

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

6/18/2009

Section C: Payroll Check and Direct Deposit Statement Processing

[Topic 3: Void/Add Payroll Checks and Direct Deposit Statements for the Current Payroll Run, V2.0]

Revision History

| Date | Version | Description | Author |
|------------|---------|--|-------------|
| 06/18/2009 | 2.0 | 09.02.00 – Added multiple ACH processing information and instructions. | C. W. Jones |

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Overview

<mark>* * * Attention * * *</mark>

Void and add payroll checks and direct deposit statements for the current Payroll cycle only.

Contact the Technology Management Customer Support Center <u>immediately</u> when encountering problems processing Manual payroll checks or direct deposits. <u>Do not continue processing</u>!

The *Void/Add* procedure may be used to void payroll checks and direct deposits, to process replacement check and direct deposits, and to issue a corrected check or direct to deposit to an employee who received incorrect pay, or if an employee's deductions for the current payroll run were incorrect.

Void/Add Request Procedure: Initiating the *Void/Add Request* procedure configures PCGenesis to void and to add payroll checks and direct deposits to the current payroll run.

Void/Add Payroll Sequence Monitor: The *Void/Add Payroll Sequence Monitor* lists the sequential steps of the *Void/Add* procedure. PCGenesis users may update the monitor when appropriate.

Trial Register for Additional Payroll Checks and Direct Deposit Statements: The *Trial Register lists* employees paid during the current payroll and corresponding dollar amounts. The register displays these results without updating PCGenesis employee information.

Calculate Payroll and Update Year-to-Date Totals: To verify employee payroll information is correct <u>before</u> payroll processing, PCGenesis calculates employee information and allows the user to exit the procedure before updated YTD totals. Selecting *Enter* when prompted updates employee YTD totals. PCGenesis users should only perform the YTD totals portion of the procedure <u>once</u>.

Printing Additional Payroll Checks: Verify payroll checks and direct deposit statements to ensure the check and direct deposit information is correct.

Voiding/Adding Payroll Checks and Direct Deposit Statements

<u>Multiple Automated Clearinghouse (ACH)/Direct Deposit Statement Processing:</u> Based on the *Update/Display Payroll Withholding/Direct Deposit Data* screen's entries, PCGenesis creates additional information for the employee within other PCGenesis components including earnings history processing. For example, Automated Clearinghouse (ACH) processing includes the results for a single bank, for multiple banks, and for single and multiple bank account entries for earnings history processing.

The following *Void/Add* procedural guidelines apply:

- An employee may have only one *Voided* or *reissued* payroll check or direct deposit per payroll cycle.
- When a payroll check or direct deposit is voided or reissued, the *Final Payroll Register* (F7), *Deduction Register/Create Direct Deposit Export File* (F8) and the *Final Payroll Distribution Report* (F12) <u>must be regenerated</u> from the *Payroll System Check and Direct Deposit Menu. Refer*

Georgia Department of Education Kathy Cox, State Superintendent of Schools June 18, 2009• 2:08 PM • Page 1 of 21 All Rights Reserved. to Section C: Payroll Check and Direct Deposit Statement Processing, Topic 4: Printing the Pre-Payroll Posting Reports for instructions.

- Process <u>all</u> voided and reissued payroll checks and direct deposits <u>before</u> selecting *F13 Update Earnings History with Current Pay.*
- Make modifications to the employee's payroll record before issuing *replacement* payroll checks and direct deposits. *Refer to Section B: Payroll Update Processing, Topic 2: Update/Display Payroll Information for instructions.*
- Before generating the *Final Payroll Register*, *Y*(*Yes*) must be entered in the void/add monitor's *Request additional checks, Run exceptions register with no exceptions, Calc payroll and update YTD figures* and *Print paychecks and Direct Deposits* fields.
- When using a payroll check to transfer funds to the direct deposit bank, the *Void/Add* procedure may be used to void a check that was issued in error, and to issue a replacement check. PCGenesis will not print the replacement check. Issue a manual check in this instance. Refer to *Section C: Payroll Check and Direct Deposit Statement Processing, Topic 5: Manual/Void Only Payroll Check and Direct Deposit Statement Processing* for instructions.

