

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011Section 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 AEIC and Pay Type 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 Update/Display YTD/Fiscal Data.	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</i>	C. W. Jones
		screen GHI option and tier display information and instructions. Added new B2.4.	
		Calculate and Display Payroll screenshot examples.	
05/29/2008	2.2	08.02.00 – Added updated Select Employee screen, gross data TRS 'R' (TRS: Employer	C. W. Jones
		Pays BOTH employer and employee shares – SB327) code, withholding employer	
		indicator '4' (% of Annuity gross), and bank code Drop-down selection icon	
		information and instructions.	
03/25/2008	2.1	08.01.00 – Added Annuity 3 – Annuity 5 information, instructions, and screenshot	C. W. Jones
		examples.	
09/27/2007	2.0	07.03.00 – Added inactive employee update, and automatic CPI biographical information	C. W. Jones
		update information and instructions.	

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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.

<u>Payroll Codes:</u> 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 Objct Fcty B Addt'l fields must exist in the *Budget Account Master* file. Refer to the <u>Financial Accounting and Reporting (FAR)</u> System Operations Guide, Section A: Budget Account Master Processing for instructions.

<u>Pension Adjustments</u>: 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 employ<u>er</u> pension contribution amount during payroll calculations.

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 8:19 AM • Page 1 of 96 All Rights Reserved. **Withholding:** Includes employees' state and federal tax withholding information, annuity withholding information, and direct deposit information. In order to <u>exclude</u> 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)*.

<u>Annuity Codes</u>: 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 <u>current</u> leave totals, PCGenesis automatically updates employees' *Balance* and *Used YTD* (*Used Year-to-Date*) totals. Negative (-) entries <u>may not</u> be made to the *Balance*, and *Used YTD* totals. PCGenesis clears the <u>current</u> leave usage totals when a new payroll is set up. Leave should reflect leave usage for the <u>current payroll</u>. Refer to the <u>PCGenesis Personnel System Operations Guide</u> 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 <u>adjustment</u> 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 <u>current payroll cycle</u> employee deductions.

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 8:19 AM • Page 2 of 96 All Rights Reserved. The following processing guidelines apply to deduction adjustments:

- When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> 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 <u>subtracts</u> 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 <u>current payroll cycle</u> employees' OASDI and Medicare deductions. When setting up for the next *Payroll Run*, PCGenesis <u>resets</u> 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 <u>after</u> running the *TRIAL Register*, update the employee's data, and <u>rerun</u> 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 $r_2 \bigoplus$ button. The screen print file will be available in the print queue with the name '*PSCNnnnn*'.

Selecting the Drop-down selection icon \blacksquare , \blacksquare (F15 – Code Lookup) or \blacksquare (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.

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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.

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

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Step	Action
3	Enter the number in the Input field, select (Enter - Continue), and proceed to <i>Step</i> 5. 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.

	Dec Dist=8991 Rel=08.01.00 05/23/2008 CJD 001 C:UEVSYS C:\SECOND						
	Update/Display Deduction Data PAYFIND Select Employee						
	Filter not active Current Order						
	Name Name Current Empro SSN Loc C1S Cert Stat Ender ACCIDENTALLYFELL, AMMILIA X 89103 99-08-8934 8012 4 C 1 ACCIDENTALLYFELL, AMMILIA X 88934 99-08-8934 8012 4 C A 2 ACCIDENTALLYFELL, AMMILIA X 88934 99-08-8934 8012 4 C A 3 ADAMS, ADAM 89001 93-08-9336 133 4 C T 4 ADDEDWRONG, ALYSSA S01 93-08-9368 133 4 C A 5 ADDEDWRONG, ALYSSA S01 93-08-9368 133 4 C A 6 ADDEDWRONG, ALYSSA S01 93-08-9372 133 4 C A 7 ALBERT 89372 93-08-9372 132 N A 8 ALGORYTHEM, ANNIE 93408-9362 133 4 C A <tr< th=""></tr<>						
	0rder changed to fill F2 F3 F4 F5 F6 F7 F8 F9 root root						
Step	Action						
4	Select Enter (Enter) or select the Function key corresponding to the employee's record, and select (Enter).						
	To sort by Name: Select Name (Name).						
	To sort by Employee Number: Select Empno (Empno).						
	To sort by Social Security Number: Select SSN (SSN).						
	To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select						
	either $PGUP \triangleq (Page Up) \text{ or } PGUN \lor (Page Down).$						

The following	screen	displays:
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	PCG Dist=8991 Rel=08.03.00 01/21/2009	CJD 001 C:\DEVSYS C:\SECON	ID _ FX
	Status Active Update/Displa	y Deduction Data Scre	en 1 of 2 PAY06
	Employee 87742 AB4EY, LE4NARDO SSN 999-08-7742	Class 01 Loc 3052 Work-Loc 3052	GHI deduction code 89
	Cd Description Amount Emplr 01 EMPLOYEE'S 1ST ANNUITY	Cd Description 02 EMPLOYEE'S 2ND ANNUITY	Amount Emplr (Y/N)
	03 UNITED HMO N	04 VENDOR 000011	239.78 N
	12 VENDOR 000008	13 VENDOR 008620	<u> </u>
	14 VENDOR 008620	15 VENDOR 008620	
	20 VENDOR 000023	22 COURT W/H	
	23 VENDOR 000015	24 UENDOR 000271 24 UENDOR 000021	
	29 VENDOR 003671	32 VENDOR 003636	/
	34 VENDOR 000006	35 VENDOR 009063 40 VENDOR 007042	
	41 VENDOR 003852	43 COURT W/H	
	46 VENDOR 008001	47 VENDOR 002503 49 VENDOR 008010	<u>29.88 N</u>
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	52 VENDOR 008011	60 GHI - FIXED AT 50.00	
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Select <u>F</u>	(F9 – Switch to Updat	e Mode).	

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atus Active Update/Display Deduction Data Screen 1 of 2 PAY00	5
nployee 87742 AB4EY, LE4NARDO Class 01 Loc 3052 GHI deduction code	e 89
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4 VENDOR 008620 15 VENDOR 008620	
7 VENDOR 002595 19 VENDOR 000022	
0 UENDOR 000023 22 COURT W/H	
3 UENDUK 888875 24 UENDUK 8882/1	
3 UIENNDB 889572 <u>12.39 11</u> 20 VENDDB 889571	
4 UENDOR 888866 25 UENDOR 889863	
9 VENDOR 000951 40 VENDOR 007042	
1 VENDOR 003852 43 COURT W/H	
6 UENDOR 008001 47 UENDOR 002503 29.88 N	
8 VENDOR 002503 49 VENDOR 008010	
0 VENDOR 008009 <u>29.55 N</u> 51 VENDOR 008011 <u>21.20 N</u>	
2 UENDOR 0080066 53 UENDOR 007993	
4 UENUUK 888011 68 GHI - FIXED HI 58.88	
Credit Union <u>0000000000000</u> Section 125 <u>Y</u> Annuity # 1 / 01 Annuity # 2 / 02	
de changed to update ♥ n k n s 4 n m n m n m n m n m n m n m n m n m n	4.00

Step	Action
6	Verify " <i>Mode changed to update</i> " displays, and enter the amount within the appropriate deduction fields. <i>Proceed to Step 7</i> .
	Select \mathbf{FID} (F11 – Go to DED Screen 2) to display the remaining deduction data screen. Proceed to Step 7.

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Ľ	3 F	PCG [Dist=8	991	Rel=0	8.03.00	01/3	21/200	9 CJ	D 001	C:\[DEVS	YS C	:\SEC	OND					- 7 X
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s	tatus Emplo Cd De 61 GH	; Act SSN SCri II -	ive 87742 999-(ption FIXED	2 AB4 18-77 1 9 AT 1	EY, LE 42 60.00	4NARD A <u>. 80</u>	lpdate	/Disp Emp — -	lay D	educt Cl Cd 62	ion D ass O Descr GHI -	ata 1 IPTIO FIXE	Work- n D AT	5 Loc 3 Loc 3 70.00	67997 1952 1952	GHI	- 2 ded 	uctio Emplr —	PAY86 n code (Y/N)	89
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Step	Action
7	Select $\mathbf{F12}$ (F12 - Go to Screen 2) to return to the previous deduction data screen where appropriate.
8	For school district/system deduction contributions: Enter Y (Yes) in the Emplr (Employer) field to define the deduction contribution.
	Identify the deduction's employer contribution participation in the Deduction file. Refer to Section F: Description/Deduction/Annuity File Processing for instructions.
	When there are no school district/system deduction contributions: Enter N (No) in the Emplr (Employer) field to define the deduction contribution.
9	For Credit Union members: Enter the employee's credit union member number, up to fourteen (14) characters, in the Credit Union field.
10	For Non-Taxable Benefit program participants: Enter or verify the entry of Y (Yes) in the SEC (Section 125 – Cafeteria Plan Deduction) field.
	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.
11	Select (Enter).

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

Step

12

changes).

	PCG Dist-8991 Rel-08.03.00 01/21/2009 CJD 001 C\DEVSYS C\SECOND Status Active
	Employee 87742 AB4EV. LE4NARDO Class 01 Loc 3052 GHI deduction code 09
	SSN 999-08-7742 Vork-Loc 3052 Cd Description Amount Emplr Cd Description Amount Emplr (Y/N)
	61 GHI - FIXED AT 60.00 <u>.00 </u> _ 62 GHI - FIXED AT 70.00
	Credit Union <u>000000000000000000000000000000000000</u>
	Annuity # 1 / 01 Annuity # 2 / 02
	Ualidations passed. Check screen 1. ™W €
	Profile Profile Profile Profile Profile Profile Profile Profile Profile Profile Profile Profile
	☐ PCG Dist-8991 Rel-08.03.00 01/21/2009 CJD 001 C\DEVSYS C\SECOND Status Active
	Employee 87742 AB4EV, LE4NARDO Class 01 Loc 3052 GHI deduction code 09
	Cd Description Amount Emplr Cd Description Amount Emplr (Y/N) 01 EMPLOYEE'S 1ST ANNUITY 02 EMPLOYEE'S 2ND ANNUITY
	03 UNITED HMO N 04 VENDOR 000011 239.78 N 08 CIG HMO SINGLE -CLAS <u>.00</u> 09 CIG HMO SINGLE -CERT <u>86.10 y</u>
	12 UCNOUR 00000000 13 UCNOUR 0008200 14 UENDOR 0086209 15 UENDOR 0086209
	20 UENDIR 000023 22 COURT W/H 23 UENDIR 000015 24 UENDIR 000271
	25 UENDOR 000952 12.50 N 26 VENDOR 000951 29 VENDOR 003671 32 VENDOR 003636
	34 UENDUR UBUBUG6 35 UENDUR UBV963 39 UENDUR 000951 40 UENDUR 007042
	46 UENDOR 088801 47 UENDOR 082583 48 UENDOR 082583 49 UENDOR 088610
	50 VENDOR 088009 29.55 N 51 VENDOR 080811 21.20 N 52 VENDOR 088006 53 VENDOR 087993
	54 VENDOR 008011 60 GHI - FIXED AT 50.00
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	Annuity # 2 / 02
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Step

Status	Active Update/Display Deduction Data Screen 2 of 2 PAY06
Employ	nee 87742 AB4EY, LE4MARDO Class 01 Loc 3052 GHI deduction code 09
Cd Des	cription Amount Emplr Cd Description Amount Emplr (Y/N)
01 641	- FIXED HI 00.00 <u>.00 _ 0</u> _ 02 GHI - FIXED HI 70.00
	Credit Union 0000000000000 Section 125 Y
Annui	Ded Annuity Company .ty # 1 / 01
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🗖 PC	CG Dist-8991 Ref-08.03.00 01/21/2009 CJD 001 CADEVSYS CASECOND
Status	Active Update/Display Deduction Data Screen 1 of 2 PAY06
Employ	vee 87742 AB4EY, LE4MARDO Class 01 Loc 3052 GHI deduction code 09 SN 999-08-7742 Work-Loc 3052
Od Des 01 EMP	cription Amount Emplr Cd Description Amount Emplr (Y/N) 'LOYEE'S 1ST ANNUITY 02 EMPLOYEE'S 2ND ANNUITY
03 UNI 08 CIG	.TED HMO N 04 VENDOR 000011 239.78 N ; HMO SINGLE -CLAS <u>.00 </u>
12 UEN 14 UEN	IDOR 000008 13 UENDOR 008620 IDOR 008620 15 UENDOR 008620
17 UEN 20 UEN	NDR 002595 19 VENDOR 000022 NDR 000023 22 COURT W/H
23 VEN 25 VEN	ADOR 000015 24 VENDOR 000271 ADOR 000952 12.50 N 26 VENDOR 000951
29 VEN 34 VEN	ADOR 083671 32 UENDOR 083636
39 UEN 41 UEN	ADOR 000951 40 UENDOR 007042
46 UEN	000R 008001 47 UENDOR 00250388 N 000R 00250349 UENDOR 00250389
50 VEN 52 VEN	000R 088809 <u>29.55 N</u> 51 UENDOR 088011 <u>21.20 N</u> 000R 088806 53 UENDOR 087993
54 UEN	DOR 008011 60 GHI - FIXED AT 50.00
	Credit Union <u>00000000000000</u> Section 125 <u>Y</u> Ded Appuitu Company
Annui	ty # 1 / 01
Data sa	aved.
ENTER F1	
	Hand I Per Ded Grs W/H Lv Ytd Help Adj FICA Gar
ction	
	4
/erify "Data	saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to retu

13 Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the Display/Update Personnel Data - Select Employee screen.

		PCG Dist-8991 Rel-08.03.00 01/21/2009 CJD 001 C:\DEVSYS C:\SECON Update/Display Deduction Data PAVI Select Employee	ID
		Filter not active Empl	nt Order Humber
		INPUT:	Stat A
		Input Enployee Number or Name or SSN - Press Ento	er Key
		Prio to CAL, Prio Stear employee filter PFI-9 - Choose from Selection Above	
		M™ F1 F2 F3 F4 F5 F6 F7 F8 F9 pe T Help H	98.02.00
Step	Action		
14	Select F16	$\mathbf{F16}$ – Exit) to return to the <i>Payroll Sy</i>	stem – Payroll Up

The following screen displays:

Step

15

	=	PCG Dist=8991	Rel=10.04.01	01/24/2011	DOD 002	SV C:\DEV	/SYS C	:\SECO & ×
				Payroll S	System			PAYUPDTP
		FKey		Payroll Upo	iate Menu			
		Ade Ade	l New Employee					
		2 Up	date/Display Person	nel Data ion Data				
		4 Up	date/Display Gross I	Data				
		<u>5</u> Up	date/Display Withho	Iding Data	ata			
		7 Up	date/Display YTD/Fi	scal Data	ata			
		8 Up	date/Display Deduct	ion Adjustments				
		9 Up	date/Display FICA/M date/Display Gamisl	edicare Adjustme hment Vendor Da	ents ita			
		11 Adı 12 Up 13 Pri 14 Cal 15 De	I Earnings History R date/Display Earning nt Earnings History Iculate and Display / lete Employee	lecord gs History / Trans An Employee's P	sfer Gross Ea 'ay	rnings		
		17 Up 18 De	date/Display Leave tailed Pay Stub - Em	YTD/Balance Da ployee Message	ta			
	Mas F16	ter Uset _{list} P (1123) Vor(33) (PAY MONITOR)	/END					19.01.00
Τ	Action							
4	ACTION							
	Select F16	듣 (F16 -E	(xit) to retu	rn to the	Payro	ll System	n Mas	ster Menu, o
	(Master)	to return to	the Busine	ss Applie	cations	Master.	Мепі	ι.

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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.

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 8:19 AM • Page 14 of 96 All Rights Reserved. The following screenshot example provides an example of an imputed income deduction code definition:



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.

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

	PCG Dist=8991 Rel=08.0	1.00 04/22/2008 CJD 001	C:\DEVSYS C:\SECOND		- 8 X		
		Payrol	l System		PAYMOOOO		
	FKey	Maste	r Menu				
	1 Payroll 2 Payroll 3 Payroll	Setup Menu Jpdate Menu Check & Direct Deposit Menu					
	5 Menthly	/Quarterly/Annual/Fiscal Rep	orts Menu				
	B Employee Reports/Labels Menu Update/Display Description/Deduction/Annuity Menu Earnings History Menu Check Reconciliation Menu Z Update/Display Payroll Monitor 13 Special Functions Menu						
	20 File Rea	rganization					
N 25 re ⁶	ster Use List Annual Annua				07.03.00		
Action							
Select 2 (F2 - Payroll	Update Men	u).				

