Dr. John D. Barge, State School Superintendent

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011	Section B: Payroll Update Processing

[Topic 5: Earnings History Processing, V2.9]

Revision History

Date	Version	Description	Author
10/11/2011	2.9	11.03.00 – Add screen print option to earnings history screens.	D. Ochala
03/31/2011	2.8	11.01.00 – Added *YTD Employer Benefits Register from Earnings History* report.	D. Ochala
01/31/2011	2.7	10.04.01 – Update employer OASDI and HI amounts on earnings history screens.	D. Ochala
06/30/2010	2.6	10.02.00 – Update State Marital Status Indicator. Add *Employee Earnings History Transfer Audit Trail Report.*	D. Ochala
03/29/2010	2.5	10.01.00 – Updated *Printing the YTD Earnings Registers* information and instructions.	D. Ochala
06/17/2009	2.4	09.02.00 – Added multiple ACH processing information and instructions.	C. W. Jones
04/01/2009	2.3	09.01.00 – Added CPI ethnicity code change information and *Earnings History Detail Report* screenshot examples.	C. W. Jones
05/29/2008	2.2	08.02.00 – Added updated *Select Employee* screen, *Summary by Class Report* sort, and *Exceptions Report* FICA agreement information and instructions.	C. W. Jones
03/25/2008	2.1	08.01.00 – Added *Annuity 3 – Annuity 5* information, and *Chk Bank, Chk No.*, and *DD Bank* field Drop-down selection icon instructions, and screenshot examples.	C. W. Jones
09/27/2007	2.0	07.03.00 – Added EE pension field entry removal information and screenshot information and instructions.	C. W. Jones

Table of Contents

Overview

PCGenesis users may access earnings history information from either of the following menus:

- **Payroll System – Payroll Update Menu:** Add, update, display, and print earnings history information, and transfer gross salary information features are available from this menu.

- **Payroll System – Earnings History Menu:** Add, update, display, and print earnings history information, and transfer gross salary information features are available from this menu. The *Earnings History Menu* also allows the *Earnings History Registers* to be printed.

Processing earnings history information includes the following record types and procedures:

Control (**C**) **Record:** The *Control (C)* earning history record contains the employee's name, address, payroll location code, and Social Security Number (SSN). This record must exist before adding any other earnings history information for the employee. PCGenesis automatically creates a *Control (C)* record for all *active* employees when performing *F13 – Update Earnings History with Current Pay*. PCGenesis automatically updates the employee's *Control (C)* record when changes are made to an employee's personnel information such as a name change via the *Update/Display Personnel Data* screen.

Issued Check (**I**) **Record:** To comply with Teacher Retirement System (TRS) reporting requirements, PCGenesis allows edits to the *Retirement Svc Credit (Retr svc credit)* and *Period End* fields for *Payroll Check (C), Voided (V),* and *Manual Check (M)* earnings history information.

Adjustment (**A**) **Record:** Adding an earnings history *Adjustment (A)* record creates earnings history information. *Adjustment (A)* earnings history records serve as *audit trails* for the state's Department of Audits. These *audit trails* identify how earnings history records were created. Adjustment records also modify employees' *W-2* information and determine the information reported to the Social Security Administration (SSA) and to the Internal Revenue Service (IRS).

When entering a prior year's *Adjustment (A)* record, that year's *Payroll Schedules* must still exist in PCGenesis. If nonexistent, add the *Payroll Schedules*. Refer to *Section I*: *Special Functions, Topic 1*: *Pay Schedule Processing* for instructions.

W-2 Adjustment (**W**) **Record:** The *Add Earnings History Record* and *Display/Update Earnings History Record and/or Transfer Gross Earning*s features include the ability to add and to update the *W-2 Adjustment (W)* record.

The *W-2 Adjustment* record allows the entry and/or modification to the W-2 statement's accumulated dollar amounts. For example, entries may be made to enter deceased employee W-2 information, to add employee moving expense information, to record uncollected Medicare and elective deferral items, and to record information that the normal PCGenesis payroll process does not capture. The *W-2 Adjustment* record also creates optional *Box 14* items such as employer matching pension plan contributions for W-2 printing. Note that the only effect of *W-2 Adjustment* record is to modify the contents of W-2 Statement boxes.

Non-Taxable (**N**)/**Taxable** (**T**) **Third Party Sick Pay Records:** The *Non-Taxable* and *Taxable Third Party Sick Pay* earnings history records are included on the employee's *W-2*, and serve as *audit trails* for the Department of Audits. *If a Third Party Sick Pay record is present, PCGenesis selects the Box 13 Third Party Sick Pay check box on the employee's W-2 Statement.*

Navigation: The *Update/Display* and *Transfer Earnings* feature allows the selection of navigation icons in the same manner as other PCGenesis payroll programs. The navigation features allow users to page forward ▣ (**F11** – Next History Record) and page backward ◀ (**F12** – Prev History Record) through an employee's earnings history information.

Update/Display an Earning History Record/Transfer Gross Earnings

Earnings History Transfers: The *Transfer* option allows the transfer of employees' gross salary information to a different account number to correct accounting information.

The following processing guidelines apply to transferring employees' earnings history:

- Review the earnings history record from which the funds will transfer <u>before</u> the transfer of gross salaries between funds occurs.

- PCGenesis calculates amounts based on the current year's tax tables. When transferring prior year's earnings validate and adjust the employer's share of the Old Age Survivor's Disability Insurance (OASDI), Health Insurance (HI), Teacher Retirement System (TRS), and/or Georgia Health Insurance (GHI) calculations adjusted accordingly.

- <u>Source Accounts</u>: If there is more than one *Source* account, the *Earnings History Transfer* function will display the first account, and will allow scrolling through the *Source* account numbers using ▲ (**F6** – Previous from Account) and ▼ (**F7** – Next from Account).

- Note that an *Earnings History Transfer Audit Trail Report* is available in the PCGenesis print queue after the earnings history transfer is complete.

- When PCGenesis is unable to post the earnings history transfer information to the General Ledger, the following message displays: *"System unable to update the General Ledger. Unknown Fund Balance Code XXXX. Partial postings may have occurred and a restore is necessary. Please contact the Help Desk for assistance. Enter to continue."* In this instance, contact the Technology Management Customer Support Center immediately. <u>Do</u> <u>not</u> <u>continue</u> <u>processing!</u>

Account Number 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> <u>System Operations Guide</u>, *Section A*: *Budget Account Master Processing* for instructions.

Payroll/Annuity Codes: All description codes and annuity company information must exist in the payroll *Description* 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 corresponding annuity control code before entering the information for employees. Refer to *Section F*: *Payroll Description/Deduction/Annuity File Processing* for instructions.

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 Processing, Topic 3*: *Update/Display Personnel Information* for instructions.

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

Earnings History Report Processing

Employee's Earnings History Report: The *Payroll Earnings History Detail Report* lists earnings history information for an individual employee or for all employees. When generated for all employees, the results display by employee name or by employee number. The *Earnings History Print* program prints all earnings history records allowing for an analysis of W-2 processing issues

The *Payroll Earnings History Detail Report* also includes *W-2 Adjustment* record history information. A separate section for the *"W-2 History Period Covered"* provides the *Check Date*, and two (2) lines of *Box/Item* adjustments for each earnings history record. A separate section for the *"YTD W-2 Adjustment Period"* will print the year-to-date *W-2 Adjustment* record totals for the affected employees. The *"YTD W-2 Adjustment Period"* section provides the box, item, label, and description from the *Alpha Description File,* as well as the year-to-date accumulation of *W-2 Adjustment* record dollar amounts. *D1. Employee Earnings History Report – Example* provides an example of this report.

Year-to-Date Earnings Registers: The *Year-to-Date (YTD) Earnings Registers* lists year-to-date earnings information in employee summary or account detail format. Print the *Registers* for a specific pay class, a specific employee, or for all employees. When printed for all employees, the report can be sorted by employee name or by employee name within pay class. Users may also request the *Detail by Account* format to print all accounts, or may print the results for a specific account. This format also includes *Third Party Sick Pay* results. When generated in the *Summary by Employee* format, the report checks that the employee OASDI and HI amounts taken match the amounts calculated by the report program. The report program multiplies the gross salary by the employee contribution percentages. If the calculated percentages become disproportionate to the actual amounts taken, an error message displays. When this occurs, review and correct the discrepancy.

Included within the *Employee Register* is the *Earnings History Exceptions Report*. This report monitors manual and voided Payroll check processing, and is beneficial in the reconciliation of the *Quarterly 941 Report*. PCGenesis generates the *Earnings History Exceptions Report* when either of the following conditions exists:

- The transaction date is within the date range specified on the *Print Year-to-Date (YTD) Earnings Register*: *Summary by Employee* screen, but the check date is outside of the date range entered.
- The check date entered is within the date range specified on the *Print Year-to-Date (YTD) Earnings Register*: *Summary by Employee* screen, but the transaction date is outside of the date range entered.

The *Year-to-Date Earnings Register* contains a separate section entitled *"Earnings History Register for W-2 Adjustments"* to print the year-to-date *W-2 Adjustment* record totals for each employee. This section will print the year-to-date accumulation for each *Box/Item* combination. PCGenesis also prints year-to-date W-2 adjustment totals for each pay class when selecting the *"Name within Class"* sort option. Grand totals will also print for the year-to-date W-2 adjustments on the report.

PCGenesis prints an additional report, the *Earnings History Register for MM/DD/YY thru MM/DD/YY Error Report* to identify *FICA agreement* errors and earnings history exceptions. PCGenesis prints the report separately from the *Year-to-Date Earnings Register* to assist PCGenesis users in locating and correcting errors.

YTD Employer Benefits Register: The *Year-to-Date (YTD) Employer Benefits Register – Summary by Employee* summarizes the employer benefit amounts by employee based upon the earnings history records. The *Employer Benefits Registers* can be printed for a specific pay class, a specific employee, or for all employees. When printed for all employees, the report can be sorted by employee name or by employee name within pay class. The report checks that the employer OASDI and HI amounts taken match the amounts calculated by the report program. The report program multiplies the gross salary by the employer contribution percentages. If the calculated percentages become disproportionate to the actual amounts taken, an error message displays. When this occurs, review and correct the discrepancy.

PCGenesis prints an additional report, the *YTD Employer Benefits Register Error Report* to identify FICA agreement errors and earnings history exceptions. PCGenesis prints the report separately from the *Year-to-Date Employer Benefits Register* to assist PCGenesis users in locating and correcting errors.

Procedure A: Setting/Clearing Employee Search Criteria

Refer to Section B: Payroll Update Processing, Topic 1: Set/Clear Employee Search Criteria for instructions.

Procedure B: *Adding Earnings History Records*

Users assigned the Display Only (C) security access will not be able to perform this procedure.

B1. Adding a Control (C) Earnings History Record

Step	Action
1	From the *Business Applications Master Menu*, select ___2___ (**F2 -** Payroll System).

The following screen displays:
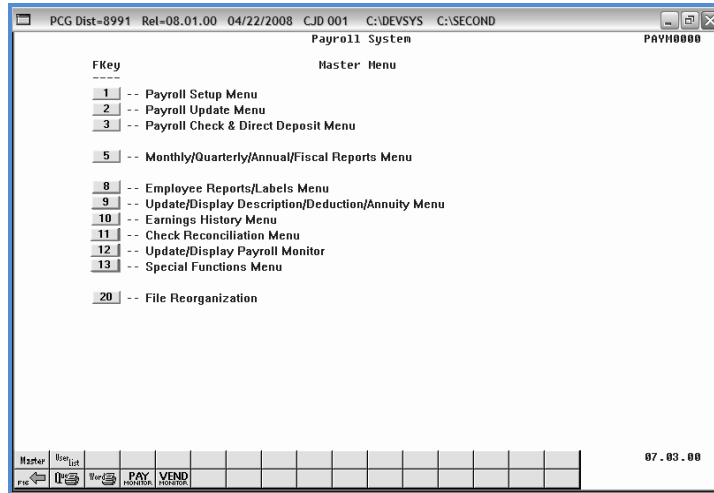
Step	Action
2	Select ___2___ (**F2** - Payroll Update Menu) or ___10___ (**F10** - Earnings History Menu).

For **Step 2-F2** selections, the following screen displays:
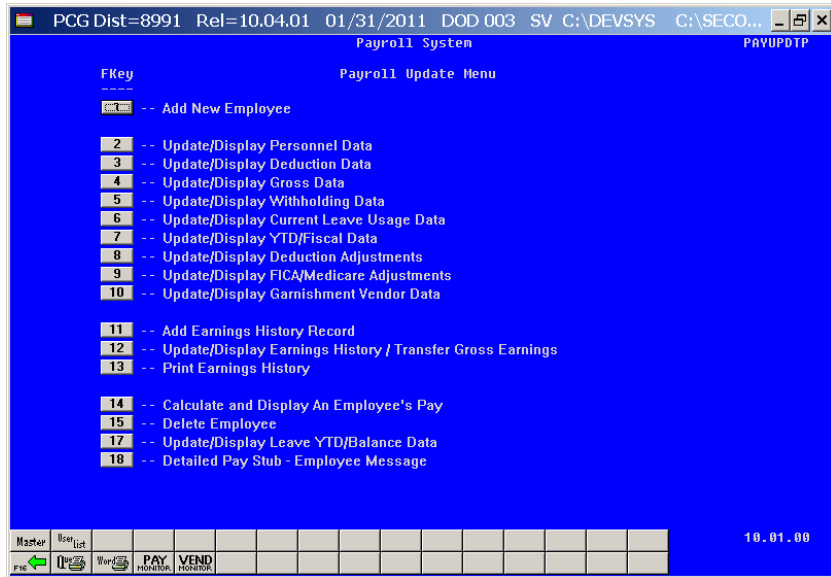
For **Step 2-F10** selections, the following screen displays:
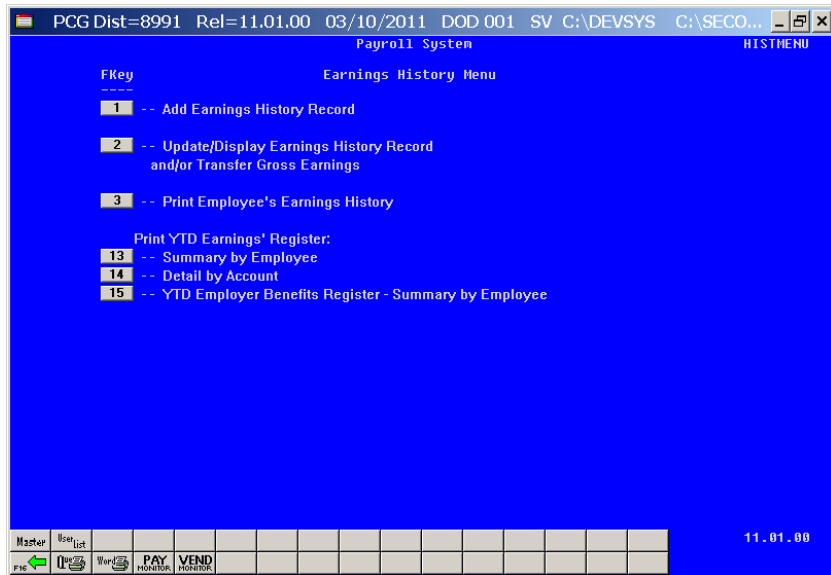
Step	Action
3	**For Step 2-F2 selections:** Select **11** (**F11 -** Add Earnings History Record).
	For Step 2-F10 selections: Select **1** (**F1 -** Add Earnings History Record).

The following screen displays:

Step	Action
4	Enter the employee number or the SSN in the **Input** field, select (Enter), and proceed to *Step 6*.
	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 5.

The following screen displays:

Step	Action
5	Select ![Enter] (**Enter**) or select the **Function key** corresponding to the employee's record, and select ![Enter ✓] (**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 ▲] (Page Up) or ![PGDN ▼] (Page Down).

The following screen displays:

Step	Action
6	Enter **C** (Control) in the **Enter New Record Type** field.
7	Select (**Enter**).

The following screen displays:
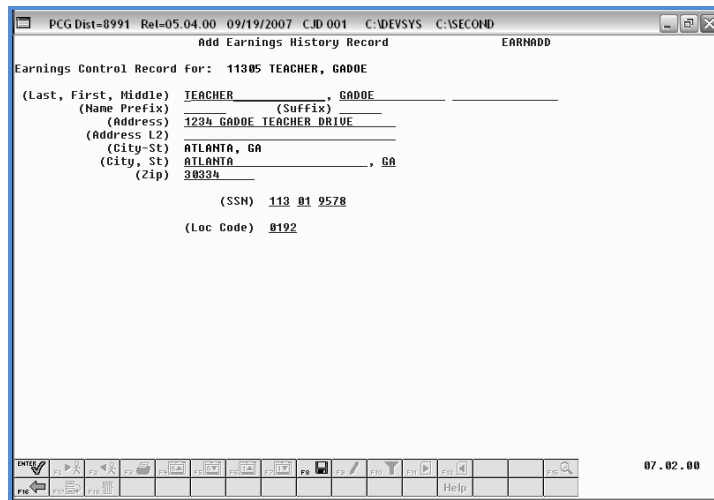
Step	Action
8	Enter the information in the fields, and select (**Enter**).

The following screen displays:
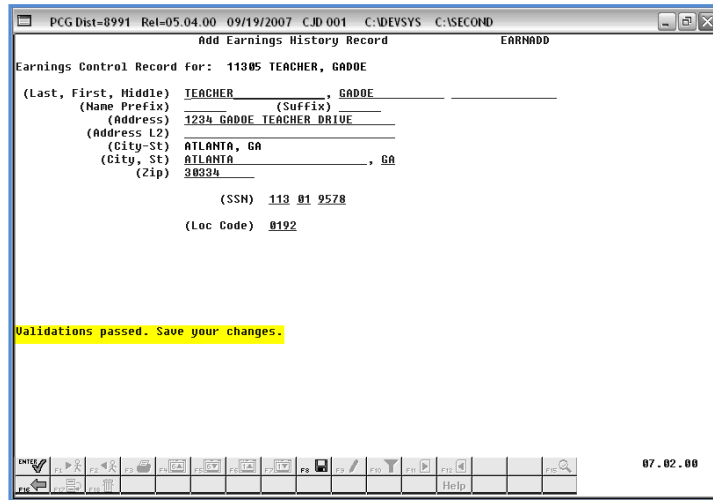
Step	Action
9	Verify *"Validations passed. Save your changes."* displays, and select (**F8** – Save changes).

