



PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

8/8/2019

Section C: Payroll Check and Direct
Deposit Statement Processing

***[Topic 4: Print the Payroll Pre-Posting
Reports, V2.9]***

Revision History

Date	Version	Description	Author
8/8/2019	2.9	19.02.00 – Add Social Security Number option to payroll reports.	D. Ochala
03/29/2018	2.8	18.01.00 – Update the <i>Payroll Final Register</i> example.	D. Ochala
04/03/2017	2.7	17.01.00 – Update report screenshots.	D. Ochala
10/31/2016	2.6	16.03.00 – Update report screenshots.	D. Ochala
05/10/2016	2.5	16.01.00 – Update Logo and Footers.	S. Scrivens
11/15/2012	2.4	12.03.00 – Updated the <i>Employer Benefit Distribution Report</i> information by removing GHI Gross.	D. Ochala
02/01/2011	2.3	10.04.01 – Updated the <i>Employer Benefit Distribution Report</i> information.	D. Ochala
11/30/2009	2.2	09.03.01 – Updated the <i>Overview</i> for NACHA file processing.	D. Ochala
03/18/2008	2.1	08.01.00 – Added <i>Final Payroll Distribution Report – Distribution of Benefits</i> information and screenshot example.	C. W. Jones
09/25/2007	2.0	07.03.00 – Added <i>Employer Benefit Distribution Report</i> additional information and screenshot examples.	C. W. Jones

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Overview

Payroll pre-posting includes printing and reviewing the *Final Payroll Register*, the *Deduction Registers*, the *Direct Deposit Export File*, and the *Final Payroll Distribution Reports*. The *Final Payroll Distribution Reports* include gross payroll and employer benefit distribution results. When issuing, voiding, and deleting regular and manual checks and direct deposits, and before updating employees' earnings history information with the current payroll via *F13 (Update Earnings History with Current Pay)*, regenerate these reports to include the most recent activity.

Trial and Final Payroll Register: After generating the *Payroll Trial Register* and the *Final Payroll Register*, enter all *spoiled* payroll checks and direct deposits into PCGenesis where appropriate. Both *Registers* provide a listing of employees receiving pay during the current payroll cycle. The total dollar amounts and deductions for each paid employee, gross salary amounts, income taxes and the employees' net pay for the current payroll cycle, are also displayed on the *Register*. Unlike the *Payroll Trial Register* however, PCGenesis prints check numbers on the *Final Payroll Register*.

Deduction Registers and Direct Deposit Export File: Printing the deduction registers and creating the direct deposit export file performs the following functions:

Deduction Registers: The *Deduction Registers* list each deduction processed for the current payroll run, the employees affected by the deductions, and the total dollar amount of the deductions. Generated in employee number sequential order, the *Registers* also include a listing of employees' deductions.

National Automated Clearinghouse Association (NACHA) Processing: Enabling *NACHA* allows ACH (Automated Clearing House) batch processing to deposit employees' payroll into a single or multiple checking or savings accounts. PCGenesis also allows the *NACHA* functionality to process direct deposits for employees who split their payroll into more than one account, for example, ½ to a checking account, and ½ to a savings account.

To use *NACHA* within PCGenesis, the *Payroll Control Information* and each direct deposit bank within the payroll *Alpha Description* file must contain bank routing number(s). The employees' direct deposit withholding information must also be updated where appropriate on the *Update/Display Withholding Data* screen.

To aid in understanding the *NACHA* file on PCGenesis, a *Standard NACHA File Layout* has been included in this document. The *NACHA Direct Deposit File*, (Filename: *NACHAXX*), is created on PCGenesis as *K:\SECOND\GOSEND*. The documentation in *Section I: Special Functions, Topic 3: Tax Tables/Withholding/Control Information Processing* provides the instructions for *NACHA* configuration.

PCGenesis automatically creates the *Third Party Direct Deposit File* regardless of how the school district or system processes direct deposit statements. The *Third Party Direct Deposit File* (Filename: *DDFile*) will be created on PCGenesis as *K:\SECOND\PAYDATA\DDFile*. This file is not in the *NACHA* format.

Final Payroll Distribution Report: The *Final Payroll Distribution Report* lists payroll gross salary distributions. The gross salary distribution identifies the payroll expenditure accounts to be charged, and the total dollar amounts of expensed gross salaries. The report also provides the employer's share of the Federal Insurance Contributions Act (FICA)/Medicare by fund based on the payroll's gross salary distribution.

PCGenesis includes the following results on the report within individual print files:

- *Payroll Gross Pay Distribution Report (by Fund) and (by Employee) Reports:* Total gross salary amount charged to the accounts. Also, employee detail of salaries for the current payroll and the account to which their gross salary was charged.
- *Payroll Employer Benefit Distribution (by Fund) and (by Employee) Reports:* Total amount of gross salary wages, OASDI wages, Medicare wages, and pension wages by fund and by employee. These reports also include detail of the employer's contribution for OASDI, Medicare, pension, and Georgia Health Insurance (GHI).
- *Distribution of Benefits – Detail Items by Account Report:* This report allows users to print the final distribution of benefits by employee number within account. This helps payroll administrators balance benefit distribution amounts from payroll with amounts posted to the general ledger.
- *Employer Deduction Contribution Report (by Account):* This report provides employer contributions for individual annuity companies and/or deductions, by account number.
- *Employer Deduction Contribution Report (by Employee):* This report provides employer contributions for individual annuity companies and/or deductions, by employee.

When reviewing the *Employer Benefit Distribution Reports*, PCGenesis users should be aware of the PCGenesis processing procedures for employer benefit distributions, and note that the *Employer Benefit Distribution Reports* contain the following verbiage:

Payroll Employer Benefit Distribution Report by Employee: “Note: TRS DOE PAID ERCON = 'Y' on the employee record indicates that the Georgia Department of Education will pay the employer-paid contribution for the employee. On this report, the total TRS employer share amount includes 'TRS DOE PAID ERCON' contributions, and these contributions will be included on the employees' earnings history records.”

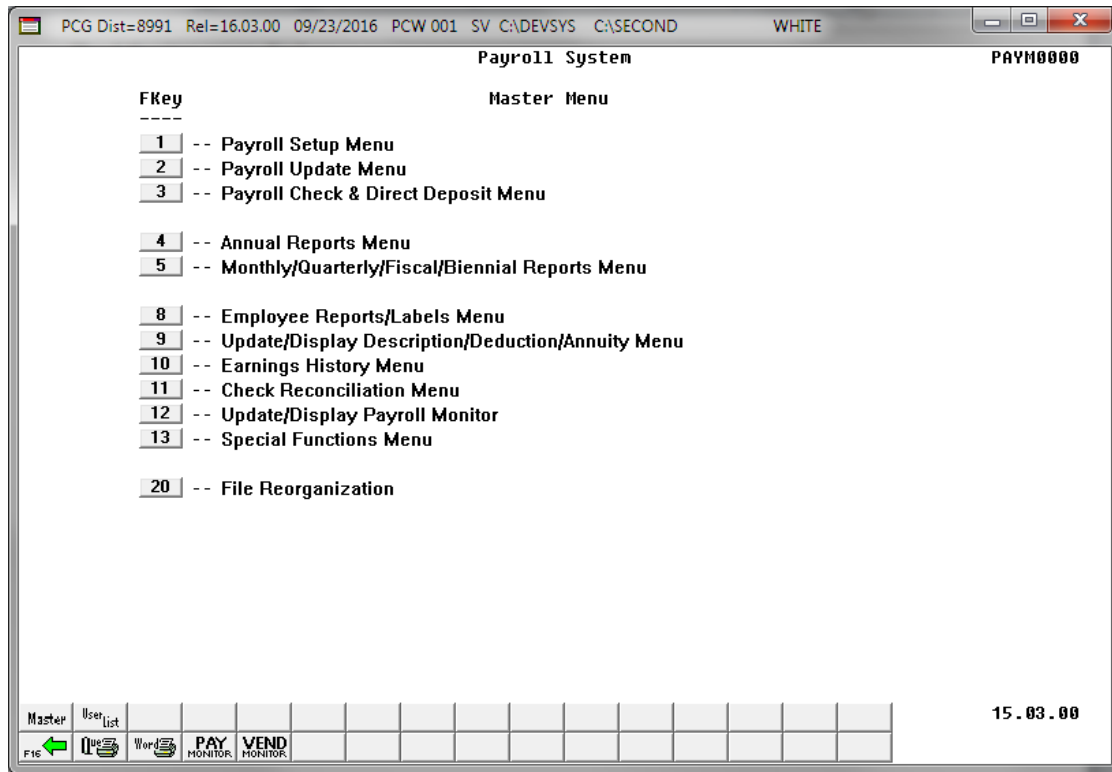
Payroll Employer Benefit Distribution by Fund: “Note: TRS DOE PAID ERCON = 'Y' on the employee record indicates that the Georgia Department of Education will pay the employer-paid contribution for the employee. On this report, the total TRS employer share amount does not include 'TRS DOE PAID ERCON' contributions, and a vendor claim will not be generated for these TRS amounts.”

The *Payroll Employer Benefit Distribution by Fund* report may be used with the *Deduction Register* to calculate the Federal Tax Deposit if *F13 (Update Earnings' History with Current Pay)* and *F14 (Update Budget Files with Current Pay of the Payroll Run)* have not yet been processed. Refer to the Internal Revenue Service's (IRS's) Circular E for additional information.

Procedure A: Printing the Final Payroll Register

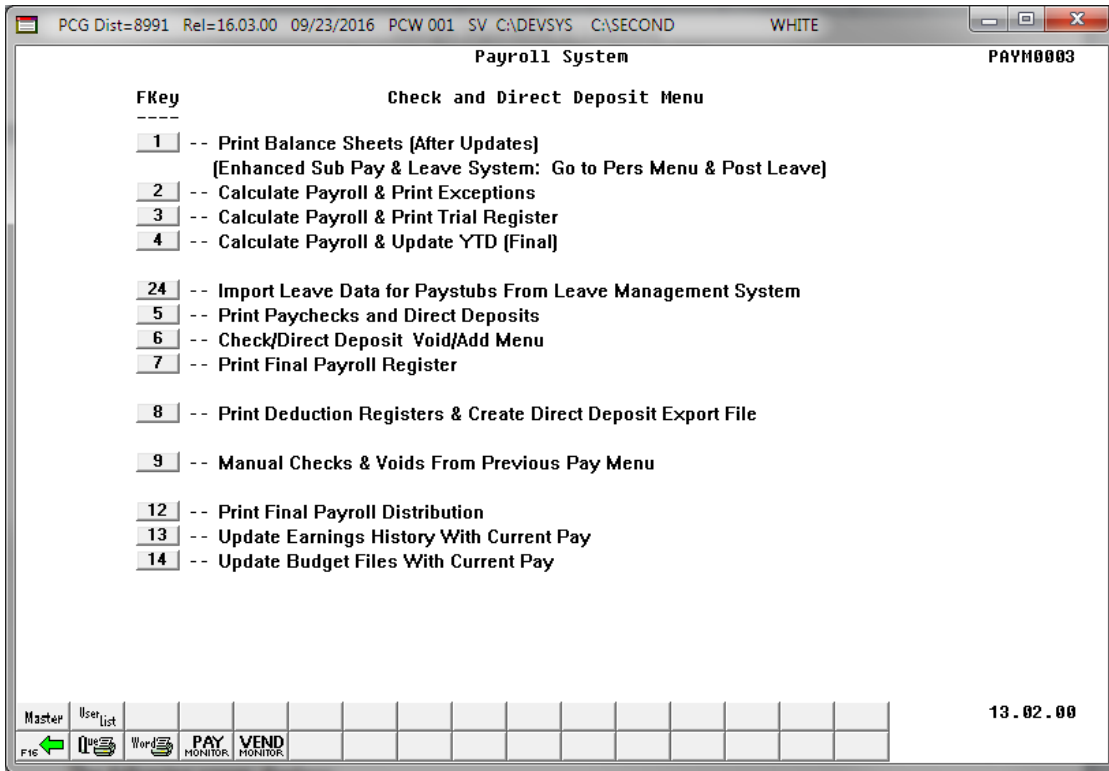
Step	Action
1	From the <i>Business Applications Master Menu</i> , select 2 (F2 - Payroll System).

