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

Table of Contents

Overview

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</u> <u>be</u> <u>regenerated</u> from the *Payroll System Check and Direct Deposit Menu. Refer*

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

✓	STEP	ACTION
	1	Initiate the *Void/Add* procedure.
	2	Update employees' payroll information where applicable. Refer to *Section B:, Topic 2: Update/Display Payroll Information* for instructions.
	3	Print the *TRIAL Register* for additional payroll checks and direct deposits. Refer to *Procedure C:* for instructions.
	4	Calculate payroll and update Year-to-Date (YTD) totals. Refer to *Procedure D:* 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 *Procedure G:* for instructions.
	7	Print the *Deduction Register* and create the *Direct Deposit Export File.* Refer to *Section C:, Topic 4: Printing the Payroll Pre-Posting Reports* 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 *Section C:, Topic 6: Posting Final Payroll* for instructions.
	11	Update the *Budget* files with the current payroll. Refer to *Section C:, Topic 6: Posting Final Payroll* 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:
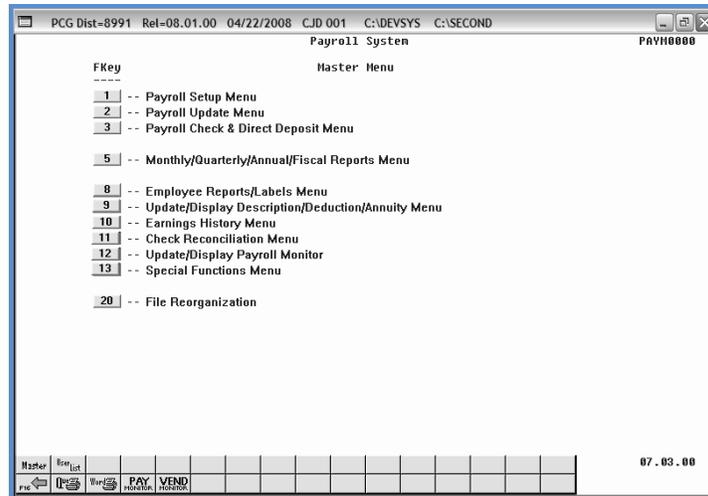
Step	Action
2	Select ___3___ (**F3** - Payroll Check and Direct Deposit Menu).

The following screen displays:
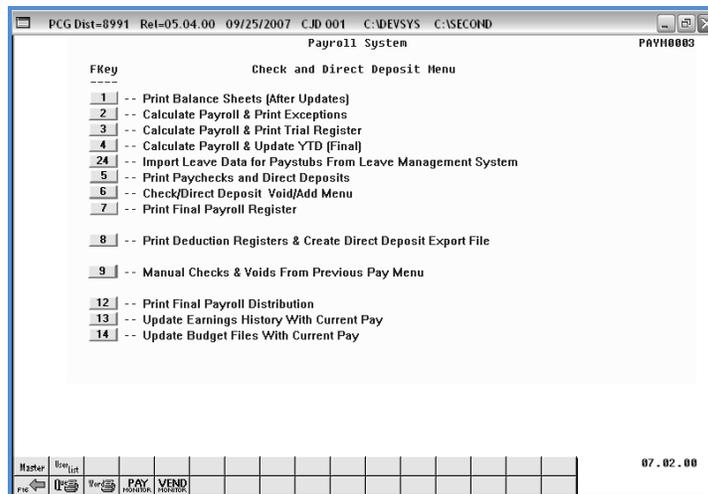
Step	Action
3	Select ___6___ (**F6** - Check/Direct Deposit Void/Add Menu).

