

## PCGenesis Setup for New Pay Statement Checklist

### PAYROLL – SETUP NEW PAY STATEMENT CHECKLIST

PCGenesis now offers a new and improved pay check/direct deposit. Using the new pay checks/direct deposits will be optional. Sites may continue to use their old check stock for as long as they like. However, the new features available in the improved check design will not be offered for the old checks.

The new pay stub is longer than the old stub. The new pay stub will be offered in an 8.5 x 14 inch format for self-seal checks, and in an 8.5 x 11 inch format for non-self-seal checks. The new check format will be offered with MICR printing only, and with or without signature printing.

The MICR procedure allows payroll and vendor checks to be printed on blank check stock using a laser printer. This printer must have already been set up with a *Signature Card* and magnetic toner, and the MICR feature must be enabled. Detailed instructions for setting up MICR printing are in the [Payroll System Operations Guide, Section J. – System Utilities, Topic 1: Magnetic Ink Character Recognition \(MICR\) Setup](#).

PCGenesis signature card vendor selections include *Source Technologies or Teleform, ACOM, Xerox, microMICR, and TROY MICR Printing Solutions*.

✓	STEP	ACTION
	1	<b>Laser Printer.</b> Verify the printer has MICR processing capabilities. Most HP Laser printers with the PCL6 capability will work fine. The HP4000 & HP8000 Series printers have been tested. Note however that when the <i>Duplex</i> option is enabled on the HP4100 DTN printer, problems may result. <b>The Duplex options must be disabled.</b>
	2	<b>MICR Ink Cartridge.</b> To allow checks to be processed through the local banking system, a MICR ink cartridge is required for the laser printer. Magnetic toner for the checks' MICR lines is also required.
	3	<b>Signature Cards with MICR Capabilities.</b> A PCL6 Permanent Soft Font is required to support MICR printing. Source Technologies®, Teleform, Xerox®, ACOM Solutions®, and Blausen Technologies' microMICR System™, and TROY MICR Printing should have MICR capabilities.
	4	MICR printing is set up by <b>Bank Code</b> . This means you can decide what checks to use <u>by bank account</u> . The instructions for setting up MICR printing are in the <a href="#">Payroll System Operations Guide, Section J. – System Utilities, Topic 1: Magnetic Ink Character Recognition (MICR) Setup</a> .
	5	<p><b>Check Stock Options.</b> For new payroll statement: decide whether to use self-seal or non-self-seal. The new pay stub will be offered in an 8.5 x 14 inch format for self-seal checks, and in an 8.5 x 11 inch format for non-self-seal checks. For the new pay statement, non-self-seal checks can be mailed in a standard #9 double window envelope. Select the option <b><i>New Detailed Stub Blank Stock</i></b> for the new payroll check stub.</p> <p><b><u>New Detailed Stub Blank Stock:</u></b> Available for <u>payroll</u> checks/direct deposits only, these checks print a more detailed check stub which includes a breakdown of the employees' current earning amounts.</p> <p><b><u>Non-Self-Seal:</u></b> Any of the above options <u>without</u> the Fold &amp; Seal capability.</p> <p><b><u>Self-Seal:</u></b> Any of the above options <u>with</u> the Fold &amp; Seal capability.</p> <p><i>For the PrePrinted-No Numbers and Blank Check Stock options, a backup supply must be</i></p>