The following screen displays:



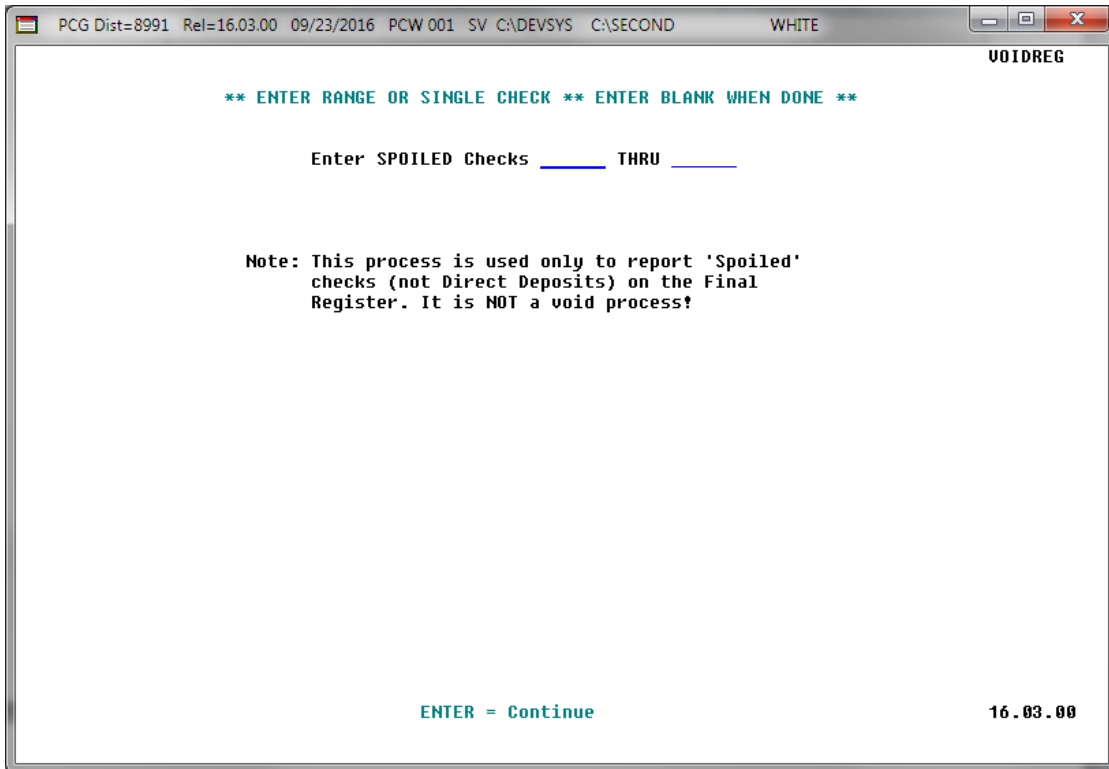
Step	Action
2	Select 3 (F3 -Payroll Check and Direct Deposit Menu).

The following screen displays:



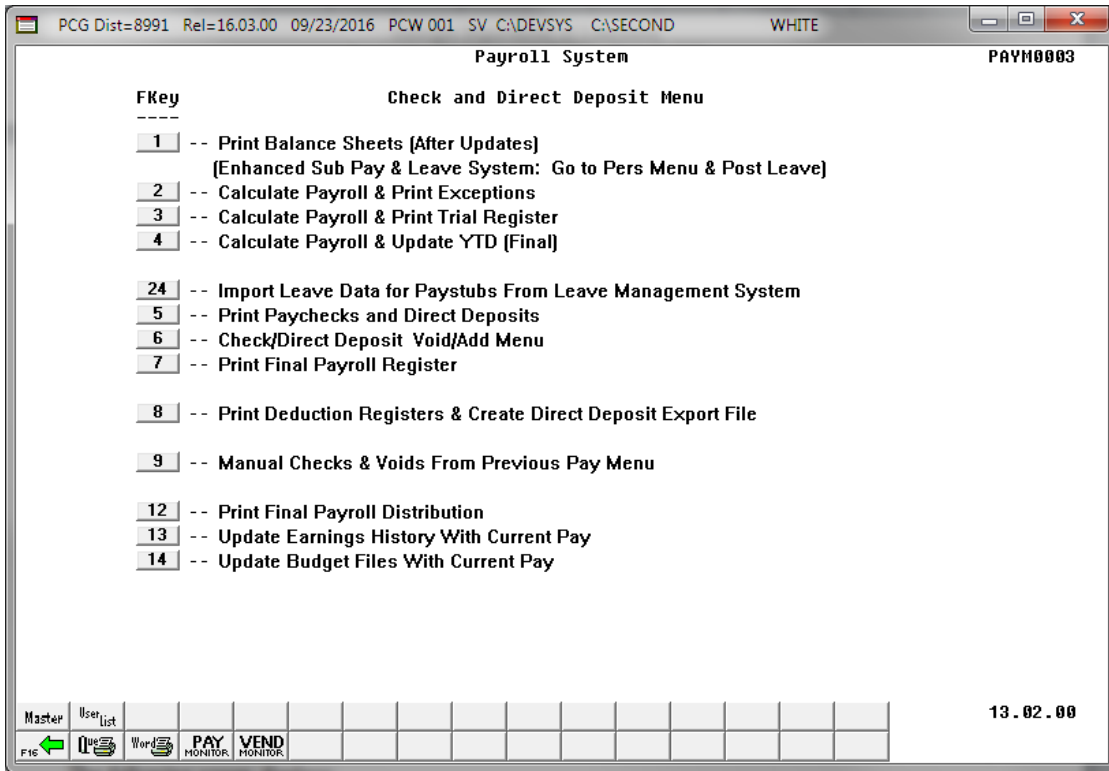
Step	Action
3	Select 7 (F7 - Print Final Payroll Register).





The following screen displays:



Step	Action
4	<p>For spoiled payroll checks: Enter the payroll check range in the Enter SPOILED Checks fields.</p> <p><i>If there are no spoiled payroll checks, make no entries in the Enter SPOILED Checks fields.</i></p>
5	<p>Select Enter.</p>

The following screen displays:



Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide</u>, <u>User Interface Procedures</u>, <u>Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
7	<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>

A1. Final Payroll Report

A1.1. Payroll Final Register for Pay – Example

REPORT ID: PAYR-PAY10C		PAYROLL FINAL REGISTER FOR PAY				05/31/16		PAGE: 1					
PERIOD END: 05/31/2016								REPORT DATE: 09/23/2016 13:55					
LOCATION 0001 - Location 000001													
EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	NET PAY
56565	01	THIRD, SALLY			4333.34		387.82	252.52	59.06	202.95	260.00		2910.59
		CHECK# 500 GHI Y	YTD		8666.68		775.64	505.04	118.12	405.90	520.00		5821.18
		260.40 /09											
		520.80 /09											
89404	08	KISPATRICK, LASHAUNDA			5546.01	500.00	462.79	319.01	74.61	232.93	332.77		1152.43
		CHECK# 359DD GHI Y	YTD		27730.05	2500.00	2313.95	1595.05	373.05	1164.65	1663.85		5762.15
		277.96 /09 51.60 /12 70.94 /14		12.28 /15	40.54 /16	1900.00 /18	118.15 /22						
		1389.80 /09 258.00 /12 354.70 /14		61.40 /15	202.70 /16	9500.00 /18	590.75 /22						
88004	09	BRSTHERS, ALSYNA			2342.99	50.00	126.54	134.48	31.45	82.04	140.58		1460.61
		CHECK# 348DD GHI Y	YTD		11714.95	250.00	632.70	672.40	157.25	410.20	702.90		7303.05
		105.33 /08 42.80 /12 25.84 /14		57.28 /15	86.04 /22								
		526.65 /08 214.00 /12 129.20 /14		286.40 /15	430.20 /22								
88502	12	BE3NSTEIN, EL3IR			1452.36		76.35	88.44	20.68	68.26	10.00		1151.09
		CHECK# 346DD GHI N	YTD		7261.80		381.75	442.20	103.40	341.30	50.00		5755.45
		25.84 /14 11.70 /15											
		129.20 /14 58.50 /15											
87860	12	BR5AUX, TYSON			923.38			57.25	13.39	.72	4.00		424.75
		CHECK# 347DD GHI Y	YTD		4616.90			286.25	66.95	3.60	20.00		2123.75
		410.99 /08 12.28 /15											
		2054.95 /08 61.40 /15											
89273	12	BU8N, EM5LE			853.66			48.53	11.35	9.02	10.00		703.82
		CHECK# 349DD GHI N	YTD		4268.30			242.65	56.75	45.10	50.00		3519.10
		70.94 /14											
		354.70 /14											
88335	12	CH2VIS, AN2A			887.78		119.98	55.04	12.87	50.21	4.00		367.72
		CHECK# 350DD GHI Y	YTD		4438.90		599.90	275.20	64.35	251.05	20.00		1838.60
		277.96 /08											
		1389.80 /08											
88575	12	CO2LE, LI2WOOD			757.87		30.95	30.84	7.21	6.15	10.00		412.32
		CHECK# 351DD GHI Y	YTD 146.00		5017.85		287.19	235.33	55.04	102.87	50.00		3065.42
		260.40 /08											
		1222.00 /08											

If applicable, a summary of manual payroll checks prints at the end of the report, followed by a summary of voided checks or direct deposits from a previous payroll cycle.

REPORT ID: PAYR-PAY10C		PAYROLL FINAL REGISTER FOR PAY				11/30/17		PAGE: 60					
PERIOD END: 11/30/2017		REPORT DATE: 03/28/2018 13:35											
*** MANUAL CHECKS ***													
EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	NET PAY
11111	01	SMITH, JANE											
CHECK#	507	GHI Y	YTD		5000.00		585.87	298.16	69.73	244.72	300.00		100.00
		100.00-/12											3410.63
		190.89 /09											
		100.00-/12											
33333	01	ADKINSON, SANDY MARIE			2548.12		15.57	157.98	36.95	6.00			2211.56
CHECK#	506	GHI Y	YTD		7548.12		646.32	450.19	105.29	262.95			5676.39
		120.06 /09											
		406.98 /09											

REPORT ID: PAYR-PAY10C		PAYROLL FINAL REGISTER FOR PAY				11/30/17		PAGE: 61					
PERIOD END: 11/30/2017		REPORT DATE: 03/28/2018 13:35											
*** VOIDS FROM PREVIOUS PAYS ***													
EMP #	CL	CHECK NAME	REG HRS	OT HRS	GROSS	ANNUITY	FEDERAL	OASDI	HI	STATE	RETIRE	AEIC	NET PAY
89980	01	JO4LY, MO4GAN			4286.16		502.65	261.46	61.14	196.77	257.17		2923.43
CHECK#	252948DD	GHI Y	YTD		31868.76		3498.42	1945.72	454.99	1421.43	1804.13		22156.61
		68.96 /09											
		14.58 /17											
		485.40 /09											
		102.06 /17											
*** THE ABOVE DIRECT DEPOSIT (252948) DATED 08-31-17 HAS BEEN VOIDED ***													

The end of the report lists PSERS, TRS, payroll check and direct deposit net, and deduction dollar amount totals.

