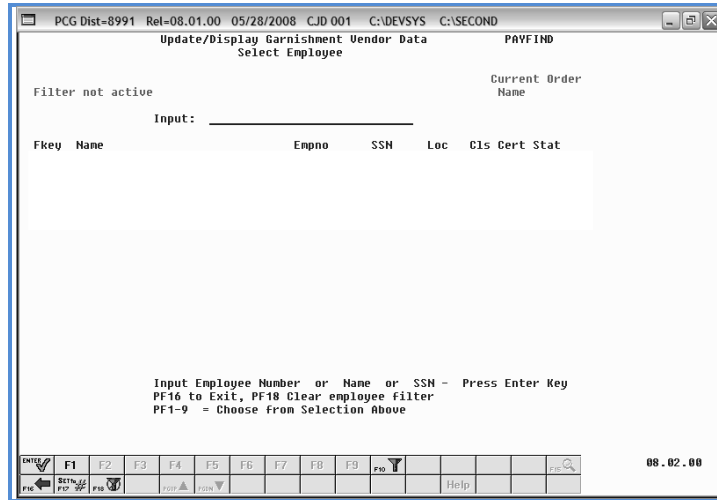
Step	Action
1	Select F2 (F2 - Payroll Update Menu).


The following screen displays:



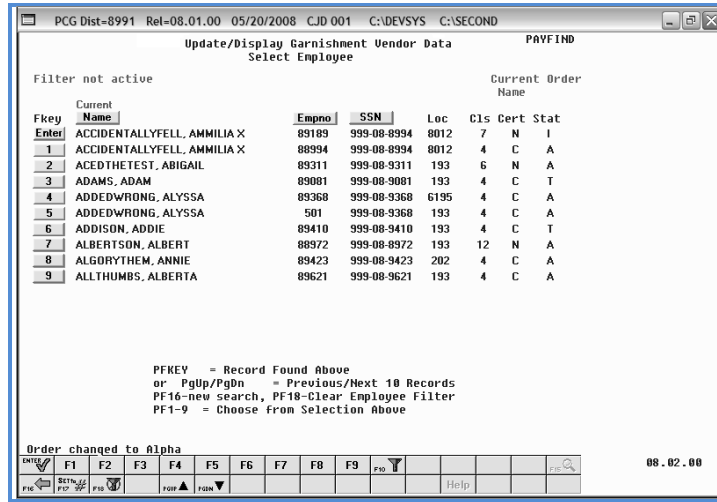
Step	Action
2	Select F10 (F10 - Update/Display Garnishment Vendor Data).




The following screen displays:



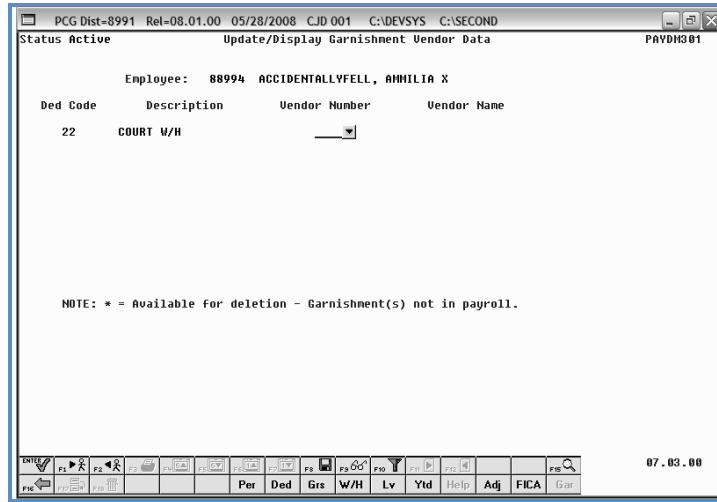
Step	Action
3	<p>Enter the employee number or the SSN in the Input field, select  (Enter), and proceed to <i>Step 5</i>.</p> <p><i>If the employee number and the SSN are unknown, enter the employee's complete or partial name in the Name field, or Social Security Number in the SSN field, and select Enter. Entering a complete or partial name in the Name field displays the results most closely matching the search criteria entered. Proceed to Step 4.</i></p>