The following screen displays:
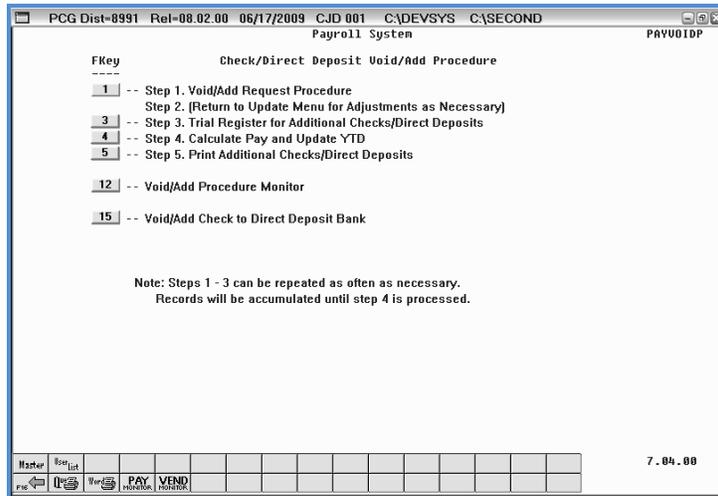
Step	Action
4	Select ⬛ **12** (**F12 -** Void/Add Procedure Monitor).

The following screen displays:
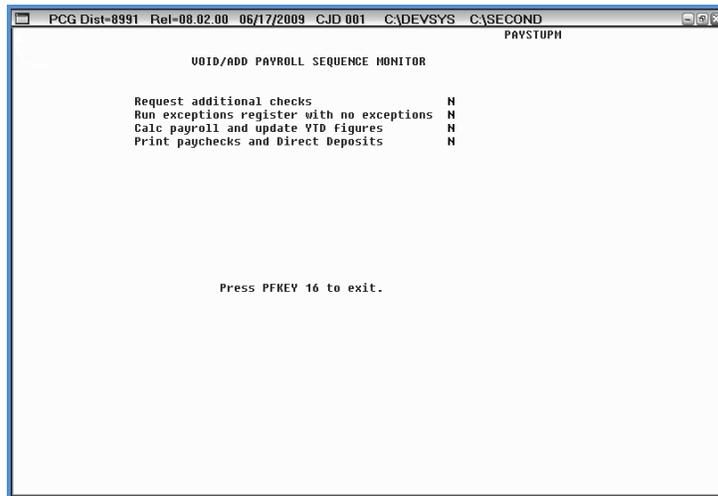
Step	Action
5	After reviewing the screen's entries, select **F16** (to Exit) to return to the *Payroll System - Check/Direct Deposit Void/Add Procedure Menu.*

The following screen displays:

Step	Action
6	Select (**F16** - Exit) to return to the *Payroll System – Check and Direct Deposit Menu,* or select (**Master**) to return to the *Business Applications Master Menu.*

Procedure B: Void or Add a Payroll Check or Direct Deposit Statement
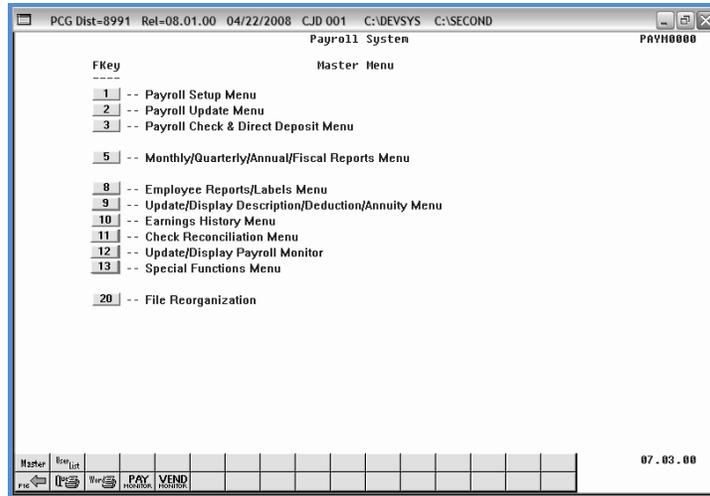
Step	Action
1	Select ![3] (**F3** - Payroll Check and Direct Deposit Menu).