The following screen displays:

Step

1

	PCG Dist=8991	Rel=10.04.01	01/24/2011	. DOD 002	SV C:\DEVS	SYS C:\SECO 🗖 🗖 🗙				
			Payroll	System		PAYUPDTP				
	FKey		Payroll Up	date Menu						
	Add	New Employee								
	2 Upo 3 Upo 5 Upo 6 Upo 7 Upo 8 Upo 9 Upo	late/Display Person late/Display Deduct late/Display Gross late/Display Withho late/Display Curren late/Display YTD/Fi late/Display Deduct late/Display FICA/M	nel Data ion Data Data Iding Data t Leave Usage D scal Data ion Adjustments edicare Adjustm	ata ents						
	10 Upo 11 Add 12 Upo 13 Prir	date/Display Garnis I Earnings History F date/Display Earnin nt Earnings History	hment Vendor Da lecord gs History / Tran	ata sfer Gross Ea	rnings					
	14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message									
Maste F16	r ^{User} list I IPI Vor A MONITOR M	/END				19.01.00				

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

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	Update	05/23/2008 CJD 001 /Display Deduction Select Employee	C:\DEVS\ Data	YS C:\S	PAYFIND	
Filter no	t active				Current Order Emp Number	
	Input:					
Fkey Nam	e	Empno	SSN	Loc	Cls Cert Stat	
	Input Emplo	yee Number or Na	ne or	SSN -	Press Enter Key	
	Input Emplo PF16 to Exi PF1-9 = Ch	yee Number or Na t, PF18 Clear empl oose from Selectio	me or S oyee fil n Above	SSN - ter	Press Enter Key	
	Input Emplo PF16 to Exi PF1-9 = Ch	yee Number or Na t, PF18 Clear empl oose from Selectio	me or S oyee fil n Above	SSN - ter	Press Enter Key	
1	Input Emplo PF16 to Exi PF1-9 = Ct	yee Number or Na t, PF18 Clear empl oose from Selectio	me or oyee fil n Above	SSN - ter	Press Enter Key	88.82.89

Step	Action
3	Enter the number in the Input field, select (Enter - Continue), and proceed to <i>Step</i> 5. 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.

		PCG Dist=8991 Rel=08.01.00 05/23	2008 CJD 001 C:\DEVSYS C:\SE	COND	- 8 ×							
		Update/Disp Select	lay Deduction Data Employee	PAYFIND								
		Filter not active		Current Order								
		Current	Caracter CON 1 and	Name								
		Enter ACCIDENTALLYFELL, AMMILIA X	89189 999-08-8994 8012	7 N I								
		ACCIDENTALLYFELL, AMMILIA X ACEDTHETEST, ABIGAIL	88994 999-08-8994 8012 89311 999-08-9311 193	4 C A 6 N A								
		3 ADAMS, ADAM	89081 999-08-9081 193	4 C T								
		5 ADDEDWRONG, ALYSSA	501 999-08-9368 193	4 C A								
		6 ADDISON, ADDIE 7 ALBERTSON, ALBERT	89410 999-08-9410 193 88972 999-08-8972 193	4 C T 12 N A								
		8 ALGORYTHEM, ANNIE	89423 999-08-9423 202	4 C A								
		S ALLIHUMBS, ALBERTA	89621 999-08-9621 193	4 L A								
		PFKEY = Record	Found Above									
		PF16-new search,	PF18-Clear Employee Filter									
		FFT-9 - Choose	FLOW SELECTION HDDDE									
		Order changed to Alpha			89 83 88							
			F7 F8 F9 F10 T Help	FIS	0.02.00							
				11								
Step	Action											
	а. I. ГI											
4	Select Enter	(Enter) or select the	ne Function key	v correspond	ing to the employee	's record,						
-	and calact ENTER (Enton)											
	To sort by N	ame: Select Name	(Name).									
	To sort by E	To sort by Employee Number: Select Empno (Empno)										
				1 /								
	To sort by Se	ocial Security Numb	per: SelectS	N (SSN).								
	To sort by So To scroll be	ocial Security Numl tween pages: Select	per: SelectS t the PgUp/PgD	N (SSN). n keys on the	e computer's keyboa	rd or select						
	To sort by Se To scroll ber	ocial Security Numl tween pages: Select	per: Select <u>SS</u> t the PgUp/PgD ▼ (Paga Down	N (SSN). <i>n keys on the</i>	e computer's keybod	rd or select						

Step Action 54 UENDOR 008011 $60 \text{ GHI} - FIXED AT 50.00$ $Credit Union 00000000000 Section 125 Y$ Annuity # 1 / 01 Annuity # 2 / 02 $M_{\text{Annuity # 2 / 02}}$ $M_{\text{Annuity H Adj}}$ M_{Adj} M_{Adj			Production Class Class <thclass< th=""> Class Class</thclass<>	
\square Select \square	Step 5	Action	39 UENDOR 080951 49 UENDOR 087042 41 50 143 COURT WH 46 UENDOR 082583 29.88 N 48 UENDOR 082583 29.88 N 50 UENDOR 08809 29.55 N 51 UENDOR 08811 21.20 N 50 UENDOR 08809 29.55 N 51 UENDOR 08811 21.20 N 50 UENDOR 08801 60 GHI - FIXED AT 50.00 Credit Union 00000000000 Section 125 V Annuity #1 / 01 Annuity Company Credit Union 0000000000000 Section 125 V 90 Ped Annuity Company 88.04.00 08.04.00 91 Per Ded Grs W/H Lv Yrd Heb 08.04.00 08.04.00 92 Section 125 V Per Ded Grs W/H Lv Yrd Heb 08.04.00	

The following screen displays:

PCG Dist-8991 Rel-08.03.00 01/21	/2009 CJD 001 C:\DEVSYS	C:\SECOND	- 7 X
Status Active Update/	Display Deduction Data	Screen 1 of 2	PAY 06
Employee 87742 AB4EY, LE4NARDO	Class 01	Loc 3052 GHI deduc	tion code 09
SSN 999-08-7742	Wor	k-Loc 3052	
CO DESCRIPTION HNOUNT	Empir Galvescription	HMOUNT EN	pir (Y/N)
03 UNITED HMO	N BA HENDOR BBBB11	230 78	N
AN CIG HMO SINGLE -CLAS . AA	A9 CIG HMO SINGL	F -CERT 86.18	Ŷ
12 VENDOR 000008	13 UENDOR 008620		-
14 VENDOR 008620	15 VENDOR 008620		_
17 VENDOR 002595	19 VENDOR 000022		_
20 VENDOR 000023	_ 22 COURT W/H		_
23 VENDOR 000015	_ 24 VENDOR 000271		-
25 VENDOR 000952 <u>12.50</u>	N 26 VENDOR 000951		-
29 VENDOR 888884	_ 32 VENDUK 003030		-
30 IIENDAR 888051			-
41 GTL TMP INC	43 COURT W/H		-
46 UENDOR 008001	47 VENDOR 002503	29.88	N
48 VENDOR 002503	49 VENDOR 008010		_
50 VENDOR 008009 29.55	<u>N</u> 51 VENDOR 008011	21.20	N
52 VENDOR 008006	_ 53 VENDOR 007993		-
54 VENDOR 008011	_ 60 GHI - FIXED A	T 50.00	-
	Cuedit Union 898988	ananana Cootio	a 105 U
Ded Appuitu Company	credit Union <u>000000</u>	00000000 Sectio	n 125 <u>Y</u>
Annuitu # 1 / 81			
Annuitu # 2 / 02			
Mode changed to update		-1 1 1 -1	
F1 K F2 K F2 K F3 € F1 € F5 F5 F5 F5 F5	- 🖾 F0 🖬 F9 66° F10 🍸 F11 🕨 F12 🗄	E 10 10 10 10 10 10 10 10 10 10 10 10 10	88.04.00
Pro€ pro⊟i pro T	Ded Girs W/H Lv Ytd Hel	p Adj FICA Gar	

Step	Action
6	Verify " <i>Mode changed to update</i> " 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.

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	C:\SECOND C:\SECOND C:\SECOND
	Status Active Update/Display Deduction Data Screen 1 of 2 PAV06
	Employee 87742 AB4EY, LE4NARDO Class 01 Loc 3052 GHI deduction code 09 SSN 999-68-7782 Work-Loc 3052
	Cd Description Amount Emplr Cd Description Amount Emplr (Y/N)
	03 UNTED HHO NO
	08 CIG HMO SINGLE -CLAS _00 _ 09 CIG HMO SINGLE -CERT _86.10 Y
	12 UENDOR 0060608 13 UENDOR 006620 15 UENDOR 006620
	17 ULINDIR 8032595 19 ULINDIR 80322
	20 UENDR 080623 22 COURT V/H 2
	23 UCHNUR 000052 24 UCHNUR 000521
	29 VENDOR 003671 32 VENDOR 003636
	34 UENDUR 808066 35 UENDUR 809063 33 IENDUR 809063
	41 GTL 114P 1NC <u>57.25</u> 43 COURT W/N
	46 UENDOR 088061 47 UENDOR 0025038 N
	49 0CHD0R 0802809 29.55 N 51 UENDR 080801 21.20 N
	52 UENDOR 0086066 53 UENDOR 007993
	54 VERVUK UUSUT1 OU GHI - FIAED HI 50.00
	Gredit Union <u>00000000000000</u> Section 125 Y
	Ded Annuity Company Annuity # 1 / 61
	Annuty # 2 / 62
	Validations passed. Check screen 2.
	reg⇔ rp⊕⊃rp⊕ Per Ded Grs W/H Lv Ytd Help Adj FICA Gar
Sten	Action
otep	
-	Verifer (Weltheting and a Construction shares on Without and set of the Construction o
7	verify valiaations passea. Save your changes. displays, and select 13 - Save (F8 - Save
	changes).
	Where appropriate select $\mathbb{F}^{1} \square [F_{11} - G_{0} \text{ to } DED \text{ Screen } 2]$
L	1

The following screen displays:

PCG Dist=8991 B	el=08.03.00_01/21/200	9 CJD 001 CA	EVSYS CASECO	חאר	
Status Active	Update/Disp	lay Deduction D	ata Sc	reen 1 of 2	PAY 86
		,			
Employee 87742 AB4EY	, LE4NARDO	Class Ø	1 Lec 30	52 GHI deduct	ion code 09
SSN 999-08-7742	· · · · · · · · · · · · ·		Work-Loc 30	52	1
GO VESCEIPTION	HMOUNT EMP	TLL COLDESCL	101100 101100 ANNULL	u HMOUNT EMP	ur (Y/N)
A3 UNITED HMO	110111	02 EHFLO	TEE 3 2ND HNN011 R 888811	7 239.78 N	
08 CIG HMO SINGLE	-CLAS .00	09 CIG H	MO SINGLE -CER	T 86.10 Y	
12 VENDOR 000008		13 VENDO	R 008620		
14 VENDOR 008620		15 VENDO	R 008620		
17 VENDOR 002595		19 VENDO	R 000022		
20 VENDOR 000023		22 COURT	W/H		
23 VENDUR 000015	10 50	24 VENDU	R 000271		· .
25 VENDUR 000952 20 HENDOR 002671	12.50	20 VENDU 22 UENDO	K 888721 D 883434		· .
34 HENDOR 888886		35 UENDO	R 889863		·
39 UENDOR 888951		40 UENDO	R 007042		·
41 GTL IMP INC	57.25 N	43 COURT	W/H		
46 VENDOR 008001		47 VENDO	R 002503	29.88 N	
48 VENDOR 002503		49 VENDO	R 008010		
50 VENDOR 008009	29.55 h	51 VENDO	R 008011	<u>21.20 N</u>	!
52 VENDOR 008006		53 UENDO	R 007993		· .
54 VENDUK 008011		00 GHI -	FINED HI 50.00		· .
		Credit Unio	n	Section	125 V
Ded	Annuitu Companu	or cure onito		000000	
Annuity # 1 / 01					
Annuity # 2 / 02					
houss stef					
	स्त्र स्त्र स्त्र			0	68,64,66
	rylla rella rella rella	F0 UED F9 00 F10 1	F11 E F12 E	FIE W	
F16 F17 H F18 T	Per Ded	Grs W/H Lv	Ytd Help Adj I	FICA Gar	

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

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	PCG Dist=8991 Rel=08.03.00 01/21/2009 CJD 001 C.\DEVSYS C.\SECOND	• ×
	Update/Display Deduction Data PAYFIND Select Employee	
	Current Order Filter not active Emp Number	
	Input:	
	Fkey Name Empno SSN Loc C1s Cert Stat 1 AB4EY, LE4NARDO 87742 999-08-7742 3052 1 C A	
	Input Employee Number or Name or SSN – Press Enter Key PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose From Selection Above	
	Diffsy F1 F2 F3 F4 F5 F6 F7 F8 F9 mo T mage 08.62.62	10
Sten Action		
Step Action		
9 Salast Etc	E16 Exit) to noture to the Downall Suptame Down	11 Undate Mour
Select re-	\square (FIU – EXIT) to return to the Payron System – Payro	ni Opaale Menu.

The following screen displays:

	PCG Dist=8991	Rel=10.04.01	01/24/2011	DOD 002	SV C:\	DEVSYS	C:\SECO	_ & ×
			Payroll S	ystem			PAY	UPDTP
	FKey		Payroll Upd	late Menu				
	Add Add	l New Employee						
	2 Upo	date/Display Person	nel Data					
	<u>3</u> Upo 4 Uno	date/Display Deduct date/Display Gross	ion Data Data					
	5 Upr	date/Display Withho	Iding Data					
	<u>6</u> Upo	date/Display Curren	t Leave Usage Da	ata				
	<u>7</u> Upo	date/Display YTD/Fi	scal Data					
	9 Unr	date/Display Deduc	edicare Adjustme	ents				
	10 Upo	date/Display Garnis	hment Vendor Da	ta				
	11 Add	l Earnings History F	lecord					
	12 Upo	date/Display Earnin	gs Histo <mark>ry /</mark> Trans	sfer Gross Ea	rnings			
	13 Prir	nt Earnings History						
	14 Cal	culate and Display	An Employee's P	ay				
	15 Del	lete Employee date/Display Leave	YTD/Balance Dat	2				
	18 Det	tailed Pay Stub - Em	ployee Message	.u				
Master	User _{list}						10.	.01.00
F16	1 Words PAY MONITOR	/END						
-								

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> .

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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).