Selecting F28 (Assistance for Void/Add Procedures Help) when offered, provides additional assistance with the entry of information.

Payroll Check/Direct Deposit Statement Void/Add Checklist

| \checkmark | STEP | ACTION |
|--------------|------|---|
| | 1 | Initiate the <i>Void/Add</i> procedure. |
| | 2 | Update employees' payroll information where applicable. Refer to <i>Section B:</i> , <i>Topic 2: Update/Display Payroll Information</i> for instructions. |
| | 3 | Print the <i>TRIAL Register</i> for additional payroll checks and direct deposits. Refer to <i>Procedure C:</i> for instructions. |
| | 4 | Calculate payroll and update Year-to-Date (YTD) totals. Refer to <i>Procedure D:</i> for instructions. |
| | | Process all payroll information before proceeding. |
| | 5 | Print the additional payroll checks and direct deposits. Refer to Section C:, Topic 2: Printing Payroll Checks and Direct Deposit Statements for instructions. |
| | 6 | Void and/or reissue Direct Deposit Statements, where applicable. Refer to <i>Procedure G:</i> for instructions. |
| | 7 | Print the <i>Deduction Register</i> and create the <i>Direct Deposit Export File</i> . Refer to <i>Section C:</i> , <i>Topic 4: Printing the Payroll Pre-Posting Reports</i> for instructions. |
| | 8 | Print the Final Payroll Distribution Report. Refer to Section C:, Topic 4: Printing the Payroll Pre-Posting Reports for instructions. |
| | | Print and verify all payroll reports before proceeding. |
| | 9 | Make sure all users log out of PCGenesis. |
| | 10 | Update employees' earnings history with the current pay. Refer to <i>Section C:, Topic 6: Posting Final Payroll</i> for instructions. |
| | 11 | Update the <i>Budget</i> files with the current payroll. Refer to <i>Section C:</i> , <i>Topic 6: Posting Final Payroll</i> for instructions. |

Procedure A: Update/Display the Void/Add Payroll Sequence Monitor

| Step | Action |
|------|---|
| 1 | From the Business Applications Master Menu, select 2 (F2 - Payroll System). |

The following screen displays:

| FKey Haster Henu 1 Payroll Setup Menu 2 Payroll Update Menu |
|---|
| <u>3</u> Payroll Check & Direct Deposit Menu |
| 5 Monthly/Quarterly/Annual/Fiscal Reports Menu 8 Employce Reports/Labels Menu 9 Update/Display Description/Deduction/Annuity Menu 10 Earnings History Menu 11 Check Reconcillation Menu 12 Update/Display Payroll Monitor 13 Special Functions Menu |
| _20 File Reorganization |
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| Step | Action |
|------|---|
| 2 | Select 3 (F3 - Payroll Check and Direct Deposit Menu). |

The following screen displays:

Step

3



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Select 12 (F12 - Void/Add Procedure Monitor).

The following screen displays:

The following screen displays:

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| _ | | 10 | PAYSTIPH | |
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| | VOID/ADD PAYROLL SEQUENCE MONITOR | | | |
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| | Calc pauroll and update YTD figures | Ň | | |
| | Print paychecks and Direct Deposits | Ν | | |
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| | Press PFKEY 16 to exit. | | | |
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| Step | Action | |
|------|--|--|
| 5 | After reviewing the screen's entries, select F16 (to Exit) to return to the <i>Payroll System</i> - <i>Check/Direct Deposit Void/Add Procedure Menu</i> . | |

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|------|---|------------|-----------------------|
| | Payroll System | PAYVOIDP | |
| | FKey Check/Direct Deposit Void/Add Procedure | | |
| | 1 Step 1. Void/Add Request Procedure | | |
| | Step 2. (Return to Update Menu for Adjustments as Necessary) | | |
| | 3 Step 3. Trial Register for Additional Checks/Direct Deposits | | |
| | 5 Step 5. Print Additional Checks/Direct Deposits | | |
| | 12 Void/Add Procedure Monitor | | |
| | 15 Void/Add Check to Direct Deposit Bank | | |
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| | Note: Steps 1 - 3 can be repeated as often as necessary. Becords will be accumulated until step 4 is processed | | |
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| Step | Action | | |
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| 6 | Select Ete (F16 - Evit) to return to the Payroll System | m Cha | ck and Direct Deposit |
| | Scheel (FIG - Exit) to fetuin to the Taylou System | n - Che | ck und Direct Deposit |
| | Manu or soloct Master (Mostor) to return to the Rusiness As | nnligation | ns Master Menu |
| | (Master) to return to the Dusiness Ap | opiicanoi | is musier menu. |
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Procedure B: Void or Add a Payroll Check or Direct Deposit **Statement**



| Step | Action |
|------|--|
| 1 | Select 3 (F3 - Payroll Check and Direct Deposit Menu). |