REPORT ID:	PAYR-PAY10C	PAYROLL FINAL REGISTER FOR PAY	05/31/16	PAGE:	55
PERIOD END:	05/31/2016			REPORT DATE:	09/23/2016 13:55
	PAYROLL CHECK GROSS	6,883.34			
	DIRECT DEPOSIT GROSS	1,048,971.91			
	TOTAL PAYROLL GROSS	1,055,855.25			
	FICA - OASDI	61,535.98	992,514.11		
	FICA - HEALTH INSURANCE	14,391.60	992,514.11		
01	EMPLOYEE ANNUITY	9,441.00			
02	EMPLOYEE 2ND ANNUITY	1,125.00			
03	FED W/H TAX	84,079.33			
04	GA INCOME TAX	39,113.17			
08	NONCERTIFIED MERIT	19,328.87			
09	CERTIFIED MERIT	35,055.28			
12	I-VNDR 000005	944.66			
14	I-VNDR 004603	8,535.42			
15	VENDOR 004373	2,740.76			
16	VENDOR 000012	527.02			
17	VENDOR 000016	2,026.62			
18	COURT W/H	3,893.00			
22	VENDOR 000005	1,835.46			
25	VENDOR 003702	173.03			
26	COURT W/H	50.00			
27	I-VNDR 003702	259.04			
28	COURT W/H	1,386.58			
42	BOARD MEMBER MERIT	66.28			
	OLD PSERS	164.00	58,359.75		
	NEW PSERS	260.00	26,999.77		
	TRS	56,343.51	939,057.47		
	TOTAL DEDUCTIONS	344,649.01			
	DIRECT DEPOSIT NET	706,504.56			
	PAYROLL CHECK NET	4,701.68			
	TOTAL PAYROLL NET	711,206.24			
	TOTAL CHECKS ISSUED	346	MALES: 71	FEMALES: 275	

The final page of the report prints a summary of the number of checks / direct deposits by payroll **Class Code**.

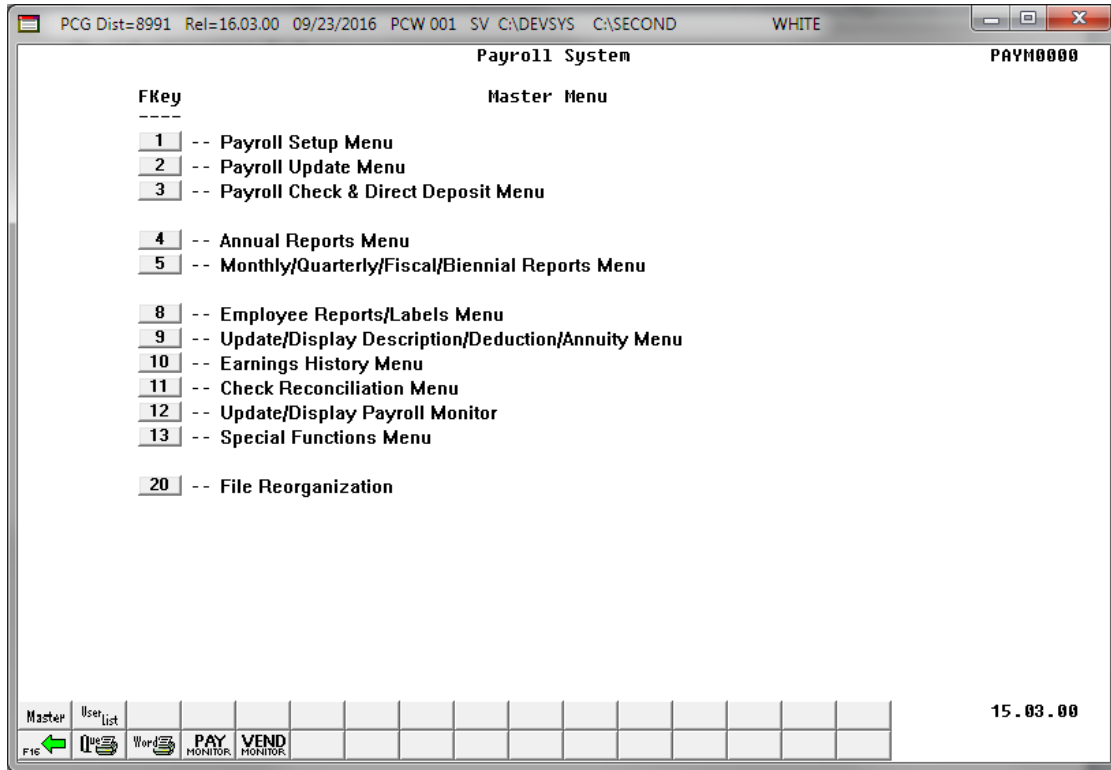
CLASS	MALE	FEMALE	TOTAL	
01	29	109	138	CLASSROOM TEACHERS
02	7	47	54	TEACHER AIDES
03	0	2	2	SUBSTITUTE TEACHERS
04	0	1	1	PRE-K FAMILY SVC COORDINATOR
05	1	7	8	SCHOOL COUNSELORS
07	1	2	3	LIBRARIANS
08	5	10	15	ADMINISTRATIVE
09	1	22	23	CLERICAL
10	4	1	5	MAINTENANCE
11	6	8	14	CUSTODIANS
12	8	23	31	BUS DRIVERS
14	2	0	2	MECHANICS
15	1	30	31	LUNCHROOM WORKERS
17	3	2	5	BOARD MEMBERS
18	1	2	3	CUSTODIAN PARTTIME
22	0	1	1	SPEECH THERAPIST
24	0	2	2	NURSES
28	2	0	2	OTHER CERTIFIED 12 MONTH EMPL
29	3	1	4	OTHER CLASSIFIED 12 MONTH EMPL
30	0	7	7	OTHER CERTIFIED PARTTIME EMPL
31	0	2	2	OTHER CLASSIFIED PARTTIME EMPL
31	74	279	353	TOTAL CHECKS / DIRECT DEPOSITS

A1.3. Payroll Check and Direct Deposit Register – Example

The final page of the report lists issued and voided check totals, and provides the Direct Deposit Register when direct deposits are processed.

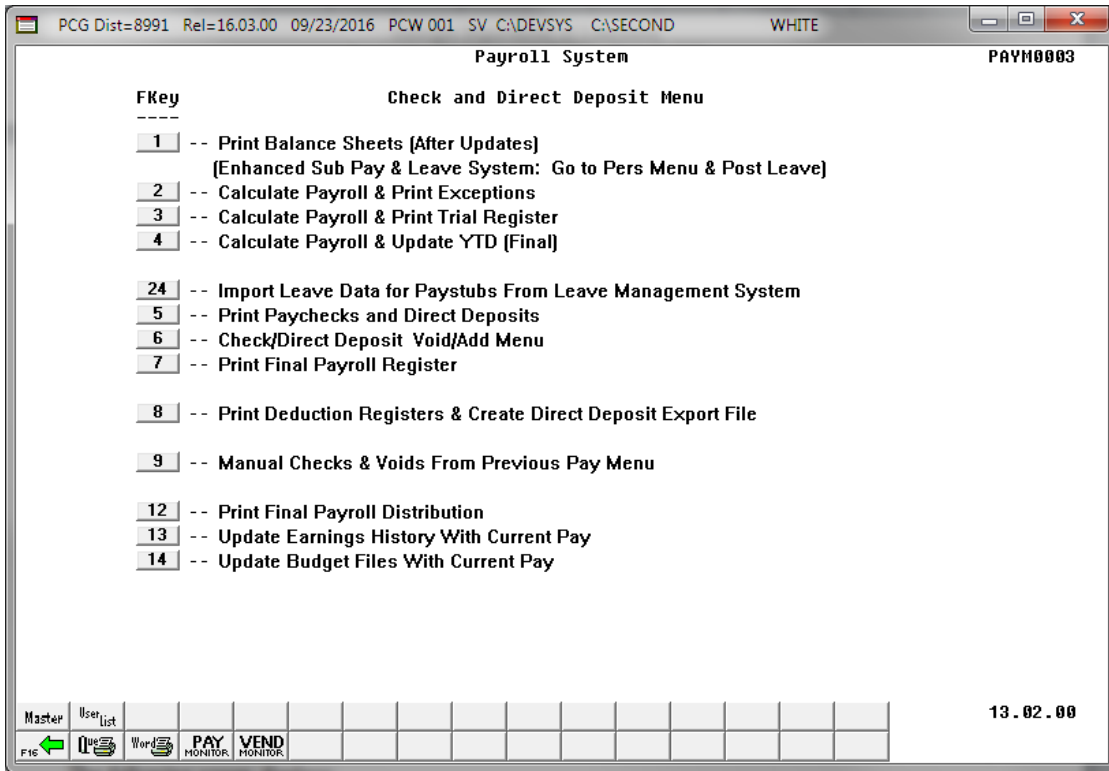
REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016	REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016	REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016	REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016	REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016	REPORT ID:	PAYR-CHECKREG	PERIOD END:	05/31/2016
												** PAY CHECK REGISTER FOR 05/31/16 **								PAGE: 1 REPORT DATE: 09/23/2016			
ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME																		
00-00-00	*CUR PAY VOID*	000002		00000	*** VOID ***																		
00-00-00	*CUR PAY VOID*	000003		00000	*** VOID ***																		
00-00-00	*CUR PAY VOID*	000004		00000	*** VOID ***																		
00-00-00	*CUR PAY VOID*	000005		00000	*** VOID ***																		
05-31-16		000500	2,910.59	56565	THIRD, SALLY																		
05-31-16	*CUR PAY VOID*	000501	1,424.74	22222	LAST, FIRST M																		
05-31-16		000502	1,791.09	22222	LAST, FIRST M																		
***	2	CHECKS ISSUED IN THE AMOUNT OF		4,701.68	***																		
***	5	CHECKS VOIDED IN THE AMOUNT OF			***																		
*NOTICE: THE TOTAL AMOUNT OF VOIDED CHECKS REFLECTS ONLY CHECKS VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.																							
												** DIRECT DEPOSIT REGISTER FOR 05/31/16 **								PAGE: 8 REPORT DATE: 09/23/2016			
ISSUE DATE	CANCEL DATE	CHECK NO.	NET AMT.	EMP#	NAME																		
05-31-16		000670	1,003.31	88161	CLSVENGER, YESETTE																		
05-31-16		000671	2,897.37	87682	CO7BURN, DI7ORAH																		
05-31-16		000672	3,432.61	89641	DISTZ, SHSNIRA																		
05-31-16		000673	1,233.84	88698	ES70SITO, ST7CEY																		
05-31-16		000674	1,417.25	87786	GI7RDANO, DATIUS																		
05-31-16		000675	2,247.24	88049	GIBLIAND, MOSAMED																		
05-31-16		000676	4,792.76	88225	GOSTZ, NISEL																		
05-31-16		000677	2,605.67	89816	GOSD, ZESTA																		
05-31-16		000678	276.46	89969	HASMER, EL8AMAE																		
05-31-16		000679	3,111.24	88487	HIZLMAN, WE2DIE																		
05-31-16		000680	209.51	87990	MUSRELL, I23TTA																		
05-31-16		000681	275.50	88277	OG4E, BO4IS																		
05-31-16		000682	3,972.41	87774	RESDON, RI3A																		
05-31-16		000683	3,179.86	89717	RU4S, JU4E																		
05-31-16		000684	2,549.85	89606	SH3H, MY3L																		
05-31-16		000685	5,497.64	87419	SH6ARER, HU6G																		
05-31-16		000686	1,655.19	88070	SP3AR, JA3I																		
05-31-16		000687	1,684.31	89024	VEST, CA9MIRA																		
05-31-16		000688	1,824.83	88144	WASLIS, TE9MA																		
05-31-16		000689	1,577.25	87402	WI7SLOW, RO7NY																		
***	344	DIRECT DEPOSITS ISSUED IN THE AMOUNT OF		706,504.56	***																		
***		DIRECT DEPOSITS VOIDED IN THE AMOUNT OF			***																		
*NOTICE: THE TOTAL AMOUNT OF VOIDED DD REFLECTS ONLY DD VOIDED FROM A PREVIOUS PAY PERIOD, WHICH WOULD AFFECT THE TOTAL NET.																							