PCG Dist=8991 Rel=08.03.00 01/21/2009 CJD 001 C:\DEVSYS C:\SE	COND – 🕬 🛛
Calculate and Display Pay	PAYCOMP
Deduction Control	
(EIILEP & Y 17 LITE DEDUCCTIVILIS LU DE LAKEIT) B1=1ST ANNITTY V B2=2ND ANNITTY V B3=IINTTED V B4=IIENDA	8 888811 4
08=GHI-NON-CERT Y 09=GHI-CERT Y 12=VENDOR 000008 Y 13=VENDO	R 008620 Y
14=VENDOR 008620 Y 15=VENDOR 008620 Y 17=VENDOR 002595 Y 19=VENDO	R 000022 Y
20=VENDOR 000023 <u>Y</u> 22=COURT W/H <u>Y</u> 23=VENDOR 000015 <u>Y</u> 24=VENDO	R 000271 <u>N</u>
25=VENDOR 000952 Y 26=VENDOR 000951 Y 29=VENDOR 003671 Y 32=VENDO	7 003636 <u>Y</u> D 003636 <u>y</u>
34=VENDUR 0000000 Y 35=VENDUR 009003 Y 39=VENDUR 000951 Y 40=VENDU 1=1mpiiten incom y 43=Court W/H y 46=UENDOR 008001 N 47=UENDO	X 007042 <u>Y</u> R 002503 Y
48=VENDOR 002503 Y 49=VENDOR 008010 Y 50=VENDOR 008009 Y 51=VENDO	R 008011 Y
52=VENDOR 008006 Y 53=VENDOR 007993 Y 54=VENDOR 008011 Y 60=GHI F	IXES N
61=60.00 <u>N</u> 62=7000 <u>N</u>	
	09.01.00
F12	

Regarding the 941 Report, many school districts, and systems use the Department of Labor (DOL) Quarterly Report as a basis for creating the 941Report 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 31^{st} 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:\DEVSYS C:\SECOND	1
Calculate and Display Pay Screen 1 of 2 PAYCOMP	1
Emp#: 87742 AB4EY. LE4NARD0 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 Ovt-hr Reg-amt 19830.00 Ovt-amt	
Proc Pay Pay For	
Type Type Tot Gross FICA Gr FICA Amt Pens Gr Pens Amt Reas Period End	
U3 S 4720.00 4028.00 320.39 91 3/30/2009 Bi S 2927 EB 220 164 47.02 04 2/20/2080	
04 3 23/1.20 234.41 17.93 91 3/39/2009 BC C 1720 88 1658 66 356 30 01 2/38/2000	
95 3 4728-88 40500 550.07 57 57 57 57 57 57 57 57 57 57 57 57 57	
Yr End F Pram Enct Objet Ectu B Addt'l GHI Gr Contract Annuities	
ACCT 01 09 100 1041 1000 1000 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	
DASDI Gr 19572.28 DASDI Ant 1213.48 HI Gr 19572.28 HI Amt 283.80	
juča 193 N Dea 194 N Dea 199 Y Dea 25 N Dea 41 N Dea 47 N Dea 59 N Dea 51 N Dea	
5104.25 1147.81 227.84 12.58 57.25 29.88 29.55 21.28	
pea pea pea pea pea pea pea pea pea	
	Imputed Income
	Amount
*** Gross Pay 19830.00 *** Deductions 8190.76 *** Net Pay 11639.24 *** Non Tax 257.72	Amount
	JIL

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

PCG	Dist=899	91 Re	1=08.03	.00 03/30)/2009 CJE	0 001 C:\DE\	VSYS C:\S	ECOND		- 6 ×
			Ca	lculate	and Displa	ay Pay		Scree	n 1 of 2	PAYCOMP
Emp#: 877	42 AB4	EY, LE	4NARDO		9	999-08-7742	Sec 125 Y	Loc :	3052 Clas	is 01
Tax Marit	al Stat	us - F	ederal	s st	ate: A AE	EIC Ind: AE	EIC Payment		.00	
Federal:	Mar Sta	ts.	Exempt	ions 0	Withholdir	ng Code Ø Fe	ed Amount/%	5		
State:	Mar Sta	ta a	N wolli	I A I DI AA	W/Holdin	ng Code Ø St	tate Amount	:/%	D	
Switches:	E I	edy	2	tate y	FICA/Mec	I Y Pension	Y I	ihi y	Pension ty	De AZERZ
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Tupo	гаў Тыро Т	ot Cwa				Pope CH	Bonc Amt	Peac	Powiod En	d
a iype	Type T	5720 July 10	88	FICH GF	204 20	5 Feiis Gr		neas 04	2/20/200	
B2 S		237	50	234 41	17 93	4120.00	4.00	91	3/30/200	0
03 S		4720		4658.66	356.39			91	3/30/200	19
04 S		237.	50	234.41	17.93			91	3/30/200	19
05 S		4720.	00	4658.66	356.39			91	3/30/200	19
*** T	otals	19830.	.00 1	9572.28	1497.28	4720.00	4.00		-	
Yi	r Fnd F	Prgn	Fnct 0	bjct Fct	y B Addt']	L GHIGr	Contract			Annuities
ACCT 01 0	9 100	1041	1000 1	1000 305	2	4720.00			Ann #1 De	d 1 Co
ACCT 02 0	9 100	1043	1000 1	1000 305	2				Ann #2 De	d 2 Co
ACCT 03 0	9 100	1041	1000 1	1000 305	2	4720.00				
ACCT 04 0	9 100	1043	1000 1	1000 305	2	1.700 00				
HCC1 05 0	9 100	1041	1000 1	1000 305	2	4/20.00				
BASET CH	10579 9	0 00		+ 1010	10011		20 UT Ar	+ 00	00	
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5164.25	1147.	. n. De	227.84	12.	58	29.85	8 20.55	2 2	1.20	Nea
Ded	Ded	J. De	ed	Ded	Ded	Ded	Ded	Ded	Ded	Ded
1										
*** Gro	ss Pay	19830).00 *	** Deduc	tions 81	133.51 ***	Net Pay 11	696.49	*** Non T	ax 257.72
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FIG T FIZER	P.15						1112 AP			

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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).
- <u>Pension Adjustments:</u> 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 employ<u>er</u> 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 <u>Personnel</u> <u>System Operations Guide</u>, *Section A: Leave Processing* provides the instructions to update employee leave information.

Payroll System PAYH0000 File Haster Henu 1		DCG Dist=8991 Rel=08.01.00 04/22/2008 CJD 001 C:\DEVSYS C:\SECOND	- PX
1 Select 2 (F2 - Payroll Setup Menu 2 - Payroll Check & Direct Deposit Menu 3 - Payroll Check & Direct Deposit Menu 5 - Monthly/Quarterly/Annual/Fiscal Reports Menu 8 - Employee Reports/Labels Menu 9 - Update/Display Description/Deduction/Annuity Menu 10 - Earnings History Menu 11 - Check Reconciliation Menu 12 - Update/Display Payroll Minitor 13 - Special Functions Menu 20 - File Reorganization Ø7.03.00		Payroll System	PAYNOOOO
1 Payroll Setup Menu 2 Payroll Update Menu 3 Payroll Office & Direct Deposit Menu 5 Monthly/Quarterly/Annual/Fiscal Reports Menu 9 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Endrege Reconciliation Menu 11 Check Reconciliation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu 20 File Reorganization 87.83.80		FKey Master Menu 	
Image: Step Action Image: Step Select		1 Payroll Setup Menu	
5		3 Payroll Check & Direct Deposit Menu	
8 Employee Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earning History Menu 11 Check Reconciliation Menu 12 Update/Display Description/Deduction/Annuity Menu 12 Update/Display Description/Deduction/Annuity 20 File Reorganization 8 File Reorganization 9 Update/Display Payroll 9 Update/Display Payroll 9 Update/Display Payroll 9 Update/Display Payroll 1 Select 2 1 Select 2 1 Select 2 1 Select 2		5 Monthly/Quarterly/Annual/Fiscal Reports Menu	
Image: second		8 Employee Reports/Labels Menu	
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20 File Reorganization Image: Torus 1 Select: 2 2		13 Special Functions Menu	
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Step Action 1 Select 2 (F2 - Payroll Undate Menu)			
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Step Action 1 Select 2 (F2 - Payroll Update Menu)			
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Step Action 1 Select 2 (F2 - Payroll Undate Menu)			
1 Select 2 (F2 - Payroll Undate Menu)	Step Action		
1 Select 4 (E7 - Payroll Undate Menu)			
i Sciect (i 2 - i ayion Opdate Mend).	1 Select $_$	(F2 - Payroll Update Menu).	

PCG Dist=8991 Rel=10.04.01 01/24/2011 DOD 002 SV C:\DEVSYS	C:\SECO & ×
Payroll System	PAYUPDTP
FKey Payroll Update Menu	
Add New Employee	
 Update/Display Personnel Data Update/Display Deduction Data 	
4 Update/Display Gross Data 5 Update/Display Withholding Data	
Control	
9 Update/Display FICA/Medicare Adjustments 10 Update/Display Gamishment Vendor Data	
11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History	
14. Calculate and Display An Employee's Pay 15. Detete Employee 17. Update/Display Leave YTD/Balance Data	
Detailed Pay Stub - Employee Message	
Master Master<	10.01.00

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

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PCG Dist=8991	Rel=08.01.00 05/27/2 Update/Dis	008 CJD 001 C:\DE play Gross Data	VSYS C:\SECOND PAYFIND	- ª X
Filter not activ	16 2616C	t Employee	Current Order Name	
Fkey Name	Input:	Empno SSN	Loc Cls Cert Stat	
	Territ Feelence Mu		· CCH Dunne Takau Kau	
	PF16 to Exit, PF1 PF1-9 = Choose f	8 Clear employee f rom Selection Abov	ilter e	
ENTER F1 F2 F0	3 F4 F5 F6	F7 F8 F9 F10	FIS Q	68.62.00

Step	Action
3	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 5</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.

Step

4

	Update/Display Gross Data PAYFIND	
	Select Employee Filter not active Current Order Name	
	Current Empino SSN Loc C15 Cert Stat Freg ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8934 6012 7 N I ACCIDENTALLYFELL, AMMILIA X 89189 999-08-8934 6012 7 N I ACCIDENTALLYFELL, AMMILIA X 89318 999-08-8934 6012 7 N I ACCIDENTALLYFELL, AMMILIA X 89318 999-08-8936 6012 7 N A ADAMS, ADAM 89301 999-08-9366 1133 4 C A ADDEDWRING, ALYSSA 501 999-08-9366 193 4 C A B ADDESUN, ADDE 89410 999-08-946 193 4 C A T ALBERTSON, ALBERT 89372 999-08-9423 202 4 C A B ALGORYTHEM, ANNIE 89423 999-08-9421 193 4 C A 9 ALLTHUMBS, ALBERTA 89561 99-08-9621	
	PFKEY - Record Found Above or PgUp/PgDn = Previous/Next 10 Records PF16-new search, PF18-Clear Employee Filter PF1-9 = Choose From Selection Above Order changed to Alpha INT F1 F2 F3 F4 F5 F6 F7 F8 F9 ro F1 F0 re re F1 F2 F3 F4 F5 F6 F7 F8 F9 ro F9 F0	08.02.00
Action		
Select Enter	(Enter) or select the Function key correspon	iding to the employee's reco
To sort by N	Name: Select Name (Name).	
To sort by E	Employee Number: Select <u>Empno</u> (Empno).	

To sort by Social Security Number: Select **SSN** (SSN).

To scroll between pages: Select the PgUp/PgDn keys on the computer's keyboard or select either PGUP▲ (Page Up) or PGDN▼ (Page Down).

Step

5

PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEVSYS C:\SECOND	_ 8 ×
tatus Active Update/Display Gross Data PAYØ	7
EmpNo 89320 AC9ER, MO9AMMED Class 2 TEACHER-10 MONTH	
SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER	
ert level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched	
lork sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind	
nn 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	
1. S 0010 3398.59	
169.93	
3. 5 0303 00.07	
4. B 0301	
5.	
0. 0005 40	
3995.19 Un End E Bran Enat Objet Entry D Addtil Bone Cones, Done Ant Old Press, Contract	
YF FIU F FTYM FICE ODJEL FEED B HUUL I PEIIS GEUSS PEIIS HWL GAI GEUSS COILFACE	
CCT 04 12 100 1100 1000 101 CCT 06 00	
3308 50	
RS & FRS Pens Gross Adi Total gross 3995.1	9
1/2 Contract amt 43622.28 Cucle cross 3635.19 Cucle 1 Cal	Yr
au sch. # 12 State salaru 40783.12 local salaru 2039.16 Other 800	្ពត
ension code 2 TRS Peps elig date Amt/2 .0553 Control 10	
ension switch Y TRS service ind 1 PY contmo 10	
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🕶 FIDER FIRE 🔠 🔰 🕴 Per Ded Girs W/H Lv Ytd Help Adj FICA Gar	
Action	
Асцон	
Salast 53 (FO Switch to Undeta Mode)	
Select $\mathbf{F} \neq \mathbf{V}$ (F9 – Switch to Undate Mode)	

Step

6

E 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, 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 6.000 Days/Week 9 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
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
06.
TRS & ERS Pens Gross AdjTotal gross 3995.19Amt/%Contract amt43622.28Cycle gross3635.19Cycle 1Cal YrPay sch. #12State salary40783.12Local salary2059.16Other800.00Pension code2TRSPens elig dateAmt/%.6553Contmo 10Pension switch ¥TRS service ind 1PY contmo 10
Image to update ref ref
Action
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	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. <i>Refer to Topic 3: Update/Display Personnel Information to make changes to the</i> <i>information displayed.</i>	
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 <i>Personnel Data</i> screen. In this instance, changes made here also affect the employee's CPI record. When the employee's <i>Personnel Data</i> 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.		
8	Verify or enter the employee's State of Georgia creditable years of service in the State Yrs (State Years) field.	
9	Verify or enter the creditable years of service for the employee in the Local Yrs (Local Years) field.	
10	Salary Sched: Optional	
	Enter the applicable salary schedule information in the Salary Sched (Salary Schedule) field. <i>PCGenesis provides this field to allow the entry of information identifying the state or local salary schedules assigned to the employee.</i>	
11	Work Sched ID: Optional	
	Enter the work schedule information in the Work Sched ID (Work Schedule ID) field.	
	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.	
12	Hrs/Day: Optional	
	Enter the number of hours per day the employee works in the Hrs/Day (Hours per Day) field.	
	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	
13	Days/Week: Optional	
	Enter the number of days per week the employee works in the Days/Week (Days per Week) field.	

Step	Action
14	 Hrs/Week: Required for State Health Benefit Plan (SHBP)/Georgia Health Insurance (GHI) Report and Extract File Creation. For more information, refer to Section D: Monthly/Quarterly/Annual/ Fiscal Report Processing, Topic 1: Processing Monthly Reports. Enter the number of hours per week the employee works in the Hrs/Week (Hours per Week) field.
15	13/14 Pay Ind: Optional for New Employees
	Enter \mathbf{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.
16	Ann Work Days: Required for CPI processing
	Enter the number of days the employee works per year in the Ann Work Days (Annual Work Days) field.
17	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.
18	Enter the number of days the employee has worked this payroll period in the (Days Worked) This Per (Days Worked This Period) field.
	Entries within this field updates the Days Worked YTD field and is cleared when Payroll Setup is run.
19	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.
20	(Days Docked) This Per: Optional for Leave Tracking
	Enter the number of days the employee's pay has been docked in the (Days Docked) This Per (Days Docked This Period) field.
	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.

Step	Action
Step	s 21 – 36 describe the steps for entering a normal or adjustment pay amount for an employee.
21	For Proc Type : Enter the processing line type or select the Drop-down selection icon r in the Proc Type (Processing Type) field to identify the processing type.
	For Pension Adjustments: Enter or select Z (Pension Adjustment Only), and proceed to <i>Step 29</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.
	Complete Steps 22 - 36 for each Proc Type entered in Step 21.
22	Pay Type: Optional. Used only for the new detailed pay stub.
	Enter the pay type or select the Drop-down selection icon I in the Pay Type field to define the employee's pay type.
	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.
	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.
	The pay types are user-defined. Detailed instructions for setting up Pay Type codes are in the <u>Payroll System Operations Guide</u> , Section F. – Description/Deduction/Annuity File Processing.
	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'.
	The defaulting entry '0000' prints as 'Regular Pay' on the detailed check stub.
23	For Days/Hours entries: Enter the hourly or daily rate of pay in the Pay Rate Hrly/Daily (Pay Rate Hourly/Daily) field.
24	For Regular Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Regular (Days/Hours Regular).
	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'.

Step	Action
25	For Overtime Days/Hours entries: Enter the number of regular work hours in the Days/Hrs Overtime (Days/Hours Overtime) field.
	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'.
26	Reg Gross: Enter the employee's gross salary amount or the total number of days or hours <u>multiplied</u> by the employee's pay rate in the Reg Gross (Regular Gross) field.
	PCGenesis will calculate the entry in the Reg Gr fields for the remaining pay classes.
27	If Overtime Days/Hours will be entered: Enter the employee's overtime gross salary amount or the total number of overtime days or hours, <u>multiplied</u> by the employee's overtime pay in the in the Overtime Gross field.
	PCGenesis does not calculate pensions on overtime pay.
28	Pay Reas: Enter the pay reason code or select the Drop-down selection icon
	well as any one time retroactive salary adjustment lines entered for the employee. PCGenesis clears the pay reason code during payroll setup.
	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.
29	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.
	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.
	Proper use of this field will eliminate manual follow-up reporting with TRS for pay variances.
30	Select the Tab key to the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field.
Step	Action
------	---
31	Enter the account information or select the Drop-down selection icon in the (Acct #) Yr Fund F Prgm Fnct Objct B Addt'l field to select the employee's payroll gross distribution account information.
	For Pension Adjustments: Enter or select the pension adjustment's distribution account information in the field, and proceed to <i>Step 32</i> .
	For <u>each account entered</u> , 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.
	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.
32	For Pension Adjustments: Enter the salary amount in the Pens Gross (Pension Gross) field to which the pension adjustment applies.
33	For Pension Adjustments: Enter the pension adjustment's amount in the Pens Amt (Pension Amount) field.
34	Enter the State salary amount that will be used to calculate the Georgia Health Insurance in the GHI Gross (Georgia Health Insurance Gross) field.
	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: <u>http://app.doe.k12.ga.us/ows-bin/owa/qbe_reports.public_menu</u> . 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.
35	Contract: Optional for Pay Tracking
	contract salary in the Contract field.
	Ose inis field to track an employee's pay to help prevent over payments.
36	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> .

