PCGenesis
Handling Payroll Issues & Other Advanced Features

GASBO

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PCGenesis

Introduction

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The Payroll Issues class is usually a full day class. We will try to cover as much material as possible during a 50 minute session. However, all of today's PowerPoint presentations will be available on our documentation website under 'Release Information'. We will publish the PowerPoint along with the presenter's notes for future viewing.
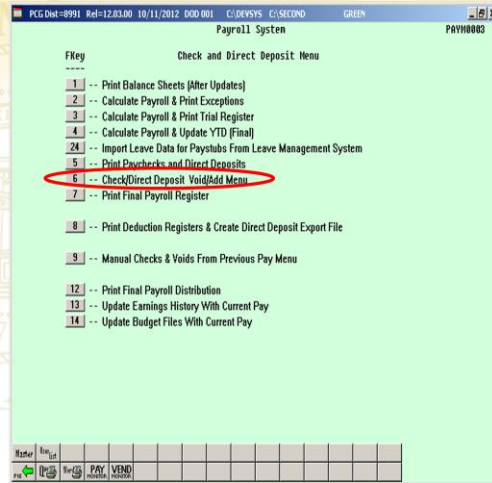
Many, many payroll problems can be resolved while in the middle of a payroll run. PCGenesis has a very valuable, but little used feature called the **Check/Direct Deposit Void/Add Menu** which allows users to make corrections to an employee's pay AFTER printing the employee's pay check or generating the employee's direct deposit.

The **Check/Direct Deposit Void/Add Menu** (F6) is used to correct check errors for the underline current payroll. Checks may be voided, issued, or reissued as necessary.

If you send a NACHA file to the bank, and the bank tries to process the file but finds an error, as long as the user has NOT run **F13**, Update Earnings History, and **F14**, Update Budget Files, the user can use the **Check/Direct Deposit Void/Add Menu** to correct the NACHA file. This can be a life saver!!!

Pattie Problemcauser did some extra work for her principal and he said that she would get paid for it. You didn't find out until after checks were printed, but before they were distributed. You can reissue the check through the **Void/Add** process.

Void/Reissues can handle both regular checks and direct deposits.

Problems in Current Payroll Void/Add Menu

- NACHA error – bad account number on Withholding screen.
- Missing employee pay.
- Add/delete a deduction amount.
- But! This depends on not having processed step F13 and F14. Otherwise a restore will be required.

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Many problems can be fixed with the **Void/Add** process.

If the NACHA file was created, sent to the bank, and then rejected because of a bad account number, the problem can be corrected.

If an employee is missing pay, the problem can be corrected. Or, if a deduction was taken or not taken as it was supposed to be, the problem can be corrected.

We can run and re-run the **Void/Add** process as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as <u>NOT</u> been run. Once F13 and F14 have been executed, corrections can't be made unless files are restored.

First, note that the final and deduction registers, and the final payroll distribution steps can be repeated as often as necessary, regardless of whether you are doing a Void/Add process.

We can run and re-run all the registers and reports as many times as necessary as long as **F13**, Update Earnings History, and **F14**, Update Budget Files, as <u>NOT</u> been run.
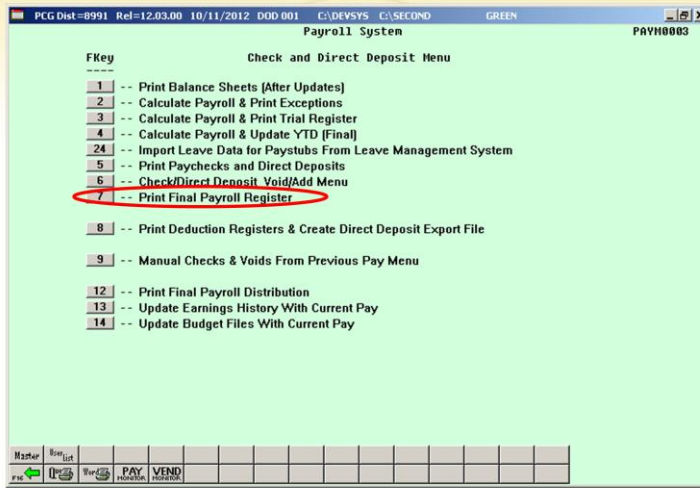
For example, we can run the Final Register a second or third time.
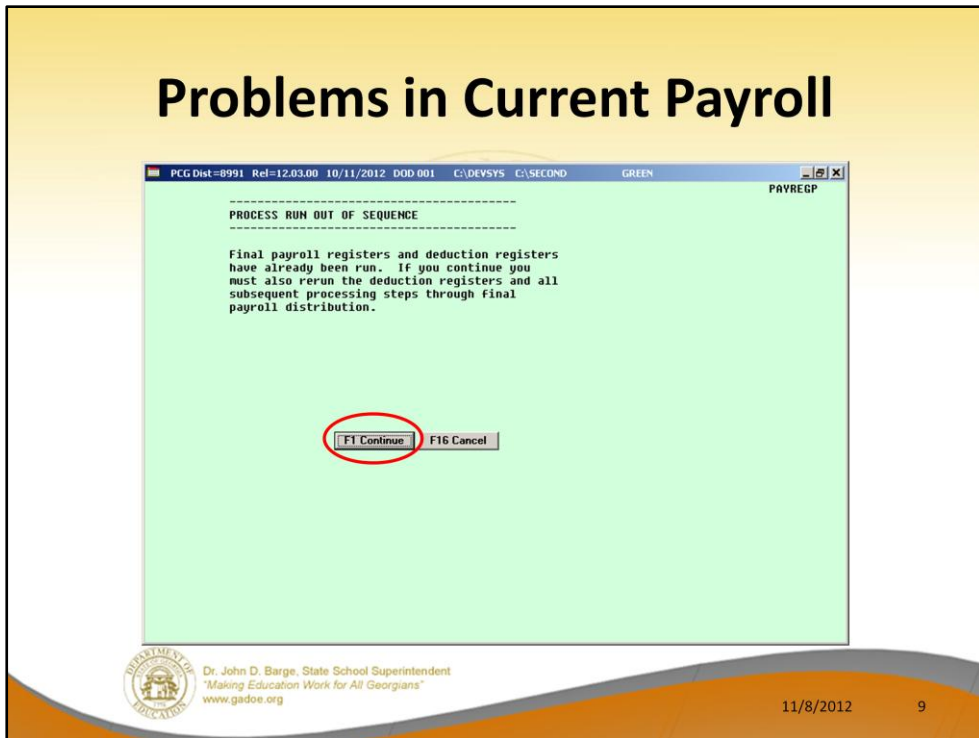
When I try to run the Final Register a second time, the following screen is displayed. **F1** will allow the Final Register to continue processing.

Once the Final Register has been run a second time, the rest of the steps must be completed in order. The Deduction Registers and Final Distribution must be rerun as well.

However, rerunning the reports will not correct a problem with the payroll. For example, if I try to make a change to an employee's Gross Data screen, I am not able to change the screen to modify mode by using **F9**. I can't add any additional pay.

Problems in Current Payroll
Void/Add Menu
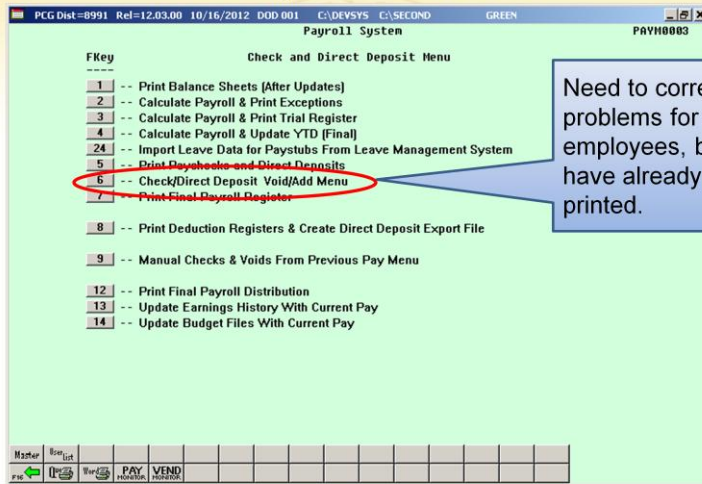
If checks have already printed, but I need to add missing pay for an employee, I can start the **Void/Add** process.

Step 1:
Once a Void/Add process has been started, it must be completed! We start by running Step 1 – Void/Add Request Procedure.

Problems in Current Payroll
Void/Add Menu

Enter the employee's number. This is the employee with the incorrect check.

Verify that this is the check which should be voided.

To simply void the check, answer NO to the question, "Will a replacement check / direct deposit be issued?"

To void and then to reissue a new check, answer YES to the question, "Will a replacement check / direct deposit be issued?"

Step 2:
Now when I access an employee's Gross Data screen, I am able to change the screen to modify mode by using **F9**. I can now add additional pay!