The following screen displays:
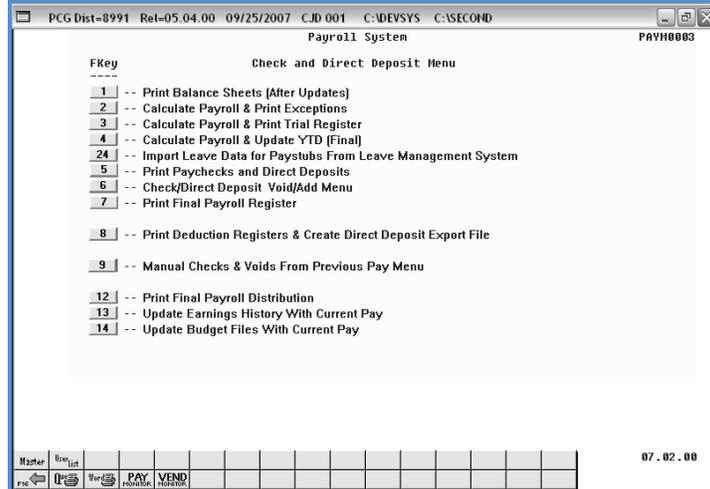
Step	Action
2	Select ![6] (**F6** - Check/Direct Deposit Void/Add Menu).

The following screen displays:
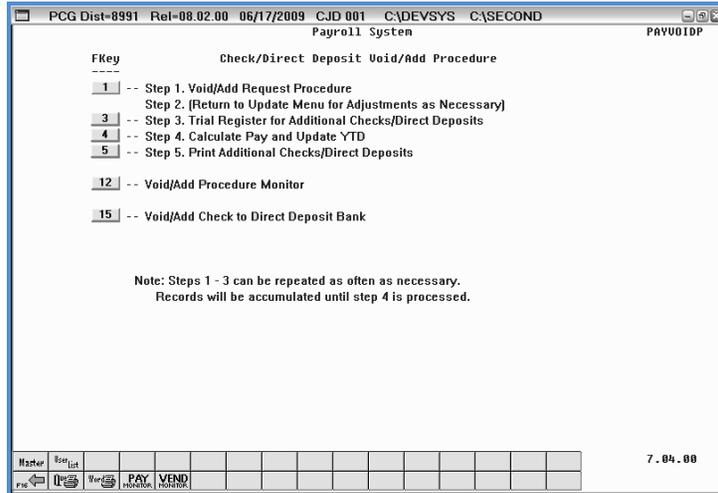
Step	Action
3	Select ▢1 (**F1** – Step 1. Void/Add Request Procedure).

The following screen displays:
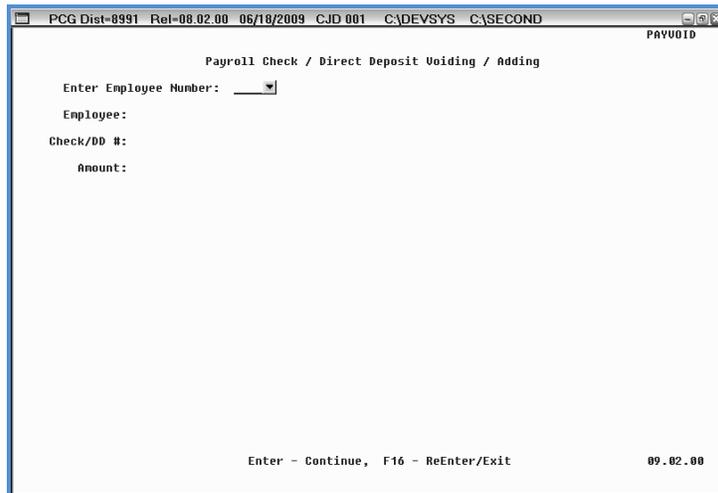
Step	Action
4	Enter the employee number, or select the Drop-down selection icon ▾ within the field to choose the employee's information.
5	Select **Enter** (Continue).

The following screen displays:

```
 ▭   PCG Dist=8991  Rel=08.02.00  06/18/2009  CJD 001    C:\DEVSYS   C:\SECOND          ▭□▨▨
                                                                              PAYVOID

                       Payroll Check / Direct Deposit Voiding / Adding

            Enter Employee Number: 36872

            Employee: GADOE, TEST EMPLOYEE 090200

          Check/DD #:  39746

             Amount:  4,587.14

          Will a replacement check / direct deposit be issued?  __  (YES or NO)




                          Enter - Continue,  F16 - ReEnter/Exit            09.02.00
```

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.