Step	Action
37	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.
	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.
	For HB210/SB 327 TRS Retirees: Enter '0.00' in the field.
38	Enter the employee's annual contract amount in the Contract Amt (Contract Amount) field.
	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.
39	Enter the employee's salary in the Cycle Gross field. For Certified employees, an entry is required in the field.
40	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.
41	PCGenesis automatically defaults an entry in the Pay Sch. # (Payroll Schedule Number) field based on the employee's pay class.
42	Enter the employee's State of Georgia-funded annual salary in the State Salary field.
43	Enter the employee's locally funded supplement in the Local Salary field.
44	Enter the employee's annual salary the employee receives in addition to State of Georgia and local supplements in the Other (Salary) field.
45	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. If the employee will not pay a share of the pension, enter pension codes 0, 1, 2, 3, or 4 in the field.

Step	Action
46	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. <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>
47	 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. For Pension code '1' (PSERS Participation) entries: An entry greater than 0.99 <u>must be</u> entered to identify a total dollar amount. For Pension code '2' (TRS Participation) entries: An entry less than 1 <u>must be</u> entered to identify the entry as a percentage. If the employee will not pay a share of the pension: Enter 0.00 in the field.
48	 Enter Y (Calculate Pension), N (Do NOT Calculate Pension), or R (TRS Retiree – Do NOT Calculate an Employee Percentage) in the Pension Switch field. 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. For HB210/SB 327 TRS Retirees: 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).

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</i> <i>setting once a year by the "Update Job Code for CPI/Payroll/CS1" procedure. PCGenesis</i> <i>uses this field during accrual processing to preserve the prior year's setting for accrual</i> <i>amount calculation. PCGenesis also uses the field to report changes made to the current</i> <i>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 ' <i>PSCNnnnn</i> '.

E PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEV5Y5 C:\SECOND	I X
Status Active Update/Display Gross Data PAY07	
EmpNo 89320 AC9ER, MO9AMMED Class 2 TEACHER-10 MONTH	
SSN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER	
Cert level T4 State urs 10 Pau step 7 Local urs 11 Salaru 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 0.1	3 5
Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime Pay Pay for	
Tupe Tupe Hrlu/Dalu Regular Overtime Gross Gross Reas Period End	
81. S 8018 3398.59	
82. S 8821 169.93	
66.67	
94. <u>B</u> 9391 369.99	
85	
96	
3995.19	
Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt GHI Gross Contract	
ACCT 01 <u>12 100 _ 2041 1000 1100 _ 101</u> <u> 3398.59</u>	
ACCT 02 <u>12 100 _ 2043 1000 11000 101</u>	
ACCT 03 <u>12 109 _ 1043 1000 11000 _ 101</u>	
ACCT 04 <u>12 100 _ 1100 1000 11000 _101</u>	
ACCT 05 <u>00</u>	
ACCT 06 <u>09</u>	
3398.59	
TRS & ERS Pens Gross Adj Total gross 3995.19	
Amt/% Contract amt <u>43622.28</u> Cycle gross <u>3635.19</u> Cycle <u>1</u> Cal Yr	
Pay sch. # 12 State salary <u>40783.12</u> Local salary <u>2039.16</u> Other <u>800.00</u>	
Pension code <u>2</u> TRS Pens elig date Amt/%0553 Contmo <u>10</u>	
Pension switch Y TRS service ind 1 PY contmo 10	
🗘 Alidations passed. Save your changes. 🌙	
	8
Par Ded Gre W/H Ly Yid Hole Adi EICA Gar	

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Step	Action
53	Verify "Validations passed. Save your changes." displays, and select F8 – Save your changes).
	For HB210/SB 327 TRS Retirees: 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.
	To scroll up and down on the screen, select the appropriate icon FIE , FI ,

	PCG Dist=8991 Rel=11.03.00 10/06/2011 DOD 001 C:\DEV5Y5 C:\SECOND	
St E S C W A	Active Update/Display Gross Data PAV07 mpNo 89320 AC9ER, M09AMMED Class 2 TEACHER-10 MONTH SN 999-08-9320 Loc 101 Location 000101 Job cd 6 TEACHER rert Level T4 State yrs 10 Pay step 7 Local yrs 11 Salary sched Jork sched ID Hrs/Day 0.000 Days/Week 0 Hrs/Week 0.00 13/14 pay ind Jonn work days 184 Days worked YTD 0.00 This per 0.00 Days docked YTD 0.00	
6 6 6 6	Proc Pay Pay Rate Days/Hrs Days/Hrs Regular Overtime Pay Pay For Type Type Hrly/Daly Regular Overtime Gross Gross Gross Reas Period End M1. S 0021	
6		
A A A A A	Yr Fnd F Prgm Fnct Objct Fcty B Addt'l Pens Gross Pens Amt GHI Gross Contract ICCT 01 12 100 _ 2041 1000 11000 101 3398.59	
A	ICCT 96 <u>90</u>	
T A P P	RS & ERS Pens Gross Adj Total gross 3995.19 Imt/% Contract amt 43622.28 Cycle gross 3635.19 Cycle 1 Cal Yr ay sch. # 12 State salary 40783.12 Local salary 2039.16 Other 809.60 ension code 2 TRS Pens elig date Amt/% .0553 Contmo 19 ension switch ¥ TRS service ind 1 PY contmo 19	
ENT F16	ta saved Image: saved rs Image: saved Image: saved	
ep –	Action	
54	Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return Update/Display Gross Data – Select Employee screen.	to



The following screen displays:

Step

56

	PCG Dist=899	91 Rel=10.04.01	01/24/2011 Pauroll S	DOD 002	SV C:\DE	VSYS C	
	FKey		Payroll Upd	late Menu			
	/	Add New Employee					
	2 0 3 1 4 1 5 0 6 1 7 1 8 1 9 1 10 1 11 1 12 1 13 1 14 0 15 1 17 1 12 1 13 1 14 0 15 1 17 1 18	Update/Display Perso Update/Display Deduc Update/Display Gross Update/Display Withh Update/Display Withh Update/Display Peduc Update/Display Peduc Update/Display FICA/N Update/Display Garnis Add Earnings History Update/Display Earnin Print Earnings History Calculate and Display Delete Employee Update/Display Leave	nnel Data tion Data Data olding Data iscal Data ti Leave Usage Di iscal Data tion Adjustments Aedicare Adjustme shment Vendor Da Record igs History / Trans An Employee's P YTD/Balance Data	ata :nts ta sfer Gross Ear ay ia	nings		
	18 [Detailed Pay Stub - En	nployee Message				
Maste F16	r Uset _{list} Die Word PAY						10.01.00
1							
F16	⊢ (F16 -	Exit) to ret	urn to the	Payrol	l Systen	n Ma	ster Menu,

(Master) to return to the Business Applications Master Menu.

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 company codes allows a single deduction to represent many different annuity calculations.

<u>Step 1: Annuity Deduction Control Record Maintenance:</u> 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*.

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<u>Step 2: Maintain Deduction Records:</u> 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.

<u>Step 3: Maintain Annuity Company Records:</u> 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 (F2 - Payroll Update Menu).

					Pay	roll Sys	tem			PAYUPDTP
	FKey				Payro	Ll Updat	e Menu			
		Add	New Emplo	yee						
	2	Upc	late/Display	Personne	l Data					
	3	Upc	late/Display	Deduction	Data					
	4	Upc	late/Display	Gross Da Withholdi	(a na Data					
	6	Unc	ate/Display	Current Lo	ave Us	age Data				
	7	Upc	late/Display	YTD/Fisca	al Data					
	8	Upo	late/Display	Deduction	Adjust	ments				
	9	Upc	late/Display	FICA/Med	icare Ac	justments				
	10	Upc	late/Display	Garnishm	ent Ven	dor Data				
	11	Add	Earnings H	istory Rec	ord					
	12	Upc	late/Display	Earnings	History	/ Transfer	Gross E	arnings		
	_13	Prir	it Earnings H	listory						
	14	Lan Cal	culate and D	ionlay An	Employ	ee'e Dav				
	15	Del	ete Emplove	e spray An	Linkioà	cc si dy				
	17	Upc	late/Display	Leave YT	D/Balar	ice Data				
	18	Det	ailed Pay St	ub - Emplo	уее Ме	ssage				
Macta	, User _{1: 4}									10.01.00
	1 (Prizz Wordza	PAY	END							
F16 V	Jeal a	MONITOR M	ONITOR							

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

The following screen displays:

DCG Dist=899	al-08.01.00 05/23/2008 CJD 001 C:\DEVSYS C:\SECOND
Filter not act	Select Employee Gurrent Order Name
Fkey Name	Input: Empno SSN Loc C1s Cert Stat
	Input Employee Number or Name or SSN - Press Enter Key PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose from Selection Above
F1 F2	F4 F5 F6 F7 F8 F9 P8 P P8 P8 08.02.00
F16 F17 # F18	POID A POIN

Step	Action
3	Enter the number in the Input field, select (Enter - Continue), and proceed to <i>Step</i> 5.
	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.

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		PCG Dist=8991 Rel=08.01.00 05/23	3/2008 CJD 001 C:\DEVSYS C	::\SECOND	_ = ×		
		Update/Display Payro Sel	ll Withholding/Direct Depo ect Employee	sit Data PAYFIND			
		Filter not active		Current Order			
		Current	E	Name			
		Enter ACCIDENTALLYFELL, AMMILIA X	Empno 55N Loc 89189 999-08-8994 801	2 7 N I			
		1 ACCIDENTALLYFELL, AMMILIA X 2 ACEDTHETEST ABIGAII	88994 999-08-8994 801 89311 999-08-9311 19	24 CA 36 NA			
		3 ADAMS, ADAM	89081 999-08-9081 19	3 4 C T			
		4 ADDEDWRONG, ALYSSA 5 ADDEDWRONG, ALYSSA	89368 999-08-9368 619 501 999-08-9368 19	154 CA 34 CA			
		6 ADDISON, ADDIE	89410 999-08-9410 19	3 4 C T			
		7 ALBERTSON, ALBERT 8 ALGORYTHEM ANNIE	88972 999-08-8972 19 89423 999-08-9423 20	3 12 N A 2 4 C A			
		9 ALLTHUMBS, ALBERTA	89621 999-08-9621 19	3 4 C A			
		PFKEY = Recor or PgUp/PgDn PF16-new Search PF1-9 = Choose Order changed to Alpha Drifty F1 F2 F3 F4 F5 F6	d Found Above = Previous/Hext 10 Recorr PF18-Clear Exployee Filto from Selection Above F7 F8 F9 _{ro} T	15 Pr	08.02.00		
	L	P16		Help			
Step	Action						
4	Select Enter	(Enter) or select the	he Function k	ey correspond	ling to the e	employee's record,	
	EN	NTER					
	and select	(Enter).					
	To sort by N	ame: Select Name	ڬ (Name).				
	To sort by E	mployee Number:	Select Empno	(Empno).			
	To sort by So	ocial Security Num	ber: Select 💻	ssn (<i>SSN</i>).			
	To scroll het	tween naces. Selec	t the Polin/Po	Dn kevs on th	e comnuter	's kevhoard or select	
	either	(Page Up) or provide	(Page Dov	vn).	e computer	5 heyestand of select	

Step 5

6

to Update mode).

PCG Dist=89 Status Active	91 Rel=10.04.01 01/24/2011 DOD 002 SV C:\I Update/Display Payroll Withholding/Direct Deposit	DEVSYS C:\SECO <mark>- 🗗 ×</mark> : Data PAY08
Employee number Social security	89868 Name AS5CRAFT, JA5IKA 899-08-9868	Loc 8010
Federal: Mar S	tat S Exempt 0 Withholding Code 0	Amt/% .00
State: Mar S	tat A Allowance Mar 1 Dep 0 Withholding Code 0	Amt/% .00
Switches:	Fed Y State Y FICA Y (Y=Yes N=No P AEIC	H=Medicare)
Bank Name DD #1 03 FARME DD #2 DD #3 DD #4 DD #5	Direct Deposit Accounts Account Type Method RS & MERCHANTS BANK 11 1111 111339 C P	Amt/% Prenote 1.0000 N 0.0000 0.0000 0.0000 0.0000 0.0000
Ded Desc 1ST ANNUITY / 2ND ANNUITY / Annuity # 3 / Annuity # 4 / Annuity # 5 /	Ded Annuity Company Type F 01 12 LINCOLN INVESTMENT PLANNING, INC. 403(b) 00 00 00 00	Use Percentage of Percentage: Annuity Gross: N 0.0000 N 0.0000 N 0.0000 N 0.0000 N 0.0000
ENTEEV F1 ► X F2 ◀ X F3 (F16 ← F17 ↔ F18 ↔ F18 ↔	rpi rpi <td>FICA Gar</td>	FICA Gar
ction		
Yerify the Empl the correct. These entries ha	oyee number , Name , Loc (Pay Location), an we defaulted from the employee's personnel in tructions	nd Social security field en <i>nformation record. Refer i</i>
or employee y	ithholding and direct denosit modification	s. Select Fr / (FO - Sw

■ PCG Dist=8991 Rel=10.04.01 01/24/2011 DOD 002 SV C:\DEVSYS C:\SECO Status Active Update/Display Payroll Withholding/Direct Deposit Data
Employee number 89068 Name AS5CRAFT, JA5IKA Loc 8010 Social security 899 08 9068
Federal: Mar Stat <u>S</u> Exempt <u>0</u> Withholding Code <u>0</u> Amt/% <u>.00</u>
State: Mar Stat <u>A</u> Allowance Mar <u>1</u> Dep <u>0</u> Withholding Code <u>0</u> Amt/% <u>.00</u> Switches: Fed <u>Y</u> State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No M=Medicare) AEIC _
Direct Deposit Accounts Bank Name Account Type Method Amt/% Prenote DD #1 03 FARMERS & MERCHANTS BANK 11 1111 11139 C P 1.0000 N DD #2
Ded Desc Ded Annuity Company Type Percentage Annuity Gross: 1ST ANNUITY / 01 12 LINCOLN INVESTMENT PLANNING, INC. 403(b) N 0.6600 N 0.6600 0 0.0000 N 0.6000 N
Hode changed to update Cut S rs C Cut S rs C Pris Pris
Action

Step	Action
7	Verify " <i>Mode changed to update</i> " 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: $\mathbf{M} = Married$ $\mathbf{S} = Single$
9	Verify or enter the number of federal income tax exemptions in the Federal: Exempt (Federal: Exemptions) field.
	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.
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
	$3 = \mathbf{F}$ at percentage only

Step	Action
11	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. <i>Required for Step 10 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).</i>
12	Verify or enter the employee's state income tax marital status code in the State: Mar Stat (State: Marital Status) field.
	Valid Values: $\mathbf{A} = \text{Single}$ $\mathbf{B} = \text{Married Filing Joint, both spouses working}$ $\mathbf{C} = \text{Married Filing Joint, one spouse working}$ $\mathbf{D} = \text{Married Filing Separate}$
	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.
13	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.
	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.
14	Verify or enter the state income tax withholding code in the State: Withholding Code field.
	Valid Values: 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	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. <i>Required for Step 14 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages</i>
	(%).

Step	Action
16	Verify or enter the federal and state income tax switch codes in the Switches: Fed (Federal) and in the Switches: State fields.
	Valid Values: $\mathbf{Y} = $ Compute withholding
	$\mathbf{N} = $ Do NOT compute withholding
17	Verify or enter the FICA tax switch code in the Switches: FICA (Federal Insurance Contributions Act) field.
	Valid Values: \mathbf{Y} = Compute OASDI/Medicare \mathbf{N} = Do NOT compute OASDI/Medicare
	M = Compute Medicare only 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.
18	Enter the Advanced Earned Income Credit (AEIC) code in the Switches: AEIC field or leave the field blank, where appropriate.
	Valid Values: BLANK = Do NOT compute AEIC
	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 must be blank.
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.
19	For a Single Bank/Bank Account Distribution:
	 Select the Drop-down selection icon within the DD #1 – Bank field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	• 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 .
	Proceed to Step 22.

Step	Action
20	For Multiple Bank/Bank Account Distributions – Flat Dollar Amount:
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for <u>each</u> Direct Deposit # line entered.</i>
	• Select the Drop-down selection icon I within the DD #1 − Bank field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	 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.
	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.
	• Enter the dollar amount in the Amt/% (Amount/Percentage) field.
	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.
	• 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</u> for successive <i>Direct Deposit # line</i> entries, where appropriate.
	Proceed to Step 22.