If I need to change deduction amounts or change direct deposit account numbers, I would find that **F9** is now available on all of the employee payroll screens.

Step 2:

Now the additional pay can be added. I am using a **Proc Type** of 'B' for a salary adjustment with no pension calculated. This adjustment will be deleted next time payroll setup is run.

I now return to the **Check/Direct Deposit Void/Add Procedure Menu**. From here, let's look at the **Void/Add Procedure Monitor**, F12.

Problems in Current Payroll
Void/Add Menu
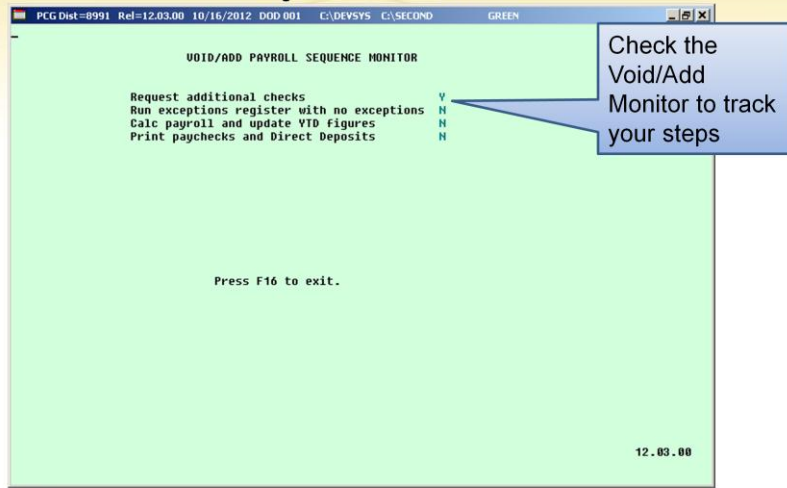
Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks, but have not gone any further yet.

Problems in Current Payroll
Void/Add Menu

We can also track our progress on the main **Payroll Monitor**. You can see that the Void/Add Run is NOT complete. I will not be able to run the registers or final distribution until the Void/Add Run is complete.

Step 3:
From the Add/Void Menu, we will run the **Trial Register** (F3) for the reissued or voided checks.

Note that Step 3, 4, and 5 must be run in order.

Step 3:
Review the **Exceptions Report**. Note that only one record has been input.

Step 3:
Review the **Trial Register**. Note that the Trial Register reflects only the reissued or voided checks.

Problems in Current Payroll
Void/Add Menu

- The Trial Employer Benefit Register is also available

Step 3:
Review the **Trial Employer Benefit Register**. Note that the Trial Employer Benefit Register reflects only the reissued or voided checks.
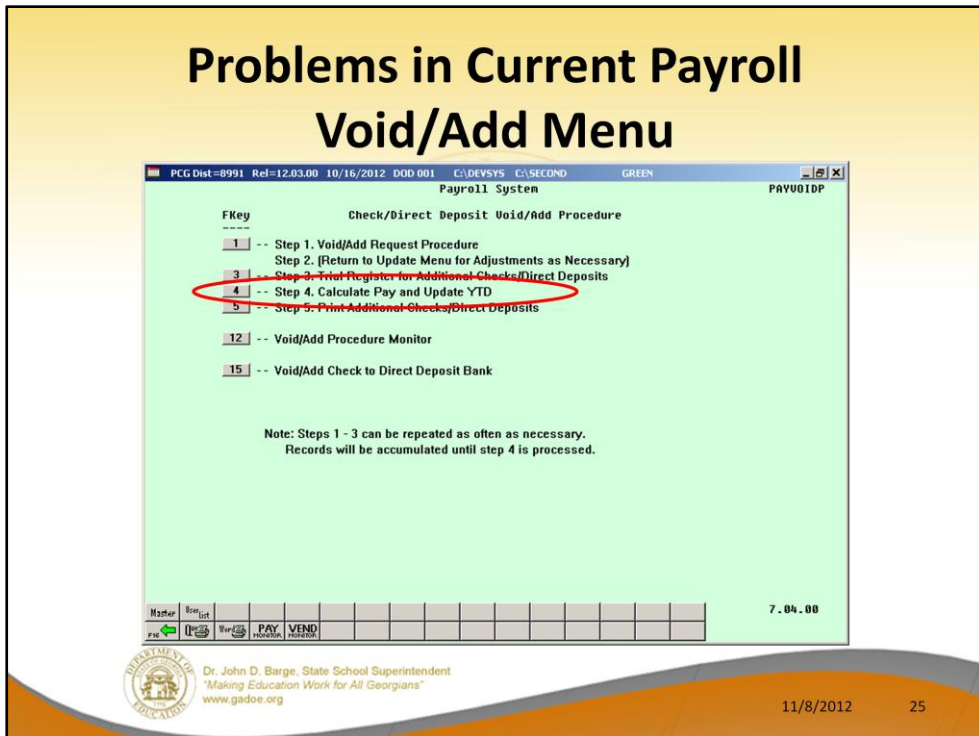
Step 4:

From the Add/Void Menu, we will run the **Calculate Pay and Update** (F4) for the reissued or voided checks. No reports are produced from this process.

After this point, you cannot go back and change the entries for this manual/void check run, but you can set up another manual/void process, if you need to correct other checks.

The check created in this void/add process can also be voided if another void/add procedure is run!

Note that Step 3, 4, and 5 must be run in order.
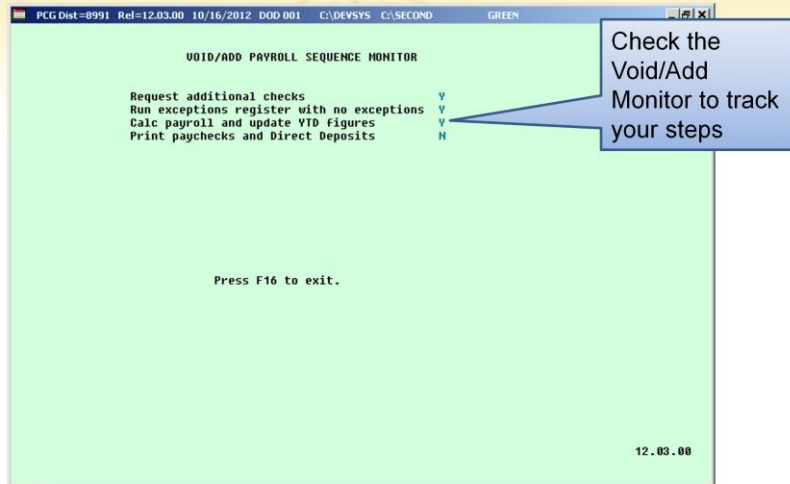
Use the **Void/Add Monitor** to track your steps in the Void/Add process. You can see that I have requested additional checks, run the exceptions register, and calculated payroll, but I have not printed checks yet.

Step 5:
From the Add/Void Menu, we will print the checks/direct deposits (F5) for the reissued or voided checks. Review the checks that are printed!

Note that Step 3, 4, and 5 must be run in order.

Use the **Void/Add Monitor** to track your steps in the Void/Add process. After the pay statement(s) have finished printing, the Void/Add Monitor is reset and shows all '**N**'.

We can also track our progress on the main **Payroll Monitor**. Now you can see that the Void/Add Run is complete ('**Y**' is displayed). Now I am able to run the registers and the final payroll distribution.

The Final Register and all reports will reflect that the original check has been voided, and will show the new check(s) which have been issued.

Any time changes have been made by voiding or adding check(s), the reports must be run again because they have changed to include the void/add information.

Are there any questions about the Void/Add process?

We will now talk about Manual Checks and Voiding Checks.

There are two ways to process a Manual/Void check. The first way is to set up a Manual/Void check run Only and the other is to process manual/voids in a normal payroll run.