The following dialog box displays:
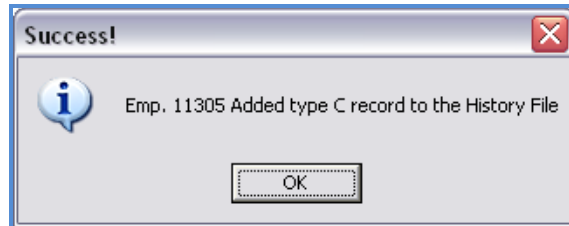
Step	Action
10	Select (**OK**).

The following screen displays:

Step	Action
11	Select ![F16] (**F16** – Exit) to return to the *Add Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
12	**F2:** Select ![F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.* **F10:** Select ![F16] (**F16** – Exit) to return to the *Payroll System – Earnings History Menu.*

For **Step 2-** ⬚**2** (**F2**) selections, the following screen displays:
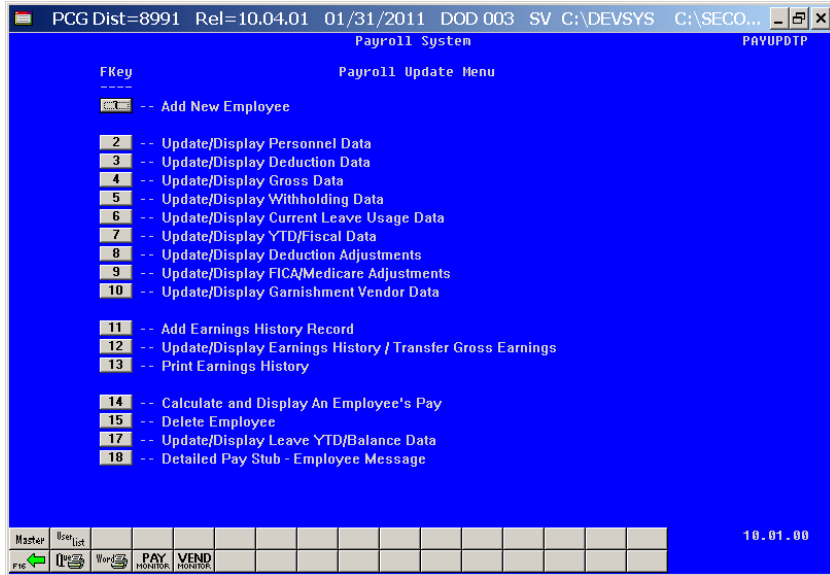
For **Step 2-** ⬚**10** (**F10**) selections, the following screen displays:
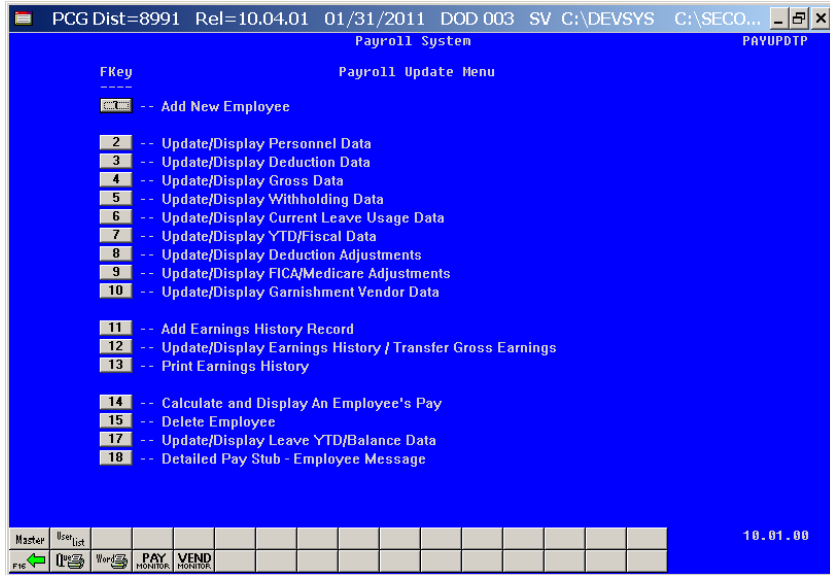

Step	Action
13	Select ⬚(**F16 -**Exit) to return to the *Payroll System Master Menu*, or select ⬚ (**Master**) to return to the *Business Applications Master Menu*.

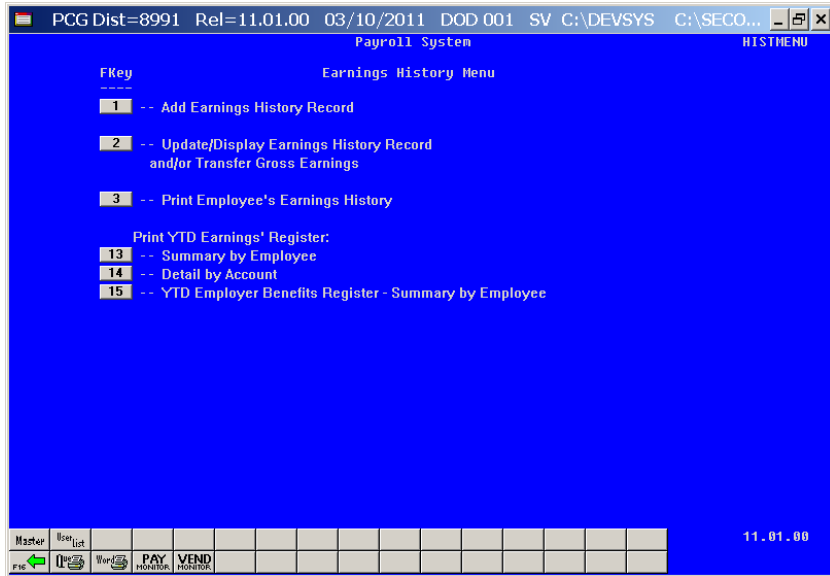# *B2. Adding an Adjustment (A) Earnings History Record*

Step	Action
1	Select ⬚ 2 (**F2** - Payroll Update Menu) or ⬚ 10 (**F10** - Earnings History Menu).

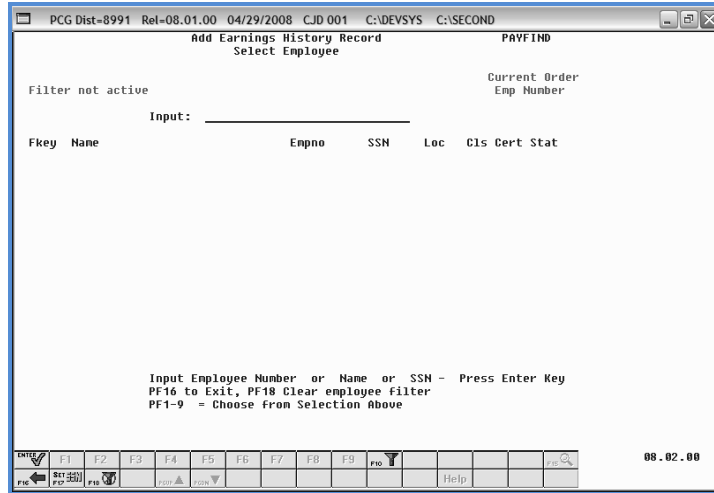For **Step 1-** 2 (**F2**) selections, the following screen displays:

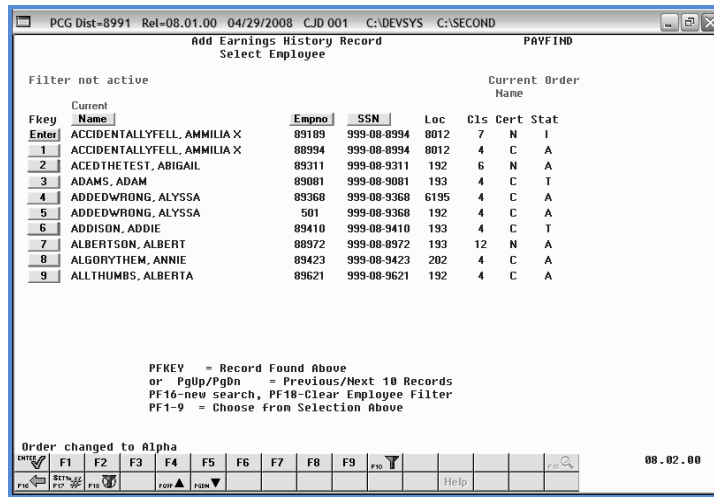For **Step 1-** 10 (**F10**) selections the following screen displays:

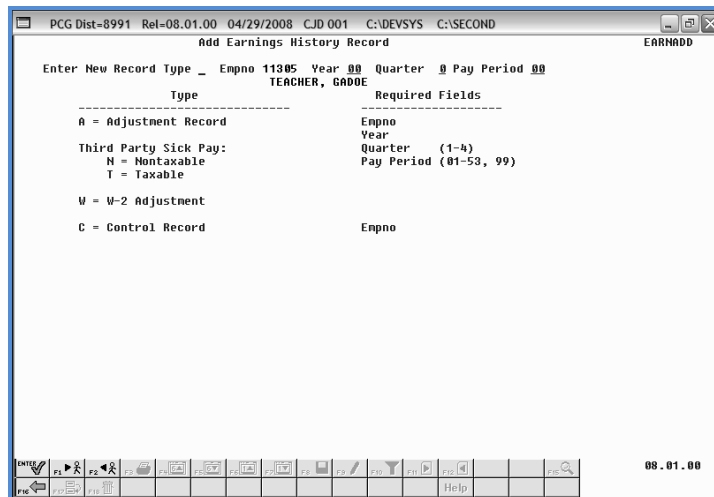| Step	Action
2	**For Step 1-F2 selections:** Select 11 (**F11 -** Add Earnings History Record).
	For Step 1-F10 selections: Select 1 (**F1 -** Add Earnings History Record).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*. *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.*

The following screen displays:

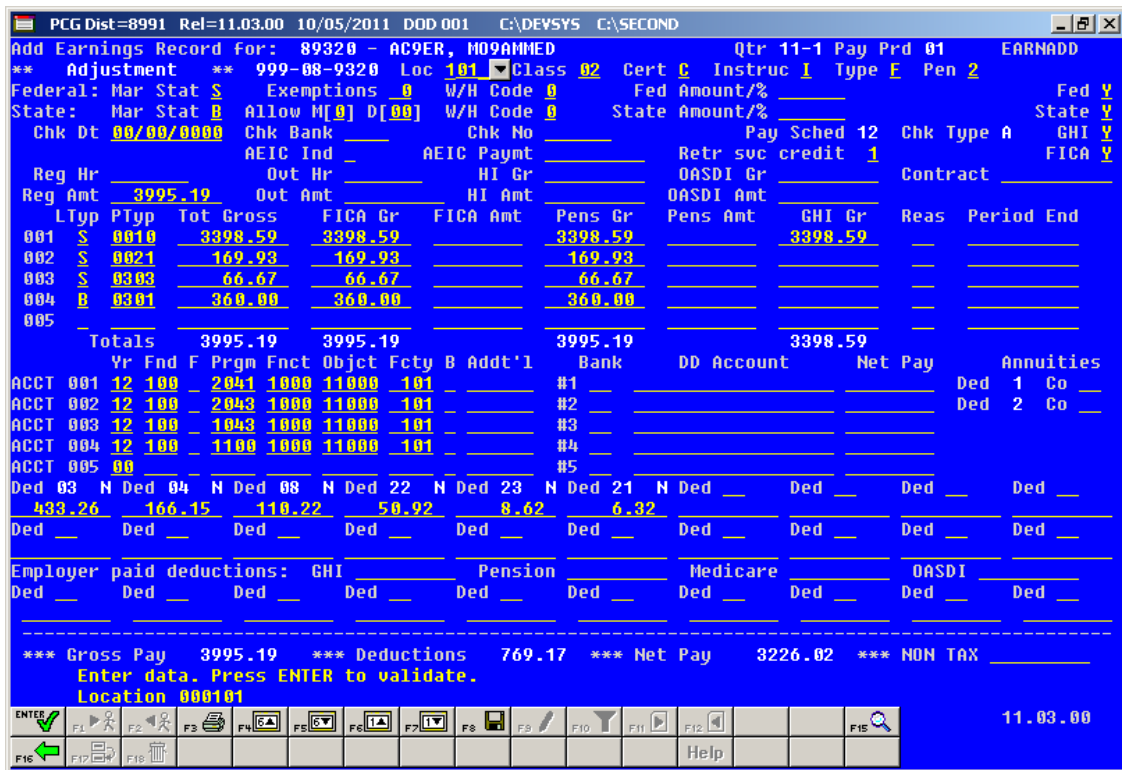| Step	Action
4	Select ![Enter] (**Enter**) or select the **Function key** corresponding to the employee's record, and select ![ENTER] (**Enter**).
	To sort by Name: Select ![Name] *(Name).*
	To sort by Employee Number: Select ![Empno] *(Empno).*
	To sort by Social Security Number: Select ![SSN] *(SSN).*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

The following screen displays:

Step	Action
5	Enter **A** (Adjustment) in the **Enter New Record Type** field.

Step	Action
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.
9	Select (**Enter**).

The following screen displays:

PCGenesis allows up to 200 account entries. To scroll between the accounts, select (F4 – Scroll down 5 lines), *(F5 –Scroll up 5 lines),* *(F6 – Page Down 1 line), or select* *(F7 – Page Up 1 line).*

Step	Action
10	Verify, enter, or select the Drop-down selection icon in the **Loc** (Location) field to choose the employee's 4-digit primary pay location code.

Step	Action
11	Verify, enter, or select the Drop-down selection icon ▾ in the **Class** field to choose the employee's 2-digit job class code.
12	Verify or enter **N** (Non Certified/Classified) or **C** (Classified) in the **Cert** (Certification) field to define the employee's certification level.
13	Verify or enter **I** (Instructional) or **N** (Non Instructional) in the **Instruc** (Instructional) field.
14	Verify or enter **F** (Full-time), **P** (Part-time) or **S** (Substitute) in the **Type** field to define the employee's payroll status.
15	Verify or enter **0** (No Pension Deduction Taken), **1** (Public School Employees Retirement System (PSERS), or **2** (Teacher Retirement System (TRS) in the **Pen** (Pension) field to define the employee's retirement/pension eligibility.
16	Verify or enter the employee's federal income tax marital status code in the **Federal: Mar Stat** (Federal: Marital Status) field. Valid Values: **M** = Married **S** = Single
17	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.*
18	Verify or enter the employee's federal income tax withholding code in the **Federal: Withholding Code** field. Valid Values: **0** = Normal Federal tax from tax table **1** = Normal Federal tax from tax table + flat amount **2** = Flat amount only **3** = Flat percentage only
19	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. *Required for Step 18 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).*

Step	Action
20	Verify or enter the federal income tax switch code in the **Fed** (Federal) field. Valid Values: **Y** = Compute withholding **N** = Do NOT compute withholding
21	Verify or enter the employee's state income tax marital status code in the **State: Mar Stat** (State: Marital Status) field. Valid Values: **A** = Single **B** = Married Filing Joint, both spouses working **C** = Married Filing Joint, one spouse working **D** = Married Filing Separate **E** = Head of Household **8** = Exempt – Servicemembers Civil Relief Act 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 *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.
22	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.*
23	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
24	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. *Required for Step 23 (1, 2, or 3 entries). Values less than 1.00 are regarded as percentages (%).*
25	Verify or enter the state income tax switch code in the **State** field. Valid Values: **Y** = Compute withholding **N** = Do NOT compute withholding

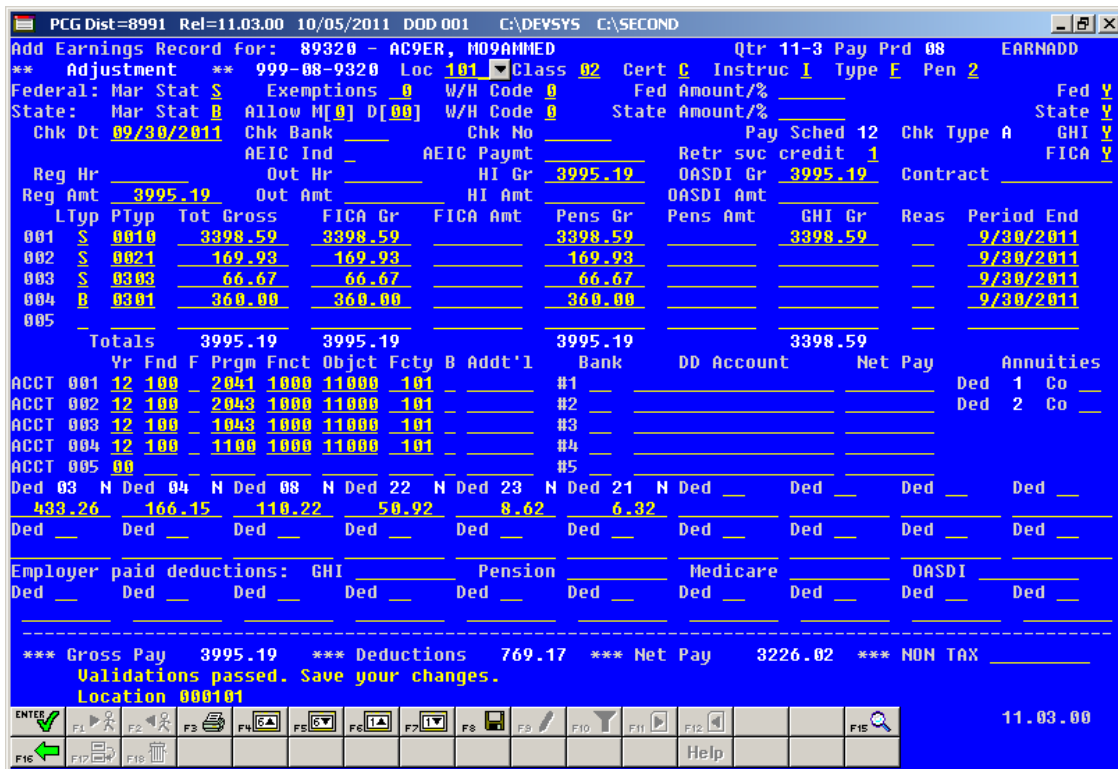| Step	Action
26	Enter the date (MM/DD/CCYY) in the **Chk Dt** (Check Date) field.
27	**For payroll checks:** Enter the code, or select the Drop-down selection icon ⏷ within the **Chk Bank** (Check Bank) field to choose the bank. *Enter payroll checks and direct deposits through Manual or Regular Payroll check processing. Refer to the appropriate topic within Section C: Payroll Check and Direct Deposit Statement Processing for instructions.*
28	**For payroll checks:** Enter the check number, or select the Drop-down selection icon ⏷ within the **Chk No** (Check Number) field to choose the check.
29	PCGenesis defaults to **A** (Adjustment) record in the **Chk Type** (Check Type) field.
30	PCGenesis defaults the entry in the **Pay Sched** (Payroll Schedule) field based on the employee's pay class.
31	**Optional** Enter the total number of regular hours the employee works in the **Reg Hr** (**Regular Hours**) field. *If making an entry in the Reg Hr field, an entry is required in the Reg Amt field.*
32	**Optional** Enter the total number of overtime hours the employee works in the **Ovt Hr** (Overtime Hours) field.
33	**Optional** Enter the amount of the employee's <u>regular</u> pay in the **Reg Amt** (Regular Amount) field.
34	**Optional** Enter the amount of the employee's <u>overtime</u>-<u>gross</u> pay in the **Ovt Amt** (Overtime Amount) field.