Step	Action
21	For Multiple Bank/Bank Account Distributions – Percentage of Net Pay:
	<i>PCGenesis requires entries in the DD# - Bank, Account, Type, Method, and Amt/% fields for <u>each</u> Direct Deposit # line entered.</i>
	• Select the Drop-down selection icon I within the DD #1 – Bank field to choose the bank's information.
	PCGenesis defaults the bank's name in the "Name" field after this field's selection.
	• 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.
	When selecting 'P', all subsequent "Method" field entries must contain a 'P' as well, and the Amt/% must add up to 100.0%.
	• Enter the percentage in the Amt/% (Amount/Percentage) field.
	For example, $0.5000 * 100 = 50\%$.
	• 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</u> for successive <i>Direct Deposit # line</i> entries, where appropriate.
22	To remove an employee from Direct Deposit: Remove the information from the respective DD# - Bank Code , Account , Type , Method , and the Amt/% fields.
	When selecting "Enter", PCGenesis removes the Prenote flag as a result.
23	For annuity participants: Enter the code, or select the Drop-down selection icon icon within the Annuity Co # fields to choose the information.

Step	Action
24	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).
	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.
	When entering annuity company codes within the Annuity Co # fields, enter the appropriate response in this field.
	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.
	Entering Y (Yes) in the field disallows dollar amount entries on the employee's PCGenesis Deduction Data screen.
25	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.
	<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>
26	Select (Enter).

i S	■ PCG Dist=8991 Rel=10.04.01 01/24/2011 DOD 002 SV C:\DEVSYS C:\SECO ■ □× tatus Active Update/Display Payroll Withholding/Direct Deposit Data PAY08
	Employee number 89868 Name AS5CRAFT, JA5IKA Loc 8010 Social security 899 08 9868
	Federal: Mar Stat <u>S</u> Exempt <u>9</u> Withholding Code <u>9</u> Amt/% <u>.00</u>
	State: Mar Stat <u>A</u> Allowance Mar <u>1</u> Dep <u>0</u> Withholding Code <u>0</u> Amt/% <u>.00</u>
	Switches: Fed <u>Y</u> State <u>Y</u> FICA <u>Y</u> (Y=Yes N=No N=Medicare) AEIC _
	Direct Deposit Accounts
	Bank Name Account Type Method Amt/% Prenote DD #1 03 FARMERS & MERCHANTS BANK 11 1111 111339 C P 1.0000 N
	DD #2 0.6000
	DD #39.0000 DD #49.0000
	DD #5 0.0000
	Ded Desc Ded Annuity Company Type Percentage: Annuity Gross: 1ST ANNUITY / 01 12 LINCOLN INVESTMENT PLANNING, INC. 403(b) N 0.0000 2ND ANNUITY / 02
	alidations passed. Save your changes. ^{MEN} → Pr → P
	Action
	Verify Validations passed. Save your changes." displays, and select F8 - S
	For annuity code changes: When the "Note: Changing an annuity company" d
	displays, review the dialog box's information, and select (OK).

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

	PCG Dist=8991	Rel=10.04.01	01/24/20	11 DOD	002	SV C:	DEVSYS	C:\SECO & ×
Stat	us Active	Update/Display P	ayroll Wit	hholding/D	Direct	Deposi	it Data	PAY 08
Em So	ployee number 890 cial security 899	68 Name AS 08 9068	5CRAFT, JA	5IKA			Loc 8010	
	Federal: Mar Stat	<u>S</u> Exempt	<u>_</u> 9	Withhold	ting C	ode <u>Ø</u>	Amt/% <u>.</u>	<u>00</u>
	State: Mar Stat	Allowance Mar	<u>1</u> Dep <u>0</u>	Withhold	ting C	ode <u>S</u>	Amt/% <u>.</u>	<u>80</u>
S	witches: Fed	Y State	Y	FICA <u>Y</u> (Y AEIC _	/=Yes	N=No	M=Medicare)	
	Bank Name	Direc	t Deposit Acco	Accounts unt T	Гуре	Method	Amt/%	Prenote
DD DD	#1 <u>93</u> FARMERS #2	& MERCHANTS BANK	11111	<u>1 111339</u>	<u>C</u>	P	<u> </u>	N
DD	#3				_	Ξ.	0.0000	Ξ
DD	#4 #5						0.0000	
De 1S 2N Ar Ar Ar	ed Desc Ded T ANNUITY / 01 ID ANNUITY / 02 Inuity # 3 / 00 Inuity # 4 / 00 Inuity # 5 / 00	Annuity Company <u>12</u> LINCOLN IN —	UESTMENT P	LANNING, I	(NC.	Туре 403(b)	Use Percentage: <u>N</u> N N N N	Percentage of Annuity Gross: <u>0.0000</u> 0.0000 0.0000 0.0000 0.0000
	saved F 1 ▶ 8 2 ★ F3 ● F F 1 ₽ ₹5 ● F18 ●	FEFT FEIA FU	🛛 _{F8} 🖬 _{F9} 6 1 Grs W/	איז <mark>דוס ער דווי</mark> איז דייס דייס דייס דייס דייס דייס דייס די	F12 (td Hel	a Ip Adj	FICA Gar	10.04.01
4	Action							
•	Verify "Data	saved" display	ys, and	select _	16	(F10	6 – Exit)	to return to th

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



Select	F16	(F16 – Exit) to return to	the Payroll	System –	Payroll	Update Men	и.
--------	-----	---------------------	----------------	-------------	----------	---------	------------	----

The following screen displays:

Step

29

FKey Payroll Update Henu Image: Provide Comparison of Comparis	DCG Dist=8991	Rel=10.04.01 01/24/201 Payrol1	1 DOD 002 System	SV C:\DEVSYS	C:\SECO
Image: Service	FKey	Payroll U	pdate Menu		
2 Update/Display Personnel Data 3 Update/Display Gross Data 5 Update/Display Gross Data 5 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Peduction Adjustments 9 Update/Display PEdu/tion Adjustments 9 Update/Display FICA/Medicare Adjustments 10 Update/Display FICA/Medicare Adjustments 10 Update/Display FICA/Medicare Adjustments 11 Add Earnings History Record 12 Update/Display Earnings History / Transfer Gross Earnings 13 Print Earnings History 14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message	Add N	lew Employee			
14 Calculate and Display An Employee's Pay 15 Delete Employee 17 Update/Display Leave YTD/Balance Data 18 Detailed Pay Stub - Employee Message Nater Material Nater Material	2 Upda 3 Upda 4 Upda 5 Upda 6 Upda 7 Upda 9 Upda 10 Upda 11 Add f 12 Upda 13 Pint	te/Display Personnel Data te/Display Deduction Data te/Display Gross Data te/Display Withholding Data te/Display Withholding Data te/Display YTD/Fiscal Data te/Display TD/Fiscal Data te/Display FICA/Medicare Adjust te/Display FICA/Medicare Adjust te/Display Garnishment Vendor I carnings History Record te/Display Earnings History / Tra Earnings History	Data s nents)ata nsfer Gross Earn	ings	
Master Nowlist 10.01.00	14 Calcu 15 Delet 17 Upda 18 Detai	late and Display An Employee's e Employee te/Display Leave YTD/Balance E led Pay Stub - Employee Messa	Pay lata je		
	Master Userlist PAC HONTOR MONT				10.01.00

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

Georgia Department of Education Dr. John D. Barge, State School Superintendent October 11, 2011 • 8:19 AM • Page 53 of 96 All Rights Reserved. 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.

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

	PCG Dist=89	91 Rel=08.02.0	00 05/15/200	9 CJD 001	C:\DEVSYS	C:\SECOND	- 7 X
		Cal	culate and	Displav Pau	, ,	Screen 2 of	2 PAYCOMP
Emr	n#: 36872 GAD	OE. TEST EMPL	OYEE 898288	123-4	5-8987 Sec 12	25 Y LOC 0103	Class 09
Tax	<pre>k Marital Stat</pre>	us - Federal:	M State:	B AFIC L	nd: AFIC Pau	iment: .AA	
Eer	leral: Mar Sta	t M Exempti	ons A With	holding Cou	te & Fed Amou	int/2	
st.	ate: Mar Sta	t B Allow M	01 DE001 W/	Holding Co	ie & State Ar	nount/2	
Suri	itches. F	17 V ha	ate V FI	Câ/Hed V I	Pension V	CHIV Pensi	an tune TRS
Ror	n-br 0	ut-br	Ron-ant	6663 87 0	it-amt		on cype ino
1.02	, ·		neg une		re une		
Der	1 Short	Ennlouee E	molr Employ	er Di	ed Short	Employee Emp	lr Employer
C.d	Description	Amount	Flag Amou	nt Cr	1 Description	Amount F1	an Amount
l a	TRS	333.19	Y 618.	42	GHI - EMPLE	R n/a	Y 1889.22
	FICA	499.44	Y 1.00	hh		,	
ß 1	1ST ANNUTTY		N				
03	FED W/H TAX	762.81	N				
64	GA INCOME TA	X 345 89	N				
00	KAISER HHO E	F 135.40	Y 86.	10			
	KINDEN INIO E	. 105140					
	C						
	Bank	Account		Net Par		Ann	uities
	DD #1 50	1234567898123	45678	2293.5	÷	Ann #1 Ded 1	Co 4
11 J	DD #2 29	12456	, 1901.0	1146.79	j l	Ann #2 Ded 2	Ce
11 5	DD #3 63	789654123		229.30			
	DD #4 16	1025		688 0	7		
	DD #5 88	3652		229.3			
II -							
Ι,	*** Gross Pau	6663.87 **	* Deduction	5 2076.73	3 *** Net Pau	4587.14 ***	Non Tax 135.40
	Hinhlinhte	d Deductions	Were NOT Ta	ken	. neeray	,	
ENTE	√					a @	09.02.00
		a - resident FSU	d Followic F705mm	F0 - F0 W	F10 = F11 E F12 E	FID 7%	
F16	F17 - F18				Help	P	

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



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

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



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						Page Break		
REPOR	T DATE	05/1	3/2009 PAYEXCEP	CALC	EXCE	PTIONS REGISTER FOR PAY 01/30/09	PAGE	1
LOC	EMP #	CL	ЛАМЕ					
0103	25728	06	GADOE, TEST EMPLOYEE 2 090200	C	39	DIRECT DEPOSIT NOT ENOUGH NET PAY FOR D ACCOUNT		
				C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
_								
<mark>01 03</mark>	36872	09	GADOE, TEST EMPLOYEE 090200	C	30	PRENOTE NOT YET RUN FOR EMPLOYEE		
0296	86941	12	VE2NON, BR2NDEN	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
0188	86984	18	GA6E, TR6NTON	C	14	GHI GROSS IS GREATER THAN REGULAR GROSS		
			-					
0107	86993	12	BE6AVIDES, LA6E	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		
2 05 0	87015	06	SH6LDON, DI6K	C	13	GHI GROSS NOT EQUAL TO STATE CYCLE GROSS		

D1.5. Payroll Exceptions Register – Example

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D1.6. Direct Deposit Statement – Example

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Procedure E: Updating/Displaying Leave Data

	PCG Dist=8991 Rel=08.01.00	0 04/22/2008 CJD 001 C:\DEVS	SYS C:\SECOND	_ 8 ×
	FKeu	Payroll System Master Menu	n	PAYMOOOO
	 1 Payroll Setu	n Menu		
	2 Payroll Upd	ate Menu		
	3 Payroll Chee	ck & Direct Deposit Menu		
	_5 Monthly/Qua	arterly/Annual/Fiscal Reports Men	u	
	8 Employee R	eports/Labels Menu		
	9 Update/Disp	lay Description/Deduction/Annuity	/ Menu	
	11 Check Reco	nciliation Menu		
	12 Update/Disp	lay Payroll Monitor		
	Special Fun	ctions Menu		
	20 File Reorga	nization		
Ma	ster User _{lict}			07.03.00
FIE	The state of the s			
2 /				

The following screen displays:

Step

1

PCG Dist=8991 Rel=10.04.01	01/24/2011 DOD 002	SV C:\DEVSYS	
	rayrull system		THTOPDIE
FKey	Payroll Update Menu		
Add New Employee			
2 Update/Display Person	nel Data		
3 Update/Display Deduct	ion Data		
4 Update/Display Gross	Data		
Update/Display Withho	Iding Data		
De Update/Display Current	Leave Usage Data		
Update/Display YTD/FI	stal Data		
9 Update/Display EICA/M	edicare Adjustments		
10 Undate/Display Garnis	hment Vendor Data		
11 Add Earnings History R	ecord		
12 Update/Display Earning	js History / Transfer Gross Ea	rnings	
13 Print Earnings History			
14 Calculate and Display	An Employee's Pay		
15 Delete Employee			
17 Update/Display Leave	YTD/Balance Data		
18 Detailed Pay Stub - Em	ployee Message		
Manakan User			10.01.00
Int Ust Barders PAY VEND			
FIG V U U U U U U U U U U U U U U U U U U			

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

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	PCG Di	st=8991	Rel=	08.01.00	05/28	/2008 (JD 001	C:\DEVS	YS C:\S	SECOND				_ 0
				Update,	Displa/ Sele	y Curre ct Empl	ent Lea Loyee	ve Data			PAYF	IND		
Fil	lter n	ot act:	ive							C	urren Name	t Orden	r	
			Inp	ut: _										
Fke	eų Na	ne				Emp	ono	SSN	Lec	C15	Cert	Stat		
			Inp PF1	ut Empj 6 to Ex	Loyee N kit, PF	umber 18 Clea	or Na ar empl	ne or Dyce fil	SSN - ter	Press	Ente	r Key		
			Inp PF1 PF1	ut Emp] 6 to Ex -9 = (Loyee N tit, PF Choose	umber 18 Clea From Se	or Na ar empl lectio	me or byee fil n Above	SSN - ter	Press	Ente	r Key		
			Inp PF1 PF1	ut Emp] 6 to Ex -9 = (Loyee N cit, PF Choose	umber 18 Clea From Se	or Na ar empl electio	me or bycefil n Above	SSN - ter	Press	Ente	r Key	_	

For Step 2-F17 selections, "Update/Display Current Leave Data" is the screen's title.

Step	Action
3	Enter the employee number or the SSN in the Input field, select (Enter), and proceed to <i>Step 5</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.

DCG Dist=8991 Rel=08.01.00 05/20/2008	8 CJD 0	01 C:\DEVSY	'S C:\S	ECONE)		- 8 X
Update/Display Select	Curren Emplove	t Leave Data e	а		1	PAYFIND	
Filter not active				(Curre Name	nt Order	
Fkey Name	Empno	SSN	Loc	Cls	Cert	Stat	
Enter ACCIDENTALLYFELL, AMMILIA X	89189	999-08-8994	8012	7	N		
	88994	999-08-8994	192	4 6	L N	A A	
3 ADAMS ADAM	89081	999-08-9081	193	4	C.	î	
4 ADDEDWRONG, ALYSSA	89368	999-08-9368	6195	4	c	A	
5 ADDEDWRONG, ALYSSA	501	999-08-9368	193	4	С	Α	
6 ADDISON, ADDIE	89410	999-08-9410	193	4	С	т	
7 ALBERTSON, ALBERT	88972	999-08-8972	193	12	N	Α	
8 ALGORYTHEM, ANNIE	89423	999-08-9423	202	4	С	A	
9 ALLTHUMBS, ALBERTA	89621	999-08-9621	193	4	С	A	
PFKEY = Record Fot or PgUp/PgDn = F PF16-new search, PF1 PF1-9 = Choose from Order changed to Alpha	Ind Abou Previou⊆ 18-Clear Select	ve 5/Next 10 Re 7 Employee F tion Above	cords				
ENTER F1 F2 F3 F4 F5 F6 F7	F8	F9 F10				FIS Q	08.02.00
P16			He	lp			

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

PCG Dist-8991 Rel=08.01.00 05/28/2008 CJD 001 C:DEVSYS C:SECOND Status Active Update/Display Current Leave Data	PAY83
Employee 88994 ACCIDENTALLYFELL, AMMILIA X Class 04	
*** State Leave Plan *** Sick Leave Pers Bus Vacation Other W/O Pay Current	
Balance 46.75	
Used YTD	
*** Local Leave Plan *** Sick Leave Pers Bus Vacation Other W/O Pay Current Balance	
Used YTD	
Note: The NET of the existing and entered current amt adjusts Bal and YTD	
	07.03.00

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

	Employee 8899	4 ACCIDENTALLY	FELL, AMMILIA >	Class Ø	4	
Current	Sick Leave	*** State Le Pers Bus	ave Plan *** Vacation	Other	W/O Pay	
Balance	46.75					
Used YTD						
Current	Sick Leave	*** Local Le Pers Bus	ave Plan *** Vacation	Other	W/O Pay	
Used YTD						
**** F1 ► ★ F2 16 ← F1 ► ★ F2	.¶¥ ,,	Per Ded	From From From From From From From From	Ytd Help	Adj FICA Gar	07.03.00

Step	Action
5	Select F9 (F9 – Update).