Manual/Void Check Run

- Void a paycheck
- Issue a duplicate paycheck
- Issue a corrected paycheck
- Refund a deduction
- Correct W2s

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The purpose of the Manual/Void function is to (refer to above)
- Void a paycheck
- Issue a duplicate paycheck
- Issue a corrected paycheck
- Refund a deduction
- Correct W2s

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Manual/Void Check Run

- Payroll System (F2)
- Payroll Setup Menu (F1)
- Setup Manual/Void Check Run Only (F2)

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In order to setup for a **Manual/Void Check Run Only** navigate to......
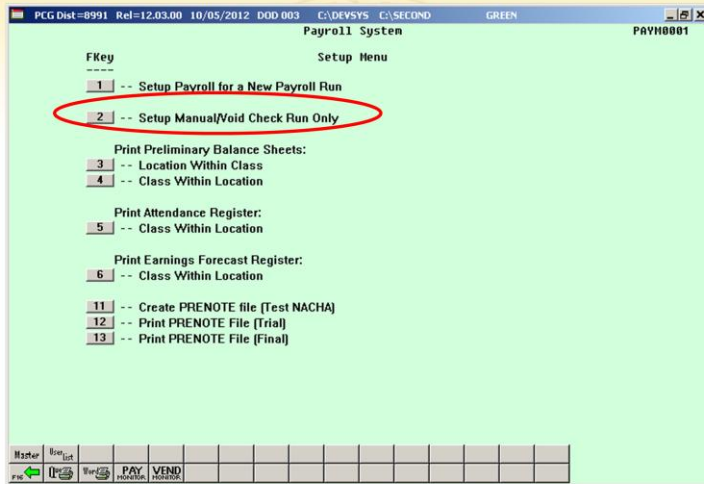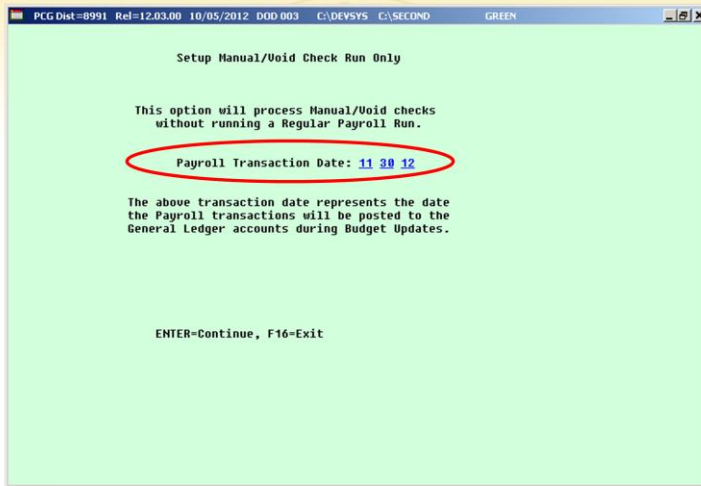
Use **F2** – Setup Manual/Void Check Run Only.

Enter the payroll date for the Manual/Void Check Run Only.

Manual/Void Check Run

- Payroll System (F2)
- Payroll Check and Direct Deposit Menu (F3)
- Manual Checks & Voids From Previous Pay Menu (F9)

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When processing a Manual/Void within a payroll navigate to ......

F3 – Payroll Check and Direct Deposit Menu

F9 - Manual Checks & Voids From Previous Pay Menu

The **Manual Checks & Voids From Previous Pay Menu** is only accessed to enter changes that have occurred between the last payroll and this one. It is not used to make any corrections to the current payroll.

A special Manual/Void Check run can be done between regular payrolls.

Or, Manual/Void Check(s) can also be added to your regular payroll.
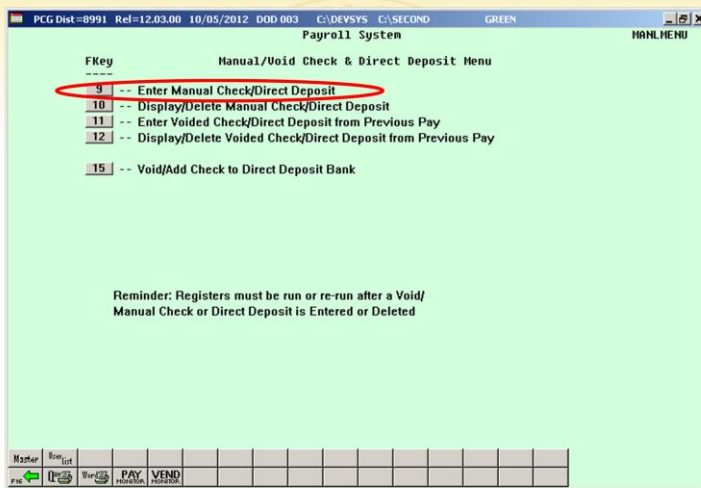
F9 – Enter Manual Checks/Direct Deposit

You may enter a manual check/direct deposit through the **F9** function. After you have entered the check/direct deposit, you may review it through the **F10** function. If there is an error, you may delete the check and start over.

Manual/Void Check Run
Enter a Manual Check

- Refund State Tax Deduction
- Employee – 89421
- Deduction - 04
- Amount - $20.00

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In our example, we will refund an employee for a $20.00 deduction which was taken on a prior payroll by mistake.

Manual/Void Check Run
Enter a Manual Check

F9 – Enter Manual Checks/Direct Deposit

The manual check screen defaults based upon settings on the employee's Gross Data screen. Most of this data will need to be deleted in order to process a deduction refund.

Manual/Void Check Run
Enter a Manual Check

F9 – Enter Manual Checks/Direct Deposit

Since FICA and GHI are not being affected, the **FICA** and **GHI flags** must be set to '**N**'.

Delete the **GHI Dist** and **Contract** amounts.

Enter -20.00 for deduction 04.

Select ENTER to validate the screen.

Manual/Void Check Run
Enter a Manual Check

F9 – Enter Manual Checks/Direct Deposit

Manual checks should NOT be created as a direct deposits. Manual checks created as direct deposits will NOT appear on a NACHA file.

Go back and erase the DD information.

F9 – Enter Manual Checks/Direct Deposit

Verify the Net Pay amount.

Once the check is verified, select **F8** – Save.

Use F10, **Display/Delete Manual Check/Direct Deposit**, to display the manual check and have the option to delete it.

After you have entered the check/direct deposit, you may review it through the F10 function. If there is an error, you may delete the check and start over.

Manual/Void Check Run
Delete a Manual Check

- Delete check - 50000
- Employee – 89421
- Amount - $20.00
- Delete Record (F18)

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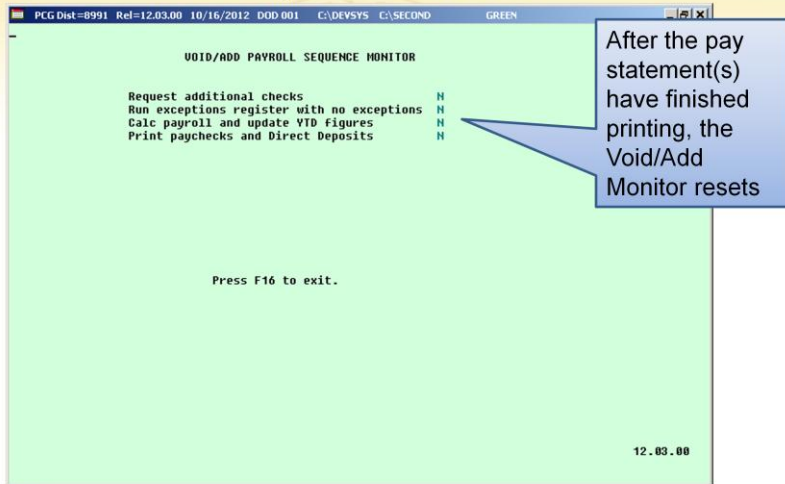"Making Education Work for All Georgians"
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We will delete the manual check.

Use F18 to delete the manual check.

Manual/Void Check Run
Void a Check
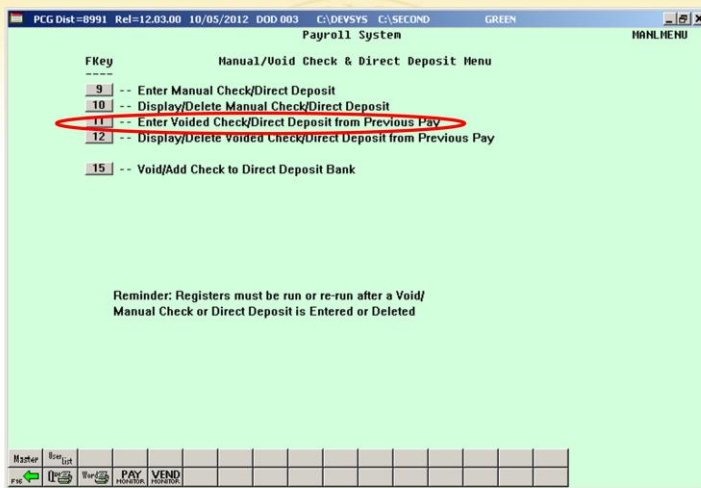
F11 – **Enter Voided Checks/Direct Deposit from Previous Pay**

You may enter a voided check/direct deposit through the **F11** function. After you have entered the voided check/direct deposit, you may review it through the **F12** function. If there is an error, you may delete the voided check and start over.

This feature is used if you are voiding a check that was already processed in a previous payroll run.

Manual/Void Check Run
Void a Check

F11 – **Enter Voided Checks/Direct Deposit from Previous Pay**

This feature is used if you are voiding a check that was already processed in a previous payroll run.

The drop down selection icon on the **Check/Direct Deposit Number** field will provide a list of all the employee's checks in the current calendar year.

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

The drop down selection icon on the **Check/Direct Deposit Number** field will provide a list of all the employee's checks/direct deposits in the current calendar year.