Step	Action
35	**If the FICA indicator is Y** (Yes)**:** • Enter the amount of the employee's gross salary that will determine the employee's health insurance calculations in the **HI Gr** (Health Insurance Gross). • Enter the employee's health insurance deduction amount in the **HI Amt** (Health Insurance Amount) field. • Enter the employee's OASDI calculation amount in the **OASDI Gr** (Old Age, Survivors and Disability Insurance Gross) field. • Enter the employee's OASDI deduction amount in the **OASDI Amt** (Old Age, Survivors, and Disability Insurance Amount) field.
36	**Optional** Enter the amount of the employee's annual contract salary in the **Contract** (Contract Amount) field.
37	Enter **1** (Single or Married with One Spouse Filing) or **2** (Married with both Spouses Filing) in the **AEIC Ind** (Advanced Earned Income Credit Indicator) field, or leave the field blank to define the employee's current AEIC participation.
38	**If entering an AEIC indicator:** Enter the amount of employee's current AEIC pay in the **Adv EIC Paymt** (Advanced Earned Income Credit Payment) field.
39	Enter **Y** (Normal FICA Tax Calculation), **N** (No FICA Tax Calculation), or **M** (Medicare Only Tax Calculation) in the **FICA** (Federal Insurance Contributions Act) field to define the employee's FICA participation.
40	Enter or verify the entry of **Y** (Yes) or **N** (No) in the **GHI** (Georgia Health Insurance) field to define the employee's participation status.
41	Enter or verify the entry of **0** (Service Credit not earned) or **1** (Service Credit earned) in the **Retr svc credit** (Retirement service credit) field to define the employee's pension participation.
Repeat steps 42 - 52 for each gross distribution account	
42	Enter or select the Drop-down selection icon ▼ in the **LTyp** (Line Processing Type) field to choose the payroll processing type.

Step	Action
43	Enter or select the Drop-down selection icon ▼ in the **PTyp** (Pay Type) field to define the employee's pay type. The Pay Type is used to define earnings categories for printing on the new detailed pay stub.
44	**Optional** Enter the employee's gross salary amount in the **Tot Gross** (Total Gross Salary) field.
45	**If the FICA indicator is Y (Yes):** Enter the employee's FICA gross salary's calculation amount in the **FICA Gr** (Federal Insurance Contributions Act Gross) field.
46	**If the FICA indicator is Y (Yes):** Enter the FICA amount in the **FICA Amt** (Federal Insurance Contributions Act Amount) field.
47	**Optional** Enter the employee's pension calculation amount in the **Pens Gr** (Pension Gross) field.
48	**Optional** Enter the employee's pension deduction amount in the **Pens Amt** (Pension Amt) field**.**
49	Enter the dollar amount in the **GHI Gr** (Georgia Health Insurance Gross salary) field.
50	Enter or select the Drop-down selection icon ▼ in the **Reas** (Reason) field to choose the reason for the record's creation.
51	Enter the date MM/DD/CCYY in the **Period End** (Period Ending) field.
52	Enter or select the Drop-down selection icon ▼ in the **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field(s) to choose the account information.
Repeat step 53 - 55 for each net pay distribution to a direct deposit account	
53	**For direct deposits:** Enter the code, or select the Drop-down selection icon ▼ within the **DD Bank** (Direct Deposit Bank) field to choose the bank.
54	**For direct deposits:** Enter the bank account information, up to eighteen (18) alphanumeric characters within the **DD Account** (Direct Deposit Account) field.
55	**For direct deposits:** Enter the amount of net pay distribution to this Direct Deposit Bank and Account within the **Net Pay** field.

Step	Action
	Repeat step 56 for each annuity which applies to this adjustment record
56	**If the employee participates in an annuity:** Enter or verify the 2-digit annuity company code in the **Ann #** (Annuity Company Number) fields. *If a deduction amount exists in the 01 and 02 Annuity fields, enter the annuity company's code in the Ann #1 and the Ann #2 fields. If there is no deduction, clear existing annuity company indicators.*
	Repeat step 57 for each deduction which applies to this adjustment record
57	Enter the employee's deduction amount(s) in the **Ded 1 – 10** (Deduction 1 - 10) fields. *PCGenesis defaults the entry in the two-digit Deduction Code field based on the employee's payroll information record. Refer to Topic 4: Updating/Displaying Payroll Information for the instructions to modify existing deduction information. Enter additional deductions if the all of the deduction fields where appropriate.*
	Steps 58 - 62 apply to the entry of Employer Paid Deductions
58	Enter the GHI premium's dollar amount paid by the employer in the **GHI** (Georgia Health Insurance Employer Contribution) field.
59	Enter the pension premium's dollar amount paid by the employer in the **Pension** (Pension Employer Contribution) field.
60	Enter the Medicare dollar amount paid by the employer in the **Medicare** (Medicare Employer Contribution) field.
61	Enter the OASDI dollar amount paid by the employer in the **OASDI** (OASDI Employer Contribution) field.
62	Enter the deduction code(s) and the employer's deduction amount(s) in the **Ded** (Deduction) fields. *These fields represent the employer paid amounts. A deduction may have an employer amount only if the employee's deduction screen Employer contribution flag is set to "Y" for the deduction.* *PCGenesis allows the entry of negative (-) amounts for refunding deductions.*
63	**If a Non-tax deduction was included in the Adjustment record:** Enter the employee's gross salary amount that is deducted <u>before</u> <u>taxes</u> for nontaxable income reporting in the *****NON TAX** (Non Taxable Income) field. *PCGenesis allows the entry of negative (-) amounts for refunding Non-tax deductions.*

Step	Action
64	Select (**Enter**). *Select* *(F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

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

The following dialog box displays:
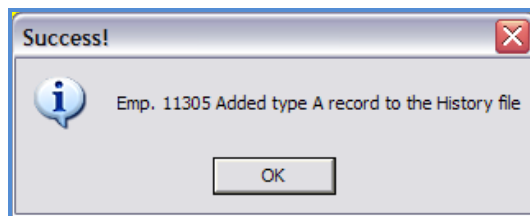
Step	Action
66	Select [OK] (**OK**).

The following screen displays:
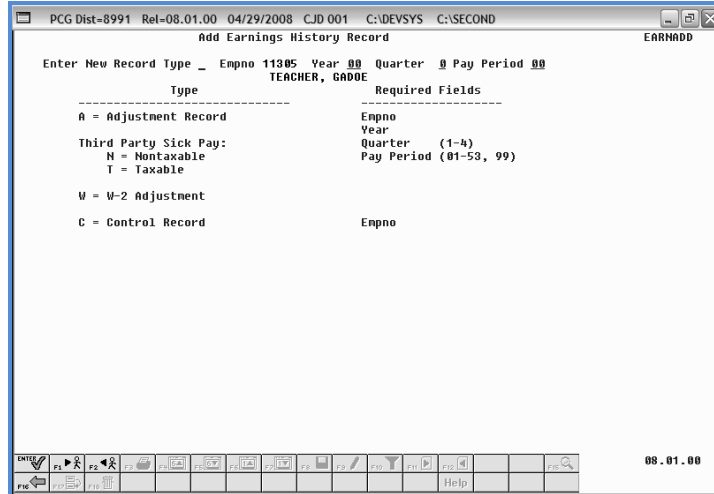
Step	Action
67	Select [F16] (**F16 -**Exit) to return to the *Add Earnings History Record – Select Employee* screen.

The following screen displays:

Step	Action
68	**F2:** Select [F16] (**F16 – Exit**) to return to the *Payroll System – Payroll Update Menu.* **F10:** Select [F16] (**F16 – Exit**) to return to the *Payroll System – Earnings History Menu.*

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

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

B3. Adding a Nontaxable (N) and/or Taxable (T) Third Party Sick Pay Earnings History Record

Although the screenshot examples display N (Non Taxable) Third Party Sick Pay record information, the instructions also pertain to the entry of a Taxable (T) record, and includes instructions that are specific to Taxable records.

Entering gross pay for Non Taxable and Taxable Third Party Sick Pay earnings history record selects (checks) Box 13 on the employee's W2 Statement.

Step	Action
1	Select ⬚ **2** (**F2** - Payroll Update Menu) or ⬚ **10** (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select [11] (**F11 -** Add Earnings History Record).
	For Step 1-F10 selections: Select [1] (**F1 -** Add Earnings History Record).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*.

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. |

The following screen displays:

Step	Action
4	Select ![Enter] (**Enter**) or select the **Function key** corresponding to the employee's record, and select ![ENTER✓] (**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▲] (Page Up) or ![PGDN▼] (Page Down).*

The following screen displays:

Step	Action
5	Enter **N** (Non Taxable Third Party Sick Pay) or **T** (Taxable Third Party Sick Pay) in the **Enter New Record Type** field.
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.
9	Select ![ENTER] (**Enter**). *Although examples of the Taxable (T) and Non Taxable (N) earnings history records are provided on the following page, the remaining screenshot examples apply to the entry of a Non Taxable earnings history record.*

For **Step 5-N** (**Non Taxable**) entries, the following screen displays:

For **Step 5-T** (**Taxable**) entries, the following screen displays:

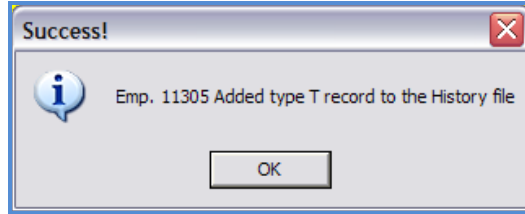| Step	Action
10	**For Non-Taxable and Taxable Sick Pay:** Enter the date (MM/DD/CCYY) in the **Chk Date** (Check Date) field.
11	**For Non-Taxable and Taxable Sick Pay:** Enter the dollar amount in the **Reg Amt** (Regular Amount) field.
12	**For Taxable Sick Pay**: Enter the appropriate code in the **FICA** (Federal Insurance Contributions Act) field.
13	**For Non Taxable and Taxable Sick Pay:** Enter the pay type or select the Drop-down selection icon ▾ in the **LTyp** (Line Processing Type) field to identify the payroll processing type.
	Complete Steps 14 - 20 for each LTyp entered in Step 13.
14	**For Non-Taxable and Taxable Sick Pay:** Enter the pay type or select the Drop-down selection icon ▾ in the **PTyp** (Pay Type) field to define the employee's pay type. *Future PCGenesis report and employee pay stub enhancements may include this information. This information may also be useful for Third Party interfaces with PCGenesis.*
15	**For Non-Taxable and Taxable Sick Pay:** Enter the employee's gross salary amount or pay rate in the **Tot Gross** (Total Gross Salary) field.
16	**For Taxable Sick Pay:** Enter the gross salary dollar amount in the **FICA Gr** (Federal Insurance Contributions Act Gross Salary) field.
17	**For Taxable Sick Pay:** Enter the dollar amount in the **FICA Amt** (Federal Insurance Contributions Act Amount) field.
18	**For Non-Taxable and Taxable Sick Pay:** Make no entries in the **Reas** (Pay Reason) field.
19	**For Non-Taxable and Taxable Sick Pay:** The **Period End** (Pay for Period Ending) field's entry will default to the check's date.
20	**For Non Taxable and Taxable Sick Pay:** Verify, enter or select the Drop-down selection icon ▾ to select the specific account(s) to which the employee's <u>Third</u> <u>Party</u> <u>Sick</u> <u>Pay</u> was charged in the **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field(s). *When not charging a specific account, enter the year in the Yr field, and 0 (zero) in the remaining account information fields.*
21	**For Taxable Sick Pay:** Enter the dollar amount in the **OASDI Gr** (Old Age Survivor's Disability Insurance Gross) and **OASDI Amt** (OASDI Amount) fields.

Step	Action
22	**For Taxable Sick Pay:** Enter the amount in the **HI Gr** (Health Insurance Gross) and **HI Amt** (Health Insurance Amount) fields.
23	**For Taxable Sick Pay:** Enter the amount in the **Ded 03** (Federal tax) and **Ded 04** (State tax) fields.
24	Select **ENTER** ✓ (**Enter**). *Select* **F3** 🖨 *(F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:
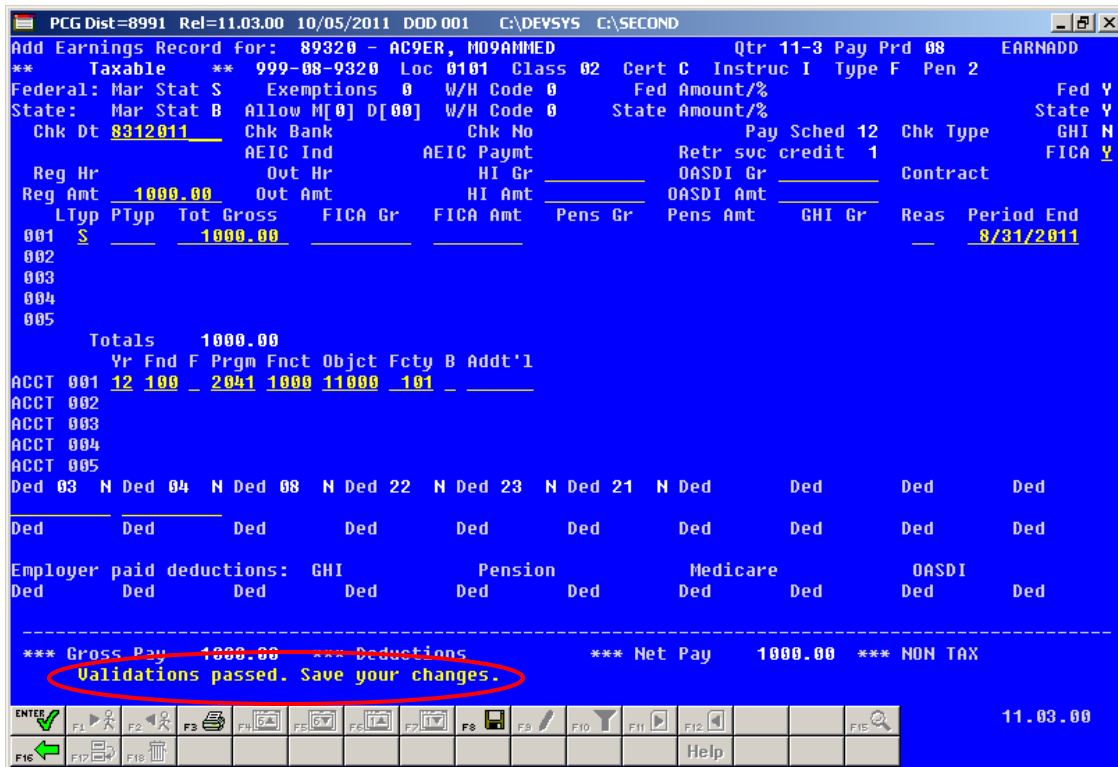
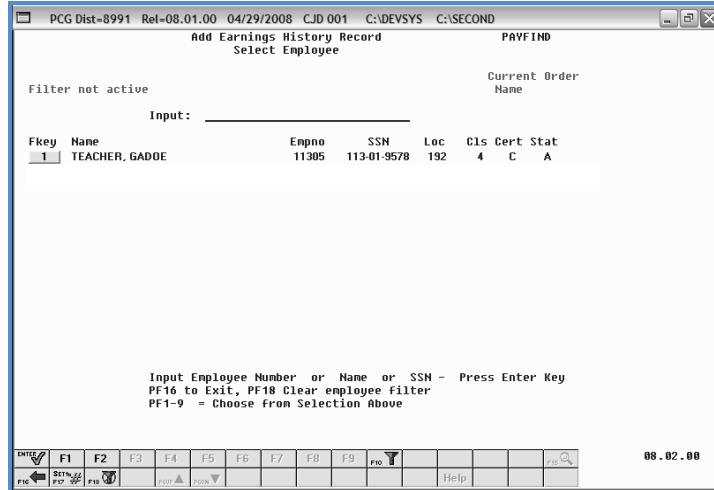| Step	Action
25	Verify *"Validations passed. Save your changes."* displays and select **F8** 💾 (**F8** – Save your changes).

The following dialog box displays:

Step	Action
26	Select ⬜ **OK** (**OK**).