Procedure B: Printing the Deduction Registers/Creating the Direct Deposit Export File



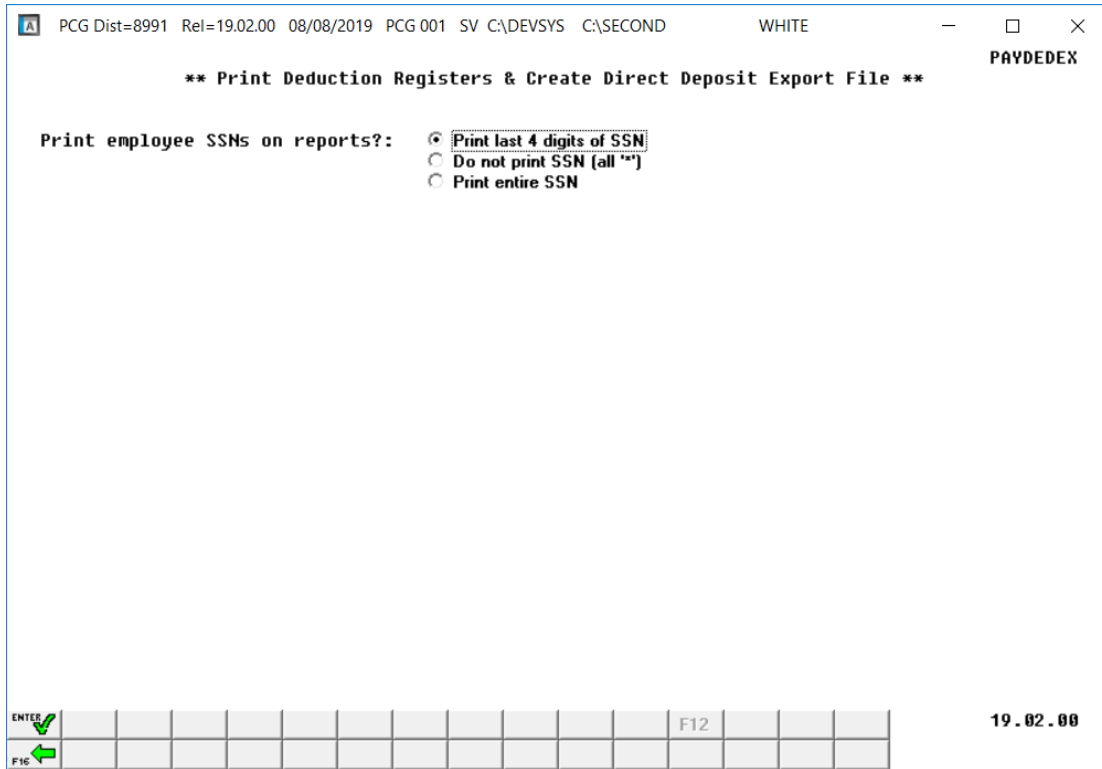
Step	Action
1	Select 3 (F3 -Payroll Check and Direct Deposit Menu).

The following screen displays:



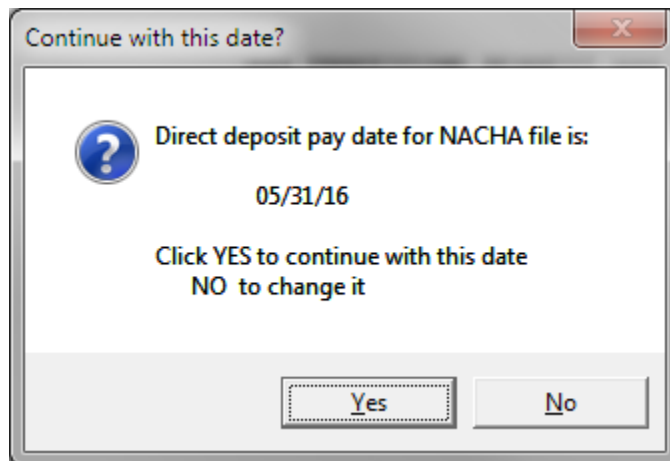
Step	Action
2	Select 8 (F8 -Print Deduction Registers and Create Direct Deposit Export File). <i>“*** Processing Request ***” briefly displays.</i>

The following screen displays:



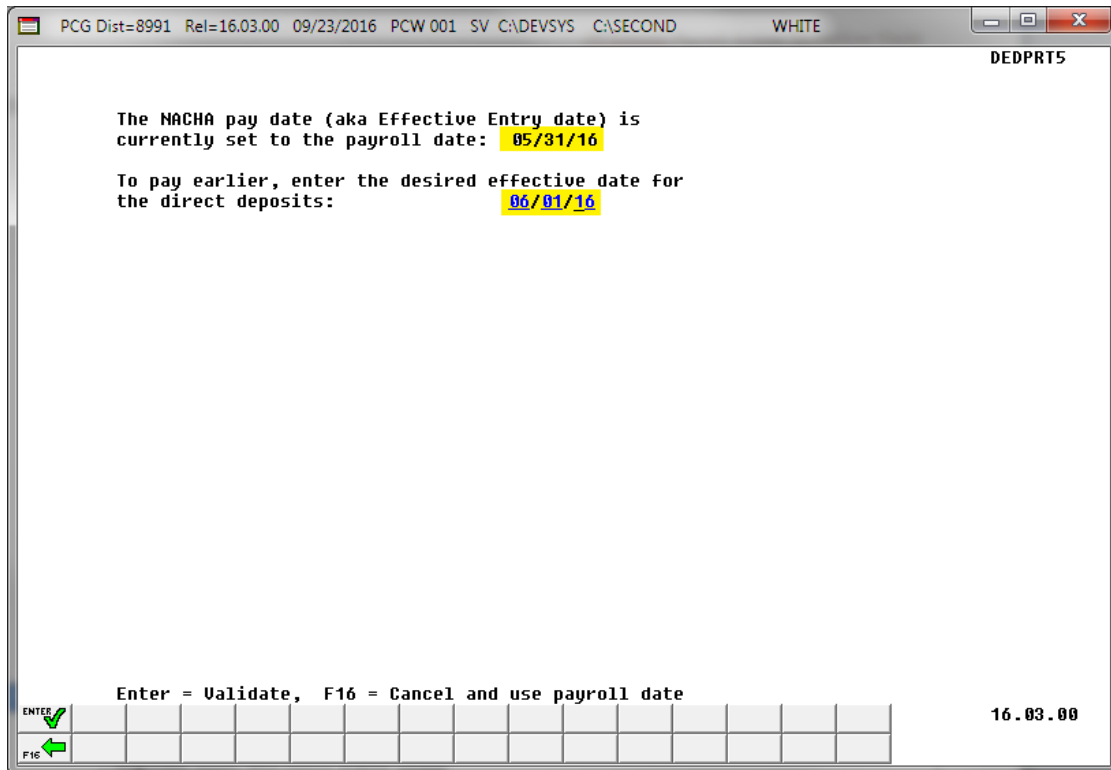
Step	Action
3	Select the <input checked="" type="radio"/> radio button to the left of the desired option for Print employee SSNs on reports . Select whether to print the entire Social Security Number, to <u>not</u> print Social Security Number, or to print only the last four digits of Social Security Number on the payroll deduction reports. This feature allows sensitive payroll data to be protected.


For direct deposits, the following dialog box displays:



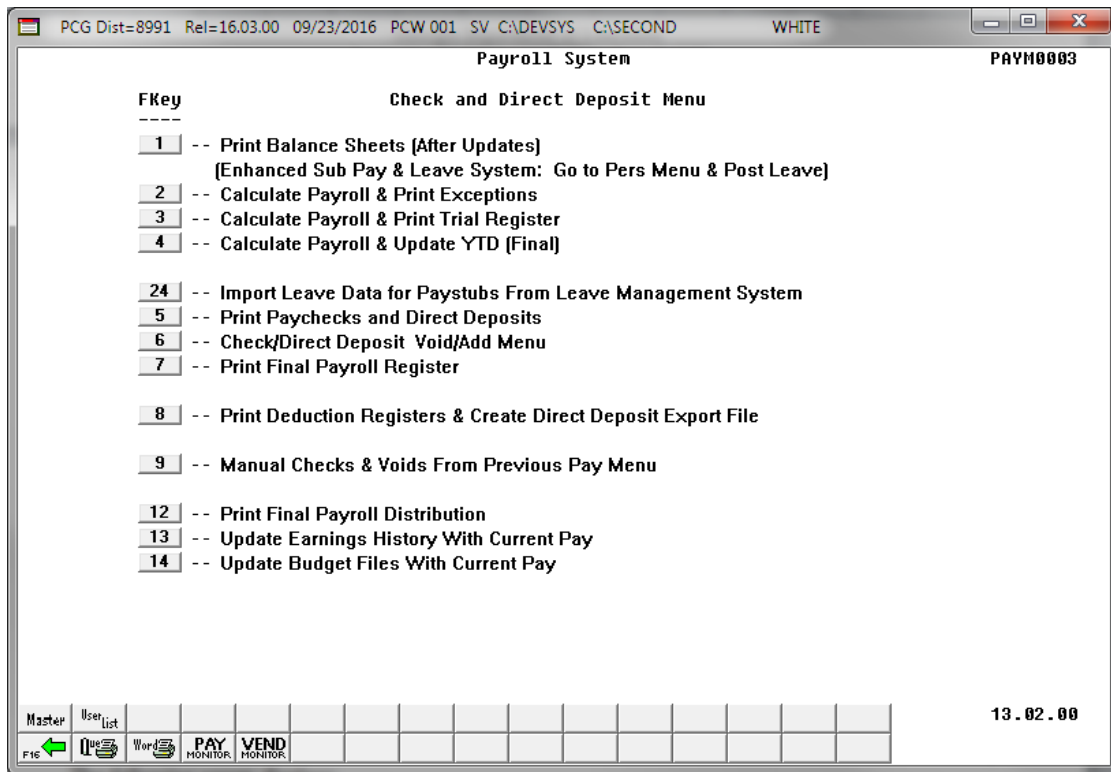
Step	Action
4	<p>Verify the date displayed is correct and select the appropriate response to the <i>Continue with this date?</i> message.</p> <p>If the date is correct: Select <input type="button" value="Yes"/> (Yes) and proceed to Step 5.</p> <p><i>If the “NACHA Bank Not Configured” error message screen displays, screen-print the error message and select Enter. Make the appropriate modifications within the payroll Alpha Description File for the bank identified. Refer to the <u>Payroll System Operations Guide</u>, Section F: Description/Deduction/Annuity File Processing, Topic 2: Alpha Description Record Processing for the instructions. After making these modifications, repeat this procedure beginning at Step 1.</i></p> <p>If the date is incorrect: Select <input type="button" value="No"/> (No) and proceed to Step 4.</p> <p><i>This date defaults from the scheduled payroll date.</i></p>



For Step 4 – No, the date is incorrect selections, the following screen displays:





Step	Action
5	<p>Enter the date (MM DD YY) in the To pay earlier, enter the desired date for the direct deposits field, and select  (Enter) <u>twice</u>.</p> <p>Enter the NACHA effective date in the To pay earlier, enter the desired date for the direct deposits field. The NACHA effective date field allows users to create a NACHA direct deposit file with a <u>future</u> date.</p> <p>The National Automated Clearing House Association, better known as NACHA has adopted a rule to provide a new, ubiquitous capability for moving ACH payments faster. The rule is <u>Same Day processing</u> for virtually any ACH payment.</p> <p>IMPORTANT! For some banks, ACH transactions <u>without a future effective date</u> will be rejected. For some banks, NACHA file processing has been updated to <u>reject</u> current-day or past-dated transactions. These banks will reject current-day and past-dated ACH transactions for all customers/members not configured to allow same-day ACH.</p>

The following screen displays:



Step	Action
6	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide, User Interface Procedures, Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>

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> .
8	Follow normal processing procedures provided by the local bank for submitting the <i>Direct Deposit</i> file. From <i>Windows® Explorer</i> , access K:\SECOND\GOSEND\NACHAXX .