Select the correct check which needs to be voided and select the DONE button.

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

The correct information is returned to the screen from the drop down box. Now select **ENTER**.

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Verify that this is the check you want to void. Select **ENTER** and then **F8** to save.

If you do not want to reverse the employer contributions for the deductions, set the **Employer Contribution Override** to 'Y'. This will cause the deduction employer contribution flags to be set to '**N**'. However, the employer contributions for pension, GHI and FICA will NOT be affected.

Voiding a check will always result in the employer pension, GHI, and FICA employer amounts being voided as well.

F11 – Enter Voided Checks/Direct Deposit from Previous Pay

Select OK to finish voiding the check.

Manual/Void Check Run
Void a Check
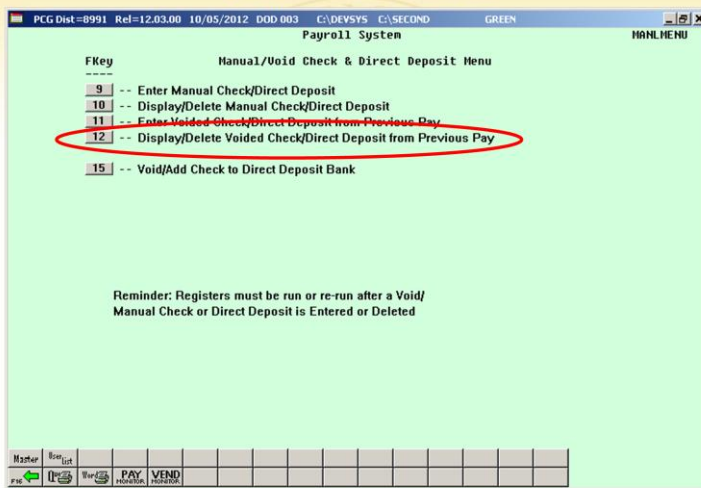
You may enter a voided check/direct deposit through the F11 function. After you have entered the voided check/direct deposit, you may review it through the F12 function. If there is an error, you may delete the voided check and start over.

Use F12 to display the voided check and have the option to delete it.

Manual/Void Check Run
Delete a Voided Check

- Delete voided check - 128193
- Employee – 89647
- Voided Amount - $2171.71
- Delete Record (F18)

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We will now delete the voided check.

Use F18 to delete the voided check.

Manual/Void Check Run

Initial settings of the Payroll Monitor for a Manual/Void Check Run

The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

After the special check run has been setup, the monitor will display 'N' for the registers, final distribution, update earnings history, and update budget files steps.

Anytime changes have been made by voiding or adding a paycheck, the reports must be run again because they have changed to include the void/add information.

Manual/Void Check Run

In our example, the **Final Register** shows the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

Manual/Void Check Run

```
REPORT DATE 10/05/2012                    ** PAY CHECK REGISTER FOR 11/30/12 **                          PAGE    1
Program Id: CHECKREG

              ISSUE DATE    CANCEL DATE    CHECK NO.   NET AMT.    EMP#      NAME
              10-30-12                     050000       20.00      89421    AU4USTINE, MA4LIN

         ***      1        CHECKS ISSUED IN THE AMOUNT OF          20.00 ***
         ***               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.

REPORT DATE 10/05/2012                    ** DIRECT DEPOSIT REGISTER FOR 11/30/12 **                     PAGE    2
Program Id: CHECKREG

              ISSUE DATE    CANCEL DATE    CHECK NO.   NET AMT.    EMP#      NAME
              08-31-12      *PRV PAY VOID*  128193     2,171.71    89647    BA2LEY, TI2ANY

         ***            DIRECT DEPOSITS ISSUED IN THE AMOUNT OF          ***
         ***          1 DIRECT DEPOSITS VOIDED IN THE AMOUNT OF   2,171.71 ***
```

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In our example, the **Check/Direct Deposit Registers** show the one manual check and the one voided check we have created during this Manual/Void Check Run Only.

Manual/Void Check Run

The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

Manual/Void Check Run

- Print Final Payroll Distribution (F12)
- Calculates employer paid benefits
- Creates files to post earnings history and budget
- Creates accrual data
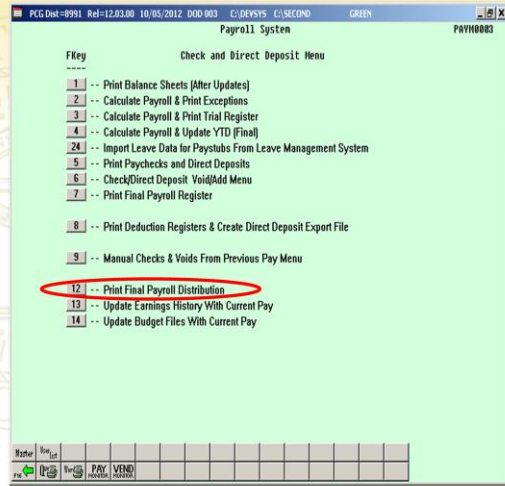
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Print the final distribution, F12, calculates the employer paid benefits and creates the files for posting to earnings history and budget (financial). At this same time the system also creates the accrual data file for the current payroll run.

In our example, the **Gross Pay Distribution** shows the one voided check we have created during this Manual/Void Check Run Only.

In our example, the **Payroll Employer Benefit Distribution Register** shows the one voided check we have created during this Manual/Void Check Run Only.

Verify that the employer contributions are handled as expected!!!!

The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

A backup of PAYDATA to PAYDATAQ and SECOND to SECONQ are made before posting to earnings history. At this point, the payroll is for all purposes ready to complete. The backup of SECOND is good only as long as no work is done on the financial side.

You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.
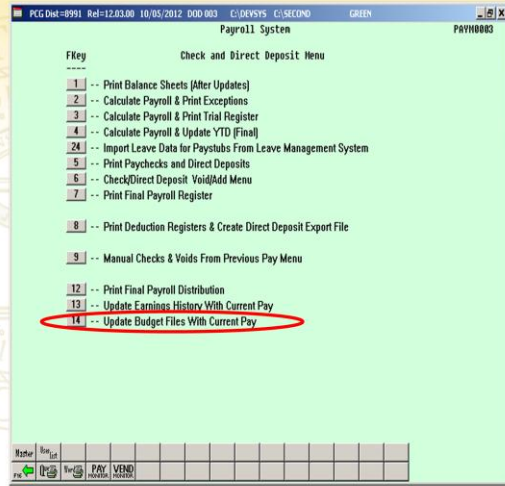
You should always try to run the Earnings History Update (F13) and the Budget Update (F14) back to back. **ALL OTHER USERS MUST BE OUT OF THE SYSTEM FOR THE BUDGET UPDATE!!!!**

The payroll is now complete!

The system will not let you accidentally repost to earnings history or to budget (financial) even if you attempt to rerun these steps.

The **Payroll Monitor** is used to track the progress of the special Manual/Void Check Run Only.

The payroll is now complete!

Employer FICA, TRS, and GHI on a Manual Check

- FICA switch and FICA gross determine the employer FICA contribution
- Employee pension switch and pension gross determine the employer pension contribution
- GHI Participation Switch and the GHI % Distribution determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution

- FICA switch and **FICA gross** determine the employer FICA contribution
- Employee pension switch and **pension gross** determine the employer pension contribution
- GHI Participation Switch and the **GHI % Distribution** determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution

Employer FICA, TRS, and GHI on a Manual Check

- FICA switch and **FICA gross** determine the employer FICA contribution
- Employee pension switch and **pension gross** determine the employer pension contribution
- GHI Participation Switch and the **GHI % Distribution** determine the employer GHI contribution
- Employer switch on individual deductions determine the employer deduction contribution

Review the Payroll Employer Benefit Register.
- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had a individual deductions with the employer switch set to 'Y', the Employer Deduction Contribution Report shows an employer deduction contributions

Employer FICA, TRS, and GHI on a Manual Check

Review the Employer Deduction Contribution Report.
- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check had a **pension gross**, the Benefits Register shows an employer pension contribution
- Because the manual check had a **GHI % Distribution**, the Benefits Register shows an employer GHI contribution
- Because the manual check had a individual deductions with the employer switch set to 'Y', the **Employer Deduction Contribution Report** shows an employer deduction contributions

To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

Employer FICA, TRS, and GHI on a Manual Check

To turn off the GHI employer contribution, we must delete the **GHI % Distribution** fields. In order to do that, the **GHI participation switch** must be turned off.

To turn off the TRS employer contribution, we must delete the **Pension Gross** fields.

If the manual check has an employee FICA contribution, it is **NOT** possible to turn off the employer FICA contribution. In this example, we will leave the employer FICA contribution turned on.