The following screen displays:
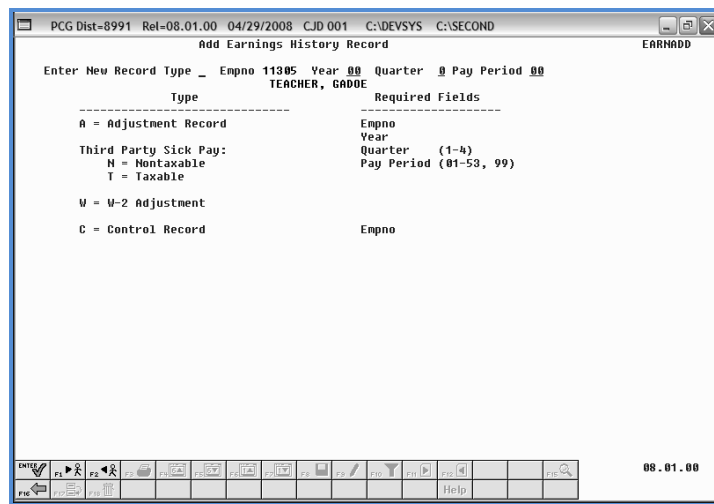
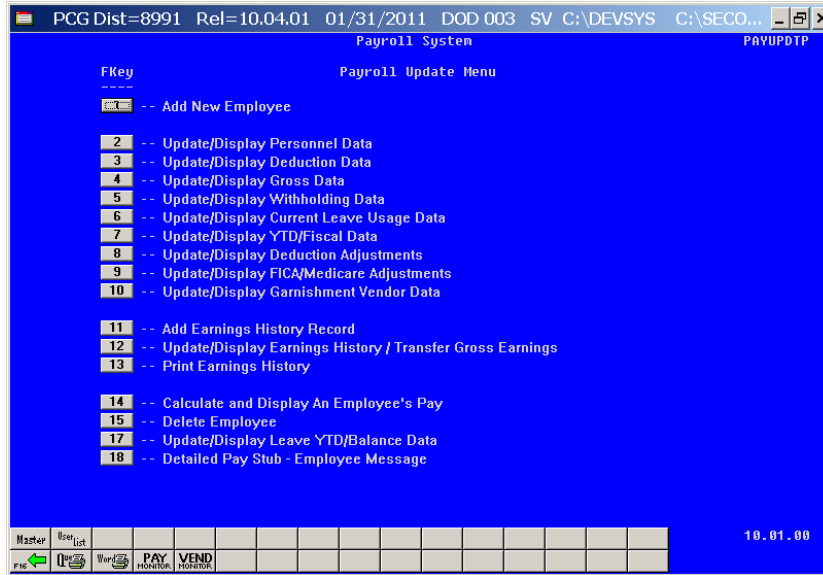| Step	Action
27	Select **F16** ⬅ (**F16** – Exit) to return to the *Add Earnings History Record – Select Employee* screen.

The following screen displays:

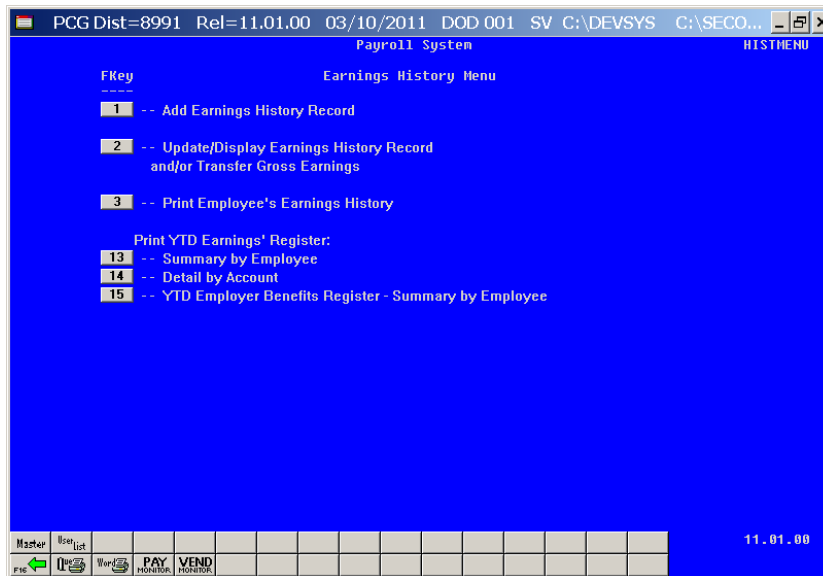| Step	Action
28	**F2:** Select (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	F10: Select (**F16** – Exit) to return to the *Payroll System –Earnings History Menu.*

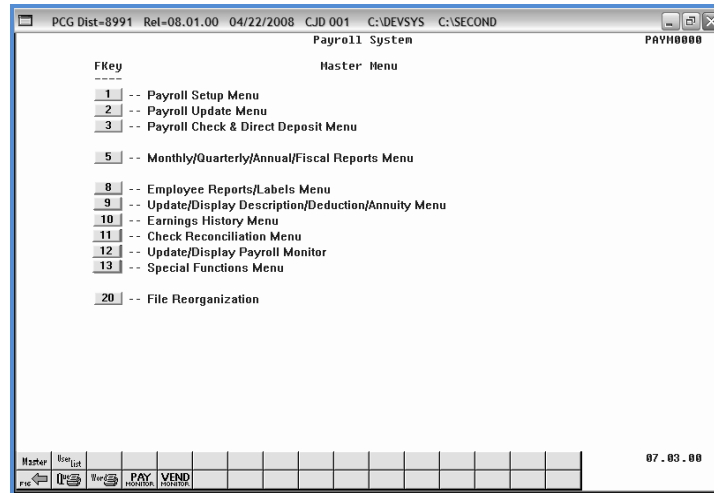For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

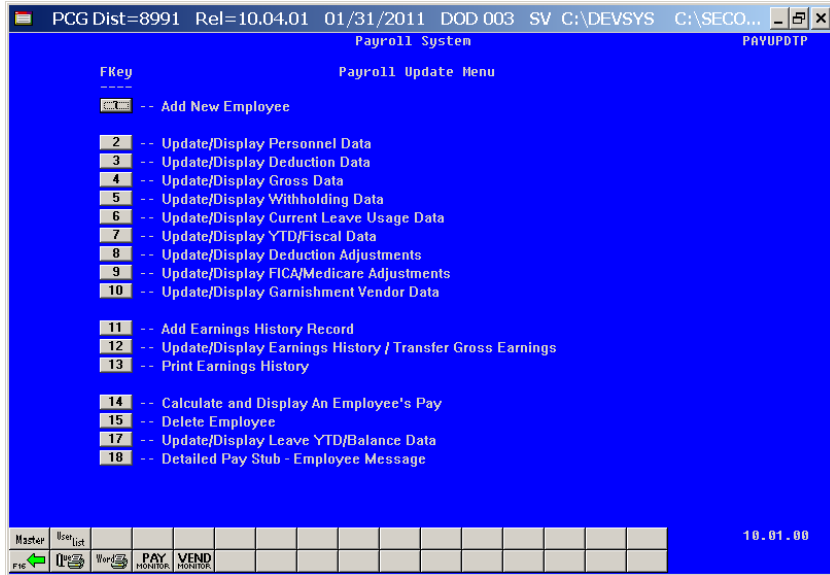| Step	Action
29	Select F16 (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*

B4. Adding a W-2 Adjustment Earnings History Record

W-2 Adjustment records are designed to allow modifications to the entries in various boxes on the W-2 Statement. These entries may include information regarding deceased employees, to add employee moving expenses, for uncollected Medicare costs, etc not captured through the normal payroll process.
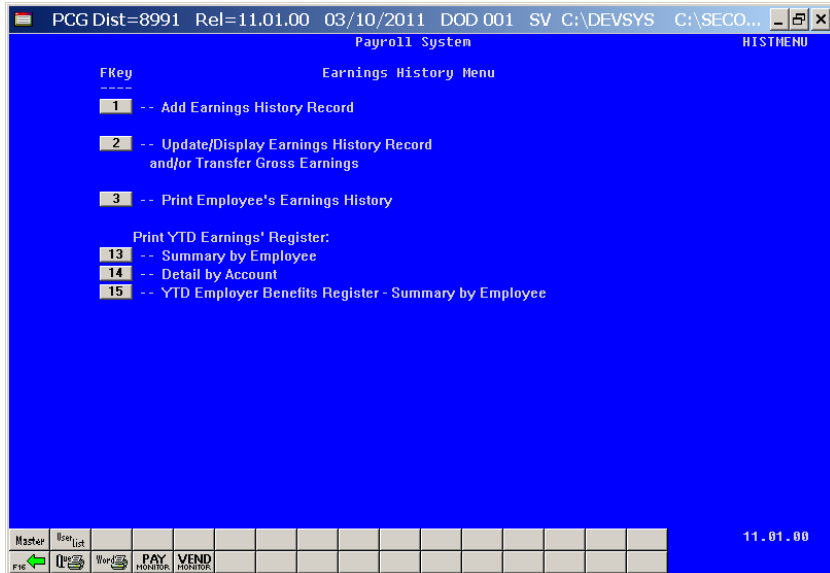

Step	Action
1	Select ⬛ **2** (**F2** - Payroll Update Menu) or ⬛ **10** (**F10** - Earnings History Menu).

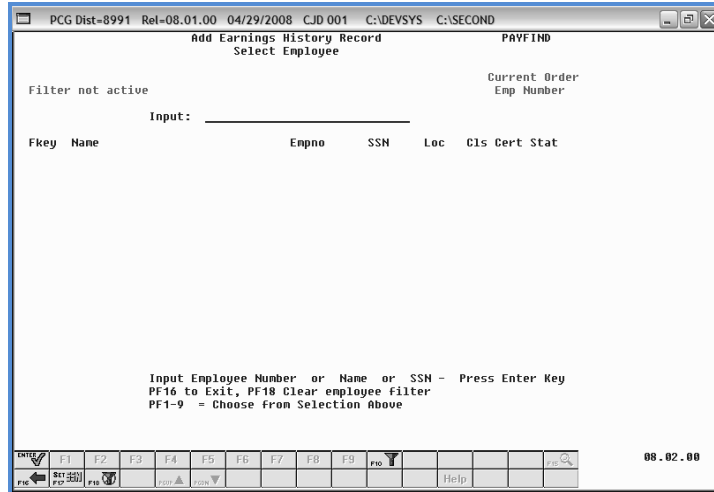For **Step 1-F2** selections, the following screen displays:

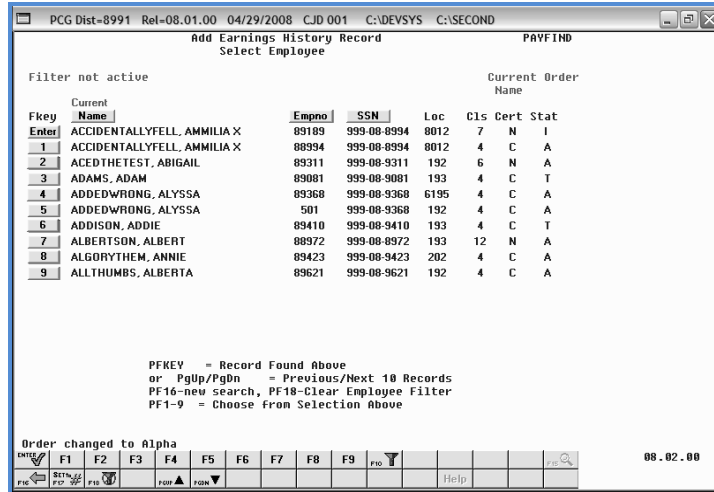For **Step 1-F10** selections the following screen displays:

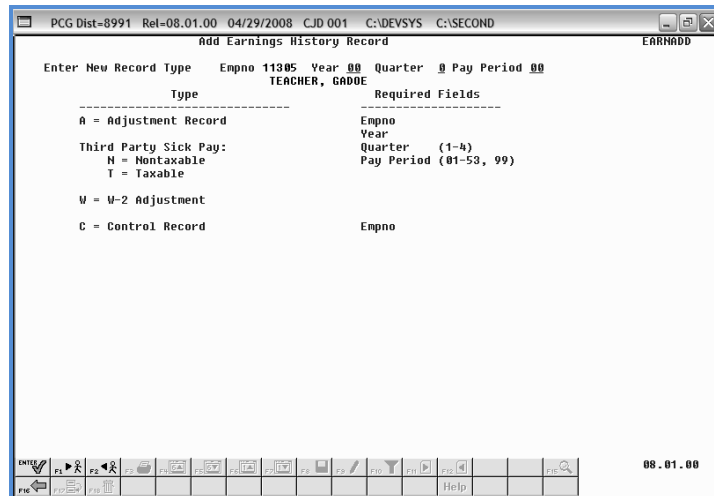| Step	Action
2	**For Step 1-F2 selections:** Select **11** (**F11 -** Add Earnings History Record). **For Step 1-F10 selections:** Select **1** (**F1 -** Add Earnings History Record).

The following screen displays:

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

The following screen displays:

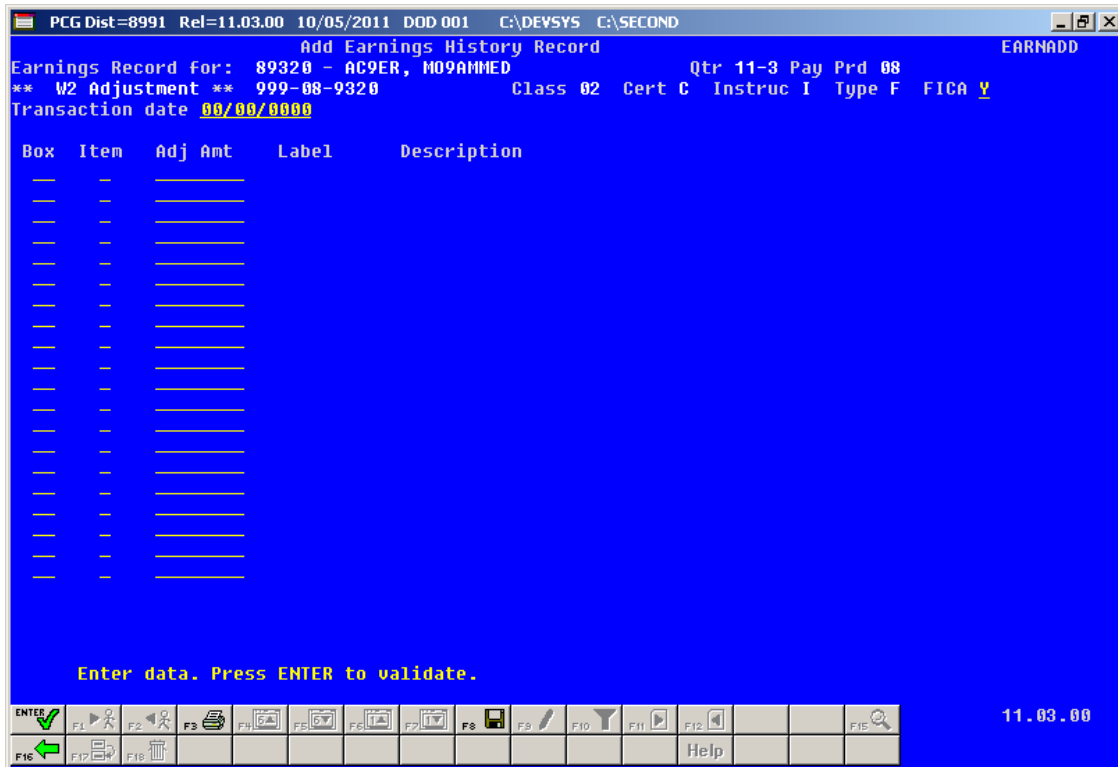| Step	Action
4	Select **Enter** (**Enter**) or select the **Function key** corresponding to the employee's record, and select (**Enter**).
	*To sort by Name: Select **Name** (Name).*
	*To sort by Employee Number: Select **Empno** (Empno).*
	*To sort by Social Security Number: Select **SSN** (SSN).*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

The following screen displays:

Step	Action
5	Enter **W** (W-2 Adjustment) in the **Enter New Record Type** field.

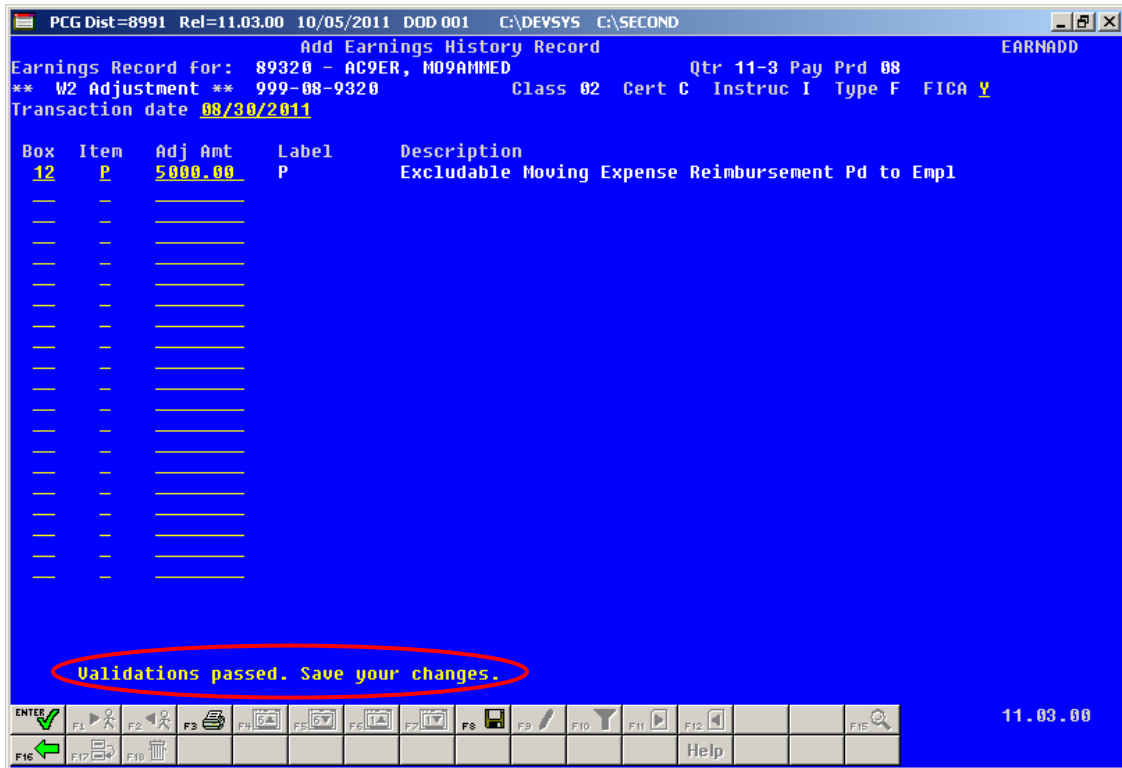| Step	Action
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.
9	Select ![ENTER] (**Enter**).