The following screen displays:

Step

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|------|--|----|
| | Payroll System PAYH00 | 03 |
| | FKey Check and Direct Deposit Menu | |
| | 1 Print Balance Sheets (After Updates) | |
| | 2 Calculate Payroll & Print Exceptions | |
| | 3 Calculate Payroll & Print Trial Register | |
| | 4 Calculate Payroll & Opdate YTD (Final) 24 Import Leave Data for Paystubs From Leave Management System | |
| | 5 Print Paychecks and Direct Deposits | |
| | 6 Check/Direct Deposit Void/Add Menu | |
| | 7 Print Final Payroll Register | |
| | 8 Print Deduction Registers & Create Direct Deposit Export File | |
| | 9 Manual Checks & Voids From Previous Pay Menu | |
| | 12 Print Final Payroll Distribution | |
| | 13 Update Earnings History With Current Pay | |
| | 14 Update Budget Files With Current Pay | |
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| • () | F6 - Check/Direct Deposit Void/Add Menu) | |

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| | Payroll System PAYVOIDP FKey Check/Direct Deposit Void/Add Procedure 1 2 3 4 5 5 6 10 |
| | _15 Void/Add Check to Direct Deposit Bank Note: Steps 1 - 3 can be repeated as often as necessary. Records will be accumulated until step 4 is processed. |
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| Step | Action |
| 3 | Select (F1 – Step 1. Void/Add Request Procedure). |

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| Employee: | | | | | | |
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| | | Enter - C | ontinue, | F16 - ReEnt | er/Exit | 09.02.00 |
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| Step | Action |
|------|---|
| 4 | Enter the employee number, or select the Drop-down selection icon \blacksquare within the field to choose the employee's information. |
| 5 | Select Enter (Continue). |

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|---|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Payroll Check / Direct Deposit Voiding / Adding | | | | | | | | | | | | | |
| Enter Employee Number: 36872 | | | | | | | | | | | | | |
| Employee: GADDE, TEST EMPLOYEE 090200 | | | | | | | | | | | | | |
| Check/DD #: 39746 | | | | | | | | | | | | | |
| Amount: 4,587.14 | | | | | | | | | | | | | |
| Will a replacement check / direct deposit be issued? (YES or NO) | | | | | | | | | | | | | |
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| Enter - Continue, F16 - ReEnter/Exit | 09.02.00 | | | | | | | | | | | | |
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| Step | Action |
|------|---|
| 6 | Enter the appropriate response in the Will a replacement check/direct deposit be issued? field, and select Enter (Continue). |
| | If Yes was entered in the field, the employee's record may be updated with the payroll check or direct deposit information by using the instructions provided in Section B: Payroll Update Processing, Topic 2: Update/Display Payroll Information. |

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|-------------|-------------|-------------|----------|--------------|-------------|--------|
| | Payı | oll Check / | Direct D | eposit Voidi | ng / Adding | |
| Enter Emplo | yee Number: | | | | | |
| Employee: | | | | | | |
| Check/DD #: | | | | | | |
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| | | Enter - Co | ntinue, | F16 - ReEnt | er/Exit | 09.02. |
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| Step | Action |
|------|--|
| 7 | Select F16 (ReEnter/Exit) to return to the <i>Payroll System - Check/Direct Deposit Void/Add Procedure Menu</i> . |

The following screen displays:

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| | Payroll System | PAYVOIDP |
| | FKey Check/Direct Deposit Void/Add Procedure | |
| | 1 Step 1. Void/Add Request Procedure | |
| | Step 2. (Return to Update Menu for Adjustments as Necessary) | |
| | 3 Step 3. Trial Register for Additional Unecks/Direct Deposits 4 Step 4. Calculate Pay and Lindate YTD | |
| | 5 Step 5. Print Additional Checks/Direct Deposits | |
| | 12 Void/Add Procedure Monitor | |
| | 15 Void/Add Check to Direct Deposit Bank | |
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| | Note: Stenc 1 - 3 can be reneated as often as necessary | |
| | Records will be accumulated until step 4 is processed. | |
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8 Select **FIG** (**F16** - Exit) to return to the *Payroll System* – *Check and Direct Deposit Menu*, or select **Master** (**Master**) to return to the *Business Applications Master Menu*.

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Procedure C: Print the Trial Register for Additional Payroll Checks and Direct Deposit Statements



| Step | Action |
|------|---|
| 1 | Select 3 (F3 - Payroll Check and Direct Deposit Menu). |

The following screen displays:

Step

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|-----|--|----------|
| í | Payroll System | PAYN0003 |
| | FKey Check and Direct Deposit Menu | |
| | 1 Print Balance Sheets (After Updates) | |
| | 3 Calculate Payroll & Print Exceptions | |
| | 4 Calculate Payroll & Update YTD (Final) | |
| | 5 Print Pavchecks and Direct Deposits | |
| | 6 Check/Direct Deposit Void/Add Menu | |
| | 7 Print Final Payroll Register | |
| | 8 Print Deduction Registers & Create Direct Deposit Export File | |
| | 9 Manual Checks & Voids From Previous Pay Menu | |
| | 12 Print Final Payroll Distribution | |
| | 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay | |
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| | (FU - Check/Direct Deposit void/Add Menu). | |

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| | Payroll System | PAYUOIDP |
| | FKey Check/Direct Deposit Void/Add Procedu | re |
| | 1 Step 1. Void/Add Request Procedure | |
| | Step 2. (Return to Update Menu for Adjustments as Necess | ary) |
| | Step 3. That Register for Additional Checks/Direct Deposits | |
| | 5 Step 5. Print Additional Checks/Direct Deposits | |
| | 12 Void/Add Procedure Monitor | |
| | 15 Void/Add Check to Direct Deposit Bank | |
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| | Note: Steps 1 - 3 can be repeated as often as necessary. | |
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| | Master Userlict | 7.04.00 |
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| Step | Action | |
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| 3 | Select 3 (F3 - Step 3. Trial Register for Addit | tional Checks/Direct Deposits). |
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| Step | Action |
|------|---|
| 4 | To print the report via the Uqueue Print Manager: Select (Uqueue). To print the report via Microsoft® Word: Select (MS WORD). |
| | Where appropriate, follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro required to use the feature. |
| | When there are errors (exceptions), refer to Section B: Payroll Update Processing, Topic 1: Update/Display Personnel Information, or Topic 2: Update/Display Payroll Information to make the necessary corrections. Repeat this procedure beginning at Step 1 until there are no exceptions. |
| 5 | Select FIG (F16 - Exit) to return to the Payroll System – Check and Direct Deposit Menu, or select Master (Master) to return to the Business Applications Master Menu. |

C1. Trial Register for Additional Payroll Checks and Direct Deposit Statements (With Error) - Example

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Procedure D: Calculate Payroll and Update Year-to-Date (YTD) Totals

Refer to Section C: Payroll Check and Direct Deposit Statement Processing, Topic 1: Process Preliminary Payroll, Procedure D: Calculate Payroll and Update the Year-to-Date (YTD) FINAL Totals.

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Procedure E: Print the Additional Payroll Checks and Direct Deposit Statements

Refer to Section C: Payroll Check and Direct Deposit Statement Processing, Topic 2: Print the Payroll Checks and Direct Deposit Statements for instructions.