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		<i>on hand in case of equipment failure. Having this backup supply will allow a complete payroll and/or a vendor check run to successfully complete. <u>PrePrinted stock must always be reserved for this purpose.</u></i>
	<b>6</b>	Before ordering check stock, call the help desk to verify that your check forms match PCGenesis requirements. The check forms required for payroll checks and vendor checks differ.
	<b>7</b>	<b>Optional But Recommended</b> - Use Multi Colored Blank Check Stock. Use different colors for each account type including Payroll, Vendor, and School Food Services (SFS) checks.
	<b>8</b>	<p><b>Vendor Check Stock.</b></p> <p style="text-align: center;">* * * <b>IMPORTANT</b> * * *</p> <p>NOTE: Vendor check stock is not changing at all. <b>The vendor check stock will continue to have the check in the middle of the form.</b> The check is not being moved to the bottom of the form, as is the case for payroll checks. The vendor check stock will be the exact same vendor check stock that has always been used.</p> <p>That being said, you will still need to decide whether or not to use MICR printing for your vendor checks. If you decide to use PCGenesis for your MICR printing on vendor checks, you may need to order new vendor check stock that does not have the MICR encoded line pre-printed on the check.</p> <p>If your vendor checks use the same <i>Bank Code</i> as your payroll checks, it is simpler (and recommended) if both vendor and payroll checks use MICR printing.</p> <p>If you decide to use MICR for vendor checks and you are using MICR for the first time, you will need to order new vendor check stock at the same time you are ordering new payroll check stock. The new vendor check stock will be blank check stock, with the check in the middle of the form.</p>
	<b>9</b>	<b>Backup Check Stock.</b> Even though you will be using MICR printing, you must have backup check stock with pre-printed check numbers for printing manual checks and for printing checks in emergency situations. These emergency checks will have check numbers and other relevant information (such as bank information and district name and address) pre-printed on the check. You must be sure to reserve this check number range, and not use these checks numbers for your normal payroll runs.
	<b>10</b>	<b>Align Signature Block.</b> After you have received your new check stock, you must align the signature block on the checks. Align the signature block for payroll checks, vendor checks, and purchase orders.
	<b>11</b>	<p><b>Create MICR-Enabled Samples.</b> Before using the checks for a live payroll run, you must print a sample check. Take a sample check to your bank and verify that the bank can read the MICR line at the bottom of the check. This is especially true if you are using any soft font other than Source Technologies®.</p> <p>MICR-enabled samples must be forwarded to the local bank or financial institution for</p>

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		testing. Verify the bank or financial institution’s transit and account numbers are correct. Verify the MICR line is properly positioned and printed for high speed processing equipment.
	12	Once the sample check has been approved by the bank, you may use the new checks in a live payroll run.
	13	<p><b>Careful Control of Check Numbers for Unnumbered Checks.</b> Keep a written log of the check numbers used during check printing. Although the system will prompt you with a reminder of the last check number used, doing a system restore during payroll check processing or vendor check processing could make this prompt inaccurate. Therefore, it is recommended that after printing checks, you make an entry into a log book as to the check numbers printed.</p> <p>Because it will be much easier to enter an incorrect check number when <i>unnumbered</i> checks are used, please exercise extreme caution. Also, since numbers are not on the checks, <u>the last check number used for each bank must be recorded for future reference.</u></p>
	14	<p><b>Check Security. All checks should be stored in a secure location under extreme caution.</b> For example, when checks are unnumbered, it will be impossible to know if a check is missing. It is strongly recommended that checks are stored in a safe or a lock-box.</p>
	15	<p>The new check stub contains a new section of data entitled <i>Current Hours and Earnings</i>. The new check stub will print the current earnings based upon the <i>Pay Type</i> entered for the gross data line on the <i>Update/Display Gross Data</i> screen. The <i>Pay Type</i> table is defined in the Description File under ‘P – Compensation Type’.</p> <p>NOTE: The names <i>Pay Type</i> and <i>Compensation Type</i> are used interchangeably. The codes used to define <i>Pay Type</i> on the <i>Update/Display Gross Data</i> screen are called <i>Compensation Type</i> (code ‘P’) on the <i>Maintain Description Records</i> screen.</p> <p>The <i>Pay Types</i> are user-defined. Detailed instructions for setting up <i>Pay Type</i> codes are in the <a href="#">Payroll System Operations Guide, Section F. – Description/Deduction/Annuity File Processing</a>. The <i>Current Hours and Earnings</i> will list the <i>Pay Type</i> descriptions, along with the pay rates, regular and overtime hours, regular and overtime pay, and contract amounts.</p> <p>In order to get a proper breakdown of the earnings, users will need to categorize their employees’ Gross Data earnings by <i>Pay Type</i> before utilizing the new pay check statement.</p>

**PCGENESIS SETUP NEW PAY STATEMENT CHECKLIST**

The Georgia Department of Education (GaDOE) recommends the PCGenesis System Administrator and Financial Director, and/or other responsible financial personnel sign the *Checklist* acknowledging that all procedures are complete, and that the school district or system stores the *Checklist* in the central office's files.

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PCGenesis System Administrator/Date

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Payroll Director/Bookkeeper(s)/Date

*Revision History*

Date	Version	Description	Author
3/8/2016	1.3	16.01.00 – Update Footers.	S. Scrivens
01/21/2011	1.2	10.04.00 – Added <i>Teleform</i> option to MICR Setup.	D. Ochala
03/29/2010	1.1	10.01.00 – Updated check description to <i>New Detailed Stub Blank Stock</i> .	D. Ochala
12/09/2009	1.0	09.04.00 – Created checklist document.	D. Ochala