The following screen displays:

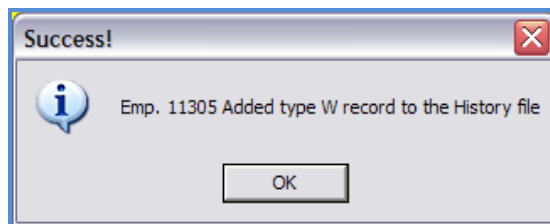| Step	Action
10	Verify or enter the employee's FICA tax switch in the **FICA** (Federal Insurance Contributions Act) field.
11	Enter the date (MM/DD/CCYY) in the **Transaction date** field.
12	Select on the Drop-down selection icon ![▼] or enter the information in the **Box** field. *PCGenesis automatically populates the Label and Description field's entry based on the Box and Item field's selection.*

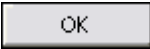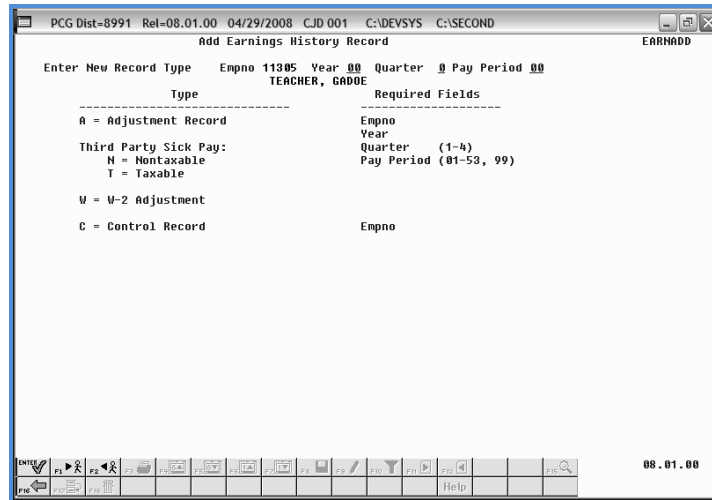| Step	Action
13	Enter the adjusted dollar amount in the **Adj Amt** (Adjustment Amount) field.
14	Select (**Enter**). *Select* *(F3 – Print this data) to obtain a screen print of the Add Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

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

The following dialog box displays:

Step	Action
16	Select [OK] (**OK**).

The following screen displays:

Step	Action
17	Select [F16] (**F16** - Exit) to return to the *Add Earnings History Record – Select Employee* screen.

The following screen displays:

Step	Action
18	**F2:** Select [F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.* **F10:** Select [F16] (**F16** – Exit) to return to the *Payroll System –Earnings History Menu*.

For **Step 1-** [2] (**F2**) selections, the following screen displays:

For **Step 1-** [10] (**F10**) selections, the following screen displays:

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

Procedure C: Updating/Displaying Earnings History Information

Users assigned the Display Only (C) security access will only be able to view (display) earnings history information. For these users, the ⬚ (**F9** – Switch to Update Mode) icon will not be available for selection.

Selecting F10 (Earnings History Menu) from the Payroll System Master Menu to access this feature will not display the Payroll module icons displayed in the screenshot example on Page 51. To display these icons, and to update/display earnings history information or to transfer gross earnings from Payroll System – Payroll Update Menu, follow the instructions beginning at Step 1 below.
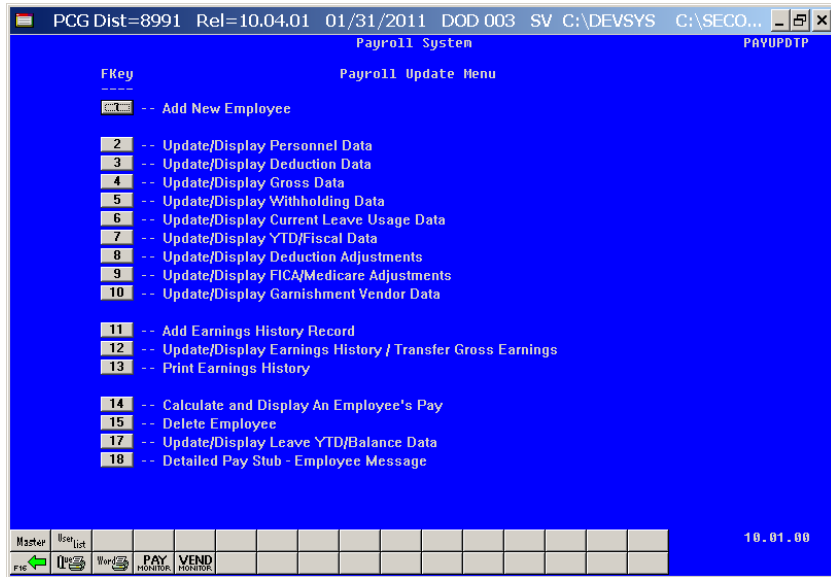
Selecting ⬚ (**F**11) or ⬚ (**F**12) when offered displays the employee's next earnings history record for example the employee's Issued Check (I) record. Selecting F4 and/or F5 when offered allows scrolling up and down on specific pages for account information. F6 and F7 provide the same functionality for viewing account lines.

C1. Update/Display a Control (C) Record
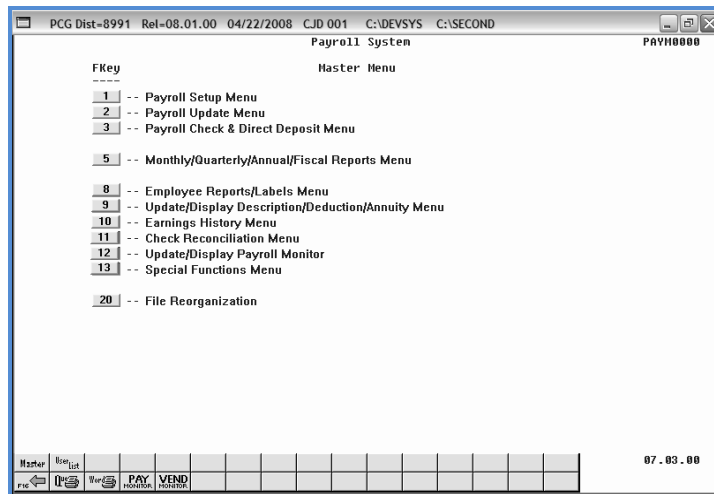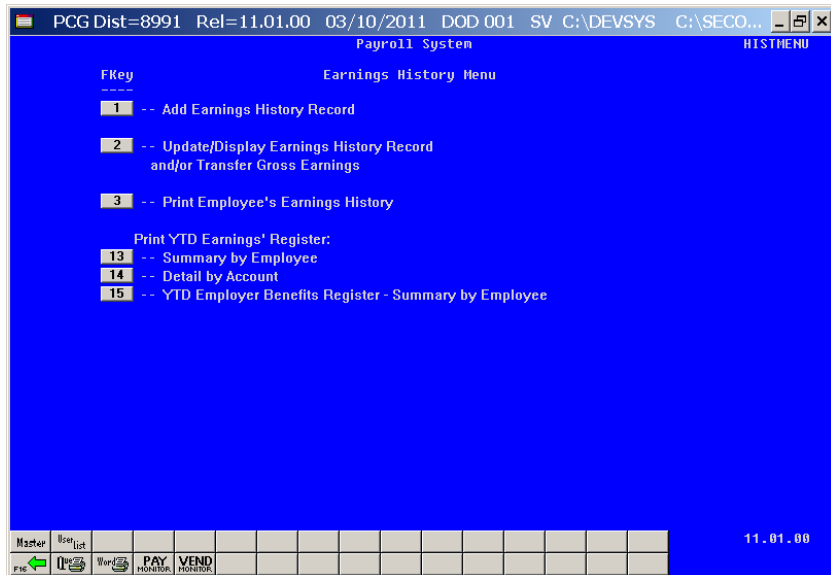
Step	Action
1	Select ⬚ (**F2** - Payroll Update Menu) or ⬚ (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ☐ **12** (**F12 –** Update/Display Earnings History/Transfer Gross Earnings). **For Step 1-F10 selections:** Select ☐ **2** (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*.
	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.

The following screen displays:

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 ▲** *(Page Up) or* **PGDN ▼** *(Page Down).*

The following screen displays:

The selections on this screen determine the screen displayed after Step 9.

Step	Action
5	Enter **C** (Control) in the **Record Type** field.

Step	Action
6	Select (**Enter**).

The following screen displays:

Step	Action
7	**If updating the Control** (**C**) **record:** Select (**F9** – Switch to Update Mode), make the appropriate modifications, and select (**Enter** – Validate). **If displaying the Control** (**C**) **record:** Review and/or screen-print the information displayed, and select (**F16** – Exit) to return to the *Display/Update Earnings History* screen. *Proceed to Step 11.*

The following screen displays:
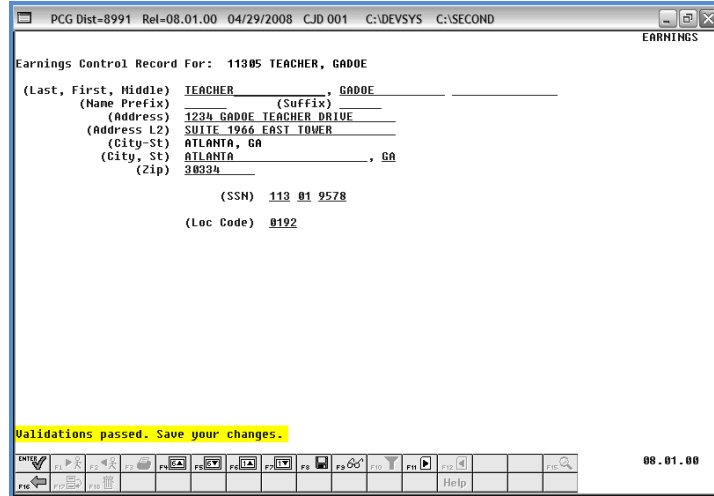
Step	Action
8	Verify *"Validations passed. Save your changes."* displays and select ![F8] (**F8** – Save changes).

The following screen displays:
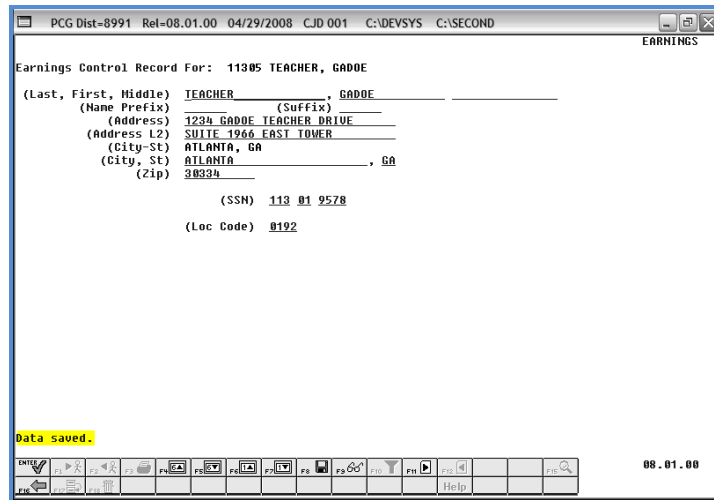
Step	Action
9	Verify *"Data saved."* displays and select ![F16] (**F16** – Exit) to return to the *Display/Update Earnings History* screen.

The following screen displays:

Step	Action
10	Select F16 (**F16** – Exit) to return to the *Update/Display Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
11	**For Step 1-F2 selections:** Select F16 (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.* **For Step 1-F10 selections:** Select F16 (**F16** – Exit) to return to the *Payroll System – Earnings History Menu.*

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
12	Select ![F16] (**F16 -**Exit) to return to the *Payroll System Master Menu*, or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*

C2. Update/Display an Issued Check (I), Voided Check (V), or Manual (M) Check Record

Although the screenshot examples are of an Issued (I) check, these instructions also apply to Voided (V) and Manual (M) checks.

Step	Action
1	Select ⬚2⬚ (**F2** - Payroll Update Menu) or ⬚10⬚ (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step1-F10** selections, the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ⬚12⬚ (**F12** – Update/Display Earnings History/Transfer Gross Earnings).
	For Step 1-F10 selections: Select ⬚2⬚ (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), and proceed to *Step 5*. *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.*

The following screen displays:

Step	Action
4	Select **Enter** (**Enter**) or select the **Function key** corresponding to the employee's record, and select ![ENTER] (**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 ▲** *(Page Up) or* **PGDN ▼** *(Page Down).*

The following screen displays:

Step	Action
5	Enter **I** (Issued) or **V** (Previous Pay Voided Check) in the **Record Type** field. *When entering the year, quarter, and pay period, PCGenesis displays the first record for that pay period, regardless of the record type.* *If only entering a record type, PCGenesis will display the first record available for the record type entered.*
6	Enter the payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field to define the earnings history adjustment's payroll quarter.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.

The following screen displays:

Step	Action
9	**When displaying the check's record:** Review and/or screen-print the information displayed, and select ![F16] (**F16** – Exit) to return to the *Display/Update Earnings History* screen. *Proceed to Step 17.* *If updating the check's record: Select ![F9] (F9 – Switch to Update mode).*

The following screen displays:

Step	Action
10	Verify *"Mode changed to update"* displays.
11	**For 'I' (Issued), 'V' (Voided) and 'M' (Manual) records:** Verify or enter the employee's state income tax marital status code in the **State: Mar Stat** (State: Marital Status) field. Valid Values: **A** = Single **B** = Married Filing Joint, both spouses working **C** = Married Filing Joint, one spouse working **D** = Married Filing Separate **E** = Head of Household **8** = Exempt – Servicemembers Civil Relief Act 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 *Department of Labor Quarterly Payroll Report and Wages Data File*, and the W-2 forms will both treat any wages on the Earnings History records with a Georgia marital status of '8' as Georgia exempt wages, and these wages will not be included in these tax reports.
12	**For 'I' (Issued), 'V' (Voided) and 'M' (Manual) records:** Modify the **Retr svc credit** (Retirement service credit) field as needed. *Valid entries for the Retr svc credit field include '0' (Out of Service) and '1' (In Service) fields.*

Step	Action
13	**For 'I' (Issued), 'V' (Voided) and 'M' (Manual) records:** Enter or select the Drop-down selection icon ▾ in the **Reas** (Reason) field to choose the reason for the record's creation, as needed. Modify the **Period End date** (MM/DD/CCYY) field as needed.
14	Select (**Enter**). *Select (F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

Step	Action
15	Verify *"Validations passed. Save your changes."* displays, and select (**F8 – Save changes**). *If the entries are incorrect, select (F1 – Back to Previous Step) and repeat Steps 10 - 16.*

The following screen displays:
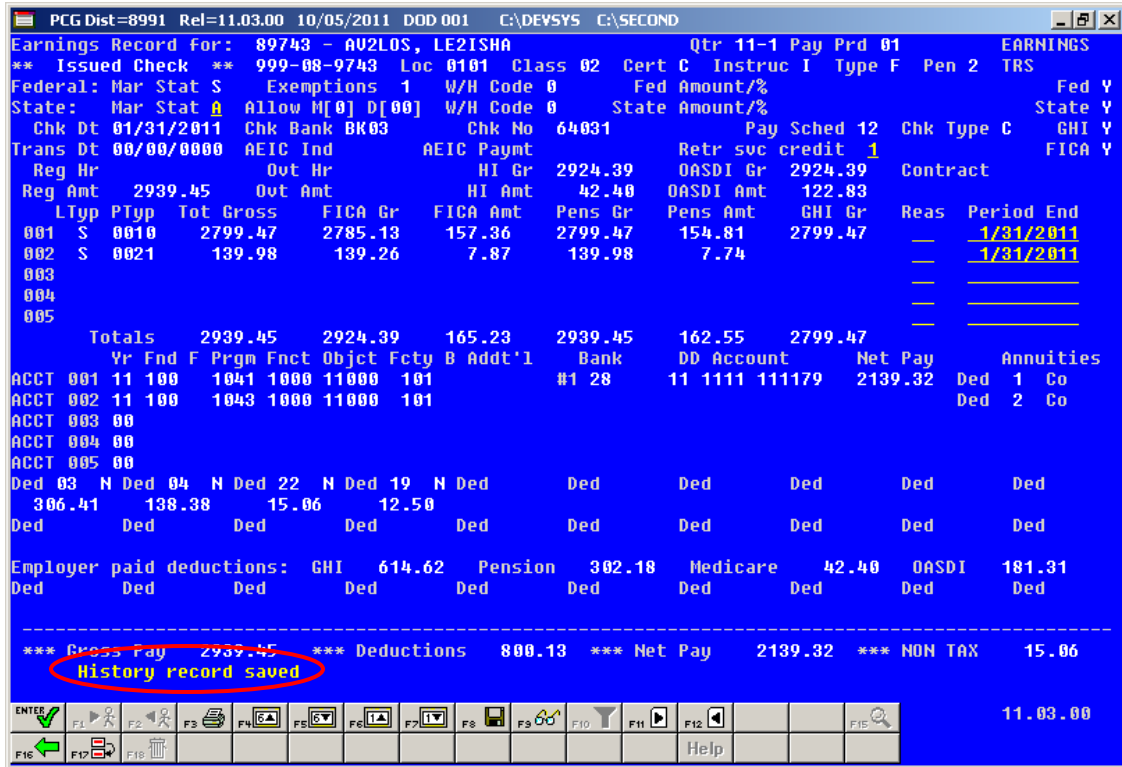
Step	Action
16	Verify *"History record saved"* displays and select [F16] (**F16** – Exit) to return to the *Display/Update Earnings History* screen.

The following screen displays:

Step	Action
17	Select [F16] (**F16** – Exit) to return to the *Update/Display Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
18	**F2:** Select ![F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	F10: Select ![F16] (**F16** – Exit) to return to the *Payroll System –Earnings History Menu*.