Review the Payroll Employer Benefit Register.
- Because the manual check had a **FICA gross**, the Benefits Register shows an employer FICA contribution
- Because the manual check did NOT have a **pension gross**, the Benefits Register shows zero employer pension contribution
- Because the manual check did NOT have a **GHI % Distribution**, the Benefits Register shows zero employer GHI contribution

Agenda

- Void/Add Menu
- Manual/Void Check Run
- **Refunding Deductions**
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- W2s
- Getting Ready for 2013 GHI

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Now we will discuss refunding deductions.

Refunding deductions withheld in error is a fairly common occurrence.

Whenever possible, any adjustment should be done through payroll so that the employees earnings history will be corrected, and therefore their taxes, FICA , Medicare and W-2 data will be correct. A/P checks should <u>not</u> be used unless we can't determine any other method. Call the helpdesk before deciding to write an A/P check.

When refunding deductions withheld in error, you must consider the taxable status of the deduction. If the deduction was pre-tax and you <u>refund</u> it, you must withhold taxes. You must also consider the tax year and the payroll date.

You can usually use the **Calculate and Display** option to calculate the correct amount of tax to withhold.

The easiest way to refund is to make a negative deduction adjustment in the next payroll run. Second is to run a manual check.

However, if a FICA deduction error was involved, you MUST pay attention to the FICA switch setting when the original error was made, otherwise you may have a problem with W-2s.

Refunds

- Taxable Status
  - Date used
    - Refund must be in calendar year deducted
    - If calendar year is closed, earnings history entries will correct
  - FICA switch
    - Refund must be given with the same FICA switch as deducted (including OASDI refunds)
    - Correct with earnings history entries

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PCGenesis does not merge W2 information for employees that switch from withholding OASDI and Medicare to Medicare only.   This is because IRS and the Social Security Administration require separate W2's for employees with Medicare only withholding.

Because of this requirement, the FICA switch is recorded into the earnings history record. If you VOID or enter a payroll adjustment to refund OASDI withheld in error, you must make sure the FICA switch is set the same as it was when the OASDI was withheld.

If voiding a check, using the *Enter Voided Check/Direct Deposit from Previous Pay* (F11) option, will <u>automatically</u> create a void of the check with the same FICA switch as the original check.

If you did not verify the FICA switch before processing the void or manual check, it is easy to correct with two earnings history adjustment records. Enter a positive OASDI gross and withholding adjustment with the FICA switch set one way, and a negative OASDI gross and withholding adjustment with the FICA switch set the other way. This moves the adjustment OASDI amounts from the Medicare-only group to the OASDI and Medicare group of W-2's.

Refunds

- Refund with same FICA switch as deducted
- Refund in same period – no further action
- Refund in different period – correct with earnings history adjustment
  - Remove from current period
  - Add to correct period (if in the same calendar year)

Look at the FICA gross and tax when GHI is NOT withheld. GHI is a pre-tax deduction. Note that the Non-Taxable total decreases and the FICA gross and FICA tax increase.

Look at the FICA gross and tax when GHI is withheld. GHI is a pre-tax deduction. Therefore, the GHI amount <u>increases</u> the Non-Taxable total and <u>decreases</u> the FICA gross and FICA tax.

GHI is a pre-tax deduction. To refund GHI, we must <u>decrease</u> the Non-Taxable total and <u>increase</u> the FICA gross and FICA tax amounts. Also, we must refund the employer GHI amount and withhold the employer FICA amounts.

GHI is a pre-tax deduction. To withhold GHI, we must <u>increase</u> the Non-Taxable total and <u>decrease</u> the FICA gross and FICA tax amounts. Also, we must withhold the employer GHI amount and refund the employer FICA amounts.

Refunds

- Active Employees
  - Refund on the next payroll
    - Use the adjustment screen (F8)
  - Refund with a Manual Check
    - Enter a negative amount to refund

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Use **F8** – Update/Display Deduction Adjustments to refund a deduction amount through the next payroll.

Refund on Next Payroll Cycle
Deduction Adjustment

Here is the adjustment screen where you would refund the deduction 25 in the amount of 71.14

These deduction adjustments will be cleared when the next payroll cycle is set up.

By using the Deduction Adjustment screen, taxes will be handled properly and no further corrections are required.

To see the effects of the deduction adjustment, use **F14** – Calculate and Display An Employee's Pay.

Refund on Next Payroll Cycle Deduction Adjustment

We can see the refunded amount for deduction 25 of -$71.14.

Refund GHI with a Manual Check Correct Method

- Employer GHI can <u>not</u> be refunded on a <u>manual</u> check
- The employer GHI contribution needs to be refunded through financials
- When refunding a pre-tax deduction such as GHI, FICA must be withheld on the amount
- (Employer GHI is refunded correctly when doing a voided check)

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A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a <u>manual</u> check. Users need to be aware of this restriction.

(Note: The employer GHI is refunded correctly when doing a voided check.)

A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

Refunding a pre-tax deduction like GHI, must take into account FICA. When refunding GHI, add the amount back to FICA gross and FICA tax as shown on the screen.

This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to '**N**' and the **GHI Distribution** fields were cleared, the employer GHI amount was NOT calculated.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

Refund GHI with a Manual Check
Incorrect Method

A limitation of the new **GHI % Distribution** fields is that employer GHI can not be refunded on a manual check. Users need to be aware of this restriction.

Refunding a pre-tax deduction like GHI, must take into account FICA. When refunding GHI, add the amount back to FICA gross and FICA tax as shown on the screen.

If the **GHI Participation Switch** is '**Y**', the system will require a positive **GHI Distribution** percentage. This will cause an incorrect employer GHI contribution to be calculated.

Refund GHI with a Manual Check
Incorrect Method

An incorrect employer GHI contribution is calculated.

This is the Earnings History record created for the manual check for the GHI refund.

Because the **GHI Participation switch** was set to '**Y**' and a positive **GHI Distribution** percentage was entered, the employer GHI contribution was calculated. The employer contribution was not refunded, it was withheld. This is incorrect.

The system also calculates the employer FICA amount because FICA Gross was entered on the manual check.

Refunds
Payroll Complete

- If the payroll has completely processed, but you need to withhold the deduction amount from the vendor remittance:
  - Enter a negative claim in Fund 199 for that vendor. Pay the payroll claims and the negative claim to reduce the check amount.
  - Enter the deduction adjustment on the <u>next</u> payroll for that employee, to correct payroll.
  - Enter a positive claim in Fund 199 for that vendor to be processed along with the <u>next</u> payroll, since financials were already corrected last cycle.

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If payroll has completely processed and you need to withhold the deduction amount from the vendor remittance:

- Enter a negative claim in fund 199 for that vendor. Pay the payroll claim and the negative claim to reduce it.

- Enter the deduction adjustment on the next payroll for that employee to correct payroll.

- Enter a positive claim in fund 199 for that vendor to be processed along with the next payroll. This will cancel out the claim created from the deduction adjustment on the payroll run.

Refunds

- Terminated Employees
  - Reinstate (Recommended)
    - Issue a manual check
    - Terminate after posting
  - A/P Check (Not recommended)
    - Issue an A/P check
    - Add an earnings history record to correct W2
    - Balance fund 199 (debits = credits)
      - Positive claim for employee
      - Receipt or negative claim for vendor

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When terminated employees need a refund, we recommend that the employee be set back to active status ('A') and issued a manual check for the refund.

Another avenue would be to issue an A/P check and then to add an earnings history record to correct the W2. When refunding a deduction, this requires entering a negative claim for the vendor and a positive claim for the employee.

If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue via a journal entry.

- Fund 199 is balanced when: <u>CASH = Payables</u> and <u>Revenue = Expenses</u>

- All of the payables do not have to be paid in order to close.

Fund 199 Balancing

- Debits = Credits
- Revenues = Expense
- Revenues
  - Amounts deducted from payroll
  - Deposits from benefit vendors (refund from the vendor)
- Expenses
  - Claims created in financial manually
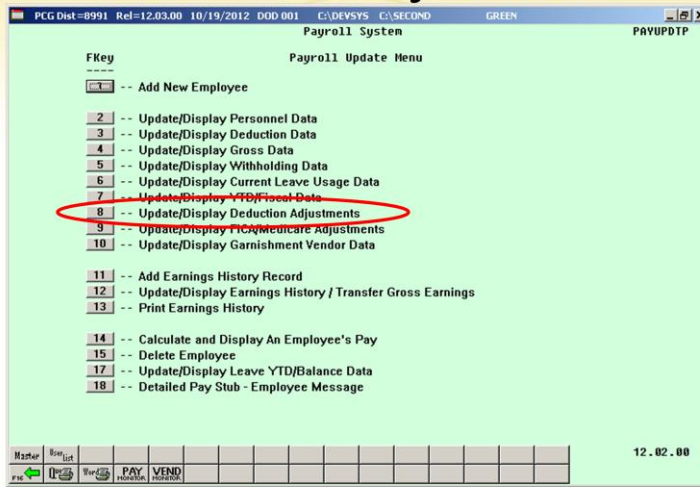 - Claims created through payroll
  - Premiums refunded through payroll (negative claim)

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If employees on leave or who have retired pay amounts for insurance, these should NOT be processed through fund 199. Fund 199 should only be used for payroll clearing, and these amounts are not processed through payroll.