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Procedure F: Void/Add a Payroll Check to the Direct Deposit Bank



| Step | Action |
|------|---|
| 1 | Select 3 (F3 - Payroll Check and Direct Deposit Menu). |

The following screen displays:

Step

2

| Payroll System PAVH0003 FKey Check and Direct Deposit Henu 1 Calculate Payroll & Print Exceptions 2 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Print Trial Register 5 Print Balance Sheets (After Updates) 2 Calculate Payroll & Print Trial Register 4 Calculate Payroll & Update YTD (Final) 2 Calculate Payroll Register 5 Print Final Payroll Register 8 Print Final Payroll Begister 9 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 Update Earnings History With Current Pay 16 Office These Logistics S Logister S Log | | PCG Dist=8991 Ret=05.04.00 09/25/2007 CJD 001 C:\DEVSYS C:\SECOND | _ @ X |
|---|-------|---|----------|
| Fkey Check and Direct Deposit Henu 1 Print Balance Sheets (After Updates) 2 Calculate Payroll & Print Trial Register 3 Calculate Payroll & Print Trial Register 4 Inport Leave Data for Paysubus From Leave Management System 5 Print Payroll & Update YTD [Final] 4 Inport Leave Data for Paysubus From Leave Management System 5 Print Payroll Register 6 Check/Direct Deposit Void/Add Menu 7 Print Trial Payroll Distribution 13 Update Earlings History Wth Current Pay 14 Update Earlings History Wth Current Pay 14 Update Earlings History Wth Current Pay 15 Other Earlings History Wth Current Pay 14 Update Earlings History Wth Current Pay 14 Update Earlings History Wth Current Pay 15 Update Earlings History Wth Current Pay 16 Check/Direct Deposit Void/Add Menu) | [| Payroll System | PAYN0003 |
| 1 Print Balance Sheets (After Updates) 2 Calculate Payroll & Print Exceptions 3 Calculate Payroll & Print Trial Register 4 Inport Leave Data for Paystubs From Leave Management System 5 Print Paychecks and Direct Deposits 6 CheckDirect Deposit Void/Add Menu 7 Print Payroll & Update YTD (Final) 8 Print Paychecks and Direct Deposits Export File 9 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 Update Earnings History With Current Pay 16 Check//Direct Deposit Void/Add Menu) | | FKey Check and Direct Deposit Menu | |
| 3 | | Print Balance Sheets (After Updates) 2 Calculate Payroll & Print Excentions | |
| ion 4 Calculate Payroll & Update Y1D [Final] 4 Import Laceva Bai for Paysubus From Laceve Management System 5 Print Payrolecks and Direct Deposits 6 Check/Direct Deposit Void/Ad Menu 7 Print Payrole Registers & Create Direct Deposit Export File 9 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 | | 3 Calculate Payroll & Print Trial Register | |
| 5 Print Payshecks and Direct Deposits 6 Check/Direct Deposit Void/Add Menu 7 Print Final Payroll Registers 8 Print Deduction Registers & Create Direct Deposit Export File 9 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 14 Update Earnings History With Current Pay 15 Update Earnings History With Current Pay 16 Check / Direct Deposit Void / Add Menu) | | 4 Calculate Payroll & Update YID (Final) 24 Import Leave Data for Paystubs From Leave Management System | |
| Image: Sector | | 5 Print Paychecks and Direct Deposits | |
| B Print Deduction Registers & Create Direct Deposit Export File B Manual Checks & Voids From Previous Pay Menu I Print Final Payroll Distribution I Update Earnings History With Current Pay I </td <td></td> <td>7 Check/Direct Deposit Vold/Add Menu Print Final Payroll Register</td> <td></td> | | 7 Check/Direct Deposit Vold/Add Menu Print Final Payroll Register | |
| 9 Manual Checks & Voids From Previous Pay Menu 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay 14 Update Budget Files With Current Pay 15 Update Budget Files With Current Pay 16 | | 8 Print Deduction Registers & Create Direct Deposit Export File | |
| 12 Print Final Payroll Distribution 13 Update Earnings History With Current Pay 14 Update Budget Files With Current Pay 14 Update Budget Files With Current Pay 15 Update Budget Files With Current Pay 16 Office Payrow 17 Update Budget Files With Current Pay 16 Office Payrow 17 Update Budget Files With Current Pay 18 Office Payrow 19 Office Payrow 10 Office Payrow 11 Office Payrow 12 Office Payrow 13 Office Payrow 14 Office Payrow 15 Office Payrow 16 Office Payrow 17 Office Payrow 18 Office Payrow 19 Office Payrow 10 Office Payrow | | 9 Manual Checks & Voids From Previous Pay Menu | |
| Image: Instant New Strate S | | 12 Print Final Payroll Distribution | |
| 6 (E6 Check/Direct Deposit Void/Add Menu) | | 14 Update Budget Files With Current Pay | |
| n 6 (F6 Check/Direct Deposit Void/Add Menu) | | | |
| Itale | | | |
| Dn (F6 Check/Direct Deposit Void/Add Menu) | | | |
| 0n (F6 Check/Direct Deposit Void/Add Menu) | | | |
| Dn (F6 Check/Direct Deposit Void/Add Menu) | Ма | uster Userlint | 07.02.00 |
| n t 6 (F6 Check/Direct Deposit Void/Add Menu) | F16 | | |
| n t 6 (F6 Check/Direct Deposit Void/Add Menu) | | | |
| 6 (F6 Check/Direct Deposit Void/Add Menu) | n | | |
| | t 6 0 | F6 - Check/Direct Deposit Void/Add Menu) | |