For **Step 1-** (**F2**) selections, the following screen displays:

For **Step 1-** (**F10**) selections, the following screen displays:

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

C3. Transfer of Payroll Gross Earnings for an Issued Check

Step	Action
1	Select ⬚2⬚ (**F2** - Payroll Update Menu) or ⬚10⬚ (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ⬚12 (**F12** – Update/Display Earnings History/Transfer Gross Earnings).
	For Step 1-F10 selections: Select ⬚2 (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*. *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.*

The following screen displays:

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 ▲** *(Page Up) or* **PGDN ▼** *(Page Down).*

The following screen displays:

Step	Action
5	Enter **I** (Issued) or **V** (Previous Pay Voided Check) in the **Record Type** field. *When entering the year, quarter, and pay period, PCGenesis displays the first record for that pay period, regardless of the record type.* *If only entering a Record Type, PCGenesis will display the first record available for the record type entered.*
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field to define the earnings history adjustment's payroll quarter.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.

The following screen displays:

Step	Action
9	Select ![F17 icon] (**F17** - Transfer earnings). *PCGenesis does not display the ![F17 icon] (F17 - Transfer earnings) option for users with the "Display Only" security access.*

The following screen displays:

Step	Action
10	Verify *"* Enter Transfer Data *"* displays and that the information displayed is correct.
	If the information is incorrect, make the appropriate modifications to the editable fields.
11	Verify the "transfer from" account number has defaulted correctly in the (**From:**) **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field.
	PCGenesis defaults an account entry in the appropriate field if there is only one distribution account number entered on the employee's original earnings history record. If more than one distribution account exists, select the desired account number from the listing, enter the desired information, or select the Drop-down selection icon ▼ to select the account information manually.
12	Enter or select the Drop-down selection icon ▼ in the (**To:**) **Acct# Yr Fnd F Prgm Fnct Objct Fcty B Addt'l** field to choose the account information.
13	Enter the date (MM/DD/CCYY) in the **Transfer Date** field, and the dollar amount in the **Transfer: _____Dollars** field.
14	Select ENTER ✔ (**Enter**).

The following screen displays:

Step	Action
15	Make the appropriate benefit adjustments within the editable fields and select (**Enter**).

The following screen displays:

```
┌──────────────────────────────────────────────────────────────────────────────┐
│ ▣  PCG Dist=8991  Rel=10.02.00  04/14/2010  DOD 001  SV  C:\DEVSYS  C:\SECO...  _ ⊟ ✕ │
│                 Transfer of Payroll Expenditure                        EARNINGS │
│                                                                                 │
│          Employee: 88266 - AG7E, EU7RETTE                                       │
│                                                                                 │
│          Pay Date: 2/15/2010     Transfer Date:  2/16/2010                      │
│                                                                                 │
│          Transfer:  1000.00  Dollars                                            │
│                                                                                 │
│                    Yr Fnd F Prgm Fnct Objct Fcty B Addt'l                       │
│                                                                                 │
│          From: 10 605 0 9990 3100 18400 0198 0 000000                           │
│                                                                                 │
│            To: 10 605 0 9990 3100 19100 0198 0 000000                           │
│                                                                                 │
│                                                                                 │
│       OASDI Amt:      .00    Objct: 22000    Employer's:  .0620        .00       │
│          HI Amt:      .00    Objct: 22000    Employer's:  .0145        .00       │
│       PSERS Amt:      .00    Objct: 00000    Employer's:  .0000        .00       │
│       GHI Gross:   162.72    Objct: 21000    Employer's: 162.72      162.72      │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│                                                                                 │
│ **** Last Chance to Exit Before Final Update ******                             │
│ ENTER✓ F1⇐    F3🖨 F4🖻 F5⑥▽ F6🖻 F7⑫▽ F8💾 F9✎ F10▼ F11▶ F12◀        F15🔍  10.02.00 │
│ F16⇐ F17🖹 F18🗑                                            Help                  │
└──────────────────────────────────────────────────────────────────────────────┘
```

Step	Action
16	Verify there are no additional earnings history adjustments to make, and select 🖫 (**F8** – Process Transfer).
	*If there are additional earnings history adjustments, select ⇐ (**F1** – Back to Previous Step), and repeat Steps 10 - 16.*
	"Processing Transfer" briefly displays.

The following screen displays:

Step	Action
17	Verify *"Transfer Updating Complete – Check Print Queue for Report"* displays and select ![F16] (**F16** – Exit) to return to the *Display/Update Earnings History* screen.
	Note that an *Earnings History Transfer Audit Trail Report* will be available in the PCGenesis print queue.

The following screen displays:
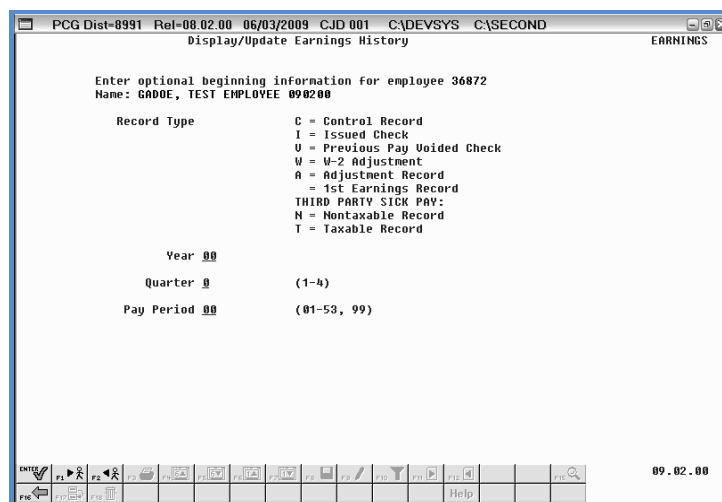
Step	Action
18	Select ![F16] (**F16** – Exit) to return to the *Update/Display Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
19	**For Step 1-F2 selections:** Select ![F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	For Step 1-F10 selections: Select ![F16] (**F16** – Exit) to return to the *Payroll System – Earnings History Menu.*

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
20	Select (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*
21	**To print the report via the Uqueue Print Manager:** Select (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*
22	Select (**F16** - Exit) to return to the *Payroll System Master Menu*, or select (**Master**) to return to the *Business Applications Master Menu.*

C3.1. Employee Earnings History Transfer Audit Trail Report – Example

```
REPORT DATE: 04/14/2010              EMPLOYEE EARNINGS HISTORY TRANSFER AUDIT TRAIL                    PAGE    1
REPORT TIME: 08:38:19                                                                                 PROGRAM: EARNINGS


88266    AG7E, EU7RETTE

    BUDGET ACCOUNT                          BUDGET AMOUNT     DESCRIPTION
    10-605-0-9990-3100-18400-0198-0-000000      -1000.00     FROM GROSS
    10-605-0-9990-3100-19100-0198-0-000000       1000.00     TO    GROSS

    10-605-0-9990-3100-21000-0198-0-000000       -162.72     FROM EMPLR GHI
    10-605-0-9990-3100-21000-0198-0-000000        162.72     TO    EMPLR GHI


    VENDOR    CLAIM NO   CLAIM DESCRIPTION                CLAIM DATE    AP BLNC   CK BANK
     5425      9255      GROSS PAY XFER        -  88266   02/16/2010     0101     BK02
       11      3853      EMPLR SHARE GHI XFER  -  88266   02/16/2010     0421     BK02
```

C4. Update/Display an Adjustment (A) Record

PCGenesis users may use Adjustment (A) records to transfer gross pay from one FICA status to another. Because PCGenesis W-2 processing separates Medicare Only (M - FICA) employees from those who are either not participating in FICA or employees who pay full FICA, problems can occur if the employees' FICA switch is not set the same during payroll processing and subsequent corrections are made. For example, this may occur when employees change FICA status because of change in the employment status. Refer to *Section D, Topic 3: Processing Annual Reports - W-2 Statement Processing* for additional information on setting the FICA switch.

Also use adjustment records to make manual entries to earnings history information to reflect amounts paid via non-payroll manual checks, and to enter initial year-to-date (YTD) payroll amounts when converting to PCGenesis from another Payroll processing system.

Although Adjustment records are included in W-2 processing, these records <u>do</u> <u>not</u> affect financial postings.

Step	Action
1	Select **2** (**F2** - Payroll Update Menu) or **10** (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ▯12▯ (**F12** – Update/Display Earnings History/Transfer Gross Earnings).
	For Step 1-F10 selections: Select ▯2▯ (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select **ENTER** (Enter), **and** proceed to *Step 5*. *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.*

The following screen displays:

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

The following screen displays:

Step	Action
5	Enter **A** (Adjustment) in the **Record Type** field. *When making entries in the Year, Quarter, and Pay Period fields, PCGenesis displays the first record for that pay period regardless of the record type.* *If only entering a Record Type, PCGenesis will display the first record available for that record type.*
6	Enter the payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field to define the earnings history adjustment's payroll quarter.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined".*

The following screen displays:

Step	Action
9	**When updating the Adjustment** (**A**) **record:** Select F9 (**F9** – Switch to Update Mode) and proceed to *Step 10*. *If other payroll processes have been updated during this PCGenesis session, it may not be necessary to select F9 (Switch to Update Mode). In this instance, proceed to Step 10 to modify the information as needed.* **When displaying the Adjustment** (**A**) **record:** Review and/or screen-print the information displayed, and select F16 (**F16** – Exit) to return to the *Display/Update Earnings History* screen. *Proceed to Step 13.*

The following screen displays:

Step	Action
10	Verify *"Mode changed to update"* displays, make the appropriate modifications, and select (**Enter** – Validate). Select (*F3 – Print this data*) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name *'PSCNnnnn'*.

The following screen displays:

Step	Action
11	Verify *"Validations passed. Save your changes."* displays and select ⬛ (**F8** – Save changes).

The following screen displays:

Step	Action
12	Verify *History record saved"* displays and select (**F16** – Exit) to return to the *Display/Update Earnings History* screen.

The following screen displays:

Step	Action
13	Select F16 (**F16** – Exit) to return to the *Update/Display Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
14	**F2:** Select F16 (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.* **F10:** Select F16 (**F16** – Exit) to return to the *Payroll System –Earnings History Menu*.

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

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

C5. Update/Display a W-2 Adjustment Record

Step	Action
1	Select ⬚ 2 (**F2** - Payroll Update Menu) or ⬚ 10 (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ⬚12 (**F12 –** Update/Display Earnings History/Transfer Gross Earnings). **For Step 1-F10 selections:** Select ⬚2 (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*.
	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.

The following screen displays:

Step	Action
4	Select [Enter] (**Enter**) or select the **Function key** corresponding to the employee's record, and select [ENTER ✓] (**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 ▲] (Page Up) or [PGDN ▼] (Page Down).

The following screen displays:

Step	Action
5	Enter **W** (W-2 Adjustment) in the **Record Type** field. *Entering the Year, Quarter, and Pay Period displays the first record for that pay period regardless of the record type.* *Entering a single Record Type displays the first record available for that record type.*
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field to define the earnings history adjustment's payroll quarter.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.
9	Select (**Enter**).

The following screen displays:

Step	Action
10	Select ![F9] (**F9** – Switch to Update Mode).

The following screen displays:

Step	Action
11	Verify *"Mode changed to update"* displays, make the appropriate modifications, and select ![ENTER] (**Enter**). *Select* ![F3] *(F3 – Print this data) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.*

The following screen displays:

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

The following screen displays:

Step	Action
13	Verify *"History record saved"* displays, and select F16 (**F16** – Exit) to return to the *Display/Update Earnings History* screen.

The following screen displays:

Step	Action
14	Select ![F16](F16 icon) (**F16** – Exit) to return to the *Update/Display Earnings History – Select Employee* screen.

The following screen displays:

Step	Action
15	Select ![F16](F16 icon) (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu*.

The following screen displays:

Step	Action
16	**F2:** Select [F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	F10: Select [F16] (**F16** – Exit) to return to the *Payroll System –Earnings History Menu*.

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

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

C6. Update/Display a Nontaxable (N)/Taxable (T) Adjustment Record

Nontaxable and Taxable adjustment records are primarily used for reporting Third Party Sick Pay usually disability pay. This pay is nontaxable to the employee but must be included on employees' W-2's as school districts have an agreement with the payor to perform tax reporting on the school district's behalf.

Nontaxable third party sick pay usually occurs when the employee pays the cost of the insurance as a post-tax deduction, such as Long Term Disability insurance. The check date, regular amount, account, and total gross fields are available for edit for this type of record.

Taxable third party sick pay usually occurs when the employer pays the cost of the disability insurance, such as is typical for Short Term Disability insurance. The check date, regular amount, account, total gross, FICA Gross, FICA Amount, OASDI Gross, OASDI Amount, HI Gross, HI Amount, and Federal and State tax deduction fields are available for edit for this type of record.

The entry of gross pay for Non Taxable and Taxable Third Party Sick Pay earnings history record will cause the Box 13 on the employee's W2 Statement to be checked.

Step	Action
1	Select ⎵2⎵ (**F2** - Payroll Update Menu) or ⎵10⎵ (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections the following screen displays:

Step	Action
2	**For Step 1-F2 selections:** Select ⬚**12** (**F12** – Update/Display Earnings History/Transfer Gross Earnings).
	For Step 1-F10 selections: Select ⬚**2** (**F1 -** Update/Display Earnings History and/or/Transfer Gross Earnings).

The following screen displays:

Step	Action
3	Enter the employee number or the SSN in the **Input** field, select ![ENTER] (Enter), **and** proceed to *Step 5*.
	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.

The following screen displays:

Step	Action
4	Select ![Enter] (**Enter**) or select the **Function key** corresponding to the employee's record, and select ![ENTER] (**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] (Page Up) or ![PGDN] (Page Down).

The following screen displays:

Step	Action
5	Enter **N** (Nontaxable) or **T** (Taxable) in the **Record Type** field.
	When making entries in the Year, Quarter, and Pay Period fields, PCGenesis displays the first record for that pay period regardless of the record type.
	If only entering a Record Type, PCGenesis will display the first record available for that record type.
6	Enter the earnings history payroll year (YY) in the **Year** field.
7	Enter **1** (First Quarter: January – March), **2** (Second Quarter: April – June), **3** (Third Quarter: July – September) or **4** (Fourth Quarter: October –December) in the **Quarter** field to define the earnings history adjustment's payroll quarter.
8	Enter **01** through **53** in the **Pay Period** field to define the payroll period or enter **99** (Undefined/Does Not Apply to a Specific Payroll Period) to identify the payroll period as *"Undefined"*.
9	Select (**Enter**).

The following screen displays:

Although the following instructions display Taxable (T) adjustment record screenshot examples, the instructions also apply to Nontaxable (N) adjustment records.

Step	Action
10	**If updating the record:** Select ![F9] (**F9** – Switch to Update Mode). *Proceed to Step 11.*
	If displaying the record: Review and/or screen-print the information displayed, and select ![F16] (**F16** – Exit) to return to the *Display/Update Earnings History* screen. *Proceed to Step 14.*

The following screen displays:

Step	Action
11	Verify *"Mode changed to update"* displays, make the appropriate modifications, and select Enter (**Enter** – Validate). Select F3 (*F3 – Print this data*) to obtain a screen print of the Update/Display Earnings History Record screen. The screen print file will be available in the print queue with the name 'PSCNnnnn'.

The following screen displays:

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

The following screen displays:

Step	Action
13	Verify *"History record saved"* displays and select F16 (**F16** – Exit) to return to the *Display/Update Earnings History* screen.

The following screen displays:

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

The following screen displays:

Step	Action
15	**F2:** Select (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	F10: Select (**F16** – Exit) to return to the *Payroll System –Earnings History Menu*.

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

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

Procedure D: Printing Employees' Earnings History

Users assigned the Display Only (C) security access will not be able to perform this procedure.

Step	Action
1	Select ⬚2 (**F2** - Payroll Update Menu) or ⬚10 (**F10** - Earnings History Menu).

For **Step 1-F2** selections, the following screen displays:
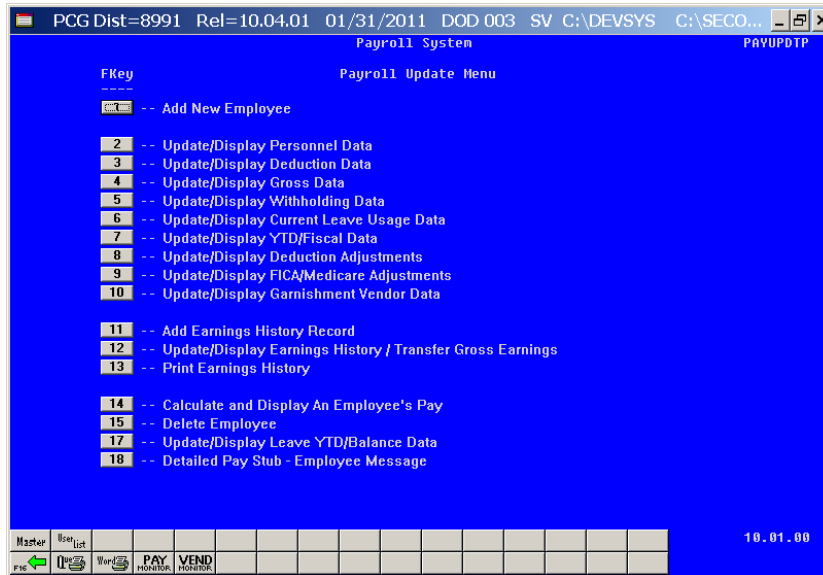
For **Step 1-F10** selections, the following screen displays:
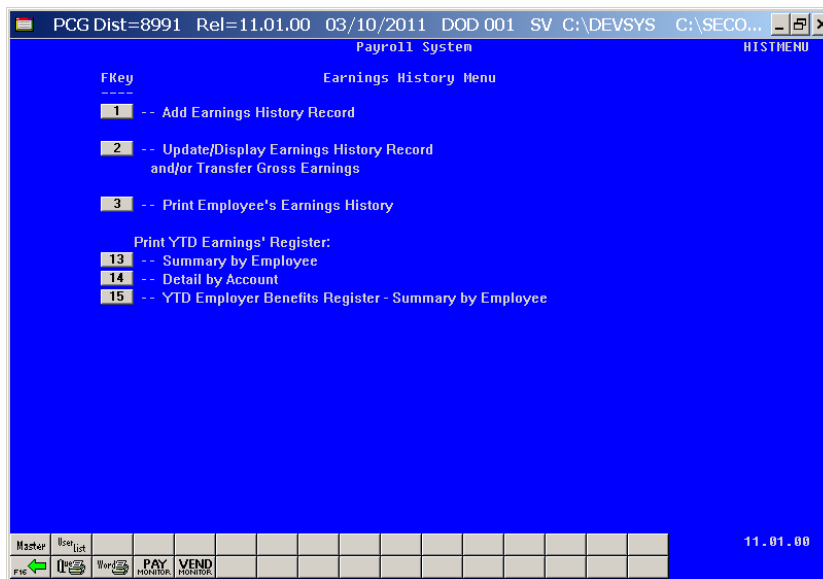
Step	Action
2	**For Step 1-F2 selections:** Select ⬚13 (**F13** – Print Earnings History). **For Step 1-F10 selections:** Select ⬚3 (**F3** – Print Employee's Earnings History).