B1. Deduction Registers

B1.1. Deduction Register by Vendor – Example

A separate register generates for each vendor.

REPORT ID: PAYR-DEDEPT1		DEDUCTION REGISTER FOR 05/31/16		PAGE: 4
PERIOD END: 05/31/2016		SMITH CITY BOARD OF EDUCATION		REPORT DATE: 09/23/2016 13:55
SOC-SEC-NO	EMP # LOC	EMPLOYEE NAME	I-VNDR 004603	AMOUNT

PAID				
899-18-7846	87846 0201	WASDROP, VA3CE		70.94
899-18-8144	88144 6790	WASLIS, TESMA		70.94
899-18-7655	87655 0195	WEZMS, NIKOLAS		70.94
899-18-8352	88352 0201	WESDON, CHRLOTT		70.94
899-18-9552	89552 0195	WESDON, IR9IN		70.94
899-18-9990	89990 0195	WHSTTEN, IZ3TTA		70.94
899-18-8550	88550 0201	WHSTTINGTON, CR3Z		70.94
899-18-9612	89612 0108	WISLETT, COS		25.84
899-18-9579	89579 0195	WISHEIM, DO6NY		25.84
899-18-7402	87402 6790	WI7SLOW, RO7NY		25.84
899-18-7857	87857 0195	WISDHAM, BUSTON		25.84
899-18-8174	88174 0201	WOGRELL, LY3AN		70.94
899-18-9945	89945 0108	YABZIE, HASLEY		25.84
899-18-9700	89700 0001	YOST, FR5DRICKA		70.94
899-18-8630	88630 0201	ZR3ATA, DA3IS		70.94
899-18-8413	88413 0001	ZI4MER, MA4IE		70.94
NO.		168		8,535.42

B1.2. Deductions Register by Individual Deduction – Example

REPORT ID: PAYR-DEDERT1		DEDUCTION REGISTER FOR 05/31/16		PAGE: 6	
PERIOD END: 05/31/2016		SMITH CITY BOARD OF EDUCATION		REPORT DATE: 09/23/2016 13:55	
SOC-SEC-NO	EMP # LOC	EMPLOYEE NAME	FED W/H TAX	AMOUNT	

PAID					
899-18-9394	89394 0100	TE7PLETON, JO7A		281.00	
899-18-8870	88870 0100	THEBODEAUX, MURRAY		454.10	
111-11-2345	56565 0001	THIRD, SALLY		387.82	
899-18-7913	87913 0195	TOSIAS, CHESE		91.69	
899-18-8087	88087 0195	TRZUT, LEZNORA		480.17	
899-18-7885	87885 0201	TU4BS, KA4CE		479.21	
899-18-8996	88996 0201	URSBE, EMSL		489.53	
899-18-7796	87796 0108	URSBE, HAS		14.25	
899-18-7436	87436 0100	VASN, OR5LEE		549.60	
899-18-7467	87467 0100	VAGENTIN, SHEYNE		236.58	
899-18-8984	88984 0201	VANDES, HAGIE		50.65	
899-18-7816	87816 0108	VASHORN, ZESIA		244.92	
899-18-7824	87824 0201	VEST, KA9IER		267.44	
899-18-7622	87622 0108	VISAL, RESONA		468.17	
899-18-7914	87914 0201	VU7, OL7NDA		82.58	
899-18-7846	87846 0201	WASDROF, VA3CE		366.41	
899-18-7655	87655 0195	WE2MS, NIZKOLAS		330.74	
899-18-9622	89622 0001	WESTHERS, RESONA		95.38	
899-18-8352	88352 0201	WESDON, CHRLOTT		257.41	
899-18-9552	89552 0195	WESDON, IR9IN		193.13	
899-18-7422	87422 0108	WHSTLOCK, LASERNE		543.16	
899-18-9990	89990 0195	WHSTTEN, IZ3TTA		1,646.61	
899-18-8550	88550 0201	WHSTTINGTON, CR3Z		257.81	
899-18-9612	89612 0108	WISLETT, CO5		500.69	
899-18-8210	88210 0195	WI7G, DE7MY		435.11	
899-18-7402	87402 6790	WI7SLOW, RO7NY		249.84	
899-18-7857	87857 0195	WISDHAM, BUSTON		87.39	
899-18-8174	88174 0201	WOSRELL, LY3AN		322.68	
899-18-9945	89945 0108	YASZIE, HASLEY		531.13	
899-18-7985	87985 0201	YES, RESNALDO		72.02	
899-18-8630	88630 0201	ZASATA, DASIS		343.20	
899-18-8413	88413 0001	ZI4MER, MA4IE		21.97	
	NO.	286		84,079.33	

B1.3. Deduction Register for Credit Unions – Example

REPORT ID: PAYR-DEDERT1		DEDUCTION REGISTER FOR 05/31/16		PAGE: 1	
PERIOD END: 05/31/2016		SMITH CITY BOARD OF EDUCATION		REPORT DATE: 09/23/2016 13:55	
SOC-SEC-NO	EMP # LOC	CREDIT #	EMPLOYEE NAME	AMOUNT	

PAID					
***** NO VALID RECORDS SELECTED *****					

B1.4. Leave Taken Register - Example

REPORT ID: PAYR-DEDPRT1		LEAVE TAKEN FOR PAY OF 10/30/15					PAGE: 1					
PERIOD END: 10/30/2015							REPORT DATE: 09/26/2016 12:25					
SOC-SEC-NO	EMPNO	LOC	CLASS	EMPLOYEE NAME	SICK	PERS	VAC	OTHER	W/O PAY	STAFF	BANK	
999-08-8966	88966	0110	03	AL3CEA, DUSTI	3.00	.00	.00	.00	.00	.00	.00	STATE
					.00	.00	.00	.00	.00	.00	.00	LOCAL
999-08-7633	87633	0101	03	AP8LEGATE, SH8QUANA	.00	.00	.00	.00	.00	2.00	.00	STATE
					.00	.00	.00	.00	.00	.00	.00	LOCAL
999-08-7204	87204	0110	03	BA5GETT, DASN	.00	.00	.00	2.00	.00	.00	.00	STATE
					.00	.00	.00	.00	.00	.00	.00	LOCAL
NO.				3								

B1.5. Direct Deposits Deduction Register – Example

REPORT ID: PAYR-DEDERT5		DIRECT DEPOSITS DEDUCTION REGISTER FOR 06/01/16				PAGE: 1	
PERIOD END: 05/31/2016						REPORT DATE: 09/23/2016	
		***** 10 = ATLANTA BANK *****					
SOC-SEC-NO	EMP #	EMPLOYEE NAME	ACCOUNT	AMOUNT	TYPE		
PAID							
899-18-9958	89958	EA3N, MISAH	11 1111 111121	2,495.91	CHECKING		
899-18-7481	87481	ERSNER, WISMER	11 1111 111652	2,350.87	CHECKING		
899-18-7611	87611	BU6FINGTON, PEGRONIA	11 1111 111631	864.17	CHECKING		
899-18-7354	87354	BU7KHART, JA7EL	11 1111 111682	2,239.09	CHECKING		
899-18-8565	88565	CA4RASCO, TRAMAN	11 1111 111409	1,702.28	CHECKING		
899-18-8999	88999	CI2TRON, AHZED	11 1111 111322	100.00	SAVINGS		
899-18-8999	88999	CI2TRON, AHZED	11 1111 111323	1,269.42	CHECKING		
899-18-7850	87850	CO7MISH, DA7ENE	11 1111 111576	2,085.18	CHECKING		
899-18-8777	88777	CU8VER, FISEL	11 1111 111371	3,448.65	CHECKING		
899-18-9512	89512	CU9LLAR, EMSRY	11 1111 111226	791.09	CHECKING		
899-18-7771	87771	FE6NANDES, RE6INIA	11 1111 111603	805.18	CHECKING		
899-18-8906	88906	FO7, DV7AN	11 1111 111338	882.45	CHECKING		
899-18-8877	88877	GA4DIS, ER4IE	11 1111 111342	2,761.20	CHECKING		
899-18-9978	89978	GO7DARD, GE7RGANN	11 1111 111115	1,027.07	CHECKING		
899-18-9346	89346	HA7MS, MA7OR	11 1111 111260	2,746.27	CHECKING		
899-18-8008	88008	HE9TON, AR9YNE	11 1111 111530	3,882.75	CHECKING		
899-18-9829	89829	HY4TT, AY4KO	11 1111 111148	500.00	CHECKING		
899-18-8761	88761	JU8D, MO8NIE	11 1111 111372	761.09	CHECKING		
899-18-7583	87583	LO2NEY, LA2AWN	11 1111 111637	4,342.60	CHECKING		
899-18-9415	89415	OR2ELAS, AN2ONY	11 1111 111240	3,165.13	CHECKING		
899-18-8281	88281	PA8IS, PH8BE	11 1111 111467	2,350.94	CHECKING		
899-18-9704	89704	RA9SDALE, DE9ICK	11 1111 111173	3,376.99	CHECKING		
899-18-8251	88251	RI6LEY, LA6ENYA	11 1111 111474	3,659.69	CHECKING		
899-18-9643	89643	RO6ENTHAL, SE6ASTIAN	11 1111 111187	621.92	CHECKING		
899-18-7913	87913	TO8IAS, CH8SE	11 1111 111560	500.00	CHECKING		
899-18-8087	88087	TR2UT, LE2NORA	11 1111 111508	2,588.49	CHECKING		
899-18-7422	87422	WH3TLOCK, LA3ERNE	11 1111 111667	3,641.49	CHECKING		
NO.	27			54,959.92			

REPORT ID: PAYR-DEDERT5		DIRECT DEPOSITS DEDUCTION REGISTER FOR 06/01/16				PAGE: 1	
PERIOD END: 05/31/2016						REPORT DATE: 09/23/2016	
		***** 99 = GRAND TOTAL FOR ALL BANKS *****					
PAID							
NO.	413			706,504.56			

B1.6. Advanced Earned Income Credit (AEIC) Register – Example

In the screenshot example, no records applied.