Georgia Department of Education Kathy Cox, State Superintendent of Schools June 18, 2009• 2:08 PM • Page 17 of 21 All Rights Reserved.



| Step | Action |
|------|---|
| 3 | Select 15 (F15 - Void/Add Check to Direct Deposit Bank). |

| C:\DEVSYS C:\SECOND 06/18/2009 CJD 003 C:\DEVSYS C:\SECOND | - F X |
|--|----------|
| Void/Add Check to Direct Deposit Bank | PAYDDVD |
| This process is used only when non-NACHA direct deposit is in effect. The Payroll Information indicating non-NACHA direct deposit must be setup as follows: | Control |
| Old (non-NACHA) direct deposit: Issue banks checks rather than wire xfer? = Y | |
| This process has three (3) functions available: | |
| 1) UOID AND ADD - This allows for the voiding of an existing check and then the adding of a replacement check. The replacement check must be HMMMULLY WHITHEN and must contain the date of the originally issued (voided) check! | |
| 2) VOID ONLY - This allows for the voiding of an existing check with no replacement check added. | |
| 3) ADD ONLY - This allows for the addition of a check to a direct deposit bank with no previous check being voided. This may be necessary if a direct deposit statement was added thru the Void/Add Procedure or thru the Manual/Void from Previous Pay Procedure because those procedures do NOT generate any check(s) to any direct deposit bank(s). It is important to remember that when no check is being voided, the check being added will contain the date of the CURRENT PAY! | |
| ENTER = Continue, F16 = Exit | 09.02.00 |

| Step | Action |
|------|---|
| 4 | Review the information on the <i>Void/Add Check to Direct Deposit Bank</i> screen and select Enter (Continue). |

| | PCG Dist=8991 | Rel=08.02.00 06/18/2009 CJD 003 C:\DEVSYS C:\SECOND | - 7 × |
|-----|-----------------|---|----------|
| | | Void/Add Check to Direct Deposit Bank | PAYDDVD |
| | | Void Check Information | |
| | | Issued from Bank Code: | |
| | | Voiding Check #: | |
| | Is t | this Void from the CURRENT Pay: _ (Y or N) | |
| | | Replacement Check Information | |
| | , | ** THIS CHECK MUST BE MANUALLY ISSUED! ** | |
| | | Issuing Bank Code: | |
| | | PAVEE Direct Denosit Bank #: | |
| | | New Check Amount: | |
| | | | |
| | | | |
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| | | | |
| | | | |
| ENT | FER = Validate, | F16 = Exit | 09.02.00 |

| Step | Action |
|------|---|
| 5 | Enter the payroll bank code in the (Voided Check Information) Issued from Bank Code field. |
| 6 | Enter the check number in the (Voided Check Information) Voiding Check #field. |
| 7 | Enter the payee's bank code in the (Voided Check Information) PAYEE Direct Deposit Bank # field. |
| 8 | Enter the appropriate response in the (Voided Check Information) Is this Void from CURRENT Pay field. |
| 9 | If a replacement check will be issued: |
| | • Enter the payroll bank code in the (Replacement Check Information) Issuing Bank Code field. |
| | • Enter the check number in the (Replacement Check Information) Adding Check # field. |
| | • Enter the payee's bank code in the (Replacement Check Information) PAYEE Direct Deposit Bank # field. |
| | • Enter the dollar amount (0.00) in the New Check Amount field. |
| 10 | Select Enter (Continue). |