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				Y Clace P		
	Cmproyee 0077	4 HOUIDENINEEI	TELE, MANIEIA		14	
Current	Sick Leave _00	*** State Le Pers Bus	ave Plan *** Vacation	Other	W/O Pay	
Balance	46.75					
Used YTD						
Current	Sick Leave	*** Local Le Pers Bus 	ave Plan *** Vacation	Other	W/O Pay	
Balance						
Used YTD						
	IET of the exi	sting and ente	red current an	t adjusts Ba	1 and YTD	
Note: The M						
Note: The M						
Note: The M						
Note: The M						
Note: The M						

Step	Action
6	Verify "Mode changed to update" displays, and:
	To update Current leave totals: Enter the number of leave hours (#.##) the employee has used during this payroll cycle in the appropriate fields.
	<i>PCGenesis automatically updates the Balance and Used YTD fields when making entries in the "Current" fields.</i>
	To update leave Balances : Enter the number of leave hours (#.##) to which the employee is entitled in the appropriate fields.
	To update leave YTD Used totals : Enter the number of leave hours (#.##) the employee has used year-to-date in the appropriate fields.
7	Select (Enter).
	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> .

ALALUS MULLI	Je	ohi	ace/orshr	ay Curren	t Leave D	ата		PAY 03
	Employee 8899	4 ACCIDENT	ALLYFELL,	AMMILIA X	Class	84		
Current	Sick Leave <u>40.00</u>	*** State Pers Bus	e Leave P1 5 Vaca 	an *** tion	Other	W/0	Pay	
Balance	6.75							
Used YTD	40.00							
Current	Sick Leave	*** Loca Pers Bu	L Leave P1 5 Vaca 	an *** tion	Other	W/0	Pay	
Balance								
Used YTD								
Used YTD Note: The I	NET of the exi	sting and o	entered cu	rrent amt	adjusts	Bal and	YTD	
Used YTD Note: The I	NET of the exi	sting and o	entered cu	rrent ant	adjusts	Bal and	YTD	
Used YTD Note: The I	NET of the exi	sting and o	entered cu	rrent ant	adjusts	Bal and	YTD	
Used YTD Note: The I	NET of the exi	sting and o	entered cu	rrent ant	adjusts	Bal and	YTD	
Used YTD Note: The i Nalidations	NET of the exi	sting and u	entered cu es.	rrent ant	adjusts	Bal and	YTD	

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).

PCG Dist=8991 Status Active	Rel=08.01.0	0 05/28/3 Upd	2008 CJD Jate/Disp	001 (lay Cur	:\DEVS	SYS (Leav	:\SECC e Data	ND			- BX
Employ	ee 88994 f	ACCIDENTA	ALLYFELL,	AMMIL	IA X	C1	ass ØJ	·			
Sick Current <u>40</u>	** Leave	** State Pers Bus	ELeave P 5 Vac	lan *** ation	*	Othe	r	₩/1) Pay		
Balance	6.75										
Used YTD 4	0.00										
Sick Current	Leave	** Loca] Pers Bus	L Leave P 5 Vac	lan *** ation	•	Othe	r —	₩/1) Pay		
Balance											
Used YTD											
Note: The NET of	the existi	ing and e	entered c	urrent	ant a	adjus	ts Ba]	and	YTD		
Balances updated.	Changes sa	aved.		L RA						0	07.03.00
PI6 7 7 8 7 8 1	FHS I FSS	Per	Ded Grs	W/H	Lv	Ytd	Help	Adj	FICA	Gar	

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

PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND	- 8 X
Update/Display Current Leave Data PAYFIND Select Employee	
Current Order Filter not active Name	
Input:	
Fkey Name Empno SSN Loc C1s Cert Stat 1 ACCIDENTALLYFELL, AMMILIA X 88934 999-08-8994 8012 4 C A	
Input Employee Number or Name or SSN - Press Enter Key	
PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose from Selection Above	
PNW F1 F2 F3 F4 F5 F6 F7 F8 F9 F9 F5 F6 F7 F8 F9 F9 F5 F6 F7 F8 F9 F9 F9 F9 F5 F6 F7 F8 F9 F9 F9 F5 F6 F7 F8 F9 F	08.02.00

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 FIG -Exit) to return to the <i>Payroll System Master Menu</i> , or select Master (Master) to return to the <i>Business Applications Master Menu</i> .

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Procedure F: Updating/Displaying YTD/Fiscal Data

	PCG Dist=8991	Rel=08.01.00 04/22/200	CJD 001 C:\DEVS	S C:\SECOND	_ð×
	FKey		Payroll System Master Menu		PAYHOOOO
	 _1 2	Payroll Setup Menu			
	3	Payroll Check & Direct Do	posit Menu		
	5	Monthly/Quarterly/Annua	/Fiscal Reports Menu		
	<u> </u>	Employee Reports/Label Update/Display Descripti	s Menu on/Deduction/Annuity	Menu	
	11	Earnings History Menu Check Reconciliation Mer	iu		
	13	Opdate/Display Payroll N Special Functions Menu	lonitor		
		File Reorganization			
Mas	ter ^{Ise} list Þ (1953) Vorizi "P.f	Y VEND			07.03.00
on					
ct _2 (F2 - Pay	roll Update	Menu).		

The following screen displays:

Step

1

	PCG Dist=8991	Rel=10.04.0)1 01/24/ Payı	2011 DO	002 S	V C:\DE	VSYS C	:\SECO PAY	
	FKey		Payro	Ll Update M	lenu				
	Ad	d New Employee							
	2 Up 3 Up 5 Up 6 Up 7 Up 8 Up 9 Up 10 Up	date/Display Per date/Display Dec date/Display Gro date/Display Wit date/Display Cur date/Display YTI date/Display Dec date/Display FIC date/Display Gar	sonnel Data luction Data ss Data hholding Data rent Leave Us D/Fiscal Data luction Adjusta A/Medicare Ad nishment Ven	age Data ments justments dor Data					
	11 Ad 12 Up 13 Pri	d Earnings Histor date/Display Ear nt Earnings Histo	ry Record nings History rry	/ Transfer Gr	oss Earnin	igs			
	14 Ca 15 De 17 Up 18 De	lculate and Displ lete Employee date/Display Lea tailed Pay Stub -	ay An Employ ve YTD/Balan Employee Me	ee's Pay ice Data ssage					
Maste	u User _{list}	VEND						10.	01.00

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

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Step

3

	DCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND								
	Update/Display Current Leave Data PAYFIND Select Employee								
	Current Order								
	Filter not active Name								
	Input:								
	rkey name Empiru SSN Luc GIS Gert Stat								
	Input Employee Number or Name or SSN - Press Enter Key								
	PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose from Selection Above								
	™™ F1 F2 F3 F4 F5 F6 F7 F8 F9 F0 T F6 F5	88.82.88							
	ret Strong Pro Drop A row Help								
Action									
		ENTER @							
Enter the er	nployee number or the SSN in the Input field, s	elect (Enter), and pro							
Stan 5		(),							
Siep 5.									
If the emplo	wee number and the SSN are unknown, enter the	e emplovee 's complete or na							
in an a in the	Name field on Secial Security Number in the St	SN field and select Enter							
name in the	name field, or social security number in the S	on jiela, and select Enter.							
Entering a	complete or partial name in the Name field displ	ays the results most closely							
matching th	ne search criteria entered Proceed to Sten A								
maiching th	ie seuren ernerna ennerea. 1 roceea 10 step 4.								
		D PCG Dist=8991 Rel=08.01.00 05/20/2008 CJD 001 C:\DEVSYS C:\SECOND			_ B ×				
------	---	--	--	---	---	---	-------------	---------------	-----------
		Update/Display YTD/Fiscal Data Select Employee				PAYFIND			
	Fil	ter not active			Cu	rrent Order Name			
	Fke Enit 2 3 4 5 6 6 7 7 8 9	Current y Name ACCIDENTALLYFELL, AMMILIA X ACCIDENTALLYFELL, AMMILIA X ACCIDENTALLYFELL, AMMILIA X ACCIDIETEST, ABIGAL ADAMS, ADAM ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDIEN ALBERTSON, ALBERT ALGORYTHEM, ANNIE ALLTHUMBS, ALBERTA	Empno SSN 89189 993-08 88934 993-08 89311 999-08 89361 939-08 89361 939-08 89368 939-08 89410 939-08 89423 999-08 89423 999-08 89423 999-08 89421 999-08	Loc 2994 8012 2994 8012 3311 193 0368 6195 0368 193 0410 193 1972 193 19423 202 0621 193	C15 C 7 4 6 4 4 4 4 4 12 4 4	eert Stat NI CA NA CT CA CA CA CA CA CA			
		PFKEY = Record F or PgUp/PgDn = PF16-new search, P PF1-9 = Choose Fr r changed to Alpha F1 F2 F3 F4 F5 F6 F rr kan ▼ raa ▼	Found Above Previous/Next F18-Clear Employ fom Selection Abi F7 F8 F9 F9 F8 F9 F9	0 Records ee Filter ve	elp	reQ.	08.02.00		
Step	Action								
4	Select Enter (E and select	(Enter) or select the (Enter).	e Functi	on ke	ey co	orrespo	nding to th	e employee's	record,
	To sort by Nam	e: Select Name	(Name)						
	To sort by Employee Number: Select Empro (Empro).								
	To sort by Socie	al Security Numbe	er: Selec	tS	SN	(SSN)			
	To scroll betwe	en pages: Select	the PgU	o/PgL	Dn k	eys on t	the comput	er's keyboard	or select
	either <u>FGUP</u> (F	Page Up) or PGDN	(Page	Dow	n).				

🔲 PCG Dist=8991 Rel=10.04.01 01/24/2011 DOD 002 SV C:\DEVSYS C:\SECO... 🗕 🗗 🗙 Update/Display YTD/Fiscal Data - Employee: 11111 TEST, DEBRA Status Active YTD/Fiscal Update PAYYTD Loc 0100 * INSTRUCTIONAL * **Reg-Hrs** Ovt-Hrs Reg-Amt Ovt-Amt OASDI ΗI Retire Net Pay 1554.52 29.00 84.00 TD dj Deduct 04 Deduct 03 Deduct Deduct Deduct Deduct Deduct 61.70 160.18 TD i b i Deduct Deduct Deduct Deduct Deduct Deduct Deduct TD d j Deduct Deduct Deduct Deduct Deduct Deduct TD dj Contract Retire Gr Retire Amt Contract Contract YTD Adj School isc Adj Adj Mode changed to display 10.04.01 ENTER F1 ▶ ¥ F2 ◀ ¥ 🖬 гэ 🧷 F10 T F11 💽 FIS Q 5 -6 TA , 17 F12 🖪 a - 61 F119 Ytd Adj FICA Gar Per Ded W/H Lv Help ----E: Grs Step Action Select $\mathbf{F9}$ (**F9** – Switch to Update mode). 5

The following screen displays:

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_ & ×												
YTD/Fiscal Update - Employee: 11111 TEST, DEBRA Loc 0100												
4.01												

Step	Action
6	Verify " <i>Mode changed to update</i> " 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.

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Step	Action
11	Select (Enter).
	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 $[F3 GG]$ (F9 – Switch to Display mode) to abort the changes.

Step 12

TD	Reg-Hrs	Ovt-Hrs	* INST Reg-Amt	RUCTIONAL * Ovt-Amt	0ASDI 84.00	HI 29.00	Retire	Net Pay 1554.52
dj TD dj	<u>.00</u> Deduct 03 160.18	Deduct 04 83.93	Deduct	Deduct	Deduct	Deduct	Deduct	
TD dj	Deduct	Deduct _	Deduct	Deduct	Deduct	Deduct	Deduct	
/TD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct		
isc Ndj	Contract	Retire Gr	Retire Amt	School Adj	Contract	YTD Adj	Contract	
	Iations pas rs▶X r2▲X rr⊟∂ re	sed. Save y	our changes	ing in the second se	87 FIO ▲ H Lv Ytd	F12 (1) Help Adj	FINK FIE CA	10.04.01

the

	PCG Dist=	=8991 Re	=10.04.01	01/24/20	011 DOD (002 SV C:	DEVSYS	C:\SECO	_ & ×
Sta YTD,	tus Active /Fiscal Upda	te – Employ	Update/D Jee: 11111 T	isplay YTD/ EST, DEBRA	'Fiscal Data	a Lo	ic 0100	PA	YYTD
YTD Adj	Reg-Hrs <u>.00</u>	Ovt-Hrs	* INST Reg-Amt	RUCTIONAL * Ovt-Amt	0ASDI 84.00	HI 29.00	Retire	Net Pay 1554.52	
YTD Adj	Deduct 03 160.18	Deduct 04 83.93	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct		
YTD Adj	Deduct	Deduct	Deduct	Deduct	Deduct	Deduct			
Fis Adj	Contract c	Retire Gr	Retire Amt	School Adj	Contract	YTD Adj	Contract		
	a saved. / F1►% F2▲% F17日→ F16日	P P FA	FS FS FS FS	🗊 _{F8} 🖬 F96 ed Grs W/	<mark>80° ⊨10 ¶</mark> ⊨11 ₪ H Lv Ytt	F12 Adj	FIS Gar	10	. 04 . 01
	Action								
	Verify "	Data sa	vad " die	mlaria ar	d asles				rotur
	Update/D	isplay YT	D/Fiscal	Data – Se	la select elect Emp	loyee scre	(F16 – en.	Exit) to	ietui
-	Update/D Selecting you to tog record.	isplay YT FII (F gle betwe	D/Fiscal I D/Fiscal I 211 – Go ta pen the Ins	plays, al Data – Se o YTD Sc structiona	ld select lect Emp reen 2) o l and Not	$r = \frac{F12}{IOYee} \text{ scree}$ $r = \frac{F12}{IOYee} (1)$	(F16 – en. F12 – Go ional por	exit) to to YTD S	creen ne empl

The following screen displays:

	Update/Display YTD/Fiscal Data Select Employee	PAYFIND	
Filter not active	Toput -	Current Order Name	
Fkey Name	Empno SSN FELL, AMMILIA X 88994 999-08-8994	Loc Cls Cert Stat 8012 4 C A	
	Input Employee Number or Name or : PF16 to Exit, PF18 Clear employee fil PF1-9 = Choose from Selection Above	SSN - Press Enter Key ter	
F1 F2 F3	F4 F5 F6 F7 F8 F9 P0	Help	88.02.00

Select $\mathbf{F16} \leftarrow \mathbf{F16} - \mathbf{Exit}$ to return to the *Payroll System – Payroll Update Menu*.

The following screen displays:

Acti

Step

14

PCG	Dist=8991	Rel=10.04.0	01 01/24/2011 Payroll S	DOD 002	SV C:	DEVSYS	C:\SECO B × PAYUPDTP
	FKey		Payroll Upo	ate Menu			
	Add	New Employee					
	2 Upo 3 Upo 4 Upo 5 Upo 6 Upo 7 Upo 8 Upo 9 Upo 10 Upo	iate/Display Pere iate/Display Ded iate/Display Gro iate/Display Witt iate/Display Witt iate/Display YTD iate/Display Ded iate/Display FIC/ iate/Display Gar	connel Data uction Data ss Data holding Data ent Leave Usage D /Fiscal Data uction Adjustments V/Medicare Adjustments sishment Vendor Da	ata :nts ta			
	11 Add 12 Upo 13 Prir 14 Cali 15 Del	Earnings Histor late/Display Earn nt Earnings Histo culate and Displa ete Employee	y Record nings History / Trans ry ay An Employee's P	sfer Gross Ea ay	rnings		
	17 Upo 18 Det	late/Display Lea ailed Pay Stub - I	ve YTD/Balance Da Employee Message	a			10 01 00

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

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Procedure G: Updating/Displaying Deduction Adjustments



The following screen displays:

Step

1

	PCG Dist=8991	Rel=10.04.01	01/24/2011	. DOD 002	SV C:\DEV	SYS C:\SECO 🗗 🗙					
			Payroll	System		PAYUPDTP					
	FKey		Payroll Up	date Menu							
	Add	New Employee									
	 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 										
	10 Upc 11 Add	late/Display FicAlw late/Display Garnis Earnings History F	heucare Aujustin hment Vendor Da Record	eniis ita sfer Gross Fa	rninge						
	Gradepropring Carmings Fistory										
	14 Cal 15 Del 17 Upc 18 Det	culate and Display ete Employee late/Display Leave ailed Pay Stub - Em	An Employee's F YTD/Balance Da iployee Message	ta							
M. I.	lices					10.01.00					
F16		(END ONITOR									

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

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Step

3

	D PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND	
	Update/Display Deduction Adjustments PAYFIND Select Employee	
	Current Order Filter not active Name	
	Input:	
	Fkey Name Empno SSN Loc Cls Cert Stat	
	Input Employee Number or Name or SSN - Press Enter Key	
	PF1-9 = Choose from Selection Above	
	Diff F1 F2 F3 F4 F5 F6 F7 F8 F9 F9 F F6 F7 F8 F9 F9 F1 F2 F3 F4 F5 F6 F7 F8 F9 F9 T F8 F9 F9 T F8 F9 F9 T F1 F2 F3 F4 F5 F6 F7 F8 F9 F9 T F8 F9 F9 F8 T F8 F9 F9 F1 F1 F2 F3 F4 F5 F6 F7 F8 F9 F9 F1 F1 F1 F1	
Action		
Enter the en	mployee number or the SSN in the Input field select (Enter) and	Inroceed
to Stan 5		· proceed
10 Step 5.		
If the emplo	ovee number and the SSN are unknown, enter the employee's complete or	r partial
name in the	Name field, or Social Security Number in the SSN field, and select Ente	r
		1
Entering a c	complete or partial name in the Name field displays the results most clos	sely
matching th	he search criteria entered. Proceed to Step 4.	

		PCG Dist=8991 Rel=08.01.00 05/20/2	2008 CJD 001 C:\DEVS	YS C:\S	ECOND		- BX		
		Update/Displa Selec	ay Deduction Adjustme ct Employee	ents		PAYFIND			
		Filter not active			Curr	ent Order			
		Current			Nam	2			
		Enter ACCIDENTALLYFELL, AMMILIA X	89189 999-08-8994	Loc 8012	7 N	t stat			
		1 ACCIDENTALLYFELL, AMMILIA X	88994 999-08-8994	8012	4 C	A			
		2 ACEDTHETEST, ABIGAIL 3 ADAMS, ADAM	89311 999-08-9311 89081 999-08-9081	193 193	6 N 4 C	A T			
		4 ADDEDWRONG, ALYSSA	89368 999-08-9368	6195	4 C	A			
		5 ADDEDWRONG, ALYSSA	501 999-08-9368	193	4 C	A			
		7 ALBERTSON, ALBERT	89410 999-08-9410 88972 999-08-8972	193	4 L 12 N	A			
		8 ALGORYTHEM, ANNIE	89423 999-08-9423	202	4 C	A			
		9 ALLTHUMBS, ALBERTA	89621 999-08-9621	193	4 C	A			
		PEKEY = Decord	Found Aboue						
		or PgUp/PgDn	= Previous/Next 10 R	ecords					
		PF16-new search, PF1-9 = Choose f	rom Selection Above	Filter					
		Order changed to Alpha			_	0	89 82 88		
		→ W F1 F2 F3 F4 F5 F6	F7 F8 F9 F10 T	Hol		FIS W	80.82.88		
				1101	P				
Stor.	Action								
Step	Action								
4	Salact Enter	(Entor) or select th	- Function	ko		ragnan	ding to the	a amployaa's	record
-		(Linter) or select un	ic Function	INC	y coi	respon	ung to the	c inployee s	iccoiu,
	and calact	(Enton)							
		<u> </u>							
	To sort by N	lame: Select Name	(Name).						
						`			
	To sort by E	employee Number: S	elect		Emp	no).			
	To sort by S	ocial Security Numb	er: Select	59	6N	(SSN).			
		G 1					1		, ,
	To scroll be	tween pages: Select	the PgUp/I	PgD	n ke	ys on ti	he comput	er s keyboard	<i>i or select</i>
	either 📴	(Page Up) or PGDN	🚺 (Page D	owr	ı).				

E S	PCG Dist=8991 Rel=08.01.00 0 itatus Active Up	5/28/2008 CJD 001 C:\DEVSYS C:\SECO date/Display Deduction Adjustments	ND PAYADJ1
	Employee 88994 ACCIDENTALLYFEL SSN 999-08-8994 00 FRINGE 02 SECOND ANNUITY 04 GA INCOME TAX 09 NO COURTARE - CERT 11 GHI CERTIFIED 13 DEPENBENE SPENJ GENERA 20 LONG TERM CARE SPENDIN 13 ADMIN FEE - AFTER TAX 17 ILTH CARE SPENJ GENERA 20 COURT V/H 24 EMPLOYEE LIFE 65-69 24 COURT V/H 30 SINGT TERM DISABILITY 32 UENDOR 000524 33 NON TAX INSURANCE 60 ANNUITYS	L, AMMILIA X Class 04 L Work-L 01 FIRST ANNUITY 03 FE 0 //1 TAX 108 NO COUERAGE - CLAS 10 GNI NOU-COUERAGE - CLAS 10 GNI NOU-CENTIFIED 12 ENFLOYEE, ADAD 7-79 2X 14 DEMTAL INGENNITY 16 ADMIN FEE - BEFORE TAX 19 HEALTH CARES SPEND_LIMI 21 COURT V/H 23 LEGAL PLAN 27 CHILD LIFE 29 SPUUSE LIFE 65-69 31 UENDOR 003322 34 UENDOR 003323 44 GTL INF INCOME 61 ANNUITY4	oc 8012 oc 8012 N N N N N
Ľ	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	rredit Union 8888888888 URITIES Per Ded Grs W/H Lv Ytd Help	00000 Section 125 ¥ 0.0500 % of Gross Adj FICA Gar
)n			

Select $\mathbf{F9}$ (**F9** – Switch to Update mode).

The following screen displays:

Step

5

PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND	_ @ X
Status Active Update/Display Deduction Adjustments	PAYADJ1
Employee 88994 ACCIDENTALLYFELL, AMMILIA X Class 04 Loc. 8012 SSN 999-08-8994 Work-Loc. 8012 Work-Loc. 8012 00 FRINGE 01 FIRST ANNUITY	Emplr (Y/N) - N - N - -
15 ADVIN FEE - AFTER TAX 16 ADVIN FEE - BEFORE TAX 20 LONG TERM CARE SPEND GENERA 19 HEALTH CARE SPEND LINI 20 LONG TERM CARE - 75000 N 21 COURT V/H 22 COURT V/H 23 LEGAL PLAN 24 EMPLOYEE LIFE 65-69 27 CHILD LIFE 26 COURT V/H 29 SPOUSE LIFE 65-69 30 SHORT TERM DISABILITY 31 UENDOR 003129 32 UENDOR 000524 33 UENDOR 00336 35 NON TAX INSURANCE 44 GTL INP INCOME 60 ANNUTY3 61 ANNUTY4	- N
62 ANNUITY5 Ded Annuity Company Annuity # 1 / 01 2 GWN SECURITIES Annuity # 2 / 02 Annuity # 3 / 00 Annuity # 4 / 61 Annuity # 5 / 62 Hode changed to update	Section 125 <u>Y</u> 3500 % of Gross
	esQ 08.01.00
rs ratio ratio real production of the real pr	Gar

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

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Step	Action
8	 If the employee participates in an annuity(ies): Enter the code, or select the Drop-down selection icon
9	Verify CU (Credit Union) field has defaulted correctly, where appropriate. When entering a deduction amount in the Credit Union field, make an entry in the credit union field.
10	 Verify SEC125 (Section 125 – Cafeteria Plan, Non-Taxable Benefit) field has defaulted correctly. 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.
11	Select (Enter).

Save).
ı will
elect
at
Cl

	□ PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND	
	Status Active Update/Display Deduction Adjustments PAYADJ1	
	Employee 88994 ACCIDENTALLYFELL, AMMILIA X Class 04 Loc 8012 SSN 999-08-8994 Work-Loc 8012	
	Empir (Y/N) 00 Fringe <u>.00</u> 01 First Annuity N	
	02 SECOND ANNUTY 03 FED W/H TAX N 04 GA INCOME TAX N 08 NO COUERAGE -CLAS	
	09 NO COVERAGE -CERT 10 GHI NON-CERTIFIED 11 Ghi certified 12 employee_ad&d 75-79 2x	
	13 DEPENDENT CARE SPENDIN 14 DENTAL INDENNITY 15 Admin Fee - After Tax 16 Admin Fee - Before Tax	
	17 HLTH CARE SPEND_GENERA 19 HEALTH CARE SPEND_LIWI N 20 Long term care - 75000 N 21 court W/H	
	22 COURT W/H 23 LEGAL PLAN 24 EMPLOYEE LIFE 65-69 27 CHILD LIFE 7.50 N	
	28 COURT W/H 29 SPOUSE LIFE 65-69 N 30 Short term disability 31 Vendor 003129 N	
	32 UENDOR 000524 33 UENDOR 003536 35 Non Tax insurance 44 GTL imp income N	
	60 ANNUITY3 61 ANNUITY4	
	Ded Annuity Company	
	Annuity # 1 / 01 2 GWN SECURITIES 0.0500 % 0F GP055	
	Annuity # 3 / 00 Annuity # 4 / 61	
	Minimuty # 5 / 02 Data saved. Data ol ol ol col col col col col col col co	
	www p ₁ ▶ ★ p ₂ ♥ ★ p ₃ ⊕ mile p ₅ [27] p ₅ [28] p ₅ [27] p ₅ [28] p ₅ 66 ² p ₉ 1 ² p ₁₀ [27] p ₁	
		1
Step	Action	
13	Verify "Data saved." displays, and select $\mathbf{F15} = \mathbf{F16}$	Exit) to return to the
	Undate/Display Deduction Adjustments Select Employee screen	,
	opulie/Dispilly Deduction Aujustments – Select Employee Sciecii.	
	Where appropriate, select an icon to access additional information	for the employee, for
	arample Personnal Deduction Gross Data Withholding Data atc	1 2 / 5
1	β example, I ersonnel, Deduction, Oross Data, withholding Data, etc.	•

The following screen displays:

Step 14

DCG Dis	st=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS	C:\SECOND	- BX
	Update/Display Deduction Adjustments Select Employee	PAYFIND	
Filter no	at active	Current Order Name	
	Input:		
Fkey Nar 1 ACC	ne Empno SSN Lo Cidentallyfell, Ammilia X 88994 999-08-8994 80	oc Cls Cert Stat 112 4 C A	
	Innut Employee Number or Name or SSN	- Proce Entor Kou	
	PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose from Selection Above	Tress Litter key	
ENTER F1	F2 F3 F4 F5 F6 F7 F8 F9 F0 T	Help 08.	82.88
Action			
4			
Select FIG (F16	-Exit) to return to the Pa	yroll System – Pay	vroll Update Meni

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Payroll System FKey Payroll Update Menu 	PAYUPDTP
FKey Payroll Update Henu Image: Constraint of the state of the s	
 Add New Employee Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data 	
Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data	
3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data	
4 Update/Display Gross Data 5 Update/Display Withholding Data	
5 Update/Display Withholding Data	
5 Update/Display Current Leave Usage Data	
7 Update/Display YTD/Fiscal Data	
8 Update/Display Deduction Adjustments	
3 Update/Display FICA/Medicare Adjustments	
Update/Display Garnishment vendor Data	
11 Add Earnings History Record	
12 Update/Display Earnings History / Transfer Gross Earnings	
13 Print Earnings History	
14 Calculate and Display An Employee's Pay	
15 Delete Employee	
17 Update/Display Leave YTD/Balance Data	
18 Detailed Pay Stub - Employee Message	
Master Userlist	10.01.00

Step	Action
15	Select FIG -Exit) to return to the Payroll System Master Menu, or select
	(Master) to return to the Business Applications Master Menu.

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Procedure H: Updating/Displaying FICA/Medicare Adjustments

	PCG Dist=8991	Rel=08.01.00	04/22/2008	CJD 001 Payroll	C:\DEVSYS System	C:\SECOND	- BX Paymeeee
	FKey 1 - 2 - 3 - 5 - 8 - 9 - 10 - 11 - 12 - 13 - 20 -	 Payroll Setup Payroll Updat Payroll Check Monthly/Quar Employee Re Update/Displ Check Recons Update/Displ Special Funct File Reorgani 	Menu e Menu & Direct Dep terly/Annual/I ports/Labels ay Descriptio ary Menu ililation Menta y Payroll Mo ions Menu zation	Haster Haster Fiscal Repu Menu MDeduction J	- Henu hrts Menu h/Annuity Me	nu	
Mast Fie	er ^{Ilse} list ⊐ (PS) ^{Wor} dS _{Mo}	AY VEND					07.03.00

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

The following screen displays:

	PCG Dist=8991	Rel=10.04.01	01/24/2011	DOD 002	SV C:\DEVSYS	C:\SECO 🗗 🗙
			Payroll S	ystem		PAYUPDTP
	FKey		Payroll Upd	ate Menu		
	Add Add	New Employee				
	2 Upr 3 Upr 4 Upr 5 Upr 7 Upr 8 Upr 9 Upr 9 Upr	late/Display Persor Jate/Display Deduct Jate/Display Gross Jate/Display Withhot Jate/Display Curren Jate/Display YTD/F1 Jate/Display Deduct Jate/Display FICA/M	nnel Data tion Data Data Diding Data t Leave Usage Da iscal Data tion Adjustments ledicare Adjustme	ita ints		
	11 Add 12 Upo 13 Prin	I Earnings History F late/Display Earnin ht Earnings History	Record gs History / Trans	a sfer Gross Ear	nings	
	14 Cal 15 Del 17 Upo 18 Det	culate and Display. ete Employee jate/Display Leave ailed Pay Stub - Em	An Employee's P YTD/Balance Dat ployee Message	a a		
Maste F16	, User _{list} I III Vor B PAY M					10.01.00

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

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Step

3

	DCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND		
	Display FICA/Medicare Adjustments PAYFIND Select Employee		
	Filter not active Current Order Name		
	Input:		
	FKey Name Empno SSN Loc UIS Cert Stat		
	Input Employee Number or Name or SSN - Press Enter Key PF16 to Exit, PF18 Clear employee filter PF1-0 = Chocce From Salarting Aboue		
	Image: Non-State F3 F4 F5 F6 F7 F8 F9 po T prs.Q. ref re	88.02.00	
Action			
Enter the en	nployee number or the SSN in the Input field,	select (Enter), and proceed	d
to Step 5.			
If the emplo	vee number and the SSN are unknown enter th	he employee's complete or partial	
name in the	Name field or Social Security Number in the	SSN field and select Enter	
Entoning a	nume field, or social security number in the	bliv jiela, and select Enler.	
Entering a c	complete or partial name in the Name field disp	plays the results most closely	
matching th	e search criteria entered. Proceed to Step 4.		

Step

4

	PCG Dist=8991 Rel=08.01.00 05/20/200	08 CJD 001 C:\DEVSYS C:\SECOND	_ 8 ×	
	Display FICA/I Select	Medicare Adjustments PAYFIND Employee		
	Filter not active	Current Order Name		
	Current Frey Mame ACCIDENTALLYFELL, AMMILIA X ACCIDENTALLYFELL, AMMILIA X ACCIDENTALLYFELL, AMMILIA X ACCIDINTEST, ABIGAL ADAMS, ADAM ADADEWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ADDEDWRONG, ALYSSA ALITHUMBS, ALBERTA	Empino SSN Loc C1s Cert Stat 88194 993-08-8934 8012 7 N I 88934 993-08-8934 8012 7 N I 88934 993-08-8934 8012 7 N I 88934 993-08-8936 8012 7 N A 89301 993-08-8936 193 4 C T 89308 993-08-3808 193 4 C A 5010 993-08-3808 193 4 C T 89410 993-08-370 193 4 C T 88972 993-08-8472 193 12 N A 89423 993-08-3423 202 4 C A 89423 993-08-3423 202 4 C A		
	PFKEY = Record Fa or PgUp/FgDn = PF16-new search, PF PF1-9 = Choose fro Order changed to Alpha ONE F1 F2 F3 F4 F5 F6 F7 rw F1 F2 F3 F4 F5 F6 F7	ound Above Previous/Next 10 Records F18-Clear Employee Filter on Selection Above 7 F8 F9 ro 7 Holp re Co.	08.02.00	
Action				
Select Enter	(Enter) or select the	e Function key correspon	ding to the employee's	s record,
To sort by N	ame: Select Name	(Name).		
To sort by E	mployee Number: Se	elect Empno (Empno).		
To sort by S	ocial Security Numbe	er: Select <u>SSN</u> (SSN).		
To scroll be	ween pages: Select i	the PgUp/PgDn keys on th	he computer's keyboar	d or select
either 📴	(Page Up) or FGDN	(Page Down).		