The following screen displays:

Dates on the screen default to the current calendar year. These fields however are modifiable.

Step	Action
3	**For an individual employee:** Enter the employee number in the **Enter Empl# or leave blank to print ALL employees** field. *If the employee number is unknown, select* ![F15] *(F15 – Find Employee). When the Print Earnings History Records – Select Employee screen displays, follow normal procedures to locate the employee's information. When the Print Employee's Earnings History screen redisplays, PCGenesis populates the employee number in the first field on the screen, and the* ![F1] *(F1 – Next Employee),* ![F2] *(F2 – Previous Employee) icons will become available for selection.* **For all employees:** Leave the **Enter Empl# or leave blank to print ALL employees** field blank.
4	**For all employees:** Enter **X** in the **By name** <u>or</u> **By number** field to define how the results will be sorted in the printed report.
5	Enter the date range (MM/DD/CCYY) in the **Enter period to be printed** fields.
6	Enter the fiscal year's date range (MM/DD/CCYY) in the **Enter fiscal accumulation period** fields.

Step	Action
7	Enter the earnings history year-to-date accumulation's date range (MM/DD/CCYY) in the **Enter YTD accumulation period** fields.
8	**If printing for an individual employee:** Enter the employee number in the **Enter class or leave blank to print ALL classes** field.
	If printing for all employees: Leave the **Enter class or leave blank to print ALL classes** field blank.
9	**If printing for all employees:** Enter **YES** or **NO** in the **Skip employees w/no pay for selected period?** field.
	This entry determines if PCGenesis should exclude employees without earnings history for the specific time frame from the results.
10	Enter **NO** in the **Print only last 4 digits of SSN?** field to print the employee's entire social security number on the report. Enter **YES** in the **Print only last 4 digits of SSN?** field to print only the last four digits of the social security number and to hide the rest of the digits. This will allow tighter security of sensitive employee data.
11	Select (**Enter**).
	*"** Processing Request **" briefly displays.*

The following screen displays:
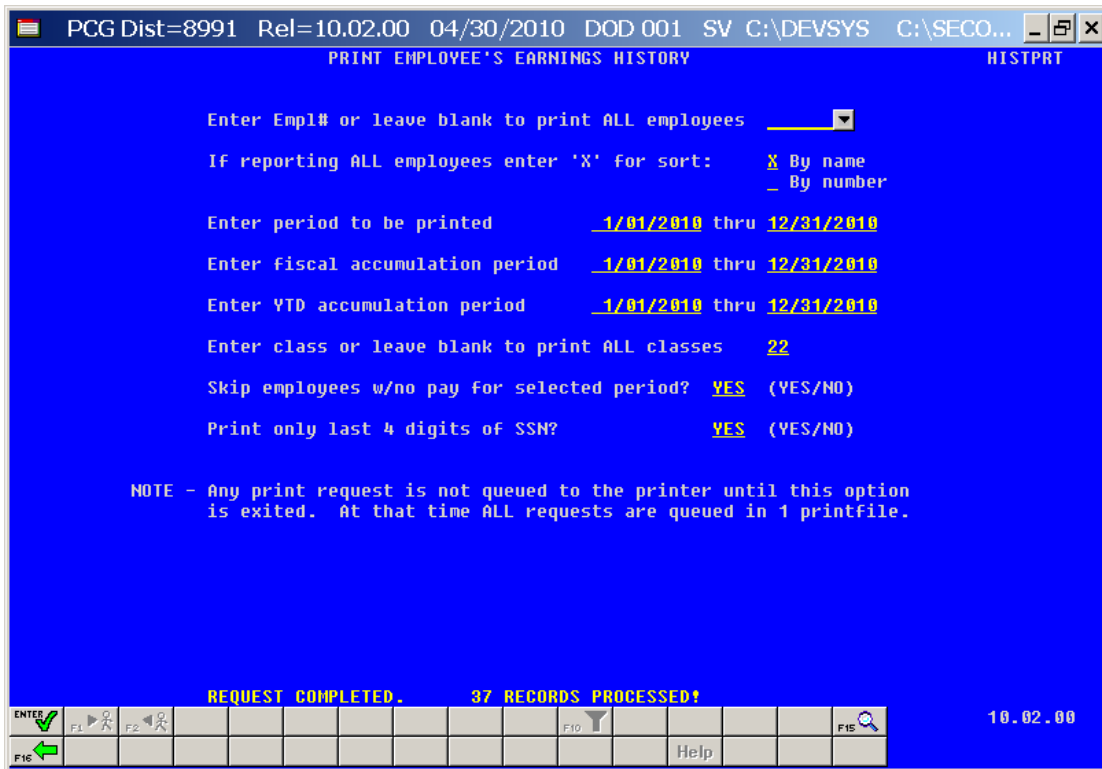
The number of records processed total is school district-specific.

Step	Action
12	Verify the total number of records processed is correct, and:
	For Step 1-F2 selections: Select ![F16] (**F16** – Exit) to return to the *Payroll System – Payroll Update Menu.*
	For Step 1-F10 selections: Select ![F16] (**F16** – Exit) to return to the *Payroll System – Earnings History Menu.*

For **Step 1-F2** selections, the following screen displays:

For **Step 1-F10** selections, the following screen displays:

Step	Action
13	Select F16 (**F16 -**Exit) to return to the *Payroll System Master Menu,* or select Master (**Master**) to return to the *Business Applications Master Menu.*
14	**To print the report via the Uqueue Print Manager:** Select Uqueue (**Uqueue**). **To print the report via Microsoft® Word:** Select (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.*

D1. Employee Earnings History Detail Report – Example

```
REPORT DATE: 04/30/2010            PAYROLL EARNINGS HISTORY DETAIL  -  BY EMPLOYEE NAME                        PAGE    5

* ACTIVE *                         * LOC- 109       CLASS-22      INSTR-I        TYPE-F           GHI-Y
EMP #-89386              SS# ***-**-9386   * SEX-F          ETHNIC- 2     MARITAL STAT-M  PAY SCH.#-24     PAYCYCLE-1
ANZERS, AU7USTINE                  * BIRTH- 8/01/1950  HIRE- 8/01/2008  REHIRE-         TERM-            REASON-
1614 MAIN STREET                   * CREDIT UNION:                  PENS- PSERS     PEN AMT/%-   4.0000
                                   * FED# EXEMPT  0    WITHHOLD CD-  0  AMT / %      .00  MAR. STAT M      CHECK/DD? DD
SMITH, GA 33333                    * ST ALLOW M-0 D-00 WITHHOLD CD-  0  AMT / %      .00  PERS STAT B      CUR PAY PD
PHONE # 999-555-0614   INCLUDE ON CPI?-Y   * STATE     .00  LOCAL   9343.98  OTHER        .00  SEC 125  Y        AEIC
RACE CODES:              HISPANIC?-    * ANN1 DED 01/CO 06              FEDERAL-Y       STATE-Y          FICA/MED-Y
   RACE CODES NOT DEFINED            * ANN2 DED 02/CO 00 ANN3 DED 00/CO 00 ANN4 DED 00/CO 00  ANN5 DED 00/CO 00
---------------------------------------------------------------------------------------------------------------------
          ACCOUNT            PAY CODE       RATE       REG-HR       OUT-HR         REG-GR        OUT-GR
10-608-0-9990-3100-18400-01090-000000   S                                            778.67
---------------------------------------------------------------------------------------------------------------------
                    ** EARNINGS HISTORY PERIOD COVERED - 01/01/2010 THRU 12/31/2010 **
CHK DATE   STATUS  TRN DATE                        TOT GROSS    HI-GR  OASDI-GR                     NET  BANK  CHECK
LTYP   ACCOUNT                 PTYP REAS  PER DATE     GROSS    FICA-GR              PENS-GR   GHI-GR
01/29/2010  I / C          FICA/MED Y              778.67    526.27    526.27                       465.56 BK02 159528
   S   106080999031001840001090000000    1/29/2010    778.67    526.27               778.67   162.72
       4.00 /81     32.63 /85     7.63 /86   252.40 /87     6.99 /04   252.40 /08    7.79 /01    1.67 /10
---------------------------------------------------------------------------------------------------------------------
02/26/2010  I / C          FICA/MED Y              778.67    526.27    526.27                       454.36 BK02 160360
   S   106080999031001840001090000000    2/26/2010    778.67    526.27               778.67   162.72
       4.00 /81     32.63 /85     7.63 /86   252.40 /87    18.19 /04   252.40 /08    7.79 /01    1.67 /10
---------------------------------------------------------------------------------------------------------------------
03/01/2010  I / C          FICA/MED Y              778.67    526.27    526.27                       454.36 BK02 160385
   S   106080999031001840001090000000    3/01/2010    778.67    526.27               778.67   162.72
       4.00 /81     32.63 /85     7.63 /86   252.40 /87    18.19 /04   252.40 /08    7.79 /01    1.67 /10
---------------------------------------------------------------------------------------------------------------------
03/16/2010  I / C          FICA/MED Y              778.67    526.27    526.27                       454.36 BK02 160435
   S   106080999031001840001090000000    3/16/2010    778.67    526.27               778.67   162.72
       4.00 /81     32.63 /85     7.63 /86   252.40 /87    18.19 /04   252.40 /08    7.79 /01    1.67 /10
---------------------------------------------------------------------------------------------------------------------
              TOTAL GROSS    3,114.68          TOTAL DEDUCTIONS    1,286.04        TOTAL NET    1,828.64
---------------------------------------------------------------------------------------------------------------------
                    ** W-2 HISTORY PERIOD COVERED - 01/01/2010 THRU 12/31/2010 **

CHK DT   DESC    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD    AMT /CD
010110 W REC 123.45 /121

---------------------------------------------------------------------------------------------------------------------
                    ** YTD W-2 ADJUSTMENTS PERIOD - 01/01/2010 THRU 12/31/2010 **

BOX ITEM   LABEL    DESCRIPTION                              YTD W2 ADJ AMT
12   1     AA       Designated Roth Contributions to a Section 401(k)    123.45
---------------------------------------------------------------------------------------------------------------------
                    ** YTD ACCUMULATION PERIOD - 01/01/2010 THRU 12/31/2010 **

          ACCOUNT            GROSS  REG-HRS OUT-HRS REG-GROSS OUT-GROSS  CONTRACT  FICA-GR  FICA-AMT  PENS-GR  PENS-AMT
10-608-0-9990-3100-18400-01090-000000  3114.68                                   2105.08   161.04  3114.68    16.00
                   TOTAL YTD  3114.68                 3114.68                     2105.08   161.04  3114.68    16.00
---------------------------------------------------------------------------------------------------------------------
                    ** FISCAL ACCUMULATION PERIOD - 01/01/2010 THRU 12/31/2010 **

          ACCOUNT                  GROSS    CONTRACT       TRS-GR      OLDERS-GR      NEWERS-GR      PSERS-GR
                                                          TRS-AMT     OLDERS-AMT     NEWERS-AMT     PSERS-AMT
10-608-0-9990-3100-18400-01090-000000  3114.68                                                       3114.68
                                                                                                       16.00
                  TOTAL FISCAL  3114.68                                                              3114.68
                                                                                                       16.00
---------------------------------------------------------------------------------------------------------------------
YTD DED-04  YTD DED-08  YTD DED-01  YTD DED-10
   61.56     1009.60       31.16       6.68
---------------------------------------------------------------------------------------------------------------------
 NON-TAXABLE GROSS -    1009.60
```

Procedure E: *Printing the YTD Earnings Registers*

*Users assigned the Display Only (C) security access will not be able to perform this procedure.*

Step	Action
1	Select ▭ (**F10** - Earnings History Menu).

The following screen displays:
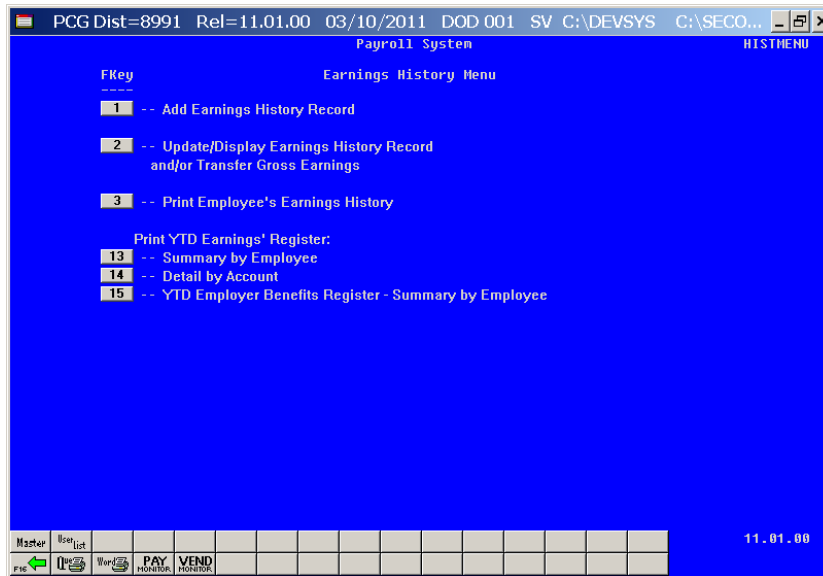
Step	Action
2	Select ▭ (**F13** - Print YTD Earnings Register: Summary by Employee) or select ▭ (**F14** - Print YTD Earnings' Register: Detail by Account).

For **Step 2-F13** selections, the following screen displays**:**

For **Step 2-F14** selections, the following screen displays**:**

Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Enter Beginning Date** and the **Enter Ending Date** fields. *PCGenesis defaults to the first and last dates of the current calendar year. Although displayed as '101CCYY', PCGenesis converts the date to 01/01/CCYY for processing.*
4	**For Step 2-F13 selections:** To print for an individual employee: Enter the employee number or select the Drop-down selection icon ▾ and in the **Enter Empl#** (**Leave blank to print ALL**) field. To print for all individual employee: Leave the **Enter Empl#** (**Leave blank to print ALL**) field blank. To print for an individual pay class: Enter the code or select the Drop-down selection icon ▾ and in the **Enter Class** (**Leave blank to print ALL**) field. To print for all pay classes: Leave the **Enter Class** (**Leave blank to print ALL**) field blank.
5	**For Step 2-F13 selections:** Enter **X** in the **Employee Name Sequence** or the **Name within Class** field to define how the results will display. *Proceed to Step 8.*
6	**For Step 2-F14 selections:** To print for a specific account number or account class: Enter the complete or partial account number or select the Drop-down selection icon ▾ in the **Enter Account or Part of Account Nbr** (Enter Account or Part of Account Number) field. To print all accounts: Leave the **Enter Account or Part of Account Nbr** (Enter Account or Part of Account Number) field blank.
7	**For Step 2-F14 selections:** Enter **Y** (Yes) or **N** (No) in the **Include Third Party Sick Pay?** field.
8	Select **Enter**.
9	Verify the entries are correct, and select **Enter** in response to the **IS ABOVE DATA CORRECT?** message. *"** Processing Request **" briefly displays. If the information is incorrect, select F16, and return to the appropriate step to correct the entries.*

For **Step 2-F13** selections, the following screens display where appropriate**:**

Step	Action
10	**For OASDI/HI Warning screen displays:** Select **Enter** and access the *Uqueue Print Manager* to print the reports. Verify the OASDI and HI totals are correct. Where applicable, add an earnings history record to correct this error. After making the appropriate modifications, repeat this procedure beginning at *Step 1*.