REPORT DATE 09/23/2016

ADVANCE EARNED INCOME CREDIT REGISTER FOR 05/31/16
SMITH CITY BOARD OF EDUCATION

PAGE 1

--REIMBURSED--

***** NO VALID RECORDS SELECTED *****

B1.7. Annuity Deduction Register – Example

The final page of the report lists the grand totals for annuities.

REPORT ID: PAYR-DEDFRT2		ANNUIITY DEDUCTION REGISTER FOR 05/31/16		PAGE: 1
PERIOD END: 05/31/2016		SMITH CITY BOARD OF EDUCATION		REPORT DATE: 09/23/2016
		***** VALIC (457B PLAN) *****		
SOC-SEC-NO	EMP #	EMPLOYEE NAME	AMOUNT	
PAID				
899-18-9589	089589	ALBRECHT, CAAMELO	100.00	
899-18-9958	089958	BASN, MI3AH	50.00	
899-18-8353	088353	BRBWER, CLSOTILDE	25.00	
899-18-9493	089493	BU4DICK, AN4LISA	150.00	
899-18-7929	087929	BUSL, ELS	200.00	
899-18-9073	089073	CLARY, FRANCES	450.00	
899-18-8649	088649	DEBONG, TOSHIA	100.00	
899-18-8625	088625	DOSE, ROBELEE	500.00	
899-18-8969	088969	EDBOND, ELSAMAE	400.00	
899-18-9591	089591	FRNCE, COZBY	50.00	
899-18-8060	088060	GISMAN, GOSDEN	125.00	
899-18-9283	089283	GOSDEN, REGTA	225.00	
899-18-7483	087483	GREENBERG, BEGNIE	100.00	
899-18-9080	089080	HAGDER, KESLEY	50.00	
899-18-7809	087809	HEBRMANN, YASAIRA	200.00	
899-18-7890	087890	HOTLAND, LI7N	150.00	
899-18-8316	088316	HUSPHREYS, VASENTIM	350.00	
899-18-9970	089970	HU7DLESTON, LOTIE	100.00	
899-18-8117	088117	IS4ACS, MA4IA	100.00	
899-18-8181	088181	LA4KFORD, BE4	30.00	
899-18-8676	088676	LESRY, RESD	250.00	
899-18-9759	089759	MA2SEN, AL2ARO	20.00	
899-18-9021	089021	MA4COLM, DA4IGN	125.00	
899-18-9240	089240	MAGLOW, LESUEL	100.00	
899-18-7606	087606	MOSEY, MY3L	200.00	
899-18-7630	087630	MOSICA, DA3IS	100.00	
899-18-9962	089962	MY7ICK, CY7DY	300.00	
899-18-7823	087823	OG2ESEY, AL2SA	100.00	
899-18-8281	088281	PASIS, PH8EE	100.00	
899-18-7783	087783	PO2ANCO, SH2RDA	100.00	
899-18-7911	087911	PO2NDEXTER, GR2VER	25.00	
899-18-7443	087443	REED, DA6EN	25.00	
899-18-8292	088292	SFSNN, EA5LE	105.00	
899-18-8870	088870	TH3BODEAUX, MU3RAY	150.00	
899-18-7885	087885	TU4BS, RA4CE	100.00	
899-18-8996	088996	URSBE, EMSL	100.00	
899-18-7846	087846	WA3DROP, VA3CE	50.00	
899-18-7655	087655	WE2MS, NI2KOLAS	50.00	
899-18-9552	089552	WESDOM, IRSIN	350.00	
899-18-8210	088210	WI7G, DE7MY	150.00	
899-18-8630	088630	ZA3ATA, DA3IS	50.00	
NO.	41		6,005.00	
REPORT ID: PAYR-DEDFRT2		ANNUIITY DEDUCTION REGISTER FOR 05/31/16		PAGE: 1
PERIOD END: 05/31/2016		SMITH CITY BOARD OF EDUCATION		REPORT DATE: 09/23/2016
		***** GRAND TOTAL FOR ALL ANNUITIES *****		
PAID				
NO.	63		10,566.00	

B2. Standard NACHA File Layout

FILE HEADER RECORD – 1 RECORD		
Position	Field Name	Field Contents
01-01	Record Type	1
02-03	Priority Code	01
04-13	Immediate Destination	xxxxxxxx [Position 4 = Space] provided by Bank
14-23	Immediate Origin	xxxxxxxx [Position 14 = Space] provided by Bank
24-29	Transmission Date	File creation date (YYMMDD)
30-33	Transmission Time	File creation time (HHMM)
34-34	File ID Modifier	A
35-37	Record Size	094
38-39	Blocking Factor	10
40-40	Format Code	1
41-63	Immediate Destination Name	Provided by your bank
64-86	Immediate Origin Name	Provided by your bank
87-94	Reference Code	Blanks

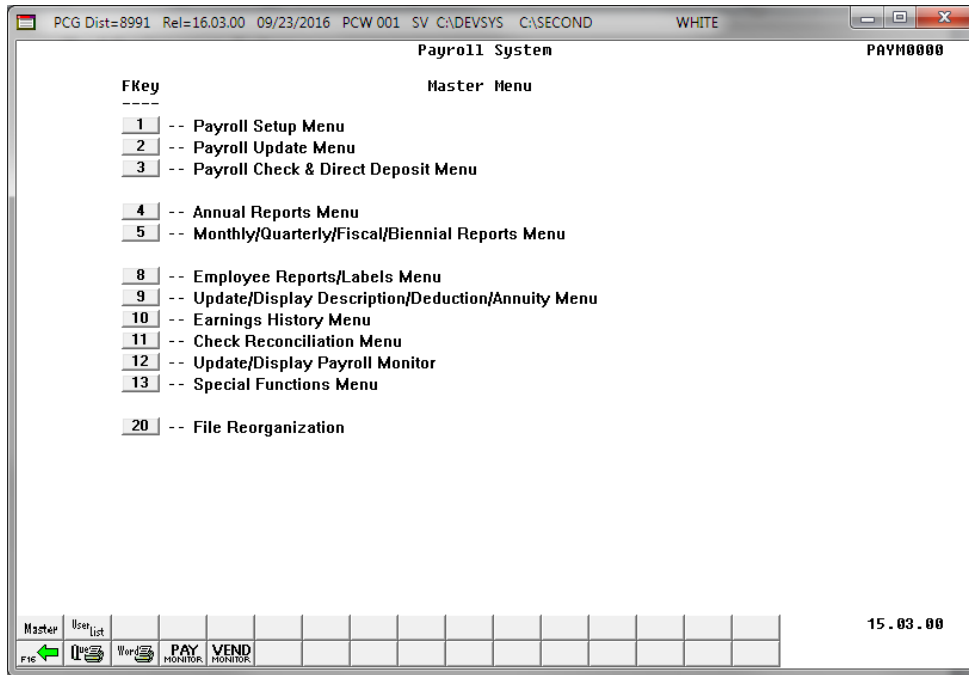
SYSTEM FILE HEADER RECORD – 5 RECORD		
Position	Field Name	Field Contents
01-01	Record Type	5
02-04	Service Class Code	200-Mixed
05-20	School District/System Name	Your school system's name
21-40	School District/System Discretionary Data	Blank
41-50	School District/System Identification	Federal Tax ID Number or a unique number developed with your Bank during implementation
51-53	Standard Entry Class Code	PPD
54-63	School District/System Entry Description	Payroll
64-69	School District/System Descriptive Date	File creation date
70-75	Effective Entry Date	Settlement date
76-78	Settlement Date (Julian)	Settlement Date in Julian format
79-79	Originator Status Code	1
80-87	Originating DFI ID	xxxxxxx provided by Bank
88-94	Batch Number	Increment batches with a numbering scheme i.e., 0000001, 0000002, etc.

ENTRY DETAIL RECORD – 6 RECORD		
Position	Field Name	Field Contents
01-01	Record Type Code	6
02-03	Transaction Code	Varies (22, 27, 32, 37, etc.)
04-11	Receiving DFI Identification	Transit routing number of the receiving financial institution
12-12	Check Digit	Last digit of the transit routing number
13-29	DFI Account Number	Account number at the receiving financial institution
30-39	Amount	Total dollar amount to be transferred
40-54	Individual Identification Number	Optional. An ID used to identify the Receiver
55-76	Individual Name	Account holder's name
77-78	Discretionary Data	Blank
79-79	Addenda Record Indicator	1 if there are accompanying addenda records, otherwise 0
80-94	Trace Number	Mandatory. Leftmost 8 digits: xxxxxxxx, rightmost 7 digits: sequence number such as 0000001; increment the sequence number for each detail record

SYSTEM BATCH CONTROL RECORD – 8 RECORD		
Position	Field Name	Field Contents
01-01	Record Type Code	8
02-04	Service Class Code	200-Mixed
05-10	Entry/Addenda Count	Total number of detail and addenda records in the batch
11-20	Entry Hash	Total of the entry detail record positions 4-11
21-32	Total Debit Entry Dollar Amount	Total debit dollar amount in batch
33-44	Total Credit Entry Dollar Amount	Total credit dollar amount in batch
45-54	School District/System ID	Federal Tax ID Number or a unique number developed with your Bank during implementation
55-73	Message Authentication Code	Blanks
74-79	Reserved	Blanks
80-87	Originating DFI ID	Provided by your bank
88-94	Batch Number	Increment batches with a numbering scheme i.e., 0000001, 0000002, etc.

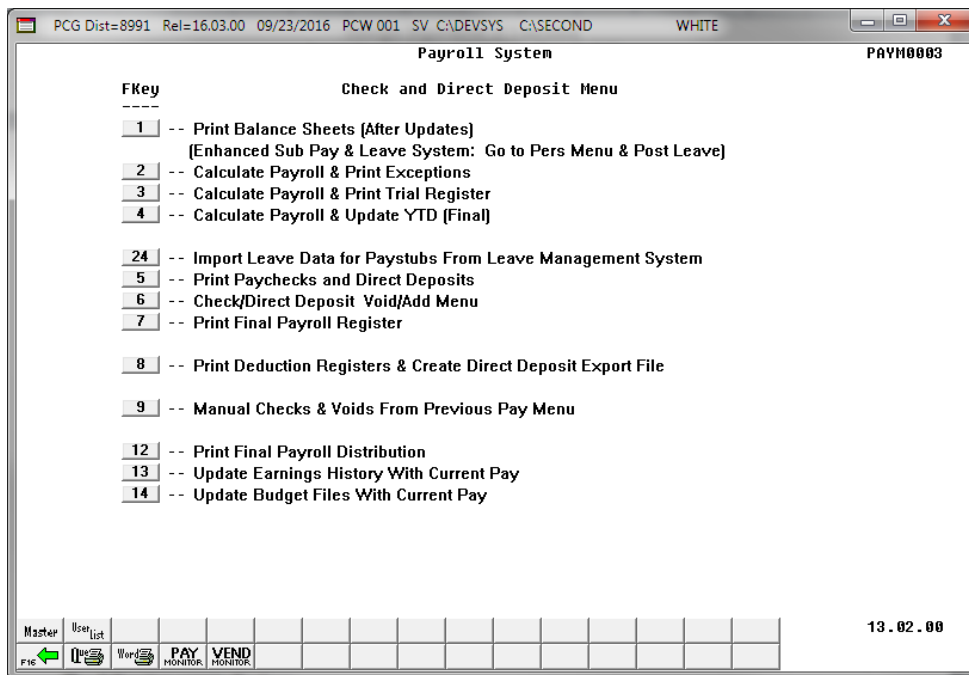
FILE CONTROL RECORD – 9 RECORD		
Position	Field Name	Field Contents
01-01	Record Type Code	9
02-07	Batch Count	Total number of batches in the file
08-13	Block Count	Total number of blocks in the file
14-21	Entry/Addenda Count	Total number of detail and addenda records
22-31	Entry Hash	Total of entry detail record positions 4-11 in the file
32-43	Total Debit Entry Dollar Amount in File	Total debit amount of file
44-55	Total Credit Entry Dollar Amount in File	Total credit amount of file
56-94	Reserved	Blanks






Procedure C: Printing the Final Payroll Distribution Report



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

The following screen displays:



Step	Action
2	Select  (F12 - Print Final Payroll Distribution). <i>*** Processing Request ***</i> briefly displays.
3	<p>To print the report via the Uqueue Print Manager: Select  (Uqueue).</p> <p>To print the report via Microsoft® Word: Select  (MS WORD).</p> <p><i>Refer to the <u>Technical System Operations Guide</u>, <u>User Interface Procedures</u>, <u>Creating the Microsoft®-PCGenesis QWORD Macro for Report Printing</u>, for instructions on creating the macros needed for the MS WORD feature.</i></p>
4	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> .