			H/Medicare Hojustment	5	PAYADJ2
	Enploye	ee 88994 - ACCIDE	ENTALLYFELL, AMMILIA X		
SSN 99	9-08-8994		Werk-Lec 8012		
FICA/M	edicare flag is cu	rrently set to: Y	i i i i i i i i i i i i i i i i i i i		
FICA/M Dasdi Hi	edicare Adjustment GROSS An GROSS An	: mt. i	in Fund/Fisc		
Pensio	n Adjustment: Pension adjustme	ents are now acco	omplished with a Gross	Type 'Z'	
	on the Gross Dat	ta screen (PAY07)).		
Diff∰ _{F1} ► X _{F2}	• \$, 6 , 6 , 6		0 75 Y 70 0 70 0	15 Q.	07 . 03 . C

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

The following screen displays:

DCC Dist_8991 Pol_08 01 00	05/28/2008	C ID 001 C•\		COND	
Status Active	Update/Displ	ay FICA/Medi	care Adjust	ments	PAYADJ2
Emp 1		ACCIDENTALLS		10 Y	
Copi	uyee 00774	RECIPLIFIEL	rece, manie		
SSN 999-08-8994			Work-Loc 80	112	
FICA/Medicare flag is currently set to: Y					
FICA/Medicare Adjustme OASDI GROSS <u>-00</u> HI GROSS <u></u>	nt: Amt Amt	in Fund	/Fisc	-	
Pension Adjustment: Pension adjus on the Gross	tments are no Data screen (w accomplis PAY07).	ed with a G	ross Type 'Z'	
Mode changed to update	-				87 80 88
		F8 🖬 F9 66 F10	F11 F12	FIS CA	07.03.00
P16 7 17 24 17 18 1	Per Ded	Girs W/H L	Ytd Help	Adj HUA Gar	

Step	Action
6	Verify " <i>Mode changed to update</i> " displays, and enter the adjusted amount in the FICA/Medicare Adjustment: OASDI Gross field.
	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. <i>When entering an amount in this field, an entry is also required in Step 7.</i>

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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: <i>Refer to Procedure C: Updating/Displaying Gross Data for instructions.</i>
12	Select Enter).

PCG Dist=8991 Rel= Status Active	08.01.00 05/28/2008 Update/Displ	CJD 001 C:\DEVSYS ay FICA/Hedicare	C:\SECOND Adjustments		PAYADJ2
	Employee 88994 -	ACCIDENTALLYFELL,	AMMILIA X		
SSN 999-08-8994		Work-	Loc 8012		
FICA/Medicare f]	lag is currently set	to: Y			
FICA/Medicare Ac OASDI GROSS <u>15.3</u> HI GROSS	1justment: <u>39 </u>	<u>39</u> in Fund/Fisc 39	<u>100</u> _		
Pension Adjustme Pensior on the	ent: 1 adjustments are no Gross Data screen (w accomplished wi PAY07).	th a Gross Ty	jpe 'Z'	
Jalidations massed. Sa	ave nour channes.				
<mark>Validations passed. Sa</mark>	ave your changes.	18 🖬 F9 60° F10 🍸 F11 [F12	FIS	07.03.00

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

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Status Active	Update/Display FICA/Hedicare Adjustments	PAYADJ2
En	nployee 88994 - ACCIDENTALLYFELL, AMMILIA X	
SSN 999-08-8994	Work-Loc 8012	
FICA/Medicare flag i	is currently set to: Y	
FICA/Medicare Adjust OASDI GROSS <u>15.39</u> HI GROSS <u>15.3</u>	:ment: Amt <u>7.39</u> in Fund/Fisc <u>100</u> 19_ Amt <u>7.39</u>	
Pension Adjustment: Pension adj on the Gros	ustments are now accomplished with a Gross Type 'Z'	
on the aros		
Data saved		
		07.03.00
and the supervised states in the supervised states and states	Per Ded Grs W/H LV ftd Help Adj FICA Gar	

Step	
14	Verify "Data saved" displays, and select $\mathbf{F16} - \mathbf{Exit}$ (F16 – Exit) to return to the
	Update/Display FICA/Medicare/Pension Adjustments – Select Employee screen.

The following screen displays:

04

Step

15

	PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND		
	Display FICA/Medicare Adjustments PAYFIND Select Employee		
	Filter not active Current Order Name		
	Input:		
	Fkey Name Empno SSN Loc C1s Cert Stat 1 ACCIDENTALLYFELL, AMMILIA X 88994 999-08-8994 8012 4 C A		
	Innut Employee Number or Name or SSN - Press Enter Key		
	PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose from Selection Above		
Di la constante da	M [™] F1 F2 F3 F4 F5 F6 F7 F8 F9 r9 T	08.02.00	
Action			
4			
Select F15	$(\mathbf{F16} - \mathbf{Exit})$ to return to the <i>Payroll System – I</i>	Payroll Update Menu.	

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P (CG Dist=8991 Re	el=10.04.01	01/24/2011	DOD 002	SV	C:\DEVSYS	C:\SECO
			Payroll	System		·	PAYUPDTP
	FKey		Payroll Up	date Menu			
		- ·					
	Add Nev	v Employee					
	2 Update/	Display Personn	el Data				
	3 Update/	Display Deductio	n Data				
	4 Update/	Display Gross D	ata				
	5 Update/	Display Withhold	ling Data				
	6 Update/	Display Current I	Leave Usage D	ata			
	B Update/	Display Y ID/Fisi	cal Data				
	9 Undate/	Display ElCAlMe	dicare Adjustm	ente			
	10 Undate/	Display Garnish	nent Vendor Da	ita			
	11 Add Ear	nings History Re	cord				
	12 Update/	Display Earnings	History / Tran	sfer Gross Ea	rnings		
	13 Print Ea	rnings History					
	TA Coloria	d Dil A-					
	15 Calculat	e allu Dispiay Al Employee	i Employee's F	ay			
	17 Undated	Display Leave Y	TD/Balance Da	ta			
	18 Detailed	Pay Stub - Emp	oyee Message				
laster ^{Use}	"list						10.01.00
st 🗘 🗣	IVONITOR WONITOR						

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

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Procedure I: Updating/Displaying Garnishment Vendor Data



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

The following screen displays:

Step

2

	PCG Dist=8991	Rel=10.04.01	01/24/2011 Payroll S	DOD 002 ystem	SV C:\DEVSYS	C:\SECO
	FKey		Payroll Upd	ate Menu		
	Add Add	New Employee				
	2 Upd	ate/Display Person	nel Data			
	3 Upd 4 Upd	ate/Display Deduct ate/Display Gross	tion Data Data			
	5 Upd	ate/Display Withho	Iding Data			
	6 Upd 7 Upd	ate/Display Curren ate/Display YTD/Fi	t Leave Usage Da scal Data	ita		
	8 Upd	ate/Display Deduct	tion Adjustments			
	9 Upd 10 Upd	ate/Display FICA/M ate/Display Garnis	edicare Adjustme hment Vendor Da	nts Ia		
	12 Upd 13 Prin 14 Calo	ate/Display Earning t Earnings History sulate and Display (gs History / Trans An Employee's Pa	ifer Gross Earn ay	ings	
	15 Del 17 Upd	ite Employee ate/Display Leave	YTD/Balance Dat	а		
	18 Det	iled Pay Stub - Em	ployee Message			
Maste	# ^{User} list					10.01.00
F16	CIES WORLD MONITOR	END				
ction						
elect 10	— (F10 - U	pdate/Dist	plav Garı	nishmen	t Vendor	Data).

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Step

3

	PCG Dist-8991 Rel-08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND Update/Display Garnishnent Vendor Data PAYFIND	
	Seiect Employee Current Order	
	Filter not active Name	
	Fkey Name Empno SSH Loc C1s Cert Stat	
	Input Employee Number or Name or SSH – Press Enter Key PF16 to Exit, PF18 Slear employee filter PF1-9 = Choose from Selection Aboue	
	Image: Proceeding of the state of	08.02.00
Action		
Action		
Enter the er	nployee number or the SSN in the Input field.	select (Enter), and proceed
to Step 5.	······································	,
If the emplo	wee number and the SSN are unknown. enter t	the emplovee's complete or partial
name in the	Name field, or Social Security Number in the	SSN field, and select Enter.
Entering a c	complete or partial name in the Name field dis	splays the results most closely
matching th	e search criteria entered. Proceed to Step 4.	

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		PCG Dist=8991 Rel=08.01.00 05/20/	2008 CJD 001 C:\DE	VSYS C:\S	SECOND		- 8 X		
		Update/Displ Sel	ay Garnishment Vend ect Employee	lor Data		PAYFIND			
		Filter not active			Cur	rent Order			
		Current			Na	me			
		Fkey Name Enter ACCIDENTALLYFELL, AMMILIA X	Empno 55N 89189 999-08-89	Loc 94 8012	Cls Ce 7	rt Stat N I			
		1 ACCIDENTALLYFELL, AMMILIA X	88994 999-08-89	94 8012	4	C A			
		2 ACEDTHETEST, ABIGAIL	89311 999-08-93	11 193	6	N A			
		4 ADDEDWBONG ALYSSA	89368 999-08-30	81 193 68 6195	4				
		5 ADDEDWRONG, ALYSSA	501 999-08-93	68 193	4	C A			
		6 ADDISON, ADDIE	89410 999-08-94	10 193	4	СТ			
		7 ALBERTSON, ALBERT	88972 999-08-89	72 193	12	N A			
		ALGURYTHEM, ANNIE ALLTHUMRS ALBERTA	89423 999-08-94	23 202	4				
			00021 000 00 00	21 100	•				
		PFKEY = Record or Palln/PaDn	Found Above = Previous/Next 18	Records					
		PF16-new search,	PF18-Clear Employe	e Filter					
		PF1-9 = Choose H	FROM SELECTION ADOV	e					
		Reday observed to Alaba							
		[™] F1 F2 F3 F4 F5 F6	F7 F8 F9 T	'		Q	08.02.00		
				He	lp	F10 - 4			
		in the state of th							
Ston	Action								
step	ACTON								
			T (*				11	1 ,	1
4	Select Enter	(Enter) or select th	ne Functio	n ke	y co	rrespoi	iding to the	employee's re	ecord,
	E	ENTER /			-	-	-		
	and select	(Enter)							
	To cout by A	James Salaat Name	(Marra)						
		vame: Seleci	(<i>Ivame</i>).						
	To gout has L	Zumlanaa Numban.		nn	(F				
		Employee Number. S			(Em)	<i>pno</i>).			
			C 1	C	Chi				
	10 sort by S	social Security Numb	per: Select	J .	JN	(33N)			
	T 111			/n -			.1	, , , , ,	1.
	To scroll be	etween pages: Select	the PgUp	/PgL)n ke	eys on t	the compute	er's keyboard o	or select
	• 1			D					
	either <u>ruur</u>	(Page Up) or <u>Fun</u>	🗀 (Page I	Dowi	n).				

PCG Dist= Status Active	8991 Rel=08.01.00) 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND Update/Display Garnishment Vendor Data	PAYDM381
	Employee: 8	8994 ACCIDENTALLYFELL, AMMILIA X	
Ded Code	Descriptio	n Vendor Number Vendor Name	
22	COURT W/H	x	
NOTE: *	= Available fo	r deletion - Garnishment(s) not in payroll.	
		T F5 TH F7 TT F8 H F9 66' F9 T F1 F F1 C F	87.83.80
P16 P17 - P18	ľ 📃	Per Ded Grs W/H Lv Ytd Help Adj FICA Gar	

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	Verify Employee, Ded Code Description , and Vendor Name fields have defaulted correctly. <i>PCGenesis automatically defaults these entries based on the entries in the employee's</i> <i>Deduction record and the Financial Accounting and Reporting (FAR) system's VENDOR</i> <i>file. Refer to Procedure B: Updating/Displaying Deduction Data for the instructions to</i> <i>modify these fields' entries.</i>
6	Enter the vendor's number or select the Drop-down selection icon \checkmark in the Vendor Number field to select the vendor's information from the <i>PCG Select Value dialog box</i> . When the Update/Display Garnishment Vendor screen redisplays with the vendor's information populated within the field, proceed to Step 7. 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. 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. Do not delete a garnishment vendor until W2 processing is complete for the current year.
7	Select (Enter).

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	DCG Dist=89	991 Rel=08.01.00 05/2	8/2008 CJD 001 C:\	DEVSYS C:\SECOND	_ BX		
	Status Active	Updat	e/Display Garnishm	ent Vendor Data	PAYDM301		
		Employee: 88994	ACCIDENTALLYFELL,	AMMILIA X			
	Ded Code	Description	Vendor Number	Vendor Name			
	22	COURT W/H	<u>3175</u>	VENDOR 003175			
	NOTE: *	= Available for dele	tion - Garnishment	(s) not in payroll.			
	Validations parts	ssed. Save your chan	qes.		87.83.88		
	₩ F1 K F2 K	Per Per	Ded Grs W/H L	Lv Ytd Help Adj FICA Ga	ar		
		<u></u>			I		
Action							
Verify "Val	lidations	passed. S	ave your	changes." dis	plays and sel	ect 🖪 🗖	(F8 – Save

The following screen displays:

changes).

Step

8

atus Active	e Up	date/Display Garnishne	ent Vendor Data	PAYDH301
	Employee: 8899	4 ACCIDENTALLYFELL, F	INNILIA X	
Ded Code	Description	Vendor Number	Vendor Name	
22	COURT W/H	3175 💌	ENDOR 003175	
NOTE -	x - Quailable for d	alatian - Cornichment/	c) pot in pouroll	
HOTE.	< - HVAITADIE TUT U	erecton - darnisiment(s) not in payroii.	
ta saved ₩>X	1 8 - 4 - 11 - 11		T = 1 B = 10 H	67.03.00

Step	Action
9	Verify <i>Data saved</i> " displays, and select $\mathbf{F16} - \text{Exit}$ (F16 – Exit) to return to the <i>Update/Display Garnishment Vendor Data – Select Employee</i> screen.

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PCG Dist=8991 Rel=08.01.00 05/28/2008 CJD 001 C:\DEVSYS C:\SECOND
Update/Display Garnishment Vendor Data PAYFIND Select Employee
Filter not active Name
Input:
Fkey Name Empno SSN Loc C1s C1s C1 1 ACCIDENTALLYFELL, AMMILIA X 88994 999-08-8994 8012 4 C A
Input Employee Number or Name or SSN - Press Enter Key PF16 to Exit, PF18 Clear employee filter PF1-9 = Choose From Selection Above
Sten Action

The following screen displays:

FKey Payroll Update Henu Image: Provide the state of th
 - Add New Employee - Update/Display Personnel Data Update/Display Deduction Data Update/Display Gross Data Update/Display Withholding Data Update/Display Withplating Data Update/Display YTD/Fiscal Data Update/Display YDD/Fiscal Data Update/Display Deduction Adjustments
 2 Update/Display Personnel Data 3 Update/Display Deduction Data 4 Update/Display Gross Data 5 Update/Display Withholding Data 6 Update/Display Current Leave Usage Data 7 Update/Display YTD/Fiscal Data 8 Update/Display Deduction Adjustments 9 Update/Display Deduction Adjustments
 - Update/Display FLCA/Medicare Adjustments - Update/Display Garnishment Vendor Data - Add Earnings History Record - Update/Display Earnings History / Transfer Gross Earnings - Calculate and Display An Employee's Pay - Calculate Employee - Update/Display Leave YTD/Balance Data
Detailed Pay Stub - Employee Message
Masker More and and an
Step Action

Drep	
11	Select FIG -Exit) to return to the Payroll System Master Menu, or select
	(Master) to return to the Business Applications Master Menu.

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