The following screen displays:





Step	Action
4	<p>Select Enter (Enter) or select the Function key corresponding to the employee's record, and select  (Enter).</p> <p>To sort by Name: Select Name (Name).</p> <p>To sort by Employee Number: Select Empno (Empno).</p> <p>To sort by Social Security Number: Select SSN (SSN).</p> <p>To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either  (Page Up) or  (Page Down).</p>

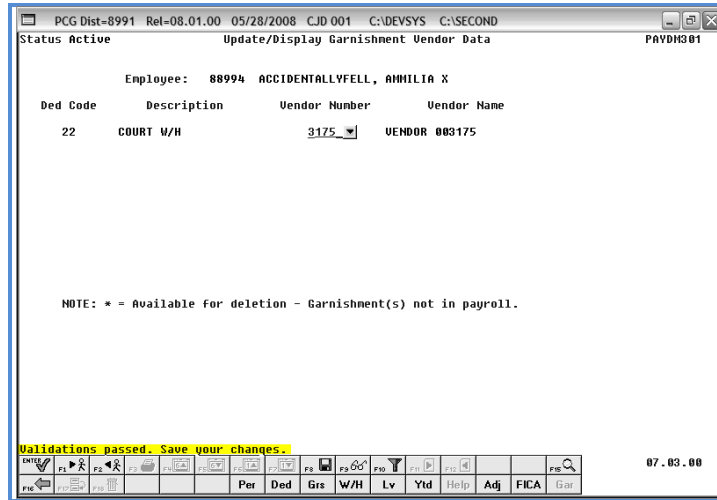
The following screen displays:




Enter the appropriate amount on the employee’s Deduction screen corresponding to the deduction code displayed. Refer to Procedure B: Updating/Displaying Deduction Data for instructions.

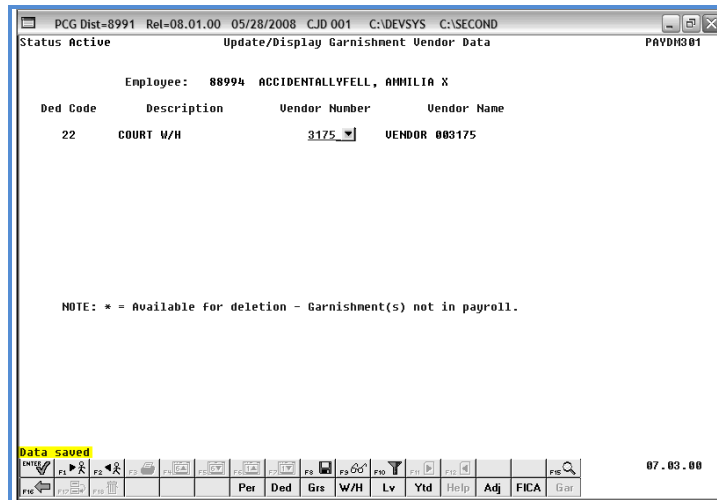
Step	Action
5	<p>Verify Employee, Ded Code Description, and Vendor Name fields have defaulted correctly.</p> <p><i>PCGenesis automatically defaults these entries based on the entries in the employee’s Deduction record and the Financial Accounting and Reporting (FAR) system’s VENDOR file. Refer to Procedure B: Updating/Displaying Deduction Data for the instructions to modify these fields’ entries.</i></p>
6	<p>Enter the vendor’s number or select the Drop-down selection icon  in the Vendor Number field to select the vendor’s information from the <i>PCG Select Value dialog box</i>.</p> <p><i>When the Update/Display Garnishment Vendor screen redisplay with the vendor’s information populated within the field, proceed to Step 7.</i></p> <p>To delete a garnishment vendor’s information: Continue to select the spacebar within the field to delete the existing entry, and proceed to Step 7.</p> <p><i>Delete a garnishment vendor’s information if the vendor has no outstanding garnishments. If the vendor’s information may be deleted, an asterisk (*) will be displayed to the left of the Deduction Code field, and the “NOTE: * = Available for deletion – Garnishment(s) not in payroll.” message will be displayed. <u>Do not delete</u> a garnishment vendor until W2 processing is complete for the current year.</i></p>
7	<p>Select  (Enter).</p>