The following screen displays:

Step	Action
11	Select F16 (**F16 -**Exit) to return to the *Payroll System Master Menu* or select Master (**Master**) to return to the *Business Applications Master Menu*.
12	**To print the report via the Uqueue Print Manager:** Select Queue (**Uqueue**). **To print the report via Microsoft® Word:** Select Word (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use this feature where appropriate.*

E1.1. Earnings History Summary Register – Example

The reports' results are system-specific, and depend upon Procedure E: Printing the YTD Earnings Registers selections.

```
================================================Page Break================================================
REPORT DATE 04/24/2008              EARNINGS HISTORY REGISTER FOR 01/01/08 THRU 12/31/08              PAGE    1

                                        DEDUCTION TABLE LISTING

                CODE        DESCRIPTION          CODE           DESCRIPTION

                00    = FRINGE                   01    = FIRST ANNUITY
                02    = SECOND ANNUITY           03    = FED W/H TAX
                04    = GA INCOME TAX            08    = GHI NON-CERITFIED/CAFE
                09    = GHI CERTIFIED/CAFE       10    = GHI NON-CERTIFIED
                11    = GHI CERTIFIED            12    = EMPLOYEE_AD&D 75-79 2X
                13    = DEPENDENT CARE SPENDING  14    = DENTAL INDEMNITY
                15    = ADMIN FEE - AFTER TAX    16    = ADMIN FEE - BEFORE TAX
                17    = HLTH CARE SPEND_GENERAL  19    = HEALTH CARE SPEND_LIMIT
                20    = LONG TERM CARE - 75000   21    = COURT W/H
                22    = COURT W/H               23    = LEGAL PLAN
REPORT DATE 04/24/2008              EARNINGS HISTORY REGISTER FOR 01/01/08 THRU 12/31/08              PAGE    2

  REG. HR.   OVT. HR.   REG. GR.   OVT GR.   GROSS    CONTRACT    PENS GR.   OASDI GR.    HI GR.    GHI GR.    NET

EMP #: 88994    NAME:  ACCIDENTALLYFELL, AMMILIA X    CLASS: 04
                3,945.45             3,945.45            3,945.45   3,630.25   2,841.16   3,945.45   2,741.38
  197.25 /01  224.90 /03  143.06 /04   11.50 /19   29.00 /20  365.00 /29   16.00 /81  176.16 /85   41.20 /86  315.20 /87
                    **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

EMP #: 88994    NAME:  ACCIDENTALLYFELL, AMMILIA X    CLASS: 04    NON-CERTIFIED HISTORY
                789.09               789.09              789.09     789.09                789.09     536.34
   39.45 /01   44.98 /03   87.22 /04    2.30 /19    5.80 /20   73.00 /29
                    **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

EMP #: 89311    NAME:  ACEDTHETEST, ABIGAIL        CLASS: 06                      MEDICARE ONLY
                3,029.50             3,029.50            3,029.50   3,029.50   3,029.50 M    2.00   2,364.48
  225.94 /03  119.30 /04  228.88 /08   38.05 /13    3.15 /19    2.90 /20   46.80 /29
                    **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

EMP #: 89311    NAME:  ACEDTHETEST, ABIGAIL        CLASS: 06
                12,118.00            12,118.00           12,118.00  11,003.68  11,003.68     8.00   8,010.24
  903.76 /03  477.20 /04  915.52 /08  152.20 /13   12.60 /19   11.60 /20  187.20 /29  605.92 /82  682.24 /85  159.52 /86
 1114.32 /87
```

In addition to other earnings history information, the Payroll Earnings Register also displays Year-to-Date (YTD) W-2 adjustment information for affected employees.

```
================================================Page Break================================================
REPORT DATE 04/24/2008              EARNINGS HISTORY REGISTER FOR W-2 ADJUSTMENTS              PAGE   28
                                  FOR PAY PERIOD 01/01/08 THRU 12/31/08

        BOX   ITEM LABEL    DESCRIPTION                          CERTIFIED    NON-CERTIFIED    TOTAL

        01    0   Wages     Wages, Tips, Other Compensation        10.00                        10.00

                            *** EMPLOYEE COUNTS                       1                           1
```

The final page of the report lists total dollar amounts and overall employee totals.

```
REPORT DATE 04/25/2008                    EARNINGS HISTORY REGISTER FOR 01/01/08 THRU 12/31/08                    PAGE    29
                                          FINAL TOTALS INCLUDING THIRD PARTY SICK PAY


                    CODE  DESCRIPTION                   CERTIFIED       NON-CERTIFIED        TOTAL


                          REGULAR HOURS
                          OVERTIME HOURS
                          REGULAR GROSS             4,048,651.95     1,453,691.55     5,502,343.50
                          OVERTIME GROSS
                          CONTRACT GROSS              156,866.52        23,975.60       180,842.12
                          TOTAL GROSS              4,048,651.95     1,453,691.55     5,502,343.50
```

E1.2. YTD Earnings Register Error Report – Example

```
==================================================Page Break==================================================
REPORT DATE 04/24/2008              EARNINGS HISTORY REGISTER FOR 01/01/08 THRU 12/31/08                  PAGE     1
                                                   ERROR REPORT

    REG. HR.   OVT. HR.   REG. GR.    OVT GR.    GROSS    CONTRACT    PENS GR.   OASDI GR.    HI GR.    GHI GR.     NET

EMP #: 88994       NAME:  ACCIDENTALLYFELL, AMMILIA X     CLASS: 04
                          3,945.45              3,945.45             3,945.45    3,630.25   2,841.16   3,945.45   2,741.38
   197.25 /01  224.90 /03  143.06 /04   11.50 /19   29.00 /20   365.00 /29   16.00 /81  176.16 /85   41.20 /86  315.20 /87
                   **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****


EMP #: 89311       NAME:  ACEDTHETEST, ABIGAIL            CLASS: 06                     MEDICARE ONLY
                          3,029.50              3,029.50             3,029.50    3,029.50   3,029.50 M    2.00   2,364.48
   225.94 /03  119.30 /04  228.88 /08   38.05 /13    3.15 /19    2.90 /20   46.80 /29
                   **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****


EMP #: 25628       NAME:  TEST TEACHER, GADOE 08.01.00    CLASS: 04
```

E1.3. YTD Earnings Register – Detail by Account – Example

```
==================================================Page Break==================================================
DATE:  4/24/2008                              EARNINGS REGISTER DETAIL                              PAGE:   1
          REQUESTED DATES  1/01/08 THROUGH 12/31/08              FOR ACCOUNT MASK: 080000000000000000000000000000

EMP#  SHORT NAME          GROSS AMT    FICA AMT    FICA GR    PENSION    PENS GR         ACCOUNT

89368 ADDEDWRONG, ALYSSA   11,088.00     754.04    9,856.64     554.40   11,088.00  08 100 0 1011 1000 11000 0192 0 000000
89272 BA8GH, PH8BE         23,063.36   1,736.48   22,698.96   1,153.20   23,063.36  08 100 0 1011 1000 11000 0192 0 000000
89590 BA8TH, SA8FORD       25,568.72   1,849.84   24,180.32   1,278.40   25,568.72  08 100 0 1011 1000 11000 0192 0 000000
88957 FE6NANDES, EL6ANDA   12,784.36     951.84   12,442.56     639.20   12,784.36  08 100 0 1011 1000 11000 0192 0 000000
89512 HO6K, CA6TER         26,336.00   1,993.28   26,055.36   1,316.80   26,336.00  08 100 0 1011 1000 11000 0192 0 000000
88876 PETEACHER, PAULINE    9,366.48     681.56    8,909.16     468.32    9,366.48  08 100 0 1011 1000 11000 0192 0 000000
89547 RU3H, CR3Z           29,403.36   2,249.36   29,403.36   1,470.16   29,403.36  08 100 0 1011 1000 11000 0192 0 000000
89088 SPANISHTEACHER, SAMA 25,704.64   1,937.36   25,325.20   1,285.20   25,704.64  08 100 0 1011 1000 11000 0192 0 000000
25628 TEST TEACHER, GADOE   7,637.50     318.62    3,772.77       0.00       0.00  08 100 0 1011 1000 11000 0192 0 000000
88971 VASTKNOWLEDGE, VINCE  9,741.24     659.08    8,615.48     487.08    9,741.24  08 100 0 1011 1000 11000 0192 0 000000
88840 WRITINGTEACHER, WAYN  9,674.20     699.20    9,139.56     483.72    9,674.20  08 100 0 1011 1000 11000 0192 0 000000
```

The final page of the report provides totals by Object Function, Program and by Fund/Fisc.

```
*** TOTAL BY OBJECT      15,984.96   1,112.72   14,545.24      32.00    7,992.48  *
*** TOTAL BY FUNCTION    15,984.96   1,112.72   14,545.24      32.00    7,992.48  **
*** TOTAL BY PROGRAM     35,736.16   2,580.08   33,726.84     738.16   21,796.24  ***
*** TOTAL BY FUND/FISC   35,736.16   2,580.08   33,726.84     738.16   21,796.24  ****

*** GRAND TOTAL        5497,735.82 403,773.79 5277,678.03 250,668.66 5210,902.72  *****
```

Procedure F: Printing the YTD Employer Benefits Register – Summary by Employee

Users assigned the Display Only (C) security access will not be able to perform this procedure.
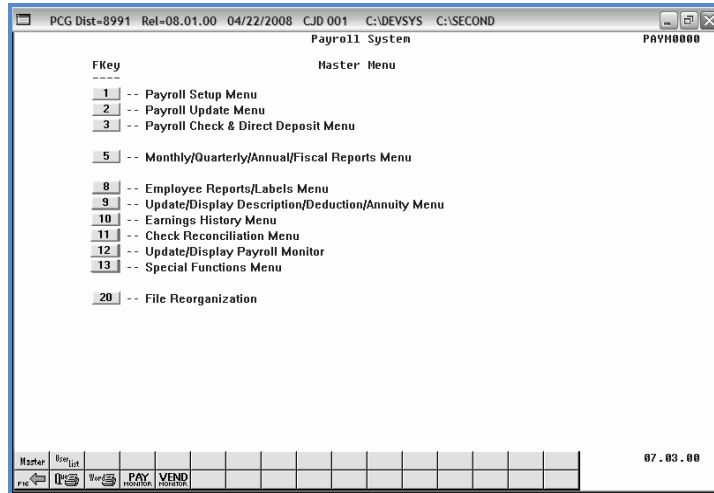
Step	Action
1	Select ⬛ **10** (**F10** - Earnings History Menu).

The following screen displays:
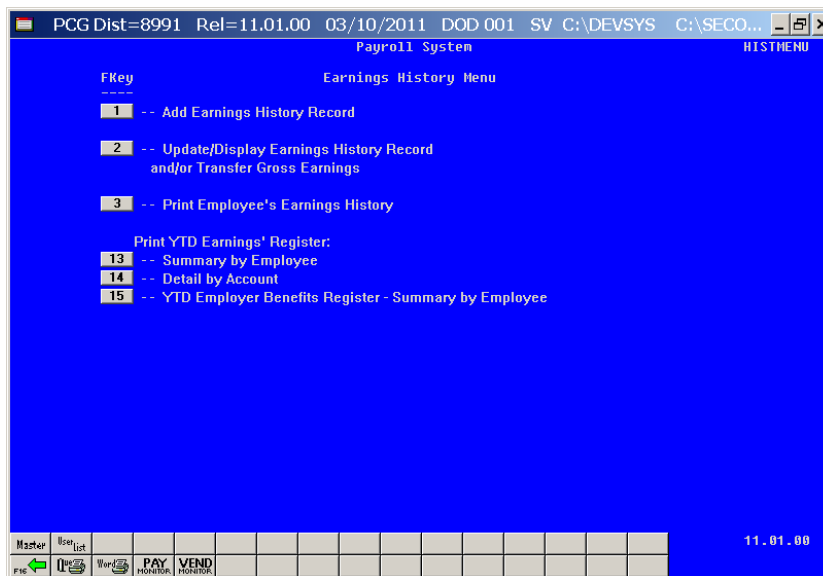
Step	Action
2	Select ⬛ **15** (**F15** - Print YTD Earnings Register: YTD Employer Benefits Register - Summary by Employee).

The following screen displays**:**

Step	Action
3	Enter the date range (MM/DD/CCYY) in the **Enter Beginning Date** and the **Enter Ending Date** fields. *PCGenesis defaults to the first and last dates of the current calendar year. Although displayed as '101CCYY', PCGenesis converts the date to 01/01/CCYY for processing.*
4	To print for an individual employee: Enter the employee number or select the Drop-down selection icon ▾ and in the **Enter Empl#** (**Leave blank to print ALL**) field. To print for all individual employee**:** Leave the **Enter Empl#** (**Leave blank to print ALL**) field blank. To print for an individual pay class: Enter the code or select the Drop-down selection icon ▾ and in the **Enter Class** (**Leave blank to print ALL**) field. To print for all pay classes**:** Leave the **Enter Class** (**Leave blank to print ALL**) field blank.
5	Enter **X** in the **Employee Name Sequence** or the **Name within Class** field to define how the results will display.

Step	Action
6	Select **Enter**.
7	Verify the entries are correct, and select **Enter** in response to the **IS ABOVE DATA CORRECT?** message. *"** Processing Request **" briefly displays. If the information is incorrect, select F16, and return to the appropriate step to correct the entries.*

The following screens display where appropriate**:**

Step	Action
8	**For OASDI/HI Warning screen displays:** Select **Enter** and access the *Uqueue Print Manager* to print the reports. Verify the OASDI and HI totals are correct. Where applicable, add an earnings history record to correct this error. After making the appropriate modifications, repeat this procedure beginning at *Step 1*.

The following screen displays:

Step	Action
9	Select ![F16] (**F16 -**Exit) to return to the *Payroll System Master Menu* or select ![Master] (**Master**) to return to the *Business Applications Master Menu.*
10	**To print the report via the Uqueue Print Manager:** Select ![Uqueue] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word] (**MS WORD**). *Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use this feature where appropriate.*

F1.1. YTD Employer Benefits Register – Example

The reports' results are system-specific, and depend upon Procedure F: Printing the YTD Employer Benefits Register – Summary by Employee selections.

The first page of the report lists the deduction codes and descriptions. Note that deduction code 87 represents the Employer GHI contribution amount.

```
REPORT DATE 03/08/2011          YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11          PAGE:    1
REPORT TIME 09:04                                                                      PROGRAM: YTDEXT3/YTDPRT3

                                          DEDUCTION TABLE LISTING


            CODE          DESCRIPTION                  CODE          DESCRIPTION


            00    = FRINGE                             01    = EMPLOYEE'S 1ST ANNUITY
            02    = EMPLOYEES'S 2ND ANNUITY            03    = FED W/H TAX
            04    = GA INCOME TAX                      08    = NON-CERT SHPB
            09    = CERT MERIT-125                     10    = COURT W/H
            11    = VENDOR 005277                      12    = VENDOR 000010
            13    = VENDOR 000011                      14    = VENDOR 005278
            15    = VENDOR 000013                      16    = VENDOR 008260
            17    = COURT W/H                          18    = VENDOR 006244
            19    = VENDOR 000018                      20    = VENDOR 006260
            55    = VENDOR 007566                      56    = COURT W/H
            57    = COURT W/H                          58    = COURT W/H
            59    = VENDOR 006364                      60    = COURT W/H
            61    = VENDOR 008012                      62    = VENDOR 004074
            63    = COURT W/H                          64    = COURT W/H
            65    = VENDOR 004229                      66    = VENDOR 005636
            67    = VENDOR 004231                      68    = VENDOR 005636
            69    = COURT W/H                          70    = COURT W/H
            71    = COURT W/H


            81    = PSERS                              82    = TRS
            83    = OLDERS                             84    = NEWERS
            85    = OASDI                              86    = HI
            87    = EMPLOYER GHI                       88    = AEIC
```

The YTD Employer Benefits Register displays the employer contribution information for affected employees.

```
REPORT DATE 03/08/2011            YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11           PAGE:     2
REPORT TIME 09:04                                                                          PROGRAM: YTDEXT3/YTDPRT3

CLASS 01 - ADMINISTRATION

  REG. HR.   OVT. HR.   REG. GR.   OVT GR.    GROSS     CONTRACT    PENS GR.   OASDI GR.    HI GR.    GHI GR.    NET

EMP #: 86313        NAME:   BL8CKMAN, TY8SHA                                       MEDICARE ONLY
                    6,023.46             6,023.46            6,023.46              5,879.76 M 4,565.13   4,056.15
   2.70 /42  619.21 /82   10.00 /85   85.26 /86  1002.27 /87
                          **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****

EMP #: 88801        NAME:   CA8HEY, TI8UANA                                        MEDICARE ONLY
                    4,046.77             4,046.77                                  4,046.77 M 2,236.91   3,247.17
   2.70 /42   58.68 /86  491.11 /87

EMP #: 88208        NAME:   SA9LOR, LE9                                            MEDICARE ONLY
                    6,853.65             6,853.65            6,853.65              6,544.35 M 4,583.37   4,822.11
   2.70 /42  704.56 /82   94.89 /86  1006.27 /87

EMP #: 86279        NAME:   SK2GGS, JA2AR
                    7,173.45             7,173.45            7,173.45                        5,158.66   5,075.03
   2.70 /42  737.43 /82  1132.58 /87

EMP #: 86575        NAME:   SO2ELL, LI2WOOD                                        MEDICARE ONLY
                    7,131.78             7,131.78            7,131.78              6,658.38 M 5,158.66   4,688.57
   2.70 /42  733.15 /82   96.55 /86  1132.58 /87

EMP #: 88319        NAME:   SP2IN, WH2TLEY                                         MEDICARE ONLY
```

The final page of the report lists total dollar amounts and overall employer contribution totals.

```
REPORT DATE 03/08/2011            YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11           PAGE:    54
REPORT TIME 09:04                                                                          PROGRAM: YTDEXT3/YTDPRT3

          CODE  DESCRIPTION              CERTIFIED    NON-CERTIFIED      TOTAL

                REGULAR HOURS                            80.00          80.00
                OVERTIME HOURS
                REGULAR GROSS          1,190,925.68   369,866.11   1,560,791.79
                OVERTIME GROSS
                CONTRACT GROSS
                TOTAL GROSS            1,190,925.68   369,866.11   1,560,791.79
                GA TAXABLE GROSS       1,035,753.68   305,376.95   1,341,130.63
                FED. TAXABLE GROSS     1,035,753.68   305,376.95   1,341,130.63
                PSERS GROSS                           141,652.05     141,652.05
                TRS GROSS              1,162,537.82   223,338.15   1,385,875.97
                OLDERS GROSS
                NEWERS GROSS
                OASDI GROSS                8,547.00   127,026.52     135,573.52
                HI GROSS               1,063,206.03   321,578.12   1,384,784.15
                GHI GROSS              1,114,214.76   276,931.20   1,391,145.96
          01    EMPLOYEE'S 1ST ANNUITY     634.33                      634.33
          02    EMPLOYEES'S 2ND ANNUITY     95.00                       95.00
          42    VENDOR 002135              772.20       672.30       1,444.50
          43    VENDOR 002135                1.35        13.50          14.85
          82    TRS                     120,484.09    22,856.27     143,340.36
          85    OASDI                      539.92     7,875.66       8,415.58
          86    HI                       15,416.59    4,662.78      20,079.37
          87    EMPLOYER GHI            244,624.47    33,032.16     277,656.63
          88    AEIC                                    152.50         152.50
                NET                     835,476.47   256,669.15   1,092,145.62

                *** EMPLOYEE COUNTS         290          266           556
```

F1.2. YTD Employer Benefits Register Error Report – Example

```
REPORT DATE 03/08/2011              YTD EMPLOYER BENEFITS REGISTER FOR 01/01/11 THRU 12/31/11              PAGE:    1
REPORT TIME 09:04                                                                      PROGRAM: YTDEXT3/YTDPRT3
                                                ERROR REPORT

   REG. HR.    OVT. HR.   REG. GR.    OVT GR.      GROSS     CONTRACT     PENS GR.   OASDI GR.      HI GR.     GHI GR.      NET

EMP #: 86313        NAME:   BL8CKMAN, TY8SHA                                             MEDICARE ONLY
                            6,023.46              6,023.46               6,023.46              5,879.76 M  4,565.13   4,056.15
      2.70 /42    619.21 /82    10.00 /85    85.26 /86  1002.27 /87
                            **** OASDI AMOUNT AND/OR HI AMOUNT IS INCORRECT ACCORDING TO THE GROSS ****




End of File
```