The following screen displays:
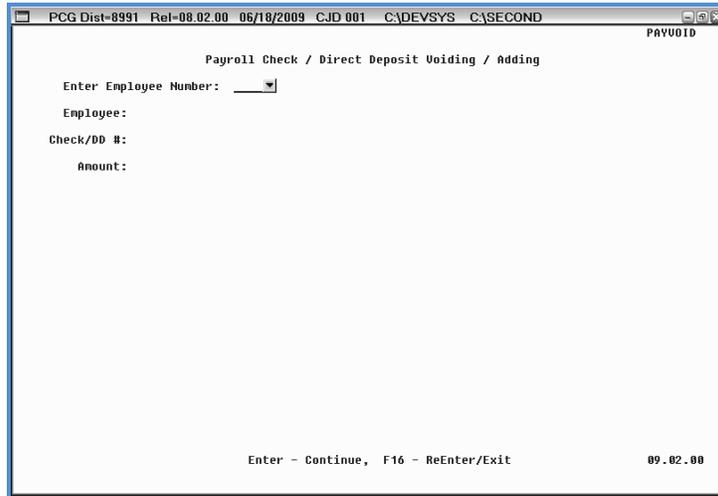
Step	Action
7	Select **F16** (ReEnter/Exit) to return to the *Payroll System - Check/Direct Deposit Void/Add Procedure Menu*.

The following screen displays:

Step	Action
8	Select ![F16] (**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.*

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:
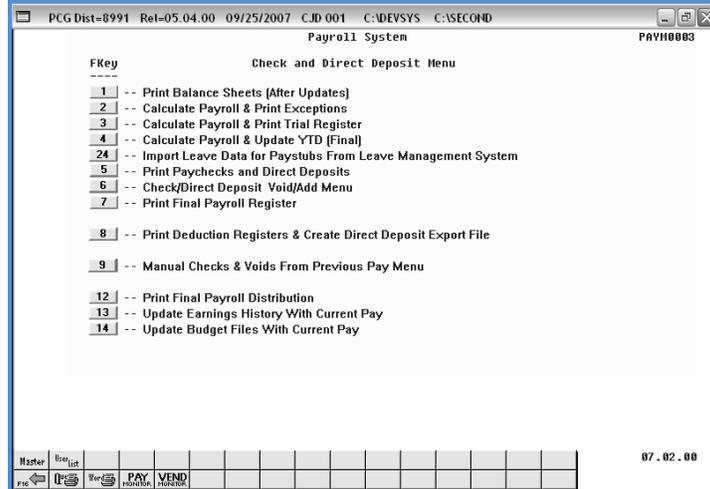
Step	Action
2	Select ⬚**6** (**F6** - Check/Direct Deposit Void/Add Menu).

The following screen displays:
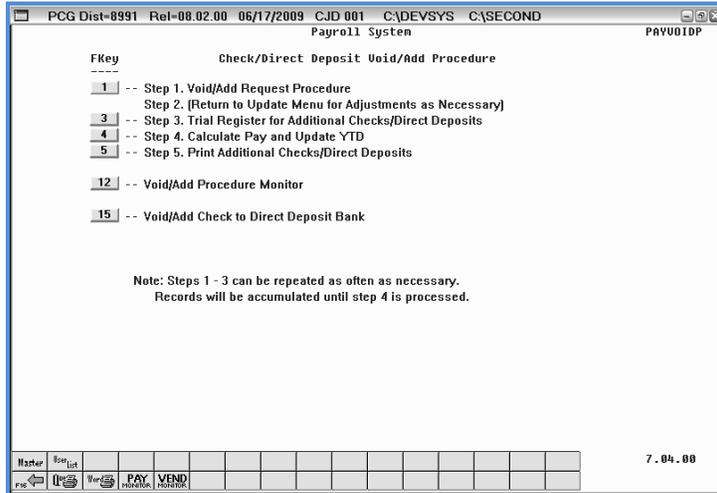
Step	Action
3	Select ![3] (**F3 -** Step 3. Trial Register for Additional Checks/Direct Deposits).