C1.Final Payroll Distribution Reports

C1.1. Payroll Gross Pay Distribution Report (by Fund) – Example

REPORT ID: PAYR-PAY20-GROS		PAYROLL GROSS PAY DISTRIBUTION		FOR 01/30/17		PAGE: 12								
PERIOD END: 01/30/2017						REPORT DATE: 03/10/2017								
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADD'L	ACCOUNT DESCRIPTION	AMOUNT	OBJECT	TOTALS	FNCT	FUND
17	602	0	9990	3100	18400	0100	1	000000	Workers	6,964.80	6,964.80			
17	602	0	9990	3100	19100	0100	1	000000	Other Admin Personnel	1,736.03	1,736.03	8,700.83		8,700.83
17	603	0	9990	3100	14200	8010	0	000000	Clerical	2,285.76	2,285.76			
17	603	0	9990	3100	19100	8010	0	000000	Other Admin Personnel	3,955.00	3,955.00			
17	603	0	9990	3100	19900	8010	0	000000	Other Salaries	250.37	250.37	6,491.13		6,491.13
17	604	0	9990	3100	11400	0195	1	000000	Subs					
17	604	0	9990	3100	18400	0195	1	000000	Workers	7,169.12	7,169.12			
17	604	0	9990	3100	19100	0195	1	000000	Other Admin Personnel	1,543.80	1,543.80	8,712.92		8,712.92
17	605	0	9990	3100	11400	0201	1	000000	Subs					
17	605	0	9990	3100	18400	0201	1	000000	Workers	6,716.82	6,716.82			
17	605	0	9990	3100	19100	0201	1	000000	Other Admin Personnel	1,737.24	1,737.24	8,454.06		8,454.06
17	606	0	9990	3100	11400	0108	1	000000	Subs					
17	606	0	9990	3100	18400	0108	1	000000	Workers	8,384.96	8,384.96			
17	606	0	9990	3100	19100	0108	1	000000	Other Admin Personnel	1,484.28	1,484.28	9,869.24		9,869.24
***** ALL ACCOUNTS *****										1,108,449.29				

C1.2. Payroll Gross Pay Distribution Report (by Employee) - Example

The final page of the report lists object, function, program and fund/fiscal and grand totals.

LOC	EMP NAME	AMOUNT	ACCOUNT
0201 89506	CR7FT, GA7EN	693.28	17 605 0 9990 3100 18400 0201 1 000000
0201 89739	HUSPHRIES, PA3THENIA	1,070.51	17 605 0 9990 3100 18400 0201 1 000000
0201 87903	KISPATRICK, DA5N	855.48	17 605 0 9990 3100 18400 0201 1 000000
0201 88948	KR7US, MA7Y	1,227.36	17 605 0 9990 3100 18400 0201 1 000000
0201 87244	NE2DHAM, SH2NTAY	647.06	17 605 0 9990 3100 18400 0201 1 000000
0201 89219	QU3ZADA, DU3TY	693.28	17 605 0 9990 3100 18400 0201 1 000000
6790 88103	T08H, EL8ONOR	401.45	17 605 0 9990 3100 18400 0201 1 000000
0201 87707	WH6TING, JE6ROLD	1,128.40	17 605 0 9990 3100 18400 0201 1 000000
*** TOTAL BY OBJECT		6,716.82 *	
0201 89976	CUSVER, TR8NT	1,737.24	17 605 0 9990 3100 19100 0201 1 000000
*** TOTAL BY OBJECT		1,737.24 *	
*** TOTAL BY FUNCTION		8,454.06 **	
*** TOTAL BY PROGRAM		8,454.06 ***	
*** TOTAL BY FUND/FISC		8,454.06 ****	
*** TOTAL BY OBJECT		*	
0108 88867	AR3HULETA, CUS	1,250.64	17 606 0 9990 3100 18400 0108 1 000000
0108 89678	CASMONA, AD8LPH	1,003.16	17 606 0 9990 3100 18400 0108 1 000000
0108 89507	FO6TUNE, JU6IE	789.67	17 606 0 9990 3100 18400 0108 1 000000
0108 88801	GR5GAN, GISSEPPINA	914.47	17 606 0 9990 3100 18400 0108 1 000000
0108 88503	HESRINGTON, JOSHUA	855.48	17 606 0 9990 3100 18400 0108 1 000000
0108 88811	MA4LES, OT4O	1,124.87	17 606 0 9990 3100 18400 0108 1 000000
0108 87731	MESARD, RISHIE	1,283.97	17 606 0 9990 3100 18400 0108 1 000000
0108 89220	RO2KWELL, AN2A	761.25	17 606 0 9990 3100 18400 0108 1 000000
6790 88103	T08H, EL8ONOR	401.45	17 606 0 9990 3100 18400 0108 1 000000
*** TOTAL BY OBJECT		8,384.96 *	
0108 89554	MESLEY, NABACHA	1,484.28	17 606 0 9990 3100 19100 0108 1 000000
*** TOTAL BY OBJECT		1,484.28 *	
*** TOTAL BY FUNCTION		9,869.24 **	
*** TOTAL BY PROGRAM		9,869.24 ***	
*** TOTAL BY FUND/FISC		9,869.24 ****	
*** GRAND TOTAL		1,108,449.29 *****	

C1.3. Payroll Employer Benefit Distribution (by Employee) – Example

The report lists the employer share for OASDI, Medicare (HI), pension, and Georgia Health Insurance (GHI) and gives employer share grand totals. The final page of the report contains important “TRS DOE Paid ERCON = Y” field entry information.

REPORT ID: PAYR-PAYPR103		PAYROLL EMPLOYER BENEFIT DISTRIBUTION BY EMPLOYEE FOR 01/30/17								PAGE: 21	
PERIOD END: 01/30/2017										REPORT DATE: 03/10/2017	
EMP. #	EMPLOYEE NAME	SALARY GROSS	OASDI GROSS OASDI AMT	HI GROSS HI AMT	PENSION (OBJECT) TYPE	PENSION GROSS AMOUNT	C GHI AMT	N GHI AMT	(OBJECT) PEN EMPL SHR/EMPL		
WH3TTINGTON, CR3Z 88310		761.25	694.97 43.09	694.97 10.08	NEW PSERS			846.20			
WH6TING, JE6ROLD 87707		1,128.40	1,062.12 65.85	1,062.12 15.40	NEW PSERS			846.20			
WH9ATLEY, JA9QUES 89392		4,909.55	4,882.67 302.73	4,882.67 70.80	TRS	4,909.55 700.59					
WISLINGHAM, KESBERLY 89691		5,060.26	4,789.34 296.94	4,789.34 69.45	TRS	5,060.26 722.10	945.00				
W16LEY, BA6TON 87955		2,902.85	2,902.85 179.98	2,902.85 42.09	TRS	2,902.85 414.24					
W17G, DE7MY 87911		2,409.73	2,131.77 132.17	2,131.77 30.91	OLD PSERS			846.20			
W18DHAM, BU8TON 87502		4,310.61	3,976.41 246.54	3,976.41 57.66	TRS	4,310.61 615.12	945.00				
ZA3ATA, DA3IS 88403		1,015.86	942.06 58.41	942.06 13.66	NEW PSERS						
Z14MER, PH4NG 89558		3,908.02	3,637.10 225.50	3,637.10 52.74	TRS	3,908.02 557.68	945.00				
EMPLOYER SHARE GRAND TOTAL		1,108,449.29	1,047,420.54 64,940.21	1,047,420.54 15,187.59	(23000) TRS (23000) TRS DOE	959,077.00 136,860.51 13,388.24 1,910.50	129,465.00	96,466.80			

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT INCLUDES 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND THESE CONTRIBUTIONS WILL BE INCLUDED ON THE EMPLOYEES' EARNINGS HISTORY RECORDS.

C1.4. Payroll Employer Benefit Distribution Report (by Fund) – Example

The report lists the employer share for OASDI, Medicare (HI), pension, and Georgia Health Insurance (GHI) by fund and gives employer share grand totals. The final page of the report contains important “TRS DOE Paid ERCON = Y” field entry information.

REPORT ID: PAYR-PAY20-BENE		PAYROLL EMPLOYER BENEFIT DISTRIBUTION				FOR 01/30/17		PAGE: 13	
PERIOD END: 01/30/2017								REPORT DATE: 03/10/2017	
YR FND F		22000 ***** 22000 ***** 21000 ***** 21000 *****							
PRGM FNCT OBJCT FCTY B ADDT'L	SALARY GROSS	FICA EMPLOYER OASDI+HI GROSS	MED EMPLOYER HI GROSS	PENSION (OBJECT)	PENSION GROSS	C GHI AMT	N GHI AMT	(OBJECT)	PEN EMPL
ACCOUNT DESCRIPTION		OASDI+HI AMT	HI AMT	TYPE	AMOUNT			SHR/EMPL	
EMPLOYER SHARE FUND 603-0	6,491.13	6,087.19		(23000)	2,536.13				
		465.71		TRS	361.91		846.20		
17 604 0									
9990 3100 11400 0195 1 000000									
Subs									
9990 3100 18400 0195 1 000000	7,169.12	6,464.57			401.45				
Workers		494.54		TRS	57.29		4,442.55		
9990 3100 19100 0195 1 000000	1,543.80	1,477.52			1,543.80				
Other Admin Personnel		113.03		TRS	220.30		846.20		
EMPLOYER SHARE FUND 604-0	8,712.92	7,942.09		(23000)	1,945.25				
		607.57		TRS	277.59		5,288.75		
17 605 0									
9990 3100 11400 0201 1 000000									
Subs									
9990 3100 18400 0201 1 000000	6,716.82	6,176.69			401.45				
Workers		472.51		TRS	57.29		3,596.35		
9990 3100 19100 0201 1 000000	1,737.24	1,710.36			1,737.24				
Other Admin Personnel		130.84		TRS	247.90				
EMPLOYER SHARE FUND 605-0	8,454.06	7,887.05		(23000)	2,138.69				
		603.35		TRS	305.19		3,596.35		
17 606 0									
9990 3100 11400 0108 1 000000									
Subs									
9990 3100 18400 0108 1 000000	8,384.96	7,784.11			401.45				
Workers		595.48		TRS	57.29		3,596.35		
9990 3100 19100 0108 1 000000	1,484.28	1,484.28			1,484.28				
Other Admin Personnel		113.55		TRS	211.81				
EMPLOYER SHARE FUND 606-0	9,869.24	9,268.39		(23000)	1,885.73				
		709.03		TRS	269.10		3,596.35		
EMPLOYER SHARE ALL FUNDS	1,108,449.29	1,047,420.54		(23000)	959,077.00				
		80,127.80		TRS	136,860.51	129,465.00	96,466.80		

NOTE: TRS DOE PAID ERCON = 'Y' ON THE EMPLOYEE RECORD INDICATES THAT THE GEORGIA DEPARTMENT OF EDUCATION WILL PAY THE EMPLOYER-PAID CONTRIBUTION FOR THE EMPLOYEE. ON THIS REPORT, THE TOTAL TRS EMPLOYER SHARE AMOUNT DOES NOT INCLUDE 'TRS DOE PAID ERCON' CONTRIBUTIONS, AND A VENDOR CLAIM WILL NOT BE GENERATED FOR THESE TRS AMOUNTS.