- The only time to enter a receipt into Fund 199 is when a payroll vendor refunds an amount which must be repaid to an employee. When refunding to the employee, the negative amount from the employee in expense will offset the receipt revenue, but you need to cancel this claim.

- Fund 199 is balanced when: <u>CASH = Payables</u> and <u>Revenue = Expenses</u>

- All of the payables do not have to be paid in order to close.

Agenda

- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- **Correcting PSERS and TRS**
- Overpayments
- Garnishments
- W2s
- Getting Ready for 2013 GHI

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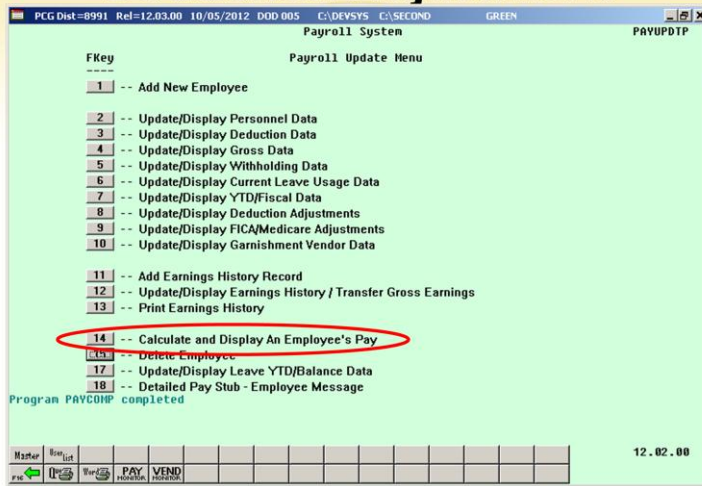"Making Education Work for All Georgians"
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Now we discuss correcting PSERS and TRS.

Correcting PSERS and TRS

- Old PSERS requires reporting of exactly $4.00 or $0.00, no more, no less.
- New PSERS requires reporting of exactly $10.00 or $0.00, no more, no less.
- TRS requires reporting according to TRS guidelines

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The reporting criteria required by ERS makes PSERS corrections difficult because the ERS administrators try to tell our districts that their PSERS <u>report</u> must match the billing, regardless of payroll mistakes.

However, Alan and I have confirmed with Diane Clark at ERS that adjustments can and should be made in the subsequent pay period. Now, PSERS will accept a current month deduction file which includes past period adjustments. PCGenesis allows entry of adjustments in a current period for past periods.

Even though the PSERS <u>report</u> can be corrected in subsequent payroll cycles, PSERS will still require the correct amount to be <u>paid</u> in the current month billing. Manual claims can be entered to pay the correct amount of the bill.

<u>Examples</u>:
- Refund in current month of contribution withheld in error for prior month – net contribution of $0 for current month

- Collection in current month of contribution not withheld in prior month – net contribution of $8 for current month
    - Alternative 1: If an uncollected contribution payment is owed to PSERS enter a Manual check posted in previous period.
    - Alternative 2: Collect or refund in current month payroll processing, enter

two earnings history adjustments to move the activity to the prior month.

Collected Wrong PSERS Deduction

- Set up new employee as Old PSERS and withheld the deduction, when it should have been New PSERS.
- Therefore, $4.00 is withheld instead of $10.00
- This is difficult to fix!

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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

Collected Wrong PSERS Deduction

- Keep employee's switch as Old PSERS
- Refund the $4.00 with a Manual/Void Check Run

or

(not recommended)

- Refund the employee's $4.00 through A/P
- Enter an Earnings History adjustment to reflect the correction

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This is difficult to fix because the employee's pension switch can only be set one way or the other. So, once the pension switch is set for New PSERS (code 5), we can't run an adjustment through for Old PSERS (code 1).

The easiest way to refund the Old PSERS amount is to handle the refund on a manual check. We can keep the pension code as Old PSERS (code 1) for this manual check. This will cancel out the old PSERS withholding for the employee. Make sure that the Period Ending Date is for the same pay period that the original deduction was withheld.

The alternative is to refund the employee through A/P. Then, enter an Earnings History adjustment to show the refund. Make sure to enter a negative claim for the vendor and a positive claim for the employee. Earnings History adjustments DO NOT AFFECT FINANCIALS!!!!

Collected Wrong PSERS Deduction

- On the next payroll cycle, change the employee's switch to New PSERS so that the current PSERS is correct ($10.00)
- Enter a 'Z' pension adjustment for $10.00 with a period ending date from the prior payroll

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The correct New PSERS deduction and correction can then be withheld on the subsequent payroll cycle.

Pension adjustments are accomplished on the Gross Data screen with a Process Type of 'Z'. The only fields which can be entered on a pension adjustment are Process Type, Pay Type, Pay for Period End Date, the account number, Pension Gross and Pension Amount.

The system calculates the normal New PSERS pension contribution with a pay period date of 10/24/2012. The pension adjustment with a Proc Type of 'Z', reflects a pay period date of 09/30/2012, and is processed at the same time. Therefore, the total employee New PSERS contribution is calculated as $20.00 in our example.

Refund TRS on Next Payroll Cycle

Refund TRS by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.

- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1141 times the Pension Gross.

- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.

- If you need to adjust both the employer and employee contributions, enter both amounts.

- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter a September pay date.

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Pension adjustments are accomplished on the Gross Data screen with a Process Type of 'Z'. The only fields which can be entered on a pension adjustment are Process Type, Pay Type, Pay for Period End Date, the account number, Pension Gross and Pension Amount.

Refund TRS on Next Payroll Cycle
Before Pension Adjustment

In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is $216.88 and the employer contribution is $412.43.

Refund TRS on Next Payroll Cycle
Pension Adjustment

In our example, we will refund the employee contribution of $60.00. We will refund the employer contribution of $114.10. We generate the employer contribution refund by entering in the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
- If you only want to adjust the employer contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1141 times the Pension Gross.
- If you only want to adjust the employee contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is $216.88 minus $60.00 to give $156.88.

We can see that the employer contribution is the original $412.43 minus $114.10 giving $298.33.

In our example, we will look at an employee's **Calculate and Display** screen prior to entering a pension adjustment. We can see that the employee contribution is $216.88 and the employer contribution is $412.43.

Refund TRS on Next Payroll Cycle
Pension Adjustment

Now, we will refund the employee contribution of $60.00 but we will NOT generate an employer contribution refund. If we don't want the employer contribution refund, we will NOT enter the **Pension Gross** amount.

- You can fix this by running a pension adjustment on the next payroll cycle. A pension adjustment is done with a **Proc Type 'Z'**.
- If you only want to adjust the emplo<u>yer</u> contribution, enter only the **Pension Gross** amount. The employer amount will be calculated by multiplying .1141 times the Pension Gross.
- If you only want to adjust the emplo<u>yee</u> contribution, enter only the **Pension Amount**. The pension amount should be the exact amount of the employee contribution.
- If you need to adjust both the employer and employee contributions, enter both amounts.
- The **Pay for Period End** date should reflect the date of the payroll which is being adjusted. So, if you are adjusting September's payroll, enter your Sept pay date.

Once you update the Gross Data screen, go to the **Calculate and Display** screen and look at both screen 1 and screen 2 to see how the system calculates the TRS amounts. Verify that you get the results that you expect.

Refund TRS on Next Payroll Cycle After Pension Adjustment

In our example, we will look at an employee's **Calculate and Display** screen after entering the pension adjustment.

We can see that the employee contribution is $216.88 minus $60.00 to give $156.88.

We can see that the employer contribution remains the original $412.43 amount.

Agenda

- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- **Overpayments**
- Garnishments
- W2s
- Getting Ready for 2013 GHI

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Overpayment

- Active Employee
  - Adjust next paycheck
  - Use a special gross type
  - Enter a negative amount

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Overpayments happen! If the employee is still active and will receive another check/direct deposit:

- The easiest solution is to collect the overpayment from the employee's next check.

- Use a special gross line or lines to reduce the employee's normal pay in the next payroll run. This is better than modifying the employees normal gross data salary lines because the correction will automatically clear the next month.

Overpayment

Use a special gross line or lines to reduce the employee's normal pay in the next payroll run. This is better than modifying the employees normal gross data salary lines because the correction will automatically clear the next month.

Overpayment
Paid a terminated employee

- If You Receive Prompt Repayment From Ex-Employee
  - Void the paycheck in PCG – do not cancel
  - Deposit the repayment
  - Do <u>not</u> record the receipt in PCGenesis (make a note in cash journal and on bank statement– returned overpayment check #nnnn voided)
  - PCGenesis makes all necessary entries

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Overpayments happen! One typical example is when you fail to stop paying someone who has left your school district.