The following screen displays:

Step	Action
4	**To print the report via the Uqueue Print Manager:** Select ![Uqueue icon] (**Uqueue**). **To print the report via Microsoft® Word:** Select ![Word icon] (**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 ![F16 icon] (**F16** - Exit) to return to the *Payroll System – Check and Direct Deposit Menu,* or select ![Master icon] (**Master**) to return to the *Business Applications Master Menu.*

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

```
============================================Page Break============================================
REPORT DATE 06/18/2009  PAYEXCEP              CALC EXCEPTIONS REGISTER FOR PAY 04/30/09                        PAGE     1


 LOC  EMP #  CL  NAME


0103  36872  09  GADOE, TEST EMPLOYEE 090200      C    30   PRENOTE NOT YET RUN FOR EMPLOYEE
============================================Page Break============================================
REPORT DATE 06/18/2009  PAYEXCEP              CALC EXCEPTIONS REGISTER FOR PAY 04/30/09                        PAGE     2




                        EXCEPTIONS REGISTER COMPLETED


                        RECORDS INPUT                          1

```

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*.

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.

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:
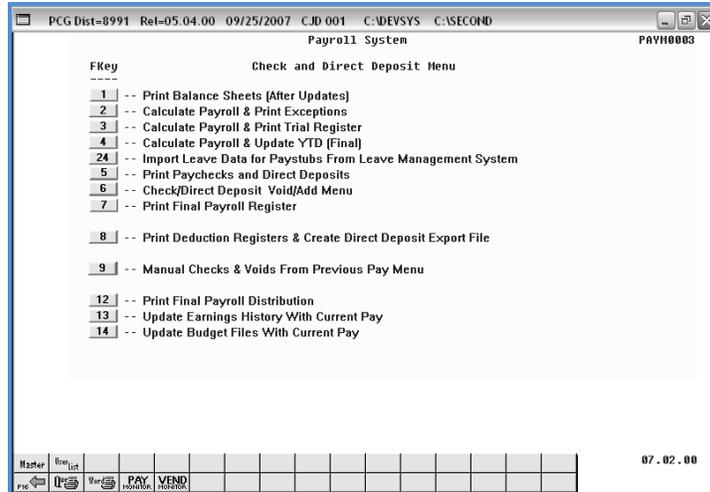
Step	Action
2	Select [6] (**F6** - Check/Direct Deposit Void/Add Menu).

The following screen displays:
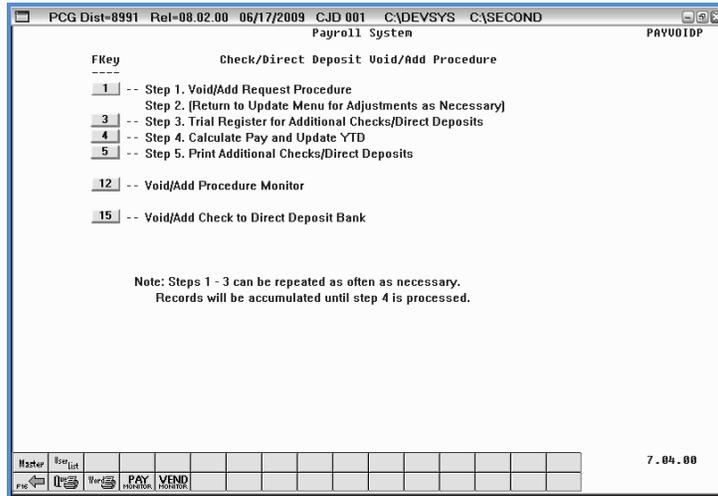
Step	Action
3	Select ⬚ (**F15 -** Void/Add Check to Direct Deposit Bank).

The following screen displays:
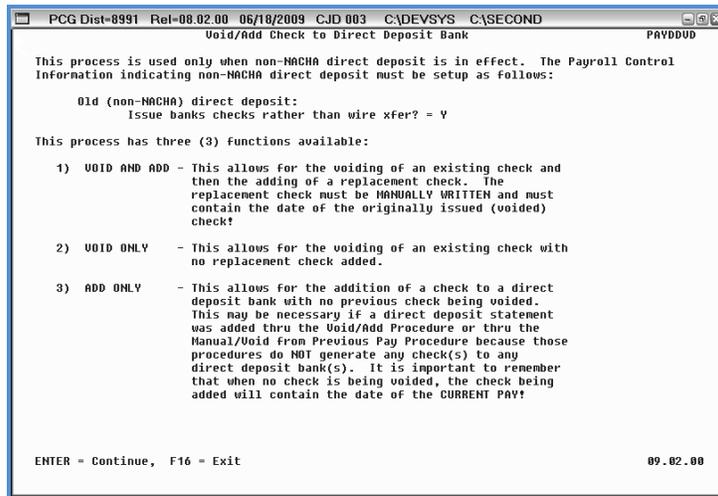
Step	Action
4	Review the information on the *Void/Add Check to Direct Deposit Bank* screen and select **Enter** (Continue).

The following screen displays:

```
┌─────────────────────────────────────────────────────────────────────┐
│ ▣  PCG Dist=8991  Rel-08.02.00  06/18/2009  CJD 003  C:\DEVSYS  C:\SECOND    ▯□☒│
│              Void/Add Check to Direct Deposit Bank                    PAYDDUD │
│                                                                              │
│            ----------- Void Check Information -----------                     │
│                     Issued from Bank Code:  ____                              │
│                          Voiding Check #:  _____                            │
│                 PAYEE Direct Deposit Bank #:  __                             │
│            Is this Void from the CURRENT Pay:  _ (Y or N)                     │
│                                                                              │
│            -------- Replacement Check Information --------                    │
│               ** THIS CHECK MUST BE MANUALLY ISSUED! **                       │
│                       Issuing Bank Code:  ____                                │
│                          Adding Check #:  _____                            │
│                 PAYEE Direct Deposit Bank #:  __                             │
│                        New Check Amount:  _____                      │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│    ENTER = 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    □▣⊠ │
│             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                  │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│        ----------------------------------------------------------       │
│                            ** IMPORTANT **                              │
│                                                                          │
│          Also, the Final Check Register should be rerun OR a manual entry │
│                   should be made on the existing register.             │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│   NOTE:  The Check will be Voided Only!  No Replacement will be Added!  │
│                                                                          │
│   ENTER = Update,  F16 = Re-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    □▣⊠ │
│             Void/Add Check to Direct Deposit Bank                  PAYDDVD │
│                                                                          │
│           ------------ Void Check Information ------------              │
│                  Issued from Bank Code: BK02                            │
│                       Voiding Check #:     8                            │
│              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: BK02                              │
│                       Adding Check #:  50000                            │
│              PAYEE Direct Deposit Bank #:  __                           │
│                     New Check Amount:      902.73                       │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│                                                                          │
│   ENTER = Validate,  F16 = Exit                               09.02.00 │
└──────────────────────────────────────────────────────────────────────┘
```
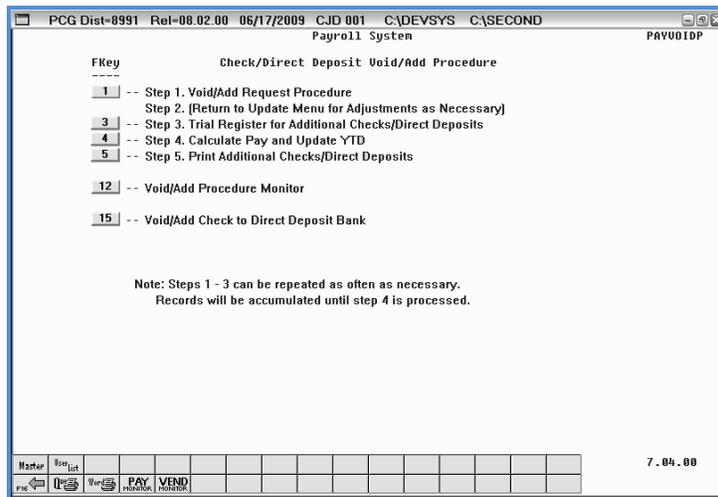
Step	Action
11	Review the information on the *Void/Add Check to Direct Deposit Bank* screen, verify the information is correct and select **Enter** (Update/Validate). *"*** Processing Void/Manual Check ***" briefly displays.* *If the information is incorrect, select F16 (Exit), make the appropriate corrections and select Enter <u>twice</u>.*

The following dialog box displays:

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

The following screen displays:

Step	Action
13	Select [F16] (**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.*