C1.5. Distribution of Benefits – Detail Items by Account Report – Example

The Distribution of Benefits – Detail Items by Account Report allows users to print the final distribution of benefits by employee number within account. This helps payroll administrators balance benefit distribution amounts from payroll with amounts posted to the general ledger. The final page of the report completes the listing of individual account totals, and provides the overall account distribution total.

REPORT ID:	PAYR-PAYDR102	PAYROLL Distribution of Benefits										PAGE:	16			
PERIOD END:	01/30/2017	Detail Items by Account for Period 01/30/2017										REPORT DATE:	03/10/2017 14:09			
Empno	Name	Yr	Fnd	F	Prgrm	Fnct	Objct	Fcty	B	Addt	'1	Ded	Cd	Ded	Company	Amount
89824	RE6D, DE6IS	17	514	0	6030	2100	19000	0195	1	000000		16				6.30
Account Total																6.30
87793	STMPER, MA9IELLA	17	514	0	6030	2100	19100	0195	1	000000		1		01		10.50
87793	STMPER, MA9IELLA	17	514	0	6030	2100	19100	0195	1	000000		14				6.50
Account Total																17.00
88103	TOSH, EL8ONOR	17	602	0	9990	3100	18400	0100	1	000000		14				1.41
88411	CH3, SH3ROLYN	17	602	0	9990	3100	18400	0100	1	000000		14				6.50
89487	MA6RY, DI6K	17	602	0	9990	3100	18400	0100	1	000000		14				6.50
89768	BR9SWELL, SU9DAY	17	602	0	9990	3100	18400	0100	1	000000		14				6.50
Account Total																20.91
88400	FA6LK, RO6ANNE	17	602	0	9990	3100	19100	0100	1	000000		14				6.50
Account Total																6.50
87829	CH5NG, BE5RY	17	603	0	9990	3100	19100	8010	0	000000		14				6.50
Account Total																6.50
88103	TOSH, EL8ONOR	17	603	0	9990	3100	19900	8010	0	000000		14				.86
Account Total																.86
87956	COSURN, KA5HA	17	604	0	9990	3100	18400	0195	1	000000		14				6.50
88103	TOSH, EL8ONOR	17	604	0	9990	3100	18400	0195	1	000000		14				1.41
Account Total																7.91
87903	KISPATRICK, DA5N	17	605	0	9990	3100	18400	0201	1	000000		14				6.50
88103	TOSH, EL8ONOR	17	605	0	9990	3100	18400	0201	1	000000		14				1.41
Account Total																7.91
89976	CUSVER, TR8NT	17	605	0	9990	3100	19100	0201	1	000000		14				6.50
Account Total																6.50
88103	TOSH, EL8ONOR	17	606	0	9990	3100	18400	0108	1	000000		14				1.41
88801	GR5GAN, GISSEPPINA	17	606	0	9990	3100	18400	0108	1	000000		14				6.50
88867	AR3HULETA, CU3	17	606	0	9990	3100	18400	0108	1	000000		14				6.50
Account Total																14.41
Account Distribution Total																1,159.10

C1.6. Employer Deduction Contribution Report (by Account) - Example

The Employer Deduction Contribution Report By Account lists the employer contributions for the annuity deductions. The final page of the report completes the listing of individual fund totals, and provides an overall annuity company contribution total.

REPORT ID: PAYR-PAYDR100		PAYROLL EMPLOYER DEDUCTION CONTRIBUTION REPORT		PAGE: 1						
PERIOD END: 01/30/2017		BY ACCOUNT FOR 01/30/17		REPORT DATE: 03/10/2017						
ANNUITY CO. #: 01 VALIC (403B PLAN)		CONTRIBUTION TYPE: 1		1 = FIXED AMOUNT						
VENDOR #: 0010 VENDOR 000010		EMPLOYER OBJECT: 29000 EMPLOYER BLNC: 0475		2 = % OF ANNUITY GROSS						
				3 = % OF EMPLOYEE CONTRIBUTION						
				4 = % OF ANNUITY GROSS, W/ MAX						
YR	FND	F	PRGM	FNCT	OBJCT	FCY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
17	100	0	1041	1000	11000	0108	1	000000	Teacher	1.73
17	100	0	1043	1000	11000	0108	1	000000	Teacher	.06
17	100	0	1051	1000	11000	0100	1	000000	Teacher	7.67
17	100	0	1053	1000	11000	0100	1	000000	Teacher	.31
17	100	0	1081	1000	11000	0201	1	000000	Teacher	8.96
17	100	0	1083	1000	11000	0201	1	000000	Teacher	.35
17	100	0	1091	1000	11000	0100	1	000000	Teacher	2.42
17	100	0	1093	1000	11000	0100	1	000000	Teacher	.10
17	100	0	1351	1000	11000	0100	1	000000	Teacher	4.95
17	100	0	1351	1000	11000	0195	1	000000	Teacher	4.95
17	100	0	1353	1000	11000	0100	1	000000	Teacher	.18
17	100	0	1353	1000	11000	0195	1	000000	Teacher	.18
17	100	0	2111	1000	11000	0108	1	000000	Teacher	.96
17	100	0	2111	1000	11000	0201	1	000000	Teacher	1.11
17	100	0	2113	1000	11000	0108	1	000000	Teacher	.04
17	100	0	2113	1000	11000	0201	1	000000	Teacher	.04
17	100	0	9990	2100	14600	0108	1	000000	Athletics	.24
17	100	0	9990	2400	19100	0201	1	000000	Other Admin	.04
FUND TOTAL 17-100-0										34.29
17	402	0	1750	2210	19100	0108	1	000000	Other Admin Personnel	7.71
FUND TOTAL 17-402-0										7.71
17	514	0	6030	2100	19100	0195	1	000000	Other Admin Personnel	10.50
FUND TOTAL 17-514-0										10.50
ANNUITY CO. TOTAL										52.50

The Employer Deduction Contribution Report By Account also lists the employer contributions for other deductions. The final page of the report completes the listing of individual fund totals, and provides an overall deduction contribution total.

REPORT ID: PAYR-PAYDR100		PAYROLL EMPLOYER DEDUCTION CONTRIBUTION REPORT		PAGE: 7						
PERIOD END: 01/30/2017		BY ACCOUNT FOR 01/30/17		REPORT DATE: 03/10/2017						
DEDUCTION #: 16 VENDOR 000012		CONTRIBUTION TYPE: 1		1 = FIXED AMOUNT						
VENDOR #: 0012 VENDOR 000012		EMPLOYER OBJECT: 21000		2 = % OF PROC TYPE GROSS						
		EMPLOYER BLNC: 0479		3 = % OF EMPLOYEE CONTRIBUTION						
YR	FND	F	PRGM	FNCT	OBJCT	ECTY	B	ADDT'L	ACCOUNT DESCRIPTION	EMPLOYER CONTRIBUTION AMOUNT
17	100	0	1041	1000	11000	0108	1	000000	Teacher	6.75
17	100	0	1041	1000	11700	0108	1	000000	Ext Year	.60
17	100	0	1041	1000	11800	0108	1	000000	"Art	5.63
17	100	0	1043	1000	11000	0108	1	000000	Teacher	.25
17	100	0	1043	1000	11800	0108	1	000000	"Art	.22
17	100	0	1071	1000	11000	0195	1	000000	Teacher	6.74
17	100	0	1073	1000	11000	0195	1	000000	Teacher	.26
17	100	0	1081	1000	11000	0201	1	000000	Teacher	26.19
17	100	0	1081	1000	11700	0201	1	000000	Ext Year	.66
17	100	0	1081	1000	17300	0201	1	000000	Counselor	6.13
17	100	0	1083	1000	11000	0201	1	000000	Teacher	1.06
17	100	0	1083	1000	17300	0201	1	000000	Counselor	.21
17	100	0	1320	2700	19000	8012	0	000000	Other Mgmt	7.00
17	100	0	2041	1000	11000	0100	1	000000	Teacher	6.75
17	100	0	2043	1000	11000	0100	1	000000	Teacher	.25
17	100	0	5071	1000	11002	6001	0	000000	Virtual Supplements	.04
17	100	0	5071	1000	11002	6002	0	000000	Virtual Supplements	.05
17	100	0	9990	2100	14600	0201	1	000000	Athletics	.62
17	100	0	9990	2100	19100	0108	1	000000	Other Admin	.55
17	100	0	9990	2400	13100	0108	1	000000	Asst. Principal	7.00
17	100	0	9990	2400	19100	0201	1	000000	Other Admin	.04
FUND TOTAL 17-100-0										77.00
17	485	0	1863	2100	17600	8010	0	000000	CARE	7.00
FUND TOTAL 17-485-0										7.00
17	514	0	6030	2100	19000	0195	1	000000	Other Mgmt Personnel	6.30
FUND TOTAL 17-514-0										6.30
17	560	0	1540	2400	19100	0195	1	000000	Other Admin Personnel	.70
FUND TOTAL 17-560-0										.70
DEDUCTION TOTAL										91.00

C1.7. Employer Deduction Contribution Report (by Employee) - Example

The Employer Deduction Contribution Report By Employee lists the employer contributions for the annuity deductions. The final page of the report provides an overall annuity company contribution total.

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
87373	BRNK, LI&NDRA	7.85	999-08-7373
87719	CR3USE, DO3ETTE	7.85	999-08-7719
87540	FO3TIER, RU3SEL	7.85	999-08-7540
88961	HA3SER, MO3A	7.85	999-08-8961
87564	MA6TOX, MIGHELINA	7.85	999-08-7564
87415	PO2ANCO, SH2RDA	7.85	999-08-7415
ANNUITY CO. TOTAL CONTRIBUTION AMOUNT		47.10	

The Employer Deduction Contribution Report By Employee also lists the employer contributions for other deductions. The final page of the report provides an overall deduction contribution total.

EMP. #	NAME	EMPLOYER CONTRIBUTION AMOUNT	SOC. SEC. NO.
87366	AB3EU, MO3TY	7.00	999-08-7366
89955	AD4IR, CE4ESTA	7.00	999-08-9955
89381	AG7E, SH7RICE	7.00	999-08-9381
87782	AR3ETT, LO3SE	7.00	999-08-7782
87759	BA8GH, KH8LILAH	7.00	999-08-7759
89016	BO4E, RI4O	7.00	999-08-9016
88589	CAZON, RO2	7.00	999-08-8589
88989	GR4IN, ED4ARDO	7.00	999-08-8989
88699	MASX, KASOLINE	7.00	999-08-8699
88571	NE3RON, RI3A	7.00	999-08-8571
89940	PA2SON, DEZETRIUS	7.00	999-08-9940
87352	PA3TRIDGE, IS9IAH	7.00	999-08-7352
89824	RE6D, DE6IS	7.00	999-08-9824
DEDUCTION TOTAL CONTRIBUTION AMOUNT		91.00	