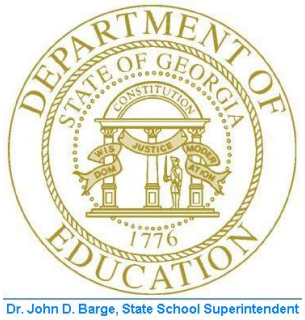

PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

5/24/2011

Section I: Special Functions

[Topic 8D: Payroll Earnings History File Processing, V1.2]

Revision History

Date	Version	Description	Author
5/24/2011	1.2	11.02.00 – Update menu screenshots.	D. Ochala
02/07/2011	1.1	10.04.01 – Add *Employer OASDI* and *Medicare* fields. Update screenshots.	D. Ochala
12/08/2010	1.0	10.04.00 – Create a new document for *Payroll Earnings History Data Export File Processing* instructions.	D. Ochala

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Overview

Earnings History Export: PCGenesis allows users to select fields from the earnings history data for export. Up to twenty (20) payroll deduction items may also be selected for inclusion in the export file. If payroll deductions are selected, the export file may contain multiple lines per employee, one line for each payroll deduction selected. The user may select Earnings History records based upon a date range, or based upon a payment type. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Earnings History Gross Data Distribution Export: Use the export procedure as needed to create a financial analysis and projection spreadsheet of historical payroll payments. PCGenesis allows users to select pay distribution fields from earnings history for inclusion in the export file. The Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number selected. The user may select Earnings History records based upon a date range, based upon a payment type, or based upon the gross data type. The user may also wish to export information for a specific account, or partial account specification. Further, users may specify dollar amount, Social Security Number (SSN), and date formats for the results output.

Setting Employee Search Criteria: Refer to *Section B: Payroll Update Processing, Topic 1: Setting/Clearing Employee Search Criteria* for the instructions on setting search criteria filters to select specific employees for the export file. The search filters allow the user great flexibility in determining which employees are selected for the export. For example, employee records may be selected based upon the class code, number of contract months, work location, and more. The following export procedures allow utilization of the Search Criteria feature (

F10 – Set filter condition): Export Selected Payroll/Deduction Data, Earnings History Export, and Earnings History Gross Pay Distribution Export.

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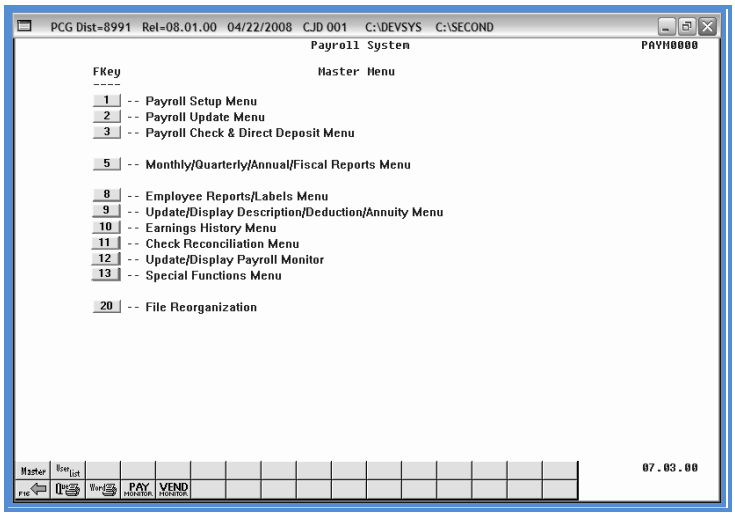
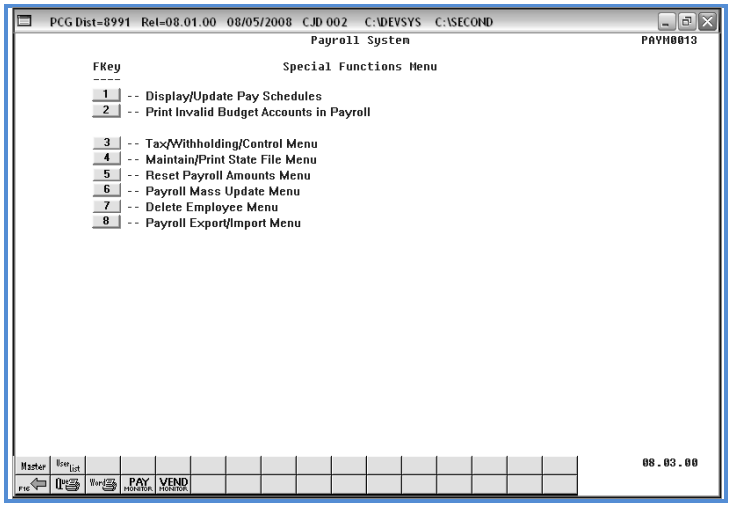
Procedure A: Earnings History Export



Step	Action
1	Select **13** (**F13 -** Special Functions).

The following screen displays:



Step	Action
2	Select **8** (**F8 -** Payroll Export/Import Menu).

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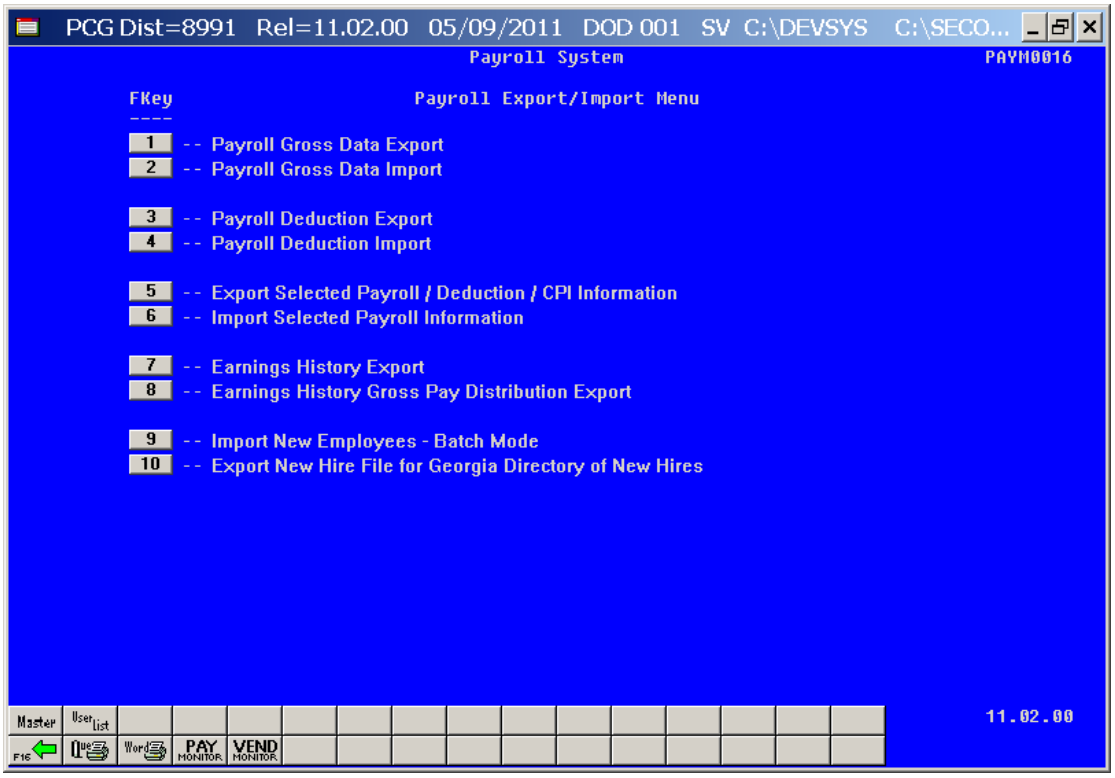
The following screen displays:



Step	Action
3	Select 7 (**F7 –** Earnings History Export).
4	On the **C:** drive, create a folder entitled **EXPORT**, or verify the folder exists.

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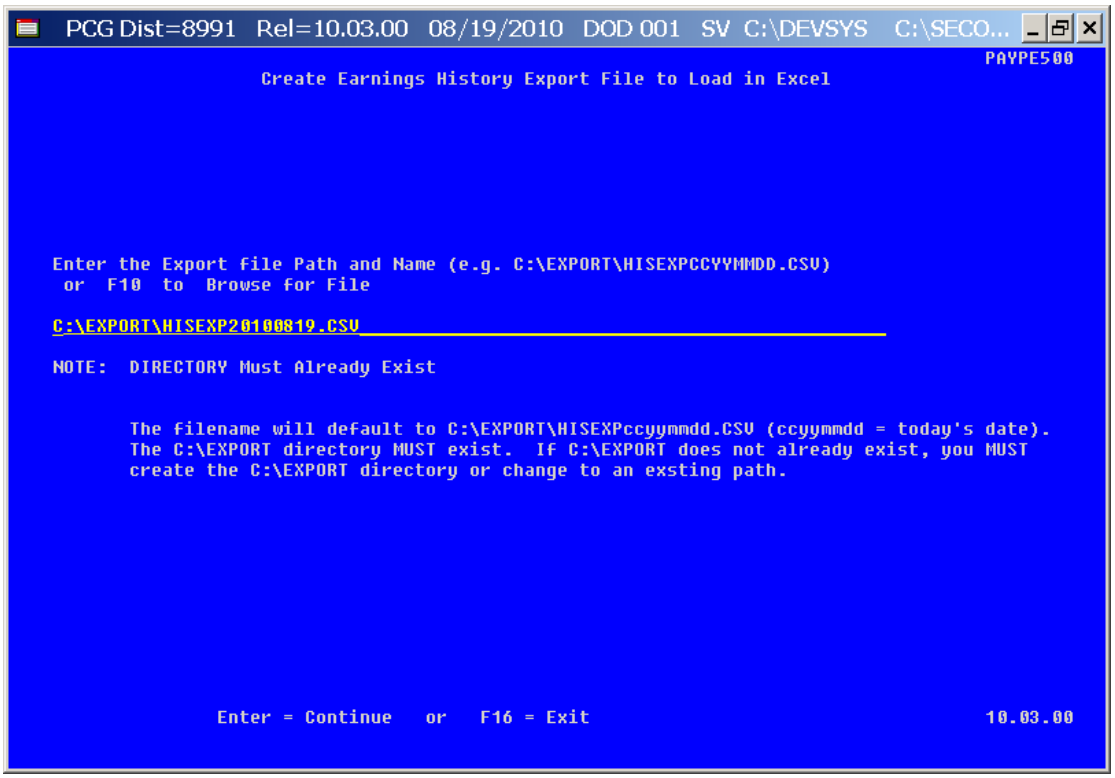
The following screen displays:



Step	Action
5	Verify **C:\EXPORT\HISEXPCCYYMMDD.CSV**, where *CCYYMMDD* identifies the calendar year, month and date, defaults in the **Enter the Export file path and name** field. *PCGenesis allows entries other than C:\EXPORT\HISEXPCCYYMMDD.CSV as long as the directory structure entered exists.* *In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history export results.*
6	Select **Enter** (Continue).

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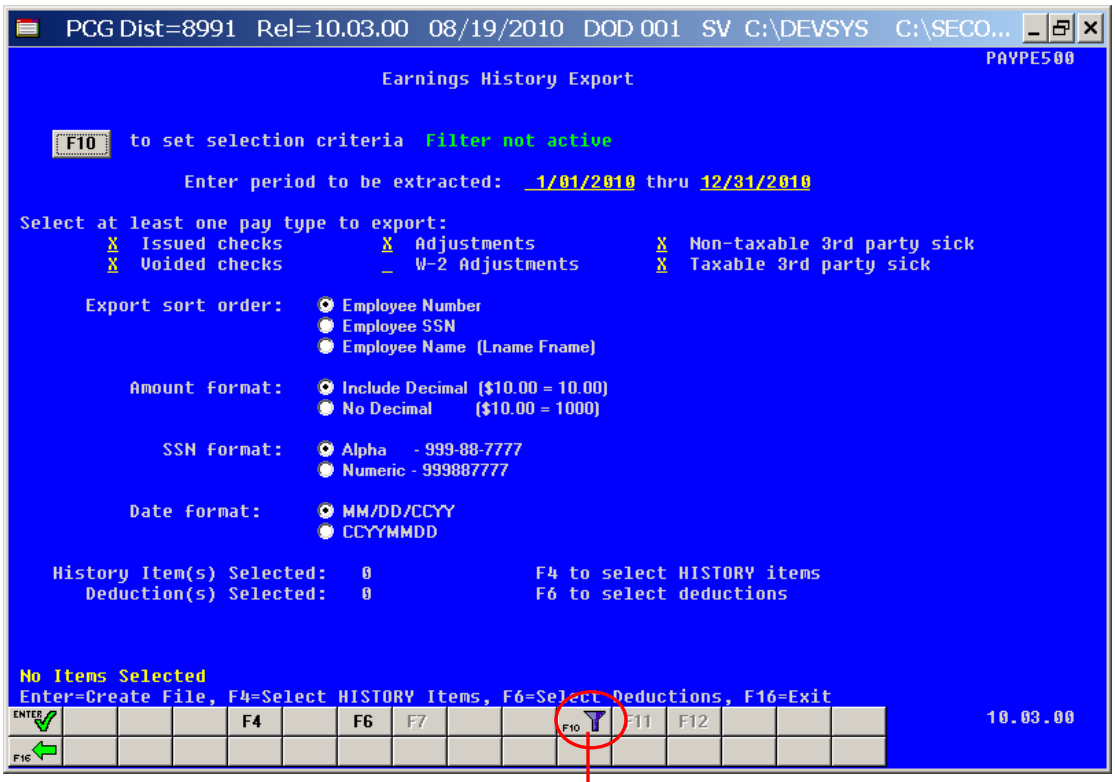
The following screen displays:



F10 – Set filter conditions

Step	Action
7	**To set specific search criteria:** Select F10 (**F10** – Set filter condition). On the *Export Employee Master Data – Set Employee Selection Filter* screen, make the appropriate selections and entries. Verify *"Filter conditions set."* displays. Selecting F16 (**F16** – Exit) will return to the *Payroll Export/Import Menu*. *NOTE: Do NOT select* ENTER (**Enter** – Continue) *at this point. Select employee earnings history items* (**F4 –** Select HISTORY Items) and *deductions* (**F6** – Select Deductions) *first, before processing the export request.*
8	Select 4 (**F4 –** Select History Items).

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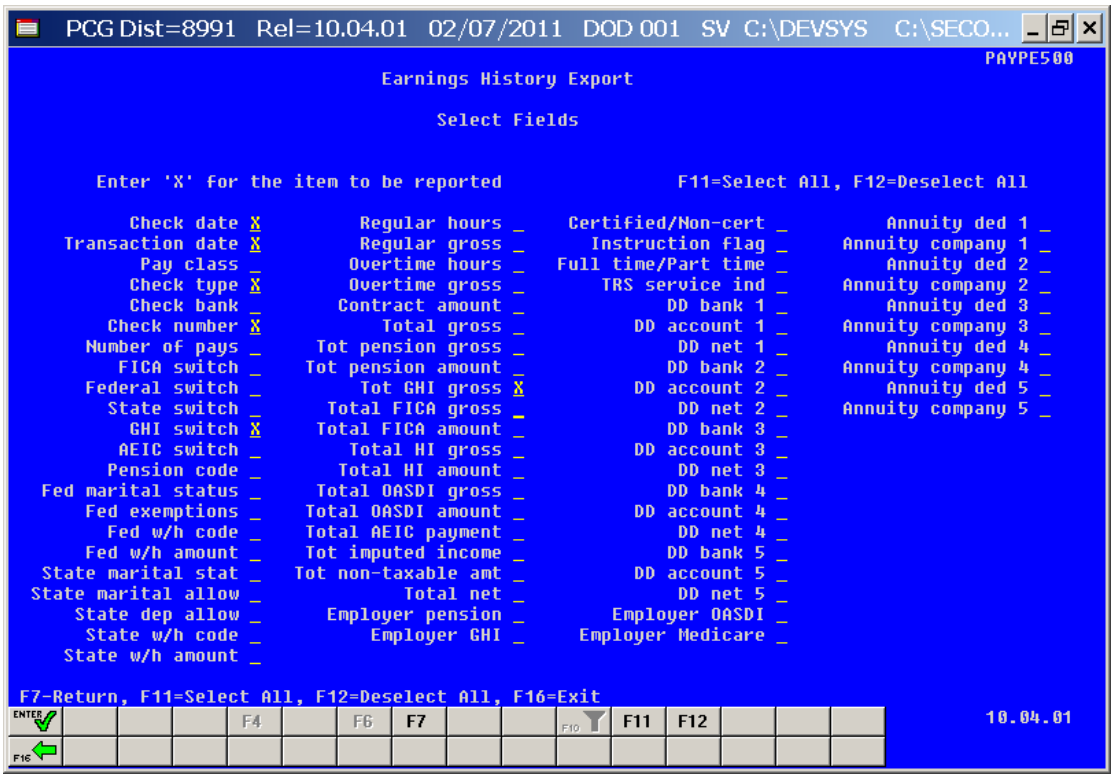
The following screen displays:



Step	Action
9	Enter **X** in the field to the right of the preferred earnings history items.
10	Select F7 **(F7** – Return to Setup Export), or select ENTER **(Enter -** Continue) to return to the *Earnings History Export Options* screen. *Select* F11 *(Select All) or* F12 *(Deselect All) or select* F16 *(F16 – Clear selections and exit) where appropriate.*

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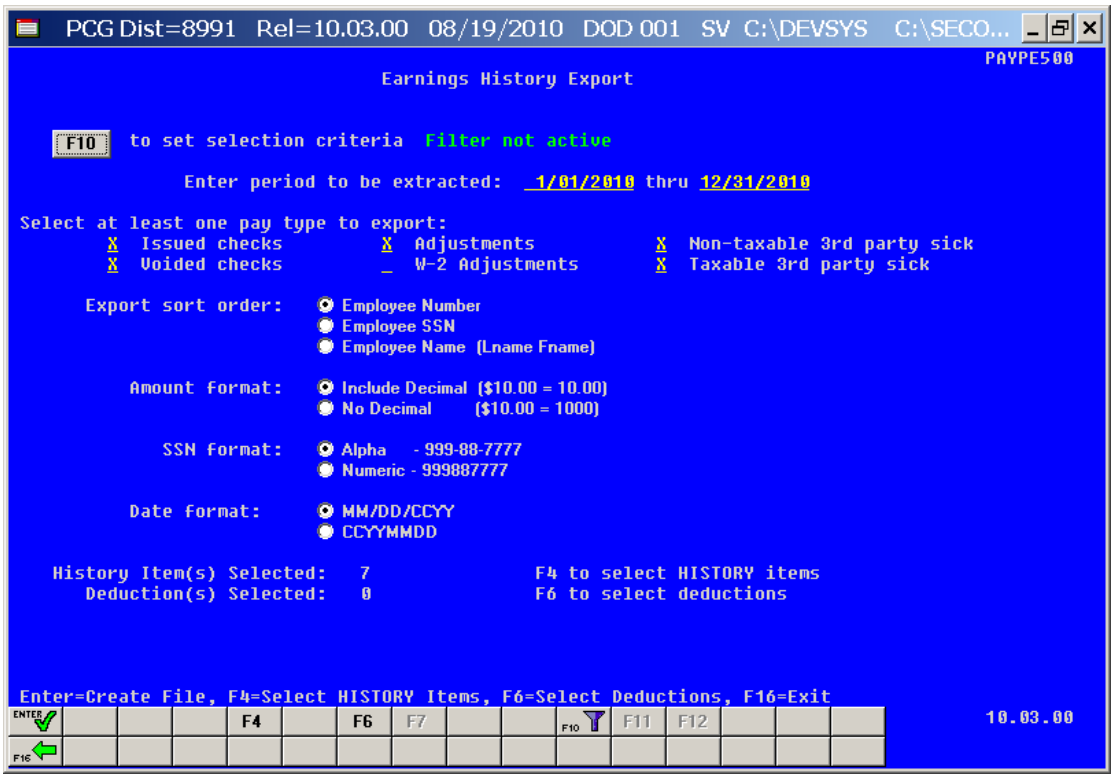
The following screen displays:



NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Select F6 (**F6** - Select Deductions).

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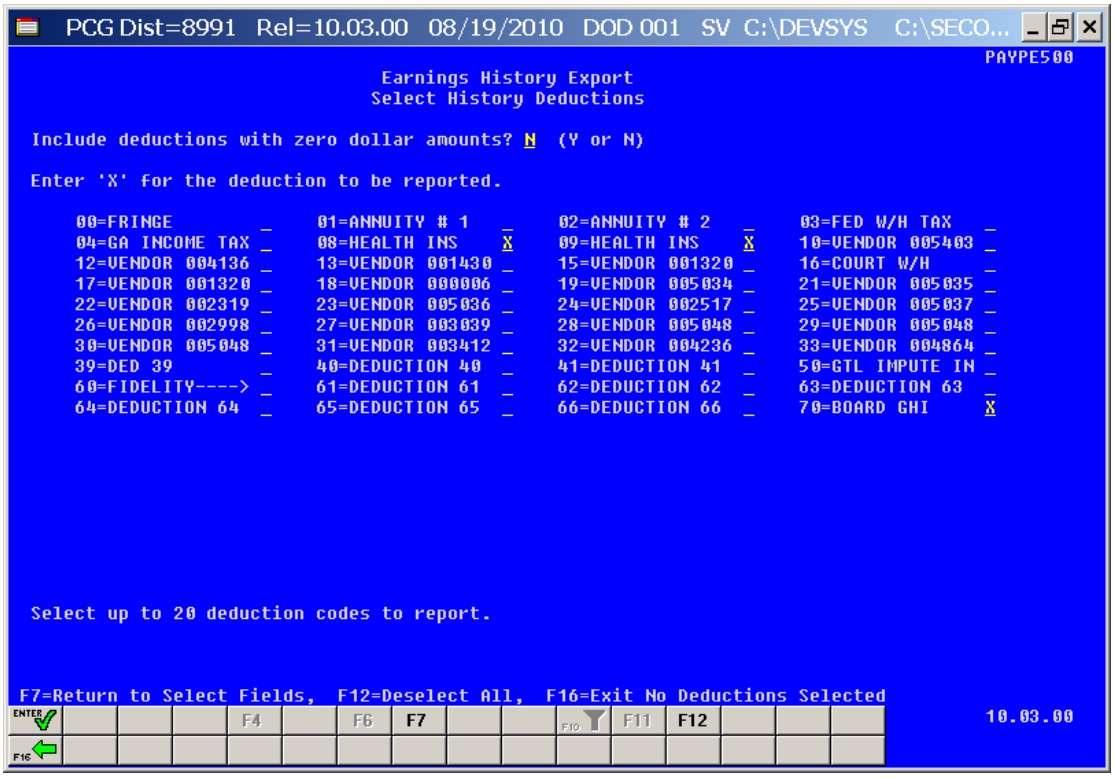
The following screen displays:



Step	Action
12	Enter **Y** (Y) or **N** (No) in response to the **Include deductions with zero dollar amounts?** prompt.
13	Enter **X** in the field to the right of the preferred deductions. *PCGenesis allows the selection of twenty (20) individual deductions, and displays "Max of 20 deductions allowed. ## selected." where ## is the total number of deductions, when users select more than twenty (20) deductions.*
14	Select F7 **(F7** – Return to Setup Export), or select ENTER **(Enter -** Continue) to return to the *Earnings History Export Options* screen. *Select* F12 *(Deselect All) or select* F16 *(F16 – Clear selections and exit) where appropriate.*

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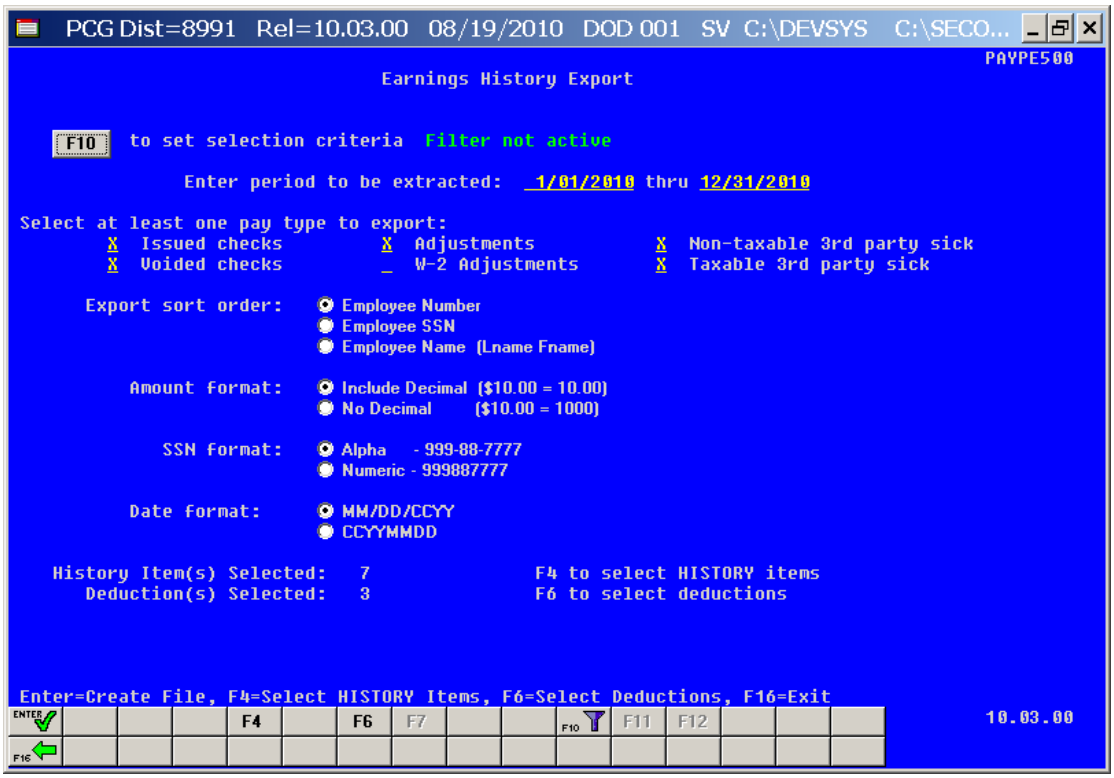
The following screen displays:



NOTE: PCGenesis displays the total number of deductions selected.

Step	Action
15	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the **Enter period to be extracted** fields.
16	Enter **X** in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: **I** = Issued checks **A** = Adjustments **N** = Non-taxable 3rd party sick **V** = Voided checks **W** = W-2 adjustments **T** = Taxable 3rd party sick
17	**To define the sort order:** Select the ○ (**Radio button**) to the left of the **Export sort order** field. *Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.*
18	**To define the dollar amount format:** Select the ○ (**Radio button**) to the left of the appropriate **Amount Format:** field.

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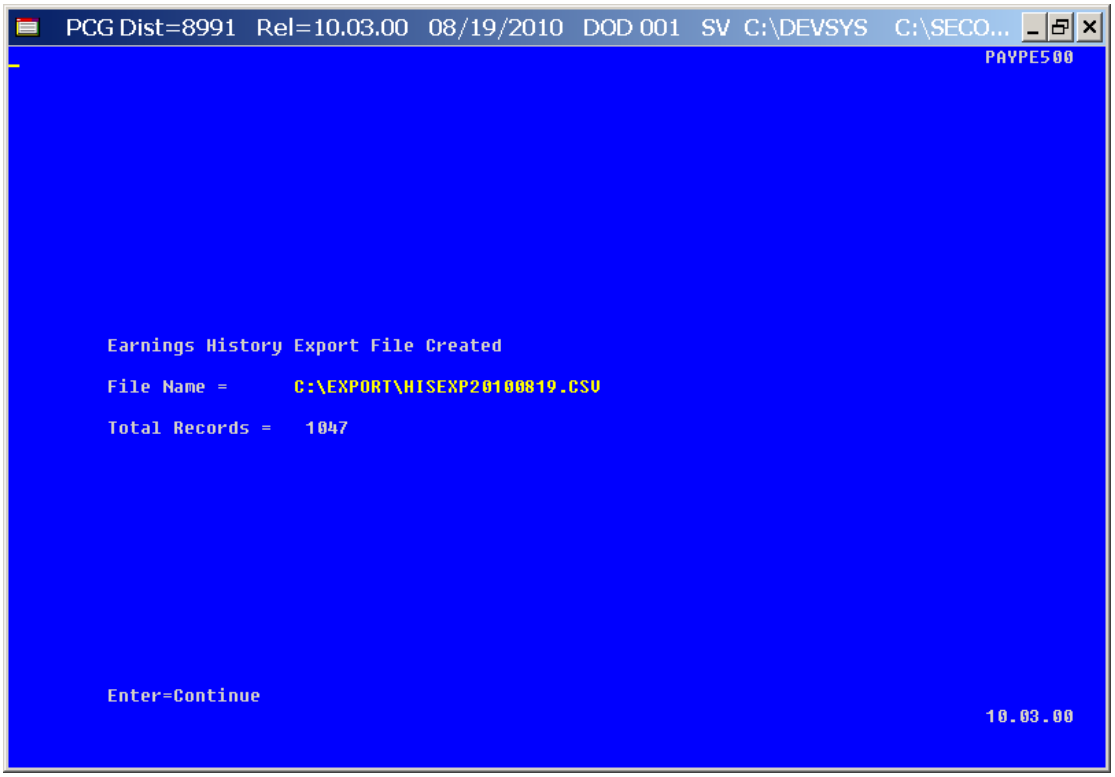
Step	Action
19	**To define the Social Security Number (SSN) format:** Select the ○ (**Radio button**) to the left of the appropriate **SSN Format:** field.
20	**To define the date format:** Select the ○ (**Radio button**) to the left of **Date Format:** field.
21	Select ENTER (**Enter -** Continue). *"**Processing Request**" briefly displays.*

The following screen displays:



Step	Action
22	Screen-print or record the file name displayed and select **Enter** (Continue).

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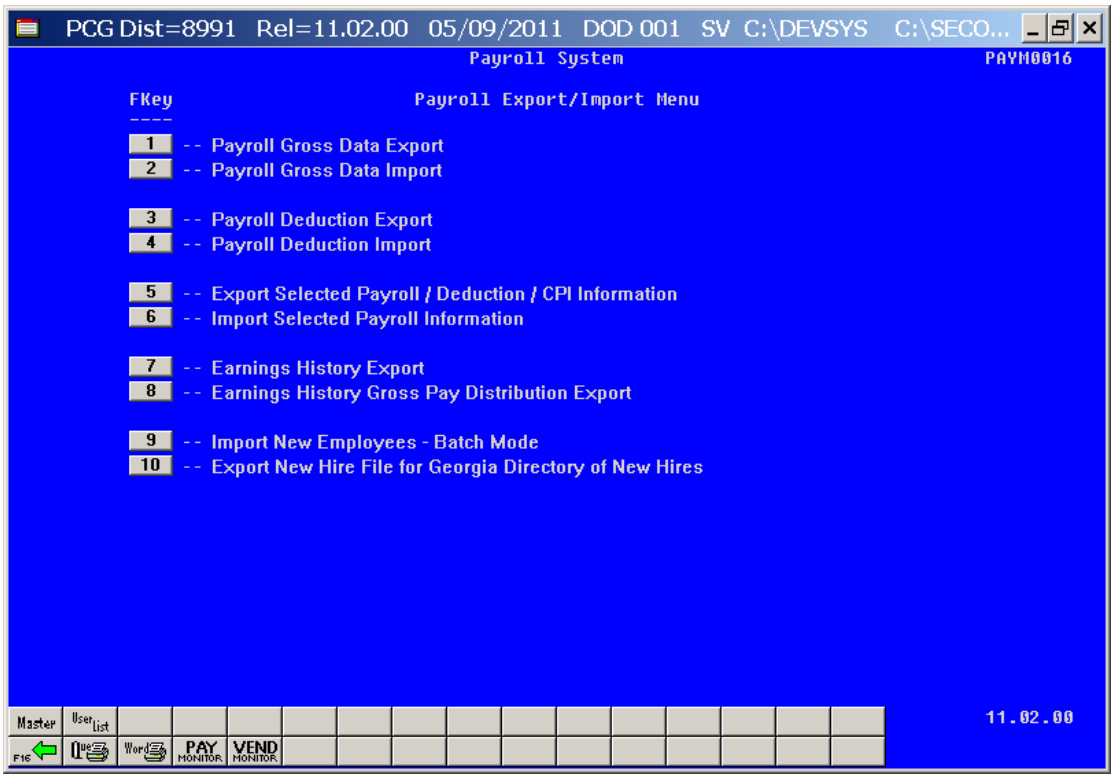
The following screen displays:



Step	Action
23	Select F16 (**F16** - Exit) to return to the *Payroll System – Special Functions Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
24	Navigate to **C:\EXPORT\HISEXPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

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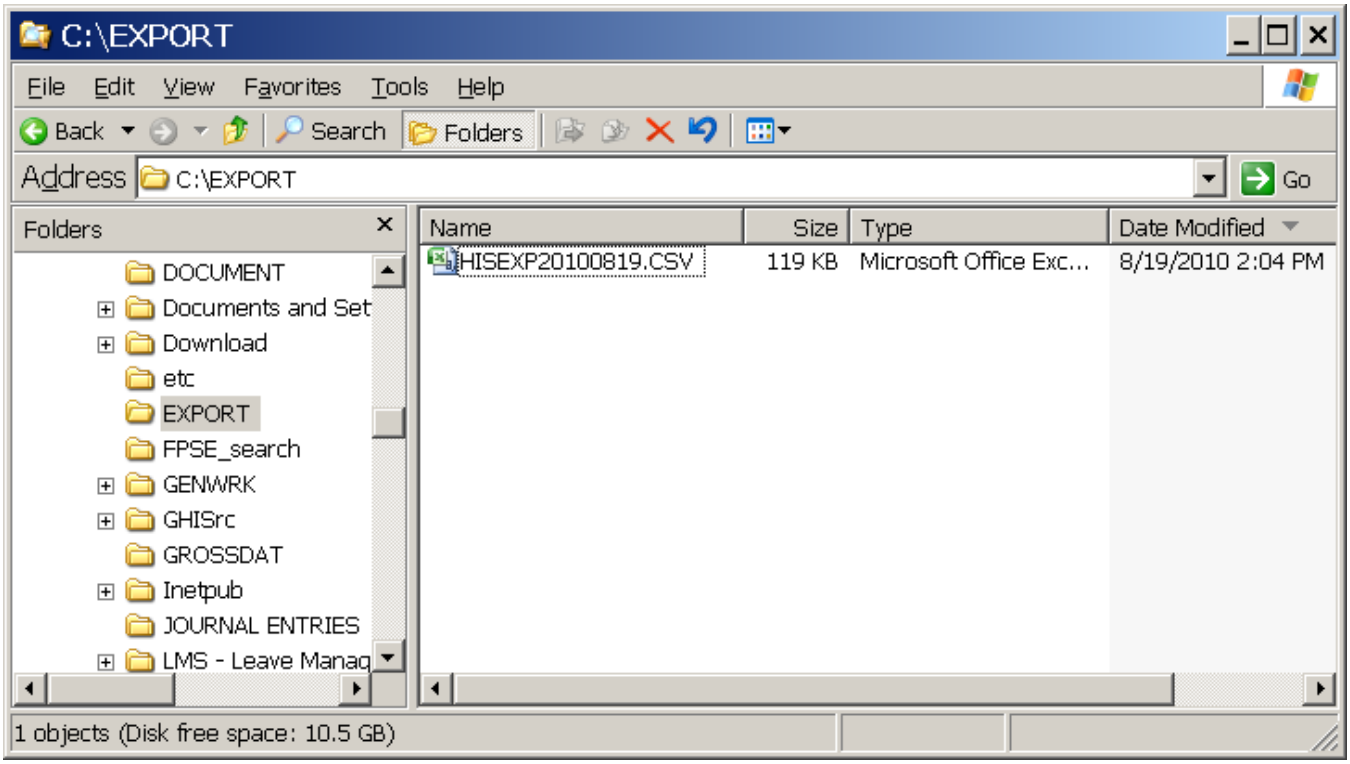
The following window displays:



Step	Action
25	Open the appropriate earnings history information file.

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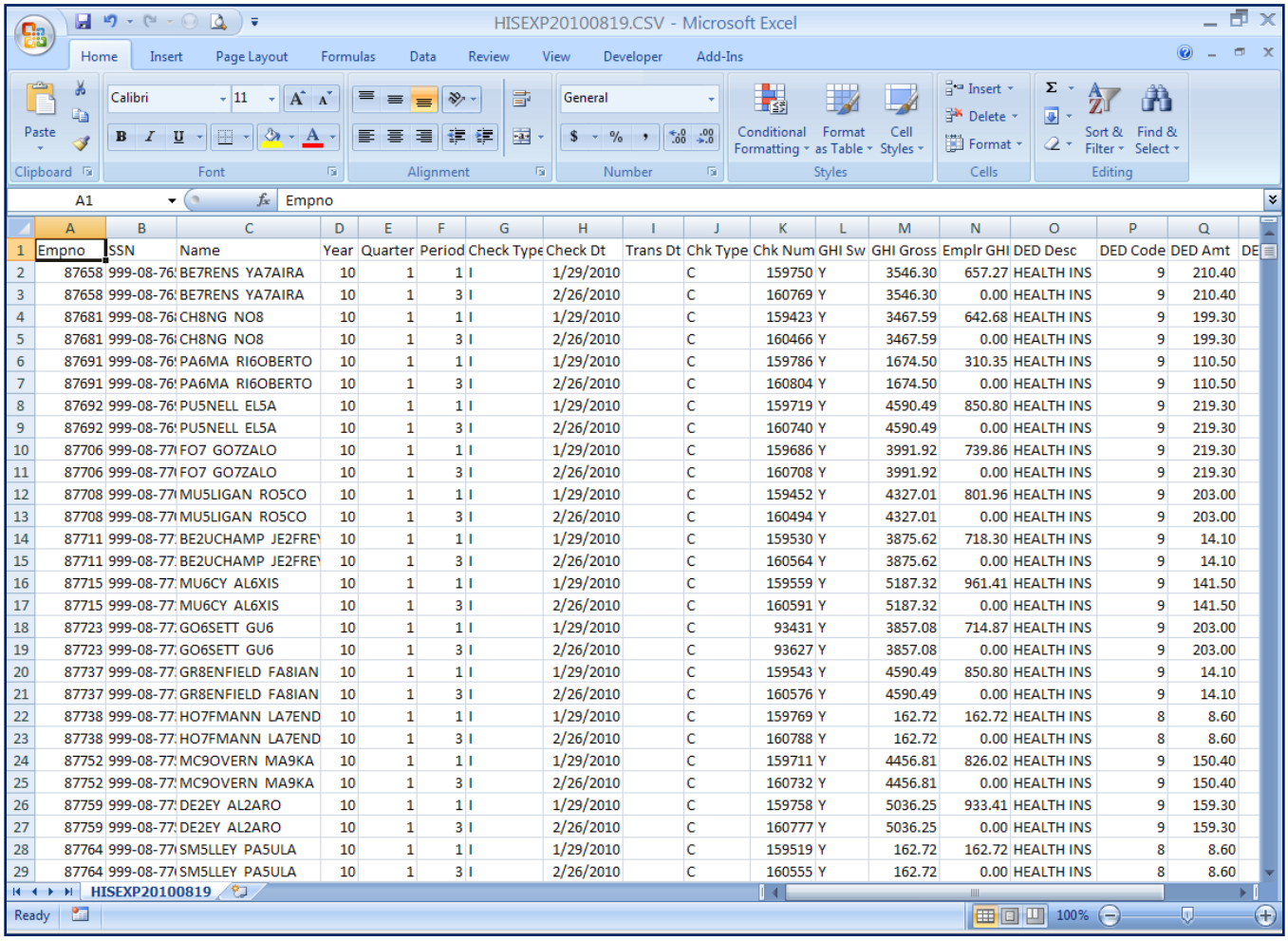
The following window displays:



Empno	SSN	Name	Year	Quarter	Period	Check Type	Check Dt	Trans Dt	Chk Type	Chk Num	GHI Sw	GHI Gross	Emplr GHI	DED Desc	DED Code	DED Amt
87658	999-08-76	BE7RENS YA7AIRA	10	1	1	I	1/29/2010		C	159750	Y	3546.30	657.27	HEALTH INS	9	210.40
87658	999-08-76	BE7RENS YA7AIRA	10	1	3	I	2/26/2010		C	160769	Y	3546.30	0.00	HEALTH INS	9	210.40
87681	999-08-76	CH8NG NO8	10	1	1	I	1/29/2010		C	159423	Y	3467.59	642.68	HEALTH INS	9	199.30
87681	999-08-76	CH8NG NO8	10	1	3	I	2/26/2010		C	160466	Y	3467.59	0.00	HEALTH INS	9	199.30
87691	999-08-76	PA6MA RI6OBERTO	10	1	1	I	1/29/2010		C	159786	Y	1674.50	310.35	HEALTH INS	9	110.50
87691	999-08-76	PA6MA RI6OBERTO	10	1	3	I	2/26/2010		C	160804	Y	1674.50	0.00	HEALTH INS	9	110.50
87692	999-08-76	PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	Y	4590.49	850.80	HEALTH INS	9	219.30
87692	999-08-76	PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	Y	4590.49	0.00	HEALTH INS	9	219.30
87706	999-08-77	FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	Y	3991.92	739.86	HEALTH INS	9	219.30
87706	999-08-77	FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	Y	3991.92	0.00	HEALTH INS	9	219.30
87708	999-08-77	MU5LIGAN RO5CO	10	1	1	I	1/29/2010		C	159452	Y	4327.01	801.96	HEALTH INS	9	203.00
87708	999-08-77	MU5LIGAN RO5CO	10	1	3	I	2/26/2010		C	160494	Y	4327.01	0.00	HEALTH INS	9	203.00
87711	999-08-77	BE2UCHAMP JE2FRE	10	1	1	I	1/29/2010		C	159530	Y	3875.62	718.30	HEALTH INS	9	14.10
87711	999-08-77	BE2UCHAMP JE2FRE	10	1	3	I	2/26/2010		C	160564	Y	3875.62	0.00	HEALTH INS	9	14.10
87715	999-08-77	MU6CY AL6XIS	10	1	1	I	1/29/2010		C	159559	Y	5187.32	961.41	HEALTH INS	9	141.50
87715	999-08-77	MU6CY AL6XIS	10	1	3	I	2/26/2010		C	160591	Y	5187.32	0.00	HEALTH INS	9	141.50
87723	999-08-77	GO6SETT GU6	10	1	1	I	1/29/2010		C	93431	Y	3857.08	714.87	HEALTH INS	9	203.00
87723	999-08-77	GO6SETT GU6	10	1	3	I	2/26/2010		C	93627	Y	3857.08	0.00	HEALTH INS	9	203.00
87737	999-08-77	GR8ENFIELD FA8IAN	10	1	1	I	1/29/2010		C	159543	Y	4590.49	850.80	HEALTH INS	9	14.10
87737	999-08-77	GR8ENFIELD FA8IAN	10	1	3	I	2/26/2010		C	160576	Y	4590.49	0.00	HEALTH INS	9	14.10
87738	999-08-77	HO7FMANN LA7END	10	1	1	I	1/29/2010		C	159769	Y	162.72	162.72	HEALTH INS	8	8.60
87738	999-08-77	HO7FMANN LA7END	10	1	3	I	2/26/2010		C	160788	Y	162.72	0.00	HEALTH INS	8	8.60
87752	999-08-77	MC9OVERN MA9KA	10	1	1	I	1/29/2010		C	159711	Y	4456.81	826.02	HEALTH INS	9	150.40
87752	999-08-77	MC9OVERN MA9KA	10	1	3	I	2/26/2010		C	160732	Y	4456.81	0.00	HEALTH INS	9	150.40
87759	999-08-77	DE2EY AL2ARO	10	1	1	I	1/29/2010		C	159758	Y	5036.25	933.41	HEALTH INS	9	159.30
87759	999-08-77	DE2EY AL2ARO	10	1	3	I	2/26/2010		C	160777	Y	5036.25	0.00	HEALTH INS	9	159.30
87764	999-08-77	SM5LLEY PA5ULA	10	1	1	I	1/29/2010		C	159519	Y	162.72	162.72	HEALTH INS	8	8.60
87764	999-08-77	SM5LLEY PA5ULA	10	1	3	I	2/26/2010		C	160555	Y	162.72	0.00	HEALTH INS	8	8.60

Step	Action
26	Make the appropriate adjustments to the Microsoft® Excel spreadsheet. *These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.*
27	Select **File → Save As → Excel Workbook**.

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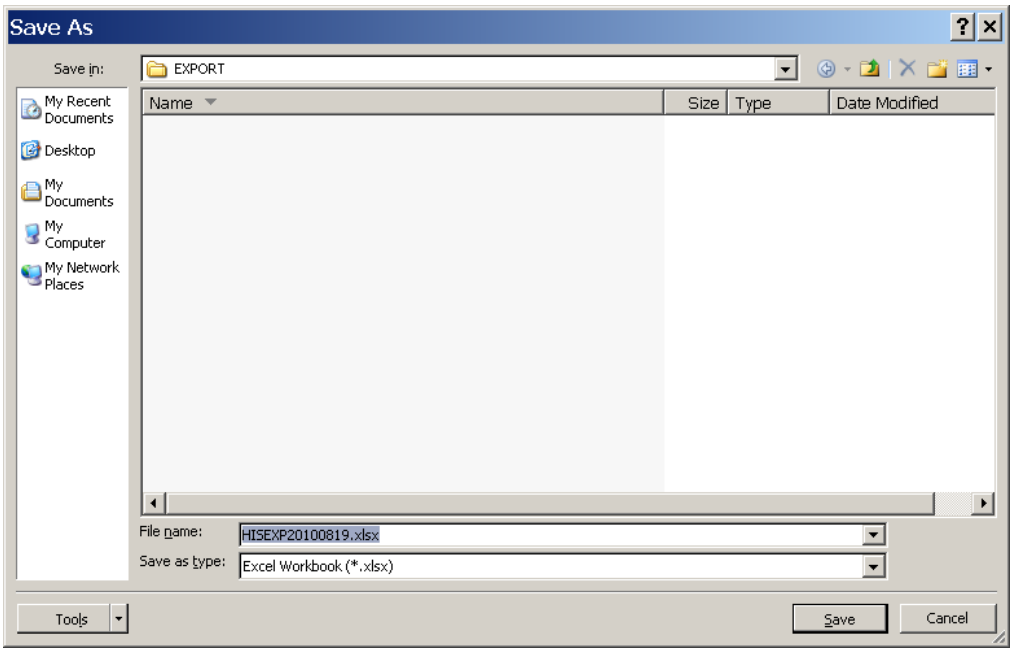
The following window displays:



Step	Action
28	Select the **Drop-Down Selection** icon in the **Save as type** field, and select **CSV (Comma delimited) (*.csv)**.
29	Verify the filename is **C:\EXPORT\HISEXPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

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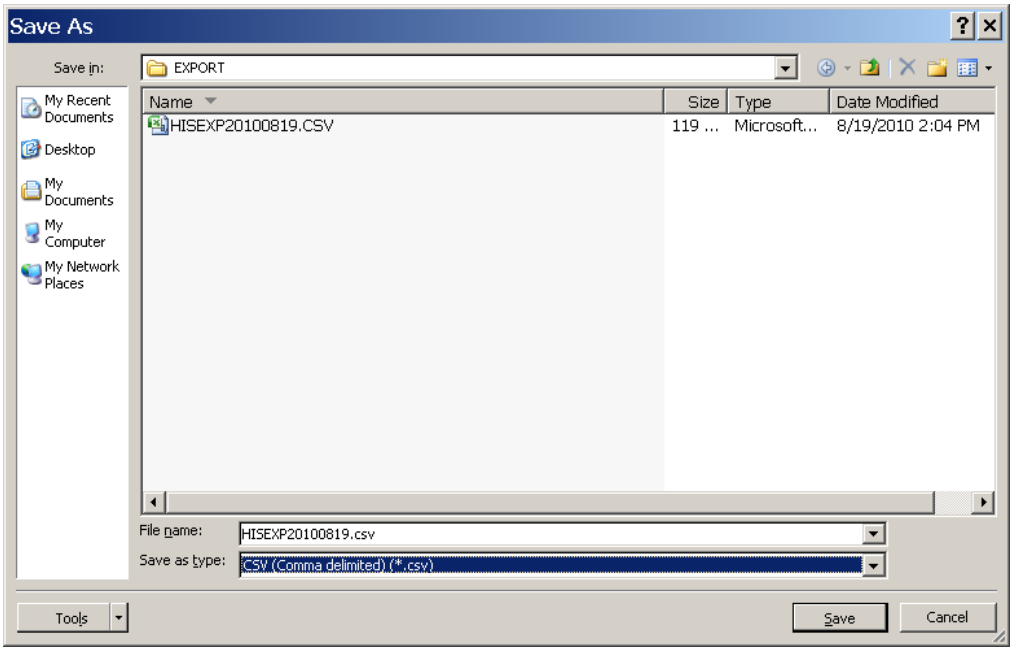
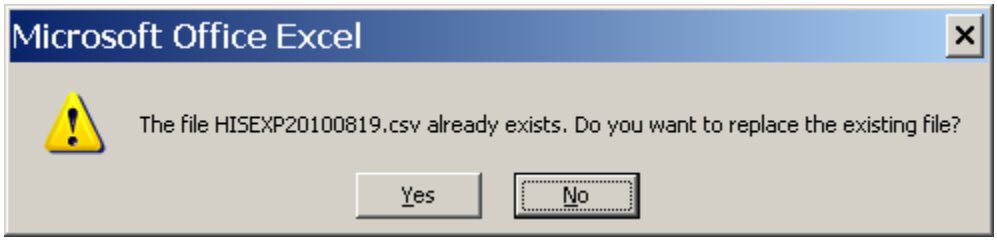
The following window displays:



Step	Action
30	Select Save (**Save**).

The following dialog box displays:



Step	Action
31	Select Yes (**Yes**).

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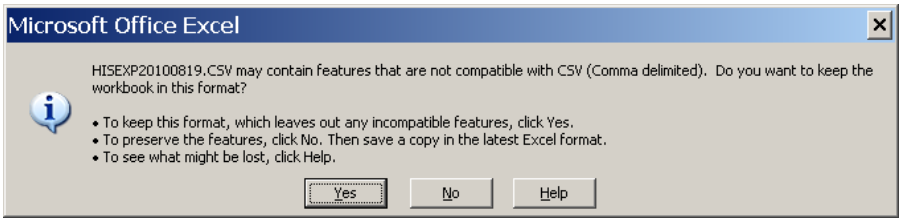
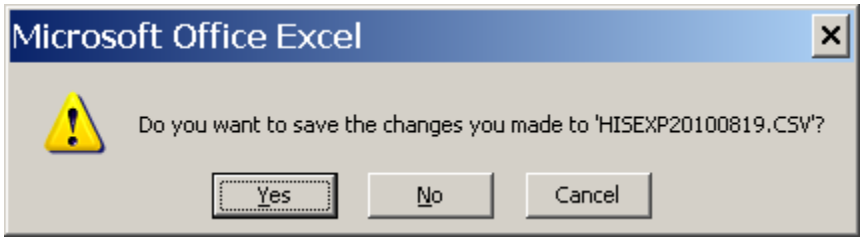
The following dialog box displays:



Step	Action
32	Select Yes (**Yes**).
33	Close Microsoft® Excel.

The following dialog box displays:



Step	Action
34	Select No (**No**). *The appropriate steps to save the changes to the file have already been completed.*
35	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

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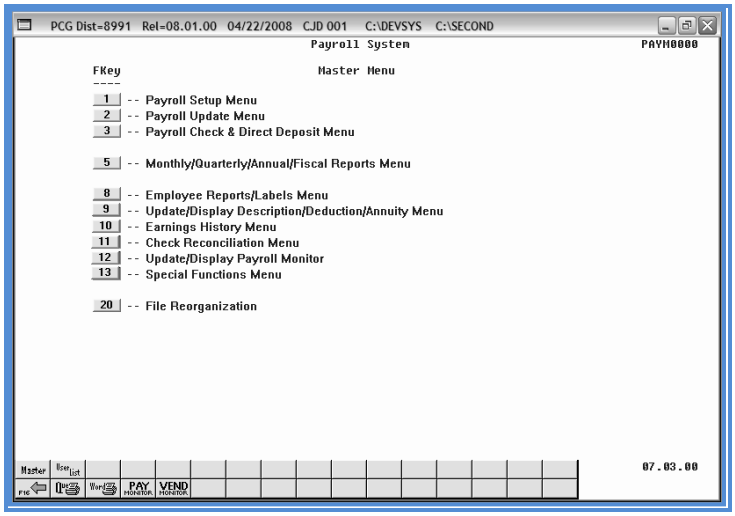
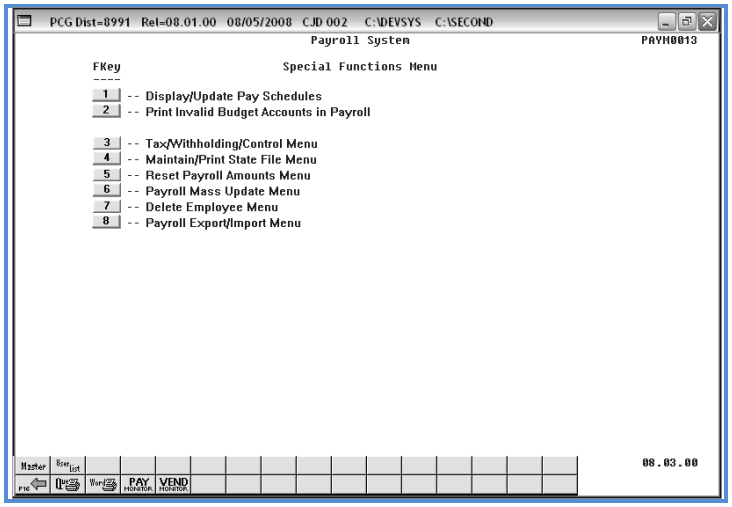
Procedure B: Earnings History Gross Pay Distribution Export



Step	Action
1	Select **13** (**F13 -** Special Functions).

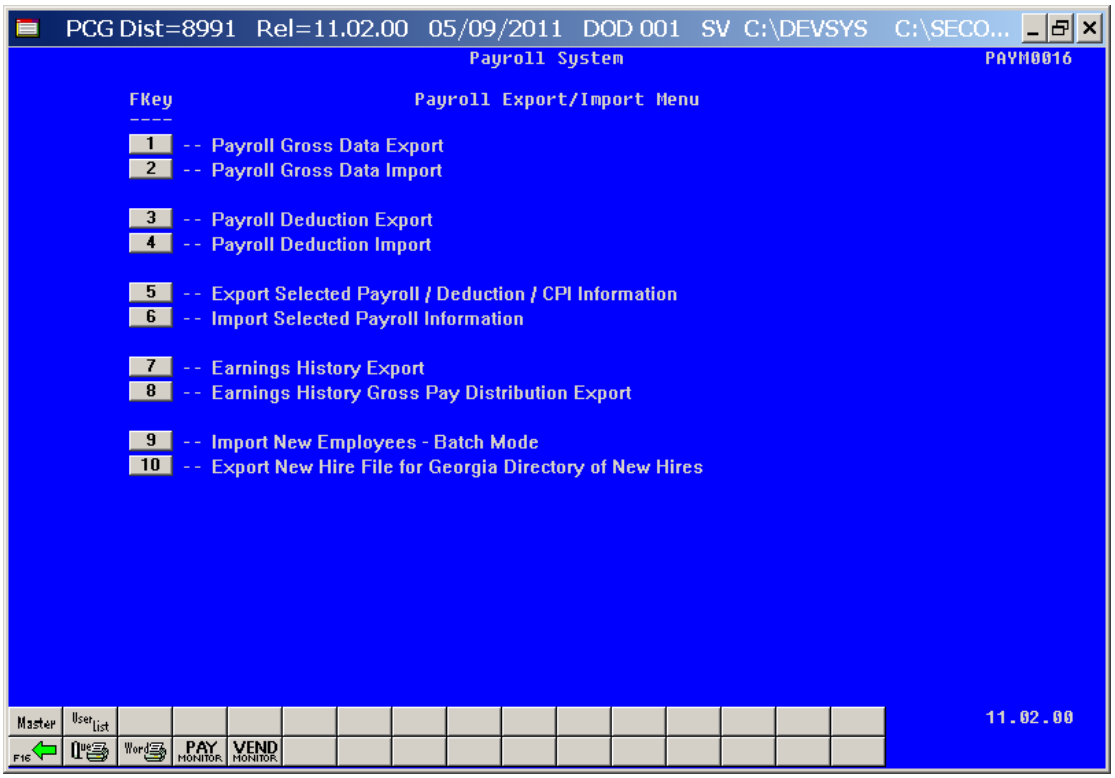
The following screen displays:



Step	Action
2	Select **8** (**F8 -** Payroll Export/Import Menu).

All Rights Reserved.

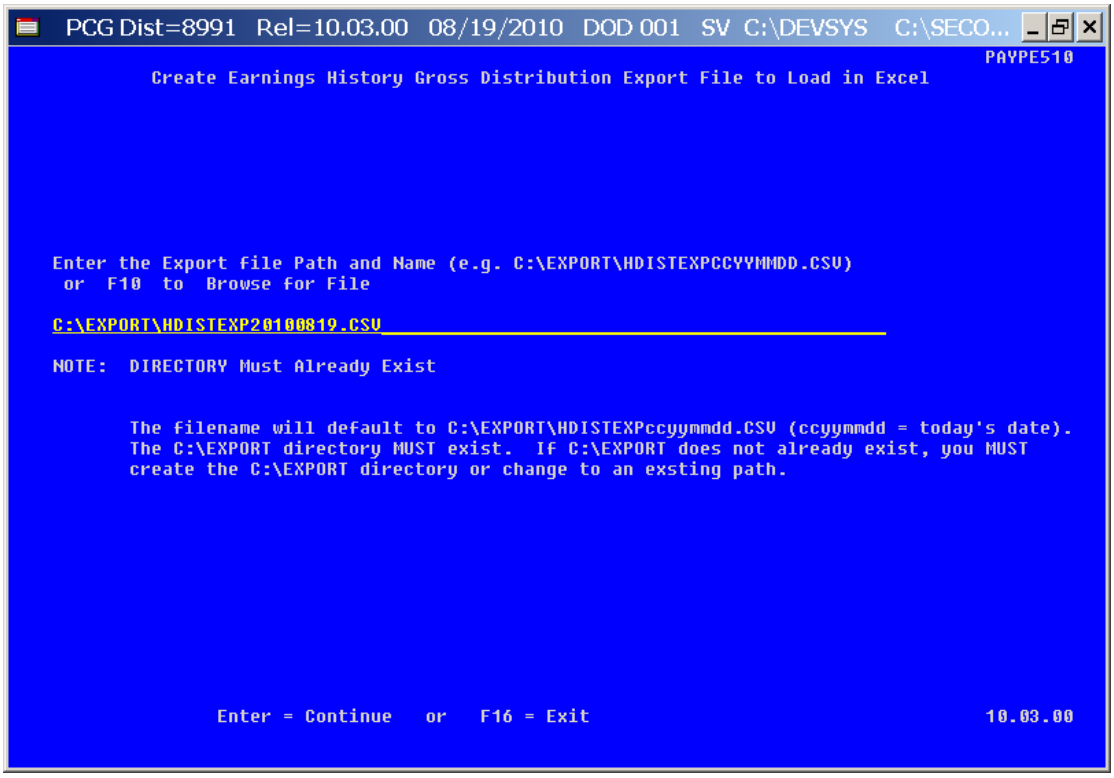
The following screen displays:



Step	Action
3	Select **8** (**F8 –** Earnings History Gross Pay Distribution Export).
4	On the **C:** drive, create a folder entitled **EXPORT**, or verify the folder exists.

All Rights Reserved.

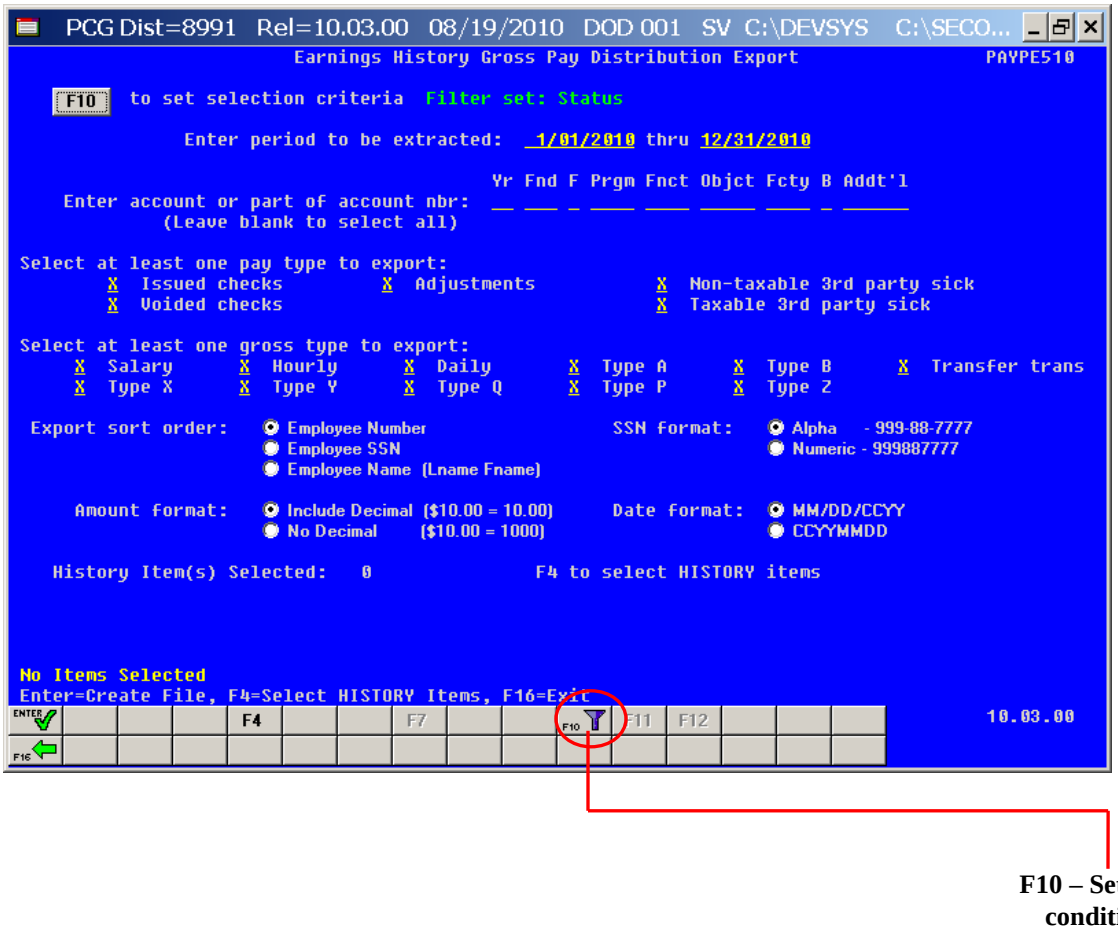
The following screen displays:



Step	Action
5	Verify **C:\EXPORT\HDISTEXPCCYYMMDD.CSV**, where *CCYYMMDD* identifies the calendar year, month and date, defaults in the **Enter the Export file path and name** field. *PCGenesis allows entries other than C:\EXPORT\HDISTEXPCCYYMMDD.CSV as long as the directory structure entered exists.* *In the case of duplicated filenames, PCGenesis replaces the previous file's information with the most recently selected earnings history gross distribution export results.*
6	Select **Enter** (Continue).

All Rights Reserved.

The following screen displays:

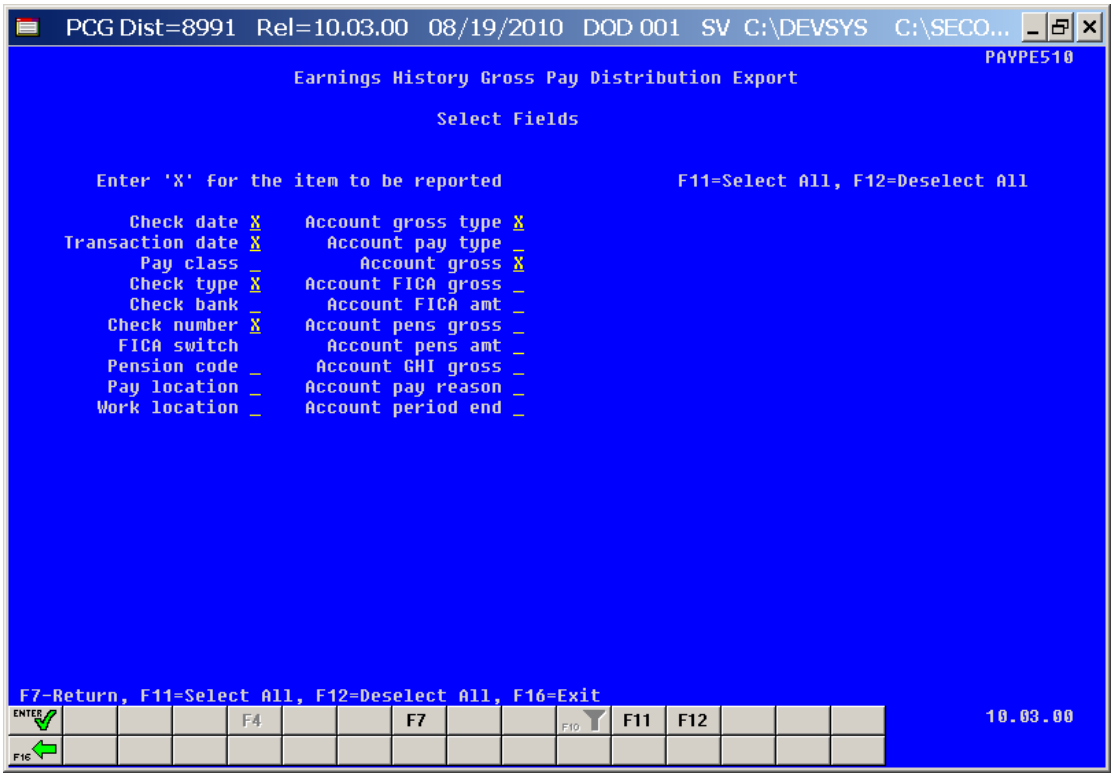


F10 – Set filter conditions

Step	Action
7	**To set specific search criteria:** Select F10 (**F10** – Set filter condition). On the *Export Employee Master Data – Set Employee Selection Filter* screen, make the appropriate selections and entries. Verify *"Filter conditions set."* displays. Selecting F16 (**F16** – Exit) will return to the *Payroll Export/Import Menu*. *NOTE: Do NOT select* ENTER (**Enter** – Continue) *at this point. Select employee earnings history items* (**F4 –** Select HISTORY Items) *first, before processing the export request.*
8	Select 4 (**F4 –** Select History Items).

All Rights Reserved.

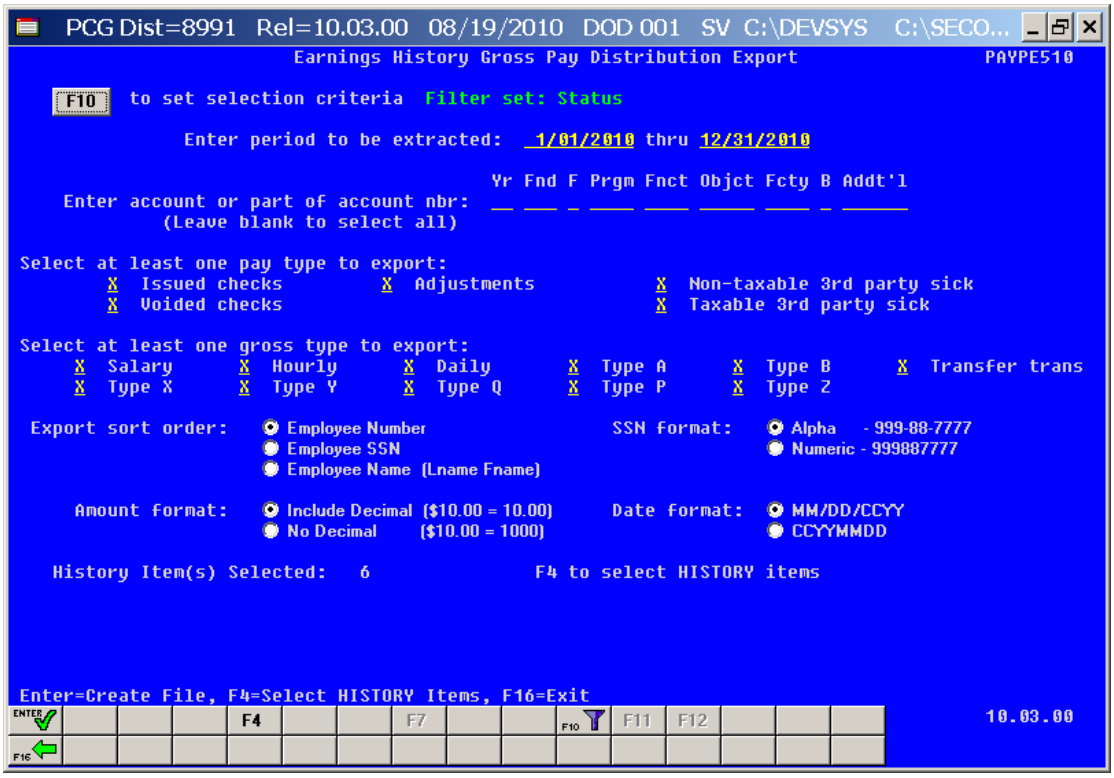
The following screen displays:



Step	Action
9	Enter **X** in the field to the right of the preferred earnings history items.
10	Select F7 **(F7** – Return to Setup Export), or select ENTER **(Enter -** Continue) to return to the *Earnings History Export Options* screen. *Select* F11 *(Select All) or* F12 *(Deselect All) or select* F16 *(F16 – Clear selections and exit) where appropriate.*

All Rights Reserved.

The following screen displays:



NOTE: PCGenesis displays the total number of employee HISTORY items selected.

Step	Action
11	Enter the date range (MM/DD/CCYY) of the earnings history records to be selected in the **Enter period to be extracted** fields.
12	To print for a specific account number or account category**:** 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.
13	Enter **X** in the appropriate pay type field(s). Valid selections correspond to the following earnings history record types: **I** = *Issued checks* **A** = *Adjustments* **N** = *Non-taxable 3rd party sick* **V** = *Voided checks* **T** = *Taxable 3rd party sick*

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Step	Action
14	Enter **X** in the appropriate gross type field(s). Valid selections: **S** = *Salary* **H** = *Hourly* **D** = *Daily* **A** = *Daily/Hourly Adj, No Pension* **B** = *Salary Adjustment, No Pension* **X** = *Daily/Hourly No Pens or Taxes* **Y** = *Salary w/No Pension or Taxes* **Q** = *Salary Adj w/Tax & Pension* **P** = *Daily/Hourly Adj w/Tax & Pens* **Z** = *Pension Adjustment Only* **Transfer trans** = *Earnings history transfer transactions*
15	**To define the sort order:** Select the ○ (**Radio button**) to the left of the **Export sort order** field. *Regardless of the sort order selected, PCGenesis always exports the Name, SSN, and Employee Number fields.*
16	**To define the dollar amount format:** Select the ○ (**Radio button**) to the left of the appropriate **Amount Format:** field.
17	**To define the Social Security Number (SSN) format:** Select the ○ (**Radio button**) to the left of the appropriate **SSN Format:** field.
18	**To define the date format:** Select the ○ (**Radio button**) to the left of **Date Format:** field.
19	Select (**Enter -** Continue). *"**Processing Request**" briefly displays.*

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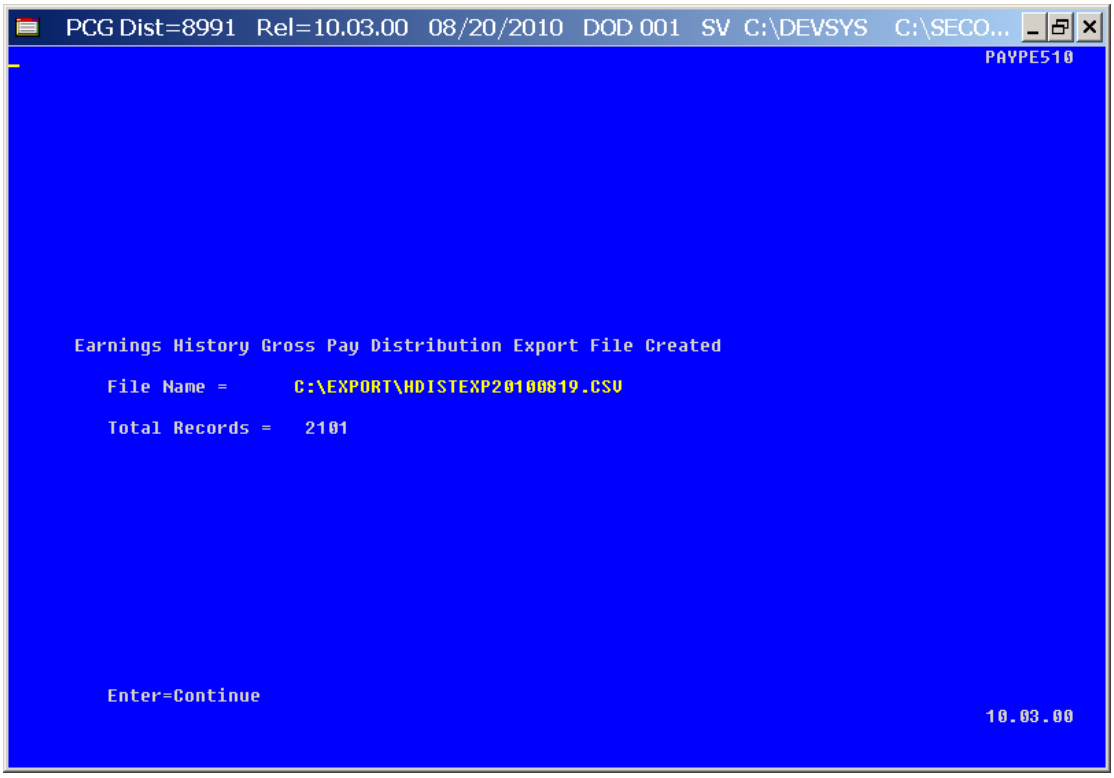
The following screen displays:



Step	Action
20	Screen-print or record the file name displayed and select **Enter** (Continue).

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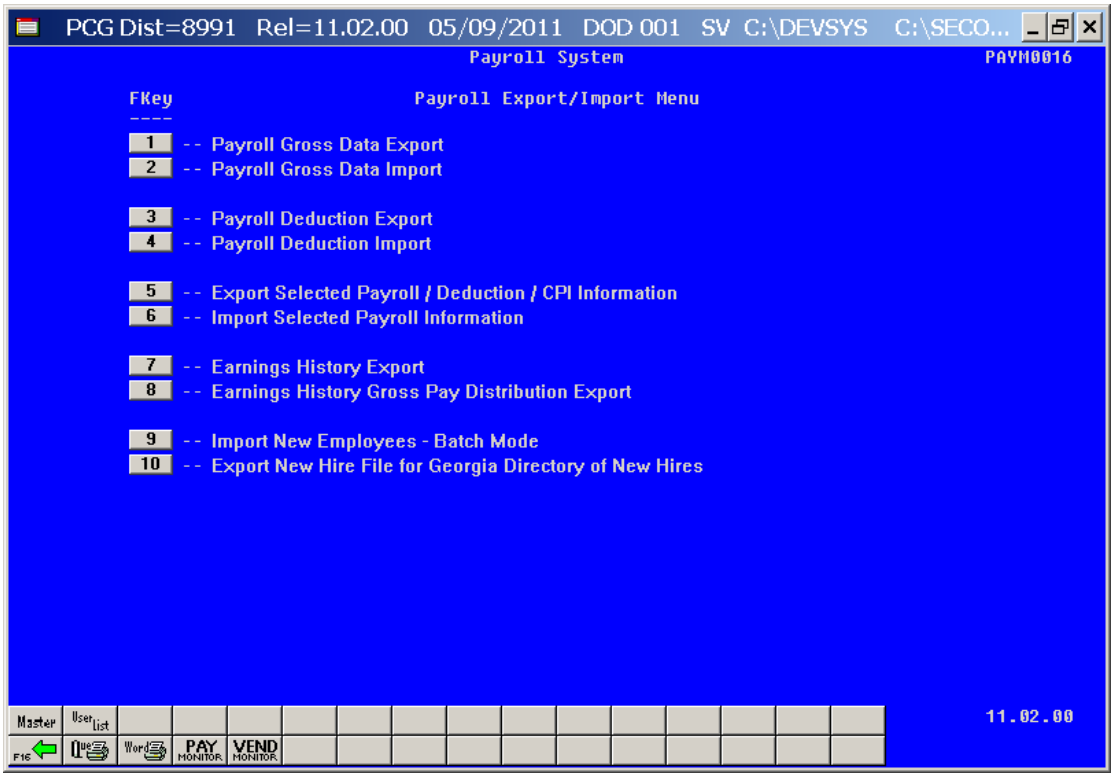
The following screen displays:



Step	Action
21	Select F16 (**F16** - Exit) to return to the *Payroll System – Special Functions Menu*, or select Master (**Master**) to return to the *Business Applications Master Menu.*
22	Navigate to **C:\EXPORT\HDISTEXPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

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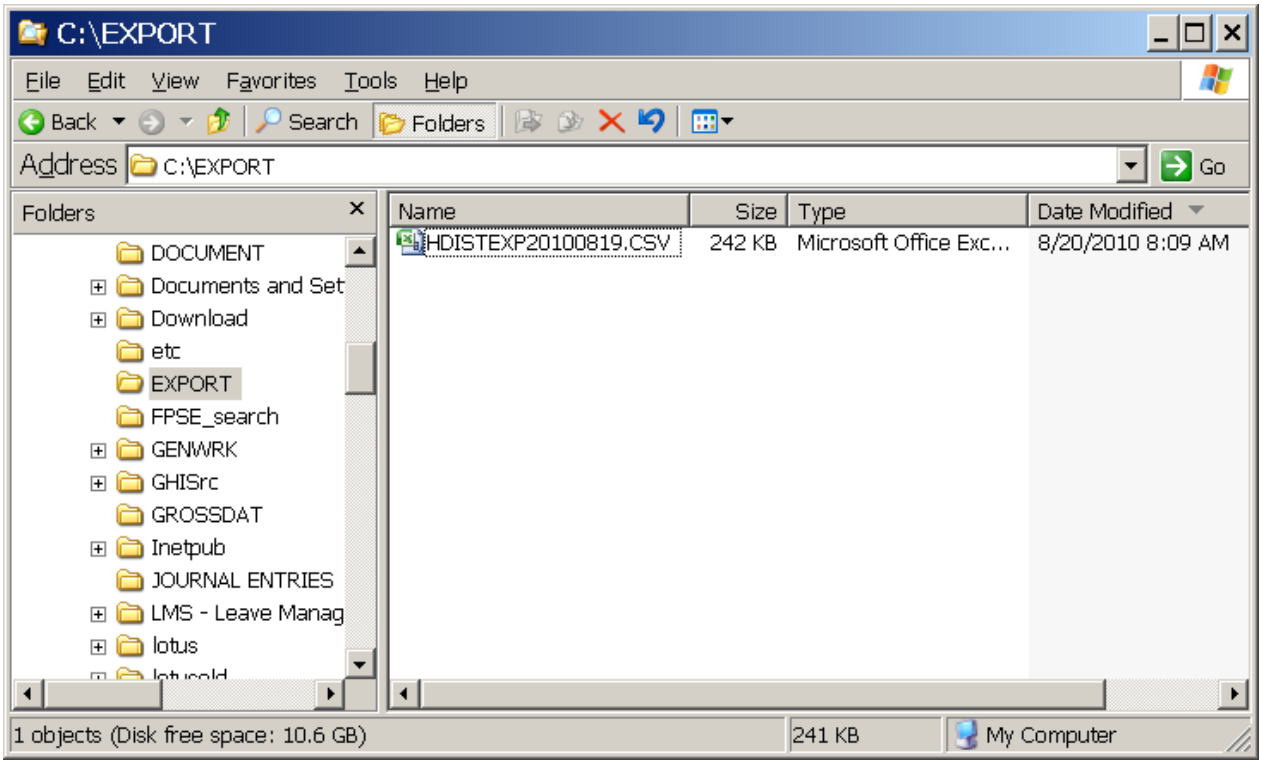
The following window displays:



Step	Action
23	Open the appropriate earnings history information file.

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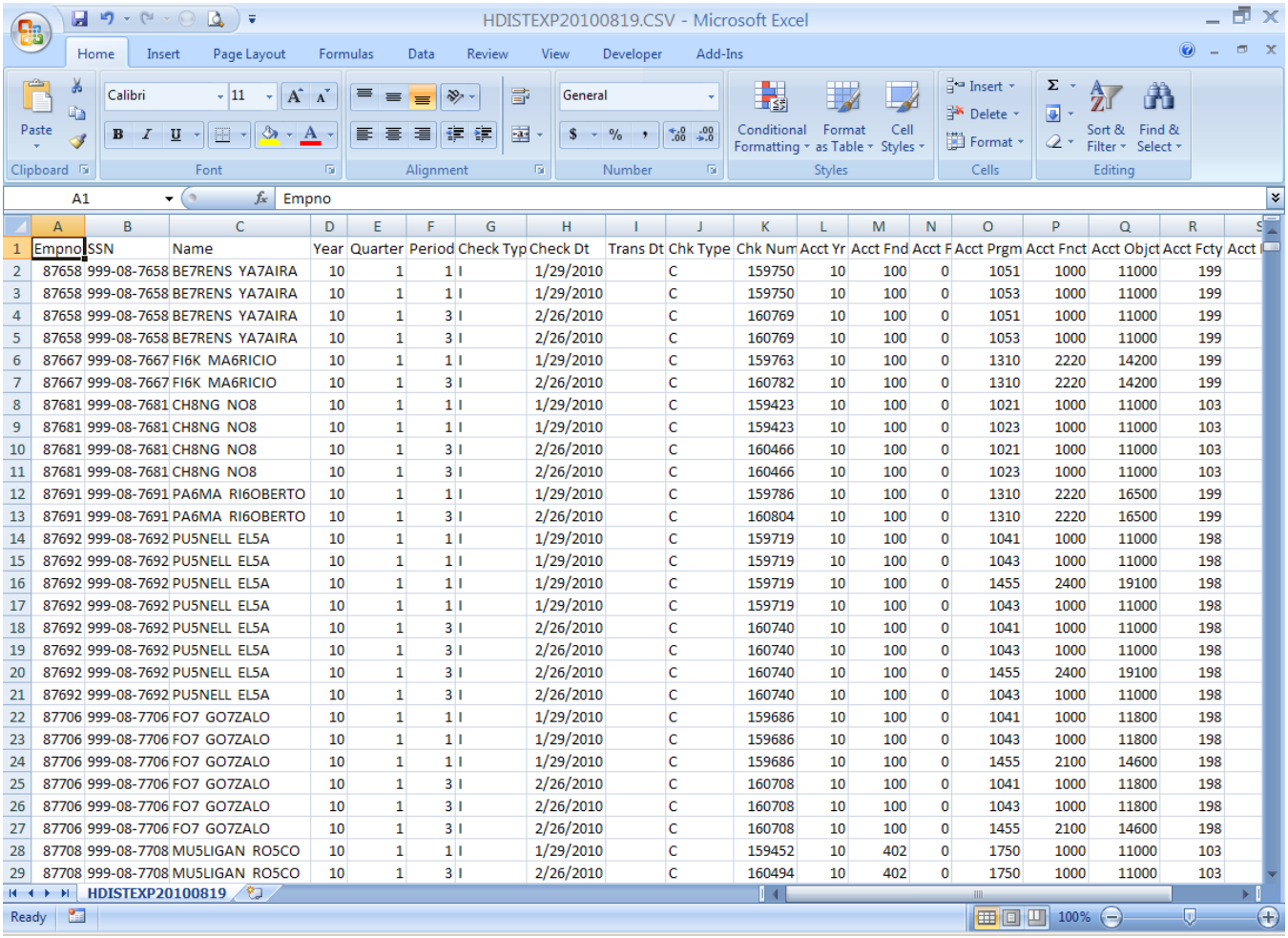
The following window displays:



Empno	SSN	Name	Year	Quarter	Period	Check Typ	Check Dt	Trans Dt	Chk Type	Chk Num	Acct Yr	Acct Fnd	Acct F	Acct Prgm	Acct Fnct	Acct Objct	Acct Fcty	Acct
87658	999-08-7658	BE7RENS YA7AIRA	10	1	1	I	1/29/2010		C	159750	10	100	0	1051	1000	11000	199	
87658	999-08-7658	BE7RENS YA7AIRA	10	1	1	I	1/29/2010		C	159750	10	100	0	1053	1000	11000	199	
87658	999-08-7658	BE7RENS YA7AIRA	10	1	3	I	2/26/2010		C	160769	10	100	0	1051	1000	11000	199	
87658	999-08-7658	BE7RENS YA7AIRA	10	1	3	I	2/26/2010		C	160769	10	100	0	1053	1000	11000	199	
87667	999-08-7667	FI6K MA6RICIO	10	1	1	I	1/29/2010		C	159763	10	100	0	1310	2220	14200	199	
87667	999-08-7667	FI6K MA6RICIO	10	1	3	I	2/26/2010		C	160782	10	100	0	1310	2220	14200	199	
87681	999-08-7681	CH8NG NO8	10	1	1	I	1/29/2010		C	159423	10	100	0	1021	1000	11000	103	
87681	999-08-7681	CH8NG NO8	10	1	1	I	1/29/2010		C	159423	10	100	0	1023	1000	11000	103	
87681	999-08-7681	CH8NG NO8	10	1	3	I	2/26/2010		C	160466	10	100	0	1021	1000	11000	103	
87681	999-08-7681	CH8NG NO8	10	1	3	I	2/26/2010		C	160466	10	100	0	1023	1000	11000	103	
87691	999-08-7691	PA6MA RI6OBERTO	10	1	1	I	1/29/2010		C	159786	10	100	0	1310	2220	16500	199	
87691	999-08-7691	PA6MA RI6OBERTO	10	1	3	I	2/26/2010		C	160804	10	100	0	1310	2220	16500	199	
87692	999-08-7692	PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	10	100	0	1041	1000	11000	198	
87692	999-08-7692	PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	10	100	0	1043	1000	11000	198	
87692	999-08-7692	PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	10	100	0	1455	2400	19100	198	
87692	999-08-7692	PU5NELL EL5A	10	1	1	I	1/29/2010		C	159719	10	100	0	1043	1000	11000	198	
87692	999-08-7692	PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	10	100	0	1041	1000	11000	198	
87692	999-08-7692	PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	10	100	0	1043	1000	11000	198	
87692	999-08-7692	PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	10	100	0	1455	2400	19100	198	
87692	999-08-7692	PU5NELL EL5A	10	1	3	I	2/26/2010		C	160740	10	100	0	1043	1000	11000	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	10	100	0	1041	1000	11800	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	10	100	0	1043	1000	11800	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	1	I	1/29/2010		C	159686	10	100	0	1455	2100	14600	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	10	100	0	1041	1000	11800	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	10	100	0	1043	1000	11800	198	
87706	999-08-7706	FO7 GO7ZALO	10	1	3	I	2/26/2010		C	160708	10	100	0	1455	2100	14600	198	
87708	999-08-7708	MU5LIGAN RO5CO	10	1	1	I	1/29/2010		C	159452	10	402	0	1750	1000	11000	103	
87708	999-08-7708	MU5LIGAN RO5CO	10	1	3	I	2/26/2010		C	160494	10	402	0	1750	1000	11000	103	

Note that the Earnings History Gross Pay Distribution Export can create multiple lines per employee, one line for each Gross Pay Type and Account Number.

Step	Action
24	Make the appropriate adjustments to the Microsoft® Excel spreadsheet. *These adjustments may include but are not limited to formatting the columns' widths, the addition and the deletion of certain columns, moving column locations to comply with requesting entity's requirements, and the manual entry of information not maintained in PCGenesis.*
25	Select **File → Save As → Excel Workbook**.

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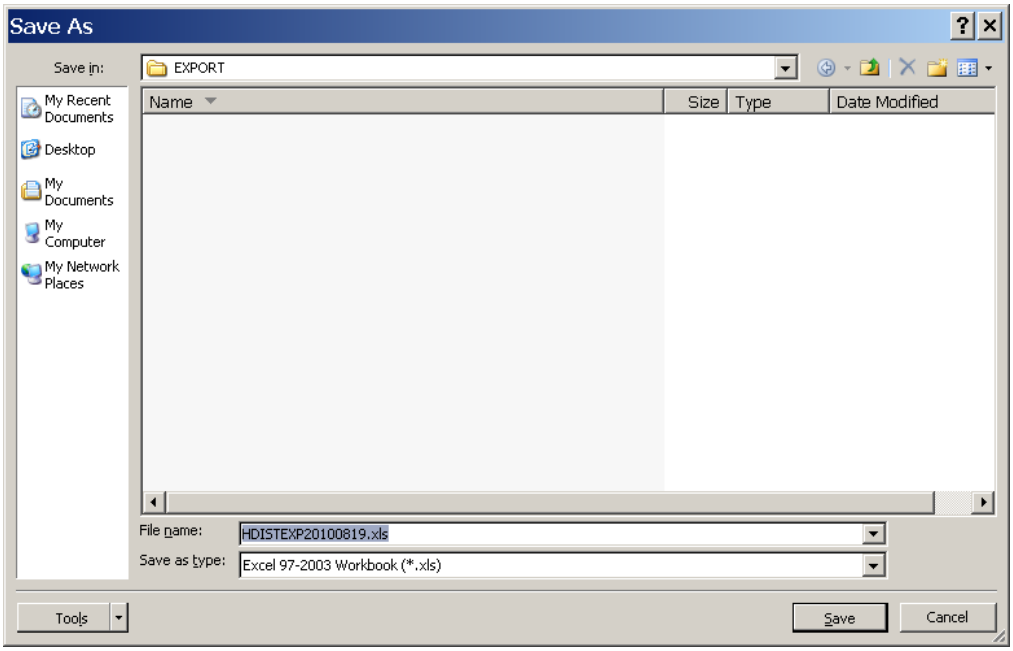
The following window displays:



Step	Action
26	Select the **Drop-Down Selection** icon in the **Save as type** field, and select **CSV (Comma delimited) (*.csv)**.
27	Verify the filename is **C:\EXPORT\HDISTEXPCCYYMMDD.CSV** where *CCYYMMDD* identifies the calendar year, month and date.

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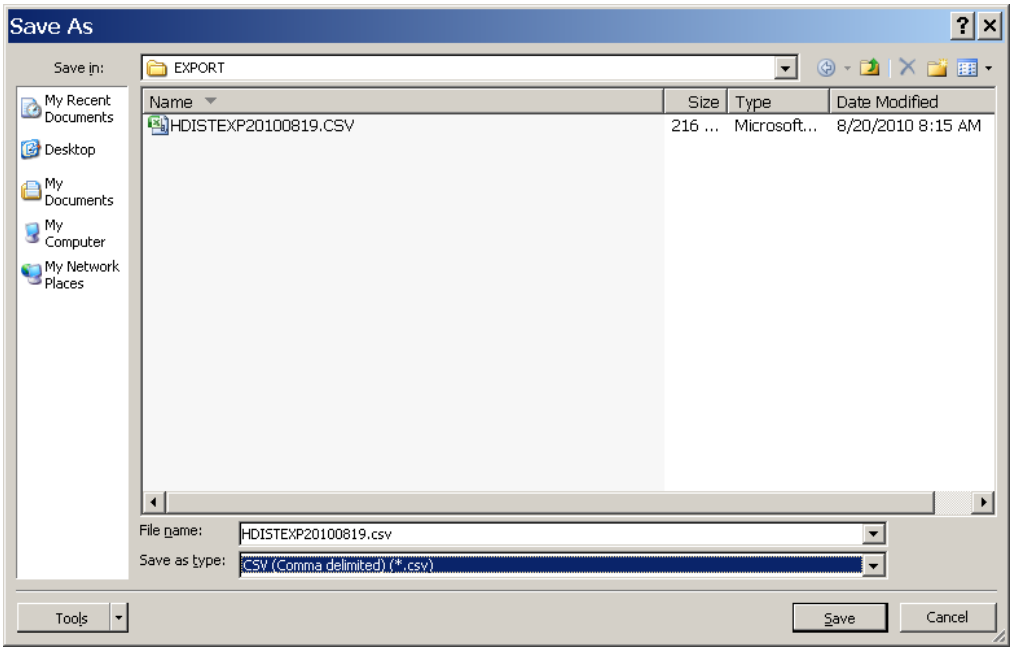
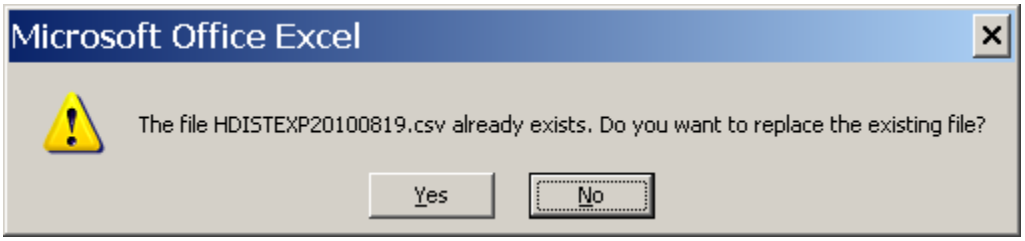
The following window displays:



Step	Action
28	Select Save (**Save**).

The following dialog box displays:



Step	Action
29	Select Yes (**Yes**).

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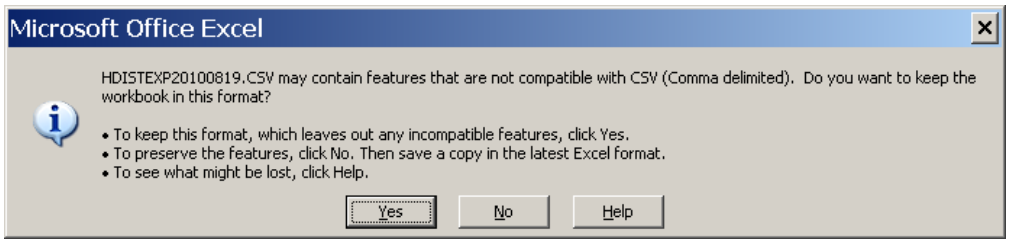
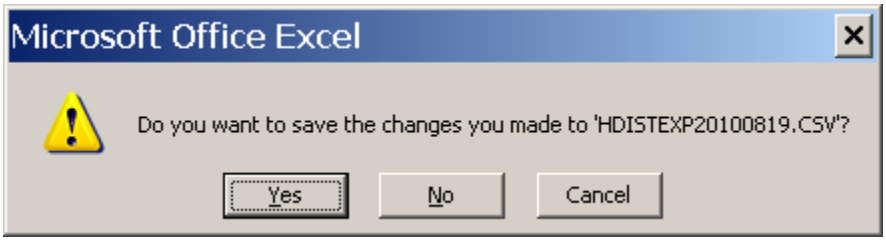
The following dialog box displays:



Step	Action
30	Select Yes (**Yes**).
31	Close Microsoft® Excel.

The following dialog box displays:



Step	Action
32	Select No (**No**). *The appropriate steps to save the changes to the file have already been completed.*
33	Follow the normal processing procedures to submit the Microsoft® Excel spreadsheet to the requesting entity.

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