For Step 8- N (No) entries:

| PCG Dist=8991 Rel=08.02.00 06/18/2009 CJD 003 C:\DEVSYS C:\SECOND | - # X |
|--|----------|
| Void/Add Check to Direct Deposit Bank | PAYDDVD |
| | |
| Void Check Information | |
| Issued from Bank Code: BK02 | |
| Voiding Check #: 2 | |
| PAYEE Direct Deposit Bank #: | |
| Is this Void from the CURRENT Pay: N (Y or N) | |
| Current Check Amount: 4433.26 | |
| | |
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| | |
| ** IMPORTANT ** | |
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| | |
| HISO, THE FINAL CHECK REGISTER SHOULD BE FERUN UK A MANUAL ENTRY | |
| should be made on the existing register. | |
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| | |
| NUIL: INE GNECK WIII DE VOIGEG UNIY? NO REPLACEMENT WIII DE Added? | |
| ENTED - Undate - Edd - De Enter | 00 00 00 |
| ENIEK = Update, FTO = Ke-Enter | 09.02.00 |
| | |

For Step 8- Y (Yes) entries:

| PCG Dist=8991 Rel=08.02.00 06/18/2009 CJD 003 C:\DEVSYS C:\SECOND | - 7 × |
|---|----------|
| Void/Add Check to Direct Deposit Bank | PAYDDVD |
| Void Check Information | |
| Issued from Bank Code: <u>BK02</u> | |
| Volding Check #: <u>8</u> PAYEE Direct Deposit Bank #: | |
| Is this Void From the CURRENT Pay: Y (Y or N) | |
| Replacement Check Information | |
| ** THIS CHECK MUST BE MANUALLY ISSUED! ** | |
| Issuing Bank Code: <u>BK02</u> Adding Check #: 50000 | |
| PAYEE Direct Deposit Bank #: | |
| New Check Amount:902.73_ | |
| | |
| | |
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| | |
| | |
| ENTER = Validate, F16 = Exit | 09.02.00 |
| | |
| | |

| Step | Action |
|------|---|
| 11 | Review the information on the <i>Void/Add Check to Direct Deposit Bank</i> screen, verify the information is correct and select Enter (Update/Validate). <i>"*** Processing Void/Manual Check ***" briefly displays.</i> <i>If the information is incorrect, select F16 (Exit), make the appropriate corrections and</i> |

The following dialog box displays:

| DD DD Bank Check 🛛 🖄 Processing completed. |
|--|
| (OK) |

The following screen displays:

ΟK

(**OK**).

Action

Select

Step

Step

13

12

| | PCG Dist=8991 Rel=08.02.00 06/17/2009 CJD 001 C:\DEVSYS C:\SECOND | |
|------------|---|---------------------|
| | Payroll System | PAYUUIDP |
| | FKey Check/Direct Deposit Void/Add Procedure | |
| | 1 Step 1 Void/Add Bequest Procedure | |
| | Step 2. (Return to Update Menu for Adjustments as Necessary) | |
| | 3 Step 3. Trial Register for Additional Checks/Direct Deposits | |
| | 4 Step 4. Calculate Pay and Update YTD | |
| | Step 5. Print Additional Checks/Direct Deposits | |
| | 12 Void/Add Procedure Monitor | |
| | | |
| | Void/Add Check to Direct Deposit Bank | |
| | | |
| | | |
| | Note: Steps 1 - 3 can be repeated as often as necessary. | |
| | Records will be accumulated until step 4 is processed. | |
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| - | | 7 81 88 |
| - | aster User List | 7.04.00 |
| <u>_</u> | - Les | |
| | | |
| Action | | |
| Action | | |
| 4 | 1 | |
| Salaat EIE | (E16 Exit) to return to the Daynell Sust | om Chook and Din |
| | I (FIO - EXIL) to return to the Payroll Syste | ет – Спеск апа Діге |

Menu, or select (Master) to return to the Business Applications Master Menu.