If you receive prompt repayment of the entire amount:

- Deposit the check in the bank and DO NOT record in PCGenesis. Make a copy in your manual receipt book and note that it was entered to refund a check or direct deposit which should not have been issued.

- In payroll, VOID the check or direct deposit (even though it really cleared) and make a copy and note for your bank statement and note on the relevant registers and when you reconcile.

Now we will discuss garnishments.

Garnishments

- Create Garnishment Deduction
  - Update/Display Description/Deduction/Annuity Menu (F9)
  - Maintain Deduction Records (F5)

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This section does not advise on the legal issues of which garnishment to withhold or how much or how long. (A really good presentation was offered at GASBO in 2005.)

- It does cover instructions on how to apply a garnishment to an employee in PCGenesis.

- Name Garnishment deductions <u>generically</u>. You only need 3 or 4 deductions for all employees, based on the maximum number of garnishments withheld from any one employee at one time. The vendor is assigned at the employee level.

- You may wish to create a different vendor for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and is preferable to creating a entirely different garnishment deductions for each garnishment. If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, each garnishment will be generated as a separate claim, and if paid together, will be itemized on the check stub by the employee number. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

Set up the garnishment deduction with **Deduction Type** of 'G'. You cannot enter a vendor number here. The vendor number will be added on the employee screen.

Garnishments

- Add Garnishment to employee
  - Payroll Update Menu (F2)
  - Update/Display Deduction Data (F3)
  - Select employee
  - Enter garnishment amount

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To apply a garnishment to an employee, enter the court ordered garnishment amount in one of the garnishment deduction fields. If more than one garnishment for the employee is served and allowed, enter additional garnishments on the second and third garnishment deduction codes.

Garnishments

In this example, we are adding an amount to deduction 24 in the amount of $200.00.

Garnishments

- Enter the vendor for the employee garnishment
  - Update/Display Garnishment Vendor Data (F10)
  - Enter vendor

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Then select the employee garnishment screen and enter the vendor associated for each garnishment. PCG does not monitor garnishments for completion. You must check each garnished employee each payroll run.

The vendor number is specified by employee. Therefore, deduction 24 can be used by different employees and reflect payments to different vendors.

- You may wish to create a different <u>vendor</u> for each different employee's payment. This will make sure each employee's payment is separated when you pay the vendor claims. This is all that is necessary to completely separate the garnishments and **is preferable to creating a entirely different garnishment deductions** for each garnishment.
- If two employees are paying the same garnishment vendor, such as child support to the county court, and you elect to use the same vendor number, **each garnishment will be generated as a separate claim**, and if paid together, **will be itemized on the check stub by the employee number**. Providing a copy of the deduction register page for that vendor along with the check will provide the employee name.

Agenda

- Void/Add Menu
- Manual/Void Check Run
- Refunding Deductions
- Correcting PSERS and TRS
- Overpayments
- Garnishments
- **W2s**
- Getting Ready for 2013 GHI

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Now we will discuss W2s.

W2s
Make Life Easier!!

- Run the YTD Earnings Register at least once a quarter, but definitely run in the month of November – find errors early!!!
- At calendar year end <u>wait</u> until W2s are complete before:
  - Closing December financials
  - Setting up January payroll
  - Sending the 4th quarter 941

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If you have a check erroneously issued in a calendar year, it must be voided in the same year in order to produce a correct W-2. If the check was issued in December, you need to void in a manual void run dated December to produce a correct W-2.

Don't set up your normal January payroll until as late as possible in January.

W2s
Make Life Easier!!!

- Don't do major clean up before/after:
  - Calendar Year End
  - Fiscal Year End
- Find and Correct Errors Regularly
  - Run and check Earnings History
  - Run and check CS1
  - Run and check W2s

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If you have old uncleared checks to cancel and replace, do by EARLY December or EARLY June, not January or July. Do try to clean up in the same fiscal year, but do timely. If you have checks produced but not issued because the employee left and the check should not have been run, void these in a Manual/Void run or in the next payroll run. Do not let them collect for later. These skew the taxes paid and will cause W-2 problems if held into the next calendar year.

- But, on the 941, you can routinely carry forward adjustments to the next quarter.
- Run the **Employee Earnings History Summary** by employee every payroll. It identifies errors, particularly FICA payment errors from manual checks. Don't wait until you are trying to balance W-2s. If the employee has terminated, the problem will be more difficult to correct. You don't have to print it, you can look at it online and search for errors.
- Run and check totals on the **CS-1** and **W-2's** at least <u>quarterly</u>. You don't have to print the entire reports, at least **look at the totals** and check for error messages. This will give you an opportunity to correct errors due to adjustments or other circumstances on a more timely basis.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
  - You must report the cost of employer-sponsored health coverage in box 12 using code DD.
  - The amount reported with Code DD is **not taxable**.

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New this year.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
    - "This reporting is for informational purposes only and will provide employees useful and comparable consumer information on the cost of their health care coverage."

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Cost of employer-sponsored health coverage is required for calendar year 2012.

W2s

- Code **DD**—Cost of employer-sponsored health coverage
    - Report major medical
    - In general, the amount reported should include both the portion paid by the employer and the portion paid by the employee.
    - An employer is not required to issue a Form W-2 solely to report the value of the health care coverage for retirees or former employees to whom the employer would not otherwise provide a Form W-2.

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Cost of employer-sponsored health coverage is required for calendar year 2012.

We have the ability to add W-2 Adjustments in Earnings History for employees. For example, a W-2 adjustment is an easy way to get moving expenses on the W-2.

A W-2 adjustment will be added to the box and item selected on the drop down selection box.

Many districts have asked whether or not PCG supports Roth IRAs. The answer is 'Yes'.

A Roth IRA is set up in PCGenesis as a normal post-tax deduction. Then, when you run W-2s, you supply the system deduction numbers so that the system can report the YTD deduction amount in the correct W-2 box as shown on the screen.

Agenda

- Void/Add Menu
- Manual/Void Check Run
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- W2s
- **Getting Ready for 2013 GHI**

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It is the month of November – open enrollment for SHBP!!!

Getting Ready for 2013 GHI

- GHI <u>options</u> are the same.
- GHI <u>tiers</u> 92, 93, 98, and 99 have been eliminated. (All spouse surcharge tiers)
- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.
- All GHI premium rates have changed for 2013.

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The GHI options and tiers have not changed dramatically.

All GHI premium amounts have changed for 2013.

This is a complete list of the 2013 GHI options.   The options have not changed from 2012.

United Healthcare and Cigna make up most of the available options for employees.

- GHI <u>tiers</u> 92, 93, 98, and 99 have been eliminated. (All spouse surcharge tiers)

- GHI tiers 10, 40, 90, 91, 94 – 97 are the same.

Getting Ready for 2013 GHI
How to Install 2013 GHI

1) Install PCGenesis Release 12.03.01. This release will automatically upload the new 2013 GHI premium amounts into the Benefit Plan/Option/Tier Maintenance File.
2) Download the DCH open enrollment file.
3) Import State Health Option & Tier from DCH File.
4) Set State Health Deduction Amount For Active Employees.

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Several steps are necessary to get ready to process GHI in 2013. Before your December payroll, you will be able to install the 12.03.01. This release will contain the 2013 GHI premiums. The new premiums will be uploaded automatically by the release.

After open enrollment is completed, the new employee GHI elections must be downloaded from the DCH website before the enrollment data can be imported into the PCG personnel screen.

Once the GHI elections have been finalized, the last step is to update the employees' deduction screen with the 2013 premium amounts for the GHI deductions based upon the employees' GHI option and tier information on the personnel screen.

The most difficult part of this process is downloading the enrollment data from DCH. It seems that every year the DCH website changes. Hopefully, the process will not change this year.
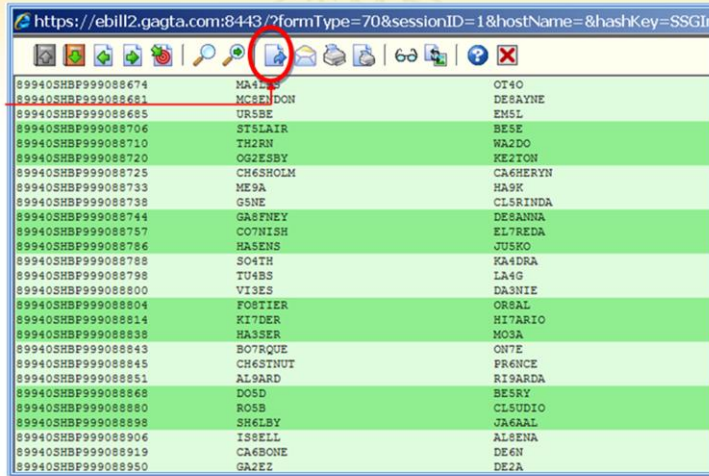
Typically, Bill Tierney from SHBP will send all districts an e-mail which identifies the correct SHOEUPDT file which contains the open enrollments. You must know the <u>exact name and date</u> of this file from SHBP or you will download an incorrect file!

In this example, the correct file was SHOEUPDT dated November 11, 2011.

Select the correct file.

The open enrollment file is displayed.

Select the download icon.

The following dialog box will be displayed. It is important to enter the selections as shown above:

- All pages
- Selected data
    - Download as CSV
    - Policy SHOEUPDT
- Do <u>NOT</u> compress the file

Then select the download icon.
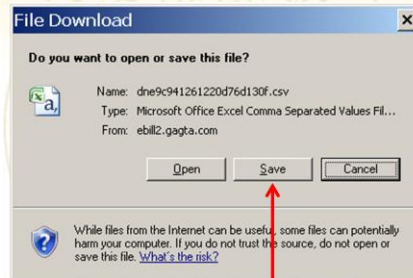
Select SAVE to save the file to your C drive.

Once the open enrollment file has been downloaded, do NOT edit the file in Excel! Editing the file in Excel causes the formatting of the file to change. Instead, make changes using NOTEPAD.

Getting Ready for 2013 GHI

Open Enrollment – Import GHI Option and Tier Elections

- Personnel System (F3)
- Special Functions Menu (F13)
- Import State Health Option & Tier from DCH File (F6)

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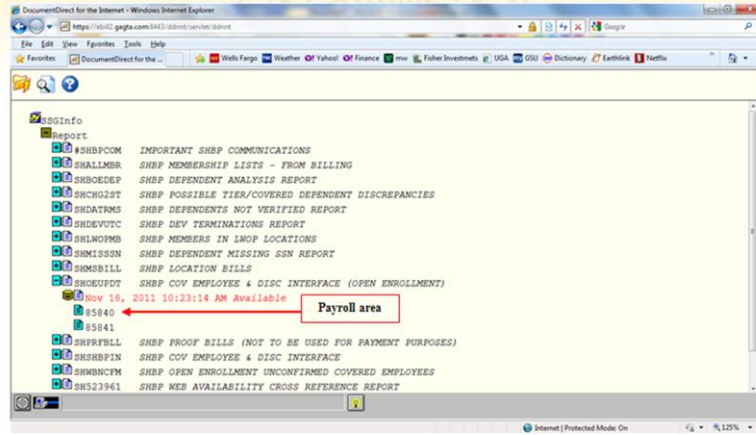
Personnel and deduction screens must be updated for the December payroll with the new options that the employee selected during open enrollment.

State Health (GHI) will provide a file containing the covered employees and the options and tiers that each selected.

This file can be imported into PCGenesis.

Getting Ready for 2013 GHI
Open Enrollment – Import GHI Option and Tier Elections

Use F10 to browse for the file.

Importing the County is optional.

Using this process only enters the **option** and **tier** from the imported file to the personnel screen. It does not update any amounts on the deduction screen.

Getting Ready for 2013 GHI

Set GHI Deduction Amounts

- Personnel System (F3)
- Special Functions Menu (F13)
- Set State Health Deduction Amount For Active Employees (F8)

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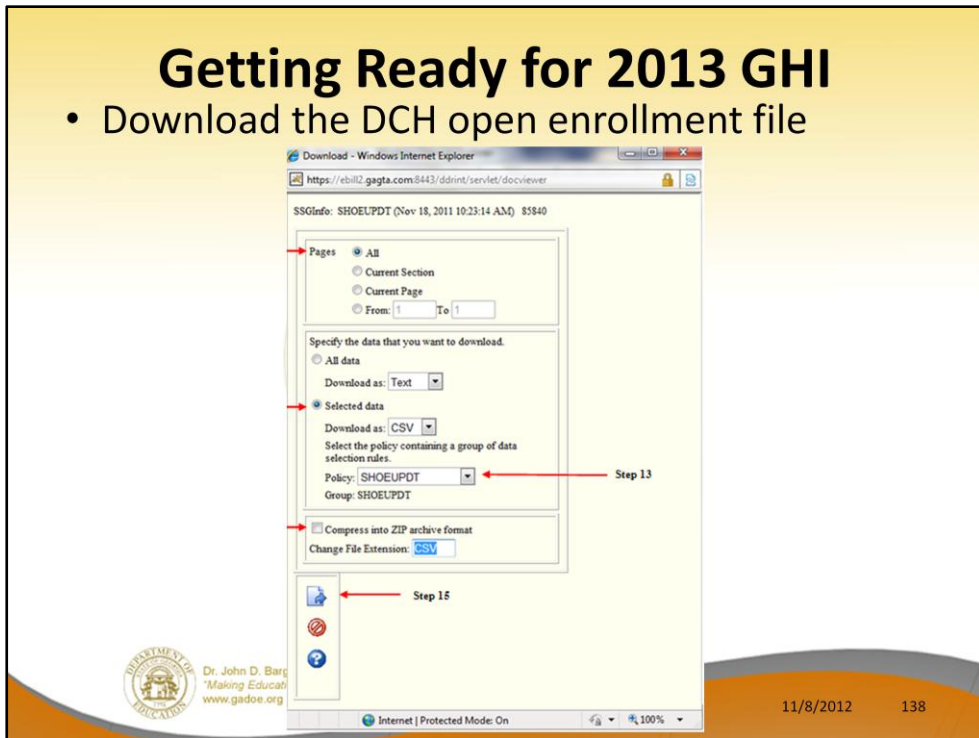After the correct option and tier is entered (or imported) on the personnel screen for each employee, the premium can be updated on the deduction screen using this procedure.

The premium was not updated with the prior import, so this procedure must also be completed.

Getting Ready for 2013 GHI

Set GHI Deduction Amounts

Before running this procedure, the new option and tier choices should be entered on the personnel screen. It is also important to have the correct GHI deduction code entered on the personnel screen.

This procedure should be run in trial mode first. The trial mode will not update the deduction screen, but a report will be produced that contains all of the changes that will be made.

Review the report to make sure it is correct and then run the update again with the **trial mode flag** switched to **N**. **This will update all of the employee premiums on the deduction screen** to match the premiums set in the GHI Plan/Option/Tier maintenance file.

Getting Ready for 2013 GHI

Set GHI Deduction Amounts

REPORT DATE:10/27/2009 10:17   SHBP DEDUCTION UPDATE REPORT
Program ID: PER0150   *** TRIAL MODE – NO UPDATES ***

Emp Num	Employee Name	Work Loc	Class	Pay Periods	Ded Code	Plan Option	Plan Tier	Old Amount	Old Flg	New Amount	New Flg
087909	OG4E, BO4IS	0188	06	12	09	58	10	0.00	Y	8.60	Y
089366	OG4E, EM4RSON	0188	03	12	08	31	99	162.58	Y	210.50	Y
088500	OL5ARY, PA5ULA	8012	66	12	08	58	91	207.10	Y	252.40	Y
088740	OM6LLEY, EF6AIN	8010	55	12	09	NE	00	0.00		0.00	
087836	OR2ELAS, CO2EMAN	0103	78	12	08	58	90	167.10	Y	192.40	Y
087827	OR2URKE, DE2A	8012	67	12	08	58	90	167.10	Y	192.40	Y
089937	PA2SON, DE2ETRIUS	0188	58	12	08	58	96	176.70	Y	203.00	Y
088474	PA2SON, LE2ISHA	0103	06	12	09	03	90	128.90	Y	150.40	Y
088105	PA2UETTE, O2ZE	0103	06	12	09	58	10	0.00	Y	8.60	Y
089605	PA3NELL, AD3NA	0103	09	12	09	03	94	120.80	Y	141.50	Y
089242	PA3ROTT, JO3AS	4050	62	12	08	58	40	40.00	Y	68.60	Y
088693	PA4LSEN, ST4RLING	0188	02	12	24	58	96	90.60	Y	116.90	Y
089894	PA4LSON, EL4ON	0196	26	12	09	03	90	128.90	Y	150.40	Y
087180	PH3LAN, DO3IA	2050	09	12	09	03	96	137.00	Y	159.30	Y
088361	PI2KENS, TI2ANY	4050	02	12	09	07	97	0.00		0.00	

** ERROR ** SHBP Option/Tier 07/97 not found in Benefit deduction file

087379	PI4T, CL4SSIE	2050	28	12	09	55	10	0.00	Y	8.60	Y
087941	PO2DER, TI2N	0103	56	12	09	05	96	137.00	Y	159.30	Y

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Verify the enrollment data and premium data on this report before running the process in FINAL mode.

Questions?

PCGenesis Documentation

http://www.gadoe.org/Technology-Services/PCGenesis/Pages/default.aspx

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Thank you for attending!

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