The following screen displays:



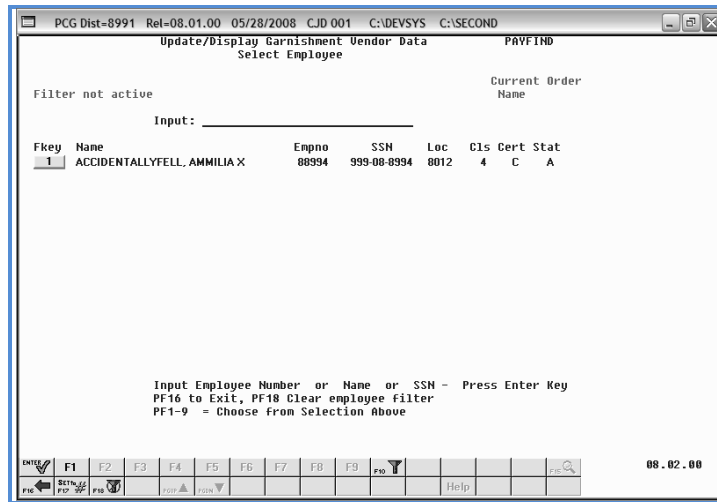
Step	Action
8	Verify “ <i>Validations passed. Save your changes.</i> ” displays and select  (F8 – Save changes).


The following screen displays:



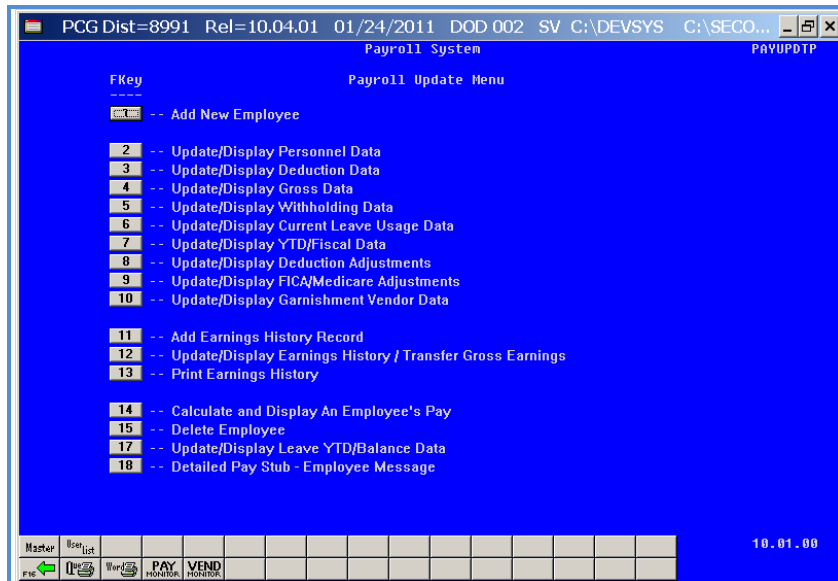
Step	Action
9	Verify “ <i>Data saved</i> ” displays, and select  (F16 – Exit) to return to the <i>Update/Display Garnishment Vendor Data – Select Employee</i> screen.



The following screen displays:



Step	Action
10	Select  (F16 – Exit) to return to the <i>Payroll System – Payroll Update Menu</i> .

The following screen displays:



Step	Action
11	Select  (F16 -Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .