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# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

10/11/2011

Section F: Description/Deduction/  
Annuity File Processing, V2.10

## Revision History

Date	Version	Description	Author
10/11/2011	2.10	11.03.00 – Updated <i>Topic 1: Description Record Processing</i> with new ‘S’ table for <i>Rankings for Substitute Pay Rates</i> .	D. Ochala
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03/02/2008	2.1	08.01.00 – Added new <i>Description/Deduction/Annuity Files Master Menu</i> to include <i>F10 (Display/Update Annuity Deduction Control Record)</i> option, information and instructions. Added <i>Annuity 3 – Annuity 5</i> information and instructions.	C. W. Jones
12/19/2007	2.0	07.04.00 – Added revised <i>Description/Deduction/Annuity Files Menu</i> screenshots and instructions.	C. W. Jones

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## Overview

Description, deduction, benefit plan, and annuity records may be added, modified, and/or deleted. These records identify various items within the description of an employee, and associated deductions and annuities. The PCGenesis coding structure for this information is also school district- and system-specific. Printing the reports provides listings of the school district's or system's records, and identifies records containing errors.

### Alpha Description Record Maintenance

The *Alpha Description* file contains the Georgia Health Insurance (GHI), district, and direct deposit bank records that allow the entry of alphanumeric record codes. PCGenesis utilizes this file to expand the number of direct deposit banks from 99 (e.g. 01 - 99) to 1,295 codes, (e.g. 01 - 09, 0A-0Z, 10-19, 1A-1Z, etc. up to ZZ). Note that the *Description* file is limited to codes containing only numeric entries, e.g. class codes, job codes, etc.

This *Alpha Description File* includes earnings history W-2 adjustment records for use with the *W-2 Adjustment Code (W2CD)* record type. The three-character *Record Code* key for the *W2CD* type code is defined as *xy* where *xx* = W2 Box (01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 16, 17), and *y* = Item codes (A-Z, 0-9).

### Teacher Retirement System (TRS) Reporting

Although the description codes may apply to other PCGenesis functions, codes *K* (*TRS Job Class*), *P* (*Compensation Type*), *R* (*Reason*), *X* (*TRS Pay Reason*), and *Y* (*TRS Term Reason*) must exist for TRS reporting requirements.

### Description Records

PCGenesis allows maintenance of the following record types:

- C (Pay Class)
- D (Degree)
- E (Ethnic)
- I (Insurance)
- J (Job Description)
- K (TRS Job Class)
- L (Location)
- M (PSERS/ERS Job Class)
- P (Compensation Type)
- R (Pay Reason)
- S (Rankings for Substitute Pay Rates)
- T (Termination)
- U (University/College)
- V (PSERS/ERS Pay Reason)
- W (PSERS/ERS Term Code)
- X (TRS Pay Reason)
- Y (TRS Term Code)

**Pay Class (C)** is used primarily to group employees for benefits received, certification, status, and payroll cycle descriptors. Refer to *Appendix A: Teacher Retirement System (TRS) Job Class Description Code Listing* where appropriate.

PCGenesis **Pay Class Type Codes** include *F* (*Full-time*), *P* (*Part-time*), *S* (*Substitutes*), and *3* (*Third party contractors*).

**Third Party Contract Employee Information:** Third party contractors must be in a class defined with a *Class Type* of '3'. Even though third party contractors are defined in the PAYROLL file, these individuals may not be accessed from any payroll process. For example, a type '3' class code cannot be

selected when setting up payroll, and third party contractors cannot be accessed from any payroll data entry screen.

A new option is available on the CPI menu for *Display/Update Third Party Contractors*. This option allows the user to maintain third party contractors for CPI. Third party contractors can be added, updated, or deleted from within this CPI module. Third party contractors must be in a class defined with a *Class Type* of '3' and these employees are reported in CPI only.

The third party contractor's payroll class codes must exist in the *Description* file for both certified and non-certified employees before using the code in the creation and the modification of third party contractor employee information.

### **State Health Benefit Plan/Georgia Health Insurance (SHBP/GHI) Reporting Requirements - Benefit Plan/Option/Tier Description File and Deduction Records**

The PCGenesis *Benefit Plan* description file and maintenance operates on three feature levels. The highest level defines the *Benefit Plan* which records the deduction code, employer contribution amount, deduction flag information, and the dollar amounts associated with each. The second level defines the options and the option descriptions. The third level defines the tiers and their corresponding descriptions and amounts.

The *Description* file contains SHBP rates for multiple years. The rates remain in effect until PCGenesis users manually update the information.

SHBP deduction records should be identified as such in the Benefit plan code associated with deduction field for all state health deductions such as 08 (*State Health-NonCert*) and 09 (*State Health-Cert*), and all Board member benefit plan deductions.

*Note that the Department of Community Health (DCH) governs the Benefit Plan options. Because these options are system-specific, contact the school district's or system's DCH representative for a complete listing of options available for employees. Refer to the most recent GaDOE-PCGenesis memorandum regarding the State Health Benefit Plan (Plan) for additional information and instructions.*

*3A.4.1. SHBP Benefit Deduction Option and Tier Report – Example provides an example of the Benefit Plan/Option/Tier Description File.*

### **Deduction Codes**

Deduction codes range from 00 to 71, and may contain up to thirty (30) characters per description. If the deduction amount is a percentage of the employee's salary, make an entry in the *Percent* field, not a flat dollar amount. PCGenesis **Deduction Type Codes** include **A** (*Annuity*), **C** (*Credit Union*), **F** (*Imputed Income*), **G** (*Garnishment*), and **I** (*Nontaxable Income*).

**Imputed Income:** Because of the requirement to pay the Federal Insurance Contributions Act (FICA) taxes on imputed income, this income should be included in normal payroll processing throughout the calendar year. Refer to the *PCGenesis Payroll Operations – Imputed Income Processing* memorandum detailed instructions regarding processing imputed income. Additionally, *Section B, Topic 4: Update/Display Payroll Information* contains detailed instructions for processing imputed income.

**Annuities:** Refer to the section below entitled *Annuity Record Maintenance* for a full discussion of setting up annuities within PCGenesis.

## Payroll Withholding Deductions

Enter the Financial Accounting and Reporting (FAR) application's vendor number on the deduction record for all payroll withholding deductions.

Deduction codes 00 (Employee Fringe Benefits), 01 and 02 (Annuity #1 and Annuity #2), 03 (Federal Tax), 04 (State of Georgia Tax), 05 and 06 (Other State Tax), 07 (Non-Qualified Plans- (457), 08 (State Health-NonCert) and 09 (State Health-Cert) are reserved by PCGenesis, and may not be used for system-specific coding.

Reserved Deduction Codes	Description
00	Employee Fringe Benefits
01	Annuity #1
02	Annuity #2
03	Federal Tax
04	State of Georgia Tax
05	Other State Tax (Reserved for future use)
06	Other State Tax (Reserved for future use)
07	Non-Qualified Plans – 457
08	State Health – Non Certified
09	State Health – Certified

Table 1- System Reserved Deduction Codes

**Employer Contribution Indicator:** The *Employer Contribution Indicator* identifies how PCGenesis handles deductions. These indicators include **0** (*No employer contribution*), **1** (*Contribution is a fixed amount*), **2** (*Contribution is a percentage of the employee's gross as defined by the Process Types*), and **3** (*Contribution is a percentage of the employee's contribution*).

*Deduction codes 01 – 07, and the 08 (State Health-NonCert) and 09 (State Health-Cert) deduction codes must contain a contribution indicator of zero (0 – None). Special or local codes must not contain a contribution indicator. Annuities must not contain a contribution indicator.*

## Annuity Record Maintenance

Considerable flexibility is allowed within PCGenesis when defining annuities on the employee record. PCGenesis allows for a total of five (5) different annuities per employee to be defined. Because a school system may offer many, many different annuity companies and plans, PCGenesis allows a single annuity deduction, (defined with a **Deduction Type** of **A** (*Annuity*) on the deduction record), to represent many different annuity companies. This one-to-many relationship between a single system deduction code and multiple annuity company codes allows a single deduction to represent many different annuity calculations.

Step 1: Annuity Deduction Control Record Maintenance: System **Deduction Code 01** and **Deduction Code 02** are automatically defined by the system as annuities. PCGenesis allows the definition of up to 3 more annuities in addition to deduction code 01 and deduction code 02. Additional annuity deductions must first be defined on the *Annuity Deduction Control Record*. An annuity system deduction code is designated on this screen before the deduction can be defined on the *Maintain Deduction Records* screen. PCGenesis requires the entry of annuity deduction *Control* records for all **Deduction Type 'A' (Annuity)** deduction records. Information about adding annuity deduction *Control* records can be found by following the steps provided in *Procedure 5A. Maintaining the Annuity Deduction Control Record*.

Step 2: Maintain Deduction Records: System **Deduction Code 01** and **Deduction Code 02** must be defined as annuities (**Deduction Type** = 'A' (Annuity)). If any additional annuities have been defined in the *Annuity Deduction Control Record*, then the corresponding deduction code can be set up in *Maintain Deduction Records*. For example, if the *Annuity Deduction Control Record* has defined Annuity deduction #3 to be **Deduction Code 50**, then deduction code 50 can now be added in the *Maintain Deduction Records* screen as an annuity deduction. Annuity deductions must be defined with a **Deduction Type 'A' (Annuity)**. Information about adding deduction codes can be found by following the steps provided in *Procedure 3A. Maintaining Deduction Records*.

*Selecting F28 (Help Screen) when offered provides additional assistance with the entry of information.*

Step 3: Maintain Annuity Company Records: Annuity company codes range from 01 – 99 and contain the FAR application's vendor number and vendor name. **Annuity Type Codes** include **D** (401(K)), **E** (403(B)), **F** (408(K)(6)), **G** (457), and **H** (501 (C)(18)(D)). The employer contribution parameters for the annuity are defined on the Annuity Company Record. Information about adding annuity company records can be found by following the steps provided in *Procedure 5B. Maintaining Annuity Records*.

**Employer Contribution Indicator:** In addition to other annuity company identifiers, PCGenesis allows for the following employer contribution indicators: **0** (None), **1** (Fixed Amount), **2** (% of Annuity Gross), **3** (% of Employee's Contribution), and **4** (% of Annuity Gross up to a Maximum of Employee Contribution % of Annuity Gross, if Employee % is Less). When an employer contribution is indicated, PCGenesis defaults the **Employer Flag** to 'Y' on the Update/Display Deduction data screen for the employee. PCGenesis also displays the annuity employer settings in the Annuity Company Lookup Drop Down box.



The following example illustrates how the annuity components are related.

Annuity Deduction Control Record	Maintain Deduction Records Deduction Code	Maintain Annuity Records Annuity Company Code
Define the system deductions which will represent annuities.	The deduction definition functions as a place holder for the Annuity Company Records.	The Annuity Company Record defines the type of annuity and employer contribution parameters.
#1 = 01 (System defined)	01 = Hartford Life Annuities	01 = Hartford Life 403(b)
		02 = Hartford Life 457
		03 = Hartford Life 501(c)
#2 = 02 (System defined)	02 = Valic Annuities	04 = Valic 403(b)
		05 = Valic 457
		06 = Valic 501(c)
#3 = 50	50 = Met Life Annuities	07 = Met Life 403(b)
		08 = Met Life 457
		09 = Met Life 501(c)
#4 = 51	51 = Fidelity Annuities	10 = Fidelity 403(b)
		11 = Fidelity 457
		12 = Fidelity 501(c)
#5 = 52	52 = Principal Mutual Annuities	13 = Principal 403(b) – 2% employer contribution
		14 = Principal 403(b) – 5% employer contribution
		15 = Principal 457 – 2 % employer contribution
		16 = Principal 457 – 5% employer contribution

*Example 1, Table 1- Related Annuity Components*

The following table continues the example from above and illustrates how the annuities may be defined on the employee Update/Display Payroll Withholding/Direct Deposit screen.

Employee ID	Annuity Slot	Deduction Code	Annuity Company Code	Employee Contribution
47362	#1	01 = Hartford Life Annuities	02 = Hartford Life 457	5% of annuity gross
47362	#2	02 = Valic Annuities	Not used by this employee	
47362	#3	50 = Met Life Annuities	Not used by this employee	
47362	#4	51 = Fidelity Annuities	10 = Fidelity 403(b)	\$125.00 flat dollar amount
47362	#5	52 = Principal Mutual Annuities	Not used by this employee	
85421	#1	01 = Hartford Life Annuities	Not used by this employee	
85421	#2	02 = Valic Annuities	Not used by this employee	
85421	#3	50 = Met Life Annuities	Not used by this employee	
85421	#4	51 = Fidelity Annuities	11 = Fidelity 457	\$75.00 flat dollar amount
85421	#5	52 = Principal Mutual Annuities	15 = Principal 457 – 2 % employer contribution	2% of annuity gross
35687	#1	01 = Hartford Life Annuities	Not used by this employee	
35687	#2	02 = Valic Annuities	Not used by this employee	
35687	#3	50 = Met Life Annuities	Not used by this employee	
35687	#4	51 = Fidelity Annuities	12 = Fidelity 501(c)	2% of annuity gross
35687	#5	52 = Principal Mutual Annuities	16 = Principal 457 – 5 % employer contribution	3% of annuity gross

Example 1, Table 2- Defining Annuities on the Employee Record

This example illustrates how one deduction code can be set up to represent many different types of annuity calculations. In the example, deduction code 51, Fidelity Annuities, may represent a 403(b), a 457, or a 501(c) annuity. Also note that deduction code 52, Principal Mutual Annuities, may represent a 403(b) with either a 2% employer contribution or a 5% employer contribution.

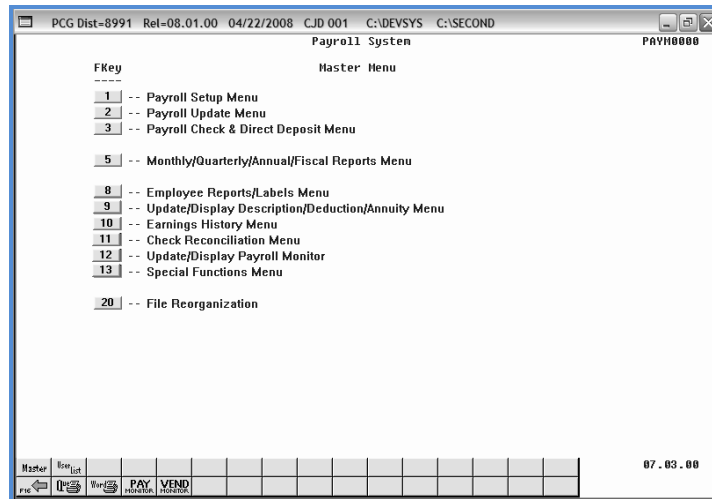
## Topic 1: Description Record Processing

### Procedure 1A. Maintaining Description Records

#### 1A.1. Adding a Description Record

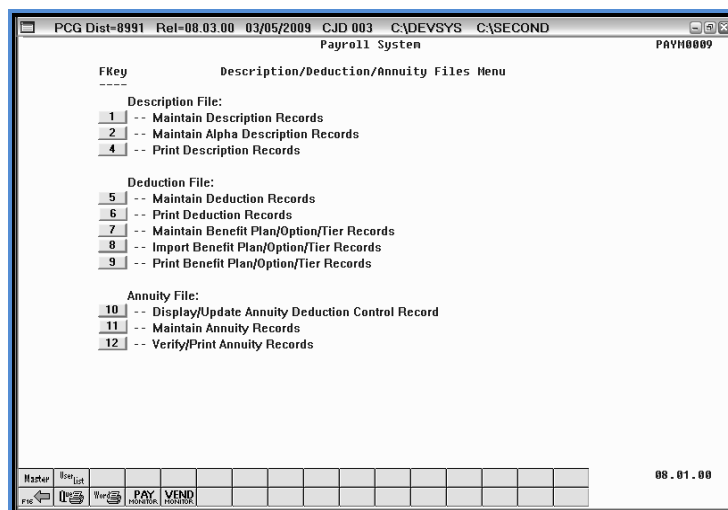
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>F2</b> (Payroll System).

The following screen displays:



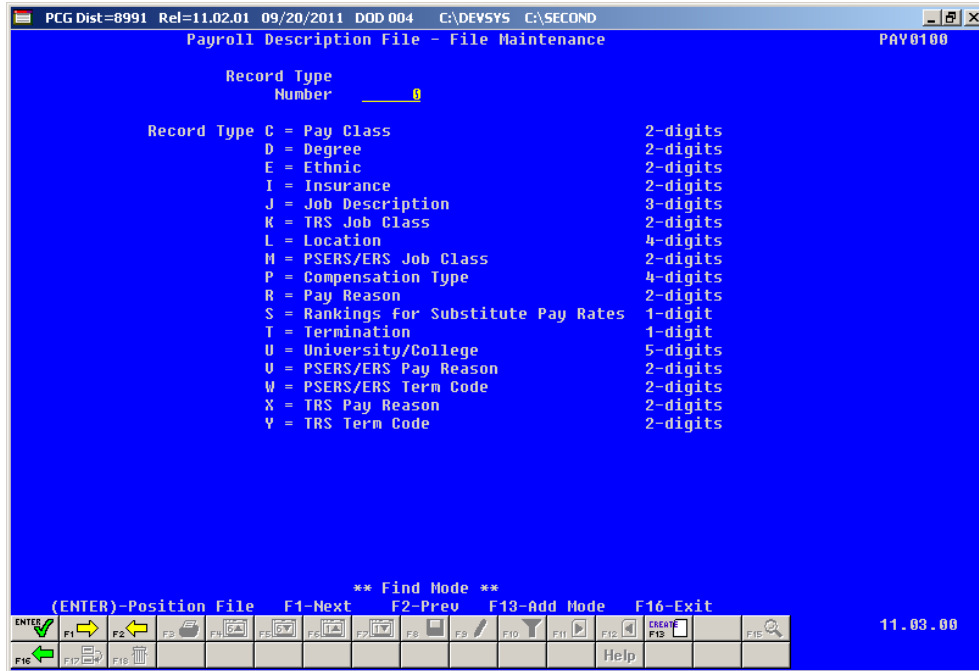
Step	Action
2	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).


The following screen displays:



Step	Action
3	Select <b>1</b> (F1 - DESCRIPTION FILE: Maintain Description Records).

The following screen displays:



Step	Action
4	<p>Enter the description code in the <b>Record Type</b> field, and select  (F13 - Create New Record).</p> <p><i>Third party contractors' payroll class codes must exist in the Description file for both certified and non-certified employees before using either of the codes in the creation and the modification of third party contractor employee information.</i></p> <p><i>This document provides screenshot examples of the initial entry screen for each record type.</i></p>

The following screen displays for **C** (Pay Class) records:

PCG Dist=8991 Rel=08.03.00 03/05/2009 CJD 004 C:\DEV\SYS C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type: C Number: \_\_\_\_\_

Description: \_\_\_\_\_ Free format description

Pay Schedule #: \_\_\_\_\_ Pay Schedule # for each Pay Class

Certified/Non: \_\_\_\_\_ C=Certified, N=Non-certified  
 Type: \_\_\_\_\_ F=Full-time, P=Part-time, S=Substitutes, 3=Third Party Contractors

Instructional: \_\_\_\_\_ I=Instructional, N=Non-instructional  
 Parapro: \_\_\_\_\_ P=Paraprofessional, N=Non-paraprofessional

ERS Job Class: 00 ERS Job Classification - DESC Record 'M'  
 TRS Job Class: 00 TRS Job Classification - DESC Record 'K'

\*\* Add Mode \*\*

ENTER-Validate PF8-Save PF16-Exit

09.01.00

The following screen displays for **D** (Degree) records:

PCG Dist=8991 Rel=08.03.00 03/05/2009 CJD 004 C:\DEV\SYS C:\SECOND

Payroll Description File - File Maintenance PAY0100

Record Type: D Number: \_\_\_\_\_

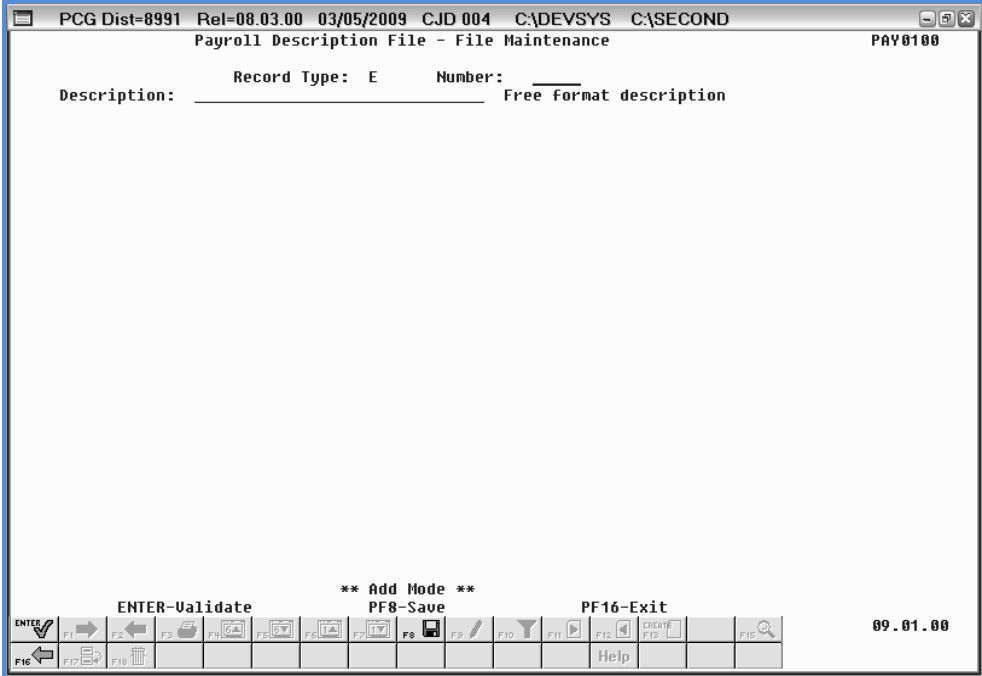
Description: \_\_\_\_\_ Free format description

\*\* Add Mode \*\*

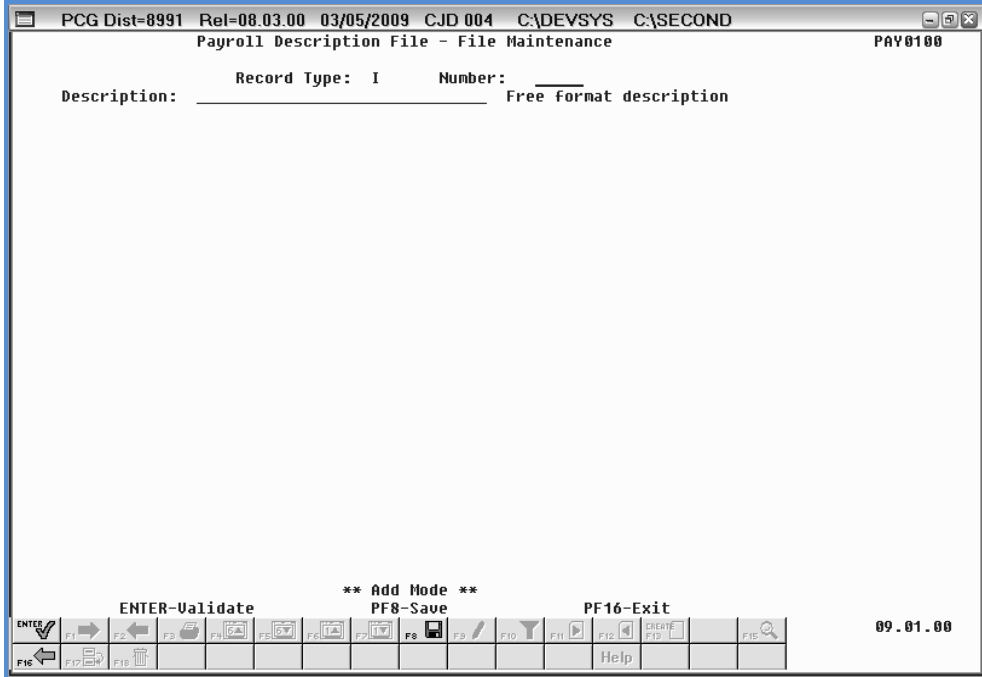
ENTER-Validate PF8-Save PF16-Exit

09.01.00

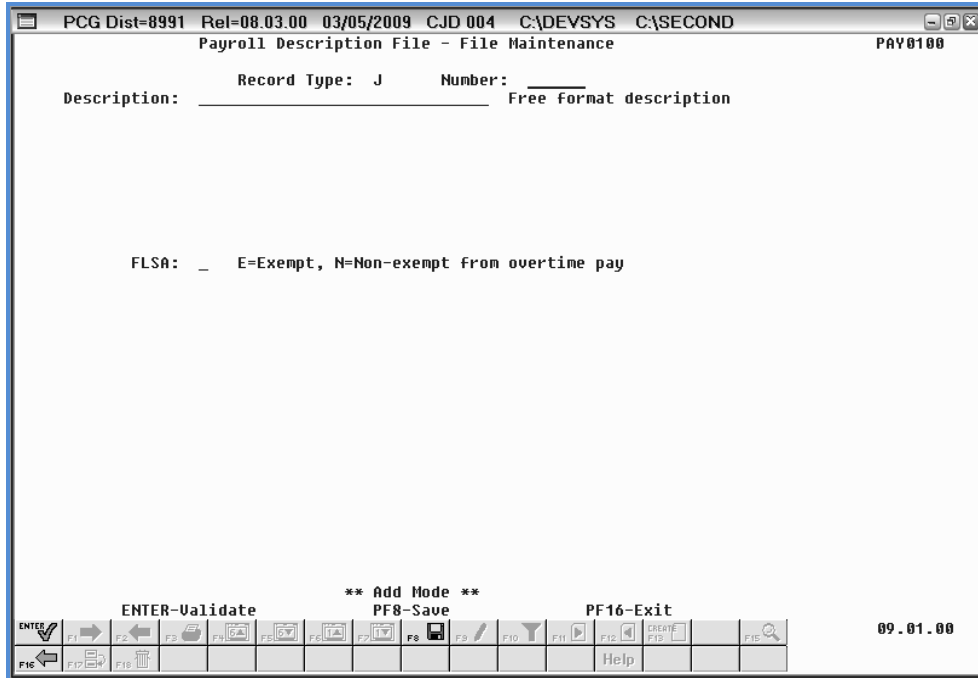
The following screen displays for **E** (Ethnic) records:



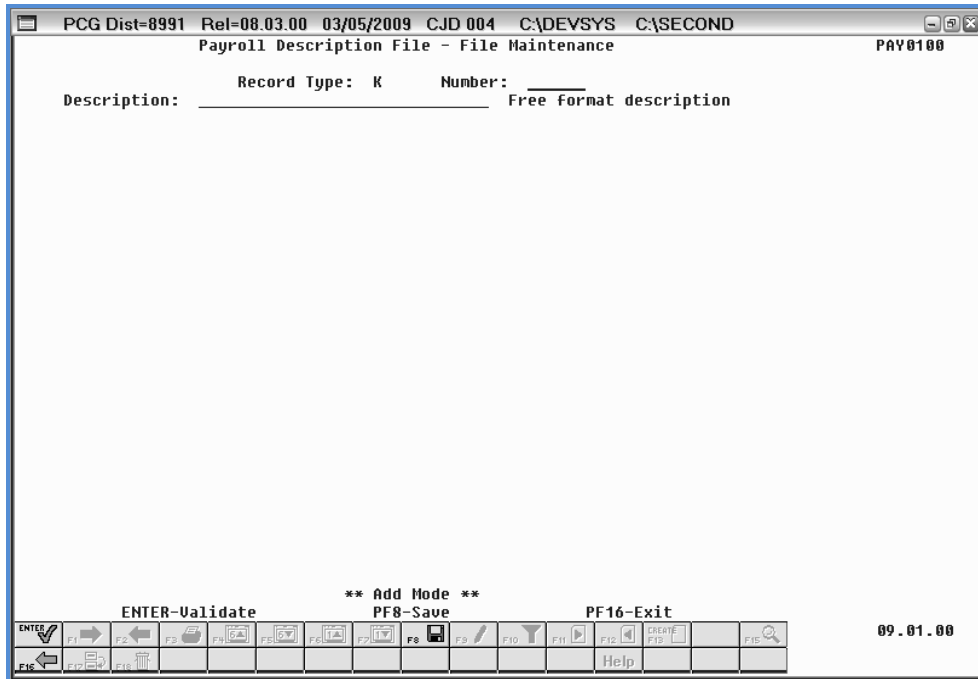
The following screen displays for **I** (Insurance) records:



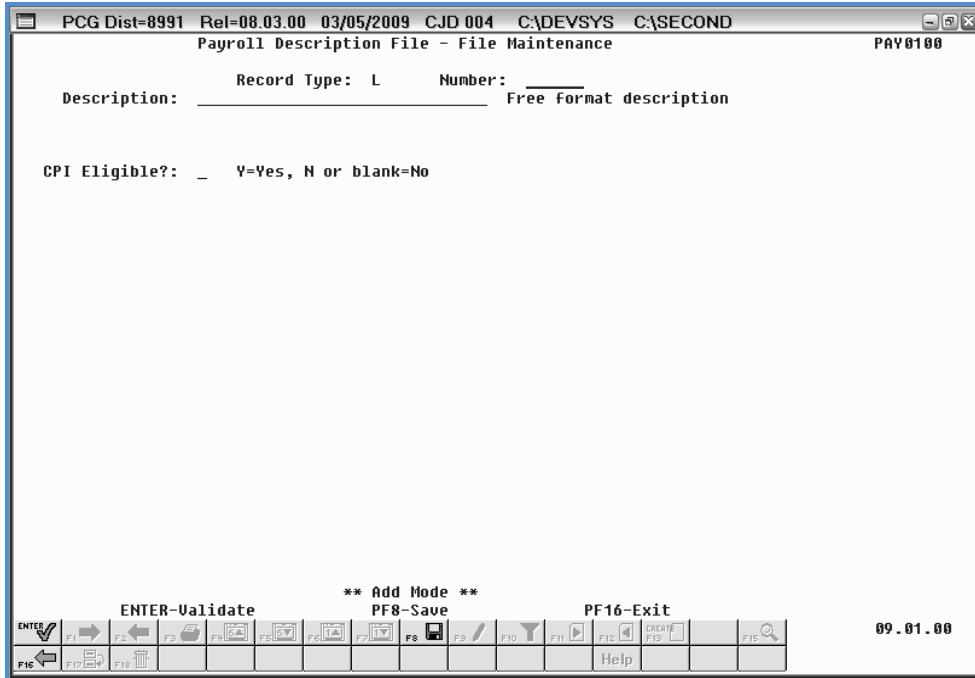
The following screen displays for **J** (Job) records:



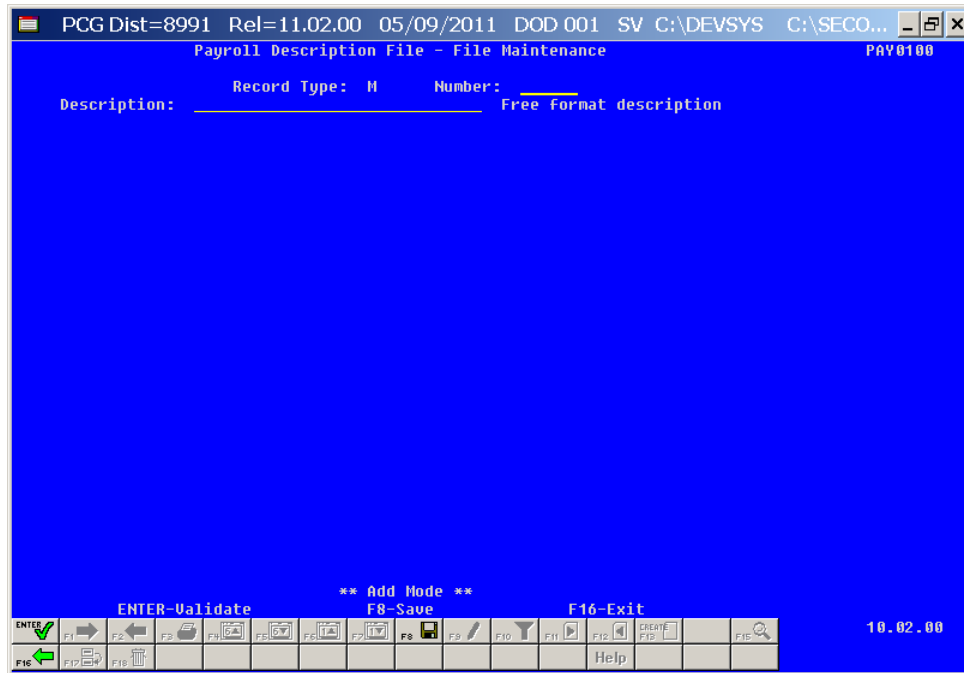
The following screen displays for **K** (TRS Job Class) records:



The following screen displays for **L** (Location) records:

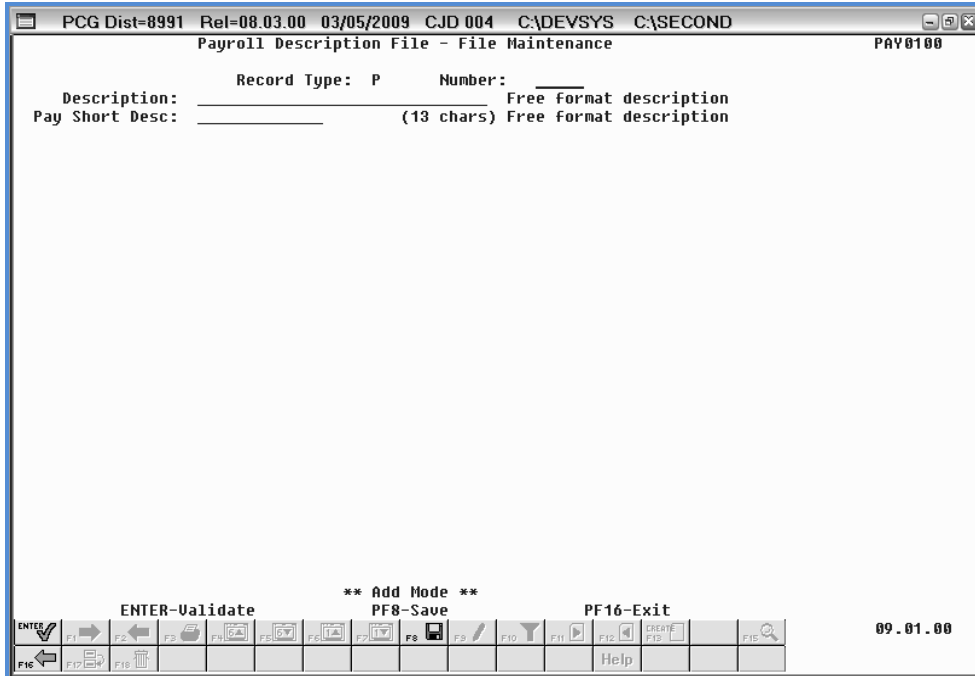


The following screen displays for **M** (PSERS/ERS Job Class) records:

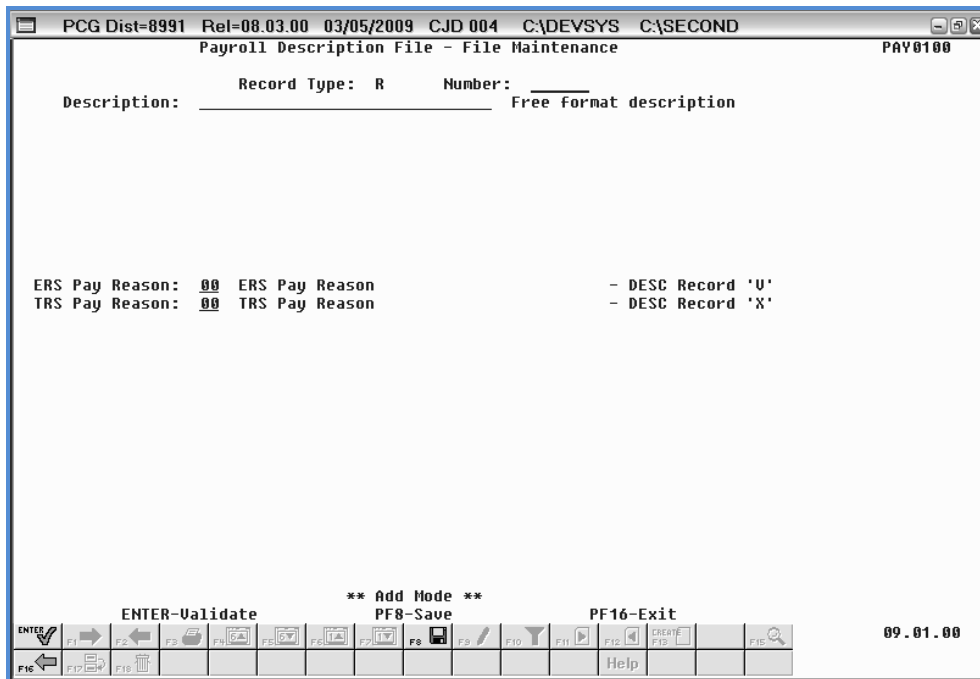




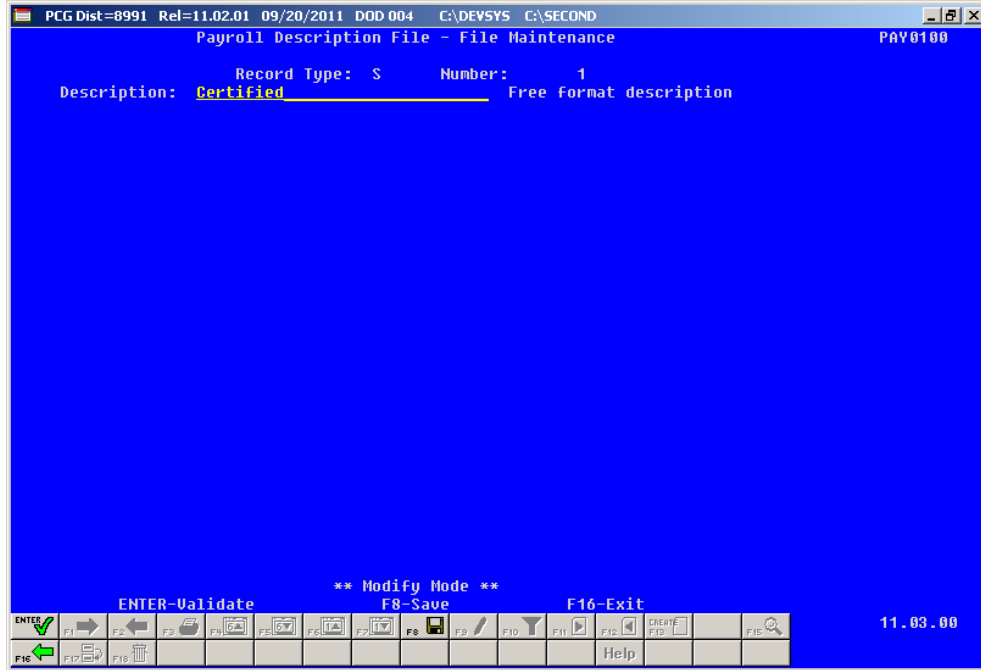
The following screen displays for **P** (Compensation Type) records:



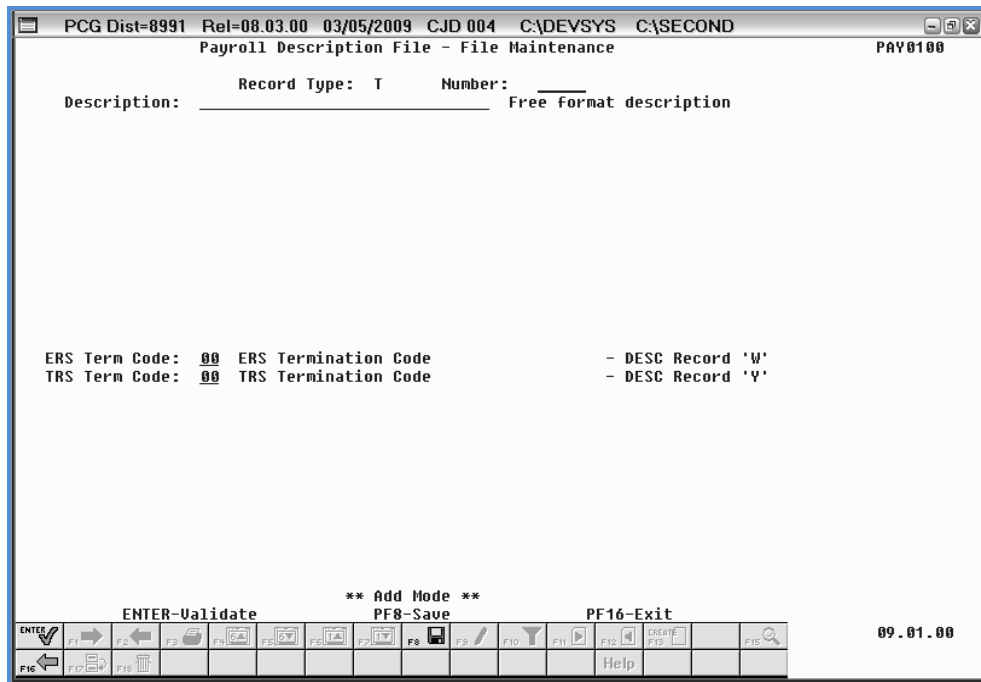
The following screen displays for **R** (Pay Reason) records:



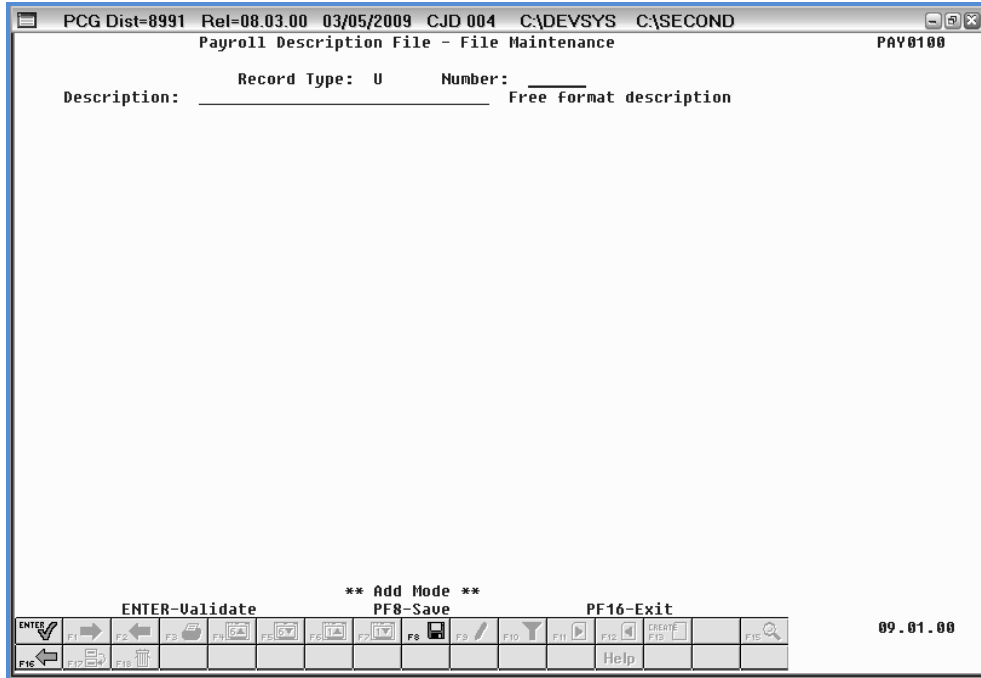
The following screen displays for **S** (Rankings for Substitute Pay Rates) records:



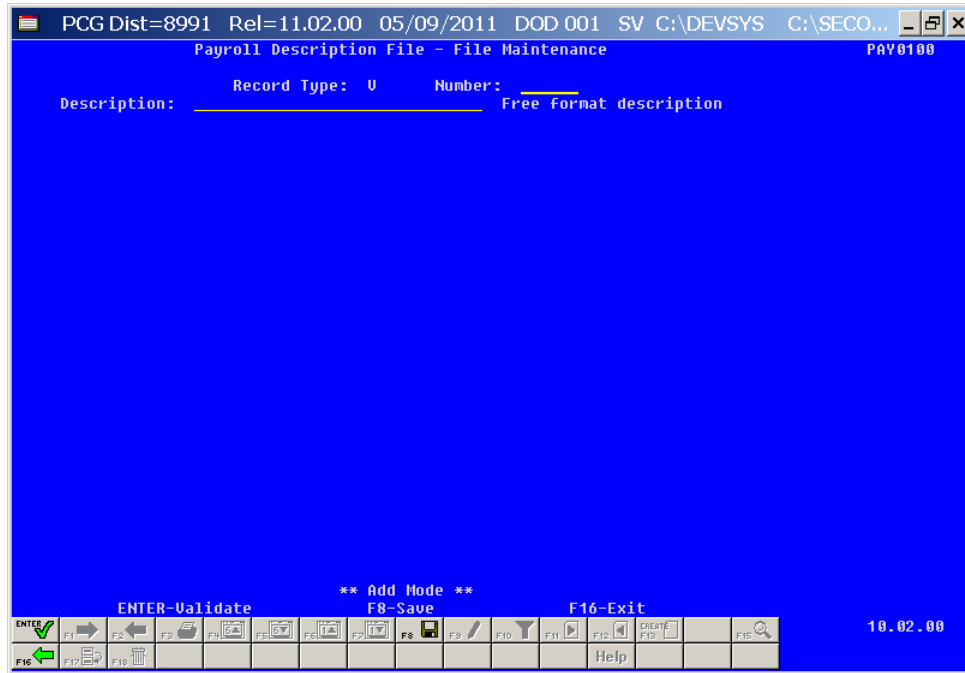
The following screen displays for **T** (Termination Reason) records:



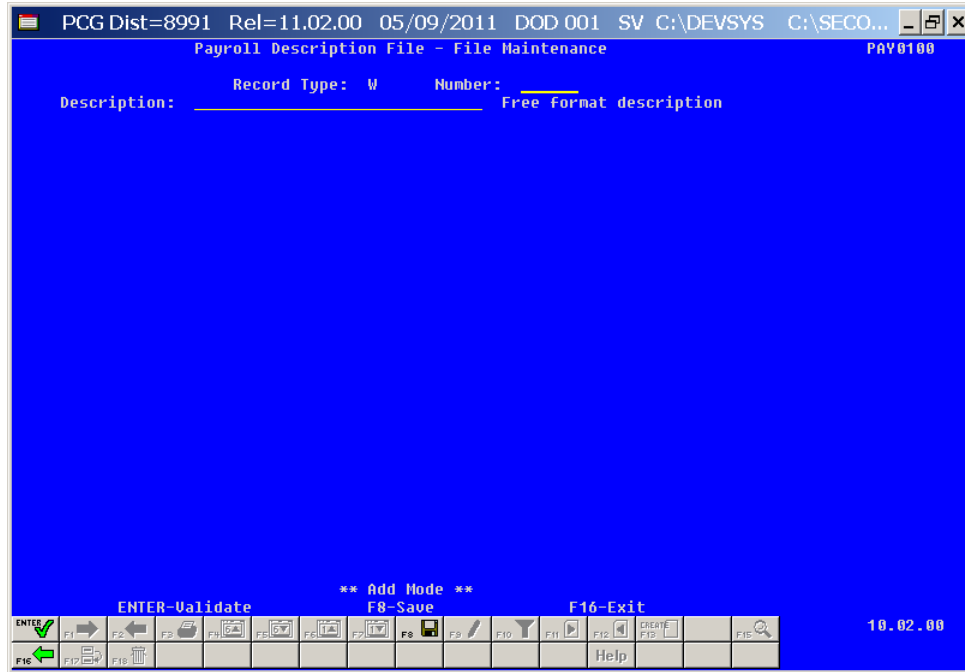
The following screen displays for U (University or College) records:



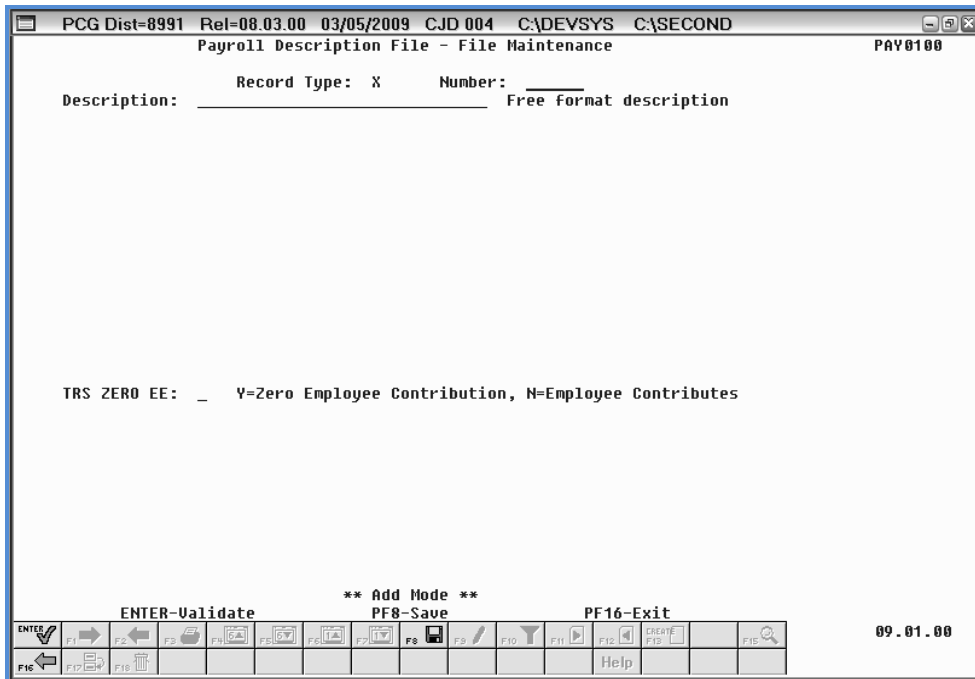
The following screen displays for V (PSERS/ERS Pay Reason) records:





The following screen displays for **W** (PSERS/ERS Term Code) records:








The following screen displays for **X** (TRS Pay Reason) records:



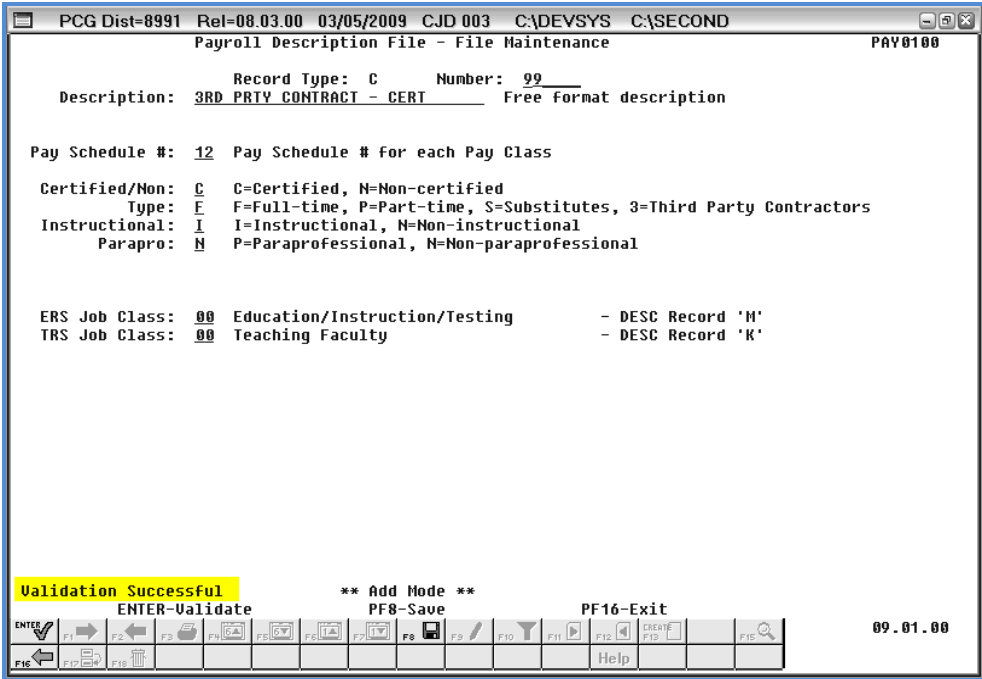
The following screen displays for **Y** (TRS Termination Code) records:


Step	Action
5	<p><b>For Record Type ‘C’ (Pay Class) records:</b></p> <p><b>Number:</b> Enter a two digit number. Valid values: 01 – 99.</p> <p><b>Description:</b> Enter the 30 character pay class description.</p> <p><b>Pay Schedule #:</b> Enter the two digit pay schedule # which defines the payroll cycle and scheduled pay dates for this pay class.</p> <p><b>Certified/Non:</b> Indicate whether the pay class is a certified or non-certified pay class. Valid values: <b>C</b> = Certified, <b>N</b> = Non-certified.</p> <p><b>Type:</b> Indicate the pay type for the class. Valid values: <b>F</b> = Full-time, <b>P</b> = Part-time, <b>S</b> = Substitutes, <b>3</b> = Third party contractors.</p> <p><b>Instructional:</b> Indicate whether the pay class is an instructional or non-instructional pay class. Valid values: <b>I</b> = Instructional, <b>N</b> = Non-instructional</p> <p><b>Parapro:</b> Indicate whether the pay class is a paraprofessional or non-paraprofessional pay class. Valid values: <b>P</b> = Paraprofessional, <b>N</b> = Non-paraprofessional</p> <p><b>ERS Job Class:</b> Enter the cross-reference to the ERS/PSERS job class contained on <i>Description</i> record ‘M’ (PSERS/ERS Job Class). Enter or select the drop-down selection icon  in the <b>ERS Job Class</b> field to choose the employee’s 2-digit job class code.</p> <p><b>TRS Job Class:</b> Enter the cross-reference to the TRS job class contained on <i>Description</i> record ‘K’ (TRS Job Class). Enter or select the drop-down selection icon  in the <b>TRS Job Class</b> field to choose the employee’s 2-digit job class code.</p>

Step	Action
6	<p><b>For Record Type ‘D’ (Degree) records, Type ‘E’ (Ethnic) records, Type ‘I’ (Insurance) records, and Type ‘Y’ (TRS Term Code):</b></p> <p><b>Number:</b> Enter a two digit number. Valid values: 01 – 99.</p> <p><b>Description:</b> Enter the 30 character record description.</p>
7	<p><b>For Record Type ‘J’ (Job Description) records:</b></p> <p><b>Number:</b> Enter a three digit number. Valid values: 01 – 999.</p> <p><b>Description:</b> Enter the 30 character job description.</p> <p><b>FLSA:</b> Indicate the FLSA type for the pay class. Valid values: <b>E</b> = Exempt, <b>N</b> = Non-exempt from overtime pay</p>
8	<p><b>For Record Type ‘K’ (TRS Job Class) records, Type ‘M’ (PSERS/ERS Job Class), Type ‘V’ (PSERS/ERS Pay Reason), and Type ‘W’ (PSERS/ERS Term Code):</b></p> <p><b>Number:</b> Enter a two digit number. Valid values: 00 – 99.</p> <p><b>Description:</b> Enter the 30 character record description.</p>
9	<p><b>For Record Type ‘L’ (Location) records:</b></p> <p><b>Number:</b> Enter a four digit number. Valid values: 01 – 9999.</p> <p><b>Description:</b> Enter the 30 character location description.</p> <p><b>CPI Eligible?:</b> Enter whether employees’ CPI assignments may be associated with this location code. Valid values: <b>Y</b> = Yes this location code may be used in a CPI assignment, <b>N</b> = No this location code may <u>not</u> be used in a CPI assignment</p>
10	<p><b>For Record Type ‘P’ (Compensation Type) records:</b></p> <p><b>Number:</b> Enter a four digit number. Valid values: 0000 – 9999.</p> <p><b>Description:</b> Enter the 30 character compensation type description.</p> <p><b>Pay Short Desc:</b> Enter the 13 character compensation type short description.</p> <p>The new detailed check stub contains a new section of data entitled <b><i>Current Hours and Earnings</i></b>. In order to get a proper breakdown of the earnings, users will need to categorize their employees’ Gross Data earnings by <b>Pay Type</b> before utilizing the new detailed pay check statement. The <b><i>Current Hours and Earnings</i></b> section on the detailed check stub will list the long pay type descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.</p> <p>NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define <b>Pay Type</b> on the <i>Update/Display Gross Data</i> screen are called <b>Compensation Type</b> (code ‘P’) on the <i>Maintain Description Records</i> screen.</p>

Step	Action
11	<p><b>For Record Type ‘R’ (Pay Reason) records:</b></p> <p><b>Number:</b> Enter a two digit number. Valid values: 00 – 99.</p> <p><b>Description:</b> Enter the 30 character pay reason description.</p> <p><b>ERS Pay Reason:</b> Enter the cross-reference to the ERS/PSERS pay reason contained on <i>Description</i> record ‘V’ (PSERS/ERS Pay Reason). Enter or select the drop-down selection icon  in the <b>ERS Pay Reason</b> field to choose the employee’s 2-digit pay reason code.</p> <p><b>TRS Pay Reason:</b> Enter the cross-reference to the TRS pay reason contained on <i>Description</i> record ‘X’ (TRS Pay Reason). Enter or select the drop-down selection icon  in the <b>TRS Pay Reason</b> field to choose the employee’s 2-digit pay reason code.</p>
12	<p><b>For Record Type ‘S’ (Rankings for Substitute Pay Rates) records:</b></p> <p><b>Number:</b> Enter a one digit number. Valid values: 1 – 5.</p> <p><b>Description:</b> Enter the 30 character ranking name.</p>
13	<p><b>For Record Type ‘T’ (Termination Code) records:</b></p> <p><b>Number:</b> Enter a one digit number. Valid values: 1 – 9.</p> <p><b>Description:</b> Enter the 30 character termination reason description.</p> <p><b>ERS Term Code:</b> Enter the cross-reference to the ERS/PSERS termination code contained on <i>Description</i> record ‘W’ (PSERS/ERS Termination Code). Enter or select the drop-down selection icon  in the <b>ERS Term Code</b> field to choose the employee’s 2-digit termination code.</p> <p><b>TRS Term Code:</b> Enter the cross-reference to the TRS termination code contained on <i>Description</i> record ‘Y’ (TRS Termination Code). Enter or select the drop-down selection icon  in the <b>TRS Term Code</b> field to choose the employee’s 2-digit termination code.</p>
14	<p><b>For Record Type ‘U’ (University) records:</b></p> <p><b>Number:</b> Enter a five digit number. Valid values: 00001 – 99999.</p> <p><b>Description:</b> Enter the 30 character university name.</p>
15	<p><b>For Record Type ‘X’ (TRS Pay Reason) records:</b></p> <p><b>Number:</b> Enter a two digit number. Valid values: 00 – 99.</p> <p><b>Description:</b> Enter the 30 character compensation type description.</p> <p><b>TRS Zero EE:</b> Valid values: Y = Zero Employee Contribution, N = Employee Contributes</p>
16	<p>Select  (<b>Enter</b> – Position File).</p>

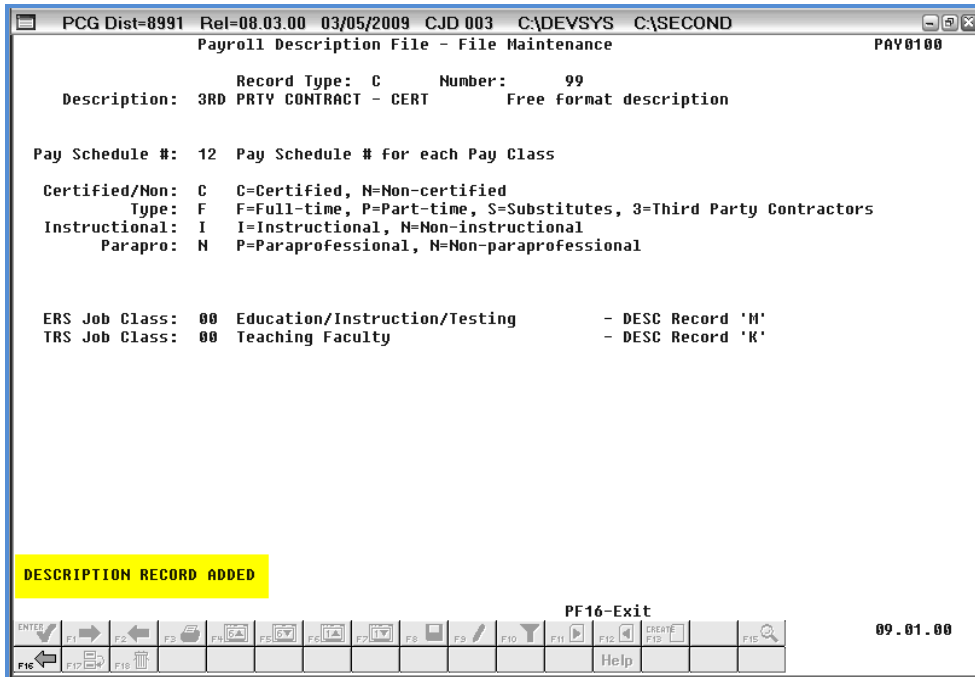
The following screen displays:




Step	Action
17	Verify "Validation Successful" displays, and select  (F8 – Save Changes).

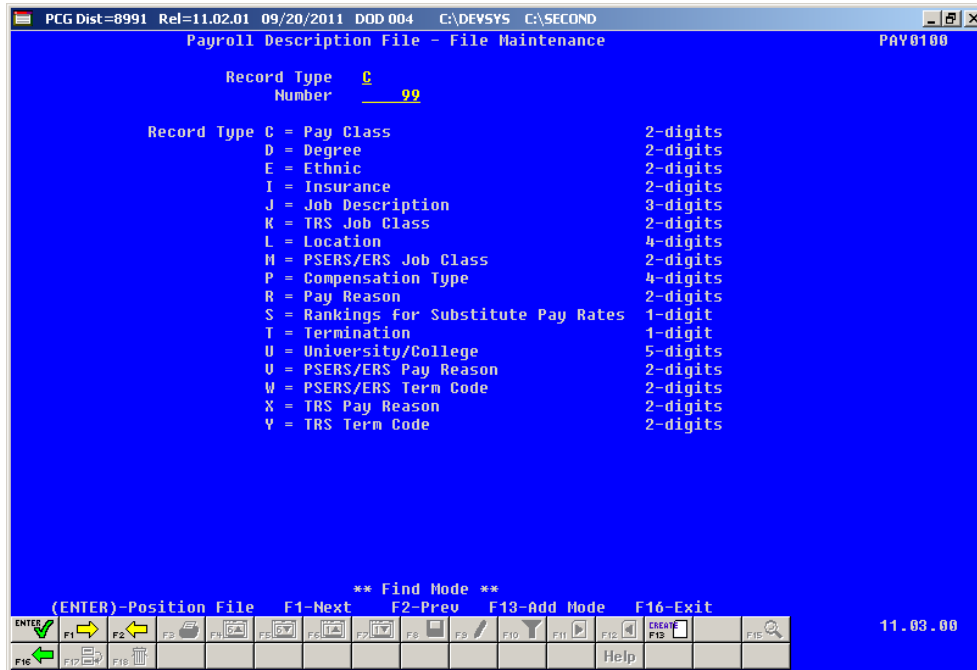



The following screen displays:



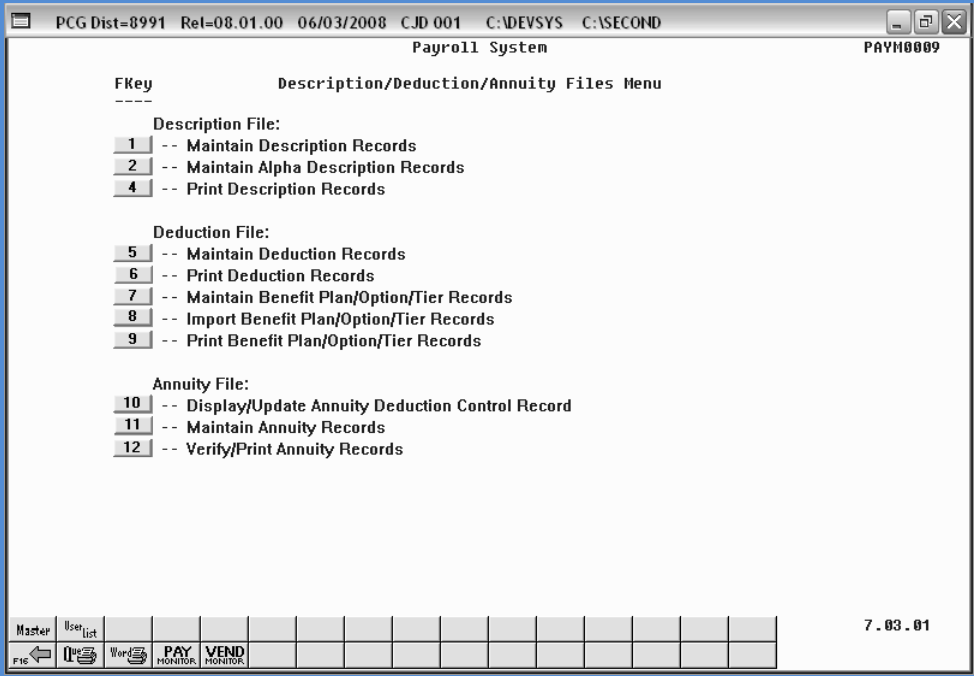
Step	Action
18	Verify “Description Record Added” displays, and select  (F16 - Exit) to the Payroll Description File – File Maintenance (Find Mode) screen.



The following screen displays:



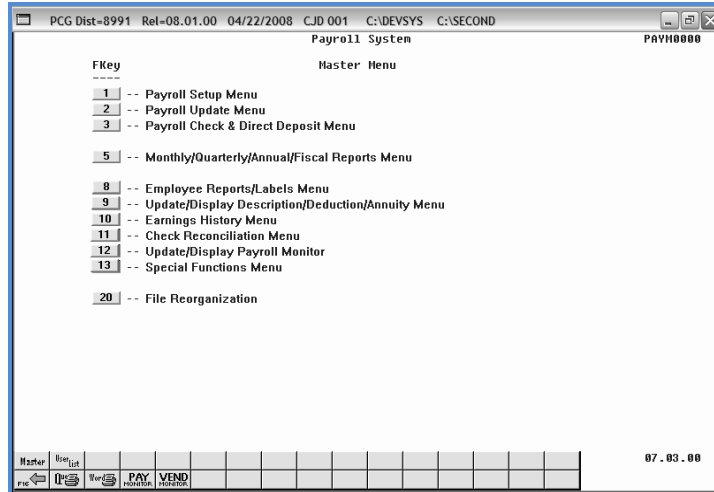
Step	Action
19	Select  (F16 - Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



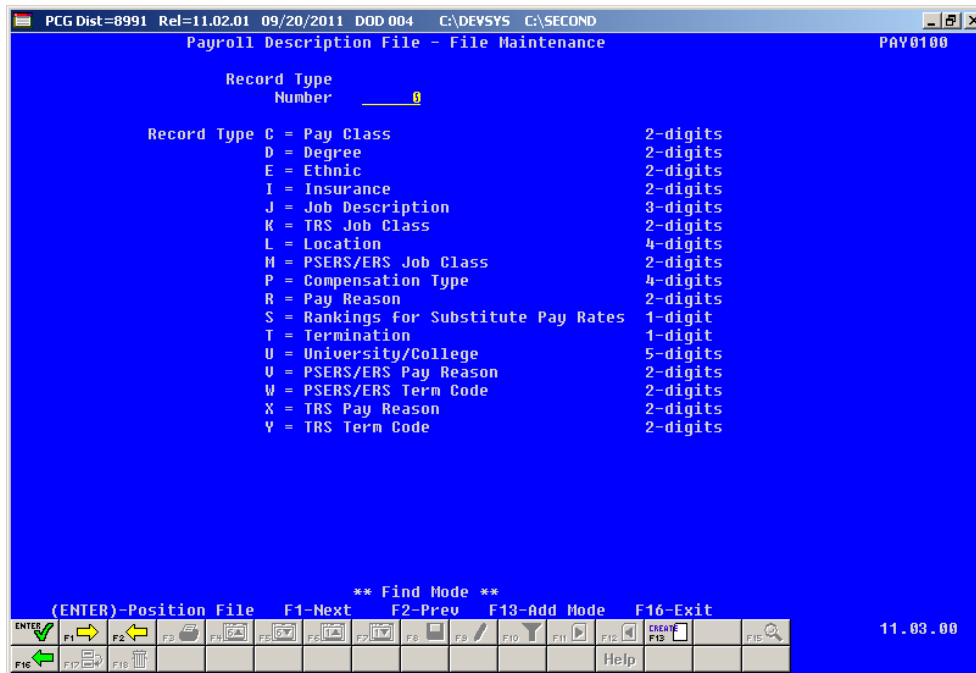
Step	Action
20	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## 1A.2. Modify a Description Record



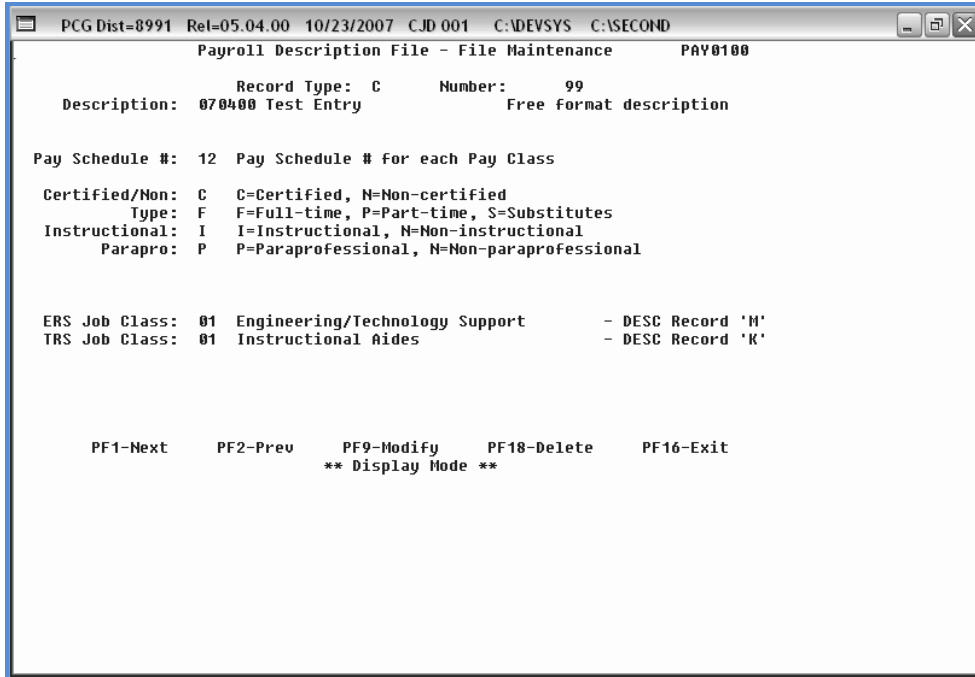
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



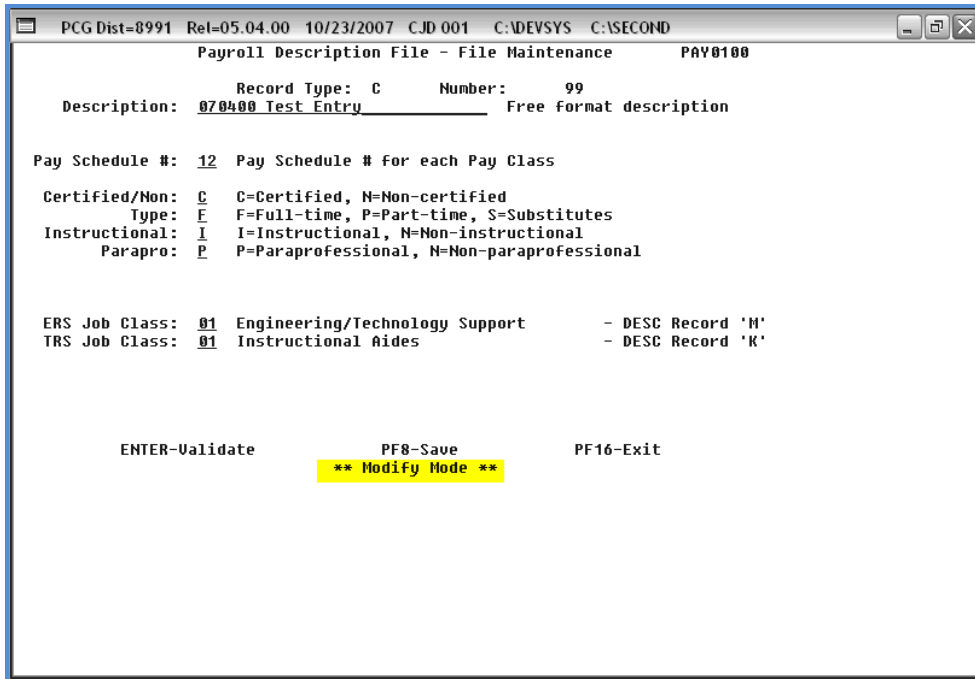
Step	Action
2	<p>Enter the appropriate information in the <b>Record Type</b> and <b>Number</b> fields, and select <b>Enter</b> (Position File).</p> <p><i>If the description code is unknown, enter the description record type in the Record Type field, and select F1 (Next).</i></p> <p><i>Select F1 and F2 to scroll between records.</i></p>

The following screen displays (depending upon the **Record Type** selected):



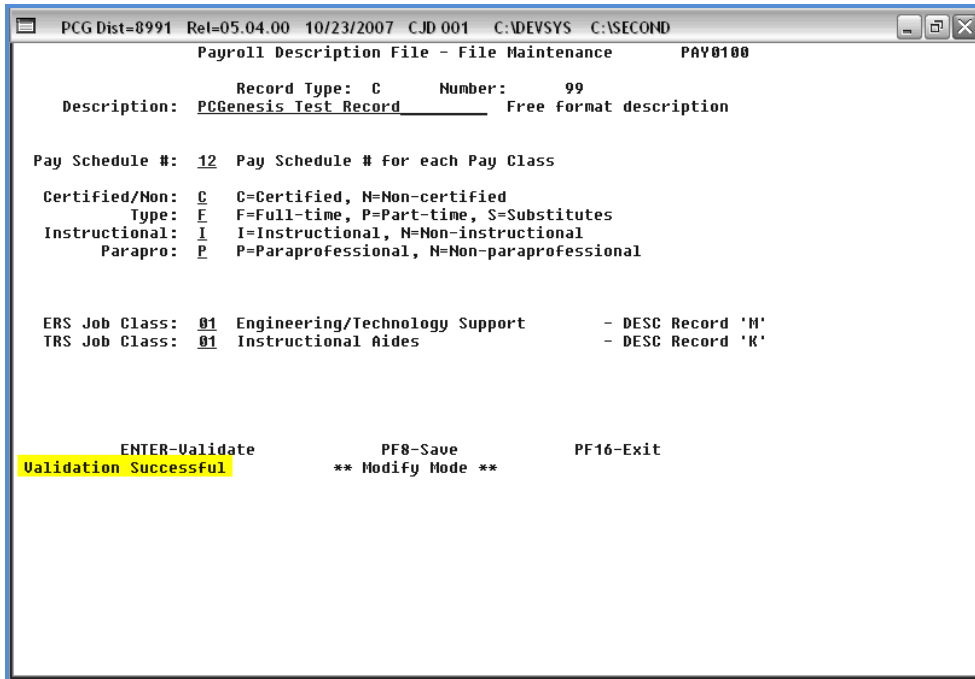
Step	Action
3	Select <b>F9</b> (Modify).

The following screen displays (depending upon the **Record Type** selected):



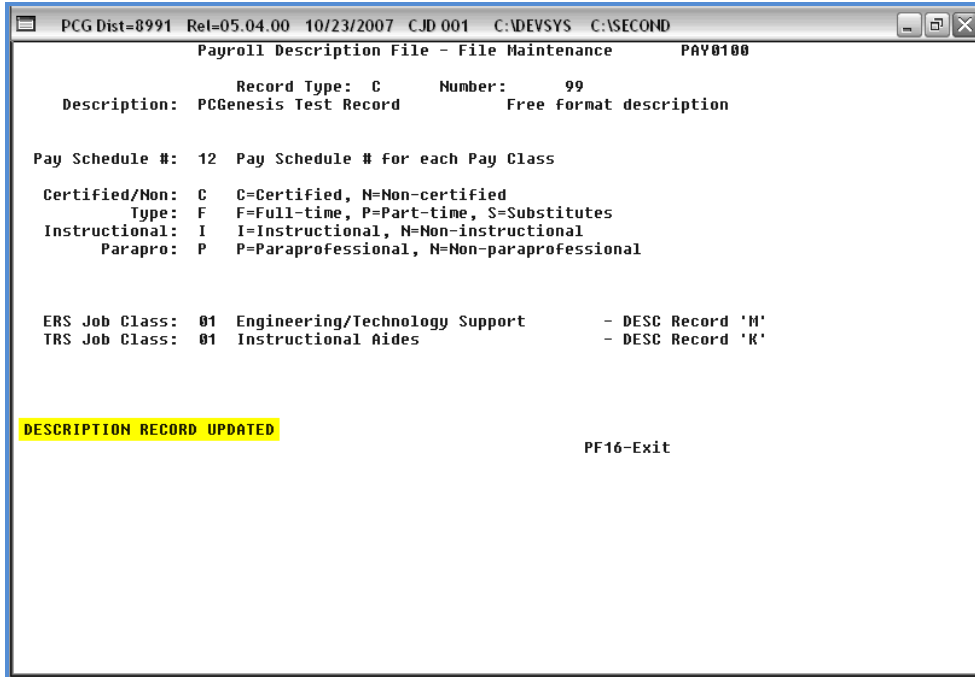
Step	Action
4	Verify “**Modify Mode**” displays, and make the appropriate modifications to the fields.
5	Select <b>Enter</b> (Validate).

The following screen displays (depending upon the **Record Type** selected):



Step	Action
6	Verify “ <i>Validation Successful</i> ” displays, and select <b>F8</b> (Save).

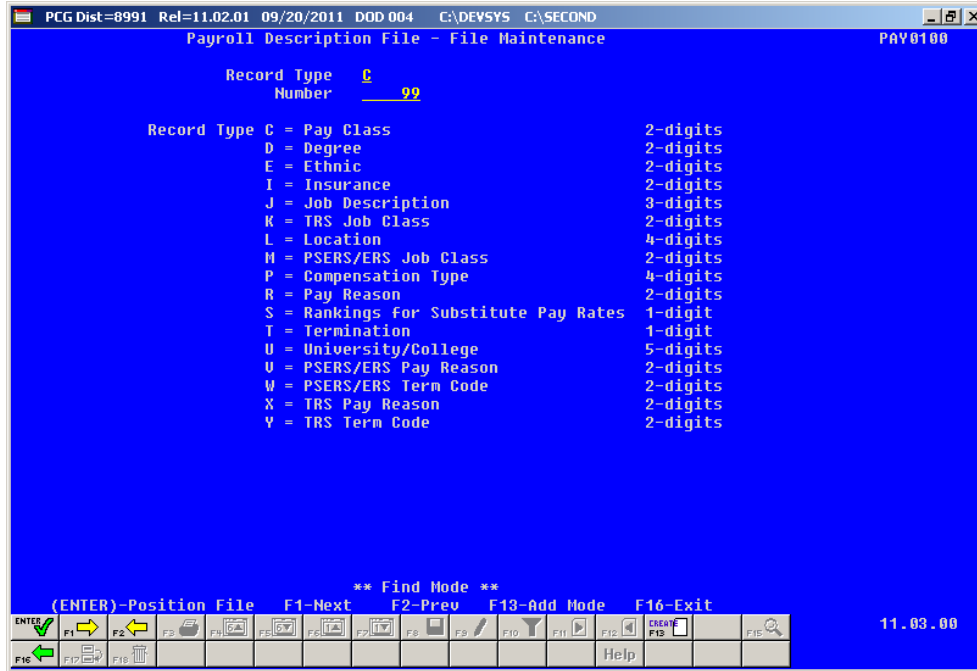
The following screen displays (depending upon the **Record Type** selected):



Step	Action
7	Verify “ <i>Description Record Updated</i> ” displays, and select <b>F16</b> (Exit) to the <i>Payroll Description File – File Maintenance (Find Mode)</i> screen.

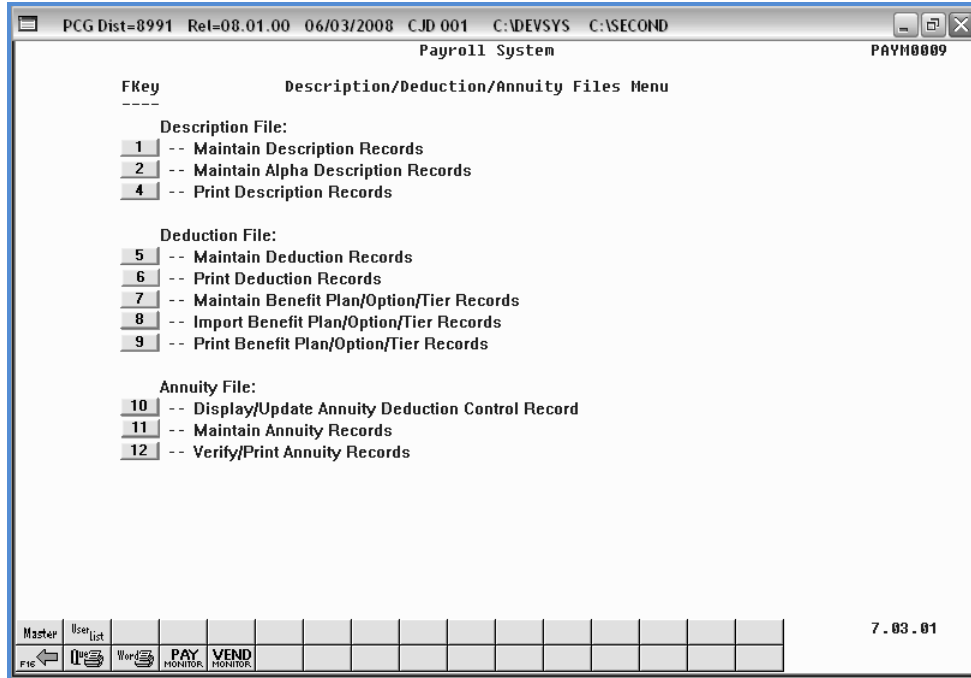




The following screen displays:



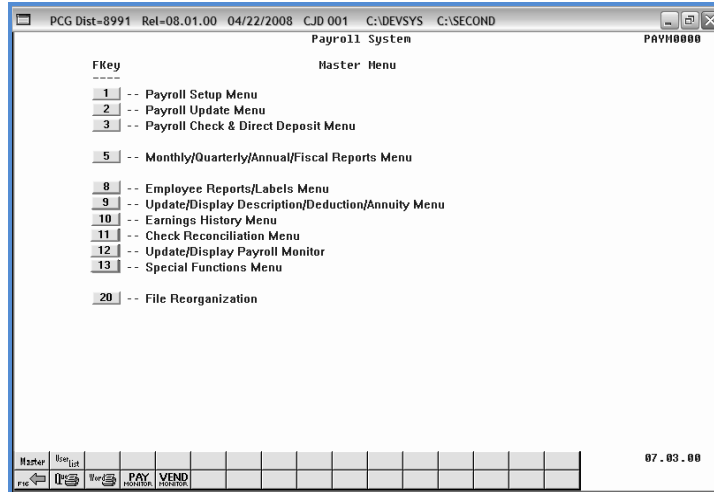
Step	Action
8	Select <b>F16</b> (Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



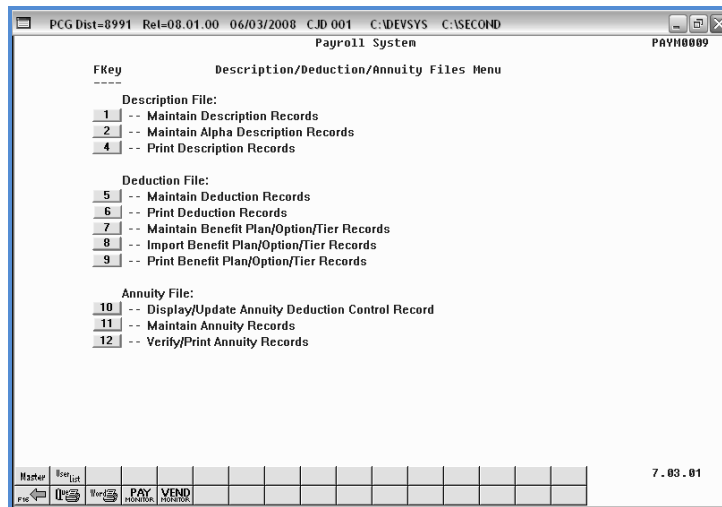
Step	Action
9	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## 1A.3. Delete a Description Record



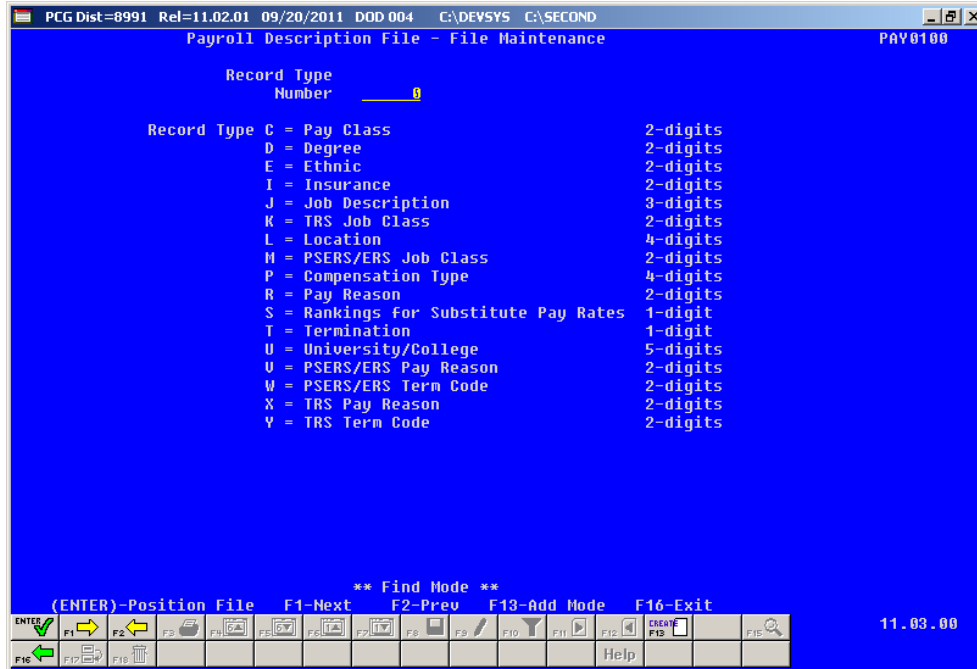
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).


The following screen displays:



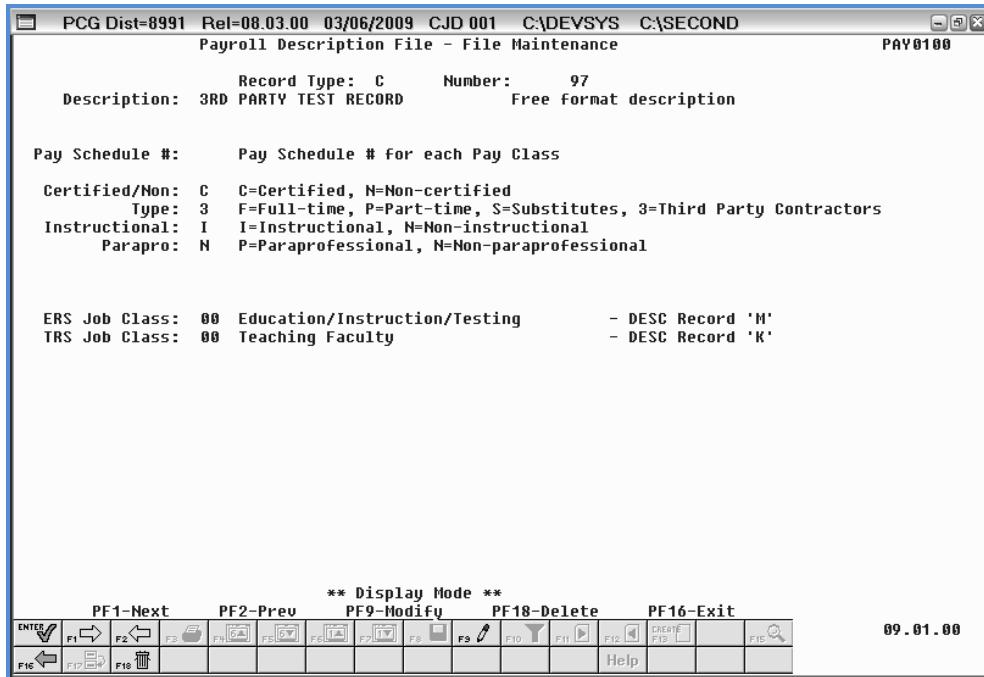
Step	Action
2	Select <b>1</b> (F1 - Maintain Description Records).

The following screen displays:



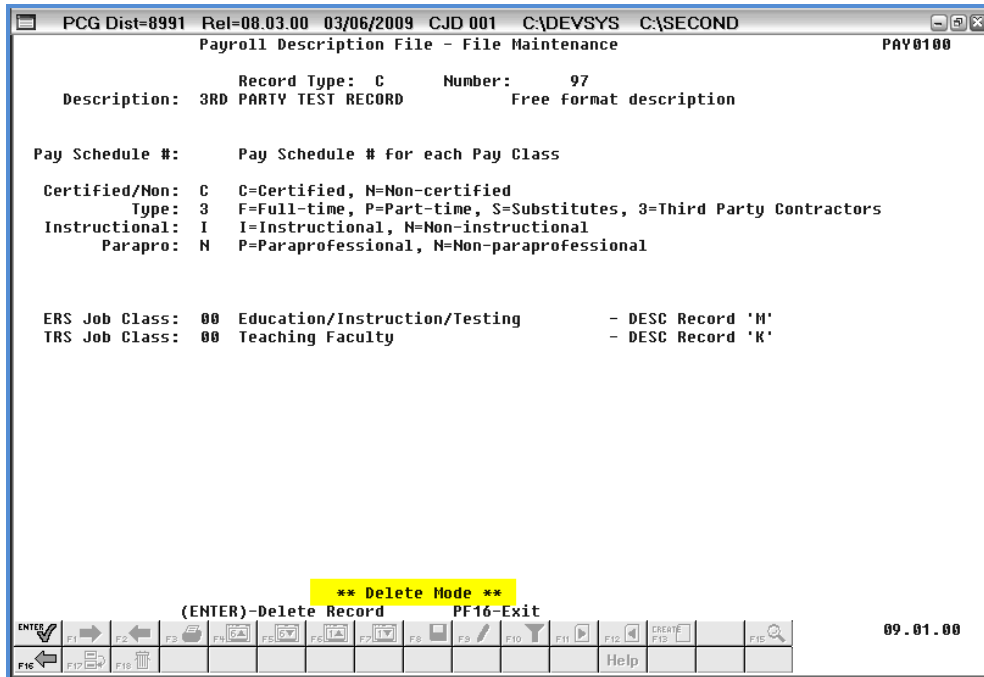
Step	Action
3	<p>Enter the appropriate information in the <b>Record Type</b> and <b>Number</b> fields, and select  (<b>Enter</b> - Position File).</p> <p><i>If the description code is unknown, enter the description record type in the Record Type field, and select F1 (Next).</i></p> <p><i>Select F1 and F2 to scroll between records.</i></p>


The following screen displays (depending upon the **Record Type** selected):



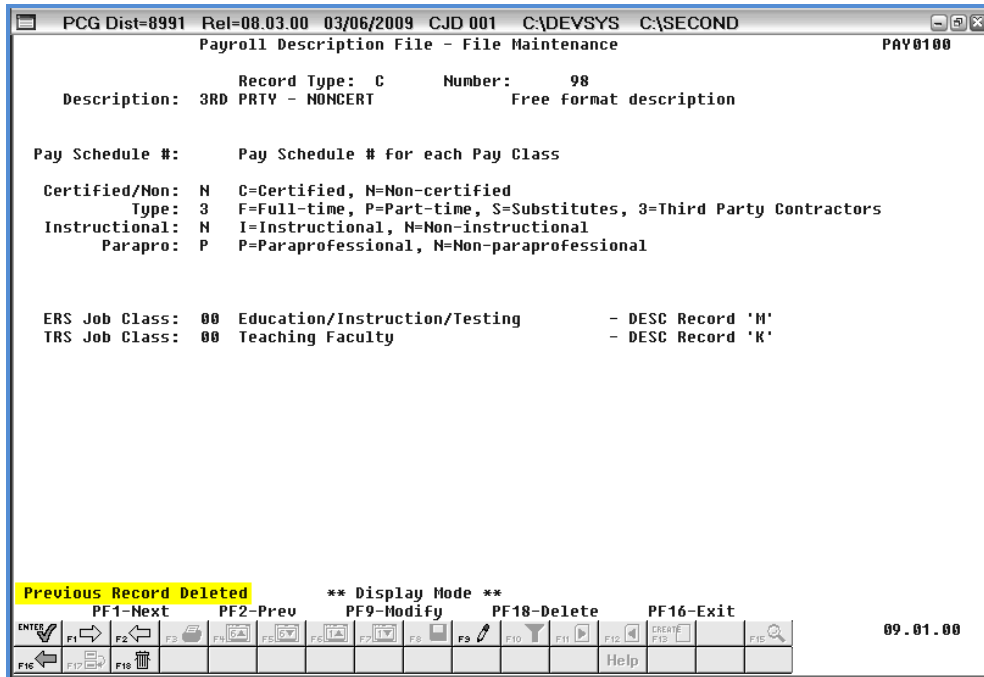
Step	Action
4	Select  (F18 – Delete Description Record).


The following screen displays (depending upon the **Record Type** selected):



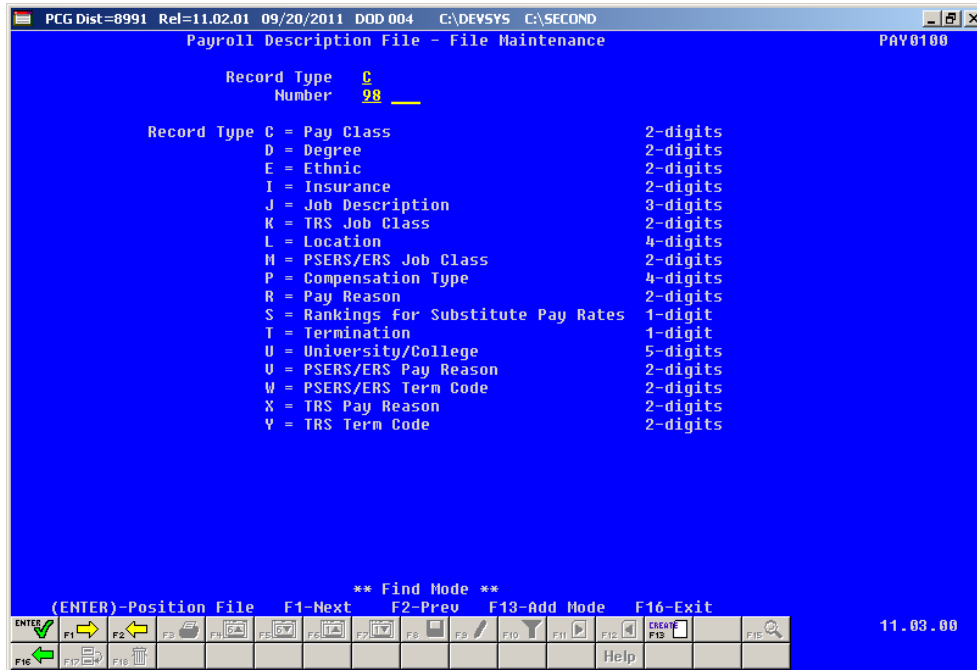
Step	Action
5	Verify “** Delete Mode **” displays, and select  (Enter - Delete Record).


The following screen displays (depending upon the **Record Type** selected):



Step	Action
6	Verify “ <i>Previous Record Deleted</i> ” displays, and select  (F16 - Exit) to return to the <i>Payroll Description File – File Maintenance (Find Mode)</i> screen.

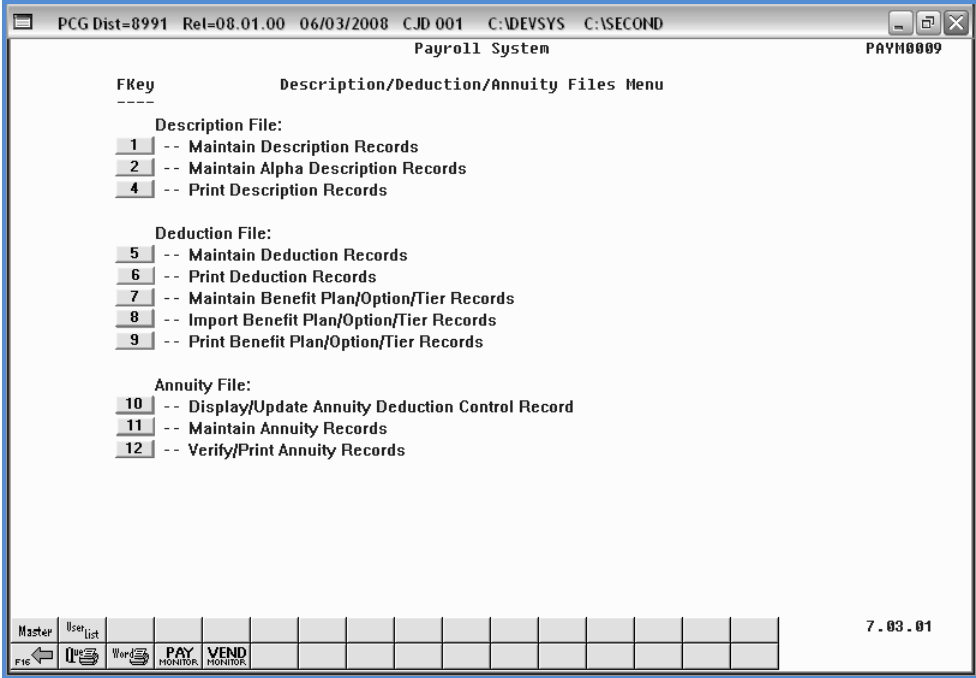
The following screen displays:



Step	Action
7	Select  (F16 - Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

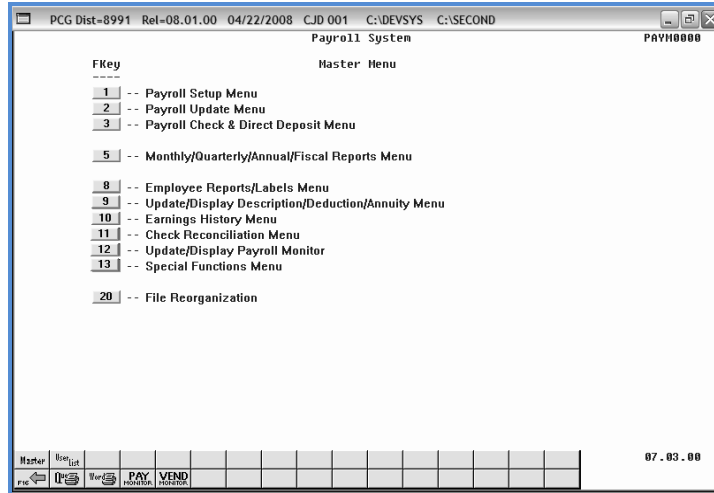


The following screen displays:



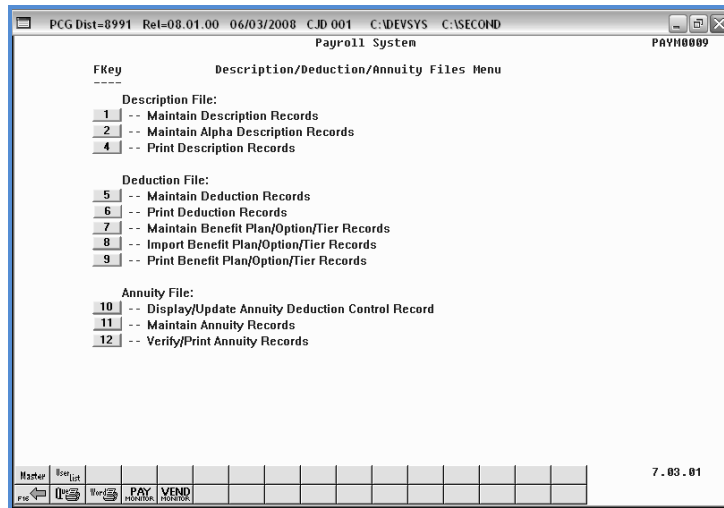
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .






## Procedure 1B. Printing the Payroll Description File Report



Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



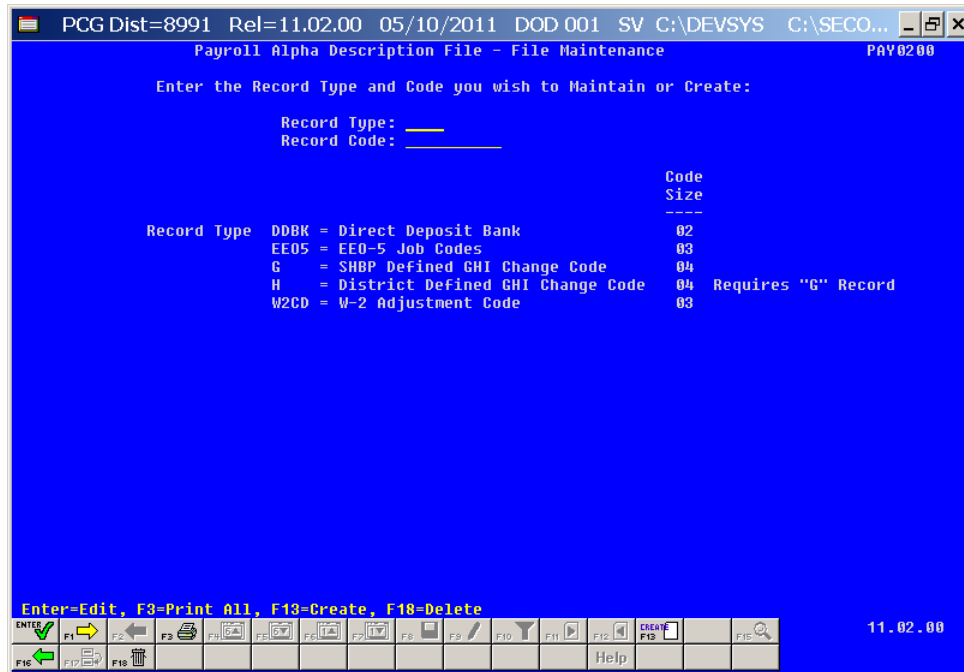
Step	Action
2	Select  (F4 - Print Description Records).
3	To print the report via the Uqueue Print Manager: Select  (Uqueue).  To print the report via Microsoft® Word: Select  (MS WORD).  Follow the User Interface instructions provided in Topic 1: Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing to create the macro necessary to use the feature where appropriate.
4	Select  (F16 - Exit) to return to the Payroll System Master Menu, or select  (Master) to return to the Business Applications Master Menu.



### 1B.1. Payroll Description File Report – Example

REPORT DATE: 09/21/11 08:26:51		PAYROLL DESCRIPTION FILE										PAGE 1				
PROGRAM: DESCFILE		-----CLASS-----						RETIREMENT				-----ERS/TRS-----				
TYPE	CODE	DESCRIPTION	SHORT	DESC	SCH	CERT	TYPE	INSTR	PARA	JOB	TERM	REAS	NOEE	FLSA	CPI	ROUTING
C	000001	SUPERINTENDENT			12	C	F	N	N		00/03					
C	000002	ASSIST SUPT			12	C	F	N	N		00/03					
C	000003	DIRECTORS/CERT			12	C	F	N	N		00/03					
C	000004	DIRECTORS/NON			12	N	F	N	N		00/03					
C	000005	PRINCIPALS			12	C	F	N	N		00/03					
C	000006	ASSIST PRINCIPALS			12	C	F	N	N		00/03					
C	000007	PSYCHOLOGIST/FT			12	C	F	N	N		00/05					
C	000008	PSYCHOLOGIST/PT			12	N	P	N	N		00/05					
C	000009	TEACHERS			12	C	F	I	N		00/00					
C	000010	TEACHERS/PT			12	N	P	I	N		00/00					
C	000011	TEACHERS/NONCERT			12	N	F	I	N		00/00					
C	000012	SOCIAL WORKER/FT			12	C	F	N	N		00/05					
C	000013	SOCIAL WORKER/PT			12	N	P	N	N		00/05					
C	000014	PARAS/FT			12	N	F	I	P		00/02					
C	000015	PARAS/PT			12	N	P	I	P		00/02					
C	000016	GUIDANCE			12	C	F	I	N		00/05					
C	000017	ACADEMIC COACH			12	C	F	I	N		00/05					
C	000018	MEDIA			12	C	F	I	N		00/05					
C	000019	ADULT ED TEACHERS/FT			12	N	F	I	N		00/00					
C	000020	ADULT ED TEACHERS/PT			12	N	P	I	N		00/00					
C	000021	ADULT ED OTHER			12	N	P	I	N		00/00					
C	000022	CLERICAL			12	N	F	N	N		00/04					
C	000023	CLERICAL/PT			12	N	P	N	N		00/04					

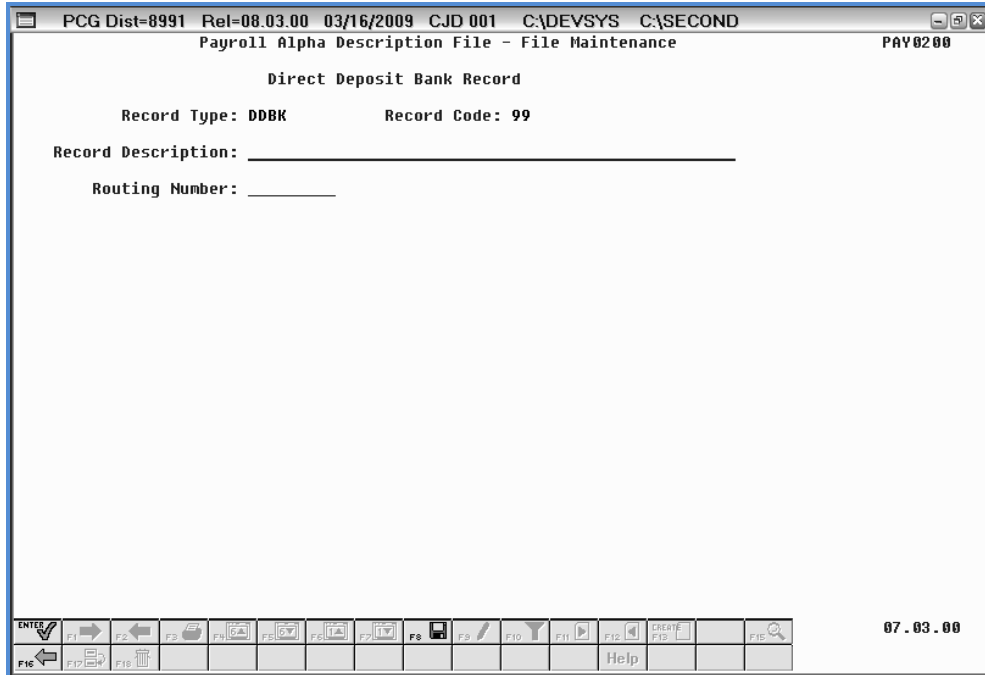



The following screen displays:



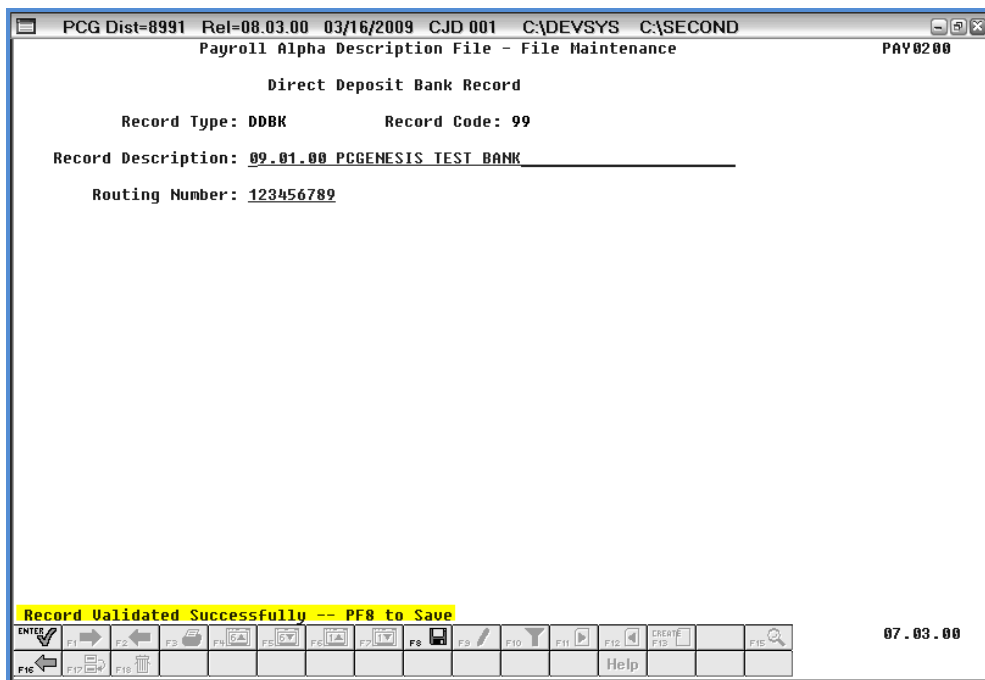
Step	Action
3	<p>Enter <b>DDBK</b> (Direct Deposit Bank) in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p><i>'DDBK' records require the entry of two-character alphanumeric codes in the <b>Record Code</b> field.</i></p> <p><i>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</i></p>
4	<p>Select  (<b>F13</b> – Create New Description Record).</p>


The following screen displays:



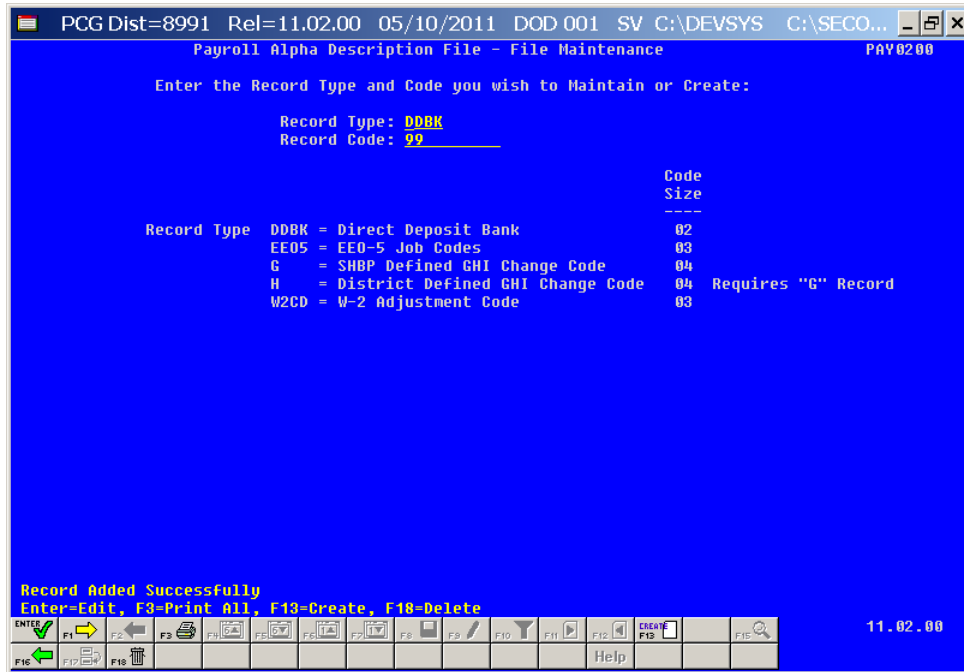
Step	Action
5	Enter the record's description up to fifty (50) characters in the <b>Record Description</b> field.
6	Enter the bank routing number up to nine (9) digits in the <b>Routing number</b> field.
7	Select  ( <b>Enter</b> ).


The following screen displays:



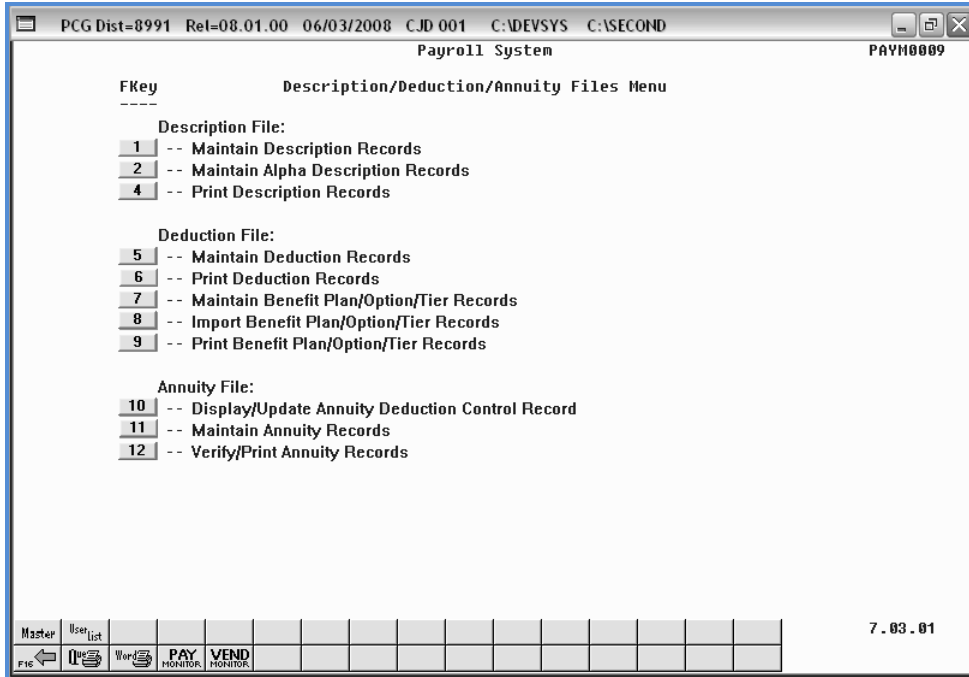
Step	Action
8	Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes).



The following screen displays:



Step	Action
9	Verify “Record Added Successfully” displays, and select  (F16 – Exit) to return to the Payroll System – Description/Deduction/Annuity Files Menu.

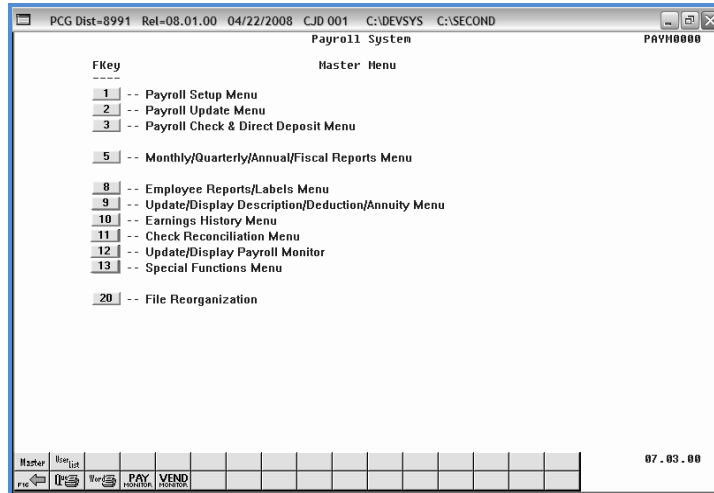
The following screen displays:



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

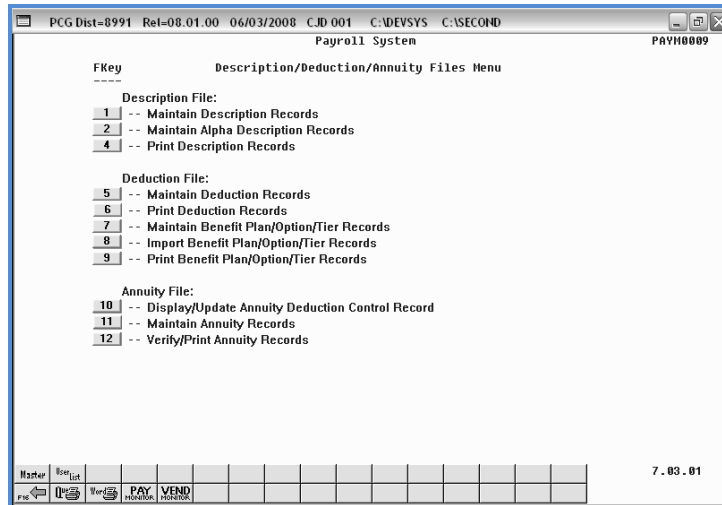


## 2A.1.2. Create an EEO-5 Job Code (EEO5) Description Record



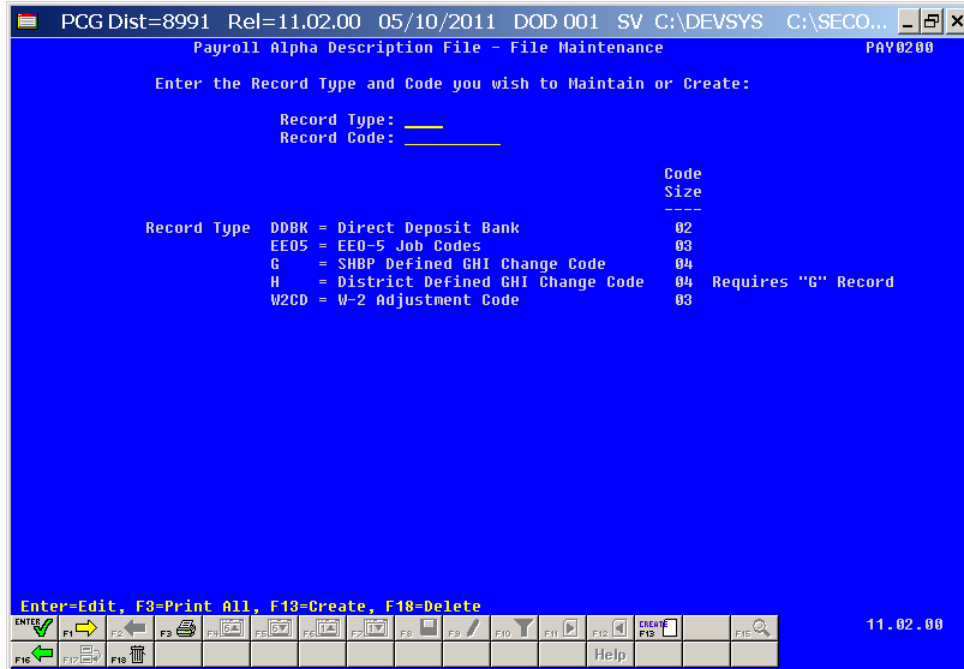
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



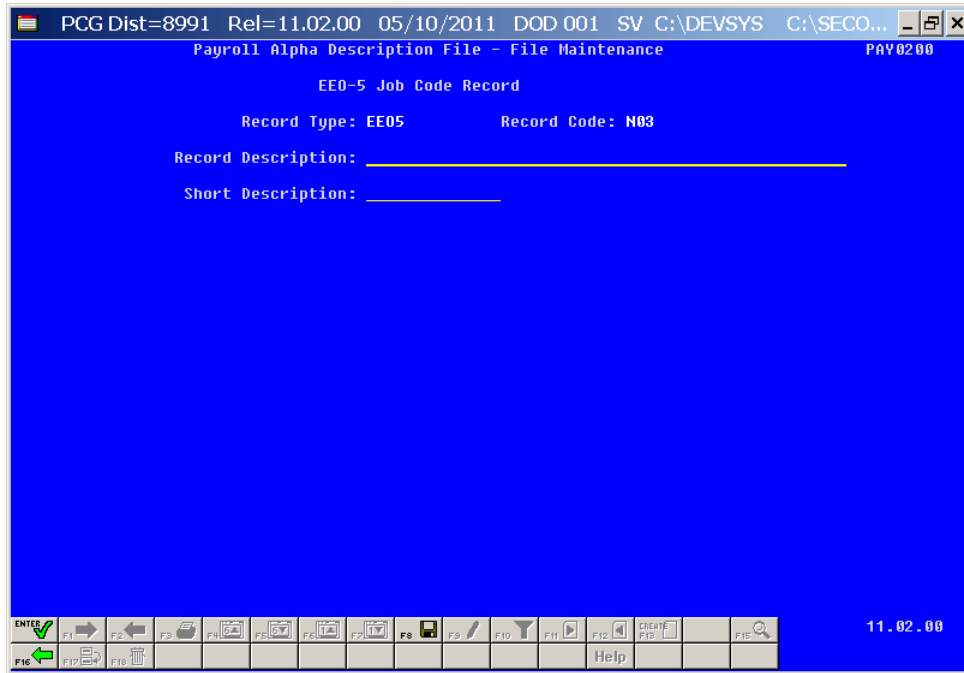
Step	Action
2	Select <b>2</b> (F2 - Maintain Alpha Description Records).


The following screen displays:



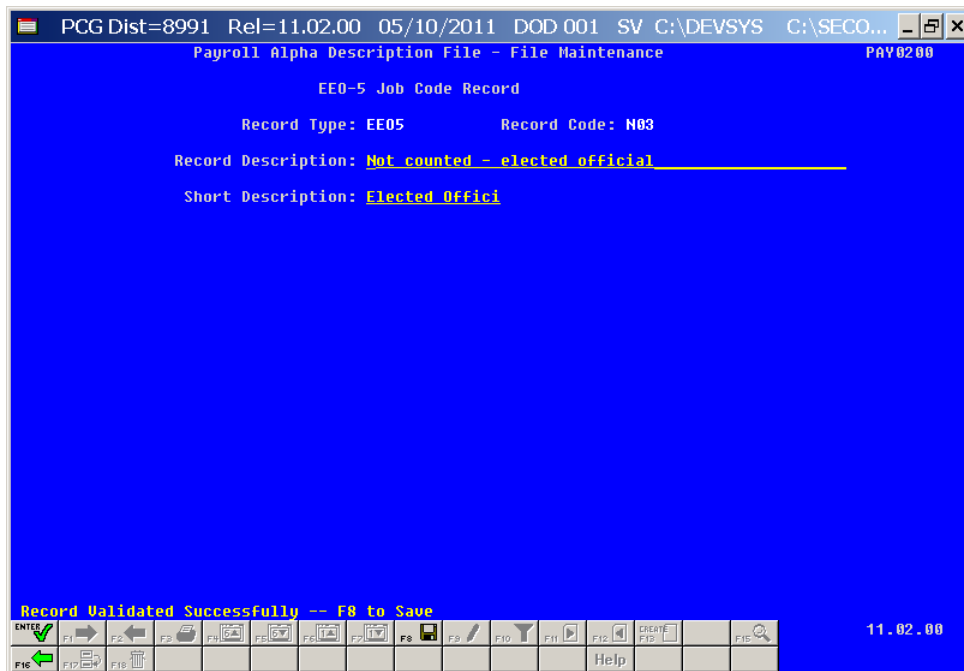
Step	Action
3	<p>Enter <b>EEO5</b> (EEO-5 Job Codes) in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p><i>'EEO5' records require the entry of three-character alphanumeric codes in the <b>Record Code</b> field.</i></p> <p><i>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</i></p>
4	<p>Select  (F13 – Create New Description Record).</p>


The following screen displays:



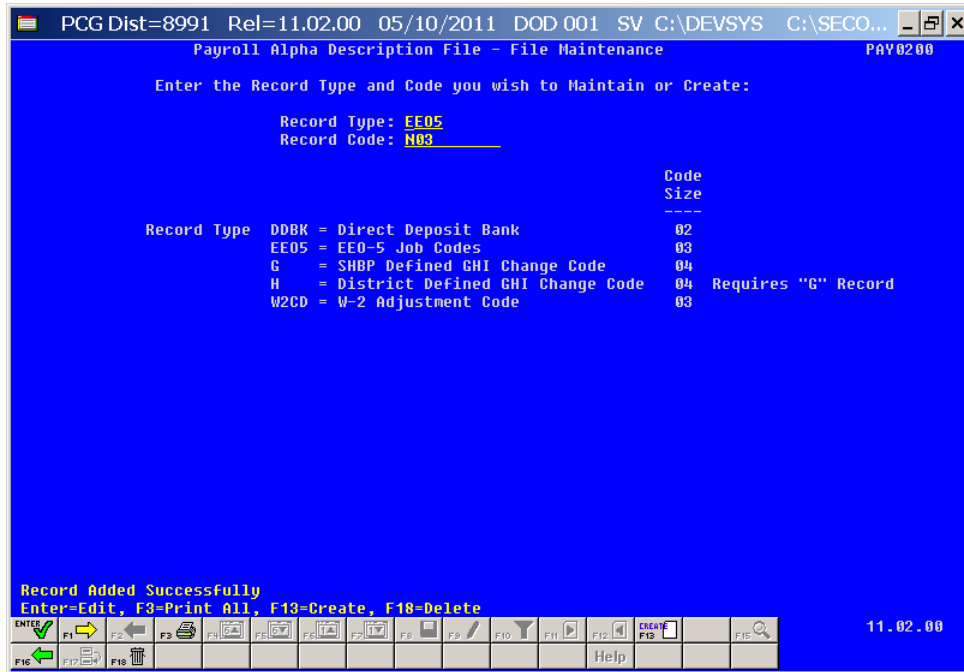
Step	Action
5	Enter the record's description up to fifty (50) characters in the <b>Record Description</b> field.
6	Enter the record's short description up to fourteen (14) characters in the <b>Short Description</b> field.
7	Select  ( <b>Enter</b> ).


The following screen displays:



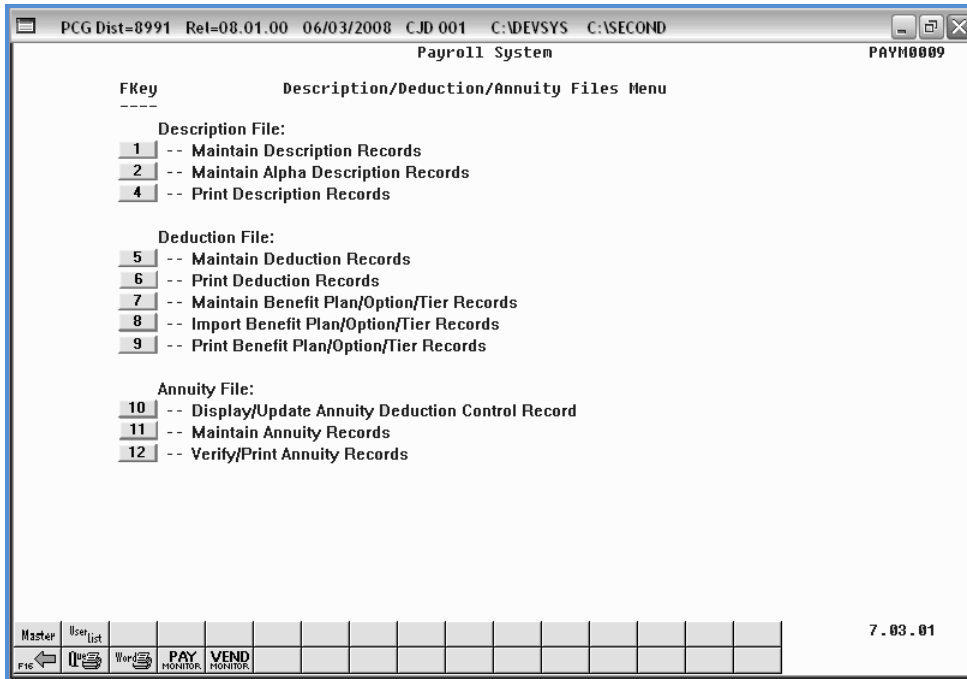
Step	Action
8	Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes).



The following screen displays:



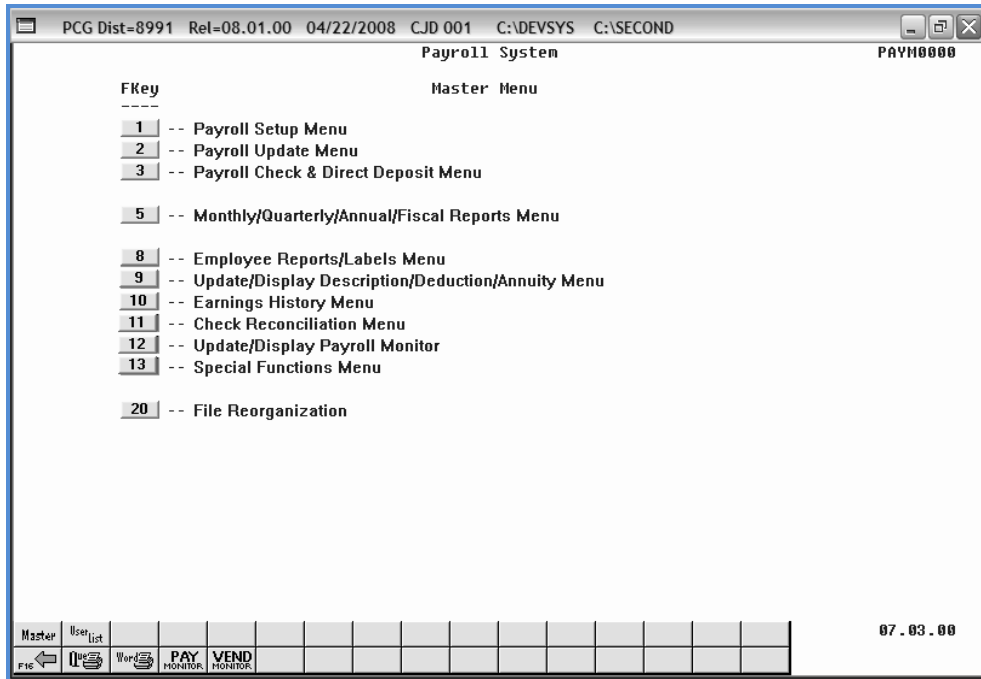
Step	Action
9	Verify “Record Added Successfully” displays, and select  (F16 – Exit) to return to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



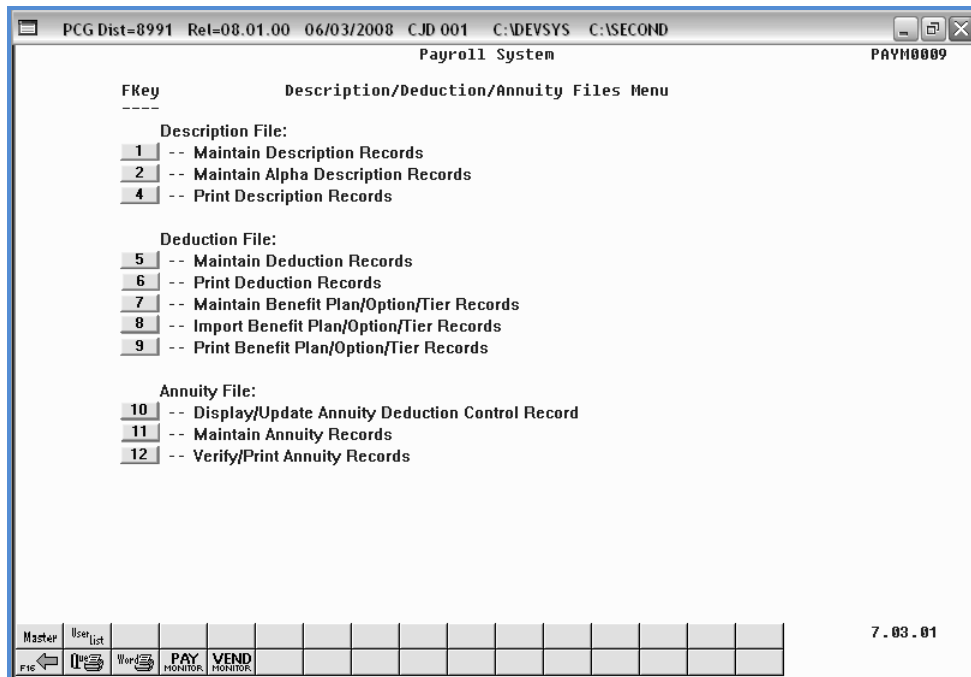
Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

### 2A.1.3. Create a Georgia Health Insurance Change Code (G) Description Record



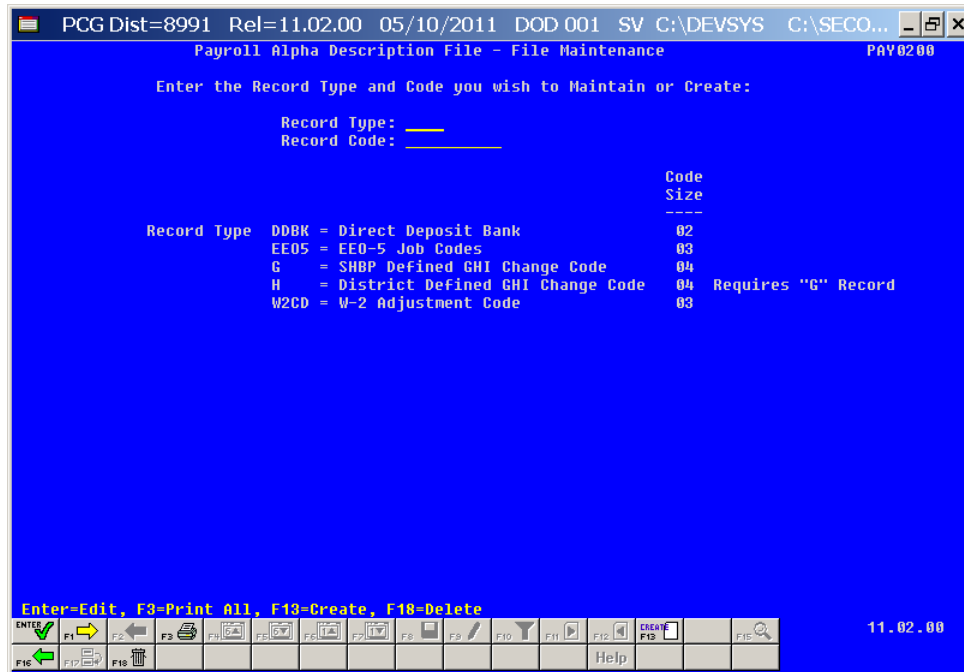
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



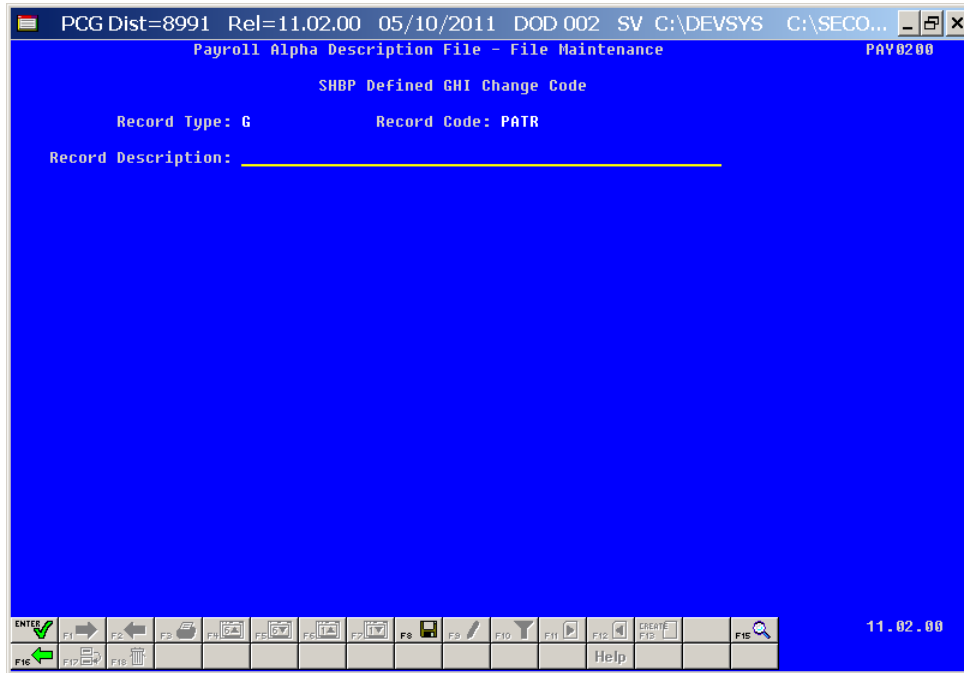
Step	Action
2	Select  (F2 - Maintain Alpha Description Records).


The following screen displays:



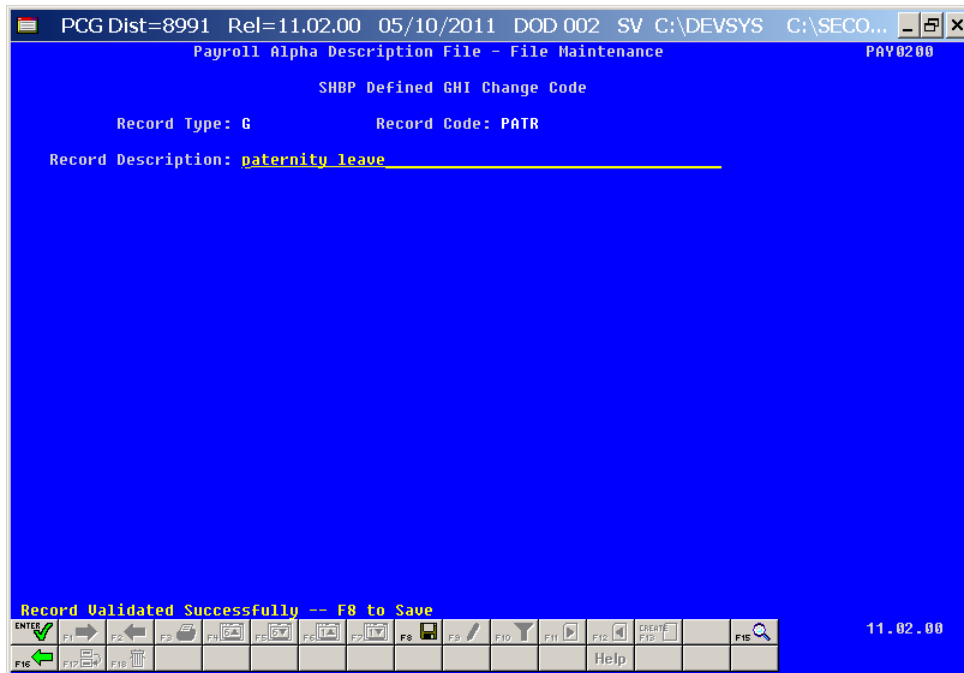
Step	Action
3	<p>Enter <b>G</b> (SHBP Defined GHI Change Code) in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p><i>'G' records require the entry of four-character alphanumeric codes in the <b>Record Code</b> field.</i></p> <p><i>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</i></p>
4	Select  (F13 – Create New Description Record).

The following screen displays:




Step	Action
5	Enter the record's description up to fifty (50) characters in the <b>Record Description</b> field, and select  ( <b>Enter</b> ).

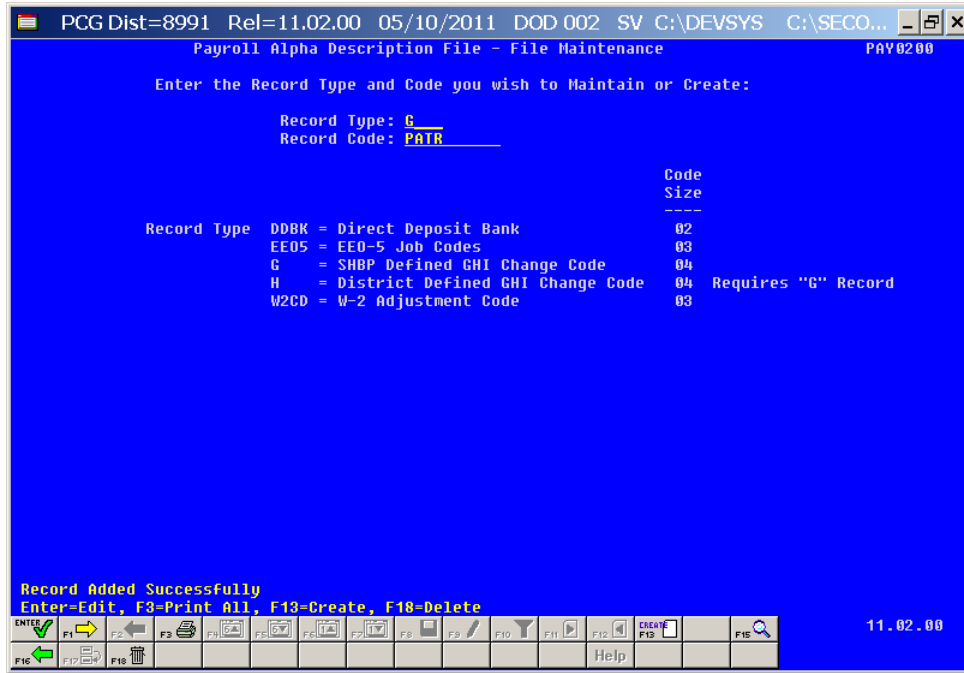
The following screen displays:






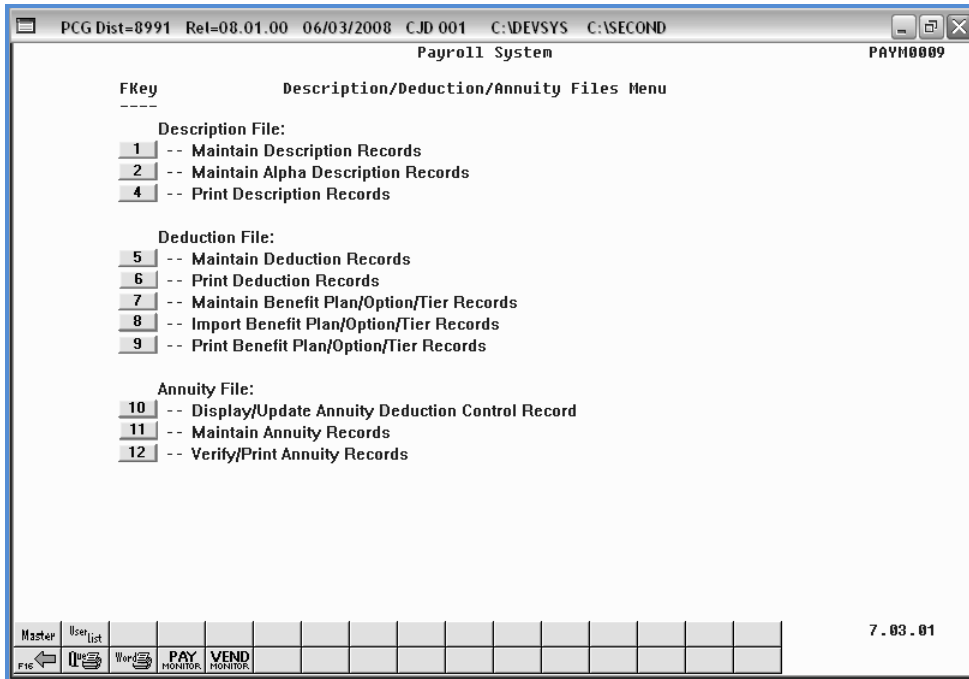
Step	Action
6	Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes).



The following screen displays:



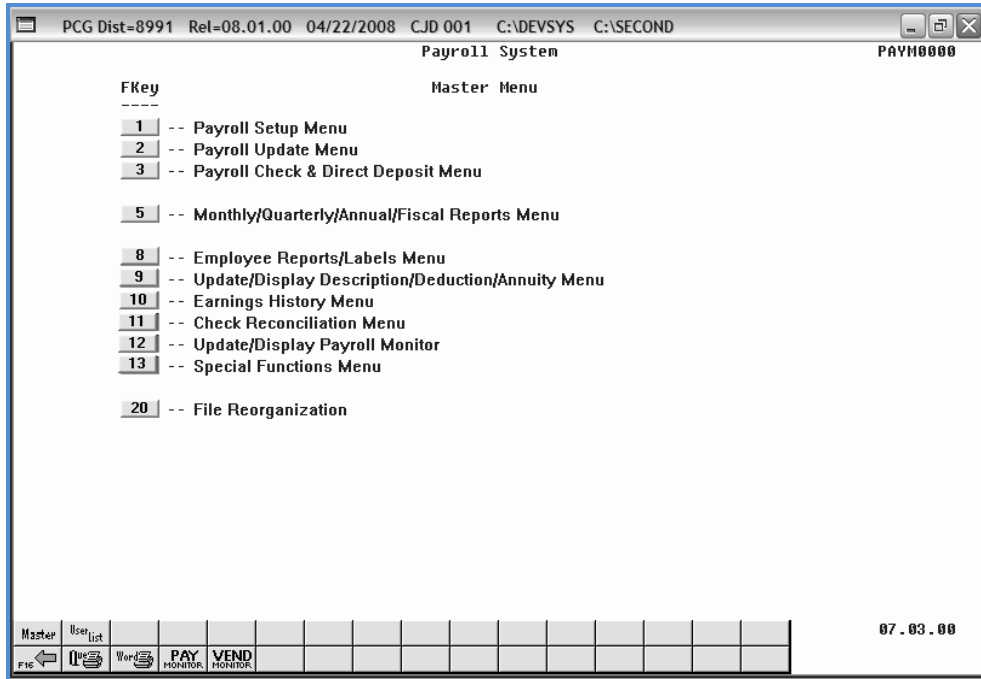
Step	Action
7	Verify “Record Added Successfully” displays, and select  (F16 – Exit) to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



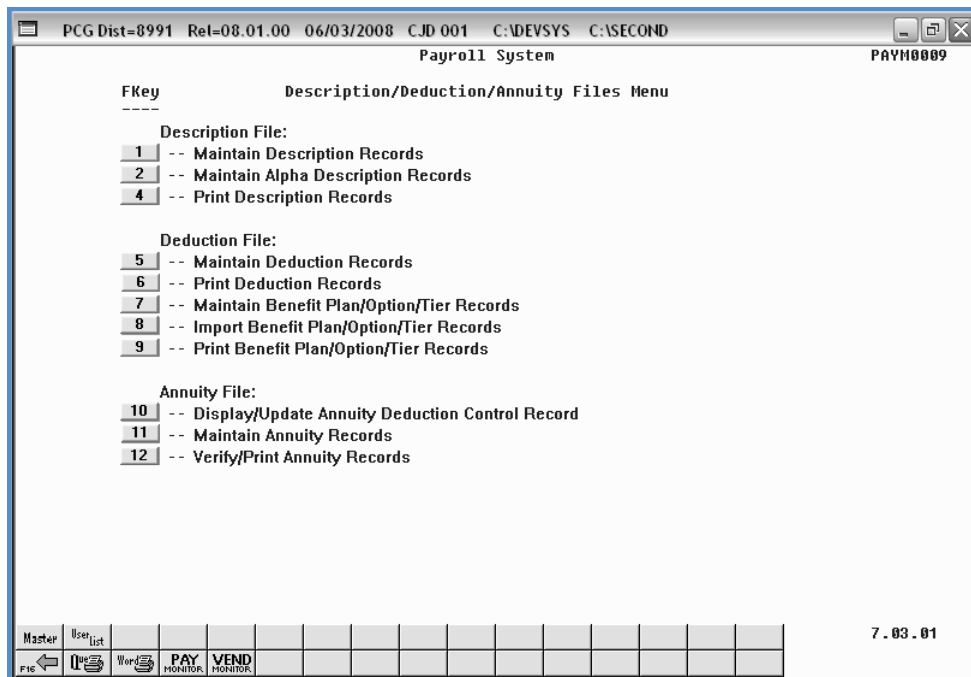
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## 2A.1.4. Create a District Defined GHI Change Code (H) Description Record



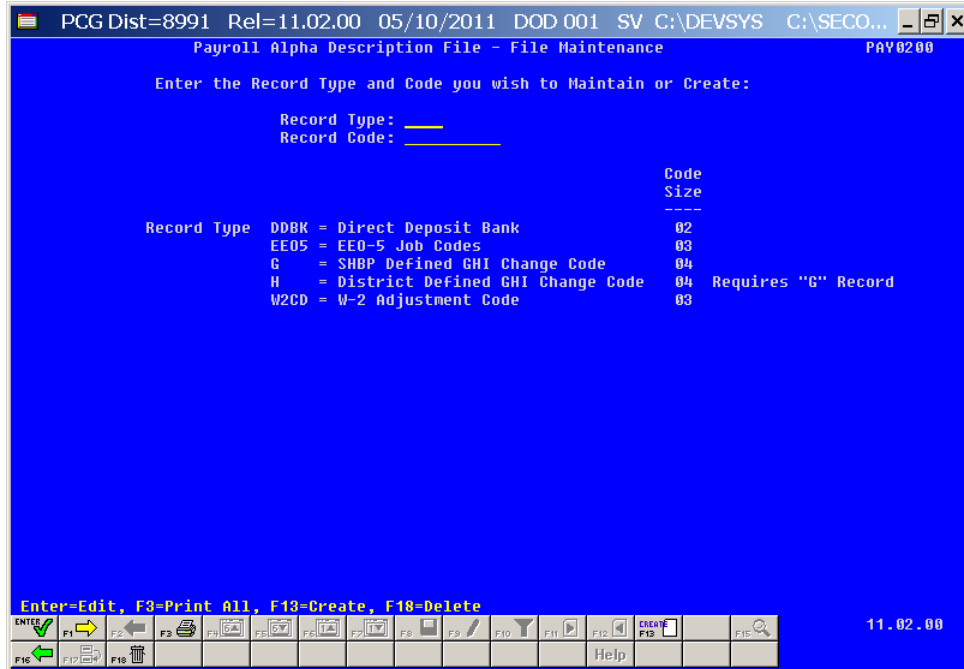
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



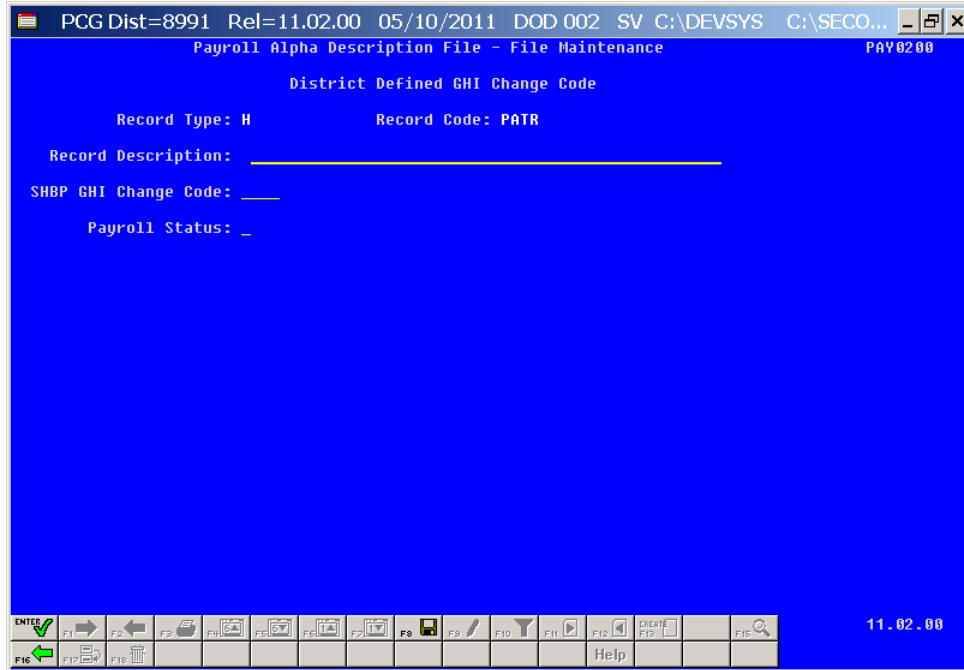
Step	Action
2	Select  (F2 - Maintain Alpha Description Records).



The following screen displays:



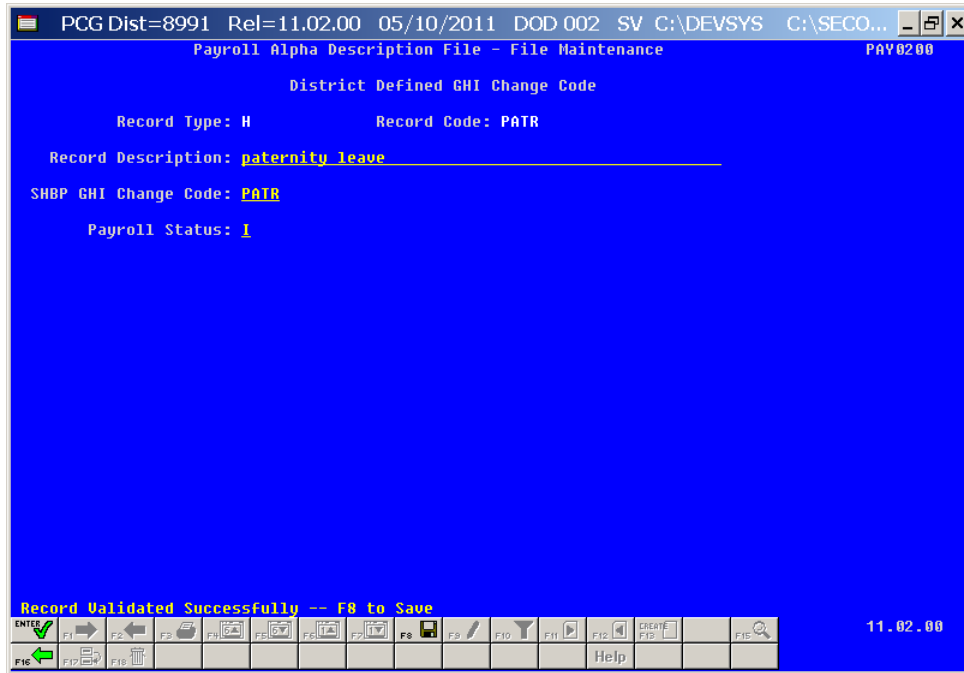
Step	Action
3	<p>Enter <b>H</b> (District Code) in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p><i>'H' records require the entry of four-character alphanumeric codes in the <b>Record Code</b> field, and a corresponding 'G' record.</i></p> <p><i>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</i></p>
4	Select  (F13 – Create New Description Record).


The following screen displays:



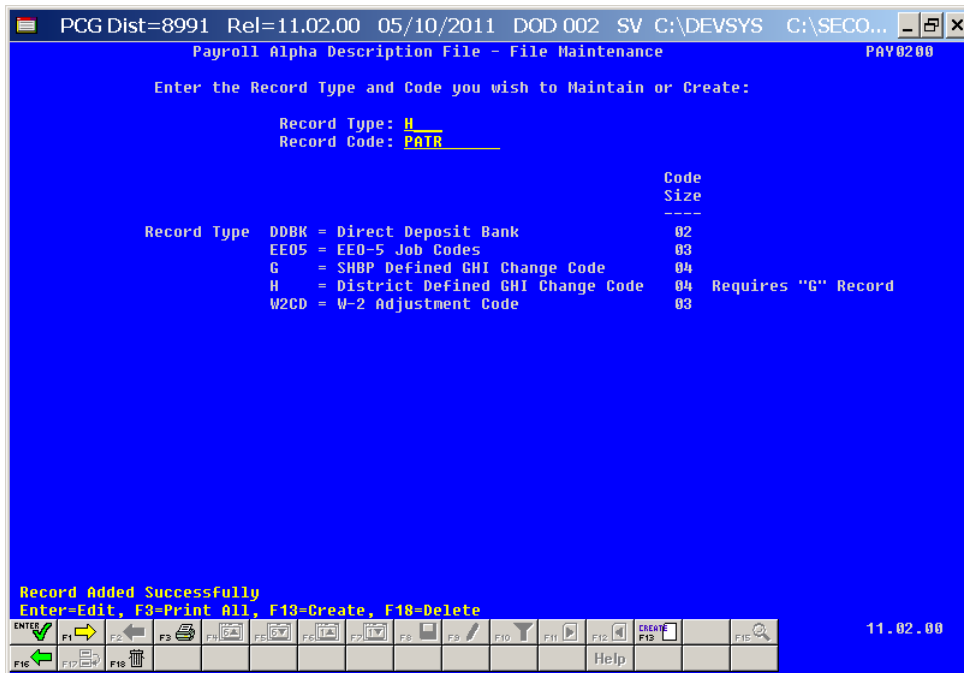
Step	Action
5	Enter the record's description up to fifty (50) characters in the <b>Record Description</b> field.
6	Enter the code or select the Drop-down selection icon  in the <b>GHI Code</b> field.
7	Enter the payroll status code in the <b>Payroll Status</b> field. <i>Valid entries include 'A' (Active, 'I' (Inactive) and 'T' (Terminated).</i>
8	Select  ( <b>Enter</b> ).


The following screen displays:



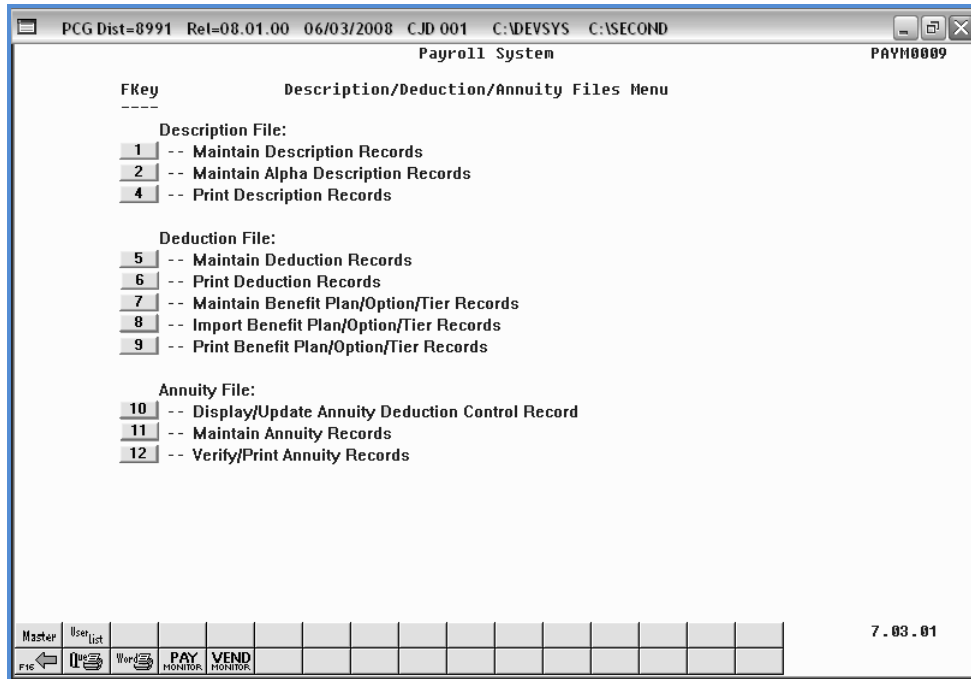
Step	Action
9	Verify "Record Validated Successfully – F8 to Save" displays, and select  (F8 – Save Changes).



The following screen displays:



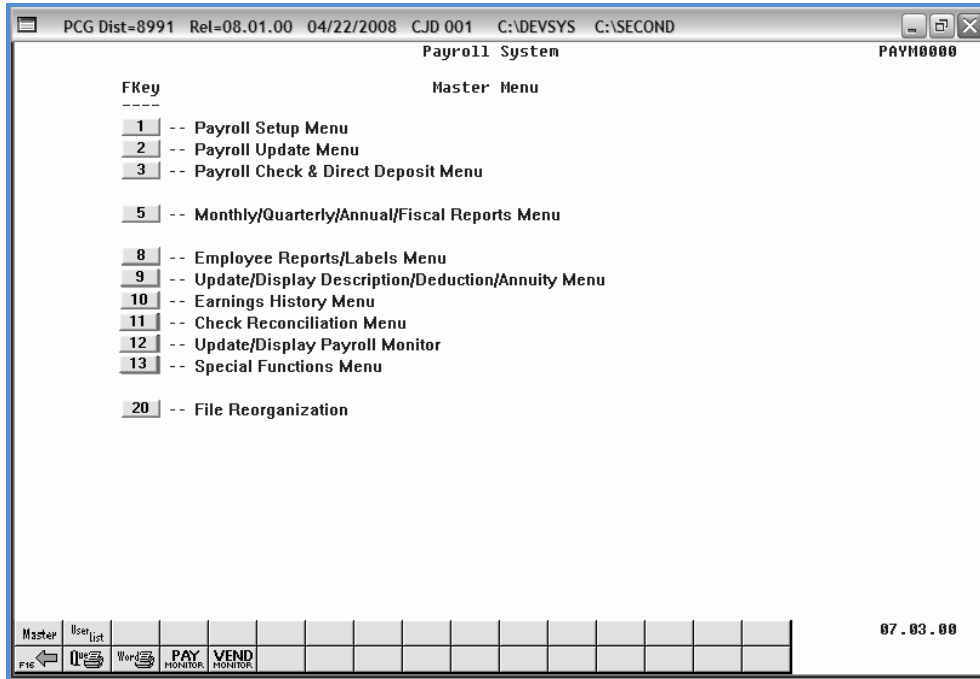
Step	Action
10	Verify “Record Added Successfully” displays, and select  (F16 – Exit) to return to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



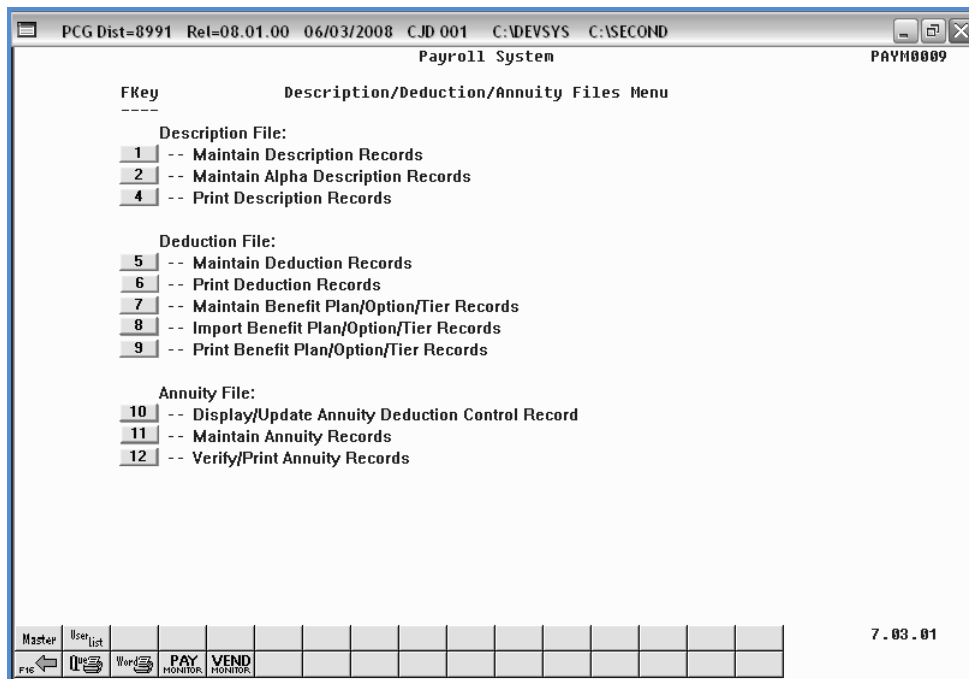
Step	Action
11	Select  (F16 - Exit) to return to the Payroll System Master Menu, or select  (Master) to return to the Business Applications Master Menu.

## 2A.1.5. Create a W-2 Adjustment Code (W2CD) Description Record



Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

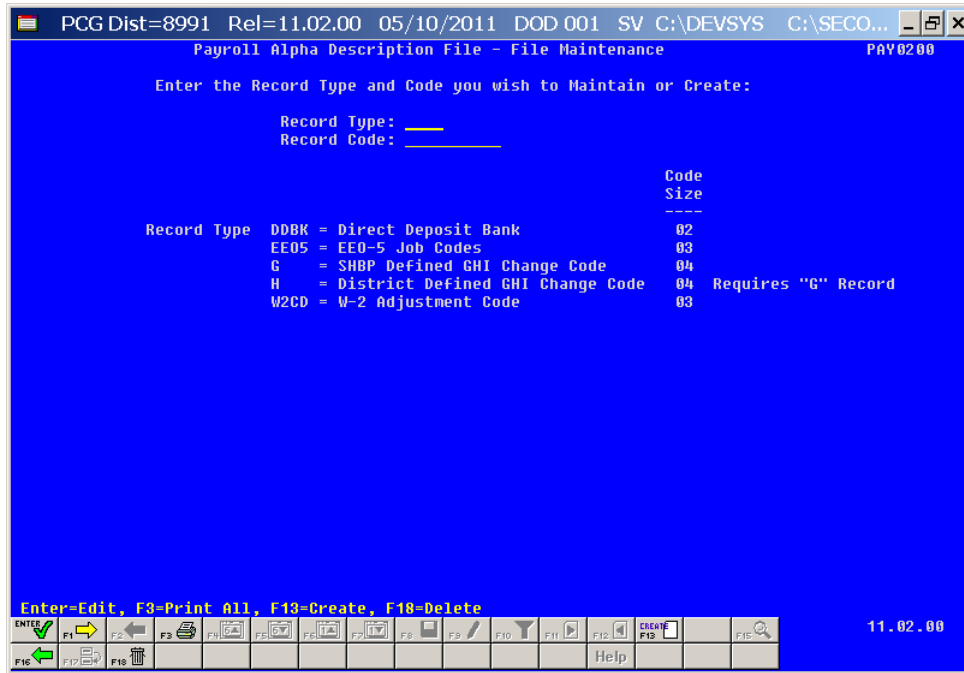
The following screen displays:







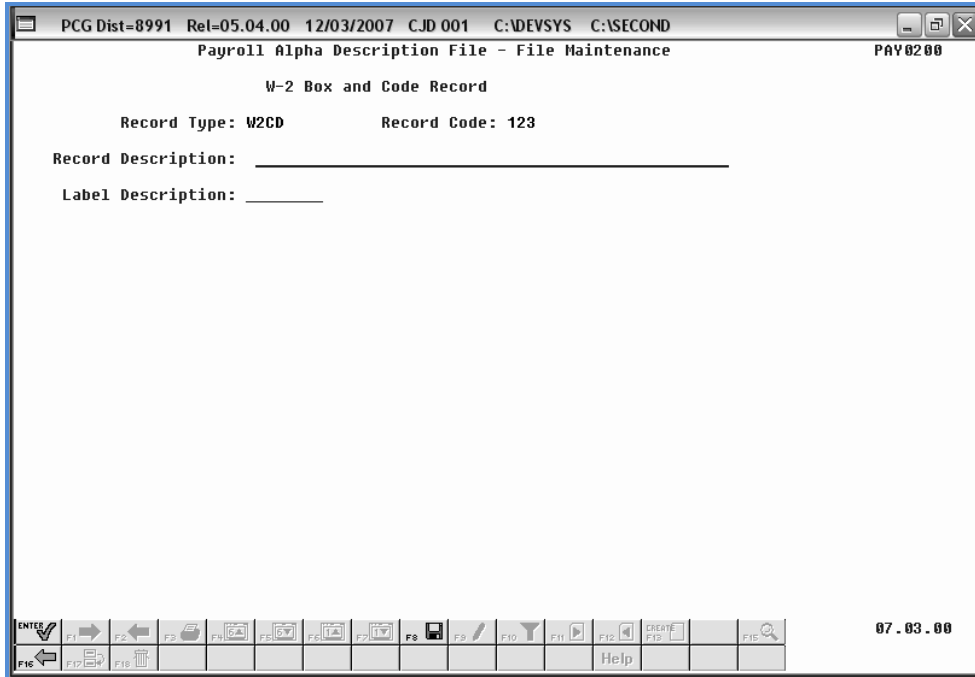
Step	Action
2	Select  (F2 - Maintain Alpha Description Records).


The following screen displays:



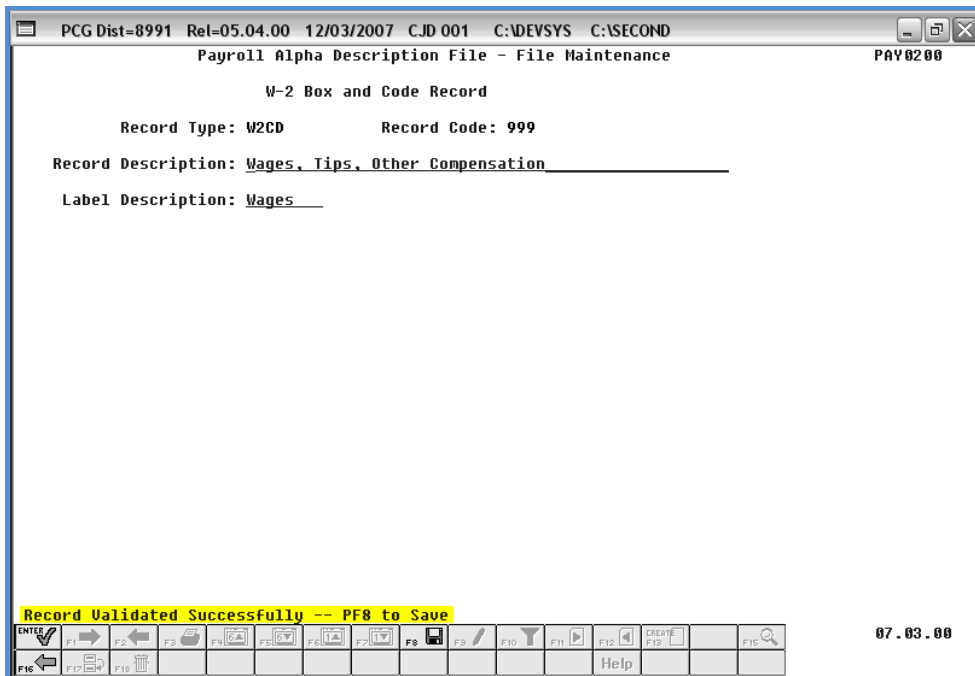
Step	Action
3	<p>Enter <b>W2CD</b> (W-2 Adjustment Code) in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p><i>'W2CD' records require entries in the <b>Record Code</b> field in the format 'xy' where xx = W2 Box (01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 14, 16, 17, 18, or 19, and where y = Box codes (A-Z, 0-9).</i></p> <p><i>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</i></p>
4	Select  (F13 – Create New Description Record).


The following screen displays:



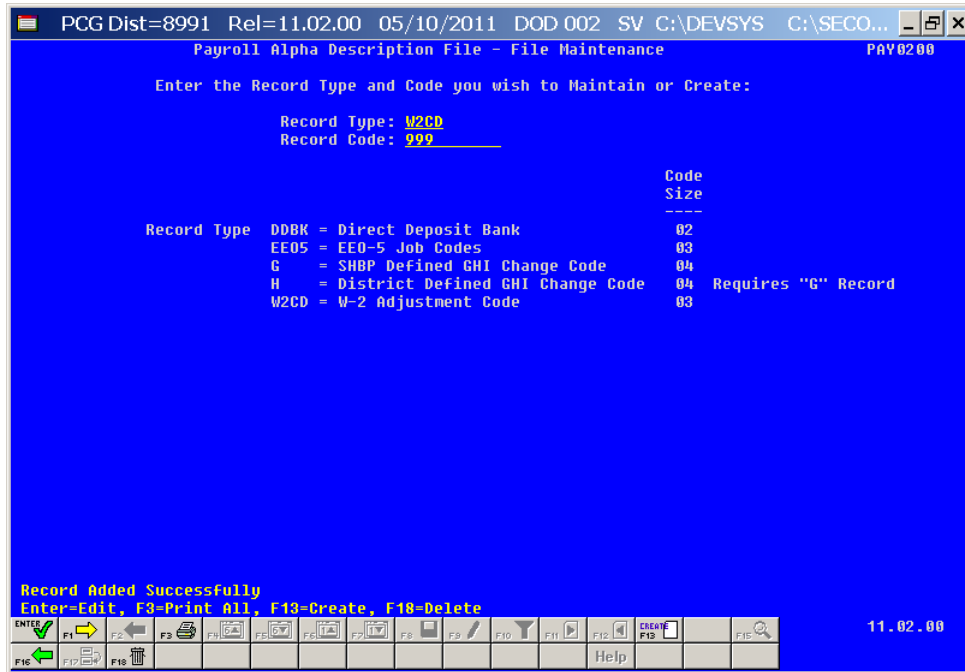
Step	Action
5	Enter the record's description up to fifty (50) characters in the <b>Record Description</b> field.
6	Enter the bank routing number up to nine (9) digits in the <b>Routing number</b> field.
7	Select  ( <b>Enter</b> ).


The following screen displays:



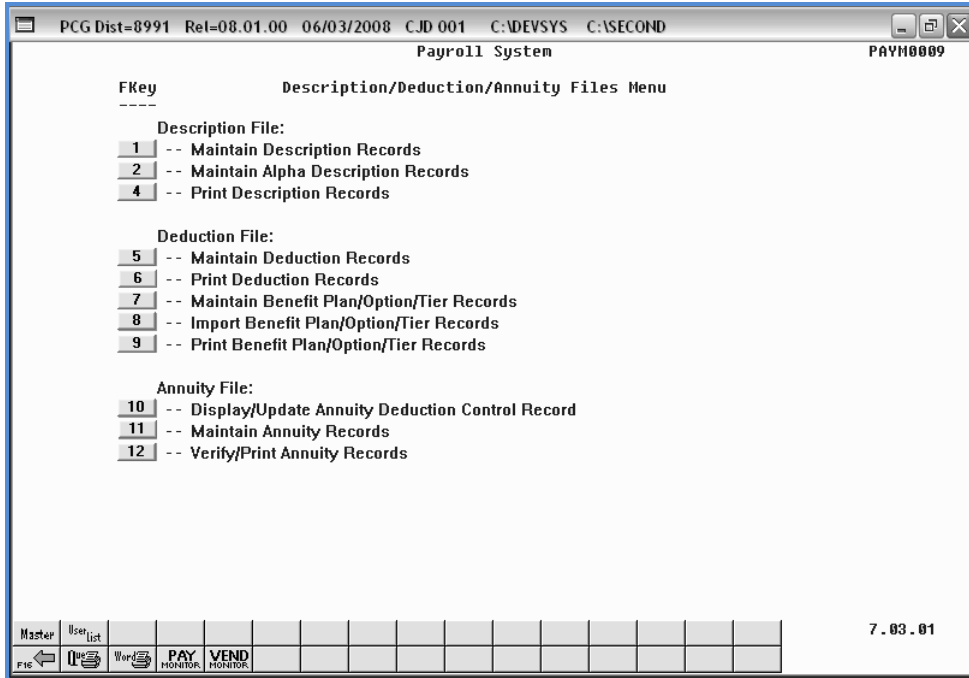
Step	Action
8	Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes).



The following screen displays:



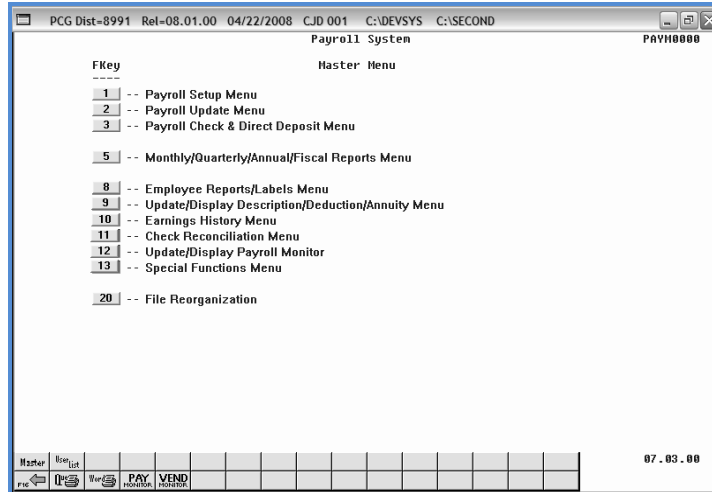
Step	Action
9	Verify “Record Added Successfully” displays, and select  (F16 – Exit) to return to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



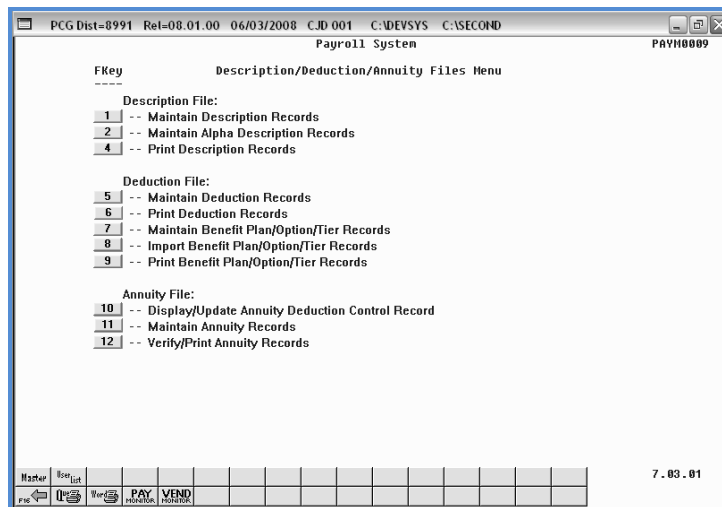
Step	Action
10	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## 2A.2. Modifying an Alpha Description Record



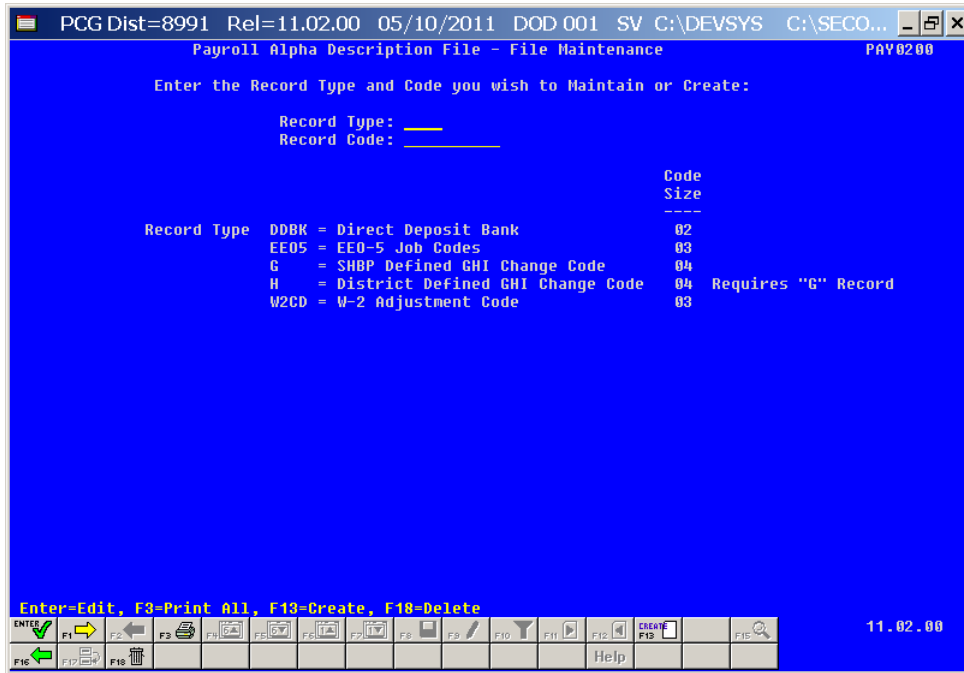
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



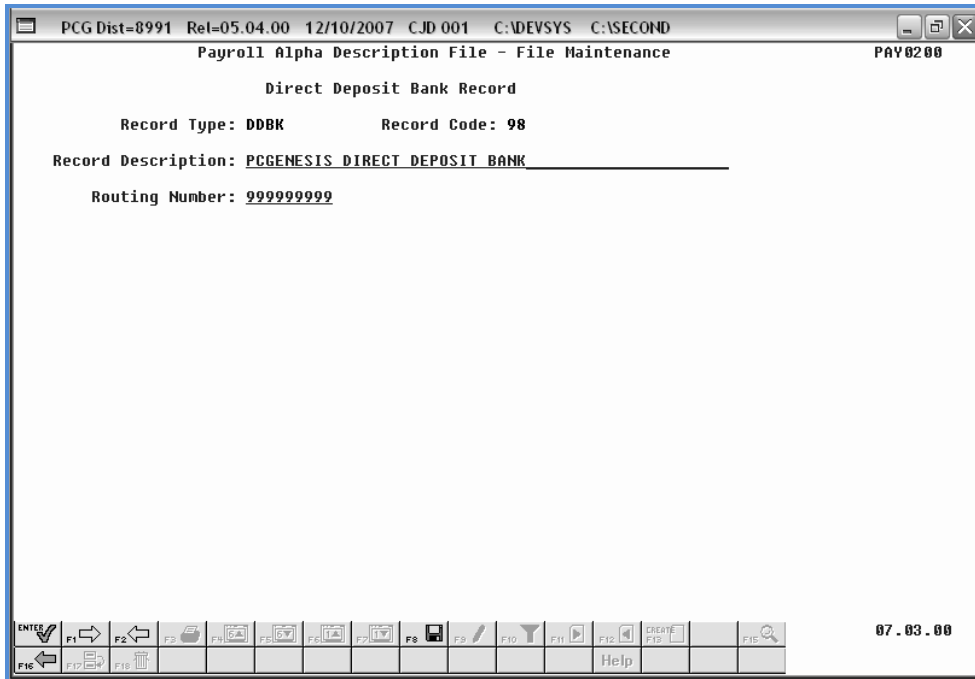
Step	Action
2	Select <b>2</b> (F2 – Maintain Alpha Description Records).

The following screen displays:

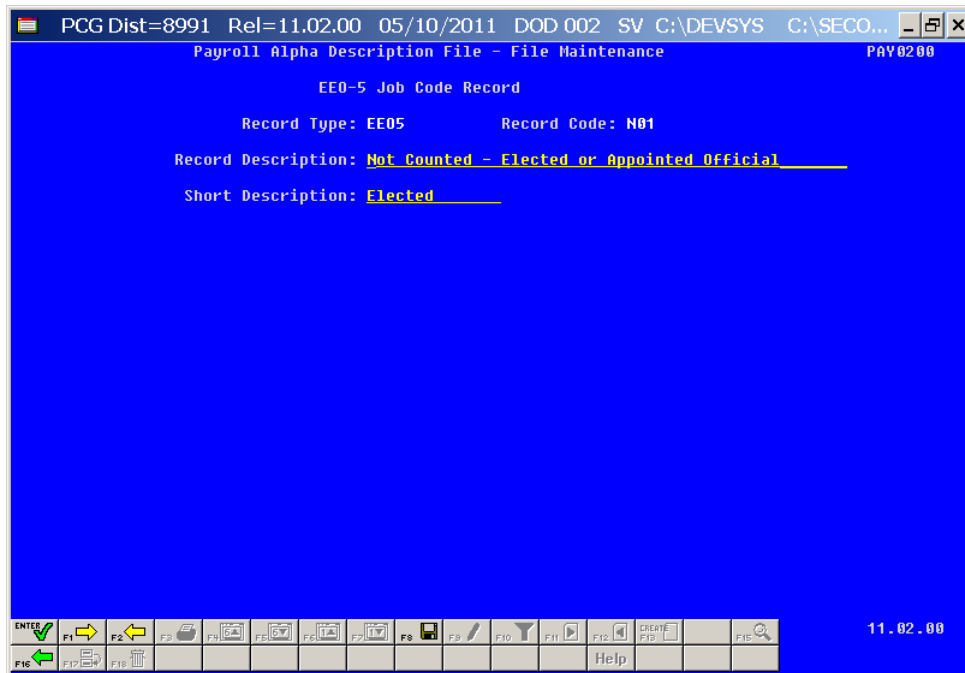


Step	Action
3	Enter the appropriate information in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.  To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).
4	Select  ( <b>Enter</b> ).

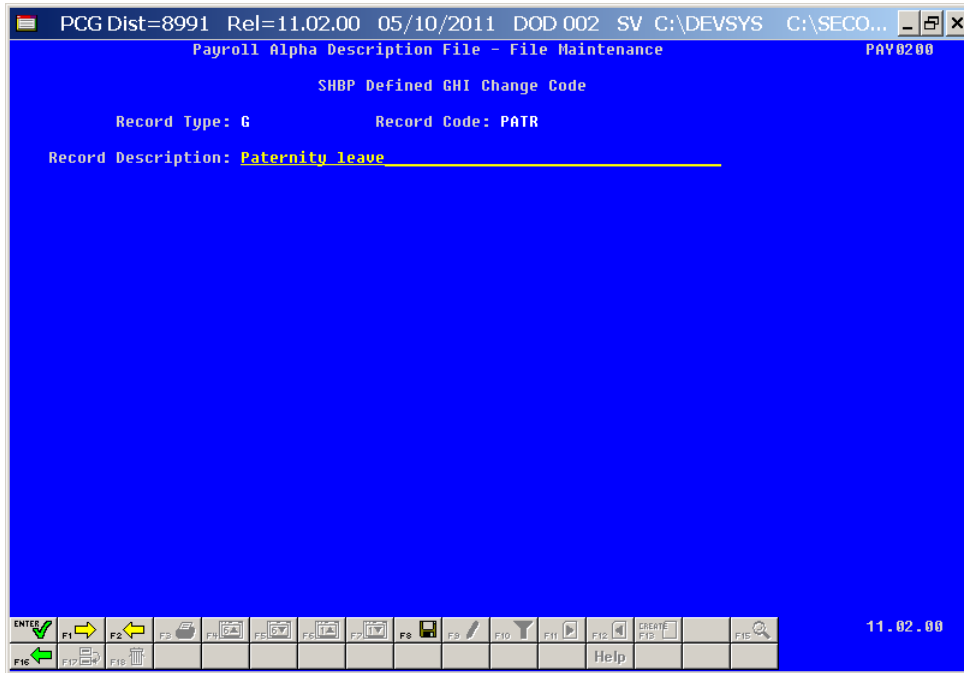
For **Step 3-DDBK** entries, the following screen displays:



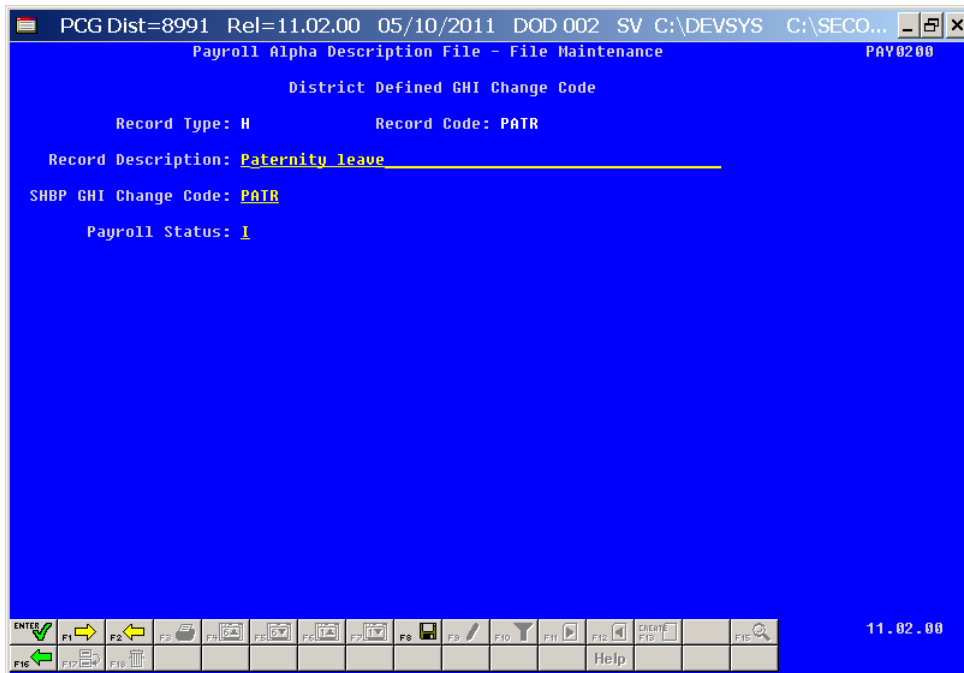
For **Step 3-EE05** entries, the following screen displays:



For **Step 3-G** entries, the following screen displays:

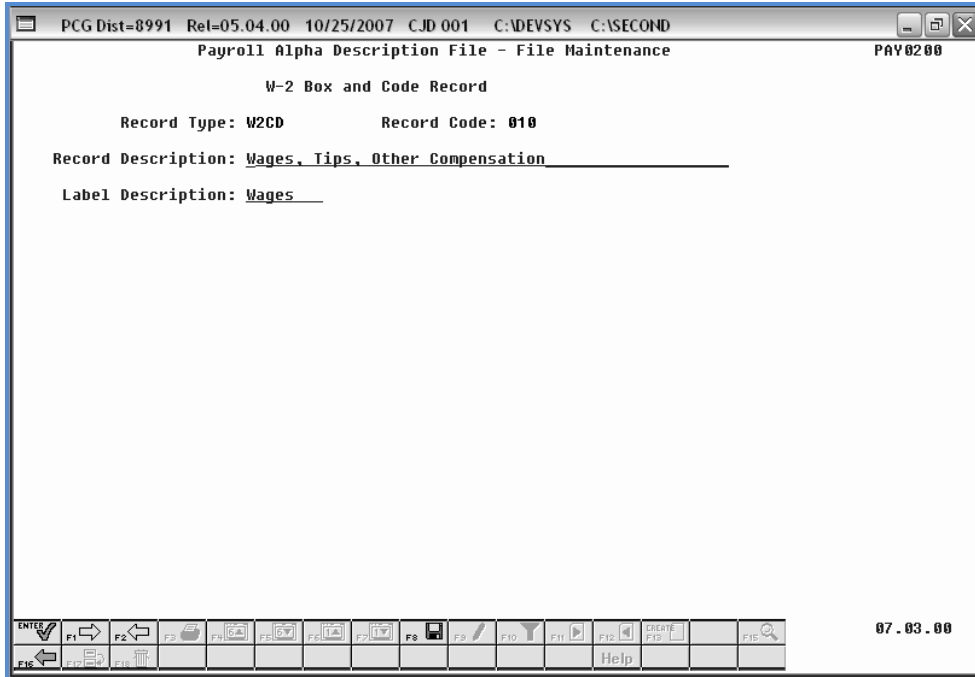





For **Step 3-H** entries, the following screen displays:



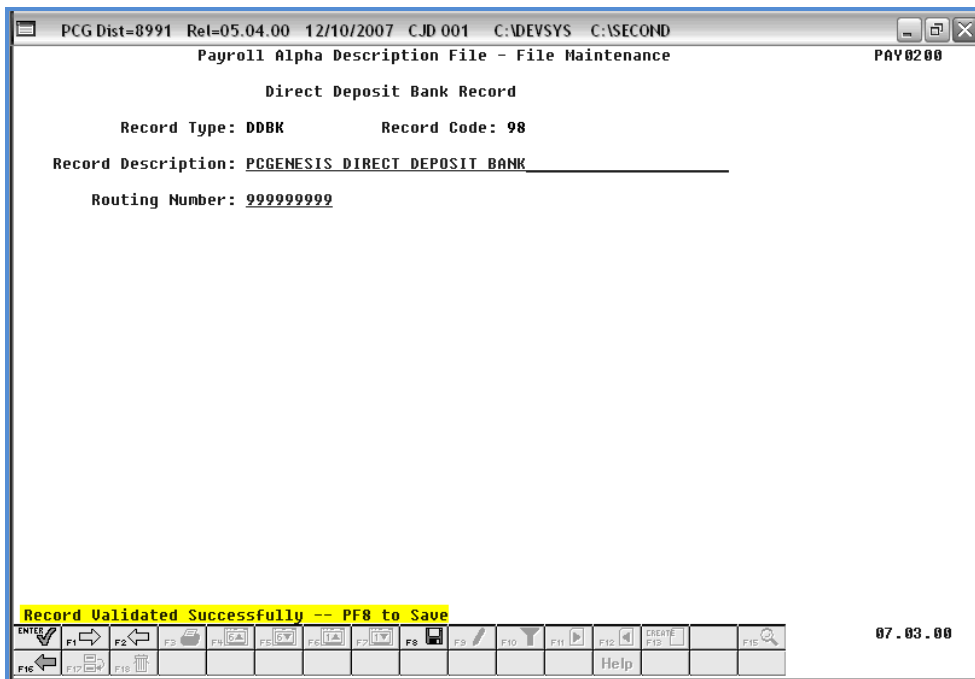



For **Step 3-W2CD** entries, the following screen displays:



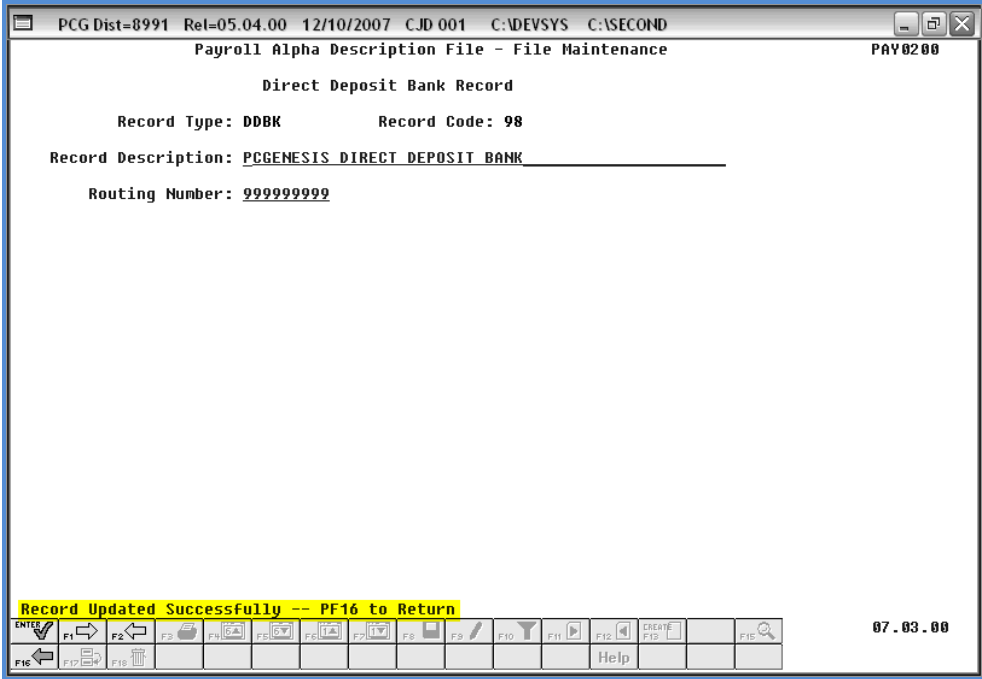
Step	Action
5	<p>Make the appropriate modifications, and select  (<b>Enter</b>).</p> <p>To scroll between records, select  (F1 – Next Description Record) and/or  (Previous Description Record).</p>


For **Step 3-DDBK** entries, the following screen displays:



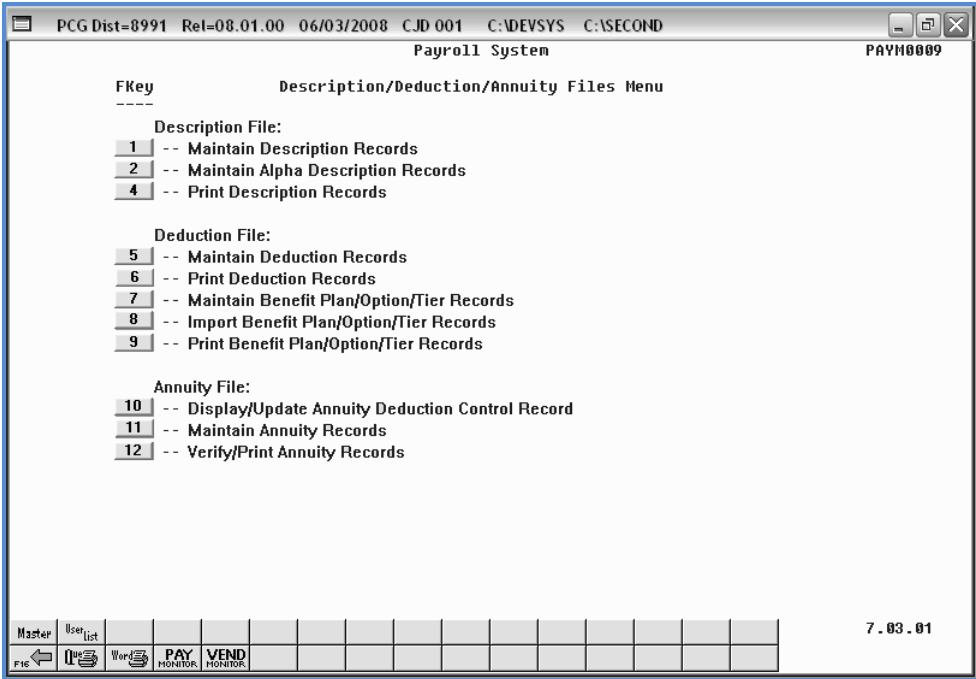
Step	Action
6	Verify “Record Validated Successfully – F8 to Save” displays, and select  (F8 – Save Changes).



The following screen displays:



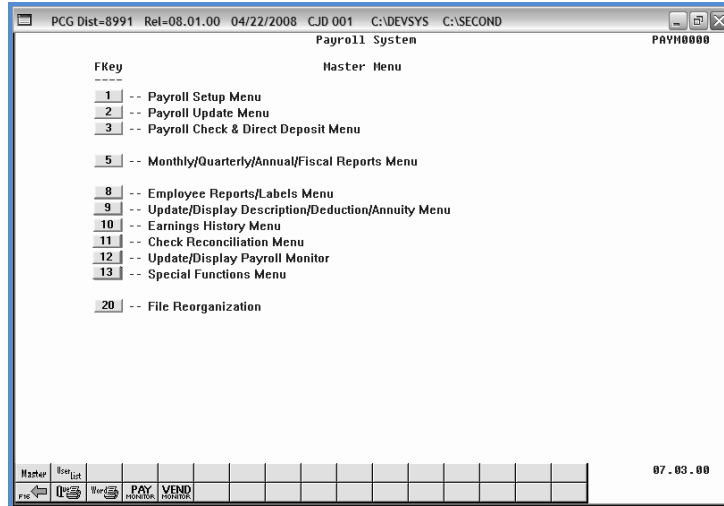
Step	Action
7	Verify “Record Updated Successfully -- F16 to Return” displays, and select  (F16 – Exit) to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



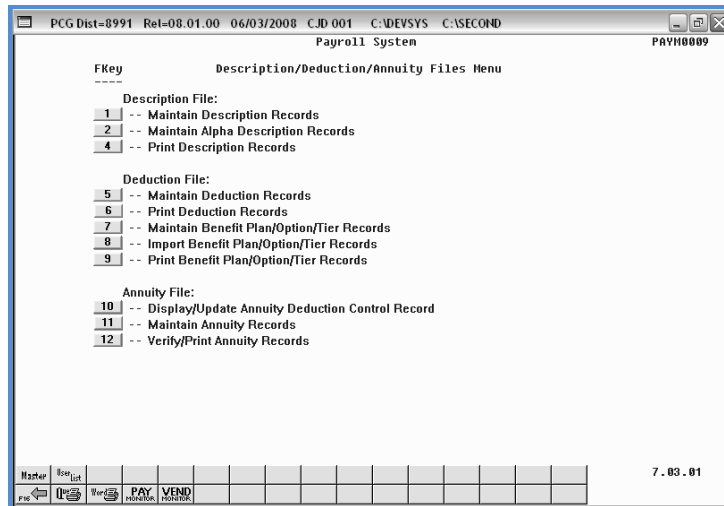
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## 2A.3. Deleting an Alpha Description Record



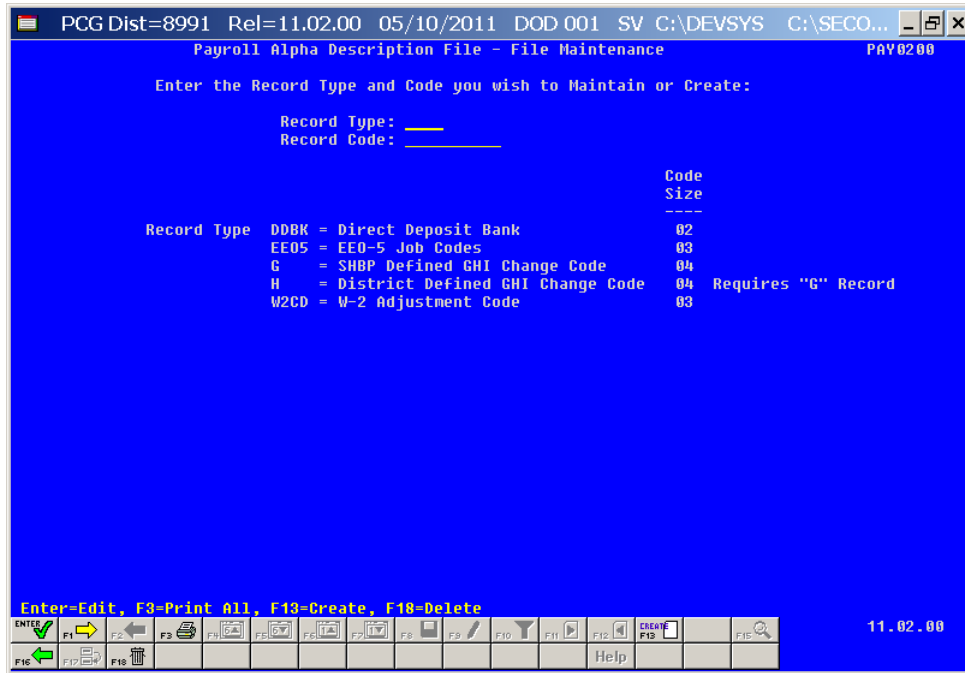
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



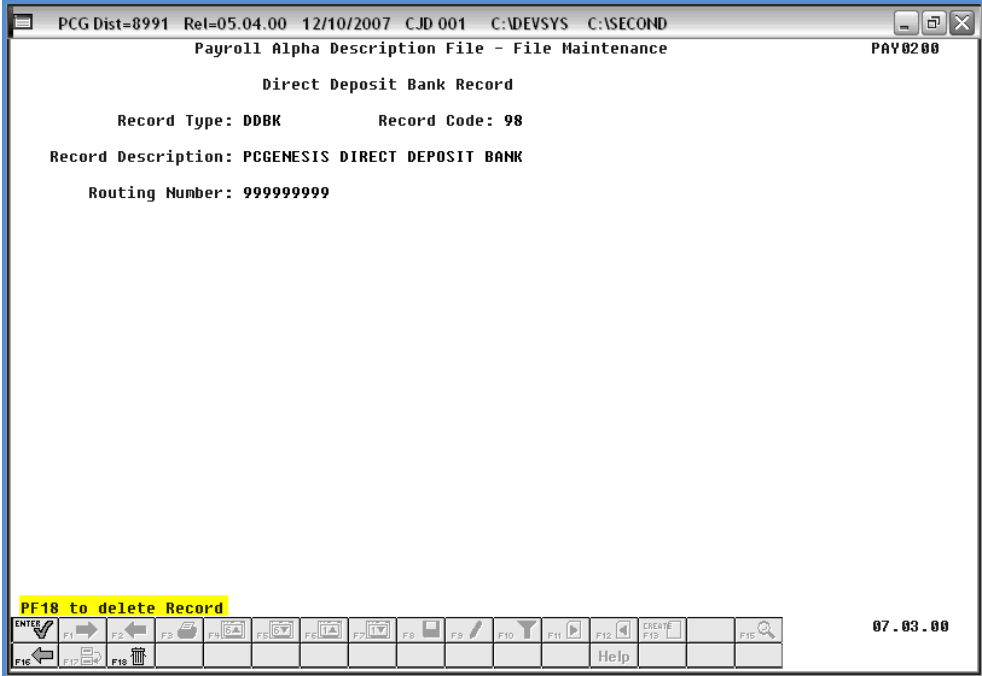
Step	Action
2	Select <b>2</b> (F2 – Maintain Alpha Description Records).


The following screen displays:



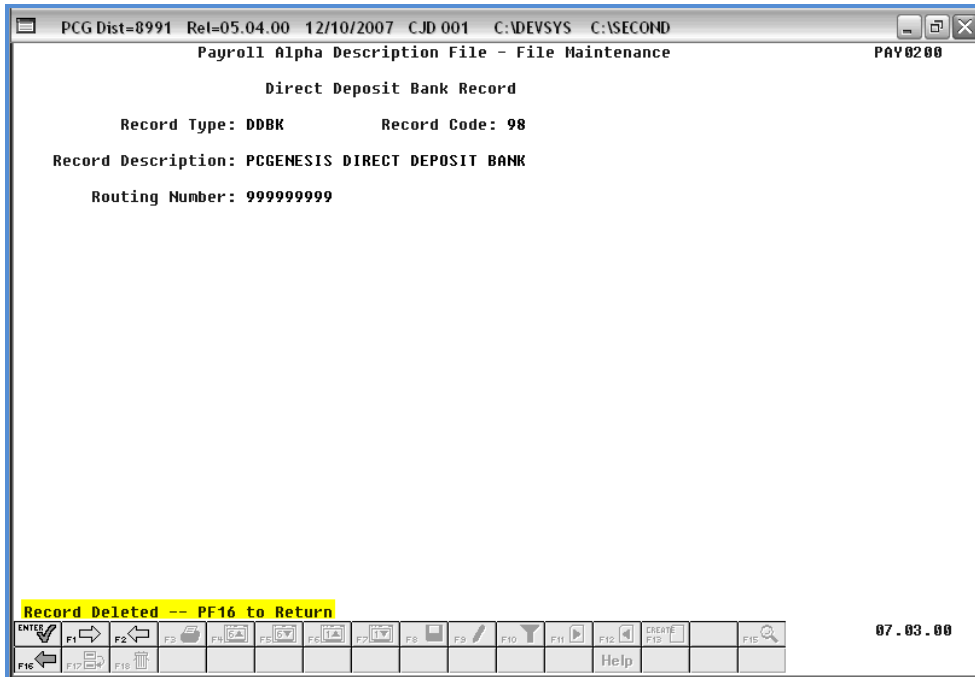
Step	Action
3	<p>Enter the appropriate information in the <b>Record Type</b> field, and the corresponding code in the <b>Record Code</b> field.</p> <p>To search for existing records, enter the "Record Type" code, and select  (F1 – Next Description Record).</p>
4	<p>Select  (F18 – Delete Description Record).</p>


For Step 3-DDBK entries, the following screen displays:



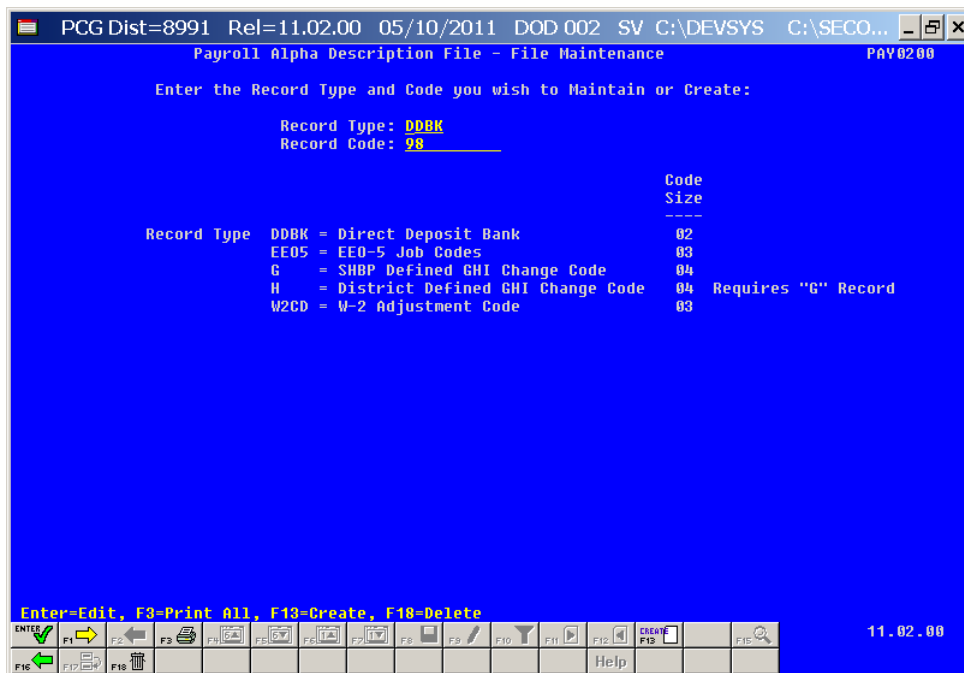
Step	Action
5	Verify "F18 to Delete Record" displays, and select  (F18 – Confirm Delete).


The following screen displays:



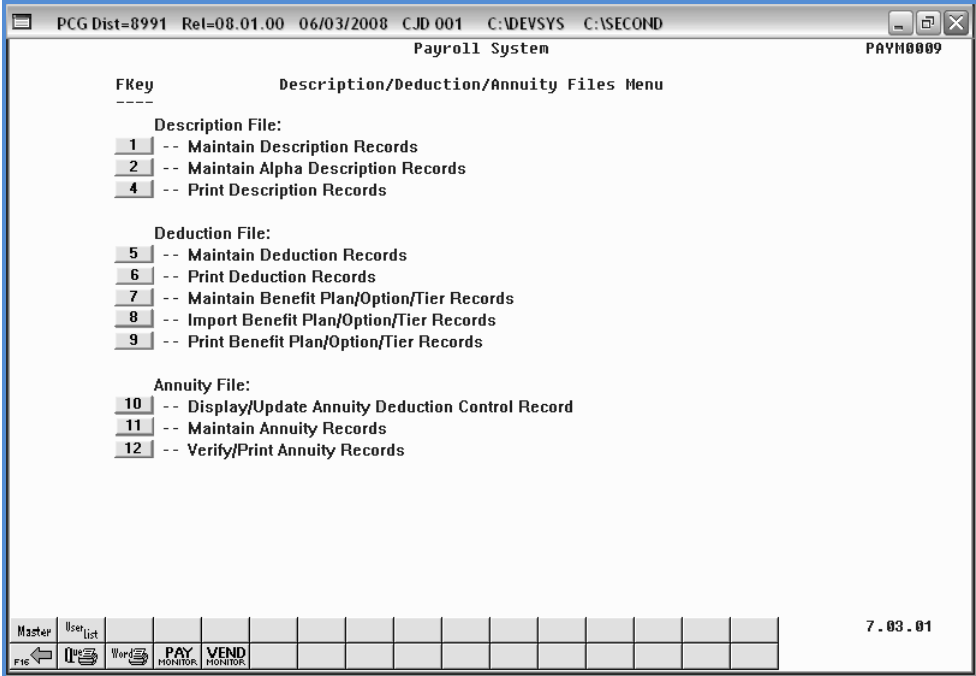
Step	Action
6	Verify "Record Deleted – F16 to Return" displays, and select  (F16 – Exit) to the Payroll Alpha Description File – File Maintenance – Entry screen.

The following screen displays:



Step	Action
7	Select  (F16 – Exit) to the Payroll System – Description/Deduction/Annuity Files Menu.

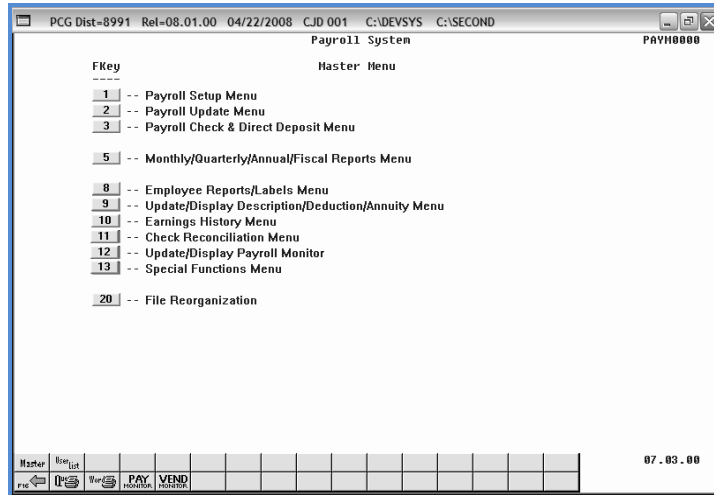
The following screen displays:



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

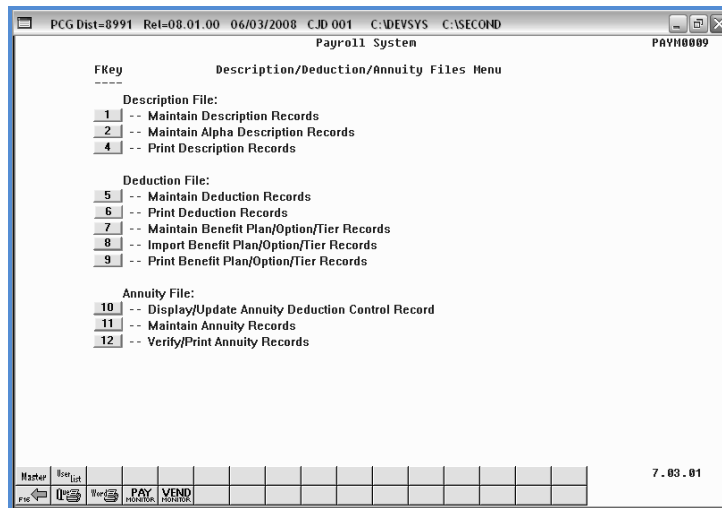


## Procedure 2B. Printing the Alpha Description File Report



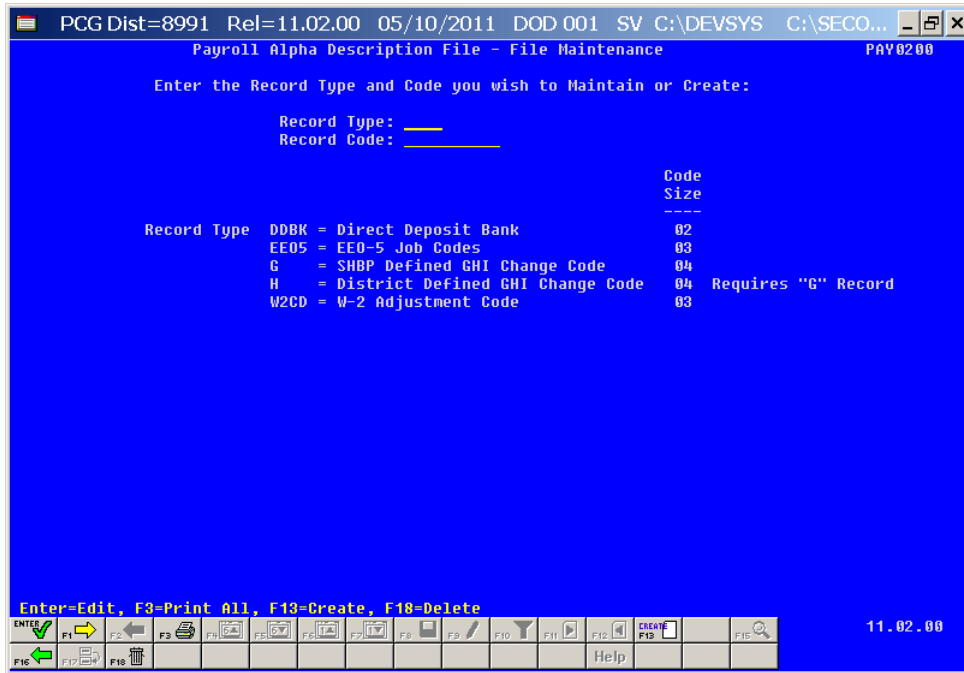
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).



The following screen displays:



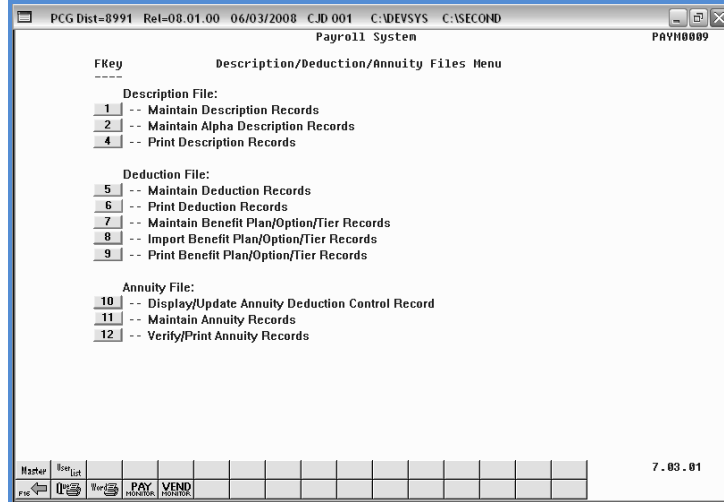
Step	Action
2	Select <b>2</b> (F2 – Maintain Alpha Description Records).





The following screen displays:



Step	Action
3	Select  (F3 – Print All). <i>The Payroll Alpha Description File – File Maintenance screen redisplay.</i>
4	Select  (F16 - Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu.</i>

The following screen displays:



Step	Action
5	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p><i>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.</i></p>
6	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

### 2B.1. Payroll Alpha Description File Report – Example

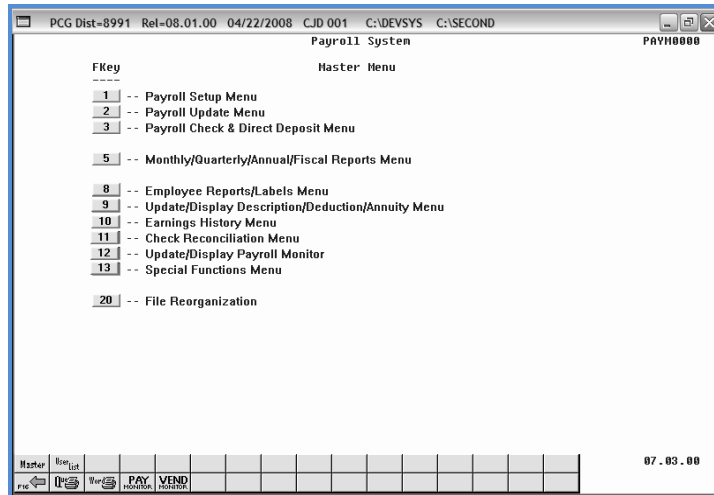
REPORT DATE: 09/21/2011 08:28:34		PAYROLL ALPHA DESCRIPTION FILE		PAGE 1
PROGRAM: PAY0200		DIRECT DEPOSIT BANK		
TYPE	CODE	DESCRIPTION	ROUTING	
DDBK	01	BANK OF AMERICA NC	900000019	
DDBK	02	BANK OF AMERICA	900000029	
DDBK	03	WACHOVIA	900000039	
DDBK	04	NET BANK	900000049	
DDBK	05	REGIONS BANK	900000059	
DDBK	06	PEOPLES COMMUNITY BANK	900000069	
DDBK	07	FIRST PORT CITY BANK	900000079	
DDBK	08	PELHAM BANKING CO	900000089	
DDBK	09	FIRST ST BANK COLQUITT	900000099	
DDBK	10	CAIRO BANKING CO	900000109	
DDBK	11	CITIZENS BANK CAIRO	900000119	
DDBK	12	THOMASVILLE NATIONAL BANK	900000129	
DDBK	13	FARMERS STATE BANK	900000139	

## Topic 3: Deduction Record Processing

Refer to Topic 3: Benefit Plan/Option/Tier Record Processing for the instructions to maintain the State Health Benefit Plan/Georgia Health Insurance (SHBP/GHI) deductions.

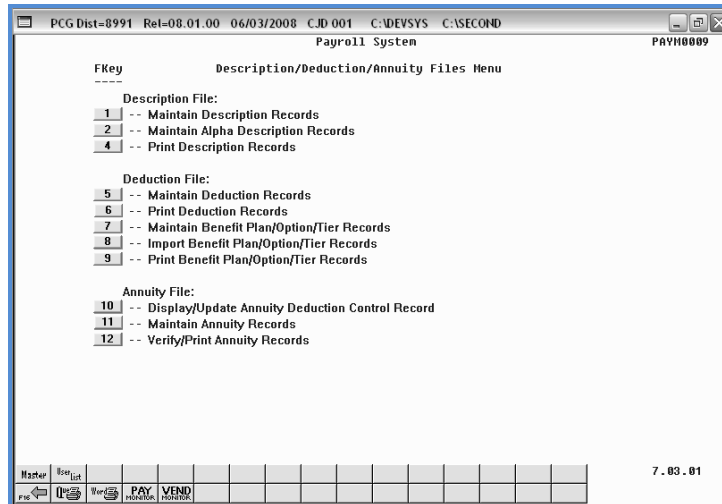
### Procedure 3A. Maintaining Deduction Records

#### 3A.1. Adding a Deduction Record



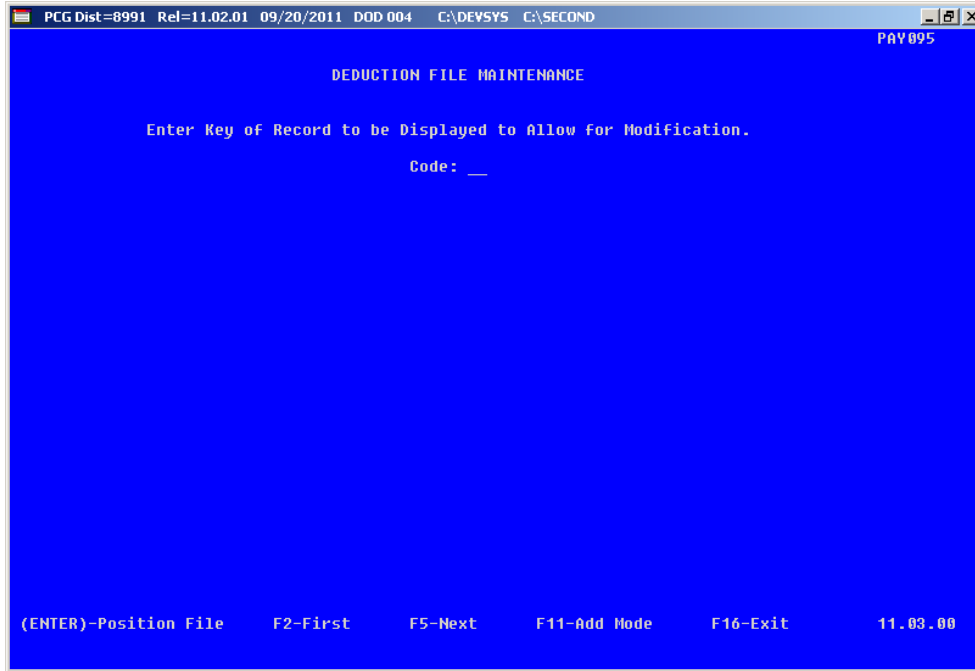
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



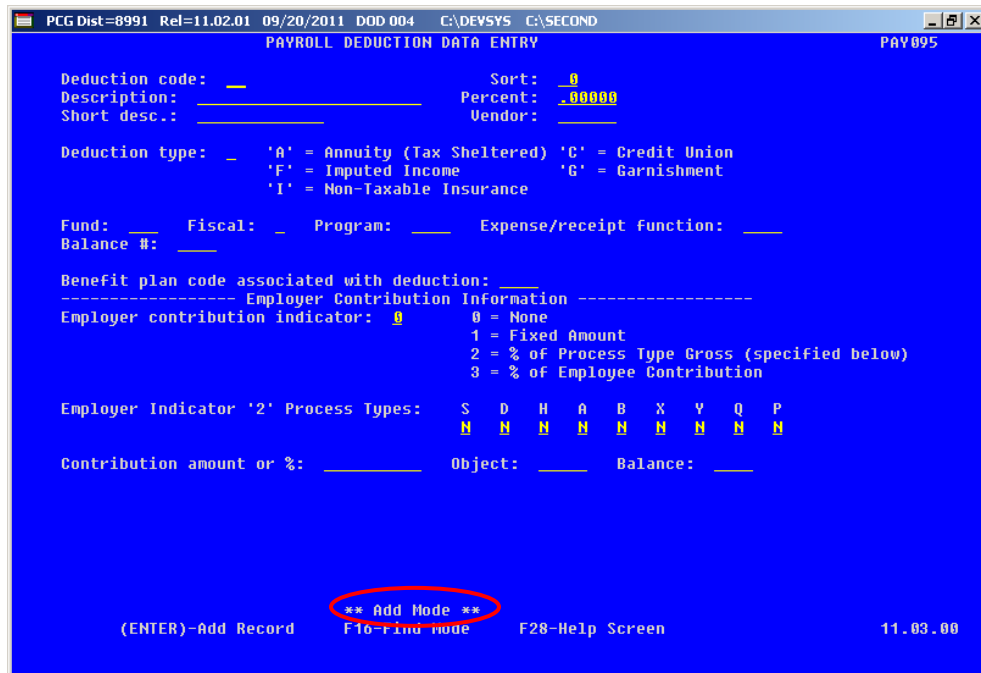
Step	Action
2	Select <b>5</b> (F5 - DEDUCTION FILE: Maintain Deduction Records).

The following screen displays:



Step	Action
3	Select <b>F11</b> (Add Mode).

The following screen displays:



Step	Action																								
4	<p>Enter the appropriate code in the <b>Deduction Code</b> field.</p> <p><i>PCGenesis reserves deduction codes 00 through 09 for GaDOE-PCGenesis system usage. School districts and systems may enter deduction codes 10 – 71 in the field.</i></p> <table border="1" data-bbox="521 352 1317 785"> <thead> <tr> <th colspan="2" data-bbox="574 352 704 382"><b>Reserved</b></th> </tr> <tr> <th data-bbox="521 388 756 420"><b>Deduction Codes</b></th> <th data-bbox="781 388 943 420"><b>Description</b></th> </tr> </thead> <tbody> <tr><td data-bbox="618 426 651 455">00</td><td data-bbox="781 426 1118 455">Employee Fringe Benefits</td></tr> <tr><td data-bbox="618 462 651 491">01</td><td data-bbox="781 462 927 491">Annuity #1</td></tr> <tr><td data-bbox="618 497 651 527">02</td><td data-bbox="781 497 927 527">Annuity #2</td></tr> <tr><td data-bbox="618 533 651 562">03</td><td data-bbox="781 533 935 562">Federal Tax</td></tr> <tr><td data-bbox="618 569 651 598">04</td><td data-bbox="781 569 1049 598">State of Georgia Tax</td></tr> <tr><td data-bbox="618 604 651 634">05</td><td data-bbox="781 604 1312 634">Other State Tax (Reserved for future use)</td></tr> <tr><td data-bbox="618 640 651 669">06</td><td data-bbox="781 640 1312 669">Other State Tax (Reserved for future use)</td></tr> <tr><td data-bbox="618 676 651 705">07</td><td data-bbox="781 676 1122 705">Non-Qualified Plans – 457</td></tr> <tr><td data-bbox="618 711 651 741">08</td><td data-bbox="781 711 1146 741">State Health – Non Certified</td></tr> <tr><td data-bbox="618 747 651 777">09</td><td data-bbox="781 747 1081 777">State Health – Certified</td></tr> </tbody> </table> <p data-bbox="675 787 1094 816"><i>Table 1- System Reserved Deduction Codes</i></p> <p><i>Although PCGenesis allows for up to five annuity company entries, the entry of deduction codes that are not associated with an annuity deduction control record generates the “Annuity deduction must be defined on the annuity Control record” message when Enter is selected. In this instance, exit this procedure and follow the instructions provided in 5A.1. Adding an Annuity Deduction Control Record, repeating this procedure at Step 1.</i></p>	<b>Reserved</b>		<b>Deduction Codes</b>	<b>Description</b>	00	Employee Fringe Benefits	01	Annuity #1	02	Annuity #2	03	Federal Tax	04	State of Georgia Tax	05	Other State Tax (Reserved for future use)	06	Other State Tax (Reserved for future use)	07	Non-Qualified Plans – 457	08	State Health – Non Certified	09	State Health – Certified
<b>Reserved</b>																									
<b>Deduction Codes</b>	<b>Description</b>																								
00	Employee Fringe Benefits																								
01	Annuity #1																								
02	Annuity #2																								
03	Federal Tax																								
04	State of Georgia Tax																								
05	Other State Tax (Reserved for future use)																								
06	Other State Tax (Reserved for future use)																								
07	Non-Qualified Plans – 457																								
08	State Health – Non Certified																								
09	State Health – Certified																								
5	Enter the appropriate code in the <b>Sort</b> field to define sort order for the <i>Deduction Registers</i> .																								
6	Enter the deduction’s description up to forty (40) characters in the <b>Description</b> field.																								
7	<p><b>If the deduction is a percentage of the employee’s salary:</b> Enter the appropriate percentage in the <b>Percent</b> field.</p> <p>A percentage should be entered when the deduction is a percent of the gross amount instead of a flat amount. This percentage will OVERRIDE any specification of a dollar amount on the <i>Display/Update Deduction</i> screen for ALL employees withholding this deduction.</p>																								
8	<p>Enter a description up to thirteen (13) characters in the <b>Short Desc.</b> (Short Description) field.</p> <p><i>With the exception of State Health deduction codes, normally 08 (State Health-NonCert) and 09 (State Health-Cert), the short description entered in this step displays on screens as selections, and prints on employee payroll checks.</i></p>																								
9	<p><b>To create Payroll withholding deductions:</b> Enter the FAR application’s vendor number in the <b>Vendor</b> field. Enter the vendor number which corresponds to the deduction in order to produce the payroll withholding claim.</p> <p><i>Do not enter a vendor for annuities and garnishments.</i></p>																								

Step	Action
10	<p>Enter the appropriate code in the <b>Deduction Type</b> field.</p> <p>PCGenesis <b>Deduction Type Codes</b> include <i>A (Annuity)</i>, <i>C (Credit Union)</i>, <i>F (Imputed Income)</i>, <i>G (Garnishment)</i>, and <i>I (Nontaxable Income)</i>.</p>
11	<p><b>If the employee contributes to the payment of the deduction:</b> Enter the account information in the <b>Fund, Fiscal, Program, Expense/Receipt Function,</b> and <b>Balance #</b> (Balance Sheet Account Number) fields.</p> <p>Valid values for:</p> <ul style="list-style-type: none"> <li>Fund: <b>199</b> (The state standard withholding fund)</li> <li>Fiscal: <b>0</b> (The state standard withholding fiscal year)</li> <li>Program: <b>9990</b> (The state standard withholding program)</li> <li>Expense/Receipt Function: <b>9000</b> (The state standard withholding expense and receipt Function)</li> </ul>
12	<p><b>If the entry applies to a State Health Benefit Plan (SHBP):</b> Enter <b>SHBP</b> in the <b>Benefit plan code associated with deduction</b> field.</p> <p><i>This entry must already exist within the Benefit Plan Deduction file.</i></p>
<p><b>Steps 13 thru 16</b> describe defining an employer contribution. If no employer contribution will be made toward the deduction, enter a <b>contribution indicator</b> of '0' (None) and continue to <b>Step 17</b>.</p>	

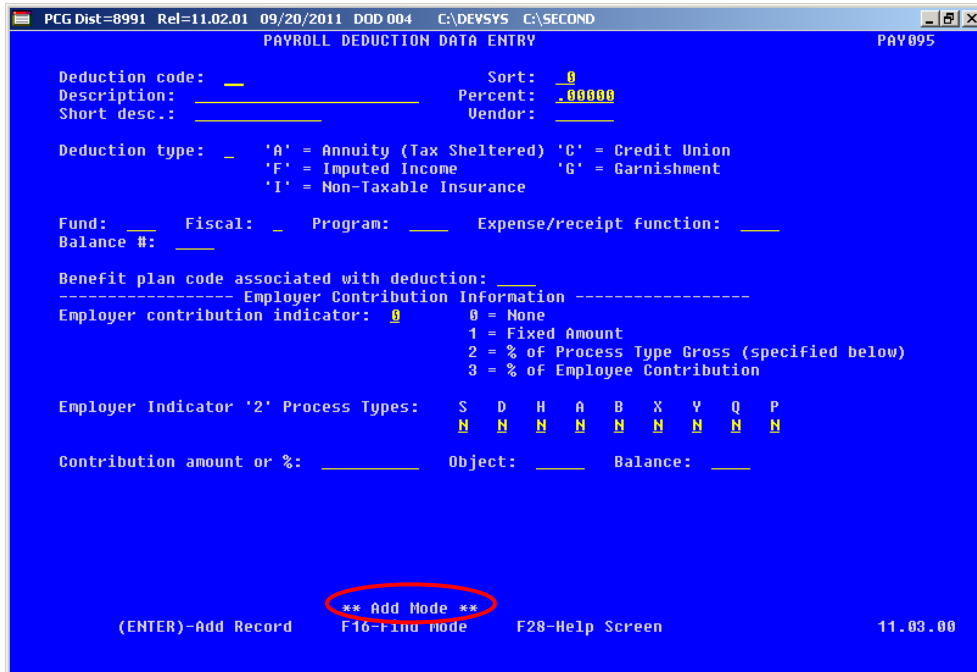
Step	Action
13	<p><b>If the employer contributes to the payment of the deduction:</b> Enter the appropriate code, the dollar amount or percentage (0.00), and the account information in the <b>Employer Contribution Indicator, Contribution Amount or %</b>, and the <b>Object</b> and <b>Balance</b> fields.</p> <p>The <b>Employer Contribution Indicator</b> identifies how PCGenesis handles deductions.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>0 = No employer contribution</li> <li>1 = Contribution is a fixed amount</li> <li>2 = Contribution is a percentage of the employee's gross as defined by the Process Types</li> <li>3 = Contribution is a percentage of the employee's contribution</li> </ul> <p><b>If the employer does not contribute to the payment of the deduction:</b> Enter 0 (None) in the <b>Employer Contribution Indicator</b> field.</p> <p><i>Deduction codes 01 – 07 deduction codes must contain a contribution indicator of '0' (None).</i></p> <p><i>State Health deduction codes may contain a contribution indicator of '0' (None) or '1' (fixed amount) if the school district or system pays a portion of the normal employee share. Using a contribution indicator of '2' (percentage of the employee's gross income) or of '3' (percentage of the employee-paid amount) is <u>not</u> appropriate for State Health deduction codes. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.</i></p> <p><i>State Health deduction codes must contain 'SHBP' (State Health Benefit Plan) in the <b>Benefit code associated with the deduction</b> field.</i></p>



Step	Action
14	<p>If the <b>Employer Contribution Indicator</b> is set to '2', the <b>Employer Indicator '2' Process Types</b> must be defined. The <b>Process Types</b> are used in conjunction with a contribution indicator of '2', and specify which gross data earnings will be subject to the employer contribution calculation. To include the <b>Process Type</b> earnings in the calculation, enter 'Y'. Otherwise, enter 'N'.</p> <p>The <b>Process Types</b> are defined as follows:</p> <ul style="list-style-type: none"> <li>S = Regular salary with pension and taxes</li> <li>D = Regular daily with pension and taxes</li> <li>H = Regular hourly with pension and taxes</li> <li>A = Daily/hourly adjustment no pension</li> <li>B = Salary adjustment no pension</li> <li>X = Daily/hourly no pension or taxes</li> <li>Y = Salary with no pension or taxes</li> <li>Q = Salary adjustment with taxes and pension</li> <li>P = Daily/hourly adjustment with taxes and pension</li> </ul> <p>The <b>Process Type</b> definitions are useful when certain earnings should be excluded from the employer contribution calculation. For example, earnings entered under a <b>Process Type</b> code of 'A' (Daily/hourly adjustment no pension) can be excluded from the gross wages used to calculate an employer disability contribution when the switch is set to 'N'.</p> <p><i>If the <b>Employer Contribution Indicator</b> is set to '2', at least one <b>Process Type</b> must be set to 'Y'.</i></p>
15	<p><b>If the employer contributes to the payment of the deduction:</b> For an <b>Employer Contribution Indicator</b> of '1', '2', or '3', enter the dollar amount or percentage, in the <b>Contribution Amount or %</b> field.</p> <p>The <b>Contribution Amount or %</b> field contains the amount of the employer's contribution. Enter a flat dollar amount if the contribution indicator is a '1' (fixed amount). Enter a decimal amount representing a percentage if the contribution indicator is a '2' (percentage of the employee's gross income) or '3' (percentage of the employee-paid amount).</p>
16	<p><b>If the employer contributes to the payment of the deduction:</b> For an <b>Employer Contribution Indicator</b> of '1', '2', or '3', enter the <b>Object</b> and <b>Balance</b> fields.</p> <p>Enter the appropriate employer's object code found on the <i>Account Master Description File</i>. Enter the corresponding employer's balance sheet number found on the General Ledger.</p>

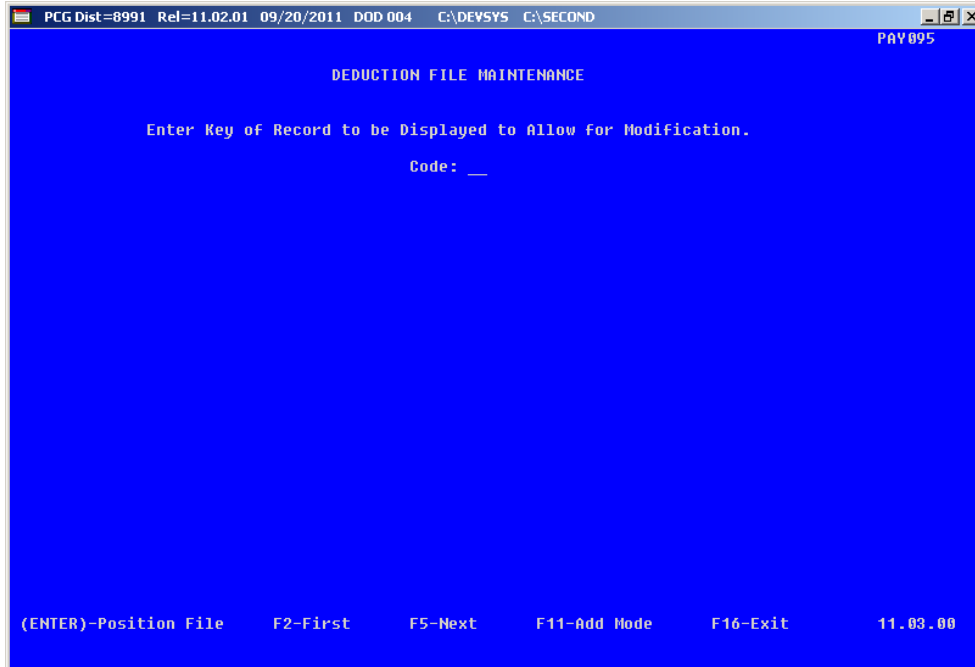
Step	Action
17	Select <b>Enter</b> (Add Record).

The following screen displays:



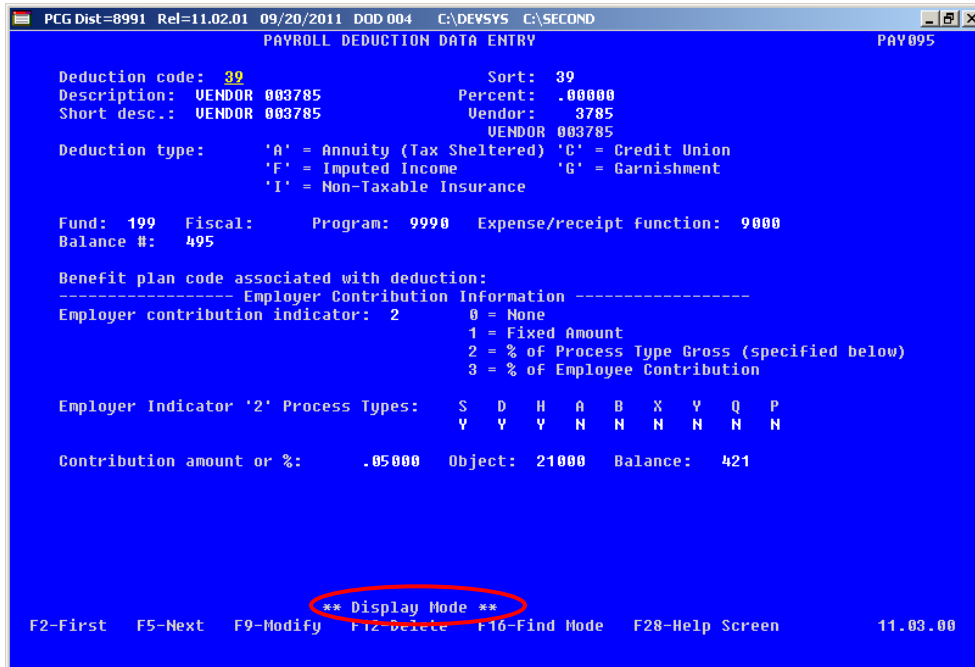
Step	Action
18	To verify the entry: Select <b>F16</b> (Find Mode).

The following screen displays:



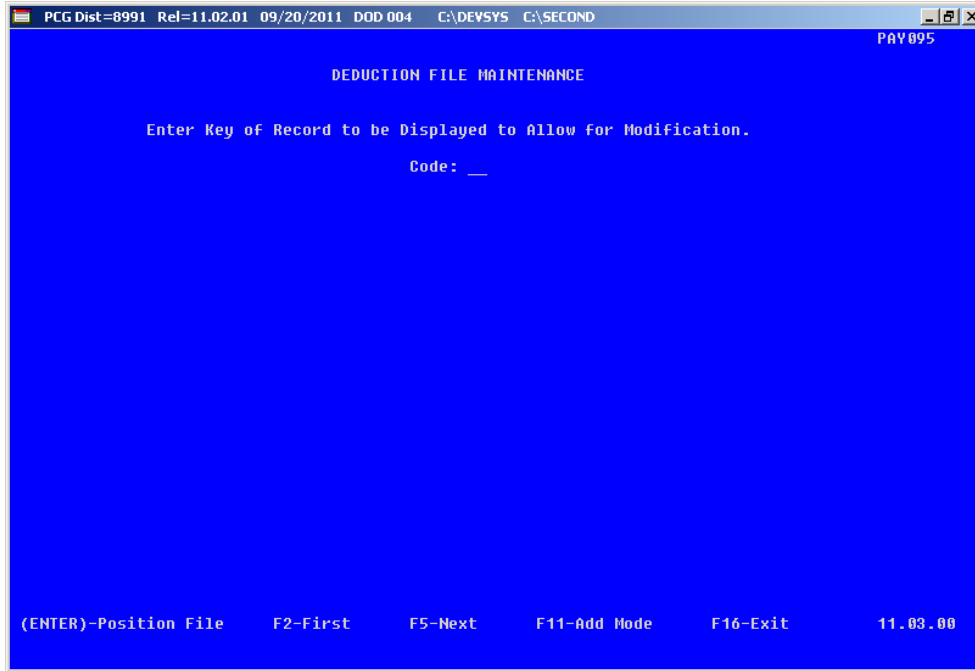
Step	Action
19	Enter the deduction code and select <b>Enter</b> (Position File).

The following screen displays:



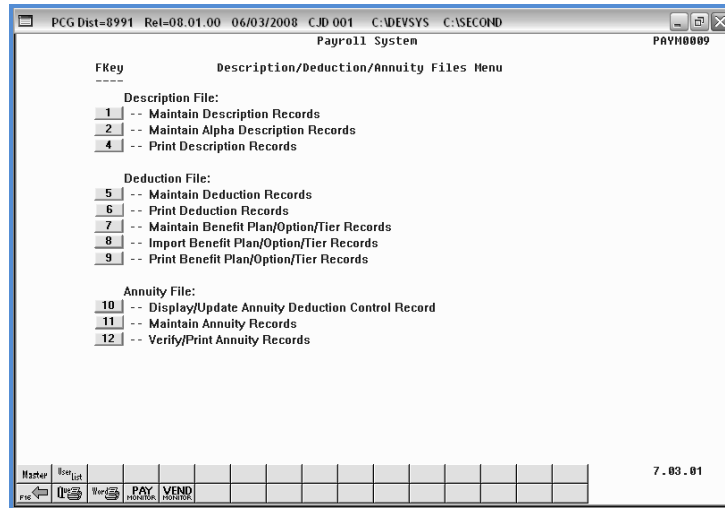
Step	Action
20	Select <b>F16</b> (Find Mode) to return to the <i>Deduction File Maintenance – Entry</i> screen.



The following screen displays:



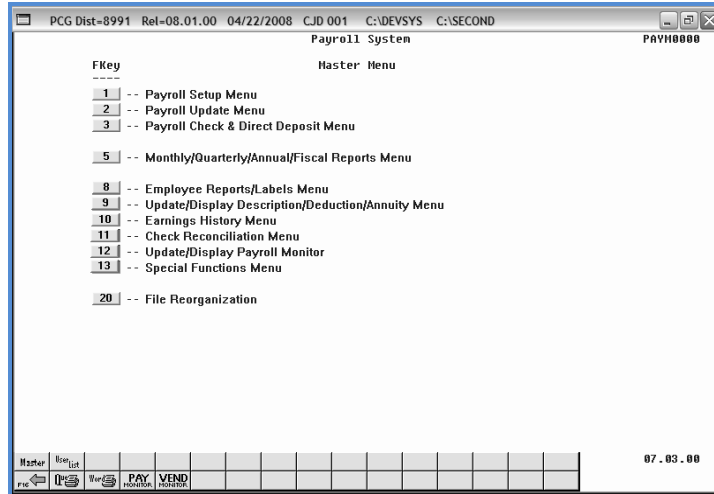
Step	Action
21	Select <b>F16</b> (Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



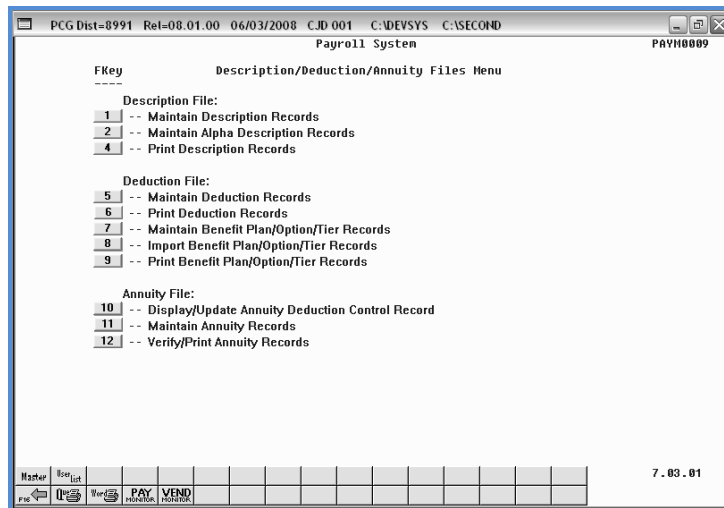
Step	Action
22	Select  ( <b>F16</b> - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## 3A.2. Modify a Deduction Record



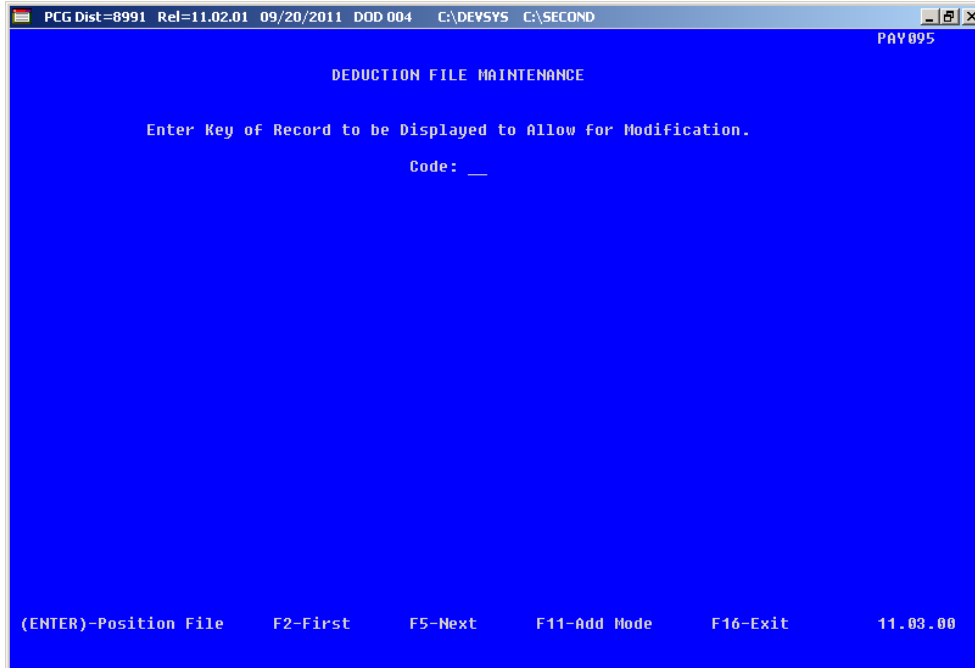
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



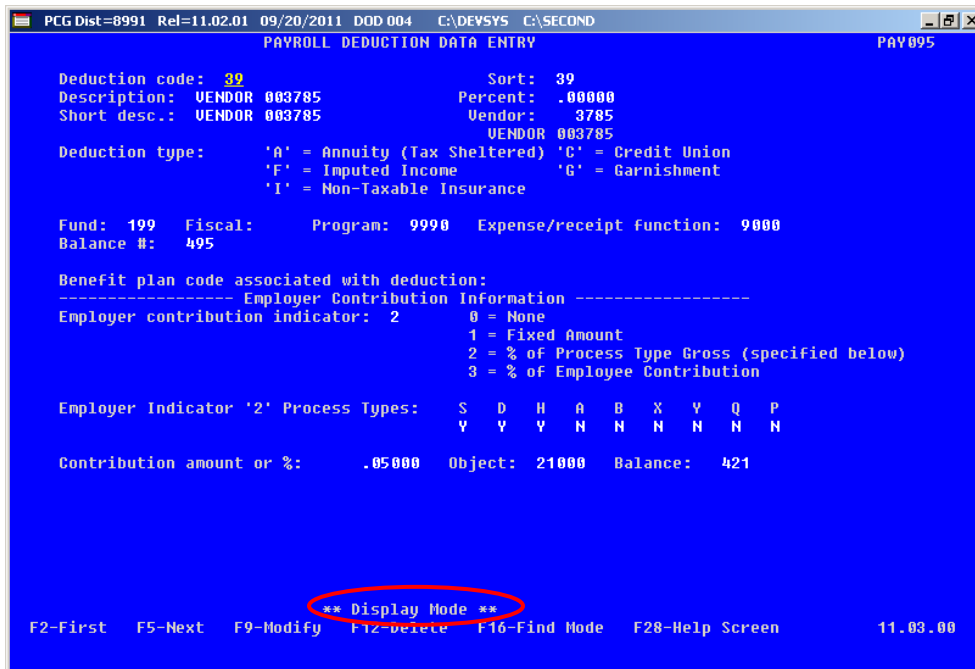
Step	Action
2	Select <b>5</b> (F5 - DEDUCTION FILE: Maintain Deduction Records).

The following screen displays:



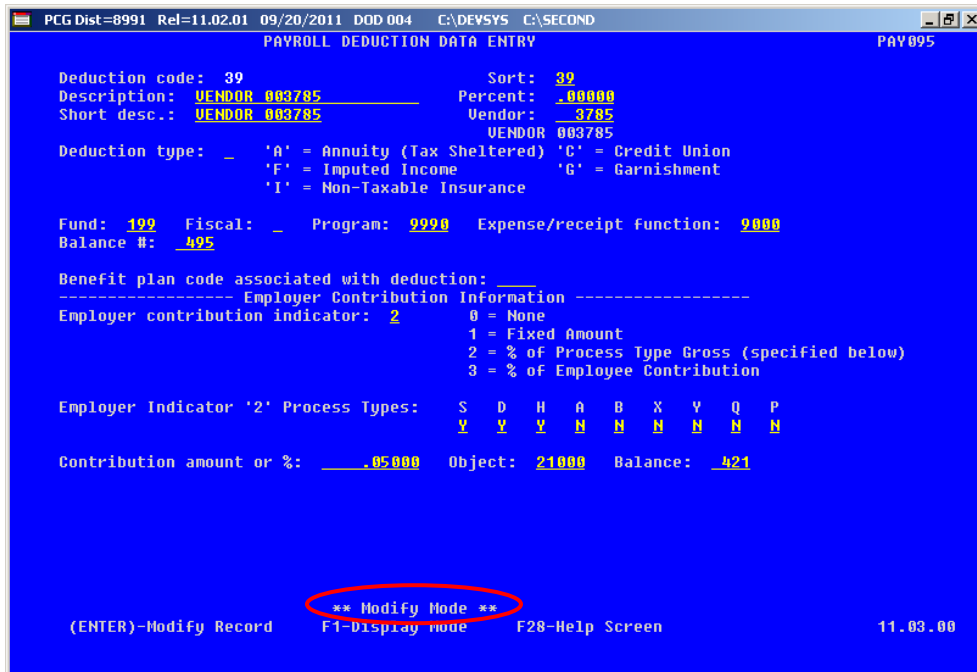
Step	Action
3	Enter the deduction code in the <b>Code</b> field, and select <b>Enter</b> (Position File). <i>If the deduction code is unknown, select F2 to display the first deduction record. Select F2 and F5 to scroll between records.</i>

The following screen displays:



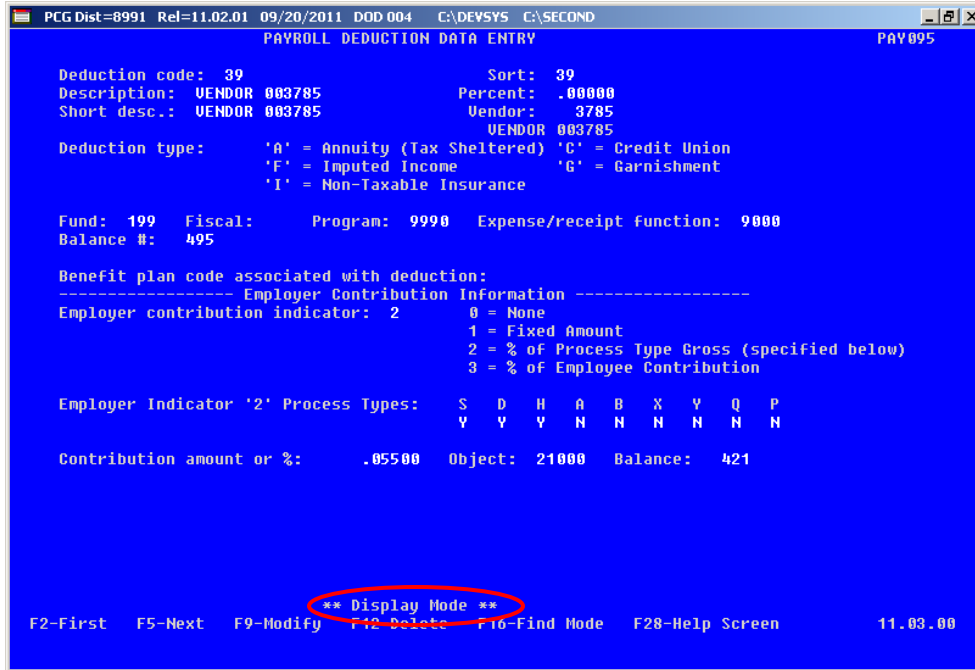
Step	Action
4	Select <b>F9</b> (Modify).

The following screen displays:



Step	Action
5	Verify “** Modify Mode **” displays, and make the appropriate field modifications to the fields.
6	Select <b>Enter</b> (Modify Record).

The following screen displays:



Step	Action
7	Verify the screen entries are correct, and select <b>F16</b> (Find Mode). <i>Since PCGenesis does not display a verification message for modified deduction records, review the entries displayed. If the information is incorrect, select F9 (Modify), make the appropriate corrections and select Enter.</i>

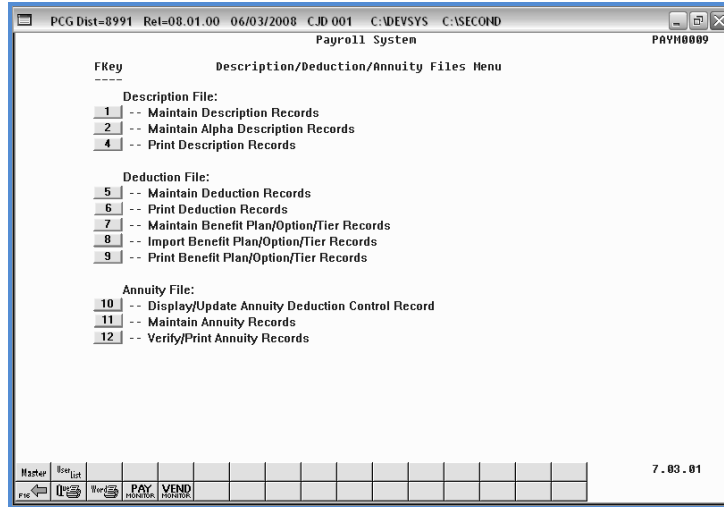
The following screen displays:







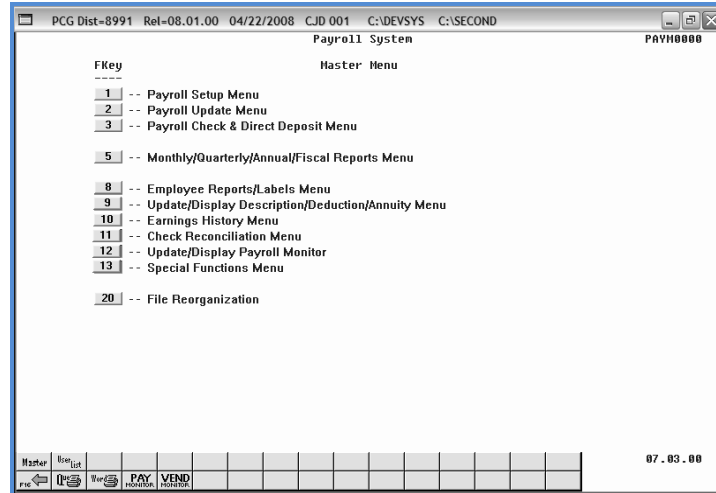
Step	Action
8	Select <b>F16</b> (Exit) to return to the <i>Payroll System - Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



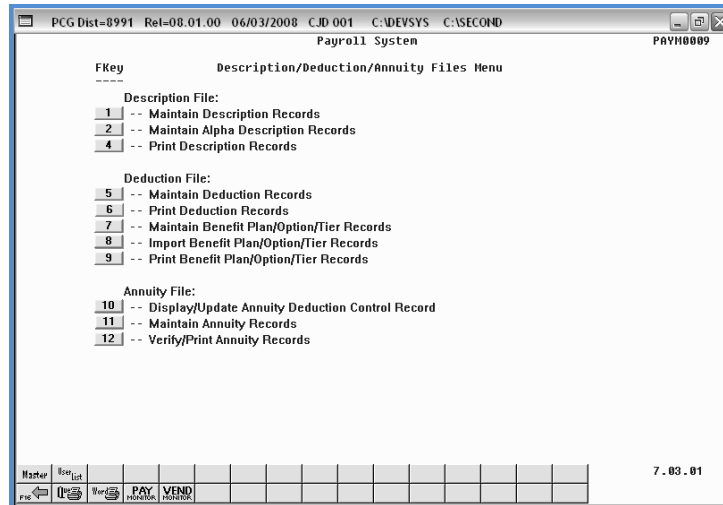
Step	Action
9	Select  ( <b>F16</b> - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 3A.3. Delete a Deduction Record



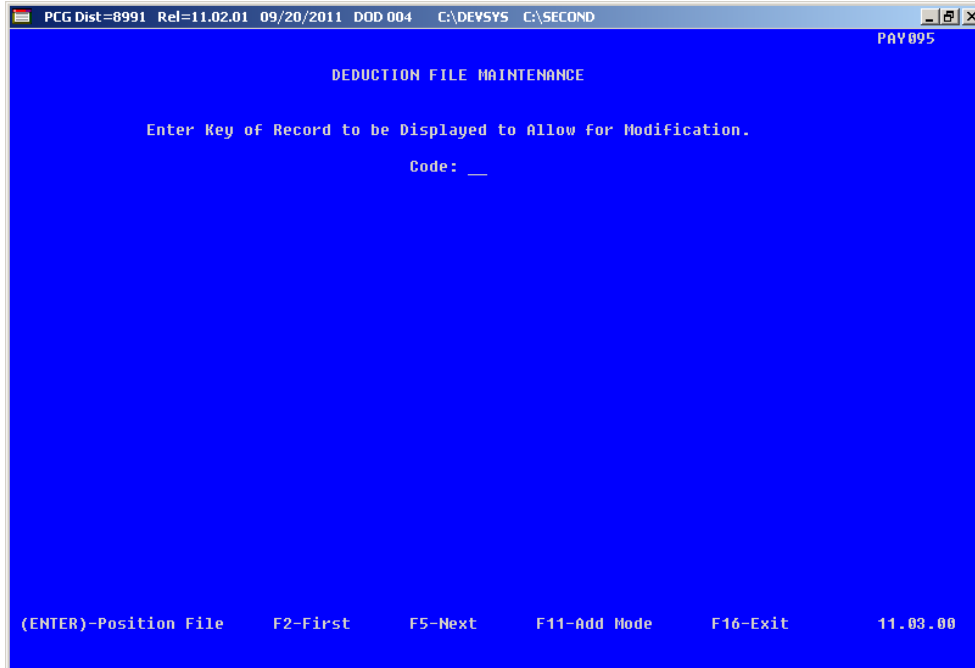
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



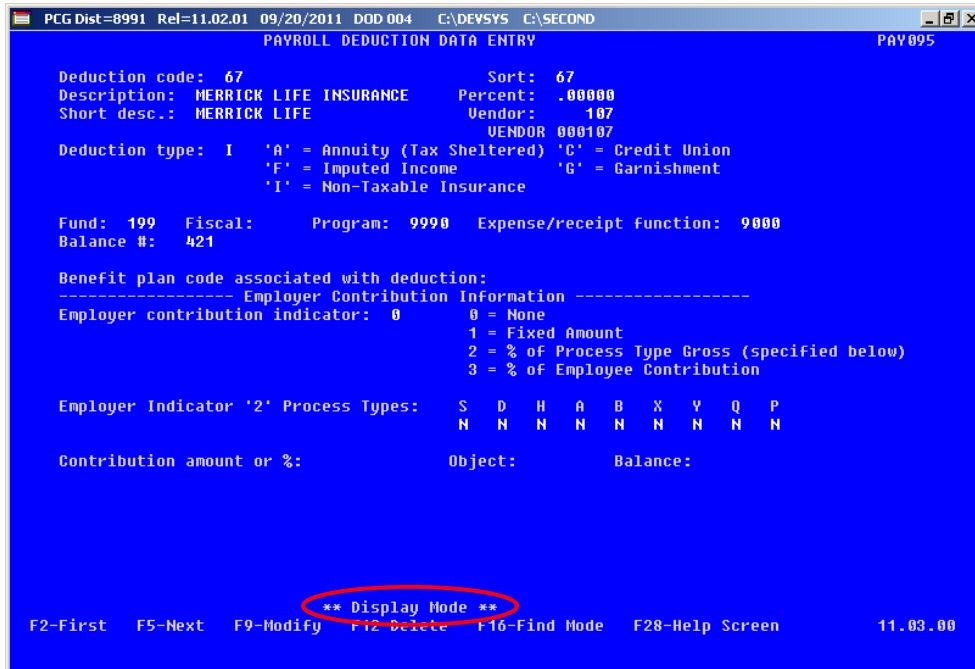
Step	Action
2	Select <b>5</b> (F5 - DEDUCTION FILE: Maintain Deduction Records).

The following screen displays:



Step	Action
3	Enter the appropriate code in the <b>Code</b> field, and select <b>Enter</b> (Position File). <i>If the deduction code is unknown, select F2 to display the first deduction record. Select F2 and F5 to scroll between records.</i>

The following screen displays:



Step	Action
4	Select <b>F12</b> (Delete).

The following screen displays:

```

PCG Dist=8991 Rel=11.02.01 09/20/2011 DOD 004 C:\DEVSY5 C:\SECOND
PAYROLL DEDUCTION DATA ENTRY PAY095
Deduction code: 67 Sort: 67
Description: MERRICK LIFE INSURANCE Percent: .00000
Short desc.: MERRICK LIFE Vendor: 107
VENDOR 000107
Deduction type: I 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
'I' = Non-Taxable Insurance
Fund: 199 Fiscal: Program: 9990 Expense/receipt function: 9000
Balance #: 421
Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 0 0 = None
1 = Fixed Amount
2 = % of Process Type Gross (specified below)
3 = % of Employee Contribution
Employer Indicator '2' Process Types: S D H A B X V Q P
N N N N N N N N N
Contribution amount or %: Object: Balance:
** Delete Mode **
(ENTER)-Delete Record F1-Display Mode F28-Help Screen 11.03.00
    
```

Step	Action
5	Verify “** Delete Mode **” displays, and select <b>Enter</b> (Delete Record).

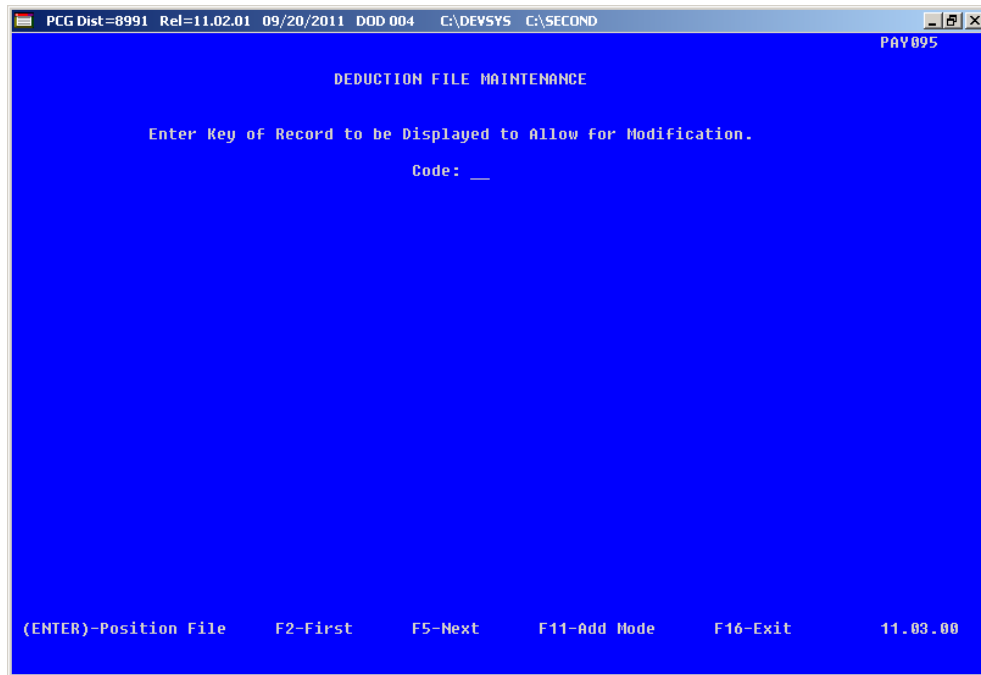
The following screen displays:

```

PCG Dist=8991 Rel=11.02.01 09/20/2011 DOD 004 C:\DEVSY5 C:\SECOND
PAYROLL DEDUCTION DATA ENTRY PAY095
Deduction code: 00 Sort: 1
Description: FRINGE Percent: .00000
Short desc.: FRINGE Vendor:
Deduction type: 'A' = Annuity (Tax Sheltered) 'C' = Credit Union
'F' = Imputed Income 'G' = Garnishment
'I' = Non-Taxable Insurance
Fund: Fiscal: Program: Expense/receipt function:
Balance #:
Benefit plan code associated with deduction:
----- Employer Contribution Information -----
Employer contribution indicator: 0 0 = None
1 = Fixed Amount
2 = % of Process Type Gross (specified below)
3 = % of Employee Contribution
Employer Indicator '2' Process Types: S D H A B X V Q P
N N N N N N N N N
Contribution amount or %: Object: Balance:
PREVIOUS RECORD DELETED
** Display Mode **
F2-First F5-Next F9-Modify F12-Delete F16-Find Mode F28-Help Screen 11.03.00
    
```

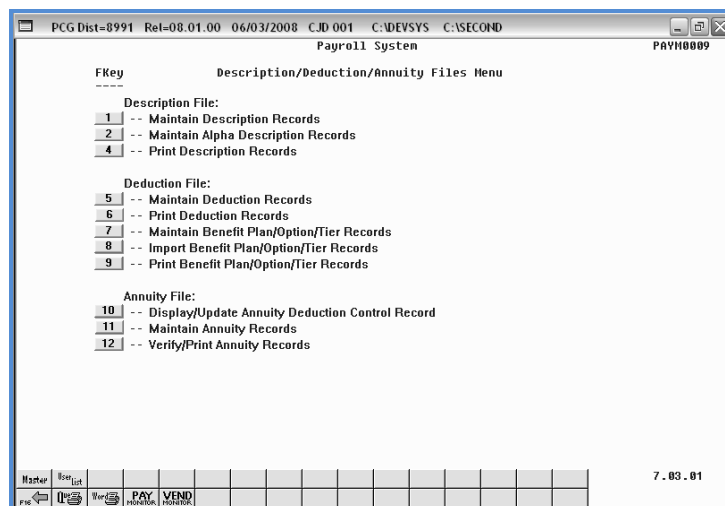
Step	Action
6	Verify “Previous Record Deleted” displays, and select <b>F16</b> (Find Mode).



The following screen displays:



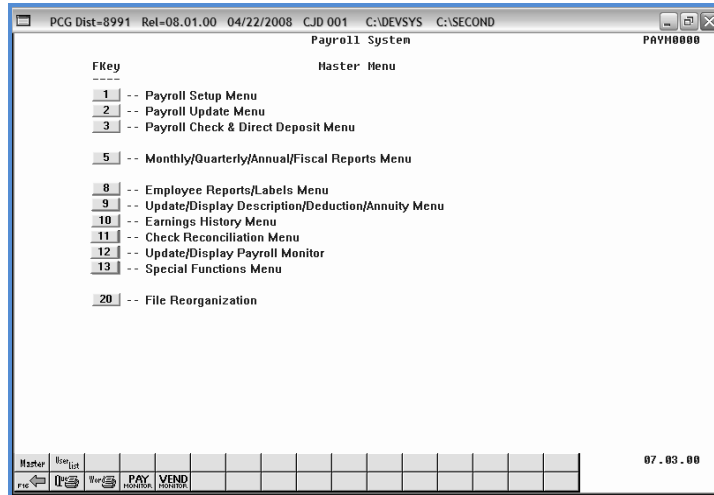
Step	Action
7	Select <b>F16</b> (Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



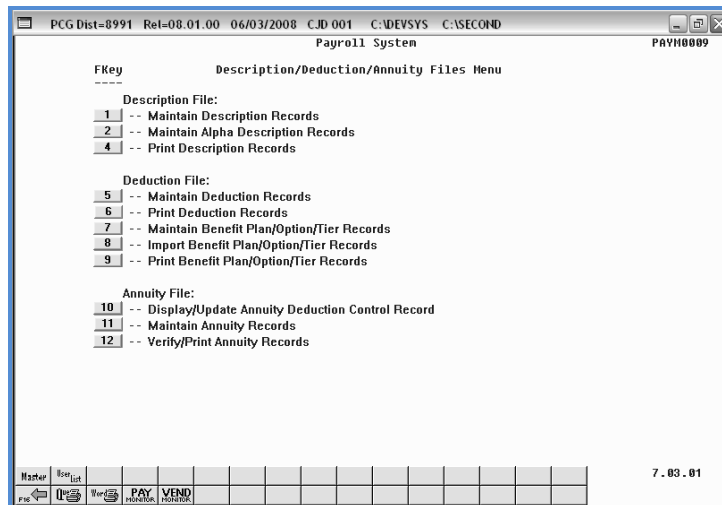
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure 3B. Printing the Deduction File







Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



Step	Action
2	Select <b>6</b> (F6 - DEDUCTION FILE: Print Deduction Records). <i>The Payroll System – Description/Deduction/Annuity Files Menu redisplay.</i>

Step	Action
3	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p><i>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.</i></p>
4	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

### 3B.1. Deduction Code Listing – Example

REPORT DATE 09/21/11		DEDUCTION CODE LISTING								PAGE 1					
CODE	DESCRIPTION	PERCENT	SORT	TYPE	VENDOR	FUND	PRGM	FUNC	BLNC	EMPLR IND	PROC SDHABXYQP	TYPES	EMPLR AMT/PCT	EMPLR OBJ	EMPLR BLNC
00	FRINGE	00.00000	01		000000	000	0000	0000	0000	0			0.00000	00000	0000
01	ANNUITY #1	00.00000	00	A	000000	199	9990	9000	0481	0			0.00000	00000	0000
02	ANNUITY #2	00.00000	00	A	000000	199	9990	9000	0481	0			0.00000	00000	0000
03	FED W/H TAX	00.00000	01		003793	199	9990	9000	0471	0			0.00000	00000	0000
04	GA INCOME TAX	00.00000	02		003796	199	9990	9000	0472	0			0.00000	00000	0000
08	STATE HEALTH NON CERT	00.00000	08	I	000014	199	9990	9000	0483	0			0.00000	00000	0000
09	STATE HEALTH CERT	00.00000	09	I	000013	199	9990	9000	0475	0			0.00000	00000	0000
10	VENDOR 002969	00.00000	10	I	002969	199	9990	9000	0489	1			10.50000	29000	0421
11	VENDOR 000017	00.00000	11		000017	199	9990	9000	0476	0			0.00000	00000	0000
12	VENDOR 000018	00.00000	12		000018	199	9990	9000	0488	0			0.00000	00000	0000
13	COURT W/H	00.00000	13	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
14	COURT W/H	00.00000	14	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
15	VENDOR 000021	00.00000	00	C	000021	199	9990	9000	0479	0			0.00000	00000	0000
16	VENDOR 000022	00.00000	16		000022	199	9990	9000	0485	0			0.00000	00000	0000
17	COURT W/H	00.00000	17	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
18	COURT W/H	00.00000	18	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
19	COURT W/H	00.00000	19	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
20	COURT W/H	00.00000	20	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
21	COURT W/H	00.00000	21	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
22	VENDOR 003785	00.00000	22		003785	199	9990	9000	0491	0			0.00000	00000	0000
23	VENDOR 000030	00.00000	23		000030	199	9990	9000	0485	0			0.00000	00000	0000
24	VENDOR 004218	00.00000	24		004218	199	9990	9000	0484	0			0.00000	00000	0000
25	VENDOR 003785	00.00000	25	I	003785	199	9990	9000	0492	0			0.00000	00000	0000
26	VENDOR 003785	00.00000	26		003785	199	9990	9000	0493	0			0.00000	00000	0000
27	VENDOR 000032	00.00000	27	I	000032	199	9990	9000	0484	0			0.00000	00000	0000
28	COURT W/H	00.00000	28	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
29	VENDOR 000033	00.00000	29		000033	199	9990	9000	0480	0			0.00000	00000	0000
30	VENDOR 000034	00.00000	30		000034	199	9990	9000	0490	0			0.00000	00000	0000
31	VENDOR 000035	00.00000	31		000035	199	9990	9000	0473	1			4.28000	28000	0421
32	COURT W/H	00.00000	32	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
33	VENDOR 000015	00.00000	33		000015	199	9990	9000	0481	0			0.00000	00000	0000
34	VENDOR 004700	00.00000	34		004700	199	9990	9000	0480	0			0.00000	00000	0000
35	COURT W/H	00.00000	35	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
36	COURT W/H	00.00000	36	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
37	COURT W/H	00.00000	37	G	000000	199	9990	9000	0482	0			0.00000	00000	0000
38	VENDOR 005102	00.00000	38	I	005102	199	9990	9000	0494	0			0.00000	00000	0000
39	VENDOR 003785	00.00000	39		003785	199	9990	9000	0495	2	YYY-----		0.05500	21000	0421
40	VENDOR 005159	00.00000	40	I	005159	199	9990	9000	0497	0			0.00000	00000	0000
41	VENDOR 003639	00.00000	41		003639	199	9990	9000	0496	0			0.00000	00000	0000



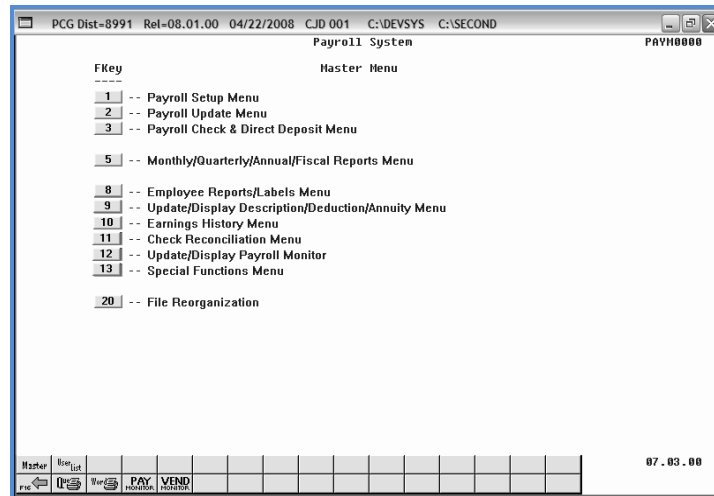
## Topic 4: Benefit Plan/Option/Tier Record Processing

### Procedure 4A. Maintaining Benefit Plan/Option/Tier Records

#### 4A.1. Adding a Benefit Plan Record

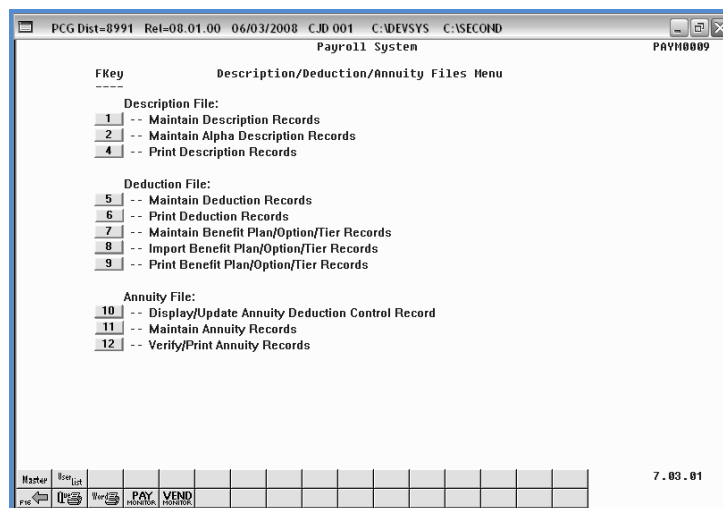
##### 4A.1.1. Add the Benefit Plan

SHBP/GHI is currently the only plan required for PCGenesis processing purposes. PCGenesis programming allows for future entries by making this field editable in PCGenesis.



Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:

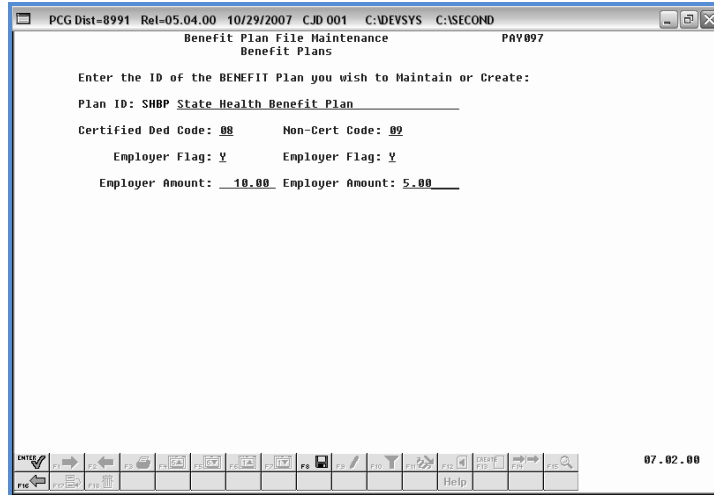


Step	Action
2	Select <b>7</b> (F7 - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

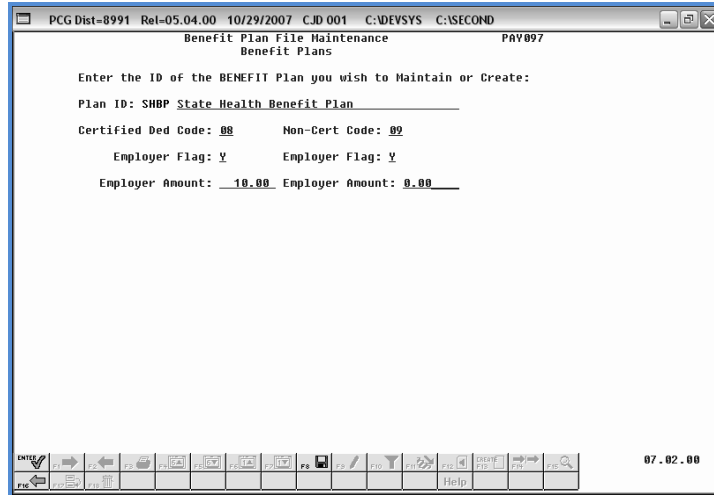
The following screen displays:

Step	Action
3	<p>Enter the corresponding codes in the <b>Certified Ded Code</b> (Certified Employee Deduction Code) and the <b>Non-Cert Code</b> (Non-Certified Employee Deduction Code) fields.</p> <p><i>These deduction codes must exist in the Description file.</i></p>
4	<p>Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>(Certified) Employer Flag</b> and the <b>(Non-Certified) Employer Flag</b> fields to define the employer's contribution to the deduction.</p> <p><i>State Health Benefit Plan information: If the employer-paid amount is the same for all employees and if the school district or system pays a portion of the employee's premium for selected employees such as the superintendent and senior officials, set the Employer Flags set to N (No). When selecting Enter, the employer flags and amounts will be set based on the current settings for the deduction records.</i></p> <p><i>Setting the employer flags to N (No) prevents mass updates to the deduction for employees when the import is completed. It also requires manual updates to employee information which the school district or system pays an additional portion for the SHBP deduction. Refer to the <u>Personnel System Operation Guide</u>, Section B: Special Functions, Topic 4: Importing the State Health Option and Tier from the DCH File for instructions.</i></p>
5	<p><b>For Step 4-Y (Yes) entries:</b> Enter the dollar amount (0.00) in the <b>(Certified) Employer Amount</b> and the <b>(Non-Certified) Employer Amount</b> fields.</p> <p><i>Refer to the screenshot examples on the following pages for examples of entries determined by the type of Benefit Plan deduction. After these examples have been reviewed, proceed to Step 6.</i></p> <p><i>State Health deduction codes may contain '1' (Fixed Amount), and the corresponding account information entered into the fields. Using a percentage (%) of the employee's gross income or of the employee-paid amount is not appropriate for State Health deduction codes. Repeat these steps at minimum annually, or when the employer-paid contribution amount changes.</i></p>

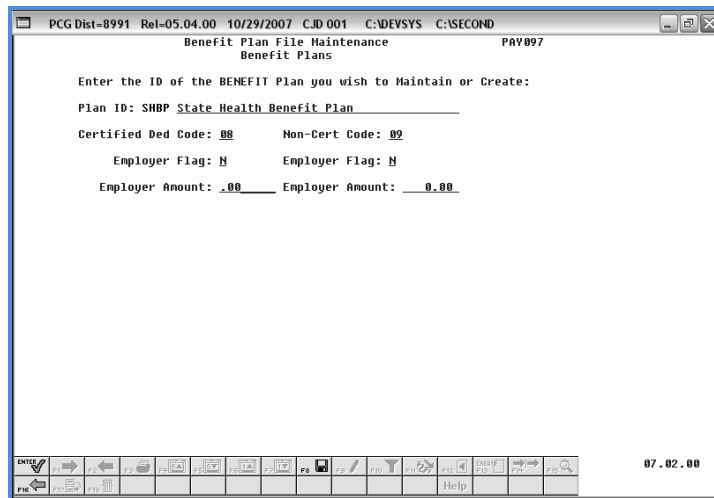
For employer-paid employee shares (all employees), the following screen displays:




For employer-paid Certified employee shares, the following screen displays:

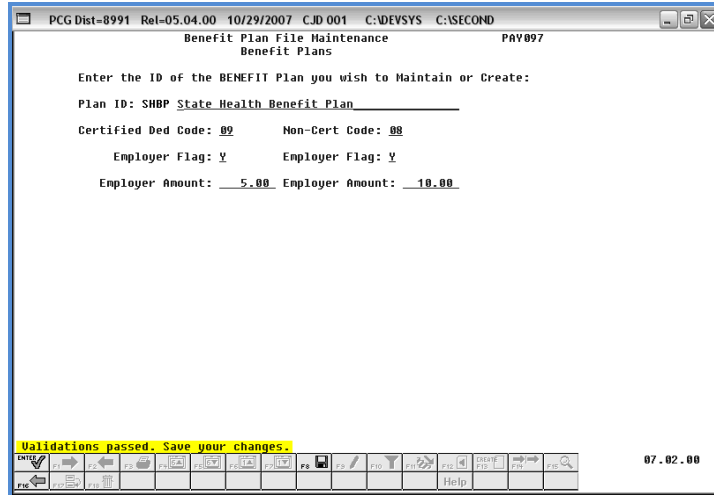



If there are no employer-paid employee shares, the following screen displays:



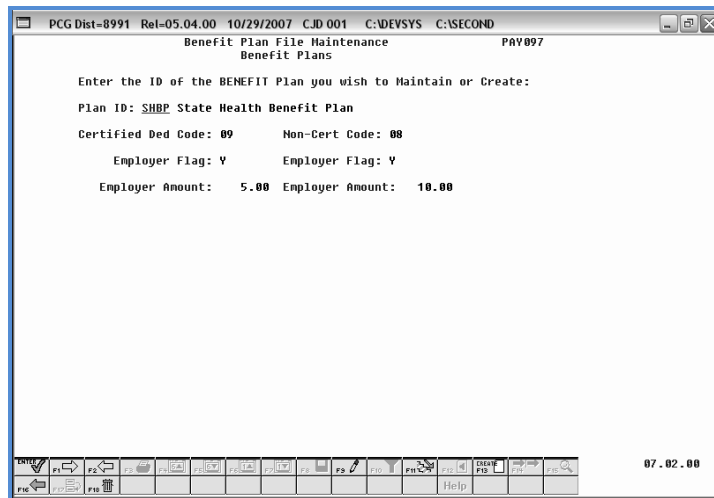
Step	Action
6	Select  (Enter).

The following screen displays:



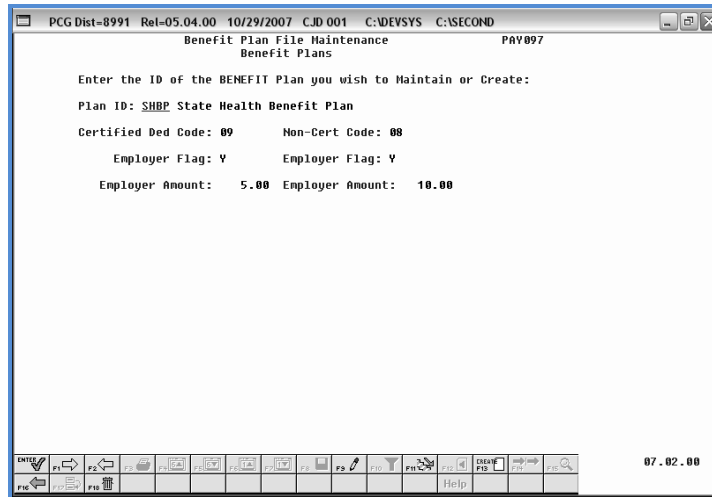
Step	Action
7	Verify “ <i>Validations passed. Save your changes.</i> ” displays, and select  (F8 – Save Changes).

The following screen displays:



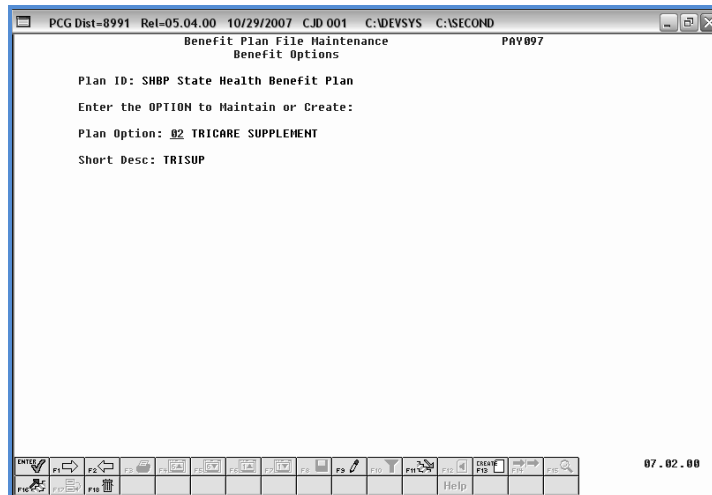
Step	Action
8	Proceed to 3A.1.2. Add the Benefit Plan’s Option.


### 4A.1.2. Add the Benefit Plan's Option



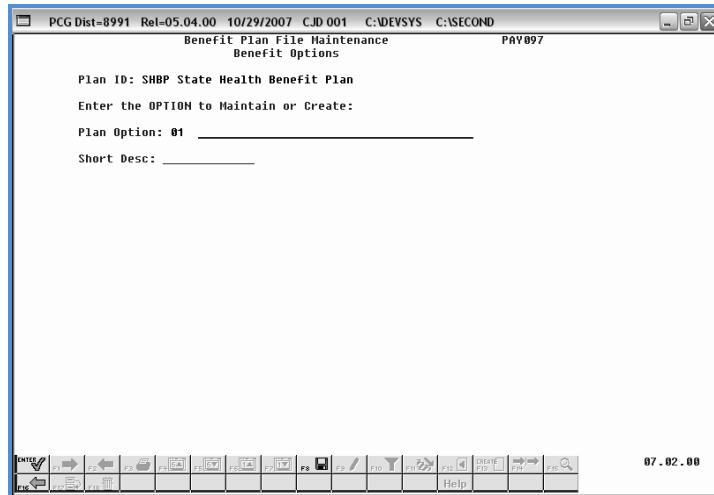
Step	Action
9	Select  (F11 – Drill Down to Next Level).


The following screen displays:



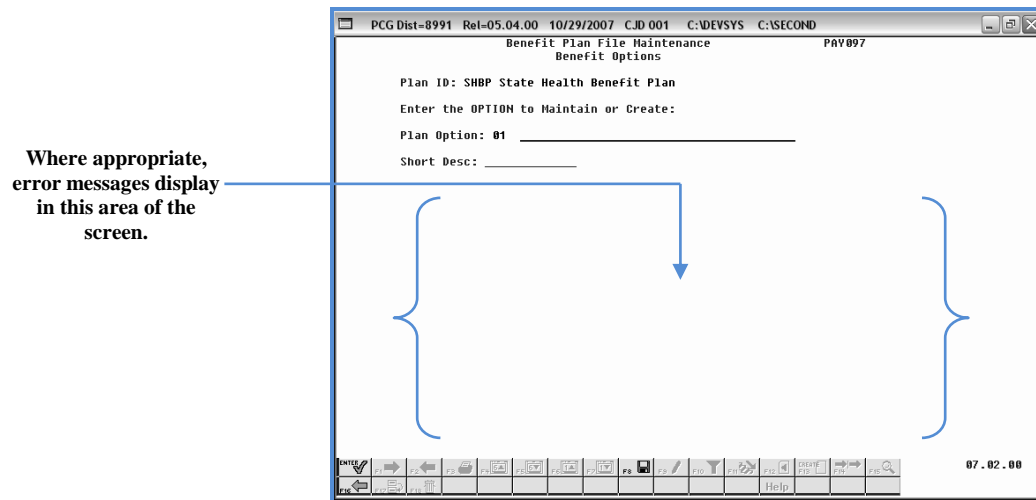
Step	Action
10	Enter the two-character Benefit Plan option code in the <b>Plan Option</b> field, and select  (F13 – Create New Plan/Option/Tier).


The following screen displays:



Step	Action
11	Enter a description up to forty (40) characters, and a short description up to thirteen (13) characters in the <b>(Plan Option) Description</b> and <b>Short Desc</b> (Short Description) fields.
12	Select  ( <b>Enter</b> ).

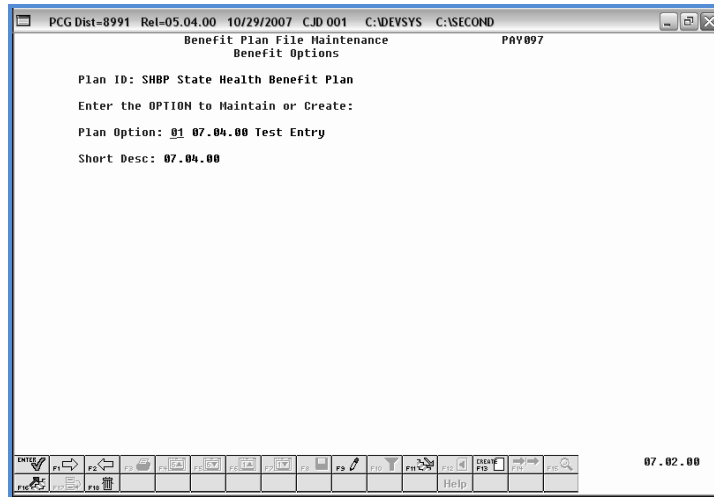
The following screen displays:



Step	Action
13	Verify there are no errors displayed in the lower portion of the screen, and select  ( <b>F8 – Save</b> ).
14	Proceed to 3A.1.3. <i>Add the Benefit Plan's Tier.</i>

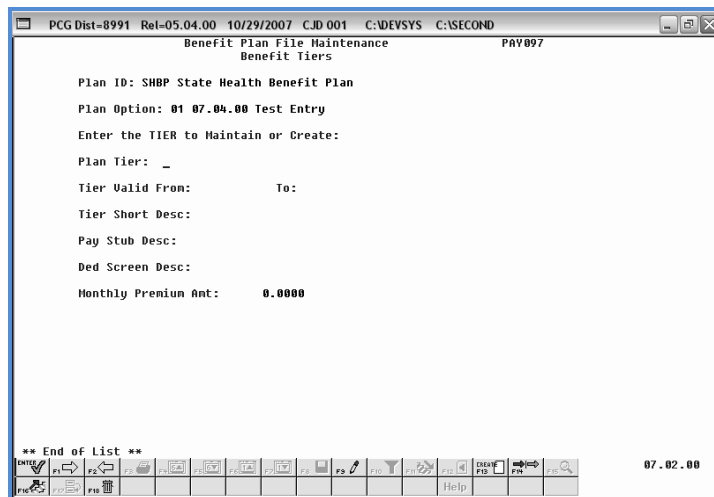
### 4A.1.3. Add the Benefit Plan's Tier


The following screen displays:




Step	Action
15	Select  (F11 – Drill Down to Next Level).

The following screen displays:



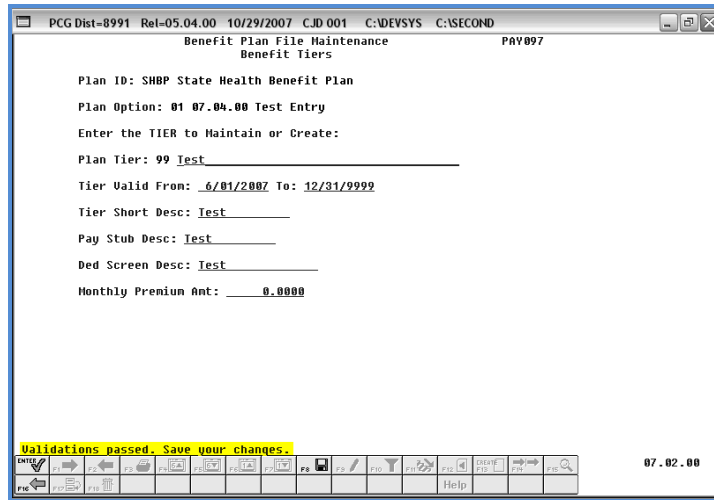
Step	Action
16	Enter the two-character Benefit Plan tier code in the <b>Plan Tier</b> field, and select  (F13 – Create New Plan/Option/Tier).


The following screen displays:

Step	Action
17	Enter the tier's description up to forty (40) characters in the <b>(Plan Tier) Description</b> field.
18	Enter the date range (MM/DD/CCYY) the tier will remain valid in the <b>Tier Valid From/To</b> fields.
19	Enter a short description up to thirteen (13) characters, in the <b>Tier Short Desc</b> (Tier Short Description) and the <b>Pay Stub Desc</b> (Pay Stub Description) fields. <i>The short description displays on employee payroll checks.</i>
20	Enter a description up to seventeen (17) characters in the <b>Ded Screen Desc</b> (Deduction Screen Description) field.
21	Enter the monthly premium's dollar amount (0.00) in the <b>Monthly Premium Amt</b> (Monthly Premium Amount) field.
22	Select  ( <b>Enter</b> ).

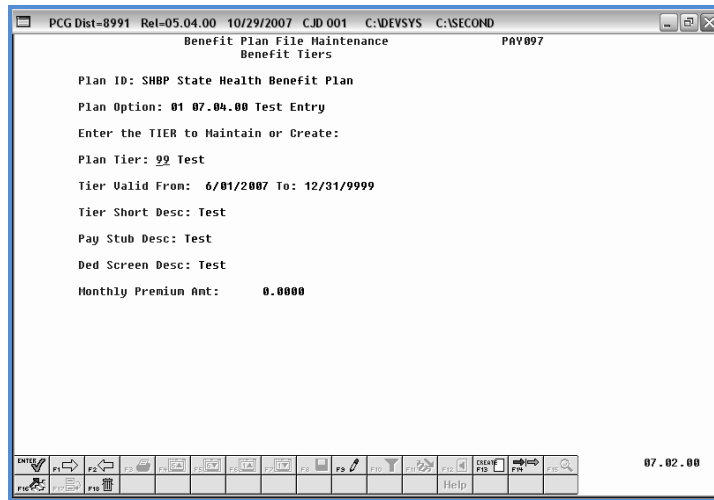



The following screen displays:



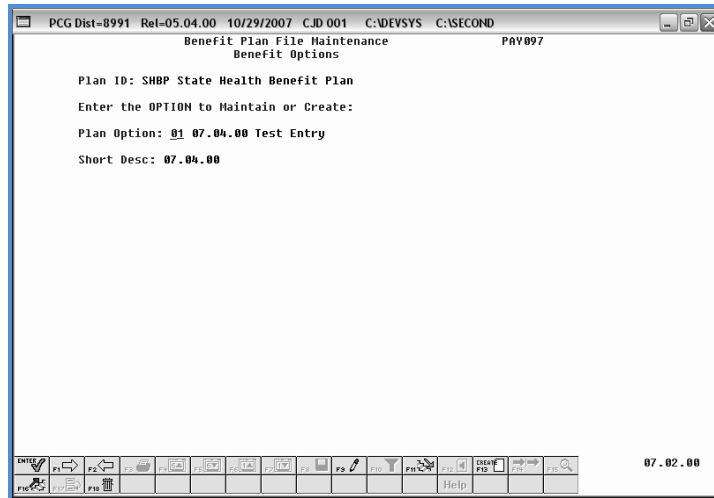
Step	Action
23	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save).


The following screen displays:



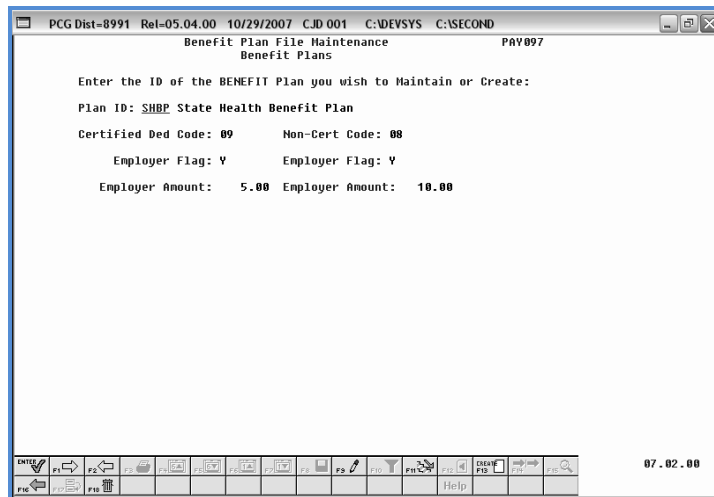
Step	Action
24	Select  (F16 – Step Back up to Prior Level) to return to the <i>Benefit Plan Maintenance – Benefit Options</i> screen.


The following screen displays:



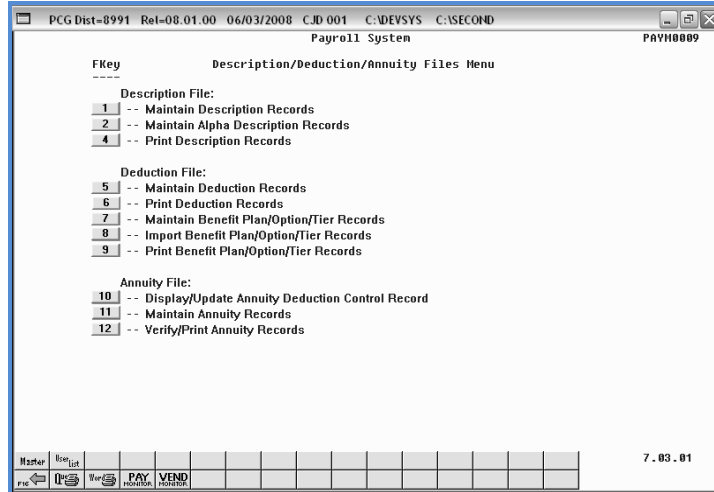
Step	Action
25	Select  (F16 – Step Back up to Prior Level) to return to the <i>Benefit Plan File Maintenance – Benefit Plans</i> screen.



The following screen displays:



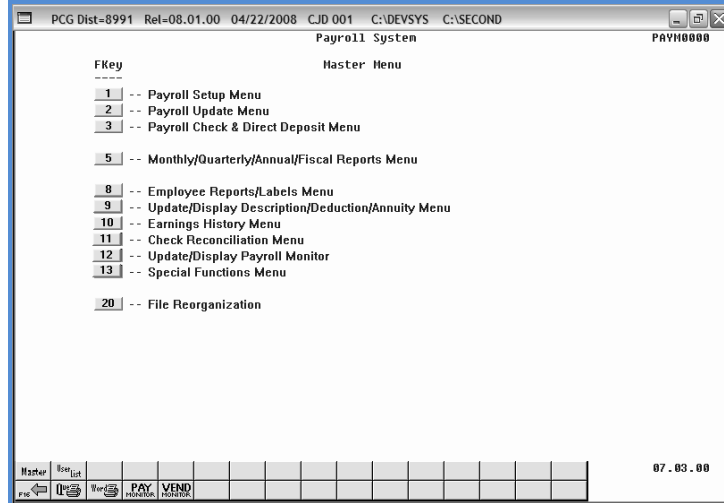
Step	Action
26	Select  (F16 – Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



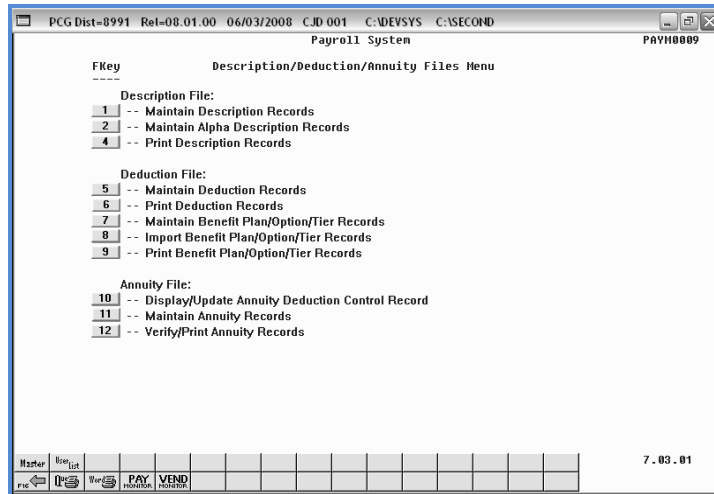
Step	Action
27	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

## 4A.2. Importing Benefit Plan/Option/Tier Records



Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



Step	Action
2	Select <b>8</b> (F8 - DEDUCTION FILE: Import Benefit Plan/Option/Tier Records).

The following screen displays:

PCG Dist-8991 Rel-05.04.00 10/30/2007 CJD 001 C:\DEVSYS C:\SECOND PAVP1280

Identify Benefit Plan/Option/Tier Premium Data Import File From Excel

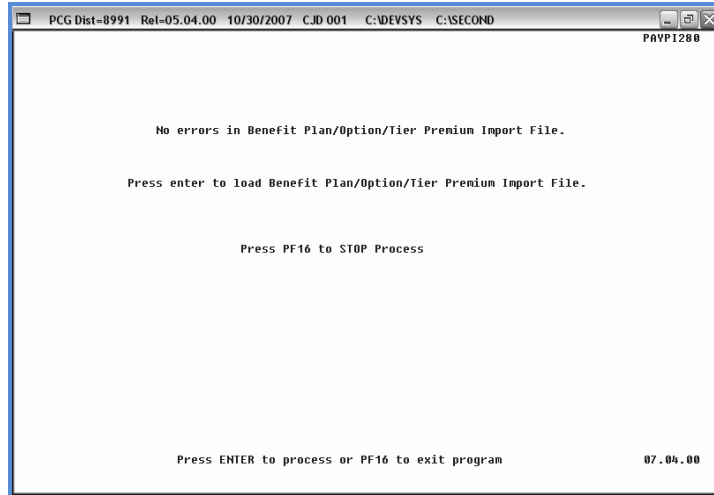
Enter the import file path and name (e.g. C:\BENEDAT\SHBPCCYVRATES.CSU)  
or PF10 to Browse for file

C:\BENEDAT\SHBPCCYVRATES.CSU

Enter = continue or PF16 = Exit 07.04.00

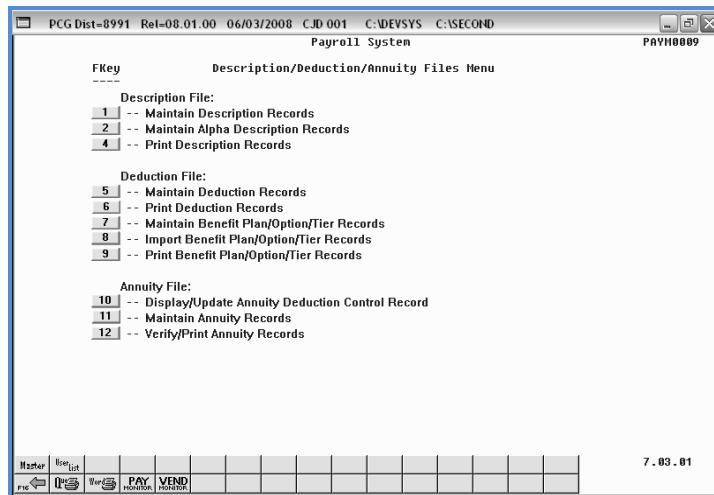
Step	Action
3	<p>Enter the file and pathname in the <b>Enter the upload file Path and Name</b> field, and select <b>Enter</b> (Continue).</p> <p><i>If the file and pathname are unknown, select F10 (Browse for file) to locate the file and pathname.</i></p> <p><i>“*** Processing Request ***” briefly displays.</i></p>



The following screen displays:



Step	Action
4	<p>Review the screen’s information, and select <b>Enter</b> (To Process).</p> <p><i>If errors exist, select F16 (to STOP Process), and access the Uqueue Print Manager to print the Error Report. After correcting the errors identified, repeat this procedure at Step 1.</i></p> <p><i>“*** Processing Request ***” briefly displays.</i></p>

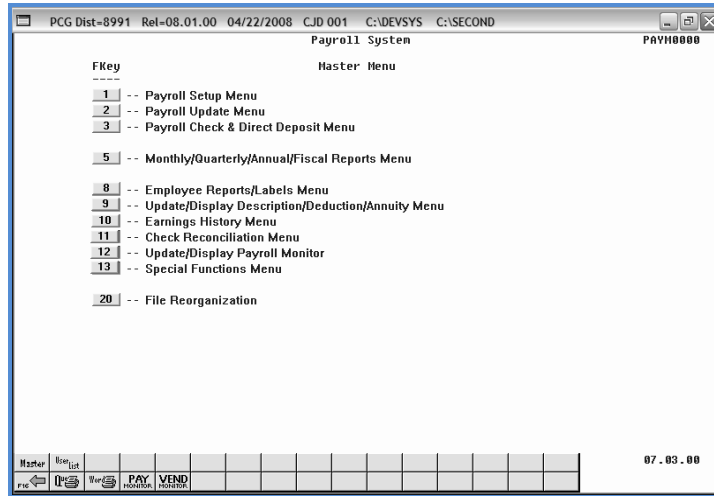
The following screen displays:



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

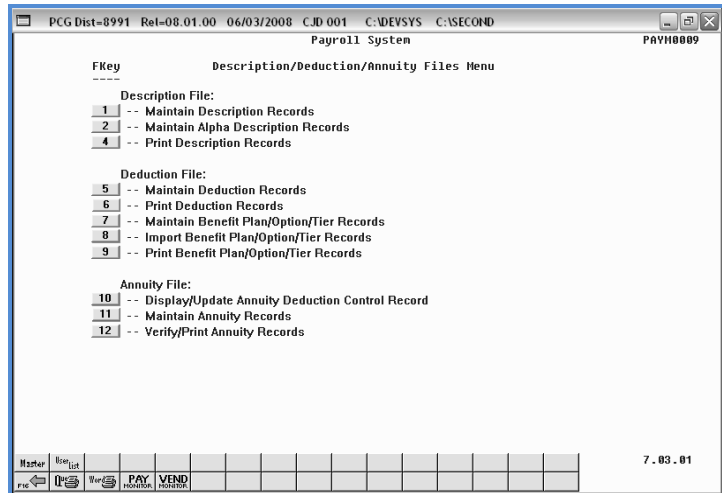
## 4A.3. Modifying a Benefit Plan Record

### 4A.3.1. Modify Benefit Plan Records



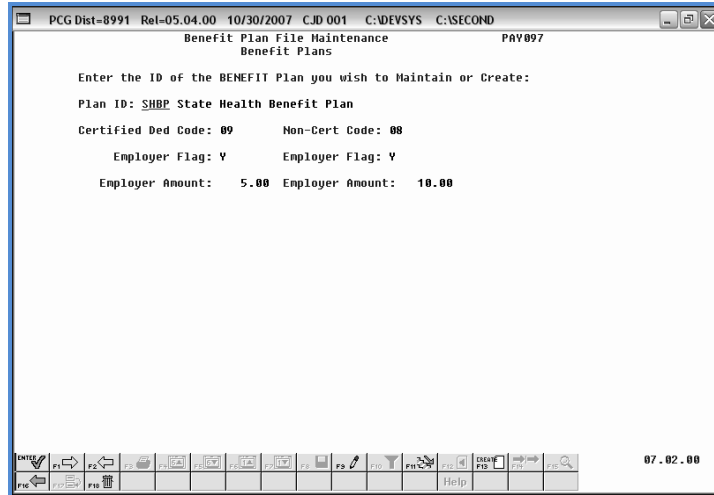
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:





Step	Action
2	Select <b>7</b> (F7 - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

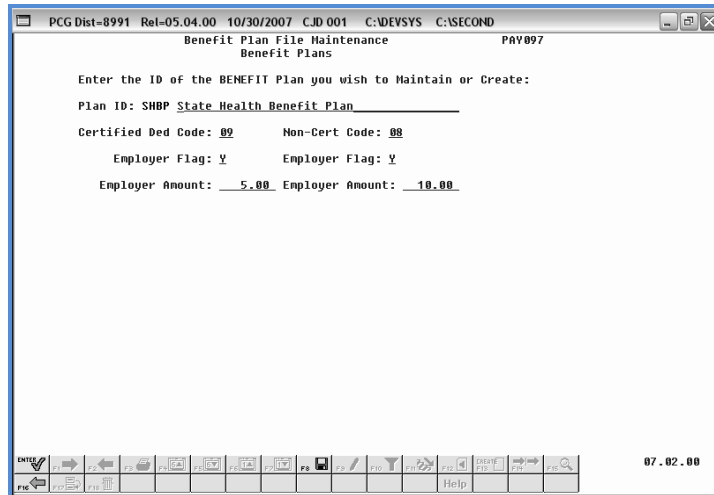
The following screen displays:




SHBP/GHI is currently the only plan required for PCGenesis processing purposes. Programming has been developed however to allow for future entries by making this field editable in PCGenesis.

Step	Action
3	<p>Enter or verify the four-character benefit plan code in the <b>Plan ID</b> field, and select  (F9 – Switch to Update Mode).</p> <p>To access the Benefit Plan’s tier, and/or option, select  (F11 - Drill Down to Next Level) until the desired screen displays. Although the screenshot examples refer to Benefit Plan modifications, these instructions apply to the Benefit Plan’s options and tiers.</p>

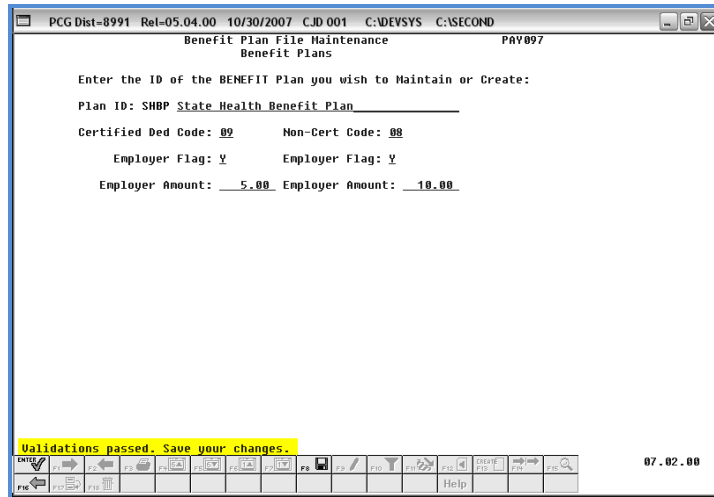
The following screen displays:




Step	Action
4	<p>Make the appropriate changes within the fields and select  (Enter).</p>

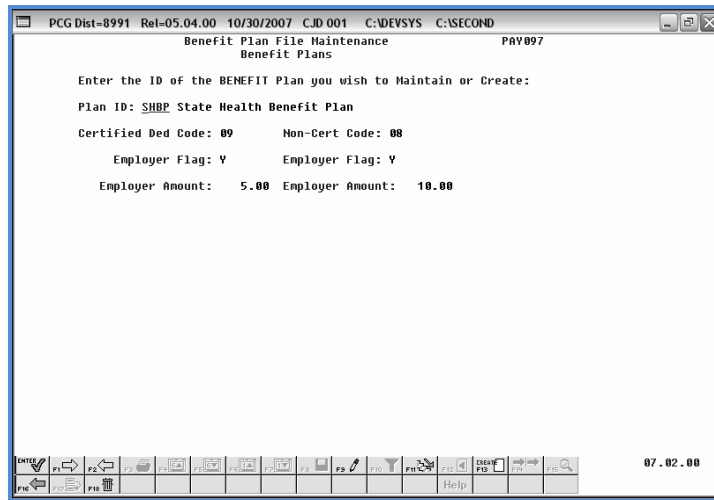



The following screen displays:



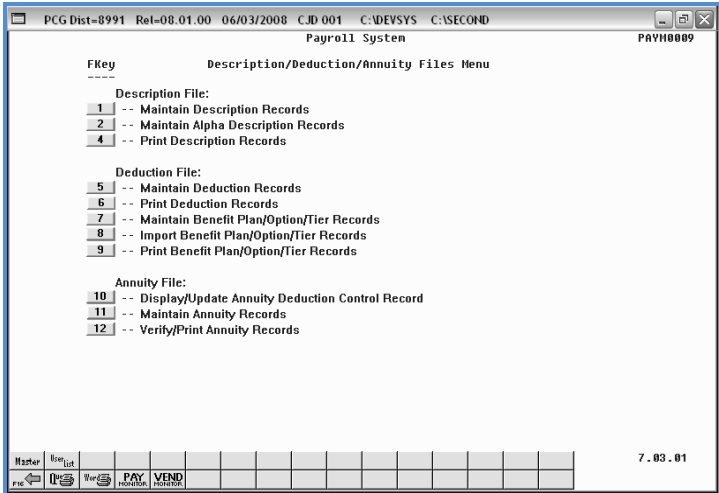
Step	Action
5	Verify “Validations passed. Save your changes.” displays, and select  (F8 – Save Changes).



The following screen displays:



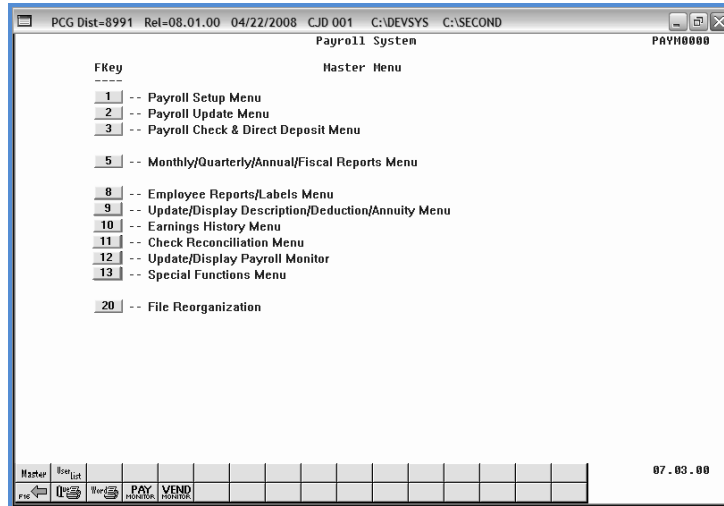
Step	Action
6	Select  (F16 – Exit) to return to the Payroll System – Description/Deduction/Annuity Files Menu.

The following screen displays:



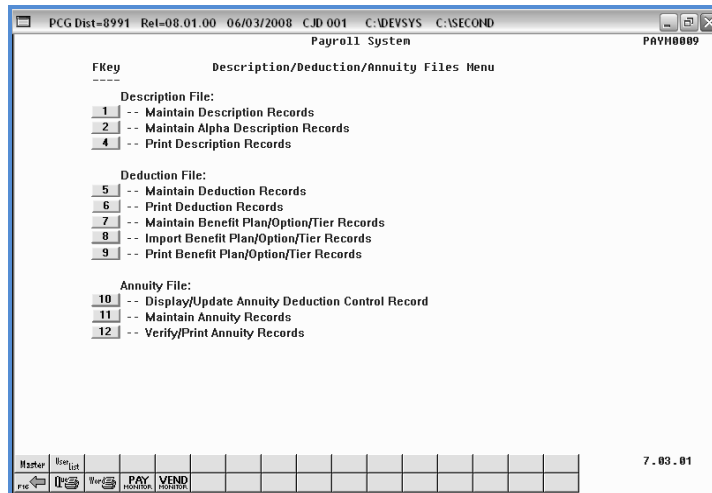
Step	Action
7	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .

### 4A.3.2. Create a New Rate for Benefit Plan/Option/Tier Records



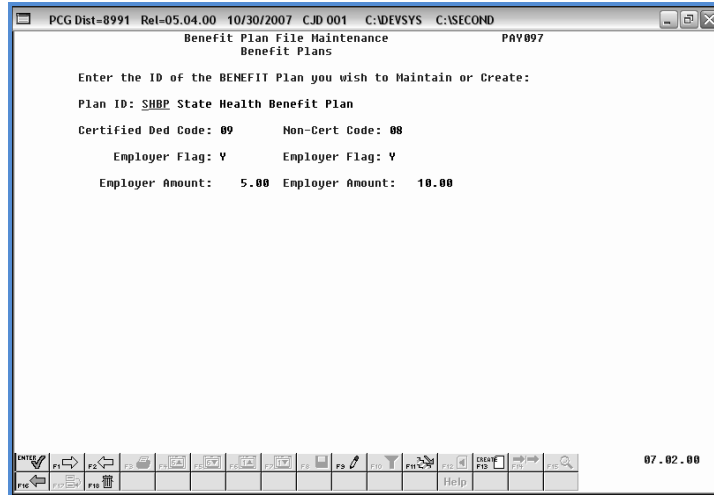
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:





Step	Action
2	Select <b>7</b> (F7 - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

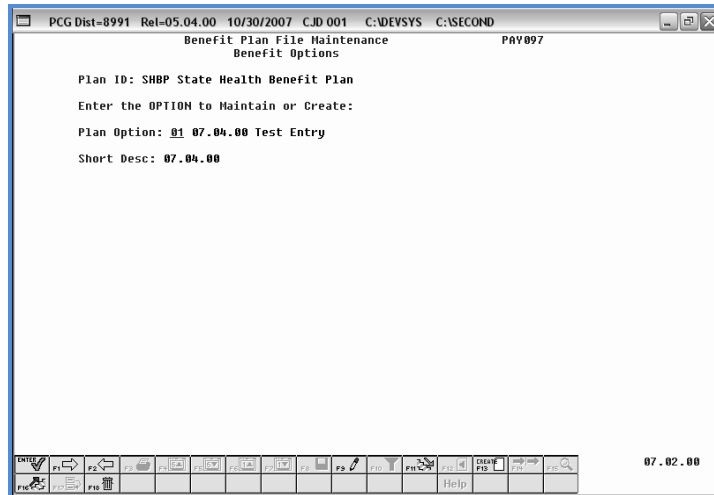
The following screen displays:




SHBP/GHI is currently the only plan required for PCGenesis processing purposes. Programming has been developed however to allow for future entries by making this field editable in PCGenesis.

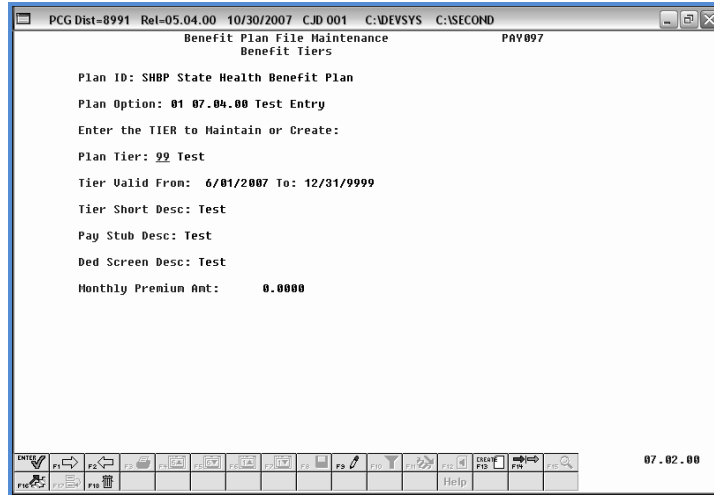
Step	Action
3	<p>Enter or verify the four-character benefit plan code in the <b>Plan ID</b> field, and select  (F11 - Drill Down to Next Level).</p> <p>To access the Benefit Plan's tier, and/or option, select  (Drill Down to Next Level) until the desired screen displays. Although the screenshot examples refer to Benefit Plan modifications, these instructions also apply to the Benefit Plan's options and tiers.</p>

The following screen displays:



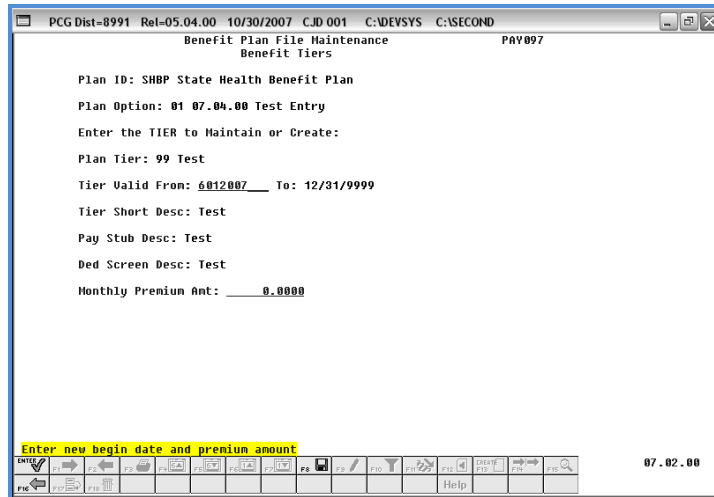
Step	Action
4	<p>Select  (F11 - Drill Down to Next Level) to the <i>Benefit Plan File Maintenance – Benefit Tiers</i> screen.</p>


The following screen displays:



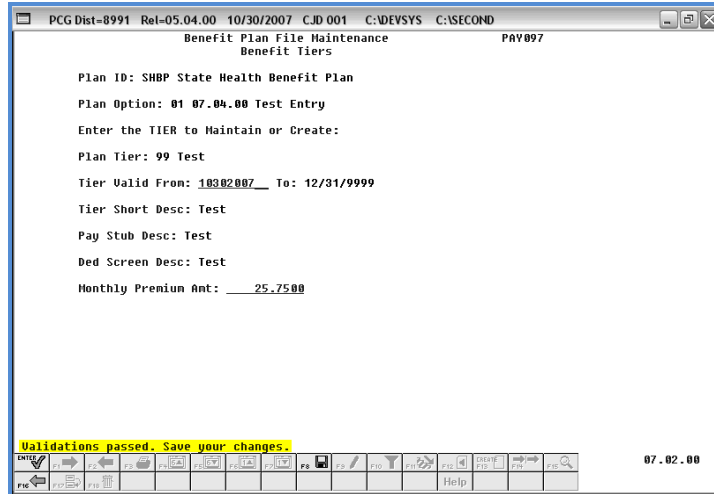
Step	Action
5	Select  (F14 – Create Rate for New Plan).


The following screen displays:



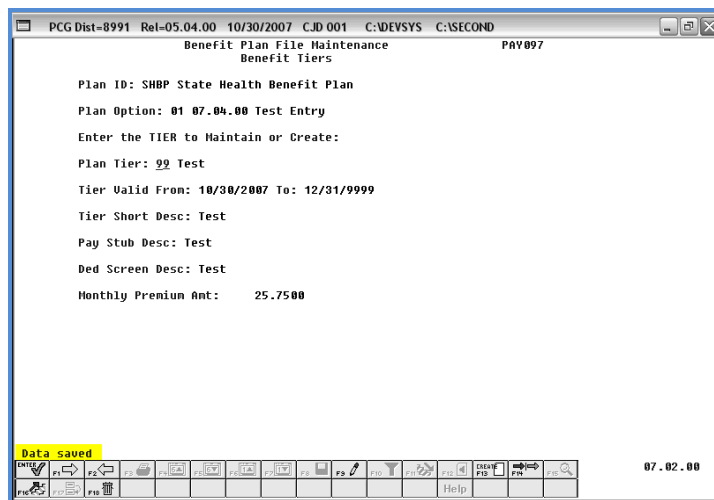
Step	Action
6	Verify “Enter new begin date and premium amount” displays, and enter the valid from date (MM/DD/CCYY) and the revised premium amount (0.00) in the <b>Tier Valid From</b> and the <b>Monthly Premium Amount</b> fields. <i>The “Tier Valid To” date defaults from the original entry.</i>
7	Select  (Enter).


The following screen displays:



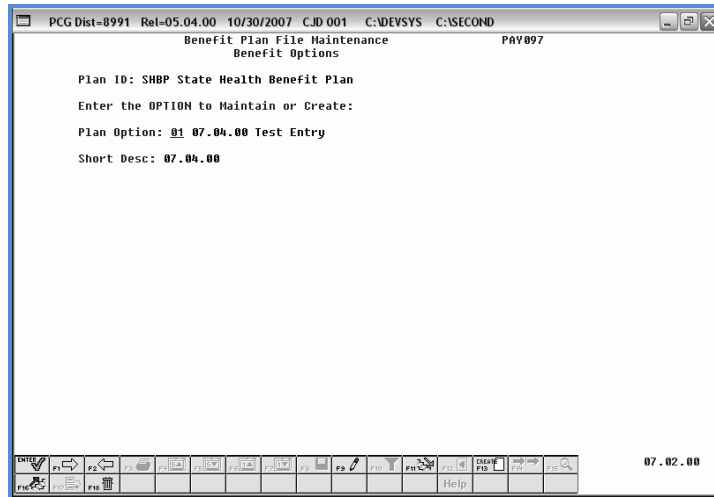
Step	Action
8	Verify “ <i>Validations passed. Save your changes.</i> ” displays, and select  (F8 – Save changes). <i>The previous rate’s ending date will be one day prior to the beginning date of the new effective rate. In the screenshot examples, the previous rate ended on 10/29/2007.</i>


The following screen displays:



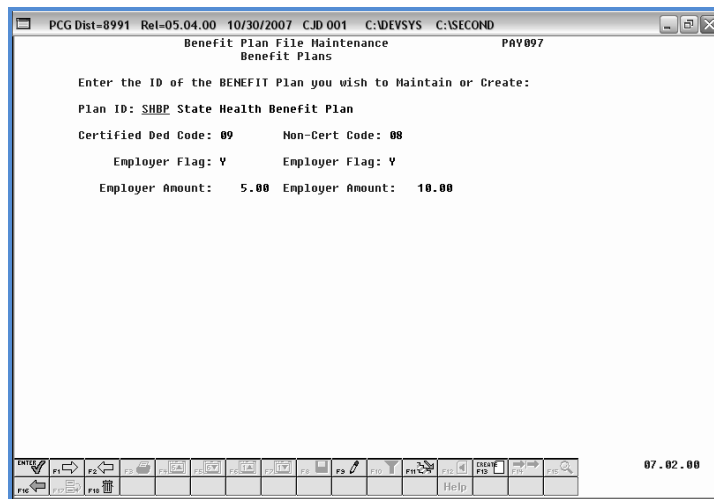
Step	Action
9	Verify “ <i>Record written</i> ” displays, and select  (F16 – Step Back up to Prior Level) to return to the <i>Benefit Plan Maintenance –Benefit Options</i> screen.


The following screen displays:



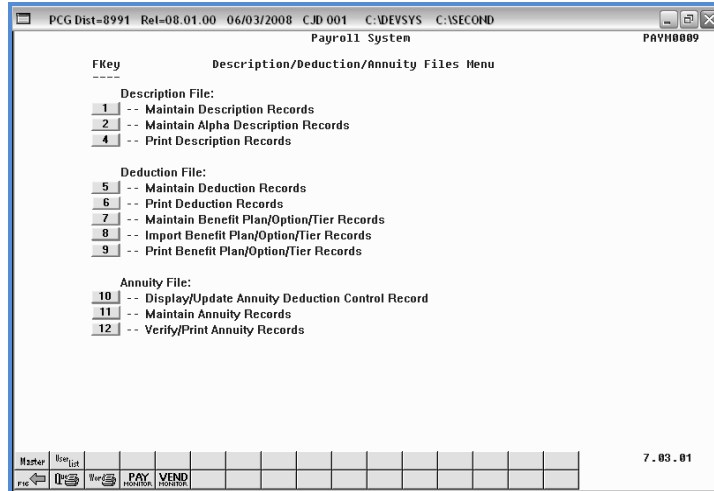
Step	Action
10	Select  (F16 – Step Back up to Prior Level) to return to the <i>Benefit Plan File Maintenance –Benefit Plans</i> screen.



The following screen displays:



Step	Action
11	Select  (F16 – Exit) to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i> .

The following screen displays:

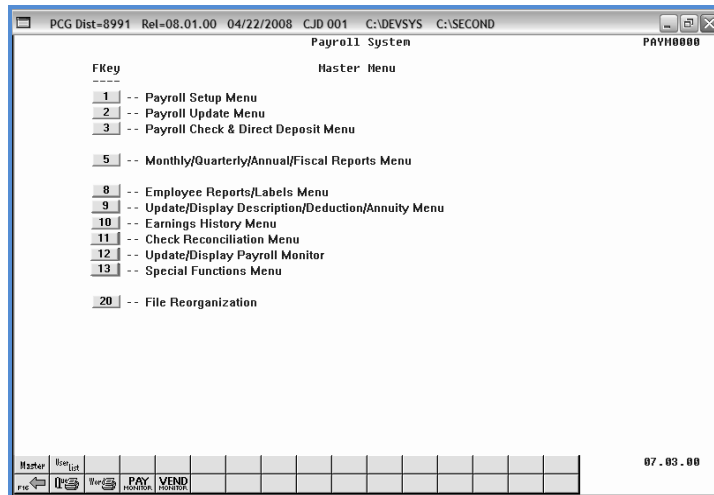


Step	Action
12	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .



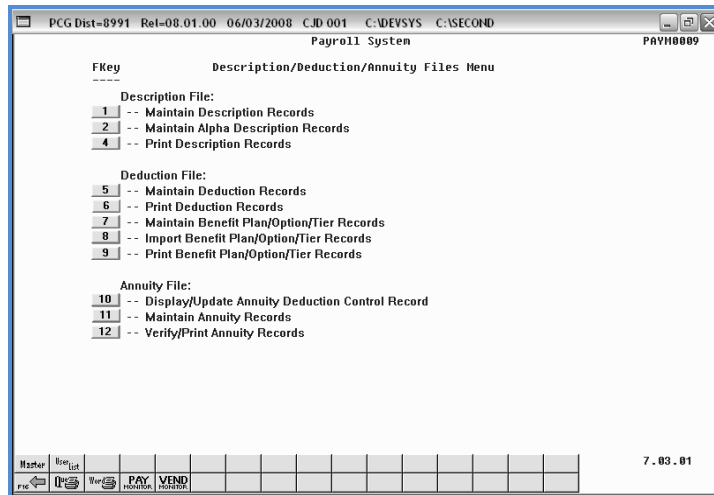
### 4A.3.3. Delete Benefit Plan/Option/Tier Records

This procedure deletes the option selected in Step 3 of this procedure. Subsequent Benefit Plan records such as the Option and Tier records in the screenshot examples remain and PCGenesis users must individually delete the entries. These instructions also apply to the Benefit Plan's options and tiers.



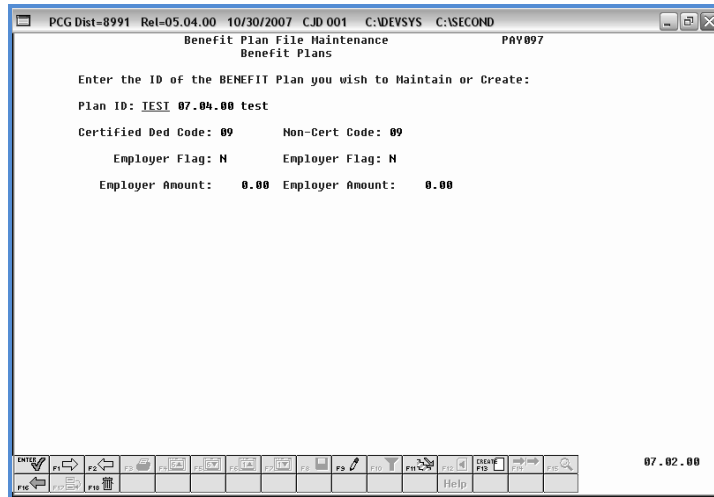
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:





Step	Action
2	Select <b>7</b> (F7 - DEDUCTION FILE: Maintain Benefit Plan/Option/Tier Records).

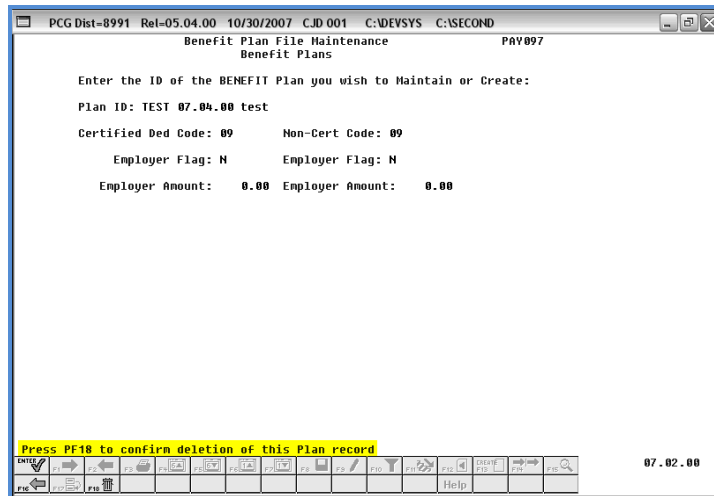
The following screen displays:




SHBP/GHI is currently the only plan required for PCGenesis processing purpose. Its development however allows for future entries.

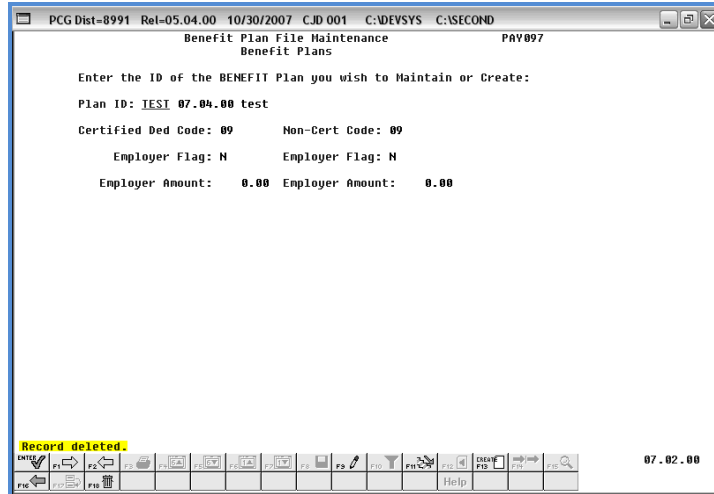
Step	Action
3	<p><b>To delete the Benefit Plan:</b> Enter the four-character benefit plan code in the <b>Plan ID</b> field, and select  (<b>F18</b> – Delete Plan/Option/Tier).</p> <p><b>To delete the Benefit Plan’s Tier and/or Option:</b> Select  (<b>F11</b> - Drill Down to Next Level) until the desired screen displays.</p>




The following screen displays:



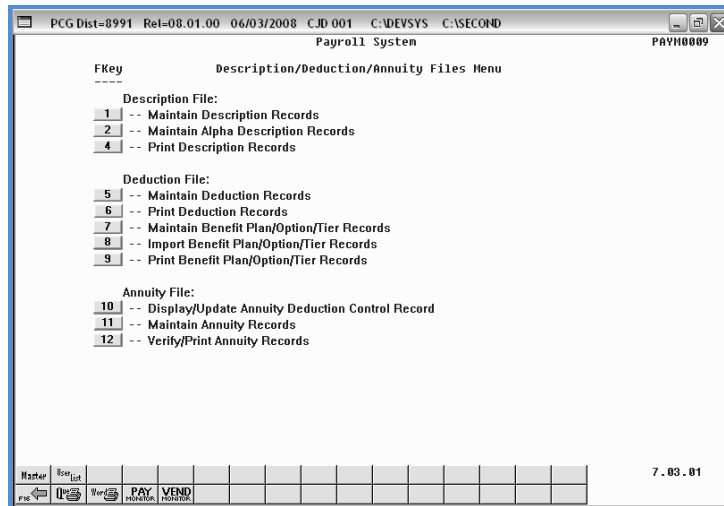
Step	Action
4	<p>Verify “Press F18 to confirm deletion of this Plan record” displays, and select  (<b>F18</b> – Confirm Delete).</p> <p><i>The message displayed will depend upon the Step 3 selection.</i></p>



The following screen displays:



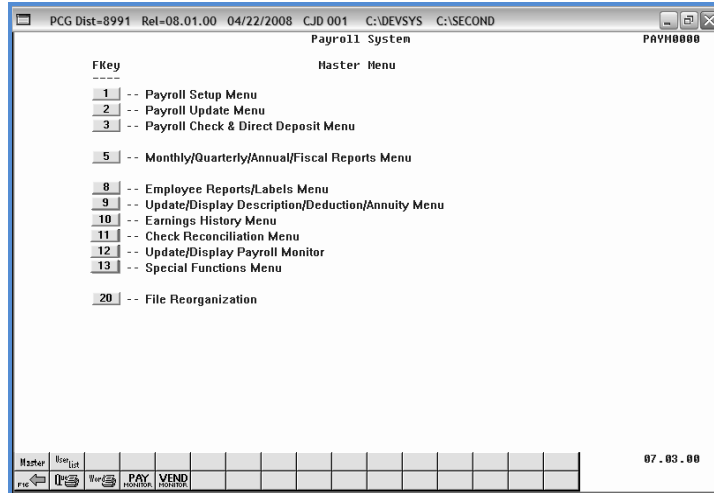
Step	Action
5	<p>Verify “Record deleted.” displays, and select  (F11 - Drill Down to Next Level), and return to Step 3 to repeat this procedure.</p> <p>To exit this procedure, select  (F16 – Exit) and  (F16 – Step Back Up to Prior Level) where applicable to return to the Payroll System – Description/Deduction/Annuity Files Menu.</p>

The following screen displays:



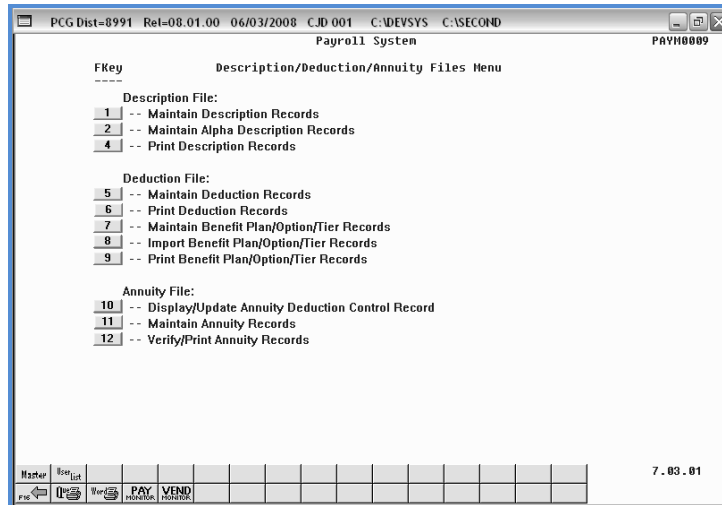
Step	Action
6	<p>Select  (F16 - Exit) to return to the Payroll System Master Menu, or select  (Master) to return to the Business Applications Master Menu.</p>

## 4A.4. Printing the Benefit Plan Record File Report



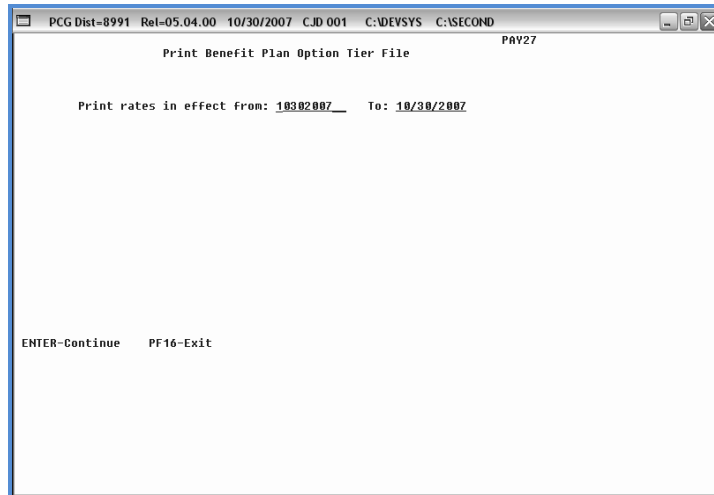
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



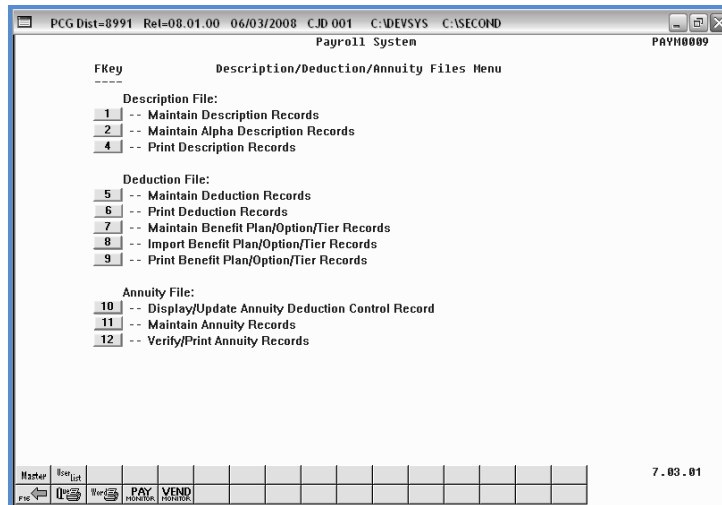
Step	Action
2	Select <b>9</b> (F9 - Print Benefit Plan/Option/Tier Records).



The following screen displays:





Step	Action
3	<p>Enter the appropriate dates (MM/DD/CCYY) in the <b>Print rates in effect from</b> and <b>To</b> fields, and select <b>Enter</b> (Continue).</p> <p><i>PCGenesis defaults to the current date within the fields. “***Processing ***” briefly displays.</i></p>

The following screen displays:



Step	Action
4	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p><i>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.</i></p>

Step	Action
5	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  (Master) to return to the <i>Business Applications Master Menu</i> .
6	Compare the results of the <i>SHBP Benefit Deduction Option and Tier Report</i> to recent changes from the Department of Community Affairs (DCH). <i>An example of this report is provided in 3A.4.1. SHBP Benefit Deduction Option and Tier Report – Example.</i>
7	If the Department of Community (DCH) changes have been made, refer to <i>Procedure 3A. Maintaining Benefit Plan Records</i> to make the necessary corrections.

### 4A.4.1. Benefit Deduction Option and Tier Report – Example

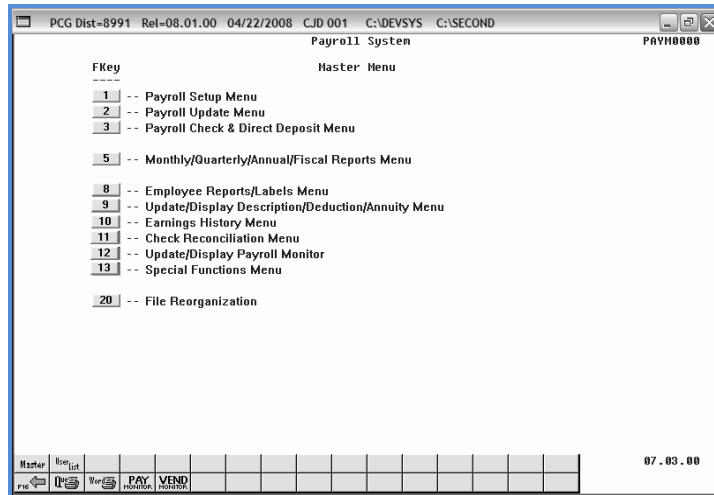
Option Tier	Description	From Date	To Date	Short Desc	Deduction Desc	PayChk Desc	Prem Amt
REPORT DATE: 10/28/2010 11:56 BENEFIT DEDUCTION OPTION AND TIER REPORT PAGE 1							
Program ID: PAY27							
Report of EMPLOYEE rates in effect from: 01/01/2011 To: 12/31/2011							
Plan: SHBP State Health Benefit Plan							
Certified Ded Code: 09 ER Flag: N ER paid amt: \$0.00 Classified Ded Code: 08 ER Flag: N ER paid amt: \$0.00							
02	TRICARE SUPPLEMENT			Short Desc: TRISUP			
03	UNITED HEALTHCARE HMO			Short Desc: UHC HMO			
10	SINGLE COVERAGE	01/01/2011	12/31/9999	SINGLE	UHC HMO SINGLE	UHC HMO SINGL	110.22
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	12/31/9999	SINGLE/T	UHC HMO SINGLE/T	UHC HMO SGL/T	190.22
90	EMPLOYEE & SPOUSE	01/01/2011	12/31/9999	EESP	UHC HMO EESP	UHC HMO EESP	260.14
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EESP/T	UHC HMO EESP/T	UH HMO EESP/T	340.14
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/SP	UHC HMO EESP/SP	U HMO EESP/SP	310.14
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHRG	01/01/2011	12/31/9999	EESP/TSP	UHC HMO EESP/TSP	U HMO ESP/TSP	390.14
94	EMPLOYEE & CHILD(REN)	01/01/2011	12/31/9999	EECH	UHC HMO EECH	UHC HMO EECH	264.26
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EECH/T	UHC HMO EECH/T	UH HMO EECH/T	344.26
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	12/31/9999	FAMILY	UHC HMO FAMILY	UHC HMO FAM	284.94
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	12/31/9999	FAMILY/T	UHC HMO FAM/T	UHC HMO FAM/T	364.94
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	12/31/9999	FAMILY/SP	UHC HMO FAM/SP	UH HMO FAM/SP	334.94
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE S	01/01/2011	12/31/9999	FAMILY/TSP	UHC HMO FAM/TSP	U HMO FAM/TSP	414.94
05	CIGNA HMO OPEN ACCESS PLUS IN-NETWORK			Short Desc: CIGNA HMO			
10	SINGLE COVERAGE	01/01/2011	12/31/9999	SINGLE	CIG HMO SINGLE	CIG HMO SINGL	110.22
40	SINGLE COVERAGE TOBACCO SURCHARGE	01/01/2011	12/31/9999	SINGLE/T	CIG HMO SINGLE/T	CIG HMO SGL/T	190.22
90	EMPLOYEE & SPOUSE	01/01/2011	12/31/9999	EESP	CIG HMO EESP	CIG HMO EESP	260.14
91	EMPLOYEE & SPOUSE/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EESP/T	CIG HMO EESP/T	CG HMO EESP/T	340.14
92	EMPLOYEE & SPOUSE/SPOUSE SURCHARGE	01/01/2011	12/31/9999	EESP/SP	CIG HMO EESP/SP	C HMO EESP/SP	310.14
93	EMPL & SPOUSE/TOBACCO & SPOUSE SURCHRG	01/01/2011	12/31/9999	EESP/TSP	CIG HMO EESP/TSP	C HMO ESP/TSP	390.14
94	EMPLOYEE & CHILD(REN)	01/01/2011	12/31/9999	EECH	CIG HMO EECH	CIG HMO EECH	264.26
95	EMPL & CHILD(REN)/TOBACCO SURCHARGE	01/01/2011	12/31/9999	EECH/T	CIG HMO EECH/T	CG HMO EECH/T	344.26
96	EMPLOYEE & SPOUSE & CHILD(REN)	01/01/2011	12/31/9999	FAMILY	CIG HMO FAMILY	CIG HMO FAM	284.94
97	EMPL & SPOUSE & CHILD/TOBACCO SURCHARGE	01/01/2011	12/31/9999	FAMILY/T	CIG HMO FAM/T	CIG HMO FAM/T	364.94
98	EMPL & SPOUSE & CHILD/SPOUSE SURCHARGE	01/01/2011	12/31/9999	FAMILY/SP	CIG HMO FAM/SP	CG HMO FAM/SP	334.94
99	EMP & SPOUSE & CHILD/TOBACCO & SPOUSE S	01/01/2011	12/31/9999	FAMILY/TSP	CIG HMO FAM/TSP	C HMO FAM/TSP	414.94

CY2011 Benefit Plan Rate Updates

## Topic 5: Annuity Record Processing

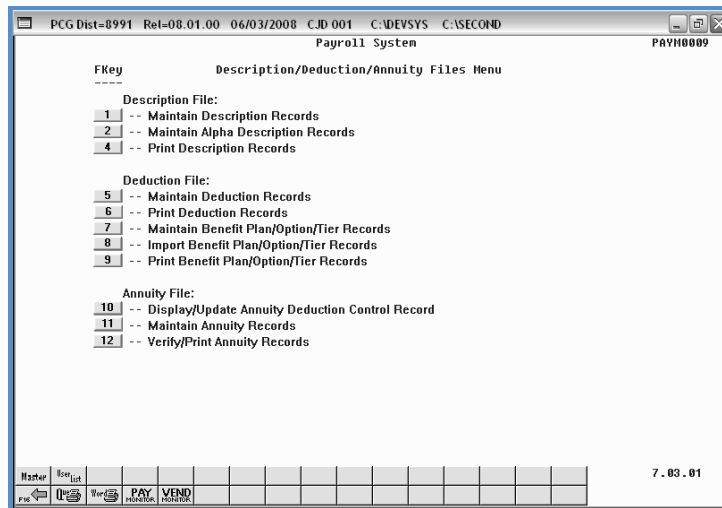
### Procedure 5A. Maintaining the Annuity Deduction Control Record

#### 5A.1. Adding an Annuity Deduction Control Record



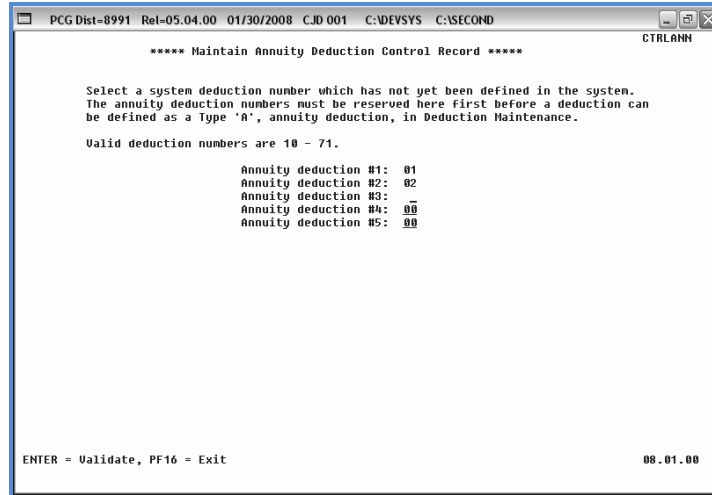
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



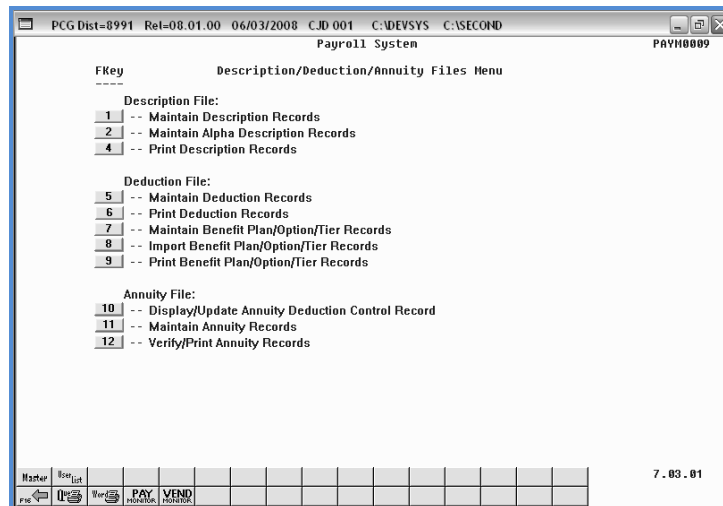
Step	Action
2	Select <b>10</b> (F10 - Annuity File: Maintain Annuity Records).



The following screen displays:



Step	Action
3	Enter the deduction code within the <b>Annuity deduction 03</b> , the <b>Annuity deduction 04</b> and the <b>Annuity deduction 05</b> fields, where appropriate.  <i>This entry is required to allow the entry of a corresponding Type 'A' (Annuity) record. PCGenesis allows up five annuity company entries, reserving Annuity deduction #1 and Annuity deduction #2. Enter undefined deduction codes 10 - 71 within the remaining fields where appropriate.</i>
4	Select <b>Enter</b> <u>twice</u> .

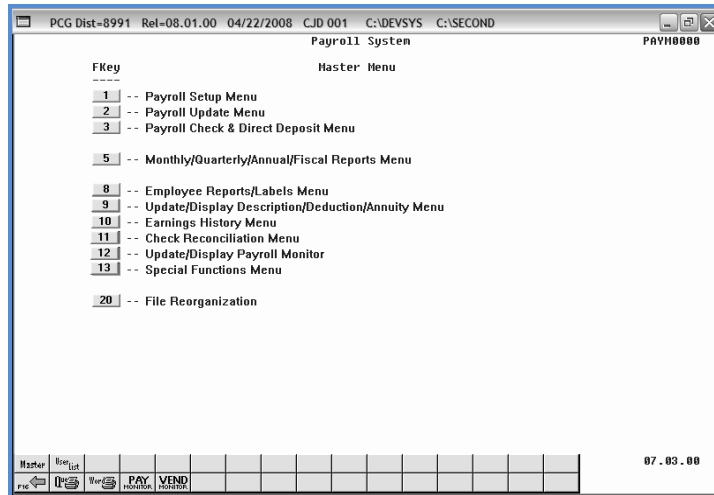
The following screen displays:



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

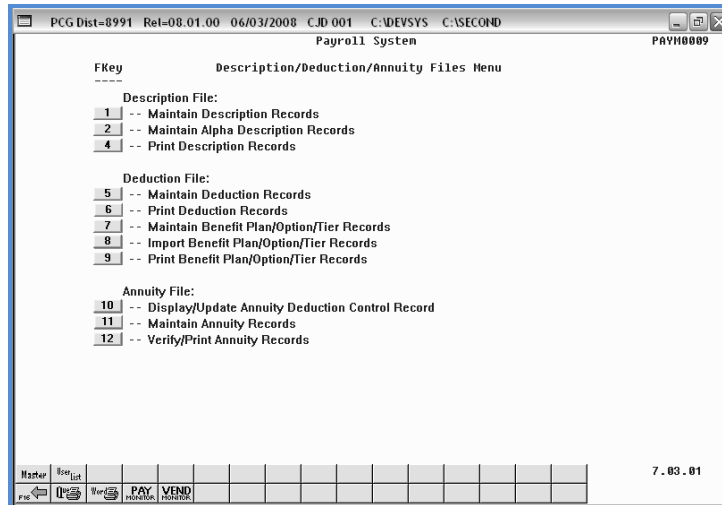


## 5A.2. Modifying an Annuity Deduction Control Record



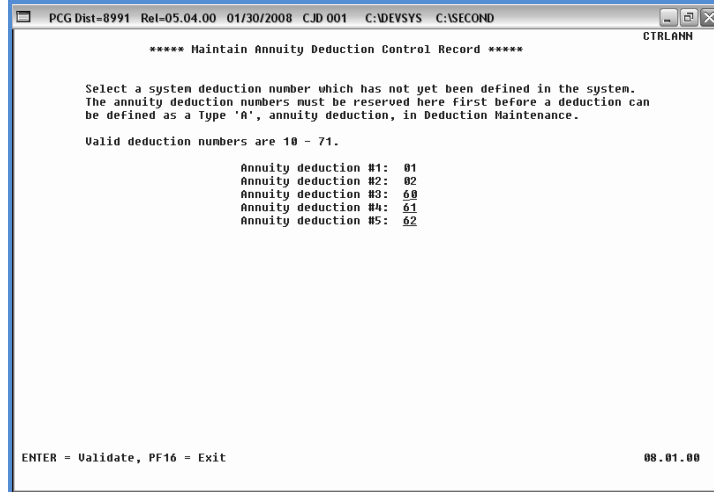
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



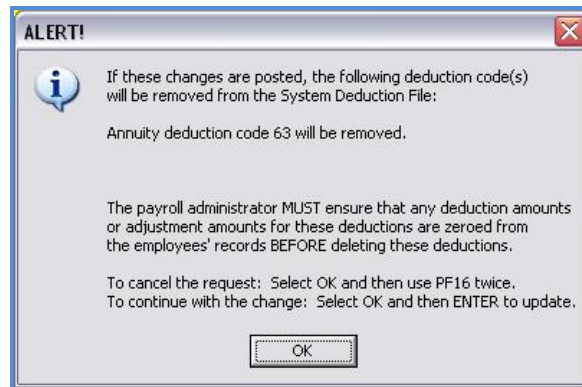
Step	Action
2	Select <b>10</b> (F10 - Annuity File: Maintain Annuity Records).

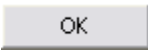
The following screen displays:



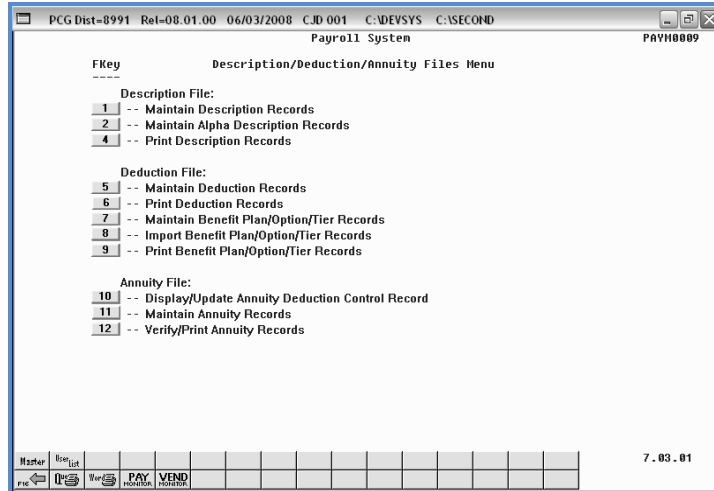
Step	Action
3	<p>Make the appropriate modifications to the field entries and select <b>Enter</b> <u>twice</u>.</p> <p><i>Enter undefined deduction codes 10 - 71 within the field. This entry is required to allow the entry of a corresponding Type 'A' (Annuity) record.</i></p>



For deduction code modifications, the following dialog box displays:



Step	Action
4	<p>Review the dialog box's information, and select  (<b>OK</b>).</p> <p><i>The Maintain Annuity Deduction Control Record Entry screen redisplay.</i></p>
5	<p><b>To continue processing:</b> Select <b>Enter</b> (Update).</p> <p><b>To discontinue processing:</b> Select <b>F16</b> (Reenter) <u>twice</u> to return to the <i>Payroll System – Description/Deduction/Annuity Files Menu</i>.</p>

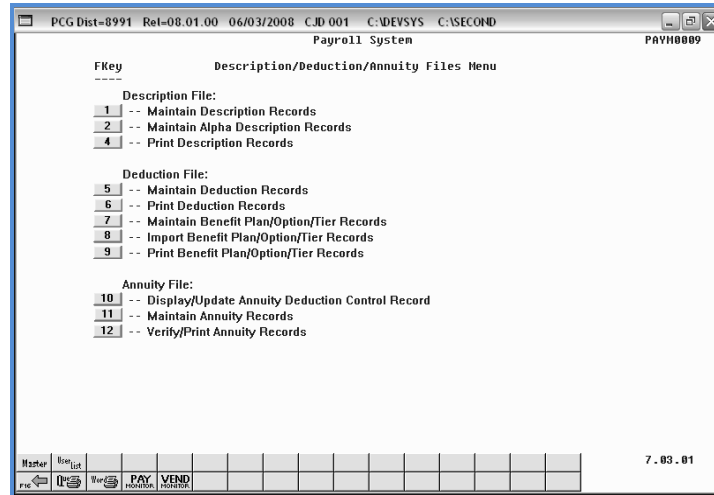
The following screen displays:



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

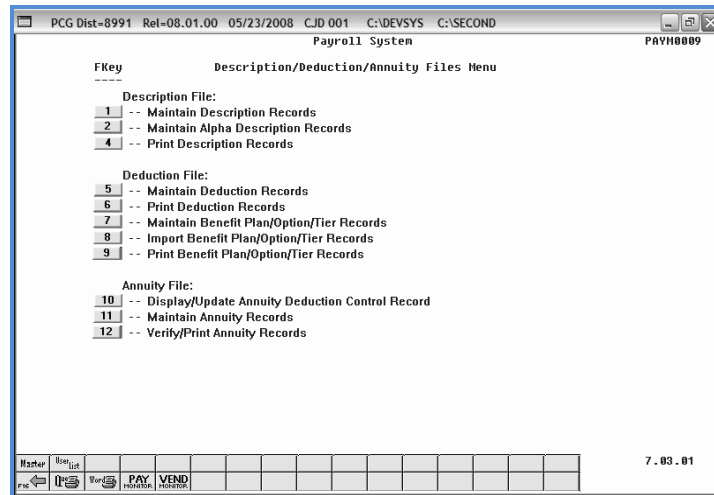
## Procedure 5B. Maintaining Annuity Records

### 5B.1. Adding an Annuity Company Record



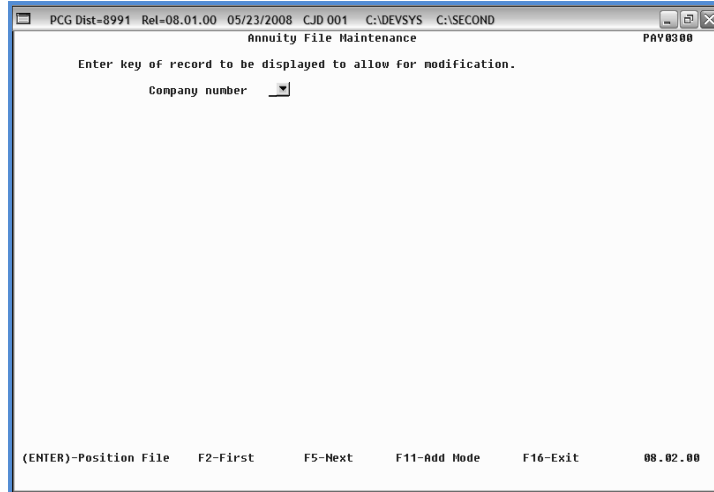
Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



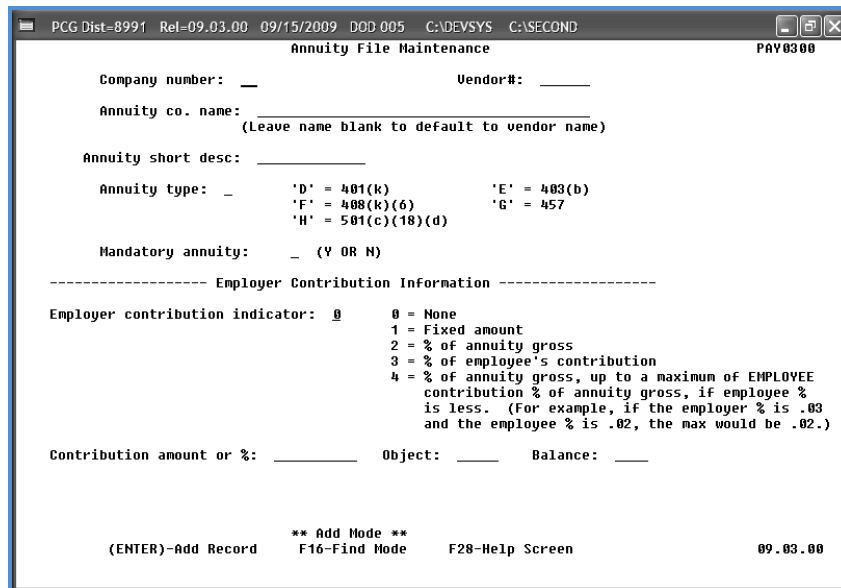
Step	Action
2	Select <b>11</b> (F11 - Annuity File: Maintain Annuity Records).


The following screen displays:



Step	Action
3	Select <b>F11</b> (Add Mode).

The following screen displays:



Step	Action
4	Enter the appropriate code in the <b>Company Number</b> field.
5	<b>To create Payroll-withholding deductions:</b> Enter the code, or select the Drop-down selection icon  within the <b>Vendor #</b> field to choose the vendor's information.

Step	Action
6	<p><b>To display the Annuity company's name on the Deduction screen:</b> Enter the annuity company's name up to forty (40) characters in the <b>Annuity Co. Name</b> (Annuity Company Name) field.</p> <p><b>To display the Vendor's name on the Deduction screen:</b> Leave the <b>Annuity Co. Name</b> (Annuity Company Name) field blank.</p>
7	Enter the annuity short description up to thirteen (13) characters in the <b>Annuity Short Description</b> field. The <b>Annuity Short Description</b> will print on employees' pay statements for checks and direct deposits.
8	Enter the annuity code in the <b>Annuity Type</b> field.
9	Enter <b>Y</b> (Yes) or <b>N</b> (No) in the <b>Mandatory Annuity</b> field to define the employee's participation in the annuity.
10	Enter the appropriate code in the <b>Employer Contribution Indicator</b> field to define the school district's or the system's participation in paying the deduction.
11	Enter the dollar amount, or the percentage (0.00) in the <b>Contribution Amount or %</b> field to define the amount or percentage of the school district's or the system's contribution to the deduction.
12	Enter the corresponding codes in the <b>Object</b> and <b>Balance</b> fields.
13	<p>Select <b>Enter</b> (Add Record).</p> <p><i>PCGenesis does not display a verification message for new annuity company records. When the Annuity File Entry screen redisplay, repeat this procedure at Step 3.</i></p>

The following screen displays:

```

PCG Dist=8991  Rel=09.03.00  09/15/2009  DOD 005  C:\DEVSY5  C:\SECOND
Annuity File Maintenance                                     PAY0300

Company number:  ___      Vendor#:  _____
Annuity co. name:  _____
                    (Leave name blank to default to vendor name)
Annuity short desc:  _____
Annuity type:  _      'D' = 401(k)          'E' = 403(b)
                   'F' = 408(k)(6)        'G' = 457
                   'H' = 501(c)(18)(d)
Mandatory annuity:  _ (Y OR N)

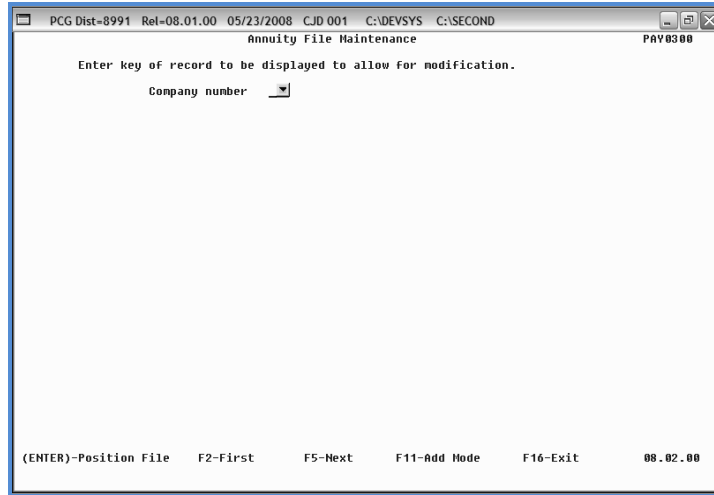
----- Employer Contribution Information -----
Employer contribution indicator:  0      0 = None
                                   1 = Fixed amount
                                   2 = % of annuity gross
                                   3 = % of employee's contribution
                                   4 = % of annuity gross, up to a maximum of EMPLOYEE
                                       contribution % of annuity gross, if employee %
                                       is less. (For example, if the employer % is .03
                                       and the employee % is .02, the max would be .02.)
Contribution amount or %:  _____  Object:  ___  Balance:  ___

(ENTER)-Add Record      ** Add Mode **      F16-Find Mode      F28-Help Screen      09.03.00

```

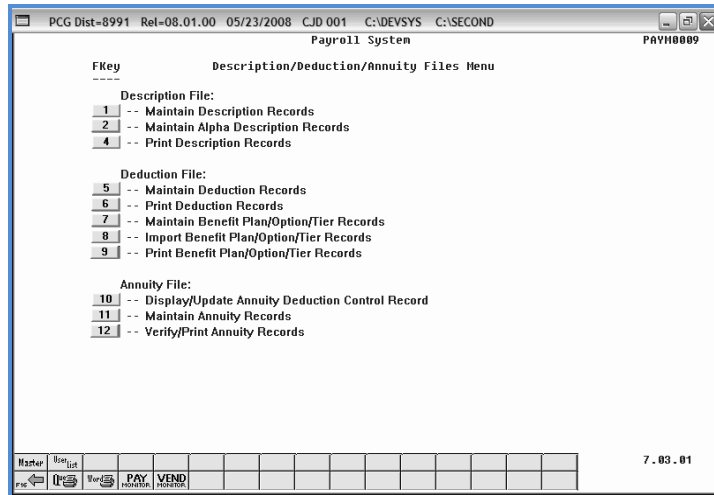
Step	Action
14	Select <b>F16</b> (Return to Find Mode).



The following screen displays:



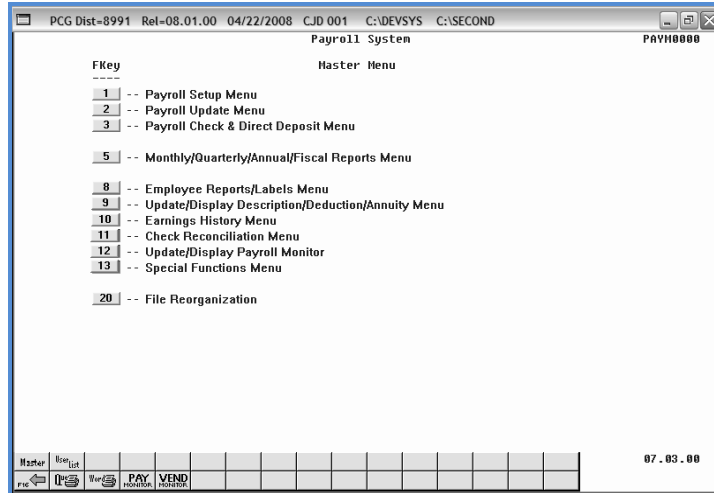
Step	Action
15	Select <b>F16</b> (Exit) to return to the <i>Payroll System - Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



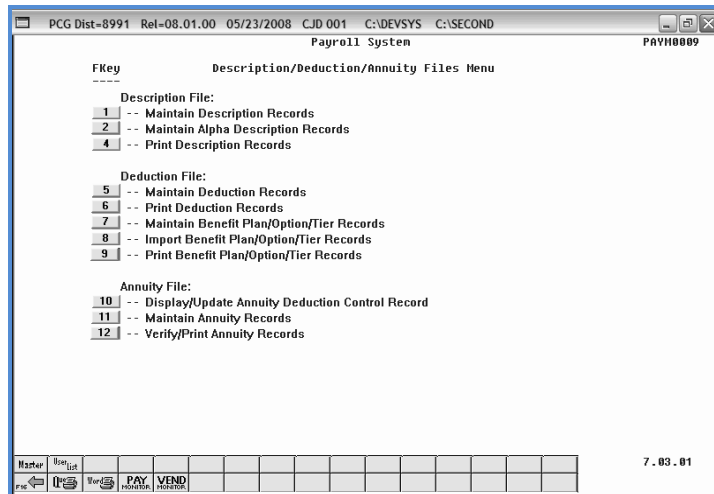
Step	Action
16	Select  ( <b>F16</b> - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## 5B.2. Modifying an Annuity Company Record



Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

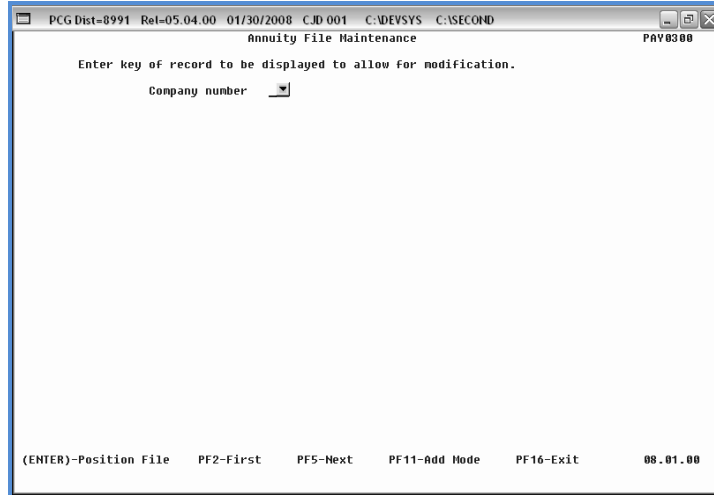
The following screen displays:




Step	Action
2	Select <b>11</b> (F11 - Annuity File: Maintain Annuity Records).

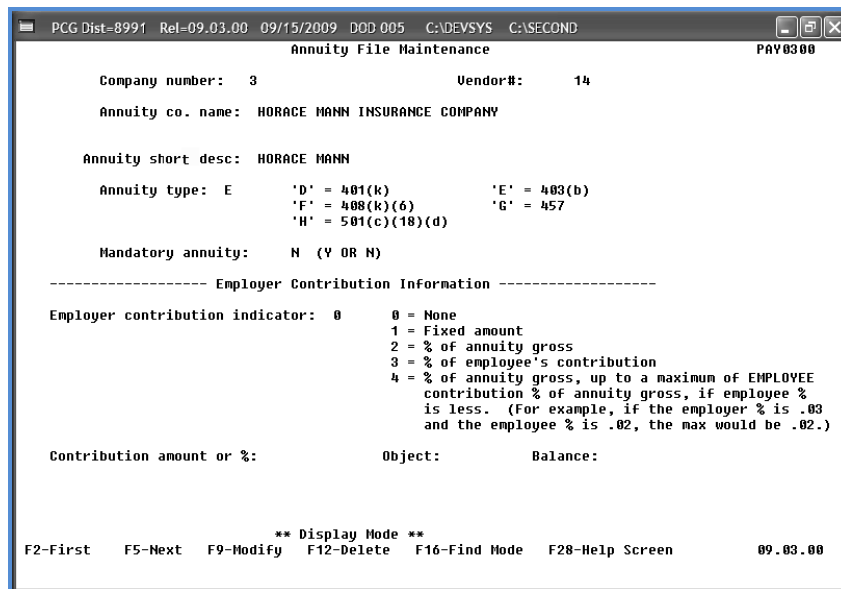


The following screen displays:



Step	Action
3	Enter the code, or select the Drop-down selection icon  within the <b>Company Number</b> field to choose the company's information, and select <b>Enter</b> (Position File). <i>Select F2 and F5 to scroll between records.</i>

The following screen displays:



Step	Action
4	Select <b>F9</b> (Modify Record).

The following screen displays:

```

PCG Dist=8991  Rel=09.03.00  09/15/2009  DOD 005  C:\DEV\SYS  C:\SECOND
Annuity File Maintenance
Company number: 3      Vendor#: 14
Annuity co. name: HORACE MANN INSURANCE COMPANY
                    (Leave name blank to default to vendor name)
Annuity short desc: HORACE MANN
Annuity type: E      'D' = 401(k)      'E' = 403(b)
                    'F' = 408(k)(6)    'G' = 457
                    'H' = 501(c)(18)(d)
Mandatory annuity:  N (Y OR N)

----- Employer Contribution Information -----
Employer contribution indicator: 0      0 = None
                                        1 = Fixed amount
                                        2 = % of annuity gross
                                        3 = % of employee's contribution
                                        4 = % of annuity gross, up to a maximum of EMPLOYEE
                                        contribution % of annuity gross, if employee %
                                        is less. (For example, if the employer % is .03
                                        and the employee % is .02, the max would be .02.)
Contribution amount or %: _____  Object: _____  Balance: _____

** Modify Mode **
(ENTER)-Modify Record  F1-Display Mode  F28-Help Screen  09.03.00
    
```

Step	Action
5	Verify “*** <i>Modify Mode</i> ***” displays, make the appropriate modifications to the fields, and select <b>Enter</b> (Modify Record).

The following screen displays:

```

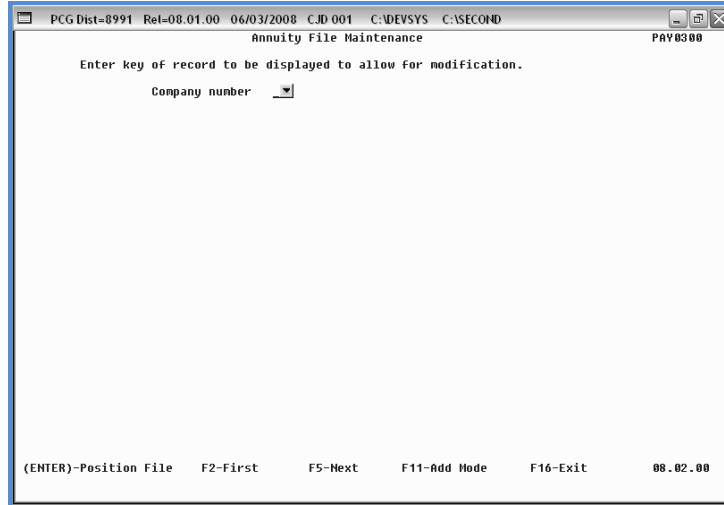
PCG Dist=8991  Rel=09.03.00  09/15/2009  DOD 005  C:\DEV\SYS  C:\SECOND
Annuity File Maintenance
Company number: 3      Vendor#: 14
Annuity co. name: HORACE MANN INSURANCE COMPANY
Annuity short desc: HORACE MANN
Annuity type: E      'D' = 401(k)      'E' = 403(b)
                    'F' = 408(k)(6)    'G' = 457
                    'H' = 501(c)(18)(d)
Mandatory annuity:  N (Y OR N)

----- Employer Contribution Information -----
Employer contribution indicator: 0      0 = None
                                        1 = Fixed amount
                                        2 = % of annuity gross
                                        3 = % of employee's contribution
                                        4 = % of annuity gross, up to a maximum of EMPLOYEE
                                        contribution % of annuity gross, if employee %
                                        is less. (For example, if the employer % is .03
                                        and the employee % is .02, the max would be .02.)
Contribution amount or %: _____  Object: _____  Balance: _____

** Display Mode **
F2-First  F5-Next  F9-Modify  F12-Delete  F16-Find Mode  F28-Help Screen  09.03.00
    
```

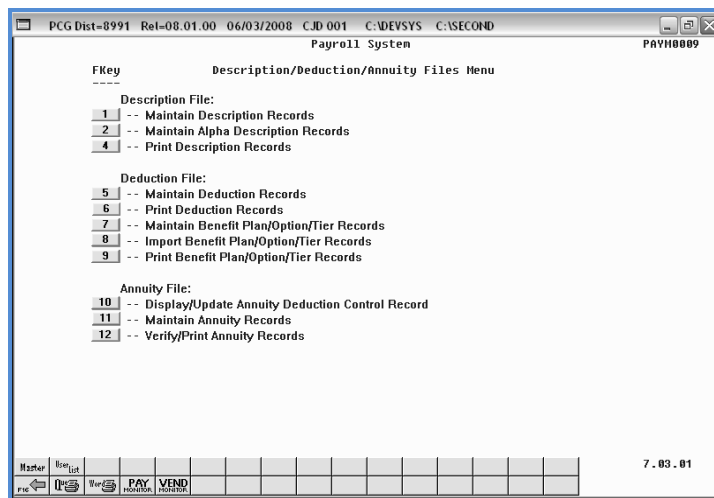
Step	Action
6	<p>Verify the entries are correct, and select <b>F1</b> (Return to Find Mode) to return to the <i>Annuity File Maintenance – Entry</i> screen.</p> <p><i>PCGenesis does not display a verification message for modifications to annuity company records. Ensure the entries on the Annuity File Maintenance screen are correct before continuing.</i></p>



The following screen displays:



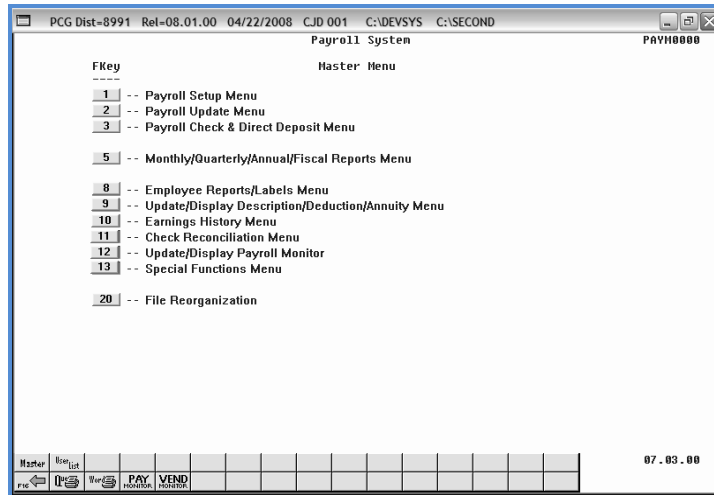
Step	Action
7	Select <b>F16</b> (Exit) to return to the <i>Payroll System - Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



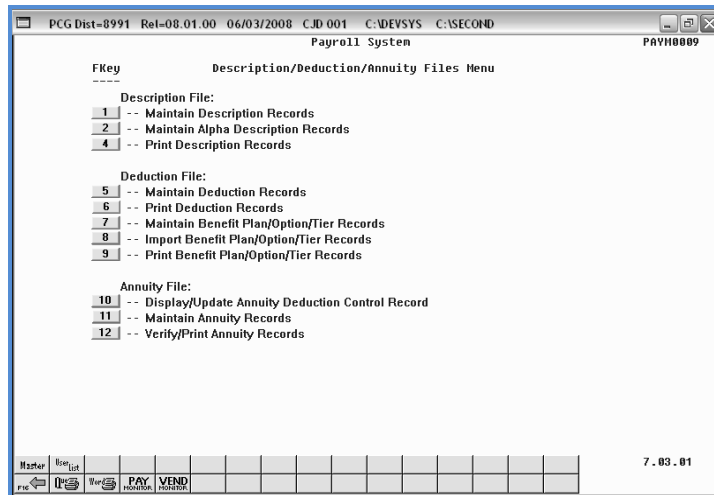
Step	Action
8	Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

### 5B.3. Deleting an Annuity Company Record



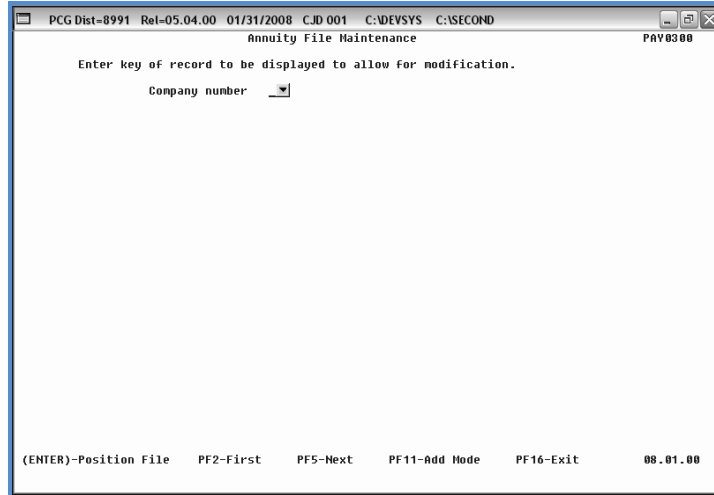
Step	Action
1	Select  (F9 - Update/Display Description/Deduction/Annuity Menu).


The following screen displays:



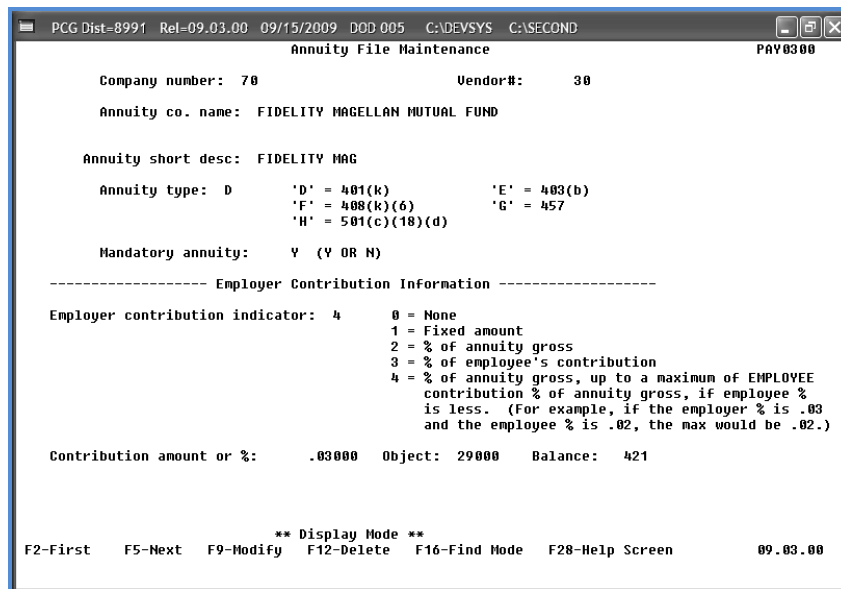
Step	Action
2	Select  (F11 - Annuity File: Maintain Annuity Records).

The following screen displays:



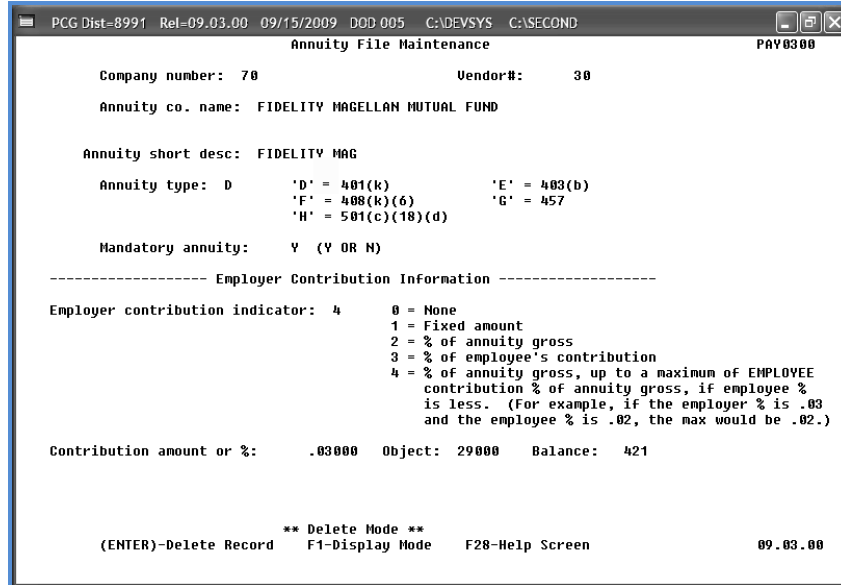
Step	Action
3	Enter the code, or select the Drop-down selection icon  within the <b>Company Number</b> field to choose the company's information, and select <b>Enter</b> (Position File). <i>Select F2 and F5 to scroll between records.</i>

The following screen displays:



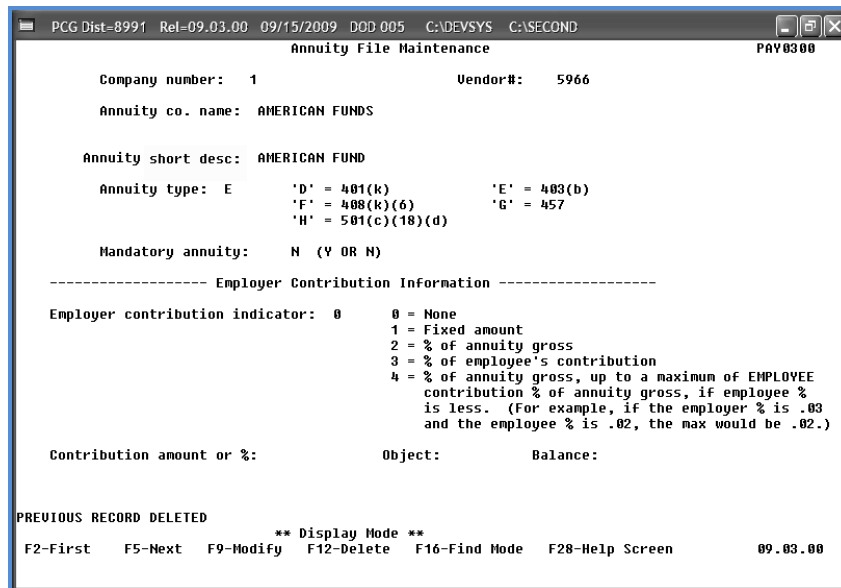
Step	Action
4	Select <b>F12</b> (Delete).

The following screen displays:



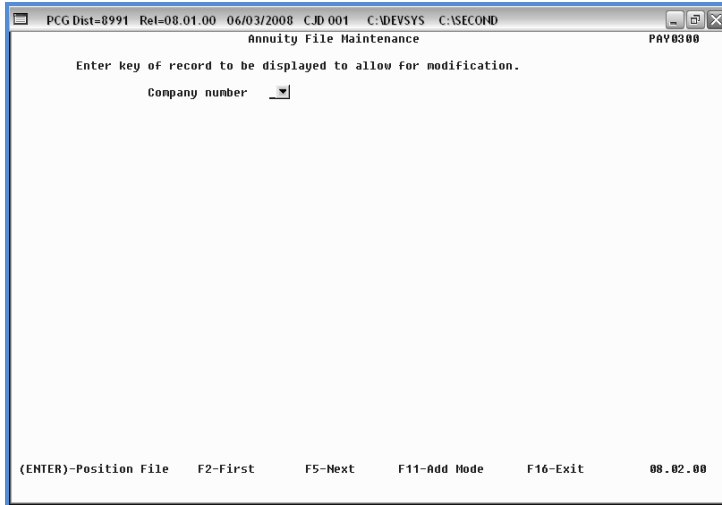
Step	Action
5	After verifying the screen's information, select <b>Enter</b> (Delete Record).

The following screen displays:



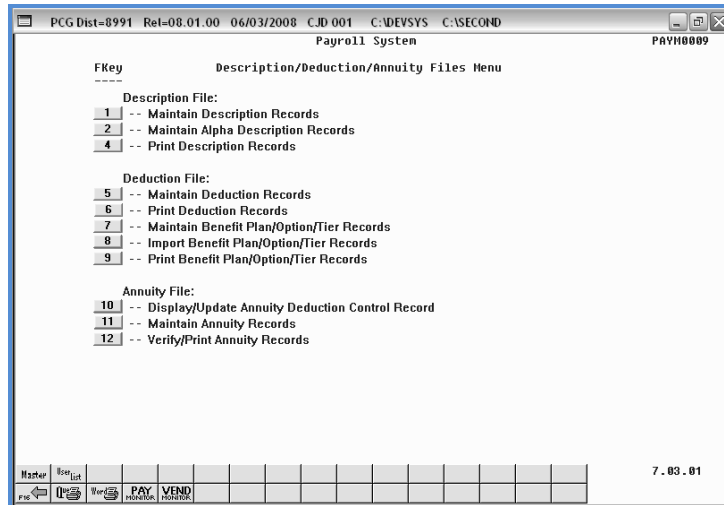
Step	Action
6	After verifying "Previous Record Deleted" displays, select <b>F16</b> (Find Mode) to the <i>Annuity File Maintenance – Entry</i> screen.



The following screen displays:



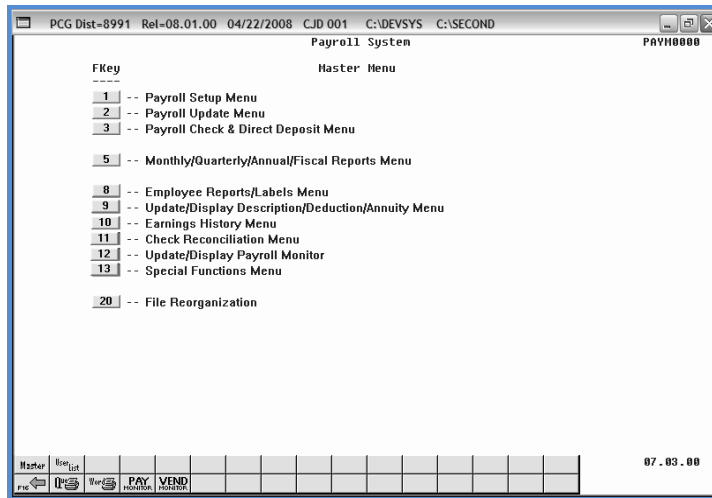
Step	Action
7	Select <b>F16</b> (Exit) to return to the <i>Payroll System - Description/Deduction/Annuity Files Menu</i> .

The following screen displays:



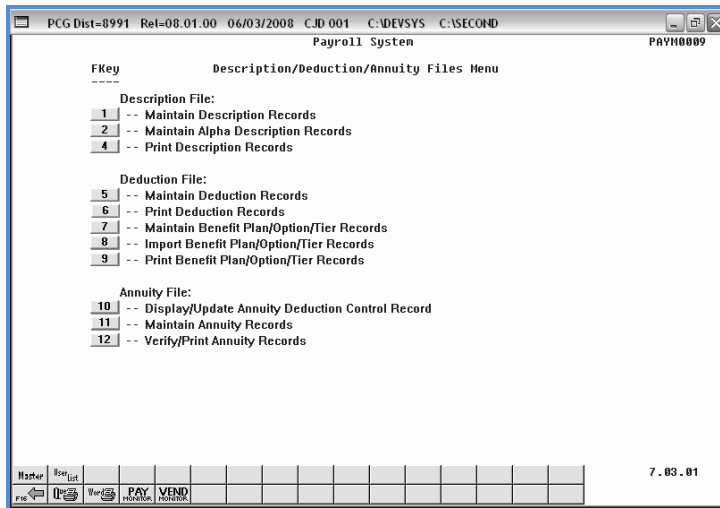
Step	Action
8	Select  ( <b>F16</b> - Exit) to return to the <i>Payroll System Master Menu</i> , or select  ( <b>Master</b> ) to return to the <i>Business Applications Master Menu</i> .

## Procedure 5C. Printing the Annuity File Report







Step	Action
1	Select <b>9</b> (F9 - Update/Display Description/Deduction/Annuity Menu).

The following screen displays:



Step	Action
2	Select <b>12</b> (F12 - Verify/Print Annuity File). <i>The Payroll System – Description/Deduction/Annuity Files Menu redisplays.</i>



Step	Action
3	<p><b>To print the report via the Uqueue Print Manager:</b> Select  (Uqueue).</p> <p><b>To print the report via Microsoft® Word:</b> Select  (MS WORD).</p> <p><i>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.</i></p>
4	<p>Select  (F16 - Exit) to return to the <i>Payroll System Master Menu</i>, or select  (Master) to return to the <i>Business Applications Master Menu</i>.</p>

### 5C.1. Annuity Company File Report – Example

*****Page Break*****									
REPORT DATE 06/03/08		ANNUITY COMPANIES					PAGE 1		
COMPANY#	VEINDOR	TYPE	COMPANY NAME	EMPLR IND	EMPLR AMT/PCT	EMPLR OBJECT	EMPLR BALANCE	MANDATORY ANNUITY	
01	000612	E	FIDELITY INS./ANNUITY	4	0.04000	29000	0499	II	
02	004203	E	GMI SECURITIES	4	0.05000	29000	0499	II	
03	003129	E	HORACE MANN COMPANIES	0	0.00000	00000	0000	II	
04	000012	E	FRANKLIN LIFE INSURANCE CO.	0	0.00000	00000	0000	II	
05	000005	E	BENEFICIAL INS. CO.	0	0.00000	00000	0000	II	
06	003531	E	ING RETIREMENT PLANS	0	0.00000	00000	0000	II	
07	000024	E	VALIC	0	0.00000	00000	0000	II	
08	001168	E	LINCOLN NATIONAL CORPORATION	0	0.00000	00000	0000	II	
09	001469	E	CENTURY LIFE OF AMERICA - PAFS	0	0.00000	00000	0000	II	
10	003495	G	AIG/VALIC	0	0.00000	00000	0000	II	
11	003616	E	SMITH BARNEY	0	0.00000	00000	0000	II	

## Appendix A: Teacher Retirement System (TRS) Job Class Description Code Listing

The Teacher Retirement System (TRS) predefines the following codes, and advises PCGenesis users not to change the codes unless instructed to do so by the Department of Education (GaDOE) or by TRS support personnel. Changing these codes without following these instructions may result in the school district's or the system's TRS data transmission file to be rejected.

<b>K (TRS Job Class)</b>	
<b>Code</b>	<b>Description</b>
00	Teaching Faculty
01	Instructional Aide
02	Paraprofessionals
03	Executive, Administrative, Managerial
04	Clerical, Secretary, Admin Support
05	Technology, Technical, Professional
06	Lunchroom, Maintenance, Warehouse, Transportation

## Appendix B: Teacher Retirement System (TRS) Compensation Type/Pay Reason/TRS Pay Reason and TRS Termination Reason Description Code Listings

Use the following code tables to identify compensation on the Gross Data screen. PCGenesis users may define additional system-specific items as needed. Modify the descriptions for these items as needed.

<b>P (Compensation Type)</b>		
<b>Code</b>	<b>Description</b>	<b>Pay Type</b>
0000	Regular Pay	Regular Pay
0010	State Salary	State Salary
0011	Local Regular Salary	Local Salary
0021	Local Certified Supplement	Local Supp
0022	Local Hourly Wages	Reg Hourly
0023	Local Hourly Overtime	Reg OT
0024	Local Daily Pay	Reg Daily
0030	Extended Day Supplement	Extd Day
0031	Extended Year Supplement	Extd Year
0040	School Food Services (SFS) Certification Supplement	SFS Cert
0041	Training In-Depth (TID) Courses	TID Courses
0042	School Food Services (SFS) Participation	SFS Part Sup
0300	Other Pay Annuity Eligible	Othr Pay
0301	Other Pay Not Annuity Eligible	Othr PayNE
0302	Vocational Supplement	Vocational S
0303	Extracurricular Supplement	Extracurric
0304	Position Supplement	Posn Supp
0305	Summer Supplement	Summer Sup
0306	Stipends	Stipends
0307	National Certification Supp	Natl Cert
0308	Other Supp Annuity Elig	Othr Supp
0309	Other Supp Not Annuity Elig	Othr SuppNE
0310	Coaching Supplement	Coach Sup

**R (Pay Reason)**

Code	Description	TRS Pay Reason Code
00	Regular	00
01	Certificate Upgrade	01
02	Promotion	02
03	Position Downgrade	03
04	Leave Without Pay (LWOP)	04
05	Pay Docked Due to Sick Leave	05
91	Summer Accrued Pay Payout	99
92	Summer Employment Pay	99

**X (TRS Pay Reason)**

Code	Description	TRS ZERO EE Response
00	Regular	N (No)
01	Certificate Upgrade	N (No)
02	Promotion	N (No)
03	Position Downgrade	N (No)
04	Leave Without Pay (LWOP)	N (No)
05	Pay Docked Due to Sick Leave	N (No)
06	DC40 No Employee Contribution	Y (Yes)
07	HB210 No Employee Contribution	Y (Yes)
99	Code Not Applicable	N (No)

**Y (TRS Termination Reason)**

Code	Description
01	<i>Left Employment</i>
02	<i>Retirement</i>
03	<i>Death</i>
04	<i>Other</i>